

A background image showing several people in a meeting or collaborative work environment. The image is semi-transparent, allowing text to be overlaid. The people are silhouetted against a bright window, suggesting a professional setting.

 **BEKAERT**

better together

# Supplier User Manual

## Connected Supply & Buy Collaboration

Welcome to

Bekaert  
eBuy

The purpose of this document is to provide an overview about the new features and functionalities of the new system and a step by step guide to get full potential and benefit from the new Bekaert eBuy solution

01

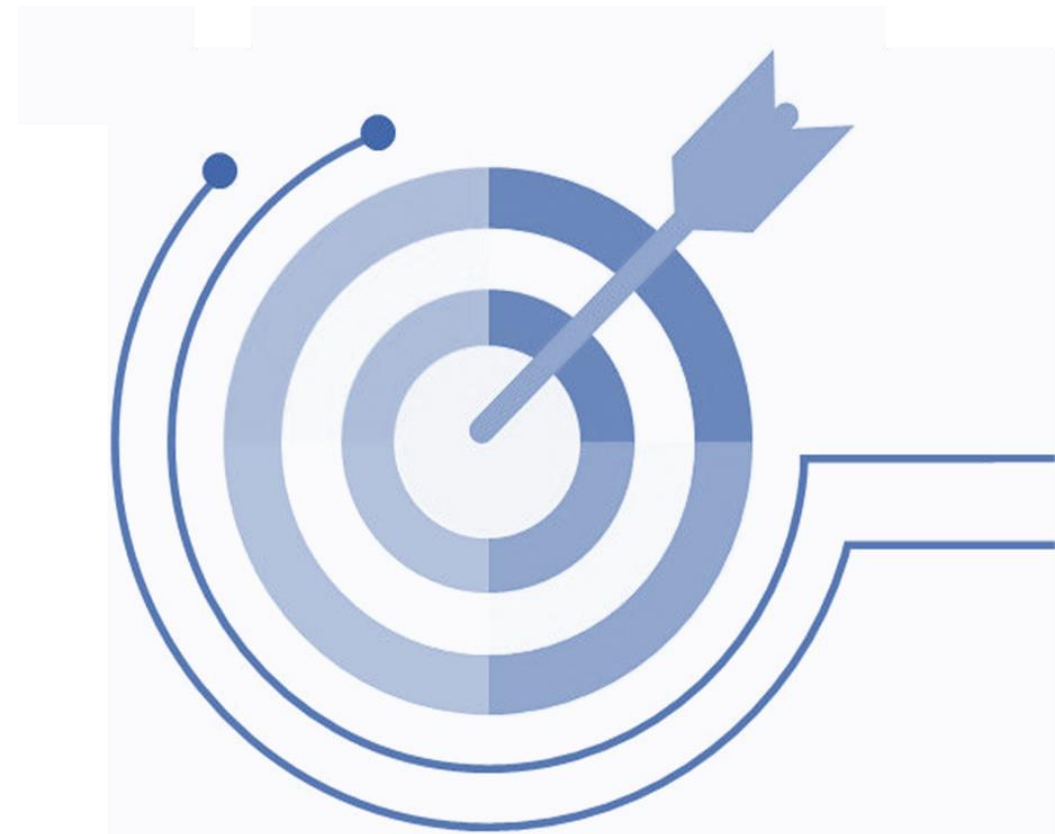
To obtain an understanding on how to navigate through the new procurement platform and its functionalities

02

To be equipped with sufficient knowledge to use the system based on the functions and features available

03

To recognize the high level benefits of the system and the new ways of working around it.





## CONNECTED



eBuy connects all of the steps in our supply and buy collaboration. Use eBuy to work together across your teams and with Bekaert; easy, fast, connected.

## PROACTIVE



eBuy provides you and Bekaert real-time access to shared activities. Use eBuy to monitor progress and manage follow up; structured, accessible, transparent.

## INNOVATIVE



eBuy elevates our ways of working together and gives you self-service ownership of your company and catalog information; digital, flexible, free of charge.





<p><b>Supplier self-registration on eBuy</b></p>	<p><b>eBuy Workplace</b></p> <p>Single workplace for all documents and information exchange with Bekaert</p>	<p><b>eBuy Sourcing</b></p> <p>Digital platform to receive bid invitations Digital answers to RFX events Communication capabilities on event</p>	<p><b>Award</b></p> <p>Fully electronic approval workflow</p>	<p><b>Contracting</b></p> <p>Fully integrated contracting process Embedded approval workflows</p>	<p><b>Transparency</b></p> <p>End-to-end tracking of RFX events status Monitoring of PR, PO, GR, QN Real-time status of invoices and payments Real-time link between supplier and Bekaert</p>	<p><b>Shipment and Delivery</b></p> <p>Advanced shipping notification Delivery notice Forecast sharing</p>
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## **FREE USE**

- Bekaert eBuy will be free of charge for all Bekaert suppliers
- Unlimited use of state-of-the-art eBuy portal for suppliers

## **PROFILE MAINTENANCE**

- Autonomy to update your company information (notify a change in contact person, add a new address)
- Manage and keep your documents and certifications up-to-date

## **SELF-SERVICE TOOLS TO UPLOAD AND UPDATE CATALOGS**

- Easy catalog management
- Flexible reporting capabilities to monitor catalog transactions

## **HIGH VISIBILITY AND TRANSPARENCY ON TRANSACTIONS**

- Increased transaction tracking and visibility
- Reduced overall costs with paperless transactions and online storage of all documents

1. Registration in eBuy – **all suppliers**
  - You will have received an email from the system inviting you to register
  - S2C live: Sourcing, contracting and supplier management
2. Rollout in phased approach
  - MVP (pilot) – Sladko plant in Slovakia
  - **Phase 1** – Belgium and Slovakia plants
  - Phase 2 – China, USA, UK, Columbia, Turkey, Indonesia, India and Czech Republic plants
  - Phase 3 – Plants from the rest of the world
3. Current P2P scope **includes** *POs starting with 23\*\*, 27\*\*, 26\*\** and **excludes**:
  - Wire rod and Transport/Logistics categories
  - Stock replenishment flows (*20\*\**)

Should you require any **technical support**, please reach out to our appointed Support Team

E-MAIL : [support@gep.com](mailto:support@gep.com)

**In case of any other questions, please reach out to your Bekaert point of contact**





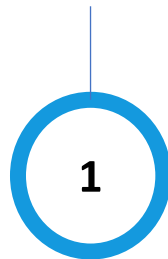


Bekaert eBuy enables suppliers to register online, activate their account and collaborate with Bekaert in few steps to comply with both internal procedures and legal requirements

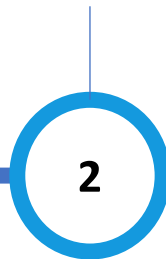
## Learning Objective

*Suppliers will be able to Create, Activate and Update their account in Bekaert eBuy system.*

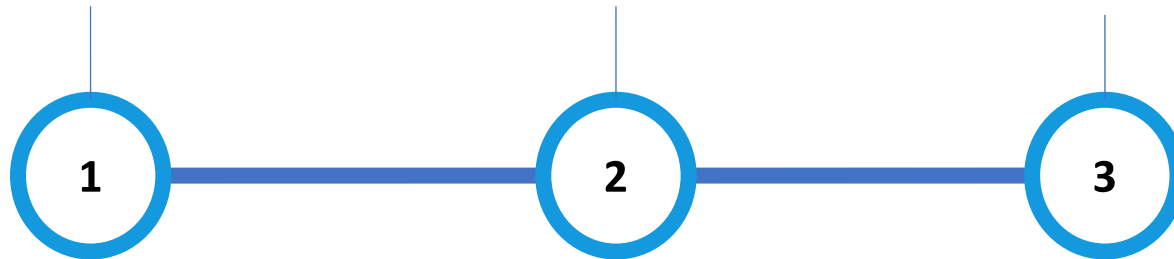
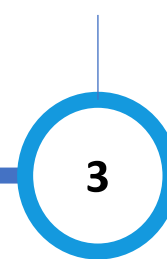
**Primary Registration Form**



