SMART SUPPLIERS

Quick Reference Guide
(Suppliers)

THE INDUSTRY'S LEADING SOURCE-TO-PAY PLATFORM

Primary Registration Form and Registration Process

SMART by **GEP**®

- **Email will be received from the email address BruneiShell@gep.com**

- **Email will contain the registration linkwherein the suppliers can register themselves on SMART by GEP**

Dear Supplier,

Hope you and your family are doing well amidst the current COVID situation.
Brunei Shell has partnered with SMART by GEP for their vendor management system and as a start you need to register yourself as a vendor on SMART. It is a simple process and in order to start filling it, you just need to ClickHere

Below are the steps to be followed
1. Click on the link above which will take you to the registration page
   a. Please create your user Id and Password on this page
   b. Also validate and update data available on this page, for example there would be categories mapped to your profile, you can add or delete categories.). If you need to update the category, please search and select the required category at the last level
   c. After the above steps, you can click on the submit button at the bottom of the registration page
1. SMART will trigger another email to you with Activation Link for your profile. Click on this link which will take you to the login page
2. Login to SMART using the User Id and Password set by you during the registration process (step 1a). You can now access your profile on SMART
3. The system would have also triggered the below forms to you as soon as you register (they will be available under Tasks icon on the SMART homepage)
   a. Local Business Development form
   b. Vendor Checklist form
   c. Category based forms (there will be one form per category you selected during registration process)
4. You are required to populate your responses to the received forms and submit them for Brunei Shell's review

Once logged in, you can also access the vendor registration guide placed in the 'HelpCenter' section of 'Support' tab on the top right hand corner of SMART (also attached in the mail).
We would like to take the opportunity to welcome you to SMART by GEP post successful registration and look forward to a long and fruitful association with Brunei Shell.
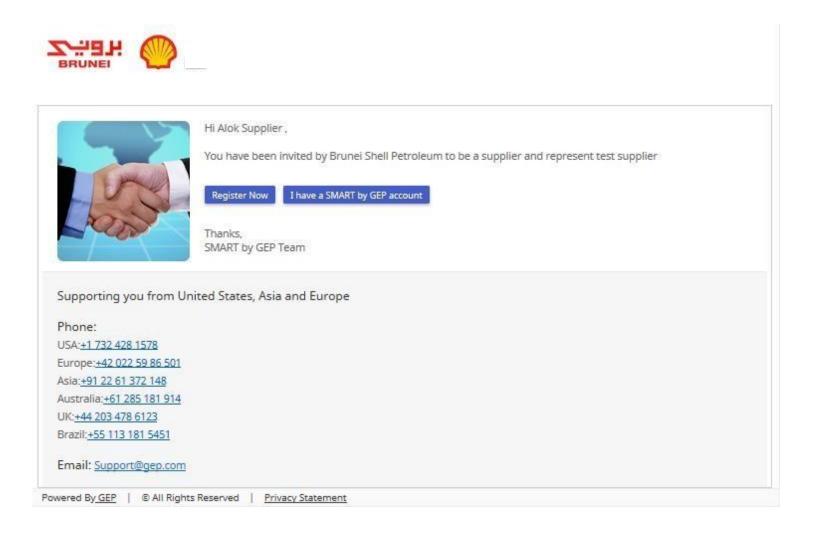In case of any queries, please feel free to reach out to BSP-SCM13-Vendor-Registration@shell.com

Thanks and Regards,
Brunei Shell

Note: To Avoid emails going to spam or junk folders, please mark this email address as safe. Sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.

- **To complete registration click on the Click Here link in the above email**

- **Click on Register Now to open the Primary Registration Form(PRF)**

- **Under 'Account Credentials', username, password and phone number can be added**

- **Under 'Company Information', Company Name, Address, Regions and Categories served along with Identification Numbers like ROC and IC can be populated**

- **Post entering the contact details and accepting the Terms & Conditions and Privacy Policy of Brunei Shell and GEP, click on the 'Submit' button**

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Dear AlokSupplier,

Thank you for filling the Registration form. Before we can activate your account one last step must be taken to start using GEP SMART.

In order to activate your account, please visit this URL:

Click here

Please note-you must complete this last step in order to use the GEP SMART account. You will only need to visit this URL once.

Thanks & Regards,
GEP on behalf of BruneiShell

- **Please click on the Click Here button to complete the verification process**

As soon as your account is activated, you will receive emails for forms to be filled up. Below is a sample

Dear Test Supplier,

Brunei Shell has sent you an additional form Vendor Registration Checklist. In order to start filling the form, you just need to click on the link given below:
Clickhere

This link will take you to the login page and you can login using the credentials generated during the registration process. You can login using the username: <Supplier Username> and the password which was generated during the registration process. The Additional form is available in the Tasks panel under Home tab. Please click on the form name to start entering the responses.
In case of any queries, please feel free to reach out to BSP-SCM13-Vendor-Registration@shell.com

Thanks & Regards,
GEP on behalf of Brunei Shell

- Email received by the supplier for filling in the Vendor Registration Checklist form

- Supplier can access this form by clicking on the Click Here button provided in the email body

PRIORITY OR ORDER IN WHICH FORMS NEED TO BE SUBMITTED

- ***Please ensure that you submit the VENDOR REGISTRATION CHECKLIST (VRC) and LOCAL BUSINESS DEVELOPMENT (LBD) forms before addressing the Category based forms***

- **Only after submitting VRC and LBD forms, start filling and submitting the Category based forms**
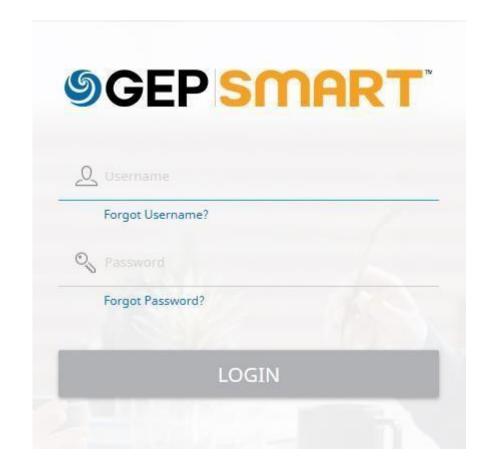
SMART GEP Access, Additional Forms & Profile Management

