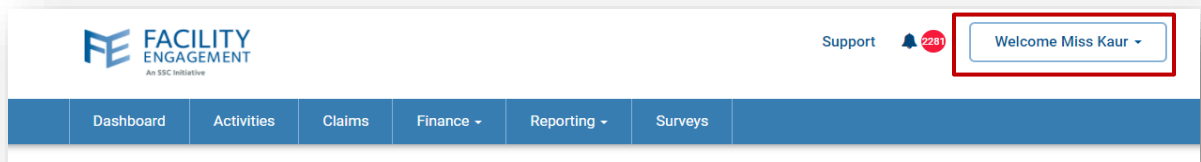


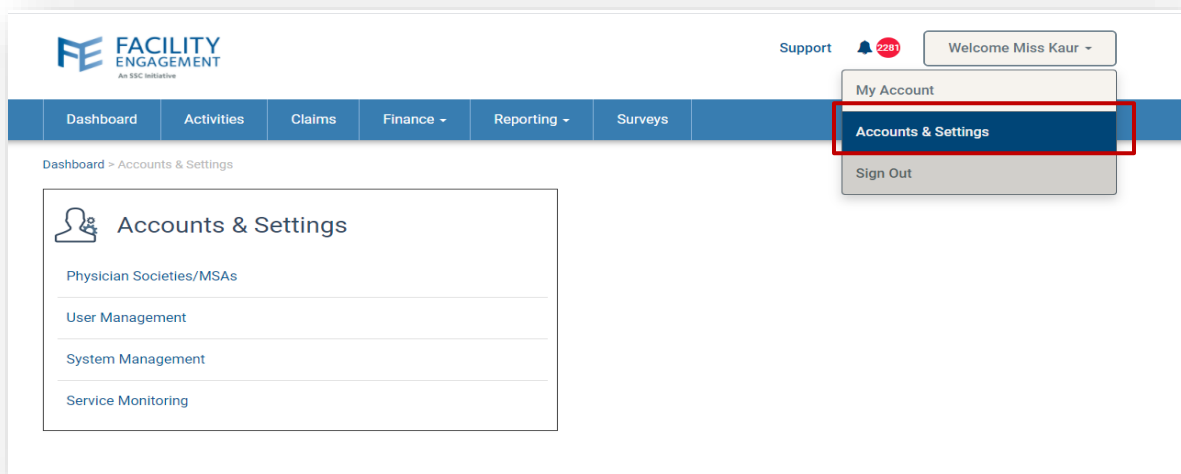
FEMS Tip Sheet: How to Add a Supplier to Your MSA

How to solve it in FEMS

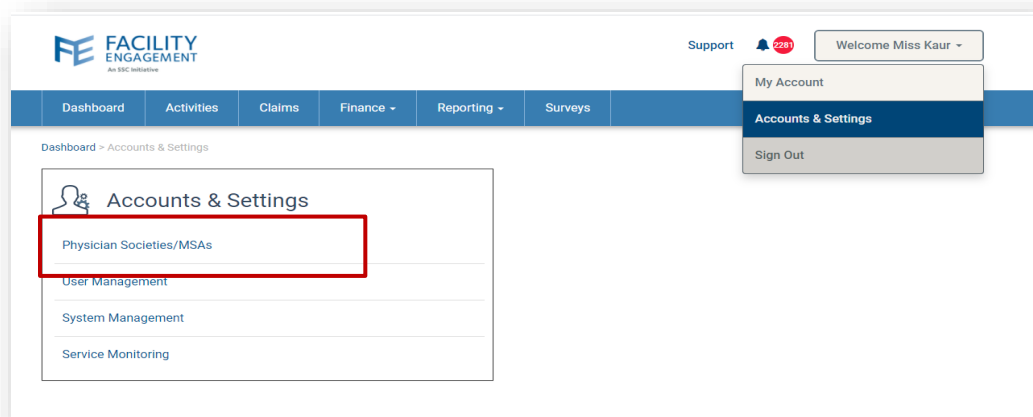
1. Click on the "Welcome *username*" button at the top right corner of the screen.



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	Bahl, Gaurav	Cheng, Benjamin	5	102	\$1,712,065.77	\$1,408,332.87
BC Cancer Medical Staff Engagement Society	Physician Society	Shenkier, Tamara	Knowlton, Brooke	5	57	\$2,389,775.22	\$1,903,081.71
Burnaby Hospital Medical Staff Physician Society	Physician Society	Johar, Harpinder Paul	Hoang, Newton	6	227	\$2,926,755.42	\$2,325,801.88
Campbell River Medical Staff Engagement Initiative Society	Physician Society	Gregory, Tournesol	White, Crystal	3	84	\$925,323.65	\$655,500.15
Children's and Women's Hospitals Medical and Allied Staff Engagement Society	Physician Society	Casey, Linda	Knowlton, Brooke	6	15	\$2,599,581.27	\$2,502,584.14
Chilliwack Medical Staff Association Initiative	Physician Society	Mallam, Paul	Randhawa, Natasha	4	53	\$1,046,514.73	\$743,449.83

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 ▾

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

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

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

ARHCC Suppliers

Add Supplier

Name Email Payee

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.

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.

Add Supplier

* Contact Last Name
Last Name

* Payee Name
Company Name

* Physician Society/MSA
TS Testing PS

*
Does the supplier or anyone associated with this supplier have MSA administrator access?
 Yes
 No

* Is this profile for an MSA/PS credit card?
 Yes
 No

* Address
Street Address, PO Box, company name, c/o