

Why should you register for GEP SMART?

GEP is a procurement software platform that is used to make daily Supply Chain Management functions such as sourcing events and contracts more efficient.

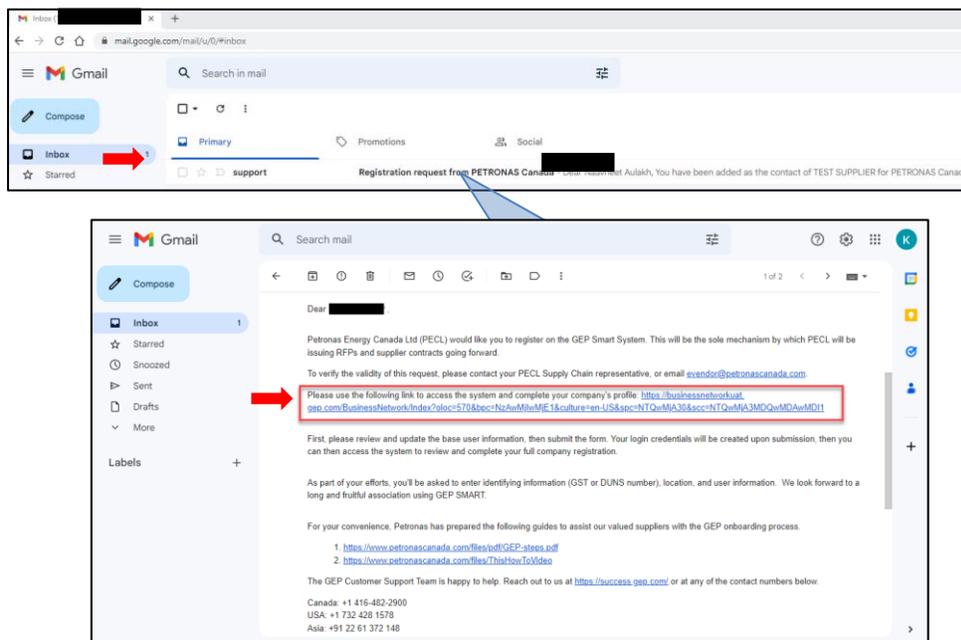
In order to participate in PETRONAS Canada’s competitive sourcing events, proponents are required to register and verify or update specific details to complete your company’s profile. All communication for sourcing events and contract issuance will be performed through this platform, hence the importance to use and familiarize yourself with the system.

The registration process only needs to happen once unless changes or updates are required. After this step you can log in as needed, based on the sourcing event or task provided by PETRONAS Canada.

You will receive a Registration Request email from GEP SMART Support. If you are expecting a registration email but do not receive it, contact your PETRONAS Canada representative.

Steps:

