

Mubadala Energy

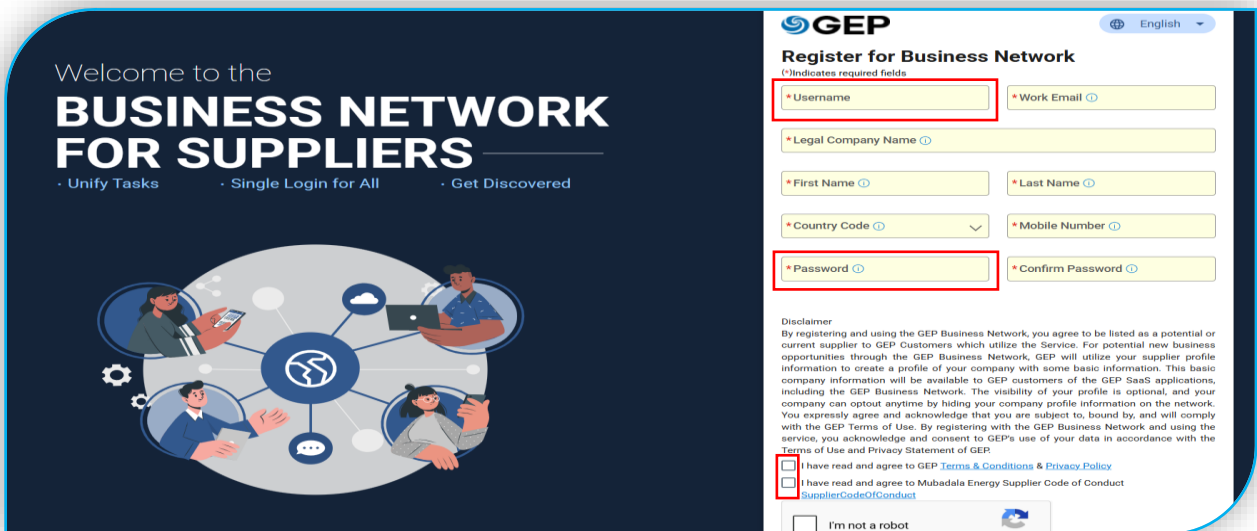
On-Line Supplier Registration Guidelines

This document provides detailed step-by-step guidance for suppliers to complete the online registration process on the Mubadala Energy Supplier Network via the GEP platform. All instructions, screenshots, and highlights in this guideline are intended to assist suppliers in completing registration accurately and efficiently.

1. Log in to the following Link at the website

<https://businessnetwork.gep.com/businessNetwork/directRegistration?bpc=NzAwMjE4ODM1&culture=en-US#/bn-registration-v2>

- a. Remember the Username and Password created to Log in
- b. Suppliers shall check the boxes to accept GEP T&C and M.E Supplier Code of Conduct
- c. Suppliers not accepting M.E Supplier Code of Conduct will not be able to register
- d. Supplier's having own supplier code of conduct shall attach it to successfully complete the registration process after login to the supplier network



2. Confirmation for registration and email verification



Verification Required for Business Network Account Inbox x



MubadalaEnergy@gep.com

to me ▾

Dear FName LName

Welcome to Mubadala Energy Business Supplier Network!

Thank you for filling in the Supplier Registration Form.

You are ready to start using Mubadala Energy Business Network Account through GEP platform. Simply [Click Here](#) to verify your email address.

Note: You must complete this last step to use the Business Network Account. You will only need to visit this URL once.

