SMART by **GEP**®

Unified Procurement Platform

SUPPLIERS ON-BOARDING USER MANUAL

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Chapter 1:   On-boarding Suppliers

Supplier Management offers a smooth on-boarding experience for both, buyers and suppliers. As a buyer, you can shortlist suppliers and then send out invitations to supplier contacts to register on SMART by GEP.

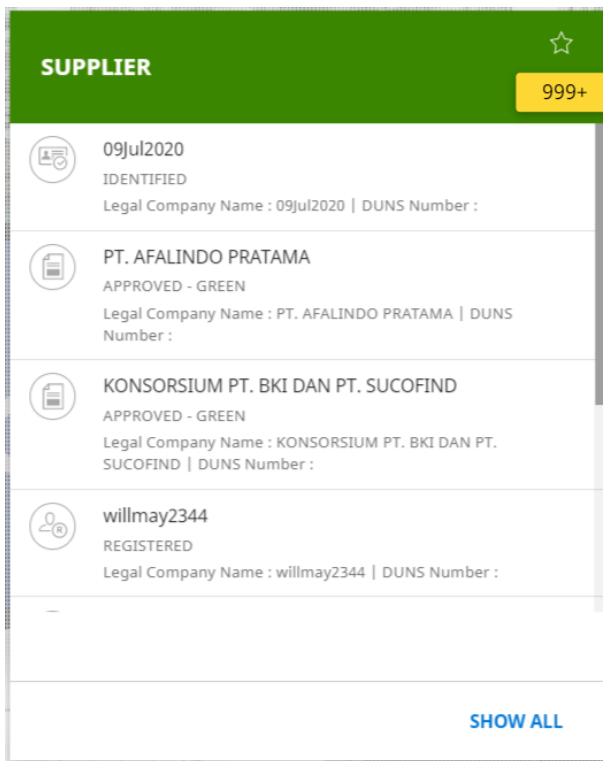## 1.1   Viewing and the Supplier Profile

The Supplier Profile holds all the details of suppliers like their registration information, location details, contact details, etc.

Follow these steps to view a supplier's profile:

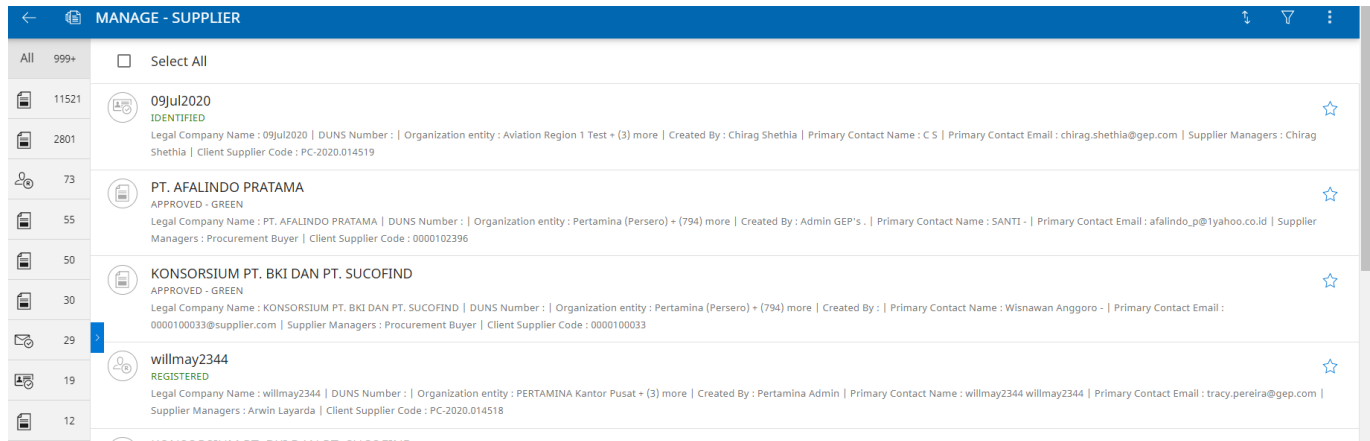**1)**   From the Workspace home page, click **Manage**
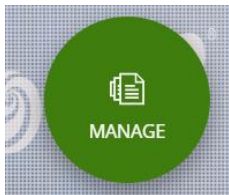
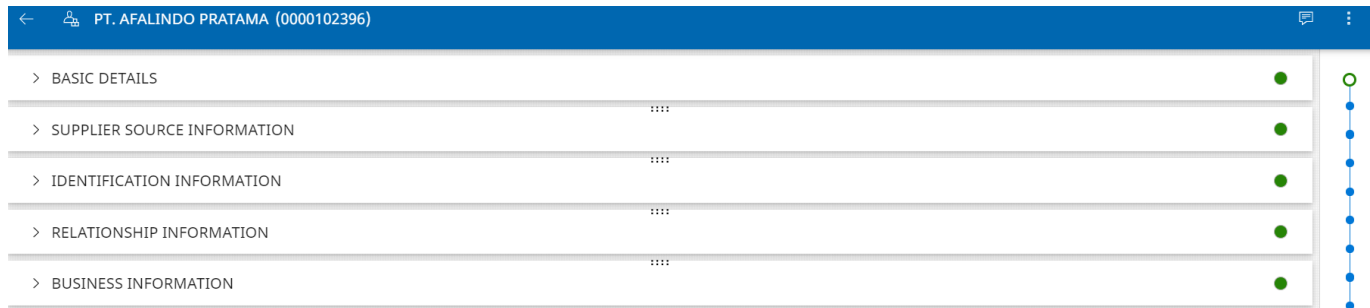**2)**   Click Show All to see the complete Supplier Repository

3)   On the landing page below, search or filter to access the relevant supplier profile.

