

ARTMIS

Sourcing - Supplier Job Aid

USAID GLOBAL HEALTH SUPPLY CHAIN PROGRAM
Procurement and Supply Management

Release 2 Sourcing - Supplier Job Aid

Version 1.0



USAID
FROM THE AMERICAN PEOPLE



PEPFAR
U.S. President's Emergency Plan for AIDS Relief



USAID
FROM THE AMERICAN PEOPLE



U.S. President's Malaria Initiative

Training Exercises

- I. Viewing RFP/Q Email from Buyer
- II. Logging in to ARTMIS Sourcing Home Screen
 - a. Updating Application Preferences
- III. Viewing an RFP/Q
- IV. Accepting RFP/Q Invitation
- V. Responding to Questionnaire
 - a. Exporting RFP/Q Attachments
- VI. Responding to Questionnaire – Uploading an Attachment with a Response
- VII. Placing a Single Bid
- VIII. Viewing a Received Message
- IX. Creating and Sending a Message

I. Viewing RFP/Q Email Invitation from Buyer

Note: The email invitation screenshot below is an example and does not reflect the actual language that will display in the real email invitation.

Context: Clone_AJ_Water based Lubricant T03 - GHSC/PSM/TO3/CC6/2016/4 RFP

From: Source GHSC-PSM

Context: Clone_AJ_Water based Lubricant T03 - GHSC/PSM/TO3/CC6/2016/4 RFP
Source GHSC-PSM from organization emptoris sent you the following message:
Body:
You have been invited to participate in the following event: RFP Clone_AJ_Water based Lubricant T03 - GHSC/PSM/TO3/CC6/2016/4
Please follow the instructions below to access the event:-

1. Logon to GHSC - PSM Sourcing
 - i. Enter your user name in the Name field.
 - ii. Enter your password in the Password field.
 - iii. Click the Login button.
2. From the main menu select Bids > View RFx(s).
3. Locate the RFx Name in the list of RFx(s).
4. Click the RFx Name link to view the RFx.

Please do not hesitate to contact Ajith Ajarani for further information.

Please Login to <https://chemonicssm.emptoris.com?kindOfAuth=Internal> to reply to this message.
Please do NOT reply to this email as it is system generated with an unmonitored mailbox

II. Logging in to ARTMIS Sourcing

Step 1: Login to the ARTMIS Sourcing Application with username and password, and then select **Log in**.

Note: This URL link is an ARTMIS **test** environment. The production environment will use a different URL:

https://chemonissmsbox3.emptoris.com/emptoris/sso_login.jsp#/login/loginPage

Note: Username is not case-sensitive. Password *is* case-sensitive.

Note: You will not be able to login after five unsuccessful attempts.

CHEMONICS

GHSC - PSM Strategic Supply management

Enter username

Enter password

Log in

[Forgot Username?](#) [Forgot Password?](#)

ARTMIS Sourcing - Supplier Job Aid

II. Logging in to ARTMIS Sourcing

Note: If you do not remember your username, select the **Forgot Username?** link. If you do not remember your password, select the **Forgot Password?** link.

The screenshot shows the login interface for CHEMONICS. At the top center is the CHEMONICS logo, which consists of a circular emblem with a compass rose and a central 'C' shape, with the word 'CHEMONICS' written below it. Below the logo is the text 'GHSC - PSM Strategic Supply management'. There are two input fields: the first is for the username, and the second is for the password, with the placeholder text 'Enter password'. Below the password field is a blue button labeled 'Log in'. At the bottom of the form, there are two links: 'Forgot Username?' and 'Forgot Password?'. Both links are enclosed in red rectangular boxes.

II. Logging in to ARTMIS Sourcing (cont.)

Step 2: Review Terms Of Use and then select **Accept**.

Terms Of Use

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics and its partners on GHSC-PSM (**the GHSC-PSM Project**) are committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct. Please refer to <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

The GHSC-PSM Project does not tolerate fraud, collusion among Offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics and the GHSC-PSM Project are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

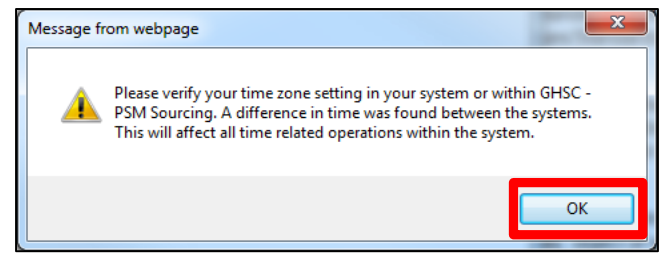
Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or the GHSC-PSM Project. For example, if an Offeror's cousin is employed by the GHSC-PSM Project, the Offeror must state this.
- Disclose any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting

Accept Decline

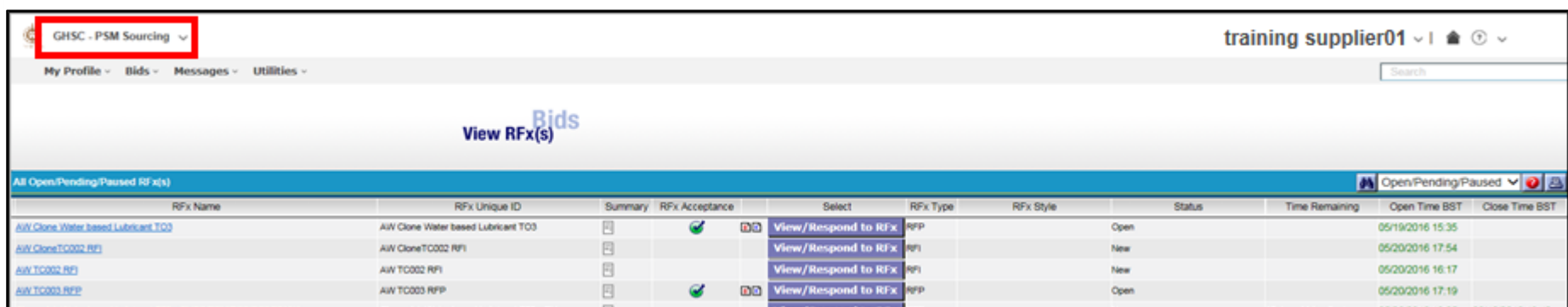
English | Español | Italiano | Français | Deutsch | Português | 日本語 | 简体中文 | 繁體中文 | 한국어

Note: If a time zone pop-up window appears, select the **OK** button to close the window.

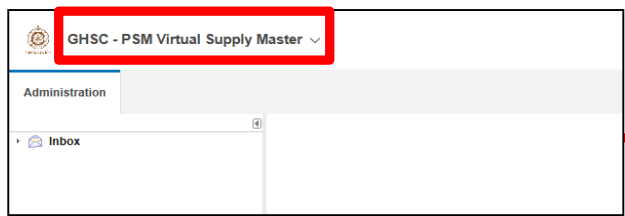


II. Logging in to ARTMIS Sourcing (cont.)

Step 3: The GHSC-PSM Sourcing Home screen is displayed. Verify that the upper left area displays **GHSC – PSM Sourcing**.



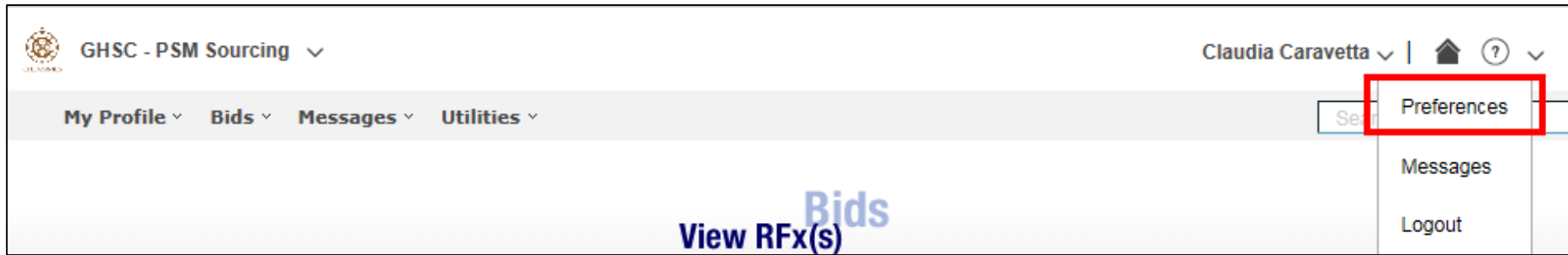
Note: If it displays another value, select the drop-down menu to open another window, and then select **GHSC-PSM Sourcing**.



II a. Updating Application Preferences

Step 1: Navigate to the upper-right hand area and verify that registered name for the username is displayed.

Step 2: Select the drop-down menu and select **Preferences** to open the **Edit Preferences** window.



II a. Updating Application Preferences

Step 3: Navigate to the Defaults section and update the Time Zone field so that it matches the desktop time-zone information.

Note: Updates to the security answer and security question can be updated in the Security Question section.

Step 4: Select **OK** to save updates made on the Edit Preferences screen.

GHSC - PSM Virtual Supply Master

Edit Preferences

General Administration

Defaults

Language: English

Currency: [Select]

Time Zone: Europe/London

Default Module: [Default]

Number Format: #,###,##

Date Format: MM/DD/YYYY

Landing Application

Calculate row-counts beside query folders:

Default page size: 20

Security Question

* Security answer: aaa

* Security question: What is your mother's Maiden Name?

OK Cancel

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II a. Updating Application Preferences

Step 5: Select the drop-down menu to open another window, and then select **GHSC-PSM Sourcing** to return to the GHSC-PSM Sourcing screen.

The screenshot displays the top navigation bar of the 'GHSC - PSM Virtual Supply Master' application. The title 'GHSC - PSM Virtual Supply Master' is highlighted with a red box. Below the title, the 'Administration' menu is visible. A red arrow points from the 'Administration' menu to the 'GHSC - PSM Sourcing' option in the 'GHSC - PSM Strategic Supply management' section. This option is also highlighted with a red circle. The other two options in the section are 'GHSC - PSM Spend Analysis' and 'GHSC - PSM Virtual Supply Master'.

GHSC - PSM Virtual Supply Master

Administration

GHSC - PSM Strategic Supply management

- GHSC - PSM Sourcing
- GHSC - PSM Spend Analysis
- GHSC - PSM Virtual Supply Master

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III. Viewing an RFP/Q

Step 1: Select the **RFx Name** link or the **View/Respond to RFx** button to open the RFP/Q.

Bids
View RFx(s)

All Open/Pending/Paused RFx(s)

RFx Name	RFx Unique ID	Summary	RFx Acceptance	Select	RFx Type	RFx Style	Status
June 22 Water based Lubricant T03 - GHSC/PSM/T03/CC6/2016/4	1772			View/Respond to RFx	RFP		New
Malaria vaccine (Job Aid create RFI)	Malaria vaccine (Job Aid create RFI)			View/Respond to RFx	RFI		New
Malaria vaccine (Job Aid create RFP)	Malaria vaccine (Job Aid create RFP)			View/Respond to RFx	RFP		Open
RBS_Re1_Test	2450			View/Respond to RFx	RFI		Open
Release 1 - Demo #8	2550			View/Respond to RFx	RFP		Open
Release 1 - Demo RFP#4	2430			View/Respond to RFx	RFP		New
Reverse Auction - Release 1 Demo	2620			View/Respond to RFx	RA	English	Open
RFx Event - Supplier Training	2950			View/Respond to RFx	FP		New

RFx(s) > RFx Event - Supplier Trai...

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RFx Attachments \(4\)](#)
[RFx Messages \(2\)](#)

Remaining Time: N/A
 Open Time: 07/20/2016 13:17 BST
 Close Time:
Status: Open

All Questionnaires (7) Questionnaires **SingleBid** [Accept](#) [Decline](#)

Questionnaire / Question			Respond	View History
Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Place Response	
Section 3: Specifications and Tec	(0)	(0)	Place Response	
Section 4: Offer cover Letter	(0)	(0)	Place Response	
Section 5: Required Certifications	(0)	(0)	Place Response	
Section 6 : General Terms and Conditions	(0)	(0)	Place Response	
Section 7 : Manufacturer Information	(0)	(0)	Place Response	
Section 8: Capabilities Survey	(0)	(0)	Place Response	

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IV. Accepting an RFP/Q Invitation

Step 1: Select the **Accept** button to open the Accept Invitation pop-up window.

Step 2: Select the checkbox for “**By checking this box, I confirm that my company complies with the Terms and Conditions.**”

Step 3: Select the **OK** button to confirm acceptance and to close the Accept Invitation window.

RFx(s) > RFx Event - Supplier Trai...

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RFx Attachments \(4\)](#)
[RFx Messages \(2\)](#)

Remaining Time: N/A
 Open Time: 07/20/2016 13:17 BST
 Close Time:
 Status: **Open**

All Questionnaires (7) | Questionnaires | SingleBid

Questionnaire / Question		Respond	View History
Section 1 & 2: Background & Instructions to Offerors	(0)	Place Response	
Section 3: Specifications and Tec	(0)	Place Response	
Section 4: Offer cover Letter	(0)	Place Response	
Section 5: Required Certifications	(0)		
Section 6 : General Terms and Conditions	(0)		
Section 7 : Manufacturer Information	(0)		
Section 8: Capabilities Survey	(0)		

Accept Invitation

Please confirm you are an authorized representative of your organization with the ability to acknowledge and agree to all terms, conditions, special provisions, and instructions on behalf of your firm and verify that you have the authority to provide information regarding all commodities and services offered in response to this RFQ necessary to perform all work described under the activities and requirements this solicitation

By checking this box, I confirm that my company complies with the Terms and Conditions

(Note: "OK" will appear after checking the box. If you can not comply please select "cancel" and contact us)

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VI. Responding to a Questionnaire

Step 1: Select the **Questionnaires** tab.

