

SALES REPRESENTATIVE GHX ACCESS REQUEST FORM

1. Sales Representative requesting access:

2. Sales Representative e-mail:

3. Vendor you are requesting GHX access for:

i *If applicable, provide the Vendor and Division name you are requesting GHX access for*

4. Current GHX Vendor access:

i *List all Vendors and Vendor numbers you currently have GHX access to*

5. Justification:

6. Is this a new request for the Vendor division or a replacement? If replacement, name current Sales Rep being replaced:

7. Do you need to be deactivated from a previous Vendor in GHX? If yes, specify Vendor and Vendor #.

i *Please note, Vendor should be aware of any pending requisitions in GHX and take action as needed before any deactivations are requested.*