

GENERAL DYNAMICS

Mission Systems



Supplier 360 –New Supplier Training

October 2020

Welcome to Supplier 360!

- Welcome to Supplier 360, the new GDMS Supplier Portal.
- From within this portal, Suppliers will be able to manager their information and communicate with GDMS personnel via the “Discussion” (Chatter) feature

Password set-up and Logging in

1. When you receive your S360 e-mail invite, it will contain 2 links
 - One link will be to set up your S360 Password
 - One link will be for our Supplier 360 page where you can find instructions and a link to the S360 log in page.
2. Password requirements are as follows:
 - 8 Characters
 - Must include numbers, upper and lowercase letters and special characters
 - Password question cannot contain Password
3. Once your password has been created, the login page for the next time you log in will be:

<https://supplier360gdms.force.com/SupplierForce/login>

Recommended Browsers

Supplier 360 will not work properly with the Internet Explorer web browser.

We recommend:

- Google Chrome
- Mozilla Firefox
- Microsoft Edge



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Supplier Homepage

The screenshot shows the Supplier Homepage interface. At the top is a dark blue navigation bar with links: Home, Onboarding, Reps And Certs, Survey, and Help. A red circle with the number '1' is placed over the 'Help' link. 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 white box with the heading 'Welcome to S360 Suppliers Management Tool'. It contains a paragraph about the new tool, a section 'What are the benefits of this change?' with a bulleted list, and a 'Helpful Links' section with a bulleted list. A red circle with the number '2' is placed over the 'Helpful Links' section. Below this is another white box with the heading 'Financial Health Rating (FHR™) Network by RapidRatings:'. It contains a paragraph and a bulleted list. A red circle with the number '3' is placed over this section. Below the 'Helpful Links' section is a white box with the heading 'Events And Meetings'. It contains a calendar view for October 2020. A red circle with the number '4' is placed over the calendar. To the right of the calendar is a 'Discussions' section. It contains a text input field with the placeholder 'Share an update, @mention someone to chat' and a 'Share' button. A red circle with the number '5' is placed over the 'Discussions' section.

Home Onboarding Reps And Certs Survey Help 1

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 reps and certs
- Web based Portal that allows suppliers to directly onboard and update with Self Service feature

Helpful Links:

- ISN website
- Supplier S360 Training
- Have Questions? E-mail: S360@gd-ms.com

Financial Health Rating (FHR™) Network by RapidRatings:

- 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.
- 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.

Events And Meetings 4

DAY WEEK MONTH < October > 2020 ✓

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

Discussions 5

Share an update, @mention someone to chat

Share

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 our S360 support.
3. Information about joining our Rapid Ratings FHR Network
4. A calendar for “Events and Meetings”.
5. “Discussions” chat window where you can chatter and with your GD points of contact.

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Onboarding Tab

The screenshot shows the 'Onboarding' tab selected in the top navigation bar. Below the navigation bar, there is a header section for 'TEST SUPPLIER 101' with a status 'Supplier Action Required • Oct 28, 2020'. A progress bar is displayed with three stages: 'Supplier Action Required' (marked with a blue checkmark), 'Internal Reviews', and 'Active'. A red box labeled '1' highlights the progress bar. Below the progress bar, there are five tabs: 'Account', 'Contacts', 'Sites', 'Questions', and 'Attachments'. A red box labeled '2' highlights these tabs. To the right of the tabs, there is a 'Submit' button, which is highlighted by a red box labeled '3'. Below the tabs, there is a section for 'Your Account details. Click any pencil icon to open the fields for editing.' followed by two expandable sections: 'Account Detail' and 'Supplier Information'. The 'Account Detail' section shows fields for 'Account Name' (TEST SUPPLIER 101) and 'Account ID' (GD00012945). The 'Supplier Information' section shows fields for 'Supplier DBA Name', 'Parent Account ID', 'Supplier Tax ID', 'Cage Code', 'Supplier DUNS', 'Website', and 'Supplier'.

