

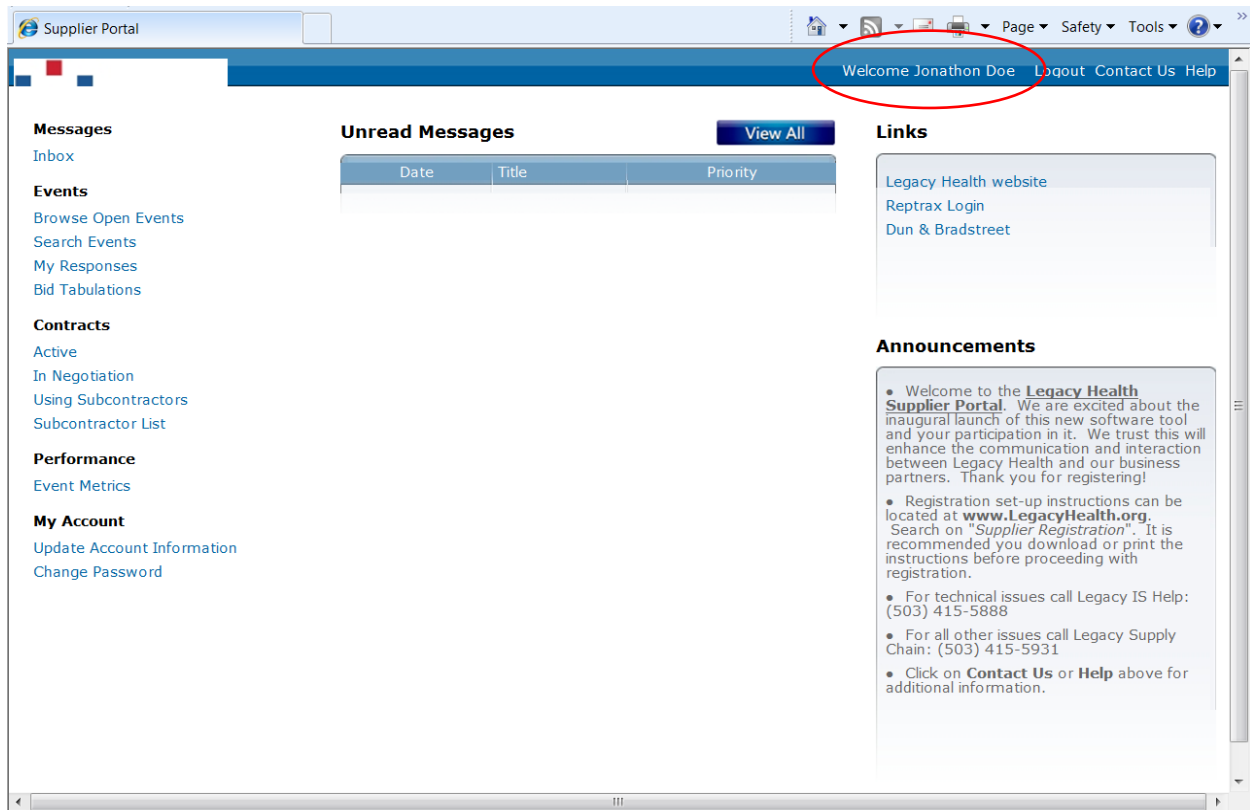


Legacy Health Supplier Portal Navigation instructions

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1. Home page



Once you've logged in, you're at your Home page.

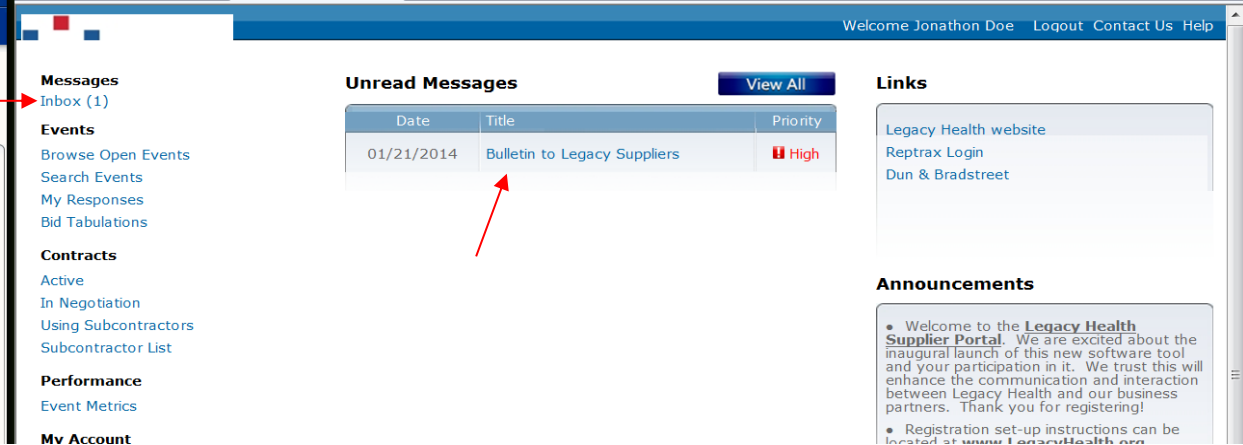
Near upper right, on the header bar, you should see "Welcome" plus Your Name.

From here, you can view unread messages and Legacy bid events; update your company's basic information; add or update the commodity codes that you represent; and add or delete additional contacts for your company.

Once you navigate away from this page, you'll see a Home option on the header bar at upper left. Click that option at any time to return to this page from anywhere else in the portal.

2. Unread Messages

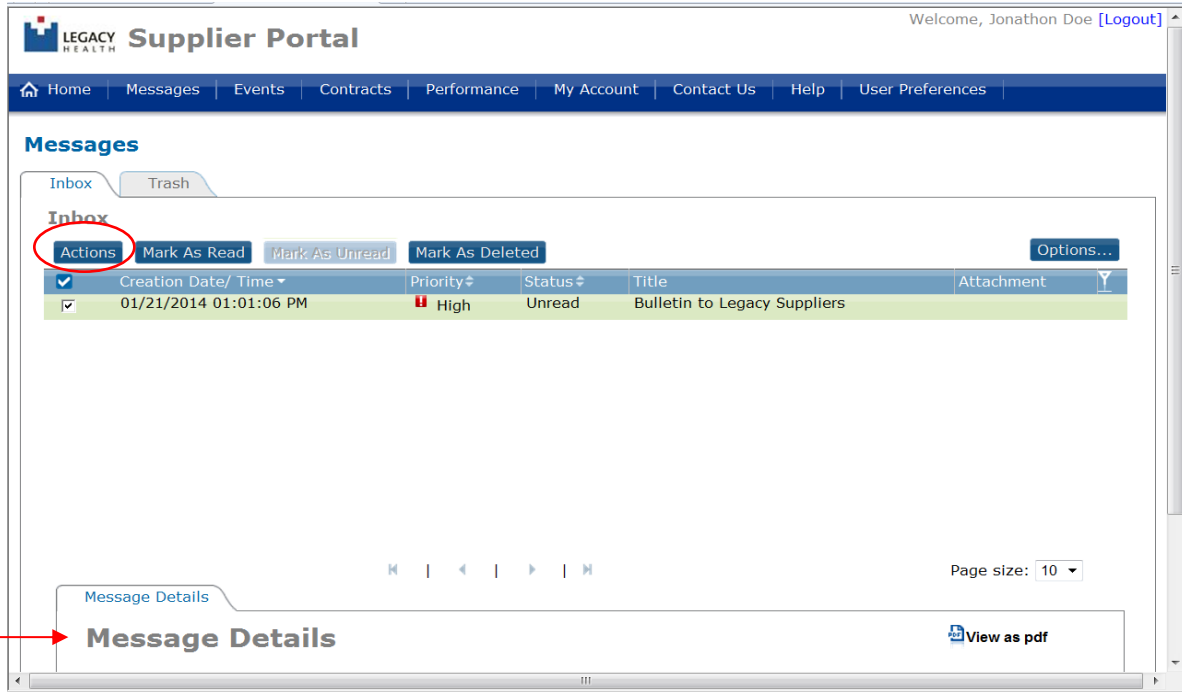
On the Home page, you can view e-notifications sent to your company by Legacy. These will appear under the Unread Messages section in the middle of the page at the top.



