

CS-Unify

Dear Cedars-Sinai Vendors,

In **January 2024**, CS-Unify, Cedars-Sinai's new ERP solution using Oracle Cloud, will replace PeopleSoft for Cedars-Sinai Medical Center, Cedars-Sinai Marina del Rey Hospital and the Medical Network.

This email includes important information for Cedars-Sinai Vendors including:

1. Key Dates and Deadlines
2. New PO Form
3. Value Analysis Request Information
4. FAQs

Key Freeze and Go-Live Dates:

- **11/5/23, 4:50 PM: New Product Request Pause**
- **12/22/23: Last PO Issued from Cedars-Sinai**
- **1/1/24: New PO Form in Oracle Cloud**

New Purchase Order (PO) Form:

As part of CS-Unify, we are updating our Purchase Order (PO) form. See below for a comparison of our current PeopleSoft PO and our new CS-Unify PO and refer to the highlighted sections below:

1. Purchase Order Information
2. Line-Item Information
3. Total PO Amount

Current: PeopleSoft PO



Vendor Number
Vendor Name
Vendor Address
Account Number

Purchase Order

Dispatch via E-Mail

1	Purchase Order	Date	Revision	Page
	0002302640	10/06/2003		1 of 1
	Payment Terms	Freight Terms		Ship Via
	Net 30	FORBEST Bill CSMC FedEx Acct		Seaboard
	Buyer	Phone		Currency
	Buyer Name	323/865-8496		USD
	GLN:			

Ship To: Shipping Address

Bill To: Billing Address

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Line	Sch	Item/Description	Mfg Name/Mfg Number	Quantity	UOM	PO Price	Extended Amt	Due Date
				2.00	EA	138.50000	277.00000	10/11/23
		Item Number	Manufacturer's Name					
		Item Description	Manufacturer's Number					
						Sales Tax (8.5000%)	24.42000	
						Item Total	281.42000	
						Total Sales Tax (8.5000%)	24.42000	
						Total PO Amount	305.84000	

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ATTENTION CUSTOMER SERVICE #####
PLS. SEND ORDER CONFIRMATION TO YOUNGG@CSHS.ORG. FAILURE TO
COMPLY MAY RESULT IN DELAY OR NON PAYMENT OF YOUR INVOICE. PLS.
SHIP THE ITEM OR ITEMS USING OUR FED EX ACT.
#####

Medical Device Excise Tax

Cedars-Sinai rejects any attempt to pass along the Medical Device Excise Tax. If it is your intent to invoice Cedars-Sinai for the Medical Device Excise Tax, call the Buyer listed above prior to invoicing.

Terms and Conditions

By accepting this Purchase Order, Seller agrees to the Cedars-Sinai Purchase Order Terms and Conditions as part of this contract.

Seller may print a copy at <http://www.cedars-sinai.edu/purchasing>. If Seller does not have a copy of the Terms and Conditions.

Seller's agreement to the Terms and Conditions is a material condition to Cedars-Sinai's contract with Seller.

All invoices for this purchase order must reference the above purchase order number.

Invoices may be mailed to the "Bill To" address noted above or emailed to GroupAccountsPayableInvoices@csHS.org

Shipping Instructions

If shipping charges contractually apply, ship via our FedEx Acct # 321572278.

Insert Cedars-Sinai PO # in the reference field of shipping form.


If you cannot ship via FedEx, ship via our UPS Acct # A933R5.

If weight exceeds 150 lbs., call 888-457-5851 for carrier instructions prior to shipping.

