

HOW TO GUIDE

GEM Supplier Portal – Part I. Supplier Registration

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Introduction

This guide will help suppliers to navigate the new **Supplier Portal** in GEM.

This How To Guide is one in a series of four. Each guide describes part of the activities that can be performed in the Supplier Portal.

The four guides are:

- I. Supplier Registration**
- [II. Supplier Support](#)
- [III. Supplier Tasks](#)
- [IV. Manage Profile](#)

Resources

Title	Audience	Source
Supplier Portal Registration	Suppliers	Supplier Portal Registration
Supplier Dashboard Demo	Suppliers	Supplier Dashboard Demo
Supplier Change Request	Suppliers	Supplier Change Request
Respond to Vendor Performance Questionnaire - Suppliers	Suppliers	Video - SCM-06C
View Sourcing Events - for Suppliers	Suppliers	Video – SCM-12
Develop RFx Response/Submission	Suppliers	Video – SCM-13
Receive and Redline a contract - for Suppliers	Suppliers	Video – SCM-15

Purpose

The purpose of this How To Guide is to ensure suppliers are confident in their abilities to use the Supplier Portal. Furthermore, it will help suppliers comply with government regulations while making the experience of being a supplier as efficient and effective as possible.

Glossary

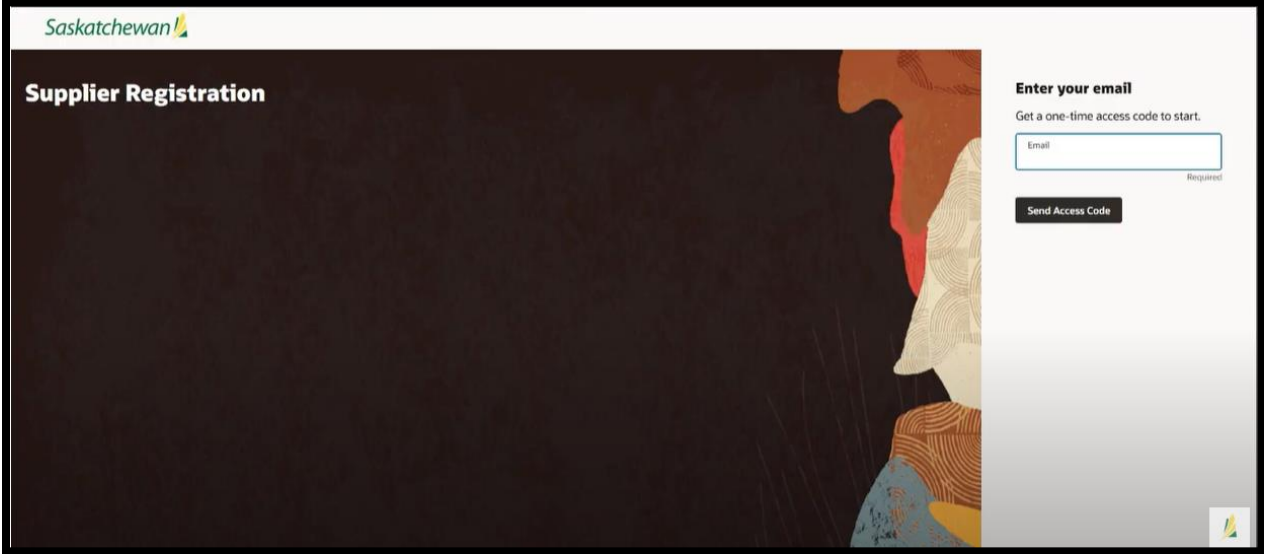
Acronym/Word	Definition
GEM	GEM is a cloud computing service used by the Government of Saskatchewan to implement its new integrated Supply Chain Management system.
Purchase Order	In GEM, a purchase order is used for purchasing any goods or services.
Purchase Requisition	In GEM, a purchase requisition is used for obtaining internal permission to buy goods or services within the system.
Requisition	An alternative simplified term for a purchase requisition.
SCM	Supply Chain Management.

