

GENERAL DYNAMICS

Mission Systems



Supplier 360 –Supplier Instructions

July 2021

Welcome to Supplier 360!

- Welcome to Supplier 360, the new GDMS Supplier Portal.
- From within this portal, Suppliers will be able to manage 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 works best with the following browsers:

- 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 welcome message: 'Welcome to S360 Suppliers Management Tool'. Below this is a red banner with white text: 'Your action required! Please navigate to Onboarding tab to provide required information'. The next section is titled '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.' Below this is 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 section titled 'Helpful Links:' 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 the 'Supplier S360 Training' link. Below this is a section titled '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 the 'login to your account' link. Below this is a section titled 'Events And Meetings' with a red circle with the number '4' placed over the title. This section has a tabbed interface with 'DAY', 'WEEK', and 'MONTH' tabs, and a calendar view for October 2020. Below the calendar is a section titled 'Discussions' with a red circle with the number '5' placed over the title. This section has 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 (Your companies information)
 - Reps and Certs
 - 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 a top navigation bar. Below the navigation bar, the header area displays 'TEST SUPPLIER 101' and 'Supplier Action Required • May 25, 2021'. A progress bar (1) shows three stages: 'Supplier Action Required' (completed with a checkmark), 'Internal Reviews' (in progress), and 'Active' (pending). Below the progress bar, a tabbed interface (2) includes 'Account', 'Contacts', 'Sites', 'Questions', and 'Attachments'. A 'Submit' button (3) is located to the right of the tabs. The main content area contains a message: 'Your Account details. Click any pencil icon to open the fields for editing.' Below this, there are two expandable sections: 'Account Detail' and 'Supplier Information'. The 'Account Detail' section shows fields for 'Account Name' (TEST SUPPLIER 101) and 'Account ID' (GD00013683). The 'Supplier Information' section shows fields for 'Supplier DBA Name', 'Parent Account ID', 'Supplier Tax ID', 'Do you have a Parent or Holding Company?' (with an information icon), 'Supplier DUNS', 'Company Structure', and 'Supplier' (with a red asterisk). A 'Cage Code' field is also visible at the bottom.

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 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 on **all of 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

*Account Name

TEST SUPPLIER 101

Account ID

GD00013683

Supplier Information

Supplier DBA Name

Parent Account ID

*Supplier Tax ID

*Do you have a Parent or Holding Company?

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 in order to submit. But you should answer all other questions that are applicable. You will be able to save your progress but will be unable to submit until all required fields are complete.

3. If you select "yes" to the question "Do you have a Parent or Holding Company" there are required fields that you need to select in order to SAVE. (see next slide for a listing of these fields). If you do not have the information to complete these fields, but want to be able to enter and save other information on this tab, leave this field as "NONE" until you have the necessary date. This will allow you to save the other information

Account Detail

*Account Name

TEST SUPPLIER 101

Account ID

GD00013683

Supplier Information

Supplier DBA Name

Parent Account ID

*Supplier Tax ID

*Do you have a Parent or Holding Company?

Supplier DUNS

Company Structure

*Supplier Capabilities

Cage Code

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Account Tab

▼ Ownership – Parent (Required if there is a Parent or Holding Company)

**Company Name (Parent)

Website (Parent)

**Citizenship (Parent)

--None--

**EIN or TIN (Parent)

DUNS (Parent)

CAGE Code (Parent)

Foreign Registration Number (Parent)

**Is this the ultimate parent?

--None--

**Address Line 1 (Parent)

Address Line 2 (Parent)

**City (Parent)

State/Province (Parent) ⓘ

--None--

**Postal Code (Parent)

**Country (Parent)

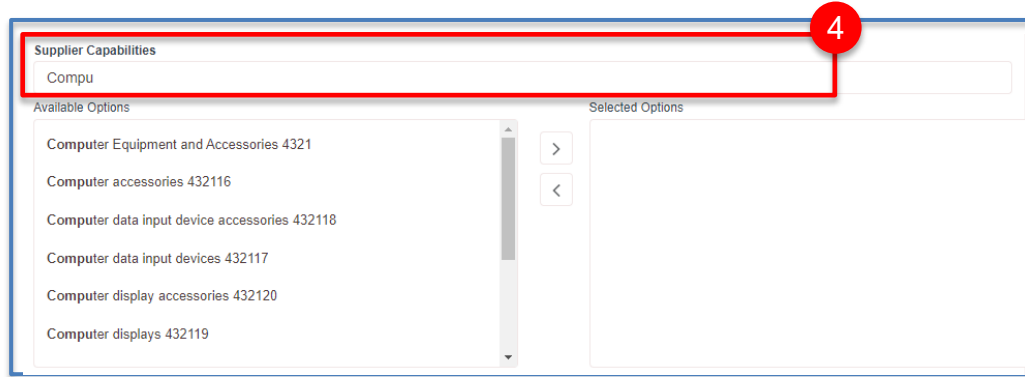
--None--

If you select “YES” to the question ““Do you have a Parent or Holding Company” the fields marked with Double asterisk before the field name, are required to save.