The “Onboarding” tab is where you will fill in all of the information General Dynamics Mission Systems will need to approve your account.

1. At the top you will see a status bar. This will tell you at what stage of the approval process your account is in.
2. There are 5 tabs that need to be completed for the onboarding process.
3. 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.

1

Account Detail

*Account Name TEST SUPPLIER 101  Account ID GD00012945

Supplier Information

Supplier DBA Name _____ Parent Account ID _____

*Supplier Tax ID _____ Cage 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

Account Detail

*Account Name TEST SUPPLIER 101 *Account ID GD00012945

Supplier Information

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

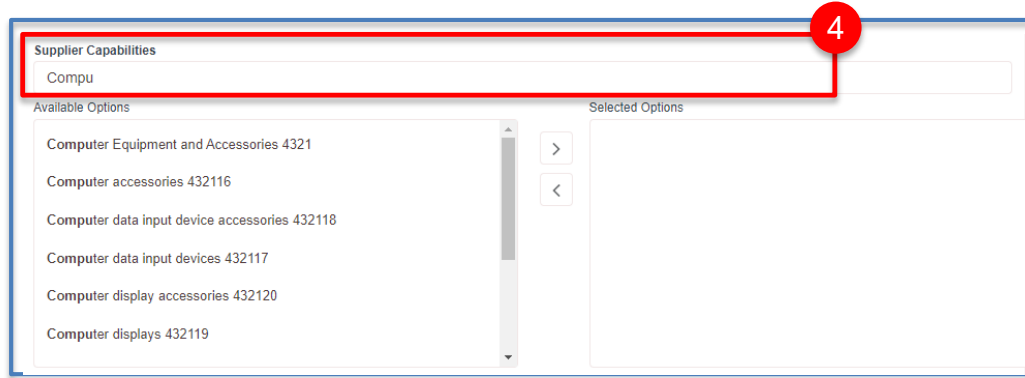
*Supplier  _____ Cage Code _____

Supplier DUNS _____ Website _____

* Supplier Capabilities _____

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Account Tab



Supplier Capabilities

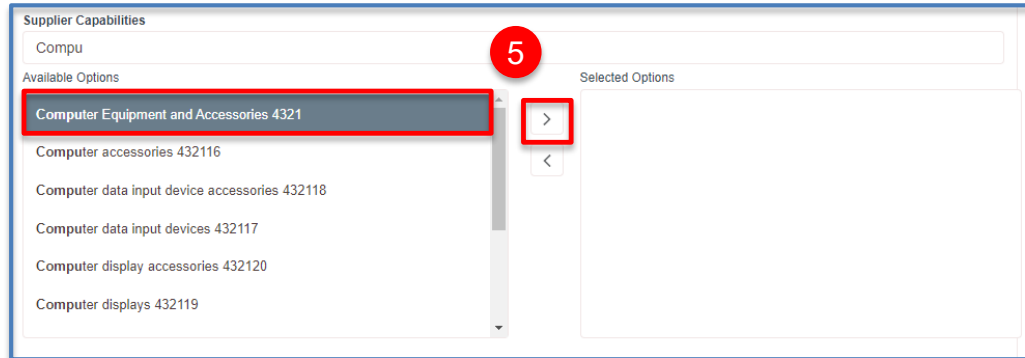
Compu

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.



