



**Children's National**

111 Michigan Ave NW  
Washington, DC 20010-2916  
ChildrensNational.org

**Dear Valued Supplier Partner,**

Children's National Hospital is implementing a new enterprise resource planning (ERP) system, transitioning from PeopleSoft to Workday. This change will impact how we issue purchase orders and process invoices.

**Go-Live Date: July 1, 2026**

### **What This Means for You**

#### **Purchase Orders (POs)**

- Beginning July 1, 2026, all new purchase orders will be issued from Workday
- Workday purchase orders will have a new format and numbering structure
- A valid purchase order will be required for all goods and services to ensure timely payment

#### **PO Conversion and Cleansing**

As part of this transition, Children's National conducted a comprehensive review and cleansing of existing purchase orders:

- POs with remaining balances and valid activity were prioritized for conversion
- **POs dated before July 1st, 2026 that successfully convert into Workday will retain the same PO number**
- **New purchase orders issued in Workday will follow a new numbering format**
- Some purchase orders may not have converted if they did not meet defined criteria

If there is any uncertainty regarding a purchase order, please confirm with your Children's National contact prior to fulfilling orders or submitting invoices.

#### **Invoicing Requirements (Critical)**

To ensure timely payment during and after the transition:

- **All invoices must reference a valid and current purchase order number**
- If a PO created before July 1<sup>st</sup>, 2026 was successfully converted, continue to reference the existing PO number on all invoices
- Invoices submitted without a valid PO may be delayed or rejected
- Invoice details must align with the corresponding PO
- Additional invoicing instructions (submission method, billing details, etc.) will remain consistent unless otherwise communicated.
- We prefer/promote ACH payments. All invoices should be sent electronically whenever possible.



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### Accounts Payable Considerations

- Payment terms and methods will remain unchanged unless otherwise notified
- During the transition period, minor processing delays may occur as we stabilize the new system
- Please ensure your billing and accounts receivable teams are aware of these updates

### Key Expectations for Suppliers

We ask that you:

- Share this communication with your internal sales, billing, and accounts receivable teams
- Ensure all invoices include a valid purchase order number
- Work with CNH AP department to reconcile payments by June 26, 2026
- Confirm PO validity if there is any uncertainty due to the transition
- Be prepared to receive and process Workday purchase orders beginning July 1, 2026

### Ongoing Communication

Children's National is taking a multi-channel approach to ensure awareness of this transition. You may receive this information through multiple touchpoints, including direct outreach from our Supply Chain, Sourcing, and Accounts Payable teams.

### Support

If you have questions or need assistance, please contact:

- **Supply Chain / Purchasing Contact:** Chris Holmes, Purchasing Manager  
([cholmes@childrensnational.org](mailto:cholmes@childrensnational.org))
- **Accounts Payable:** Venita Outland-Williams, Accounts Payable Manager  
([OVENITA@childrensnational.org](mailto:OVENITA@childrensnational.org))

We appreciate your partnership and support as we implement this important system enhancement. Our goal is to improve efficiency, transparency, and the overall experience for our supplier partners. Thank you.

Warm Regards,

Ashley Wilson, MHSA  
VP of Supply Chain & Contract Services

Scott Wuenschell  
VP of Accounting & Controller