- **Please use the login credentials used while filling the Primary Registration Form and click on the 'Login' button**

- **Please check the consent box to accept the Privacy Policy**

- **Now you can click on the Accept button**

Global Search Bar can be used to search documents

Tasks section can be used to view Pending Tasks(if any) for the supplier to complete

Manage section can be used to access documents

Profile Icon can be used to access your detailed company profile

- **Supplier can click on the form to access it**

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Q1. Do you have a Corporate Bank Account?*

Select
Please Select   Sub-Question(s)

Q2. Have you or any of your key personnel worked for BSJV Companies in the last 2 years?*

Select
Please Select   Sub-Question(s)

Q3. Do you have existing family members in BSJV Companies?*

Select
Please Select   Sub-Question(s)

Q4. Do you have any other existing interests?(If the owner has shares in other companies, please select 'Yes'. If this is not applicable, select 'No')*

Select
Please Select   Sub-Question(s)

CLOSE   SAVE   SUBMIT

- **Once the form is completely filled, hit 'Submit' so that BSP Vendor Master receives it**

- **<u>Please do provide attachments in your responses wherever applicable (highlighted in red boxes)</u>**
- **Once the form is completely filled, hit 'Submit' so that BSP Vendor Master receives it**

PLEASE SAVE FILLED RESPONSE BEFORE NAVIGATING BACK TO HOME PAGE

Details
Please save currently filled response by clicking on 'Save' button present at lower right corner of this form, before you try to navigate to home page for further steps

Show More

Q1. Representation Type*

Select
Please Select

Sub-Question(s)

Q2. Do you have a product catalog to be uploaded ?*

Select
Please Select

Sub-Question(s)

CLOSE   SAVE   SUBMIT

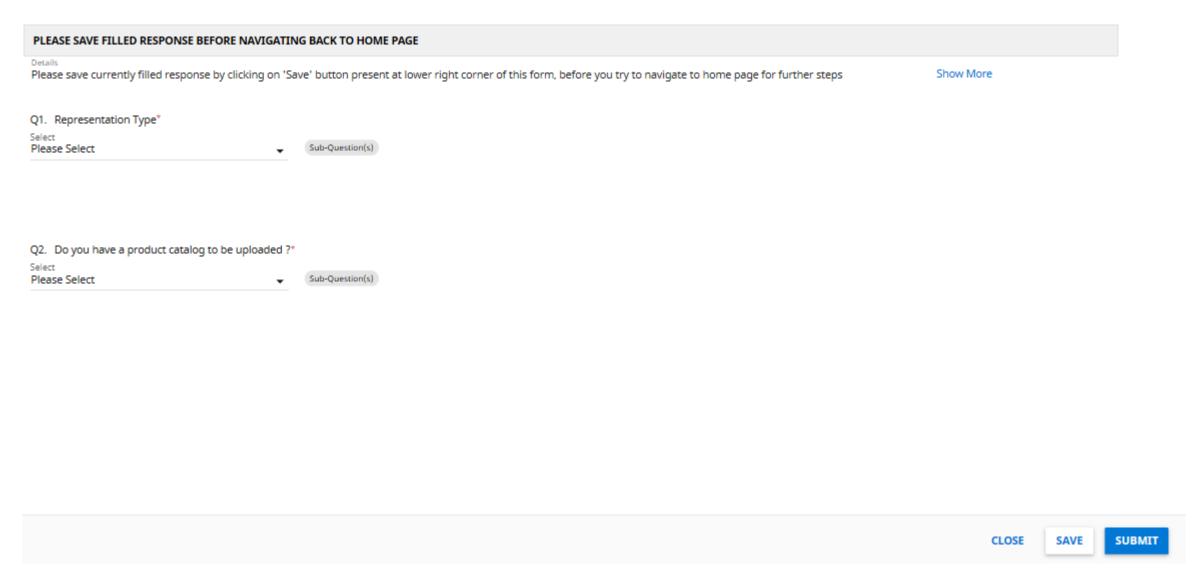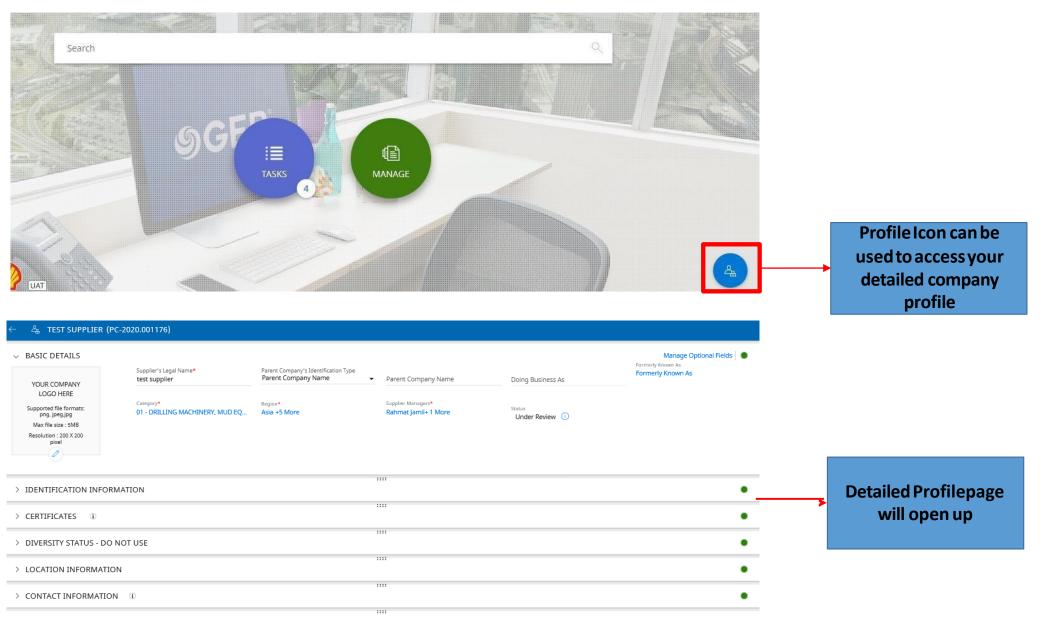- **Once the form is completely filled, hit 'Submit' so that BSP Vendor Master receives it**

