

奥升德新采购平台 GEP SMART™

供应商培训

在GEP SMART上注册

奥升德的注册申请

供应商将确认GEP SMART门户网站上注册的联系人(POC)详细信息

供应商将收到来自support@gep.com的电子邮件

供应商需要点击电子邮件中提供的链接填写并提交注册表

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: <https://smartuat.gep.com/Nexus/Registration/NewAccount?dd=YnBjPTcwMDIyMDQ3JmZjPTEmc3BjPTUzODk0MiZ0ej1FYXN0ZXJlIFN0YW5kYXJkIFRpbWU1&cl=en-US&cc=RIZEJADxjPvFme/IO4P6+w==&oloc=102&b=0&c=NzAwMjIwNDc1>

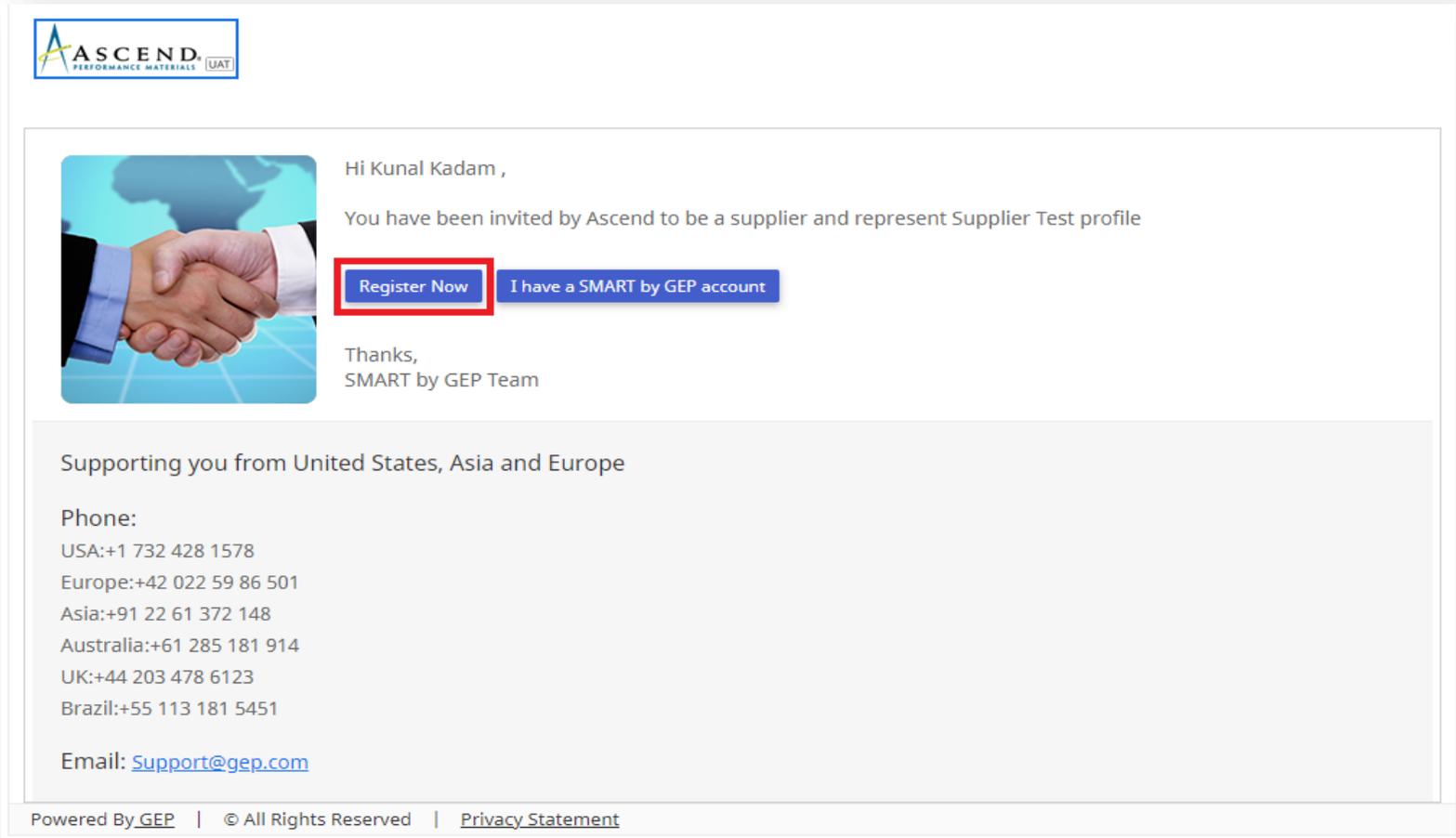
Thank you,
Supplier Management Team

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

在GEP SMART门户网站上开始注册

点击“立即注册（REGISTER NOW）”后，您将看到主注册表

如果您过去注册过GEP SMART，请选择我已经有一个GEP SMART帐户（I HAVE A SMART BY GEP ACCOUNT）



The screenshot shows an email interface with the Ascend logo at the top left. The main content area features a handshake image on the left and a message on the right. The message is addressed to Kunal Kadam and informs him of an invitation to register as a supplier. Two buttons are visible: 'Register Now' (highlighted with a red border) and 'I have a SMART by GEP account'. Below the message, there is a contact information section for GEP SMART, including phone numbers for various regions and an email address. The footer contains the text 'Powered By GEP | © All Rights Reserved | Privacy Statement'.

