

Beaumont

SUPPLIER APPLICATION

COMPLETION OF THIS DOCUMENT IS REQUIRED PRIOR TO SUPPLIER CREATION. RED FIELDS MUST BE COMPLETED.

REGISTERING WITH GHX VENDORMATE

Vendormate registration is required for all suppliers except for those exemptions listed in the drop-down menu.

Register with Vendormate at registersupplier.ghx.com	If you have any trouble, please contact Vendormate Support at:	800.968.7449 Support@vendormate.com	Completed Vendormate Registration	<input type="checkbox"/> Yes <input type="checkbox"/> Exempt
Beaumont Contracting Entity or Facility			Vendormate Exemption Reason	
Beaumont Health Contact Person and Department				

BUSINESS INFORMATION

Company Name		Doing Business As/Assumed Name(s)/Formerly Known As	
Federal Employee ID Nbr (FEIN)		Dun & Bradstreet Nbr	
Phone (555.555.5555)		Company Website	
Ordering Fax (555.555.5555)		Is this a contractual relationship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ordering E-mail		Type of Products/Services	
Preferred PO Dispatch Method		Freight Terms	
Registered Company Address City, State ZIP Code		Is this business one of the following? Please check all that apply: <input type="checkbox"/> Physician <input type="checkbox"/> Physician Group	
Does your business use or disclose Protected Health Information (PHI)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Immediate Family <input type="checkbox"/> Owned in whole or in part by a member of a Physician referring Physician	
If yes, to the above question: Does your business share PHI or access it with an overseas or off-shore vendor? If yes, to this question, please explain below:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> An entity that a Beaumont patient may be referred to or that Beaumont may receive a patient referral from. <input type="checkbox"/> Other (if Other please explain)	

INVOICE INFORMATION

Remit to Name (if different from Company Name)		Remit to Address City, State ZIP Code	
Account Receivable Phone			
Account Receivable Fax		Payment Terms	
Account Receivable E-mail		Other:	

BUSINESS CONTACTS

Representative's Name		Representative's Name	
Representative's Title		Representative's Title	
Representative's Phone		Representative's Phone	
Representative's Email		Representative's Email	

MINORITY ASSOCIATION INFORMATION (OPTIONAL)

Minority Business Certification #		Name and Title	
Date of Certification		Certification Expiration Date	

EMAIL COMPLETED FORM & SIGNED/DATED W-9 OR W-8 TO BHSUPPLIER@BEAUMONT.ORG AND CC: YOUR BEAUMONT HEALTH CONTACT. IF NO BEAUMONT CONTACT IS ON THE CC: THEN BHSUPPLIER WILL DISREGARD THE EMAIL.

This document can also be used in conjunction with a letter from the vendor to update a vendor record in the Beaumont Health ERP.

HOW TO REGISTER IN VENDORMATE

GO TO: registersupplier.ghx.com. Click on the arrows and fill in the boxes, starting with Enter Email Address, then click on Select Company, then Setup Company, Create Account, Validate Account Confirm and Log-In.

Beaumont Health is a Non-Profit organization that would be greatly affected if we did not follow Joint Commission guidelines. Vendormate is the online tool we use for vendor credentialing, not owned by us, owned by GHX.



Beaumont Health requires vendors to register in Vendormate and there are three levels of fee's \$35.00, \$135, or \$315. The fee does not go to Beaumont but to Vendormate as they provide our vendor credentialing. All hospitals have vendor credentialing systems and all suppliers pay the fee. The purpose of this third-party system is to meet a requirement with the Joint Commission and to ensure that we are not conducting business with anyone on the OIG sanctions list which could jeopardize our Medicare reimbursement. The fee for someone who does not come on site is \$35.00 as there are fewer requirements and checks for that type of business relationship. The fees of \$135.00 or \$315.00 annually are for suppliers with hospital presence or direct patient contact and there are up to 9 different sanction checks that are performed for suppliers depending on their access to patients and PHI. The fee is per company not per representative.

There are usually two reasons for a vendor not to appear on our Vendormate Dashboard per GHX:

1. One, that once the supplier creates their profile with GHX, they simply need to add our health system as one of their accounts to complete registration.
 - a. Please pick **Beaumont Health** and **whichever facility you are most likely to visit**.
 - b. If you are **not** going to be on-site please pick **Corporate Services, Dearborn, MI**.
2. They haven't paid the credentialing fee to GHX Vendormate.

If you are having problems & are using Internet Explorer please try to register using a different internet browser like Mozilla Firefox, Google Chrome, or Apple Safari.



If the vendor is having any trouble, they shouldn't hesitate to contact the online GHX Vendormate Credentialing Support either by email Support@vendormate.com or to call support at (800) 968-7449 and select the option for Vendor. Their hours of operation are M-F 7am-8pm EST.