New: PeopleSoft PO

Purchase Order

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Purchase Order	Date	Revision - Revision Date
CSP0200110	09/22/2023	0 - 09/22/2023
Payment Terms	Freight Terms	Ship via
0.15/15 Net 30	FOB Destination	Western Pharmaceutical
Buyer	Phone	Currency
Buyer Name	1-310-423-5041	USD

Vendor: Vendor Number
Vendor Name
Vendor Address

Ship to: Shipping Address

Account #: Account Number

Bill to: Billing Address

2

Line	Item Description	Mfg. Name Mfg. Number	Quantity	UOM	PO Price	Extended Amt	Due Date
1	Item Number Item Description	Manufacturer's Name Manufacturer's Number	3.00	Box	6.07	20.01	09/20/2023
						Sales Tax (8.60%)	\$2.73
						Item Total	\$31.74
Line	Item Description	Mfg. Name Mfg. Number	Quantity	UOM	PO Price	Extended Amt	Due Date
2	Item Number Item Description	Manufacturer's Name Manufacturer's Number	2.00	Box	5.56	11.12	09/29/2023
						Sales Tax (8.50%)	\$1.06
						Item Total	\$12.20
						Total Sales Tax	\$3.81
						Total PO Amount	\$43.94

Medical Device Excise Tax

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Terms and Conditions

By accepting this Purchase Order, Seller agrees to the Cedars-Sinai Purchase Order Terms and Conditions as part of this contract. Seller may print a copy at <https://www.cedars-sinai.org/supply-chain.html>. If Seller does not have a copy of the Terms and Conditions. All invoices for this purchase order must reference the above purchase order number. Invoices may be mailed to the "Bill To" address noted above or emailed to GroupAccountsPayableInvoices@cshs.org

Shipping Instructions

If shipping charges contractually apply, ship Bill 3rd Party via FedEx account number 321572278. Insert Cedars-Sinai PO# in recipient 2nd address field. If you cannot ship FedEx, ship Bill 3rd Party via UPS account number A933R5. If weight exceeds 150 lbs, call 888-457-5651 for carrier instructions prior to shipping.

In CS-Unify, the additional PO terms and conditions will be attached separately.

Value Analysis Request Information:

New Product Requests:

To further streamline the value analysis process, from **Nov. 6, 2023-Feb. 5, 2024**, all new product requests will be suspended. We will automatically reject any requests in Sympplr Spend, except for the following criteria:

1. Products replacing existing items in the Cedars-Sinai portfolio that are being discontinued or are a substitute for urgent clinical needs.

2. Any product that will be used in addition to the current product(s) that are critical to patient care. Critical care products will require approval from the department chair.

One Time Requests:

All one-time-requests (OTR) will follow the existing protocol with CSMC and CSMDRH teams. We request that you collaborate with clinicians, operations and procurement teams in anticipation of our current ERP closure, from Dec. 25, 2023-Jan. 1, 2024. We urge you to obtain relevant purchase order, product/technology non-disclosure agreements (NDA), and product/price agreements by Dec. 15, 2023.

Pending backlog and new product request processing will resume Feb. 5, 2024.

FAQs:

Q: How will I receive POs for product line based on Blue Forms?

A: We will not be generating POs based on Blue forms from Dec 23, 2023 through Jan 2, 2024. These POs will be generated starting Jan 8, 2024 in Oracle Cloud.

Q: How will I contact the procurement team during the shutdown?

A: All company emails will remain the same and available for contact during the shutdown. You can still continue to send statements, invoices, and your questions as usual.

Q: How will POs work during the downtime from Dec 26, 2023 to Jan 2, 2024?

A: Cedars-Sinai plans to send Purchase Orders to suppliers during downtime via email and telephone, depending on supplier preference.

Q: Will any payment terms or mode of payments change?

A: The payment terms and mode of payment will remain the same in Oracle Cloud.

Q: Will we be paid as normal with the transition to CS-Unify?

A: Vendors will be paid in the normal course of business prior to the shutdown.

Q: Currently I have a payment hold or exception. How will this be resolved?

A: Exception information will be transferred to Oracle Cloud. Please continue to work with the Accounts Payable and Procurement business partners to resolve payment issues or concerns.

Thank you for your ongoing partnership! We appreciate your cooperation in making this transition a success. We will provide additional information to help you become familiar with the new process as we approach the Jan. 1, 2024, CS-Unify Go-Live.