

Frequently Asked Questions

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Why do we have to do this registration?

It is required you register to become compliant with our vendor management policies. Also it allows us to understand more about your company and maintain all contact and product information in a single directory. No longer will you need to coordinate with different buyers to maintain your information. All your company and representative information will be in a comprehensive database for all our buyers to access when making purchasing decisions.

There are several benefits to vendors of participating in the registration process.

- Become compliant with corporate compliance requirements quickly to show true partnership and business transparency.
- Vendors are alerted of new or updated corporate policy documents and approaching expiration of certain documents.
- Policy and compliance documents are exchanged electronically, simplifying the tedious and redundant paperwork that is often required to conduct business.
- Management of all company, representative, product, and compliance information is made easy through secure, private, web based dashboard.
- Participation in the vendor directory increases your company's visibility to member organizations nationwide.

Is there a cost to register?

There is an annual fee for vendor registration that is charged per company, not per representative. As such, only the first representative to register will be charged the fee. As many of your representatives as are needed may register for no additional cost, each of which may differentiate him/herself by the products he/she sells and the territories serviced.

How does the registration process work?

Step 1: Navigate to the vendor registration website.

Step 2: Enter business information including business address, phone, federal employer identification number (federal tax id), products sold, and acceptance of corporate company policies.

Step 3: Enter credit card information and pay the fee.

Step 4: Receive confirmation email and click on link provided to continue registration.

Step 5: Select links on the Vendor Dashboard to complete additional required information. This includes representative information like territory and references, additional business information like type, number of employees, date founded, company principles, geography, financials, insurance and diversity.

Once you have completed all steps, your company and representative information will be available to the purchasing group.

Can I update my information after the initial registration?

Yes, in addition to providing the additional required information via the Vendor Dashboard, you may also add to or edit your profile at any time by logging into the registration system using your user ID and password.

What information will I need to complete the registration?

Vendor registration requires general company information as well as representative details. Required information is in red and italics.

Initially you will need to enter the following required basic information.

- Your name and email address.
- Business name, type, address and phone.

- Federal Employer Identification Number (FEIN).
- Products sold (based on the UNSPSC codes www.unspsc.org).
- Acceptance of corporate company policies.

How do I enter, keep current or update my TB and MMR required documents?

Upon registration once an individual goes into the system to confirm their email address, they will be taken to his/her dashboard. On their dashboard, you may see the 'Documents and Certifications' link in red. Any link that is in red means that there is required information that needs to be completed. TB and MMR test need to be scanned and uploaded by the rep, not faxed to Vendormate or given to NAH so that we have one repository of testing. These are CMS requirements. Vendormate will accept any sort of image file, JIF, JPEG, PDF, Word, etc.

How can a vendor representative or administrator add additional representatives?

Additional representatives can provide their information in the registration system. The new representatives can be added or invited by the first or subsequent registered representatives. The already registered representative can navigate via their login to the Vendor Dashboard and use the "Add a Company Representative" link and supply the new representative's email address. The system will send the new representative an email with an embedded link to help them access the vendor registration system.

The new representatives will need to click the link embedded in the email to start the process. The information required by subsequent representatives is much less than that required by the initial registrant. All that is asked of them is their individual contact information, identification of the products/services they provide, and to acknowledge corporate policies and guidelines.

If my company or I have already registered with Vendormate, do we need to pay again?

Yes, the annual fee is charged for each Vendormate customer system.

This fee is used to purchase 3rd party data, perform screening and credentialing, store compliance information and documentation, perform analytics based on provided information, notify suppliers of training, policy changes, and compliance regulations, and monitor and alert company status throughout the year. All of these features are performed and maintained throughout the year and thereafter as you choose to have a relationship with our buyers.

My company has multiple divisions, how is the fee assessed?

Companies with multiple divisions are assessed the fee based on their Employer Identification Number structure. Every unique Employer Identification Number (EIN) must register and pay the fee once annually. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities.

Example:

Company ABC has three divisions.

If the company operates under one Employer Identification Number then Company ABC pays the fee once per year per system.

If the company operates under three Employer Identification Numbers, one for each division, then Company ABC pays the fee three times per year per system.

Once registered where do I sign in to receive my daily vendor badge?

At NAH/FMC kiosks are located in Materials Management, the Main Lobby (near the Gift Shop) and in the OR. At Verde Valley Medical Center a Kiosk is located in the Materials Management Department.