



## Potential Vendors FAQ

### **WHAT YOU NEED TO KNOW TO REGISTER AS A POTENTIAL SUPPLIER FOR GRADY HEALTH SYSTEM**

By registering in Vendormate's Sourcing Manager, Grady Health System and other health systems have the ability to access product/service information, diversity classification, and corporate contacts to help consider you as a future supplier.

Once you have registered in Sourcing Manager, follow these steps to login and select the health systems you wish to share this information with:

1. Log in to [medzo.vendormate.com](https://medzo.vendormate.com) with your Vendormate credentials
2. Search for Grady Health System in the Find Bar
3. Select desired health system and click "Add to My Network"
4. Visit Shopping Cart to complete your subscription
5. Ensure your Product & Service information is up-to-date on your Sourcing Manager storefront

Executing these steps ensures Grady staff can keep you informed of sourcing events and opportunities. If you have any questions, [click here](#) to contact Vendormate's Sourcing Manger team or call (404) 949-3400.

Thank you for engaging in our new sourcing processes. We look forward to finding you in Sourcing Manager.

### **WHAT TO EXPECT AFTER YOU REGISTER AS A POTENTIAL VENDOR IN MEDZO**

Product and service information should be kept current in Vendormate's online sourcing tool, Sourcing Manager. Your organization has the option to broadcast specific product/service information to the health system(s) of your choice. If you are a potential vendor for Grady and wish to conduct business with Grady in the future, we invite you to broadcast your product/service information to Grady through Sourcing Manager.

Completing the registration process does not guarantee your company will receive business and / or a contract from Grady, nor does it imply that your company has any type of procurement relationship with Grady, either now or in the future.