

# SMART SUPPLIERS

## Quick Reference Guide (Suppliers)

## **Primary Registration Form and Registration Process**

- Email will be received from the email address [BruneiShell@gep.com](mailto: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
2. 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
3. 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
4. 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 home page)
  - 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)
5. 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).

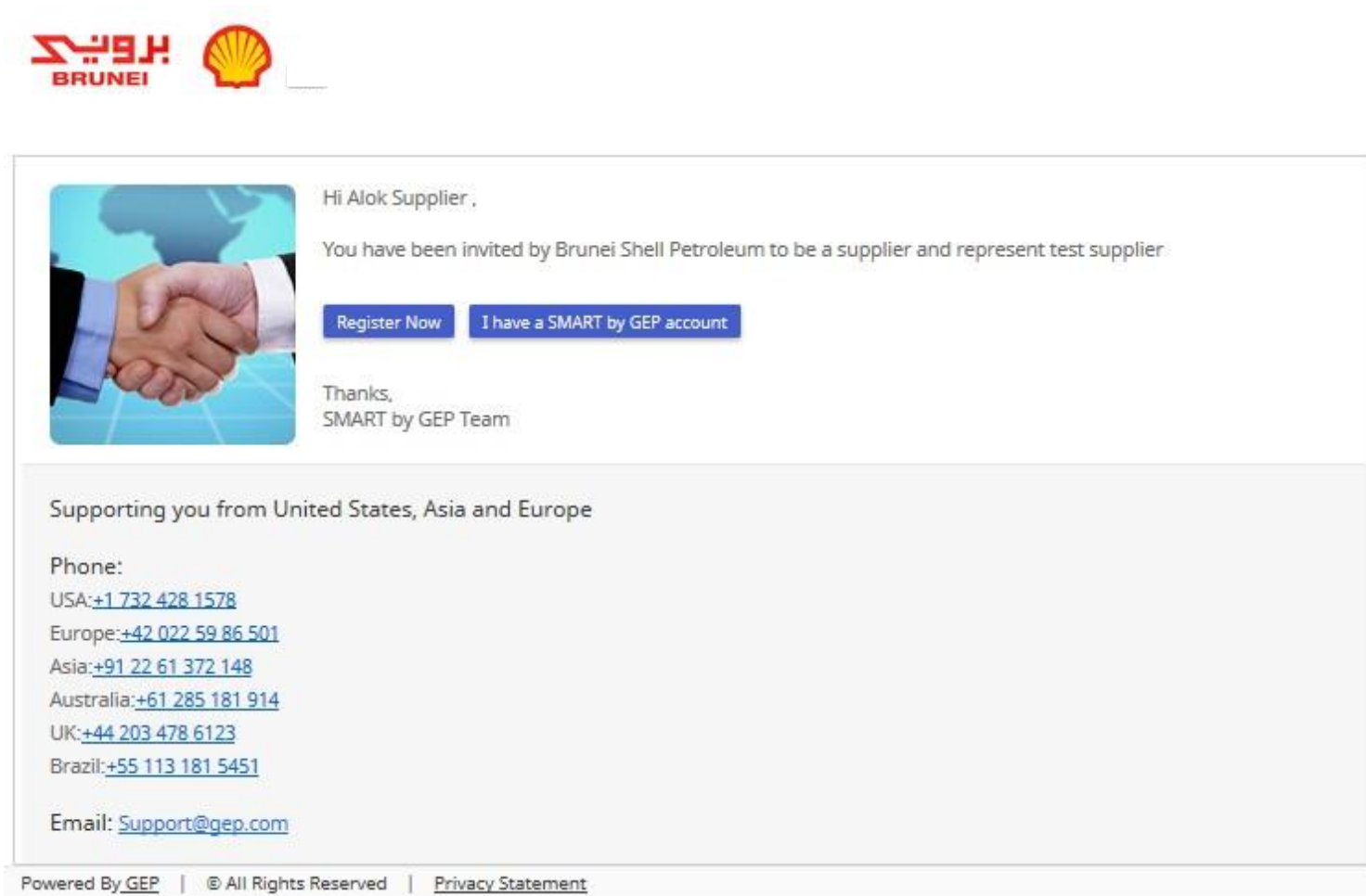
We would like to take the opportunity to welcome you to SMART by GEP post successful registration and look forward to a long and fruitful association with Brunei Shell.

In case of any queries, please feel free to reach out to [BSP-SCM13-Vendor-Registration@shell.com](mailto: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)



## 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	test supplier
Doing Business As	
Company Website	
Headquarter*	Select Country ▼
Address Line 1	Suite, Street, Locality
Address Line 2	Suite, Street, Locality
City	
State/Province	
Zip/Postal Code	
Company Phone *	
County	
Fax	
Business Regions *	
Category *	01 - DRILLING MACHINERY, 
D-U-N-S Number	9 Digit D-U-N-S
Identification	Select identification type ▼ Identification Num +

- 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
			

☐ 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](mailto: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 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 Brunei Shell

- **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](mailto:BSP-SCM13-Vendor-Registration@shell.com)

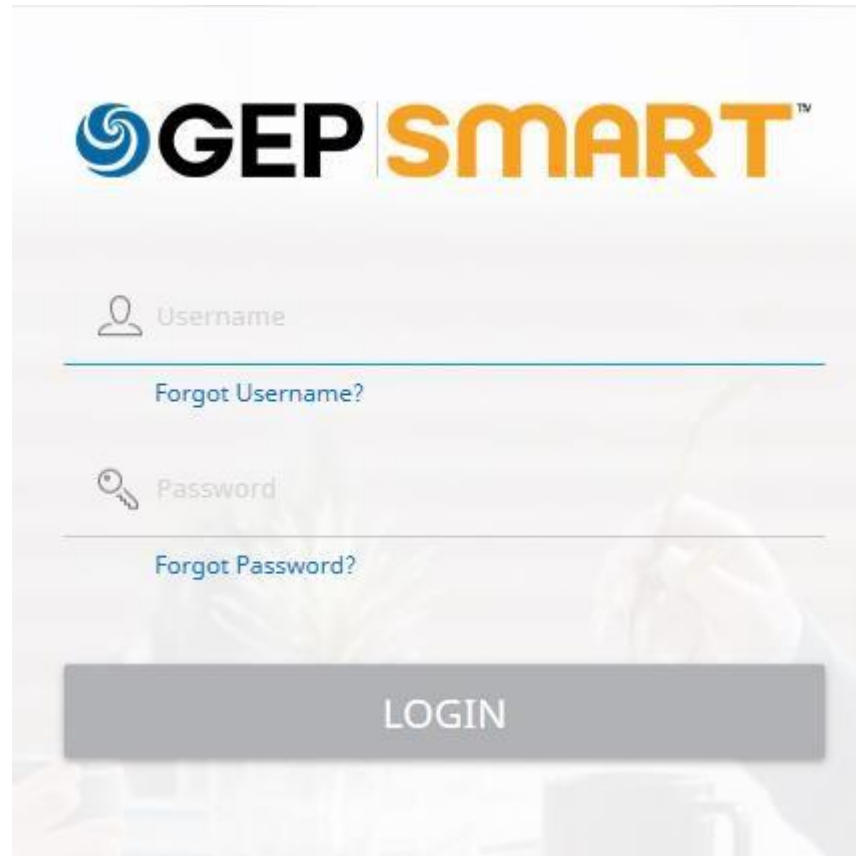
Thanks & Regards,  
GEP on behalf of Brunei Shell

