



Dear Vendor,

Western Maryland Health System is committed to delivering the best in patient care. We recognize that vendors are an essential part of our delivery, so we carefully select our vendors. The Western Maryland Health System Vendor Program is designed to streamline the collection and management of key information regarding the regulatory and compliance status as well as business operations of our vendors and suppliers.

Through the Western Maryland Health System Vendor Program, you can provide electronically the information we need to continually:

- Communicate our unique and most current business policies with you,
- Ensure we have the most accurate picture of your business, capabilities, and contact information,
- Screen vendors and representatives against state and federal sanction lists, and
- Manage access to our facilities and patient care areas based on immunization, training, and compliance status.

One nominal annual registration fee covers your company as well as all representatives of your company that interact with Western Maryland Health System. The price ranges from \$25 to \$250 per year depending on your company's risk profile and is paid directly to our partner, Vendormate, Inc. It is important that each representative registers individually to maintain their personal credentials and ensure ongoing access to our facilities.

Registration and Sign In

By November 1, vendor companies and representatives must complete registration in order to continue doing business with Western Maryland Health System. Please direct the person responsible for managing your company's relationship with Western Maryland Health System to the website address, <https://wmhs.vendormate.com> to register your business.

Your representatives who visit Western Maryland Health System will be required to sign in electronically to obtain an identification badge. With a valid appointment and current credentials, your representative will be able to print out a single-use identification badge that is to be worn throughout the visit to any Western Maryland Health System facility.

We value our relationship with you and appreciate your participation in this program.

Sincerely,

Scott Borsuk
Western Maryland Health System Compliance Officer

If you have technical questions, go to <https://wmhs.vendormate.com> and select the "Support Center" link at the bottom of the page.

How to Register

You will need to register as a business partner and supplier with Western Maryland Health System by November 1, 2009.

To register your company or create individual profiles proceed to either of the links below.

- Go to <https://wmhs.vendormate.com>

A Federal Tax identification number (FEIN) and a Credit Card are required to complete the initial registration. Additional representatives only need the Federal Tax identification number (FEIN).

Western Maryland Health System Sign In Locations

A valid appointment and current credentials are required for sign in. We will notify registered vendors via email with information about electronic sign in.

Western Maryland Health System Vendor Program

The criteria is predetermined by Western Maryland Health System and is not selected by the vendor

Criteria	Fee
Active High profile vendors	\$250 per year per company
Active Medium profile vendors	\$100 per year per company
Potential and Low Profile vendors	\$25 per year per company

Registration and Technical Support

- If you have technical questions, go to <https://wmhs.vendormate.com> and select the "Support Center" link at the bottom of the page.