



## PROCESS FOR DOING BUSINESS WITH SCL HEALTH

SCL Health has a strict vendor-add process and is requesting your participation with the completion and return of this form, as well as the Vendor Add Packet. This initiative is designed to assist SCL Health in obtaining sufficient levels of information on par with industry standards. These efforts will also streamline processes that will ensure timely and accurate payments to our vendors. The requestor (SCL Health associate) of the Vendor Add will complete the Vendor Add Request form and **the vendor** will need to complete the **Vendor Add Packet**.

Please complete this form as well as the **Vendor Add Packet** which is comprised of the following forms:

1. Tax Payer Identification Number and Certification
2. SCL Health Vendor Ownership Certification
3. Vendor Supplier Diversity Self-Certification
4. Vendor Category Code Self-Identification

Please provide an answer for the following:

1. Do you accept 850 EDI purchase orders? NO \_\_\_ YES \_\_\_
2. Do you provide 810 EDI invoices? NO \_\_\_ YES \_\_\_

SCL Health also desires the flexibility to make payments for goods and/or services by electronic funds transfer (EFT) through the ACH Network. The ACH payment would eliminate a live check which in turn avoids weekend as well as U.S. Mail delays. An email will be sent to you the same day of payment, and you can expect payment from SCL Health the following business day.

Please provide the following information:

1. Contact for establishing ACH payment: (An ACH enrollment form is also available should you want to submit this form for request of ACH enrollment at time of submission of the Vendor Add Packet)

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

All required documents can found on our website at: <http://www.sclhealth.org/>

Thank you for your cooperation in providing this information.

**SCL Health includes acute care hospitals in the locations noted below as well as ancillary facilities in the surrounding communities:**

**Colorado Facilities:**

Good Samaritan Medical Center – Lafayette, CO  
Lutheran Medical Center – Wheat Ridge, CO  
Platte Valley Medical Center – Brighton, CO  
Saint Joseph Hospital – Denver, CO  
SCL Health Community Hospital – Westminster – Westminster, CO  
St. Mary’s Medical Center – Grand Junction, CO

**Kansas Facilities:**

St. Francis Health – Topeka, KS

**Montana Facilities:**

St. Vincent Healthcare – Billings, MT  
Holy Rosary Healthcare – Miles City, MT  
St. James Healthcare – Butte, MT