

Ascend New Buying Platform

GEP SMART™

Supplier Training



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Create Service Confirmation with Automatic Invoice Creation Process (ERS)

1. Service Confirmation with Automatic Invoice Creation Process

1.1. What is a service confirmation?

A **Service Confirmation** is a document created by a supplier once services are rendered with ERS (Evaluated Receipt Settlement) feature available to automat the invoicing process. Once a service confirmation with ERS flag is approved, invoice will be created automatically in GEP SMART.

It is relevant only on a **Blanket / Service Order** and must be done before creating an invoice.

***NOTE:** Service confirmations can only be created once the order is in Supplier Acknowledged Status.*

If the order is in **Sent to Supplier** status, you will first need to acknowledge the order before creating the service confirmation.

1.2. Create a service confirmation

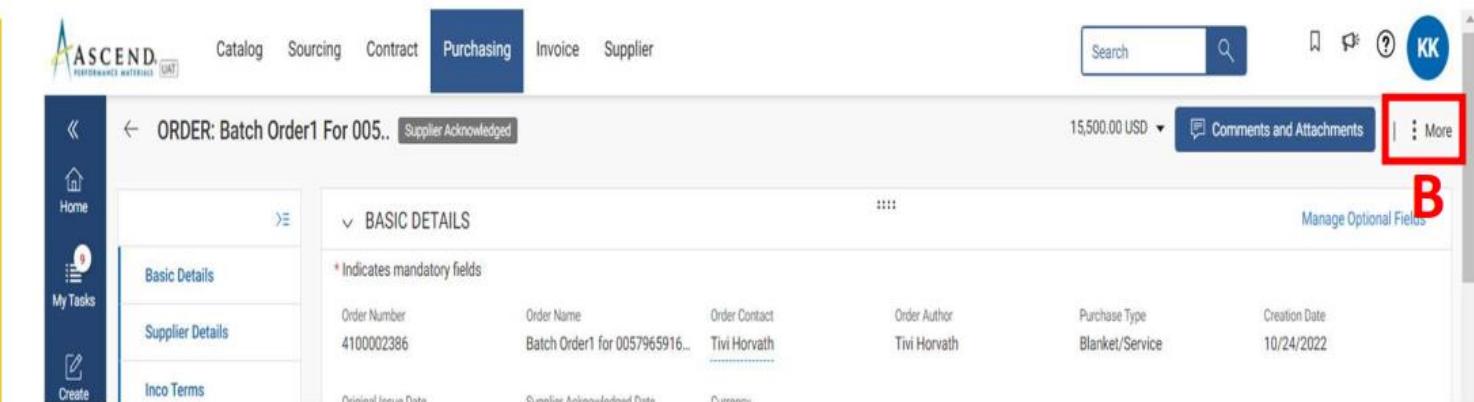
A: Click on the Purchasing tab & select the Order against which you wish to create the Service confirmation

The screenshot shows the ASCEND Performance Materials software interface. The top navigation bar includes links for Catalog, Sourcing, Contract, Purchasing (which is highlighted with a red box), Invoice, and Supplier. A search bar and user icons are also present. On the left, a sidebar features Home, My Tasks (with 9 items), Create, and Supplier Profile. The main area is titled 'Documents' and contains tabs for ORDER, RETURN NOTE, SERVICE CONFIRMATION, and ASN. A filter bar shows 'Applied Filters: Purchase Type' with options All (10), Supplier Acknowledged (7, highlighted with a red box), and Sent To Supplier (3). Below is a table with columns: Order Name, Order Number, Supplier, Purchase Type, Created By, Created On, Order Value, and Status. Three rows of data are listed, with the second row (Batch Order1 for 0057965916-80-GDLOTH78...) highlighted with a red box.

Order Name	Order Number	Supplier	Purchase Type	Created By	Created On	Order Value	Status
Batch Order1 for 0058058095-10-13925286	4100002449		Blanket/Service	Youssef Badran	11/01/2022	9750.00 USD	Supplier Acknowledged
Batch Order1 for 0057965916-80-GDLOTH78...	4100002386		Blanket/Service	Tivi Horvath	10/24/2022	15500.00 USD	Supplier Acknowledged
Batch Order1 for 57965916-GDLOTH7895	4100002361		Blanket/Service	Tivi Horvath	10/19/2022	28630.00 USD	Supplier Acknowledged

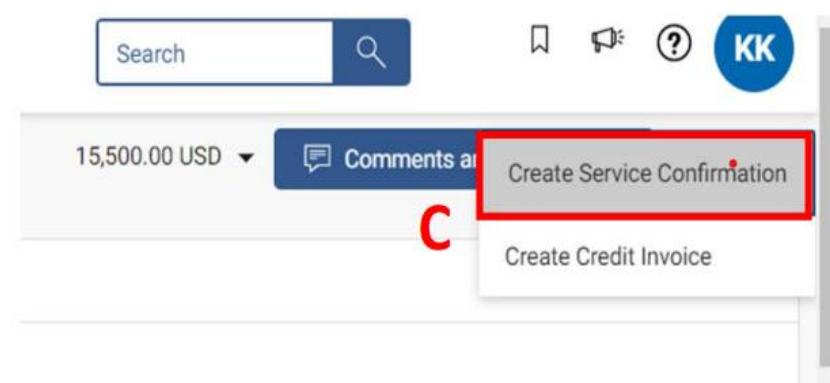
Create a service confirmation

B: Click on **More** menu on top right section of the screen



The screenshot shows the ASCEND software interface. The top navigation bar includes links for Catalog, Sourcing, Contract, Purchasing (which is highlighted in blue), Invoice, and Supplier. On the far right of the header, there is a search bar, a user profile icon (KK), and a 'More' menu icon. Below the header, the main content area displays an order details page for 'ORDER: Batch Order1 For 005..'. The page shows basic details like Order Number (4100002386), Order Name (Batch Order1 for 0057965916...), and Order Contact (Tivi Horvath). A red box highlights the 'More' menu icon in the top right corner of the header.

C: Click on **Create Service Confirmation**



The screenshot shows a dropdown menu from the 'More' menu. The menu items are 'Comments and Attachments' and 'Create Service Confirmation'. The 'Create Service Confirmation' option is highlighted with a red box. A red letter 'C' is placed next to the menu.

1.3. Create a service confirmation (Basic Details Section)

A: Fill in the mandatory information within the **BASIC DETAILS** section such as the **SERVICE CONFIRMATION NAME** and the **SUPPLIER SERVICE CONFIRMATION NUMBER** (**Supplier Invoice Number**)

B: The **FIELD SUPERVISOR FIELD** is defaulted from the order

C: If you need the invoice to be auto created then check mark the **ERS** box.

D: Once the basic details are filled then click on **Next**

Note: ERS or Evaluated Receipt Settlement is an automated invoice and

payment system. Once an ERS service confirmation is approved, invoice will automatically be created in GEP SMART.

