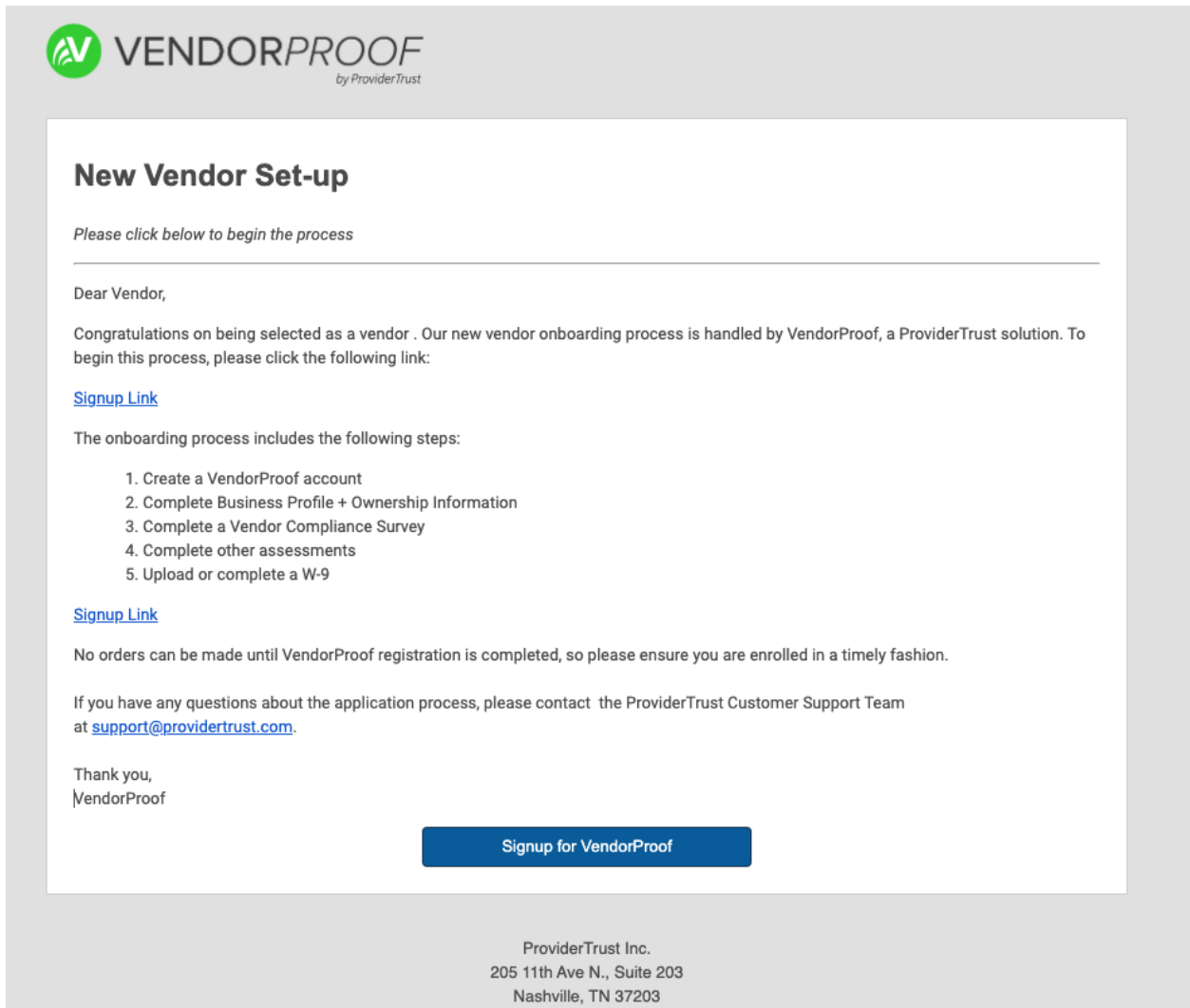


# Vendor Enrollment Process

( 2023)

