Ascend New Buying Platform GEP SMART™

Supplier Training

Training instructions

Please ensure your microphone is muted

Do not share confidential company information on this call

Use the chat box for your questions

Background

Implementing a new e-procurement tool called GEP. As part of this implementation, we will redesign our procurement processes and implement the new tool to improve our sourcing, contracting and buying capabilities.

Source to Pay (S2P)

Source to Contract (S2C)

- Sourcing Management
- Contract Management

Go-Live March 28, 2022
Globally

Requisition to Pay (R2P)

- Requisition Creation
- PO Creation / Approval
- PO Change
- Services / Goods Receiving
- Invoice Processing / Payment

Headquarter (Houston) Go-Live (Pilot) on Dec 6, 2022
DEC, PNS, FOL, GWD - Jan 23, 2023
CHB - Feb 23, 2023
Asia - April 2023; Europe - May 2023

GEP SMART

Benefits of using GEP Smart

Easier to do business with Ascend (Portal)	• Real-time supplier information management • View / acknowledge purchase orders • Initiate a change order for POs • Create and submit service confirmation • Create and submit invoices & credit memos • Visibility of invoice approval and payment status
Efficiency & effectiveness	• Shortened invoice approval cycle times • Improved accuracy of orders • Invoice status monitoring • Historical view of transactions with Ascend
No additional fees	• No transactional / setup / license fees • Only need a web browser and internet connect to transact

GEP SMART™

What we'll cover today

Get Set Up

- Register on GEP SMART
- Edit Supplier Profile

Complete Transactions

- Acknowledge orders via email & portal
- Change request
- Service confirmation in Portal with ERS
- Invoice from Approved Service Confirmation
- Material invoice
- Credit invoice
- Subsequent Debit Note

Questions & Answers

GEP SMART

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: smart.gep.com

Register on GEP SMART

Registration Request from Ascend

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

Supplier will receive an email from support@gep.com

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

SU 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=YnBjPTcwMDIyMDQ3JmZjPTEmc3BjPTUzODk0MiZ0ej1FYXN0ZXJuIFN0YW5kYXJkIFRpbWU1&cl=en-US&cc=RlZEJADxjPvFme/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/.

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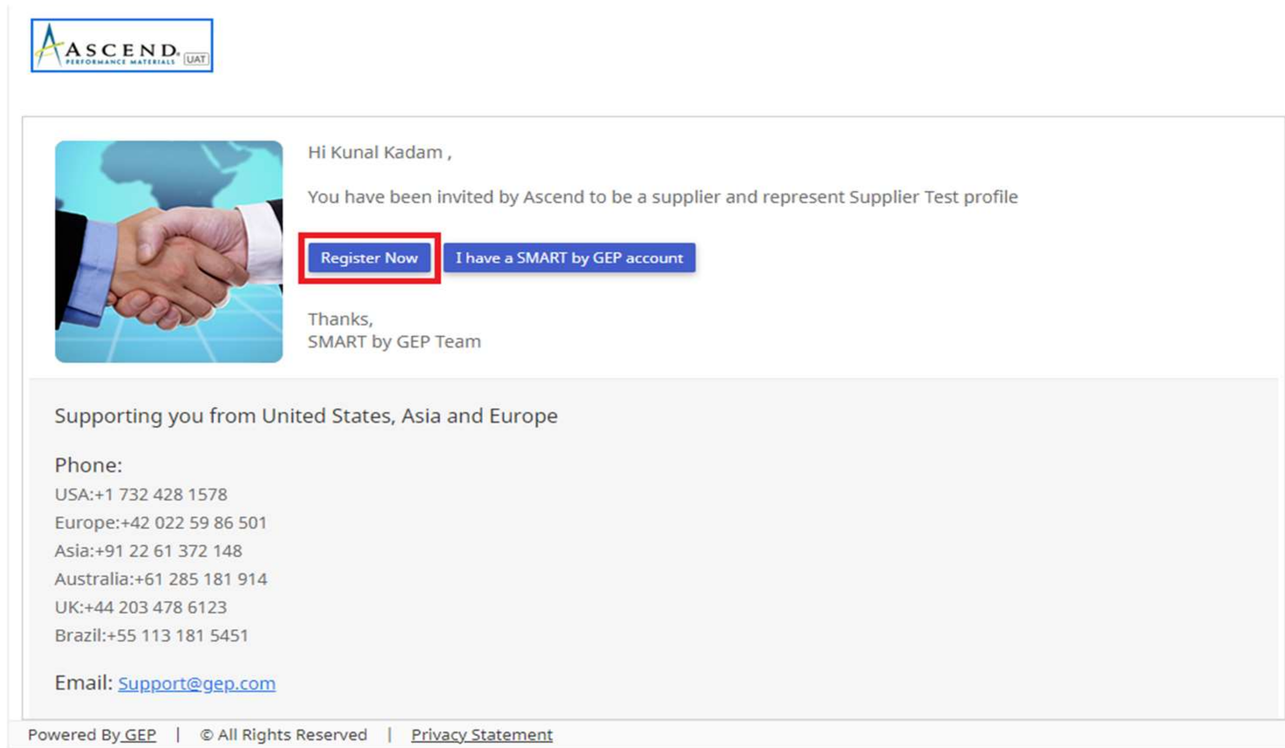
Start registration on the GEP Smart Portal

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***


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

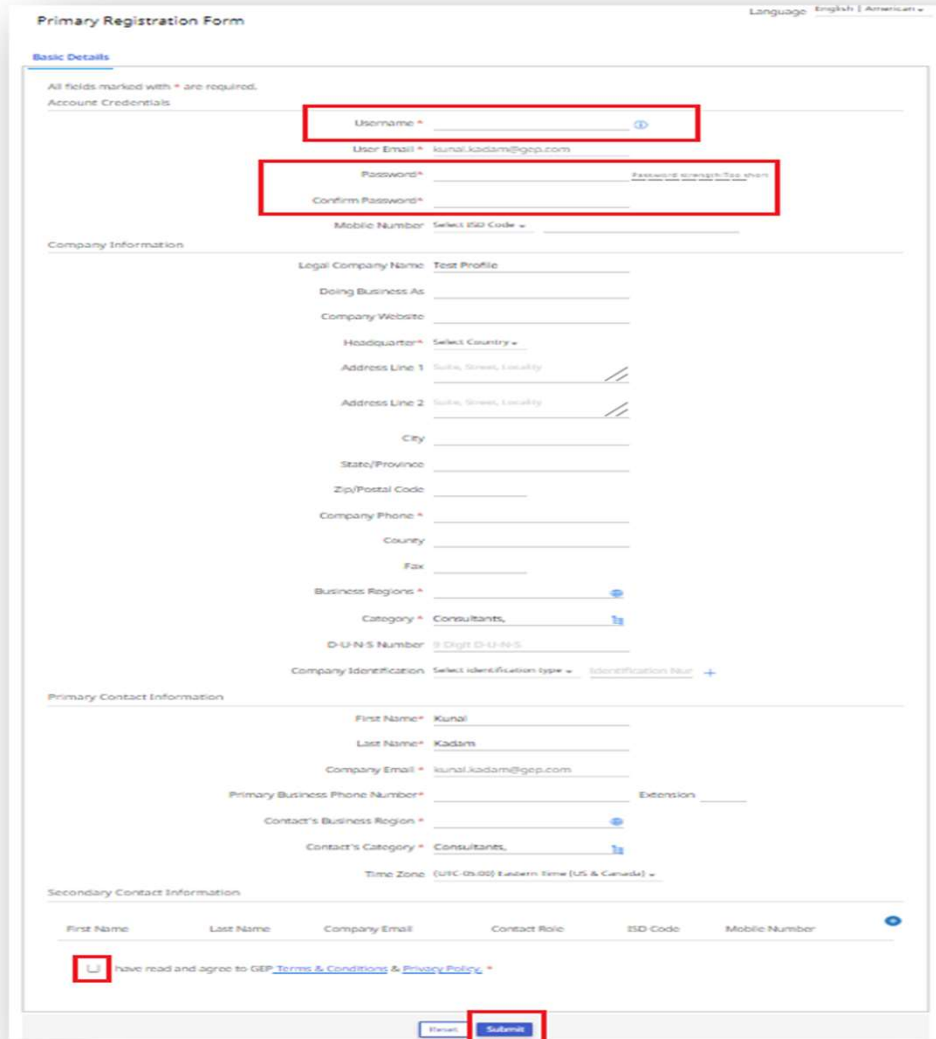
Email: Support@gep.com

Powered By GEP | © All Rights Reserved | Privacy Statement

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**



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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

SU 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,

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=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 soluti 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/.

GEP SMART

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: https://smart.gep.com

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

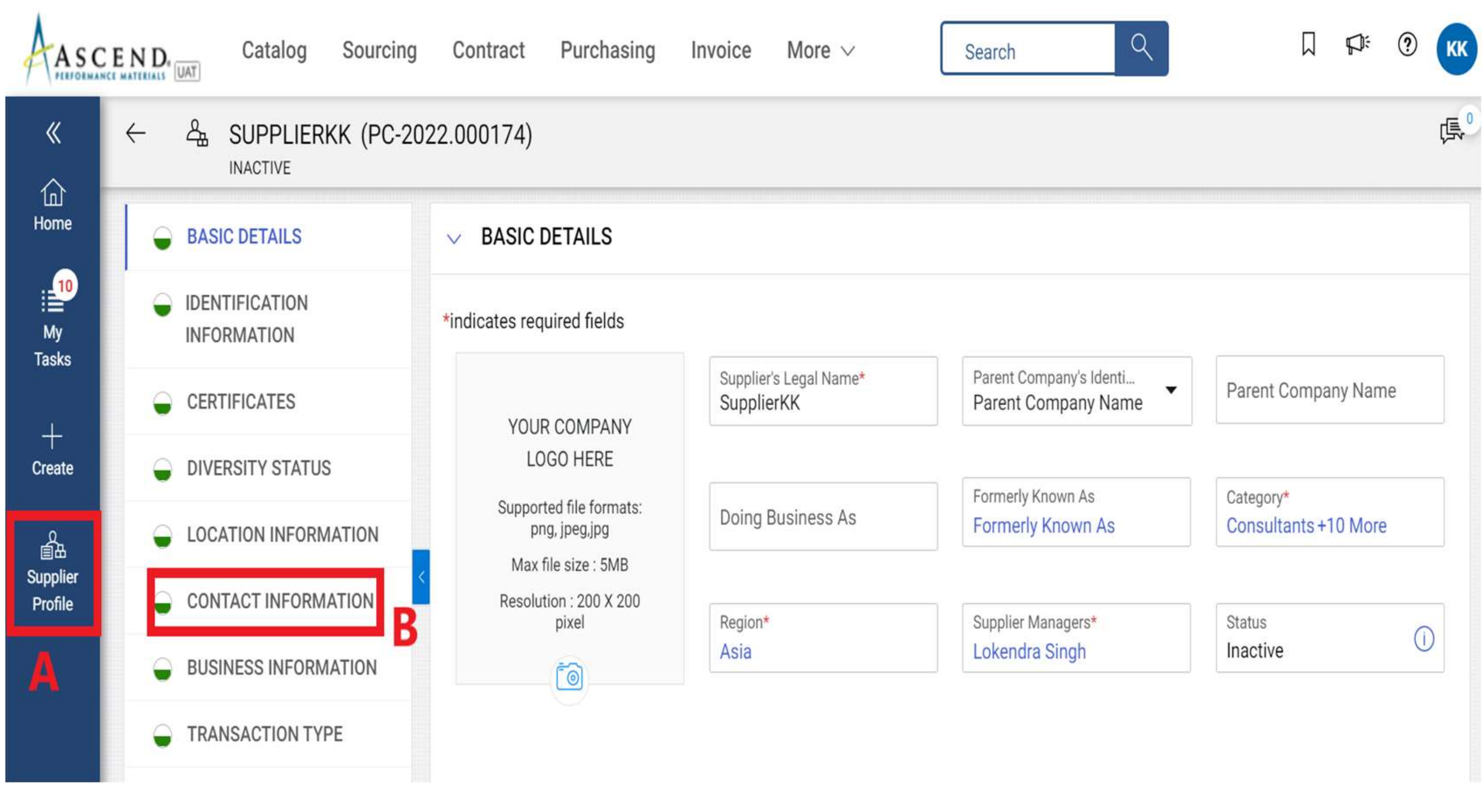
GEP | SMART

Edit Supplier Profile

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.

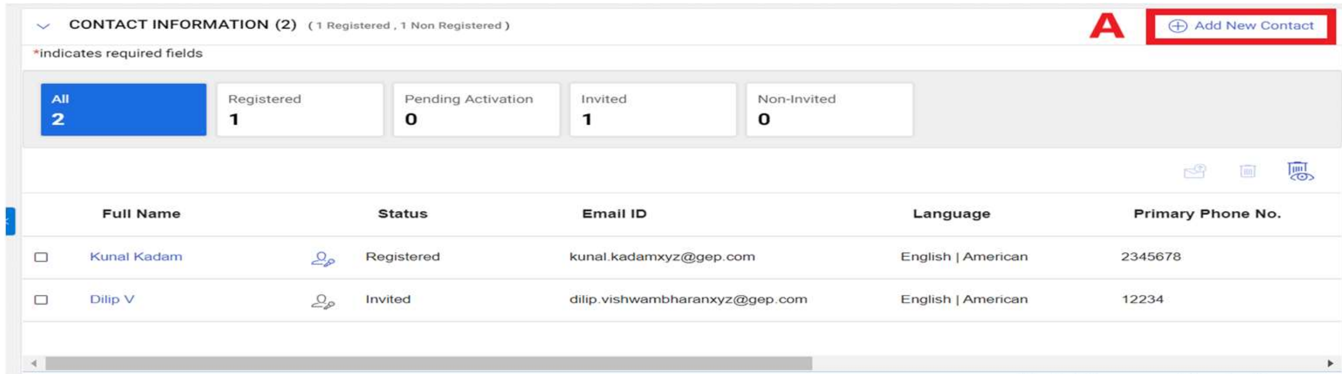


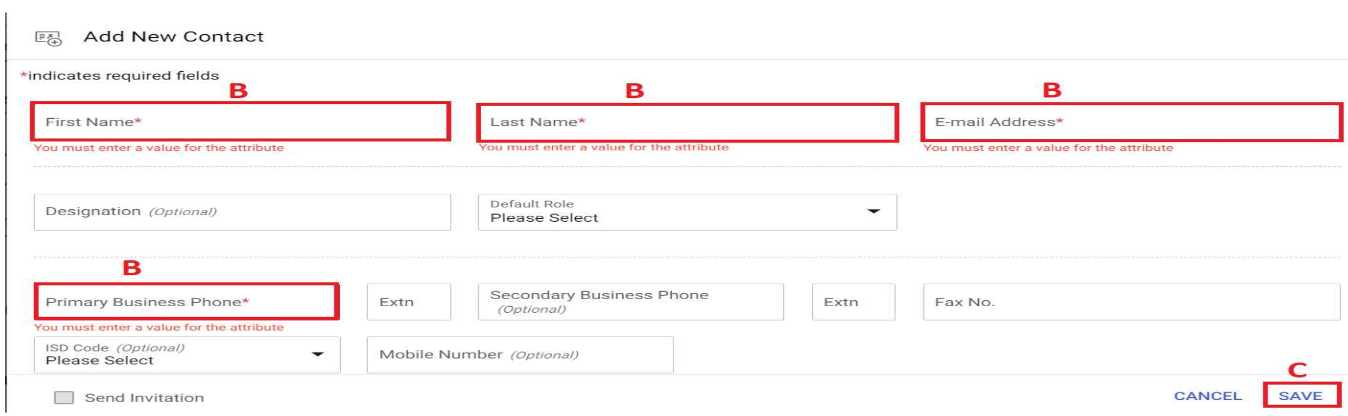
Update Contact Information on Supplier Profile

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.





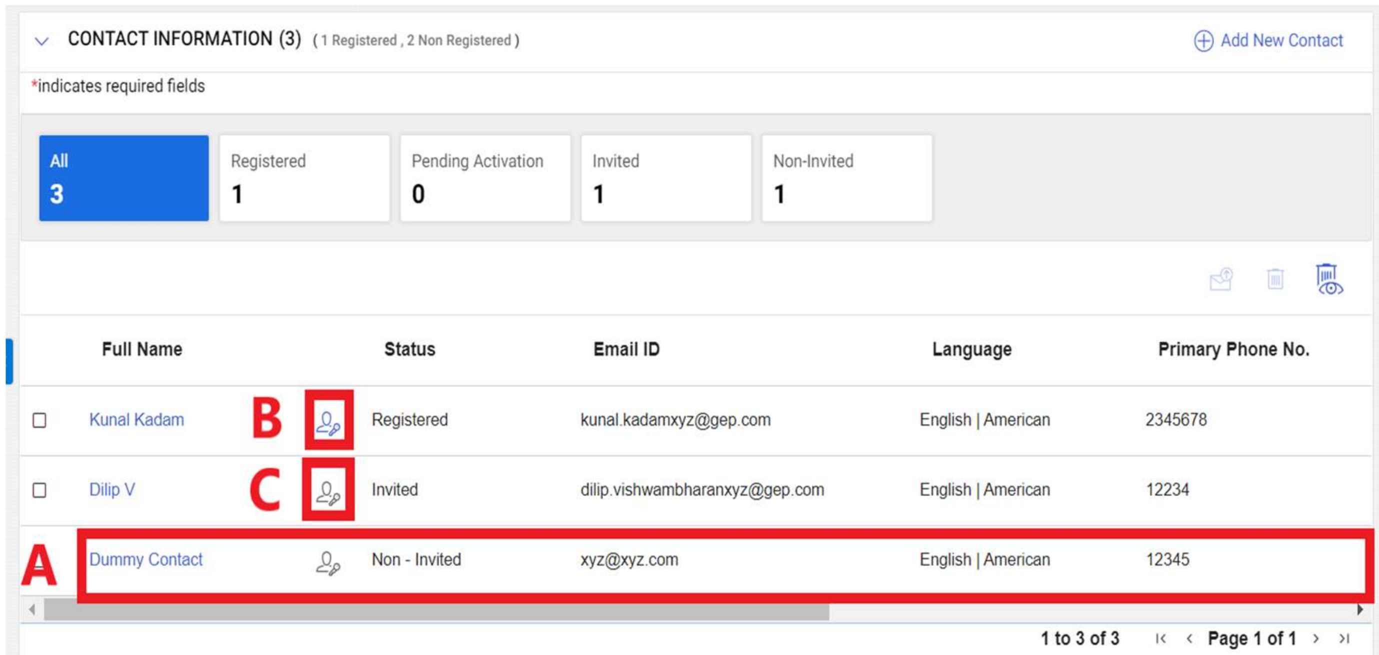
Update Contact Information on Supplier Profile

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.



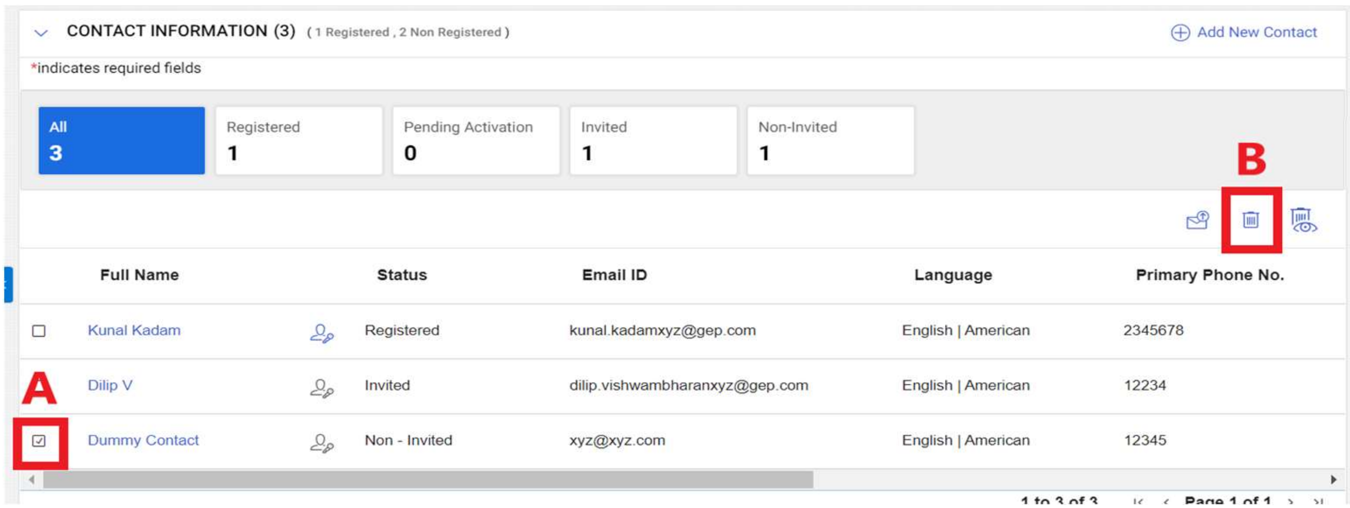
Note: The order will go to all contacts on the supplier profile

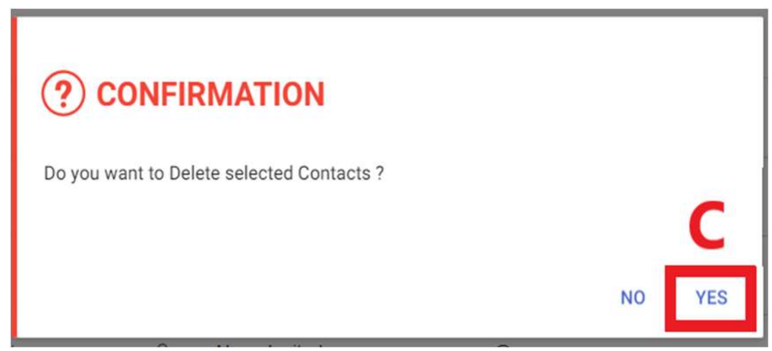
Update Contact Information on Supplier Profile

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

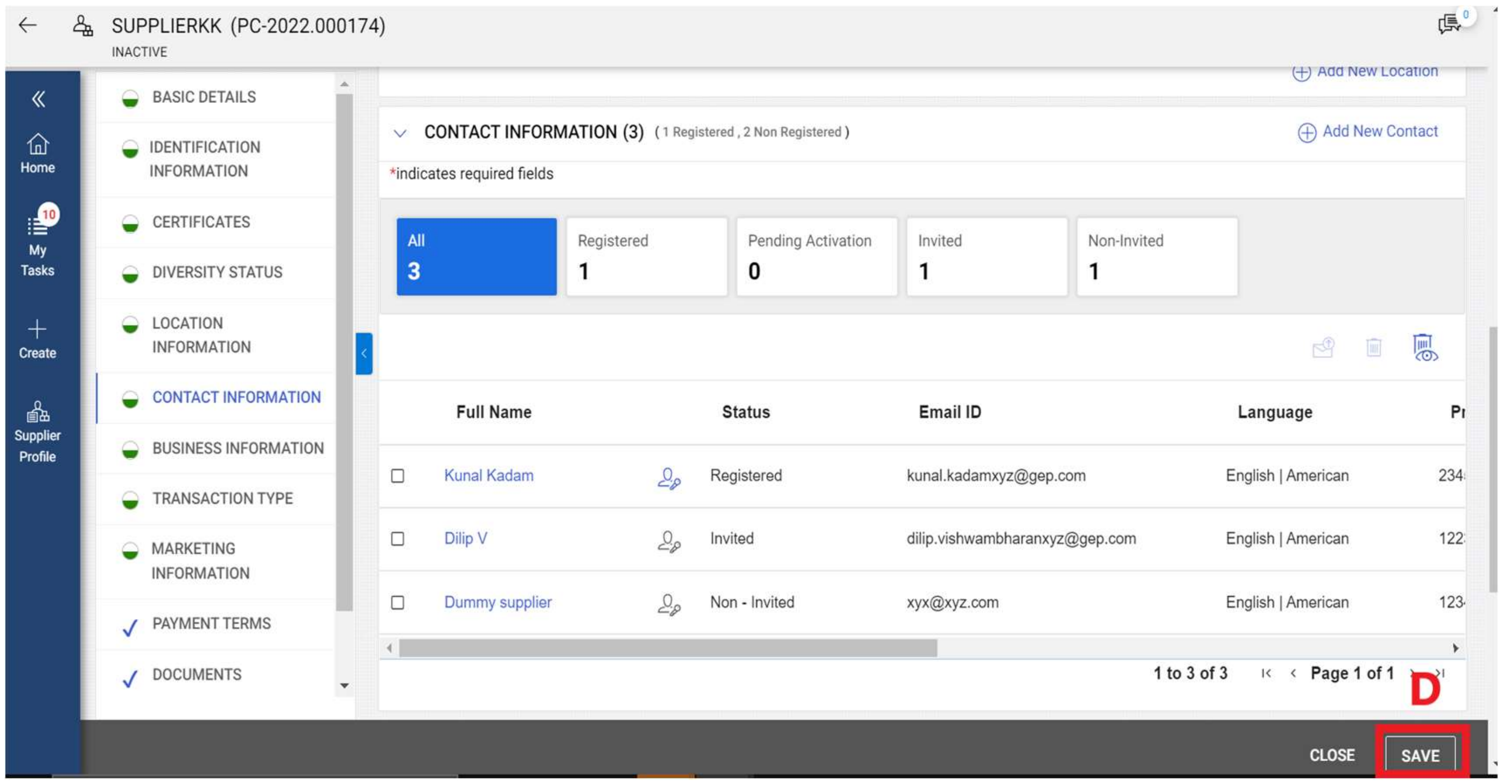
C. You will get a prompt. Click **YES** to proceed.





Update Contact Information on Supplier Profile

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.



