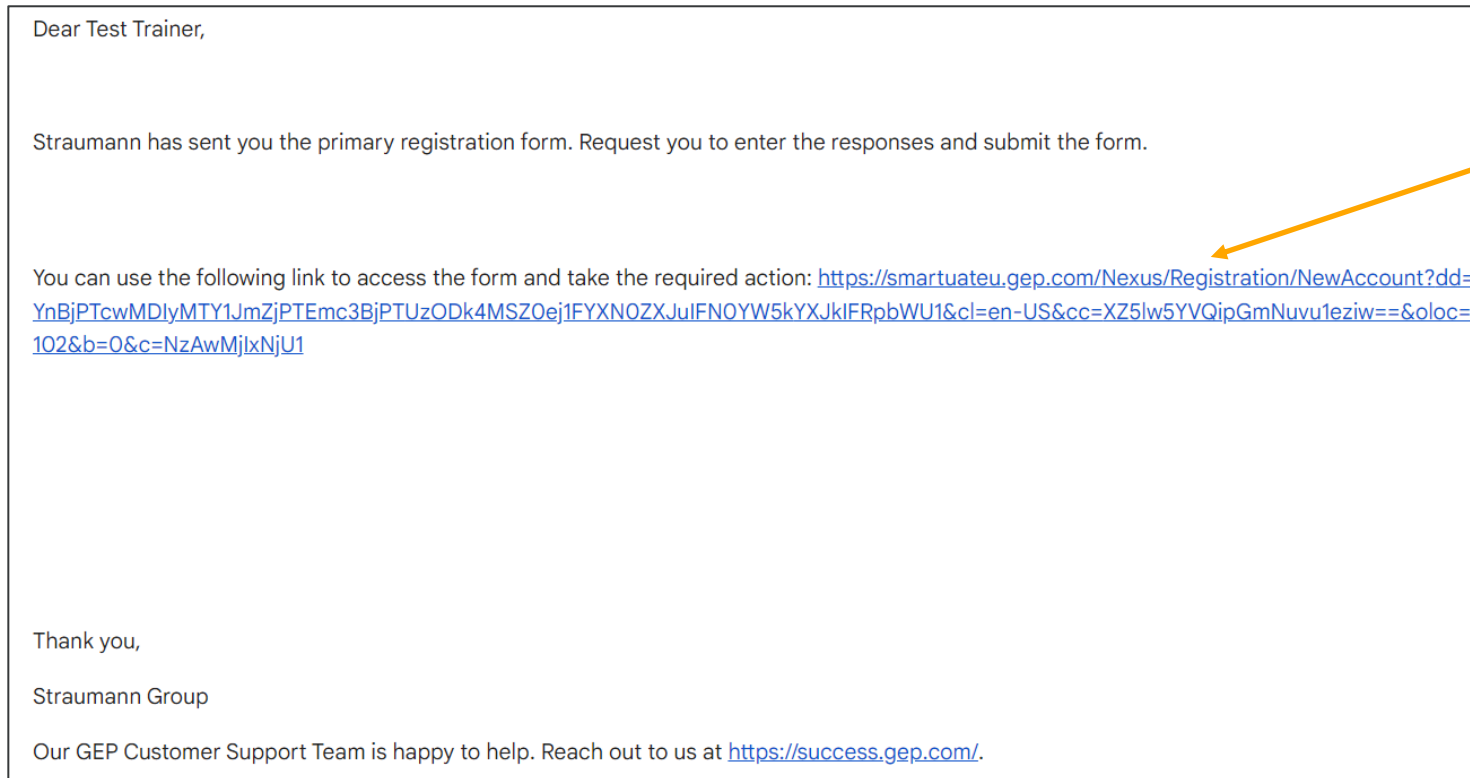# Quick Reference Guide
Supplier Profile

GEP Smart

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Registration

To register as a supplier in SMART by GEP, you need to first fill in the Primary Registration Form (PRF). You can access the PRF from:

- The buyer organization's website if the buyer organization has published it there
- The invitation email as shown below, if the buyer invites you

Dear Test Trainer,

Straumann has sent you the primary registration form. Request you to enter the responses and submit the form.

