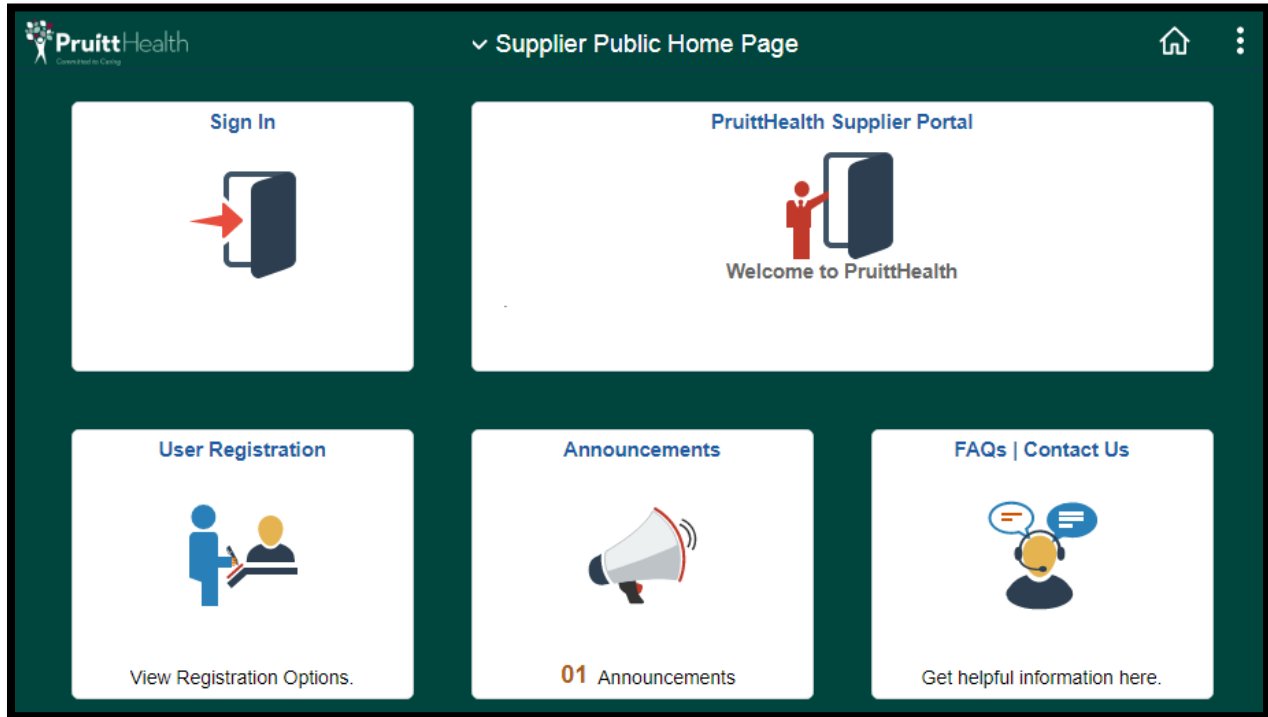
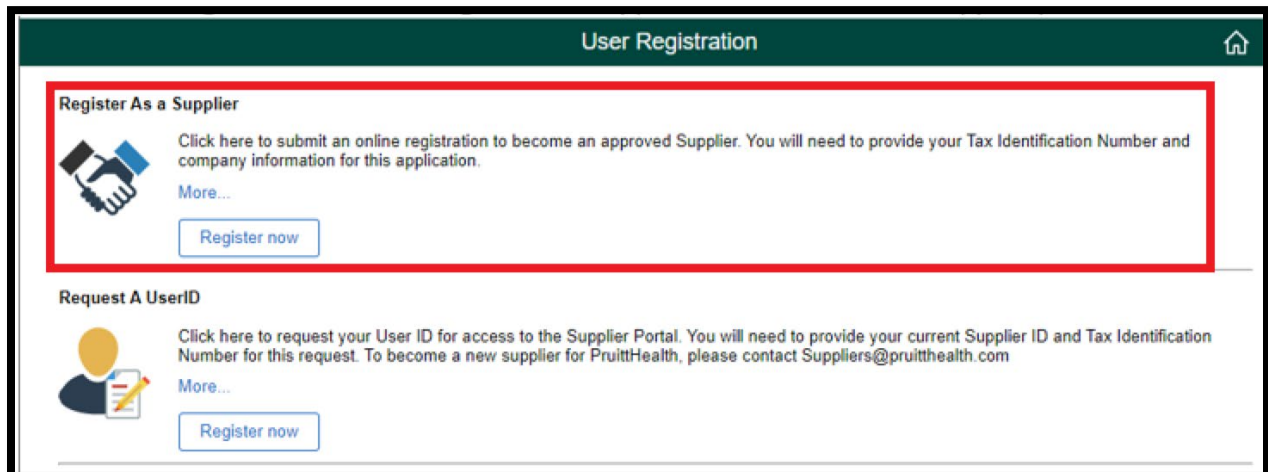


