HOW PERFORMANCE-DRIVEN PROCUREMENT GETS RESULTS

Suppliers – FIRMS/INDIVIDUALS

Quick Reference Guide for Firms or Individuals not already registered

THE INDUSTRY'S LEADING SOURCE-TO-PAY PLATFORM

Supplier Self Registration

SMART by GEP is the platform for all EBRD's goods, works, services and consultancy services opportunities.

There are two ways to register with SMART GEP:

1. **Invitation by email**
   The primary contact person or signatory for your company receives an email from GEP SMART with a link to register by filling in the **Primary Registration Form** (PRF), sent at the request of the EBRD.

2. **Self-registration**
   Completing the **Primary Registration Form** *(this form should be filled out only if the company profile does not already exist).* The Form is available via the EBRD website: (https://www.ebrd.com/procurement/corporate-procurement.html)
   OR via this link:
   https://eu.smart.gep.com/Nexus/Registration/PartnerRegistration?dd=YnBjPTcwMDIxODY5JnNwYz0wJmZjPTE1&oloc=102

If you get a duplication error when creating a profile it means the company already has a profile in SMART GEP. You will need to be added as a contact under the already created profile. Please email the S2C Vendor Management team S2CVendorManagement@ebrd.com who will put you in touch with the registered contacts in your company.

*** SMART is compatible with CHROME, IE10 or Microsoft EDGE - For any technical issues with Registration please contact support@gep.com**

PLEASE USE ENGLISH AS THE DEFAULT LANGUAGE AND DO NOT USE SPECIAL CHARACTERS WHEN COMPLETING THE REQUIRED FIELDS.

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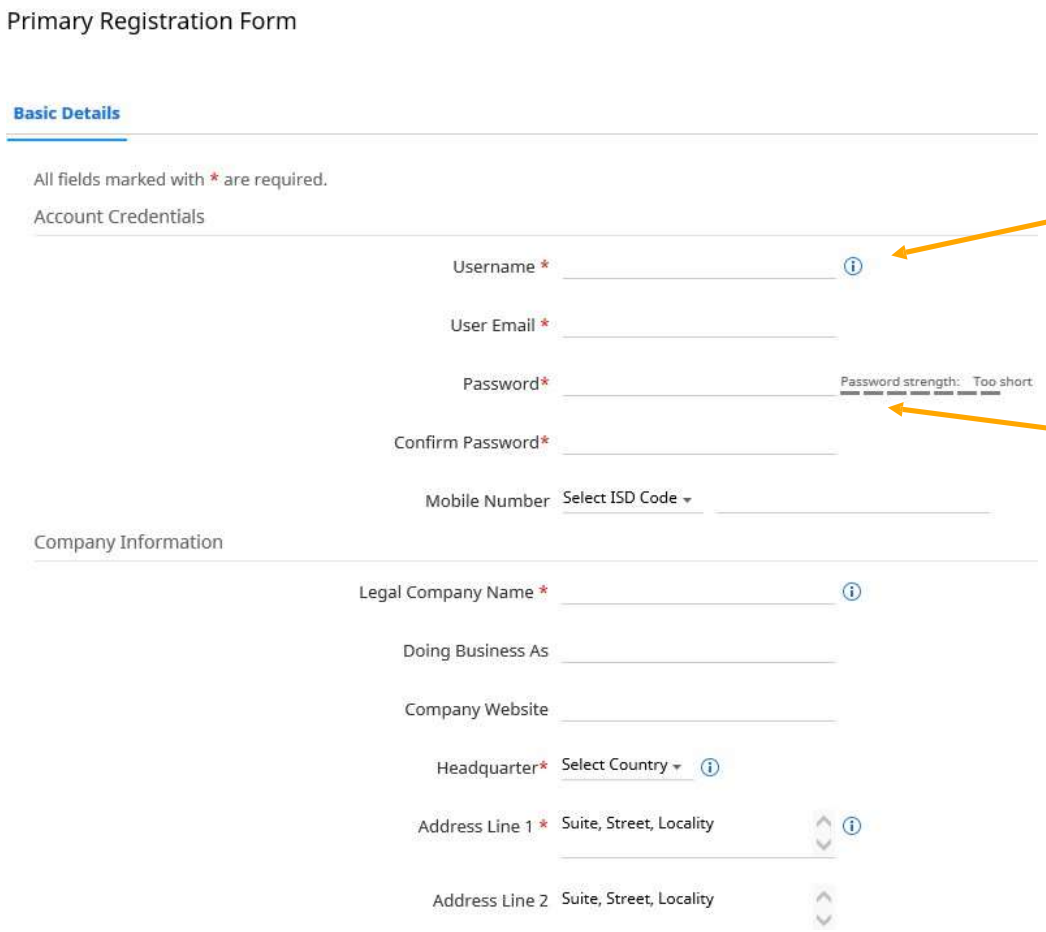
Supplier Registration –Primary Registration Form (1/4)



Username

Firms: username should be the business email address of the person registering on behalf of the firm. Please note that each contact that gets added under the same company profile/legal entity need to create their own login credentials by being invited as shown in pg.15

Individuals: enter your email address.

Please see below **Password Policy:**

- Passwords should be a minimum of 10 characters and a maximum of 20 characters. Please note NO warning message is issued if the password is set up for longer than 20 characters.
- Password should consist of an upper case letter, lower case letter, special character (@ # $ % & * ( ) { } [ ]) and a number
- The Password Reset Link is valid for 48 hours only
- The last 3 passwords may not be used while setting up your new password
- Five incorrect entries of your password while attempting to login will lock the account. If you are locked out, you must contact GEP Support at support@gep.com.

