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Chapter 1: Getting Started

The GEP SMART® e-procurement software platform enables you to automate and manage your sourcing and procurement tasks. You can access GEP SMART® on any device such as a PC, laptop, tablet, or mobile phone.

1.1 Logging into GEP SMART®

To log into GEP SMART®, type your username and password, and click Login.

After authentication of login details, the following profile page is displayed.

The home page is displayed as follows:
1.2 Logging out of GEP SMART®

On the Home page, in the upper-right corner of the page, click the Navigation Menu and then click Logout.
Chapter 2: Supplier Registration

The following guide will help you navigate through the application and make effective use of its various features and capabilities.

You can register into GEP SMART using one of the following ways:

- The buyer organization may publish the registration link on its website from where you can access the Primary Registration Form.
- The buyer may invite you to fill the Primary Registration Form. In that case, you will receive the below email with the registration link:

Dear Supplier

flydubai has sent you the primary registration form. Request you to enter the responses and submit the form.

You can use the following link to access the form and take the required action: Click here

Thanks,
flydubai Procurement Team

In case of any issues, please contact IT Service Desk or IT.ServiceDesk@flydubai.com.

To complete the registration:

1) Click Click Here to open the new account registration page.

You can view the options, Register Now and I have a SMART Account.
2) In case you already have a SMART account click I have a SMART account and enter your login credentials.

OR

Click on Register Now to open the Primary Registration Form (PRF). Enter the details in the form to complete the registration process.

3) Fill out the details in the Basic Details tab. Based on buyer’s organizational requirement, the buyer can add more tabs to this form and then click Submit.

The following page appears:
4) Click on the verification link you received in your email. Only once the verification is completed, you can login to GEP SMART.

5) Click **Click Here** to login to GEP SMART system and complete your profile.

   You can login to the tool with the Username and Password created in the Primary Registration Form.
Chapter 3: Profile Completion

After you login to GEP SMART, you land on the home page. You can access your supplier profile from the home page as shown below:

You can add or update the details on this page. This page contains the following tabs:

- Basic Details
- Identification Information
- Supplier Source Information
- Certificates
- Diversity Status
- Registration Information
- Location Information
- Contact Information
- Business Information
- Transaction Type
- Marketing Information
- Documents
- Notes and Attachments
3.1 **Basic Details**

The Basic Details section on a supplier’s profile consists of basic information like the name, parent supplier company, and category/region the supplier caters to.

The information on the Basic Details section is displayed as shown below:

![Basic Details Section](image)

3.2 **Identification Information**

The Identification Information section holds the supplier identification information such as the VAT Registration Number, DUNS number etc.

Click the Add icon and Delete icon to add and delete the identification information.

![Identification Information Section](image)

3.3 **Supplier Source Information**

The Supplier Source Information section holds the identification information for the supplier.

3.4 **Certificates**

Certificates are useful for compliance and for sourcing events. The Certificates section displays all your certificates.
The information is displayed on the Certifications section is as shown below:

3.4.1 Adding a Certificate

To add a certificate:

1) In the Certificate section, click the Add New Certificate link.
2) Select the required certificate from the list of standard certificates provided and click Done.

3) In case you want to add a new certificate other than the standard ones, click Add New.
On the Details section, enter your details such as the Certificate Type, Certificate Number and Issuing Authority.

On the Attachments tab, click the Add Attachment link to attach the certificate to Suppliers Management. Set the effective duration of the certificate and click the Upload Document(s) button to upload a copy of the certificate.

On the Notifications tab, you could also configure to send reminders when the certificate is about to expire. Select the buyer and supplier contacts to notify when a certificate is on the verge of expiring. Set the number of days before certificate expiration that you want the notification and the frequency.

Certificates can be configured to be mandatory for compliance. In such cases, once a certificate expires, your status changes to non-compliant and will only change back to the original status after a new certificate is uploaded.

**Note**

**Updating Certificates**

To update an existing certificate, click the certificate name, the Edit Certificate pop-up apperas.

**3.5 Diversity Status**

The Diversity Status section offers several benefits of working with diverse suppliers. The Diversity Status area helps you the buyer mark suppliers for their diversity.

To assign diversity status, on the Diversity Status section, locate and select the required diversity status.
3.5.1 Adding a Diversity Status

To add a diversity status:

4) In the Diversity Status section, click the “Diversity type”:

5) Select a diversity type from the list of available status and click Done.

6) On the New Diversity Status dialog, enter your details.

7) Specify the required details and click Save.

Updating Diversity Status

8) To update an existing diversity status, click the pen icon, the Edit Diversity Status options appear.
3.6 Registration Information

The Registration Information section holds your response to the primary registration form. This is client configurable.

