

# Registering for Supply Chain Advisor



## Quick Reference Card

### Accessing the Registration Page

To receive access to Premier's Supply Chain Advisor application, each individual will need to fill out the Registration information located on the Premier Inc. Web site.

To access the Registration form:

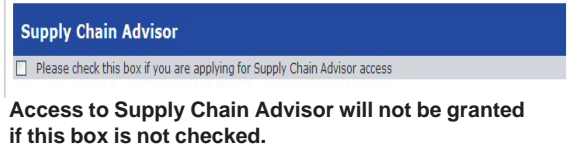
1. Click the **Register** link located at the top of the Premier Inc Web page.  
*The initial Registration page will display Terms of use.*
2. Read the **Terms of Use** thoroughly.
3. If you agree, select **Yes** and then select **OK**. The Registration page will display.



### Completing the Form

This form is used to register for the Premier Inc. Web site. To receive access to the Supply Chain Advisor application, you must check the appropriate box (see Step 9). Any fields on this form that are required entries are designated with an asterisk (\*) and display in bold text.

To complete the form:

1. In the **Personal Information** section, your first and last name is required. If desired, you may enter the appropriate title to precede your name, include your middle initial, an appropriate suffix and/or title.
2. In the **Organization name** field, open the drop-down listing and select the name of the facility at which you are located. If your facility's name is not included in this listing, select **Other** and enter the facility name in the **Other** field.
3. In the **Business address** section, the facility's address, city, state, and zip code are required entries. This space provides up to three lines for the address if needed. Entry should include mailing address only.
4. Also in the **Business address** section, enter your phone number and e-mail address.
5. In the **Confirm e-mail address** field, re-enter your e-mail address.
6. The User ID and 4 digit PIN number are used to gain access to the Premier Web site and the Supply Chain Advisor application. In the **Request user ID** field, enter any letter and number combination as desired for your user name. Premier recommends you use first initial and last name. Enter second and third choice user names in the event first and second choices are already in use by another user.
7. In the **Choose 4 digit PIN number** field, enter a number that is easy for you to remember. For example, your birth date, anniversary date, or last 4 digits of your social security number. *If you forget your password, you must be able to identify this PIN number.*
8. In the **Password Reminder** section, enter information to the posted questions. This will be used to help Premier identify you in the event you should forget your password.
9. In the Supply Chain Advisor section, you must check this box if you are applying for access to the Supply Chain Advisor application.  

10. The **Comparative Data** and Supply Chain products field is used by clinicians to register for Informatics products.
11. If you are a Supplier applying for access to Premier's Product Portal, and products are not currently offered in an existing Premier group purchasing agreement, check the box in the **Supplier Authentication for the Product Portal** field.
12. Click **Submit**. *A confirmation message will display. This message contains a Tracking Number and should be printed. The registration form will be received by Premier and processed; you will be notified when processing is complete.*