You can use the following link to access the form and take the required action: https://smartuateu.gep.com/Nexus/Registration/NewAccount?dd=YnBjPTcwMDIyMTY1JmZjPTEmc3BjPTUzODk4MSZOej1FYXN0ZXJuIFN0YW5kYXJkIFRpbWU1&cl=en-US&cc=XZ5lw5YVQipGmNuvu1eziw==&oloc=102&b=0&c=NzAwMjIxNjU1

Thank you,

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Our GEP Customer Support Team is happy to help. Reach out to us at https://success.gep.com/.

Click the link for the PRF.

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Registration

You can work with the buyer to registering for a new SMART by GEP account or by using an existing account.

Click **Register Now** to open the PRF and complete the registration process.

In case you already have a SMART by GEP account click **I have a SMART account** and enter your login credentials.

Primary Registration form

To register yourself as a supplier, you need to fill and click **Submit**. The format of the PRF differs for each buyer organization. Below is a sample PRF.
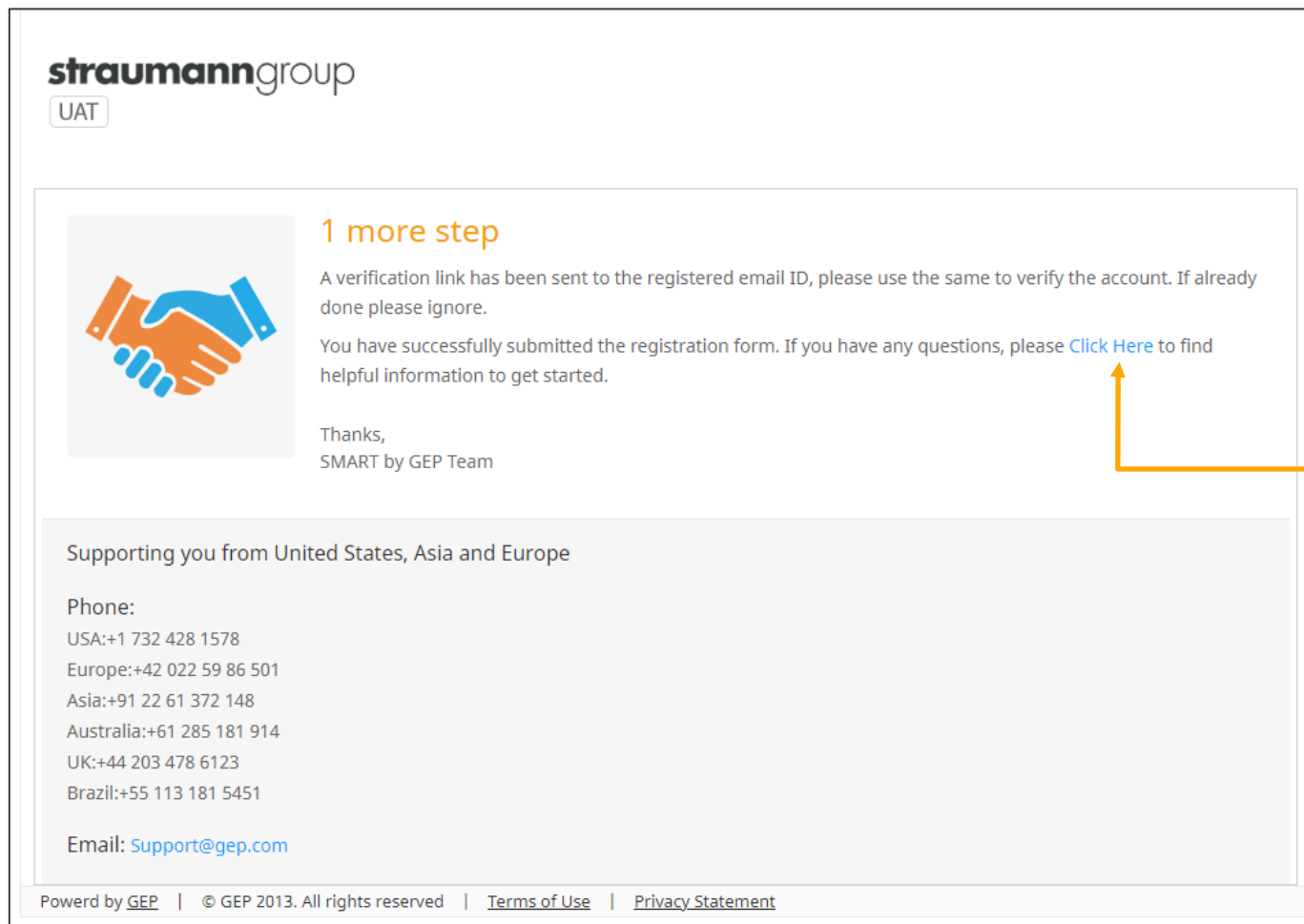
- *Basic Details is the standard, default tab. Based on buyer's organizational requirement, you may need to respond to additional tabs on this form.*
- *When working with a new buyer using an existing SMART by GEP account, you will be required to respond to the new buyer organization's PRF.*