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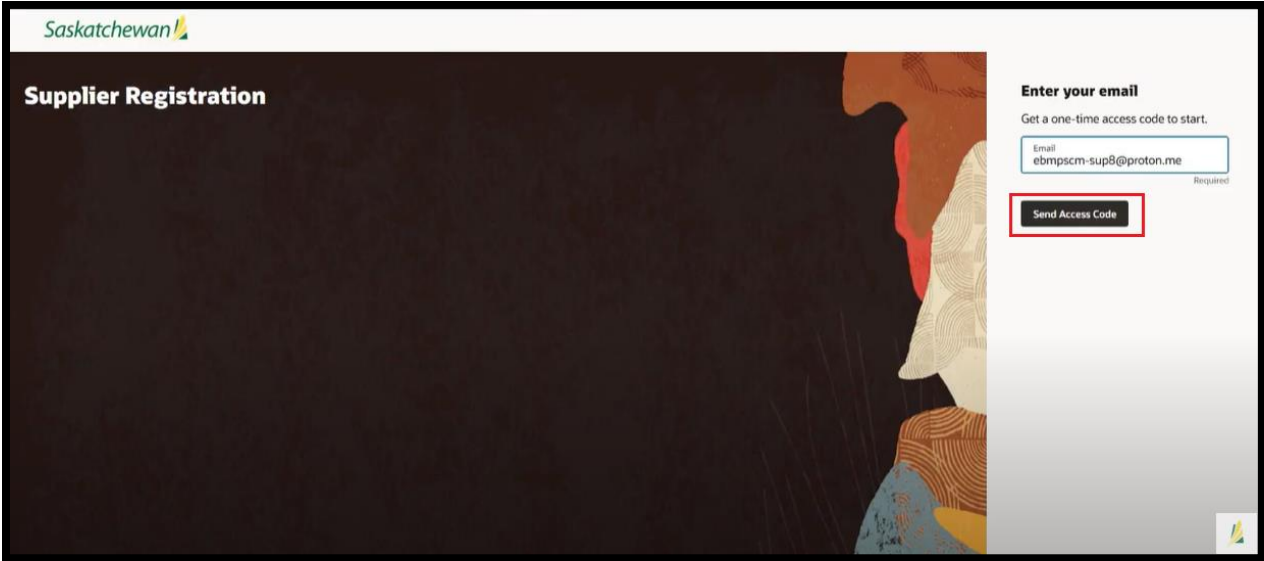
There is training both to orient suppliers to GEM and to accomplish various tasks. See **Resources** above.

I. Registration

Register for the Supplier Portal by following the link given to the **Supplier Registration** screen.

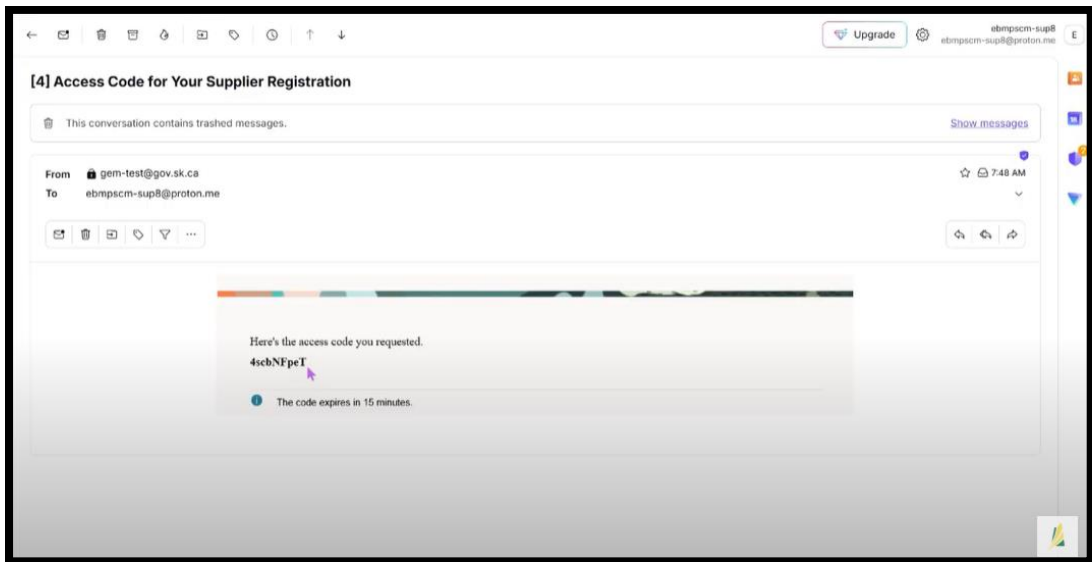


Enter the email address in the **Email** box and click **Send Access Code**.

