

One | SCM Supply Chain Management

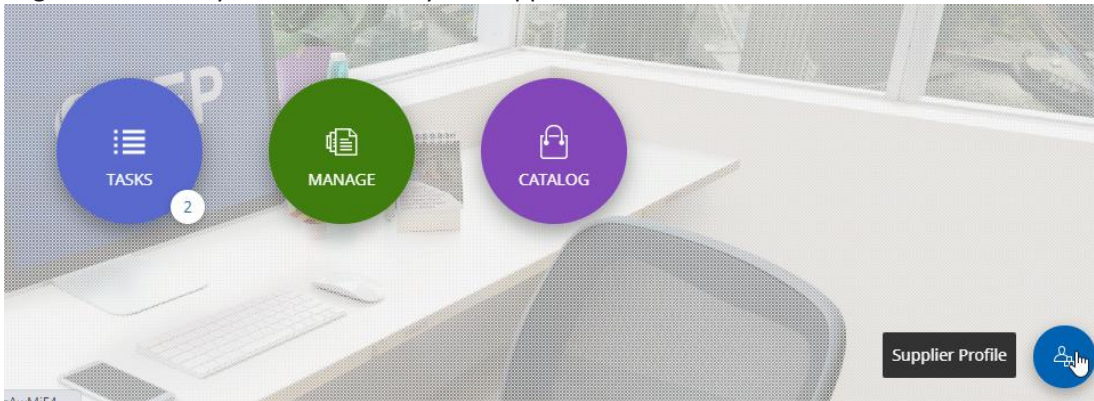
Southern Company Manufacturer Representative Quick Reference Guide

Southern Company is utilizing SMART by GEP for supplier registration and electronic sourcing. While completion of the registration process does not guarantee future opportunities with the company, it is a required step in order to be considered. Please note, if you are a current manufacturer representative, you have received emails with login information for each manufacturer you represent. Instructions are below to request those emails be re-sent.

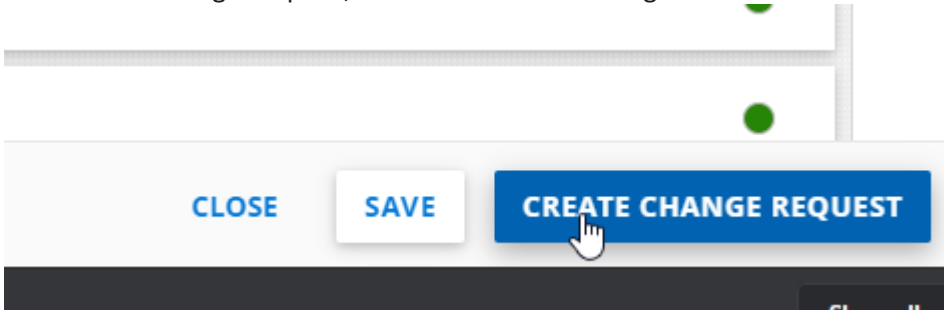
This guide is divided into [Creating a New Contact](#), [Re-sending an Invitation to an Existing Contact](#), [Setting up Multiple Accounts](#), and [Removing a Manufacturer Representative](#).

Creating a New Contact

Log into SMART by GEP and access your Supplier Profile.



Click Create Change Request, located at the bottom right of the screen.



Scroll to the Contact Information section and click the plus symbol. Populate the new contact's information. Click Submit when the contact information is correct and complete.

