

ARTTS User Guide

October 2024



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Background

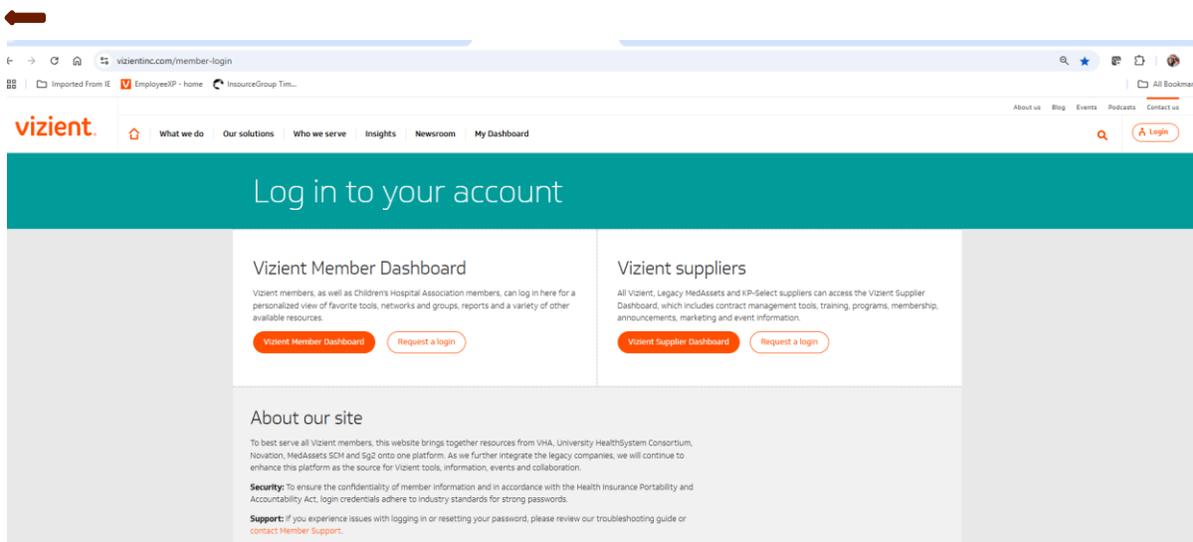
ARTTS Created with Supplier and Distributor Feedback

We have created the Admin Fee, Rebate and Transaction Tracking System (ARTTS) based upon feedback from suppliers and internal users to improve processes. The benefits of using the system include:

- Identifying situations where sales are being reported for terminated or other non-eligible providers
- Identifying situations where sales are reported outside of contract dates
- Allowing users to use their own internal reports to map into the Vizient template
- Improved error handling with both report uploads and member validation
- More timely reporting versus emailing reports

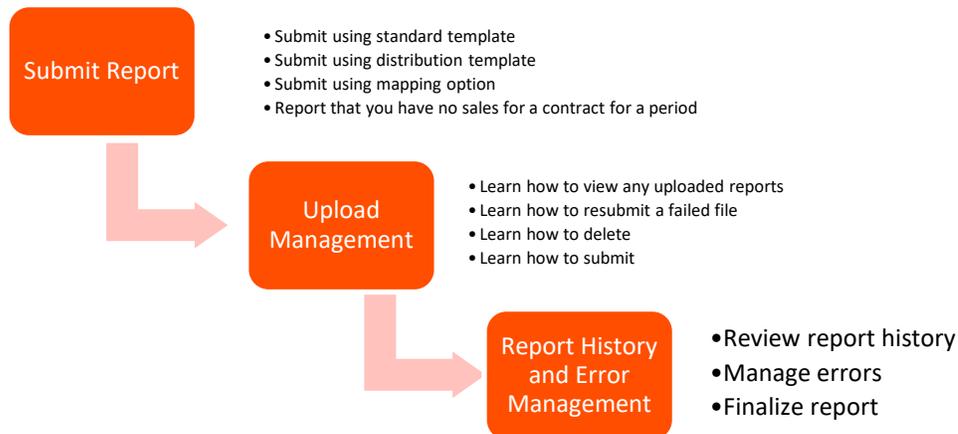
Access

Access to the ARTTS system is standard with access to the Vizient Supplier Dashboard. To request access to the portal, please navigate to the Vizientinc.com website. Select Request a Login.



You will need your contract ID, contract name or an NDC number on your contract, and the contract start date. If you are replacing a former employee, you can make a request for that user be removed from access as a part of this request process. It will take one or two business days after you receive your Userid for the access to be fully operational.

Process Overview



Landing Page

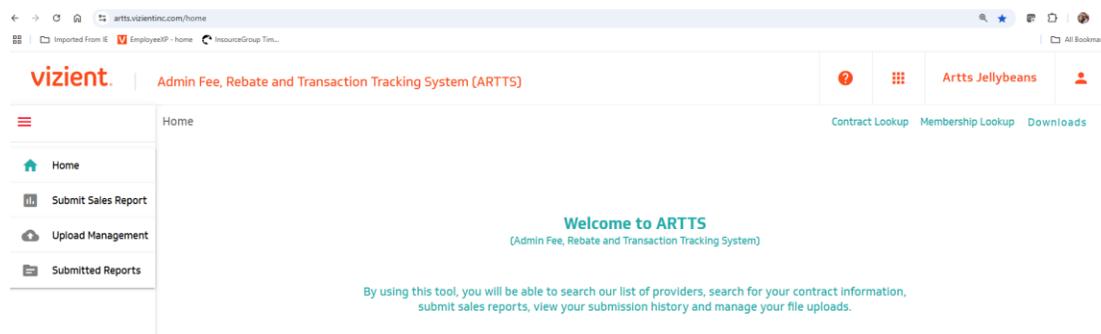
The waffle icon at the top-right on the home page (see figure 1) provides useful links to the Vizient Supplier Dashboard. Additionally, it contains links to many useful information.

