

What is GEP SMART?

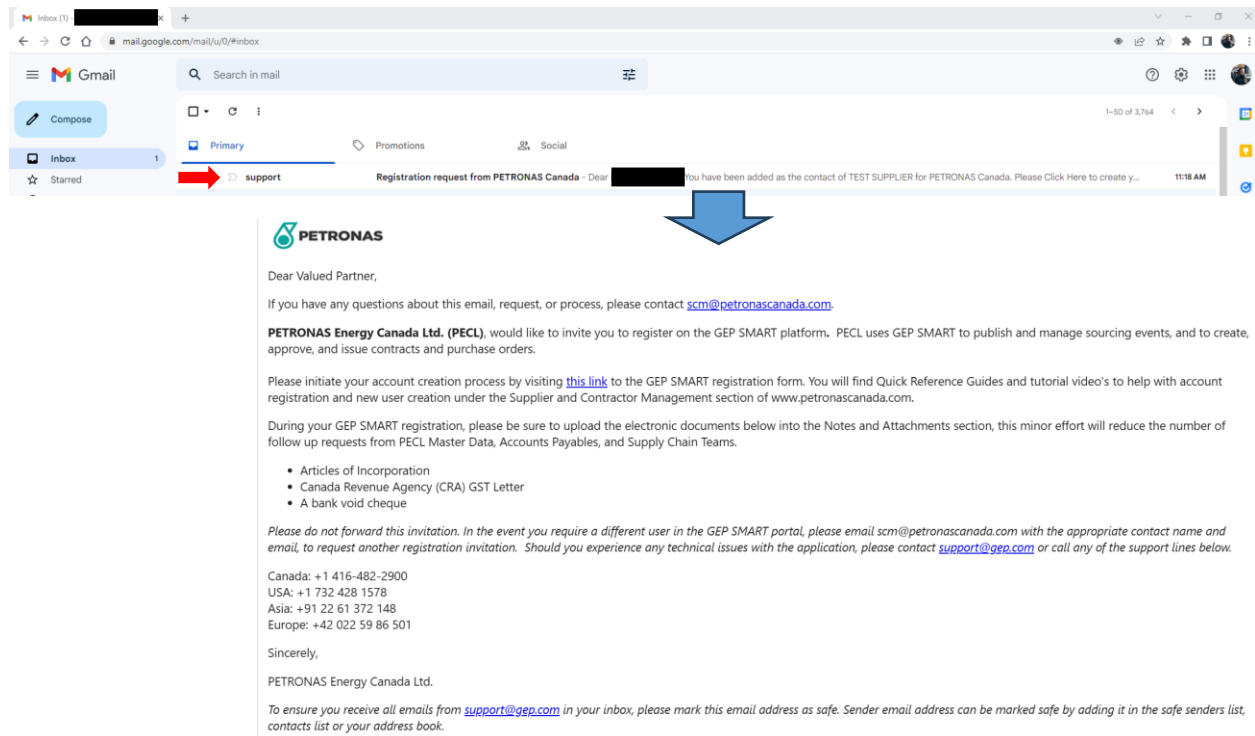
GEP SMART is a procurement software platform that makes Supply Chain Management functions more efficient.

Why should you register for GEP SMART?

To participate in PETRONAS Canada's competitive sourcing events, or to receive contracts and purchase orders, suppliers are required to register and verify or update specific details to complete your company's profile. All communication for sourcing events, contracts, and purchase order issuance will be performed through this platform, hence the importance of using and familiarizing yourself with the system.

The registration process only needs to happen once unless changes or updates are required. After this step you can access the GEP SMART vendor portal, or business network at any time.

Step 1: Open Your GEP SMART Registration Request



The screenshot shows a Gmail inbox with a search bar and navigation tabs. An email from PETRONAS Canada is highlighted. The email content is as follows:

PETRONAS

Dear Valued Partner,

If you have any questions about this email, request, or process, please contact scm@petronascanada.com.

PETRONAS Energy Canada Ltd. (PECL), would like to invite you to register on the GEP SMART platform. PECL uses GEP SMART to publish and manage sourcing events, and to create, approve, and issue contracts and purchase orders.

