



**ATTENTION: Supplier/ Vendor Community**  
**Important Notice Regarding Invoice Payment**

**Supplier/Vendor Inquiries:**

Direct any questions regarding accounts payable as follows:

Email: <a href="mailto:jbhap@mohawkssi.com">jbhap@mohawkssi.com</a>	Phone: 289-391-0151 Dial 5
Register for electronic invoicing	<a href="http://services.basware.com/JBH">http://services.basware.com/JBH</a>

Joseph Brant Hospital has a new e-invoicing system. In order to accept invoices for payment, we require you to register utilizing our new Supplier Portal supported by our accounts payable provider, Mohawk Shared Services utilizing the Basware Network.

The new method requires submitting machine-readable PDF e-invoicing and we are attempting to eliminate as much paper invoicing as possible.

1. **Please register for free on our supplier portal (link below) in order to allow our system to accept your invoices for payment.** <http://services.basware.com/JBH>

A **supplier kit** supporting how to register on the portal is available on that link.

2. **Once registered**, your invoices should be sent via regular email to [JBHinvoices@email.basware.com](mailto:JBHinvoices@email.basware.com) in a machine readable PDF format.  
 (When you send in the **first** PDF invoice, Basware maps the invoice fields, therefore, the expected average delivery time for the first invoice is two business days. Basware will notify you by email once the first invoice has been processed. Please **do not send duplicate invoices** to the service.)
3. If you have any questions about the functionality of the service, please visit our **KnowledgeBase** page. There you can review the user guides and use the chat support tool click "help" on the bottom right <https://kb.basware.com/general-faq/basware-pdf-e-invoice>

Reference to **one** of the following pieces of hospital information on the invoice will expedite processing:

**PO Number\*\*\***

**Cost Center\*\*\***

**Buyer Reference\*\*\*** - Please include the email address for your JBH contact.

This should be in full email format ([name@josephbranthospital.ca](mailto:name@josephbranthospital.ca))

**\*\*\*Please ensure there is no personal/patient information included on the invoices you send via the electronic PDF-einvoice Basware service.**

If you **must send personal information** included on an invoice, please ensure you **mail the invoice** to:

PO Box 20053 Thistletown PO  
 900 Albion Road Unit 1 Building 1  
 Etobicoke, ON M9V 1A0

Thank you in advance for supporting this efficiency for health care.