

供应商档案管理：

供应商注册和档案设置

更新时间

2023 年 7 月



供应商注册和档案设置



概述

职位/角色:

工作辅助工具的使用者是谁？

康菲石油公司供应商

工作辅助工具的用途:

说明如何完成供应商注册和档案设置。

触发事件:

触发使用本工作辅助工具的是什么？

康菲石油公司邀请供应商在 GEP SMART 中注册，以便在 GEP 中创建档案，管理与康菲石油公司的业务交易。



说明

流程概要:

供应商将收到一封来自 **support@gep.com** 的电子邮件，通过创建新账户或使用现有 GEP SMART 登录凭证进行注册。将邀请供应商注册并填写初始注册表。初始注册表填写完成后，供应商将收到有关可能需要填写的其他注册表的单独通知。

程序:

供应商执行以下步骤，在 GEP SMART 中完成供应商注册和档案设置:

1. 供应商将收到一封来自 **support@gep.com** 的电子邮件，邀请在 GEP SMART 创建一个新账户。点击[单击此处](#)开始注册。



[PARTNER]Test Notification - Primary registration request from ConocoPhillips

Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from smartuat@gep.com. | Show blocked content
Retention: Inbox-1 year (1 year) Expires: Wed 4/3/2024 6:41 AM

S

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear First Name Last Name,

ConocoPhillips has sent you a primary registration form to access their GEP SMART domain that hosts your Supplier Profile.

REGISTRATION GUIDANCE:

If you already have a GEP SMART account with Partner Client, click on "I have a SMART by GEP account " to use your existing username and password when prompted.

If you do not have a GEP SMART account, [Click Here](#) to register yourself and set up a new username and password.

Upon completing registration, you will be able to access the ConocoPhillips GEP SMART domain and your Supplier Profile.

From your Supplier Profile you can invite additional Supplier contact(s) to register in the same way.

注: 如果您已经是 GEP SMART 的用户, 请先登出所有 GEP 账户, 然后再点击[单击此处](#)。

2. 如果供应商还没有 GEP SMART 账户, 选择立即注册。

在初始注册表的基本详细信息部分, 填写所有必填字段, 包括创建用户名和密码。



Hi First Name Last Name ,

You have been invited by ConocoPhillips to be a supplier and represent Supplier Enablement Test Supplier 1

[Register Now](#)

[I have a SMART by GEP account](#)

Register Now - Click on "Register Now" If you do not have an existing account with SMART by GEP and want to create fresh login Credentials or If you want to have separate set of Credentials apart from your existing account with SMART by GEP.

I have a SMART by GEP account - Click on "I have a SMART by GEP account" If you have an existing set of Credentials and want to link this new profile.

Thanks,
SMART by GEP Team



Primary Registration Form

Language English ▼

Basic Details

2

Supplier Attached

Next

All fields marked with * are required.

Account Credentials

2

Username * ⓘ

User Email *

Password * Password strength: Too short ⓘ

Confirm Password * ⓘ

Mobile Number Select ISD Code ▼

Company Information

Legal Company Name * Supplier Enablement Test Supplie ⓘ

Doing Business As ⓘ

Company Website ⓘ

Headquarter * Select Country ▼ ⓘ

Address Line 1 * Suite, Street, Locality ⓘ

注： 如果您在康菲石油公司有一份以上的现有 SAP 供应商档案，您将收到 GEP 针对每份档案发出的注册邀请，每份档案均采用相同的注册流程。

重要提示： 在公司信息部分填写总部地址时，供应商需要填写订购地址。



Primary Contact Information

First Name* Name

Last Name* Last Name

Company Email *

Primary Business Phone Number*

Extension

Contact's Business Region

Contact's Category CAPITAL PROJECTS,CORP

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

Secondary Contact Information

First Name

Last Name

Company Email

Contact Role

ISD Code

Mobile Number

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

2

Reset

Submit

注： 供应商可在填写初始注册表时添加其他联系人。

Category * CAPITAL PROJECTS,CORP

2

CONFIRMATION!

?

Please ensure all details provided here are correct. Click Yes to submit the registration form.

