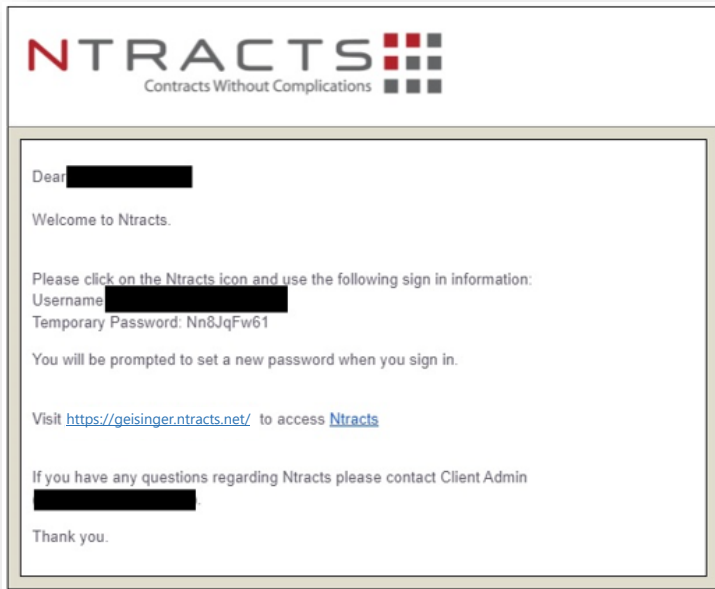


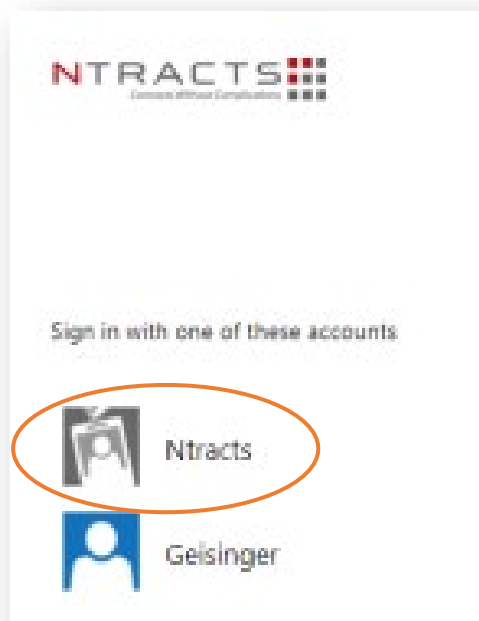
Vendor Instructions for Ntracts (Geisinger Contracting)

Logging in for the First Time - Vendors will need to make sure that they log in by clicking the appropriate account. The login page will display two logos – a Geisinger logo and an Ntracts logo. For Vendors to proceed without any issues, they will need to click on the Ntracts icon. The vendor will be sent the necessary login credentials and information via email.



Step 1: Check email to find login credentials.

Step 2: Go to the Ntracts site and click on the Ntracts logo.



Step 3: Sign in using credentials provided. Upon your first time logging in, you will be prompted to create a new password. Once you create your new password, log in using the new password.

Sign in with your Ntracts username and password.

username

password

Sign in

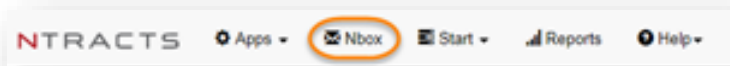
[Forgot username or password?](#)
[Request a username.](#)

Step 4: Set up your Nbox

The Nbox is a tool for communication within the site for required actions and/or notifications that a user receives. Workflows use Nbox messages to interact with users to keep the workflow moving. Your Nbox must be set up to receive these actions and notifications.

Follow these steps to set up your Nbox:

- 1) After signing into Ntracts, click Nbox on the Navigation bar



- 2) The “Add an Nbox Tab” window will appear. Your email address will be auto populated. Type your name in the Name field as you wish it to appear on the tab.
 - The Permission Level Requested is defaulted to “View and Respond to Nbox Messages.”

Add an Nbox Tab

Welcome to Nbox!

You must set up your first Nbox. Nbox uses your email address as a unique identifier to deliver messages sent to you within Ntracts System.

Email Address:* jsmith@nowheretracts.c

Name:*

Permission Level Requested.*

Only View (read only) Nbox Messages

View and Respond to Nbox Messages

Save Cancel

3) Click **Save**.

Add an Nbox Tab

Welcome to Nbox!
You must set up your first Nbox. Nbox uses your email address as a unique identifier to deliver messages sent to you within Ntracts System.