Step 2: Select the **plus** icon for the first questionnaire to expand the section.

[RFx\(s\)](#) > RFx Event - Supplier Trai...

Description: Project requires 300,000 Long Lasting Insecticide ...
 Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RFx Attachments \(4\)](#)
[RFx Messages \(2\)](#)

All Questionnaires (7) **Questionnaires** SingleBid MultiBid

	Questionnaire / Question			Respond
<input type="checkbox"/>	Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Place Response
<input type="checkbox"/>	Section 3: Specifications and Tec	(0)	(0)	Place Response
<input type="checkbox"/>	Section 4: Offer cover Letter	(0)	(0)	Place Response
<input type="checkbox"/>	Section 5: Required Certifications	(0)	(0)	Place Response
<input type="checkbox"/>	Section 6 : General Terms and Conditions	(0)	(0)	Place Response
<input type="checkbox"/>	Section 7 : Manufacturer Information	(0)	(0)	Place Response
<input type="checkbox"/>	Section 8: Capabilities Survey	(0)	(0)	Place Response

[RFx\(s\)](#) > RFx Event - Supplier Trai...

Description: Project requires 300,000 Long Lasting Insecticide ...
 Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)


[RFx Attachments \(4\)](#)
[RFx Messages \(2\)](#)

All Questionnaires (7) **Questionnaires** SingleBid MultiBid









	Questionnaire / Question			Respond
<input type="checkbox"/>	Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Place Response
<input type="checkbox"/>	Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and ...	(1)	(0)	
<input type="checkbox"/>	Section 3: Specifications and Tec	(0)	(0)	Place Response

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V. Responding to a Questionnaire (cont.)

Step 3: Navigate to the Attachments column marked with the paperclip  icon column header.

Step 4: Check if a paper clip icon associated with the question has a number next to it. This indicates that an attachment has been included for the questionnaire/question.

RFx(s) > RFx Event - Supplier Trai...				
Description: Project requires 300,000 Long Lasting Insecticide ... Contact Information Routhie Anne Senoren		Type: RFP Run RFP Report		
		RFx Attachments (4) RFx Messages (2)		
All Questionnaires (7)				
Questionnaires SingleBid MultiBid				
	Questionnaire / Question			Respond
<input checked="" type="checkbox"/>	Section 1 & 2: Background & Instructions to Offerors	 (0)	 (0)	Place Response
<input type="checkbox"/>	Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and ...	 (1)	 (0)	
<input checked="" type="checkbox"/>	Section 3: Specifications and Tec	 (0)	 (0)	Place Response

V. Responding to a Questionnaire (cont.)

Step 5: Select the **Place Response** button to review the first questionnaire. This will open the Create Response RFP window.

[RFx\(s\)](#) > [RFx Event - Supplier Trai...](#)

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RfX Attachments \(4\)](#)
[RfX Messages \(2\)](#)

All Questionnaires (7) Questionnaires SingleBid MultiBid

	Questionnaire / Question			Respond
<input type="checkbox"/>	Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Place Response
<input type="checkbox"/>	Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and ...	(1)	(0)	
<input type="checkbox"/>	Section 3: Specifications and Tec	(0)	(0)	Place Response

V. Responding to a Questionnaire (cont.)

Step 6: On the Create Response window, review the question(s).

Note: Questions will state if an attached document needs to be reviewed before answering the question.

Step 7: To view the attached document, select the **Close** button to return to the Questionnaire tab.

Create Response RFP

Context
RFP Name: RFX Event - Supplier Training
Questionnaire Name: Section 1 & 2:
Background & Instructions to Offerors
Questionnaire Description: Section 1 & 2: Background & Instructions...

Create Response(s) Questionnaire Level (0)

*Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and verify that you have read and understand the information by selecting "Yes."


Checking the box means "Yes", while leaving it blank means "No" Question Level (0)

Save Close

* Required Field

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V. Responding to a Questionnaire (cont.)

Step 8: Select the paperclip  icon to open the View Attachment window.

Step 9: Select the link from the Content column to open the Virus Scan Results window.









[RFx\(s\)](#) > [RFx Event - Supplier Trai...](#)

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RFx Attachments \(4\)](#)
[RFx Messages \(2\)](#)

All Questionnaires (7) | **Questionnaires** | **SingleBid** | **MultiBid**

	Questionnaire / Question			Respond
<input checked="" type="checkbox"/>	Section 1 & 2: Background & Instructions to Offerors	 (0)	 (0)	Place Response
<input type="checkbox"/>	Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and ...	 (1)	 (0)	
<input checked="" type="checkbox"/>	Section 3: Specifications and Tec	 (0)	 (0)	Place Response

Questions

View Attachment

Attachments (1)

Level	Content	Attachment Name	Description	Organization	Name/Subject	Last Changed by	Type
Question	TO2 Section 1 & 2.docx	Section 1 & 2		Chemonics International Inc	Please read the BACKGROUND & INSTRUCTION...	Maninder Singh	application/vnd.openxm

Close

ARTMIS Sourcing - Supplier Job Aid

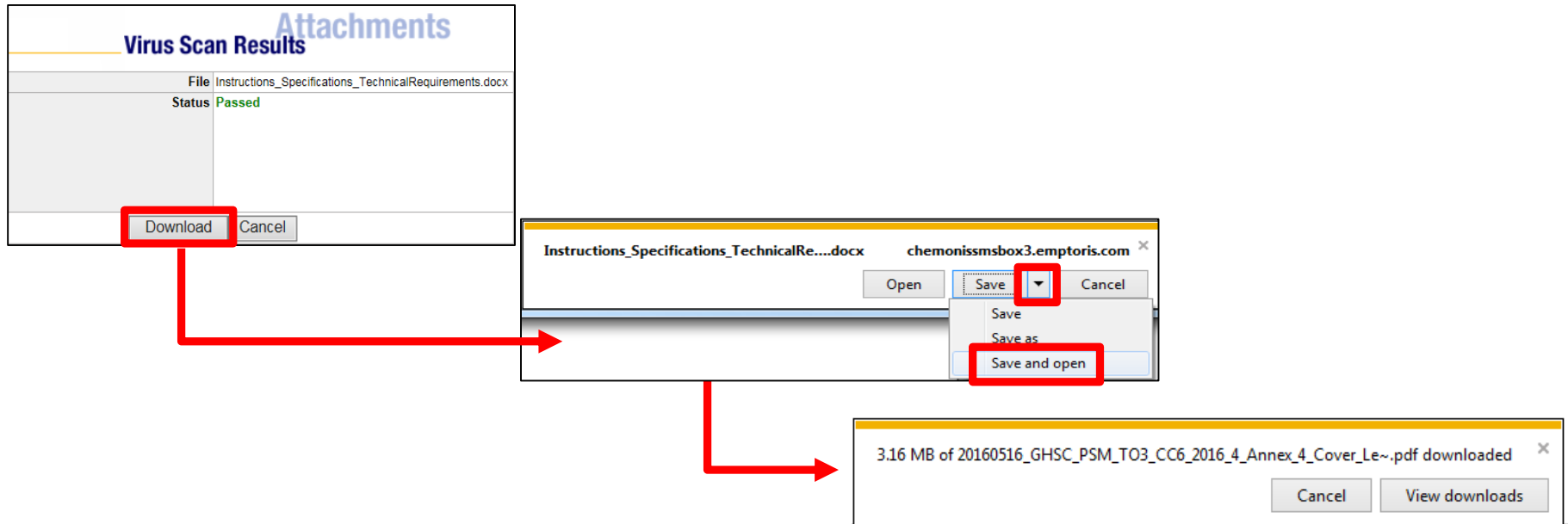
V. Responding to a Questionnaire (cont.)

Step 10: Select the **Download** button.

Step 11: Select the **drop-down** icon, and then select the **Save and open** option.

Note: The attachment is automatically saved in the default downloads folder. Another window will display the status of the download.

Note: Close the Virus Scan Results and View Attachment windows once the download is complete.



ARTMIS Sourcing - Supplier Job Aid

V. Responding to a Questionnaire (cont.)

Step 12: After reviewing the attachment, return to the Questionnaires tab.

Step 13: Select the **Place Response** button for the questionnaire that required reviewing an attachment.

[RFx\(s\)](#) > **RFx Event - Supplier Trai...**

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RFx Attachments \(4\)](#)
[RFx Messages \(2\)](#)

All Questionnaires (7) | **Questionnaires** | SingleBid | MultiBid

	Questionnaire / Question			Respond
<input type="checkbox"/>	Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Place Response
<input type="checkbox"/>	Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and ...	(1)	(0)	
<input type="checkbox"/>	Section 3: Specifications and Tec	(0)	(0)	Place Response

V. Responding to a Questionnaire (cont.)

Step 14: Review the question(s) again (as needed), and then select and/or enter answers to the question(s).

Step 15: Select the **Save** button and confirm that the “Changes Saved Successfully” message is displayed.

Step 16: Select the **Close** button to return to the Questionnaire screen.

The image displays two screenshots of the 'Create Response' interface for an RFP. The left screenshot shows the 'Context' section with the following details: RFP Name: RFX Event - Supplier Training, Questionnaire Name: Section 1 & 2, and Questionnaire Description: Section 1 & 2: Background & Instructions... Below this is the 'Create Response(s)' section with a 'Questionnaire Level' of (0) and a note: '*Please read the BACKGROUND & INSTRUCTIONS TO OFFERORS in the attached document and understand the information by selecting "Yes.' At the bottom, there is a checkbox labeled 'Checking the box means "Yes", while leaving it blank means "No"'. The 'Save' button is highlighted with a red box. A red arrow points from the 'Save' button to the right screenshot. The right screenshot shows the same interface, but with a red box around the message 'Changes Saved Successfully.' and another red box around the 'Close' button.

ARTMIS Sourcing - Supplier Job Aid

V. Responding to a Questionnaire (cont.)

Note: A “Revise Response” button replaces the “Place Response” button for a Questionnaire where an answer was provided.

Step 17: Repeat steps 2 – 16 and respond to the other Section questions.

RFx(s) > RFx Event - Supplier Trai...

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

Remaining Time: N/A
Open Time: 07/20/2016 13:17 BST
Close Time:
Status: Open

RFx Attachments (4)
RFx Messages (2)

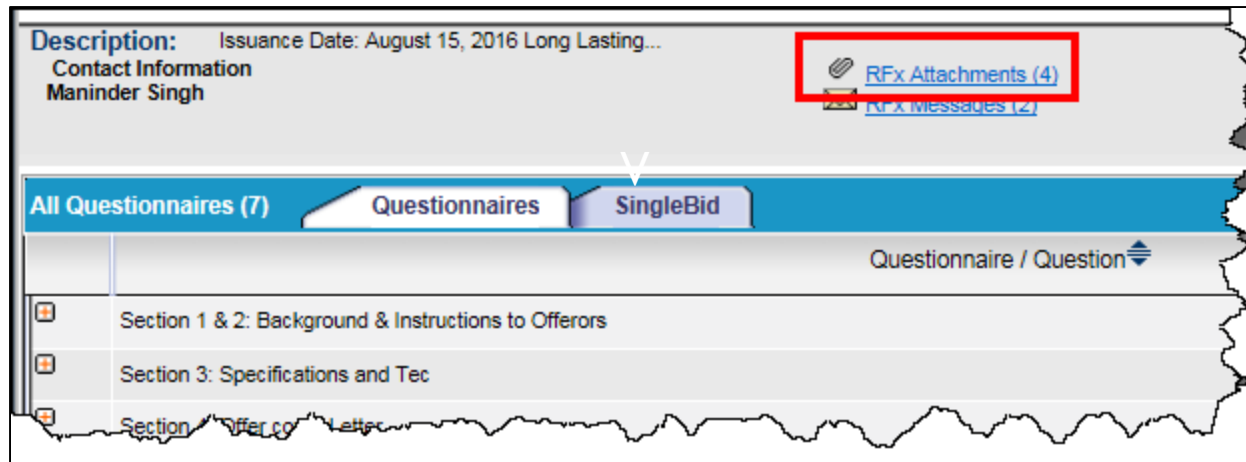
All Questionnaires (7) | Questionnaires | SingleBid | MultiBid | Respond Offline

Questionnaire / Question			Respond	View History
Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Revise Response	View History
Section 3: Specifications and Tec	(0)	(0)	Place Response	
Section 4: Offer cover Letter	(0)	(0)	Place Response	
Section 5: Required Certifications	(0)	(0)	Place Response	
Section 6 : General Terms and Conditions	(0)	(0)	Place Response	
Section 7 : Manufacturer Information	(0)	(0)	Place Response	
Section 8: Capabilities Survey	(0)	(0)	Place Response	

V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

A sourcing event may have more than one attachments that are found in specific questionnaire sections. The functionality to export all questionnaire attachments is available.

Step 1: Navigate to the top area of the RFX event and select **RFX Attachments (x)** where “x” indicates the number of available attachments.



