

### 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.

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Step 1: Open Your GED SMART Registration Request



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.



**PETRONAS Energy Canada Ltd.** Completing a Supplier Profile in GEP SMART

### Step 2: Review & Update Registration Information in GEP SMART

Register for Business Net	work
Contractor required neuro	
*Username *Work Email INC0052197@hotm INC0052197@h	otm
*First Name Thomas Trainer	
Password     Confirm Password     -	d
Disclaimer By registering and using the GEP Business Network current supplier to GEP Customers which utilize to opportunities through the GEP Business Network information to create a profile of your company in company information will be available to GEP cu- including the GEP Business Network. The visibilit company can opticut anytime by hiding your comp You expressly agree and acknowledge that you an with the GEP Terms of Use. By registering with the service, you acknowledge and consert to GEPs u Terms of Use and Prizzey Statement of GEP.	, you agree to be listed as a potential or the Service. For potential new business GEP will utilize your suppler profile the some basic information. This basic titomers of the GEP Sasa applications, y of your profile is optional, and your any profile information on the network, subject to, bound by, and will comply GEP Business Network and using the se of your data in accordance with the
	*Work Email INC0052197@hotm *First Name Thomas *Last Name *Last Name *Last Name *Last Name *Last Name *Last Name *Last Name *Last Name *Last Name *Last Name Trainer *Disclaimer By registering and using the GEP Business Network current suppler to GEP Business Network suppler Suppler Business Network corresponder on Gebrare to GEP business Network to GEP Terms of Use By registering with service, you acknowledge and consert to GEPs u Terms of Use are Business Metament and GEP

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

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← ᅀᆋᇟ INC0052197 ALBER	RTA LIMITED (PC-2024.001575)			:	(L <sup>®</sup>
Status will move to Registered only whe	hen all the mandatory fields are filled and supplier reviews the profile by clicking on save. 🖄				
BASIC DETAILS	V BASIC DETAILS				
IDENTIFICATION INFORMATION	*Indicates required fields				
CERTIFICATES	Supplier's Legal Name* Parent Company's Identificatio	Formerly	Known As		
FIRST NATION BAND	Privacy				
LOCATION INFORMATION	Here at GEP, we take your privacy seriously and will only use your personal information to provide the procurement services as per the agreed contract.				
CONTACT INFORMATION	https://www.gep.com/prvacy-statement Your permission allows us to process your personal information that enables digital procurement transformation.				
BUSINESS INFORMATION	I hereby give my consent for this activity. If at any point of time after this consent, should you have any queries or requests related to data privacy, then you may do so by emailing your request to us at				
TRANSACTION TYPE	"privacy⊜gep.com". We will respond to your request within ten business days after receipt.				
MARKETING INFORMATION	> IDE CANCEL ACCEPT				
PAYMENT TERMS					
DOCUMENTS	> CERTIFICATES				
	> FIRST NATION BAND				
	> CONTACT INFORMATION				
PROFILE COMPLETENESS			CLOSE	SA	VE



Click the 'I hereby give my consent for this activity'  $\checkmark$ , then Accept.

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

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Status will move to Registered only when a	II the mandatory fields are filled and supplier revi	iews the profile by clicking on save. 🛆					
BASIC DETAILS	V BASIC DETAILS						
	*indicates required fields						
CERTIFICATES		Supplier's Legal Name* INC0052197 Alberta Limited	Parent Company's Identification Type Parent Company Name	Parent Company Name	Doing Business As	Formerly Known As Formerly Known As	
FIRST NATION BAND	YOUR COMPANY LOGO HERE						
	Supported file formats: png, jpeg.jpg Max file size : SMB	Category* G&A Node+5 More	Region* Americas	Supplier Managers* Sid Supplier Manager	Status Invited	0	
CONTACT INFORMATION	Resolution : 200 X 200 pixel						
BUSINESS INFORMATION	<b>(</b> )						
TRANSACTION TYPE							
MARKETING INFORMATION							
PAYMENT TERMS	> CERTIFICATES						
DOCUMENTS	> FIRST NATION BAND						
	> CONTACT INFORMATION(1)						
	> BUSINESS INFORMATION						
	> TRANSACTION TYPE						
PROFILE COMPLETENESS						CLOSE	SAVE

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.

