MyBuy / GEP Quantum Supplier Portal Guide

ECOLAB GEP MyBuy

Supplier Activities in MyBuy / GEP Quantum Supplier Portal

The purpose of **MyBuy / GEP Quantum Supplier Portal Guide** is to showcase how Ecolab suppliers can acknowledge Purchase Orders and submit Invoices using the GEP Quantum Supplier Portal. MyBuy / GEP Quantum Supplier Portal is a **FREE** tool for managing and updating transactions easily between Ecolab and our trusted suppliers.

Please navigate to section of the guide below for answers on how to use the GEP Quantum Supplier Portal:

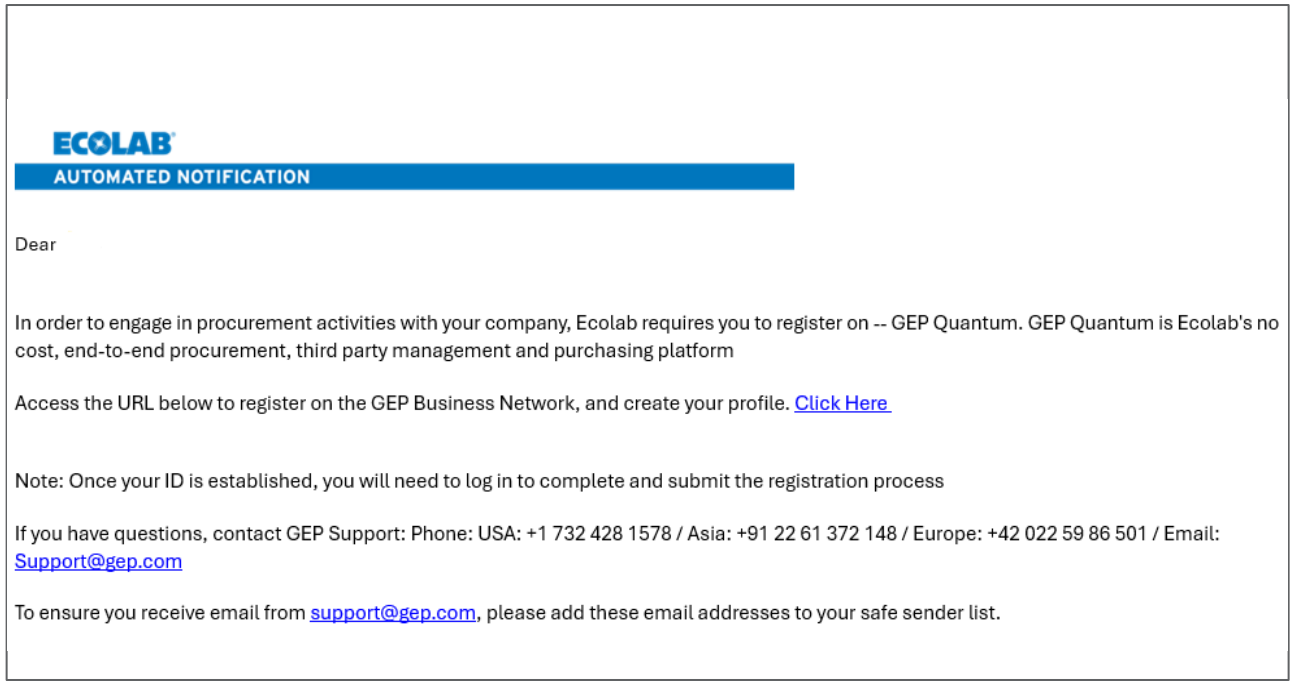
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Registration and Signing into MyBuy / GEP Quantum Supplier Portal

Registration and Signing into MyBuy / GEP Quantum Supplier Portal

After you as the Ecolab supplier have confirmed your company's point of contact for Ecolab Purchase Order requests, instructions for registering for **MyBuy / GEP Quantum** will be emailed to the POC:

1. Supplier will receive an email from **NXXXE@gep.com** with subject as "Action Required: Ecolab procurement registration for GEP Network "
2. As a supplier, you will need to click on the "Click Here" link to access the Business Network and create your account



ECOLAB

AUTOMATED NOTIFICATION

Dear

In order to engage in procurement activities with your company, Ecolab requires you to register on -- GEP Quantum. GEP Quantum is Ecolab's no cost, end-to-end procurement, third party management and purchasing platform

Access the URL below to register on the GEP Business Network, and create your profile. Click Here

Note: Once your ID is established, you will need to log in to complete and submit the registration process

If you have questions, contact GEP Support: Phone: USA: +1 732 428 1578 / Asia: +91 22 61 372 148 / Europe: +42 022 59 86 501 / Email: Support@gep.com

To ensure you receive email from support@gep.com, please add these email addresses to your safe sender list.

Registration and Signing into MyBuy / GEP Quantum Supplier Portal

3. Once you click to the **Business Network** you will see the screen on top right

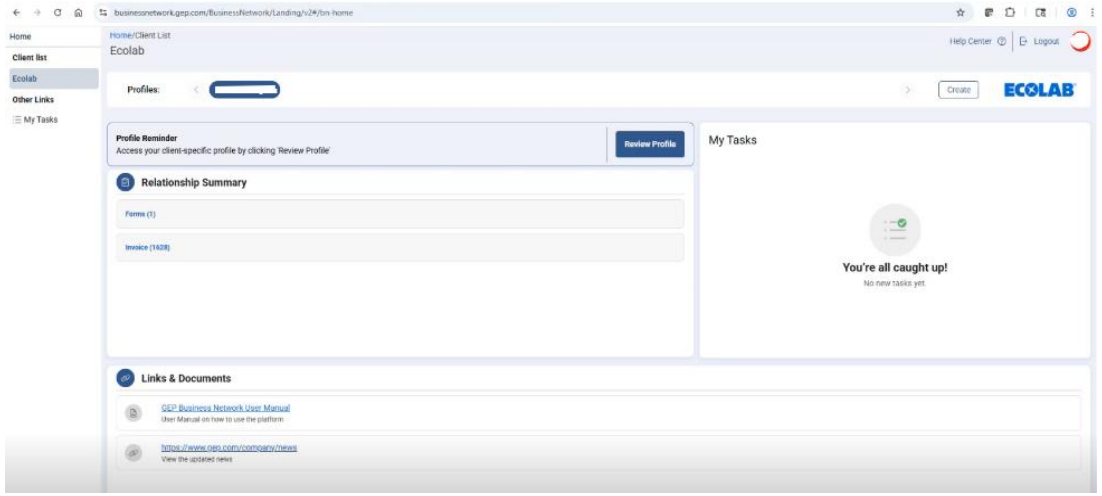
4.Click "Review Profile"