The screenshot displays a web application interface with a blue header bar containing the text "Welcome Jonathon Doe" and links for "Logout", "Contact Us", and "Help". On the left side, there is a navigation menu with sections: "Messages" (with a red arrow pointing to "Inbox (1)"), "Events" (with sub-items: "Browse Open Events", "Search Events", "My Responses", "Bid Tabulations"), "Contracts" (with sub-items: "Active", "In Negotiation", "Using Subcontractors", "Subcontractor List"), "Performance" (with sub-item: "Event Metrics"), and "My Account". The main content area is titled "Unread Messages" and features a "View All" button. Below this is a table with columns "Date", "Title", and "Priority". The table contains one row: "01/21/2014", "Bulletin to Legacy Suppliers", and "High" (with a red exclamation mark icon). A red arrow points to the "Bulletin to Legacy Suppliers" title. To the right of the table are sections for "Links" (with items: "Legacy Health website", "Reptrax Login", "Dun & Bradstreet") and "Announcements" (with two bullet points: "Welcome to the Legacy Health Supplier Portal. We are excited about the inaugural launch of this new software tool and your participation in it. We trust this will enhance the communication and interaction between Legacy Health and our business partners. Thank you for registering!" and "Registration set-up instructions can be located at www.legacyhealth.org").

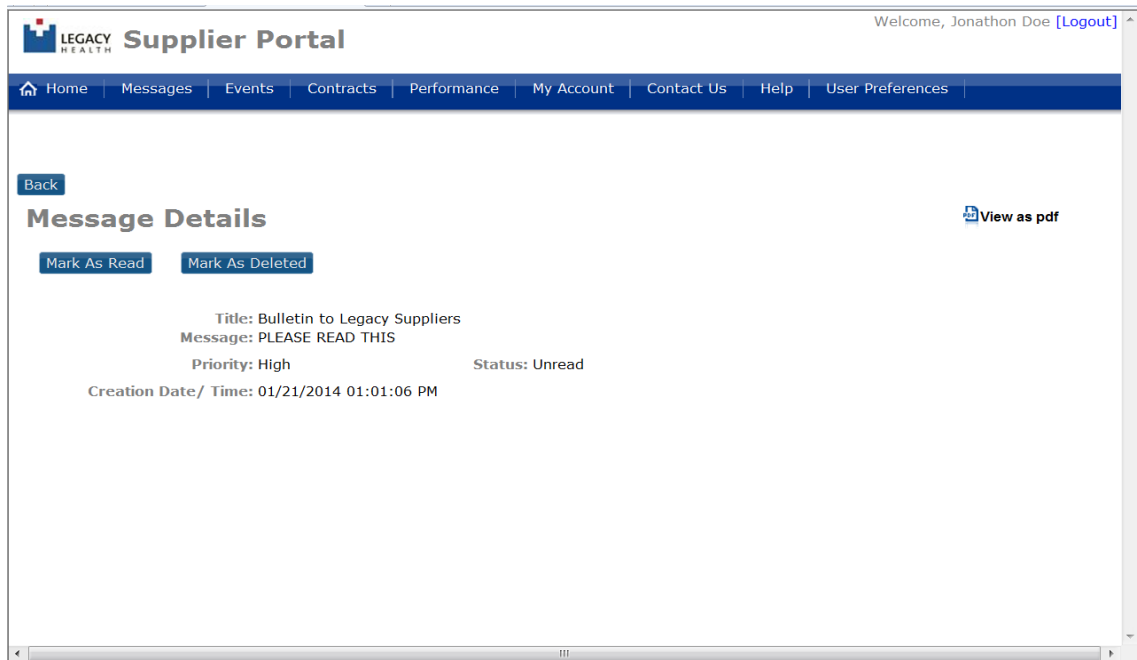
Date	Title	Priority
01/21/2014	Bulletin to Legacy Suppliers	High

To view, click either the Title of the unread message, or your Inbox at upper left.



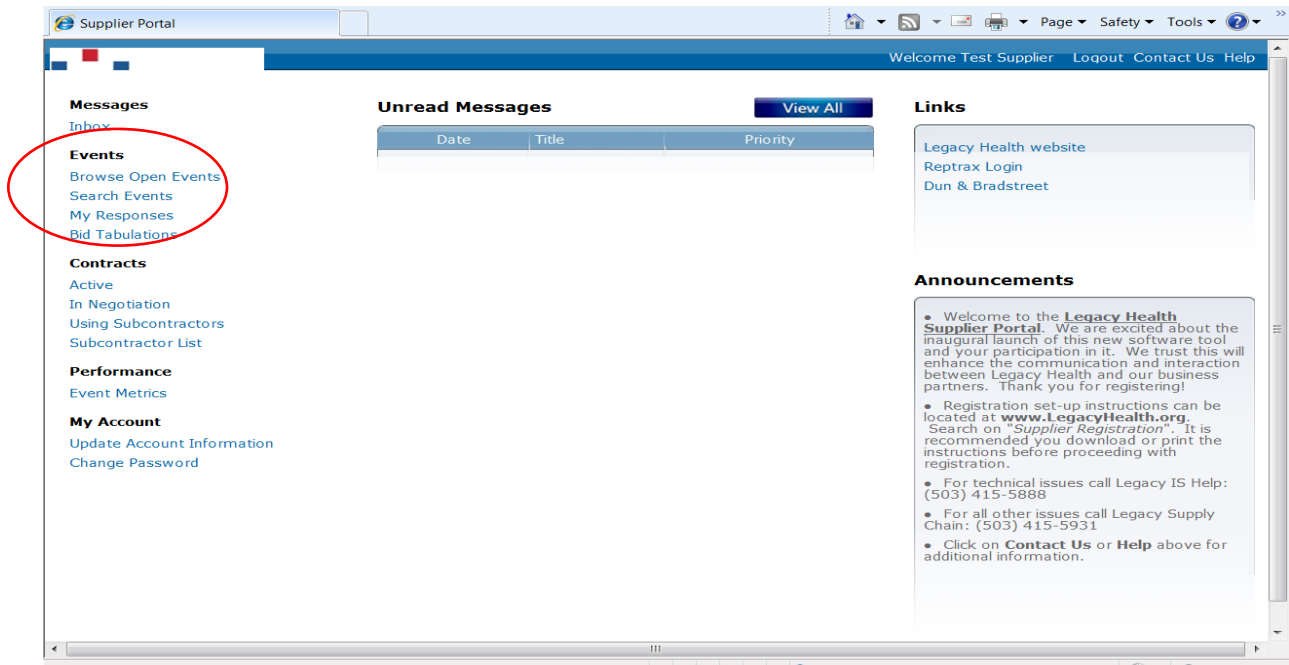
To view the message details, click the Actions button for the selected message, or the Message Details link toward the bottom of the page.

The Message should then display.

