

## SUPPLIER SUMMIT

#### USAID Global Health Supply Chain Program











### **AGENDA**

- Goals of this session
- Current invoice payment process
- Future invoice payment process



## GOALS OF THIS SESSION



#### SESSION GOALS

Overview

Review current process

• Share plans for the future automated process: coming later this year!



## **OVERVIEW**



#### OVERVIEW – GOOD BUSINESS PARTNERS

Agree to, and follow, contract terms

Consistent with commercial business practices

Compliance with USAID regulations and policies



# CURRENT SUPPLIER REGISTRATION & PAYMENT PROCESS



## OVERVIEW – CURRENT PROCESS FOR SUPPLIERS

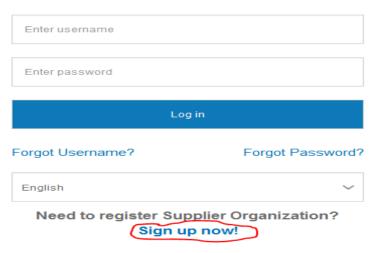
- Properly register in portal
- Provide all requested information when we enter into subcontract
- Submit invoice and back-up per the subcontract
- Provide wire transfer information (if not previously provided)
  - International suppliers we will send you an International Wire Transfer form to confirm relevant wire information, if necessary
  - U.S.-based suppliers We will send you an Electronic Funds
     Transfer form and an IRS W-9 form to complete



Supplier Registration

There are two ways for suppliers to register in the GHSC-PSM system

- I. The supplier can go to the URL <a href="https://chemonicsssm.emptoris.com">https://chemonicsssm.emptoris.com</a>
  - Click "Sign up Now"
- 2. Supplier Relationship Team will invite the supplier to register



GHSC - PSM Strategic Supply management

Patent: http://www.ibm.com/software/commerce/emptoris/patents/



## I. VIEWING REGISTRATION EMAIL INVITATION FROM BUYER

When you are invited to register as a supplier, you will receive an email similar to this:



Registration Invitation
MISCMSADMIN to: Jeffrey Krinock

Please respond to MISCMSADMIN

08-12-16 03:30 PM

Show Details

Dear Sir or Madam,

You are hereby invited to provide us with some more information about your company. Please use

https://chemonissmsbox3.emptoris.com:443/srm-app/restricted/?nSRM:token=7fa77a37b7e7e50670 159121e0ab1d98bfdf0c3785e4029061ea9e79487139cc until 2017-01-05 for direct access to the short questionnaire we provided for you.

Thank you for your participation.

Kind Regards

This e-mail was generated automatically, please do not respond.

Responsible for this registration: Jeffrey Krinock, jkrinock@ghsc-psm.org

USAID | GHSC - PSM 2345 Crystal Drive, Suite 550 Arlington, VA 22202 United States 202-955-3300

## I. VIEWING REGISTRATION EMAIL INVITATION FROM BUYER

Select the URL and paste into your browser to begin registration



Registration Invitation
MISCMSADMIN to: Jeffrey Krinock

Please respond to MISCMSADMIN

08-12-16 03:30 PM

**Show Details** 

Dear Sir or Madam,

You are hereby invited to provide us with some more information about your company. Please

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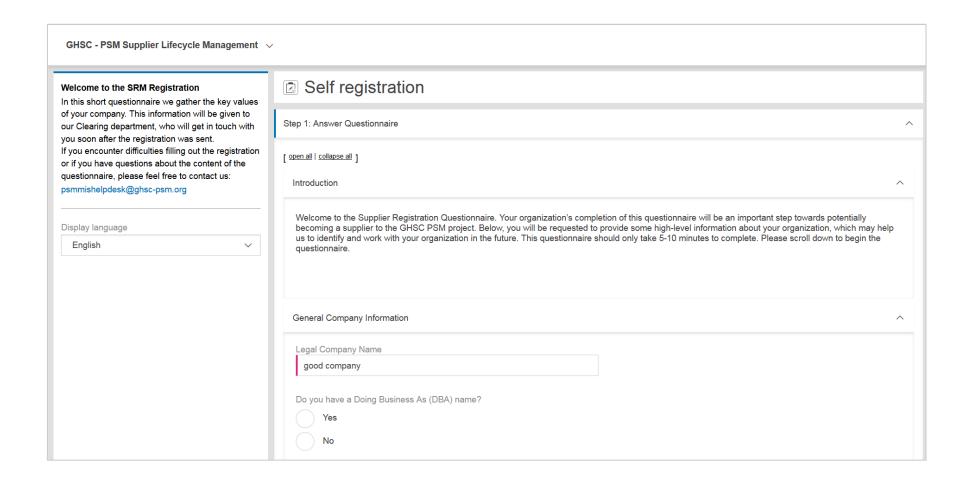
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USAID | GHSC - PSM 2345 Crystal Drive, Suite 550 Arlington, VA 22202 United States 202-955-3300