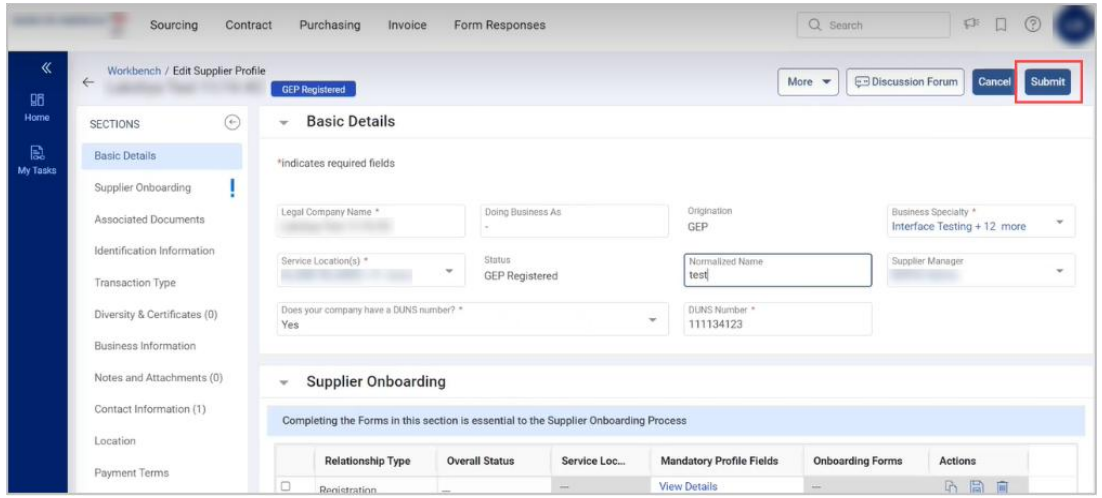
5. You will be directed to your supplier profile page on the bottom right

6. Fill in all required information and Submit

7. You will be able to access orders sent to your account by Ecolab through "Review Profile" going forward

No invitation? Check spam, confirm the registered email, then contact MyBuy support.





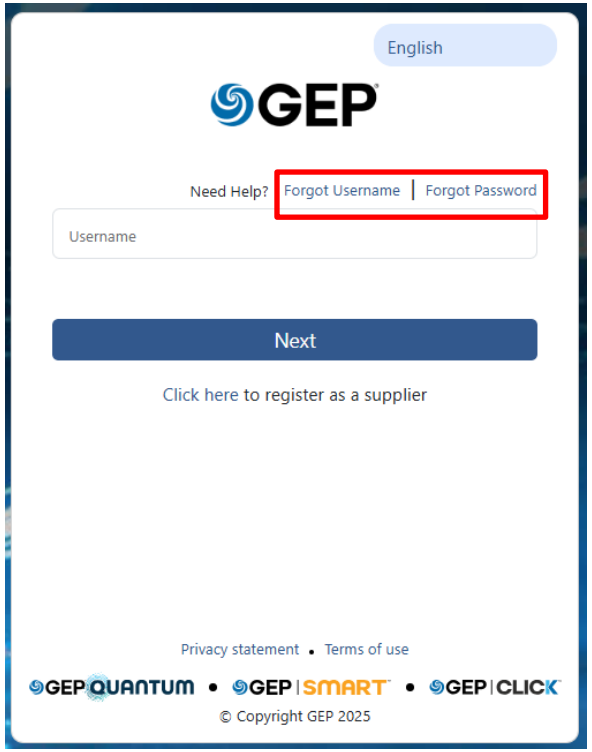
Retrieve Username and Password

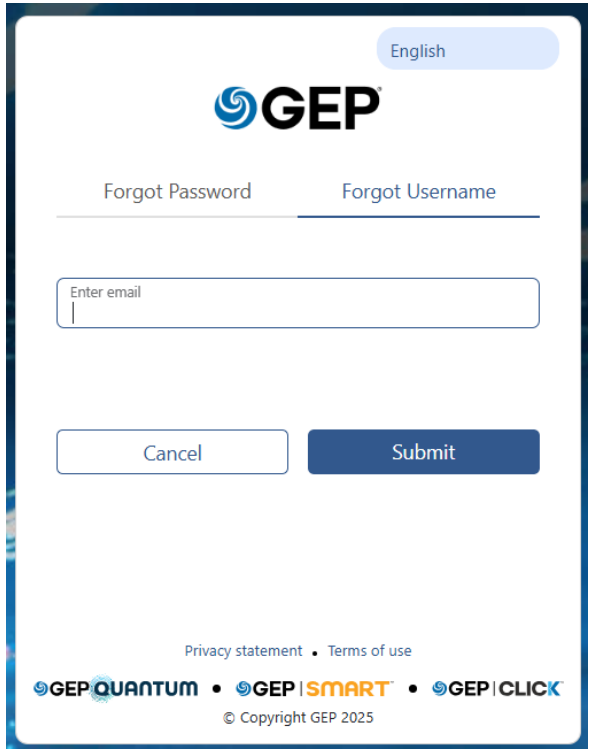
Retrieve Username and Password

In case you don't have your username or password:

1. Select either the **Forgot password** or **Forgot Username** on the GEP sign-in page.
2. Enter **Username** or **Email** in the appropriate field and click **Submit.**
3. You will receive a pop-up message indicating the next steps.
4. The username details or link to reset your password will be emailed to the email address on record for your supplier account.

Do not create a second supplier account to work around a sign-in issue.



