

One | SCM Supply Chain Management

Southern Company Supplier Quick Reference Guide

Southern Company is utilizing SMART by GEP for supplier registration. While completion of this 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 supplier, you will receive an email with login information prior to implementation of SMART by GEP.

This guide is divided into [Registration](#), [Supplier Information](#), and [Sourcing Information](#).

Registration

To register as a new supplier with Southern Company, please visit:

<https://www.southerncompany.com/about-us/suppliers.html>

Scroll to the Registration section and click the 'complete your supplier registration' link.

Registration

Thank you for your interest in becoming a supplier for Southern Company and/or its affiliates. While completion of this process does not guarantee future opportunities with the company, it is a required step in order to be considered. Access our self-registration portal, Smart by GEP **complete your supplier registration**.

The link will direct you to Southern Company's SMART by GEP Primary Registration Form (PRF). The Basic tab on the PRF is divided into four sections and fields marked with a red asterisk are required.

[Submit](#)Language [En](#)

Primary Registration Form

[Basic Details](#) [Registration](#)

Account Credentials

Username * [i](#)

User Email *

Password * Password strength: Too short

Confirm Password *

Mobile Number * [Select ISD Code](#)

Company Information

Legal Company Name *

[Submit](#)Language [En](#)

Primary Registration Form

[Basic Details](#) [Registration](#)

Self Certification

Hire Mississippi

Additional Names

1 -What is the name on your invoices?*

Please note, both GEP's and Southern Company's Website Terms of Use must be accepted before you can submit the form.

The second tab, Registration, contains questions pertaining to Diversity, Hire Mississippi, W8/W9, etc.

Please complete both tabs.

When you have completed Registration, you will receive a message stating you have completed registration and you will receive an email to verify your account.



1 more step

A verification link has been sent to the registered email ID, please use the same to verify the account. If a 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

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Dear Supplier,

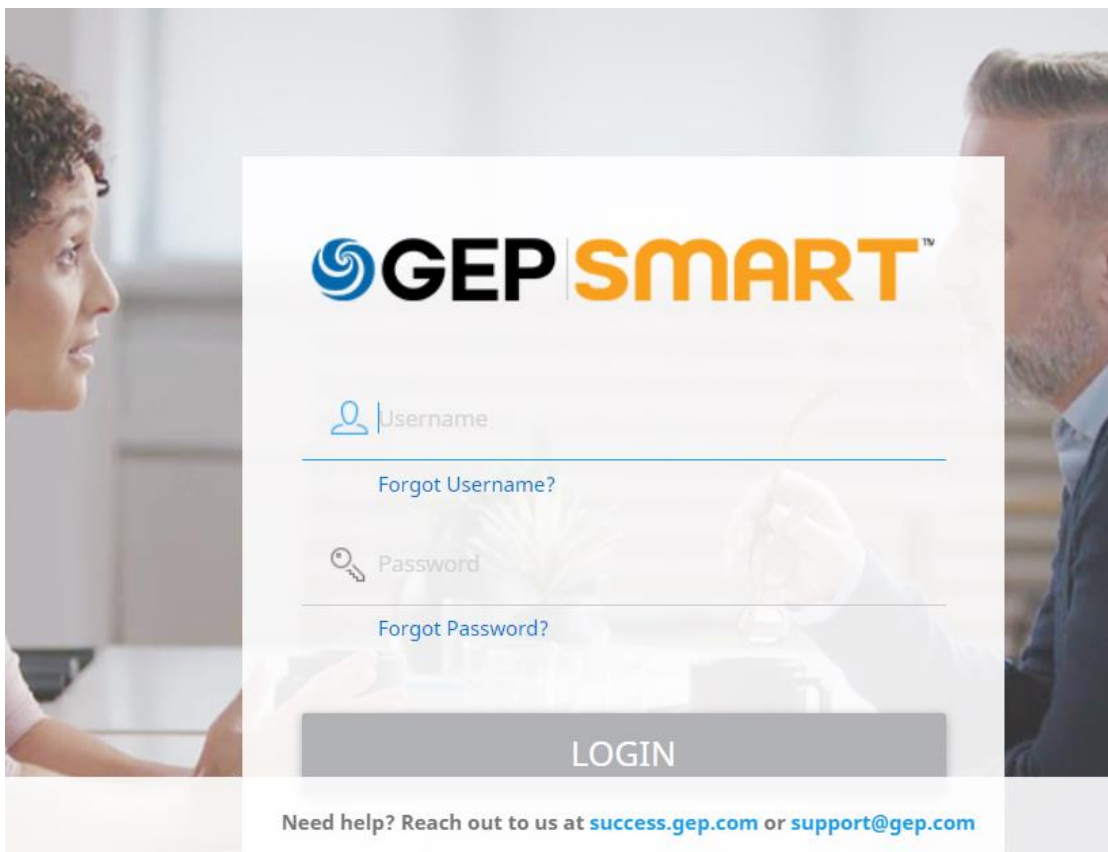
Thank you for completing the online registration form for the Southern Com supplier portal.