- 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**

The image shows the login page for GEP SMART. At the top, the GEP SMART logo is displayed, with GEP in black and SMART in orange. Below the logo, there are two input fields. The first field is labeled 'Username' with a person icon and has a 'Forgot Username?' link below it. The second field is labeled 'Password' with a key icon and has a 'Forgot Password?' link below it. At the bottom of the form is a large grey button labeled 'LOGIN'. The background of the page is a blurred image of a person in a white lab coat.

- 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.

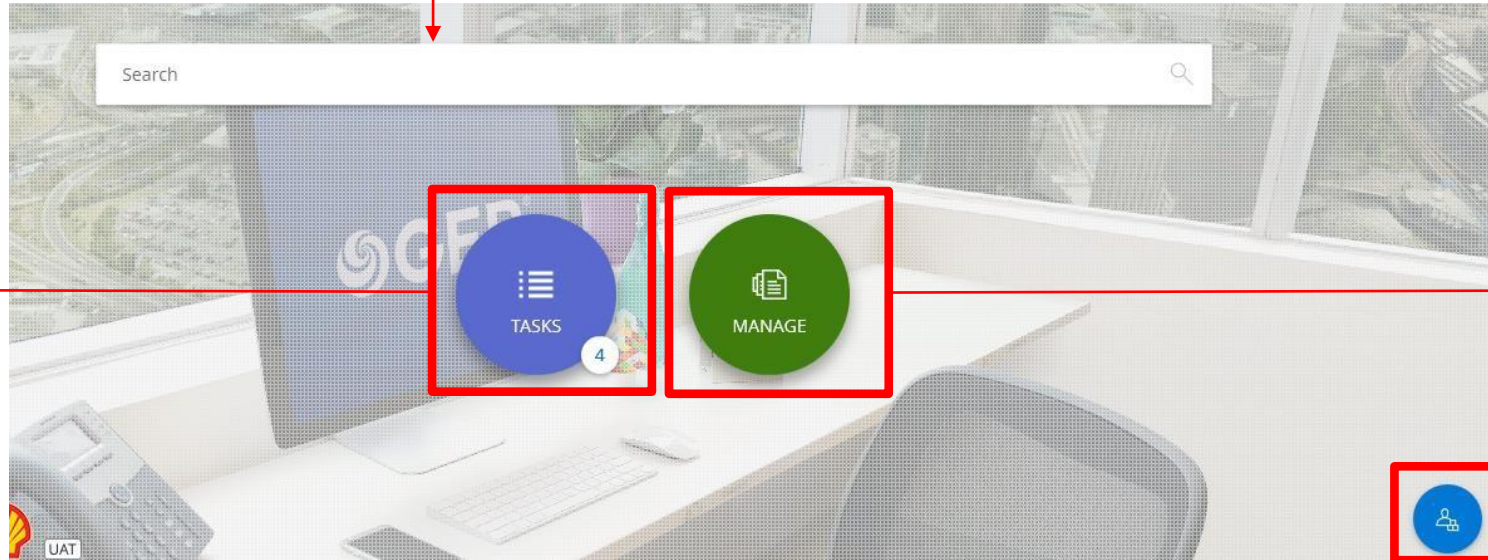
CANCEL

ACCEPT

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


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

**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 ▼

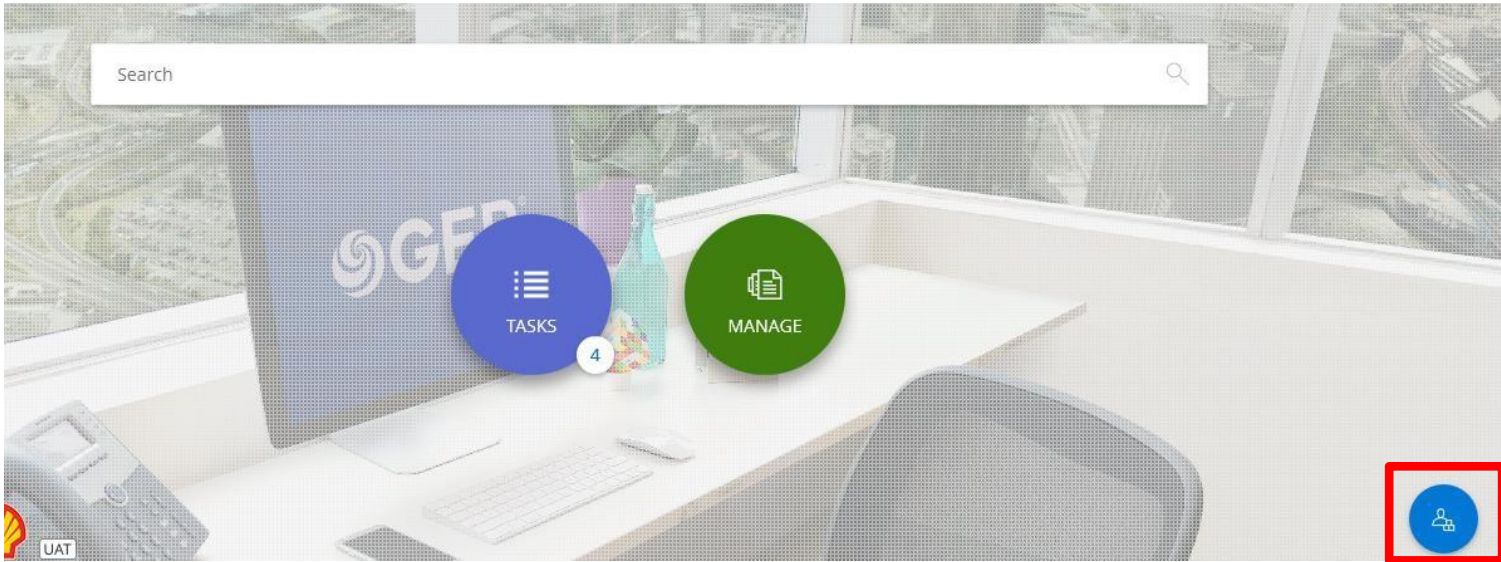
Sub-Question(s)