ASCEND
PERFORMANCE MATERIALS UAT

Hi Kunal Kadam ,

You have been invited by Ascend to be a supplier and represent Supplier Test profile

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

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

Powered By [GEP](#) | © All Rights Reserved | [Privacy Statement](#)

创建用户帐户信息

标有红色星号的字段是提交主注册表时的必填项。

1. 创建符合格式要求的用户名
2. 创建至少10个字符组成的**密码**(由大小写字母、数字和特殊字符组合而成)，再次输入密码进行确认
3. 页面上的其余字段会自动填充，如需更正，只需编辑主要联系信息部分。
4. 请务必勾选“我已经阅读并同意GEP条款、条件及隐私政策”
5. 填写用户登录信息、公司信息和主要联系信息等所有必填字段之后，点击“**提交**”（SUBMIT）

The screenshot displays the 'Primary Registration Form' with the following sections and fields:

- Basic Details:**
 - Account Credentials: Username* (highlighted with a red box), User Email* (kunal.kadam@gep.com), Password* (highlighted with a red box), Confirm Password* (highlighted with a red box), Mobile Number, and Select ISD Code*.
- Company Information:**
 - Legal Company Name: Test Profile
 - Doing Business As: (empty)
 - Company Website: (empty)
 - Headquarter*: Select Country*
 - Address Line 1: (empty)
 - Address Line 2: (empty)
 - City: (empty)
 - State/Province: (empty)
 - Zip/Postal Code: (empty)
 - Company Phone*: (empty)
 - Country: (empty)
 - Fax: (empty)
 - Business Regions*: (empty)
 - Category*: Consultants, (highlighted with a blue box)
 - D-U-N-S Number: 9 Digit D-U-N-S (empty)
 - Company Identification: Select identification type* (empty), Identification Num* (empty)
- Primary Contact Information:**
 - First Name*: Kunal
 - Last Name*: Kadam
 - Company Email*: kunal.kadam@gep.com
 - Primary Business Phone Number*: (empty), Extension: (empty)
 - Contact's Business Region*: (empty)
 - Contact's Category*: Consultants, (highlighted with a blue box)
 - Time Zone: (UTC-05:00) Eastern Time (US & Canada) *
- Secondary Contact Information:**
 - Fields: First Name, Last Name, Company Email, Contact Role, ISD Code, Mobile Number.
- Agreement:**
 - I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#).*
- Buttons:**
 - Reset (empty)
 - Submit (highlighted with a red box)

激活您的帐户

1. 您点击“提交”按钮之后，
2. 您的注册电子邮箱将收到一封来自 support@gep.com 的激活邮件，
3. 打开该邮件，点击邮件中的激活链接，激活您的GEP SMART帐户。

GEP SMART: Activate Your Account



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,

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

登录

帐户激活以后，您将回到GEP SMART登录页面：

A: 输入您注册时创建的用户名 (USERNAME)

B: 输入您注册时创建的密码 (PASSWORD)

C: 点击**登录** (LOGIN) 按钮，登录GEP SMART

后续可以通过<https://smart.gef.com> 访问
GEP SMART

The screenshot shows the GEP SMART login interface. At the top center is the GEP logo. Below it are three main components, each highlighted with a red box and a letter label:

- A**: A text input field for the username, containing the placeholder text "Username" and a user icon. Below it is a blue link that says "Forgot Username?".
- B**: A text input field for the password, containing the placeholder text "Password" and a key icon. Below it is a blue link that says "Forgot Password?".
- C**: A large blue button with the text "LOGIN" in white capital letters.

At the bottom of the page, there are three logos: "GEP | NEXE", "GEP | SMART", and "GEP | CLICK". Below these logos is the copyright notice "© Copyright GEP 2021".