Before you can access the supplier portal, you need to activate your account clicking on the link below.

[Click here](#) to activate your account.

Please note, you must complete this [step in](#) order to access our supplier portal. This step only needs to be performed once.

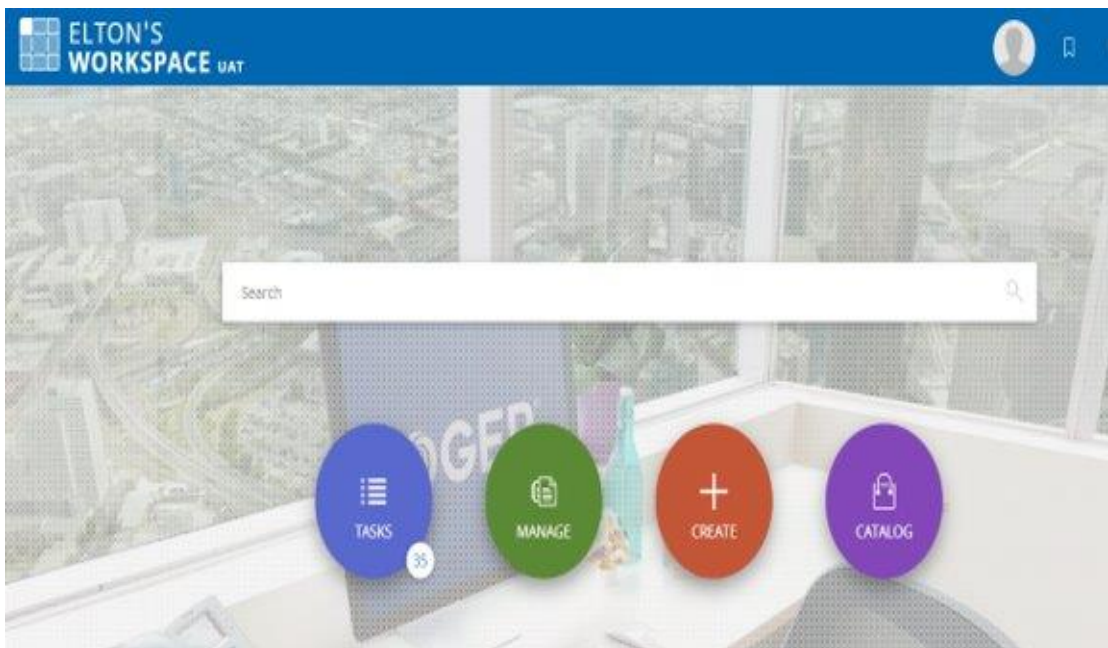
After activating your account, you receive an email stating you have successfully activated your account. This email will include a link to login to SMART by GEP.



If you forget your password or Username, please follow the links on the page to request new information.

Supplier Information

After logging into SMART by GEP, you will be presented with your Workspace.

