

## 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](mailto: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](mailto:S3ccapsco@sutterhealth.org). You can also call the Sutter Health line for Accounts Payable inquiries at 916-297-9300.