Supplier Capabilities

Compu

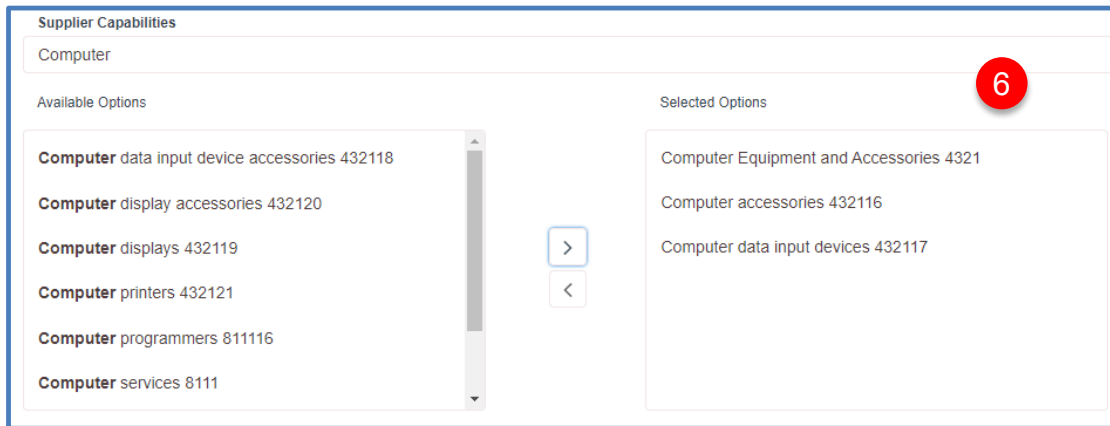
Available Options

- 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



The screenshot displays a web interface for selecting categories. At the top, a header bar contains the text "Supplier Capabilities" and a search input field with the word "Computer" entered. Below the header, the interface is divided into two main sections: "Available Options" on the left and "Selected Options" on the right. The "Available Options" section contains a list of categories, each preceded by the word "Computer": "data input device accessories 432118", "display accessories 432120", "displays 432119", "printers 432121", "programmers 811116", and "services 8111". A vertical scrollbar is visible on the right side of this list. Between the two sections are two buttons: a right-pointing arrow ">" and a left-pointing arrow "<". The "Selected Options" section contains a list of the selected categories: "Computer Equipment and Accessories 4321", "Computer accessories 432116", and "Computer data input devices 432117". A red circle with the number "6" is positioned above the "Selected Options" list.

Supplier Capabilities

Computer

Available Options

Selected Options

Computer data input device accessories 432118

Computer display accessories 432120

Computer displays 432119

Computer printers 432121

Computer programmers 811116

Computer services 8111

>

<

Computer Equipment and Accessories 4321

Computer accessories 432116

Computer data input devices 432117

5. You can select as many categories as applicable.

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

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

8. 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

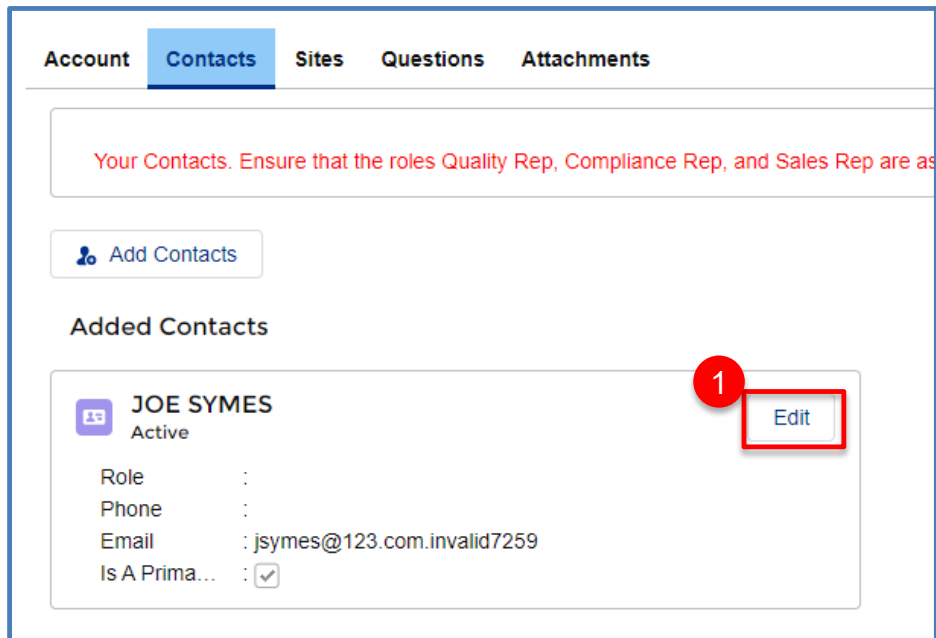
Account Detail

* Account Name TEST SUPPLIER 101 * Account ID GD00012945

Supplier Information

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Contacts Tab



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

JOE

* Last Name

SYMES

Title

* Email

jsymes@123.com.invalid7259

Fax

* Phone

5555555555

Is A Primary Contact?

