



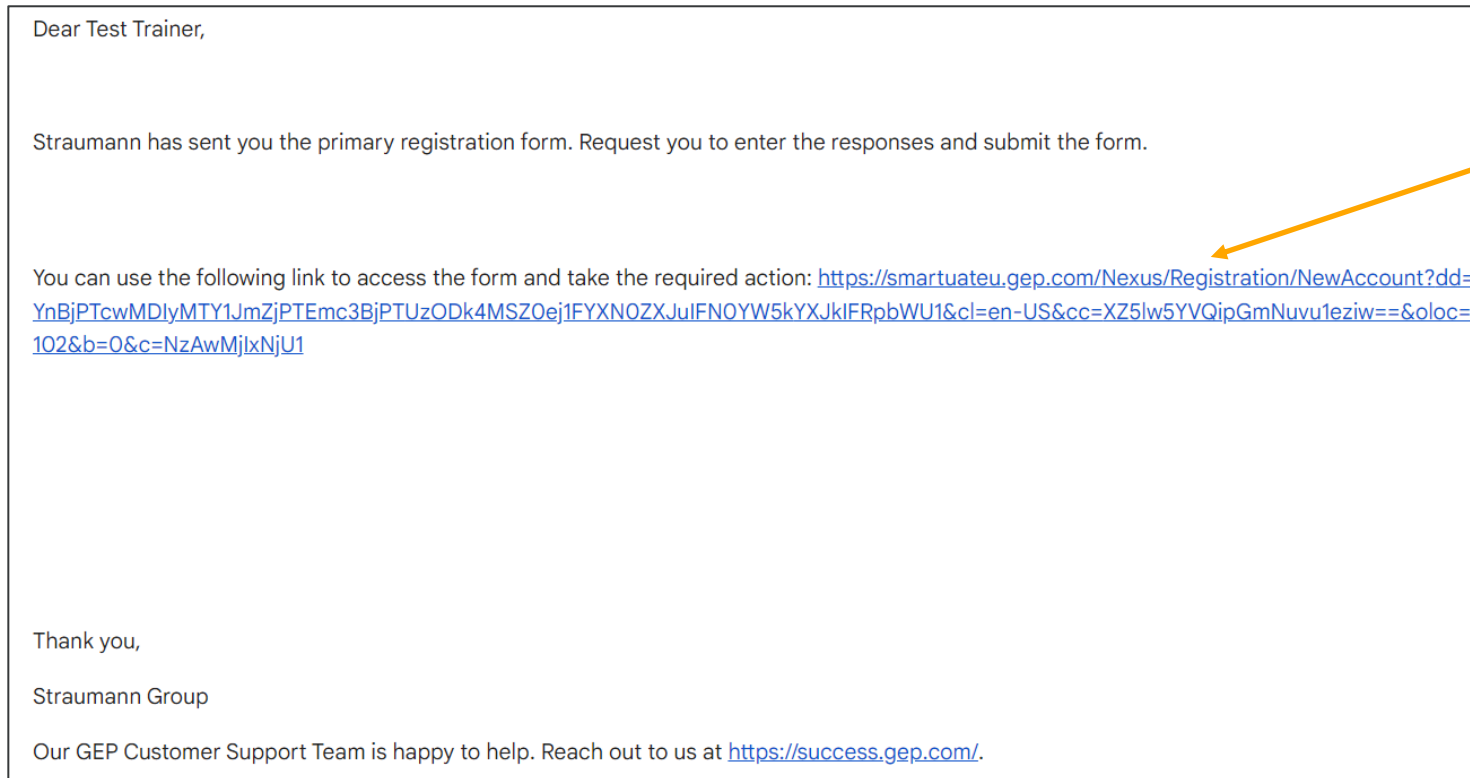
# Quick Reference Guide Supplier Profile

GEP Smart

# 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




Click the link for the PRF.

# Registration

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

**straumann**group  
UAT



Hi Test Trainer ,

You have been invited by Straumann to be a supplier and represent test trainer10

[Register Now](#) [I have a SMART by GEP account](#)

Register Now - Click on "Register Now" if you do not have an existing account with SMART by GEP and want to create fresh login Credentials or If you want to have separate set of Credentials apart from your existing account with SMART by GEP.

