SMART by GEP®
Unified Procurement Platform

ORDER TRACKING SUPPLIER USER MANUAL

## Table of Contents

Chapter 1: Supplier User

In this guide, you will your role as a supplier in the procurement process along with information on the process of creating and finalizing the following documents: Order and ASN.

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Chapter 2:   Viewing the Documents

Once the buyer has finalised the order you will receive an email notification to acknowledge the Order.

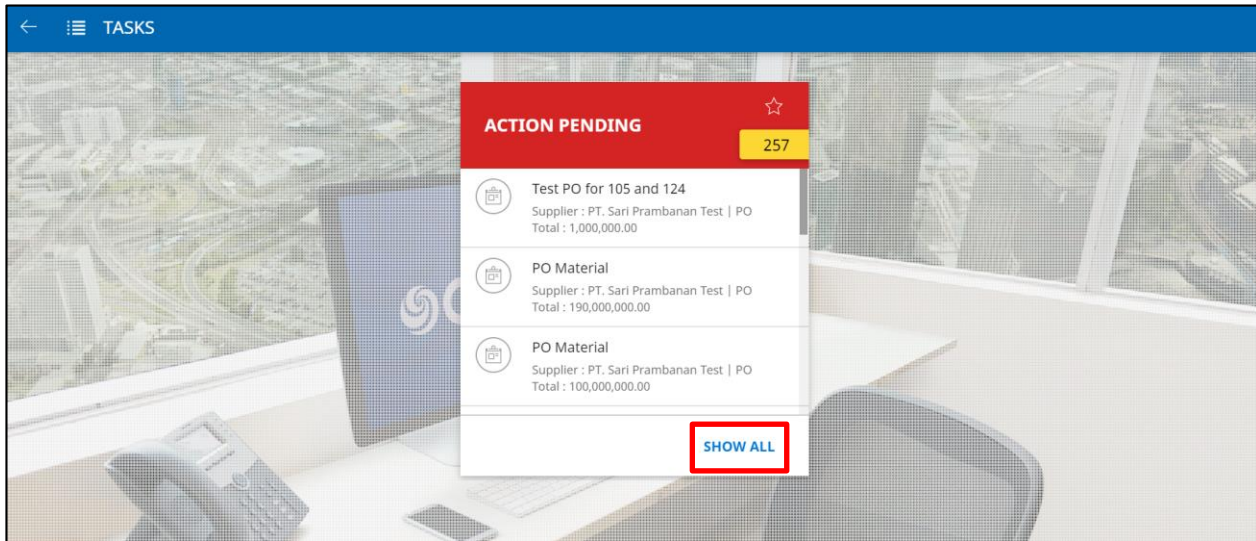You will receive an email from support@gep.com as per example below.
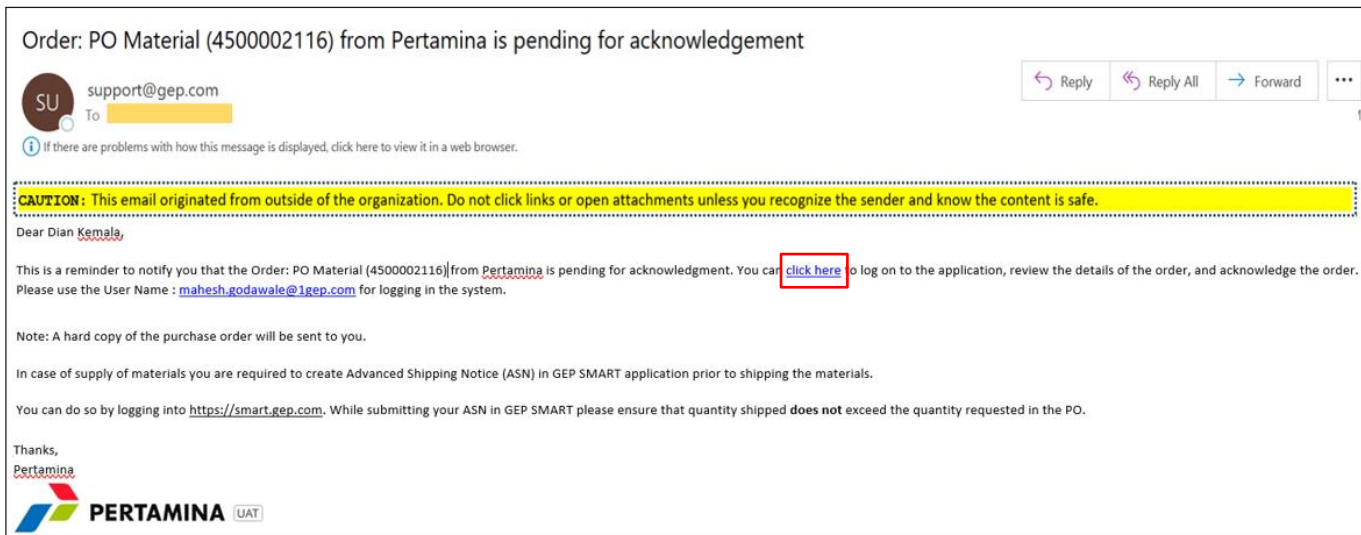
You can click on **click here** to open order and review the details of it.

