

Four Cornerstones  
of Success

CUSTOMER SERVICE

COMPLIANCE

THE  
SWEET  
SPOT

COLLABORATION

CONSISTENCY

#UTHealth Houston  
Supply Chain Management

# Supply Chain Management Support Guide

 UTHealth<sup>®</sup> Houston

Value Chain

UTHealth Supply Chain Management  
11/19/2025

# Payment Services

Suppliers may reach out to [AccountsPayable@uth.tmc.edu](mailto:AccountsPayable@uth.tmc.edu) for PO invoice inquiries.

Coupa Invoices (text-based pdf) may be sent via email by Suppliers to [invoices@uth-tmc.coupahost.com](mailto:invoices@uth-tmc.coupahost.com) for processing.

**Accounts Payable**: Please contact the AP Specialist below for all **PO** Invoice Issues and Inquiries if your supplier begins with the following letters:

## UTHSC & UTP

Kira Gibbs	713-500-4708	A-C (0-9), Dentsply
Beverly Coleman	713-500-4711	D-H
Alice Douet	713-500-8734	I – N, Pitney
Quyên Diep	713-500-4718	O – Z excludes Pitney

## High Volume

Denise Jones-Thorn (AP Manager)	713-500-4864	Amazon, Eurofins, Imagefirst, McKesson Corporation, Miracle Dental
Lakeitha Spates (AP Manager)	713-500-8131	Possible Mission, Sigma, Summus, TBS, Transnetyx Inc, Scribeameric
Jose Ortega	713-500-4707	Azenta, BP Energy, Genesee Scientific, Great America
Johnnie Thomas	713-500-4747	AlSCO, Bluetriton, Matheson, Phonak, SPOK, UTHHealth, Zeno

**Disbursements**: Please contact the Disbursement Specialist below for all **Non-PO** Invoice Issues and Inquiries if your Supplier begins with the following letters:

**Phone:** 713-500-4966 | **Email:** [Disbursements@uth.tmc.edu](mailto:Disbursements@uth.tmc.edu)

## UTHSC

Paul Linares (Admin Manager)	713-500-4977
Nakeya Phillips	713-500-4959
Jessica Jackson	713-500-4960

## UTP

Paul Linares (Admin Manager)	713-500-4977
---------------------------------	--------------

# ERT, Procurement Services, & Supplier Management

**Employee Reimbursement & Travel (ERT)**: Please contact the Employee Reimbursement Team below for all **Travel or Non-Travel expense reimbursement** issues and inquiries:

**Phone:** 713-500-4958 | **Email:** [travel@uth.tmc.edu](mailto:travel@uth.tmc.edu)

Nicole Brown (Assistant Director)	713-500-4961		Rebecca Reeves	713-500-4973	Q – Z, M
Jackqueline Owens	713-500-4963	F – P	LeNisha Johnson-Griggs	713-500-4972	A - E
Teni Mathew	713-500-4990	CLI			

**Med School Travel**: Please contact for travel, invoice issues and inquiries in regards to **Med School ONLY (Business Units 02 and 12)**

**Email:** [MSTravel@uth.tmc.edu](mailto:MSTravel@uth.tmc.edu)

---

**Procurement Services**: Please contact for inquiries in regards to:

**Purchasing Services**: **Requisitions <\$15K, Purchase Orders <\$15K, PO closures.**

**Email:** [PurchasingServices@uth.tmc.edu](mailto:PurchasingServices@uth.tmc.edu)

**Central Procurement**: **Requisitions >\$15K, Purchase Orders >\$15K, PO closures, Bids (ITB, RFP), and Contracts**

**Email:** [CentralProcurement@uth.tmc.edu](mailto:CentralProcurement@uth.tmc.edu)

---

**Supplier Information Management (SIM)**: Please contact for inquiries in regards to **Vendor/Supplier set up, Onboarding, and Information Updates**

**Email:** [VendorCode@uth.tmc.edu](mailto:VendorCode@uth.tmc.edu) | **Phone:** 713-500-4700

# Coupa Administrative Support Team Assistance

## **Coupa Support Team:**

For general questions regarding the use of Coupa, please email the UTHHealth Coupa Support Team at [CoupaSupport@uth.tmc.edu](mailto:CoupaSupport@uth.tmc.edu). If you are having Coupa-related issues, please submit a service ticket via the "E-mail Coupa Support" link on the Coupa homepage

## **Coupa Training:**

Regular training sessions are provided for all Coupa users:

Documents related to training are located on the [ValueChain Training Academy](#) webpage.

On the [Coupa Training Schedule](#) webpage, you can access and view all ongoing Coupa trainings.

## **New User Coupa Access Request**

If a user needs Coupa access, then visit [ServiceNow](#) to input a request (see screenshots on next slide).

**Coupa Single Sign-On Link:** <https://uth-tmc.coupa.com/user/home>

## **Delegation Request:**

Please submit a ServiceNow ticket for all delegation requests utilizing the [Coupa Functional Assistance](#) link. If there are multiple users requesting delegation, please include their information on the delegation form and attach the completed form to your request. You can also submit the form to request the removal of delegation.

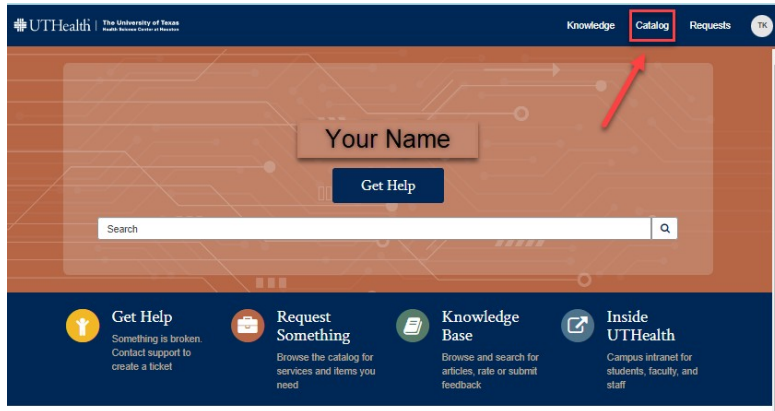
## **Additional Useful Information:**

Please contact Purchasing Services regarding PO closure at [PurchasingServices@uth.tmc.edu](mailto:PurchasingServices@uth.tmc.edu).

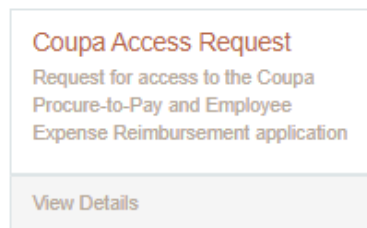
For issues regarding trapped encumbrances, please contact the Budget Office at [Budget@uth.tmc.edu](mailto:Budget@uth.tmc.edu).

# IT Help Desk Support (Continued)

1. Select "Catalog" at the top right



2. Select "Coupa Access Request"



3. Complete all required fields on the request form (right) and hit "Request"

**Coupa Access Request**  
Request for access to the Coupa Procure-to-Pay and Employee Expense Reimbursement application

\* Indicates required

\* Name of Requestor's Department Manager

\* Name of Employee needing Access

\* Employee title

\* Employee phone number

\* Employee Department name

\* Employee Department ID

\* Functions access is being requested for ⓘ

Comments