找回用户名和密码

如果您丢失用户名或密码:

1. 请选择忘记密码 (FORGOT PASSWORD) 或忘记用户名 (FORGOT USERNAME) 选项
2. 在相关字段中输入您的用户名或电子邮件地址, 然后点击提交 (SUBMIT)
3. 您将收到一条弹出消息, 提示您接下来的操作步骤
4. 用户名详细信息或重置密码的链接将通过电子邮件发送到您帐户上留下的电子邮件地址



The screenshot shows the GEP login page. At the top is the GEP logo. Below it are two buttons: 'Forgot Password' and 'Forgot Username', both highlighted with red boxes. Underneath is an email input field with a placeholder '@ Enter Email (example@xxx.com)'. Below the input field are two buttons: 'SUBMIT' and 'CANCEL'. At the bottom, there are logos for GEP|NEXE, GEP|SMART, and GEP|CLICK, along with the copyright notice '© Copyright GEP 2021'.



The screenshot shows the GEP login page. At the top is the GEP logo. Below it are two input fields: 'Username' and 'Password'. Under the 'Username' field is a button 'Forgot Username?' highlighted with a red box. Under the 'Password' field is a button 'Forgot Password?' highlighted with a red box. Below these fields is a large blue 'LOGIN' button. At the bottom, there are logos for GEP|NEXE, GEP|SMART, and GEP|CLICK, along with the copyright notice '© Copyright GEP 2021'.

编辑供应商档案

更新供应商档案中的联系信息

A. 点击页面左侧的供应商档案图标。

B. 从左侧选项中选择联系信息（CONTACT INFORMATION），或向下滚动到联系信息选项卡。

ASCEND PERFORMANCE MATERIALS UAT

Catalog Sourcing Contract Purchasing Invoice More ▾

Search 🔍

🔖 🔊 ? KK

← 👤 SUPPLIERKK (PC-2022.000174)
INACTIVE

🏠 Home

📋 10 My Tasks

+ Create

👤 Supplier Profile

📄 BASIC DETAILS

📄 IDENTIFICATION INFORMATION

📄 CERTIFICATES

📄 DIVERSITY STATUS

📄 LOCATION INFORMATION

📄 CONTACT INFORMATION

📄 BUSINESS INFORMATION

📄 TRANSACTION TYPE

📄 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*
SupplierKK

Parent Company's Ident...
Parent Company Name

Parent Company Name

Doing Business As

Formerly Known As
Formerly Known As

Category*
Consultants +10 More

Region*
Asia

Supplier Managers*
Lokendra Singh

Status
Inactive ⓘ

更新供应商档案中的联系信息

A. 在联系人信息选项卡中，点击添加新联系人图标以添加新联系人。

B. 在添加新联系人表单（Add New Contact Form）中，添加名字、姓氏、电子邮件地址和电话号码。

C. 填入所有必需的详细信息后，点击底部的保存（SAVE）。

CONTACT INFORMATION (2) (1 Registered, 1 Non Registered) **A** + Add New Contact

*indicates required fields

All **2** Registered **1** Pending Activation **0** Invited **1** Non-Invited **0**

	Full Name	Status	Email ID	Language	Primary Phone No.
<input type="checkbox"/>	Kunal Kadam	Registered	kunal.kadamxyz@gep.com	English American	2345678
<input type="checkbox"/>	Dilip V	Invited	dilip.vishwambharanxyz@gep.com	English American	12234

Add New Contact

*indicates required fields

B **B** **B**

You must enter a value for the attribute

Designation (Optional) Default Role Please Select

B Extn Secondary Business Phone (Optional) Extn Fax No.

You must enter a value for the attribute

ISD Code (Optional) Please Select Mobile Number (Optional)

Send Invitation

C SAVE CANCEL

更新供应商档案中的联系信息

A. 添加的联系人将显示在联系人信息选项卡下。

B. 当前的主要联系人将以蓝色突出显示。

C. 如需更改主要联系人，请点击需要标记为新主要联系人旁边的供应商（SUPPLIER）图标。

注：一旦您更改了主要联系人，新联系人的供应商图标将以蓝色突出显示。

CONTACT INFORMATION (3) (1 Registered, 2 Non Registered) + Add New Contact

*indicates required fields

Filters: All (3), Registered (1), Pending Activation (0), Invited (1), Non-Invited (1)

	Full Name	Status	Email ID	Language	Primary Phone No.
<input type="checkbox"/>	Kunal Kadam	Registered	kunal.kadamxyz@gep.com	English American	2345678
<input type="checkbox"/>	Dilip V	Invited	dilip.vishwambharanxyz@gep.com	English American	12234
<input checked="" type="checkbox"/>	Dummy Contact	Non - Invited	xyz@xyz.com	English American	12345

1 to 3 of 3 | Page 1 of 1

注意：订单将只发给供应商档案中的主要联系人

更新供应商档案中的联系信息

A. 如需删除现有联系人，请点击您要删除的联系人旁边的复选框。

B. 点击垃圾桶图标删除联系人

C. 您将收到一条提示信息，点击“是”（YES）继续。

The screenshot shows a web interface for managing contact information. At the top, it says "CONTACT INFORMATION (3) (1 Registered, 2 Non Registered)" and "Add New Contact". Below this is a summary bar with filters: "All 3", "Registered 1", "Pending Activation 0", "Invited 1", and "Non-Invited 1". A red box labeled 'B' highlights the trash icon in the top right corner. Below the summary bar is a table with columns: Full Name, Status, Email ID, Language, and Primary Phone No. The table contains three rows: Kunal Kadam (Registered), Dilip V (Invited), and Dummy Contact (Non - Invited). A red box labeled 'A' highlights the checkbox next to the "Dummy Contact" row. At the bottom right of the table, there is a pagination indicator "1 to 3 of 3" and "Page 1 of 1".

