



PROCUREMENT MANAGEMENT SYSTEM

SUPPLIER ONBOARDING QUICK GUIDE TO ALBERTA BLUE CROSS'S PROCUREMENT SYSTEM

QUICK REFERENCE GUIDE FOR SUPPLIERS

Last updated July 27, 2023

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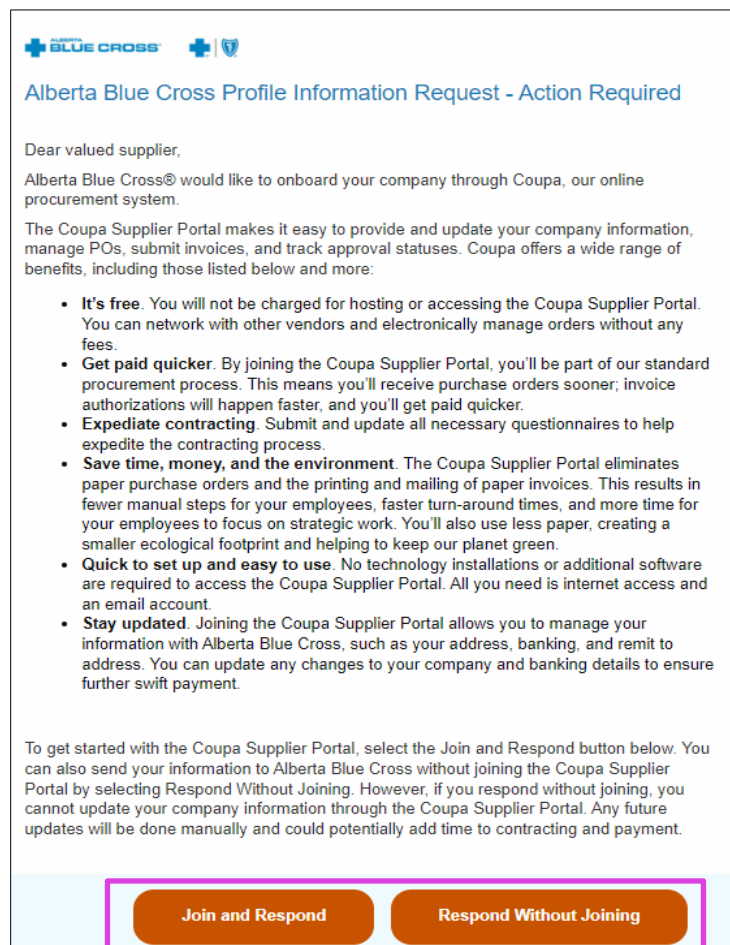
This document contains step-by-step instructions for supplier onboarding in Alberta Blue Cross's procurement system, Coupa.

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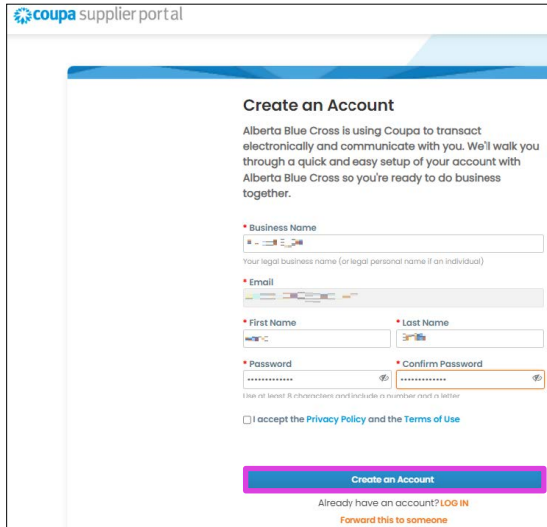
EMAIL NOTIFICATION

1. Once the supplier request has been initiated at Alberta Blue Cross, you will receive an automatic email requesting information.
2. Click one of the following to proceed with onboarding:
 - a. **Join and Respond** to join via Coupa Supplier Portal (CSP). CSP offers numerous advantages, as you can easily provide and update your company information, manage purchase orders, submit invoices, and track approval statuses.
 - b. **Respond Without Joining** CSP. If you choose this option, updates and interactions with Alberta Blue Cross occur through email instead of CSP.