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Action Required – Email Verification

After you submit the PRF, the below Action Required screen is displayed. Click the link on the page to login to GEP SMART and complete your profile. You can login to the tool with the credentials created in the PRF.
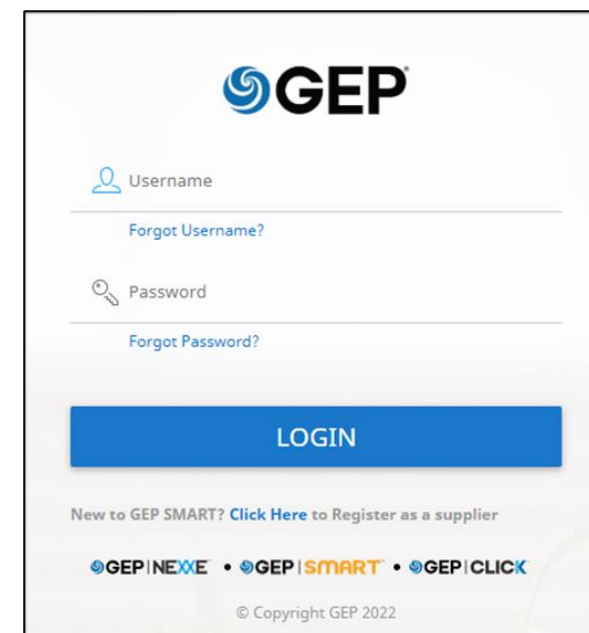
Click **Click Here** to login to GEP SMART and complete your profile.

Supplier Profile

After you login to GEP SMART, you land on the home page. You can access your supplier profile from the home page as shown below:

Click to access Supplier Profile.

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Supplier Profile

The Supplier Profile is used to capture your basic details, registration information, location details, contact details, etc.

Depending on the configuration, you can collaborate with the buyer to keep your profile up-to-date.

Action menu containing options to create a change request or view change history, depending on the configuration.

Completeness percentage of the supplier profile.

Click **Save** to save any changes/additions made.

Basic Details

Following are the different sections in a Supplier Profile:
Basic Details: Basic information like the name, parent supplier company, and category/region that you cater to

Identification Information

Identification Information: Identification information such as the supplier code, DUNS number and the identification type and number.

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Certificates

Certificates: Information on your certificates. Certificates add weightage to your profile and prove advantageous during shortlisting of suppliers for sourcing events. More importantly, certificates are useful for compliance.

> **CERTIFICATES** (1 Active)   ⊕ Add New Certificate

ISO 9001

Type
COI - CERTIFICATE OF I...

ACTIVE

Oct 12, 2022 - Oct 12, 2023

Compliance

Mandatory

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Diversity Status

Diversity Status: Information on your diversity status such as minority, race, foreign businesses etc.

Source to Contract - Digitalization

Location Information

Location Information: Information on location database. This section holds all the locations that you operate from.

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Registration and Contact Information

Registration Information: The Registration Information section holds the supplier's response to the primary registration form. This is client configurable.

Contact Information: The Contact Information section holds all supplier contact details. Apart from storing all the contact details, this section also captures contacts for each role at each location specified in the Business Information tab and the primary supplier contact.

Business Information & Transaction Type

Business Information: The Business Information section captures various business details of the supplier including business locations, revenue, profit, etc

Marketing Information & Payment Terms

Marketing Information: The Marketing section holds the marketing information of suppliers like their existing customers, the currencies they support, and languages they support. It also captures the supplier's presence on social media.

Payment Terms: The Payment Terms section displays the payment terms associated with the Organizational Entity.

Documents

Documents: The Documents section displays all the documents associated with a supplier such as contracts, scorecards, requisitions, and invoices. This provides details of all transactions associated with the supplier. Use the filter to view documents of a type.

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