# SUPPLIER PORTAL – Using the Supplier Portal

Intermountain® Healthcare

➢ Once you successfully register as a user and sign in, you will have access to the tiles below:

▼ Supplier Secure Home Page

| Initiate Supplier Change | Purchase Orders | Receipts | Events Calendar |
|---|---|---|---|
| | View PO Information | **0** Rejected Receipt Lines | **0** Calendar Events |

| Bidding Opportunities | PO Acknowledgement | Announcements |
|---|---|---|
| **0** Events | **134** Unacknowledged POs | **01** Announcements |

| FAQs \| Contact Us | Manage Profile | Reports |
|---|---|---|
| Get helpful information here. | Update your Registration and Profile | |

**Link to training for each tile:**

- [Initiate Supplier Change](#)
- [Purchase Orders](#)
- [Receipts](#)
- [Events Calendar](#)
- [Bidding Opportunities](#)

- [PO Acknowledgement](#)
- [Announcements](#)
- [FAQs \| Contact Us](#)
- [Manage Profile](#)
- [Reports](#)

➢ **Initiate Supplier Change**
  - o Click the **Initiate Supplier Change** tile to modify your Supplier Profile for the following reasons:
    - ▪ Update or add an address or phone number
    - ▪ Update or add preferred contacts such as sales or accounts receivable
    - ▪ Update preferred method for receiving purchase orders (EDI, email, fax)
    - ▪ Update payment method
    - ▪ Update supplier name (requires copy of W9)
  - o From the main landing page, click **Next** to review your information in the Company Profile train stop.

| Welcome | Company Profile | Addresses | Contacts | Submit |

Exit | Save for Later | ‹ Previous | Next ›

**Welcome**

Review Changes

( TEST 3 SUPPLIER REGISTRATION )

**IMPORTANT**
When updating information, please remember to modify the current information that exists instead of adding the new information that you would like it changed to.
By following this method, any changes that you are requesting will be visible and properly communicated to the Vendor Team for review and approval.

Review Changes

Exit | Save for Later | ‹ Previous | Next ›

o   Company Profile
  •   Click on the triangle next to Profile Questions to see all boxes. Enter any information for the changes you need to make and attach any relevant documents (such as a W9). Upon completion, click **Next** to move to the Addresses train stop.
    o   Please note, any question marked with an asterisk (*) must be completed before clicking Next.

| Welcome | Company Profile | Addresses | Contacts | Submit |
|---|---|---|---|---|

Exit | Save for Later | ◀ Previous | Next ▶

## Company Profile for TEST 3 SUPPLIER REGISTRATION

Review Changes

If you are updating your supplier name, please click Expand All link to upload an updated W9 form to your change request.

### Unique ID & Company Profile

*Supplier Name   [ TEST 3 SUPPLIER REGISTRATION ]

Expand All    Collapse All

▼ **Profile Questions**

What is the preferred PO dispatch method (EDI, Email, Fax, Print)?  Please provide details.
Example:
  Preferred Dispatch Method:  Email
  Email Address:  emailaddress@imail.org

Do you need to inactivate or remove a phone # for this Supplier?
If Yes, please provide details:
- Please list the phone # that needs to be removed or inactivated and also if it is listed on an Address or a Contact

What is your preferred method of payment? Please note that payment terms will need to be negotiated through the contracting process, otherwise terms default to net 45 days. Please work with your Intermountain Supply Chain contact for payment terms and special payment methods other than check.

Please attach documentation relevant to this request.

Attachments (0)     [ Add/View Attachments ]

Is your company able to do EDI transactions?

○ Yes
○ No

If you are updating your supplier name, please attach an updated W9 form here.

