



Supplier Diversity 2017



Supplier Gateway

Project Reporting Guide

Registration

<https://app.suppliergateway.com/clevelandclinic/Login.aspx>



Cleveland Clinic Supplier Data Management System

Cleveland Clinic has a long-standing commitment to serving local needs by attracting, supporting and partnering with diverse business enterprises. Our supplier diversity program and procurement process supports this commitment by identifying and working with qualified diverse suppliers to increase their participation in Cleveland Clinic's procurement opportunities.

To facilitate this process, our online supplier registration tool will identify and register potential suppliers. This tool enables Cleveland Clinic to establish new supplier relationships and identify potential suppliers for specific procurement requirements.

You will be automatically notified via e-mail upon successful completion of the registration process. Since Cleveland Clinic buyers will have the ability to review and evaluate your company for potential business opportunities, it is important to include all of your company's capabilities and certifications. An incomplete profile may hinder capability searches. Once you have registered, you can access the portal at any time to update your profile. Note that a company will be contacted only if its capability profile matches a current procurement need.

Registering as a supplier does not automatically place your company on a "bidder's list", constitute approval of your firm as a Cleveland Clinic supplier, or obligate Cleveland Clinic to solicit a request for quotation. It does, however, allow us to better understand your firm's capabilities and experience.

Initial registration is required to access spend reporting in the Cleveland Clinic Supplier Data Management System, select the "Existing Supplier" link to start the registration process.

REGISTRATION

If you are a first time user, please click on the appropriate button below to register:

Potential Supplier >

Existing Supplier >

Documents >

LOGIN

If you are a previously registered user, please login here:

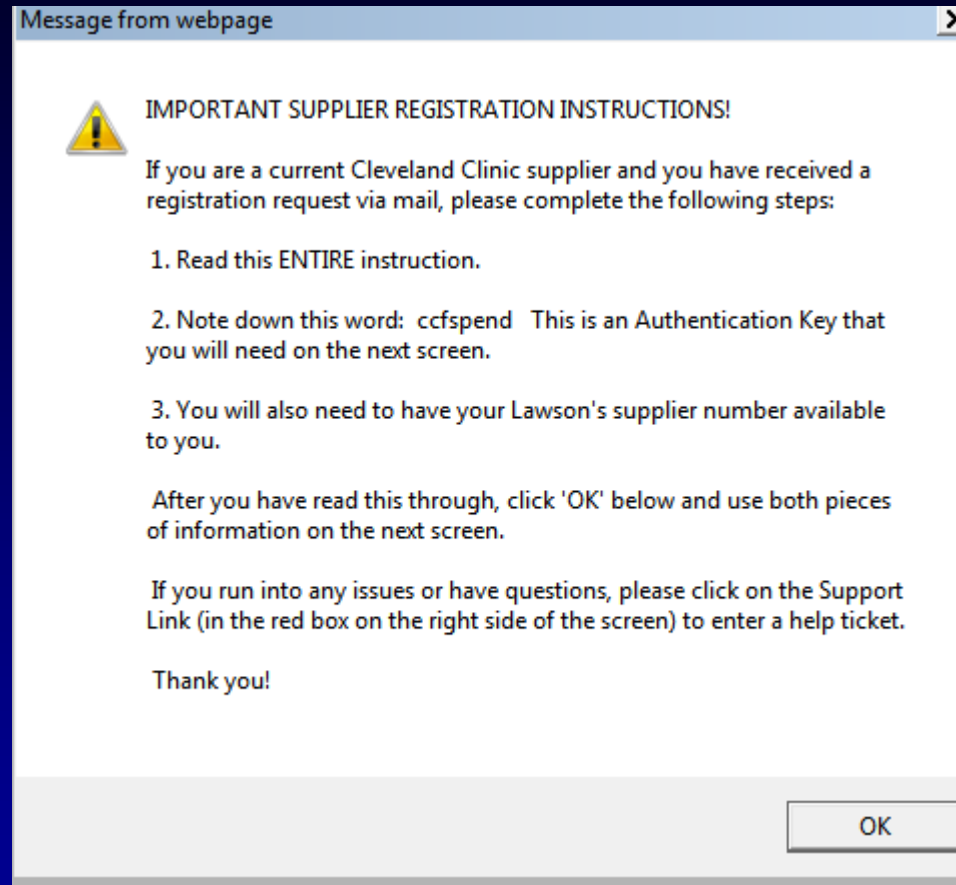
Login ID:

Password:

Login

[Forgot your password?](#)

Registration



Read instructions and click OK

Registration

An Authentication Key is required. Use **ccfspend** (all lowercase) and the Supplier Number is your company's Lawson vendor # which you may find on a purchase order or request information
BandPBusinessSupport@ccf.org
Complete all questions and click on **I AGREE**



CURRENT SUPPLIER REGISTRAT

If you are not currently a supplier to Cleveland Clinic, then you should use the potential supplier's entire Access Agreement. Once you are done, click on I Agree to continue.

