#### **Need Assistance?**



Follow these steps to submit an issue to the IOT GMIS team.

# **Step 1** Navigate to the <u>Supplier Portal Login Page</u>.

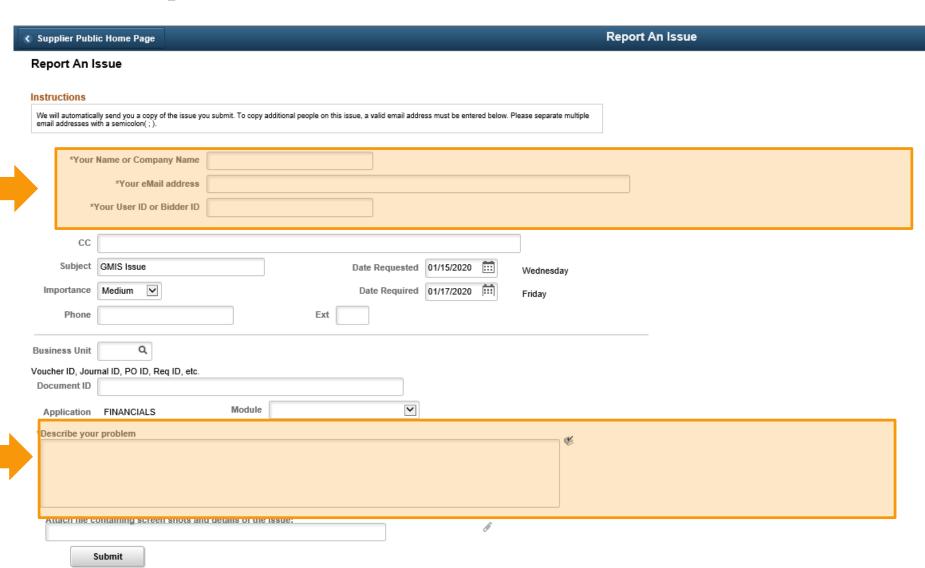


### Step 2 Click Report an Issue



## Step 3

Complete the required fields marked with an asterisk \* If you don't know your Bidder ID, enter UNKNOWN.



# Step 4

Attach a file containing a screen shot if an error message has been received.

	Report An Issue
Report An Issue	
Instructions	
We will automatically send you a copy of the issue you submit. To copy additional people on this issue, a valid email address must be entered below. Please separate multiple email addresses with a semicolon(;).	
*Your Name or Company Name	
*Your eMail address	
*Your User ID or Bidder ID	
СС	
Subject GMIS Issue Date Requested 01/15/2020 ::: Wednesday	
Importance Medium ✓ Date Required 01/17/2020 Friday	
Phone Ext	
Business Unit Q	
Voucher ID, Journal ID, PO ID, Req ID, etc.	
Document ID	
Application FINANCIALS Module	
*Describe your problem	
Attach file containing screen shots and details of the issue:	
Submit	

#### **Click Submit.**



You should receive an confirmation email letting you know the issue has been received.

	Report An Issue
Report An Issue	
Instructions	
We will automatically send you a copy of the issue you submit. To copy additional people on this issue, a valid email address must be entered below. Please separate multiple email addresses with a semicolon(;).	
	•
*Your Name or Company Name	
*Your eMail address	
*Your User ID or Bidder ID	
CC	
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