

MyBuy / GEP SMART Supplier Portal Guide

Supplier Activities in MyBuy / GEP SMART Supplier Portal

The purpose of **MyBuy / GEP SMART Supplier Portal Guide** is to showcase how Ecolab suppliers can acknowledge Purchase Orders and submit Invoices using the GEP SMART Supplier Portal. MyBuy / GEP SMART 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 SMART Supplier Portal:

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Registration and Signing into MyBuy / GEP SMART Supplier Portal

Registration and Signing into MyBuy / GEP SMART 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 SMART** will be emailed to the POC:

1. Supplier will receive an email from **Mybuycommunications@Ecolab.com** with subject as **“Action Required: Please register for MyBuy / GEP SMART for Ecolab PO and Invoice Submission”**
2. As a supplier, you will need to click either **Register Now** or **I have a SMART by GEP Account** buttons.



Hi Ecolab User ,

You have been invited by Ecolab to be a supplier and represent Primary Supplier

[Register Now](#)

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

Register Now - Click on "Register Now" If you do not have an existing account with SMART by GEP and want to create fresh login Credentials or If you want to have separate set of Credentials apart from your existing account with SMART by GEP.

I have a SMART by GEP account - Click on "I have a SMART by GEP account" If you have an existing set of Credentials and want to link this new profile.

Thanks,
SMART by GEP Team

Registration and Signing into MyBuy / GEP SMART Supplier Portal

Options for registering:

3. If your company does not already have a GEP SMART Supplier Portal account for other buyers, click **Register Now** where you will be directed to the Primary Registration Form.
4. If your company already has a GEP SMART Supplier Portal account, select **I have a GEP SMART account**.



Hi Ecolab User ,

You have been invited by Ecolab to be a supplier and represent Primary Supplier

[Register Now](#)

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

Register Now - Click on "Register Now" If you do not have an existing account with SMART by GEP and want to create fresh login Credentials or If you want to have separate set of Credentials apart from your existing account with SMART by GEP.

I have a SMART by GEP account - Click on "I have a SMART by GEP account" If you have an existing set of Credentials and want to link this new profile.

Thanks,
SMART by GEP Team

Registration and Signing into MyBuy / GEP SMART Supplier Portal

5. Once you click **Register Now** you will be redirected to the **Primary Registration Form**. The fields marked with a red star indicates the mandatory fields which need to be filled.
6. Creating a **Username** is required.
7. Creating a **Password** should contain a minimum of ten characters. Password needs to be a combination of upper and lowercase letters, numbers and special characters.
8. Remember to check **I have read and agree to the GEP Terms and Conditions and Privacy Policy**
9. After completion, click **Submit**.

Primary Registration Form

Basic Details Compliance Registration Additional Tax Info

All fields marked with * are required.

Account Credentials

Username *

User Email *

Password * Password strength: Too short

Confirm Password *

Mobile Number

Company Information

Legal Company Name *

Doing Business As

Company Website

Headquarter *

Address Line 1 *

Address Line 2

City *

State/Province *

Next

Registration and Signing into MyBuy / GEP SMART Supplier Portal

10. Once you click **Submit**, the page will redirect you to the **1 more step** screen
11. You will receive an activation email at your registered email address.



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

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Australia: +61 285 181 914
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Email: Support@gep.com

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Registration and Signing into MyBuy / GEP SMART Supplier Portal

12. Open the email. Click the **Click here** button to verify your email address and complete account creation.
13. You will now be able to sign into your supplier profile by navigating to <https://smart.gep.com>



AUTOMATED NOTIFICATION

Dear Ecolab User,

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

In order to activate your account, please visit this URL: [Click here](#)

Please note: You must complete this last step in order to use MyBuy.

Thank you,

Ecolab MyBuy Team

This is not a monitored inbox, for all questions, please contact the following:

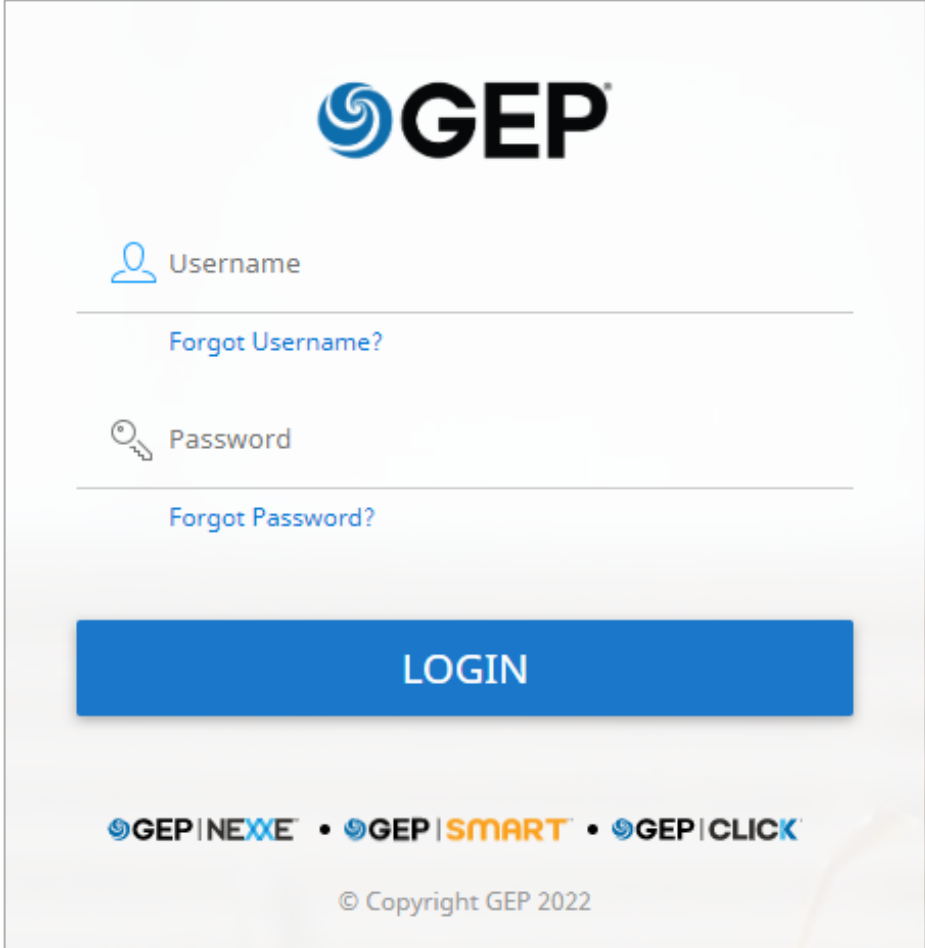
Registration and Signing into MyBuy / GEP SMART Supplier Portal

14. Enter your **Username** and **Password**

15. Click on the **Login** button

16. Bookmark the **GEP SMART Supplier Portal**:

- <https://smart.gep.com>



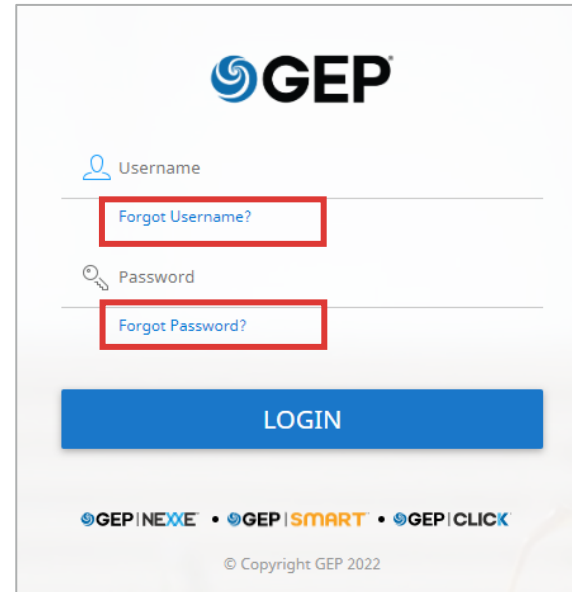
The screenshot shows the login interface for the GEP SMART Supplier Portal. At the top is the GEP logo. Below it are two input fields: 'Username' with a person icon and 'Password' with a key icon. Each field has a 'Forgot' link below it. A large blue 'LOGIN' button is centered below the fields. At the bottom, there are logos for GEP NEXE, GEP SMART, and GEP CLICK, followed by the copyright notice '© Copyright GEP 2022'.

Retrieve Username and Password

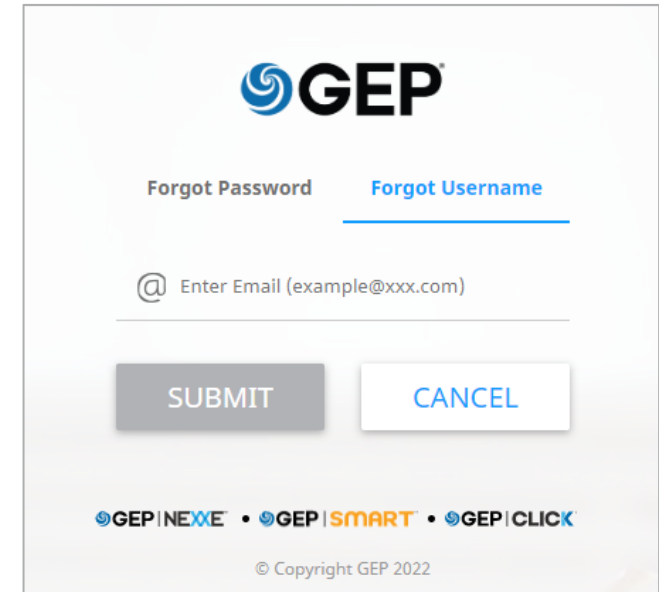
Retrieve Username and Password

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

1. Select either the **Forgot password** or **Forgot Username** based on what information you have available.
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