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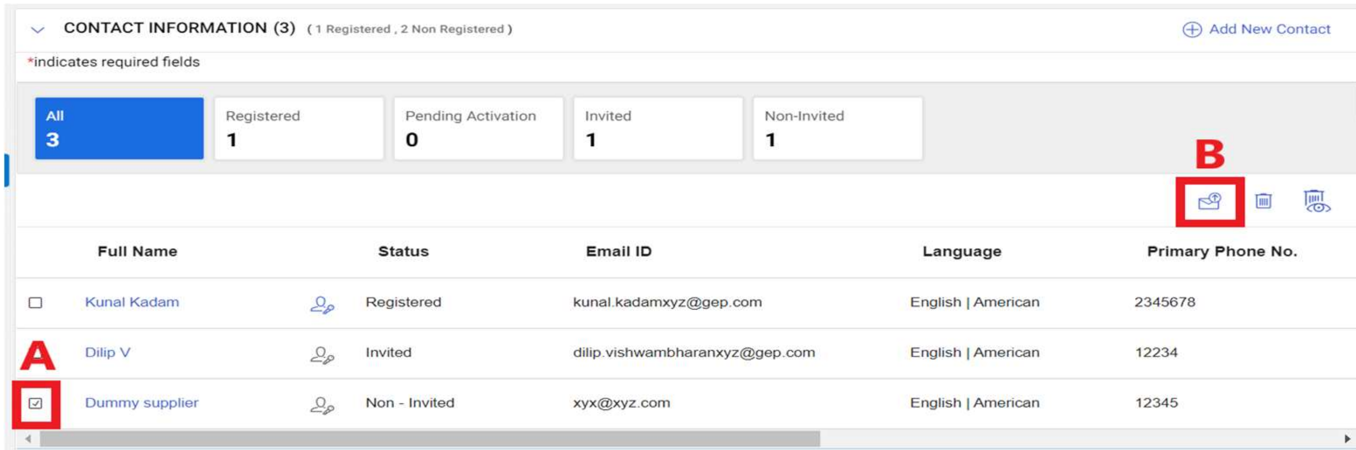
Send Registration/Invitation Email

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.



GEP SMART

Order Acknowledgement

(Via Email and GEP SMART Portal)

Acknowledge an order via Email

You will receive an email from support@gep.com and order details will be attached as a PDF file

The supplier can acknowledge an Order in two ways:

A: To review the order further before acknowledging it, click on the provided link to log in to **GEP SMART** using your credential.

OR

You can view the order by clicking on the PDF file attached with the mail.

B. To acknowledge the order, click **ACKNOWLEDGE** button.

C. You will get the acknowledgement message which will say **Order Acknowledged Successfully**

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

A

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

A

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

Alternately, use the button below to acknowledge the order.

Acknowledge

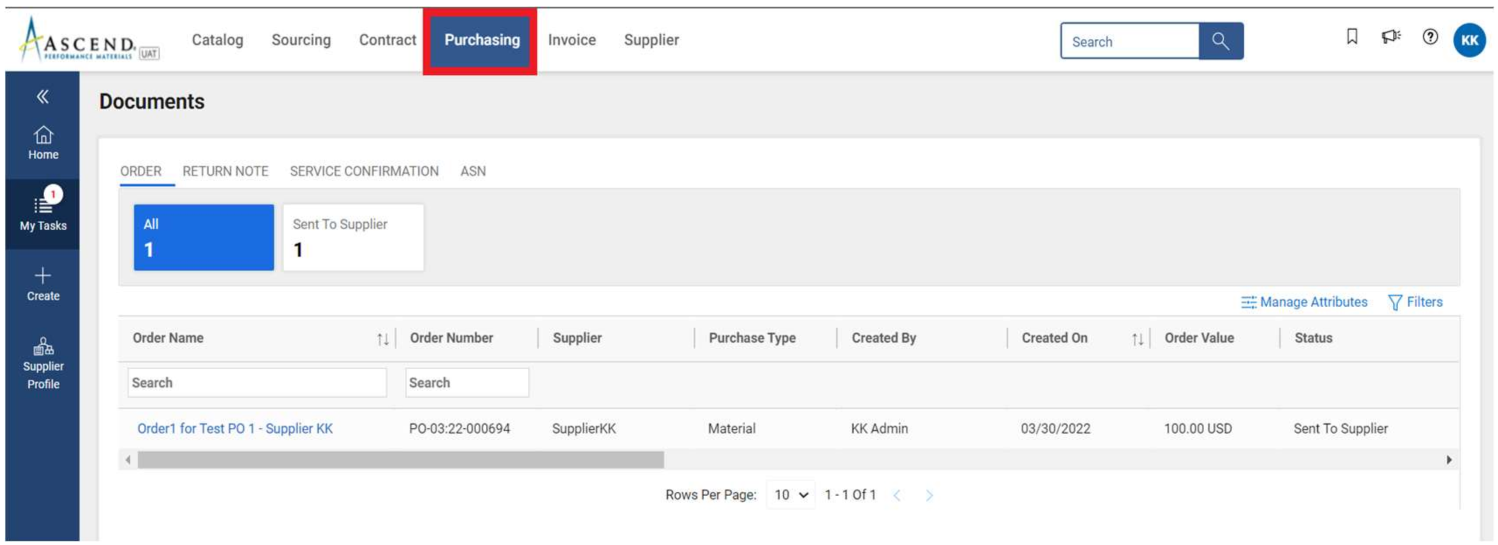
B

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

Acknowledge an order via GEP SMART Portal

To acknowledge an order, login to **GEP SMART,** then:

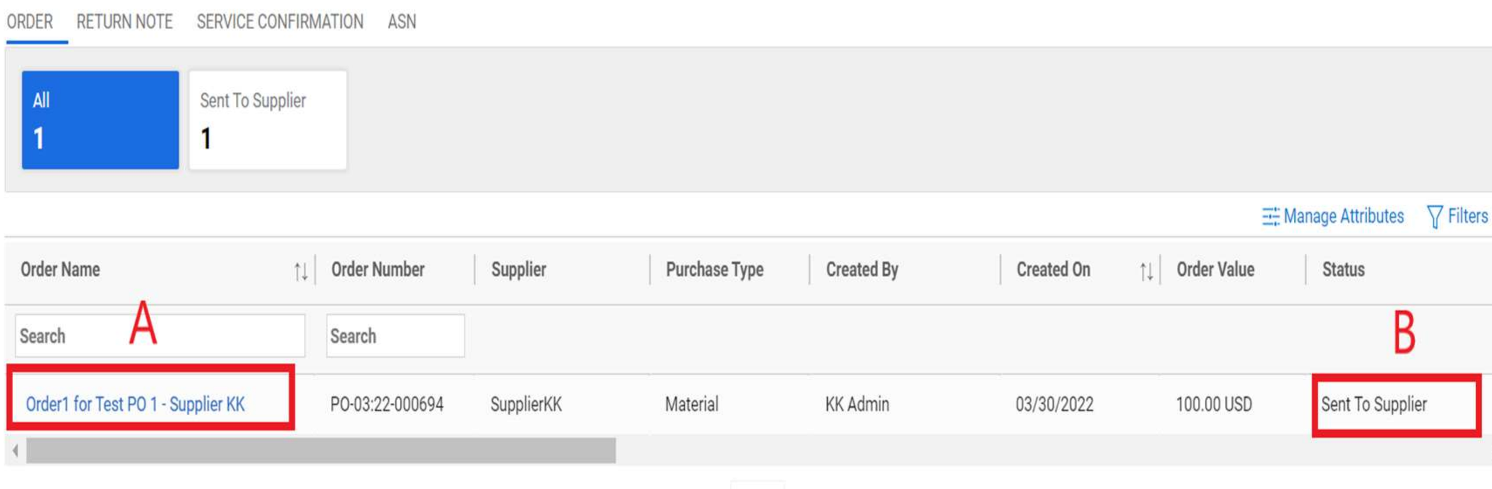
Click on the **PURCHASING** tab on top



Acknowledge an order via GEP SMART Portal

A: Click on the order to acknowledge

B: Before you can acknowledge, be sure the status says **SENT TO SUPPLIER**



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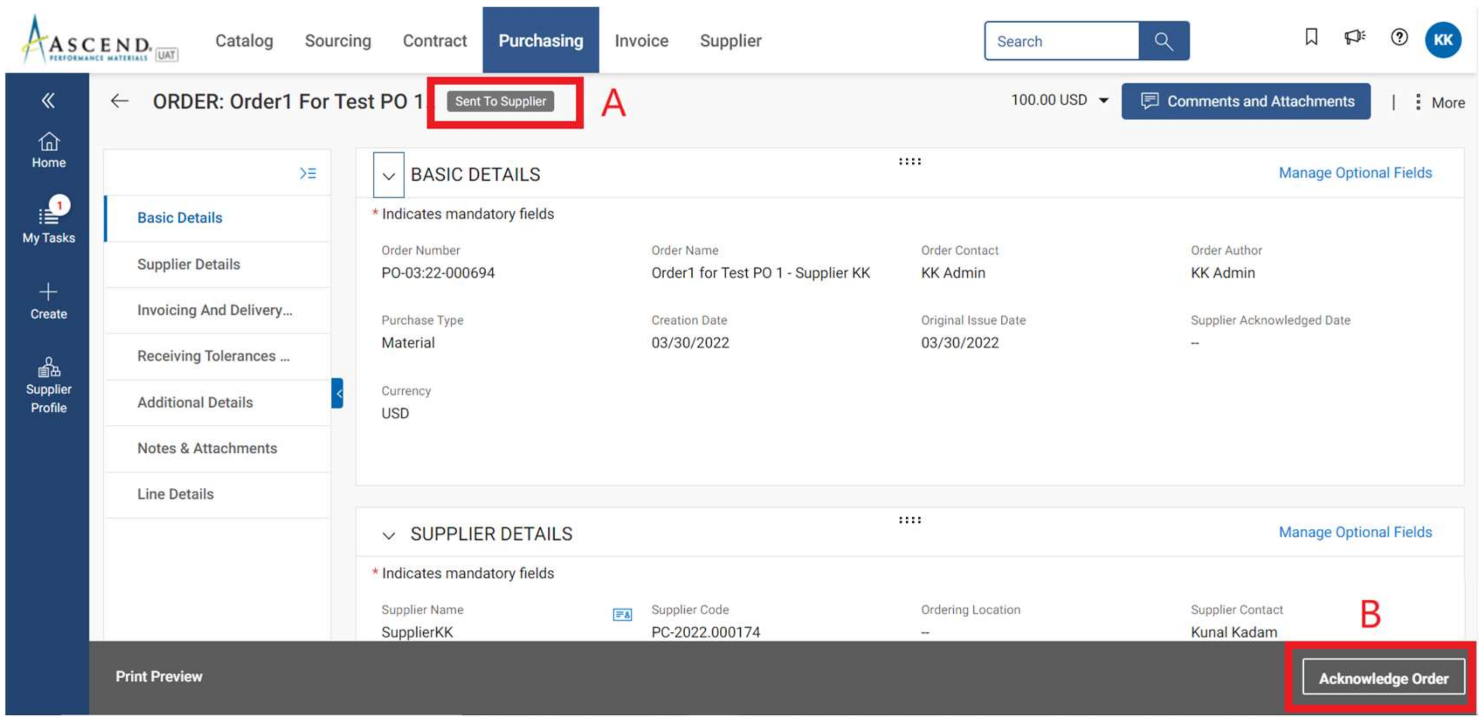
Acknowledge an order via GEP SMART Portal

A: The order will open with **SENT TO SUPPLIER** status

Review the details of the Order within the **LINE DETAILS** section, which is the last section of the order at the bottom.

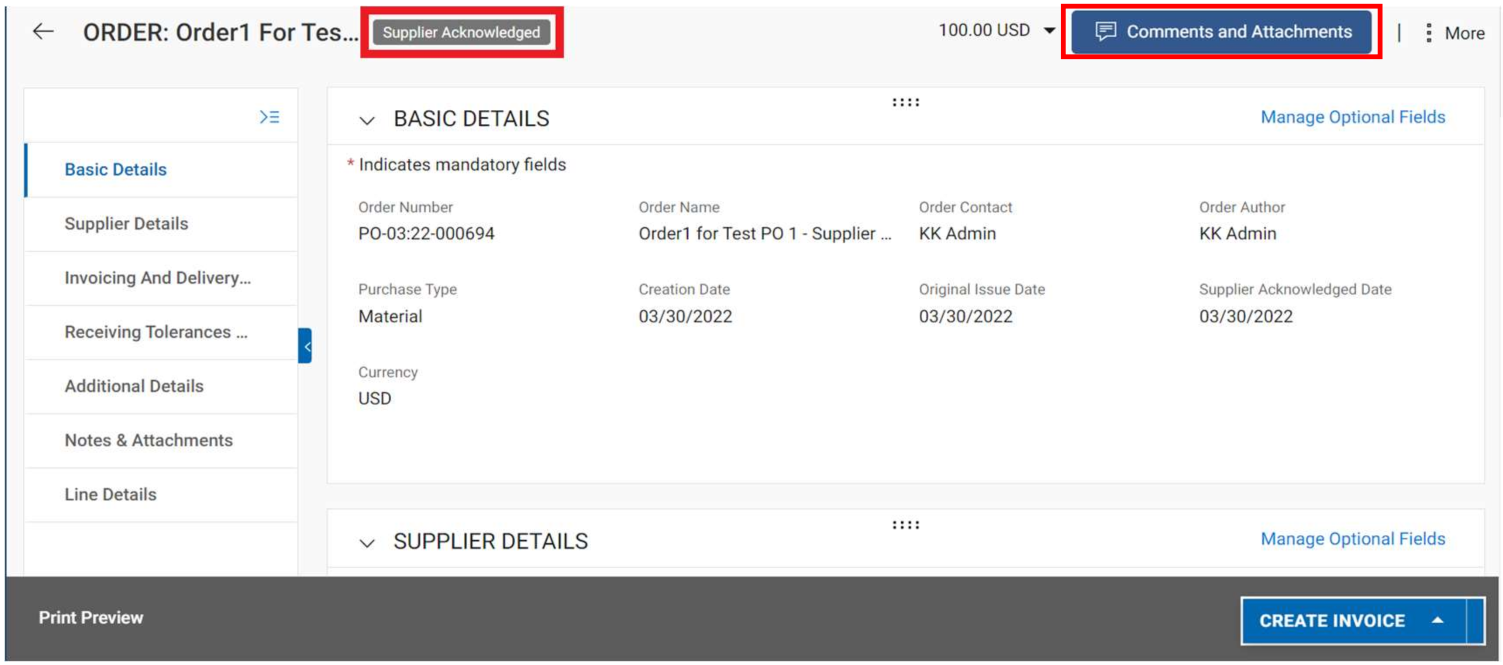
B: Click **ACKNOWLEDGE ORDER** on the bottom right-hand corner if everything looks okay



Acknowledge an order via GEP SMART Portal

After you acknowledge the order, the status will display as **SUPPLIER ACKNOWLEDGED**

Click in to **Comments & Attachments** for any PO supporting documentation that may have been included.



GEP SMART

Type Of Order

Ascend Team creates 3 types of purchase orders in GEP SMART:

1. Material type PO
2. Service/Blanket type SO
3. Recurring Payment PO

Request Change to an Order

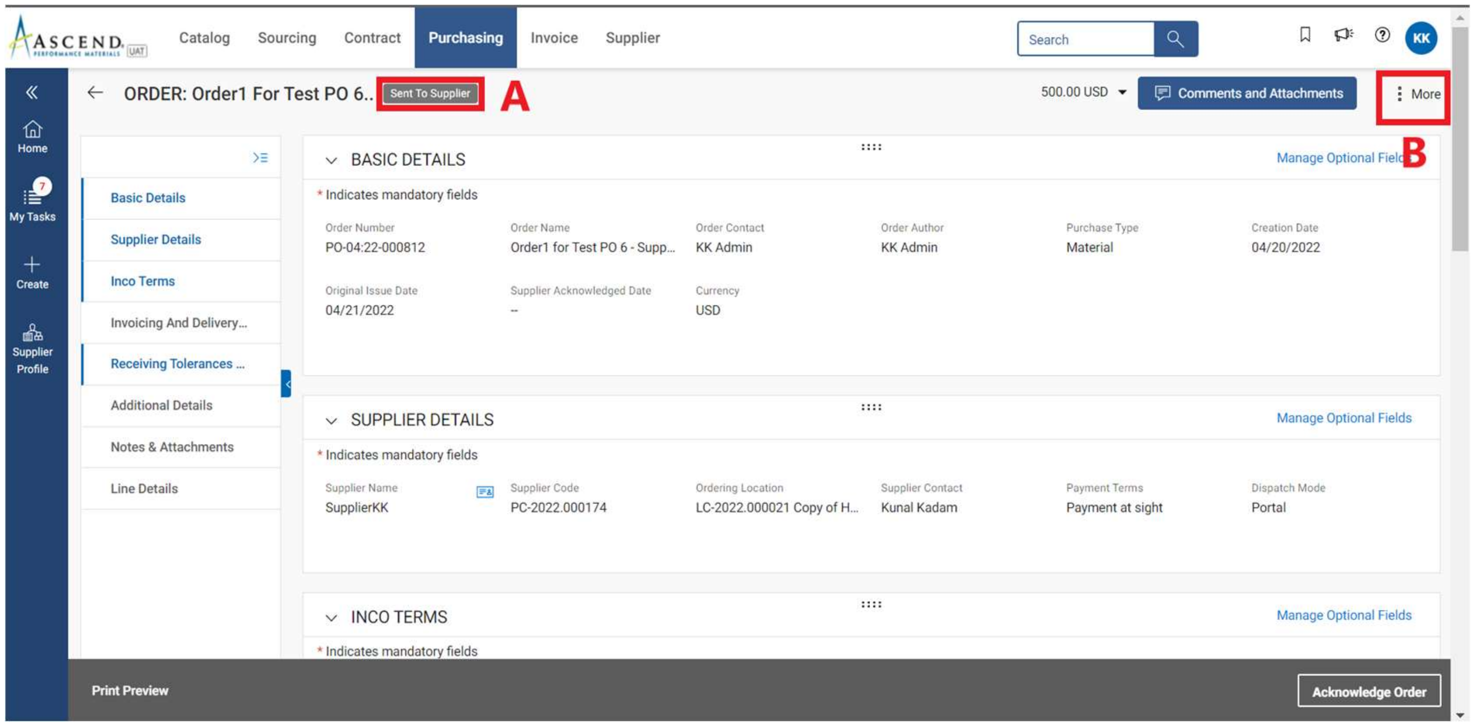
Request change to an order

To initiate a change request, open the **PURCHASE ORDER**

A: The order must be in **SENT TO SUPPLIER** status to initiate a change request.

B: Click on the **MORE ACTIONS** in the upper right-hand corner

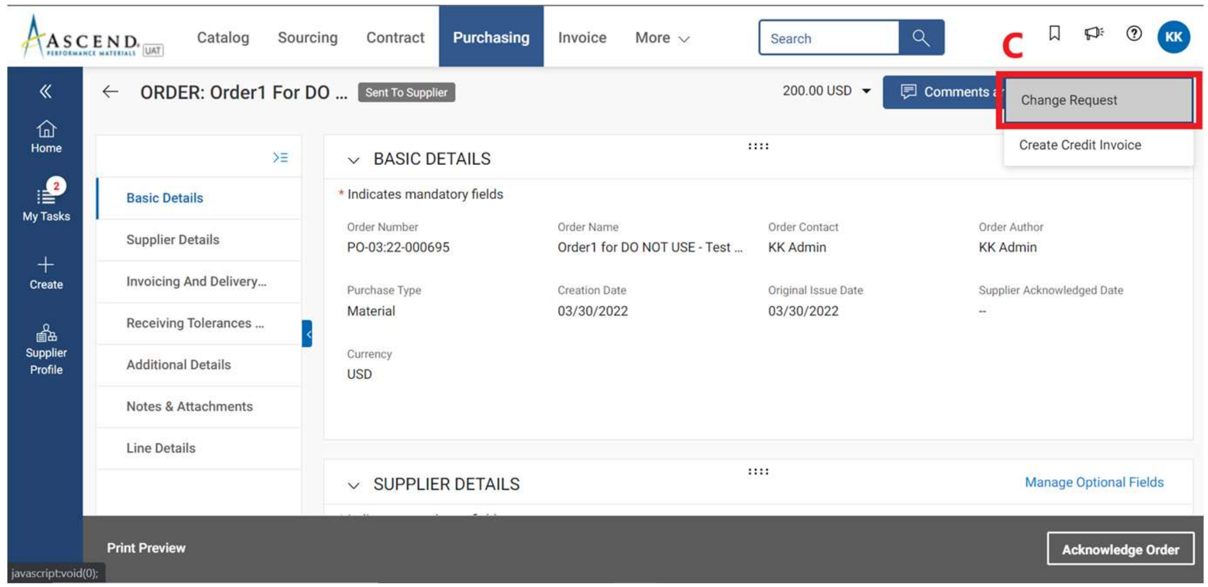
*If you have already acknowledged the order, please reach out to your **Order Contact** directly and they will need to create the change order on their side*

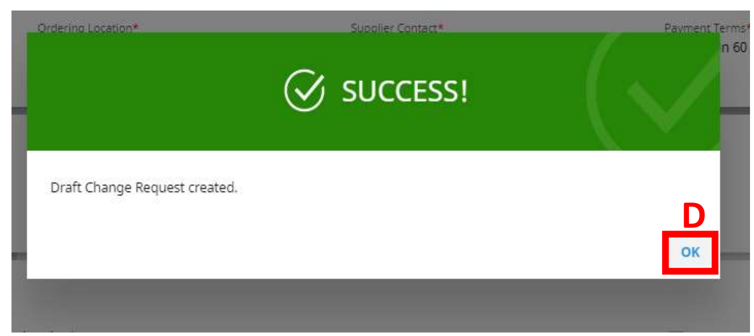


Request change to an order

C: Select **CHANGE REQUEST**

D: A prompt will appear. Click **OK** to continue





Request change to an order

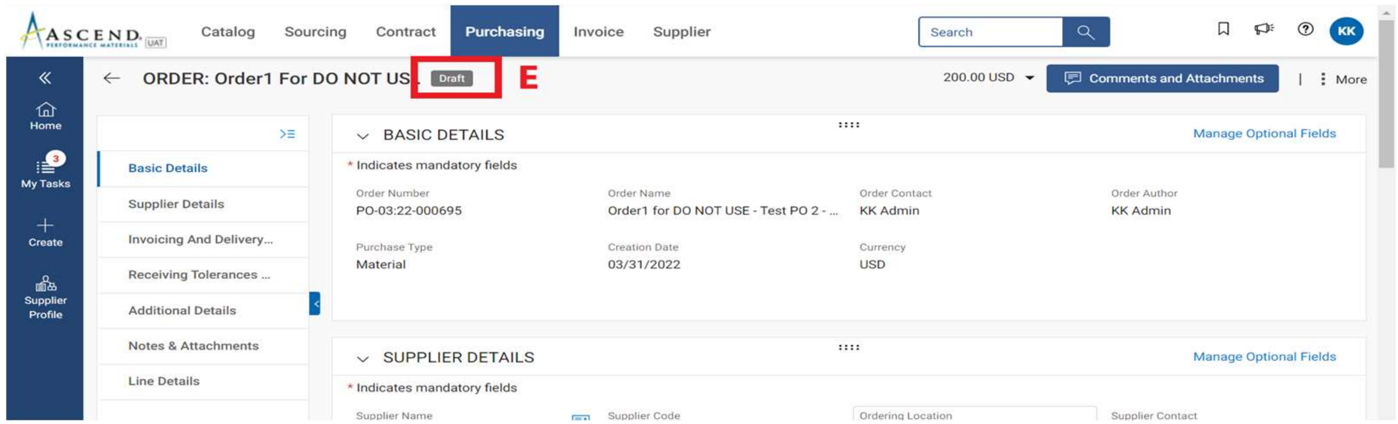
E: The order will open in **DRAFT** status

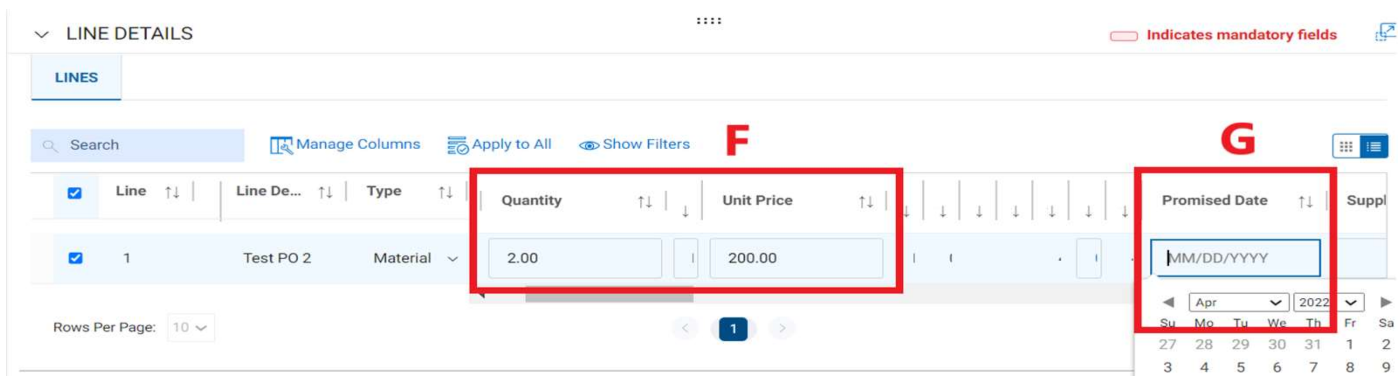
To make changes, scroll down to the **LINE DETAILS** section

F: You can update **QUANTITY** and **UNIT** price

G: If the fulfillment date needs to be updated, provide the date in the **PROMISED DATE** field

Note: You can also update the taxes & freight charges under line level if needed.





