



HEALTHTRUSTSM

July 23, 2018

CLM: Best Practices for Suppliers

| Agenda

- Many of you have provided important feedback ... Thank you!
- CLM Overview and Expectations
- Top issues
 - Best practices for problem avoidance
 - Best practices for issue resolution
 - Uploading RFQ response
- How do I register for a bid opportunity?

| CLM Overview

- What is CLM?
 - CLM is our Contract Lifecycle Management and Sourcing platform.
 - Negotiators and their teams design and execute sourcing events through the platform.
 - Internal stakeholders route, review, and execute contracts and their amendments through the platform.
- What should suppliers expect?
 - All sourcing event activity to occur through the platform.
 - Any supplier contact actively handling or reviewing a sourcing event, including your response, through the platform will need CLM access.
- Access:
 - System access is managed by:
 - Include a teammate's information under contacts on the Supplier Form
 - Create PASS account - CLM security clearance provided internally upon request or inclusion in sourcing event

| Make it easy on yourself

Supplier Access

- Learn & use this screen often (<https://healthtrustpg.com/suppliers/>)

HEALTHTRUST™

FAQs ?

WELCOME SUPPLIERS

New to Our Process?
[Take a Tour](#)

Supplier Information

Get started today or update company profile.

GET STARTED OR UPDATE PROFILE

Portal Access

Login to gain access to the Healthtrust supplier portal below.

SUPPLIER LOGIN

| Make it easy on yourself

Supplier Access

- Complete Supplier registration (<https://healthtrustpg.com/suppliers/>)
 - Supplier Form
 - Include **ALL** categories sold by your company within business units you cover
 - List as a contact all individuals who may need CLM sourcing event access to upload, review, input, download etc.
 - Assign someone internally to track and manage this input
 - Register for PASS account:
 - no personal email addresses
 - Email address must match the contact email addresses used on Supplier Form
 - Do **NOT** use corporate email addresses that are shared (ex. RFPS@supplier1.com)

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Login to gain access to the Healthtrust supplier portal below.

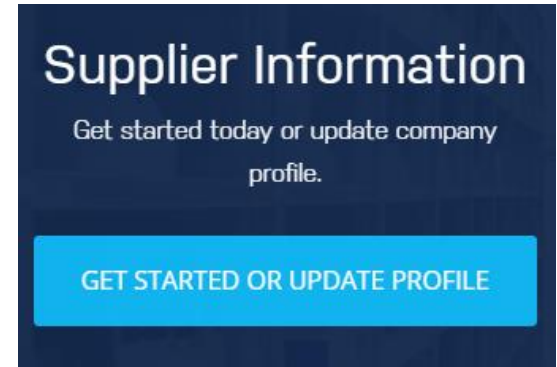
SUPPLIER LOGIN

Make it easy on yourself

Bid Registration – You don't have to do it

- There is no need to register for bids listed on the bid calendar **IF your company:**
 - has completed the supplier form
 - has listed ALL categories that it sells
 - Kept the supplier form Up to Date

- CLM pulls your supplier form information
 - Negotiators search for suppliers in their bid category
 - Sourcing events are sent to listed suppliers based on the CLM list and internal stakeholder feedback



Supplier Profile

Keywords: Category: ⓘ

HT stakeholder view of test data.

⌵ Nasal Sanitizer - 6448 - Nasal Sanitizer

Supplier ID	Code	Company Name	Parent Company	Level	Type	Tax ID Number / Gov't I.D.#	City
SUP000523	908800	3M COMPANY	3M COMPANY	Supplier Site	MFR - Supplies For Self And Others	410417775	SAIN
<input type="checkbox"/>	SUP082893	937285 ADVANCED MEDICAL SALES INC	ADVANCED MEDICAL SALES INC	Supplier Site	Supplier Only	330545435	SAN CLEI
<input type="checkbox"/>	SUP082924	937301 ATTAIN MED INC	ATTAIN MED INC	Supplier Site	Supplier Only	263881850	ATL
<input type="checkbox"/>	SUP000036	900700 CARDINAL HEALTH MEDICAL PRODUCTS	CARDINAL HEALTH 200 LLC	Supplier Site	Supplier Only	364095186	DUE

Make it easy on yourself

Adding Teammates during a sourcing event

- Assume:
 - Bid sent to National Account Manager only
 - Multiple teammates including Contract Administration contact have CLM access
 - Someone other than National Account Manager will complete the bid submission process
- Step #1 – Navigate to Manage my Team tab
- Step #2 – Choose the appropriate teammate (access by logging on)

Preview of Expense Management

Open for bidding- ⚠️ Current proposal has not been submitted

View

Acknowledgement

Response

Response Form

Exhibits

Discussions with buyer

Manage my Team

History

RFP Overview	Bank Card Genera
[Progress bar] 0%	RFI field code
Exhibit 01 - Proposal Cover Letter [Progress bar] 0%	[Q12_1] How
Exhibit 02 - Pricing [Progress bar] 0%	[Q12_2] Purc
Exhibit 03 - Supplier Questionnaire [Progress bar] 0%	[Q12_3] Corp
Exhibit 04 - HealthTrust Purchasing Agreement [Progress bar] 0%	[Q12_4] Corp
Exhibit 05 - Certifications and Representations [Progress bar] 0%	[Q12_5] Acco
	[Q12_6] Corp
	[Q12_7] Plea

Open for bidding- ⚠️ Current proposal has not been submitted

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Unable to answer some questions of this RfX?
Get help from your colleagues!

Invite your colleagues and give them access to this RfX.
You can choose from the contacts already identified on this por

(NB: All selected contacts can modify and submit your answer. T

Choose a contact :

0 Result(s)

- Cruickshank Kelly
- Morse Kevin
- 9377 2 Customer Service
- Williams Brian

Make it easy on yourself

Uploading your RFQ response

- Use your training materials



- Input answers on screen rather than uploading template

Open for bidding- ⚠️ Current proposal has not been submitted

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Download in Excel 2007-2010 format (xlsx)

Download in Excel 97-2003 format (xls)

Drop here your RFI answer (in Excel format)

Bank Card General Questions	
RFI field code	
[Q12_1]	How long have you been issuing the following payment cards?
[Q12_2]	Purchase Cards
[Q12_3]	Corporate Travel and Expense Cards
[Q12_4]	Corporate Fleet Cards
[Q12_5]	Accounts Payable-based Payment Cards
[Q12_6]	Corporate Virtual Payment Cards