



SUPPLIER MANAGEMENT MODULE

SUPPLIER SELF-REGISTRATION



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Registration, an Overview

Registering on the ARTMIS Vendor Portal will allow you to:

- Review your Company Information
- Respond to RFx
- Review active contracts and engage in contract negotiations

There are three avenues to register as a supplier in the ARTMIS Vendor Portal:

1. Email invitation to self-register
2. Self-registration for the purposes of Public RFx response
3. Registration initiated by an internal contact on your behalf

Email Invitation to Self-Register

The self-registration process generally begins with a communication from the Procurement or Strategy team asking the supplier to click a hyperlink directing them to the application homepage.

1. The link will take you to the Vendor Portal Login screen

 Chemonics 🔔

 **Chemonics**
Development works here.

Welcome to the ARTMIS Vendor Portal.

As our new collaboration tool for buyers and suppliers, this portal gives you the ability to manage your supplier profile, participate in RFx events, and digitally engage in contract negotiations and approvals.

We will continue transitioning to this new portal in three phases; the first is Sourcing Management (Currently live as of April 6), followed by Supplier Management (July 3), and, finally, Contract Management (Early August). During this transitional period, supplier contacts will be kept informed with email updates, guidance on next steps, and job aids.

We are excited for the increased efficiencies and visibility that this tool has to offer and can't wait to get started! Please reach out to psmmishelpdesk@ghsc-psm.org with any questions.

IDENTIFICATION

[Lost your password?](#)

 **Help Desk**
Email (Preferred) : psmmishelpdesk@ghsc-psm.org
Phone : +1 703-688-3699

 **New Supplier?**
[Register Now](#)

 [Show public request for proposals](#)

[Need Help Logging in?](#)

2. Click **New Supplier? Register Now.**

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**New Supplier?
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The Registration form will be displayed.

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Contact Information

Courtesy First Name * Last Name *

Position * Email * Phone Number *

Password * Confirm password *

- Password must contain at least 1 capital character(s)
- Password must contain at least 1 small character(s)
- Password must contain at least 1 digit(s)
- Password must contain at least 1 non-alphanumeric character(s)
- Password must contain at least 8 characters

