



GEP BUSINESS NETWORK USER MANUAL

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Chapter 1: Overview

GEP Business Network adds values to supplier users by providing a seamless experience across GEP products, a robust cloud platform to manage all documents and supplier profiles, and an AI powered platform to increase interaction and engagement with buyers.

There are multiple platforms in GEP software ecosystems such as GEP SMART, GEP NEXXE, and GEP BUILD. GEP Business Network provides seamless experience for supplier users with unified authentication across products. Our suppliers do not have to switch back and forth between different GEP products and domains, saving time and money.

GEP Business Network also provides a robust but simple-to-use cloud platform for suppliers to store and manage all important documents with multiple buyers in one place. Suppliers can access trading documents from all devices. Suppliers can quickly find important documents such as contracts and invoices with a buyer by a few clicks.

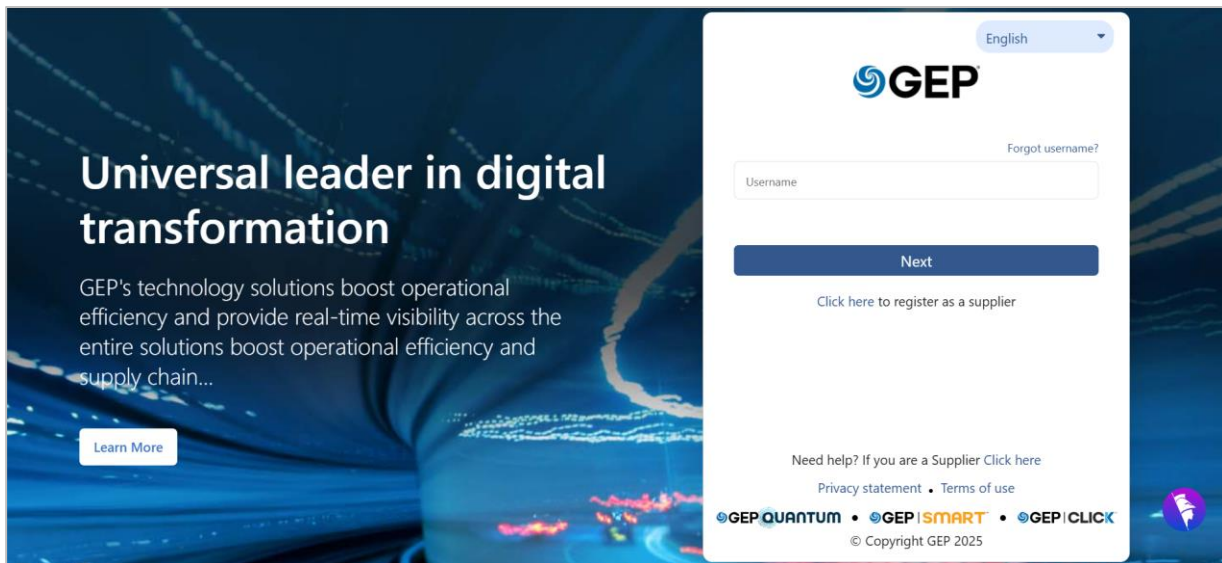
A new supplier can self-register to GEP Business Network and create a meaningful profile that highlights their capabilities to GEP clients. GEP has millions of buyers and suppliers across GEP platforms and is doing business with more than 450 Fortune 500 and Global 2000 enterprises. Registering in GEP Business Network will help suppliers grow their reach, develop brand awareness, and quickly uncover potential buyers.

GEP has an outstanding foundation for a business network. We have millions of suppliers in GEP software ecosystem. We can leverage supplier data across clients. Buyers can discover suppliers of the same product category they are looking for. Suppliers can grow their reach to a diversified list of buyers. The greater number of Suppliers in Business Network, the more Suppliers want to join the network and cultivate the relationship and the data available in the network.

This guide will help you to navigate through the application and make effective use of its various features and capabilities.

Chapter 2: Logging In GEP Business Network

To login to the GEP Business Network application use the <https://businessnetwork-idp.gep.com> URL and enter your login credentials in the login screen.



- 1) Enter your **Username** and click **Next**.
- 2) Enter your **Password**.
- 3) Click **Sign In**.

2.1 Supplier Self Registration

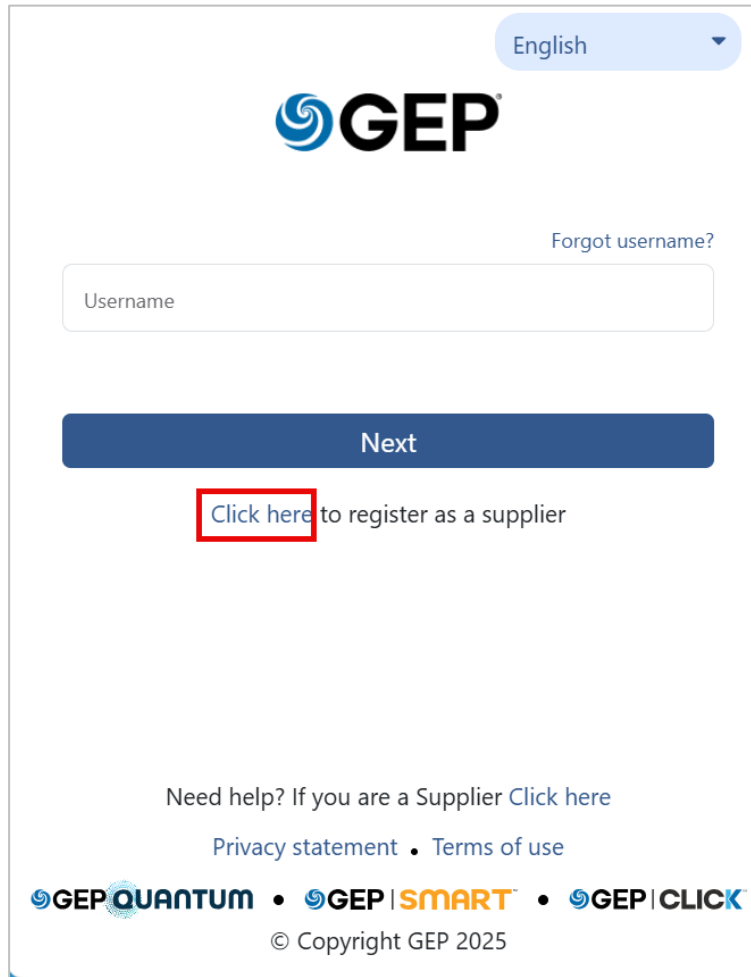
You can register as a Supplier in the GEP Business Network using [Supplier Self-Registration](#)

As a Supplier, you can register yourself without an invitation. Once you complete the self-registration process, you can then enter the Supplier Profile details.