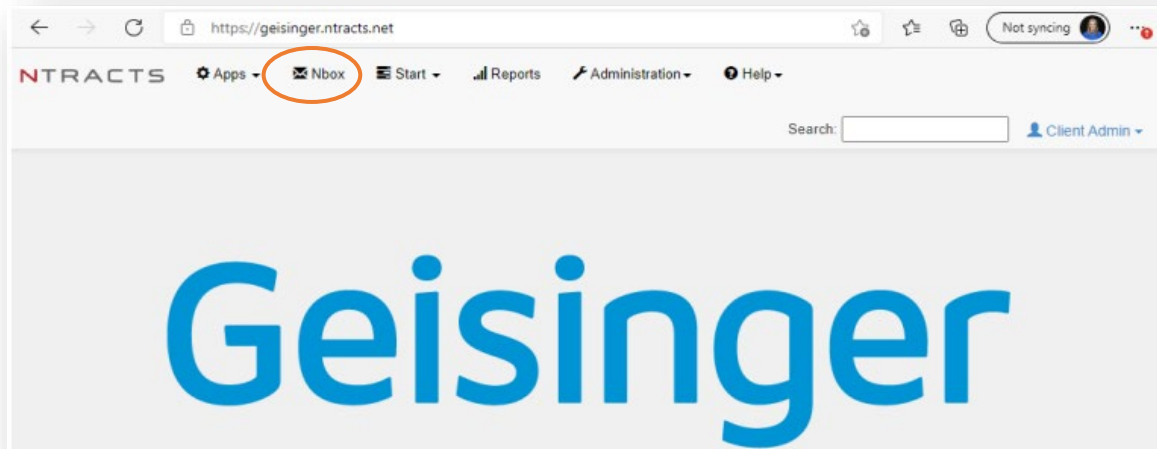
Email Address:*

Name:*

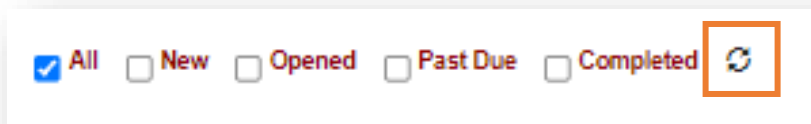
Permission Level Requested:*
 Only View (read only) Nbox Messages
 View and Respond to Nbox Messages

Save **Cancel**

Step 5: Click on Nbox tab.



Step 6: Click Refresh List.



Step 7: Click on the tab with your name.

The screenshot shows the NTRACTS user interface. At the top, there is a navigation bar with several tabs: 'Jane Doe' (circled in orange), 'Business Approver', 'Business Owner', 'PS Clinical Hold', 'PS Contract', 'PS Contracts Clinical', 'PS Hold', 'Review Two', and 'Reviewer One'. Below the navigation bar, there are filters for 'All', 'New', 'Opened', 'Past Due', and 'Completed'. A table of messages is displayed below, with columns for Type, Date of Message, Status, CR No., Subject, Date Opened, Date Due, and Date Closed / Completed.

Step 8: Click on contract that needs review.

Type	Date of Message	Status	CR No.	Subject	Date Opened	Date Due	Date Closed / Completed
<input checked="" type="checkbox"/>	03/24/2022 11:31:58 am	New	1005	Contract Review - TEST Purchase Services Contract		04/08/2022	
<input checked="" type="checkbox"/>	05/03/2021 04:29:28 pm	Completed (P)	26481	XYZ company - Please see Primary Party on Datasheet for Legal Entities - Software Licensing & Subscription - Contract Review	05/03/2021 04:32:16 pm	05/13/2021	05/03/2021 04:33:56 pm
<input checked="" type="checkbox"/>	04/20/2021 10:48:47 am	Completed (P)	26462	4/20 Tuesday Test - Contract Review	04/20/2021 10:49:05 am	04/30/2021	04/20/2021 10:49:21 am

Step 9: Review Comments and Documents attached.

- Vendors will be able to find comments, if any, under the **Comments** tab and documents under the **Documents** tab.

Comments

Comment Details (click to close):

