



SUPPLIERS ON-BOARDING USER MANUAL

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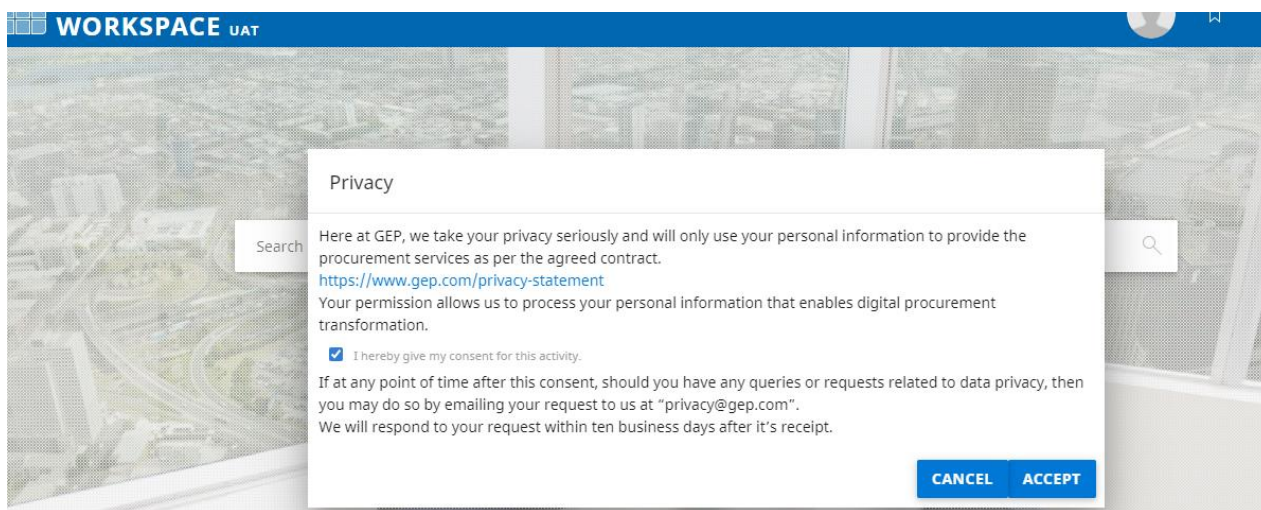
Chapter 1: Supplier Registration

Supplier management module will assist you in registration and also viewing your registered details with the client organization.

The following guide will help you navigate through the application and make effective use of its various features and capabilities.

You can register into SMART by GEP by the following ways:

- If you would like to respond to an Open Tender / Public Rfx, but do not have SMART account and **not registered as PERTAMINA vendor**, then :
 - ◆ Register your organization as PERTAMINA vendor through iP2P
 - ◆ Once you are registered as PERTAMINA vendor, you will be informed with the SAP Vendor ID
 - ◆ If you already have SAP Vendor ID, your account in GEP SMART is already available. You will need to activate it by requesting PERTAMINA iP2P / Vendor Management team to send an activation email.
 - ◆ Click on the activation link you received in your email. It will take the user to the login page. Once the user has added the login details it will ask for the acceptance of the Privacy Policy. Once accepted the user be directed to the SMART landing page



- The buyer may invite you to fill the Primary Registration Form. In that case, you will receive the below email with the registration link:



SUPPLIERS ON-BOARDING USER MANUAL

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

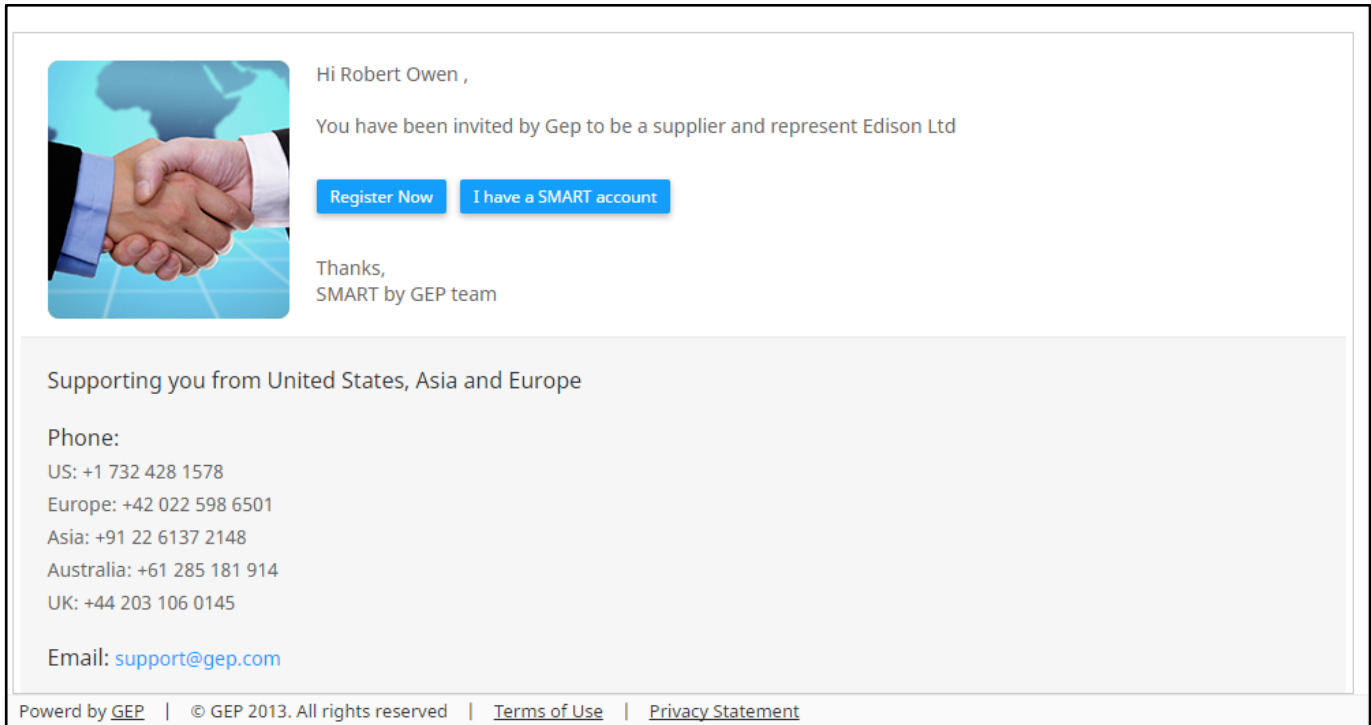
To Avoid emails going to spam or junk folders

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.

To complete the registration:

- 1) Click **Click Here** to open the new account registration page.

You can view the options, Register Now and I have a SMART Account.



- 2) In case you already have a SMART account click **I have a SMART account** and enter your login credentials.

OR

Click on **Register Now** to open the Primary Registration Form. Enter the details in the form to complete the registration process.

Primary Registration Form

Submit

Language English

Basic Details

General Information tab

Basic Information

Previous

Next

Account Credentials

Username *

User Email *

Password *

Password strength: Too short

Confirm Password *

Company Information

Legal Company Name

Edison Ltd

Doing Business As

Company Website *

Headquarter *

Select Country

Address Line 1 *

Suite, Street, Locality

Address Line 2

Suite, Street, Locality

City *

State/Province *

Zip/Postal Code *

Company Phone *

Fax

Business Regions *

- Fill out the details required in all the tabs appeared in Primary Registration Form: **Basic Details, General Information and Basic Information** tab. These tabs are configured based on buyer's organizational requirement, and the buyer can add more tabs to this form. After you fill in all information in all tabs and then click **Submit**.

The following page appears:



1 more step

A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please [Click Here](#) to find helpful information to get started.

Thanks,
SMART by GEP Team

- 4) Click on the verification link you received in your email. It will take the user to the login page. Once the user has added the login details it will ask for the acceptance of the Privacy Policy. Once accepted the user be directed to the SMART landing page

