

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)
- Standard payment terms are 60 days.

## 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. UKG is Wellpath's time and attendance solution. Where applicable, UKG time sheets must be attached.
- Send the invoice and UKG 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

Wellpath has partnered with iPayables for invoice submission solution. Please contact iPayables regarding invoice submission:

- <https://www.ipayables.com/wellpath/>
- Activation Help: [vendor.adoption@ipayables.com](mailto:vendor.adoption@ipayables.com) (801-224-8300 ext. 2)
- Technical Support: [invoiceworks.support@ipayables.com](mailto:invoiceworks.support@ipayables.com) (801-224-8300 ext. 3)

## Method of Payment

Accounts Payable issues payment via Automated Clearing House (ACH) and remittances are sent via email.

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

**Bill To:**  
Wellpath  
Attention: Accounts Payable  
3340 Perimeter Hill Drive  
Nashville, TN 37211

**Ship To/Service Location:**  
County Prison (Example)  
3259 Val Tech Rd  
Valdosta, GA 31603  
(Wellpath Employee Name)

## Supplier Invoice Portal

View invoice and payment statuses by visiting our website and selecting the link to the Supplier Invoice Portal.

Website: <https://wellpathcare.com/suppliers/>