Full Name	Status	Email ID	Language	Primary Phone No.
<input type="checkbox"/> Kunal Kadam	Registered	kunal.kadamxyz@gep.com	English American	2345678
<input type="checkbox"/> Dilip V	Invited	dilip.vishwambharanxyz@gep.com	English American	12234
<input checked="" type="checkbox"/> Dummy Contact	Non - Invited	xyz@xyz.com	English American	12345

The confirmation dialog box has a red border and a question mark icon. The text reads: "CONFIRMATION" and "Do you want to Delete selected Contacts?". At the bottom right, there are two buttons: "NO" and "YES". A red box labeled 'C' highlights the "YES" button.

更新供应商档案中的联系信息

D. 添加/删除/更新联系人
或对供应商档案进行其他
所需更改后，点击页面底
部的保存（SAVE）。

The screenshot displays the 'Supplier Profile' page for 'SUPPLIERKK (PC-2022.000174)'. The page is currently 'INACTIVE'. The left sidebar shows various sections: BASIC DETAILS, IDENTIFICATION INFORMATION, CERTIFICATES, DIVERSITY STATUS, LOCATION INFORMATION, CONTACT INFORMATION (highlighted), BUSINESS INFORMATION, TRANSACTION TYPE, MARKETING INFORMATION, PAYMENT TERMS, and DOCUMENTS. The main content area shows 'CONTACT INFORMATION (3)' with a sub-count of '(1 Registered , 2 Non Registered)'. A summary table indicates: All (3), Registered (1), Pending Activation (0), Invited (1), and Non-Invited (1). Below this is a table of contacts:

	Full Name	Status	Email ID	Language	Pr
<input type="checkbox"/>	Kunal Kadam	Registered	kunal.kadamxyz@gep.com	English American	234
<input type="checkbox"/>	Dilip V	Invited	dilip.vishwambharanxyz@gep.com	English American	122
<input type="checkbox"/>	Dummy supplier	Non - Invited	xyx@xyz.com	English American	123

At the bottom right, there are 'CLOSE' and 'SAVE' buttons. The 'SAVE' button is highlighted with a red box.

发送注册/邀请电子邮件

A. 如需发送注册/邀请电子邮件，请在GEP SMART上点击您要邀请的联系人旁边的复选框。

B. 点击右上角的邀请（INVITE）图标。

C. 点击邀请图标后，将会打开一个主注册表，点击发送（SEND）继续。

注意：您也可以在发送注册/邀请电子邮件时选择不同的语言。

CONTACT INFORMATION (3) (1 Registered, 2 Non Registered) ⊕ Add New Contact

*indicates required fields

All	Registered	Pending Activation	Invited	Non-Invited
3	1	0	1	1

	Full Name	Status	Email ID	Language	Primary Phone No.
<input type="checkbox"/>	Kunal Kadam	Registered	kunal.kadamxyz@gep.com	English American	2345678
<input type="checkbox"/>	Dilip V	Invited	dilip.vishwambharanxyz@gep.com	English American	12234
<input checked="" type="checkbox"/>	Dummy supplier	Non - Invited	xyx@xyz.com	English American	12345

INVITE SUPPLIER Language English | American

To: xyx@xyz.com

Subject*
GEP SMART: Supplier Contact Request from [Client Name]

Add attachment(s)

B i U A: [Rich Text Editor Icons]