To Self-Register as a Supplier:

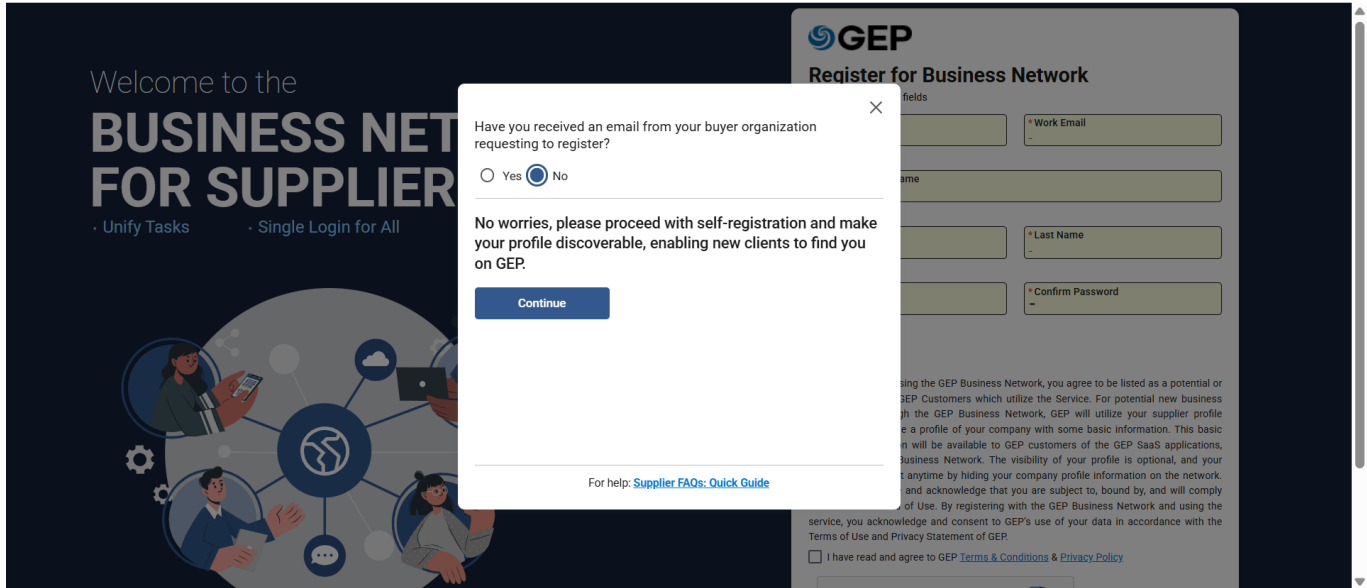
- 1) Navigate to the GEP Business Network Login page using the URL - <http://businessnetwork.gep.com>.
- 2) Click **Click Here** for Self-Registration.

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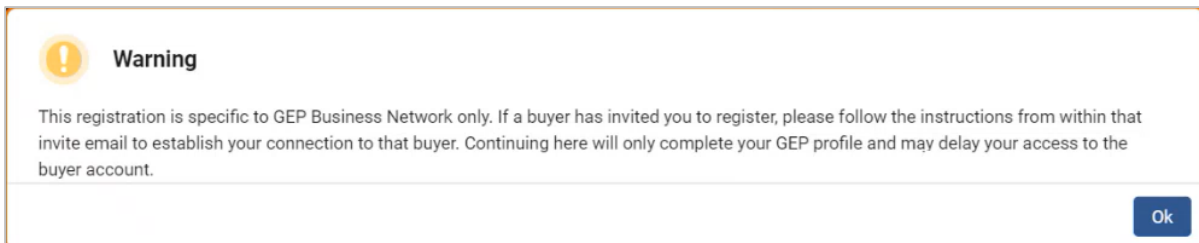


- 3) The GEP Business Network registration page opens, and a pop-up appears asking whether the Supplier is registering as part of a client. Select **No**, and then click **Continue** to proceed with the Self Registration.

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- 4) A popup appears. Click **Ok** to continue with the Supplier Self Registration.

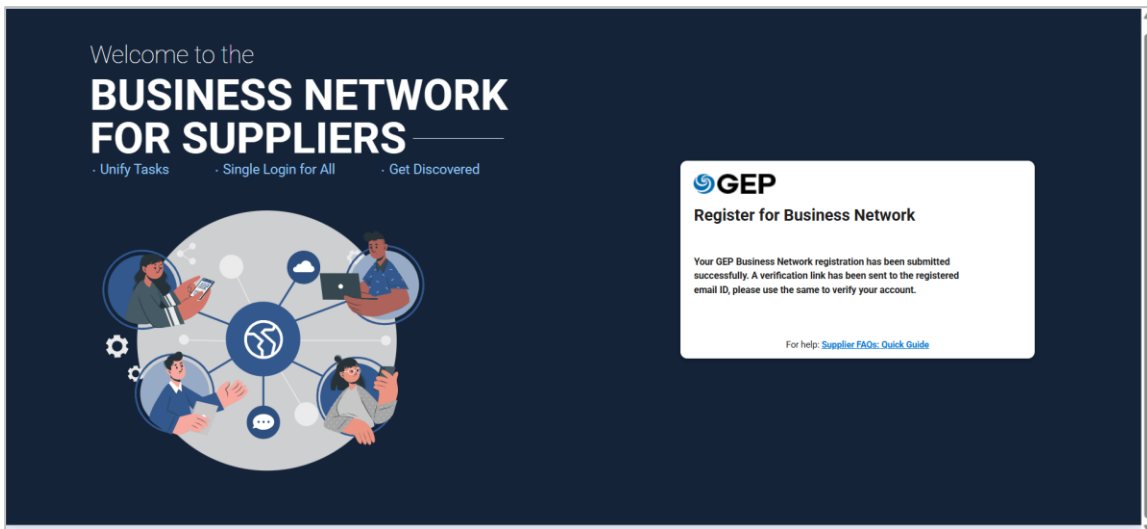


- 5) Enter your details such as **Username, Work Email, Legal Company Name, First Name, Last Name,** and **Password.**
- 6) Agree to the terms and conditions and click **Submit.**

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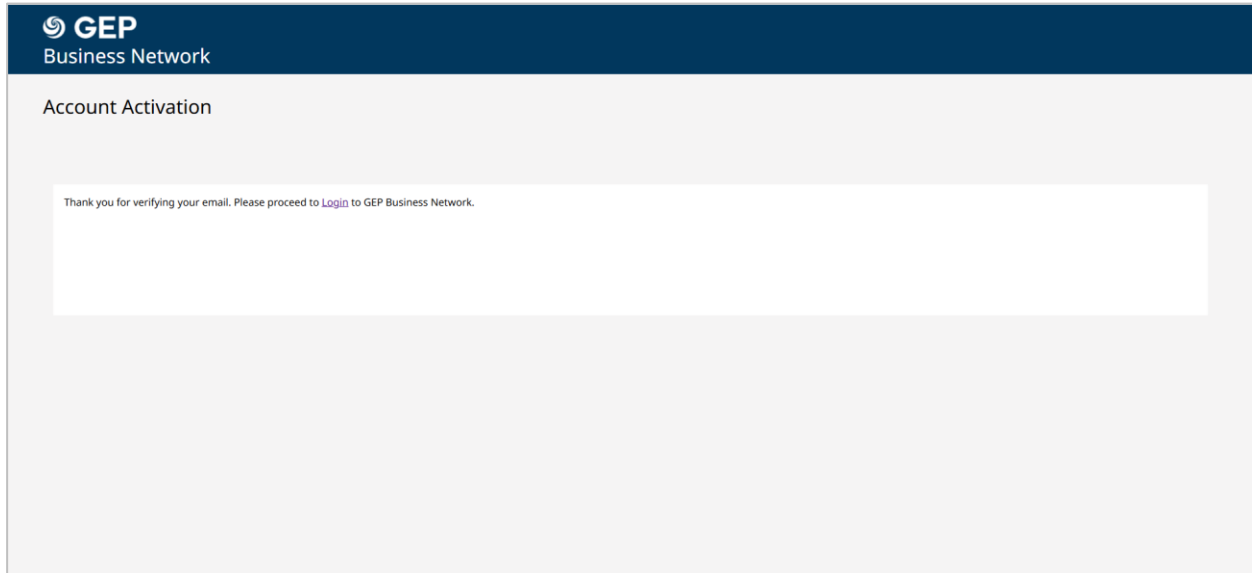


7) A verification email is sent to your registered email address.

