# Mubadala Energy

# Business Network Portal Registration

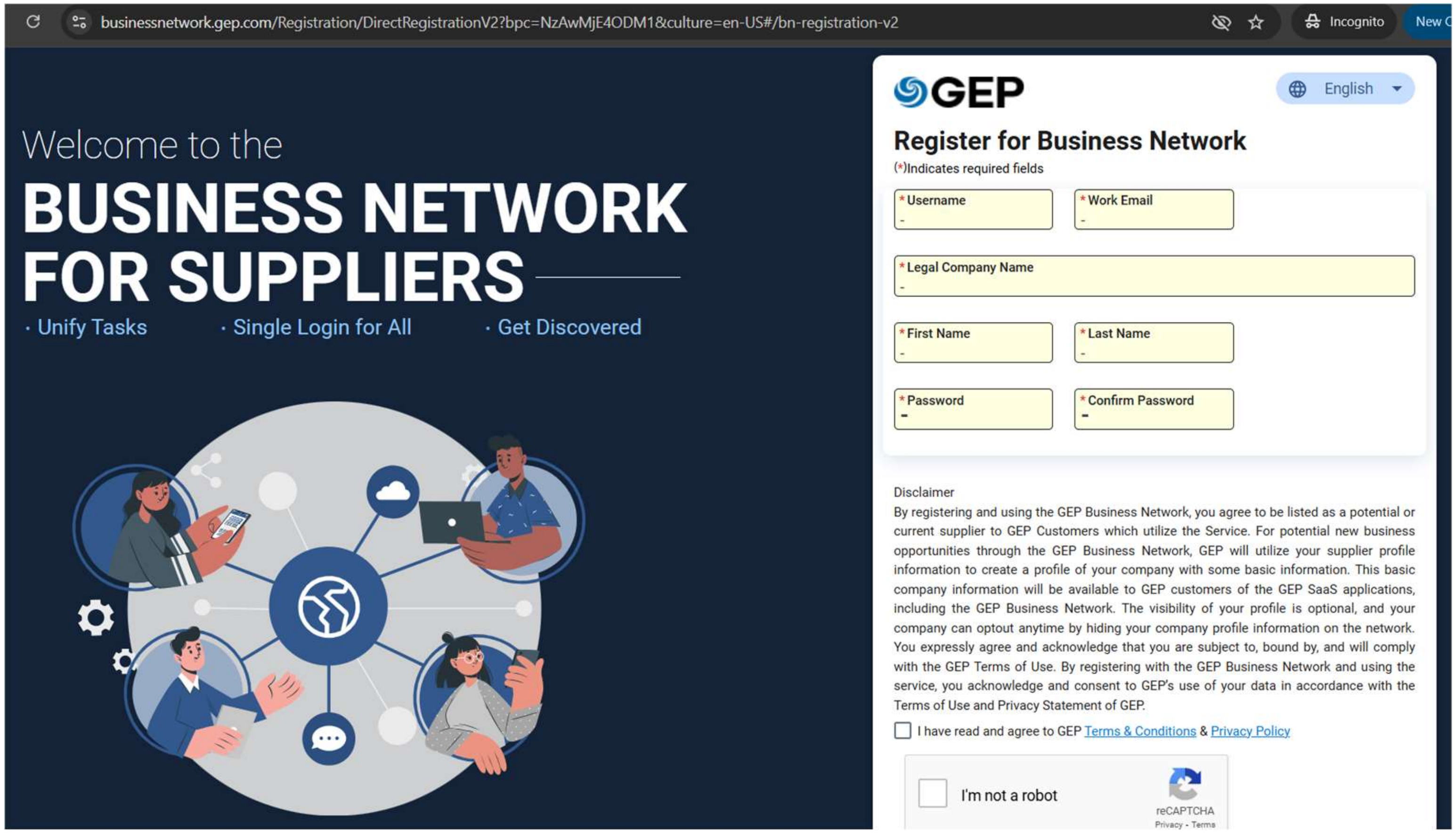
Supply Chain Management

# Registration Page

1. To initiate the Registration on GEP Business Network, Click Here or use the below provided URL: (https://businessnetwork.gep.com/businessNetwork/directRegistration?bpc=NzAwMjE4ODM1&culture=en-US#/bn-registration-v2)

2. You will be directed to the GEP Business Network Registration Page

NOTE:
After the registration process, make sure to use the below link to access Business Network Portal. Click Here or use the below provided URL: (https://businessnetwork.gep.com/).



# Business Network Registration Form (1)

1. Fill in the mandatory details such as **Username, Work Email, Legal Company Name, First Name, Last Name** and **Password.**

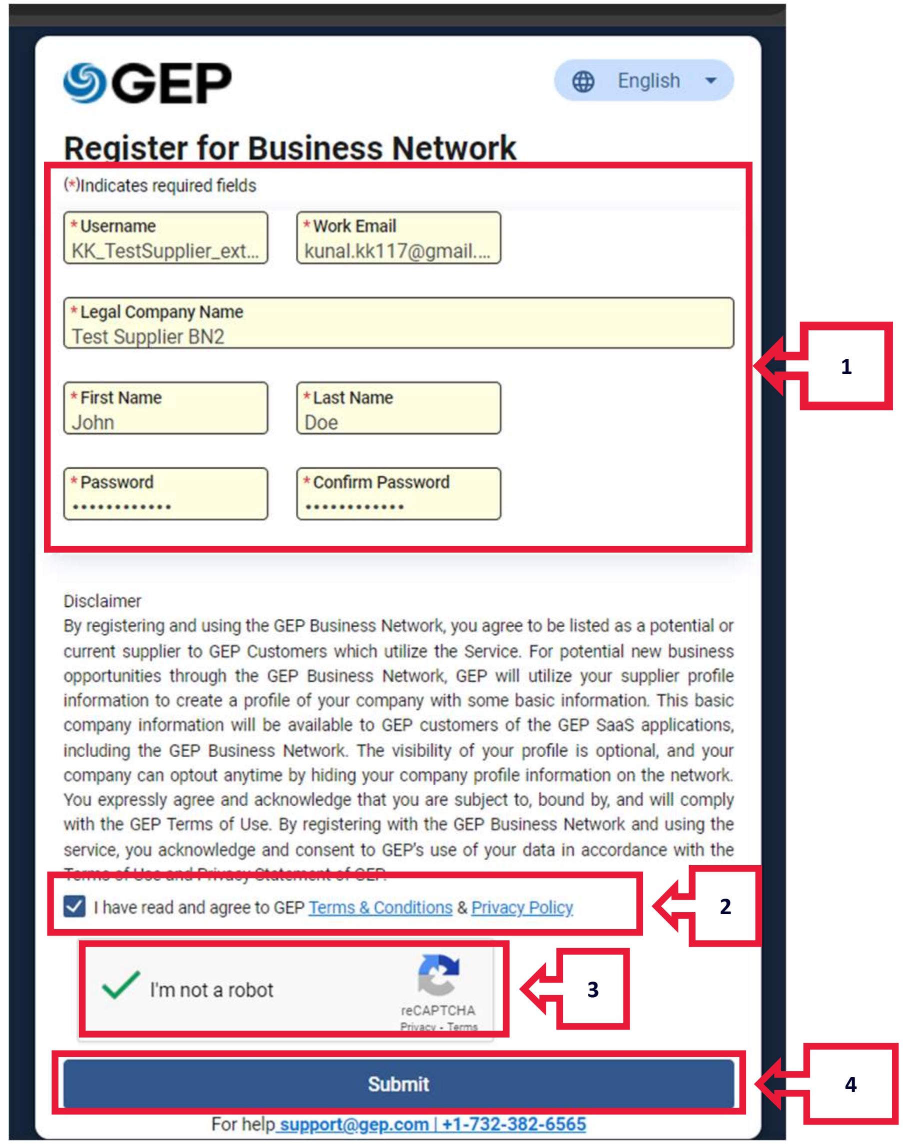
2. Check the **checkbox** to accept GEP's Terms & Conditions & Privacy Policy in the lower left corner.

