

## WPS Vendor Toolkit

The purpose of this document is to provide direction to WPS vendors about how to submit requests for payment and be paid under properly submitted invoices. These requirements relate only to payments, and do not include additional requirements of contracting with WPS or how to become a vendor if you are not one already.

### Who is WPS Health Solutions?

Today, Wisconsin Physicians Service Insurance Corporation uses “WPS Health Solutions” to refer to our entire enterprise. Within our enterprise, there are three divisions: WPS Government Health Administrators (“[GHA](#)”), WPS Military and Veterans Health (“[MVH](#)”), and WPS [Health Insurance](#) (“HI”)/WPS [Health Plan/EPIC](#) Specialty Benefits.

### Purchasing/Procurement

The following steps are required to do business with WPS Health Solutions. Failure to meet any of the following requirements will result in a delay or dispute of payment.

#### Procurement Process Steps:

1. Signed Contract / Accepted Quote
2. Purchase Order
3. Service performed/goods delivered
4. Invoice

### No PO, No Pay Policy

You should ensure that a valid Purchase Order (PO) has been received from WPS before starting work or delivering goods and services. As a vendor, you can request a PO for each purchasing event. In limited scenarios, WPS does not require a PO. Contact [Procurement@wpsic.com](mailto:Procurement@wpsic.com) if you have questions about this policy.

### One Invoice, One PO

Each invoice should reference only one PO. WPS is unable to accept invoices linked to multiple PO's.

### What to do if you don't have a PO and require one:

If you have not received a PO for the goods or services you are providing to WPS, please reach out to your WPS contact (buyer) to confirm a PO number or [Procurement@wpsic.com](mailto:Procurement@wpsic.com).

### What is the correct PO number sequence/format?

YRPXXXXXF - EX: 21P01234F

YRPXXXXXT - EX: 21P01234T

VYRBXXXXXT - EX: V21B01234T

### For Procurement inquires:

[Procurement@wpsic.com](mailto:Procurement@wpsic.com)

## Invoicing

The following requirements are in effect for all vendors doing business with WPS. Complete and accurate information is required for payment.

### Submitting an Invoice

All invoices must be sent directly to Accounts Payable via email at [AccountsPayable@wpsic.com](mailto:AccountsPayable@wpsic.com) on the invoice date stated on the document. The preferred method to submit an invoice is in PDF format.

All invoices submitted to WPS must contain:

- **Vendor Name and Remittance Address** – Complete company name, remit-to address and current contact name, phone number and email address
- **Bill To: Full Legal WPS Company Name** – Name of specific company that purchased the goods or services
- **Payment Terms** – WPS Standard Payment Terms are 2% 10/Net 30. If you do not offer discounted Terms, WPS Standard Payment Terms are Net 30.
- **WPS Business Contact Name** – Invoices that are missing or have incorrect names will be rejected and sent back to the vendor for correction
- **Purchase Order Number** – One valid PO per invoice. Invoices that are missing or incorrectly reference a PO number or PO line number will be rejected and sent back to the vendor for correction
- **Invoice Date** – Invoices cannot be future dated
- **Invoice Number**
- **Invoice Currency**
- **Sales Tax Amount**
- **Total Invoice Amount Due** – Should reflect current charges only
- **Description of Goods or Services** – Must be in sufficient detail to allow WPS to review and approve the invoice, validating that goods or services have been delivered at the proper price
- **Quantity**
- **Unit of Measure**
- **Unit Price**

Failure to meet any of the above invoice requirements will result in the rejection of your invoice and a delay or dispute in payment. It is the vendor's responsibility to re-submit the invoice with proper information in a timely manner.

Should you have any questions regarding the above invoice requirements please contact [AccountsPayable@wpsic.com](mailto:AccountsPayable@wpsic.com)

### Changes to your Vendor Information

Please contact [WPS.Vendor.Maintenance@wpsic.com](mailto:WPS.Vendor.Maintenance@wpsic.com) to notify WPS of any changes to your vendor information, such as a new address, contact or banking information.

### Policy references:

[Vendor Code of Conduct](#)

[Purchase Order Terms and Conditions](#)