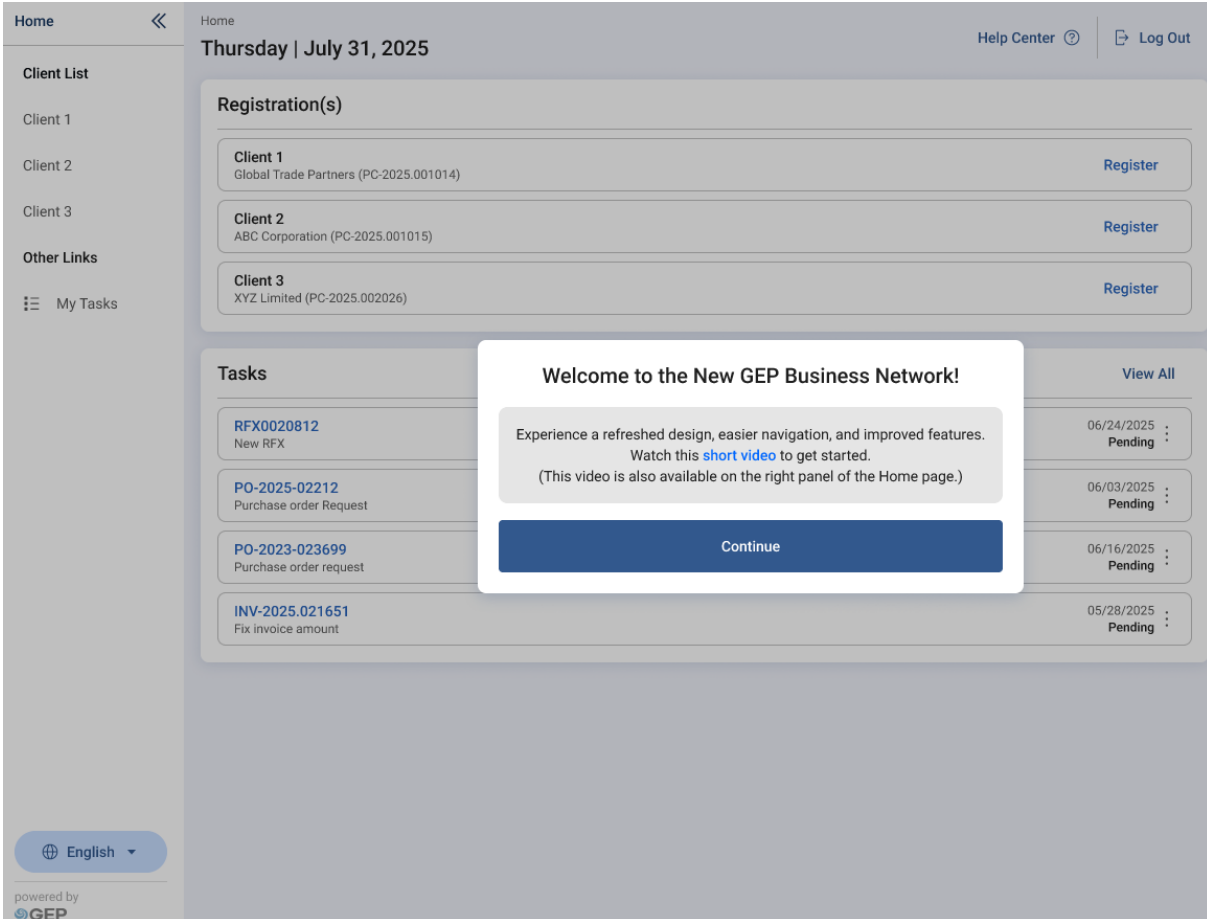


8) Once you click that link in the email, you are redirected to the Account Activation page. Click the **Login** link to login to the GEP Business Network home page.

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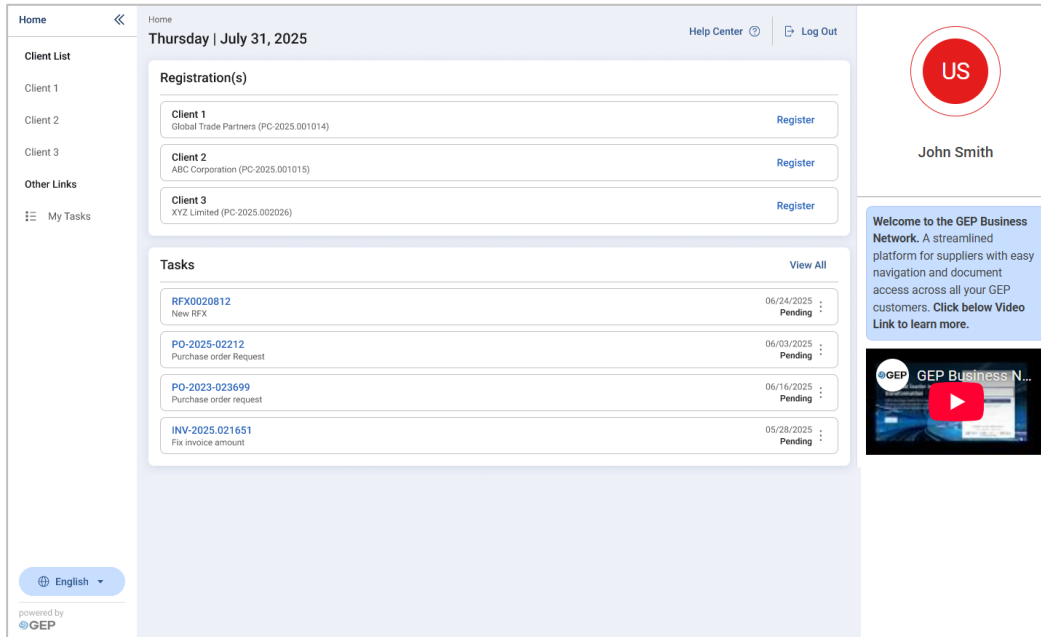
- 9) On the home page, a Welcome popup is displayed that describes the new look of and has a link to the GEP Business Network instructional video.



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10) Click **Continue** to proceed.

11) The landing page is displayed.