GEP SMART

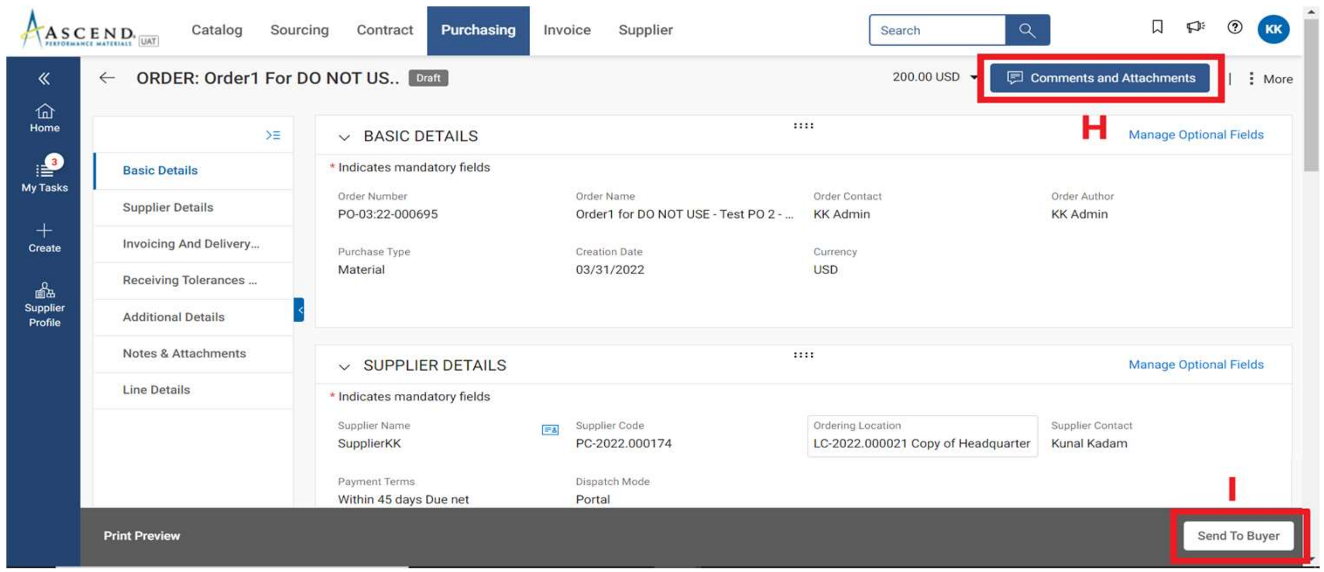
Request change to an order

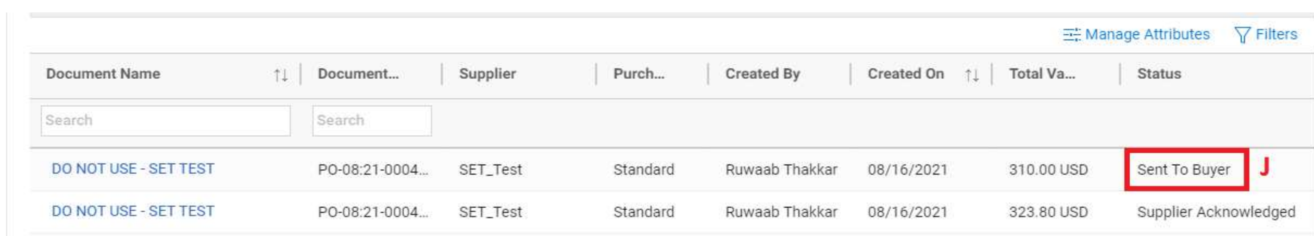
H: Click on the **COMMENTS** icon to summarize the changes you are requesting in order to clarify the updates to the approver

I: Once the changes are made, click on **SEND TO BUYER** in the bottom right-hand corner

J: You will be redirected to the **ORDER** page and the status of the order will show as **SENT TO BUYER**

***Once the Change request has been created, Ascend team need to approve the change for which you need to acknowledge the order & the order number will be added with -001 at the end*





GEP SMART

Order Statuses

- **Draft**: Change request is created by supplier; however, it is not submitted to Ascend (work-in-progress)
- **Sent to Supplier**: Order is sent to supplier and ready for review
- **Supplier Acknowledged**: Order has been accepted and acknowledged by the supplier
- **Sent to Buyer**: A change request has been created by the supplier and is been sent to Ascend Team for approval

Create Service Confirmation with Automatic Invoice Creation Process (ERS)

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.

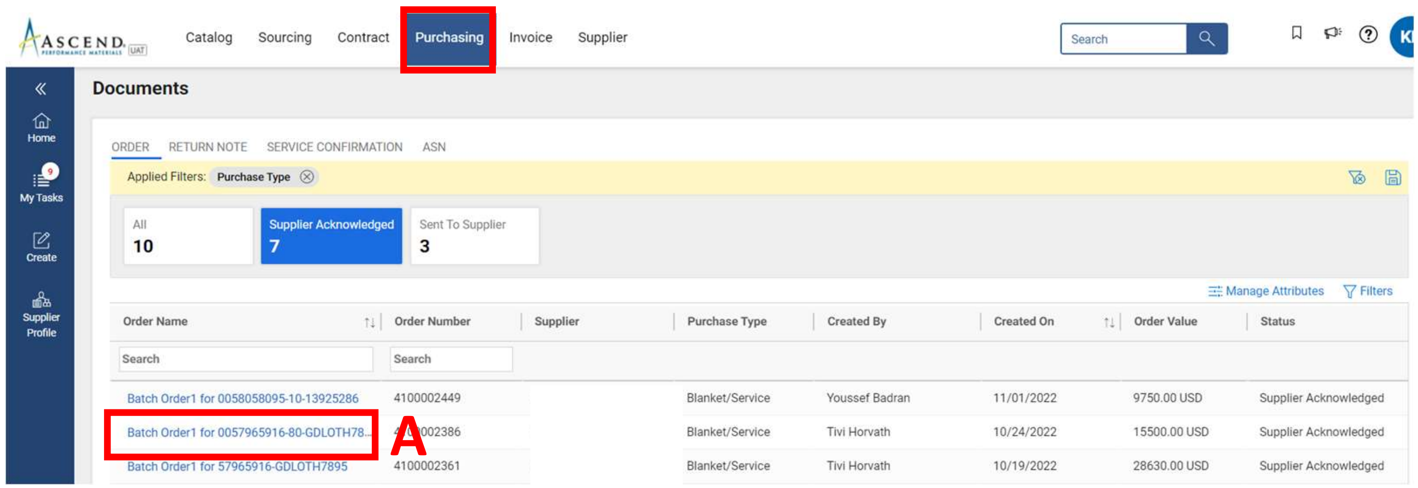
It is relevant only on a **Blanket** / **Service Order** and must be done before creating an invoice.

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

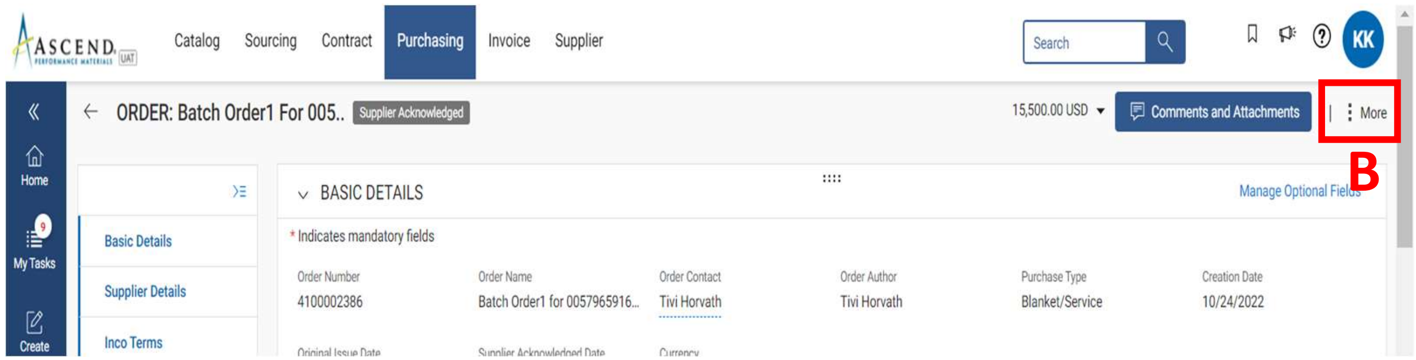
If the order is in **Sent to Supplier** status, you will first need to acknowledge the order before creating the service confirmation.

Create a service confirmation

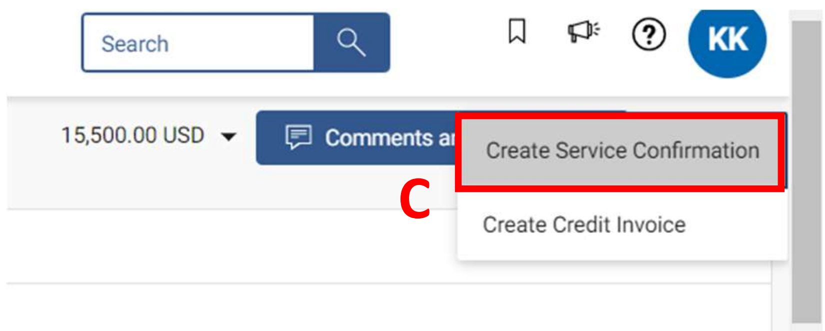
A: Click on the Purchasing tab & select the **Order** against which you wish to create the Service confirmation



Create a service confirmation



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



C: Click on **Create Service Confirmation**

Create a service confirmation (Basic Details Section)

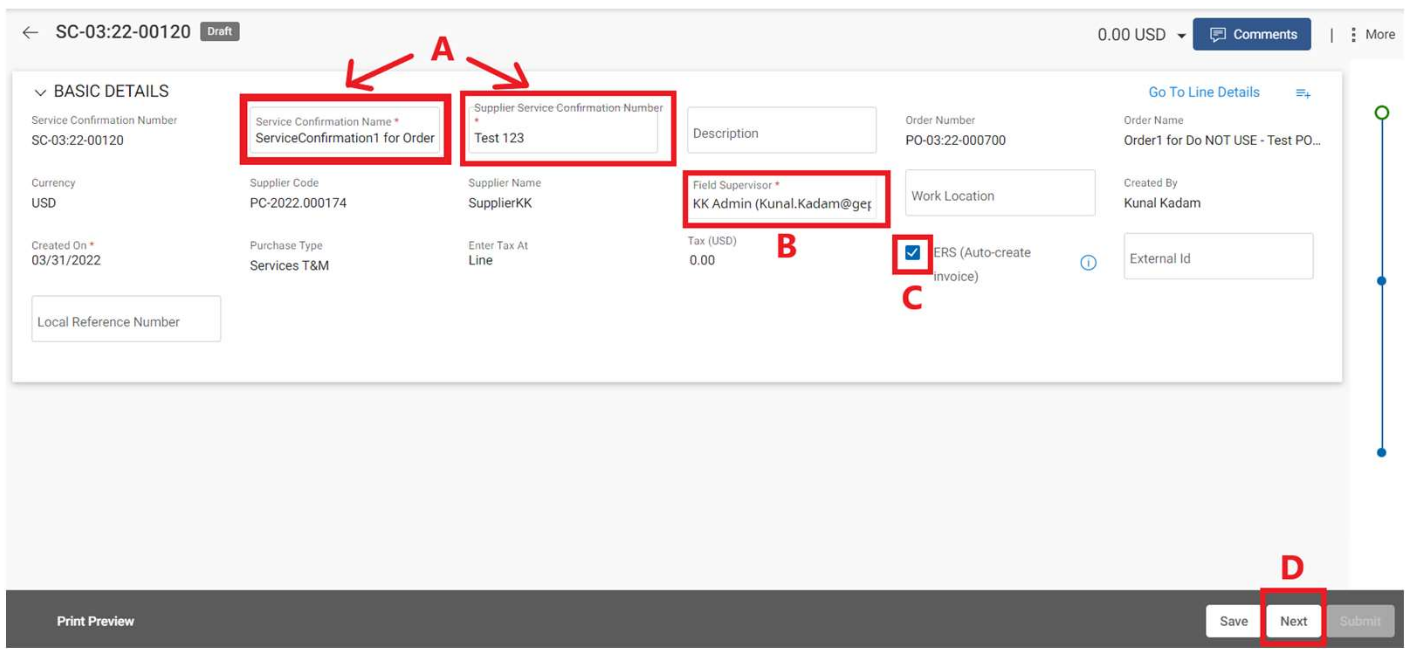
A: Fill in the mandatory information within the **BASIC DETAILS** section such as the **SERVICE CONFIRMATION NAME** and the **SUPPLIER SERVICE CONFIRMATION NUMBER (Supplier Invoice Number)**

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.



Create a service confirmation (Notes & Attachment Section)

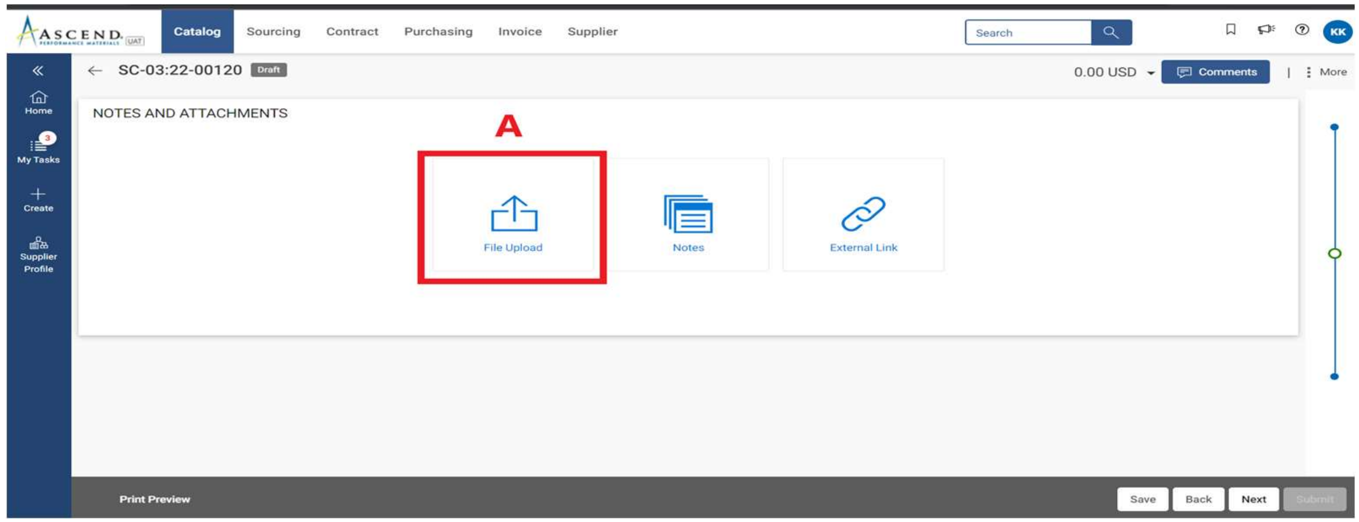
Attach supporting documentation to the Service Confirmation*

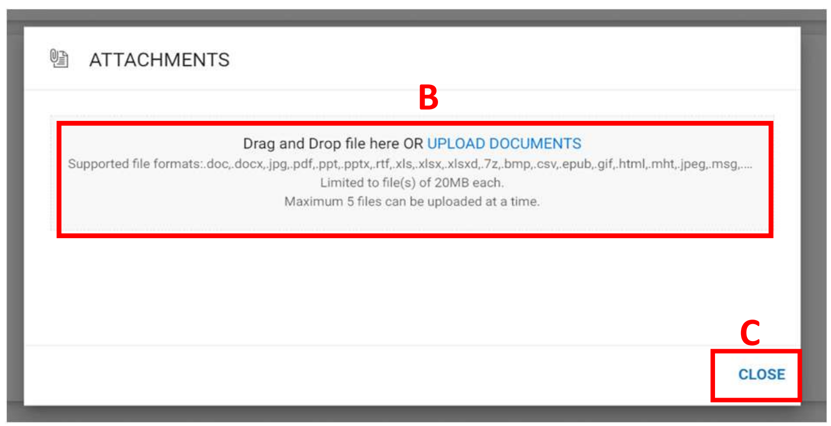
A: Click on **FILE UPLOAD**

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





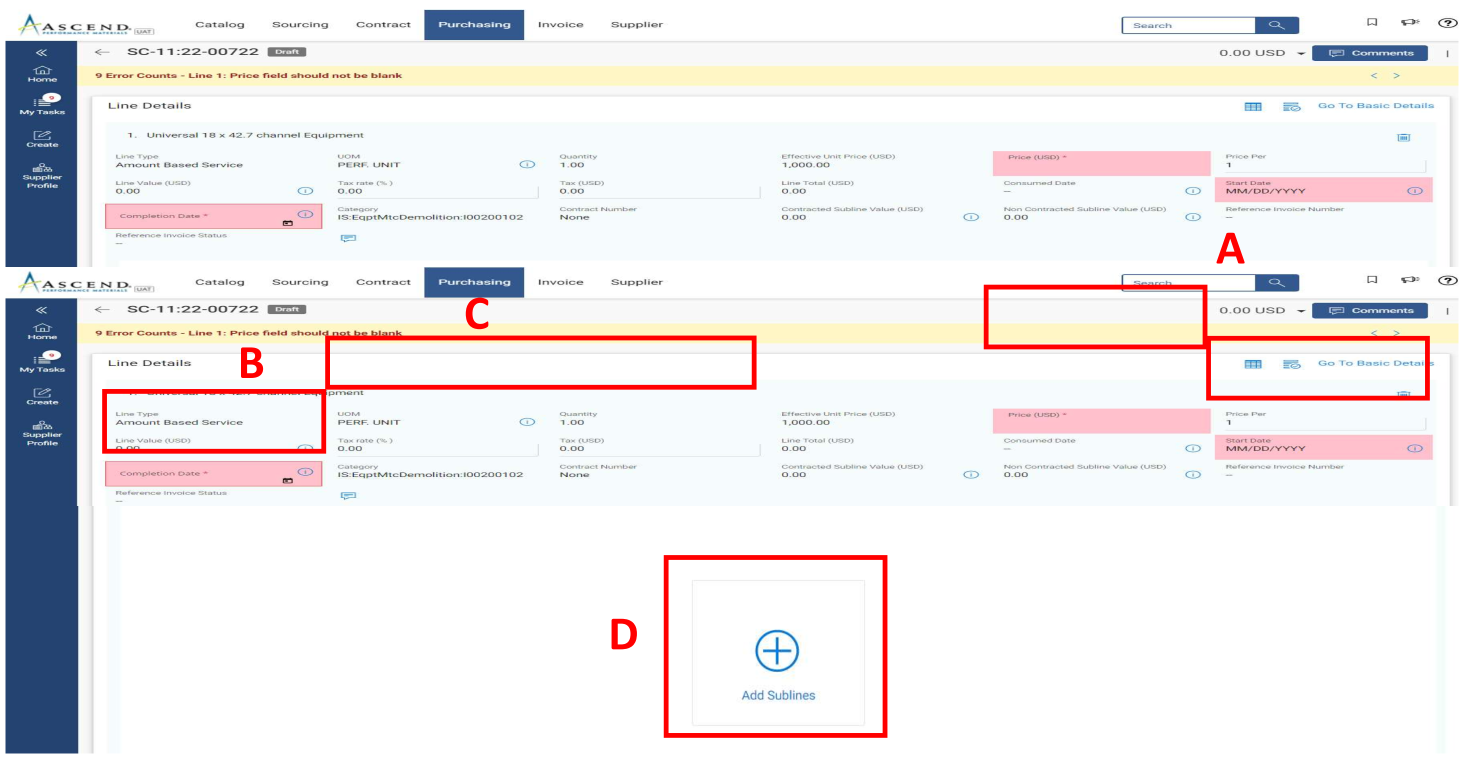
Create a service confirmation (Line Details Section)

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



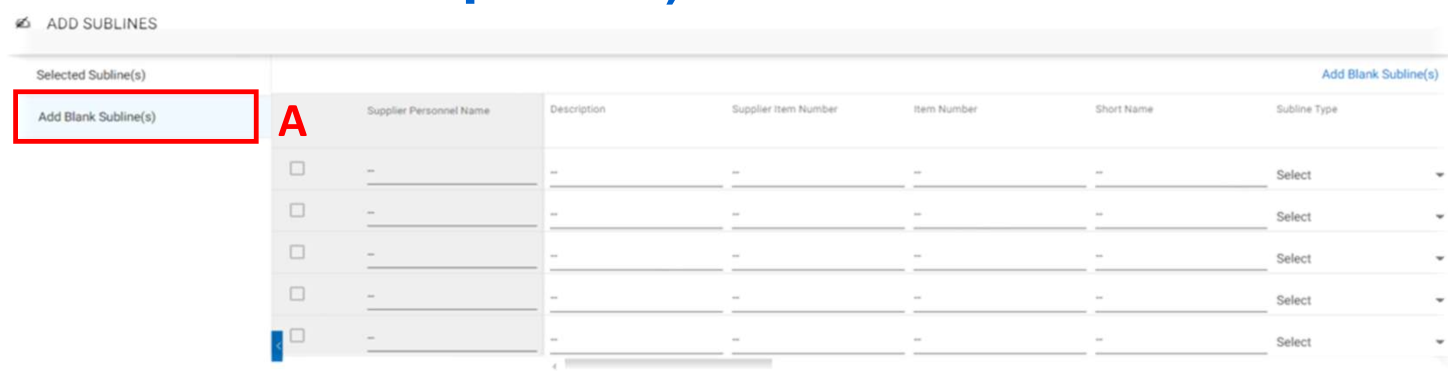
Create a service confirmation (Line Details Section- Adding Sublines: Optional)

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**

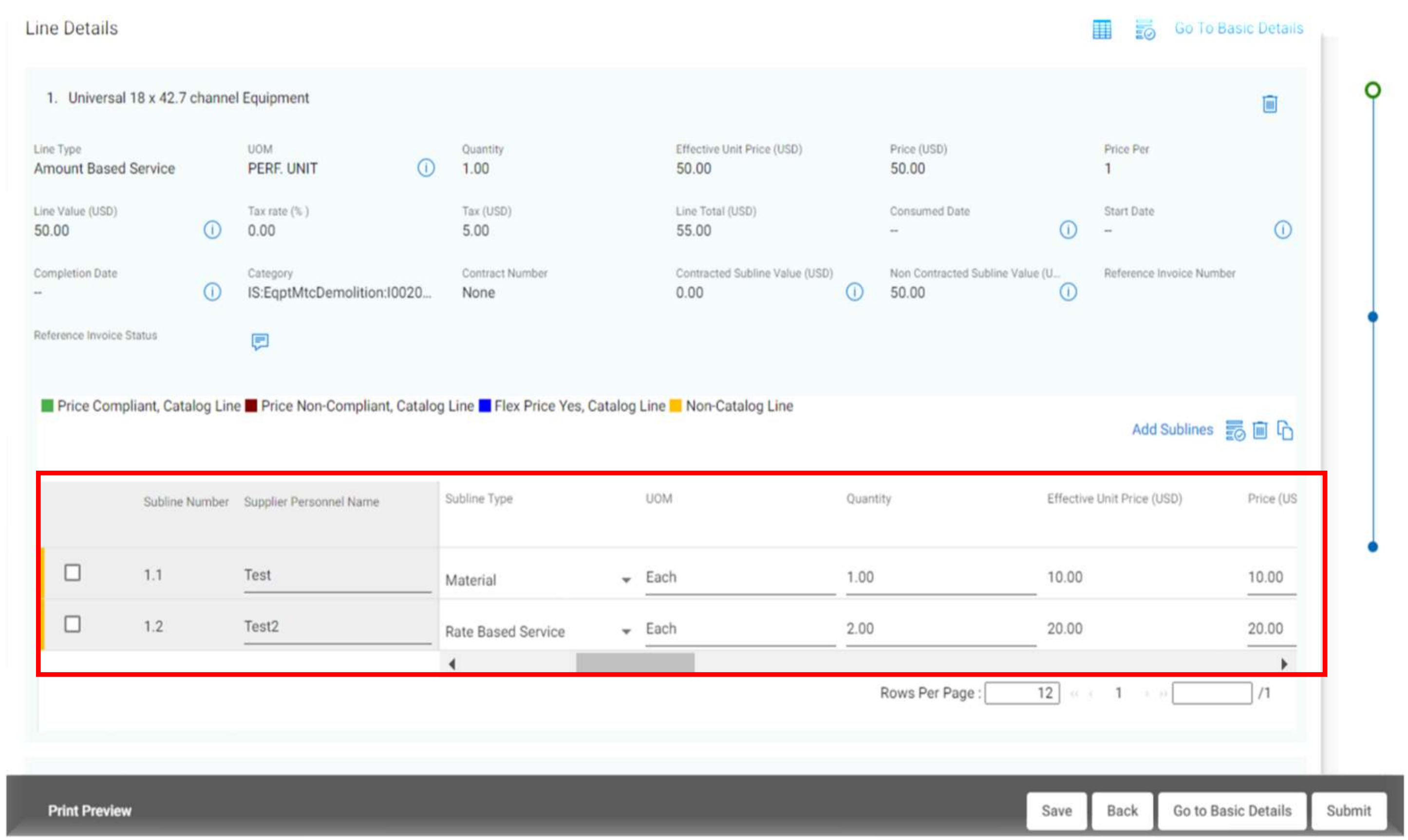
C: Click **Add**



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



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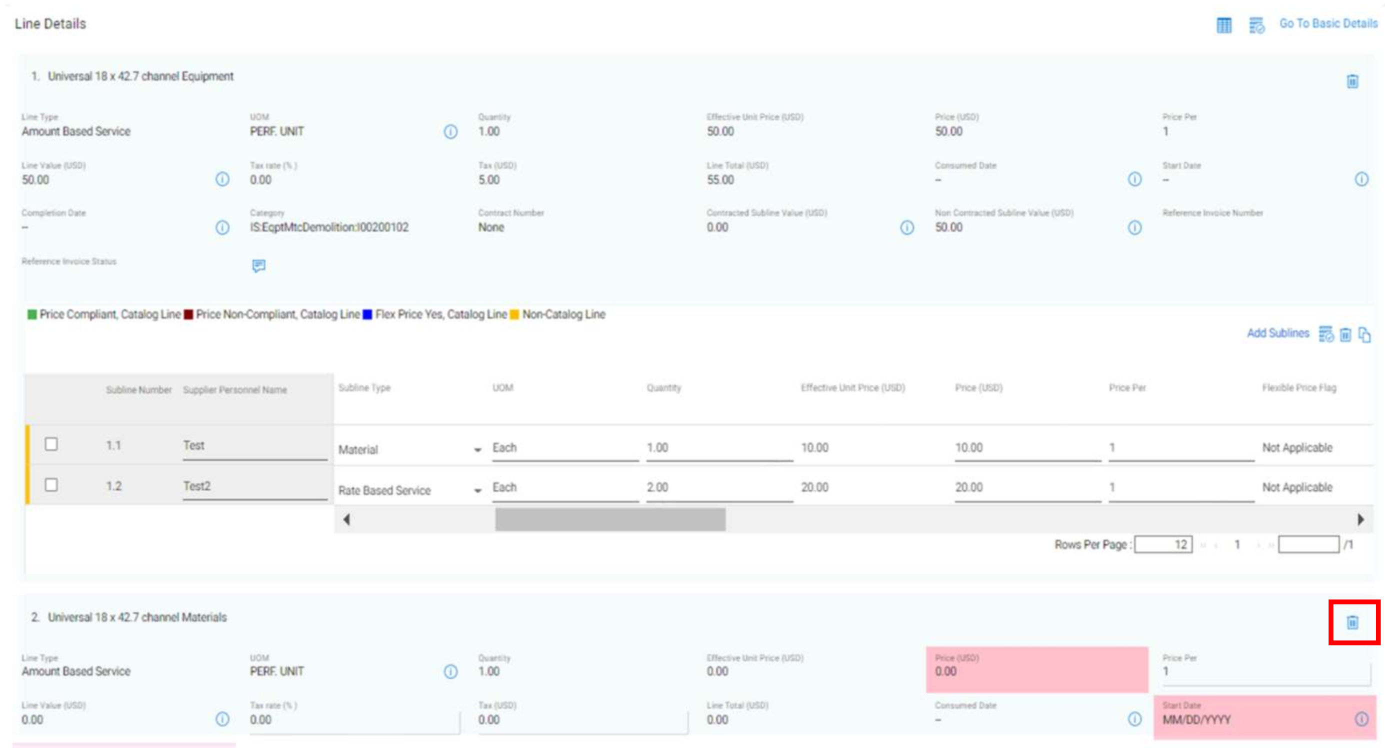
Create a service confirmation (Line Details Section: Partial Service Confirmation Creation)

