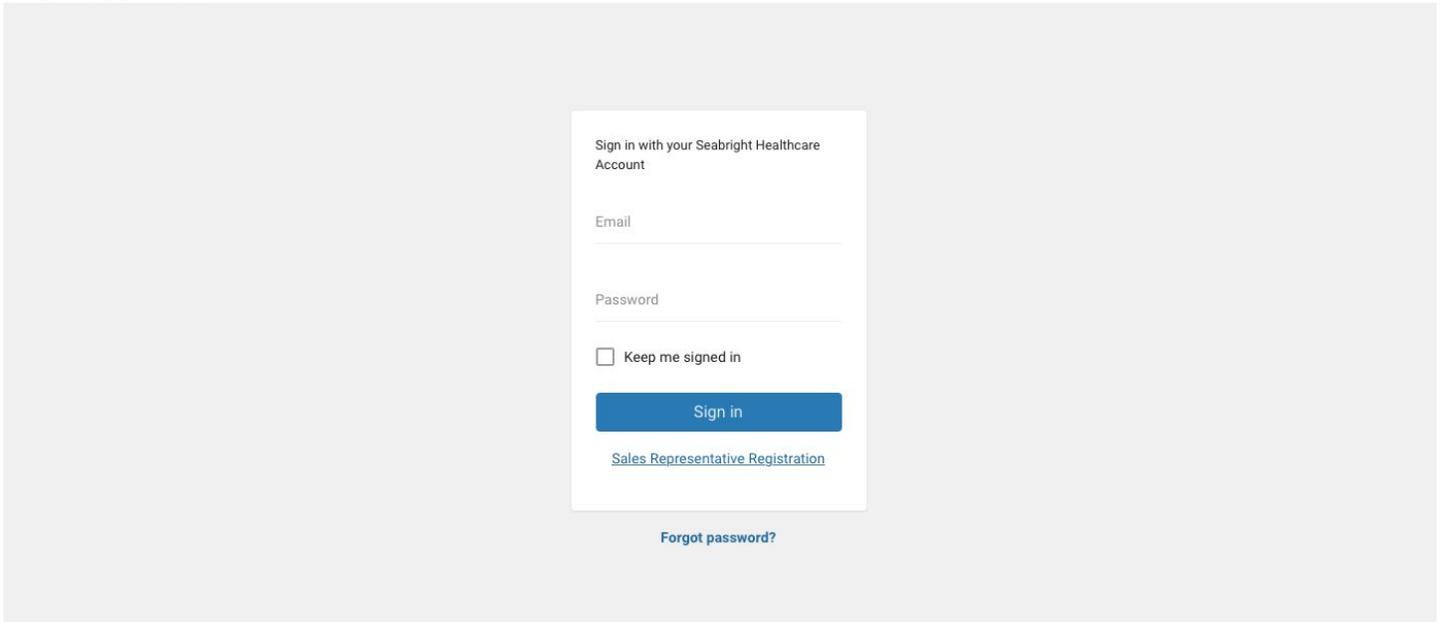


# SALES REPRESENTATIVE GUIDE TO THE SEABRIGHT PORTAL



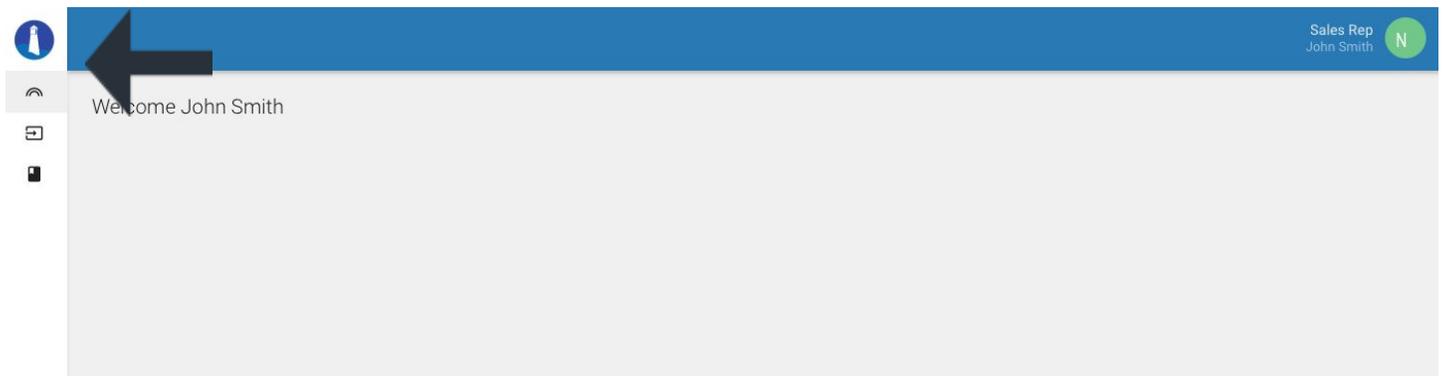
Step 1: Login to the Seabright portal on your web browser