**Account Creation**

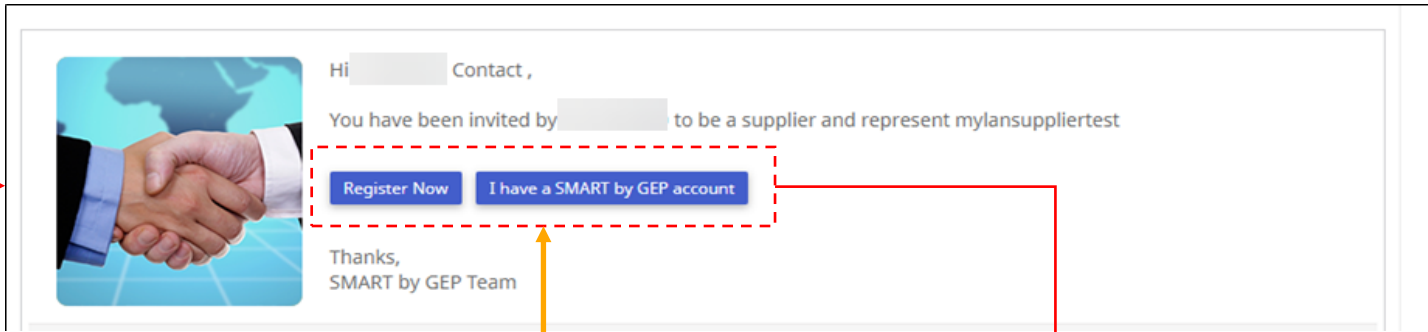
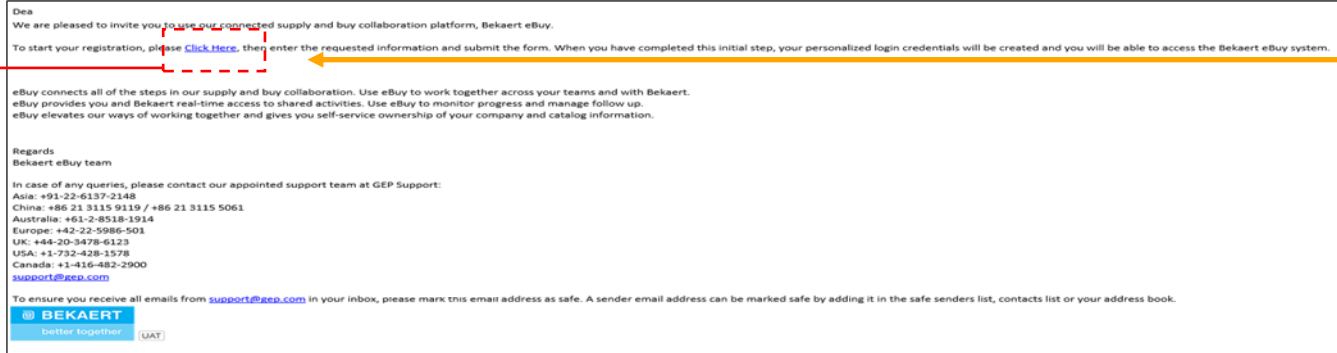
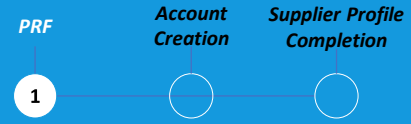


**Supplier Profile Completion**



# Primary Registration Form (PRF)

1 Click the link to get access to the registration Form



2 Click Register Now to open the PRF and complete the registration process.

In case you already have a SMART by GEP account click I have a SMART account and enter your login credentials.

3 To register as Bekaert supplier, you need to fill and click Submit.

- "Basic Details" is the standard, default tab. Based on buyer's organizational requirement, you may need to respond to additional tabs on this form.
- When working with a new buyer using an existing SMART by GEP account, you will be required to respond to the new buyer organization's PRF.

To register as a supplier in Bekaert eBuy, you need to fill in the Primary Registration Form (PRF).

You can access the PRF from the invitation email you received from Bekaert as shown in the illustration.

# Account Creation - Activation



Dear

Thank you for completing the Bekaert eBuy registration form. To activate your account, please [Click here](#)

eBuy connects all of the steps in our supply and buy collaboration. Use eBuy to work together across your teams and with Bekaert. eBuy provides you and Bekaert real-time access to shared activities. Use eBuy to monitor progress and manage follow up. eBuy elevates our ways of working together and gives you self-service ownership of your company and catalog information.

Regards

Bekaert eBuy team

In case of any queries, please contact our appointed support team at GEP Support:

Asia: +91-22-6137-2148

China: +86 21 3115 9119 / +86 21 3115 5061

Australia: +61-2-8518-1914

Europe: +42-22-5986-501

UK: +44-20-3478-6123

USA: +1-732-428-1578

Canada: +1-416-482-2900

[support@gep.com](mailto:support@gep.com)

To ensure you receive all emails from [support@gep.com](mailto:support@gep.com) in your inbox, please mark this email address as safe. A sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.

 BEKAERT

better together

UAT

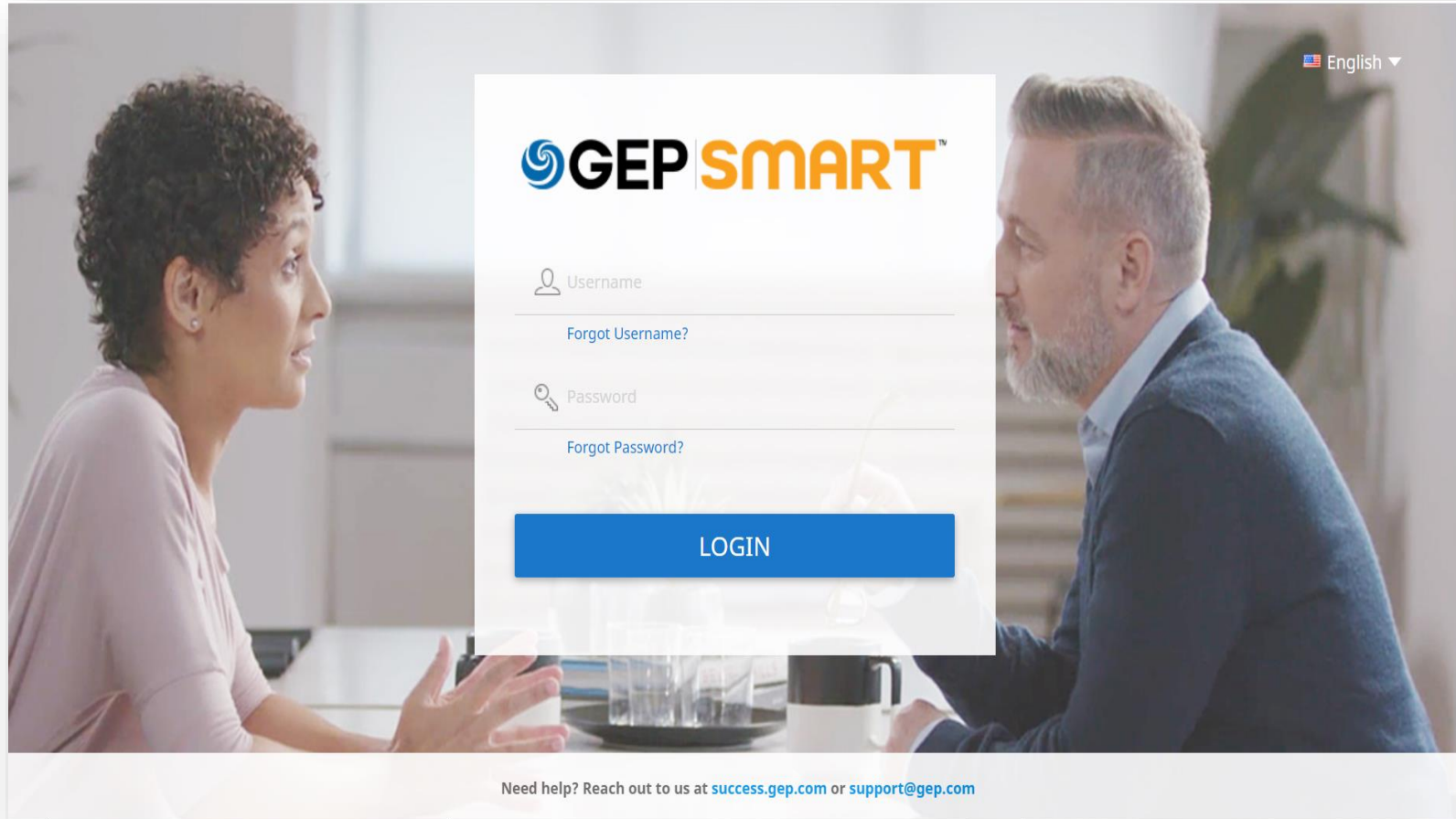
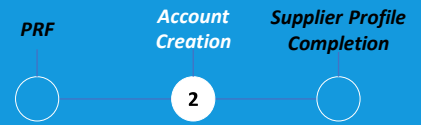
4

