

# METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

## Step 1: Sign into MetroHealth Supplier Portal.

The screenshot shows the MetroHealth Supplier Portal homepage. The header includes the Infor logo and 'Supplier Portal' with a dropdown arrow. On the right, it says 'Anonymous Anonymous' with a search icon and a download icon. The main navigation bar contains 'Events', 'Forgot User Name', 'Contact Us', and 'Help'. The 'Events' section is active, showing 'Browse Open Events' and 'Search Events'. The 'Supplier Portal' section explains that the portal facilitates the exchange of information between a buying organization and its suppliers, listing benefits such as self-service registration, support for multiple commodity codes, improved communication, document upload capability, and accessible data. A 'Links' sidebar on the right provides quick access to the MetroHealth System Supply Chain Supplier Portal Guide 2019, registration instructions, and purchase order terms and conditions.

## Step 2: Click Browse Open Events.

This screenshot displays the 'Unread Messages' section of the MetroHealth Supplier Portal. The user is logged in as 'Kim Shaver'. The 'Unread Messages' table shows one message from 10/29/2019 with the title 'The MetroHealth System Bidding Opportunity: Event #342 is or will be available for response' and a 'Normal' priority. A 'View All' button is located to the right of the table. The left sidebar contains navigation options for Messages, Events, Contracts, Performance, and My Account. The right sidebar features 'Links' to various guides and instructions, and an 'Announcements' section with a welcome message and a notice regarding registration for new bidding opportunities starting in December 2016.

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

## Step 4: Click on Respond Now.

The screenshot shows the 'Event Summary' page for Event # 342, titled 'CSP Design Services'. The page includes a 'Print' button and a 'Respond Now' button. The 'Summary' tab is selected, showing a table of dates: Open (10/24/2019 1:02:52 PM), Close (11/2/2019 12:27:00 PM), Q And A Open (10/24/2019 1:05:06 PM), and Q And A Close (10/31/2019 12:27:14 PM). A 'Description' section contains the instruction: 'Description should align with Statement of Purpose from the bid specifications.' The 'Rules' section lists: Type: CSP, Currency: USD, Sealed Bid: No, All Lines Required: No, and Bid Bond Required: No.

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

Supplier Portal

Messages Events Contracts Performance My Account Forgot User Name Contact Us Help

Kim Shaver

Event # 342-1

Event Responses Line Responses Response Attachments Submit Responses

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:

Previous Next

## Terms and Conditions

### USE OF SUPPLIER PORTAL

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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.

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**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**.

The screenshot displays the Infor Supplier Portal interface for Event # 551 in Company 1. The 'Line Responses' tab is active, showing a table with one line item. Below the table, the 'Line 1 Details' form is visible, showing fields for Vendor Item (PROPOSAL), Quantity (1.0000), UOM (LO), and a checked 'No Charge' option.

Line #	Item	Description	Line Quantity	Response Quantity	UOM	Unit Price	Extended Price
1		EVENT PRICING	1.0000	0.0000	LO	0.000	0.00

**Line 1 Details**

Description: For line response, enter Price in Item Field. 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: EVENT PRICING Output Type: No Output

Quantity: 1.0000 UOM: LO

GTIN: GTIN Description:

Commodity Code: 961 Commodity Description: 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: LO UOM Detail:

Unit Price: No Charge -or- No Bid -reason:

Extended Price: 0.00

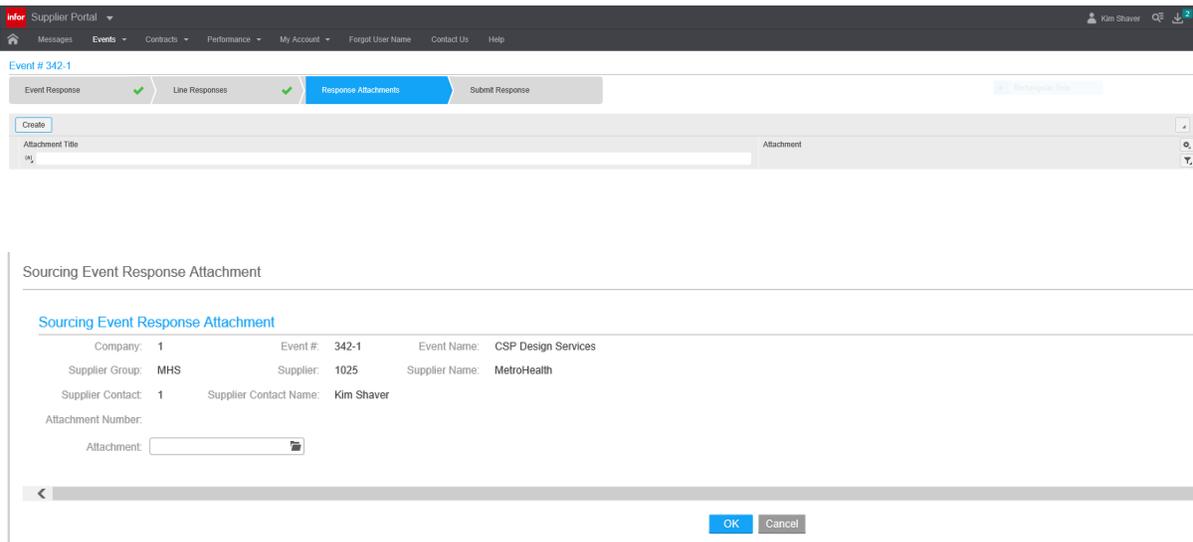
Response Comments:

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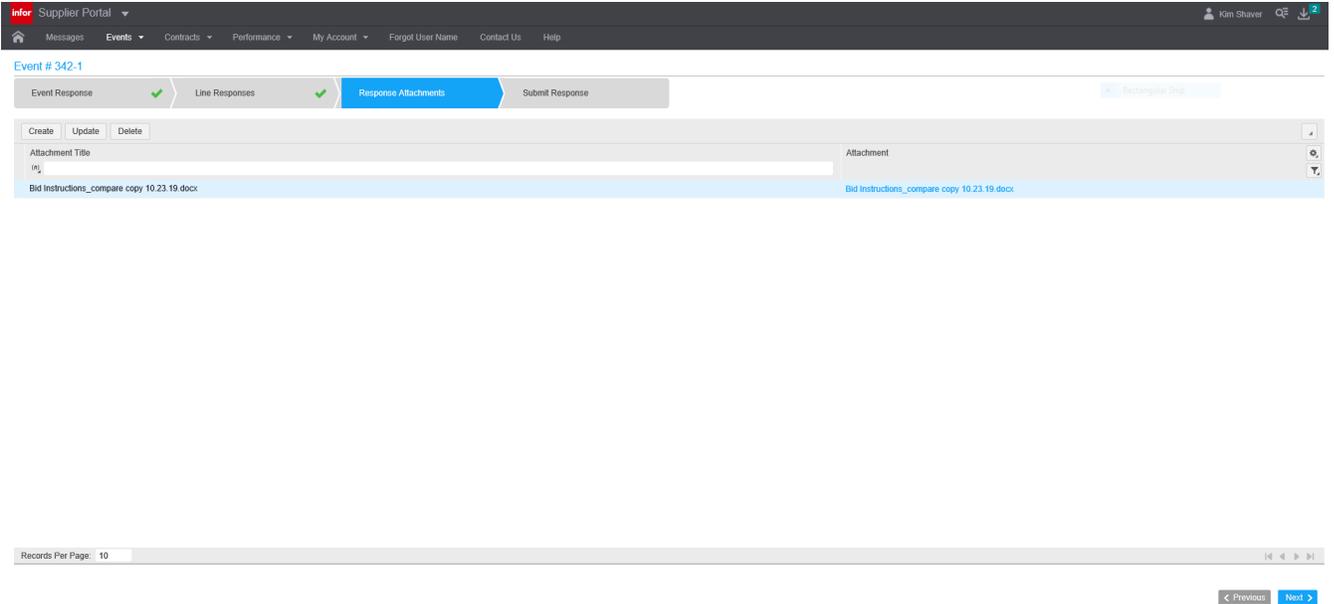


**Step 12:** At **Response Attachment**, click **Create**. A Sourcing Event Response Attachment pop up box will appear.

**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 maybe necessary based on the applicable Bid Specifications, click create and repeat step 11-12.)

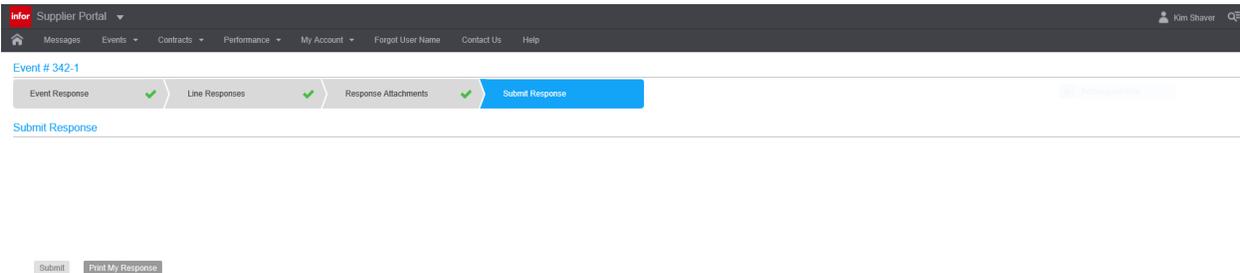


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**Step 14:** After all proposal documents have been uploaded to the Attachments field based on the applicable Bid Specifications, click **Next**.

**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).



Congratulations, your response has been submitted