



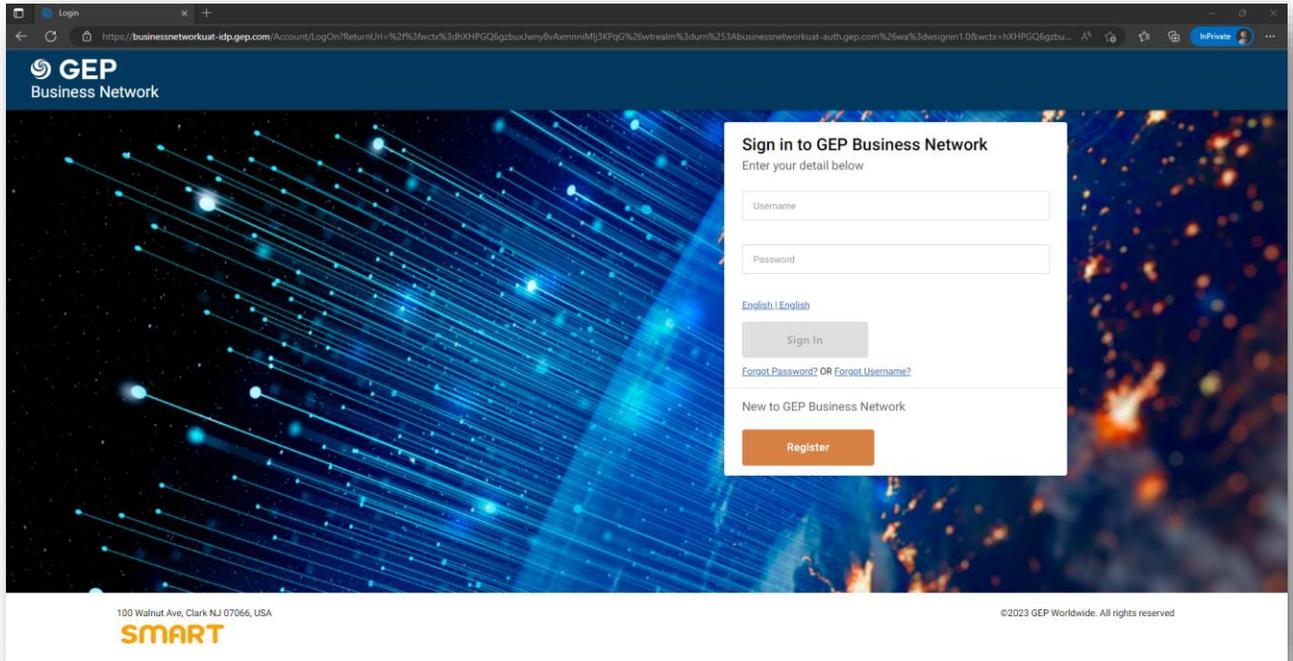
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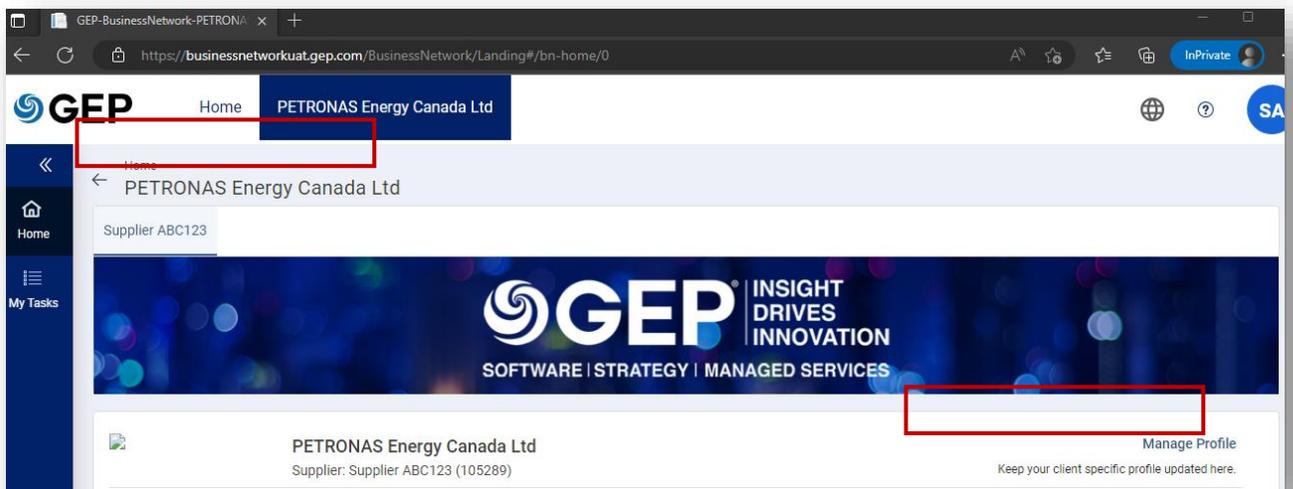
Completing a Supplier Profile Change Request in GEPSMART

