

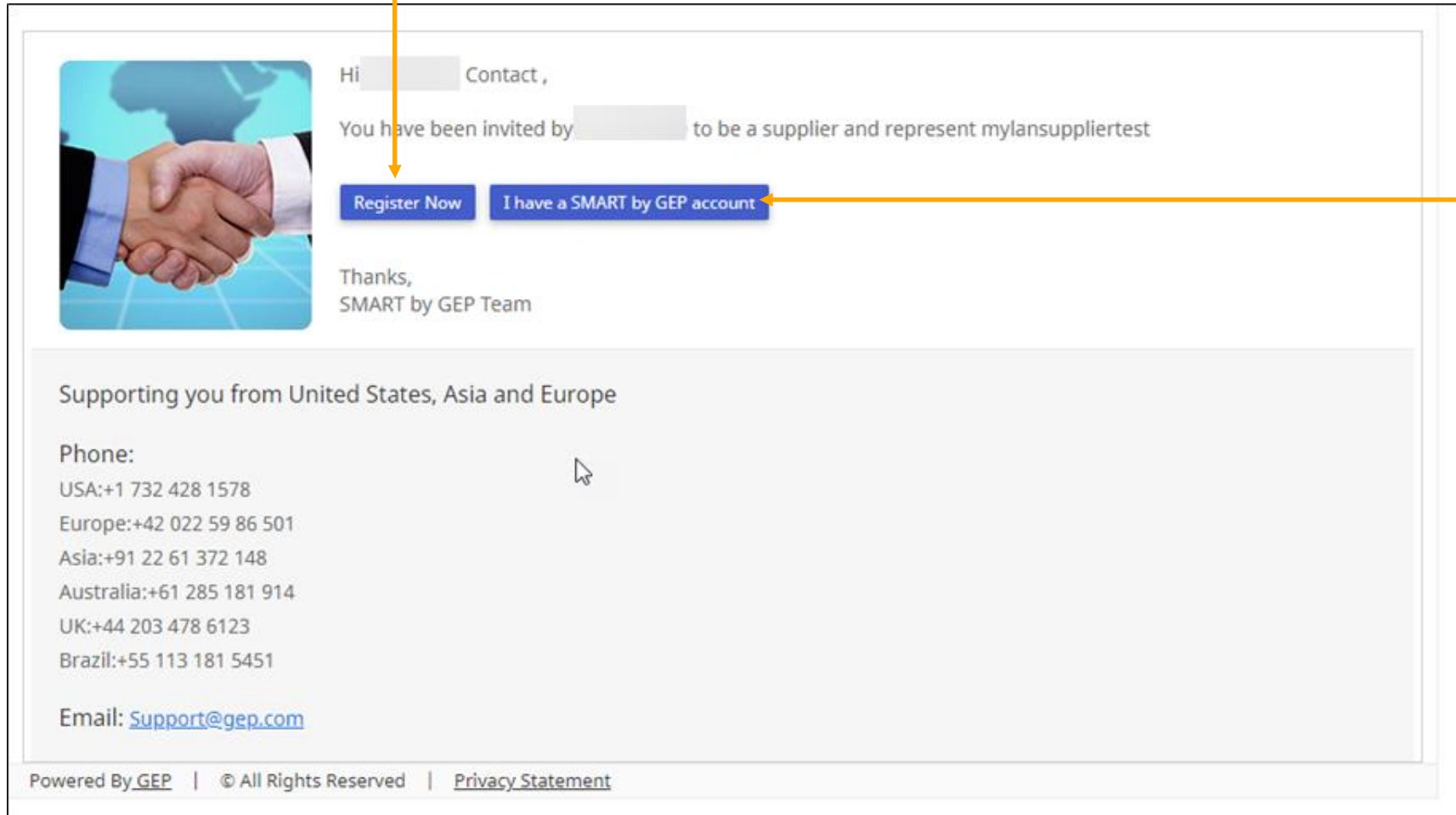


GEP[®]

Supplier Profile

You can work with the buyer by registering for a new SMART by GEP account or by using an existing account.

Click **Register Now** to open the PRF and complete the registration process.



Hi [redacted] Contact ,

You have been invited by [redacted] to be a supplier and represent mylansuppliertest

[Register Now](#) [I have a SMART by GEP account](#)

Thanks,
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:
USA:+1 732 428 1578
Europe:+42 022 59 86 501
Asia:+91 22 61 372 148
Australia:+61 285 181 914
UK:+44 203 478 6123
Brazil:+55 113 181 5451

Email: Support@gep.com

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In case you already have a SMART by GEP account click **I have a SMART account** and enter your login credentials.

Primary Registration form



To register yourself as a supplier, you need to fill and click **Submit**. The format of the PRF differs for each buyer organization. Below is a sample PRF.

