CommonSpirit

Announcements

CommonSpirit Health Supplier Purchase Order Policy Enforcement

Dear Valued Supplier,

This message serves as a proactive update regarding CommonSpirit Health's commitment to standardized procurement practices. We are refreshing our emphasis on the established policy that mandates the use of approved Purchase Orders (POs) for all goods and services procured across our organization. This re-emphasis is crucial for ensuring efficiency, accuracy, and timely payments to our valued partners like you.

Effective immediately, and as a reinforcement of our existing policy, we want to clearly communicate the following:

- **Mandatory PO Requirement:** All purchases of goods and services for CommonSpirit Health **must be supported by a valid and approved Purchase Order (PO) issued by CommonSpirit Health PRIOR to the provision of any goods or services.**
- **Invoice Returned for Missing POs:** Invoices submitted **without a valid CommonSpirit Health PO reference will be rejected and returned via email by our Accounts Payable team.** This will inevitably lead to payment delays.
- **Incomplete/Non-Compliant Invoices:** In line with the CommonSpirit Supplier/Third Party Payment Policy, invoices that are incomplete or do not meet our specific invoicing requirements will also be rejected. We encourage you to review our invoicing guidelines to ensure full compliance.

What To Do If Your Invoice is Returned

Should you receive an invoice rejection notice for any reason, please actively work with your CommonSpirit Health business partner to obtain the correct PO reference or address any other discrepancies. Once the correct information is secured, please resubmit the invoice through your normal submission channel with all required details.

Your CommonSpirit Health Contacts

- **General Policy/Procurement Questions:** Please reach out directly to your CommonSpirit Health business partner. They are your primary point of contact for understanding procurement needs and PO issuance.

- **Invoice and Payment Inquiries (Returned Invoices Only):** For specific questions regarding a rejected invoice or general payment inquiries, our Accounts Payable Customer Service team is available at APCustomerservice@commonspirit.org.

Your cooperation in adhering to these policies is vital for optimizing our shared processes and ensuring uninterrupted service and payment. We truly value our partnership and appreciate your commitment to helping us maintain efficient and compliant operations.

Thank you for your continued collaboration.