The image shows the GEP login interface. At the top is the GEP logo. Below it are two input fields: 'Username' and 'Password'. In the 'Username' field, there is a red box containing the text 'Forgot Username?'. In the 'Password' field, there is a red box containing the text 'Forgot Password?'. Below these fields is a blue 'LOGIN' button. At the bottom, there are logos for GEP|NEXE, GEP|SMART, and GEP|CLICK, followed by the copyright notice '© Copyright GEP 2022'.



The image shows the GEP login interface. At the top is the GEP logo. Below it are two tabs: 'Forgot Password' and 'Forgot Username'. The 'Forgot Username' tab is selected and highlighted with a blue underline. Below the tabs is an input field with an '@' icon and the placeholder text 'Enter Email (example@xxx.com)'. Below this field are two buttons: 'SUBMIT' and 'CANCEL'. At the bottom, there are logos for GEP|NEXE, GEP|SMART, and GEP|CLICK, followed by the copyright notice '© Copyright GEP 2022'.

Add Additional User Profiles to Supplier Profiles

Add Additional User Profiles to Supplier Profiles

To add additional users to a supplier profile follow the steps below from the supplier homepage:

1. Click **Supplier Profile** button
2. Navigate to **Contact Information** section of your supplier profile.
3. Click **Add New Contact** on the top right-hand corner of Contact Information.

The screenshot displays the Ecolab Supplier Profile interface. On the left is a sidebar menu with the following items: IDENTIFICATION INFORMATION, CERTIFICATES, DIVERSITY STATUS, REGISTRATION INFORMATION (checked), LOCATION AND BANKING, CONTACT INFORMATION (highlighted with a red box), BUSINESS INFORMATION, TRANSACTION TYPE, MARKETING INFORMATION, PAYMENT TERMS (checked), and DOCUMENTS (checked). The main content area is titled 'REGISTRATION INFORMATION' and contains three sections: 'LOCATION AND BANKING' (with a warning icon and '(1 Location: 1 Headquarter)'), 'CONTACT INFORMATION (1) (1 Registered)' (highlighted with a purple box), and a table of user statistics. The 'CONTACT INFORMATION' section has an 'Add New Contact' button in the top right corner, highlighted with a red box. Below this is a table with columns: Full Name, Status, Email ID, Language, and Primary Phone Number. The table contains one entry for 'Ecolab User' with status 'Registered' and email 'ellie.tyson@ecolab.com'. At the bottom right, it shows '1 to 1 of 1' and 'Page 1 of 1'.

Full Name	Status	Email ID	Language	Primary Phone Number
☐ Ecolab User Last Login : Friday, December 16, 2022 11:10 AM	Registered	ellie.tyson@ecolab.com	English	

Add Additional User Profiles to Supplier Profiles

A pop-up screen for **Add New Contact** information will appear. Please complete the information on the new contact that will have access to your supplier profile:

1. Complete information requested in the pop-up screen.
2. Ensure **Send Invitation** is check-marked and click Save
3. An email invitation will be sent to the email address inputted for the new contact added to the supplier profile.

Add New Contact

*indicates required fields

First Name* New	Last Name* User	E-mail Address* Test@ecolab.com
--------------------	--------------------	------------------------------------

Designation (Optional)	Default Role Please Select
------------------------	-------------------------------

Primary Business Phone (Optional)	Extn	Secondary Business Phone (Optional)	Extn	Fax No.
-----------------------------------	------	-------------------------------------	------	---------

ISD Code (Optional) Please Select	Mobile Number (Optional)
--------------------------------------	--------------------------

