

# Jackson Health System (JHS) Invoice Submission Guide

## Before submitting an invoice to JHS, please ensure the following:

- A copy of the JHS Purchase Order document for the order of goods and services has been received from the Procurement Management Department
- The invoice document lists a unique Invoice number
- The invoice document lists a valid Purchase Order number
- If performing contractual services, dates of service coincide with contract term dates
- The invoice total/total of all invoices submitted against the Purchase Order do not exceed the Purchase Order amount
- The line item descriptions, pricing and/or quantities on Invoice match the Purchase Order
- All required delivery slips and/or work orders have been signed off by the user department

## To submit an invoice to JHS:

- Email the invoice document to  
[GHXODAP.JacksonHealthSystems@na.firstsource.com](mailto:GHXODAP.JacksonHealthSystems@na.firstsource.com)  
*Invoices that are not submitted to the email address shown above will not be processed for payment.*
- Allow 28-48 hours after submission for invoice to be received in the system.

## Is an invoice overdue for payment?

### Things to consider...

- Was my invoice submitted to the correct email address?
- Was an acknowledgement received from the GHX email address after invoice was submitted?
- Was my invoice submitted against the correct PO number?
- Was my delivery slip and/or work order signed off by the user department upon completion?

Miracles  
*made daily.*

