



SUPPLIER REGISTRATION & PROFILE GUIDE



STEP BY STEP GUIDES

- Supplier Registration
- Account Activation and Verification
- SMART Overview
- Supplier Profile
- Support Contact Information



Watch for the light bulb icon throughout this presentation for tips and tricks on using SMART. Save this guide locally for easy access.



SUPPLIER REGISTRATION

REGISTRATION PROCESS

- **Mandatory Fields:** All mandatory fields are marked with a red asterisks
- **Account Credentials:** Create a username and password
- **Company Information:** Update company name, HQ and Identification.



Primary Registration Form

Submit

Language English

Basic Details Registration Information

Next

Account Credentials

Username *

User Email *

Password * Password strength: Too short

Confirm Password *

Mobile Number: Select ISO Code *

Company Information

Legal Company Name *

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 *

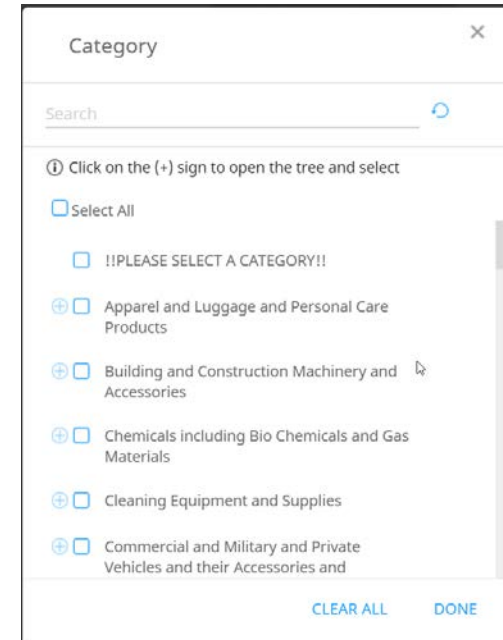
Category *

D-U-N-S Number 9 Digit D-U-N-S

Company Identification * Select identification type * Identification Nur +

ADDING A CATEGORY

- Search for the categories that apply to your company.
- Use plus sign to drill into categories or
- Search using the search field
- Check boxes next to applicable categories
- Select done



The screenshot shows a 'Category' dialog box with a search bar at the top. Below the search bar, there is a list of categories, each preceded by a plus sign in a square box. The categories listed are: 'Apparel and Luggage and Personal Care Products', 'Building and Construction Machinery and Accessories', 'Chemicals including Bio Chemicals and Gas Materials', 'Cleaning Equipment and Supplies', and 'Commercial and Military and Private Vehicles and their Accessories and'. At the bottom of the dialog, there are two buttons: 'CLEAR ALL' and 'DONE'.

Category

Search

Click on the (+) sign to open the tree and select

☐ Select All

☐ !!PLEASE SELECT A CATEGORY!!

☐ Apparel and Luggage and Personal Care Products

☐ Building and Construction Machinery and Accessories

☐ Chemicals including Bio Chemicals and Gas Materials

☐ Cleaning Equipment and Supplies

☐ Commercial and Military and Private Vehicles and their Accessories and

CLEAR ALL DONE



Picking accurate categories will help Kiewit buyers and contract writers find you for RFx (sourcing/bidding) activities in the Fall of 2020.

REGISTRATION PROCESS

- **Primary Contact Information:** Verify and update contact information
- **Terms & Conditions:** Open, Review and Accept GEP's & Kiewit's Terms and Conditions at the bottom of the screen
- **Privacy Policy:** Open, review and accept the Privacy Policy at the bottom of the screen
- **Click** on “Next”

The registration form is divided into two main sections: "Primary Contact Information" and "Secondary Contact Information".

Primary Contact Information:

- First Name *
- Last Name *
- Company Email *
- Primary Business Phone Number * Extension
- Contact's Business Region * (dropdown with globe icon)
- Contact's Category * (dropdown with list icon)
- Time Zone (UTC-06:00) Central Time (US & Canada) v

Secondary Contact Information:

First Name	Last Name	Company Email	Contact Role
+			

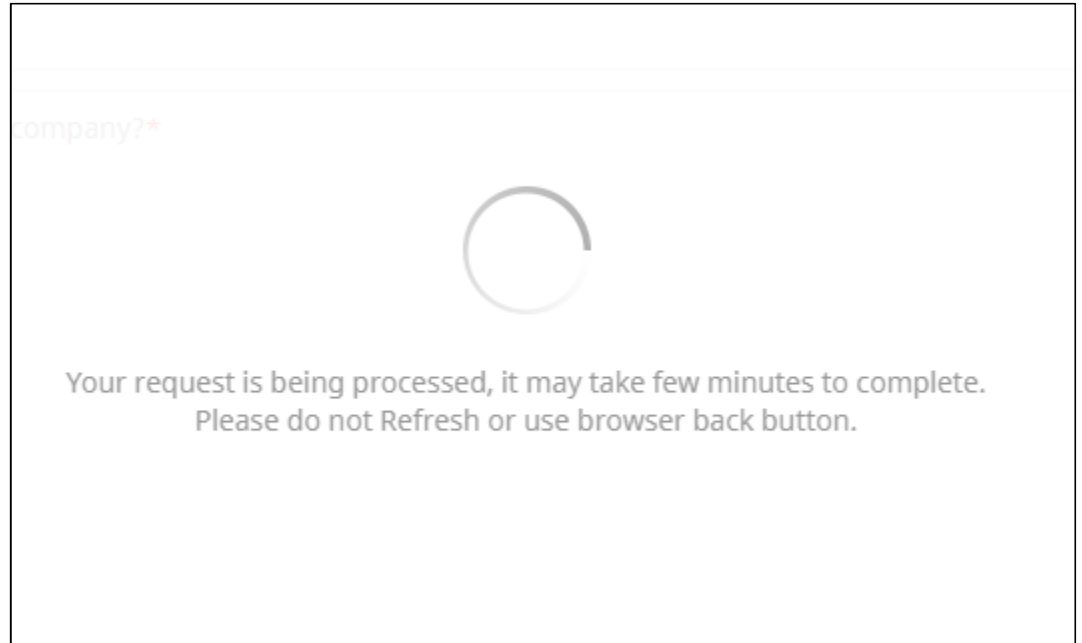
Below the form, there are two checkboxes for terms and conditions:

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

At the bottom, there is a yellow arrow pointing right towards three buttons: "Next", "Reset", and "Submit".

