

EBRD - eProcurement System

Suppliers – FIRMS/INDIVIDUALS

Quick Reference Guide for Firms or Individuals not already registered

Supplier Self Registration

SMART by GEP is the platform for procurement of 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).

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 duplicate 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, 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.

Supplier Registration –Primary Registration Form (1/4)

Primary Registration Form

Basic Details

All fields marked with * are required.

Account Credentials

Username *

User Email *

Password*

Password strength: Too short

Confirm Password*

Mobile Number

Select ISD 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

Username

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

Individuals: enter your email address.

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 with more 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.

Supplier Registration –Primary Registration Form (2/4)

Primary Registration Form

Basic Details

All fields marked with * are required.

Account Credentials

Username * 

User Email *

Password* Password strength: Too short

Confirm Password*

Mobile Number Select ISD 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

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 location. 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 it to be registered and to make it easy to differentiate.

Individuals: Enter your Full Name.

- Please note that when working with a different buyer (other than EBRD) that uses 'SMART by GEP' system, you will have to complete the PRF again for the other buyer.
- The system is designed to prevent duplicate supplier profiles. Please note that if the email address, company name or company registration number is already registered, then you will not be able to create a new profile. Instead, 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

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 contact S2C Vendor Management team S2CVendorManagement@ebrd.com

Company Phone *

County

Fax

Business Regions *

Category *

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

Company Identification * Select identification type Identification Number

Primary Contact Information

The first person registering is considered the primary contact. When other contacts register for the same company, they are added as secondary contacts. Primary and secondary contacts could be changed at later, if required.

For Individuals: enter your email and phone number

First Name *

Last Name *

Company Email *

Business Phone Number *

Extension

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.

Business Regions

Search

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

☐ Select All

☒ Central Asia

☒ Central Europe and Baltics

☒ Cyprus and Greece

☒ Eastern Europe and Caucasus

☒ Not Applicable

☒ Regional

☒ Russia

DONE

CLEAR ALL

Primary Registration Form (4/4)

Secondary Contact Information

First Name

Last Name

Company Email

Contact Role



GEP can make your company profile which includes your personal company information available for new business opportunity to other companies. If you want to make your company profile discoverable by other buyers, [Click here](#) to learn more.

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

Reset

Submit

Enter any other Contact Information and Click Submit

Additional contact information can be added, if desired, by clicking the + icon.

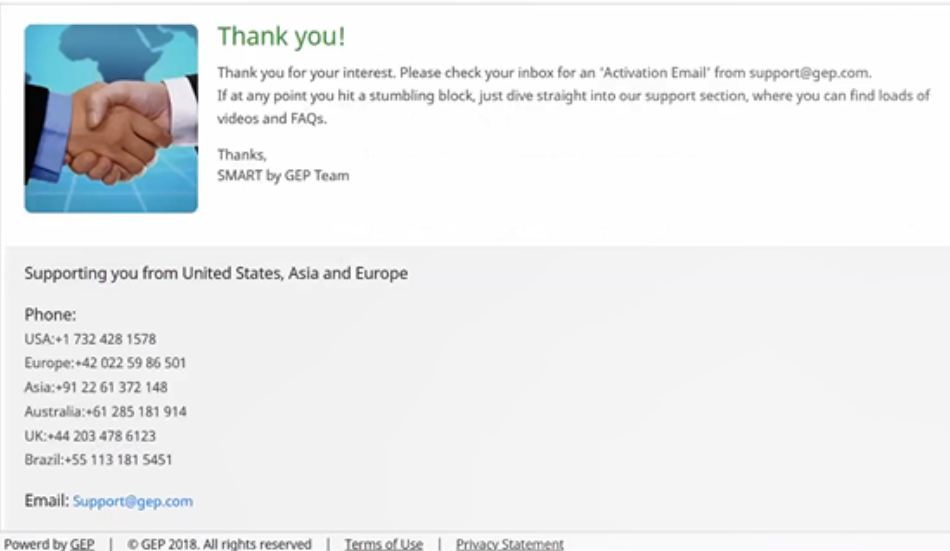
Ensure that you also enter the Signatory "a person who is authorised to sign contracts on behalf of the firm" as contact.

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

Supplier registration process is **not** fully completed at this stage.

Please proceed through the following slides to finalise your registration.

