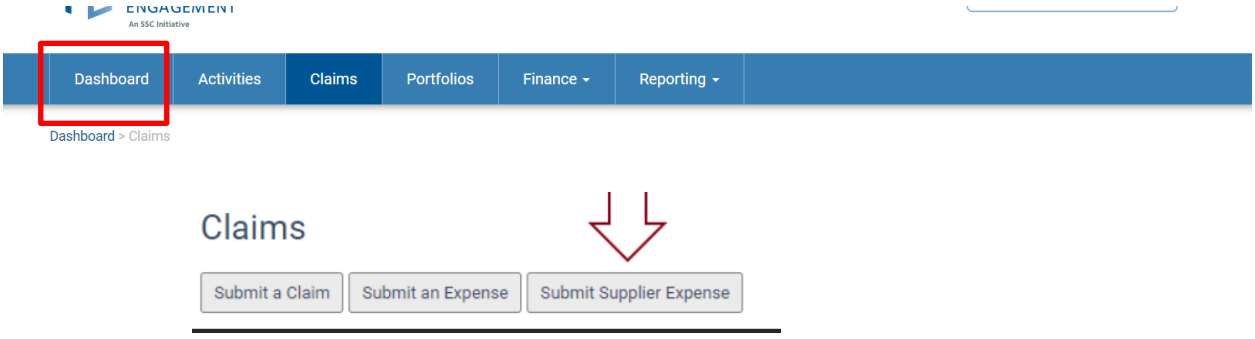
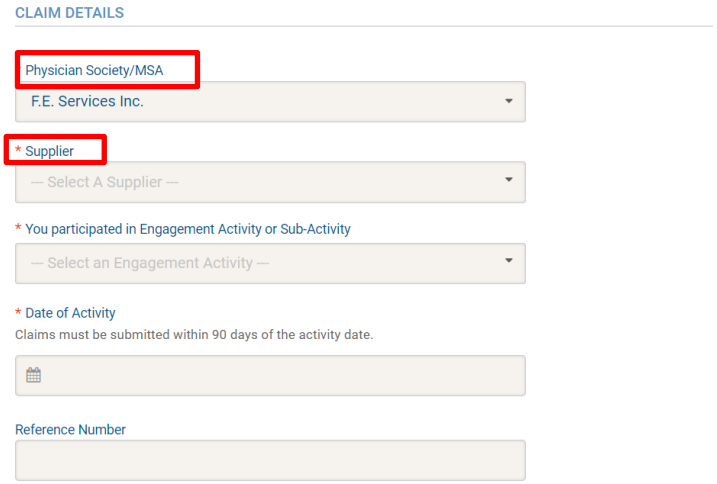
FEMS Tip Sheet:
How to Submit a Supplier Claim

How to submit it in FEMS

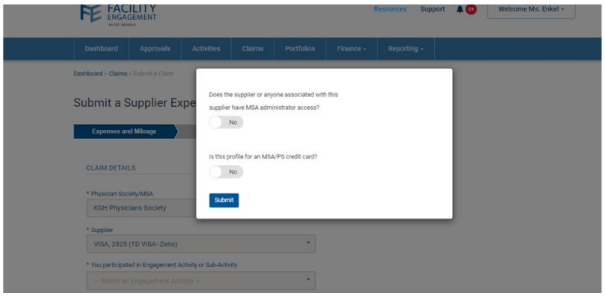
1. Click on the submit a supplier expense button on the FEMS dashboard.



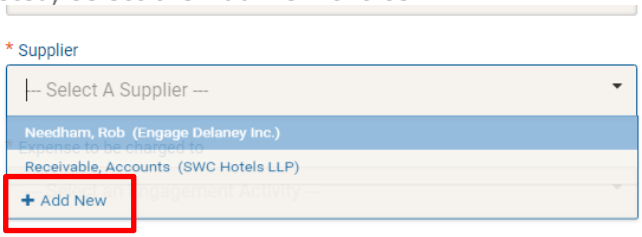
2. **Select the appropriate MSA and Supplier choices.**
   NOTE: if you do not see the correct activity in the list, please contact FEMS support.



3. If the supplier is existing and listed, the first time they are used, the following pop up will show. Please answer the two questions. Once completed, you can continue with the claim.



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



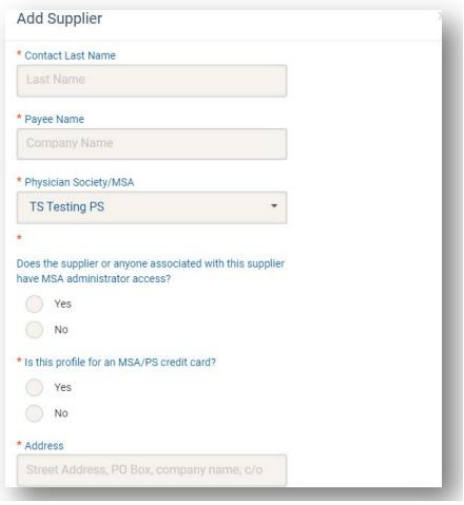
5. Fill out the New Supplier details (see screenshot below).

   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.

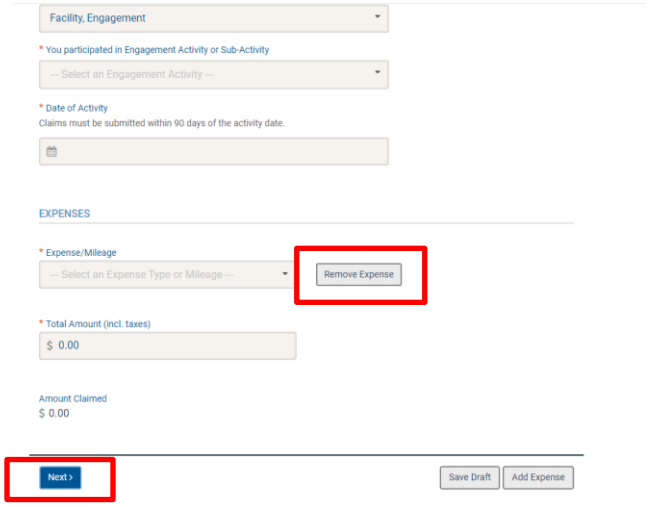
- Chose Scotiabank as first name.
- Choose Visa as last name.
- Choose Scotiabank Visa and MSA as payee name.
- Use the MSA's address and contact information.
- Use MSA Credit Card as payment method.
- Click submit.

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.

6. 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.



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