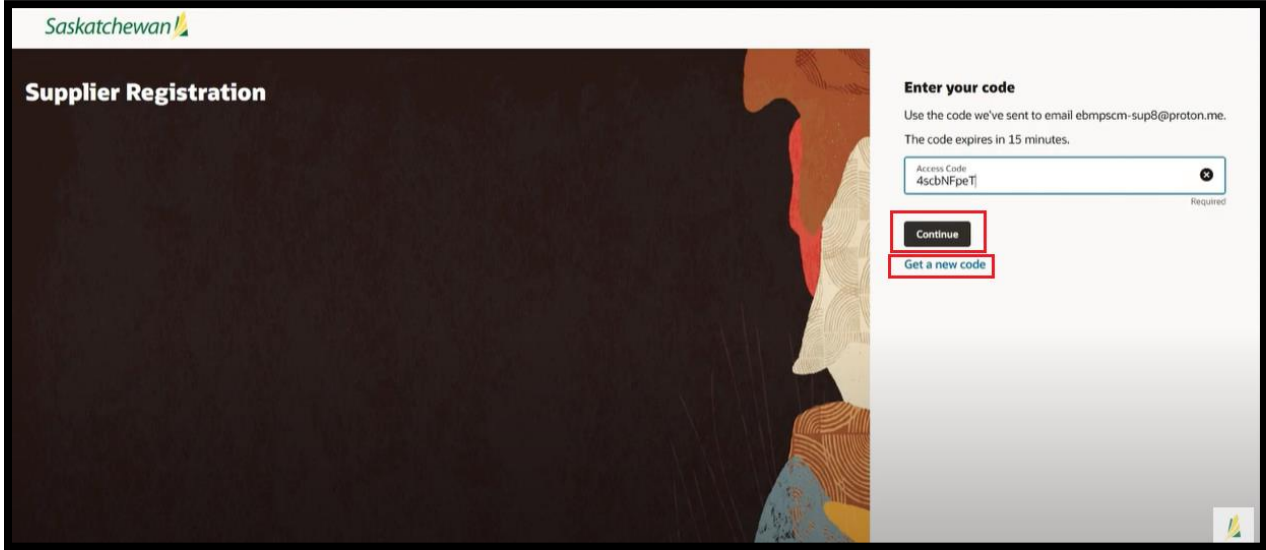


The supplier will receive an email, similar to this, with the access code.

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Enter the access code in the **Access Code** box and click **Continue**. The code expires in 15 minutes but if a new code is needed, click **Get a new code**.



Clicking **Continue** will open the **Company Details** screen.

The **Company**, **Country**, and **Organization Type** all must be completed. The **Note to Approver** is an optional field to be used if the supplier wishes.

Click **Cancel**, **Save**, or **Continue**.

NOTE: if any mandatory field is not filled in the registration process will stop until the correction is made. The incorrect or missing field will be highlighted in red.

Saskatchewan

Supplier Registration

Company Details

Company: ABC D Company | Country: Canada | Organization Type: Corporation

Supplier Type: Supplier

Note to Approver

1 | 3

Company Details

Contacts

Addresses

Cancel Save Continue

The **Contacts** screen opens, the second **Supplier Registration** screen.

Saskatchewan

Supplier Registration

Contacts

Contact 1
Enter contact details. Registration communications will be sent to this contact.

First Name (Required) | Last Name (Required) | Email: ebmpscm-sup8@proton.me

Job Title | Country: CA | Mobile: +1

Country: CA | Phone: +1 | Ext

Country: CA | Fax: +1

Is this an administrative contact? Yes No
Administrative contact will receive general communications from us.

