



SUPPLIER SUMMIT

**USAID Global Health
Supply Chain Program
Supplier Summit
February 21-23, 2017**

SUPPLIER SUMMIT

USAID Global Health Supply Chain Program



GETTING PAID



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



AGENDA

- Goals of this session
- Current invoice payment process
- Future invoice payment process

**SUPPLIER
SUMMIT**

USAID Global Health Supply Chain Program Supplier Summit

GOALS OF THIS SESSION

SESSION GOALS

- Overview
- Review current process
- Share plans for the future automated process: coming later this year!

OVERVIEW

OVERVIEW – GOOD BUSINESS PARTNERS

- Agree to, and follow, contract terms
- Consistent with commercial business practices
- Compliance with USAID regulations and policies

CURRENT SUPPLIER REGISTRATION & PAYMENT PROCESS

OVERVIEW – CURRENT PROCESS FOR SUPPLIERS

- Properly register in portal
- Provide all requested information when we enter into subcontract
- Submit invoice and back-up per the subcontract
- Provide wire transfer information (if not previously provided)
 - International suppliers – we will send you an International Wire Transfer form to confirm relevant wire information, if necessary
 - U.S.-based suppliers – We will send you an Electronic Funds Transfer form and an IRS W-9 form to complete


CURRENT PAYMENT PROCESS OVERVIEW

Supplier Registration

There are two ways for suppliers to register in the GHSC-PSM system

1. The supplier can go to the URL <https://chemonicssm.emptoris.com>
 - Click “Sign up Now”
2. Supplier Relationship Team will invite the supplier to register

GHSC - PSM Strategic Supply management


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

Need to register Supplier Organization?
Sign up now!

Patent: <http://www.ibm.com/software/commerce/emptoris/patents/>

I.VIEWING REGISTRATION EMAIL INVITATION FROM BUYER

When you are invited to register as a supplier, you will receive an email similar to this:



Registration Invitation
MISCMSADMIN to: Jeffrey Krinock
Please respond to **MISCMSADMIN**

08-12-16 03:30 PM
[Show Details](#)

Dear Sir or Madam,

You are hereby invited to provide us with some more information about your company. Please use <https://chemonissmsbox3.emptoris.com:443/srm-app/restricted/?nSRM:token=7fa77a37b7e7e50670159121e0ab1d98bfd0c3785e4029061ea9e79487139cc> until 2017-01-05 for direct access to the short questionnaire we provided for you.

Thank you for your participation.

Kind Regards


This e-mail was generated automatically, please do not respond.

Responsible for this registration: Jeffrey Krinock, jkrinock@ghsc-psm.org

USAID | GHSC - PSM
2345 Crystal Drive, Suite 550
Arlington, VA 22202
United States
202-955-3300

I.VIEWING REGISTRATION EMAIL INVITATION FROM BUYER

Select the URL and paste into your browser to begin registration



Registration Invitation
MISCMSADMIN to: Jeffrey Krinock
Please respond to **MISCMSADMIN**

08-12-16 03:30 PM
[Show Details](#)

Dear Sir or Madam,

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USAID | GHSC - PSM
2345 Crystal Drive, Suite 550
Arlington, VA 22202
United States
202-955-3300

II. SELF-REGISTRATION

Step 1: Answer Questionnaire

GHSC - PSM Supplier Lifecycle Management ▾

Welcome to the SRM Registration

In this short questionnaire we gather the key values of your company. This information will be given to our Clearing department, who will get in touch with you soon after the registration was sent. If you encounter difficulties filling out the registration or if you have questions about the content of the questionnaire, please feel free to contact us: psmmishelpdesk@ghsc-psm.org

Display language

English ▾

Self registration

Step 1: Answer Questionnaire ^

[[open all](#) | [collapse all](#)]

Introduction ^

Welcome to the Supplier Registration Questionnaire. Your organization's completion of this questionnaire will be an important step towards potentially becoming a supplier to the GHSC PSM project. Below, you will be requested to provide some high-level information about your organization, which may help us to identify and work with your organization in the future. This questionnaire should only take 5-10 minutes to complete. Please scroll down to begin the questionnaire.