Note: If you select “Foreign” for “Citizenship (Parent)” then a “Foreign Registration Number” is also required

If you select “NO” for the question “Is this the ultimate parent?”, then you will be required to complete these same fields in the “Ownership – Ultimate Parent (section)

Account Tab



Supplier Capabilities

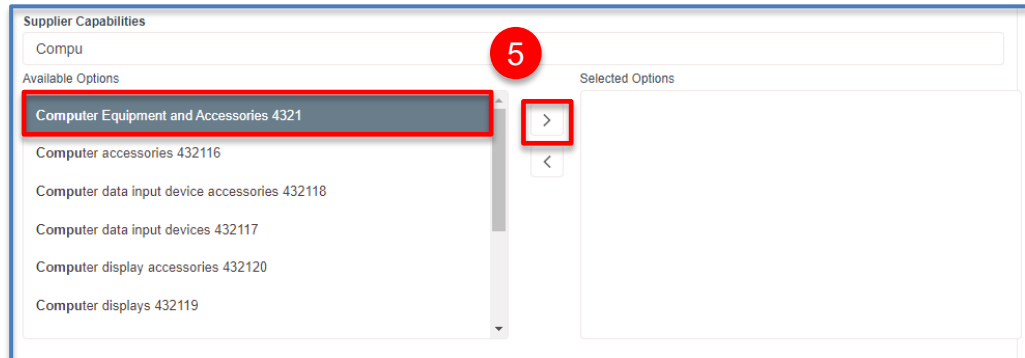
Compu

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

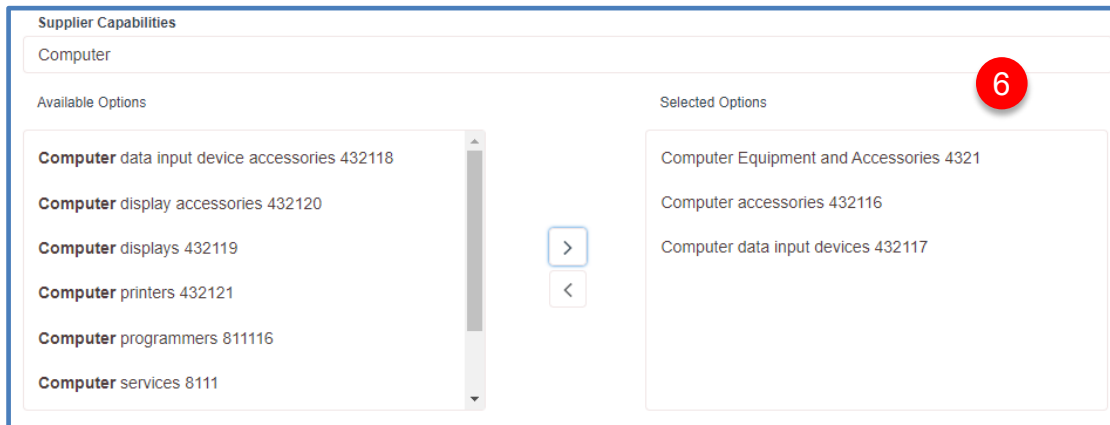
Available Options

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

Supplier Capabilities

Computer

Available Options

Computer data input device accessories 432118

Computer display accessories 432120

Computer displays 432119

Computer printers 432121

Computer programmers 811116

Computer services 8111

>

<

Selected Options

Computer Equipment and Accessories 4321

Computer accessories 432116

Computer data input devices 432117

6. 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

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:

Title: * Email:

Fax: * Phone: **2**

Is A Primary Contact? ☒ **2**

* Role (Your Contacts. Ensure that the roles Quality Rep, Compliance Rep, and Sales Rep are assigned to at least one contact.) **3**

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

4

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 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 with the number 6), 'Questions', and 'Attachments'. Below the navigation bar is a red text message: 'Your Contacts. Ensure that the roles Quality Rep, Compliance Rep, and Sales Rep are assigned to at least one contact.' Below this message is a button labeled 'Add Contacts' with a person icon, highlighted with a red box and a red circle with the number 5. Below the button is the heading 'Added Contacts'. Under this heading is 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 'Sites' tab and the 'Add Contacts' button 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.