☒ ☐

* 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

Cancel

Save

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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October 2020

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Contacts Tab

The screenshot shows a software interface for managing contacts. At the top, a progress bar has three stages: 'Supplier Action Required' (marked with a blue checkmark), 'Internal Reviews' (marked with a grey circle), and 'Active' (marked with a grey circle). Below the progress bar is a navigation bar with tabs: 'Account', 'Contacts' (highlighted in blue), 'Sites' (highlighted with a red box and a red circle containing the number 6), 'Questions', and 'Attachments'. A red message box states: '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. Under the 'Added Contacts' section, there is a card for 'JOE SYMES' with an 'Edit' button. The card lists details: 'R...' : Compliance Rep;Quali..., 'P...' : 5555555555, 'E...' : jsymes@123.com.inv..., and 'Is ...' : ☒.

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.

Sites Tab

TEST SUPPLIER 101
Supplier Action Required • Oct 28, 2020

Supplier Action Required Internal Reviews Active

Account Contacts **Sites** Questions Attachments Submit

Your Sites. Please create at least one purchase site.

Add Site

1. When you are brought to the sites screen, click “Add Site”

You do not need to add a Pay Site – We are not currently using this feature

Sites Tab

New Supplier Site: Purchase Site

Site Name

Status

Details

Supplier

TEST SUPPLIER 101

Onboarding Type

2

Supplier Site DBA Name 1

Address Details

* Address Line 1

12 A Street

County

Address Line 2

Congressional District 1

01

* City

Pembroke

State/Province

Massachusetts

* Postal Code 1

02594-0000

* Country

United States

2. Fill in your information. Be sure all fields with an asterisk are completed.

3. Note: Postal code must be in format zip+4

4. You must select “yes” or “no” for the question “Does site outsource for special process? (Do not leave as NONE)”

Special Processes

* Does site outsource for Special Process? 1

No

--None--

Yes

✓ No

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Sites Tab

Contacts

* Primary Point of Contact for Site ⓘ

Search Contacts...

Additional Point of Contact 1

Search Contacts...

Additional Point of Contact 2

Search Contacts...

Additional Point of Contact 3

Search Contacts...

Additional Point of Contact 4

Search Contacts...

Additional Point of Contact 5

Search Contacts...

Additional Point of Contact 6

Search Contacts...

5. Down the bottom of the screen, you will need to assign a POC for your site. You can assign multiple POCs, however they have to be added as a Contact on the “Contacts” tab first.

6. To assign a contact, click in the “Primary Point of Contact for Site” field

7. When you do this, the name will appear in a drop down menu. Click on it to select

8. When you are done scroll to the bottom of screen and hit “SAVE”

Contacts

* Primary Point of Contact for Site ⓘ

Search Contacts...

JOE SYMES
TEST SUPPLIER 101
TEST SUPPLIER 101

Additional Point of Contact 1

Search Contacts...

Additional Point of Contact 3

Search Contacts...

Additional Point of Contact 4

Search Contacts...

Additional Point of Contact 5

Search Contacts...

Additional Point of Contact 6

Search Contacts...