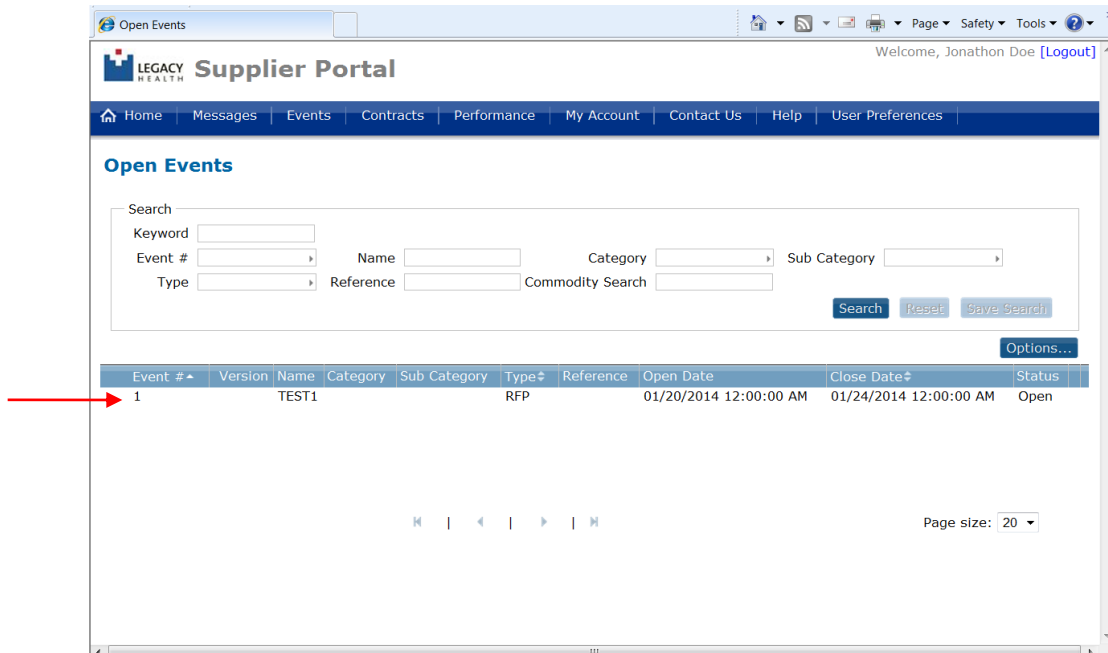


3. Bid events

Bid events can be viewed from the Home Page.



To view Bid events, use the link options in the Events section along the left.



Once you've opened an Event, click the Tabs to view further details.

Event Summary

LEGACY HEALTH Supplier Portal

Welcome, Jonathon Doe [Logout]

Home | Messages | Events | Contracts | Performance | My Account | Contact Us | Help | User Preferences

Event Summary

Back

Respond Now No Bid Ask A Question Print

Event # 1-0 Event Name TEST1

Summary Questions Lines Q And A Forum

Event Summary [Collapse All](#)

Dates

Preview: 01/10/2014 04:00:00 PM	Q And A Open: 01/10/2014 04:00:00 PM
Open: 01/20/2014 12:00:00 AM	Q And A Close: 01/21/2014 12:00:00 AM
Close: 01/24/2014 12:00:00 AM	Dispute Close:

Description

Bidding event for elevator maintenance at Legacy Emanuel Medical Center.

Rules

Type: RFP	Currency: USD
Sealed Bid: No	All Lines Required: Yes

For example, a question posed to bidders:

Event Summary

LEGACY HEALTH Supplier Portal

Welcome, Jonathon Doe [Logout]

Home | Messages | Events | Contracts | Performance | My Account | Contact Us | Help | User Preferences

Event Summary

Back

Respond Now No Bid Ask A Question Print

Event # 1-0 Event Name TEST1

Summary Questions Lines Q And A Forum

Event Questions [Collapse All](#)

*** Questions That Require A Response**

How many different brands of elevators are you certified to service?

Or, the actual item(s) being bid:

Event Summary

LEGACY HEALTH Supplier Portal

Welcome, Jonathon Doe [Logout]

Home | Messages | Events | Contracts | Performance | My Account | Contact Us | Help | User Preferences

Event Summary

Back

Respond Now | No Bid | Ask A Question | Print

Event # **1-0** Event Name **TEST1**

Summary | Questions | **Lines** | Q And A Forum

Event Lines [Show Search](#) [Options...](#)

Line #	Name	Commodity Code	Commodity Description	Quantity	UOM	Output Type	Requested Delivery Date	Attachments	Questions	Lowest Bid
1	Otis elevators	72-10-15-06	Elevator maintenance services	3.0000	EA	Contract				

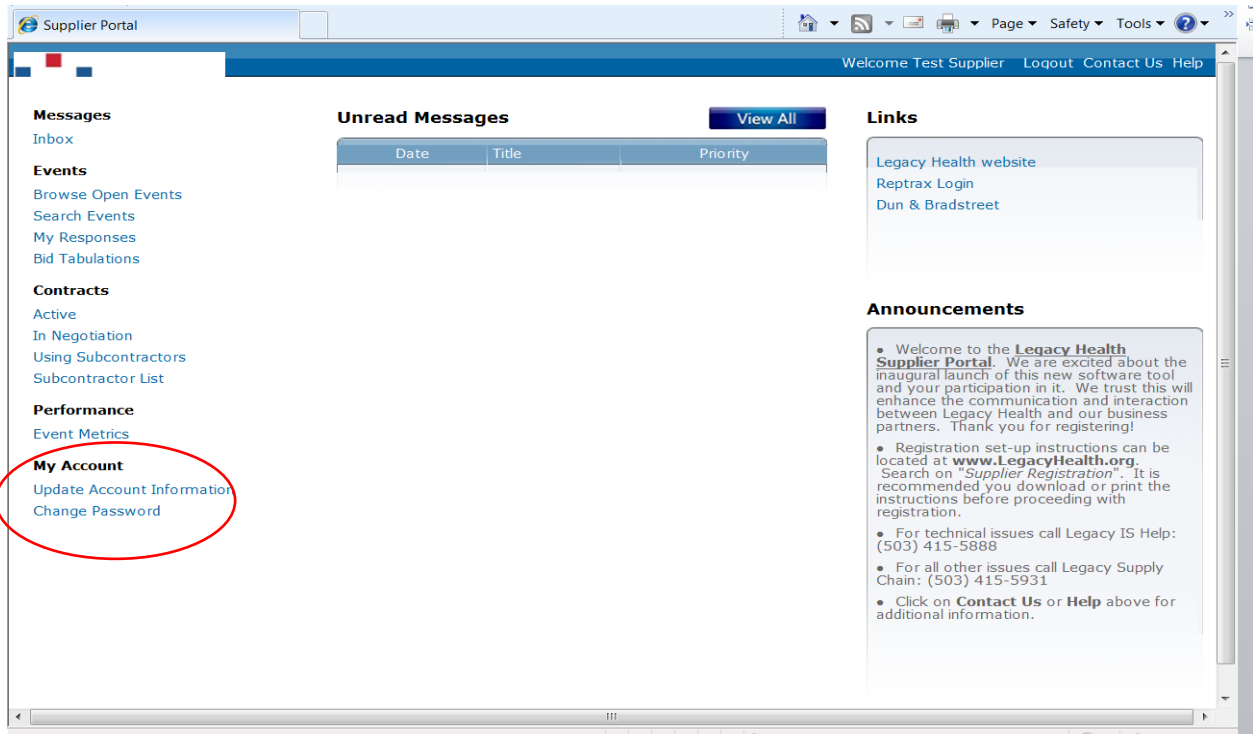
Page size: 10

4. Update Account Info

In the My Account Section, you can

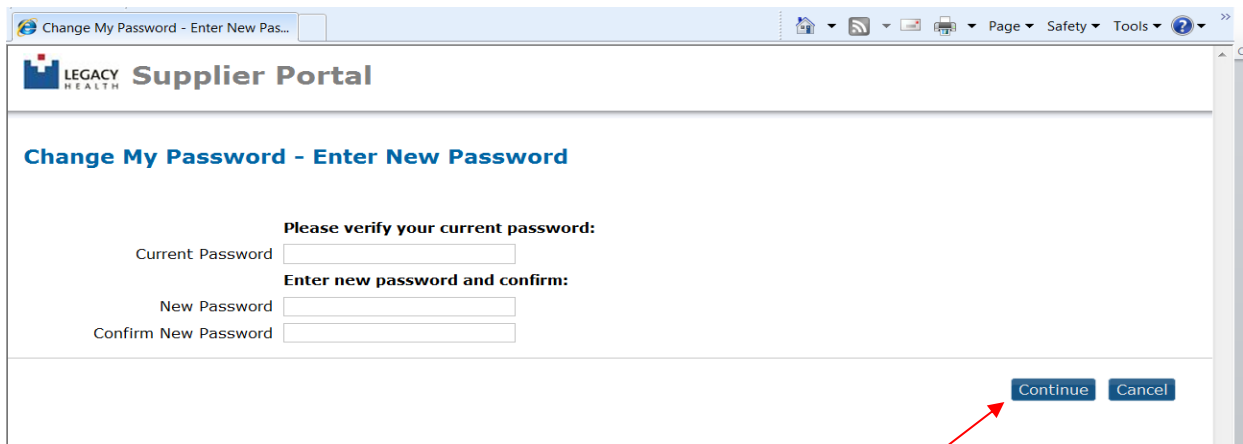
- reset your password
- update your contact information
- view your company's tax ID & Remit To address for accuracy
- add or edit commodity codes add or edit proxy notifications

From the Home page, the My Account section is at bottom left. To Change Password, click that link. For all other changes, click the Update Account Information link.