Ste	р	5:	Rev	view	&	U	pdate	Basic	Details
	_								

← & 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. $\triangle$					
BASIC PETAILS	V BASIC DETAILS						
	*indicates required fields						
CERTIFICATES		Supplier's Legal Name* INC0052197 Alberta Limited	Parent Company's Identification Type Parent Company Name	Parent Company Name	Doing Business As	Formerly Known As Formerly Known As	
FIRST NATION BAND	YOUR COMPANY LOGO HERE						
	Supported file formats: png, jpeg, jpg Max file size : SMB	Category* G&A Node +5 More	Region* Americas	Supplier Managers* Sid Supplier Manager	Status Invited		
CONTACT INFORMATION	Resolution : 200 X 200 pixel						
BUSINESS INFORMATION	<b>(</b>						
TRANSACTION TYPE							
MARKETING INFORMATION	> IDENTIFICATION INFORMATION 2	Δ					
PAYMENT TERMS	> CERTIFICATES						
DOCUMENTS							
	2 PIRST NATION BAND						
	> LOCATION INFORMATION (2)						

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

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Status will move to Registered only whe	n all the mandatory fields are filled and supplier reviews the profile by clicking on save. $\bigtriangleup$							
BASIC DETAILS	> BASIC DETAILS							
	V IDENTIFICATION INFORMATION							
FIRST NATION BAND	*indicates required fields							
LOCATION INFORMATION	DUNS Number							
CONTACT INFORMATION	Identification Type	Number						
BUSINESS INFORMATION	GST/HST	Please Enter*						
TRANSACTION TYPE	ISN Company ID	Reason Reason	-					
MARKETING INFORMATION	Isin company to	Prease Enter		Ð				
DAVA JENT TEDLIC								

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

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

### Step 7: Review & Update Location Information

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tus will move to Registered only whe	n all the mandatory fields are filled and supp	lier reviews the profile by clicking on sav	e. 🛆						
BASIC DETAILS	> BASIC DETAILS								
IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATIO	N							
SERTIFICATES	> CERTIFICATES								
	> FIRST NATION BAND								
CONTACT INFORMATION	✓ LOCATION INFORMATION (1)	Δ							
BUSINESS INFORMATION	*indicates required fields							<b>%</b> 🖻 🤅	Ð
TRANSACTION TYPE	At least one location of each type	s) :Remit To Location,Ordering Location	is required.						
MARKETING INFORMATION	Location Name	Address Line 1	City	Туре	Phone Nos.	Roles & Contacts			
PAYMENT TERMS							(2)		
DOCUMENTS	PO BOX 5555	P0 B0X 5555	Calgary	Headquarter	Pri : 403-555-1212 Sec :		Charles Charle		
							C		

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



## **Completing a Supplier Profile in GEP SMART**

← & LOCATION						
LOCATION INFORMATION						
Address Line 1* PO BOX 5555	Address Line 2	Country* Canada	•	Province*	City*	Postal code*
Primary Business Phone*	Fax No.	Fax No Extension		P0 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	g Locations
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us will move to Registered only when	all the mandatory fields are filled and sup	plier reviews the profile by clicking on sav	ne 🛆						
BASIC DETAILS	> BASIC DETAILS								
IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATIO	> IDENTIFICATION INFORMATION							
FIRST NATION BAND	> CERTIFICATES	> CERTIFICATES							
	> FIRST NATION BAND								
	✓ LOCATION INFORMATION (1)	) 🛆							
BUSINESS INFORMATION	*indicates required fields						<b>%</b>	Ð	
TRANSACTION TYPE	At least one location of each type	e(s) :Remit To Location,Ordering Location	is required.						
MARKETING INFORMATION	Location Name	Address Line 1	City	Type	Phone Nos.	Roles & Contacts			
PAYMENT TERMS									
DOCUMENTS	PO BOX 5555	PO BOX 5555	Colgary	Headquarter	Pri : 403-555-1212 Sec :		lim		