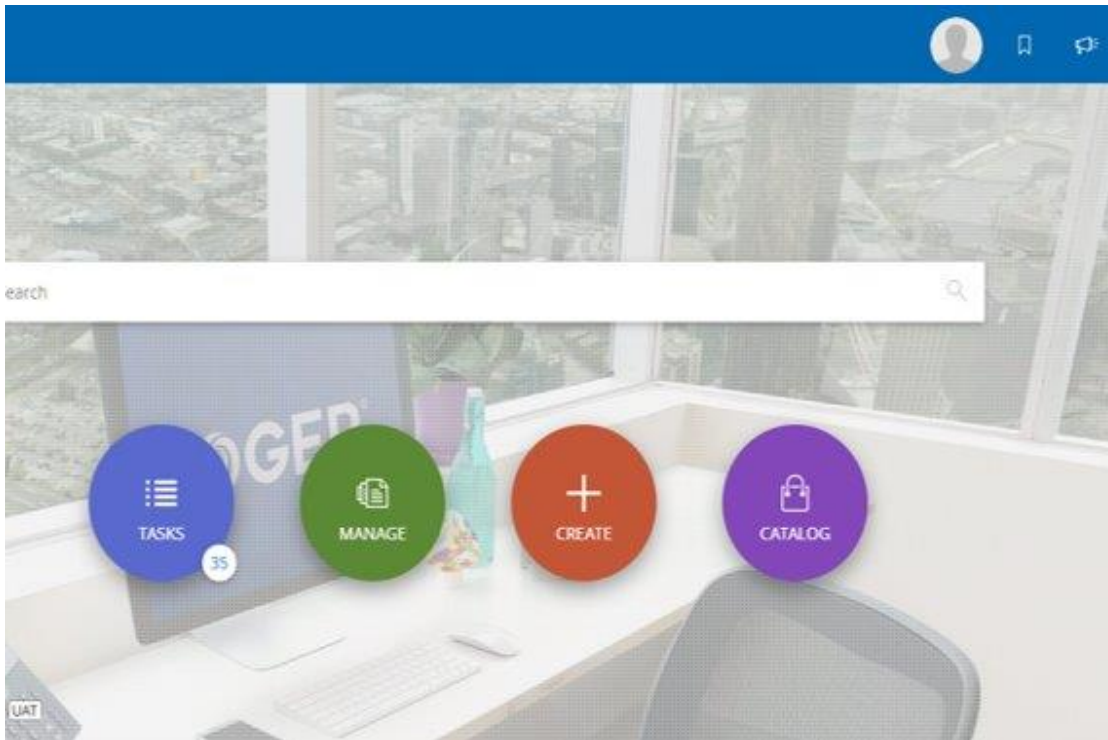


The top right of the Workspace contains your Profile, Bookmarks, Announcements, Help, and a Navigation menu.

The search bar in the middle is a Global search and will allow you to search the platform.

The buttons in the middle of the screen will take you to those sections of the platform.

- Tasks: Contains all your active tasks assigned to you to complete.;
- Manage: View all your completed documents; and
- Supplier Profile: Access your company profile to manage addresses, contacts, certificates, and diversity status.



Your Supplier Profile information can be accessed by clicking the blue button on the bottom right of the screen.

The image displays a web application interface for 'DEMO'S WORKSPACE'. The top navigation bar is blue and includes a search bar, a user profile icon, and several utility icons. Below the navigation bar, the page title 'FRESH START (PC-2020.000276)' is shown. The main content area lists seven sections of the supplier profile: 'BASIC DETAILS', 'IDENTIFICATION INFORMATION', 'CERTIFICATES', 'DIVERSITY STATUS', 'REGISTRATION INFORMATION', 'LOCATION INFORMATION', and 'CONTACT INFORMATION'. Each section has a red header, a progress indicator (a green circle for complete, a red circle for incomplete), and a dropdown arrow. A vertical progress bar on the right side of the sections shows the overall completion status. At the bottom, a green bar indicates '17% PROFILE COMPLETENESS' with a dropdown arrow. To the right of this bar are 'CLOSE' and 'SAVE' buttons.

Your profile is divided into sections and sections in red have incomplete information.

In each section of the profile, there are fields that you need to complete and fields that are read only. The Read only fields are managed by Southern Company. Below is a brief overview for each section.

Basic Details:

- Company Logo
- Supplier Legal Name
- Category (Select one only)
- Region (Select one only)
- Supplier Manager
- Status

Identification Information:

- Tax Information (required)
- DUNS Number
- VAT information

Certificates:

- Upload any certifications/forms

Registration:

- Contains information from your PRF

Location:

- Your Company Addresses
- Your HQ Address
- Remit To Address(es)

Contacts:

- View, edit, or delete contacts
 - Primary contacts can be deleted, but the Primary designation must be re-assigned prior to removal
- Add new contacts
- Please note: all individuals listed as a contact will be able to edit information on your profile. As a best practice, we strongly recommend that each supplier periodically reviews its profile in the SMART by GEP system to ensure that its information is up-to-date.

Business Information, Transaction Type, Marketing Information, and Documents are available for additional information.