3. Click the **checkbox** to confirm that you are a human and not a bot for security reasons.

4. Click the **Submit** button in the lower right corner. Once you click on submit, it will re-direct to GEP Business Network login Page.

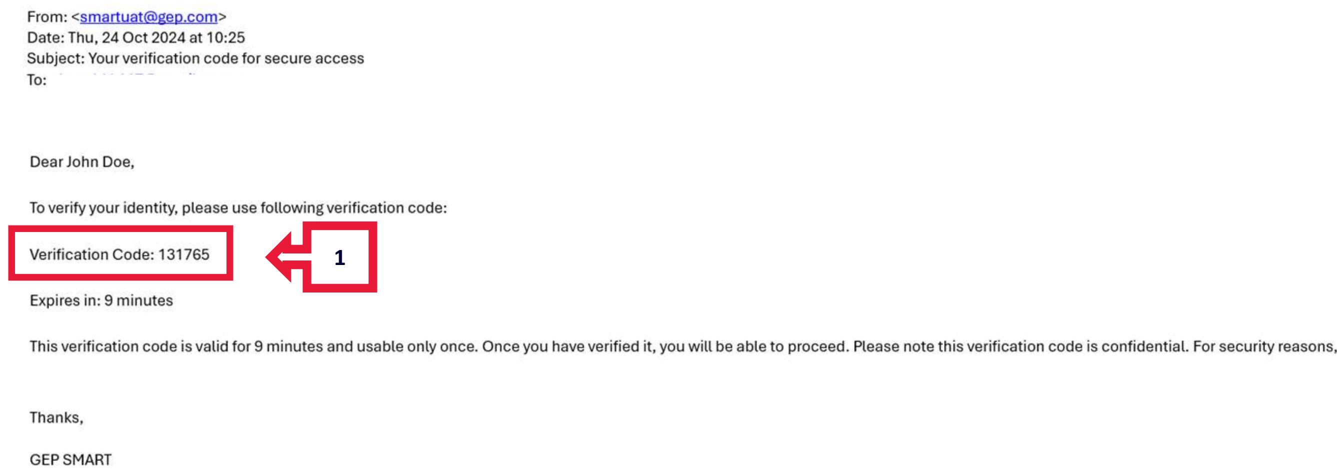
<u>NOTE:</u>
If you are a new user, please create an alphanumeric username E.g.: John10 and do not use any special characters (*/!@). But existing GEP SMART users can use their username as is.

If you are an existing GEP SMART user, you can use your existing GEP SMART credentials by entering your existing username in the username field and you will see a confirmation popup as shown, and then clicking YES on the confirmation pop-up that will follow.



# Business Network Registration Form (2)

1. Once the form is submitted successfully, you will receive OTP verification mail from [smart@gep.com](mailto:smart@gep.com) on your registered Email address
2. Fill in the OTP on the registration page.
3. Click on the **Verify Code** button.


From: <smartuat@gep.com>
Date: Thu, 24 Oct 2024 at 10:25
Subject: Your verification code for secure access
To:

Dear John Doe,

To verify your identity, please use following verification code:

Verification Code: 131765

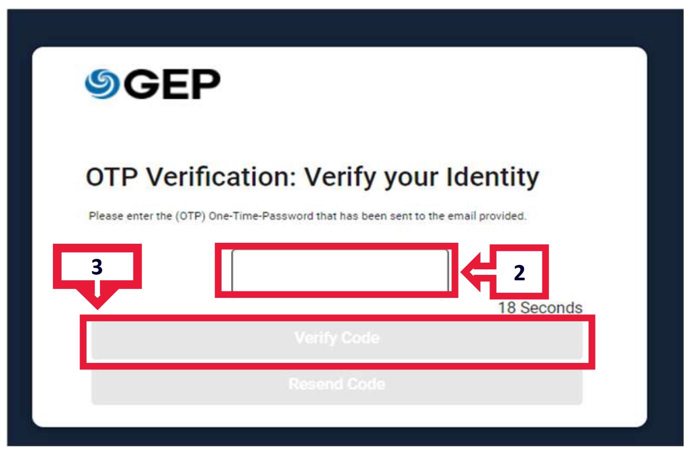
Expires in: 9 minutes

This verification code is valid for 9 minutes and usable only once. Once you have verified it, you will be able to proceed. Please note this verification code is confidential. For security reasons,