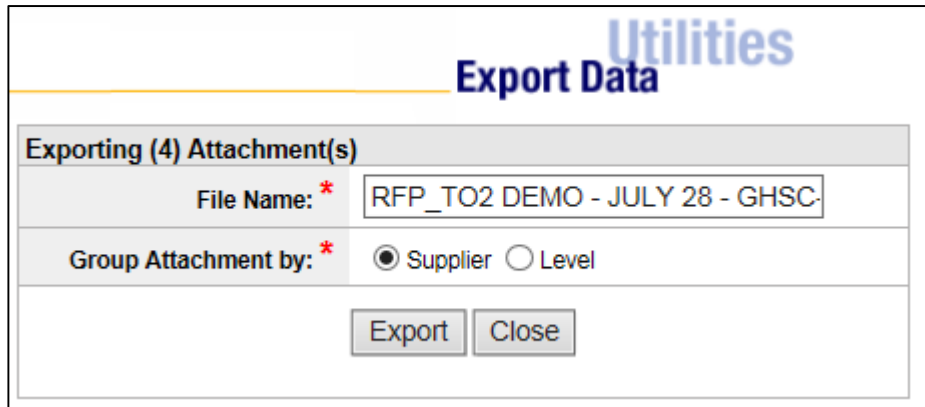
V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

Step 2: From the Attachments window, use the horizontal scrollbar (if needed) to navigate to the right area.

Step 3: Select the checkbox with green checkmarks to select all the items in the list and then select **Export** to open the Export Data Utilities pop-up window.

Step 4: From the Export Data Utilities window, retain or change the file name in the File Name field.

Step 5: Keep the default selection for the Group Attachment by radio buttons and then select **Export**.



Export Data Utilities

Exporting (4) Attachment(s)

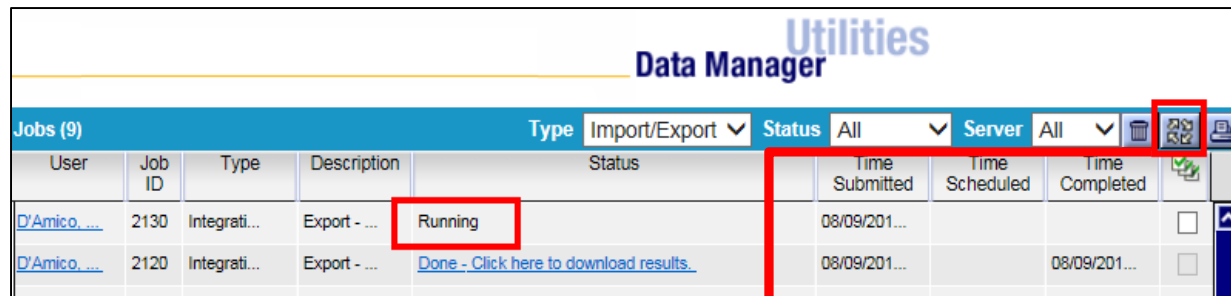
File Name: * RFP_TO2 DEMO - JULY 28 - GHSC-

Group Attachment by: * Supplier Level

Export Close

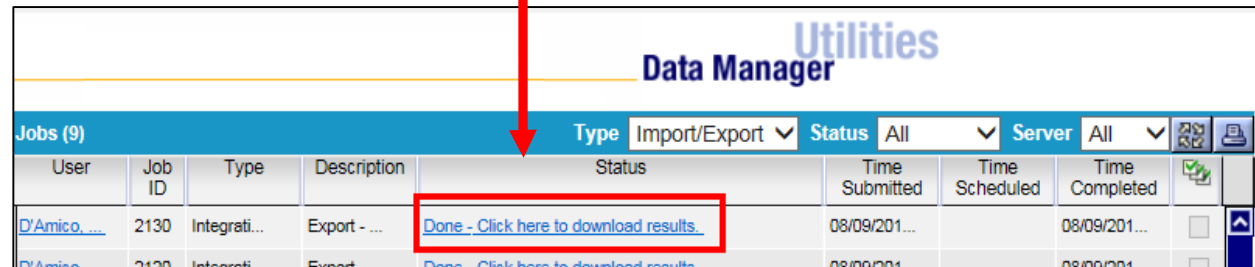
V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

Step 6: From the Data Manager Utilities window, select the **Refresh** button to update the status of the export from “Running” to “Done – Click here to download results.”



The screenshot shows the 'Data Manager Utilities' window. At the top, it says 'Data Manager Utilities'. Below that, there's a toolbar with buttons for 'Jobs (9)', 'Type Import/Export', 'Status All', 'Server All', and a refresh button (circular arrow icon) which is highlighted with a red box. Below the toolbar is a table with columns: User, Job ID, Type, Description, Status, Time Submitted, Time Scheduled, Time Completed, and a checkbox. The first row shows a job with status 'Running', which is highlighted with a red box. The second row shows a job with status 'Done - Click here to download results.', which is also highlighted with a red box. A red arrow points from the refresh button in the first screenshot to the 'Done' status in the second screenshot.

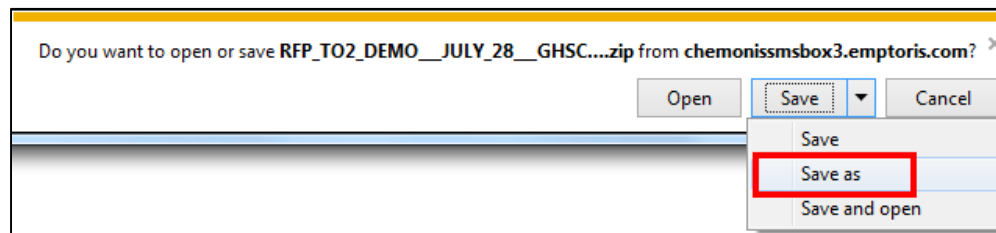
User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed	
D/Amico....	2130	Integrati...	Export - ...	Running	08/09/201...			<input type="checkbox"/>
D/Amico....	2120	Integrati...	Export - ...	Done - Click here to download results.	08/09/201...		08/09/201...	<input type="checkbox"/>



The screenshot shows the 'Data Manager Utilities' window after a refresh. The refresh button is no longer highlighted. The 'Status' column for the first job now shows 'Done - Click here to download results.', which is highlighted with a red box. A red arrow points from the refresh button in the previous screenshot to this 'Done' status.

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed	
D/Amico....	2130	Integrati...	Export - ...	Done - Click here to download results.	08/09/201...		08/09/201...	<input type="checkbox"/>
D/Amico....	2120	Integrati...	Export - ...	Done - Click here to download results.	08/09/201...		08/09/201...	<input type="checkbox"/>

Step 7: Select **Done – Click here to download results** and then select the drop-down arrow next to **Save** and select **Save as**.

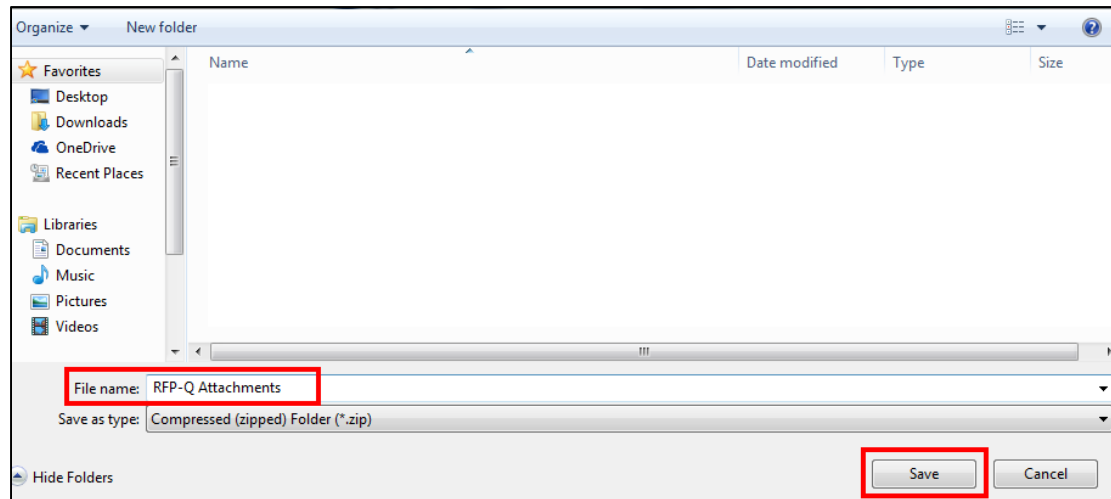


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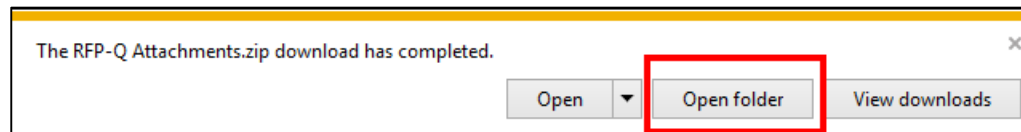
V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

Step 8: Verify that the .zip file has the desired file name and then select **Save**.

Note: The attachment is saved in the default downloads folder, unless another folder destination was selected.



Step 9: Another pop-up window on the bottom of the screen will display stating that the download is complete. Select **Open folder** to open the folder where the attachments were saved.

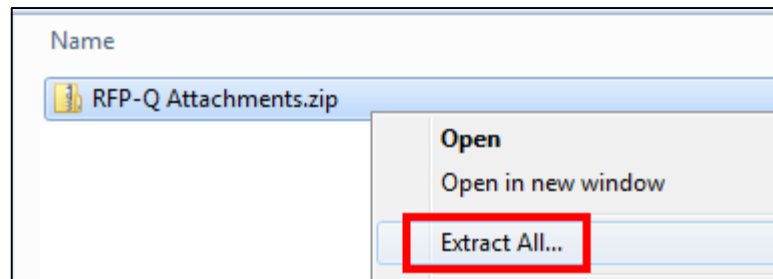


V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

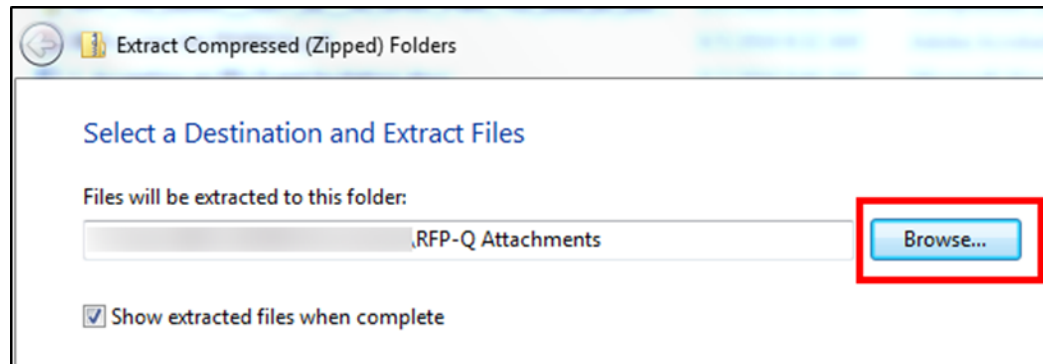
Step 10: Verify that the .zip file has the desired file name and then select **Save**.

Note: The attachment is saved in the default downloads folder, unless another folder destination was selected.

Step 11: Right-click on the .zip file to open a menu, and then select **Extract All**.



Step 12: Select **Browse** to create a new folder where the attachments will be extracted.

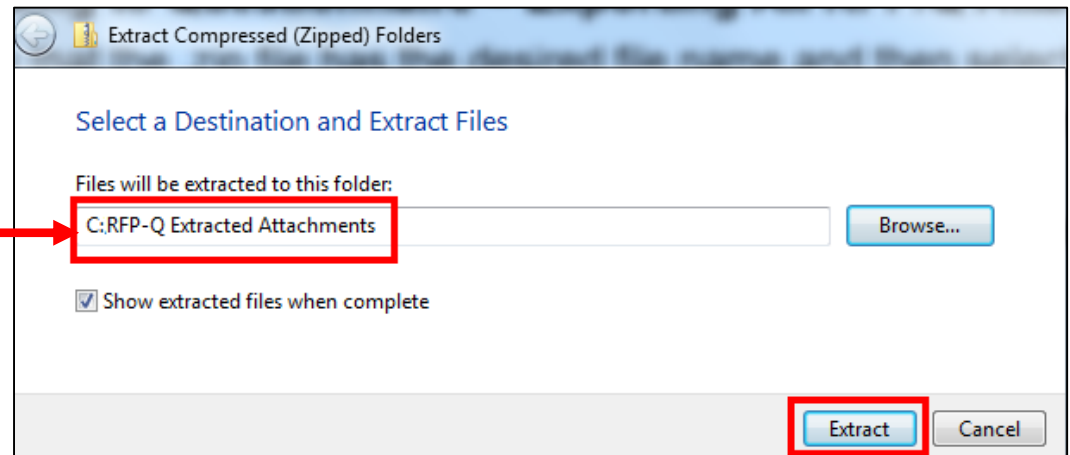
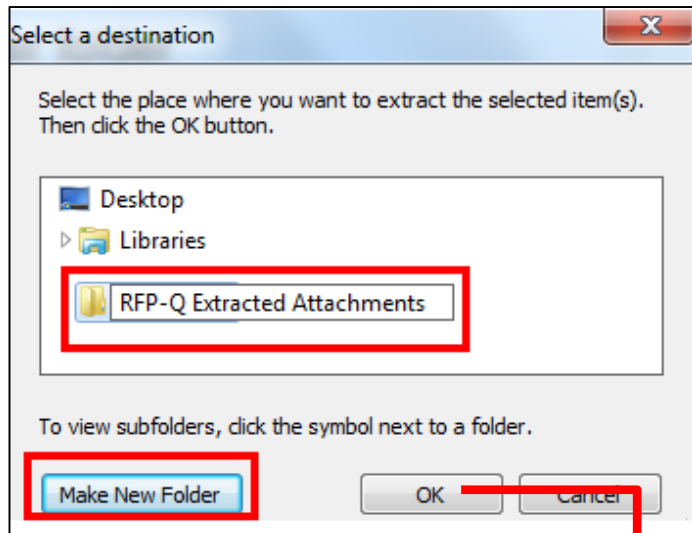


V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

Step 13: Select a location on your desktop and select **Make New Folder**.

