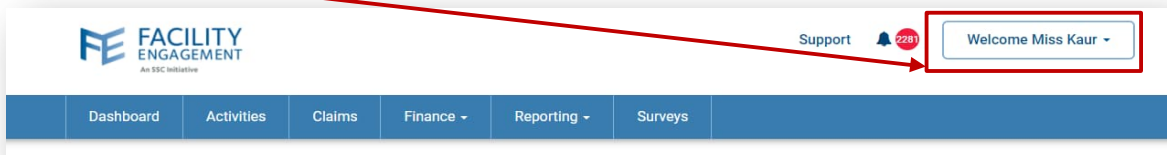


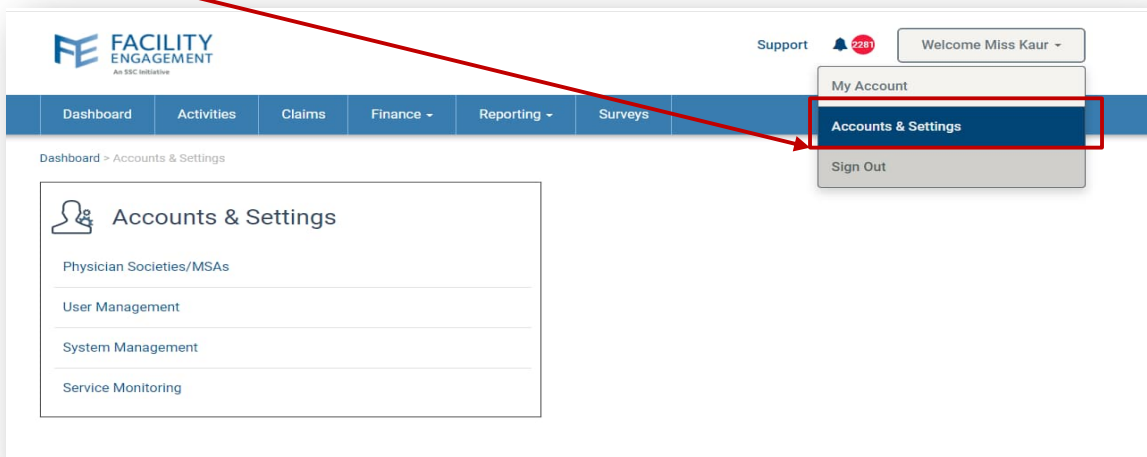
FEMS Tip Sheet: How to Add a Supplier to Your MSA

How to solve it in FEMS

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



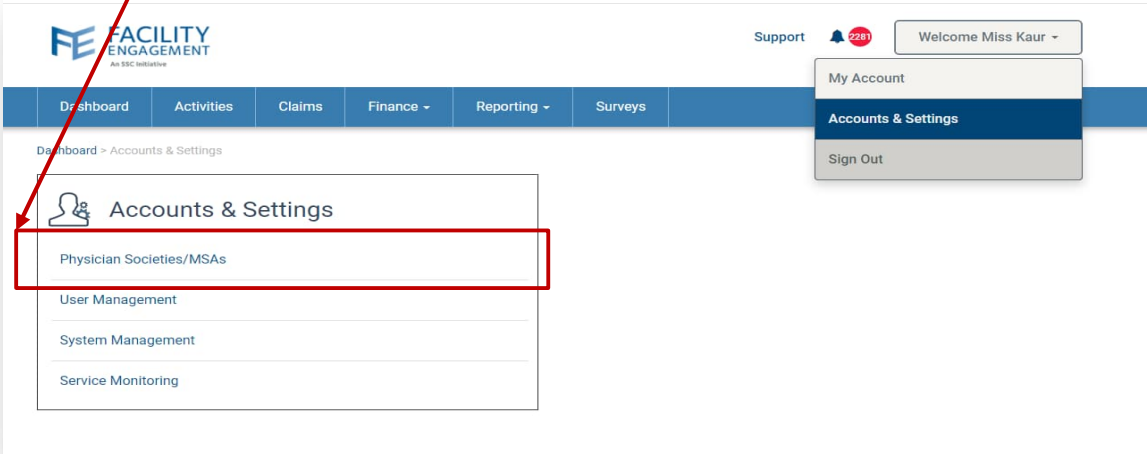
2. Select “Account and Settings” option from the drop down.



