MyBuy / GEP SMART Supplier Portal Guide

ECOLAB **GEP SMART** **MyBuy**

Supplier Activities in MyBuy / GEP SMART Supplier Portal

The purpose of **MyBuy / GEP SMART Supplier Portal Guide** is to showcase how Ecolab suppliers can acknowledge Purchase Orders and submit Invoices using the GEP SMART Supplier Portal. MyBuy / GEP SMART Supplier Portal is a **FREE** tool for managing and updating transactions easily between Ecolab and our trusted suppliers.

Please navigate to section of the guide below for answers on how to use the GEP SMART Supplier Portal:

Registration and Signing into MyBuy / GEP SMART Supplier Portal

Registration and Signing into MyBuy / GEP SMART Supplier Portal

After you as the Ecolab supplier have confirmed your company's point of contact for Ecolab Purchase Order requests, instructions for registering for **MyBuy / GEP SMART** will be emailed to the POC:

1. Supplier will receive an email from **Mybuycommunicatons@Ecolab.com** with subject as "**Action Required: Please register for MyBuy / GEP SMART for Ecolab PO and Invoice Submission**"

2. As a supplier, you will need to click either **Register Now** or **I have a SMART by GEP Account** buttons.

Hi Ecolab User ,

You have been invited by Ecolab to be a supplier and represent Primary Supplier

| 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

Registration and Signing into MyBuy / GEP SMART Supplier Portal

Options for registering:

3. If your company does not already have a GEP SMART Supplier Portal account for other buyers, click **Register Now** where you will be directed to the Primary Registration Form.

4. If your company already has a GEP SMART Supplier Portal account, select **I have a GEP SMART account**.

Hi Ecolab User ,

You have been invited by Ecolab to be a supplier and represent Primary Supplier

[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

Registration and Signing into MyBuy / GEP SMART Supplier Portal

5. Once you click **Register Now** you will be redirected to the **Primary Registration Form**. The fields marked with a red star indicates the mandatory fields which need to be filled.

6. Creating a **Username** is required.

7. Creating a **Password** should contain a minimum of ten characters. Password needs to be a combination of upper and lowercase letters, numbers and special characters.

8. Remember to check **I have read and agree to the GEP Terms and Conditions and Privacy Policy**

9. After completion, click **Submit.**

Registration and Signing into MyBuy / GEP SMART Supplier Portal

10. Once you click **Submit**, the page will redirect you to the **1 more step** screen

11. You will receive an activation email at your registered email address.

Registration and Signing into MyBuy / GEP SMART Supplier Portal

12. Open the email. Click the **Click here** button to verify your email address and complete account creation.

13. You will now be able to sign into your supplier profile by navigating to **https://smart.gep.com**

ECOLAB

AUTOMATED NOTIFICATION

Dear Ecolab User,

Thank you for filling the Registration form. Before we can activate your account one last step must be taken to start using MyBuy.

In order to activate your account, please visit this URL: Click here

Please note: You must complete this last step in order to use MyBuy.