Step 1: Sign in to GEP Business Network

Enter your sign in credentials to access your GEP account.



Select **PETRONAS Energy Canada Ltd** at the top of the screen, followed up **Manage Profile**.

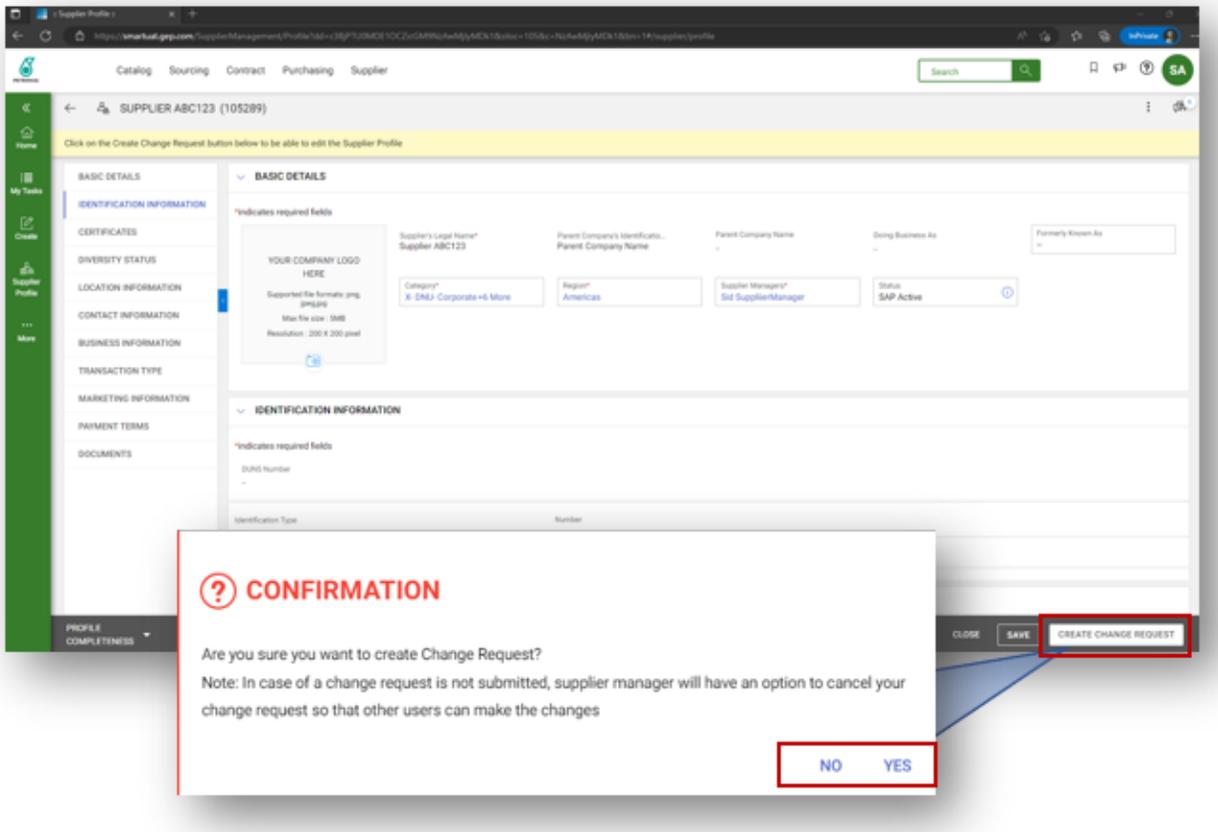


Step 2: Create a Change Request

In the lower right corner, select **CREATE CHANGE REQUEST**.



A Confirmation request will pop up asking if you would like to proceed with the Change Request. Select YES or NO.

