



Legacy Health Supplier Portal Registration Instructions

Legacy Health is pleased to provide an online Supplier Portal to streamline and simplify doing business with us. This provides opportunities for qualified suppliers to receive email notifications of potential business, as well as, online bidding events.

Before you get started, please have the following on hand when you are ready to proceed with the registration.

- ✓ Your Federal tax ID number from your company's Form W-9;
- ✓ A electronic copy (.pdf) of your organization's Form W-9 to be uploaded during the process;
- ✓ Dun & Bradstreet registration confirmation;
- ✓ Electronic copies (.pdf) of any diversity certificates ;
- ✓ Known Commodity Codes pertaining to your business. Please see [Legacy Commodity Codes](#) link;
- ✓ Minimum of 15 minutes of your time without interruptions.

Let's get started!

Start by clicking on this link:

<https://legacyprd-lm01.cloud.infor.com:1442/lmscm/SourcingSupplier/html/SourcingSupplier?csk.SupplierGroup=LHS&csk.CHP=LMPROC>

Step 1: Supplier Portal

The screenshot shows the Legacy Health Supplier Portal interface. At the top right, the text "Anonymous Login or Register Here" is circled in blue, with a box labeled 'b' and an arrow pointing to it. Below this, a navigation menu contains "Sign in" and "Register". An arrow points from a box labeled 'a' to the "Register" button. In the "Links" section on the right, a red box highlights the following items: "Legacy Health Supplier Information", "reptrax Registration", "Purchase Terms & Conditions", "Dun & Bradstreet", "Supplier Registration Instructions", "Portal Navigation Instructions", and "Commodity Code search". An arrow points from box 'a' to the "Purchase Terms & Conditions" link. The "Supplier Portal" section in the center provides a description and a list of benefits. The "Announcements" section at the bottom contains a welcome message and instructions for registration.

a. In the upper right box under “**Links**”, click on “**Purchase Terms and Conditions**” to find a copy of Legacy Health’s Purchase Terms and Conditions. You will be required to agree to these to proceed beyond the first page in the registration process.

b. At very top right on the header bar, click “**Register Here**” -> then **Register** to proceed to the next page.

Step 2: Terms And Conditions

LEGACY HEALTH Supplier Portal

Supplier Registration - Terms And Conditions

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Please read the instructions below and the terms and conditions on Legacy Health's website. You must agree to these terms at the bottom to proceed.

a

REGISTRATION TERMS & CONDITIONS

- Legacy's Purchase Terms and Conditions are located at www.legacyhealth.org/doingbusinesswith.
- Any company representative who will conduct business on location at any Legacy facility must register with Reprax (www.reprax.com) and complete applicable credential requirements for that rep category. A list of Legacy's locations can be found at www.legacyhealth.org/locations.
- All companies must be registered with Dun & Bradstreet (www.dnb.com). Proof of registration must include a screen shot of the acceptance of registration.
- All Invoices for goods and services must contain a Purchase Order number issued by an authorized Legacy purchasing agent. Any invoice for goods or services received without referencing an authorized Purchase Order will be deemed to be free of charge.

NOTE BEFORE PROCEEDING

- Please note that submitting a profile through this tool does not guarantee future business or bidding opportunities. This tool serves as a prequalification and certification process to assist Legacy Health Supply Chain Management personnel with managing incumbent vendors and identifying new candidates for bidding opportunities. After completion of the registration process, do not submit a request for an appointment as no further action is required. If an opportunity to use your product or service arises, a Legacy Health Supply Chain representative will contact your company.
- The first person logging in for a company by default becomes the administrator for all company and contact information residing in this portal. Once a supplier is validated as a vendor, your administrator will be changed to the assigned Legacy purchasing agent.
- As you proceed through the registration process, you will be required to attach a number of documents/certifications. It is suggested that you have the following documents electronically available now before proceeding to make the registration process go as quickly as possible for you.
 - > W9 or W8 Federal Tax ID
 - > Registration with Dun & Bradstreet
 - > Diversity certification

b

c

PLEASE CLICK ON THE BOX BELOW TO ACCEPT LEGACY'S TERMS AND CONDITIONS AND TO PROCEED WITH REGISTRATION. THANK YOU.

