

### 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.



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

# Step 2: Enter Initial Registration Information in GEP SMART

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nstruction: Step 1: Please complete below fields to register Step 2: Continue to Log In and complete any Cli	on GEP Business Network. nt specific registration requirements.				
indicates required fields					
First Name *	Last Name *	Legal Company Name ***Test supplier 001***	Work Email	.	
Username *	Password *	Confirm Password *		-   🛑	
lisalaimar					
Iscidinier ly registering and using the GEP Business Netw Iformation. This basic company information w?	ork, you agree to be listed as a potential or cur I be available to GEP customers of the GEP Sa	ent supplier to GEP Customers which utilize the Service. For IS applications, including the GEP Business Network. The vis	potential new business opportunities through the GEP Busin ibility of your profile is optional, and your company can optor	ess Network, GEP will utilize your supplier profile information to cr ut anytime by hiding your company profile information on the netw	reate a profile of your company with some basic rork. You expressly agree and acknowledge that you
ubject to, bound by, and will comply with the GE have read and agree to GEP <u>Terms</u>	P Terms of Use. By registering with the GEP Bu	siness Network and using the service, you acknowledge and	consent to GEP's use of your data in accordance with the Te	rms of Use and Privacy Statement of GEP.	

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  $\checkmark$  beside 'I have read and agree to GEP Terms & Conditions and Privacy Policy', then click the **Submit** button.

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# Step 3: Open Supplier Profile



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**.

Saved Successfully. However your profile is not yet registered. Please fill in all mandatory fields to register.	
	CLOSE

# Step 5: Basic Details

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	TRANSACTION TYPE											

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



**Completing a Supplier Profile in GEP SMART** 

# Step 6: Enter Identification Information

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	BUSINESS INFORMATION	OST/HST	Piesse Enter*			۲	
	TRANSACTION TYPE						

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 <u>https://www.dnb.com/ca-en/duns-number/get-a-duns.html</u>

Where to look up a DUNS Number?

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

**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

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	BUSINESS INFORMATION	*indicates required fields											
	TRANSACTION TYPE	Location Name	Type	Phone Nos.	Roles & Contacts								
	MARKETING INFORMATION		Headquarter	Pri :		R /							
	PAYMENT TERMS			960 :									
	DOCUMENTS												

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



# **PETRONAS** Canada

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

& ADD HEADQUARTER	
Address Line 1 (Optional)	Address Line 2 (Optional)
City (Optional)	County (Optional)
Country* Please Select	Province*
Postal code (Optional)	Primary Business Phone*
Fax No. (Optional)	
	CANCEL SAVE

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.

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	Location Name	Type	Phone Nos.	Roles & Contacto	
	123 Bith Ave SW	Headquarter	PH::587-123-4567 Sec::	8	r
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Select **Copy As** <sup>C</sup> to enter Remit To and Ordering Locations.



# **PETRONAS Canada**

**Completing a Supplier Profile in GEP SMART** 

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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

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Click	in the O	Create Change Request button below to t	be able to edit the Supplier Profile								
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山 My Cliepts	L	TRANSACTION TYPE		2,			Canada	Supplier Contact			
	L	MARKETING INFORMATION							Rows per page	■ 5 ▼	
		PAYMENT TERMS							nome per page	-	

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.



# PETRONAS Canada

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

Add New Contact			
*indicates required fields			
First Name*		Last Name* E-mail Address*	
Designation (Optional)		Defusit Role Please Belect	
Primary Business Phone*	Extn	Secondary Business Phone Extn Fax No. (Optional)	
ISD Code (Optional) Please Select	Mobile Nur	iber (Optional)	
Send Invitation			CANCE. SAVE

To add a new contact, click the  $\oplus$  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  $\oplus$  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
- ovonuo.
- Business TypeTotal Employees
- Average Revenue
- Average Profit (%)
  - on Pavm
- Auto-Acknowledge OrderPayment Type
- Year of Incorporation
- 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





**Completing a Supplier Profile in GEP SMART** 

# Step 11: Log Out of GEP SMART

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ம் Home	Click on the Create Change Request button below to be able to edit the Supplier Profile	- Logout			
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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 <u>Support@gep.com</u>.

Phone:

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