Step 1: Sign into MetroHealth Supplier Portal.

Step 2: Click Browse Open Events.

Step 3: Review and save Event Attachments from Attachments tab.

Step 4: Click on Respond Now.
Step 5: Review and Accept Use of Supplier Portal Terms. Click, Next.

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.
**METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE**

**Step 6:** **Double Click**, on the line to respond.

**Step 7:** In **Item field**, enter the word **Price or Proposal**. (*Attach price list or proposal on attachment tab, 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.

**Step 10:** Once entered, click **Next**.

**Step 11:** At Event Summary, click **Finish**.

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![Image of Supplier Portal](image-url)
Step 12: At **Response Attachment**, click **Create**. A Sourcing Event Response Attachment pop up 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 add multiple documents, which may be necessary based on the applicable Bid Specifications, click create and repeat step 11-12.)*
Step 14: After all proposal documents have been uploaded to the Attachments field based on the applicable Bid Specifications, click **Next**.

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*).