Primary Registration Form

Basic Details

All fields marked with * are required.

Account Credentials

Username * ⓘ

User Email *

Password*

Confirm Password*

Mobile Number

Company Information

Legal Company Name

Doing Business As

Company Website

Headquarter

Address Line 1 Suite, Street, Locality




- *Basic Details is the standard, default tab. Based on buyer's organizational requirement, you may need to respond to additional tabs on this form.*
- *When working with a new buyer using an existing SMART by GEP account, you will be required to respond to the new buyer organization's PRF.*

Action Required – Email Verification



After you submit the PRF, the below Action Required screen is displayed. Click the link on the page to login to GEP SMART and complete your profile. You can login to the tool with the credentials created in the PRF.



Action Required!

A Verification link has been sent to the registered Email ID, Please use the same to verify the account, If Already done please Ignore.

The Primary Registration Form has been submitted successfully. To finish the registration process, kindly fill in certain mandatory information in the your profile we have created for you.

[Click Here](#) to login to the GEP SMART system and complete the profile.


Please Note: The registration process will NOT be complete until the mandatory information is provided in the profile. In Case you are unaware of your password, kindly click the 'forgot password' link on the log in page to generate a new password.

Regards,
SMART by GEP Team

Contact Us

Phone:
USA: +1 732 428 1578
Europe: +91 22 61 372 148
Asia: +42 022 59 86 501
Australia: +61 285 181 914
UK: +44 203 478 6123

Click **Click Here** to login to GEP SMART and complete your profile.



Username

[Forgot Username?](#)

Password

[Forgot Password?](#)

LOGIN

Supplier Profile



After you login to GEP SMART, you land on the home page. You can access your supplier profile from the home page as shown below:

A screenshot of the GEP SMART web application interface. The top navigation bar includes a hamburger menu icon, the text 'SOURCING' and 'SUPPLIER' (with 'SUPPLIER' underlined), a search box with a magnifying glass icon and the text 'Search', and several utility icons (list, bookmark, megaphone, help, user profile 'VK', and a vertical ellipsis). A dark blue sidebar on the left contains a '+ Create' button and a 'Supplier Profile' button with a person icon and a notification badge '2'. An orange arrow points from a text box below to the 'Supplier Profile' button. The main content area shows a 'Published 2' status box and a table with columns: Name, Form Type, Legal Company Name, Recurrence, Frequency, Category, Client Suppli..., Created By, and Stat. A 'Manage Attributes' link is visible at the bottom right of the table area.

Click to access Supplier Profile.

Supplier Profile



The Supplier Profile is used to capture your basic details, registration information, location details, contact details, etc. Depending on the configuration, you can collaborate with the buyer to keep your profile up-to-date.

Action menu containing options to create a change request or view change history, depending on the configuration.

Completeness percentage of the supplier profile.

Click **Save** to save any changes/additions made.

Perform the next logical step on the Supplier Profile..



Basic Details



Following are the different sections in a Supplier Profile:

Basic Details: Basic information like the name, parent supplier company, and category/region that you cater to

✓ BASIC DETAILS

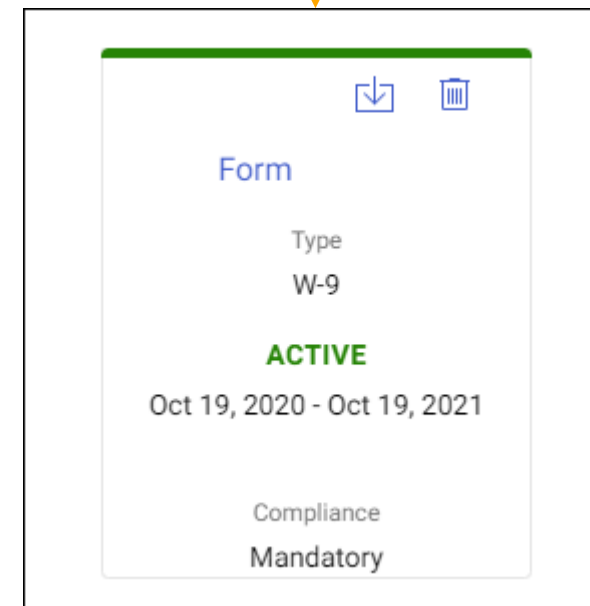
<p>YOUR COMPANY LOGO HERE</p> <p>Supported file formats: png, jpeg,jpg</p> <p>Max file size : 5MB</p> <p>Resolution : 200 X 200 pixel</p> 	<p>Supplier's Legal Name* RONDO AG</p>	<p>Parent Company's Identification ... Parent Company Name</p>	<p>Parent Company Name --</p>
	<p>Doing Business As --</p>	<p>Formerly Known As --</p>	<p>Category* Consulting Service... +11 More</p>
	<p>Region Not Applicable</p>	<p>Supplier Managers* Admin+ 1 More</p>	<p>Status Approved / Ready for MDG </p>

Identification Information: Identification information such as the supplier code, DUNS number and the identification type and number.