REQUEST PROCESSING

- Pop up screen and spinning wheel
- Request is being processed



PRIMARY REGISTRATION

- Answer Questions 1 – 2 (*depending on your answer, additional questions may be required*).
- Open and review Vendor Code of Conduct and select Yes
- Answer Questions 4 – 5
- Select Previous to review all answers or
- Select Submit



Kiewit subsidiaries could include: TIC, Mass Electric, Cherne, Ganotec, T.E. Ibberson, just to name a few.



Primary Registration Form

Submit

Language English

Basic Details

Registration Information

Previous

Registration Information

1 - Has work been performed and/or an invoice submitted?*

Select

2 - Have you provided goods or services for Kiewit or one of our subsidiaries(Eg Ganotec, TIC, Mass Electric etc) in the past 3 years?*

☐ Yes
☐ No

Kiewit Vendor Code Of Conduct.

3 - Please review and acknowledge Kiewit Vendor Code Of Conduct*

☐ Yes
☐ No

4 - What is the role of your company?*

☐ Broker
☐ Contractor
☐ Distributor
☐ Finance
☐ Manufacturer
☐ Professional Service
☐ Service
☐ Subcontractor

5 - Do you qualify as a Small, Diverse or Disadvantaged Business Entity?*

☐ Yes
☐ No

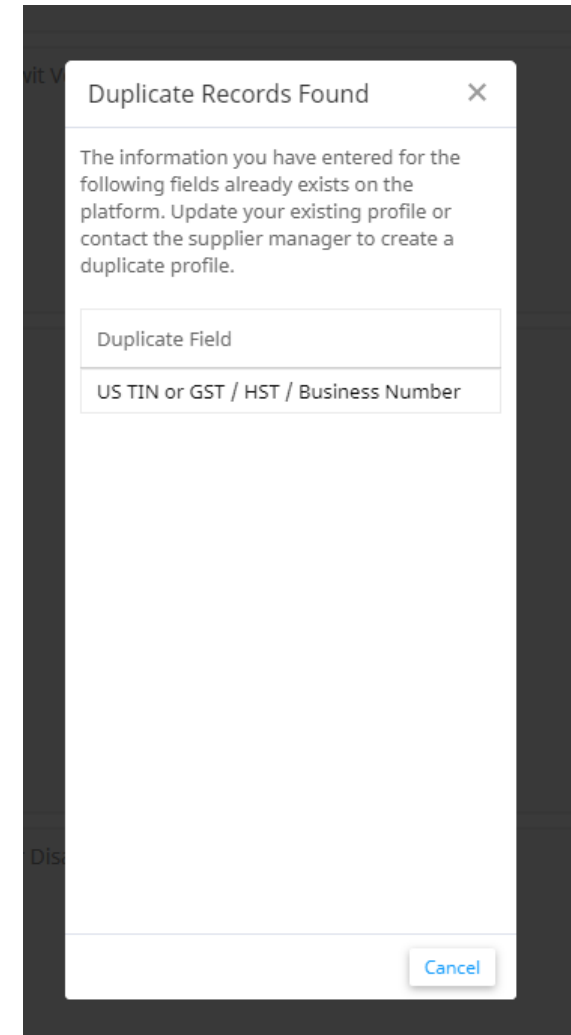
Previous

Reset

Submit

DUPLICATE RECORD

- Pop up message similar to this
- Are you a branch, regional location or subsidiary of a company/entity?
 - Someone from your company may have already registered
 - Contact your account management/sales team or corporate office to be added as a user



REGISTRATION SUBMISSION

- Successfully completed registration



Thank you!

Thank you for your interest. Please check your inbox for an 'Activation Email' from support@gep.com. 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

Email: Support@gep.com

ACCOUNT ACTIVATION

- Receive activation email to activate account.
- Click the link in the email to activate portal account.

Dear Generic Supplier,

Thank you for completing the Kiewit Vendor 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 for Kiewit. You will only need to visit this URL once.

Thanks,

Kiewit Vendor Management



Add @gep.com to your safe/whitelist email list and always check junk mail if you are expecting a notification.

VERIFICATION LINK

- Next verify account using the “Click Here” hyperlink
- Part of Kiewit’s multi-factor authentication to protect your information and data.



Action Required

Action Required!

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

The Primary Registration Form has been submitted successfully. To finish the registration process, kindly fill in certain mandatory information in the your profile we have created for you.

[Click Here](#) to login to the GEP SMART system and complete the profile.

Please Note: The registration process will NOT be complete until the mandatory information is provided in the profile. In Case you are unaware of your password, kindly click the 'forgot password' link on the log in page to

generate a new password.