* Accept Terms and Conditions

Continue

a. Read the REGISTRATION TERMS AND CONDITIONS and the NOTES BEFORE PROCEEDING.

b. To proceed, you must check the “**Accept Terms and Conditions**” box in the bottom left corner (it is required to check this box in order to proceed).

c. Click “**Continue**”.

Step 3: Contact Information

The screenshot shows the 'Supplier Registration - Contact Information' page. At the top, there is a navigation bar with steps: Terms And Conditions, Contact Information (highlighted), Company Information, Diversity Codes, Questions, Commodity Codes, and Proxy Notifications. Below this is a 'Status' button and a heading 'Become A Supplier - Create An Account'. The form contains several sections: 'Enter the login and primary contact information for your business.' with fields for User Name, Password, and Confirm Password; 'Enter Information About Yourself' with fields for Title, First Name, Last Name, Phone Number, Mobile Phone, Fax Number, and Email Address. The Phone Number field is split into three parts: a dropdown for international code (circled in blue), a field for area code and number (circled in red), and an extension field. A 'Receive Email Notification' checkbox is also present. At the bottom, there are 'Back', 'Continue', and 'Cancel' buttons.

a. Required fields are noted with an asterisk *.

b. Create your User Name and Password and enter your contact information.

- User Names must be your business Email Address per Legacy’s conventions.
- Both User Name and Password are case sensitive.” We recommend using a “strong” password with upper case and lower case alpha characters and numbers. NO SPECIAL CHARACTERS OR SPACES.
- First Name and Last Name must be ALL CAPITALS.

c. Note that the first field (blue circle) for phone and fax numbers is for the International code. Use the second field (red circle) to enter the Area Code and phone number using hyphens only, no parentheses (example: 503-415-9000).

b. When you are finished entering this information, then click “**Continue**”.

Step 4: Company Information

Supplier Portal

Supplier Registration - Company Information

Terms And Conditions > Contact Information > **Company Information** > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

Enter your company information.

Company Information

* Company Name Doing Business As
Dun And Bradstreet Business Type
* Tax Id Type
* Tax Id Include '-' characters. Example: 12-3456789
Global Location Number Website

Address Information

Mailing address

* Address Line 1
Address Line 2
Address Line 3
Address Line 4
* City
* State Province
* Postal Code
County
* Country

Remit to name and address

Remit To First Name
Remit To Last Name
 Check If Remit To Address Is The Same As Mailing Address
Address Line 1
Address Line 2
Address Line 3
Address Line 4
City
State Province
Zip Code
County
Country

- a. Enter your company information and tax ID# in the required fields.
 - > Company Name - must be the legal name on your Form W-9.
 - > Tax Id – please ensure you follow the convention as provided in the example.
 - > Mailing address/Address Line 1 – USE ALL CAPITALS and no periods.
 - > City – USE ALL CAPITALS.
 - > Remit to address – if the address is different from the mailing address, please enter the information; if not, simply check the box circled in blue.
- b. Once you completed all required information, click “Continue”.