Thanks,

GEP SMART

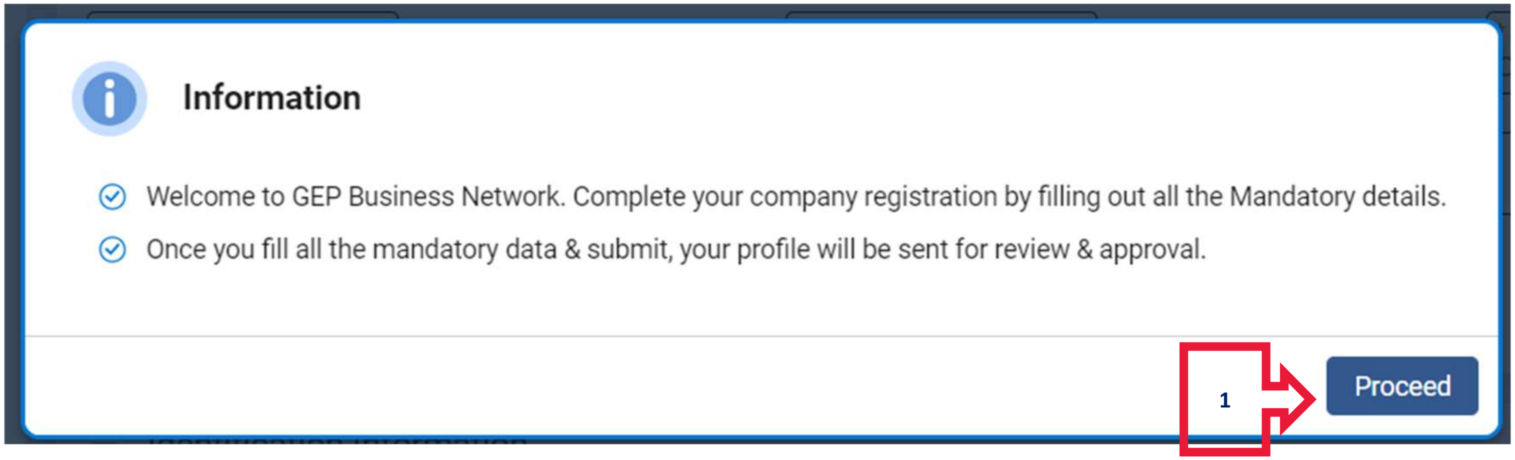




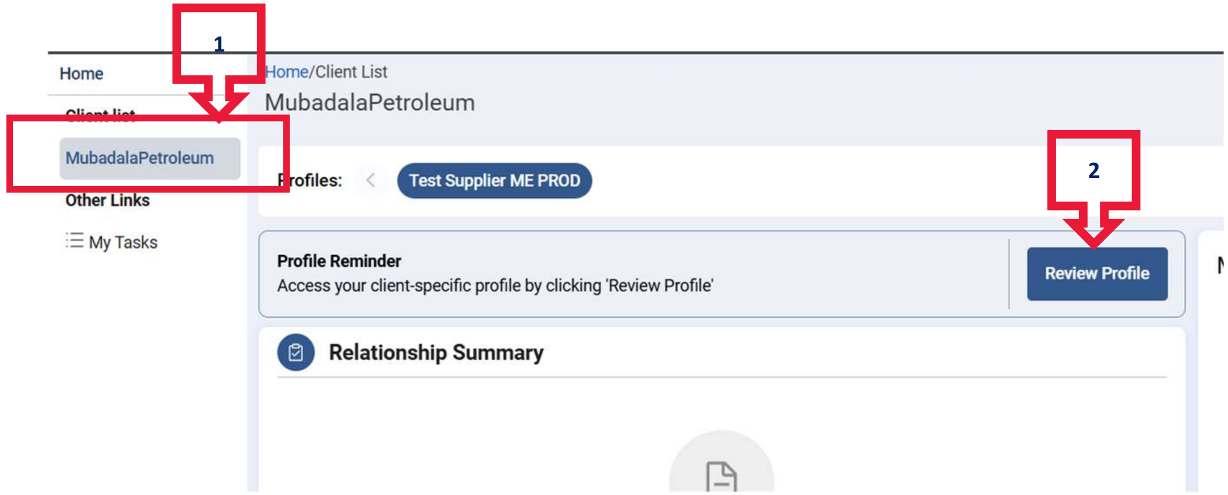

<u>NOTE:</u>
The OTP is only valid for 9 minutes. In case of expiry, you can click on **Resend Code** and you will receive a new OTP.

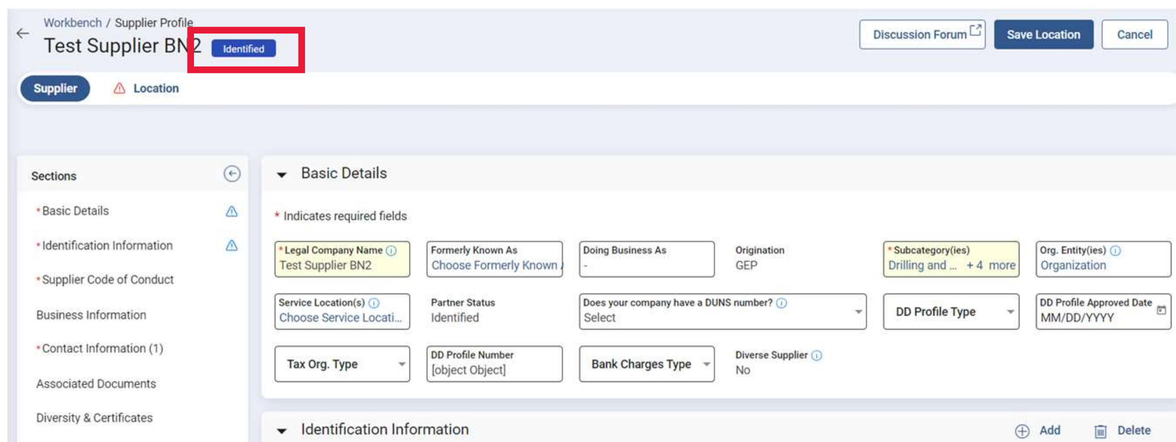
# Information Pop Up

1. A pop-up with information will appear on logging in to GEP Business Network.
2. Click on the **Proceed** button to close the pop-up.