Step 1: Open GEP SMART Registration Request

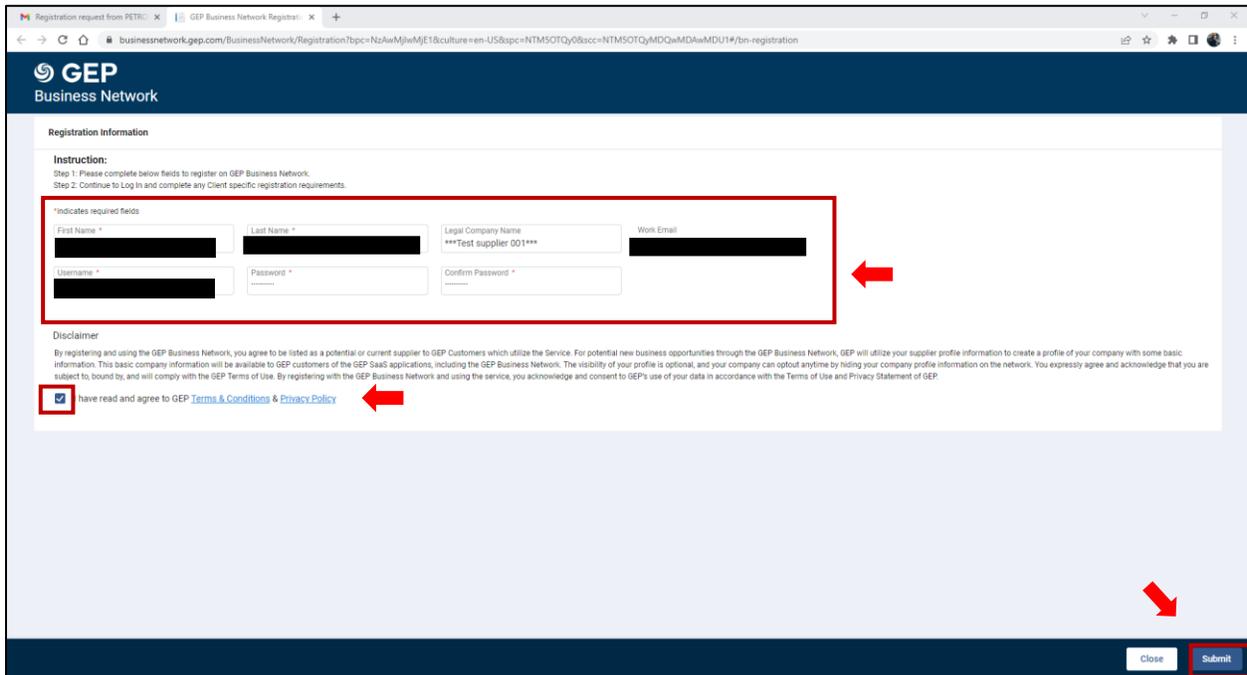


Open your registration request email. Click the hyperlink to begin your GEP SMART registration.

The registration request email also contains links to GEP onboarding guides and to GEP Customer Support should you need additional support.

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 the *Open Link in Incognito Window* option. Finally, if the issue continues, clear your cache before clicking the link again.

Step 2: Enter Initial Registration Information in GEP SMART

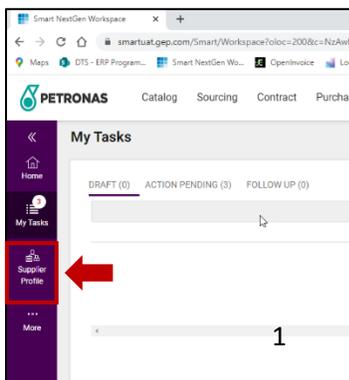


A new page takes you to the GEP Business Network to validate your registration information. The **First Name**, **Last Name**, **Legal Company Name** and **Work Email** fields are auto populated. Correct any name fields if they are not filled in correctly, however your email address cannot be corrected at this stage.

For new GEP registrants, you are required to create a username and password (and confirm your password). Do not use an email for your username. If you already have a GEP supplier account, enter your login information in the Username field. That will link your existing user account with PETRONAS, so you can use one GEP login to manage all sourcing, purchasing, and contract management for all your different customers.

Click both the GEP **Terms & Conditions** and **Privacy Policy** links located on the Disclaimer section of the page. After reading both pages, click the checkbox beside 'I have read and agree to GEP Terms & Conditions and Privacy Policy', then click the **Submit** button.

Step 3: Open Supplier Profile

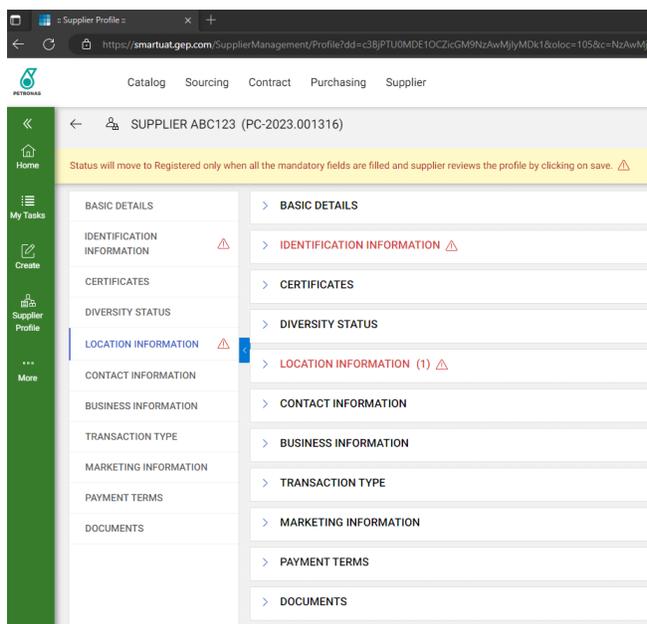


Completing a Supplier Profile in GEP SMART

After creating or validating your GEP account, you will begin the supplier profile process. There are two ways to open the supplier profile:

1. Click the **Supplier Profile** section on the ribbon located on the left side of the screen.
2. If the **Supplier Profile** side bar is not showing up on your screen, click the PETRONAS Energy Canada Ltd. button in the header menu and click **Manage Profile** on the right side of the screen.