4) Then click supplier you want to view. The supplier profile page appears.

The Supplier Profile page consists of the following section:

- Basic Details
- Identification Information
- Supplier Source Information
- Relationship Information
- Certifications
- Diversity Status
- Registration Information
- Location Information
- Contact Information
- Business Information
- Transaction Type
- Marketing Information
- Payment Terms
- Documents
- Engagement Model

1.2   Invite for Registration

As a buyer, you need your suppliers to register so that they can respond to events as per your need. You can use the landing page to send email notifications to single / multiple suppliers inviting them to register. You could also invite individual suppliers from their Supplier Profile page.
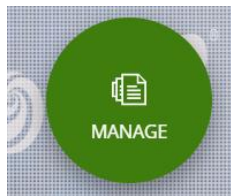
Supplier Invitation to Register – from Supplier Profile

1) Access the Supplier profile

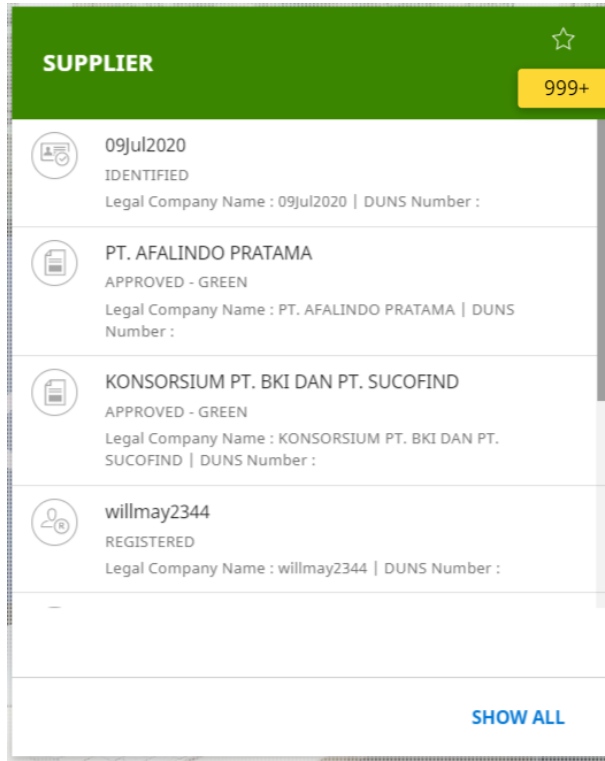2) Click the action menu [icon] icon and then click **Send Primary Registration Form.**
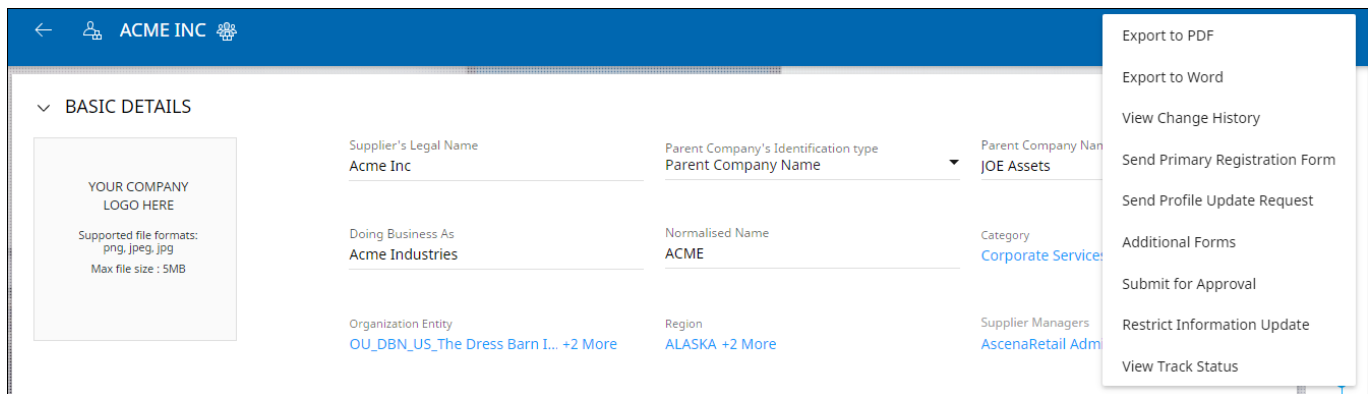
Supplier Invitation to Register – from Workspace