- Visit the Seabright portal home page: [www.seabright.app](http://www.seabright.app)

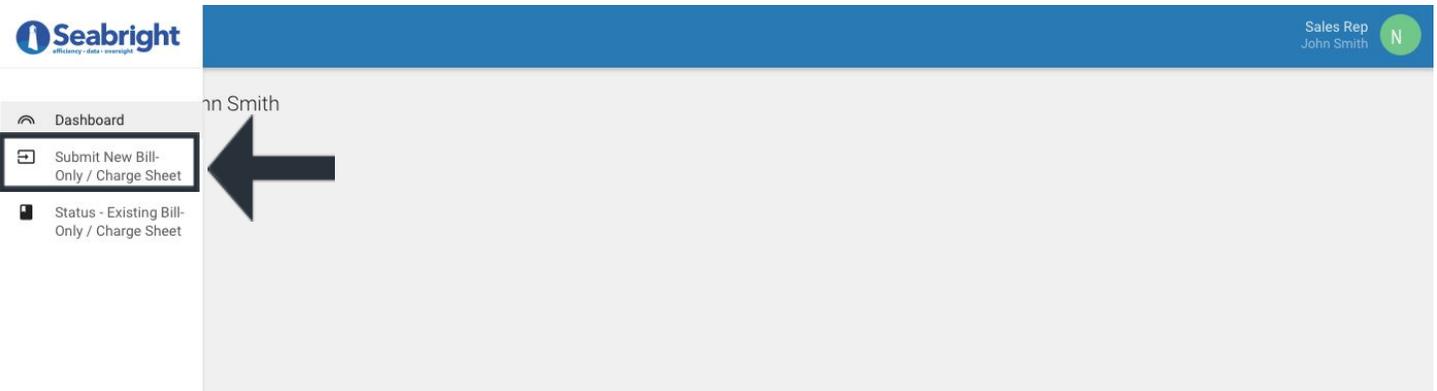


Step 2: Click the menu symbol on the top left of the home page to access the menu

- This is where you will submit and track bill-only charge sheets.