General Company Information ^

Legal Company Name

Do you have a Doing Business As (DBA) name?

Yes

No

II. SELF-REGISTRATION

Step 1a: Answer Questionnaire

Do you have a Parent Company?

Yes

No

Company Website

What is your Ownership Type?

C Corporation

S Corporation

Limited Liability Partnership (LLP)

Limited Liability Corporation (LLC)

Individual/Sole Proprietor

Government

Non-Profit

Trust/Estate

Other

II. SELF-REGISTRATION



Step 1b: Answer Questionnaire



Corporate Address

Street 1
123 main

Street 2

City
NY

Country
US, United States of America  

State  

Postal Code

III. SELF-REGISTRATION

Step 1c: Answer Questionnaire, then select Save & next step

Primary Contact First Name
Jeff

Primary Contact Last Name
Krinock

Email Address
jkrinoc@us.ibm.com

Title
worker bee

Phone Number
111 111-1111

Fax Number


→ Save & next step | × Close

Step 2: Finish Questionnaire

Follow-up

III. SELF-REGISTRATION

Step 2a: Finish Questionnaire – Select Finish


 **Self registration**



Step 1: Answer Questionnaire ∨

Step 2: Finish Questionnaire ∧

Do you want to finish the registration?

In this step you declare the registration to be finished. You must have answered all mandatory questions before being able to finish the registration. After finishing the registration, the registration is send in and cannot be edited any longer.

 **Finish** Finish and send registration

 **Previous step** |  **Close**

Follow-up ∨

III. SELF-REGISTRATION

Step 2b: Finish Questionnaire – You should see the “Your task has been completed successfully” message

The screenshot displays the 'Self registration' page in the GHSC - PSM Supplier Lifecycle Management system. The page is divided into a left sidebar and a main content area. The sidebar contains a 'Welcome to the SRM Registration' message, a 'Display language' dropdown menu set to 'English', and a 'Close' button. The main content area shows a progress bar with three steps: 'Step 1: Answer Questionnaire', 'Step 2: Finish Questionnaire', and 'Follow-up'. A red box highlights a green checkmark icon and the text 'Your task has been completed successfully' in the 'Follow-up' section. Below this message, there is a thank-you note and another 'Close' button.

GHSC - PSM Supplier Lifecycle Management

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Display language
English

Self registration


Step 1: Answer Questionnaire

Step 2: Finish Questionnaire

Follow-up

 Your task has been completed successfully

We thank you for your interest in registration with our company. Our clearing staff will review your registration and will get in touch with you soon. For further questions...

 Close

III. SELF-REGISTRATION

At this point in the process, your registration will enter a clearing process, and you will be notified about further action, as appropriate.

GHSC - PSM Supplier Lifecycle Management ▾

Welcome to the SRM Registration
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Self registration


Step 1: Answer Questionnaire

Step 2: Finish Questionnaire

Follow-up

 Your task has been completed successfully

We thank you for your interest in registration with our company. Our clearing staff will review your registration and will get in touch with you soon. For further questions...

 Close

CURRENT PAYMENT PROCESS OVERVIEW

Invoice Processing

When an order is placed, it is documented through an executed agreement:

- Subcontract
- Purchase order issued under an IDIQ subcontract
- Purchase order under a blanket purchase agreement

CURRENT PAYMENT PROCESS OVERVIEW

Invoice Processing

GHSC-PSM will pay the Supplier's invoice within **thirty (30) business days once the following** conditions have been fulfilled:

- The Supplier delivers an invoice to GHSC-PSM only for services and/or commodities that have been accepted by GHSC-PSM.
- The invoice must be an original invoice, and must include the following information and/or attached documentation:
 1. Supplier legal name, subcontract/PO number, invoice date, and invoice number.
 2. Description of each type of Goods and Related Services included in the invoice, together with the applicable subcontract Unit Price, quantity delivered, and extended line item price.
 3. Bank account information to which payment shall be sent corresponding to the authorized account. All costs and risks arising out of, relating to, or resulting from such wiring shall be borne by Supplier.
 4. Such other documentation as may be requested by Chemonics in relation to the Goods and/or Related Services
 5. The Supplier's certification, manually signed by an authorized official of Supplier.
- GHSC-PSM has issued an inspection certificate, in compliance with Article Quality Assurance, Testing, Inspection and Acceptance (where applicable).