Comments

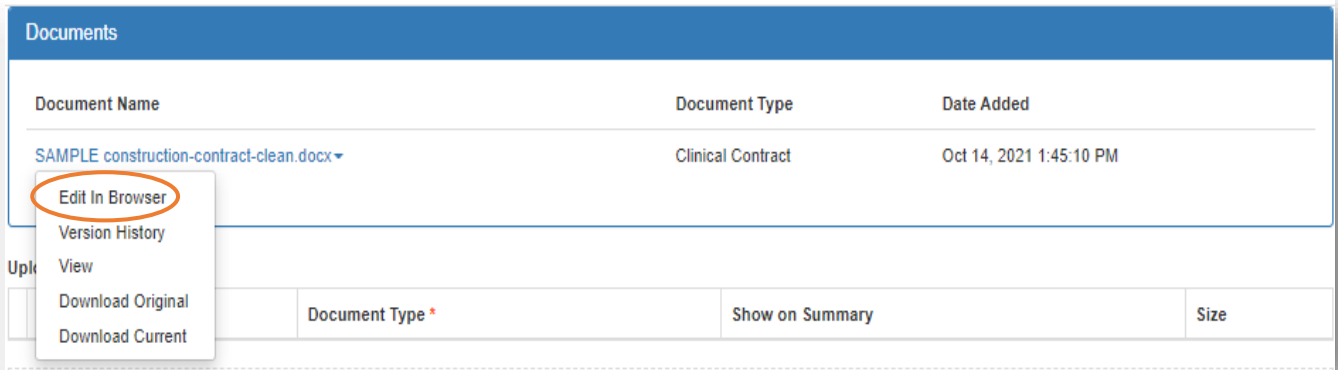
Documents

Document Name	Document Type	Date Added
Test 2.docx	Contract Summary	Oct 13, 2021 2:55:01 PM

Step 10: Begin the redlining process.

Vendors should use the in-app editor if they would like to make comments or changes. If a vendor would like to download document offline and/or share with other people, then open document in the app editor by clicking **Edit in Browser** and click **File > Save As**. The vendor will re-attach this document with redlines in Ntracts. Make sure the document that is re-attached is an editable document.

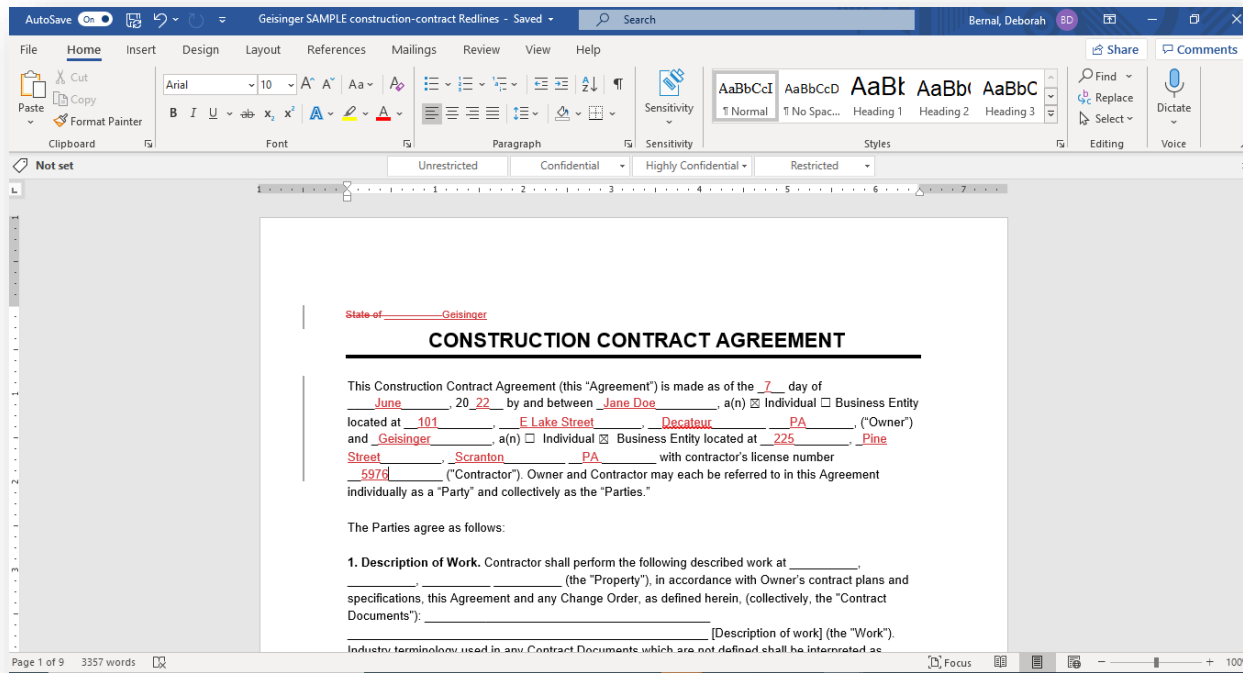
- To view attached documents, open the document using in app editor by selecting **Edit in Browser** and begin redlining process. If providing redlines using in app editor, proceed to **Step 13** when done.



- Your browser will open a new tab and will display the in-app editor (see below). Click **DOCX** and click **File > Save As**.