ARTMIS Sourcing - Supplier Job Aid

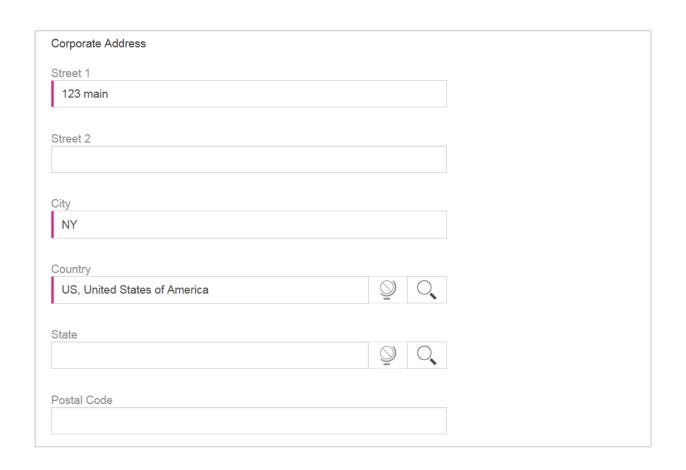
#### Step I: Answer Questionnaire



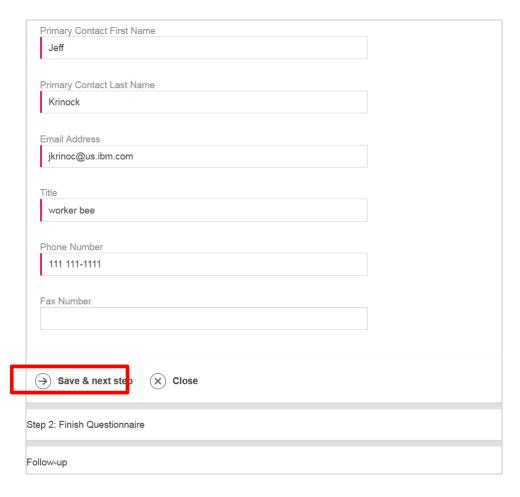
Step Ia: Answer Questionnaire

Do you have a Parent Company?	
Yes	
No	
Company Website	
What is your Ownership Type?	
C Corporation	
S Corporation	
Limited Liability Partnership (LLP)	
Limited Liability Corporation (LLC)	
Individual/Sole Proprietor	
Government	
Non-Profit	
Trust/Estate	
Other	