### New User Registration

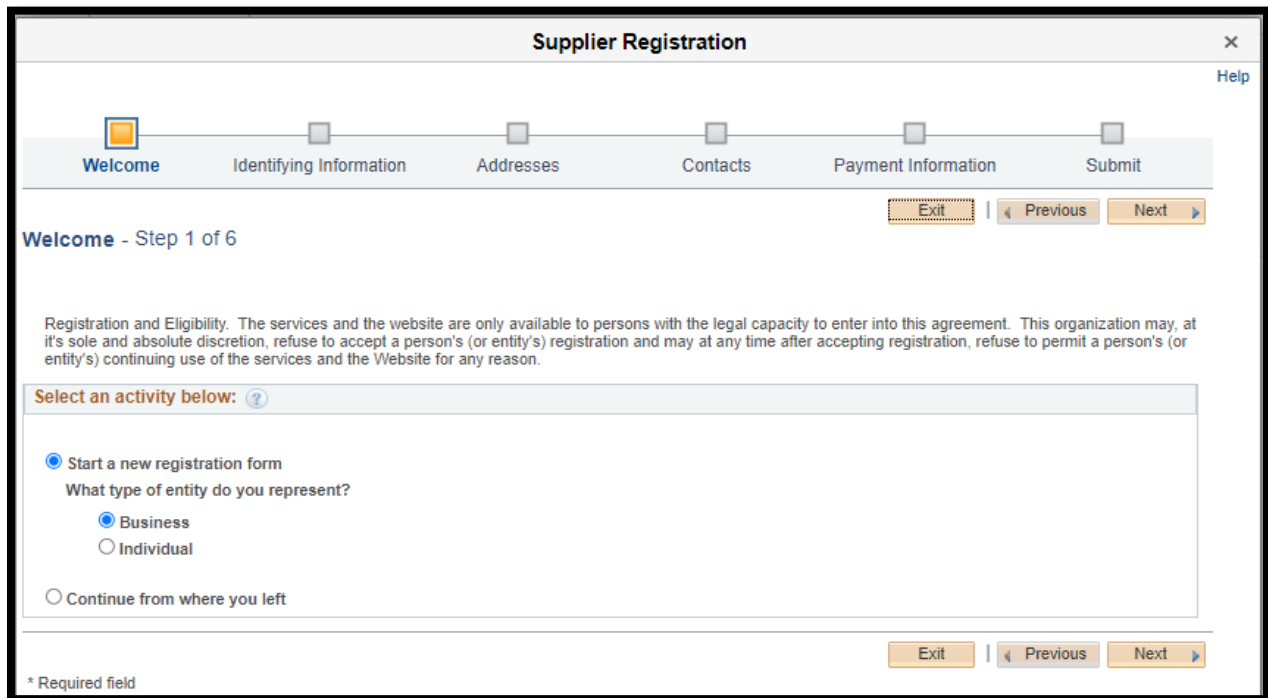
1. Click on **User Registration** on the eSupplier **Home Page**



