



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/>).

The screenshot shows the registration page for the GEP Business Network. The page has a dark blue header with the GEP logo and a language selector set to English. The main heading reads "Welcome to the BUSINESS NETWORK FOR SUPPLIERS". Below this, there are three navigation links: "Unify Tasks", "Single Login for All", and "Get Discovered". A central illustration depicts a network of people connected by lines, with icons for a smartphone, a laptop, a gear, and a speech bubble. On the right side, there is a registration form titled "Register for Business Network". The form includes several input fields, all marked with an asterisk to indicate they are required: Username, Work Email, Legal Company Name, First Name, Last Name, Password, and Confirm Password. Below the form, there is a disclaimer section and a checkbox for agreeing to the Terms & Conditions and Privacy Policy. At the bottom of the form, there is a reCAPTCHA widget with the text "I'm not a robot" and a link to the reCAPTCHA Privacy & Terms page.

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.

NOTE:

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 popup that will follow.

The screenshot shows the GEP Business Network registration form. At the top left is the GEP logo, and at the top right is a language selector set to 'English'. The main heading is 'Register for Business Network'. Below this, a red box labeled '1' encompasses the registration fields: Username (KK_TestSupplier_ext...), Work Email (kunal.kk117@gmail...), Legal Company Name (Test Supplier BN2), First Name (John), Last Name (Doe), Password (masked with dots), and Confirm Password (masked with dots). Below the fields is a 'Disclaimer' section. A red box labeled '2' points to a checked checkbox with the text 'I have read and agree to GEP Terms & Conditions & Privacy Policy'. Below that, a red box labeled '3' points to a reCAPTCHA widget showing a green checkmark and the text 'I'm not a robot'. At the bottom, a red box labeled '4' points to a blue 'Submit' button. At the very bottom, there is a footer with contact information: 'For help support@gep.com | +1-732-382-6565'. A small number '3' is visible in the bottom right corner of the page.

Business Network Registration Form (2)

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

NOTE:

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.

