

# Submit a Supplier Claim









## When can I submit a supplier claim?

When you incur expenses for an Engagement Activity by an external supplier, and they need to be paid for their work. You will submit a Supplier Claim in order to pay invoices.

# Example:

Room rental cost for a meeting

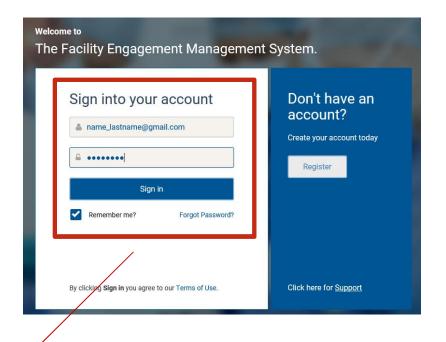
Catering for a meeting

Professional speaker for a meeting

Submit a supplier claim in FEMS

Suppliers paid by ENKEL







Support

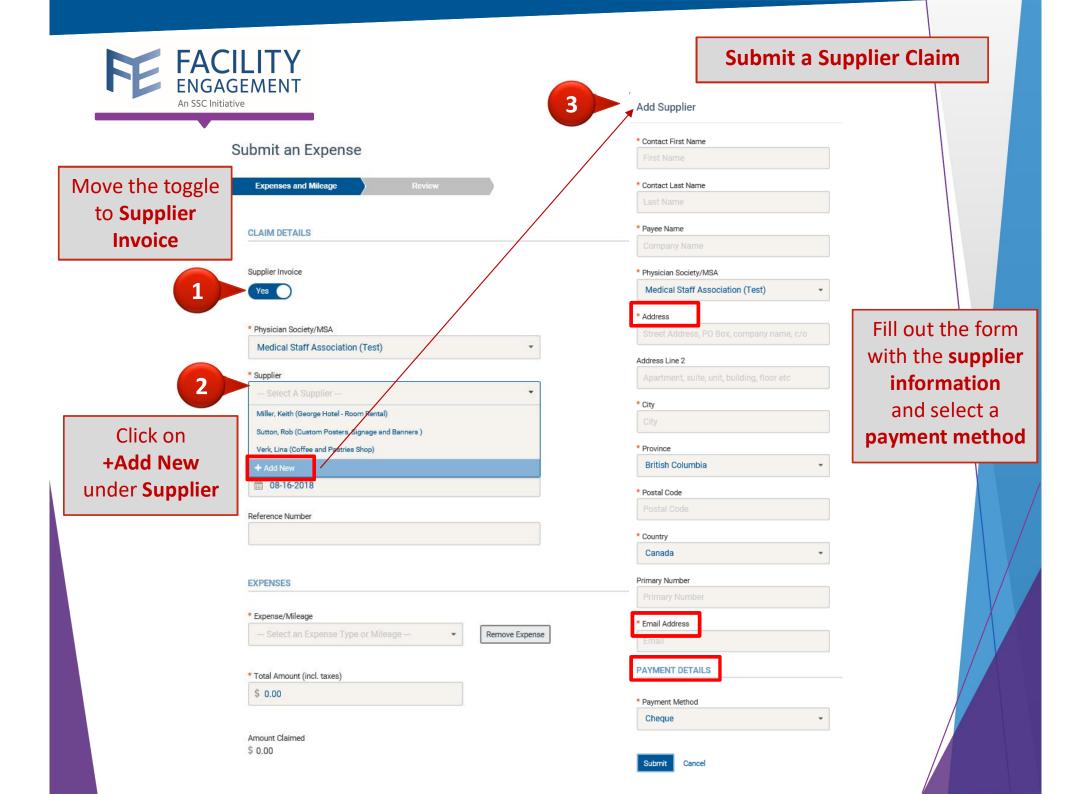
Welcome Dr. Black TEST -

Dashboard Activities Claims Finance → Reporting →

Dashboard > Claims

#### Claims







Fill out the form with the supplier information and select Payment Method: direct credit or MSA credit card



### **ENKEL** (financial administrator) will:

- Process payments using QuickBooks
- •Make payments to the suppliers

#### Add Supplier

# \* Contact First Name \* Contact Last Name Last Name \* Payee Name Company Name \* Physician Society/MSA Medical Staff Association (Test)

# \* Email Address

Emai

## If you select:

- Direct credit → ENKEL will directly contact the administrator to discuss either direct credit or email transfer and get banking details
- MSA credit card → you do not need to take any further action
- NOTE: Please do not choose cheque FESC does not offer cheque payments

#### **PAYMENT DETAILS**

Direct Credit via Plooto

MSA Credit Card

Submit

Cancel



# **Submit a Supplier Claim**

# Supplier Invoice Yes 📗 \* Physician Society/MSA Medical Staff Association (Test) Supplier Catering Expense to be charged to Mental Health Teenage Pregnancy \* Sub-activity to be charged to Outreach \* Date of Activity mm 09-04-2018 Reference Number Catering Service **EXPENSES** \* Expense/Mileage Meals Remove Expense \* Total Amount (incl. taxes) \$ 250.00 Amount Claimed \$ 250.00 \* Receipt ☑ Upload File

#### Submit an Expense