Sites Tab

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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.

1 Add Site

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

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

Address Line 2

* City

Pembroke

* Postal Code

1

3

02594-0000

County

Congressional District

1

01

State/Province

Massachusetts

* 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.

You can look up postal codes here:

<https://tools.usps.com/zip-code-lookup.htm>

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

4

✓ 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

5. Down at the bottom of the screen, you will need to assign a point of contact for your site. You can assign multiple contacts, 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...

6

7

8

Cancel Save & New Save

Questions Tab

Home Onboarding Reqs 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 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

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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' points 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, a red circle with the number '3' points to a red-bordered box containing a right-pointing arrow '>'. To the right of this box is the text 'CONFLICT MINERALS REPRESENTATION & CERTIFICATION'. To the right of this text, a red circle with the number '2' points to a red-bordered box containing the text '0/1'. Below this section are two more 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 responses
5. Select the response you want to certify to.
6. Hit "Save"
5. Hit "Finalize"

IMPORTANT: You can update your data at any point after GDMS administrators approve your initial submission, if there is something missed upon initial submission please send an email 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 products. 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 the option that best applies. 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

Supplier Action Required Internal Reviews Active

Account Contacts Sites Questions Attachments Submit

Onboarding

Please complete all onboarding questions within this form. Expand sections below for questions.

Save ↓ Finalize

> CONFLICT MINERALS REPRESENTATION & CERTIFICATION 1/1

Save ↓ 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 (i.e. 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
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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

Submit

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

2. When you have completed all required information and click submit you will receive the following success message

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

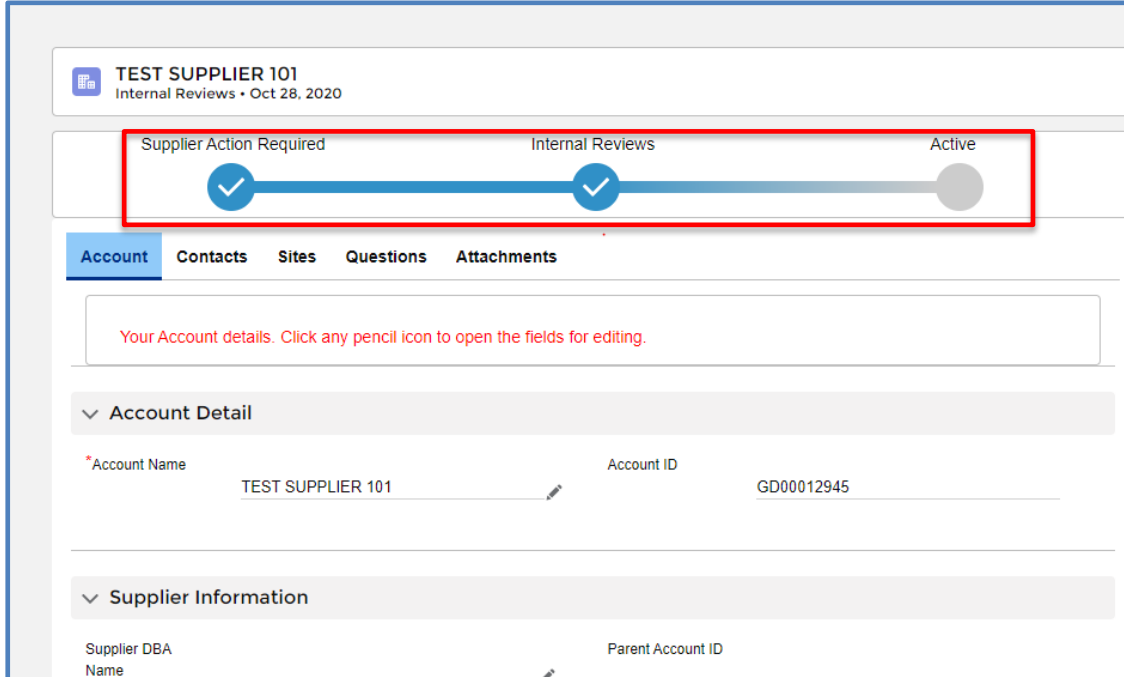
Greetings !!

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

Cancel Save

Form submitted successfully!

