



**Subject:** LSU Health Shreveport Supplier Onboarding

Dear Supplier:

LSU Health Shreveport welcomes you as a new supplier!

To get you set up in our supplier system, please provide the following:

1. Your W9 so we can get you set up.
2. If you are registered as any of the following, **please provide your certificate:**

Disadvantaged Business

Emerging Business

LGBTBE

Minority Owned

Small Business

Veteran Owned

Woman Owned

If you are not certified but are interested in registering for certification, please go to the website below for assistance:

[www.opportunitylouisiana.com/small-business/grow-a-business](http://www.opportunitylouisiana.com/small-business/grow-a-business)

Please email your W9 or W8 with your certification (if applicable) to [SHVPurchasing@lsuhs.edu](mailto:SHVPurchasing@lsuhs.edu).

Thank you for being a valued supplier,

Mary Alice Templeton  
Director – Purchasing  
LSU Health Shreveport



**Subject:** LSU Health Shreveport Preferred Payment Process

Dear Supplier:

LSU Health Shreveport preferred payment method is the J.P. Morgan's Single-Use Accounts<sup>SM</sup> virtual card payment program.

Upon your enrollment in our SUA<sup>SM</sup> program, we will convert your payment terms to immediate payment upon invoice approval.

**Benefits of SUA**

There are many benefits when accepting SUA payment, including:

- accelerated payments that will help reduce days sales outstanding (DSO)
- a simplified process that eliminates the cost of processing checks
- the ability to reduce administration expenses, account collections and follow-ups

Enrolling in this initiative can help strengthen our business relationship, and we are strongly committed to achieving 100% participation from our valued suppliers. Please note that a paper check will be issued with the payment terms of net 30 days for all other (non SUA) forms of payment, where contractually applicable.

While you may already accept credit card payments, you will need to **enroll in our SUA program by completing and emailing the attached acceptance form to [SHVAccountsPayable@lsuhs.edu](mailto:SHVAccountsPayable@lsuhs.edu)**.

Completing enrollment will let us know that you wish to participate, and permit J.P. Morgan to send you virtual card payments on our behalf. Within one to two days from completed enrollment, you will receive a welcome email from LSU Health Shreveport with important instructions on processing SUA payments. The acceptance of SUA payments comes with no additional costs from J.P. Morgan or us, but merchant processing fees apply.

If you have any questions about our SUA payment program, please contact Ulander Holloway at 318-675-5465, or email [ulander.holloway@lsuhs.edu](mailto:ulander.holloway@lsuhs.edu).

Thank you for being a valued supplier,

Sheila Faour  
Chief Financial Officer  
LSU Health Shreveport



To enroll in J.P. Morgan's Single-Use Accounts<sup>SM</sup> payment solution, please email this completed form to Ulander Holloway at [SHVAccountsPayable@lsuhs.edu](mailto:SHVAccountsPayable@lsuhs.edu).

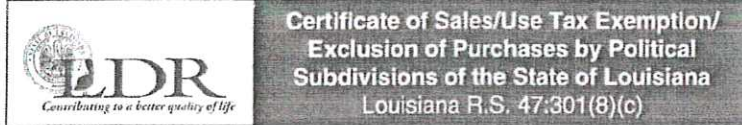
<b>Company Name:</b>	
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<b>Accounts Receivable Contact Information:</b>	
Name and Title:	
Phone Number:	
Payment Notification Email Address*:	

*\*An email address is required for the payment notification. We recommend a central email address, such as [accountsreceivable@vendorname.com](mailto:accountsreceivable@vendorname.com).*

Thank you for being a valued supplier,

Sheila Faour  
Chief Financial Officer  
LSU Health Shreveport



**Certificate of Sales/Use Tax Exemption/  
Exclusion of Purchases by Political  
Subdivisions of the State of Louisiana**  
Louisiana R.S. 47:301(8)(c)

PLEASE PRINT OR TYPE.

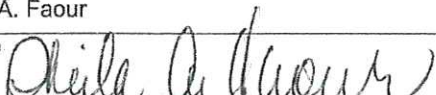
Political Subdivision Louisiana State University Health Sciences Center - Shreveport	Louisiana Dept. of Revenue Registration No. (if applicable) 0077933-001	
Address 1501 Kings Highway / PO Box 33932 - 71130		
City Shreveport	State LA	ZIP 71103

The above referenced entity does hereby certify that the entity is a public agency of the State of Louisiana with legal status as one of the following:

- State agency, board or commission
- Municipal government or instrumentality thereof
- Public Charter School (R.S. 17:3971-4001)
- Hospital service district
- Public housing authority
- Parish government or instrumentality thereof
- Parish school board or public school
- Law enforcement district
- Waterworks district
- Parish and municipal libraries
- Other \_\_\_\_\_

Purchases of tangible personal property and taxable services, and/or leases and rentals of tangible personal property by the above referenced political subdivision are totally exempted from the sales tax levied by the State as provided by R.S. 47:301(8)(c). The Louisiana Constitution, Article VI, §44(2) defines a political subdivision as "a parish, municipality, and any other unit of local government, including a school board and a special district, authorized by law to perform governmental functions".

The authorized person for the political subdivision certifies that the entity meets the criteria for the sales tax exclusion under R.S. 47:301(8)(c), and if sales tax is later found to be due, the entity will be responsible for any tax liabilities.

Signature of Authorized Agent	
Authorized Agent Sheila A. Faour	Title Chief Financial Officer
Signature 	Date (mm/dd/yyyy) 07/01/2021