Cancel Save & New Save

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: [TEST SUPPLIER 101](#) 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. Then click the “Questions” tab

Account **Questions** Contacts Sites Attachments

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

Account Detail

*Account Name: TEST SUPPLIER 101 Account ID: GD00012945

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Questions Tab –Full Onboarding

The screenshot shows a web interface with a top navigation bar containing 'Account', 'Contacts', 'Sites', 'Questions' (highlighted in blue), and 'Attachments'. A 'Submit' button is located in the top right corner. Below the navigation bar, there is a section titled 'Onboarding'. Inside this section, a red circle with the number '1' is next to a red instruction: 'Please complete all onboarding questions within this form. Expand sections below for questions.' Below this instruction are two buttons: 'Save' (dark blue) and '↓ Finalize' (grey). Further down, there is a section titled 'CONFLICT MINERALS REPRESENTATION & CERTIFICATION'. To the left of this title is a red circle with the number '3' and a red box around a right-pointing arrow '>'. To the right of the title is a red circle with the number '2' and a red box around '0/1'. Below this section are two buttons: 'Save' (dark blue) and '↓ Finalize' (grey).

1. You will be brought to a page to answer a question regarding Conflict Minerals
2. The number on the right indicated how many questions have been answered and how many questions there are. In this example, there is one question and it has not been answer yet
3. Click the arrow to expand the question.

Questions Tab –Full Onboarding

D.) NOT APPLICABLE (NO 3TG IN MATERIALS OR PRODUCTS):
As a duly-authorized representative of Supplier, _____ on behalf of Supplier that Supplier does not and will not provide GDMS with any materials or products containing cassiterite (tin), coltan (tantalum), wolframite (tungsten), or gold (known as '3TG minerals'). Accordingly, this Conflict Minerals Representation and Certification section is not applicable to the business Supplier transacts with GDMS.

E.) NOT APPLICABLE (SERVICES PROVIDED ONLY):
As a duly-authorized representative of Supplier, _____ on behalf of Supplier that Supplier provides only services which do not include providing any components, material or items other than labor to GDMS and does not sell, distribute, or procure materials or products. Accordingly, this Conflict Minerals Representation and Certification section is not applicable to the business Supplier transacts with GDMS.

Please select the Conflict Minerals clause option you certify to:

Your Response :

A.) NO 3TG SOURCED FROM COVERED COUNTRIES

Save Finalize

4. Read through the possible response
5. Select the response you want to certify to.
6. Hit "Save"
5. Hit "Finalize"

IMPORTANT: You will not be able to change your answers once you finalize. So make sure it is correct before clicking Finalize. If you hit finalize in error, please send an e-mail to S360@gd-ms.com

Questions Tab –Full Onboarding

- Why do we request this information?
 - The SEC requires us to report annually if we have conflict minerals in our product. We are required to check with our supply base in order to be able to do this. These questions help us fulfill this requirement. Conflict minerals include tin, tantalum, tungsten and gold. If any of these are in the product being provided we need to know where they originate from.
- The onboarding question has options for when it is not applicable too. Please certify to one option and select NA for all other's. The options are:
 - NO 3TG MINERALS SOURCED FROM COVERED COUNTRIES
 - 3TG MINERALS SOURCED FROM COVERED COUNTRIES, BUT ARE NOT CONFLICT MINERALS:
 - CONFLICT MINERALS SOURCED FROM COVERED COUNTRIES:
 - NOT APPLICABLE (NO 3TG IN MATERIALS OR PRODUCTS):
 - NOT APPLICABLE (SERVICES PROVIDED ONLY):

Attachments

The screenshot displays the GDMS onboarding interface. At the top, a progress bar shows three stages: 'Supplier Action Required' (completed with a blue checkmark), 'Internal Reviews' (in progress with a grey circle), and 'Active' (pending with a grey circle). Below the progress bar is a navigation menu with tabs: 'Account', 'Contacts', 'Sites', 'Questions' (highlighted in blue), and 'Attachments' (highlighted with a red rectangle). A 'Submit' button is located to the right of the 'Attachments' tab. The main content area is titled 'Onboarding' and contains a red instruction: 'Please complete all onboarding questions within this form. Expand sections below for questions.' Below this instruction are two buttons: 'Save' and '↓ Finalize'. Further down, a section titled '> CONFLICT MINERALS REPRESENTATION & CERTIFICATION' is shown with a green '1/1' indicator. At the bottom of this section are two more buttons: 'Save' and '↓ Finalize'.

