

# Scripps Health

## Invoicing and Payment Contact Information

The Scripps Health Accounts Payable Department strives to make accurate payments within established methods and terms for contracted suppliers and vendors (“Suppliers”). Scripps Health has options for Suppliers to receive payments more efficiently and alternate methods for our Supplier community to submit invoices for processing.

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### **Sending Invoices to Scripps Health**

The following three methods are the only acceptable means of submitting invoices to Scripps Health, and Scripps Health truly appreciates Supplier’s adherence to these methods.

**1) Mail**

Scripps Health  
Accounts Payable Dept. 4S-202  
PO BOX 2469  
La Jolla, CA 92038

**2) Email**

[accountspayable@scrippshealth.org](mailto:accountspayable@scrippshealth.org)

***Please note:*** Our invoice processing system only allows single invoices per pdf or image file. When submitting invoices via email, Scripps Health asks that Supplier only send one invoice per pdf or image file.

**3) Electronic Data Interchange (EDI)**

Scripps Health accepts EDI (810) invoices from Suppliers.

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**To request an update of Supplier’s current payment method and terms, please complete this form and email it to [accountspayable@scrippshealth.org](mailto:accountspayable@scrippshealth.org). Scripps Health will contact Supplier for processing.**

Date:

Requester Name:

Requester Phone:

Supplier Name:

Scripps Health MMIS Supplier Number (If applicable):

**For all payment inquiries or questions relating to this Exhibit, please contact:**  
[accountspayable@scrippshealth.org](mailto:accountspayable@scrippshealth.org) or call (858) 678-7313