Regards
SMART by GEP Team

Contact Us

Phone:

USA:+1 732 428 1578

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

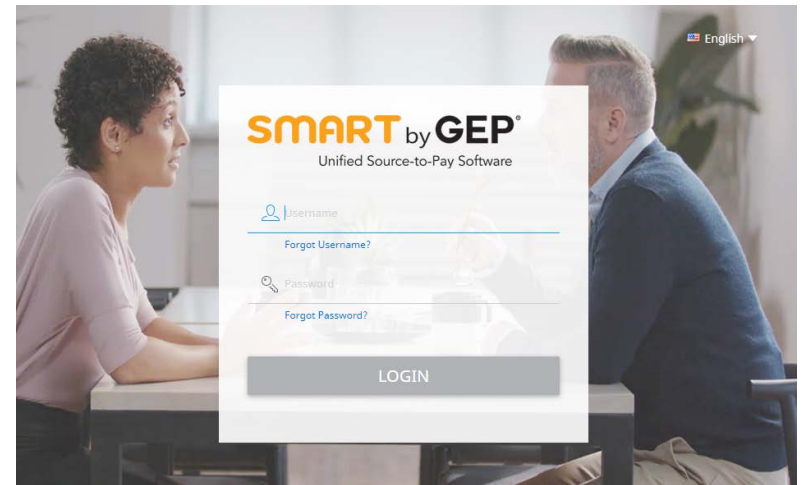
Australia:+61 285 181 914

UK:+44 203 478 6123

Email: Support@gep.com

LOGGING IN

- Enter Username and Password
- Click Log In



ONE TIME PASSWORD

- Receive email with one-time password.
- Check email
- Enter one-time code
- Click verify

ONE TIME PASSWORD (OTP)

OTP has been sent to your registered email id
*****m@gmail.com

Enter OTP

Click on Resend OTP if you do not receive it within next 119 seconds.

RESEND OTP [VERIFY](#)

Dear Generic Supplier,

To verify your identity, please use following verification OTP:

OTP: 646947

Expires in: 60 minutes

This OTP is valid for 60 minutes and usable only once. Once you have verified it, you will be able to proceed. Please note this OTP is confidential. For security reasons, DO NOT share it with anyone.

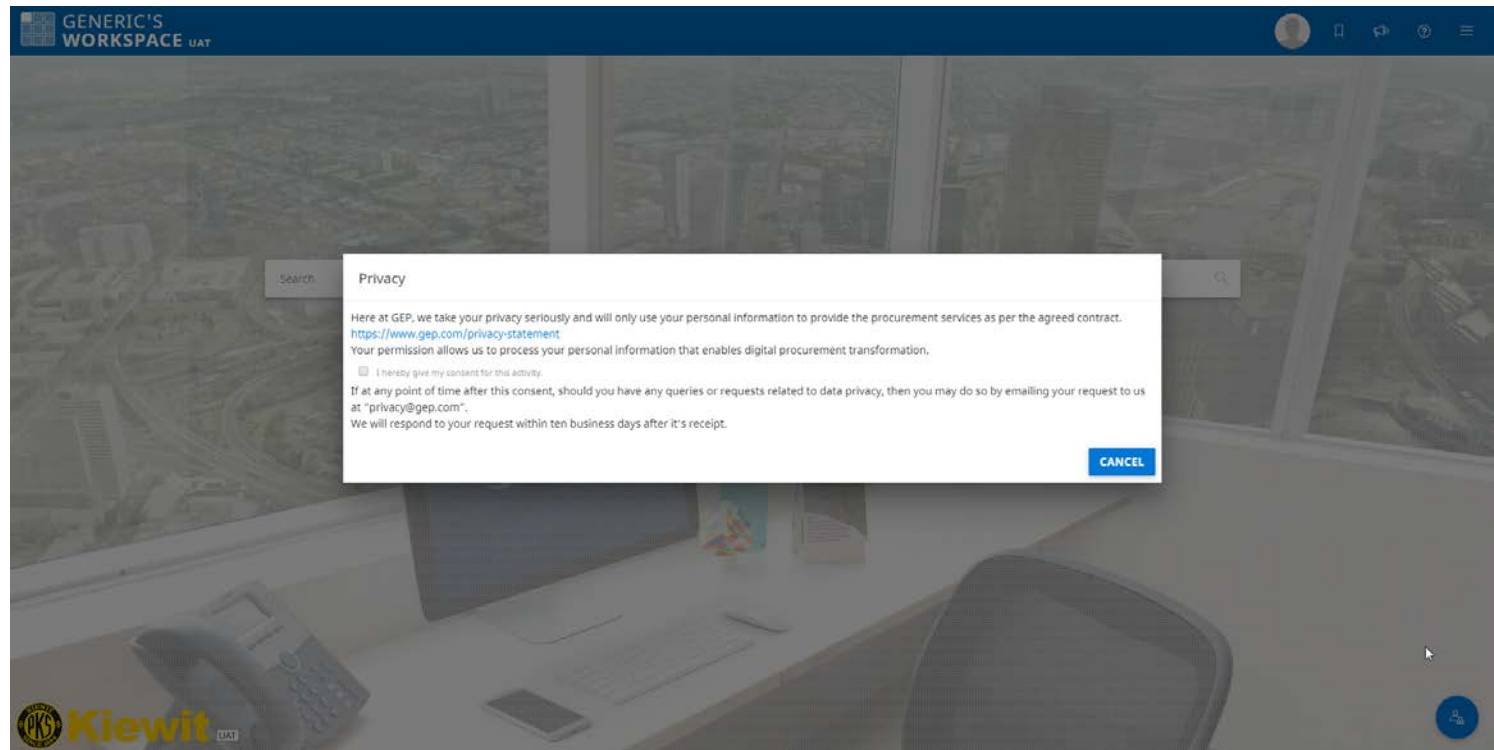
Thanks,
SMART by GEP



Didn't get a code? Check your junk mail. Wait and click "Resend OTP".