On the top-left of the home page, you will find the menu displayed along the three orange bars. You can click on this menu icon to show/hide the menu names. This allows you to better utilize the space for data display.

The three menu items on the home page relate to uploading the report, making sure the upload is successful, and managing errors before the data is accepted by Vizient.

1. **Submit Sales Report:** Use this menu to upload sales and zero-sales reports.
2. **Upload Management:** Use this menu to make sure your file has been uploaded successfully.
3. **Submitted Reports:** Use this menu to fix errors in your data before you submit the data to Vizient.

Figure 1



Templates

Standard Template

The **standard template** was updated with the launch of ARTTS to include some additional fields. If you do not have Novaplus® or Preferred Pediatric marketing fees as a part of your contract, the prior template will still work with the new system. The new template allows for the addition of HIN as an accepted identifier. It also allows for bill-to information to be sent. This can provide users with additional help in determining the relationship for the reported sales, where it is unclear.

While all fields are technically required, we recognize that not all fields will be available or applicable to all suppliers. We expect suppliers to populate all the fields relevant to them.

You do not need to populate all five identifiers. While we prefer the Ship-to Member ID (MID), we provide your organization with options to use one of three industry standard identifiers, Global Locator Number (GLN), DEA number or Health Industry Number (HIN) if you have those available in your system. You also have the option to continue using Label Identification Code (LIC) if you already have those cross-referenced, but this legacy Vizient identifier will not continue to be populated, and newer records will have Member ID populated in the LIC field.

Distribution Template

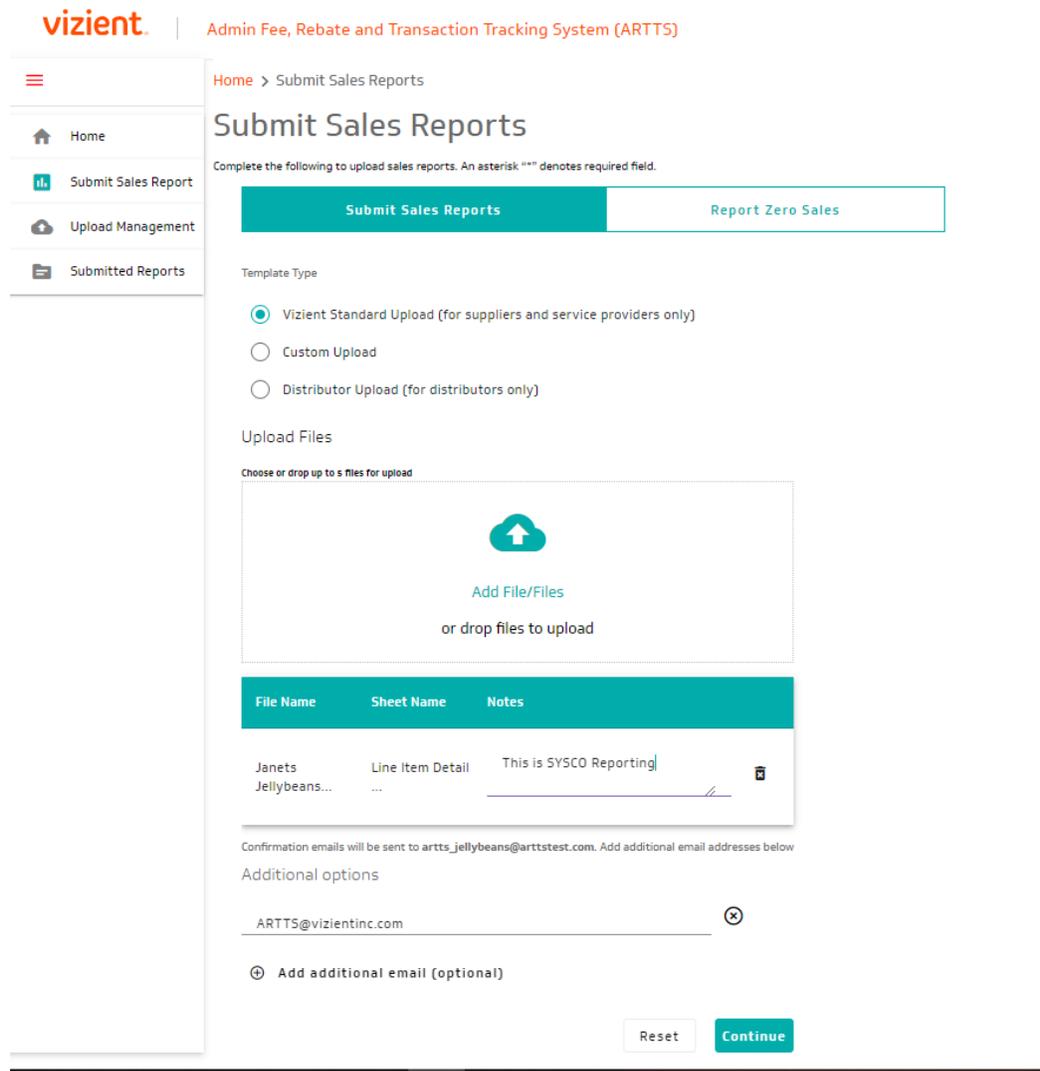
A new option will allow distributors to load summary level information based upon the specific **distribution template**. This template separates contract and non-contract sales into separate fields and is intended to include summary information for the purposes of reporting admin fees. Any other obligations to send data are still in force; this just makes it possible for you to load your file and see any issues with the data directly in the system rather than emailing your administrative fee report as a distributor.