**Click the link to activate your account on Bekaert eBuy**

After submitting the PRF, you will receive an email to activate the account. Click on the link to login to Bekaert eBuy and complete your profile.

You can login to the system by using the credentials created in the PRF.

# Log In



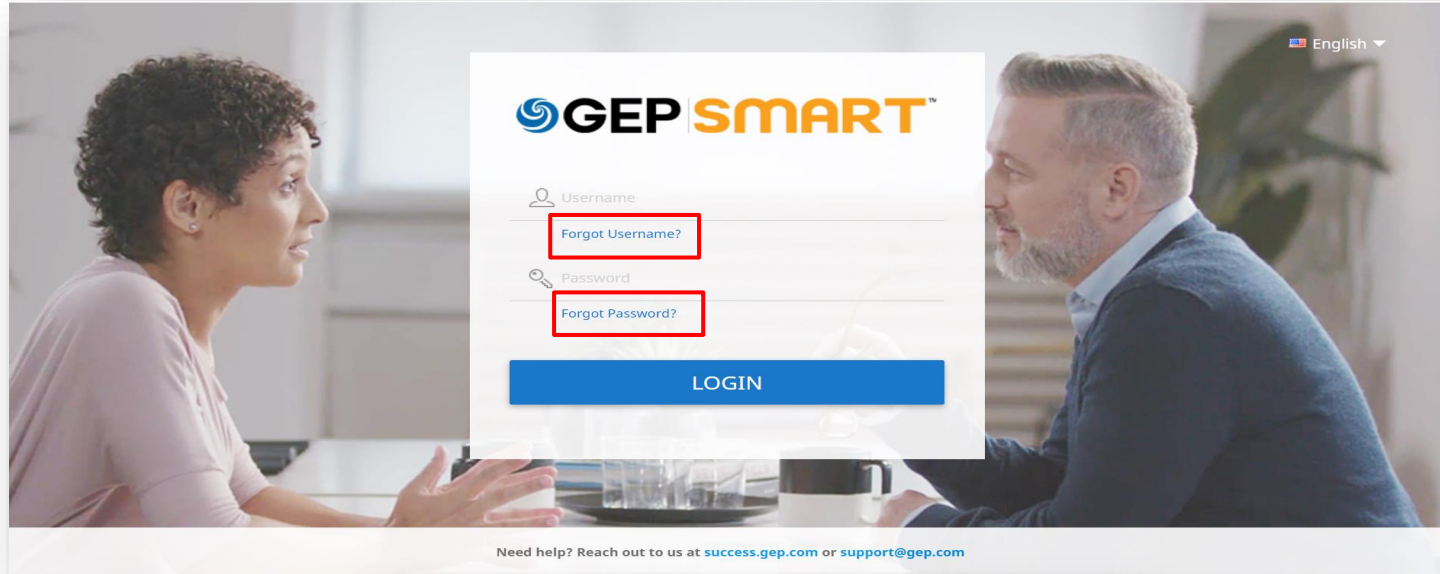
Once the account is activated, you will be redirected to the GEP login screen:

- A.** Enter your **USERNAME** created at registration
- B.** Enter your **PASSWORD** created at registration
- C.** Click on **LOGIN** button, to login to Bekaert eBuy

To access Bekaert eBuy in the future: <https://smart.gep.com>



# Retrieve username & password



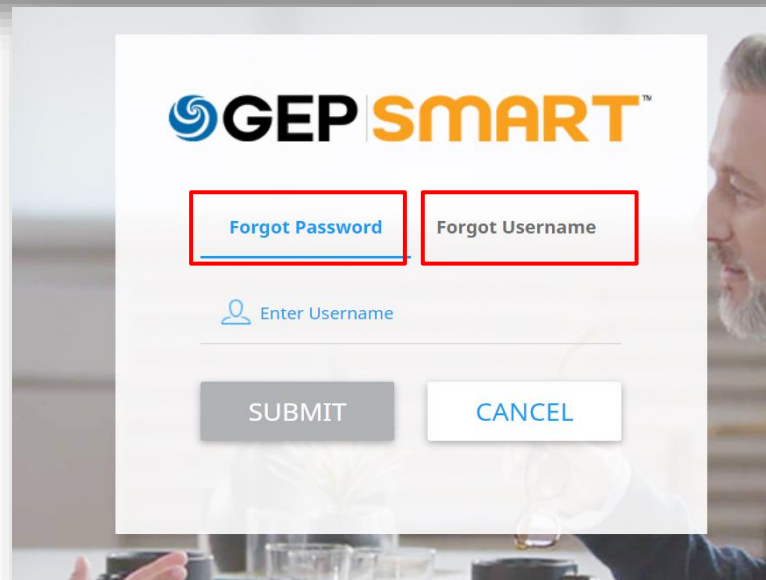
In case you don't have your username or password:

**A.** Select either the **FORGOT PASSWORD** or **FORGOT USERNAME** option

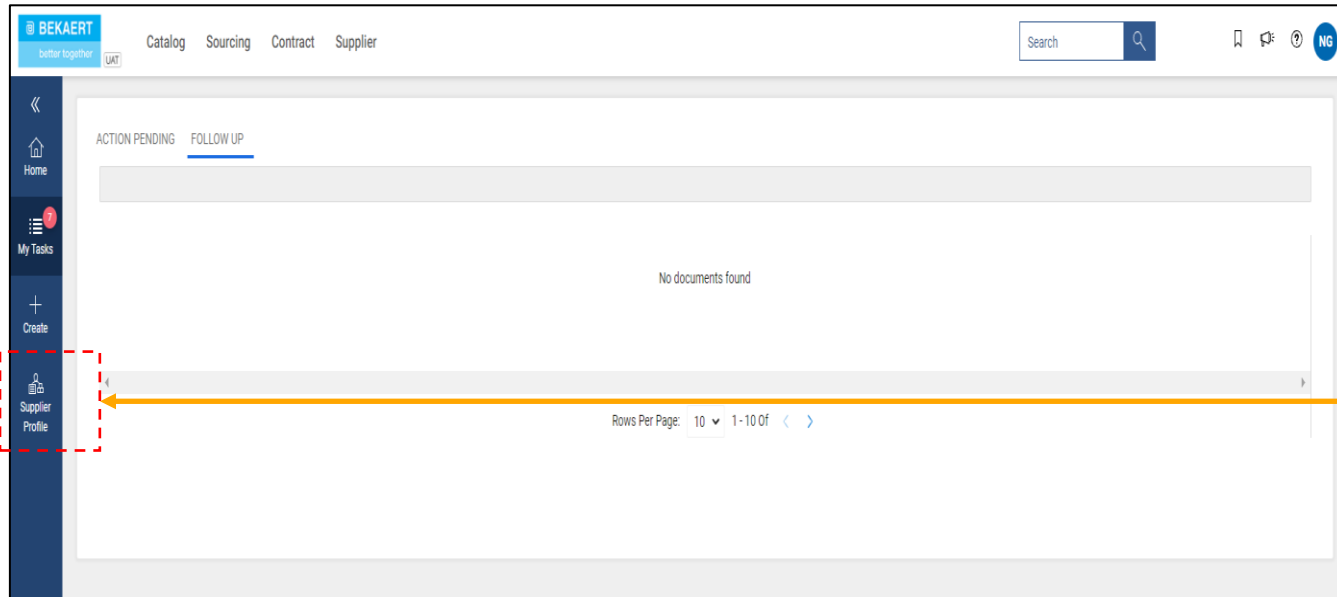
**B.** Enter username or email in the appropriate field and click **SUBMIT**