Step 4: Main GEP SMART Supplier Profile Page



Required profile sections are marked with a red warning triangle. The minimum supplier profile requirements for PETRONAS are:

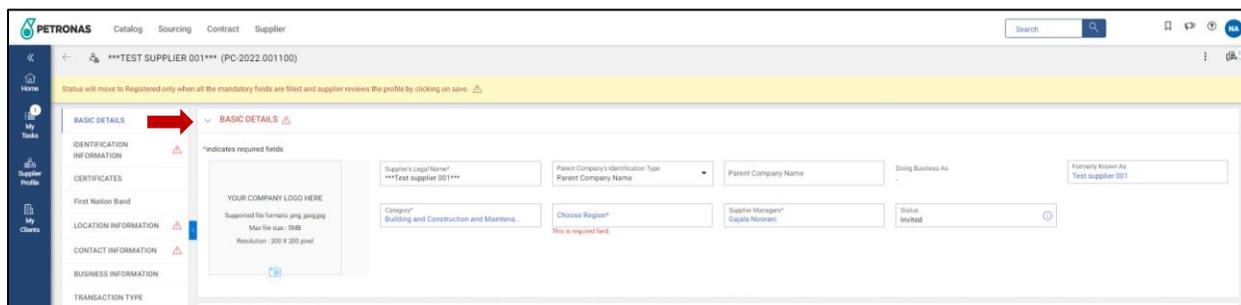
- **Basic Details**
- **Identification Information**
- **Location Information**
- **Contact Information**

All other sections are currently optional.

Note: If any warning messages appear during the completion of your supplier profile, Click the **Close** button and/or accept the GEP Privacy Policy by checking the “I hereby give my consent for this activity” box, and click **Accept**.



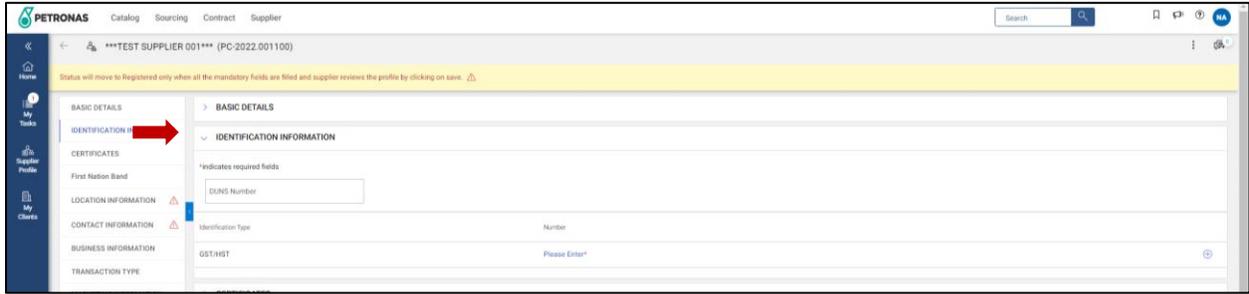
Step 5: Basic Details



Review the information in the Basic Details section; update the fields as required:

- Supplier Legal Name * (mandatory)
- Parent Company Identification Type
- Parent Company Name
- Formally Known As
- Category * (mandatory)
- Region * (mandatory)
- Supplier Manager * (mandatory)
- Status

Step 6: Enter Identification Information



For the Identification Number fill out the following fields:

- DUNS Number – Enter N/A if not applicable
- GST/HST Number * (mandatory)

The DUNS Number is currently optional. What to do if you do not have a DUNS Number and wish to enter one?

- You can get a DUNS number by visiting <https://www.dnb.com/ca-en/duns-number/get-a-duns.html>