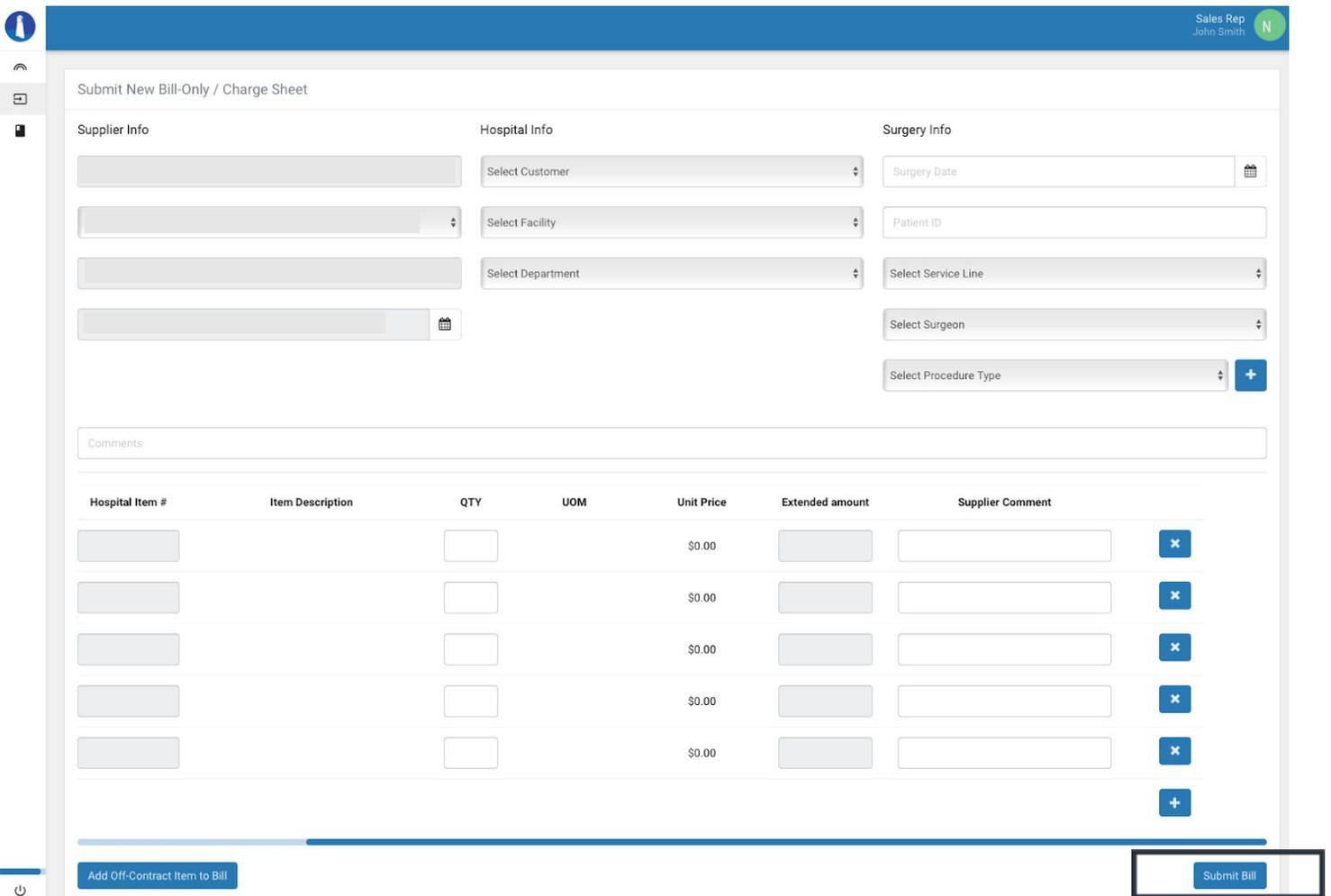


Step 3: Click "Submit New Bill-Only / Charge Sheet" menu option to submit a new bill



Step 4: Fill out the fields on the bill-only submission page

- Each field requires a response. When completed, hit the "Submit Bill" button on the bottom right.



Step 5: If you need to add an off-contract item to the bill, press the "Add Off-Contract Item to Bill" button on the bottom left of the page.

Submit New Bill-Only / Charge Sheet

Sales Rep  
John Smith

Supplier Info      Hospital Info      Surgery Info

     Select Customer      Surgery Date

Army      Select Facility      Patient ID

BL\_106235147      Select Department      Select Service Line

11/13/2019      Select Surgeon

Select Procedure Type

Comments

| Hospital Item #      | Item Description | QTY                  | UOM | Unit Price | Extended amount      | Supplier Comment     |  |
|----------------------|------------------|----------------------|-----|------------|----------------------|----------------------|--|
| <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |  |
| <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |  |
| <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |  |
| <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |  |
| <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |  |
|                      |                  |                      |     |            |                      |                      |  |

Step 6: Fill out all fields highlighted in yellow to submit an off-contract item.

- The "Supplier Comment" field is required to submit an off-contract item. You will receive a follow-up email notifying you of your request for an "Off-Contract Item."