# Profile Data



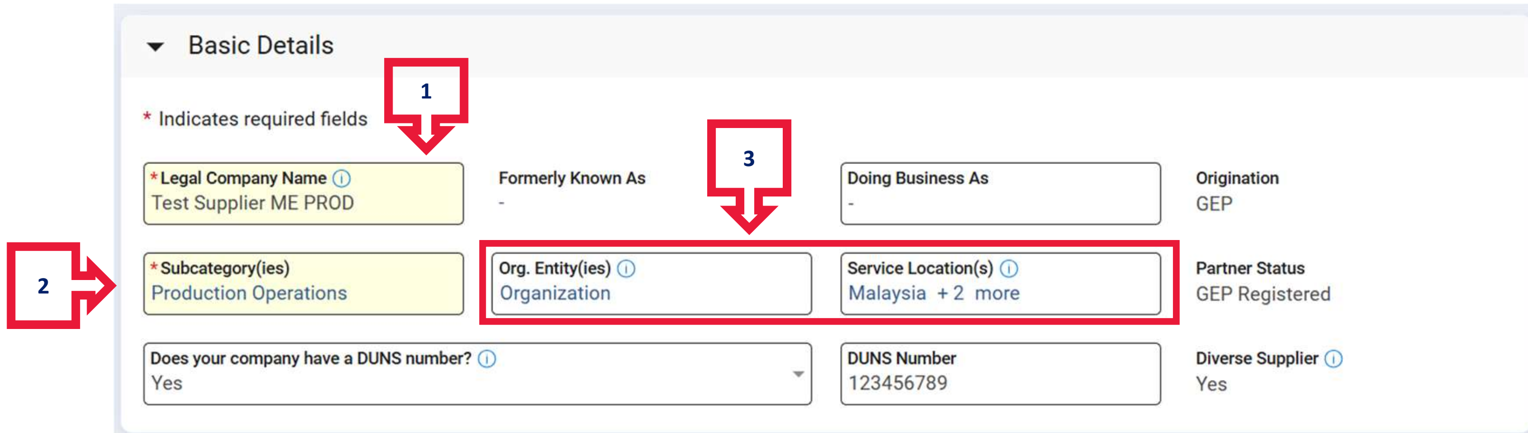



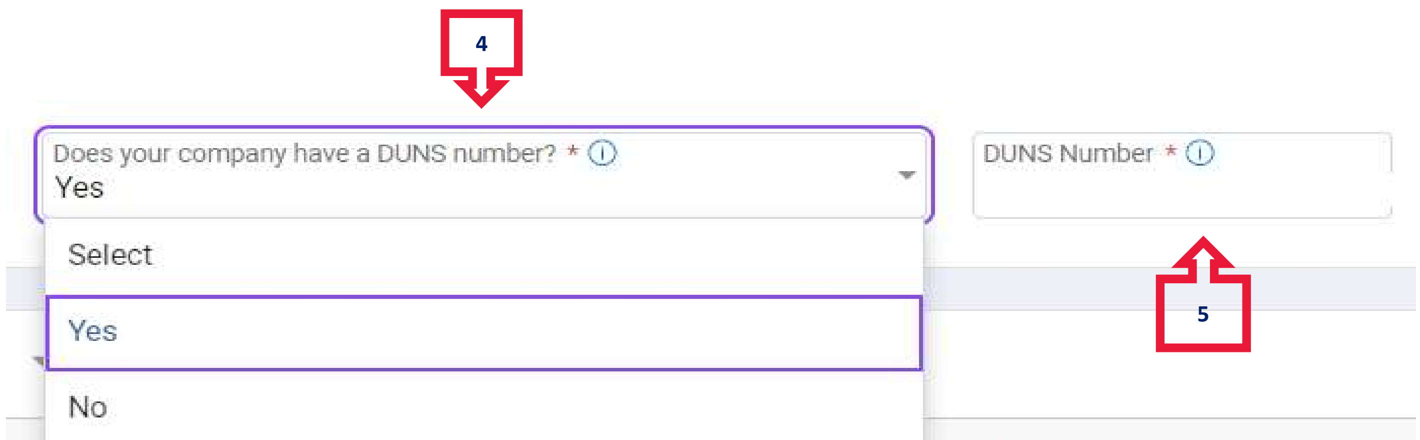

1. Select the Client name from the client list.
2. Click on the **Review Profile** button to fill the supplier profile.
3. Your Supplier profile will be initially in “Identified” status.

# Profile – Basic Details

1. Check the **Legal Company Name**, and you can alter it as per your requirement.
2. Fill in the appropriate **subcategory(ies)** using the arrow keys as per your line of business.
3. Select the **Org. Entity(ies)** and **Service Location(s)** for your respective business.
4. If your company has DUNS number, select DUNS number as **YES** from the dropdown menu, else select **NO**.
5. If you select DUNS number as **YES** , enter the DUNS number in the adjacent field.

