DALLAS COUNTY HOSPITAL DISTRICT
dba
PARKLAND HEALTH & HOSPITAL SYSTEM

Supplier Portal User Guide
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For technical questions regarding the portal, please send an email to SSRREQUEST@phhs.org.

Revision 1, 7/20/2016
I. Supplier Portal Registration

Dallas County Hospital District d/b/a Parkland Health & Hospital System (“Parkland”) is pleased to provide an online Supplier Portal to streamline and simplify doing business with Parkland. The portal provides opportunities for suppliers to receive email notifications of potential business as well as online bidding processes. Before you get started, please reserve a minimum of fifteen (15) minutes of your time, without interruptions, and have the following information ready to proceed with the registration.

- Your Federal tax ID number on W-9 form
- A softcopy of W-9 form to be uploaded later
- Commodity codes pertaining to your line of business

Commodity code(s) **MUST** be selected and included in your profile in order to complete the registration process. Registrants will receive automatic notifications of future procurements based on the chosen commodity codes. **Registrants with incomplete profiles will not receive any automated bidding notifications.** Please review the Parkland commodity codes list first (page 24) and identify your appropriate codes if not known. The Parkland Commodity Codes is also found on the Home page of the portal.

Please use only Internet Explorer version 7, 8, 9, or 11*. Internet Explorer is the only supported web browser. Firefox, Google Chrome and Safari are not supported. *If you are using IE11, then please ensure the Compatibility View mode is enabled. To enable: Click Tools button ➔ then click Compatibility View Settings ➔ Under Add this website field, enter phhs.org and then click Add and Close. The Internet Explorer page should refresh/reload.

Please begin your registration by clicking on this link [https://supplierportal.phhs.org](https://supplierportal.phhs.org)

**1. Click “Register” to get started.**
2. Read and accept the **Terms and Conditions** to use Supplier Portal. Click **Continue**.

3. Create your User Name and Password and enter your contact information then click “**Continue.**”
   Note: Both User Name and Password are case sensitive. Required fields are noted with an asterisk (*)
4. Enter your company information and Tax ID# in the required fields and click “Continue.”

5. Parkland seeks to increase participation by minority and women owned suppliers. Thus, please identify your company’s status if you are in one of those categories. If you are in one of these categories, please click “Add” to add codes else click “Continue” and skip to page 5 in “Questions” section.
6. Select/Check the appropriate diversity codes then click “Attach To Supplier”

7. A “Attach To Supplier Completed” message will display. Click Continue.

Click “Continue” if finished adding Diversity Codes.
8. Answer all relevant questions and upload a softcopy of the W-9 under question 1.

Click “Continue” when done.
9. **Commodity Code(s)** pertaining to your business **MUST** be selected in order to complete your registration process. You will receive automatic notifications of solicitations based on the commodity codes chosen here. **Incomplete registrants will not receive any solicitation notifications.** Please review Commodity Codes starting on page 24 of this guide.

10. Find the appropriate Commodity Codes and click the folder to expand additional codes. Select and check the boxes and click “**Attach To Contact**”. Note: Main category and sub category codes cannot be selected at the same time. You must select either the main OR the sub category codes but not both.
11. Added Commodity Code(s) will display on the list with “Attach To Contact Completed” message. Click “Continue” to go to Proxy Notifications section.

12. Proxy Notifications: A proxy is someone you want to receive automatic notifications regarding a solicitation that match the selected commodity codes. This individual does not have a login or password to the system. Click Continue to move to the next step.
13. The system will display **Registration status: Complete** when registration process is complete and does not have any errors. Click **Done** to go to the home page.

**IMPORTANT!** Once you have completed the registration, logout immediately and login again to set up security questions for the account. These questions will be used for self-serve password reset.
Supplier Portal Home Screen - Definitions

**Browse Open Events:** displays the current active events of bidding opportunities. Registrants do not need a login in order to see current open solicitation events.

