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

FACILITY ENGAGEMENT
Specialist Services Committee
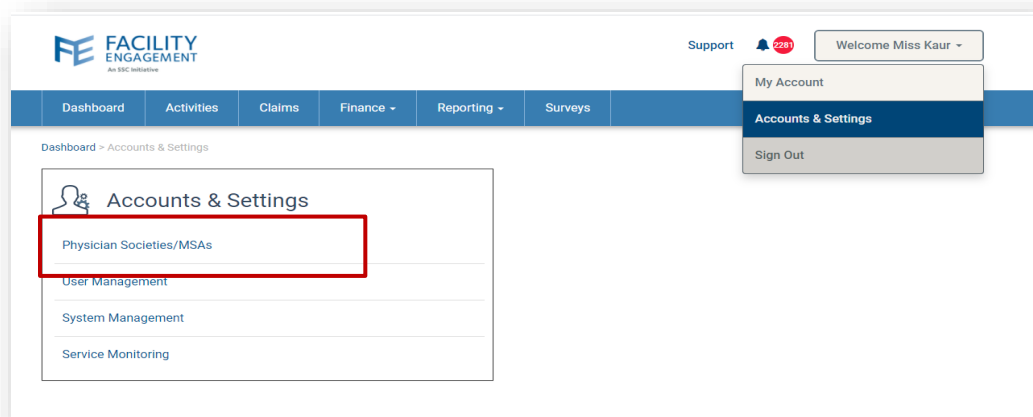
How to solve it in FEMS

1. Click on the "Welcome *username*" button at the top right corner of the screen.
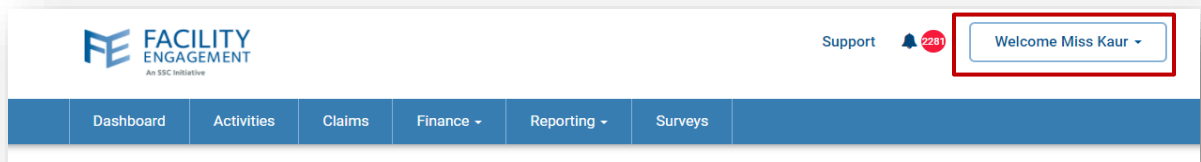
2. Select "Account and Settings" option from the drop down.
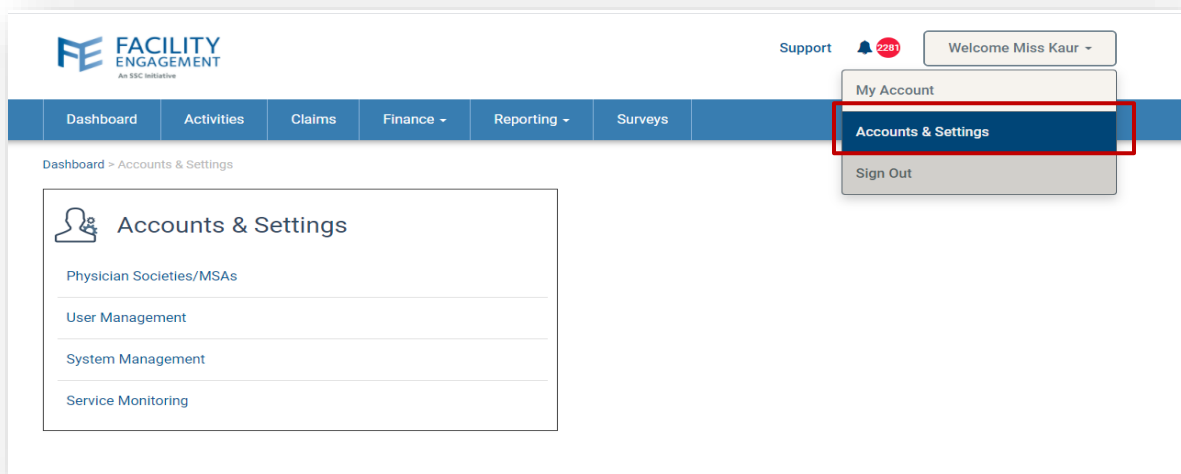
3. Select "Physicians Societies/MSAs" option from the "Accounts and Settings" menu.

4. Click on your MSA name.

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

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

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.

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.