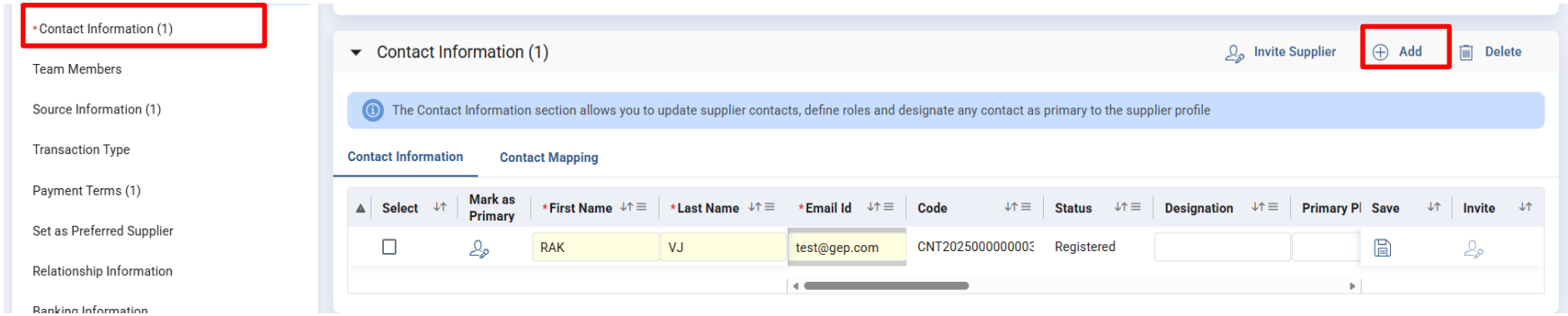


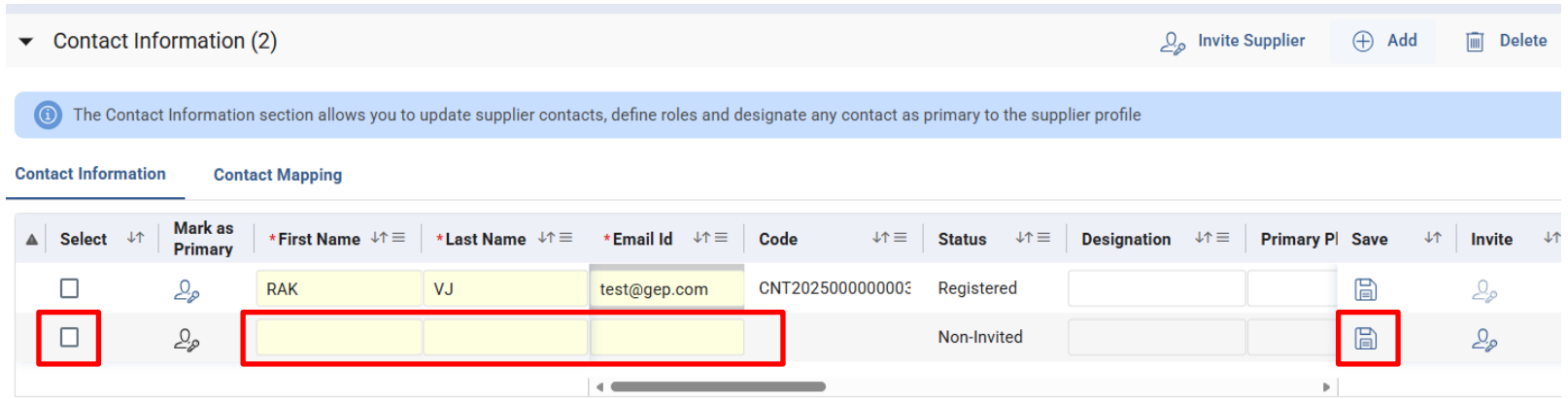
Add Additional User Profiles to Supplier Profiles

Add Additional User Profiles to Supplier Profiles

Follow the steps below from the supplier homepage to add supplier contacts:

1. Open **Supplier Profile** button, then navigate to the **Contact Information** section
2. Click **+Add** on the top right-hand corner and fill in the required information in the new row
3. **Save** the record and email MyBuy@ecolab.com to send the system invitation
4. Confirm the new user receives the invitation and can access the profile





Recommended roles: PO/order contact, Invoice/AR contact, and portal administrator.

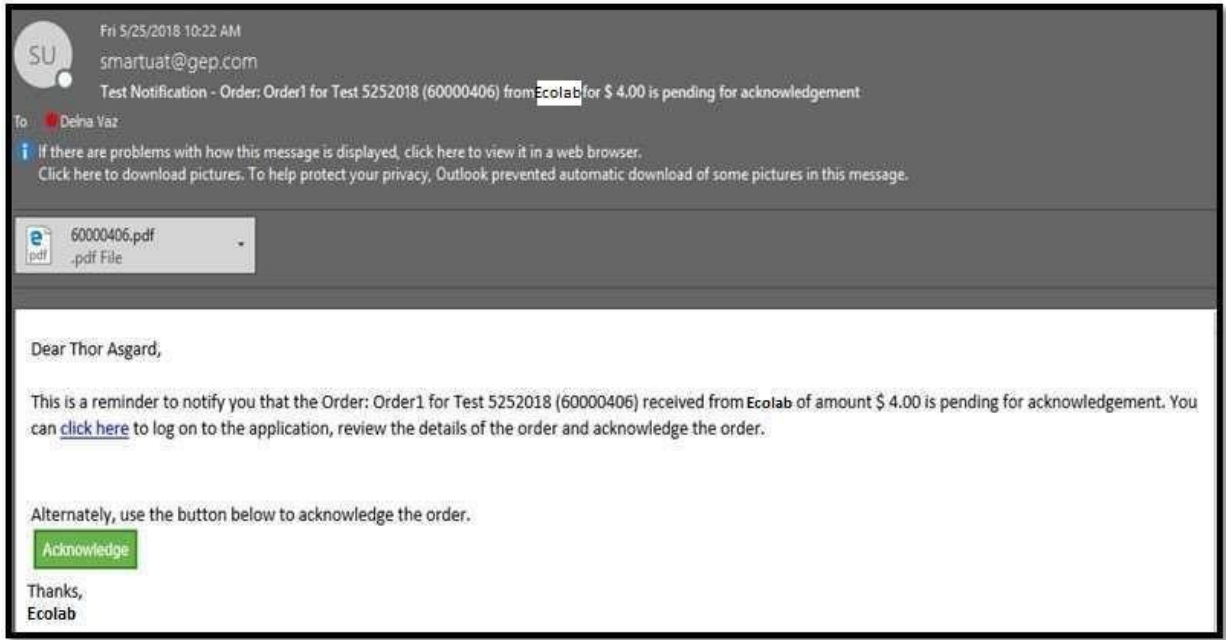
Purchase Order Acknowledgement

Purchase Order Email Notification

You will receive an email from mybuycommunications@ecolab.com and the **Purchase Order Details** will be attached as a PDF file.

Suppliers can acknowledge a PO in two ways: through the email or through the GEP Portal.

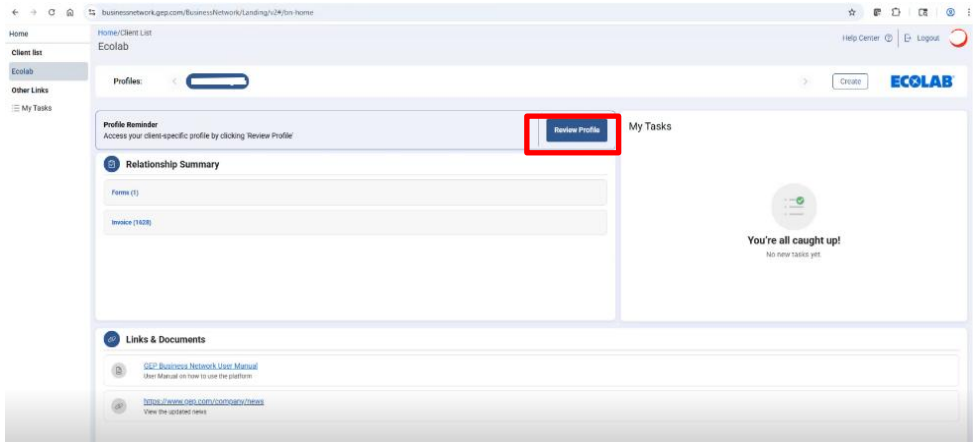
- The PO details will be attached in the form of a PDF file.
- You can acknowledge the PO by clicking on the **Acknowledge** button.

