

Supplier GEP User Guide.

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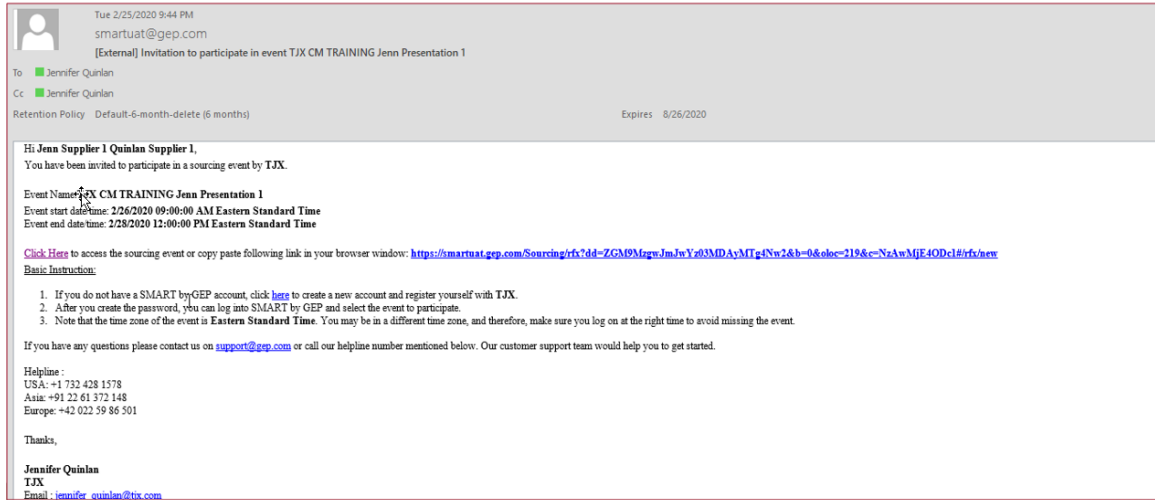
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1. Suppliers with the existing GEP access.

Once the event is published suppliers will get GEP notification.

Suppliers with the existing access will be able to access the event via the link included in the invitation.

Supplier View



Tue 2/25/2020 9:44 PM
smartuat@gep.com
[External] Invitation to participate in event TJX CM TRAINING Jenn Presentation 1

To: Jennifer Quinlan
Cc: Jennifer Quinlan
Retention Policy: Default-6-month-delete (6 months) Expires: 8/26/2020

Hi **Jenn Supplier 1 Quinlan Supplier 1**,
You have been invited to participate in a sourcing event by TJX.

Event Name: **TJX CM TRAINING Jenn Presentation 1**
Event start date/time: **2/26/2020 09:00:00 AM Eastern Standard Time**
Event end date/time: **2/28/2020 12:00:00 PM Eastern Standard Time**

[Click Here](#) to access the sourcing event or copy paste following link in your browser window: <https://smartuat.gep.com/Sourcing/rfx?dd=ZGM3MqpwJmJnYr03MDAycMTt4Nn2Ab=0&oloc=218&c=NzAsMjE4ODcl#rfx/evn>

Basic Instruction:

1. If you do not have a SMART byGEP account, click [here](#) to create a new account and register yourself with TJX.
2. After you create the password, you can log into SMART by GEP and select the event to participate.
3. Note that the time zone of the event is **Eastern Standard Time**. You may be in a different time zone, and therefore, make sure you log on at the right time to avoid missing the event.

If you have any questions please contact us on support@gep.com or call our helpline number mentioned below. Our customer support team would help you to get started.

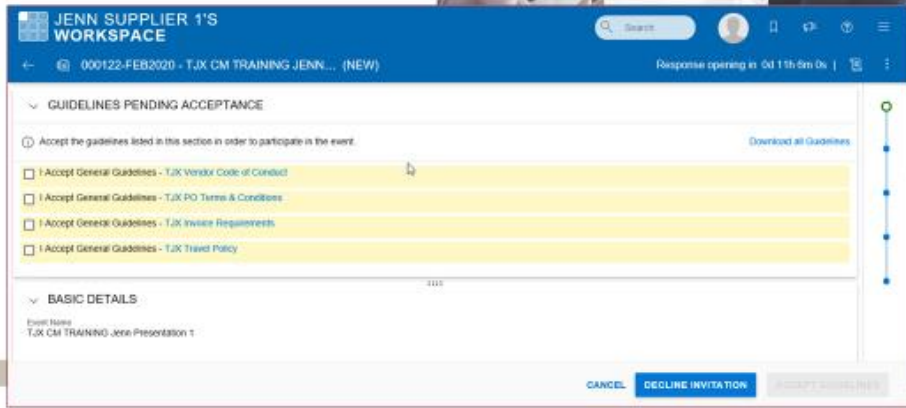
Helpline :
USA: +1 732 428 1578
Asia: +91 22 61 372 148
Europe: +42 022 59 86 501

Thanks,
Jennifer Quinlan
TJX
Email : jennifer_quinlan@tjx.com

Supplier View

Suppliers with Existing Access

Suppliers with existing access will be able to access the event via the link.



