Legacy Health Supplier Portal Navigation instructions

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1. Home page
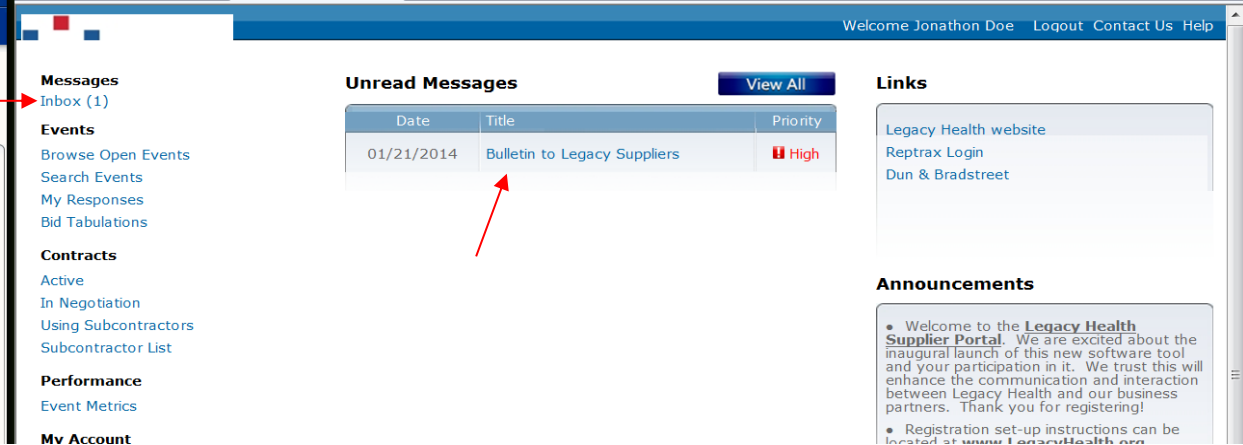

Once you've logged in, you're at your Home page.

Near upper right, on the header bar, you should see "Welcome" plus Your Name.

From here, you can view unread messages andand Legacy bid events; update your company's basic information; add or update the commodity codes that you represent; and add or delete additional contacts for your company.

Once you navigate away from this page, you'll see a Home option on the header bar at upper left. Click that option at any time to return to this page from anywhere else in the portal.
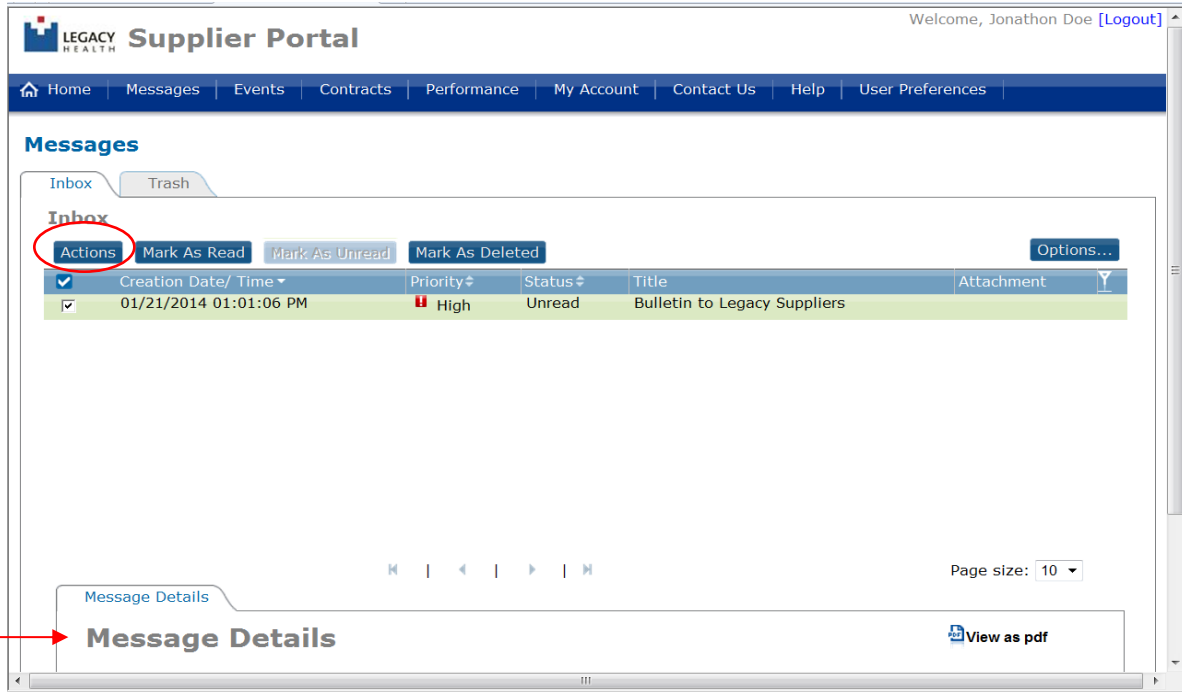
2. Unread Messages

On the Home page, you can view e-notifications sent to your company by Legacy. These will appear under the Unread Messages section in the middle of the page at the top.