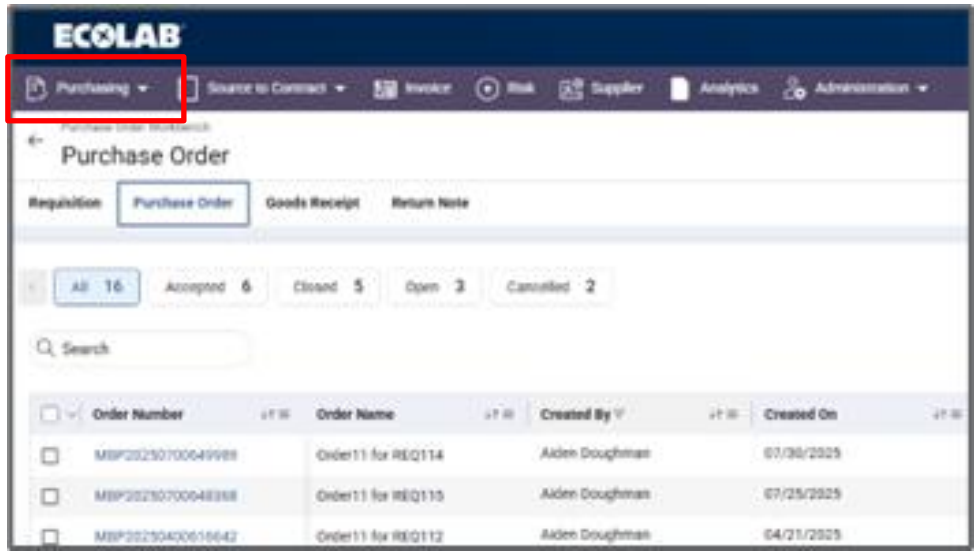


Purchase Order Acknowledgement

To acknowledge an order in MyBuy / GEP Quantum

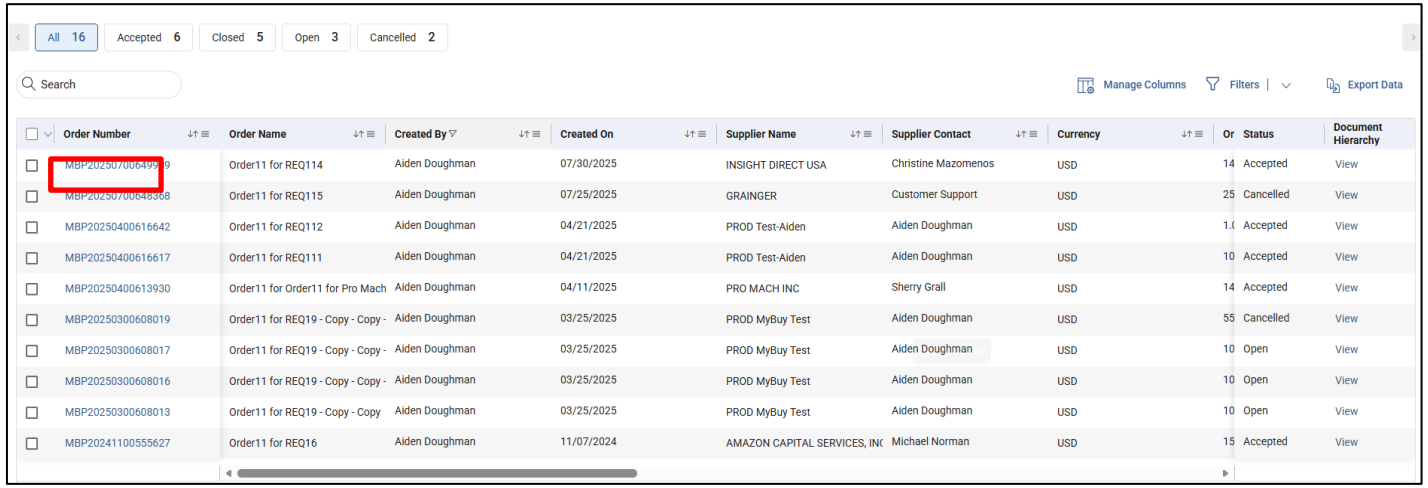
1. Log in to GEP Quantum
2. Click "Review Profile"
3. Click on the **Purchasing Tab**





Purchase Order Acknowledgement

3. Click on the **Order Name (**in blue) under the **Document Name** column.
4. Before you acknowledge the order, be sure the status of the PO is **Open**



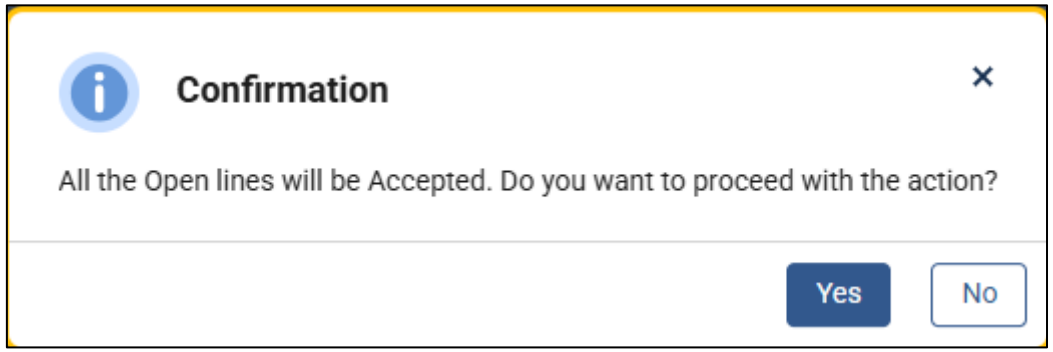
Purchase Order Acknowledgement

5. The order will open with **Sent to Supplier** status
6. Review the details of the order under the **Line Details** section.
7. Click **Acknowledge Order** on the bottom right-hand corner if the details look correct.
8. After acknowledging, the order status will change to **Supplier Acknowledged**.



