



GRUMP REF 002 SUPPLIER'S GUIDE

Who is MSI?

Management Systems International (MSI) is a Washington, D.C.-area consulting firm founded in 1981. MSI has worked in over 100 countries and currently employs more than 800 staff worldwide. Since our start more than three decades ago in a townhouse in Washington, D.C., we have helped thousands of communities, NGOs, governments, media organizations and individuals solve complex development challenges, often in areas torn apart by hunger, conflict and violence. For more information, please see our [website](http://www.msiworldwide.com) (www.msiworldwide.com).

What is GRUMP?

GRUMP is MSI's online **G**rant and **P**rocurement **M**anagement System to manage the process of soliciting, evaluating, selecting and issuing awards. This system is developed by a third party called "Jaggaer". It has been customized to MSI's procurement and grants processes.

Are you a Supplier?

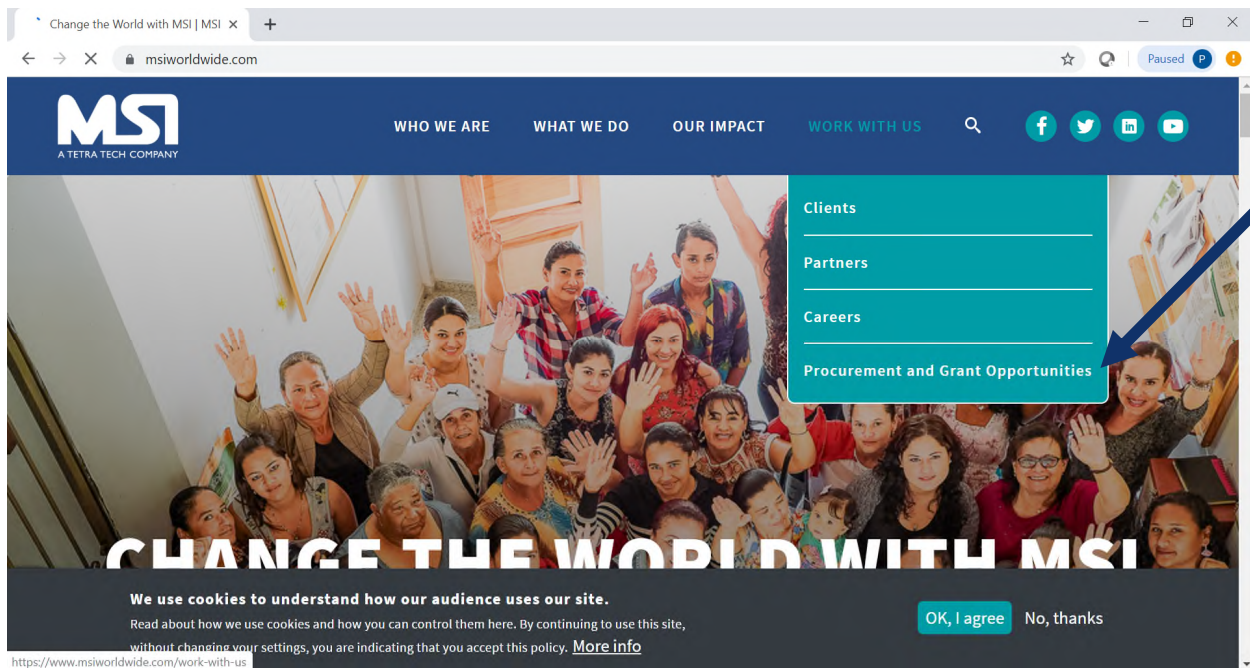
Any organization who intends to receive awards or funding from MSI will be qualified as a supplier in GRUMP. This term includes grantees requesting funding for projects, as well as subcontractors who provide specific services and/or products requested by MSI for purchase.

How to access GRUMP?