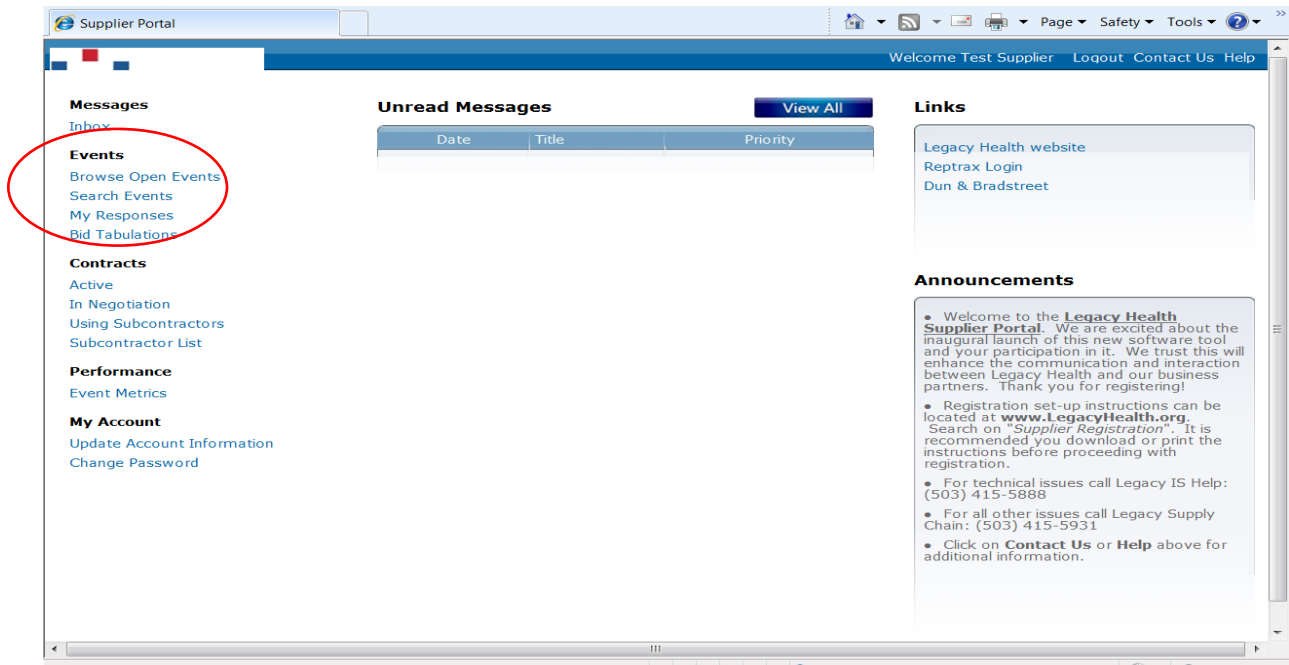To view, click either the Title of the unread message, or your Inbox at upper left.

To view the message details, click the Actions button for the selected message, or the Message Details link toward the bottom of the page.
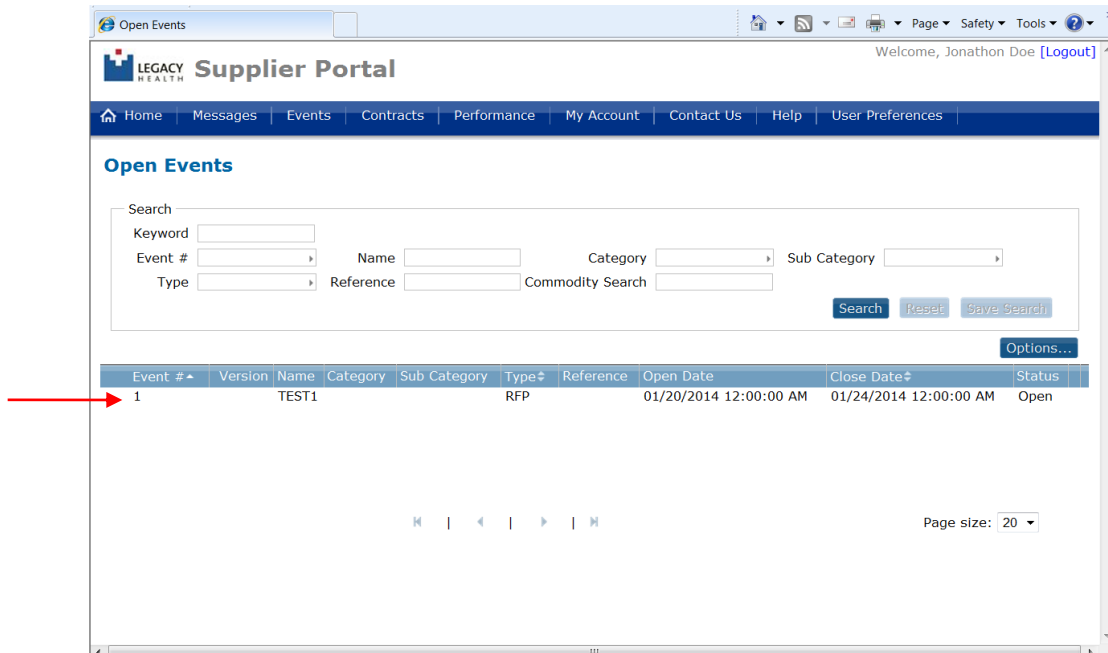
The Message should then display.
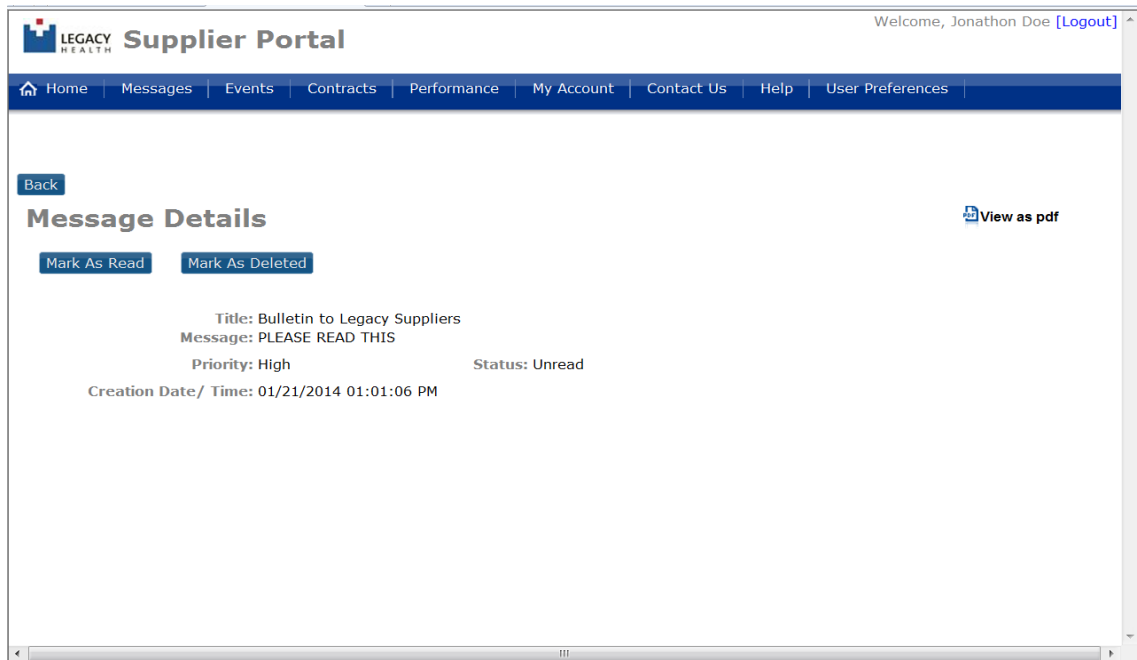
3. Bid events

Bid events can be viewed from the Home Page.