Step 14: Enter a name for the new folder and then select **OK**.

Step 15: Verify the name of the folder displays in the “Files will be extracted to this folder” field and then select **Extract**.

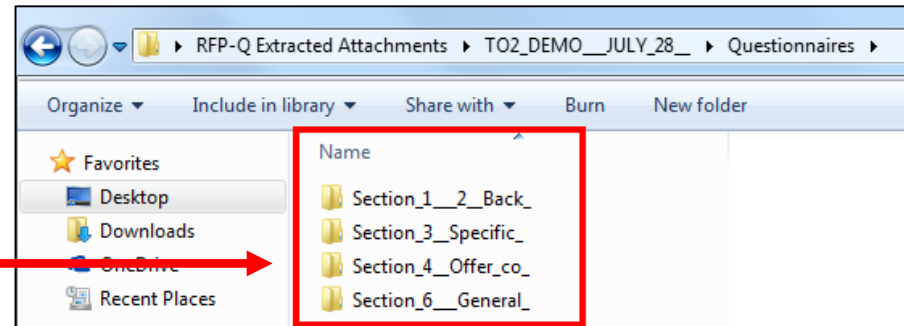
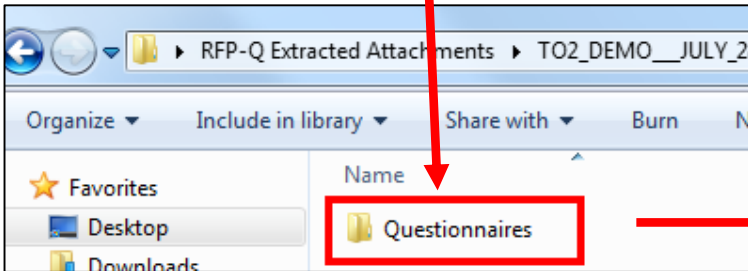
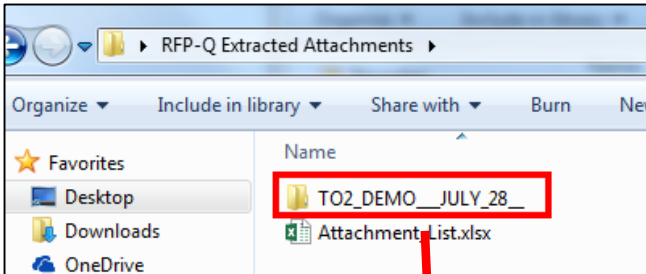


V a. Responding to Questionnaire – Exporting All RFP/Q Attachments

Step 16: To open the attachments, navigate to the desktop folder where the documents were saved.

Step 17: Double-click on the folder item to open the folder. A Questionnaires folder will display.

Step 18: Double-click the Questionnaires folder to open items in that folder. There will be folders indicating the RFP/Q event sections that has an attachment to review. Continue to open each individual folder until an actual document is available for you to open and view.



ARTMIS Sourcing-Supplier Job Aid

VI. Responding to a Questionnaire - Upload Attachment with Response

Note: An RFP/Q questionnaire may require a document to be attached as part of a response to a question, for example, a registration certification.

Step 1: Select the **plus** icon to expand the desired questionnaire section.

The screenshot displays the ARTMIS Sourcing interface for an RFP event titled "RFx(s) > RFx Event - Supplier Trai...". The main header shows the event description: "Project requires 300,000 Long Lasting Insecticide ...", contact information for "Routhie Anne Senoren", and statistics for "RFx Attachments (4)" and "RFx Messages (2)". The event type is "RFP" with a "Run RFP Report" link.

Below the header, there are tabs for "All Questionnaires (7)", "Questionnaires", "SingleBid", and "MultiBid". A table lists the questionnaire sections with columns for "Questionnaire / Question", "Attachments", "Messages", and "Respond".

Questionnaire / Question	Attachments	Messages	Respond
Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Revise Response
Section 3: Specifications and Tec	(0)	(0)	Place Response
Section 4: Offer cov	(0)	(0)	Place Response
Section 5: Required	(0)	(0)	Place Response
Section 6 : General	(0)	(0)	
Section 7 : Manufac	(0)	(0)	
Section 8: Capabilit	(0)	(0)	

A red box highlights the plus icon next to "Section 5: Required" in the main table. A red arrow points from this icon to a second, expanded view of the "Section 5: Required Certifications" section. This expanded view shows a list of questions under "Section 5: Required Certifications", including "The following Representations and Certifications must be completed and submitted with the proposal along ...", "SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION CERTIFICATE OF INDEPENDENT PRICE DETE...", and "SECTION 5-1a). Name of Offeror - (hereinafter called the 'Offeror')". Each question has its own "Attachments" and "Messages" columns, and a "Respond" column with a "Place Response" button.

ARTMIS Sourcing - Supplier Job Aid

VI. Responding to a Questionnaire - Upload Attachment with Response (cont.)

Step 2: Select the **Place Response** button (Section 5 for this exercise) to open the Create Response window.

RFx(s) > RFx Event - Supplier Training

Description: Project requires 300,000 Long Lasting Insecticide ...
Type: RFP
Contact Information: Routhie Anne Senoren
RFx Attachments (4)
RFx Messages (2)
Run RFP Report

All Questionnaires (7) | Questionnaires | SingleBid | MultiBid

Questionnaire / Question			Respond
<input checked="" type="checkbox"/> Section 1 & 2: Background & Instructions to Offerors	(0)	(0)	Revise Response
<input checked="" type="checkbox"/> Section 3: Specifications and Tec	(0)	(0)	Place Response
<input checked="" type="checkbox"/> Section 4: Offer cover Letter	(0)	(0)	Place Response
<input checked="" type="checkbox"/> Section 5: Required Certifications	(0)	(0)	Place Response
<input type="checkbox"/> The following Representations and Certifications must be completed and submitted with the proposal ...	(0)	(0)	
<input type="checkbox"/> SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION CERTIFICATE OF INDEPENDEN			
<input type="checkbox"/> SECTION 5-1a). Name of Offeror - (hereinafter called the "Offeror")			

Create Response

Context
RFP Name: RFx Event - Supplier Training
Questionnaire Name: Section 5:
Required Certifications
Questionnaire Description: SECTION 5: REQUIRED CERTIFICATIONS

Create Response(s) Questionnaire Level (0)

The following Representations and Certifications must be completed and submitted with the proposal along with the detailed requirements and documents indicated under the RFQ instructions to Offerors. Non-adherence to these requirements may result in disqualification.

SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

*SECTION 5-1a) .

ARTMIS Sourcing - Supplier Job Aid

VI. Responding to a Questionnaire - Upload Attachment with Response (cont.)

Step 3: Review the question(s) in the questionnaire for language that states an attachment is required.

RFP
Create Response

Context
RFP Name: RFX Event - Supplier Training
Questionnaire Name: Section 5:
Required Certifications
Questionnaire Description: SECTION 5: REQUIRED CERTIFICATIONS

Create Response(s) Questionnaire Level (0)

The following Representations and Certifications must be completed and submitted with the proposal along with the detailed requirements and documents indicated under the RFQ Instructions to Offerors. Non-adherence to these requirements may result in disqualification.

SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

*SECTION 5-1a) .

Name of Offeror - (hereinafter called the "Offeror")

Question Level (0)

SECTION 5-1b).


(a) The offeror certifies that—

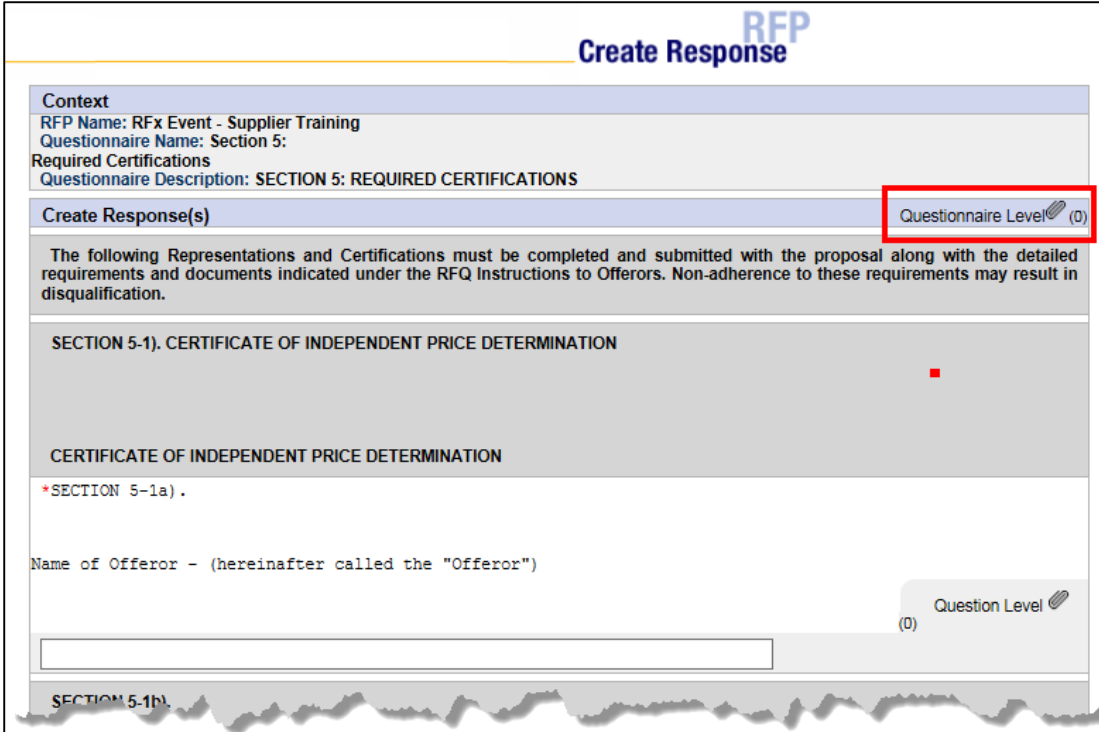
(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—

VI. Responding to a Questionnaire - Upload Attachment with Response (cont.)

Step 4: Prepare any required documentation that needs to be uploaded, then navigate back to the RFP/Q that requires an attachment.


Step 5: Open the questionnaire/question that requires the attachment.

Step 6: Select the **paper clip**  icon for the specific question that requires the response.



RFP
Create Response

Context
RFP Name: RFX Event - Supplier Training
Questionnaire Name: Section 5:
Required Certifications
Questionnaire Description: SECTION 5: REQUIRED CERTIFICATIONS

Create Response(s) Questionnaire Level  (0)


The following Representations and Certifications must be completed and submitted with the proposal along with the detailed requirements and documents indicated under the RFQ Instructions to Offerors. Non-adherence to these requirements may result in disqualification.

SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

*SECTION 5-1a).

Name of Offeror - (hereinafter called the "Offeror")

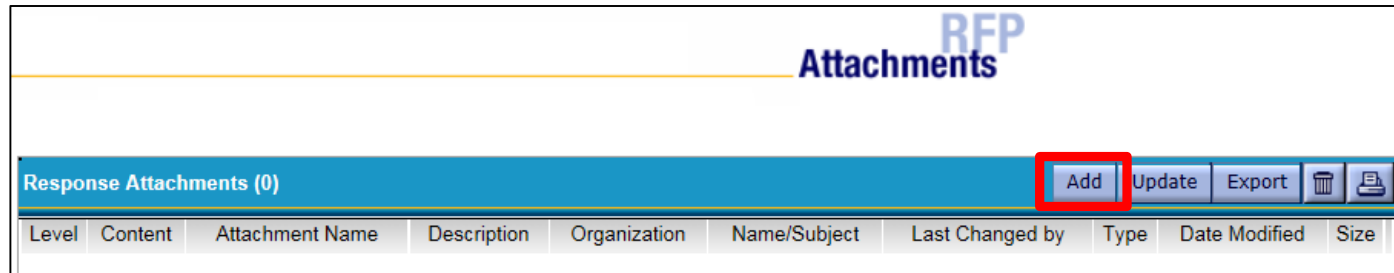
Question Level  (0)

SECTION 5-1b).

ARTMIS Sourcing - Supplier Job Aid

VI. Responding to a Questionnaire - Upload Attachment with Response (cont.)

Step 7: Select the **Add** button to open additional fields in the Attachments window.

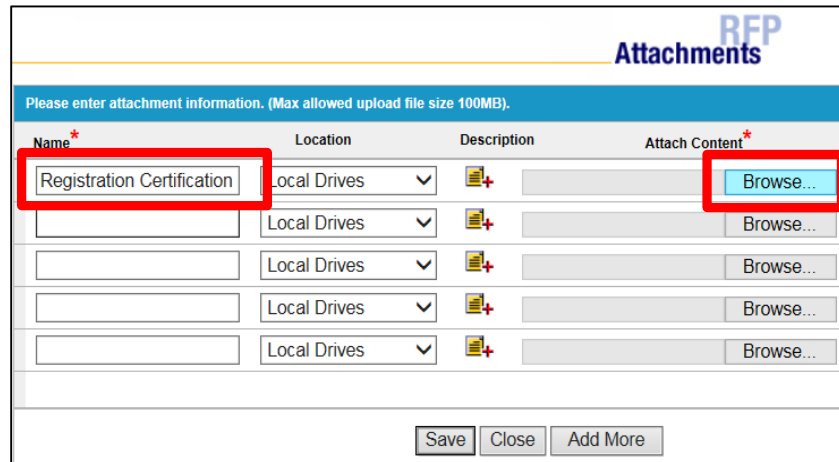


The screenshot shows the 'Attachments' window with a blue header and a table of 'Response Attachments (0)'. The 'Add' button is highlighted with a red box. The table has columns for Level, Content, Attachment Name, Description, Organization, Name/Subject, Last Changed by, Type, Date Modified, and Size.