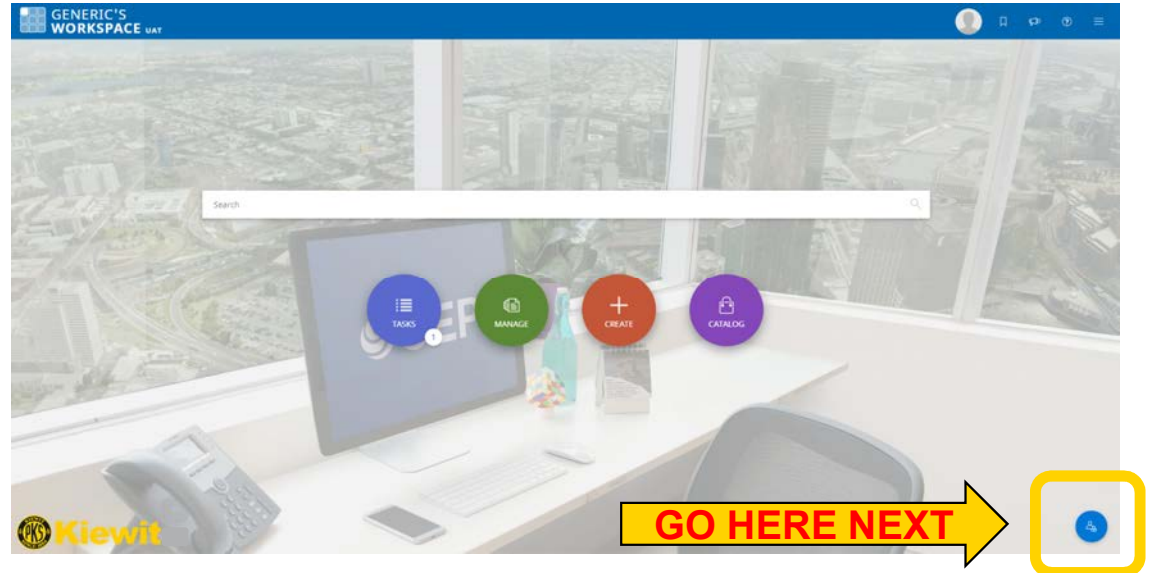
PRIVACY POLICY

- Review Privacy Policy
- Check Box
- Click Accept



REGISTRATION AND ACTIVATION

- Registration is complete
- Account is activated
- Next, log in to complete your **Supplier Profile**



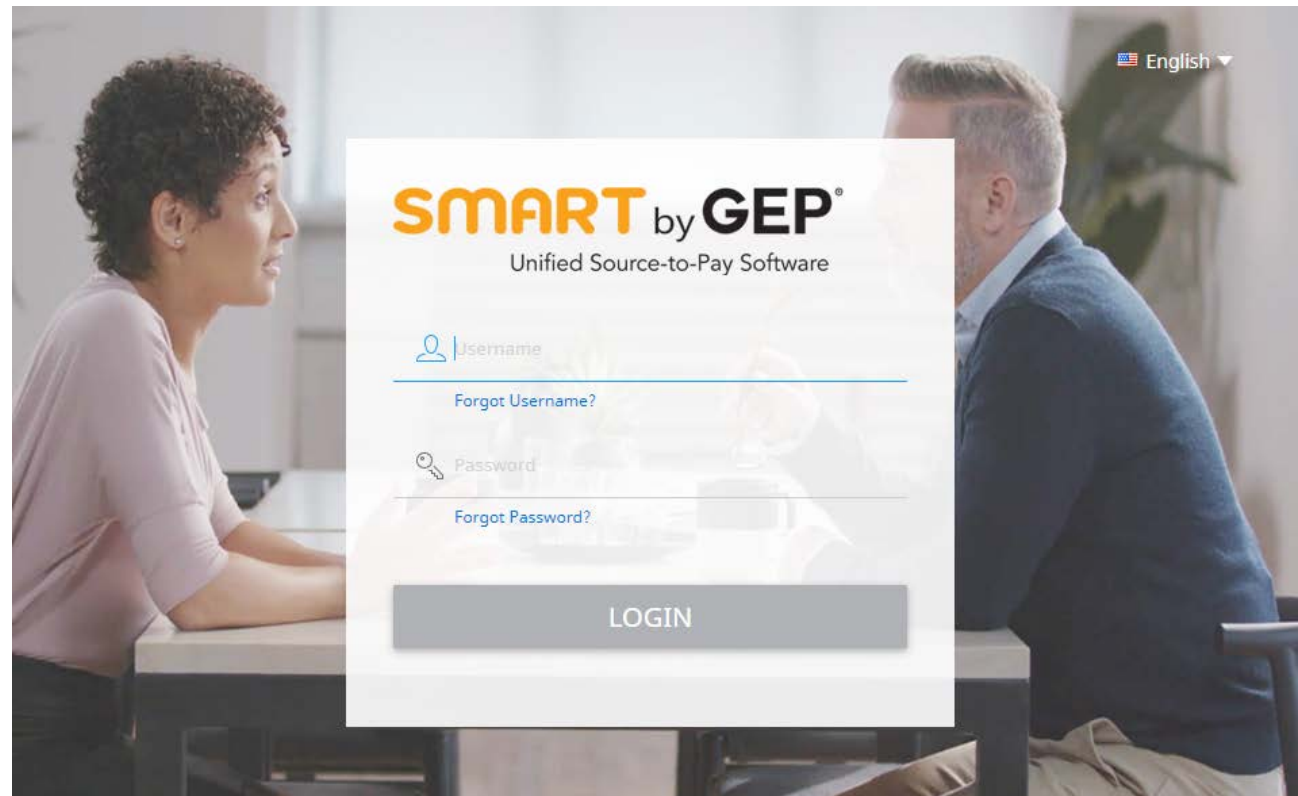
You are one step closer to interacting with Kiewit in the portal. **Now log in to complete the remainder of your supplier profile.**



