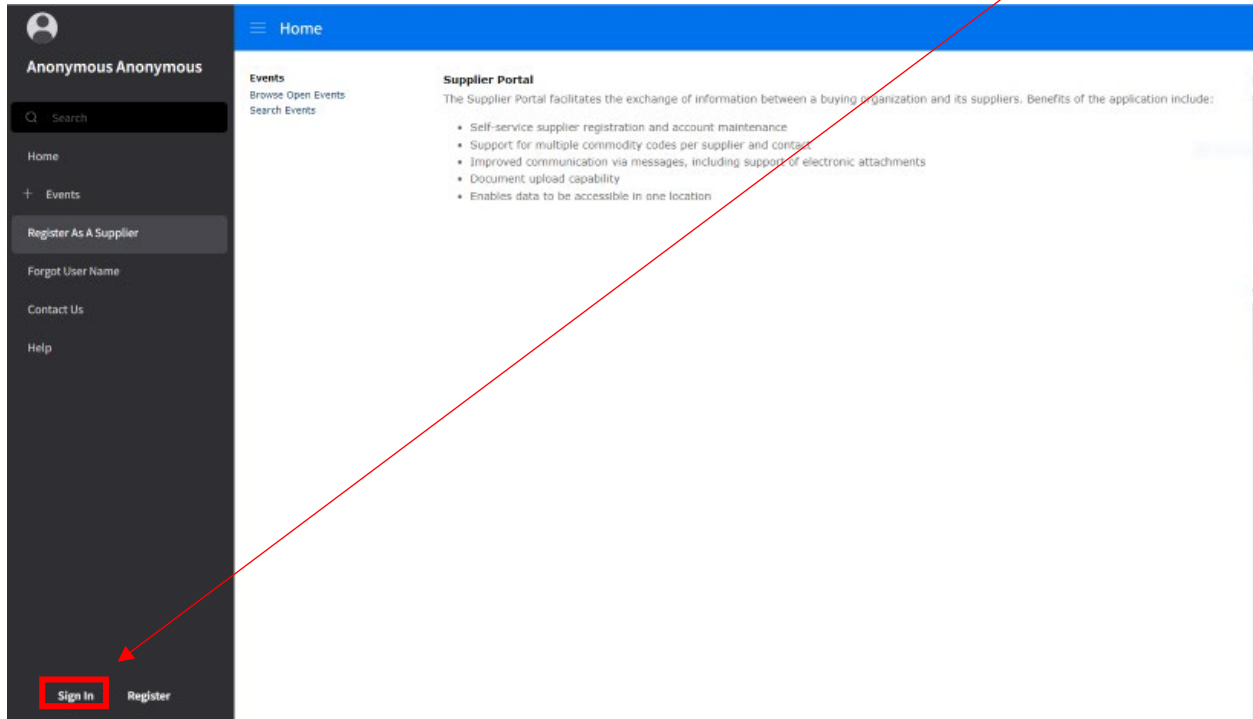
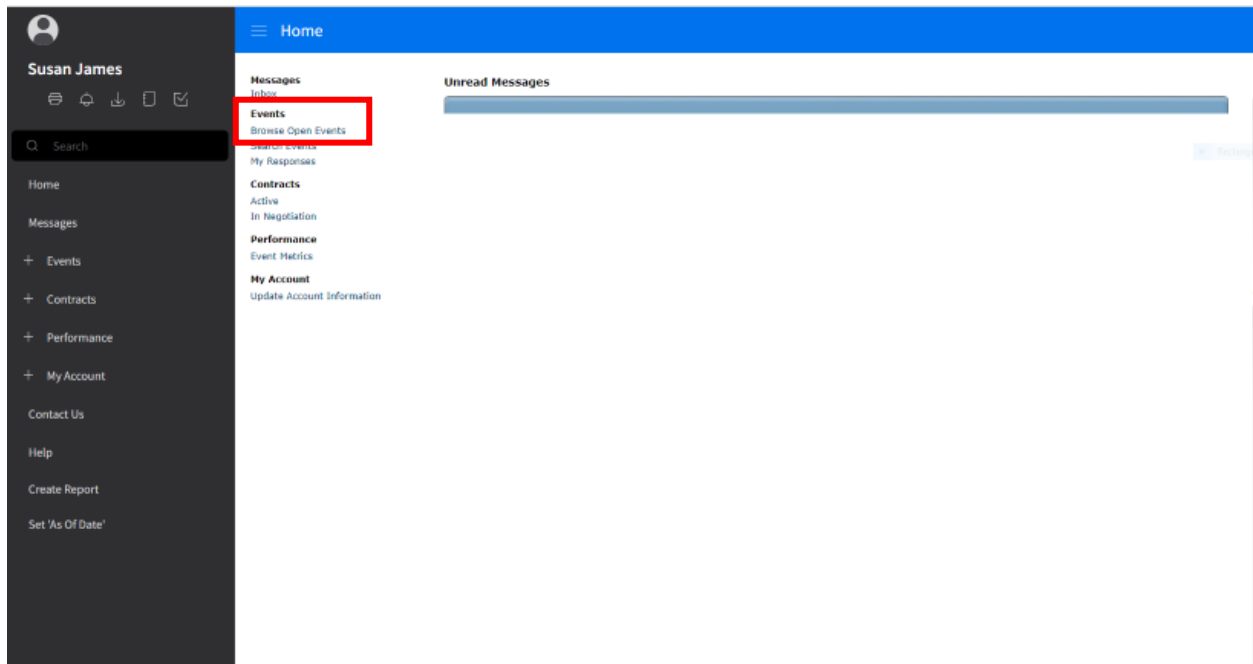


# METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

**Step 1:** Sign into MetroHealth Supplier Portal. Click **Home** menu icon , select **Sign In**.



**Step 2:** Click **Browse Open Events**.



# METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

**Step 3:** Double click an event to view. Review and save event attachments from **Attachments** tab.

The screenshot shows the 'Event Summary' page for 'The MetroHealth System' with event '706 - PROFESSIONAL COACHING SERVICES'. The 'Attachments' tab is selected in the left sidebar. The main content area displays a table of attachments:

Title	Attachment
<input type="checkbox"/> MetroHealth CSP Bid Instructions_December 2019 (005) (updated).pdf	<a href="#">MetroHealth CSP Bid Instructions_December 2019 (005) (updated).pdf</a>
<input type="checkbox"/> Event# 706 - Intent to Bid Form.docx	<a href="#">Event# 706 - Intent to Bid Form.docx</a>
<input type="checkbox"/> (MetroHealth 01-01-2022) MODEL Master Purchase Agreement (CSP Portal).docx	<a href="#">(MetroHealth 01-01-2022) MODEL Master Purchase Agreement (CSP Portal).docx</a>

Navigation controls at the bottom of the table include '< < > >' and a page number '20'.

**Step 4:** Click on **Respond Now**.

The screenshot shows the 'Event Summary' page with the 'Dates' and 'Description' tabs selected in the left sidebar. The 'Dates' section lists the following schedule:

- Open: 9/8/2023 11:20:00 AM
- Close: 9/22/2023 1:00:00 PM
- Q And A Open: 9/8/2023 11:25:00 AM
- Q And A Close: 9/14/2023 12:00:00 AM

The 'Description' section contains the text: 'The MetroHealth System is seeking a professional coaching service.'

The 'Rules' section shows the following details:

- Type: CSP
- Currency: USD
- Sealed Bid: Yes
- All Lines Required: No

**Step 5:** Review and Accept Use of Supplier Portal Terms. Click, **Next**.

The screenshot shows the 'Event Response' page for 'Event # 706 in Company 1'. The 'Event Response' tab is selected in the left sidebar. The main content area displays the following information:

Click the following link to review all terms and conditions [Terms and Conditions](#)

I accept the terms and conditions for this event and confirm that I am authorized to accept these terms and conditions and submit bids for my company

- or -

I would like to negotiate the terms and conditions for this event

Negotiation Comments

Negotiation Attachment

## Terms and Conditions

### USE OF SUPPLIER PORTAL

### USE OF SUPPLIER PORTAL

As a condition of using our site, you agree to provide accurate, current, and complete information for your organization as prompted by the applicable bid specifications. Any goods or services that MetroHealth may ultimately purchase from your organization will be subject to a Master Purchase Agreement ("MPA") containing terms and conditions for purchase that have been mutually negotiated between MetroHealth and your organization. Please submit your markup of MetroHealth's standard MPA as part of your bid response.