Please initiate your account creation process by visiting [this link](#) to the GEP SMART registration form. You will find Quick Reference Guides and tutorial video's to help with account registration and new user creation under the Supplier and Contractor Management section of www.petronascanada.com.

During your GEP SMART registration, please be sure to upload the electronic documents below into the Notes and Attachments section, this minor effort will reduce the number of follow up requests from PECL Master Data, Accounts Payables, and Supply Chain Teams.

- Articles of Incorporation
- Canada Revenue Agency (CRA) GST Letter
- A bank void cheque

Please do not forward this invitation. In the event you require a different user in the GEP SMART portal, please email scm@petronascanada.com with the appropriate contact name and email, to request another registration invitation. Should you experience any technical issues with the application, please contact support@gep.com or call any of the support lines below.

Canada: +1 416-482-2900
 USA: +1 732 428 1578
 Asia: +91 22 61 372 148
 Europe: +42 022 59 86 501

Sincerely,

PETRONAS Energy Canada Ltd.

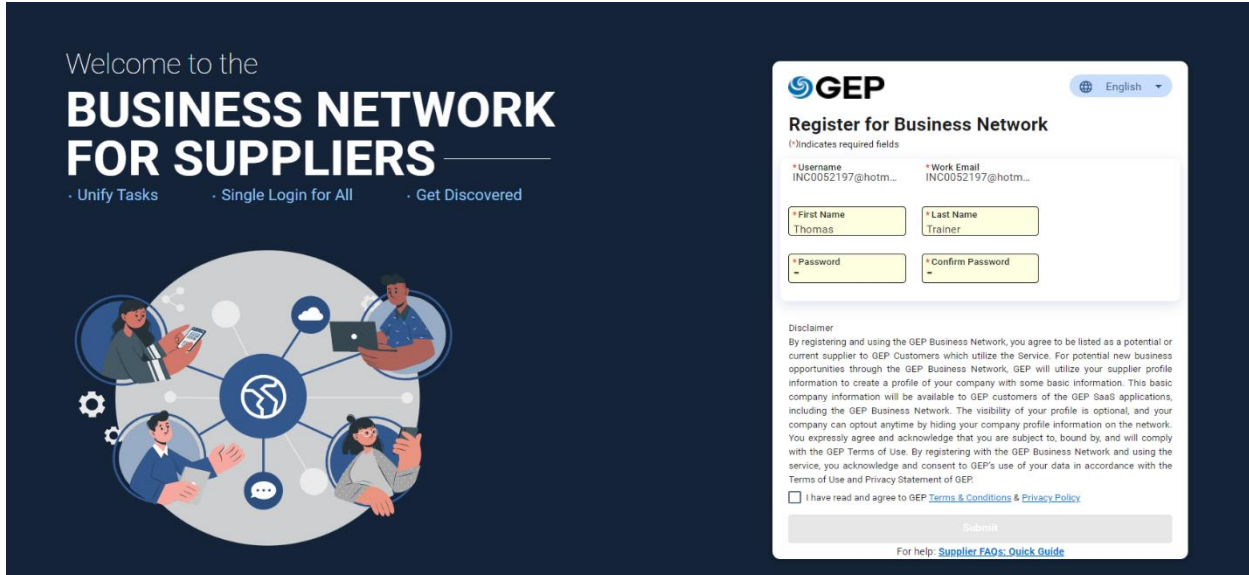
To ensure you receive all emails from support@gep.com in your inbox, please mark this email address as safe. Sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.

The registration email also contains a reference to GEP onboarding guides, and to GEP Customer Support should you need additional assistance.

From the registration request email, click the hyperlink to begin your GEP SMART registration.

Note: If you experience an error with the hyperlink, it is generally related to a GEP SMART session conflict. If this happens, right-click the hyperlink and select Open Link in Incognito / InPrivate Window.