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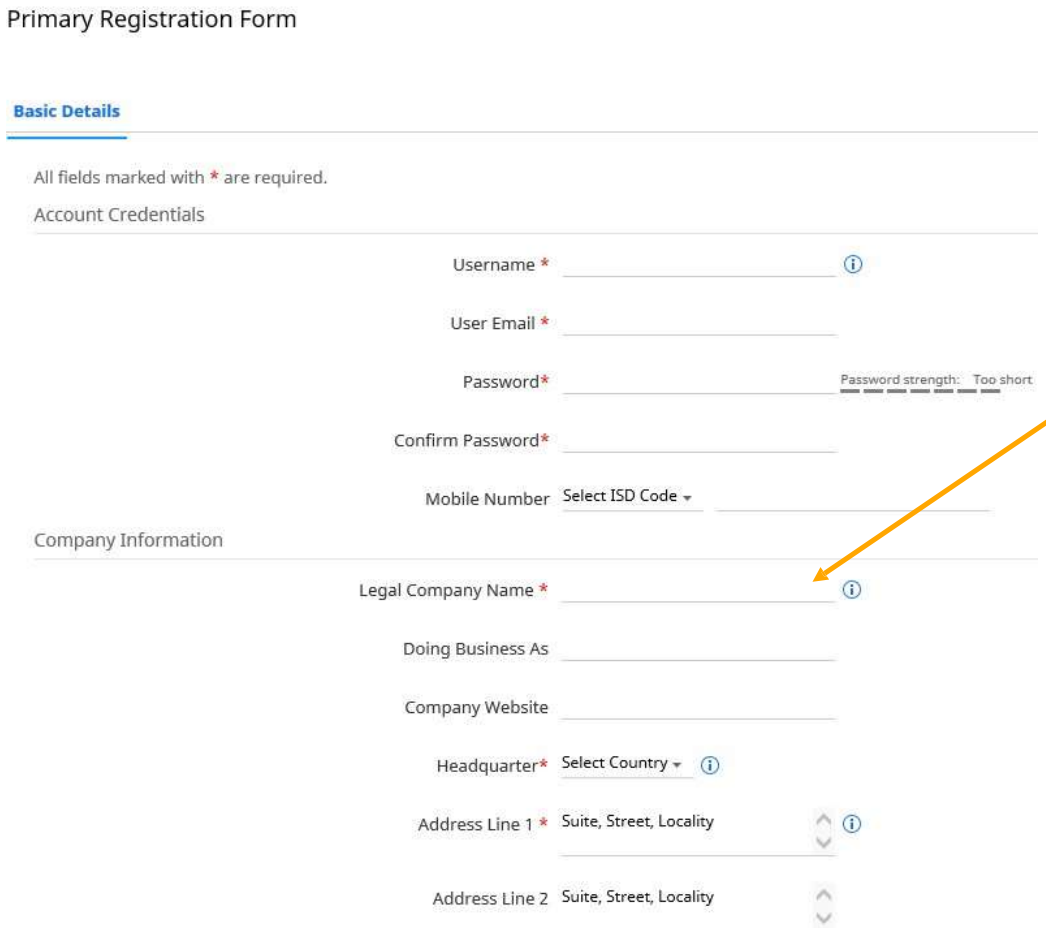
Supplier Registration –Primary Registration Form (2/4)



Legal Company Name

Firms: Enter your Legal Company Name.
Please note the system is intended to have 1 registration per legal entity with its own localisation. i.e. if your company has different branches/offices in the UK but one legal entity then you register as one legal entity and add the different locations (pg.13)/contacts per location (pg.15). If the company name is the same for different entities enter the location in the name to allow for it to be registered and to make it easy to differentiate.

Individuals: Enter your Full Name.

- *Basic Details, as shown here, is the standard, default tab. You may need to respond to additional tabs on this form.*
- *When working with a new buyer using an existing SMART by GEP account, you will be required to respond to the new buyer's organisation's PRF.*
- *The system is designed to stop duplicate supplier profiles. Please note that if the email address, company name or company registration number is already used you will not be able to create a profile. You will need to liaise with your company to add you as a contact. If unsure who to contact in your company please email **S2C Vendor Management team S2CVendorManagement@ebrd.com***

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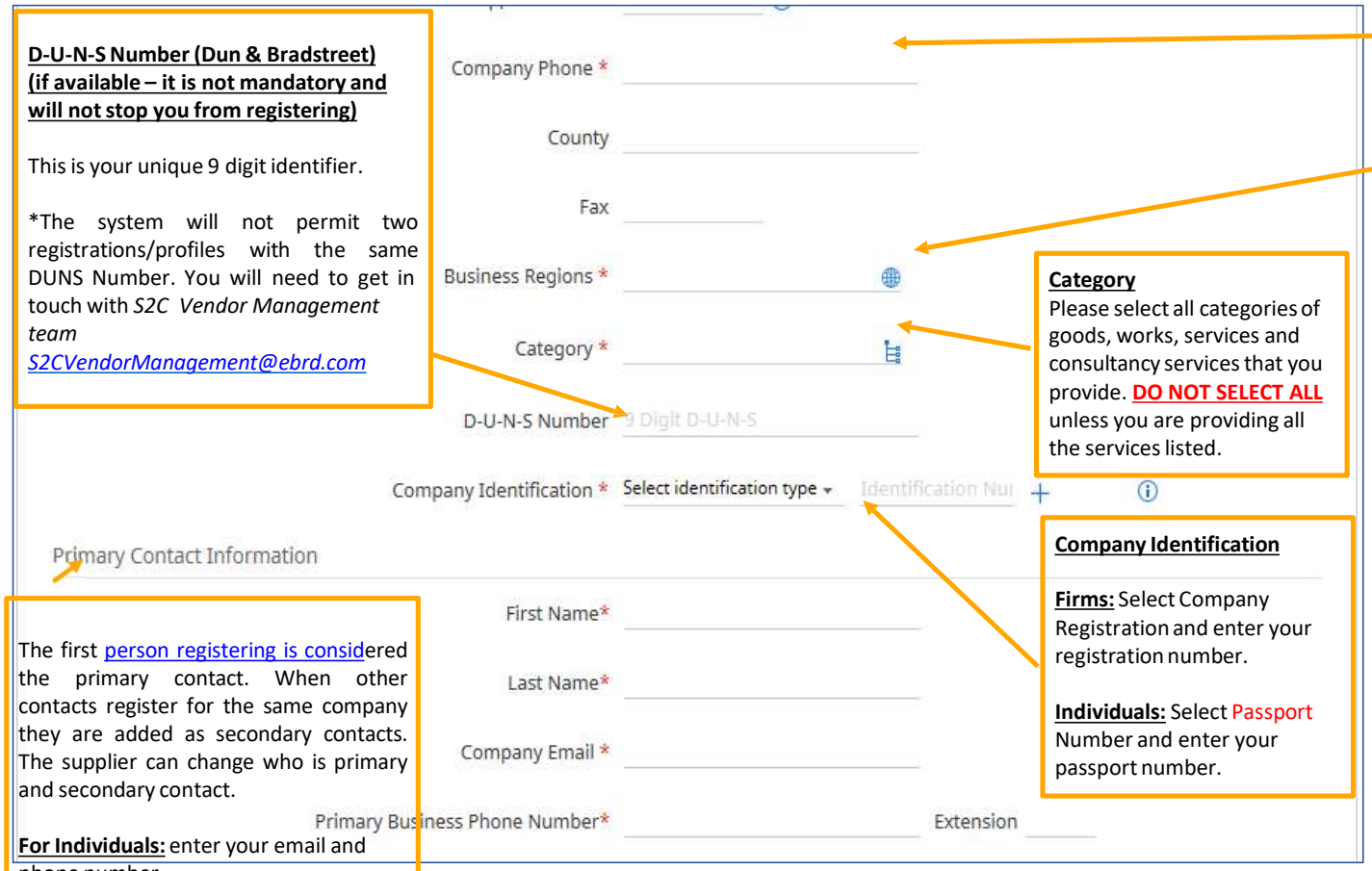
Primary Registration Form (3/4)

D-U-N-S Number (Dun & Bradstreet) (if available – it is not mandatory and will not stop you from registering)

This is your unique 9 digit identifier.