Dear [Contact Name],

CANCEL SEND

订单确认

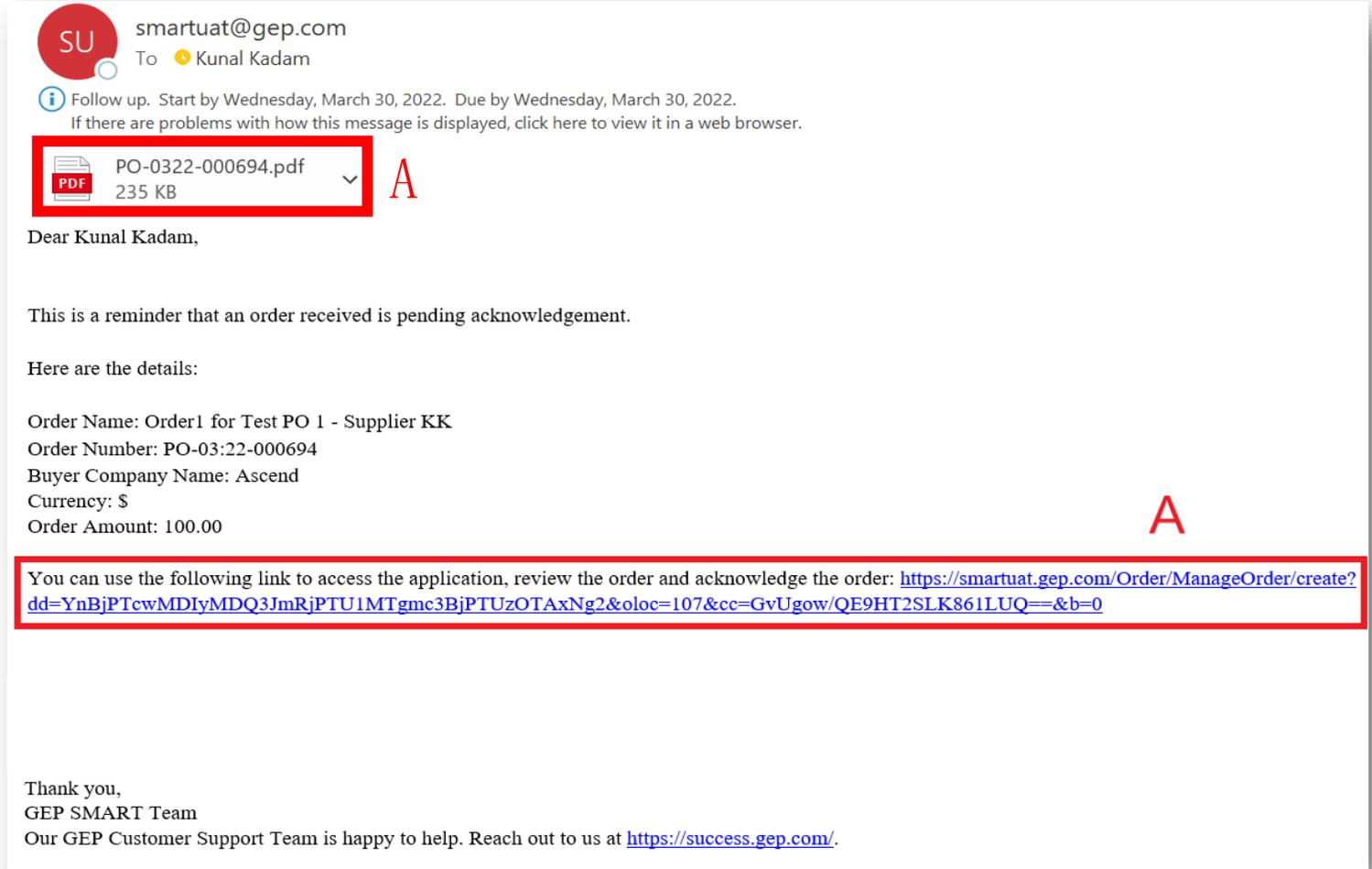
(通过GEP SMART门户)

通过电子邮件确认订单

您将收到一封来自 support@gep.com 的电子邮件，订单详情将以PDF文件的形式附上

A: 如需查看订单，请点击提供的链接，使用您的登录信息登入GEP SMART。

您可以通过点击邮件附件中的PDF文件来查看订单详情。



SU smartuat@gep.com
To: Kunal Kadam

Follow up. Start by Wednesday, March 30, 2022. Due by Wednesday, March 30, 2022.
If there are problems with how this message is displayed, click here to view it in a web browser.

PDF PO-0322-000694.pdf 235 KB

Dear Kunal Kadam,

This is a reminder that an order received is pending acknowledgement.

Here are the details:

Order Name: Order1 for Test PO 1 - Supplier KK
Order Number: PO-03:22-000694
Buyer Company Name: Ascend
Currency: \$
Order Amount: 100.00