Does this contact need a user account? Yes No
User accounts will provide online access to supplier transactions and self-service tasks.

Updated just now

2 | 3

Company Details

Contacts

Addresses

Cancel Save Continue

Where

Contacts screen. The supplier can add themselves and any staff to the **Supplier Profile**.

Mandatory fields are:

- **First name**
- **Last name**
- **Email** – the email field is automatically filled in with the logged in person’s email address.

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NOTE: the email field is not filled in automatically when additional contacts are made but the additional contact does need an email to be entered.

- Enter any optional information, such as the job title or the phone number.

Is this an administrative contract contact? Once the mandatory and optional fields have been filled this question needs to be answered. Typically, an administrative contact is an individual that would be a legal representative for the company, such as the owner.

Does this contact need a user account? Clicking yes will provide the contact with their own user account for the Supplier Portal.

NOTE: at least one of the contacts in the supplier profile must have a user account to access GEM.

Scroll down to select **What user roles does this contact need?** GEM automatically assigns all roles to the user. Deselect any roles a contact does not need. Click **Cancel**, **Save**, or **Continue**.

What user roles does this contact need?
Assign at least 1 user role to specify the responsibilities of the contact.

- GOS PON Supplier Bidder
This role allows the user to view and assess active negotiations; prepare, enter, edit and submit negotiation responses; and track the status of negotiation responses
- GOS POS Supplier Contracts
This role allows the user to view active contracts and supporting documents; view, request changes to and sign draft contracts; view and update the status of deliverables
- GOS POS Supplier Self Service Administrator
This role allows the user to view and update supplier profile information; request new GEM user accounts for employees; and request changes to employee access to GEM
- GOS POS Purchase Order view
This role allows the user to view and acknowledge purchase orders; view scheduled delivery dates and locations
- GOS POS Supplier Qualification
This role allows the user to view and provide responses to performance questionnaires; and view the supplier qualifications
- GOS POS Supplier Customer Service Representative
This role allows the user to track, acknowledge and request changes to purchase orders and purchase agreements; and view the life cycle of purchase orders and purchase agreements

+ Add Another Contact

Last updated 3 minutes ago

Cancel Save Continue

2 | 3

Company Details

Contacts

Addresses

The **Addresses** screen opens, the third and last **Supplier Registration** screen.

Saskatchewan

Supplier Registration

Addresses
Enter at least one address.

Address 1

Address Name Required What's this address used for? Select at least 1 purpose.
 Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region
Canada

Address Line 1 Required Address Line 2 Address Line 3

City Required Province Required Postal Code Required

Which contacts are associated to this address?

Last updated 4 minutes ago

Cancel Save Submit

3 | 3

Company Details

Contacts

Addresses

The required fields have the word **Required** under them; they are:

- **Address Name** - give the address a name, e.g. Head Office, Warehouse, etc.
- **Address Line 1**
- **City**
- **Province**
- **Postal Code**

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What’s this address used for? At least one of the purposes must be selected. If this is the only location all three should be checked. They are:

- **Receive Purchase Orders**
- **Receive Payments**
- **Bid on RFQs**

Which contacts are associated to this address? Check the contact just added.

If you need to add another address click **Save** and then click **+ Add Another Address**.

Click **Cancel**, **Save**, or **Submit**.

Supplier Registration

Addresses

Enter at least one address.

Address 1

Address Name: Head Office

What's this address used for? Select at least 1 purpose.

Receive Purchase Orders Receive Payments Bid on RFQs

Country/Region: Canada

Address Line 1: 580 Henderson Dr

Address Line 2:

Address Line 3:

City: Regina

Province: Saskatchewan

Postal Code: S4N 5X2

Which contacts are associated to this address?

