

برونى
BRUNEI



SMART by GEP®

SMART SUPPLIERS

Quick Reference Guide (Suppliers)

THE INDUSTRY'S LEADING SOURCE-TO-PAY PLATFORM

Primary Registration Form and Registration Process

As a Supplier, you will receive an email with subject line 'Primary registration request from 'Brunei Shell'



- Email will be received from the email address BruneiShell@gep.com
- Email will contain the registration link wherein 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 [Click Here](#)

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 'Help Center' section of 'Support' tab on the top right hand corner of SMART (also attached in the mail).

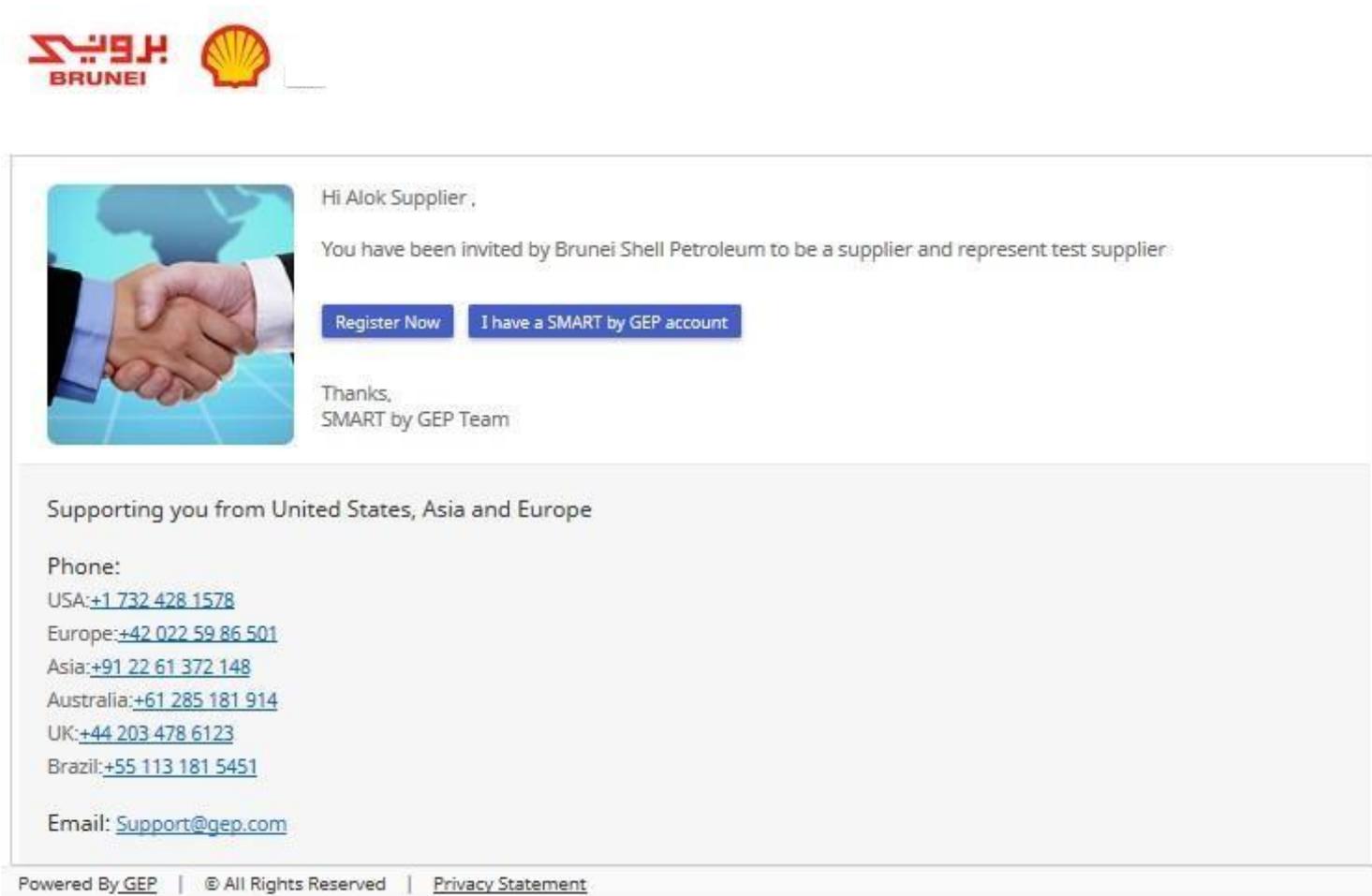
We would like to take the opportunity to welcome you to SMART by GEP post successful registration and look forward to a long and fruitful association with Brunei Shell.

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



The screenshot shows an email invitation from Brunei Shell Petroleum. At the top left, there are logos for 'BRUNEI' in Arabic and 'BRUNEI' in English, and the Shell logo. The main body of the email contains a greeting 'Hi Alok Supplier,' followed by the text 'You have been invited by Brunei Shell Petroleum to be a supplier and represent test supplier:'. Below this text are two blue buttons: 'Register Now' and 'I have a SMART by GEP account'. To the left of the text is an image of two hands shaking in a firm grip. Below the buttons, the email says 'Thanks, SMART by GEP Team'. A grey box at the bottom of the email provides support information: 'Supporting you from United States, Asia and Europe', 'Phone:' followed by phone numbers for USA, Europe, Asia, Australia, and UK, and 'Brazil:'. The email address 'Support@gep.com' is listed. At the very bottom of the email, it says 'Powered By GEP | © All Rights Reserved | Privacy Statement'.

- Click on [Register Now](#) to open the Primary Registration Form(PRF)



Primary Registration Form

Submit

Language English (AU)

Basic Details

Account Credentials

Username * ⓘ

User Email *

Password* Password strength: Too short

Confirm Password*

Mobile Number

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

The 'Company Information' can be now captured in the next section of the Primary Registration Form

Company Information

Legal Company Name

Doing Business As

Company Website

Headquarter*

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

Company Phone *

County

Fax

Business Regions *

Category *

D-U-N-S Number

Identification +

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

Primary Contact Information

First Name* Alok

Last Name* Supplier

Company Email* alok.bahuguna@gep.com

Primary Business Phone Number 9999999999 Extension

Contact's Business Region* 

Contact's Category 01 - DRILLING MACHINERY 

Time Zone (UTC-06:00) Central Time (US & Canada) 

Secondary Contact Information

First Name	Last Name	Company Email	Contact Role	
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I have read and agree to Brunei Shell Petroleum [Terms & Conditions](#) & [Privacy Policy](#). *

I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *

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



1 more step

A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please [Click Here](#) to find helpful information to get started.

Thanks,
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:

USA: [+1 732 428 1578](tel:+17324281578)

Europe: [+42 022 59 86 501](tel:+420225986501)

Asia: [+91 22 61 372 148](tel:+912261372148)

Australia: [+61 285 181 914](tel:+61285181914)

UK: [+44 203 478 6123](tel:+442034786123)

Brazil: [+55 113 181 5451](tel:+551131815451)

Email: Support@gep.com

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 completethis 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:

[Click here](#)

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 LOCALBUSINESS 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



GEP SMART™

Username [Forgot Username?](#)

Password [Forgot Password?](#)

LOGIN

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

Privacy

Here at GEP, we take your privacy seriously and will only use your personal information to provide the procurement services as per the agreed contract.

<https://www.gep.com/privacy-statement>

Your permission allows us to process your personal information that enables digital procurement transformation.

I hereby give my consent for this activity.

If at any point of time after this consent, should you have any queries or requests related to data privacy, then you may do so by emailing your request to us at "privacy@gep.com".

We will respond to your request within ten business days after it's receipt.

CANCEL

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

Privacy

Here at GEP, we take your privacy seriously and will only use your personal information to provide the procurement services as per the agreed contract.

<https://www.gep.com/privacy-statement>

Your permission allows us to process your personal information that enables digital procurement transformation.

I hereby give my consent for this activity.

If at any point of time after this consent, should you have any queries or requests related to data privacy, then you may do so by emailing your request to us at "privacy@gep.com".

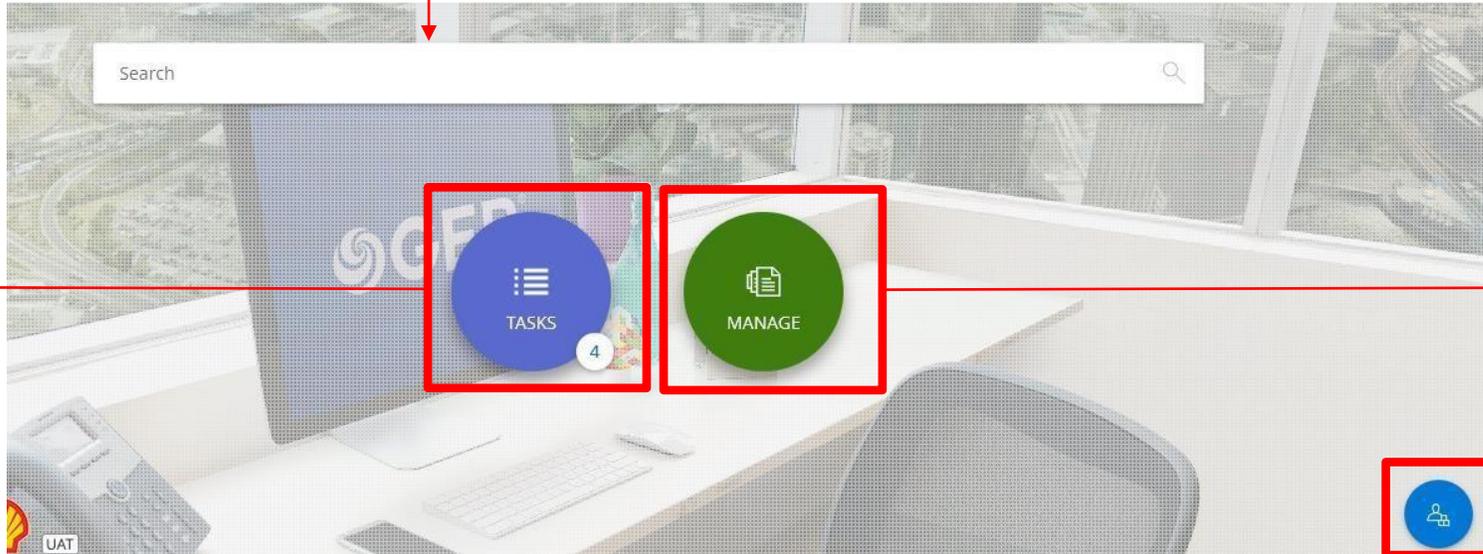
We will respond to your request within ten business days after it's receipt.