**Step 6:** Double click line item **Line Response** to begin.

**Step 7:** In **Vendor Item** field, enter the word **Price or Proposal**. *(Attach price list or proposal on attachment ta, as applicable based on the pricing request within the Bid Specifications. Please upload your pricing to the bid portal in an editable format such as MS Word or Excel.)*

**Step 8:** Enter 1 in **QUANTITY** field.

**Step 9:** Select, **No Charge**. *(Since you will submit proposal pricing through the attachment tab in accordance with the Bid Specifications.)* Click, **Next**. You will be on the Summary tab for the event line response.

Event # 706-1 in Company 1

Line Response

Summary

Description  
For line response, enter "PRICE" in Item Field. Enter a Quantity of 1. Select, No Charge. Click, Next. Attach price list or proposal on attachment tab. Please upload your pricing to the bid portal in an editable format such as MS Word or Excel.

Item	Item Description	Output Type
EVENT PRICING		No Output

Quantity UOM  
1.0000 LO

GTIN GTIN Description

Commodity Code Commodity Description  
961 MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)

Enter Line 1 Response Information

Vendor Item  
PROPOSAL

Vendor Item Description

-or-

GTIN GTIN Description

Quantity  
1.0000

UOM UOM Detail  
LO

Unit Price

No Charge  No Bid  Reason

# METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

**Step 10:** At **Summary**, click **Event Response**.

Event # 706-1 in Company 1

Line Response Summary

Click the event response button to continue responding to event # 706-1

**Event Response**

Company  
1

Event #  
706-1

Line #  
1

Quantity  
1.0000

UOM  
LO

Unit Price  
0.0000

No Charge  
Yes

No Bid  
No

Extended Price  
0.00

**Step 11:** Click **Next**.

Line Responses

Line Responses

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
1		EVENT PRICING	1.0000	1.0000	LO	0.0000	0.00

**Step 12:** At **Response Attachment**, click **Create** icon . A Sourcing Event Response Attachment pop box will appear.

**Step 13:** Click on the folder icon in the corner of the attachment field. Search for your document, once located, click **Open**. To save the attachment, click the **Save** icon. (To add multiple documents, which may be necessary based on the applicable Bid Specifications, click create and repeat step 12-13.)

Sourcing Event Response Attachment

Company: 1, Event #: 706-1, Event Name: PROFESSIONAL COACHING SERVICES

Supplier Group: MHS, Supplier: 7231, Supplier Name: The Bear Shop

Supplier Contact: 1, Supplier Contact Name: Susan James

Attachment Number: 1

Attachment:

Use the Back button on your browser to return to the event menu

Sourcing Event Response Attachment


Company: 1, Event #: 706-1, Event Name: PROFESSIONAL COACHING SERVICES

Supplier Group: MHS, Supplier: 7231, Supplier Name: The Bear Shop

Supplier Contact: 1, Supplier Contact Name: Susan James

Attachment Number: 1

Title: Terms and Conditions\_Format Update.docx

Attachment: [Terms and Conditions\\_Format Update.docx](#)  [View](#)

Use the Back button on your browser to return to the event menu

# METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

Event # 706 in Company 1

Event Response | Line Responses | **Response Attachments** | Submit Response

Response Attachments

Attachment Title	Attachment
Terms and Conditions, Format Update.docx	Terms and Conditions, Format Update.docx

Create Update Delete ...

**Step 14:** After all proposal documents have been uploaded click the back button to view all attachments based on the applicable Bid Specifications, click **Next** to proceed.

**Step 15:** At **Submit Response** tab, click, **Submit**. (Message will appear at the top of the screen and middle of the screen indicating your response has been submitted).

Event # 706 in Company 1

Event Response | Line Responses | Response Attachments | **Submit Response**

Submit Response

Your response is ready to be submitted. Your bid amount is 0.00000. Click the Submit button to complete your response

Submit Print My Response

To be eligible for award, your response must be submitted by September 22, 2023 1:00:00 PM EDT

**IMPORTANT-** if you intend to submit the response, please click the submit button