**Search Events:** searches current or past events with keyword or event number search.

**My Responses:** shows bidding responses that you have submitted against events.

**Unsubmitted Responses:** shows response to an event that you have entered as draft but did not submit.

**Update Account Information:** allow edits to your contact and company information as well as diversity and commodity codes. Also, you can create additional contacts for other users that need access to the supplier portal with a username and password.
II. ASK QUESTIONS ON A BIDDING EVENT

1. Access the Supplier Portal at https://supplierportal.phhs.org

2. Click Login

3. Enter User Name and Password when prompted and click Login

If you have forgotten your password then please click click here to reset and follow the prompts.

4. At the Home page click Browse Open Events
5. The system will display the **Open Events** page.

All **Open** events will be listed on the bottom half of the screen. You can scroll down the page or use the arrows to view additional events. Also, you can use the search function at the top half of the screen to search specific **Open** events.

6. Once you have identified an event that you would like to inquire on, click the event number.

7. An **Event Summary** page will display.

Review the event to see if the Q & A period is still open or if the **Ask A Question** button is present. If it’s available then the Q & A period is still open.
8. Click the button for the **Question** text window to open. Enter your question for the event and click **Save**. If you have more than one question then please click **Save and New** button to enter additional questions. (There is no need to identify your company in the Question field.)

![](image1.png)

9. A Sourcing Event Q and A Created message will appear in the upper right hand corner of the screen.

![](image2.png)

10. Your questions will be answered by the solicitation event’s main contact once answers are received and available. The answers will either be posted under the **Q And A Forum** tab or in the form of a solicitation Amendment.

![](image3.png)
III. BID RESPONSE TO A BIDDING EVENT

1. Access the Supplier Portal at https://supplierportal.phhs.org

2. Click Login

3. Enter User Name and Password when prompted and click Login

If you have forgotten the password then please click [click here] to reset and follow the prompts.

4. At the Home page click Browse Open Events
5. The system will display the **Open Events** page.

![Open Events Page](image)

All **Open** events will be listed on the bottom half of the screen. You can scroll down the page or use the arrows to view additional events. Also, you can use the search function at the top half of the screen to search specific **Open** events.

6. Once you have identified an event that you would like to inquire on, click the event number.

7. An **Event Summary** page will display.

![Event Summary Page](image)

Review the details by clicking on the individual tabs (**Summary**, **Lines**, **Q And A Forum**). Use the scroll bar/key to page down to see additional information.
8. The solicitation documents for RFP, IFB or RFQ, if any, will be listed under the **Summary** tab.

Click on the **Attachments** hyperlink to save or print a copy for each attachment.

9. Once you have your proposal/quote put together and ready to respond to a bid, please make sure your files meet these system criteria: No zip files; **file name**, not the size of file, **shall not** exceed 50 characters including file extensions.

To submit a bid for the event, click on **Respond Now** button from the Event Summary page.
10. Place a check mark in the “I accept the Terms and Conditions ...” box. Click Continue.

11. The system will list all line items associated with the bidding event. Click Respond at the end of each line item.

12. The Line Response detail displays. Enter your response in these fields. You may copy the line details from the top half of the screen for each associated fields in your response.

   **Vendor Item:** Enter item number
   **Vendor Item Description:** Enter description for the item number
   **Quantity:** Enter the quantity that you are bidding on.
   **Unit Price:** Enter your overall bid for event. If you have alternate bids, then please state it in the Response Comments field.
   **Response Comments:** Enter any relevant information that you would like us to know/review.

13. Click Continue. This will bring you back to the Line Responses page. Repeat steps 11 and 12 for additional lines.

14. Click Continue to move to the Response Attachments page.
15. If there are attachments for the event that you would like to upload, then again please make sure your files meet these system criteria: No zip files; file name, not the size of file, shall not exceed 50 characters including file extensions.

Click **Add** button.

![Image of Add button](image1.png)

Click **Browse** button.

![Image of Browse button](image2.png)

The system will allow you to search your local computer drive for the file to upload and attach. Select the file and then click **Open**. Then click **Continue**.