To view Bid events, use the link options in the Events section along the left.

Once you've opened an Event, click the Tabs to view further details.

For example, a question posed to bidders:

Or, the actual item(s) being bid:

4. Update Account Info

   In the My Account Section, you can

   - reset your password

   - update your contact information

   - view your company's tax ID & Remit To address for accuracy

   - add or edit commodity codes add or edit proxy notifications

From the Home page, the My Account section is at bottom left. To Change Password, click that link. For all other changes, click the Update Account Information link.
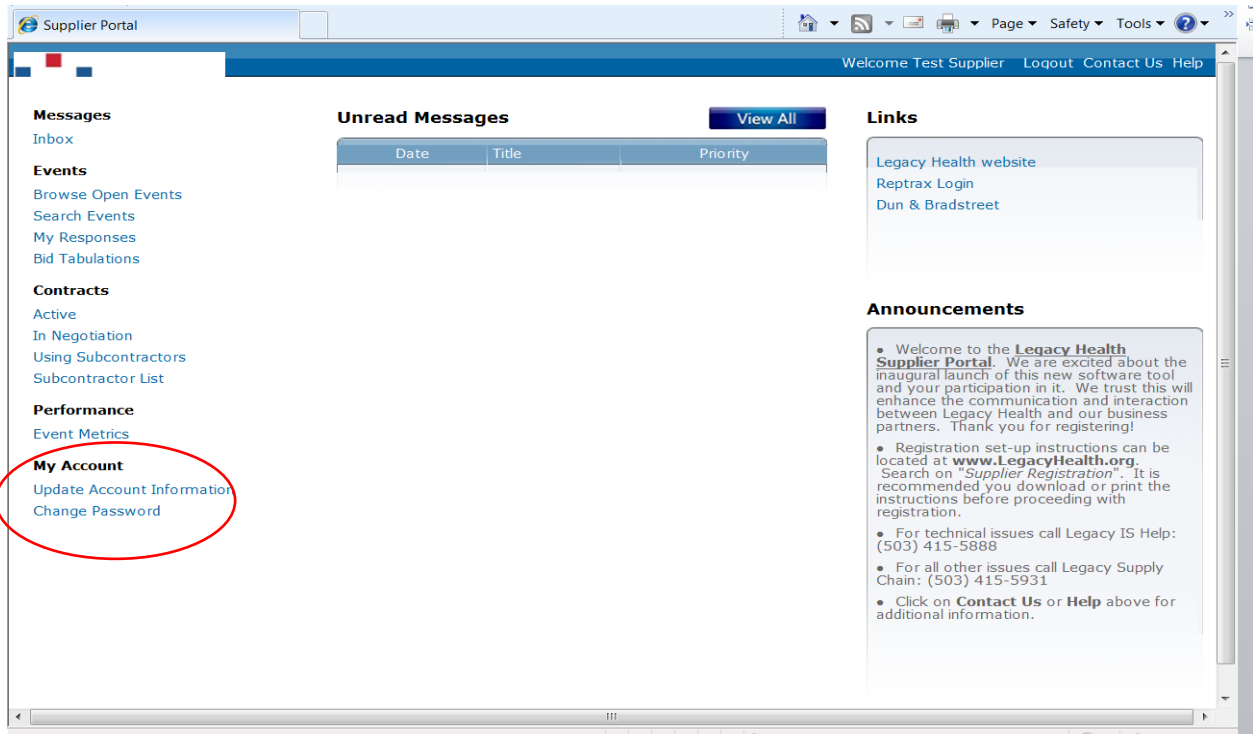
a. Change your password

Clicking on the Change Password link brings up the opportunity to enter a new password.
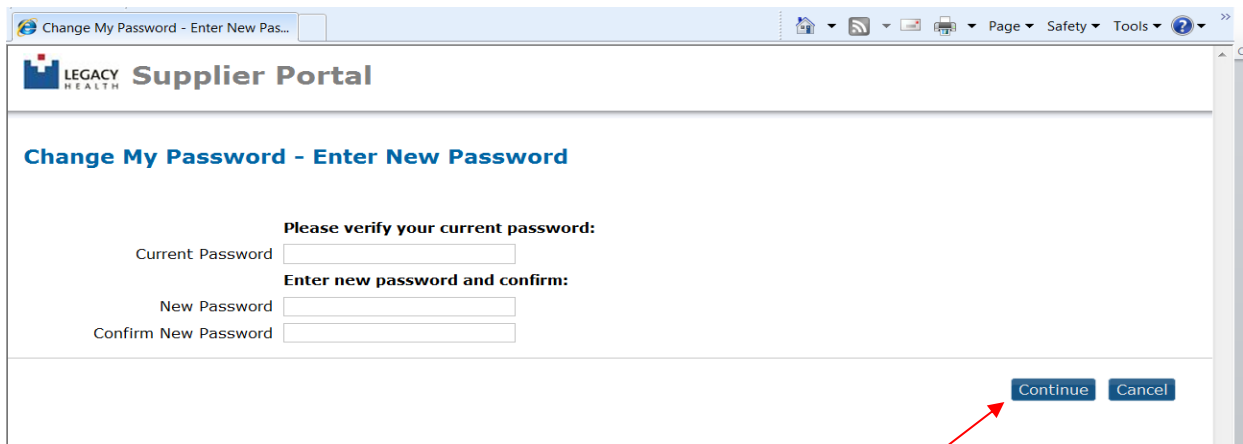
Once you've completed the fields (all required), click Continue.