Thank you,

Ecolab MyBuy Team

This is not a monitored inbox, for all questions, please contact the following:
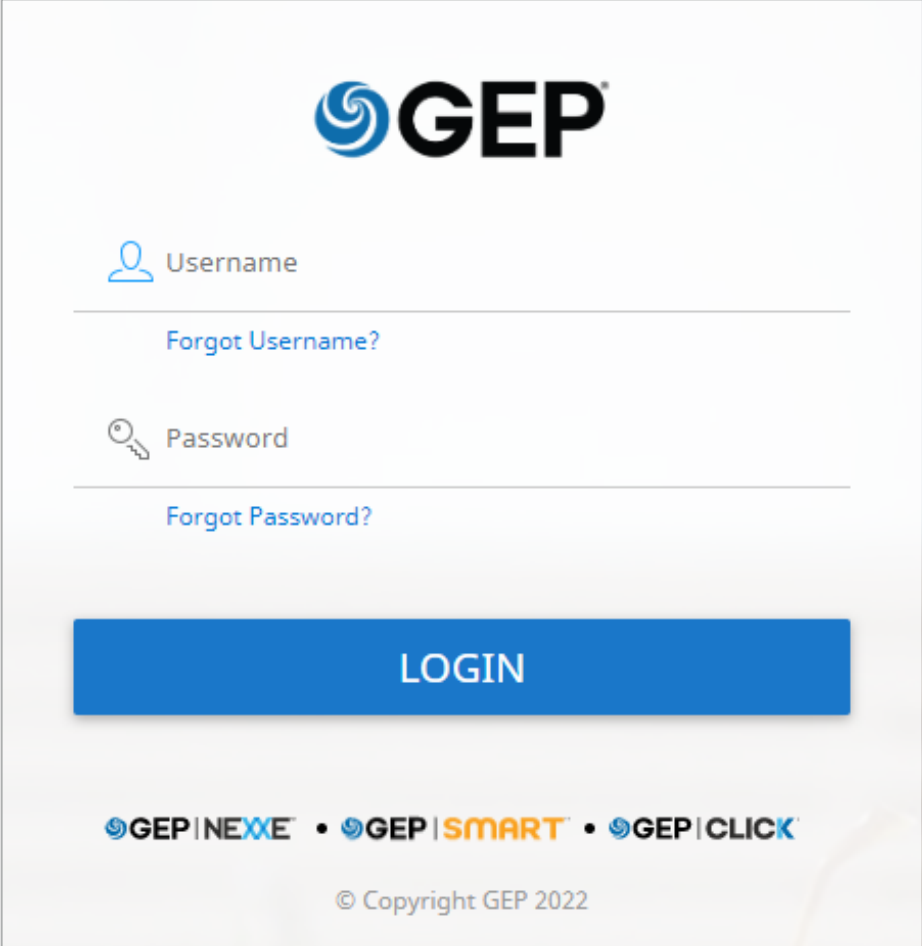
Registration and Signing into MyBuy / GEP SMART Supplier Portal

14. Enter your **Username** and **Password**

15. Click on the **Login** button

16. Bookmark the **GEP SMART Supplier Portal:**

    • **https://smart.gep.com**

Retrieve Username and Password

Retrieve Username and Password

In case you don't have your username or password:

1. Select either the **Forgot password** or **Forgot Username** based on what information you have available.

2. Enter **Username** or **Email** in the appropriate field and click **Submit.**

3. You will receive a pop-up message indicating the next steps.

4. The username details or link to reset your password will be emailed to the email address on record for your supplier account

Add Additional User Profiles to Supplier Profiles

Add Additional User Profiles to Supplier Profiles

To add additional users to a supplier profile follow the steps below from the supplier homepage:

1. Click **Supplier Profile** button

2. Navigate to **Contact Information** section of your supplier profile.

3. Click **Add New Contact** on the top right-hand corner of Contact Information.

Add Additional User Profiles to Supplier Profiles

A pop-up screen for **Add New Contact** information will appear. Please complete the information on the new contact that will have access to your supplier profile:

1. Complete information requested in the pop-up screen.

2. Ensure **Send Invitation** is check-marked and click Save

3. An email invitation will be sent to the email address inputted for the new contact added to the supplier profile.

Purchase Order Acknowledgement

Purchase Order Email Notification

You will receive an email from mybuycommunications@ecolab.com and the **Purchase Order Details** will be attached as a PDF file.

Suppliers can acknowledge a PO in two ways: through the email or through the GEP Portal.

- The PO details will be attached in the form of a PDF file.