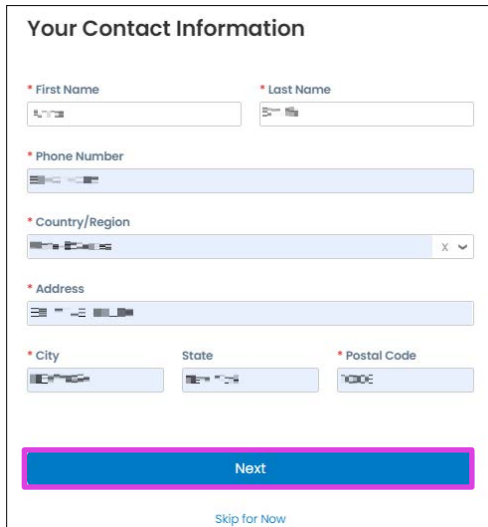


ONBOARDING VIA THE COUPA SUPPLIER PORTAL

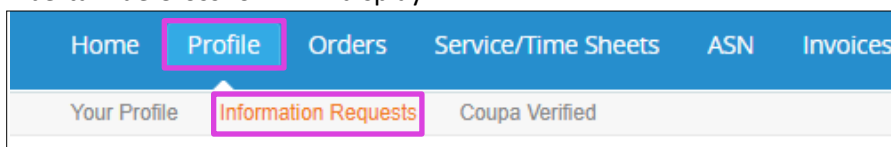
1. When you click the **Join and Respond** button, you will be redirected to the CSP activation page. Follow the prompts to create an account then click **Create an Account**.



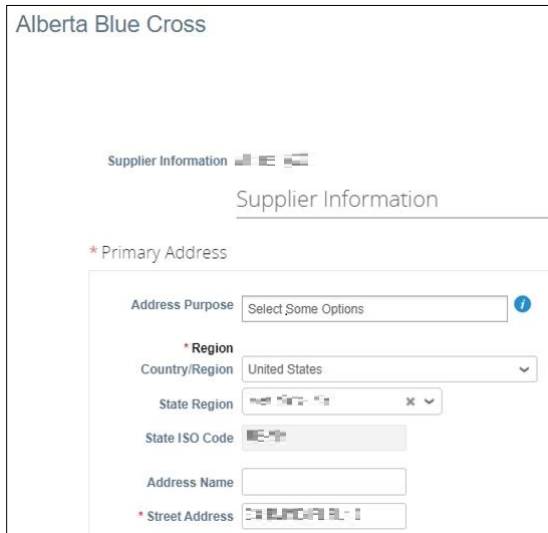
2. Add your contact information into the corresponding fields then click **Next**.



3. Once you have completed your CSP profile, click **Profile** then click **Information Request**. The Alberta Blue Cross form will display.



- Complete the mandatory fields marked with a red asterisk *****.



Supplier Information

Supplier Information

* Primary Address

Address Purpose

* Region

Country/Region

State Region

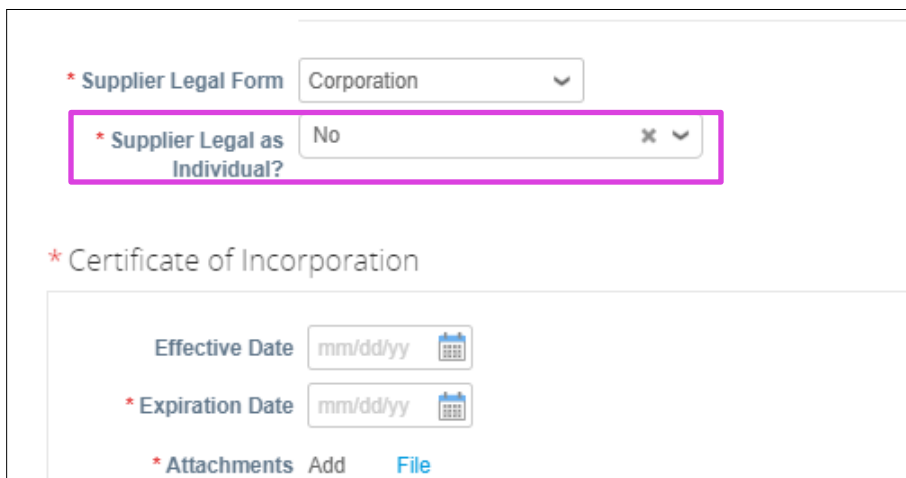
State ISO Code

Address Name

* Street Address

It is recommended to fill in all the fields presented even if they are not marked as mandatory.

- Note that certain fields are conditional, which will display additional questions depending on the answers provided.



* Supplier Legal Form

* Supplier Legal as Individual?