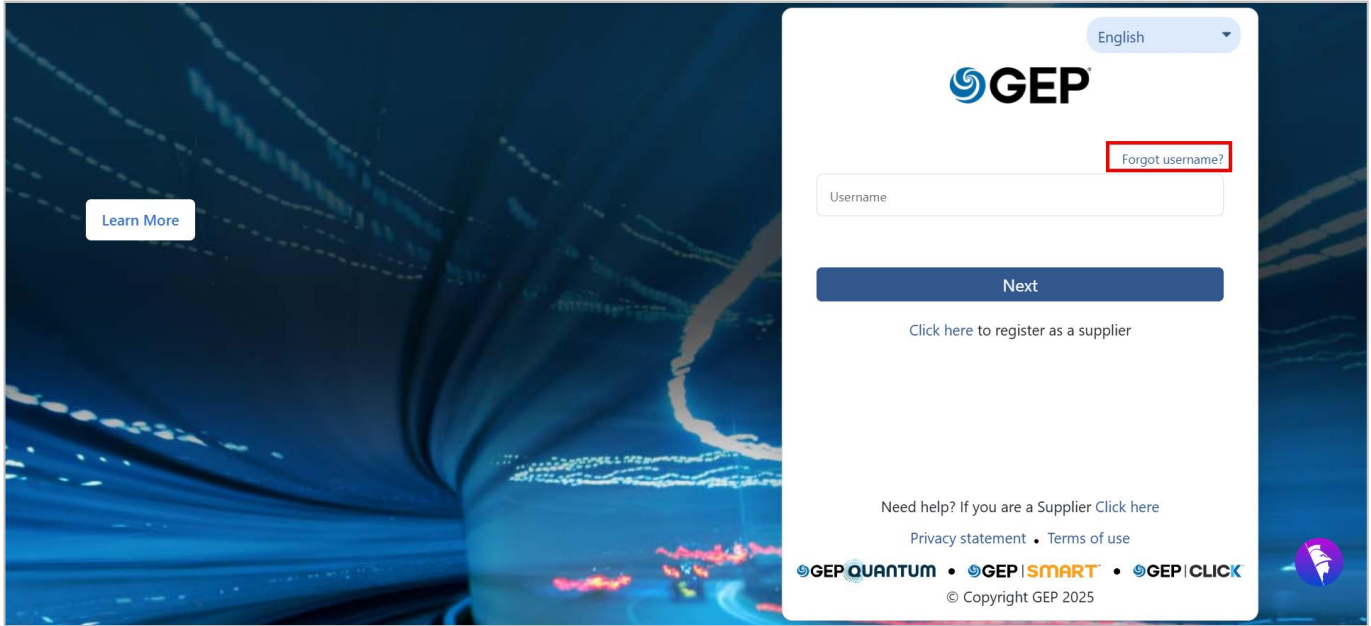
2.2 Login Scenarios

2.2.1 Forgot Username

If you have forgotten your username:

1) Click **Forgot Username** as shown in the above home screen.

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- 2) The following screen appears. Enter your registered **Email ID** and click **Submit** under the **Forgot Username** tab.

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3) A new Username is sent to your registered email address.



Note

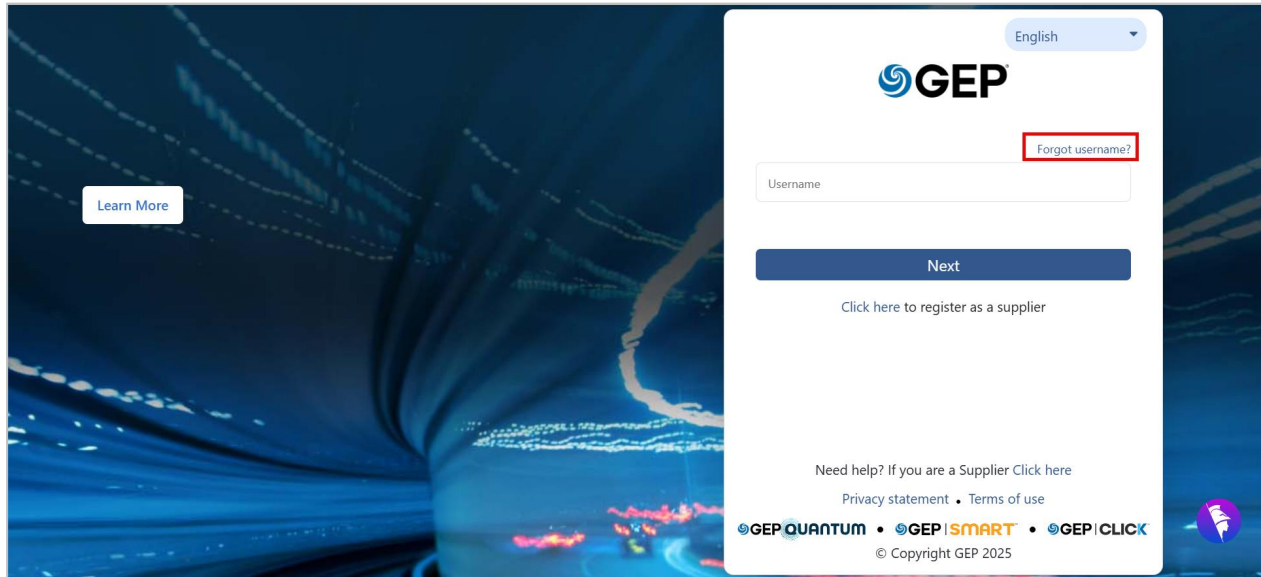
*If multiple usernames exist, the Supplier can retrieve all the usernames associated with the work Email ID. When you click the **Forgot Username** link on the GEP Business Network Login page, you will receive all the associated usernames in your registered email address.*

2.2.2 Forgot Password

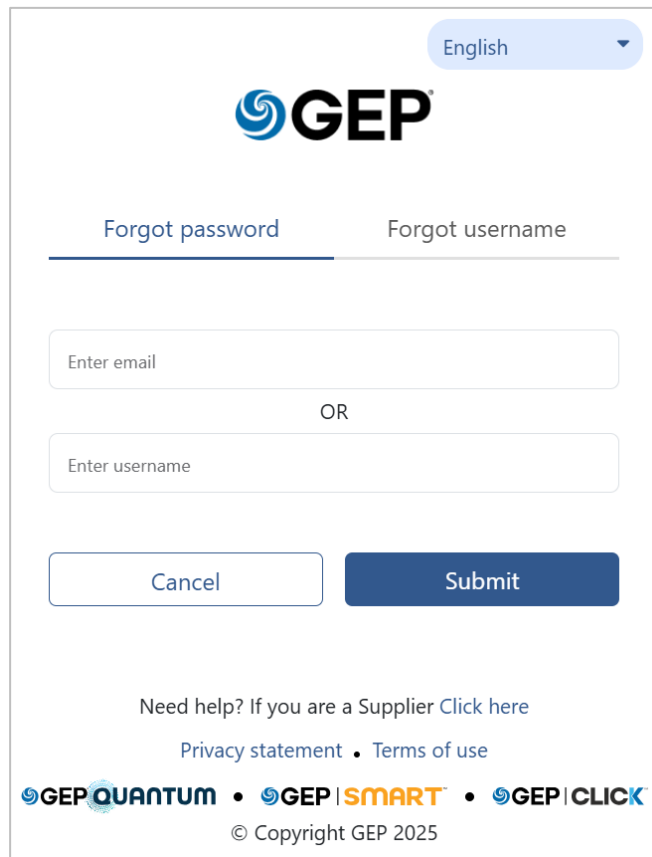
If you have forgotten your Password:

1) Click **Forgot Username** on the GEP Business Network login screen.

