

Supply Chain Submission - Supplier

Training Document



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Roles

Roles with the ability to access the Supply Chain Submission process via nomination emails:

- Supplier

Supply Chain Submission

To access the Supply Chain Submission screen, select the tokenized link available in the nomination email received upon supplier nomination.



The Supply Chain Submission screen displays.

Clicking the link in the Supplier Nomination Email displays the Supplier Information tab. Fill in the applicable information

Supplier Information Tab

Supply Chain Submission Fields:

(fields are auto-populated and available at the top of the screen regardless of the tab)

- Supplier Code
- Supplier Email
- Submission Type

The screenshot shows the "Supplier Information" tab in a web application. The title "Supply Chain Submission" is at the top. Below it, there are three input fields: "Supplier Code:" with a redacted value, "Supplier Email:" with a redacted value, and "Submission Type:" with the value "Supply Chain".

Supplier Information Fields:

- POC First Name *
- POC Last Name *
- Business Phone (*field is a 10-digit number followed by a digit extension*) *

- Business Name *
- Business Address *
- Country (*drop-down*) *
- City *
- State (*drop-down*) (*field displays when United States is the selected country*) *
- Postal Code (*postal code is a five- or nine-digit number*)

Buttons:

- Save

NOTE: Navigation to the Submission(s) and History tabs is disabled until Supplier Information is saved.

The screenshot shows a web form titled "Supplier Information" with three tabs: "Supplier Information", "Submission", and "History". The form contains several input fields and a "Save" button. The fields are arranged as follows:

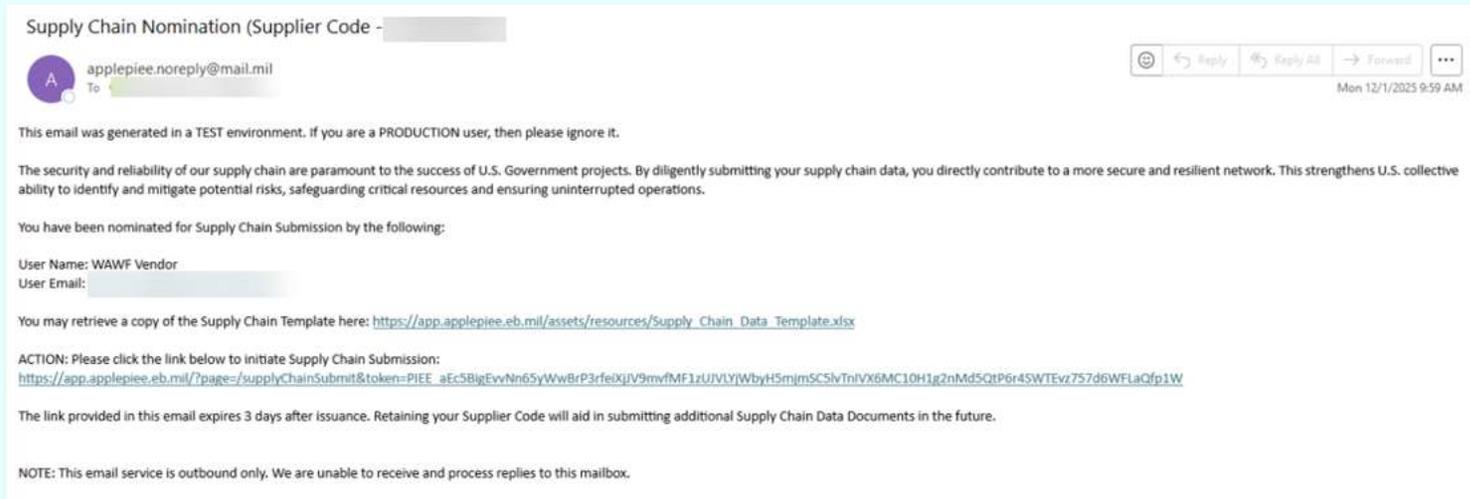
- POC First Name * (text input)
- POC Last Name * (text input)
- Business Phone # * (text input)
- Business Name * (text input, containing "Text")
- Business Address * (text input)
- Country * (dropdown menu, showing "United States of America (the)")
- City * (text input)
- State * (dropdown menu, showing "Select...")
- Postal Code * (text input)

A blue "Save" button is located at the bottom left of the form.