Now you need to attach some documentation required by GDMS to activate your account. Click the “Attachments” tab.

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

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

Attachment Name W9 2

Expiry Date 3

Certification Number

4 Or drop files

5 Close

At a minimum, you will need to upload either a W8 or W9. However, we recommend if you have any third party certifications (e.i., ISO, AS or NADCAP) you upload those as well. This will speed up the quality review process, as our team will not need to reach back to you to request the documents.

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

COMP SUPPLIER ABC
Supplier Action Required • Oct 18, 2019

Supplier Action Required Internal Reviews Active

Account Contacts Sites Questions Attachments

Attachments

Ensure that a W8/W9 is uploaded.

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

1. When you have uploaded all your necessary attachments, click “Submit”. (Ensure info on all other tabs including Reps and Certs, if required)

Greetings !!

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

Cancel Save

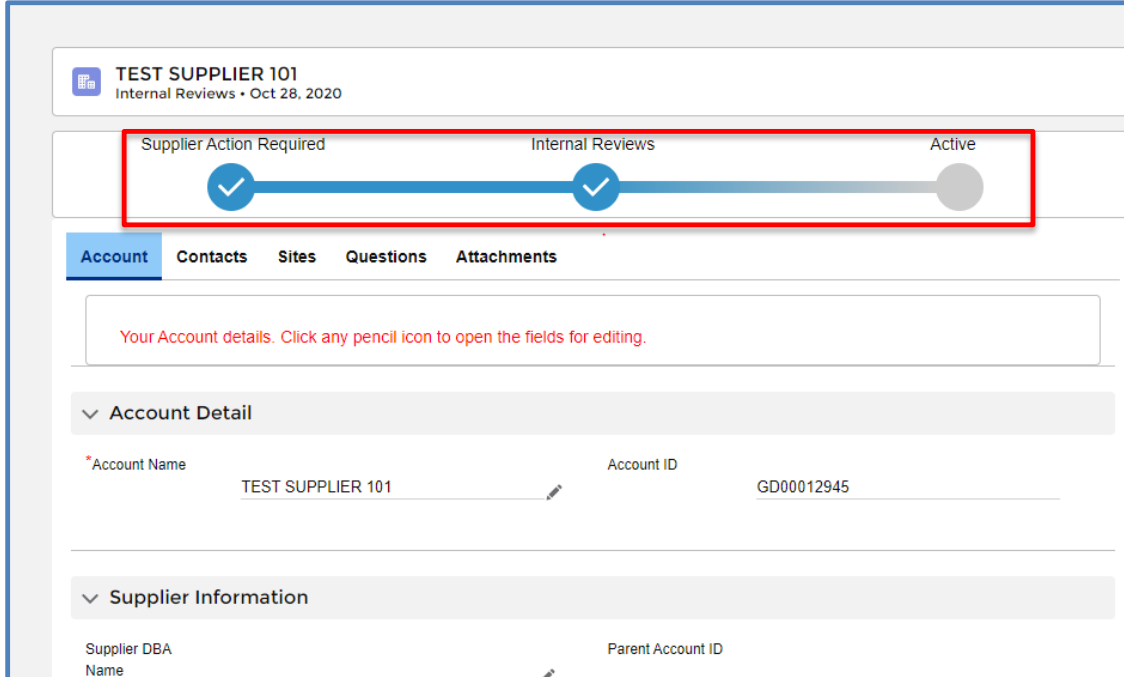
2. If you have no missing information or errors, you will received this message. Click “save”.

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

Form submitted successfully!

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Complete!