JENN SUPPLIER 1'S WORKSPACE

000122-FEB2020 - TJX CM TRAINING JENN... (NEW) Response opening in 5d 11h 5m 0s

GUIDELINES PENDING ACCEPTANCE

Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

- I Accept General Guidelines - TJX Vendor Code of Conduct
- I Accept General Guidelines - TJX PO Terms & Conditions
- I Accept General Guidelines - TJX Invoice Requirements
- I Accept General Guidelines - TJX Travel Policy

BASIC DETAILS

Event Name
TJX CM TRAINING Jenn Presentation 1

CANCEL DECLINE INVITATION ACCEPT GUIDELINES

2. Password reset.

Please follow the steps as below to reset your password:

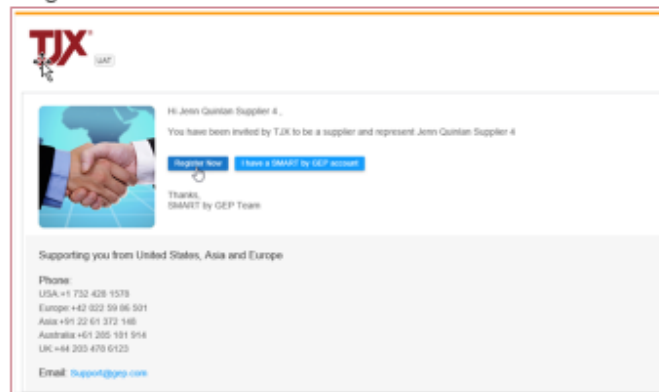
1. On the GEP SMART sign in page (<https://smart.gep.com>), click on forgot password
2. Specify the Username as (your email address) and click on Submit
3. A link to reset the password will be sent on your registered email address -
4. You can then click on the link from email to reset your password

3. Suppliers with no existing account in GEP system.

Supplier View

First Time Supplier User

Suppliers without existing access will be able to access the event via the link and self register



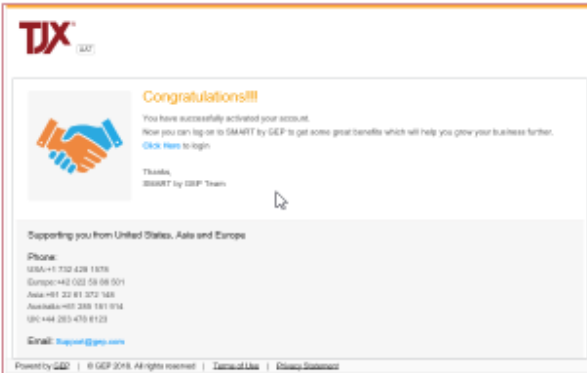
Please click on "Register Now" and follow the instruction for company registration.

Note: If you experience any technical issues with the system or need GEP assistance please contact GEP Customer service directly support@gep.com. The information is also included in the invitation.

