

Below is helpful information when doing business Wellpath Accounts Payable.

## Contacting Accounts Payable

- Email: [accountspayable@wellpath.us](mailto:accountspayable@wellpath.us)
- Phone: 866-631-0176

## New Vendor to Wellpath?

New vendors are required to complete the New Vendor form and provide a form W-9 prior to conducting business with Wellpath.

- Vendor must complete a New Vendor Form and provide a W-9, then email both to [accountspayable@wellpath.us](mailto:accountspayable@wellpath.us)

## Existing Vendors **IMPORTANT**

It is important that existing vendors meet the below invoice requirements to facilitate timely invoice processing. Failure to comply with these requirements may result in delayed payments.

## Invoice Requirements

Accounts Payable established the below minimum invoice requirements. Statements, quotes, and provisional invoices are not appropriate substitutions of invoices.

- Name of Vendor
- Invoice billable to Wellpath or a Wellpath subsidiary
- Invoice number
- Invoice Date
- Products or services purchased
- Amount due
- Payment Remit Address
- **Invoice should reference either a purchase order number or a Wellpath employee name (order originator)**
- Supporting documentation, such as approved time sheet(s)
- Ship To/Service Location, Site Name and Address

## Additional Requirements for Staffing Agencies

- When invoicing for staffing, provide one invoice per site/location
- All staffing invoices require approved time sheets. Kronos is Wellpath's time & attendance solution. Where applicable, Kronos time sheets should be attached.
- Send the invoice and Kronos Timesheet in a single PDF document

**IMPORTANT:** Invoices missing any of the above details may be returned to suppliers without being processed or payment may be delayed.

## Where to Submit Invoices and Bill To Details

Email: [accountspayable@wellpath.us](mailto:accountspayable@wellpath.us)

Mail: Wellpath (Attn: Accounts Payable) 1283 Murfreesboro Rd, Nashville, TN 37217

Invoice Preferences:

- Attach invoice using PDF format (*PDF is the preferred invoice format; otherwise, there may be payment delays*)
- Only one invoice per PDF (if an invoice has multi-pages or supporting documents, include as a single attachment)

## Method of Payment

Accounts Payable issues payment via electronic funds transfer process via Automated Clearing House (ACH), a form of direct deposit. Remittances are sent via email for both payment options. Banking information is to be provided on the New Vendor form.

## Example Ship To/Service Location, Site Name and Address to be on Invoices:

### **Bill To:**

Wellpath  
Attention: Accounts Payable  
1283 Murfreesboro Road  
Nashville, TN 37217

### **Ship To/Service Location:**

County Prison (Example)  
3259 Val Tech Road  
Valdosta, GA 31603  
(Wellpath Employee Name)