Loading Your Sales Reports

Loading using the Standard Template

Most suppliers and service providers will use the standard template found on the supplier dashboard. To load your file, under the Submit Sales Report menu (Figure 2), select the Vizient Standard Upload radio button, in which you can add up to five files. Your email will be remembered from your user email address, but if you wish to copy others on your upload, you may add up to five additional emails by clicking the + symbol next to “Add additional email.” You have the option to add notes to your upload. If you have more than one worksheet in your workbook, you will be prompted to select the worksheet that you wish to upload.

Figure 2



Click Continue, and the system will attempt to upload the file.

Loading Using the Custom Upload Option

If your data is not in one of the Vizient standard templates, you may choose to map your data into the database. As long as you use the same template, your mapping, once completely, will be saved by the system for future use. Please be mindful of the field names in your template. If they change, you will need to re-map the fieldnames to the Vizient recognized fields.

To map your file, choose the Custom Upload radio button (Figure 3), add your file. If you have more than one worksheet in your workbook, you may select the sheet you wish to load. You have the option to add

notes and copy additional users on a summary report of files uploaded. Click Continue to begin the mapping process.

Figure 3

Submit Sales Reports

1 General Information — 2 Complete Custom Mapping

Complete the following to upload sales reports

[Submit Sales Reports](#) [Report Zero Sales](#)

Template Type

Vizient Standard Upload (for suppliers and service providers only)

Custom Upload

Upload Files

Choose or drop files for upload. If choosing Custom Upload, only one file can be processed at a time



Add File/Files
or drop files to upload

File Name	Sheet Name	Notes	
Janets Jellybeans...	Line Item Detail ...	This is a note for testing	

Confirmation emails will be sent to `youremail@yourcompany.com`. Add additional email addresses below

Additional options

Add additional email (optional)

[Reset](#) [Continue](#)

When you click Continue, it will bring you to a screen (Figure 4) to allow you to indicate which fields in your file match the field in the database. If your field is already mapped, the data from your first row will show up on the far right. If you need to map for the first time, or data that is in your first row isn't showing up in the far-right hand column, click the box, "I need to make changes to the mapping fields below". Then, select the matching field from the drop-down box on every field that matches one of the Vizient template columns.

As you begin to map, the mapped fields will be shaded lighter, and the unmapped fields will be darker.

Figure 4

Submit Sales Reports

General Information **2** Complete Custom Mapping

Review a mapping of your template. If changes are needed, select the option to make changes then edit the field from the list for each column that matches your template. Required Field *

I need to make changes to the mapping fields below.

Contract ID	Contract ID a	MS9999
Ship-to GLN	Select your column value	
Ship-to LIC	Contract ID a	
Ship-to Member ID	Ship-to GLN a	
Ship-to DEA Number	Ship-to LIC a	
Ship-to Customer ID	Ship-to Member ID a	29,447
Ship-to Customer Name	Ship-to DEA Number a	
Ship-to Customer Address 1	Select your column value	
Ship-to Customer Address 2	Ship-to Customer Address 1	1600 7th Ave S
	Ship-to Customer Address 2	

Continue to map until all your fields that have corresponding Vizient fields are mapped, and you will see the correct information in the right-hand column. Click “Continue” and the system will attempt to load it.

While the system will remember the mapping the next time you log on as the same user, you should always check that your first row of data is appearing on the right side of the screen. ARTTS remembers your mapping by column title. If your column changes titles, you will need to remap your file.

Loading using the Distribution Template

To upload using the **distribution template**, follow the same steps as above, but select the Distributor Upload radio button. See figure 5.

Figure 5

The screenshot shows the Vizion ARTTS interface for submitting sales reports. The page title is "Submit Sales Reports" and the breadcrumb is "Home > Submit Sales Reports". A sidebar on the left contains navigation links: Home, Submit Sales Report, Upload Management, and Submitted Reports. The main content area has two buttons: "Submit Sales Reports" (highlighted in teal) and "Report Zero Sales". Below the buttons, the "Template Type" section has three radio button options: "Vizient Standard Upload (for suppliers and service providers only)", "Custom Upload", and "Distributor Upload (for distributors only)" (which is selected). The "Upload Files" section includes a dashed box with a cloud upload icon and the text "Add File/Files or drop files to upload". A note states "Confirmation emails will be sent to artts_jellybeans@artstest.com. Add additional email addresses below". The "Additional options" section has a plus icon and the text "Add additional email (optional)". At the bottom right are "Reset" and "Continue" buttons.

