



Texas Children's®

*Supplier
Welcome Kit*



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HOWDY

Welcome to the Texas Children's vendor community

Our mission at Texas Children's is to create a healthier future for children and women throughout our global community by leading in patient care, education, and research.

When you become a vendor with Texas Children's, you play an integral role in achieving this mission.



What we look for in a vendor

With more than 4.3 million patient encounters annually, it is vital our vendors operate in lockstep with our organization. To do so successfully, our vendors should exhibit the principles that are at the heart of our organization and guide Texas Children’s in all that we do:



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How partnerships affect care

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The professionalism and consistency of vendors in our Supply Chain are **key to providing the best quality of care and outcomes that our patients deserve**—the kind of quality that has earned us recognition as one of the top children’s hospitals in the nation.

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If you believe your organization aligns to the Texas Children’s mission and values or you are a current vendor, **please follow the registration process as outlined in the next slide.**

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We look forward to the prospect of partnering with you as Texas Children’s continues to be a preeminent resource for health and hope to all children and their families.

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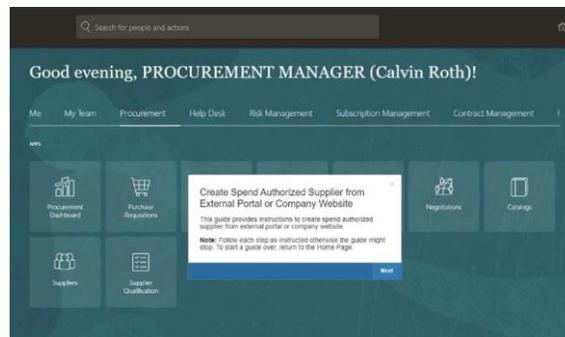


Visiting the Supplier Portal

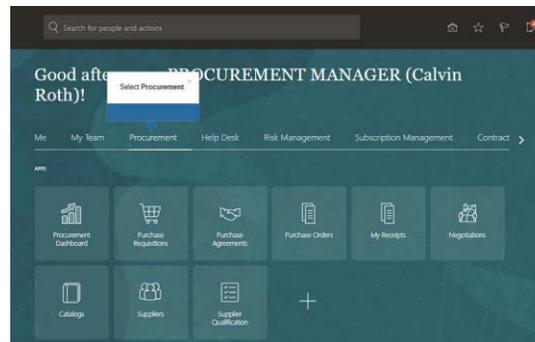
The Supplier Portal will be your go-to resource when doing business with Texas Children's. Through the Supplier Portal you will be able to:

- Review any activity and transactions that require attention
- Access RFP's/RFI's, purchase orders, invoices, and agreements
- Maintain supplier information
- Attach support documentation for profile changes
- Leverage electronic invoicing
- Communicate with your Texas Children's partners

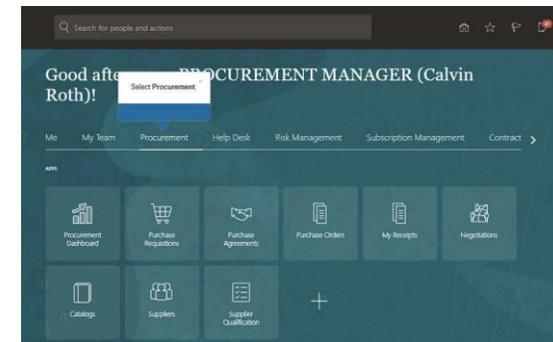
We recommend watching the following videos for step-by-step instructions on completing common Supplier Portal tasks.



Adding a Vendor



Making Vendor Changes



Retrieving an Invoice

Benefits of registering as a Texas Children's vendor

Now that you have registered to become a vendor with us, the first question you are probably thinking is, ***“how do I get business?”***

Texas Children's is frequently evaluating the supplier base to identify vendors that we can grow with that can also provide excellent service, a competitive cost, and a high standard of quality. By registering to become a vendor, **you will now show up in internal searches when we are locating a new vendor and have access to various Strategic Sourcing events** such as:

- Request for Proposal (RFP) – competitive event to identify best fit vendor in the market
- Request for Information (RFI) – information gathering
- And more!

In order to be considered for these opportunities, please be sure to keep your vendor registration up to date and accurate.

How vendors can access Texas Children's facilities

All vendors and contracts requiring access to Texas Children's Hospital facilities will need to obtain clearance from Green Security. They will begin background screening once the corresponding credential has been filled out and sent for processing.

