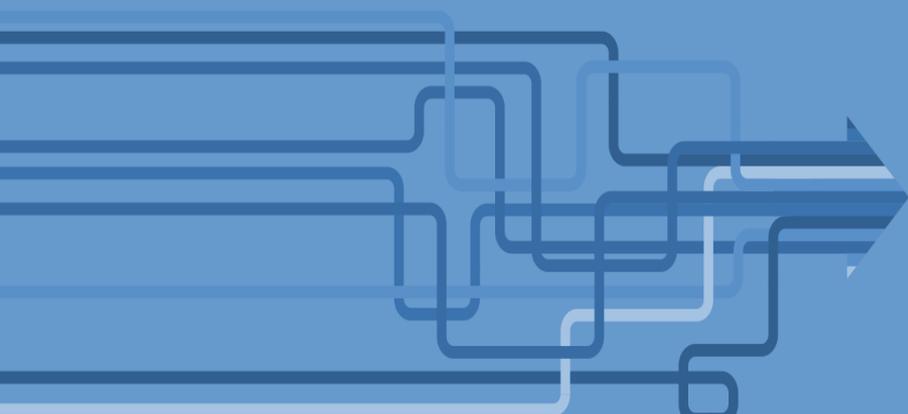


Vendormate Credentialing

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

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?](#)

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.

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?](#)

Create Account



Supplier Registration

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*

admin@anvikmedical.com

Salutation

Select

First Name*

First Name

Last Name*

Last Name

Middle Name*

Middle Name

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

Suffix

I do not have a middle name

I do not have a suffix

Work Phone*

Work Phone

Job Title*

Job Title

Cell Phone

Cell Phone

I do not have a job title

Confirm Profile



Supplier Registration

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

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*

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.

Password*



Confirm Password*



First Health System Search

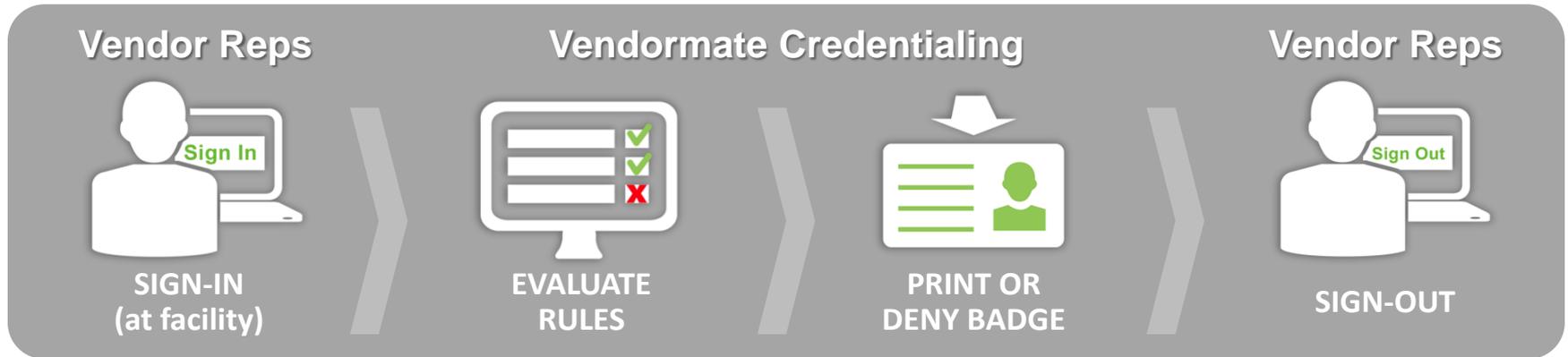


Supplier Registration

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:

Sign-In & Badge Process

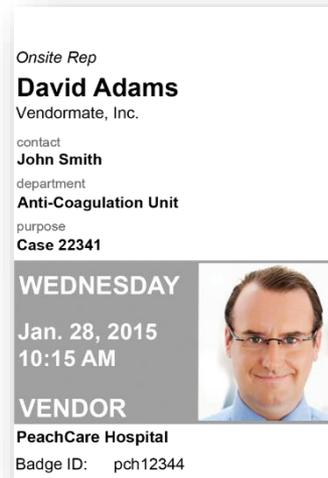


BADGE RULES

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

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**

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

V
E
N
D
O
R

John Turner

Hospitality Care Center

contact

Dr. Lawrence

department

Materials Management

PeachCare Hospital

Badge ID: pch2243

**NO
Picture**

WEDNESDAY

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

NON-COMPLIANT VENDOR

Missing Documentation

V
E
N
D
O
R

Matthew Velez

Vendormate, Inc.

contact

John Smith

department

Materials Management

PeachCare Hospital

Badge ID: pch15067



THURSDAY

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

COMPLIANT VENDOR

V
E
N
D
O
R

Sarah Lee

Vendormate, Inc.

contact

Susan Davison

department

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

- 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 shows the homepage of The GHX Community. At the top left is the logo "The GHX Community" with the tagline "Connected. Intelligent. Healthcare." and a search bar on the right. The main content area is divided into several sections:

- New to the GHX Community?** A "Sign Up" button and a link for "Already have an account? Sign In".
- Engage** A section with text: "Engage with the Community on all things GHX-related, the healthcare industry or the supply chain." It includes sub-sections for "Education", "Collaborate", "Answers", "Ideas", "User Groups", and "Customer Support".
- News** A section with a video player and the text "Please sign in to view this content." Below it is a "Videos" section with three video thumbnails: "The Item Master is the Center of the Universe at Medical University of South Carolina", "Enhancing the Value of Supply Chain at Saint Francis Hospital and Medical Center", and "How to Power Source".
- Welcome** A section with a video player and the text "New to the GHX Community? See Community FAQs or watch this video to learn more."
- Twitter** A section with a Twitter logo and two tweets from "Business Hedwig" and "Med One Capital".

At the bottom of the page, there are social media icons for Facebook, Google+, YouTube, LinkedIn, RSS, and Twitter, followed by a footer with the text "2015 Global Healthcare Exchange, LLC. All rights reserved." and links for "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?