

Instructions and Checklist for Associate Member Application found on the Join Page (www.ccpapp.org/join/)

You will see the following posted online in the “Join” area beneath this Checklist:

- Associate Membership Agreement (Uploaded document)
- [Request for Prospectus](#) (Link)
- [Vaccines & Vendor Forms](#) (Link)

To join CCPAPP as an Associate Member, please read all materials carefully and completely. If you wish to review our current Prospectus, you may [contact us](#) through our website. Then submit the following to CCPA Purchasing Partners:

Signed and dated Associate Membership Application (page 4). An authorized representative from your practice may sign on behalf of the entire practice. There is no need for each individual physician in the practice to sign these documents. CCPAPP’s Executive Director will counter-sign and return a copy of the executed agreement to you.

Page 5 of the Associate Membership Application. Please be sure the information page is filled out completely and a primary contact email address is listed.

Please fax or mail materials to:

Attn: Katrina Ilagan
CCPA Purchasing Partners, L.P.
225 E. Chicago Avenue, Mailbox 113
Chicago, IL 60611-2605
Fax: 888.276.2344

QUESTIONS?

If you have any questions regarding your application, please contact Katrina Ilagan, Member Relations Specialist, at **312.227.7442**. For membership questions, please contact Paresh Patel, National Sales Manager of CCPA Purchasing Partners, at **312.227.7436**.

Upon receiving your complete application, CCPAPP will process your paperwork and mail a membership welcome packet to your practice within 5 business days.

Once we have processed your application, CCPAPP will send notice to all of our contracted vendors. To participate with a contracted vendor, you must contact them directly using the vendor directory included in your membership welcome packet. When contacting the vendor, you must mention that you are a member of CCPAPP so that the vendor can ensure you are linked to CCPAPP’s pricing. You may be asked by some vendors to complete additional paperwork in order to get set up. Once you are set up, you will place orders directly with the vendors, not CCPAPP.

Paperwork for Merck, Sanofi Pasteur, and McKesson can be accessed online through the [Vaccines & Vendor Form page](#). If your practice would like to participate in any/all of these contracts, please complete the respective paperwork and return it **directly to CCPAPP** along with your CCPAPP application materials. CCPAPP will facilitate setting your practice up with these contracts. A checklist for these items can be found on the following page.

Instructions and Checklist for Merck, Sanofi Pasteur & McKesson Contracts found on the Vaccines & Vendors Form Page

(www.ccpapp.org/vendor-partners/vaccine-and-vendor-forms/)

This area of our website contains the following:

- CCPA Purchasing Partners Vaccine Contracting Guide
- CCPAPP Vaccine Contracting & Compliance Form
- Sanofi Pasteur New Customer Form
- Sanofi Pasteur General Information Form
- Merck New Account Application
- McKesson New Account Application
- CCPAPP-Premier Application

To participate in CCPAPP's Vaccine Contracting Program, please review CCPA Purchasing Partners' Vaccine Contracting Guide and submit the following:

CCPAPP Vaccine Contracting & Compliance Form electing which vaccine contract(s) your practice will participate in through CCPAP (only one option may be checked). Please ensure the form is signed and dated.

Depending on which vaccine contract(s) your practice elects, please submit the following:

Sanofi Pasteur New Customer Form – to be completed only if your practice does not have an existing Sanofi Pasteur Account. If you have an existing Sanofi Pasteur account, please indicate your Sanofi account/customer number on the enclosed CCPA Purchasing Partners Vaccine Compliance Commitment form and complete the enclosed Sanofi Pasteur General Information Form.

Sanofi Pasteur General Information Form – to be completed by practices electing the Sanofi Pasteur agreement that have an existing account/customer number. Please also indicate your account number on CCPAPP's Vaccine Compliance Commitment form where indicated.

Merck New Application for Direct-Purchase Account – to be completed only if your practice does not have an existing Merck Account. Please submit the following with your Application: Copy of State Medical License(s) and DEA Certificate(s). If you have an existing Merck account, you do not need to complete a new application. Simply indicate your Merck account number on the CCPA Purchasing Partners Vaccine Compliance Commitment form.

Please note that the timeframe for being linked to our vaccine contracts is 5 business days for existing accounts and 7-10 business days for new accounts.

CCPAPP's contract with McKesson is through Premier, Inc. Members have access to this contract through CCPAPP's partnership with IPC Group Purchasing. If your practice is currently participating in Premier, through a sponsor other than IPC, your practice may not be eligible to participate through CCPAPP. For questions on eligibility, please contact a member of our staff.

If your practice is eligible and would like to participate in the McKesson contract, please submit the following:

McKesson Customer Application – to be complete if your practice does not have an existing McKesson account

CCPAPP-Premier Application – to be completed by all practices electing to participate in the McKesson contract regardless of whether you have an existing McKesson account or not. Please allow up to 8 weeks for pricing to take effect.

Please note that once your CCPAPP-Premier application has been submitted, it will take approximately 1-2 weeks to enroll you in the McKesson contract. Although you will begin to receive discounted pricing right away after enrollment, it may take several additional weeks for all discounted pricing to take effect. Pricing must be activated by each product vendor and the activation timeframe is dependent on how quickly each vendor responds to CCPAPP's request. Some products will take longer than others for the pricing to take effect.

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