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,

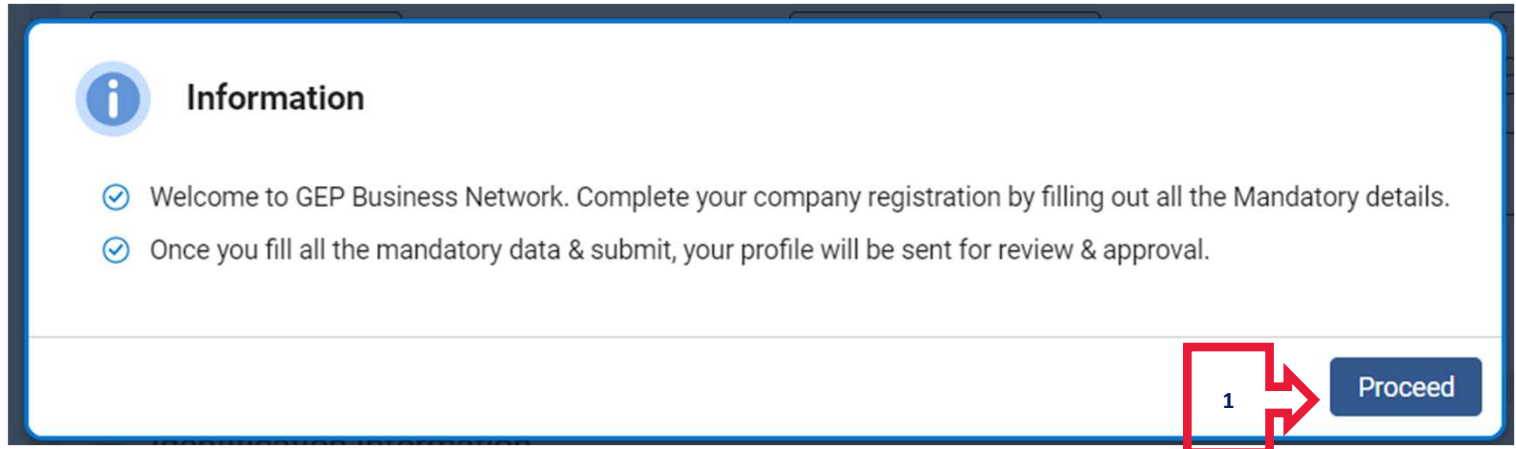
Thanks,

GEP SMART

A screenshot of the GEP OTP verification interface. At the top is the GEP logo. Below it is the heading 'OTP Verification: Verify your Identity' and a sub-heading 'Please enter the (OTP) One-Time-Password that has been sent to the email provided.' There is a text input field containing the code '131765', which is highlighted with a red box and labeled with a '3'. To the right of the input field is a red box with the number '2' and a white arrow pointing to the left, towards the input field. Below the input field is a 'Verify Code' button, also highlighted with a red box. Below the 'Verify Code' button is a 'Resend Code' button. A timer '18 Seconds' is displayed to the right of the input field.

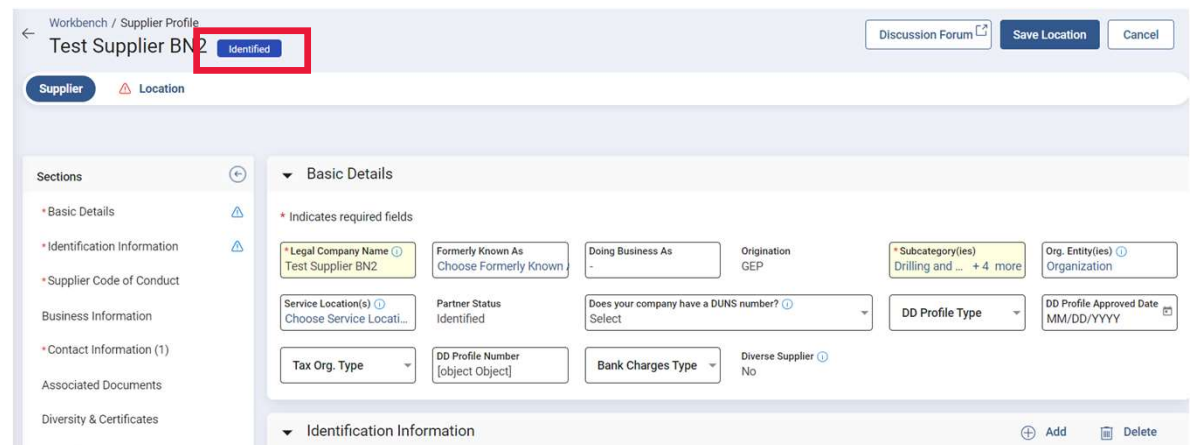
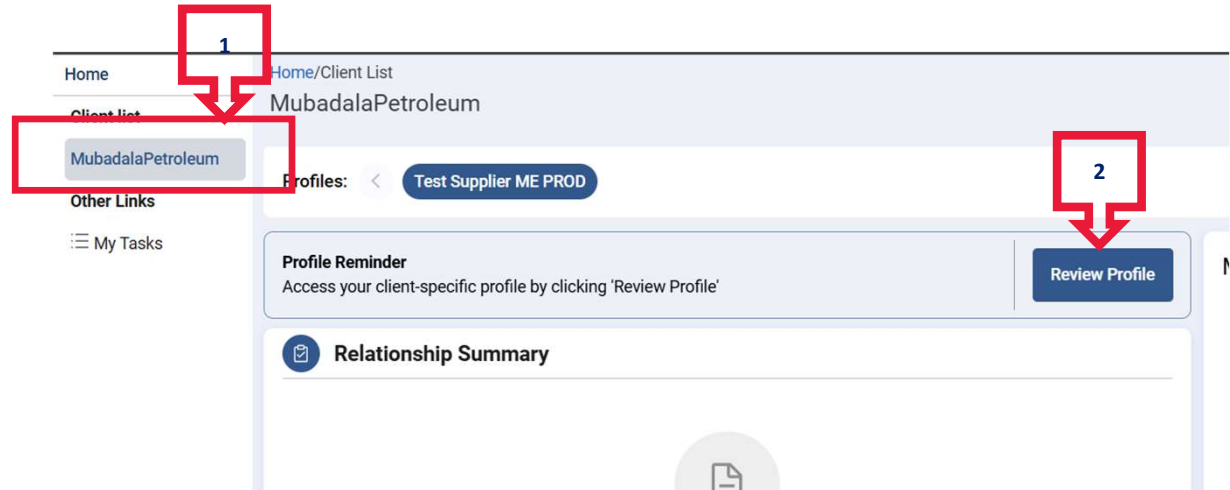
Information Pop Up