Alternately, On the Workspace home page, you can view the existing order documents either under the Task section or the Manage section, if you are already logged in to SMART GEP portal.

a.) Under the **Task section,** the documents are grouped under action pomading card. You can search for and work on the required Order document.

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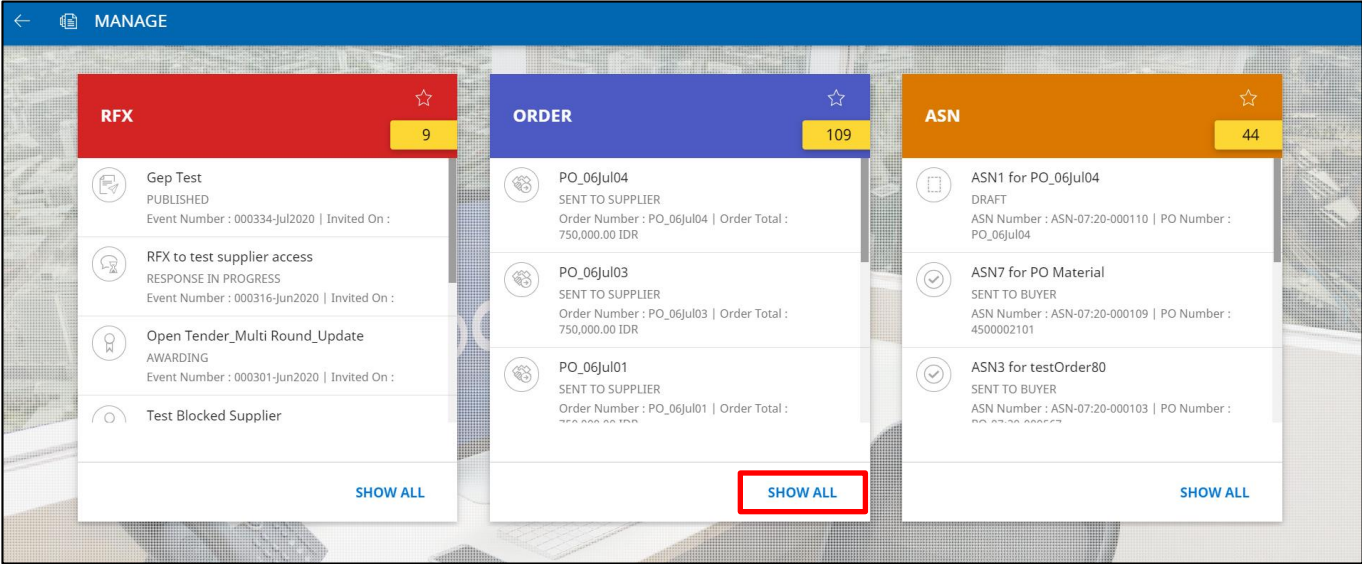b.) You can also search for the required document using the search field on the Workspace home page.
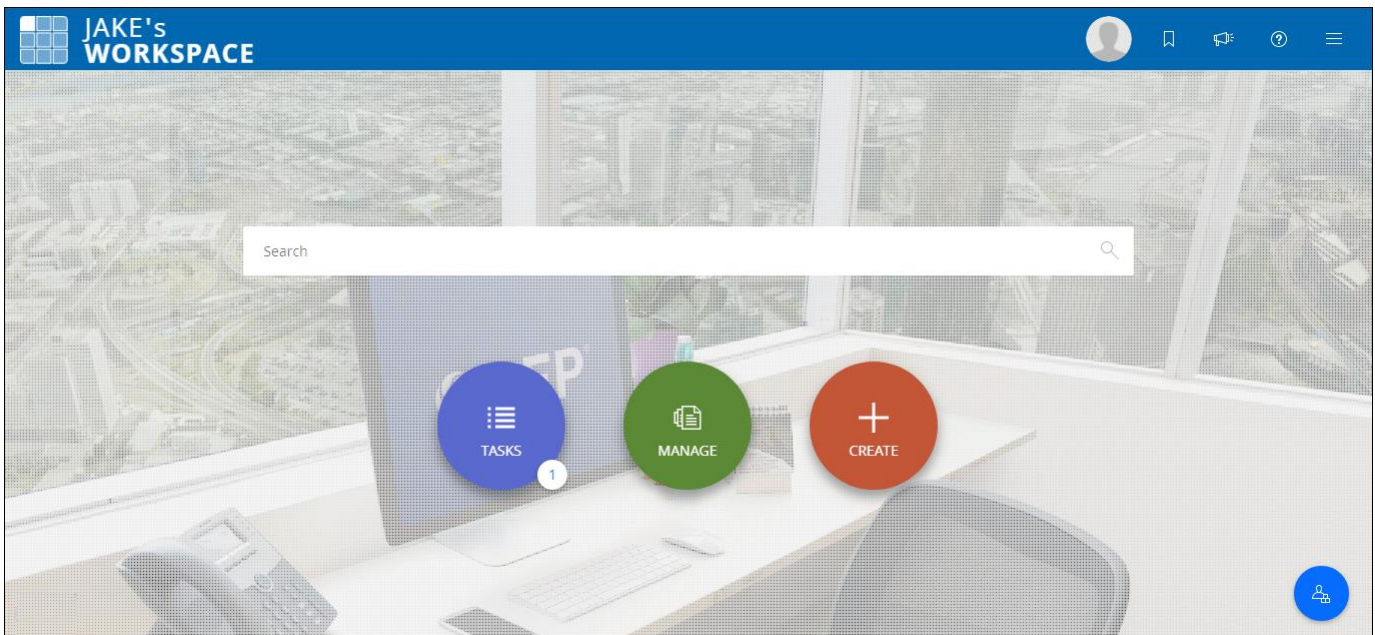
c.) Under the **Manage section,** the documents are arranged according to the document types. Scroll through the list of cards to locate the card for the required document type, and then click the required document. To view the document-specific landing page for that document type, click **Show All.**