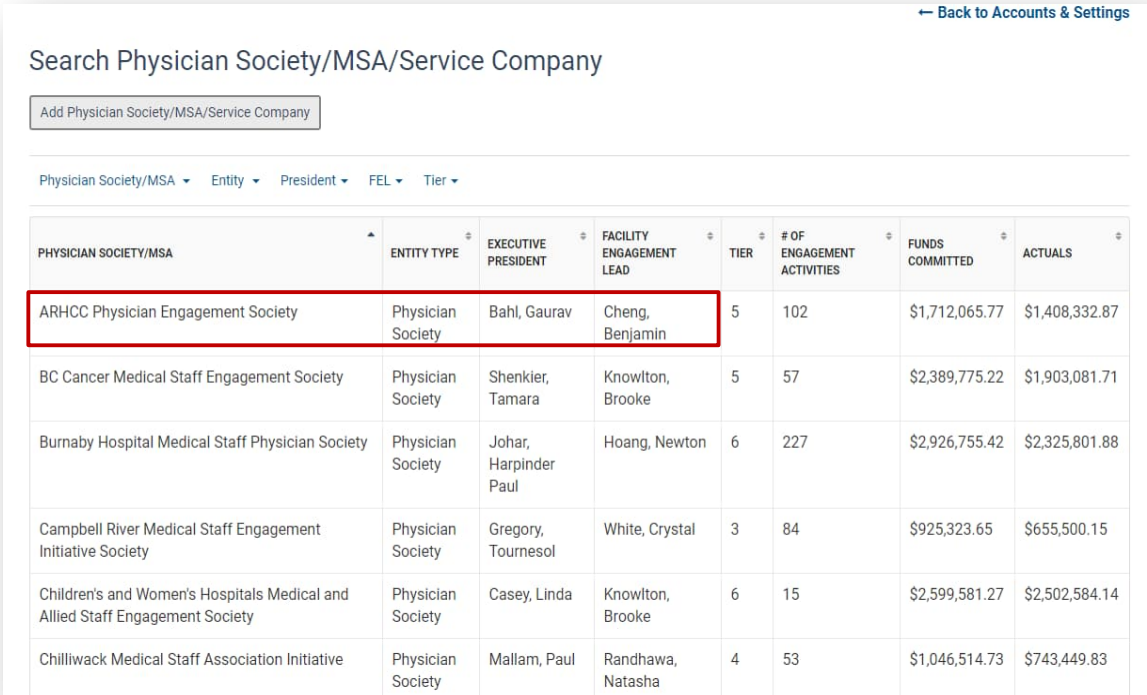
FEMS Tip Sheet: How to Add a Supplier to Your MSA



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

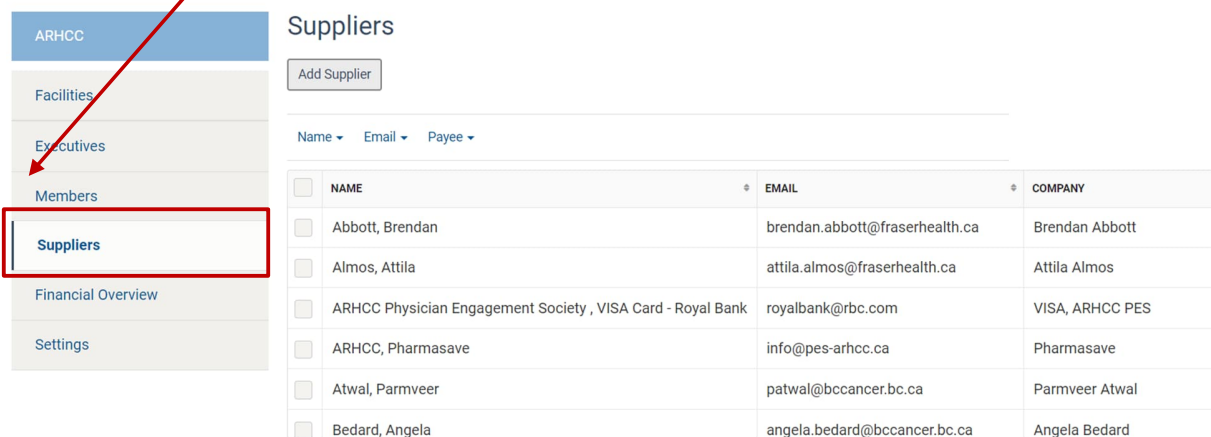


4. Click on your MSA name.



FEMS Tip Sheet: How to Add a Supplier to Your MSA

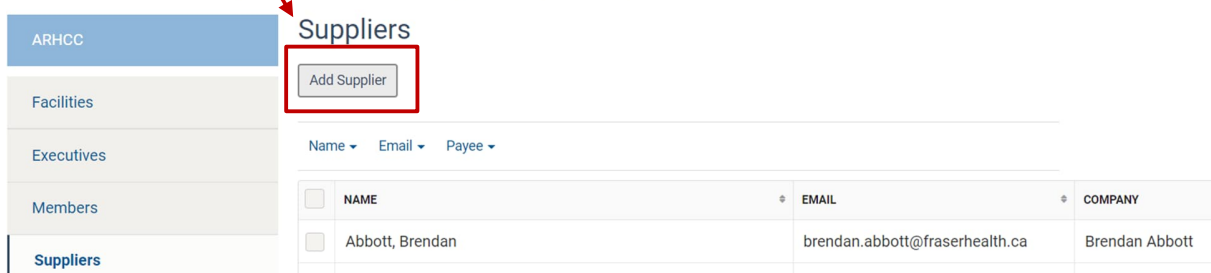
5. Click on the “Suppliers” on the left side panel.