Address

Address Label

Address Line 1 *

Address Line 2

Zip Code City *

Country *

Security Control

4UN0

Retype Characters Here

3. Fill in the form paying attention to the following points:

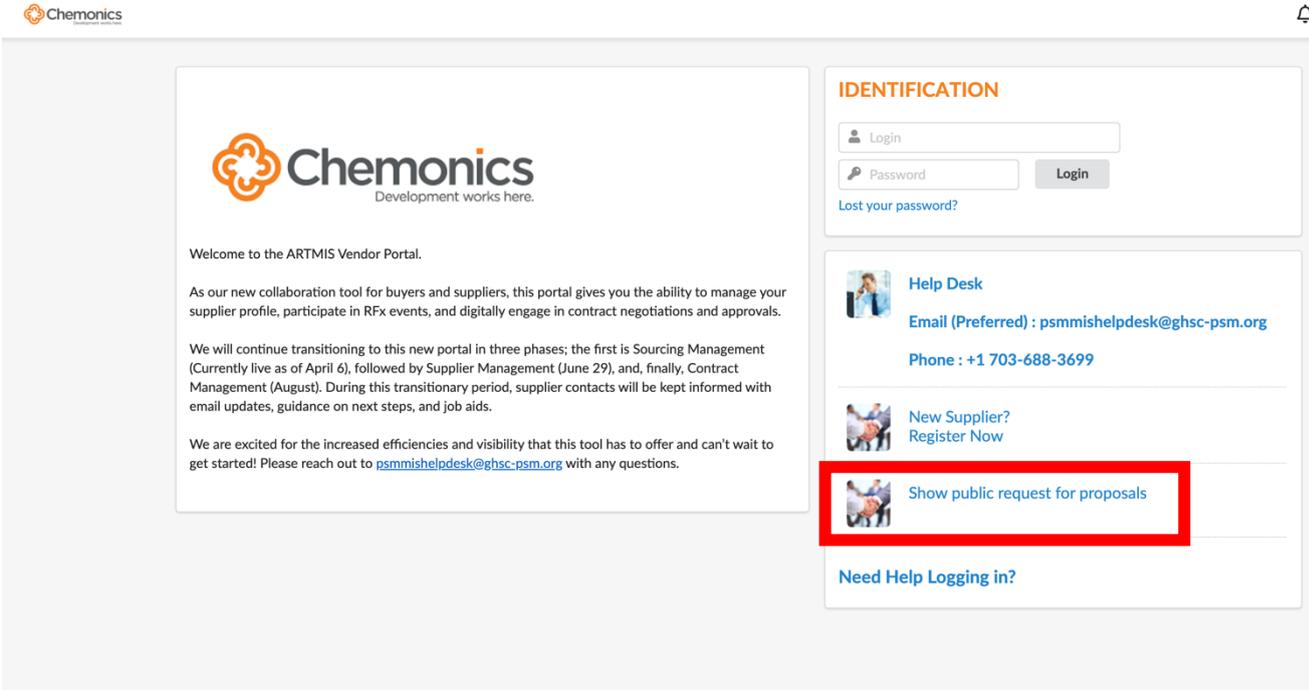
- You may be required to provide at least one of the following:
 - DUNS number
 - Government ID Number (EIN, SIREN)
 - Tax number
 - ISIN code
- Specify the types of goods or services you provide. You can either start typing in the autocomplete fields to filter available items, or else you can click “See All” to access a full tree view of available items; expand the tree view by clicking the sign, then select individual items by selecting their checkbox or a whole group of items by clicking .
- In the *Contact Information* section, provide a password and an email address that will be used as your login credentials upon approval of your registration request. Passwords must satisfy the below criteria:
 - At least 1 uppercase character(s)
 - At least lowercase character(s)
 - At least 1 numerical character(s)
 - At least 1 non-alphanumeric character(s)
 - At least 8 total characters
- Make sure to complete the security control check.

4. When done, click **Registration request**.

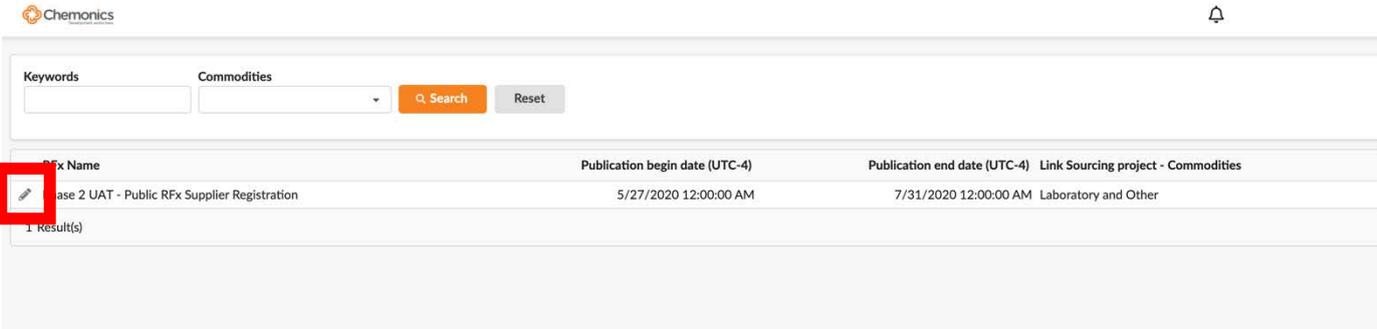
A message will indicate that you have registered successfully. You will receive a confirmation by email acknowledging your request. As soon as the internal team has reviewed and approved your request, you will be able to login to the ARTMIS vendor portal using the email and password you provided during registration as your login ID and password.