✓ IDENTIFICATION INFORMATION	
DUNS Number	-
Identification type	Number
AD1 - Tax Register Number (NRT)	5656554
<input type="text" value="Please Select"/>	Please Enter

Certificates: Information on your certificates. Certificates add weightage to your profile and prove advantageous during shortlisting of suppliers for sourcing events. More importantly, certificates are useful for compliance.

CERTIFICATES [+ Add New Certificate](#)



Form

Type
W-9

ACTIVE

Oct 19, 2020 - Oct 19, 2021

Compliance
Mandatory







Diversity Status



Diversity Status: Information on your diversity status such as minority, race, foreign businesses etc.

> DIVERSITY STATUS ⊕ Add New Diversity Status



<div style="text-align: right;"> </div> <p>Asian American Owned</p> <p>ACTIVE</p> <p>Oct 19, 2020 - Oct 19, 2021</p> <p>Compliance Non Mandatory</p>	<div style="text-align: right;"> </div> <p>Black/African American ...</p> <p>ACTIVE</p> <p>Oct 19, 2020 - Oct 19, 2021</p> <p>Compliance Non Mandatory</p>	<div style="text-align: right;"> </div> <p>Owners with Disabilities</p> <p>ACTIVE</p> <p>Oct 19, 2020 - Oct 19, 2021</p> <p>Compliance Non Mandatory</p>
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Location Information



Location Information: Information on location database. This section holds all the locations that you operate from.

✓ LOCATION INFORMATION (3 Locations: 1 Headquarter , 2 Remit To Location, 2 Ordering Location, 2 Solicitation Location, 2 Invoicing Location, 2 Other)				
<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	AUF DEM WOLF 10	Headquarter	Pri : 613089116 Sec :	
<input type="checkbox"/>	BASEL - AUF DEM WOLF 10	Remit To Location + 4 More	Pri : 613089116 Sec :	
<input type="checkbox"/>	dsf	Solicitation Location + 4 More	Pri : Sec :	

Registration and Contact Information



Registration Information: The Registration Information section holds the supplier's response to the primary registration form. This is client configurable.

REGISTRATION INFORMATION		
Buyer Custom Fields	QUESTIONNAIRE(1)	
	Titles	Total Questions
	Additional Fields	1
		Pending Mandatory Questions
		0 / 0
	Rows per page: 5	

Contact Information: The Contact Information section holds all supplier contact details. Apart from storing all the contact details, this section also captures contacts for each role at each location specified in the Business Information tab and the primary supplier contact.

CONTACT INFORMATION(1) (1 Registered)					
All 1	Registered 1	Pending Activation 0	Invited 0	Non-Invited 0	
Full Name	Status	Email ID	Language	Prim	
<input type="checkbox"/> SupplierRex39 Supplier	Registered	123@gep.com	English	222-2	

Business Information & Transaction Type



Business Information: The Business Information section captures various business details of the supplier including business locations, revenue, profit, etc

▼ BUSINESS INFORMATION [Manage Optional Fields](#)

ANNUAL REVENUE

Currency USD ▼	Annual Revenue (In Millions)
Business Type Please Select ▼	Total No. of Employees

Auto-Acknowledge Order

Payment Type
Please Select ▼

Transaction Type: The Transaction Type section holds all the formats suppliers support for different transactions.

▼ TRANSACTION TYPE [Manage Optional Fields](#)

Auction format Please Select ▼	Contract format Please Select ▼	Invoice format Please Select ▼	PO format Please Select ▼
RFx format Please Select ▼	Service Confirmation Please Select ▼		

Marketing Information & Payment Terms



Marketing Information: The Marketing section holds the marketing information of suppliers like their existing customers, the currencies they support, and languages they support. It also captures the supplier's presence on social media.

MARKETING INFORMATION

Description *(Optional)*

Supported Currencies *(Optional)* Supported Languages *(Optional)*

Current Customer

Website : Website URL www.facebook.com/ facebook page name

www.linkedin.com/ linkedin page name www.twitter.com/ twitter handle

Payment Terms: The Payment Terms section displays the payment terms associated with the Organizational Entity.

