



ACCOUNTS PAYABLE VENDOR ADDITION FORM TENET CORPORATE OFFICE & FACILITY

TO	TENET CORP. OFFICE ACCOUNTS PAYABLE VENDOR MAINTENANCE	AP VENDOR MAINTENANCE	apvendormaintenance@tenethealth.com
FACILITY NAME		DATE	
PROCESSOR'S NAME		TELEPHONE NUMBER	

VENDOR NUMBER	VENDOR NAME <i>(Please attach copy of vendor's current payment document)</i>	CONTRACT ON FILE		REFERRAL SOURCE		VENDOR COMPLIANCE REQUIREMENTS <i>C360 Approval Number or Exception Code Must be Provided</i>	
		YES	NO	YES	NO	COMPLIANCE 360 APPROVAL NUMBER	COMPLIANCE 360 EXCEPTION CODE
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AP COMMENTS/ SPECIAL INSTRUCTIONS							

	NAME/TITLE	SIGNATURE	DATE
CFO, CONTROLLER or DESIGNEE'S SIGNATURE APPROVAL	<input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Financial Officer's Designee <input type="checkbox"/> Accounts Payable Director <input type="checkbox"/> Other: (AP348 Form must be on file at Corporate Office)		
		PRINTED SIGNATURE:	

	NAME/TITLE	SIGNATURE	DATE
CORPORATE AP DIRECTOR or DESIGNEE'S SIGNATURE APPROVAL	<input type="checkbox"/> Rhonda Knight, Dept. Head & Director Accounts Payable <input type="checkbox"/> Ken Neumann, Director Purchasing & Accounts Payable <input type="checkbox"/> Kiranjit Kaur, Supervisor Accounts Payable		

<i>FOR USE BY AP CORPORATE VENDOR MAINTENANCE ONLY</i>	Appropriate Approvals Obtained	Required Backup Documentation Attached	Verified Not Duplicate Vendor Setup	IMMS Vendor Profile Fields Have Been Validated as Correct	Secretary of State Corporation Search (1099 Reportable Vendors Only)	Compliance 360 Approval Number Attached	PROCESSED BY
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No	DATE
					If Not Applicable, Provide Vendor Type Code		

NOTE: Original approval is required on each form. Signature stamps and blanket approvals are not allowed. Adobe Sign electronic approvals and email approvals are allowed, see policy AP1500 for specifications on these approval methods. The original approved form is to be maintained at the site location for audit purposes. In the event Tenet Corporate and/or a Tenet facility have a contract with the vendor, Tenet Corporate will need to ensure that the name on the W9 form is congruent with the contracting party name.

PAYMENT TERM CODE: Term Changes outside Tenet policy must also be approved by Tenet Corporate Office, VP & Controller.

PAYMENT DOCUMENT: It is the responsibility of the CFO/Designee or TCO AP Director/Designee to ensure payment documents are appropriately approved prior to requesting a Vendor setup in the IMMS AP Vendor database.

CONTRACT ON FILE: If a Tenet facility and/or Tenet Corporate have a contract with the vendor, it should be indicated on the AP60 Vendor Addition form. A copy of the entire signed contract should be provided to TCO AP Vendor Maintenance with the Vendor Addition request to ensure the IMMS AP Vendor profile is setup in accordance with policy AP1000 – Vendor Maintenance.

COMPLIANCE 360: In order to ensure that Tenet complies with federal law concerning financial arrangements between physicians and entities that provide certain health care services, a Compliance 360 RSQ must be completed by all vendors unless an exception applies. Once the Vendor completes the RSQ, the facility Accounts Payable Department must obtain the Compliance 360 approval number from the application. Exception codes and descriptions are provided in AP Policy 1000.