

TranscendAP Supplier Portal User Guide

Version: 2026

Audience: Suppliers of PruittHealth

Introduction

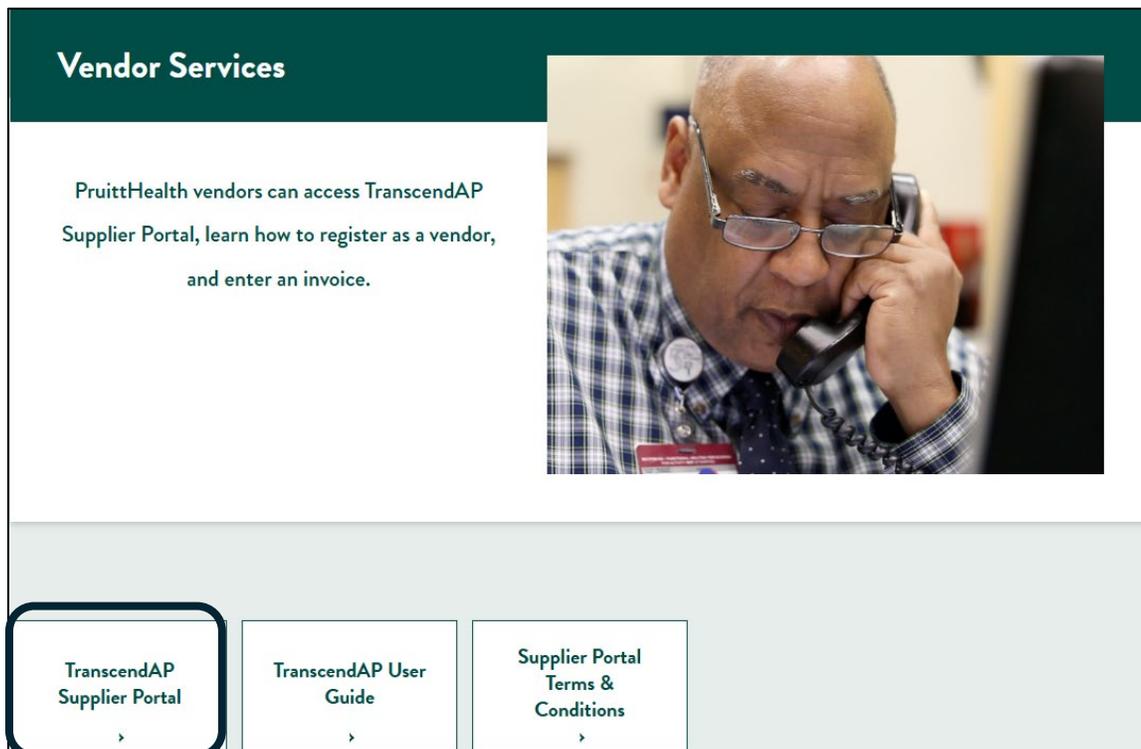
The TranscendAP Supplier Portal provides suppliers with secure, self-service access to invoice submission, invoice status tracking, profile maintenance, and document uploads. This guide explains how to register, log in, and use the core features of the portal.

Recommended browsers: Google Chrome or Microsoft Edge.

Gaining Access to the Supplier Portal

Existing suppliers can gain access to the Supplier Portal by **requesting access** directly from the [PruittHealth Vendor Services website](#).