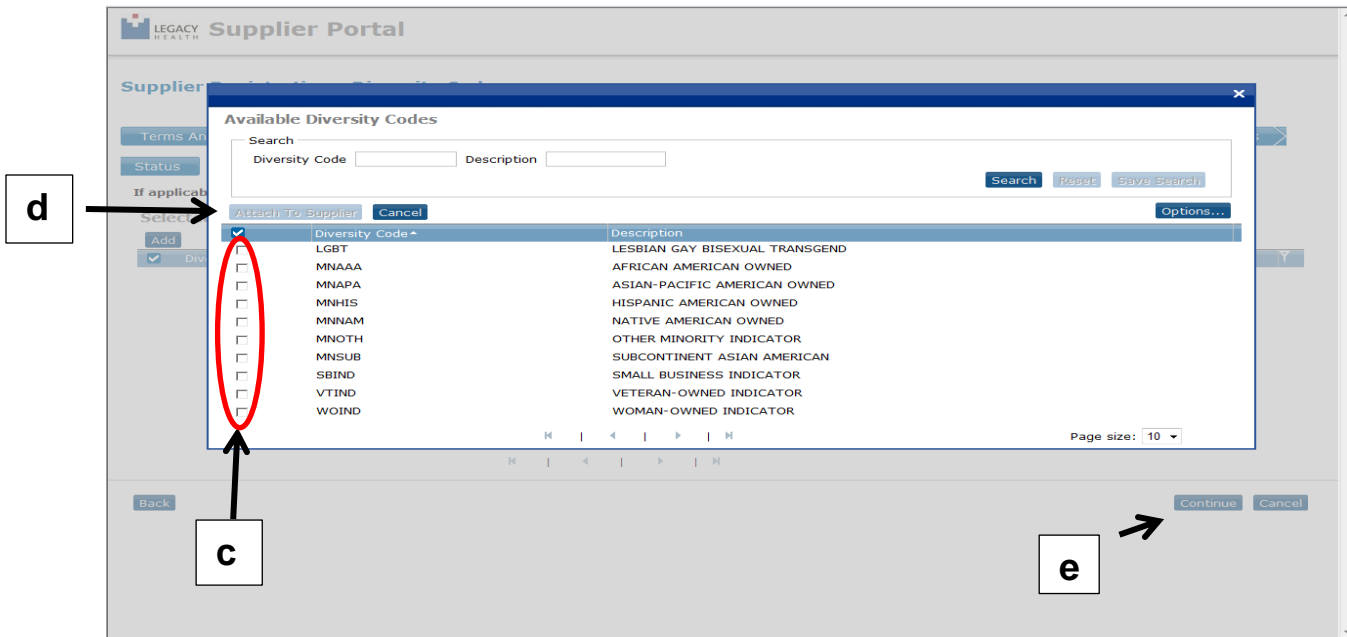
Step 5: Diversity Codes

The screenshot shows the 'Supplier Portal' interface for 'Supplier Registration - Diversity Codes'. At the top, there is a navigation bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes (highlighted), Questions, Commodity Codes, and Proxy Notifications. Below this is a 'Status' button. The main instruction reads: 'If applicable, select the diversity code(s) which best describes your business and for which your business is certified.' Underneath, there is a section titled 'Selected Diversity Codes' with an 'Add' button. A table with columns 'Diversity Code' and 'Description' is shown, but it is empty with the text 'No data available'. A black arrow points from a box containing the letter 'b' to the 'Add' button. At the bottom of the page, there are 'Back', 'Continue', and 'Cancel' buttons.

a. Legacy Health seeks to increase its business partnerships with diversity vendors (e.g., women, veteran, ethnicity, etc.).

b. To indicate your company's diversity status, click on "Add". A new dialog box (see the next page) will appear with a list of diversity codes and descriptions.

Step 5 (continued):



c. You may check the boxes on the left for as many codes as are appropriate for your business.

d. When you are finished, click “Attach to Supplier” to close the dialog box.

e. On the Supplier Registration – Diversity Codes page, click “Continue” to proceed to the next page.

Step 6: Questions

The screenshot shows the 'Supplier Portal' interface for 'Supplier Registration - Questions'. At the top, there is a navigation bar with the following steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions (highlighted in green), Commodity Codes, and Proxy Notifications. Below the navigation bar is a 'Status' button. The main content area contains the instruction: 'Answer the following questions related to your company. An * indicates a required field.' The first question is: '1. Please attach a current W9.' Below this question, there is a required field labeled '* Answer' with a dropdown menu. To the right of the dropdown is a text input field labeled '* Attach Document' with a 'Browse...' button next to it. At the bottom of the form, there are three buttons: 'Back', 'Continue', and 'Cancel'.

- a. Answer all questions. Each question has a designated format for answering. By clicking on the drop down menu in the “Answer” box, you will be able to select your answer.
- b. If there is a field that allows you to attach a document, please upload an electronic copy (.pdf) of the requested document.
 - > A copy of Form W-9 is a required attachment.
 - > Copies of Diversity certifications are requested attachments.
- c. Once all questions are answered, click “**Continue**”.