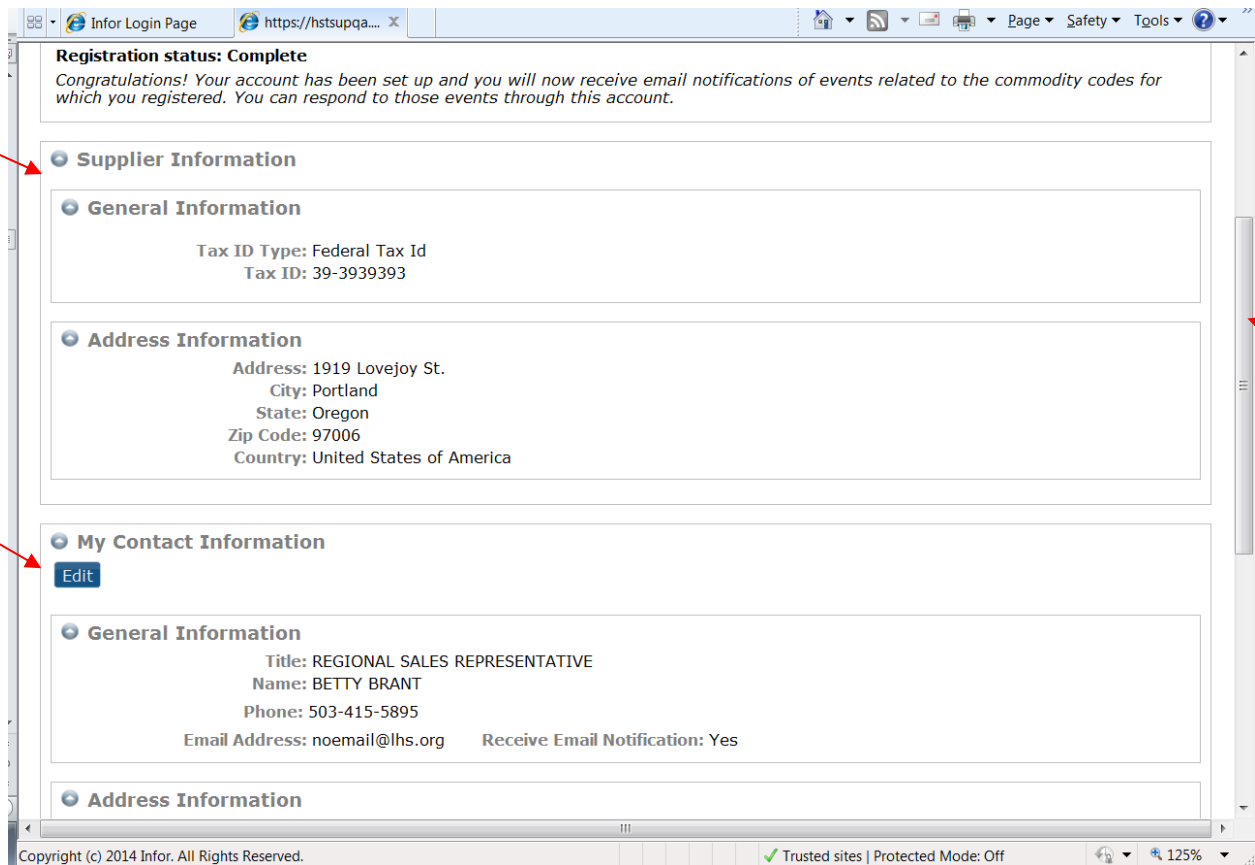
a. Change your password

Clicking on the Change Password link brings up the opportunity to enter a new password.



Once you've completed the fields (all required), click Continue.

b. View your company's info & edit your own contact info



The screenshot shows a web browser window with the URL <https://hstsupqa...>. The page content is as follows:

- Registration status: Complete**
Congratulations! Your account has been set up and you will now receive email notifications of events related to the commodity codes for which you registered. You can respond to those events through this account.
- Supplier Information**
 - General Information**
Tax ID Type: Federal Tax Id
Tax ID: 39-3939393
 - Address Information**
Address: 1919 Lovejoy St.
City: Portland
State: Oregon
Zip Code: 97006
Country: United States of America
- My Contact Information**
 - Edit** (button)
 - General Information**
Title: REGIONAL SALES REPRESENTATIVE
Name: BETTY BRANT
Phone: 503-415-5895
Email Address: noemail@lhs.org Receive Email Notification: Yes
 - Address Information**

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Scroll up or down to view the various sections.

At the top, in the **Supplier Information** section, is the Tax ID & Remit-To information that Legacy has on file for your company. If anything has changed, please let your buyer know.

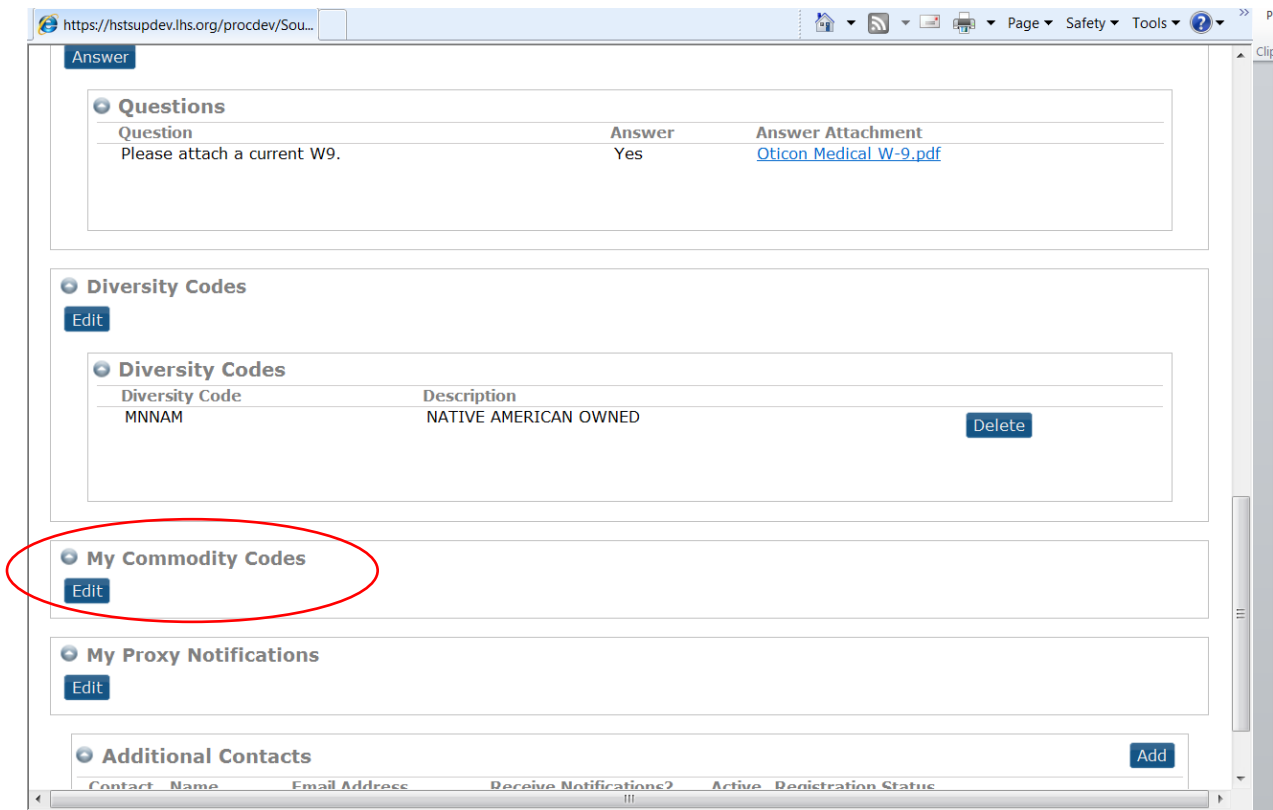
To edit your contact information, click the **Edit** button below the **My Contact Information** section.