1) From the Workspace home page, click **Manage**
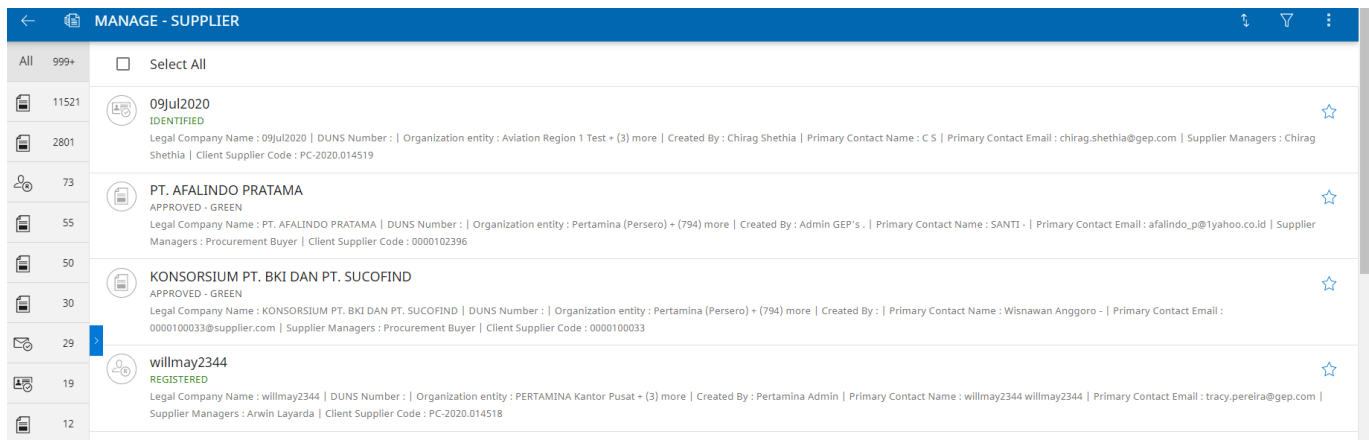

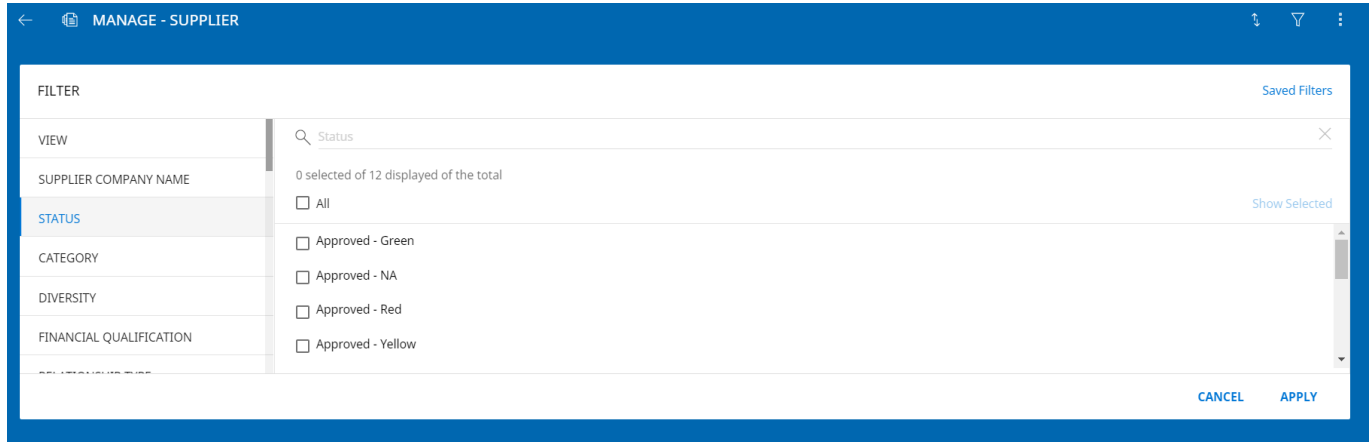2) Click Show All to see the complete Supplier Repository

3) Access the Supplier Repository through the landing page.

4) Filter using 1 or multiple parameters to narrow down on the suppliers to be invited for registration

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5) Select All / certain filtered suppliers and use the Broadcast Menu at the bottom right corner of the page to Invite for Registration.
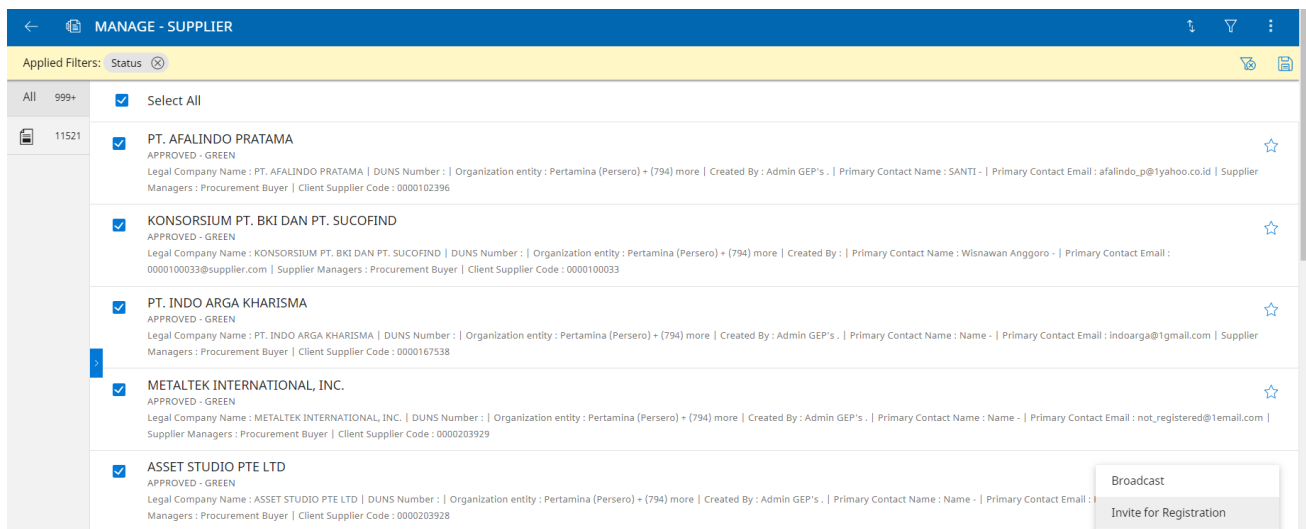
6) 1000 suppliers can be invited at a point in time for registration. Use additional filters to further narrow down and invite the suppliers to register.

