

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

### A. Definitions.

**“Kaiser Permanente”** or **“KP”** means the integrated healthcare delivery organization doing business as Kaiser Permanente, which includes Kaiser Foundation Health Plan, Inc., Kaiser Foundation Hospitals and each of their respective subsidiaries and affiliates.

**“Vendor”** means a vendor, contractor, or supplier who is providing products or services to KP.

**“KP Vendor Portal”** or **“Portal”** is a web-based platform accessed by KP Vendors to input and maintain their relevant company information necessary to conduct business with KP. Portal registration is initiated by receipt of an email invitation by a pre-designated Vendor contact.

### B. Program Overview.

KP employs a standardized Vendor invitation and registration process (the “Program”) to ensure that KP systems have the most current, accurate and complete critical data for each Vendor organization in order to effectuate accurate and timely vendor payments.

The Program uses the apexportal™, a leading industry technology tool that transforms the procure-to-pay process for both KP and our Vendors by eliminating time-consuming manual processes and touchpoints, enforcing and improving controls, preventing fraud, and improving Vendor satisfaction.

### C. Program Requirements and Timely Response.

The identified Vendor contact will receive an email invitation containing instructions on how to register on the KP Vendor Portal. The Vendor contact shall follow the provided instructions, register on the Portal, and complete all requirements within ten (10) business days of receipt of email registration invitation.

It is the Vendor’s responsibility to: (i) assign representative(s) responsible to maintain company information using the Portal; (ii) ensure that all information provided remains current; and (iii) maintain the appropriate system access controls. Information categories maintained on the Portal include key contact information, company approvers, tax information, business classification data, and includes the ability to maintain direct deposit banking information and the capability to upload and replace documents.

### D. Frequency of updates.

Vendor shall review information for accuracy at least quarterly.

### E. Failure to Comply.

If Vendor fails to register on the KP Vendor Portal and meet all the requirements specified in Section C and Section D above, then the vendor contracting process and/or receipt of payment may be delayed.