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MANAGE

RFX 9
- **Gep Test**
  PUBLISHED
  Event Number : 000334-Jul2020 | Invited On :
- **RFX to test supplier access**
  RESPONSE IN PROGRESS
  Event Number : 000316-Jun2020 | Invited On :
- **Open Tender_Multi Round_Update**
  AWARDING
  Event Number : 000301-Jun2020 | Invited On :
- **Test Blocked Supplier**

SHOW ALL

ORDER 109
- **PO_06Jul04**
  SENT TO SUPPLIER
  Order Number : PO_06Jul04 | Order Total :
  750,000.00 IDR
- **PO_06Jul03**
  SENT TO SUPPLIER
  Order Number : PO_06Jul03 | Order Total :
  750,000.00 IDR
- **PO_06Jul01**
  SENT TO SUPPLIER
  Order Number : PO_06Jul01 | Order Total :

SHOW ALL

ASN 44
- **ASN1 for PO_06Jul04**
  DRAFT
  ASN Number : ASN-07:20-000110 | PO Number :
  PO_06Jul04
- **ASN7 for PO Material**
  SENT TO BUYER
  ASN Number : ASN-07:20-000109 | PO Number :
  4500002101
- **ASN3 for testOrder80**
  SENT TO BUYER
  ASN Number : ASN-07:20-000103 | PO Number :

SHOW ALL

Note

For information on logging into SMART by GEP and navigating the Task and Manage sections of Workspace, see Workspace Overview User Manual.

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Chapter 3: Orders

As a supplier, you can acknowledge orders in SMART GEP. An order is a document created and sent to you with the purpose of engaging in a transaction of products or services.

3.1 Acknowledging an Order

Once you received the Order, it will appear in "Sent to supplier" status.

You can review the order details along with additional information or special instruction provided by customer to create ASN for this Order under comments. Click icon 💬 to view comments provided by customer.

> ✏️ **Note**
>
> *If there are any comments provided by customer, the ASN icon will appear with dot as 💬 else it will be visible as 💬*

Click **Acknowledge Order**, the order is successfully acknowledged message will appear on screen and Order status will changed to "Supplier Acknowledge"

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| ← | 🗓 | ORDER: TEST PO FOR 105 AND .. · **(SUPPLIER ACKNOWLEDGED)** | | 🔍 | 1.000.000,00 IDR ▼ | 🗨 | More Actions |

∨ BASIC DETAILS

Order Number*	Order Name*	Order Contact*	Order Author*
PO-07:20-000674	Test PO for 105 and 124	Mahesh Admin	Mahesh Admin

Purchase Type*	Creation Date*	Original Issue Date*	Supplier Acknowledged Date*
Standard	30/07/2020	30/07/2020	02/08/2020

Currency*
IDR

You can now view the order Under the Manage section and create ASN against it.

Chapter 4: Advance Shipping Notice

Advance Shipping Notice (ASN) provides detailed information about the shipment to let the buyer organization known that the shipment is coming. It will give you all the details of the shipment including the shipping quantity along with the order quantity the buyer has placed. You can create the ASN based on the Purchase Order placed by the buyer. ASN is created only for Material line items. Once the buyer validates the ASN, the buyer can use this to create a Receipt.

4.1 Creating an ASN document

To create an ASN document:

1) On the Workspace home page, click the **Manage** button and go to the Order card.

2) Scroll and open the Order document for which you wish to create an ASN.