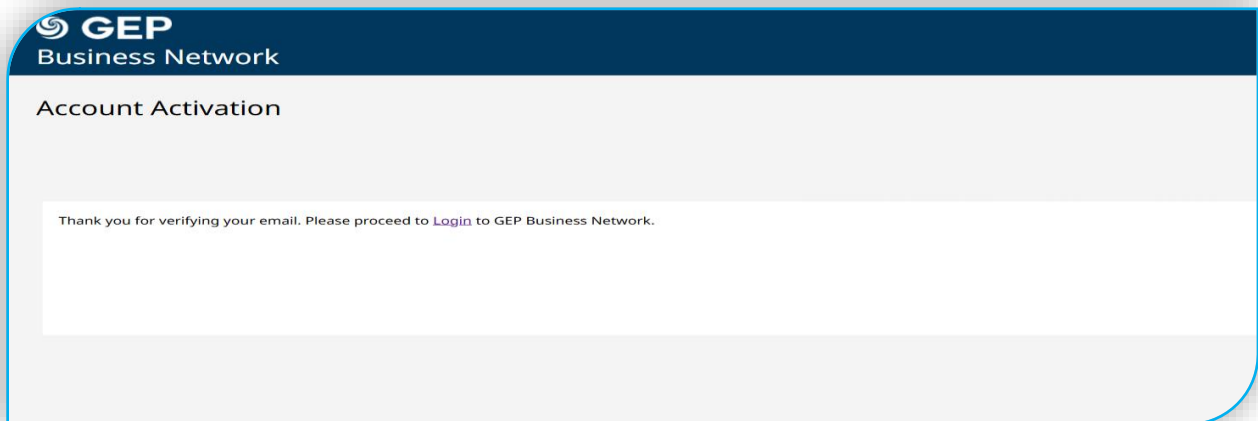
Thank you

Supplier Management Team

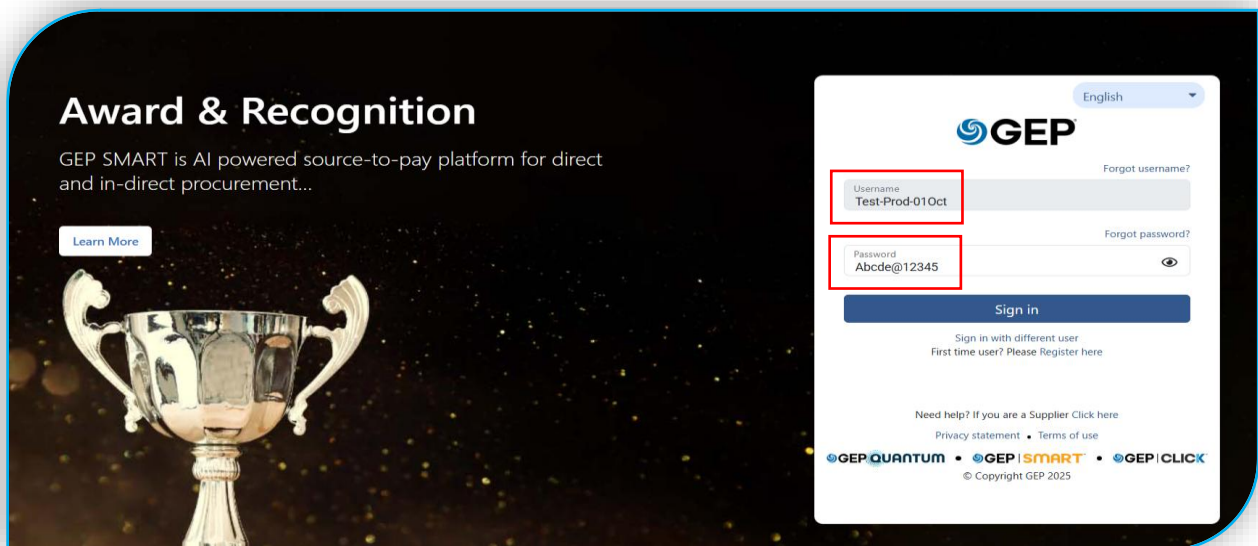
If you encounter any challenges in the registration process or need assistance, please refer to Supplier FAQ's Quick Guide or alternatively reach at support@gep.com or via phone:

Asia	+91 2261372148 / +91 2262411938
India	+91 2262411938
Indonesia	+62 2150995477 / 0018030160181
Malaysia	+60 1548770860
UAE	+971 600521465