*The system will not permit two registrations/profiles with the same DUNS Number. You will need to get in touch with *S2C Vendor Management team* S2CVendorManagement@ebrd.com



The first person registering is considered the primary contact. When other contacts register for the same company they are added as secondary contacts. The supplier can change who is primary and secondary contact.

For Individuals: enter your email and phone number

Company Phone
Please include the phone number of the contact person or company.

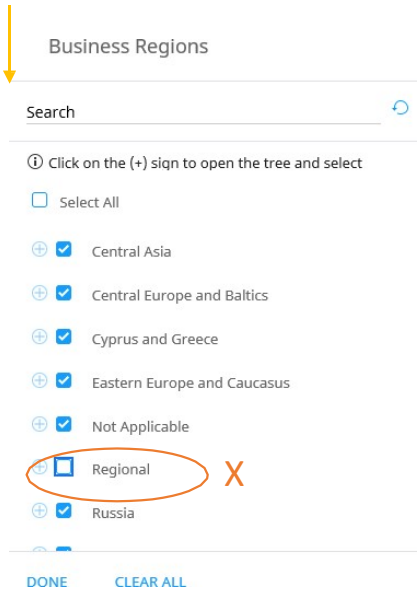
Business Region
Please select all regions you operate in. **DO NOT select Regional** as a region.

Category
Please select all categories of goods, works, services and consultancy services that you provide. **DO NOT SELECT ALL** unless you are providing all the services listed.

Company Identification

Firms: Select Company Registration and enter your registration number.

Individuals: Select Passport Number and enter your passport number.



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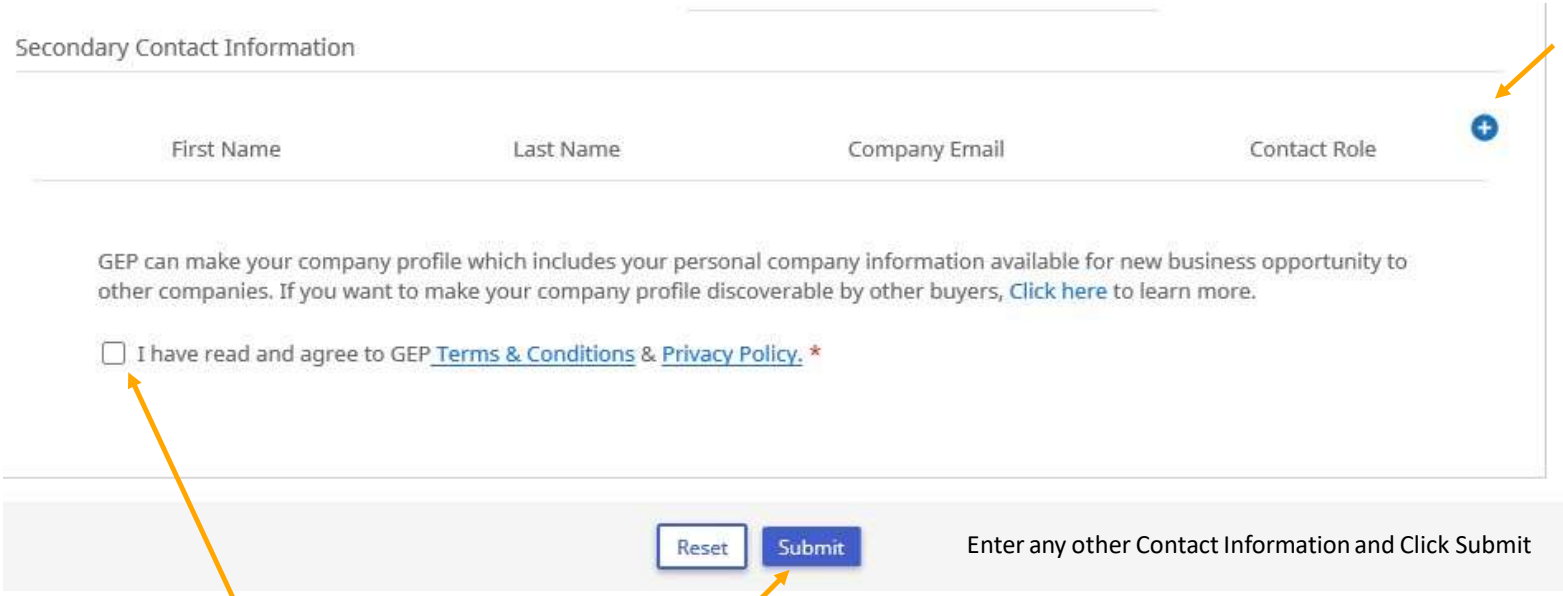
Primary Registration Form (4/4)

Additional contact information can be added, if desired, by clicking the + icon.
Ensure that you also enter the Signatory "a person who is authorised to sign contracts on behalf of the firm" as contact.