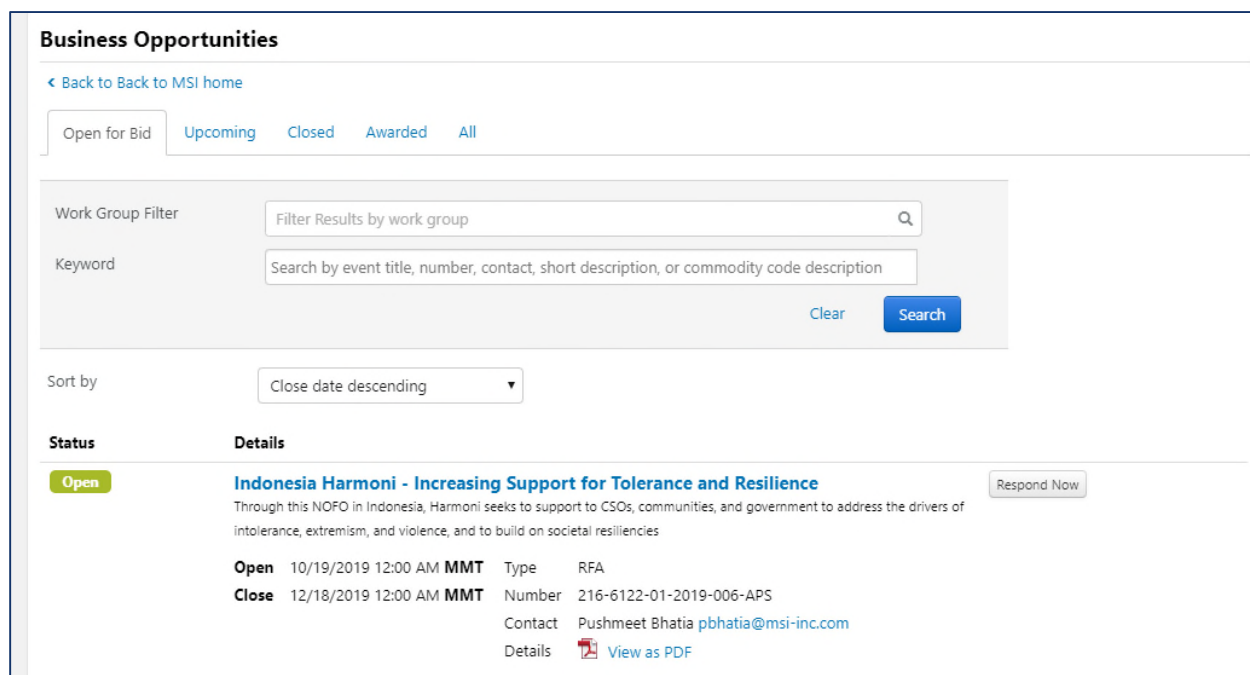
There are two ways to access GRUMP to find out if there are opportunities to work with MSI on our various projects around the world.

➤ **THROUGH MSI's WEBSITE**

The first and easiest way to access GRUMP is to go to MSI's [website](http://www.msiworldwide.com). Under the "Work with Us" tab, you will find all current open opportunities.