Supplier View

First Time Supplier User

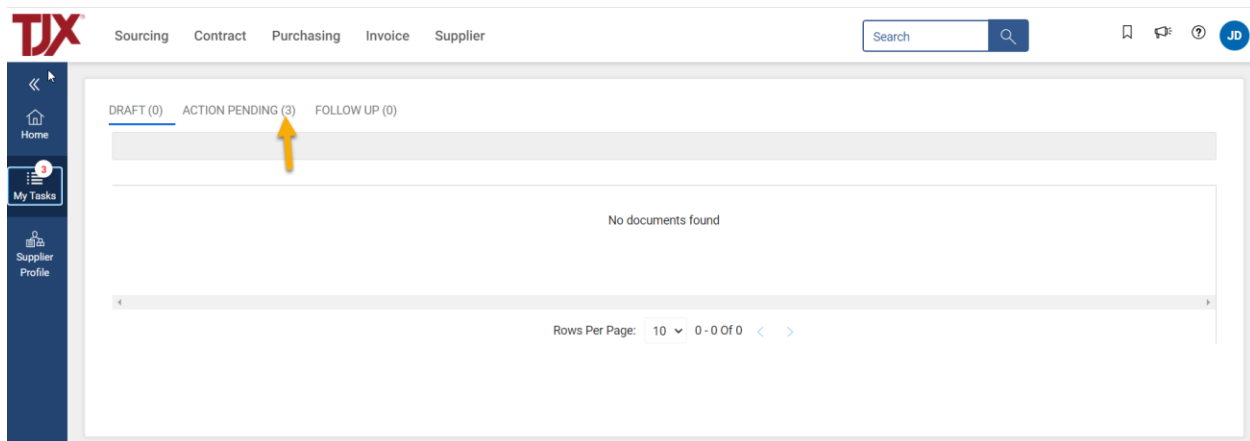
Upon completion of verification email, newly registered suppliers can access the event



4. Supplier Home Page.

You can find new sourcing project (RF'x) under Action Pending folder.

Supplier View



5. Accept or Decline Guidelines

000270-Jan2022 IT que... New Response closing in 15d 8h 5m 6s

GUIDELINES PENDING ACCEPTANCE

Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

I Accept General Guidelines -NDA Confirmation

BASIC DETAILS

Event Name
000270-Jan2022 IT questions template RFI

Event Description
000270-Jan2022 IT questions template RFI

Event Type
Request for Information

Event Currency
CAD

Event Overview
-

Category*
Construction

Business Unit*
Winners

Region*
Canada

CANCEL **DECLINE INVITATION** **ACCEPT GUIDELINES**

Click on each Guidelines to accept or Decline Invitation. Example of Guidelines below:

JENN'S WORKSPACE Search Response opening in 0d 10h 43m 56s

000122-FEB2020 - TJX CM TRAINING JENN... (NEW)

GUIDELINES PENDING ACCEPTANCE

Accept the guidelines listed in this section in order to participate in the event. [Download all Guidelines](#)

I Accept General Guidelines - TJX Vendor Code of Conduct

I Accept General Guidelines - TJX PO Terms & Conditions

I Accept General Guidelines - TJX Invoice Requirements

I Accept General Guidelines - TJX Travel Policy

BASIC DETAILS

Event Name
TJX CM TRAINING Jenn Presentation 1

CANCEL **DECLINE INVITATION** **ACCEPT GUIDELINES**

Once the Guidelines have been accepted and intent to participate acknowledges, the supplier can view the event.

6. Supplier RFx View.

Note: if the event invitation is sent in advance of the launch, only preview mode is available.

Click on the Basic Details to view the event details; Timeline , project attachments.

Supplier View

000269-Jan2022-IT qu... New Response closing in 15d 9h 3m 41s Discussion Forum

BASIC DETAILS

Event Name
000269-Jan2022-IT questions template RFI

Event Description
000269-Jan2022-IT questions template RFI

Event Type
Request for Information

Event Currency
CAD

Event Overview
-

Category*
Technology - IT & Telecommunicati...

Business Unit*
Winners

Region*
Canada

BUYER CONTACT INFORMATION (1)

Name	Designation	Email Address	Contact Number
Bozena Najda		Bozena_Najda@tjxcanada.ca	

Validate CANCEL SUBMIT RESPONSE

Supplier View

000269-Jan2022-IT qu... New Response closing in 15d 9h 2m 59s Discussion Forum

BUYER CONTACT INFORMATION (1)

Name	Designation	Email Address	Contact Number
Bozena Najda		Bozena_Najda@tjxcanada.ca	

EVENT TIMELINES Gantt View

Time Zone:India Standard Time(UTC+5:30)

Name	Start Date & Time	End Date & Time	Duration
Response Timeline	01/28/2022 12:30 AM	02/12/2022 10:29 AM	15d 9h 59m

QUESTIONNAIRES (1) Upload All Download All

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
IT questionnaire RFI	Technical	-	-	48	0.00%	

Validate CANCEL SUBMIT RESPONSE

7. Completing Requirement Questions off line from Questionnaire Section.

Supplier View

000269-Jan2022--IT qu... Response closing in 15d 9h 2m 59s

Home

My Tasks

Supplier Profile

BASIC DETAILS
Bozena Najda Bozena_Najda@tjxcanada.ca

BUYER CONTACT INFOR...