CURRENT PAYMENT PROCESS OVERVIEW

Invoice Processing

All invoices and documentation will be sent to the address and point of contact below:

Chemonics International Inc.

Attention: Kevin Pettit (or Cedric Mingat)

USAID Global Health Supply Chain -

Procurement and Supply Management (GHSC-PSM) Project

251 18th Street South, Suite 1200, Arlington, VA 22202

kpettit@ghsc-psm.org

cmingat@ghsc-psm.org

CURRENT PAYMENT PROCESS OVERVIEW

Invoice Processing

SUPPLIER CERTIFICATION

The undersigned hereby certifies that (i) the invoice has been prepared from Supplier's books and records in accordance with the terms of the cited subcontract, and to the best of my knowledge and belief, it is correct, the sum claimed is proper and due and has not been claimed or paid before, the Goods have been delivered and all required Services have been performed, the quantities and prices specified are consistent with the subcontract, and all necessary Buyer approvals have been obtained, and (ii) appropriate refund to Buyer will be made promptly upon request in the event of disallowance of any portion of the invoice pursuant to the terms of the subcontract by Buyer or the Government.

By: _____

Title: _____

Date: _____

CURRENT PAYMENT PROCESS OVERVIEW

Invoice Processing

Documents Required:

No	Document	Issuer	Notes
1	Purchase Order (under IDIQ) or FFP subcontract	GHSC-PSM	Needs to be included in all commodity payment requests
2	Original Invoice	Supplier	Needs to reference the PO number and indicate the quality, per unit price, tax information and totals
3	Shipping Documents	Supplier	Freight carrier receipt, packing list, etc.
4	Certificate of Origin	Supplier	When applicable
5	Delivery order/note	GHSC-PSM	
6	Certificate of Analysis	Supplier	When applicable
7	Air/Sea Waybill	3PL or Supplier	
8	Forwarder Certificate of Receipt (FCR)	3PL or Supplier	
9	Bill of Lading	3PL	

FUTURE PAYMENT PROCESS


FUTURE PAYMENT PROCESS OVERVIEW

- ARTMIS will automate the invoice process
- Create commercial invoice in the system
 - Enter supplier invoice number when creating commercial invoice for tracking purposes
 - PO/Subcontract, invoice, back-up flows through the system, speeding up payments
 - Can check status of orders and invoices in the system

LMIS REGISTRATION

1. New suppliers will receive a LMIS questionnaire in which they can nominate users needing setup in LMIS
2. Supplier LMIS guidelines will be sent to the nominated users. These will include:
 - Process overview
 - Step-by-step user guide
 - Copy of all training presentations
 - Links to recorded webcasts for each process step
3. Each nominated supplier will be invited to a LMIS training session (Webcast)
4. Once GHSC-PSM creates the first purchase order to the supplier:
 - User rights will be enabled in the LMIS
 - A user registration email will be sent from LMIS
 - Each user clicks hyperlink in email to officially activate their LMIS profile and to create their password

LMIS BOOKING CREATION

Order Allocation Package Allocation Booking Details Container Allocation Shipping Instructions  Booking Review

Booking and KN Reference Information

Booking ID: 99037505596
 Shipment Reference:
 Shipper's Reference:

Shipping Information

Cargo Routing

Forwarding Office: Logenix (3PL) Shipment Type: FCL
 Ocean Vessel: Voyage:
 Place of Receipt: Place of Delivery: Lusaka
 Port of Loading: Chennai (ex Madras) Port of Discharge: Dar es Salaam
 Estimated Departure Date: Estimated Arrival Date:
 Ready for Shipment Date: 25 Jan 2017