**C.** You will receive a pop-up message indicating the next steps

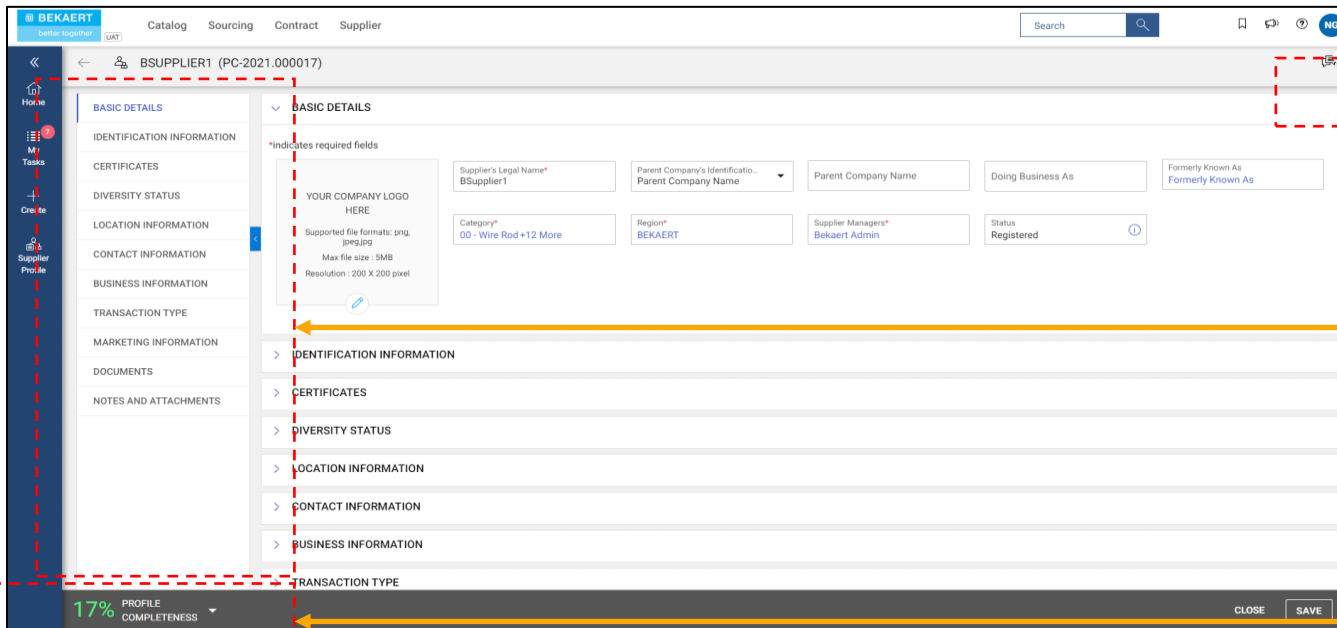
**D.** The username details or link to reset password will be emailed to the email address on record for your account



# Supplier Profile Completion – Basic Details



5 Click to access your profile



6 Chat form can be created by clicking over here.

7 Section to fill into complete your profile

8 % Completeness of your profile in System

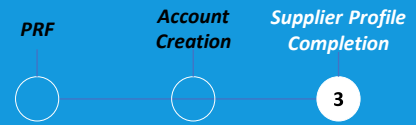
## Basic Details:

In this section, you can store:

- registration information
- location details
- contact details
- parent supplier company
- etc

In addition, you can collaborate with the Bekaert buyer to keep your profile up-to-date anytime.

# Supplier Profile Completion – Identification Information

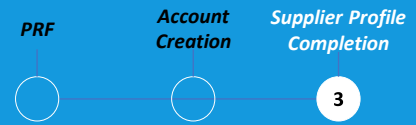


IDENTIFICATION INFORMATION <span>9</span>	
DUNS Number	-
Identification type	Number
AD1 - Tax Register Number (NRT)	5656554
<input type="text" value="Please Select"/>	Please Enter

## Identification Information:

- DUNS number: Your D&B Code (id)
- Identification type: Choose the appropriate identification type that is unique to your company
- Identification Number: Code related to the identification type you selected

# Supplier Profile Completion – Certificates



CERTIFICATES 10 + Add New Certificate

NEW CERTIFICATE

DETAILS    ATTACHMENTS    NOTIFICATIONS

Certificate Name\*  
ISO 14001

Certificate Number\*  
0000000000

Mandatory for compliance  
 Yes     No

11 **Choose Certificate Type**

Certificate Type\*  
COI - CERTIFICATE OF INSURANCE  
COI - CERTIFICATE OF INSURANCE  
DIVERSITY  
ISO - INTERNATIONAL STANDARDISATION ORGANISATION  
PCI - PAYMENT CARD INDUSTRY SECURITY STANDARD REPORTS  
R STAMP  
SOC - SERVICE ORGANIZATION CONTROL REPORTS

12 **Select relevant certificate**

CHOOSE CERTIFICATE (26)

Disaster Recovery Plan  
 ISO 14001  
 ISO 27001/2  
 ISO 9001  
 FIDELITY BOND LIABILITY  
 GARAGE LIABILITY  
 WORKERS COMP LIABILITY

ADD NEW    CANCEL    DONE

## Certificates:

To add Certificate, please follow these steps:

- Click on “Add New Certificate”
- Select “Certificate Type”
- Choose the appropriate certificate

# Supplier Profile Completion – Location Information



✓ LOCATION INFORMATION <span style="background-color: #007bff; color: white; border-radius: 50%; padding: 2px 5px;">13</span> (Locations: 1 Headquarter , 2 Remit To Location, 2 Ordering Location, 2 Solicitation Location, 2 Invoicing Location, 2 Other )				
<input type="checkbox"/>	Location Name	Type	Phone Nos.	Roles & Contacts
<input type="checkbox"/>	AUF DEM WOLF 10	Headquarter	Pri : 613089116 Sec :	
<input type="checkbox"/>	BASEL - AUF DEM WOLF 10	Remit To Location + 4 More	Pri : 613089116 Sec :	
<input type="checkbox"/>	dsf	Solicitation Location + 4 More	Pri : Sec :	

## Location Information:

Please fill in this section all the locations you operate from



# Supplier Profile Completion – Business Information & Transaction Type



✓ BUSINESS INFORMATION 14 [Manage Optional Fields](#)

ANNUAL REVENUE

Currency USD	Annual Revenue (In Millions)
Business Type Please Select	Total No. of Employees