EVENT TIMELINES Gantt View

Time Zone: India Standard Time(UTC+5:30)

Name	Start Date & Time	End Date & Time	Duration
Response Timeline	01/28/2022 12:30 AM	02/12/2022 10:29 AM	15d 9h 59m

QUESTIONNAIRES (1) Upload All Download All

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
IT questionnaire RFI	Technical	-	-	48	0.00%	

SUPPLIER ATTACHMENTS

CANCEL SUBMIT RESPONSE

Supplier View

Supplier Responses: Suppliers will be able to download, upload responses to questionnaires, guidelines, and price sheets or enter in the user interface. Suppliers can start in the user interface and then download, complete, and upload

QUESTIONNAIRE DOWNLOAD:

SECTION NAME	QUESTION NUMBER	QUESTION TITLE	RESPONSE OPTIONS	RESPONSE TO QUESTION
General	1	Please acknowledge if at any time during this event if you have technical issues you will contact the following:		
General	2	What is your Company name?		
General	3	What is the name of your Parent Company (if applicable)?		
General	4	List any previous business names (if applicable).		
General	5	Please confirm your acceptance of TX's standard payment terms of 21/30 Net 45 days.		
General	6	Are you currently a supplier for TX or its divisions?		

Once you complete the questions offline you can upload the questions back to the project using Upload option located in the Questionnaire Section below.

Supplier View

The screenshot shows the 'Supplier View' for project '000269-Jan2022--IT qu...'. The interface includes a sidebar with navigation options: Home, My Tasks (with a notification badge), and Supplier Profile. The main content area is divided into sections: 'BASIC DETAILS' (Bozena Najda, Bozena_Najda@tjxcanada.ca), 'EVENT TIMELINES' (Gantt View), 'QUESTIONNAIRES (1)', and 'SUPPLIER ATTACHMENTS'. A table under 'QUESTIONNAIRES (1)' lists one questionnaire: 'IT questionnaire RFI' with a technical evaluation type, 48 questions, and 0.00% completion. An 'Upload All' button is highlighted with a yellow arrow. At the bottom, there are 'Validate', 'CANCEL', and 'SUBMIT RESPONSE' buttons.

000269-Jan2022--IT qu... New Response closing in 15d 9h 2m 59s

Bozena Najda Bozena_Najda@tjxcanada.ca

EVENT TIMELINES [Gantt View](#)

Time Zone:India Standard Time(UTC+5:30)

Name	Start Date & Time	End Date & Time	Duration
Response Timeline	01/28/2022 12:30 AM	02/12/2022 10:29 AM	15d 9h 59m

QUESTIONNAIRES (1) [Upload All](#) [Download All](#)

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
IT questionnaire RFI	Technical	-	-	48	0.00%	Edit

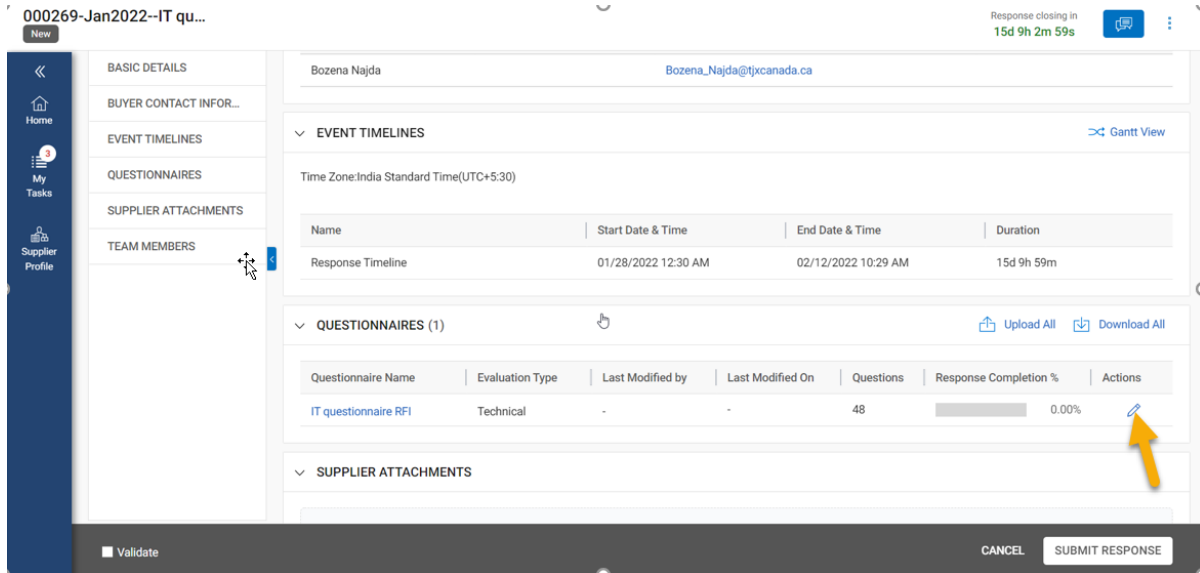
SUPPLIER ATTACHMENTS

Validate CANCEL SUBMIT RESPONSE

8. Completing Requirement Questions online from Questionnaire Section.

Please click on the Pencil located in the Questionnaires Section.

