METROHEALTH SUPPLIER PORTAL

REGISTRATION REQUIREMENTS

Please read the instructions below carefully. Detailed instructions can be found on our home page located in the upper right corner of the screen: MetroHealth Supplier Portal Registration Instructions.

- ✓ The MetroHealth System Registration Terms and Conditions must be reviewed and agreed to before proceeding with registration.
- ✓ The MetroHealth System will not engage with debarred suppliers.
- ✓ You will be required to attach several documents and/or certifications. It is advised to have the following documentation available electronically to make the registration process smoother.
- ✓ W-9 Form with Federal Tax ID (International companies will need to provide their W-8)
- ✓ MetroHealth ACH Form
- ✓ Supplier Development Certification (If applicable)

REGISTRATION INSTRUCTIONS

The MetroHealth System is pleased to offer an online Supplier Portal to streamline doing business with us. As a public entity, the Department of Supply Chain Management welcomes all business partners, suppliers, and vendors to participate in the open bidding and RFP process through our online portal.

Before you get stated, please have the following information readily available to proceed with registration:

- ✓ Your Federal Tax ID number, located on your company's W-9 Form.
- ✓ An electronic copy (PDF) of your company's W-9 Form, which will be uploaded during registration.
- ✓ Electronic copies (PDF) of supplier development certificate, if applicable.
- ✓ Download and complete MetroHealth's (ACH) form and upload during registration.
- ✓ Answer and upload documentation to all required questions to complete registration.

How to Register – Step by Step

Step 1: Go to www.metrohealth.org. Scroll down and under the heading "For Vendors", select Supply Chain. Once on the Supply Chain page, select "Visit Supplier Portal" or "Supplier Registration".

Step 2: Select "Register" located on the bottom left portion of the screen.
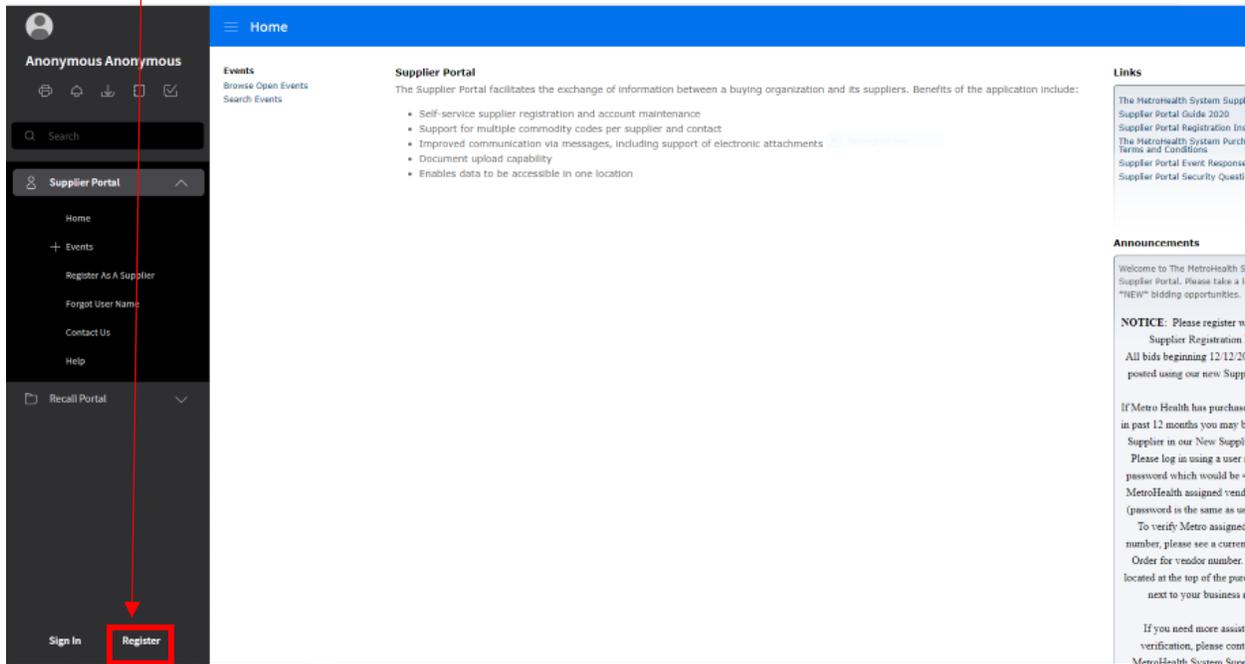
Step 3: Review registration terms and conditions and click "Accept Terms and Conditions". Click "Next" to continue.
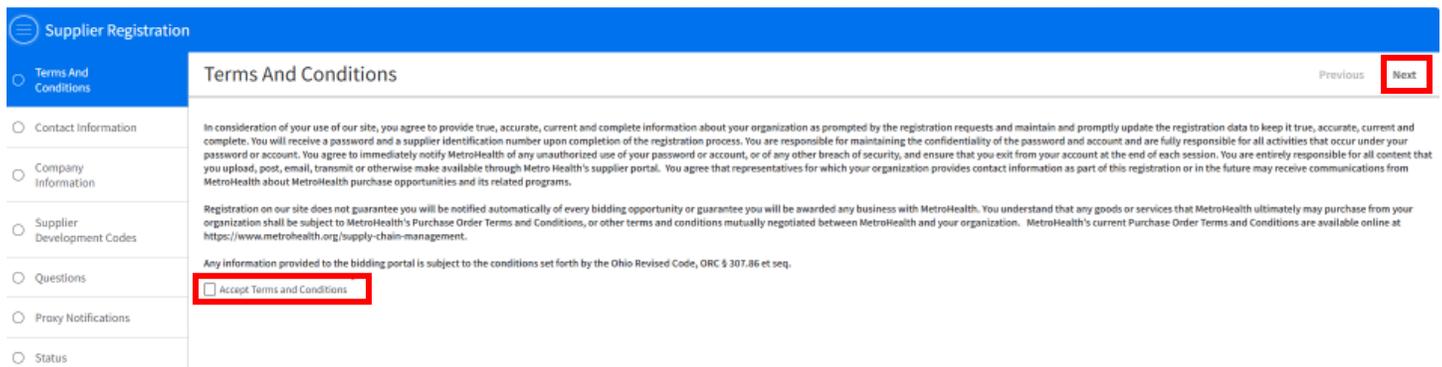
Step 4: Create username and password. Please create username without spaces or special characters. Required fields as marked with an asterisk "*****". Click "Next" to continue.