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

Basic Details

* Indicates required fields

* Legal Company Name ⓘ Test Supplier ME PROD	Formerly Known As -	Doing Business As -	Origination GEP
* Subcategory(ies) Production Operations	Org. Entity(ies) ⓘ Organization	Service Location(s) ⓘ Malaysia + 2 more	Partner Status GEP Registered
Does your company have a DUNS number? ⓘ Yes	DUNS Number 123456789	Diverse Supplier ⓘ Yes	

Does your company have a DUNS number? * ⓘ

Yes

Select

Yes

No

DUNS Number * ⓘ

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

The screenshot displays the 'Identification Information' section of a software interface. At the top right, there is a red box labeled '1' pointing to the '+ Add' button. Below this is a blue informational banner. The main area contains a table with three columns: '* Country', '* Identification Type', and '* Identification Number'. The table is currently empty, showing 'No Rows To Show'. A red box labeled '2' points to the '* Country' dropdown menu, which is open and showing a list of countries including 'mal', 'Falkland Islands (Malvinas)', 'Guatemala', 'Malawi', and 'Malaysia'. A red box labeled '3' points to the '* Identification Type' dropdown menu, which is also open and showing options like 'VAT Registration Number', 'TIN Number', and 'Company Registration Number'. A red box labeled '4' points to the '* Identification Number' column. The interface includes pagination controls at the bottom right, showing 'Page 1 of 1'.

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

Supplier Code of Conduct

Supplier Code of Conduct CCC Document

Supplier to attach their own Supplier Code of Conduct document in the "Notes & Attachment" section if the answer is "No"

*Please confirm your acceptance for the Supplier Code of Conduct

Yes

Search

Yes

No

Detailed Description of Service

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

Notes and Attachments

Search

Add Delete

Attachments Notes

Select	File Name	Classification	Visibility	Uploaded By	Uploaded On	File Size
No Rows To Show						

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.

NOTE:

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

The screenshot displays the 'Contact Information' section of a profile, divided into two panels. The top panel, titled 'Contact Information (1)', shows a table with one contact entry. The bottom panel, titled 'Contact Information (2)', shows a table with two contact entries. Red boxes and arrows highlight the 'Add' button, the 'Mark as Primary' icon, and the 'Contact Mapping' button.

Panel 1: Contact Information (1)

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary
<input type="checkbox"/>		John	Doe	kadamstudios@...	CC-2024.011883	Registered		<input type="checkbox"/>

Panel 2: Contact Information (2)

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary
<input type="checkbox"/>		John	Doe	kadamstudios@...	CC-2024.011883	Registered		<input type="checkbox"/>
<input checked="" type="checkbox"/>						Non-Invited		<input type="checkbox"/>

Panel 3: Contact Mapping

*Code	Subcategory(ies)	Org. Entity(ies)	Service Location(s)	Role	Personas	Delete	Actions
CC-2024.011883	Drilling and Wells Engin...	Organization	Malaysia+2More	Contract Manager	-		
	Production Operations	Organization	Malaysia+2More	Contract Manager	-		

Profile – Banking Information

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

The screenshot shows the 'Banking Information' form with the following elements:

- 1**: Points to the **Add** button in the top right corner of the 'Banking Information' section.
- 2**: Points to the **Banking Information** subsection header.
- 3**: Points to the **Intermediary Address** table header.
- 4**: Points to the **SAVE BANKING INFORMATION** button at the bottom right.