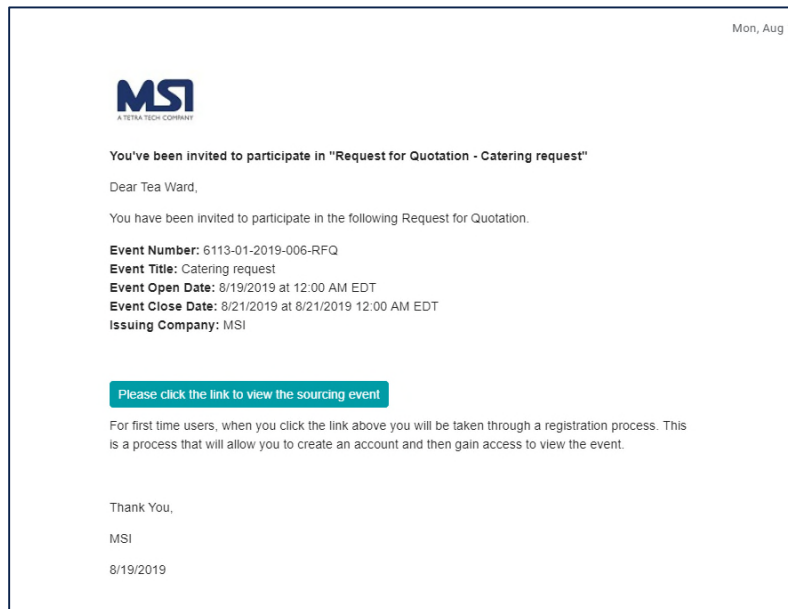
You can search through these opportunities to limit your view to the opportunities in the countries (“keyword”) or project (“work group”) of interest to you.



You may click the “Respond Now” button next to the opportunity that interests you, and you will be directed enter your login information or to register in GRUMP as a supplier.

➤ BY RESPONDING TO AN INVITATION YOU RECEIVED FROM MSI

MSI may add your contact information to a sourcing event, and invite you directly to respond. In such a case, you will receive an email such as below. You can access this opportunity by clicking on the link provided in the email which will take you to the GRUMP login page to either sign in or create an account.



Once you register as a supplier, you can track open solicitations, be invited to solicitations, and respond to solicitations – all with just a few clicks. If you have any difficulties registering, you may use the contact information provided for the corresponding opportunity, or send an email to System Administrator (admin.sciquest@msi-inc.com).

Registering in GRUMP as a Supplier:

Registering in GRUMP starts by going to the supplier [login page](https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=MSI) (<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=MSI>). Simply enter your email address, click next, and then click on the “create account” button on the bottom of the page. You will be able to walk through a very simple process to create a supplier account in MSI’s GRUMP system.



ENGLISH ▼

If you already have an account please login by entering your e-mail address, password and then click on the "Login" button.

Enter your email to Login/Create Account

Email

anyemail@gmail.com

Looks like you don't have an account yet. Click 'Create Account' to register.

[BACK](#)

If you have not yet registered, click the button below to create your account. If you have any questions about creating an account, please contact our admin at admin.sciquest@msi-inc.com.

CREATE ACCOUNT

Once you enter your email and create a password, you will reach our supplier welcome page that will summarize what information you need to complete your registration, and will show you the navigation bar that you can use to answer all questions.

The screenshot shows the MSI Supplier Registration interface. At the top left is the MSI logo. Below it is a navigation bar with links: Registration > Manage Registration Profile > Welcome. A banner below the navigation bar states: "JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy".

The main content area is titled "Welcome to Supplier Registration" and includes a help icon (?). It contains the following sections:

- Registration In Progress for:** Management Systems International. **2 of 6 Steps Complete**.
- Welcome** section with a checklist:
 - Company Overview ✓
 - Business Details ✓
 - Addresses ✓
 - Contacts ✓
 - Diversity ✓
 - Unsolicited Proposals ✓
 - Certify & Submit
- The registration process** section with a list of 5 steps:
 - Click the button, below, to begin the registration process.
 - Ensure all the required fields and sections are completed.
 - Attest to the validity of the information and submit the form electronically.
 - You will receive your Login ID and Password via email once you have submitted your completed form.
 - Login when needed to update your profile or to add additional contact information.
- Before you begin registering** section:

With the necessary data collected, the registration process should not take more than 15 minutes. Compiling the necessary information prior to beginning the process will ensure a smooth and trouble-free registration.