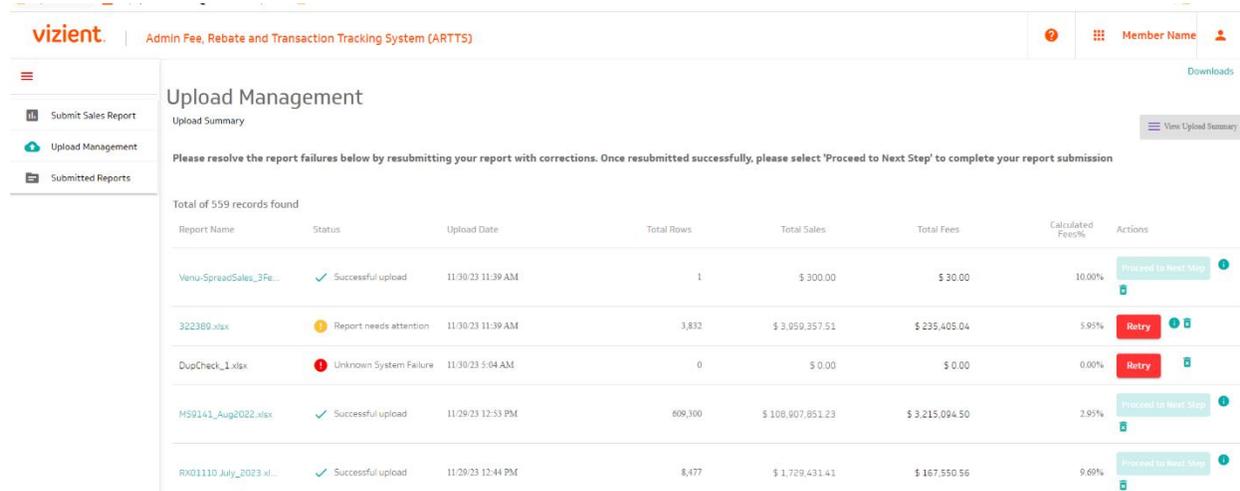
Loading Zero Sales Reports

Some suppliers have occasionally needed to report no sales in a month, normally when a contract is just starting or you have a high value, low volume contract. Now, you can fill out the web form and submit your contract id and the period for which you have no sales. You have the option to put in notes and copy a user on the success message just like any other report. Please note that this process will post \$1 in sales and \$0 in admin fees to the downstream tables to enable Vizient to know that you have definitively stated that you have no sales for a particular month.

Upload Management Screen

In this screen (Figure 6) you will be able to re-submit any failed reports, view issues that may have caused your file to require attention or delete and reload any reports that you may have loaded in error. Your screen will show your original report name, the status, the total rows you loaded, the sales and the total fees. If you have multiple types of fees (for example, Admin or Transaction Fees, Novaplus® and/or Preferred Pediatric Program fees) you can hover over your total fees on the screen to see a breakout of the totals of your differing fee types.

Figure 6



Report Name	Status	Upload Date	Total Rows	Total Sales	Total Fees	Calculated Fees%	Actions
Venu-SpreadSales_3Fe...	Successful upload	11/30/23 11:39 AM	1	\$ 300.00	\$ 30.00	10.00%	Proceed to Next Step
322380.xlsx	Report needs attention	11/30/23 11:39 AM	3,832	\$ 3,059,357.51	\$ 235,405.04	5.95%	Retry
DupCheck_1.xlsx	Unknown System Failure	11/30/23 5:04 AM	0	\$ 0.00	\$ 0.00	0.00%	Retry
M59141_Aug2022.xlsx	Successful upload	11/29/23 12:53 PM	609,300	\$ 108,007,851.23	\$ 3,215,094.50	2.95%	Proceed to Next Step
RX01110 July_2023 xl...	Successful upload	11/29/23 12:44 PM	8,477	\$ 1,729,431.41	\$ 167,550.56	9.69%	Proceed to Next Step

Successful Upload

You should confirm that the totals match your expected results in total sales, total fees and total rows, as well as the calculated total fee percent for accuracy before clicking the “proceed to next step” button. That step releases the file to the submitted reports page. **Your file is not submitted until you click on that button or 24 hours have passed.**

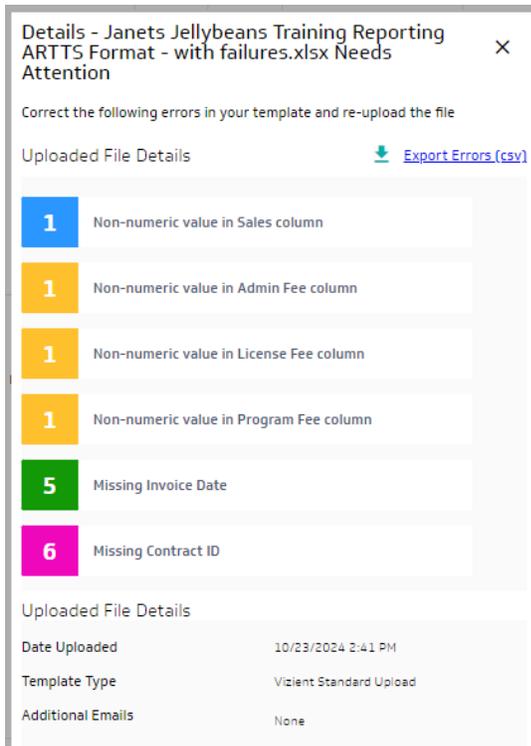
If you determine that the totals are not accurate, you may delete the report by clicking on the trashcan symbol.

Report Needs Attention

This status message indicates that the report failed to upload due to a number of data type validation options. Since each row must have an invoice date, a contract ID and must have only numerical information in the sales or fee columns, any of those issues may cause your failure. Click on the  icon to learn more about the cause of the upload failures. See Figure 7. Within that pop up screen, you can

export a .csv formatted file that will provide the exact row on your file that caused the error. That will allow you to fix the issue with the source file and retry. Clicking on the red Retry button will clear the error from your screen.

Figure 7



To see the rows that have an error, you can click on the export errors link and the file will indicate which rows in your original file may need attention. To fix this type of error, click 'retry' or the trash can icon and retry your upload with the corrected file. Please note that your failure notification will remain on this page until you retry or delete the attempt.

Unknown System Failures

This status message means that the file likely failed due to a connectivity issue. Please try again by clicking the red Retry button. That action will clear it from the screen and navigate you back to the Submit Sales Report screen to try again. If it persists, please send the report to ARTTS@vizientinc.com for us to help troubleshoot.