SMART OVERVIEW

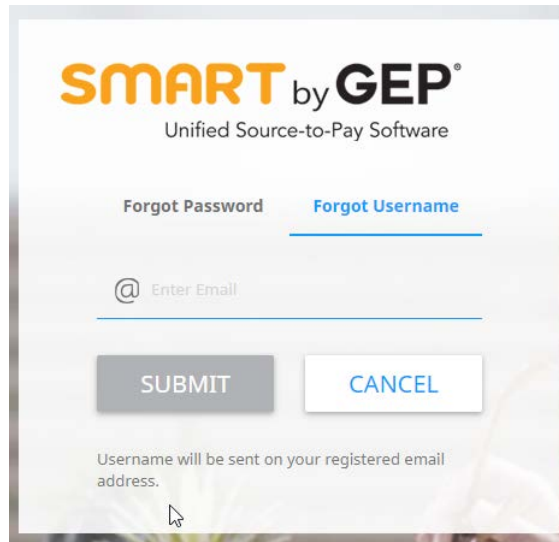
SMART LOG IN PAGE

- Link: <https://smart.gef.com>
- Enter username and password
- Click “LOGIN”



FORGOT LOG IN INFO

- Select either the “Forgot Password” or “Forgot Username” option.
- Enter Username or Email in the appropriate field and click “Submit”.
- You will receive a pop-up message indicating the next steps.
- The Username details or link to reset password will be emailed.



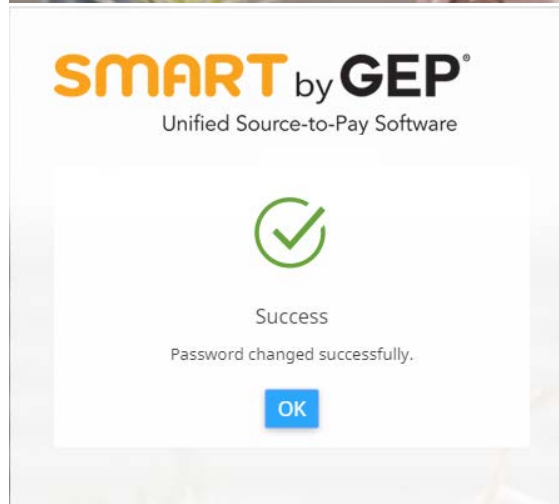
SMART by GEP®
Unified Source-to-Pay Software

Forgot Password Forgot Username

@ Enter Email

SUBMIT CANCEL

Username will be sent on your registered email address.

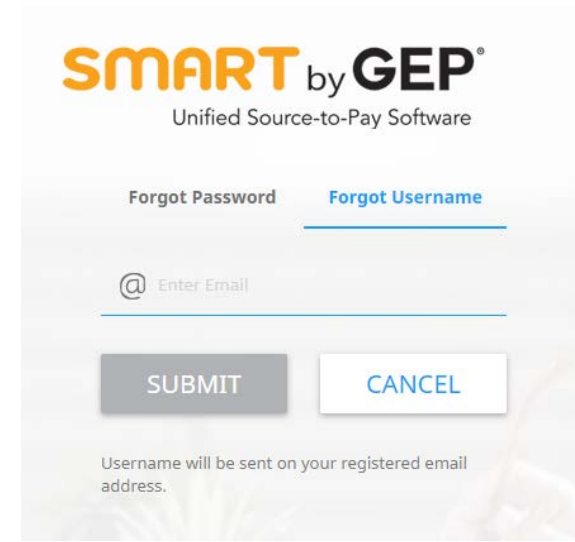


SMART by GEP®
Unified Source-to-Pay Software

Success

Password changed successfully.

OK



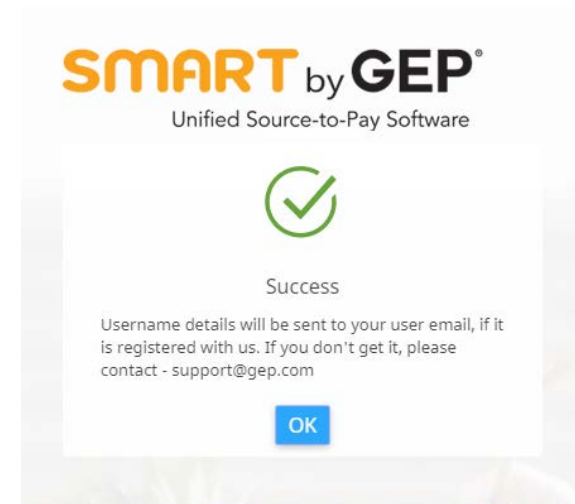
SMART by GEP®
Unified Source-to-Pay Software

Forgot Password Forgot Username

@ Enter Email

SUBMIT CANCEL

Username will be sent on your registered email address.



SMART by GEP®
Unified Source-to-Pay Software

Success

Username details will be sent to your user email, if it is registered with us. If you don't get it, please contact - support@gep.com

OK

GENERAL NAVIGATION



*Click to Return
to Workspace*



*Continue to See
More Detail*

Global Search

Search



Workspace

Supplier Profile



GLOBAL SEARCH BAR

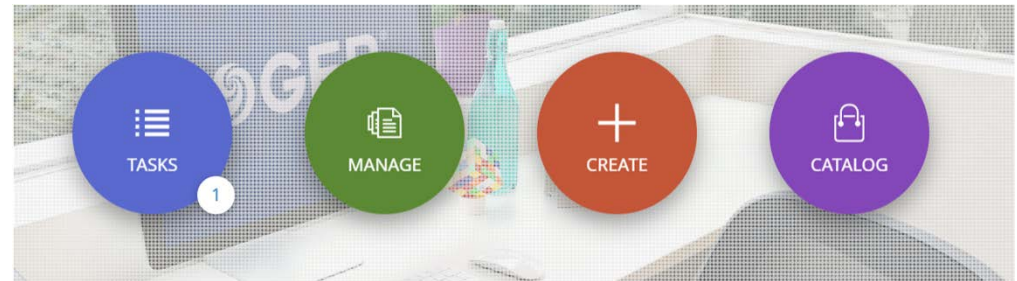
- **Search For:**
- **Use:** “” on either side for exact match.