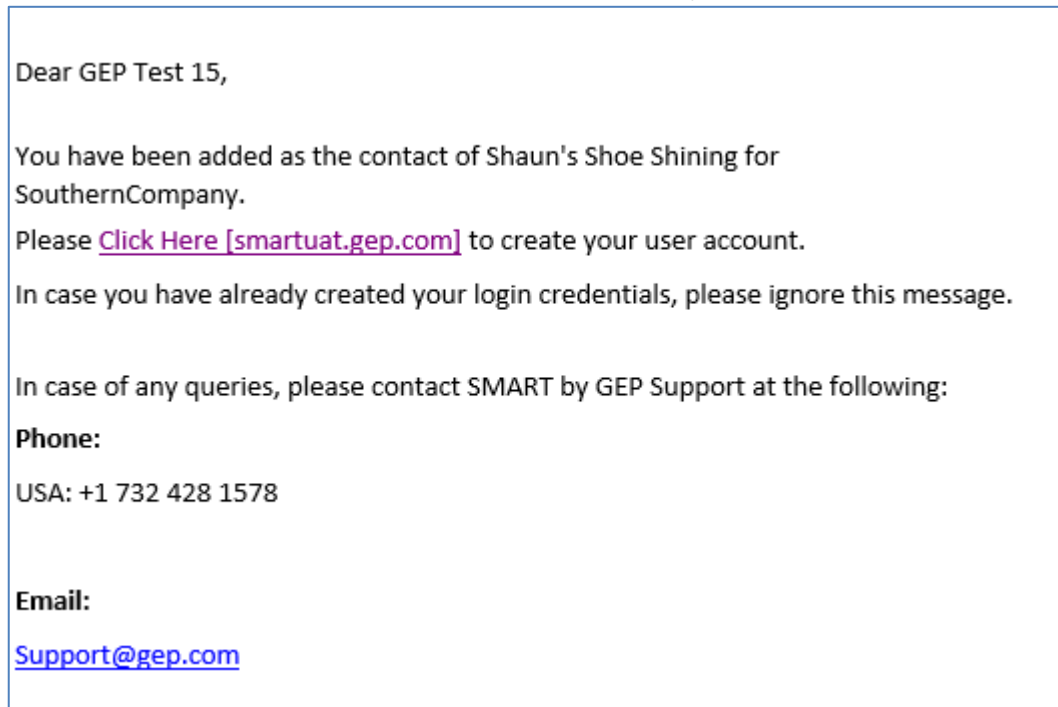


Your request to add a contact will be sent to Southern Company for review and approval. When the contact is approved by Southern Company, go to the Contacts section, click the checkbox beside the new contact, click the Invite button, then click to send the invitation.

If Southern Company has questions, they will reach out to a verified contact to confirm the change.

	Full Name ↓	Designation ↓	Primary Phone No.	Region ↓	Persona	Code ↓	Invite
<input type="checkbox"/>	GEP Test 15 <small>Last Login: User Never Loggedin</small>			Americas	-	CC-2020.051786	
<input checked="" type="checkbox"/>	GEP Test 14 <small>Last Login: User Never Loggedin</small>			Americas	-	CC-2020.051787	

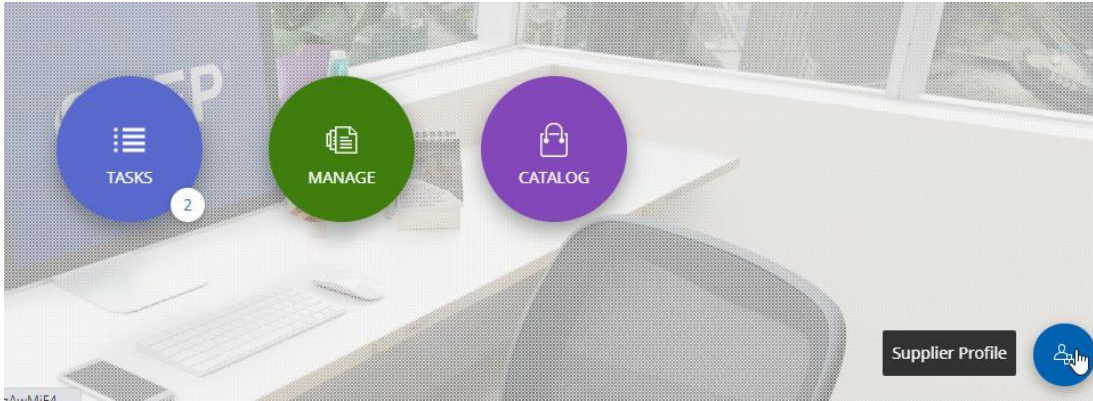
The Invited contact will receive an email with instructions, similar to the one below.



Skip ahead to the [Setting up Multiple Accounts](#) section to complete the process.

