

Grey Sky DEMES Procurement – Vendor Guide



Procurement Players

A

FDEM Staff

- FDEM personnel who oversee the operation of DEMES, ensuring it functions correctly and integrates effectively with existing systems like WebEOC for mission initiation.
- Provide training and support to vendors, helping them to navigate the new system through on-site training sessions, online materials, and direct support via DEMES features.



Vendors

- Vendors designate key individuals within their organization to receive notifications and manage the contracting process effectively.
- These designated individuals handle the submission of quotes, management of purchase orders, creation of invoices, and initiation of change orders as needed.



DEMES Support

- Chatbot (Demi) and Knowledge Base tools are provided within DEMES to assist users in resolving common issues and questions without needing to directly contact FDEM staff.
- Case Management allows for more complex issues to be systematically addressed and resolved, enhancing overall user satisfaction and operational efficiency.



Impact & Benefits

Improved Vendor Experience

Integration of Processes

By consolidating separate procurement steps (RFQ, quote, PO, and invoice processes) into the DEMES platform, vendors experience a more streamlined and user-friendly interface.

Automated Workflows

The automation of workflows accelerates response times, reduces errors, and decreases the need for manual data entry, contributing to quicker resource deployment during emergencies.

Real-Time Visibility

Vendors and FDEM have real-time access to information on vendor roles and contracting status, enhancing the efficiency of tracking and data collection.





Vendor Navigation through Procurement

1. Submit a Quote

- \circ $\,$ Respond to RFQ $\,$
- $\circ\quad \text{Create a Quote}$
- $\circ \quad \text{Submit the Quote} \quad$

2. Submit an Invoice

- o Access Purchase Order, Fill out invoice details, Select invoice items from the PO like items
- \circ Submit the Invoice
- o Attachment of supporting documents

3. Change Order

- \circ $\;$ Review and Respond to Change Order RFQ $\;$
- \circ $\,$ Create and Submit the Change Order Quote
- $\circ \quad \text{Implement changes as Needed} \\$



Submit a Quote



Submit a Quote

What's happening?

- Vendors submit quotes directly in DEMES with a detailed and structured format
- Digital distribution of RFQs directly to vendor portals

Why?

- Reduces errors and inconsistencies in quote submissions, ensuring accuracy
- Quicker turnaround times for quote submissions and enhanced competitive bidding environment

•

Steps

- . Log into the vendor portal and view the RFQ under the 'RFQs' tab
- Select the RFQ and initiate the 'Create Quote' process
- 3. Fill in details such as description, proposed start date, and any additional comments
- 4. Add multiple quote line items specifying details for each, such as description, quantity, and rate
- 5. Review the completed quote to ensure all information is accurate and comprehensive
- 6. Submit the completed quote for review by clicking the 'Submit Quote' button





People Impact

- Vendors interact with a more streamlined, user-friendly system for submitting quotes
- Vendors experience a more engaging and direct RFQ receipt process, reducing barriers to entry



- Submission and evaluation of
- quotes are more organized and efficient
- Increased transparency and efficiency in vendor engagement and quote collection

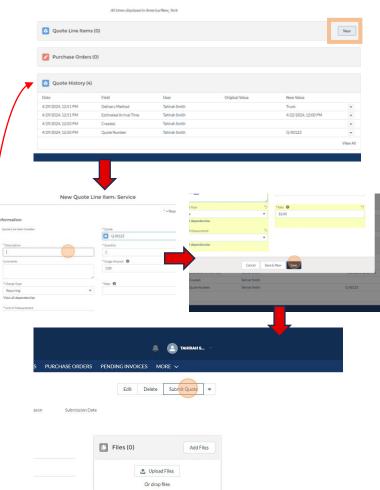


- Submission and evaluation of quotes are more organized and efficient
- Increased transparency and efficiency in vendor engagement and quote collection