Not all functionality will be available to suppliers until the Fall of 2020. If you aren't finding anything via global search this may be why.

WORKSPACE

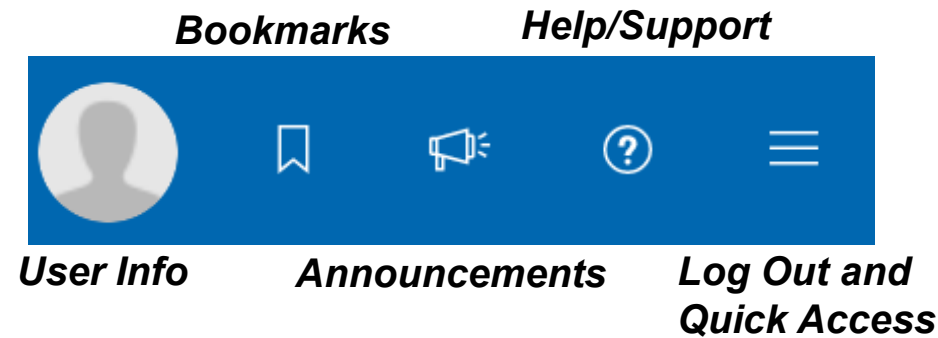
- **Tasks:** Contains all active task assigned to you to complete.
- **Manage:** View all completed documents
- **Create:** Invoices, credit memos and other documents (Coming Fall 2020)
- **Catalog:** Manage catalog content (Coming Fall 2020)



Not all functionality will be available to suppliers until the Fall of 2020. If you see something that is blank or not working that could be why.

OTHER

- **User Info:** Update username, password and other user info
- **Bookmarks:** Use this to mark most used pages
- **Announcements:** Any updates can be viewed under this icon
- **Help/Support:** Support contact numbers and email
 - Training Resources and other helpful tools
- **Log Out and Quick Access:** To log out or go to quick access area.
- **Supplier Profile:** Access your company profile to manage addresses, payment information, contacts, certificates and diversity status.





SUPPLIER PROFILE

SUPPLIER PROFILE

- Click on **Supplier Profile** icon from home screen you will be directed to your company's profile/information.
- Information is divided into various sections
- Click into specific sections to update information
- Sections highlighted in red contain mandatory information

GENERIC'S WORKSPACE

GENERIC SUPPLIER (PC-2020.002498)

- > BASIC DETAILS
- > IDENTIFICATION INFORMATION
- > CERTIFICATES
- > DIVERSITY STATUS
- > REGISTRATION INFORMATION
- > LOCATION INFORMATION
- > CONTACT INFORMATION
- > BUSINESS INFORMATION
- > TRANSACTION TYPE
- > MARKETING INFORMATION
- > PAYMENT TERMS
- > DOCUMENTS
- > NOTES AND ATTACHMENTS

20% PROFILE COMPLETENESS

CLOSE SAVE



Click "SAVE" regularly during this process to ensure your information is captured.

BASIC DETAILS

- Update the following:
 - Company Logo
 - Supplier Legal Name
 - Category
 - Region
- Some fields will remain read-only

▼ BASIC DETAILS ⚠

Manage Optional Fields 🌱

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

Supplier's Legal Name*
Generic Supplier

Parent Company's Identification Type
Parent Company Name

Doing Business As
Kiewit Test Supplier

Formerly Known As
Formerly Known As

Category*
Defense and Law Enf... +8 More

Region*
Americas

Supplier Managers
Kiewit Admin

Status
Invited ⓘ



Section marked in red with “*” are mandatory. Also look for red dots on right hand side to find sections where more detail is needed.

IDENTIFICATION INFORMATION

- Tax ID & DUNS Number
- You can update the following:
 - DUNS Number
 - Taxpayer ID:
 - VAT Registration number

IDENTIFICATION INFORMATION

DUNS Number

Identification type

US TIN or GST / HST / Business Number

Please Select

Number

Please Enter*

Please Enter

Manage Optional Fields

Identification type	Number
US TIN or GST / HST / Business Number	Please Enter*
Please Select	Please Enter




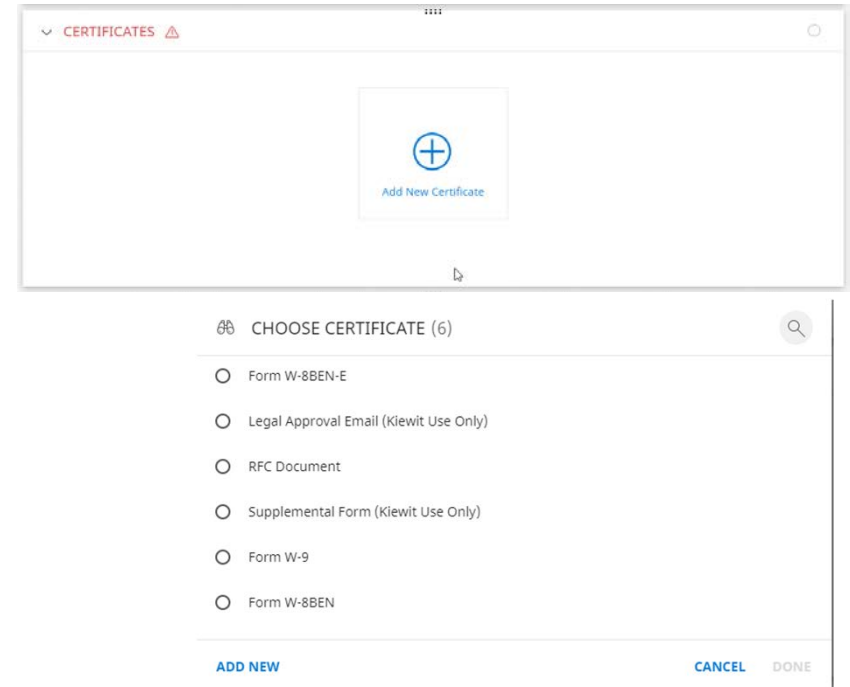
Use the plus (+) symbol to add additional information. Use the trash can symbol to delete