- You can acknowledge the PO by clicking on the **Acknowledge** button.
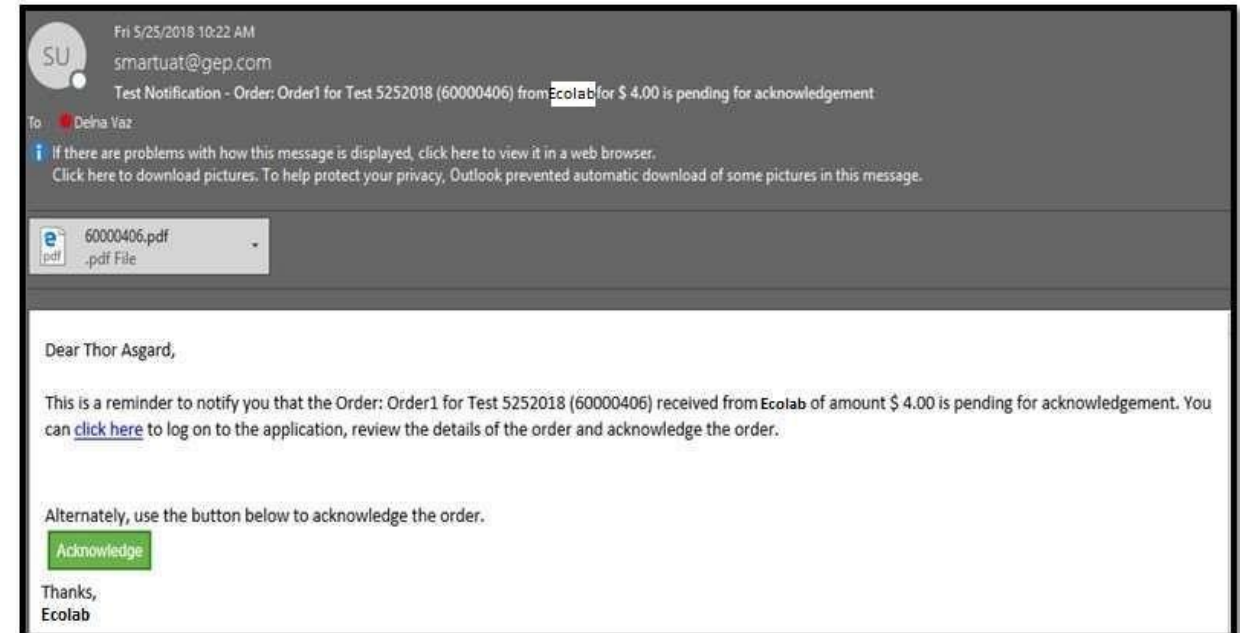
Purchase Order Acknowledgement

To acknowledge an order in MyBuy / GEP SMART

1. Log in to GEP SMART

2. Click on the **Purchasing Tab**

Purchase Order Acknowledgement

3. Click on the **Order Name (**in blue) under the **Document Name** column.

4. Before you acknowledge the order, be sure the status of the PO is **Sent To Supplier**

Purchase Order Acknowledgement

5. The order will open with **Sent to Supplier** status

6. Review the details of the order under the **Line Details** section.

7. Click **Acknowledge Order** on the bottom right-hand corner if the details look correct.

8. After acknowledging, the order status will change to **Supplier Acknowledged**.

Purchase Order Acknowledgement

9. On each Line item enter the **Estimated Delivery Date**

10. Acknowledge the order by clicking **Acknowledge Order**

Purchase Order Acknowledgement

11. After you acknowledge the order the status will display as **Supplier Acknowledged**

PO Flip / Create Invoice

Flip Purchase Order to Invoice

MyBuy / GEP SMART provides suppliers with a PO Flip process that easily creates invoices from acknowledged purchase orders in the supplier portal.

1. Click the **Purchasing** Tab

2. Click on the order that is ready for invoicing

3. Click **Create Invoice**

Create Invoice

4. Enter the **Total Amount** of the invoice in the **Invoice Amount Box** (Note: Please include taxes and shipping in the Invoice Amount Total.)