<input checked="" type="checkbox"/>	John Smith	ebmpscm-sup8@proton.me	Boss
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Last updated 6 minutes ago

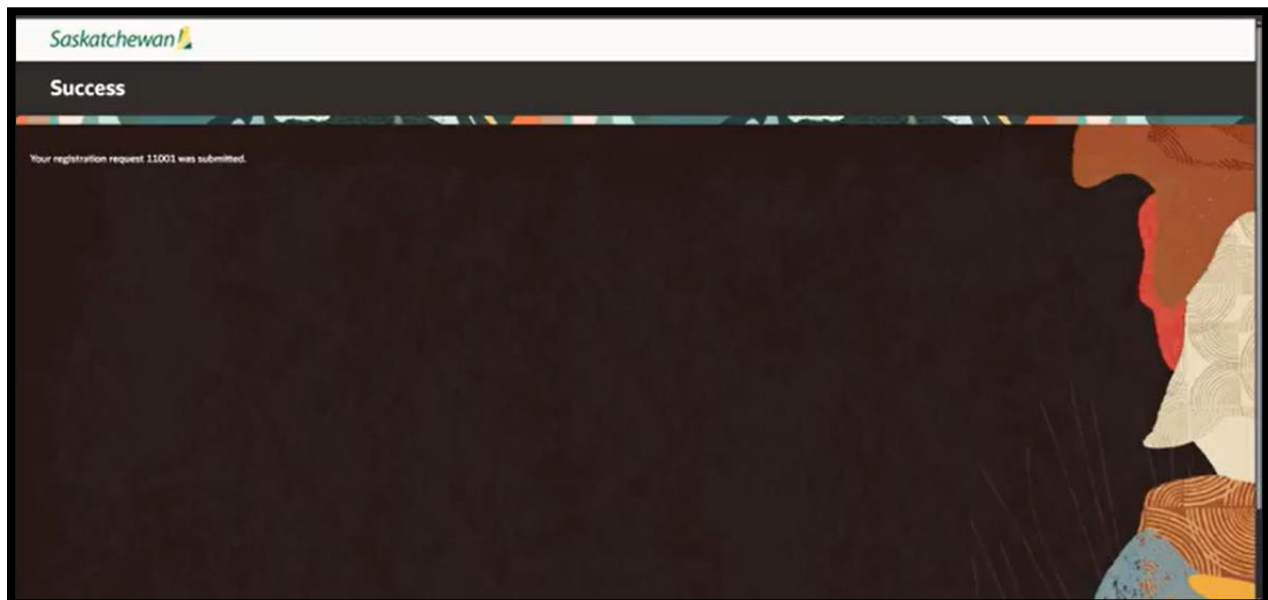
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Company Details

Contacts

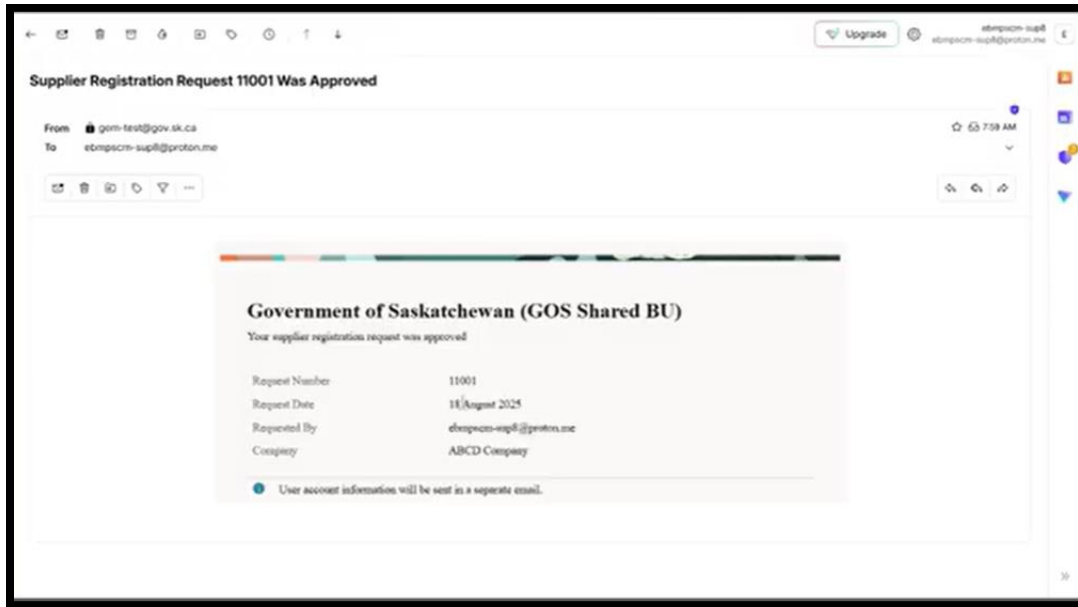
Addresses

A confirmation screen will pop up.

