



April 27, 2020

**Association of
American Medical Colleges**
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aamc.org

Dear Valued Supplier:

In an effort to strengthen our company's risk management program and ensure that we are in compliance with internationally mandated laws and regulations, Association of American Medical Colleges (AAMC) has partnered with GRMS | Global Risk Management Solutions and implemented the AAMC Supplier Risk Assessment Program (Program) as part of our risk management policies.

The Program is designed to streamline the collection and management of key information regarding the regulatory and compliance status as well as business operations of our suppliers, vendors and service providers.

We now require that all current or potential suppliers, vendors and service providers who conduct business with our company participate by enrolling and passing the risk assessment process through GRMS in order to become "approved suppliers" for AAMC.

- ✓ All current and potential suppliers, vendors and service providers must enroll in the Program and pass AAMC 's risk assessment criteria.
- ✓ For all companies, there is a non-refundable \$250 USD annual enrollment fee associated with the Program and is based on enrollment date.
- ✓ If you haven't already, enroll in the auto-renew program which makes renewal quick and easy.
- ✓ **THIS IS NOT A PERSONAL CREDIT CHECK - PERSONAL CREDIT CHECKS ARE NOT PERFORMED.**
- ✓ You will be able to view the results of the risk assessment and have the opportunity to correct any deficiencies.
- ✓ Failure to enroll and become compliant will result in the rebidding of your company's services by AAMC.

You have been included in this mailing because our records indicate you have received payment from AAMC within the past two years.

Enrolling in the program should also help streamline the way AAMC works with you, and being a qualified supplier will make it easier for you moving forward.

Here is how to begin the Supplier Risk Assessment Program online enrollment process with GRMS:

- Begin by visiting <https://enroll.globalrms.com/AAMC> which provides an introduction to the Program and samples of any required documents that must be uploaded by you.
- Select the Program that best describes your company's offerings to AAMC.
- Complete the online enrollment form.
- At the end of this online enrollment form, you will be asked to submit your non-refundable subscription fee to GRMS via credit card.
- You will receive two emails from GRMS:
 - * A welcome email with additional information and next steps in the process.
 - * A credential email with your Veritas Supplier Portal login information (user ID and password)
- GRMS will then begin its risk assessment process and will post your current risk rating summary. You can view the risk assessment to see any deficiencies and upload any required documents by logging into your Veritas Supplier Portal (<https://veritas.globalrms.com/supplier>)
- If you need assistance, please view GRMS' support options at http://globalrms.com/support_options.
- If you feel your company has been contacted in error, please visit <http://www.globalrms.com/removal>.

We are asking everyone to complete the first four steps of the online enrollment process **5 business days from receipt**.

For AAMC – specific questions, contact AAMC via email: Contracts@aamc.org.

We appreciate our ongoing relationship and thank you for your participation in AAMC's Supplier Risk Assessment Program.