The information on Registration Information tab is displayed as shown below:

3.7 Location Information

On the Location Information section, the Location area holds all the locations that you operate from. You can use this section to capture and maintain the location database. Additionally, you can also manage your default location.
## LOCATION INFORMATION

(9 Locations: 1 Headquarters, 8 Remit To Location, 7 Ordering Location)

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Type</th>
<th>Phone Nos.</th>
<th>Roles &amp; Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>test</td>
<td>Headquarters</td>
<td>Pri: 9039852554</td>
<td>Sec:</td>
</tr>
<tr>
<td>Austria</td>
<td>Ordering Location</td>
<td>Pri: 987372655</td>
<td>Sec: 97765552</td>
</tr>
<tr>
<td>Bankinginfo</td>
<td>Remit To Location</td>
<td>Pri:</td>
<td>Sec:</td>
</tr>
<tr>
<td>Bankinginfo1</td>
<td>Remit To Location</td>
<td>Pri:</td>
<td>Sec:</td>
</tr>
<tr>
<td>Bankinginfo2</td>
<td>Remit To Location</td>
<td>Pri:</td>
<td>Sec:</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Remit To Location</td>
<td>Pri: 434516</td>
<td>Sec: 6756789</td>
</tr>
</tbody>
</table>

*Indicates required fields

[To delete the location details, select the location details and click Delete icon.]

[To edit the location details, select the location details and click Edit icon. For more information refer Adding a Location]

[To copy the location info, click Copy As icon, and select the location type to which you want to copy this information.]

[To apply a role to the user, click Role & Contacts icon to update the role and contact information.]

### 3.7.1 Adding a Location

To add a location:

a) On the Location Information section, click the Add New Location icon.

b) Select the location type you want to add information.
On the Location pop-up, specify the required details on the Address Details tabs and click **Save**.

**Note**

flydubai setup – Supplier will fill out the Location information with the Location Type – Remit to location & Ordering location

c) The Banking information section holds all the banking related details for the supplier.

d) In the Identification Info section, click Add New icon. Select the required type, fill in the details and click **Done**.
3.8 Contact Information

The Contact Information section holds all your contact details. The information on the Contacts section is displayed as shown below:

- To invite a contact, click Invite icon, the invitation is sent to the supplier contact. The supplier will receive an email notification with the link to register to GEP SMART.
- To delete a contact, click Delete icon.

By default, the primary contact is listed as a contact.

3.8.1 Adding Contacts

To add a new contact:

1) Click the Add Contact icon.
2) Specify the required details and click **Save**.

*Note* From the list of contacts, click the icon next to the required contact to identify the primary contact.

### 3.9 Business Information

The Business Information section captures various business details including business locations, revenue, profit, etc. as shown below:

![BUSINESS INFORMATION](image)

### 3.10 Transaction Type

The Transaction Type section holds all the formats suppliers support for different transactions.

![TRANSACTION FORMATS](image)
3.11 Marketing Information

The Marketing section holds the marketing information like their existing customers, the currencies they support, and languages they support. It also captures the supplier's presence on social media.

The information on the Marketing tab is displayed as shown below:

![Marketing Information](image)

3.12 Documents

The Documents section displays all the documents associated with a supplier such as forms, RFx, auction, contracts, requisitions, invoices, etc. This provides details of all transactions associated with the supplier.

![Documents](image)

3.13 Notes and Attachments

You can upload soft copies of the documents and additional documents and also add notes and external links.
Chapter 4: Performing Other Actions

The Actions icon on the event page provides the following options:

- Answering Additional Forms
- Change Request
- Discussion Forum

4.1 Answering Additional Forms

After the Primary Registration Form and the Supplier profile in the tool is filled out the Additional form can be triggered based on the entered answer for fields “Category” and “Company size”.

Once the additional form is triggered, Supplier receives an email notification and can see the Additional form under “My Tasks”.

To answer the Additional form click on the “Form name”, fill out and submit.

4.2 Change Request

To make any changes to an approved supplier profile, you need to submit a Change Request. The changes that you request need to be approved for them to take effect.

4.2.1 Creating a Change Request

To make any changes to a supplier profile, you may need to create a Change Request.

To create a Change Request:

1) From the Supplier Profile, click Create Change Request.
2) Make the required changes in the required sections and click Submit.

For information on how to view the status of your request and other options, see Viewing Change History.

4.2.2 Viewing Change History

Suppliers Management keeps track of changes made to supplier information. This information is helpful for auditing purposes and is also available for reporting.

To view changes made to a supplier profile, from the Supplier Profile page, click the action menu icon and click View Change History.

This page will show only those changes that are done through the change request process.
The Change History is displayed. This page lists the changes made in each section with details like the status of each change, the creator of the change request number and the created-on date.

4.3 Discussion Forum

Using the forum, you can initiate a group discussion with team members. However, you can communicate with the buyer. A discussion forum consists of topics, which in turn contains the actual discussions where the stakeholders interact with each other as illustrated below.

To initiate a discussion: in the Supplier Profile:
1) Click the **Discussion Form** icon. The following screen appears.

2) Enter the Discussion Name and Topic Name, select Team members and Supplier’s contact person who can access the topic and click **Save**.

   The newly created topic will appear in the left pane.

3) Click **Create**, to create a topic/Discussion.
3) Click the **Add Attachment** icon to attach documents, if any.

4) When a buyer/supplier replies to your message, only you and your team members can view the reply. Others cannot view it.

In a group discussion, you can also take the following actions.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="edit.png" alt="Edit" /></td>
<td>Edit the name of the discussion.</td>
</tr>
<tr>
<td><img src="refresh.png" alt="Refresh" /></td>
<td>Refresh the page.</td>
</tr>
<tr>
<td><img src="download.png" alt="Download" /></td>
<td>Download the group discussion.</td>
</tr>
</tbody>
</table>