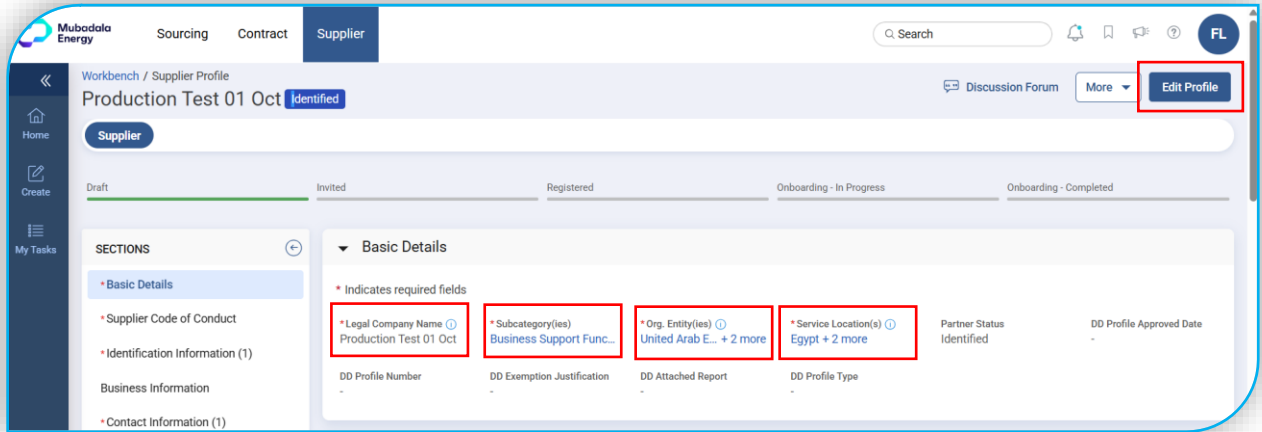
3. Message for Supplier Profile activation



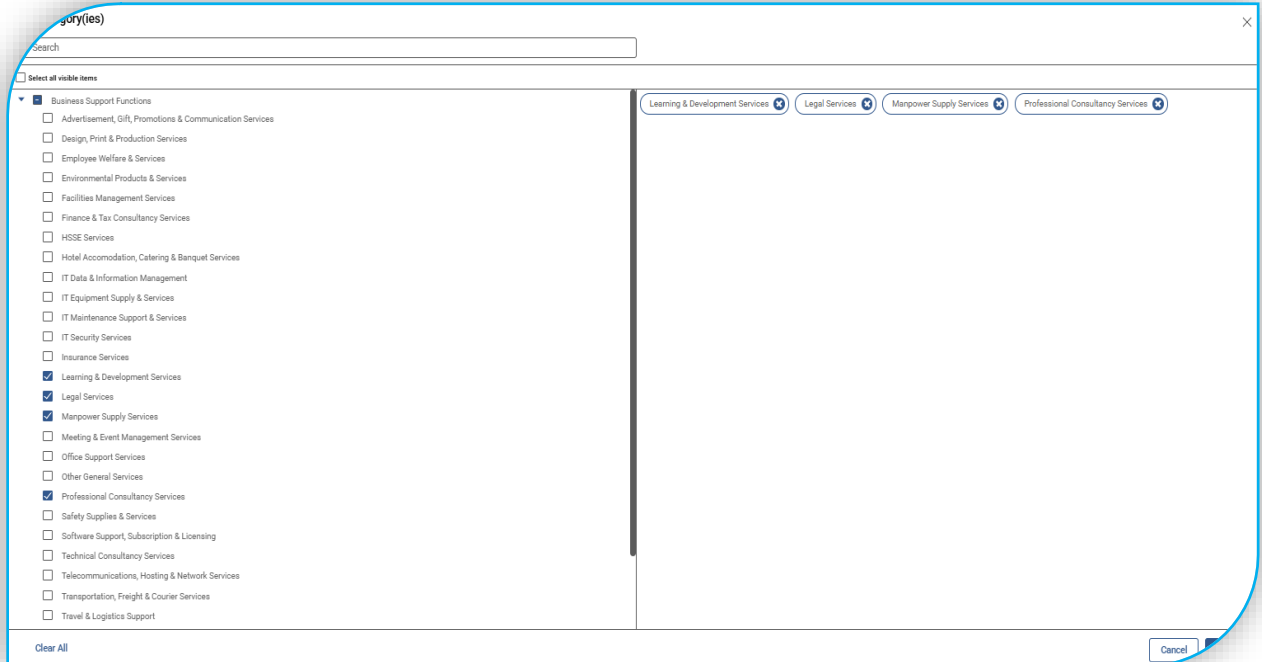
4. Login to the website link: <https://businessnetwork.gep.com> with the Username and Password created while registering