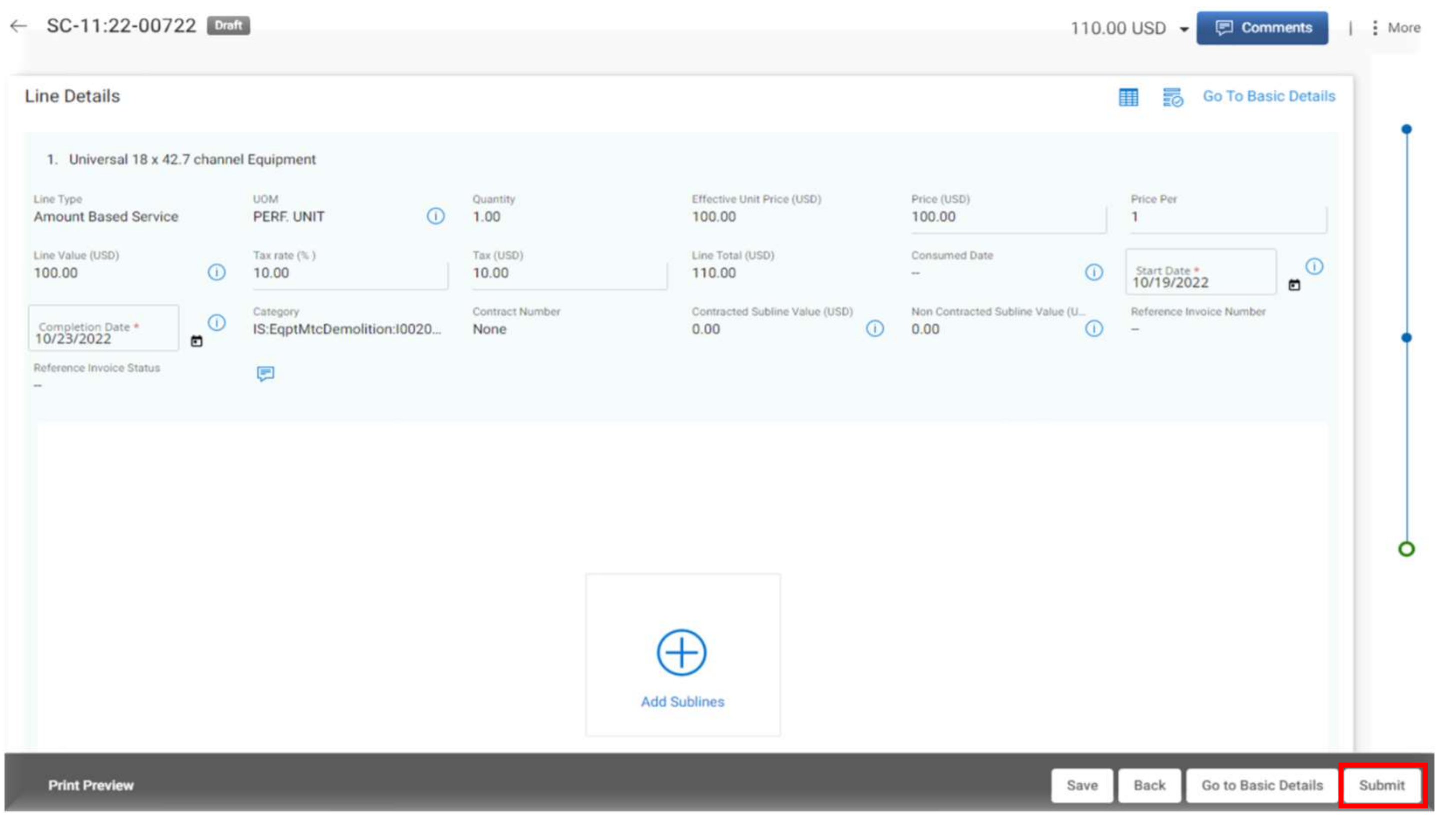
If Service Order is created with multiple line items, suppliers have the option to delete the line items they are not billing

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



Create a service confirmation (Submitting Service Confirmation)

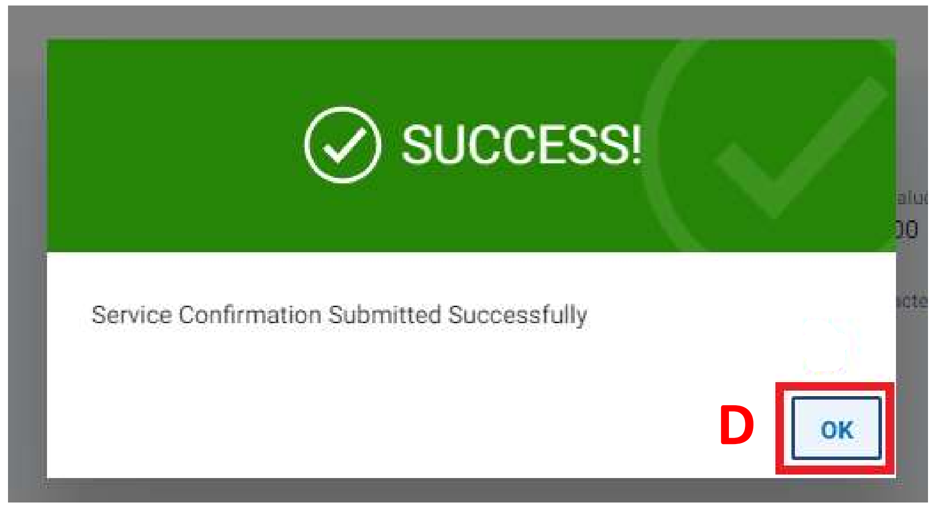
Once all the information is correctly added, click on **Submit** button to proceed



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*

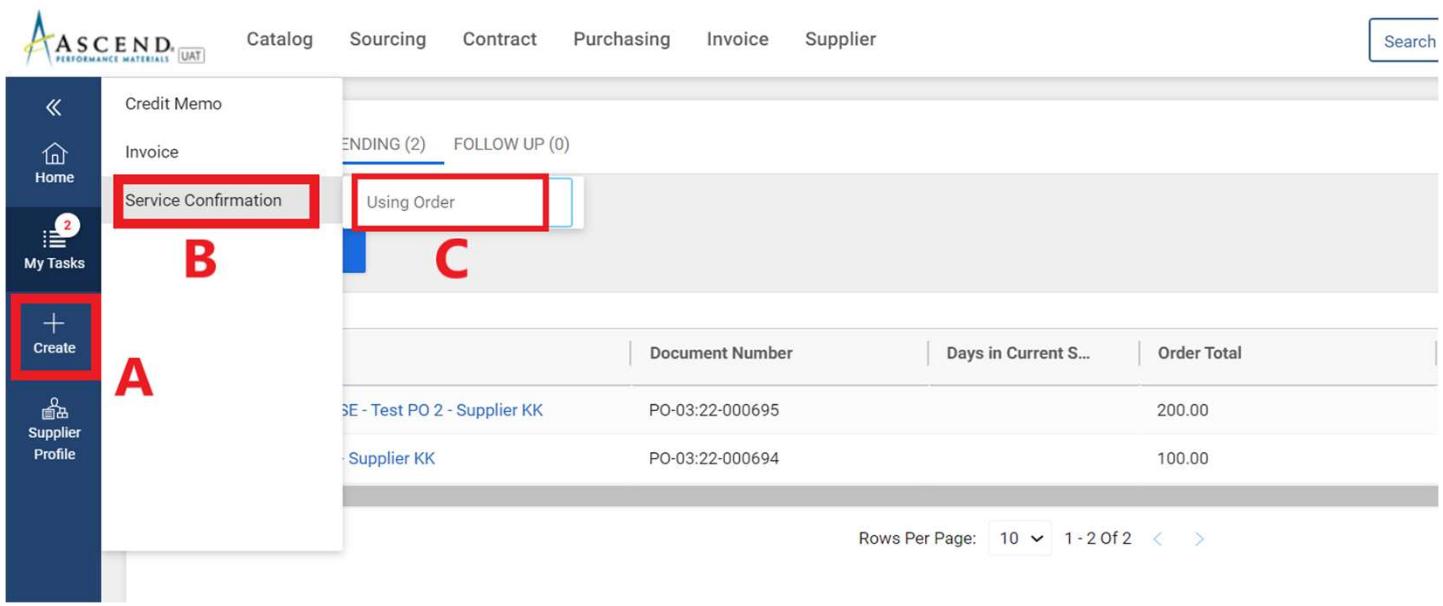


Create a service confirmation directly through Landing Page

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

B: Click on **SERVICE CONFIRMATION**

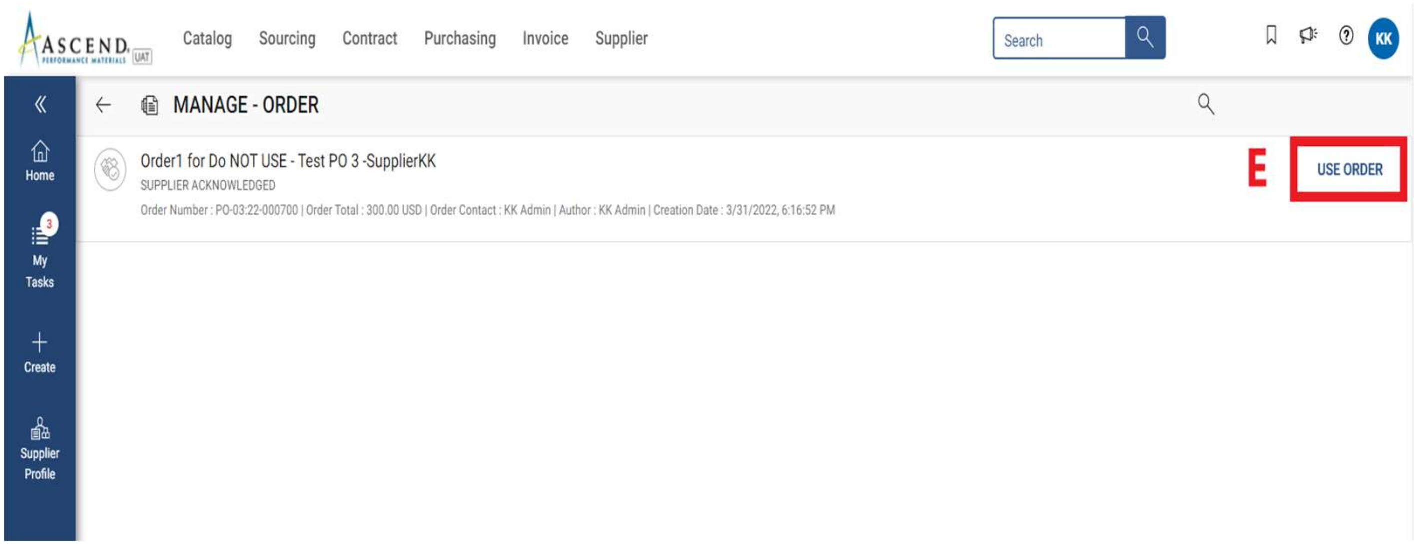
C: Click **USING ORDER**



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.



Create a service confirmation (Basic Details Section)

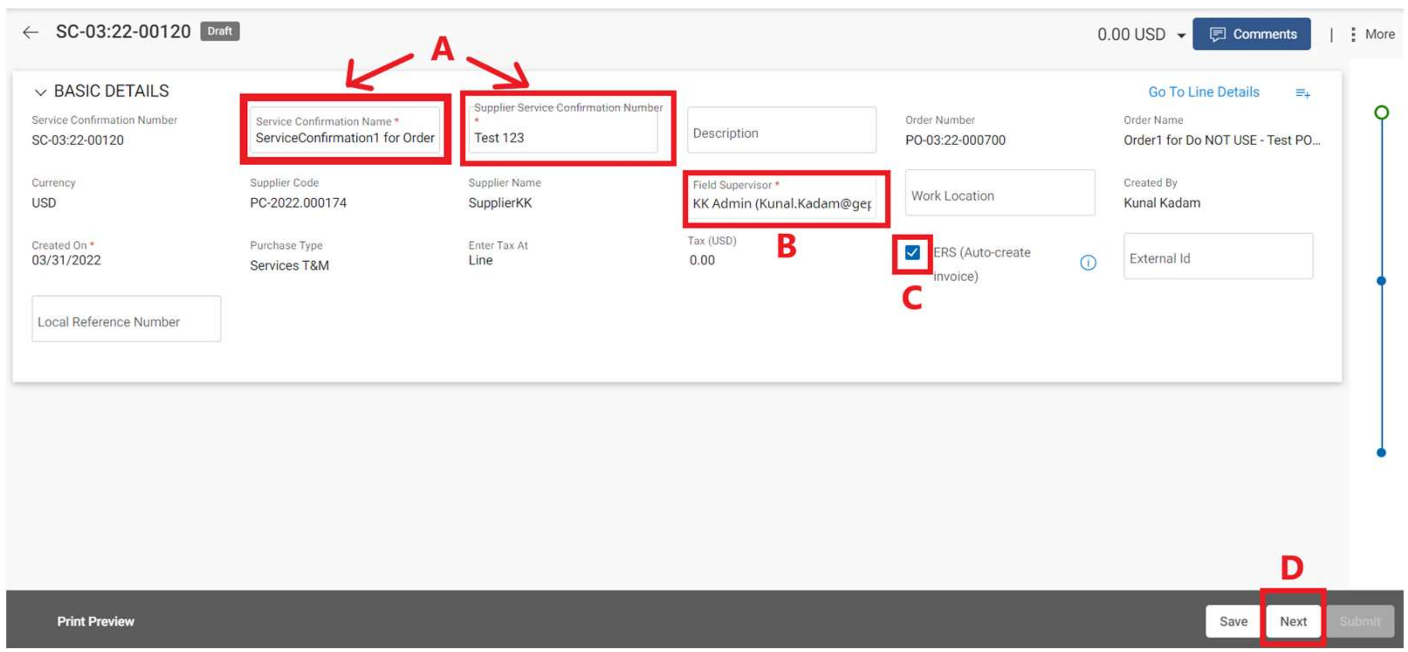
A: Fill in the mandatory information within the **BASIC DETAILS** section such as the **SERVICE CONFIRMATION NAME** and the **SUPPLIER SERVICE CONFIRMATION NUMBER (Supplier Invoice Number)**

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.



Create a service confirmation (Notes & Attachment Section)

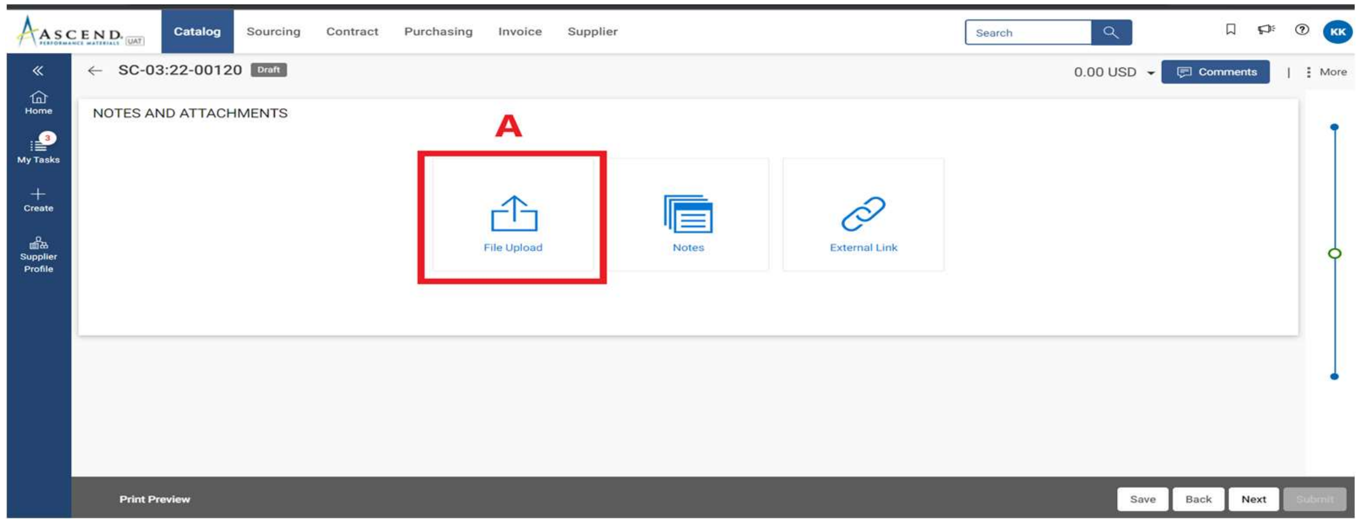
Attach supporting documentation to the Service Confirmation*

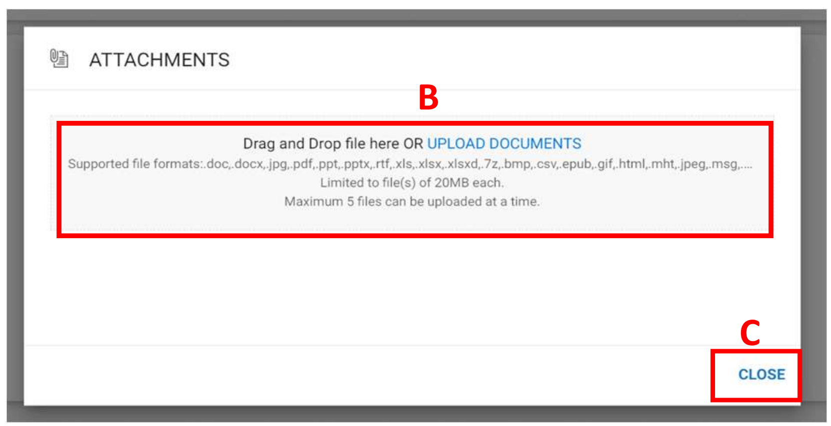
A: Click on **FILE UPLOAD**

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





GEP SMART

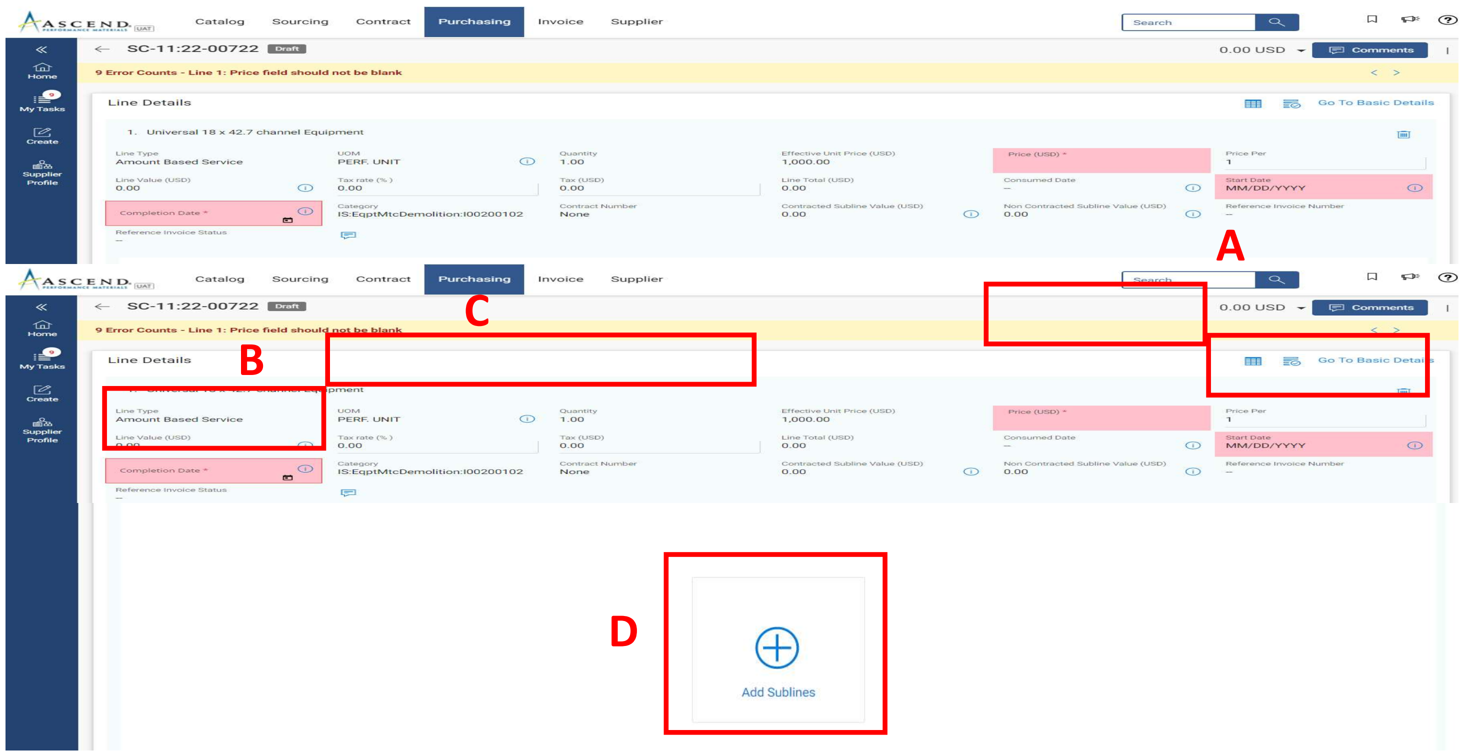
Create a service confirmation (Line Details Section)

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



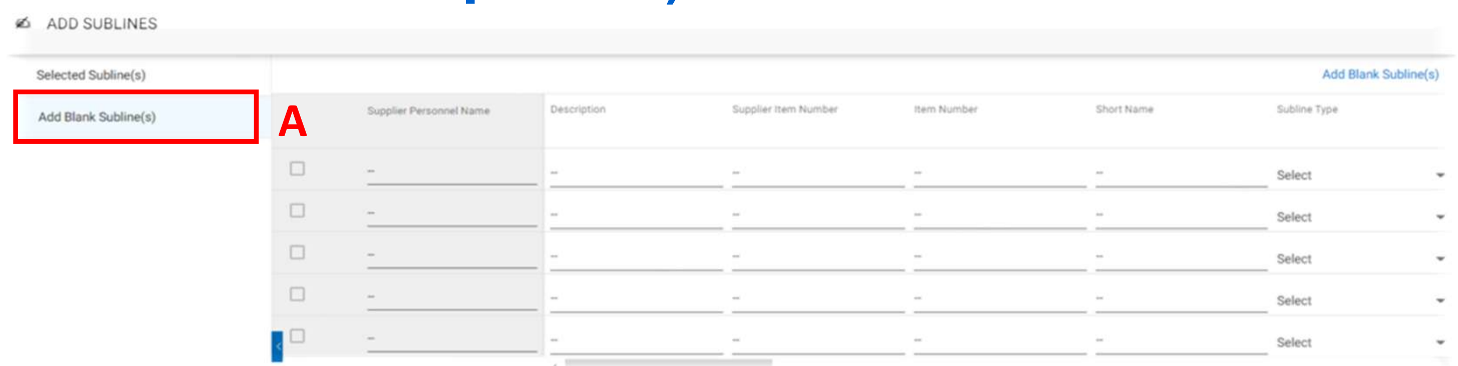
Create a service confirmation (Line Details Section- Adding Sublines: Optional)

