



12/01/2022

Hello Valued Supplier,

Spectrum Health, Priority Health, and Spectrum Health Lakeland are changing their policy regarding payment for goods and services delivered at/to Spectrum Health. As a supplier with Spectrum Health, we want you to be informed of these changes.

What's Changing (effective Jan. 1, 2023)

It is the policy of Spectrum Health to only accept invoices that reference valid Spectrum Health purchase order numbers. **Effective Jan. 1, 2023, Spectrum Health may not consider payment of invoices or delay payment if those invoices do not reference a valid purchase order number received by its Accounts Payable department.** Invoices should be sent within 10 days of any services performed or goods delivered at/to Spectrum Health, Priority Health, and Spectrum Health Lakeland.

Failure to supply this information could result in a delayed or non-payment of an invoice.

Additional Information

- Issuance of purchase orders:
 - Purchase orders can be issued via EDI, email, or phone.
- Purchase order number and layout:
 - Purchase order numbers follow a consistent "PO-1XXXXX" format and the company present on the purchase order.
- Purchase order requirement:
 - Spectrum Health requires a purchase order for all financial transactions. In the event a transaction is considered an "exception," the invoice requires additional information (see "Invoice Requirements" below).
- Invoice submission:
 - Suppliers must use the SHAPinvoices@spectrumhealth.org to submit invoices. This inbox is for invoices only and is a no reply email box.
 - The e-mailed invoices:
 - Must be in a pdf format
 - Must only contain one PO-# per invoice
 - Must be limited to one invoice per pdf
 - Can include multiple pdfs in one email
 - Must not be encrypted
 - Must not be embedded (an email within an email)
- Invoice Requirements:
 - The purchase order number must be listed and identified clearly on the invoice; format as follows "PO-1XXXXX".
 - If the invoice is deemed an exception to the required purchase order policy referenced above and is considered a "non-PO invoice," the invoice must include:
 - Spectrum Health requisitioner name
 - Spectrum Health cost center
 - Spectrum Health spend category

This information can be obtained from your Spectrum Health representative. Provide invoice(s) to your Spectrum Health representative for processing.



Questions

Please contact any of the following if you have questions related to this specific letter:

- Accounts Payable Inquiries:
 - Dawn Kress, dawn.kress@beaumont.org
- Supply Chain or Procurement Inquiries:
 - Pauline Lai, potin.lai@spectrumhealth.org
 - Teresa Moore, teresa.moore@spectrumhealth.org

[As of October 11, Spectrum Health is now Corewell Health.](#) Future communications will reference Spectrum Health and Spectrum Health Lakeland as Corewell Health West and Corewell Health South. Thank you for your cooperation and compliance with this policy and for being a valued partner of Corewell Health.