

DATE: June 5, 2019
TO: CHRISTUS Health Vendors
FROM: Supply Chain, Contracting, AP leaders
RE: Enterprise Resource Planning Updates

We are moving many of our systems to one platform, Infor, and want to be sure you're aware of this change and how it might impact your work. Beginning July 1, 2019 our finance and supply chain teams in our CHRISTUS Santa Rosa and Spohn ministries and the system office will be supported by Infor. And the rest of our ministries will transition in the months to follow. But regardless of which ministries you work with, we ask that **all vendors submit invoices to christushealth-invoice@christushealth.org starting July 1, 2019**. Electronic submission is our preferred method and the quickest way to ensure invoices are addressed and paid. We also ask that you submit these invoices directly to us yourself; do not send to your contact within CHRISTUS as we've found this often results in significant delays, and sometimes they just don't get submitted at all. Of course you can copy your contact when you send the invoice to us via email if that's helpful.

If you must submit via mail, please see the new address below.

CHRISTUS <insert ministry name>
Attn: [Department #]
P.O. Box 3065
Orem, UT 84059

Please note that our entity and department numbers are also changing as a part of this transition. We are training our Associates now and will equip them with these new numbers. We will ask that they in turn share with you so you can include this on the invoices you submit so that each is routed to the right place. If you omit these numbers from an invoice in the future, payment will be delayed.

Also know that when you email invoices to christushealth-invoice@christushealth.org, you will no longer receive an email confirmation as you have in the past. Don't worry! This doesn't mean that your invoice wasn't received. It's just part of the change in processes as we move to a new system, so we won't be sending such receipts from now on.

Thank you for your cooperation and patience as we make these changes, as there may be some delays in processing and payment! But in standardizing how we conduct business throughout our system, we hope that it makes for a more efficient and expedient process for our valued partners like you in the future.