USING PROPER FORMAT FOR IDENTIFICATION INFO

IDENTIFICATION TYPE	PROPER FORMAT SAMPLE
US TIN or SSN	9 digits, no dashes
GST	9 digits long, no dashes
HST	9 digits long, no dashes
Business Number	9 digits long, no dashes
VAT	11 digits long, no dashes
RFC	13 digits for individuals & 12 for companies. Can utilize letters and numbers.
QST	10 digits long, no dashes

CERTIFICATES

- The uploaded certifications/forms will be displayed as per the screenshot.
- Additional certificates can be updated by clicking on the  icon



CERTIFICATES

Add New Certificate

CHOOSE CERTIFICATE (6)

- ☐ Form W-8BEN-E
- ☐ Legal Approval Email (Kiewit Use Only)
- ☐ RFC Document
- ☐ Supplemental Form (Kiewit Use Only)
- ☐ Form W-9
- ☐ Form W-8BEN

ADD NEW CANCEL DONE



Kiewit may reach out for additional required certificates or forms after you have completed your profile.

DIVERSITY STATUS

- Are you certified in any diversity status?
- Load all applicable diversity statuses and certificates by clicking the plus sign.

The screenshot shows a web interface for managing diversity status. At the top, there's a header 'DIVERSITY STATUS' with a dropdown arrow and a green status indicator. Below the header is a large white box with a blue plus sign and the text 'Add New Diversity Status'. To the right of this box is a dropdown menu titled 'CHOOSE DIVERSITY (20)' with a search icon. The dropdown menu lists several diversity statuses, each with a radio button and a description. The visible options are:

- ☐ Minority Business Enterprise (MBE) - Asian-Pacific American ethnicity
A business that is at least 51% owned, controlled, and operated by a minority group with member(s) of Asian-Pacific American ethnicity.
- ☐ Minority Business Enterprise (MBE) - Hispanic American
A business that is at least 51% owned, controlled, and operated by a minority group with member(s) of Hispanic American ethnicity.
- ☐ Minority Business Enterprise (MBE) - Native American
A business that is at least 51% owned, controlled, and operated by a minority group with member(s) of Native American ethnicity.

At the bottom of the dropdown menu, there are two buttons: 'CANCEL' and 'DONE'.



You may need to add more than one diversity status and certificate to fully document where you qualify. Use the plus (+) sign to add each additional status and don't forget to attach your certificates.

LOCATION INFORMATION

- Displays company's Headquarters and Remit to addresses with Payment/Banking information
- **Headquarters Address:**
 - Click on the edit/pencil icon on the Headquarter address line to make updates.
- **Remit to Address & Banking Details:**
 - Click the edit/pencil icon on the Remit to Location address line to update Remittance information.

The screenshot shows a web application interface for 'LOCATION INFORMATION (1)'. At the top, there is a warning message: 'At least one location of each type(S) :Remit To Location is required.' Below this is a table with columns: Location Name, Type, Phone Nos., and Roles & Contacts. The table contains one entry: '123 Sample Street Drive' as the Location Name, 'Headquarter' as the Type, and 'Pri : 555-444-3333' as the Phone Nos. To the right of this entry are 'Copy' and 'Edit' icons. Below the table is a sidebar menu with a blue header 'LOCATION' and a back arrow. The menu items are: 'LOCATION INFORMATION' (selected), 'BANKING INFORMATION', 'IDENTIFICATION INFO', and 'PAYMENT TERMS'. Each menu item has a right-pointing arrow and a dotted line to its right. The background of the sidebar shows a blurred image of a person's face.

Location Name	Type	Phone Nos.	Roles & Contacts
123 Sample Street Drive	Headquarter	Pri : 555-444-3333 Sec :	

← LOCATION

- > LOCATION INFORMATION
- > BANKING INFORMATION
- > IDENTIFICATION INFO
- > PAYMENT TERMS

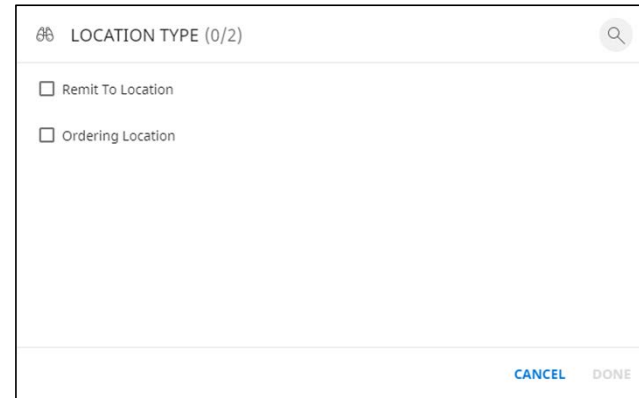


It is mandatory to have one Remit to and Ordering Location. We recommend maintaining only one Ordering Location. You must add this before proceeding. You can use the “Copy” button to copy your headquarters into your remit and ordering .



ADDING A LOCATION

- Select a location type by clicking Show Lookup
- Check the box next to the correct location
- Click done
- Click save



LOCATION TYPE (0/2)

☐ Remit To Location

☐ Ordering Location

CANCEL DONE

LOCATION TYPE	DESCRIPTION
Remit To	Address(es) where payment will need to be sent.
Ordering Location	Address(es) where orders will be placed from.