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)

▼ BASIC DETAILS

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

Category\*  
01 - DRILLING MACHINERY, MUD EQ...

Parent Company's Identification Type  
Parent Company Name

Region\*  
Asia +5 More

Parent Company Name

Supplier Managers\*  
Rahmat Jamil+ 1 More

Doing Business As

Status  
Under Review ⓘ

Manage Optional Fields | ●

Formerly Known As  
Formerly Known As

> IDENTIFICATION INFORMATION

> CERTIFICATES ⓘ

> DIVERSITY STATUS - DO NOT USE

> LOCATION INFORMATION

> CONTACT INFORMATION ⓘ

Detailed Profile page will open up

# Certificates, like TAMAP, need to be provided in the Certificates section of the Supplier Profile



- 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

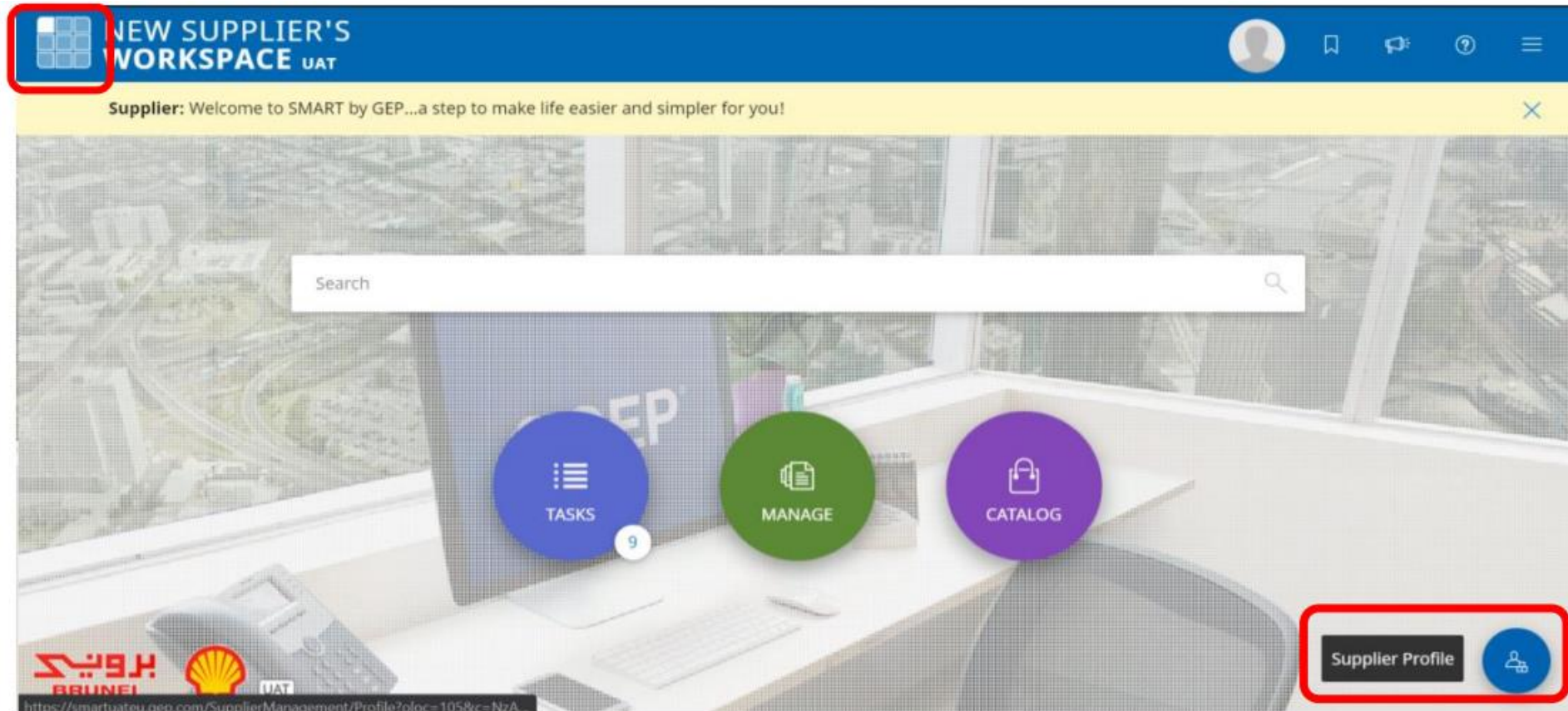
AFTERMARKET INSTRUMENTATION – GSI Inc – Letter of Agency