Enter any other Contact Information and Click Submit

When all mandatory information has been provided, click to accept the T&C and Privacy Policy and then **Submit.**

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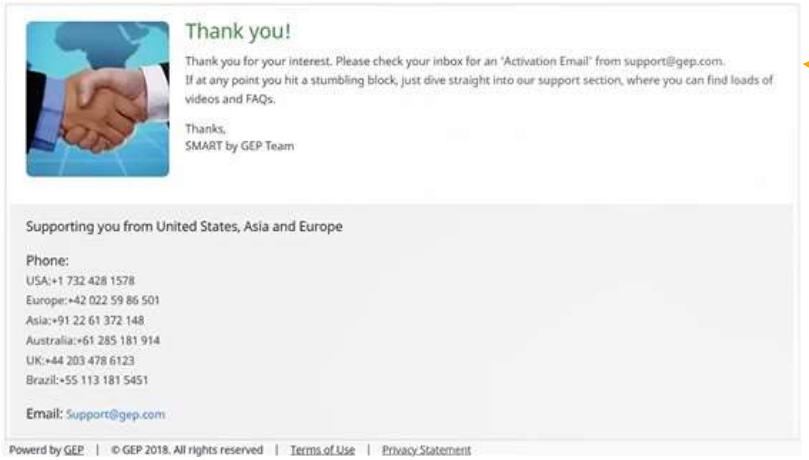
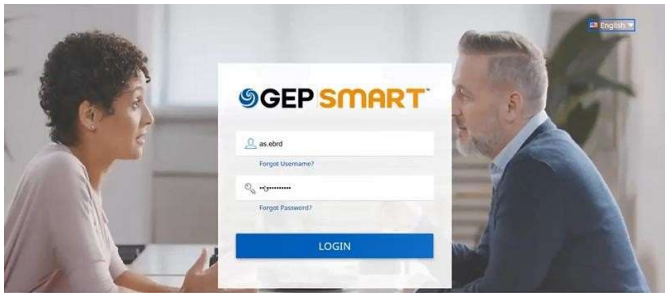
Registration – Next Steps



Once you have successfully completed and submitted the PRF, you will receive an Activation Email with a link to SMART by GEP to login to complete your registration and activate your account. The e-mail provides details about the additional information you will need to provide and the steps to follow. *Check you SPAM folder if you do not receive the email in your inbox

For any technical issues with registration, please contact:
support@gep.com



When you click on the link you are taken to GEP SMART.

Login with the user credentials created in the PRF.

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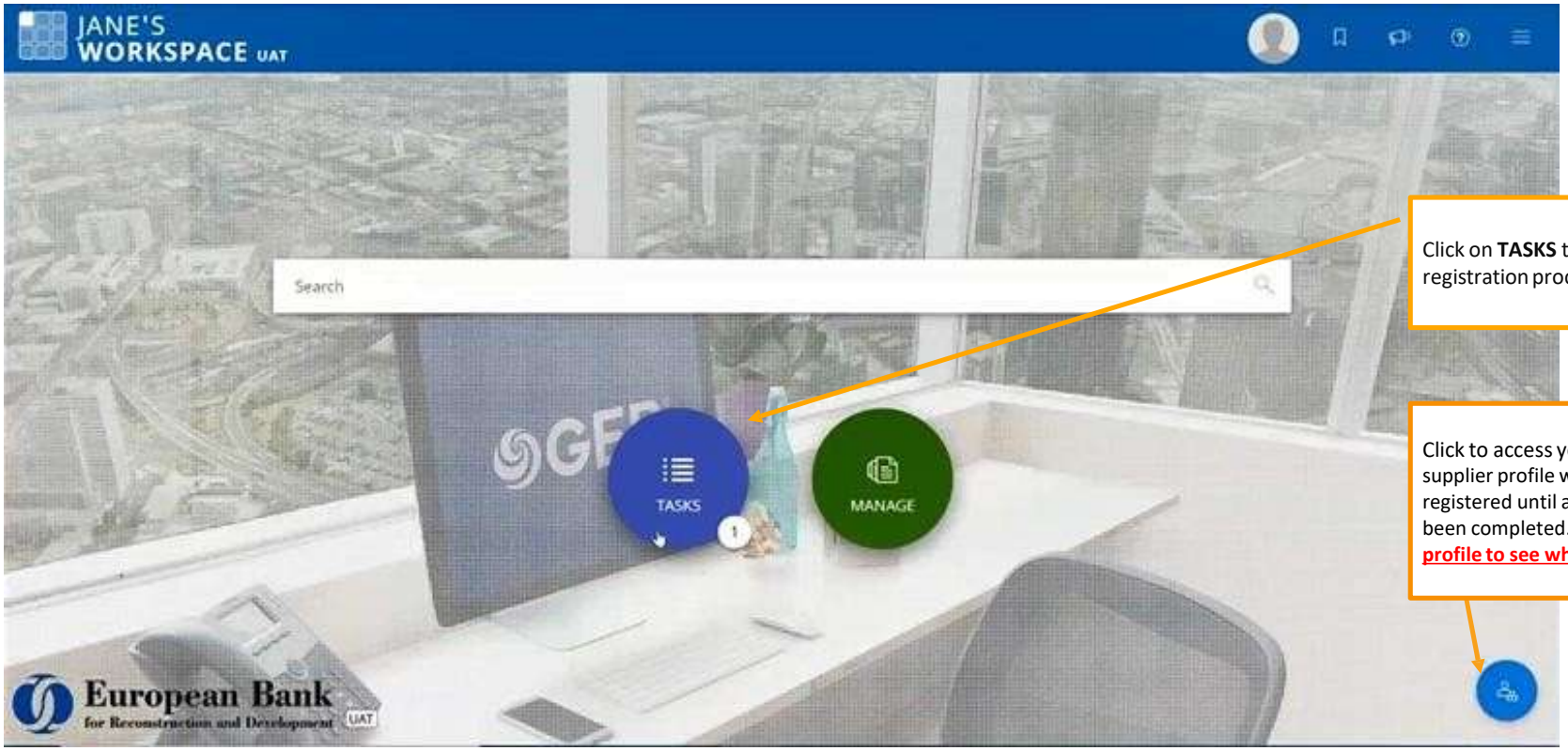
Supplier Profile

After you login to SMART by GEP, you land on your Workspace home page. Click on TASKS to complete the registration process. Your supplier profile can be accessed by clicking on the icon below.



Click on **TASKS** to complete the registration process.