ASN is created only for Material Line Items.
Please follow the instruction/additional information provided by customer under "Comment" box as mentioned above to create ASN for that Order.

Note

3) From the **More Action** menu, click **Create ASN.** The ASN for the Order is created in Draft.

Following are the different section for an ASN documents:

- Basic Details
- Supplier Details
- Shipping and Delivery Information
- Lines Details
- Notes and Attachments

4.1.1   Basic Details

On the Basic Details section, you can capture the basic details about the ASN such as the ASN Name, ASN Number. The order details for the ASN are directly populated from the Order document.

The Basic Details section for an ASN is as shown below:

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∨ BASIC DETAILS

ASN Name
ASN1 for PO Material

ASN Number
ASN-07:20-000111

Order Number
4500002116

ASN Created By
Dian Kemala

ASN Created On
07/07/2020

Supplier ASN Number

Purchase Type
Standard

Shipper Name

ASN Shipping quantity should not
exceed order quantity

While submitting your ASN in GEP SMART please ensure that quantity shipped **does not** exceed the quantity requested in the PO.

4.1.2 Supplier Details

On the Supplier Details section, the details regarding the supplier associated with the order is captured.

The Supplier Details section is as shown below:

∨ SUPPLIER DETAILS

Supplier Name
PT. Sari Prambanan Test

4.1.3 Shipping and Delivery Information

On the Shipping and Delivery Information section, you can capture the Estimated Delivery Date, Tracking Number for the shipment. Ship To/Service To location and address are populated from the Order.

The Shipping and Delivery Information section is as shown below:

∨ SHIPPING & DELIVERY INFORMATION

Manage Optional Fields

Expected Delivery Date
07/02/2020

Tracking Number

Shipping Method
Best Available

Ship To Location
Refinery Unit IV Cilacap

Ship To Address
Jl Letjen Haryono MT 77 Lomani, Cilacap, -, 53221.

Deliver To

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Note

Expected Delivery Date refers to the date when item mentioned in this ASN are scheduled to be delivered from suppliers.

4.1.4   Line Details

On the Line Details section, under Lines, you can view all the line details for the order raised by the customer. You can edit the line details to set the buyer expectation for the order they would receive.

The Line Details section is as shown below:

If you want to send ASN for particular lines, select the line for which you don't want to send the ASN and click 🗑 icon.

Note

The Shipping Quantity must not be greater than the Order Quantity.

ASNs with shipping quantity exceeding Order quantity would not be accepted by customer and you will be required to cancel this ASN and create new with corrected shipping quantity or changes requested by customer.

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4.1.5 Notes and Attachments

Using the Notes & Attachments section, you can embed milestone information along with supporting files and informative links for your ASN document.

Upload all relevant documents either as scanned or as individual attachments, including:

- Internal Process Sign off Forms
- Appendices
- Notes and external links
- Any other documents pertaining to the contract that may be useful
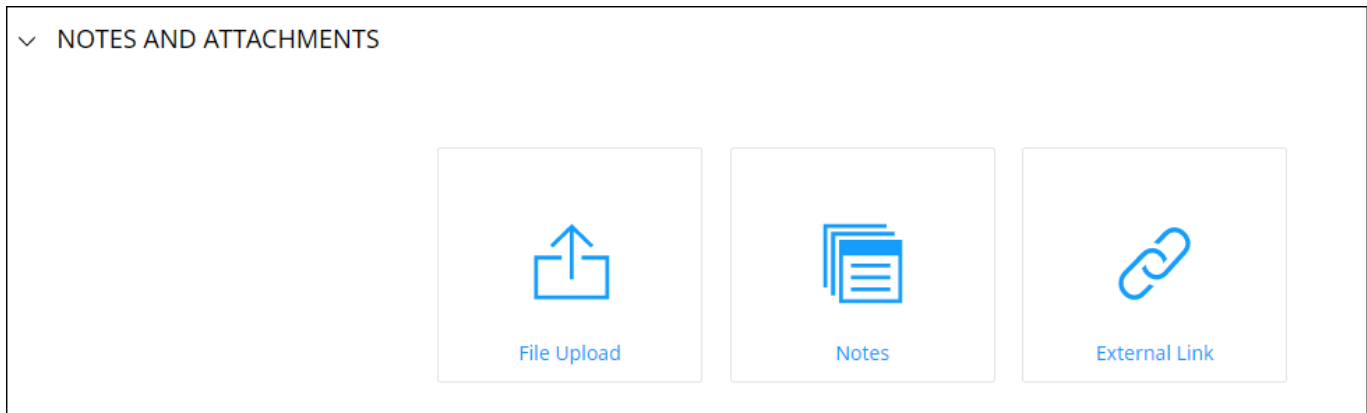
4.1.5.1 Adding Notes (Milestones)

Use this section to provide milestones information to customer.

