

# GEP Supplier Registration Portal – FAQs

## Best Practices

### Supported Browsers for GEP SMART

- Google Chrome
- Microsoft Edge

### If you are a Diverse Supplier - \*See additional note [below](#)

- Please be sure to register at <https://tjx.supplierone.co>.
- While registering with TJX does not guarantee a business opportunity, it helps us better understand suppliers' capabilities and experience. We contact suppliers that meet our criteria if we have an appropriate, matching opportunity to participate or to ask that suppliers submit requirements for consideration.

### Primary Registration Form – Diversity and Sustainability Questionnaires

- Select *Additional Information* tab in the Primary Registration Form. Complete the mandatory questions under both the *Diversity Status* and *Sustainability Questions* headers (Click on header to expand questions).

New User Primary Registration Form Language English ▾

Basic Details **Additional Information** Previous Reset Submit

**Diversity Status**

**Sustainability Questions**

1 - Does your company track your carbon emissions (and the emissions from your suppliers)? Are you able to report them to us? Do you have any targets or commitments for reducing them?\*

Please Select ▾

2 - Are you able to provide information about the carbon footprint of your products? Do you have any targets to reduce it?\*

Please Select ▾

# GEP Supplier Registration Portal – FAQs

## Frequently Asked Questions

### Why am I being asked to register?

- In an effort to engage with our current and prospective vendors, we are asking all suppliers to complete a GEP Smart profile.

### Is the registration form available in another language?

- Yes; A *Language* selection dropdown is available on the upper right side of the page (highlighted below).

#### New User Primary Registration Form

##### Basic Details

All fields marked with \* are required.

##### Account Credentials

Username \*

The image shows a screenshot of the registration form's language selection dropdown menu. The dropdown is open, showing a list of languages: Chinese(Simplified), English, Français, Deutsch, Hungarian, Italiano, Polish, Portuguese, Romanian, Español, and Dutch. The 'English' option is currently selected and highlighted. The dropdown is located in the upper right corner of the page, and the entire area is highlighted in yellow.

### What information needs to be completed?

- All fields noted with \* in the Primary Registration Form must be completed. In addition, there are mandatory questions listed under the *Additional Information* tab.
- Once registered, please complete your profile as detailed as possible. Include any relevant documents/information to help us best understand your business' capabilities.

### Who do I contact if I need technical support?

- Please reach out to [Support@gep.com](mailto:Support@gep.com).

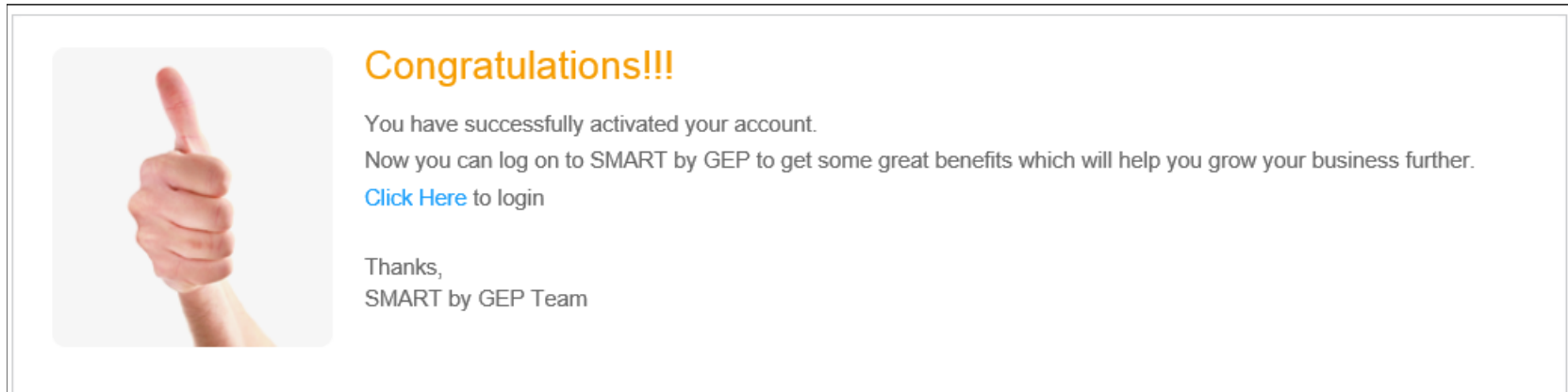
### I received a duplicate registration error, who can assist?