Scroll down to view the **Commodity Codes** and/or **Proxy Notifications** sections. Click the **Edit** button to edit those sections.

More detailed instructions for Commodity Codes begin on the next page.

c. Commodity Codes

i. Add commodity code



The screenshot shows a web browser window with the URL <https://hstsupdev.lhs.org/procdev/Sou...>. The page content includes several sections:

- Answer**: A table with columns for Question, Answer, and Answer Attachment. The question is "Please attach a current W9.", the answer is "Yes", and the attachment is "Oticon Medical W-9.pdf".
- Diversity Codes**: A table with columns for Diversity Code and Description. The code is "MNNAM" and the description is "NATIVE AMERICAN OWNED". There is a "Delete" button next to the code.
- My Commodity Codes**: This section is circled in red and contains an "Edit" button.
- My Proxy Notifications**: Contains an "Edit" button.
- Additional Contacts**: Contains an "Add" button and a table with columns for Contact, Name, Email Address, Receive Notifications?, Active, and Registration Status.

Scroll to the Commodity Codes section in your Account Information.

(If you entered any Commodity Codes upon original registration through the Supplier Portal, you'll see those listed already.)

Click the Edit button.

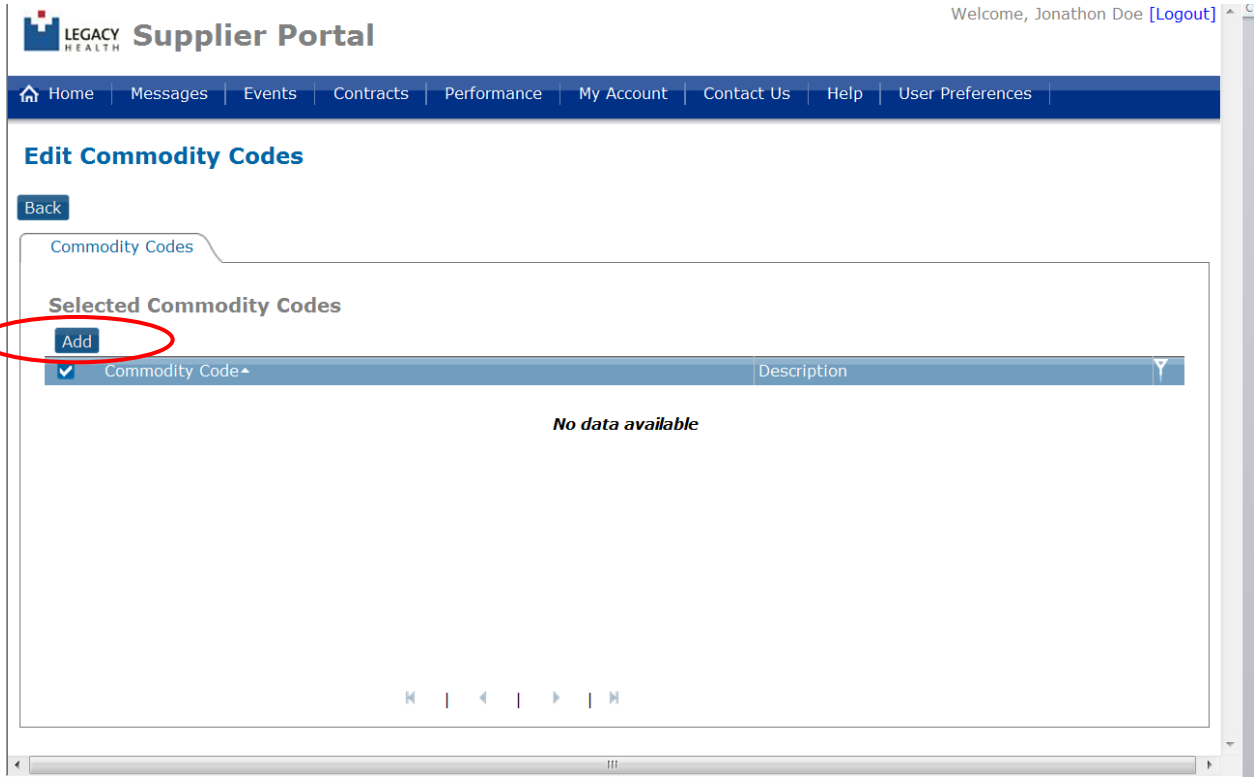
- Legacy commodity codes are up to four categories long. Each category has a more precise level of detail. For example:

42-24 Orthopedic and prosthetic and sports medicine products

42-24-21 Orthopedic traction supplies and accessories

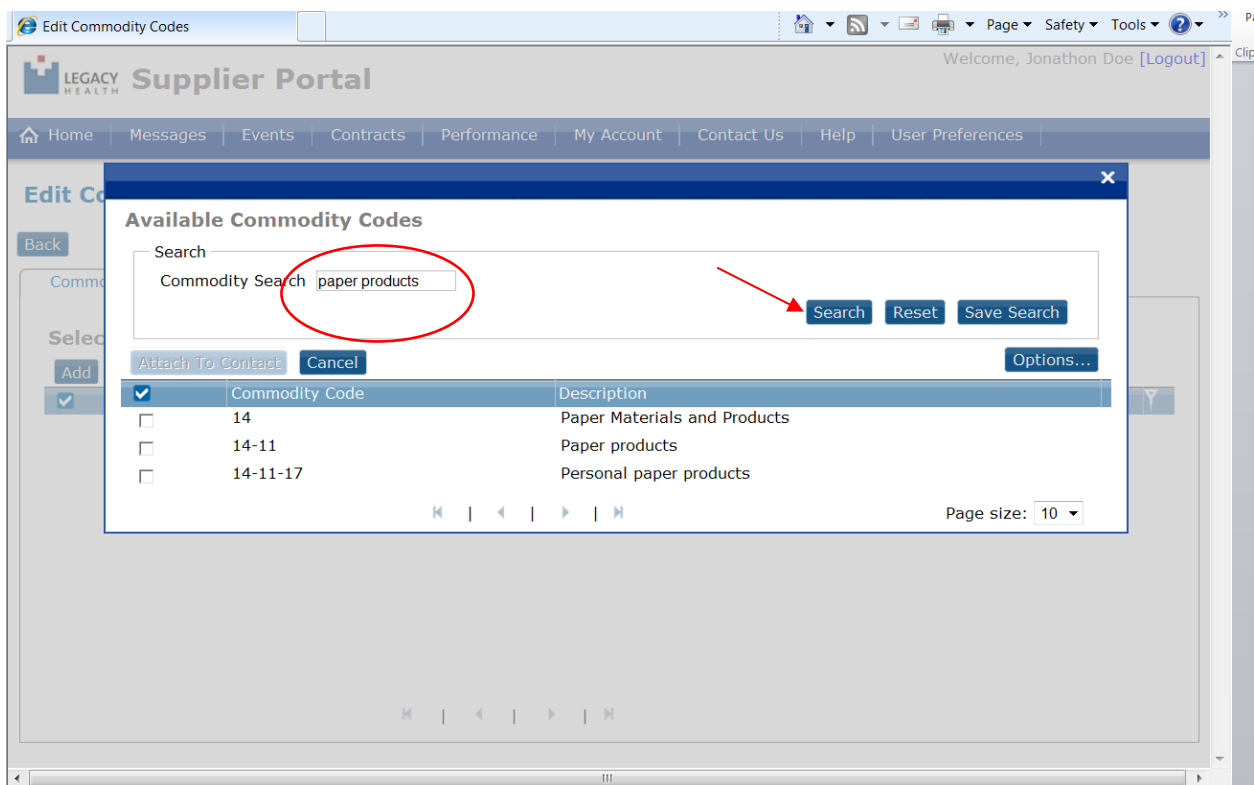
42-24-21-03 Head or neck traction supplies

Please choose codes of at least *three* levels, to ensure enough detail to identify the specific realm of your products or services.