Auto-Acknowledge Order

Payment Type Please Select
-------------------------------

✓ TRANSACTION TYPE 15 [Manage Optional Fields](#)

Auction format Please Select	Contract format Please Select	Invoice format Please Select	PO format Please Select
RFx format Please Select	Service Confirmation Please Select		

## Business Information:

In this section you can store various business details such as business locations, revenue, profit, etc

## Transaction Type:

In this section you can store all format of transactions you support while working with Bekaert

# Supplier Profile Completion – Marketing Information



MARKETING INFORMATION 16

Description *(Optional)*

Supported Currencies *(Optional)*      Supported Languages *(Optional)*

Current Customer

Website : Website URL

www.facebook.com/ facebook page name

www.linkedin.com/ linkedin page name

www.twitter.com/ twitter handle

## Marketing Information:

In this section you can mention information about:

- Existing customers
- The currencies you support
- Language requirement
- Presence in social media

# Supplier Profile Completion – Update Documents/Forms



← MATTHEW\_TEST2 (PC-2021.000384) 1 0 ⋮

⏪ Home My Tasks (25) Create

BASIC DETAILS

IDENTIFICATION INFORMATION

SUPPLIER SOURCE INFORMATION

RELATIONSHIP INFORMATION

CERTIFICATES

DIVERSITY STATUS

REGISTRATION INFORMATION ⚠

LOCATION INFORMATION

CONTACT INFORMATION

BUSINESS INFORMATION

20% PROFILE COMPLETENESS

DOCUMENTS

\*indicates required fields

Form

Name	Status	Created by	Created
Supplier Code of Cond...	Published	Bekaert Admin	26/07/
T&C Form	Published	Bekaert Admin	13/09/
Wire Rod Form	Published	Bekaert Admin	23/07/

1 to 3 of 3    Page 1 of 1

CLOSE    SAVE    CREATE CHANGE REQUEST

## Documents:

This section contains all documents such as contracts, scorecards, requisitions, and invoices and the **necessary forms** (e.g. Code of Conduct or Supplier Contingency Plan).

**Forms that Bekaert requires you to complete will be sent via the tool.**

You will receive an email notification inviting you to enter necessary information in the eBuy platform.

# Supplier Profile Edition – Update Contact information



Follow A , B, C & D

PALL SCHWEIZ AG (10006515)  
APPROVED P2P

**BASIC DETAILS**

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

**CONTACT INFORMATION**

BUSINESS INFORMATION

TRANSACTION TYPE

MARKETING INFORMATION

29% PROFILE COMPLETENESS

CLOSE SAVE **CREATE CHANGE REQUEST**

**CONFIRMATION**

Are you sure you want to create Change Request?  
Note: In case of a change request is not submitted, supplier manager will have an option to cancel your change request so that other users can make the changes

NO **YES**

APPROVED P2P

**Change request is in progress**

**BASIC DETAILS**

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

LOCATION INFORMATION

**CONTACT INFORMATION**

BUSINESS INFORMATION

TRANSACTION TYPE

29% PROFILE COMPLETENESS

DELETE SUBMIT SAVE AND EXIT CLOSE SAVE

**CONTACT INFORMATION(2)** (1 Registered, 1 Pending Activation)

\*Indicates required fields

All	Registered	Pending Activation	Invited	Non-Invited
2	1	0	0	1

Full Name	Status	Email ID	Language
	Registered	TESTGEP_	.com English

To update the supplier profile, follow below steps.

**A:** Click on **CREATE CHANGE REQUEST** in the bottom right-hand corner

**B:** You will get a prompt. Click **YES** to proceed

**C:** Once the change request is initiated, you will see, **CHANGE REQUEST IS IN PROGRESS** at the top left-hand side of the screen

**D:** Scroll down to the **CONTACT INFORMATION** section

# Supplier Profile Edition – Update Contact information



## Contact Information:

**A:** In the **CONTACT INFORMATION** section, click on the (+) icon to add a contact. You will see the **ADD NEW CONTACT** form where you will add contact information

**B:** Click on **SAVE** once all mandatory information is filled-in. You will see the added contact within the **CONTACT INFORMATION(S)** section.

*The current primary contact is noted in blue. To update the primary contact, click on the SUPPLIER icon next to the person you wish to designate as the primary contact which is currently greyed out. It will change to blue.*

CONTACT INFORMATION(2) ( 1 Registered , 1 Non Registered )

\*indicates required fields

All 2    Registered 1    Pending Activation 0    Invited 1    Non-Invited 0

Contact Details    Contact Mapping

Please ensure you click on save icon at Action menu for saving all changes.

First Name*	Last Name*	Email ID*	Code	Status	Designation	Primary Phone...	Extension	Secondary F
<input type="checkbox"/>	Dilip	Viswambhar...		dilip.viswamb...	dilip.viswamb...	Registered		
<input type="checkbox"/>	Mohammed	Unawala		mohammed....	mohammed.u...	Invited		
<input type="checkbox"/>								

1 to 3 of 3    Page 1 of 1

DELETE    SUBMIT    SAVE AND EXIT    CLOSE    SAVE



# Supplier Profile Edition – Update Contact information



## Contact Information:

**A:** To delete an existing contact, click on the check box next to the contact you wish to delete

**B:** Click on the **TRASH CAN** icon to delete the contact

**C:** You will get a prompt. Click **YES** to proceed

**D:** Once addition, deletion and/or contact updates are complete, click on **SUBMIT** at the bottom of the screen

Confirm the change request on the next prompt by clicking on YES

**A**

	Full Name	Status	Email ID	Language
<input type="checkbox"/>	Contact	Registered	TESTGEP_Jorg_minnig@europe.pall.com	English
<input type="checkbox"/>		Non - Invited		English
<input checked="" type="checkbox"/>	Test Supplier	Non - Invited	abc@gamil.com	English

**B**

1 to 3 of 3    Page 1 of 1

**C**

**CONFIRMATION**

Do you want to Delete selected Contacts ?

NO    YES

1 to 2 of 2    Page 1 of 1

> BUSINESS INFORMATION

**D**

DELETE    **SUBMIT**    SAVE AND EXIT    CLOSE    SAVE

**CONFIRMATION**

Do you want to submit the change request?

NO    YES

*Once a change request is submitted, it will be routed for approval within Bekaert. Once approved, the primary contact will receive an email notification confirming the approval and then you can go ahead and send an invitation email to the new contact.*

# Supplier Profile Edition – Send Invitation letter



## Contact Information:

Once new contacts are added, you will see the added contact within the **CONTACT INFORMATION(S)** section

**A:** To send the registration email to the new contact, click the **CHECKBOX** next to the contact you want to send

**B:** Click on the **INVITE** icon

**C:** Click on **SEND** to proceed

*You can also select a different language before sending the invitation*

CONTACT INFORMATION(3) ( 1 Registered , 2 Non Registered )

\*Indicates required fields

All	Registered	Pending Activation	Invited	Non-Invited
3	1	0	0	2

Full Name	Status	Email ID	Language
<input type="checkbox"/> PALL SCHWEIZ AG Contact	Registered	TESTGEP_jorg_minnig@europa.pall.com	English
<input type="checkbox"/> Test Supplier	Non - Invited	testsupplier@gmail.com	English

1 to 3 of 3      Page 1 of 1

CLOSE    SAVE    CREATE CHANGE REQUEST

INVITE SUPPLIER

Language  
English

To  
testsupplier@gmail.com

Subject\*  
Supplier Contact Request from [Client Name]

Add attachment(s)

Dear [Contact Name],

CANCEL    SEND

# Discussion Forum



BEKAERT better together UAT

Catalog Sourcing Contract Purchasing

Search

SIEMENS (PC-2021.000026)

The approval of an existing change request is pending approval. To view the change request [Click here](#)

**BASIC DETAILS**

IDENTIFICATION INFORMATION

CERTIFICATES

DIVERSITY STATUS

REGISTRATION INFORMATION

LOCATION INFORMATION

YOUR COMPANY LOGO HERE

Supported file formats: png, jpeg, jpg

Max file size : 5MB

Resolution : 200 X 200 pixel

Supplier's Legal Name\* Siemens

Parent Company's Identification... Parent Company Name

Doing Business As Siemens

Formerly Known As

Category\* 00 - Wire Rod +1 More

Discussion Forum

A

*Discussion forum is the ideal way to centralize communication between our companies.*

**A:** Go to **SUPPLIER PROFILE**

**B:** Click on the **DISCUSSION FORUM** icon. A new window will open

# Discussion Forum



**C:** Click on the **CREATE DISCUSSION** icon to create a new discussion thread and then fill **Discussion Name** and **Topic Name**. Select your team member and your Bekaert Supplier Manager and then click on **SAVE**.