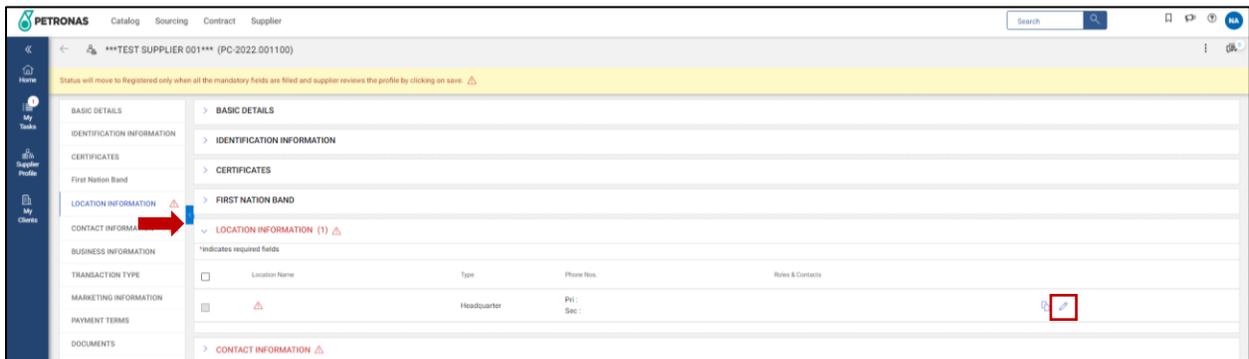
Where to look up a DUNS Number?

- You can look up a DUNS number by visiting <https://www.dnb.com/ca-en/duns-number/lookup.html>

Note: If you enter a GST number or DUNS ID that already exists in the GEP network, you won't be able to complete your registration. In this scenario, contact GEP support to merge an existing supplier account with this profile.

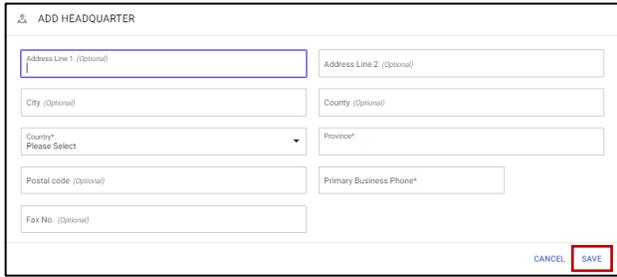
Click the **SAVE** button (in the lower right hand corner of the screen) after entering your Identification Information.

Step 7: Add or Update Location Information



Click the **Edit** button  on the right side of the Headquarter line.

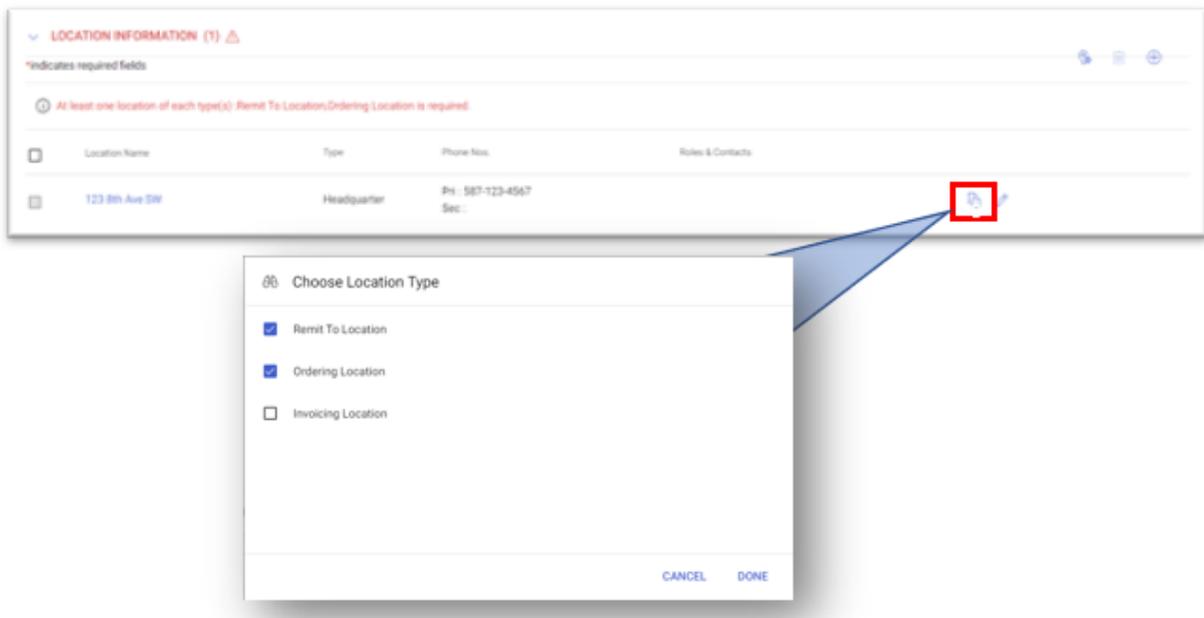
Completing a Supplier Profile in GEP SMART



Review and update all fields for the headquarters of the company:

