



## WellHaven AP Guidelines and Contacts

### Vendor Account Management

When setting up a new account for your hospital (outside of our current Corporate Accounts), please use the billing information below when they ask for the “Bill To” information (the “Ship To” information will be your hospital). This will keep invoices and statements from coming to you via mail or email, and you having to forward them to AP.

The billing address should be:

WellHaven Pet Health  
700 Washington St, Suite 401  
Vancouver, WA 98660

and Invoices emailed to:

[accountspayable@wellhaven.com](mailto:accountspayable@wellhaven.com) (preferred)

If this is not an option, then please have them send the invoices to the Campus address.

**Below is a list of the WellHaven Corporate accounts already in place that your hospital can easily be added to, they are as follows:**

- Airgas
- Covertus
- Bayer/Elanco
- Elanco
- First Vet
- Hill's
- Idexx
- Merck
- Merial
- Midwest Vet Supply
- Miller Vet
- MWI
- Patterson
- Quill
- Royal Canin
- Zoetis

## Contacts

- Gretchen Riley- Accounts Payable  
360-450-4856- [gretchen.riley@wellhaven.com](mailto:gretchen.riley@wellhaven.com)  
Services all hospitals in WA and MN  
Licensing for all hospitals
- Debbie Meisner- Accounts Payable  
360-768-1849- [debbie.meisner@wellhaven.com](mailto:debbie.meisner@wellhaven.com)  
Services all hospitals in OR, CO and MT  
American Express for all hospitals
- Sarah MacIsaac- Senior Accountant  
503-269-7800- [sarah.macisaac@wellhaven.com](mailto:sarah.macisaac@wellhaven.com)  
Handles all Banking and Reporting for hospitals
- Brad Loucks- Director of Commercial Operations  
503-267-7372- [brad.loucks@wellhaven.com](mailto:brad.loucks@wellhaven.com)  
Contracts and Maintenance for all hospitals
- Daniel Weaver- Payroll Accountant  
360-450-4624- [payroll@wellhaven.com](mailto:payroll@wellhaven.com)  
[expenses@wellhaven.com](mailto:expenses@wellhaven.com)  
Payroll/Expense Reimbursement for all hospitals

If you do not find the answers that you are looking for in this document, please reach out to me and I will be more than happy to assist you or find the appropriate person to forward your inquiry.

[accountspayable@wellhaven.com](mailto:accountspayable@wellhaven.com)