NOTE:
Items marked with an asterisk (*) are mandatory to fill



# Profile – Identification

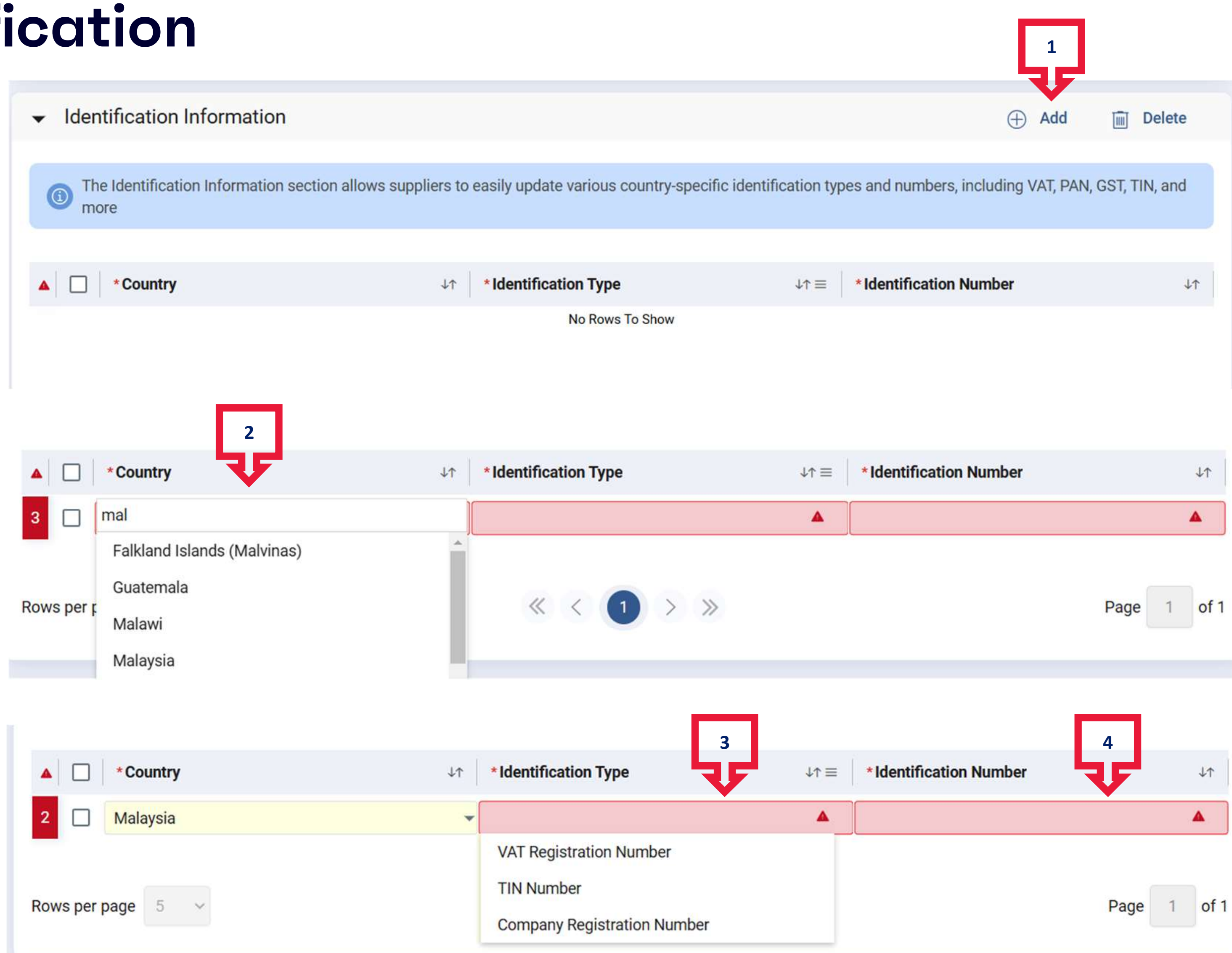
1. In the Identification Information tab, click on **Add** button to add a new line for information.

