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New Supplier Registration

Introduction

The MetroHealth System has converted to an electronic Supplier Portal platform where bidding events, bidding responses, negotiations, amendments and awards are processed and communicated electronically. The Supplier Portal is a self-service web portal utilized by suppliers who wish to provide goods or services to the MetroHealth System.

Registration and Login to the Supplier Portal

To register or login to the Supplier Portal, select link below:
https://metrohealthcle-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?dataarea=lmscm&context.session.key.SupplierGroup=MHS

Need Assistance

Questions regarding registration on the Supplier Portal can be sent to purchasing@metrohealth.org or contact us at (216) 957-3761.

For Password resets, Click Contact Us from your company home page in the Supplier Portal or email purchasing@metrohealth.org
Register on the Supplier Portal

To access the MetroHealth System Supplier Portal, select the link below:
https://metrohealthcle-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?dataarea=lmscm&context.session.key.SupplierGroup=MHS

Click Register
After reviewing the terms and conditions of doing business with The MetroHealth System, check **Accept Terms and Conditions**

Click **Continue** to proceed
Complete the **required fields** to create a login and primary contact for your business.

**Create an Account:**
- **User Name:** User name you will use to login to the Supplier Portal
- **Password:** Password used for login to the Supplier Portal. Passwords are case sensitive
- **Confirm Password:** Password verification

**Enter Information About Yourself:**
- **First Name, Last Name, Phone Number, Email Address** are required fields.
- Title, Fax Number and Mobile Phone are optional information to be entered, but preferred.

If you do not have an Email Address, click the link **Create Email Address** to be directed to create a Gmail account.

Click **Continue** to proceed.
Complete the required fields for your organization.
Enter your Company Information:
**Company Name, Tax Id Type, Tax ID** are required fields.
If known, complete Dun and Bradstreet number, Website, Doing Business As (if applicable) and Business Type.

Address Information:
**Address Line 1, City, State / Province, Postal Code, Country** are required fields.
Entering **Remit to Information** or selecting check box; **Check** if Remit To Address is the same as Mailing Address is required.

Click **Continue** to proceed.
We are continually looking for new suppliers who can offer us the best value. The MetroHealth System supports local, state and federal supplier diversity initiatives, certifications and classifications.

If your organization is a diverse supplier, click **Add** to select the diversity codes that are applicable. If not eligible, click **Continue**

Attach Diversity Codes:

If your organization is eligible, you can select multiple diversity codes. Click the **radio button** to the left of the eligible diversity code. Click **Attach to Supplier** once complete.
Review attached supplier diversity codes for accuracy. If changes are necessary, click **Add** to select additional codes.

Click **Delete**, if an incorrect choice was selected.

Click **Continue** to proceed.
Answer all of the required questions on the Supplier Portal page. Required questions are noted with an asterisk (*).

If your organization identified as a diverse supplier, please provide a copy of your diversity certification and expiration date.

Click **Continue** to proceed
Add Commodity Codes for the industry you serve. A Commodity Code is a collection of class-item numbers and descriptions used to specifically code products and services to their corresponding industries.

As a supplier, it is very important to properly identify the codes in your industry when you register to insure receipt notifications about bid opportunities.

Click **Add** to add your industry’s corresponding codes

**Search** the Commodity Codes for your Industry
From the list, you can select as many commodity types as your company would like to receive bidding information.

To view a detailed list of commodities that are available, select the check box next the grouping.

Select the appropriate codes

Click Attach to Contact when complete

Note: You can scroll through the page options to view the listing of Commodity Codes. However, if you add a Commodity Code, you must click Attach to Contact before you leave the page. If not, the code will not save.

Click Continue to proceed
If required, select **Add** to add a Proxy notifications for your company. A proxy notification is an email contact to receive email alerts for bidding events, but does not have a login and cannot formally respond to a bidding event.

If not, select **Continue**. Your company contact will still continue to receive all notifications and be able to formally respond to bidding events.
The last section will show if you have successfully completed the registration or note where information is omitted.