The screenshot shows the 'Basic Details' section of a service confirmation creation form. Key fields highlighted with red boxes and arrows are:

- A:** Service Confirmation Name * (containing "ServiceConfirmation1 for Order") and Supplier Service Confirmation Number * (containing "Test 123").
- B:** Field Supervisor * (containing "KK Admin (Kunal.Kadam@ge...)" with a checked checkbox).
- C:** ERS (Auto-create invoice) checkbox (checked).
- D:** Next button at the bottom right.

Other visible fields include:
Service Confirmation Number: SC-03:22-00120
Currency: USD
Supplier Code: PC-2022.000174
Supplier Name: SupplierKK
Created On: 03/31/2022
Purchase Type: Services T&M
Enter Tax At Line
Tax (USD): 0.00
Order Number: PO-03:22-000700
Description: (empty)
Work Location: (empty)
Order Name: Order1 for Do NOT USE - Test PO...
Created By: Kunal Kadam
External Id: (empty)

1.4. Create a service confirmation (Notes & Attachment Section)

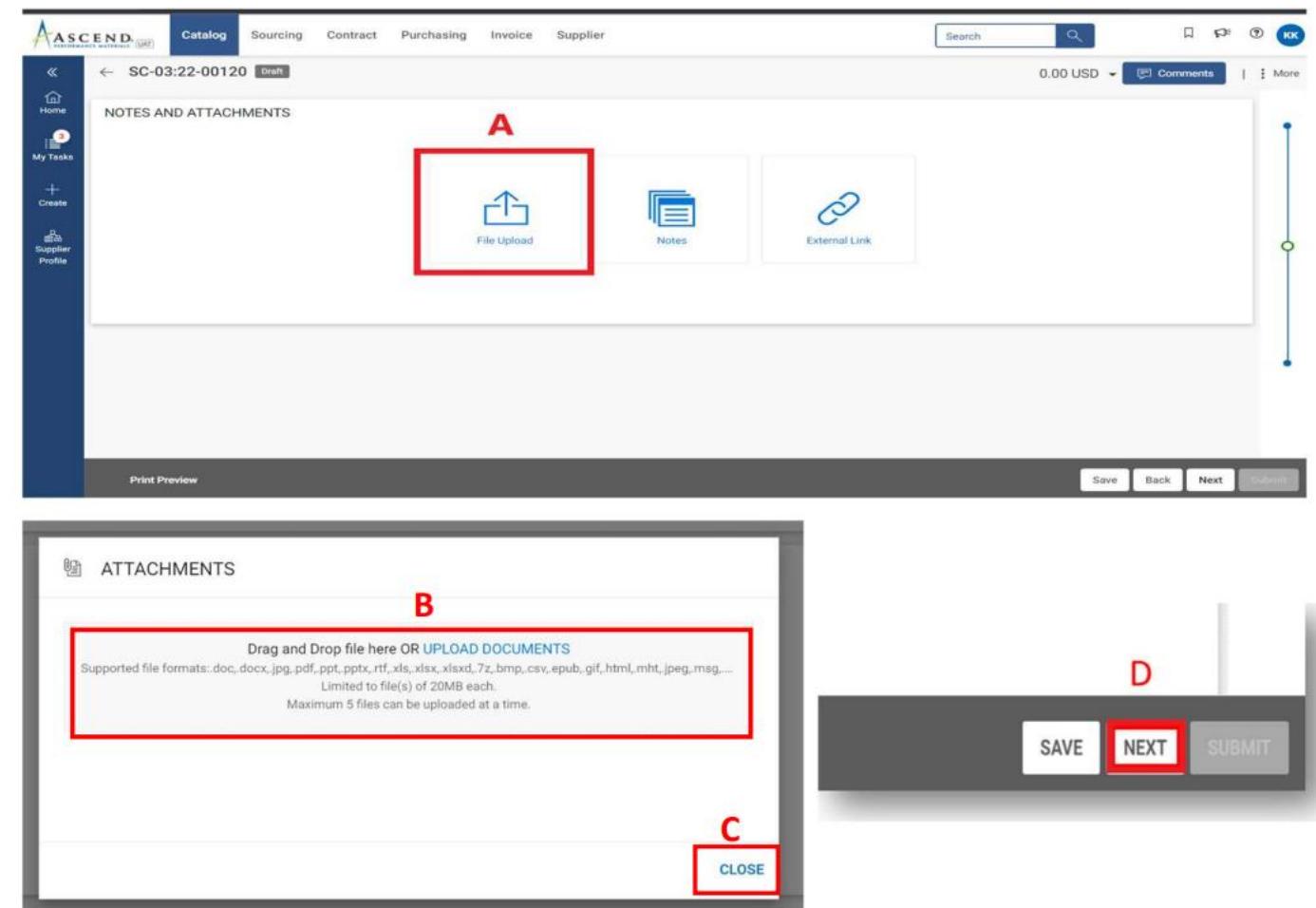
Attach supporting documentation to the Service Confirmation*

A: Click on **FILE UPLOAD**

B: Once the pop-up box is displayed, You can either drag file(s) or click **UPLOAD DOCUMENTS** to attach document(s)

C: Once uploaded, click **CLOSE**. The uploaded files will be displayed

D: Once the file has been successfully uploaded, click the **NEXT** button at the bottom right of the screen



1.5. Create a service confirmation (Line Details Section)

A: Fill in the mandatory information within the **LINE DETAILS** section such as **PRICE & START DATE**.

B: You must also enter the **COMPLETION DATE**.

C: Add Tax Rate or Tax Amount if applicable

D: Click on **ADD SUBLINE** option to fill the subline category details

The screenshot displays the ASCEND software interface for creating a service confirmation. The main window is titled "SC-11:22-00722 Draft". The top navigation bar includes links for Catalog, Sourcing, Contract, Purchasing (selected), Invoice, and Supplier. A search bar and a comments section are also present.

The central area is divided into two main sections: "Line Details" and "Comments".

Line Details: This section contains the following fields:

- Line Type: Amount Based Service
- UOM: PERF. UNIT
- Quantity: 1.00
- Effective Unit Price (USD): 1,000.00
- Price (USD): 1
- Completion Date: MM/DD/YYYY
- Category: IS-Eqpt/MtcDemolition:I00200102
- Contract Number: None
- Contracted Subline Value (USD): 0.00
- Non-Contracted Subline Value (USD): 0.00
- Reference Invoice Number: -

Comments: This section includes a "Comments" input field and a "Go To Basic Details" link.

Comments: This section includes a "Comments" input field and a "Go To Basic Details" link.

Add Sublines: A button labeled "Add Sublines" is located at the bottom of the subline section.

1.6. Create a service confirmation (Line Details Section- Adding Sublines: Optional)

A: Add Line-Item information in **Add Blank Sublines** section.