Supplier View



000269-Jan2022--IT qu... Response closing in 15d 9h 2m 59s


Bozena Najda Bozena_Najda@tjxcanada.ca

EVENT TIMELINES Gantt View

Time Zone: India Standard Time(UTC+5:30)

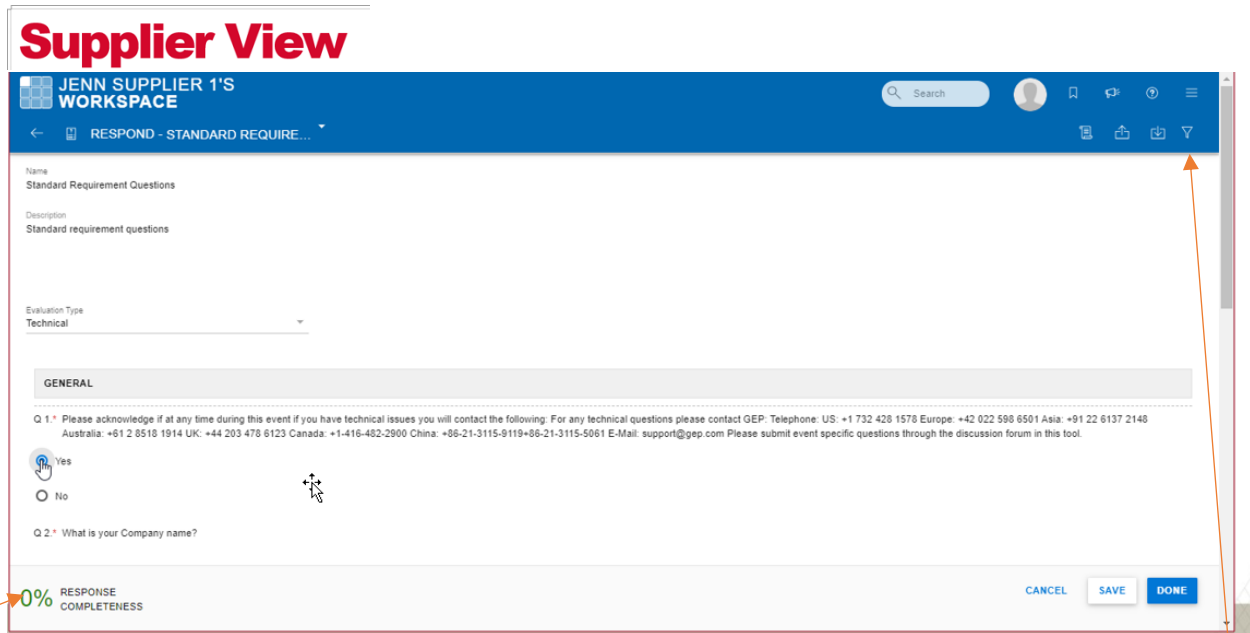
Name	Start Date & Time	End Date & Time	Duration
Response Timeline	01/28/2022 12:30 AM	02/12/2022 10:29 AM	15d 9h 59m

QUESTIONNAIRES (1) Upload All Download All

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
IT questionnaire RFI	Technical	-	-	48	0.00%	

SUPPLIER ATTACHMENTS

Validate CANCEL SUBMIT RESPONSE



Supplier View

JENN SUPPLIER 1'S WORKSPACE Search

RESPOND - STANDARD REQUIRE...

Name: Standard Requirement Questions
Description: Standard requirement questions
Evaluation Type: Technical

GENERAL

Q 1.* Please acknowledge if at any time during this event if you have technical issues you will contact the following: For any technical questions please contact GEP: Telephone: US: +1 732 428 1578 Europe: +42 022 588 6501 Asia: +91 22 6137 2148 Australia: +61 2 8518 1914 UK: +44 203 478 6123 Canada: +1-416-482-2900 China: +86-21-3115-9119+86-21-3115-5061 E-Mail: support@gep.com Please submit event specific questions through the discussion forum in this tool.