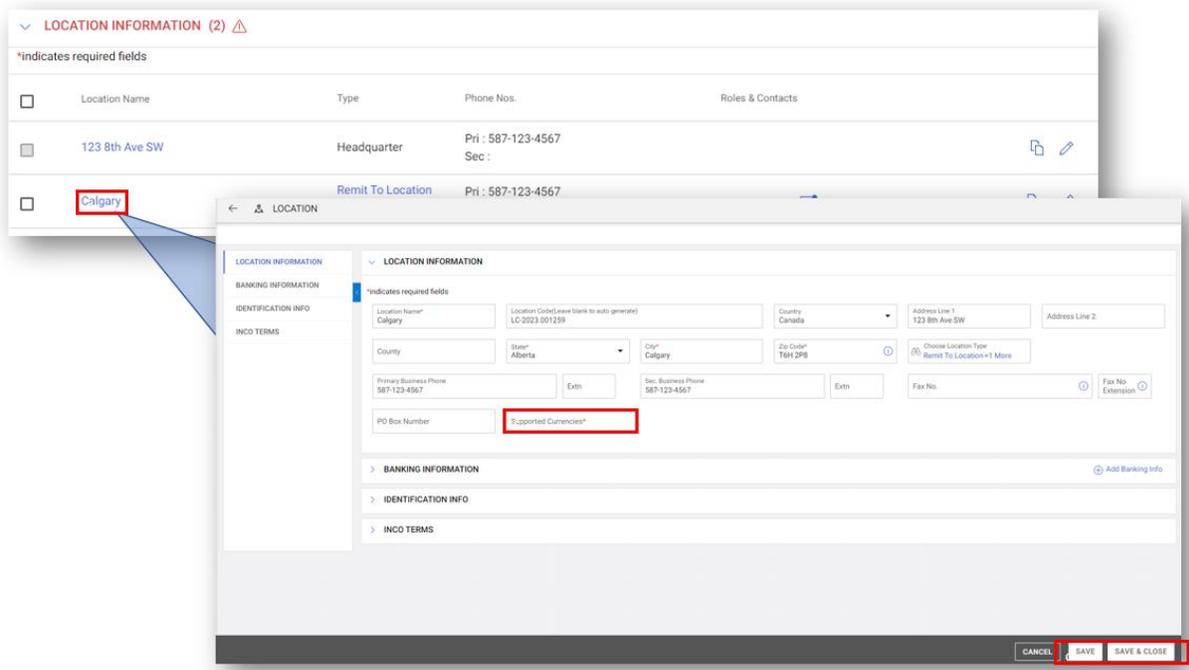
- Address Line 1
- City
- Country
- Province
- Postal Code
- Primary Business Phone

Click **SAVE** or **SAVE AND CLOSE**.



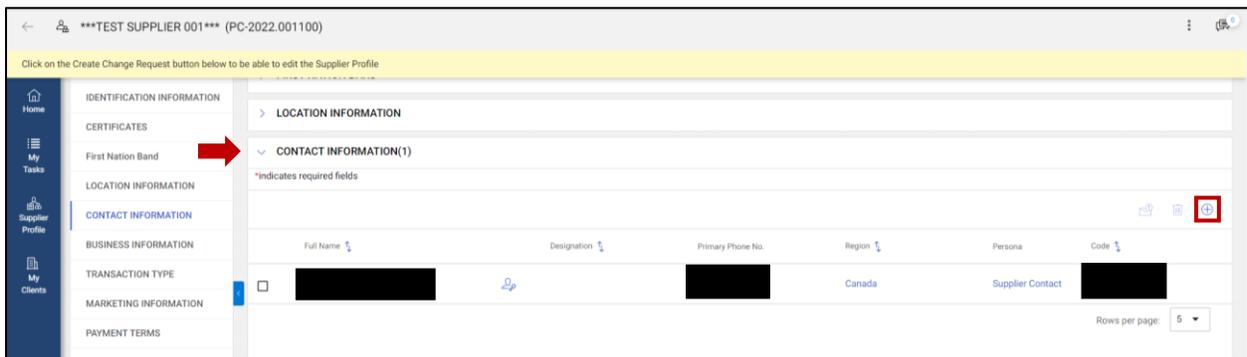
Select **Copy As**  to enter Remit To and Ordering Locations.

Completing a Supplier Profile in GEP SMART



Select the new **Location Name** to open Location Information. Add the Supported Currencies, followed by **SAVE** or **SAVE & CLOSE**.