I have a SMART by GEP account - Click on "I have a SMART by GEP account" if you have an existing set of Credentials and want to link this new profile.

Thanks,  
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:  
USA:+1 732 428 1578  
Europe:+42 022 59 86 501  
Asia:+91 22 61 372 148  
Australia:+61 285 181 914  
UK:+44 203 478 6123  
Brazil:+55 113 181 5451

Email: [Support@gep.com](mailto:Support@gep.com)

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.

**straumann**group

UAT

Primary Registration Form

**Basic Details**

All fields marked with \* are required.

Account Credentials

Username \*  ⓘ

User Email \*

Password\*  ⓘ

Confirm Password\*  ⓘ

Mobile Number ▼

Company Information

Legal Company Name  ⓘ

Doing Business As  ⓘ

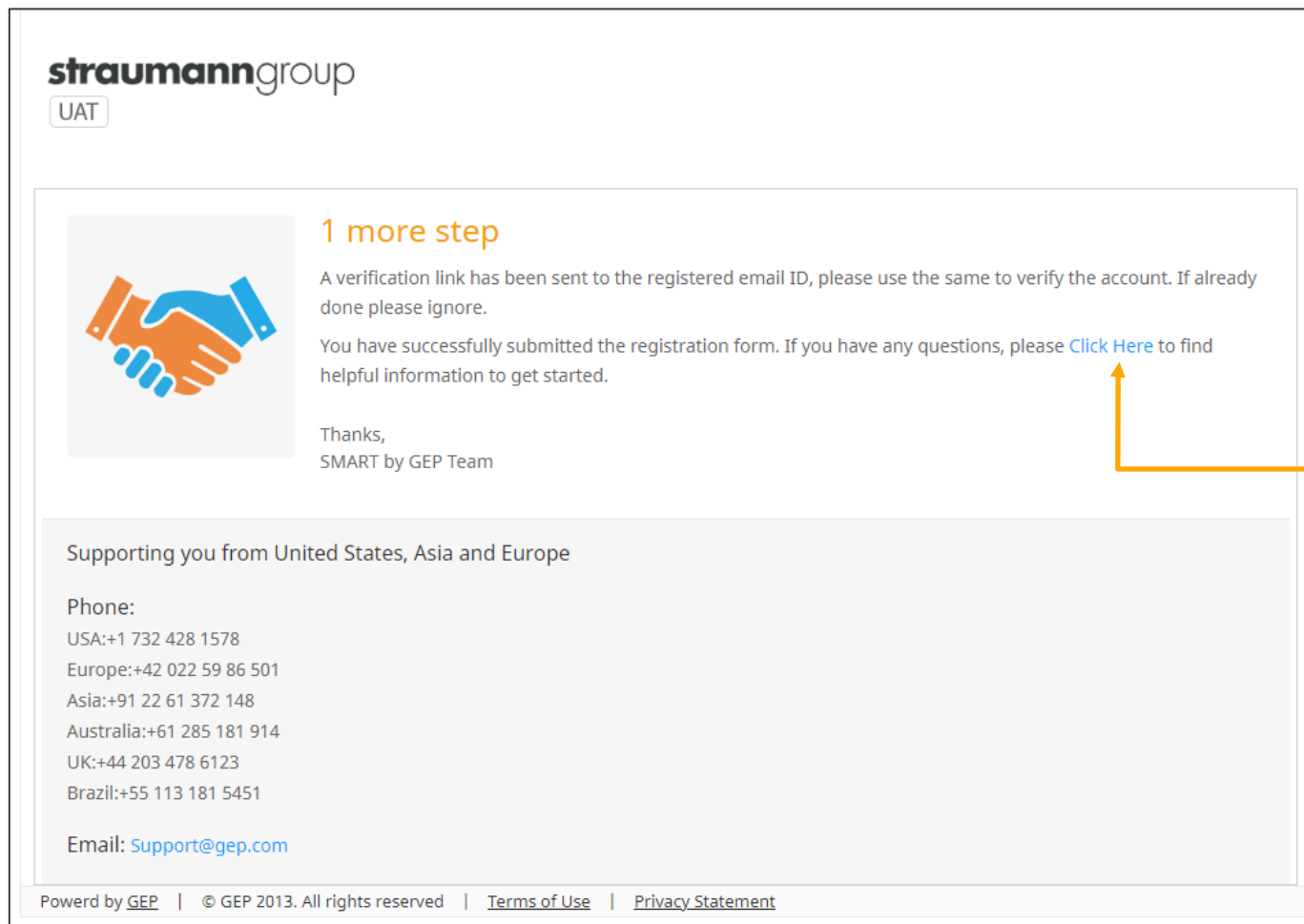
Company Website  ⓘ



- *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.*

# 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.



**straumanngroup**  
UAT

**1 more step**

A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please [Click Here](#) to find helpful information to get started.

Thanks,  
SMART by GEP Team

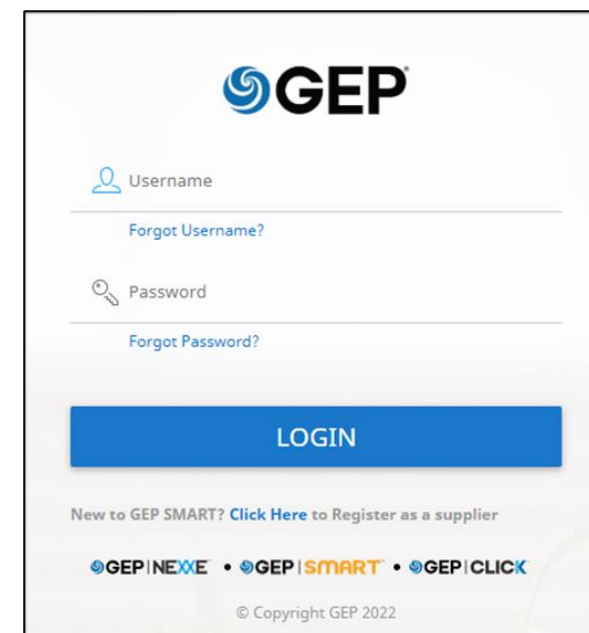
Supporting you from United States, Asia and Europe

Phone:  
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Europe:+42 022 59 86 501  
Asia:+91 22 61 372 148  
Australia:+61 285 181 914  