CORPORATE SERVICES LEGAL – UK LEGAL OVERSEES LLC –  
Authorized Representative

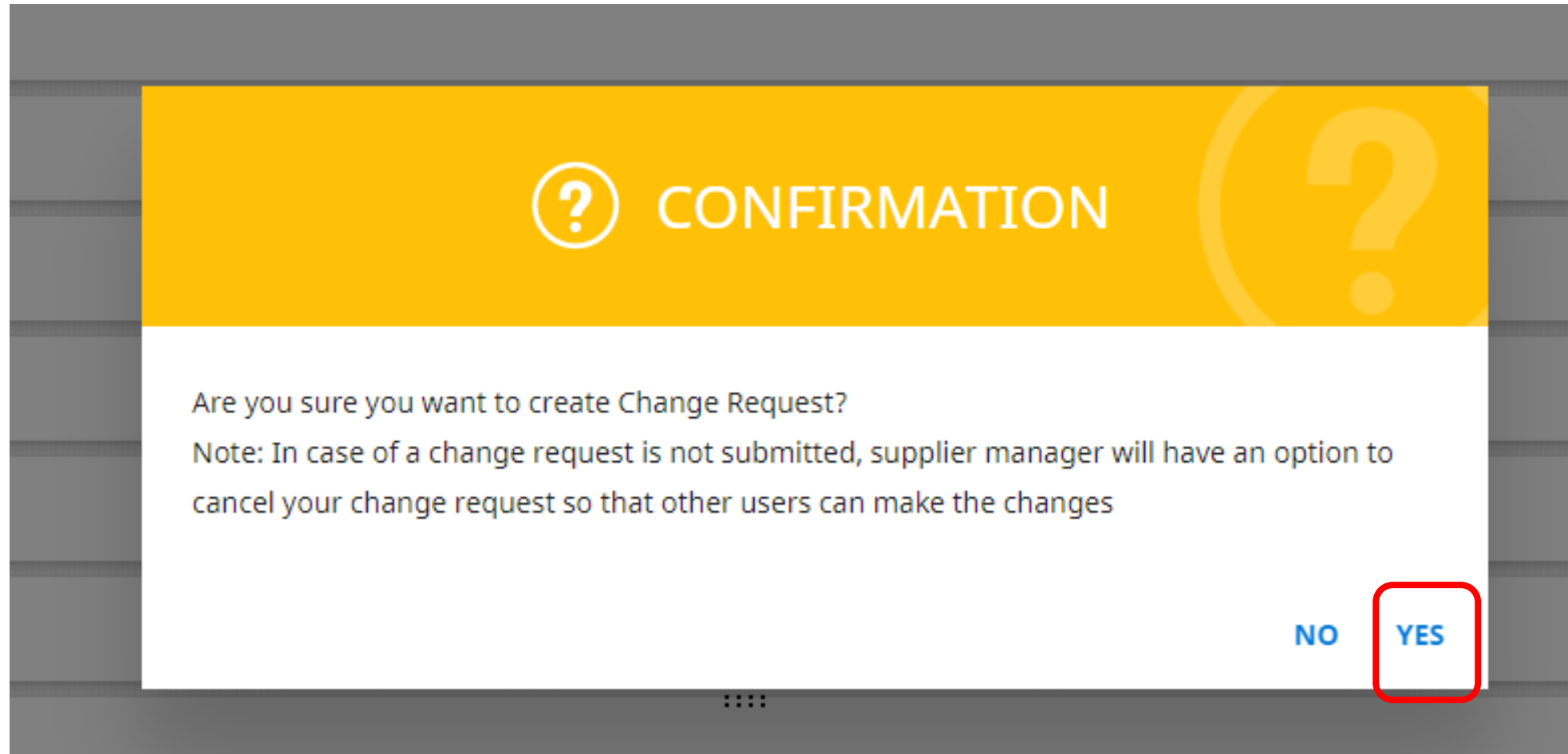
WELL TESTING – WTI Inc – Authorized Agent

## **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







NEW SUPPLIER'S WORKSPACE

NEW SUPPLIER COMPANY (PC-2020.000084)

BASIC DETAILS

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

Status  
Under Review ⓘ

Manage Optional Fields

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

CONTACT INFORMATION

25%  
PROFILE COMPLETENESS

CLOSE

SAVE

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

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

NEW SUPPLIER COMPANY (PC-2020.000084)

> CERTIFICATES

> DIVERSITY STATUS

> LOCATION INFORMATION (1)

Location Name

Type

Phone Nos.

Roles & Contacts

sfdhfgj

Headquarter

Pri : 23456  
Sec :

> CONTACT INFORMATION

> BUSINESS INFORMATION

> TRANSACTION TYPE

25%

PROFILE  
COMPLETENESS

CLOSE

SAVE

Add New Location

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The Source-to-Pay Software Platform

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## Step 6: Fill in appropriate details of Location Information

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

The screenshot displays the 'NEW SUPPLIER'S WORKSPACE' interface. The top navigation bar includes a search bar and user profile icon. The main section is titled 'LOCATION INFORMATION' and contains several input fields: 'Location Name' (Brunei), 'Address Line 1' (B 401. Plaza, City), 'Country' (Brunei Darussalam), 'State' (Brunei), 'City' (Brunei), and 'Zip Code' (402301). A red box highlights the 'Choose Location Type' field, which has a 'Show Lookup' button next to it. Below the location information is the 'IDENTIFICATION INFO' section. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A small error message 'javascript:void(0)' is visible in the bottom left corner.

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

**NEW SUPPLIER'S WORKSPACE**

Search

LOCATION

LOCATION INFORMATION

Location Name\*  
Brunel

Address Line 1\*  
B 401, Plaza, C

City\*  
Brunel

Zip Code\*  
402301

State\*  
Brunel

Manage Optional Fields

IDENTIFICATION INFO

**LOCATION TYPE (1/5)**

- ☒ Remit To Location
- ☐ Ordering Location
- ☐ Solicitation Location
- ☐ Invoicing Location
- ☐ Other

CANCEL DONE

CANCEL SAVE

- a) Expand the section by clicking on it

The screenshot displays the 'NEW SUPPLIER'S WORKSPACE' interface. At the top, there's a blue header with a search bar and user profile icon. Below the header, the 'LOCATION' section is active, showing a list of expandable sections: 'LOCATION INFORMATION', 'BANKING INFORMATION', and 'IDENTIFICATION INFO'. The 'BANKING INFORMATION' section is highlighted with a red rectangular box. The 'LOCATION INFORMATION' section is expanded, showing fields for Location Name (Brunel), Address Line 1 (B 401, Plaza, City), Country (Brunei Darussalam), State (Brunei), City (Brunel), and Zip Code (402301). There's also a 'Choose Location Type' dropdown set to 'Remit To Location'. A 'Manage Optional Fields' link is visible. At the bottom right, 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

+

Add Banking Info

CANCEL

SAVE

The screenshot displays the SMART by GEP interface. A modal titled 'BANKING INFORMATION' is open, showing a list of payment methods. The 'Bank Transfer' option is highlighted with a red box. The background shows a map of Brunei and a sidebar with navigation options like 'LOCATION', 'BANKING INFORMATION', and 'IDENTIFICATION'. At the bottom of the modal, there are 'CANCEL' and 'DONE' buttons. In the bottom right corner of the screen, there are 'CANCEL' and 'SAVE' buttons.

a) Click on **‘Done’** and **‘Save’**

The screenshot displays the 'BANKING INFORMATION' form within the SMART by GEP application. The form is titled 'BANKING INFORMATION' and is part of a larger 'LOCATION' section. The form contains the following fields:

- 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\*

The 'DONE' button is highlighted with a red box, and the 'SAVE' button is also highlighted with a red box.

