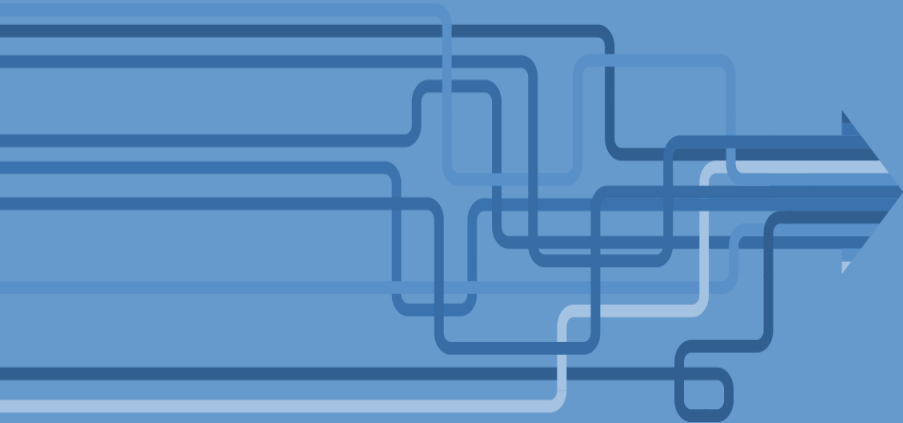


## Vendormate Credentialing

Training for Suppliers



Connected. Intelligent. Healthcare.

