CAMC has a web site option called Vendor self-serve. This enables you to check the status of your invoices at any time.

It is easy to use and very informative. If the status of an invoice says "open", the invoice will pay on the check run following the due date. If some of your invoices do not appear and are <u>past due</u> to be paid, email customer service at accountspayable@camc.org with a list of the missing invoices and they will get back with you.

Your login for this site will be your vendor number, which is 12345, and your password (remit to zip code) is 11111.

The instructions are attached for your convenience.

Thanks,

## Accounts Payable

Charleston Area Medical Center, Inc. & Affiliates

Email: <u>accountspayable@camc.org</u>