**Communication to SMU Community on the Accounts Payable Transition**

Accounts Payable processing (the payment of invoices to outside entities) transitioned to Sutter Shared Services (also known as “S³”) in Roseville effective February 2014. We are sharing the following information with you that we have received from Sutter:

**Q: What if I have an invoice to submit for payment or a vendor sends an invoice to my department?**

A: Have your department’s approver sign and code the invoice. Please remember to include our company number (Company 215). Then scan the invoice and mail the PDF file to S3vendorinvoices@sutterhealth.org. (Please use this email address only for submitting invoices, not for payment inquiries.) Each PDF document should contain only one invoice. *Be sure to instruct the vendor to send invoices directly to Sutter Shared Services in the future, as noted below.*

**Q: Where should vendors submit invoices?**

A: Please instruct vendors to send invoices directly to Sutter Shared Services using the mailing address and email below:

Sutter Health ***[Name of your affiliate/company here]***

Attn: ***[Name of your department’s approver here]***

P.O. Box 619110

Roseville, CA 95661

Email: [S3vendorinvoices@sutterhealth.org](mailto:S3vendorinvoices@sutterhealth.org)

**Q: What if a vendor contacts me to check the status of a payment?**

A: Please direct vendors to the Sutter Health Accounts Payable Line, 916-297-9300.

**Q: Can I check the status of a payment myself?**

A: Send payment inquiries to S3ccapsco@sutterhealth.org. You can also call the Sutter Health line for Accounts Payable inquiries at 916-297-9300.