Yes
 No

Q 2.* What is your Company name?

0% RESPONSE COMPLETENESS CANCEL SAVE DONE

You can see Response Completion % under Questionnaires Tab.

Supplier View

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
IT questionnaire RFI	Technical	John Doe	01/28/2022 2:26 AM	46	54.35%	

Note: you can also check if you missed any mandatory questions. Click on Filters at the top-right corner.

Supplier View

48 question(s) require input

Name: IT questionnaire RFI

Description: -

Evaluation Type: Technical

Q 1. * Please acknowledge if at any time during this event if you have technical issues you will contact the following: For any technical GEP questions please contact GEP: Telephone:US: +1 732 428 1578 Europe: +42 022 598 6501 Asia: +91 22 6137 2148 Australia: +61 2 8518 1914 UK: +44 203 478 6123 Canada: +1-416-482-2900 China: +86-21-3115-9119+86-21-3115-5061 E-Mail: support@gep.com For any event specific questions please contact our supplier help desk team: Telephone: AU888-450-1524 UK +44 (0) 1746 335-002US/CA 888-450-1524 Email: supplier_helpdesk@TJX.com

Q 2. * What is your Company

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE

9. Price Sheet Section.

Supplier View

Supplier Responses:

Suppliers will be able to download, upload responses to questionnaires, guidelines, and price sheets or enter in the user interface.

Suppliers can start in the user interface and then download, complete, and upload.
PRICE SHEET DOWNLOAD:

Column Name:	Drop Down	Text	Text	Numeric	Drop Down	Currency	Computed
*Intent to Bi	*Item name	*Item number	*Volume	*Unit	*Price per unit(USD)	Total price	
Yes	Widget 1	1		10 EA : Each		0.00	
Yes	Widget 2	2		100 EA : Each		0.00	
Yes	Widget 3	3		1000 EA : Each	USD 550.00	550,000.00	
Yes	Widget 4	4		10000 EA : Each	USD 55.00	550,000.00	

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %
Jenn's Demo Price Sheet	Jenn Supplier 1 Quintan ...	02/26/2020 9:47 AM	50.00%

You can also use the Pencil to complete the price sheet directly online.

Price Sheet Name	Last Modified By	Last Modified On	Response Completion %
Construction event	-	-	0.00%

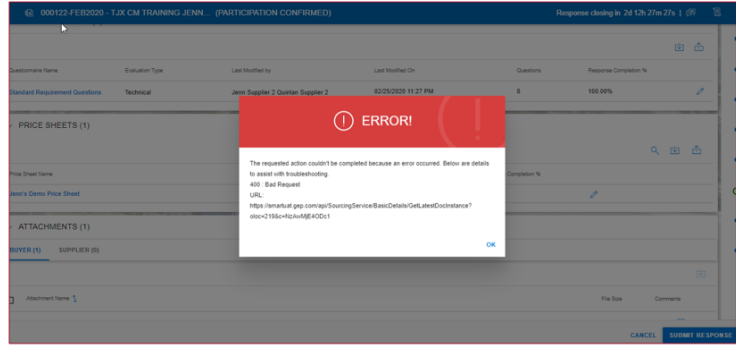
Supplier View

Supplier Responses:

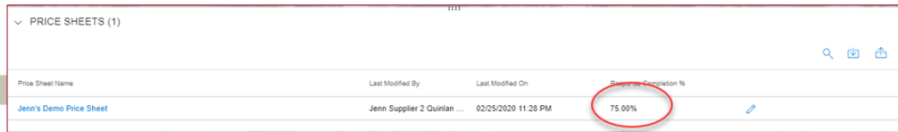
Suppliers will be able to download, upload responses to questionnaires, guidelines, and price sheets or enter in the user interface.

Suppliers can choose not to bid on select lines; if they do not bid and do not choose "NO" as their intent to bid, they will not be able to submit.