2. Click on **Country** option and select the Country name from dropdown menu.

3. Click on **Identification Type** dropdown button and select your specific identification type.

4. In the Identification Number column, fill in the **Identification Number** as per the identification type selected.

NOTE:
Items marked with an asterisk (*) are mandatory to fill

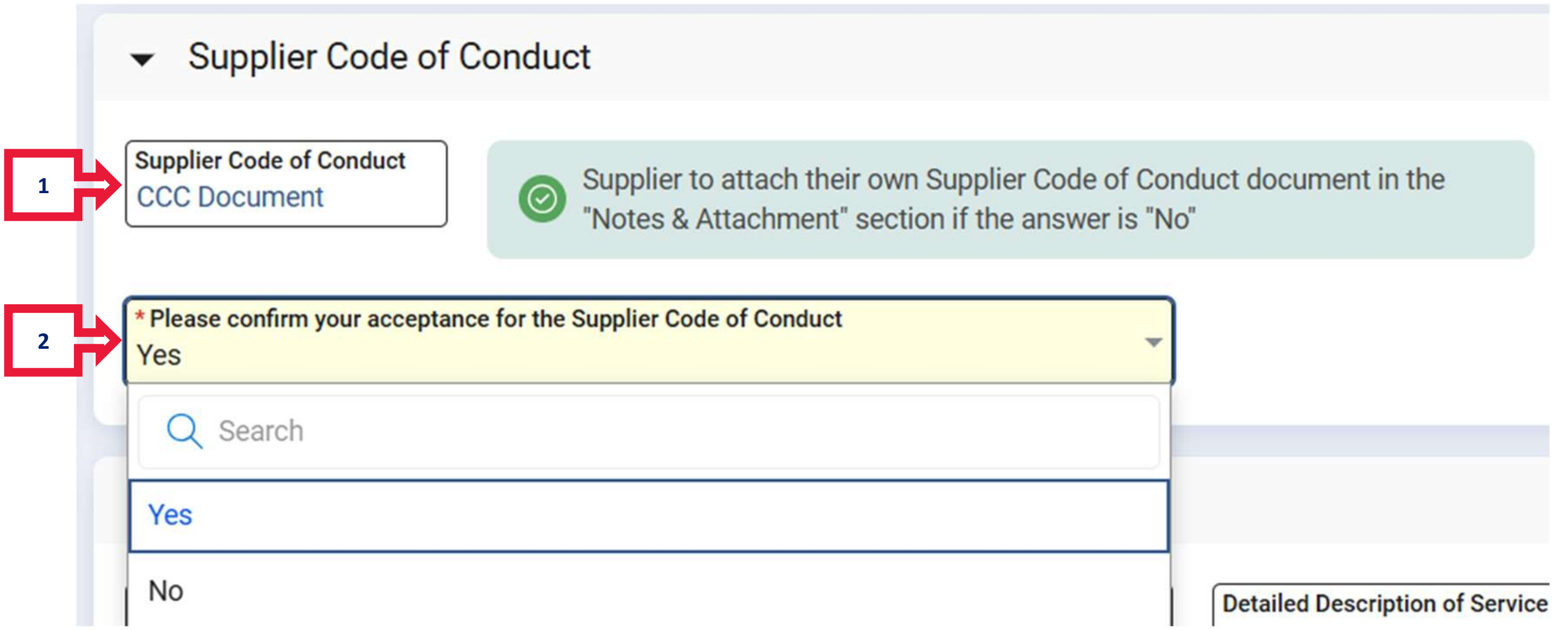


# Profile – Supplier Code of Conduct

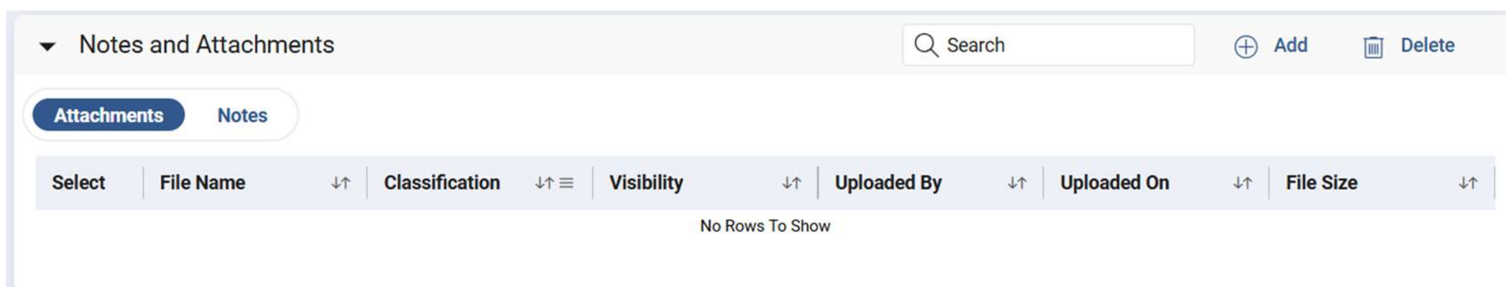
1. In the Supplier Code of Conduct tab, click on **CCC Document** hyperlink text to access Mubadala's supplier code of conduct document.

2. Supplier must submit their response by either selecting "Yes" or "No" from dropdown menu

3. In case you select **"No"**, it is mandatory to submit your own supplier code of conduct in the **"Notes & Attachment"** section




NOTE:
1. Supplier Code of Conduct is a Mandatory Step and must be filled without failure.
2. Items marked with an asterisk (*) are mandatory to fill



# Profile – Contact Information

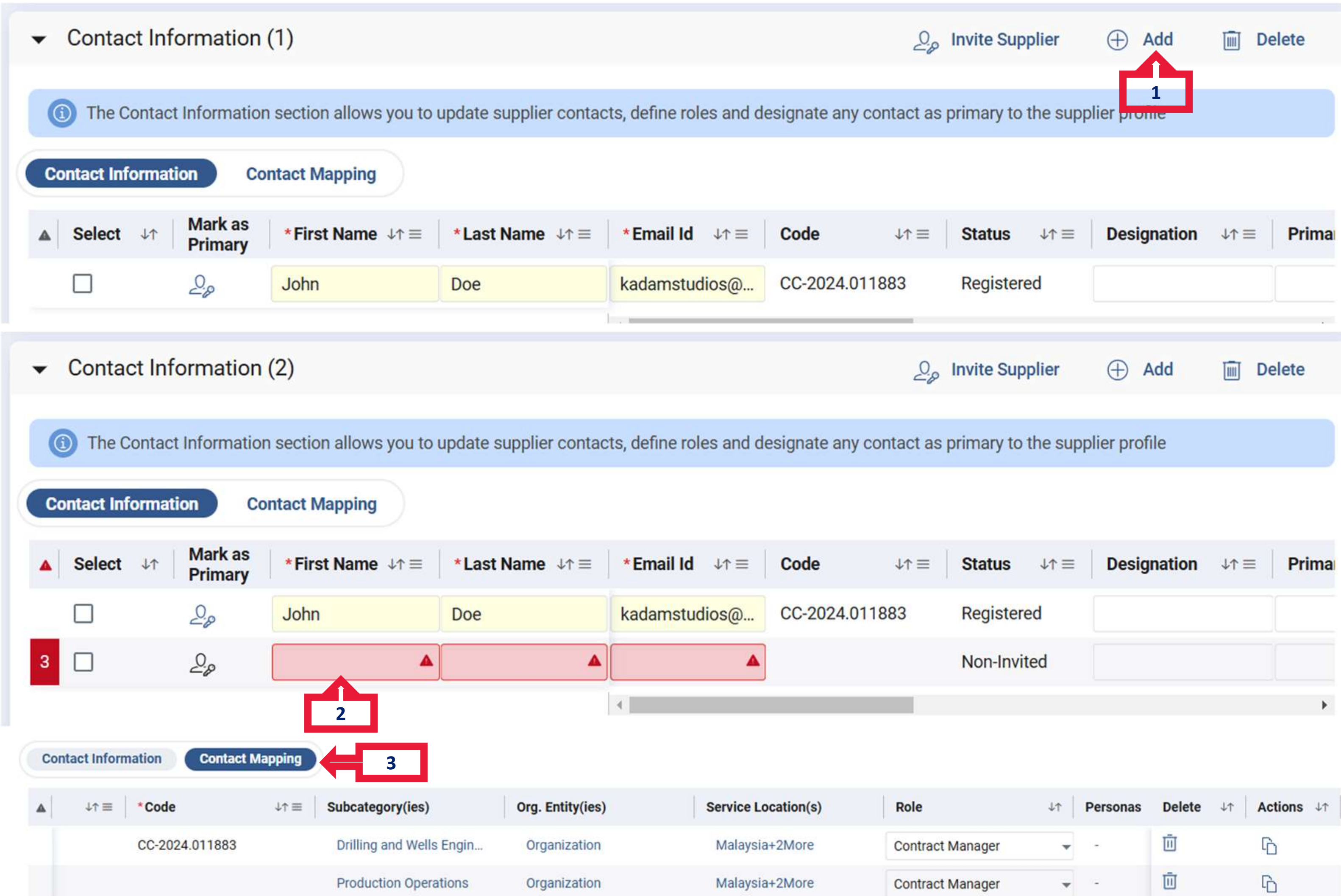
1. To add a new contact in your profile, click on the **Add** button.

2. In the new line, fill the mandatory information i.e. **First Name, Last Name and Email ID.**

3. Click on the **Contact Mapping** button and add contact specific details for subcategory, org. entity, Service Location & Role.