* Certificate of Incorporation

Effective Date

* Expiration Date

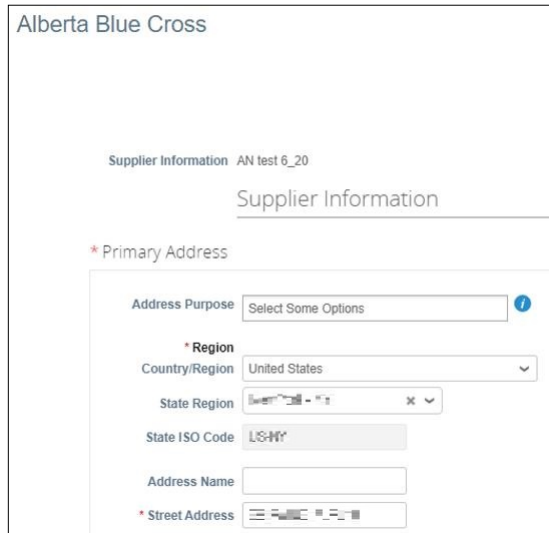
* Attachments [Add](#) [File](#)

- Once the form is complete, click **Submit for Approval**.



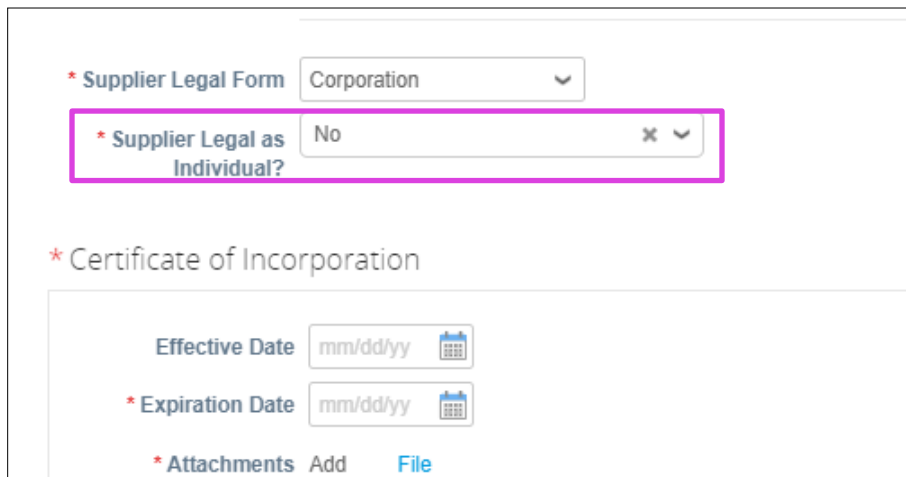
ONBOARDING WITHOUT JOINING COUPA SUPPLIER PORTAL

1. When you click the **Respond Without Joining** button, you will be redirected to the Alberta Blue Cross form. Complete the mandatory fields marked with a red asterisk *****.

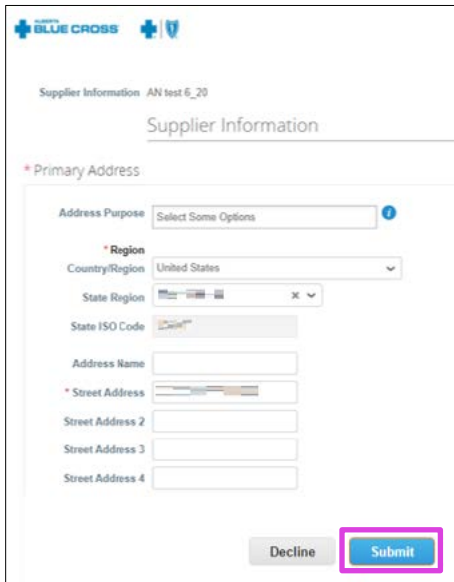


It is recommended to fill in all the fields presented even if they are not marked as mandatory.

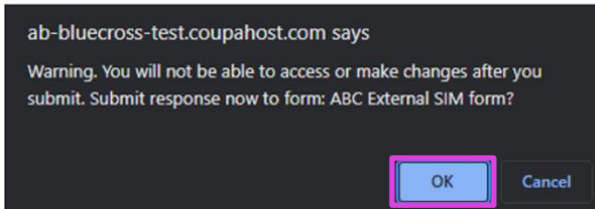
2. Note that certain fields are conditional, which will display additional questions depending on the answers provided.



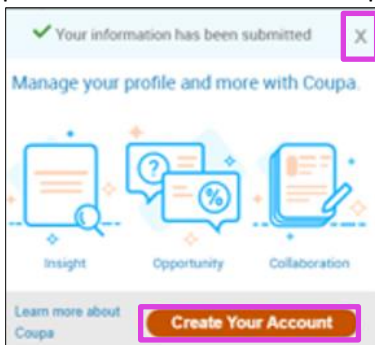
- After the form is complete, click **Submit**.



- A pop-up window will appear informing that you will not be able to access the form or make any changes after submission. Click **OK** to submit the form.



- A confirmation page will appear with the opportunity to join CSP. Click **Create Your Account** to proceed or click the **X** in the top right corner to cancel.



For more information regarding this process, refer to the [supplier guide documentation](#) or contact the Procurement team at PRC@ab.bluecross.ca.



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