Click to access your Supplier Profile. Your supplier profile will not be finalized and registered until all mandatory fields have been completed. **Ensure you go to the profile to see what is missing.**

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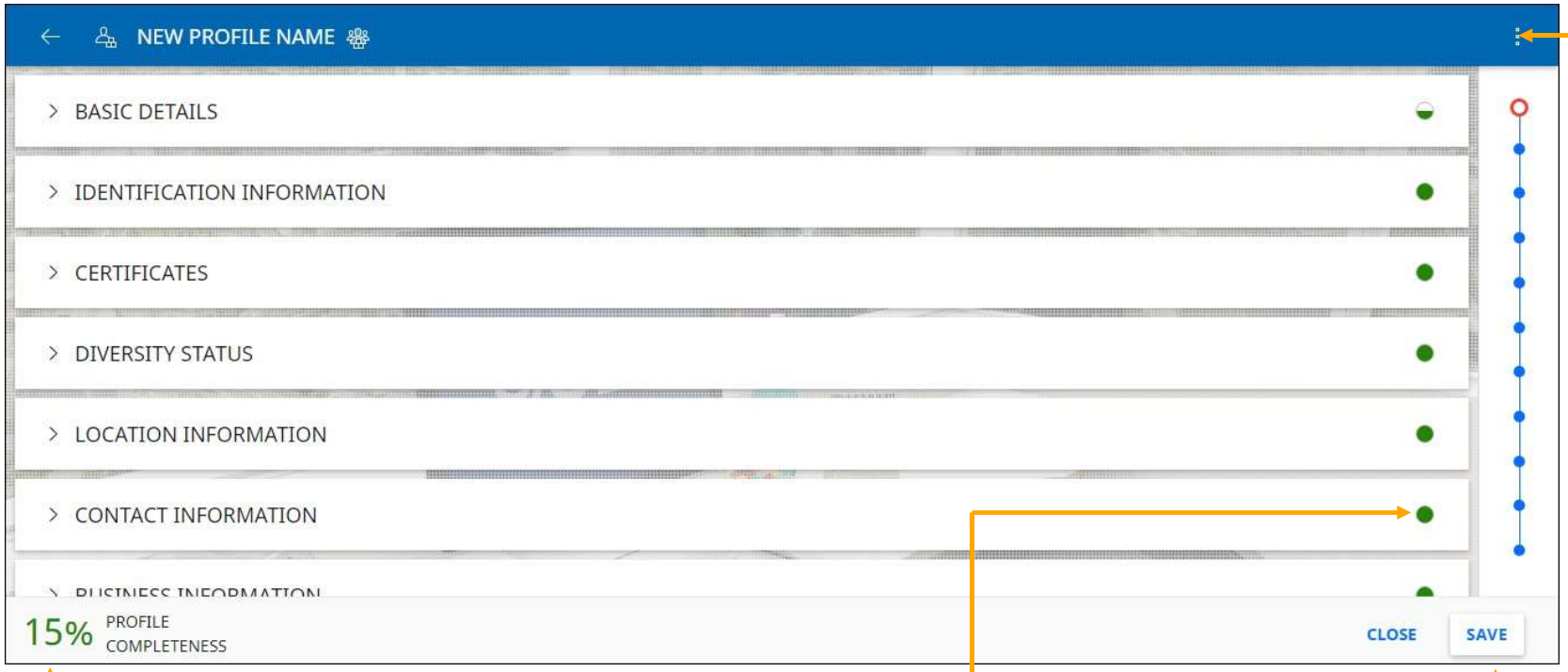
Supplier Profile

The Supplier Profile captures your basic details, registration information, location details, contact details, etc. You need to click on each section and complete the mandatory fields in order for registration to be approved.



Action menu containing options to create a change request or view change history, depending on the configuration.

Completeness percentage of the supplier profile.

Completion circles indicate the percentage of information captured in mandatory fields.

Click **Save** to save any changes/additions made.

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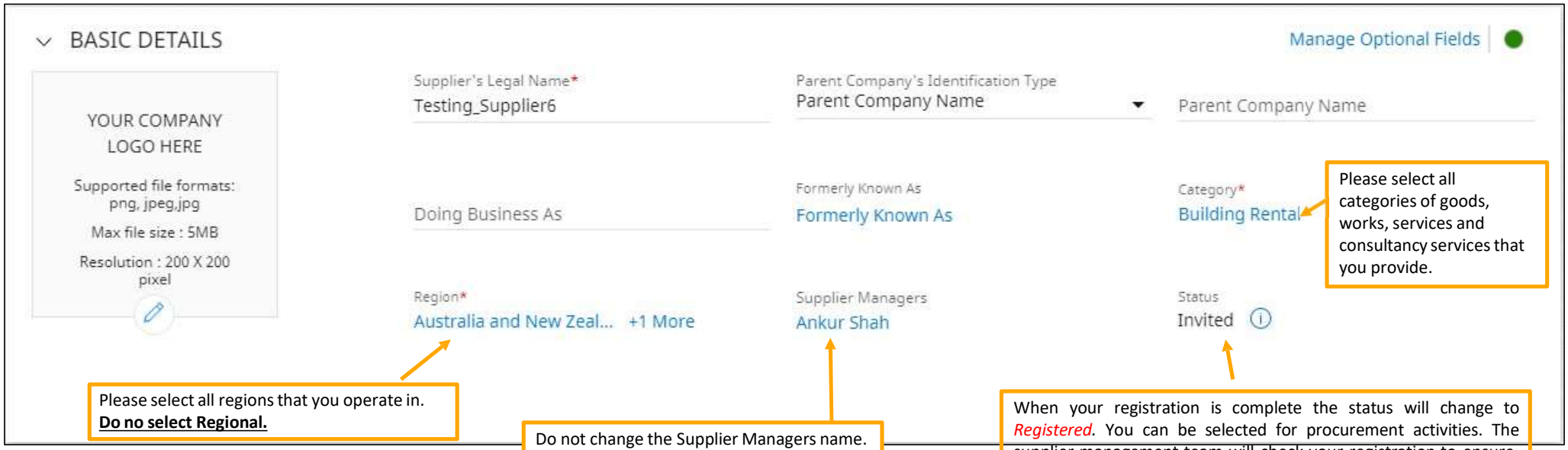
Supplier Profile - Basic Details

Basic Details: Basic information such as company name, parent supplier company, and category/region that you work in.



Please select all categories of goods, works, services and consultancy services that you provide.

Please select all regions that you operate in. **Do no select Regional.**

Do not change the Supplier Managers name. This will be maintained by EBRD's dedicated team S2CProcurement Admin/S2CVendor Management who are responsible for all supplier registrations, compliance checks etc.

When your registration is complete the status will change to *Registered*. You can be selected for procurement activities. The supplier management team will check your registration to ensure the information provided is compliant and only when the status changes to *Approved* you/your company can be awarded a contract.
If the Status is showing *Rejected* it means the EBRD vendor management team has not accepted the registration due to potential duplications. Get in touch with S2CVendorManagement@ebrd.com so they can provide further information.

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Supplier Profile - Identification Information

Identification Information: Check to see that the information entered is correct.