Supplier can also access its profile details and make edits to it

Profile Icon can be used to access your detailed company profile

Detailed Profile page will open up

⌄ CERTIFICATES ⓘ

Add New Certificate

- **Click on Add New Certificate**

CHOOSE CERTIFICATE (4)

- TAMAP Certificate
- POISON License
- Integrity Due Diligence (IDD) Certificate
- Health, Safety, Security and Environment (HSSE) Certificate

ADD NEW   CANCEL   DONE

- **Select Certificate Name**
- **Click on Done**

DETAILS   ATTACHMENTS   NOTIFICATIONS

Certificate Name*
TAMAP Certificate

Certificate Type*
Compliance

Certificate Number*

Issuing Authority*

Mandatory for compliance
● Yes   ○ No

CANCEL   SAVE

- **Enter values in the Details, Attachments and Notification tabs**
- **Click on the Save button**

For any certificates that you upload to the '*Certificates*' section, please use the below Certificate naming convention in the '*Certificate Number*' field so it is easier for identification.

Category Material Number – OEM or Supplier – Document Type
03AAAA – Global Inc – Letter of Appointment
60SAAA – UK Valves - TAMAP certificate
91AAAA – Panadol - Poison License

Category Service name – OEM or supplier - Document type
AFTERMARKET INSTRUMENTATION – GSI Inc – Letter of Agency
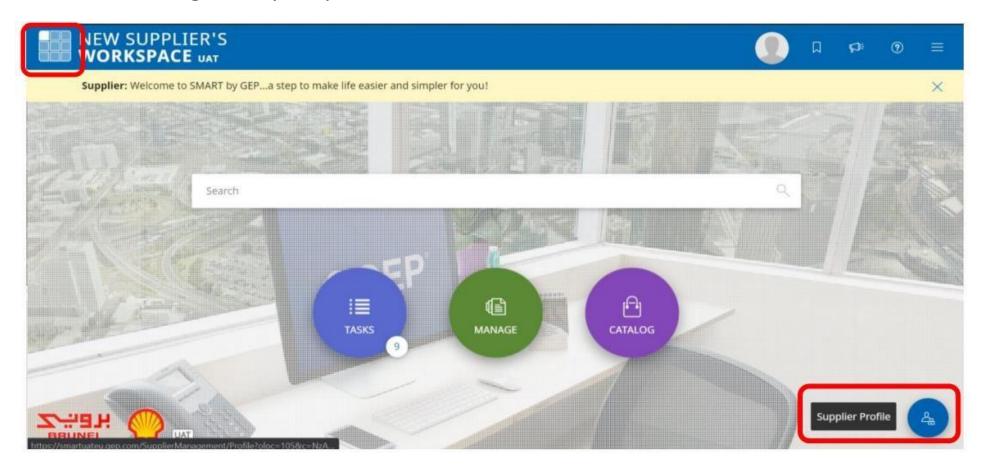**CORPORATE SERVICES LEGAL – UK LEGAL OVERSEES LLC – Authorized Representative**
WELL TESTING – WTI Inc – Authorized Agent

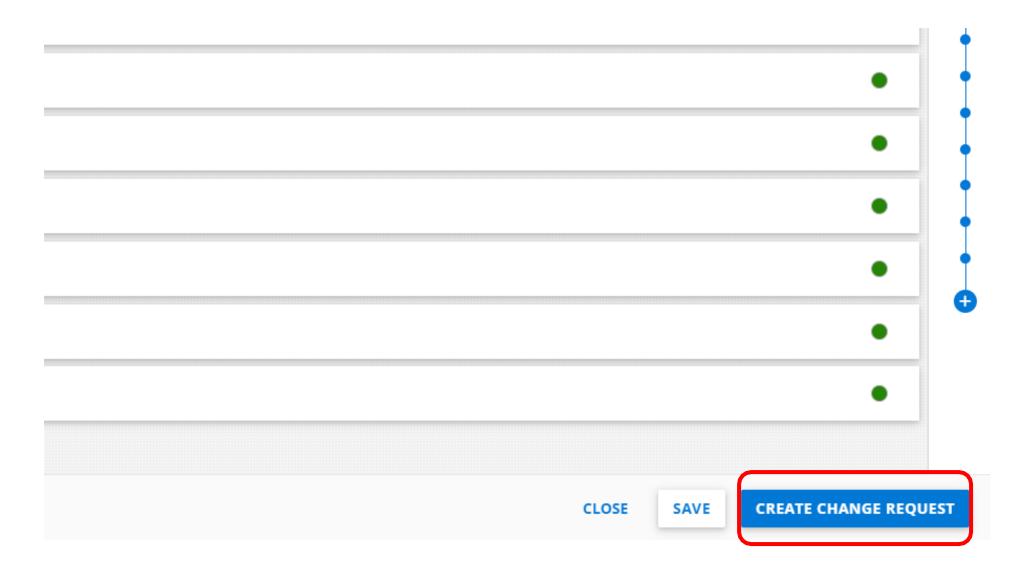**Steps to Add Banking details on Supplier profile on SMART**

a) Hover your mouse on **'Supplier Profile' icon** which is present in lower right corner of the home screen as highlighted below

