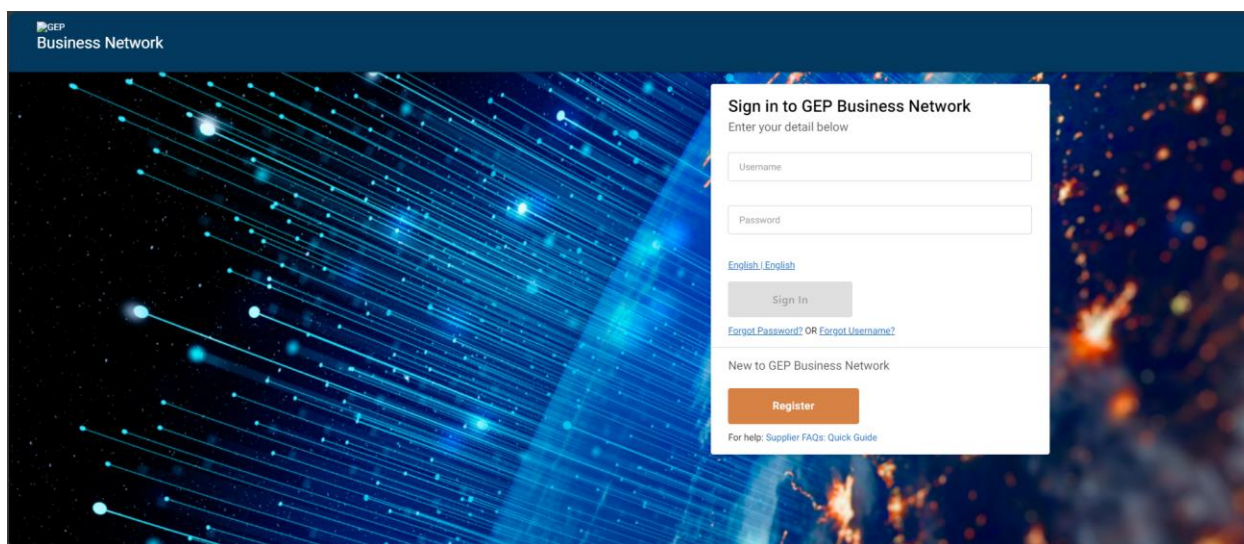


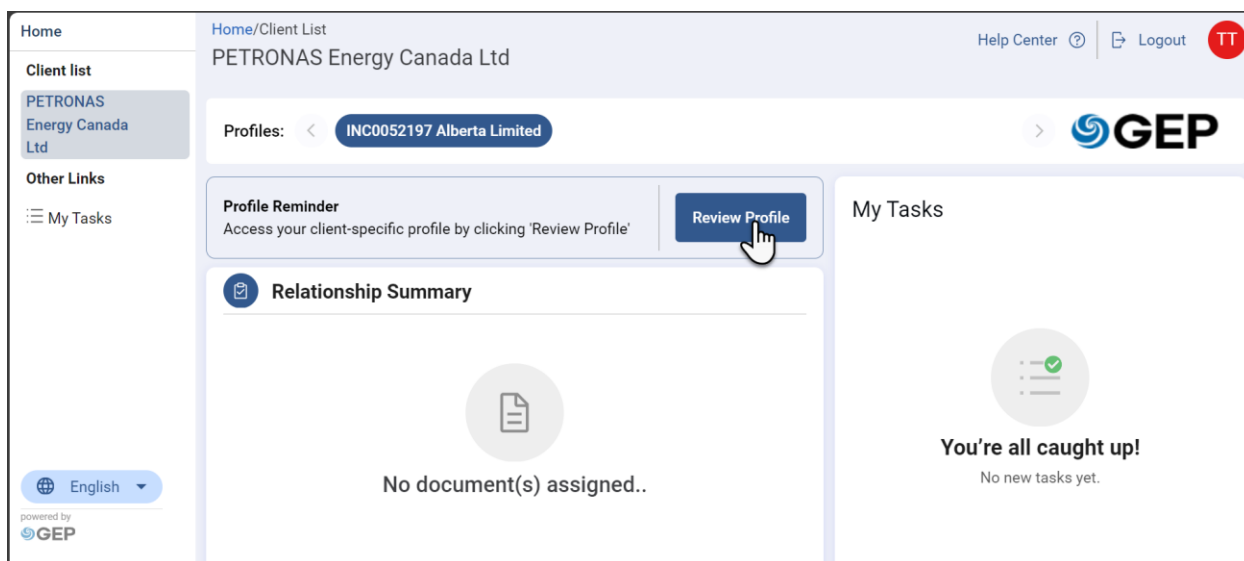
For material changes to your company's information or to fill in missing information on your GEP SMART Supplier Profile, you can create a Supplier Profile Change Request in only a few minutes.

### Step 1: Sign into GEP Business Network or GEP SMART Portal

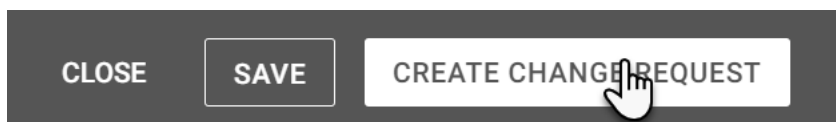
Sign into GEP SMART with the email sent to you from PETRONAS Canada or via <https://businessnetwork-idp.gep.com>