This is a **mandatory field** that you would have filled out when completing the Primary Registration Form.
For firms the company registration number is the unique identification number under which your company or yourself are listed in the company register, commerce register, or equivalent. E.g., in the UK: Companies house; in France: registre du commerce et des sociétés, etc.
For Individuals the company registration number is the passport number

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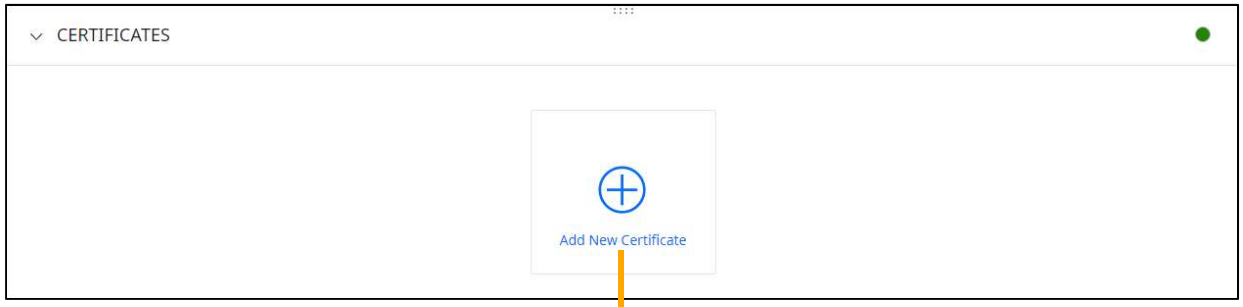
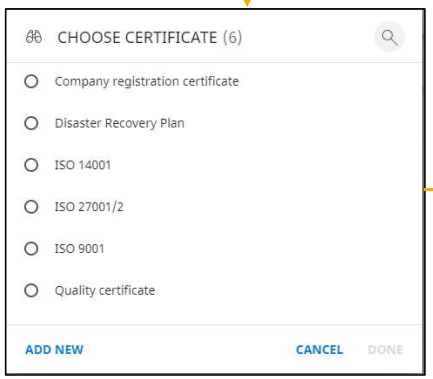
Supplier Profile - Certificates

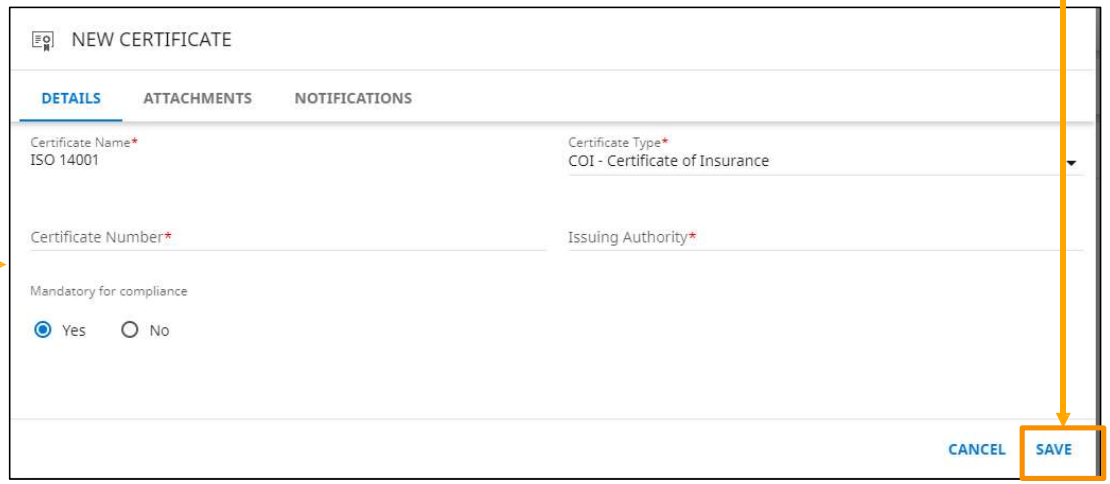
Certificates: Possession of any of these certificates is not a requirement for registration. Certain requests for proposals may, however, make the possession of certain certifications a condition for selection and/or award of the contract.



Please note that if the certificate does not expire, it is still mandatory to enter an expiry date – please select any date sufficiently in the future.



Click on Save when the required certificate details are provided



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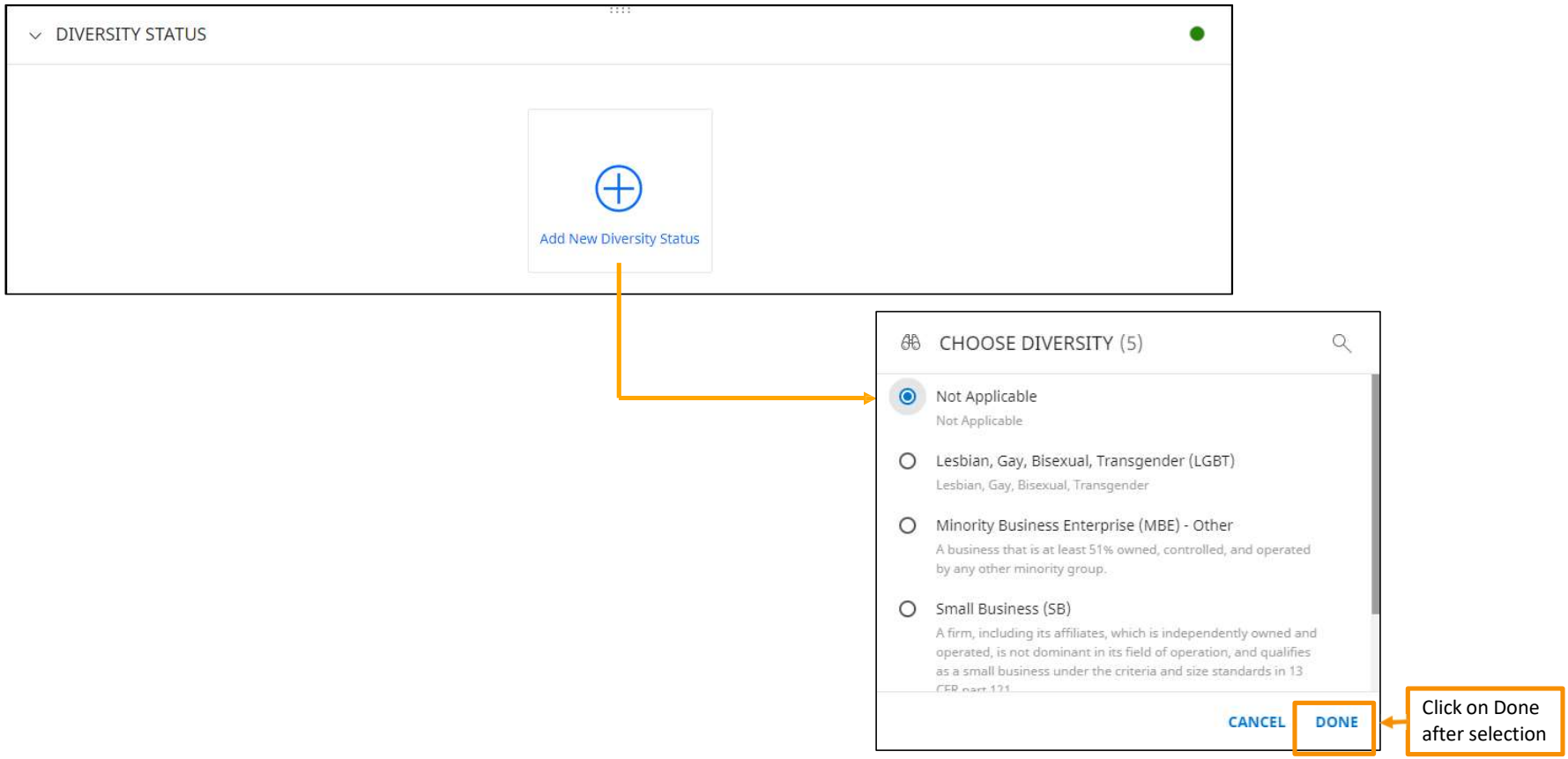
Supplier Profile - Diversity Status