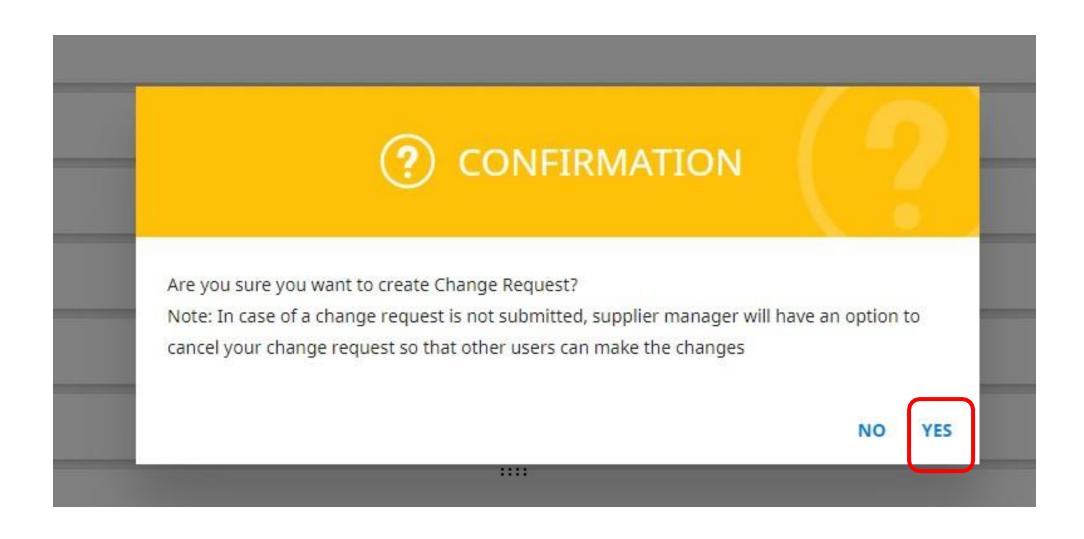b) Click on the icon to navigate to your profile
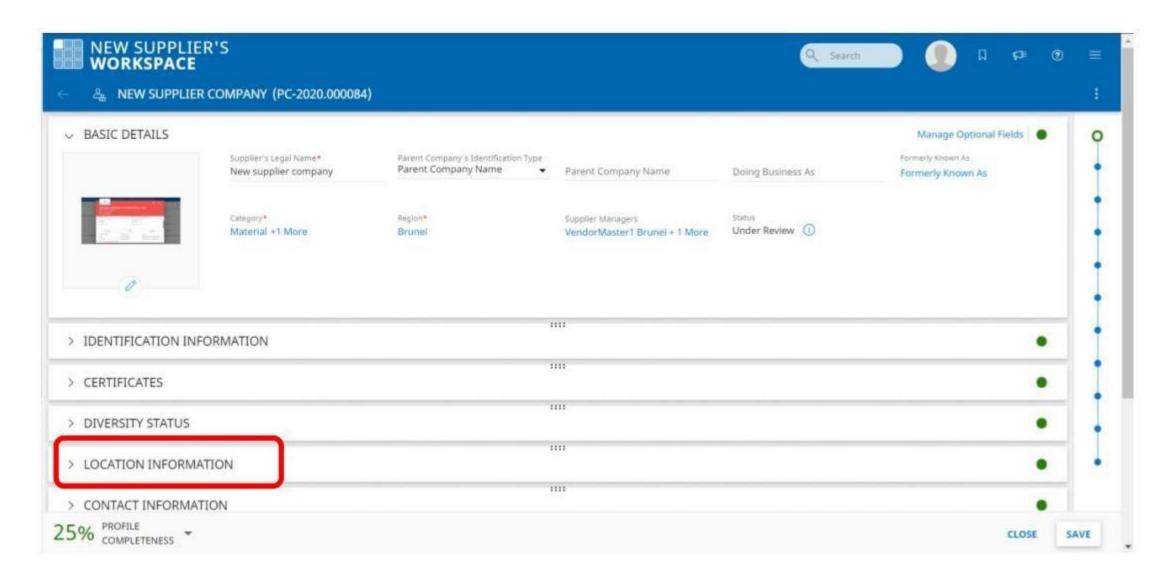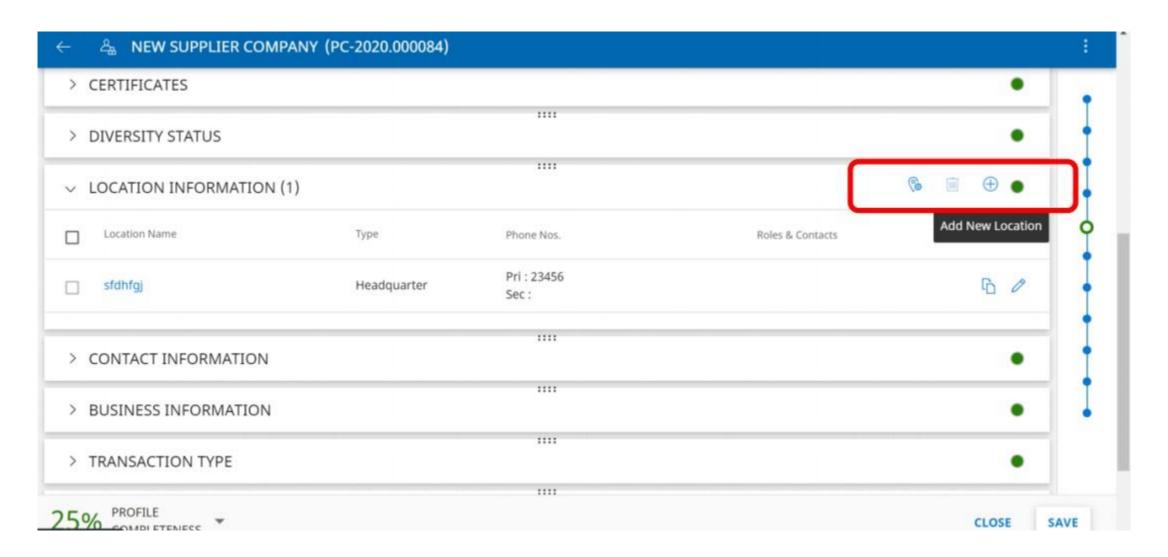
CLOSE   SAVE   **CREATE CHANGE REQUEST**

