

Nov. 2, 2020

Hello valued supplier,

Spectrum Health, Priority Health and Spectrum Health Lakeland will soon go live with Workday as our new Enterprise Resource Planning (ERP) system. As a primary supplier conducting business with Spectrum Health, we want you to be prepared for changes that may impact your operations.

What’s Changing (effective Jan. 1, 2021):

- Issuance of purchase orders:
 - Purchase orders can be issued via EDI, email or phone.
- Purchase order number and layout:
 - Workday purchase order numbers will follow a consistent “PO-1XXXXX” format and the company will be present on the purchase order.
- Purchase order requirement:
 - Spectrum Health will require a purchase order for *all financial transactions*. In the event a transaction is considered an “exception” to the new policy, the invoice will require additional information (see “Invoice Requirements” below).
- Invoice submission:
 - Suppliers will use the SHAPinvoices@spectrumhealth.org to submit invoices, for both PO and non-PO related invoices. Only one invoice per attachment will be admitted and multiple attachments will be accepted per submission. This inbox is for invoices only. Invoice submissions by mail will no longer be accepted.
- Invoice requirements:
 - The purchase order number must be listed and identified clearly on the invoice.
 - 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.
 - **Failure to supply this information will result in non-payment of this invoice.**

Key Dates:

Date	Task	Action
Dec. 21, 2020	Supplier invoice freeze	Invoices received after Dec. 20, 2020 will be processed beginning the week of Jan. 4, 2021.
Dec. 28, 2020	Spectrum Health requisition freeze	Suppliers may experience higher-than-normal volume of orders being placed leading up to this date.
Jan. 1, 2021	Workday go-live	No action – inform only.

How to Prepare:

For now, no action is required. Continue to use the SHAPinvoices@spectrumhealth.org email (SHLaccounts payable@spectrumhealth.org for SH Lakeland) to submit any PO-related invoices.

Questions? Please contact:

- Accounts Payable Inquiries:
 - John Rosloniec, john.rosloniec@spectrumhealth.org
 - Lynn Weenum, barbara.weenum@spectrumhealth.org
- Supply Chain or Procurement Inquiries:
 - Jason Shelton, jason.shelton@spectrumhealth.org
 - Gerry Hakala, gerry.hakala@spectrumhealth.org
 - Teresa Moore, teresa.moore@spectrumhealth.org

Thank you for your participation and for being a valued partner of Spectrum Health.