Re-sending an Invitation to an Existing Contact

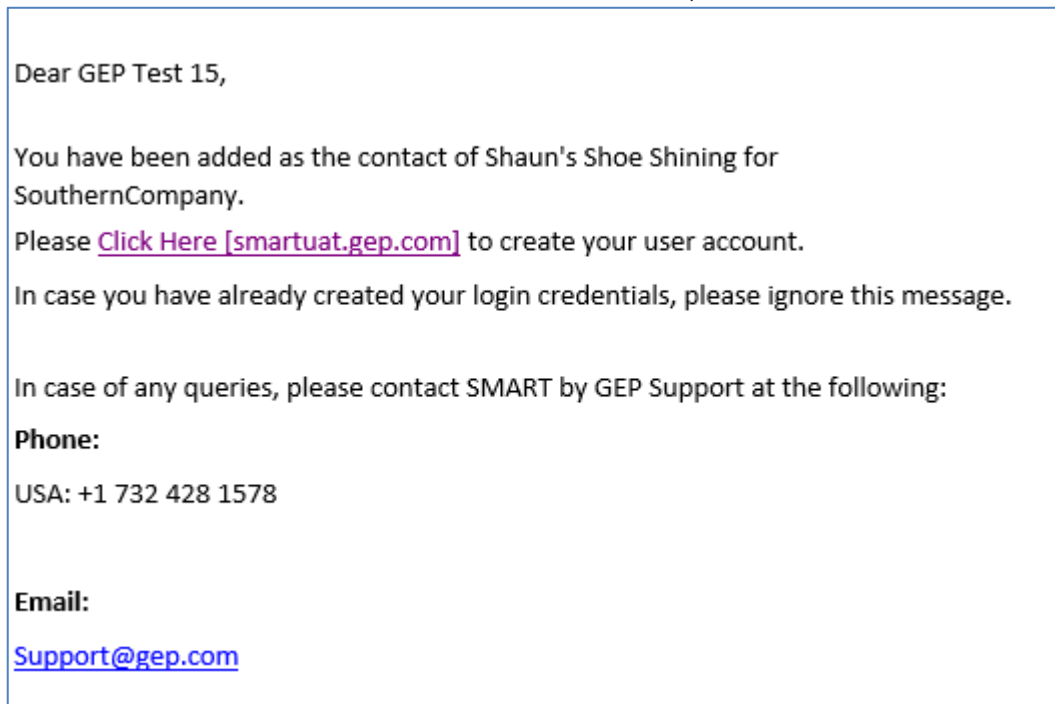
Log into SMART by GEP and access your Supplier Profile.



Scroll to the Contacts Section, click the checkbox beside the new contact, click the Invite button, then click to send the invitation.

	Full Name ↓	Designation ↓	Primary Phone No.	Region ↓	Persona	Code ↓	Invite
<input type="checkbox"/>	GEP Test 15 Last Login: User Never Loggedin			Americas	-	CC-2020.051786	
<input checked="" type="checkbox"/>	GEP Test 14 Last Login: User Never Loggedin			Americas	-	CC-2020.051787	

The Invited contact will receive an email with instructions, similar to the one below.



Skip ahead to the [Setting up Multiple Accounts](#) section to complete the process.

Setting up Multiple Accounts

The Invited contact will receive an email similar to the below and will need to click the link:

Dear GEP Test 15,

You have been added as the contact of Shaun's Shoe Shining for SouthernCompany.

Please [Click Here \[smartuat.gep.com\]](https://smartuat.gep.com) to create your user account.


In case you have already created your login credentials, please ignore this message.

In case of any queries, please contact SMART by GEP Support at the following:

Phone:
USA: +1 732 428 1578

Email:
Support@gep.com

The contact will click **I have a SMART by GEP Account** and complete the required fields.



Hi GEP Test 15 ,


You have been invited by SouthernCompany to be a supplier and represent Shaun's Shoe S

[Register Now](#) [I have a SMART by GEP account](#)

Thanks,
SMART by GEP Team

All fields marked with * are required.

Account Credentials

Username * socosupplier15 

Password*

Primary Contact Information

First Name* GEP Test

Last Name* 15

Company Email * gepsupplier15@southernco.com

Primary Business Phone Number _____ Extension _____

Contact's Business Region * Americas 

Contact's Category * 

I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *

Reset

Submit

The contact will agree to GEP's and Southern Company's terms. Click Submit and the contact will receive an Activation email. Click the link in the email.

Dear GEP Test 15,

Thank you for completing the Registration form and for your interest in registering to be a supplier for Southern Company. While completion of this process does not guarantee future opportunities a required step in order to be considered.

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 \[smartuat.gep.com\]](#)

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

Thanks & Regards,

SMART by GEP on behalf of Southern Company



Congratulations!!!