b. View your company's info & edit your own contact info

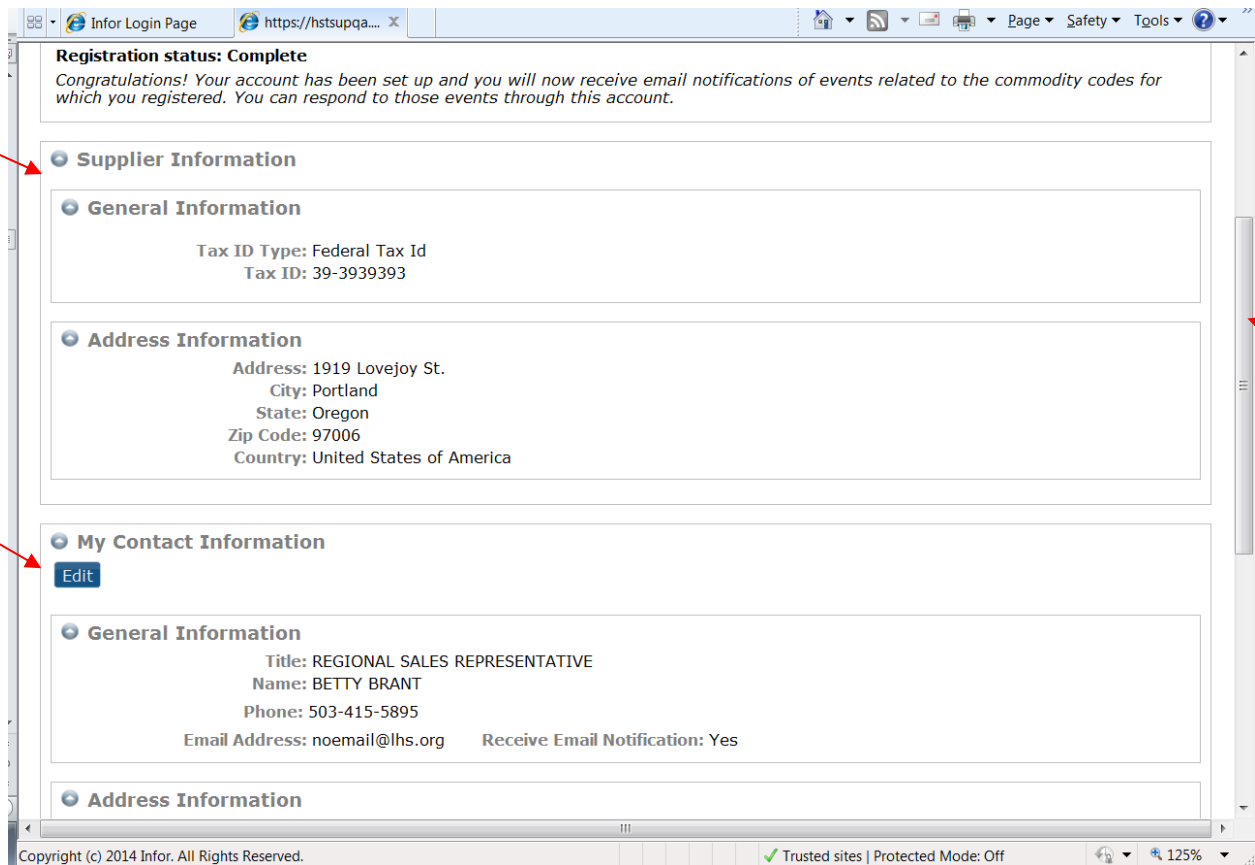Scroll up or down to view the various sections.

At the top, in the **Supplier Information** section, is the Tax ID & Remit-To information that Legacy has on file for your company. If anything has changed, please let your buyer know.
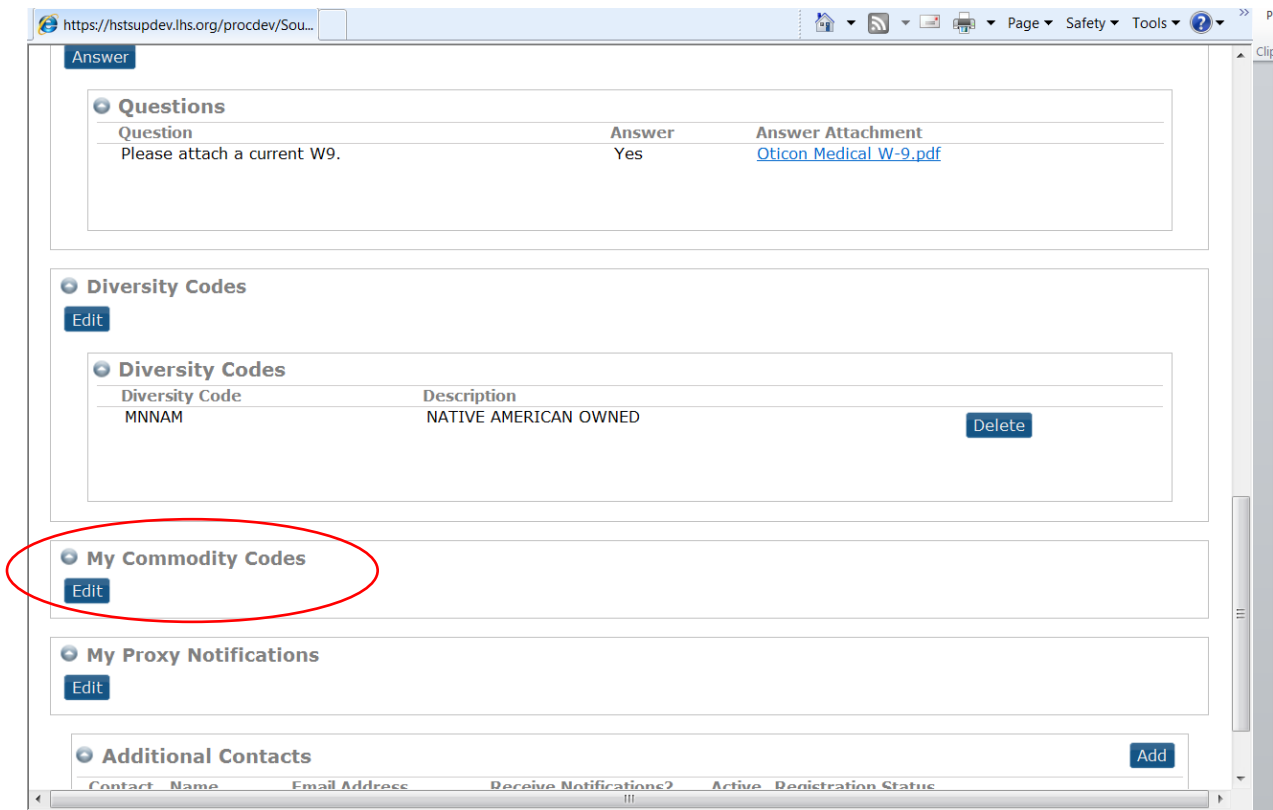
To edit your contact information, click the **Edit** button below the **My Contact Information** section.

Scroll down to view the **Commodity Codes** and/or **Proxy Notifications** sections. Click the **Edit** button to edit those sections.

More detailed instructions for Commodity Codes begin on the next page.

c. Commodity Codes

    i.   Add commodity code

Scroll to the Commodity Codes section in your Account Information.

(If you entered any Commodity Codes upon original registration through the Supplier Portal, you'll see those listed already.)