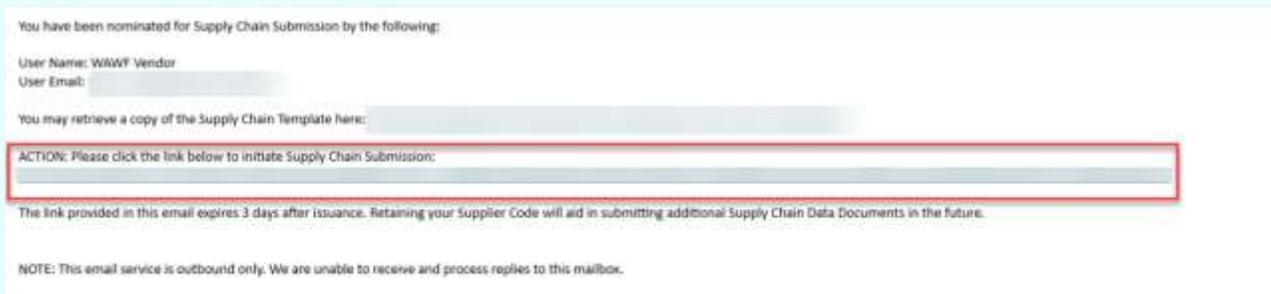
Email Notifications

Nomination Notifications

Submitting a Supplier nomination automatically sends a tokenized email with a link to initiate the Supplier process, as well as a link to download the Supply Chain Template, to the nominated user.



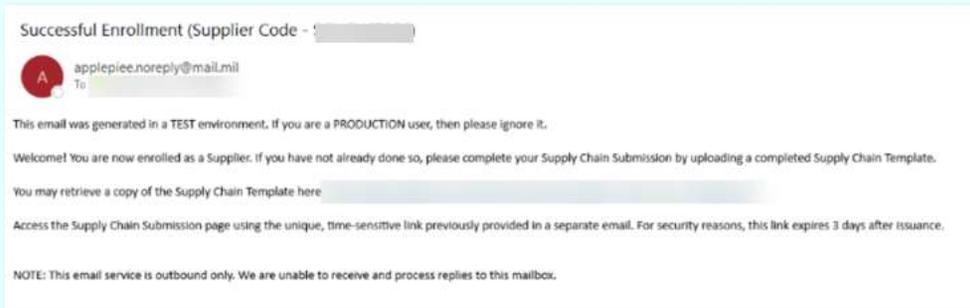
After receiving the email, locate the link to initiate the Supplier Process and select it. Selecting the link leads to the Supplier Information tab on the Supply Chain Submission screen.



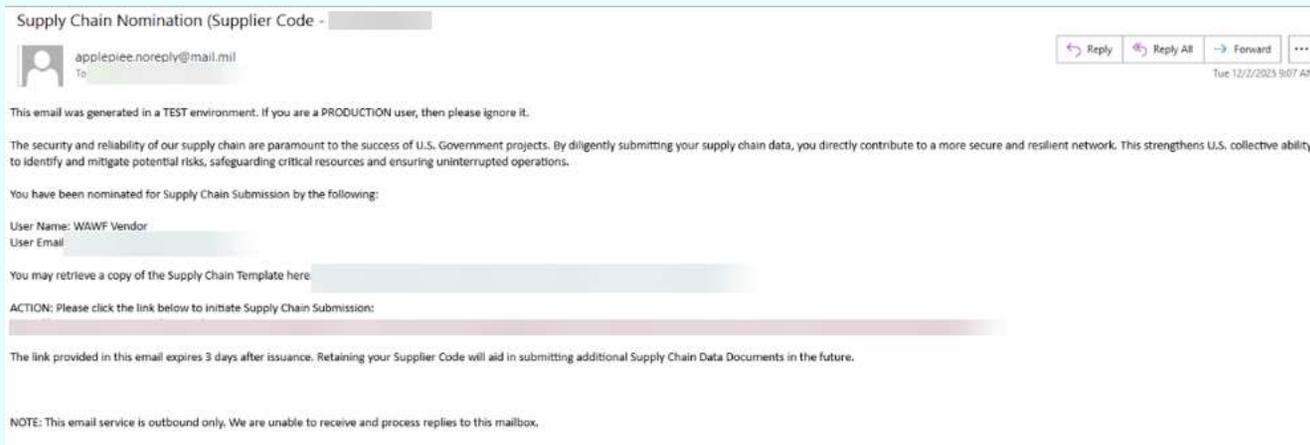
If the original email is not acted on, a reminder email with a new tokenized link is sent every three days, up to three times. If all three reminder emails are sent with no response, a final reminder email is sent. If the final email goes without response, the token expires, and the emails stop. To start the process again, re-nominate the supplier.