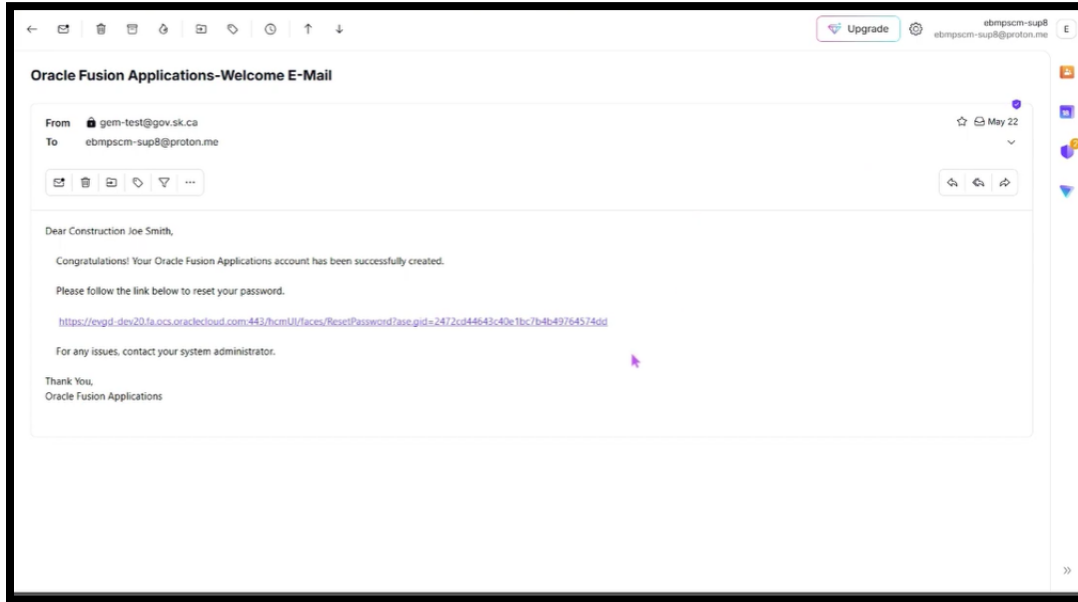


You will receive a confirmation email.

