Step 1: Sign into MetroHealth Supplier Portal.

Infor Supplier Portal 			
Events Browse Open Events Search Events	Supplier Portal The Supplier Portal facilitates the exchange of information between a buying organization and its suppliers. Benefits of the application include: Self-service supplier registration and account maintenance Support for multiple commodity codes per supplier and contact Improved communication via messages, including support of electronic attachments Document upload capability Enables data to be accessible in one location	Links The MetroHealth System Supply Chain Supplier Portal Guide 2019 Supplier Portal Registration Instructions The MetroHealth System Purchase Order Terms and Conditions	

Step 2: Click Browse Open Events.

infor Supplier Portal	-		👗 Kim Shav	_{/er} q≡
A Messages Events				
Messages Inbox (1)	Unread Message	15	View All Links	
Events	Date	Title	Priority The MetroHealth System	Supply Chai
Browse Open Events	10/29/2019	The MetroHealth System Bidding Opportunity: Event #342 is or will be available for response	Normal Supplier Portal Guide 201	9
Search Events			Supplier Portal Registratio	In Instructic
My Responses			Terms and Conditions	Purchase Or
Contracts				
Active In Negotiation				
Performance				
Event Metrics			Announcements	
My Account			Welcome to The MetroHe	alth System
Update Account Information			Supplier Portal. Please tal *NEW* bidding opportuni	xe a look for ties
			The training opportuni	
			NOTICE: Please regis	ter with ou
			Supplier Registra	tion Form
			All bids beginning 12/	12/2016 wi
			posted using our new	Supplier Po
			If Metro Health has pur	chased fror
			in past 12 months you n	aay be setu
			Supplier in our New S	upplier Poi
			Please log in using a	user name :
			password which would	t be = v and
			interorieatin assigned	vendor nur
			(password is the same	as user har
			To verify Metro ass	urrent Purc
			Order for vendor num	ober It will
			located at the top of the	e nurchase
			next to your busin	ness name.

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

Step 4: Click on Respond Now.

infor Supplier Portal ╺		👗 Kim Shaver 🛛 🔍 🔍		
☆ Messages Events	r Contracts • Performance • My Account • Forgot User Name Contact Us Help			
Event Summary				
Print				
Event #: 342 Version: 1 Event Name: CSP Design Services				
No Bid Res	onnt Now Ash A Cuestion			
Summary				
Contacts	Dates			
Attachments	Open: 10/24/2019 1.02:52 PM			
Terms And Conditions	Close: 11/2/2019 12:27:00 PM			
Lines	Q And A Open: 10/24/2019 1:05:06 PM			
Q And A Forum	Q And A Close: 10/31/2019 12:27:14 PM			
Amendments	Description			
	Description should align with Statement of Purpose from the bid specifications.			
	Rules			
	Type: CSP Currency: USD			
	Sealed Bid: No All Lines Required: No			
	Bid Bond Required: No			

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

infor Supplier Portal 🔹	,	🛓 Kim Shaver 🔍 🛃
☆ Messages Even	rts 🕶 Contracts 🕶 Performance 🕶 My Account 👻 Forgot User Name Contact Us Help	
Event # 342-1		
Event Response	Line Responses Response Atlachments Submit Response	
	Click the following link to review all terms and conditions	
	L 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	
	- 07 -	
	I would like to negotiate the terms and conditions for this event	
Negotiation Comments:		
Negotiation Attachment:		

< Previous Next >

Rectangular Snip

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 ta, as applicable based on the pricing request witin 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.

