

WTS Medical Staffing, LLC



Caring. Serving. Changing Lives.



ACCOUNTS PAYABLE

Below is helpful information when doing business with WTS Medical Staffing, LLC Accounts Payable.



Email: accountspayable@wtshealthcare.com



Phone: 866-561-2654



Address:

900 Commonwealth PI Suite 200-1006
Virginia Beach, VA 23464



NEW VENDOR TO US?

New vendors are required to complete the New Vendor form and provide a form W-9 prior to conducting business with us.

- Vendor must complete a New Vendor Form and provide a W-9, then email both to accountspayable@wtshealthcare.com
- Standard payment terms are 90 days.



EXISTING VENDORS IMPORTANT

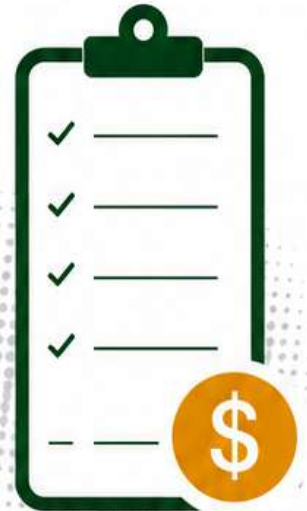
It is important that existing vendors meet the below invoice requirements to facilitate timely invoice processing. Failure to comply with these requirements may result in delayed payments.

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 WTS Medical Staffing, LLC
- Invoice number
- Invoice Date
- Products or services purchased
- Amount due
- Payment Remit Address
- Invoice should reference either a purchase order number or a WTS Medical Staffing, LLC employee name
- 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 WTS Medical Staffing, LLC'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 INFORMATION

WTS Medical Staffing, LLC has partnered with iPayables for invoice submission solution.

Please contact iPayables regarding invoice submission:

<https://www.ipayables.com/wtshealth/>

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: accountspayable@wtshealthcare.com



METHOD OF PAYMENT

Accounts Payable issues payment via Automated Clearing House (ACH) and remittances are sent via email.



BILL TO INFORMATION

WTS Medical Staffing, LLC
900 Commonwealth PI
Suite 200-1006
Virginia Beach, VA 23464



SHIP TO / SERVICE LOCATION (Example)

WTS HEALTH - Main Campus 000001
900 Commonwealth PI
Suite 200-1006
Virginia Beach, VA 23464
(WTS Health Employee Name or Title)



SUPPLIER INVOICE PORTAL

View invoice and payment statuses by visiting our website and selecting the Invoices & Supplier Invoices section.



Website:

www.wtshealthcare.com/suppliers