Attachments (0)     [ Add/View Attachments ]

*Intermountain considers all suppliers that are owned and operated within 200 miles of an Intermountain hospital or clinic to be local.  Satellite offices of larger corporations in our region would not be considered local.  Is this company a local supplier to Intermountain?
○ Yes
◉ No

Review Changes

Exit | Save for Later | ◀ Previous | Next ▶

  •

o Addresses
 ▪ Click the pencil icon under the Edit column to update address(es) and phone number(s). Alternatively, if you need to add a new address, you can click **Add New Address**.



 ▪ Complete the fields with the pertinent information and click **OK** to return to the Addresses train stop. Click **Next** to move to the Contacts train stop.
  • Please note, if a required field is left blank, a pop-up will alert you to complete the field.

o Contacts
  ▪ Click the pencil icon under the Edit column to update contact information for specific users such as sales or accounts receivable. Alternatively, if you need to add a new contact, you can click **Add New Contact.**
    • Please note, if a required field is left blank, a pop-up will alert you to complete the field.

Welcome — Company Profile — Addresses — **Contacts** — Submit

| Exit | Save for Later | ◀ Previous | Next ▶ |

**Contacts for TEST 3 SUPPLIER REGISTRATION**                              Review Changes

| Name | Address | Change Action | Change Effective Date | Edit |
|------|---------|---------------|----------------------|------|
| LARRY KINGZ | Address 1 | | | ✏️ |

**Add New Contact**

Review Changes

| Exit | Save for Later | ◀ Previous | Next ▶ |
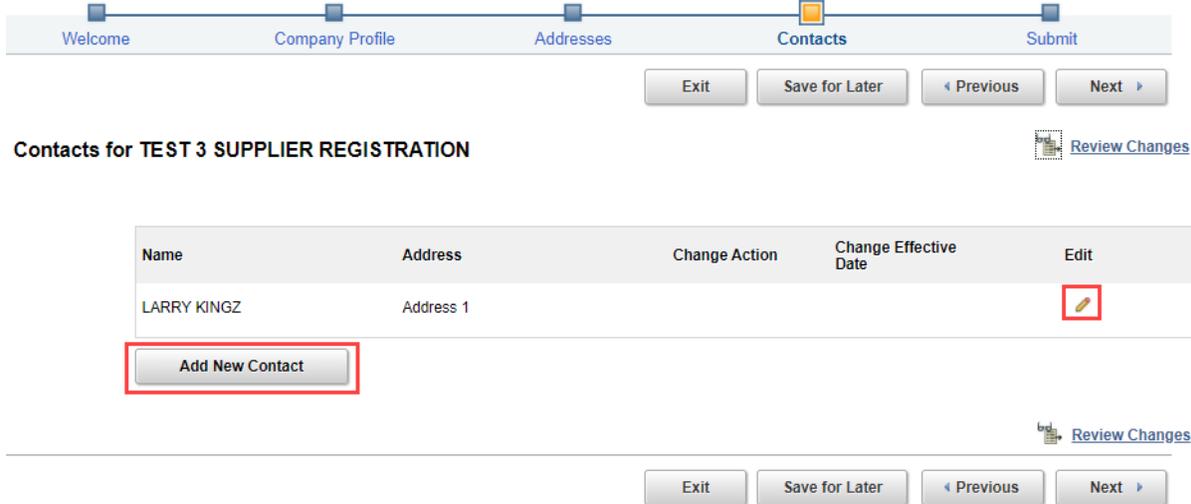
  ▪ Complete the fields with the pertinent information and click **OK** to return to the Contacts train stop. Click **Next** to move to the Submit train stop.