Registration – Next Steps

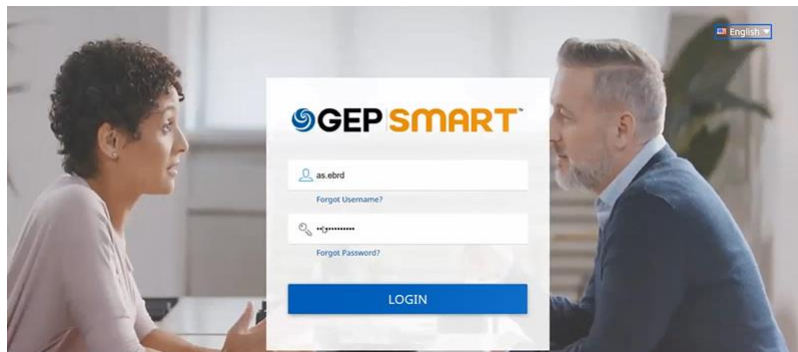


Once you have successfully completed and submitted the PRF, you will receive an Activation Email with a link to SMART by GEP to login to complete your registration and activate your account. The e-mail provides details about the additional information you will need to provide and the steps to follow.

*Check your 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.

Supplier Profile

After you login to SMART by GEP, you land on your Workspace home page. Click on the TASKS button to complete the pending task. Then access your supplier profile (as shown below) and complete the mandatory fields. **This will complete your registration process.**

The screenshot shows the 'JANE'S WORKSPACE UAT' interface. At the top is a blue header with a user profile icon, a search icon, a refresh icon, a help icon, and a menu icon. Below the header is a search bar. The main content area features a large image of a desk with a computer monitor displaying the GEP logo. On the desk, there are two circular buttons: a blue 'TASKS' button with a list icon and a green 'MANAGE' button with a document icon. A red box with the text 'Both these steps need to be actioned to complete your registration process' points to both buttons. An orange box with the text 'Click on TASKS to complete the pending actions.' points to the 'TASKS' button. Another orange box with the text 'Click to access your Supplier Profile. Your supplier profile will not be registered or **approved** until all mandatory/necessary fields have been completed. **Ensure you go to the profile to see what is missing.**' points to a blue button with a person icon in the bottom right corner. The bottom left corner of the image shows the 'European Bank for Reconstruction and Development UAT' logo.

Click on **TASKS** to complete the pending actions.

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

Both these steps need to be actioned to complete your registration process

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**/**necessary** fields for the registration to be completed.

Status will move to Registered only when all the mandatory fields are filled and supplier reviews the profile by clicking on save. ⚠

▼ BASIC DETAILS

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

Supplier's Legal Name*
[REDACTED]

Parent Company's Identification Type
Parent Company Name

Parent Company Name

Doing Business As
Management Consulting

Normalised Name

Origination
Supplier Setup Utility ⓘ

Formerly Known As
Formerly Known As

Category*
Consultancy

Org. Entity*
Countries of Oper... +19 More

Region*
Georgia

Supplier Managers*
S2CVendor Management

Status
Invited ⓘ

Reasons for adding supplier
View Reasons

> IDENTIFICATION INFORMATION

> SUPPLIER SOURCE INFORMATION

> RELATIONSHIP INFORMATION

> CERTIFICATES

> DIVERSITY STATUS

> LOCATION INFORMATION

> CONTACT INFORMATION

> BUSINESS INFORMATION ⚠

> TRANSACTION TYPE

> MARKETING INFORMATION

> PAYMENT TERMS

15% PROFILE COMPLETENESS

Completeness percentage of the supplier profile. This is for information only and does not require to be 100 if the mandatory/necessary information is filled out

⋮

0

Action Menu allows to view change history, depending on the configuration.

NECESSARY: The certificate is required for the Vendor Management to carry out compliance checks and approve the supplier profile. See slide 12 how to complete this section.

MANDATORY: The "Business Information" section must be filled in to complete your registration

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

CLOSE

SAVE

9

Supplier Profile - Basic Details

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

✓ 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*
Testing_Supplier6

Parent Company's Identification Type
Parent Company Name

Formerly Known As
Formerly Known As

Category*
Building Rental

Status
Invited

Doing Business As

Region*
Australia and New Zeal... +1 More

Supplier Managers
Ankur Shah

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 teams S2CProcurement Admin and S2CVendor Management who are responsible for all supplier registrations, compliance checks, etc.

When your registration is complete the status will change to **Registered**. A Registered supplier can be selected for procurement activities by EBRD's procurement team.

Furthermore, before any contract could be awarded against a profile, the supplier management team checks the registration details to ensure the information provided is compliant and, if all the checks are passed, the profile status is changed to **Approved**.

If the Status is showing **Rejected**, it means the EBRD vendor management team has not accepted the registration due to potential duplications. Contact S2CVendorManagement@ebrd.com so they can provide further information.

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

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Supplier Profile - Identification Information

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

▼ IDENTIFICATION INFORMATION		Manage Optional Fields ●
DUNS Number		
Identification type	Number	
National company registration number	09876543*	⊕

This is a **mandatory field**.

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 your passport number.