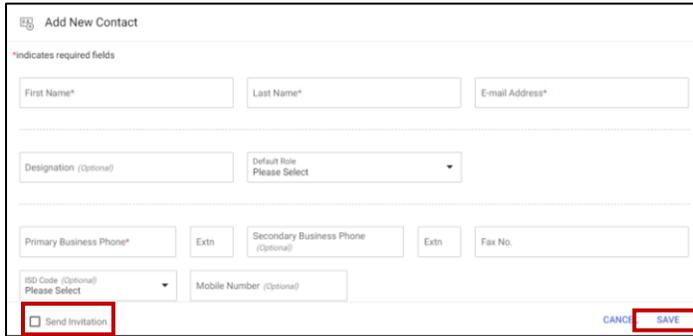
Step 8: Add or Update Contact Information



Review your company's contact information and add accounts for any individuals requiring GEP access for PETRONAS. Your company may add multiple people and select your primary contact.

Click the default user name to review and modify user information.

Completing a Supplier Profile in GEP SMART



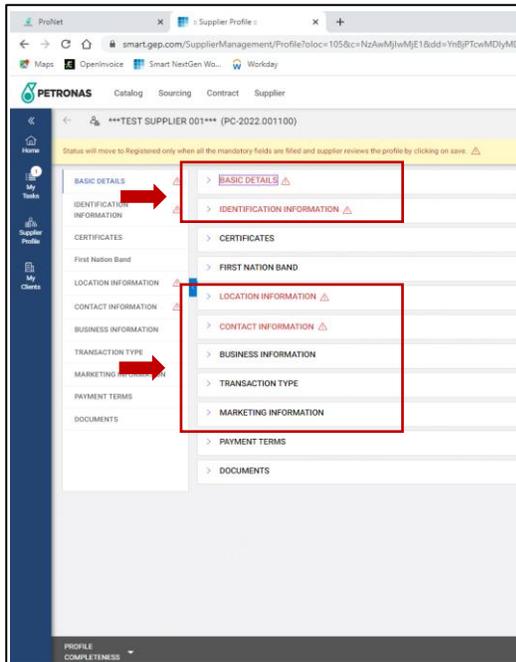
To add a new contact, click the ⊕ button. **First Name, Last Name, E-mail Address, and Primary Business Phone** are mandatory fields.

Click the **Send Invitation** box to have your newly added contact notified that they now have access to GEP.

Click **SAVE** to complete your contact details.

Step 9: Optional Profile Information

All optional information is entered either into fields, or by clicking a ⊕ button to upload records or files.



Certificates: Upload any relevant certificates to your profile. (ex. COI – Certificate of Insurance).

Business Information: Additional business details, including:

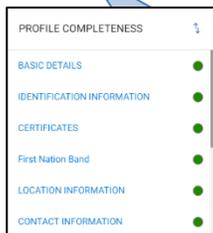
- Currency
- Average Revenue
- Average Profit (%)
- Year of Incorporation
- Business Type
- Total Employees
- Auto-Acknowledge Order
- Payment Type

Marketing Information: Websites or relevant social media links.

Payment Terms: Displays the Net Payment terms for your company and PETRONAS Canada

Documents: Displays any records for Forms, Scorecards, RFx, Auction, or Contracts.

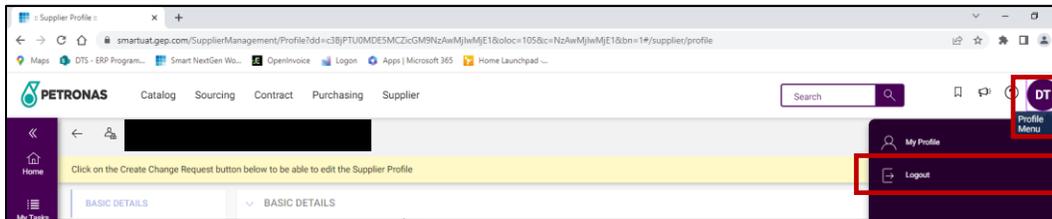
Step 10: Completing Your Profile



Click **SAVE** on the bottom right corner of the screen to move the record status to Registered.

Select **PROFILE COMPLETENESS** in the left corner, to ensure all base profile requirements are satisfied. All sections should show green alerts. Should any requirement remain red, revisit that section to update any required data

Step 11: Log Out of GEP SMART



Make sure to log out of GEP while not actively using it. At the top right hand corner, click your Profile Menu (your user initials), and click **Logout**. You will be redirected to GEP Business Network sign in page.

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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