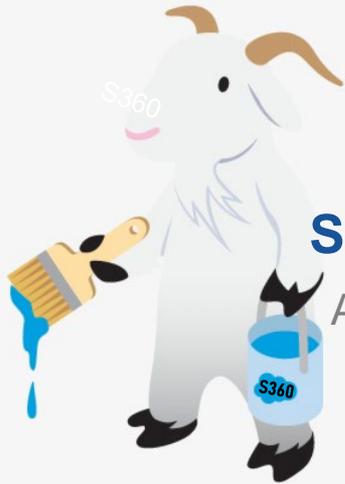


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## Supplier 360 –Supplier Account Maintenance

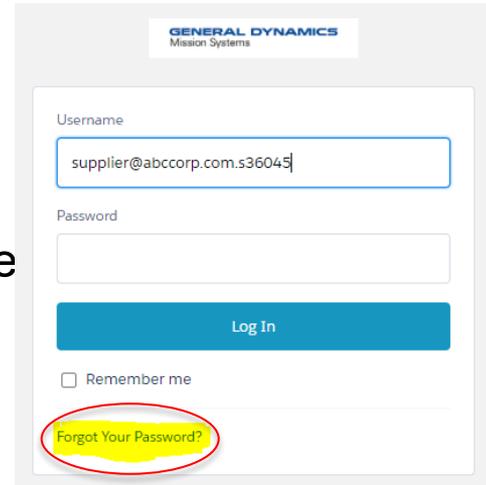
August 2023

# Welcome back to Supplier 360!

- This training document is focused on maintaining an active supplier account in GDM Supplier 360.
- Because business dynamics change rapidly within an organization, GDMS trusts that keeping primary information current provides streamlined and timely procurement opportunities and invoice payments.
- GDMS appreciates your participation!

# Logging in

1. The login page for Supplier 360 is:  
<https://gdms.my.site.com/SupplierForce>
2. If you do recall the password you set up simply click the "Forgot Your Password" link. A password reset will be emailed to you.
3. A password reset can only be done once every 24 hours.
4. Your username is not your email! It includes your email address but there is a unique identifier added.
5. Your username was sent to you at your initial login.
6. If you forgot your username you will need to contact our support team at [S360@GD-MS.com](mailto:S360@GD-MS.com)
7. Or [click here](#) to register again.



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Username  
supplier@abccorp.com.s36045

Password

Log In

Remember me

[Forgot Your Password?](#)

# Recommended Browsers



## Supplier 360 Home Page After Log In...

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username

Home Onboarding Reqs And Certs Survey Help

Welcome to S360 Suppliers Management Tool

Your action required! Please navigate to Onboarding tab to provide required information

GDMS Supply Chain Management Systems is pleased to announce the arrival of Supplier 360. This new tool combines supplier onboarding, supplier relationship management, and supplier compliance in to one seamless workflow.

What are the benefits of this change?

- Centralized Supplier Information across all GDMS procurement systems
- Electronic Communication and process workflow for reqs and certs
- Web-based Portal that allows suppliers to directly onboard and update with Self Service feature

Helpful Links:

GDMS website  
Supplier S360 Training  
Have Questions? E-mail: s300@gd-ms.com  
Need to report your product(s) end-of-sale, end-of-maintenance, or end-of-life E-mail: s300@gd-ms.com

Financial Health Rating (FHR™) Network by RapiaRatings

- Have a Question? Please visit the FHR Network Help Center and Membership Benefits page
- Already a member of RapiaRatings FHR Network? Please login to your account and approve the FHR share request with GDMS.
- Don't see a pending share request in the FHR Network? Please request to share your FHR with GDMS by emailing E-mail: FHRNetworkSupport@rapiaratings.com.