**Contact Information for LARRY KINGZ**

☐ Remove Contact

**Contact Information**

| | |
|---|---|
| Description | Contact 1 |
| * Contact Name | LARRY KINGZ |
| Contact Title | |
| * Email ID | LARRY.KINGZ@IMAIL2.ORG |
| URLID | http:// |
| Contact Address | Address 1 |
| Contact Type | |

**Phone Information**

| Phone Type | Prefix | Telephone | Extension | Remove |
|------------|--------|-----------|-----------|--------|
| Business Phone | | 801/442-2000 | | ☐ |
| FAX | | | | ☐ |

**Add Phone**

Approved Changes Take Effect:  ● Approval Date
                                ○ Future Date

| OK | Cancel |

o Submit
   ▪ Select appropriate audit reason code from dropdown box to reflect change(s) to supplier profile.
   ▪ Add any comments about change or additional information you would like to provide regarding the change request.
   ▪ Click box next to Confirm Changes.
   ▪ If needed, you can click **Review** to review the changes you have selected.
   ▪ Click **Submit** to submit changes.

| Welcome | Company Profile | Addresses | Contacts | Submit |
|---------|-----------------|-----------|----------|--------|

Exit    Save for Later    ◄ Previous    Next ►

**Review and Submit Changes for TEST 3 SUPPLIER REGISTRATION**

Use the "Review" button to review changed information.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Email@Test3SupplierRegistration.com

*Audit Reason Code                    [ ▼ ]

Comments    [                              ]

254 characters remaining

☐ Confirm Changes

| Review | Withdraw | Submit |
|--------|----------|--------|

Exit    Save for Later    ◄ Previous    Next ►

o Once you click **Submit**, a confirmation page appears confirming submission of your changes.

‹ Welcome

**Supplier Change Request Submit Confirmation**

Pending Approval

✔ You have successfully submitted your Supplier Change Request

Your Change Request ID    000000000009302

Any email regarding the request status will be sent to:
   Email@Test3SupplierRegistration.com

☰ Return to Supplier Change Request Selection Page

🏠 Return to Supplier Home Page

- You will also receive an email that the requested changes have been accepted and are pending approval.

## Intermountain Healthcare Supplier Change Request ID "000000000009302" is pending approval

| | | | ← Reply | ← Reply All | → Forward | ... |
|---|---|---|---|---|---|---|
| **P** | To | | | | Fri 2/26/2021 3:12 PM | |

Retention Policy   730-day Message Retention - Inbox (2 years)          Expires   2/26/2023

Your supplier registration changes have been accepted and are pending approval by the Intermountain Healthcare Vendor Team.

https://ifsy-psf92-prd02.opc.oracleoutsourcing.com/psp/IFSYFPRD/EMPLOYEE/ERP/c/SCR_MENU.SUP_OB_AUDIT_TRAIL.GBL

Supplier ID: TEST SUPPLIER XYZ
Supplier Name: TEST SUPPL-001

If you have any questions regarding your Supplier Change Request ID 000000000009302, please contact the Intermountain Vendor Team at VendorTeam@imail.org.

**Please do not reply to this automated email, as this email account is not monitored.

Thank you.
Intermountain Healthcare

- Once the requested changes are approved, you will receive a confirmation email.

## Intermountain Healthcare Supplier Change Request ID "000000000009302" for Supplier ID "1000032466" has been approved

| | | | ← Reply | ← Reply All |
|---|---|---|---|---|
| **P** | To | | | |

Retention Policy   730-day Message Retention - Inbox (2 years)          Expires   3/1/2023

Your supplier registration changes have been approved by the Intermountain Healthcare Vendor Team.

https://ifsy-psf92-prd02.opc.oracleoutsourcing.com/psp/IFSYFPRD/EMPLOYEE/ERP/c/SCR_MENU.SUP_OB_AUDIT_TRAIL.GBL

Supplier ID: 1000032466
Supplier Name: TEST SUPPLIER XYZ
Additional Name:

If you have any questions regarding your Supplier Change Request ID 000000000009302, please contact the Intermountain Vendor Team at VendorTeam@imail.org.

**Please do not reply to this automated email, as this email account is not monitored.

Thank you.
Intermountain Healthcare

➢ **Purchase Orders**

  o Use the Purchase Orders tile to open the Purchase Orders page and view the details of all Purchase Orders that have been issued for your company.

  o You can filter the results on the PO by clicking the filter icon. Once you enter the criteria, click **Done** to narrow your search.