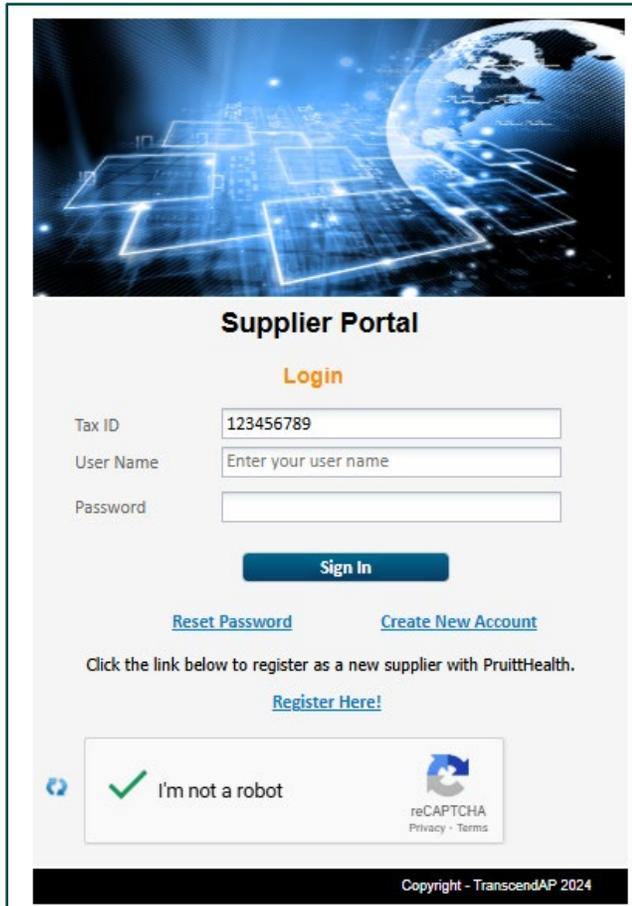
Note: You will need your company's **Tax ID** to register.



The screenshot shows a webpage titled "Vendor Services" with a dark green header. Below the header, there is a white box containing the text: "PruittHealth vendors can access TranscendAP Supplier Portal, learn how to register as a vendor, and enter an invoice." To the right of this text is a photograph of a man with glasses talking on a mobile phone. At the bottom of the page, there are three buttons: "TranscendAP Supplier Portal" (which is highlighted with a dark border), "TranscendAP User Guide", and "Supplier Portal Terms & Conditions". Each button has a small right-pointing arrow below it.

Once you have reached the Supplier Portal login page, follow these steps to begin registration:

1. Enter your **company Tax ID**.
2. Check the **“I’m not a robot”** box.
3. Click **Create New Account**.



The image shows a screenshot of the Supplier Portal login and registration page. At the top, there is a header image with a globe and digital circuitry. Below the header, the text "Supplier Portal" is centered. Underneath, the word "Login" is displayed in orange. There are three input fields: "Tax ID" with the value "123456789", "User Name" with the placeholder "Enter your user name", and "Password". A blue "Sign In" button is positioned below these fields. Below the button, there are two links: "Reset Password" and "Create New Account". A message states "Click the link below to register as a new supplier with PruittHealth." followed by a "Register Here!" link. At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox, which is checked, and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. A footer at the bottom reads "Copyright - TranscendAP 2024".

To create your new account:

1. **Email Authentication** - Enter your **First Name**, **Last Name**, and **Email Address**. Click **Authenticate Email and Send Code**.



The image shows a screenshot of a web browser window titled "Create New Account". The main heading is "Register: Step 1 of 3". There are three input fields: "First Name*" with the value "John", "Last Name*" with the value "Smith", and "Email ID*" with the value "Johnsmith@supplierportal.com". Below these fields is a button labeled "Authenticate Email and Send Code".

2. **One-Time Password (OTP)** - Check your email for the OTP. Enter the OTP and click **Validate**.

Dear John,

Please enter OTP 168988 for registering new user.
This code is valid for 10mins.
If you have not requested passcode, please contact administrator.

Create New Account

Register: Step 2 of 3

Success! OTP has been sent to registered email. Please enter it below.

Enter Passcode

3. **Complete Registration** - Create a **username** and **password** (must meet portal requirements). Click **Submit**.

Create New Account

Register: Step 3 of 3

Passcode validated. Please proceed with setting User Name and Password

User Name

Password* ?

Reenter Password* ?