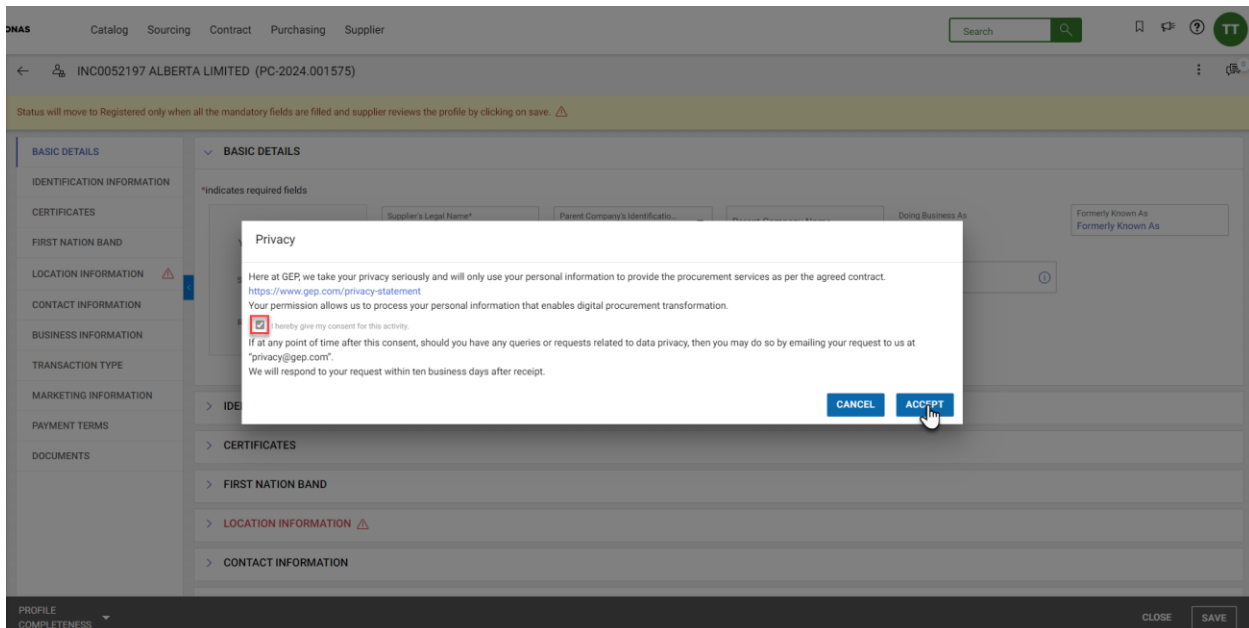
Step 2: Review & Update Registration Information in GEP SMART



Accessing the Registration Hyperlink will open a browser and direct you to the GEP Business Network website. Username, Work Email, First Name, and Last Name fields will be auto populated. You're not able to modify your email address at this stage and GEP requires each unique email address to serve as a distinct user account. Please enter and verify a password, accept the Terms and Conditions and Privacy Policy, then Submit.

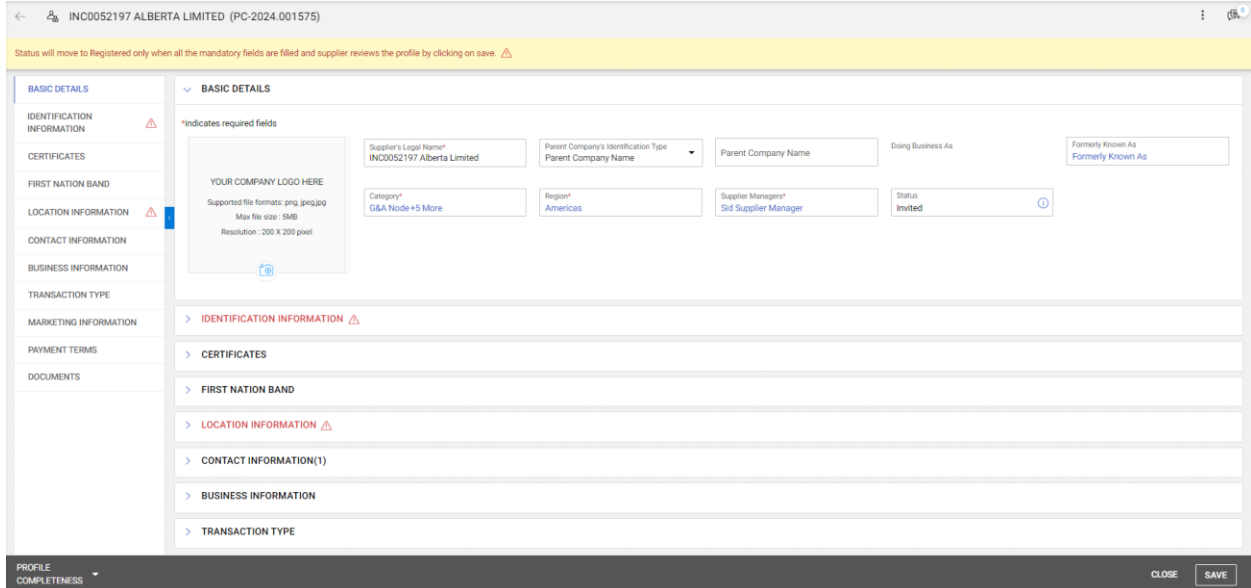
You will receive a one-time verification code in your email inbox, please enter it when prompted, to login.

