



WellSpan Health Business Requirements

Effective Monday, February 1, 2024, compliance with the following business requirements will be essential for doing business with WellSpan Health to ensure a smooth transition as we implement our new ERP system.

1. All purchases of products, equipment and services will require an authorized Purchase Order prepared by the WellSpan Supply Chain Department. Products, equipment and/or services delivered without an authorized Purchase Order Number will put payment for such deliveries at risk and may result in shipments being refused at WellSpan docks.
2. WellSpan Supply Chain will be converting 90-days of open Purchase Order (PO) lines from Lawson to Oracle.
 - Any open PO lines with an origination date prior to 11/01/2023, and a shipment not received as of 01/31/2024, will not be converted and effectively considered cancelled.
 - Any shipments delivered after 01/31/24, against PO lines with an origination date prior to 11/01/2023, may be returned to the supplier for credit or require the creation of a new PO and a new invoice.
 - PO's and PO lines for long-term maintenance, service, rentals, leases, and capital will be converted to the new system.
3. The WellSpan Health PO numbering format will change:
 - From: 10-digit Numeric Format
 - (Example: 1001199999)
 - To: 11-digit Alpha Numeric Format with a prefix of "WSH"
 - (Example: WSH00010548)
4. WellSpan Health will require a W-9 with a valid Taxpayer Identification Number (TIN) to engage in any business transactions.
5. Supplier "Remit To" or "Pay To" addresses are limited to one per TIN.
6. Email **supplychaininformatics@wellspan.org** for any changes/updates to your company's purchasing or payment information.
7. Invoices must be received by WellSpan within 180 days of the WellSpan receipt date. Purchase Order lines received but not invoiced will be closed after 180 days.
8. Payment of Invoices will be delayed if discrepancies are identified between the Invoice and the Purchase Order and/or Receiving Document.
9. Paperless Billing email address is changing to **APIInvoices@wellspan.org** (this will replace **AP_Document_Imaging@wellspan.org**) Please send only one invoice per file.
10. Statements should be sent to **APStatements@wellspan.org**.

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11. All other business inquiries and correspondence should be sent to **accountspayable@wellspan.org**. The prior two emails for invoices and statements will not forward your comments or questions to Accounts Payable.
12. Invoices for qualified Non-PO purchases require the WellSpan Department Number and Contact Person included in the "Ship To" address.
13. Payment Methods and the WellSpan Billing Address will remain the same.