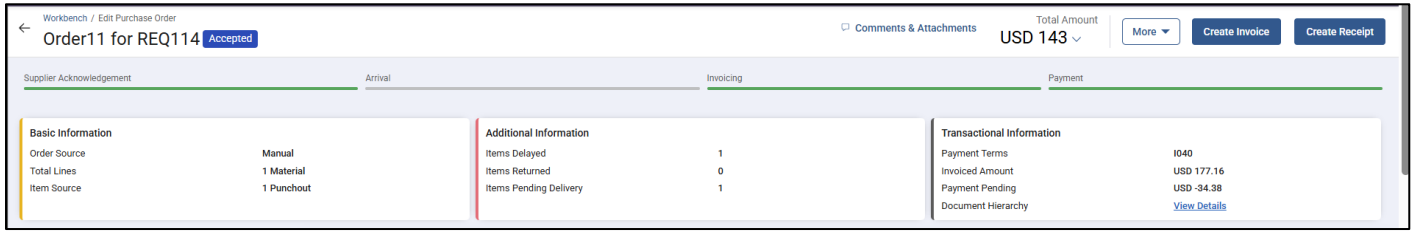
Purchase Order Acknowledgement

9. On each Line item enter the **Estimated Delivery Details**
10. Acknowledge the order by clicking **Accepting**



Purchase Order Acknowledgement

11. After you acknowledge the order the status will display as **Accepted**

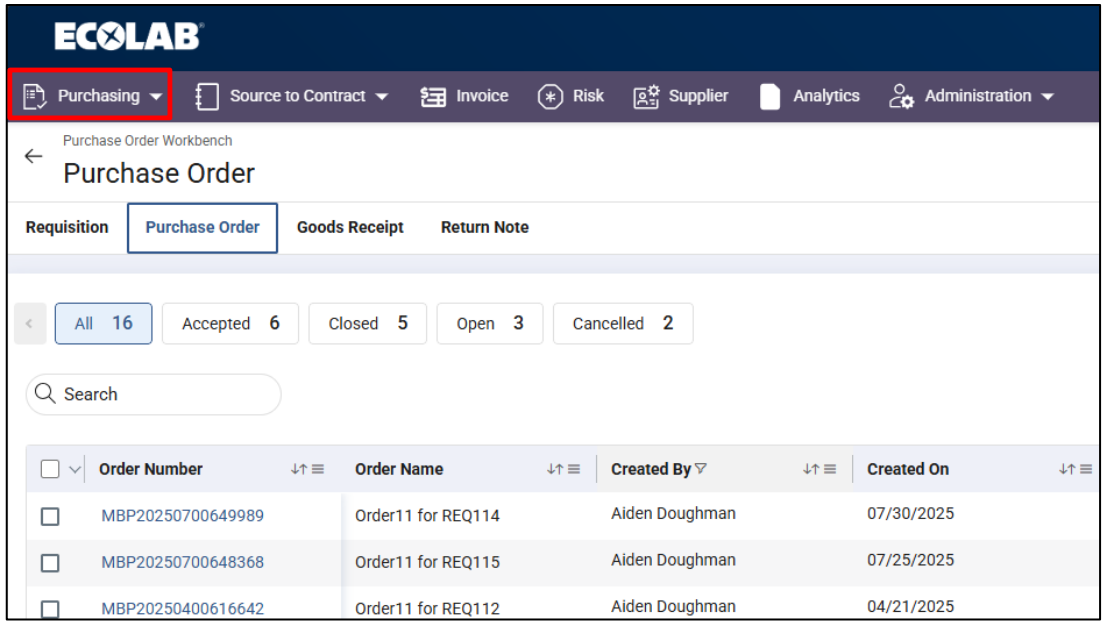


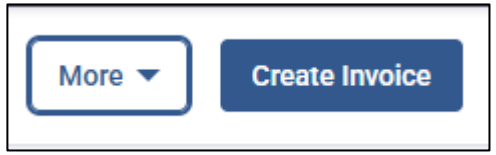
PO Flip / Create Invoice

Flip Purchase Order to Invoice

MyBuy / GEP Quantum provides suppliers with a PO Flip process that easily creates invoices from acknowledged purchase orders in the supplier portal.

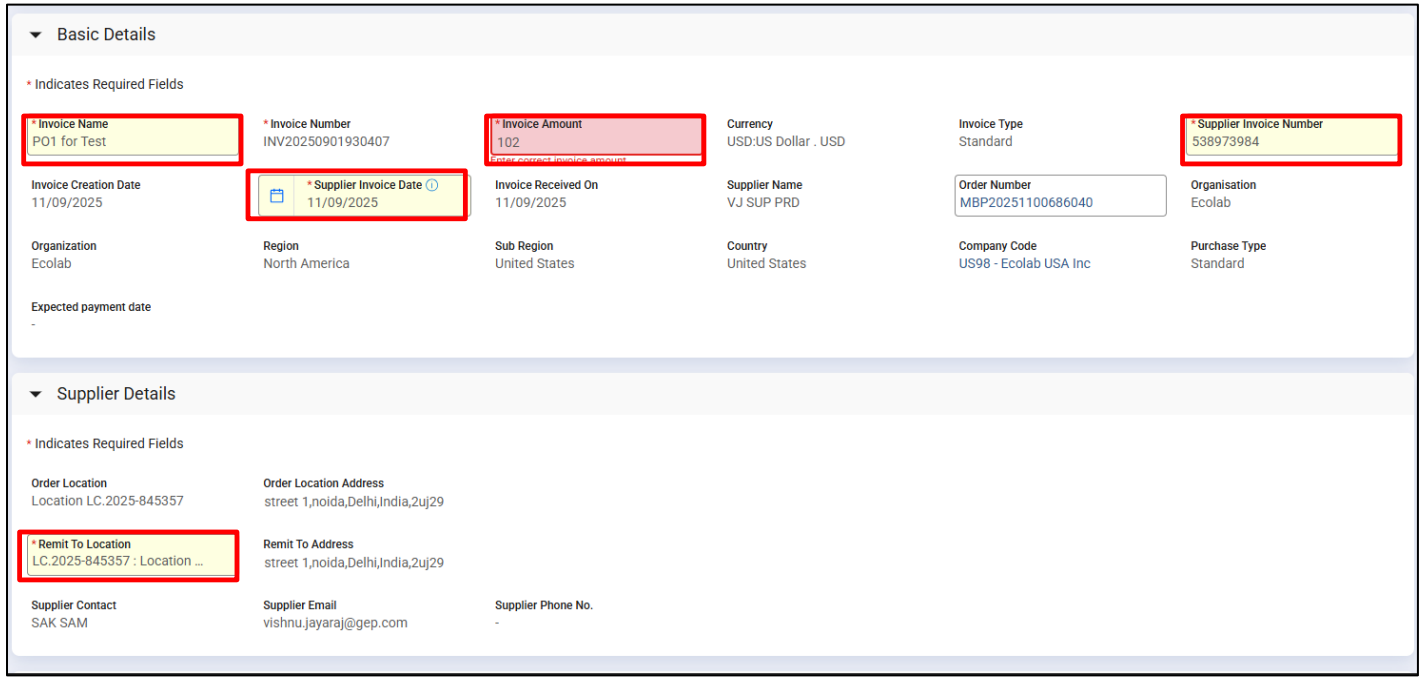
1. Click the **Review Profile** Tab
2. Click the **Purchasing** Tab
3. Click on the order that is ready for invoicing
4. Click **Create Invoice**