Select Back for adjustments to your account

Select Done to Complete

Click Logout to exit your account
Maintaining Your Account

To review or update your account information, including additional users to respond to bidding events, select Update Account Information from the Supplier Portal.

Review Account Information for accuracy.

Under each section heading, click Edit to change. Upon completion, click OK to update.
Creating an Additional Contact from an existing Supplier

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier: John's Landscaping</td>
</tr>
<tr>
<td>Registration Status: Complete</td>
</tr>
<tr>
<td>Congratulations! Your account has been set up and you are now eligible to receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supplier Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Contact Information</td>
</tr>
<tr>
<td>My Proxy Notifications</td>
</tr>
</tbody>
</table>

| Questions |
| Diversity Codes |
| My Commodity Codes |

| Additional Contacts |
| No data available |

Each user can respond to bidding events with their own user name and password.

Click **Add** to create an additional contact for the supplier record.
Complete the **required fields** to create a login and contact for your business.

Create an Account:

**User Name:** User name you will use to login to the Supplier Portal  
**Password:** Password used for login to the Supplier Portal. Passwords are case sensitive  
**Confirm Password:** Password verification

Enter Information About Yourself:

**First Name, Last Name, Phone Number, Email Address** are required fields.  
Title, Fax Number and Mobile Phone are optional information to be entered, but **preferred**.

Mailing Address will default from supplier if left blank.

Click **Continue** to proceed.
Add Commodity Codes for the industry you serve. A Commodity Code is a collection of class-item numbers and descriptions used to specifically code products and services to their corresponding industries.

As a supplier, it is very important to properly identify the codes in your industry when you register to insure receipt notifications about bid opportunities.

Click Add to add your industry's corresponding codes
Search the Commodity Codes for your Industry

From the list, you can select as many commodity types as your company would like to receive bidding information. To view a detailed list of commodities that are available, select the check box next the grouping.

Select the appropriate codes

Click Attach to Contact when complete

Note: You can scroll through the page options to view the listing of Commodity Codes. However, if you add a Commodity Code, you must click Attach to Contact before you leave the page. If not, the code will not save.

Click Continue to proceed
Add / Update Contact – Proxy Notifications

If required, select Add to add a Proxy notifications for your company. A proxy notification is an email contact to receive email alerts for bidding events, but does not have a login and cannot formally respond to a bidding event.

If not, select Continue. Your company contact will still continue to receive all notifications and be able to formally respond to bidding events.
The last section will show if you have successfully completed the registration or note where information is omitted.

Select **Back** for adjustments to your account

Select **Done** to Complete
Existing Supplier Registration

Registration and Login on the Supplier Portal

To access the MetroHealth System Supplier Portal, select the link below:
https://metrohealthcle-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/controller.servlet?dataarea=lmscm&context.session.key.SupplierGroup=MHS

We have preloaded vendors we have done business with over the last twelve (12) months. You will just need your vendor number. To find the vendor number, take a look at the last purchase order issued. The Vendor Number is in the upper left hand corner of the page.

Your user name and password will be a lower case v immediately followed by your vendor number. (v####)

If you need assistance finding your vendor number, contact us at 216-957-3761 or purchasing@metrohealth.org

Click Login

1. Enter User Name (v####)
   a. Enter your Vendor Number in the format (v####)
      i. For example, v123 Lower case v followed by the vendor number

2. Enter Password (v####)
   a. Enter your Vendor Number in the format (v####)
      i. For example, v123 Lower case v followed by the vendor number
Click the Blue Arrow to Login
Maintaining Your Account

Since we have preloaded your account information, select **Update Account Information** from the Supplier Portal, including adding additional users to respond to bidding events.

Review Account Information for accuracy.

Under each section heading, click **Edit** to change. Upon completion, click **OK** to update.

**Note:** It is very important to review and complete each section in the Supplier Portal. By listing Diversity classifications, if applicable, along with a comprehensive selection of commodity codes will allow maximum notification of bidding opportunities.

Detailed instructions for completing account information are listed in the Supplier Portal guide.