Contact Information

Previous   **Next**

Become A Supplier - Create An Account
Password must be a minimum of 10 characters

* User Name
Supplier1

* Password
••••••••••

* Confirm Password
••••••••••

Enter Information About Yourself

Title

* First Name
Karen

* Last Name
White

* Phone Number   Ext
☎   216-999-9999   (International prefix, phone number, extension)

Mobile Phone   Ext
☎   (International prefix, phone number, extension)

Fax Number   Ext
☎   (International prefix, fax number, extension)

* Email Address
kwhite123@gmail.com   You will be set to receive email notifications; use update account information to change flag

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Step 5: Enter Company Information. Required fields are marked with an asterisk "*****". Click "Next" to continue.

Company Information

Previous   **Next**

Tax Id Type
Federal Tax Id   ▼

* Tax Id
12-4567890   Include '-' Characters. Example: 12- 3456789

Global Location Number   Website

Address Information

Mailing address   Remit to name and address

* Country   Remit To First Name
United States of America   ▼

* Address Line 1   Remit To Last Name
1234 Sunny Lane

Address Line 2
                            ☑ Check If Remit To Address Is The Same As Mailing Address

Address Line 3   Country
                                                                    ▼

Address Line 4   Address Line 1

* City   Address Line 2
Cleveland

* State Province   Address Line 3
Ohio   ▼

* Postal Code   Address Line 4
44109

Step 6: Enter Supplier Development Codes as applicable. To select a code, please click on "Helper List" icon. Select the applicable code and click "Attach to Suppler". Once complete, click "Close". Click "Next" to continue.
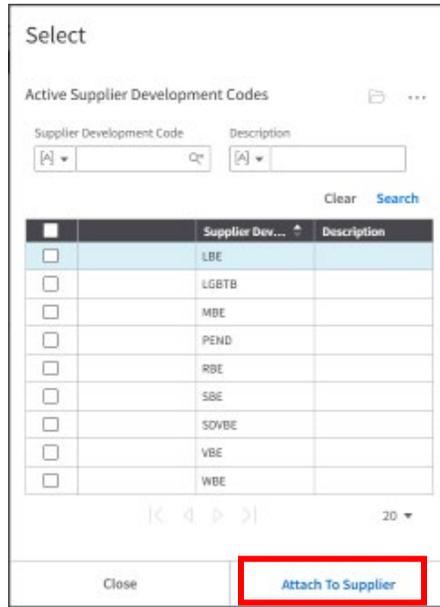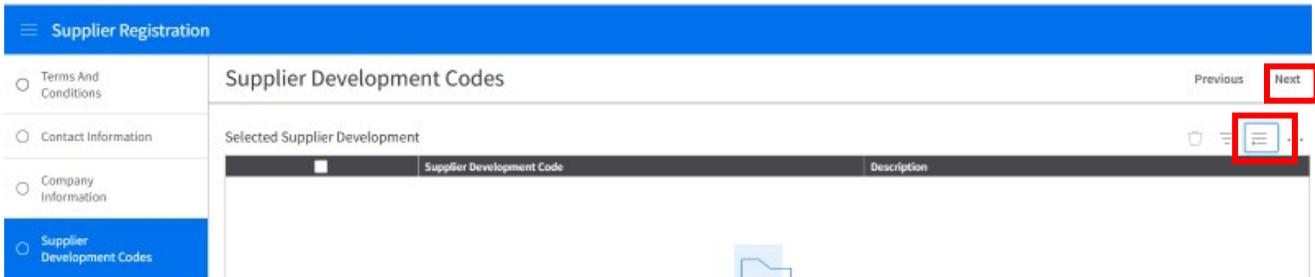
Step 7: Answer questions indicated within the "Questions" tab. Required fields marked with an asterisk "*****" are required. Click "Next" to continue.
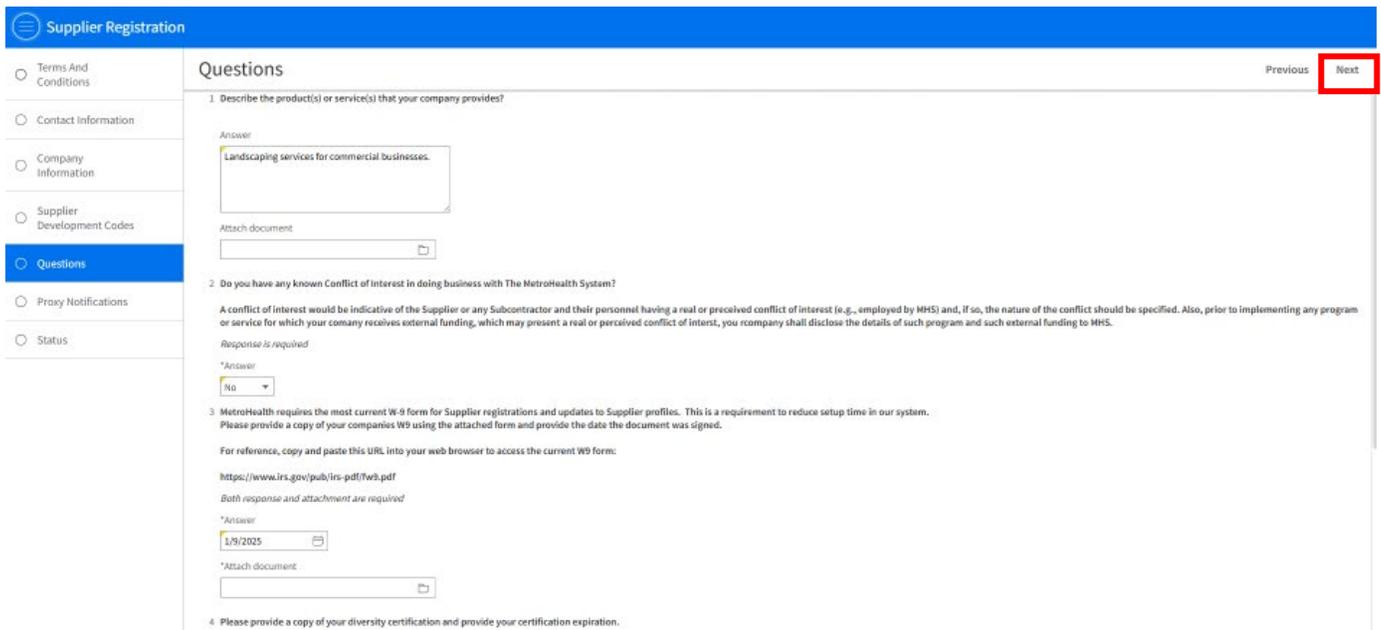
Step 8: A proxy can be added to your supplier profile. A proxy is an individual named to access the portal on your behalf. The proxy will receive email alerts for bidding events but would not have a log in and cannot

formally respond to a bidding event. If this is not needed, click "Next" to continue. The contact designated for your company will receive all notifications and will be able to formally respond to bidding events.

Step 9: Once registered, you will get an email indicating that your registration is **Complete**. A Supplier Number will be assigned.