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**

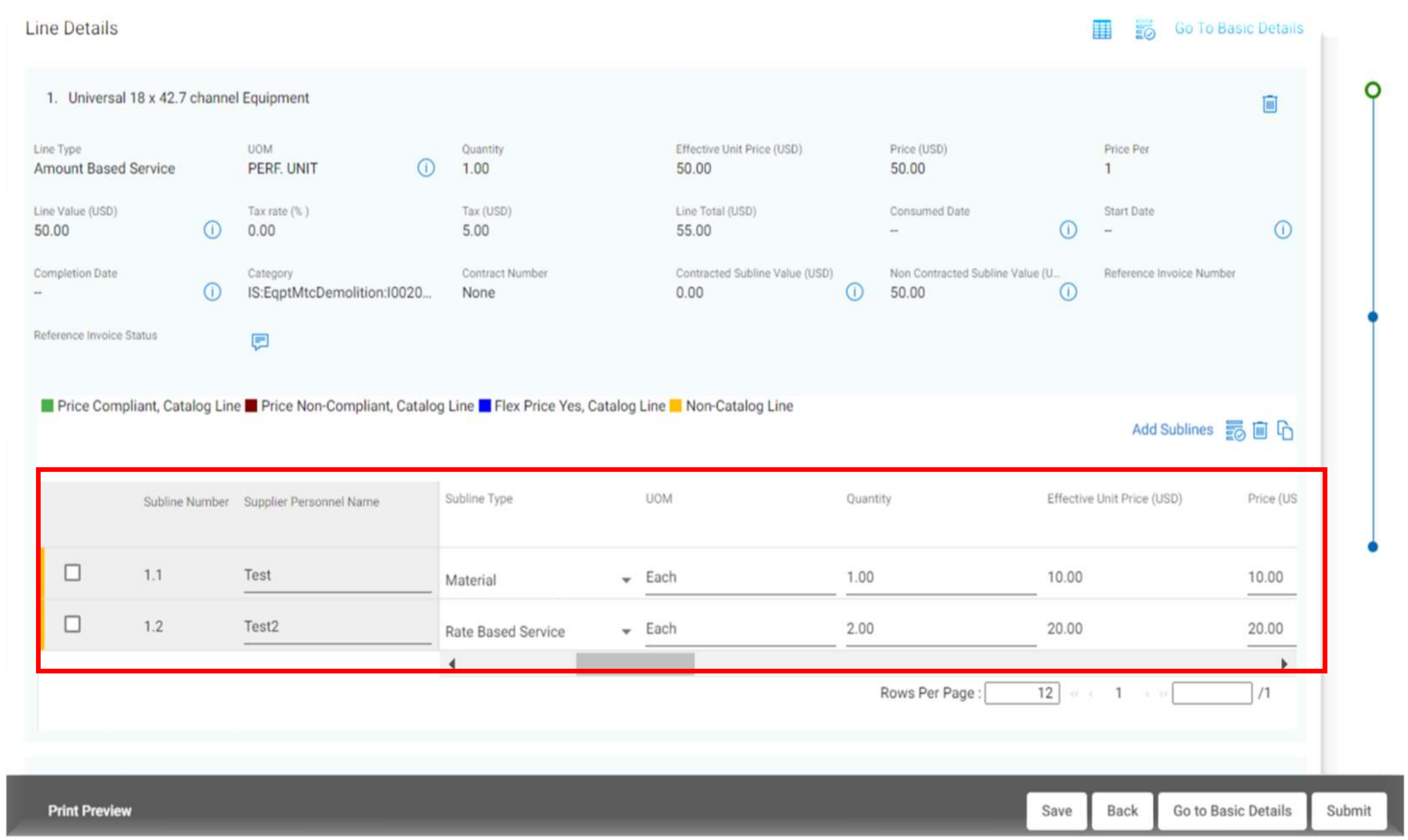
C: Click **Add**



Create a service confirmation (Line Details Section)

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

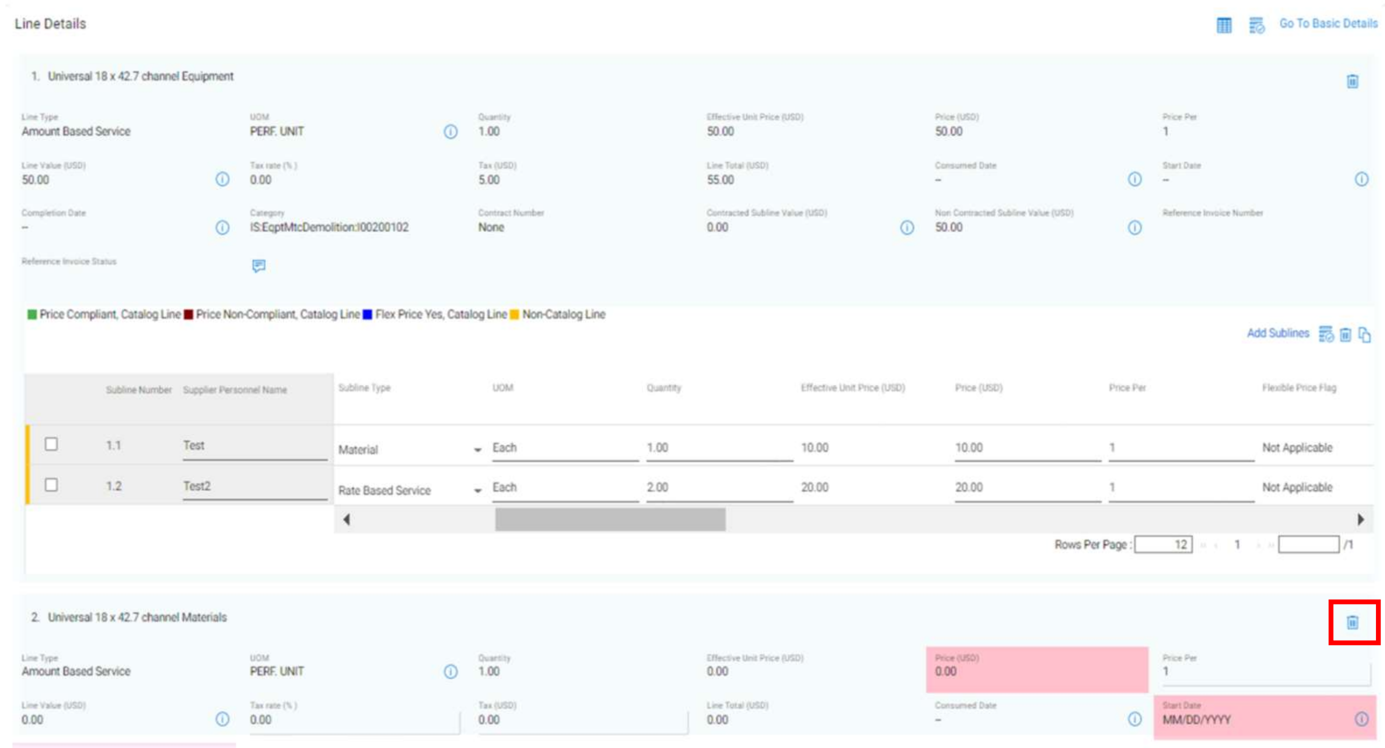
Note: If Sublines are added by the suppliers, header details will no longer be editable. Information will be editing on subline level



Create a service confirmation (Line Details Section: Partial Service Confirmation Creation)

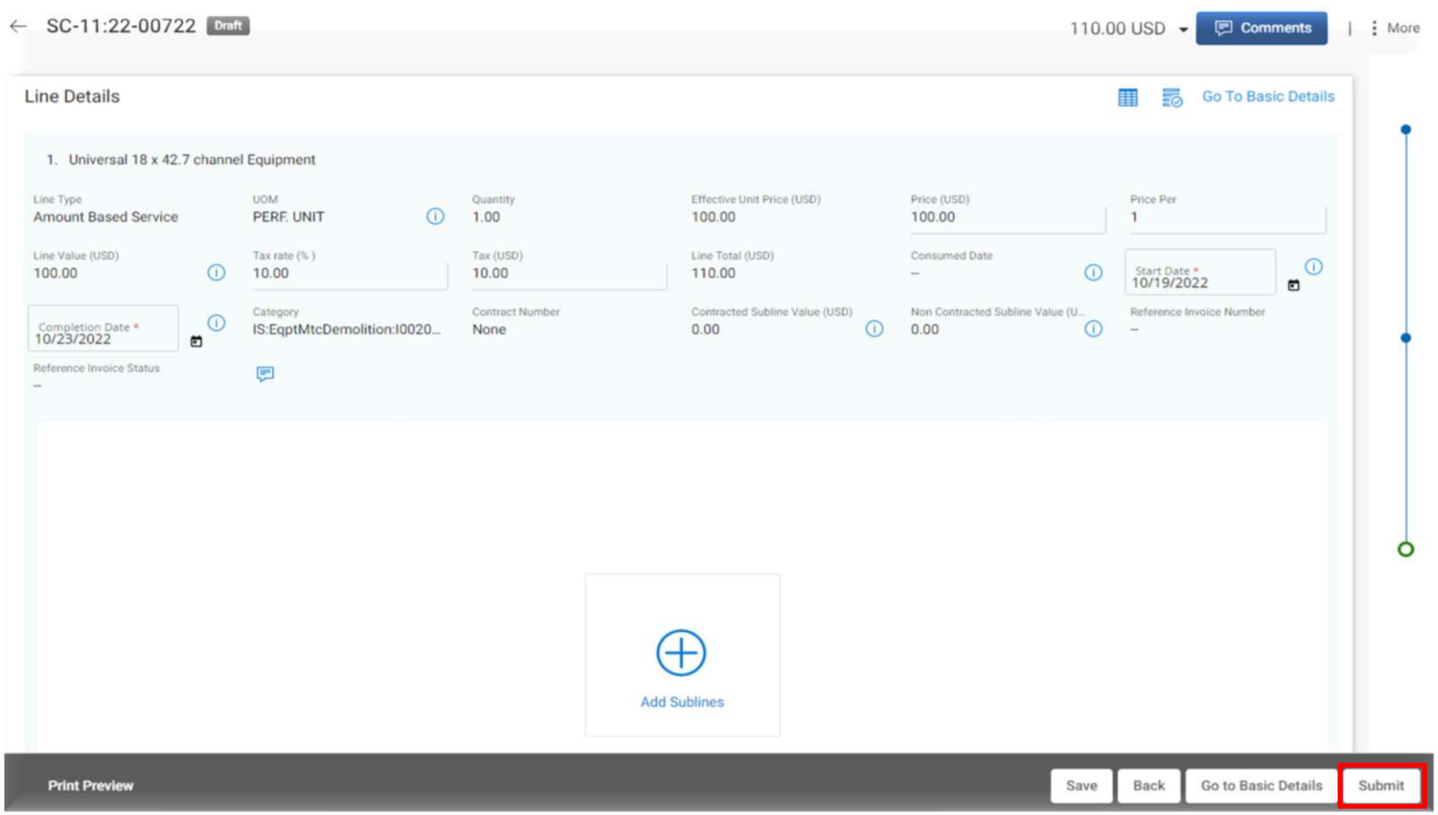
If Service Order is created with multiple line items, suppliers have the option to delete the line items they are not billing

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



Create a service confirmation (Submitting Service Confirmation)

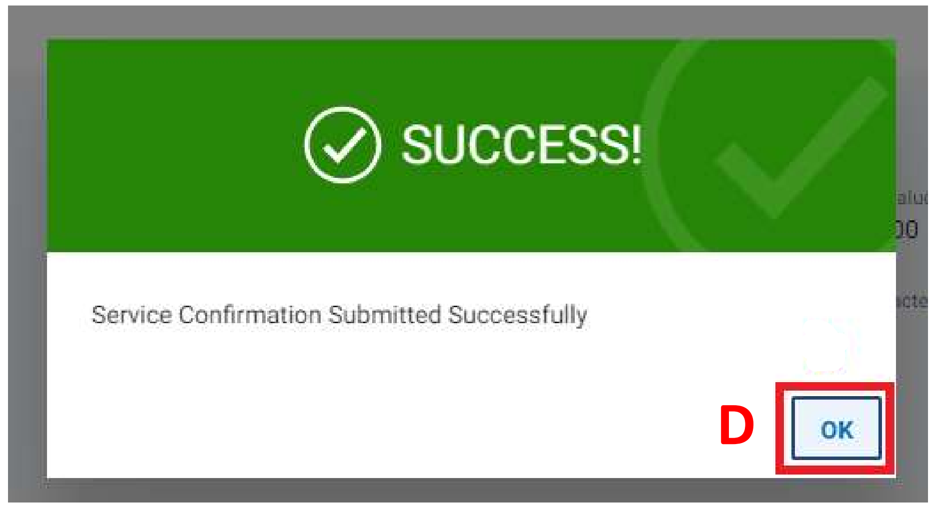
Once all the information is correctly added, click on **Submit** button to proceed



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*



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.

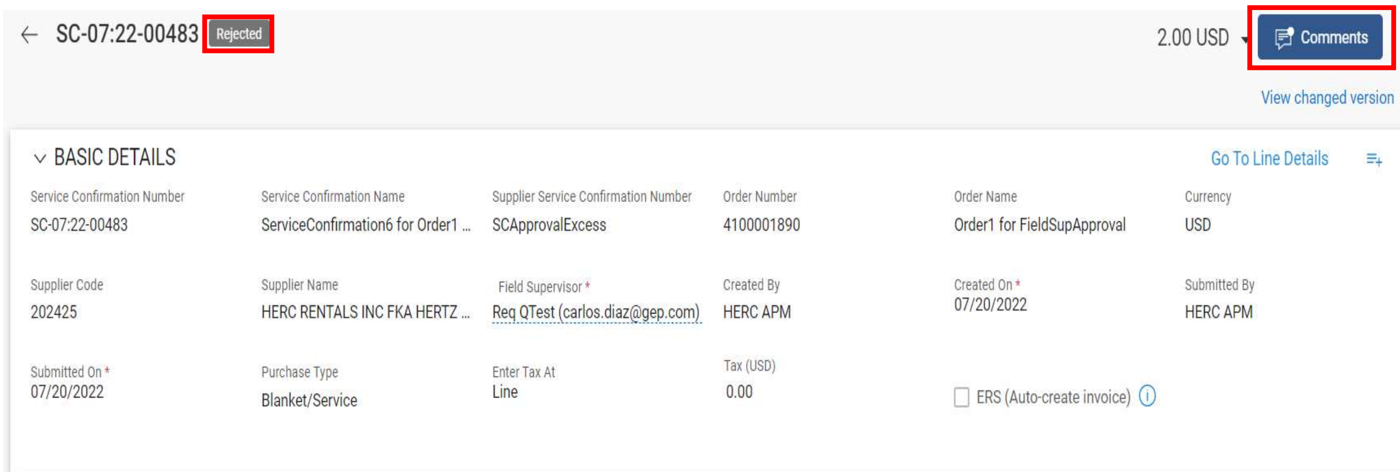
GEP SMART™

Update & Resubmit Rejected Service Confirmation

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

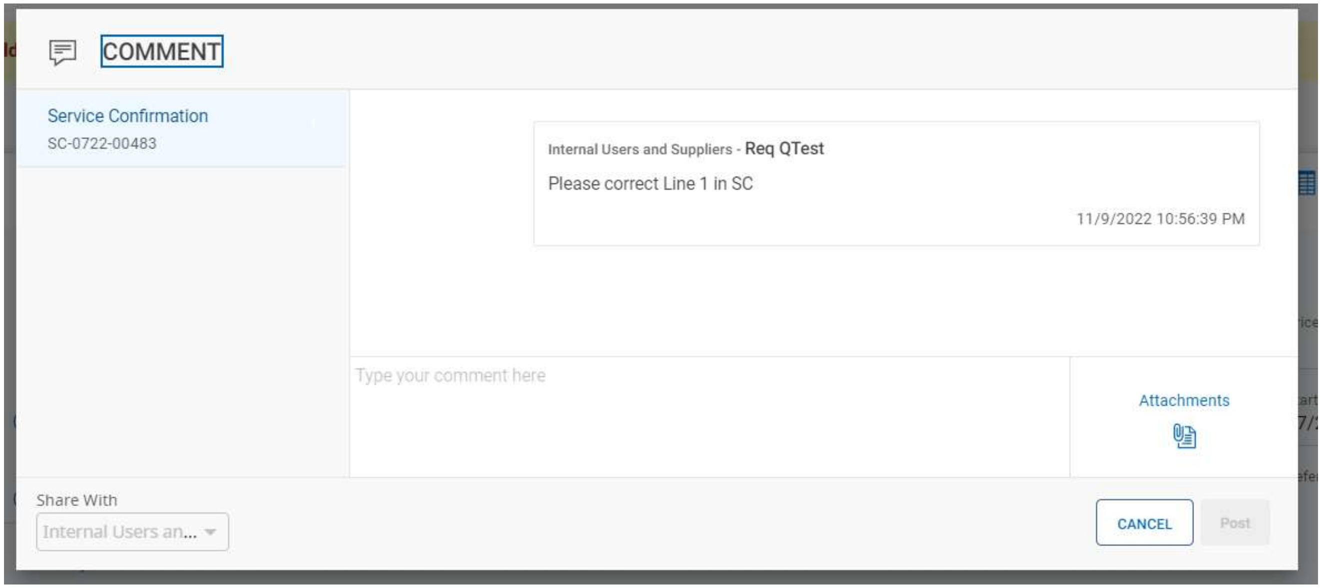


GEP SMART

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



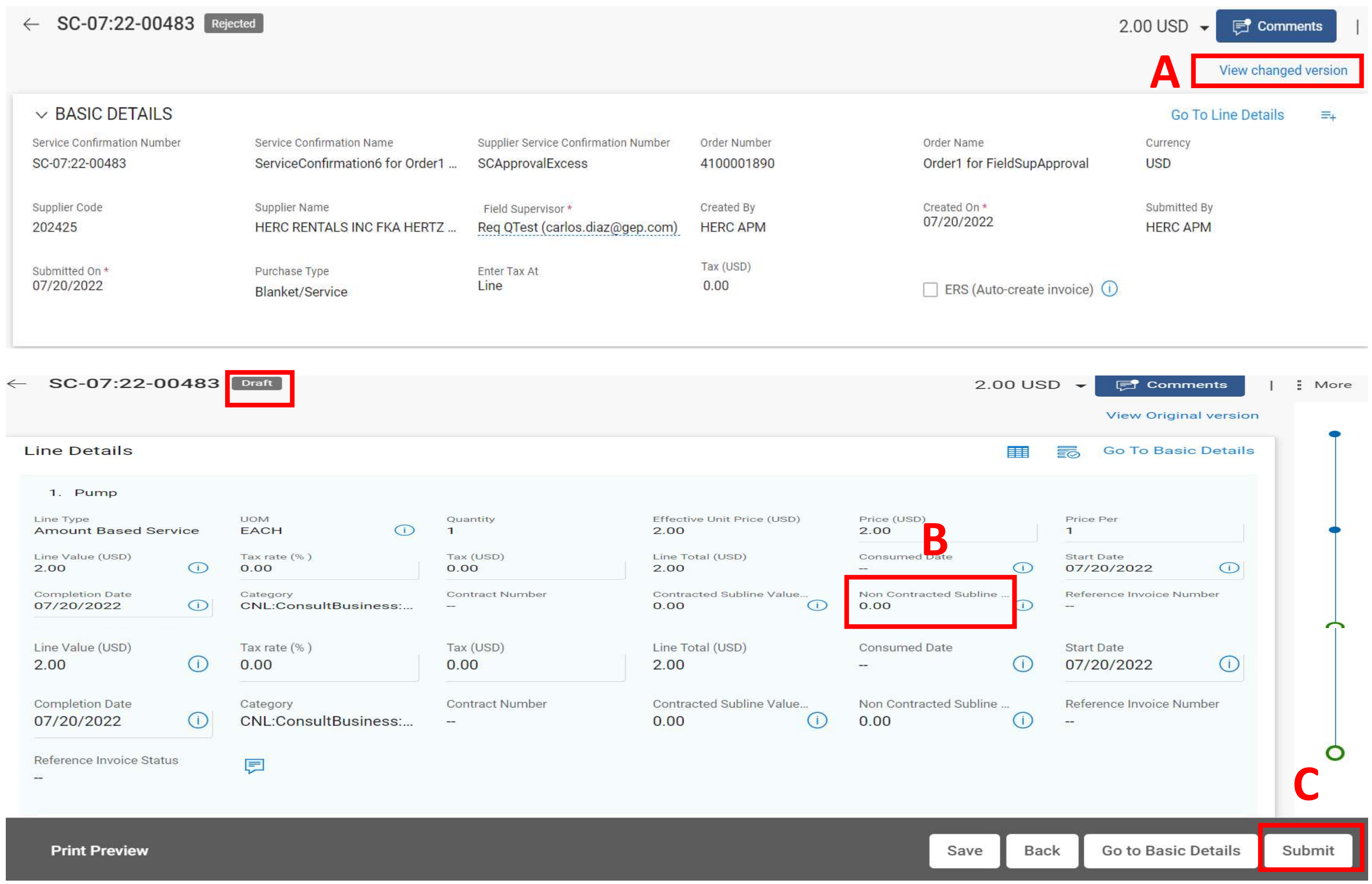
Update and resubmit rejected service confirmation

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.



GEP SMART

Create Service Invoice

Creating an Invoice from Approved Service Confirmation Document

- Once a Service Confirmation (without ERS flag checked) is approved by Ascend, the Primary Contact will receive a notification email as the status is APPROVED
- The Supplier user needs to login to the portal to create an invoice manually with reference to the approved Service Confirmation

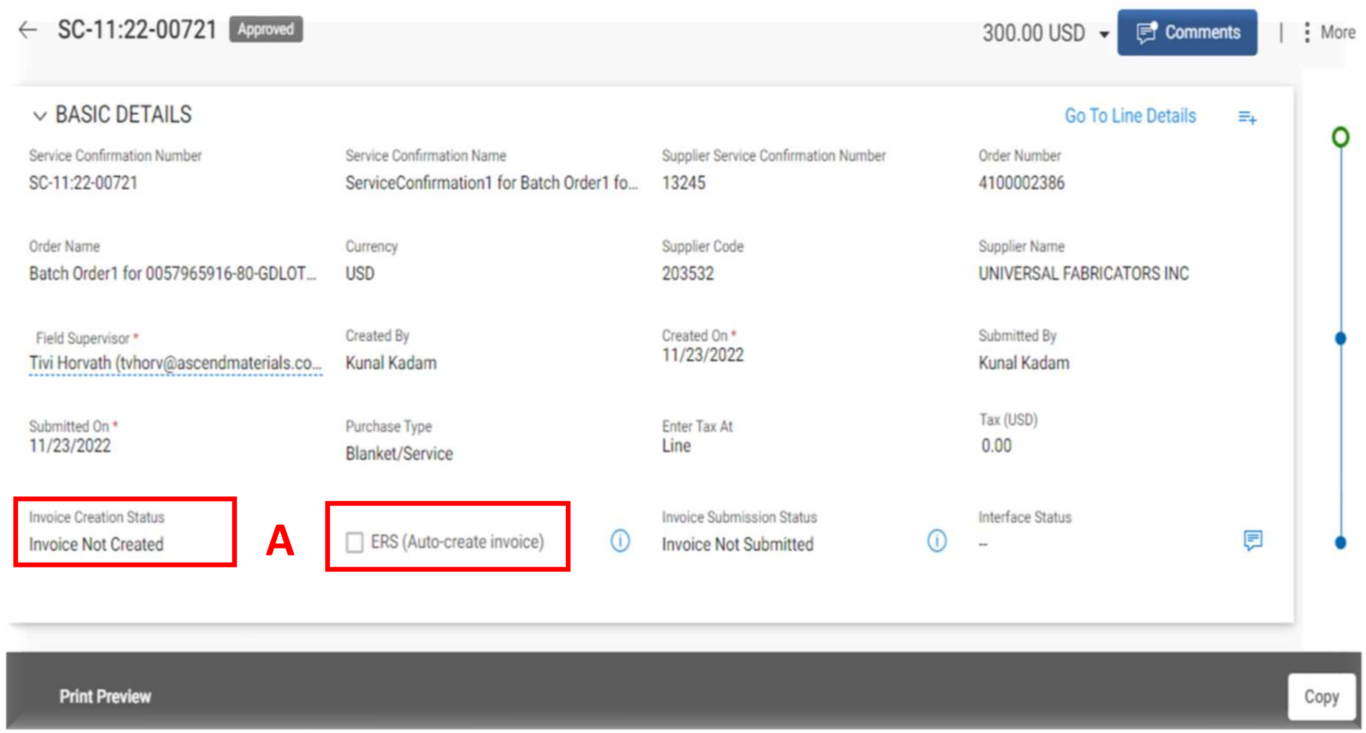
Note: It's recommended to always create Service Confirmation with ERS flagged, this reduces the manual effort to flip an approved SC into an Invoice

Creating an Invoice from Approved Service Confirmation Document

Service Confirmation is created in Approved status

This SC document was created ERS flag unchecked and hence the Invoice status is **Invoice Not Created**