Submit a Quote

	We	lcome to the Vendo	E
	2011.02.2-	Submit Involce	7 6
			Di 47
盦	nvoices Recently Viewed 👻		4/
0 items •	Updated a few seconds ago		4/
	Invoice Nu Vendor Na V Category	✓ Invoice Sta ✓ FDEM Purc ✓ PRF #/M	6
	HOME VENDOR CONTACTS REC	25 RFQ CHANGE ORDERS SUBMITTED QU	d
			·
	Dpen Requests for Qu	uotes	Information
	14 items • Sorted by Created Date		Quote Line Item Humber
	RFQ Name 4	V Mission V	
		1-11301011	*Description
	1 AHIMT Functional Exercise		1
	1 AHIMT Functional Exercise	00007	Converts
	2 Generator 3/20/24	00007	1
	2 Generator 3/20/24 3 Mission Supplies	00007	Converts
	2 Generator 3/20/24 3 Mission Supplies 4 Bottled Water		Connerts
	2 Generator 3/20/24 3 Mission Supplies	00007	Connerts Counters Counters Types Recurring
	2 Generator 3/20/24 3 Mission Supplies 4 Bottled Water	00007 00009	Connects *Onces Tues *Onces Tues Recording Vitewall dependencies
	2 Generator 3/20/24 3 Mission Supplies 4 Bottled Water 5 Need batteries	00007 00009 Need batteries	Connects *Onces Tues *Onces Tues Recording Vitewall dependencies
	2 Generato 3/20/24 3 Mission Supplies 4 Bottled Water 5 Need batteries 6 Generator 9/14	00007 00009 Need batteries	Connects *Onces Tues *Onces Tues Recording Vitewall dependencies
	2 Generato 3/20/24 3 Mission Supplies 4 Bottled Water 5 Need batteries 6 Generator 9/14	00007 00009 Need batteries	Connects *Onces Tues *Onces Tues Recording Vitewall dependencies
	2 Generato 3/20/24 3 Mission Supplies 4 Bottled Water 5 Need batteries 6 Generator 9/14	00007 00009 Need batteries Generator 9/14	"Corrents "Charge from Rescring View all developments "Unit of Housement
	2 Generator 3/20/24 3 Mission Supplies 4 Bottied Water 5 Need Batteries 6 Generator 9/14 7 TestIKerl	00007 00009 Need batteries Generator 9/14	"Ourrents "Ourrents Besching View all Beachmoles "Jobil philosurement
PURCHASE OF	2 Generator 3/20/24 3 Mission Supplies 4 Bottied Water 5 Need Batteries 6 Generator 9/14 7 TestIKerl	00007 00009 Need batteries Generator 9/14	"Corrents "Charge from Rescring View all developments "Unit of Housement
PURCHASE OF	2. Generator 3/20/24 3. Mission Supplies 4. Bottled Water 5. Need batteries 6. Generator 9/14 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test2Kerl 7	00007 00009 Need batteries Generator 9/14	"Corrents "Charge from Rescring View all developments "Unit of Housement
PURCHASE OF	2. Generator 3/20/24 3. Mission Supplies 4. Bottled Water 5. Need batteries 6. Generator 9/14 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test2Kerl 7	00007 00009 Need batteries Generator 9/14	"Corrents "Charge from Rescring View all developments "Unit of Housement
PURCHASE OF	2. Generator 3/20/24 3. Mission Supplies 4. Bottled Water 5. Need batteries 6. Generator 9/14 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test2Kerl 7	00007 00009 Need batteries Generator 9/14	"durp for Bruing Visa it disordenice "kit at itisaurened
PURCHASE OF	2. Generator 3/20/24 3. Mission Supplies 4. Bottled Water 5. Need batteries 6. Generator 9/14 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test1Kerl 7. Test2Kerl 7	00007 00009 Need batteries Generator 9/14	"durp for Bruing Visa it disordenice "kit at itisaurened
PURCHASE OF	2. Generator 3/20/24 3. Mission Supplies 4. Bottled Water 5. Need batteries 4. Generator 9/14 7. TestReri DERS PENDING INVOKCES MORE + Follow Cruste Quote Printed	00007 00009 Needbatteries Generator 19/14	"durp for Bruing Visa it disordenice "kit at itisaurened
PURCHASE OF	2. Generator 3/20/24 3. Mission Supplies 4. Bottled Water 5. Need batteries 4. Generator 9/14 7. TestReri DERS PENDING INVOKCES MORE + Follow Cruste Quote Printed	00007 00009 Needbatteries Generator 19/14	"durp for Bruing Visa it disordenice "kit at itisaurened



Click path: Respond to RFQ Create a Quote Submit the Quote

Receive an email notification about the RFQ.

- 1. Log into the vendor portal and view the RFQ under the 'RFQs' tab.
- 2. Select the RFQ and initiate the 'Create Quote' process.
- 3. Fill in details such as description, proposed start date, and any additional comments.
- 4. Add multiple quote line items specifying details for each, such as description, quantity, and rate.
- 5. Review the completed quote to ensure all information is accurate and comprehensive.
- 6. Submit the completed quote for review by clicking the 'Submit Quote' button.

Receive a confirmation that the quote has been submitted and is under review by FDEM.



Submit an Invoice



Submit an Invoice

What's happening?

- Invoices are created and submitted through DEMES, with a defined process for review and approval
- Electronic invoice submission and automated matching with POs

Why?