Diversity Status: Information on your diversity status such as minority, race, foreign businesses etc. (not mandatory)



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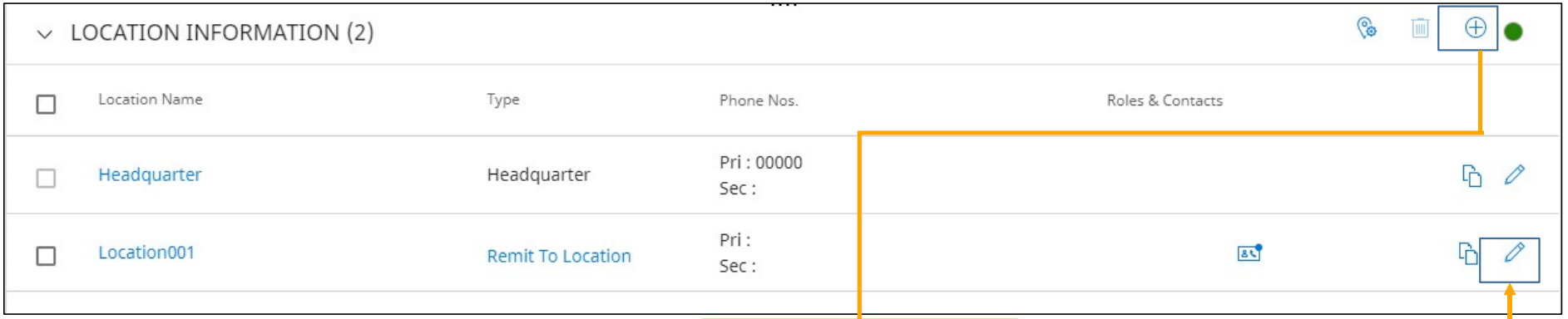
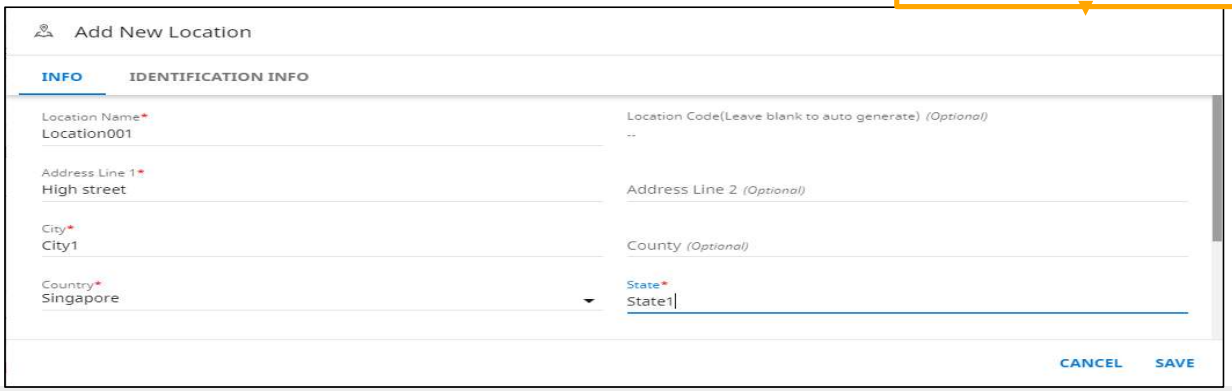
Supplier Profile - Location Information

Location Information: Information on location database. This section holds all the locations that you operate from.



Click on the 'Plus' icon to add a new location. Only add locations which belong under the registered entity.