# Vendor Enrollment

## 1. Vendor receives email with registration instructions



The image shows a screenshot of an email from VendorProof. At the top left is the VendorProof logo, which consists of a green circle with a white 'V' and the text 'VENDORPROOF by ProviderTrust'. The main content of the email is titled 'New Vendor Set-up' and includes a sub-header 'Please click below to begin the process'. The body of the email starts with 'Dear Vendor,' followed by a congratulatory message and a link to 'Signup Link'. It then lists five steps for the onboarding process: 1. Create a VendorProof account, 2. Complete Business Profile + Ownership Information, 3. Complete a Vendor Compliance Survey, 4. Complete other assessments, and 5. Upload or complete a W-9. Another 'Signup Link' is provided below the steps. The email concludes with a note that no orders can be made until registration is complete, contact information for the ProviderTrust Customer Support Team at support@providertrust.com, and a sign-off 'Thank you, VendorProof'. A blue button labeled 'Signup for VendorProof' is centered at the bottom of the email content. At the very bottom of the screenshot, the ProviderTrust Inc. address is listed: 205 11th Ave N., Suite 203, Nashville, TN 37203.

**VENDORPROOF**  
by ProviderTrust

### New Vendor Set-up

Please click below to begin the process

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Dear Vendor,

Congratulations on being selected as a vendor . Our new vendor onboarding process is handled by VendorProof, a ProviderTrust solution. To begin this process, please click the following link:

[Signup Link](#)

The onboarding process includes the following steps:

1. Create a VendorProof account
2. Complete Business Profile + Ownership Information
3. Complete a Vendor Compliance Survey
4. Complete other assessments
5. Upload or complete a W-9

[Signup Link](#)

No orders can be made until VendorProof registration is completed, so please ensure you are enrolled in a timely fashion.

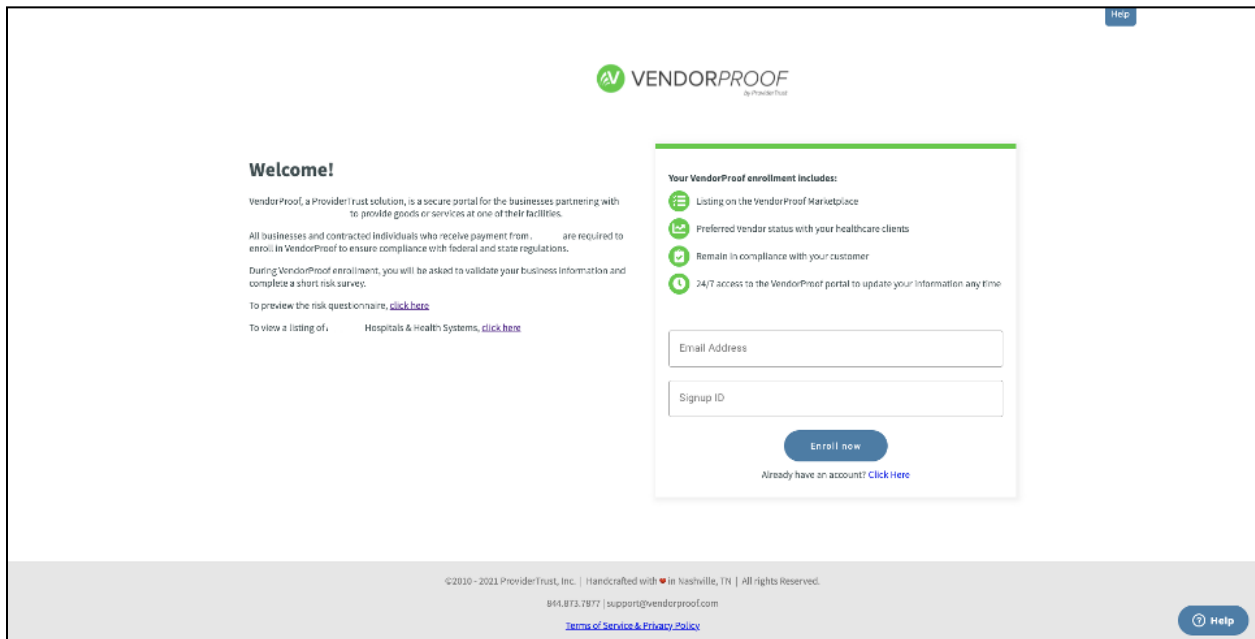
If you have any questions about the application process, please contact the ProviderTrust Customer Support Team at [support@providertrust.com](mailto:support@providertrust.com).