CANCEL

ACCEPT

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

GlobalSearch 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

ACTION PENDING  4

 **01AAAA - DRILL.RIG SURF. EQPT, GEN...**
Form Name : 01AAAA - DRILL.RIG SURF. EQPT, GENERAL | Form Type : Additional Form

 **01BAAA - WORKOVER HOISTS**
Form Name : 01BAAA - WORKOVER HOISTS | Form Type : Additional Form

 **Local Business Development**
Form Name : Local Business Development | Form Type : Additional Form

 **Vendor Registration Checklist**
Form Name : Vendor Registration Checklist | Form Type : Additional Form

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

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**

PREREQUISITES FOR DOCUMENTS TO BE UPLOADED

Details
(1) Please make sure that all the uploaded documents are colored scanned copies of original documents (2) Please make sure to upload PDF version of original document (We accept [Show More](#))

Q1. Type of Company*

Select
Sole Proprietorship (Brunei registered company) Sub-Question(s)

Q. Please provide Copy of Certificate of Registration of Business Name (Section 16 & 17) or Copy of Business Name Extract*

[Add Attachment](#)

Q. Please provide Owner Details*

First Name	Last Name	Known by any other names	IC Number	IC Color	Localisation	Position
Please Enter	Please Enter	Please Enter	Please Enter	Please Select ▼	Please Select ▼	Please Enter +

Q. Please provide colored IC copy of the owner*

[Add Attachment](#)

Q. Please provide Copy of Sijil kerakyatan or Akuan kerakyatan (optional)

[Add Attachment](#)

CLOSE

SAVE

SUBMIT

- **Please do provide attachments in your responses wherever applicable (highlighted in red boxes)**
- **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



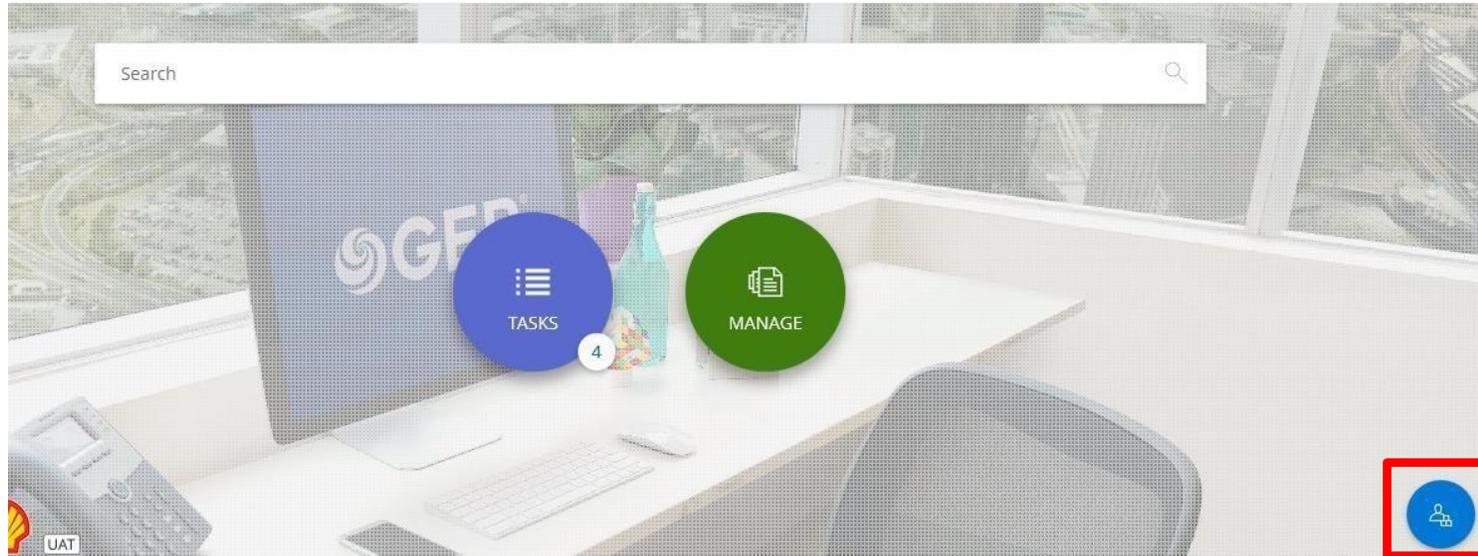
Sub-Question(s)

CLOSE

SAVE

SUBMIT

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



Profile Icon can be used to access your detailed company profile

← TEST SUPPLIER (PC-2020.001176)

Manage Optional Fields | Formerly Known As Formerly Known As

YOUR COMPANY LOGO HERE
Supported file formats: png, jpeg, jpg
Max file size: 5MB
Resolution: 200 X 200 pixel

Supplier's Legal Name* test supplier
Parent Company's Identification Type Parent Company Name
Parent Company Name
Doing Business As
Category* 01 - DRILLING MACHINERY, MUD EQ...
Region* Asia +5 More
Supplier Managers* Rahmat Jamil+ 1 More
Status Under Review ⓘ

- > IDENTIFICATION INFORMATION
- > CERTIFICATES ⓘ
- > DIVERSITY STATUS - DO NOT USE
- > LOCATION INFORMATION
- > CONTACT INFORMATION ⓘ

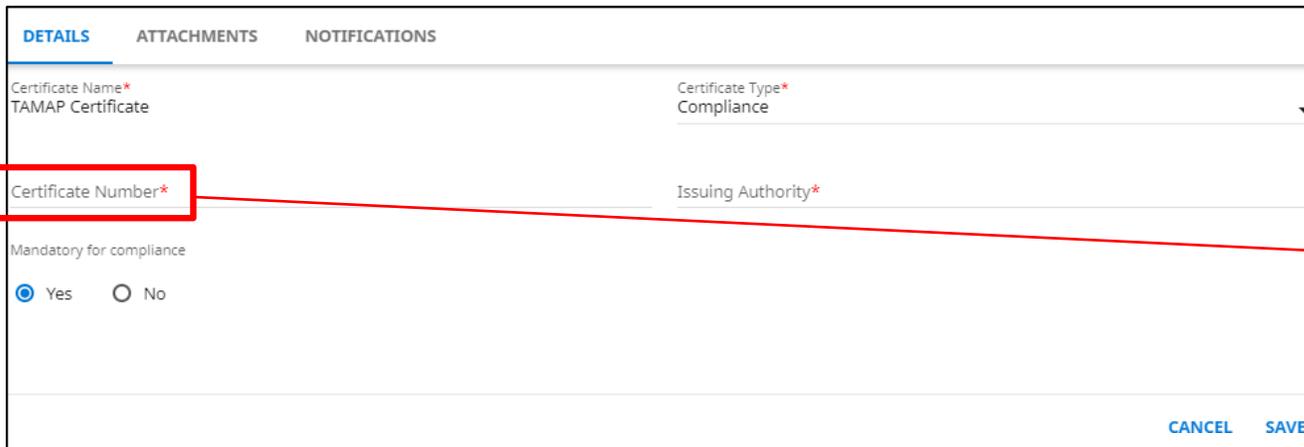
Detailed Profile page will open up



- Click on Add New Certificate



- Select CertificateName
- Click on Done



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

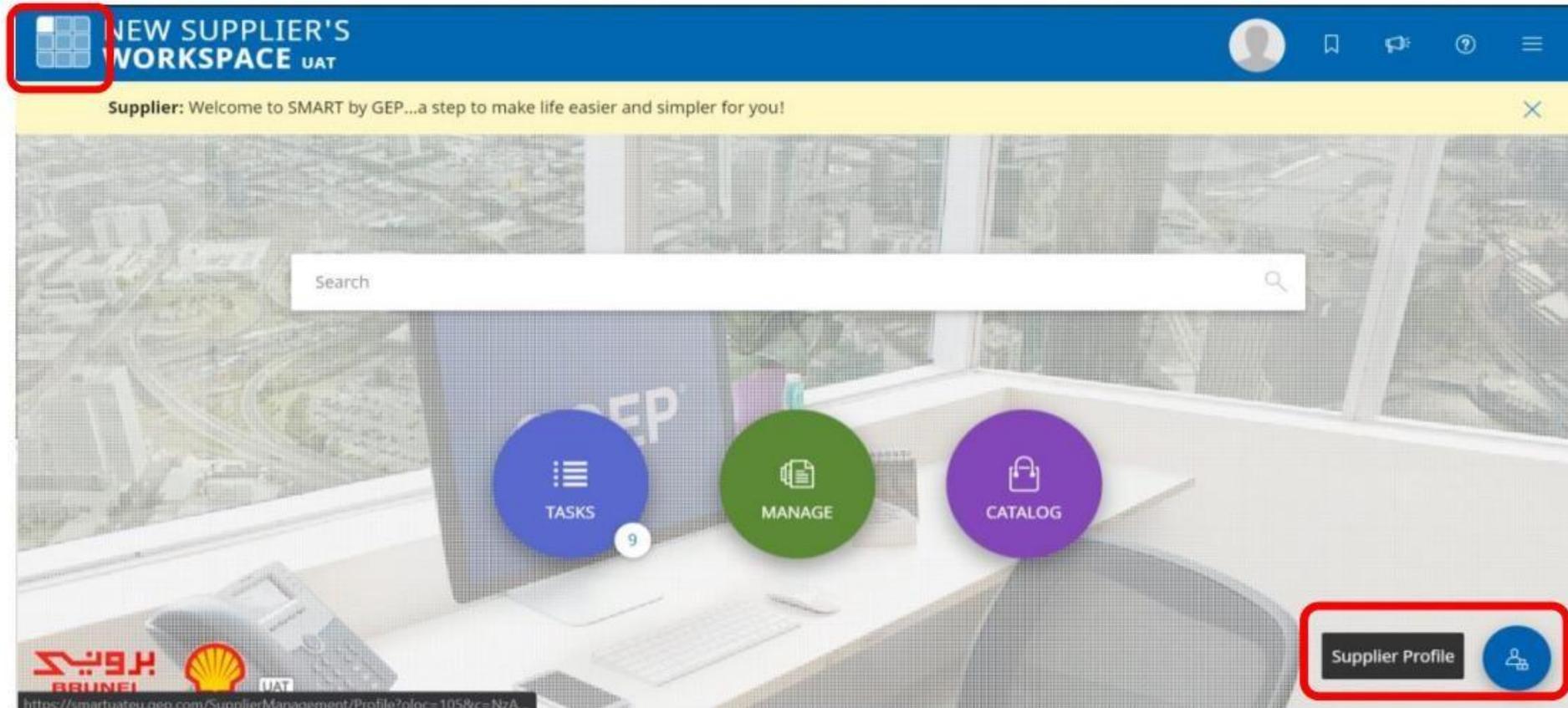
For any certificates that you upload to the 'Certificates' section, please use the below Certificate naming convention in the 'Certificate Number' field so it is easier for identification.