Supplier Profile - Certificates

Certificates: Possession of any of these certificates is not a prerequisite for registration. However, it is a compliance requirement for your supplier profile to be approved by the Vendor Management Team.

▼ CERTIFICATES


Add New Certificate

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.

🔍 CHOOSE CERTIFICATE (6)

- ☐ Company registration certificate
- ☐ Disaster Recovery Plan
- ☐ ISO 14001
- ☐ ISO 27001/2
- ☐ ISO 9001
- ☐ Quality certificate

ADD NEW CANCEL DONE

NEW CERTIFICATE

DETAILS ATTACHMENTS NOTIFICATIONS

Certificate Name*
ISO 14001

Certificate Type*
COI - Certificate of Insurance

Certificate Number*

Issuing Authority*

Mandatory for compliance
☒ Yes ☐ No

CANCEL SAVE

Click on Save when the required certificate details are provided

Supplier Profile - Diversity Status

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

The screenshot displays the 'DIVERSITY STATUS' section of a supplier profile. It features a button labeled 'Add New Diversity Status' with a plus icon. An orange arrow points from this button to a modal titled 'CHOOSE DIVERSITY (5)'. The modal lists four options with radio buttons: 'Not Applicable' (selected), 'Lesbian, Gay, Bisexual, Transgender (LGBT)', 'Minority Business Enterprise (MBE) - Other', and 'Small Business (SB)'. At the bottom of the modal are 'CANCEL' and 'DONE' buttons. An orange box highlights the 'DONE' button, with an arrow pointing to it from a text box that says 'Click on Done after selection'.

▼ DIVERSITY STATUS

+

Add New Diversity Status

CHOOSE DIVERSITY (5)

- ☒ Not Applicable
Not Applicable
- ☐ Lesbian, Gay, Bisexual, Transgender (LGBT)
Lesbian, Gay, Bisexual, Transgender
- ☐ Minority Business Enterprise (MBE) - Other
A business that is at least 51% owned, controlled, and operated by any other minority group.
- ☐ Small Business (SB)
A firm, including its affiliates, which is independently owned and operated, is not dominant in its field of operation, and qualifies as a small business under the criteria and size standards in 13 CFR part 121.

CANCEL DONE

Click on Done after selection

Supplier Profile - Location Information

Location Information: This section records all the locations that you operate from. Please do not select type “Remit To Location” as we do not require this information.

....

LOCATION INFORMATION (1)

Location Name

Type

Phone Nos.

Roles & Contacts

Headquarter

Headquarter

Pri : 0603040291

Sec :

Click the  icon to add a new location and  to remove a location. Only add locations which belong under the registered entity.

Click on Edit  icon to update the existing location

Add New Location

INFO

IDENTIFICATION INFO

Location Name*

Location001

Address Line 1*

High street

City*

City1

Country*

Singapore

Location Code(Leave blank to auto generate) (Optional)

--

Address Line 2 (Optional)

County (Optional)

State*

State1

CANCEL

SAVE

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.**

CONTACT INFORMATION(1)					
Full Name	Designation	Primary Phone No.	Region	Persona	Code
☐ Testing_Supplier8 L Last Login: User Never Logged in		00000	Australia and New Zealand		

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.

 Add New Contact

*Indicates required fields

First Name*	Last Name*	E-mail Address*
John	Smith	john.smith@smiths.com

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

Primary Business Phone*	Extn	Secondary Business Phone (Optional)	Extn	Fax No.
000				

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

Category*	Region*
Building Rental +13 More	Other - non EBRD country of ... +10 More

Language English	Timezone Please Select
---------------------	---------------------------

☐ Send Invitation

Category and Region is automatically populated as per the Category and Region of the Company Profile under Basic Details.

Language should always be English

Time zone should reflect the location of the user. It is important this is correct as it might affect their response to RFX's.

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 registered unless this is completed.**

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

✓ BUSINESS INFORMATION

[Manage Optional Fields](#) | 

Currency EUR	Annual Revenue (In Millions) --	Business Type Limited Company	Total No. of Employees	☐ Auto-Acknowledge Order	Payment Type Please Select
		Government/Public Agency Sole proprietor / Sole trader Partnership Individual NGO Charity			

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 about your sub-contractors should be entered here.**

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

Your registration is now complete.