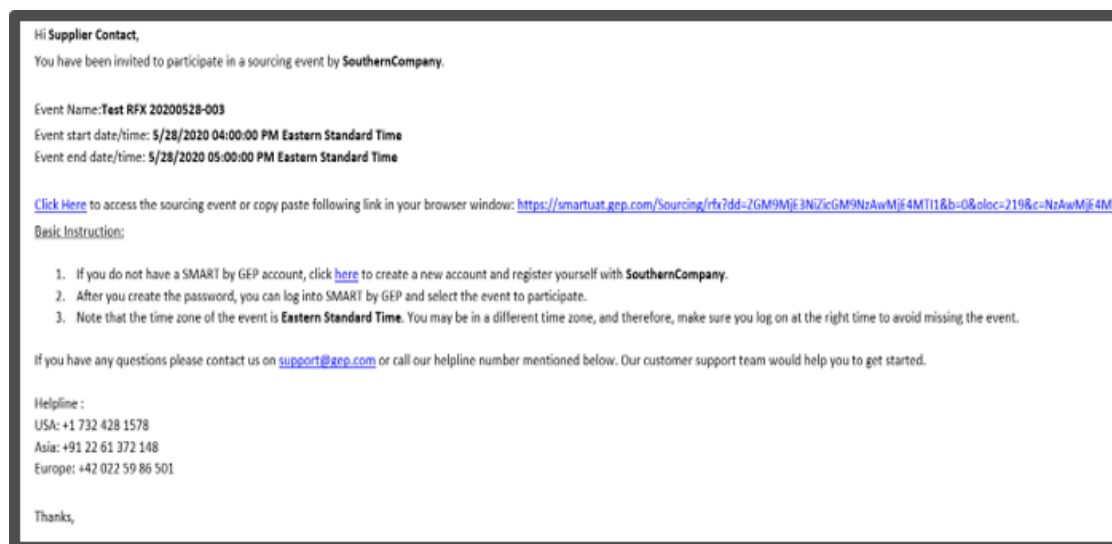
Engagement Model is editable by Southern Company only.

If you have questions during registration or with the profile information, please contact GEP using the table below. If the question is a Southern Company specific question, GEP will notify Southern Company who will reach out with support.

Region	Helpdesk Contact #	Helpdesk email
US	+1 732 428 1578	support@gep.co
Europe	+42 022 598 6501	
Asia	+91 22 6137 2148	
Australia	+61 2 8518 1914	
UK	+44 203 478 6123	
Canada	+1-416-482-2900	
China	+86-21-3115-9119 +86-21-3115-5061	

Sourcing Information

If you are invited to a Sourcing event, you will receive an email notification with a link to the event.



You can also access the event in the Tasks section of the platform or by searching for the RFQ number in the Global Search bar.

Once you enter the sourcing event, you will be required to accept Southern Company's Sourcing Terms of Use.



You will also have to confirm participation to the event.



The sourcing event is divided into sections, similar to your profile. Below is a brief overview of those sections.

Basic Details

- Contains RFP Name, Currency, Southern Company Business Unit, etc.

Event Timeline

- Shows the Open and Close time and date for the RFP.
 - Please note, you will not be able to enter responses until the Open time has passed.

Buyer Information

- Contains the email address and phone number for the Buyer(s) who created the event.

[Price Sheet](#) will be covered in more detail below.

[Questionnaire](#) will be covered in more detail below.

Attachments

- Any attachments the Buyer attaches to the sourcing event will be viewable here.
- Any attachment you add in response to the sourcing event will be viewable here.
 - Please note, attachments you add will appear in the Supplier Tab of the Attachment section. No other supplier will be able to view the attachment(s) you have added.

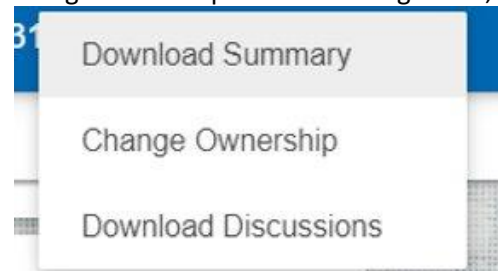
There are additional features available within the platform to enhance your experience with sourcing events.

The Discussion Forum allows you to send messages within the platform to the Buyer and receive messages from the Buyer. It can be found beside the Response closing countdown.

Response closing in 1d 4h 5m 33s 



The Action Menu (three dots on the top right) allows you to download the discussions, change ownership of the sourcing event, and download a summary of the sourcing event.