**Purchase Orders**

View PO Information

o   To download a spreadsheet of the filtered POs, click **Download all PO's**.

o Click the > arrow under PO Details to see the details of the PO.

**Purchase Order Details**

PO Number 1002029130     Purchase Order Date 02/26/2021
PO Status Dispatched     Last Dispatch 02/26/21 4:04:27PM
Buyer Rachel Vickers

Billing Location 110S00000C

Payment Terms NET30

**Purchase Order Total**

| | |
|---|---|
| Merchandise Amount | 1.00 |
| Freight/Tax/Misc. | 0.00 |
| Total Amount | 1.00 USD |

▼ Standard BU Comments

Please Confirm Purchase Order. All invoices must include the PO #.
Ship freight collect via UPS 918FX4. Shipments over 150 lbs call Triose 866-241-2268 ext 204

**Purchase Order Lines**

1-1 of 1 | View All

| Line Information | Extension | Line Details | Contract Info |
|---|---|---|---|

| Line | Status | Item ID | Description | Quantity | | Merchandise Amt | |
|---|---|---|---|---|---|---|---|
| 1 | Active | TEST REQ | TEST REQ | 1.0000 | EA | 1.00 | USD |

**Invoice List**

1-1 of 1 | View All

| Invoice | Invoice Date | Amount | Due Date | Appr Stat | Voucher |
|---|---|---|---|---|---|
| | | 0.000 | | | |

No Invoices Found

‹ Supplier Secure Home Page     **Purchase Orders**

**TEST SUPPLIER XYZ**

If you want to download all the rows from the record based on the date criteria, please click "Download all PO's"   [Download all PO's]

[Download PO Information]

| Business Unit / Purchase Order | Supplier Location | PO Date | PO Status | Last Dispatched Date/Time | Buyer | PO Total Amount / Currency | Payment Terms | Acknowledgement Status | Actions | P |
|---|---|---|---|---|---|---|---|---|---|---|
| Supply Chain Center 1002029130 | Main | 02/26/2021 | Dispatched | 02/26/2021 4:04:27PM | Rachel Vickers | 1.00 USD | NET30 | Buyer Accepted | ⊙ | |

o Click the green down arrow to view the options for the PO.

| Actions | ✕ |
|---|---|
| View POA | − |
| View PO Dispatch Document | ⊙ |
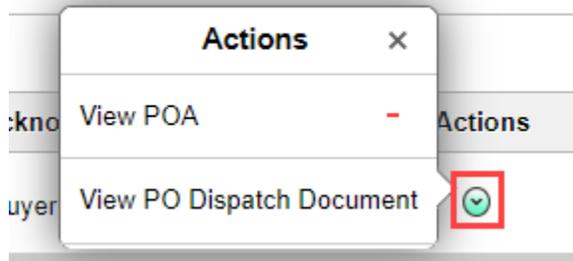
- Click **View POA** to acknowledge the PO if has not yet been acknowledged or view the Purchase Order Acknowledgement (POA).

- Click **View PO Dispatch Document** to view a PDF copy of the PO. When the window opens, click **View PDF**.



- If you receive the following notification, click **OK** and remain on View PO Dispatch Document screen. Click **View PDF** again to generate the PDF for viewing.



Process to generate PO output file, is taking longer than expected. (7026,186)

To allow your session to continue, this job will finish in the background. Please wait a minute or so and then press the button again to bring up the PO for printing.

(You must stay within this component, or pressing the button will cause the report to be resubmitted.)

OK

➢ **Receipts**

  o Use the Receipts tile to open the Receipts page and view the details of the rejected and accepted receipt lines. The Receipts tile displays a count of the Rejected Receipt Lines that may need you to work with the facility to create a Return Material Authorization (RMA).