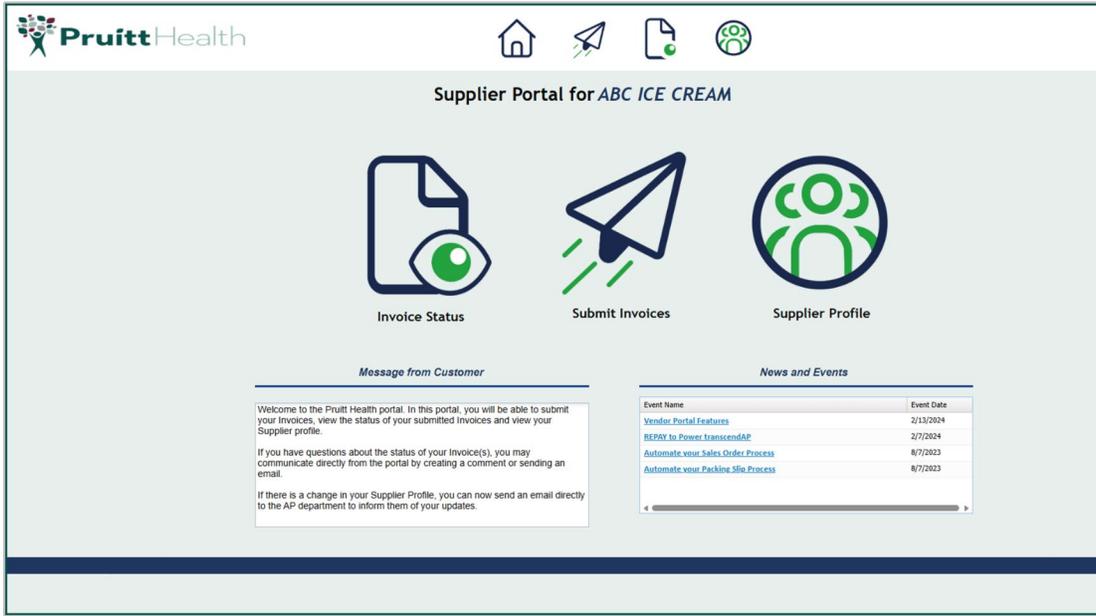
You will receive a confirmation message indicating successful registration. You may now log in using your credentials.

pruitthealth.transcendapdev.com says

Registration was successful! Please log in to access the portal.

Supplier Portal Features

After logging in, you will land on the **homepage**. The header menu allows quick navigation between portal features.



Invoice Status



The **Invoice Status** feature allows you to track invoices throughout the processing lifecycle.

Search Options (Top Section)

You can search by:

- Invoice Number
- Invoice Date Range
- Ingested Date (date the invoice was received)

If no search criteria are entered, all invoices will be displayed.

Invoice Sections

- **In Process:** Invoices currently under review or processing
- **Processed:** Invoices that are posted, paid, or pending payment

Emailing Your Customer

From the **View Invoice Status** screen, you can contact your customer directly:

1. Click **Email Customer**.
2. Enter your message.
3. Click **Send Email**.

The message is sent to your customer and logged within the Supplier Portal for reference.