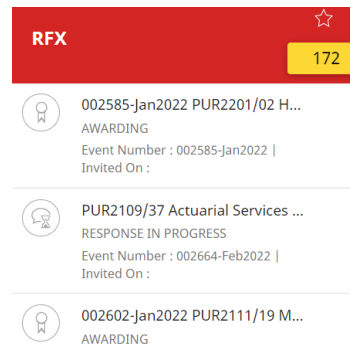
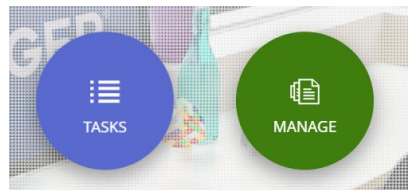
Once registered you will be able to see any new opportunities via:

1. **The Public Domain** where all good, services and consultancy service notices are published:

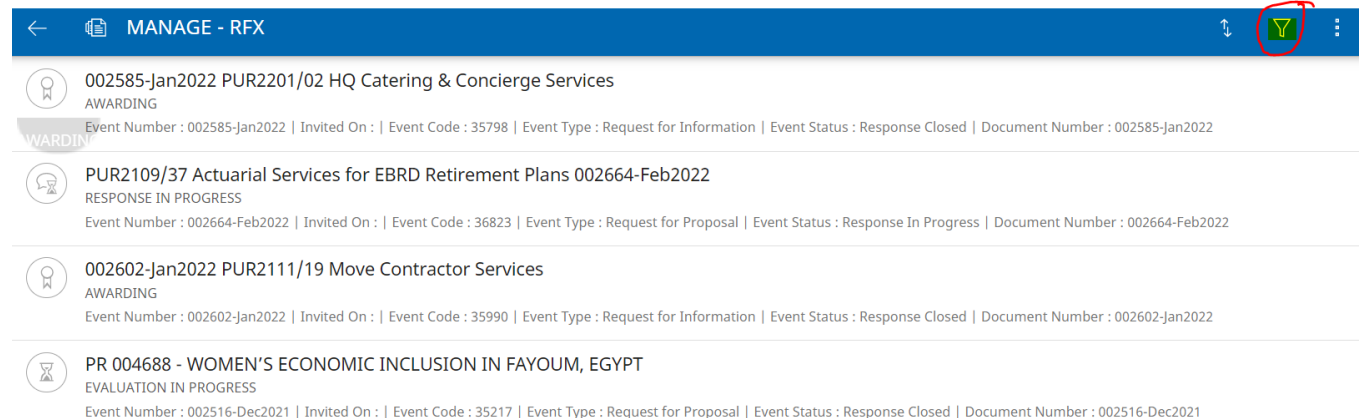
<https://eu.smart.gep.com/publicrfx/ebrd?oloc=215#/>

2. Your **WORKSPACE – MANAGE – RFX – SHOW ALL**

This option will show all RFXs which fall under the same Category and Region you have selected as a Supplier. Using the filter option you are able to narrow down the search and search only RFX's for a specific Country or Category i.e. due diligence. To access an RFX you will need to click on the RFX to view it and follow the instructions.

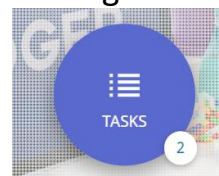


[SHOW ALL](#)



3. TASKS

You will have tasks to complete if you have **1.** accessed an event **2.** have been asked to complete mandatory information under your company profile or **3.** invited to an RFX (public or restricted). If EBRD invites you to an RFX you will get an email, and it will appear under your tasks. Please note that this will only appear as a task under the contact person that has been invited.



FAQ

I have completed my registration but have not received an activation code. What should I do?

Please check your SPAM folder. If nothing in the SPAM folder, please reach out to support@gep.com

I am registered in SMART, but it is not recognising my password – what should I do?

Please ensure that you have followed the password policy as described in [Slide 3](#). If there are still issues, please reach out to support@gep.com

I have completed all the mandatory information why is my profile showing as only 40% complete? What am I missing?

*Not all the information under the Company Profile are relevant to us. We only require you to complete the Mandatory Fields marked with an **

How do I access procurement notices? Can I set up notifications?

Once your company has been set up or you have been added as a contact and created logging credentials you can access new procurements via the public domain [EBRD | Public Bid Site \(gep.com\)](#) or your Workspace – Manage RFX. You will only receive a notification if you have been invited to bid for a procurement by EBRD.

I have registered in SMART, but I am being told that my profile is not appearing. What should I do?

Please ensure that you are using the right link and have not registered in the UAT environment. To ensure you have registered in the right link please only use the link provided in this guidance or in our public domain page.

I don't have a company email or company legal name - what should I enter in the registration form?

The legal company name will be your full name (no special characters), and your company email will be your personal email.

My company does not have a company registration number – how should I proceed?

You will need to attach proof that your company exists under the certificate section or send it to S2C Vendor Management (S2CVendorManagement@ebrd.com). Under the Company Registration enter N/A. Please note your supplier profile will not be approved unless the proof that the company exists has been received.

How can suppliers' access and participate in RFX events launched by EBRD?

The appropriate guidance document is available [here](#)

How can suppliers manage their profile on EBRD's eProcurement System (SMART by GEP)?

The appropriate guidance document is available [here](#)