☒ Send Invitation

CANCEL SAVE

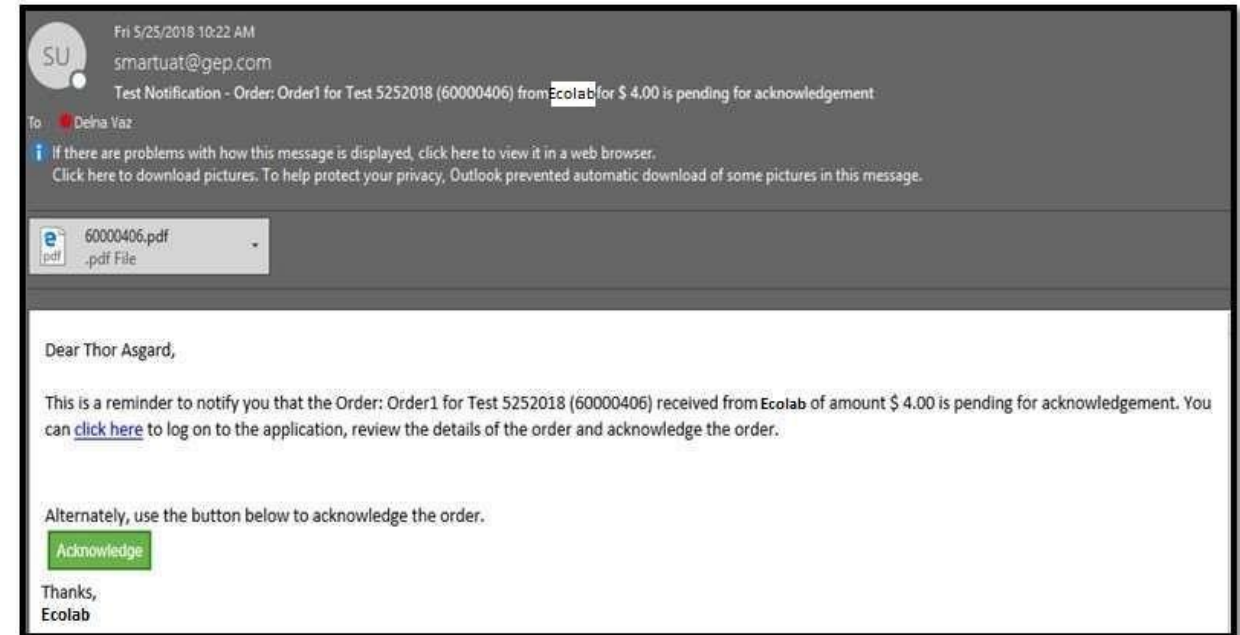
Purchase Order Acknowledgement

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 SMART

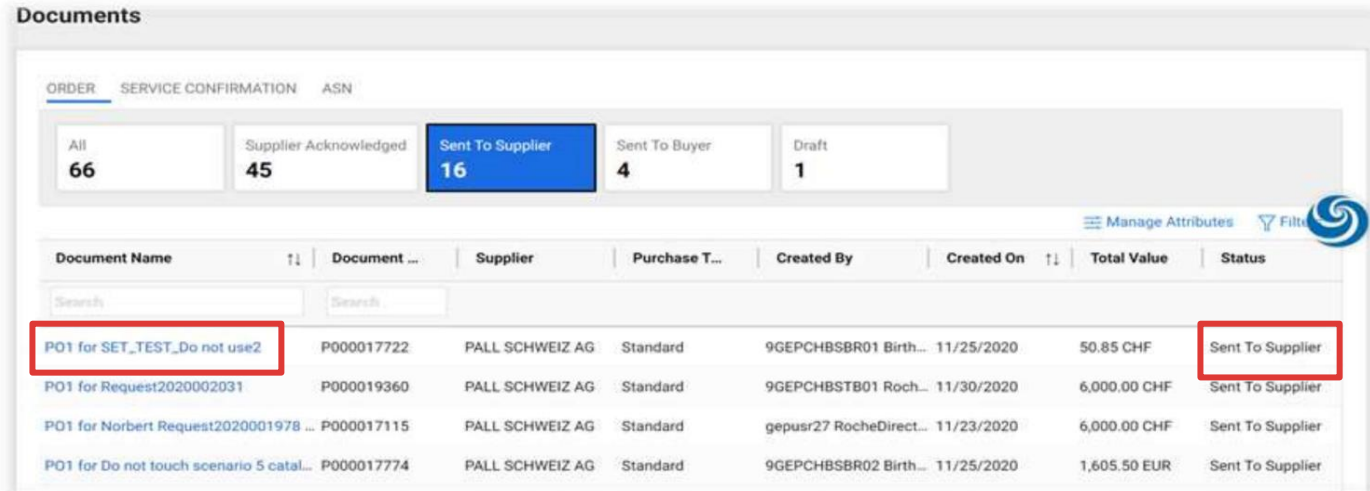
1. Log in to GEP SMART
2. Click on the **Purchasing Tab**

