



## AP Service Center Information

### Invoice Inquiries

#### Self-Service Supplier Portal (Premier) Features

- **Invoice Tracking** – 24/7 access to track invoice payment status.
- **Statement Reconciliation** – Upload statements (Excel, CSV or PDF) to be compared against current AP data and view results instantly.
- **Customer Support** – Easily create support tickets and receive a response from the AP Service Delivery team.

#### How to Register on the Portal:

1. Visit the Self-Service Supplier portal: <https://Premier.com/>
2. Click on “Login or Register”.
3. Click on “Register” on the landing page.
4. Complete and submit a form W-9.
5. You will receive your login credentials within 24–48 hours.

#### AP Customer Service

- **Email:** Place in the “To” line: [apcustomerservice@commonspirit.org](mailto:apcustomerservice@commonspirit.org)
  - Include excel statements of outstanding invoice and PO numbers.
  - Indication of credit hold, sales tax, PO invoice inquiry in subject line.

#### P.O. Boxes

##### CommonSpirit Health AP

PO Box 2400  
Phoenix, AZ 85002

##### Mountain Region Facilities

P.O. Box 372660  
Denver CO 80237

#### Physical addresses:

##### Dignity Health – Phoenix

3033 N 3rd Ave  
Phoenix, AZ 85013

##### Virginia Mason Medical Center

1100 9th Ave  
Seattle, WA 98101

##### Yavapai Regional Medical Center

1003 Willow Creek R  
Prescott, AZ 86301

##### St. Alexius (Bismarck)

900 E Broadway Ave  
Bismarck, ND 58501