



Vizient Supplier Registration Instruction Guide

Welcome Suppliers

To receive payment from Vizient for good and services, all new trade suppliers must register as a supplier using the Supplier Portal and provide the required information necessary. This registration is necessary in order for Vizient to create purchase orders and process any invoices. If this registration is completed prior to submitting an invoice for payment, the processing of the payment will be delayed until such time as the registration is properly completed. Please have your W-9 available in order to complete the registration process. The request cannot be submitted without a W-9 attached.

The request to add a new Supplier is initiated by the Vizient Requestor and registration through the Supplier Portal is by invitation only.



Supplier Registration

Through this portal, prospective suppliers can create an account and register by completing an application to be considered as an approved supplier for Vizient. The guide is a step by step to help navigate the site. Once the supplier application is submitted, it will be routed for review and approval. Please log in into the portal to confirm the status of your registration. Please remember your email address and password in the event your application needs additional information.

Supplier Diversity


We recognize the value of a diverse supplier base and proactively seek strategic partnerships with diverse companies. The registration will allow suppliers to select their diversity classifications types and attach their current certifications.




1.	<p>a. Access the Vizient External Supplier Site task utilizing the provided link by Vizient: https://wd1.myworkdaysite.com/supplier/vizient/Vizient_External_Site</p> <p>b. Click Sign In.</p>  A screenshot of the 'Vizient Supplier Registration Portal'. The header is orange with the Vizient logo and a 'Sign In' button. Below the header, the text 'Vizient Supplier Registration Portal' and 'Vizient Supplier Application Portal' are visible. There is also a 'Welcome Supplier' message and a 'Sign In' button.
2.	<p>The Sign In pop-up will appear. Click on Create Account in the bottom left corner. Input: Email Address, Password and Verify New Password</p> <p>c. Click Create Account</p>  A screenshot of a 'Sign In' pop-up window. It features the Vizient logo at the top. Below the logo, there are input fields for 'Email Address', 'Password', and 'Verify New Password'. A blue 'Sign In' button is at the bottom. There is also a 'Create Account' link in the bottom left corner.

Note: You will receive an email to verify your account. Follow the email instructions to proceed and utilize provided link to enter in the account information to access the supplier home page.



3.	Click on the Home button on the Supplier Page to access the Registration
4.	<p>Click New Application to start the application process.</p> 
5.	<p>Enter in all information under Business Details, the below fields are required. There are additional optional fields that should be filled out as well. Hit Next to continue.</p> <ol style="list-style-type: none">Business NameSupplier CategoryTax IDQuestionnaire (required inquires on relationship with Vizient)Payment Types, Currencies and Remit to Address



6.	<p>Click on the Add button to submit Supplier Diversity Classification.</p> <p>Click Next to continue if not applicable.</p>
7.	<p>Click a Supplier Classification and enter in all information required. Upload valid certificate from files. There are fields to add additional supplier classifications if applicable.</p>  <p>The screenshot shows a web form titled "Classification" with a sub-header "Supplier Classification". It includes a text input field for "Classification Name", a "Upload & Attachments" button, and a "Next" button. A progress bar at the top indicates the current step in a multi-step process.</p>
8.	<p>Enter in all information under Banking and Payment, the below fields are required. There are additional optional fields that should be filled out as well. Hit Next to continue.</p> <ul style="list-style-type: none">a. Account Information (Name on Bank Account)b. Account Details (Country)c. Account Typed. Bank Name, Routing Transit Number, and Account Numbere. Bank Identification Code and Instructions



9.	<p>Enter in details of the contact person under Contact Information, the below fields are required.</p> <p>Legal Name: Country, First Name, Last Name, email address and Name of Vizient Contact</p>
10	<p>Add Attachment of W9 from files and any additional attachments needed to support the registration. Click Next.</p>
11	<p>Signature Page is for supplier to review Terms & Conditions. Read through and if the supplier accepts the Terms & Conditions, click the box to make a check mark and add in the electronic signature.</p> <p>Click Next</p>

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Summary page is for supplier to review all information that was previously submitted to ensure accuracy.

Once reviewed, click **Submit**. A congratulations pop-up will appear, the registration is complete.



Note: Once the supplier request is submitted, it will be routed for review and approval. Post the approval please the supplier can sign into the site periodically to check registration status.

The supplier will receive an email once the supplier number is approved.