Step 8: Enter a **Name** for the attachment in the Name field.

Note: The Name field is limited to 50 characters.

Step 9: Select the **Browse** button to locate the document to attach.



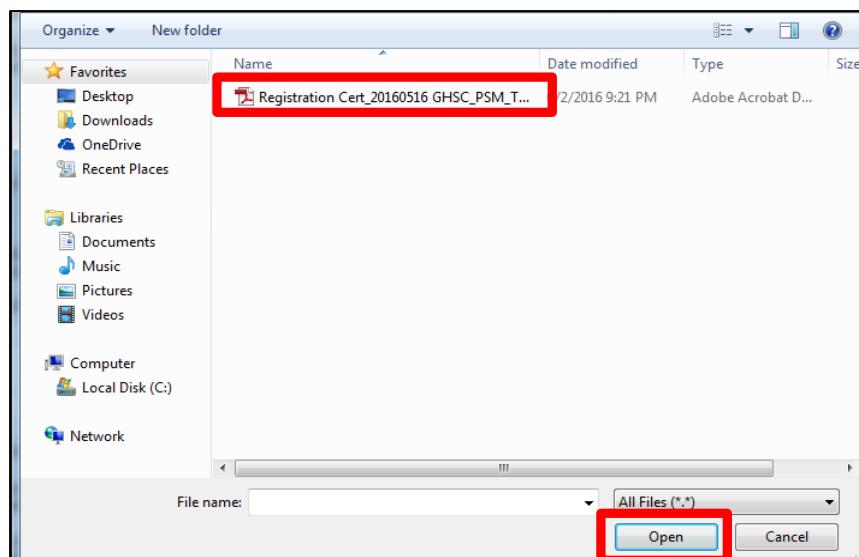
The screenshot shows the 'Attachments' window with a blue header and a table of attachment information. The 'Name' field and the 'Attach Content' button are highlighted with red boxes. The table has columns for Name, Location, Description, and Attach Content. The 'Name' field contains 'Registration Certification'. The 'Attach Content' button is labeled 'Browse...'. Below the table are 'Save', 'Close', and 'Add More' buttons.

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VI. Responding to a Questionnaire - Upload Attachment with Response (cont.)

Step 10: Select the document to upload, and then select the **Open** button.

Step 11: Confirm that the Attach Content field is populated, and then select the **Save** button.



A screenshot of the 'Attachments' form in the RFP system. The form has a blue header with the text 'Attachments' and 'RFP'. Below the header is a blue bar with the text 'Please enter attachment information. (Max allowed upload file size 100MB)'. The form has four columns: Name, Location, Description, and Attach Content. The first row is populated with 'Registration Certification', 'Local Drives', and 'C:\Users\IBM_ADMIN\Do'. The 'Open' button from the previous screenshot is pointing to the 'Attach Content' field.

Name *	Location	Description	Attach Content *
Registration Certification	Local Drives		C:\Users\IBM_ADMIN\Do
	Local Drives		
	Local Drives		
	Local Drives		
	Local Drives		

Buttons: Save, Close, Add More

ARTMIS Sourcing - Supplier Job Aid

VI. Responding to Questionnaire - Upload Attachment with Response (cont.)

Step 12: Confirm (and review as desired) that the uploaded document displays in the Content column.

Step 13: Select the **Close** button to return to the Create Response window.

Step 14: Confirm that the paperclip icon displays the correct number of uploaded documents.

The screenshot displays two overlapping windows from the ARTMIS Sourcing system. The top window, titled "Attachments", shows a table with one row of data. The "Content" column of this row is highlighted with a red box. Below the table, a "Close" button is also highlighted with a red box. The bottom window, titled "Create Response", shows the "Questionnaire Level" field with a paperclip icon and the number "(1)", which is also highlighted with a red box. A red arrow points from the "Close" button in the Attachments window to the "Questionnaire Level" field in the Create Response window.

Level	Content	Attachment Name	Description	Organization	Name/Subject	Last Changed by	Type	Date Modified	Size	
Response	Registration Cert. 20160516 GHSC PSM TO3	Registration Certif...		Abbvie Inc.	Section					

Create Response

Context
RFP Name: RFX Event - Supplier Training
Questionnaire Name: Section 5:
Required Certifications
Questionnaire Description: SECTION 5: REQUIRED CERTIFICATIONS

Create Response(s)

Questionnaire Level (1)

The following Representations and Certifications must be completed and submitted with the proposal along with the detailed requirements and documents indicated under the RFQ Instructions to Offerors. Non-adherence to these requirements may result in disqualification.

SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

*SECTION 5-1a).

Name of Offeror - (hereinafter called the "Offeror")

ARTMIS Sourcing - Supplier Job Aid

VI. Responding to Questionnaire - Upload Attachment with Response (cont.)

Step 15: Provide responses for the rest of the questions, and then select the **Save** button.

Step 16: Select the **Close** button to return to the RFP/Q screen.

The screenshot shows the 'Create Response' interface. At the top right, there is a 'Create Response' button with an 'RFP' icon. A red box highlights the message 'Changes Saved Successfully.' in the top left. The form contains several sections: 'Context' (RFP Name: RFX Event - Supplier Training, Questionnaire Name: Section 5, Required Certifications: SECTION 5: REQUIRED CERTIFICATIONS), 'Create Response(s)' (Questionnaire Level (1)), and a detailed question section for 'SECTION 5-1). CERTIFICATE OF INDEPENDENT PRICE DETERMINATION'. The question asks for the 'Name of Offeror' and includes a 'Question Level (0)' icon. Below this, there is another question section for 'SECTION 5-9.m). ELECTRONIC CERTIFICATION DATE:' which asks for the 'Certification Date for EVIDENCE OF RESPONSIBILITY'. The date is entered as '07/19/2016' with a time of '0:00' and a time zone of 'BST'. A 'Question Level (0)' icon is also present. At the bottom, the 'Save' button is highlighted with a red box.

This screenshot shows the same 'Create Response' form as the previous one, but with the 'Close' button highlighted by a red box. A red arrow originates from the 'Changes Saved Successfully' message in the first screenshot and points directly to the 'Close' button in this screenshot, indicating the next step in the process.

VI. Responding to Questionnaire - Upload Attachment with Response (cont.)

Note: A “Revise Response” button replaces the “Place Response” button for the question where an answer was provided.

RFx(s) > RFx Event - Supplier Trai...

Description: Project requires 300,000 Long Lasting Insecticide ...
Contact Information: Routhie Anne Senoren

Type: RFP
[Run RFP Report](#)

[RFx Attachments \(5\)](#)
[RFx Messages \(2\)](#)

Remaining Time: N/A
 Open Time: 07/20/2016 13:17 BST
 Close Time:
 Status: **Open**

All Questionnaires (7) | Questionnaires | SingleBid | MultiBid | Respond Offline | [Print] | [Download]

Questionnaire / Question	[Pencil]	[Envelope]	Respond	View History
Section 1 & 2: Background & Instructions to Offerors	[Pencil] (0)	[Envelope] (0)	Revise Response	View History
Section 3: Specifications and Tec	[Pencil] (0)	[Envelope] (0)	Place Response	
Section 4: Offer cover Letter	[Pencil] (0)	[Envelope] (0)	Place Response	
Section 5: Required Certifications	[Pencil] (0)	[Envelope] (0)	Revise Response	View History
Section 6 : General Terms and Conditions	[Pencil] (0)	[Envelope] (0)	Place Response	
Section 7 : Manufacturer Information	[Pencil] (0)	[Envelope] (0)	Place Response	
Section 8: Capabilities Survey	[Pencil] (0)	[Envelope] (0)	Place Response	

VII. Placing a Single Bid

Step 1: From the accepted RFP/Q screen, select the **SingleBid** tab, and then select the **Place New Bid** button to open the Create Bids window.

The screenshot displays the ARTMIS Sourcing interface for an RFP event. The breadcrumb trail is 'RFx(s) > RFx Event - Supplier Trai...'. The main header shows 'Description: Project requires 300,000 Long Lasting Insecticide ...', 'Type: RFP', and 'Status: Open'. A 'Remaining Time: N/A' box indicates the event is open until 07/20/2016 13:17 BST. The 'SingleBid' tab is selected in the navigation bar, and the 'Place New Bid' button is highlighted in a red box. The table below shows one item: 'Long Lasting Insecticide Treated N...' with a quantity of 300,000.

Lot	Category	Name	Type	Quantity			Bid	Bid Revision
Default	Long Lasting Insecticide Treated N...	1. Long Lasting Insecticide Treated N...	Simple Item	300,000	(0)	(0)	Place New Bid	

VII. Placing a Single Bid (cont.)

Step 2: Enter a value in the fields displayed, for example, **Minimum Quantity**, **Maximum Quantity**, and **Price Per Unit**.

Note: Do not enter dollar signs when entering information for currency.

Step 3: Select **Save**.

Step 4: Select **OK** from the pop-up window to submit the bid.

Create Bids

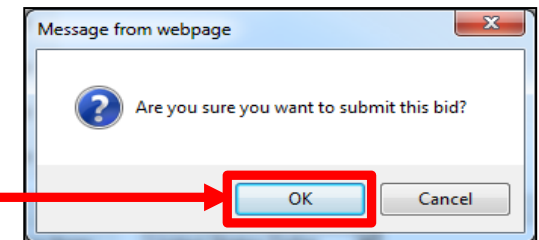
Simple Bid

Item Information: Personal Water-based Lubricant

Place Bid

Currency Type	United States Dollar ...
Minimum Quantity	250,000
Maximum Quantity	300,000
Price Per Unit (USD) *	25.00 USD
Remarks	
List of countries where product/supplier is not authorized to deliver	
Bid attachments	Will be available after the bid is saved.

Save Close



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VII. Placing a Single Bid (cont.)

Step 5: Confirm that changes were successfully saved, and then select the **Close** button.

Create Bids

Simple Bid

Changes were successfully saved

Item Information: 1. Long Lasting Insecticide Treated Nets (LLINs)

Name*	1. Long Lasting Insecticide Treated Nets (LLINs)
Unique ID	88310
Description	Long Lasting Insecticide Treated Nets, Polyester, Blue, Rectangular Dimensions 190(L) x 180(W) x 180(H) cm
Minimum Desired Quantity*	300,000
Unit of Measure	Each (Ea)
Maximum Desired Quantity	
Minimum Bid Quantity	0
Maximum Bid Quantity	
Pack size	
Destination	Cambodia
Goods Needed By	June 30, 2017
Shipment number	
Incoterm	FCA
Goods Available for Inspection	

Place Bid

Currency Type	United States Dollar ...
Name of the Manufacturer*	Training Manufacturer
Manufacture Site*	Training Site
Country of Origin and Manufacturing Sites*	Training Country
Brand Name (if Applicable)	
US FDA 510(k) Status Approval Date	0:00 BST
US FDA 510(k) Regulatory No.	
Price Per Unit (USD)*	20,000 USD
Price Per Unit (USD) WITHOUT USAID Logo*	30,000 USD
Estimated lead time (receipt of firm purchase order until ready for sample)*	30.00
Minimum Quantity	250,000
Maximum Quantity*	300,000

Save **Close**

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VII. Placing a Single Bid (cont.)

Step 6: The “Revise Bids/History” button now appears in the Bid Revision column.

Select the **Revise Bids/History** button to view the submitted bid.

Step 7 (optional): Select the **Revise Bid** button to review all of the submitted bid information.

Note: The View Bids screen only displays the information entered in the Price Per Unit (USD) and Maximum Quantity bid fields.

Step 8: Select **Close** to return to the RFP/Q screen.

RFx(s) > RFx Event - Supplier Trail...
Description: Project requires 300,000 Long Lasting Insecticide ...
Type: RFP
Run RFP Report
Remaining Time: N/A
Open Time: 07/20/2016 13:17 BST
Close Time:
Status: Open

Lot	Category	Name	Type	Quantity	Bid	Bid Revision
Default	Long Lasting Insecticide T...	1. Long Lasting Insecticide Treat...		300,000		Revise Bids/History

Bids on Item : 1. Long Lasting Insecticide Treated Nets (LLINs)
View Bids

Supplier Name	Bid Revision	Bid Type	Name	Supplier Item Code	Price Per Unit (USD)	Maximum Quantity	Status	Bid History	Alternate Bid	Bid Time
Senoren, Ruthie	Revise Bid	Simple			USD 20,000	300,000	Submitted			07/21/2016 15:57

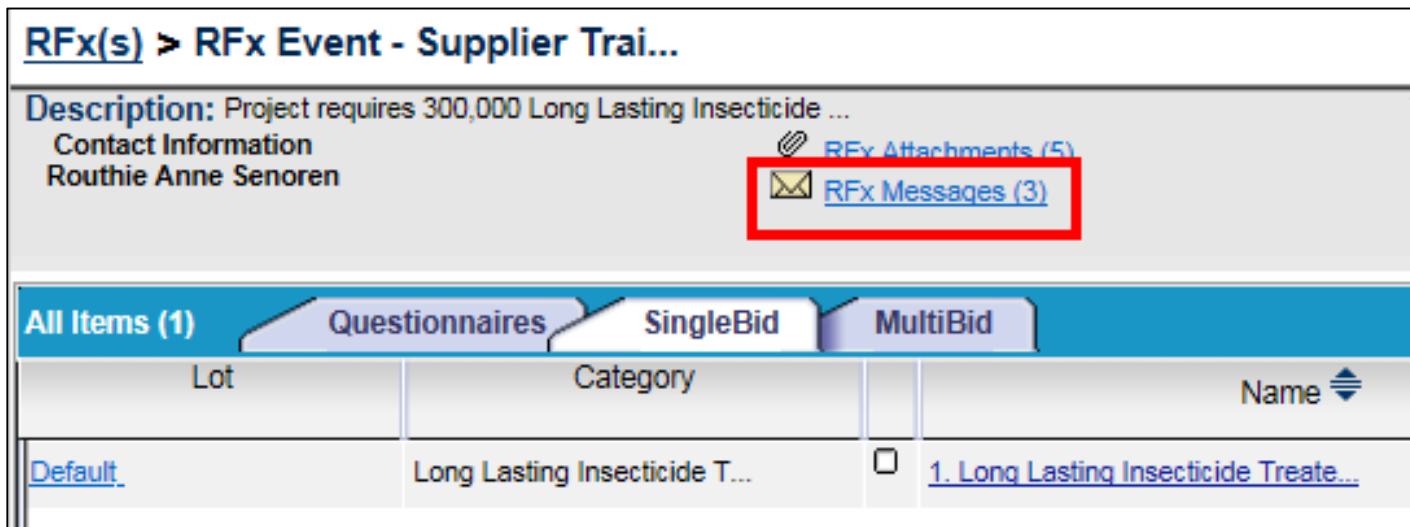
Close

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VIII. Viewing a Received Message

Step 1: From an RFP/Q screen, select the **RFx Messages (X)** link above the Questionnaire section.

