

Supplier Guidelines

NCH expects suppliers and their representatives to uphold the same high standards of ethical behavior, integrity and professionalism that are required of NCH employees.

As a reminder, completing the vendor onboarding process does not guarantee your company the opportunity to conduct business with NCH.

Vendor onboarding

NCH's vendor onboarding process verifies your company's information, validates your company's tax information for accurate Internal Revenue Service reporting, identifies minority suppliers and ensures regulatory compliance by verifying that your company has not been sanctioned by any regulatory agency.

An NCH department that has an existing or new business relationship with a vendor will submit the vendor and contact information to initiate the vendor onboarding process. Vendors may receive correspondences with questions when verifying company information prior to completing the onboarding requirement.

Visiting NCH

NCH policy requires that all vendor representatives have a scheduled appointment with their NCH contact before coming on campus.

Contacting or visiting NCH physicians or staff without an appointment, or coming on campus without registering, can result in your sales privileges being temporarily or permanently revoked. Be sure to allow adequate time to sign in before meeting your NCH contact.

Sales representative registration and credentialing

Sales representative registration is required of all salespeople who physically conduct business on any NCH location. Registration provides Supply Chain Management with information about the NCH department(s) with which you'll be conducting business and the type of work you do while on our properties.

If you do not anticipate ever having a physical presence on an NCH campus, registration is not required.

Registration is done through [Green Security](#), a third-party vendor management system. To allow time for credential processing, representatives should create and update their Green Security account at least five business days before coming on campus.

Representatives who have not yet registered with Green Security need to complete the registration process by:

- Visiting the [registration website](#).
- Completing the online registration form, paying the registration fee (if required) by credit card. This fee varies based on the areas that the representative visits at NCH and the membership options selected. Representatives who already have a Green Security account should add the NCH locations to their list of hospitals and complete the requirements.