Step 3: Upon Login, Review & Accept GEPs Privacy Disclosure



Click the 'I hereby give my consent for this activity' ✓, then Accept.

Step 4: Review & Update Your GEP SMART Supplier Profile for PETRONAS

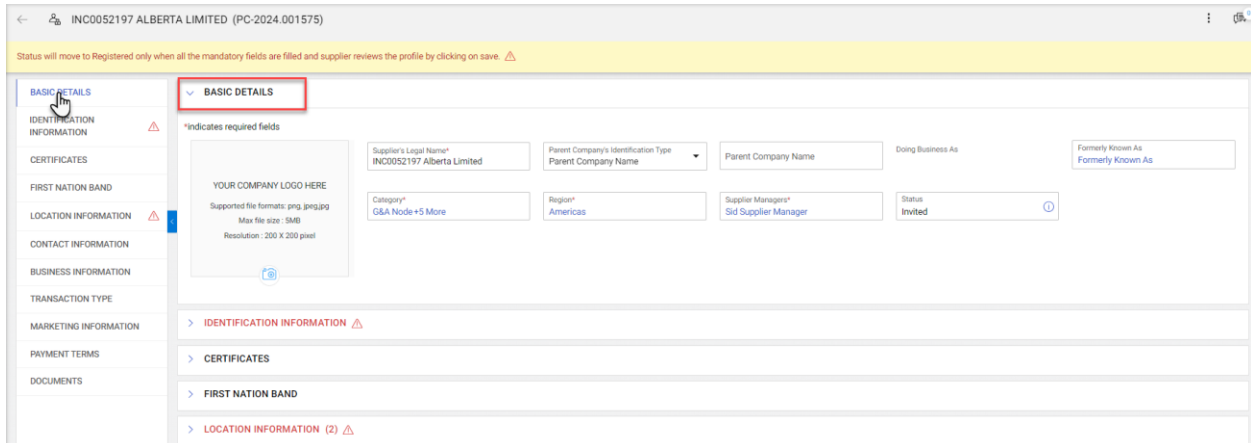


Locate required or incomplete sections, they will be formatted in red font with a red caution alert as shown below.

IDENTIFICATION INFORMATION ⚠

Minimum supplier profile requirements for PETRONAS include Basic Details, Identification Information, Location Information (Head Office, Remit To, and Ordering Locations), and Contact Information sections. Generally, PETRONAS will have most of your profile completed. All other sections are currently optional but that may change.

Step 5: Review & Update Basic Details

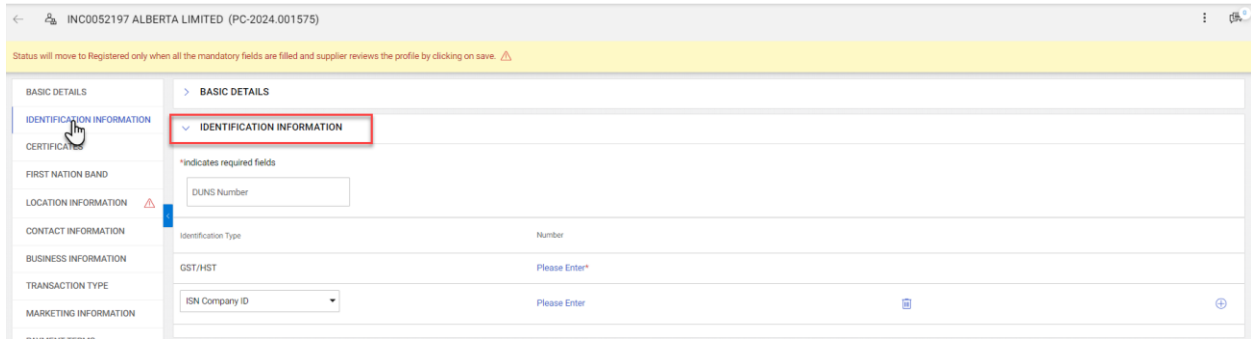


For the Basic Details section, please review and update the following fields if required -