B: Line-items added in Add Blank Sublines section will appear in Selected Sublines section

Select all the mandatory fields on the subline like
DESCRIPTION, SUBLINE TYPE, UOM, QUANTITY, PRICE, DATES & CATEGORY

C: Click **Add**

The screenshot shows two instances of the 'ADD SUBLINES' dialog box. The top instance, labeled 'A', has a red box around the 'Add Blank Subline(s)' button. The bottom instance, labeled 'B', shows two sublines added to the 'Selected Subline(s)' list, indicated by a '2' in a blue circle. The 'Add Blank Subline(s)' button is also present here. The third instance, labeled 'C', shows the 'Cancel' and 'Add' buttons at the bottom right of the dialog.

Supplier Personnel Name	Description	Supplier Item Number	Item Number	Short Name	Subline Type
-	-	-	-	-	Select
-	-	-	-	-	Select
-	-	-	-	-	Select
-	-	-	-	-	Select
-	-	-	-	-	Select

Supplier Personnel Name	Description	Supplier Item Number	Item Number	Short Name	Subline Type	UOM
-	Universal 18 x 42.7 channel ...	-	-	-	Material	Perf. unit
-	Universal 18 x 42.7 channel ...	-	-	-	Material	Perf. unit

1.7. Create a service confirmation (Line Details Section)

Once the sublines are added, these will be available below the line details section.

Note: If Sublines are added by the suppliers, header details will no longer be editable.

Information will be editing on subline level

Line Details

1. Universal 18 x 42.7 channel Equipment

Line Type	UOM	Quantity	Effective Unit Price (USD)	Price (USD)	Price Per
Amount Based Service	PERF. UNIT	1.00	50.00	50.00	1
Line Value (USD)	Tax rate (%)	Tax (USD)	Line Total (USD)	Consumed Date	Start Date
50.00	0.00	5.00	55.00	-	-
Completion Date	Category	Contract Number	Contracted Subline Value (USD)	Non Contracted Subline Value (U...)	Reference Invoice Number
--	IS:EqptMtcDemolition:10020...	None	0.00	50.00	
Reference Invoice Status					

■ Price Compliant, Catalog Line ■ Price Non-Compliant, Catalog Line ■ Flex Price Yes, Catalog Line ■ Non-Catalog Line

Add Sublines

Subline Number	Supplier Personnel Name	Subline Type	UOM	Quantity	Effective Unit Price (USD)	Price (US)
<input type="checkbox"/> 1.1	Test	Material	Each	1.00	10.00	10.00
<input type="checkbox"/> 1.2	Test2	Rate Based Service	Each	2.00	20.00	20.00

Rows Per Page : 1 /1

Print Preview Save Back Go to Basic Details Submit

1.8. Create a service confirmation (Line Details Section: Partial Service confirmation creation)

If Service Order is created with multiple line items, suppliers have the option to delete the line items they are not billing

Click on **Trash Icon** to delete the additional line details

Line Details

1. Universal 18 x 42.7 channel Equipment

Line Type Amount Based Service	UOM PERF. UNIT	Quantity 1.00	Effective Unit Price (USD) 50.00	Price (USD) 50.00	Price Per 1
Line Value (USD) 50.00	Tax rate (%) 0.00	Tax (USD) 5.00	Line Total (USD) 55.00	Consumed Date -	Start Date -
Completion Date -	Category IS EoptMcDemolition:i00200102	Contract Number None	Contracted Subline Value (USD) 0.00	Non Contracted Subline Value (USD) 50.00	Reference Invoice Number -
Reference Invoice Status					

■ Price Compliant, Catalog Line ■ Price Non-Compliant, Catalog Line ■ Flex Price Yes, Catalog Line ■ Non-Catalog Line

Add Sublines

Subline Number	Supplier Personnel Name	Subline Type	UOM	Quantity	Effective Unit Price (USD)	Price (USD)	Price Per	Flexible Price Flag
<input type="checkbox"/> 1.1	Test	Material	Each	1.00	10.00	10.00	1	Not Applicable
<input type="checkbox"/> 1.2	Test2	Rate Based Service	Each	2.00	20.00	20.00	1	Not Applicable

Rows Per Page: ... 1 ... /1

2. Universal 18 x 42.7 channel Materials

Line Type Amount Based Service	UOM PERF. UNIT	Quantity 1.00	Effective Unit Price (USD) 0.00	Price (USD) 0.00	Price Per 1
Line Value (USD) 0.00	Tax rate (%) 0.00	Tax (USD) 0.00	Line Total (USD) 0.00	Consumed Date -	Start Date MM/DD/YYYY
Consumed Date					

1.9. Create a service confirmation (Submitting Service Confirmation)

Once all the information is correctly added, click on **Submit** button to proceed

The screenshot shows a service confirmation line item for "Universal 18 x 42.7 channel Equipment". The line details include:

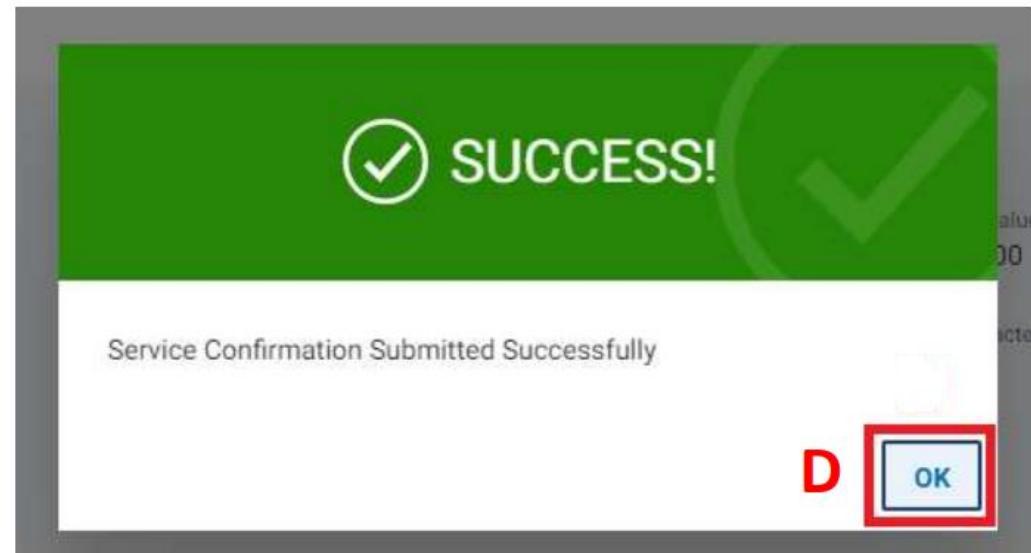
Line Type	UOM	Quantity	Effective Unit Price (USD)	Price (USD)	Price Per
Amount Based Service	PERF. UNIT	1.00	100.00	100.00	1
Line Value (USD) 100.00	Tax rate (%) 10.00	Tax (USD) 10.00	Line Total (USD) 110.00	Consumed Date --	Start Date * 10/19/2022
Completion Date * 10/23/2022	Category IS:EqptMtcDemolition:I0020...	Contract Number None	Contracted Subline Value (USD) 0.00	Non Contracted Subline Value (U... 0.00	Reference Invoice Number --
Reference Invoice Status --					

At the bottom right of the form, the "Submit" button is highlighted with a red box.