**Receipts**

**0** Rejected Receipt Lines

| ‹ Supplier Secure Home Page | Receipts | ⌂ ⋮ |
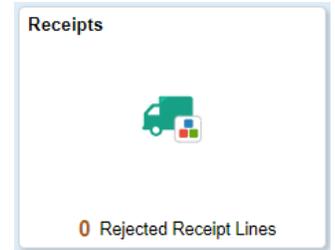
ℹ Count of Rejected Receipt Lines: 0

If you want to download all the rows from the record based on the date criteria, please click "Download all Receipts"   **Download all Receipts**

500 rows

| PO ID | Receipt ID / Line Nbr | Receipt Date | Shipment Number / Ship to Location | Supplier Item ID | Item ID / Description | Received Quantity / UOM | Accepted Quantity / UOM | Rejected Quantity / UOM | Receipt Status | Receipt Details |
|---|---|---|---|---|---|---|---|---|---|---|
| 1002086724 | MR10974233 1 | 04/22/2021 | 1 HOMECARE - SOUTH JORDAN | PTXREDCAP | 32032811 CAP PLUG TRACH TUBE UNIVERSAL 15MM RED | 2.0000 Bag | 2.0000 Bag | 0.0000 | Closed | › |
| 1002088270 | MR10974676 1 | 04/22/2021 | 1 NV WEST CHARLESTON GYN | K-C52819 | 72006253 GLOVE EXAM NITRILE LAVENDER LG 250/BX | 1.0000 Box | 1.0000 Box | | Closed | › |
| 1002089510 | MR10973751 1 | 04/22/2021 | 1 PARK CITY HOSPITAL | GEUE8350MB | 32041851 INDICATOR CHEMICAL TROPHON 300/BX | 2.0000 Box | 2.0000 Box | | Closed | › |

➢ **PO Acknowledgement**

  o When a purchase order is issued by Intermountain Healthcare, it is important for the Purchasing buyer to know that you have received and processed the PO. The PO acknowledgement tile allows for you to review any unacknowledged POs and acknowledge receipt of the PO.

    ▪ Please note, please **do not** acknowledge POs that have been acknowledged by EDI as manual acknowledgement will create a duplicate acknowledgement.

  o The tile shows a count of the number of unacknowledged purchase orders.

**PO Acknowledgement**

**01** Unacknowledged POs
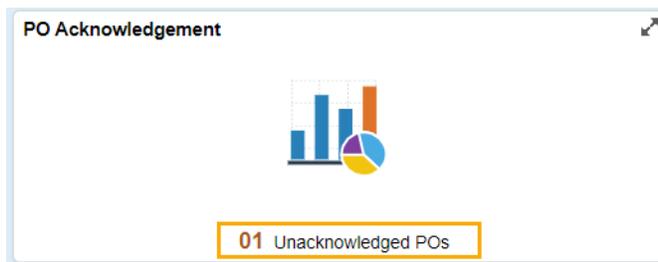
  o Click on the tile to see all unacknowledged purchase orders

| "View By | POA Due in ▾ |
| | 3 rows |
| | 🔍 ↑↓ |
| All | (1) |
| Past Due | (0) |
| Not Applicable | (1) |

