

HOW TO GUIDE

GEM Supplier Portal – Part III. Supplier Tasks

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Introduction

This guide will help suppliers to make the best use of the Government of Saskatchewan’s new **Supplier Portal**.

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

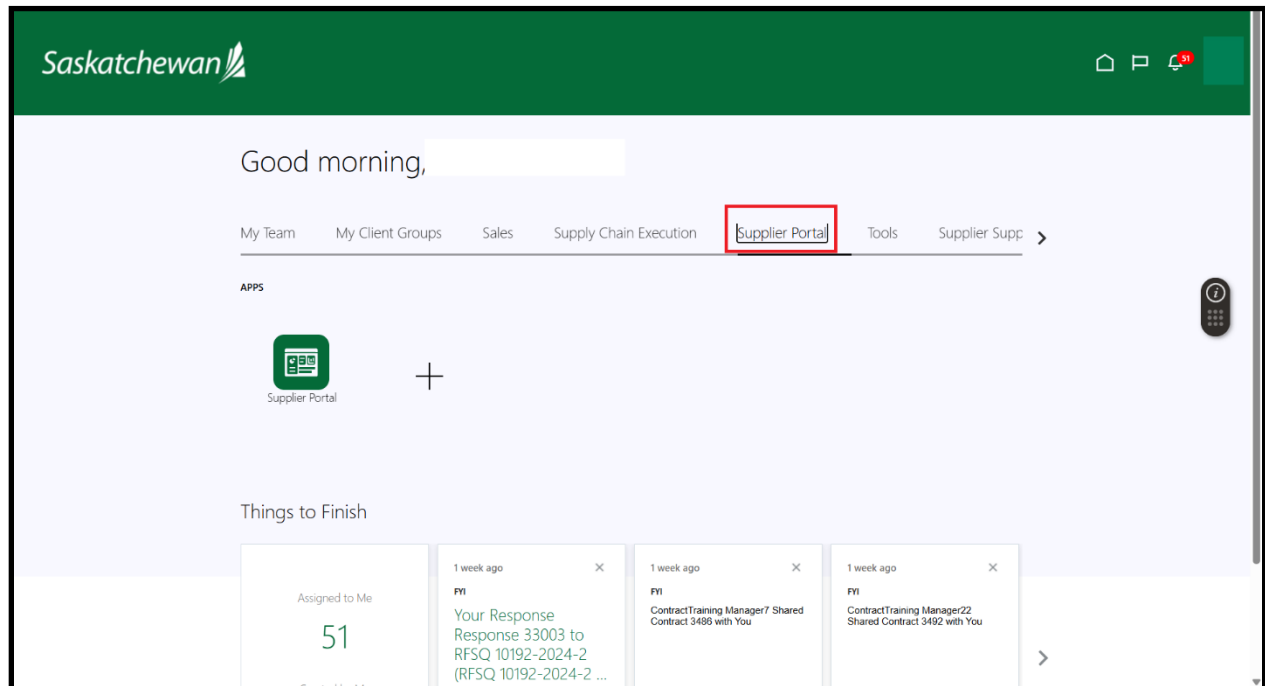
Acronym/Word	Definition
GEM	GEM is a cloud computing service used by the Government of Saskatchewan has used its new integrated Supply Chain Management system.
Purchase Order	In GEM, a purchase order is used for purchasing any goods or services.
Purchase Requisition	In GEM, a purchase requisition is 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.

III. Understanding the Supplier Portal Application

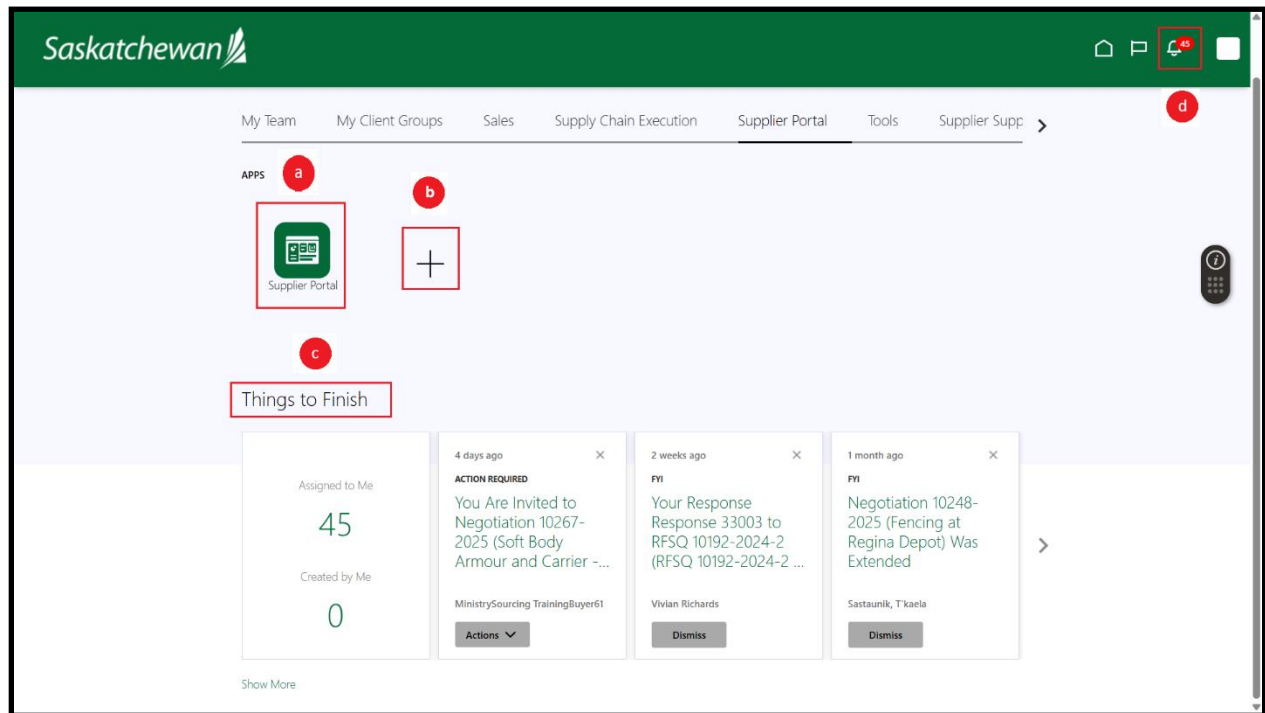
Click the **Supplier Portal** tab. It may be necessary to scroll to find it.



Click the **Supplier Portal** tile in the **Apps** section.

- Supplier Portal** tile.
- Click the “+” sign to add **Apps**.
- Things to Finish** – each box has outstanding tasks.
- Notifications** – the bell icon will have a number in a red circle if there are notifications for the user.

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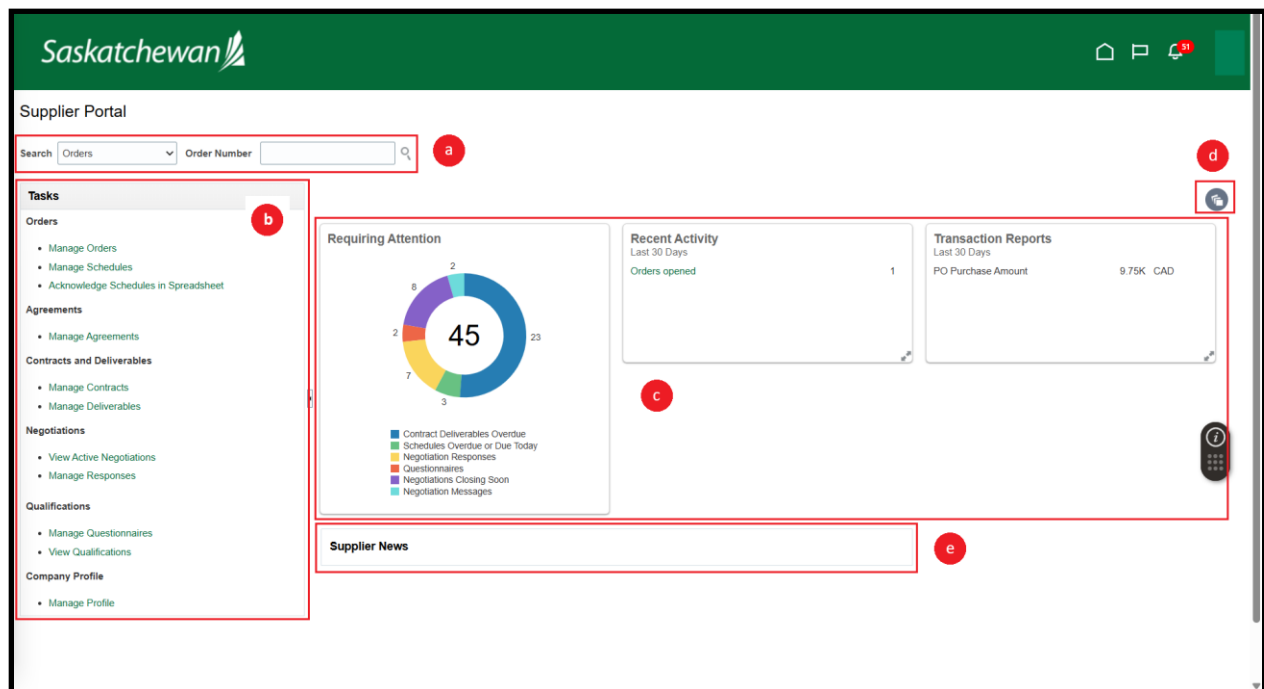
A. Screen Layout

The **Supplier Portal** screen includes:

- a. **Search Bar** – search for a specific item by using the drop-down arrow and selecting from:
 - Orders
 - Agreements
 - Negotiations
 - Negotiation Responses
 - Questionnaires
 - Clicking the magnifying glass with **Orders** in the search box and the **Order Number** box blank opens the **Manage Orders** screen; **Agreements** opens **Manage Agreements**; and so on. If the order/agreement/negotiation number is known and entered in the search box, clicking the magnifying glass will open to that order/agreement/negotiation.
- b. **Tasks** – clickable links to common tasks are grouped under:
 - Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Agreements
 - Manage Agreements
 - Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
 - Negotiations
 - View Active Negotiations

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- Manage Negotiations
 - Qualifications
 - Manage Questionnaires
 - View Qualifications
 - Company Profile
 - Manage Profile
- c. **Infolets** – these are dashboard items the supplier can choose to see or not to see.
- d. **My Infolets** – customize the dashboard by clicking **My Infolets** and checking or unchecking options on the list of infolets for viewing on the page.
- e. **Supplier News** – general news of interest to suppliers.
- NOTE: the number of items requiring attention will vary.

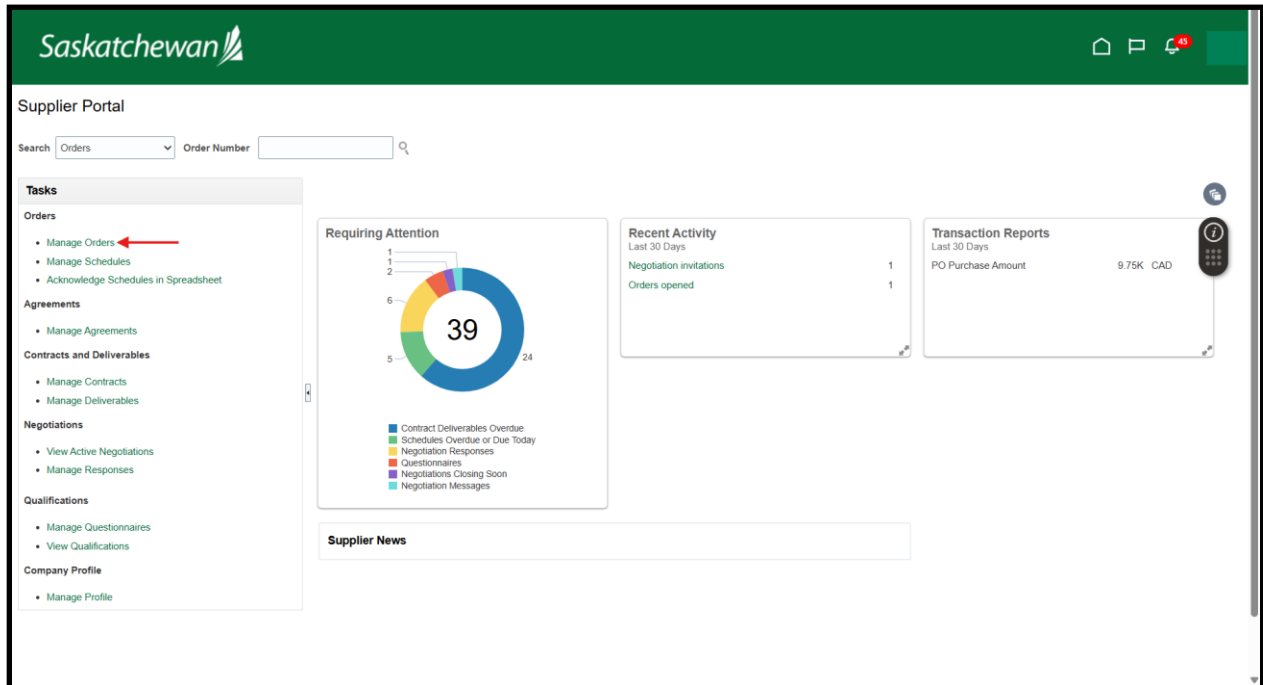


IV. Purchase Orders

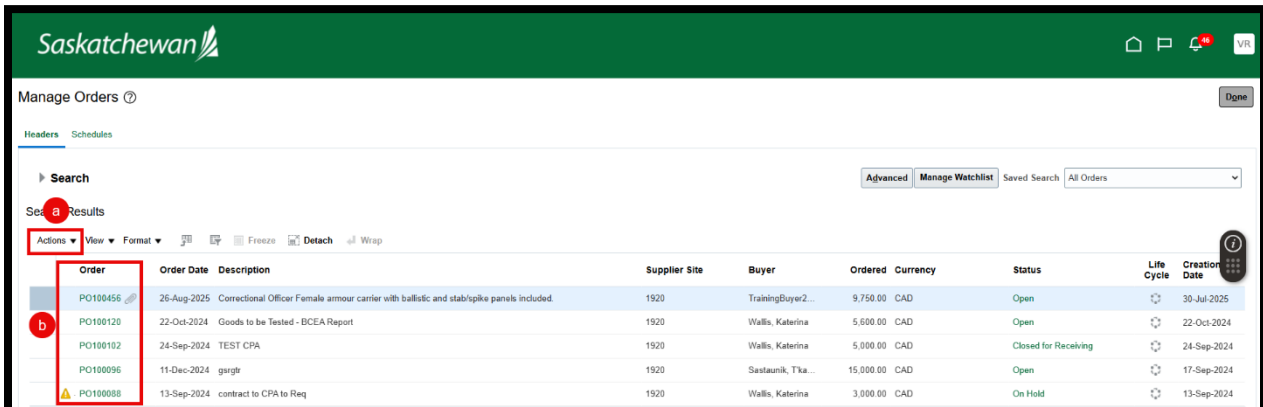
A. Purchase Order Management

1. Manage Orders

Suppliers can manage all their Purchase Orders and associated Schedules from their supplier portal dashboard. From the **Tasks** menu, click **Manage Orders**.

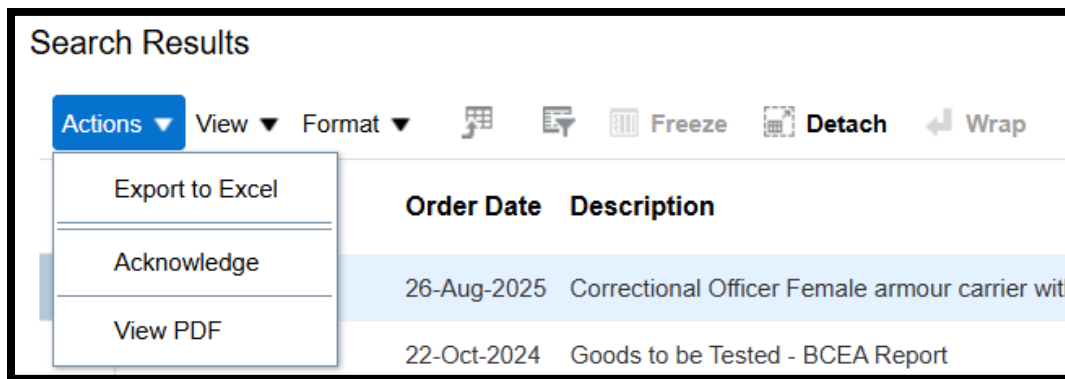


In the **Manage Orders** screen, click and explore the **Actions** drop-down options and click on the purchase order number to view the details of the order.

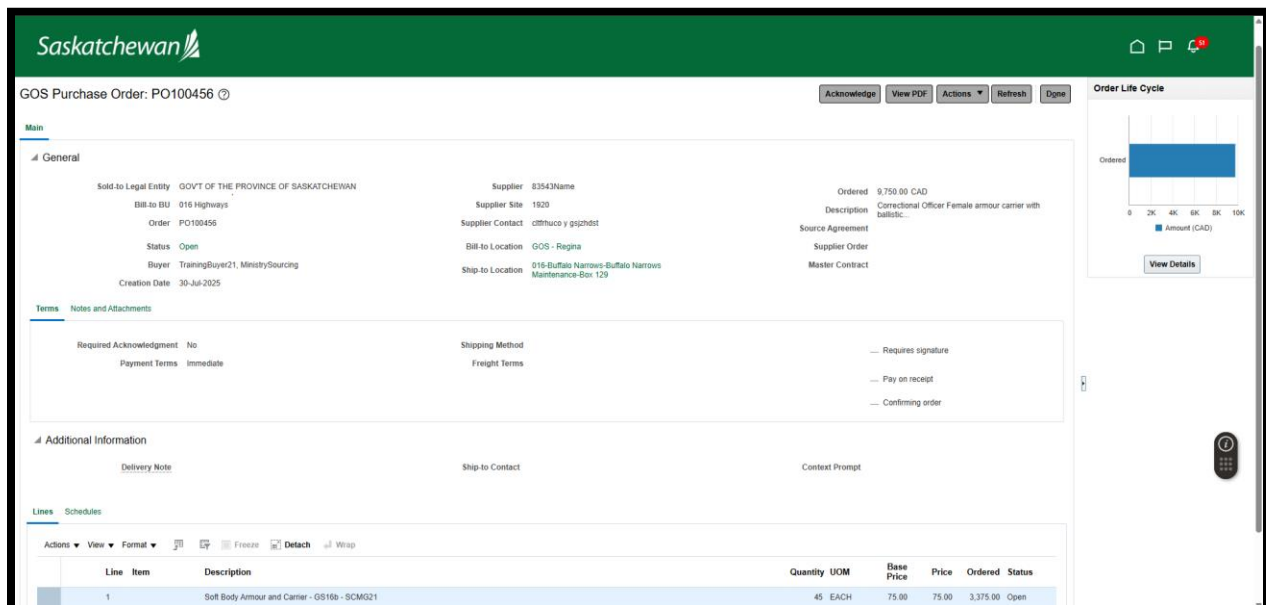


a. Click **Actions**

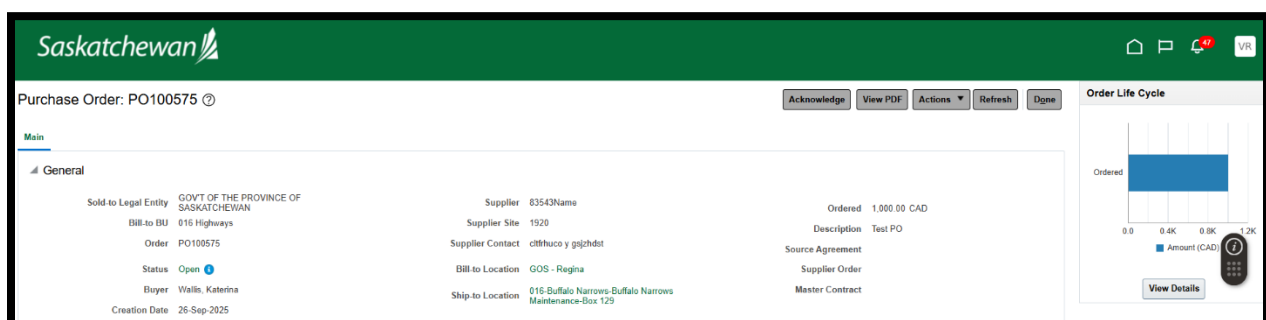
- **Export to Excel** to export all the purchase orders to a spreadsheet.
- **Acknowledge** to acknowledge receipt of the selected purchase order(s). **Note:** Acknowledging the order can also be done from after opening the purchase order
- **View PDF** to see the selected purchase order in pdf format.