Click the Add button, to open the list of available commodity codes.

Can search by description. Type key word(s) & click the Search button:



A list of codes should appear shortly. You may need to page through them, or narrow your search.

The screenshot shows the 'Edit Commodity Codes' page in the Legacy Health Supplier Portal. A modal window titled 'Available Commodity Codes' is open, displaying search results for 'paper products'. The search bar contains 'paper products' and buttons for 'Search', 'Reset', and 'Save Search'. Below the search bar, there are buttons for 'Attach To Contact', 'Cancel', and 'Options...'. A table lists the following commodity codes and descriptions:

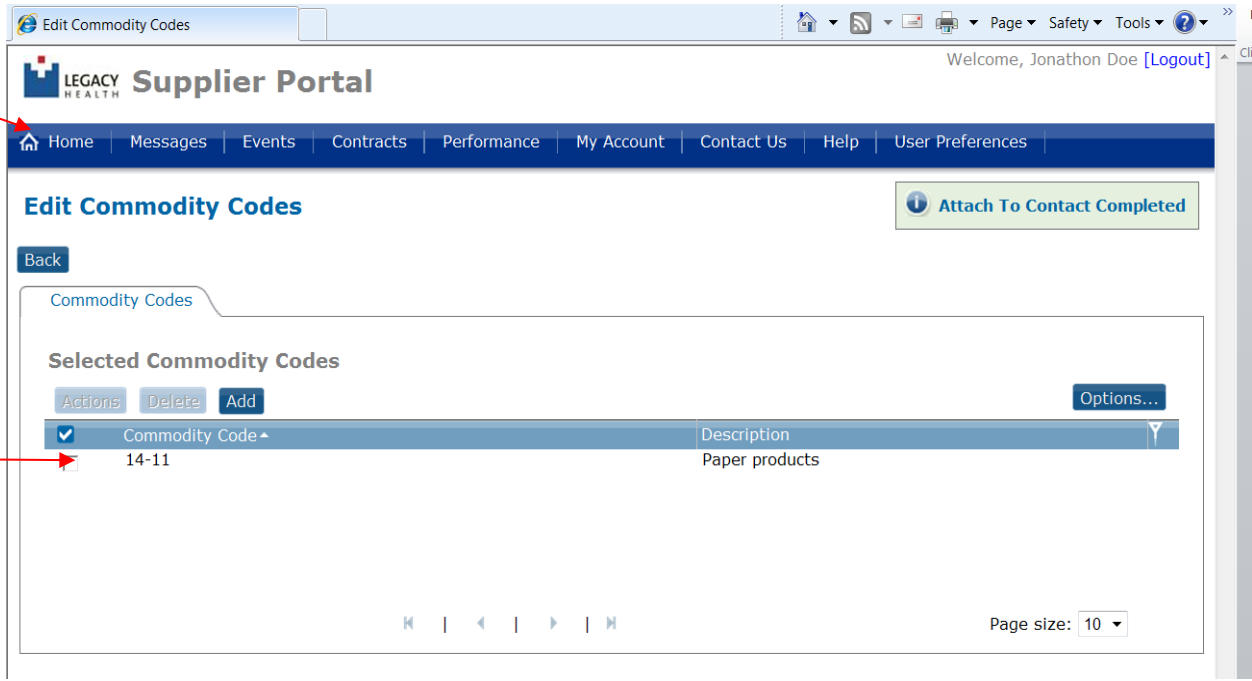
Commodity Code	Description
<input type="checkbox"/> 14	Paper Materials and Products
<input checked="" type="checkbox"/> 14-11	Paper products
<input type="checkbox"/> 14-11-17	Personal paper products

At the bottom of the table, there are navigation arrows and a 'Page size: 10' dropdown menu. The status bar at the bottom indicates 'Number of rows selected: 1/10' and 'Local intranet | Protected Mode: Off'.

Once you've found the best code for the commodity you represent, select it by clicking the box to the left of the code.

Once you select a code, the Attach To Contact button becomes available.

Click the Attach To Contact button to add the selected code to your account information.



After clicking the Attach to Contact button, the code you selected should now appear as part of your account record under Selected Commodity Codes in the Commodity Codes section.

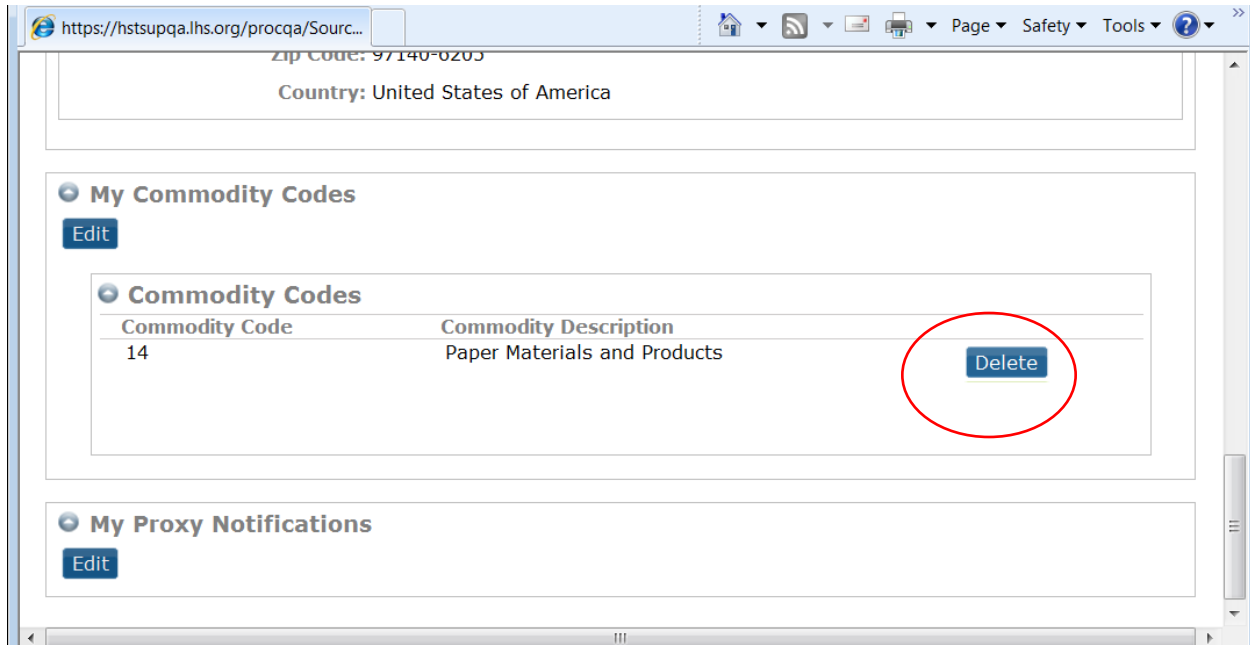
The message “Attach to Contact Completed” should appear in upper right.

Repeat if there are additional commodities you represent.

Once complete, you may click the Back button to return to your account information; or the Home button at top left on the header bar to return to the Home page.