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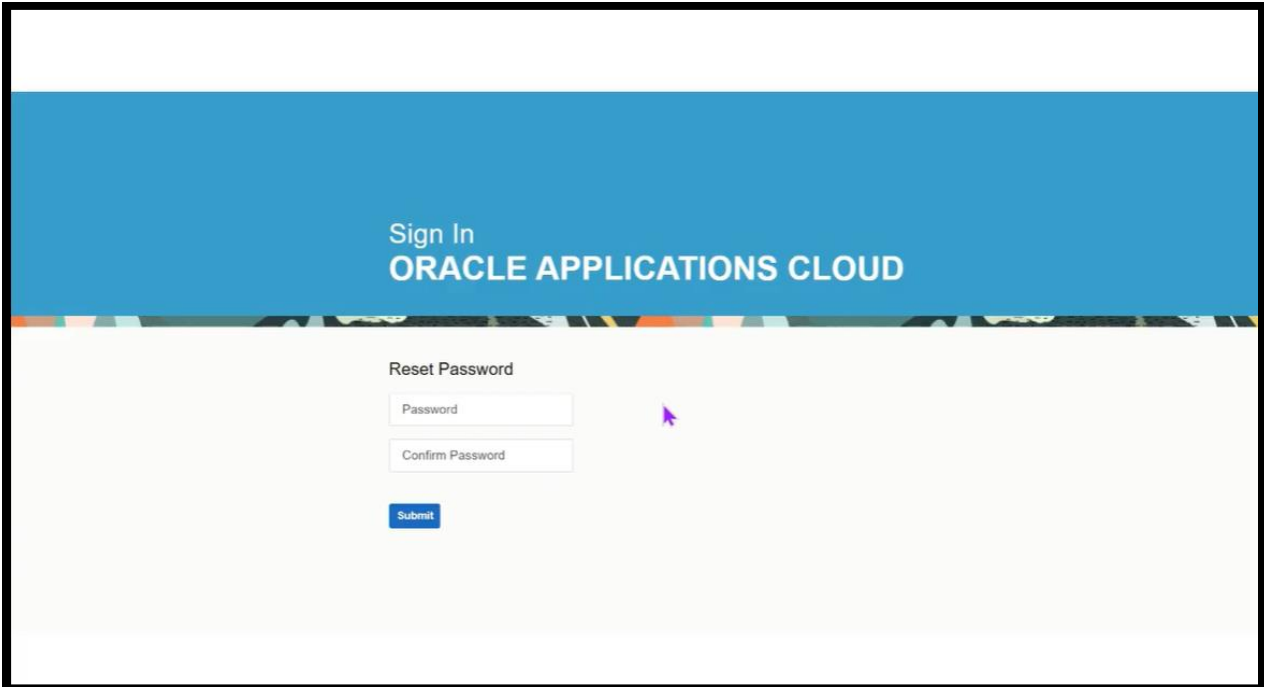


You will also receive a welcome email. The welcome email includes a link for you to set or reset your password.