You may create one or multiple ASN against order. Please follow the instructions provided in by customer in Order comment section about ASN requirement, if any.

To add milestones, click **Notes**, on the notes pop-up enter the name and description for the notes and click **Save.**

📑 Notes

Name
|

0/255

Description

Classification
Fabrication ▼

☑ Share with External Users

CANCEL SAVE

Name: Enter the date of milestone in format DD-MM-YYY

Description: Add description or additional information for milestone

Classification: Select Milestone from below drop-down values
You can provide information for following milestones

- Fabrication
- Ready to pick up
- Port of loading
- Port of Discharge
- Custom clearance
- Transport to Plant/Location

Enter the information as shown below and click **SAVE**

📑 Notes

Name
01-07-2020

10/255

Description
Pleas note fabrication will be completed by above data for selected lines

Classification
Fabrication ▼

☑ Share with External Users

CANCEL SAVE

Once you finished with adding milestone information, it will be shown in table format as shown below.

Based on requirement from customer you can choose to add one or multiple milestones in an ASN.

....

	NOTES AND ATTACHMENTS						
Name	**Type**	**Classification**	**Shared Externally**	**Added On**	**Added By**	**File size**	
Search	Search	Search	Search	Search	Search	Search	
03-02-2020	note	Fabrication	☑	07/01/2020 11:48 AM	Jimmy Test 5 Supplier …	-	
05-02-2020	note	Ready to pick up	☑	07/01/2020 11:48 AM	Jimmy Test 5 Supplier …	-	
06-02-2020	note	Port of loading	☑	07/01/2020 11:49 AM	Jimmy Test 5 Supplier …	-	
07-02-2020	note	Post of Discharge	☑	07/01/2020 11:49 AM	Jimmy Test 5 Supplier …	-	
09-02-2020	note	Custom Clearance	☑	07/01/2020 11:49 AM	Jimmy Test 5 Supplier …	-	
16-02-2020	note	Transport to Plant/Locati	☑	07/01/2020 11:50 AM	Jimmy Test 5 Supplier …	-	
Supporting Delive…	attachment	-	☑	07/01/2020 11:50 AM	Jimmy Test 5 Supplier …	12 KB	

Rows Per Page   10   ▾   1 - 7 of 7   ‹   ›

Note

You must create multiple ASN's when you want to inform customer about new milestone for Refinery Units (RU) Order materials or as per instructions provided by customer in Header comment section of Order.

4.1.5.2   Adding a File

To upload a file:

1) Click **File Upload**, browse to the document, select it and click Open to upload the document.

   OR

   Drag and drop the document.

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A note/attachment, by default, is shared with the customer and can be used for internal purposes. However, you can configure a note/attachment to be shared with the customer/internal user, by selecting the **Shared Externally** checkbox, for that note/attachment.

Select the document you want to delete and the click the **Delete** icon. After deleting the required document system will ask for confirmation, select **Yes** to delete the selected document or else select **No**.

4.1.5.3 Adding an External Link

To add external link, click **External link,** enter the name and URL for the external link and click **Save.**

4.1.6 Comments

As a supplier, you can also add comments to the ASN, if required. On the top-right corner of the ASN page, click the comment icon 💬 .

The comments pop-up is displayed.
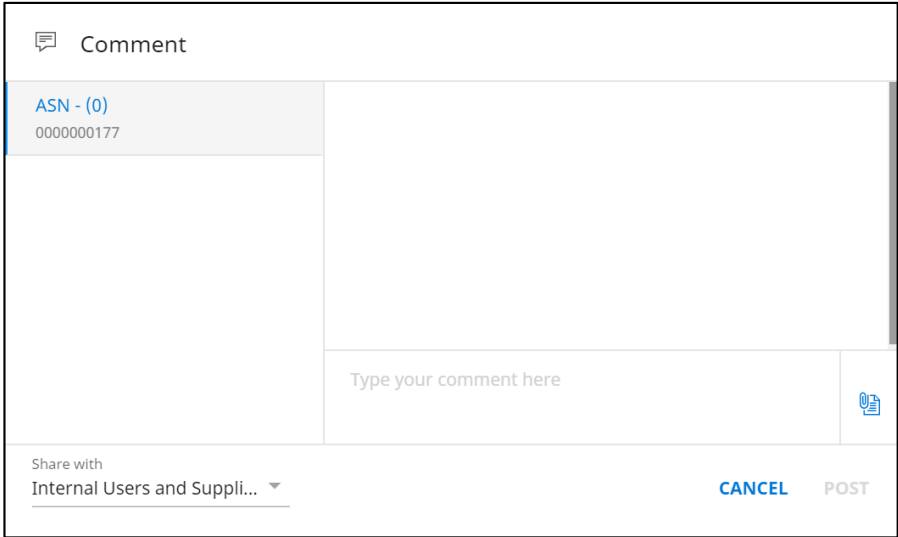
Enter your comments in the field and click "Post"

You can also upload an attachment along with comments using icon 📄 .