Click the Edit button.

- Legacy commodity codes are up to four categories long. Each category has a more precise level of detail. For example:

42-24   Orthopedic and prosthetic and sports medicine products

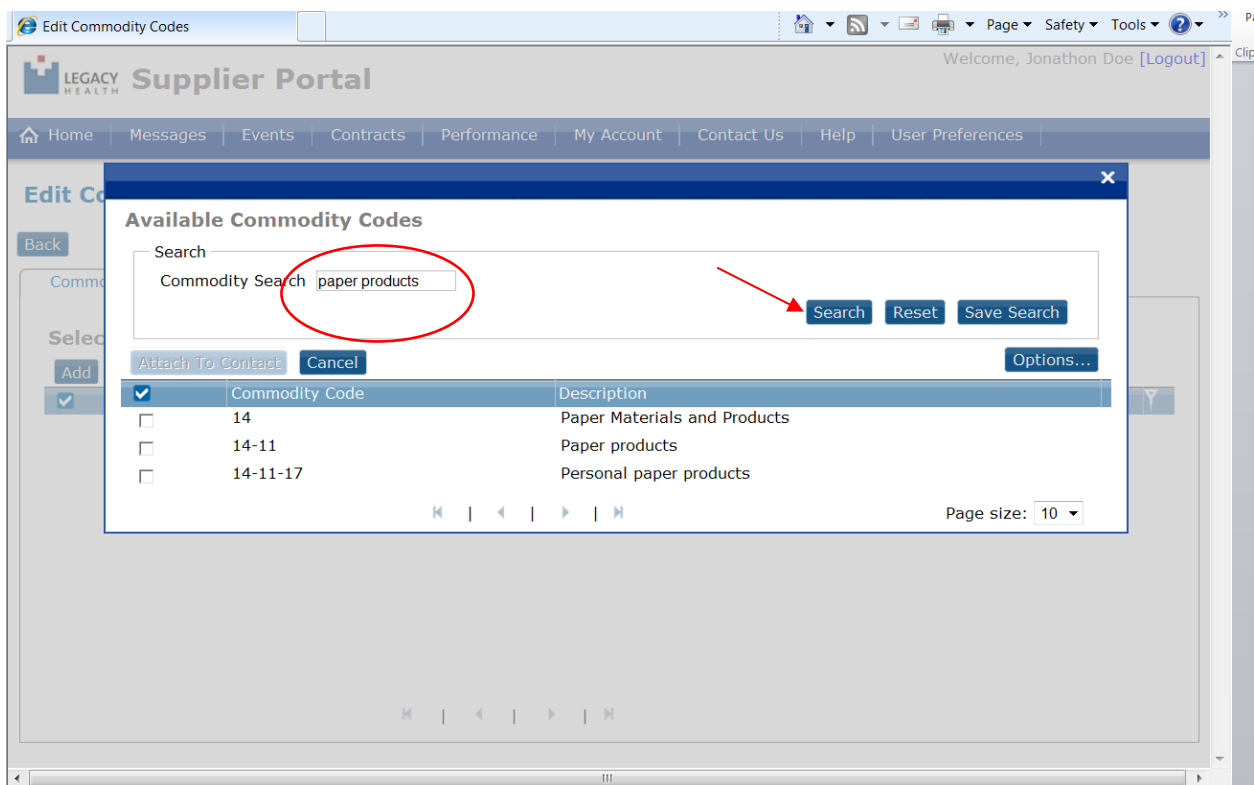42-24-21   Orthopedic traction supplies and accessories

42-24-21-03   Head or neck traction supplies

Please choose codes of at least *three* levels, to ensure enough detail to identify the specific realm of your products or services.
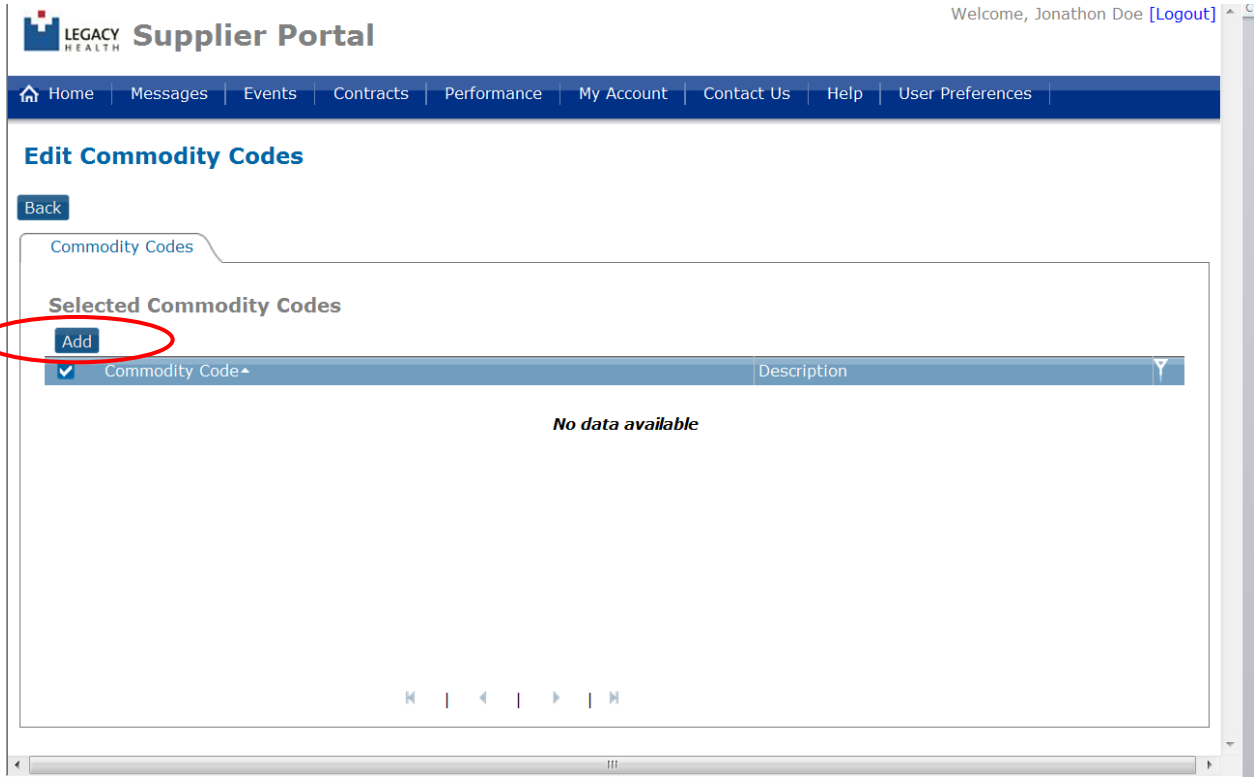
Click the Add button, to open the list of available commodity codes.