						🚨 Marcia	
🏫 Message	s Events - Contracts - Performance - My Ac	ccount 👻 Contact Us Help					
Event # 551 i	n Company 1						
Event Respo	15e 🖌 Line Responses	Response Attachments					
	Actions a Options a						
Line #	Item	Description		Line Quantity	Response Quantity UOM	Unit Price	Extended Price 0,
Records Per Pa	ge: 10						
							nuious Novi N
							Tevious Next 2
	Portal 👻					👗 Marcia	stans 🤨 🛓
 Message 	Event # 551-0 in Company 1						×
	Event # 551.0 in Company 1						
	Event w sort-o in company i						<u>^</u>
	Line Decoonse	Summan					<u> </u>
	Line Response	Summary					1
	Line Response	Summary					nded Price : 0,
	Line 1 Details Description: For line response, enter Price in Ite	Summary em Field. Select, No Charge. Click, Next.	Attach price list or proposal on attachment t	ab. Please upload your pricin	g for the bid portal in an editable format such as MS Word or Excel.		nded Price 0, 0.00
	Line Response Line 1 Details Description: For line response, enter Price in the Item: Them Description: E	Summary em Field, Select, No Charge, Click, Next. EVENT PRICING Output Type: No C	Attach price list or proposal on attachment t	ab. Please upload your pricin	g fo the bid portal in an editable format such as MS Word or Excel.		nded Price (Ø) 0.00
	Line 1 Details Description: For line response, enter Price in It Ihere: Item Description: E Guardity: 10000 UOM: E GUARDY: 01110 Description OTTE: 01110 Description	Summary em Field, Select, No Charge, Click, Next. EVENT PRICING Output Type: No C LO	Attach price list or proposal on attachment t	ab. Please upload your pricin	g fo the bid portal in an editable format such as MS Word of Excel.		nded Price . o. 0.00
	Line 1 Details Description: For line response, enter Price in Ite Item: Item Description: E Guartity: 10000 UOM: E GTIN: GTIN Description: Commodity code: 911 Comm	Summary em Field. Select, No Charge. Click, Next. EVENT PRICING Output Type: No C LO outby Description: MISCELLANEOUS	Allach price list or proposal on attachment T Duput SERVICES, NO. 1 (NOT OTHERWISE CLA	ab. Please upload your pricin SSIFIED)	g fo the bid portal in an estable format such as MS Word of Excel.		nded Price 0, 0.00
	Line 1 Details Line 1 Details Description: For line response, enter Price in lite term: Item Description: E Guaretty: I 10000 UOM: E GTIN: GTIN Description: Commodity code: 91 Comm Enter Line 1 Response Information	Summary em Field, Select, No Charge, Click, Next, EVENT PRICING Output Type: No C LO wolfly Description: MISCELLANEOUS:	Attach price list or proposal on attachment T Duput SERVICES, NO. 1 (NOT OTHERWISE CLA	ab. Please upload your pricin SSIFIED)	g fo the bid portal in an estituble format such as MS Word or Excel.		nded Price: 0, 0.00
	Line 1 Details Line 1 Details Description: For line response, enter Price in lite Item: Item Description: I Guaretty: I 0000 UOM I GTIN: GTIN Description: Commodity code: 951 Comm Enter Line 1 Response Information	Euromeey em Field Select, No Charge, Cick, Next. EVENT PRICING Output Type: No C LO woldty Description: MISCELLANEOUS	Attach price list or proposal on attachment T Duput SERVICES, NO. 1 (NOT OTHERWISE CLA	ib. Please upload your pricin SSIPIED)	g to the bid portal in an editable format such as MS Word or Excel		nded Price: 0, 0.00
	Line 1 Details Line 1 Details Description: For line response, enter Price in Ite Rem: Item Description: E Gauently: I 0000 UOM I GTIN E GTIN Description: Commodity Code: 951 Comm Enter Line 1 Response Information Vendor Item (PROPOSAL Vendor Item (PROPOSAL)	Examinery am Field, Select, No Charge, Cicki, Next. EVENT PRICING Output Type: No C LO wollty Description: MISCELLANEOUS	Attach price list or proposal on attachment to borput	ab. Pitase upload your pricin SSI/FIED)	g fo the bid portal in an editable format such as MS Word or Escel.		nded Price
	Line 1 Details Line 1 Details Description: For line response, enter Price in lite term: Item Description: Commodity code: 951 Code: 9	Examinary am Field. Select, No Charge. Cicki, Next. EVENT PRCING Output Type: No C LO output Description: MISCELLANEOUS	Attach price list or proposal on attachment t Sorput	ab. Please upload your pricin SSIFIED)	g în the bid portal in an editable format such as MS Word or Excel.		nded Price . e. 0.00
	Line 1 Details Line 1 Details Description: For line response, enter Price in lite Gauentity: 10000 UOM 1 GTIN GTIN Description: Commodify code: 951 Comm Enter Line 1 Response Information Vender Item Description:	Examinary em Field Select, No Charge, Cicki, Next, EVENT PRICING Output Type: No C LO uodity Description: MISCELLANEOUS	Attach price list or proposal on attachment to Surger	ab. Please upload your pricin SSI/PIED)	g is the bid portal in an editable format such as MS Word or Excel.		and Miner (a)