Sales Rep  
John Smith N

**Supplier Info**

**Hospital Info**

Select Customer

Select Facility

Select Department

**Surgery Info**

Surgery Date

Patient ID

Select Service Line

Select Surgeon

Select Procedure Type

Comments

| Supplier Item #                              | Hospital Item #      | Item Description | QTY                  | UOM | Unit Price | Extended amount      | Supplier Comment     |
|--|----------------------|------------------|----------------------|-----|------------|----------------------|----------------------|
| <input type="text" value="Supplier Item #"/> | <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |
| <input type="text" value="Supplier Item #"/> | <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |
| <input type="text" value="Supplier Item #"/> | <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |
| <input type="text" value="Supplier Item #"/> | <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |
| <input type="text" value="Supplier Item #"/> | <input type="text"/> |                  | <input type="text"/> |     | \$0.00     | <input type="text"/> | <input type="text"/> |

Add Off-Contract Item to Bill
Submit Bill

Step 7: When using a procedural cap code, input the cap code in the "Supplier Item #" field and click the "C" button to input construct details

- Here you will enter all items used in the construct. If off-contract items are used within a construct, hit the red "Add Off-Contract Item" button and fill out the necessary fields. Click "Save" when completed.

Step you

8: If are

using a sterile implant that requires additional information such as expiration date and serial number, click the "...” button

Submit New Bill-Only / Charge Sheet

Sales Rep John Smith

Supplier Info: [Text Field], [Dropdown], [Date: 11/13/2019]

Hospital Info: Select Customer, Select Facility, Select Department

Surgery Info: Surgery Date, Patient ID, Select Service Line, Select Surgeon, Select Procedure Type

| Line # | Supplier Item # | Hospital Item # | Item Description | QTY | UOM | Unit Price | Extended amount | Supp |
|--------|-----------------|-----------------|------------------|-----|-----|------------|-----------------|------|
| 1      | sterile implant |                 |                  |     |     | \$0.00     |                 |      |
| 2      | Supplier Item # |                 |                  |     |     | \$0.00     |                 |      |
| 3      | Supplier Item # |                 |                  |     |     | \$0.00     |                 |      |
| 4      | Supplier Item # |                 |                  |     |     | \$0.00     |                 |      |
| 5      | Supplier Item # |                 |                  |     |     | \$0.00     |                 |      |

Buttons: Add Off-Contract Item to Bill, Submit Bill

- Here you may enter additional information required for sterile implants, including Lot Number, Serial Number, and Expiration Date. Click "Save" when completed.

Bill Item Additional Information

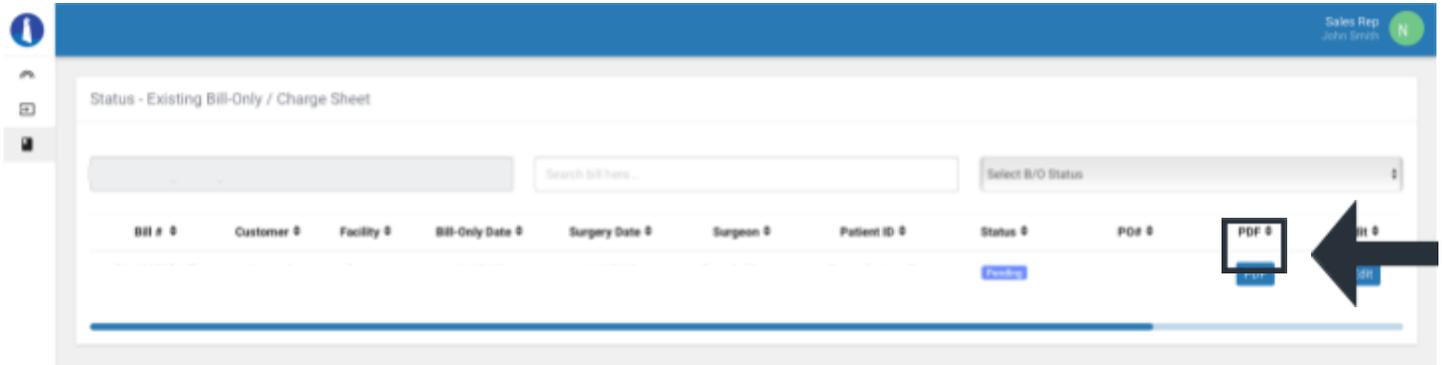
Lot # [Text Field] Serial # [Text Field] Expiration Date [Text Field]