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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Status will move to Registered only when	n all the mandatory fields are filled and supplier review	the profile by slicking on save. 🛆	
BASIC DETAILS	> BASIC DETAILS		
IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATION		
CERTIFICATES			
FIRST NATION BAND	CERTIFICATES	🗄 Choose Location Type	
	> FIRST NATION BAND	Remit To Location	
CONTACT INFORMATION	$\checkmark$ Location information (1) 🛆	Ordering Location	
BUSINESS INFORMATION	*indicates required fields		
TRANSACTION TYPE	At least one location of each type(s) :Remit 1		
MARKETING INFORMATION		Uther	
PAYMENT TERMS			
DOCUMENTS	PO BOX 5555	11:403-555-1212 	Ó
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# **PETRONAS Energy Canada Ltd.** Completing a Supplier Profile in GEP SMART

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

← & LOCATION								
LOCATION INFORMATION	LOCATION INFORMATION							
IDENTIFICATION INFO	*indicates required fields							
	Location Name* Remit To Office	on Code(Leave blank to auto generate	to auto generate) Country Please Select		•	Address Line 1	Address Line 2	
	County	56 <sub>*</sub>	City*	Postal code*		Choose Location Type Remit To Location		
	Primary Business Phone	Extn	Sec. Business Phone	Extr	n	Fax No.	Fax No Exten	
	PO Box Number Supported Currencies* You must enter a value for the attribute							
	> IDENTIFICATION INFO							

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

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Status will move to Registered only whe	n all the mandatory fields are filled and supplier reviews the	profile by clicking on save. 🛆				
BASIC DETAILS	> BASIC DETAILS					
IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATION					
CERTIFICATES	> CERTIFICATES					
FIRST NATION BAND	> FIRST NATION BAND					
CONTACT IN COMMATION						
BUSINESS INFORMATION						
TRANSACTION TYPE	CONTACT INFORMATION(1)     *indicates required fields					
MARKETING INFORMATION						n († 1
PAYMENT TERMS	Full Name 🦹	Designation 💈	Primary Phone No.	Region 🐧	Persona	Code 1
DOCUMENTS	Thomas Trainer Last Login: 10/31/2024 9:17:00 PM	2,	403-555-1212	Americas	Supplier Contact	CC-2024.003405 User Name: INC0052197@hotmail.com

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  $\bigoplus$  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



# **PETRONAS Energy Canada Ltd.** Completing a Supplier Profile in GEP SMART

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Status will move to Registered only when	II the mandatory fields are filled and supplier reviews	the profile by clicking on save.	▲			
BASIC DETAILS	> BASIC DETAILS					
IDENTIFICATION INFORMATION CERTIFICATES FIRST NATION BAND	> IDENTIFICATION IN CERTIFICATES Add New Control indicates required field	ntact s				
LOCATION INFORMATION	> FIRST NATION BAT		Last Name*	E-mail Address*		
CONTACT INFORMATION	> LOCATION INFORM					
BUSINESS INFORMATION TRANSACTION TYPE	CONTACT INFORM     Designation (Option)     *indicates required fields	ŷ.	Default Role Please Select			
MARKETING INFORMATION						
DOCUMENTS	Full Name 1	ione* Extr	Secondary Business Phone Extn	Fax No.	Persona	Code 💲
	Thomas Trai     ISD Code (Optional)     Please Select	▼ Mobile N	umber (Optional)		Supplier Contact	CC-2024.003405 User Name: INC0052197@hotmail.com
	Send Invitation	_	_	CANCEL SAVI	e de la constante de	Rows per page: 5 💌

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

20% profile COMPLETENESS -	CL	DSE SAVE
Click SAVE on the botto	om right corner of the screen, then select <b>PROFILE COMPLETENESS</b> to ensure a	all base profile
requirements are satist	fied. All sections should show green alerts, should any requirements remain r	ed, 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 <u>AP@petronascanada.com</u>. 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



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