

# Supply Chain Management Support Guide

# #UTHealth Houston

### Payment Services

Suppliers may reach out to <u>AccountsPayable@uth.tmc.edu</u> for PO invoice inquiries.

Coupa Invoices (text-based pdf) may be sent via email by Suppliers to <u>invoices@uth-tmc.coupahost.com</u> for processing.

<u>Accounts Payable</u>: Please contact the AP Specialist below for all <u>PO</u> Invoice Issues and Inquiries if your supplier begins with the following letters:

<b>UTHSC &amp; UTP</b>			High Volume		
Kira Gibbs	713-500-4708	A – C (0-9), Azenta, Dentsply	Denise Jones-Thorn (AP Manager)	713-500-4864	Amazon, Eurofins, Imagefirst, Miracle Dental
Beverly Coleman	713-500-4711	D – H, Great America	Lakeitha Spates (AP Manager)	713-500-8131	Possible Mission, Sigma, & Summus, TBS
Alice Douet	713-500-8734	I – N, Pitney	VACANT	713-500-4707	
Quyen Diep	713-500-4718	O – Z excludes Pitney	Johnnie Thomas	713-500-4747	Alsco, Matheson, SPOK, Zeno

<u>Disbursements</u>: Please contact the Disbursement Specialist below for all <u>Non-PO</u> Invoice Issues and Inquiries if your Supplier begins with the following letters:

Phone: 713-500-4966 | Email: <u>Disbursements@uth.tmc.edu</u>

<u>UTHSC</u>		<u>UTP</u>	
Paul Linares (Admin Manager)	713-500-4977	Paul Linares (Admin Manager)	713-500-4977
Nakeya Phillips	713-500-4959		
Jessica Jackson	713-500-4960		

# ERT, Procurement Services, & Supplier Management

<u>Employee Reimbursement & Travel (ERT)</u>: Please contact the Employee Reimbursement Team below for all <u>Travel or Non-Travel expense reimbursement</u> issues and inquiries:

Phone: 713-500-4958 | Email: travel@uth.tmc.edu

Nicole Brown 713-500-4961 Rebecca Reeves 713-500-4973 Q – Z, M (Assistant Director)

Jackqueline Owens 713-500-4963 F – P LeNisha Johnson-Griggs 713-500-4972 A - E

Teni Mathew 713-500-4990 CLI

<u>Med School Travel</u>: Please contact for travel, invoice issues and inquiries in regards to

Med School ONLY (Business Units 02 and 12)

Email: MSTravel@uth.tmc.edu

**<u>Procurement Services</u>**: Please contact for inquiries in regards to:

<u>Purchasing Services</u>: Requisitions <\$15K, Purchase Orders <\$15K, PO closures.

Email: <u>PurchasingServices@uth.tmc.edu</u>

**Central Procurement:** Requisitions >\$15K, Purchase Orders >\$15K, PO closures, Bids (ITB, RFP), and Contracts

Email: CentralProcurement@uth.tmc.edu

<u>Supplier Information Management (SIM)</u>: Please contact for inquiries in regards to <u>Vendor/Supplier set up</u>, <u>Onboarding</u>, and <u>Information Updates</u>

Email: VendorCode@uth.tmc.edu | Phone: 713-500-4700

# Coupa Administrative Support Team Assistance

#### **Coupa Support Team:**

For general questions regarding the use of Coupa, please email the UTHealth Coupa Support Team at <a href="mailto:CoupaSupport@uth.tmc.edu">CoupaSupport@uth.tmc.edu</a>. If you are having Coupa-related issues, please submit a service ticket via the "E-mail Coupa Support" link on the Coupa homepage

#### **Coupa Training:**

Regular training sessions are provided for all Coupa users:

Documents related to training are located on the ValueChain Training Academy webpage.

On the Coupa Training Schedule webpage, you can access and view all ongoing Coupa trainings.

#### **New User Coupa Access Request**

If a user needs Coupa access, then visit <u>ServiceNow</u> to input a request (see screenshots on next slide).

Coupa Single Sign-On Link: https://uth-tmc.coupahost.com/user/home

#### **Delegation Request:**

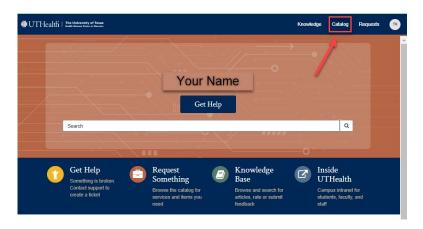
Please submit a ServiceNow ticket for all delegation requests utilizing the <u>Coupa Functional Assistance</u> link. If there are multiple users requesting delegation, please include their information on the delegation form and attach the completed form to your request. You can also submit the form to request the removal of delegation.

#### **Additional Useful Information:**

Please contact Purchasing Services regarding PO closure at <a href="mailto:PurchasingServices@uth.tmc.edu">PurchasingServices@uth.tmc.edu</a>.
For issues regarding trapped encumbrances, please contact the Budget Office at <a href="mailto:Budget@uth.tmc.edu">Budget@uth.tmc.edu</a>.

# IT Help Desk Support (Continued)

1. Select "Catalog" at the top right



2. Select "Coupa Access Request"



3. Complete all required fields on the request form (right) and hit "Request"