Home

BSP SUPPLIER 2'S WORKSPACE

Search

BSP SUPPLIER 2 (PC-2020.000094)

BASIC DETAILS

YOUR COMPANY LOGO HERE

Supported file formats: png, jpeg, jpg

Max file size : 5MB

Resolution : 200 X 200 pixel

Supplier's Legal Name\*

Bsp supplier 2

Parent Company's Identification Type

Parent Company Name

Doing Business As

Formerly Known As

Formerly Known As

Region\*

Brunei

Supplier Managers

VendorMaster1 Brunei + 1 More

Category\*

Material +1 More

Status

Under Review ⓘ

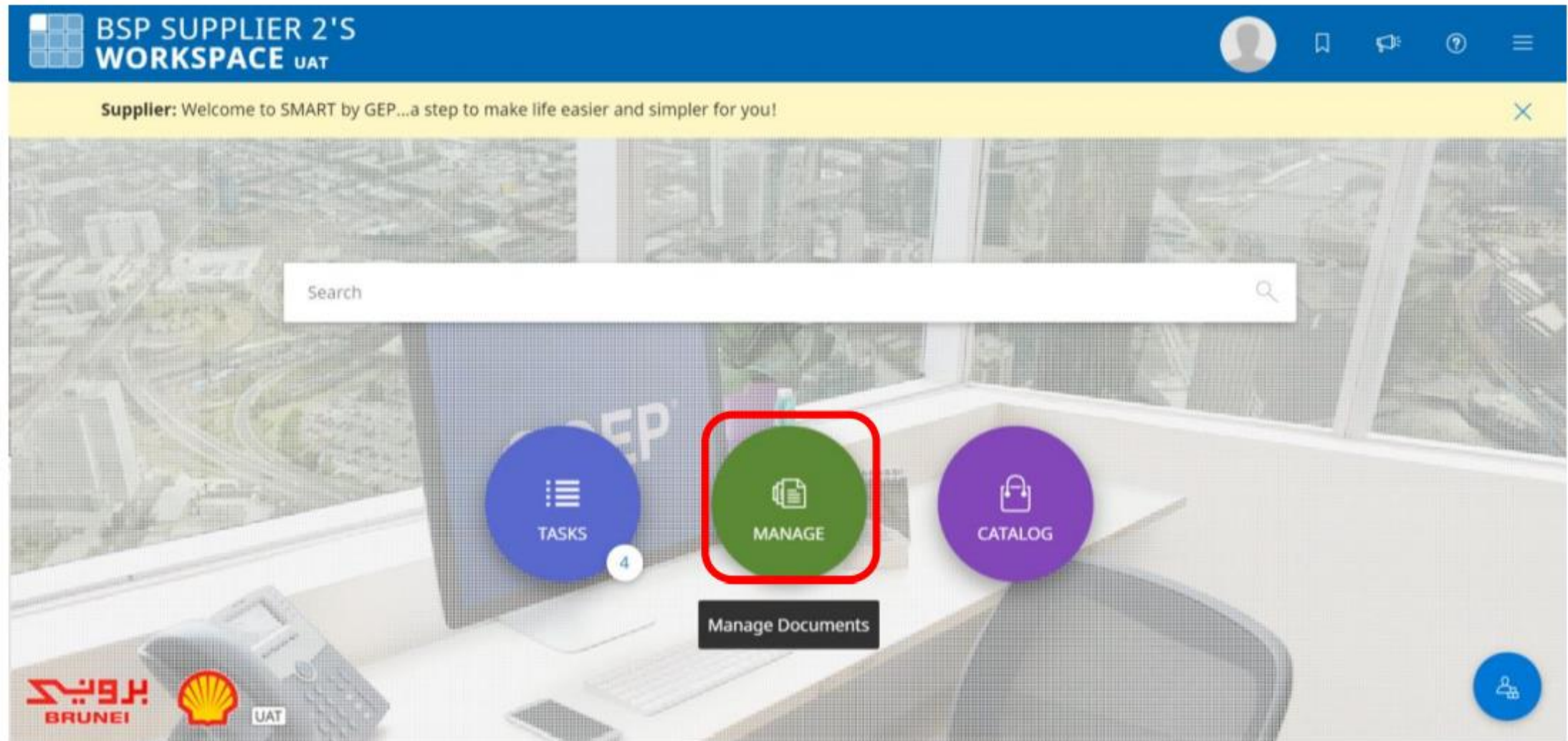
Manage Optional Fields

> IDENTIFICATION INFORMATION

25% PROFILE COMPLETENESS

CLOSE

SAVE



The screenshot displays the 'BSP SUPPLIER 2'S WORKSPACE UAT' interface. At the top, there is a blue header bar with a search bar, a user profile icon, and several utility icons. Below the header, a 'MANAGE' button is visible. The main content area is divided into two columns: 'FORM' and 'SCORECARD'. The 'FORM' column has a red header and a yellow badge with the number '5'. It lists three forms: 'FINALIZED' (Form Name: 02AAAA - PRODUCTION WELL CONTROL UNIT | Form Type: 11), 'Local Business Development' (Form Name: Local Business Development | Form Type: 11), and 'Vendor Registration Checklist' (Form Name: Vendor Registration). The 'Local Business Development' form is highlighted with a red rectangular box. The 'SCORECARD' column has a purple header and a yellow badge with the number '2'. It lists two scorecards: 'Supplier HSSE Form\_ supplier side' and 'Supplier HSSE Form Template\_B...'. Both columns have a 'SHOW ALL' link at the bottom.