- b. Click the green **Order** number to open the **GOS Purchase Order**. There may be icons to the left of the purchase number indicating that action is required: a yellow warning icon may indicate the purchase order is on hold, a blue information icon indicates the purchase order needs to be acknowledged, etc.

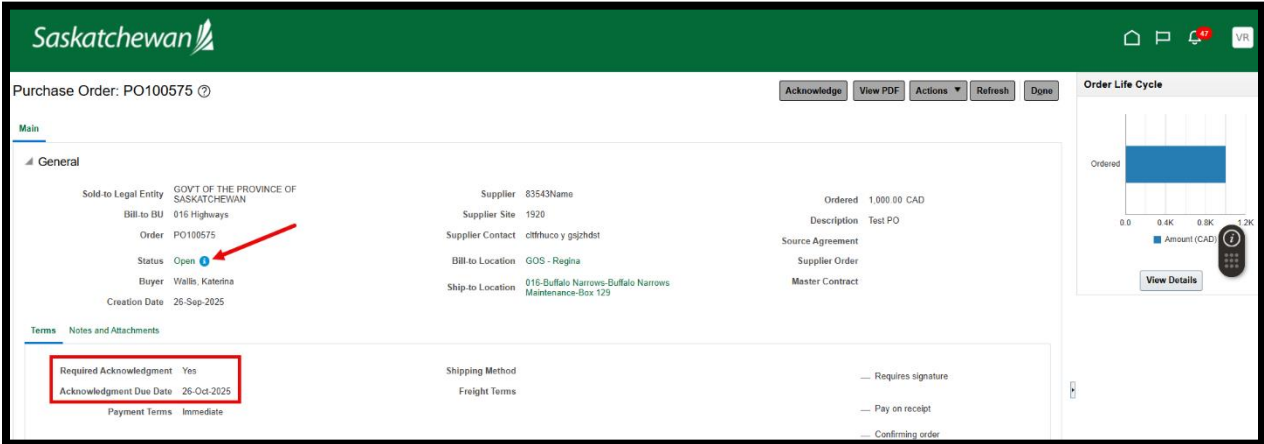


Review all the details of the purchase order in the **General** section.

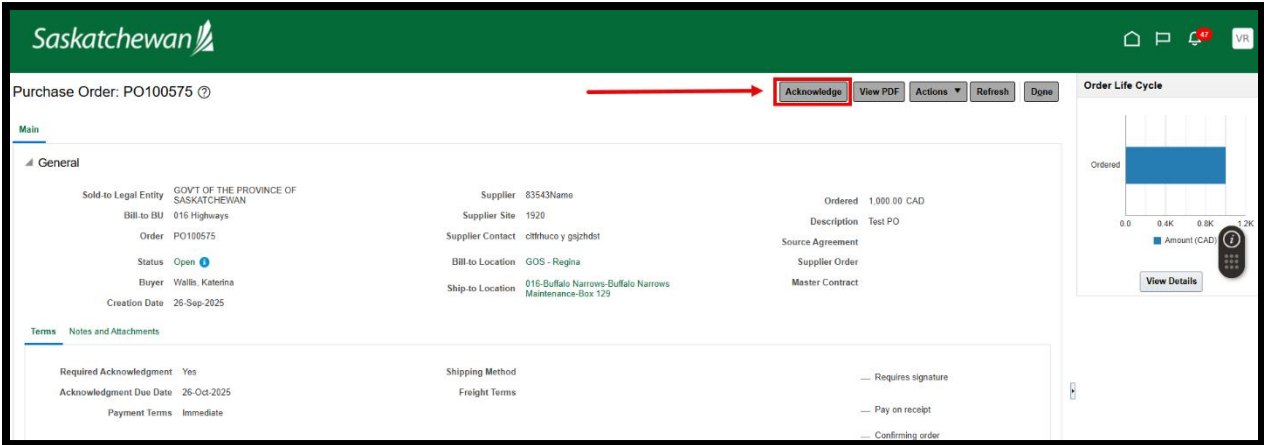


If the purchase order requires acknowledgement, there will be:

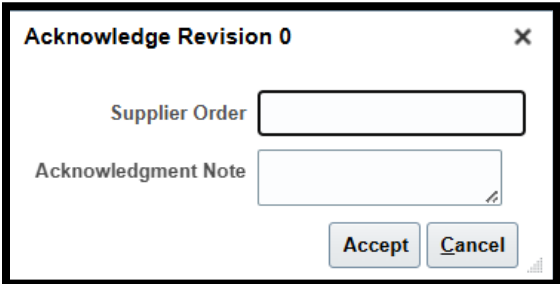
- A blue information icon beside the Status;
- **Yes** will appear in the **Required Acknowledgement** field;
- The day the acknowledgement is due will appear below the word Yes.



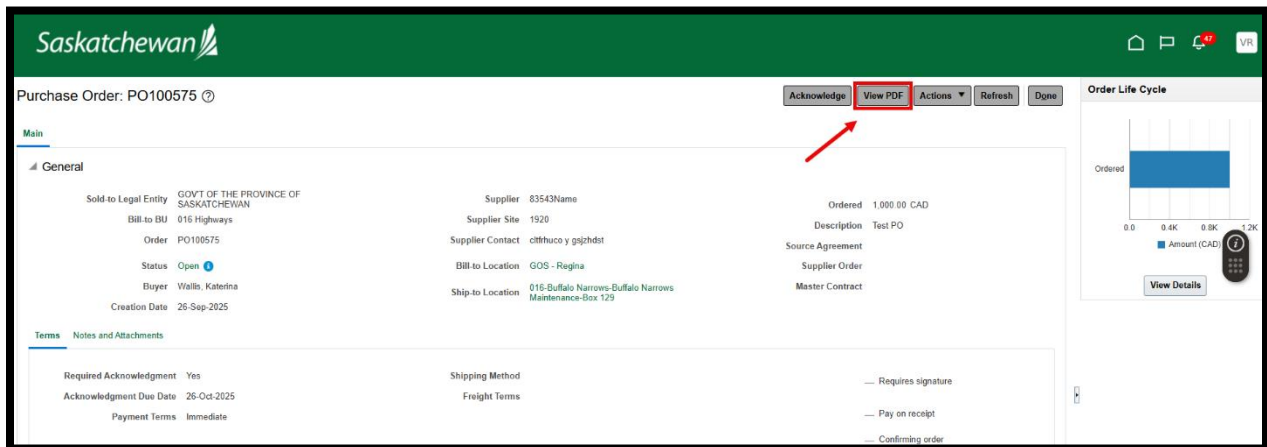
Prior to the due date, click **Acknowledge**.



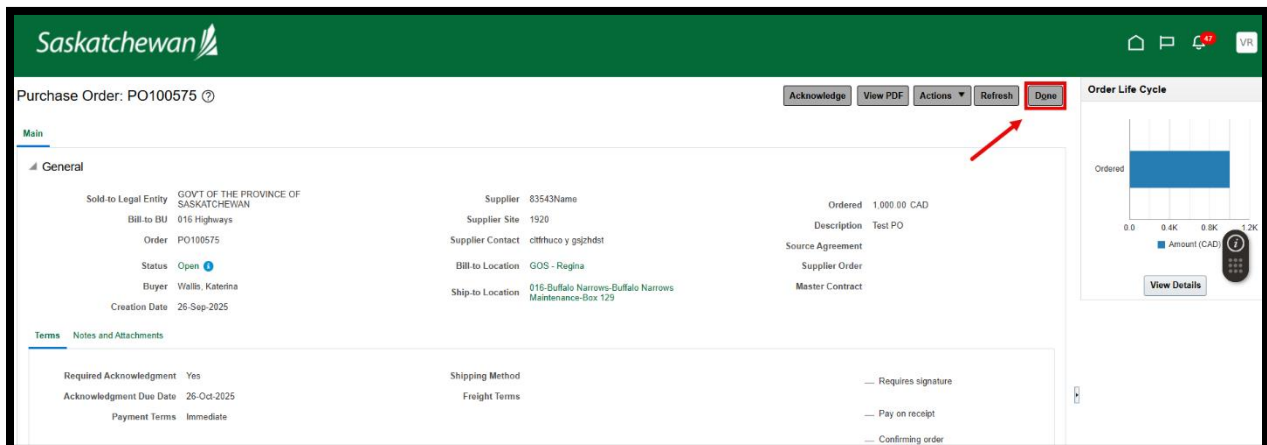
The following pop-up will appear. Click **Accept**.
Optional: Enter the PO Number as the Supplier Order number



To view a PDF version of the purchase order, click **View PDF** and download a copy.

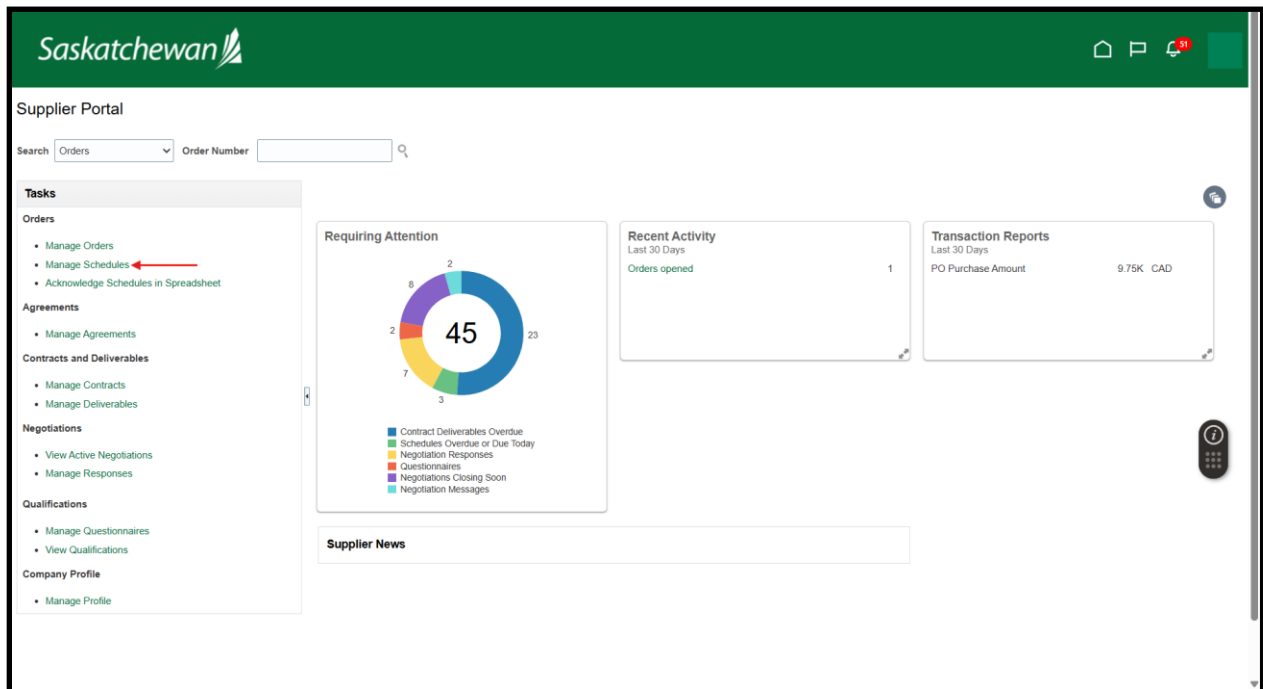


To close the purchase order or to return to the previous screen, click **Done**.

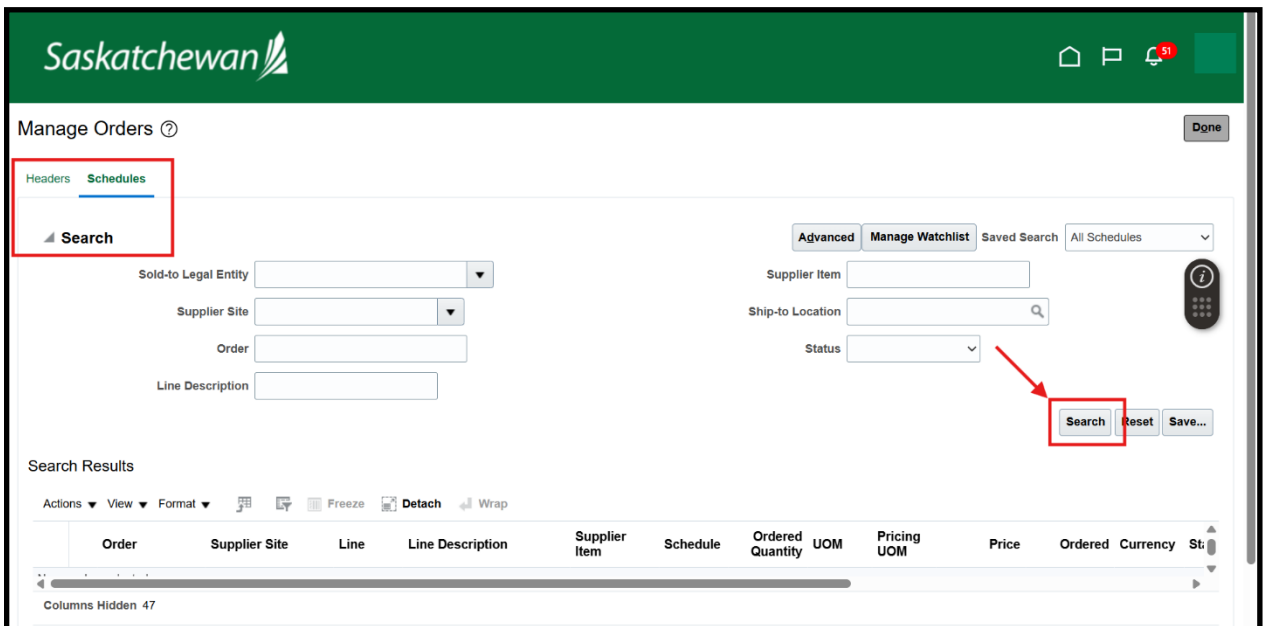


2. Manage Schedules

Click **Manage Schedules** under **Tasks**, to search for a specific schedule or view all schedules.



Search for a specific schedule by entering search criteria or click the magnifying glass without entering search criteria and the system will display all schedules.

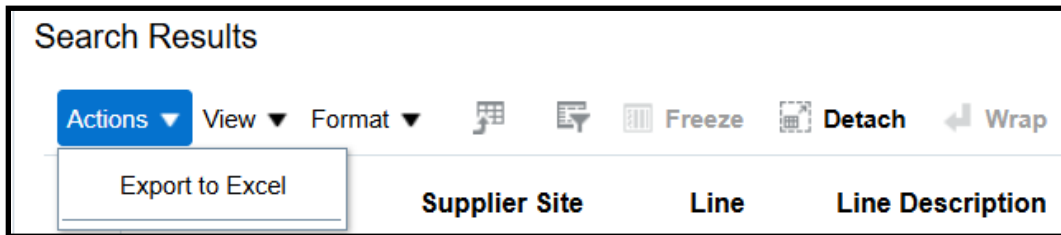


In the **Search Results** screen:

- click and explore the **Actions** drop-down,
- click on the purchase order number to view the details and/or
- view the Ship-to Location by clicking the address.

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle	Create Date
PO100456	1920	1	Soft Body Armour and Carrier -		1	45	EACH	EACH	75.00	3,375.00	CAD	Open	016-Buffalo Narrow...	30-Aug-2025	30-Aug-2025		30-Jul-202
PO100456	1920	2	Soft Body Armour and Carrier -		1	39	EACH	EACH	125.00	4,875.00	CAD	Open	016-Buffalo Narrow...	30-Aug-2025	30-Aug-2025		30-Jul-202
PO100456	1920	3	Deputy Sheriffs Female armour		1					1,500.00	CAD	Open	016-Buffalo Narrow...				30-Jul-202
PO100120	1920	1	Goods to be Tested - BCEA Re		1	14	EACH	EACH	400.00	5,600.00	CAD	Open	016-Bigger-Bigger ...	29-Oct-2024	29-Oct-2024		22-Oct-20;
PO100102	1920	1	TEST CPA		1	40	HOUR	HOUR	125.00	5,000.00	CAD	Closed Fo	016-Bigger-Bigger ...	01-Oct-2024			24-Sep-20
PO100096	1920	1	Making a change to Line Item		1	10	EACH	EACH	1,500.00	15,000.00	CAD	Open	013-Creighton-Acco...	13-Dec-2024			17-Sep-20
PO100088	1920	1	Test req from contract 3105		1					3,000.00	CAD	On Hold	013-Regina-Corpor...	20-Sep-2024			13-Sep-20
PO100077	1920	1	Electric Stationary 2500 PSI silj		1	1	EACH	EACH	9,000.00	9,000.00	CAD	Closed	016-Buffalo Narrow...	07-Oct-2024	07-Oct-2024		03-Sep-20
PO100052	1920	1	Guard Force Officer		1	2,080	HOUR	HOUR	175.00	364,000.00	CAD	Closed	016-Buffalo Narrow...	10-Oct-2024	10-Sep-2024		16-Aug-20
PO100052	1920	2	Guard Force Supervisor		1	2,080	HOUR	HOUR	175.00	364,000.00	CAD	Closed	016-Buffalo Narrow...	10-Oct-2024	10-Sep-2024		16-Aug-20

- a. Click **Actions**.
Export to Excel - to export all the schedules to a spreadsheet.



- b. Click the green **Order** number to open the **GOS Purchase Order**. There may be a yellow warning to the left of the purchase order number indicating it is overdue.

Line	Item	Description	Quantity	UOM	Base Price	Price	Ordered Status
1		Soft Body Armour and Carrier - OSTM - SCM021	45	EACH	75.00	75.00	3,375.00 Open
2		Soft Body Armour and Carrier - OSTM - SCM021	39	EACH	125.00	125.00	4,875.00 Open
3		Deputy Sheriffs Female armour carrier with ballistic and stabproof panels included			1,500.00	1,500.00	1,500.00 Open

c. Click the green **Ship-to Location** to see the ship-to information pop-up.

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Life Cycle	Creation Date
PO100456	1920	1	Soft Body Armour and Carrier - GS166 - SCM321		1	45	EACH	EACH	75.00	3,375.00	CAD	Open	016-016 Buffalo Narrows	30-Aug-2025	30-Aug-2025		30-Jul-2025
PO100456	1920	2	Soft Body Armour and Carrier - GS166 - SCM21C						75.00		CAD	Open	016-016 Buffalo Narrows	30-Aug-2025	30-Aug-2025		30-Jul-2025
PO100456	1920	3	Deputy Sheriff's Female armour carrier with ballistic						300.00		CAD	Open	016-016 Buffalo Narrows	30-Aug-2025	30-Aug-2025		30-Jul-2025
PO100129	1920	1	Goods to be Tested - BCEA Report						300.00		CAD	Open	016-Biggar-Biggar	29-Oct-2024	29-Oct-2024		22-Oct-2024
PO100102	1920	1	TEST CPA						300.00		CAD	Closed Fa...	016-Biggar-Biggar	01-Oct-2024			24-Sep-2024
PO100096	1920	1	Making a change to Line Item						300.00		CAD	Open	013-Creighton-Acco...	13-Dec-2024			17-Sep-2024
PO100088	1920	1	Test req from contract 3165						3,000.00		CAD	On Hold	013-Pegina-Corpor	20-Sep-2024			13-Sep-2024

3. Acknowledge Schedules in Spreadsheet

To download the schedules spreadsheet and save to your own files, click **Acknowledge Schedules in Spreadsheet** under **Tasks**.