The form contains the following fields and tables:

- Banking Information Table:** Client Bank Reference ID, Country, Payment Method, Bank Name, Bank Branch, Beneficiary. (No Rows To Show)
- Add Banking Information Form:**
 - Country: Malaysia
 - Payment Method: [Dropdown]
 - Bank Name: ABCD bank
 - Bank Branch: KL
 - Swift Bic: 12345
 - Beneficiary Name: Jane Doe
 - ABA/Bank Key: 23456
 - Currency: Malaysian Ringgit
 - IBAN: 34567
 - Bank Account Number: 1234567890
 - Confirm bank account number: 1234567890
 - Linked Locations: [Dropdown]
 - Comments: -
 - Alternate Beneficiary Name: Janet Doe
 - Bank Number: 0987654321
 - Branch Number: 23432
- Beneficiary Address Form:**
 - Address Line 1: ABC street
 - Address line 2: Baltimore
 - City: KL
 - Country: Malaysia
 - State: [Dropdown]
 - Zip/ Postal code: 67890
- Intermediary Address Table:**
 - Columns: Select, Intermediary Bank Name, Address Line 1/Address Line 2, City, Country, State.
 - Row 1: [Redacted]

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**.

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

Workbench / Supplier Profile
Test Supplier ME PROD

Supplier **Location**

Location Manage Location Defaults Add Delete

Select	Location Name	Type	Location Code	Phone Numbers
<input type="checkbox"/>	Headquarter Location	Legal Address	LC.2024-393542	

Rows per page 5

Page 1 of 1

Location Details

* Indicates required fields

* Location Name Location LC.2024-892... Location Code LC.2024-892238 * Location Type Remit To Location Primary Business Phone - Primary Number Extn - Fax Number -

Supported Currenc... Location Status Inactive Active

Address

* Street 1 - Street 2 - * Country - State - * City -

Zip/Postal Code - Area/Zone - Beneficiary Reside... Purpose Code - Beneficiary Catego... Relationship -

Hold on payment f...

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.

The screenshot shows two sections of a web application. The top section, titled "Roles & Contacts", has a table with columns for "Select", "*Contact Role", and "*Contacts Names". A red box highlights the table header, with arrows pointing to the "1b" label below the "Contact Role" column and the "1a" label below the "Contacts Names" column. The bottom section, titled "Location Identification Info", has a table with columns for "Select", "*Country", "*Identification Type", and "*Identification Number". A red box highlights the table header, with an arrow pointing to the "2" label below the "Country" column. Both tables have a "Rows per page" dropdown set to 5 and a "Page 1 of 1" indicator.

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

The screenshot shows a browser window in Incognito mode. The address bar contains "Search" and "JD". Below the address bar, there are three buttons: "Discussion Forum", "Save Location", and "Cancel". A red box highlights the "Save Location" button, with an arrow pointing to the "3" label above it.

Profile Submission

1. After filling all the details, verify the profile and click on **Save** button.
2. Once saved, click on **Submit** button.

NOTE:

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.

The screenshot displays the 'Supplier Profile' form in the Mubadala Energy system. The form is for a 'Test Supplier ME PROD' and is marked as 'GEP Registered'. The interface includes a top navigation bar with 'Sourcing', 'Contract', and 'Supplier' tabs. A search bar and user profile 'JD' are also visible. The form is divided into sections: 'Basic Details', 'Identification Information', 'Supplier Code of Conduct', 'Business Information', 'Contact Information (1)', and 'Associated Documents'. The 'Basic Details' section is expanded, showing fields for 'Legal Company Name' (Test Supplier ME PROD), 'Formerly Known As' (-), 'Doing Business As' (-), 'Origination' (GEP), 'Subcategory(ies)' (Production Operations), 'Org. Entity(ies)' (Organization), 'Service Location(s)' (Malaysia + 2 more), 'Partner Status' (GEP Registered), 'Does your company have a DUNS number?' (Yes), and 'DUNS Number' (123456789). The 'Diverse Supplier' status is 'Yes'. The 'Save' and 'Submit' buttons are highlighted with red boxes and arrows labeled '1' and '2' respectively.