1.3   Tracking Supplier Registration

There can be a report created in Insights to identify the suppliers who have completed the registration process.

Client Supplier Code ▲	Legal Company Name ▲	Supplier Contact Name...	Supplier Contact Email ▲	Registration Date ▲	Registration Date (Mon...
JKLM300002	JKLM Update	Deepa Sirurmath	deepa.sirurmath@gep.com	7/3/2020	Jul-2020
PC-2020.000087	Test_Supplier_1	Test_Supplier_1 Test_Supp	jimmy.dmello@gep.com	7/6/2020	Jul-2020
PC-2020.000092	Test_Supplier_4	Test Supplier_4	jimmy.dmello@gep.com	7/6/2020	Jul-2020
PC-2020.000095	Test_Supplier_7	Test_Supplier 7	jimmy.dmello@gep.com	7/6/2020	Jul-2020
PC-2020.014518	willmay2344	willmay2344 willmay2344	tracy.pereira@gep.com	7/7/2020	Jul-2020

The designated users can follow the invitation steps mentioned above to have the suppliers complete the registration process.

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Chapter 2:   Supplier Registration

1) Supplier will need to click on the link received in the Supplier Registration mail.

Dear Gep Test Supplier 1201,

Pertamina 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.

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2) Supplier will then be redirected to the below page.

PERTAMINA UAT

Hi Gep Test Supplier 1201 ,

You have been invited by Pertamina to be a supplier and represent Gep Test Supplier 1201

[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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3) On Clicking Register Now, the supplier will be directed to the Primary Registration form (PRF), where the supplier will have to fill in the mandatory details.

4) After filling in mandatory information the supplier will have to accept the GEP as well as Pertamina TnCs and Privacy Policy.

| First Name* | GEP Test Supplier 1301 |
Last Name*	1301
Company Email *	jimmy.dmello@gep.com
Primary Business Phone Number	Extension
Contact's Business Region	🌐
Contact's Category	Bidang,
Time Zone	(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi ▾

Secondary Contact Information

| First Name | Last Name | Company Email | Contact Role | ➕ |

☐ I have read and agree to Pertamina Terms & Conditions & Privacy Policy. *
☐ I have read and agree to GEP Terms & Conditions & Privacy Policy. *

Reset   Submit

5) The supplier can view the TnC by clicking on the Terms & Conditions link.
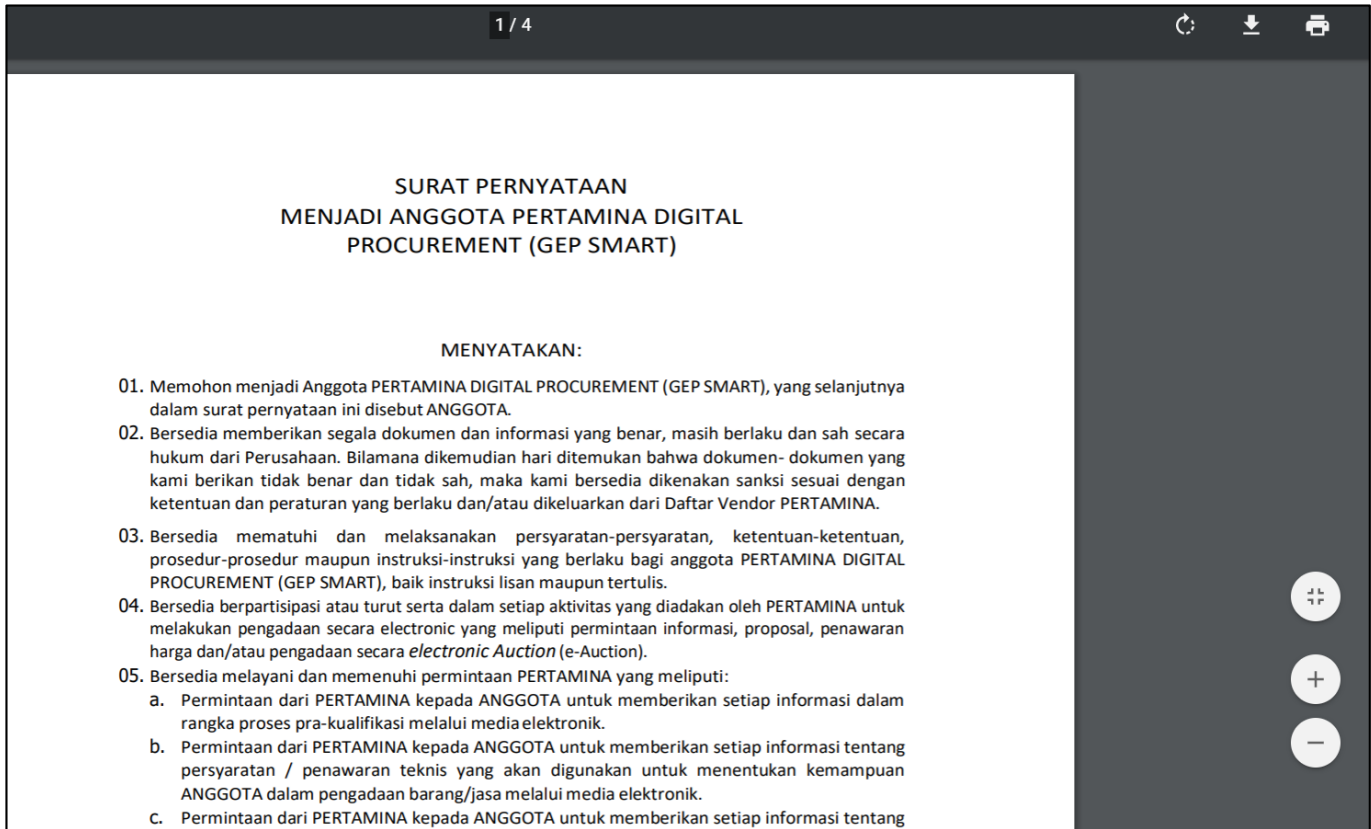
6) Click on 'Submit', on the PRF, once done. The supplier will now receive another link for activation of account. Once clicked on the link, the supplier can now login with the username and password.

