

# ACCESSING ARTMIS VENDOR PORTAL

## NEW USERS

## 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)
- Temporary Password
- 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 Portal may not work as intended.\*\***

**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 be transitioning to this new portal in three phases; the first will be Sourcing Management (March 30 - April 30), followed by Supplier Management (Early June), and, finally, Contract Management (Early July). During this transitional period, primary supplier contacts from the legacy system will be kept informed with email updates, guidance on next steps, and job aids.

Some important things to note:

- The transition to the Sourcing Management module will impact future RFx events that are opened after March 30, 2020, requiring all suppliers to be registered and logged into our system to be able to respond to sourcing events.
- Any expired RFx will not be transitioned over to the new system. Therefore, suppliers may consider exporting any expired RFx that pertains to them for their own records.
- This change will not have an impact on Purchase Orders released under Long Term Agreements/Blanket Purchase Agreements.

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](mailto:psmmishelpdesk@ghsc-psm.org) with any questions.

**IDENTIFICATION**

Login

Password

Login

[Lost your password?](#)

**Help Desk**

Email (Preferred) : [psmmishelpdesk@ghsc-psm.org](mailto:psmmishelpdesk@ghsc-psm.org)

Phone : +1 703-688-3699

[Show public request for proposals](#)

[Need Help Logging in?](#)

2. Within the Identification Section, type in your user ID, temporary password and select the Login Button.

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**IDENTIFICATION**

miller2@mail.com

•••••••• Login

[Lost your password?](#)

**Help Desk**

Email (Preferred) : [psmmishelpdesk@ghsc-psm.org](mailto:psmmishelpdesk@ghsc-psm.org)

Phone : +1 703-688-3699

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3. At the Modify Password Screen, you will be prompted to change your 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

4. 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.

## Accessing ARTMIS Vendor Portal

**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](mailto: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

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

Chemonics General Info Sourcing Ariel B.

General Terms of Use

You have to accept the terms and conditions in order to continue.

**GENERAL CONDITIONS OF ACCESS AND USE OF THE APPLICATION**

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.

**Technical Prerequisites**  
The User shall ensure that his computer is using an updated browser (Microsoft Internet Explorer 7 or more recent version, Mozilla Firefox 3.5 or more recent version). In order to verify your browser is adequate, open your browser and go to the Help/About Internet Explorer or Help/About Mozilla Firefox functions.  
The Portal is designed to work directly with any standard installation of existing browsers. However, if the workstation setting of the User is not a "standard" setting (installation or security group policies for example), the User may need to contact their System Administrator for help.  
There is no need to install plug-ins such as Java, Flash or ActiveX.

**Purpose of the Portal**  
The Portal provides the ability to register as a potential Supplier of commodities to Chemonics, respond to requests for proposals, and receive contract documents electronically.

**Applicable law and competent jurisdiction**  
These GCA, the Portal and Information the Portal contains are governed and construed under the laws of the District of Columbia, without regard to its choice of law rules. Any dispute arising out of or related to this Agreement must be brought in federal or state court in the District of Columbia, and the parties hereby consent to and waive any defenses to the exclusive jurisdiction and venue of such forum. In the event any part of these GCA is held to be invalid or unenforceable, the remaining provisions of these GCA shall remain in full force and effect. The invalid or unenforceable part of the GCA shall be replaced with a valid provision having legal effect.

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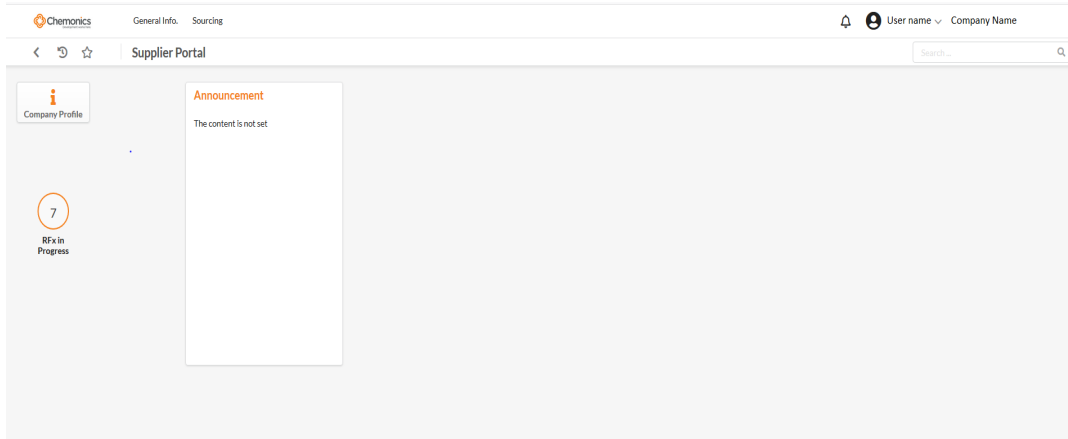
I accept the terms and conditions

[Acknowledge](#) [Print](#)

5. Once completed, you will be directed to the Vendor Portal Home Page.

## Accessing ARTMIS Vendor Portal

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### PSM MIS Contact Information

For any login issues, you may contact the PSM MIS Help Desk at [psmmishelpdesk@ghsc-psm.org](mailto: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