Note: The number displayed in the link indicates the number of available messages in the RFP/Q.



The screenshot displays the 'RFx(s) > RFx Event - Supplier Trai...' page. It includes a description, contact information for 'Routhie Anne Senoren', and links for 'RFx Attachments (5)' and 'RFx Messages (3)'. The 'RFx Messages (3)' link is highlighted with a red box. Below this is a navigation bar with tabs for 'All Items (1)', 'Questionnaires', 'SingleBid', and 'MultiBid'. A table below the navigation bar shows a list of items with columns for 'Lot', 'Category', and 'Name'. The first row shows 'Default' as the lot, 'Long Lasting Insecticide T...' as the category, and '1. Long Lasting Insecticide Treate...' as the name.

Lot	Category	Name
Default	Long Lasting Insecticide T...	1. Long Lasting Insecticide Treate...

VIII. Viewing Received Message (cont.)

Step 2: Select the **Received Message (X)** tab.

Step 3: Select the desired **Subject Line** link to open the View Message window.

The screenshot shows a web interface for viewing messages. At the top right, the text "Messages" is displayed in blue, with "View by RFX" below it. A navigation bar contains three tabs: "Received Messages(3)" (highlighted with a red box), "Sent Messages", and "Broadcast Messages". To the right of the tabs is a dropdown menu set to "last 10 day(s)", and buttons for "Create", "Delete", and "Print". Below the navigation bar is a table with columns: Status, From, Date BST, Subject, and two columns with icons (a paperclip and a checkmark). The table contains three rows of messages, all from "GHSC-PSM, Source". The subject lines are: "Bid has been submitted in RFP RFX Event - Supplier T...", "RFP RFX Event - Supplier Training has been opened", and "You have been invited to participate in RFP RFX Even...". The third subject line is highlighted with a red box. A "Close" button is located below the table.

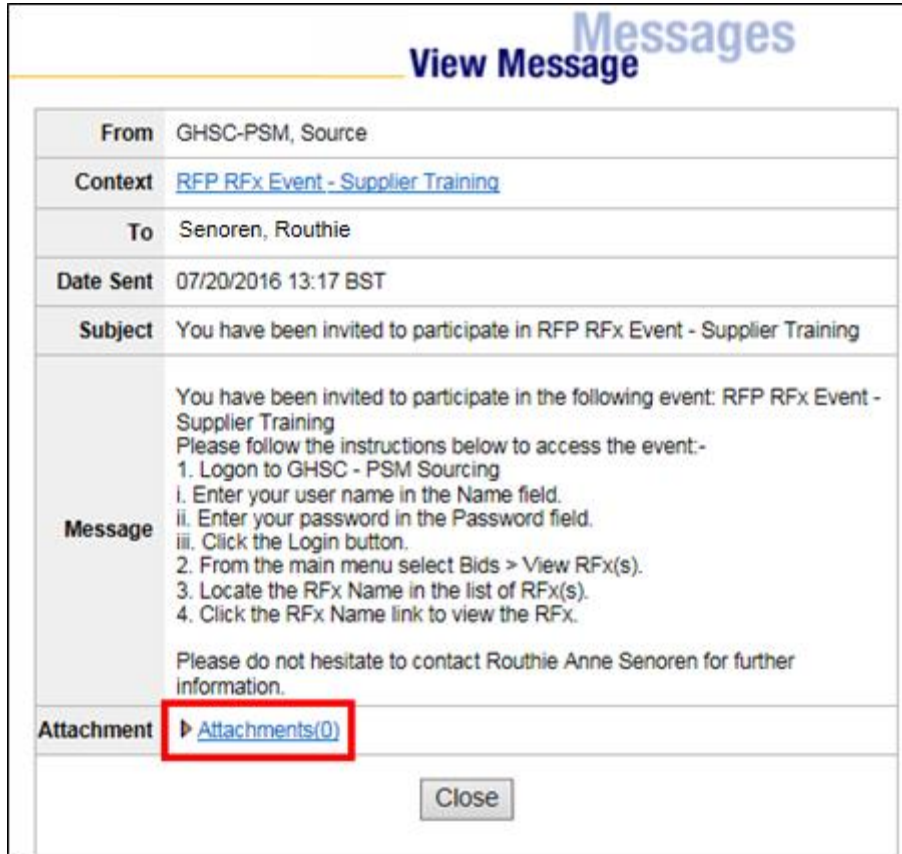
Status	From	Date BST	Subject		
New	GHSC-PSM, Source	07/21/2016 15:57	Bid has been submitted in RFP RFX Event - Supplier T...	(0)	<input type="checkbox"/>
New	GHSC-PSM, Source	07/20/2016 13:17	RFP RFX Event - Supplier Training has been opened	(0)	<input type="checkbox"/>
New	GHSC-PSM, Source	07/20/2016 13:17	You have been invited to participate in RFP RFX Even...	(0)	<input type="checkbox"/>

Close

VIII. Viewing Received Message (cont.)

Step 4: Review the message.

Step 5: (as needed): Select the **Attachments (X)** link to open and view attachments linked to the email.



The screenshot shows a web interface for viewing an email. At the top right, the word "Messages" is displayed in blue. Below it, the text "View Message" is centered. The email details are as follows:

From	GHSC-PSM, Source
Context	RFP RFX Event - Supplier Training
To	Senoren, Routhie
Date Sent	07/20/2016 13:17 BST
Subject	You have been invited to participate in RFP RFX Event - Supplier Training

The main message content is:

Message

You have been invited to participate in the following event: RFP RFX Event - Supplier Training
Please follow the instructions below to access the event:-
1. Logon to GHSC - PSM Sourcing
i. Enter your user name in the Name field.
ii. Enter your password in the Password field.
iii. Click the Login button.
2. From the main menu select Bids > View RFX(s).
3. Locate the RFX Name in the list of RFX(s).
4. Click the RFX Name link to view the RFX.

Please do not hesitate to contact Routhie Anne Senoren for further information.

Attachment [▶ Attachments\(0\)](#)

A red rectangular box highlights the "▶ Attachments(0)" link. At the bottom center of the interface is a "Close" button.

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VIII. Viewing Received Message (cont.)

Step 6: Select the **Close** button to return to the View by RFX Messages window.

Step 7: Select the **Close** button on the View by RFX Messages window to return to the RFP/Q screen.

Messages
View Message

From GHSC-PSM, Source
Context [RFP RFX Event - Supplier Training](#)
To Senoren, Routhie
Date Sent 07/20/2016 13:17 BST
Subject You have been invited to participate in RFP RFX Event - Supplier Training

Message
You have been invited to participate in the following event: RFP RFX Event - Supplier Training
Please follow the instructions below to access the event:-
i. Logon to GHSC - PSM Sourcing
ii. Enter your user name in the Name field.
iii. Enter your password in the Password field.
iv. Click the Login button.
2. From the main menu select Bids > View RFX(s).
3. Locate the RFX Name in the list of RFX(s).
4. Click the RFX Name link to view the RFX.

Please do not hesitate to contact Routhie Anne Senoren for further information.

Attachment [Attachments\(0\)](#)

Close

Messages
View by RFX

Received Messages(3) Sent Messages Broadcast Messages last 10 day(s) Create [trash icon] [print icon]

Status	From	Date BST	Subject	[edit icon]	[checkbox]
New	GHSC-PSM, Source	07/21/2016 15:57	Bid has been submitted in RFP RFX Event - Supplier T...	[edit icon] (0)	<input type="checkbox"/>
New	GHSC-PSM, Source	07/20/2016 13:17	RFP RFX Event - Supplier Training has been opened.	[edit icon] (0)	<input type="checkbox"/>
New	GHSC-PSM, Source	07/20/2016 13:17	You have been invited to participate in RFP RFX Even...	[edit icon] (0)	<input type="checkbox"/>

Close

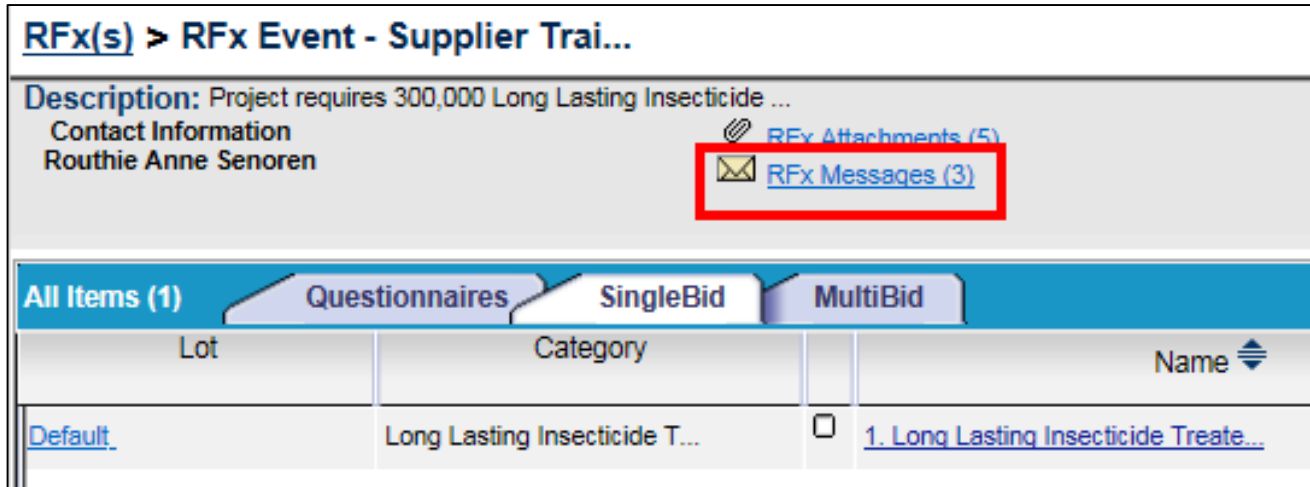
ARTMIS Sourcing - Supplier Job Aid

IX. Creating and Sending a Message

Note: The RFX messaging function is available to use. Please reach out to the client on the preferred method of communication.

Step 1: From an RFP/Q screen, select the **RFX Messages (X)** link above the Questionnaire section.

Note: The number displayed in the link indicates the number of available messages in the RFP/Q.



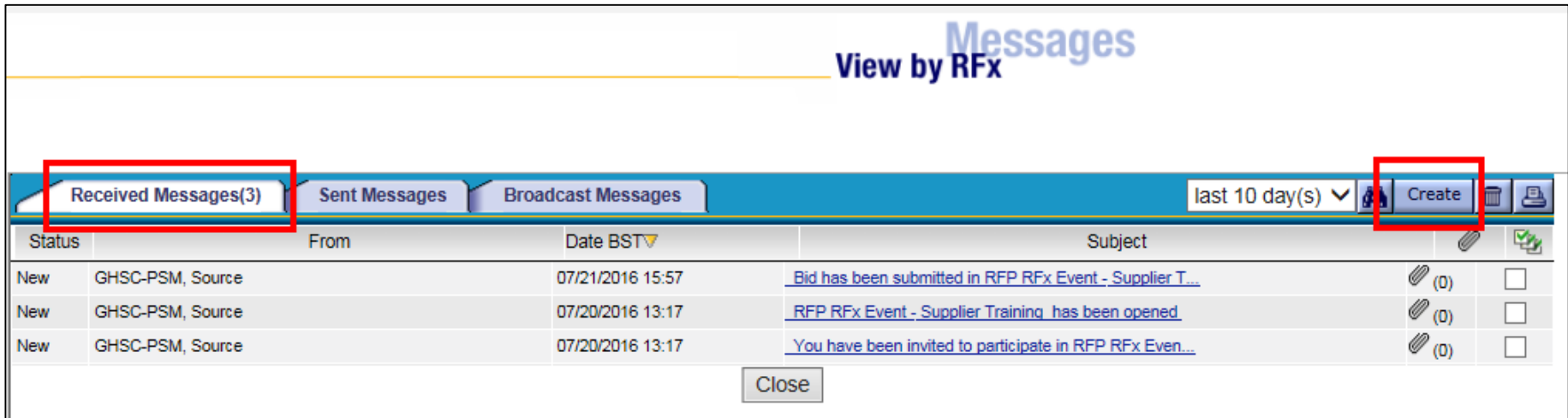
The screenshot displays the 'RFX(s) > RFX Event - Supplier Trai...' page. The 'Description' section includes 'Project requires 300,000 Long Lasting Insecticide ...' and 'Contact Information: Routhie Anne Senoren'. Two links are visible: 'RFX Attachments (5)' and 'RFX Messages (3)'. The 'RFX Messages (3)' link is highlighted with a red box. Below the description is a navigation bar with tabs for 'All Items (1)', 'Questionnaires', 'SingleBid', and 'MultiBid'. A table below the navigation bar shows the following data:

Lot	Category		Name
Default	Long Lasting Insecticide T...	<input type="checkbox"/>	1. Long Lasting Insecticide Treate...