Chapter 3:   Report Creation

1) User Can create a report in SMART with the help of Create option. After clicking on create system will provide different options to the user & user has to select Report from the options.
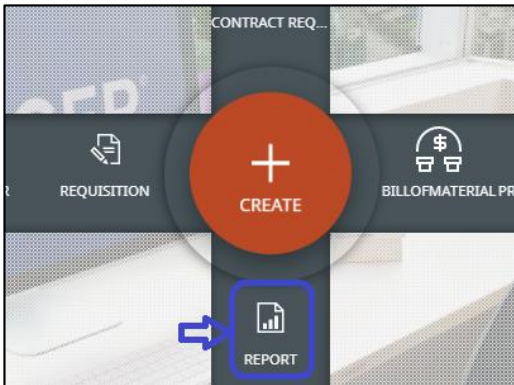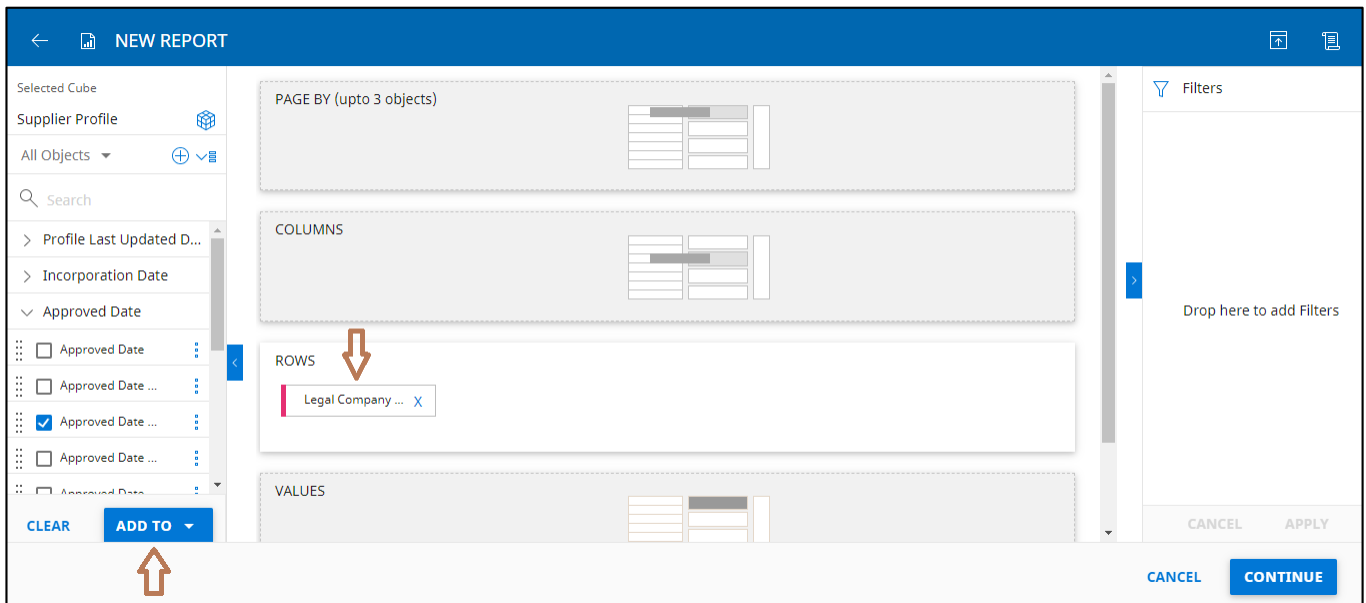

2) After clicking on report user will have to choose supplier section & supplier profile cube & then click on proceed option.