****Note**, you are attaching commodity codes to *your personal contact account*. Any additional/future contacts for your company who log in with their own user name must do the same, and will only have access to their own.

ii. Delete commodity code



The screenshot shows a web browser window with the URL <https://hstsupqa.lhs.org/procqa/Sourc...>. The page displays the following information:

- Zip Code: 97140-0205
- Country: United States of America

Below this information, there is a section titled "My Commodity Codes" with an "Edit" button. Underneath, there is a table with the following data:

Commodity Code	Commodity Description
14	Paper Materials and Products

To the right of the table, there is a "Delete" button, which is circled in red in the image.

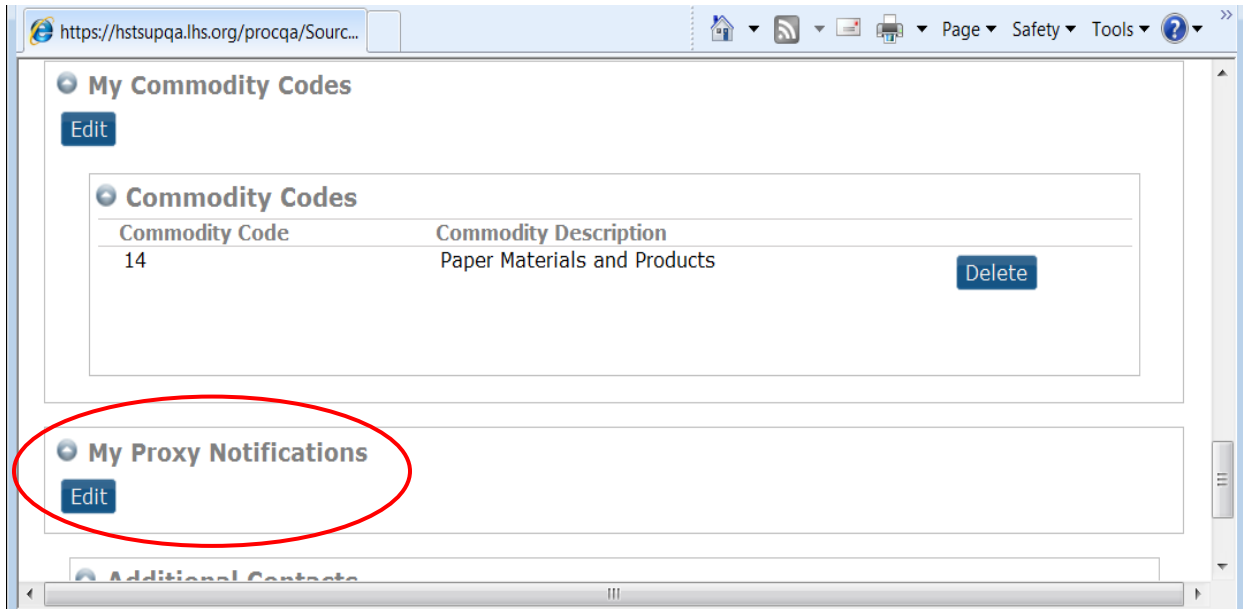
Below the table, there is another section titled "My Proxy Notifications" with an "Edit" button.

To delete a commodity code, simply click the Delete button to the right of the code you wish to delete.

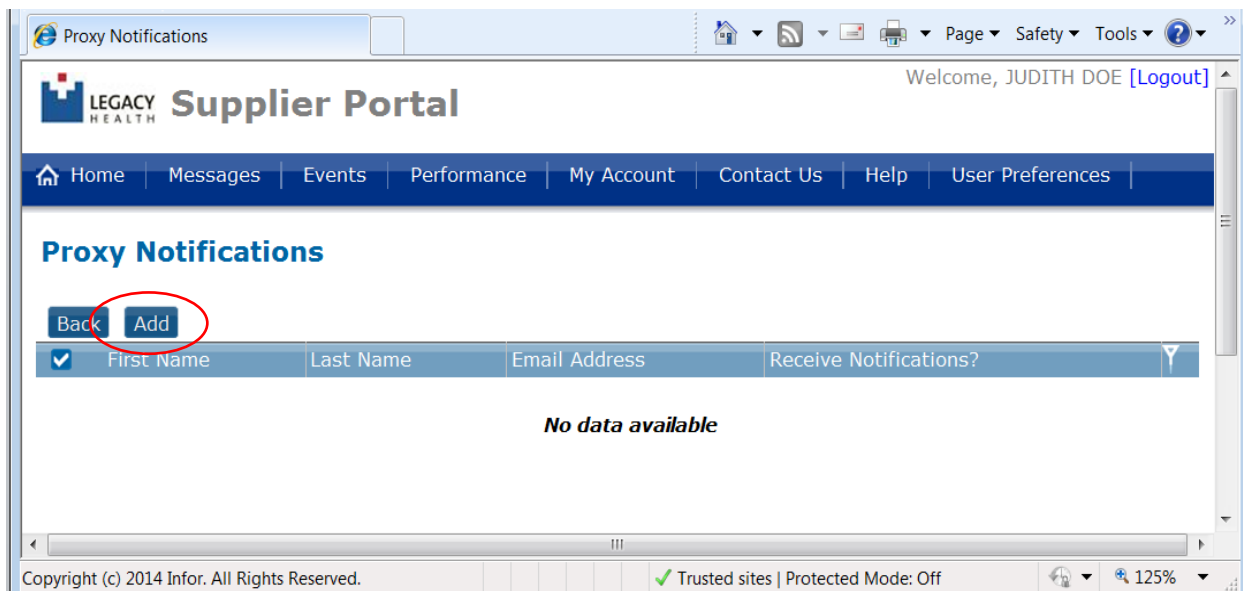
d. Proxy Notifications

You may assign a proxy to receive any Legacy e-mail notifications that you would (bid Event notices, etc.), which alert you to check your Supplier Portal.

However, this person is not a bonafide contact and will not have their own login.



Scroll to the My Proxy Notifications section in your Account Information. Click the Edit button (see above). Then click the Add button (see below).



Proxy Notification - Proxy Notifications

LEGACY HEALTH Supplier Portal

Proxy Notification - Proxy Notifications

Enter contacts, if any, that you wish to be notified of event updates. These proxies cannot take action on those events and will not have a separate user name and password.

Supplier Group **LHS** **LHS VENDOR GROUP**
 Supplier **587** **ZSPORTS INC**

* First Name
 * Last Name
 * Email Address

Receive Email Notification

* = Required

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Complete the required fields and click the Continue button.

Proxy Notifications

Welcome, JUDITH DOE [Logout]

Home | Messages | Events | Performance | My Account | Contact Us | Help | User Preferences