# Why is a Vendor Credentialing Program Important to Health Systems?



## Financial

- Mitigate risk of fines & loss of funding

## Security

- Control vendor access
- Know who is walking their halls

## Operations

- Reduce cold calls
- Current vendor contact information

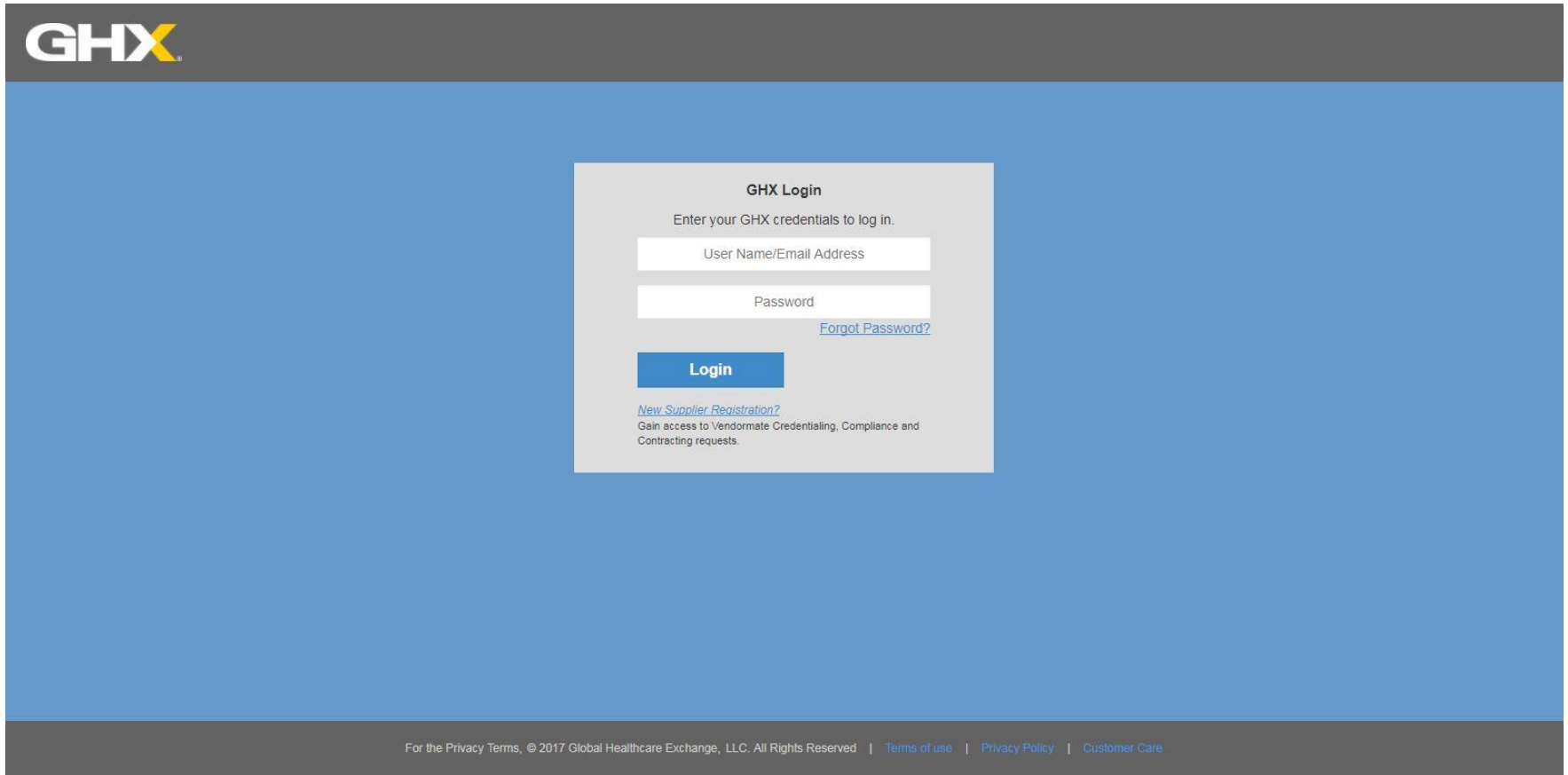
## Reputation

- Impact vendor behavior in your facilities
- Reduce access to patient information

# What you need to get started

- A company email address
- Your company's FEIN number (Tax ID)

# Start at login.ghx.com



The screenshot shows the GHX Login page. At the top left is the GHX logo. The main content area is a light blue rectangle. In the center is a white box with a grey border containing the login form. The form has the title 'GHX Login', a prompt 'Enter your GHX credentials to log in.', two input fields for 'User Name/Email Address' and 'Password', a 'Forgot Password?' link, a blue 'Login' button, and a link for 'New Supplier Registration?' with a brief description of its benefits. At the bottom of the page is a dark grey footer with copyright and link information.

**GHX**

**GHX Login**

Enter your GHX credentials to log in.

User Name/Email Address

Password

[Forgot Password?](#)

**Login**

[New Supplier Registration?](#)  
Gain access to Vendormate Credentialing, Compliance and Contracting requests.

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# Enter Email Address



## Supplier Registration

Enter Email Address

Select Company

Setup Company

Create Profile

Confirm Profile

Set Password

Welcome to GHX's New Supplier Registration Process. Follow these steps to get started with creating your network profile to access GHX solutions, including Vendormate Credentialing.

### Step 1: Enter Your Email Address

Share your business email address.

Next

⚠ If browser tabs are open for different GHX registrations or products, please close them now.

#### Learn More

[Why Should I Register?](#)

[What Do I Need to Register?](#)

#### Getting Started Video



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# Select Company



## Supplier Registration

Enter Email Address

Select Company

Setup Company

Create Profile

Confirm Profile

Set Password

### Step 2: Select Your Company

Share your company's Federal Tax ID by entering the information or searching by your Legal Business Name. This information is required to identify your business by the Federal Government.

If your company is on a Corporate Plan, please validate your Federal Tax ID within your company before proceeding. For more details on Corporate Plans, [click here](#).

Federal Tax ID

Search

Federal Tax ID Not Found

Tax ID must be 9 digits and contain no letters or special characters. Do not include space or dash.

Back

#### Learn More

[What is a Tax ID?](#)

[Where do I find my Tax ID?](#)

[How do I obtain a Tax ID?](#)

[What happens if I do not have a Tax ID?](#)

[What happens if my company is not listed?](#)

[What if I am an international company?](#)

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# Setup Company



## Supplier Registration

Enter Email Address

Select Company

Setup Company

Create Profile

Confirm Profile

Set Password

### Step 3: Setup Your Company

Share basic details on your company.

Legal Business Name

GHX

Federal Tax ID

364370512

Doing Business As

Doing Business As

Address Line 1

GLOBAL HEALTHCARE EXCHANGE,LLC

Address Line 2

P.O. BOX 912199

Country

Select

State/Province/Region

State/Province/Region

City

Denver

Zip / Postal Code

80291-2199

If you would like to request an update to your company's information, please contact [support@ghx.com](mailto:support@ghx.com).

Back

Next

#### Learn More

[What is a Tax ID?](#)


[Where do I find my Tax ID?](#)

[How do I obtain a Tax ID?](#)

[What happens if I do not have a Tax ID?](#)

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# Create Account

**Supplier Registration**  
Connected. Intelligent. Healthcare.

Enter Email Address

Select Company

Setup Company

Create Profile

Confirm Profile

Set Password

### Step 4: Create Your Account

Share basic details about you.