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

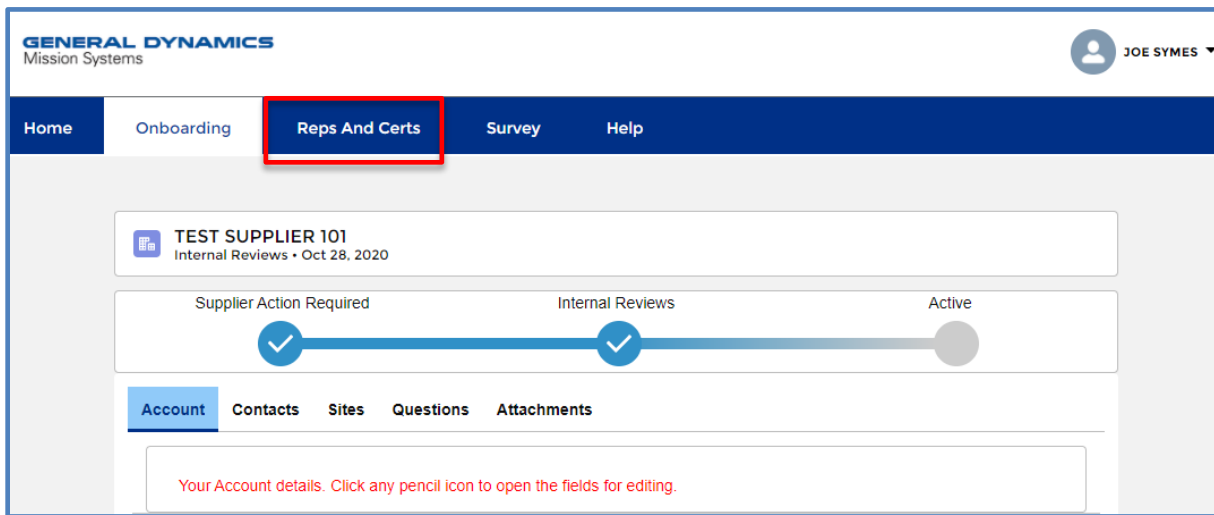
▼ Supplier Information

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 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

You will be brought to the Reps and Certs Screen

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 **4** ↓ Finalize

2 > **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**

1

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

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 15 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. _____

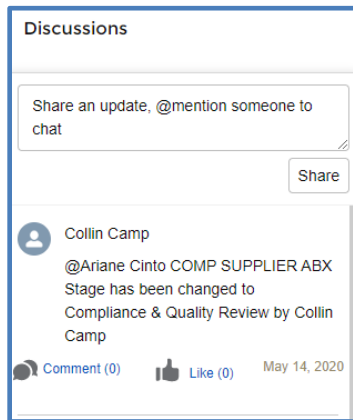
Do you have a VALID Reps and Certs on www.SAM.gov? Your Response: Choose one. _____

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 either the “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.

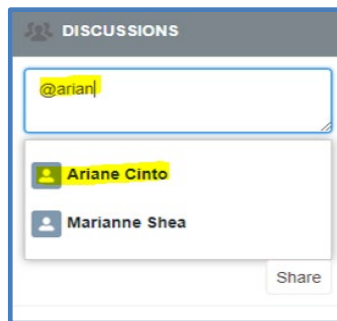
IMPORTANT: You can update your responses at any point after GDMS administrators approve your initial submission, if there is something missed upon initial submission please send an email to S360@gd.ms.com

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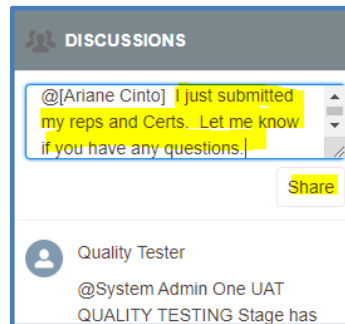
Chatter



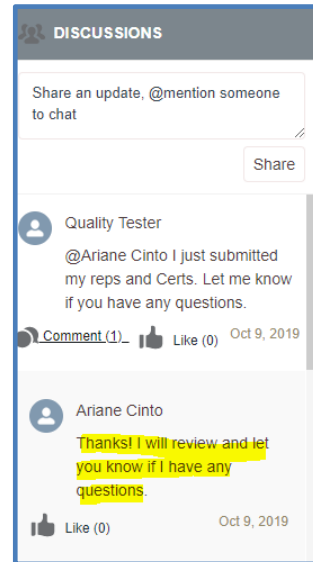
On your home page, you will see "Discussion" box. This is an instant messaging feature that will allow you to communicate with your GD POC. On the GD internal site, this is referred to as "Chatter"



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!