*Authentication Key:

*Supplier Number:

*Are you a US Citizen Owned Business?

Yes No

*Is your company publicly held?

Yes No

IMPORTANT- READ CAREFULLY: YOUR USE OF THE SupplierGATEWAY® WEBSITE AND SERVICES (THE "SERVICES") IS CONDITIONED UPON YOUR COMPLIANCE AND ACCEPTANCE OF THESE TERMS.

Definitions. As used herein, "you," and "your," means the person, and company or organization that registers on this website, and "we," "our," "us," and SupplierGATEWAY®, refers to SupplierGATEWAY®, and its subsidiaries and affiliates.

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I HAVE READ AND UNDERSTOOD THIS AGREEMENT AND AGREE TO BE BOUND BY ALL OF ITS TERMS AND CONDITIONS.

I DON'T AGREE

I AGREE

PO

The Cleveland Clinic Foundation d.b.a. Cleveland Clinic

DELIVER TO: 01CM1

CLINIC CONSTRUCTION MGMT
10900 CARNEGIE AVENUE
DD-6
CLEVELAND OH 44195

VENDOR: 258213

Project Reporting Requirements

- Reporting is due by the 10th of the month for the prior month's spend
- Add your diverse suppliers to your account
- Primes are required to report Tier 2 and Tier X spend
- Report Tier X as one MBE or WBE entry for the month using the following selections
 - Minority Owned Spend
 - Women Owned Spend

Supplier Gateway Tutorial

Important Documents



Spend Reporting Tutorial

Spend Reporting Tutorial

8/26/2015 6:55:28 AM



VIEW RECORDED PROJECT REPORTING

[Click here to view recorded Project Reporting Training. \[Streaming - 15 min\]](#)

9/28/2016 1:02:09 PM

Accessing the Reporting System



Cleveland Clinic Supplier Data Management System

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Registering as a supplier does not automatically place your company on a "bidder's list", constitute

To begin the reporting process, proceed to the portal homepage <https://app.suppliergateway.com/clevelandclinic> and enter your login id and password information provided by Supplier Gateway.

REGISTRATION

If you are a first time user, please click on the appropriate button below to register:

Potential Supplier >

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LOGIN

If you are a previously registered user, please login here:

Login ID:

Password:

Login

[Forgot your password?](#)

Set Up: Add an Existing Supplier

Add New Suppliers

- If the EIN(TIN) is *unavailable* you may enter it on behalf of the supplier, or contact the supplier and request them to update their profile.
- To add an EIN, click on "EIN required" and enter the correct EIN for the supplier.
- To add a company manually, click on "Manually Add Supplier" link.

**Required information: EIN - Employer Identification Number; TIN - Taxpayer Identification Number*

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[Manually Add Supplier](#) | [Revise Search Criteria](#)

Supplier Name	EIN	Address	Active Supplier?	ADD
A A A ACME LOCK CO INC	XX-XXX2935	1319 NORTH 12TH STREET MILWAUKEE WI 53205		ADD
Acme	XX-XXX4354	2350 Dorris Way Ia CA 11111		ADD
ACME ABRASIVE CO	XX-XXX9702	24200 MARMON AVE WARREN MI 48089		ADD
ACME ABRASIVE COMPANY	XX-XXX4333	24200 MARMON WARREN MI 48089		ADD
ACME Administrators, Inc.	Unavailable	27475 Ynez Road Temecula CA 92591		ADD
ACME Aerospace, Ltd.	XX-XXX9205	840 N Dick Price Rd Kennedale TX 76060		ADD
ACME Aerospace, Ltd.	Unavailable	840 North Dick Price Rd Kennedale TX 76060		ADD
		1222		ADD
		DH 44056		ADD
		890		ADD

If you find your supplier in the list, simply select the Add link to add that supplier. The system may ask you for EIN and a supplier number you want to associate with that supplier. If the supplier is not found in the search, select the "Manually Add Supplier" link to add supplier.

