



# Vendor Credentialing: Quick Guide for NYU Langone Health Vendors

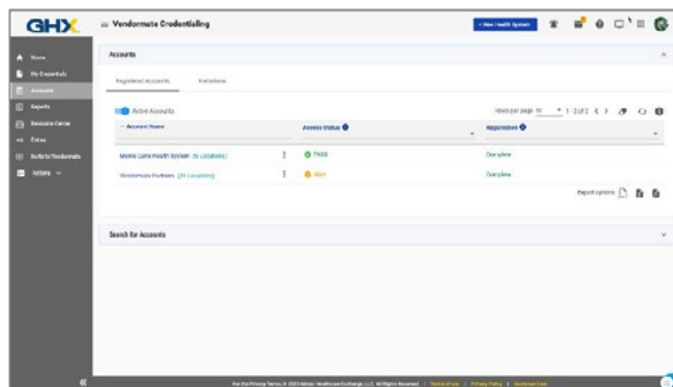
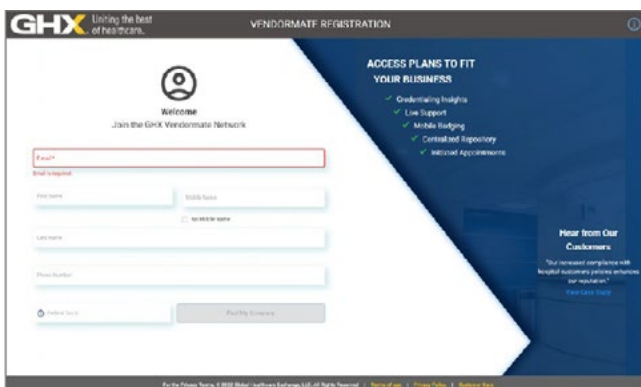
## Information for All Vendor Representatives

### Vendormate Registration Requirement

All NYU Langone Health vendor representatives who are onsite are required to register with Vendormate. This registration prompts them to submit, attest, and acknowledge critical information and protocols, ensuring compliance with NYU Langone's standards for the safety of patients and staff. Non-onsite vendors do not need to register with Vendormate.

### How to Register for Vendormate

1. Visit [registersupplier.ghx.com/registration/pricing-welcome](https://registersupplier.ghx.com/registration/pricing-welcome)
2. Enter your email, name, phone number, and your company's nine-digit Tax ID.
  - You'll receive an authentication link to confirm your profile and set a password.
  - If your company is new to Vendormate, add details for manual validation. GHX may take at least 48 hours to validate.
3. Create a password via the Vendormate email link.
4. Choose access tier and credentialing package, and review/manage documentations for health systems you are connected with, including NYU Langone Health.





## Information for Procedural Vendor Representatives

### Planning a Visit to NYU Langone Health Facilities

Before visiting any NYU Langone Health facility, all vendor representatives are required to request an appointment ahead of time:

1. Email [VendorCredentialing@nyulangone.org](mailto:VendorCredentialing@nyulangone.org) 48 hours in advance with details of your visit, including supporting product, date, representative name(s), company, location specifics, associated surgeon (if applicable), and case start time/pick-up/drop-off (if applicable). Use the facility name in the subject line.

### Onsite Check-In Protocol to Ensure Compliance

Upon arrival at any NYU Langone facility, adhere to these steps for compliance:

1. Check-in through the GHX Vendormate kiosk by scanning the QR code with the Vendormate app. Ensure to obtain and wear your ID badge.
2. Obtain and wear scrubs from the RepScrubs machine and ensure your ID badge is visible.





### **Linking Vendormate & RepScrubs Profiles to Ensure Compliance**

All vendor representatives visiting NYU Langone Health facilities are required to link their Vendormate Credentialing and RepScrubs accounts to maintain compliance:

1. Log into RepScrubs at <https://portal.repscrubs.com/Customer/Login> and click on "Link to GHX Vendormate Credentialing System" to initiate the process, or scan the QR code below. You will then be navigated to the GHX Vendormate login page.
2. Input your credentials and acknowledge terms.



### **Information for Non-Procedural (ED, Nursing Education) Vendor Representatives**

#### **Planning a Visit to NYU Langone Health Facilities**

Ensure compliance and coordinate visits with your NYULH contact directly.

#### **Contact NYU Vendor Operations Compliance Team**

For any issues, questions, or concerns, please contact [VendorOperations@nyulangone.org](mailto:VendorOperations@nyulangone.org)