![Image of Continue button](image3.png)

Repeat step 15 again for additional attachments. Click **Continue**, if there are no attachments.
16. The system displays the **Submit Response** page. Review your bid amount to make sure the amount is correct, if not then click the Back button to go back and edit your response. However, if bid response is ready to submit then click **Submit** button to submit your bid.

17. Once **Submit** button is clicked, the system displays the bid submission successful “Congratulations, ...” page.

18. Click **Print My Response** button to print a copy of the response.

19. Click **Done** button to return to the Supplier Portal **Home** page.
IV. EDIT RESPONSE TO A BIDDING EVENT

1. Access the Supplier Portal at https://supplierportal.phhs.org

2. Click Login

3. Enter User Name and Password when prompted and click Login

If you have forgotten the password then please click here to reset and follow the prompts.

4. At the Home page click My Responses
5. The system will display the **My Responses** page. **IMPORTANT:** the system will only allow edits to a response if the Bidding Event period is still open.

Select and Check the box next to an **Open Event** number to be edited. The **Modify Response** button displays.

![My Responses](image)

6. Click **Modify Response** button for a confirmation window to pop up. Click **OK** button to confirm.

![Confirmation](image)

7. A "**Modify Response Completed**" message will display on the top right corner of the portal.

![Completed](image)

8. Click on the **Event** to open it. Accept the terms and click the **Continue** button to get to the **Line Responses** screen.

9. Click **Edit Response** button.

![Event Responses](image)
10. Make the necessary adjustments to the line and click **Continue** button.

11. Continue to click the **Continue** button until you reach the **Response Attachments** page. At this page you may add additional documents or delete the previous attachments. Click **Continue** to get to **Submit Response** page.

12. Review your bid amount to make sure the amount is correct, if not then click the **Back** button to go back and edit your response. However, if bid response is ready to submit then click **Submit** button to submit your bid.

13. Once **Submit** button is clicked, the system displays the bid submission successful “Congratulations, …” page.

14. Click **Print My Response** button to print a copy of the response.

15. Click **Done** button to return to the Supplier Portal **Home** page.
V. WITHDRAW RESPONSE TO A BIDDING EVENT

1. Access the Supplier Portal at https://supplierportal.phhs.org

2. Click Login

3. Enter User Name and Password when prompted and click Login

   ![Login Screen](image)

   If you have forgotten the password then please click [click here](#) to reset and follow the prompts.

4. At the Home page click My Responses
5. The system will display the **My Responses** page. **IMPORTANT**: the system will only allow you to withdraw a response if the Bidding Event period is still open.

   **Select and Check** the box next to an **Open Event** number to be withdrawal. The **Withdraw Response** button displays.

6. Click **Withdraw Response** button for a confirmation window to pop up. Click **OK** button to confirm.

7. A “**Withdraw Response Completed**” message will display on the top right corner of the portal.

8. Click **Home** button to go back to the Supplier Portal Home page.
## VI. Parkland Supplier Portal Commodity Codes (UNSPSC)

