



**To: Valued Supplier Representative**  
**From: Ryan Jennens**  
**Area Senior Director of Operations-Midwest**  
**The Resource Group/AMITA Health**  
**Date: July 29, 2019**  
**Subject: Important Changes for Suppliers of AMITA Health**  
**Attn: Customer Service, Accounts Payable, Accounts Receivable**

This memo provides details of key changes that will take effect on **October 1, 2019** for the Presence Health facilities that are now part of **AMITA Health**. AMITA Health is transitioning to a common enterprise resource planning (ERP) platform.

**Overview**

AMITA Health is a joint operating company formed by AdventHealth in Altamonte Springs, Fla., and St. Louis-based Ascension. AMITA Health welcomed Presence Health into its health system in 2018 and now is the largest health system in Illinois, comprising of 19 hospitals and more than 230 sites of care.

AMITA Health is implementing new operational practices in Finance, Human Resources and Supply Chain, enabled by information technology. As part of this initiative, the Ascension Ministry Service Center – a shared services organization for these functions – will support AMITA Health along with Ascension entities across the country. This initiative will go live for the Presence Health facilities on October 1, 2019.

**What this means for you**

This initiative includes changes to the purchasing and accounts payable (AP) activities, bidding processes, the supplier point of contact, and central management of one common item and supplier file for all of Ascension and AMITA Health.

Listed in this letter are the specific changes taking effect in October that you need to be aware of, as well as some actions we are asking you to take. Our suppliers who are already familiar with these changes due to their relationship with one of the already-deployed entities listed on the final page will see the same changes for the Presence Health facilities of AMITA Health starting in October.

Thank you for your attention to this significant change in how the Presence Health facilities of AMITA Health collaborate with our suppliers.

Regards,

Ryan Jennens  
Area Senior Director of Operations-Midwest  
The Resource Group/AMITA Health

### Changes to Supplier Point of Contact

Ascension Ministry Service Center	This shared services organization will be responsible for processing purchase orders, invoices, and payments. Accordingly, the Ascension Ministry Service Center will be your new point of contact for all AMITA Health supplier- related questions and requests.
-----------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### New Supplier ID

New Supplier ID	Each supplier will receive a new supplier ID in our new system. <i>If you already work with the Ascension Ministry Service Center because you are also a supplier to an Ascension facility already using the Symphony solution, then your ID will remain the same.</i>
-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### New Online PeopleSoft Supplier Portal

New Online PeopleSoft Supplier Portal	<p>Suppliers may use the online PeopleSoft Supplier Portal to review purchase order details, check the status of invoices, view and download payment history, view and download remittance details, and request updates to supplier data. It is highly recommended that suppliers use the portal for faster processing times, reduction in paperwork and improved status tracking on invoices.</p> <ul style="list-style-type: none"><li>• <b>To register for the PeopleSoft Supplier Portal</b>, please refer to the instructions found <a href="#">here</a></li><li>• <b>To access the PeopleSoft Supplier Portal</b> go to <a href="https://supplierportal.ascension.org">https://supplierportal.ascension.org</a>. Detailed instructions and training resources are available on this webpage.</li></ul> <p>Data for the health ministries mentioned above will not show up in the portal until <b>October 2, 2019</b>.</p>
---------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Changes to Purchasing

Use of Purchase Orders	Purchase orders will now be used for the majority of transactions, exceptions are very limited. If you have not used purchase orders in the past you will begin to receive them as part of the new processes.
Purchase Order Number	Purchase order numbers will be 15 digits in length, with the first 5 digits indicating location and the final 10 digits indicating the purchase order number. <b><i>The complete 15-digit purchase order number must be used on all correspondence and invoicing.</i></b>
Purchase Order Name	Purchase orders will state "AMITA Health" at the top of the document, as well as the name of the specific facility for which the goods or services have been procured.
Method of Issuing Purchase Orders	Our method of issuing a purchase order for our suppliers who do not have an electronic data interchange or other interface with AMITA Health will be through email or fax.