**POA Due in – All**

ℹ POs Awaiting Acknowledgement: 1

If you want to download all the rows from the record based on the date criteria, please click "Download all POA's"   **Download all POA's**
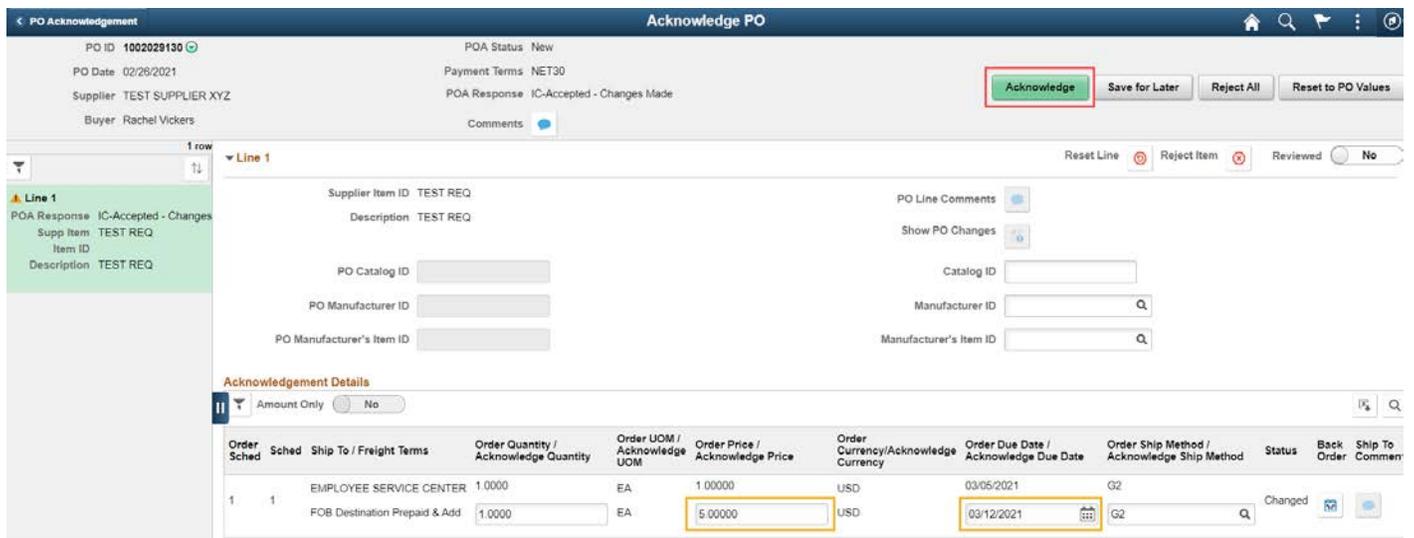
1 row

| Supplier / Supplier Location | Buying Organization / Purchase Order | Buyer | Last Dispatched Date/Time | Due In | PO Total Amount / Currency | PO Status | Acknowledgement Status | POA Required | Actions |
|---|---|---|---|---|---|---|---|---|---|
| TEST SUPPLIER XYZ Main | Supply Chain Center 1002029130 | Rachel Vickers | 02/26/2021 4:04:27PM | Not Applicable | 1.00 USD | Dispatched | New | ℹ Yes | ⊘ |

o Click on the green down arrow to see available actions.
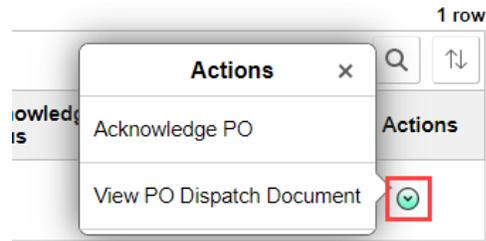


o Click **Acknowledge PO** to review the PO details for each line on the PO.
- You can click on the Comments or PO Line comments for additional details, or to view a quote or comments from the buyer.
- If all details are correct, click **Acknowledge.**

- If you find that any of the information is not correct, such as price, estimated delivery date, ship method, or the item is on backorder, you can communicate those changes by editing the information in the appropriate fields. In the example below, the quantity and delivery date have been updated. Once updated, click **Acknowledge**.