Can search by description. Type key word(s) & click the Search button:

A list of codes should appear shortly. You may need to page through them, or narrow your search.

Once you've found the best code for the commodity you represent, select it by clicking the box to the left of the code.

Once you select a code, the Attach To Contact button becomes available.

Click the Attach To Contact button to add the selected code to your account information.
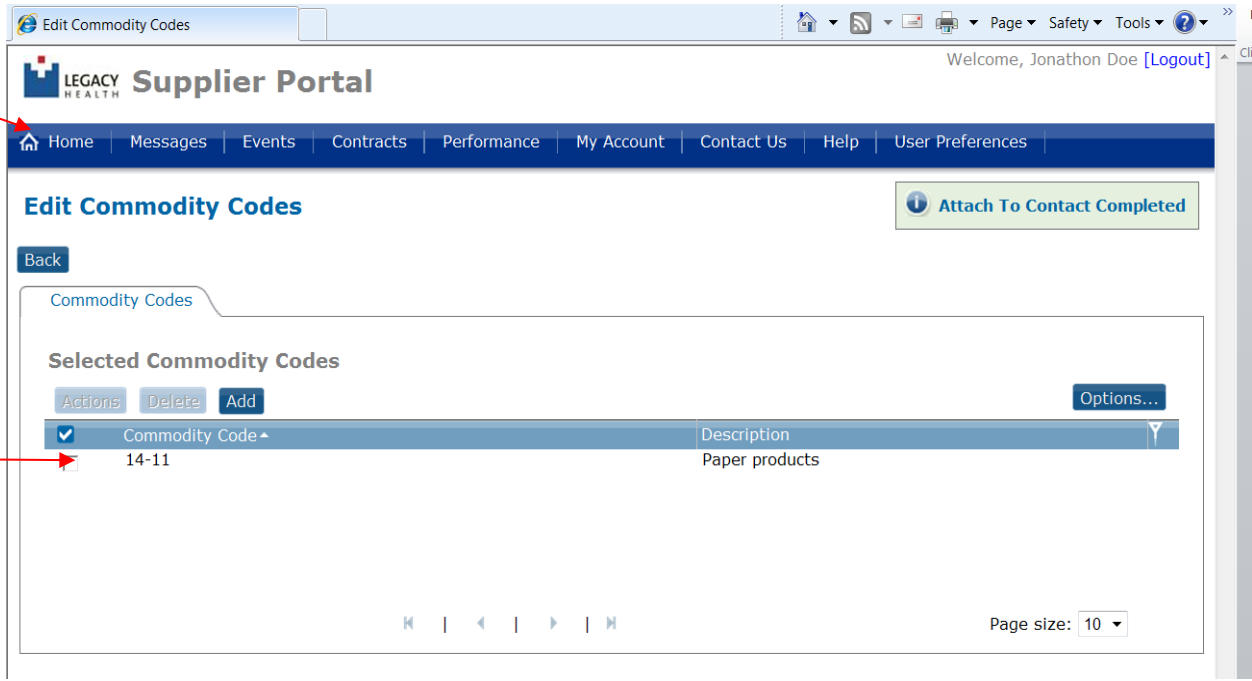
After clicking the Attach to Contact button, the code you selected should now appear as part of your account record under Selected Commodity Codes in the Commodity Codes section.
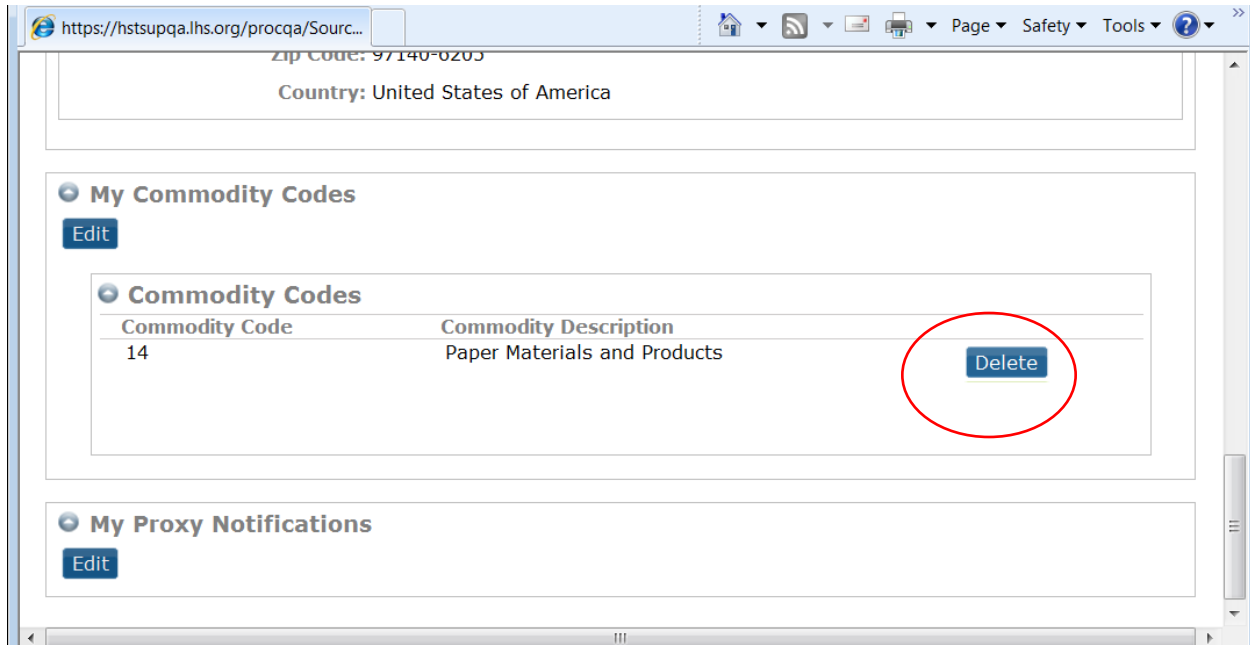
The message "Attach to Contact Completed" should appear in upper right.

Repeat if there are additional commodities you represent.

Once complete, you may click the Back button to return to your account information; or the Home button at top left on the header bar to return to the Home page.