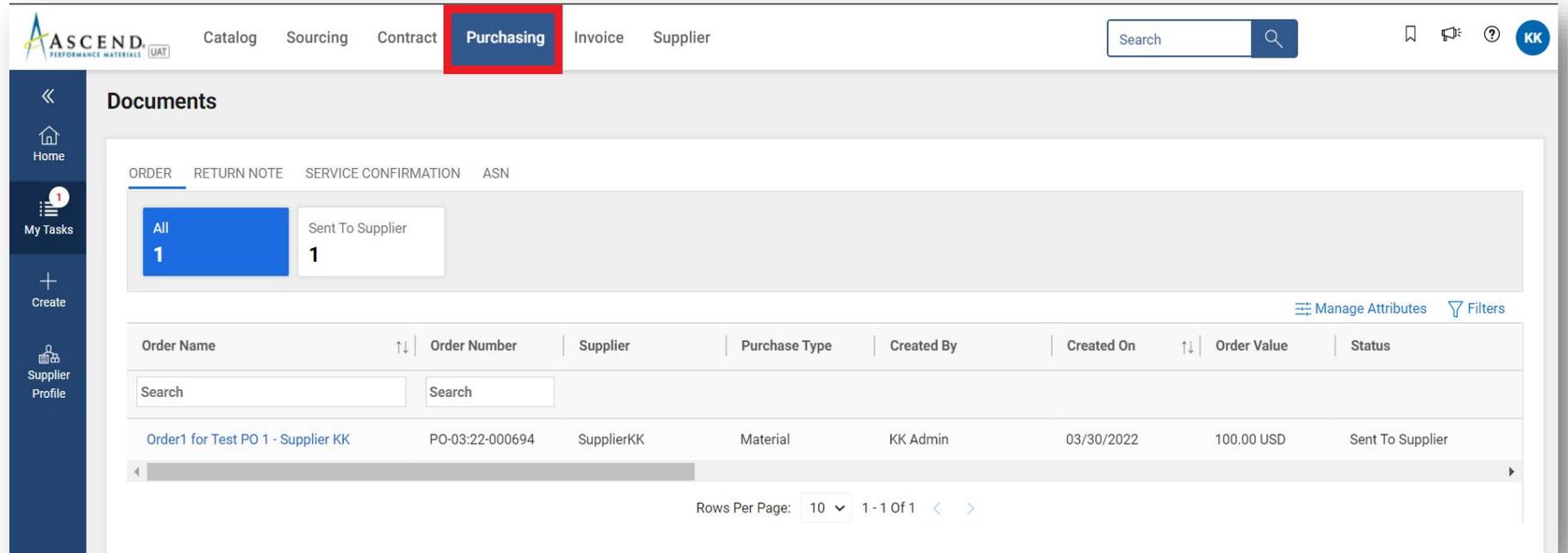
You can use the following link to access the application, review the order and acknowledge the order: <https://smartuat.gep.com/Order/ManageOrder/create?dd=YnBjPTcwMDIyMDQ3JmRjPTU1MTgmc3BjPTUzOTAxNg2&oloc=107&cc=GvUgow/QE9HT2SLK861LUQ==&b=0>

Thank you,
GEP SMART Team
Our GEP Customer Support Team is happy to help. Reach out to us at <https://success.gep.com/>.

通过GEP SMART门户网站确认订单

如需确认订单，请登录GEP SMART，然后：

点击顶部的采购（PURCHASING）选项卡



The screenshot displays the GEP SMART Purchasing portal interface. The top navigation bar includes the ASCEND logo, a search bar, and menu items: Catalog, Sourcing, Contract, **Purchasing** (highlighted with a red box), Invoice, and Supplier. A user profile icon labeled 'KK' is in the top right. The left sidebar contains navigation options: Home, My Tasks (with a notification badge), Create, and Supplier Profile. The main content area is titled 'Documents' and features tabs for ORDER, RETURN NOTE, SERVICE CONFIRMATION, and ASN. Below the tabs, there are two summary cards: 'All 1' and 'Sent To Supplier 1'. A table below lists document details with columns for Order Name, Order Number, Supplier, Purchase Type, Created By, Created On, Order Value, and Status. The table contains one row: 'Order1 for Test PO 1 - Supplier KK', 'PO-03:22-000694', 'SupplierKK', 'Material', 'KK Admin', '03/30/2022', '100.00 USD', and 'Sent To Supplier'. At the bottom right, there are controls for 'Rows Per Page' (set to 10) and '1 - 1 Of 1'.

Order Name	Order Number	Supplier	Purchase Type	Created By	Created On	Order Value	Status
Order1 for Test PO 1 - Supplier KK	PO-03:22-000694	SupplierKK	Material	KK Admin	03/30/2022	100.00 USD	Sent To Supplier

通过GEP SMART门户网站确认订单

A: 点击订单进行确认

B: 在您确认之前，请确认状态是“已发送给供应商”（SENT TO SUPPLIER）

Order Name	Order Number	Supplier	Purchase Type	Created By	Created On	Order Value	Status
Order1 for Test PO 1 - Supplier KK	PO-03:22-000694	SupplierKK	Material	KK Admin	03/30/2022	100.00 USD	Sent To Supplier

通过GEP SMART门户网站确认订单

A: 订单将以“已发送给供应商”状态打开

在行详情（LINE DETAILS）部分查看订单的详细信息
行详情位于页面底部，
订单信息的最后一部分

B: 如果订单信息无误，
请点击页面右下角的
确认订单（ACKNOWLEDGE
ORDER）

ASCEND PERFORMANCE MATERIALS UAT Catalog Sourcing Contract Purchasing Invoice Supplier Search

