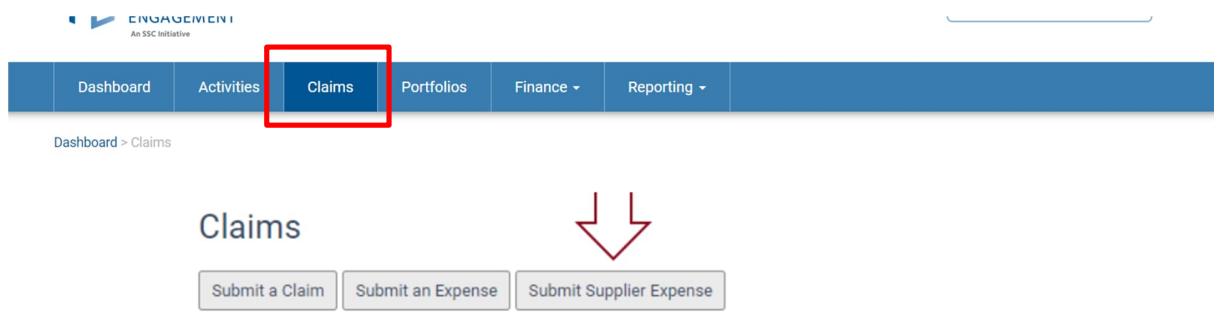


# FEMS Tip Sheet:

## How to Submit a Supplier Claim

### How to submit it in FEMS

1. Click on the claims tab on the FEMS dashboard and then on submit an expense button.



ENGAGEMENT  
An SSC Initiative

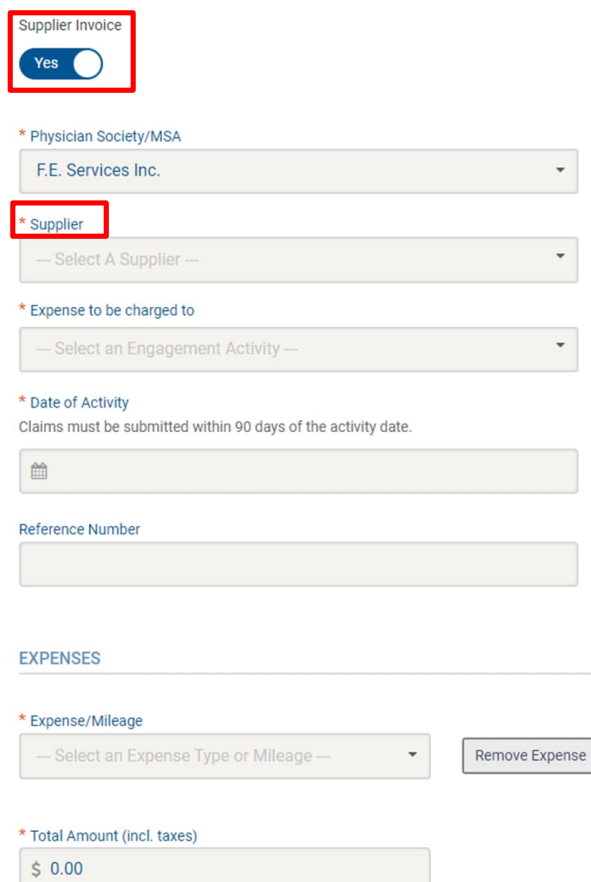
Dashboard Activities **Claims** Portfolios Finance Reporting

Dashboard > Claims

### Claims

Submit a Claim Submit an Expense Submit Supplier Expense

2. Toggle the Supplier Invoice on and select the appropriate MSA and Supplier choices.  
**NOTE:** if you do not see the correct activity in the list, please contact FEMS support.



Supplier Invoice  
Yes

\* Physician Society/MSA  
F.E. Services Inc.

\* Supplier  
— Select A Supplier —

\* Expense to be charged to  
— Select an Engagement Activity —

\* Date of Activity  
Claims must be submitted within 90 days of the activity date.