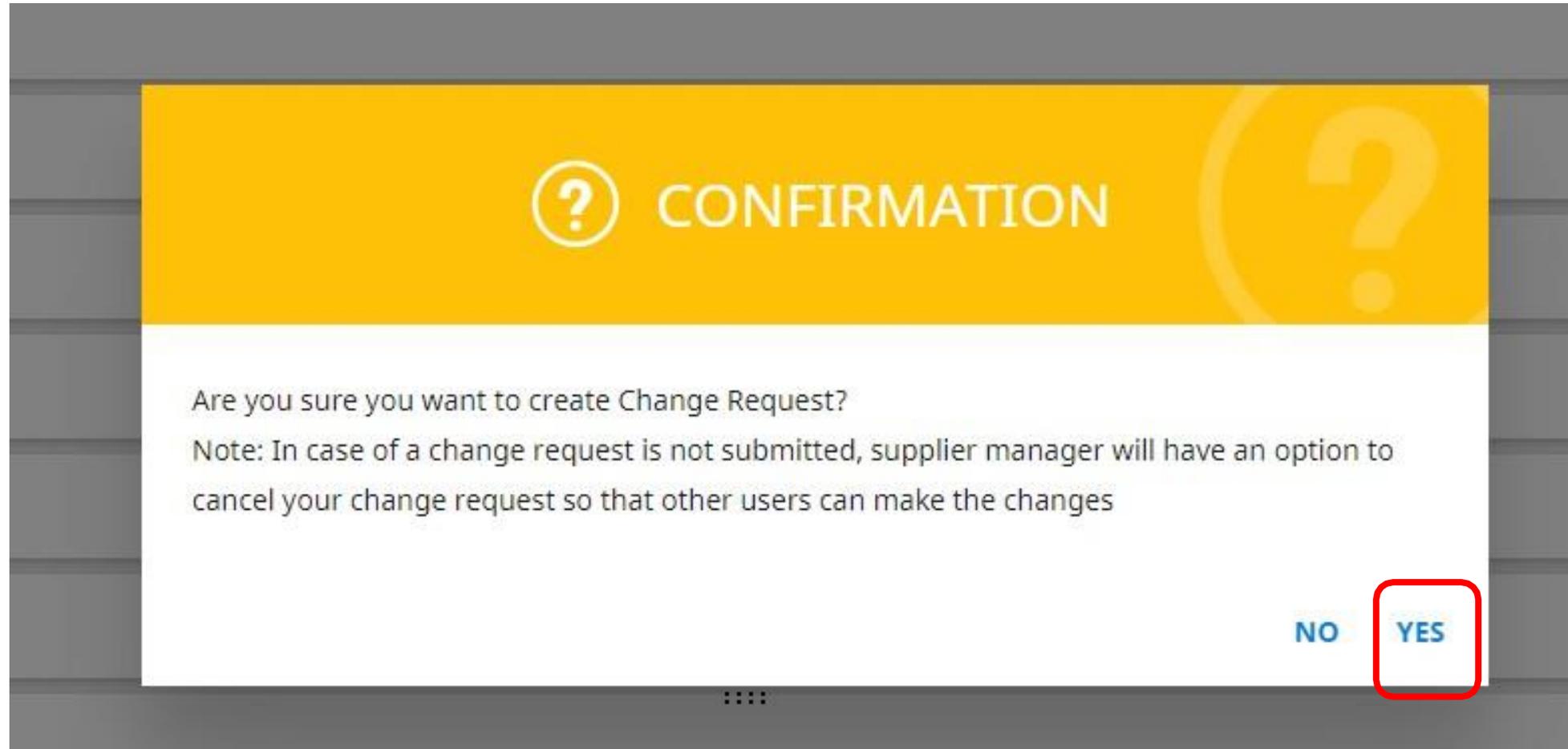
Category Material Number – OEM or Supplier – Document Type
03AAAA – Global Inc – Letter of Appointment
60SAAA – UK Valves - TAMAP certificate
91AAAA – Panadol - Poison License

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





The screenshot displays the 'NEW SUPPLIER'S WORKSPACE' interface for a 'NEW SUPPLIER COMPANY (PC-2020.000084)'. The page is divided into several sections:

- BASIC DETAILS:** Includes fields for 'Supplier's Legal Name*' (New supplier company), 'Parent Company's Identification Type' (Parent Company Name), 'Parent Company Name', 'Doing Business As', 'Formerly Known As', 'Formerly Known As', 'Category*' (Material +1 More), 'Region*' (Brunei), 'Supplier Managers' (VendorMaster1 Brunei +1 More), and 'Status' (Under Review).
- IDENTIFICATION INFORMATION:** A section with a green progress indicator.
- CERTIFICATES:** A section with a green progress indicator.
- DIVERSITY STATUS:** A section with a green progress indicator.
- LOCATION INFORMATION:** A section with a green progress indicator, highlighted by a red rectangular box.
- CONTACT INFORMATION:** A section with a green progress indicator.

At the bottom left, a '25% PROFILE COMPLETENESS' indicator is shown. At the bottom right, there are 'CLOSE' and 'SAVE' buttons.

Step 5: Find 'Plus icon' on top right corner of the section

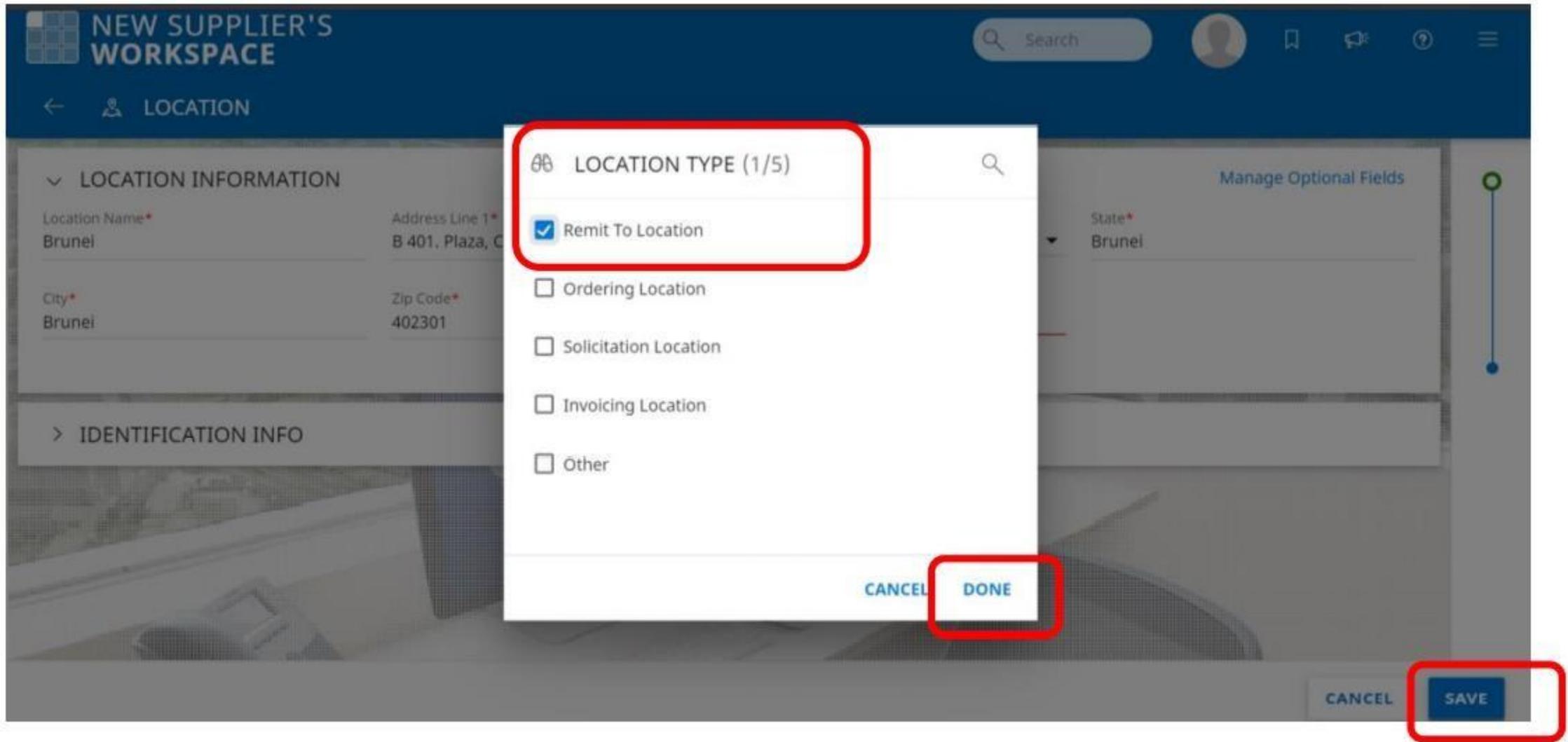
a) Click on 'Plus icon' to 'Add New Location'



- a) Click on 'Show Lookup' in 'Choose Location Type' field

The screenshot shows the 'NEW SUPPLIER'S WORKSPACE' interface. The 'LOCATION INFORMATION' section is expanded, showing fields for Location Name (Brunei), Address Line 1 (B 401. Plaza, City), Country (Brunei Darussalam), State (Brunei), City (Brunei), and Zip Code (402301). The 'Choose Location Type' field is highlighted with a red box, and the 'Show Lookup' button is visible below it. The 'IDENTIFICATION INFO' section is partially visible below. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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



a) Expand the section by clicking on it

The screenshot displays the 'NEW SUPPLIER'S WORKSPACE' interface. At the top, there is a search bar and a user profile icon. Below the header, the 'LOCATION' section is active, showing a form for 'LOCATION INFORMATION'. The form includes fields for 'Location Name' (Brunei), 'Address Line 1' (B 401, Plaza, City), 'Country' (Brunei Darussalam), 'State' (Brunei), 'City' (Brunei), and 'Zip Code' (402301). A 'Choose Location Type' dropdown is set to 'Remit To Location'. A 'Manage Optional Fields' link is visible in the top right of the form area. Below the 'LOCATION INFORMATION' section, the 'BANKING INFORMATION' section is highlighted with a red box, and the 'IDENTIFICATION INFO' section is partially visible below it. At the bottom right of the form, there are 'CANCEL' and 'SAVE' buttons.

NEW SUPPLIER'S WORKSPACE

Search

LOCATION

LOCATION INFORMATION

Location Name* Brunei

Address Line 1* B 401, Plaza, City

Country* Brunei Darussalam

State* Brunei

City* Brunei

Zip Code* 402301

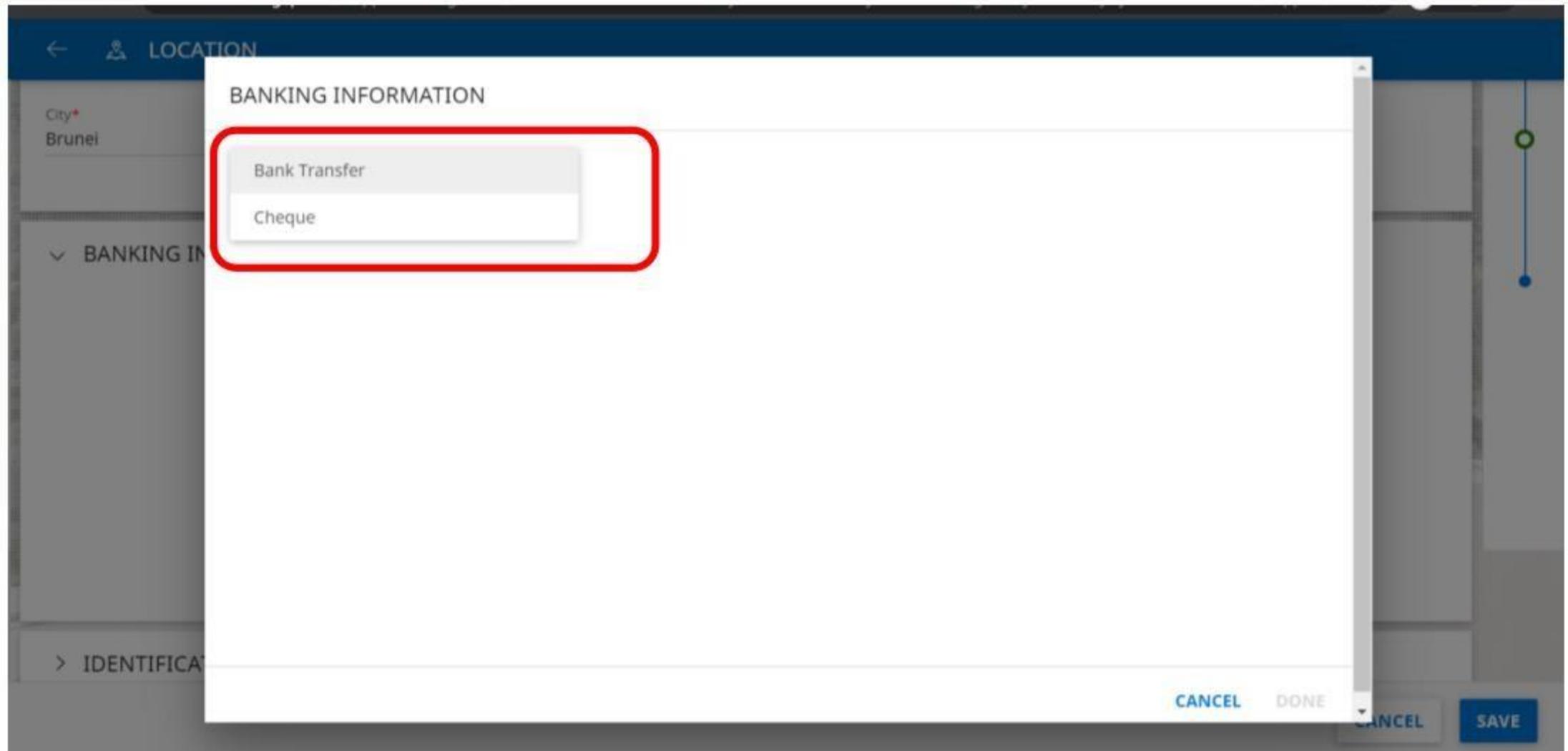
Choose Location Type Remit To Location

Manage Optional Fields

BANKING INFORMATION



CANCEL SAVE



a) Click on 'Done' and 'Save'