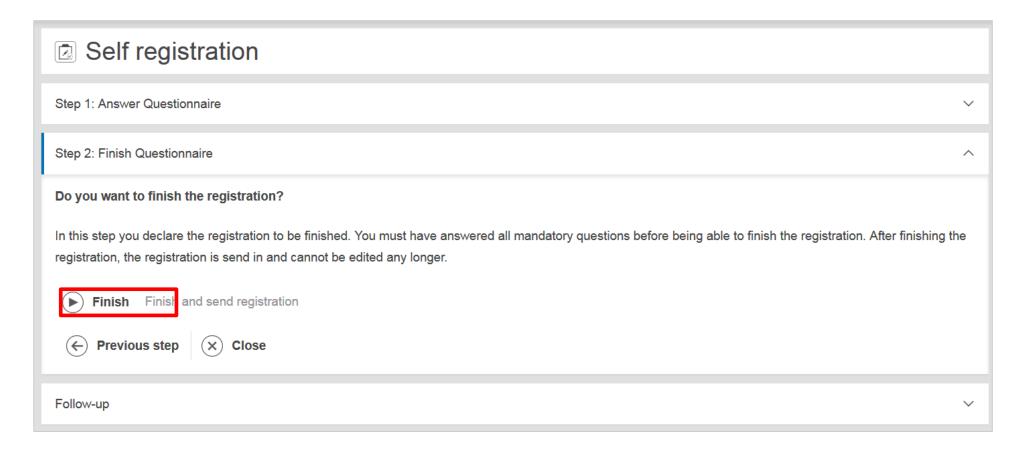
#### Step Ib: Answer Questionnaire



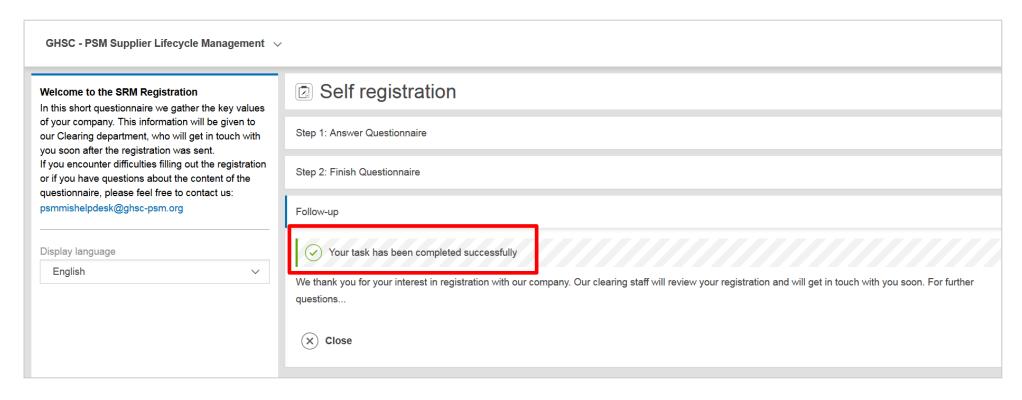
Step Ic: Answer Questionnaire, then select Save & next step



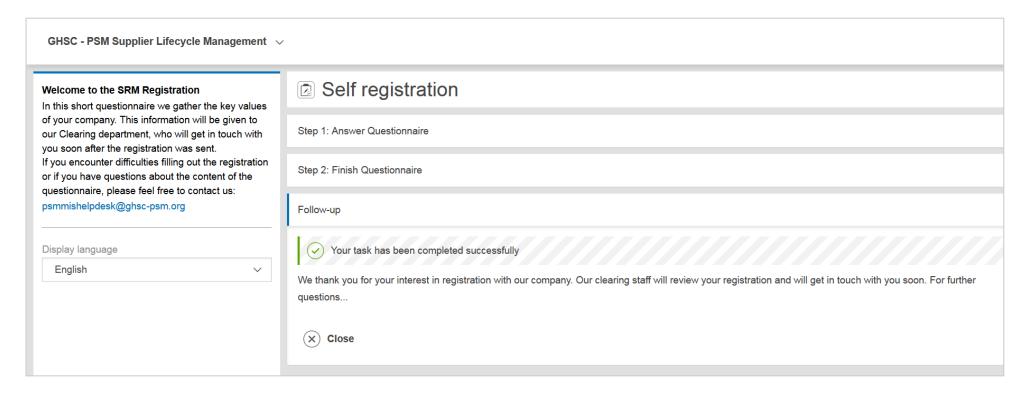
Step 2a: Finish Questionnaire - Select Finish



Step 2b: Finish Questionnaire – You should see the "Your task has been completed successfully" message



At this point in the process, your registration will enter a clearing process, and you will be notified about further action, as appropriate.



