

- 1. In order to register for the first time, please send an email to <u>Payment-status-onboarding-GEP@exxonmobil.com</u> along with either:
 - Your vendor number(s) or;
 - Purchase Order Number(s) or;
 - Copy of latest invoice submission.

2. The team will work on your request and once it's completed, you will receive registration email from GEP with a "Click Here" button:

-	
Thu 8/15/2019 9:38 PM	
@gep.com	
Test Notification - Registration request from URT_ExxonM	lobil
То	
Dear	
You have been added as the contact of	for
Please Click Here to create your user account.	
In case you have already created your login credentials, pl	lease ignore this message.
In case of any queries, please contact GEP Support at the	following:
Phone:	
USA: +1 732 428 1578	
Asia: +91 22 61 372 148	
Europe: +42 022 59 86 501	
Email:	
Support@gep.com	
Regards,	
GEP	
To Avoid emails going to spam or junk folders	
To ensure you receive all emails from <u>support@gep.com</u> in can be marked safe by adding it in the safe senders list, co	n your inbox, please mark this email address as safe. Sender email address ntacts list or your address book.
E x∕onMobil	

3. You will be redirected to a new web page with a "Register Now" button and contact information in case of issues:



4. Fill in all required information on primary registration form page and click on "Submit":

ExonMobil	
Primary Registration Form	Salent Language English +
Resic Details	
Account Cre	
Utername *	•
User Email *	
Password*	Facuard strength: Very strong
Confirm Password*	
Mobile Number Primary Contact Information	Select ISD Code =
First Name*	S2E_PS_InvoiceOnly_NP
Last Name*	S2E_PS_InvaiceOnly_NP
Company Email *	
Primary Business Phone Number*	1111111 Extension
Contact's Business Region	Americas O
Contact's Category	N .
Time Zone	(UTC+08:30) Chennal, Kelkata, Mumbal, New Delhi
I have read and agree to URT_ExconMobil Terms & Colored agrees and agrees to URT_ExconMobil Terms & Colored agrees and agrees and agrees and agrees agree	anditions & Privacy Palicy. *
	Sana

5. A notification will be sent to the registered email address to confirm the activation of the account:

SU To	Thu 6/27/2019 11:03 AM @gep.com Test Notification - Action required: Activate your GEP Smart account
Dear S2E_P	S_InvoiceOnly S2E_PS_InvoiceOnly,
Thank you f	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 a	activate your account, please visit this URL:
Click here Please note need to visi	On clicking user is directed to SMART log in page
Thanks & Ro	egards,
GEP	onMobil

6. Confirmation of successful registration:



7. After the registration, you can use URL: <u>https://smart.gep.com</u> to log in.