PAYMENT TERMS	
Entity	Payment Terms
F. Hoffmann-La Roche AG	60 days net-YL09 (Default) +4More
Glycart AG	60 days net-YL09 (Default)
Diagnostics International AG	60 days net-YL09 (Default)

Rows per page: 5 ▼

Documents: The Documents section displays all the documents associated with a supplier such as contracts, scorecards, requisitions, and invoices. This provides details of all transactions associated with the supplier. Use the filter to view documents of a type.

DOCUMENTS				
Form	Name	Status	Created by	Created on
Scorecard	SAT_RFP	Draft	Maciej Redzikowski	05/07/2020
Rfx	Test Event 06.05	Awarding	Maciej Redzikowski	05/06/2020
Auction	000634-Apr2020	EventWithdrawn	Maciej Redzikowski	04/28/2020
Contract	test 24	EventCancelled	Maciej Redzikowski	04/24/2020
Action Plan	Test Rfx	ResponseClosed	Maciej Redzikowski	04/23/2020

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Change Request



If the change request configuration for your product is enabled, then to make any changes to an approved supplier profile, you need to submit a Change Request. The changes that you request need to be approved for them to take effect. The approval flow can be configured, manually or based on rules when any attribute from an approved supplier profile is updated.

The screenshot shows a web interface for editing a supplier profile. The header includes a back arrow, a user icon, the supplier name 'SUPPLIERREX16 (PC-2020.000317)', a 'Subscribe' button, a notification bell with '1', and a menu icon. The main content area is divided into a left sidebar with navigation tabs and a main panel. The sidebar tabs include 'BASIC DETAILS' (selected), 'IDENTIFICATION INFORMATION', 'SUPPLIER SOURCE INFORMATION', 'NOT APPLICABLE', 'CERTIFICATES', 'DIVERSITY STATUS', 'REGISTRATION INFORMATION' (with a warning icon), and 'LOCATION INFORMATION'. The main panel shows the 'BASIC DETAILS' section with a 'Manage Optional Fields' link. It contains a logo upload area with instructions: 'YOUR COMPANY LOGO HERE', 'Supported file formats: png, jpeg, jpg', 'Max file size : 5MB', and 'Resolution : 200 X 200 pixel'. Below this are several input fields: 'Supplier's Legal Name*' (SupplierRex16), 'Parent Company's Identific... Parent Company Name' (Parent Company Name), 'Doing Business As' (Doing Business As), 'Normalised Name' (Normalised Name), 'Origination' (SMART by GEP), 'Formerly Known As' (Formerly Known As), 'Category*' (External+1 More), 'Org. Entity*' (Total Citi [L1]), 'Region*' (ASIA PACIFIC +3 More), 'Supplier Managers*' (Rex K), 'Status' (Validated), and 'Reasons for adding supplier' (View Reasons). At the bottom left, a '20% PROFILE COMPLETENESS' indicator is shown. At the bottom right, there are 'CLOSE', 'SAVE', and 'CREATE CHANGE REQUEST' buttons. A URL is visible at the very bottom: 'https://smartust.gep.com/SupplierManagement/Profile?dd=c38iPTUzOTE1OSZicGM9NzAwMjE4NTM1&oloc=1058/c=NzAwMjE4NTM1'.

View Change History



The system keeps track of changes made to your profile. This information is helpful for auditing purposes and is also available for reporting.

To view changes made to your profile, from the Profile page, click the action menu icon and click **View Change History**.

The screenshot shows a web interface for viewing change history. At the top, there is a navigation bar with a back arrow, a hand cursor icon, and the text 'CHANGE HISTORY (RONDO AG)'. Below this, a dropdown menu for 'Version 28' is open, showing details: 'Status : Approved', 'Created by : Winfried Hann', and 'Created on : 08/04/2020'. Below the dropdown, there are two expandable sections: 'LOCATION INFORMATION' with '444 CHANGES' and 'CONTACT INFORMATION' with '4 CHANGES'. Both sections have a blue downward arrow on the left and orange text on the right.

To register as a supplier in SMART by GEP, you need to first fill in the Primary Registration Form (PRF). You can access the PRF from:

- The buyer organization's website if the buyer organization has published it there.
- The invitation email as shown below, if the buyer invites you.

Dear Robert Owen,

Gep has sent you its primary registration form. In order to start filling it, you just need to [Click Here](#)

Please enter the responses and submit the form. The login credentials would be created on submission and you can then access the system.
Please note that the supplier manager(s) assigned to Edison Ltd is/are GEP Admin.

In case of any queries, please contact GEP Support at the following:

Phone:

USA: +1 732 428 1578

Asia: +91 22 61 372 148

Europe: +42 022 59 86 501

Email:

Support@gep.com

Regards,
GEP

To Avoid emails going to spam or junk folders

To ensure you receive all emails from support@gep.com in your inbox, please mark this email address as safe. Sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.

Click the link for the PRF.