

How to Register with Jackson Health System

Go to the following website:

<https://jhs-miami.org/VendorPortal/Display.cfm>

Click: Not Registered? Sign Up

Vendor Portal

Use the following *Step-By-Step* instructions to register with Jackson Health System.

To view and/or edit any information, please refer to the links identified on this page.

- Business Profile**
Business Information, Affiliated Business Information, Organization Type & Org Type Details together form General Profile.
- Commodity Codes**
Selecting the identified Commodities from the Available Commodities list, will help receive updates available for the Commodities.
- Business Locations**
Affirming to the 10 Affidavits, provides a confirmation that each and every Affidavit was read and agreed upon. The final Affirmation is an online confirmation of all the Affidavits.
- Contact Information**
List of all documents / attachments uploaded are confirmation of valid documents available with the Vendor.
- Solicitations**
Business Information, Affiliated Business Information, Organization Type & Org Type Details together form General Profile.
- Awarded Contracts**
Selecting the identified Commodities from the Available Commodities list, will help receive updates available for the Commodities.
- Payment Information**
Affirming to the 10 Affidavits, provides a confirmation that each and every Affidavit was read and agreed upon. The final Affirmation is an online confirmation of all the Affidavits.

Login

* Username:

* Password:

Login

Not Registered? Sign Up

Complete required fields * :

Register

Username and Password must be at least 8 characters each.

* Username:

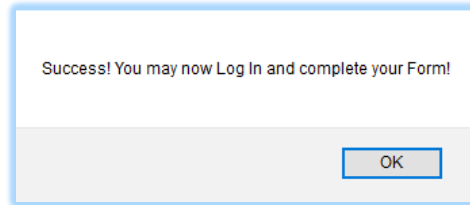
* Password:

* Confirm Password:

Register

[Already have an account? Log In](#)

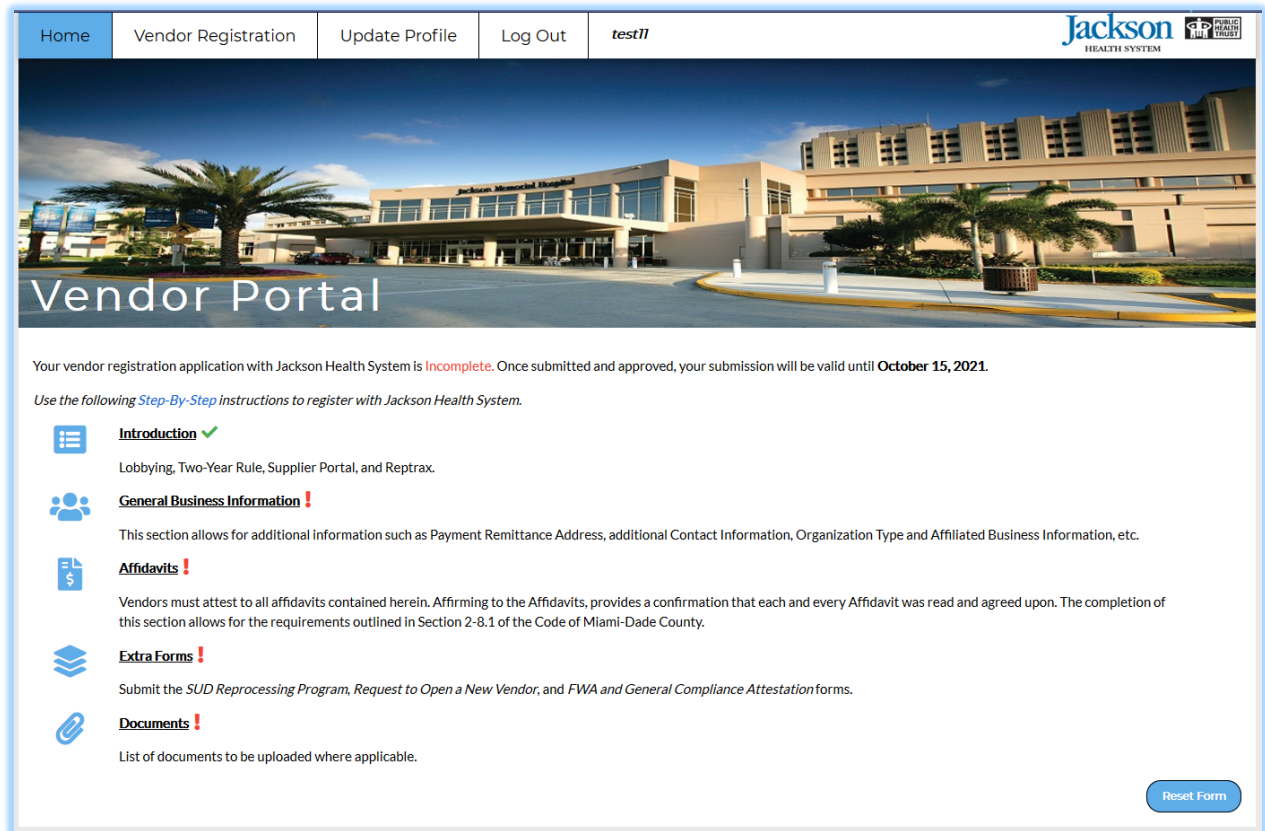
Once entered you will get a popup, click OK:



Login and it will take you to the home page. Click each section to complete the application:

Key:

- ! Information is pending
- ✓ Completed section



Review and enter **ALL** information requested, each section must be Saved

Key:


- * Required Field
- ✓ Complete Section

Vendor Applications Sections (tabs):

- Introduction
- General Business Information
- Vendor Affidavits Form
- Extra Forms
- Documents to be Submitted

Home Vendor Registration Update Profile Log Out test17

Jackson HEALTH SYSTEM GP PUBLIC HEALTH TRUST



Vendor Portal

✓ Indicates Completed Section

Introduction ✓	General Business Information	Vendor Affidavits Form	Extra Forms	Documents to be Submitted
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* Indicates Required Fields

VENDOR REGISTRATION APPLICATION

Once the form has been completed you will be able to click on the **Summary Form**, located in the bottom of the *Documents to be Submitted Section*. This will provide a summary of your application (Adobe PDF) for you to have notarized and upload.

*** 7. Notarize Summary Form**

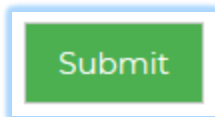
Once you have filled out the **entire** Vendor Registration, please come back here to upload your Summary page for notarization. A check mark must be displayed on the tab of each section to show the section has been completed.

Summary form

Browse... No file selected.

Remove File

Once uploaded you will be able to submit the application and an email confirmation will be sent to your contact email. Our Vendor Coordinator will review your application and contact you, if needed for additional information.



Contact Info:

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 Division of Strategic Sourcing
 Jackson Medical Towers
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 Miami, Florida 33136

Office: 305-585-5815

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