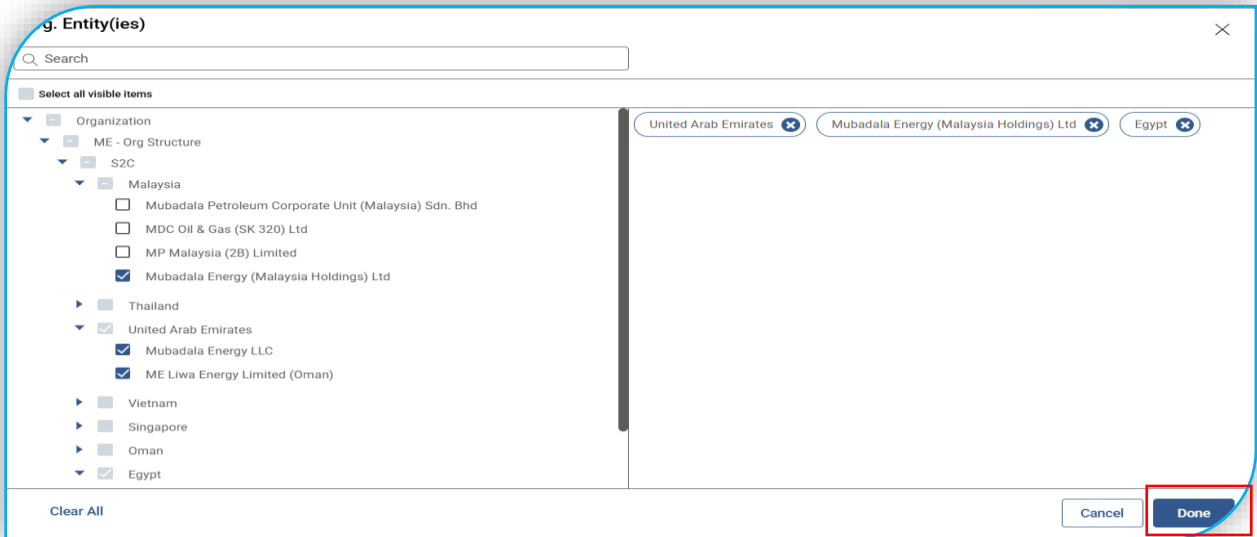
- Enter all requested **Basic Details** and supporting documents
- Save the file
- To **add/update** information any time, login and use Edit Profile function



5. Select appropriate information from the drop-down menu under Basic Details like
 - a. Subcategory(ies)
 - b. Org Entity(ies)
 - c. Service Location(s)
- A. Supplier must select appropriate Subcategory, which they deal with from the list



- B. Supplier must select Org. Entity, they intend to provide services
- C. Supplier must select Org. Entities where they operate (E.g. Malaysia Suppliers shall select Entities in Malaysia, similarly by Indonesia and UAE Suppliers)



g. Entity(ies)

Search

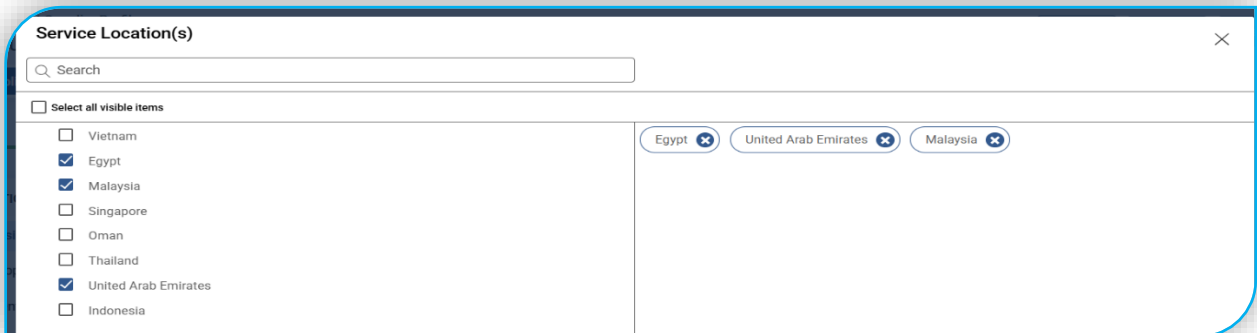
Select all visible items

- Organization
 - ME - Org Structure
 - S2C
 - Malaysia
 - ☐ Mubadala Petroleum Corporate Unit (Malaysia) Sdn. Bhd
 - ☐ MDC Oil & Gas (SK 320) Ltd
 - ☐ MP Malaysia (2B) Limited
 - ☒ Mubadala Energy (Malaysia Holdings) Ltd
 - Thailand
 - United Arab Emirates
 - ☒ Mubadala Energy LLC
 - ☒ ME Liwa Energy Limited (Oman)
 - Vietnam
 - Singapore
 - Oman
 - Egypt
 - ☒

