

## AHS Vendors Procure to Pay (P2P) Project Frequently Asked Questions (FAQ)

Earlier this year, Alberta Health Services (AHS) launched the Procure to Pay (P2P) project to enhance business processes in procurement and payables. The implementation of P2P is centered on moving to a single shared technology platform – Oracle R12 - with standardized processes to support this platform. Year One went 'live' on February 15, 2011. The following FAQ's have been developed to assist our vendors in understanding some of the key impacts of this transition. The FAQ will be expanded as further information is available. We encourage you to regularly visit our website at <http://www.albertahealthservices.ca/207.asp> to check for updates.

Question	Answer
Where and to whom do I submit my invoices after February 15 <sup>th</sup> , 2011?	<ul style="list-style-type: none"> <li>• At this time vendors are to submit invoices by Canada Post to: <b>Alberta Health Services Accounts Payable Department PO BOX 1600, Edmonton, AB, T5J 2N9</b></li> <li>• Do not send invoices to the requestor as it will delay payment.</li> <li>• For all exempt items and emergency orders, requestor contact information (<b>first name, last name and phone number</b>) will be required on the invoice. Invoices without requestor contact information will be re-routed to the vendor.</li> </ul>
How can I decrease the time it takes to receive a payment?	<ul style="list-style-type: none"> <li>• Post February 15<sup>th</sup>, AHS will encourage vendors to get paid through Electronic Fund Transfer (EFT). EFT forms will be sent out to vendors when cheque payments are made.</li> <li>• Payments can also be expedited by ensuring a contact name is provided on all Non Purchase Order (PO) invoices.</li> </ul>
What is Electronic Fund Transfer (EFT)?	<ul style="list-style-type: none"> <li>• Electronic Fund Transfer (EFT) is the transfer of money from one account to another through electronic exchange or transfer. This is the preferred method of payment by AHS that will also decrease time for invoices to be paid.</li> <li>• To get a new vendor number, change an existing address, or reactivate or inactivate complete and submit the form <a href="#">Vendor Set-Up and Update</a></li> <li>• To <a href="#">Apply for Electronic Funds Transfer</a> (Direct Deposit)</li> <li>• For assistance specific to invoicing and payment email Accounts Payable at <a href="mailto:AHS.APVendorRequests@albertahealthservices.ca">AHS.APVendorRequests@albertahealthservices.ca</a></li> </ul>
How will I move to EFT?	<ul style="list-style-type: none"> <li>• Information will be provided with any payment made by cheque to vendors</li> </ul>
What information do I need to provide to AHS on my invoices?	<ul style="list-style-type: none"> <li>• Purchase Order number, contact name and phone number of the AHS staff member submitting the request.</li> </ul>
How do we move to a single AHS account?	<ul style="list-style-type: none"> <li>• Account rationalization must occur after Feb 15.</li> <li>• Vendors need to review their computer systems and processes to determine if this applicable.</li> </ul>
How will the use of Purchasing Cards (P-Cards) impact our relationship with AHS?	<ul style="list-style-type: none"> <li>• P-cards will be used for low dollar purchases.</li> </ul>

<p>All payments will be processed out of Calgary starting on February 15<sup>th</sup>, 2011. What does that mean for vendor payments?</p>	<ul style="list-style-type: none"> <li>• There will be no impact on vendor payments</li> <li>• Vendors will be encouraged to receive their payments through Electronic Fund Transfers</li> </ul>
<p>Who do I contact for additional information on the Procure to Pay (P2P) project?</p>	<ul style="list-style-type: none"> <li>• For general information regarding the P2P project, please email <a href="mailto:P2P@albertahealthservices.ca">P2P@albertahealthservices.ca</a></li> <li>• For specific questions related to doing business with AHS, please contact <a href="mailto:vendorrelationsoffice@albertahealthservices.ca">vendorrelationsoffice@albertahealthservices.ca</a></li> </ul>