BANKING INFORMATION

Payment Method
Bank Transfer

Bank Name* Beneficiary Name* Bank address*

Country* Please Select Account Type* Please Select Swift Code*

Currency* Sort Code (UK) / BSB No. (AU) / Fed Wire Routing No. (US)* Chip UID*

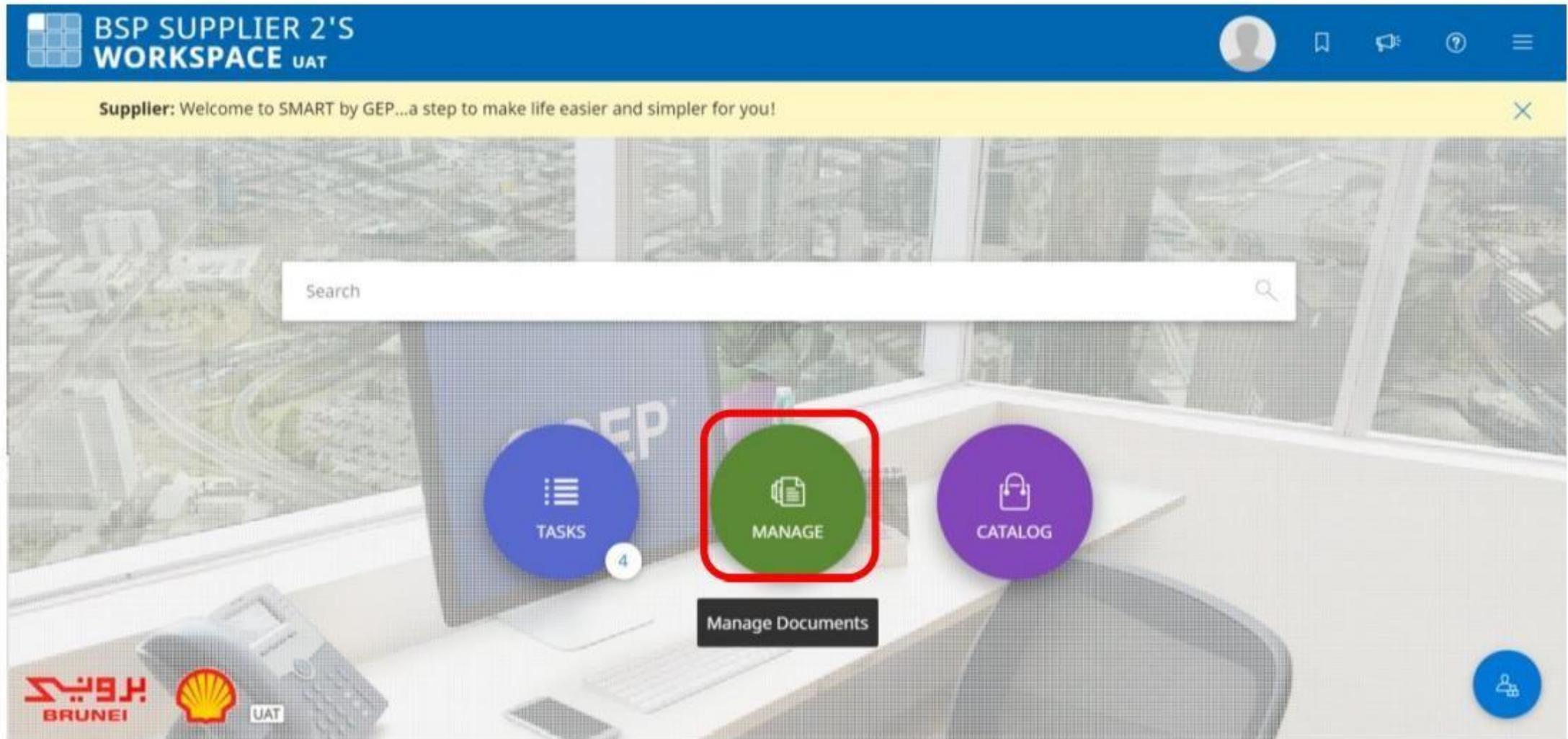
IBAN (EURO Country)* Bank Account Number* Verify Bank Account Number

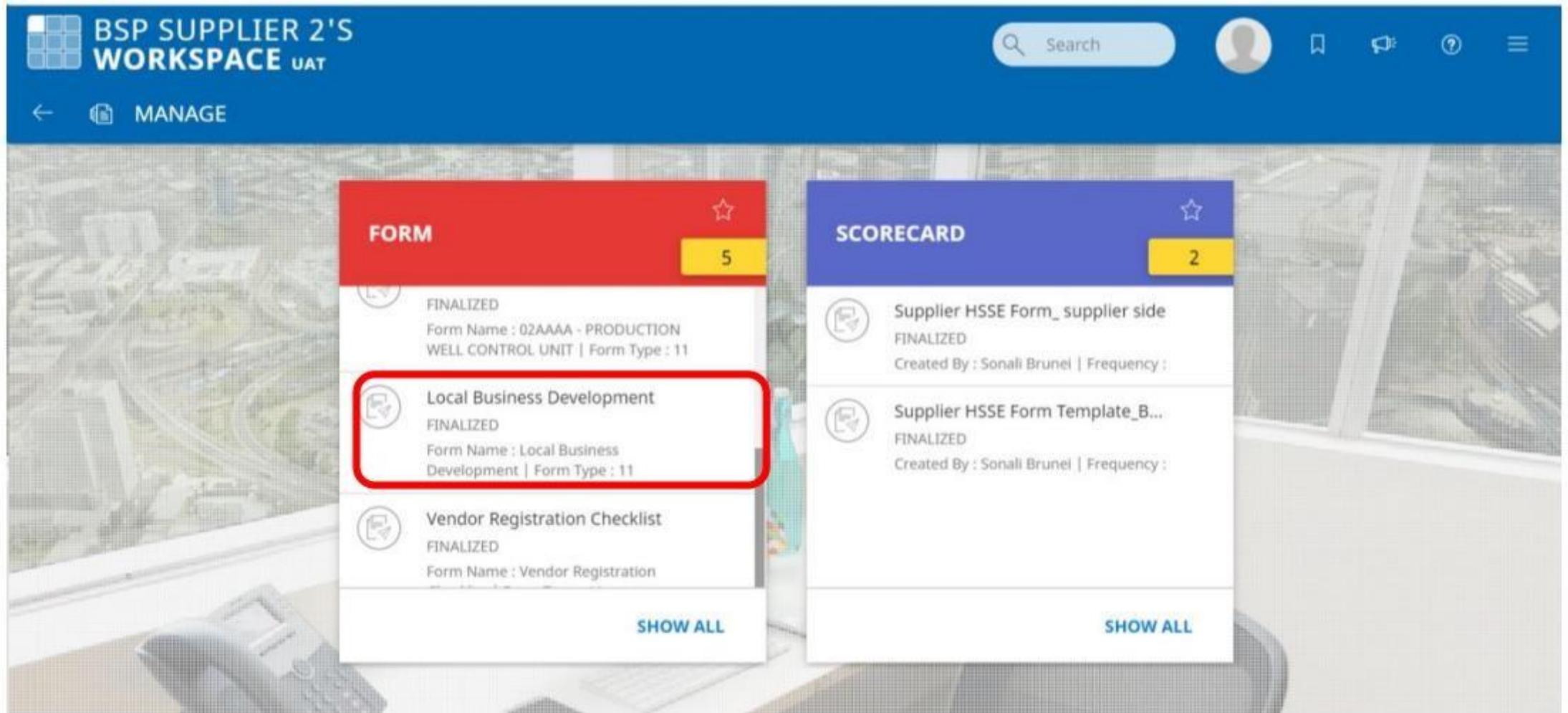
Alternate Payee* Existing Contracts* Authorized Signatories*

CANCEL DONE

CANCEL SAVE

The screenshot displays the 'BASIC DETAILS' section of a supplier profile in the SMART by GEP system. The page title is 'BSP SUPPLIER 2'S WORKSPACE'. The breadcrumb trail shows 'Home' and 'BSP SUPPLIER 2 (PC-2020.000094)'. The 'BASIC DETAILS' section includes a logo upload area, a 'Supplier's Legal Name' field with the value 'Bsp supplier 2', a 'Parent Company's Identification Type' dropdown set to 'Parent Company Name', a 'Doing Business As' field, a 'Formerly Known As' field with the value 'Formerly Known As', a 'Category' dropdown set to 'Material +1 More', a 'Region' dropdown set to 'Brunei', a 'Supplier Managers' field with the value 'VendorMaster1 Brunei + 1 More', and a 'Status' field set to 'Under Review'. A '25% PROFILE COMPLETENESS' indicator is visible at the bottom left. The 'SAVE' button is highlighted in a red box at the bottom right.





← LOCAL BUSINESS DEVELOPMENT

Local Business Development

Local Business Dev...