Self-Registration for the Purposes of Public RFX Response

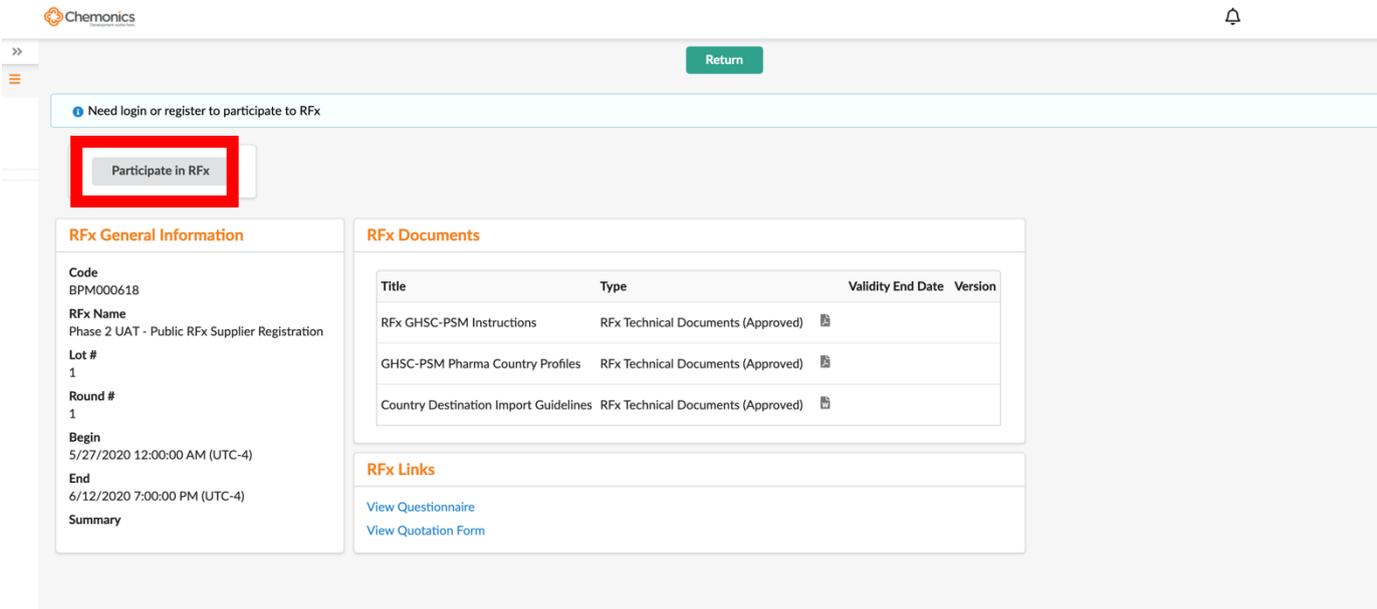
1. Click to navigate to Public RFX



2. Click on the pencil icon to express interest in responding to a public RFX



3. Click "Participate in RFX"



Supplier Self-Registration

4. Scroll down to complete the mandatory registration fields. Once you have verified that all mandatory fields on the form have been populated and click the “Register” icon at the top of the page.

The screenshot displays the Chemonics Supplier Self-Registration interface. At the top left, the Chemonics logo is visible. The main heading of the form is "Need login or register to participate to RFX". A "Return" button is located at the top right of the form area. Below the heading, there are two buttons: "Register" (highlighted with a red box) and "Save & Close".

The form is divided into several sections:

- Login:** Contains input fields for "Login" (username) and "Password", a "Login" button, and a link for "Lost your password?".
- Welcome message:** A message stating, "Welcome to the supplier registration form. Your organization's completion of these questions will be an important step towards po".
- Security Control:** A section with a heading "Security Control" and an empty input field.
- Company information:** A section with a heading "Company information" and four input fields:
 - Company Legal Name *
 - Doing Business As (DBA) name (if applicab
 - Parent Company name (if applicable)
 - Business Type *

Supplier Registration by the GHSC-PSM Internal Team

Alternatively, a registration request may be carried out on your behalf by a GHSC-PSM internal team member. At this time, you may be contacted with information or clarification requests.

Once the registration request has been reviewed and approved, you will receive an email with your login ID and a temporary password, like so:

Dear Ginger Wright,

You have just been assigned an access to the application Ivalua Buyer for supplier ACME.
You are invited to follow this link : [Click here](#)

Your user ID: email@email.com
Your password: 1b4489b0

This is an automatically generated e-mail, please do not reply