Clear All

Cancel Done

- D. Supplier shall select Service Locations/Country where they operate (E.g. Malaysia Suppliers shall select Malaysia, similarly with Indonesia and UAE Suppliers)



Service Location(s)

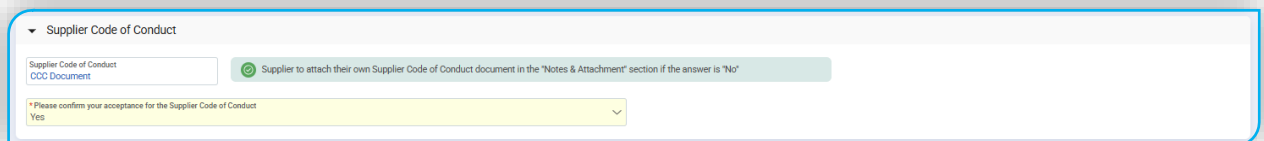
Search

Select all visible items

- ☐ Vietnam
- ☒ Egypt
- ☒ Malaysia
- ☐ Singapore
- ☐ Oman
- ☐ Thailand
- ☒ United Arab Emirates
- ☐ Indonesia

Egypt United Arab Emirates Malaysia

6. Suppliers must accept Mubadala Supplier Code of Conduct (CCC)



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

7. Suppliers not accepting Mubadala CCC due to having Supplier's own CCC document shall attach it in "Notes and Attachments" section. *(Approval is mandatory from Mubadala Compliance Team after review to proceed with the registration process)*

Notes and Attachments

Search

Add

Delete

Attachments

Notes

Select	File Name	Classification	Visibility	Uploaded By	Uploaded On	File Size
☐	Suppliers Code of Conduct.p...	Supporting Documents	Public	Manoj Pillai	10/01/2025	45.38 KB

8. Provide identification information as requested using Add key

Identification Information (2)

Add

Delete

The Identification Information section allows suppliers to easily update various country-specific identification types and numbers, including VAT, PAN, GST, TIN, and more

Country	Identification Type	Identification Number
☐ United Arab Emirates	Company Registration Number	AD CC 010001
☐ United Arab Emirates	TIN/VAT Number	TRN No 020002

9. Provide detailed information regarding Supplier's business, which should include the details about their offered services

Business Information

Currency
US Dollar . USD

Total No of Employees
175

Date of Incorporation
08/01/2020

Detailed Description of Service ⓘ
Training Company for Human Resource Development

Business Type
Service Provider

Website

Supported Language
English, Malaysian, Indonesian (Bahasa)

10. Add all available additional information regarding Supplier's contact person information

▼ Contact Information (2) Invite Supplier **Add** Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information Contact Mapping

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Primary Phone	Extension	Secondary Phone	Extension	Mobile Number	Fax Number	Save	Invite
☐		FName	LName	manoj3425@g...	CO-2025.012583	Registered					0503972428			
☐		SName	LSName	manorpl2@out...	CO-2025.012584	Non-invited								

11. Add Location Information

Location Manage Location Defaults **Add** Delete

Select	*Location Name	Type	Location Code	Phone Numbers
☐	Abu Dhabi	Remit To Location	LC.2025-397566	123456789

- Select the Location Name
- Go to Location Details
- Update Location Information and Address

▼ Location Details

* Indicates required fields

*Location Name Abu Dhabi	Location Code LC.2025-397566	*Location Type Remit To Location	Primary Business Phone 123456789	Primary Number Extn 989	Fax Number 12345
Supported Currencies UAE. Dirham . AED,...	Location Status ☐ Inactive ☒ Active	Prepayment Account 133999 - Other Pre...	Liability Account 310101 - Trade Ac...	Payment Group 5211 - MDC Oil & G...	

