



January 15, 2011

Dear Vendor:

Alberta Health Services (AHS) Contracting, Procurement and Supply Management (CPSM) and Finance divisions are connecting with our vendors to provide you with an update on the Procure to Pay (P2P) project which impacts business processes for the procurement and payables of goods and services.

With the integration of P2P, there are several impacts to our vendors and the way we do business together.

An important date to notice is **February 15, 2011** where AHS will 'go live' with a single shared technology platform – Oracle R12. On this date, the following changes will come into effect:

Purchase Orders

- AHS will provide standardized templates that will be required for all Request for Proposal submissions.
- Purchase Orders will be required for all product shipments *with the following exceptions*: emergency requests after hours and exempt items i.e. stationary, books, subscriptions and education courses.
- All product substitutions will require AHS' approval before shipping.
- Delivery location will be listed on all Purchase Orders.

Invoices

- To ensure timely turnaround, please send all invoices by email to ahs.invoices@albertahealthservices.ca.
- In the event this is not possible, please use one of the following options:
 - Send by fax to 1-780-407-3700; or
 - Send by Canada Post:
PO BOX 1600
Edmonton, AB
T5J 2N9

Note: *Sending invoices by Canada Post may delay payment.*

- Do not send invoices to the requestor as it will delay payment.
- For all exempt items and emergency orders, requestor contact information (**first name, last name and phone number**) will be required on the invoice. Invoices without requestor contact information will be re-routed to the vendor.

Payments

- Electronic Fund Transfer (EFT) payments will be the preferred method of payment.
- EFT forms will be sent out to vendors when cheque payments are made.

Support

- If you have questions regarding these changes explained above, responses to frequently asked questions have been provided as an attachment.
- Effective February 15, 2011, any questions regarding the changes can be addressed by contacting us at 1-800-595-0007 or by email at **AHS.APHelpdesk@albertahealthservices.ca**

We value our vendor relationships and look forward to your ongoing support and cooperation as AHS makes this transition. Further information and details will be communicated in January prior to the 'go-live' date. We encourage you to share this information with your colleagues as well as to monitor the AHS website for further information (<http://www.albertahealthservices.ca/207.asp>).



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