The screenshot displays the ECOLAB GEP SMART interface. At the top, the navigation bar includes 'CATALOG', 'SOURCING', 'CONTRACT', 'PURCHASING' (highlighted with a red box), and 'MORE...'. A search bar and user profile icon are also present. Below the navigation bar, the header shows 'TEST SUPPLIER' and 'APPROVED P2P'. The left sidebar lists various information categories: BASIC DETAILS, IDENTIFICATION INFORMATION (checked), CERTIFICATES, DIVERSITY STATUS, LOCATION INFORMATION, CONTACT INFORMATION, BUSINESS INFORMATION, TRANSACTION TYPE, and MARKETING INFORMATION. The main content area is titled 'BASIC DETAILS' and contains a form with the following fields:

- YOUR COMPANY LOGO HERE**: A placeholder for the company logo with instructions: 'Supported file formats: png, jpeg, jpg' and 'Max file size: 5MB, Resolution: 200 X 200 pixel'.
- Supplier's Legal Name***: PALL SCHWEIZ AG
- Parent Company's Identification Number***: (Empty field)
- Parent Company Name**: (Empty field)
- Doing Business As**: (Empty field)
- Formerly Known As**: PALL (SCHWEIZ)... +1 More
- Category***: MRO Equipment(Y20100...
- Region**: Not Applicable
- Supplier Managers***: 9GEPCHBSSMIC1 Sourci...
- Status**: Approved P2P

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 **Sent To Supplier**



The screenshot shows the SAP 'Documents' interface. At the top, there are tabs for 'ORDER', 'SERVICE CONFIRMATION', and 'ASN'. Below these are filter boxes for 'All' (66), 'Supplier Acknowledged' (45), 'Sent To Supplier' (16), 'Sent To Buyer' (4), and 'Draft' (1). The 'Sent To Supplier' box is highlighted in blue. Below the filters is a table with columns: Document Name, Document ID, Supplier, Purchase T..., Created By, Created On, Total Value, and Status. The first row of the table is highlighted with a red box around the 'Document Name' and 'Status' columns. The 'Document Name' is 'PO1 for SET_TEST_Do not use2' and the 'Status' is 'Sent To Supplier'.

Document Name	Document ...	Supplier	Purchase T...	Created By	Created On	Total Value	Status
PO1 for SET_TEST_Do not use2	P000017722	PALL SCHWEIZ AG	Standard	9GEPCHBSBR01 Birth...	11/25/2020	50.85 CHF	Sent To Supplier
PO1 for Request2020002031	P000019360	PALL SCHWEIZ AG	Standard	9GEPCHBSTB01 Roch...	11/30/2020	6,000.00 CHF	Sent To Supplier
PO1 for Norbert Request2020001978 ...	P000017115	PALL SCHWEIZ AG	Standard	gepusr27 RocheDirect...	11/23/2020	6,000.00 CHF	Sent To Supplier
PO1 for Do not touch scenario 5 catal...	P000017774	PALL SCHWEIZ AG	Standard	9GEPCHBSBR02 Birth...	11/25/2020	1,605.50 EUR	Sent To Supplier

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**.

← ORDER: P01 FOR REQUEST20200... (SENT TO SUPPLIER) A 6,000.00 CHF | More Actions

Basic Details

Supplier Details

Inco Terms

Invoicing And Delivery...

Terms And Conditions

Additional Details

Line Details

BASIC DETAILS

Order Number: P000019360

Order Name: P01 for Request2020002031

Order Contact: 9GEPCHBSTB01 RocheBuyer

Order Author: 9GEPCHBSTB01 RocheBuyer

Purchase Type: Standard

Creation Date: 11/30/2020

Original Issue Date: 11/30/2020

Currency: CHF

Supplier Acknowledged Date: --

SUPPLIER DETAILS

Print Preview B Acknowledge Order

Purchase Order Acknowledgement

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

Line	Type	Item Number	Line Description	Promised Date	Estimated Delivery Date
1	Material				
2	Material				

ORDER11 FOR REQ1188 - (SENT TO SUPPLIER) 268.00 USD

BASIC DETAILS

Order Number: WBP22180400000342 Order Name: Order11 for REQ1188 Order Contact: Ecolab Admin Purchase Type: Standard Search Date: 06/07/2018 Original Issue Date: 06/07/2018

Supplier Acknowledged Date: 06/07/2018 Currency: USD

SUPPLIER DETAILS

Supplier Name: J J KELLER AND ASSOCIATES INC. Supplier Code: PC-2018-000847 Ordering Location: LC 2018-001135 g. Keller and Com Supplier Contact: NoName NoName Supplier Address: Romal