The Source-to-Pay Software Platform

a) Click on **'Plus icon'** to **'Add New Location'**
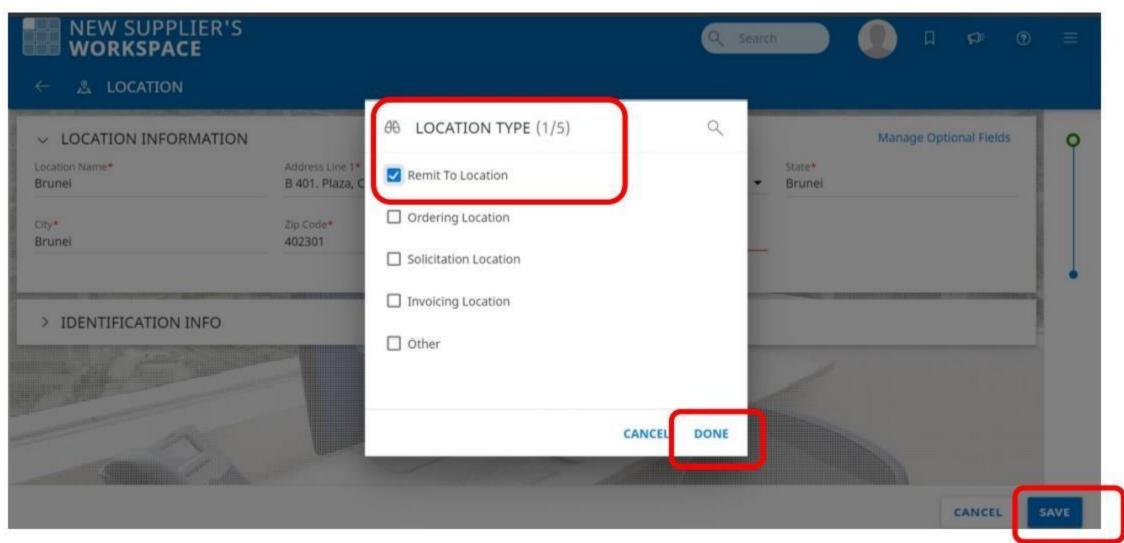
a) Click on **'Show Lookup'** in **'Choose Location Type'** field

a) Click on **'Done'**
b) Click on **'Save'**

a) Expand the section by clicking on it

a)   Click on **'Done'** and **'Save'**

Steps to edit address

Vendor to log in to their profile and click on create change request at the right bottom corner of the page

Steps to add more work categories

a) Hover your mouse on **'Supplier Profile' icon** which is present in lower right corner of the home screen as highlighted below

b) Click on the icon to navigate to your profile

Q Search   ✕

☐ Select All

▼ ▣ Material

   ▼ ☑ 01 - DRILLING MACHINERY, MUD EQUIPMENT AND ACCESSORIES

      ☑ 01AAAA - DRILL.RIG SURF. EQPT, GENERAL

      ☑ 01BAAA - WORKOVER HOISTS

   ▶ ☐ 02 - PRODUCTION SURFACE EQUIPMENT

   ▶ ☐ 03 - DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS

Editing may result in some data loss in the Category for which this supplier has been marked as Preferred. Go to Set as Preferred Supplier" section and verify."

RESET   CANCEL   DONE

Steps to add and edit contact information in SMART GEP
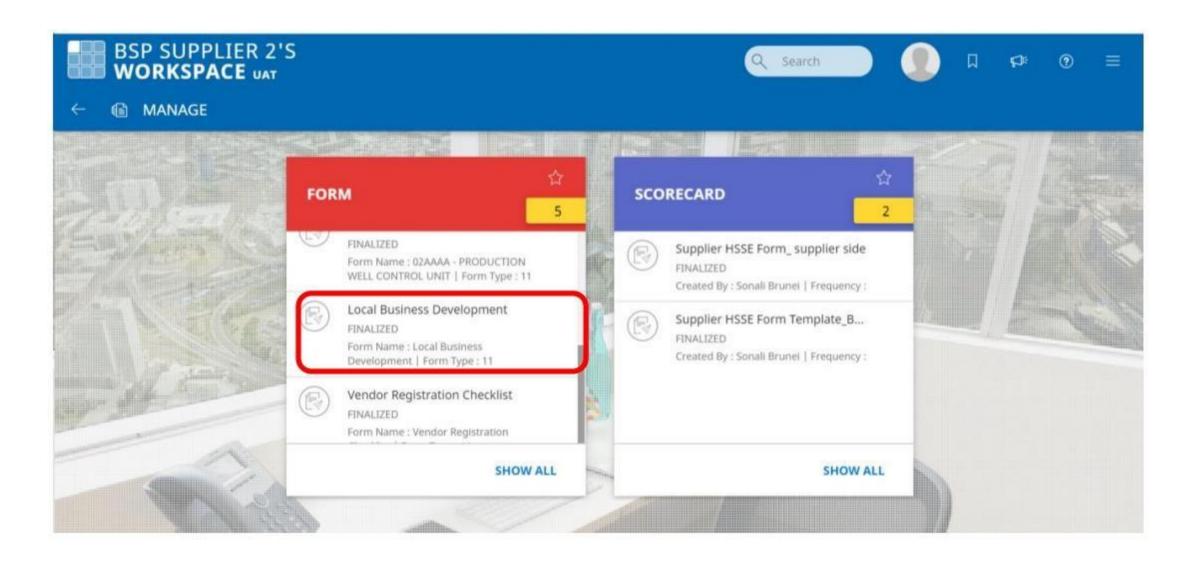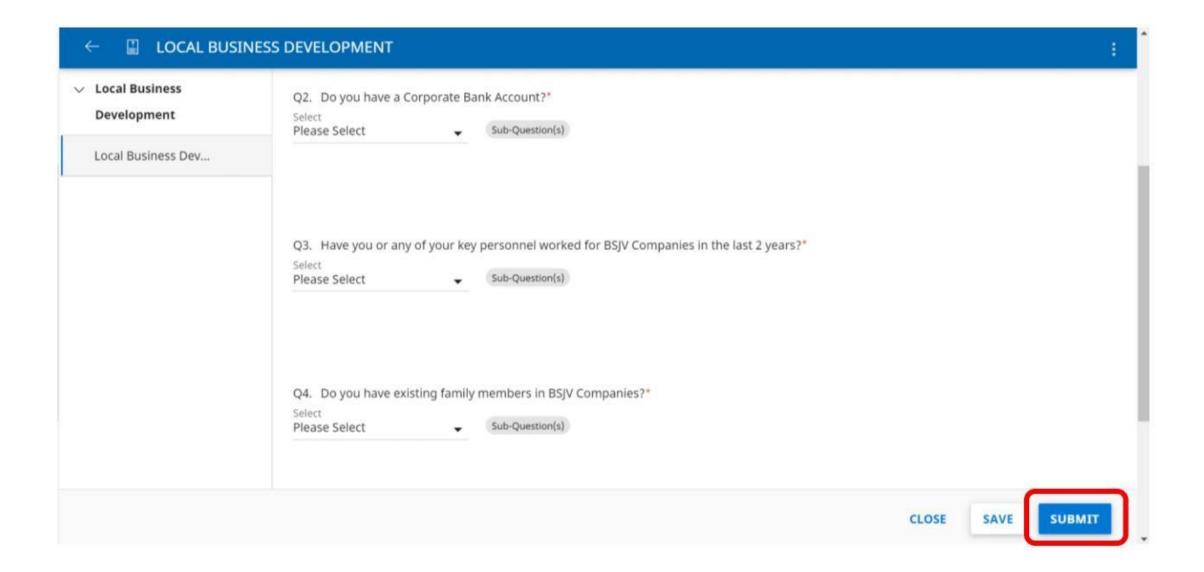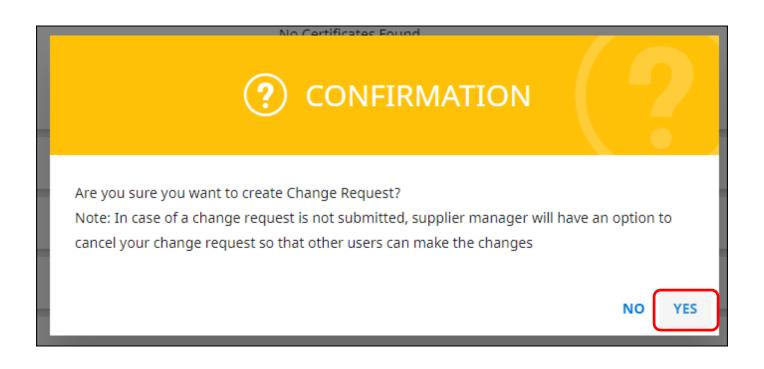
Vendor to log in to their profile and click on create change request at the right bottom corner of the page