ORDER: Order1 For Test PO 1 **Sent To Supplier** 100.00 USD Comments and Attachments More

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author
PO-03:22-000694	Order1 for Test PO 1 - Supplier KK	KK Admin	KK Admin
Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
Material	03/30/2022	03/30/2022	--
Currency			
USD			

SUPPLIER DETAILS Manage Optional Fields

* Indicates mandatory fields

Supplier Name	Supplier Code	Ordering Location	Supplier Contact
SupplierKK	PC-2022.000174	--	Kunal Kadam

Print Preview **Acknowledge Order**

通过GEP SMART门户网站确认订单

确认订单后，状态将显示为
供应商已确认。

点击**注释和附件**（Comments
& Attachments），附上盖
公章的PDF版采购订单

ORDER: Order1 For Tes... **Supplier Acknowledged** 100.00 USD **Comments and Attachments** | More

Basic Details

Supplier Details

Invoicing And Delivery...

Receiving Tolerances ...

Additional Details

Notes & Attachments

Line Details

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author
PO-03:22-000694	Order1 for Test PO 1 - Supplier ...	KK Admin	KK Admin
Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
Material	03/30/2022	03/30/2022	03/30/2022
Currency	USD		

SUPPLIER DETAILS

Print Preview **CREATE INVOICE**

注意：所上传的PDF版采购订单必须加盖贵公司的公章。

订单类型

奥升德团队在GEP SMART系统中创建的采购订单类型有如下三种：

1. 物料类采购订单
2. 服务/总括类采购订单
3. 定期付费类采购订单

申请变更订单

申请变更订单

如需申请变更订单，请先打开采购订单详情页面

A: 订单必须处于“已发送给供应商”状态，才能启动变更申请。

B: 点击右上角的更多操作（MORE ACTIONS）

如果您已经确认了订单，请直接联系您的订单联系人，需要他们进行创建变更单的操作

The screenshot shows the ASCEND Performance Materials UAT interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing' (selected), 'Invoice', and 'Supplier'. A search bar and user profile 'KK' are on the right. The main header shows 'ORDER: Order1 For Test PO 6...' with a 'Sent To Supplier' status (marked with a red box 'A') and a value of '500.00 USD'. A 'More' button (marked with a red box 'B') is in the top right. The left sidebar contains 'Home', 'My Tasks', 'Create', and 'Supplier Profile'. The main content area is divided into sections: 'BASIC DETAILS', 'SUPPLIER DETAILS', and 'INCO TERMS'. Each section has a 'Manage Optional Fields' link. The 'BASIC DETAILS' section includes fields for Order Number, Order Name, Order Contact, Order Author, Purchase Type, and Creation Date. The 'SUPPLIER DETAILS' section includes fields for Supplier Name, Supplier Code, Ordering Location, Supplier Contact, Payment Terms, and Dispatch Mode. The 'INCO TERMS' section is partially visible. At the bottom, there are 'Print Preview' and 'Acknowledge Order' buttons.

BASIC DETAILS					
* Indicates mandatory fields					
Order Number	Order Name	Order Contact	Order Author	Purchase Type	Creation Date
PO-04:22-000812	Order1 for Test PO 6 - Supp...	KK Admin	KK Admin	Material	04/20/2022
Original Issue Date	Supplier Acknowledged Date	Currency			
04/21/2022	--	USD			

SUPPLIER DETAILS					
* Indicates mandatory fields					
Supplier Name	Supplier Code	Ordering Location	Supplier Contact	Payment Terms	Dispatch Mode
SupplierKK	PC-2022.000174	LC-2022.000021 Copy of H...	Kunal Kadam	Payment at sight	Portal

申请变更订单

C: 选择变更申请

D: 弹出出现提示, 点击
“OK” 继续

The screenshot shows the ASCEND Purchasing interface for an order titled "ORDER: Order1 For DO ...". The "Purchasing" tab is active. A dropdown menu is open, and the "Change Request" option is highlighted with a red box. Other options in the menu include "Create Credit Invoice". The main content area displays "BASIC DETAILS" for the order, including fields for Order Number, Order Name, Order Contact, Order Author, Purchase Type, Creation Date, Original Issue Date, and Supplier Acknowledged Date. The "SUPPLIER DETAILS" section is also visible at the bottom.

The screenshot shows a success message dialog box with a green header and a white body. The header contains a checkmark icon and the text "SUCCESS!". The body contains the text "Draft Change Request created." and an "OK" button, which is highlighted with a red box. The dialog box also shows fields for "Ordering Location*", "Supplier Contact*", and "Payment Terms*" at the top.