Yes

No

Primary Contact Information

Primary Business Phone Number* 312 785 5786

Extension



3. 初始注册表填写完毕后，供应商将收到 GEP SMART 的电子邮件通知，其中附有激活新账户的链接。选择单击此处。

如果您是 GEP SMART 的新用户，跳至第 6 步。



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

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

Australia:+61 285 181 914

UK:+44 203 478 6123

Brazil:+55 113 181 5451

Qatar:00800101036

UAE:+971600521465

Email: Support@gep.com



[PARTNER]ConocoPhillips GEP SMART- Action required: Activate your GEP Smart account

Some content in this message has been blocked because the sender isn't in your Safe senders list. | [Trust content from smartuat@gep.com.](#) | [Show blocked content](#)
Retention: Inbox-1 year (1 year) Expires: Wed 4/3/2024 11:21 AM

S smartuat@gep.com
To:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

3

Dear Name Last Name,

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](#)

4. 如果供应商有另一个 GEP SMART 客户域的已有账户，选择“**我有一个 GEP SMART 账户**”。
在**初始注册表的基本详细信息**部分，填写所有必填字段，包括添加已有的用户名和密码。



Hi First Name Last Name ,

You have been invited by ConocoPhillips to be a supplier and represent Supplier Enablement Test Supplier 1

[Register Now](#)

[I have a SMART by GEP account](#)

Register Now - Click on "Register Now" If you do not have an existing account with SMART by GEP and want to create fresh login Credentials or If you want to have separate set of Credentials apart from your existing account with SMART by GEP.

I have a SMART by GEP account - Click on "I have a SMART by GEP account" If you have an existing set of Credentials and want to link this new profile.

Thanks,
SMART by GEP Team



Primary Registration Form

4

Basic Details

NDA Supplier Attached

Next

All fields marked with * are required.

Account Credentials

4

Username * [i](#)

Password* [i](#)

Company Information

Legal Company Name * [i](#)

Doing Business As [i](#)

Company Website [i](#)

Headquarter* [i](#)

Address Line 1 * [i](#)

Address Line 2 [i](#)

City* [i](#)

注：如果您在康菲石油公司有一份以上的现有 SAP 供应商档案，您将收到 GEP 针对每份档案发出的注册邀请，每份档案均采用相同的注册流程。

重要提示：在**公司信息**部分填写**总部**地址时，供应商需要填写**订购地址**。



First Name* Name

Last Name* Last Name

Company Email *

Primary Business Phone Number* Extension

Contact's Business Region

Contact's Category CAPITAL PROJECTS,CORP

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

Secondary Contact Information

First Name

Last Name

Company Email

Contact Role

ISD Code

Mobile Number

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

4

Reset

Submit

注： 供应商可在填写初始注册表时添加第二联系人。

Category * CAPITAL PROJECTS,CORP

4

CONFIRMATION!



Please ensure all details provided here are correct. Click Yes to submit the registration form.

Yes

No

Primary Contact Information

Primary Business Phone Number* 312 785 5786

 Extension 



5. 初始注册表填写完毕后，供应商将收到 GEP SMART 的电子邮件通知，其中附有激活新账户的链接。选择单击此处。



Thank you! (1 more step required)

Thank you for your interest. Please check your inbox for an 'Activation Email' from support@gep.com. Post verification of the account, [Click Here](#) to login to the GEP SMART system and complete the profile. If at any point you hit a stumbling block, just dive straight into our support section, where you can find loads of videos and FAQs.

Thanks,
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:

USA:+1 732 428 1578

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

Australia:+61 285 181 914

UK:+44 203 478 6123

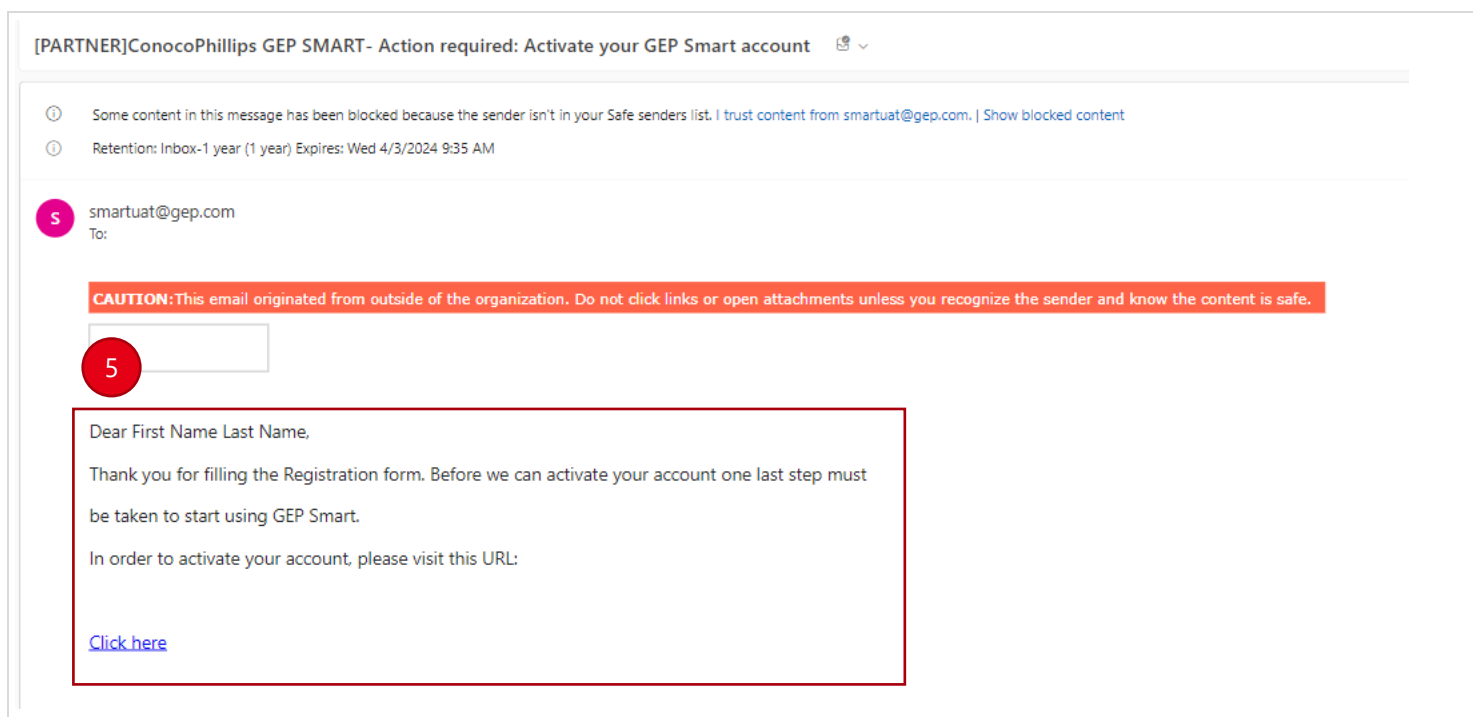
Brazil:+55 113 181 5451

Qatar:00800101036

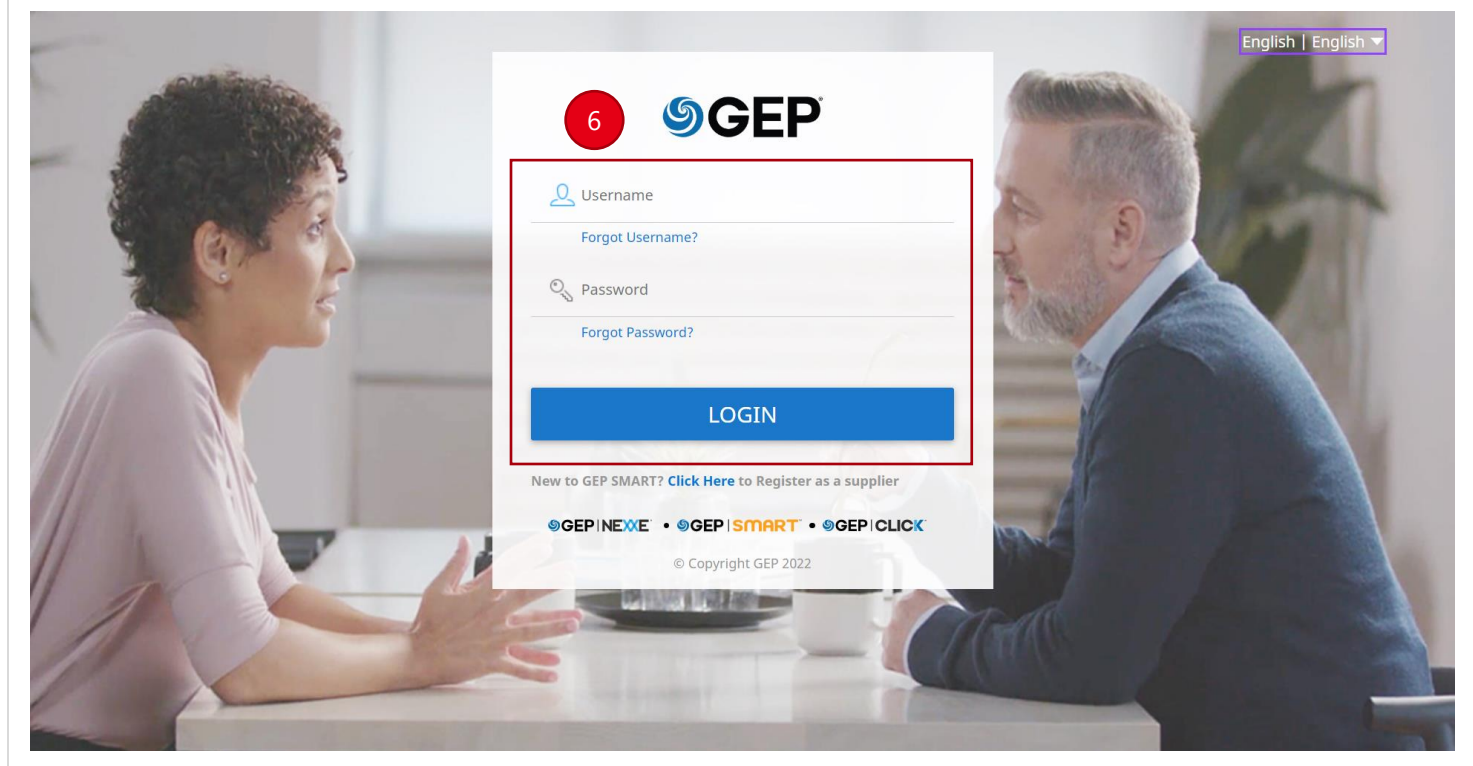
UAE:+971600521465

Email: Support@gep.com

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6. 供应商将通过导航到 smart.gep.com 登录 GEP SMART。输入注册的用户名和密码，然后点击登录。如果您有多份 GEP SMART 供应商档案，请在选择供应商页面下为康菲石油公司选择正确的客户域。





Select Supplier

6 Please select the Supplier organization that you represent:

<input checked="" type="radio"/> ConocoPhillips UAT_ConocoPhillipsUAT2	<input type="radio"/> ConocoPhillips UAT_ConocoPhillipsUAT2
--	---

6

Submit

注：如果供应商已在其他 GEP SMART 客户端注册，则所有客户端将列出，供应商需要选择正确的域。

注：所有供应商将分配一份康菲石油公司业务合作伙伴档案，其七位数代码从 **100XXXX** 开始。这将取代康菲石油公司现有供应商可能熟悉的 SAP ID 编号和 SAP 档案。

7. 从屏幕左侧的垂直功能区中选择**供应商档案**，查看所有供应商档案部分。

ConocoPhillips Catalog Auction Search

SUPPLIER ENABLEMENT SUPPLIER 2 (PC-2023.009725)

7

BASIC DETAILS

*Indicates required fields

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

Supplier's Legal Name* Supplier Enablement Test Supplier
Parent Company's Identification* Parent Company Name
Parent Company Name
Doing Business As
Formerly Known As Formerly Known As ⓘ