### Events And Meetings

DAY WEEK MONTH

< May > 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

No Event

### Discussions

Share an update, @mention someone to chat

Share

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# Supplier Homepage

The screenshot shows the Supplier Homepage interface. At the top is a dark blue navigation bar with the following tabs: Home, Onboarding, Reps And Certs, Survey, and Help. A red circle with the number '1' is placed over the 'Help' tab. Below the navigation bar is a white content area. The first section is a red banner with the text: 'Your action required! Please navigate to Onboarding tab to provide required information'. Below this is a paragraph of text: 'GDMS Supply Chain Management Systems is pleased to announce the arrival of Supplier 360. This new tool combines supplier onboarding, supplier relationship management, and supplier compliance in to one seamless workflow.' This is followed by a section titled 'What are the benefits of this change?' with a bulleted list: 'Centralized Supplier Information across all GDMS procurement systems', 'Electronic Communication and process workflow for reps and certs', and 'Web based Portal that allows suppliers to directly onboard and update with Self Service feature'. Below this is a 'Helpful Links:' section with a bulleted list: 'ISN website', 'Supplier S360 Training', and 'Have Questions? E-mail: S360@gd-ms.com'. A red circle with the number '2' is placed over this list. The next section is 'Financial Health Rating (FHR™) Network by RapidRatings:' with a bulleted list: 'Have a Question? Please visit the FHR Network Help Center and Membership Benefits page.', 'Already a member of RapidRatings FHR Network? Please login to your account and approve the FHR request with GDMS.', and 'Don't see a pending share request in the FHR Network? Please request to share your FHR with GDMS by emailing E-mail: FHRNetworkSupport@rapidratings.com.'. A red circle with the number '3' is placed over this list. Below this is a 'Events And Meetings' section with a red circle with the number '4' placed over the 'MONTH' tab. It shows a calendar for October 2020. To the right is a 'Discussions' section with a red circle with the number '5' placed over the 'Share' button. It contains a text input field with the placeholder 'Share an update. @mention someone to chat' and a 'Share' button.

When you log into S360, you will be brought to your Supplier Homepage. On this page you will find:

1. Links to the following tabs where you will provide info as required
  - Onboarding
  - Reps and Cert
  - Survey
2. “Helpful Links” to Training and the e-mail address for S360 support.
3. Information to join the Rapid Ratings FHR Network.
4. A calendar for “Events and Meetings”.
5. “Discussions” chat window where you can chatter with GD points of contact.

# Account Tab

Onboarding Reps And Certs Survey Help

TEST SUPPLIER 101  
Supplier Action Required • Oct 28, 2020

Supplier Action Required Internal Reviews Active

Account Contacts Sites Questions Attachments Submit

Your Account details. Click any pencil icon to open the fields for editing.

Account Detail

\*Account Name TEST SUPPLIER 101 Account ID GD00012945

Supplier Information

Supplier DBA Name Parent Account ID

\*Supplier Tax ID Cage Code

Supplier DUNS Website

\*Supplier

The “Onboarding” tab is where you will update the information about your company. Key Fields \*

Account Name (Business Name)

Supplier DBA (Doing Business As)

Supplier Capabilities (multiple choice) *United Nations Standard Products and Services Code (UNSPSC) is a taxonomy of products and services for use in commerce*

Business Size (U.S. Small Business Administration Classification)

NAICS Codes (multiple choice) *The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.*

When you have completed the information **all the tabs**, you will use the “Submit” button to submit to General Dynamics

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# Account Tab

Your Account details. Click any pencil icon to open the fields for editing.

Account Detail 1

\*Account Name TEST SUPPLIER 101  Account ID GD00012945

Supplier Information

Supplier DBA Name Parent Account ID

\*Supplier Tax ID Case Code

1. To Start entering your information on the Account Tab, click any pencil icon on the screen. This will open up the fields for editing.

2 . Fields with an asterisk are required. But you should answer all other questions that are applicable

3 . Fields that are greyed out cannot be adjusted by the Supplier. They will be completed by GD

As an existing Supplier, Please add to or update as necessary

Account Detail

\*Account Name TEST SUPPLIER 101 \*Account ID GD00012945

Supplier Information

Supplier DBA Name Parent Account ID Search Accounts... 3

\*Supplier 2 Cage Code

Supplier DUNS Website

\* Supplier Capabilities

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# Account Tab

Supplier Capabilities

Compu

Available Options

- Computer Equipment and Accessories 4321
- Computer accessories 432116
- Computer data input device accessories 432118
- Computer data input devices 432117
- Computer display accessories 432120
- Computer displays 432119

Selected Options

4. To fill in the “Supplier Capabilities” and “NAICS Codes”, start typing a category in the field above the available options. In this example, the start of the word “computers” has been entered. The available options list will jump to the first entry that contains that word.

*Reminder this is multiple choice*

Supplier Capabilities

Compu

Available Options

- Computer Equipment and Accessories 4321
- Computer accessories 432116
- Computer data input device accessories 432118
- Computer data input devices 432117
- Computer display accessories 432120
- Computer displays 432119

Selected Options

5. Highlight the applicable category and click the right arrow to move it to the “Selected Options box

# Account Tab

\* NAICS Codes

compu

Available Options

- Computer Facilities Management Services : 54...
- Computer Storage Device Manufacturing : 334...
- Computer Terminal and Other Computer Periph...
- Computer and Office Machine Repair and Main...
- Custom Computer Programming Services : 54...
- Electronic Computer Manufacturing : 334111

Selected Options

- Computer Systems Design Services : 541512
- Computer Training : 611420
- Computer and Computer Peripheral Equipment an...