### Step 2: Click The 'Review Profile' Button



### Step 3: Click The 'Create change request' Button Located Near the Bottom Right Side of the Screen.



### Step 4: Click YES to Confirm your Intention to Create a Supplier Profile Change Request

?
CONFIRMATION

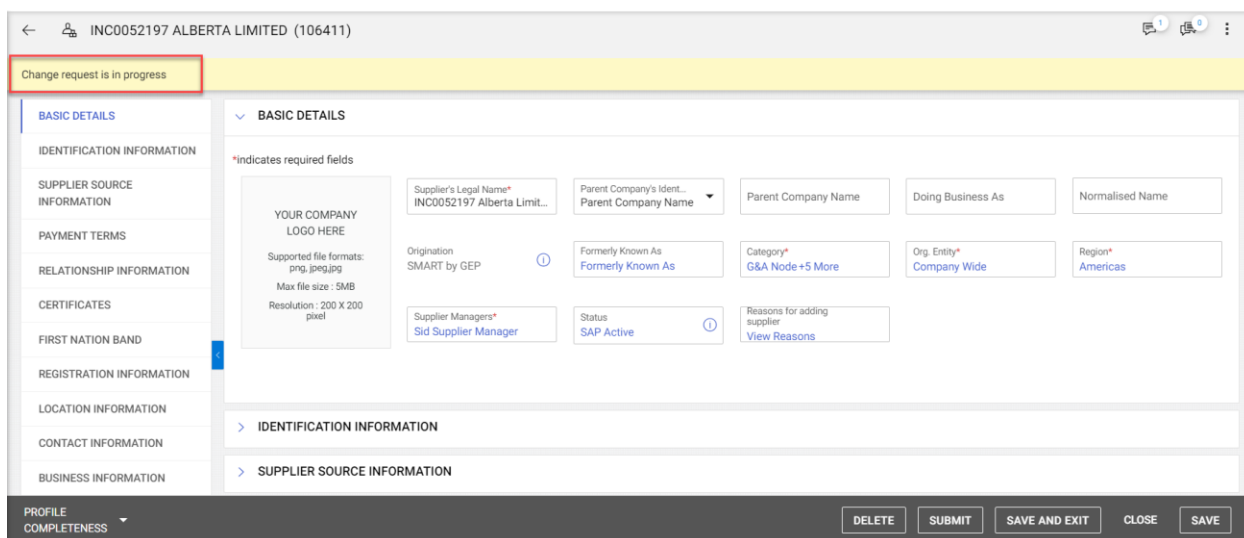
Are you sure you want to create Change Request?

Note: In case of a change request is not submitted, supplier manager will have an option to cancel your change request so that other users can make the changes

NO
YES

### Step 5: Edit Supplier Profile Details

The status in the yellow bar, along the top of the page, will change to “Change request is in progress”. From the vertical menu bar, select the section you would like to update. Edit applicable fields by either clicking directly on the field, or the Edit or Add New buttons where available.



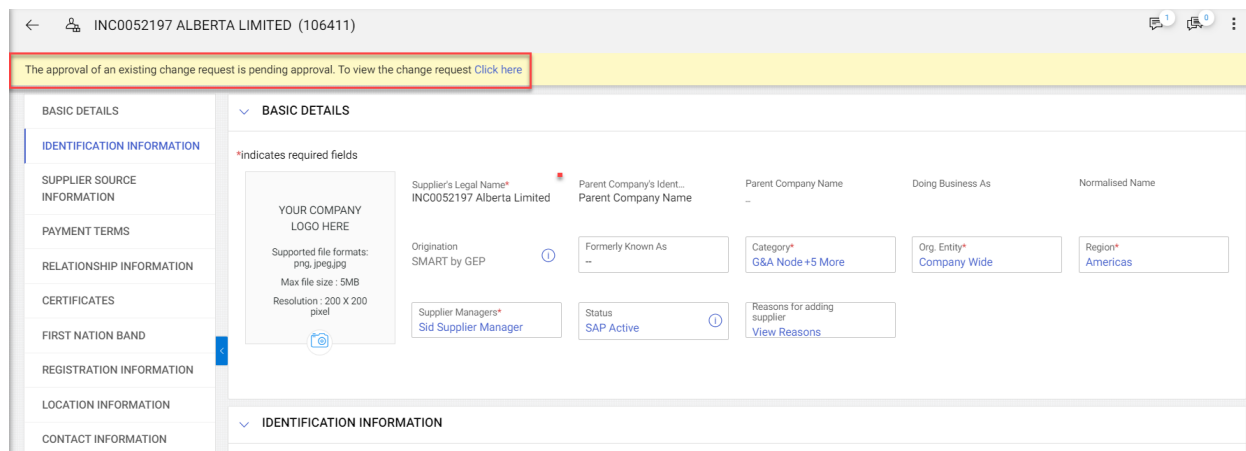
### Step 6: Complete and Submit your Supplier Profile Change Request

Once your edits and additions are completed, you have five options in the bottom right corner. DELETE, SUBMIT, SAVE & EXIT, CLOSE and SAVE.

DELETE	Cancel the Change Request
SUBMIT	Send the Change Request to the PETRONAS Canada for review and approval.
SAVE & EXIT	The record will be saved, and you be moved out of edit mode. Select CONTINUE EDITING to make additional changes to the record
CLOSE	The record will close, and you will be redirected to GEP Home page.
SAVE	The record will save, and you will have the ability to continue editing.

**Note – If you only choose to save, the record will be locked for editing by other users. The Change Request is not finalized until you select SUBMIT.**

Once you select SUBMIT, the status on the yellow bar will update to “The approval of an existing change request is pending approval. To view the change request Click here”. The record will route to the Supplier Manager to review and approve.



### Support & Assistance

Should you have any questions related to the GEP SMART application, please contact any available support resources:

#### eMail:

[scm@petronascanada.com](mailto:scm@petronascanada.com)

[support@gep.com](mailto:support@gep.com)

#### GEP Support Lines:

Canada: +1 416-482-2900

USA: +1 732 428 1578

Asia: +91 22 61 372 148

Europe: +42 022 59 86 501