Thank you,  
VendorProof

[Signup for VendorProof](#)

ProviderTrust Inc.  
205 11th Ave N., Suite 203  
Nashville, TN 37203

2. Vendor enters email address on the VendorProof landing page (Signup ID will be automatically filled in from the emailed link)



3. Vendor creates account

### Create an Account

Username \*

First Name \*      Last Name \*

Email \*

Confirm Email \*

The password must have at least 8 characters, one lowercase letter, one uppercase letter, one number.

Password \*      Confirm Password \*

Show Password

Yes, I accept the [Terms of Service](#).

Create Login

4. Vendor completes registration forms:

- a. Business Information
- b. Ownership Information
- c. Compliance Questionnaire
- d. Foreign Corrupt Policies Act (FCPA) Questionnaire
- e. Primary Contact Information
- f. W-9 (note: vendor can fill out in VendorProof or upload an existing signed copy)

1 Business Information 2 3 4 5 6 7 8

### Business Information

Legal Business Name

Doing Business As Name

Individual/Sole Proprietor  I am registering as an individual/sole proprietor

1 2 Owners 3 4 5 6 7 8

### Owners Overview

Owner Name	Ownership Percentage
No data available	

[Edit Ownership Percentages](#) [Add Owner](#)

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**Add New Owner**

Progress bar: 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 Primary Contact Information 6 7 8

## Primary Contact Information

Primary Contact Name\*

Primary Contact Email\*

Primary Contact Phone Number\*

Primary Contact Extension

Progress bar: 1 ✓ 2 ✓ 3 ✓ 4 Foreign Corrupt Practices Act (FCPA) Questionnaire 5 6 7 8

## Foreign Corrupt Practices Act (FCPA) Questionnaire

Please answer the following questions based on Ardent's compliance requirements for the Foreign Corrupt Policies Act (FCPA):

1. Is the contracting party (company or individual) incorporated/domiciled in a jurisdiction outside the U.S.??\*

Yes

No

2. Is the contracting party a wholly-owned subsidiary of a company incorporated/domiciled outside the U.S.??\*


Yes

No

Progress bar: 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 W9 7 8


## W-9

Select how you would like to submit your W-9.



[Complete W-9 Online](#)

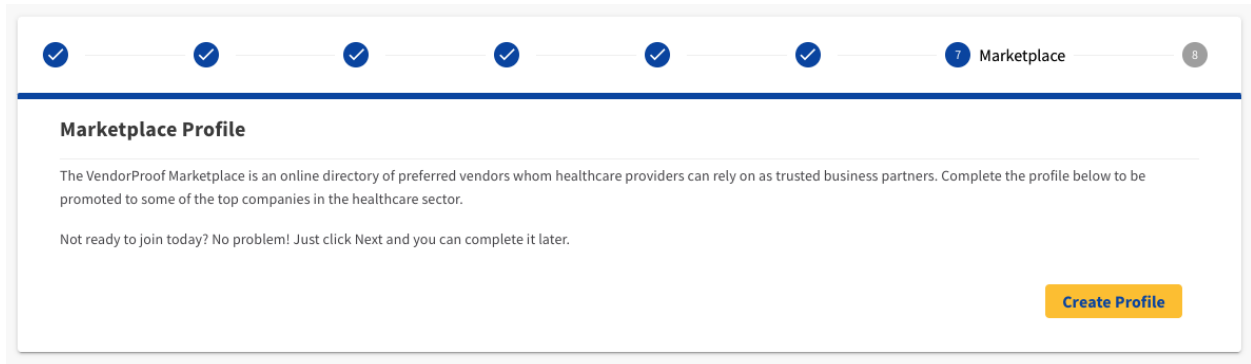
Fill out you W-9 online and save it to your account