- Please reach out to [Support@gep.com](mailto:Support@gep.com) with your company profile name / *Identification Information*. The support team can provide the email address for the registered user affiliated with your existing company profile.

# GEP Supplier Registration Portal – FAQs

## How do I know if I successfully registered?

- Once you have registered and clicked on the verification link received via email from GEP, you will be directed to the below confirmation page. You will then be able to login to the [GEP](#) supplier page.




## What if I have additional questions on how to register or use the GEP platform?

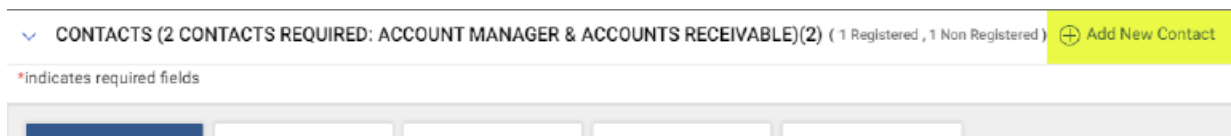
- Refer to the [Suppliers On-Boarding User Manual](#) posted on the [TJX Not For Resale Suppliers](#) site. Please reach out to [Support@gep.com](mailto:Support@gep.com) with any technical questions/requests.

## What events are currently available for me to participate in?

- Registration in GEP is not a direct invitation to participate in an event. Your profile will be considered if/when a future opportunity arises. A formal invitation will come from your TJX business partner when there is an eligible event.

## Can I add another contact at my company to our supplier profile?

- Yes; select the + *Add New Contact* button in the upper right corner of the contact section. Invite the contact to register by selecting the  icon after inputting their information.



# GEP Supplier Registration Portal – FAQs

## Why am I being asked to complete the *Diversity and Sustainability* Questionnaires

- Questions are for information and reporting purposes only. TJX does not award based on these responses. All diverse-owned businesses are encouraged to register on our supplier diversity portal. By submitting your information, you will be entered into our supplier database. While registering with TJX does not guarantee a business opportunity, it helps us better understand suppliers’ capabilities and experience. We contact suppliers that meet our criteria if we have an appropriate, matching opportunity to participate or to ask that suppliers submit requirements for consideration.

## \*TJX Supplier Diversity

### REGISTER YOUR COMPANY

All diverse-owned businesses are encouraged to register on our supplier diversity portal. By submitting your information, you will be entered into our supplier database. While registering with TJX does not guarantee a business opportunity, it helps us better understand suppliers’ capabilities and experience. We contact suppliers that meet our criteria if we have an appropriate, matching opportunity to participate or to ask that suppliers submit requirements for consideration.

Inclusion & Diversity has long been a priority at TJX. The value we place on diversity extends into all aspects of our organization, including our supplier relationships.

Our Supplier Diversity Program is dedicated to broadening supplier options for not-for-resale goods and services. Since its inception in 1992, our program has expanded to help provide additional opportunities to businesses owned by minorities, women, veterans, LGBTQ+ individuals, and persons with disabilities. This, in turn, has helped us identify suppliers for mutually beneficial relationships and has helped to promote economic development in our suppliers’ local communities.

TJX is pleased to work with numerous diverse council partners in the regions we serve. We encourage our current and prospective diverse suppliers to become certified with at least one of the following:

| U.S. Diverse-owned Businesses:  | Diverse-owned Businesses in Canada, U.K., Germany & Australia:  |
|---|---|
| <ul style="list-style-type: none"><li>• Disability:IN</li><li>• National Gay &amp; Lesbian Chamber of Commerce (NGLCC)</li><li>• National Minority Supplier Development Council (NMSDC)</li><li>• National Veteran-Owned Business Association (NaVOBA)</li><li>• Women’s Business Enterprise National Council (WBENC)</li><li>• Other diverse classifications and state, local, and federal certifying agencies</li></ul> | <ul style="list-style-type: none"><li>• Canada’s LGBT+ Chamber of Commerce (CGLCC)</li><li>• Canadian Aboriginal and Minority Supplier Council (CAMSC)</li><li>• Inclusive Workplace &amp; Supply Council of Canada (IWSCC)</li><li>• Minority Supplier Development UK (MSDUK)</li><li>• OutBritain</li><li>• WeConnect International</li></ul> |