2. Click on **Register now** on the Register as a Supplier section to create a supplier profile

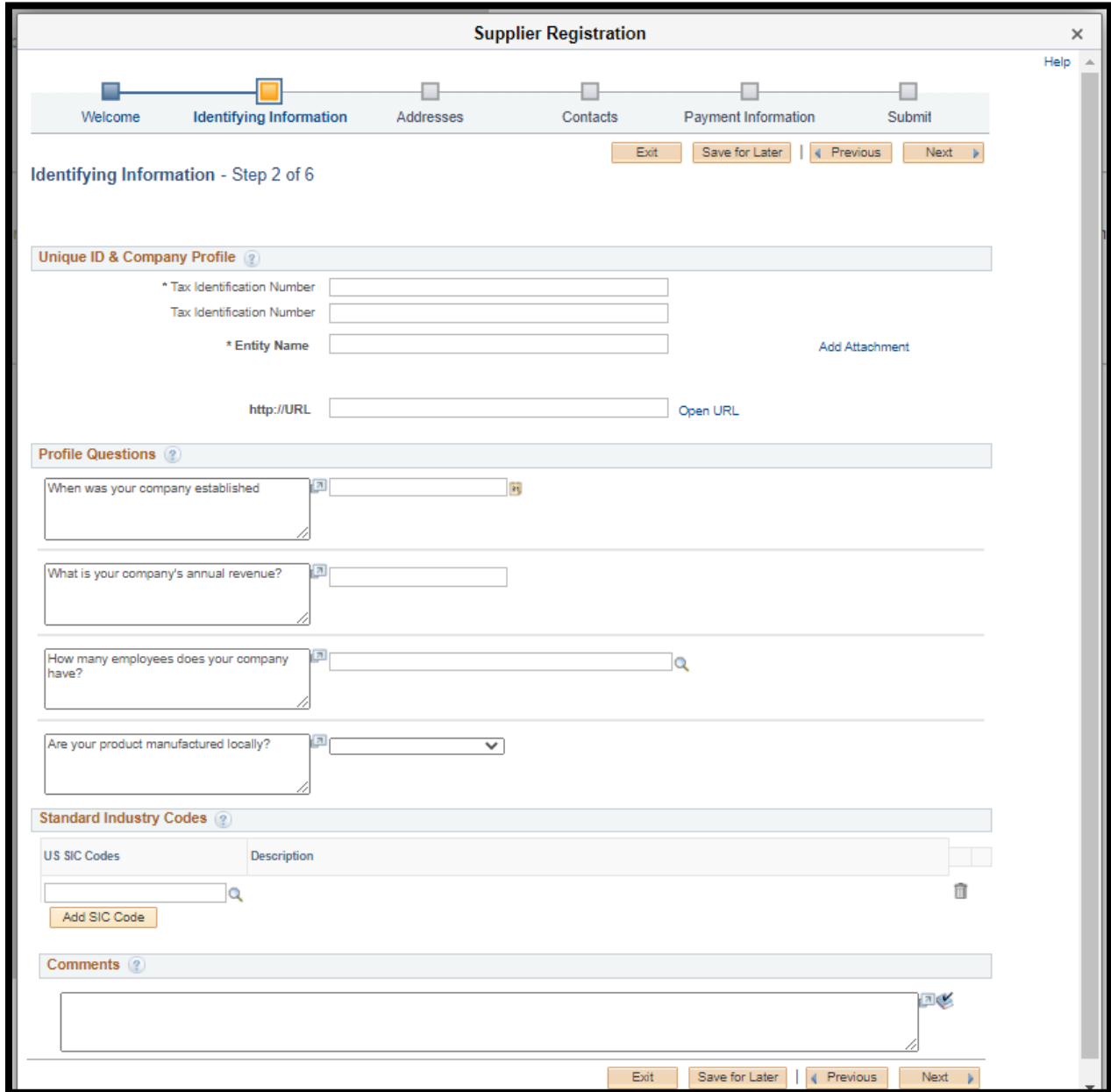


3. Select the entity type as either **Business** or **Individual** then select **Next**



The screenshot shows a web browser window titled "Supplier Registration" with a close button (X) in the top right corner. A "Help" link is also present. A progress bar at the top indicates six steps: "Welcome" (active), "Identifying Information", "Addresses", "Contacts", "Payment Information", and "Submit". Below the progress bar are "Exit", "Previous", and "Next" buttons. The main content area is titled "Welcome - Step 1 of 6" and contains a disclaimer: "Registration and Eligibility. The services and the website are only available to persons with the legal capacity to enter into this agreement. This organization may, at its sole and absolute discretion, refuse to accept a person's (or entity's) registration and may at any time after accepting registration, refuse to permit a person's (or entity's) continuing use of the services and the Website for any reason." Below the disclaimer is a section titled "Select an activity below:" with a help icon. It contains three radio button options: "Start a new registration form" (selected), "Continue from where you left", and "What type of entity do you represent?". Under "What type of entity do you represent?", there are two radio button options: "Business" (selected) and "Individual". At the bottom of the form are "Exit", "Previous", and "Next" buttons. A footnote at the bottom left reads "\* Required field".

- 4. Fill in the required Tax Identification Number and attach the required W-9 form. Please note the Profile questions are optional.



The screenshot displays the 'Supplier Registration' web application interface. At the top, a progress bar shows six steps: Welcome, Identifying Information (current), Addresses, Contacts, Payment Information, and Submit. Below the progress bar, navigation buttons include 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Identifying Information - Step 2 of 6' and is divided into several sections:

- Unique ID & Company Profile**: Contains input fields for '\* Tax Identification Number' (with a sub-field for 'Tax Identification Number'), '\* Entity Name', and 'http://URL' (with an 'Open URL' link). An 'Add Attachment' button is also present.
- Profile Questions**: Includes four optional questions with input fields: 'When was your company established?', 'What is your company's annual revenue?', 'How many employees does your company have?', and 'Are your product manufactured locally?'.
- Standard Industry Codes**: Features a table with columns for 'US SIC Codes' and 'Description', a search icon, and an 'Add SIC Code' button.
- Comments**: A large text area for entering comments, with a 'Save' icon.

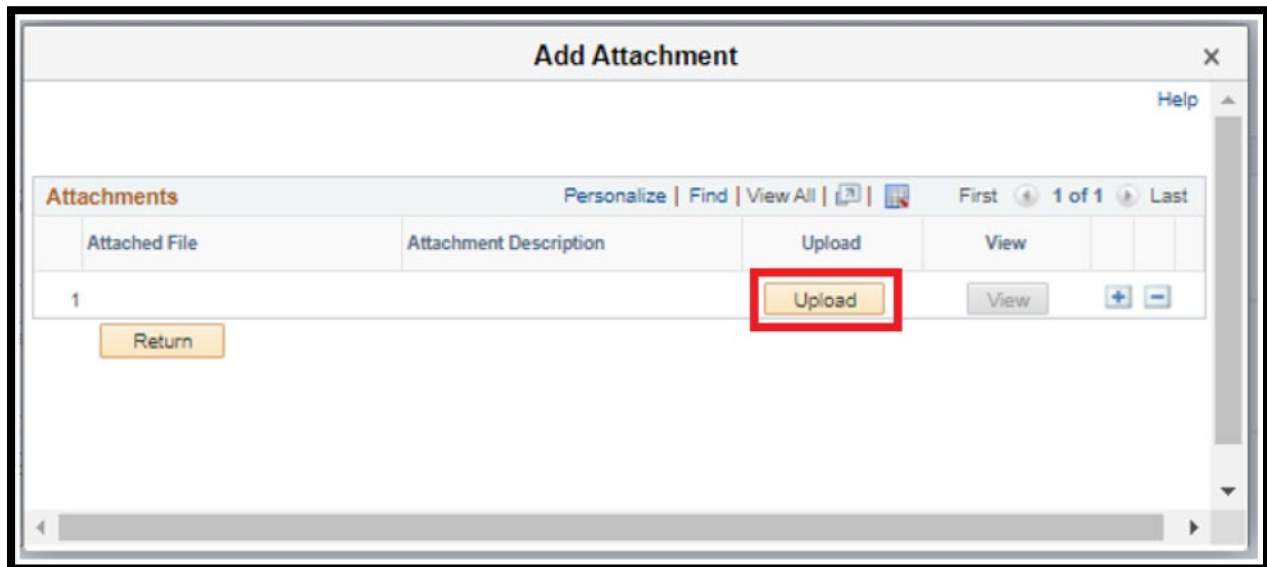
At the bottom of the form, there are 'Exit', 'Save for Later', 'Previous', and 'Next' navigation buttons.