IX. Creating and Sending a Message (cont.)

Step 2: Select the **Received Message (X)** tab.

Step 3: Select the **Create** button to open the Create Message pop-up window.



The screenshot displays the 'Messages' interface with the following elements:


- Header: 'View by RFX' and 'Messages'.
- Navigation tabs: 'Received Messages(3)', 'Sent Messages', and 'Broadcast Messages'. The 'Received Messages(3)' tab is highlighted with a red box.
- Filter: 'last 10 day(s)' with a dropdown arrow.
- Action buttons: 'Create', 'Delete', and 'Print'. The 'Create' button is highlighted with a red box.
- Table with columns: Status, From, Date BST, Subject, and icons for reply and check.
- Table content:

Status	From	Date BST	Subject	Reply	Check
New	GHSC-PSM, Source	07/21/2016 15:57	Bid has been submitted in RFP RFX Event - Supplier T...	(0)	<input type="checkbox"/>
New	GHSC-PSM, Source	07/20/2016 13:17	RFP RFX Event - Supplier Training has been opened	(0)	<input type="checkbox"/>
New	GHSC-PSM, Source	07/20/2016 13:17	You have been invited to participate in RFP RFX Even...	(0)	<input type="checkbox"/>

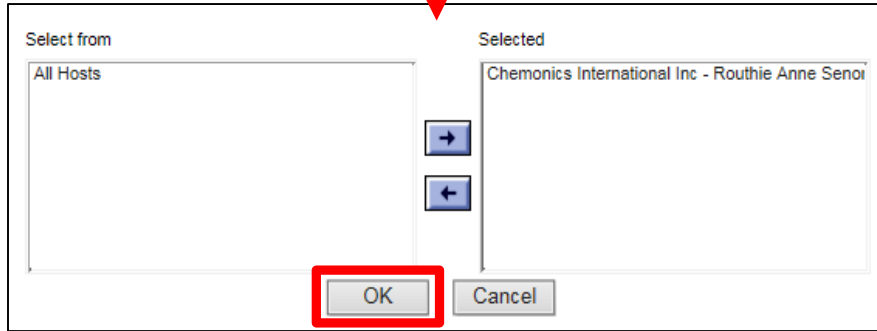
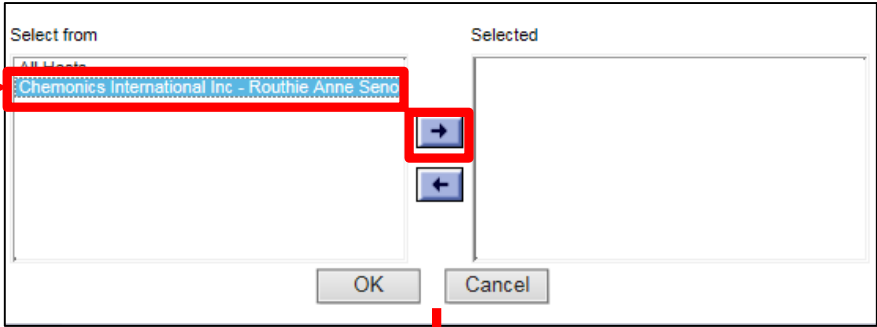
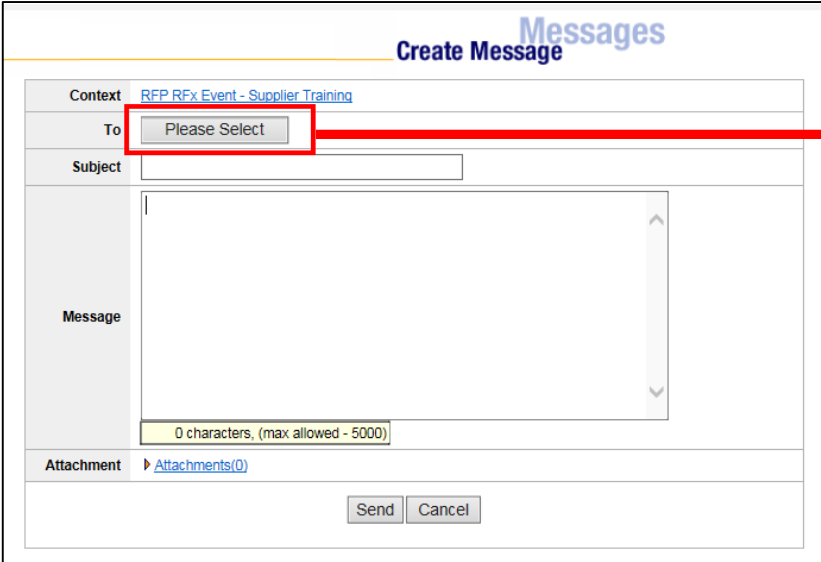
A 'Close' button is located below the table.

IX. Creating and Sending a Message (cont.)

Step 4: Select the **Please Select** button to select recipient of message.

Step 5: Select the desired recipient from the “Select from” box and then select the right arrow  icon to populate the recipient’s name in the “Selected” box.

Step 6: Select the **OK** button to return to the Create Message window.



IX. Creating and Sending a Message (cont.)

Step 7: Enter information in the **Subject** and **Message** text fields.

Step 8: Select **Send** to return to the View by RFX Messages window.

Messages
Create Message

Context [RFP.RFX Event - Supplier Training](#)

To	Email	Organization
Routhie Anne Senoren	rasenoren@ghsc-psm.org	Chemonics International Inc

Please Select

Subject

Message

To whom it may concern:
We completed the questionnaire, provided a bid, and also uploaded the necessary attachments.
Please do not hesitate to contact us for additional information.
Respectfully,
Claudia

225 characters, (max allowed - 5000)

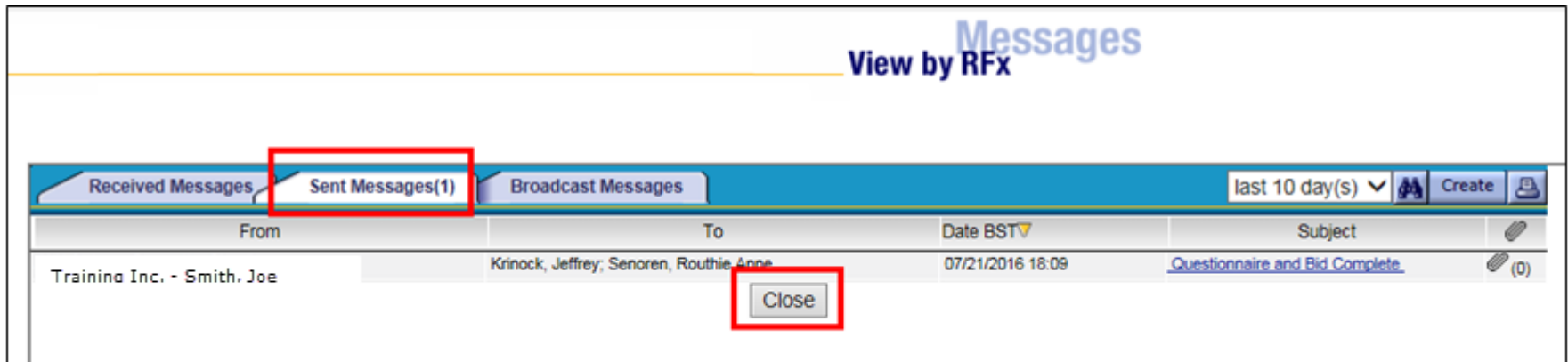
Attachment [Attachments\(0\)](#)

ARTMIS Sourcing - Supplier Job Aid

IX. Creating and Sending a Message (cont.)

Step 9: Select the **Sent Messages** tab to view the sent message.

Step 10: Select **Close** to return to the RFP/Q screen.



The screenshot displays the 'Messages' interface with the following elements:

- Header: 'View by RFX' and 'Messages'.
- Navigation tabs: 'Received Messages', 'Sent Messages(1)' (highlighted with a red box), and 'Broadcast Messages'.
- Filters: 'last 10 day(s)' dropdown, 'Create' button, and a printer icon.
- Table with columns: 'From', 'To', 'Date BST', 'Subject', and an icon column.
- Message entry: 'Training Inc. - Smith, Joe' (From), 'Krinock, Jeffrey; Senoren, Routhie Anne' (To), '07/21/2016 18:09' (Date), and 'Questionnaire and Bid Complete' (Subject).
- Action: A 'Close' button (highlighted with a red box) is located below the message entry.

Questions?

ARTMIS Sourcing - Supplier Job Aid

Thank you!

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USAID Global Health Supply Chain Program

Appendix

- A. Declining an RFP/Q Invite
- B. Placing an Offline Bid
- C. Importing Offline Bids

A. Declining an RFP/Q Invitation

Step 1: Select the **Decline** button to open the Decline Invitation pop-up window.

Step 2: Enter comments in the text box, and then select the **OK** button.

Note: The RFP/Q will be removed from the View RFX(s) Bids list.

RFx(s) > TEST - Personal W...

Description: As part of program activities, the GHSC-PSM Projec...
Contact Information: Routhie Anne Senoren
Type: RFP
RFx Attachments (6)
RFx Messages (6)
Run RFP Report

Remaining Time: N/A
Open Time: 06/03/2016 06:31 BST
Close Time:
Status: Open

All Questionnaires (5) | Questionnaires | SingleBid | Accept | Decline | View History

Questionnaire / Question	Respond	View History
Section 1, 2 and 3: Background, Instructions to Offerors, Specifications and Tec	(0) Place Response	
Section 4: Offer cover Letter and Offeror Quotation Form	(0) Place Response	
Section 5: Required Certifications		
Section 6 : SubContract and General Terms and Conditions		
Section 7 : Manufacturer Information		

Decline Invitation

You are declining the invitation to participate in this RFX. The buyer will be notified and this RFX will be removed from your RFX view.

Enter comments here

Comment for Declining RFP invitation *

19 characters, (max allowed - 255)

OK Cancel

* Required Field

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B. Placing an Offline Bid

Note: It is important that you complete your Questionnaire responses if you will use the “Respond Offline” feature to place your bids. This feature will export the Questionnaire and SingleBid tabs in an Excel spreadsheet in their respective sheets.

When you are ready to import your bid responses, the system will also look in the Excel file Questionnaire tab and verify that you have completed the questions. You will not be able to import the offline bid document unless all the questions in this tab are completed.

Step 1: From an RFX, select the **SingleBid** tab.

Step 2: Select the **Respond Offline** button.

The screenshot displays the ARTMIS Sourcing interface for an RFX. At the top, the RFX details include the description, contact information (Routhie Senoren), and the status (Open). The interface shows three tabs: Questionnaire, SingleBid (selected and highlighted with a red box), and MultiBid. Below the tabs is a table of items. The table has columns for Lot, Category, Name, Type, Quantity, and Bid. The first lot (Lot 1) contains three items: Abacavir 20 mg/mL Solution, 240 mL; Abacavir 300 mg Tablet, 60 Tablets; and Abacavir 60 mg Tablet, 1000 Tablets. Each item has a 'Place New Bid' button. In the top right corner, there is a 'Respond Offline' button, which is also highlighted with a red box. Other buttons like 'Run RFP Report', 'RFX Attachments (3)', and 'RFX Messages (2)' are visible in the top navigation area.

Lot	Category	Name	Type	Quantity	Bid
Lot 1	HIV/AIDS Pharmaceuticals	Abacavir 20 mg/mL Solution, 240 mL	Simple Item	1	Place New Bid
		Abacavir 300 mg Tablet, 60 Tablets	Simple Item	1	Place New Bid
		Abacavir 60 mg Tablet, 1000 Tablets	Simple Item	1	Place New Bid

B. Placing an Offline Bid (cont).

Step 3: On the Respond Offline window, select the **Download offline bidding template** option, and then select the **OK** button.

Step 4: Select **XLSX** as the file type option, and then select the **Export** button.

Responses
Respond Offline

What offline response action would you like to perform?

