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

![Identification Section Image]

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.

![Modify Password Screen Image]

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

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

5. Once completed, you will be directed to the Vendor Portal Home Page.
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PSM MIS Contact Information
For any login issues, you may contact the PSM MIS Help Desk at psmishelpdesk@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