- a. To attach your W-9, select the **Add Attachment** link



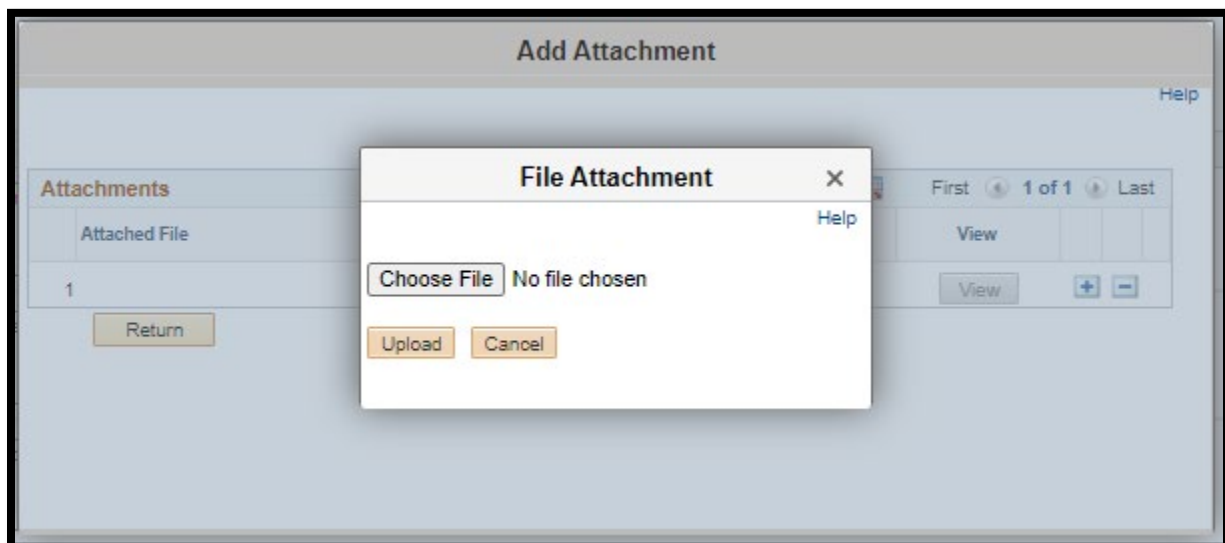
The screenshot shows a form titled "Unique ID & Company Profile" with several input fields: "\* Tax Identification Number", "Tax Identification Number", "\* Entity Name", and "http://URL". A red box highlights the "Add Attachment" button on the right side of the form.

- b. Select the **Upload** button



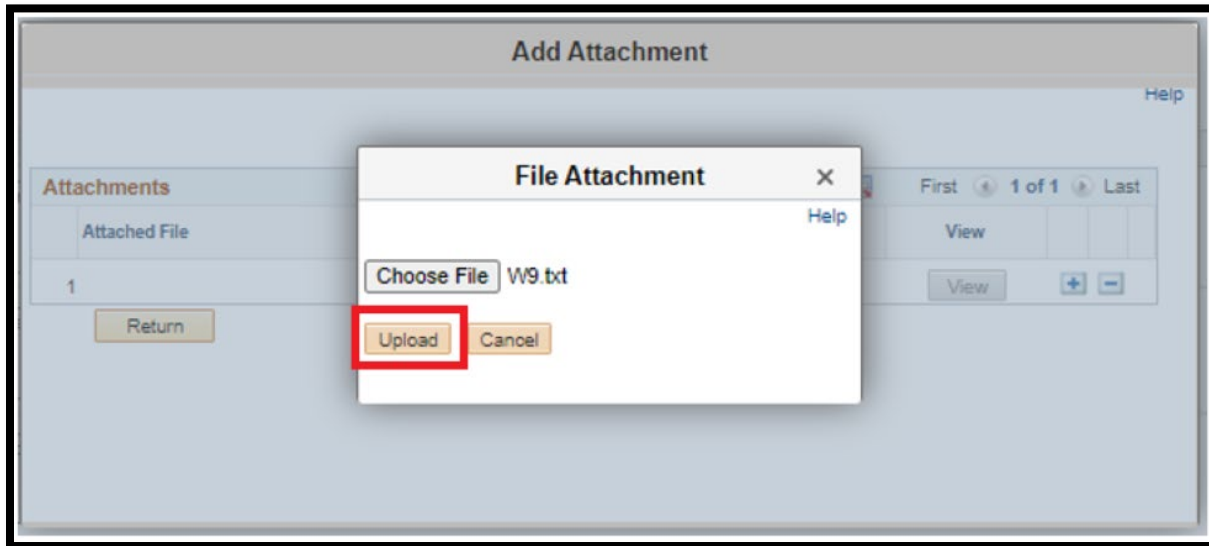
The screenshot shows the "Add Attachment" window. It features a table with the following columns: "Attached File", "Attachment Description", "Upload", and "View". The "Upload" button in the first row is highlighted with a red box. Below the table is a "Return" button. The window also includes a "Help" link and navigation controls.