FORM	SCORECARD
<b>FINALIZED</b> Form Name : 02AAAA - PRODUCTION WELL CONTROL UNIT   Form Type : 11	<b>Supplier HSSE Form_ supplier side</b> FINALIZED Created By : Sonali Brunel   Frequency :
<b>Local Business Development</b> FINALIZED Form Name : Local Business Development   Form Type : 11	<b>Supplier HSSE Form Template_B...</b> FINALIZED Created By : Sonali Brunel   Frequency :
<b>Vendor Registration Checklist</b> FINALIZED Form Name : Vendor Registration	

←

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)

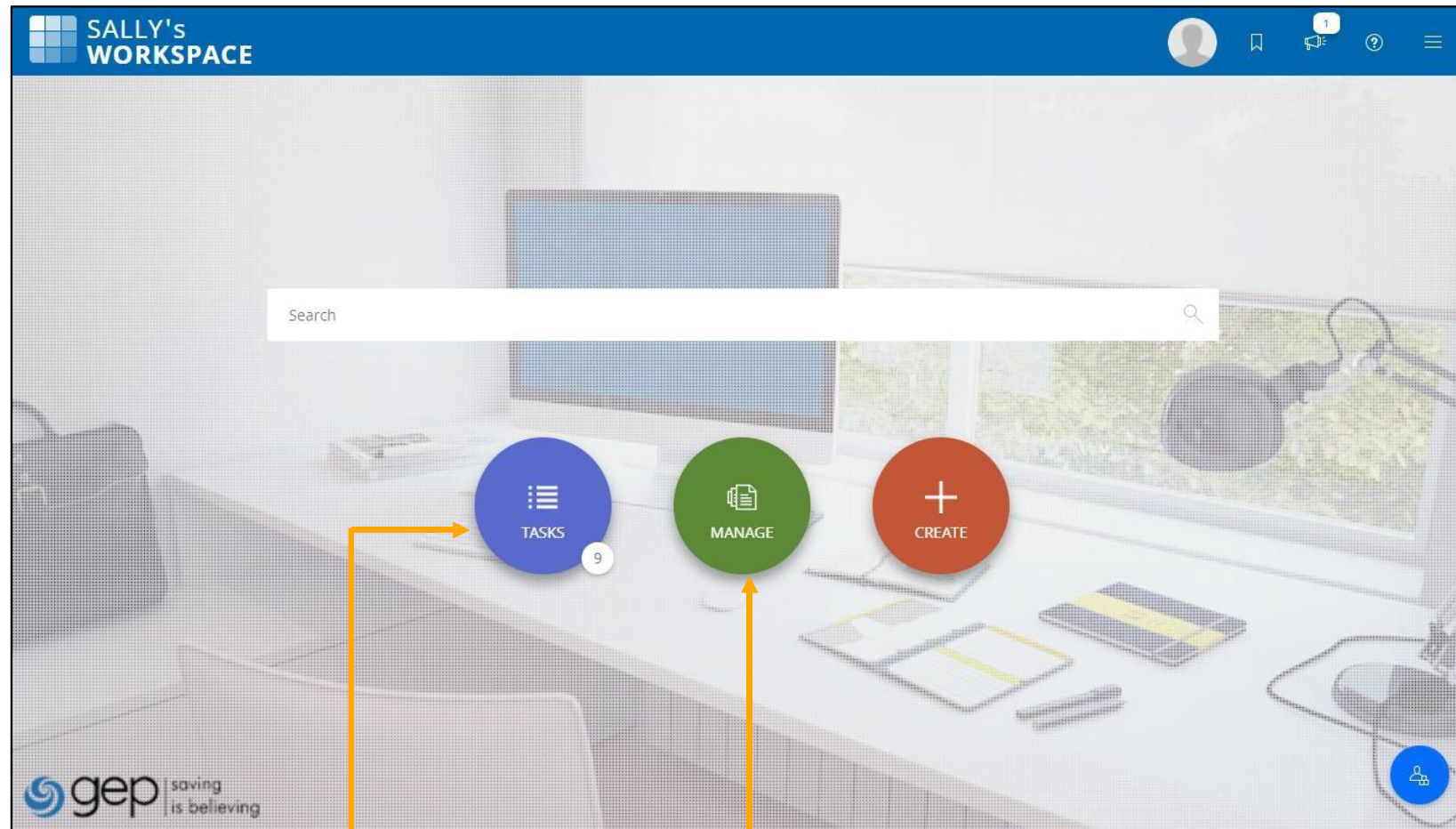
CLOSE

SAVE

SUBMIT

## 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.


▼ GUIDELINES PENDING ACCEPTANCE

ⓘ

 Accept the guidelines listed in this section in order to participate in the event.

☒ I Accept General Guidelines - [Test 1](#)

▼ BUYER CONTACT INFORMATION (1)

Name	Designation 	Email Address	Contact Number
Sandy Wilson	Admin	<a href="mailto:godfrey.lopez@gep.com">godfrey.lopez@gep.com</a>	91 (22) 2764 9100

CANCEL

ACCEPT GUIDELINES

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.

EVENT TIMELINES

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

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.

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

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

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

EVENT TIMELINES

Day	Date
Thu	14 December 2017
Fri	15
Sat	16
Sun	17
Mon	18
Tue	19
Wed	20
Thu	21


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


GUIDELINES (1)				
<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      Comments
<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.