Proxy Notifications Supplier Source Notify Group Created

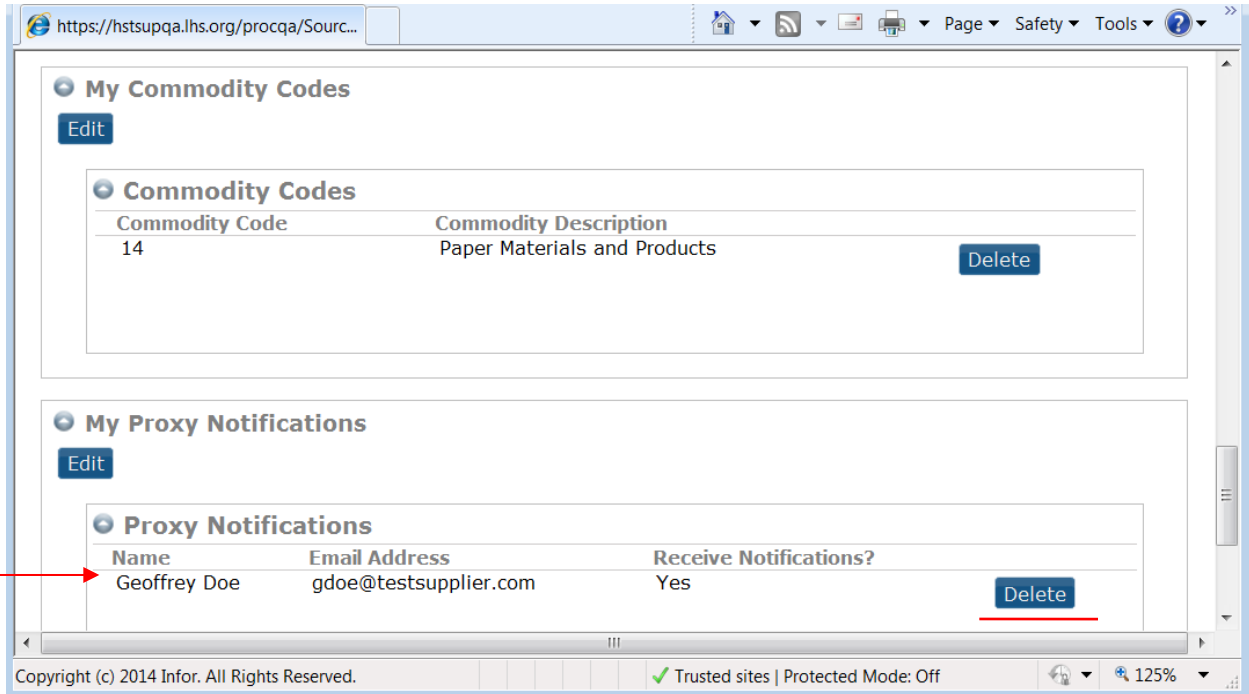
<input checked="" type="checkbox"/>	First Name	Last Name	Email Address	Receive Notifications?
<input type="checkbox"/>	GEOFFREY	DOE	gdoe@testsupplier.com	<input checked="" type="checkbox"/>

Page size: 20

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In top right you'll see the message "Supplier Source Notify Group Created." This means that your proxy is added.

Click the Back button (*not the Add button*) to return to your Account Information, and you can view your proxy.



From your Account Information page, you can delete a proxy at any time by clicking the Delete button beside their record.

5. Legacy Updates/ Urgent Action message

On occasion, Legacy Health may send information update requests to suppliers via the Supplier Portal.

These will generate an Urgent message at the top of the Home page the next time you log in.

Welcome Jonathon Doe Logout Contact Us Help

Messages
Inbox

Events
Browse Open Events
Search Events
My Responses
Bid Tabulations

Contracts
Active
In Negotiation
Using Subcontractors
Subcontractor List

Performance
Event Metrics

My Account
Update Account Information
Change Password

Urgent: Your account registration status is not complete. Update your account information.

Unread Messages View All

Date	Title	Priority

Links
Legacy Health website
Reprax Login
Dun & Bradstreet

Announcements

- Welcome to the **Legacy Health Supplier Portal**. We are excited about the inaugural launch of this new software tool and your participation in it. We trust this will enhance the communication and interaction between Legacy Health and our business partners. Thank you for registering!
- Registration set-up instructions can be located at www.LegacyHealth.org. Search on "Supplier Registration". It is recommended you download or print the instructions before proceeding with registration.
- For technical issues call Legacy IS Help: (503) 415-5888
- For all other issues call Legacy Supply Chain: (503) 415-5931
- Click on **Contact Us** or **Help** above for additional information.

To access the update request, click the blue “Update your account information” link within the Urgent message.

(Or, click “Update Account Information” at bottom left, under “My Account.”)

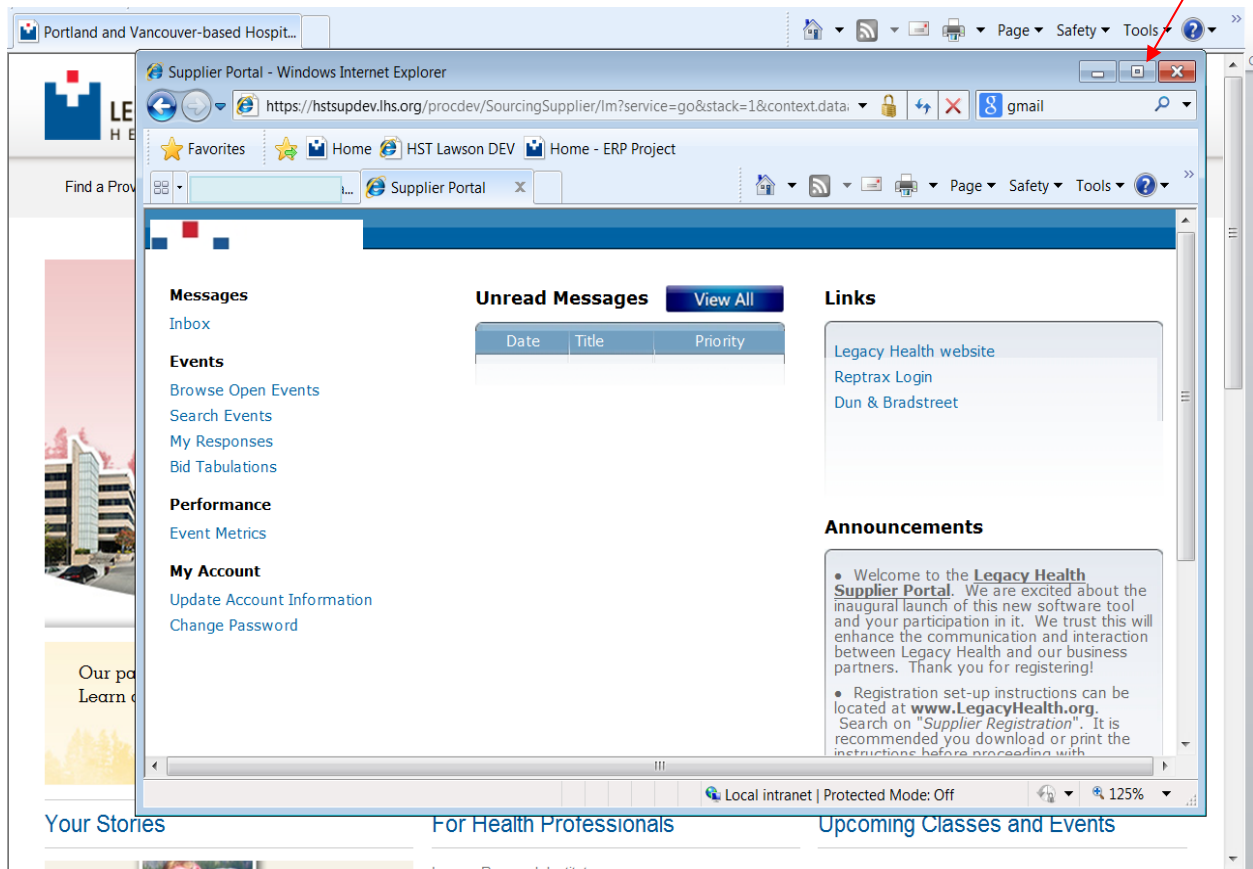
Questions
Answer

Question	Question Attachment	Answer	Answer Attachment
Please attach a current W9.	Test_Supplier_W-9.pdf	Yes	Test_Supplier_W-9.pdf
! * Does your company have EDI (Electronic Data Interchange) capability?			

The update item requiring attention will be highlighted with a red exclamation point.

6. Frequently Asked Questions

a. Where is my Logout option?



If no options are visible on the blue header at top, you probably need to simply maximize your screen.

Your options should then return.

Welcome JUDITH DOE [Logout](#) [Contact Us](#) [Help](#)

Messages
[Inbox](#)

Events
[Browse Open Events](#)
[Search Events](#)
[My Responses](#)
[Bid Tabulations](#)

Performance
[Event Metrics](#)

My Account
[Update Account Information](#)
[Change Password](#)

Unread Messages [View All](#)

Date	Title	Priority
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Links
[Legacy Health website](#)
[Reprax Login](#)
[Dun & Bradstreet](#)

Announcements

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- Registration set-up instructions can be

Contact

If you have further questions or issues navigating the Supplier Portal, please contact the Legacy supply chain buyer you currently work with; or see the contact options under “Announcements.”