Category* CAPITAL PROJEC... +52 More ⓘ
Region* Americas ⓘ
Supplier Managers* GST ⓘ
Status Registered (not ready for P... ⓘ

> IDENTIFICATION INFORMATION
> CERTIFICATES
> DIVERSITY STATUS
> REGISTRATION INFORMATION
> LOCATION INFORMATION
> CONTACT INFORMATION

PROFILE COMPLETENESS CLOSE SAVE

8. 在**基本详细信息**部分，供应商可以查看基本信息，如**供应商法定名称、母公司名称、地区、类别、康菲石油公司供应商经理**和其他**供应商基本信息**。



ConocoPhillips Catalog Auction

Search

SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

8

BASIC DETAILS

*indicates required fields

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

Supplier's Legal Name*
Supplier Enablement Test Sup

Parent Company's Identifi...
Parent Company Name

Parent Company Name

Doing Business As

Formerly Known As
Formerly Known As

Category*
CAPITAL PR... +52 More

Region*
Americas

Supplier Managers*
GST

Status
Registered (not ready f...

IDENTIFICATION INFORMATION

*indicates required fields

DUNS Number

Identification Type

Number

USA: Employer ID Number-US2

745325

9. 在**身份信息**部分，供应商可以查看初始注册表中指定的身份类型。如果需要编辑或补充这一部分，供应商可以创建更改申请（有关如何提交更改申请的说明，请查看**档案维护**和**档案更改申请**部分）。

SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

9

IDENTIFICATION INFORMATION

*indicates required fields

DUNS Number

Identification Type

Number

USA: Employer ID Number-US2

745325

> CERTIFICATES

> DIVERSITY STATUS

> REGISTRATION INFORMATION

PROFILE

CLOSE SAVE

10. 在**证书**部分，供应商可以创建更改申请，上传相关证书，并根据需要设置过期通知。



← SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

10 IDENTIFICATION INFORMATION

Basic Details

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PAYMENT TERMS

DOCUMENTS

NOTES AND ATTACHMENTS

ADD NEW CERTIFICATE

> DIVERSITY STATUS

> REGISTRATION INFORMATION

> LOCATION INFORMATION (1)

> CONTACT INFORMATION(1)

> BUSINESS INFORMATION

> TRANSACTION TYPE

11. 在**多元化状态**部分，供应商可以创建更改申请，选择多元化状态，上传任何支持多元化的证书，并根据需要设置过期通知。

← SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

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NOTES AND ATTACHMENTS

ADD NEW DIVERSITY STATUS

> REGISTRATION INFORMATION

> LOCATION INFORMATION (1)

> CONTACT INFORMATION(1)

> BUSINESS INFORMATION

> TRANSACTION TYPE

PROFILE COMPLETENESS

CLOSE SAVE

12. 在**注册信息**部分，供应商可以查看保密协议（NDA）文件。



← SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

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IDENTIFICATION INFORMATION
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REGISTRATION INFORMATION
LOCATION INFORMATION (1)
CONTACT INFORMATION(1)
BUSINESS INFORMATION

REGISTRATION INFORMATION

*indicates required fields

NDA Supplier Attached

QUESTIONNAIRE(1)

Titles	Total Questions	Pending Mandatory Questions
NDA Documents	1	0 / 0

Rows per page: 5

PROFILE
COMPLETENESS

CLOSE SAVE

13. 在**联系方式**下，选择⊕添加其他相关联系人（例如，确定谁将负责**应收账款**、**业务联系人/客户代表**、**IT 联系人**等）。

在弹出的**添加新联系人**窗口中，填写所有必填字段（如姓名、电子邮件、电话）。选择**保存**。

← SUPPLIER ENABLEMENT TEST SUPPLIER 2 (PC-2023.009725)

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IDENTIFICATION INFORMATION
CERTIFICATES
DIVERSITY STATUS
REGISTRATION INFORMATION
LOCATION INFORMATION
CONTACT INFORMATION(1)

CONTACT INFORMATION(1)