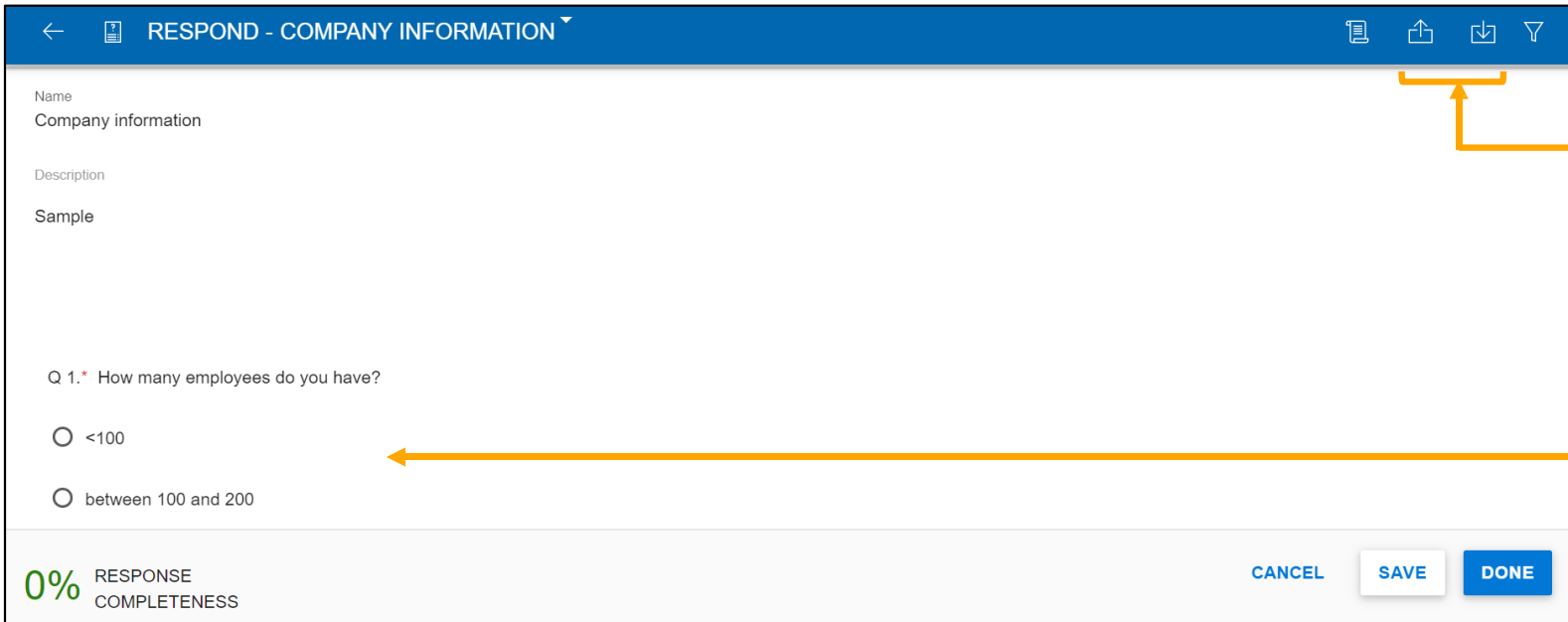


QUESTIONNAIRES (2)			
Questionnaire Name	Questions	Response Completion %	
<a href="#">Supplier questionnaire</a>	20	0.00%	
<a href="#">Company information</a>	6	0.00%	

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:

001768-Sep2019 - 001766-Sep2019					
Questionnaire Name: *		Supplier questionnaire			
Questionnaire Description:		1Instructions			
		-This document has 3 tabs. Please complete each tab according to the instructions provided below.			
		2Supplier Questionnaire			
		- Please enter your responses for all sections in the spaces provided beside each question			
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		
-	1	1.1 Please provide the requested information for your company in the table below.	Address: - Primary Contact		
-	1	1.1 Please provide the requested information for your company in the table below.	Address: - Secondary Contact		
-	1	1.1 Please provide the requested information for your company in the table below.	Telephone: - Primary Contact		
-	1	1.1 Please provide the requested information for your company in the table below.	Telephone: - Secondary Contact		
-	1	1.1 Please provide the requested information for your company in the table below.	Email: - Primary Contact		

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
2							
3							0.00

CANCEL DONE

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

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

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

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								
Instructions		1.IT Hardware	2 Hardware					

Refer Instructions  
sheet for guidelines.

Switch between the available price sheets to respond to.

Provide your  
bid input.

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.

**BASIC DETAILS**

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. 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

**EVENT TIMELINES**

Response Timeline

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

**GUIDELINES (1)**

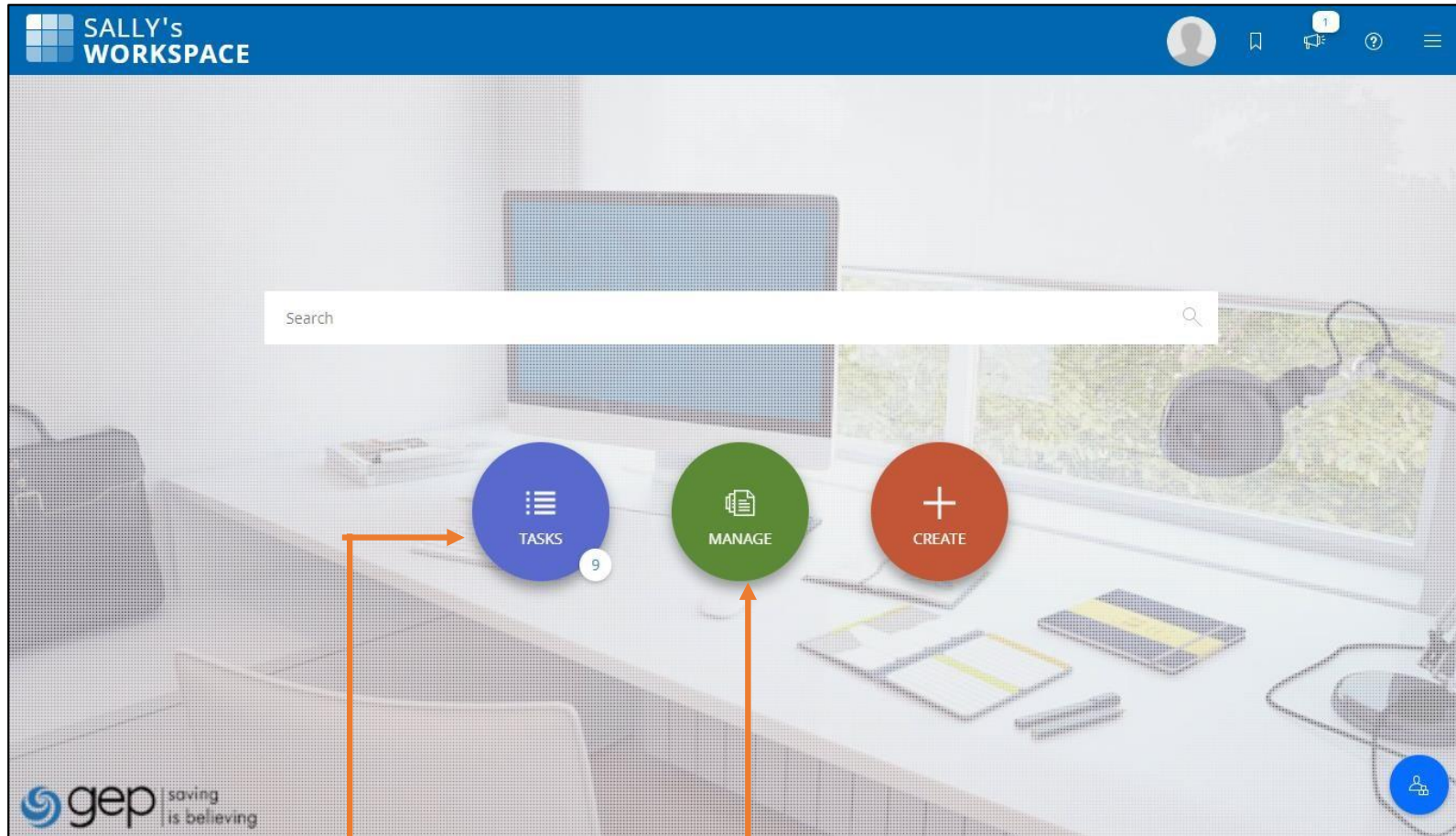
Title	Guideline type	Accepted By	Accepted On