Step 7: Commodity Codes

The screenshot shows the 'Supplier Registration - Commodity Codes' page in the Legacy Health Supplier Portal. At the top, there is a navigation bar with steps: Terms And Conditions, Contact Information, Company Information, Diversity Codes, Questions, Commodity Codes (highlighted), and Proxy Notifications. Below this is a 'Status' button and a prompt: 'Select the commodity codes for which you wish to receive future bid notifications.' Underneath, there is a section titled 'Selected Commodity Codes' with an 'Add' button. A table with columns 'Commodity Code' and 'Description' is shown, but it is empty with the text 'No data available'. A black arrow points from a box containing the letter 'b' to the 'Add' button. At the bottom of the page, there are 'Back', 'Continue', and 'Cancel' buttons.

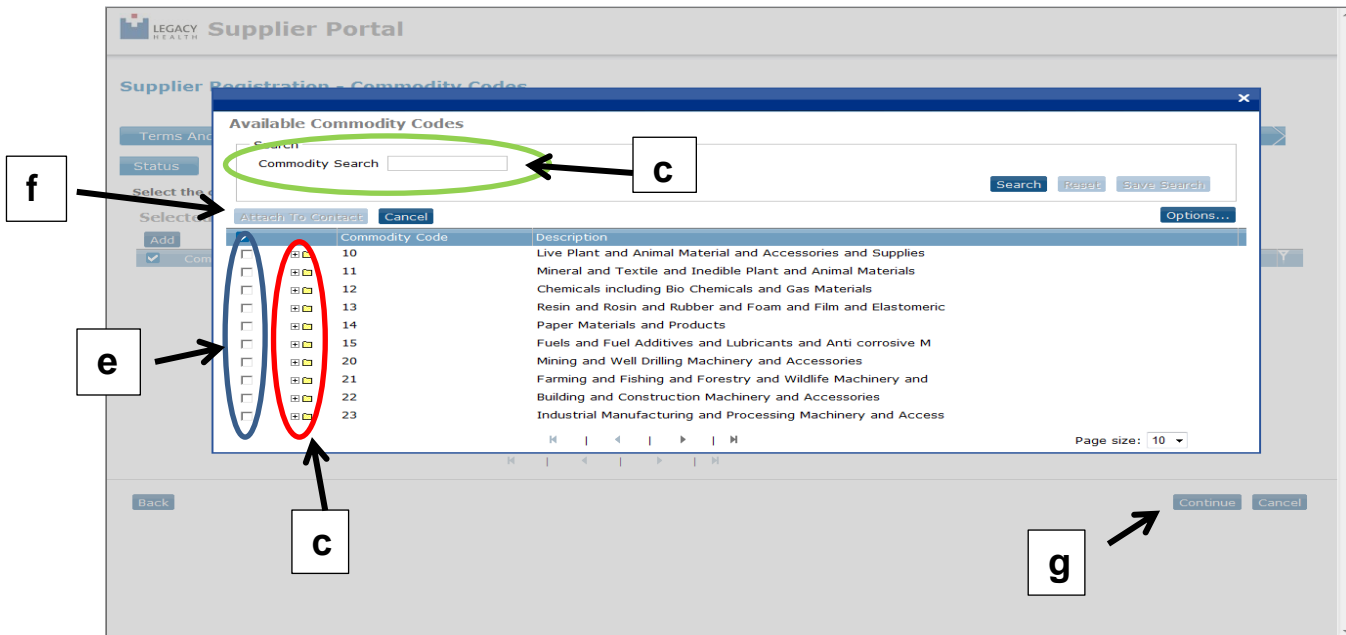
a. Commodity Code(s) pertaining to your business **MUST** be selected in order to complete your registration process. You may receive automatic notifications of bids based on the commodity codes selected here.

Incomplete registrants will not receive any bidding notifications.

Please review the Legacy Commodity Codes list first and identify your appropriate codes if not known.

b. To begin, click “Add” and a separate dialog box will open. See the next page.