### Changes to Invoicing

Electronic Supplier Invoicing	<p>For our suppliers who do not have an electronic data interchange or other interface with AMITA Health set up for invoicing, invoices may be submitted electronically through the online PeopleSoft Supplier Portal. We will continue to accept email and fax invoice submissions; however, the contact information for these methods will change and response to these invoicing methods will be significantly slower. <b><i>Regardless of submission method, the 15-digit PO number must be included on all invoices or they will be returned.</i></b> Starting on <b>October 1, 2019</b> all invoices should be submitted directly to Ascension Accounts Payable for processing and payment.</p> <p>Submission of invoices will transition to electronic methods through EDI or the online PeopleSoft Vendor Portal as much as possible. We will continue to accept email and fax invoices submitted to Ascension Accounts Payable.</p>
-------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>Any invoices already sent to the local health ministry prior to <b>October 1, 2019</b> and still unpaid will be forwarded to the Ascension Accounts Payable.</p> <p>To submit an invoice through email or fax use, the following contact information:</p> <ul style="list-style-type: none"> <li>• <b>Invoice E-mail: <a href="mailto:invoices@ascensionhealth.org">invoices@ascensionhealth.org</a></b>  <i>*Please note that invoices should be sent as <b>attachments only</b>. Any other content will be lost as our system does not extract content or images in the email body. Each invoice must be sent as a separate attachment.</i></li> <li>• <b>Invoice Fax: (317) 334-7120</b>  <i>*Please note that this fax number will be for invoices only.</i></li> </ul>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Changes to Payments**

Electronic Supplier Payments	Payment to suppliers will transition to electronic payment methods. Suppliers will receive additional communication over the next several months to set up these processes. Until accommodations for the electronic arrangement are finalized, payments will be distributed via check. Checks will be issued under the name "AMITA Health."
Payment Terms	The payment terms per the existing negotiated contract or agreement will remain in place; otherwise the default payment term will be 60 days.

**As the implementation date of the new system and processes approaches, the Ascension Ministry Service Center will send additional communications and information.**

### **Supplier Webinar Information Sessions**

We will be holding informational webinar sessions open to all suppliers on **August 13 and 22** to detail these changes and address any questions. Please mark your calendar for the session that best fits your schedule and see the logistics below to join the webinar.

<u>Supplier Information Session #1</u>	<u>Supplier Information Session #2</u>
<b>Date: Tuesday, August 13</b>	<b>Date: Thursday, August 22</b>
<b>Time: 10 a.m. Central Time</b>	<b>Time: 2 p.m. Central Time</b>

- 1) **Join the meeting by opening a web browser on your computer and going to:**
  - **August 13** --- [Join Skype Meeting](#)
    - 888-444-5443 (Pin: 41589026#) -or- 317-762-2698 (Pin: 41589026#)
  - **August 20** --- [Join Skype Meeting](#)
    - 888-444-5443 (Pin: 79737474#) -or- 317-762-2698 (Pin: 79737474#)
- 2) **Follow the on-screen instructions for connecting your phone to hear the audio portion of the webinar.** Your phone will be automatically muted upon joining. During the webinar, if you have questions, please click the Raise Hand button from within the webinar to notify the moderator that you have a question or comment. We will be taking questions throughout the presentation, and you will be notified on your screen when your phone has been un-muted and you are able to ask your question.

**If you have never used Skype before, please visit this link to set up your computer prior to the event.** <https://www.skype.com/en/get-skype/>

**The new system has already been deployed across a number of Ascension entities across the country, including:**

- |                                           |                  |
|-------------------------------------------|------------------|
| St. Vincent's Health System               | Birmingham, AL   |
| Providence Hospital                       | Mobile, AL       |
| Providence Hospital                       | Washington, DC   |
| St. Vincent's HealthCare                  | Jacksonville, FL |
| Sacred Heart Health System                | Pensacola, FL    |
| St. Mary's Health System                  | Evansville, IN   |
| St. Vincent Health                        | Indianapolis, IN |
| Via Christi Health                        | Wichita, KS      |
| Saint Agnes Hospital                      | Baltimore, MD    |
| St. John Providence Health System         | Detroit, MI      |
| Genesys Health System                     | Grand Blanc, MI  |
| Borgess Health                            | Kalamazoo, MI    |
| St. Mary's of Michigan                    | Saginaw, MI      |
| St. Joseph Health System                  | Tawas City, MI   |
| St. Mary's Healthcare                     | Amsterdam, NY    |
| Our Lady of Lourdes Memorial Hospital     | Binghamton, NY   |
| St. John Health System                    | Tulsa, OK        |
| Saint Thomas Health                       | Nashville, TN    |
| Seton Healthcare Family                   | Austin, TX       |
| Providence Healthcare Network             | Waco, TX         |
| Ministry Health Care                      | Milwaukee, WI    |
| Columbia St. Mary's                       | Milwaukee, WI    |
| Providence Rochester Hospital             | Crittenton, MI   |
| AMITA Health (Adventist/Alexian Brothers) | Chicago, IL      |