We encourage you to register at least 5-7 business days prior to arriving for work in order to ensure that you will receive your badge beginning work on site. A badge will be sent to you once you have been cleared and have submitted any additional credentialing requirements set by Texas Children's.

Business registrations are required prior to submitting an individual registration. Companies can also request to have company manager accounts established to manage all their vendors and contractors in the Green Security web portal.



Please contact Green Security at 866-750-3373 (Monday through Friday 8am – 5pm EST) for assistance if your business is not already registered with Green Security—and to learn more about the vendor credentialing process. The customer service team will be happy to guide you through the transition.



Vendor badging process and costs

Green Security will also provide paper or hard badges (see types below) that can be tracked through Green Security's QR scanning and tracking technology:

Facilities/FP&D Badge

Level 2A

Non-Clinical Vendors

Level 2B

Clinical Area Vendors

Level 3

Vendors must wear badges on property owned or operated by Texas Children's, with the badge worn on the upper torso area, above the waist, and visible to Texas Children's Hospital staff—at all times. **A Green Security hard badge is mandatory and costs \$19.99; vendors can also download the Smart Phone Badge app for free from iTunes or the Google Play Store.**



Register for a badge by visiting
www.greensecurityllc.com

**Temporary vendor guest passes will be issued on a limited basis and are good for one calendar day. These will be issued in lieu of a permanent badge when the vendor or contractor will be onsite for less than a month or is undergoing the first 30 days of the credentialing process.*

Submitting vendor invoices electronically

Electronic invoices should be submitted to the AP Inbox at invoicesubmission@texaschildrens.org

For faster processing, **submit each invoice as a separate attachment** (i.e. one invoice per PDF file). Please do not send one attachment that includes multiple invoices as this will delay your payment.

The invoice Bill-To address should be written as follows to ensure invoices are received timely, allow for increased visibility for accrual purposes, and help meet vendor payment terms.

Be sure to include the required information below:

- Unique Invoice Number
- Invoice Date
- Invoice Amount
- PO Number
- Name, if applicable:
 - Texas Children's Hospital
 - Texas Children's Health Plan
 - The Center for Children and Women
 - Texas Children's Pediatrics
 - Texas Children's Urgent Care
 - Texas Children's Physician Services Organization
 - The Women's Specialists of Houston at Texas Children's Hospital
- Department Name and Contact

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Submitting vendor invoices electronically, *continued*

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If you haven't done so already, we encourage our Suppliers to participate in our Automated Clearing House (ACH) disbursement program to enjoy the benefits of a no-hassle payment process and quicker access to your money. For more information or to enroll in the program, please access the Supplier Portal to complete your registration. (link to instructions should be included here)

Should you have any further questions, please contact AP Customer Service at 832-TCH-PAYS (824-7297) Monday through Friday between 9:00am and 4:00pm.

You can also inquire about payment status by accessing the Supplier Portal OR by emailing:
apcustomerservice@texaschildrens.org and any Supplier related questions can be email to: **vendormaintenance@texaschildrens.org**.

Becoming a Spend Authorized Supplier

The following process must be followed before a new supplier becomes a Spend Authorized Supplier and able to do business with Texas Children's. Please note that the more detailed information provided helps to ensure a better and more enhanced supplier experience.

1. A new packet must be completed in its entirety by the prospective supplier and submitted via the Supplier Registration Portal.

2. The following items constitute a “new supplier packet”:

a. Completed Supplier Details

- Supplier Name
- Type of Supplier (“C” Corporation, “S” Corporation, Sole Proprietor, Partnership, LLC)
- Tax ID as provided to the IRS on W-9 form or W-8BBEN form for non-US
- Supplier website
- Corporate address as listed and provided to IRS on W-9 form or W-8BBEN form for non-US
- Remittance address(es)
- DUNS # (if listed with D&B)
- HUB/Minority-owned Business
- at least two Authorized contacts (full name(s), business phone number(s), title and business email address)

b. Uploaded W-9 form or W-8BBEN form for non-US (signed within past 12 months)

c. Payment/Banking info

Becoming a Spend Authorized Supplier, *continued*

3. When the required documentation is completed and submitted, the Supplier registration will be transmitted to Texas Children's for additional review for completeness and validation.

4. Upon approval, the supplier request will be assigned a supplier identification number and notified of the Supplier ID number assigned. Please be sure to include the Supplier ID on all communications with Texas Children's for faster processing.



----- *Thank you*