- If item on the line cannot be ordered, click **Reject Item**. A pop-up will ask for confirmation of the rejected line. Click **OK** to proceed. From the main screen, click **Acknowledge**.
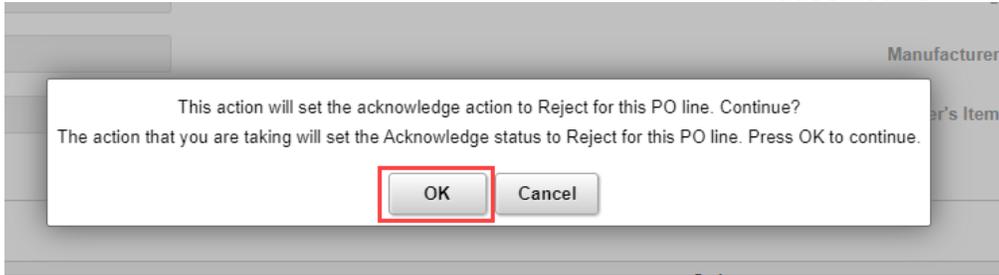
- After you click **Acknowledge**, a pop-up will ask you to confirm acknowledgement of the PO. Click **OK**.
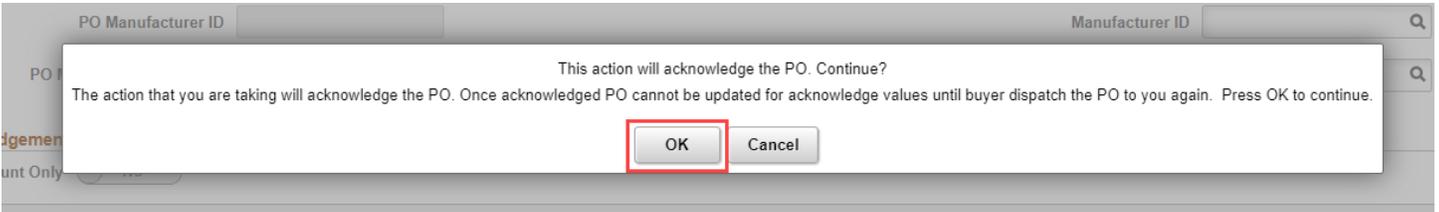


o Once the PO has been acknowledged, you can review the acknowledgement by clicking the green down arrow.
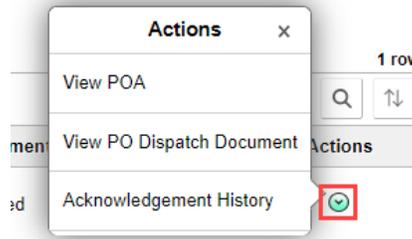


- Click **View POA** to review the information that was sent to the buyer in the acknowledgement.

- Click **Acknowledgement History** to review the date and time the purchase order was acknowledged.

| | POA History | | | | |
|---|---|---|---|---|---|
| PO ID 1002029130 | | | Acknowledgement Status Buyer Accepted | | |
| Buying Organization PUR01 | | | Buyer Rachel Vickers | | |
| Purchase Order Date 02/26/2021 | | | Source of Acknowledgement Online | | |
| Supplier TEST SUPPLIER XYZ | | | | | |

**Acknowledgement History** — 1 row

| | Responded Date/Time | Dispatched Date/Time | PO Status | Submitted by | View History |
|---|---|---|---|---|---|
| 1 | 02/26/2021 4:39:57PM | 02/26/2021 4:04:27PM | Dispatched | Supplier - | |

- Click **View PO Dispatch Document** to view a PDF copy of the PO. When the window opens, click **View PDF**.

**View PO Dispatch Document**

New Window  |  Help  |  Personalize Page

**Purchase Order List**

TEST SUPPLIER XYZ

**Purchase Order List**

1-1 of 1  ▾  |  View All

| PO Details | Header Details | | | | | |
|---|---|---|---|---|---|---|
| | Purchase Order | Status Description | Last Dispatched Date/Time | Lines | Total Amount | |
| ☐ | 1002029130 | Dispatched | 02/26/2021 4:04:27PM | 1 | 1.00 USD | **View PDF** |

☑ Select All     ☐ Clear All

The View PDF button allows you to generate a printable version of the purchase order. Using the Default View for Change Orders options you can control if the report generated shows all lines or only the latest changes. (This same option is also used to control the online view of the PO.)