CLOSE   SAVE   **CREATE CHANGE REQUEST**
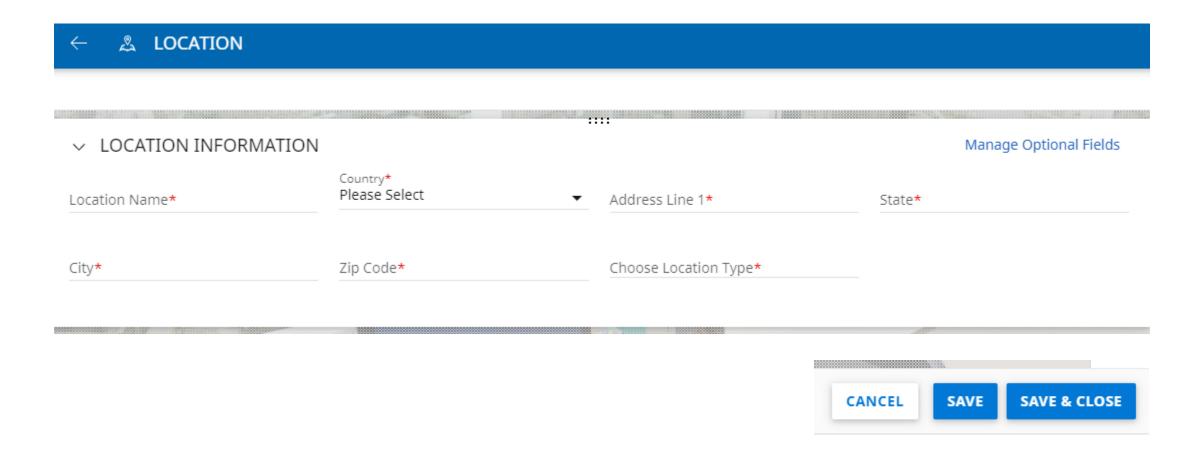
Profile goes in Edit Mode. The '+' is now visible for the user to add in additional contact information

Click on Save and then click on Submit. User will be prompted the following message. Click 'Yes'.

Respond to RFx

Suppliers can find the required RFx document via the Tasks or Managesection of their Workspace.

Under Tasks section, locate the required RFx on the associated card.

Underthe Manage section, navigate to the RFx card, and locate the required RFx.

Suppliers may need to first accept the NDA/Guideline set by the buyer organization.

1. Click the **Guideline** name to read through them and select the **I Accept General Guidelines** checkbox.

2. Click **Accept Guidelines**

On first access to the RFx page, Supplier can see the Acceptance section on the top, depending upon the configuration set by the buyer. Only this section is active initially. Suppliers are required to read the NDA and other documents and accept it to gain access to the remaining sections in the RFx event.

Once Supplier accepts the Guideline, depending on the settings applied by the buyer, Supplier may need to confirm their participation before taking part in the RFx.

click the **My organization wishes to participate in this event** checkbox and then click the **Confirm Participation** button at the bottom right corner.

After Supplier accepts the NDA/Guidelines in the Acceptance section, the rest of the RFx document containing the following sections becomeaccessible:

1. **Basic Details**: Basic informationregarding the RFx event such as the event name, description, type, currency, category, business unit andregion.

2. **Buyer Contact Information**: Contact informationregarding the buyer.

3. **Timelines**: Information regarding the time duration to submit their response.

4. **Guidelines**: Information on guidelines, NDA, or standard practices set by the buyer.

5. **Questionnaires**: Enables Supplier to answer questions that may have been added by the buyer. For information on responding to Questionnaires, see [Responding to a Questionnaire](#).

6. **Price Sheets**: Contains a list of items the buyer intends to procure, for which Supplier can provide their quotations. For information on responding to Price Sheets, see [Responding to a Price Sheet](#).

7. **Attachments**: May contain any supporting documents/files added by the buyer that may aid Supplier while responding to the RFx.

The Questionnaires section enables Supplier to answer questions added by the buyer. Their response to the questions may determine their score when the RFx is evaluated.

Use the download and upload options to respond offline to all questionnaires. See Responding to a Questionnaire Offline.

