Supplier 360 –Existing 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

- As one of our existing Suppliers, we have created an account for you and populated it with data from our existing database.

- Before we fully activate your account, we need Suppliers to review their information, make any necessary updates and fill in any missing information

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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

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.

Onboarding Tab

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

1. At the top you sill 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

Account Tab

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, some information may already be populated. Please add to or correct as necessary

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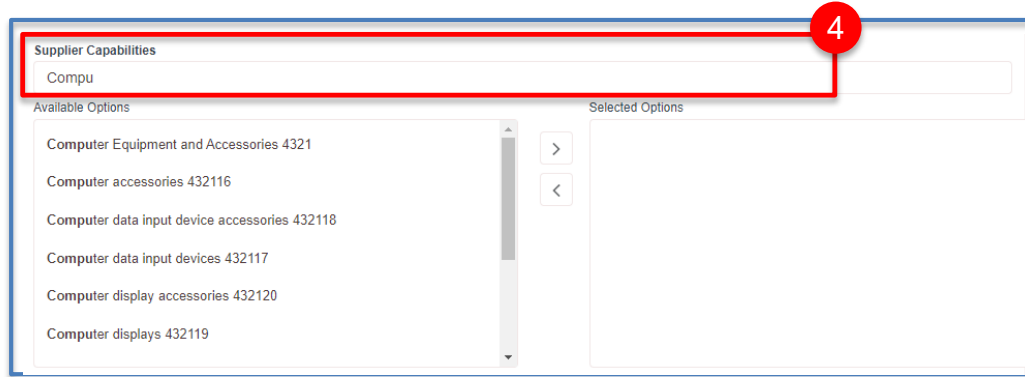
Account Tab

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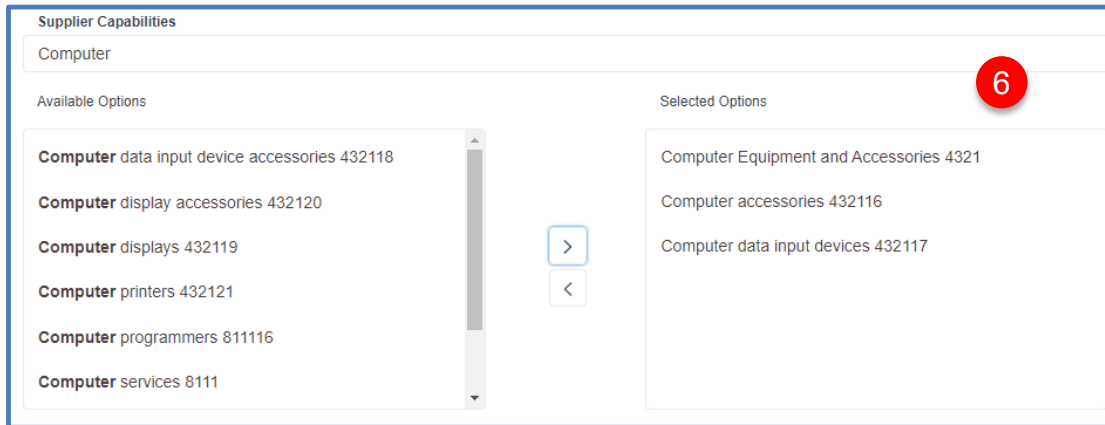
5. Highlight the applicable category and click the right arrow to move it to the "Selected Options box

Account Tab

5. You can select as many categories as applicable.

Account Tab

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.

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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.

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Contacts Tab

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

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 the changed roles or are no longer with your company, please notify us at S360@gd-ms.com and we will deactivate

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Sites Tab

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

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Sites Tab

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)

Sites Tab

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"

If we have sites for your Company listed that should be deactivated, please notify us at S360@gd-ms.com and we will deactivate.

Questions Tab

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

Questions Tab –Full Onboarding

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

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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):

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Attachments

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

Attachments

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

1. When you have uploaded all your necessary attachments, click "Submit". (Ensure info on all other tabs including Reps and Certs, if required)
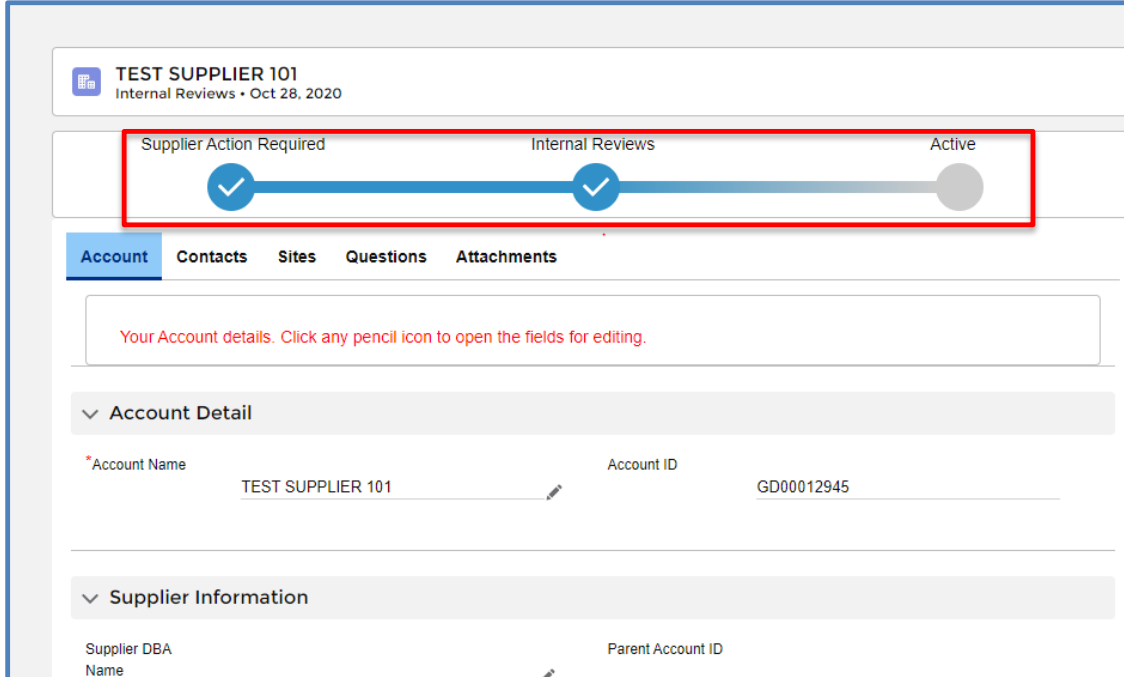
2. If you have no missing information or errors, you will received this message. Click "save".

