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Registration, an Overview

Registering on the ARTMIS Vendor Portal will allow you to:

- Review your Company Information
- Respond to RFx
- Review active contracts and engage in contract negotiations

There are three avenues to register as a supplier in the ARTMIS Vendor Portal:

1. Email invitation to self-register
2. Self-registration for the purposes of Public RFx response
3. Registration initiated by an internal contact on your behalf

Email Invitation to Self-Register

The self-registration process generally begins with a communication from the Procurement or Strategy team asking the supplier to click a hyperlink directing them to the application homepage.

1. The link will take you to the Vendor Portal Login screen
2. Click **New Supplier? Register Now**.

The Registration form will be displayed.
3. Fill in the form paying attention to the following points:
   • You may be required to provide at least one of the following:
     o DUNS number
     o Government ID Number (EIN, SIREN)
     o Tax number
     o ISIN code
   • Specify the types of goods or services you provide. You can either start typing in the autocomplete fields to filter available items, or else you can click “See All” to access a full tree view of available items; expand the tree view by clicking the sign, then select individual items by selecting their checkbox or a whole group of items by clicking .
   • In the Contact Information section, provide a password and an email address that will be used as your login credentials upon approval of your registration request. Passwords must satisfy the below criteria:
     o At least 1 uppercase character(s)
     o At least lowercase character(s)
     o At least 1 numerical character(s)
     o At least 1 non-alphanumeric character(s)
     o At least 8 total characters
   • Make sure to complete the security control check.

4. When done, click Registration request.

A message will indicate that you have registered successfully. You will receive a confirmation by email acknowledging your request. As soon as the internal team has reviewed and approved your request, you will be able to login to the ARTMIS vendor portal using the email and password you provided during registration as your login ID and password.
Self-Registration for the Purposes of Public RFx Response

1. Click to navigate to Public RFx

2. Click on the pencil icon to express interest in responding to a public RFx

3. Click “Participate in RFx”
4. Scroll down to complete the mandatory registration fields. Once you have verified that all mandatory fields on the form have been populated and click the “Register” icon at the top of the page.
Supplier Registration by the GHSC-PSM Internal Team

Alternatively, a registration request may be carried out on your behalf by a GHSC-PSM internal team member. At this time, you may be contacted with information or clarification requests.

Once the registration request has been reviewed and approved, you will receive an email with your login ID and a temporary password, like so:

Dear Ginger Wright,

You have just been assigned an access to the application Ivalua Buyer for supplier ACME. You are invited to follow this link: Click here

Your user ID: email@email.com
Your password: 1b4489b0

This is an automatically generated e-mail, please do not reply.