When you have completed your event, you will need to submit your response. You will be asked to confirm and then be presented with a success message. If you did not respond to a required section, you will receive an error message.



?

CONFIRMATION

Are you sure you want to submit your responses?

NO

YES

Supplier Contact

05/31/2020 1:23 AM

4

✓

SUCCESS!

Responses were submitted

OK

Completion %

!

ERROR!

Response cannot be submitted due to below reason:

1. Mandatory questions not answered in the following questionnaires: **MRO Questionnaire**

OK

Com

You are able to edit your response while the Response Timeline is open. To do so, you will need to Withdraw your response, edit the information, and Submit your response again using the method above.

CANCEL

WITHDRAW RESPONSES

Price Sheet

To access the price sheet, click on the blue link or the pencil icon.

PRICE SHEETS (1)			
Price Sheet Name	Last Modified By	Last Modified On	Response Completion %
RfxPriceSheet			0.00%

Review line details and column headers to respond to event. Greyed out fields are read only. White cells are open for editing. If the column has an asterisk, then this field is required for responding. View link opens a pop up with additional text.

RESPOND - RFXPRICESHEET

Price Sheet Name

RfxPriceSheet

Price Sheet Type

Materials

Price Sheet Description

Displaying 1 of total 1 rows

	T	G	T	H	T	I	T	J	T	K	T	L	T	M	T	N	T	O	T	P	T	Q	T	R
1	Quantity	UnitOfMeasure	ApprovedMfgD...	ModelNumber	ProcurementCl...	QATermID	Radioactive	ExternalComm...	ExternalComm...	*UnitCost	*LeadTimeND...	NumberOfDay...	ShippingPoi...											
2		CASE	View			383, 533, 800	No																	
3			View																					

Downloading the price sheet to enter pricing information is an option. Please note, you cannot edit any of the columns or rows on the exported file. You cannot change the file down once it downloads. Changing any of these will result in an error when importing.

A screenshot of a software interface's top navigation bar. It features a blue background with four white icons: a document with a list (File Log), an upload arrow (Upload), a download arrow (Download), and a trash can. The first three icons are each enclosed in a red rectangular box. Below each box is a black arrow pointing upwards towards the icon. At the bottom of this section is a white bar with three labels: 'File Log', 'Upload', and 'Download', each aligned with its corresponding icon above.

1	000375-May2020 - 000375-May2020							
2								
3	Price Sheet Name:	test						
4	Price Sheet Type:	Materials						
5	Description:							
6								
7	Column Type :	Text	Text	Numeric	Drop Down	Currency	Computed	Currency
9	Column Name:	*Item name ▾	*Item number ▾	*Volume ▾	*Unit ▾	Baseline price per unit(USD) ▾	Total baseline price ▾	*Price per unit(USD) ▾
10								
11								
12								
13								

After saving the file, upload it and allow the system to update the information within the event. If you experience issues with downloading or uploading, please check the File Log to view the errors or confirm the files are downloaded/uploaded properly.

Questionnaire

To access the questionnaire, click on the blue link or the pencil icon.

QUESTIONNAIRES (1)					
Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion
MRO Questionnaire	Technical	-	-	4	0.00%

Fields with an asterisk are required.

RESPOND - MRO QUESTIONNAIRE

Name

MRO Questionnaire

Description

MRO Questionnaire

Evaluation Type

Technical

Q 1: Freight Terms

Please Select

Q 2: Please select the time frame for which you are willing to hold pricing firm. Once this event is awarded, the pricing you provide in response to this bid event will remain firm for the initial time frame that you define.

Please Select

Downloading the questionnaire to enter information is an option. Please note, you cannot edit any of the columns or rows on the exported file. You cannot change the file down once it downloads. Changing any of these will result in an error when importing.

File Log

Upload

Download

000377-May2020 - G126022

Questionnaire Name: *

MRO Questionnaire

Questionnaire Type:

Technical

Questionnaire Description:

MRO Questionnaire

SECTION NAME	QUESTION NUMBER	QUESTION TITLE	RESPONSE OPTIONS	RESPONSE TO QUESTION
-	1	Freight Terms	-	
-	2	Please select the time frame for which you are willing to hold pricing firm. Once this event is awarded, the pricing you provide in response to this bid event will remain firm for the initial time frame that you define.	-	

After saving the file, upload it and allow the system to update the information within the event. If you experience issues with downloading or uploading, please check the File Log to view the errors or confirm the files are downloaded/uploaded properly.

