

TRAINING GUIDE – Vendor Registration

Description:

This training guide explains how a Vendor can register to do business with the following Entities: 1) Stanford Health Care; 2) University HealthCare Alliance; 3) Stanford Blood Center, LLC; 4) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 5) Packard Children's Health Alliance; and 6) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare"). All Vendors doing business with the Entities are required to register. The Entities use GHX Vendor Manager to manage supplier information. If the Vendor already has an account with GHX, use the "GHX-Member Sign-In" instructions below. If the Vendor needs to create an account with GHX, use the "New GHX-Member Sign-In" on page 2 of this Training Guide.

Required Information for Registration

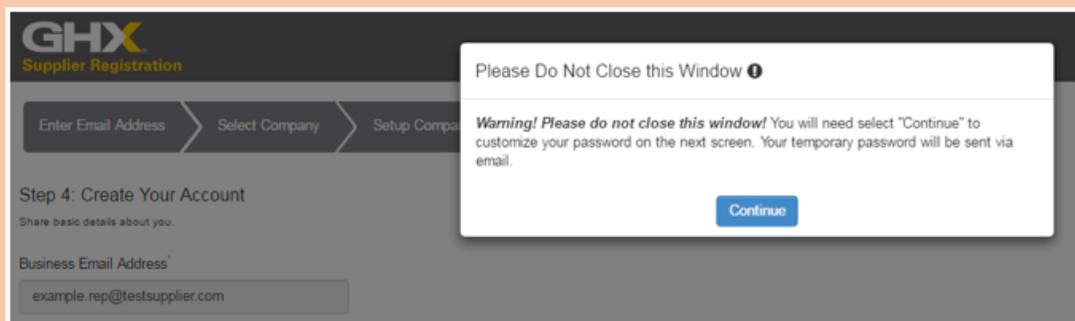
1. Federal Employer Identification Number ("FEIN").
2. Vendor's legal business name, business address, email, and web address.
3. Credit Card (if Vendor does not have a corporate plan with GHX).
4. List of Vendor contacts (key Vendor personnel).
5. Proof of diversity status with a diversity certification (if required).
6. Vendor's Insurance: Certificate of Insurance with no Certificate Holder identified.
7. Vendor's IRS W-9 form.

GHX-Member Sign-In

1. To access the GHX Hospital Network, go to the "Supplier Registration" page at <https://registersupplier.ghx.com/reg/network/vendor/>
2. Enter the Vendor's Business Email Address to be taken to the "Single Sign On" page. Proceed to the "Vendor Registration" instructions on page 3 of this Training Guide.

New GHX-Member Sign-In

1. To access the GHX Hospital Network, go to the “Supplier Registration” page at <https://registersupplier.ghx.com/reg/network/vendor/>
2. Enter the Vendor’s Business Email Address to register. Some help videos are available on this page to help the Vendor representative through the registration process.
3. On the “Select Company” page, Vendor will have to provide a FEIN. For new companies, it can take up to three weeks for the federal government to add a FEIN to the national tax ID database. During that time, the GHX internal team requests the following from the Vendor as proof of FEIN verification:
 - i. an Employee Identification Number (“EIN”) confirmation notice from the Internal Revenue Service or
 - ii. a letter of good standing (with FEIN listed) from the Secretary of State.
4. The “Setup Company” page will allow the Vendor to provide company details such as legal business name and address.
5. On the “Create Account” page, the Vendor representative will provide their name, email, and phone number to create their account. A window will open asking the Vendor to click “Continue” to customize their password. Do not close this window, click “Continue”.



6. The Vendor representative will then receive a temporary password via email. The “Validate Account” page will allow the Vendor to enter the temporary password and create a custom password.
7. Once the Vendor has created a custom password, the “Health System Details” page will appear. Proceed to the “Vendor Registration” instructions on page 3 of this Training Guide.

Vendor Registration - Required Fields

1. Existing users will be prompted to enter their user name and password. The user will then be taken to the company's Vendor Manager registration. The "Health System Details" page displays the Entity's information (Address and Vendormate Credentialing locations).
2. If the Vendor has a corporate plan with GHX, the "Payment Details" page is bypassed. If the Vendor does not have a corporate plan, the Vendor will be prompted for payment. Payment is for both Vendormate Credentialing and Vendor Manager. While company registration is typically \$25, a Vendor could be prompted for a higher payment based on the relationship the Vendor company has with the Entity. (The \$25 fee, if applicable, applies to membership in the GHX network and not specific to any Stanford Entity. The fee covers the costs of routine credentialing that GHX performs with several agencies.)
3. The Vendor will then begin the company registration process, starting with the "Company Details" page. Some of the fields may be pre-populated based on previous network registrations. Anything marked with a red asterisk is required information.
4. The Vendor then provides company contact information on the "Contacts" page.
5. The Vendor can provide their company's diversity details on the "Diversity Details" page. If "Yes" is selected for any question, Vendor will be prompted to provide proof of that diversity status. All the certification requests will look like the "Woman-Owned" example below. "Minority-Owned" is the only one with an extra requirement: Minority Type.

Minority-Owned (MBE/MWBE)? Yes No

Minority Type *

Certification Agency *

Certification Number

Effective Date

Expiration Date *

Certificate * No file chosen

Woman-Owned (WBE/WOSB)? Yes No

Certification Agency *

Certification Number

Effective Date

Expiration Date *

Certificate * No file chosen

Vendor Registration – Required Documents

6. The “Company Documents” page allows the Vendor to upload required documents. Stanford Health Care’s required documents are:
 - i. Certificate of Insurance with no Certificate Holder identified.
 - ii. IRS W-9 form.
7. The “Policies” page requires the Vendor to read and acknowledge various policies of Stanford Health Care.
8. The “Agreements” page requires the Vendor to read and acknowledge the End-User License Agreement (“EULA”).
9. A “Health Systems Requests Needed” window will pop up, continue by clicking “Next”.
10. The Vendor will select an Onboarding Category. This will open the Onboarding Form that the Vendor will need to complete after clicking “Save & Next”.
11. The Vendor will be taken to the “Forms” page. All required fields are indicated by a red asterisk. The Form cannot be saved until all required fields are completed. When complete, the Vendor will need to click on the “Save & Continue” button.

The screenshot displays the 'Forms' step of the vendor registration process. At the top, a progress indicator shows two steps: '1 Register Your Company' and '2 Onboarding Forms'. Below this, a navigation bar contains three tabs: 'Onboarding Category', 'Forms' (the active tab), and 'Onboarding Documents'. Under the 'Forms' tab, there is a 'Select Form:' dropdown menu with 'Remit To Address...' selected, and a 'Notify Customer' button. Below this, there is a section titled 'Remit To Address' with five input fields, each with a red asterisk indicating it is required: 'Company Remit Address 1', 'Company Remit City 1', 'Company Remit Name 1', 'Company Remit State 1', and 'Company Remit Zip Code 1'. A 'Save & Continue' button is located at the bottom of the form.

12. Once the Vendor has completed the required Form, or if Vendor clicks the “Notify Customer” button from the previous slide, Vendor will be given a choice to notify the Entity that the Form has been completed.
13. The Vendor will be taken to the “Onboarding Documents” page. Stanford Health Care and its affiliated Entities do not have any Onboarding Documents to complete. Once the Vendor reaches this page, the Vendor has completed the registration process.
14. For additional assistance, please email SupplyChainMDM@stanfordhealthcare.org