Step 7 (continued):



c. Find the appropriate Commodity Codes and click the folder to expand additional codes or...

d. Search for commodity codes by commodity code number or key words.

e. Select and check the boxes on the left.

f. and click **“Attach to Contact”**. Note: Main category and sub category codes cannot be selected at the same time. You must select either the main **OR** the sub category codes but not both.

g. Added Commodity Code(s) will show up on the list with **“Attach to Contact Completed”** message.

h. Click **“Continue”** to go to Proxy Notifications section

Step 8: Proxy Notifications

LEGACY HEALTH Supplier Portal

Supplier Registration - Proxy Notifications

Terms And Conditions > Contact Information > Company Information > Diversity Codes > Questions > Commodity Codes > Proxy Notifications

Status

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

Proxy Notifications

<input type="checkbox"/>	Name	Last Name	Email Address	Receive Notifications?
<i>No data available</i>				

Navigation: « | < | > | »

Buttons: Back, Continue, Cancel

The 'Add' button in the table header is circled in red. An arrow points from a box labeled 'b' to this button.

a. Proxy Notifications: A proxy is someone you want to receive the email notifications about bids within the commodity codes you selected. This individual does not have a login or password to the system.

b. Click “Add” to open a separate dialog box to add your proxy’s information.

Step 8 (continued):

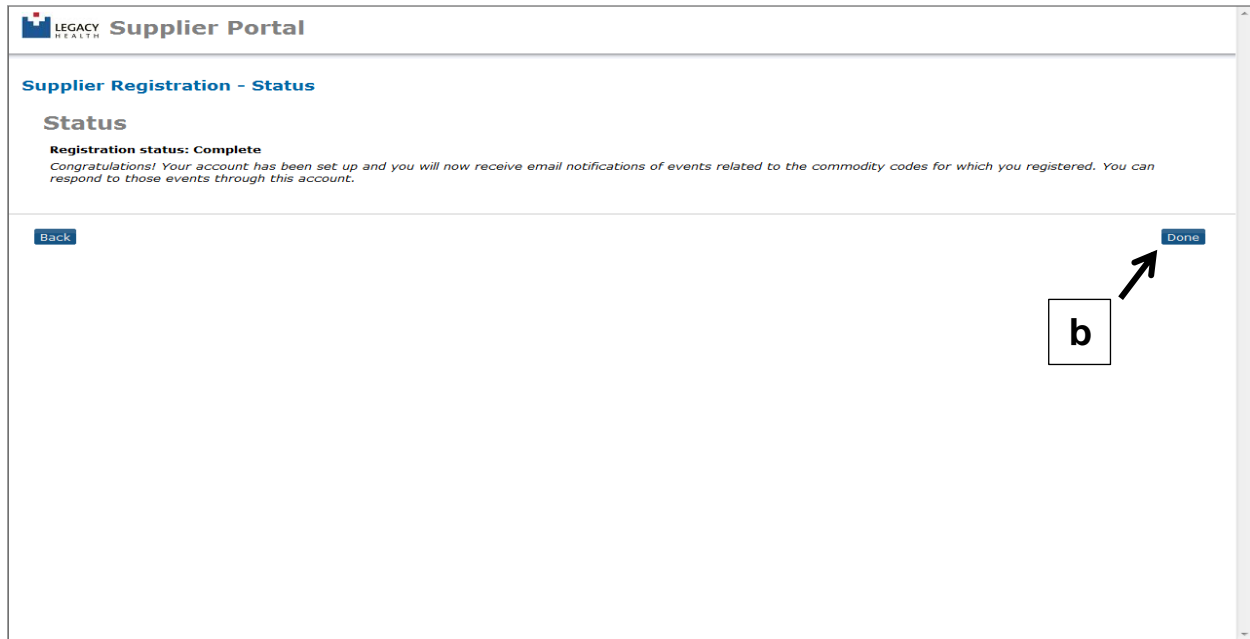
The screenshot shows the 'Supplier Portal' interface for Legacy Health. The page title is 'Proxy Notification - Proxy Notifications'. Below the title, there is a instruction: 'Enter contacts, if any, that you wish to be notified of event updates, but cannot take action on those events and do not have a separate user name and password.' The form contains the following fields and options:

- Supplier Group: LHS LHS VENDOR GROUP
- Supplier: 35 TEST SUPPLIER 1-21-14
- * First Name: [Text Input Field]
- * Last Name: [Text Input Field]
- * Email Address: [Text Input Field]
- Receive Email Notification

A red circle highlights the 'Receive Email Notification' checkbox, and a black arrow points to it from a box containing the letter 'b'. Below the form, there is a legend: '* = Required'. At the bottom right of the form, there are two buttons: 'Continue' and 'Cancel'.