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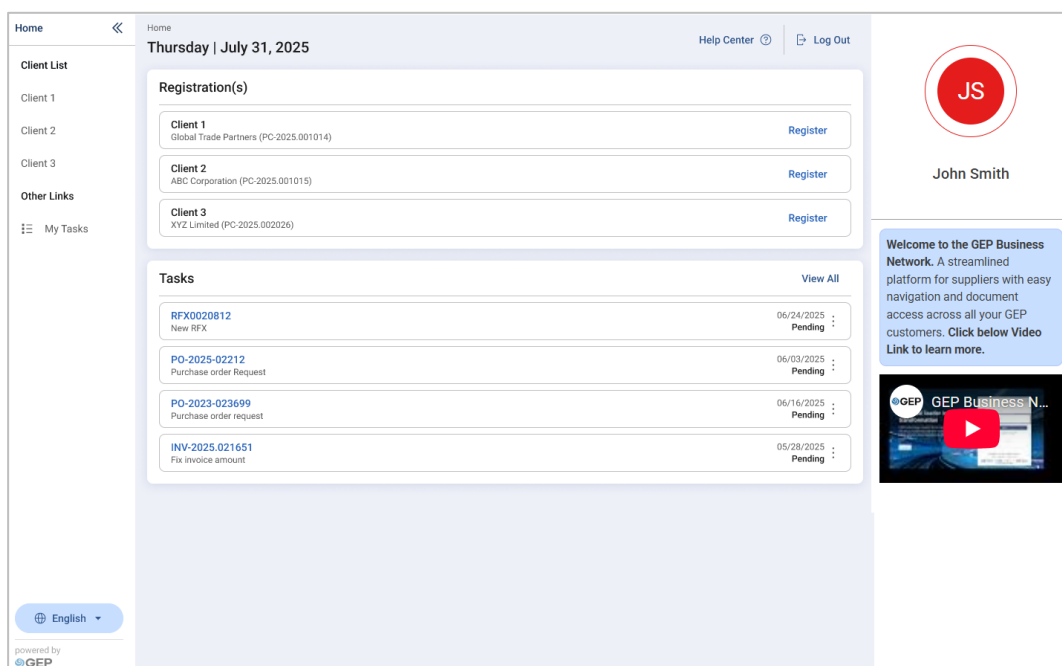
- 2) Under the **Forgot Password** tab, enter your registered **Username** or **Email** and click **Submit**. A link to reset your password is sent to your registered email address.



Chapter 3: GEP Business Network Home Screen

On successful login to your account, the GEP Business Network Home Screen is displayed.

The Profile Homepage displays the Client List for the logged in **Client List**, **Tasks**, Registration, Existing Tasks and a GEP Business Network Instructional Video. Click Home on the top left to access the Profile Homepage.



The GEP Business Network has the following components:

- [Registrations](#)
- [Tasks](#)
- [Client List](#)
- [My Tasks](#)
- [User Information and Instructional Video](#)
- [Language Translations](#)

3.1 Registration

The Registration section allows you to complete the pending registration process for your respective client. To do that, click **Register**.

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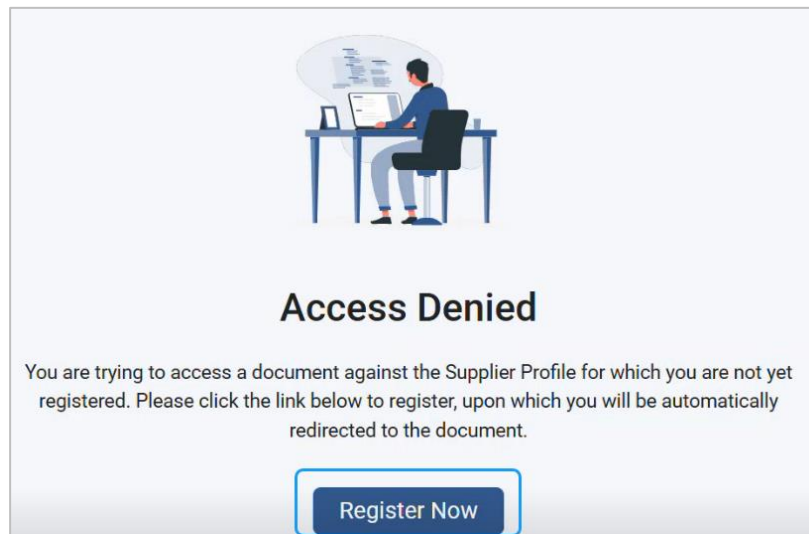
Registration(s)	
Client 1 Global Trade Partners (PC-2025.001014)	Register
Client 2 ABC Corporation (PC-2025.001015)	Register
Client 3 XYZ Limited (PC-2025.002026)	Register

3.1.1 Display Localized Pop-Up Message for Unregistered Supplier Documents Access

when Suppliers receive document invitations (For example, RFX events, POs, or Contracts) and are not yet registered, they are currently redirected to the Business Network first-time registration page, which often causes confusion. To clarify this experience, the application now displays a localized pop-up message on the Business Network registration page that explains the requirement for registration.

Banner Pop-up Message:

"Hey, you are not registered in the GEP Business Network Platform. That's why, while accessing your document, you're being asked to register first. Once you successfully complete the registration by filling in the mandatory details below, you'll be automatically redirected to the respective document you tried to access."



3.1.2 Detect Cross-Profile Access Mismatch for Supplier

the application introduces an intelligent redirection mechanism with localized messaging to enhance Supplier usability and eliminate confusion during cross-profile access, ensuring Suppliers are guided correctly when accessing RFX or document links associated with a different client profile.

Key Enhancements:

- Cross-Profile access detection & localized messaging
 - ◆ When a Supplier clicks an RFX, Contract, or document link while already logged into Business Network under a different profile, the application detects the profile mismatch.
 - ◆ A localized message is displayed:
"You are already logged into GEP BN, and for this event or task you are not yet registered. Kindly register first by clicking the link below."
 - ◆ A localized action button, **Click Here to Register**, is displayed to guide the Supplier.
- Guided Registration Flow
 - ◆ On clicking the registration button, the Supplier is redirected to the appropriate Business Network Registration page corresponding to the client profile of the accessed event or document.
 - ◆ After successful registration, the application automatically redirects the Supplier back to the original event/document (For example, RFX, Contract, document link) to continue the journey seamlessly.