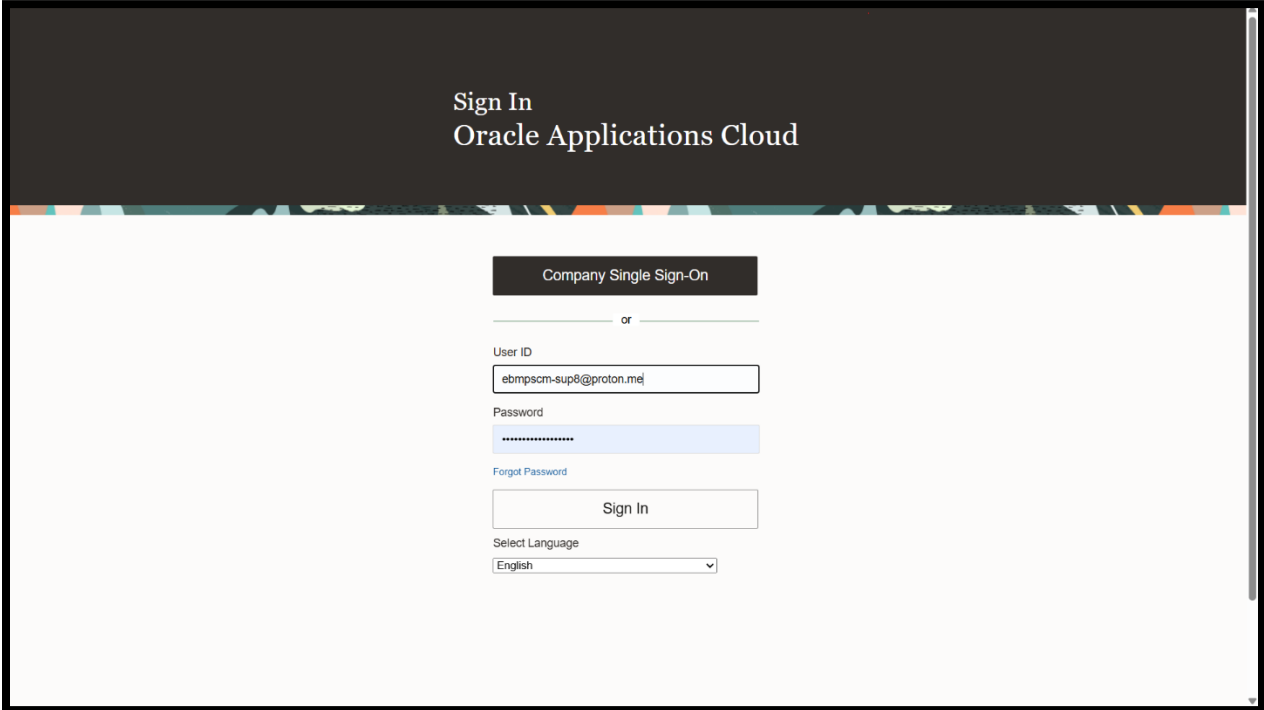


Click the link to set or reset your password to be taken to this screen. Enter a **Password, Confirm password**, and click **Submit**. **NOTE:** the link to reset the password will expire after a set time. To get a new password reset email, click **Forgot Password** from the registration screen.

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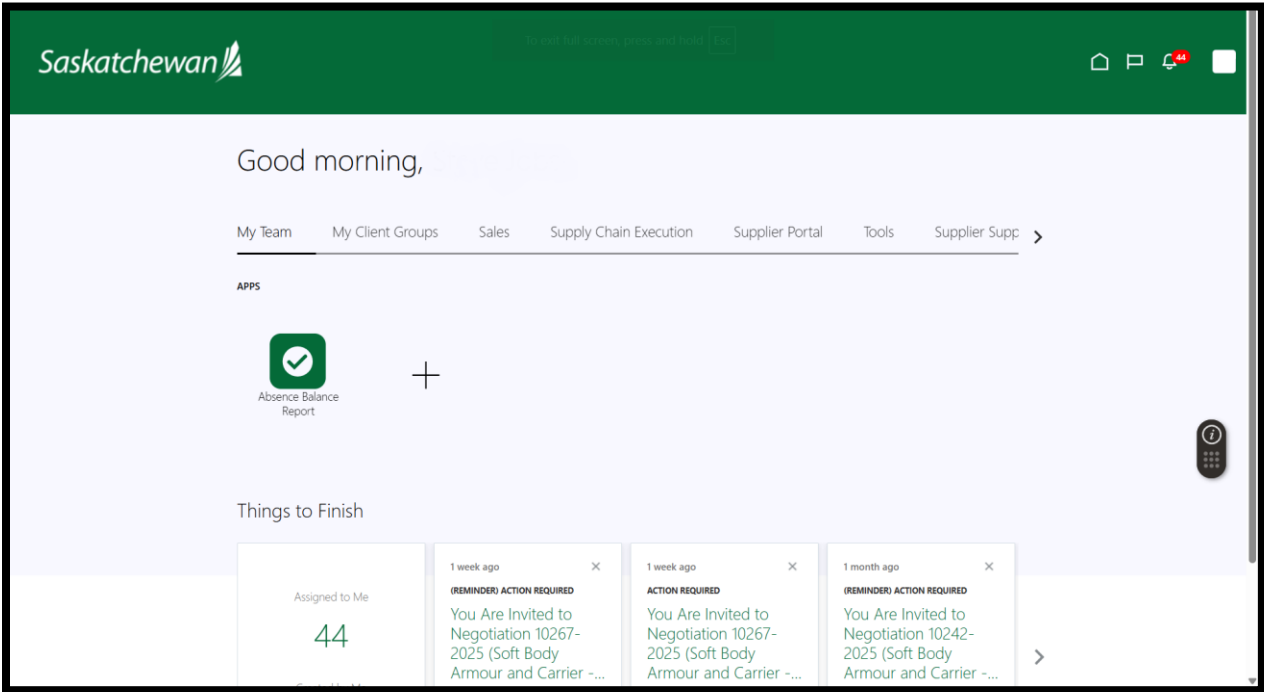
The sign in screen for GEM opens. Enter the email address used to register in the **User ID** field and the password just created and click **Sign In**.



The supplier is now logged into GEM and will see the home screen.

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NOTE: the home screen may look different from user to user due to personalization.



If there are issues with the Registration process, please email purchasing@gov.sk.ca.