Click the **Edit** icon to respond to a questionnaire.

The questions within the questionnaire are as displayed below:

Use download and upload options to respond to this questionnaire offline.

Respond to the questions added by the buyer, in the space provided for each question.

When Suppliers select to download the questionnaires, the Excel template downloaded is as follows:

Refer Instructions sheet for guidelines.

Switch between the available questionnaires to respond to.

Provide your responses.

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A price sheet includes a list of items the buyer intends to procure. As a supplier, they can provide a quotation for the required items.

Use the download and upload options to respond offline to all price sheets. See Responding to a Price Sheet Offline.

Click to respond to the price sheet.

Use download and upload options to respond to this price sheet offline.

Use these options to perform various actions on the price sheet.

Select **No** under the **Intent to Bid** column in case do not want to bid for an item.

Fill in your quotation/details in the Price per unit column.

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When Supplier selects to download the price sheets, the Excel template downloaded is as follows:

	C	D	E	F	G	H	I	J
1	001769-Sep2019 - 001766-Sep2019							
2								
3	Price Sheet Name:	IT Hardware						
4	Price Sheet Type:	Materials						
5	Description:	IT supplies						
7	Column Type :	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
9	Column Name:	*Intent to Bi	*Item name	*Item number	*Volume	*Unit	*Price per unit(USD)	Total price
10		Yes	Item 1	001	10	EA : Each	USD 16.00	160.00

Tabs: Instructions | **1.IT Hardware** | 2 Hardware

Provide your bid input.

Refer Instructions sheet for guidelines.

Switch between the available price sheets to respond to.

After viewing all the required details on the RFx and responding to the questionnaires and price sheets, as applicable, Supplier can submit their responses to the buyer. Once the response is submitted, the status of the event changes to Response Submitted.
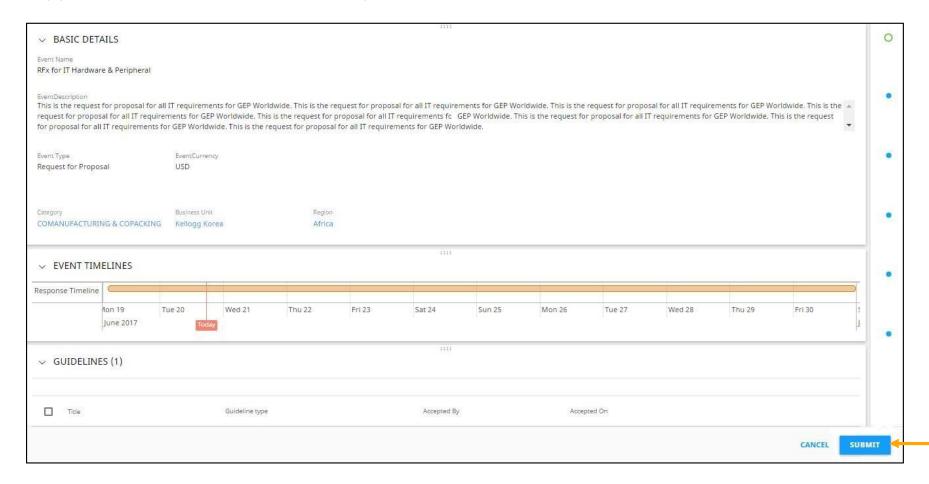Supplier will receive an email if they are awarded.

Click **Submit** to submit response

Respond to Contracts

Suppliers can find the required Contract via the Tasks or Manage section of their Workspace. Under the Task section, the documents are categorized and displayed as per pending activities. Under Manage, the documents are categorized according to the document type.

Under Tasks section, locate the required Contract on the associated card.

Under the Manage section, navigate to the Contract card, and locate the required Contract.

The Contract page has the following sections: Basic Details, Applicable For, Internal Party, External Party, Terms, Contract Language, Notes and Attachments, Lines, Team Members, Notification, and Milestone.

The Basic Details section contains the basic contract details like contract name, document type, contract type, and description.

The Applicable For section contains details for category, organization entity and the region for the contract.

The Internal Party section captures the company specific informationlike buyer company name and authorized signatory.

The External Party section captures the informationspecific to you like supplier name, supplier contact andthe supplier signatory.

The Terms section captures informationrelated to the contract termsand conditions like currency, contract value, parent contractnumber, parent contractname and the effective duration.

The Contract Language section elaborates the terms and conditions of the agreement. It also defines the roles and responsibilities of each party that is part of the contract. For information on how to download and review a contract language, refer [Reviewing a Contract](#) and [Downloading a Contract Document](#).

The Notes and Attachmentssectionenables Supplier to upload soft copies of the documentsrelated to the contract. Supplier can also add notes and external links.

Click **File Upload**, browse to the document, select it and click **Open** to open the document.

Click **Notes**. On the Notes pop-up enter thename and description and click **Save**.

Click **External Link.** On the External Link pop-up enterthe name and URL and click **Save.**

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The Lines section contains information about the product for which the contract is drafted. Supplier can also download the line items for a contract to work on them offline.

Download service lines

Download material lines

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The Team Member section contains the existing team member detail.

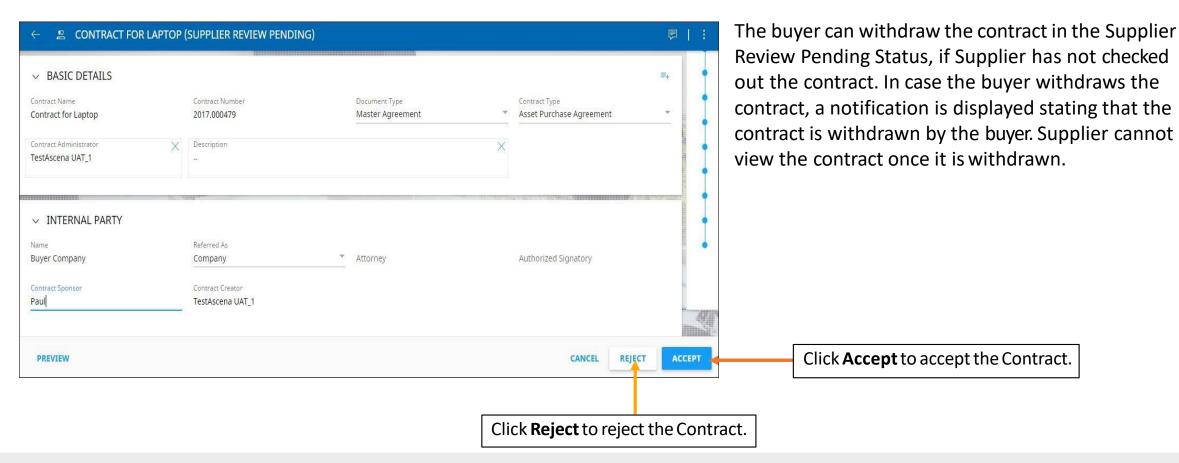After the buyer completes drafting the contract, Supplier will receive the contract for review. Supplier can view the contract on the Contract card under Manage with the status as Supplier Review Pending. If Supplier wants to make modifications to the contract, can make changes using one of the below methods:

- Download the contract and work on it offline and upload a minor version of the contract
- Work in the Word Plugin.

The buyer can withdraw the contract in the Supplier Review Pending Status, if Supplier has not checked out the contract. In case the buyer withdraws the contract, a notification is displayed stating that the contract is withdrawn by the buyer. Supplier cannot view the contract once it is withdrawn.

Click **Accept** to accept the Contract.

Click **Reject** to reject the Contract.

From the Contract Language section, open the contractual document. Click **Check Out** to check out the contractual document, download it and work on it offline.
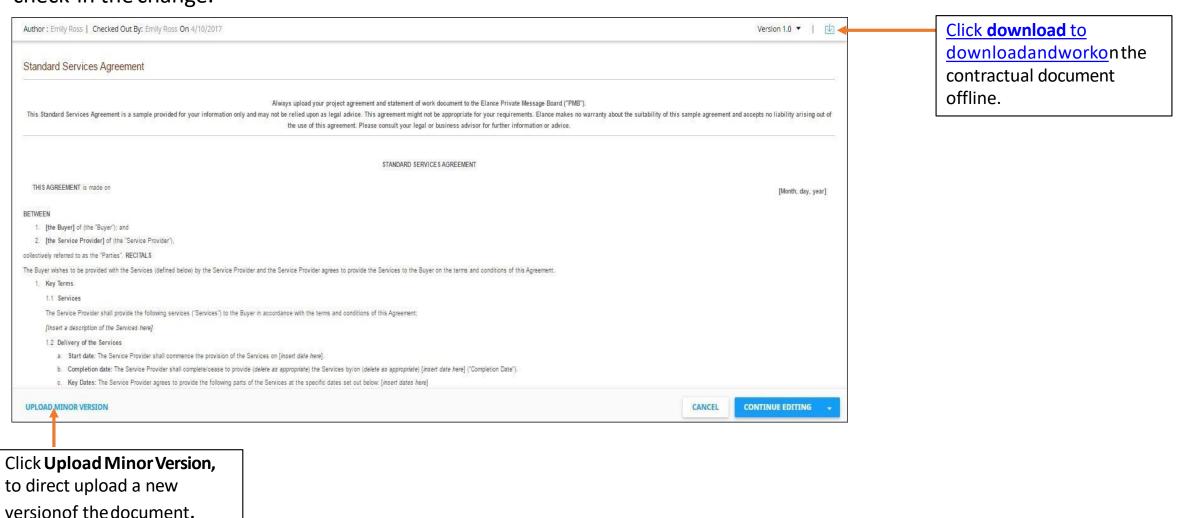

Click **Check Out** to edit the document.

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Once Supplier downloads the contractual document, Supplier can now edit the contract document and make the necessary change and upload a minor version of the document. The minor version is visible only to you, until you check-in the change.

Click **download** to download and work on the contractual document offline.

Click **Upload Minor Version,** to direct upload a new version of the document.

After the contract is approved, the contract needs to be signed by both the contractual parties.

SMART by GEP would be configured to use the following signatory options:
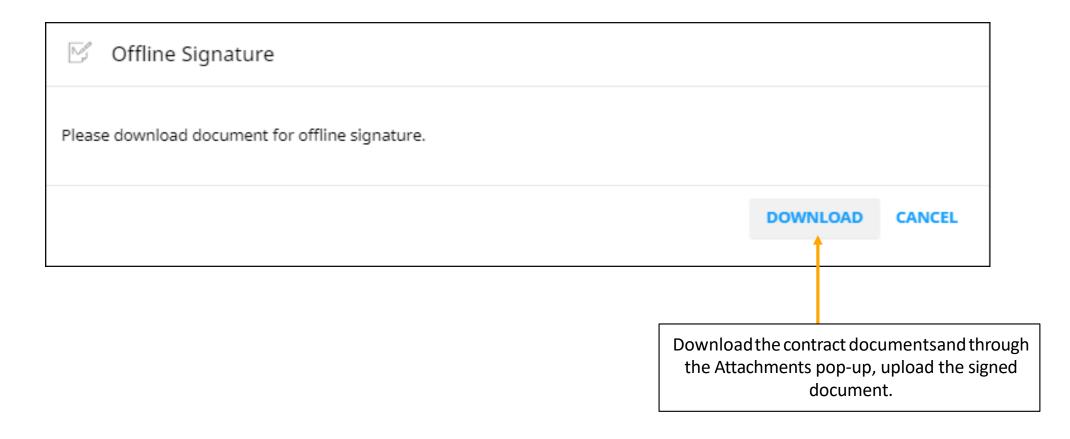
- SMART Signature

SMART Signature provides the below option:

- Offline Mode

In the offline mode, signatoriescan download the contract, sign it and upload the signed contract as a **PDF** document.

Download the contract documentsand through the Attachments pop-up, upload the signed document.

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GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivaled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

Everyday, all over the world, GEP helps performance-driven enterprises realize their strategic, operational and financial objectives.

To learn more about our comprehensive range of strategic and managed services, please visit www.gep.com. For more about SMART by GEP, our cloud-native, unified source-to-pay platform, please visit www.smartbygep.com.

Access our free knowledge resources at http://www.gep.com/knowledge-bank

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