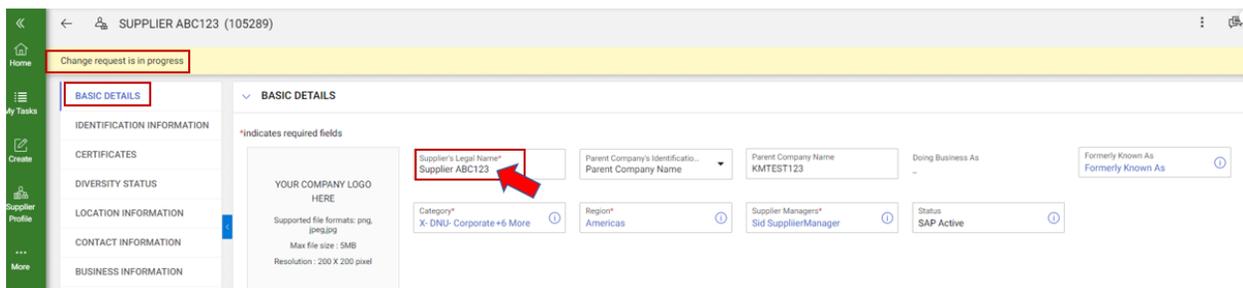


Step 3: Edit Supplier Profile Details

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 Category you would like to update.

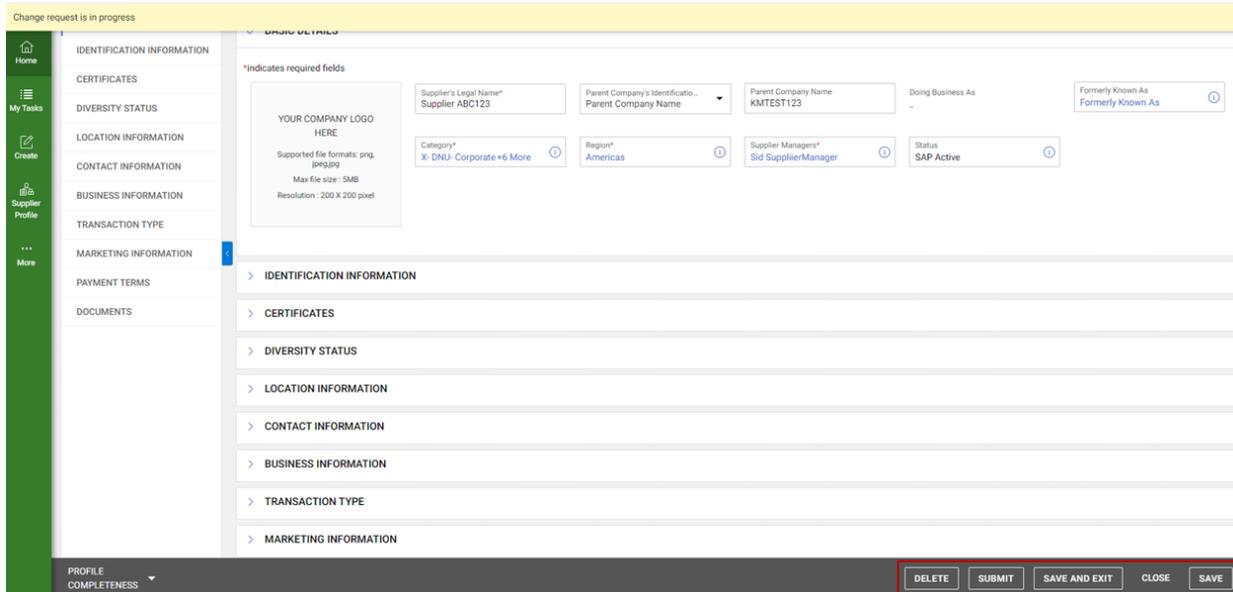
Edit the applicable fields by either clicking directly on the field, or by clicking the Edit  or Add New  buttons where available.