<u>NOTE:</u>

1. To mark any contact as **Primary**, select the Mark as primary icon.
2. Only the primary contact will receive the order update on their Email ID.
3. Items marked with an asterisk (*) are mandatory to fill



# Profile – Banking Information

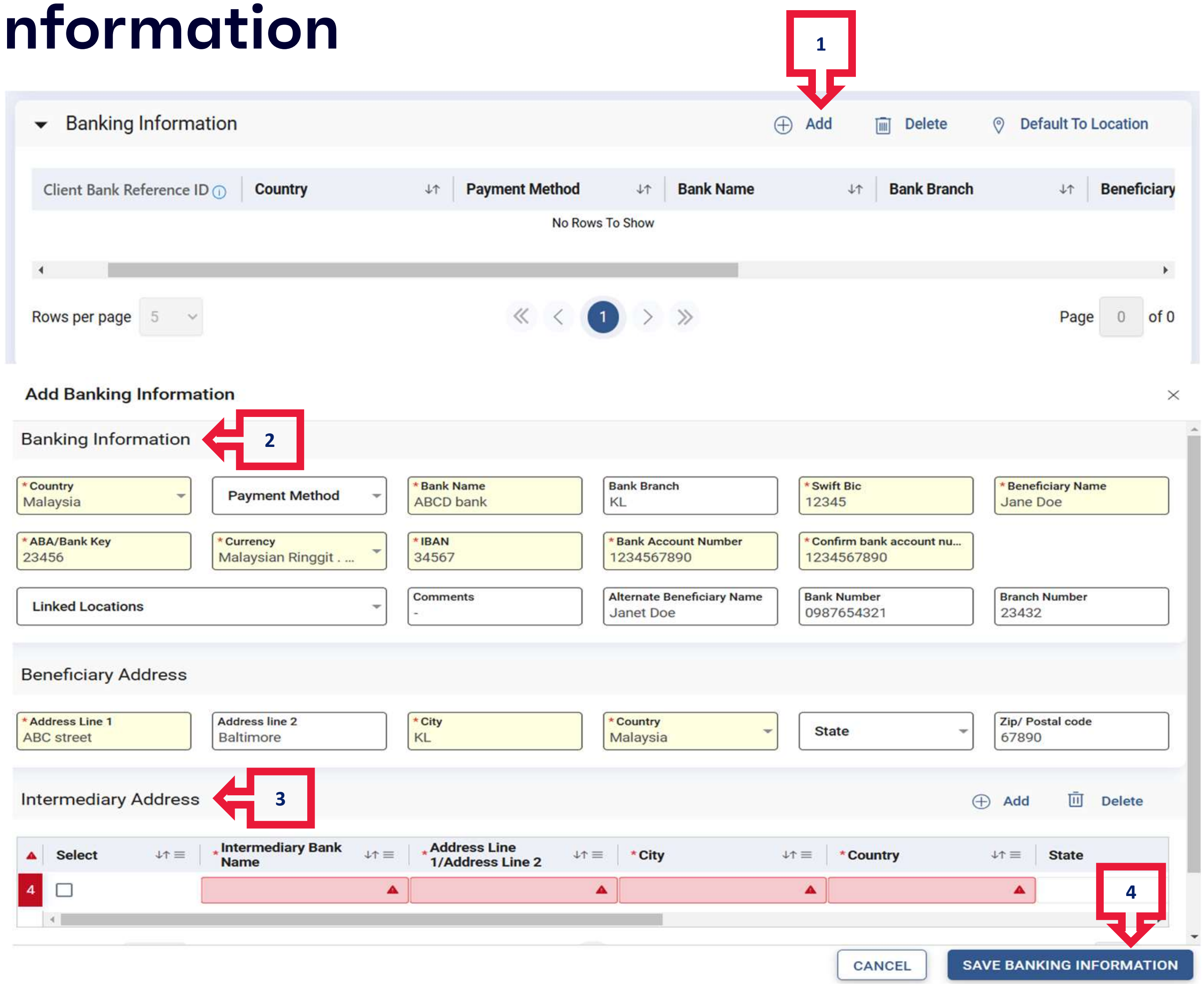
1. To add a Banking information detail in your profile, click on the **Add** button.

2. In the Add Banking Information sub-section, fill the mandatory information i.e.
   - Country
   - Bank Name
   - Swift Bic
   - Beneficiary Name
   - ABA/Bank Key
   - Currency
   - IBAN
   - Bank Account Number
   - Confirm Bank Account Number

   Similarly, fill the mandatory fields in Beneficiary Address:
   - Address Line 1
   - City
   - Country

3. In Intermediary Address table, fill the mandatory fields:
   - Intermediary Bank Name
   - Address Line 1/ Address Line 2
   - City
   - Country

4. Click on **Save Banking Information** button after filling all the details.



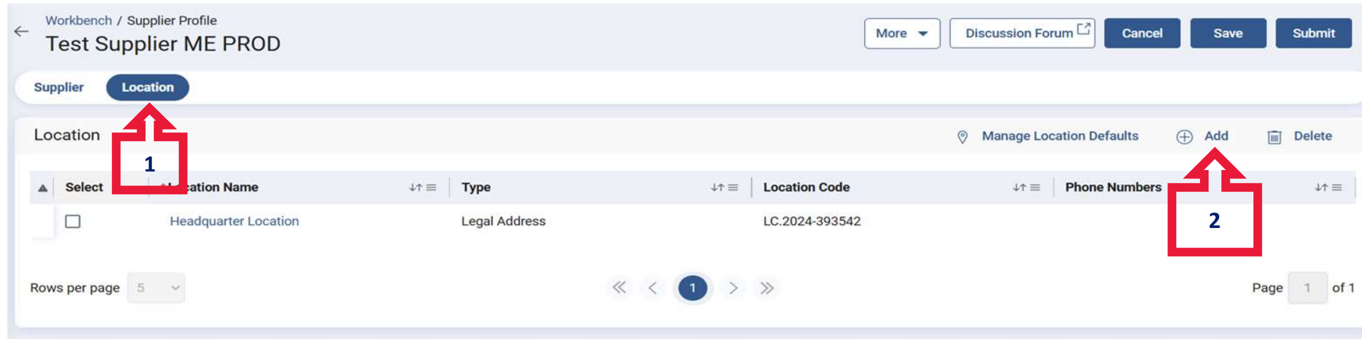
# Profile – Location (1)