Reference Number

#### EXPENSES

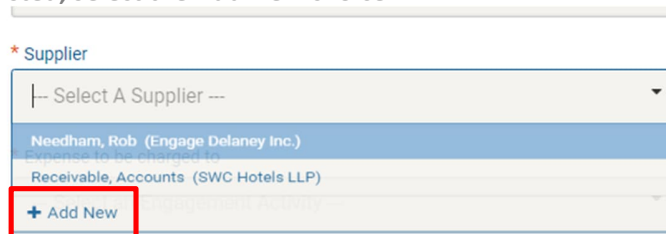
\* Expense/Mileage  
— Select an Expense Type or Mileage — Remove Expense

\* Total Amount (incl. taxes)  
\$ 0.00

# FEMS Tip Sheet:

## How to Submit a Supplier Claim

### 3. If the supplier is not listed, select the Add New choice.



A screenshot of a web form showing a dropdown menu for selecting a supplier. The dropdown is open, displaying a list of existing suppliers: "Needham, Rob (Engage Delaney Inc.)", "Receivable, Accounts (SWC Hotels LLP)", and "Physician Society". At the bottom of the dropdown, there is a red-bordered button with a plus icon and the text "+ Add New".

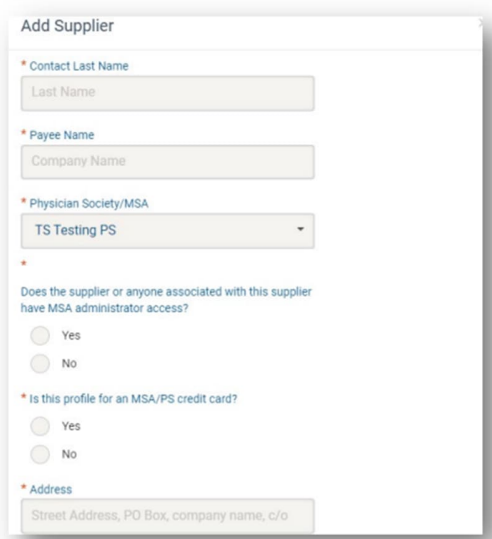
### 4. Fill out the New Supplier details (see screenshot below).

**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.



A screenshot of the "Add Supplier" form. The form contains several fields: "Contact Last Name" (text input), "Payee Name" (text input), "Physician Society/MSA" (dropdown menu with "TS Testing PS" selected), "Does the supplier or anyone associated with this supplier have MSA administrator access?" (radio buttons for Yes and No), "Is this profile for an MSA/PS credit card?" (radio buttons for Yes and No), and "Address" (text input). The form is titled "Add Supplier" at the top.

**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.

# FEMS Tip Sheet:

## How to Submit a Supplier Claim

5. If there are multiple expenses per claim, please add them individually by using the Add Expense button. If you wish to remove one, please use the Remove Expense Button. Once completed adding all expenses, press Next.

Facility, Engagement

\* You participated in Engagement Activity or Sub-Activity

— Select an Engagement Activity —

\* Date of Activity  
Claims must be submitted within 90 days of the activity date.

EXPENSES

\* Expense/Mileage

— Select an Expense Type or Mileage —

Remove Expense

\* Total Amount (incl. taxes)

\$ 0.00

Amount Claimed  
\$ 0.00

Next >

Save Draft Add Expense

6. Review the claim for accuracy and then select the submit button. To change anything before submitting, you can use the Edit or Back buttons.

### Submit an Expense

Expenses Review

CLAIM DETAILS

Engagement Activity Clinical Governance Improvement Initiative (CGII)

Claimant Engagement Facility

Date of Activity Mar. 12, 2024

Types of work

EXPENSES/MILEAGE

Conference Fees & Expenses (Off Site)	\$1.00
Subtotal	\$1.00

Edit

CLAIM TOTALS

Tax	\$0.00
Claim Total	\$1.00

Submit >

< Back Save Draft