Supplier Portal

Search: Orders | Order Number: []

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet**
- Agreements
 - Manage Agreements
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

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- Contract Deliverables Overdue
- Schedules Overdue or Due Today
- Negotiation Responses
- Questionnaires
- Negotiations Closing Soon
- Negotiation Messages

Recent Activity (Last 30 Days)

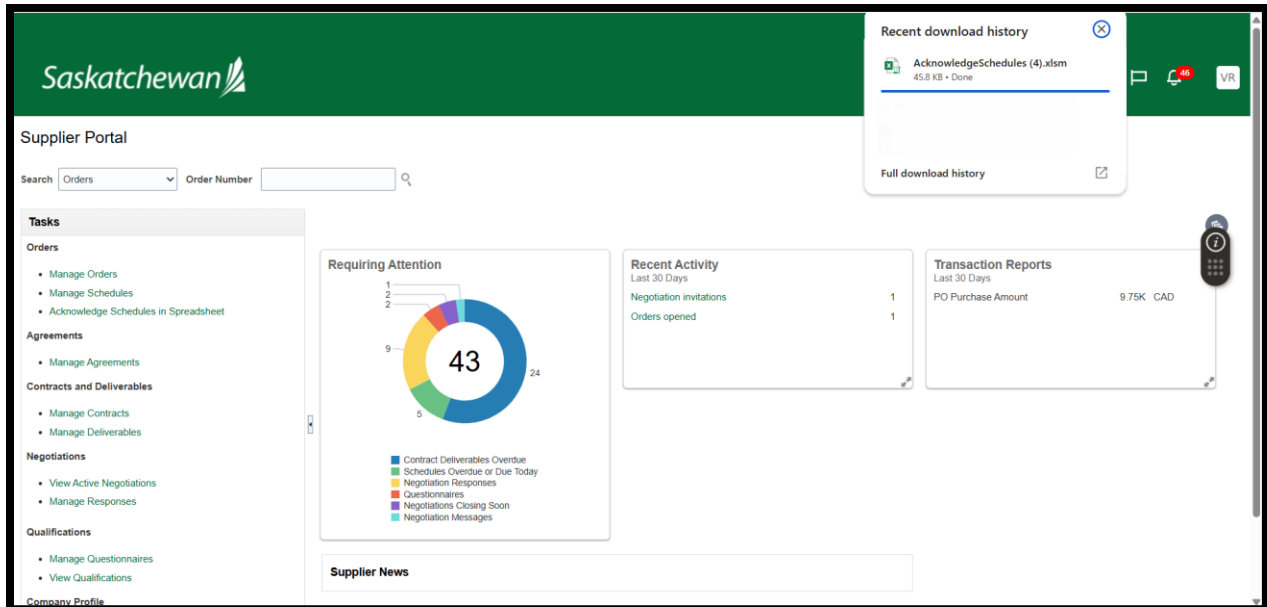
- Negotiation invitations: 1
- Orders opened: 1

Transaction Reports (Last 30 Days)

PO Purchase Amount: 9.75K CAD

Supplier News

Retrieve the file from the **Downloads** directory.

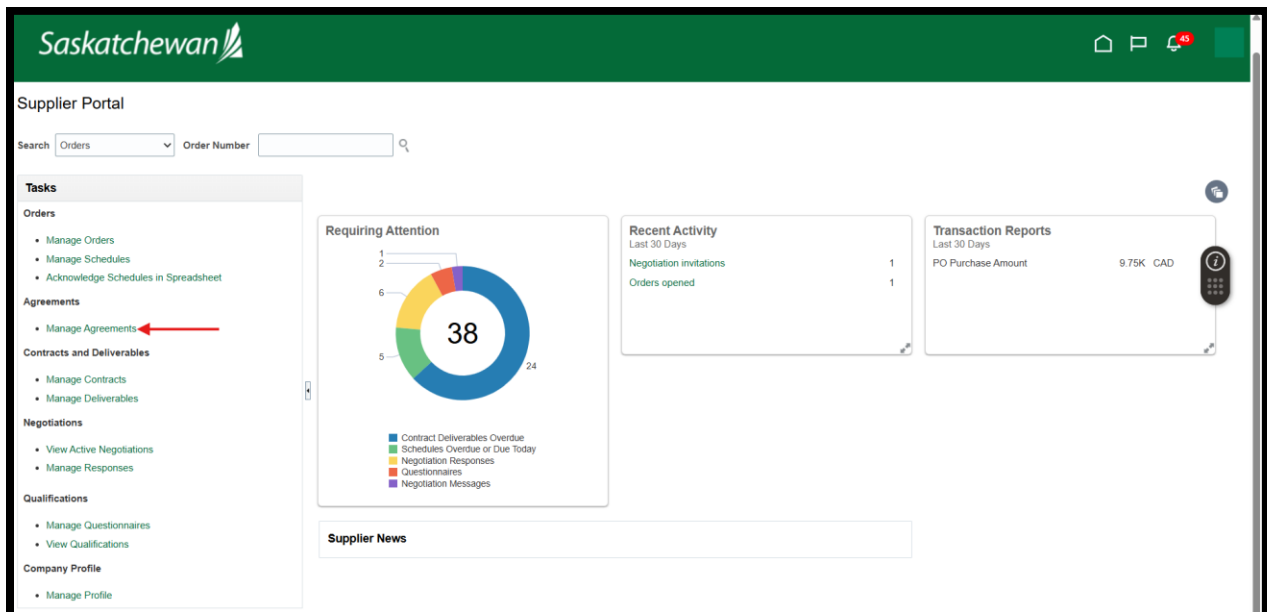


V. Purchase Agreements

A. Purchase Agreement Management

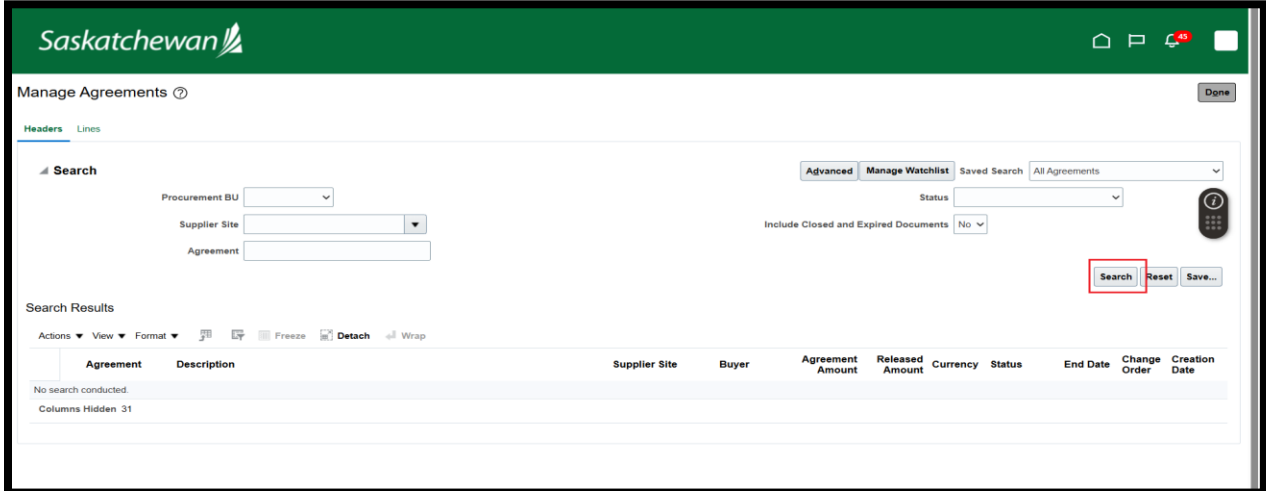
1. Manage Agreements

Suppliers can manage all their Purchase Agreements from their supplier portal dashboard. From the **Tasks** menu, click **Manage Agreements**.



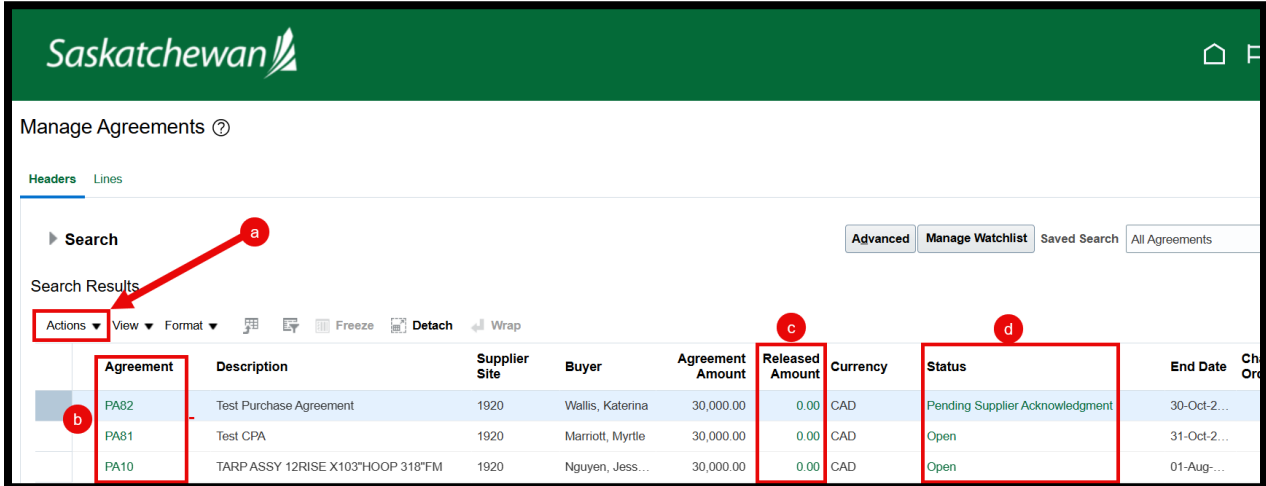
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Search for a specific purchase agreement by entering search criteria or click **Search** without entering any search criteria to display all purchase agreements.



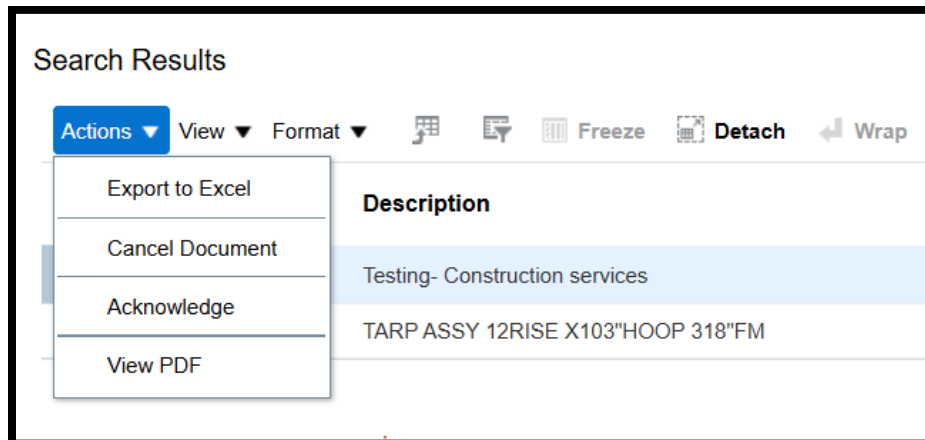
In the **Manage Agreements** screen, there are several actions that can be completed.

- a. Actions button
- b. Purchase agreement hyperlink
- c. Released amount – click this to view the schedule
- d. Status – understand which agreements are Open, Require Supplier Acknowledgement, etc.

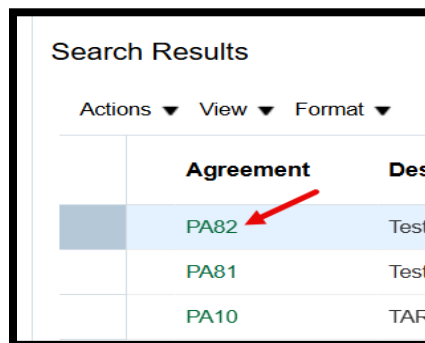


- a. Click **Actions**, then select:
 - **Export to Excel** to export all the purchase agreements to a spreadsheet.
 - **Cancel Document** to cancel the selected purchase agreement.
 - **Acknowledge** to acknowledge receipt of the selected purchase agreement.
Note: Acknowledging the order can also be done after opening the purchase agreement.
 - **View PDF** to see the selected purchase agreement in PDF format.

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b. Click the green **Agreement** number to open the purchase agreement and view the details.



Review all the details of the purchase agreement.

GOS Blanket Purchase Agreement: PA82

Main Contract Terms

▲ General

Procurement BU	GOS Shared BU	Supplier	83543Name	Start Date	02-Oct-2025
Agreement	PA82	Supplier Site	1920	End Date	30-Oct-2025
Status	Pending Supplier Acknowledgment	Supplier Contact	clfrhuco y gsjzhdst	Agreement Amount	30,000.00 CAD
Buyer	Wallis, Katerina	Supplier Agreement		Minimum Release Amount	
Creation Date	02-Oct-2025	Communication Method	None	Released Amount	0.00 CAD
				Description	Test Purchase Agreement
				Master Contract	

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	— Requires signature
Acknowledgment Due Date	02-Nov-2025	Freight Terms	— Pay on receipt
Payment Terms		FOB	— Confirming order

▲ Additional Information

Delivery Note Ship-to Contact Context Prompt

- If the purchase agreement requires acknowledgement:
- The Status will be **Pending Supplier Acknowledgement**.
 - There will be a description of what requires acknowledgement in the **Required Acknowledgement** field: Document or Document and Lines.
 - The day the acknowledgement is due.

GOS Blanket Purchase Agreement: PA82

Acknowledge **View PDF** **Actions** **Done**

Main Contract Terms

▲ General

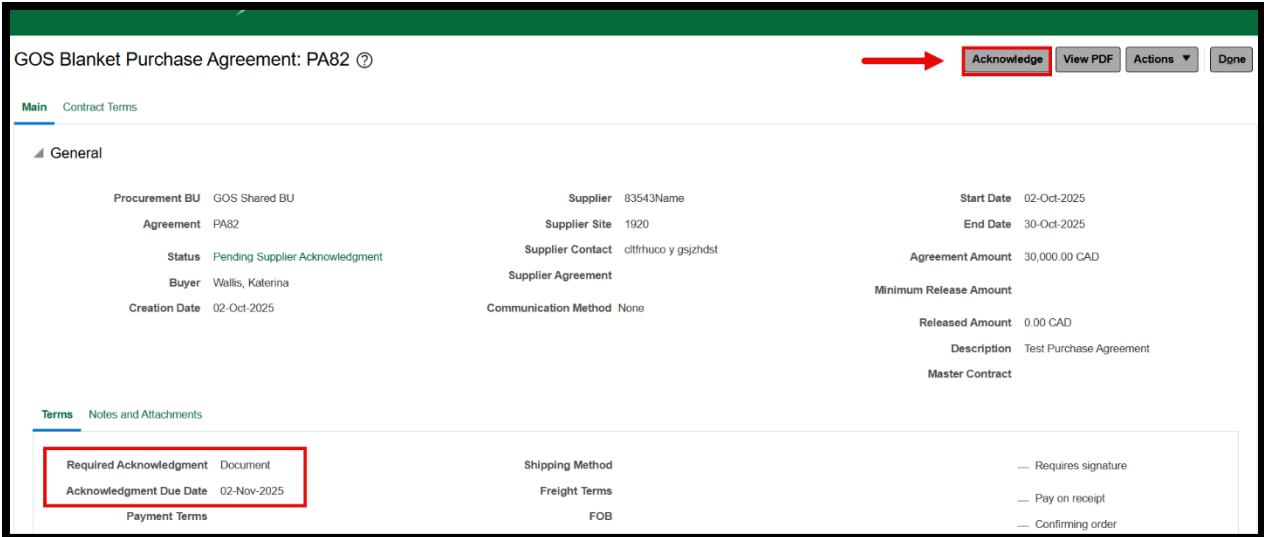
Procurement BU	GOS Shared BU	Supplier	83543Name	Start Date	02-Oct-2025
Agreement	PA82	Supplier Site	1920	End Date	30-Oct-2025
Status	Pending Supplier Acknowledgment	Supplier Contact	clfrhuco y gsjzhdst	Agreement Amount	30,000.00 CAD
Buyer	Wallis, Katerina	Supplier Agreement		Minimum Release Amount	
Creation Date	02-Oct-2025	Communication Method	None	Released Amount	0.00 CAD
				Description	Test Purchase Agreement
				Master Contract	

Terms Notes and Attachments

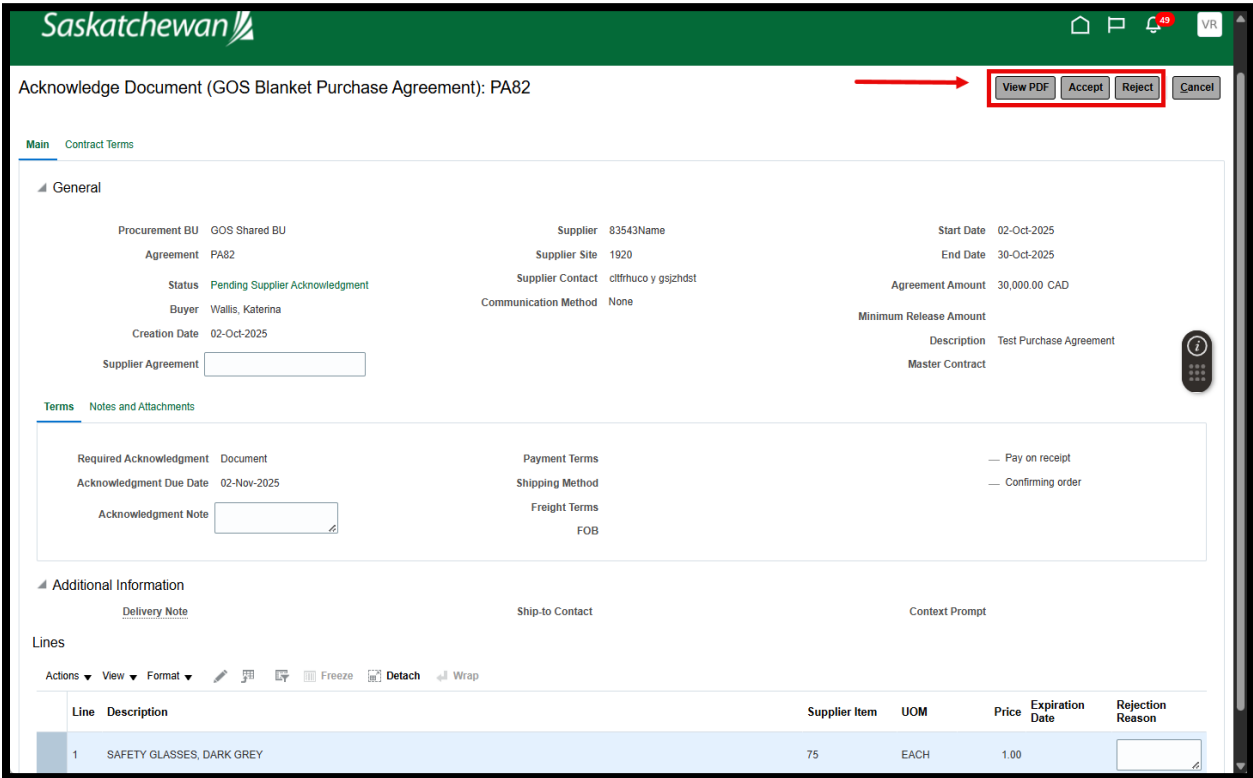
Required Acknowledgment	Document	Shipping Method	— Requires signature
Acknowledgment Due Date	02-Nov-2025	Freight Terms	— Pay on receipt
Payment Terms		FOB	— Confirming order

Prior to the due date, click **Acknowledge**.

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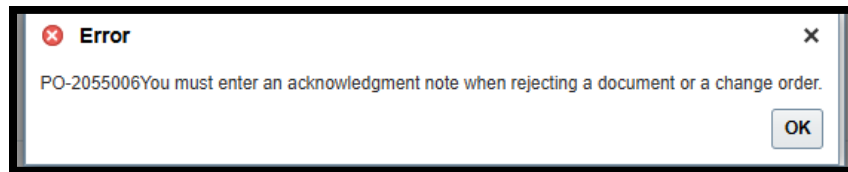


The **Acknowledge Document** screen will open. Review the agreement in full and either **Accept** or **Reject** using the buttons on the top right. To view the purchase agreement as a PDF click **View PDF**.