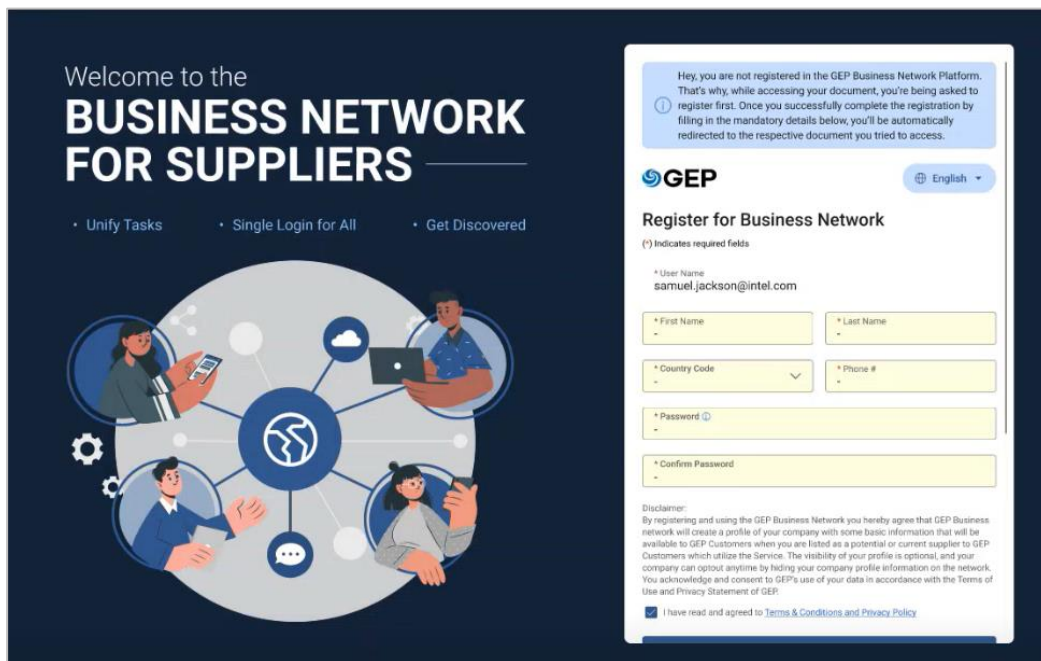
3.1.3 Supplier Registration Popup on Business Network Login Page

The Supplier registration pop-up is enhanced on the login screen, which streamlines the registration process for Suppliers, making it user-friendly and efficient.

Key Enhancements:

- Clicking **Click here to register as a Supplier** on the login page redirects you to the Business Network page. A new pop-up prompts the user to enter their Supplier email address. After the user verifies the email via OTP, the application checks for any pending registrations associated with that email. If pending registrations exist, the application displays them on the next screen of the pop-up.
 - ◆ If no pending registrations are found and the email is already registered in GEP Business Network, the application displays a list of usernames linked to the registered client.
 - ◆ If neither of the above cases applies, you are redirected to self-registration, helping to avoid multiple or unwanted registrations. If they have a valid client associated, they can proceed accordingly.

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3.2 Tasks

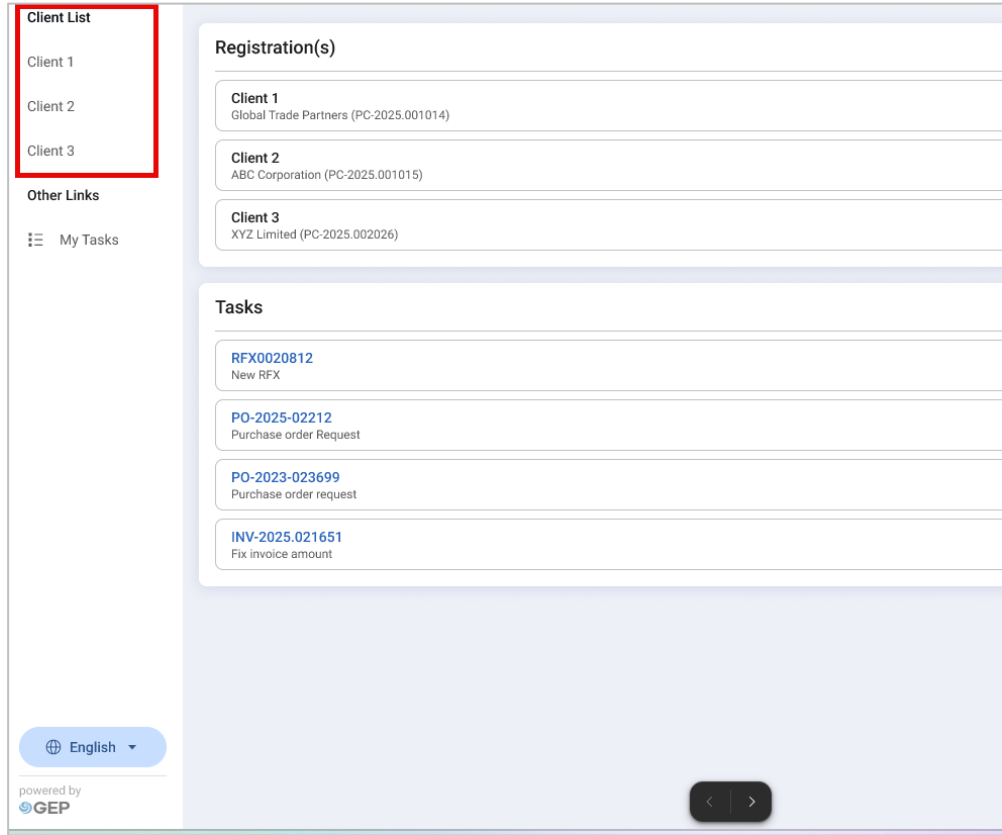
The **Tasks** section displays all aggregated tasks related to your linked clients.

Tasks	View All
<p>RFX0020812 New RFX</p>	<p>06/24/2025 : Pending :</p>
<p>PO-2025-02212 Purchase order Request</p>	<p>06/03/2025 : Pending :</p>
<p>PO-2023-023699 Purchase order request</p>	<p>06/16/2025 : Pending :</p>
<p>INV-2025.021651 Fix invoice amount</p>	<p>05/28/2025 : Pending :</p>

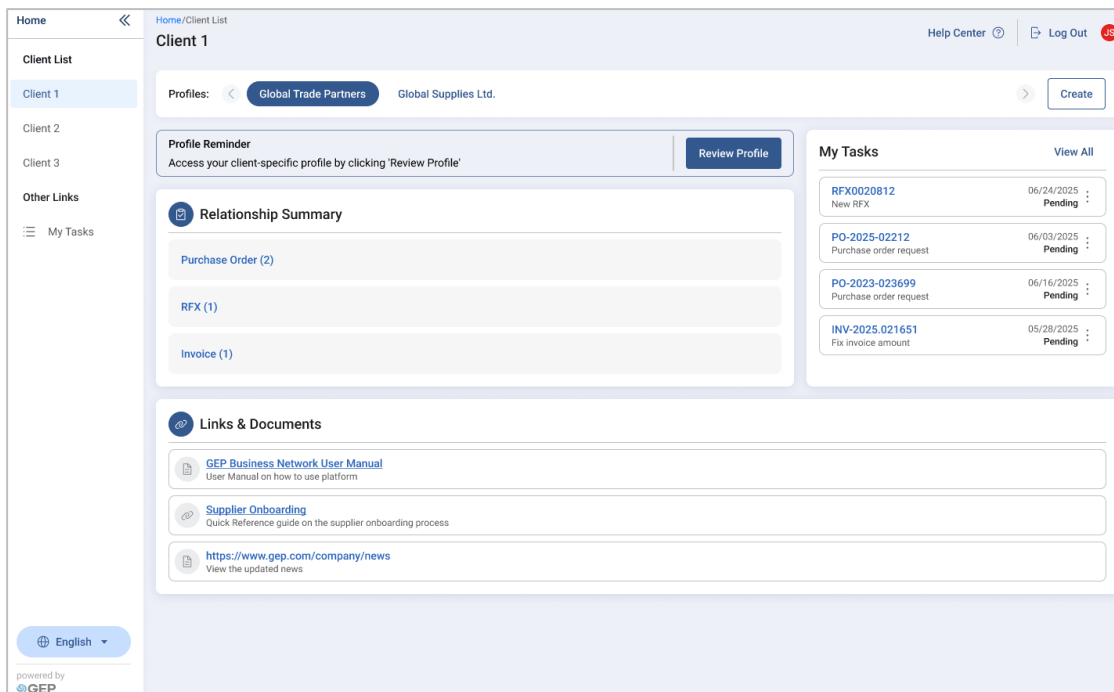
3.3 Client List

The **Client List** displays the client list associated with the Supplier Profile. For more information on Client Profiles, see [Client Profile](#).

