Supplier Registration

• When a supplier is invited to an Sourcing Event on SMART by GEP or invited to review a Contract. The supplier receives an email similar to the one below for registering on SMART.

AAMC Contract “AAMC QRG” (2020.000256) available for Review

Hello,

You have been invited to review Contract “AAMC QRG” (2020.000256) created by Vithanshu Singh. At your earliest convenience, please click on the link below and review the contract and general data fields, i.e. meta data, and submit your feedback either through the discussion forum for the meta data, or redefine the actual contract either in the SMART system, or by downloading the contract, editing and uploading back into the system.

You will then need to either approve or reject the document for it to go back to the Contract Administrator.

If you have any questions, please reach out to the Contract Administrator.

Click here to access the contract.

Thank you,
The AAMC Central Procurement Office (CPO)

contracts@aamc.org

• On clicking on the link highlighted in the email, an un-registered supplier will be directed to the Primary Registration Form. While the others would be directed to SMART by GEP login page.
Event Invitation

• On clicking on the link provided in the email, the supplier is directed to the below screen

Hi AAMC QRG,
You have been invited by AAMC to be a supplier and represent AAMC QRG

Register Now I have a SMART by GEP account

Thanks,
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:
USA:+1 732 428 1578
Europe:+42 022 59 86 501
Asia:+91 22 61 372 148
Australia:+61 285 181 914
UK:+44 203 478 6123

Email: Support@gep.com

• Click on the Register Now button to register yourself as a supplier on SMART
Registration Page

- Fill in all the mandatory details

Primary Registration Form

Basic Details

Account Credentials

Username *

User Email * satwaraop.sk@gep.com

Password*

Confirm Password*

Mobile Number

Company Information

Legal Company Name AAMC QRG

Doing Business As

Company Website

Headquarter* India

The fields marked with Asterisk are mandatory fields
• Fill in all the mandatory details

• The fields marked with Asterisk are mandatory fields
• Fill in all the mandatory details and click on Submit

• The fields marked with Asterisk are mandatory fields
Registration Page

• Post submitting the PRF you will be directed to the following page

1 more step
A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please Click Here to find helpful information to get started.

Thanks,
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:
USA:+1 732 428 1578
Europe:+42 022 59 86 501
Asia:+91 22 61 372 148
Australia:+61 285 181 914
UK:+44 203 478 6123

Email: Support@gep.com
Post submitting the PRF you will receive the following email

**Action required: Activate your GEP Smart account**

Dear AAMC QRG,

Thank you for filling the Registration form. Before we can activate your account one last step must be taken to start using GEP Smart.

In order to activate your account, please visit this URL:

[Click here](#)

Please note you must complete this last step in order to use the GEP Smart account. You will only need to visit this URL once.

Thanks & Regards,

GEP

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Follow the steps mentioned in the email to activate your account.
Activation Page

- The following page is displayed on successful activation

Congratulations!!!
You have successfully activated your account.
Now you can log on to SMART by GEP to get some great benefits which will help you grow your business further.
Click Here to login

Thanks,
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:
USA:+1 732 428 1578
Europe:+42 022 59 86 501
Asia:+91 22 61 372 148
Australia:+61 285 181 914
UK:+44 203 478 6123

Email: Support@gep.com
Questions?

- If you have any questions about how to navigate the system, please reach out to GEP at:
  
  Supporting you from United States, Asia and Europe
  
  Phone:
  USA:+1 732 428 1578
  Europe:+42 022 59 86 501
  Asia:+91 22 61 372 148
  Australia:+61 285 181 914
  UK:+44 203 478 6123

  Email: Support@gep.com

- Questions about a specific contract or RFx can be directed to AAMC at contracts@aamc.org.
GEP is a diverse, creative team of people passionate about procurement. We invest ourselves entirely in our client’s success, creating strong collaborative relationships that deliver extraordinary value year after year. We deliver practical, effective procurement services and technology that enable procurement leaders to maximize their impact on business operations, strategy and financial performance. Named a Star Performer in Everest Group’s Peak Matrix of Procurement Services Providers, Winner in the HfS Blueprint Report on Procurement Outsourcing Providers and to the Supply & Demand Chain Executive 100 for nearly a decade, GEP is also ranked a leader on Gartner’s Magic Quadrant analysis of the world’s top sourcing and procurement software providers. Clark, NJ-based GEP has ten offices and operations centers in North and South America, Europe and Asia. To learn more about GEP, please visit www.gep.com.