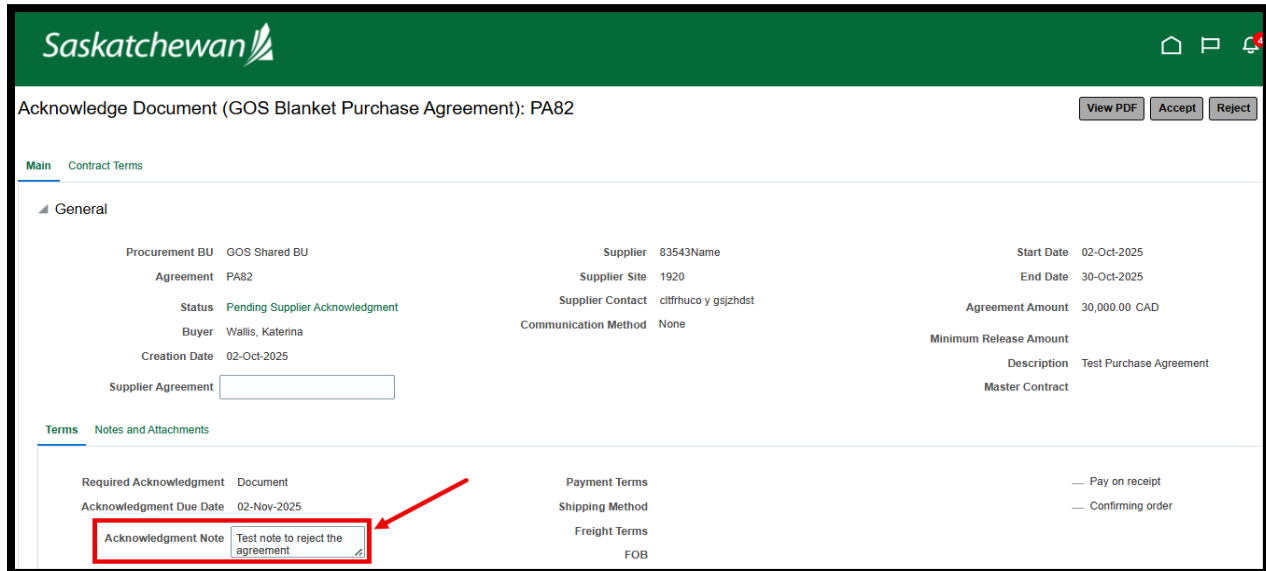


If the purchase agreement is rejected, a warning message will appear. Click **OK**.

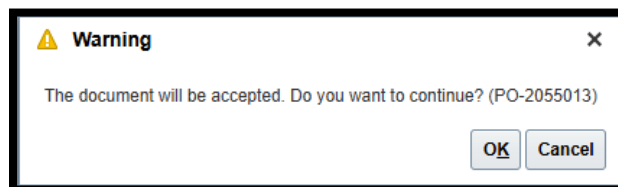
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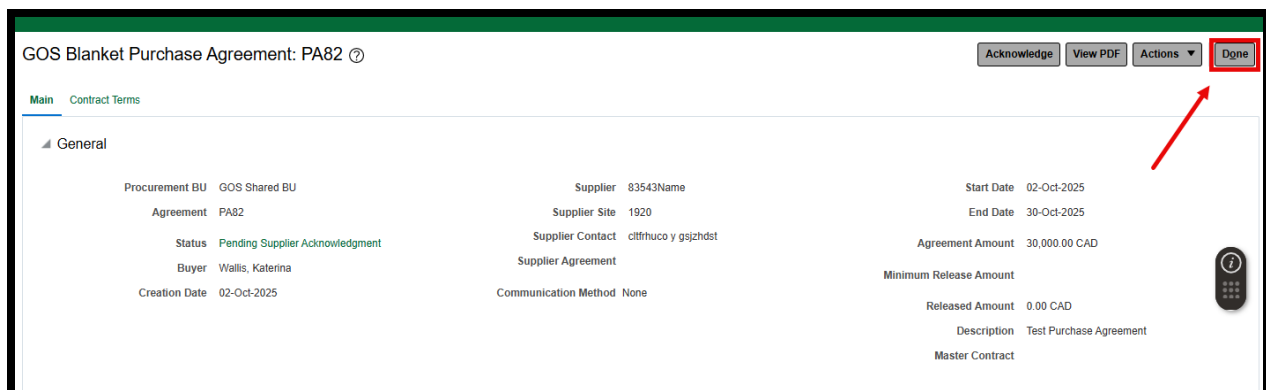
A note must be entered to explain why the agreement is being rejected. The note can be entered in the **Acknowledgement Note** field. When the note is entered, click **Reject** again.



After clicking **Accept** a confirmation message will appear. Click **OK**.



To close the purchase agreement or return to the previous screen, click **Done**.



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VI. Contracts and Deliverables

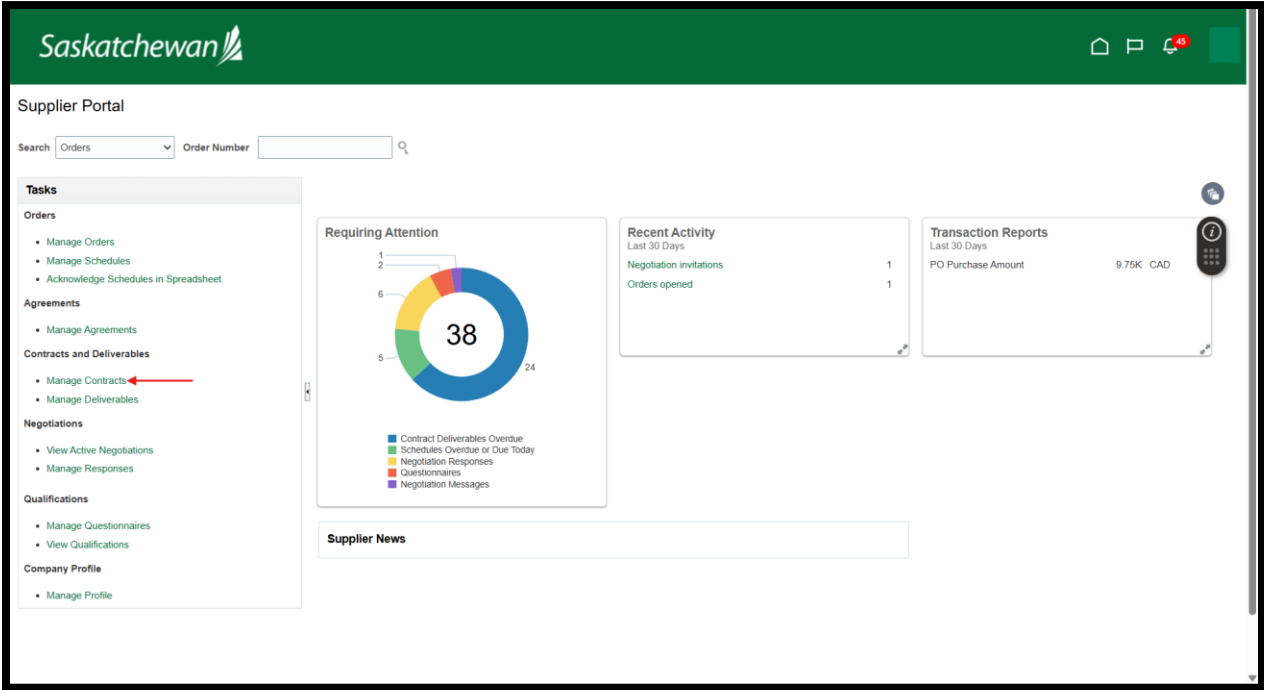
A. Contract Management

Suppliers can manage their contracts from the supplier portal dashboard which allows them to view and download the contract documents and add/share documents with the contracts team.

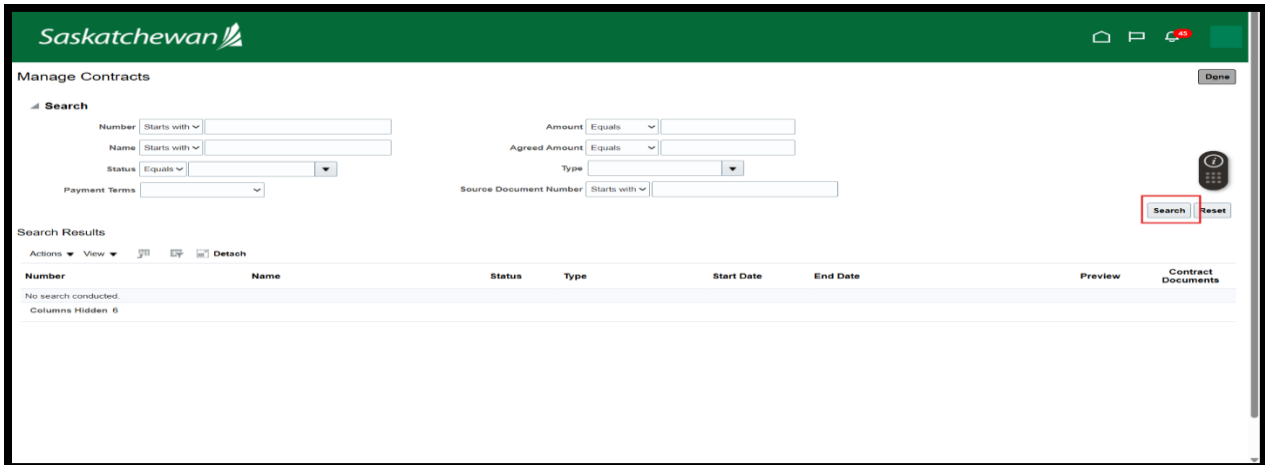
1. Manage Contracts

In **Manage Contracts**, suppliers can view a PDF of the Contract document (which includes the contract terms) and redline their version before sending it back to the contracts team.

Click **Manage Contracts** under **Tasks**.

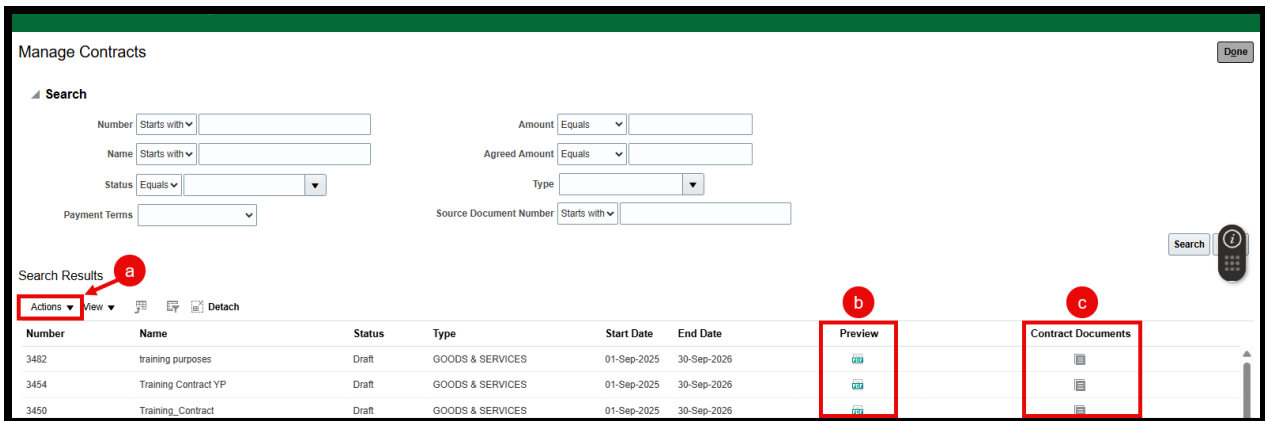


The **Manage Contracts** screen will open. The supplier can search for a specific contract or click **Search** without search criteria entered and the search results will display all contracts for that supplier.



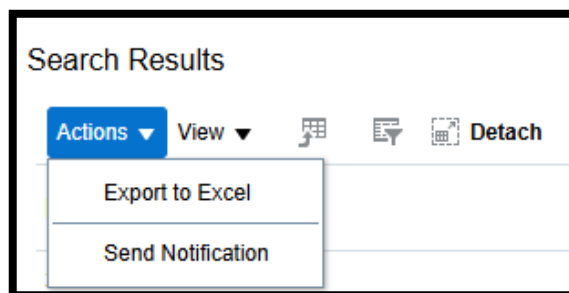
In the **Manage Contracts** screen, there are three options:

- a. Click Actions.
- b. Download a preview of the contract (PDF).
- c. View the Contract Documents.



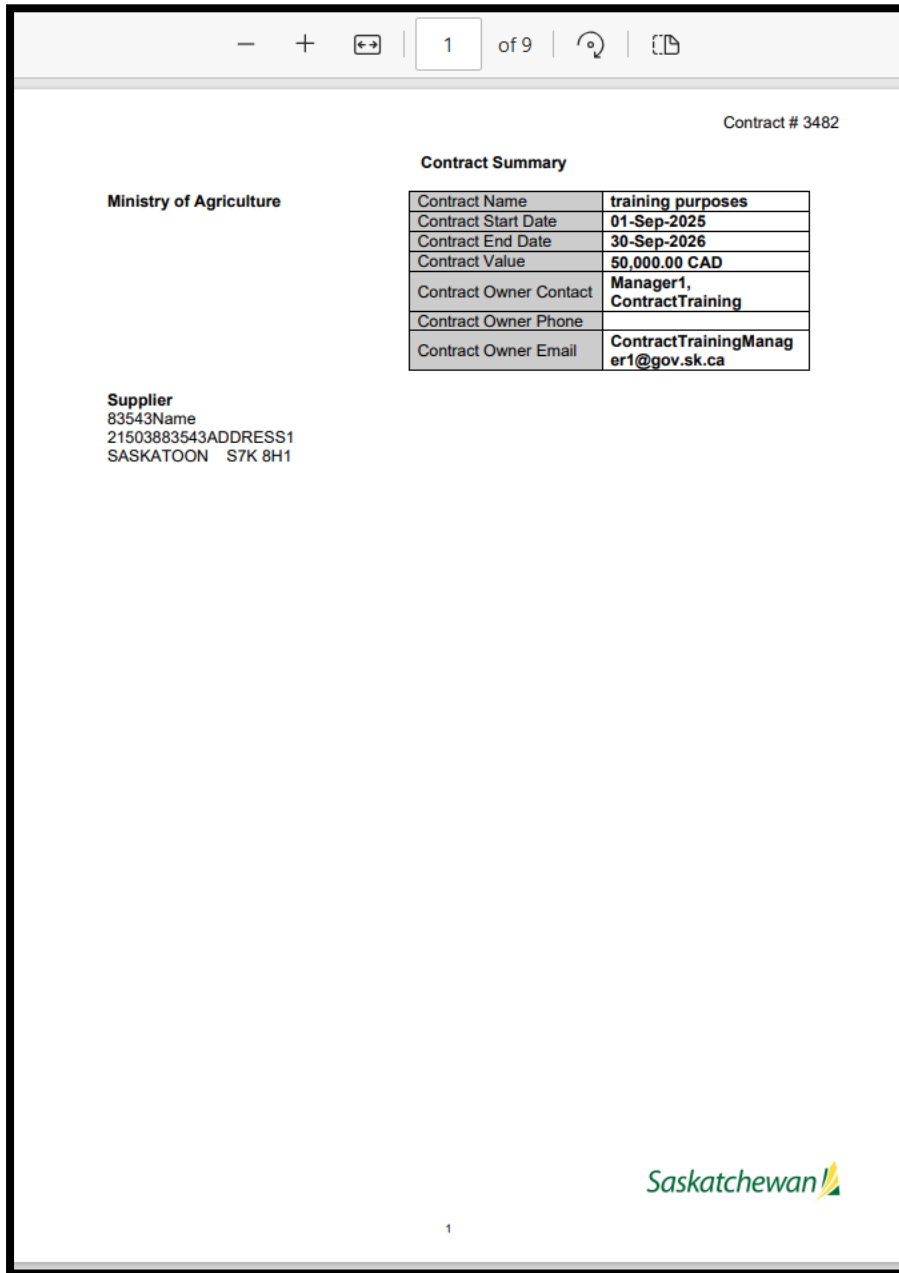
Click **Actions**:

- a. **Export to Excel** to export the list of contracts to a spreadsheet.
- b. **Send Notification** to open a notification screen and send a notification to the contracts team about the highlighted contract.



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Download a PDF - Click the PDF icon under **Preview** to download a PDF of the contract. The PDF may appear differently depending on the PDF reader's settings.



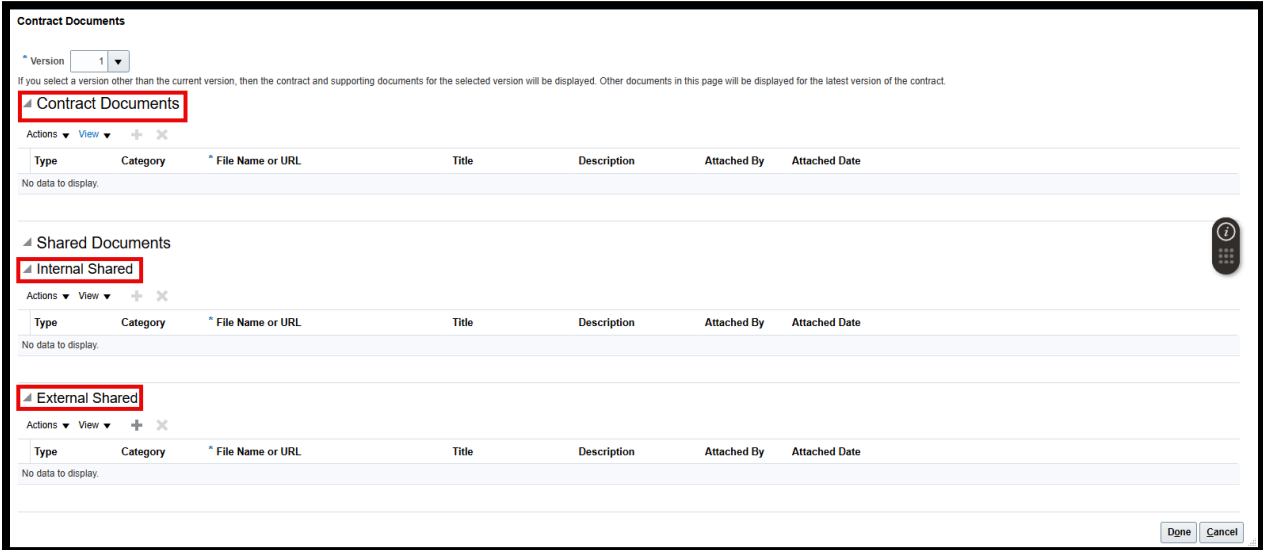
View the Contracts Documents - Click the documents icon under Contract Documents to open the **Contract Documents** screen. On this screen there are three sections:

Contract Documents – may include Schedules and other documents related to the contract. The supplier cannot add or remove documents from this area.

Internal Shared – may include any other supporting documents the contracts team is sharing with the supplier. The supplier cannot add or delete documents from this area.

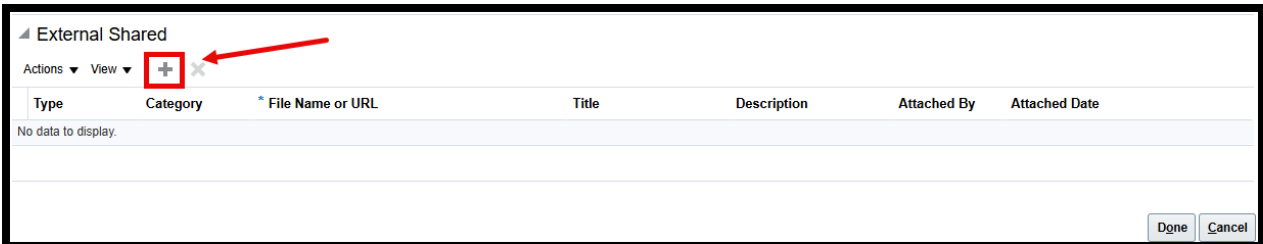
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External Shared – the supplier can use this area to share documents with the contacts team including a redlined version of the contract.



