# Ascend New Buying Platform GEP SMART<sup>™</sup> Supplier Training





## **Register on GEP SMART**



#### **Table of Contents**

Registration Request from Ascend	. 4
Start registration on the GEP Smart Portal	. 5
Create user account credentials	. 6
Activate your account	. 7
Log In	. 8
Retrieve username and password	. 9
Customer Support	10
	Registration Request from Ascend Start registration on the GEP Smart Portal Create user account credentials Activate your account Log In Retrieve username and password Customer Support



## **Register on GEP SMART**

## **1. Registration Request from Ascend**

Supplier will confirm the point of contact (POC) details for GEP SMART Portal registration

Supplier will receive an email from <a href="mailto:support@gep.com">support@gep.com</a>

Supplier will need to click on the link provided in the email to complete and submit the registration form

#### GEP SMART: Primary Registration Request from Ascend



smartuat@gep.com To 💊 Kunal Kadam

If there are problems with how this message is displayed, click here to view it in a web browser.

#### Dear Kunal Kadam,

Ascend 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: <u>https://smartuat.gep.com/Nexus/Registration/NewAccount?</u> <u>dd=YnBjPTcwMDIyMDQ3JmZjPTEmc3BjPTUzODk0MiZ0ej1FYXN0ZXJuIFN0YW5kYXJkIFRpbWU1&cl=en-</u> <u>US&cc=RIZEJADxjPvFme/IO4P6+w=&oloc=102&b=0&c=NzAwMjIwNDc1</u>

Thank you, Supplier Management Team

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



#### 2. Start registration on the GEP Smart Portal

Once you click **REGISTER NOW**, you will be directed to the primary registration form

*If you have registered for the GEP* SMART Portal in the past, select I HAVE A SMART BY GEP ACCOUNT





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 1 <mark>8</mark> 1 5451	



#### **3.Create user account credentials**

Field marked with a red asterisk are mandatory to submit the Primary Registration Form.

- 1. Create a **USERNAME** that meets formatting requirements
- 2. Create a **PASSWORD** with a minimum of 10 characters (a combination of Upper&Lower case letters, numbers and special characters). Enter the password again to confirm it
- 3. Remaining fields are auto-populated on the form. Only primary contact information section needs to be edited for any corrections.
- 4. Remember to **CHECK** "I have read and agree to GEP Terms & Conditions & Privacy Policy"
- 5. Once you have completed all required fields like Accounting Credentials, Company Information & Primary Contact Information section then click **SUBMIT**

c Details	
I fields marked with * are required.	
ccount Credentials	Ø
User Email *	kunal kadamilijop com
Password*	Password screnget Tao war
Confirm Password*	
Mobile Number	Series ISD Code &
ompany Information	
Legal Company Name	Test Profile
Doing Business As	
Company Website	
Headquarter*	Select Country +
Address Line 1	Section, Stream, Lincolly
Address Line 2	Solta, Scient, Lucality
research Calific Aurilia A	11
City	
State/Province	
Z(p)/Postal Code	
Company Phone *	
Country	
Fax	
Business Regions *	
Category *	Consultants,
D-U-N-S Number	
Company Identification	Select identification type + Identification Nur +
rimary Contact Information	
First Name*	Kunal
Last Marner	Kadam
Company Email *	kunal kadam@gep.com
Primary Business Phone Number*	Exension
Contact's Business Region *	•
Contact's Category *	Consultants, la
Time Zone	(URC-05:00) Eastern Time (US & Canada) +
econdary Contact Information	
First Name Last Name Company Email	Contact Role ISD Code Mobile Number
have read and agree to GEP <u>Terms &amp; Conditions</u> & Prive	any Policy, *
r	Land Colored



#### 4. Activate your account

- 1. Once you click on SUBMIT button.
- 2. You will receive an activation email at your registered email address from support@gep.com
- 3. Open the email and click on the link provided in the email to activate your GEP SMART Portal account.

#### GEP SMART: Activate Your Account



i) If there are problems with how this message is displayed, click here to view it in a web browser.

#### Dear Kunal Kadam,

Thank you for filling the Registration Form. Before we can activate your account visit the following link: <a href="https://smartuat.gep.com/Nexus/Registration/EmailVerification?">https://smartuat.gep.com/Nexus/Registration/EmailVerification?</a> ui=ZW09S3VuYWxfS2FkYW0mdWlkPTI0MTI4ODYmcGNjPTUzODk0MjA0MDAwMDAyJmV4YT0wJmJwYz03MDAyMjA0Nw2&oloc=102&b=0&c=NzAwMjIwNDc1&cl=en-US

Note: You must complete above step, in order to use the GEP SMART.

Thank you,

Supplier Management Team

GEP SMART is a unified procurement software platform built for procurement professionals by procurement experts. Drive greater efficiency and performance with a comprehensive solution for direct and indirect procurement designed to streamline and automate all your source-to-pay processes.

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



## 5.Log In

Once the account is activated, you will be redirected to the GEP Smart login screen:

**A:** Enter your **USERNAME** created at registration

**B:** Enter your **PASSWORD** created at registration

**C:** Click on **LOGIN** button, to login to GEP SMART

To access GEP SMART in the future: <u>https://smart.gep.com</u>

<u> </u>	name	
Forge	ot Username?	
O <sub>S</sub> Pass	word	
Forgo	ot Password?	
1	LOCIN	
	LOGIN	



### 6.Retrieve username and password

In case you don't have your username or password:

- 1. Select either the FORGOT PASSWORD or FORGOT USERNAME option
- 2. Enter username or email in the appropriate field and click **SUBMIT**
- 3. You will receive a pop-up message indicating the next steps
- 4. The username details or link to reset password will be emailed to the email address on record for your account

Forgot Password	Forgot Usernan
@ Enter Email (exan	nple@xxx.com)
SUBMIT	CANCEL
	SMART . SGEPIC
© Copyrig	ht GEP 2021
© Copyrig	ht GEP 2021
Scopyrig	EP
	EP
© Copyrig S C Username Forgot Username? Password	EP.
© Copyrig S C Username Forgot Username? Password Forgot Password?	EP



#### 7. 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>