PRICE SHEET DOWNLOAD



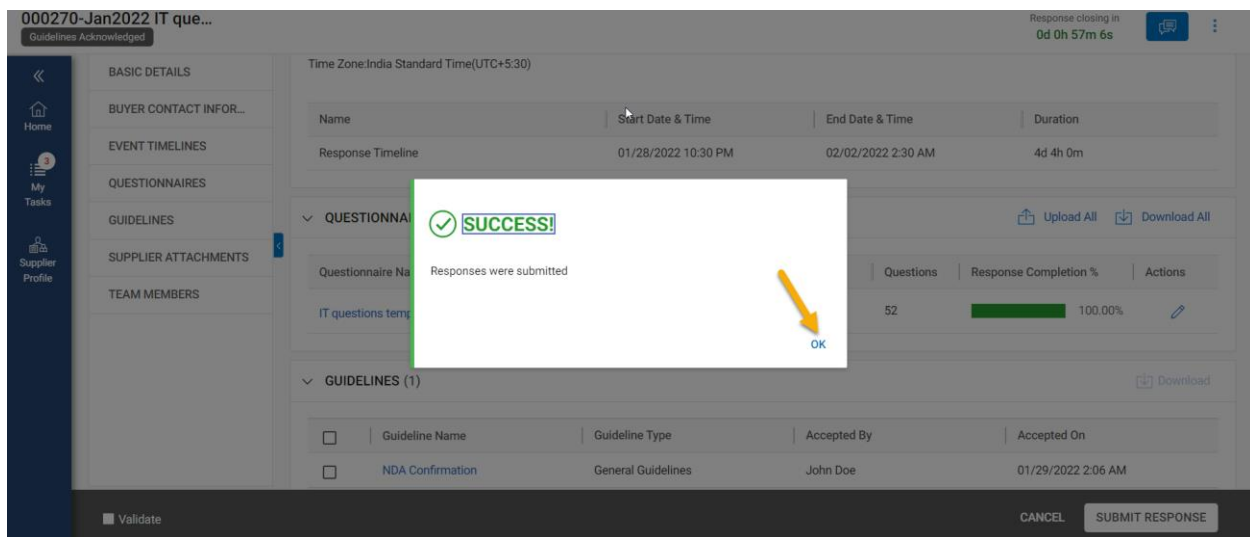
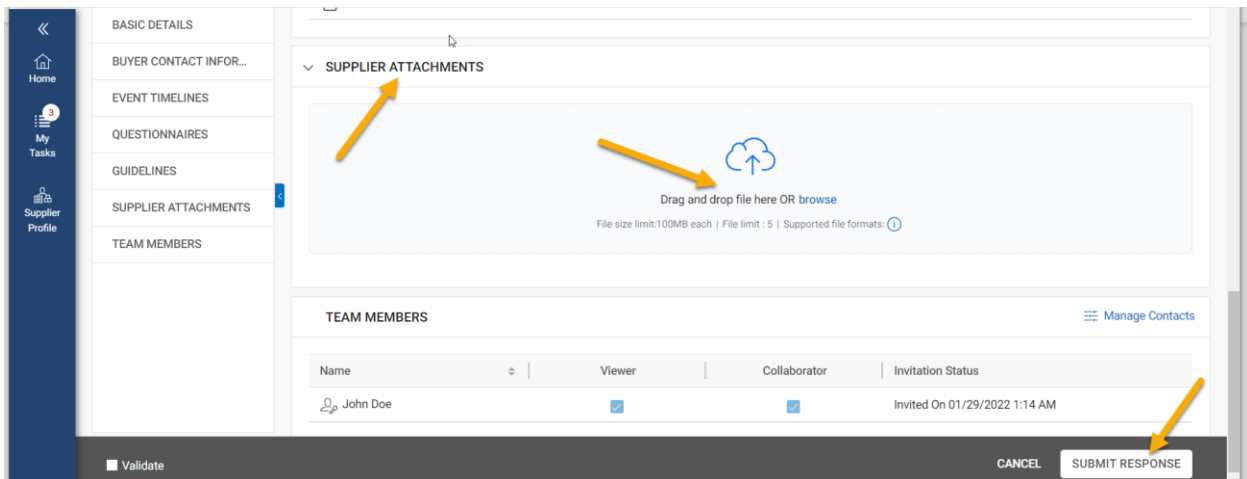
	A	B	C	D	E	F	G
1	*Intent to Bid	*Item Name	*Item Number	*Volume	*Unit	*Price Per Uni...	Total Price
2	Yes	Widget 1	1	10	EA : Each	USD 45,000.00	450,000.00
3	Yes	Widget 2	2	100	EA : Each	USD 4,500.00	450,000.00
4	No	Widget 3	3	1,000	EA : Each	-	-
5	Yes	Widget 4	4	10,000	EA : Each	-	0.00
6							900,000.00



10. Add attachments and submit responses.

Supplier View

Supplier Responses: Suppliers submit responses. In order to attach any additional file please see Supplier Attachments Section. You can drag and drop your files in the space below. Once completed please Submit Responses.