**Note, you are attaching commodity codes to *your personal contact account*. Any additional/future contacts for your company who log in with their own user name must do the same, and will only have access to their own.

ii.   Delete commodity code

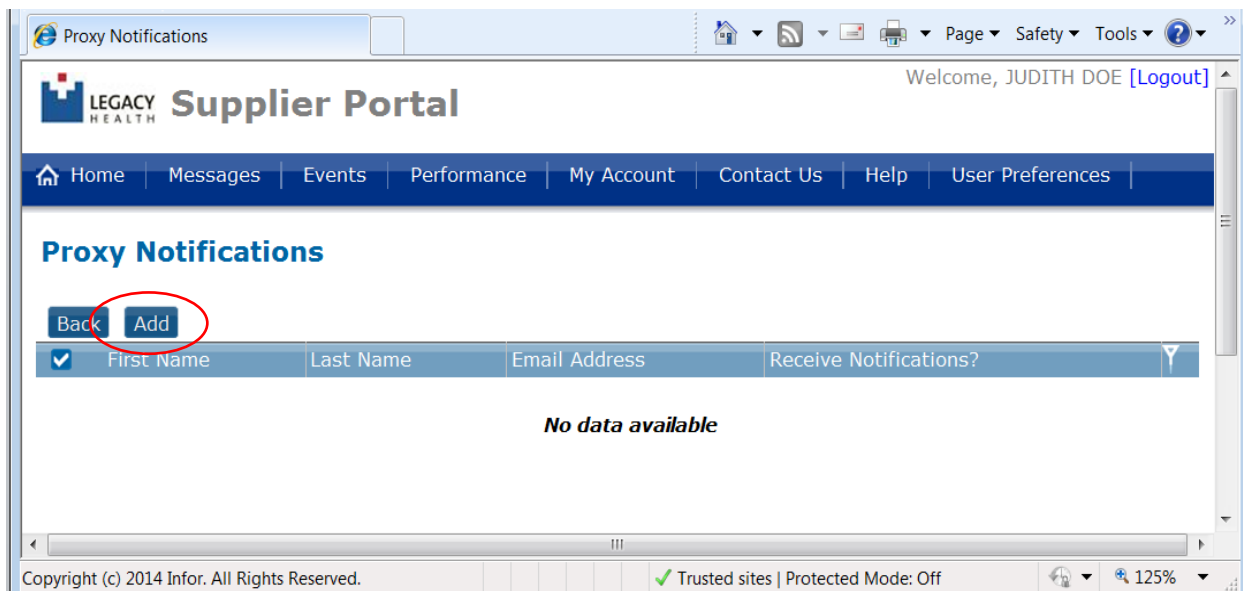To delete a commodity code, simply click the Delete button to the right of the code you wish to delete.

d. Proxy Notifications

You may assign a proxy to receive any Legacy e-mail notifications that you would (bid Event notices, etc.), which alert you to check your Supplier Portal.

However, this person is not a bonafide contact and will not have their own login.
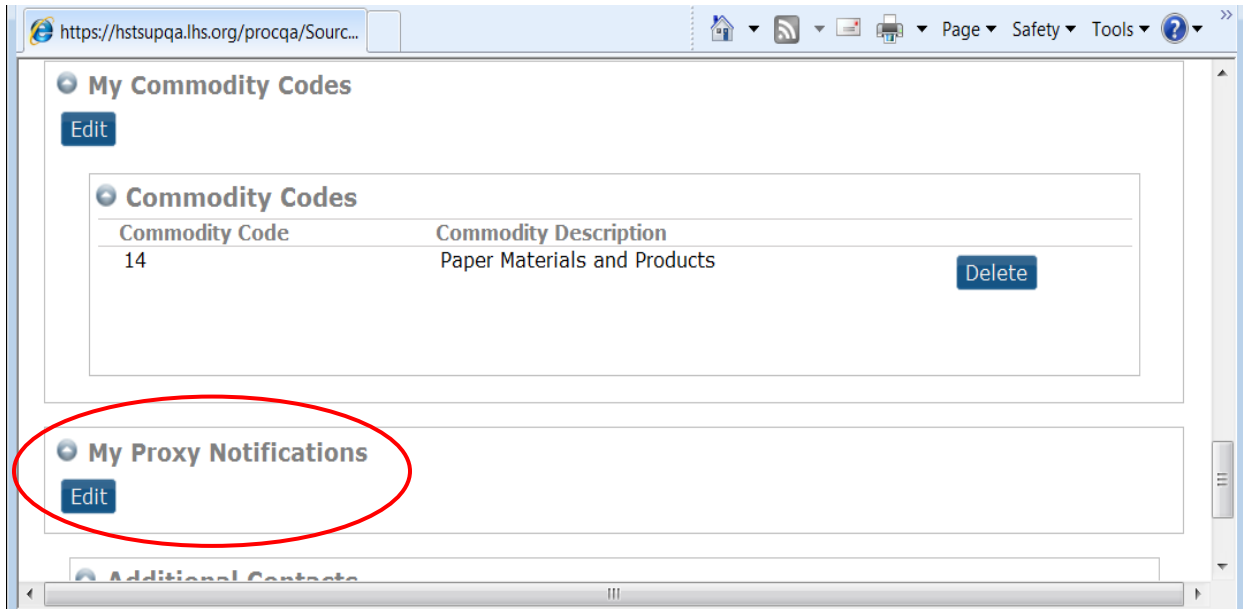
Scroll to the My Proxy Notifications section in your Account Information.

Click the Edit button (see above). Then click the Add button (see below).

Complete the required fields and click the Continue button.

In top right you'll see the message "Supplier Source Notify Group Created." This means that your proxy is added.