	Line 1 Details Line 1 Details Description: For line response, enter Price in line linen: Mem Description: C GTN: GTN Description: Commodity (cole: 961 Comm Enter Line 1 Response Information Vendor Item PEOPOAL Vendor Item PEOPOAL Vendor Item PEOPOAL Vendor Item C GTRC GR G	Examinary em Field Select, No Charge, Cicki, Next, EVENT PRICING Output Type: No C LO uodity Description: MISCELLANEOUS	Attach price list or proposal on attachment to bulget	ab. Please upload your pricin SoliriED)	g la the bid portai in an editable format such as MS Word or Excet.		ended Price (0) 0.00
	Line 1 Details Description: For line response, enter Price in line Ident: Ident Description: G OuterHy: 10000 UOM Id OTN: OTN Description: Commody Code: 991 Comm Enter Line 1 Response Information Vendor Item Description: or- OTR: @ Other GTR: @ Other	Examinary em Field Select, No Charge, Cick, Next. EVENT PRICON Output Type: No C LO odly Description: MISCELLANEOUS GTIN Description:	Atlach price list or proposal on atlachment L Surger	ab. Please upload your pricin SSIPIED)	g la the bid portai in an editable format such as MS Word or Excel.		• edd Price (0,
	Line 1 Details Description: For line response, enter Price in line Imm: Imm Description: I Ouwerly: 10000 UOM: I OTN: OTN Description: Commody Code: 991 Comm Enter Line 1 Response Information Vendor time (PROPOSAL Vendor time (PROPOSAL Vendor time (PROPOSAL) UM IND	Commany em Field Select, No Charge. Click, Next. EVENT PRICONS Output Type: No C Lo output Preconstruction: MISCELLANEOUS GTIN Description: UOM Detail: UOM Detail: VOM Detail: VOM Detail: No Bild	Atlach price list or proposal on atlachment I Surgut SERVICES, NO. 1 (NOT OTHERWISE CLA	ab. Please upload your pricin SSIPED)	g is the bid portal in an editable format such as MS Word or Excel.		nded Pitce (0,
	Line 1 Details Description: For line response, enter Price in line harm: Item Description: E Gammady: 10000 UOM: E GTN: OTIN Description: Commody Cade: 951 Comm Enter Line 1 Response Information Vendor Item PERCEPOBAL Vendor Item PERCEPOBAL Vendor Item PERCEPOBAL UNIT ID OTTR: 10000 UOM: ID UNIT ID	Commany em Field Select, No Charge. Cick, Next. EVENT PRICING Output Type: No C Lo outly Description: MISCELLANEOUS GTIN Description: UOM Detail: VOM Detail: No Charge -or No Bid	Atlach price list or proposal on atlachment I Surgut SERVICES, NO. 1 (NOT OTHERWISE CLA	ab. Please upload your pricin SSIPED)	g la file bid portai in an editable format such as MS Word or Excel.		nded Pitce (0, 0.00
	Line 1 Details Description: For line response, enter Price in line line: line Description: E Quartity: 10000 UOM L OTN: OTN Description: Tenter Line 1 Response Information Fetter Line 1 Response Information Vendor Item Description: GTN:	Examinary em Field, Select, No Charge, Cick, Next. EVENT PRICING Output Type: No C to mothy Description: MISCELLANEOUS: GTIN Description: UOM Detail: VOM Detail: No Charge -qc. No Bid	Atlach pice list or proposal on atlachment I Supput SERVICES, NO. 1 (NOT OTHERWISE CLA	ab. Please upload your pricin 35I/TED)	g fo The bid portai in an editable format buch as MS Word or Excel.		nded Pitor (6), 0.00
	Line 1 Details Description: For line response, enter Price in line line: line Description: E Guardity: 10000 UOM I GUINE: GTIN Ecorption: Commody Code: 951 Comm Enter Line 1 Response Information Vendor line: PEOPOBAL Vendor line: PEOPOBAL UNR TO GUINE: GUINE GUINE: GUINE UNR Price: GUINE Extended Ince: 0.00 Response Comments:	Example version of the second	Atlach price list or proposal on atlachment I Supput	ab. Piease upload your pricin SSI/TED)	g lo The bid portai in an editable formal such as MS Word or Excel.		nded Phon (0)
	Line 1 Details Description: For line response, enter Price in line line: line Description: I Quantity: 10000 UOM I QUARTITY: OTIN Description: Commody Code: 951 Comm Enter Line 1 Response Information Vendor Imm (PROPOSAL Vendor Imm Description: GTN:	Currinney em Field Select, No Charge, Cick, Next. EVENT PRICING Culput Type: No C LO oothy Description: MISCELLANEOUS OTIN Description: UOM Description: UOM Description: VOM Description:	Allach price list or proposal on allachment 1 Datpd. SERVICES, NO. 1 (NOT OTHERWISE CLA	ab. Piesse upload your pricin SSI/TED)	g lo the bid portal in an editable format such as MS Wood or Escel.		nded Phon (0)
	Line 1 Details Description: For line response, enter Price in line line: interprise in line Country: 10000 UOU I OTN: OTN COUNTRY Commody Code: 951 Comm Enter Line 1 Response Information Vendor line: PROPOSAL Vendor line: PROPOSAL UND IO UND IO UND IO UND IO UND IO UND IO Enter Line 1 Response Commente	Summary am Field Select, No Charge, Cick, Next. EVENT PRICING Output Type: No C LO oothy Description: MISCELLANEOUS OTIN Description: UOM Detail: No Charge -or- No Biel	Attach price list or proposal on attachment to buput.	ab. Piesse uplead your pricin SSIFIED)	g to the bid portal in an editable format such as MS Word or Escel.	,	• nded Phon (0), 0.00

METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

Event # 551-0 in	Company 1 X
Event # 551-0	in Company 1
Line Response	e 🖌 V Summary
Summary	
	Click the event response button to continue responding to event # 551-0
	Event Response
Company:	1
Event #:	551-0
Line #:	1
Quantity:	0.000
UOM:	LO
Unit Price:	0.000
No Charge:	No
No Bid:	No
Extended Price:	0.00
4	
	Finish

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 mulitple documents, which may be necessary based on the applicable Bid Specifications, click create and repeat step 11-12.*)

Performance - My Account	Forgot User Name Response Atlachments	Contact Us Help Submit Response		Attachment	Entropate top
Responses 🗸	Response Attachments	Submit Response		Attachment	Retexplic Sop
Responses	Response Attachments	Submit Response		Attachment	
Attachment					
se Attachment	242.4	Fuent Name: CCD Design 1	taniaa		
Event#.	342-1	Event Name: CSP Design a	ervices		
Supplier:	1025 S	upplier Name: MetroHealth			
Supplier Contact Name:	Kim Shaver				
	Attachment se Attachment Event #: Supplier Contact Name:	Attachment Se Attachment Event #: 342-1 Supplier: 1025 S Supplier Contact Name: Kim Shaver	Attachment se Attachment Event #: 342-1 Event Name: CSP Design S Supplier: 1025 Supplier Name: MetroHealth Supplier Contact Name: Kim Shaver	Attachment se Attachment Event #: 342-1 Event Name: CSP Design Services Supplier: 1025 Supplier Name: MetroHealth Supplier Contact Name: Kim Shaver	Se Attachment EVent #: Supplier: Supplier: 1025 Supplier: Kim Shaver

METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

1	nder Supplier Portal 👻	👗 Kim Shaver 🔍 🛃 🕹
	🖗 Messages Events - Centrads - Performance - My Account - Forgot User Name Centrad Us Help	
	Event # 342-1	
	Event Response 🖌 Line Responses 🖌 Response Attachments Submit Response	
	Create Update Delete	
	Attachment Title Attachment	Φ,
	aj l	T.
	Bid Instructions_compare copy 10.23.19.docx Bid Instructions_compare copy 10.23.19.docx	

Records Per Page: 10	14 4 b bi
	< Previous Next. >

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*).

inder Supplier Portal 👻	🛓 Kim Shaver 🛛 Q₹
🏠 Messages Events • Contracts • Performance • My Account • Forgot User Name Contact Us Help	
Event # 342-1	
Event Response V Line Responses V Response Attachments V Submit Response	
Submit Response	

Submit Print My Response

Congratulations, your response has been submitted