

## Vendor Master Cleanse

### Engagement Statistics

- We were engaged by two midwestern hospitals who were in the process of merging, to cleanse and consolidate all vendors that relate to active items in their respective item masters.
- The acquiring hospital had 778 vendors and the acquired hospital had 169 vendors that specifically related to the item master.

### Process

- Conduct Item Master Cleanse and tie items in the Item Master to Vendors from whom the Hospitals had purchased at least two times in the past 18 months or had a total annual spend of \$25,000 or more.
- Return compiled data set back to the hospital for approval.
- Upon approval of the data set DataPros cleansed agreed to fields for all vendors. [see table to the right for fields cleansed]
- Contact all vendors via fax with an update request. If responses were not received within the requested period of time, a follow up phone call and a second fax was sent. Follow up continued until all necessary information had been received and verified.
- Once the information was received back from a vendor and the information was validated the vendor information was loaded into DataPros's proprietary data base, everyVENDOR™.
- Original returned faxes were archived as PDF files.

#### Cleansed Fields

Legal Name
Tax ID
Corporate Address
Corporate Phone/Fax
Purchase From Address
Purchase From Phone/Fax
Remit to Address
Remit to Phone/Fax
Diversity Code

### Results Achieved

#### Summary of Results

<b>Total Vendors</b>	<b>26,062</b>
<b>Vendors Tied to the Item Master</b>	<b>947</b>
<b>Vendors Added to New Corporate Item Master</b>	<b>113</b>
<b>Duplicate Vendors Identified</b>	<b>53</b>

- DataPros flagged Vendors that overlapped between the two hospitals.
- We recommended action to be taken on each Vendor, whether it was added to, up-dated in, or deactivated from the materials information system.
- The final delivery was made in an Excel spreadsheet format as per the Hospital's request and system updates were completed by the Hospital.
- All faxes were delivered to the Hospital in their PDF format.



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