Submitted Reports Screen

In this screen, you will be able to view and delete any unposted reports, view any errors and finalize reports for the Vizient team to review and post. See Figure 8.

Figure 8

The screenshot displays the 'Submitted Reports' interface. At the top, there's a navigation bar with the Vizient logo and the system name 'Admin Fee, Rebate and Transaction Tracking System (ARTTS)'. Below this, a sidebar menu lists options like 'Home', 'Submit Sales Report', 'Upload Management', and 'Submitted Reports'. The main area is titled 'Submitted Reports' and features a 'Report Summary' section with various filters for Submission Type, Status, Report ID, LID Control ID, and Contract ID. It also includes date and reporting period filters. Below the filters, a summary row shows 'Validation Errors 6', 'Mismatch Errors 4', 'Total Sales \$405,956.00', 'Total Fees \$12,198.37', and 'Total Records 1'. A table below this lists report details. The table has columns: LID Control ID, Report ID, Vendor Name, Vendor ID, Contract ID, Total Sales, Total Fees, Calculated Fee %, User Created, Date Created, Reporting Period, Validation Errors, Mismatch Errors, Status, Action, and Delete. One report is listed with a status of 'Work...'. A 'Submit' button is visible in the Action column. Two red arrows point to the 'Submit' button and the 'Delete' column.

LID Control ID	Report ID	Vendor Name	Vendor ID	Contract ID	Total Sales	Total Fees	Calculated Fee %	User Created	Date Created	Reporting Period	Validation Errors	Mismatch Errors	Status	Action	Delete
409490	3244262	Janets Jellybeans	4007355	M59999 M59999A	\$ 405,956.00	\$ 12,198.37	3 %	Artts.Jellybeans9...	11/1/2024 1:30 PM	8/24			Work...	Submit	

View and Delete Unposted Reports

You may delete and reload any unsubmitted reports by clicking on the trash can icon. You will have access for 24 hours or until you submit the report to view details or submit except during our close processing. During this normally the four to five business days after the 15th each month, there may be a business need to push your reports earlier if you do not do so. If you need to have a report backed out that is already submitted, please reach out to ARTTS@Vizientinc.com.

You can also view summaries of previously loaded reports by adjusting the filters at the top of the screen. From the submitted reports screen, you can see a summary of your Validation Errors and Mismatch Errors.

You also can submit without reviewing your errors if you choose to do so. If you wish to submit, you can do so from the Action column within the Report History Screen.

Error Management

Validation Errors and Mismatches

To enable the details on the errors, click on the red Supplier work in Process link within the Submitted reports screen. See Figure 9. That will allow you to open and see the details of the individual errors.

Figure 9

The screenshot shows the 'Report Summary' interface. At the top, there are filters for Submission Type (All Reports), Status (4 Selections applied), Report ID, LID Control ID, and Contract ID. Below these are filters for Date Created (From: 8/9/2024, To: 8/9/2024), Reporting Month (From: 3/24, To: 5/24), and Invoice Month (From: Select Month, To: Select Month). A 'Reset' button and a 'See' button are visible on the right.

Summary Metrics: Validation Errors 100, Mismatch Errors 54, Total Sales \$67,546,875.84, Total Fees \$394,790.57, Total Records 22.

LID Control ID	Report ID	Contract ID	Date Created	Reporting Month	Invoice Month	Validation Errors	Mismatch Errors	Status	Action
361859	2863044	MS9999	8/9/2024 11:21 AM	3/24		8	8	Supplier...	Submit
361857	2863043	MS9999	8/9/2024 11:02 AM	3/24		8	8	Supplier...	Submit
361644	2861899	MS9999T	8/1/2024 6:23 PM	3/24		4	0	Vizient...	
361652	2861891	MS9999T	8/1/2024 6:23 PM	3/24		0	2	Vizient...	
361643	2861872	MS9999T	8/1/2024 6:17 PM	3/24		0	0	Vizient...	
361592	2861817	MS9999	7/31/2024 11:56 AM	3/24		8	6	Supplier...	Submit
361412	2861608	MS9999	7/24/2024 1:55 PM	3/24		4	7	Supplier...	Submit

Once in the error correction screen (see figure 10) the top of this screen contains metrics on the types of errors on the left side, and if there are any potential duplicate batch alerts on the top right side. You can use the Collapse Details button to hide that information from the screen.

On the bottom half of the screen, you will see all unhandled errors on the Validation Errors and Mismatches tab. You can click and unclick on the types of errors to focus on a specific type.

Figure 10

The screenshot displays the 'Error Management' interface for Report ID 3244223, associated with 'Janets Jellybeans (4007355)'. The interface shows a summary of 'Validation Errors and Mismatches (7)' and 'Corrections Made (32)'. A table lists the following errors:

Error Type	Contract IDs	Invoice Date	# of Transactions	Submitted Ship To	Membership Information	Submitted Bill To	Total Sales	Total Fees
Sale after member end date	M59999	03/01/2024	1	HIN: 9324306.00 Supplier Customer ID: 26880 Name: Long Beach Memorial Medical Center Addr-1: 2802 Atlantic Ave Addr-2: City: Long Beach State: CA	HIN: 9324306.00 MID: 2624664 Name: Long Beach Memorial Medical Center Addr-1: 2802 Atlantic Ave Addr-2: City: Long Beach State: CA	HIN: MemorialCare Health System Addr-1: 17360 Brookhurst St Addr-2: City: Fountain Valley State: CA	\$ 250.00	\$ 7.55
Sale after member end date	M59999A	06/01/2024	1	MID: 449 Supplier Customer ID: 27844 Name: Saint Francis Medical Center Addr-1: 211 St Francis Dr Addr-2: City: Cape Girardeau State: MO	MID: 449 Name: Saint Francis Medical Center Addr-1: 211 St Francis Dr Addr-2: City: Cape Girardeau State: MO	MID: Name: Addr-1: Addr-2: City: State:	\$ 4,000.00	\$ 120.00
Sale before member start date	M59999	07/01/2023	1	MID: 1361 Supplier Customer ID: 29447 Name: The Childrens Hospital of Alabama Addr-1: 1600 7th Ave S Addr-2: City: Birmingham State: AL	MID: 1361 Name: The Childrens Hospital of Alabama Addr-1: 1600 7th Ave S Addr-2: City: Birmingham State: AL	MID: 1361 Name: The Childrens Hospital of Alabama Addr-1: 1600 7th Ave S Addr-2: City: Birmingham State: AL	\$ 500.00	\$ 15.05
Member identifier state				MID: 9 Supplier Customer ID: 30244 Name: Abbott Northwestern Hosp	MID: 9 Name: Sentara Health Addr-1: 1300 Sentara Park 4th Fl	MID: Name: Addr-1:		

Within this tool, you can update a provider’s identifier but cannot update invoice dates or contract IDs. If you have a need to update contract IDs or date you may need to delete and reload. There are a number of differing types of errors based upon the validation routine that is documented later in this guide.

- Invalid Supplier Dates – Contract
 - ‘Sales before contract start date’ displays instances where the invoice date is before the contract start date. If you don’t understand this error, please reach out to us at ARTTS@vizientinc.com. There are rare instances where the dates update incorrectly for renewed contracts.
 - ‘Sales after contract end date’ displays instances where the invoice date is after the contract end date or revenue end date, whichever is greater. Please note for long lead-time capital equipment contracts, we recommend the order date be placed into the invoice date field for validation purposes.
- ‘Missing Member Identifiers’ includes instances where an identifier was not provided for any of our acceptable identifiers, Member ID, LIC, GLN, DEA or HIN.
- ‘Invalid Member Identifiers’ includes instances where the identifier is on the source file but is unable to be matched up with any record in the Vizient membership table.
- Invalid Supplier Dates – Member – our research principles include attempting to find an alternate identifier using the provided provider’s name and address information for all of the following types of errors.
 - ‘Sales before member start date’ includes instances where the invoice is before the provider start date for the identifier provided.

- ‘Sales after member end date’ includes instances where the invoice is after the provider end date for the provided member identifier.
- ‘Member cannot purchase on this contract’ generally includes instances where the provider exists, but the contract is not valid for that specific identifier. An example may include a Provista only contract with reporting for a Vizient provider. Additionally, this type of error may include instances where the provider is in a status that is not eligible for the GPO.
- ‘Member is deleted’ includes instances where our membership team has identified the record as a duplicate or otherwise should not have been created. In instances where the membership team has identified the surviving record, the error would be automatically fixed by the system. This error would appear where there was not a documented surviving record.
- Custom Contract Errors – for a limited number of custom contracts, we ensure that the identifiers provided are within the custom group. As of the publication of this document, we were only checking validation for three custom groups, Kaiser Permanente, Captis, and ProvSource (Providence St. Joseph).
- Mismatch Errors – these types of notifications indicate a possible error. We display these types of differences to allow a user to review and ensure that the correct provider is receiving credit for a sale. Most state mismatches are true duplicates and need to be corrected like validation errors.
 - ‘Member identifier state mismatch’ indicates instances where the provided state does not match the state in the membership database.
 - ‘Member Identifier city mismatch’ includes instances where the city in the uploaded file does not match either the membership city or any city in our city alias table. While we do our best to populate common abbreviation differences to the table, we do not currently have a complete method to populate alternate cities within a zip code.

Figure 11

Error Management
Report ID 3244223
Janets Jellybeans (4007355)

Validation Errors and Mismatches (10) Corrections Made (29)

Total transactions 3 of 3 Total Sales \$1,230.00 Total Fees \$37.65 Total Rows Loaded 3 Percentage Error 3.01%

Error Type	Contract IDs	Invoice Date	# of Transactions	Submitted Ship To	Membership Information	Submitted Bill To	Total Sales	Total Fees
Missing member identifier	MS9999A	06/01/2023	1	MD: Supplier Customer ID: 27488 Name: Providence St. Vincent Medical Ctr Addr 1: 9205 S.W. Barnes Rd Addr 2: City: Portland State: OR	MD: 43193 Name: Providence Addr 1: 1801 Lind Ave SW Ste 9016 Valley Office Addr 2: City: Renton State: WA	MD: 43193 Name: Providence Addr 1: 1801 Lind Ave SW Ste 9016 Valley Office Addr 2: City: Renton State: WA	\$ 300.00	\$ 9.05
Missing member identifier	MS9999A	06/01/2023	1	MD: Supplier Customer ID: 27545 Name: Providence Regional Med Ctr - Pacific Addr 1: 918 Pacific Ave Addr 2: City: Everett State: WA	MD: 43193 Name: Providence Addr 1: 1801 Lind Ave SW Ste 9016 Valley Office Addr 2: City: Renton State: WA	MD: 43193 Name: Providence Addr 1: 1801 Lind Ave SW Ste 9016 Valley Office Addr 2: City: Renton State: WA	\$ 500.00	\$ 15.05
Missing member identifier	MS9999	09/01/2023	1	MD: Supplier Customer ID: 28204 Name: Providence St. John's Health Ctr Addr 1: 2121 Santa Monica Blvd Addr 2: City: Santa Monica State: CA	MD: 43193 Name: Providence Addr 1: 1801 Lind Ave SW Ste 9016 Valley Office Addr 2: City: Renton State: WA	MD: 43193 Name: Providence Addr 1: 1801 Lind Ave SW Ste 9016 Valley Office Addr 2: City: Renton State: WA	\$ 450.00	\$ 13.55

To update a provider identifier, you can double click on the submitted ship-to name or address. See figure 12. That action will turn the field purple and allow you to click one more time to bring up a provider lookup. The “Show Active Only” bar is slid to active only by default. If you wish to see non-active providers, you may slide that slide bar to the left.