**CANCEL SUBMIT**

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 screenshot displays the 'CONTRACT FOR LAPTOP (SUPPLIER REVIEW PENDING)' interface. The top header bar is blue with a back arrow, a document icon, and the title. On the right of the header are a chat icon and a menu icon. Below the header is a list of sections, each with a right-pointing chevron and a three-dot menu icon. A vertical progress bar on the right side of the list shows the current position, with the second item, 'APPLICABLE FOR', highlighted with a green circle. The sections listed are: BASIC DETAILS, APPLICABLE FOR, INTERNAL PARTY, EXTERNAL PARTY, TERMS, CONTRACT LANGUAGE - Authoring, and NOTES AND ATTACHMENTS. At the bottom of the interface are three buttons: 'PREVIEW' (blue), 'CANCEL' (blue), 'REJECT' (white with blue border), and 'ACCEPT' (blue).

Section	Progress
> BASIC DETAILS	
> APPLICABLE FOR	Active
> INTERNAL PARTY	
> EXTERNAL PARTY	
> TERMS	
> CONTRACT LANGUAGE - Authoring	
> NOTES AND ATTACHMENTS	

**PREVIEW** **CANCEL** **REJECT** **ACCEPT**

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

Buyer Company

Referred As

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

Prime Suppliers

Supplier Contact

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](#).

⋮

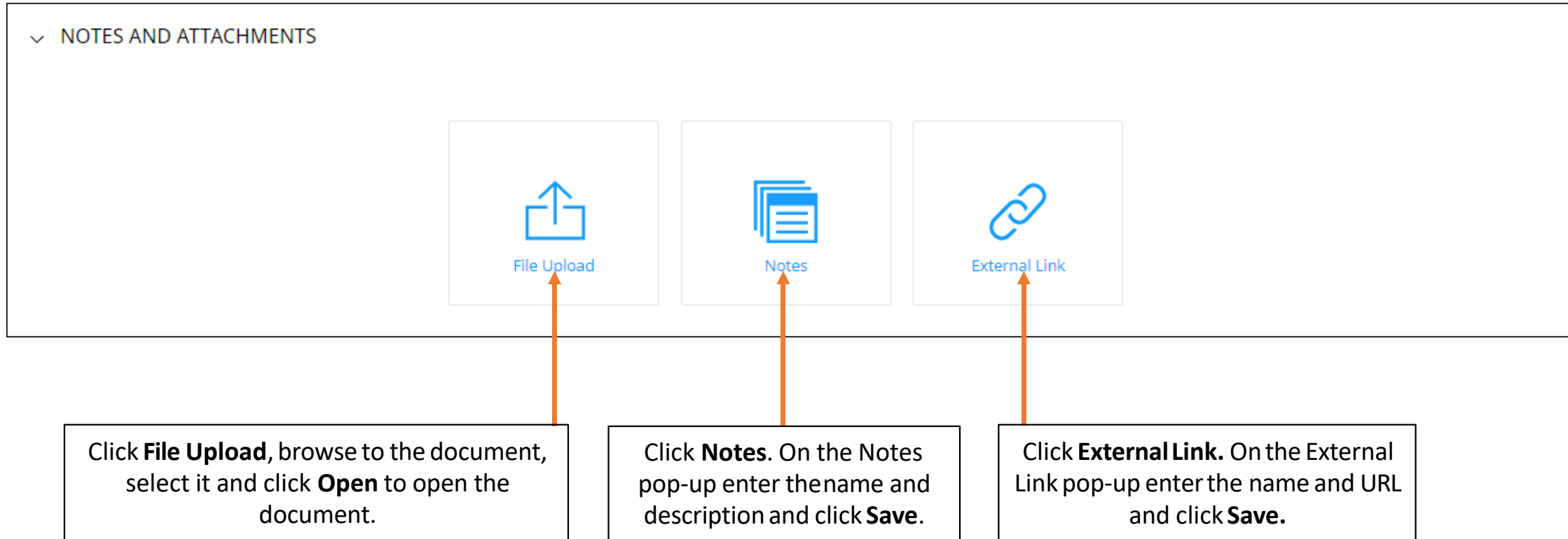
▼ CONTRACT LANGUAGE - Authoring

⬇

⬇

<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Status	Modified On	Version
<input type="checkbox"/>	<a href="#">Contract Language BHF</a>		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.



**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 material lines

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

## Reviewing a Contract

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:

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

1. [the Buyer] of (the "Buyer"); and
2. [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

- a. Start date: The Service Provider shall commence the provision of the Services on [insert date here].
- b. 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").
- c. 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 

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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.

---

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- c. Key Dates: The Service Provider agrees to provide the following parts of the Services at the specific dates set out below. [insert dates here]

[UPLOAD MINOR VERSION](#) CANCEL CONTINUE EDITING

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.



The screenshot shows a web interface for 'Offline Signature'. At the top left, there is a checkmark icon and the text 'Offline Signature'. Below this, a message reads 'Please download document for offline signature.' At the bottom right of the interface, there are two buttons: 'DOWNLOAD' and 'CANCEL'. An orange arrow points from the 'DOWNLOAD' button to a text box below the interface.

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

ORDER  
PROCESS

ROBOTIC  
AUTOMATION

ERP  
INTEGRATION



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

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

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