**D.** Click on the created discussion thread, type your message and then click on **POST** – each member of the discussion will receive an email notification.

BEKAERT better together (UAT)    Catalog    Sourcing    Contract    Purchasing    Search

DISCUSSION FORUM - SIEMENS    Refresh    Download    Create

Registration

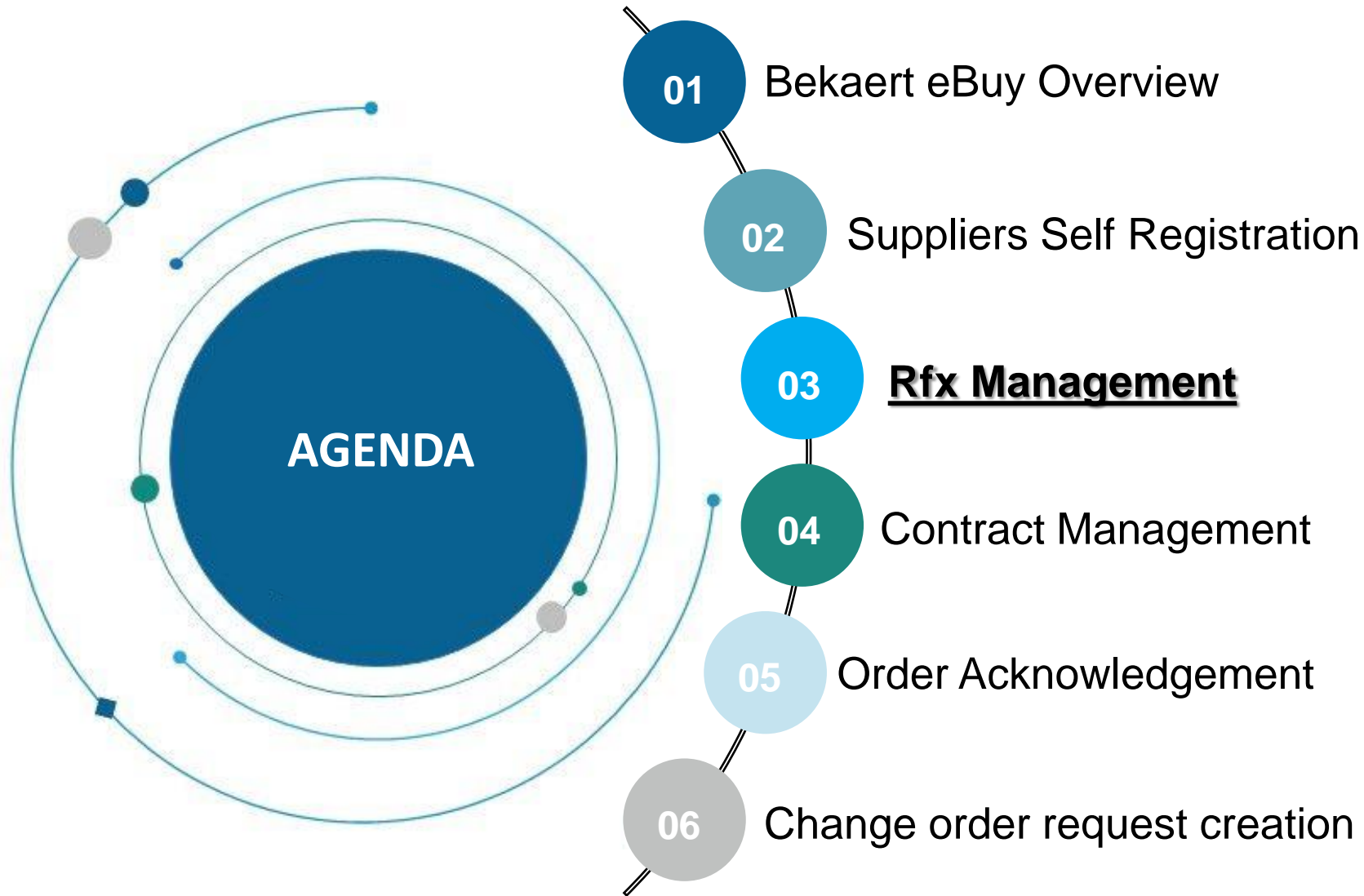
Test  
Total Posts: 3 | Edit

Create Discussion

Discussion Name \*    Topic Name \*

SUPPLIER MEMBERS(1/3)

Contact Name	Role	View	Post	Admin
Siemens Siemens Francisca.Rodrigues@gep.com	Supplier User - Primary Contact	✓	✓	✓
rtestq aa dummy@gep.com	Supplier User - Secondary Contact	✓	✓	—

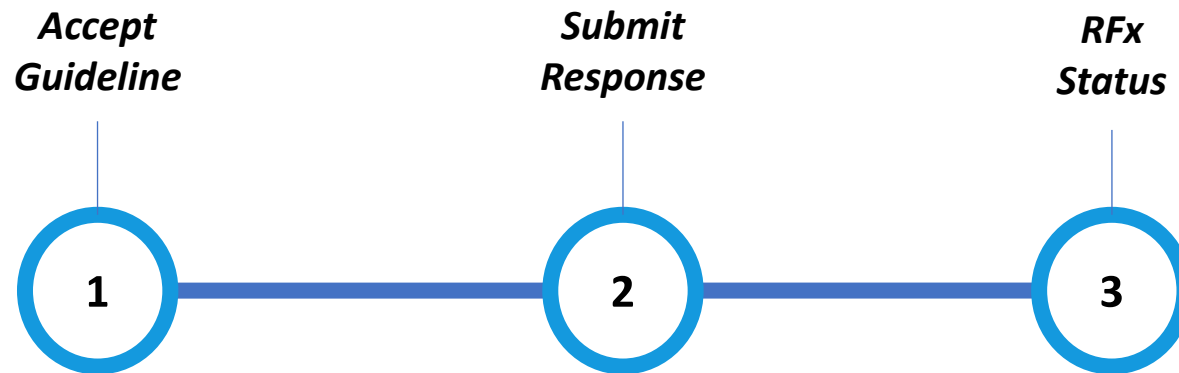




Bekaert eBuy enables online RFx (*RFP, RFQ, RFI*) submissions and provides a secure environment for responding to and complying with the tender requirements

## Learning Objective

*Suppliers will be able to respond to commercial and technical requirements as specified in the tender and submit them successfully via the Bekaert eBuy system*



# Viewing the RFX event



1  
**You can access the sourcing event by using the link provided in the email**