Hence suppliers need to create an Invoice using this approved SC document



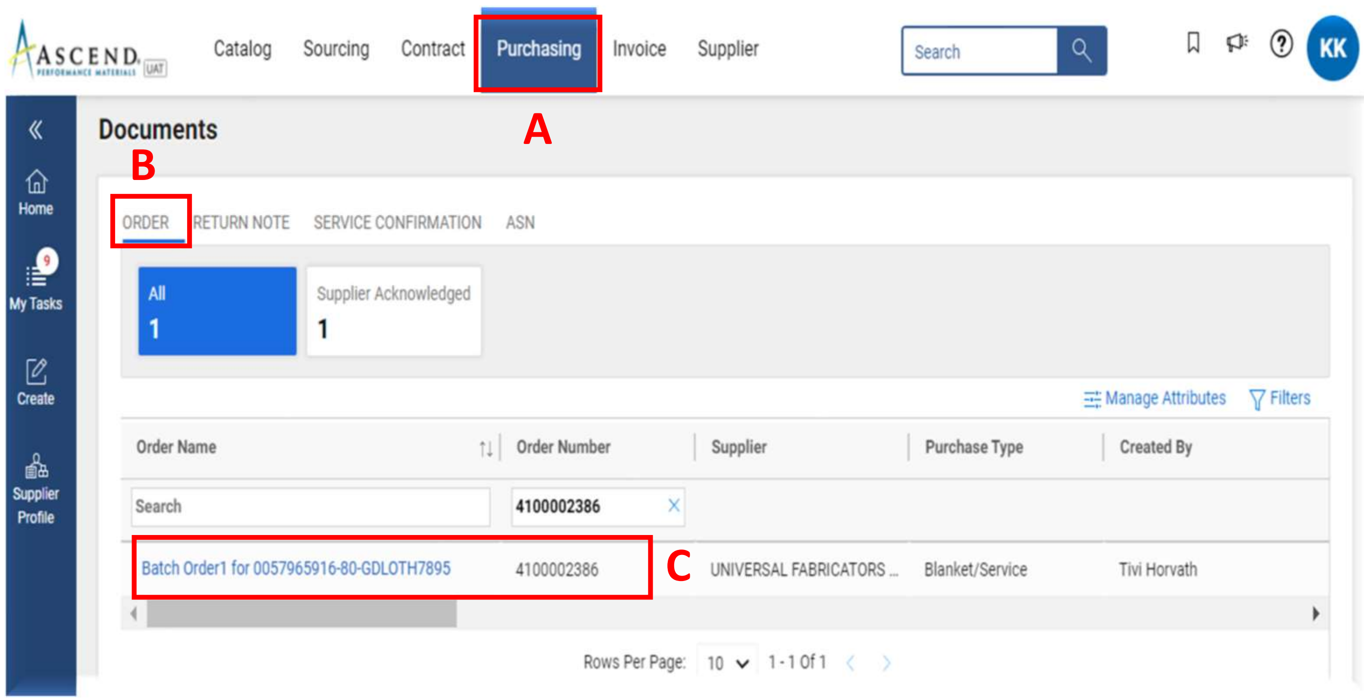
Creating an Invoice from Approved Service Confirmation Document

To Create Invoice against Non-ERS SC document,

A: Click on **Purchasing** Section

B: Go to **ORDER**

C: Select the Order against which Service Confirmation was submitted

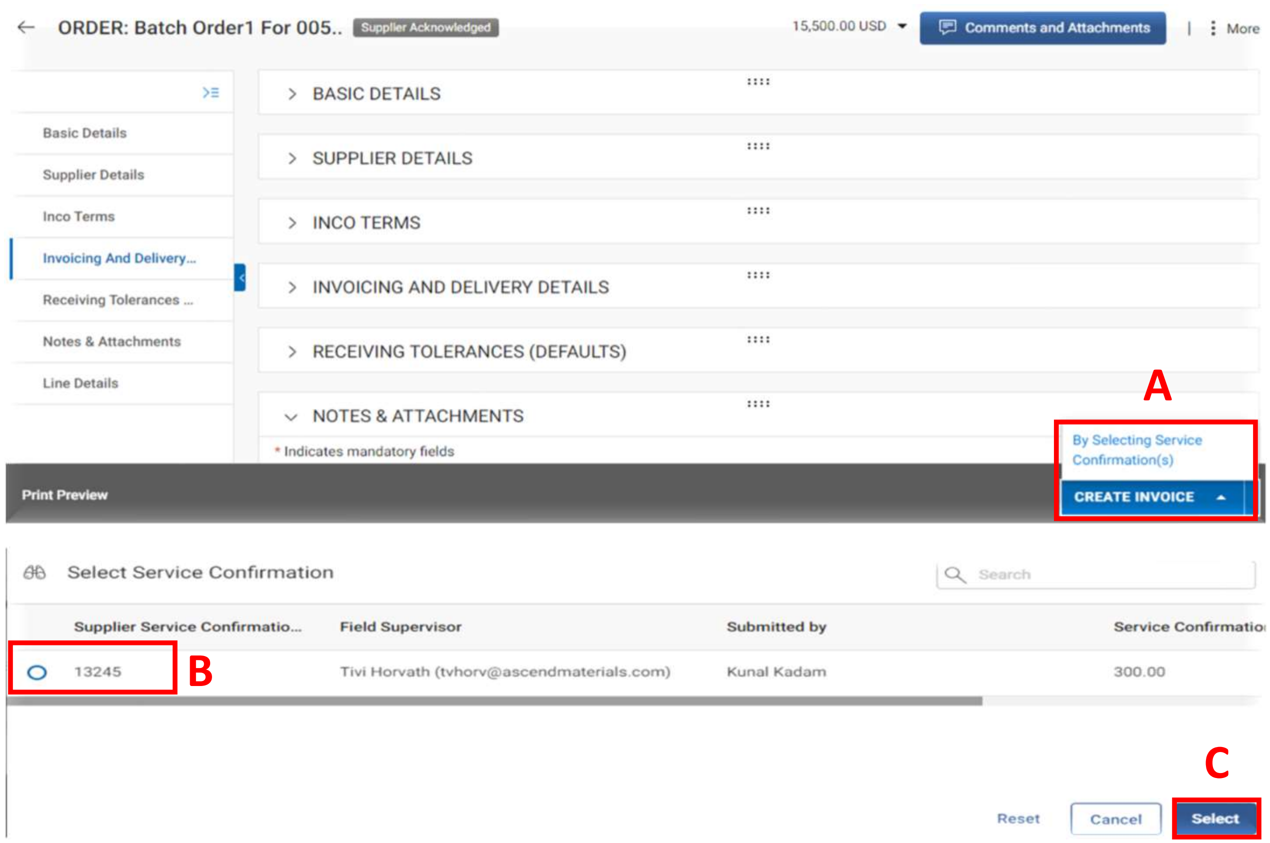


Creating an Invoice from Approved Service Confirmation Document

A: Click on **CREATE INVOICE** button on bottom right-hand corner and then select **By Selecting Service Confirmation(s)**

B: A pop-up box appears, select the **Supplier SC**

C: Click on **Select** to proceed



GEP SMART

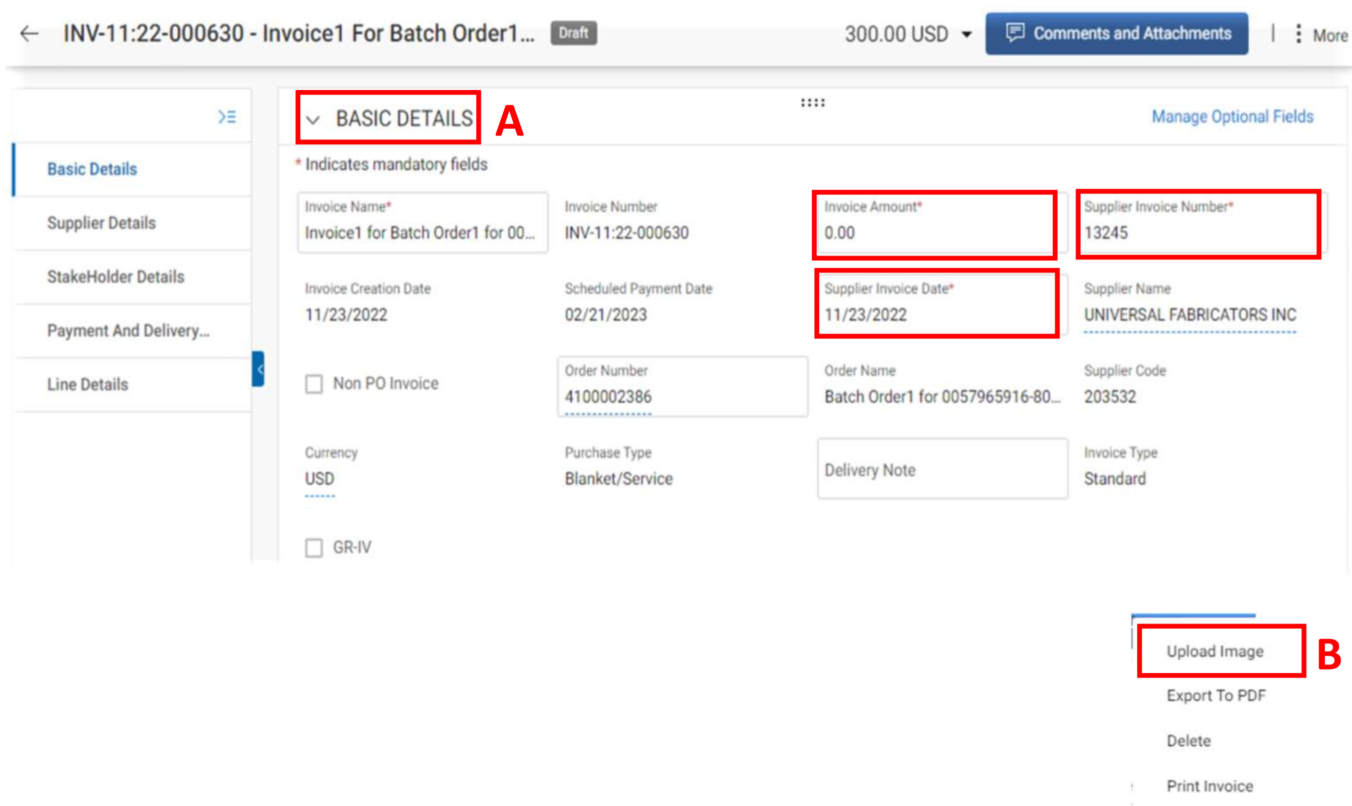
Creating an Invoice from Approved Service Confirmation Document

Invoice in Draft status will be created

A: In Basic Details section, fill in below Information

1) Invoice Amount (Invoice value+ Taxes)
2) Supplier Invoice Number
3) Supplier Invoice Date

B: Click on More option and select Upload Image option to add supporting documents

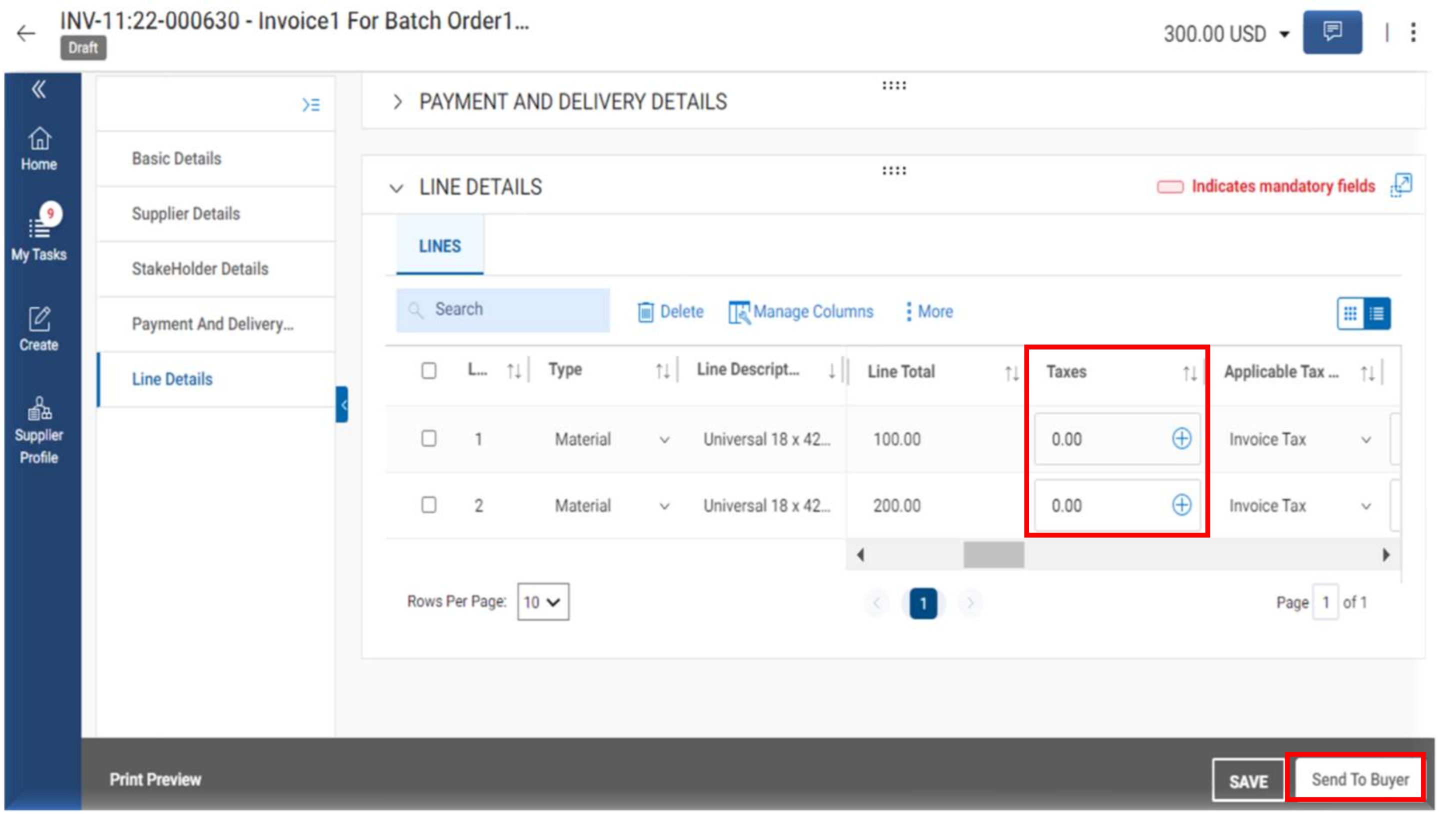


GEP SMART

Creating an Invoice from Approved Service Confirmation Document

Under **LINE DETAILS** section for an approved SC documents, suppliers can only update Taxes by adding it under **Taxes** field (If Applicable)

Once Taxes are added, click on **Sent To Buyer**



GEP SMART

Create Material Invoice

Create Material Invoice

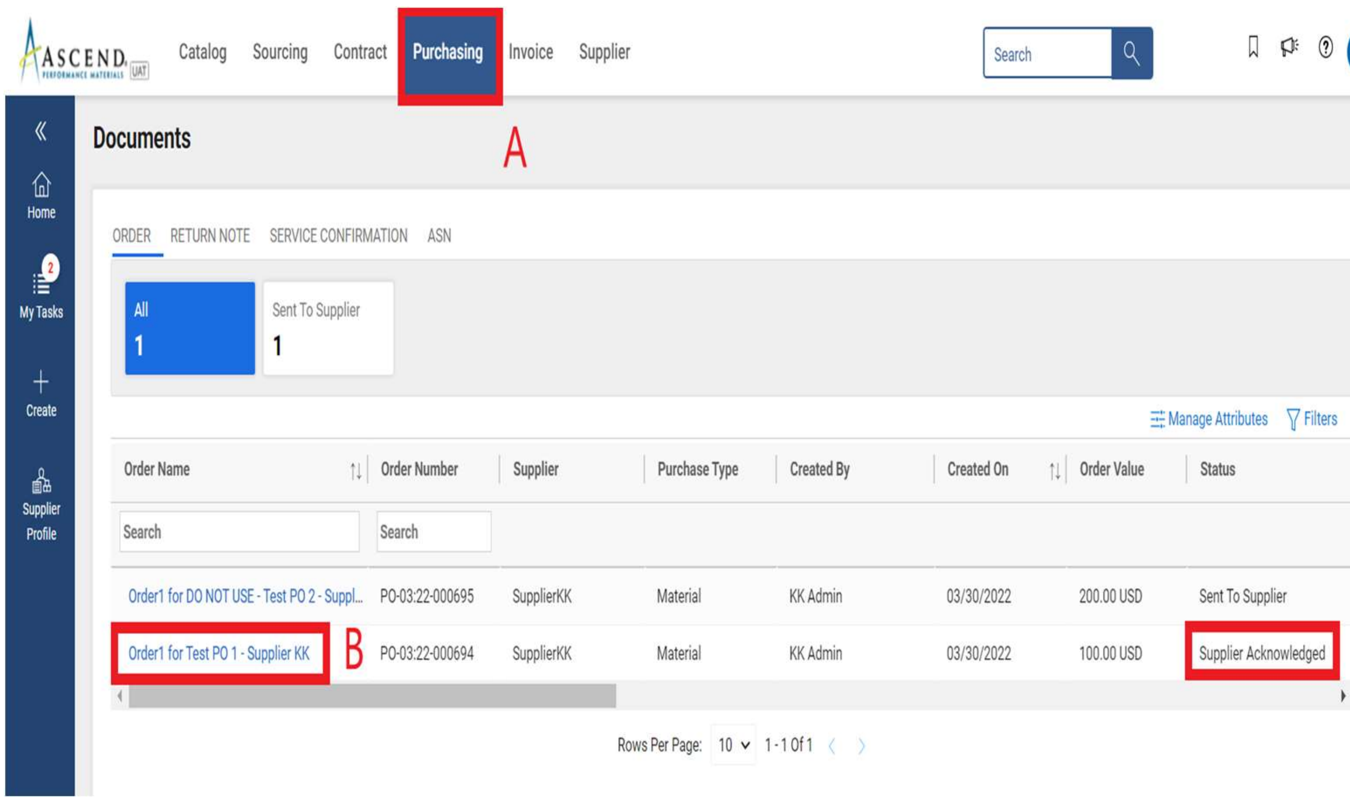
A. Click **PURCHASING** tab

B. Click on the order in **SUPPLIER ACKNOWLEDGED** status.

Invoice can be created via 2 methods :

1) **By Selecting Receipts**
2) **By Flipping order to invoice**

If the order is in ***SENT TO SUPPLIER*** *status, you will first need to acknowledge the order before creating the invoice*

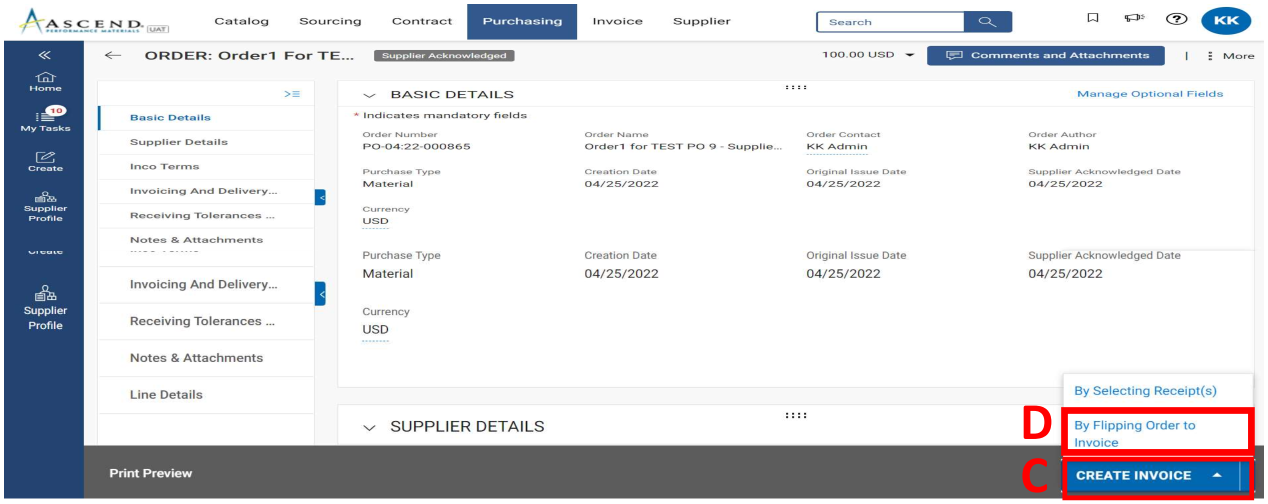


Create Invoice by Flipping Order to Invoice (Preferred)

C. Click **CREATE INVOICE**

D Click **By Flipping Order to Invoice,** to create invoice against the order.

*You will get a **SUCCESS** dialogue box stating "The Invoice is created"*



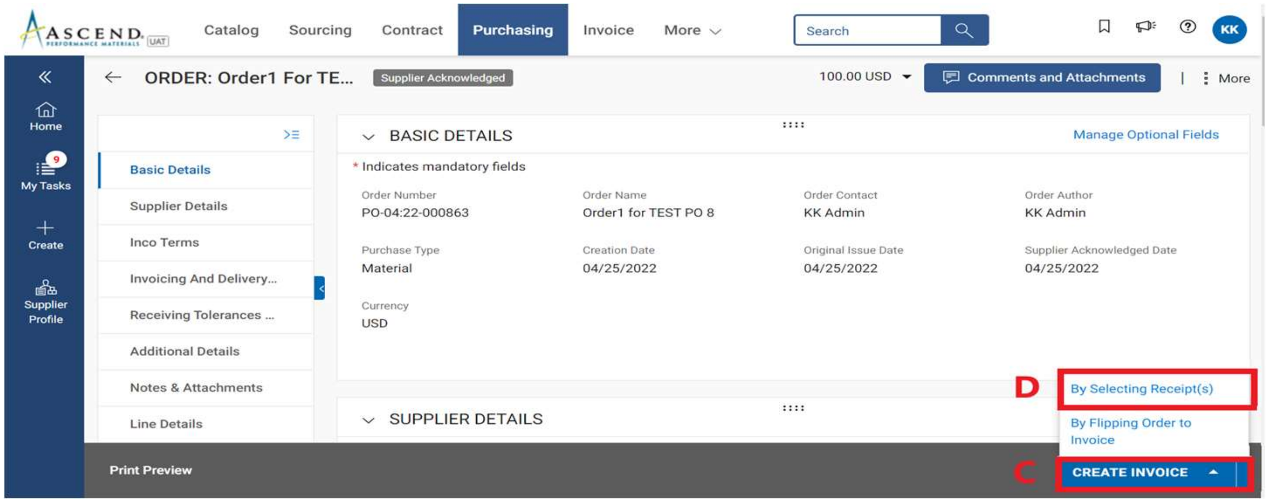
GEP SMART

Create Invoice by Selecting Receipt (Option 2)

C. Click **CREATE INVOICE**

D Click **By Selecting Receipt,** to create invoice against the raised receipt.

You will get a ***SUCCESS*** *dialogue box stating "The Invoice is created"*

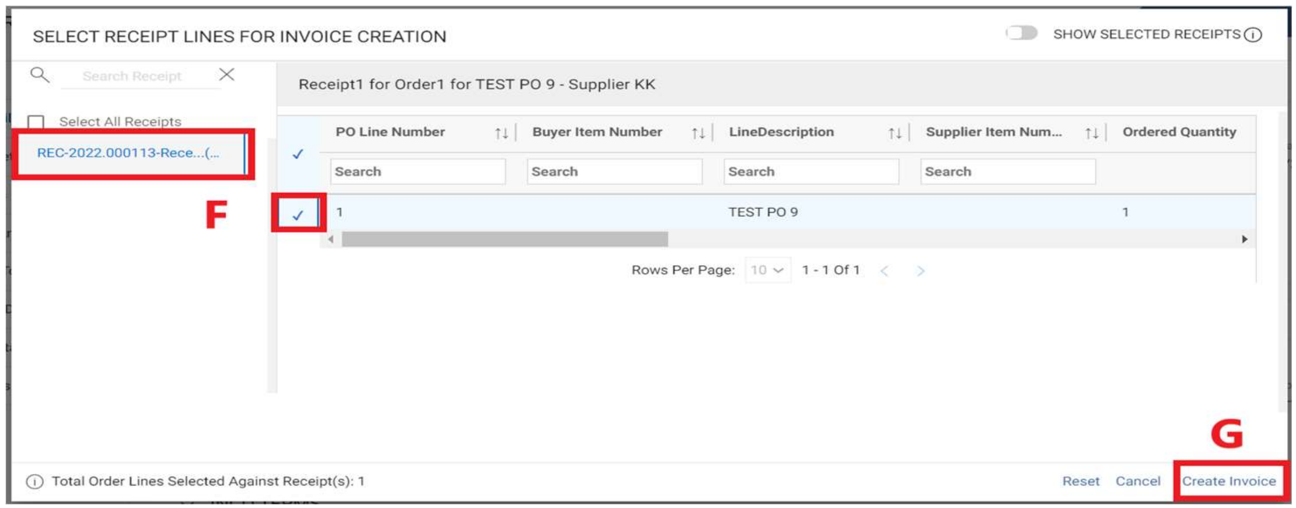


Create Invoice by Selecting Receipt

F. Select the Receipt raised from left hand side and select the Line Number by clicking the check box.

G. Click on **Create Invoice.**

*You will get a **SUCCESS** dialogue box stating "The Invoice is created"*



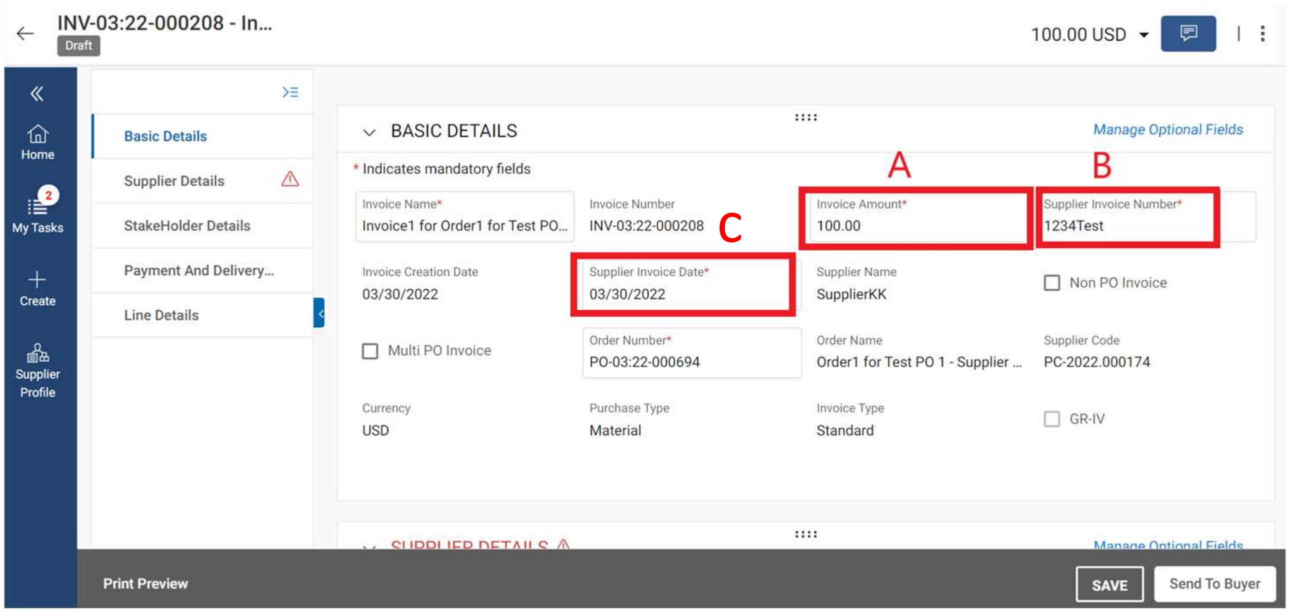
Invoice creation set up page

A. Enter **INVOICE TOTAL AMOUNT**

B. Enter the unique **INVOICE NUMBER** generated from your invoice system

C. You can also change the **SUPPLIER INVOICE DATE**

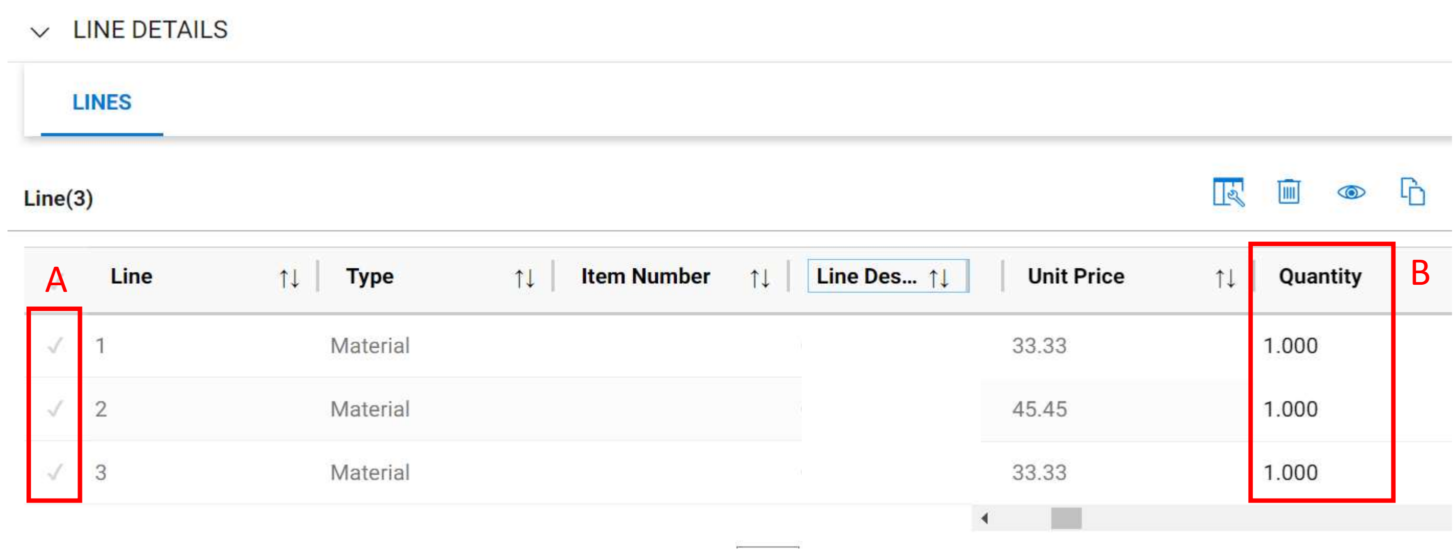
Note: If you create an invoice by Flipping an order, it will directly take you to invoice screen in draft status.