- Update Address Information

▼ Address

*Street 1 Temple Street	Street 2 Shahama	*Country United Arab Emira...	Area/Zone Abu Dhabi Free Zo...	*State Abu Dhabi	*City Shamkah
Zip/Postal Code 90009					

e. Update Roles & Contacts by adding the information from dropdown list

Roles & Contacts (1)
Add
Delete

Select	*Contact Role	*Contacts Names
☐	Client Account Manager	SName LName

f. Update Org Entity Mapping by adding the information

- Site Name – Insert Suppliers site location
- Org Entity(ies) – Select the location
- Type – Select ‘Remit To Location’
- Status – Select ‘Active’
- Leave all other information blank

Org Entity Mapping (1)
Add
Delete

Select	*Site Name	Org Entity(ies)*	*Type	*Status	Location Transaction Type
☐	Abu Dhabi	United Arab Emirates	Remit To Location	Active	Goods/Services

g. Save Location

Mubadala Energy
Sourcing
Contract
Supplier

Search
2

Workbench / Supplier Profile
Test For Final Production Review
GEP Registered
Discussion Forum 2
Save Location

Home
Supplier
Location

12. Suppliers are not required to provide information in Related Content and in Team Members Section

Related Content

RFX
Contract
Forms
Risk Form

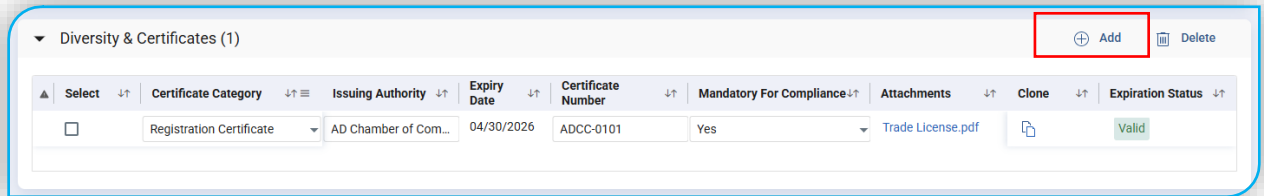
Form Name	Form Document Number	Event Name	Form Type	Form Sub-Type	Response Status	Invited On	Response Submitted On
No Rows To Show							

Team Members
Add
Delete

Select	Stakeholder Name	Email	Role
No Rows To Show			

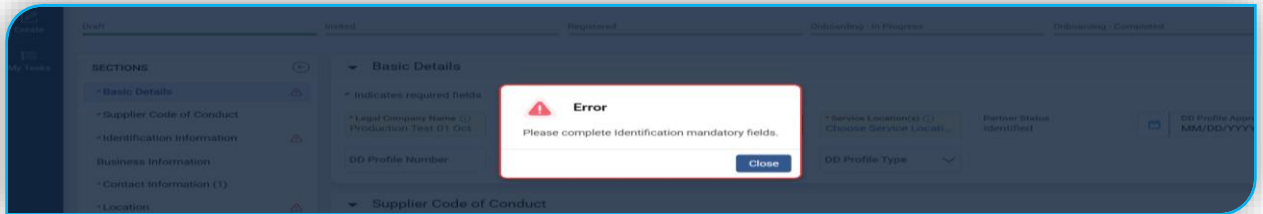
13. Attach valid documents in Diversity & Certificate Section using **Add** function.

- Registration Certificate **must be in English & attaching valid copy is Mandatory**
- VAT Certificate (**Mandatory for UAE Companies**)
- ISO Certificate, HSE Certificate etc. (Optional)



Note – 01: If valid copy of registration certificate is **not attached, registration will be rejected**

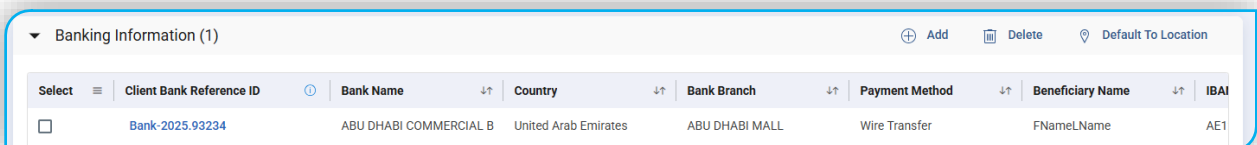
Note – 02: If the registration certificate is issued in any foreign language that needs to be **legally translated to English and attested by a legal firm to be considered**