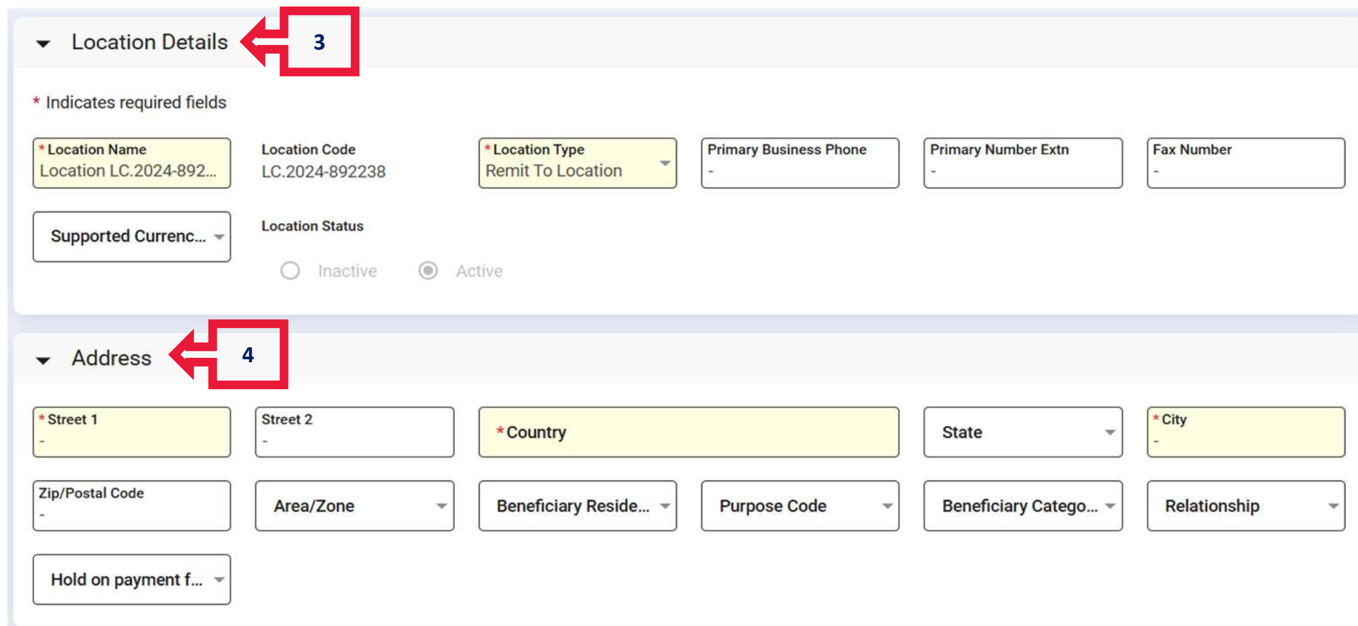
1. Click on the **Location** tab on top section of the screen.

2. Click on the **Add** button to add a new Location

3. Location Details: Fill in the mandatory details **Location Name** and the **Location Type** from dropdown menu

4. Address: Fill in the mandatory details **Street 1, Country** and **City**.




<u>NOTE:</u>
Items marked with an asterisk (*) are mandatory to fill

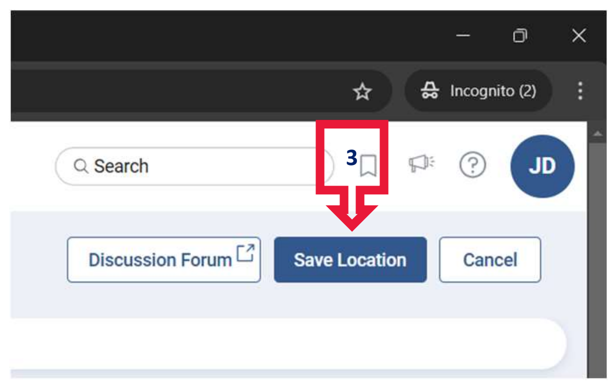
# Profile – Location (2)

1. **Roles & Contact:** Select the **Contact Name (1a)** first from the column dropdown. Followed by the **Contact Role (b).**

2. **Location Identification Info:** Fill in the identification details in the **Country, Identification Type** and **Identification** Number column.

3. After filling all the details, Click on **Save Location** button on top right section of the screen.

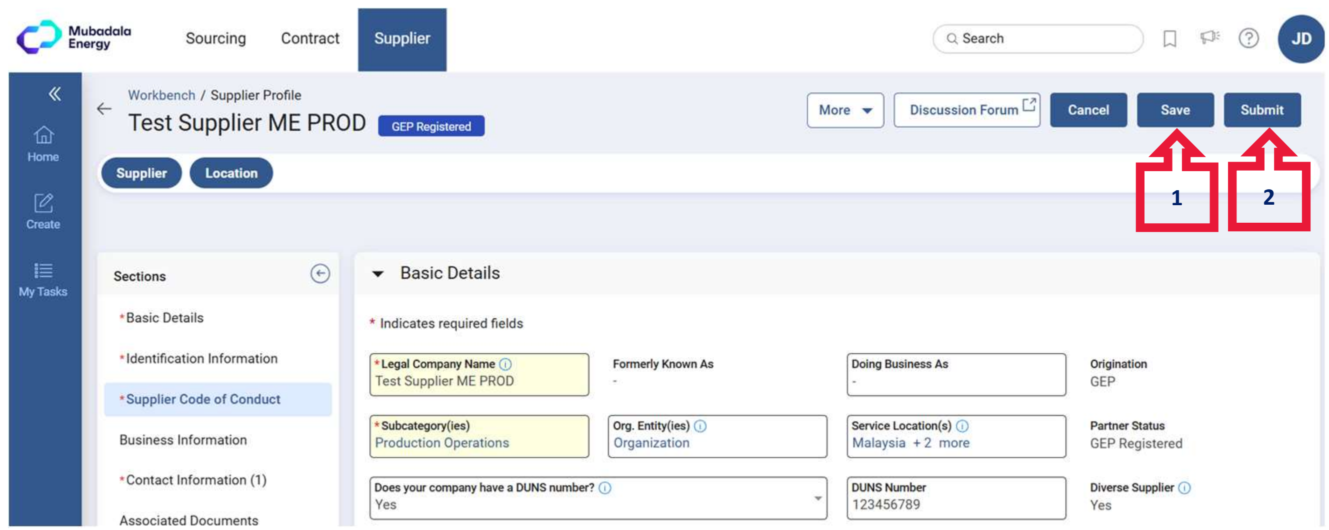
<u>NOTE:</u>
Items marked with an asterisk (*) are mandatory to fill

# Profile Submission

1. After filling all the details, verify the profile ad click on **Save** button.

2. Once saved, click on **Submit** button.




<u>NOTE:</u>
Mubadala Energy team may reach out to supplier primary contact if additional information or documentation is required to complete the registration process.

Supplier registration does not entitle a supplier to conduct business with Mubadala Energy. Any business engagement with a registered supplier remains solely at the discretion of Mubadala Energy.