Vendor Enrollment Process

(2023)
Vendor Enrollment

1. Vendor receives email with registration instructions

New Vendor Set-up

Please click below to begin the process

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.

Thank you.
VendorProof

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For Internal Use Only
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 *
vendor123

First Name * Last Name *
Vendor Rep

Email *
vendor@vendor.com

Confirm Email *
vendor@vendor.com

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)
Primary Contact Information

Primary Contact Name*

Primary Contact Email*

Primary Contact Phone Number*

Primary Contact Extension

Foreign Corrupt Practices Act (FCPA) Questionnaire

Please answer the following questions based on Ardent’s compliance requirements for the Foreign Corrupt Practices 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

W-9

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

- Complete W-9 Online
  Fill out your 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.

6. Vendor submits payment and registration is complete