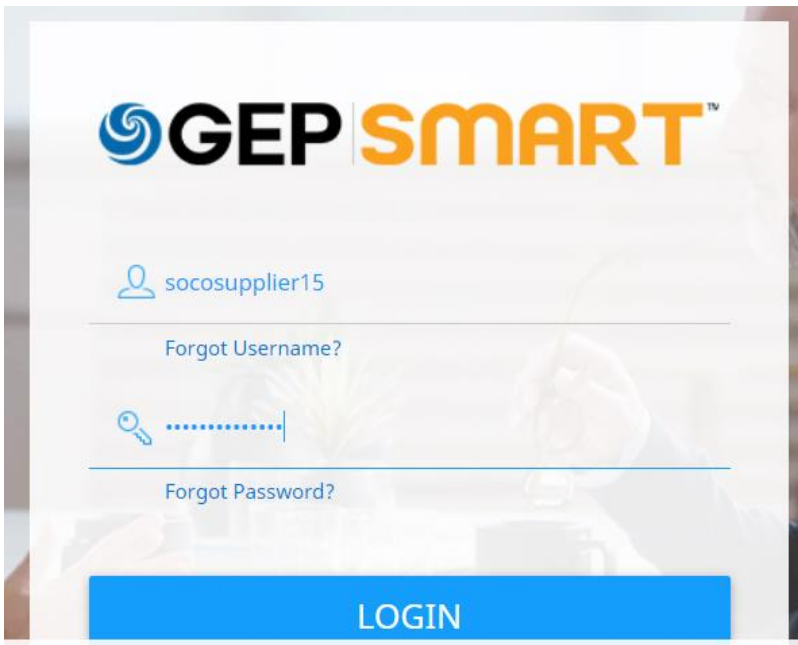
You have successfully activated your account.

Now you can log on to SMART by GEP to get some great benefits which will help you grow your business further.

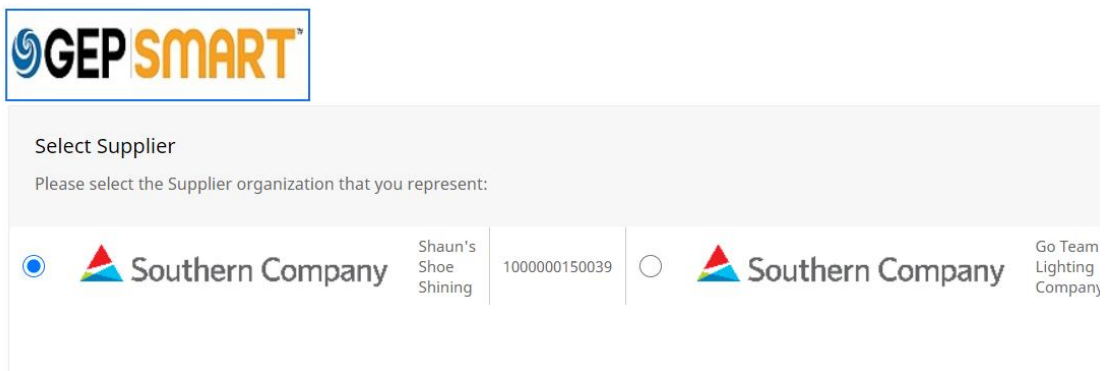
[Click Here](#) to login

Thanks,
SMART by GEP Team

Click on the link to log into SMART by GEP.



After logging in, the contact will have the option to select the company they want to represent and click Submit.

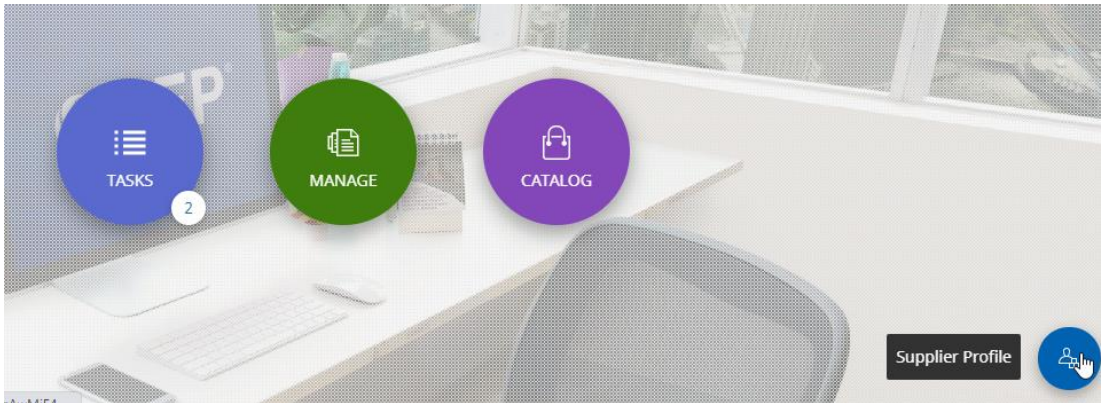


The contact will then have access to that company's profile and sourcing information.