It is mandatory to have one Remit to and Ordering Location. We recommend maintaining only one Ordering Location. You must add this before proceeding. You can use the “Copy” button to copy your headquarters into your remit and ordering .



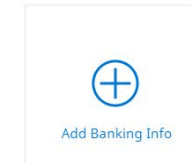
MESSAGE TO SUPPLIERS – BANKING AND PAYMENT INFO

- If you are registering prior to June 2020:
 - Banking Information and Payment Information changes will be restricted.
 - You will not be able to edit or change these via the GEP solution.
 - Please contact 1-855-KBS-TALK if you need to make updates to your banking or payment information.
 - Kiewit may require additional documentation from you to make these changes.
 - This is to ensure that yours and Kiewit's sensitive banking information is protected and that no one attempts fraudulent changes to your account.

BANKING INFORMATION

- Click the plus sign
- Select a payment method from the drop down
- Enter all required fields
- Click done
- Click save
- Edit by clicking the Pencil Icon
- Delete by clicking the trash can
- Click back arrow

✓ BANKING INFORMATION



BANKING INFORMATION

Wire

ACH

Check

Vpay

BANKING INFORMATION

Payment Method
Wire

Bank Name*	Beneficiary Name*	Bank Branch*
Country* Please Select	Swift/BIC*	Bank Key/ABA/Transit number*
BAN/CLABE*	Bank Account Number*	Remittance e-mail*

CANCEL DONE



Banking Information Changes will be restricted in GEP until June 2020. Kiewit may need additional forms and documentation depending on the type of payment method you select. Watch your email for additional details.


PAYMENT METHOD TYPES

PAYMENT METHOD TYPE	DESCRIPTION	DOCUMENTATION NEEDED
ACH (Direct Deposit)	Receive payment via direct deposit.	Pre-printed voided check or company/bank letter physically signed and dated within the last 6 months with banking information listed.
WIRE	Receive payment via wire.	A company/bank letter physically signed and dated within the last 6 months with banking information listed.
CHECK	Receive payment via check.	No documentation needed
VPAY	Receive payment via VPAY. Learn more about VPAY here!	No documentation needed but do need to provide a valid email for payment to be sent to.





Payment information changes will be restricted until June 2020. For questions see the GEP support numbers listed in a few slides.

CONTACTS

- View existing contacts for your company and add new contacts.
- Click on the plus icon to add new contacts.

- Fill out all the fields marked with a Red (*).
- Must assign a Default Role.

CONTACT INFORMATION(1)

Full Name	Designation	Primary Phone No.	Region	Persona	Code
<input type="checkbox"/> James Supplier <small>Account Executive - Sales - Americas</small>		555-444-3333	Americas	-	

 Add New Contact

First Name* Last Name* E-mail Address*

Department (Optional) Default Role Please Select

Primary Business Phone* Extn Sec. Business Phone (Optional) Extn Fax No.

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

☐ Send Invitation

CANCEL SAVE



Adding contacts for sales, accounts receivable/payable, among other departments will streamline your collaboration with Kiewit, but please make sure to list their Department.

BUSINESS INFORMATION

- Make sure to identify if you would like to auto acknowledge your PO's or not when this functionality becomes available in Fall of 2020.
- If you do not select this you will need to log in to acknowledge any orders you receive from Kiewit.

▼ BUSINESS INFORMATION

ANNUAL REVENUE

Currency
USD

Annual Revenue (In Millions)

Business Type
Please Select

Total No. of Employees

☐ Auto-Acknowledge Order

Payment Type



If you do not wish to auto acknowledge purchase orders in Fall of 2020 you will need to uncheck the Auto Acknowledge Order box.

TRANSACTION TYPE

- Identify how you would like to receive your RFx and PO's when this functionality goes live in Fall of 2020.

TRANSACTION TYPE [Manage Optional Fields](#)

Auction format Please Select	Contract format Please Select	Invoice format Please Select	PO format Please Select	RFx format Please Select	Service Confirmation Please Select
			Web cXML EDI Email Call and Submit		



PO and RFx functionality will not be available until Fall of 2020.

MARKETING INFORMATION

- Not required but beneficial.

Description *(Optional)*

>

Supported Currencies *(Optional)*

Supported Languages *(Optional)*

Current Customer

Website : Website URL

f www.facebook.com/facebook page name

in www.linkedin.com/linkedin page name

t www.twitter.com/twitter handle



There are many other non-mandatory fields in the supplier profile that can be beneficial to you and Kiewit in your business transactions. **Be thorough** for the most efficient interactions with Kiewit.

PAYMENT TERMS

- Kiewit's standard payment term is Net 30
- If you already have negotiated terms with Kiewit those should be reflected here

PAYMENT TERMS	
Entity	Payment Terms
All	Net due in 30 days (Default)
Rows per page: 5	



Please reach out to your project or procurement contact at Kiewit to negotiate terms outside of this standard on a Purchase Order or Contract basis.

NOT REQUIRED, BUT BENEFICIAL

- Other(s)



There are many other non-mandatory fields in the supplier profile that can be beneficial to you and Kiewit in your business transactions. **Be thorough** for the most efficient interactions with Kiewit.

SUPPORT & HELP RESOURCES

REGION	HELPDESK #	EMAIL
US	+1 732 428 1578	Support@gep.com
Europe	+42 022 598 6501	
Asia	+91 22 6137 2148	
Australia	+61 2 8518 1914	
UK	+44 203 478 6123	
Canada/Mexico	+1-416-482-2900	
China	+86-21-3115-9119 +86-21-3115-5061	



SUPPLIER REGISTRATION & PROFILE GUIDE