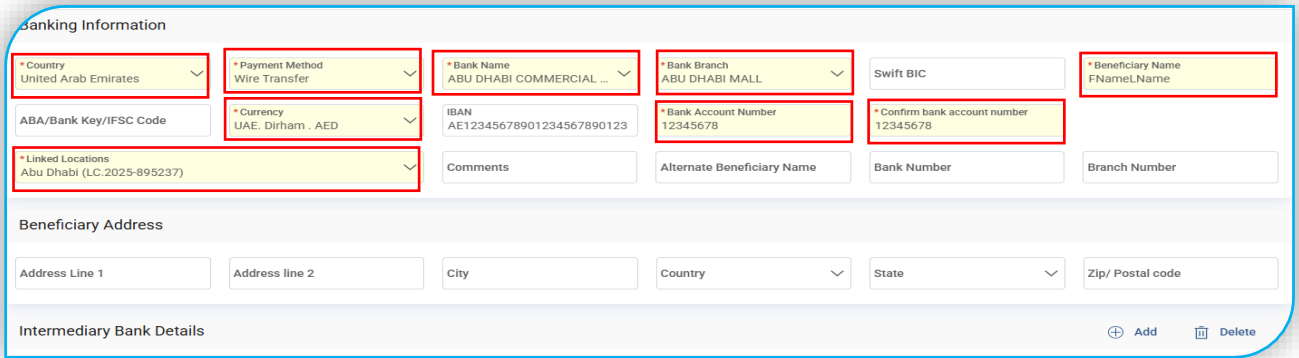
14. Add Supplier's Banking Information

- All fields like Country, Payment Method, Bank name, Branch Name, Beneficiary Name, Currency, Bank Account Number, Confirm Bank Account Number, Linked Locations marked with (*) are mandatory
- Select Bank Name from the dropdown list
- Select Bank Branch from the dropdown list

Note: - If bank name and branch name are not in the list, Supplier must send an email to support@gep.com copying Supplier.connect@mubadalaenergy.com to add the same to the list



15. All Relevant information must be provided



Banking Information

*Country United Arab Emirates	*Payment Method Wire Transfer	*Bank Name ABU DHABI COMMERCIAL ...	*Bank Branch ABU DHABI MALL	Swift BIC	*Beneficiary Name FNameLName
ABA/Bank Key/IFSC Code	*Currency UAE Dirham - AED	IBAN AE12345678901234567890123	*Bank Account Number 12345678	*Confirm bank account number 12345678	
*Linked Locations Abu Dhabi (LC:2025-895237)	Comments	Alternate Beneficiary Name	Bank Number	Branch Number	

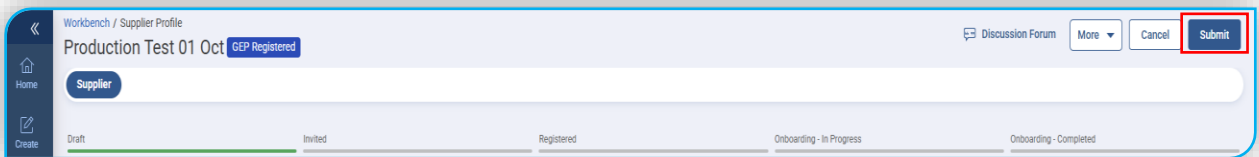
Beneficiary Address

Address Line 1	Address line 2	City	Country	State	Zip/ Postal code
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Intermediary Bank Details