- c. Select the **Choose File** button to browse for the file you wish to attach

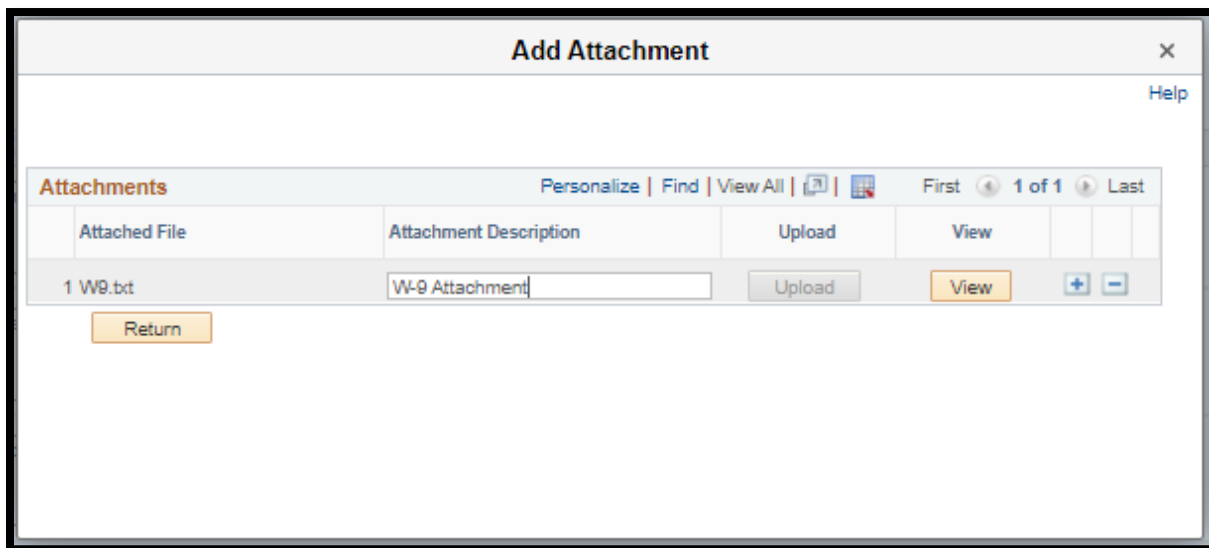


The screenshot shows the "Add Attachment" window with a "File Attachment" dialog box open. The dialog box has a "Choose File" button, the text "No file chosen", and "Upload" and "Cancel" buttons. The background window shows the "Attachments" table and a "Return" button.

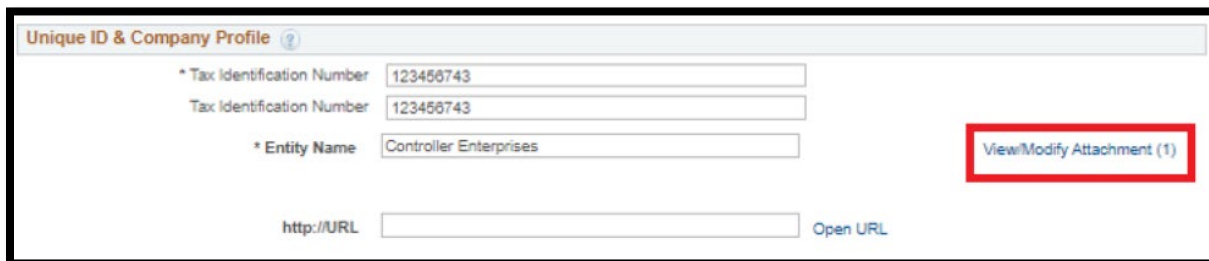
- d. Once the attachment has been selected you should see it in the File Attachment window, then select the **Upload** button to proceed



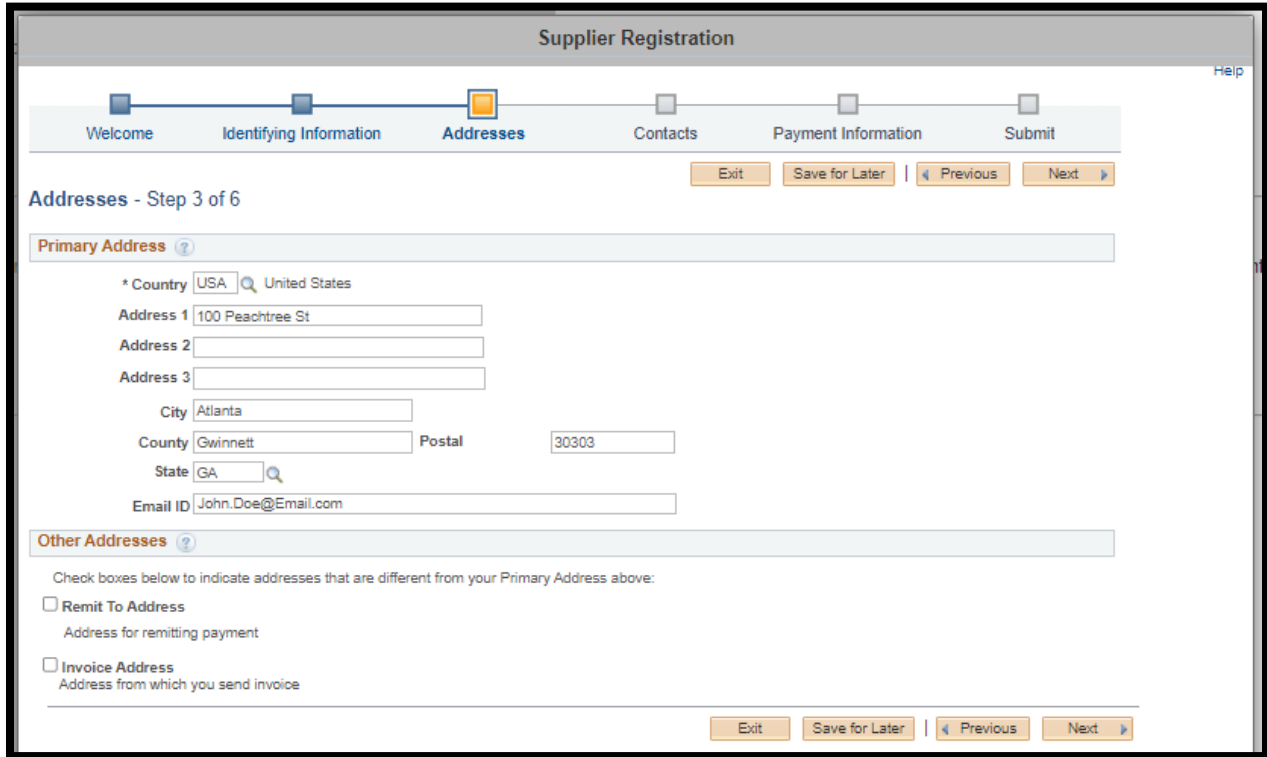
- e. Add a description to the attachment and select the **Return** button