Non-Traditional DoD Contractor

No

Cancel Save

6 . When you have filled in all of your fields, click the “Save” button.

7 . Then scroll back to the top of the page and click the “Contacts” tab to move on.

TEST SUPPLIER 101  
Supplier Action Required • Oct 28, 2020

Supplier Action Required Internal Reviews

Account Contacts Questions Attachments

Your Account details. Click any pencil icon to open the fields for editing.

Cancel Save

Account Detail

* Account Name	* Account ID
TEST SUPPLIER 101	GD00012945

Supplier Information

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# Contacts Tab

Account **Contacts** Sites Questions Attachments

Your Contacts. Ensure that the roles Quality Rep, Compliance Rep, and Sales Rep are as

Add Contacts

Added Contacts

**JOE SYMES**  
Active

Role :  
Phone :  
Email : jsymes@123.com.invalid7259  
Is A Prima... :

Edit

You will be brought to the “Contacts” tab where you will have the ability at edit your own contact information and add additional contacts.

1. First, edit your own information by clicking the “Edit” button next to your name.

# Contacts Tab

## JOE SYMES

If necessary, this contact can be activated/deactivated by a "Primary" Contact for your company.

* First Name	* Last Name
<input type="text" value="JOE"/>	<input type="text" value="SYMES"/>
Title	* Email
<input type="text"/>	<input type="text" value="jsymes@123.com.invalid7259"/>
Fax	* Phone
<input type="text"/>	<input type="text" value="5555555555"/>
<input checked="" type="checkbox"/> Is A Primary Contact? <small>ACTIVE</small>	

\* Role (Your Contacts. Ensure that the roles Quality Rep, Compliance Rep, and Sales Rep are assigned to at least one contact.)

- Accounts Payable
- CEO
- Compliance Rep
- Contracts
- Quality Rep
- Sales Rep
- Technical Rep
- Other

A window will pop up allowing you to edit and update your information. Be sure fields with an asterisk are completed

2. As the initial Point of Contact, you will default to the "Primary" contact. You can change this, as necessary, after you assign more contacts. But there must be at least 1 primary contact assigned. Primary Contacts have the ability to edit the account info. There can be more than one per account

3. The following "Roles" must be assigned to someone in order to submit your information back to GD.

- Compliance Rep
- Quality Rep
- Sales Rep

The roles can be assigned to one person, or split up among multiple POCs. But all roles must be assigned at time of submittal

4. When you are done, click "Save"

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# Contacts Tab

The screenshot shows a progress bar at the top with three stages: 'Supplier Action Required' (completed with a checkmark), 'Internal Reviews' (in progress with a circle), and 'Active' (not started with a circle). Below the progress bar is a navigation menu with tabs: 'Account', 'Contacts', 'Sites', 'Questions', and 'Attachments'. The 'Sites' tab is highlighted with a red box and a red circle containing the number '6'. Below the navigation menu is a red text box that reads: 'Your Contacts. Ensure that the roles Quality Rep, Compliance Rep, and Sales Rep are assigned to at least one contact.' Below this is a button labeled 'Add Contacts' with a person icon, highlighted with a red box and a red circle containing the number '5'. Below the button is the heading 'Added Contacts' and a card for 'JOE SYMES' with an 'Edit' button. The card contains the following information: 'R... : Compliance Rep;Quali...', 'P... : 5555555555', 'E... : jsymes@123.com.inv...', and 'IS ... : '. The 'Add Contacts' button and the 'Sites' tab are the primary focus of the annotations.

You will be brought back to the main Contacts screen.

5. If you have additional contacts to add, click the “Add” Contacts” button.

6. If you have no additional contacts to add, click the “Sites” tab to move on.

If we have contacts for your Company listed that should be inactivated because they changed roles or are no longer with your company, please notify us at [S360@gd-ms.com](mailto:S360@gd-ms.com) and we will deactivate the obsolete contacts in your account.

# Sites Tab

TEST SUPPLIER 101  
Supplier Action Required • Oct 28, 2020

Supplier Action Required

Account Contacts **Sites** Questions Attachment

Your Sites. Please create at least one purchase site.