- Expedited invoice processing leading to quicker payments to vendors
- Reduction in payment cycles and improved cash flow management

Steps

- I. Navigate to the 'Purchase Orders' tab to view the list of POs issued by FDEM
- 2. Generate an invoice by selecting the PO that has been fulfilled, or partially fulfilled, and click on the 'New Invoice' button.
- 3. Fill out invoice details
- 4. Select invoice items from the PO line items to choose which items from the PO line items to invoice, including specifying quantities for partial invoices
- 5. Attach supporting documentation to the invoice
- 6. Submit the Invoice for Approval





People Impact

- Contract managers review invoice submissions, and finance teams handle the budget and disbursement review
- Finance teams benefit from streamlined invoice processing and reduced errors



- Contract managers review invoice submissions, and finance teams handle the budget and disbursement review
- Finance teams benefit from streamlined invoice processing and reduced errors



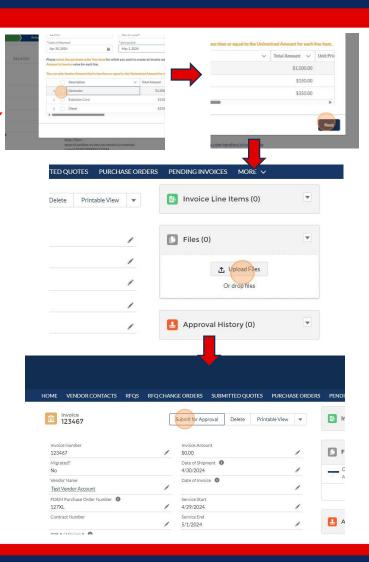
Technology

- DEMES is the central platform for invoice management, ensuring efficient processing and tracking
- Implementation of e-invoicing technology with PO matching and payment systems



Submit an Invoice

	CHANG	ORDERS	SUBMITTED C	UOTES	PURCHAS	E ORDERS	PENDING IN	VOICES MORE	· v	
							Edi	t Delete :	Submit Quote 💌	
te Ion	al Exercise		itatus Pending Review	51	latus Reason		omission Date 29/2024			
		Owner	Smith				Files (D)	Add Files	
		Status								
		Pending Rev Total Price	few					1 Upload File		
	/	\$2.00						Or drop files		
		Available Dat	te of Onlivery/Work	Start 0						
	PO-0114.		Test W	endor 8	/22/2023, 1	3/5/				
	PO-0114.	123aaa	Test Vi	endor	/14/2023, 1	3/5/				🔄 TAHIRAH S 👻
	PO-0114.	99013	Test Vi	endor 1	0/11/2023,	3/5/				
		31434653			1/9/2023, 1		RCHASE ORDEF	IS PENDING IN	ivoices mori	E Y
	PO-0114.				1/9/2023, 4	3/5/		Print PO with Ta	C Acknowleds	ze Reject v
	PO-0114.				1/15/2023				ic realisting	
	PO-0114.	. 765blw . 565654			2/28/2023, /8/2024,4:	3/5/				New Invoice Printable View
		X1230			/8/2024, 4:					Printable View
	10-0114	. A1630			/29/2024, 2				-	
	0				A.P.(A.94-7) A		osed	Canceled	V Mark	Status as Complete
-										
	CONTROL	TC: 18500	050 51445	7 00070	CUDA4		TTE DUDEN			~
DR	CONTAC	ts rfqs	RFQ CHANG	E ORDER!	s submi	ITTED QUO	TES PURCH/			s
		TS RFQS	RFQ CHANG	ie order				ASE ORDERS P		s
	CONTAC rder 41	TS RFQS	RFQ CHANG	e order		ITTED QUO		ASE ORDERS PI		s Ac
		F			Ν			ASE ORDERS PI		S Ar
		F	Please specify foll	lowing invo	Ν	lew Inv	oice	ASE ORDERS P		s
		F	Please specify foll	lowing invo	Ν	lew Inv		Ase orders pr	×	s
		Relea	Please specify foll	lowing invo	Ν	lew Inv	oice	ASE ORDERS PI		
		Relea	Please specify foll *Vendor Invoice Na	lowing invo	Ν	lew Inv	Oice	ASE ORDERS PI	×	
14		Relea	Please specify foll "Vendor Invoice No 1 *Date of Shipment	lowing invo	N ice details	Jew Inv	Oice Service Start Service End	ASE ORDERS PI		
14	rder 41	Relea	Please specify foll "Vendor Invoice No 1 *Date of Shipment	lowing invo umber	N ice details	Jew Inv	Oice Service Start Service End			
ie O 114	rder 41	Relea	Please specify foll *Vendor invoice Ni 1 *Date of Shipment Please select the Amount to Invoice	iowing Invo umber purchase or e value for d	N ice details	Jew Inv	Dice Service Start Service End			



Click path: Access Purchase Order Access Submit the Invoice Attach Supporting Documents

Log into the vendor portal to access and manage purchase orders and invoices.