+ Add - Delete

16. After providing all relevant banking information “Submit” the profile



Workbench / Supplier Profile

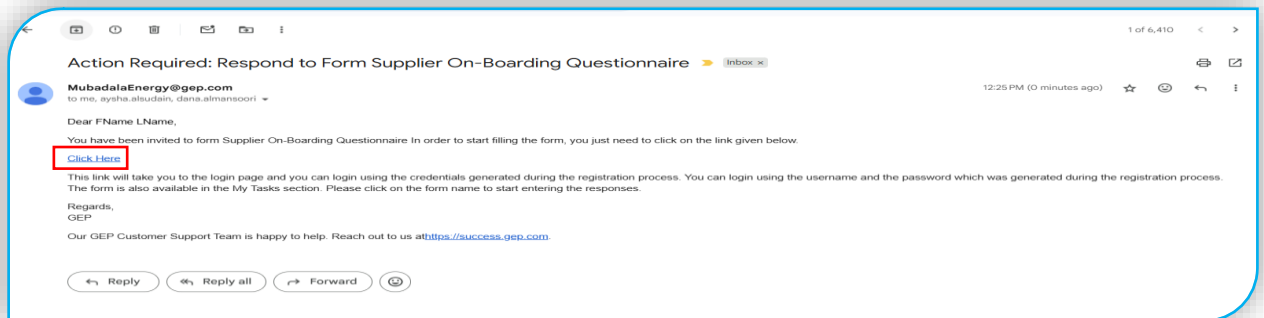
Production Test 01 Oct GEP Registered

Discussion Forum More Cancel Submit

Supplier

Create Draft Invited Registered Onboarding - In Progress Onboarding - Completed

17. Once Supplier profile is successfully submitted, Mubadala Supplier Registration Team will review the profile and send an email to complete the On-Boarding Form



Action Required: Respond to Form Supplier On-Boarding Questionnaire Inbox

MubadalaEnergy@gep.com
to me, aysha.alnassir, diana.alnassir

12:25 PM (0 minutes ago) ☆ 📎 ↶ ⓘ

Dear FName LName,

You have been invited to form Supplier On-Boarding Questionnaire. In order to start filling the form, you just need to click on the link given below.

Click Here

This link will take you to the login page and you can login using the credentials generated during the registration process. You can login using the username and the password which was generated during the registration process. The form is also available in the My Tasks section. Please click on the form name to start entering the responses.

Regards,
GEP

Our GEP Customer Support Team is happy to help. Reach out to us at <https://success.gep.com>.

Reply Reply all Forward 🗑️

18. Suppliers can login through the Click Here tab from the email and access the document.

- a. Complete the questionnaire and submit the form, with requested supporting documents

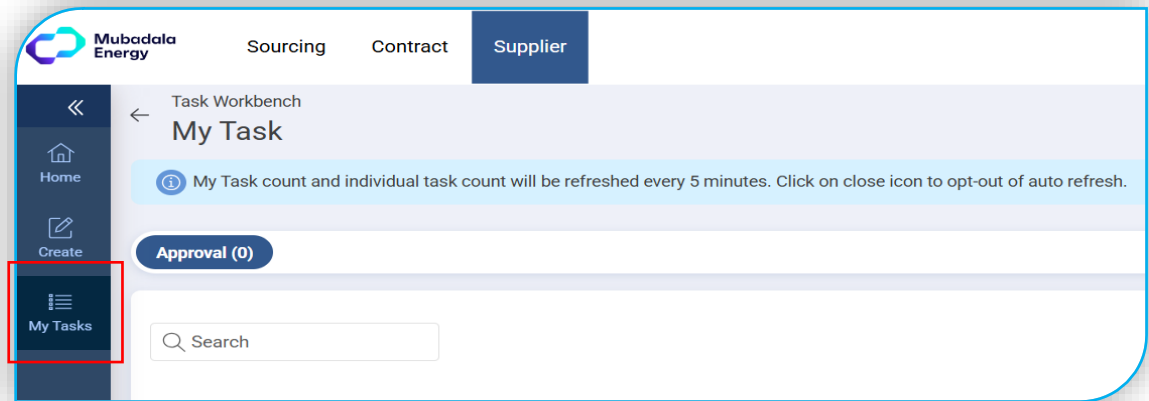
OR

19. Login with User ID & Password through the website link

<https://businessnetwork.gep.com>

- a. Once logged in, go to My Tasks
- b. Go to Related Content Section

- c. Select 'Supplier On-Boarding Questionnaire'
- d. Complete the questionnaire and submit the form, with requested support documents
- e. Mubadala Supplier Management Team will get in touch with you if any additional information is required



Note: -

Registration as a supplier with Mubadala Energy is a precautionary measure and does not constitute a commitment or obligation by the Company to engage in business with the registered Supplier.

Mubadala Energy reserves the right to conduct business only as and when a requirement arises and subject to the Supplier's compliance with applicable procurement process.

Thank you