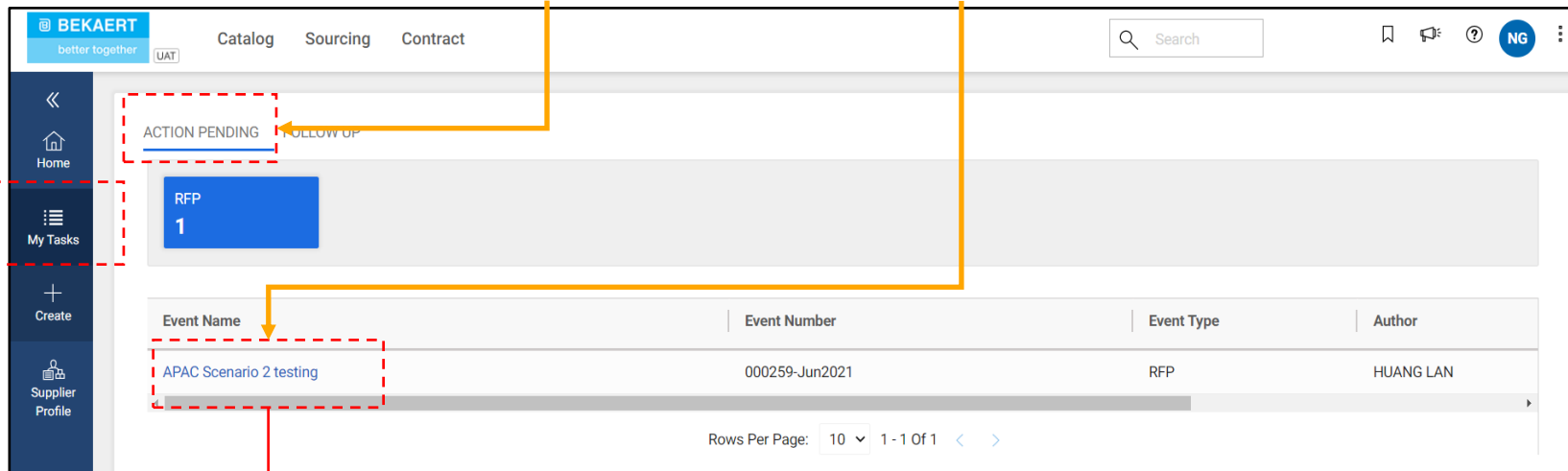
When a buyer from Bekaert publishes a sourcing RFX event and invite you to participate, an invitation mail is sent to you.

Alternatively, you can access a Sourcing RFX event from the Task or Manage section of the Workspace

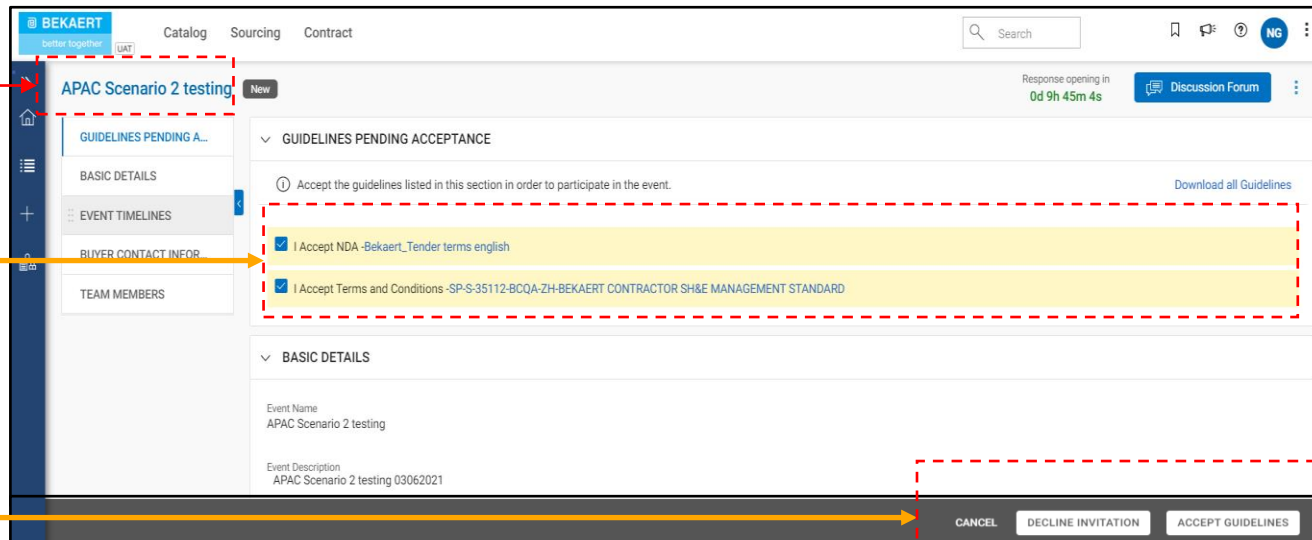
# Accept Guidelines



- 2 Click My Tasks to view your pending task
- 3 Click the Action Pending tab to view the pending actions
- 4 Click the RFX event to submit your responses



- 5 Tick the check box to accept guidelines



- 6 Click accept guidelines

Once you follow the link provided in the email notification or after you click to open the event from the Workspace home page, the RFX page is displayed.

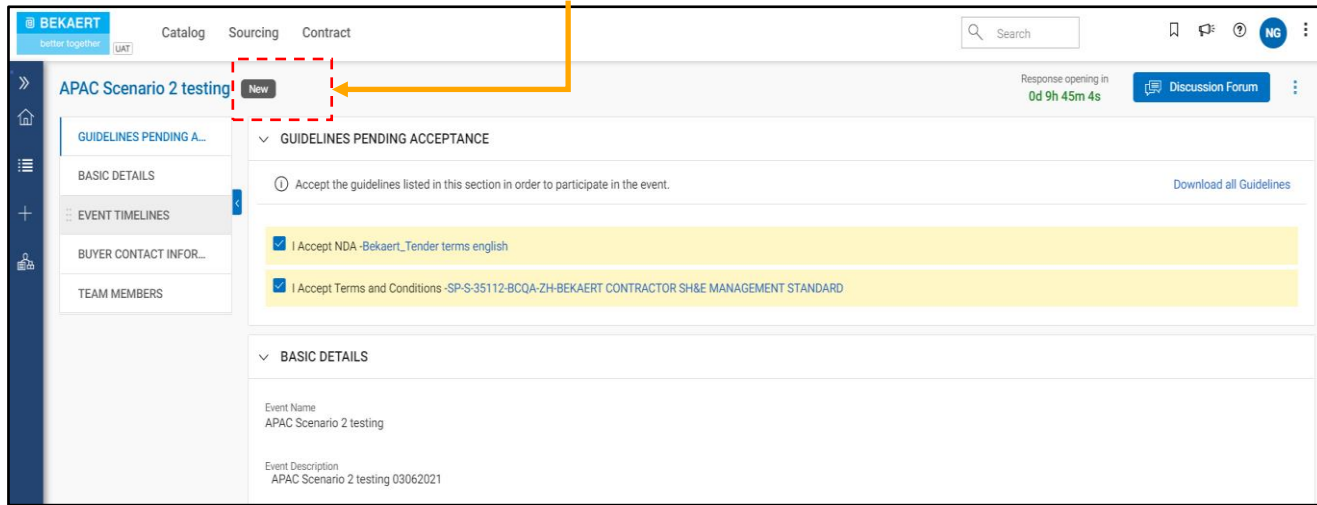
Based on the configuration selected by the buyer, initially you can only see Guidelines with an acknowledgement section.