Step 4: Complete the Change Request



In the Change Request, you will have five options in the right corner. DELETE, SUBMIT, SAVE & EXIT, CLOSE and SAVE.



DELETE	Cancel the Change Request
SUBMIT	Send the Change Request to the PETRONAS Energy Canada LTD. Supplier Manager 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.

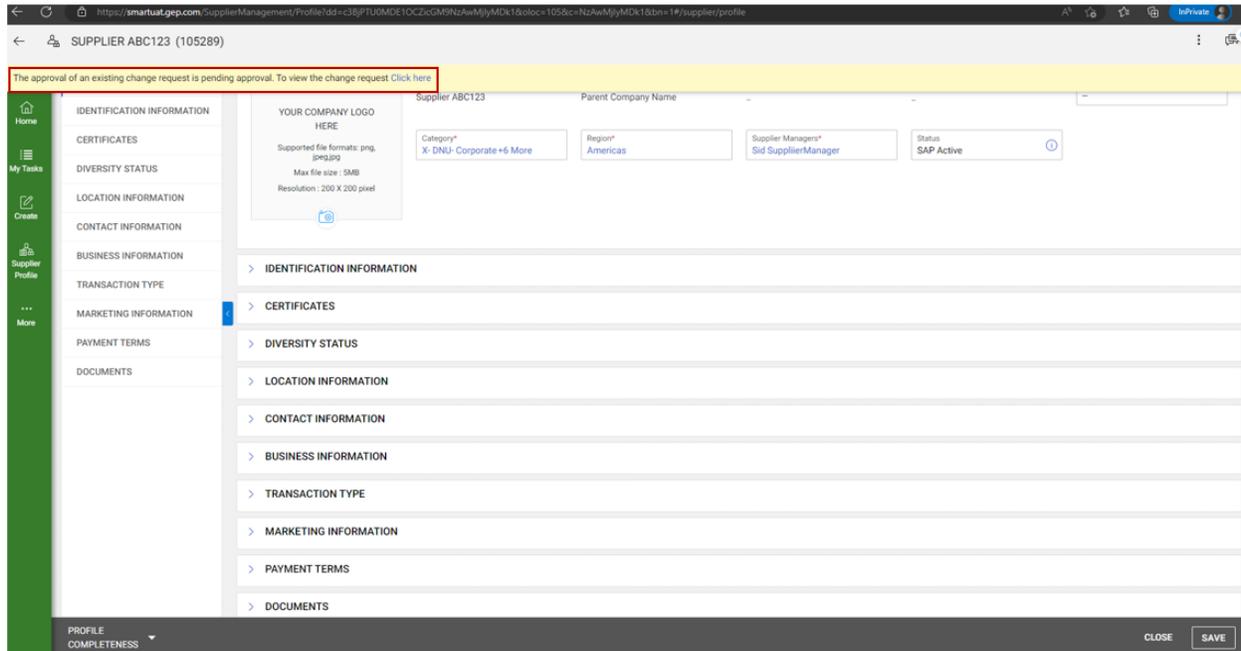
Once you select SUBMIT, the status on the yellow bar will update to: The approval of an existing change request is pending approval. To view the change request [Click here](#). The record will route to the Supplier Manager to review and approve.



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Support & Assistance

If you require additional technical assistance relating to GEP SMART application functionality and access, please contact GEP SMART at Support@gep.com.

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