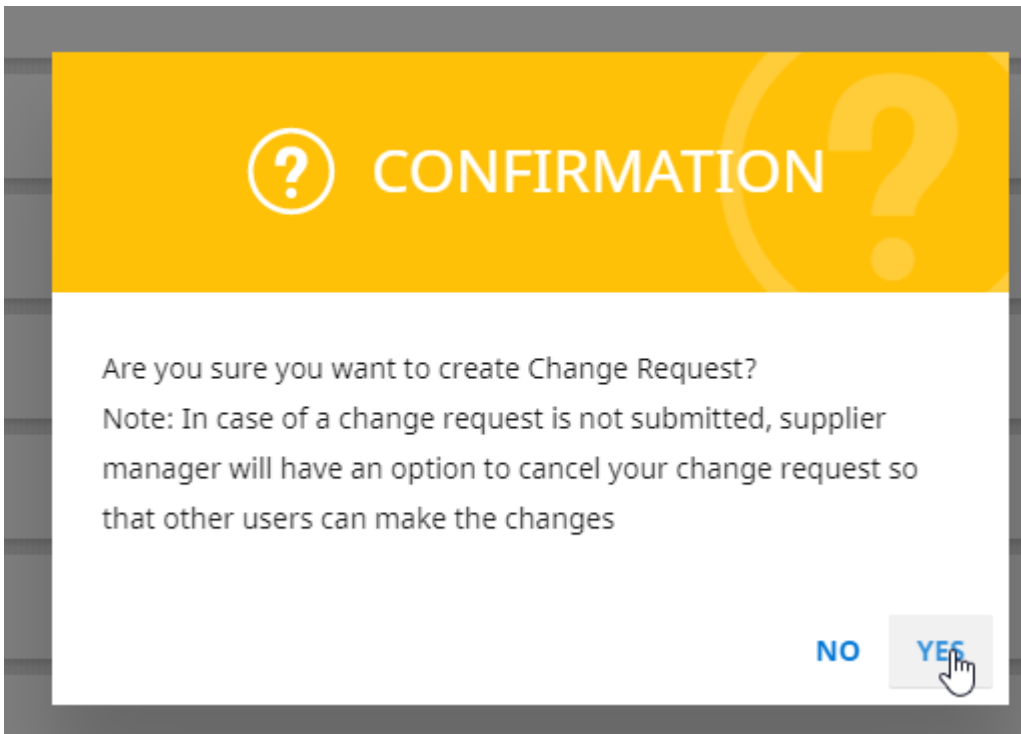
Switching between accounts while logged in is not possible. You can only access different accounts by logging out, logging back in, and selecting the other account you want to access.

Removing a Manufacturer Representative

Log into GEP and access your Supplier Profile



Click Create Change Request and confirm your change request.



Scroll to the Contact Information section, check the checkbox beside the contact you need to remove, and click the Delete button.

CONTACT INFORMATION(3) ⓘ						
Full Name ↕	Designation ↕	Primary Phone No.	Region ↕	Persona	Code ↕	Delete
<input type="checkbox"/>	GEP Test 15 Last Login: Tuesday, June 23, 2020 3:45 PM		Americas + 119 More	-	CC-2020.051786	
<input checked="" type="checkbox"/>	GEP Test 14 Last Login: Tuesday, June 23, 2020 3:18 PM		Americas + 119 More	-	CC-2020.051787	

Click Submit and the change request will be reviewed and approved by Southern Company. If Southern Company has questions, they will reach out to a verified contact to confirm the change.

CONTACT INFORMATION(3) ⓘ						
Full Name ↕	Designation ↕	Primary Phone No.	Region ↕	Persona	Code	
<input type="checkbox"/>	GEP Test 15 Last Login: Tuesday, June 23, 2020 3:45 PM		Americas + 119 More	-	CC-20	
<input checked="" type="checkbox"/>	GEP Test 14 Last Login: Tuesday, June 23, 2020 3:18 PM		Americas + 119 More	-	CC-20	

DELETED SUBMIT SAVE AND EXIT CLOSE SAVE