Container Information







Container Type	Container No.	Seal No.	Weight (kg)	Volume (cbm)
40HC	001		16,854.20	65.995

Total Packages	Package Type	Total Pcs	Gross Weight (kg)	Volume (cbm)	Order #	Line #	Commodity Description
517	BAG	25,850	16,854.20	65.995		1	Long Lasting Insecticide Treated Net (LLIN)

Addresses

Shipper	Consignee	Notify Party 1
<small>...</small>	<small>...</small>	

Create Booking Documents

Template	Document
 	KNLogin Booking Registration Preview
 	Packing List / 271
 	Commercial Invoice / 380

- Supplier creates booking in LMIS
- At bottom of the booking summary page, they are able to create their invoice

LMIS DOCUMENT CREATION

Invoice

Version Number: 1.0

Invoice #: aaaa				INVOICE DATE: YYYY-MM-DD
Vendor: Company Name Address 1 Address 2 City, State, Zip/Postal Code, Country Contact Name: First Last TEL: phone # FAX: fax # Email: email address		Bill To: Company Name Address 1 Address 2 City, State, Zip/Postal Code, Country Contact Name: First Last TEL: phone # FAX: fax # Email: email address		Consignee: Company Name Address 1 Address 2 City, State, Zip/Postal Code, Country Contact Name: First Last TEL: phone # FAX: fax # Email: email address
				Delivery Address: Company Name Address 1 Address 2 City, State, Zip/Postal Code, Country Contact Name: First Last TEL: phone # FAX: fax # Email: email address
INCO Terms: FOB Shenzhen		Origin Port: Shenzhen, China		Shippers Reference #: Entered by Shipper when they make booking
Mode: Ocean / Air / Road		Destination Port: Maputo, Mozambique		Consignee Reference #: Requisition Order # when a PO or DO
Currency: USD		Country of Final Destination: Mozambique		LMIS Reference #: Created upon vendor booking in LMIS

Order #	Order Line #	Item #	Item Description	Batch #	Expiration Date	Country of Origin	UNIT QUANTITY	UoM	UNIT PRICE	TOTAL AMOUNT
PO1234567	001	A12345	Details	1111111111111111	yyyy-mm-dd	CN	6,000	CTN	\$ 1.7925	\$10,755.00
PO1234567	002	B12345	Details	222222222222	yyyy-mm-dd	CN	7,802	CTN	\$0.7865	\$6,136.27
PO1234567	003	C12345	Details	333333333333	yyyy-mm-dd	CN	125	CTN	\$0.9401	\$117.51
PO1234567	004	D12345	Details	444444444444	yyyy-mm-dd	CN	4,531	CTN	\$0.5427	\$2,458.97
PO1234567	005	E12345	Details	555555555555	yyyy-mm-dd	CN	233	CTN	\$0.9670	\$225.31
PO1234567	005	E12345	Details	666666666666	yyyy-mm-dd	CN	4,250	CTN	\$0.9670	\$4,109.75
PO1234567	005	E12345	Details	777777777777	yyyy-mm-dd	CN	500	CTN	\$0.9670	\$483.50

Freight Charges	\$1,000.00
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Grand Total:	28,057	UNITS	\$25,286.32
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Prepared By: VENDOR LAST NAME, VENDOR FIRST NAME

Prepared On: yyyy-mm-dd

1 / 2

**SUPPLIER
SUMMIT**

USAID Global Health Supply Chain Program Supplier Summit

SUMMARY

1. GHSC-PSM always strives to be good a business partner with suppliers, while complying with contract terms and U.S. government regulations
2. The current process for payment is detailed in the PO/subcontract
3. The future process will automate invoice processing and payments
4. Any questions about “getting paid”? Please contact GHSC-PSM at: PSMInvoices@ghsc-psm.org

KEVIN PETTIT

LEAD FINANCE MANAGER

GHSC-PSM

KPETTIT@GHSC-PSM.ORG

THANK YOU!

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