#### Invoice Processing

When an order is placed, it is documented through an executed agreement:

- Subcontract
- Purchase order issued under an IDIQ subcontract
- Purchase order under a blanket purchase agreement

#### Invoice Processing

GHSC-PSM will pay the Supplier's invoice within thirty (30) business days once the following conditions have been fulfilled:

- The Supplier delivers an invoice to GHSC-PSM only for services and/or commodities that have been accepted by GHSC-PSM.
- The invoice must be an original invoice, and must include the following information and/or attached documentation:
  - 1. Supplier legal name, subcontract/PO number, invoice date, and invoice number.
  - 2. Description of each type of Goods and Related Services included in the invoice, together with the applicable subcontract Unit Price, quantity delivered, and extended line item price.
  - 3. Bank account information to which payment shall be sent corresponding to the authorized account. All costs and risks arising out of, relating to, or resulting from such wiring shall be borne by Supplier.
  - 4. Such other documentation as may be requested by Chemonics in relation to the Goods and/or Related Services
  - 5. The Supplier's certification, manually signed by an authorized official of Supplier.
- GHSC-PSM has issued an inspection certificate, in compliance with Article Quality Assurance, Testing, Inspection and Acceptance (where applicable).



Invoice Processing

All invoices and documentation will be sent to the address and point of contact below:

Chemonics International Inc.

Attention: Kevin Pettit (or Cedric Mingat)

USAID Global Health Supply Chain -

Procurement and Supply Management (GHSC-PSM) Project

251 18th Street South, Suite 1200, Arlington, VA 22202

kpettit@ghsc-psm.org

cmingat@ghsc-psm.org



#### Invoice Processing

#### SUPPLIER CERTIFICATION

The undersigned hereby certifies that (i) the invoice has been prepared from Supplier's books and records in accordance with the terms of the cited subcontract, and to the best of my knowledge and belief, it is correct, the sum claimed is proper and due and has not been claimed or paid before, the Goods have been delivered and all required Services have been performed, the quantities and prices specified are consistent with the subcontract, and all necessary Buyer approvals have been obtained, and (ii) appropriate refund to Buyer will be made promptly upon request in the event of disallowance of any portion of the invoice pursuant to the terms of the subcontract by Buyer or the Government.

By:	
Title:	
Date:	



#### Invoice Processing

#### Documents Required:

No	Document Onder (ander	Issuer	Notes
I	Purchase Order (under IDIQ) or FFP subcontract	GHSC-PSM	Needs to be included in all commodity payment requests
2	Original Invoice	Supplier	Needs to reference the PO number and indicate the quality, per unit price, tax information and totals
3	Shipping Documents	Supplier	Freight carrier receipt, packing list, etc.
4	Certificate of Origin	Supplier	When applicable
5	Delivery order/note	GHSC-PSM	
6	Certificate of Analysis	Supplier	When applicable
7	Air/Sea Waybill	3PL or Supplier	
8	Forwarder Certificate of Receipt (FCR)	3PL or Supplier	
9	Bill of Lading	3PL	



## FUTURE PAYMENT PROCESS



#### FUTURE PAYMENT PROCESS OVERVIEW

- ARTMIS will automate the invoice process
- Create commercial invoice in the system
  - Enter supplier invoice number when creating commercial invoice for tracking purposes
  - PO/Subcontract, invoice, back-up flows through the system,
     speeding up payments
  - Can check status of orders and invoices in the system