Buttons: Save, Clear, Close

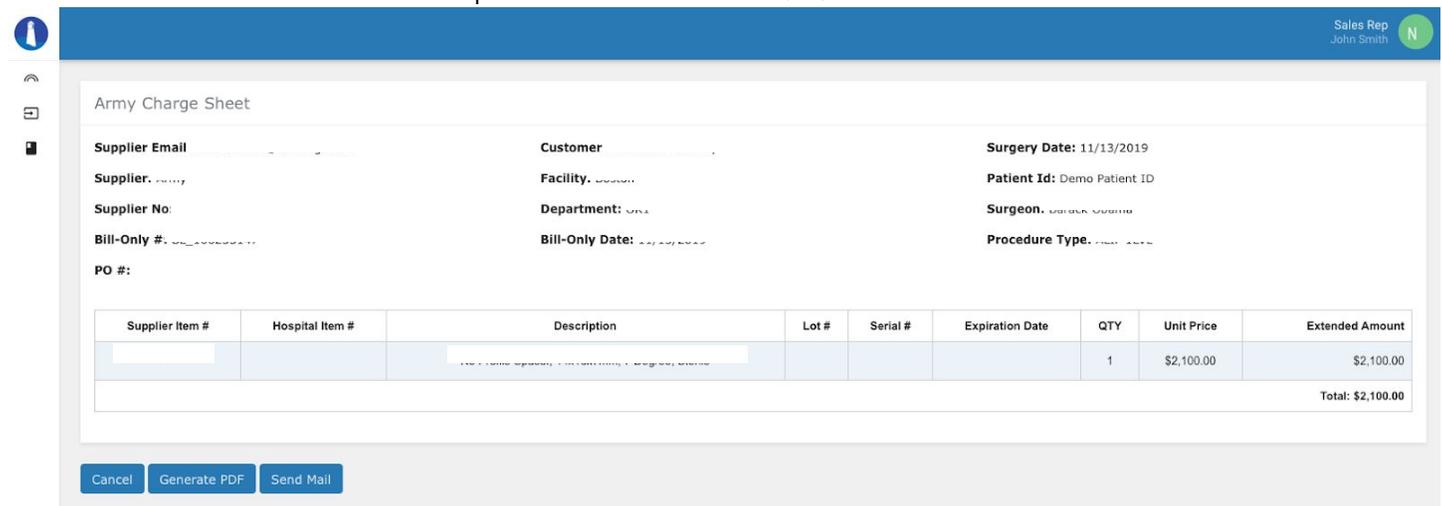
Background Form: Same as previous screenshot, but dimmed.

Step 8:

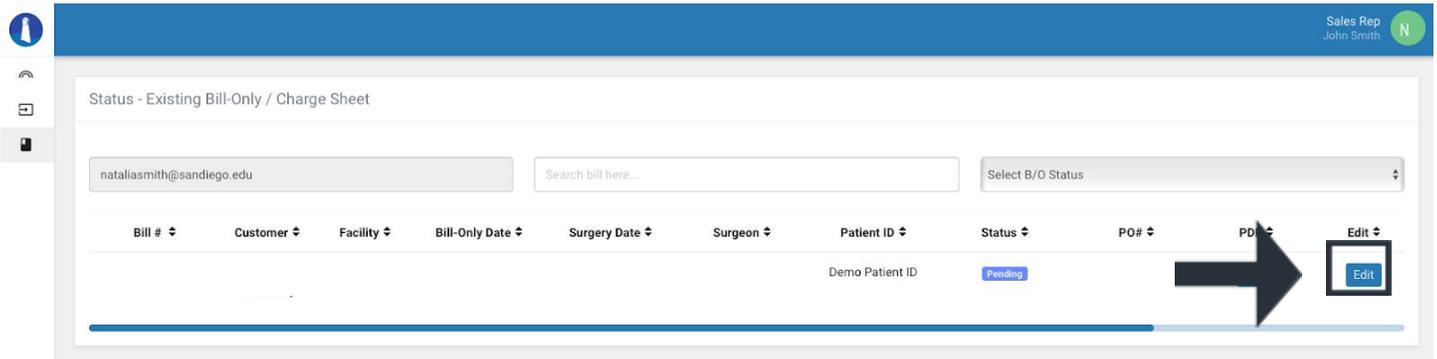
- From both your dashboard and "Status" page, you can view the PDF of the bill-only. Simply click the "PDF" button.