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

Complete!


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.

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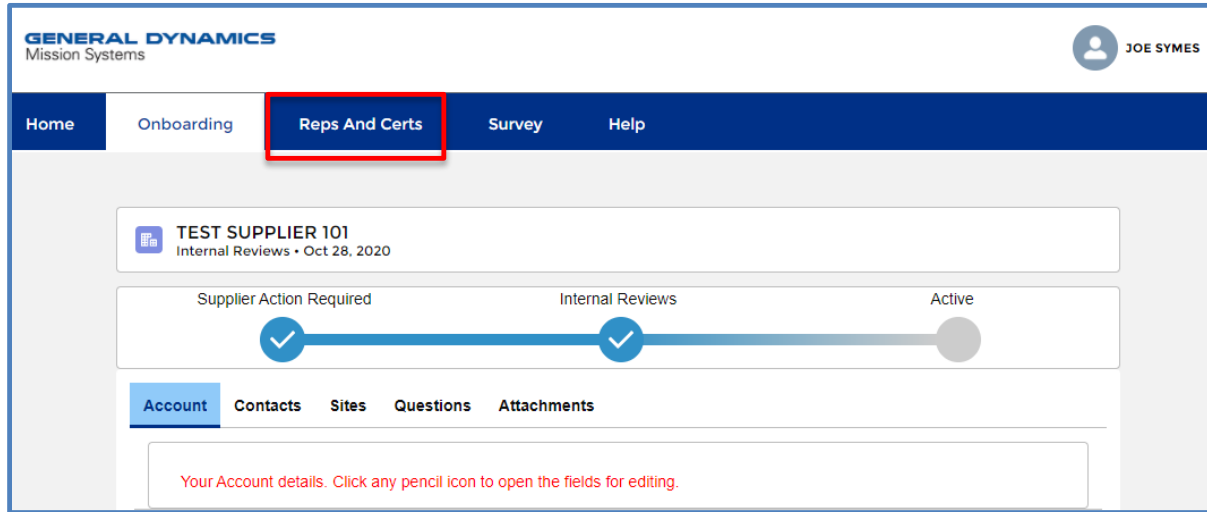
Reps and Certs

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

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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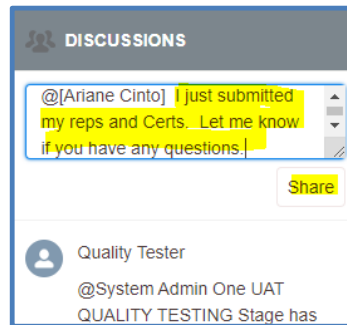Mission Systems

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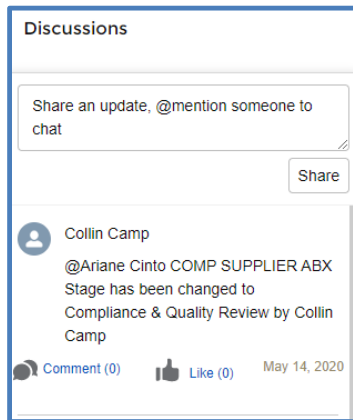
Chatter

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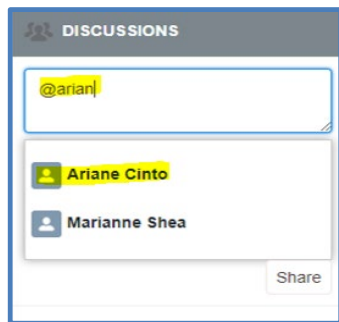
To "chatter" with your GD POC, type "@" and then start typing the POC's name. When their name appears in the drop down, click to select it.

Type your message and then click "Share"

Your POC will receive an e-mail that you have sent them a message
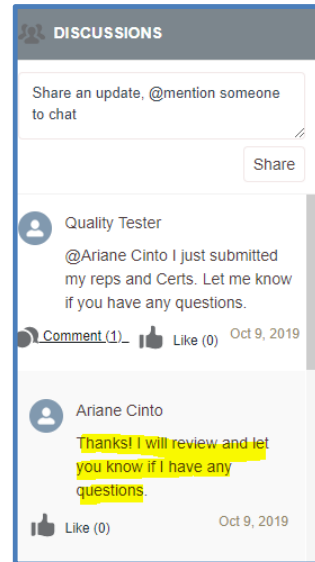
You will receive an e-mail when they respond and it will appear in your discussion thread.

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If you have any questions, please send and e-mail to S360@gd-ms.com

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

Thank you!

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