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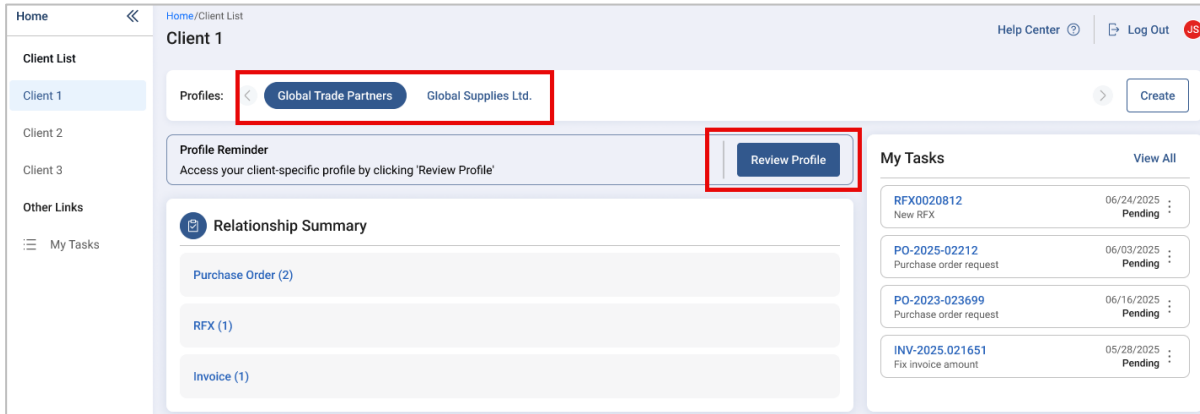


1) Click on any tab to view the corresponding supplier profile details.



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- 2) If a client has multiple supplier profiles, each profile will appear on separate tab. Click on any tab to view the corresponding supplier profile details.
- 3) On an applicable client profile, click **Review Profile** to access the client specific profile.



- 4) In the **Relationship Summary**, you can click any of the URL to access the desired Documents.



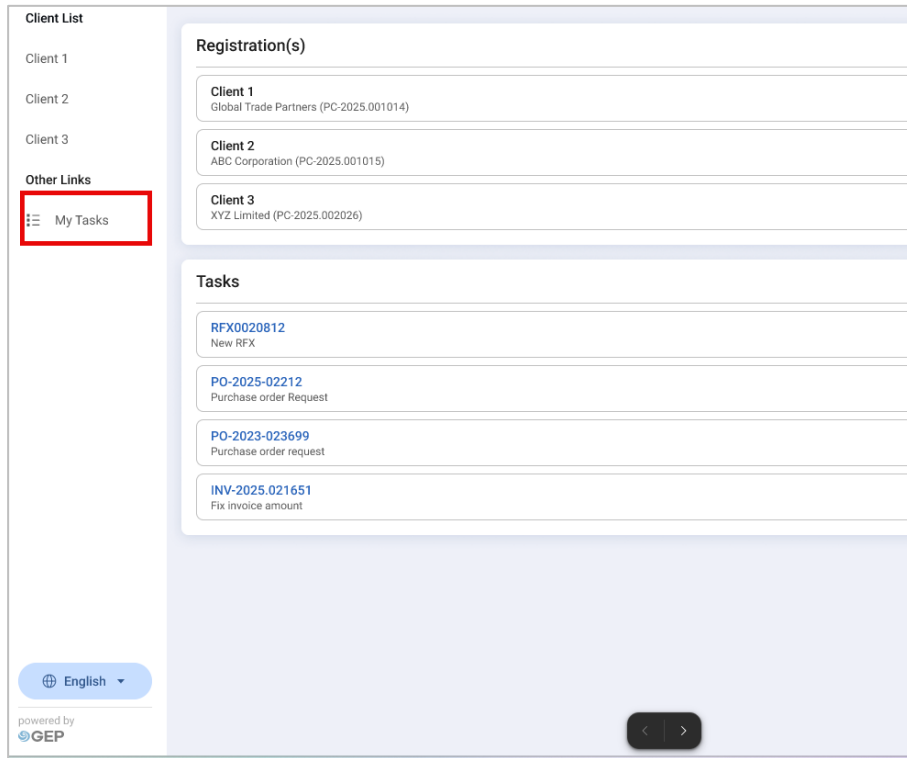
- 5) The **Links and Documents** section contains links to documents that can help you learn more about the organization you are linked with.



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3.4 My Tasks

The My Tasks on the left navigation pane, allows you to view the various buckets and give a more detailed view of the tasks.



Click on the My Tasks link takes you to a My Tasks page wherein you can view the **Document Name**, **Document Number**, **Customer**, and **Created On Date**.

Home/My Tasks Log Out JS

My Tasks

All Action Pending

Search

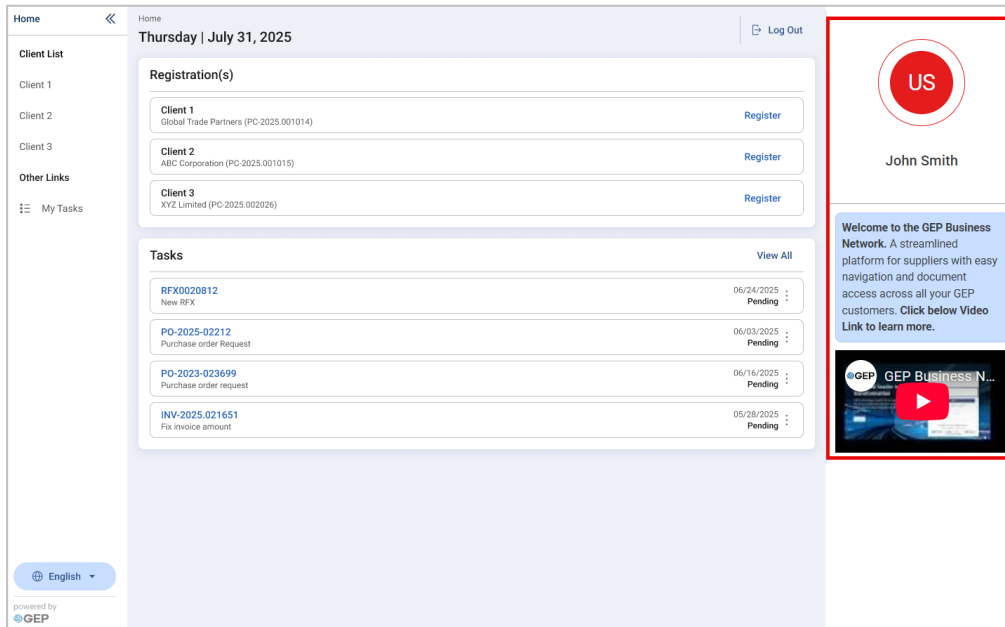
<
Document Name
Document Number
Customer
Created On
Task Type
>
Reset
All Filters

<input type="checkbox"/>	Document Name	Document Number	Customer	Created On	Task Type
<input type="checkbox"/>	RFX0020812	RFX0020812	Client 1	06/24/2025	SMART
<input type="checkbox"/>	PO-2025-02212	PO-2025-02212	Client 1	06/03/2025	SMART
<input type="checkbox"/>	PO-2023-023699	PO-2023-023699	Client 1	06/16/2025	SMART
<input type="checkbox"/>	INV-2025.021651	INV-2025.021651	Client 1	05/28/2025	SMART

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3.5 User Information and Instructional Video

This section displays a short description and a link to an instructional video of GEP Business Network.