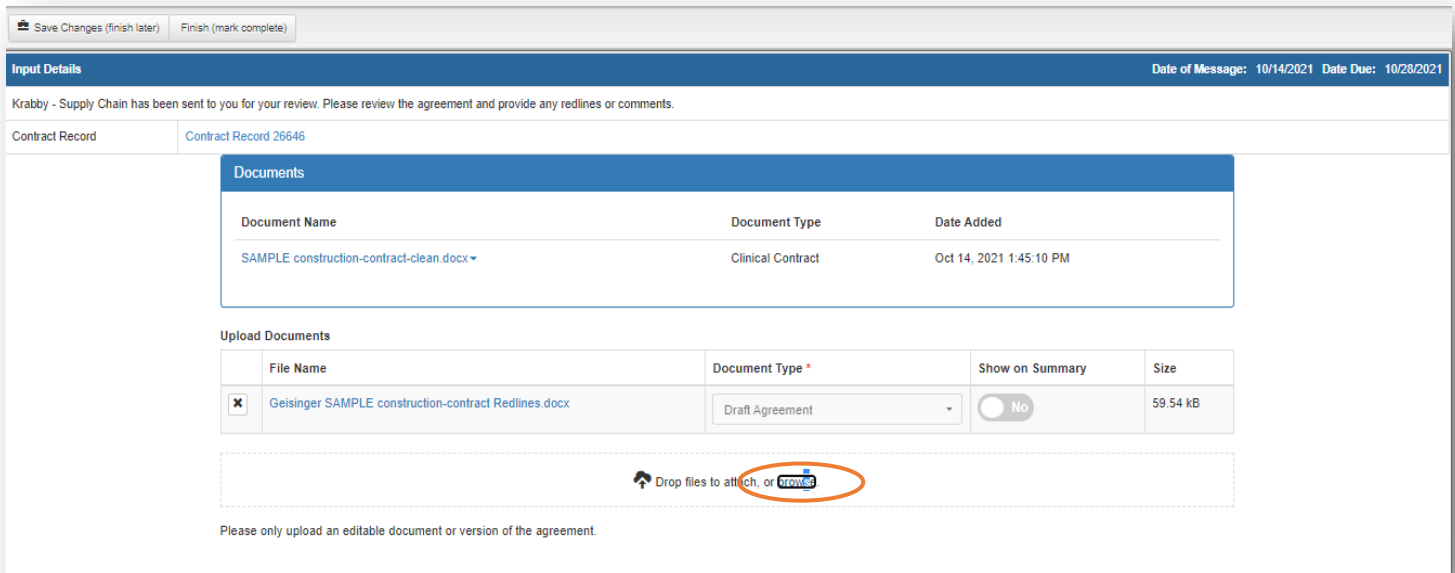


Step 11: Make Redlines and click File > Save As.



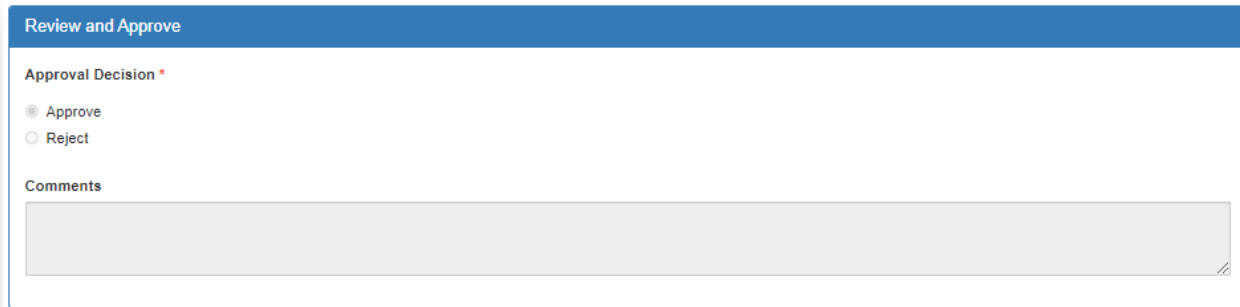
Step 12: Re-upload document with redlines.

- Select Browse and upload document with changes.
- Make sure the redlined document uploaded is an **editable version** of the document.



Step 13: Select Approve or Reject.

If the Vendor is okay with the contract proceeding, the Vendor will click **Approve**. If the Vendor is not okay with contract proceeding, the Vendor will select **Reject** and will need to leave a reason for rejection in the Comments box.



The screenshot shows a 'Review and Approve' form. At the top, there is a blue header with the text 'Review and Approve'. Below the header, the form is divided into two sections. The first section is titled 'Approval Decision *' and contains two radio button options: 'Approve' and 'Reject'. The 'Approve' option is selected. The second section is titled 'Comments' and contains a large, empty text input area with a small cursor icon at the bottom right corner.

Step 14: Select Finish (mark complete).

