

GEM Overview

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What is GEM?

GEM is a new system that will be used in the Government of Saskatchewan for financial, human resource, procurement and supply chain activities.

It will modernize, standardize and streamline processes and provide a more user-friendly experience.



What will be new for suppliers in GEM?

- The **Supplier Portal** will store supplier information in one, central location.
- **Electronic Submissions** will standardize processes and allow for more easily managed competitions.
- **Supplier Performance** will provide standardized processes and templates for evaluating both suppliers and government.
- **Contract and Purchase Order Management** will be standardized and centralized in the system.



Supplier Portal

Supplier data, such as registration, bidding and evaluation, will be stored in one, central location called the **Supplier Portal**. For example, contracts and purchase orders will be more accessible, visible and traceable, which leads to suppliers having a better insight into their business with government.

Supplier Portal

What is Supplier Data?

Supplier data refers to the information captured, such as registration, bidding and evaluation. In GEM, this information will be housed in the Supplier Portal.

How will I use the Supplier Portal?

The Supplier Portal is a self-service tool in GEM where suppliers can update their contact and address information, submit competition proposals and ask for support.



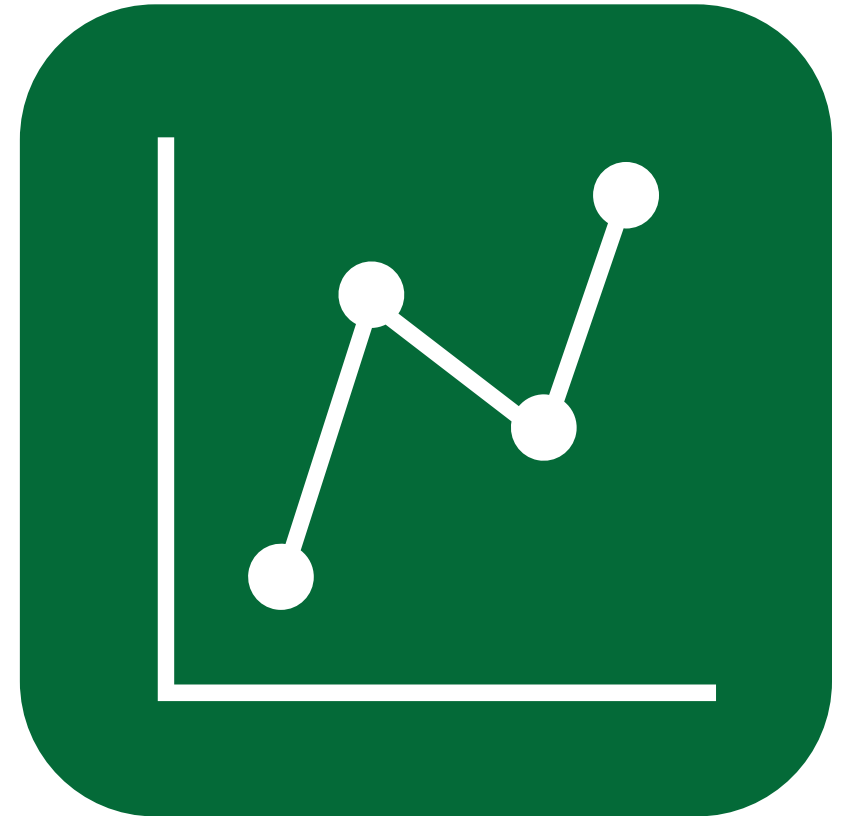
Supplier Portal

How supplier data is managed now:

Supplier data management is currently managed by the Ministry of Finance, and suppliers contact government through inquiry emails to register their business.

How it will be done in GEM:

In the future, suppliers will be able to use a self-service tool for tracking and updating their contact information.



Electronic Submissions

Electronic Submissions in GEM will standardize processes, and make it easier to track and manage competitions. **Electronic Submissions** will also give suppliers and government the same information at the same time.

Electronic Submissions

How will I use Electronic Submissions?

Suppliers will use Electronic Submissions to:

- submit proposals to competitions electronically;
- receive notifications during the competition process;
- receive prompts and notifications to fill out mandatory fields and changes; and
- receive invitations for second stage competitions.



Supplier Relationship Management

In GEM, **Supplier Relationship Management** will provide standardized processes and templates for suppliers and government to complete evaluations. Suppliers will be able to provide feedback, making the process more visible and consistent.