Submission Notifications

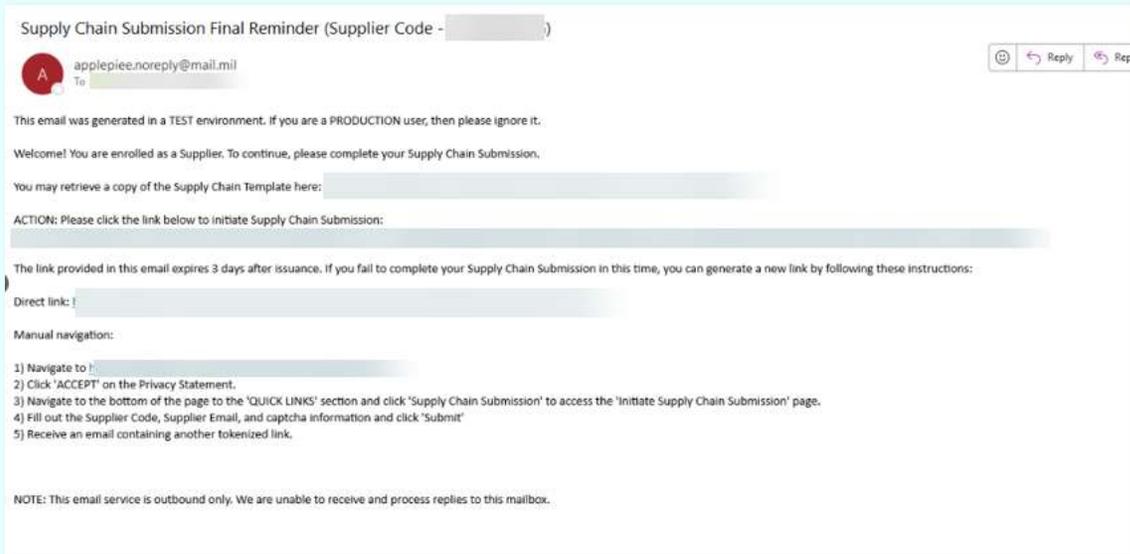
When a Supplier successfully completes and submits their Supplier Information for the first time, the system sends an enrollment success email. The email provides instructions on how to complete the Supply Chain Submission.



When a Supplier successfully completes the **Supplier Information** and saves it, but does not submit a first Supply Chain Template, an initial submission reminder email is sent after the previous tokenized link from the Nomination email expires. A submission reminder email is sent every three days up to three times, with the last of these reminders coming nine days after the initial nomination.



A final reminder email is sent 12 days after the initial Nomination email.



After the final reminder email, the nominator must renominate the Supplier to continue the Supply Chain Submission process. Contact the user who submitted the initial nomination to request the renomination.

Selecting the **Submission** tab at the top of the screen opens the Submission screen. This tab allows for downloading a Supply Chain Template, uploading submissions, and saves information regarding the uploads in the table.

Supply Chain Submission Fields:

(fields are auto-populated and available at the top of the screen regardless of the tab)

