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
Enter Email Address

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.

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

GHX Education

Vendormate Credentialing
Supplier Setup and Registration
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
Federal Tax ID
Search
Federal Tax ID Not Found

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?
## Step 3: Setup Your Company

Share basic details on your company.

<table>
<thead>
<tr>
<th>Legal Business Name</th>
<th>Federal Tax ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHX</td>
<td>384370512</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doing Business As</th>
<th>Address Line 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GLOBAL HEALTHCARE EXCHANGE, LLC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Address Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>P.O. BOX 912199</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State/Province/Region</th>
<th>Zip / Postal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80291-2199</td>
</tr>
</tbody>
</table>

If you would like to request an update to your company's information, please contact support@ghx.com.

[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?
Create Account

Step 4: Create Your Account
Share basic details about you.

Business Email Address*
admin@anvikmedical.com

Salutation
Select

First Name*

Last Name*

Middle Name*

Suffix (Jr, Sr, III, etc.)

I do not have a middle name

I do not have a suffix

Work Phone*

Job Title*

Cell Phone

I do not have a job title
Confirm Profile

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
Setup Password

From: noreply@vendormate.net
Subject: Vendormate Registration: Temporary Password
Date: August 1, 2017 at 5:03:01 PM EDT
To: 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.
Confirm and Login

Supplier Registration

Step 6: Validate Your Account

Customize your password and log in to your account:

Business Email Address

admin@abc-vendor.com

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 (#, $, @, *, &, _, ...) or spaces.

The password cannot contain these special characters (#, $, @, *, &, _, ...) or spaces.
Please note, passwords expire after 30 days and will need to be updated at that time.

Password

************

Confirm Password

************

Submit
First Health System Search

Supplier Registration

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:

- Enter Health System
- Health System

Search
**BADGE RULES**

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

**Registration Status:** If you are not registered with Vendormate Credentialing, 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

**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

**NON-COMPLIANT VENDOR**

**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**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
<th>Contact</th>
<th>Department</th>
<th>Hospital</th>
<th>Badge ID</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Turner</td>
<td>Hospitality Care Center</td>
<td>Dr. Lawrence</td>
<td>Materials Management</td>
<td>PeachCare Hospital</td>
<td>pch2243</td>
<td>Feb. 11, 2015 9:33 AM</td>
<td></td>
</tr>
</tbody>
</table>

**NON-COMPLIANT VENDOR**

**Missing Documentation**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
<th>Contact</th>
<th>Department</th>
<th>Hospital</th>
<th>Badge ID</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Velez</td>
<td>Vendormate, Inc.</td>
<td>John Smith</td>
<td>Materials Management</td>
<td>PeachCare Hospital</td>
<td>pch15087</td>
<td>Mar. 18, 2015 3:37 PM</td>
<td></td>
</tr>
</tbody>
</table>

**COMPLIANT VENDOR**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Name</th>
<th>Contact</th>
<th>Department</th>
<th>Hospital</th>
<th>Badge ID</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Lee</td>
<td>Vendormate, Inc.</td>
<td>Susan Davison</td>
<td>Materials Management</td>
<td>PeachCare Hospital</td>
<td>pch12246</td>
<td>Feb. 16, 2015 02:21 PM</td>
<td></td>
</tr>
</tbody>
</table>
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

• 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
• 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?