

## Is my vendor an Inter-Entity?

- An Inter-Entity includes the following...
  - Johns Hopkins Health System Entities
  - Johns Hopkins University
  - Suburban Hospital
  - Howard County General Hospital
  - Sibley Hospital
  - All Children's Hospital
- **IF** payment is payable to a Johns Hopkins Entity or an Affiliate (Suburban Hospital, Howard County General Hospital, Sibley Hospital & All Children's Hospital), do **NOT** process an online check/payment request.
  - These types of payments are to be processed internally thru a journal entry/transferring of funds from one department account to another...
  - ❖ Please contact Inter-Entity Department for further assistance:
    - Web: [http://ssc.jhmi.edu/inter\\_entity/index.html](http://ssc.jhmi.edu/inter_entity/index.html)
    - Form: [http://ssc.jhmi.edu/inter\\_entity/forms.html](http://ssc.jhmi.edu/inter_entity/forms.html)
    - Phone: 443-997-2481
    - Fax: 443-997-3129
    - Email: [InterEntity@jhu.edu](mailto:InterEntity@jhu.edu) or [InterEntity@jhmi.edu](mailto:InterEntity@jhmi.edu)
- **IF** the Inter-Entity Department states the division you are trying to pay is an outside affiliate and should be setup as a Vendor, request them to put it in writing. Then provide this written proof along with the other required paperwork for requesting your Vendor setup.