3.6 Language Translation

The Language translation drop-down allows you to change language of your preference. Click this drop down on the bottom left corner to select your desired language.

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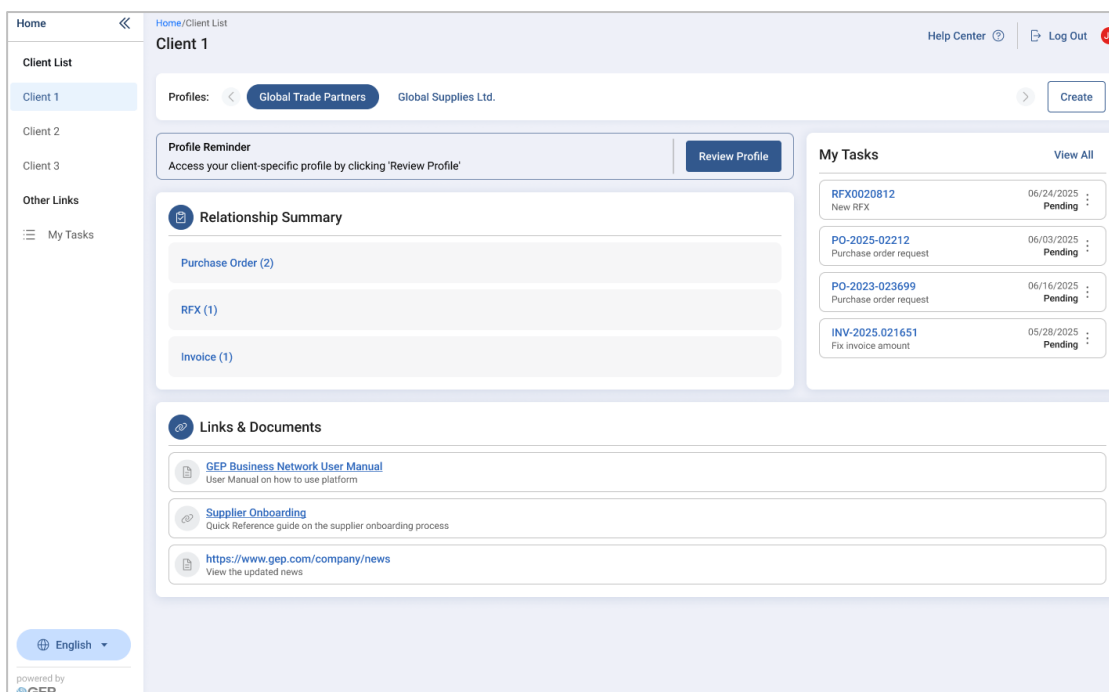
The screenshot displays the GEP Business Network user interface. On the left is a sidebar with navigation options: Client List, Client 1, Client 2, Client 3, Other Links, and My Tasks. A language selection menu is highlighted with a red box, listing various languages including English, Arabic, Bulgarian, Chinese, Croatian, Czech, Danish, Deutsch, Dutch, and English. The main dashboard area shows the date 'Thursday | July 31, 2025' and a 'Log Out' button. It features two primary sections: 'Registration(s)' with three client entries (Client 1, Client 2, Client 3) and a 'Tasks' section with four pending tasks. On the right, a user profile for 'John Smith' is shown with initials 'JS' in a red circle. Below the profile is a welcome message and a video player thumbnail.

Client	Registration ID	Action
Client 1	Global Trade Partners (PC-2025.001014)	Register
Client 2	ABC Corporation (PC-2025.001015)	Register
Client 3	XYZ Limited (PC-2025.002026)	Register

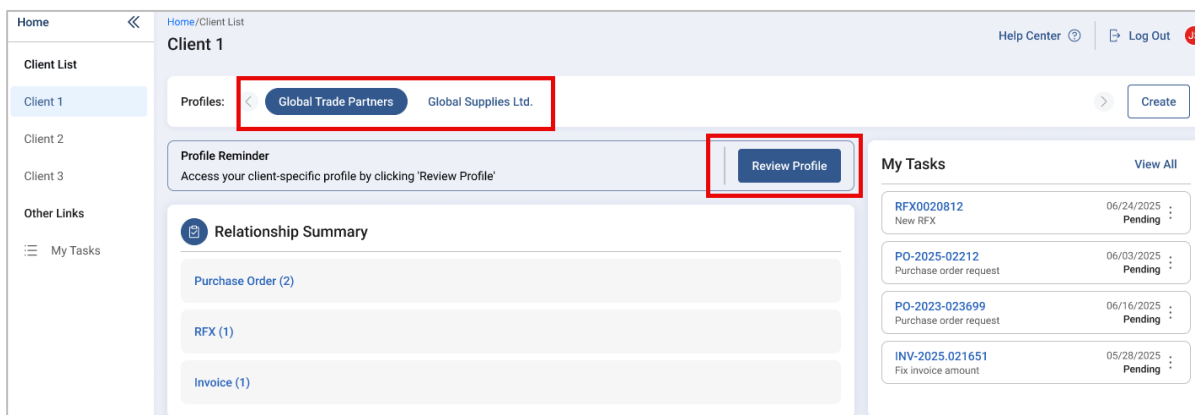
Task ID	Description	Due Date	Status
RFX0020812	New RFX	06/24/2025	Pending
PO-2025-02212	Purchase order Request	06/03/2025	Pending
PO-2023-023699	Purchase order request	06/16/2025	Pending
INV-2025.021651	Fix invoice amount	05/28/2025	Pending

Chapter 4: Client Profile

To view a client specific profile, click any of the listed client names. One of the crucial benefits of GEP Business Network is that users associated with multiple clients can switch between them seamlessly, without needing to log out.



If a client has multiple supplier profiles, each profile will appear on separate tab. Click on any tab to view the corresponding supplier profile details.



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On an applicable client profile, click **Review Profile** to access the client specific profile.

In the **Relationship Summary** section, you can click any of the URL to access the desired Documents.



The **Links and Documents** section contains links to documents that can help you learn more about the organization you are linked with.



4.1 Streamlined Access for Supplier Working with Multiple Clients

- The application displays an Access Denied page with a clear, localized message instructing that you have logged in with the wrong client credentials and to use the appropriate client account.
- When you click the provided link, you are redirected to the Business Network login page, and on successfully entering the correct credentials, you are automatically redirected to the correct client's Business Network login page, where the original access was denied.

Key Benefits:

- Eliminates confusion caused by cross-client login conflicts.

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- Provides a guided recovery path instead of a hard Access Denied block.
- Reduces dependency on CST and support tickets related to access issues.
- Enhances Supplier experience and accessibility across multiple client relationships.
- Maintains consistent security and session integrity across BN environments.