Figure 12

Membership Lookup

Submitted Information

Invoice Month: 06/2023
Ship To MEMID: 43193
Ship To LIC: _____
Bill To MEMID: _____
Ship To GLN: _____
Bill To GLN: _____
Ship To DEA: _____
Bill To DEA: _____
Ship To HN: _____
Bill To HN: _____

Ship To Provider Name: Providence St. Vincent Medical Ctr
Ship To Address 1: 9205 S.W. Barnes Rd
Ship To Address 2: _____
Ship To City: Portland
Ship To State: OR
Ship To ZIP: _____

Bill To Provider Name: Providence
Bill To Address 1: 1801 Lind Ave SW Ste 9016 Valley Office
Bill To Address 2: _____
Bill To City: Renton
Bill To State: WA
Bill To ZIP: _____

System ID: _____ Report ID: _____ Member Identifier: _____ Show Active Only: Search

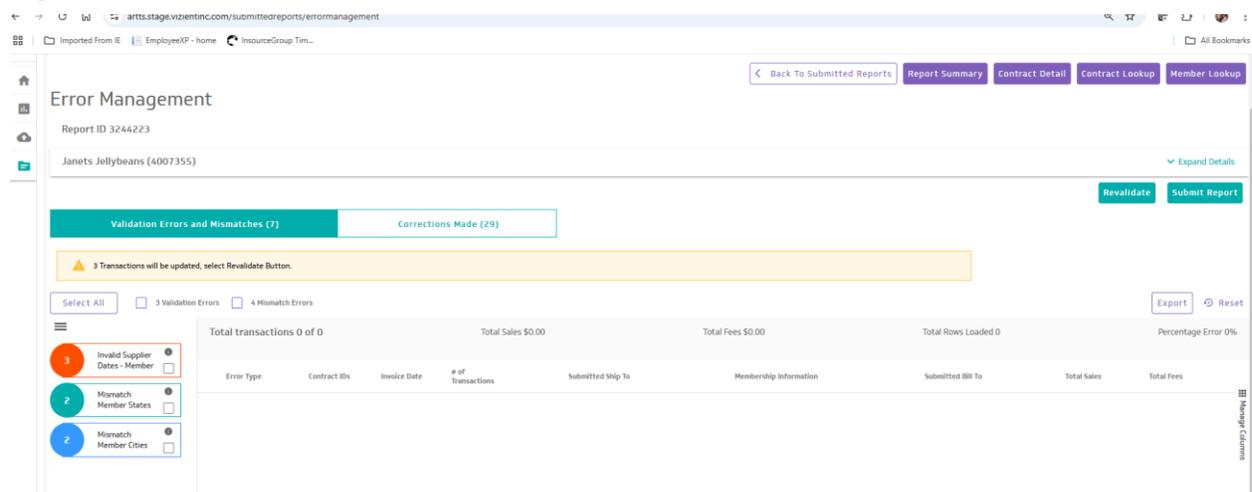
Name: vinc Address 1: 9205 S.W. Barnes Address 2: _____ City: _____ State: _____ Zip code: _____

Total records 5 of 5

Status	Company Name	Provider Start Date	Provider Term Date	MEMID	System ID	Provider Name	Address 1	Address 2	City	State	ZIP Code	Primary Description	Bed SI
Select	Active	Vizient	3/5/2014	1165368	43193	PMG St Vincent	9205 SW Barnes Rd Ste MT2800		Portland	OR	97225	Clinic/Medical Group	0
Select	Active	Vizient	5/15/1998	43330	43193	Providence St Vincent Medical Center	9205 Sw Barnes Rd		Portland	OR	97225-6603	General Medical and Surgical	523
Select	Active	Vizient	6/18/2015	2427435	43193	Providence St Vincent Medical-Laundry/Linen	9205 Sw Barnes Rd	Laundry/Linen	Portland	OR	97225-6603	Laundry	0
Select	Active	Vizient	12/15/1999	57239	43193	Providence St Vincent Radiation Oncology	9205 Sw Barnes Rd		Portland	OR	97225-6603	Clinic/Medical Group	0
Select	Active	Provista	12/2/2015	2575246	1153821	TOC Radiation Oncology - St Vincent	9205 SW Barnes Rd E Pavillion - Lower Level		Portland	OR	97225	Ambulatory Surgery Center	0

You may enter as much information as you want in the search box. Each item is a 'contains' filter, so in general, a partial address and a partial name is one of the best ways to research. Once you have found a specific provider, click on the 'select' button to update your record. Once you have made all your corrections, click on the 'revalidate' button to ensure that the new selections are valid. See Figure 13.

Figure 13



If you have records that are true invalids, you have options depending on the status of your payment request. If you have already requested payment, we recommend that you submit your file as is, and put the same records on your next report, flipping the units sold, sales and fee columns to the opposite sign to recoup your overpaid fees.