**Business Email Address\***

**Salutation**

Select ▼

**First Name\***

**Last Name\***

**Middle Name\***

☐ I do not have a middle name

**Suffix\* (Jr, Sr, III, etc.)**

☐ I do not have a suffix

**Work Phone\***


**Job Title\***

☐ I do not have a job title

**Cell Phone**



# Confirm Profile

 **Supplier Registration**  
Connected. Intelligent. Healthcare.

Enter Email Address


Select Company

Setup Company

Create Profile

**Confirm Profile**

Set Password

Email Sent 

**Step 5: Confirm Your Profile.**

An email has been sent to you with a profile confirmation link. The link will bring you back here to setup your password and begin registering with accounts.

If you cannot find the email, be sure to check your spam folders and add @vendormate.com to your safe senders list. The profile confirmation link will expire in 24 hours. If your link expires you may navigate back to this page to resend the email by selecting the expired link or entering your email in the beginning of the registration process.

Resend Email

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# Setup Password

**From:** [noreply@vendormate.net](mailto:noreply@vendormate.net)  
**Subject:** Vendormate Registration: Temporary Password  
**Date:** August 1, 2017 at 5:03:01 PM EDT  
**To:** [admin2@anvik.com](mailto:admin2@anvik.com)

## Setup your Vendormate Credentialing Password

You must setup a password in order to continue your Vendormate Credentialing profile creation. After setting a password be sure to add an account and become compliant with your chosen health system(s).

[Set Password](#)

If the above link does not work for you, please copy and paste the following hyperlink into your browser: <https://vision.vendormate.net/registration/goToActivateAccount?isFrom=email&key=17354d4da368c08596180eefa46279f3>

Once on the password setup page, please type a new password and confirm that password.

**Password must contain 8 or more characters and adhere to the following 4 rules:**

- One upper case (A-Z)
- One lower case (a-z)
- One number (0-9)
- One special character (#, %, !, @, ^, \*, (, ), \_, -, ?, \)

The password cannot contain these special characters (&, <, >, [, ], {, }, /, +) or spaces.

Please note, passwords expire after 90 days and will need to be updated at that time.


If you are not in the process of creating a Vendormate Credentialing profile you may safely ignore this email. If you have any questions or concerns about your account, please [select this link to contact Customer Care](#).

**GHX.**  
Connected. Intelligent. Healthcare.

## Set Password

**GHX** Solutions Delivery

# First Health System Search

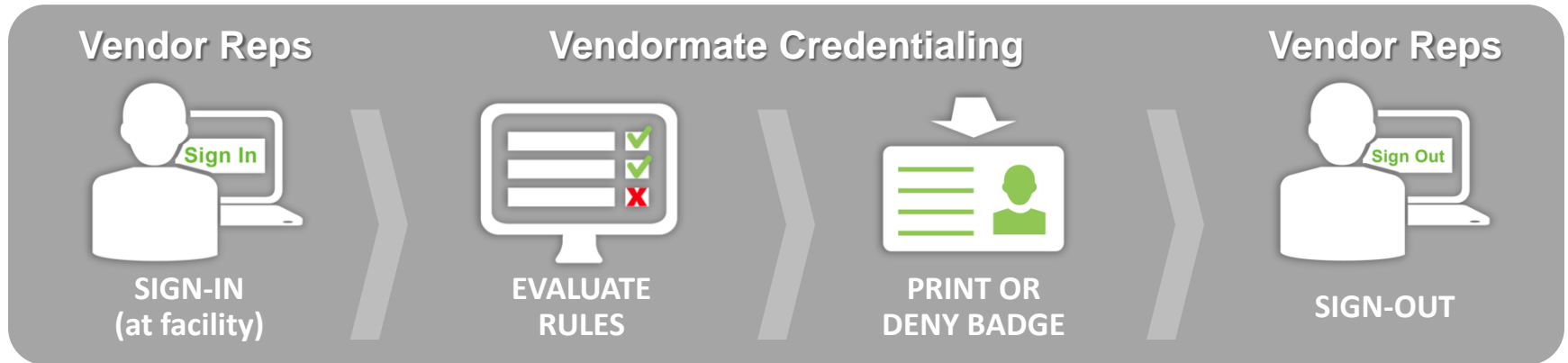
 **Supplier Registration**  
Connected. Intelligent. Healthcare.

Register with your first health system in order to fulfill requests or print badges for on-site visits. Requests may include credentialing requirements, company level information, Business Associate Agreements, contracts, as well as onboarding forms and documents.

**Search for a health system below:**

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# Sign-In & Badge Process

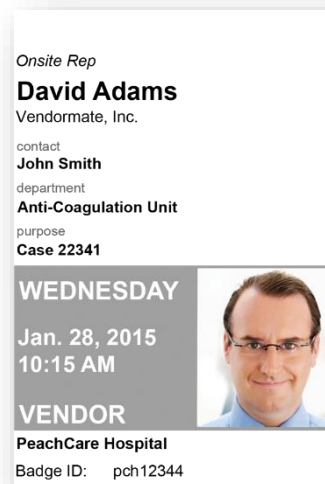


## BADGE RULES

**Sanction Lists Status:** Representatives identified on sanction lists are denied a badge

**Registration Status:** If you are not registered with Vendormate Credentiaing, you may not be able to print a badge at the sign-in station of the Health system you are visiting.