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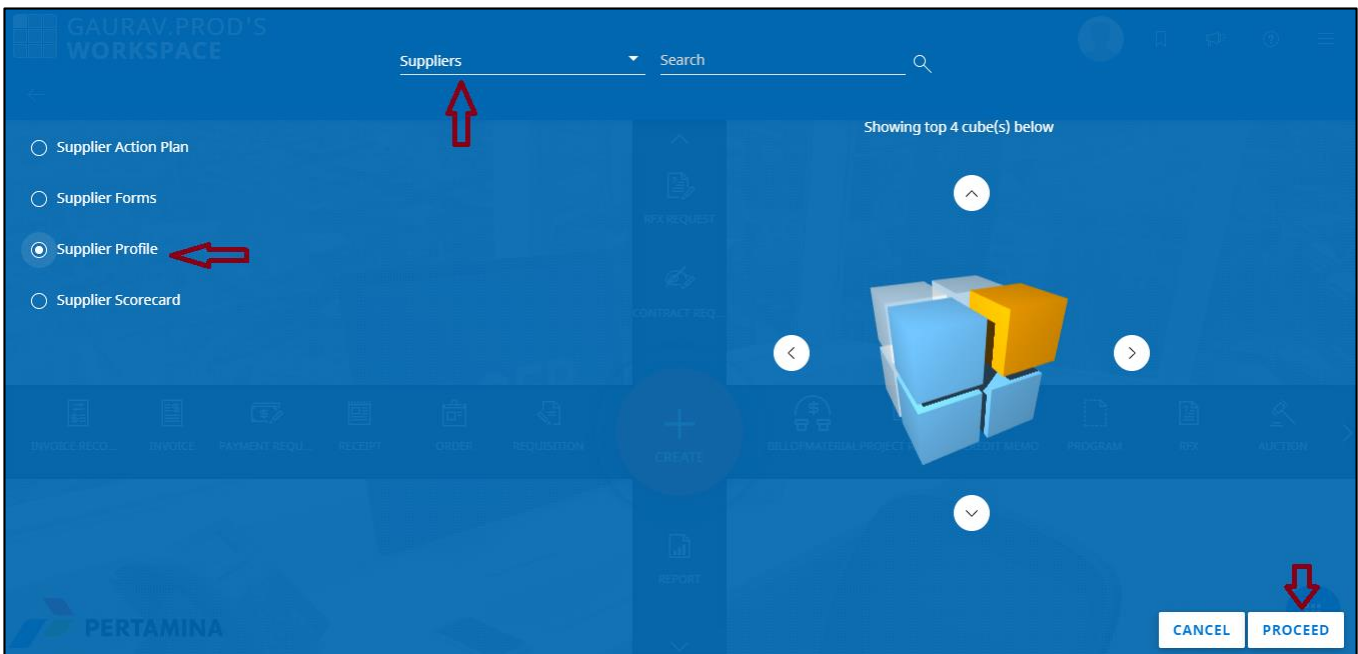
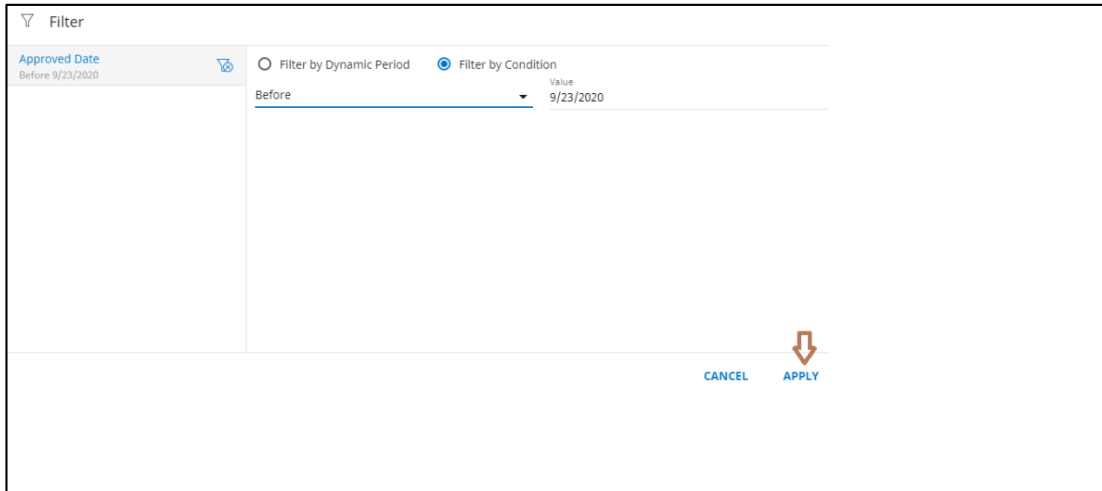3) After clicking on proceed user is directed to the page below.
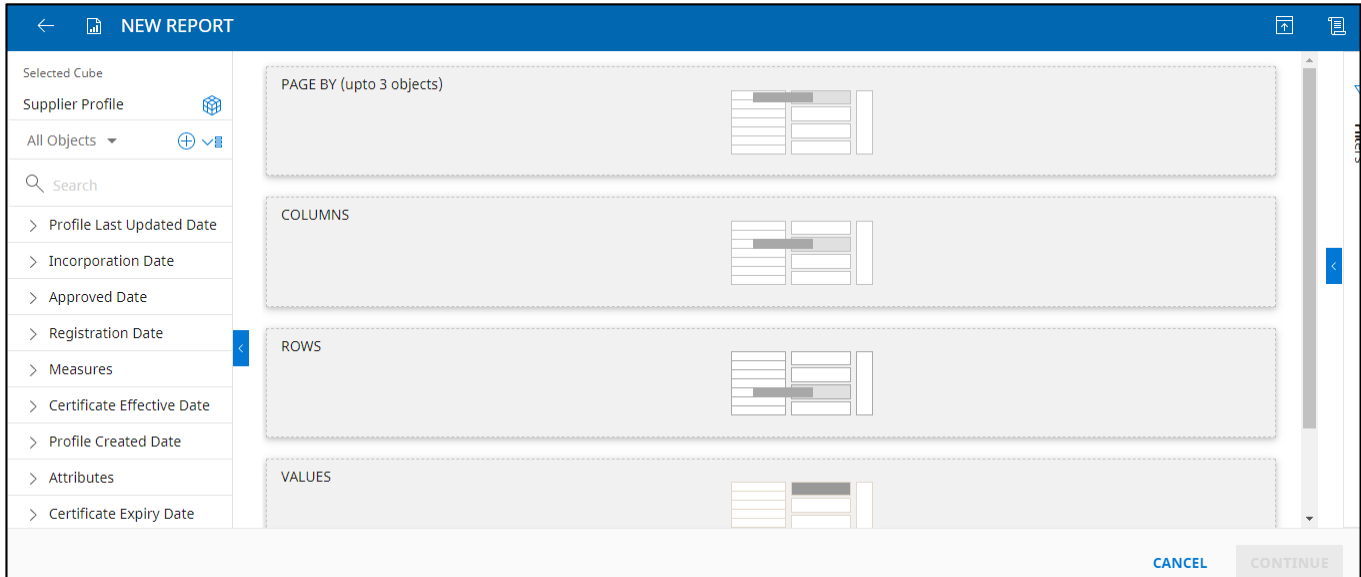
4) User can click on the required object & either drag it to row or column or use the 'Add to' option provided.