- **Supplier Legal Name * (mandatory)**

- Parent Company Identification Type
- Parent Company Name
- Formally Known As
- Category * (mandatory, managed exclusively by PETRONAS)
- Region * (mandatory, managed exclusively by PETRONAS)
- Supplier Manager * (mandatory, managed exclusively by PETRONAS)
- Status (Systematically updated status that reflects registration progress)

Step 6: Review & Update Identification Information



INC0052197 ALBERTA LIMITED (PC-2024.001575)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

BASIC DETAILS

IDENTIFICATION INFORMATION

*Indicates required fields

DUNS Number

Identification Type

Number

GST/HST

Please Enter*

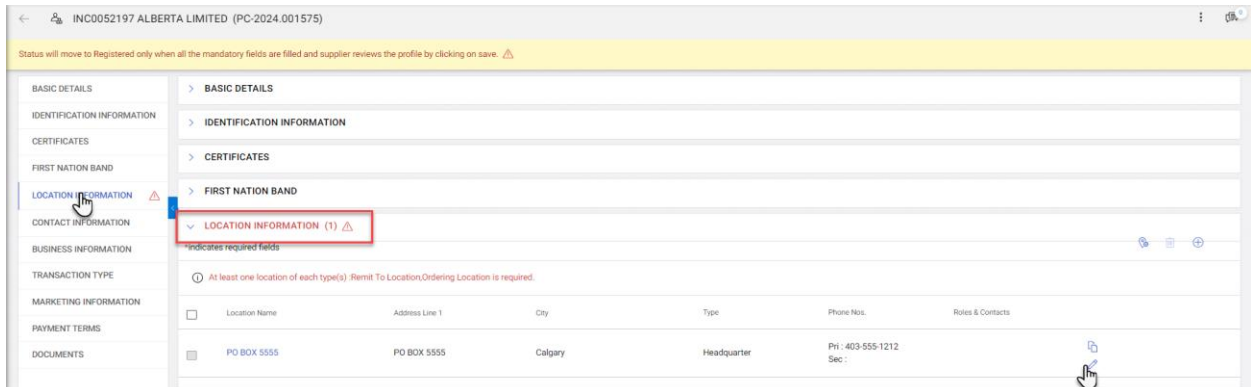
ISN Company ID

Please Enter

For the Identification Information section, please fill out the following fields –

- DUNS Number – Enter N/A if not applicable
 - Get a DUNS number by visiting <https://www.dnb.com/ca-en/duns-number/get-a-duns.html>
 - Look up a DUNS number by visiting <https://www.dnb.com/ca-en/duns-number/lookup.html>
- 9 Digit GST/HST Number * (mandatory – please avoid entering any suffix such as RT001)
- ISN Company ID - Optional

Step 7: Review & Update Location Information



INC0052197 ALBERTA LIMITED (PC-2024.001575)

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

BASIC DETAILS

IDENTIFICATION INFORMATION

CERTIFICATES

LOCATION INFORMATION

FIRST NATION BAND

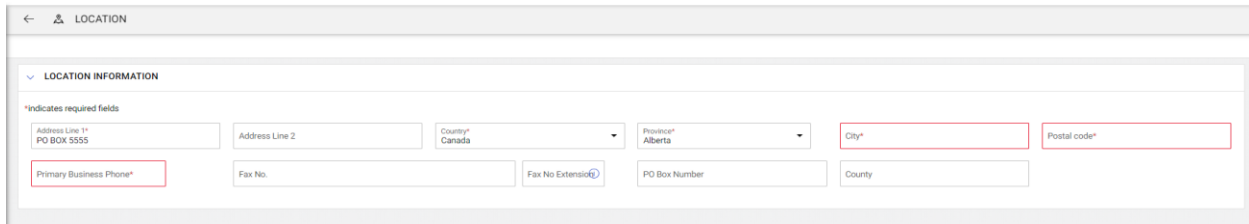
LOCATION INFORMATION (1)