Review each document by clicking the hyperlink under **File Name or URL**

To add a document and share it with the contracts team, navigate to the **External Shared** area and click the + sign.

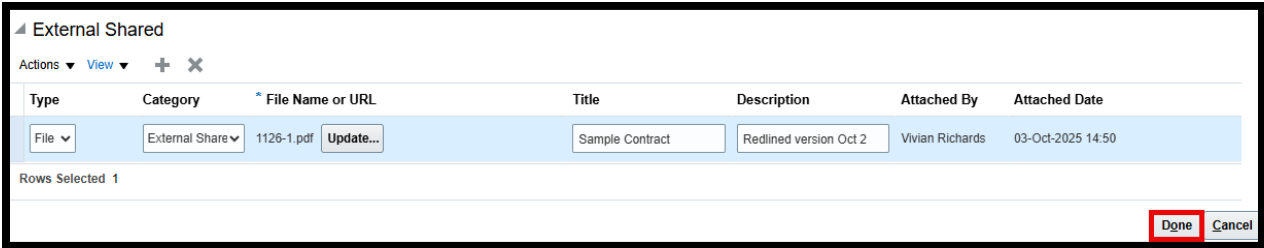


A new row will appear that will allow a file to be added.

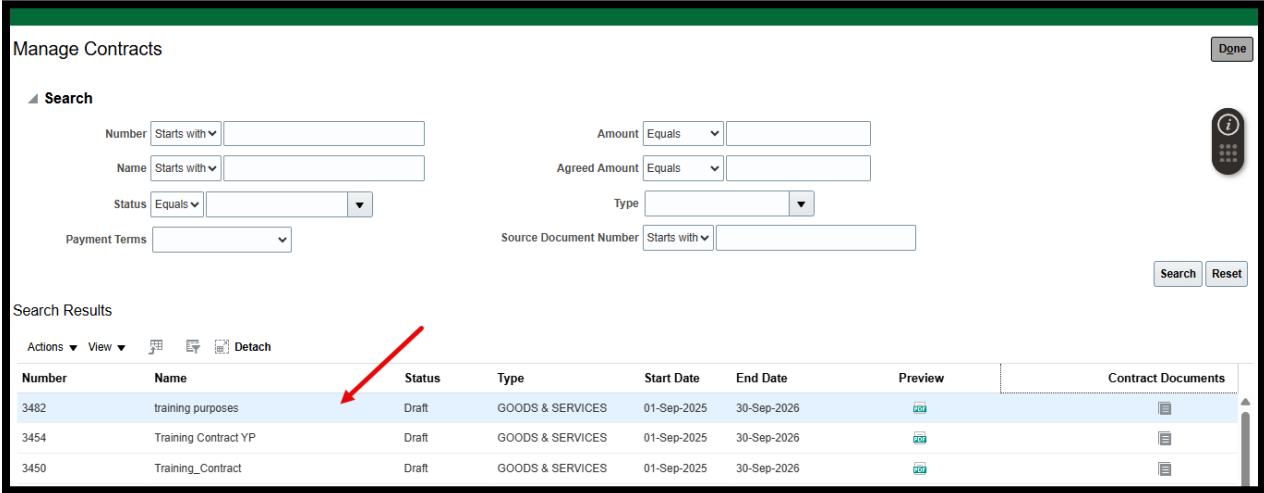


Click Choose File to select a file to add and include a Title and Description in each field. Click the + sign to add another document or click Done to return to the Manage Contracts screen.

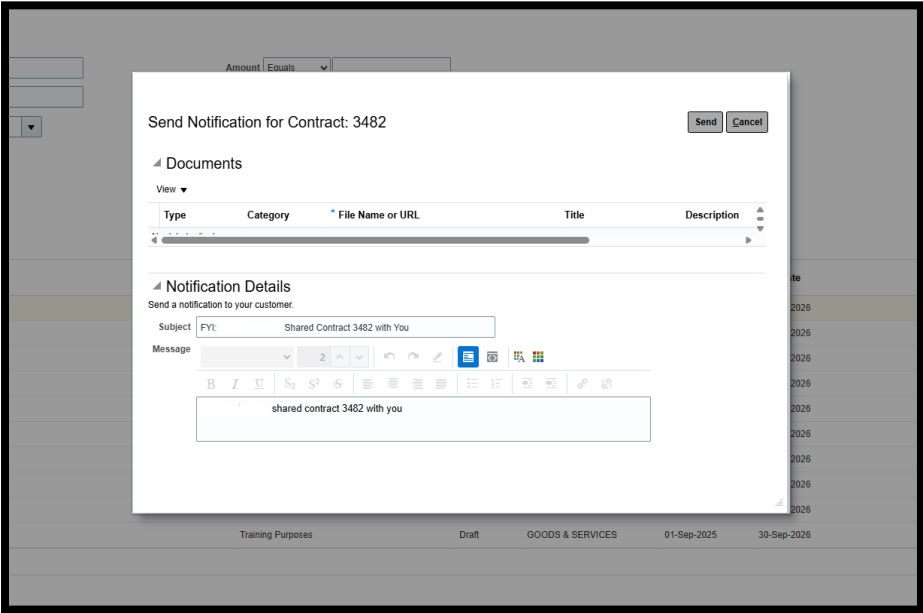
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From the Manage Contracts screen, highlight the contract from the list.



Click **Actions** and select **Send Notification**. The notification provides a subject line and an email body that can be edited to provide instructions to the contracts team. When the subject line and email body are updated, click **Send**.



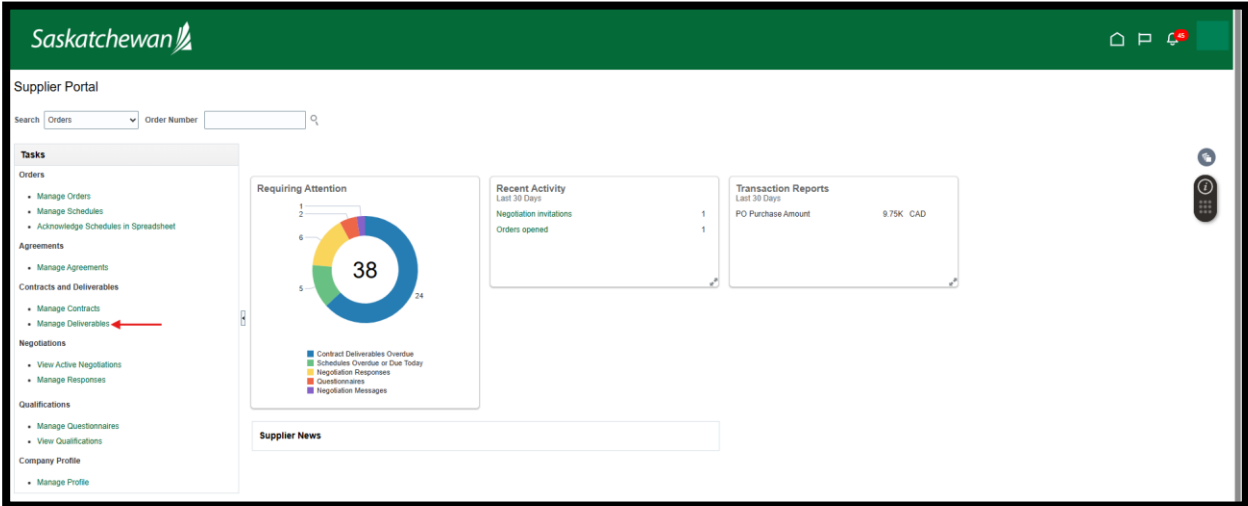
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The shared document has now been shared with the contracts team.

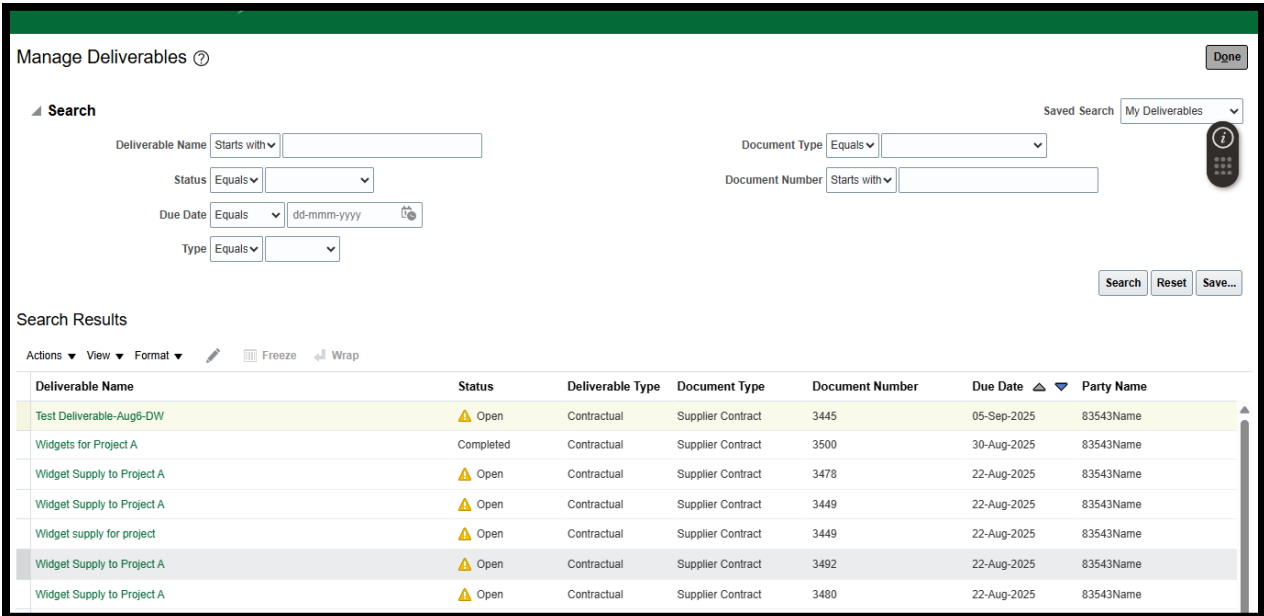
B. Deliverables Management

1. Manage Deliverables

Click **Manage Deliverables** under **Tasks**, the **Manage Deliverables** screen opens.

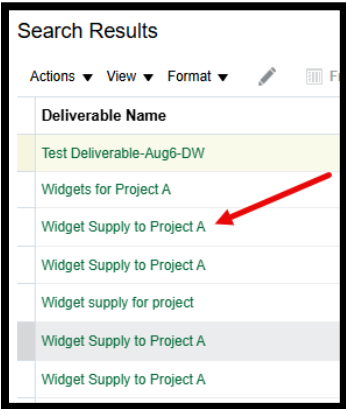


The supplier can search for a specific deliverable or click **Search** without search criteria entered and the search results will display all the supplier’s deliverables.

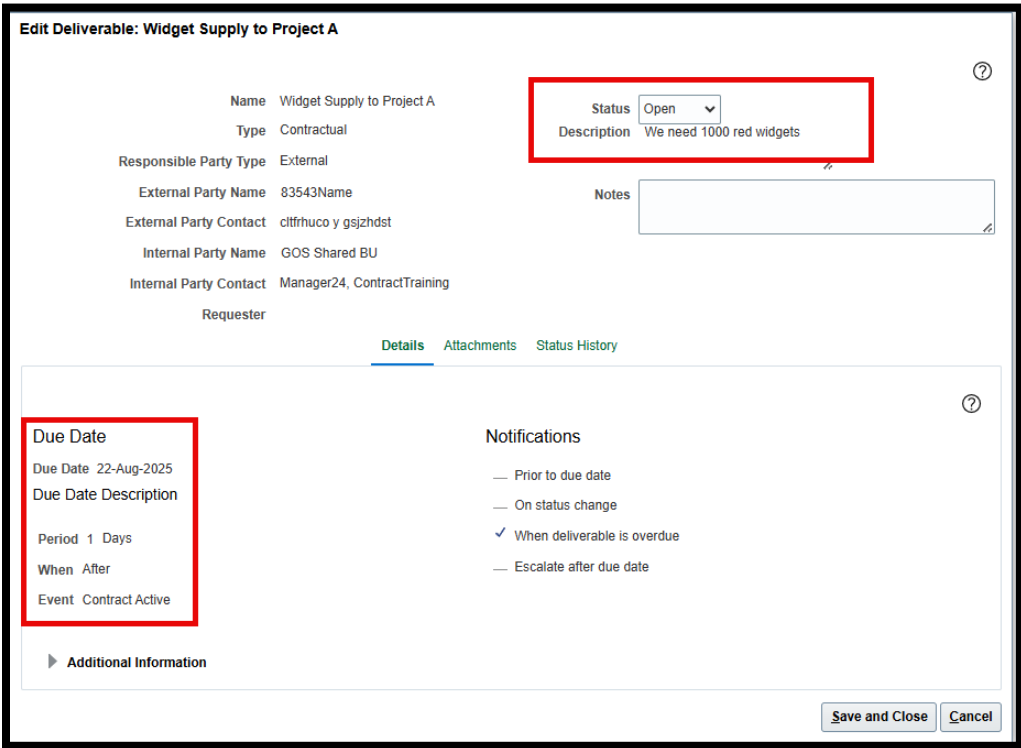


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In the **Manage Deliverables** screen, the supplier can view and edit their contract deliverables. Click the green **Deliverable Name** to open the deliverable.



The **Edit Deliverable** screen will open. Review the specifics of the deliverable including the status and description and the due date.



When a deliverable is complete, change the **Status** to submitted by clicking the drop-down and selecting **Submitted** from the list.

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Include any comments about the submission of the deliverable in the Notes text box.

Click the **Attachments** tab to view and add any attachments. To view an attachment, click the green hyperlink file name.

Type	* File Name or URL	Title	Description	Attached By
File	test.pdf	test.pdf	Sample attachment	Vivian Richards

To add an attachment, click the + sign to add a file, include a title and description for the contracts team.

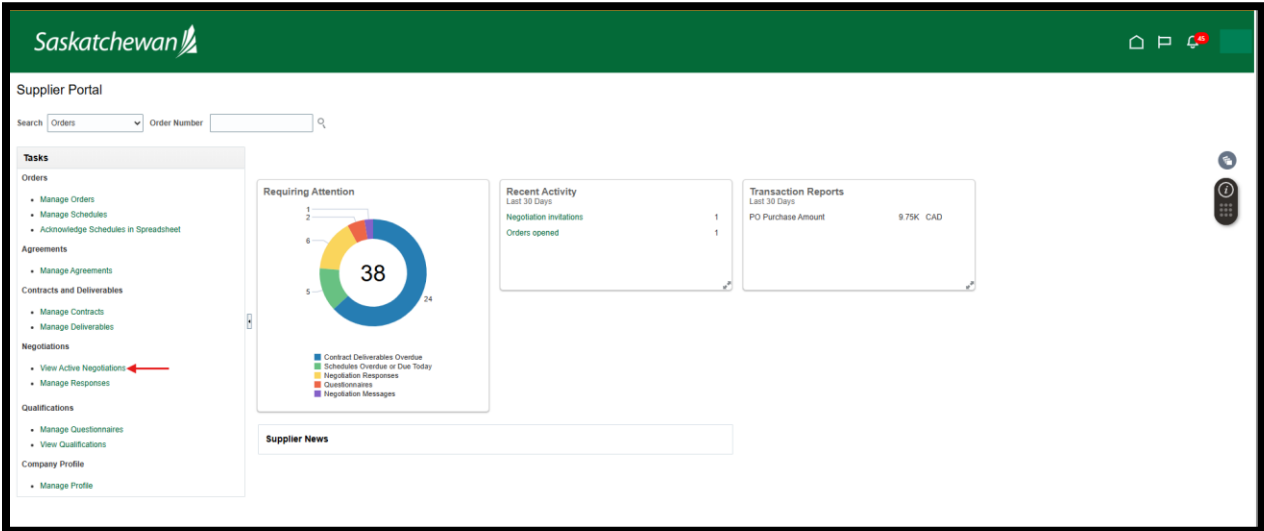
Type	* File Name or URL	Title	Description	Attached By
File	test.pdf	test.pdf	Sample attachment	Vivian Richards

VII. Negotiations (Sourcing Events)

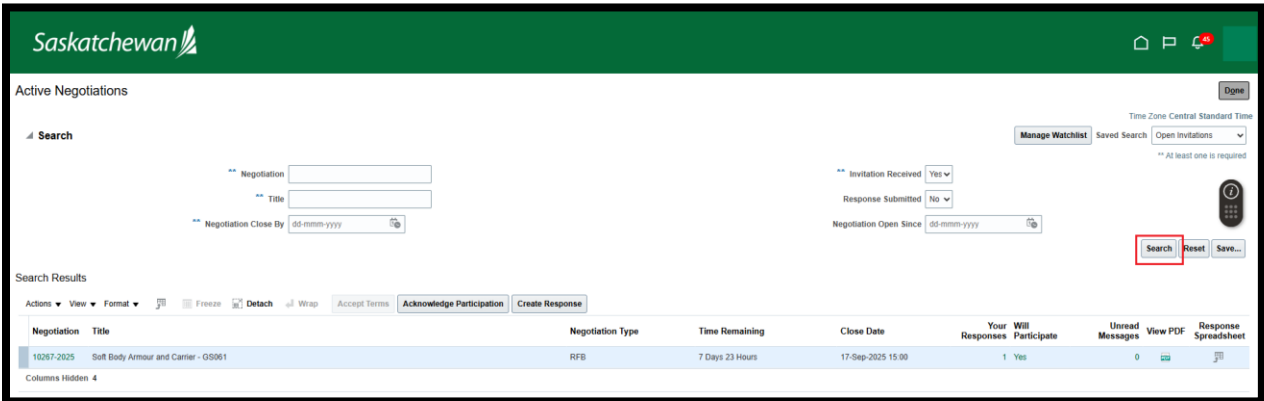
A. Searching for Negotiations to Bid on or Respond to

1. View Active Negotiations

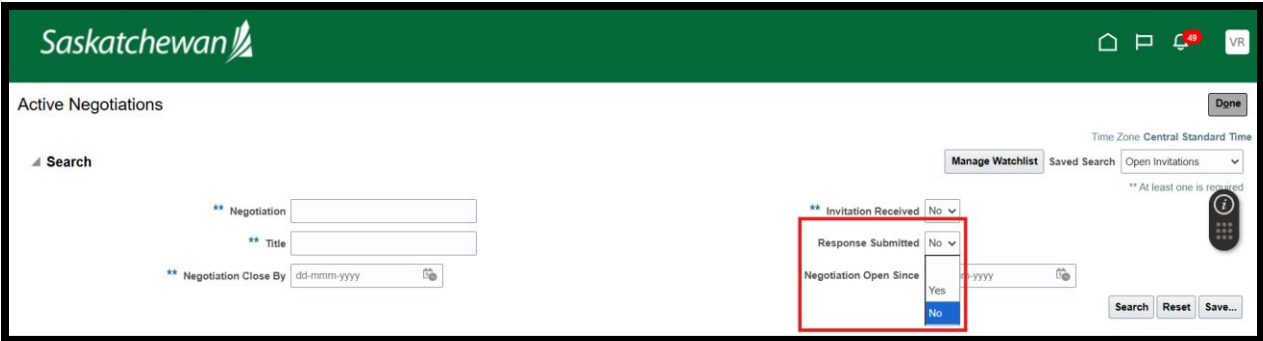
Click **View Active Negotiations** under **Tasks**, the **Active Negotiations** screen opens.