- f. You should now see the number of attachments next to the **View/Modify Attachments** link. Select Next after you fill in the form page to proceed.

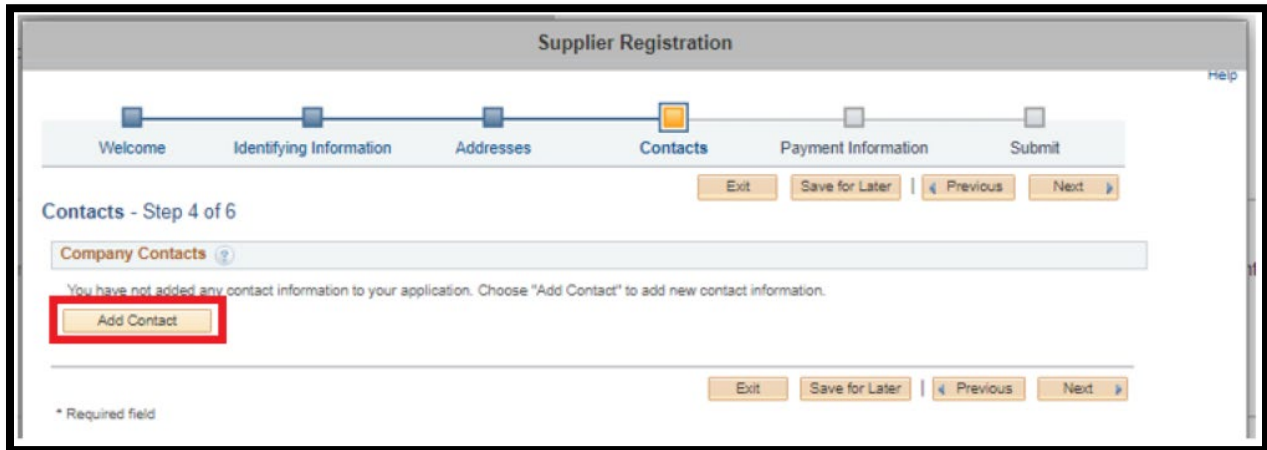


5. Fill in the Primary Address then select **Next** to proceed



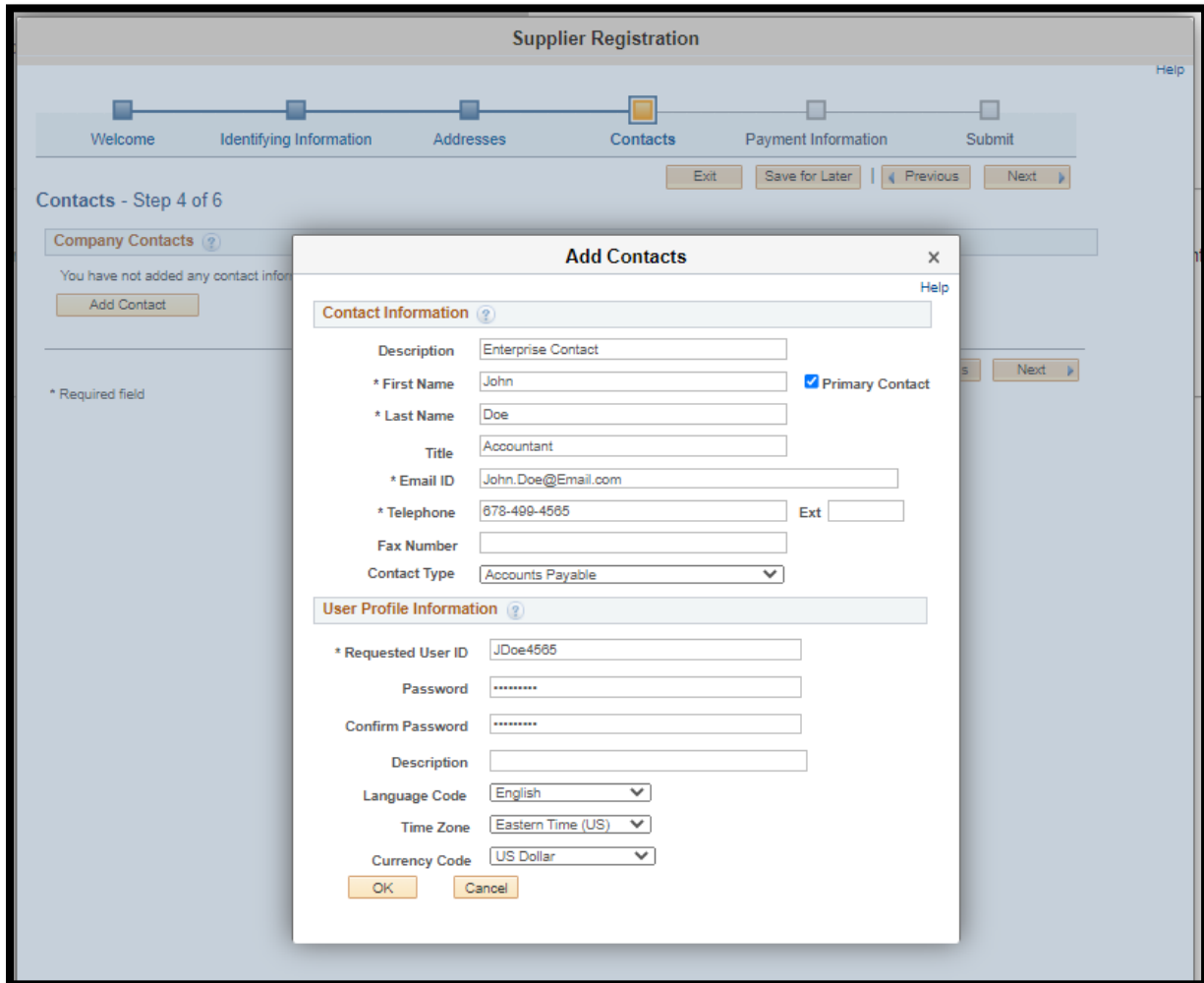
The screenshot shows the 'Supplier Registration' interface at the 'Addresses' step (Step 3 of 6). The progress bar at the top indicates the current step. The 'Primary Address' section contains the following fields: Country (USA), Address 1 (100 Peachtree St), Address 2, Address 3, City (Atlanta), County (Gwinnett), Postal (30303), State (GA), and Email ID (John.Doe@Email.com). Below this is the 'Other Addresses' section with checkboxes for 'Remit To Address' and 'Invoice Address'. Navigation buttons 'Exit', 'Save for Later', 'Previous', and 'Next' are visible at the bottom.

6. Select the **Add Contact** button



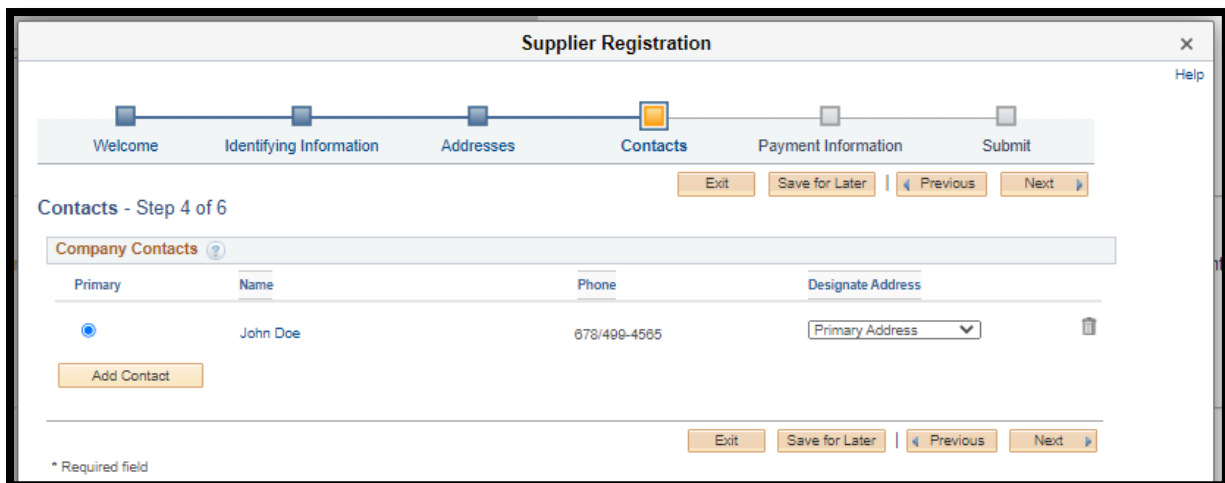
The screenshot shows the 'Supplier Registration' interface at the 'Contacts' step (Step 4 of 6). The progress bar at the top indicates the current step. The 'Company Contacts' section contains a message: 'You have not added any contact information to your application. Choose "Add Contact" to add new contact information.' The 'Add Contact' button is highlighted with a red box. Navigation buttons 'Exit', 'Save for Later', 'Previous', and 'Next' are visible at the bottom. A legend at the bottom left indicates '\* Required field'.

7. Fill in the **Add Contacts** section, please note fields with an (\*) are required. Select **OK** once the form is completed.



The screenshot shows the 'Supplier Registration' interface with the 'Contacts' step selected. A modal window titled 'Add Contacts' is open, containing two sections: 'Contact Information' and 'User Profile Information'. The 'Contact Information' section includes fields for Description (Enterprise Contact), First Name (John), Last Name (Doe), Title (Accountant), Email ID (John.Doe@Email.com), Telephone (678-499-4565), and Contact Type (Accounts Payable). The 'User Profile Information' section includes fields for Requested User ID (JDoe4565), Password, Confirm Password, Description, Language Code (English), Time Zone (Eastern Time (US)), and Currency Code (US Dollar). A 'Primary Contact' checkbox is checked. 'OK' and 'Cancel' buttons are at the bottom of the modal.