TERMS

Payment Terms: Net 60 Days

INVOICING AND DELIVERY DETAILS

Bill To: Bill To Address: Contact Email / phone

PRINT PREVIEW ACKNOWLEDGE ORDER

Purchase Order Acknowledgement

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

The screenshot shows a web interface for a procurement system. At the top, there are tabs for CATALOG, SOURCING, CONTRACT, PURCHASING, and MORE... The PURCHASING tab is active. Below the tabs, there is a search bar and a status bar. The status bar shows "ER: PO1 FOR NORBERT A37" and a status dropdown menu set to "- (SUPPLIER ACKNOWLEDGED)". To the right of the status bar, there is a currency dropdown set to "6,000.00 CHF" and a "More Action" link. The main content area is divided into two sections: "BASIC DETAILS" and "SUPPLIER DETAILS". The "BASIC DETAILS" section contains the following information:

Order Number	Order Name	Order Contact	Order Author
P000017784	PO1 for Norbert A37 Request202...	9GEPCHBSTB01 RocheBuyer	9GEPCHBSTB01 RocheBuyer

Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
Standard	11/25/2020	11/26/2020	11/26/2020

Below the "BASIC DETAILS" section, there is a "SUPPLIER DETAILS" section. The "Currency" is listed as "CHF". There are "Manage Optional Fields" links for both sections. At the bottom right, there is a "Create Invoice" button.

PO Flip / Create Invoice

Flip Purchase Order to Invoice

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

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

The screenshot displays the 'Documents' section of the MyBuy / GEP SMART supplier portal. At the top, there are tabs for 'ORDER', 'SERVICE CONFIRMATION', and 'ASN'. Below these, a summary bar shows counts for 'All' (66), 'Supplier Acknowledged' (45), 'Sent To Supplier' (16, highlighted in blue), 'Sent To Buyer' (4), and 'Draft' (1). A table lists documents with columns for Document Name, Document ID, Supplier, Purchase Type, Created By, Created On, Total Value, and Status. Two documents are listed, both with a status of 'Sent To Supplier'. The first document, 'PO1 for SET_TEST_Do not use2', is highlighted with a red box. Below the table, the 'BASIC DETAILS' section shows information for the selected document, including Order Number, Order Name, Order Contact, Order Author, Purchase Type, Creation Date, Original Issue Date, Supplier Acknowledged Date, and Currency. The 'SUPPLIER DETAILS' section is also visible. At the bottom right, a 'Create Invoice' button is highlighted with a red box.

Document Name	Document ID	Supplier	Purchase Type	Created By	Created On	Total Value	Status
PO1 for SET_TEST_Do not use2	P000017722	PALL SCHWEIZ AG	Standard	9GEPCHBSBR01 Birth...	11/25/2020	50.85 CHF	Sent To Supplier
PO1 for Request2020002031	P000019360	PALL SCHWEIZ AG	Standard	9GEPCHBSTB01 Roch...	11/30/2020	6,000.00 CHF	Sent To Supplier

BASIC DETAILS			
Order Number	Order Name	Order Contact	Order Author
P000017784	PO1 for Norbert A37 Request202...	9GEPCHBSTB01 RocheBuyer	9GEPCHBSTB01 RocheBuyer
Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
Standard	11/25/2020	11/26/2020	11/26/2020
Currency	CHF		

SUPPLIER DETAILS

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**

INV-11:20-000592 - INVOL... - (DRAFT) 0.00 USD

Manage Optional Fields

BASIC DETAILS

Invoice Name* Invoice2 for PO1 for Request3 Invoice Number INV-11:20-000592

Invoice Creation Date 11/30/2020 Scheduled Payment Date 01/29/2021

☐ Non PO Invoice ☐ Multi PO Invoice

Supplier Code 10006515 Currency USD

Invoice Type Standard

Invoice Amount* 112.11 Supplier Invoice Number* INV234

Supplier Invoice Date* 11/30/2020 Supplier Name PALL SCHWEIZ AG

Order Number* P000016046 Order Name PO1 for Request3

Purchase Type Standard Supplier SC Number

PRINT PREVIEW SAVE SEND TO BUYER

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

LINE DETAILS

LINES

Line(3)

Line	Type	Item Number	Line Des...	Unit Price	Quantity
1	Material		Contract item 3	33.33	1.000
2	Material		Contract item 4	45.45	1.000
3	Material		Contract item 3	33.33	1.000

SUPPLIER DETAILS

* Indicates mandatory fields

Order Location: Order Supplier Name & Address

Remit To Location: Supplier Name & Address

Supplier Contact: Supplier Contact Email & Phone

Create Invoice - Adding the Tax Rate

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

1. Click on the “+” sign 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

	Taxes		Other C
	0.00	⊕	0.00
	0.00	⊕	0.00

Add Taxes

Tax Code

E

EE ES - Purchases G&S D...
EZ 0% non-EU reverse ch...
EC 21% local goods ES IV...
EP 21% local services ES I...
EH ES -Purchases Goods...
EO 10% local services IVA...
EL 21% local 59% non-de...