Create a service confirmation

D: Once submitted, you will see the success message, click **OK**

*You will be directed to the **SERVICE CONFIRMATION** screen, where you will see the submitted Service Confirmation in **APPROVAL PENDING** status*

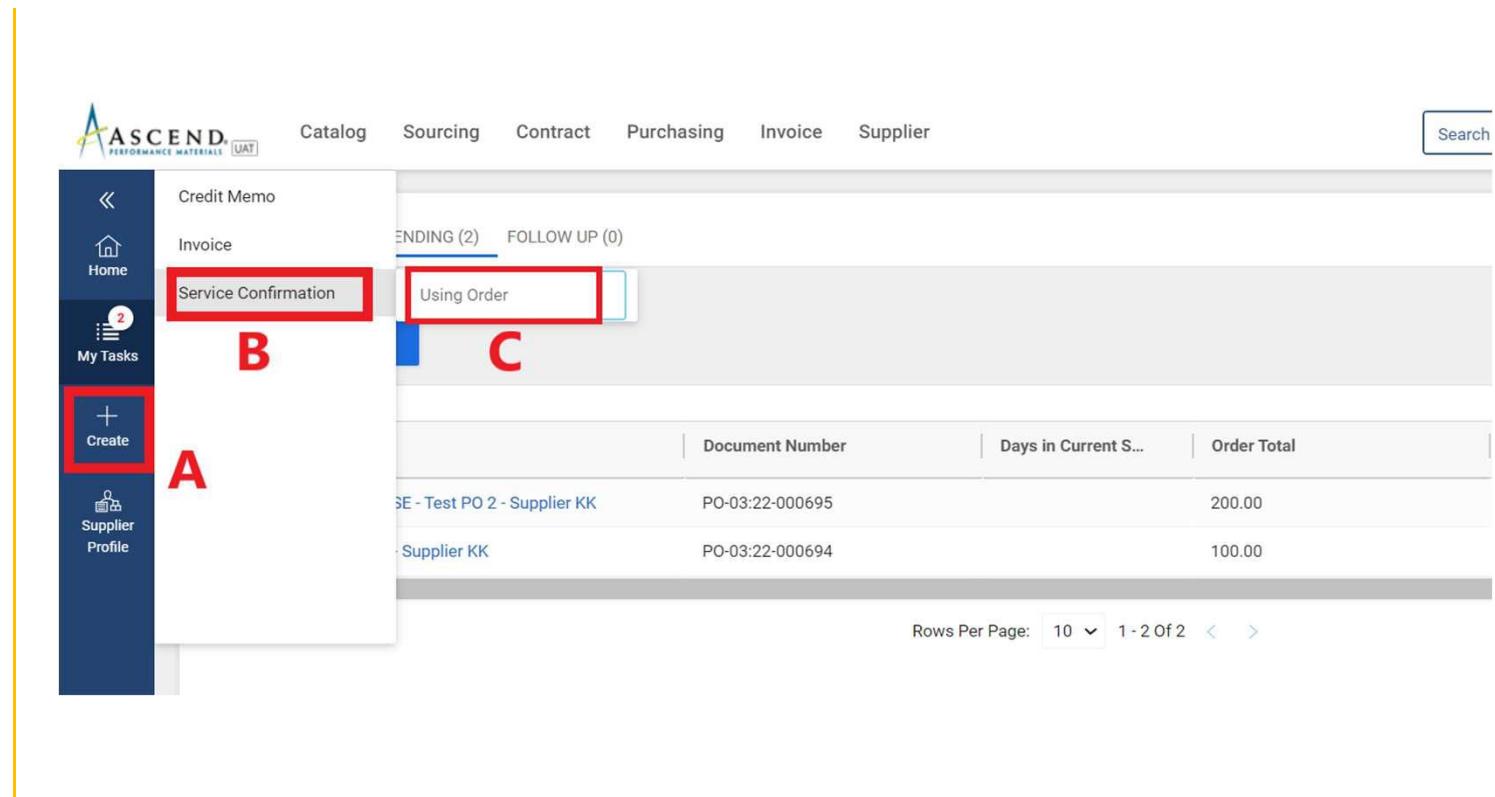


2. Create a service confirmation directly through Landing Page

A: Click on the **Create** icon on the left-hand side of your home screens

B: Click on **SERVICE CONFIRMATION**

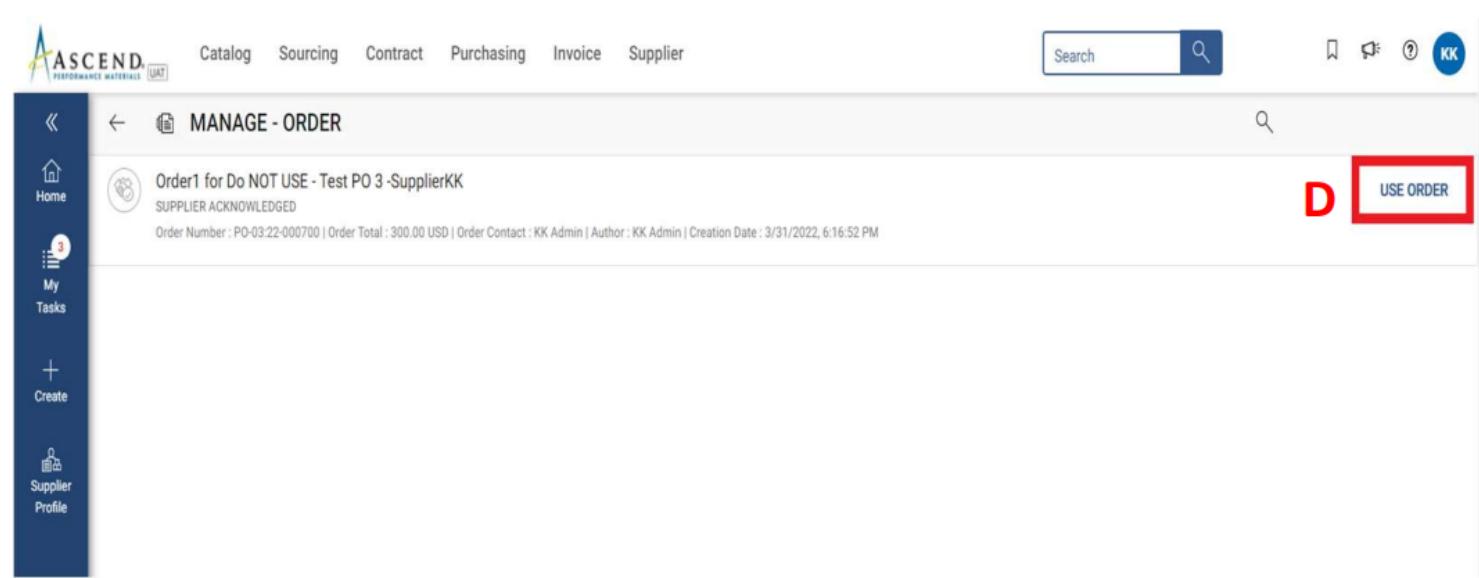
C: Click **USING ORDER**



Create a service confirmation

D: Click on USE ORDER for the service order for which you need to create a service confirmation

Here onwards the procedure to create the Service confirmation remains the same as showcased in previous slides.



