

VENDOR PORTAL REGISTRATION PROGRAM REQUIREMENTS FOR VENDORS, CONTRACTORS, AND SUPPLIERS

1. DEFINITIONS

- 1.1. “Customer” means any KP entity purchasing products and/or services from Supplier.
- 1.2. “KP” means an entity participating in the integrated health care delivery system doing business as Kaiser Permanente®, including Kaiser Foundation Health Plan, Inc., Kaiser Foundation Hospitals, the Permanente Medical Groups, and all subsidiaries and successors of the foregoing.
- 1.3. “KP Vendor Portal” means a web-based platform accessed by Customer’s Suppliers to input and maintain their relevant company information necessary to conduct business with Customer. Portal registration is initiated by receiving an email invitation by a pre-designated Supplier contact.
- 1.4. “Program” means Customer’s standardized Supplier invitation and registration process.
- 1.5. “Risant Health” means Risant Health, Inc., and its subsidiaries and successors.
- 1.6. “Supplier” means a vendor, contractor or supplier providing products and/or services to a Customer.

2. PROGRAM OVERVIEW

- 2.1. Customer employs the Program to ensure that Customer’s systems have the most current, accurate and complete critical data for each Supplier organization in order to ensure accurate and timely Supplier payments.
- 2.2. The Program uses the apexportal™, a leading industry technology tool that transforms the procure-to-pay process for both Customer and Customer’s Suppliers by eliminating time-consuming manual processes and touchpoints, enforcing and improving controls, preventing fraud, and improving Supplier satisfaction.

3. PROGRAM REQUIREMENTS AND TIMELY RESPONSE

- 3.1. The identified Supplier contact will receive an email invitation to register on the KP Vendor Portal. The Supplier contact should complete registration on the KP Vendor Portal and submit the completed registration within ten (10) business days of receipt of email registration invitation.
- 3.2. It is the Supplier's responsibility to: (i) assign representative(s) responsible to maintain company information using the KP Vendor Portal; (ii) ensure that all information provided remains current; and (iii) maintain the appropriate system access controls. Information categories maintained on the KP Vendor Portal include key contact information, such as registration and accounts receivable contacts, tax identification or EIN number, business classification, and maintain current direct deposit banking information and the capability to upload and replace documents such as a W9.

4. FREQUENCY OF UPDATES

- 4.1. Supplier shall review their information on the KP Vendor Portal for accuracy at least quarterly.

5. FAILURE TO COMPLY

- 5.1. If Supplier fails to register on the KP Vendor Portal and meet all the requirements specified in Section 3 and Section 4 above, then the Supplier contracting process and/or receipt of payment may be delayed.

6. RISANT HEALTH

- 6.1. Suppliers offering products and/or services to Risant Health, Inc. must adhere to these Program requirements. However, Suppliers offering products and/or services to Risant Health's subsidiaries must adhere to the policies and/or requirements of the specific Risant Health subsidiary purchasing those products and/or services.