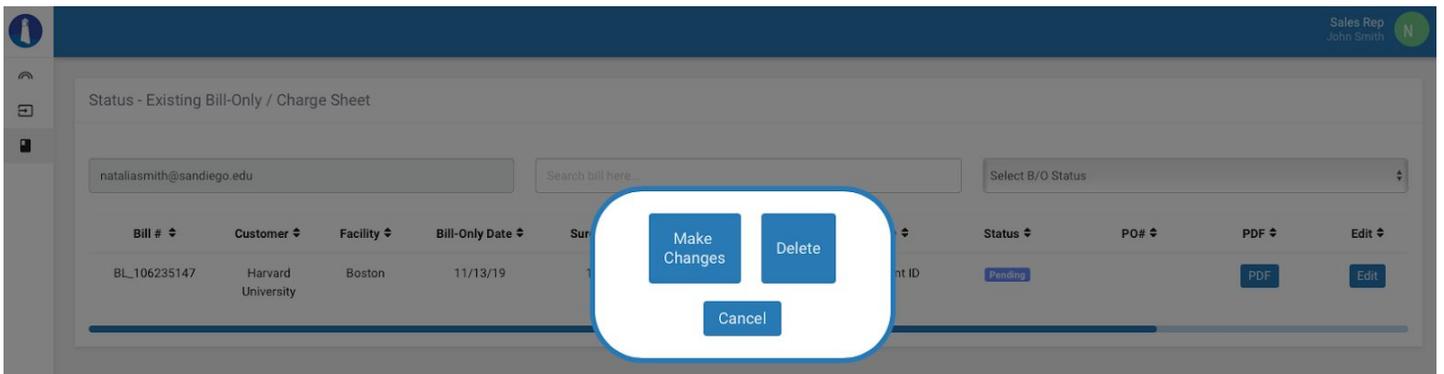
- To download the PDF, click the "Generate PDF" button. To send the PDF by email, click the "Send Mail" button and input the email address(es) to whom the PDF will be sent.



Step 9: If you need to amend or delete the bill for any reason, click the "Edit" button to access the original bill-only.



- Here, you can amend the bill by clicking the "Make Changes" button, or you can delete the bill by clicking the "Delete" button. If you delete the bill, it will also be removed from the PO approver's queue. This action cannot be undone.



- By clicking the "Make Changes" button, you can access the original bill-only and change necessary any fields. Click "Update Bill" when changes are complete, and your bill will be resubmitted.

Submit New Bill-Only / Charge Sheet

Sales Rep  
John Smith

Supplier Info: nataliasmith@sandiego.edu  
Hospital Info: Harvard University  
Surgery Info: 11/13/2019

Army  
Boston  
BL\_106235147  
OR1  
11/13/2019  
Demo Patient ID  
Spine Surgery  
Obama, Barack  
ALUF 1LVL

Comments

| Line # | Supplier Item # | Hospital Item # | Item Description   | QTY | UOM | Unit Price | Extended amount | Suppl |
|--------|-----------------|-----------------|--|-----|-----|------------|-----------------|-------|
| 1      | 85-0107-S       |                 | No Profile Spacer, 14x13x7mm, 7 Degree, <small>Stavida</small> | 1   | EA  | \$2,100.00 | \$2,100.00      |       |

Add Off-Contract Item to Bill

Update Bill

Step 10: When a bill-only has been approved and a PO has been issued, you will receive an email notification with the PO number. You may also login to the Seabright portal to view the PO number.

- You may also view the PDF of the bill with the PO number included by clicking the PDF button.