*indicates required fields

Full Name	Designation	Primary Phone No.	Region	Persona	Code
<input type="checkbox"/> Name Last Name Last Login: Tuesday, April 4, 2023 11:28 AM		2637587345	Americas	Supplier Contact	CC-2023.019661

Rows per page: 5

13 ⊕



← SUPPLIER ENABLEMENT TEST SUPPLIER 2 (PC-2023.009725)

13

Add New Contact

*indicates required fields

First Name*	Last Name*	E-mail Address*
-------------	------------	-----------------

Designation (Optional)	Default Role Please Select
------------------------	-------------------------------

Primary Business Phone*	Extn	Secondary Business Phone (Optional)	Extn	Fax No.
-------------------------	------	-------------------------------------	------	---------

ISD Code (Optional) Please Select	Mobile Number (Optional)
--------------------------------------	--------------------------

☐ Send Invitation

CANCEL **13** SAVE

PROFILE COMPLETENESS CLOSE SAVE

注：如果您希望其他联系人收到 GEP SMART 注册邀请（以便设置用户名和密码以访问康菲石油公司域），您可以在供应商经理批准初始更改申请后，勾选屏幕左下方的**发送邀请**框。

14. 在**付款条款**部分，供应商可以查看付款条款。

Home

My Tasks

Create

Supplier Profile

IDENTIFICATION INFORMATION	> IDENTIFICATION INFORMATION				
CERTIFICATES	> CERTIFICATES				
DIVERSITY STATUS	> DIVERSITY STATUS				
LOCATION INFORMATION	> LOCATION INFORMATION				
CONTACT INFORMATION	> CONTACT INFORMATION				
BUSINESS INFORMATION	> BUSINESS INFORMATION				
TRANSACTION TYPE	> TRANSACTION TYPE				
MARKETING INFORMATION	> MARKETING INFORMATION				
PAYMENT TERMS	<div><p>14</p><p>> PAYMENT TERMS</p><p>*indicates required fields</p><table><tr><td>Entity</td><td>Payment Terms</td></tr><tr><td>All</td><td> N27/Net 27 Days (Default)</td></tr></table></div>	Entity	Payment Terms	All	N27/Net 27 Days (Default)
Entity	Payment Terms				
All	N27/Net 27 Days (Default)				
DOCUMENTS					
NOTES AND ATTACHMENTS					

Rows per page: 5

15. 在**文件**部分，供应商可以查看供应商已填写的任何**表格**，还可以查看供应商与康菲石油公司签订的任何合同、采购活动或交易文件。如有必要，供应商还可以通过更改申请和导航至本部分的表格选项卡来更新其表格。



← SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

«

Home

My Tasks

Create

Supplier Profile

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DOCUMENTS

NOTES AND ATTACHMENTS

> BUSINESS INFORMATION

> TRANSACTION TYPE

> MARKETING INFORMATION

> PAYMENT TERMS

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DOCUMENTS

*Indicates required fields

Form

Scorecard

RFx

Auction

Contract

> NOTES AND ATTACHMENTS

No Records Found

16. 在备注和附件部分，供应商可以上传和查看任何已有备注和附件，以及任何已添加到供应商档案的相关 URL。

← SUPPLIER ENABLEMENT TEST SUPPLIER 1 (PC-2023.009724)

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> CONTACT INFORMATION(1)

> BUSINESS INFORMATION

> TRANSACTION TYPE

> MARKETING INFORMATION

> PAYMENT TERMS

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DOCUMENTS

> NOTES AND ATTACHMENTS

File Upload

Notes

External link

17. 所有必要的档案信息填写完毕，选择保存。



←

SUPPLIER ENABLEMENT TEST SUPPLIER 2 (PC-2023.009725)

⋮

🔍

⏪

Home

☰

My Tasks

📄

Create

👤

Supplier Profile

BASIC DETAILS

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> CERTIFICATES

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> BUSINESS INFORMATION

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> MARKETING INFORMATION

> PAYMENT TERMS

> DOCUMENTS

> NOTES AND ATTACHMENTS

PROFILE

COMPLETENESS

CLOSE

SAVE

17

注：一旦供应商档案处于**激活（准备采购）**状态，供应商即可查看交易模块。