Q2. Do you have a Corporate Bank Account?*

Select
Please Select Sub-Question(s)

Q3. Have you or any of your key personnel worked for BSJV Companies in the last 2 years?*

Select
Please Select Sub-Question(s)

Q4. Do you have existing family members in BSJV Companies?*

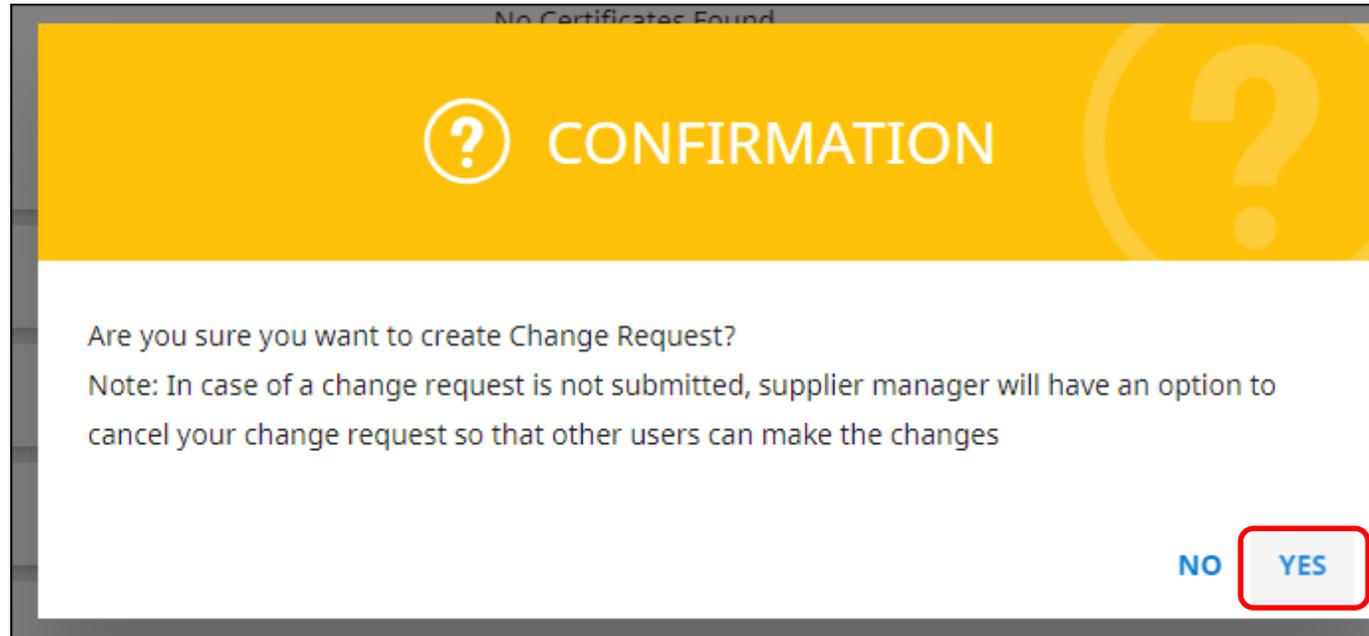
Select
Please Select Sub-Question(s)

CLOSE SAVE **SUBMIT**

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





☰					
✓ LOCATION INFORMATION (1)				🗑️	⊕
<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts	
<input type="checkbox"/>	BSP	Headquarter	Pri : 3373999 Sec :	📄 ✎	

←  LOCATION

∨ LOCATION INFORMATION

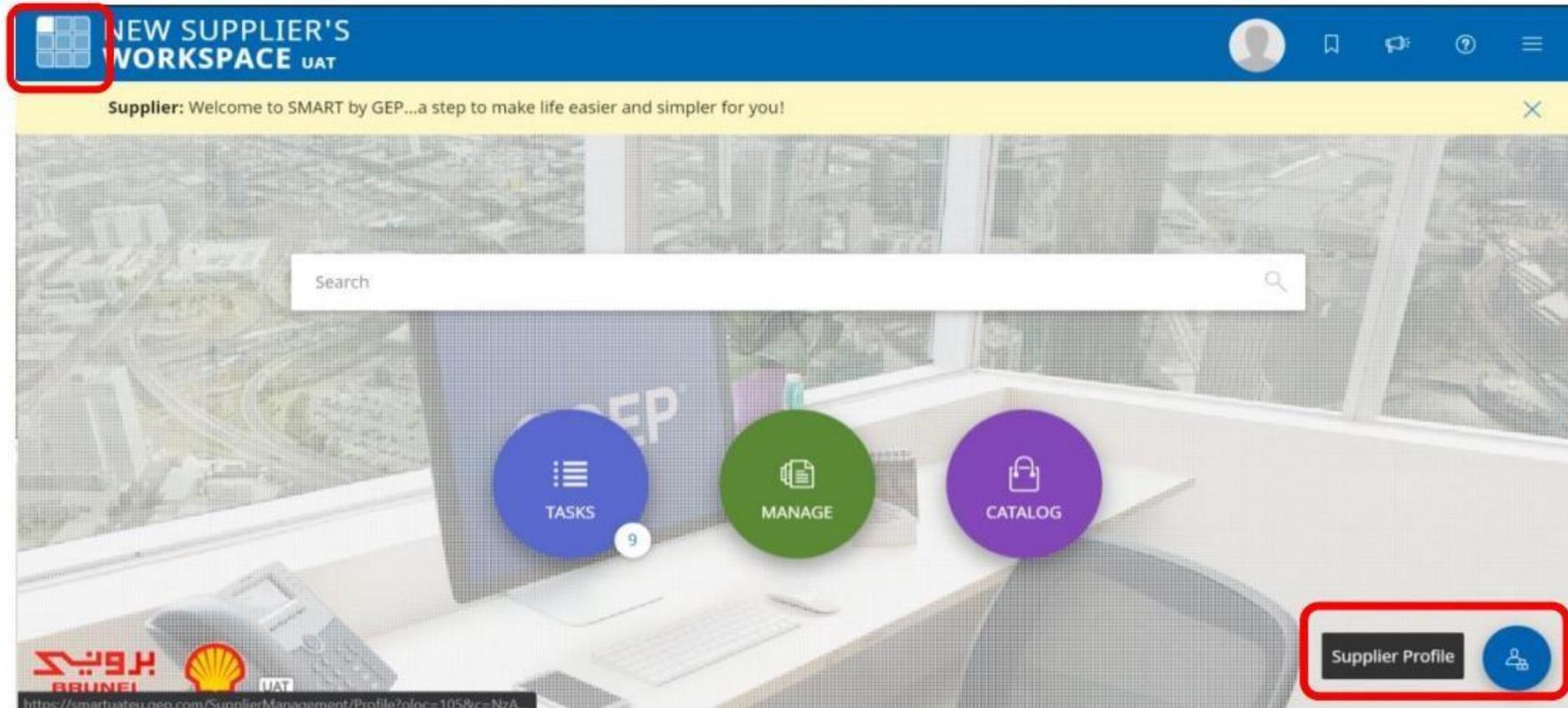
[Manage Optional Fields](#)

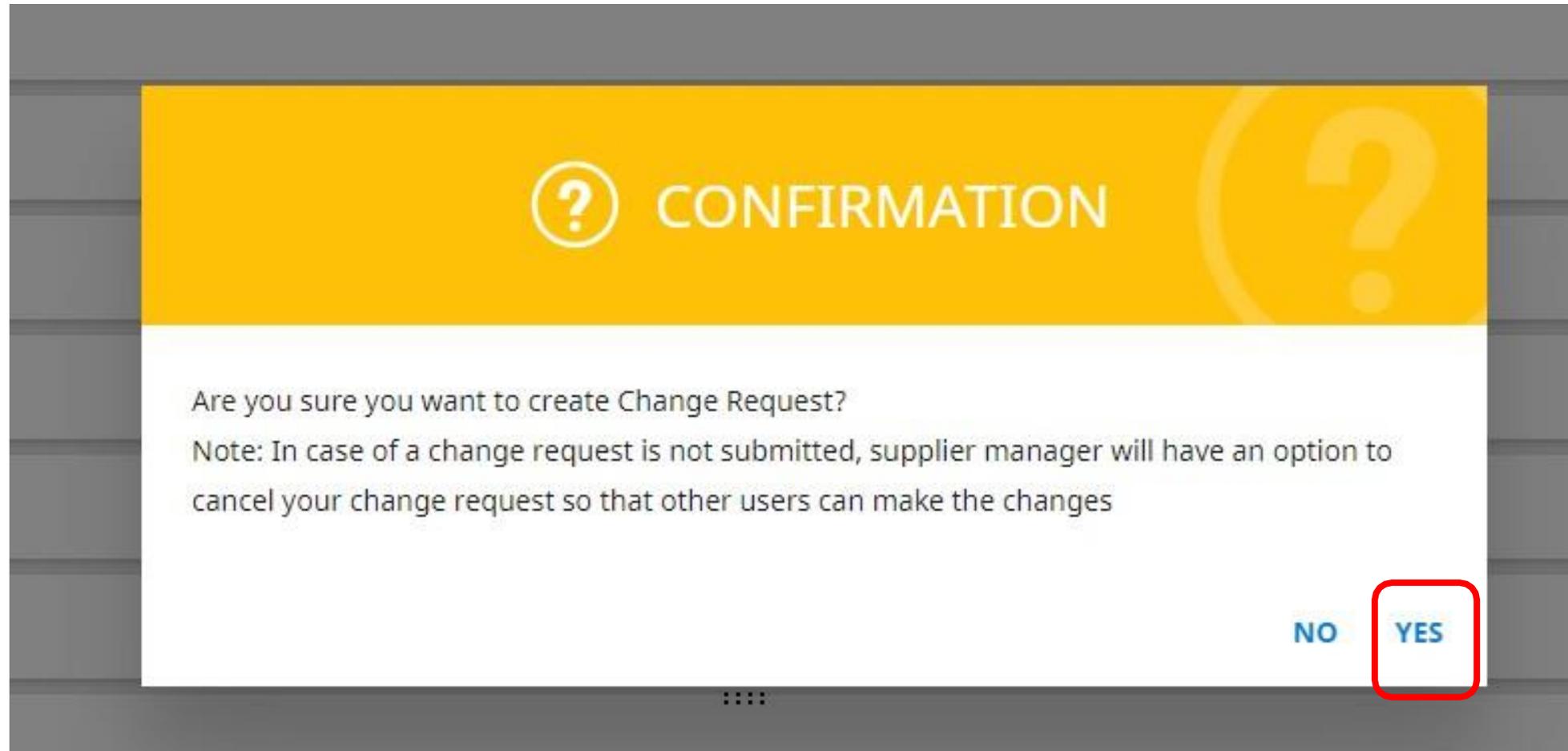
Location Name*	Country* Please Select	▼	Address Line 1*	State*
City*	Zip Code*		Choose Location Type*	

Steps to add more work categories

Step 1: Go to your Home screen (by clicking on 'Square Home Icon' on top left corner of the page)

- 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





✓ BASIC DETAILS

<p>YOUR COMPANY LOGO HERE</p> <p>Supported file formats: png, jpeg, jpg</p> <p>Max file size : 5MB</p> <p>Resolution : 200 X 200 pixel</p>	<p>Supplier's Legal Name*</p> <p>Dummy - BSP test Supplier</p>	<p>Parent Company's Identification Type</p> <p>Parent Company Name ▼</p>	<p>Parent Company Name</p>
	<p>Category*</p> <p>01AAAA - DRILL.RIG SURF. EQPT, GENER...</p>	<p>Region*</p> <p>Asia</p>	<p>Supplier Managers*</p> <p>Patricia Luin + 2 More</p>

The screenshot shows a software interface with a header bar containing a search icon and the text "Category". Below the header, there is a list item "Material" with a blue arrow pointing to the right. At the bottom of the interface, there are two buttons: "EDIT" on the left and "CLOSE" on the right. The "EDIT" button is highlighted with a red rounded rectangular border.