- Supplier Code
- Supplier Email
- Submission Type

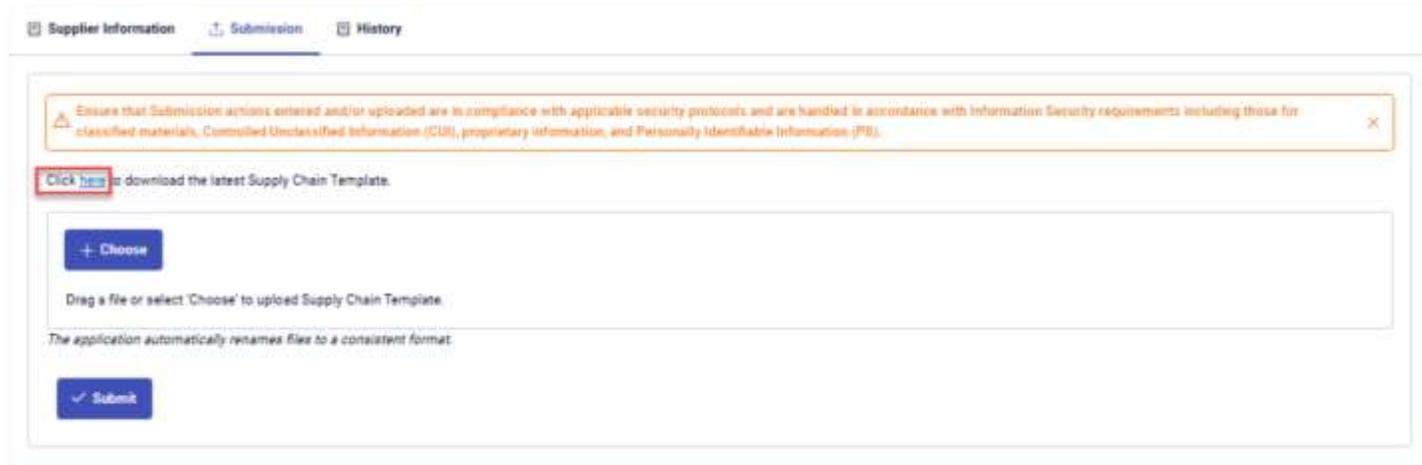
Supply Chain Submission		
Supplier Code:	Supplier Email:	Submission Type:
[redacted]	[redacted]	Supply Chain

Submission Tab

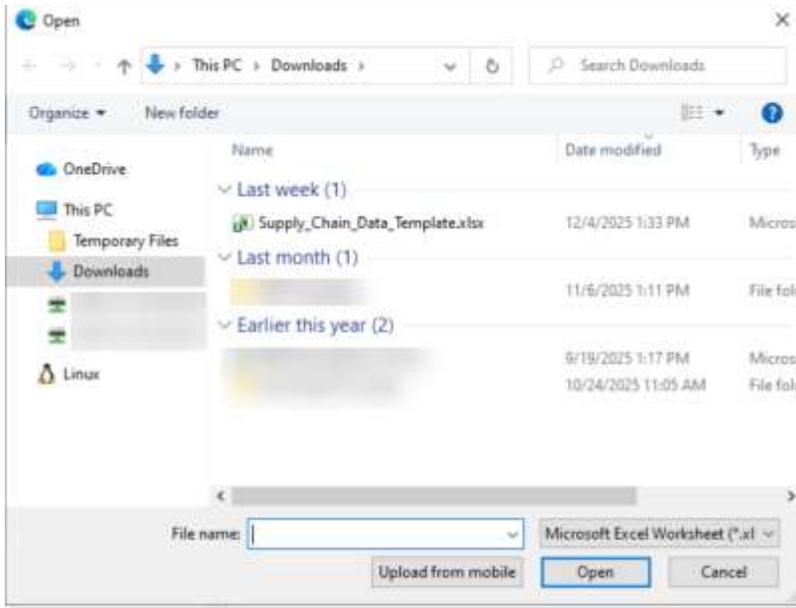
Submission Tab

NOTE: Ensure that Submission actions entered and/or uploaded are in compliance with applicable security protocols and are handled in accordance with Information Security requirements including those for classified materials, Controlled Unclassified Information (CUI), proprietary information, and Personally Identifiable Information (PII). This also includes all modifications, delivery orders, and associated attachments.

To download a Supply Chain Template, select the “Click **Here**” link available on the screen. The template downloads locally as an Excel file.



To upload a template to the server, drag and drop a file within the section or select the **Choose** button to select one or more documents. The local file explorer displays. Select the desired file and click the **Open** button to proceed with the upload.



NOTE: The upload functionality only accepts Excel files.

NOTE: The application automatically renames files to a consistent format.

The file information is available within the File Information table upon upload.

Attachment Columns:

- File Name (*file is a link to view the uploaded template*)
- File Size
- Submitted By
- Upload Date
- Action (*option: Delete*)

Buttons:

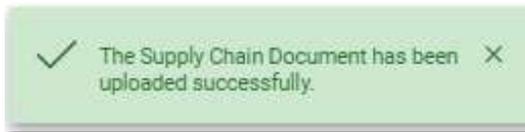
- Submit

NOTE: An error message displays when a non-approved template is used.