2.1. Create a service confirmation (Basic Details Section)

A: Fill in the mandatory information within the **BASIC DETAILS** section such as the **SERVICE CONFIRMATION NAME** and the **SUPPLIER SERVICE CONFIRMATION NUMBER** (**Supplier Invoice Number**)

B: The **FIELD SUPERVISOR FIELD** is defaulted from the order

C: If you need the invoice to be auto created then check mark the **ERS** box.

D: Once the basic details are filled then click on **Next**

Note: ERS or Evaluated Receipt Settlement is an automated invoice and payment system. Once an ERS service confirmation is approved, invoice will automatically be created in GEP SMART.

The screenshot shows the 'Service Confirmation' page in a software application. The 'BASIC DETAILS' section is highlighted with a red box. Inside this box, two fields are also highlighted with red boxes: 'Service Confirmation Name *' containing 'ServiceConfirmation1 for Order' and 'Supplier Service Confirmation Number *' containing 'Test 123'. A red arrow labeled 'A' points to the 'Service Confirmation Name' field. Another red arrow labeled 'B' points to the 'Tax (USD)' field, which has a value of '0.00'. A red box labeled 'C' surrounds the 'ERS (Auto-create invoice)' checkbox, which is checked. A red box labeled 'D' surrounds the 'Next' button in the bottom right corner of the form. The top right corner of the screen shows '0.00 USD' and a 'Comments' button.

2.2. Create a service confirmation (Notes & Attachment Section)

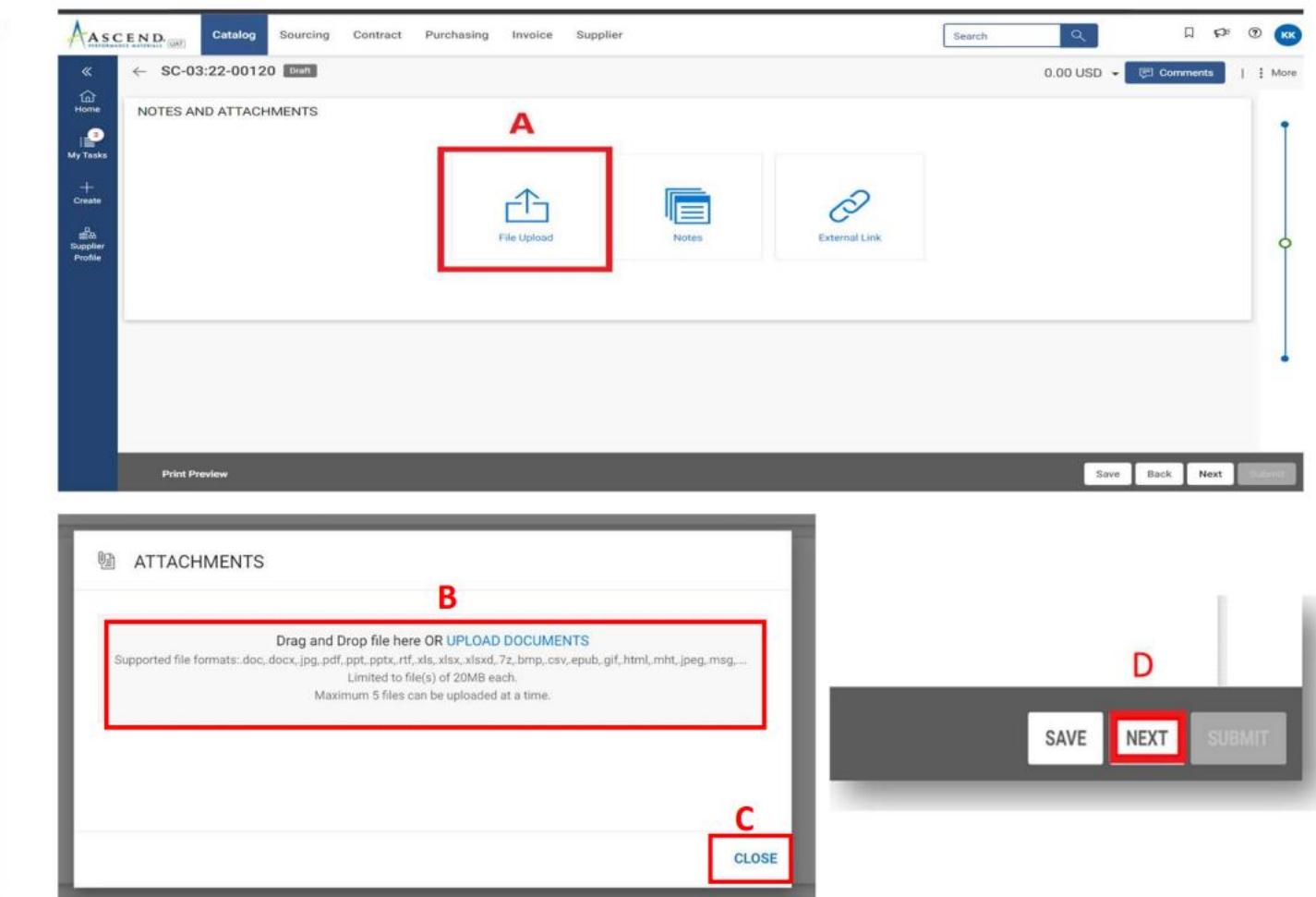
Attach supporting documentation to the Service Confirmation*

A: Click on FILEUPLOAD

B: Once the pop-up box is displayed, You can either drag file(s) or click UPLOAD DOCUMENTS to attach document(s)

C: Once uploaded, click CLOSE. The uploaded files will be displayed

D: Once the file has been successfully uploaded, click the NEXT button at the bottom right of the screen



2.3. Create a service confirmation (Line Details Section)

A: Fill in the mandatory information within the **LINE DETAILS** section such as **PRICE & START DATE**.

B: You must also enter the **COMPLETION DATE**.