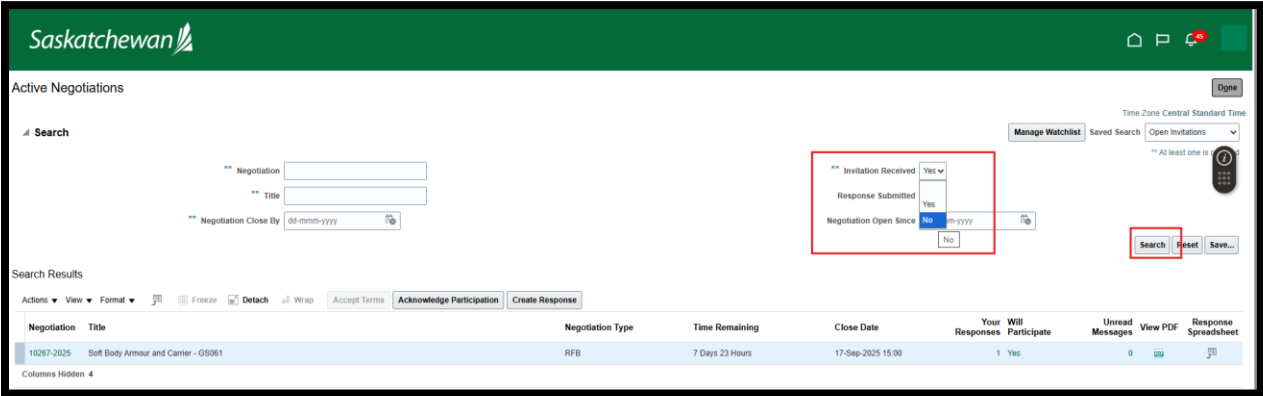
Click **Search** from the **Active Negotiations** screen, the search results will default to any negotiations the supplier has been invited to.



To view active negotiations where a response has been started, click the **Response Submitted** drop-down and select **Yes**.



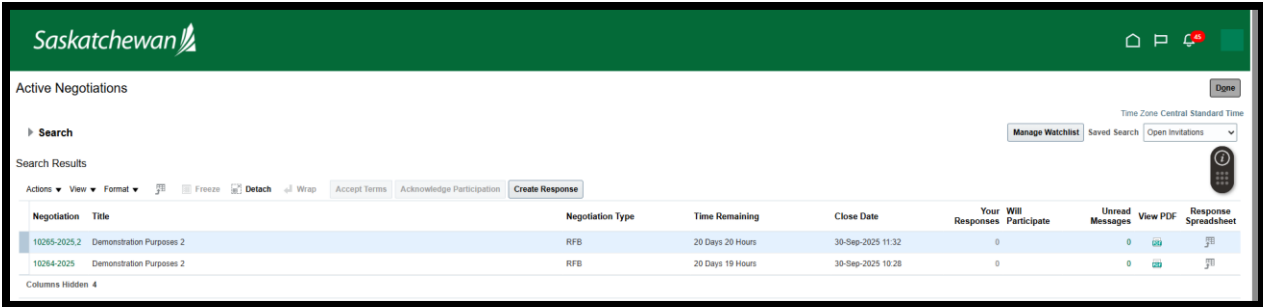
To view all active negotiations, click the drop-down arrow for **Invitation Received** and select **No**. Click **Search**.



The **Search Results** will display:

- **Negotiation** – click the hyperlink to open the competition and start a bid response.
- **Title** – the name of the competition.
- **Negotiation Type** – the type of bid document.
- **Time Remaining** – days and hours until the competition closes.
- **Close Date** – the date and time when the competition will close.
- **Your Responses** – the number of submissions the supplier has submitted to this competition. Click on the number in the column to see each response.
- **Will Participate** – indicates the supplier has acknowledged their participation.
- **Unread Messages** – indicates if there are unread messages between the supplier and GOS.
- **View PDF** – download the PDF version of the competition.
- **Response Spreadsheet** – download a spreadsheet with all responses, requirements, and line details.

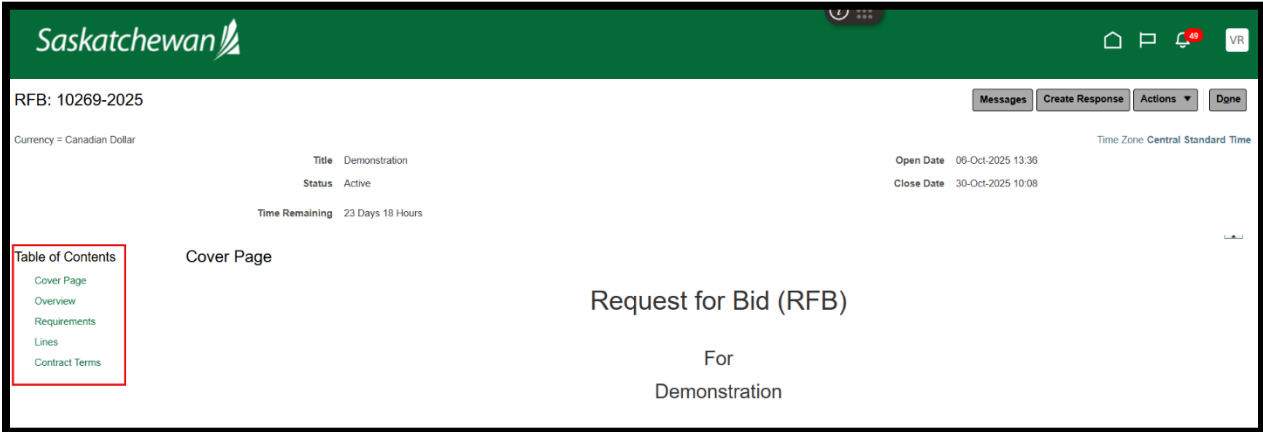
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When viewing the PDF of a competition, be sure to review the competition in full. This includes:

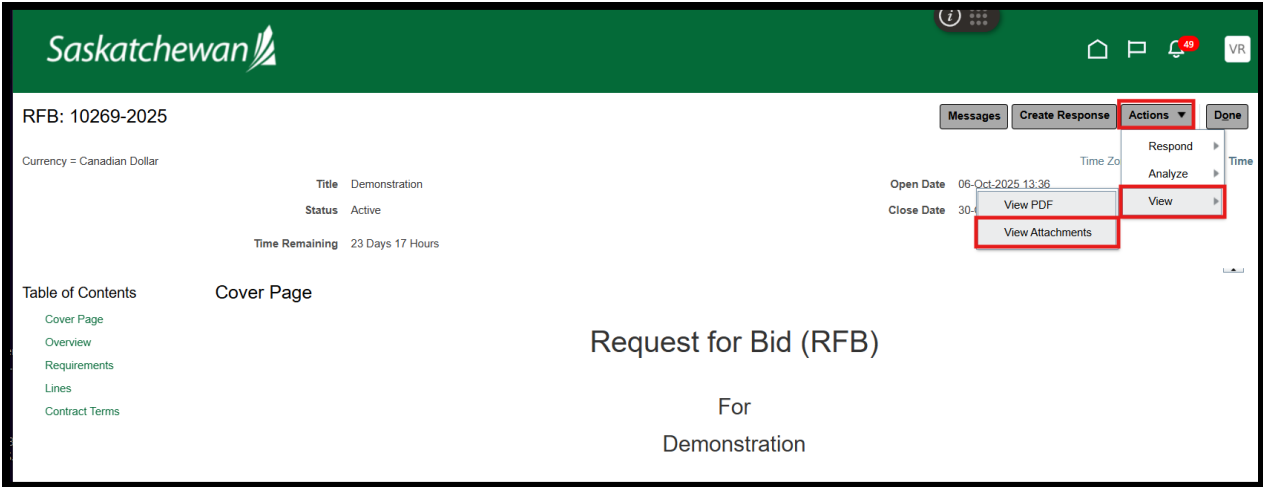
- Schedule - to review the closing date.
- Response Rules - to review the rules of the competition. The response rules will provide more information to the supplier prior to bidding. The most common rules are:
 - Suppliers are allowed to respond to selected lines.
 - Suppliers are required to respond with full quantity on each line.
 - Suppliers are allowed to provide multiple responses.
 - Suppliers are allowed to revise their submitted response.

When viewing the negotiation in GEM, use the Table of Contents to review the competition in full.



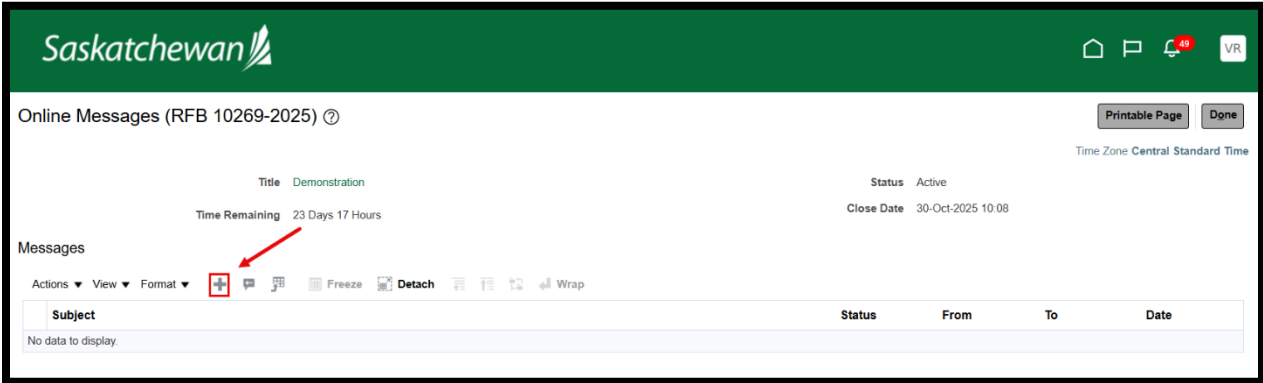
To download a zip folder that includes the competition and all attachments, click **Actions**. Select **View** and then **View Attachments**.

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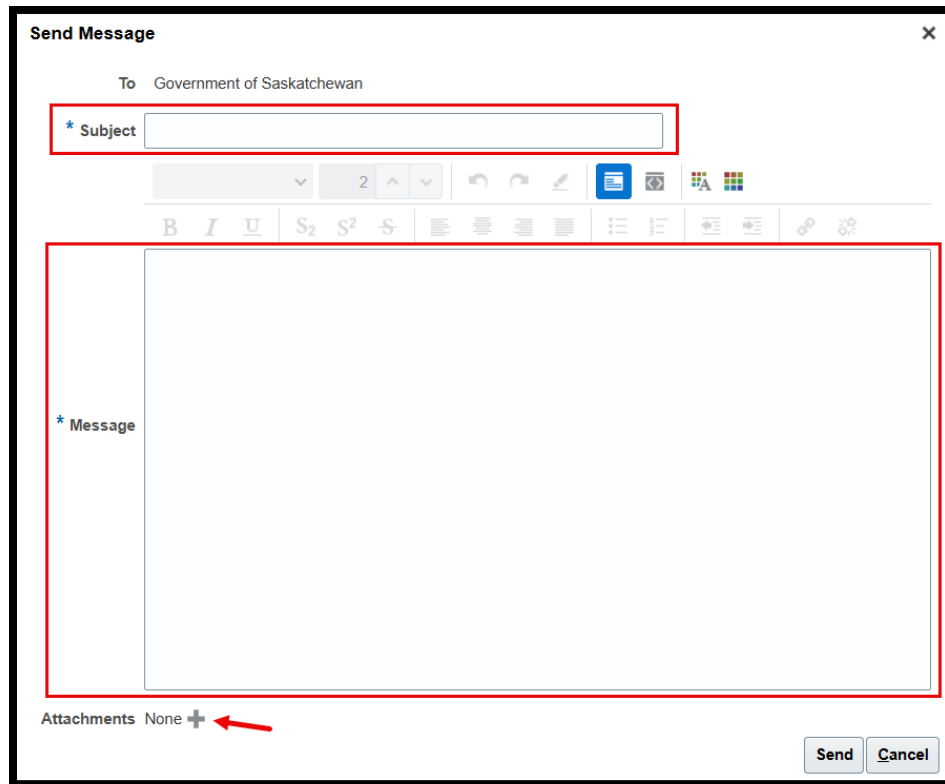


To send or receive messages about the competition, click **Messages**. The Online Messages screen will open and the supplier can review any unread messages.

To send a message, click the + sign to open a Send Message pop-up.



In the Send Message pop-up, mandatory fields are marked with an asterisk. Complete the subject line and compose the message, click **Send**. Attachments can be added, if required, by clicking the attachments + sign.

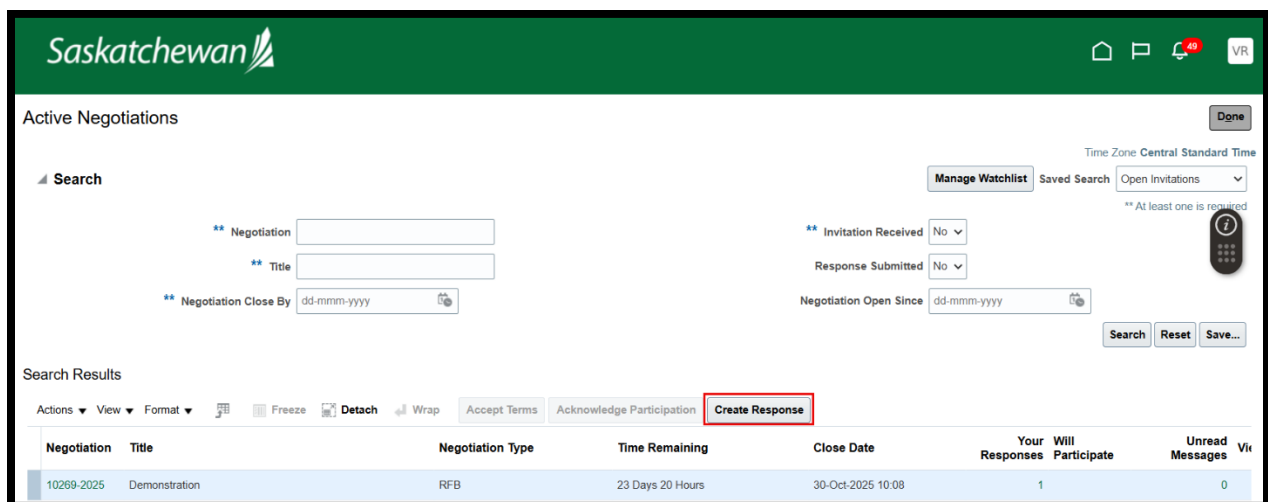


NOTE: to receive any messages, bell notifications and/or email notifications of any amendments or updates to a negotiation, it is necessary to create a response to the negotiation. To create a response:

1. Click the hyperlink of the negotiation from the search results to open the **Cover Page** of the sourcing event. Click **Create Response** and then click **Save**.

2. How to Bid on an Active Negotiation

When the supplier has decided to submit a bid, highlight the line for that negotiation and click **Create Response**.



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The **Overview** train stop will open, review the title to confirm the bid is for the correct negotiation. The train stop has the following actions:

Messages – messages between the supplier and the buyer. If there are unread messages, there will be a number displaying how many.

Actions –

- **View Negotiation** – view the negotiation.
- **View Response PDF** – download a PDF of the response.
- **Validate** – will check the response and provide a warning if a question was missed.

Title – click the green title hyperlink to view the negotiation.

Response Type

- **Primary** – initial bid.
- **Alternate** – secondary bid, if necessary.

Note to Buyer – enter any notes to the buyer.

Attachments – click the + sign to attach any documents.

Next – continue to the next screen.

Save – click to save and continue, click the drop-down to select **Save and Close**.

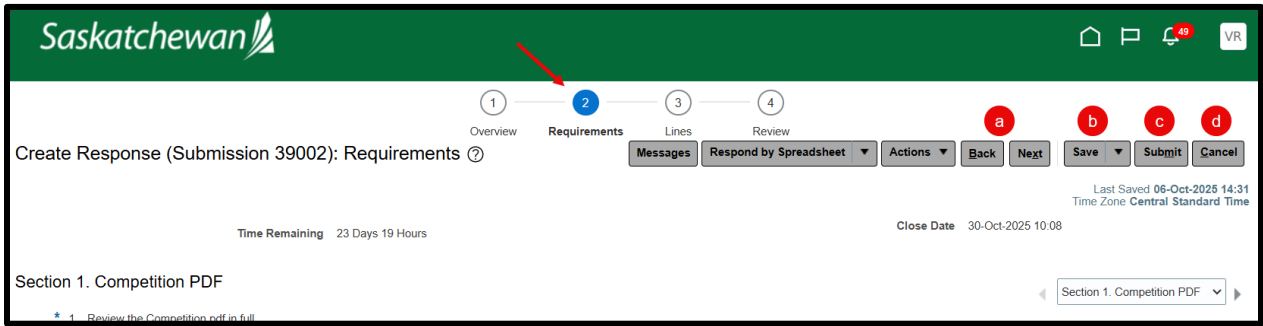
Submit – click to submit the bid.

Cancel – click to cancel and return to the previous screen.

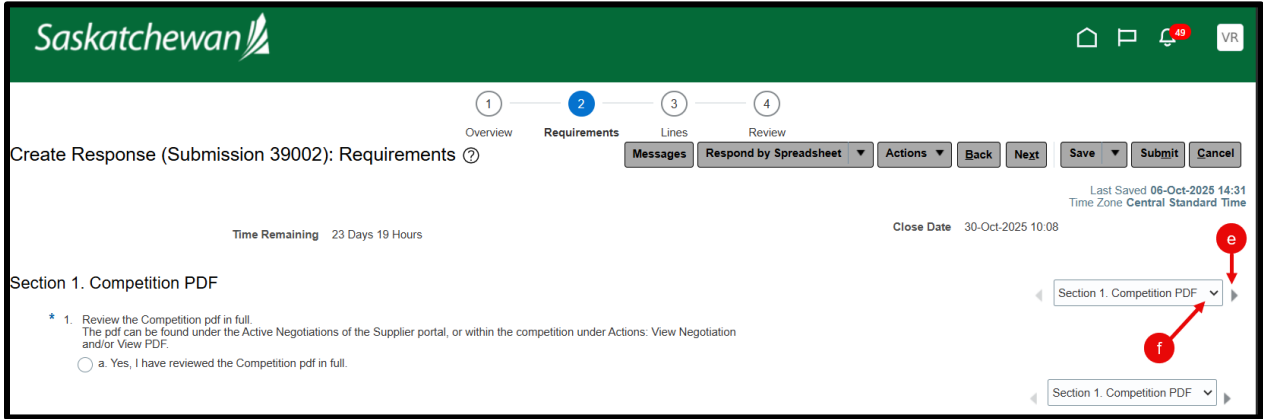
Click the **Next** button to move to the next train stop (can also click the **Requirements** train stop). The Requirements train stop will open. There are a few actions that can be completed:

- a. **Next** or **Back** – move to the next or previous train stop.
- b. **Save** – click to save and continue, click the drop-down to select **Save and Close**.
- c. **Submit** – click to submit the bid.
- d. **Cancel** – click to cancel and return to the previous screen.

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Work through all sections of the competition responding to the prompts for each section. Mandatory fields are marked with an asterisk. Navigate through the list of requirements by using the right and left arrows **e** or clicking the down arrow **f** and selecting the screen.

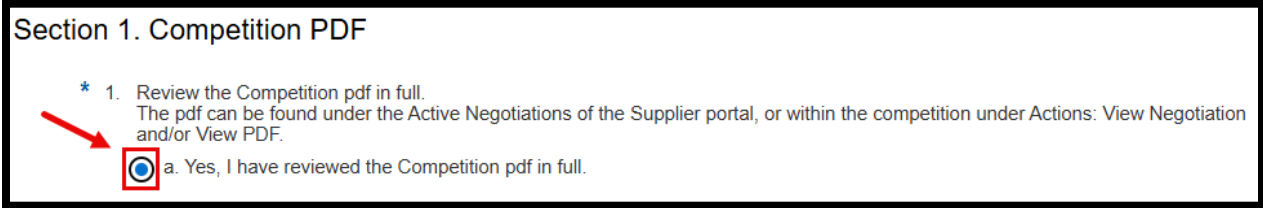


Negotiation Requirement Examples

The following are examples of requirements that may be included in a negotiation, please note this is not an exhaustive list. Mandatory fields are marked with an asterisk.

