ACCESSING ARTMIS VENDOR PORTAL

MIGRATED SUPPLIERS

Accessing ARTMIS Vendor Portal

To access the Vendor Portal of ARTMIS for the first time, users should have received an email notification with their login information. This notification should include

- Username (email address)
- URL used to access the Vendor Portal.

If you did not receive your credentials, please contact the PSM Help Desk and provide the following information:

- First Name
- Last Name
- Email Address
- Company Name
- Position and Title
- Address
- Phone Number
- Cell Number
- Fax Number

Accessing the First Time

1. You can access the ARTMIS Vendor Portal by selecting the link or copy and paste the URL into your web browser. Supported browsers are:

   https://chemonics-supplier.ivalua.app

   Note: Web browsers supported are:
   - *Internet Explorer: All versions still supported by Microsoft*
   - *Firefox and Chrome: The last 3 major releases*

   Safari is not included in the list of supported browsers. It is possible that some features of the Vendor Poral may not work as intended.

2. Within the Identification Section, type in your user ID, and select the "Lost your Password" link.
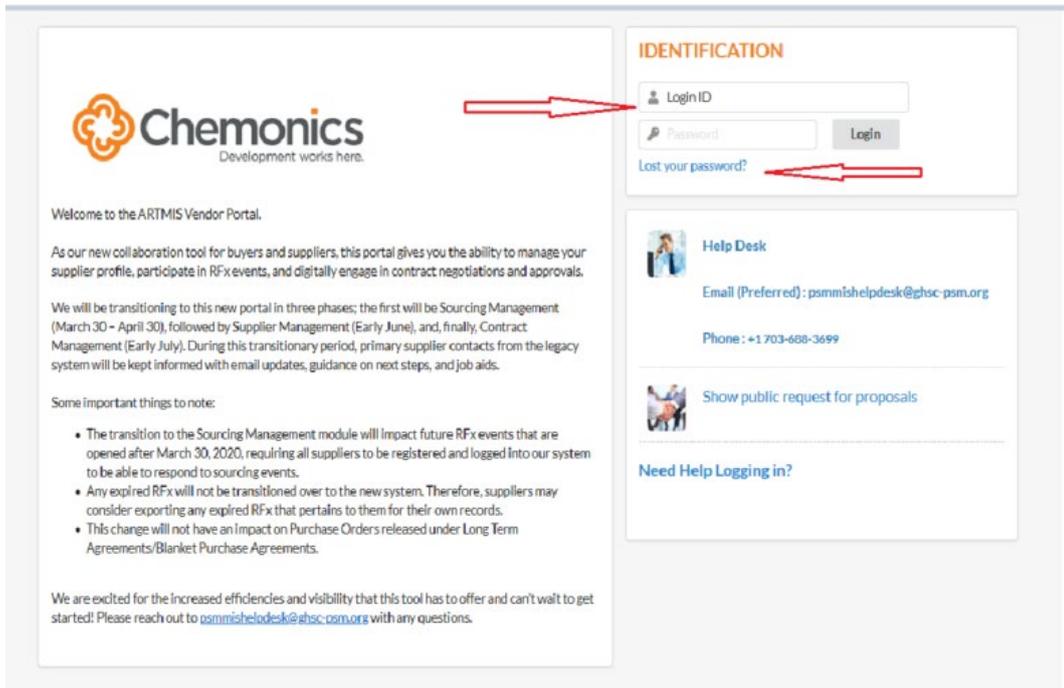
3. At the Password Lost dialog box:
    a. type in your email address and the 4-digit security control code, then select the Deliver Password button.
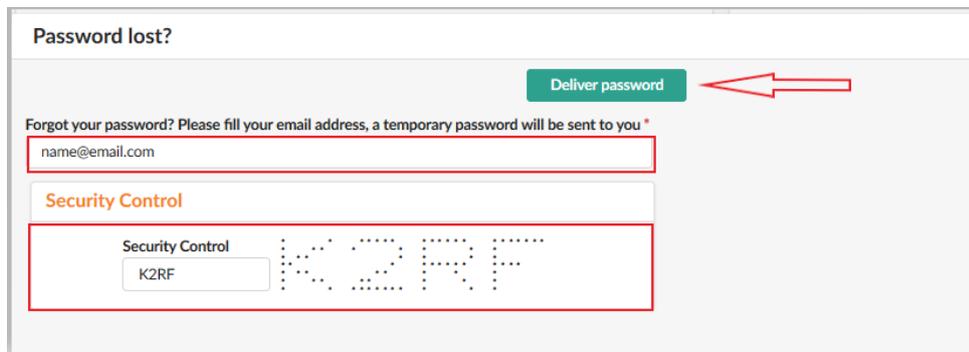
    b. Confirmation
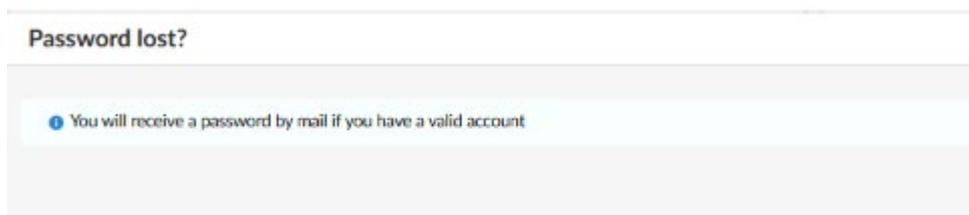
4. You will receive an email notification that will contain the following:
    a. Subject line – Forgotten Password.
    b. Username
    c. Temporary Password
    d. "Log In" link (https://chemonics-supplier.ivalua.app)

NOTE: Not Receiving Email Notification:
- *Check your Spam/Junk Email folder in your inbox.*
- *If you've not received an email notification within 24 hours, contact the PSM Help Desk.*

5. Select the "Log in now" link. You will be directed to the Modify Password Screen and will be prompted to enter your new password. The New Password and Confirm fields must match. Once completed, select the OK button.

