



New Vendor Setup Form

The steps to becoming a Summit Management Vendor...

- 1. **Complete & return new vendor setup form.** Complete and return the form to the community or regional office that selected you as the vendor to begin the enrollment process in our Vendor Management Program (VMP).
- 2. **Register for an account with VendorCafé.** Within 5 business days of submitting this form you should receive an email invitation with instructions on registering for a VendorCafé account. VendorCafé is an online vendor portal, through which our VMP is administered. *Please note Summit has a closed enrollment system, so you must wait for the email from VendorCafé to begin your enrollment.*
- 3. **Satisfy Compliance Requirements.** As part of the registration process you will be asked to agree to Summit Management’s Vendor Services Agreement and submit insurance/tax identification documentation within VendorCafé. This information is then provided to our screening partner, Registry Monitoring Insurance Services (RMIS), who will review your information and ensure your company satisfies Summit’s requirements.
- 4. **Become An Approved Vendor.** Once you complete your registration for VendorCafé and have satisfied all compliance requirements, your status will be reflected as “Approved”.

Please Complete the Following Information

Vendor Legal Business Name (REQUIRED)
Vendor “Doing Business As” Name (if applicable)
Vendor Email Address (Must be for Authorized Representative REQUIRED)
Vendor Remittance Address
Vendor Phone
Vendor Fax
Service(s) Provided (REQUIRED)