4.2 Managing an ASN

You can submit the ASN for buyer approval once you have filled in all the required details for the ASN, you can then submit it to send it to the Buyer. Click the **Submit** button on the bottom-right corner of the ASN page to send the order document to the Buyer.
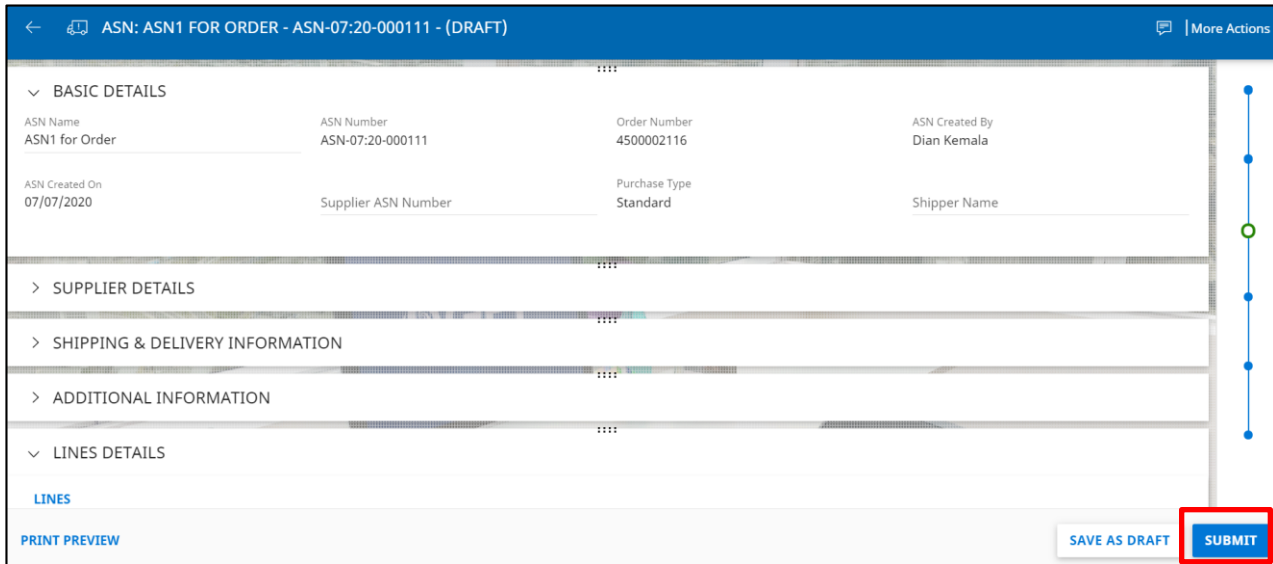