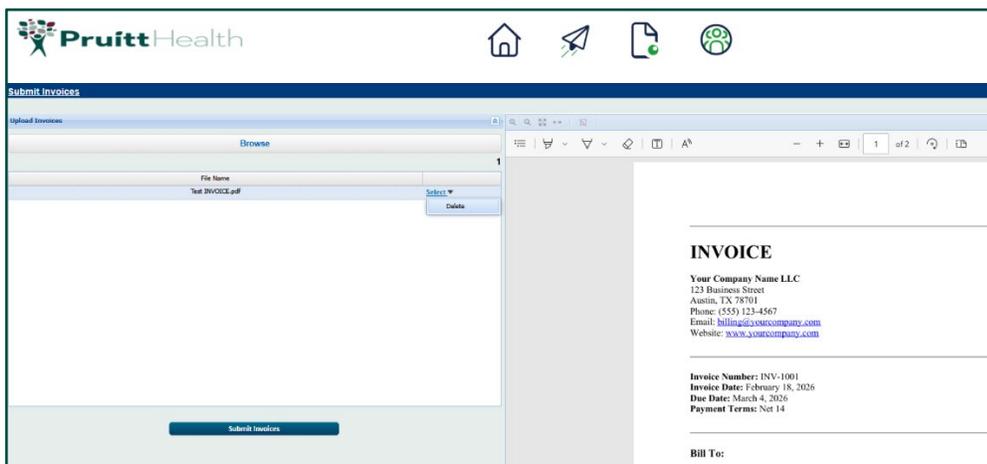
Submit Invoices



Suppliers can upload invoices directly into the portal.

Uploading Invoices

1. Click **Browse** to select files from your device.
2. To upload multiple invoices, hold the **Ctrl** key while selecting files.
3. Selected invoices appear on the left side of the screen.
4. Click each file name to preview the invoice on the right.
5. Click **Submit Invoices** once all files are ready.



Uploaded invoices follow the standard ingestion process and appear in the Document Review and/or Validation queues. The **Ingested From** field will indicate submission from the Supplier Portal.

To remove an invoice before submission, use the **Select** dropdown and choose **Delete**.

Supplier Profile



You may update your supplier information directly within the portal.

- If your company has multiple locations, select the appropriate address from the **Supplier Location** dropdown before making changes.
 - All updates require **PruittHealth approval** before becoming effective.
-

Uploading Documents

You can upload supporting documents to your Supplier Portal account.

Common document types include:

- W-9 forms
- Certificate of Incorporation
- Consent forms
- Bank letters on official letterhead
- Code of Ethics
- Liability Insurance

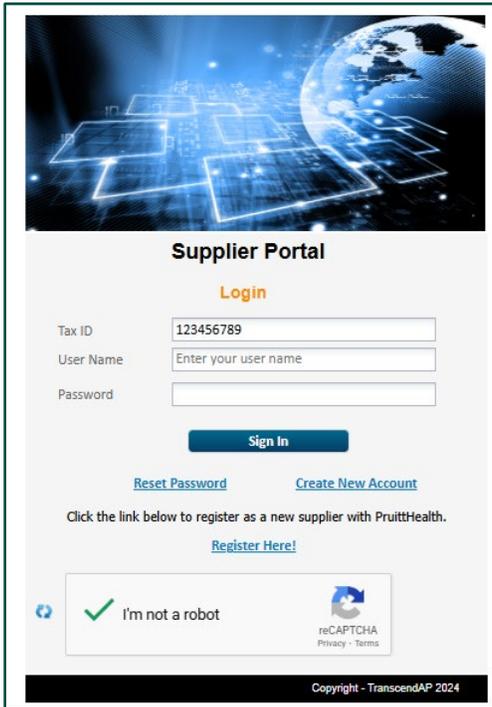
Use the **View Documents** feature to access files previously uploaded.