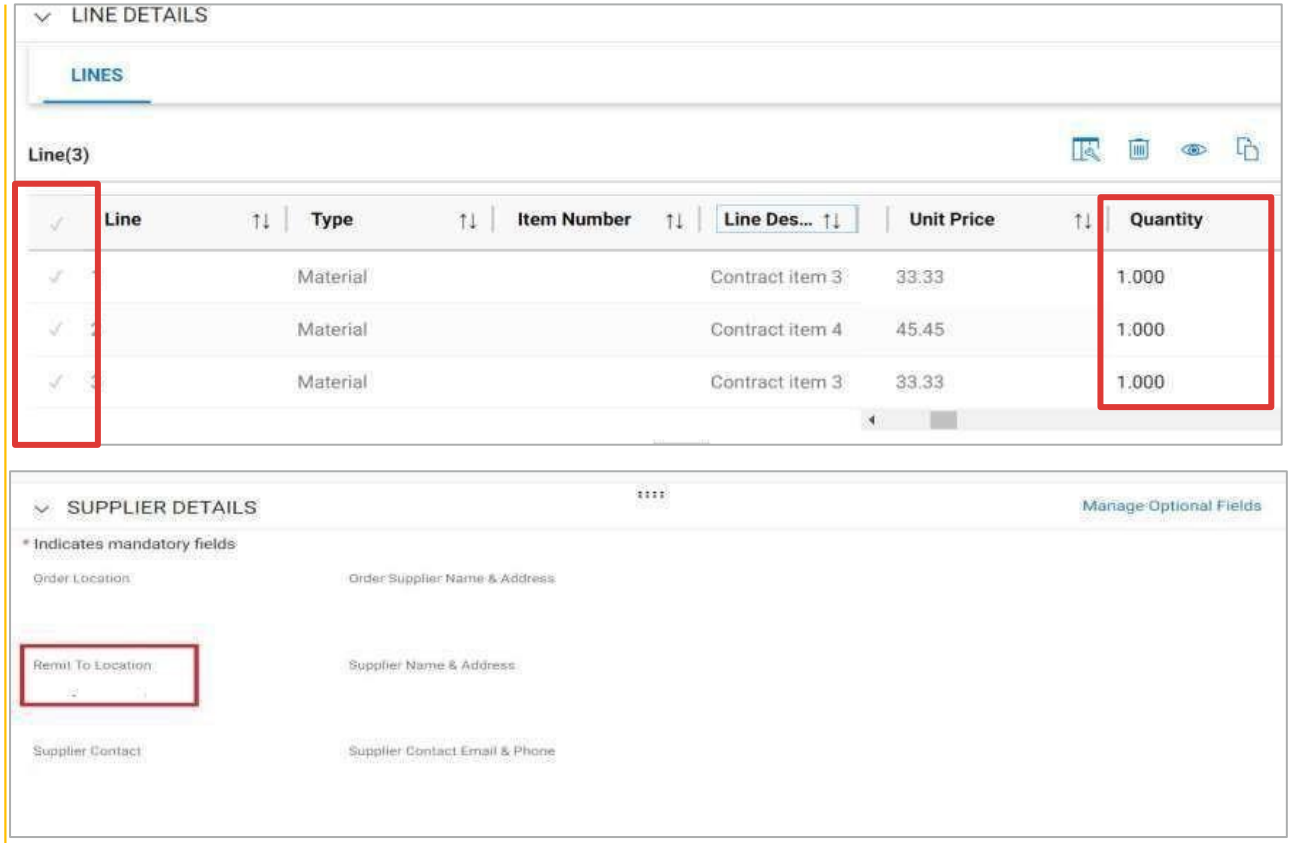
Create Invoice

4. Enter the **Total Amount** of the invoice in the **Invoice Amount Box** (Note: Please include taxes and shipping in the Invoice Amount Total.)
5. Enter the **Invoice Number** generated from your invoice system in the **Supplier Invoice Number Box**
6. Enter the **Invoice Date** in the **Supplier Invoice Date Box**
7. (**Optional**) If you are submitting a credit memo instead of an invoice, change the invoice type from **Standard** to **Credit** in the **Invoice Type Box**



Create Invoice

8. Scroll down to the **Line Details** tab you can select / deselect a line item by clicking on the **Checkmark**
9. Select the line item related to the invoice and make any required changes to the unit price or quantity as needed
10. Select **Remit to Location** from the drop-down menu

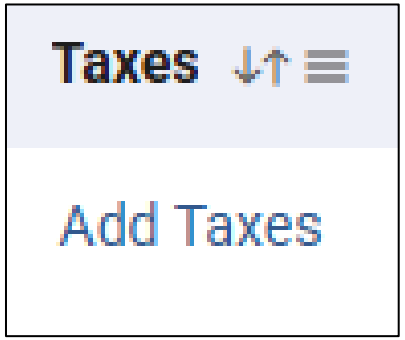


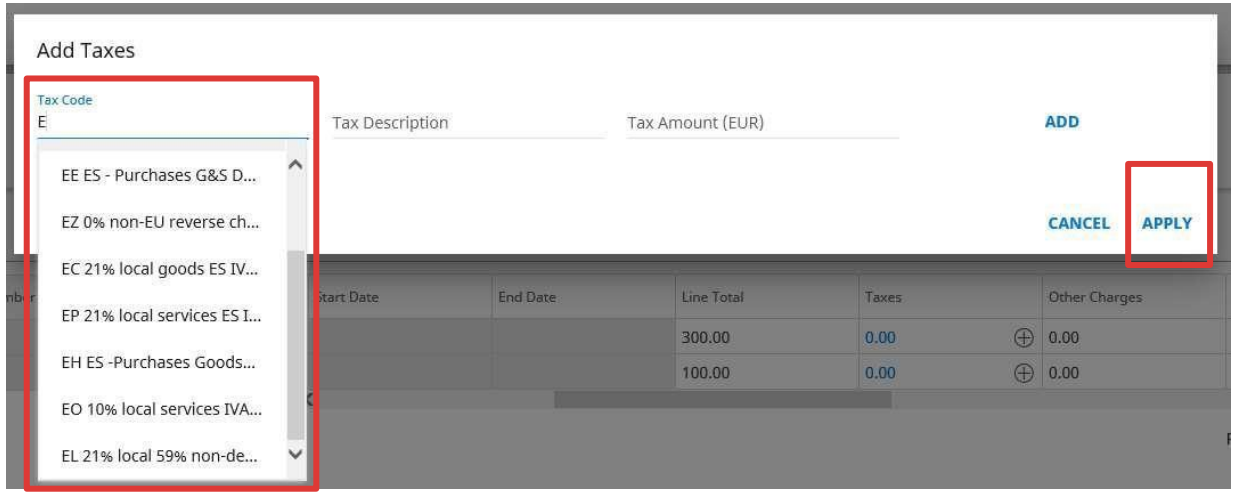
Create Invoice - Adding the Tax Rate

Applicable for non-US suppliers.

On the line item section scroll right and find the **Taxes** column:

1. Click on **“Add Taxes”** at each item which opens the tax selection window
2. Type the **VAT Tax%** rate into the **Tax Code field** and select the applicable one from the drop-down
3. To confirm the tax rate applied click on the **Apply** button
4. The VAT will be calculated for the selected item automatically
5. Continue adding VAT as needed to each item on the invoice