Supplier Relationship Management

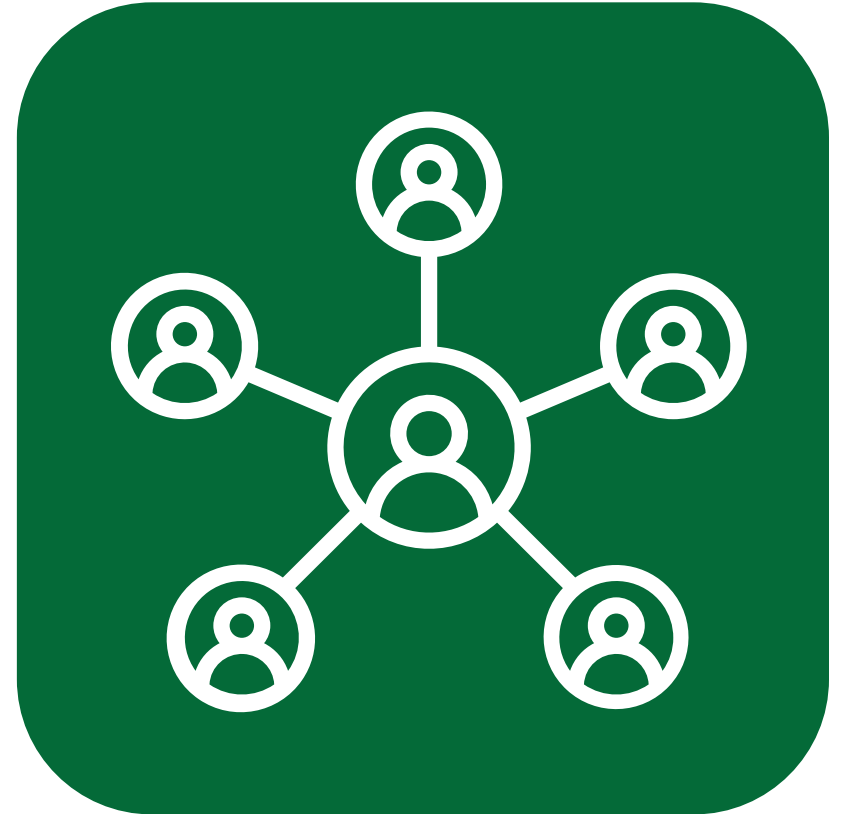
What is Supplier Relationship Management?

Supplier relationship management relates to evaluating how suppliers perform. Suppliers will be able to provide feedback on the government as well.

How will I use Supplier Relationship Management?

Evaluations will use standardized evaluation templates and forms, which will be stored in GEM. Suppliers will receive notification from GEM when an evaluation is completed.

Note: Supplier performance evaluations will be limited to competitions for Highways, Executive Council and IT procurements.



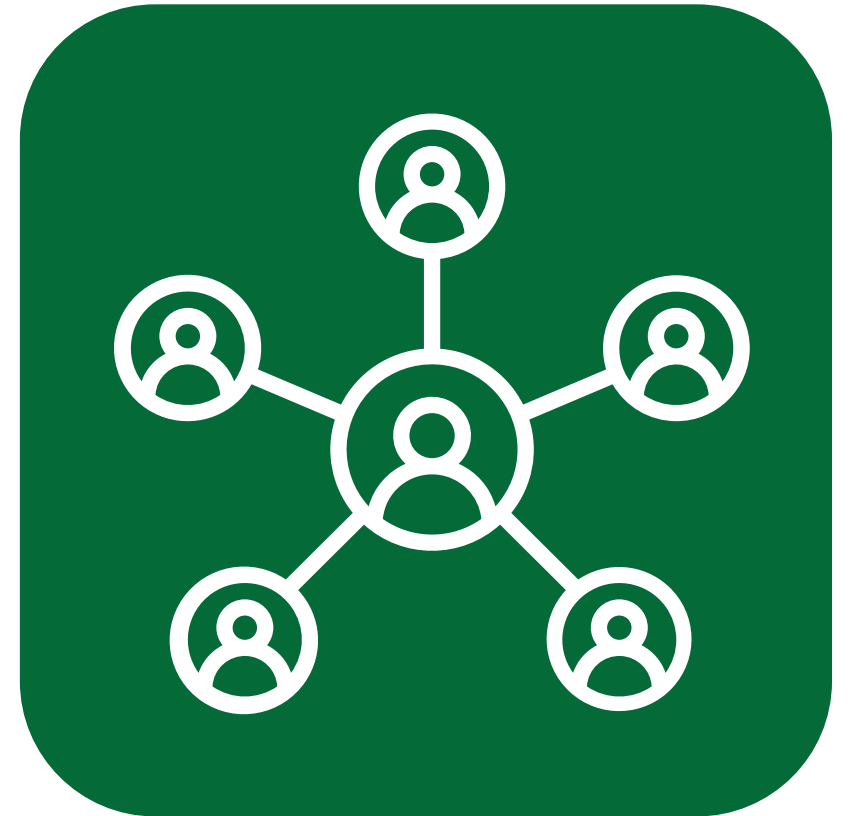
Supplier Relationship Management

How supplier performance is managed now:

Supplier performance evaluation documents are currently stored across multiple systems and in various formats.

How it will be done in GEM:

Evaluations and performance data will be stored in GEM.



Contract and Purchase Order Management

In GEM, **Contract Management** will be centralized and standardized, and **Purchase Orders** will be available in the system.

Contract and Purchase Order Management

How contracts are managed now:

Currently, contract work is a manual process that is done outside the system using emails and various documents.

How contracts will be managed in GEM:

In the future, contract drafting, signing and management will be done in GEM.



Contract and Purchase Order Management

How will I use GEM for Contract Management?

Suppliers will use GEM's contract management functions to:

- review contracts in-system and track changes;
- approve contracts with electronic approvals and signatures; and
- acknowledge receiving purchase orders (POs) to confirm and accept the work.



What's Ahead

In the coming months, you will receive information and communication from the Government of Saskatchewan to prepare you for the change to using GEM for procurement. We look forward to using this new system to work with you in an improved, standardized and streamlined way.

For more information:

To learn more about GEM:

- saskatchewan.ca/GEM
- Contact purchasing@gov.sk.ca



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