

Below is helpful information when doing business Wellpath Accounts Payable.

Contacting Accounts Payable

- Email: 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
- Standard payment terms are 90 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, Site Finance # and Address

Additional Requirements for Staffing Agencies/Contractors

- When invoicing for staffing or contract services, provide one invoice per site/location
- All staffing invoices require approved time sheets. UKG is Wellpath's time & 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 (801-224-8300 ext. 2)

Technical Support: invoiceworks.support@ipayables.com (801-224-8300 ext. 3)

Email invoices to: wellpathap@ipayables.com

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: (Example)

Davidson Co. Maximum Correctional Center 100820
5113 Harding Place
Nashville, TN
(Wellpath Employee Name or Title)

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/>