Tax Description

Tax Amount (EUR)

ADD

CANCEL

APPLY

Start Date	End Date	Line Total	Taxes		Other Charges
		300.00	0.00	⊕	0.00
		100.00	0.00	⊕	0.00

Create Invoice - Shipping Charge Addition

To add **Shipping Charge** or any other charge:

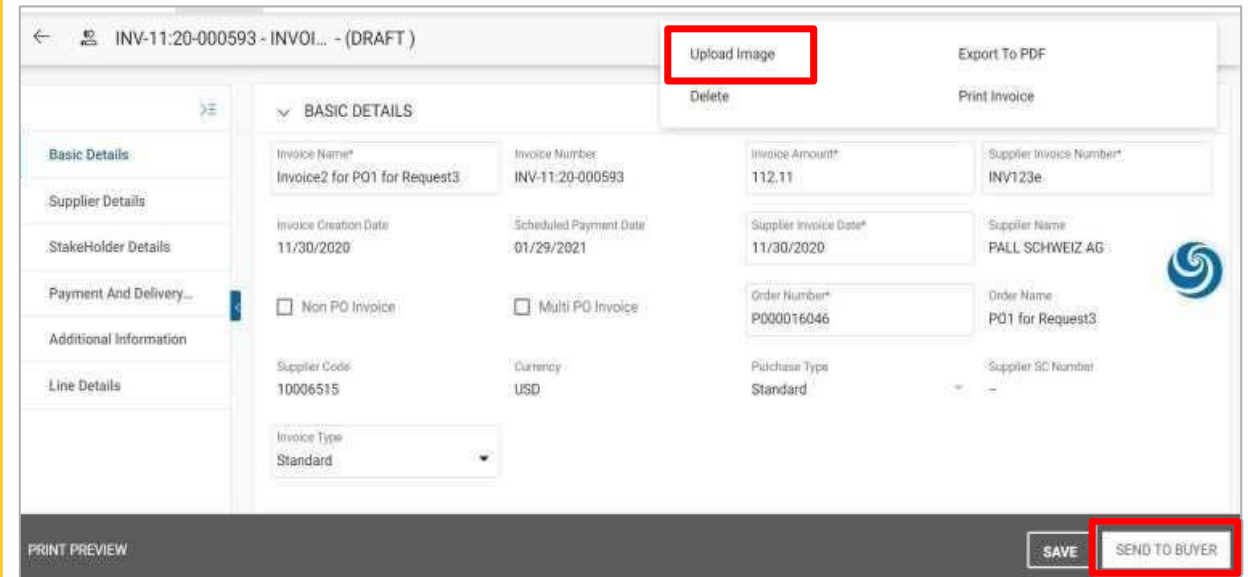
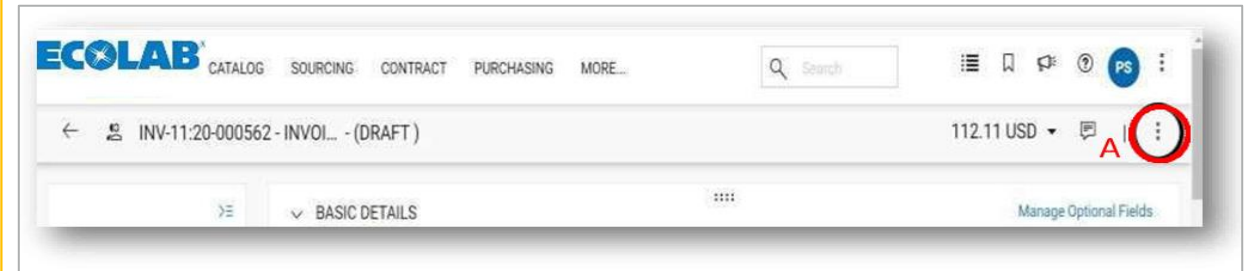
1. Click on the **+ icon** in the line details section
2. When needed click the **+ icon** to add multiple charge lines. Add lines to complete the extra charges. Do not forget to fill all the mandatory fields.
3. Remember to update the **Invoice Amount** after adding all additional charges.

A screenshot of a web application interface titled "LINE DETAILS". It features a tabbed interface with "LINES" and "ACCOUNTING" tabs. Below the tabs, there is a table with columns: Line, Type, Item Number, Line Description, Other Charges, and Freight. The first row of the table has the following values: Line 1, Type Material, Item Number (blank), Line Description (blank), Other Charges 0.00, and Freight 0.00. The "Freight" cell is highlighted with a red rectangular box. A legend indicates that red boxes indicate mandatory fields.

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 **3 horizontal dots** on top right corner
2. Click **Upload Image** to upload a copy of the invoice
3. Once the image is uploaded, click on the **Send to Buyer** button.