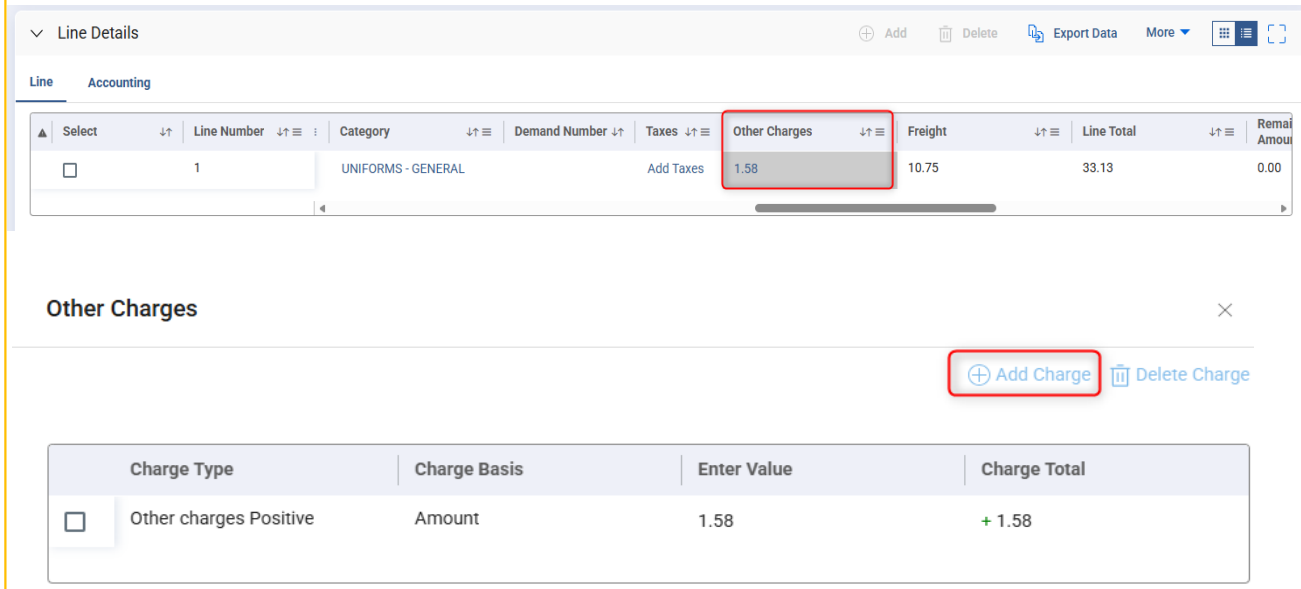


Create Invoice - Adding Tax Charges

Applicable for US suppliers.

On the line item section scroll right and find the **Other Charges** column:

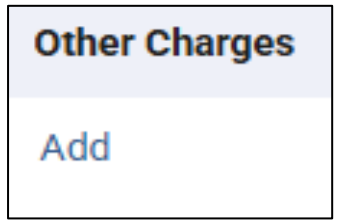
1. Click on **“Add”** at each item which opens the Other Charges selection window
2. Select **+Add Charge**
3. Choose Charge Type as **Other Charges Positive** and Charge Basis as **Amount**
4. Enter the calculated Tax Amount and **Save**
5. Update the **Invoice Amount**

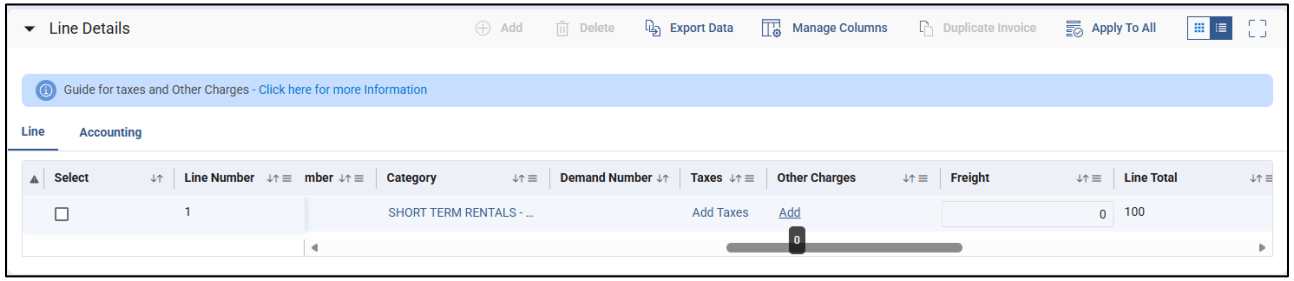


Create Invoice - Shipping Charge Addition

To add **Shipping Charge** or any **Other Charge**:

1. Click on the **Add** in the line details section
2. When needed click the **Add** under other charges to add multiple charge lines. Add lines to complete the extra charges. Do not forget to fill all the mandatory fields.
3. Remember to update the **Invoice Amount** after adding all additional charges.





Create Invoice - Upload Image / Copy of invoice

After adding all charges to the invoice in MyBuy, ensure to upload a copy of the paper invoice into the invoice in MyBuy:

1. Click on the **Upload your Files** in the center of the screen
2. Click **Browse** to upload a copy of the invoice
3. Once the image is uploaded, click on the **Done** button.



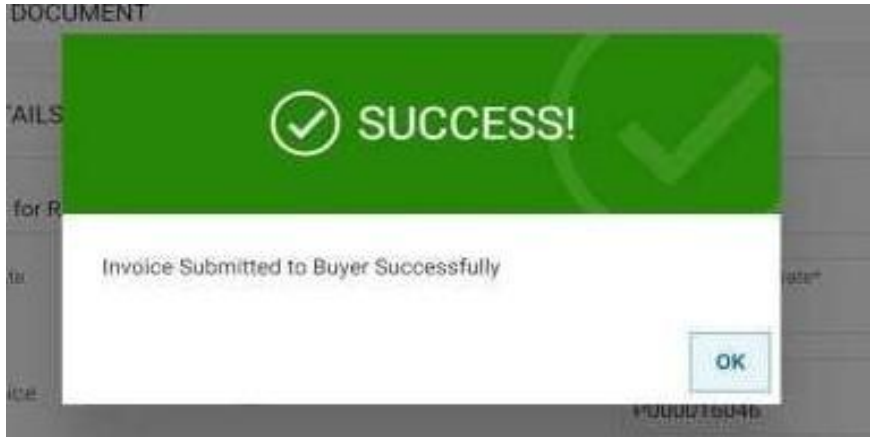
Create Invoice - Submitting the Invoice

After adding all additional charges and a copy of the paper invoice, the invoice is ready to be sent to Ecolab:

1. Click **Submit**. A Confirmation screen will appear.
2. Click **YES**

After closing the Success window, the Invoice screen will update the submitted invoice to **Validation Pending** status.





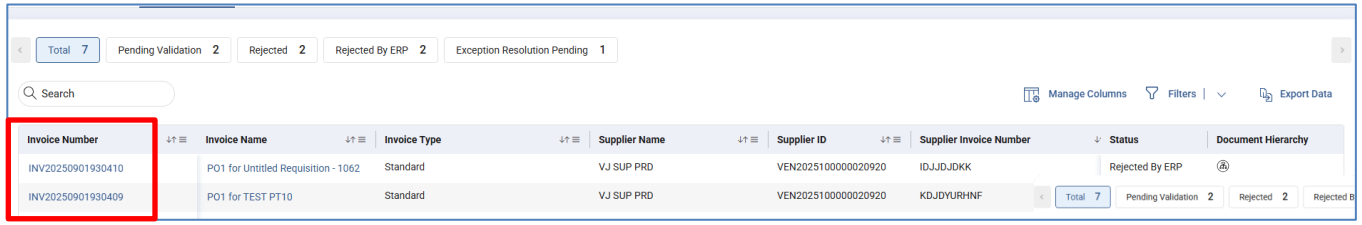
Create Credit Memo

A Credit Note or Credit Memo is a commercial document issued by a seller to a buyer. The seller usually issues a credit memo for the same or lower amount than the invoice, and then repays the money to the buyer or sets it off against a balance due from other transactions.