5. Enter the **Invoice Number** generated from your invoice system in the **Supplier Invoice Number Box**

6. Enter the **Invoice Date** in the **Supplier Invoice Date Box**

7. (**Optional**) If you are submitting a credit memo instead of an invoice, change the invoice type from **Standard** to **Credit** in the **Invoice Type Box**

Create Invoice

8. Scroll down to the **Line Details** tab you can select / deselect a line item by clicking on the **Checkmark**

9. Select the line item related to the invoice and make any required changes to the unit price or quantity as needed

10. Select **Remit to Location** from the drop-down menu

Create Invoice - Adding the Tax Rate

On the line item section scroll right and find the **Taxes** column:

1. Click on the **"+"** sign at each item which opens the tax selection window

2. Type the **VAT Tax%** rate into the **Tax Code field** and select the applicable one from the drop-down

3. To confirm the tax rate applied click on the **Apply** button

4. The VAT will be calculated for the selected item automatically

5. Continue adding VAT as needed to each item on the invoice
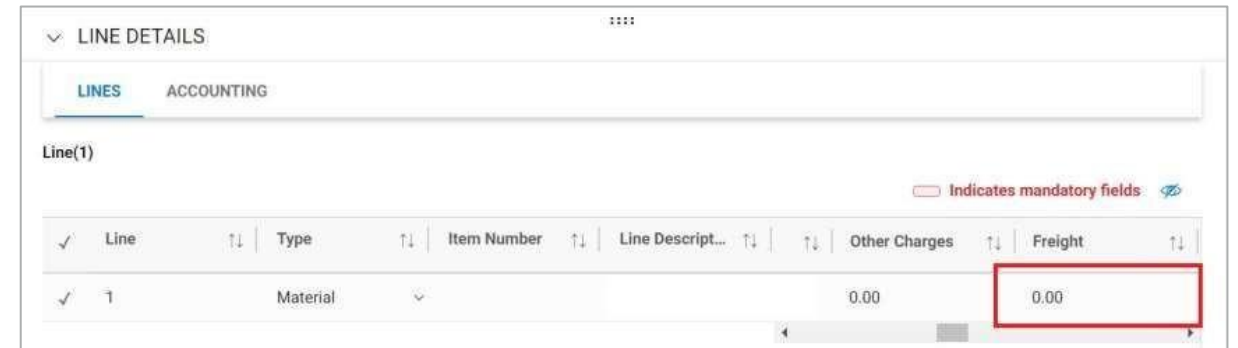
Create Invoice - Shipping Charge Addition

To add **Shipping Charge** or any other charge:

1. Click on the **+ icon** in the line details section

2. When needed click the **+ icon** to add multiple charge lines. Add lines to complete the extra charges. Do not forget to fill all the mandatory fields.

3. Remember to update the **Invoice Amount** after adding all additional charges.

Create Invoice - Upload Image / Copy of invoice

After adding all charges to the invoice in MyBuy, ensure to upload a copy of the paper invoice into the invoice in MyBuy:

1. Click on the **3 horizontal dots** on top right corner

2. Click **Upload Image** to upload a copy of the invoice

3. Once the image is uploaded, click on the **Send to Buyer** button.
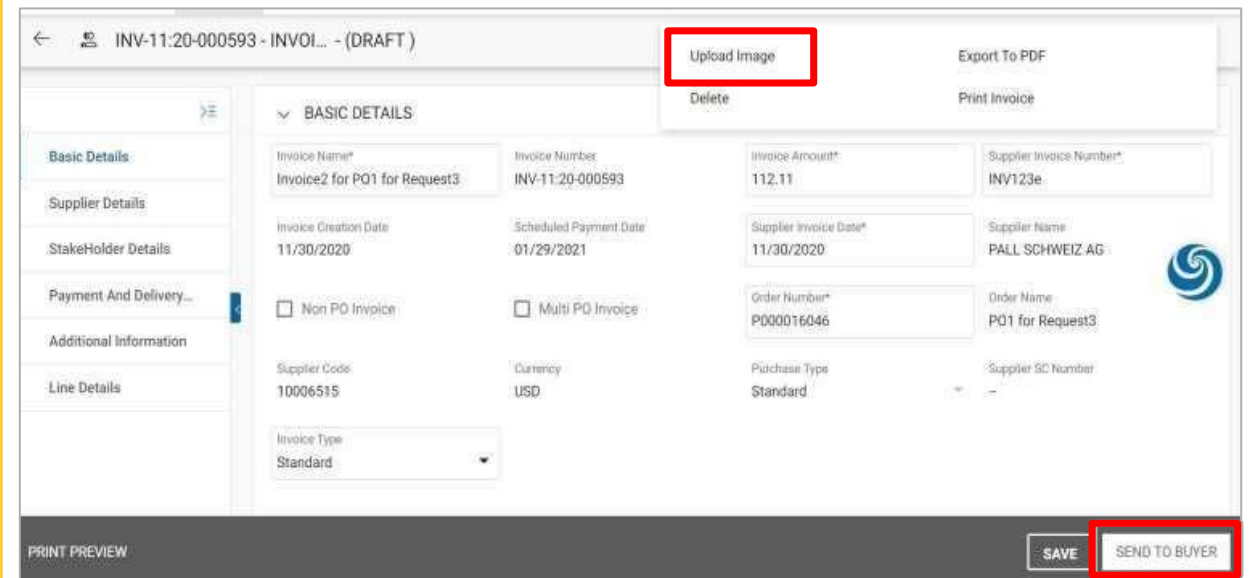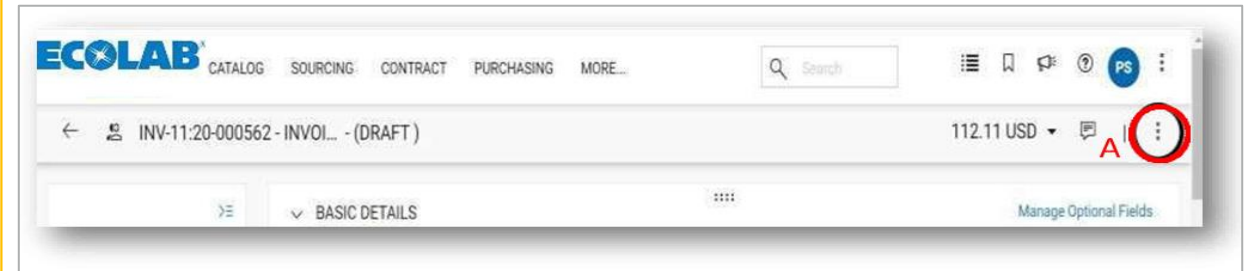
Create Invoice - Submitting the Invoice