Click OK.

11. Withdrawing responses

If you need to revise the responses, please click on “Withdraw Responses” make updates and resubmit again.

The screenshot displays the 'Supplier View' interface for 'JENN SUPPLIER 1'S WORKSPACE'. The main heading is 'Supplier Responses: Suppliers submits response confirmation'. The interface shows details for a response submitted on 02/26/2020 at 9:53 AM. The response is for 'Event Name: TJX CM TRAINING Jenn Presentation 1' and 'Event Description: TJX CM TRAINING EU Jenn Presentation 1'. The event type is 'Request for Quotation', currency is 'USD', and region is 'Australia'. The 'WITHDRAW RESPONSES' button is highlighted with a blue arrow.

Supplier View
Supplier Responses: Suppliers submits response confirmation

JENN SUPPLIER 1'S WORKSPACE

000122-FEB2020 - TJX CM TRAINING JENN... (RESPONSE SUBMITTED) Response closing in 2d 12h 35m 16s

Responses were submitted by Jenn Supplier 1 Quintan Supplier 1 on 02/26/2020 9:53 AM

BASIC DETAILS

Event Name
TJX CM TRAINING Jenn Presentation 1

Event Description
TJX CM TRAINING EU Jenn Presentation 1

Event Type: Request for Quotation | Event Currency: USD | Event Overview: RFI+RFP Project Overv...

Category*: Construction | Business Unit*: TJ Maxx | Region*: Australia

EVENT TIMELINES

Time Zone: India Standard Time (UTC+5:30)

Name	Start Date & Time	End Date & Time

CANCEL WITHDRAW RESPONSES

12. Discussion Forum

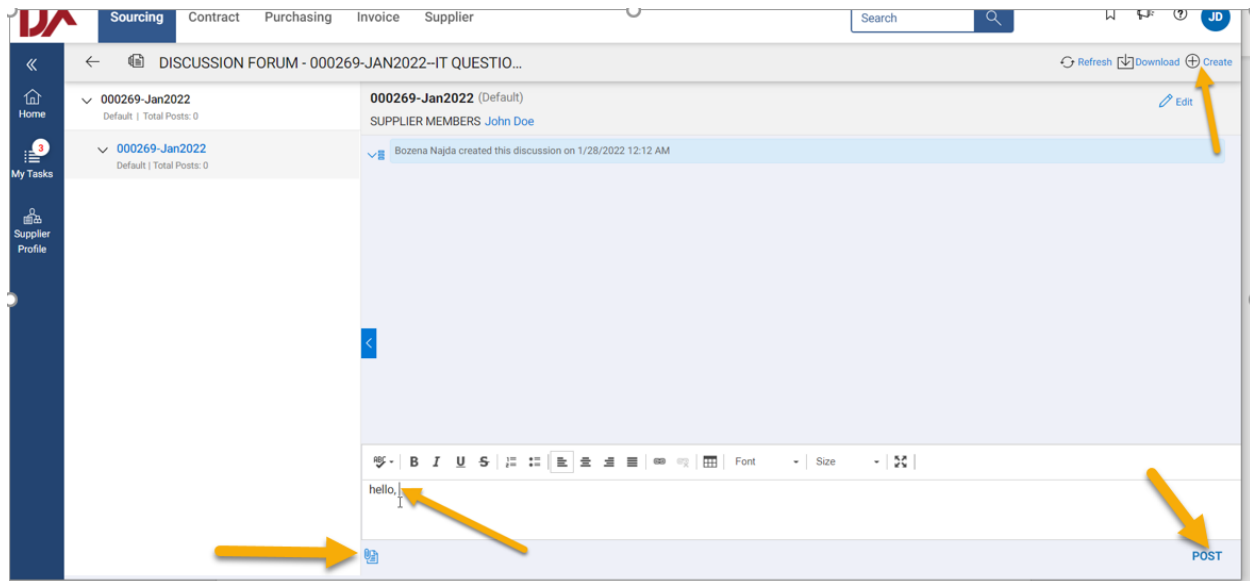
Supplier can post questions related to the project using GEP tool called “Discussion Forum”.

Supplier View



You have an option to create new Topic/ Discussion or add the attachment with the questions.

Once you complete please click “Post”



13. GEP Customer Service contact.

If you experience any technical issues with GEP system, please contact GEP Customer Service directly:

support@gep.com . GEP Support information is also located in the project screen.