8. Select **Next** to proceed



The screenshot shows the 'Supplier Registration' interface with the 'Contacts' step completed. The 'Company Contacts' table is visible, showing one contact: John Doe, with phone number 678/499-4565 and designated as the Primary Address. The 'Next' button is highlighted, indicating the user should proceed to the next step.

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	John Doe	678/499-4565	Primary Address

9. Continue to fill in the **Supplier Banking Information** section along with the *required* Bank ID and Bank Account Number. Select **Next** to proceed.

**Supplier Registration** x

WelcomeIdentifying InformationAddressesContactsPayment InformationSubmit

Exit | Save for Later | Previous | Next

### Payment Information - Step 5 of 6

**Supplier Banking Information** ?

Country  United States

Bank Name

Branch Name

Bank ID Qualifier  United States Bank

Account Type

Bank ID

Bank Account Number

DFI Qualifier

IBAN

DFI ID

**Bank Address**

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State

**Bank Phone**

Prefix

Phone

Ext

Fax

**URL Information** ?

URLID	Description		
1	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Exit | Save for Later | Previous | Next



10. Fill in the contact email address, check the **Terms and Conditions** then select the **Submit** button

### Supplier Registration

Help

Welcome Identifying Information Addresses **Contacts** Payment Information **Submit**

Exit Save for Later Previous Next

#### Submit - Step 6 of 6

Select the "Review" button to review the registration information.  
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Email communication regarding this registration will be sent to:

**Terms and Conditions** ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

Terms of Agreement


Review Submit

Exit Save for Later Previous Next

### Supplier Registration

## Registration Submit Details

#### Submitted



 You have successfully submitted your registration.





Your registration ID:  
0000000042

Any email regarding the registration status will be sent to:  
John.Doe@Email.com

- a. You will receive an email notification of your submitted application

[External] Your registration form has been submitted for approval

 fs920qa\_appserv@pruitthealth.com  
To  Lincoln, Henry R.

10:26 AM

**This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.**

Your supplier registration form, registraion ID 0000000041 has been submitted for approval.



You will be notified at this email address of any changes in your registration status.





If you have any question or feedback regarding your registraion ID 0000000041, please call the application service center at (770) 279-6200, or email [ContractRequest@pruitthealth.com](mailto:ContractRequest@pruitthealth.com).

Thank you.  
PruittHealth.

- b. Once approved, you will receive an approval email notification

[External] Your Recent Supplier Registration

 fs920qa\_appserv@pruitthealth.com  
To  Lincoln, Henry R.

10:44 AM

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Your supplier registration application, registration ID 0000000041 has been approved.

Supplier Name: Controller Enterprises  
Supplier ID: 0000046334



If you have any questions or feedback regarding your registration ID 0000000041, please call the Application Service Center at (770) 279-6200, or email [ContractRequest@pruitthealth.com](mailto:ContractRequest@pruitthealth.com).


Note: Separate notifications containing logon information will be sent to all approved contacts created for this Bidder ID

Thank you,  
PruittHealth

- c. Once approved, you will also receive your credentials to enter the Secure Supplier Portal

[External] New User Account Creation

 fs920qa\_appserv@pruitthealth.com  
To  Lincoln, Henry R.

 10:44 AM

This message is from an EXTERNAL SENDER - be CAUTIOUS, particularly with links and attachments.

Your user creation request has been approved. A user profile has been created for you in our system.

User ID: JDoe4565  
Password: 123123123  
Supplier Name: Controller Enterprises  
Supplier ID: 0000046334

Please use the following link to logon to our website to change your password or view/update your information

[https://urldefense.proofpoint.com/v2/url?u=https-3A\\_esupplierqa.pruithhealth.com\\_psc\\_esupqa\\_SUPPLIER\\_ERP\\_c\\_NUI-5FFRAMEWORK.PT-5FLANDINGPAGE.GBL&d=DwICaQ&c=eIGjsITfXP\\_y-DLLX0uEHXJvU8nOHRUK8IrwNKotkVU&r=dyICz6nGu76hwnpuKzm0Mh40QphAliPOvzKl\\_vkJ0&m=hc4q9RPqAq2bH9AEvjMaS8C6586-BZLJxIbVtA\\_vVyo&s=mPn6dM3CpF3JKgBkGUMMfLnZXIkMUrTelVCYSUHSm8k&e=](https://urldefense.proofpoint.com/v2/url?u=https-3A_esupplierqa.pruithhealth.com_psc_esupqa_SUPPLIER_ERP_c_NUI-5FFRAMEWORK.PT-5FLANDINGPAGE.GBL&d=DwICaQ&c=eIGjsITfXP_y-DLLX0uEHXJvU8nOHRUK8IrwNKotkVU&r=dyICz6nGu76hwnpuKzm0Mh40QphAliPOvzKl_vkJ0&m=hc4q9RPqAq2bH9AEvjMaS8C6586-BZLJxIbVtA_vVyo&s=mPn6dM3CpF3JKgBkGUMMfLnZXIkMUrTelVCYSUHSm8k&e=)

If you have any questions regarding your user account, please call the Application Service Center at (770) 279-6200, or email [ContractRequest@pruitthealth.com](mailto:ContractRequest@pruitthealth.com)

Thank you,  
PruittHealth