After adding all additional charges and a copy of the paper invoice, the invoice is ready to be sent to Ecolab:
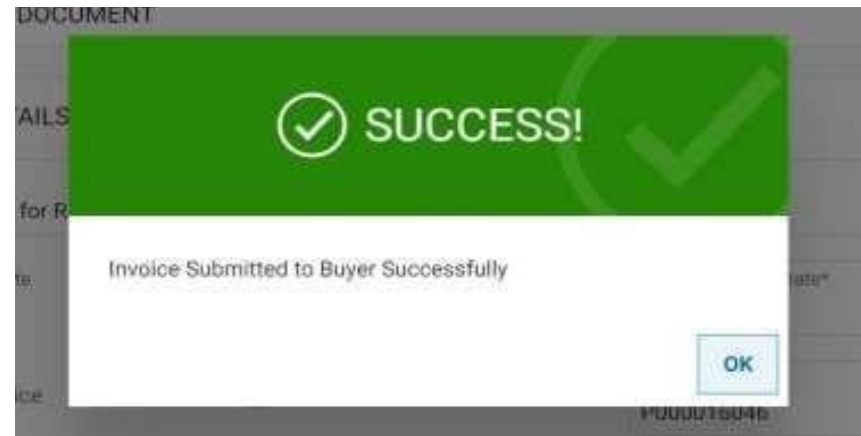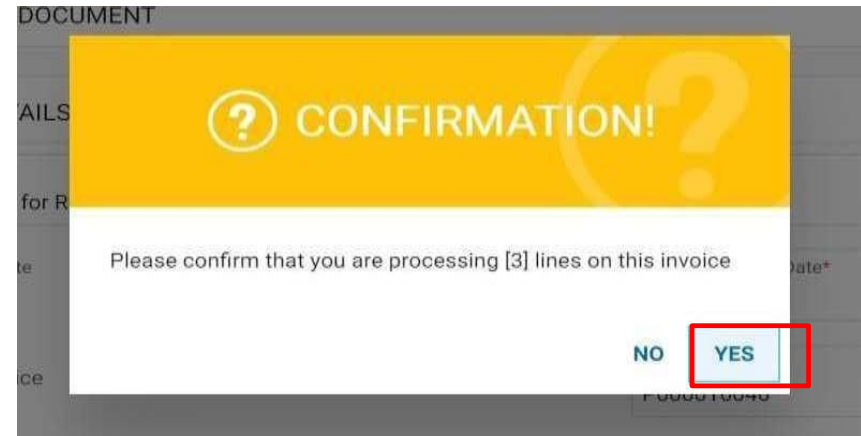
1. Click **Send to Buyer**. A Confirmation screen will appear.

2. Click **YES**

After closing the Success window, the Invoice screen will update the submitted invoice to **Approval Pending** status.

Create Credit Memo

A Credit Note or Credit Memo is a commercial document issued by a seller to a buyer. The seller usually issues a credit memo for the same or lower amount than the invoice, and then repays the money to the buyer or sets it off against a balance due from other transactions.

Create Credit Memo

To create a Credit Memo:

1. Click on the **Invoice Number** for which you want to create a credit memo.

2. Click on the **3 Action Dots** on top right hand corner and select **Create Credit Memo**

Create Credit Memo

3. Enter your company's **Credit Memo Number** in the **Supplier Memo Number** field.

4. Enter **Credit Quantity** or **Credit Amount** on the line details

5. Click **Send to Processing** to send the credit memo to Ecolab.

Check PO / Invoice Status

Invoice and Order Status Definitions

Purchase Order Status:

- **Sent by Buyer** – Oder has been submitted to Supplier for review and fulfillment

- **Supplier Acknowledged** – Order has been acknowledged by Supplier and is ready to be invoiced.

Invoice Types:

- **Full invoice** – invoicing the full quantity of the purchase order

- **Partial invoice** – invoicing for less than the Purchase Order quantity

- **Excess Invoice** – invoicing for a quantity exceeding the quantity listed in the purchase order. **(Note: Ecolab does not accept Excess Invoicing.**

Invoice Status:

- **Draft** – Invoice was saved as a draft but hasn't been sent to Buyer yet

- **Sent for Processing** – Invoice has been submitted to Buyer

- **Sent for Payment** – Invoice sent for Payment

- **Invoice Paid with Remittance** – Invoice Paid with Remittance details

- **Returned / Rejected** – Invoice rejected by the buyer

Check Invoice Remittance Details

When an invoice is approved by Ecolab, the status of the invoice will change from **Pending Approval** to **Invoice Paid with Remittance.**

- To view remittance details open invoice and scroll to the bottom under the Remittance Details section that includes method of payment , currency and amount paid.

Have any Questions?

For questions specific to Ecolab, Please email

MyBuy@Ecolab.com (North America)

Indirectpurchasing.eu.gep@ecolab.com (Europe)

Apargentina@nalco.com (Latin America)

For Technical questions or issues experienced while using the MyBuy / GEP SMART Supplier Portal, Please email support@gep.com or call for support at the numbers below:

US: +1 732 428 1578

UK: +44 203 478 6123

Europe: +42 022 598 6501

Asia: +91 226 137 2148

Australia: +6 128 518 1914