UK:+44 203 478 6123  
Brazil:+55 113 181 5451

Email: [Support@gep.com](mailto:Support@gep.com)

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Click **Click Here** to login to GEP SMART and complete your profile.



**GEP**

Username  
[Forgot Username?](#)

Password  
[Forgot Password?](#)

**LOGIN**

New to GEP SMART? [Click Here](#) to Register as a supplier

**GEP | NEXE** • **GEP | SMART** • **GEP | CLICK**

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# 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:

The screenshot shows the 'My Tasks' section of the GEP SMART interface. The top navigation bar includes 'straumanngroup', 'UAT', 'Sourcing', 'Contract', and 'Supplier'. The left sidebar contains navigation options: Home, My Tasks (with a notification badge of 3), Create, and Supplier Profile (highlighted with an orange arrow). The main content area is titled 'My Tasks' and features three tabs: 'DRAFT (0)', 'ACTION PENDING (3)', and 'FOLLOW UP (0)'. Below the tabs are two summary cards: 'Form 2' and 'Scorecard 1'. A table below lists two forms:

Form Name	Form Type	Status
Copy of Test form QRG	Additional Form	Published
Test form QRG	Additional Form	Published

At the bottom right of the table area, there is a 'Rows Per Page' dropdown set to '10' and a pagination indicator '1 - 2 Of 2' with navigation arrows.

Click to access Supplier Profile.