- a. Enter the First and Last Names of your designated proxy and their Email Address.
- b. If you wish them to receive an email notification of your action assigning them as your proxy, check the **“Receive Email Notification”** box.
- c. Click **“Continue”** when finished adding or do not wish to add any.

Step 9: Status



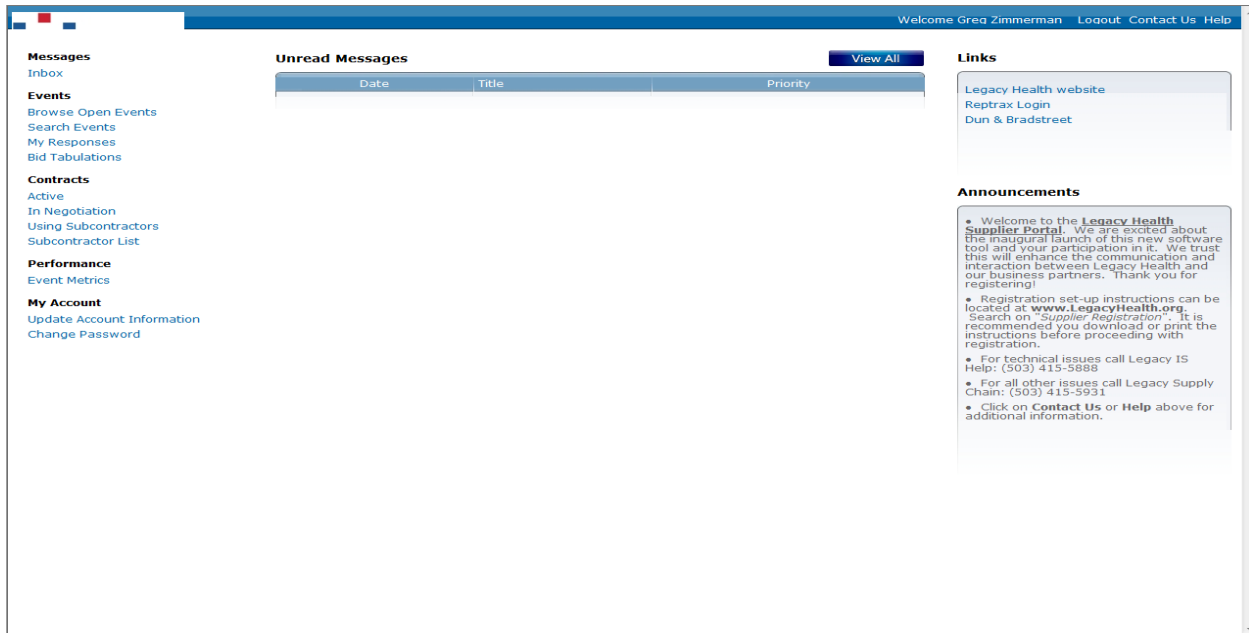
- a. When the registration process is complete you should see the screen above.
- b. Click “**Done**” to return to the home page.

Please do not contact us. If an opportunity to use your product or service arises, a Legacy Health Supply Chain representative will contact you or your company.

Thank you for registering to do business with Legacy Health.

Additional Information on the Home Page:

This page applies to suppliers who have already registered and are simply logging in.



Browse Open Events: shows the current active events for bidding opportunities. You do not need a login in order to see current open bidding events.

Search Events: searches current or past events with keyword or event number search

My Responses: shows bidding responses that you have submitted against an event

Update Account Information: allows contacts to change their contact and company information as well as diversity and commodity codes. Additional contacts can be created with username and password that need access to the supplier portal and submit bids.