<table>
<thead>
<tr>
<th>Main Code</th>
<th>Sub Code</th>
<th>Commodity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td>LIVE PLANT ACCESSORIES AND SUPPLIES</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>CHEMICALS INCLUDING BIO CHEMICALS AND GAS MATERIALS</td>
</tr>
<tr>
<td>13</td>
<td>13-11</td>
<td>Resin rosin rubber foam film elastomeric matl</td>
</tr>
<tr>
<td>14</td>
<td>14-10</td>
<td>Paper materials</td>
</tr>
<tr>
<td>14</td>
<td>14-11</td>
<td>Paper products</td>
</tr>
<tr>
<td>14</td>
<td>14-12</td>
<td>Industrial use papers</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>PAPER MATERIALS AND PRODUCTS</td>
</tr>
<tr>
<td>15</td>
<td>15-10</td>
<td>Fuels</td>
</tr>
<tr>
<td>15</td>
<td>15-11</td>
<td>Gaseous fuels and additives</td>
</tr>
<tr>
<td>15</td>
<td>15-12</td>
<td>Lubricants and oils and greases and anti-corrosives</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>FUELS AND FUEL ADDITIVES AND LUBRICANTS</td>
</tr>
<tr>
<td>17</td>
<td>17-42</td>
<td>General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses (Use 72-12)</td>
</tr>
<tr>
<td>17</td>
<td>17-11</td>
<td>Plumbing, Heating and Air-Conditioning (SIC 1711)</td>
</tr>
<tr>
<td>17</td>
<td>17-21</td>
<td>Painting and Paper Hanging (SIC 1721)</td>
</tr>
<tr>
<td>17</td>
<td>17-31</td>
<td>Electrical Work (SIC 1731)</td>
</tr>
<tr>
<td>17</td>
<td>17-41</td>
<td>Masonry, Stone Setting, and Other Stone Work (SIC 1741)</td>
</tr>
<tr>
<td>17</td>
<td>17-42</td>
<td>Plastering, Drywall, Acoustical and Insulation Work (SIC 1742)</td>
</tr>
<tr>
<td>17</td>
<td>17-43</td>
<td>Terrazzo, Tile, Marble and Mosaic Work (SIC 1743)</td>
</tr>
<tr>
<td>17</td>
<td>17-51</td>
<td>Carpentry Work (SIC 1751)</td>
</tr>
<tr>
<td>17</td>
<td>17-52</td>
<td>Floor Laying and Other Floor Work, Not Classified (SIC 1752)</td>
</tr>
<tr>
<td>17</td>
<td>17-61</td>
<td>Roofing, Siding, and Sheet Metal Work (SIC 1761)</td>
</tr>
<tr>
<td>17</td>
<td>17-71</td>
<td>Concrete Work (SIC 1771)</td>
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<tr>
<td>17</td>
<td>17-81</td>
<td>Water Well Drilling (SIC 1781)</td>
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<td>17</td>
<td>17-91</td>
<td>Structural Steel Erection (SIC 1791)</td>
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<tr>
<td>17</td>
<td>17-93</td>
<td>Glass and Glazing Work (SIC 1793)</td>
</tr>
<tr>
<td>17</td>
<td>17-94</td>
<td>Excavation Work (SIC 1794)</td>
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<td>17</td>
<td>17-95</td>
<td>Wrecking and Demolition Work (SIC 1795)</td>
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<tr>
<td>17</td>
<td>17-96</td>
<td>Installation or Erection of Building Equipment (SIC 1796)</td>
</tr>
<tr>
<td>17</td>
<td>17-99</td>
<td>Special Trade Contractors, Not Else Classified (SIC 1799)</td>
</tr>
<tr>
<td>17</td>
<td>36-69</td>
<td>Communications Equipment, Not Elsewhere Classified (Use 43-19)</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td>BUILDING AND CONSTRUCTION MACHINERY AND ACCESSORIES</td>
</tr>
<tr>
<td>22</td>
<td>22-10</td>
<td>Heavy construction machinery and equipment</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td>MACHINERY AND ACCESSORIES</td>
</tr>
<tr>
<td>23</td>
<td>23-15</td>
<td>Pharmaceutical related equipment</td>
</tr>
<tr>
<td>23</td>
<td>23-24</td>
<td>Metal cutting machinery and accessories</td>
</tr>
<tr>
<td>23</td>
<td>23-25</td>
<td>Metal forming machinery and accessories</td>
</tr>
<tr>
<td>23</td>
<td>23-27</td>
<td>Welding soldering brazing machinery accessories and supplies</td>
</tr>
</tbody>
</table>
23-29  Industrial machine tools

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    24-12  Packaging materials
    24-13  Industrial refrigeration
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   49-24 Recreation and playground and swimming and spa equipment

50 FOOD AND BEVERAGE
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   50-13 Dairy products and eggs
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   50-17 Seasonings and preservatives
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