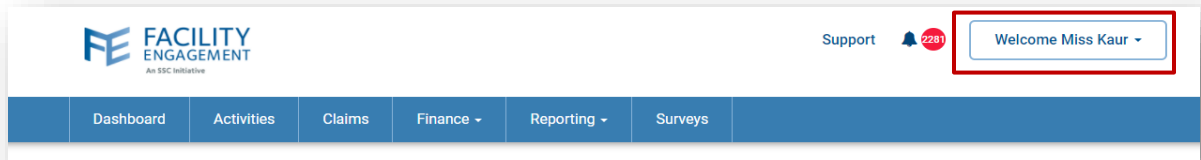


FEMS Tip Sheet:

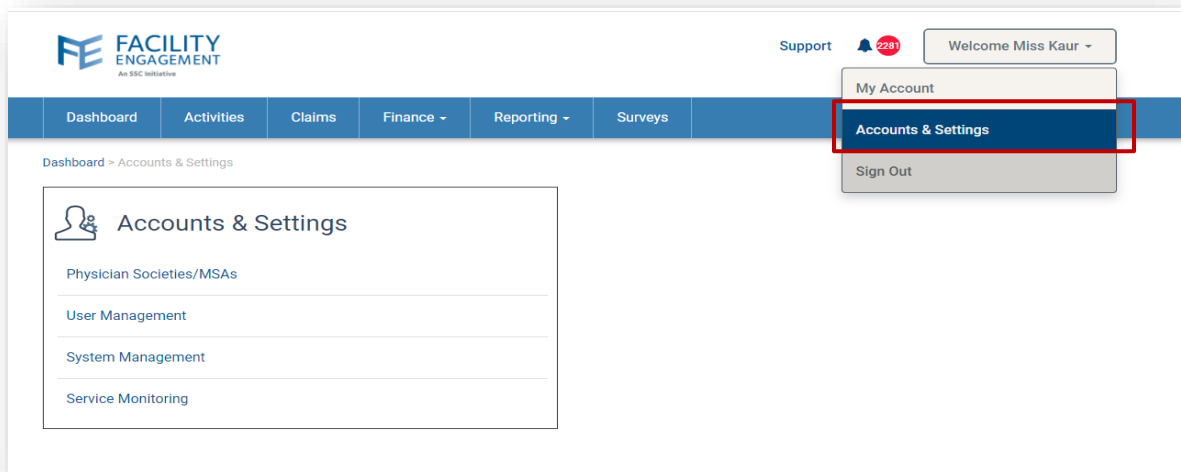
How to Add a Supplier to Your MSA

How to solve it in FEMS

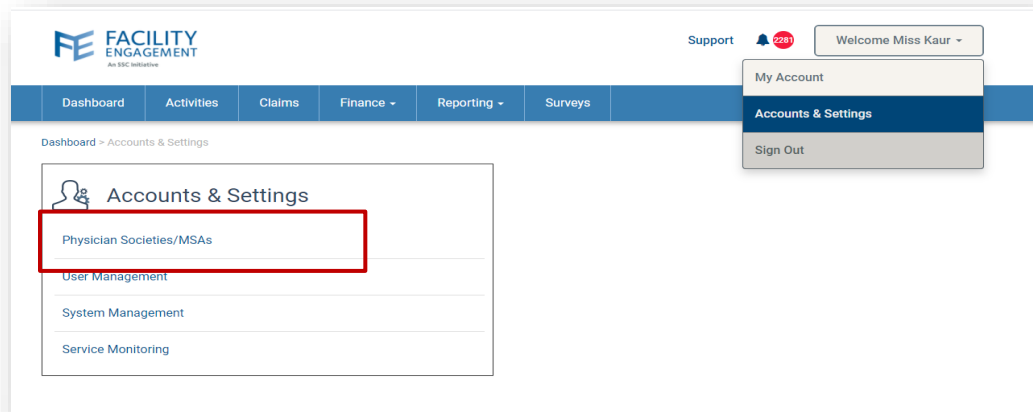
1. Click on the "Welcome *username*" button at the top right corner of the screen.



