Ascend New Buying Platform GEP SMART[™] Supplier Training





Edit Supplier Profile



Table of Contents

1.	Update Contact Information on Supplier Profile	.4
2.	Send Registration/Invitation Email	.9
3.	Customer support	10



Register on GEP SMART

1. Update Contact Information on Supplier Profile

A. Click on the **SUPPLIER PROFILE** Icon on the left side of screen.

B. Select CONTACT INFORMATION from the options on the left or scroll down to the CONTACT INFORMATION tab.





A. In the CONTACT INFORMATION tab, click on ADD NEW CONTACT icon to add new contact.

B. In the Add New Contact Form, add FIRST NAME, LAST NAME, EMAIL ADDRESS, AND PHONE NUMBER.

C. Once all the mandatory details are entered, click on **SAVE** from the bottom.

indicates required fields						
All 2	Registered 1	Pending A O	Invited 1	Non-Invited		
Full Name		Status	Email ID		Language	Primary Phone No.
Kunal Kadam	20	Registered	kunal.kadamxyz@gep	com	English American	2345678
] Dilip V	20	Invited	dilip.vishwambharanx	/z@gep.com	English American	12234
🖏 Add New Con	tact					
정 Add New Con	ntact B		в		B	
Add New Con dicates required fields First Name*	B		B Last Name*		B E-mail Address*	
Add New Con dicates required fields First Name* ou must enter a value for the	B attribute		B Last Name* You must enter a value for the attribu	e	E-mail Address* You must enter a value	e for the attribute
Add New Con dicates required fields First Name* four must enter a value for the Designation <i>(Optional)</i>	B attribute		B Last Name* You must enter a value for the attribu Default Role Please Select	e	B E-mail Address* You must enter a value	e for the attribute
Add New Con dicates required fields First Name* Ou must enter a value for the Designation (Optional)	B attribute		B Last Name* You must enter a value for the attribu Default Role Please Select	e	B E-mail Address* You must enter a value	e for the attribute
Add New Con dicates required fields First Name* ou must enter a value for the Designation (Optional) B Primary Business Pho	ntact B s attribute	Extn	B Last Name* You must enter a value for the attribu Default Role Please Select Secondary Business Phone (Optional)	e Extn	B E-mail Address* You must enter a value Fax No.	e for the attribute



A. The added contact will be shown under the **CONTACT INFORMATION** tab.

B. The current Primary Contact will be highlighted in blue.

C. To change the primary contact, click on the **SUPPLIER ICON** against the contact which needs to be marked as the new Primary Contact.

Note: Once you change the Primary Contact, the supplier icon for the new contact will be highlighted in blue.

CONTACT INFORM	Add New Contact					
idicates required fields						
All 3	Registered 1	Pending Activation 0	Invited 1	Non-Invited 1		
						2 🖻 🖡
Full Name		Status	Email ID		Language	Primary Phone No.
Kunal Kadam	al Kadam B		kunal.kadamxyz@gep.com		English American	2345678 12234
Dilip V	Dilip V C D Invited dilip.vishwambharanxyz@gep.com	ep.com	English American			
Dummy Contact	2.	Non - Invited	xyz@xyz.com		English American	12345

Note: The order will go to primary contacts on the supplier profile



A. To delete an existing contact, click on the **CHECKBOX** against the contact you wish to delete.

B. Click on the **TRASH CAN** icon to delete the contact

C. You will get a prompt. Click **YES** to proceed.

indic	ates required fields						
All Registered Pending Activation 0				Invited 1	Non-Invited		В
							2
	Full Name		Status	Email ID		Language	Primary Phone No.
כ	Kunal Kadam	20	Registered	kunal.kadamxyz@g	gep.com	English American	2345678
Dilip V		bilip ∨ Invited		dilip.vishwambhara	nxyz@gep.com	English American	12234
)	Dummy Contact	20	Non - Invited	xyz@xyz.com		English American	12345
				(2) COM	FIRMATION	1 to 3 o	f3 ic c Pana 1 of 1 s



D. Once the contacts are added/deleted/updated OR other required changes are made on the supplier profile, click on **SAVE** on the bottom of the screen.

\leftarrow	SUPPLIERKK (PC-2022.000)174)				司
«	General Basic Details					Add New Location
습 Home	IDENTIFICATION INFORMATION	CONTACT INF *indicates required fie	ORMATION (3) (1 Reg	gistered , 2 Non Registered)		Add New Contact
My Tasks	 CERTIFICATES DIVERSITY STATUS 	All 3	Registered 1	Pending Activation 0	Invited Non-Invit 1 1	red
+ Create	LOCATION INFORMATION	<				en e
ŝ		Full Name		Status	Email ID	Language Pr
Supplier Profile	BUSINESS INFORMATION TRANSACTION TYPE	C Kunal Kadam	De	Registered	kunal.kadamxyz@gep.com	English American 234
	MARKETING INFORMATION	Dilip V	20	Invited	dilip.vishwambharanxyz@gep.com	English American 122
	✓ PAYMENT TERMS	Dummy supp	lier <u>D</u> g	Non - Invited	xyx@xyz.com	English American 123
	✓ DOCUMENTS	-				1 to 3 of 3 K < Page 1 of 1
						CLOSE SAVE



2.Send Registration/Invitation Email

A. To send the Registration/Invitation email, click on the **CHECKBOX** against the contact whom you want to invite on GEP Smart.

B. Click on the **INVITE** icon from the right-hand corner.

C. Once you click on Invite icon, a Primary Registration Form will open. Click **SEND** to proceed.

Note: You can also select a different language while sending the Registration/Invitation email.

	Add New Contact					
*indicates required fields						
All 3	Registered 1	Pending Activation 0	Invited 1	Non-Invited		в
Full Name		Status	Email ID		Language	Primary Phone No.
Kunal Kadam	20	Registered	kunal.kadamxyz@ge	p.com	English American	2345678
Dilip V	20	Invited	dilip.vishwambharanx	xyz@gep.com	English American	12234
Dummy supplier	20	Non - Invited	xyx@xyz.com		English American	12345
To xyx@xyz.com	SUPPLIER				Langu Englis	age sh American
Subject* GEP SMART: Su Add attachment(upplier Contact	Request from [Client	t Name]			
B i	<u>U</u> A:	= = 1=	ः ११७ः 🕞	M4 GD	+:	x ~ i
Dear [Co	ontact Name],					C
						CANCEL SEND



3. Customer support

GEP Customer Support is available 24x5

support@gep.com

- Europe: +42 022 598 6501
- Switzerland: +41-445859014
- UK: +44-20-3478-6123
- USA: +1-732-428-1578
- Australia: +61-2-8518-1914
- Asia: +91-22-6137-2148

GEP SMART URL: <u>smart.gep.com</u>





SGEP SMART[™]