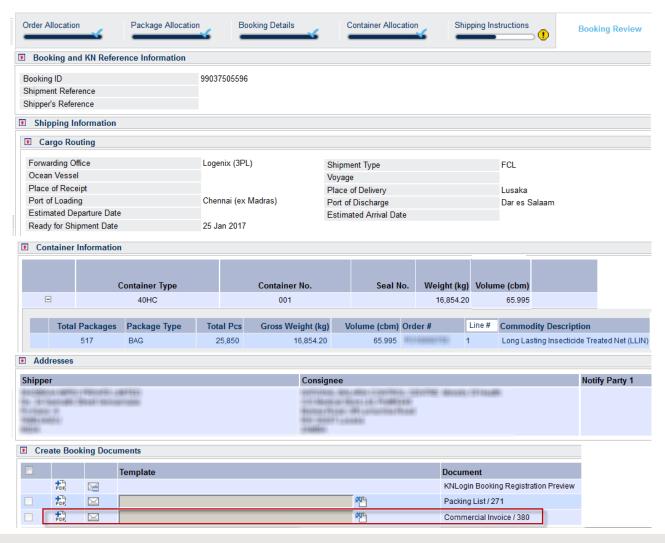


#### LMIS REGISTRATION

- I. New suppliers will receive a LMIS questionnaire in which they can nominate users needing setup in LMIS
- 2. Supplier LMIS guidelines will be sent to the nominated users. These will include:
  - Process overview
  - Step-by-step user guide
  - Copy of all training presentations
  - Links to recorded webcasts for each process step
- 3. Each nominated supplier will be invited to a LMIS training session (Webcast)
- 4. Once GHSC-PSM creates the first purchase order to the supplier:
  - User rights will be enabled in the LMIS
  - A user registration email will be sent from LMIS
  - Each user clicks hyperlink in email to officially activate their LMIS profile and to create their password



#### LMIS BOOKING CREATION



- Supplier creates booking in LMIS
- At bottom of the booking summary page, they are able to create their invoice



## LMIS DOCUMENT CREATION

Invoice Version Number: 1.0

Invoice #: aaaa				INVOICE DATE: YYYY-MM-DD	
Vendor:	Bill To:		Consignee:	Delivery Address:	
Company Name	Company Name		Company Name	Company Name	
Address 1	Address 1		Address 1	Address 1	
Address 2	Address 2		Address 2	Address 2	
City, State, Zip/Postal Code, Country	City, State, Zip/Po	estal Code, Country	City, State, Zip/Postal Code, Country	City, State, Zip/Postal Code, Country	
Contact Name: First Last	Contact Name: First Last		Contact Name: First Last	Contact Name: First Last	
TEL: phone #	TEL: phone #		TEL: phone#	TEL: phone#	
FAX: fax #	FAX: fax #		FAX: fax #	FAX: fex #	
Email: email address Email: email address		Email: email address	Email: email address		
INCO Terms: FOB Shenzhen Origin Port: Shenz		Origin Port: Shenzhen, China		Shippers Reference #: Entered by Shipper when they make booking	
Mode: Ocean / Air / Road Destination Port: Maputo, Mozambique		Destination Port: Maputo, Mozambique		Consignee Reference #: Requisition Order # when a PO or DO	
Currency: USD Country of Final Destination: Mozambique		Country of Final Destination: Mozambique		LMIS Reference #: Created upon vendor booking in LMIS	

Order#	Order Line #	Item#	Item Description	Batch #	Expiration Date	Country of Origin	UNIT QUANTITY	UoM	UNIT PRICE	TOTAL AMOUNT
PO1234567	001	A12345	Details	1111111111111	yyyy-mm-dd	CN	6,000	CTN	\$ 1.7925	\$10,755.00
PO1234567	002	B12345	Details	222222222	yyyy-mm-dd	CN	7,802	CTN	\$0.7865	\$6,136.27
PO1234567	003	C12345	Details	3333333333	yyyy-mm-dd	CN	125	CTN	\$0.9401	\$117.51
PO1234567	004	D12345	Details	44444444	yyyy-mm-dd	CN	4,531	CTN	\$0.5427	\$2,458.97
PO1234567	005	E12345	Details	555555555	yyyy-mm-dd	CN	233	CTN	\$0.9670	\$225.31
PO1234567	005	E12345	Details	6666666	yyyy-mm-dd	CN	4,250	CTN	\$0.9670	\$4,109.75
PO1234567	005	E12345	Details	77777777	yyyy-mm-dd	CN	500	CTN	\$0.9670	\$483.50

Freight Charges	\$1,000.00

Grand Total:	28,057	UNITS	\$25,286.32

Prepared By: VENDOR LAST NAME, VENDOR FIRST NAME Prepared On: yyyy-mm-dd

#### **SUMMARY**

- I. GHSC-PSM always strives to be good a business partner with suppliers, while complying with contract terms and U.S. government regulations
- 2. The current process for payment is detailed in the PO/subcontract
- 3. The future process will automate invoice processing and payments
- 4. Any questions about "getting paid"? Please contact GHSC-PSM at: PSMInvoices@ghsc-psm.org



KEVIN PETTIT

LEAD FINANCE MANAGER

GHSC-PSM

KPETTIT@GHSC-PSM.ORG

## THANK YOU!