Search ×

Select All

▼ Material

▼ 01 - DRILLING MACHINERY, MUD EQUIPMENT AND ACCESSORIES

01AAAA - DRILL.RIG SURF. EQPT, GENERAL

01BAAA - WORKOVER HOISTS

▶ 02 - PRODUCTION SURFACE EQUIPMENT

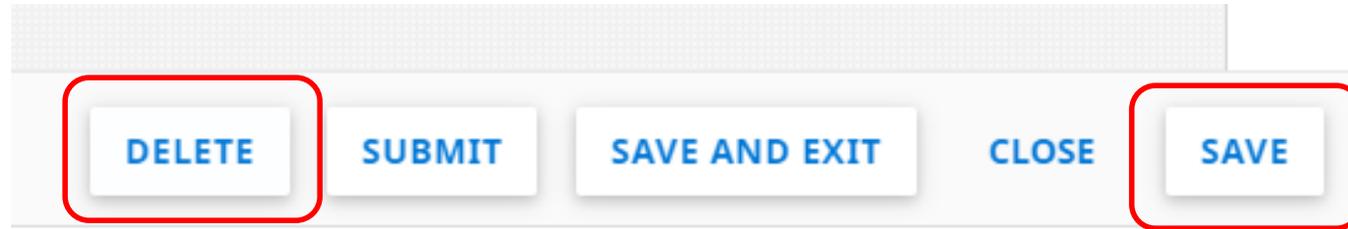
▶ 03 - DRILLING TOOLS AND RETRIEVABLE PRODUCTION TOOLS

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

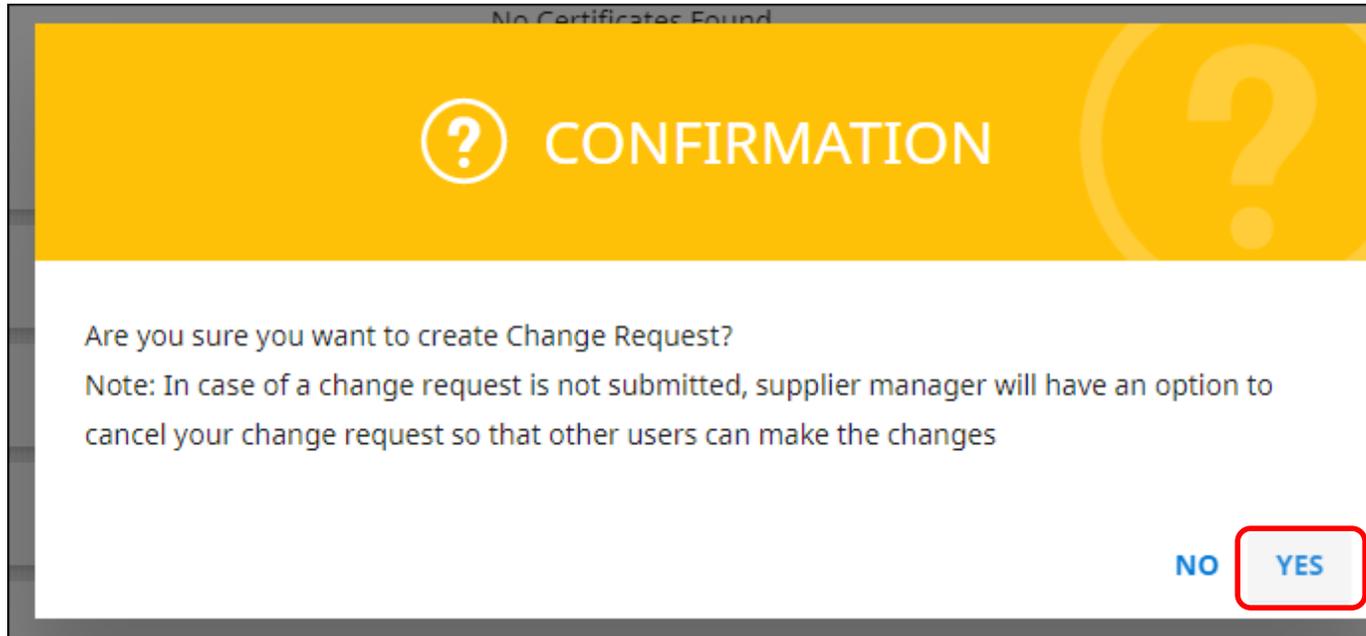
DONE



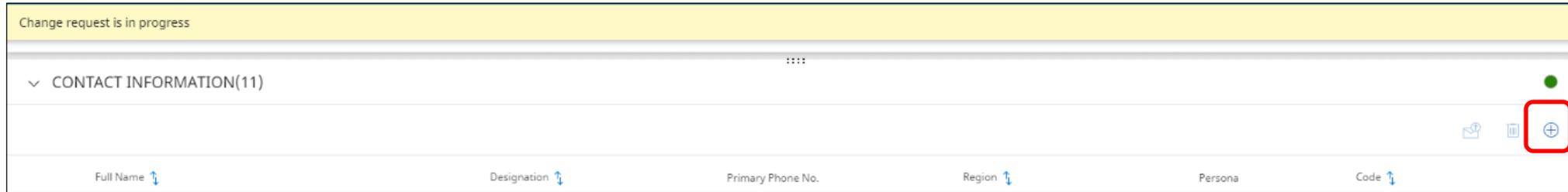
Steps to add and edit contact information in SMART GEP

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

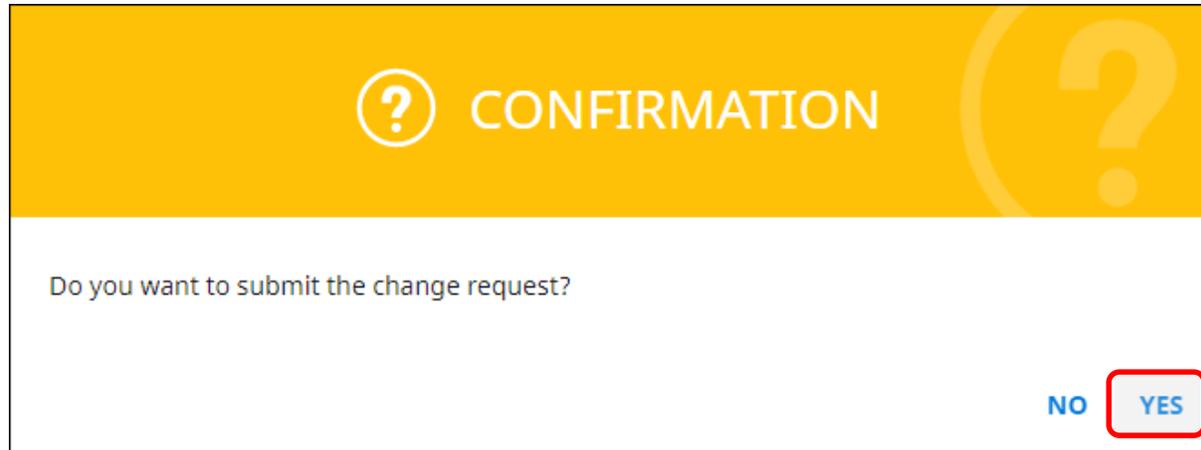




Profile goes in Edit Mode. The '+' is now visible for the user to add in additional contact information



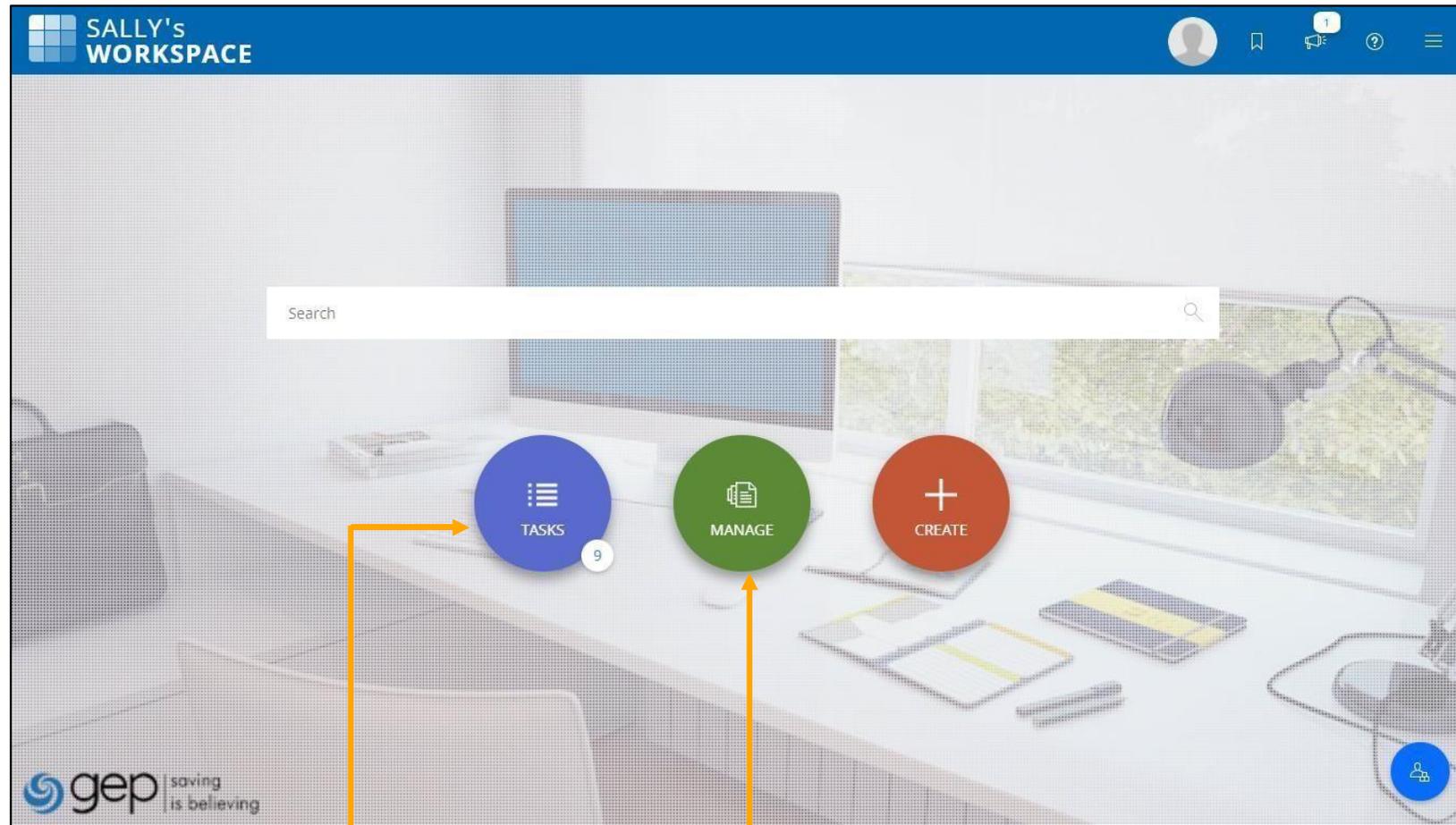
Click on Save and then click on Submit. User will be prompted the following message. Click 'Yes'.



A confirmation dialog box with a yellow header bar. The header contains a question mark icon in a circle and the word "CONFIRMATION". The main body of the dialog is white and contains the text "Do you want to submit the change request?". At the bottom right, there are two buttons: "NO" and "YES". The "YES" button is highlighted with a red border.

Respond to RFx

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



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

Under the 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.

Name	Designation	Email Address	Contact Number
Sandy Wilson	Admin	godfrey.lope@gep.com	91 (22) 2764 9100

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.

The screenshot displays a user interface for confirming participation in an event. It features two main sections: 'EVENT TIMELINES' and 'BUYER CONTACT INFORMATION (1)'. The 'EVENT TIMELINES' section includes a 'Response Timeline' bar and a calendar view for December 2017, with dates Sat 16, Sun 17, Mon 18, and Tue 19. The 'BUYER CONTACT INFORMATION (1)' section contains a table with columns for Name, Designation, Email Address, and Contact Number. At the bottom, there is a checkbox labeled 'My organization wishes to participate in this event' which is checked, and two buttons: 'CANCEL' and 'CONFIRM PARTICIPATION'.

