

METROHEALTH SUPPLIER PORTAL STEP BY STEP EVENT RESPONSE GUIDE

Step 1: Sign into MetroHealth Supplier Portal.

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

Step 2: Click Browse Open Events.

Date	Title	Priority
10/29/2019	The MetroHealth System Bidding Opportunity: Event #342 is or will be available for response	Normal

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

Step 4: Click on Respond Now.

Event # 342 Version: 1 Event Name: CSP Design Services

[No Bid](#) [Respond Now](#) [Ask A Question](#)

Summary

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
Q And A Close: 10/31/2019 12:27:14 PM

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.

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

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.

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Step 6: Click **Respond** on Line Response.

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 **UOM** 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: At **Summary**, click **Event Response**.

Step 11: Click **Next**.

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

Records Per Page: 10

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 PRICE** Output Type: **No Output**

Quantity: **1.0000** UOM: **LO**

GTIN: GTIN Description:

Commodity Code: **578** Commodity Description: **MISCELLANEOUS PRODUCTS (NOT OTHERWISE CLASSIFIED)**

Enter Line 1 Response Information

Vendor Item: **PROPOSAL**

Vendor Item Description:

-or-

GTIN: GTIN Description:

Quantity: **1.0000**

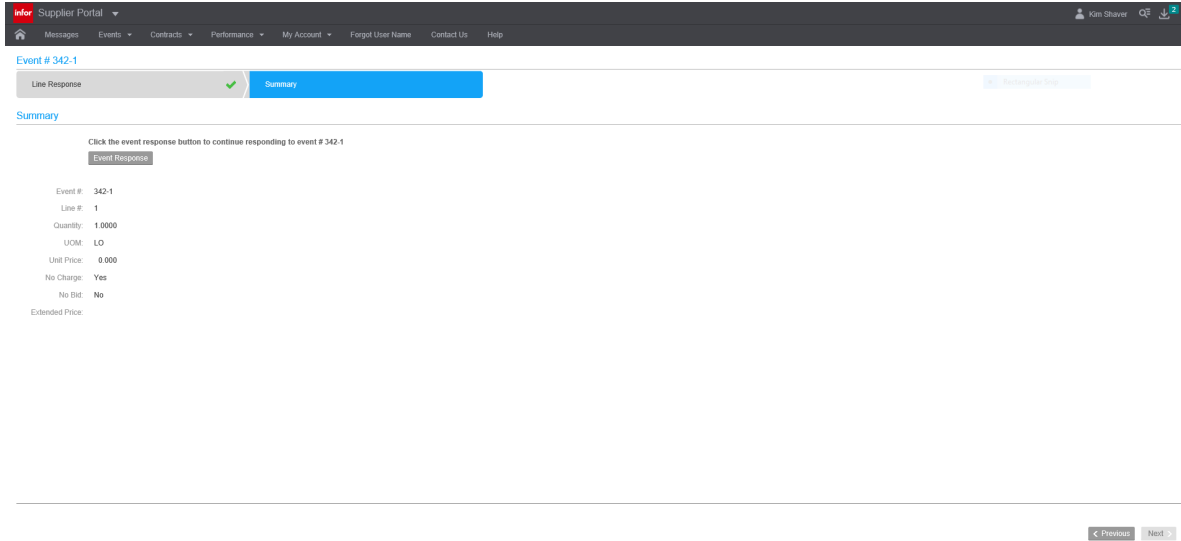
UOM: **LO** UOM Detail:

Unit Price: -or- **No Charge** -or- No bid -reason:

Extended Price:

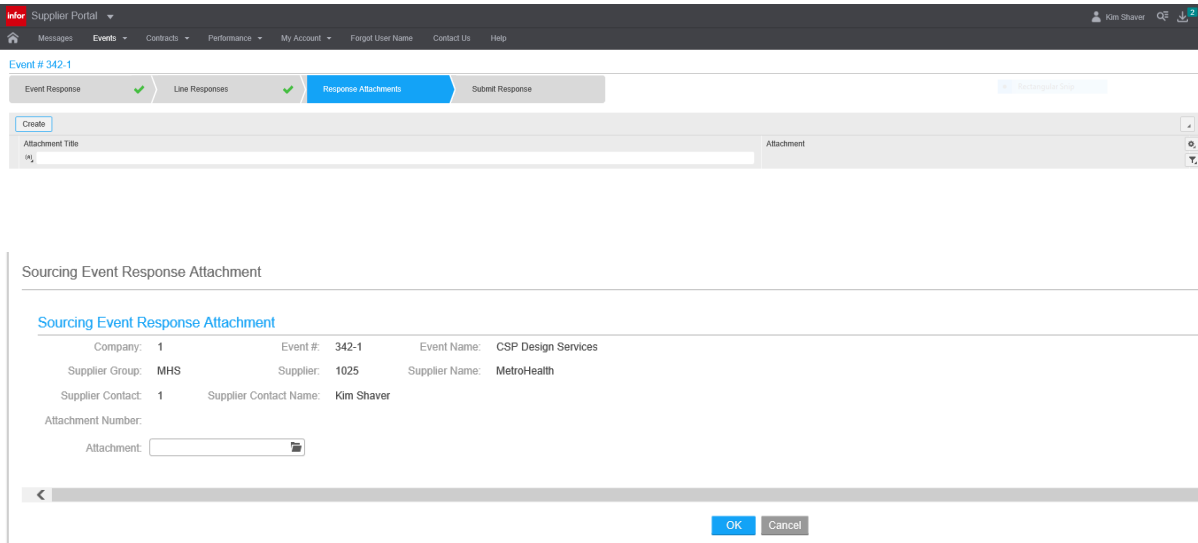
Response Comments:

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



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The screenshot shows the 'Supplier Portal' interface for 'Event # 342-1'. The navigation bar includes 'Messages', 'Events', 'Contracts', 'Performance', 'My Account', 'Forgot User Name', 'Contact Us', and 'Help'. The user is identified as 'Kim Shaver'. The main content area shows a progress bar with four steps: 'Event Response' (checked), 'Line Responses' (checked), 'Response Attachments' (active), and 'Submit Response'. Below the progress bar is a table for attachments:

Attachment Title	Attachment
Bid Instructions_compare copy 10.23.19.docx	Bid Instructions_compare copy 10.23.19.docx

At the bottom of the screenshot, there is a 'Records Per Page: 10' indicator and navigation buttons for '< Previous' and '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).

The screenshot shows the 'Supplier Portal' interface for 'Event # 342-1' at the 'Submit Response' step. The navigation bar is the same as in the previous screenshot. The progress bar now shows all four steps: 'Event Response' (checked), 'Line Responses' (checked), 'Response Attachments' (checked), and 'Submit Response' (active). Below the progress bar, there is a 'Submit Response' link. At the bottom of the screenshot, there are two buttons: 'Submit' and 'Print My Response'.

Congratulations, your response has been submitted