# 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

✓ BASIC DETAILS

\*indicates required fields

YOUR COMPANY LOGO HERE  Supported file formats: png, jpeg,jpg  Max file size : 5MB  Resolution : 200 X 200 pixel  	Supplier's Legal Name* TestTrainer10	Parent Company's Identi... Parent Company Name ▼	Parent Company Name
	Doing Business As	Formerly Known As Formerly Known As ⓘ	Category* B - Manufacturing Equ... ⓘ
	Region* Global ⓘ	Supplier Managers* Elias De Ceuster ⓘ	Status Registered ⓘ



# Identification Information

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

✓ IDENTIFICATION INFORMATION

\*indicates required fields

DUNS Number  
1234567

Identification Type	Number		
Belgium - VAT Regist... ▼	123456 ⓘ	🗑️	
Please Select ▼	Please Enter ⓘ	🗑️	+

# 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

# Diversity Status

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



DIVERSITY STATUS (2)					
Please ensure you click on save icon in Action column for saving all changes.					 
	Diversity Type*	Issuing Authority	Certificate Number	Con	Action
<input type="checkbox"/>	Woman - Owned Small Business (...)	Test	123	ACT	  
<input type="checkbox"/>	Service - Disabled Veteran - Owned...	Test	456	ACT	  

# Location Information






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

▼ **LOCATION INFORMATION** ⚠ ( 1 Location: 1 Headquarter ) ⊕ Add New Location

\*indicates required fields

ⓘ To complete the section at least one location of any type is required apart from the Head Quarter location

<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	Head	Headquarter	Pri : 23456 Sec :	 
<input type="checkbox"/>	Order place 1	Ordering Loc...	Pri : Sec :	  

# Registration and Contact Information

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

The screenshot shows a section titled "REGISTRATION INFORMATION" with a dropdown arrow. Below the title, there is a note: "\*indicates required fields". The main content is a table with a left sidebar and a main table area. The sidebar has two items: "Additional Information - S..." (highlighted) and "Additional Information - B...". The main table area is titled "QUESTIONNAIRE(1)" and contains a table with the following data:

Titles	Total Questions	Pending Mandatory Questions
Additional Information	15	0 / 3

At the bottom right of the table area, there is a "Rows per page:" label with a dropdown menu set to "5".

**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.

The screenshot shows a section titled "CONTACT INFORMATION (1) (1 Registered)" with a dropdown arrow and an "Add New Contact" button. Below the title, there is a note: "\*indicates required fields". The main content is a summary bar with five status filters: "All" (1), "Registered" (1), "Pending Activation" (0), "Invited" (0), and "Non-Invited" (0). Below the summary bar, there are icons for a folder, a trash can, and a refresh button. The main table area has the following columns: "Full Name", "Status", and "Email ID". The table contains one row of data:

Full Name	Status	Email ID
<input type="checkbox"/> Test Trainer Last Login : Thursday, October 13, 2022 10:54 AM	Registered	testtrainerkpmg10@gmail.com

# Business Information & Transaction Type

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

▼ BUSINESS INFORMATION

\*indicates required fields

Currency EUR	Annual Revenue (In Millions) 10000000	Average Profit (Percentage) 6	Year of Incorporation 2022
Business Type Please Select	Total Employees 200	<input type="checkbox"/> Auto-Acknowledge Order	ERS Enabled <input type="radio"/> Yes <input checked="" type="radio"/> No
Payment Type Please Select			

# 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.

MARKETING INFORMATION

\*indicates required fields


Description (Optional)


Supported Currencies  
Euro Member Countries


Supported Languages  
English

Current Customer

Website :  [↗](#)

  [↗](#)





  [↗](#)

  [↗](#)

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

PAYMENT TERMS

\*indicates required fields

Entity 	Payment Terms 	
<a href="#">Choose Org. Entity</a>		
All	6000 - Within 60 days Due net (D...	

Rows per page:

# 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.

DOCUMENTS

\*indicates required fields

Form	Name	Status	Created by	Created on	Supplier Respc
Scorecard	Test form QRG	Published	Vlad-Paul Tanase	10/13/2022	Response Penden
RFx	Copy of Test form QRG	Published	Vlad-Paul Tanase	10/13/2022	Response Penden
Auction					
Contract					
Action Plan					

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