Set Up : Adding a new supplier to the database

Add Supplier

Note: * Indicates Required Field

* Tax ID:	<input type="text"/> - <input type="text"/>
* Company Name:	<input type="text"/>
* Supplier Number: [?]	<input type="text"/> <input type="button" value="Auto Gen Supplier Number"/>
* Address:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* Country:	United States <input type="button" value="v"/>
* State:	Select a State ... <input type="button" value="v"/>
* Zip:	<input type="text"/>
* Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Company Type:	<input type="checkbox"/> U.S.Citizen <input type="checkbox"/> Minority <input type="checkbox"/> Women <input type="checkbox"/> Veteran <input type="checkbox"/> Service Disabled Vet <input type="checkbox"/> Small Business <input type="checkbox"/> Large Business
Owners Ethnicity: (Check All that apply)	<input type="checkbox"/> White (not Hispanic) <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Native American <input type="checkbox"/> Subcontinent Asian American <input type="checkbox"/> Asian Pacific American <input type="checkbox"/> Canadian Aboriginal
Certification: (All information is required if a certification is selected;if no Cert Number, enter 'N/A')	
<input type="checkbox"/> Canadian Aboriginal and Minority Supplier Council	Cert Number: <input type="text"/>
	Expiration: Month <input type="button" value="v"/> Day <input type="button" value="v"/> Year <input type="button" value="v"/>

When manually adding a supplier, complete all required fields and select the "Submit" link at the bottom of the screen.

Adding Spend : Project Reporting Worksheet

Diversity Reporting Tools > Project Reporting Worksheet

PROJECT REPORTING WORKSHEET

Small

\$0

Minority

\$0

Women

\$0

Veteran

\$0

Support

Note: All spend entered here will be assigned to Cleveland Clinic.
Your report will be submitted to Cleveland Clinic as soon as you click on the Add button.

Select Reporting Period 12/01/2015-12/31/2015 (-90 GRACE PERIOD DAYS REMAINING)

ACME 21039 INDUSTRIAL WAY, LONG BEACH, CA 45334 [M]

45334

Select Cost Center

Capital - Capital - Building Projects

MBE SPEND 14735 LORAIN AVE, CLEVELAND, OH MBE [S,M]

MBE

Select Cost Center

Capital - Capital - Building Projects

WBE SPEND 2000 CHRYSLER BLVD, AUBURN HILLS, MI WBE [W]

Once you have added all of your suppliers (MBE, WBE, LGBT, or VET owned) the set-up is complete. Next you will need to enter your spend for the suppliers. To do so, select the 'Project Reporting Worksheet' feature on the Project Reporting module.

Adding Spend : Project Reporting Worksheet

Diversity Reporting Tools > Project Reporting Worksheet

PROJECT REPORTING WORKSHEET

Small

\$0

Minority

\$0

Women

\$0

Note: All spend entered here will be assigned to Cleveland Clinic.
Your report will be submitted to Cleveland Clinic as soon as you click on the Add button.

Select Reporting Period 12/01/2015-12/31/2015 (-90 GRACE PERIOD DAYS REMAINING)

ACME 21039 INDUSTRIAL WAY, LONG BEACH, CA 45334 [M]

45334

Select Cost Center

Capital - Capital - Building Projects

+ Add Spend

Contract-400

LRI Barrier Mouse Facility - 0011808

SPD Work/Storage Space

Select Cost Center

MBE SPEND 14735 LORAIN AVE, CLEV

MbE

Select Cost Center

Capital - Capital - Building Projects

+ Add Spend

Select 'Reporting Period' along with the Projects you are reporting against, and simply 'Add' spend. Cleveland Clinic will provide Project Name and # to Supplier Gateway monthly as awarded. If you do not see your project, you may add spend to the UNLISTED PROJECT cost center.

Adding Spend : Project Reporting Worksheet

Small

\$0

Minority

\$0

Women

\$0

Veteran

\$0

Note: All spend entered here will be assigned to Cleveland Clinic.
Your report will be submitted to Cleveland Clinic as soon as you click on the Add button.

Select Reporting Period 12/01/2015-12/31/2015 (-90 GRACE PERIOD DAYS REMAINING)

ACME 21039 INDUSTRIAL WAY, LONG BEACH, CA 45334 [M]

45334

LRI Barrier Mouse Facility - 0011808

Capital - Building Projects

500.00



45334

Select Cost Center

Capital - Capital - Building Projects

+ Add Spend

Once you have added your spend it will appear as shown and you are done. If there is an error, simply click the red 'x' and re-enter \$.

ND, OH MBE [S,M]

Work/Storage Space

Capital - Building Projects

1,000.00



Select Cost Center

Capital - Capital - Building Projects

+ Add Spend

How To Get Help

- Use the red Support link to start a help desk ticket
 - OR
- Email support@suppliergateway.zendesk.com
- CC Contact bandpbusinesssupport@ccf.org