Invoice creation set up page

A. Scroll down to the **LINE DETAILS** tab and can select/de-select a line item by clicking on the **CHECK MARK**

B. Select the line item, and make the changes on **UNIT PRICE** or **QUANTITY**

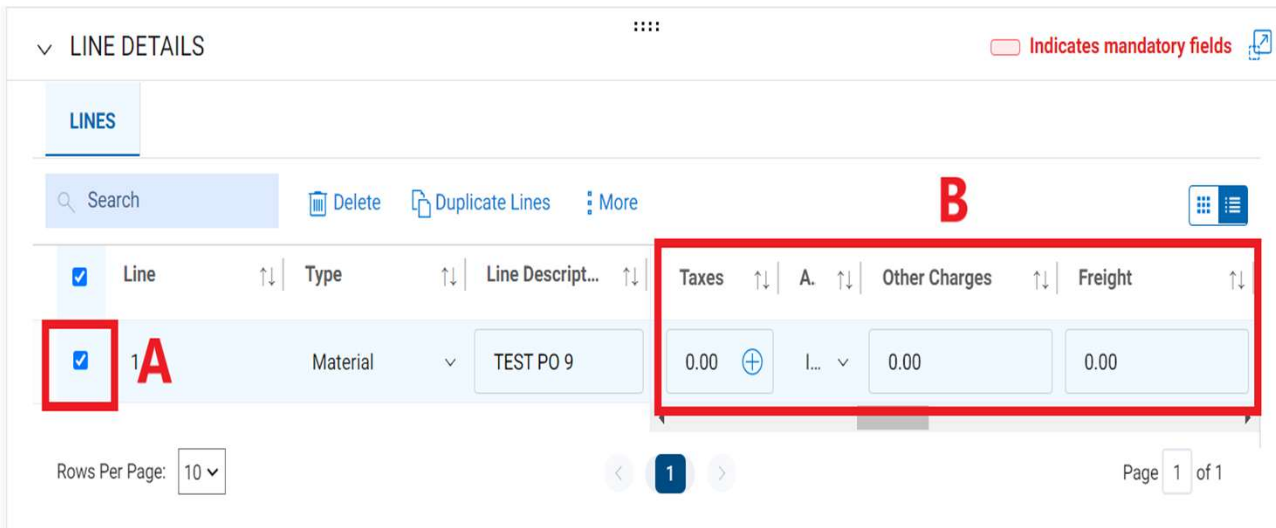


GEP SMART

Adding taxes & freight on the line level

A. Scroll down to the **LINE DETAILS** tab and can select/de-select a line item by clicking on the **CHECK BOX**

B. Under the line details, you can also select the line you want and scroll to the right side where you will see the column to enter **TAXES, OTHER CHARGES** and **FREIGHT** in this column.

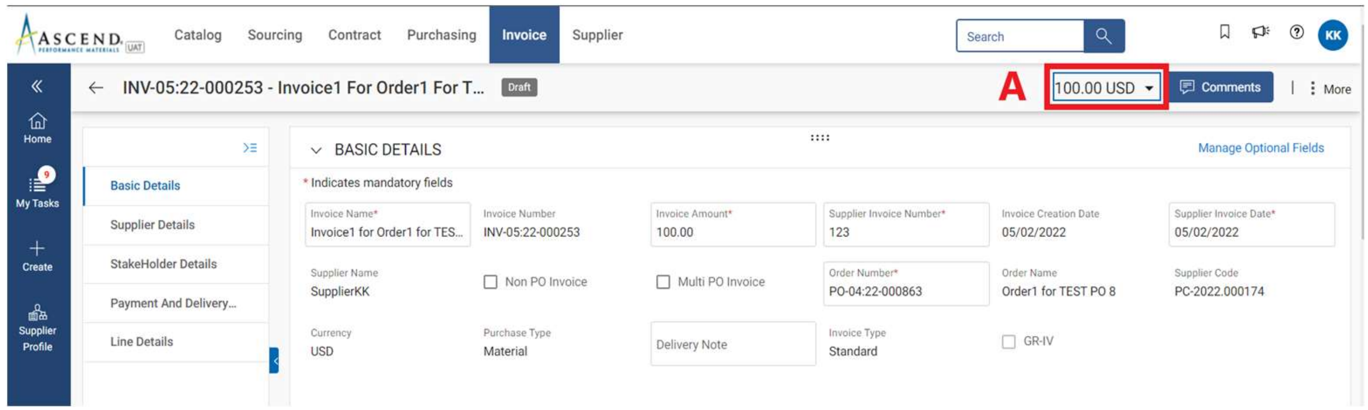


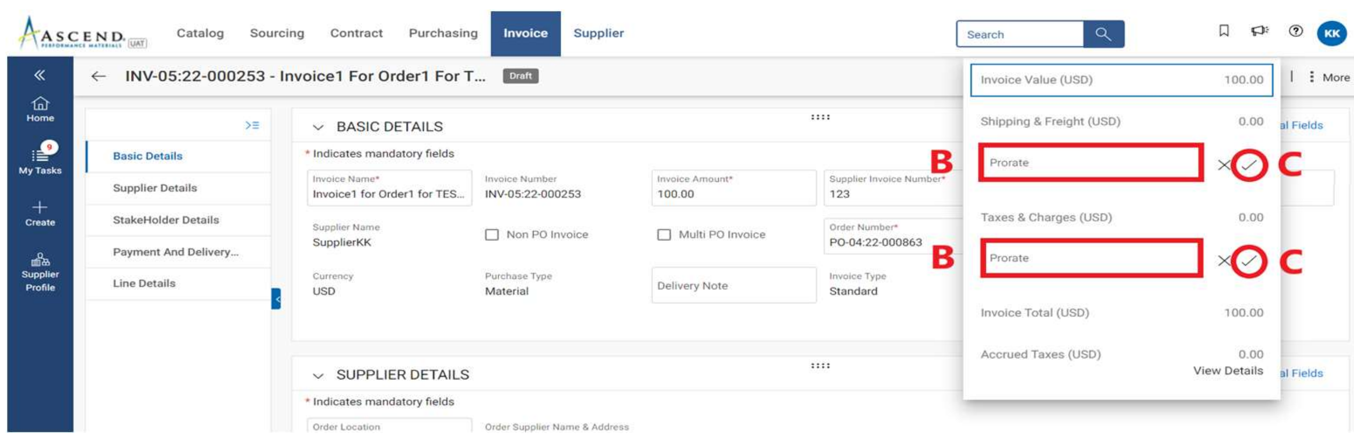
Adding taxes & freight on header level

A. Click on the drop down next to amount/currency on top section of the screen.

B. You can enter your freight or taxes on the header level *(This will prorate the amount to all the available lines equally)*

C. Once the amounts are entered you can click on the check mark icon





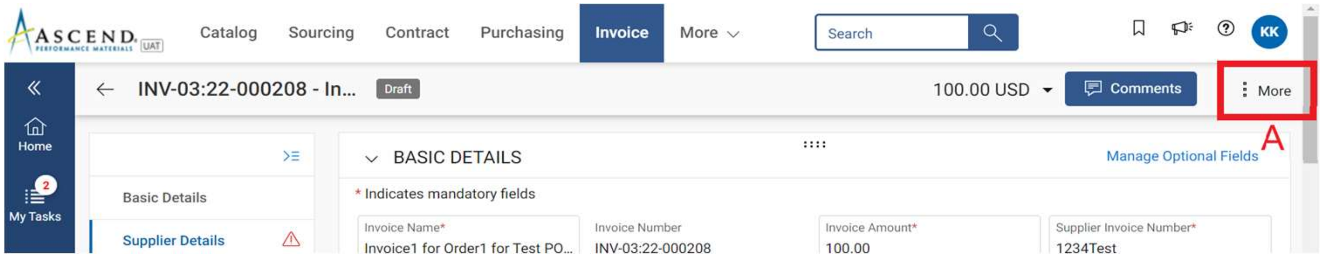
Upload image / copy on invoice

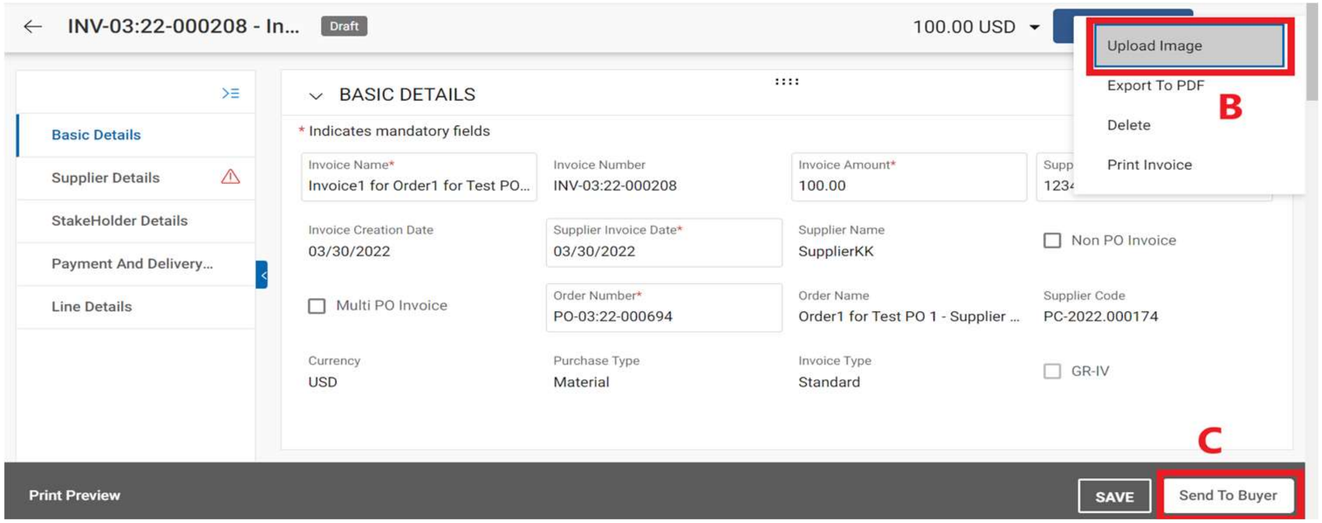
A. Click on the **MORE ICON** on top right corner

B. Click **UPLOAD IMAGE** to upload the scan copy of invoice

C. Once the image is uploaded, click on **SEND TO BUYER** button

Note: It is mandatory to upload the image.

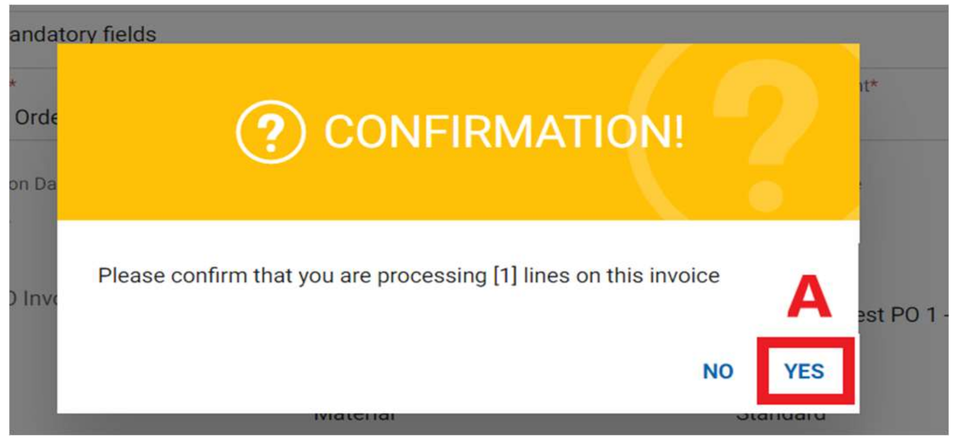


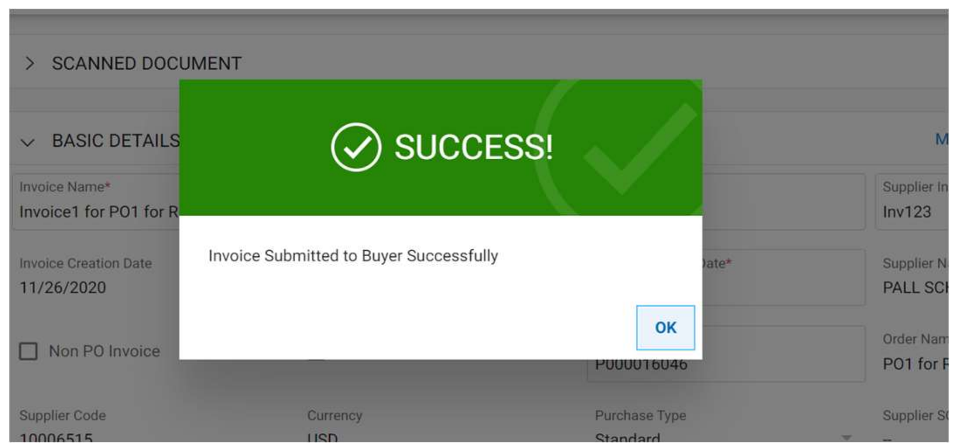


Invoice creation set up page

A. Once submitted, you will see a confirmation message. Click **YES**

You will be directed to the **INVOICE** screen, where you will see the submitted invoice in **APPROVAL PENDING** status





Invoice Statuses

- **Draft:** Invoice is created; however, it is not submitted to Ascend (work-in-progress).
- **Sent for Processing:** pending validation with Ascend.
- **Exception:** Invoice is submitted, however there is a discrepancy in the ordered quantity or amount. This is being reviewed internally by Ascend and it will either be approved or returned with comments.
- **Matched:** Invoice amount is matched to the receipt amount.
- **Sent For Payment:** Invoice is sent for payment.
- **Invoice Paid with Remittance:** You can view remittance information in the submitted invoice.
- **Cancelled:** Invoice is cancelled by Ascend.

Create a Credit Invoice

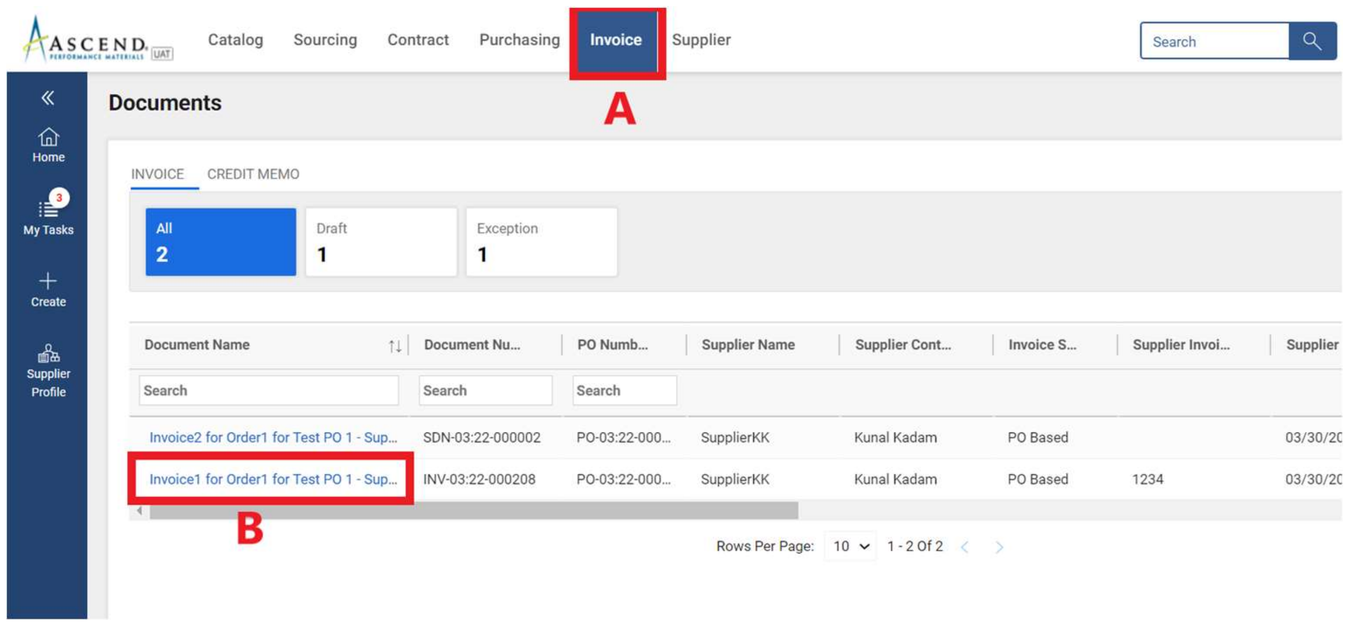
Also known as Credit Memo

Credit Invoice

A: To issue a credit invoice to your customer, click on the **INVOICE** tab from the home page

B: Click on the **INVOICE** that is applicable to the sale for which the credit Invoice is to be applied

If there are a bulk credit invoice outside GEP SMART, please send it on Ascend, AP <accountspayable@ascendmaterials.com>

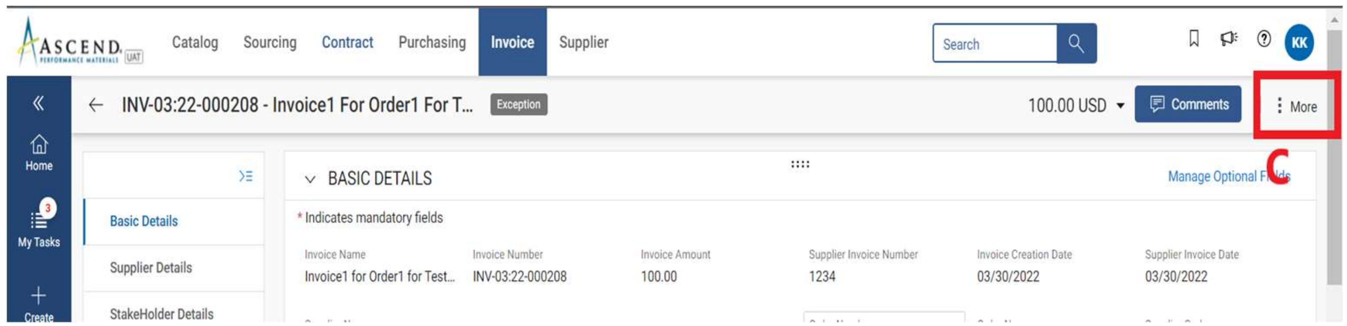


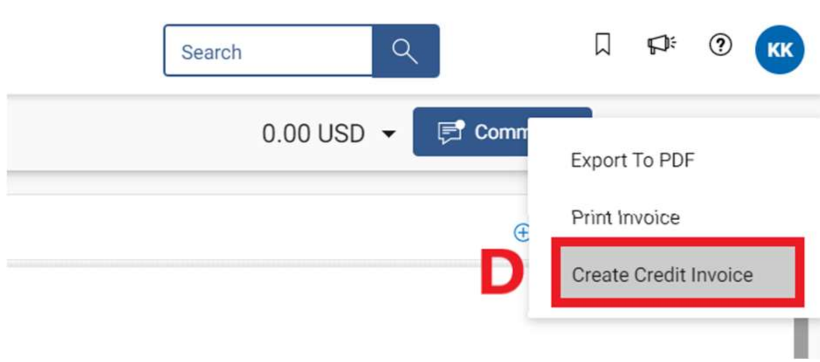
GEP SMART

Credit Invoice

C: Click on the **MORE** icon in the upper right-hand corner

D: Select **CREATE CREDIT INVOICE**



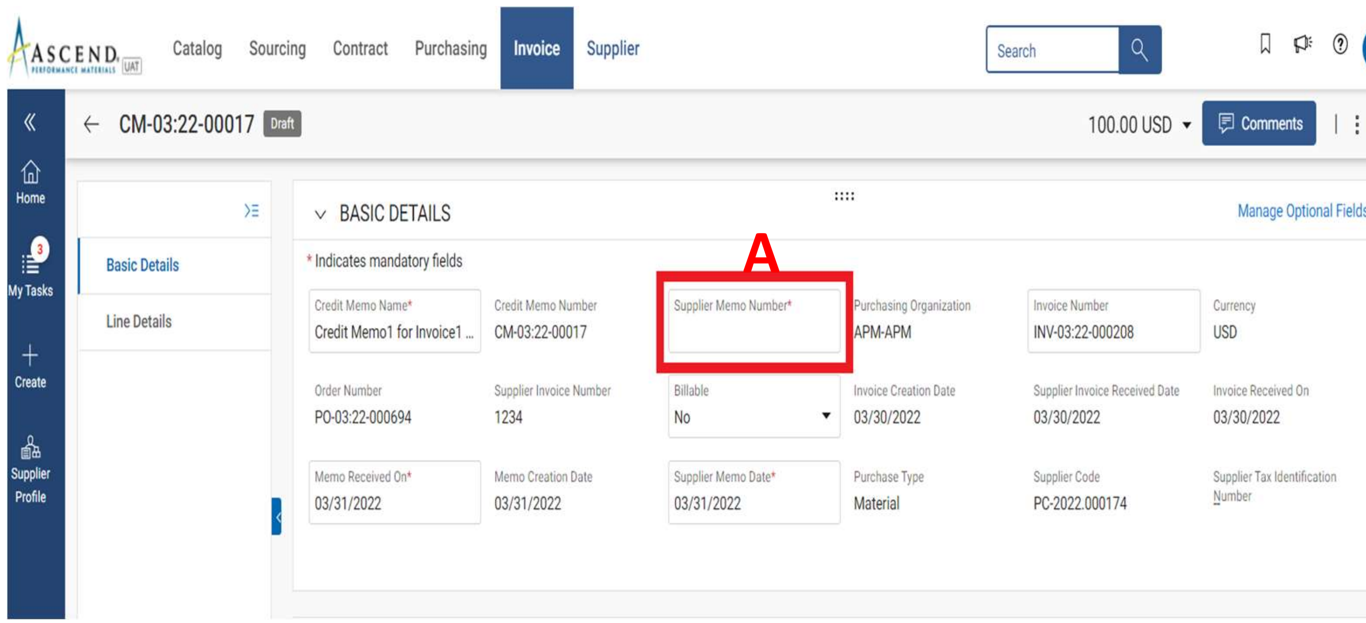


Credit Invoice

A credit Invoice in **DRAFT** status is created

Within the **BASIC DETAILS** section update the following:

A: SUPPLIER MEMO NUMBER



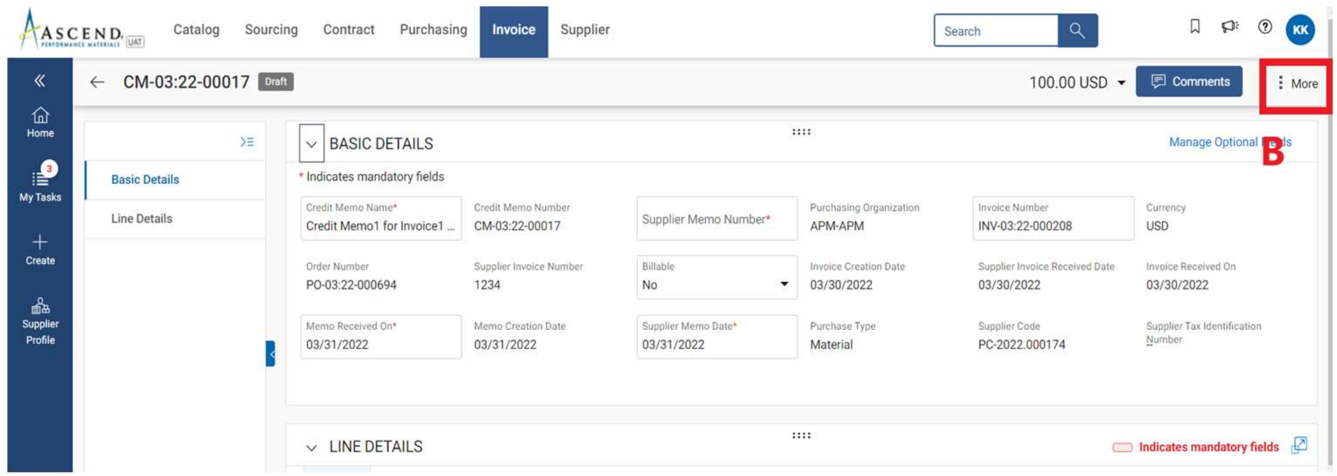
Credit Invoice

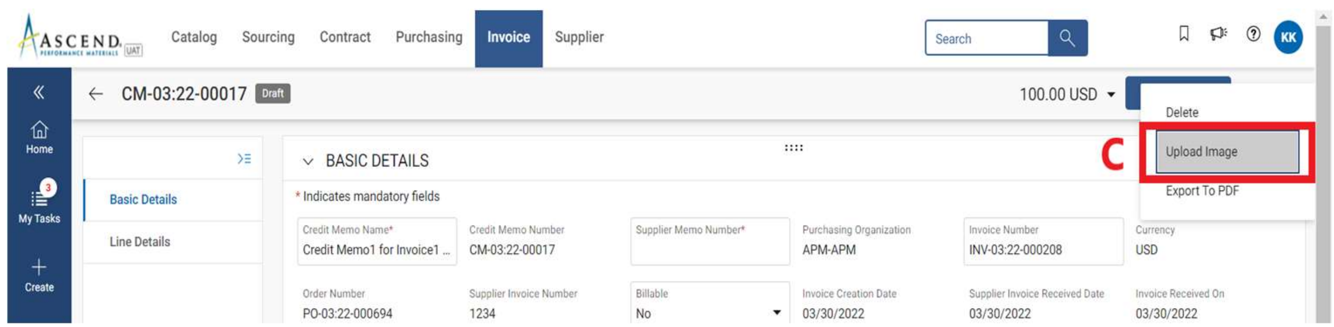
Once you enter the mandatory details:

B: In the Credit Invoice, click on **MORE** option from the top right-hand corner.