The screenshot shows the ARHCC navigation menu on the left with 'Suppliers' highlighted in a red box. A red arrow points from the text above to this box. The main content area is titled 'Suppliers' and features an 'Add Supplier' button. Below the button is a table with columns for NAME, EMAIL, and COMPANY. The table contains several entries, including 'Abbott, Brendan', 'Almos, Attila', and 'ARHCC Physician Engagement Society, VISA Card - Royal Bank'.

| NAME | EMAIL | COMPANY |
|---|--------------------------------|-----------------|
| Abbott, Brendan | brendan.abbott@fraserhealth.ca | Brendan Abbott |
| Almos, Attila | attila.almos@fraserhealth.ca | Attila Almos |
| ARHCC Physician Engagement Society , VISA Card - Royal Bank | royalbank@rbc.com | VISA, ARHCC PES |
| ARHCC, Pharmasave | info@pes-arhcc.ca | Pharmasave |
| Atwal, Parmveer | patwal@bccancer.bc.ca | Parmveer Atwal |
| Bedard, Angela | angela.bedard@bccancer.bc.ca | Angela Bedard |

6. Click on the “Add Supplier” button available above the supplier’s grid.



The screenshot shows the 'Suppliers' page with the 'Add Supplier' button highlighted in a red box. A red arrow points from the text above to this button. The table below the button shows a single entry for 'Abbott, Brendan'.

| NAME | EMAIL | COMPANY |
|-----------------|--------------------------------|----------------|
| Abbott, Brendan | brendan.abbott@fraserhealth.ca | Brendan Abbott |

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

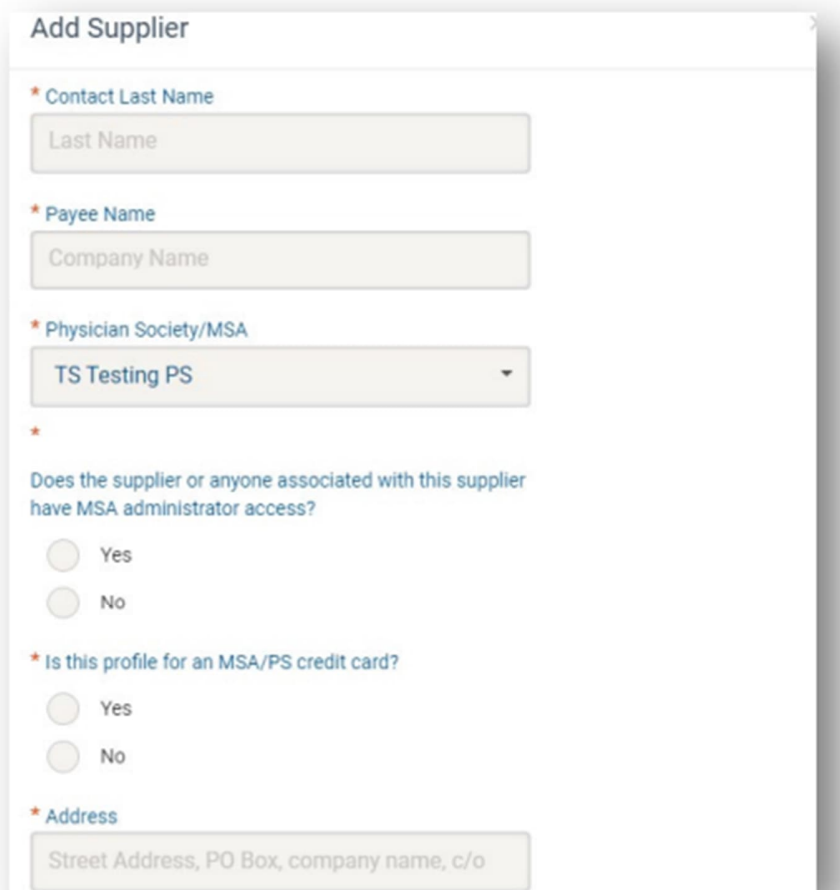
NOTE: All new supplier profiles must be approved by an MSA executive. If a supplier profile is declined, all associated claims will also be declined.

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 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.

FEMS Tip Sheet: How to Add a Supplier to Your MSA



The screenshot shows a web form titled "Add Supplier". It contains several required fields, each marked with a red asterisk:

- * Contact Last Name:** A text input field with the placeholder "Last Name".
- * Payee Name:** A text input field with the placeholder "Company Name".
- * Physician Society/MSA:** A dropdown menu currently showing "TS Testing PS".
- * Does the supplier or anyone associated with this supplier have MSA administrator access?:** A question with two radio button options: "Yes" and "No".
- * Is this profile for an MSA/PS credit card?:** A question with two radio button options: "Yes" and "No".
- * Address:** A text input field with the placeholder "Street Address, PO Box, company name, c/o".

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.