*Indicates required fields

At least one location of each type(s) - Remit To Location/Ordering Location is required.

| Location Name | Address Line 1 | City | Type | Phone Nos. | Roles & Contacts |
|---------------|----------------|---------|-------------|----------------------------|------------------|
| PO BOX 5555 | PO BOX 5555 | Calgary | Headquarter | Ph : 403-555-1212 Sec : | |

Click the edit button on Headquarters record, in the right corner of the Location Information section.



← LOCATION

LOCATION INFORMATION

*Indicates required fields

Address Line 1* PO BOX 5555 Address Line 2 Country* Canada Province* Alberta City* Postal code*

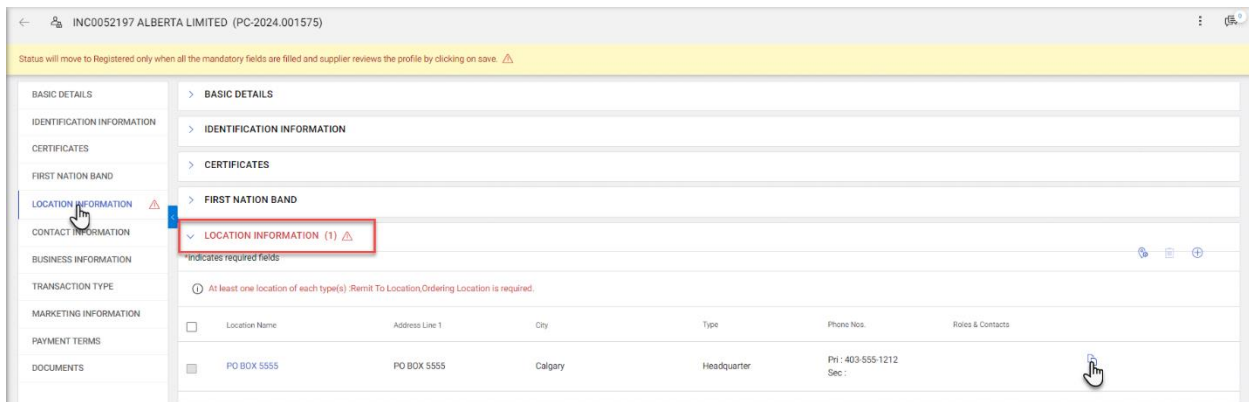
Primary Business Phone* Fax No. Fax No Extension PO Box Number County

Review and update all fields for your company headquarters. Fields indicated in red with an asterisk are required.

- Address Line 1
- City
- Country
- Province
- Postal Code
- Primary Business Phone

Click **SAVE** or **SAVE AND CLOSE** once completed.

Step 8: Create Remit To Location & Ordering Locations



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BASIC DETAILS

IDENTIFICATION INFORMATION

CERTIFICATES

FIRST NATION BAND

LOCATION INFORMATION (1)