Click the Back button (*not the Add button*) to return to your Account Information, and you can view your proxy.
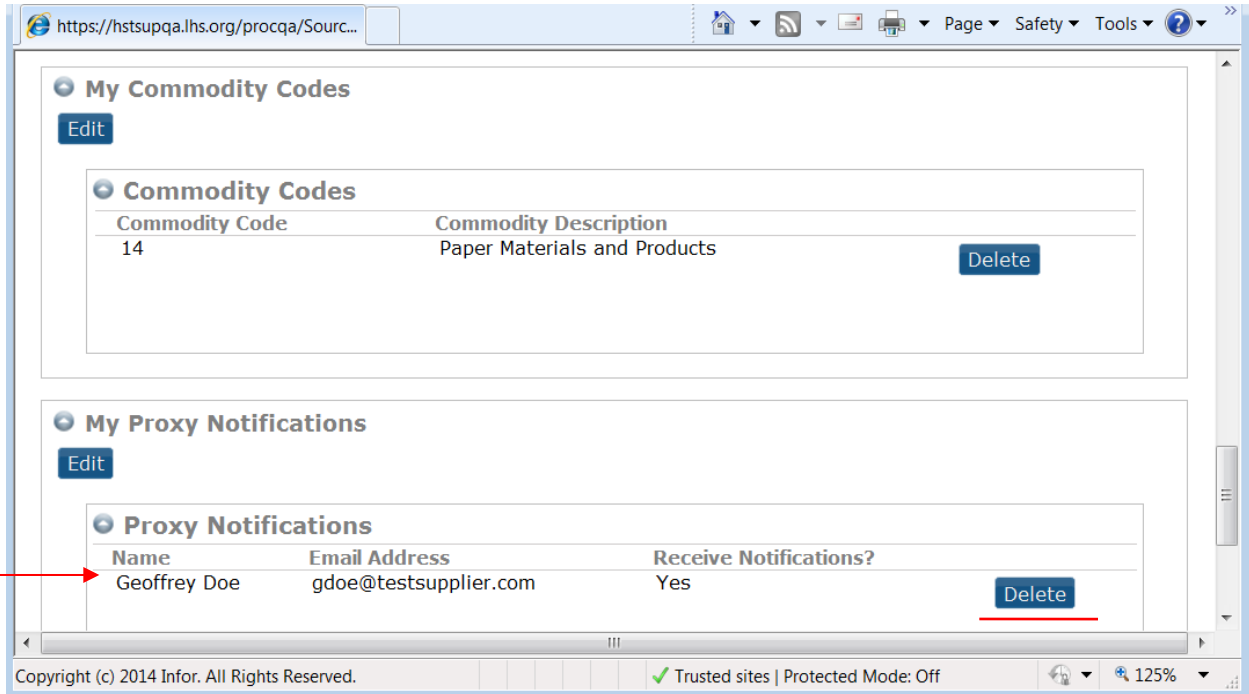
From your Account Information page, you can delete a proxy at any time by clicking the Delete button beside their record.

5. Legacy Updates/ Urgent Action message

On occasion, Legacy Health may send information update requests to suppliers via the Supplier Portal.

These will generate an Urgent message at the top of the Home page the next time you log in.

To access the update request, click the blue "Update your account information" link within the Urgent message.

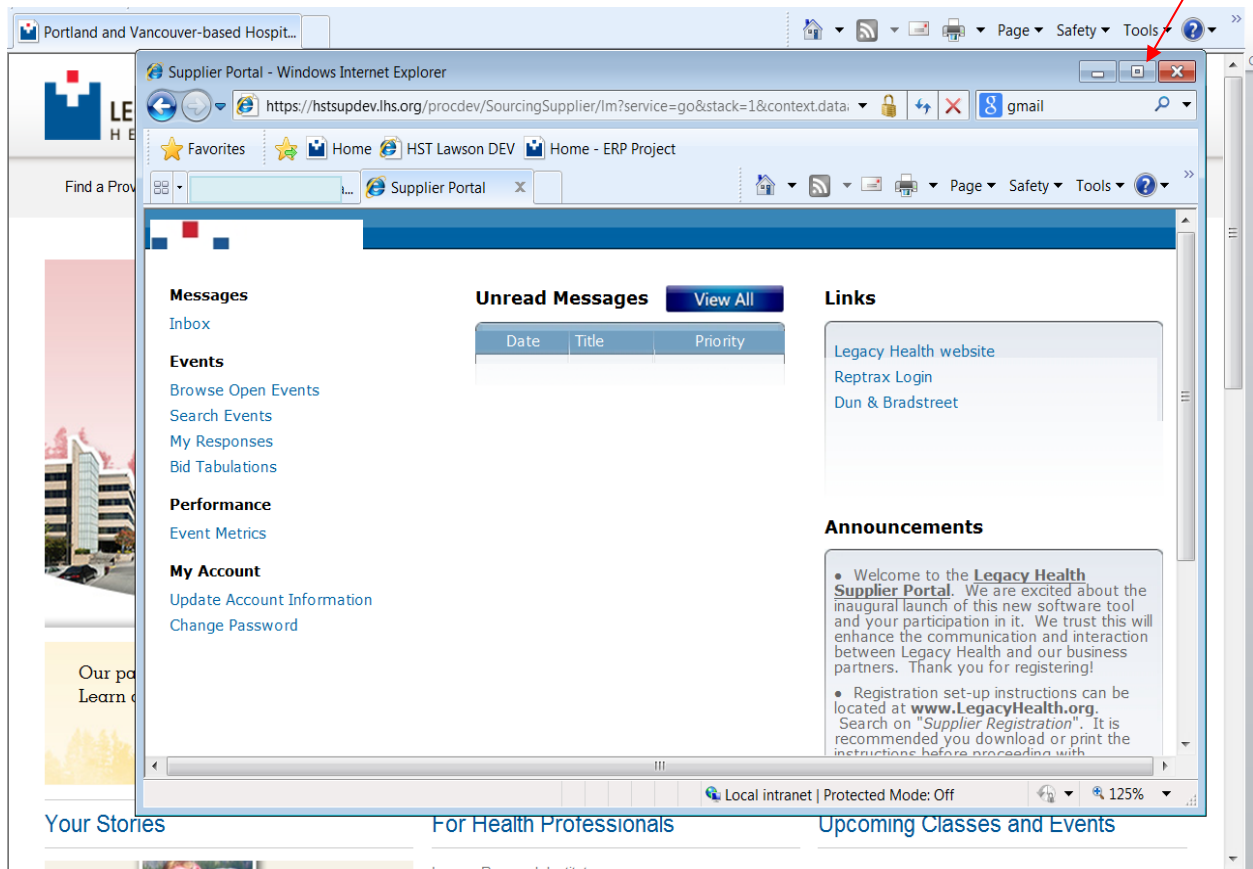(Or, click "Update Account Information" at bottom left, under "My Account.")

The update item requiring attention will be highlighted with a red exclamation point.

6. Frequently Asked Questions

  a. Where is my Logout option?

If no options are visible on the blue header at top, you probably need to simply maximize your screen.

Your options should then return.

Contact

If you have further questions or issues navigating the Supplier Portal, please contact the Legacy supply chain buyer you currently work with; or see the contact options under "Announcements."