

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 <u>https://businessnetwork-idp.gep.com</u>

Business Network	
	Sign in to GEP Business Network Enter your detail below
	Usename
	Password
	Explicit Loyint
	Sign In Forget Password? OR Forget Username?
	New to GEP Business Network
	Register
	For help: Supplier FAQ:: Quick Guide

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



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 \checkmark or Add New \oplus buttons where available.

← 🖧 INC0052197 ALBER	TA LIMITED (106411)					€ ¹ (€ ⁰ :
Change request is in progress						
BASIC DETAILS	✓ BASIC DETAILS					
IDENTIFICATION INFORMATION	*indicates required fields					
SUPPLIER SOURCE	YOUR COMPANY	Supplier's Legal Name* INC0052197 Alberta Limit	Parent Company's Ident Parent Company Name	Parent Company Name	Doing Business As	Normalised Name
PAYMENT TERMS	LOGO HERE	O de la contra	Formerly Known As			
RELATIONSHIP INFORMATION	Supported file formats: png, jpeg,jpg Max file size : 5MB	Origination SMART by GEP	Formerly Known As	Category* G&A Node +5 More	Org. Entity* Company Wide	Region* Americas
CERTIFICATES	Resolution : 200 X 200 pixel	Supplier Managers*	Status	Reasons for adding supplier		
FIRST NATION BAND		Sid Supplier Manager	SAP Active	View Reasons		
REGISTRATION INFORMATION						
LOCATION INFORMATION						
CONTACT INFORMATION	> IDENTIFICATION INFOR	MATION				
BUSINESS INFORMATION	> SUPPLIER SOURCE INF	ORMATION				
PROFILE COMPLETENESS				DELET	E SUBMIT SAVE A	ND EXIT CLOSE SAVE

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.

approval of all existing change requ	uest is pending approval. To view the	e change request Click here				
BASIC DETAILS	✓ BASIC DETAILS					
DENTIFICATION INFORMATION	*indicates required fields					
SUPPLIER SOURCE	YOUR COMPANY	Supplier's Legal Name* INC0052197 Alberta Limited	Parent Company's Ident Parent Company Name	Parent Company Name	Doing Business As	Normalised Name
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EGISTRATION INFORMATION						
OCATION INFORMATION						

Support & Assistance

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

eMail:

scm@petronascanada.com

support@gep.com

GEP Support Lines:

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