To delete a file, select the **Delete** button within the Action column.

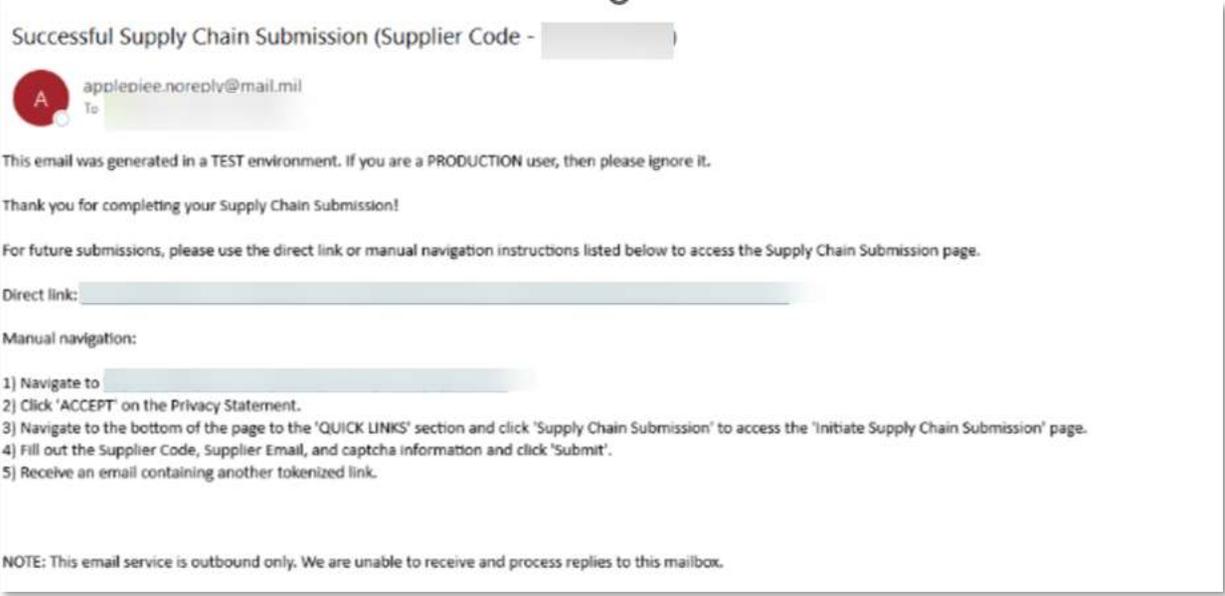


Select the **Submit** button to submit the uploaded file. A success message displays: “The Supply Chain Document has been uploaded successfully.”



Email Notifications

After the Supply Chain Document is submitted, the system sends an email notification to the Supplier. The email informs them of how to initiate the Supply Chain Submission process via the Quick Link route for future submissions. The email also includes a direct link to the Supply Chain Submission page where users can review information, retrieve the Supply Chain Submission template, and initiate a new tokenized link.



After submitting a Supply Chain Template on the Submission tab, the uploaded templates are available to view on the History tab.

Supply Chain Submission Fields:

(fields are auto-populated and available at the top of the screen regardless of the tab)

- Supplier Code
- Supplier Email
- Submission Type



History Tab

History Tab Columns:

- File Name (*all submissions for the Supplier Code are visible, however only the Supplier that submitted it can download the file locally*)
- File Size
- Submitted By
- Initiator
- Submit Date

NOTE: Columns are sortable.

Supplier Information	Submission	History			
File Name T1	File Size T1	Submitted By T1	Initiator T1	Submit Date T1	
SCUCUS19ES_2025-12-04_17:40:34.xlsx	0.018224 MB		Government	2025-12-04 5:40:42 PM	
SCUCUS19ES_2025-12-04_13:35:30.xlsx	0.018224 MB		Supplier	2025-12-04 1:35:34 PM	

To view the previously uploaded file, select the hyperlinked file name in the table. The file downloads locally.

NOTE: All submissions for the Supplier Code are visible, however only the Supplier that submitted it can download the file locally.