Competition PDF

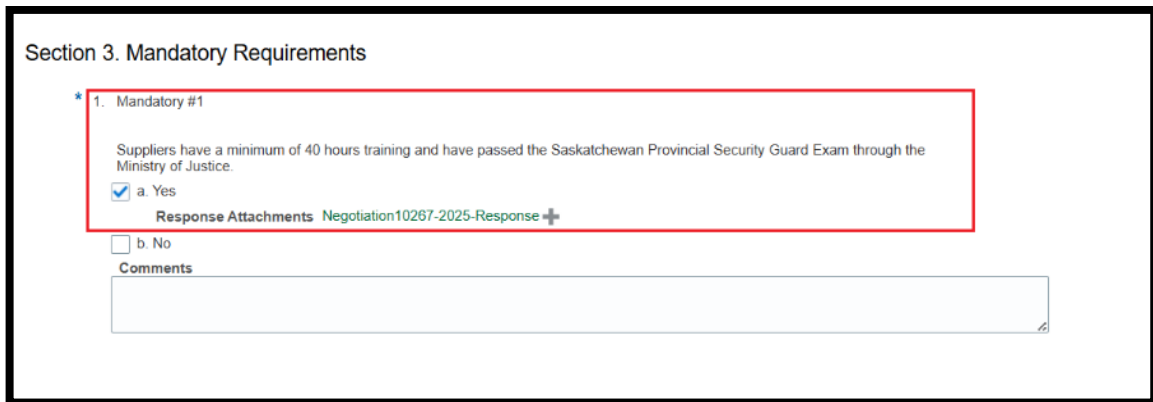
Click the circle to answer **Yes, I have reviewed the Competition pdf in full.**



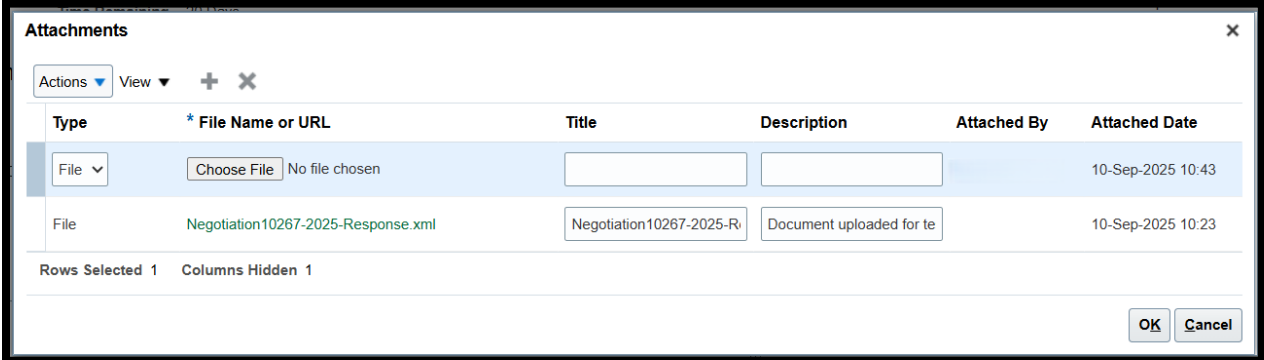
Mandatory Requirements

Mandatory requirements can be found in this section. Note: when an answer is selected, another field populates asking the supplier to attach supporting documentation.

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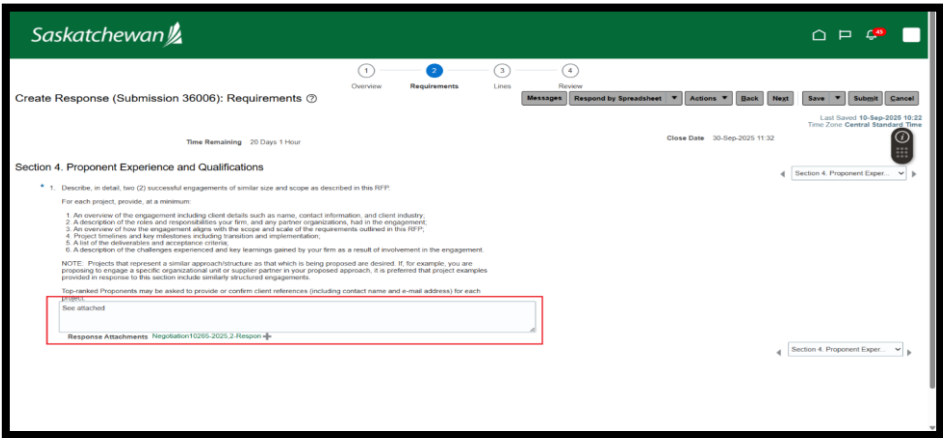


To attach a supporting document, click the + sign to open the **Attachments** pop-up. Click the + sign to create a new row. Click Choose File to select a document to attach and add a title and description in each box.



Proponent Experience and Qualifications

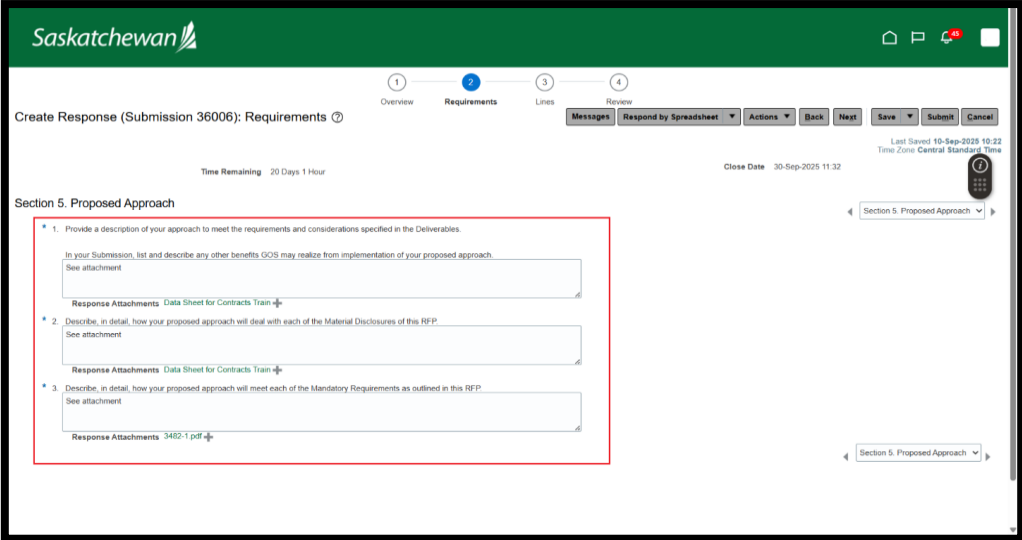
Review the details of the requirement in full and either type the answer in the box provided or attach a response document that may include supporting documents.



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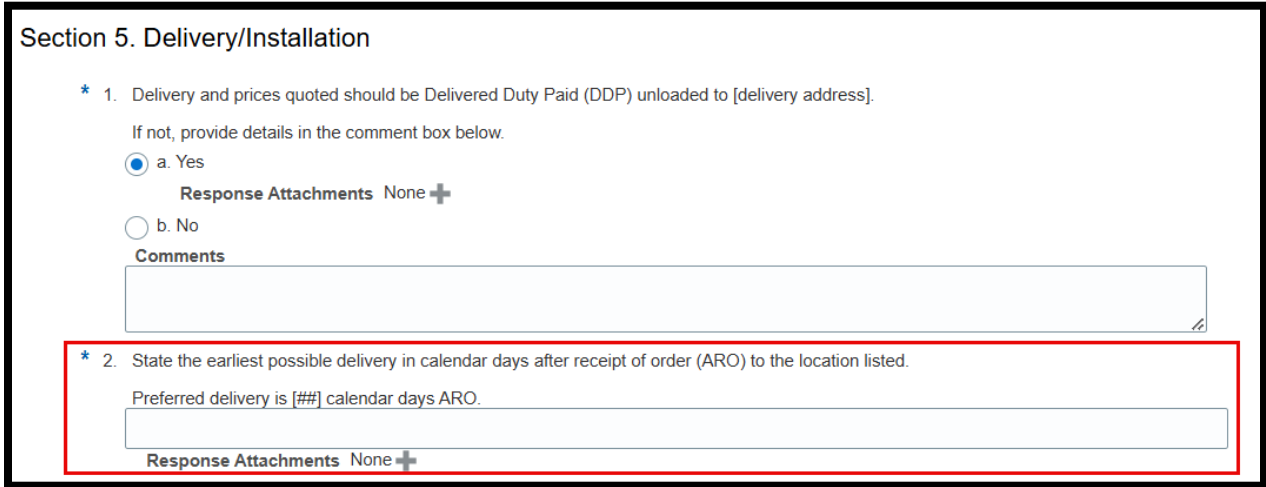
Proposed Approach

Review the details of the Requirement in full and type the answer into the box provided or attach supporting documentation. Ensure each question is answered before submitting the response.

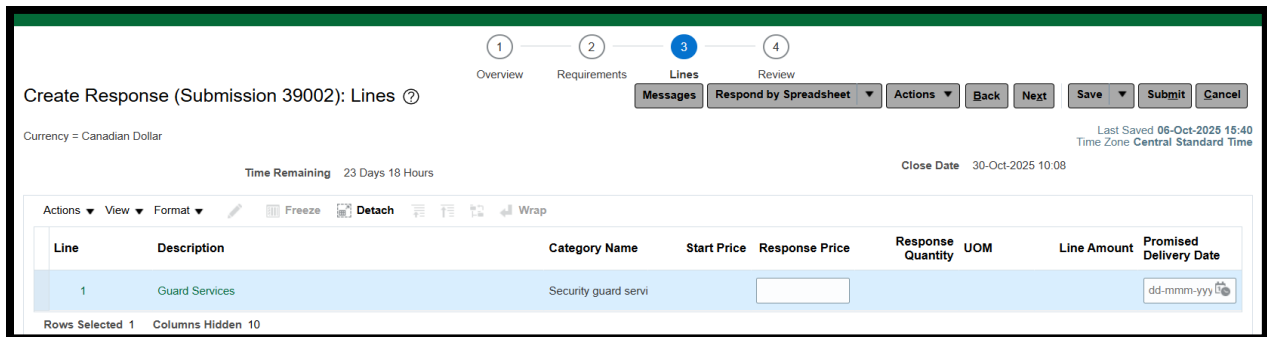


Delivery/Installation

Review the requirement in detail, in this example the answer requires the supplier to state the earliest possible delivery in calendar days after receipt of order (ARO) to the location indicated.

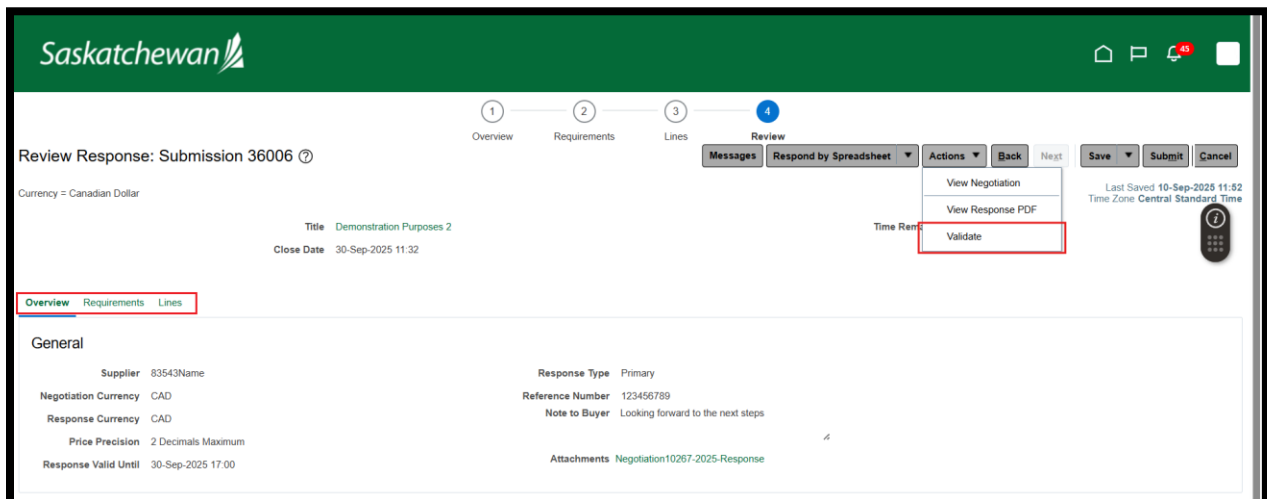


When the requirements have all been completed, click **Next** to move to the next train stop. The **Lines** train stop will open. Review the information and, if applicable to the negotiation, fill in the fields that require information such as the Response Price and Promised Delivery Date. Click **Save**.

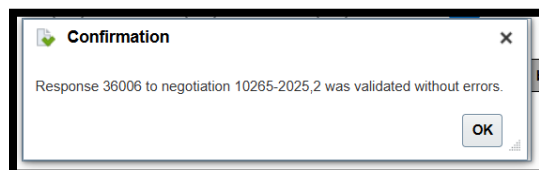


Click **Next** to move to the next train stop. The **Review** train stop will open and allows for a final review of the response before submitting.

- To check for errors or warnings prior to submitting the response, click **Actions** and select **Validate**. The results of the validation may reveal warnings or errors that require further review.

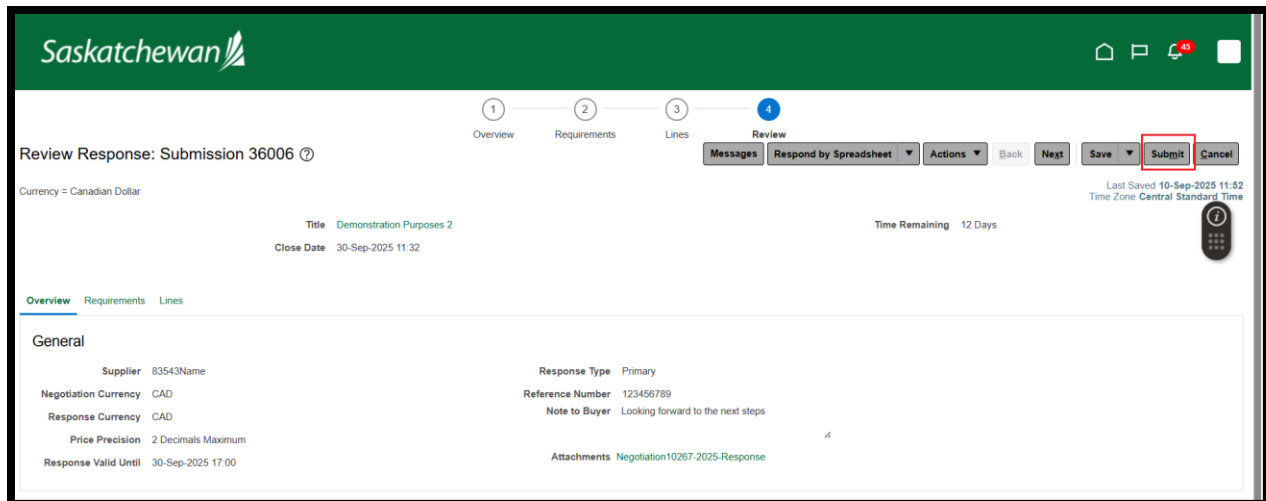


If there are no errors or warnings, a **Confirmation** pop-up will appear. Click OK.

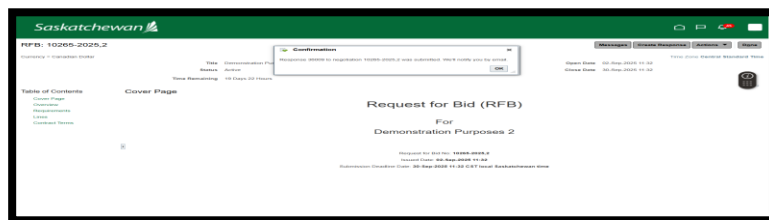


3. Submitting the bid or response

With the review and validation complete, click **Submit** to submit the response.



A confirmation message will appear and the supplier will receive a confirmation email.



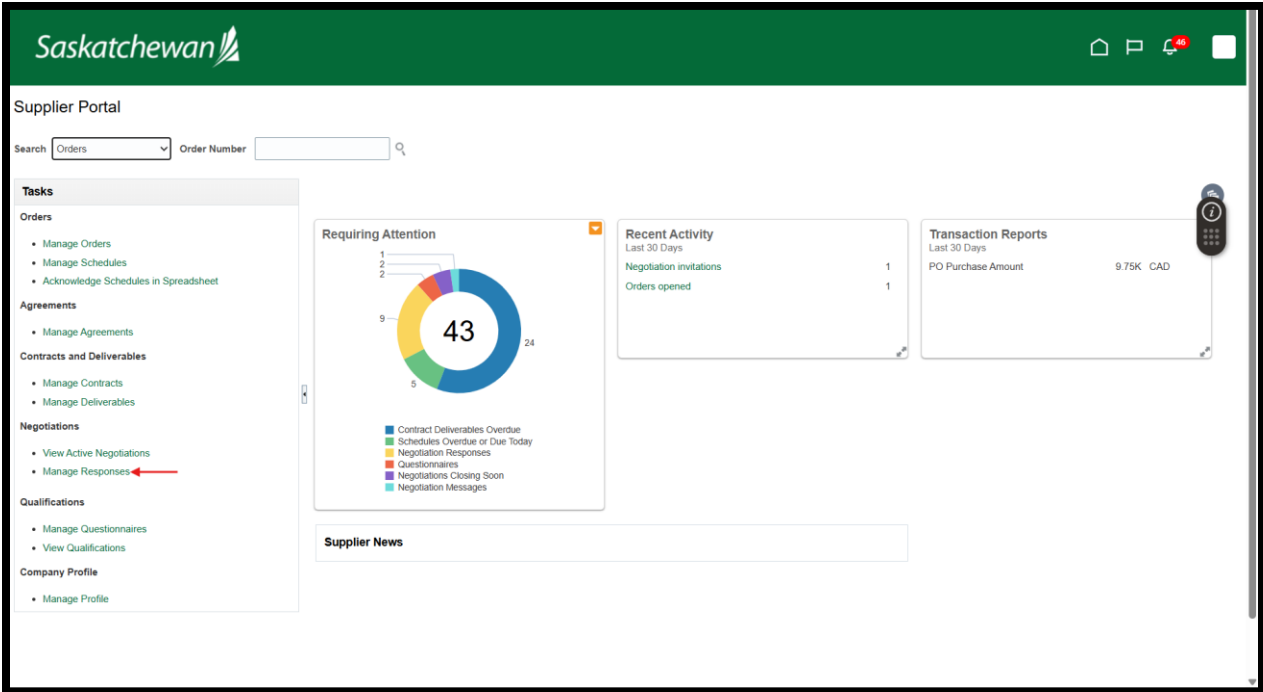
Click **OK**.

Click **Done** to return to the previous screen.

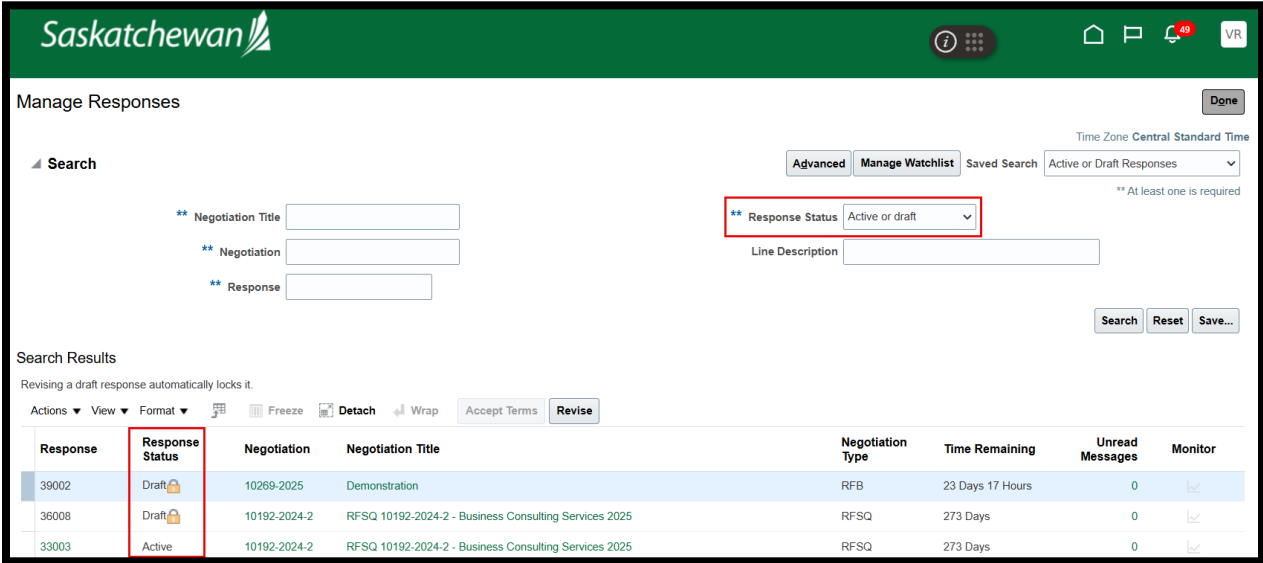
B. Managing Responses

1. Manage Responses

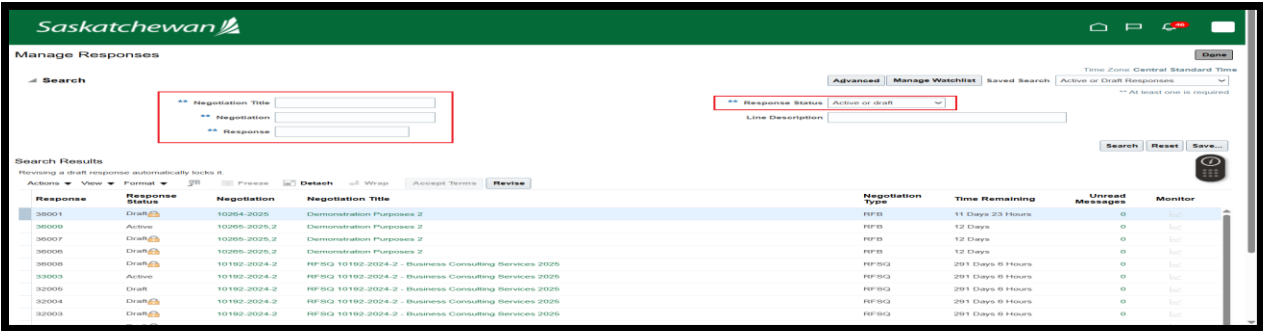
Click **Manage Responses** under **Tasks**, the **Manage Responses** screen opens.