IDENTIFICATION

👤 miller2@mail.com

Successful authentication - Modify your password

Please choose a new password, following these security rules:
- 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
- Password must be different from 6 previous passwords

New password *

••••••••••••••••• 🔑

Confirm *

••••••••••••••••• 🔑   Ok

Your password must contain:

- 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
- Password must be different from 6 previous passwords

6. The General Conditions of Access and Use of the Application displays. You have the option to print the Terms and Conditions to retain for your records or to accept and acknowledge the Terms and Conditions.
   a. Printing the Terms and Conditions
       i. Scroll to the bottom of the page and select the Print Button.

Questions
If the User has any questions regarding this GCA, the User may contact the PSM MIS Help Desk by emailing PSMMISHelpDesk@ghsc-psm.org.

☑ I accept the terms and conditions

Acknowledge   Print

       ii. After the Terms and Conditions display, select the Print option.

Print   Close

GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION
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This document (hereinafter the "GCA") defines the general conditions of access and use of the Chemonics PSM Supplier Portal (hereinafter the "Portal"). You (or "User") may use -the Portal following your full acceptance of the GCA as a whole. In case of disagreement on the contents of the GCA, the User shall not be entitled to access the Portal. Chemonics and its subsidiaries and affiliates (collectively hereinafter "Chemonics") reserve their right to modify at any time the GCA, without prior notice.

       iii. The Print options local to our machine will display. After printing the document, select the Close option.

    b. Accept and Acknowledge
        i. Scroll to the bottom of the page.
        ii. Select the check box to "Accept and Terms and Conditions."
        iii. Select the Acknowledge Button
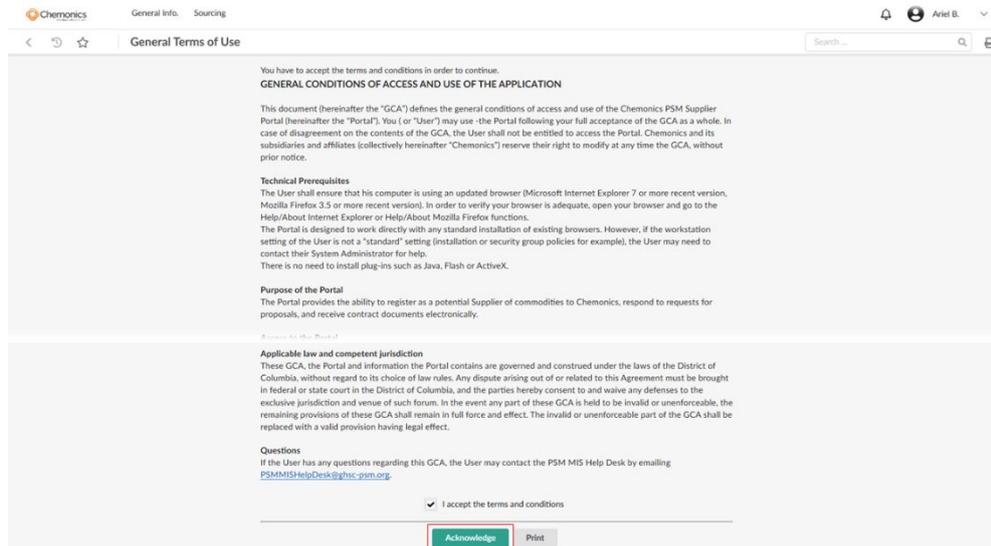
7. Once completed, you will be directed to the Vendor Portal Home Page.
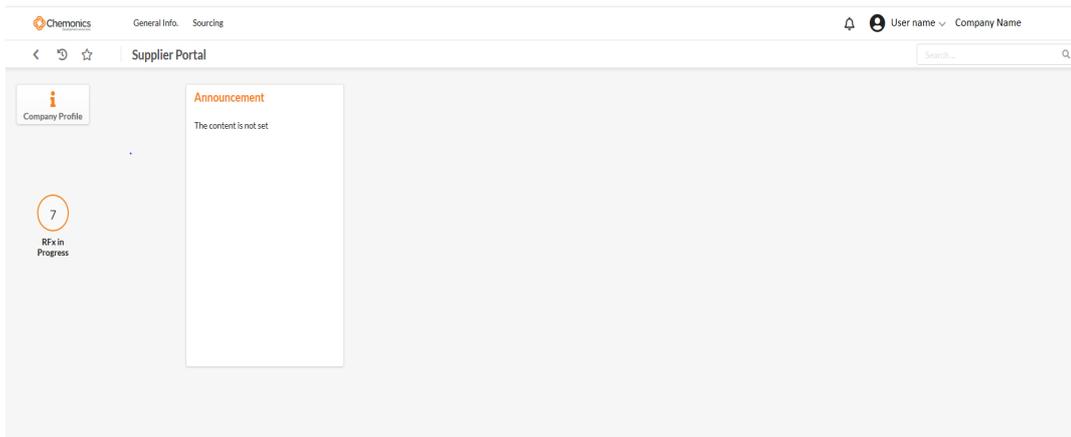
PSM MIS Contact Information

For any login issues, you may contact the PSM MIS Help Desk at psmmishelpdesk@ghsc-psm.org.
Please provide the following details when reporting login issues:

- Your Name
- Company Name
- Contact Information
- Login ID
- Browser used to access the ARTMIS Vendor Portal

- Error message received
- Steps taken prior to receiving the error message
- Screenshot of the error message