EVENT TIMELINES				
Response Timeline				
December 2017	Sat 16	Sun 17	Mon 18	Tue 19

BUYER CONTACT INFORMATION (1)				
Name	Designation	Email Address	Contact Number	

My organization wishes to participate in this event

CANCEL CONFIRM PARTICIPATION

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 become accessible:

- 1. Basic Details:** Basic information regarding the RFX event such as the event name, description, type, currency, category, business unit and region.

The screenshot shows the 'BASIC DETAILS' section of an RFX document. The header includes a back arrow, the document title '10100-JUN/2017 - RFX FOR IT HARDWARE & ... (PARTICIPATION CONFIRMED)', and a timer 'Event closing in 10d 23h 52m 52s'. The details are as follows:

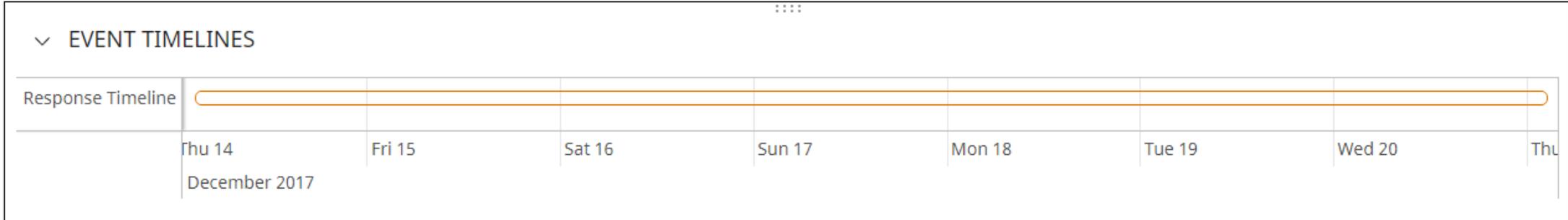
- Event Name:** RFX for IT Hardware & Peripheral
- EventDescription:** This is the request for proposal for all IT requirements for GEP Worldwide. This is the request for proposal for all IT requirements for GEP Worldwide. This is the request for proposal for all IT requirements for GEP Worldwide. This is the request for proposal for all IT requirements for GEP Worldwide. This is the request for proposal for all IT requirements for GEP Worldwide. This is the request for proposal for all IT requirements for GEP Worldwide. This is the request for proposal for all IT requirements for GEP Worldwide.
- Event Type:** Request for Proposal
- EventCurrency:** USD
- Category:** COMANUFACTURING & COPACKING
- Business Unit:** Kellogg Korea
- Region:** Africa

- 2. Buyer Contact Information:** Contact information regarding the buyer.

The screenshot shows the 'BUYER CONTACT INFORMATION (1)' section of an RFX document. It contains a table with the following data:

Name	Designation	Email Address	Contact Number
Admin	Admin	Admin@gep.com	91 (22) 2764 9100

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



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

The screenshot shows a section titled 'GUIDELINES (1)' with a dropdown arrow. Below it is a table with the following columns: Guideline Name, Guideline Type, Accepted By, and Accepted On. There is a download icon in the top right corner of the table area.

<input checked="" type="checkbox"/>	Guideline Name	Guideline Type	Accepted By	Accepted On
<input checked="" type="checkbox"/>	Guideline With Name As Guideli...	Legal Policy	-	-

- 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.

ATTACHMENTS (1)		
BUYER	SUPPLIER	
<input type="checkbox"/>	Attachment Name ↕	File Size
<input type="checkbox"/>	Picture4.png	203.0 KB

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.

Questionnaire Name	Questions	Response Completion %	
Supplier questionnaire	20	0.00%	
Company information	6	0.00%	

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:

RESPOND - COMPANY INFORMATION

Name
Company information

Description

Sample

Q 1.* How many employees do you have?

<100

between 100 and 200

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE

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:

SECTION NAME	QUESTION NUMBER	QUESTION TITLE	RESPONSE OPTIONS	RESPONSE TO QUESTION
	1	1.1 Please provide the requested information for your company in the table below.	Contacts: - Primary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.
	1	1.1 Please provide the requested information for your company in the table below.	Contacts: - Secondary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.
	1	1.1 Please provide the requested information for your company in the table below.	Address: - Primary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.
	1	1.1 Please provide the requested information for your company in the table below.	Address: - Secondary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.
	1	1.1 Please provide the requested information for your company in the table below.	Telephone: - Primary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.
	1	1.1 Please provide the requested information for your company in the table below.	Telephone: - Secondary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.
	1	1.1 Please provide the requested information for your company in the table below.	Email: - Primary Contact	This question type is not supported on the Excel file. Suppliers must provide response on application.

Refer Instructions sheet for guidelines.

Switch between the available questionnaires to respond to.

Provide your responses.

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.

PRICE SHEETS (2)

Price Sheet Name	Response Completion %	
IT Hardware	0.00%	
Hardware	0.00%	

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.

RESPOND - IT HARDWARE

Price Sheet Name: IT Hardware

Price Sheet Type: Materials

Price Sheet Description: IT supplies

Displaying 1 of total 1 rows

	A	B	C	D	E	F	G
	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Unit...	Total Price
1	Yes	Item 1	001	10	EA : Each		0.00
3							0.00

CANCEL DONE

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

Use these options to perform various actions on the pricesheet.

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.

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	
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

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.

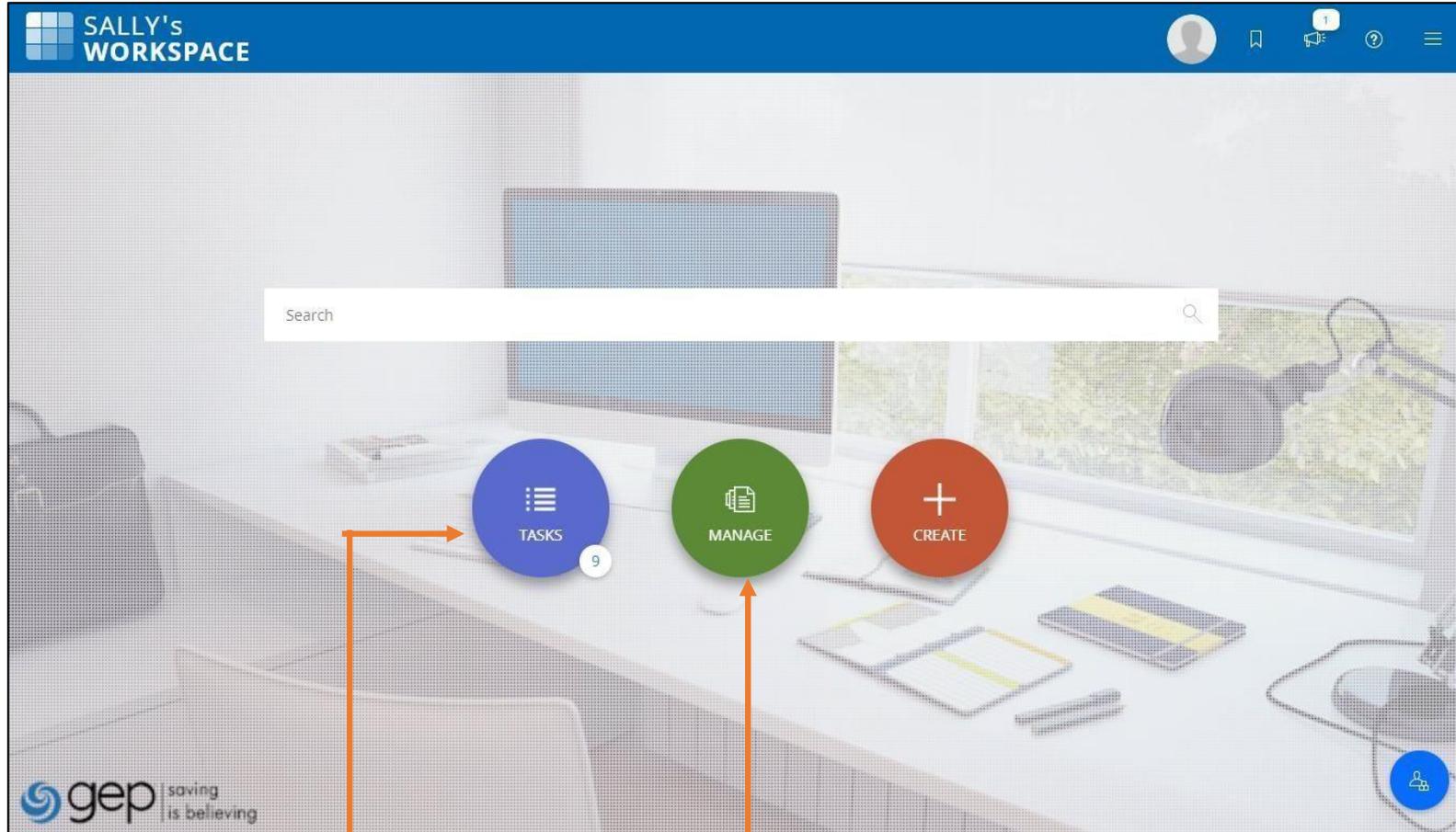
The screenshot displays the 'BASIC DETAILS' section of an RFX. The event name is 'RFX for IT Hardware & Peripheral'. The event description is a placeholder text. The event type is 'Request for Proposal' and the currency is 'USD'. The category is 'COMANUFACTURING & COPACKING', the business unit is 'Kellogg Korea', and the region is 'Africa'. Below this is the 'EVENT TIMELINES' section, which shows a 'Response Timeline' from Monday, June 19, 2017, to Friday, June 30, 2017. A red 'Today' marker is positioned on Wednesday, June 21, 2017. At the bottom right of the form, there are 'CANCEL' and 'SUBMIT' buttons. An orange arrow points from a text box to the 'SUBMIT' button.