New Supplier Onboarding

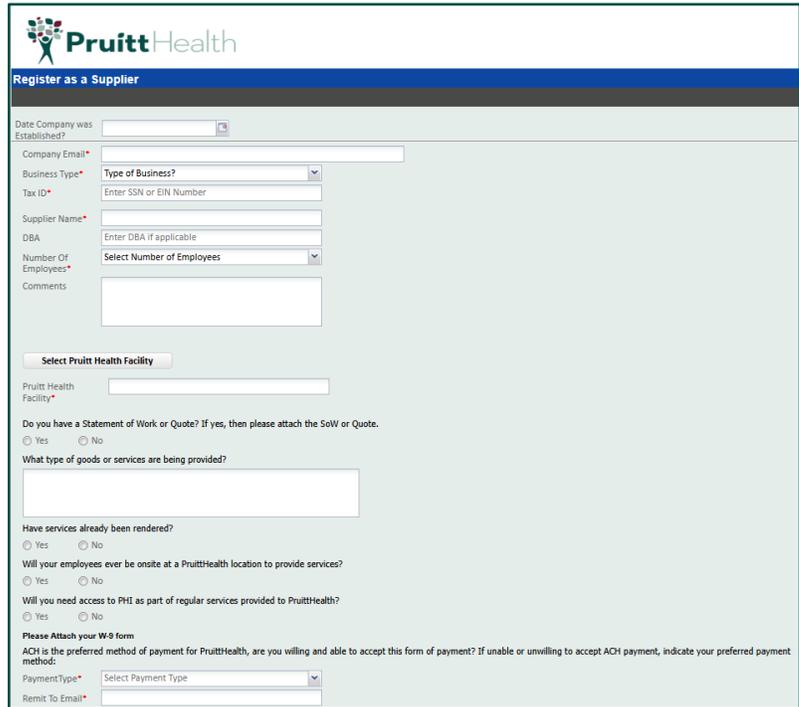
New suppliers must complete the onboarding registration process:

1. Visit the [PruittHealth Vendor Services page](#).
2. Navigate to the **TranscendAP Supplier Portal** tile.
3. Click the **Register Here!** link and complete all the required fields.

4. Click **Submit for Approval**.



The image shows the 'Supplier Portal' login and registration interface. At the top, there is a header image with a globe and circuitry. Below it, the text 'Supplier Portal' is centered. Underneath, there is a 'Login' section with a 'Sign In' button. To the left of the login fields, there is a 'Tax ID' field containing '123456789'. Below the login section, there are links for 'Reset Password' and 'Create New Account'. A message says 'Click the link below to register as a new supplier with PruittHealth.' followed by a 'Register Here!' link. At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a 'reCAPTCHA Privacy - Terms' link. The footer contains 'Copyright - TranscendAP 2024'.



The image shows the 'Register as a Supplier' form. At the top, there is the Pruitt Health logo. Below it, the title 'Register as a Supplier' is displayed. The form contains several fields: 'Date Company was Established?' (text), 'Company Email*' (text), 'Business Type*' (dropdown menu), 'Tax ID*' (text, with a note 'Enter SSN or EIN Number'), 'Supplier Name*' (text), 'DBA' (text, with a note 'Enter DBA if applicable'), 'Number Of Employees*' (dropdown menu, with a note 'Select Number of Employees'), and 'Comments' (text area). There is a 'Select Pruitt Health Facility' button. Below that, there is a 'Pruitt Health Facility*' (text) field. A question asks 'Do you have a Statement of Work or Quote? If yes, then please attach the SoW or Quote.' with 'Yes' and 'No' radio buttons. Another question asks 'What type of goods or services are being provided?' with a text area. A third question asks 'Have services already been rendered?' with 'Yes' and 'No' radio buttons. A fourth question asks 'Will your employees ever be onsite at a PruittHealth location to provide services?' with 'Yes' and 'No' radio buttons. A fifth question asks 'Will you need access to PHI as part of regular services provided to PruittHealth?' with 'Yes' and 'No' radio buttons. A section titled 'Please Attach your W-9 form' contains a question about the preferred payment method: 'ACH is the preferred method of payment for PruittHealth, are you willing and able to accept this form of payment? If unable or unwilling to accept ACH payment, indicate your preferred payment method:'. Below this is a 'PaymentType*' (dropdown menu, with a note 'Select Payment Type') and a 'Remit To Email*' (text) field.

You will receive an email notification once your registration is **approved or rejected**.

Support and Notes

- Ensure your Tax ID is entered correctly during registration omitting any hyphens.
- Use Chrome or Edge for best performance.
- All profile and document changes are subject to customer approval.