5) Similarly, user can drag a particular object & add it in filters column, at right of the screen.
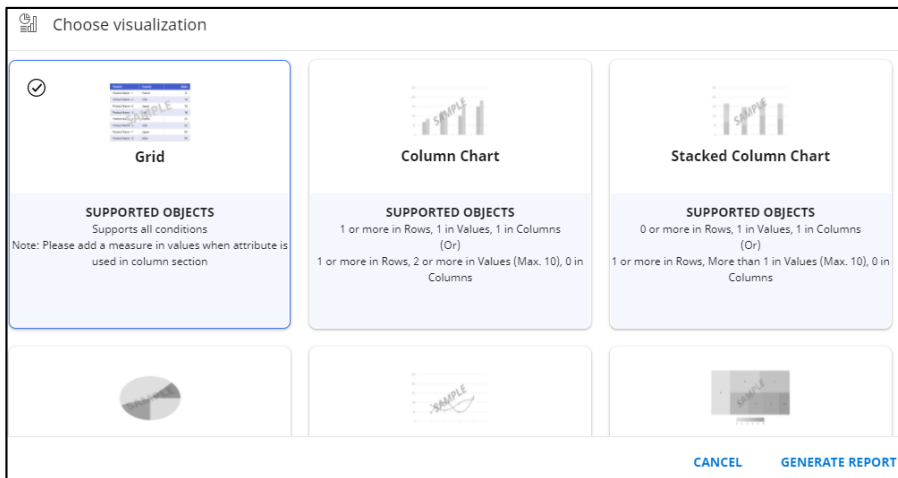
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6) Filter can be chosen with the help of dropdown & then user can click on apply.
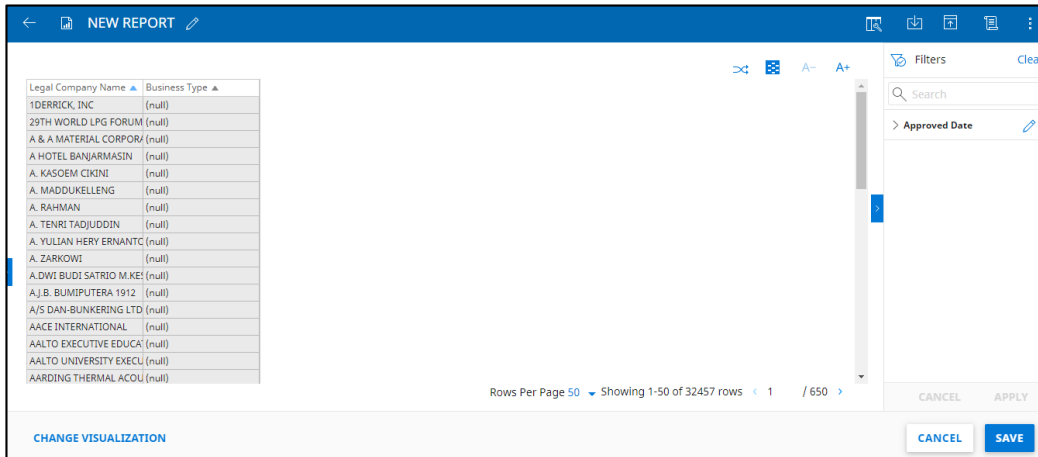

7) User can click on the continue button to proceed.
8) Then user choose an appropriate chart & click on 'Generate Report'.

