GHX MetaTrade Purchase Orders and Acknowledgements

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Quick Guide and Support Contact Information

With our transition away from traditional fax and email purchase orders, we are asking all our vendors to begin utilizing the tools offered by GHX MetaTrade to provide electronic acknowledgements.

Acknowledgements allow us to react to any potential delays or system corrections necessary to provide a seamless procure-to-pay process.

Please review the following guide for creating an Acknowledgement for either email or fax purchase orders as applicable for your organization. Contact information is provided at the end if you have additional questions or need to troubleshoot any issues that may arise.

In order to establish MetaTrade connections within GHX, we will need to use or create account numbers for each of our ship-to locations. If you prefer us to use account numbers that you have already assigned, please use the information provided later in this document to request that setup.

We appreciate your cooperation and collaboration in improving our ordering processes!

MetaTrade Email Purchase Order

- Email Purchase Orders will be sent from: metatradeautoreply@ghx.com
- The Subject line will contain the ship-to location name and the PO number.
- The Body of the email will contain a link which can be used to provide our Purchasing staff with an electronic Acknowledgment. The Acknowledgement can be as simple as a Confirmation Date with no other changes or can include any of the following:

Header Level
- Confirmation Date
- Estimated Ship Date
- Estimated Delivery Date

Line Level
- Corrected Supplier Part #
- Corrected Description
- Status (Accepted, Accepted - Changes Made, Accepted - Price Changed, Backordered, Deleted, On Hold, Rejected)
- PO Qty
- UOM
- Price
- Note
- Add Product/Service Attributes (Includes another 25 optional attributes that can be added to the Acknowledgement as needed. The full list of additional attributes is provided later in this document.)

MetaTrade Fax Purchase Order

- Fax Purchase Orders will include a text URL (https://poa.ghx.com) allowing access to GHX MetaTrade PO Acknowledgement website. You will also need to enter the PO Locator Code provided on the fax.
- The Acknowledgement can be as simple as a Confirmation Date with no other changes or can include any of the following:

Header Level
- Confirmation Date
- Estimated Ship Date
- Estimated Delivery Date

Line Level
- Corrected Supplier Part #
- Corrected Description
- Status (Accepted, Accepted - Changes Made, Accepted - Price Changed, Backordered, Deleted, On Hold, Rejected)
- PO Qty
- UOM
- Price
- Note
- Add Product/Service Attributes (Includes another 25 optional attributes that can be added to the Acknowledgement as needed. The full list of additional attributes is provided later in this document.)

- Click the link (if you received an email PO) or enter the URL into your browser and use the PO locator code (if you received a fax PO) to access the PO Acknowledgement tool.

- Review the current PO information. Icons at the top right will allow you to download a copy of the PO in .pdf or .csv formats or to forward the PO as an email if needed.

- Click on the "Create Acknowledgement" button at the bottom right to start the Acknowledgement.

- You will need to enter a Confirmation or Seller Order Number at the top left.

- You can choose to check up to three dates to confirm using the Estimated Date drop down menu. These dates can include the confirmation date, an estimated ship date, and/or an estimated delivery date.

- Boxes will be added for each date you choose to include.

- Once a date has been included, it will become a required field, so only select the dates you want to include.

- You can send the Acknowledgement at that point or continue to add line detail.

- Most of the line level fields can be updated by clicking on them.

- You can also use the "Add Product/Service Attribute" button at the top right of the line detail section to opt in to sending additional attributes. Be sure to click the "Apply to all lines" box if you want to include these attributes for all items. You can also add them only to selected lines as applicable.

- Click on "Send Acknowledgement" to submit.

Optional Product/Service Attributes

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Add Product/Service Attribute ✕

> You can select up to 10 attributes to add. 1 selected.

- ☑ Supplier Part #
- ☐ Batch #
- ☐ Bill Subgroup Code
- ☐ Buyer's Catalog #
- ☐ Buyer's Item #
- ☐ Buyer's Part #
- ☐ Commodity Grouping
- ☐ Contract #
- ☐ European Article # (EAN) (2-5-5-1)
- ☐ GTIN-12
- ☐ GTIN-14
- ☐ HIBC (Health Care Industry Bar Code)
- ☐ Location Code
- ☐ Lot #
- ☐ Manufacturer
- ☐ Manufacturer's Part #
- ☐ Mutually Defined
- ☐ National Drug Code (NDC)
- ☐ Purchaser's Item Code
- ☐ Replacement Product #
- ☐ Replacement Subassembly Model #
- ☐ Return Code
- ☐ Serial #
- ☐ Vendor's (Seller's) Item #
- ☐ Vendor's (Seller's) Part #
- ☐ Vendor's Order #

☐ Apply to all lines   Cancel   **Save**

Request Supplier Specific Account Numbers

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If you would like us to use account numbers that you have assigned, please email the following list to scmsystemssupport@ketteringhealth.org

Facility	Address	Ship-to Account #	Comments
Indu & Raj Soin Medical Center	3535 Pentagon Park Blvd, Beavercreek OH 45431		
Kettering Health Dayton	405 W. Grand Ave, Dayton OH 45405		
Kettering Health Greene Memorial	1141 N. Monroe Drive, Xenia OH 45385		
Kettering Health Hamilton	630 Eaton Ave, Hamilton OH 45013		
Kettering Health Main Campus	3535 Southern Blvd, Kettering OH 45429		
Kettering Health Miamisburg	4000 Miamisburg-Centerville Road, Miamisburg OH 45342		
Kettering Health Troy	600 W. Main Street, Troy OH 45373		
Kettering Health Washington Township	1997 Miamisburg-Centerville Road, Centerville OH 45459		

Contact

For questions related to a specific purchase order:

Email - purchasing@ketteringhealth.org

For questions related to a specific invoice:

Email - accountspayable@ketteringhealth.org

For questions or issues related to the GHX MetaTrade tools please contact

Supply Chain Management Systems Support

scmsystemssupport@ketteringhealth.org