



Four Cornerstones of Success

 **UTHealth** | Supply Chain Management
The University of Texas
Health Science Center at Houston

Supply Chain Management Support Guide May 25, 2022

Payment Services

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

UTHSC & UTP

Kira Gibbs 713-500-4708 A–D (0-9)

Nakeya Phillips 713-500-4711 E-K

Alice Douet 713-500-8734 L–N, Pitney

Quyen Diep 713-500-4718 O–Z, exclude Pitney

High Volume

Cynthia Richmond 713-500-4707 Azenta, Great America & Today's Business (Manager)

Lakeitha Spates (Sr. Lead) 713-500-8131 Possible Mission, Sigma & Summus

Johnnie Thomas 713-500-4747 AlSCO, Matheson & Zeno

Denise Jones- Thorn 713-500-4864 Amazon, Imperial Linen & McKesson

Suppliers may reach out to AccountsPayable@uth.tmc.edu for invoice inquiries.

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

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

Phone: 500-4966 | Email: Disbursements@uth.tmc.edu

UTHSC

Tiffany Hill 713-500-4959 A – H

Marquisha Banks 713-500-4963 I – O

Dominique Koehler 713-500-4960 P – Q

Paul Linares 713-500-4977 R – Z

UTP

Dominique Koehler 713-500-4960 A – Z

Nicole Brown 713-500-4961 (Manager)

ERT, Procurement Services, & Supplier Information Management

Employee Reimbursement & Travel (ERT) : Please contact the Employee Reimbursement Team below for all **Travel or Non Travel expense reimbursement** issues and inquiries:

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

Nicole Brown (MGR) 713-500-4961

Tiffany Jackson

713-500-4973

Marquisha Banks 713-500-4963

LeNisha Johnson

713-500-4972

Med School Travel: Please contact for invoice issues and inquiries in regards to **Med School ONLY (Business Units 02 and 12)**

Email: MSTravel@uth.tmc.edu

Procurement Services

Central Procurement: Please contact for inquiries in regards to **Requisitions >\$15K, Purchase Orders >\$15K, PO closures, Bids (ITB, RFP), and Contracts**

Email: CentralProcurement@uth.tmc.edu

Purchasing Services: Please contact for inquiries in regards to **Requisitions <\$15K, Purchase Orders <\$15K, PO closures.**

Email: PurchasingServices@uth.tmc.edu

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

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

Coupa Administrative Support Team Assistance

Coupa Administrative Support Team:

For general questions regarding use of Coupa, please email the Coupa Administrative Support Team coupasupport@uth.tmc.edu. For example, user is having issues logging in to Coupa, Coupa is down and cannot be accessed, need to add a user to certain approval groups, advanced troubleshooting. Questions regarding access should be submitted to Service Now (see below). Please do not submit non Coupa technical questions to the Coupa Administrative Support Team. Functional questions should be directed to Procurement or Payment Services.

Customer General Inquiries:

Basic questions on functionality of that module will be directed to that functional group to answer. If the functional group can answer the question, they will answer the question and follow up with an email providing a link to the ValueChain Training Academy – <https://inside.uth.edu/finance/procurement/academy.htm>. This will provide users with additional information/tips about Coupa.

IT Service Now (Help Desk) Support

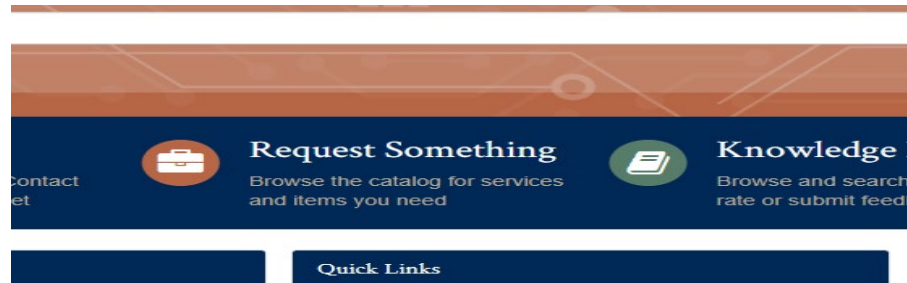
If a user needs Coupa access then visit **ServiceNow** to input a request: <https://uthealth.service-now.com/uthealth> (see screenshots-next slide)

Coupa Single Sign-On Link:

<https://uth-tmc.coupahost.com/user/home>

IT Help Desk Support (Continued)

1. Select “Request Something”



2. Then select “Coupa Access Request”:



3. Complete all required fields on the request form and hit “Request” button on the right side of the screen.

A screenshot of the 'Coupa Access Request' form. The form has a white background with a blue border. At the top, it says 'Coupa Access Request' in bold. Below that is a blue icon of a clipboard with a checklist. To the right of the icon, it says 'Request for access to the Coupa Procure-to-Pay and Employee Expense Reimbursement application'. Below the icon and text are several input fields: 'Employee that needs access' (a dropdown menu), 'Employee title' (a text field), 'Employee phone' (a text field), and 'Employee department' (a text field). At the bottom right of the form is a 'Request' button.