- 1. Navigate to the 'Purchase Orders' tab to view the list of POs issued by FDEM
- 2. Generate an invoice by selecting the PO that has been fulfilled, or partially fulfilled, and click on the 'New Invoice' button.
- 3. Fill out invoice details by entering the invoice number and other relevant details such as the date of shipment and service start and end dates.
- 4. Select invoice items from the PO line items to choose which items from the PO line items to invoice, including specifying quantities for partial invoices.
- 5. Attach supporting documentation to the invoice, such as receipts or other proofs of service.
- 6. Submit the Invoice for Approval by reviewing the invoice details for accuracy and submitting the invoice to FDEM for approval.



Change Orders



Change Orders

What's happening?

- A systematized approach for requesting and processing change orders
- Formal change orders are required for material changes to the scope of the purchase order

Why?

- Quick adaptation to project changes with minimal disruption
- Provides a clear process for adapting to changes in mission needs, ensuring proper tracking and accountability

People Impact

- Contract Managers must initiate change orders and monitor the impact on contract performance
- Contract managers can more easily negotiate and confirm changes with vendors

Process Impact

- Introduces a more regimented approach to managing change orders and associated financial implications
- Dynamic modification of contract terms without starting from scratch

-`@́-Technology

- DEMES supports change order processing, offering a historical view of quotes and modifications
- Flexibility in the procurement system to handle changes and update orders accordingly

Steps

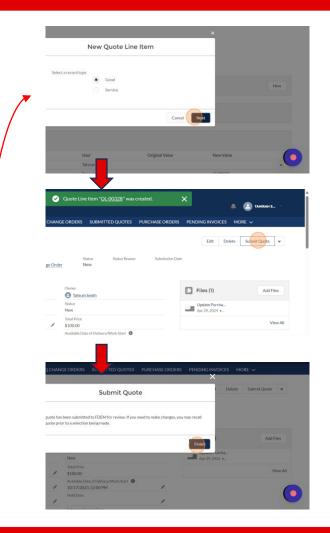
- Access the DEMES portal using your vendor credentials and look for the 'RFQ Change Orders' tab.
- 2. If you decide to respond to the change order, click to create a new change order quote where you can adjust the details as necessary.
- 3. Once you've made the necessary changes, review your new quote to make sure all details are correct, then submit it for FDEM's review and approval.





Change Orders

IOME VENDOR CONTACTS	REQS REQ CHANG	EORDERS SUBMITTED QUOT	TES PURCHASE ORDERS	PEN
	144		landar D.	
	vvel	lcome to the	vendor Port	ai
		Submit Invo	ice	
Invoices				
Recently Viewed	•			
Invoice Vendor N	lame v Category	✓ Invoice Status ✓ FDE	M V PRF#/ V Invoid	ce v
	dor Account	Pending Validation 127		
			🕘 TAHIRAH S 🥌	
EORDERS SUBMITTED QUO	OTES PURCHASE ORDE	ERS PENDING INVOICES M	iore 🗸	
	+ Follow Creat	te Change Order Quote Reject F	RFQ Printable View	
Status		Files (0)	×	
Sent to Vendor Mission				
Need batteries Incident Name		1 Uploi		
		Ordrop	ofiles	
		Quotes (1)		
		Quote Nu Vendor	Status	
EORDERS SUBN / TED QUO	DTES PURCHASE ORDE		iore 🗸	
		Edit Delete	Submit Quote 💌	
Status Status New	Reason Submission	Date		
INCH				
Owner		Files (0)	Add Files	
Tahirah Smith Status				
New Total Price		1 Uplo		
\$0.00		Or drop	ofiles	
Available Date of Delivery/Work Sta				



Click path:



You will receive an email notification indicating that a change order request has been made for an existing purchase order (PO).

- 1. Access the DEMES portal using your vendor credentials and look for the 'RFQ Change Orders' tab.
 - Decision Once there, you will see the change order request. Decide whether to proceed by creating a change order quote or to reject the RFQ based on your capacity and inventory.
- 2. *If you decide to respond to the change order*, click to create a new change order quote where you can adjust the details as necessary.
- 3. Once you've made the necessary changes, review your new quote to make sure all details are correct, then submit it for FDEM's review and approval.