- If you receive the following notification, click **OK** and remain on View PO Dispatch Document screen. Click **View PDF** again to generate the PDF for viewing.

Process to generate PO output file, is taking longer than expected. (7026,186)

To allow your session to continue, this job will finish in the background. Please wait a minute or so and then press the button again to bring up the PO for printing.

(You must stay within this component, or pressing the button will cause the report to be resubmitted.)
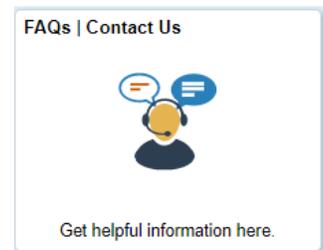
OK

➢ **Announcements**
  o Announcements related to downtime, updates, or other important system messages
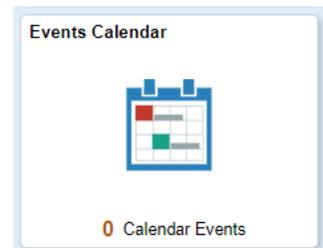

Announcements

01 Announcements

➢ **FAQs | Contact Us**
  o Contains answers to Frequently Asked Questions including how to submit an invoice and contact information for Accounts Payable


FAQs | Contact Us

Get helpful information here.

➢ **Events Calendar**
  o Calendar for supplier events or bidding events


Events Calendar

0 Calendar Events

➢ **Bidding Opportunities**
  O Use the Bidding Opportunities tile to open a new page and view a list of bidding events. The Bidding Opportunities tile displays a count of the events available for bidding, which includes public events as well as invitation-based events. You use your Bidder ID or Supplier ID to participate in a Public Bidding Event.


Bidding Opportunities

0 Events
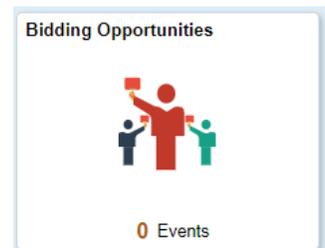
➢ **Manage Profile**

- o Bidder Profile
  - ▪ View your bidder settings
- o Change My Password
  - ▪ To change your password, type in the current password, new password, and then the new password again.
  - ▪ Click **Change Password**.
  - ▪ Please note: Upon initial registration, a password was emailed to you. When you update your password, no email will be sent. Please keep your new password safe for future.

**Manage Profile**

Update your Registration and Profile
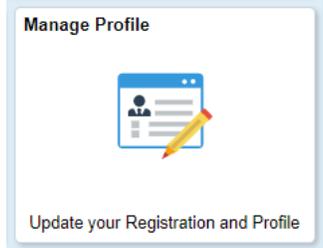
**Change Password**

| | |
|---|---|
| User ID | RachelTest |
| Description | TEST 3 SUP-001 |
| *Current Password | |
| *New Password | |
| *Confirm Password | |

**Change Password**

➢ **Reports**

- o Intermountain Roster
  - ▪ Query of all Intermountain locations including address, GLN, type of facility, and Intermountain location code

**Reports**

- o Bill Only Purchase Orders
  - ▪ Bill Only purchase orders are used exclusively for Surgical Services products.
  - ▪ Query of bill only purchase orders that can be narrowed by date range, facility, and patient name. Query only reflects purchase orders for supplier associated with your user id.

**IFS_PO_BILL_ONLY_LOOKUP - Bill Only Lookup for Suppliers**

| | |
|---|---|
| PO From | |
| PO To | |
| Facility | |
| Patient (%Name%) | % |

View Results

| Row | PO Date | PO No. | Buyer | Supplier ID | Supplier | Line | Item | Item Description | Sup Itm ID | Mfg ID | Mfg Itm ID | PO Qty | UOM | Price | Merchandise Amt | Facility | Patient Name | Patient Account | Case Date | Serial # | Lot # |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|