C: Add Tax Rate or Tax Amount if applicable

D: Click on **ADD SUBLINE** option to fill the subline category details

The screenshot shows the ASCEND software interface for creating a service confirmation. The top navigation bar includes Catalog, Sourcing, Contract, Purchasing (selected), Invoice, and Supplier. The main content area displays a service confirmation with the identifier SC-11:22-00722 (Draft). A yellow banner at the top indicates "9 Error Counts - Line 1: Price field should not be blank". The right panel is focused on the "Line Details" section for a line item labeled "Universal 18 x 42.7 channel Equipment". The "Line Type" is set to "Amount Based Service". The "UOM" is "PERF. UNIT" and the "Quantity" is "1.00". The "Effective Unit Price (USD)" is "1,000.00". The "Price (USD)" field is highlighted in red and has a value of "1". The "Start Date" field is also highlighted in red and has a value of "MM/DD/YYYY". The "Completion Date" field is highlighted in red and has a value of "MM/DD/YYYY". The "Tax Rate (%)" is "0.00". The "Category" is "IS-EquipMtcDemolition:ID0200102". The "Contract Number" is "None". The "Consumed Date" and "Non Consumed Subline Value (USD)" are both "0.00". The "Reference Invoice Number" is also "0.00". The "Price Per" is "1". The "Comments" section is visible on the far right. A large red box labeled "A" covers the "Price (USD)" field and the "Comments" section. A red box labeled "B" covers the "Completion Date" field. A red box labeled "C" covers the "Tax Rate (%)" field. A red box labeled "D" covers the "Add Sublines" button.

2.4. Create a service confirmation (Line Details Section- Adding Sublines:Optional)

A: Add Line-Item information in **Add Blank Sublines** section.

B: Line-items added in Add Blank Sublines section will appear in Selected Sublines section

Select all the mandatory fields on the subline like
DESCRIPTION, SUBLINE TYPE, UOM, QUANTITY, PRICE, DATES & CATEGORY

C: Click **Add**

ADD SUBLINES						
Selected Subline(s)	Supplier Personnel Name	Description	Supplier Item Number	Item Number	Short Name	Subline Type
<input type="button" value="Add Blank Subline(s)"/>						Select
						Select
						Select
						Select
						Select

ADD SUBLINES						
Selected Subline(s)	Supplier Personnel Name	Description	Supplier Item Number	Item Number	Short Name	Subline Type
<input type="button" value="Add Blank Subline(s)"/>						UOM
		Universal 18 x 42.7 channel ...				Material
		Universal 18 x 42.7 channel ...				Material

2.5. Create a service confirmation (Line Details Section)

Once the sublines are added, these will be available below the line details section.

Note: If Sublines are added by the suppliers, header details will no longer be editable.

Information will be editing on subline level

Line Details

1. Universal 18 x 42.7 channel Equipment

Line Type	UOM	Quantity	Effective Unit Price (USD)	Price (USD)	Price Per
Amount Based Service	PERF. UNIT	1.00	50.00	50.00	1
Line Value (USD) 50.00	Tax rate (%) 0.00	Tax (USD) 5.00	Line Total (USD) 55.00	Consumed Date --	Start Date --
Completion Date --	Category IS:EqptMtcDemolition:10020...	Contract Number None	Contracted Subline Value (USD) 0.00	Non Contracted Subline Value (U... 50.00	Reference Invoice Number
Reference Invoice Status					

■ Price Compliant, Catalog Line ■ Price Non-Compliant, Catalog Line ■ Flex Price Yes, Catalog Line ■ Non-Catalog Line

Add Sublines

Subline Number	Supplier Personnel Name	Subline Type	UOM	Quantity	Effective Unit Price (USD)	Price (US)
1.1	Test	Material	Each	1.00	10.00	10.00
1.2	Test2	Rate Based Service	Each	2.00	20.00	20.00

Rows Per Page : 12 1 /1

Print Preview Save Back Go to Basic Details Submit

2.6. Create a service confirmation (Line Details Section: Partial Service confirmation creation)

If Service Order is created with multiple line items, suppliers have the option to delete the line items they are not billing

Click on **Trash Icon** to delete the additional line details

Line Details

1. Universal 18 x 42.7 channel Equipment

Line Type Amount Based Service	UOM PERF. UNIT	Quantity <input type="button" value=""/>	Effective Unit Price (USD) 50.00	Price (USD) 50.00	Price Per 1
Line Value (USD) 50.00	Tax rate (%) <input type="button" value=""/>	Tax (USD) 5.00	Line Total (USD) 55.00	Consumed Date -	Start Date <input type="button" value=""/>
Completion Date -	Category <input type="button" value=""/>	Contract Number None	Contracted Subline Value (USD) 0.00	Non Contracted Subline Value (USD) 50.00	Reference Invoice Number <input type="button" value=""/>
Reference Invoice Status <input type="button" value=""/>					

■ Price Compliant, Catalog Line ■ Price Non-Compliant, Catalog Line ■ Flex Price Yes, Catalog Line ■ Non-Catalog Line

Add Sublines

Subline Number	Supplier Personnel Name	Subline Type	UOM	Quantity	Effective Unit Price (USD)	Price (USD)	Price Per	Flexible Price Flag
<input type="checkbox"/> 1.1	Test	Material	Each	1.00	10.00	10.00	1	Not Applicable
<input type="checkbox"/> 1.2	Test2	Rate Based Service	Each	2.00	20.00	20.00	1	Not Applicable

Rows Per Page: 12 1 /1

2. Universal 18 x 42.7 channel Materials

Line Type Amount Based Service	UOM PERF. UNIT	Quantity <input type="button" value=""/>	Effective Unit Price (USD) 0.00	Price (USD) 0.00	Price Per 1
Line Value (USD) 0.00	Tax rate (%) <input type="button" value=""/>	Tax (USD) 0.00	Line Total (USD) 0.00	Consumed Date -	Start Date MM/DD/YYYY <input type="button" value=""/>

2.7. Create a service confirmation (Submitting Service Confirmation)

Once all the information is correctly added, click on **Submit** button to proceed

The screenshot shows a service confirmation line item for "Universal 18 x 42.7 channel Equipment". The details include:

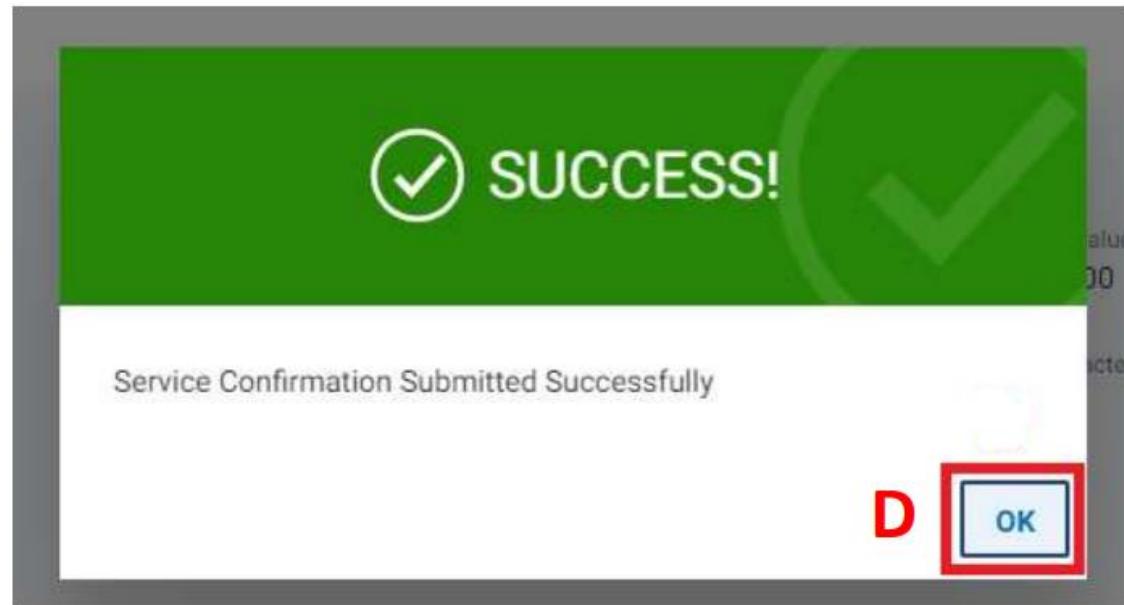
Line Type	UOM	Quantity	Effective Unit Price (USD)	Price (USD)	Price Per
Amount Based Service	PERF. UNIT	1.00	100.00	100.00	1
Line Value (USD)	Tax rate (%)	Tax (USD)	Line Total (USD)	Consumed Date	Start Date *
100.00	10.00	10.00	110.00	--	10/19/2022
Completion Date *	Category	Contract Number	Contracted Subline Value (USD)	Non Contracted Subline Value (U...)	Reference Invoice Number
10/23/2022	IS:EqptMtcDemolition:I0020...	None	0.00	0.00	--
Reference Invoice Status					

At the bottom, there are buttons for "Print Preview", "Save", "Back", "Go to Basic Details", and a redboxed "Submit" button.

Create a service confirmation

D: Once submitted, you will see the success message, click **OK**

*You will be directed to the **SERVICE CONFIRMATION** screen, where you will see the submitted Service Confirmation in **APPROVAL PENDING** status*



3. Service confirmation statuses

- **Draft:** Service confirmation is created; however, it is not submitted to Ascend (work-in-progress)
- **Approved:** Service confirmation is approved by Ascend.
- **Withdrawn:** Service confirmation has been withdrawn by supplier to make changes.
- **Approval Pending:** Sent to Ascend; however, it is not yet approved
- **Rejected:** Ascend rejected the service confirmation. You need to correct errors and resubmit.

Update & Resubmit Rejected Service Confirmation

4. Update and resubmit rejected service confirmation

To review the comments sent on a rejected service confirmation, open the rejected service confirmation

A: Click on the **COMMENT** icon in the top right-hand corner

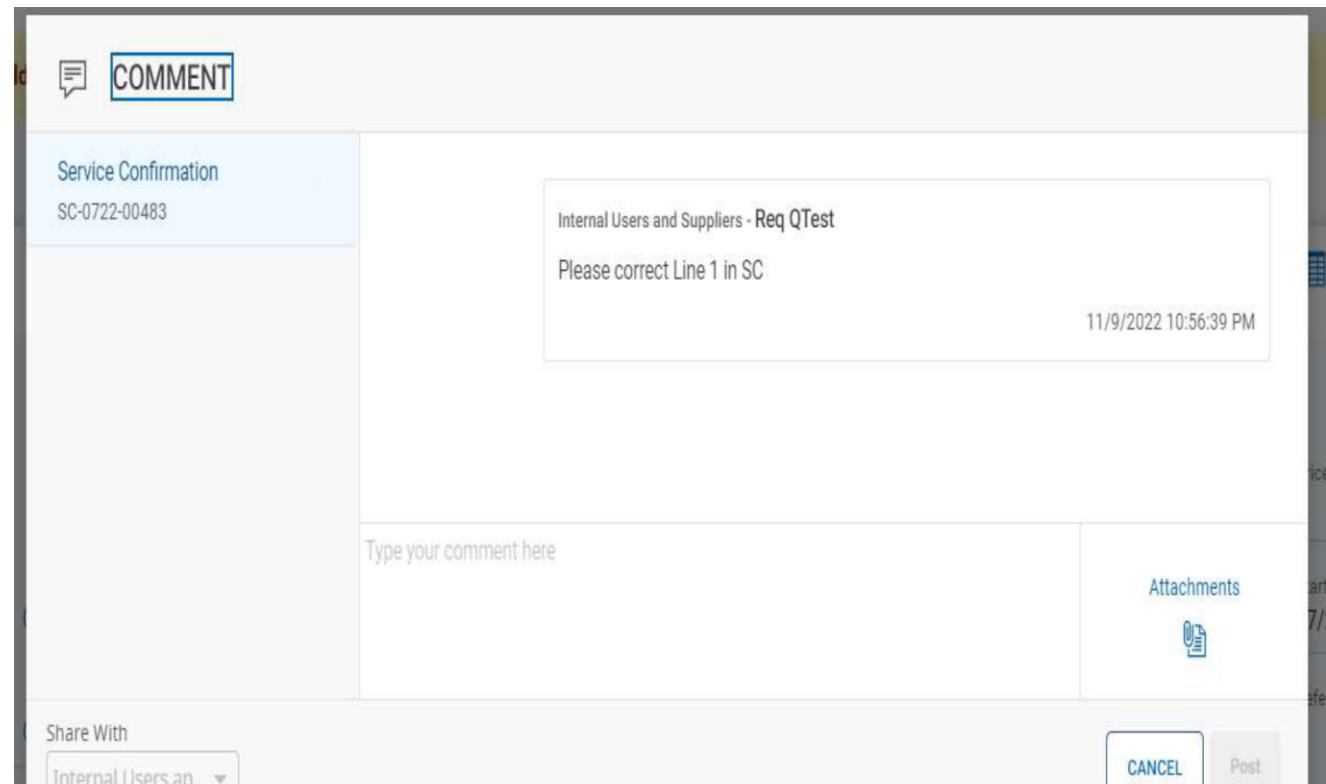
The screenshot shows a service confirmation detail page. At the top, it displays the Service Confirmation Number (SC-0722-00483) and a 'Rejected' status. To the right, there is a 'Comments' button with a red border. Below the header, there are three sections of basic details:

BASIC DETAILS					
Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Number	Order Name	Currency
SC-0722-00483	ServiceConfirmation6 for Order1 ...	SCApprovalExcess	4100001890	Order1 for FieldSupApproval	USD
Supplier Code	Supplier Name	Field Supervisor*	Created By	Created On*	Submitted By
202425	HERC RENTALS INC FKA HERTZ ...	Req QTest (carlos.diaz@gep.com)	HERC APM	07/20/2022	HERC APM
Submitted On*	Purchase Type	Enter Tax At Line	Tax (USD)	<input type="checkbox"/> ERS (Auto-create invoice) ①	
07/20/2022	Blanket/Service		0.00		

Update and resubmit rejected service confirmation

The approvers comments explaining the reason for the rejection will be displayed

You can create a new Service Confirmation and make the changes asked by the approver and re-send the service confirmation for approval



Update and resubmit rejected service confirmation

A: To resubmit the SC, click on the **VIEW CHANGED** VERSION on top right section of screen. The SC document will open in **DRAFT** status.