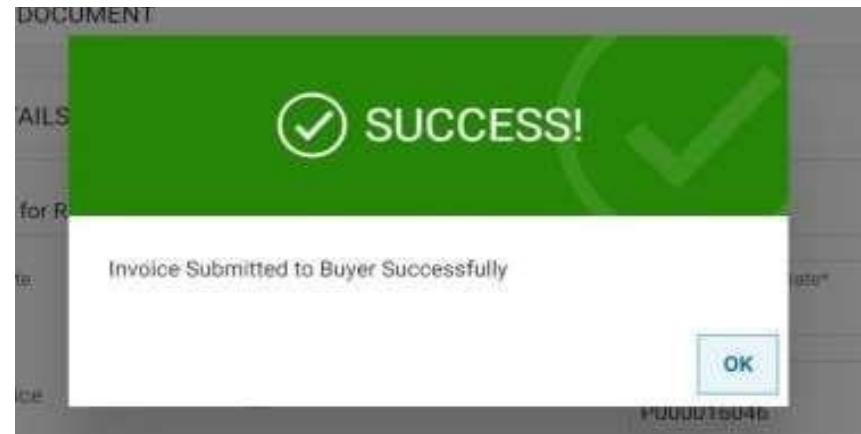


Create Invoice - Submitting the Invoice

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

1. Click **Send to Buyer**. A Confirmation screen will appear.
2. Click **YES**

After closing the Success window, the Invoice screen will update the submitted invoice to **Approval 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**

Documents

ORDER SERVICE CONFIRMATION ASN

All 66 Supplier Acknowledged 45 **Sent To Supplier 16** Sent To Buyer 4 Draft 1

Manage Attributes Filter

Document Name	Document ID	Supplier	Purchase T...	Created By	Created On	Total Value	Status
PO1 for SET_TEST_Do not use2	P000017722	PALL SCHWEIZ AG	Standard	9GEPCHBSBR01 Birth...	11/25/2020	50.85 CHF	Sent To Supplier
PO1 for Request2020002031	P000019360	PALL SCHWEIZ AG	Standard	9GEPCHBSTB01 Roch...	11/30/2020	6,000.00 CHF	Sent To Supplier

EUR

3 Action Dots

BASIC DETAILS

* Indicates mandatory fields

Invoice Name	Invoice Number	Invoice Amount	Purchasing Organization
Supplier Invoice Number	Invoice Creation Date	Supplier Invoice Date	Invoice Received On

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.

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Credit Memo Name* Credit Memo Number **Supplier Memo Number*** Purchasing Organization: 005-Ecolab

Supplier Name: Test Supplier2 Ecolab Invoice Number Currency: USD Order Number: 1

Supplier Invoice Number ERP Credit Memo Number Billable Invoice Creation Date

LINE DETAILS

LINES ACCOUNTING

Line(1) Indicates mandatory fields

✓	Line			U...	Credit Quan...	Unit Price	Credit Amount
✓	1	I	M...	Each	1.00	10.00	10.00

Rows Per Page: 10 1 - 1 Of 1

Save **Send For Processing**

Check PO / Invoice Status

Invoice and Order Status Definitions

Purchase Order Status:

- **Sent by Buyer** – Order 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
- **Sent for Processing** – Invoice has been submitted to Buyer
- **Sent for Payment** – Invoice sent for Payment
- **Invoice Paid with Remittance** – Invoice Paid with Remittance details
- **Returned / Rejected** – Invoice rejected by the buyer

Check Invoice Remittance Details

When an invoice is approved by Ecolab, the status of the invoice will change from **Pending Approval** to **Invoice Paid with Remittance**.

- 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.

INV20180600000288 - Invoice 11 For Order11...
Invoice Paid With Remittance

233.01 USD

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My Tasks

Create

Basic Details

Supplier Details

StakeHolder Details

Payment And Delivery...

Remittance Details

Line Details

REMITTANCE DETAILS

* Indicates mandatory fields

Payment Date	Reference Number	Remittance ID	Method	Currency	Amount	Full Remittance Value	Remaining Amount
05/31/2018	2002091900	1900061449	ACH CTX (Vendor)	USD	64.35		Paid

LINE DETAILS

LINESACCOUNTING

Line(3)

Indicates mandatory fields

Line	Type	Item Number	Line Descript...	Supplier Item ...	Category	Unit Price	Quantity
1	Material		w/o Y 4.25" x 4.25"...	JJKA 10	LABELS	14.00	2.00
2	Material		e over circle 1"x 1" ...	JJKA 47	LABELS	21.40	5.00

Have any Questions?

For questions specific to Ecolab, Please email

MyBuy@Ecolab.com (North America)

Indirectpurchasing.eu.gep@ecolab.com (Europe)

Apargentina@nalco.com (Latin America)

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

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