2. Select "Account and Settings" option from the drop down.



3. Select "Physicians Societies/MSAs" option from the "Accounts and Settings" menu.



FEMS Tip Sheet:

How to Add a Supplier to Your MSA

4. Click on your MSA name.

← Back to Accounts & Settings

Search Physician Society/MSA/Service Company

Add Physician Society/MSA/Service Company

Physician Society/MSA ▾ Entity ▾ President ▾ FEL ▾ Tier ▾

PHYSICIAN SOCIETY/MSA	ENTITY TYPE	EXECUTIVE PRESIDENT	FACILITY ENGAGEMENT LEAD	TIER	# OF ENGAGEMENT ACTIVITIES	FUNDS COMMITTED	ACTUALS
ARHCC Physician Engagement Society	Physician Society						
BC Cancer Medical Staff Engagement Society	Physician Society						
Burnaby Hospital Medical Staff Physician Society	Physician Society						
Campbell River Medical Staff Engagement Initiative Society	Physician Society						
Children's and Women's Hospitals Medical and Allied Staff Engagement Society	Physician Society						
Chilliwack Medical Staff Association Initiative	Physician Society						

5. Click on the Suppliers tab on the left side panel.

ARHCC

Facilities

Executives

Members

Suppliers

Financial Overview

Settings

Suppliers

Add Supplier

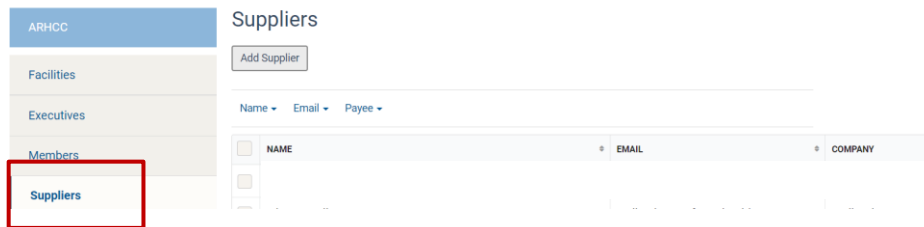
Name ▾ Email ▾ Payee ▾

	NAME	EMAIL	COMPANY
☐			
☐			
☐			
☐			
☐			
☐			
☐			

FEMS Tip Sheet:

How to Add a Supplier to Your MSA

6. Click on the "Add Supplier" button available above the supplier's grid.



The screenshot shows the 'Suppliers' page in the FEMS system. On the left, there is a navigation menu with options: ARHCC, Facilities, Executives, Members, and Suppliers. The 'Suppliers' option is highlighted with a red rectangular box. To the right of the menu, there is a header section with the title 'Suppliers' and an 'Add Supplier' button. Below the button, there are dropdown menus for 'Name', 'Email', and 'Payee'. A table is displayed below these menus, with columns for 'NAME', 'EMAIL', and 'COMPANY'. The table currently contains no data rows.

7. Fill out the New Supplier details (see screenshot below).

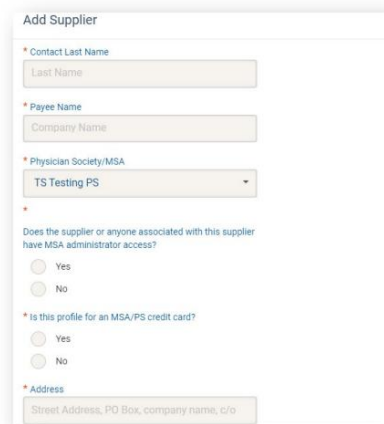
NOTE: All new supplier profiles must be approved by an MSA executive. If a supplier profile is declined, all associated claims will also be declined.

If the supplier is a credit card, please choose yes to that option, and then fill out the card as per below.

- Chose Scotiabank as first name.
- Choose Visa as last name.
- Choose Scotiabank Visa and MSA as payee name.
- Use the MSA's address and contact information.
- Use MSA Credit Card as payment method.
- Click submit.

If the supplier profile is for an MSA administrator, or someone related to an MSA administrator, please choose yes to that option.

NOTE: the submit action may log you out. The supplier is still added, you will just need to log in again to proceed as usual.



The screenshot shows the 'Add Supplier' form. It contains several fields: 'Contact Last Name' (text input), 'Payee Name' (text input), 'Physician Society/MSA' (dropdown menu), 'Does the supplier or anyone associated with this supplier have MSA administrator access?' (radio buttons for Yes/No), 'Is this profile for an MSA/PS credit card?' (radio buttons for Yes/No), and 'Address' (text input).