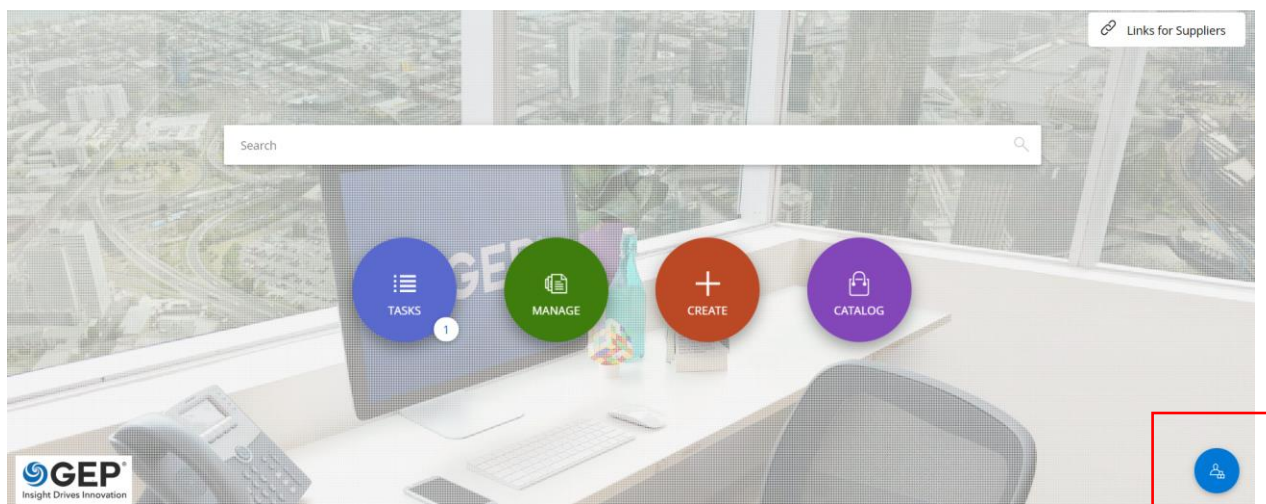


1. How to access an RFX event

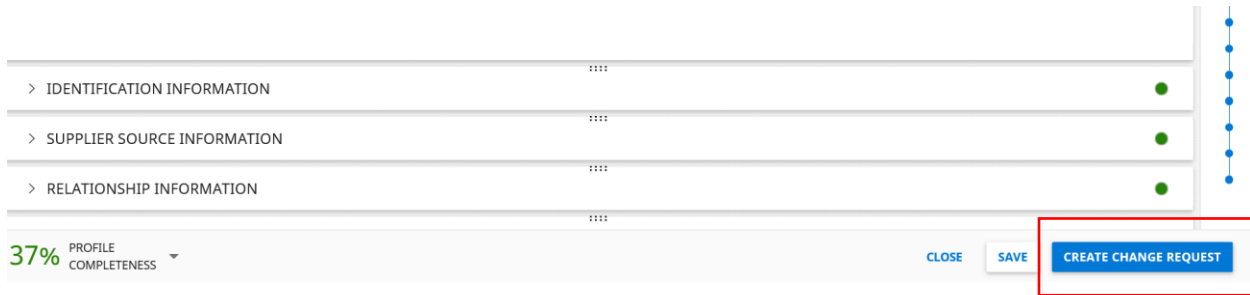
- An RFX event can be accessed by the contact who has received the invite
- If another contact wishes to participate in the event, then he/she has to request the Primary Responder (The contact to whom the invite has been sent) or the Event Author to provide 'Collaborator' or 'Viewer' access
- The supplier must be registered on the SMART by GEP portal or he/she will not be able to access the event
- To receive the Primary Registration Form (PRF), send an email to support@gep.com or contact 17323826565
- If the supplier is not added in the contacts list in the profile, then contact the Supplier Manager (Name can be found in the Basic Details section) or the user who is already registered on the portal to add a contact. The user who already has access to the portal can add a contact by following the steps mentioned in the 2nd part of the document
- A supplier can have multiple accounts with same/different login credentials, for different Supplier Profiles
- An RFX event is assigned to a particular Supplier profile
- While accessing the event, if a supplier is getting an 'Access Denied' error then try logging in to the other account
- If it still does not work, then contact the GEP support team

2. How to add a Contact

- Login to the SMART by GEP portal
- Click on the supplier profile icon present in the home page



- In the supplier profile page, at the right-hand side bottom of the screen, click on 'Create Change Request'



- After creating the change request, scroll to the contact information section and expand it. Click on the '+' at the right-hand side of the section.



- A window will open asking for contact details, enter the details and click on save in the same window. After making all the changes, click on submit at the bottom of the screen



- After clicking on submit, the request will be sent to the AAMC team for approval
- Once approved the changes will reflect in the portal
- You can then trigger a Primary Registration Form by expanding the contact information section > clicking on the check box besides the name of the contact > clicking on the envelope sign at the top of the section.