Similarly, to delete an ASN, click the **More Action** on the top-right corner of the ASN page, and click **Delete**.
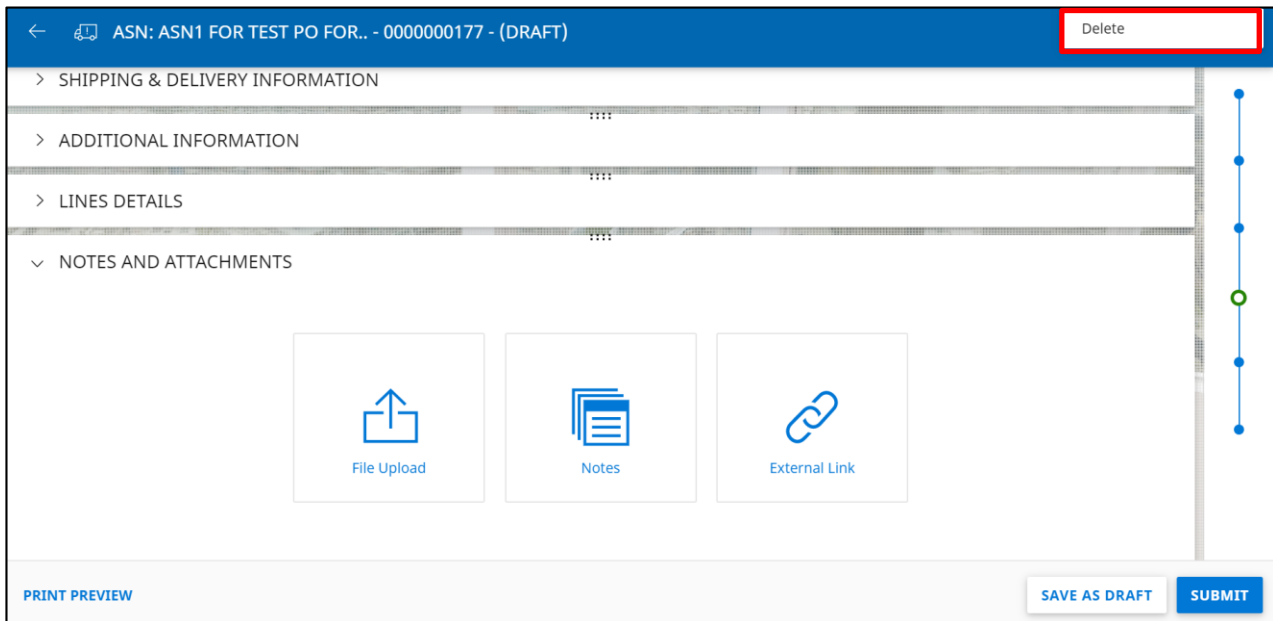
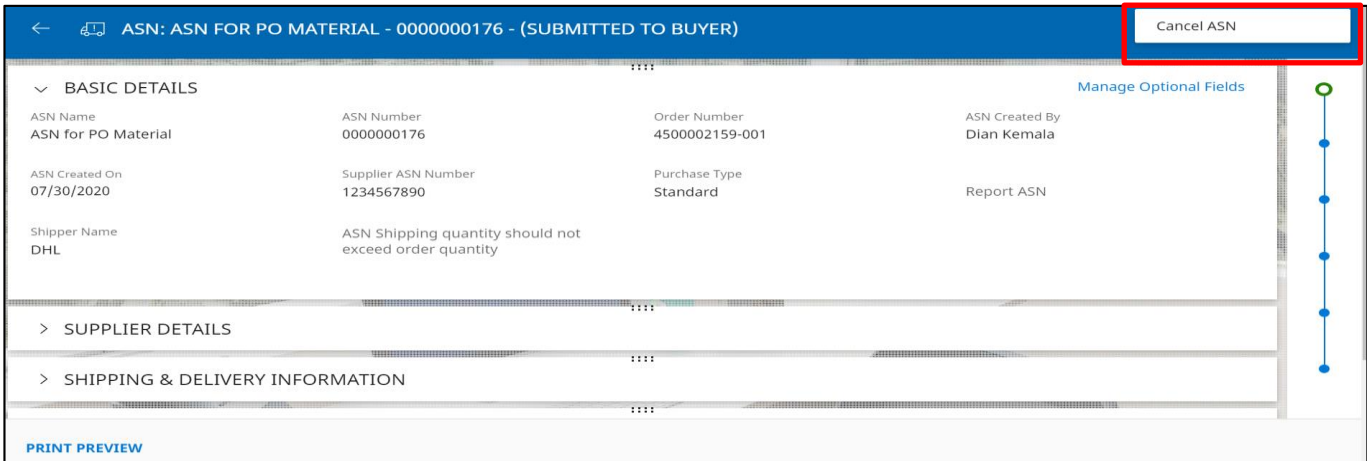*"Delete" option is only available when ASN is in Draft mode.*
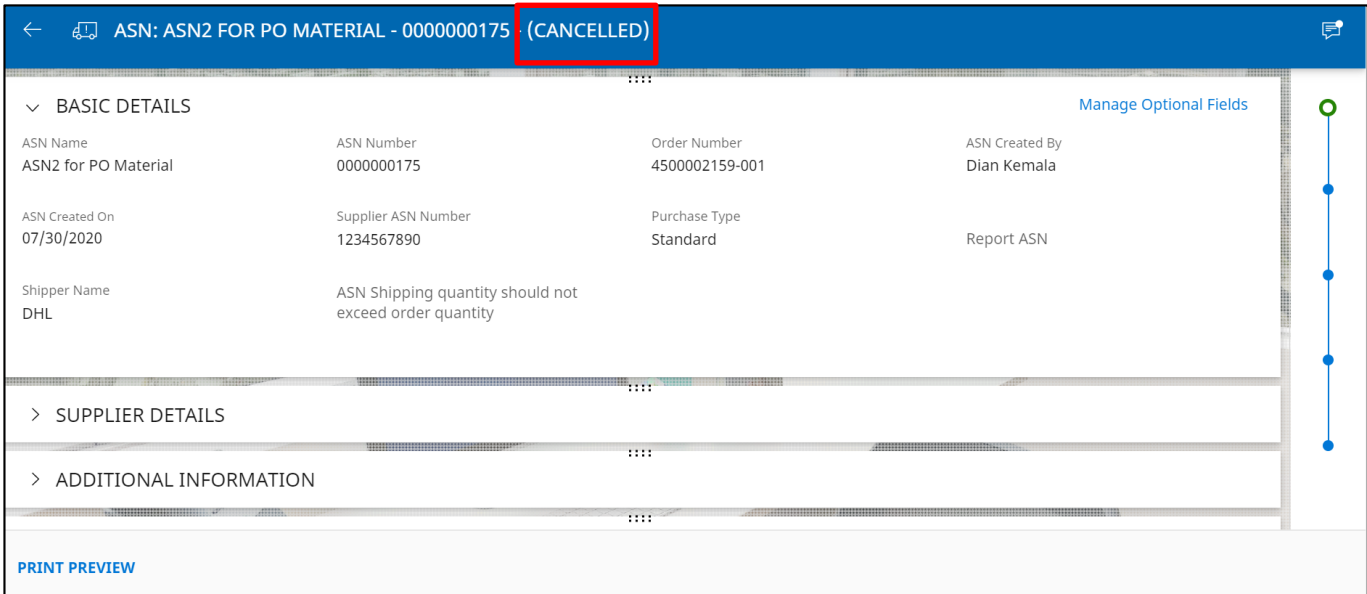
Note