申请变更订单

E: 订单将以草稿状态打开

如需进行变更, 请向下滚动至行详情部分

F: 您可以更新订单数量和单价

G: 如果需要更新履约日期, 请在承诺日期 (PROMISED DATE) 字段中选择日期

注: 如果需要, 您也可以在行信息下方更新税费和运费。

The screenshot displays the ASCEND Purchasing system interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. The main header shows 'ORDER: Order1 For DO NOT USE' with a 'Draft' status indicator (labeled 'E') and a value of '200.00 USD'. The left sidebar contains navigation options like 'Home', 'My Tasks', 'Create', and 'Supplier Profile'.

The main content area is divided into sections: 'BASIC DETAILS' and 'SUPPLIER DETAILS'. The 'BASIC DETAILS' section includes fields for Order Number (PO-03:22-000695), Order Name (Order1 for DO NOT USE - Test PO 2 - ...), Order Contact (KK Admin), Order Author (KK Admin), Purchase Type (Material), Creation Date (03/31/2022), and Currency (USD). The 'SUPPLIER DETAILS' section includes fields for Supplier Name, Supplier Code, Ordering Location, and Supplier Contact.

The 'LINE DETAILS' section is visible below, showing a table with columns for Line, Line Description, Type, Quantity, Unit Price, and Promised Date. The 'Quantity' and 'Unit Price' columns are highlighted with a red box (labeled 'F'), showing values of 2.00 and 200.00 respectively. The 'Promised Date' column is also highlighted with a red box (labeled 'G'), showing a date picker interface with the format 'MM/DD/YYYY' and a calendar view for April 2022.

申请变更订单

H: 点击“注释”（COMMENTS）图标，简要描述您申请变更的内容，以便向审批人阐明更新之处

I: 变更完成之后，点击右下角的“已发送给采购员”

J: 您将回到订单页面，订单状态将显示为已发送给采购员

* *创建了订单变更申请之后，您所确认的订单变更内容需要经过奥升德团队审批，并且订单编号末尾将后缀-001

The screenshot displays the ASCEND UAT Purchasing interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. The main content area shows order details for 'ORDER: Order1 For DO NOT US..' with a value of 200.00 USD. The 'BASIC DETAILS' section includes fields for Order Number (PO-03:22-000695), Order Name (Order1 for DO NOT USE - Test PO 2 - ...), Order Contact (KK Admin), and Order Author (KK Admin). The 'SUPPLIER DETAILS' section includes Supplier Name (SupplierKK), Supplier Code (PC-2022.000174), Ordering Location (LC-2022.000021 Copy of Headquarter), and Supplier Contact (Kunal Kadam). A 'Comments and Attachments' button is highlighted with a red box. At the bottom right, a 'Send To Buyer' button is also highlighted with a red box. Below the main content area, a table lists orders with columns for Document Name, Document..., Supplier, Purch..., Created By, Created On, Total Va..., and Status. The first row shows 'DO NOT USE - SET TEST' with status 'Sent To Buyer' and a red 'J' icon. The second row shows 'DO NOT USE - SET TEST' with status 'Supplier Acknowledged'.

Document Name	Document...	Supplier	Purch...	Created By	Created On	Total Va...	Status
DO NOT USE - SET TEST	PO-08:21-0004...	SET_Test	Standard	Ruwaab Thakkar	08/16/2021	310.00 USD	Sent To Buyer J
DO NOT USE - SET TEST	PO-08:21-0004...	SET_Test	Standard	Ruwaab Thakkar	08/16/2021	323.80 USD	Supplier Acknowledged

订单状态

- 草稿：供应商已经创建了变更申请；但是，申请并没有提交给奥升德(正在进行的工作)
- 已发送给供应商：订单已发送给供应商，待复核
- 供应商已确认：供应商已接受并确认订单
- 已发送给采购员：供应商已创建变更申请，并已发送给奥升德团队进行审批

发票提交

- 供应商可以向apmasiainvoices@ascendmaterials.com (可能会有变化) 发送电子邮件，来提交发票
- 确保在电子邮件的草稿中添加发票的基本信息
- 请确保电子邮件中所附的发票为PDF格式
- 对于自4月10日以后从GEP收到的订单(订单编号以41**开头)，您需要将相应的发票发送到上述电子邮件地址；其他的发票仍然发送到apmasiainvoices@ascendmaterials.com或将纸质版邮寄到以前的地址。

客户支持

GEP客户支持服务，每周五天、每天24小时为您服务

support@gep.com

- 欧洲:+42 022 598 6501
- 瑞士:+41-445859014
- 英国:+44-20-3478-6123
- 美国:+1-732-428-1578
- 澳大利亚:+61-2-8518-1914
- 亚洲:+91-22-6137-2148

GEP SMART网址: smart.gep.com