**Document Compliance:** Non-compliant reps may be denied a badge if their profile is not compliant with the health system they are visiting.



# Print Badge Examples

## NON-COMPLIANT VENDOR

## UNREGISTERED VENDOR

### Not Registered – First Visit

**John Turner**

Vendormate, Inc.

contact

**John Smith**

department

**Materials Management**

purpose

**Case 450321**

**MONDAY**

**Feb. 16, 2015  
2:39 PM**

**VENDOR**

**PeachCare Hospital**

Badge ID: pch10731

**NO  
Picture**

### Missing Documentation

*Onsite Rep*

**Jennifer Jones**

Vendormate, Inc.

contact

**John Smith**

department

**Materials Management**

purpose

**Case 450921**

**TUESDAY**

**Mar. 10, 2015  
9:58 AM**

**VENDOR**

**PeachCare Hospital**

Badge ID: pch22032



## COMPLIANT VENDOR

*Onsite Rep*

**David Adams**

Vendormate, Inc.

contact

**John Smith**

department

**Anti-Coagulation Unit**

purpose

**Case 22341**

**WEDNESDAY**

**Jan. 28, 2015  
10:15 AM**

**VENDOR**

**PeachCare Hospital**

Badge ID: pch12344



# Dymo Badge Examples

## UNREGISTERED VENDOR

### Not Registered First Visit

**V** **John Turner**  
**E** Hospitality Care Center  
**N** contact  
**D** **Dr. Lawrence**  
**O** department  
**R** **Materials Management**  
**PeachCare Hospital**  
Badge ID: pch2243

**NO  
Picture**

**WEDNESDAY**  
Feb. 11, 2015  
9:33 AM

## NON-COMPLIANT VENDOR

### Missing Documentation

**V** **Matthew Velez**  
**E** Vendormate, Inc.  
**N** contact  
**D** **John Smith**  
**O** department  
**R** **Materials Management**  
**PeachCare Hospital**  
Badge ID: pch15067



**THURSDAY**  
Mar. 18, 2015  
3:37 PM

## COMPLIANT VENDOR

**V** **Sarah Lee**  
**E** Vendormate, Inc.  
**N** contact  
**D** **Susan Davison**  
**O** department  
**R** **Materials Management**  
**PeachCare Hospital**  
Badge ID: pch12246



**TUESDAY**  
Feb. 16, 2015  
02:21 PM

# Representative Responsibilities

- Register for the credentialing program
- Maintain their online profile through the website
- Report any changes – new employer, email address, etc. directly to GHX
- Obtain a badge for every onsite visit
- Sign-out from every onsite visit



# Vendormate Credentialing Support

## Support Center:

[http://www.ghx.com/GHX\\_Learning\\_Center/Help/VendormateCredentialing\\_Supplier/Content/Welcome.htm](http://www.ghx.com/GHX_Learning_Center/Help/VendormateCredentialing_Supplier/Content/Welcome.htm)

- Vendor Registration
- Uploading Documents
- Signing In & Out
- Checking Compliance

---

## Vendor Support Contact Information

Submit a case: <http://ghx.com/customer-care/>

Phone: 888-476-0377



# The GHX Community

The screenshot displays the homepage of 'The GHX Community' website. The header features the logo 'The GHX Community' with the tagline 'Connected. Intelligent. Healthcare.' and a search bar. The main content area is divided into several sections: a 'Sign Up' button for new users and a 'Sign In' link for existing users; an 'Engage' section with links to 'Education', 'Collaborate', 'Answers', 'Ideas', 'User Groups', and 'Customer Support'; a 'News' section with a placeholder for a sign-in requirement; a 'Videos' section featuring three video thumbnails with titles like 'The Item Master is the Center of the Universe at Medical University of South Carolina'; a 'Welcome' section with a video player; and a 'Twitter' section showing tweets from 'Business Hedwig' and 'Med One Capital'. The footer includes the copyright notice '© 2015 Global Healthcare Exchange, LLC. All rights reserved.' and links to 'Terms of Use', 'Privacy Policy', and 'User Guidelines'.

## The GHX Community

# GHX Community Access

- You can access the GHX Community through GHX.com
- To participate you must Sign-up
- Click Sign-up, fill in the required information and then submit
- You will receive a confirmation email with a **Username** and **Password** within 48 hours

# Questions?