C: From the MORE option, click on **UPLOAD IMAGE**

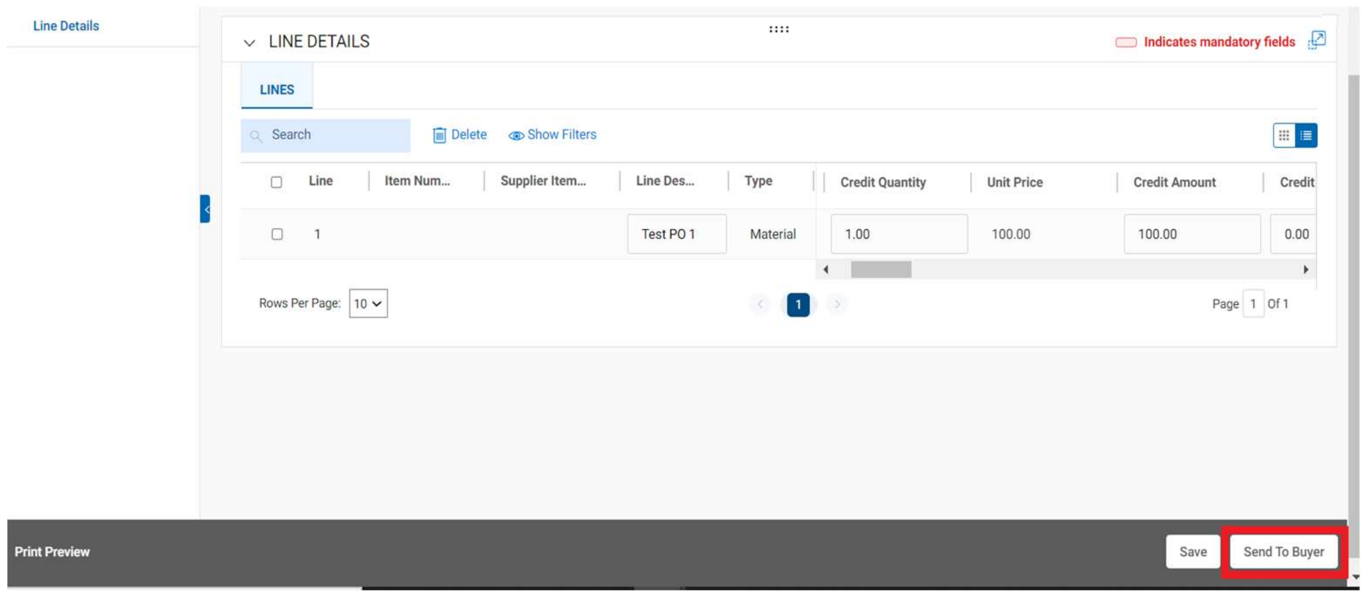
You need to upload the supporting documents here





Credit Invoice

You can enter values in either **UNIT PRICE** or **CREDIT QUANTITY**, you can click on **SEND TO BUYER** on the bottom right corner of the screen

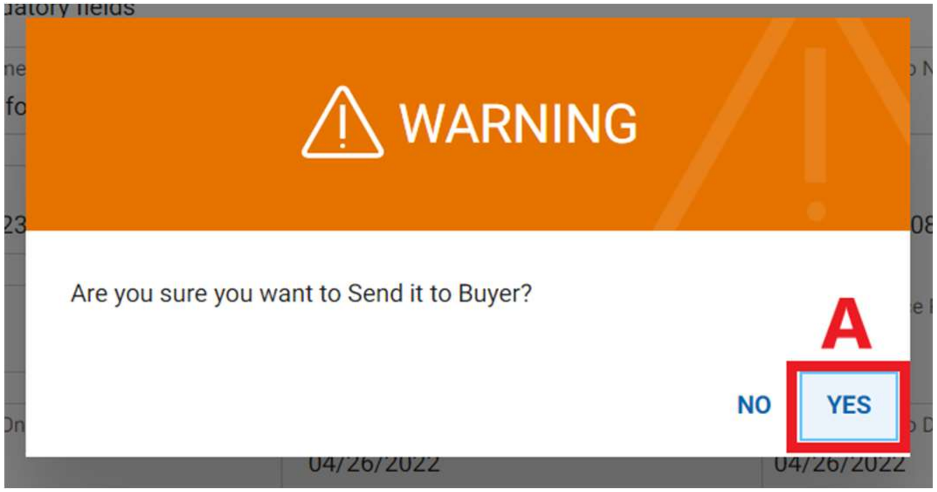


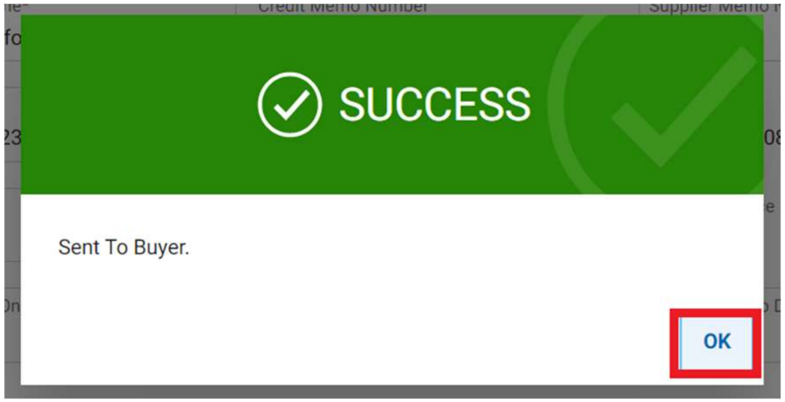
Credit Invoice

A: The pop-up notification asks you to confirm your submission. Click **YES** to proceed

The **SUCCESS** notification indicates that your credit Invoice has been successfully sent to Ascend

*You will be redirected to the **CREDIT INVOICE** page. The status of the credit Invoice will be in **SENT TO BUYER***





Credit Invoice Statuses

- **Draft:** Credit Invoice is created; however, it is not submitted to Ascend (work-in-progress)
- **Sent to Buyer:** Credit Invoice is submitted to Ascend.
- **Sent for Payment:** Credit Invoice is submitted and approved by Ascend.
- **Credit Invoice Paid with Remittance:** You can view remittance information in the processed credit invoice.
- **Cancelled**: Credit Invoice is cancelled.

Create a Subsequent Debit Note

What is a Subsequent Debit Note?

A **Subsequent Debit Note** is a document created by a supplier with reference to a PO.

SDN is a supplemental charge (extra fee from the Supplier) which can be sent to buyer after sending the invoice.

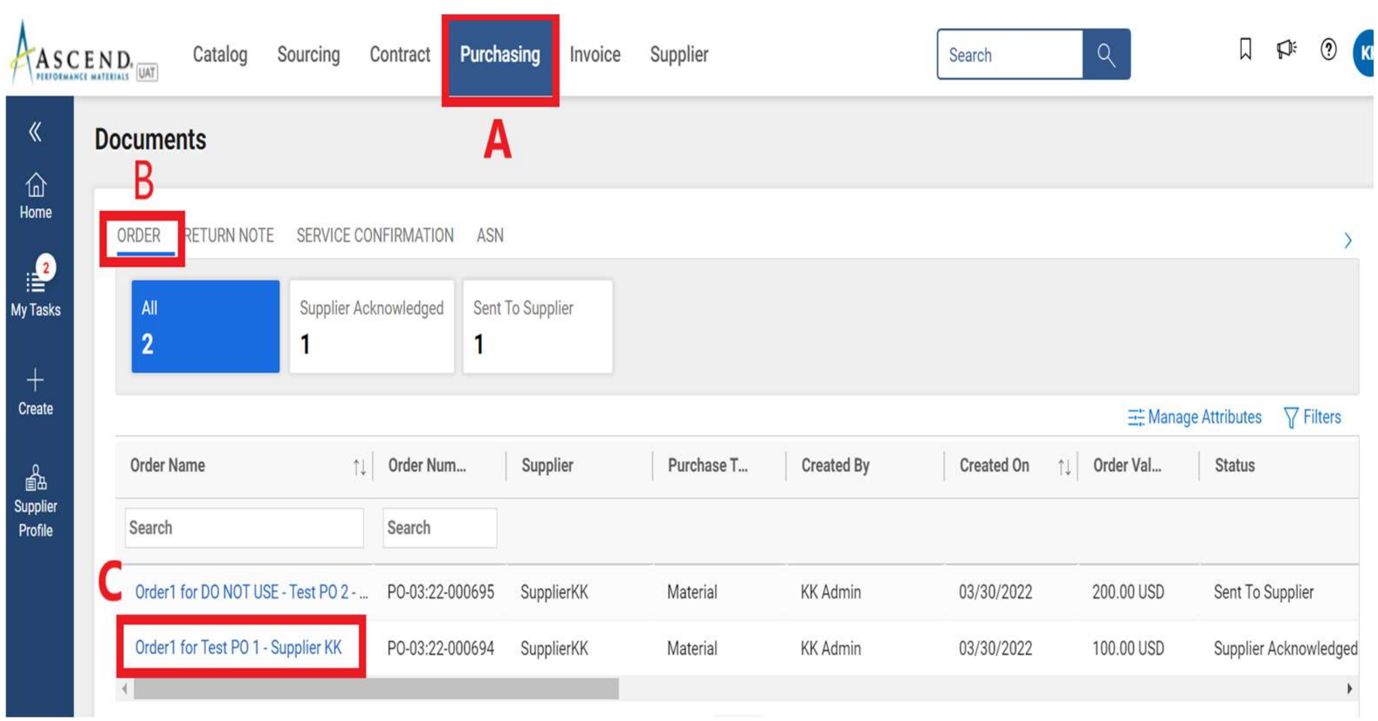
Subsequent Debit Note

A: To issue a subsequent Debit Note, click on the **PURCHASING** tab from the home page

B: From the documents under Purchasing, click on the **ORDER**

C: Click on the order for which you want to create a Subsequent Debit Note

Note: The order should be in ***Supplier Acknowledged*** *status.*

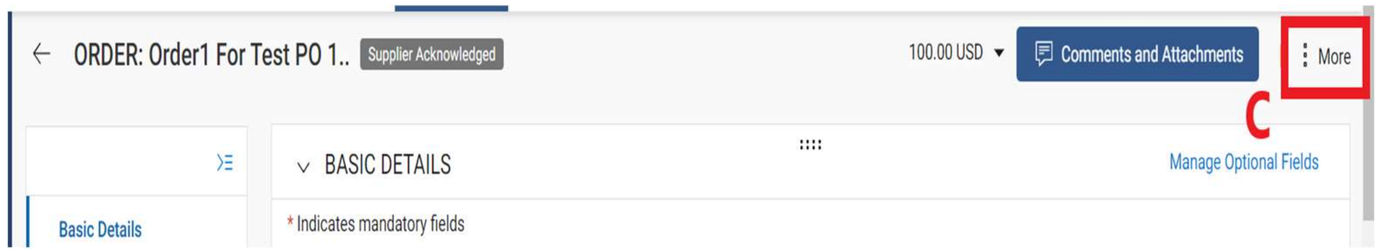


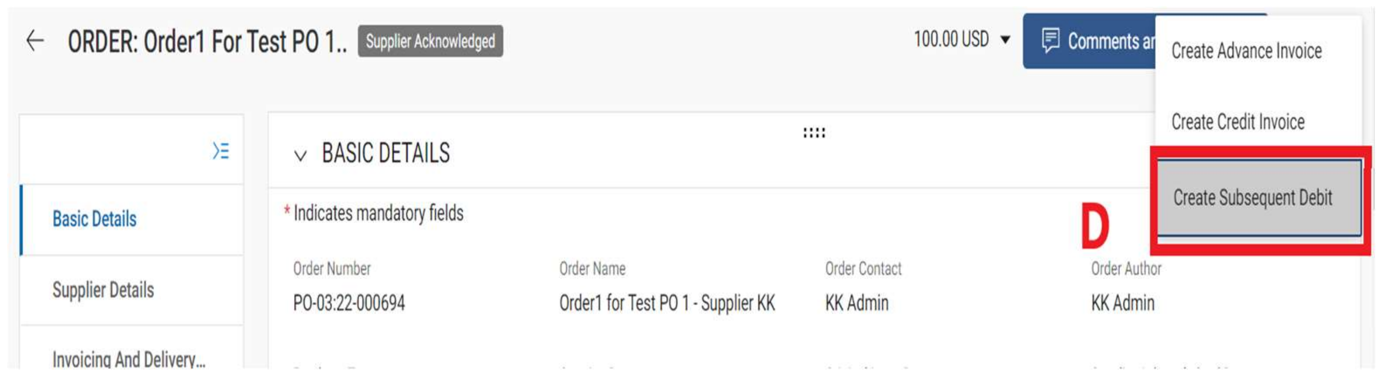
Subsequent Debit Note

C: In the order, click on **MORE** option from the top right-hand corner.

D: From the MORE option, click on **CREATE SUBSEQUENT DEBIT**

Once you click on Create Subsequent Debit, you will get a **Success Response**





Subsequent Debit Note

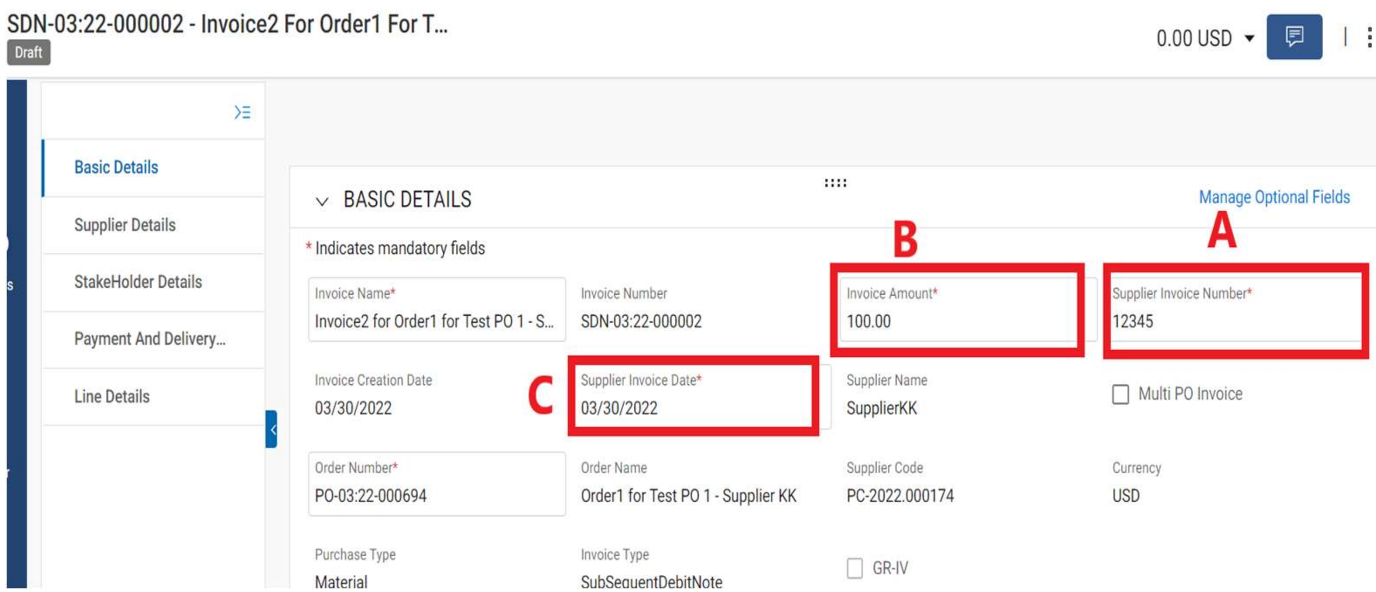
A Subsequent Debit Note in **DRAFT** status is created

Within the **BASIC DETAILS** section update the following:

A: SUPPLIER INVOICE NUMBER

B: INVOICE AMOUNT

C: SUPPLIER INVOICE DATE



GEP SMART

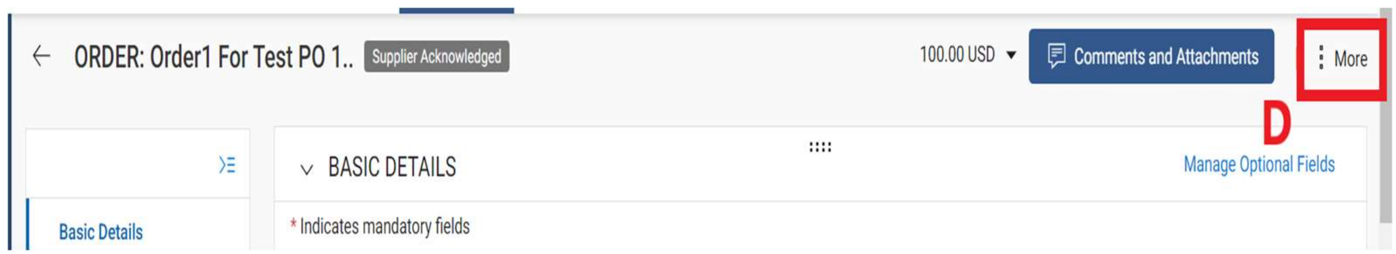
Subsequent Debit Note

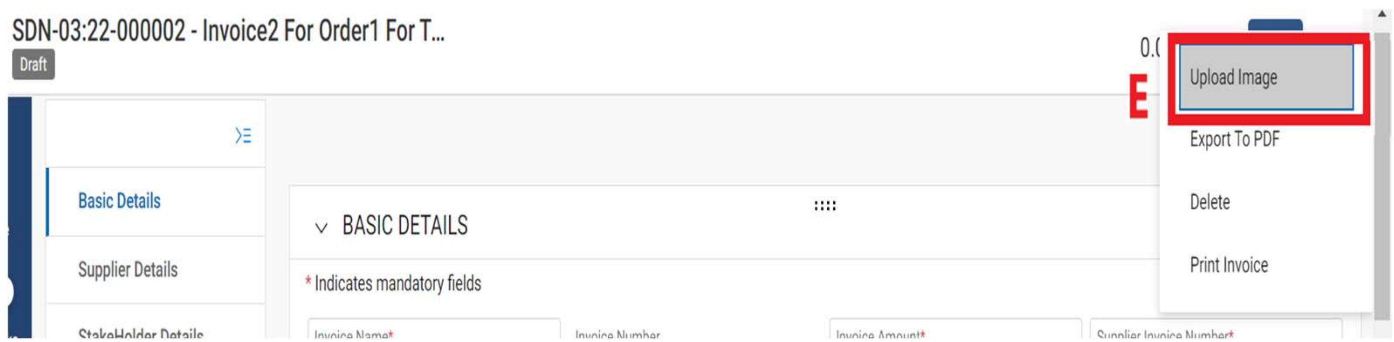
Once you enter the mandatory details:

D: In the SDN, click on **MORE** option from the top right-hand corner.

E: From the MORE option, click on **UPLOAD IMAGE**

You need to upload the supporting documents here.





Subsequent Debit Note

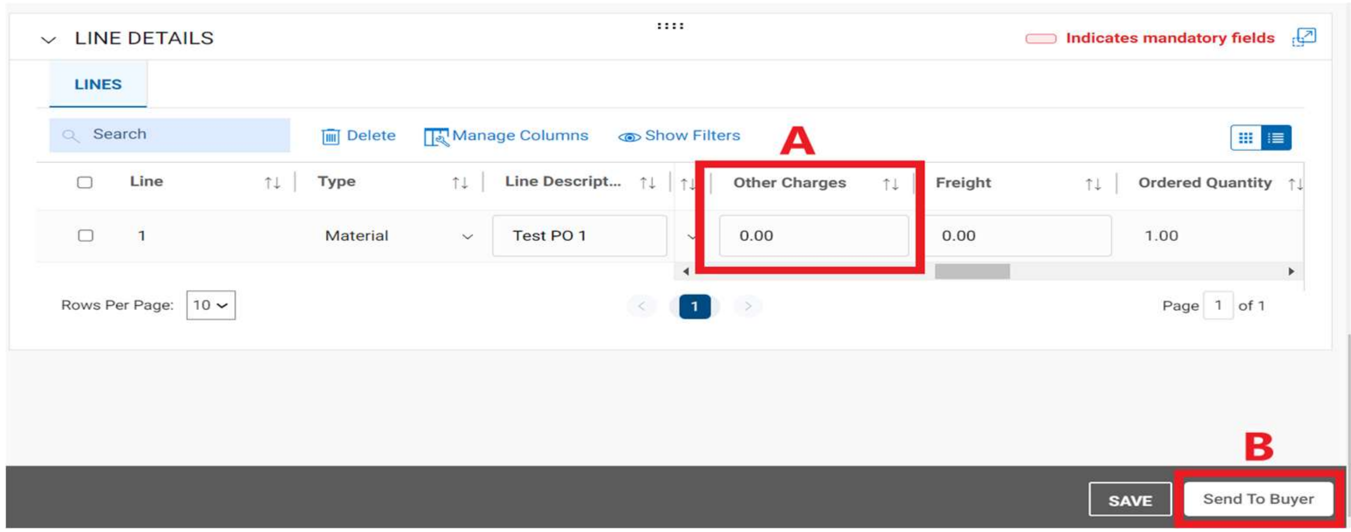
Once the supporting documents are uploaded, under the Line details, users can enter the required amount in:

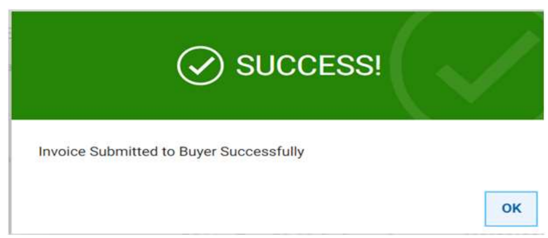
A: OTHER CHARGES

B: Once you enter the amount, click on **SEND TO BUYER**

Once you click on SEND TO BUYER you will get a **Success Response**

*Note: You cannot make any changes in the **unit price** or the **quantity**.*





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Subsequent Debit Note Statuses

- **Draft:** Subsequent Debit Note is created; however, it is not submitted to Ascend (work-in-progress).
- **Sent to Buyer:** Subsequent Debit Note is submitted to Ascend.
- **Sent for Payment:** Subsequent Debit Note is submitted and sent for payment.

Customer support

GEP Customer Support is available 24x5
support@gep.com

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- USA: +1-732-428-1578
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Q&A

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