Add Site Edit

S-000001294  
Active

Submit

This information should only change if you company has added or moved to a new physical location

1. When you are brought to the sites screen, click “Add Site”
2. Only if your address has changed, click “Edit”

*All added and edited sites will require our internal compliance and quality groups to approve before procurement can proceed.*

# Questions Tab

Home **Onboarding** Reps And Certs Survey Help

Once Save, click on Onboarding tab above to go back to Sites

Site Name S-000019181	Status Pending Activation
--------------------------	------------------------------

Details

Supplier <a href="#">TEST SUPPLIER 101</a>	Onboarding Type
---	-----------------

Supplier Site DBA Name

Address Details

Address Line 1 12 A ST	County
Address Line 2	Congressional District 01
City Pembroke	State/Province Massachusetts
Postal Code 02594-0000	Country United States

Payment Details

Payment Currency USD	Delivery Terms DESTINATION : 003
Ship Via FEDX-GROUND : 914	Technology Readiness Level

Special Processes

1. You will be brought to a new screen where you will see your changes. Click the “Onboarding” Tab once more.

2. If you need to attach some updated documentation like an updated W8, then click the “Attachments” tab

Account **Contacts** Sites Questions **Attachments**

Your Account details. Click any pencil icon to open the fields for editing.

Account Detail

*Account Name TEST SUPPLIER 101	Account ID GD00012945
------------------------------------	--------------------------

# Attachments

COMP SUPPLIER ABC  
Supplier Action Required • Oct 18, 2019

Supplier Action Required Internal Reviews Active

Account Contacts Sites Questions Attachments Submit

Attachments

Ensure that a W8/W9 is uploaded.

No records to display...

1 Upload Attachments

COMP SUPPLIER ABC - File Upload  
(less than 4.5MB)

Attachment Name  
W9

Expiry Date

Certification Number

4 Upload Files Or drop files

5 Upload Close

To upload your documentation:

1. Click “Upload Attachments”
2. When the file upload screen pops up, Select the appropriate “Attachment Name” from the drop down menu.
3. Fill in “Expiry Date” and “Certification Number” if applicable.
4. Click “Upload Files” and search for your document on your desktop.
5. Click “Upload”

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# Submitting

S/NO.	ACTION	ATTACHMENT NAME	EXPIRY DATE	CONTENT TYPE
1		W9		PNG

1. When you have uploaded all your necessary attachments and made the necessary edits to your companies information, click “Submit”.

Greetings !!

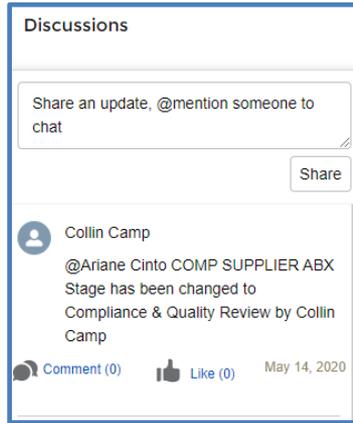
Thank you for submitting your onboarding details. Click Save to advance to the Internal Review stage.

2. If you have no missing information or errors, you will received this message. Click “save”.

3. You should receive a message at the top of your screen indicating the form was submitted successfully.

Form submitted successfully!

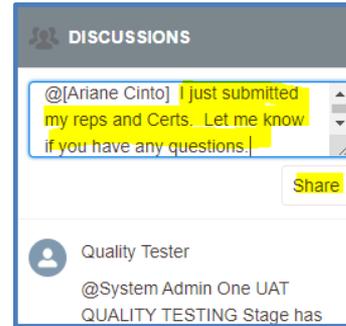
# Chatter: Instant Messaging to GDMS Supply Chain



On your home page, you will see "Discussion" box. This is an instant messaging feature that will allow you to communicate with you GD POC. On the GD internal site, this is referred to as "Chatter"

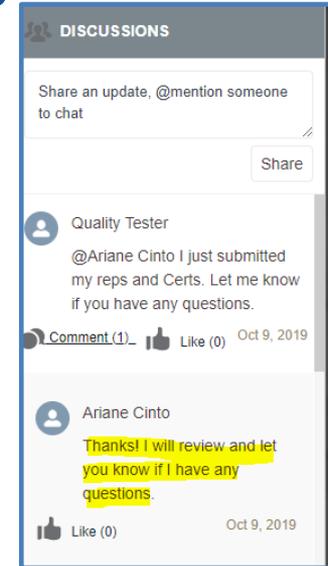


To "chatter" with your GD POC, type "@" and then start typing the POC's name. When their name appears in the drop down, click to select it.



Type your message and then click "Share"

Your POC will receive an e-mail that you have sent them a message



You will receive an e-mail when they respond and it will appear in your discussion thread.



*If you have any questions, please send an e-mail to [S360@gd-ms.com](mailto:S360@gd-ms.com)*

*Please visit our website:  
<https://gdmissionsystems.com/about-us/suppliers/s360>*

*Thank you!*

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