Corrections Made

In this tab (See figure 14), you can see any records that you corrected or were corrected by the system.

- 'Corrected by multi-alias' contains records that were automatically fixed by the system. If you see a correction that you do not agree with, please reach out and we can fix our alias.
- 'Member Identifier Changed' includes any records you or a Vizient team manually corrected.
- 'Changed by Immaterial Invalids' includes records that are too small to have a person fix based upon current workload. We collect these errors in a category that we use automation tools to review periodically. We may set these thresholds between the absolute value of \$0 and \$10 revenue depending on workload.
- 'Changed by Flagged Status' means that we have reviewed the same contract id, name, address1, address2, city and state combination before, and determined it was invalid. If you see any that should validate, please reach out and we can make a correction to that system.

- 'Irreconcilable' contains records that an internal user deemed as not being eligible. Sometimes this is a temporary flag while we are correcting some required data points to enable the record to validate.

Figure 14

Error Type	Contract IDs	Invoice Date	# of Transactions	Submitted Ship To	Membership Information	Submitted Bill To	Total Sales	Total Fees	Correction Type
Corrected By Multi-Alias	MS9999	05/01/2023	1	MID: Supplier Customer ID: 6548 Name: Indian River Medical Center Addr1: 1000 36th St Addr2: City: Vero Beach State: FL	MID: 67430 Name: Cleveland Clinic - Indian River Hospital Addr1: 1000 36th St Addr2: City: Vero Beach State: FL Auto Corrected by MultiAliasMid(67430)	MID: Name: Addr1: Addr2: City: State:	\$ 480.00	\$ 14.40	Corrected B
Corrected By Multi-Alias	MS9999	06/01/2023	1	MID: Supplier Customer ID: 45775 Name: Baxter Regional Medical Center Addr1: 624 Hospital Dr Addr2: Baxter County Regional Hospital City: Mountain Home State: AR	MID: 2623983 Name: Baxter Health Addr1: 624 Hospital Dr Addr2: City: Mountain Home State: AR Auto Corrected by MultiAliasMid(2623983)	MID: Name: Addr1: Addr2: City: State:	\$ -300.00	\$ -9.05	Corrected B
Corrected By Multi-Alias	MS9999	07/01/2023	1	MID: Supplier Customer ID: 28679 Name: St. Dominic-Jackson Memorial Hospita Addr1: 969 Lakeland Dr Addr2:	MID: 4053682 Name: St. Dominic's Medical Associates Lab Addr1: 969 Lakeland Dr Addr2: City: Jackson	MID: Name: Addr1: Addr2: City:	\$ 420.00	\$ 12.65	Corrected B

If you want a download of these types of details, you can click the export button with all records checked. This will export a report with all the changes for you to be able to review after you submit the file.

Validation Routine

All reports that you load go into a multi-step validation routine designed to both provide details on potential errors and to ensure the correct member receives credit for the sale. These validations are sequential, so the error will stop at each step, and if you select another provider record, the validation routine will continue upon revalidation.

1. Contract Date Validation – Is the invoice date between the contract start date and contract end date? A small number of suppliers, mostly service providers, may have a revenue end date that lasts beyond the end of the contract. The system will compare the latter of contract end date or revenue end date with the invoice date.
2. Is there an identifier in the file? The system uses a 'pecking order' and looks for member ID, LIC, GLN, DEA then HIN. If no identifiers are in the file, then it will tag the record as a missing member identifier. ARTTS will attempt to look for an active alias to populate the error.
3. Is the identifier recognized in the system? If there is data in one of the identifier columns, but that identifier is not in the system, it will tag the record with an invalid identifier error.

4. Member Date Errors - Sales before member start date, sales after member end date. This validation check tests the invoice date against the member start and end date for the identifier provided.
5. Buying company eligibility. Your valid member may not be able to purchase on the contract for several reasons. This step ensures that the identifier provided is eligible for the contract. For example, if a member is a valid member, and the contract is only open to Excelerate members, but the member is not part of the Excelerate alliance, ARTTS will tag the record with an error, member cannot purchase on this contract. There are also members that do business with Vizient but are not a part of the GPO. This validation displays this type of sale with an error.
6. The Member cannot purchase from this custom group. For some custom groups, we include a check to make sure that the member identifier provided is part of the custom group. As of the launch of this system, we limited custom contract validation to Kaiser Permanente, ProvSource (Providence St. Joseph) and Captis custom contracts.
7. If all validation passes, then the system processes through a series of mismatch tests. Please note that mismatches may not be true errors and left as is if you believe that the correct provider is matched with your reported sale.
 - a. Is the state in the file equal to the state in the membership database for the provided identifier?
 - b. Is the city in the file equal to the city in the membership database for the provided identifier?These mismatches are often 'false positive' errors, but still allow you to see if your identifier is accurate. We attempt to populate aliases for common abbreviations, but do not populate aliases for alternate city names.

Helpful contacts for questions

If you need assistance, please reach out to the following teams:

- ARTTS@Vizientinc.com with any questions relating to assistance on loading or questions about validation results
- Membership@vizientinc.com for membership related questions
- Your Vizient category manager for contract related questions
- Contractfees@vizientinc.com for any payment related questions
- Your Vizient Contract Compliance and Research contact or managers
Paula.Dohogue@vizientinc.com or Patti.Elliott@vizientinc.com for questions or notifications about payment or reporting delays



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As the nation's largest member-driven health care performance improvement company, Vizient provides solutions and services that empower health care providers to deliver high-value care by aligning cost, quality and market performance. With analytics, advisory services and a robust sourcing portfolio, we help members improve patient outcomes and lower costs.