Click on Pencil to edit the existing location



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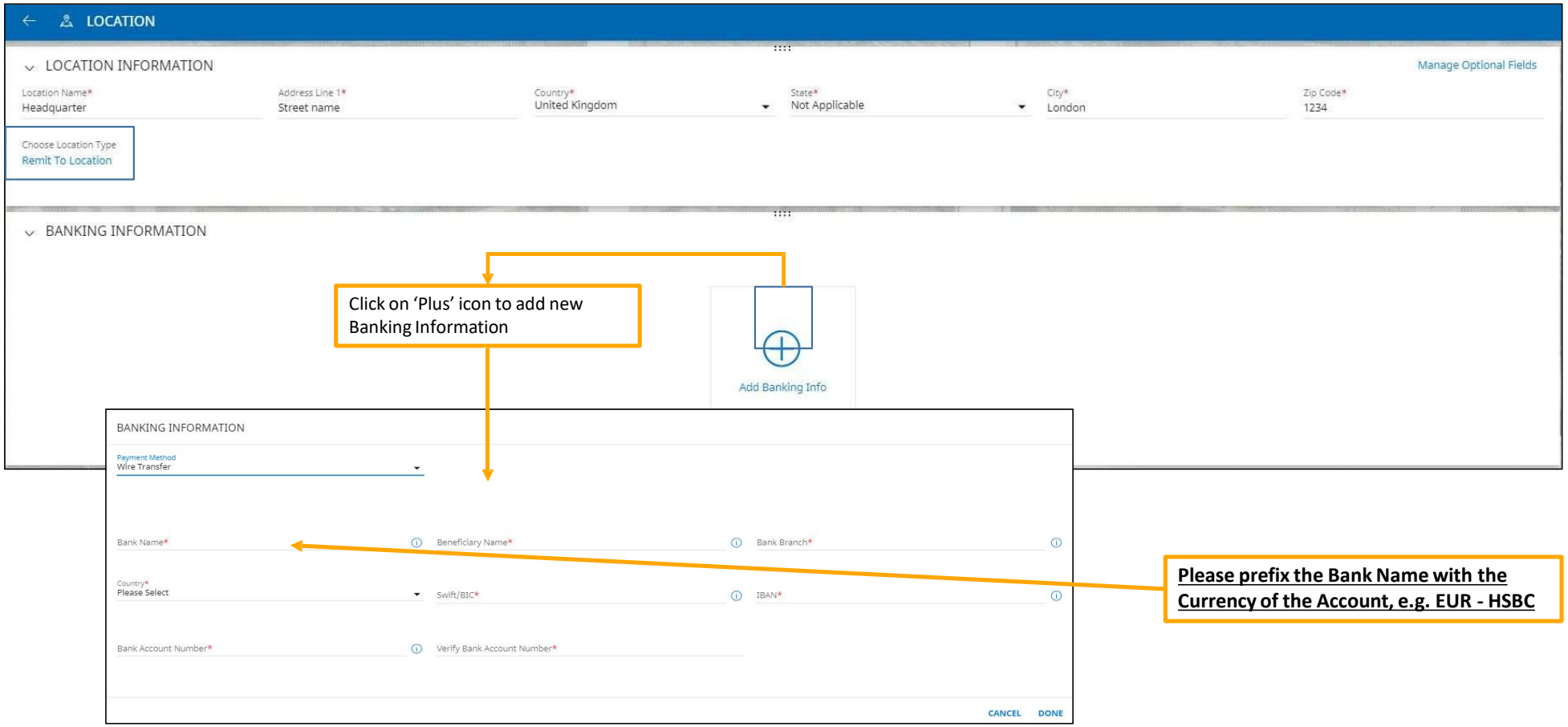
Supplier Profile – Banking information

Bank details: Bank Details to enter Bank details choose location type “Remit To Location” (not mandatory)



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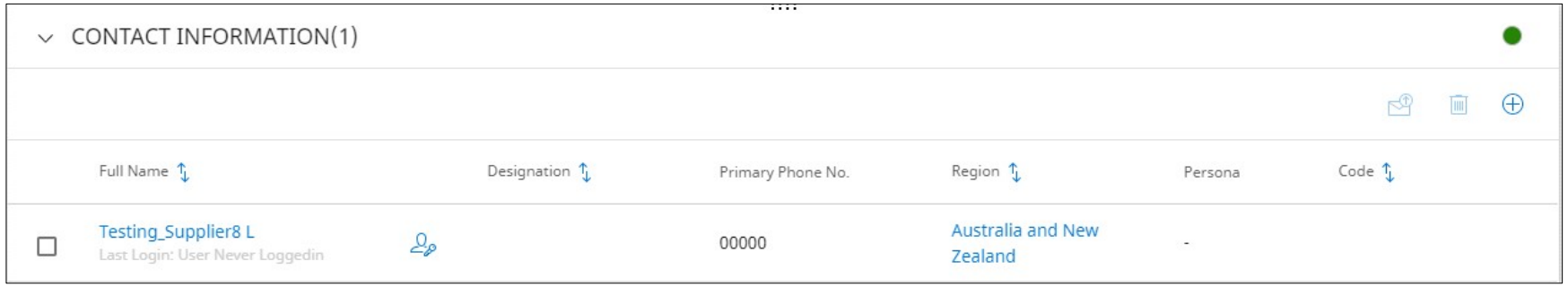
Supplier Profile - Contact Information

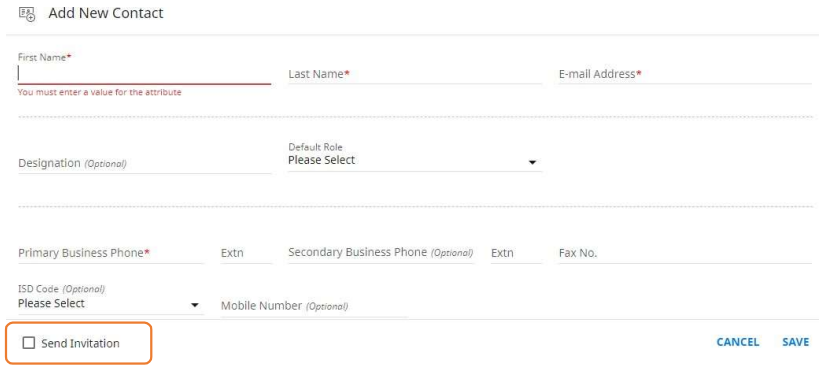
Contact Information: Information on your contact details and contacts for each role at the locations specified in Business Information tab. **Ensure you also enter the authorised signatory for the contract as a contact**.



You can add contacts by clicking on the plus ⊕ icon. You will need to enter the details of the contact and tick **Send Invitation**. The additional contact will receive an email with a link which will prompt them to create their own credentials under the same company profile. When launching a procurement event the procurement advisor can select one or more contacts; and you can also add contacts to the event.

If you have created a generic email to receive all procurement notices, ensure that you add that email here.

When registering for the 1st time we recommend you add as many contacts as possible who will be working with EBRD and all the signatories of the company.



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Supplier Profile - Business Information

Business Information: Information on your business details including business locations, revenue, profit, etc.

Business Type is compulsory and must be selected. Your profile will not be approved unless this is completed.

Select from the drop down depending on the Business Type your company is registered as.

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Supplier Profile – Other Optional Information

Registration Information: questionnaires to be added only if required.

Transaction Type: Information on the transaction formats supported by you for different transactions.

Marketing Information: Marketing information such as your existing customers, the currencies you support and languages you support. It also captures your presence on social media.

Payment Terms: not applicable.

Documents: The documents section will be populated, once you have participated in any procurement activities, with links to documents associated with the procurement activities.

Second Tier Suppliers: Information about your regular second tier suppliers can be entered here. This is currently not a requirement and no information of your sub-contractors should be entered here.

Once all mandatory information has been provided, click **Save**.

Your registration is now complete.

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