Create Credit Memo

To create a Credit Memo:

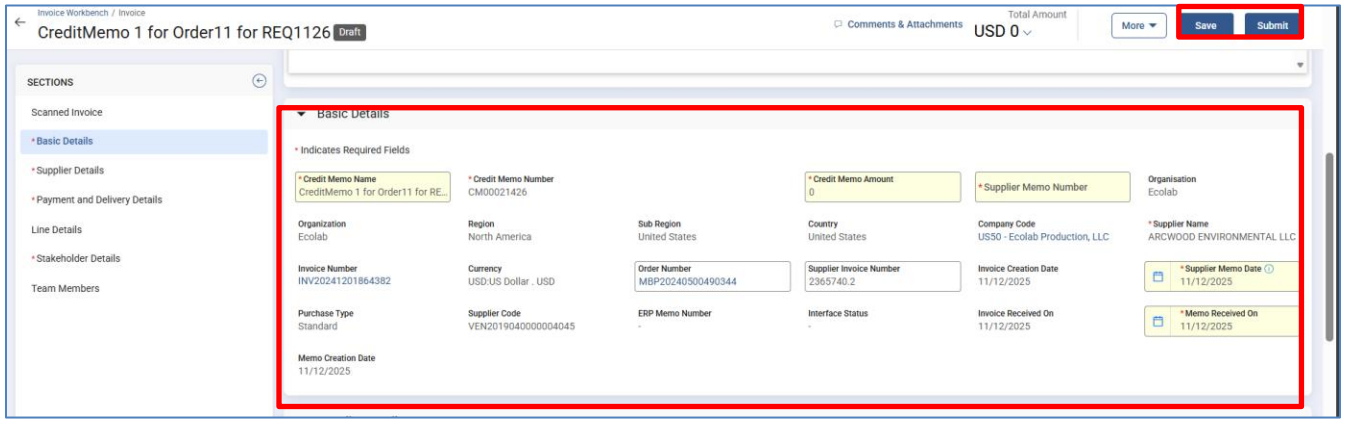
1. Click on the **Invoice Number** for which you want to create a credit memo.
2. Click on the **3 Action Dots** on top right hand corner and select **Create Credit Memo**





Create Credit Memo

3. Enter your company's **Credit Memo Number** in the **Supplier Memo Number** field.
4. Enter **Credit Quantity** or **Credit Amount** on the line details
5. Click **Send to Processing** to send the credit memo to Ecolab.



Check PO / Invoice Status

Invoice and Order Status Definitions

Purchase Order Status:

- **Sent by Buyer** – Oder has been submitted to Supplier for review and fulfillment
- **Supplier Acknowledged** – Order has been acknowledged by Supplier and is ready to be invoiced.

Invoice Types:

- **Full invoice** – invoicing the full quantity of the purchase order
- **Partial invoice** – invoicing for less than the Purchase Order quantity
- **Excess Invoice** – invoicing for a quantity exceeding the quantity listed in the purchase order. **(Note: Ecolab does not accept Excess Invoicing.**

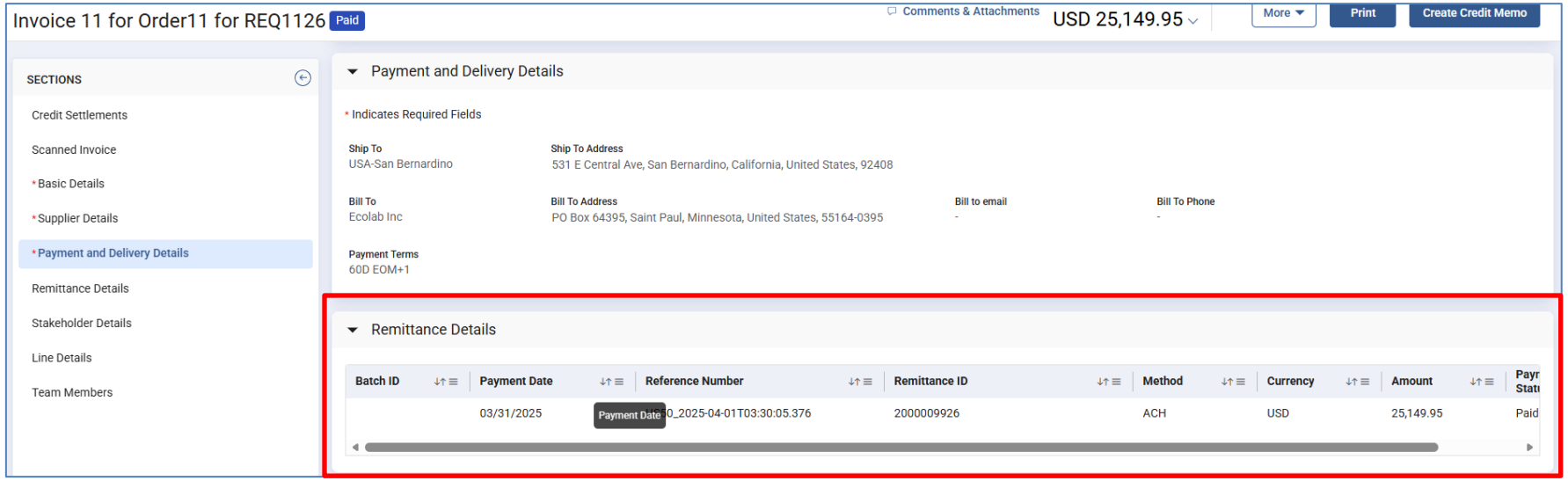
Invoice Status:

- **Draft** – Invoice was saved as a draft but hasn't been sent to Buyer yet
- **Ready to Pay** – Invoice processed and sent for payment
- **Paid** – Invoice has been paid in full – Remittance details shown in MyBuy invoice
- **Exception Resolution Pending** – Invoice has been submitted into MyBuy, waiting on buyer approval
- **Matched** – Invoices matches PO & receipt – not yet sent for payment
- **Rejected** – Invoice rejected by the buyer or system

Check Invoice Remittance Details

When an invoice is approved by Ecolab, the status of the invoice will change from **Exception Resolution Pending** to **Ready to Pay.**

- To view remittance details open invoice and scroll to the bottom under the Remittance Details section that includes method of payment , currency and amount paid.



Have any Questions?

For questions specific to Ecolab, Please email:

MyBuy@Ecolab.com (NA/EU/LATAM Process/Platform Questions)

MyBuyPayments@ecolab.com (NA/EU Payments)

Apargentina@nalco.com (LATAM Payments)

For Technical questions or issues experienced while using the MyBuy / GEP Quantum Supplier Portal, Please email support@gep.com or call for support at the numbers below:

US: +1 732 428 1578

UK: +44 203 478 6123

Europe: +42 022 598 6501

Asia: +91 226 137 2148

Australia: +6 128 518 1914