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION

PAYMENT TERMS

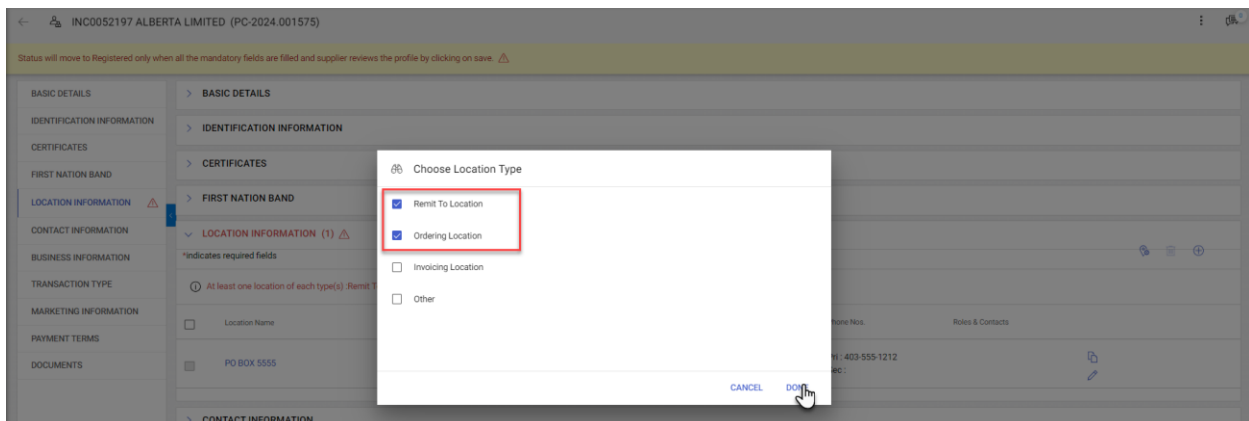
DOCUMENTS

*Indicates required fields

At least one location of each type(s). Remit To Location, Ordering Location is required.

| Location Name | Address Line 1 | City | Type | Phone Nos. | Roles & Contacts |
|---------------|----------------|---------|-------------|---------------------------|------------------|
| PO BOX 5555 | PO BOX 5555 | Calgary | Headquarter | PH: 403-555-1212 Sec : | |

Most suppliers will elect to copy their headquarters location as Remit To & Ordering Locations. Just click the Copy As icon, select the Location Types, and click **DONE**.



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BASIC DETAILS

IDENTIFICATION INFORMATION

CERTIFICATES

FIRST NATION BAND

LOCATION INFORMATION (1)

CONTACT INFORMATION

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION

PAYMENT TERMS

DOCUMENTS

*Indicates required fields

At least one location of each type(s). Remit To Location, Ordering Location is required.