Import Bids

Download offline bidding template

Do not export Item Definition Fields

Export line item information to view when creating offline bids
(NOTE: Line item export is for informational purposes only and can not be used for importing bids)

OK Close

Utilities
Export Data

Exporting Bid Template for RFP

Language * English

File Name: * gaby_20160606105942

File Type: CSV XLSX

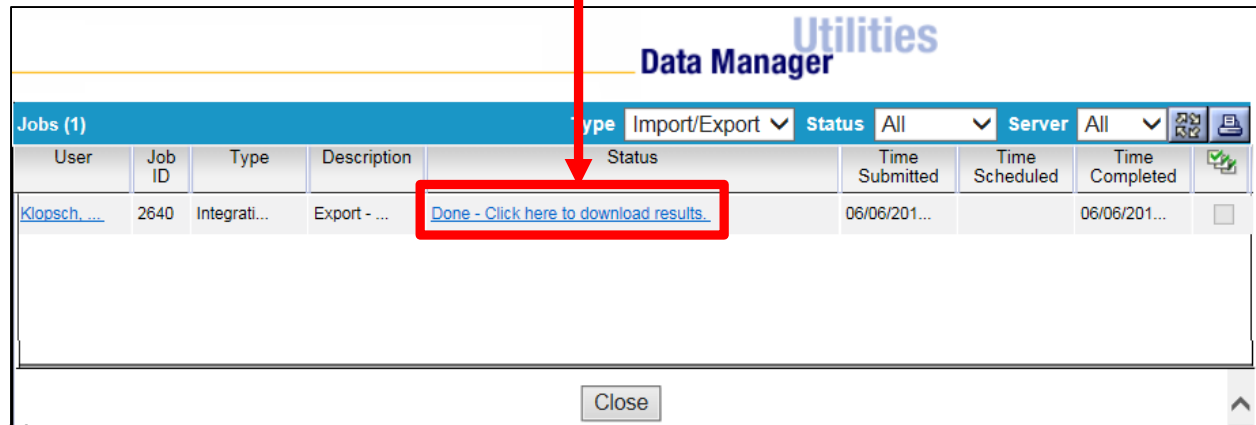
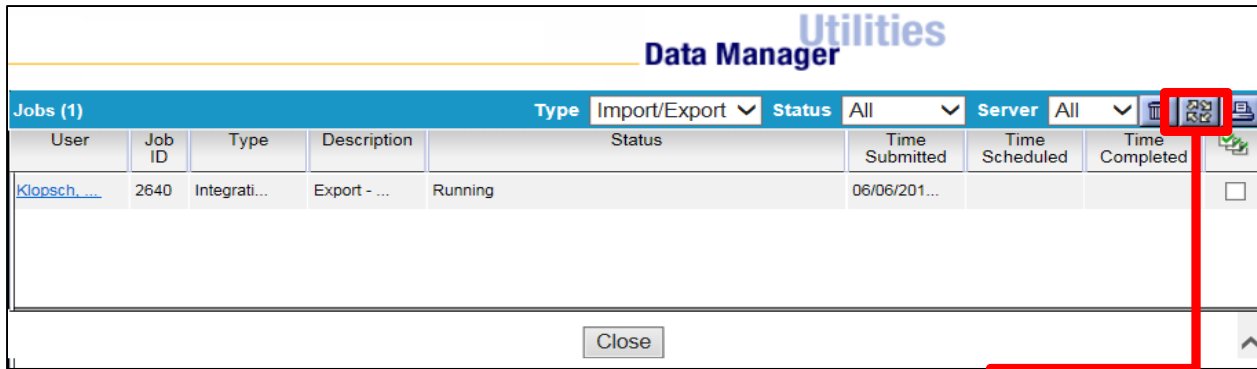
Compressed File

Export Close

B. Placing an Offline Bid (cont).

Step 5: From the Data Manager Utilities window, select the **Refresh** icon to refresh the Status column.

Step 6: Select the **Done – Click here to download results** link.



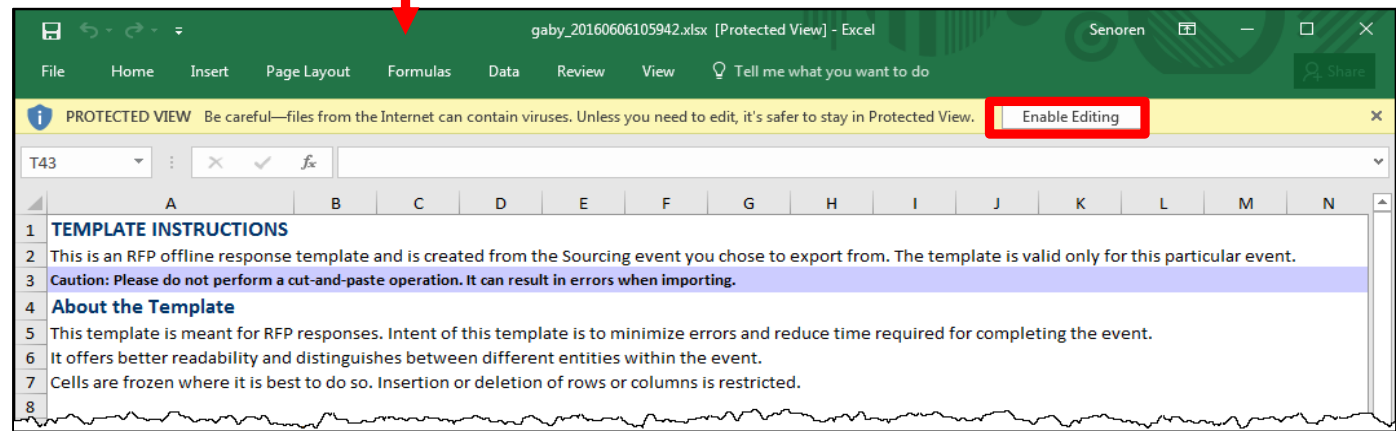
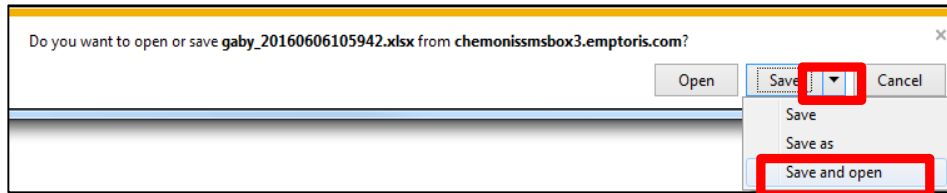
ARTMIS Sourcing-Supplier Job Aid

B. Placing an Offline Bid (cont).

Step 7: An alert will display at the bottom of the Data Manager Utilities window. Select the **drop-down** icon, and then select the **Save and open** option. An Excel workbook will automatically open.

Note: The file is automatically saved in the default downloads folder.

Step 8: Select the **Enable Editing** button.



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B. Placing an Offline Bid (cont).

Step 10: Provide information for the bid in the designated columns.

Note: Required fields are marked with an asterisk.

Step 11: Save the file.

Agency Code	*Minimum Quantity	*Maximum Quantity	*Price Per Unit (USD)	*Validity of Offer - Number of Days	*Name of the Manufacturer	*Manufacture Site	*Regulatory Body	*US FDA 510(k)	*Production Lead Time (for Sampling)	*Country of Origin and Manufacturing Sites
	250000	350000	36	7	Training	Thailand	Training	Training	45	Training

C. Importing Offline Bids

Step 1: Login and verify that you are on the View RFX(s) Home screen.

Step 2: Select the **View/Respond to RFX** button for the sourcing event that requires the offline bid.

Step 3: Navigate to the **SingleBid** tab and select the **Respond Offline** button.

The screenshot displays the ARTMIS Sourcing interface for a sourcing event. The top navigation bar includes tabs for 'All Items (2)', 'Questionnaire', 'SingleBid', and 'MultiBid'. The 'SingleBid' tab is highlighted with a red box. Below the navigation bar, there is a table of items with columns for 'Lot', 'Category', 'Name', and 'Quantity'. The first item is 'Lot 1' under the category 'HIV/AIDS Pharmaceuticals', with two sub-items: 'Abacavir 20 mg/mL Solution, 240 mL' and 'Nevirapine/Lamivudine/Stavudine 100/60/12'. To the right of the table, there are buttons for 'Place New Bid' and 'Revise Bids/History'. The 'Respond Offline' button is highlighted with a red box. In the top right corner, there is a status box indicating 'Open Time: 11/16/2016 07:16 EST', 'Close Time:', and 'Status: Open'.

Lot	Category	Name	Quantity	Bid	Bid Revision
Lot 1	HIV/AIDS Pharmaceuticals	Abacavir 20 mg/mL Solution, 240 mL	(0)	Place New Bid	Revise Bids/History
		Nevirapine/Lamivudine/Stavudine 100/60/12	(0)	Place New Bid	Revise Bids/History

C. Importing Offline Bids (cont).

Step 4: On the Respond Offline dialog box, select the **Import Bids** option, and then select the **OK** button to open the Import Data Utilities pop-up window.

SHSC - PSM Sourcing Help | Print

Respond Offline

Responses

What offline response action would you like to perform?

- Import Bids
- Download offline bidding template
- Do not export Item Definition Fields
- Export line item information to view when creating offline bids
(NOTE: Line item export is for informational purposes only and can not be used for importing bids)

OK Close

C. Importing Offline Bids (cont).

Step 5: Select **XLS/XLSX** as the file type, and then select **Browse** to locate and upload the Excel workbook from your desktop.

Step 6: Select **Import** .

GHSC - PSM Sourcing Help | Print

Utilities
Import Data

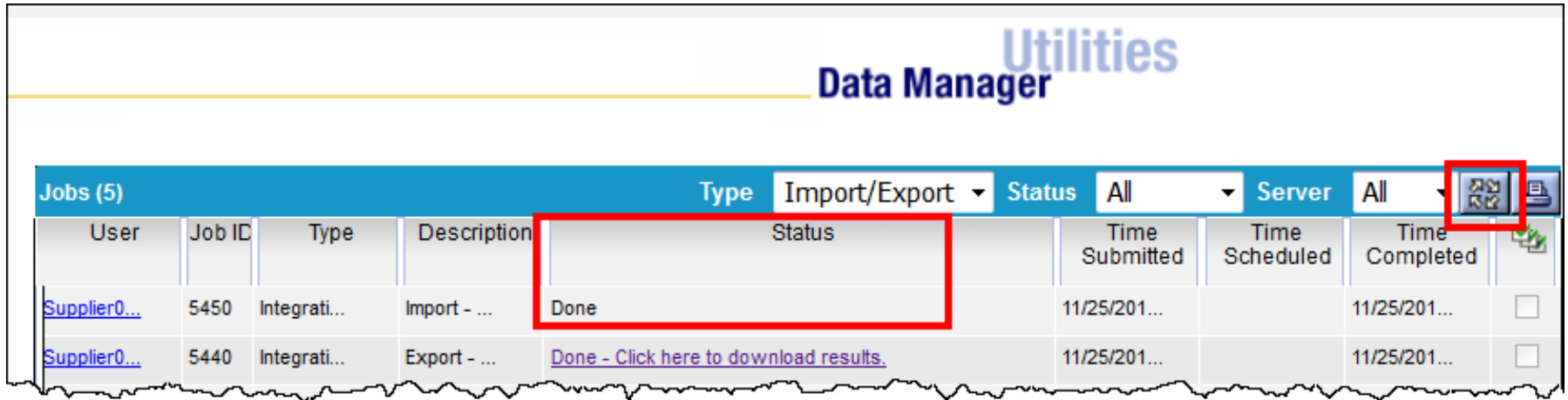
Select a file to import.

Language *	English
Number Format	#,###.##
File Type: *	<input type="radio"/> XML <input type="radio"/> CSV <input checked="" type="radio"/> XLS / XLSX
Import Type: *	Bids/Responses
File: *	<input type="button" value="Browse..."/> training_supplier01_20161125112611.xlsx
<input type="button" value="Import"/> <input type="button" value="Close"/>	

* Required Field

C. Importing Offline Bids (cont).

Step 7: Select the **Refresh** button from the Data Manager Utilities pop-up window and verify that the Status column displays “Done.”



The screenshot shows the 'Data Manager Utilities' window. At the top, there are tabs for 'Jobs (5)', 'Type', 'Import/Export', 'Status', 'All', and 'Server'. Below the tabs is a table with the following columns: User, Job ID, Type, Description, Status, Time Submitted, Time Scheduled, Time Completed, and a checkbox column. The first row of the table has the following data: User: Supplier0..., Job ID: 5450, Type: Integrati..., Description: Import - ..., Status: Done, Time Submitted: 11/25/201..., Time Scheduled: 11/25/201..., Time Completed: 11/25/201..., and a checkbox. The second row has: User: Supplier0..., Job ID: 5440, Type: Integrati..., Description: Export - ..., Status: Done - Click here to download results., Time Submitted: 11/25/201..., Time Scheduled: 11/25/201..., Time Completed: 11/25/201..., and a checkbox. The 'Status' column header and the 'Done' text in the first row are highlighted with a red box. The 'Refresh' button in the top right corner is also highlighted with a red box.

User	Job ID	Type	Description	Status	Time Submitted	Time Scheduled	Time Completed	
Supplier0...	5450	Integrati...	Import - ...	Done	11/25/201...		11/25/201...	<input type="checkbox"/>
Supplier0...	5440	Integrati...	Export - ...	Done - Click here to download results.	11/25/201...		11/25/201...	<input type="checkbox"/>

C. Importing Offline Bids (cont).

Step 8: Navigate back to the sourcing event Single Bid tab and select **Revise Bids/History** to open the View Bids window. This will allow you to verify that your bids for every item (new or updated) were imported from the desktop.

Step 9: Verify that the imported bid(s) are displayed in the View Bids window.

The screenshot displays the ARTMIS Sourcing-Supplier Job Aid interface. The top section shows the event details, including the description "RFPs for use in Supplier Training 16No16 ...", contact information for Jeffrey Krinock, and the status "Open". The "SingleBid" tab is selected and highlighted with a red box. Below the tabs, a table lists items for bidding. The table has columns for Lot, Category, and Name. Two items are listed: "Abacavir 20 mg/mL Solution, 240 mL" and "Nevirapine/Lamivudine/Stavudine 100/60/12 mg". To the right of the table, there are buttons for "Place New Bid" and "Revise Bids/History". The "Revise Bids/History" buttons are highlighted with a red box.

Lot	Category	Name	Bid	Bid Revision
Lot 1	HIV/AIDS Pharmaceuticals	Abacavir 20 mg/mL Solution, 240 mL	Place New Bid	Revise Bids/History
		Nevirapine/Lamivudine/Stavudine 100/60/12 mg	Place New Bid	Revise Bids/History