4.3 Cancel ASN

In case, there are changes requested by customer in ASN submitted previously, you must cancel that ASN and create new ASN with terms/changes agreed with customer.

To cancel the ASN, Click on **More Actions** and then click "Cancel ASN".

ASN will now appeared in "Cancelled" status and you can create new ASN for that Order.


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4.4   ASN reminder notification

ASN reminder notification will give a reminder to the supplier about the pending task of ASN creation before the delivery date (5/7/10 days can be configured as per users choice).

Following are the steps that need to be done to configure the notification.

1. After the Login on SMART user can go to user profile at the top right side and change the setting for the Time zone , Language and for receiving notification for Pending Task.
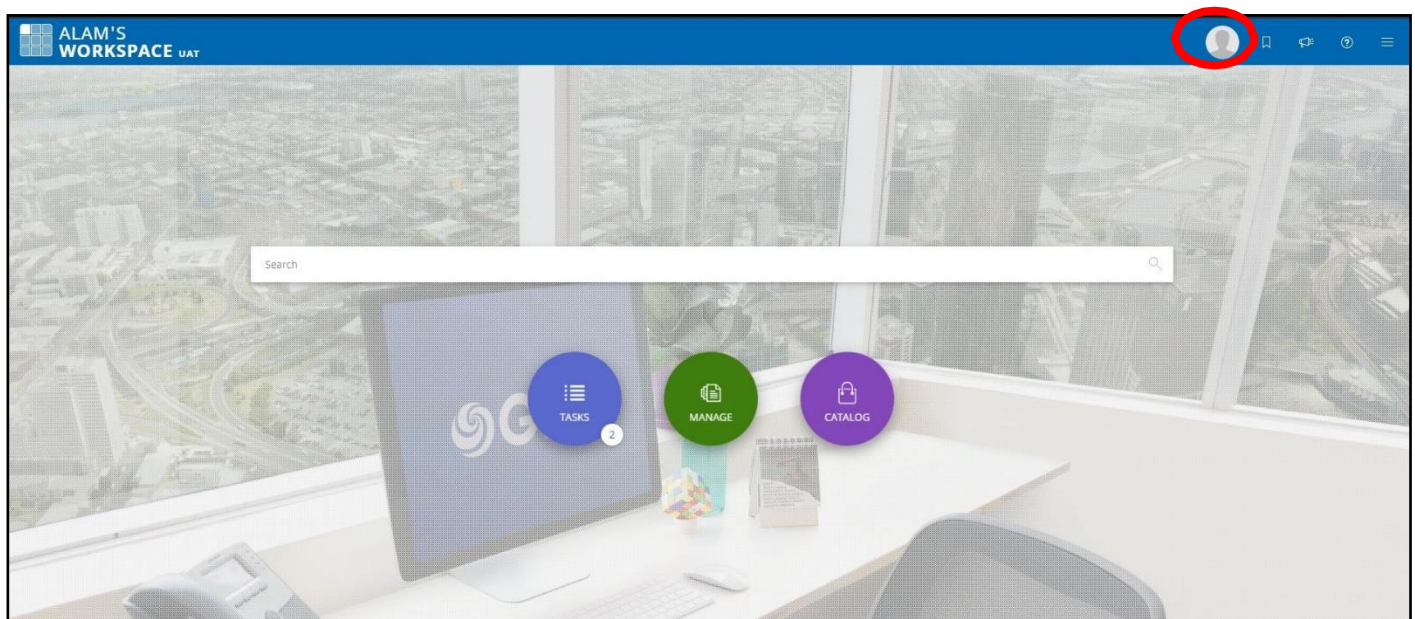
2. After clicking on the User profile user will see two option to change the setting

   General Setting: In the general setting user can do setup according to his preference in Regional setting for the Time-zone, Country, Language and email id

3. Notifications Setting:

On the Notification setting the user can set the frequency for days and time when the notification will get triggered for the Pending task to the supplier user.

For example: If the frequency days is set to 2 days so after every 2 days the supplier user will get the notification for the pending task that has to be completed by them.

Notification Time: If the user set the notification time 10 AM and frequency day as 2 days so after every 2 day the user will get the notification at 10 AM for the pending task that has to be completed

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Notification email that will be received by supplier after the above setup is done

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