



## Supplier Credentialing

Dear Prisma Health Partner,

Welcome to the Prisma Health supplier community. Working with a healthcare organization requires that you take additional steps to ensure the health and safety of our patients and comply with government regulations. If your business/service/product requires that you be onsite at any one of our healthcare facilities, you must register your organization with our third-party vendor credentialing program. This requirement is applicable to all representatives of your organization who could be onsite at any one of our facilities. There is an annual credentialing fee, this fee may vary based on your organization's risk profile.

Please follow all steps below to ensure you are on-boarded correctly. ***Failure to register your organization and team members with our credentialing program will delay your access to our facilities.***

**Note:** Registration is not required if your organization does not need physical access to our facilities.

1. Go to [www.ghx.com](http://www.ghx.com)
2. Click on Login/Registration
3. Select Vendormate registration
4. Watch the GHX Education Video before creating your profile
5. Follow the instructions on the website

If your company has representatives visiting any Prisma Health facility, they must obtain a Vendormate access badge at a kiosk located inside that facility. A new badge is required for each visit. Every individual who needs onsite access to our facilities is required to register under the "Vendor Representatives" section. If you are a representative that needs to create a profile to obtain onsite access, you must sign in using your company email address. All other representatives with an existing Vendormate profile will "Log in to Your Vendormate Profile". Representatives visiting our physician practice locations should download the Vendormate mobile application to obtain a digital badge.

As your information changes, you will need to log in and update your profile to ensure our system remains current. (i.e. representative name change, customer service and/or remit to address changes, company merger, W9 changes, company name changes)

We appreciate your prompt attention to this matter.

Prisma Health  
Supply Chain Management