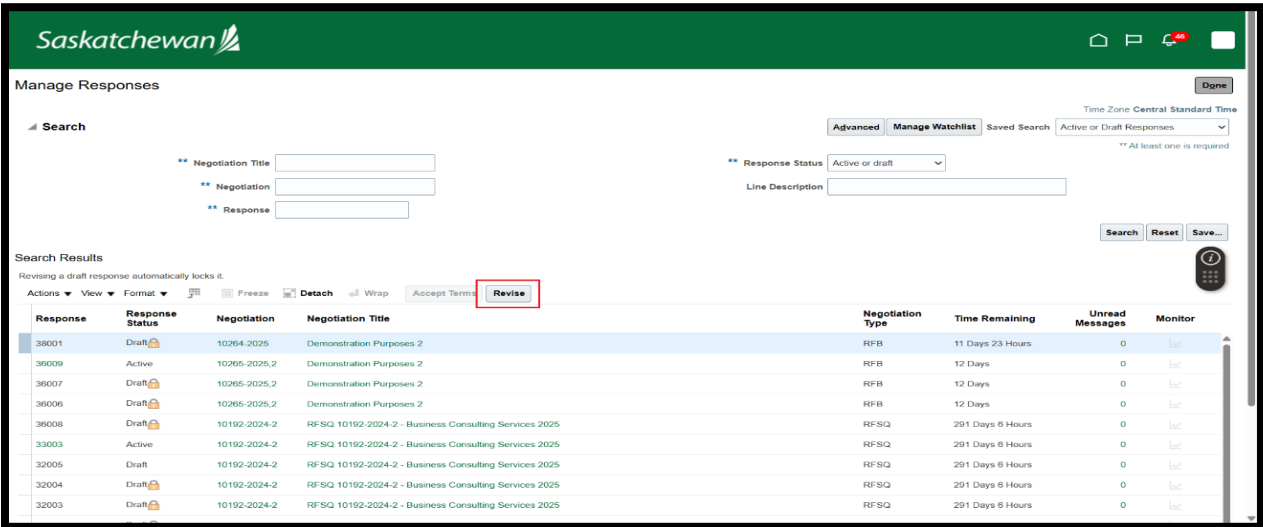
The **Manage Responses** screen will list all the negotiations that have an active or draft response.



Suppliers can search for a specific response to a negotiation by filling in one of the fields with the double asterisk.



A negotiation response can be updated or changed any time prior to the closing date. To revise a response, highlight the negotiation and **Revise**.



When revising the response, suppliers will go through the same steps as the original bid, reviewing each train stop:

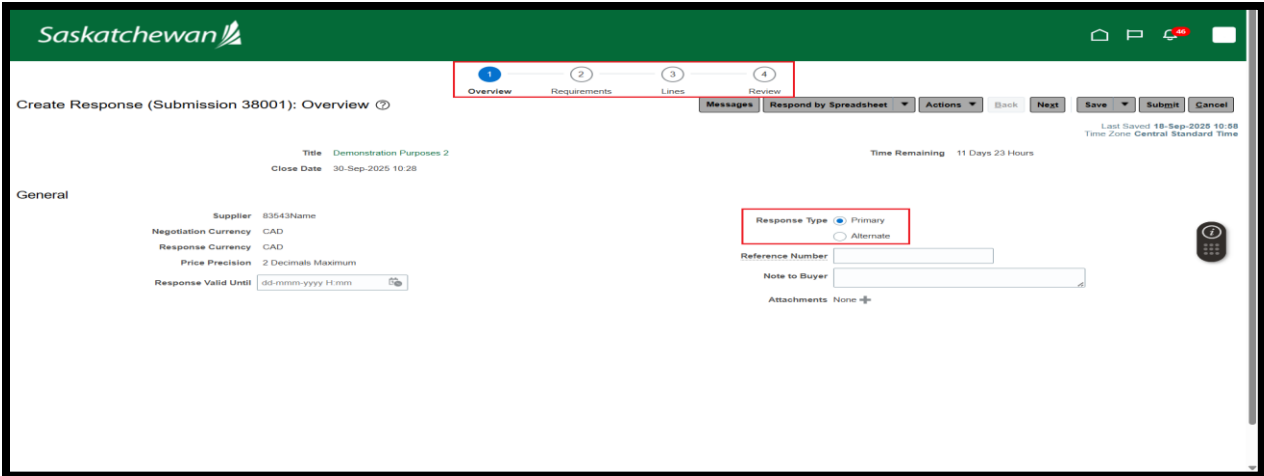
- **Overview**
- **Requirements**
- **Lines**
- **Review**

Once the response has been updated, click Submit and this will re-submit the entire bid. GEM will save the most recent submitted response.

If the **Response Rules** allow for multiple responses, a supplier can create and submit an alternate response to a negotiation. To submit an alternate response, highlight the negotiation, click **Revise** and from the **Overview** screen, locate **Response Type** and click the box for **Alternate**.

- **Primary** – “I have the widget you're looking for at this price.”
- **Alternate** – “While I have the widget you're looking for at this price, I would like you to look at this other widget I have at this other price.”

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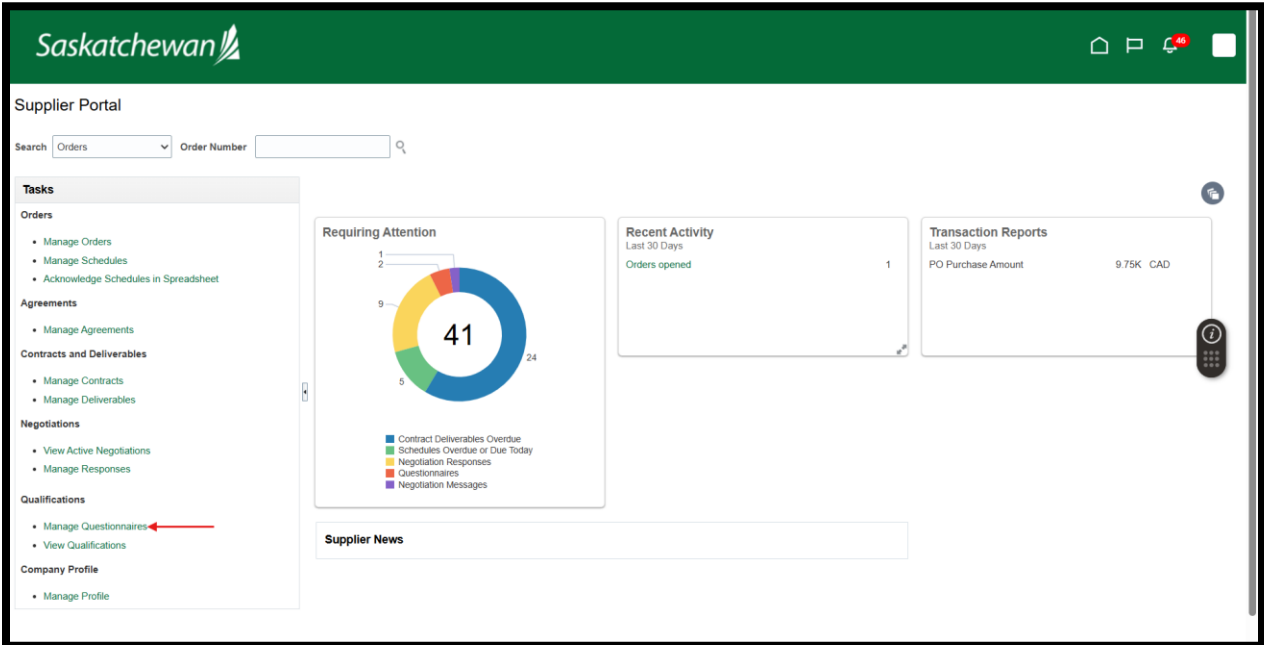
Complete the alternate response by following the same steps as the original response.

VIII. Qualifications

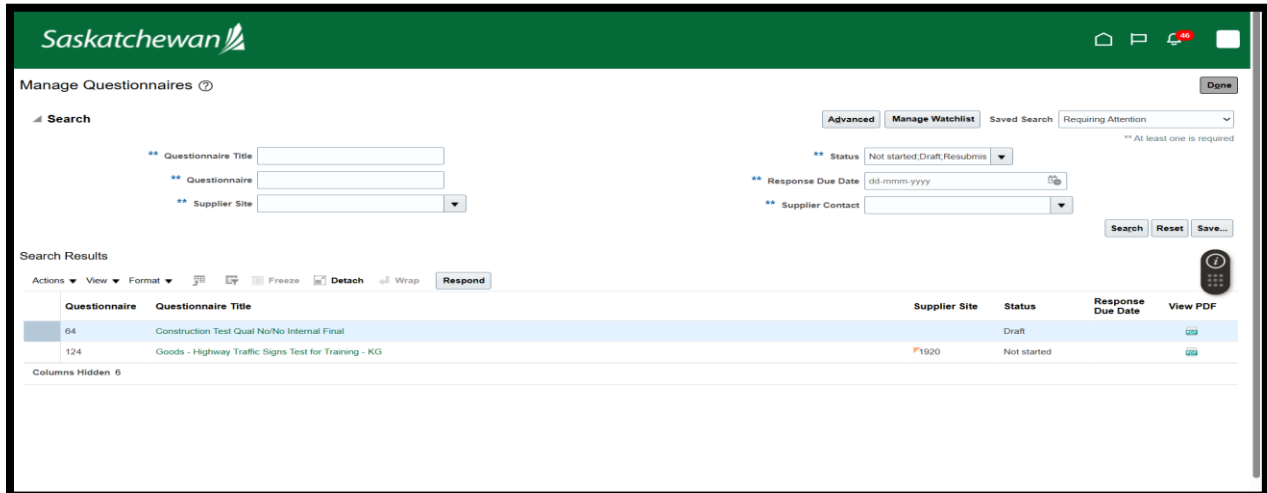
A. Manage Questionnaires

Suppliers can complete a self-evaluation by clicking **Manage Questionnaires** and completing any questionnaires found in this area.

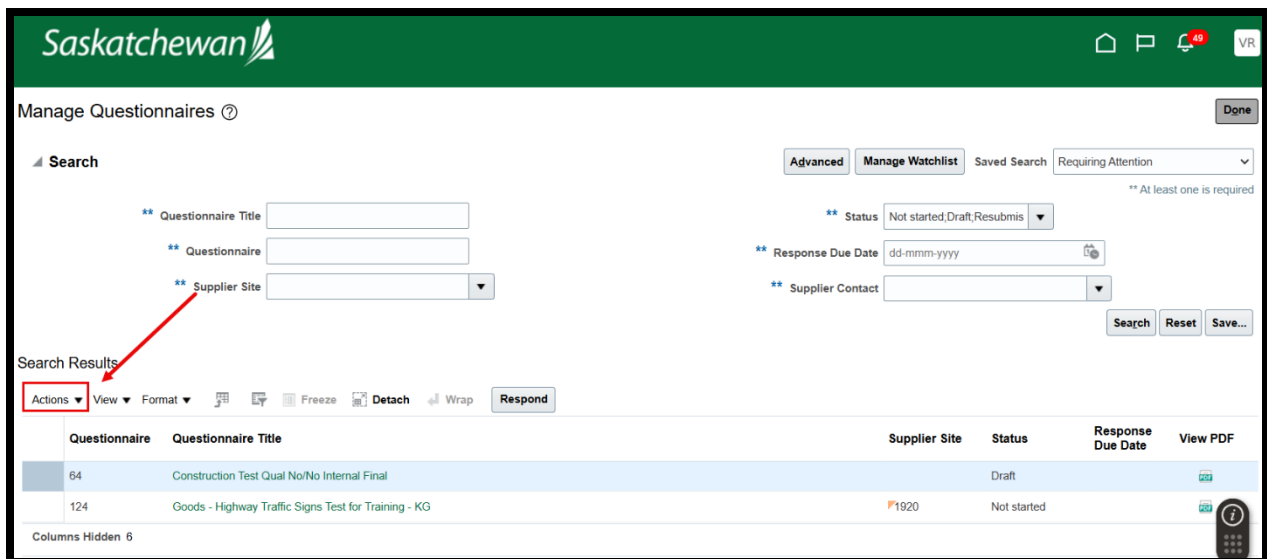
Click **Manage Questionnaires** under **Tasks**, the **Active Negotiations** screen opens.



The **Manage Questionnaires** screen shows all **Questionnaires** the supplier has available to complete.

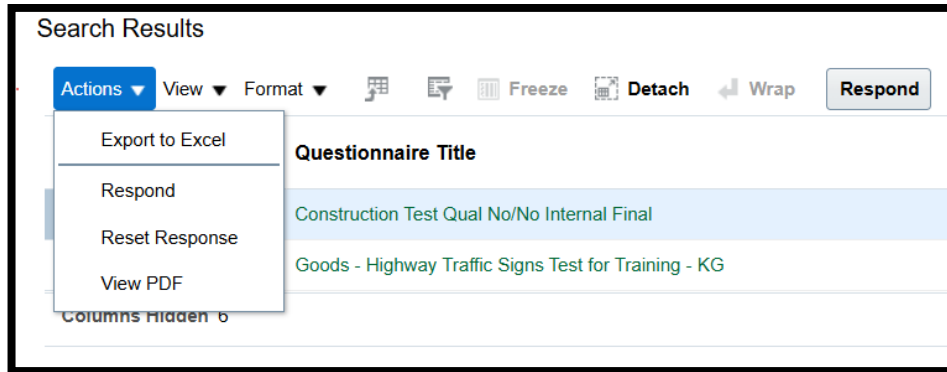


In the **Manage Questionnaires** screen, click **Actions**.

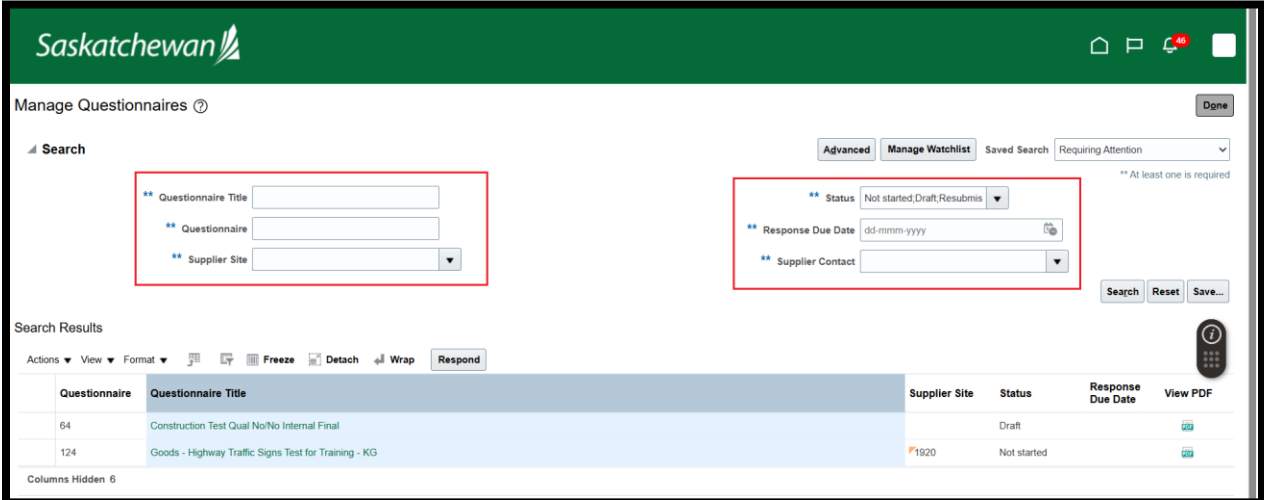


Select one of the following:

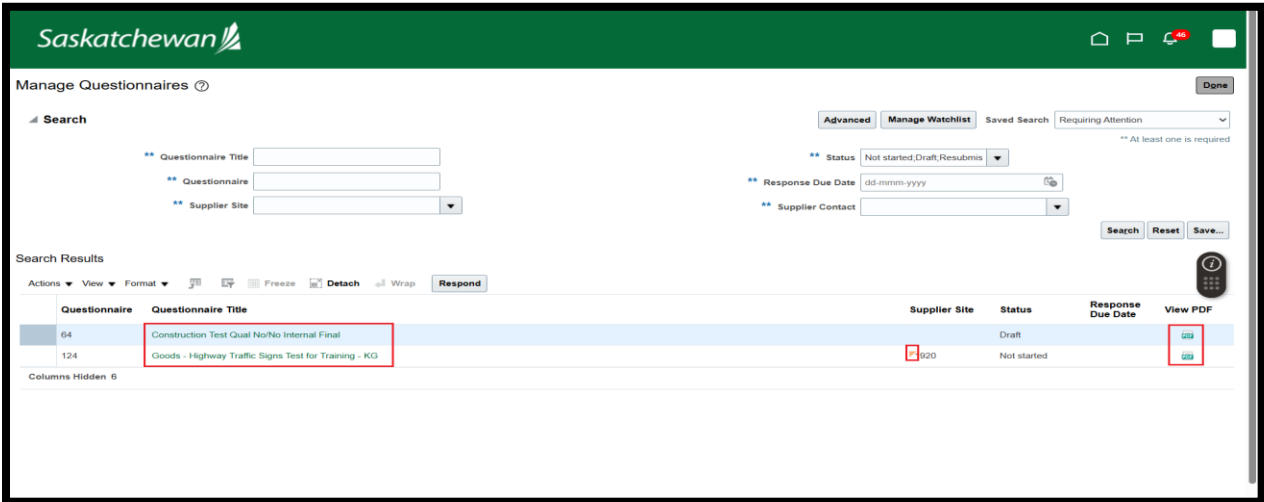
- Export to Excel** – export the questionnaire to a spreadsheet
- Respond** – open the questionnaire and respond to the questionnaire.
- Reset Response** – to reset the responses and begin again.
- View PDF** – to view the questionnaire in a PDF.



If the supplier needs to search for a **Questionnaire** any of the search fields may be used.



Select a row and click **Respond** or click the green **Questionnaire Title** to open the **Questionnaire**.
Click the orange triangle for more information.



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Open and answer the questions within the **Questionnaire**.

Questionnaires will look something like the example below. It does not have to be completed in one sitting. The supplier can click:

Save – save the progress and continue.

Save and Close – save the progress and close the questionnaire to complete later.

Submit – submit the completed questionnaire.

Cancel – cancel the action and return to the previous screen.