TEST SUPPLIER 101
Internal Reviews • Oct 28, 2020

Supplier Action Required Internal Reviews Active

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

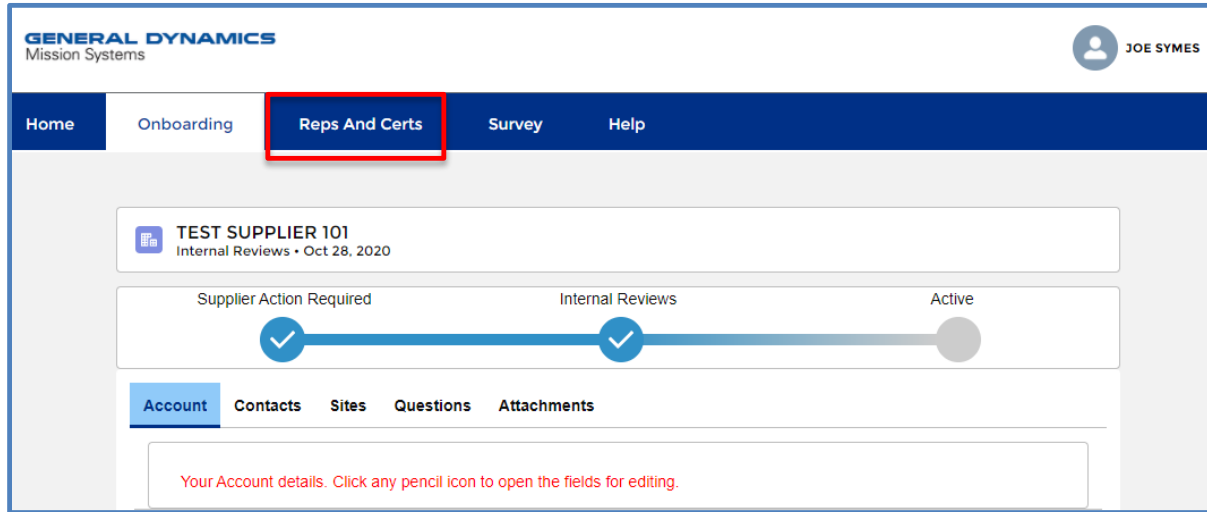
▼ Supplier Information

Supplier DBA Name Parent Account ID

Now, if you navigate back to your account screen and refresh your screen, you will notice the status has no moved to “Internal Review”. This means it is in the approval queues of the GDMS Compliance and Quality teams.

Please continue to the next slides to see how to submit reps and certs (if required) and how to “chatter” with your GD counterpart.

Reps and Certs



Now you need to check if GDMS has requested a reps and certs package from you. To do this, click the “Reps and Certs” tab at the top of the screen.

Reps and certs do not have to be complete in order to submit your other information. However, if requested, we do ask that you complete them as soon as possible.

Questions Tab –Reps and Certs

Reps and Certs

Please complete all reps and certs questions within this form. Information provided on this form is used in selection of suppliers and for reporting to the federal government. The United States may impose criminal and civil penalties and remedies for misrepresentations for the purpose of obtaining a subcontract. Your cooperation is appreciated.

3

Save Finalize 4

2

1

0/3
0/5
0/5
0/1
0/1
0/1
0/1
0/1

> REPRESENTATIONS & CERTIFICATIONS

> REPORTING EXECUTIVE COMPENSATION & FIRST-TIER SUBCONTRACT AWARDS - (FAR 52.204-10)

> COGNIZANT U.S. GOVERNMENT ADMINISTRATION & AUDIT AGENCY - (FAR 42.201 & 42.101)

> PURCHASING SYSTEM - (FAR 42.302-50)

> ESTIMATING SYSTEM - (FAR 15.407-5)

> ACCOUNTING SYSTEM - (FAR 16.301-3)

> BILLING SYSTEMS - (DFARS 242.7502)

> GOVERNMENT PROPERTY MANAGEMENT SYSTEM

REPRESENTATIONS & CERTIFICATIONS

Note 1: Information provided on the GENERAL SUPPLIER INFORMATION page and the following ANNUAL CERTIFICATIONS, REPRESENTATIONS AND SUPPLIER INFORMATION pages form is used in selection of Suppliers and for reporting to the federal government. The United States Government may impose criminal and civil penalties and remedies for misrepresentations for the purpose of obtaining an award. It is a criminal offense to make false statements or misrepresent a firm's status as a small business concern. Penalties are prescribed under 18 U.S.C. 645(d).