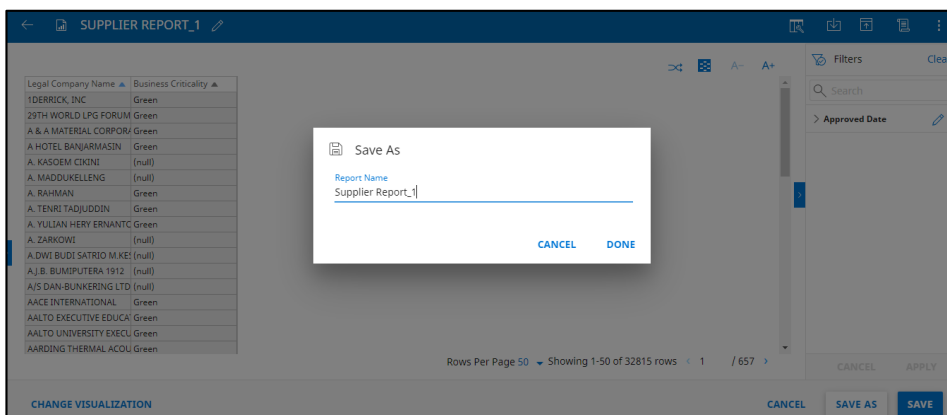
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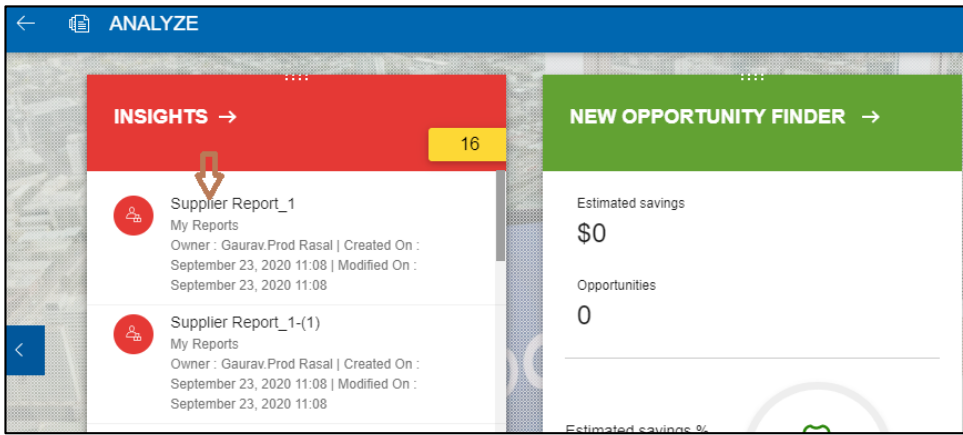9) User can click on the Export option to download the report or can pin the report to dashboard.
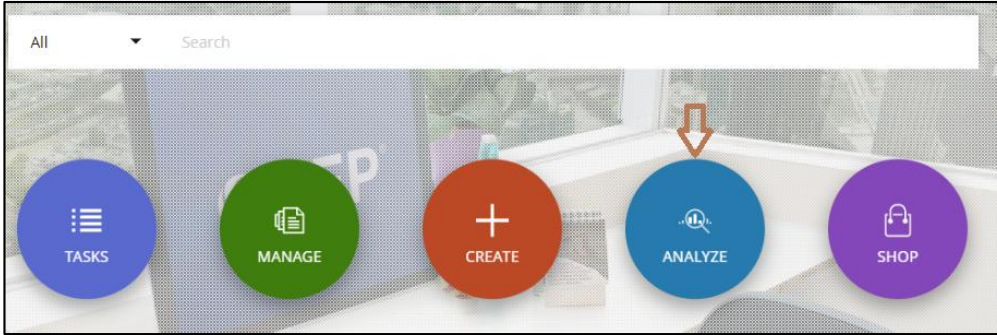

10) User can save the report for future use, the saved report becomes available in 'My reports' under Analyze section.

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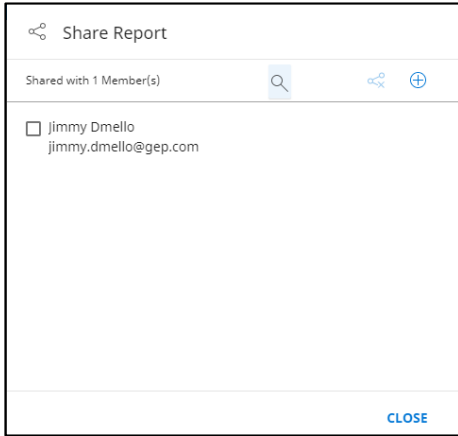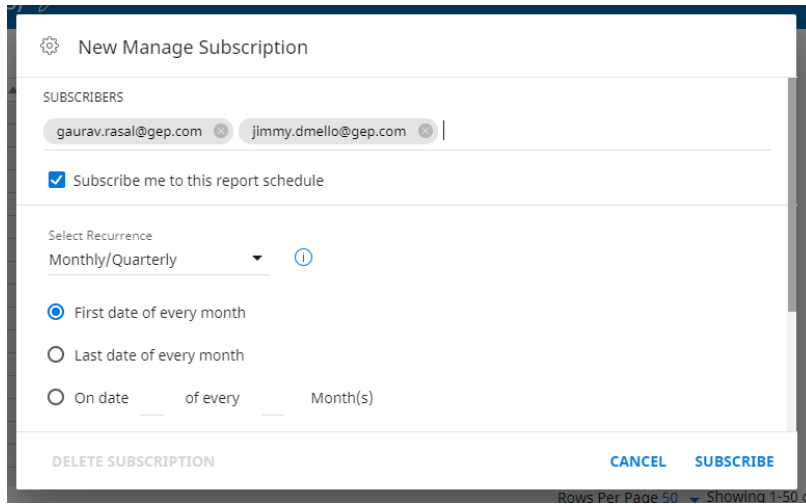

11) The user can share the saved reports to the concerned individuals (Who have SMART access).

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12) User can subscribe the concerned report to self & to others with the help of Manage subscription option.

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About SMART by GEP

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivaled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives.

Recently named Best Supplier at the EPIC Procurement Excellence Awards, GEP is frequently honored as an innovator and leading provider of source-to-pay procurement software by top industry and technology analysts, such as Forrester, Gartner, Spend Matters, Paystream and Ardent Partners. GEP also earns top honors in consulting and managed services from the industry's leading research firms, professional associations and journals, including Everest Group on its PEAK Matrices of Procurement Services Providers and Supply Chain Services Providers; NelsonHall on its NEAT Matrix of Global Procurement BPO Service Providers; HfS in its Blueprint Report on Procurement-as-a-Service; and ALM Intelligence in its Vanguard Reports on both Procurement Consulting and Supply Chain Consulting.

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