Response Timeline	Mon 19 June 2017	Tue 20	Wed 21 Today	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30

Click **Submit** to submit response

Respond to Contracts

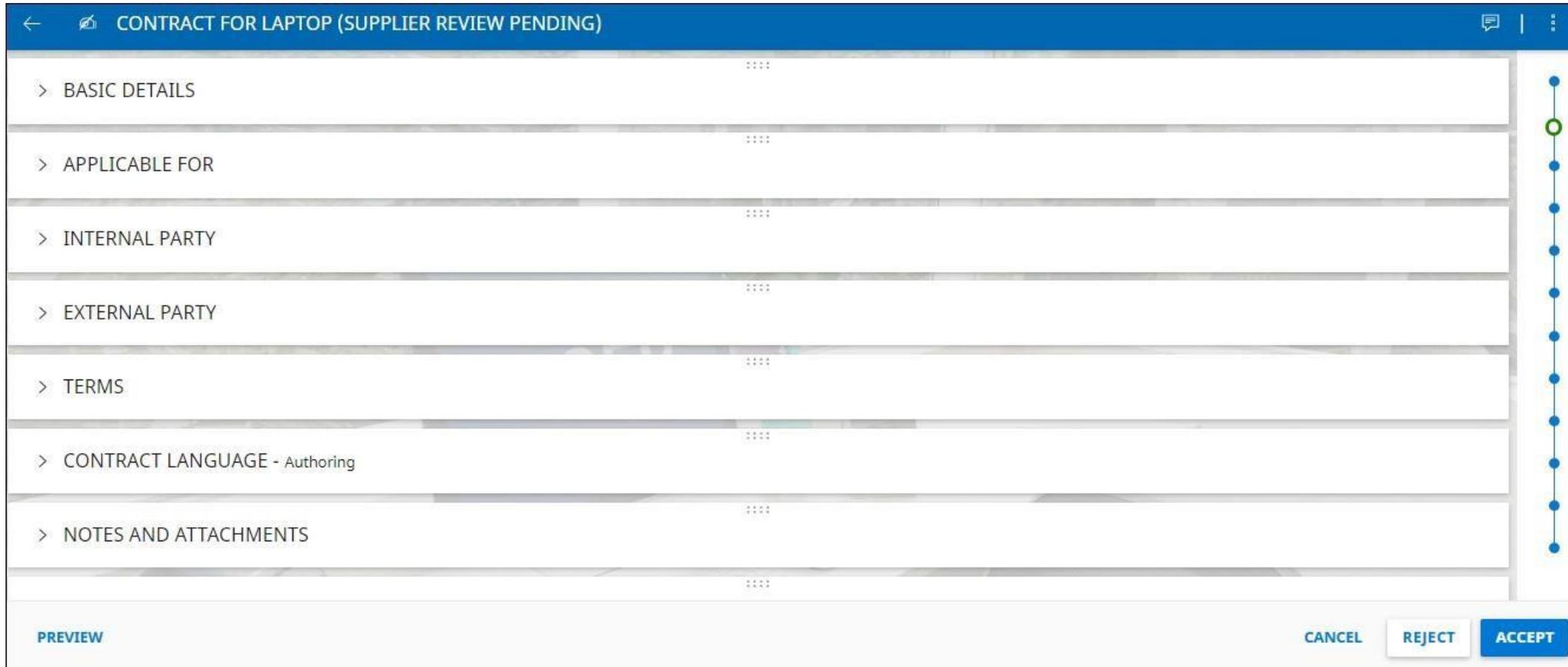
Suppliers can find the required Contract via the Tasks or Manage section of their Workspace. Under the Task section, the documents are categorized and displayed as per pending activities. Under Manage, the documents are categorized according to the document type.



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.

☰

▼ BASIC DETAILS ☰+

Contract Name Contract for Laptop	Contract Number 2018.000309	Document Type Master Agreement	Contract Type Asset Purchase Agreement
Contract Administrator Demo User	Description --		

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

☰

▼ APPLICABLE FOR

Category BUSINESS TRAVEL	Organization Entity GEP Mumbai	Region Americas
-----------------------------	-----------------------------------	--------------------

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

INTERNAL PARTY			
Name	Referred As		
Buyer Company	Company	Attorney	Authorized Signatory
			--
Contract Sponsor	Contract Creator		
	Demo User		

The External Party section captures the information specific to you like supplier name, supplier contact and the supplier signatory.

EXTERNAL PARTY			
Supplier	Supplier Contact		
Prime Suppliers	Sally Anderson	Signatory	Ordering Location
		--	

The Terms section captures information related to the contract terms and conditions like currency, contract value, parent contract number, parent contract name and the effective duration.

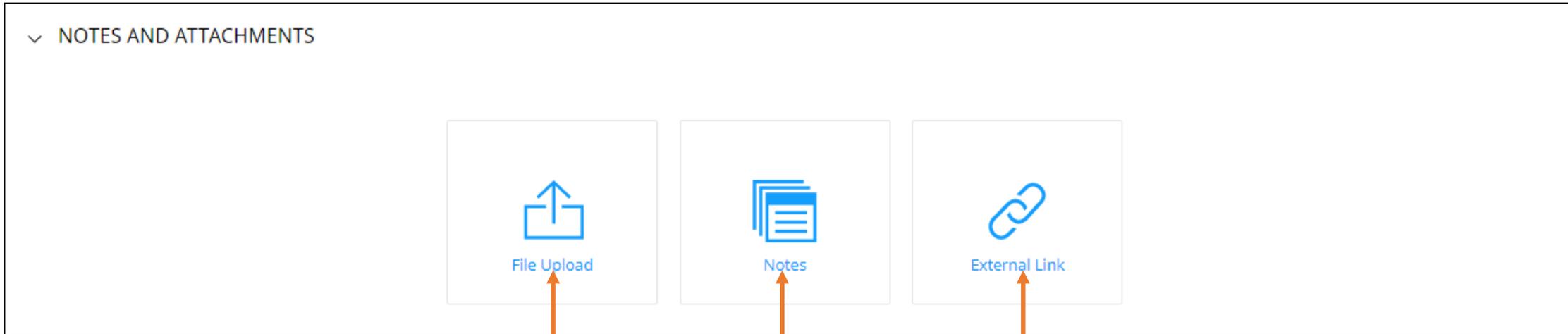
▼ TERMS ☰

Parent Contract Number		Parent Contract Name		✕	
Currency USD	Contract Value 0.00	Payment Term NET 30	Contract Limit	✕	
Effective Date 02/15/2018	Remain in effect Till Date	Expiry Date 02/15/2018			
Renewal on need basis					✕

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](#).

CONTRACT LANGUAGE - Authoring							
<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Status	Modified On	Version
<input type="checkbox"/>	Contract Language BHF		Demo User	Demo User		2/15/2018	1

The Notes and Attachments section enables Supplier to upload soft copies of the documents related 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 the name and description and click **Save**.

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

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.

▼ LINES

Lines

Lines (1)

✓	Line Number *	Line Type *	Item Number	Item Name *	Status *	Description	Supplier Item Number	Category *	UOM *
✓	1	Materials		Laptop	Draft			INDIRECT	each

Rows Per Page: 1 - 1 of 1

Download service lines

Download material lines

The Team Member section contains the existing team member detail.

TEAM MEMBERS			
<input type="checkbox"/>	Team Members	Viewer	Reviewer
<input type="checkbox"/>	Demo User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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](#).

← CONTRACT FOR LAPTOP (SUPPLIER REVIEW PENDING)

▼ BASIC DETAILS

Contract Name: Contract for Laptop
Contract Number: 2017.000479
Document Type: Master Agreement
Contract Type: Asset Purchase Agreement

Contract Administrator: TestAscena UAT_1
Description: --

▼ INTERNAL PARTY

Name: Buyer Company
Referred As: Company
Attorney: Attorney
Authorized Signatory: Authorized Signatory

Contract Sponsor: Paul
Contract Creator: TestAscena UAT_1

PREVIEW CANCEL REJECT ACCEPT

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.

Author: Emily Ross | Last Modified By: Emily Ross On 4/10/2017 | Version 1.0

Standard Services Agreement

Always upload your project agreement and statement of work document to the Elance Private Message Board ("PMB").
This Standard Services Agreement is a sample provided for your information only and may not be relied upon as legal advice. This agreement might not be appropriate for your requirements. Elance makes no warranty about the suitability of this sample agreement and accepts no liability arising out of the use of this agreement. Please consult your legal or business advisor for further information or advice.

STANDARD SERVICES AGREEMENT

THIS AGREEMENT is made on [Month, day, year]

BETWEEN

- [the Buyer] of (the "Buyer"); and
- [the Service Provider] of (the "Service Provider"),

collectively referred to as the "Parties".

RECITALS

The Buyer wishes to be provided with the Services (defined below) by the Service Provider and the Service Provider agrees to provide the Services to the Buyer on the terms and conditions of this Agreement.

1. Key Terms

1.1 Services

The Service Provider shall provide the following services ("Services") to the Buyer in accordance with the terms and conditions of this Agreement:
[Insert a description of the Services here]

1.2 Delivery of the Services

- Start date:** The Service Provider shall commence the provision of the Services on [insert date here].
- Completion date:** The Service Provider shall complete/cease to provide (delete as appropriate) the Services by/on (delete as appropriate) [insert date here] ("Completion Date").
- Key Dates:** The Service Provider agrees to provide the following parts of the Services at the specific dates set out below: [insert dates here]

CANCEL **CHECK OUT**

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

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.

Author: Emily Ross | Checked Out By: Emily Ross On 4/10/2017 Version 1.0 | 

Standard Services Agreement

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This Standard Services Agreement is a sample provided for your information only and may not be relied upon as legal advice. This agreement might not be appropriate for your requirements. Elance makes no warranty about the suitability of this sample agreement and accepts no liability arising out of the use of this agreement. Please consult your legal or business advisor for further information or advice.

STANDARD SERVICES AGREEMENT

THIS AGREEMENT is made on [Month, day, year]

BETWEEN

- [the Buyer] of (the "Buyer"); and
- [the Service Provider] of (the "Service Provider"),

collectively referred to as the "Parties". RECITALS

The Buyer wishes to be provided with the Services (defined below) by the Service Provider and the Service Provider agrees to provide the Services to the Buyer on the terms and conditions of this Agreement.

- Key Terms
 - Services
The Service Provider shall provide the following services ("Services") to the Buyer in accordance with the terms and conditions of this Agreement:
[Insert a description of the Services here]
 - Delivery of the Services
 - Start date: The Service Provider shall commence the provision of the Services on *[insert date here]*.
 - Completion date: The Service Provider shall complete/cease to provide *[delete as appropriate]* the Services by/on *[delete as appropriate]* *[insert date here]* ("Completion Date").
 - Key Dates: The Service Provider agrees to provide the following parts of the Services at the specific dates set out below. *[insert dates here]*

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.

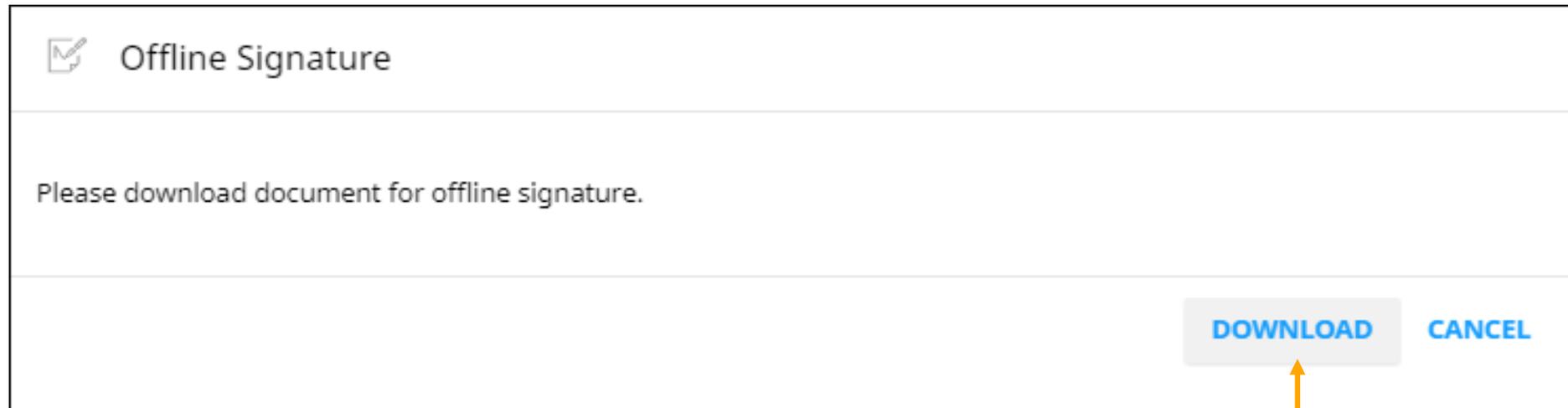
SMART by GEP would be configured to use the following signatory options:

- SMART Signature

SMART Signature provides the below option:

- Offline Mode

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



Offline Signature

Please download document for offline signature.

DOWNLOAD CANCEL

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



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

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