The following information will be requested during the registration process:

 - Address, phone, and email information
 - List of commodities you supply
 - Diversity information and certifications (if applicable)
 - Additional contacts

If you have any questions or experience problems registering, please contact the MSI System Admin at admin.sciquest@msi-inc.com.
- Required to Start Registration** section:

Legal Company Name *

★ Required to Complete Registration

Buttons: Next > and Save Changes

At the bottom left, there are links for "Registration FAQ" and "View History".

While we recommend you complete the maximum number of questions, not all questions are required on each page. **All required questions are marked with an “★”.** You can choose to complete the non-mandatory questions as you think fit. The more information you provide, the easier it is for us to identify your interests and eligibility.

In order to respond to all mandatory questions, you need to provide the following minimum information:

- 1) Company Legal Name
- 2) At least one contact name, address and telephone number
- 3) Country of origin
- 4) Whether your company or organization has a Data Universal Numbering System (DUNS) number. Additional information on DUNS numbers can be found at <http://fedgov.dnb.com/webform/displayHomePage.do>.
- 5) Whether your company or organization is registered in www.sam.gov, allowing it to do business with funding provided by the US government. You may consult the [Quick Start Guide For New Foreign Registrations](#) for information on registering.
- 6) Year of establishment, number of employees, type of business, and a description
- 7) Commodity codes (you will select the ones most relevant)
- 8) Diversity classification, if any (If you are a non-U.S., please mark as “does not qualify”)

Note that as you fill out the registration, a checklist will be completed to the left of the fillable fields.

Responding to a Sourcing Event:

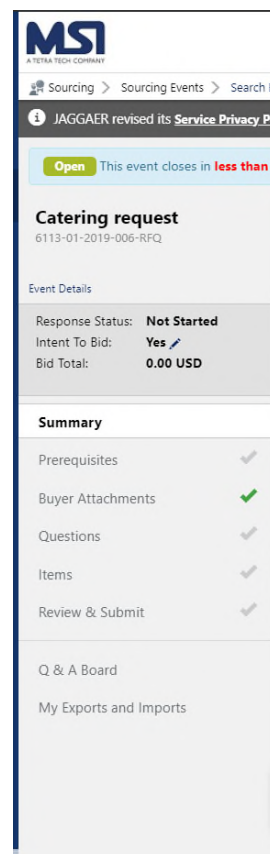
Once you have an account with GRUMP, you can search for public open opportunities, or respond to opportunities you have been invited to. A new opportunity for funding is called a Sourcing event. This could be a solicitation (RFQ or RFP) or a Notice of Funding Opportunity – NOFO (RFA or APS).

There are two ways to respond to a sourcing event: responding to an invitation or by searching opportunities listed on MSI's website, as discussed earlier in this guide.

Understanding Sourcing Event Sections in GRUMP:

Each event in GRUMP has a left navigation bar which helps you go through all pages to gather information, review MSI's attachments, and respond to the opportunity step by step.

- **Summary:** Summary page will share important dates and background information about the sourcing event.
- **Prerequisites:** The Prerequisites section will provide essential information regarding MSI's sourcing process, and will require you to confirm that you have read and understand the information shared, or comply with conditions established in the section.
- **Buyer Attachments:** This section will generally carry downloadable versions of the sourcing event where you can get all the required information in a printable format. MSI will also use this section to share any templates and or additional information they would like to share with you to assist in your submission.
- **Questions:** This section will either ask targeted question for your response or will provide links for you to upload your submission documents.
- **Items:** The items section is used to enter costing information directly into the system, which will help MSI avoid errors during evaluation of your cost proposals.
- **Review and Submit:** Use this section to make sure you have completed all sections of the event, and certify and submit your proposal.
- **Q&A Board:** Use this section to submit questions to MSI at any point when the question period is open. MSI will also use this section to respond with public clarifications during the solicitation/opportunity stage. Please review this section when preparing your submission.
- **My exports and imports:** This section will help you track the information you have downloaded or uploaded into the system.



For system questions or assistance, please contact our admin at admin.sciquest@msi-inc.com. We look forward to working with you in near future.