Choose Location Type


☒ Remit To Location

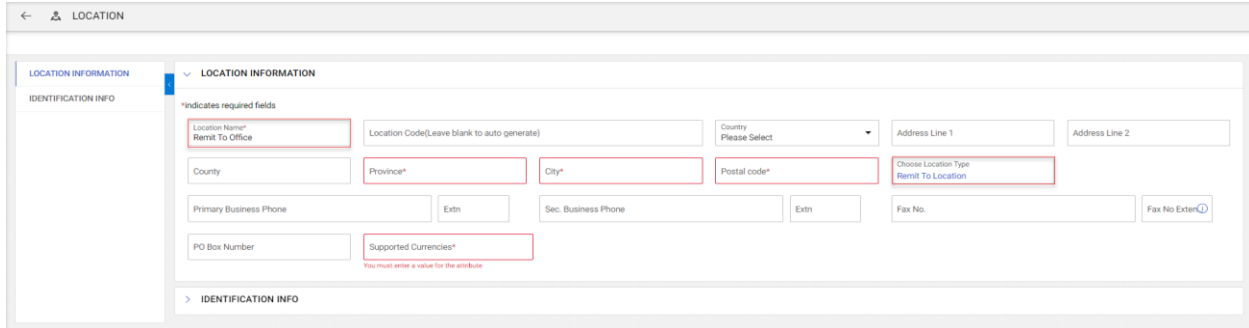
☒ Ordering Location

☐ Invoicing Location

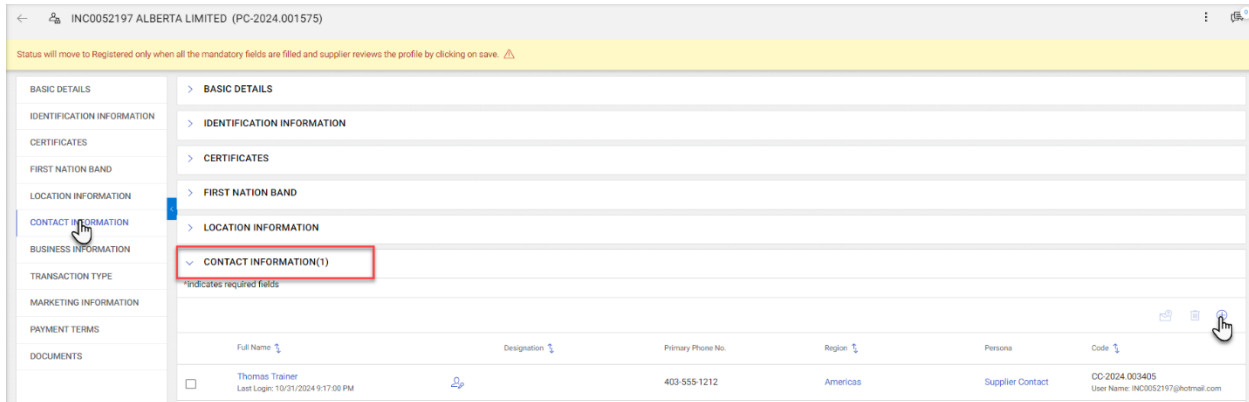
☐ Other

CANCEL DONE


Alternatively, if your Remit To & Ordering Locations have completely different addresses, click the Add New Location icon  and populate the form as needed. **NOTE: any field where the description is followed by an asterisk * must be populated.**

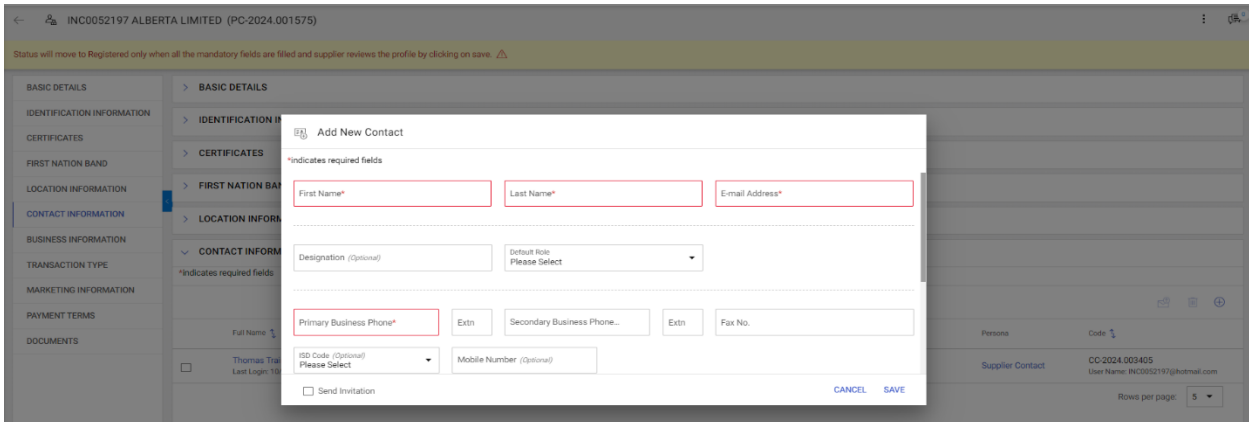


Step 9: Review GEP SMART Contacts & Create New User Contacts For Your Organization



Review existing contact information, then add accounts for any individuals requiring GEP access for PETRONAS.

- Click the Full Name field to review and modify existing user information.
- To add any new contacts, click the  button on the right side, complete all required information. **NOTE: any field where the description is followed by an asterisk * must be populated.**
- Click the icon under Designation for your desired Primary Contact



Clicking the “Send Invitation” box, results in GEP sending a registration email to the newly added user.

Click **SAVE** once finished

Step 10: Click SAVE for the GEP SMART Supplier Profile



Click **SAVE** on the bottom right corner of the screen, then select **PROFILE COMPLETENESS** to ensure all base profile requirements are satisfied. All sections should show green alerts, should any requirements remain red, please revisit that section to update any required data. The rest of the GEP supplier profile sections are optional.

Step 11: Email Supporting Documents to PETRONAS Energy Canada Ltd.

Please email the electronic documents below to AP@petronascanada.com. This effort will reduce the number of follow up requests from PECL Master Data, Accounts Payables, and Supply Chain Teams.

- Articles of Incorporation
- Canada Revenue Agency (CRA) GST Letter (Canadian entities only)
- A bank void cheque or authorized letter from your banking institution (Canadian entities only)

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:

Canada: +1 416-482-2900

USA: +1 732 428 1578



PETRONAS Energy Canada Ltd.

Completing a Supplier Profile in GEP SMART

Asia: +91 22 61 372 148
Europe: +42 022 59 86 501