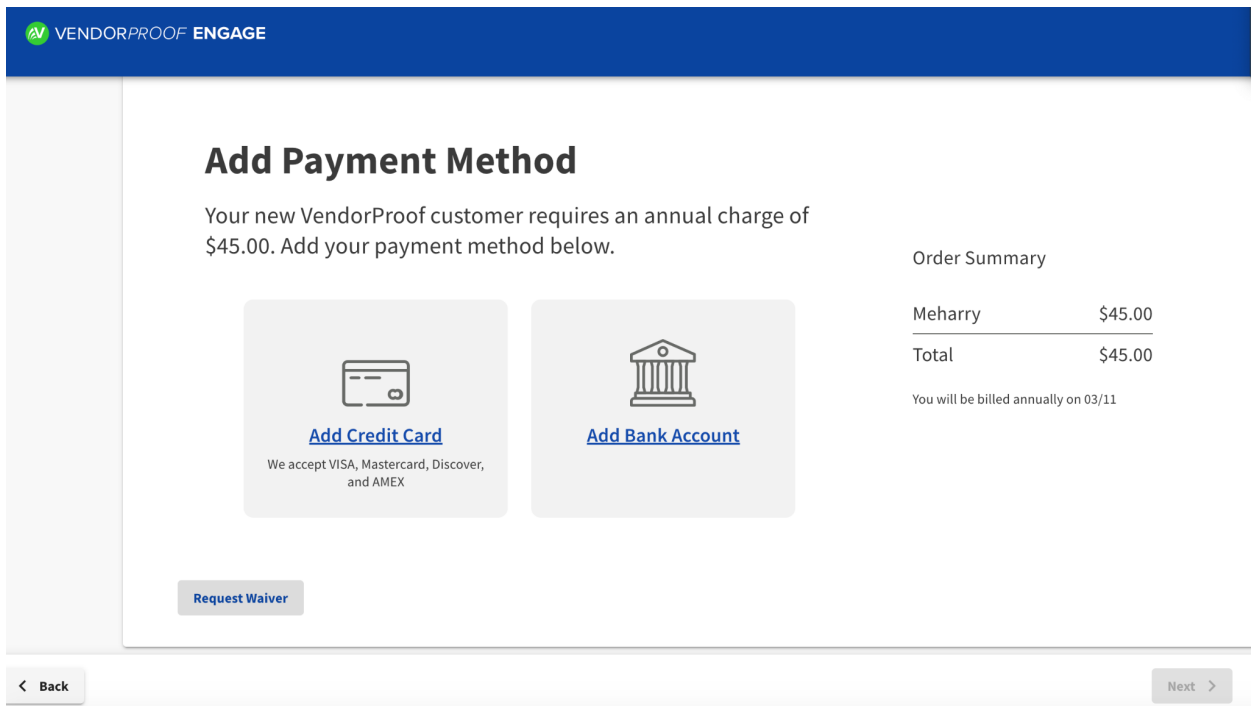
[Upload W-9](#)

Upload your W-9 form and save it to your account

5. After completing the enrollment process, vendors are given an option to join the VendorProof Marketplace. This is an optional benefit for vendors after completing the enrollment.



The screenshot shows a progress bar at the top with 8 steps. Steps 1 through 6 are marked with blue checkmarks, and step 7 is labeled 'Marketplace'. Step 8 is a grey circle with the number 8. Below the progress bar is a section titled 'Marketplace Profile'. The text reads: 'The VendorProof Marketplace is an online directory of preferred vendors whom healthcare providers can rely on as trusted business partners. Complete the profile below to be promoted to some of the top companies in the healthcare sector.' Below this is a link: 'Not ready to join today? No problem! Just click Next and you can complete it later.' At the bottom right is a yellow button labeled 'Create Profile'.



The screenshot shows the 'Add Payment Method' step in the VendorProof Engage process. The header is 'VENDORPROOF ENGAGE'. The main heading is 'Add Payment Method'. Below it, the text says: 'Your new VendorProof customer requires an annual charge of \$45.00. Add your payment method below.' There are two main options: 'Add Credit Card' and 'Add Bank Account'. The 'Add Credit Card' option includes a credit card icon and the text: 'We accept VISA, Mastercard, Discover, and AMEX'. The 'Add Bank Account' option includes a bank building icon. To the right is an 'Order Summary' table:

Order Summary	
Meharry	\$45.00
<b>Total</b>	<b>\$45.00</b>

Below the table, it says: 'You will be billed annually on 03/11'. At the bottom left is a 'Request Waiver' button. At the bottom of the page are 'Back' and 'Next' navigation buttons.

6. Vendor submits payment and registration is complete