Note 2: Definitions as used in the following are available at FAR 52.212-3(a). Supplier is stating that these representation(s) and/or certification(s) are incorporated in this offer and are current, accurate, and complete as of the submittal date of this offer.

Note 3: The Supplier shall provide immediate written notice if the Supplier learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Please complete all applicable questions within this form. Any delays in submitting this required data will prevent the placement of any resultant purchase order or subcontract. Your cooperation is appreciated.

Supplier Category: Information provided on this form is used in selection of suppliers and for reporting to the federal government. The United States may impose criminal and civil penalties and remedies for misrepresentations for the purpose of obtaining a subcontract. Note: It is a criminal offense to make false statements or misrepresent a firm's status as a small business concern. <https://www.sba.gov/federal-contracting-contracting-guide/size-standards>

Your Response
Choose one. :

Do you have a disaster recovery plan?
Your Response
Choose one. :

Do you have a VALID Reps and Certs on www.SAM.gov?
Your Response
Choose one. :

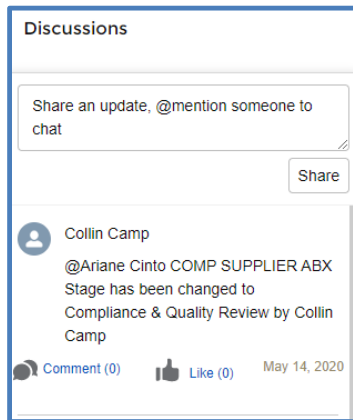
You will be brought to the Reps and Certs Screen

1. You can see how many questions there are in each category and how many you have completed to the right of the category
2. To expand each category, click the arrow to the left of category.
3. You can save at any point while filling out the form to come back in and complete later, by hitting the either "Save" button at the top and bottom of the screen.
4. When you have answered all the questions, click "Save" then "Finalize" at either the top or bottom of your screen.

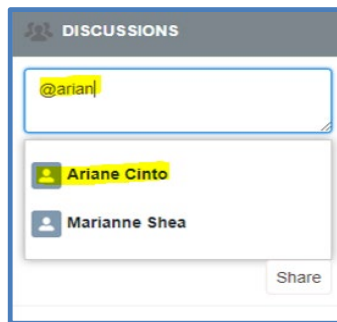
IMPORTANT: Once you finalize your responses are sent to GD and you can no longer edit. If you make a mistake, please e-mail S360@gd-ms.com

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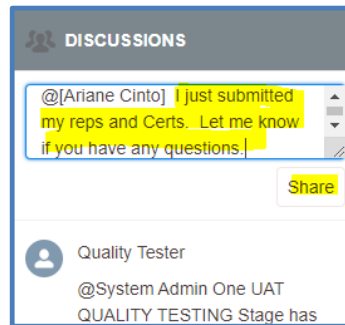
Chatter



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"

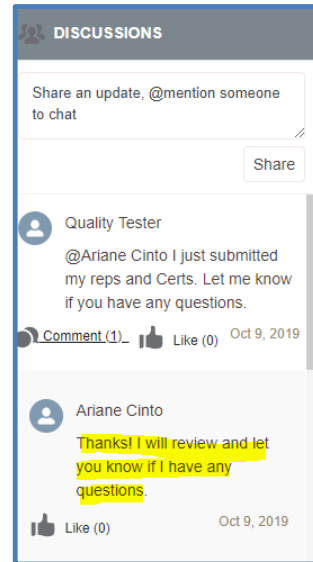


To "chatter" with your GD POC, type "@" and then start typing the POC's name. When their name appears in the drop down, click to select it.



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*

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

Thank you!