B: Update the details that are mentioned in comment box by Buyer on the New service confirmation.

C: Once updated, Click on **SUBMIT** button on bottom right of the screen.

SC-07:22-00483 Rejected

2.00 USD Comments

A View changed version

B Non Contracted Subline ... 0.00

C Submit

BASIC DETAILS

Service Confirmation Number SC-07:22-00483	Service Confirmation Name ServiceConfirmation6 for Order1 ...	Supplier Service Confirmation Number SCApprovalExcess	Order Number 4100001890	Order Name Order1 for FieldSupApproval	Currency USD
Supplier Code 202425	Supplier Name HERC RENTALS INC FKA HERTZ ...	Field Supervisor * Req QTest (carlos.diaz@gep.com)	Created By HERC APM	Created On * 07/20/2022	Submitted By HERC APM
Submitted On * 07/20/2022	Purchase Type Blanket/Service	Enter Tax At Line	Tax (USD) 0.00	<input type="checkbox"/> ERS (Auto-create invoice) ①	

Line Details

1. Pump	UoM EACH	Quantity 1	Effective Unit Price (USD) 2.00	Price (USD) 2.00	Price Per 1
Line Type Amount Based Service	Completion Date 07/20/2022	Tax rate (%) 0.00	Tax (USD) 0.00	Line Total (USD) 2.00	Consumed Date --
Line Value (USD) 2.00	Category CNL:ConsultBusiness:...	Contract Number --	Contracted Subline Value... 0.00	Non Contracted Subline ... 0.00	Start Date 07/20/2022
Line Value (USD) 2.00	Completion Date 07/20/2022	Tax rate (%) 0.00	Tax (USD) 0.00	Line Total (USD) 2.00	Consumed Date --
Reference Invoice Status --	Category CNL:ConsultBusiness:...	Contract Number --	Contracted Subline Value... 0.00	Non Contracted Subline ... 0.00	Start Date 07/20/2022

Print Preview Save Back Go to Basic Details **Submit**

Update and resubmit rejected service confirmation

A: Enter the Service Confirmation Name and Supplier Service Confirmation Number number generated in your system in basic details section.

B: Click on File upload icon and upload the soft copy of service confirmation document.

The screenshot shows a service confirmation update interface. At the top, it displays the service confirmation number SC-07:22-00483 and a draft status. To the right, there are buttons for Comments, View Original version, Go To Line Details, Order Number (4100001890), Supplier Name (HERC RENTALS INC FKA HERTZ EQUIP...), Purchase Type (Blanket/Service), Save, Next, and Submit.

Section A: Basic Details. It includes fields for Service Confirmation Name (ServiceConfirmation6 for Order1 for F) and Supplier Service Confirmation Number (SCApprovalExcess). These fields are highlighted with a red box and labeled with a red letter 'A'.

Section B: Notes and Attachments. It features a 'File Upload' button, which is highlighted with a red box. Other options include 'Notes' and 'External Link'.

At the bottom, there are 'Print Preview' and 'Save' buttons.

Update and resubmit rejected service confirmation

C: Once the upload is complete, Click on Close Button.

D: Click on Next button to proceed for next step.

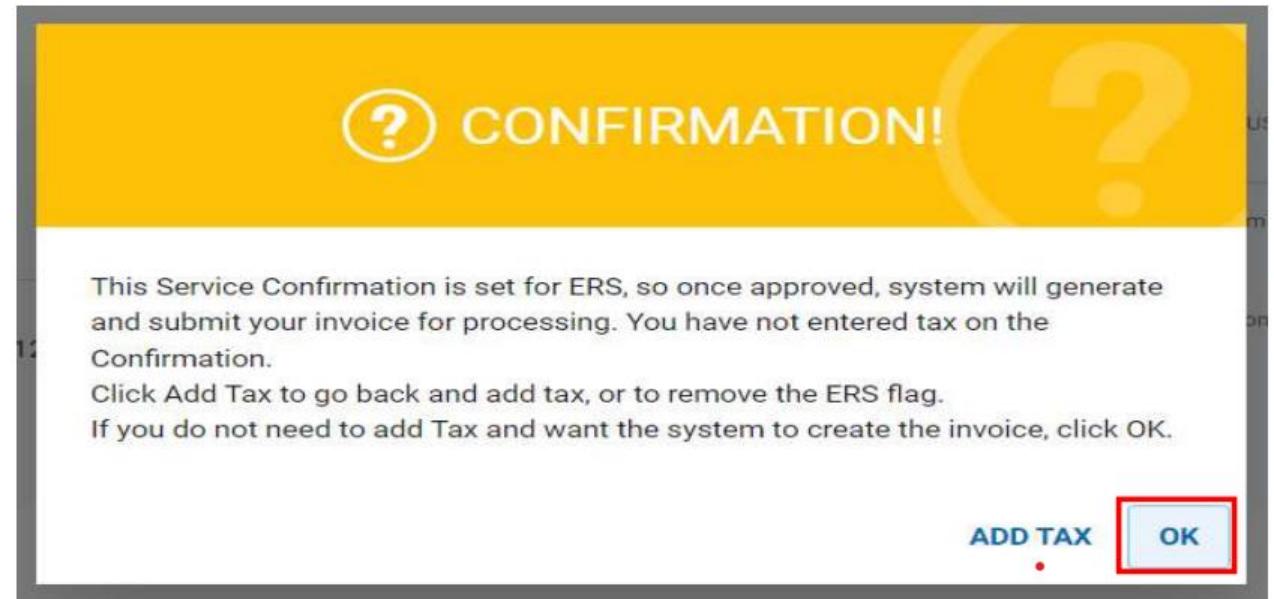
E: Verify the line details and click on Submit.

The screenshot shows the GEP SMART software interface. At the top, there is a modal window titled "ATTACHMENTS" with a red box labeled "C" around the "CLOSE" button. Below this, the main screen displays a service confirmation line detail for item "1. Pump". The line details include: Line Type "Amount Based Service", UOM "EACH", Quantity "1", Effective Unit Price (USD) "2.00", Price (USD) "2.00", Price Per "1", Consumed Date (dropdown), Start Date "07/20/2022", and Reference Invoice Number (dropdown). The "Comments" and "More" buttons are visible above the line details. At the bottom of the screen, there is a toolbar with "Print Preview", "Save", "Back", "Go to Basic Details", "Submit" (which is highlighted with a red box), "ADD TAX", and "OK". A red box labeled "D" is placed over the "NEXT" button in the toolbar of the attachments modal.

Update and resubmit rejected service confirmation

F: Provide the Confirmation by Clicking on the **OK** button.

The Revised Service confirmation is now sent to buyer



5. Customer support

GEP Customer Support is available 24x5

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