It is only after you accept the Guidelines, that you can access the rest of the RFX event

# Accept Guidelines



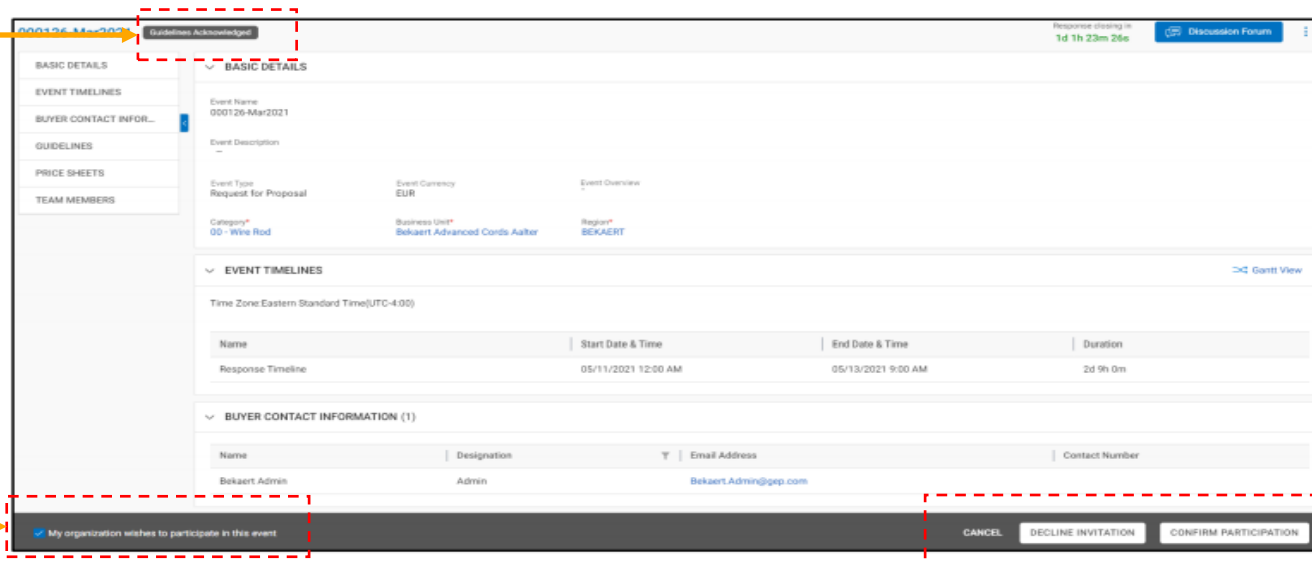
7  
**Evtnt Status before  
Acceptance of Guideline**



**Decline invitation or  
Confirm Participation**

10

8  
**Status of the event  
updated to "Guidelines  
Acknowledged"**



9  
**Check box to confirm  
participation**

Once you accept the Guidelines the status of the event changes to Guidelines Acknowledged.

Then, click the My organization wishes to participate in this event checkbox at the bottom and then, click the Submit button at the bottom right corner and Click Ok on the subsequent success pop-up.

Once you submit the acceptance, the status of the event changes to Participation confirmed and the rest of the sections become active

# Submit Response

---

After reviewing and accepting the tender guidelines, you will be required to provide responses. The requirements for each tender varies, and below are some of the highlighted sections for reference:

- a. Team Members
- b. Questionnaires
- c. Price Sheet
- d. Attachments



You will be required to submit your bid response for each section outlined in the RFX.

If you require clarification, you can use the online Discussion Forum (refer to Tender Clarification) to ask questions and interact with Bekaert buyer

# Submit Response – Team Members



1

Click here to manage Team Members

Name	Viewer	Collaborator	Invitation Status
Sally Anderson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited On 06/20/2018 2:56 AM

2

Select the appropriate user role from the list

Edit - RONDO AG

Name & Contact	User's Role	Updated By	Email Sent On
Daniel Joseph TESTGEP_padmapriya.rengasamy@gep.com   828378725	No Access		
David Kenny TESTGEP_david@roc.com   092892227	Collaborator		
Joseph wieber TESTGEP_joseph@rc.com   891728654	Viewer		
Pawel Rupinski TESTGEP_pawel.rupinski@contractors.com   68983883	No Access		
Rondo Supplier1 Test1 joanna.kasperek+supp@contractors.com   9833278924	No Access		

CANCEL DONE

3

Team Member assigned and their respective roles

Name	Viewer	Collaborator	Invitation Status
Vignan Supplier Sampara Rondo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited On 01.12.2020 12:07 PM
John Thomas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited On 01.12.2020 12:07 PM
Daniel Joseph	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Invited On 01.12.2020 12:30 PM

The Team Members section displays the team members that you have added. It enables you to respond to invited RFX event by collaborating with your team members.

Team members can be assigned below roles for any RFX event:

- Primary Respondent: The primary point of contact from Supplier Organization, Primary Respondent.
- Collaborator: Team member having rights equivalent to Primary Respondent. There can be multiple collaborators involved in an RFX event
- Viewer: Team member having only view access to event



# Submit Response – Questionnaires



1  
**Click here to respond to selected questionnaire**

Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Service Requirements	Technical	Test Supplier004	10/19/2020 11:16 AM	3	100.00%	
HSE Requirement	Technical	-	-	1	0.00%	
Trial Questionnaire 1	Technical	-	-	1	0.00%	
HSE Requirement	Technical	-	-	1	0.00%	
Service Requirements	Technical	-	-	3	0.00%	

2  
**Text area to write your response**

RESPOND - HSE REQUIREMENT

Name: HSE Requirement  
Description: -  
Evaluation Type: Technical

Q 1.1\* Provide your HSE Management process

0% RESPONSE COMPLETENESS

CANCEL SAVE DONE

3  
**Possibility to work offline and download / Upload the questionnaire**

RESPOND - PLEASE ATTACH YOUR COS...

Q 1.1\* Please attach your Cost Proposal here.

Your Response

Add Attachment

The Questionnaire section enables you to answer questions added by the buyer.

Your response to the questions may determine your score when the RFx is evaluated

The completion indicator on the bottom left corner of the page indicates the completion status of your response in percentage.

You can download the questionnaire in Ms Excel format, respond in Excel and Upload to system. You can view the uploaded file in the Upload/Download Log.

## Submit Response – Price Sheet

---

The price sheet represents the commercial aspect of the tender submission and may vary from one tender to another. You will have the option to respond to tender's commercial requirement through the following channels:

- a. Update Price sheet via the Bekaert eBuy user interface, or
- b. Update Price sheet through MS Excel upload.



A price sheet includes a list of items specified by the buyer. As a supplier, you can provide a quotation for the required items.

# Submit Response – Price Sheet



## Update Price sheet via the Bekaert eBuy user interface

RESPOND - TRIAL PRICE SHEET 1

Price Sheet Name: Trial Price Sheet 1

Price Sheet Type: Materials

Price Sheet Description: -

Displaying 1 of total 1 rows

	A	B	C	D	E	F	G
1	Intent To Bid	Item Name	Item Number	Volume	Unit	Price Per Unit	Total Price
2	Yes	Item 1	1234	55	10 - Grupos (G)	58	0.00
3							0.00

CANCEL    DONE

1  
**Enter the price values**

2  
**Save the Price Sheet**

## Update Price sheet through MS Excel upload

Upload and Download Log (1)

Central European Standard Time (UTC+1:00)

File(s) contains sensitive information. Please ensure they are downloaded in a secured system.

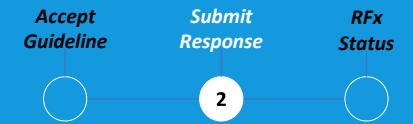
Action	File Status	File Requested On	File Created On	Document Name	Error Log
Price Sheet Download	Complete	12/03/2020 8:39:47 AM	12/03/2020 8:39:55 AM	001411-Nov2020-Pricesheet.xlsx	

3  
**Download/Upload Price Sheets**

It is your responsibility to verify all details in all columns within the price sheet.

Columns may differ based on the Tender requirements from Bekaert

# Submit Response – Upload Attachments



Price Sheet Name	Last Modified By	Last Modified On	Response Completion %	Actions
Service Technician	-	-	0.00%	
BPA (Commercials)	-	-	0.00%	
Trial Price Sheet 1	Test Supplier004	10/19/2020 11:31 AM	100.00%	

1  
**Click to Upload attachments**

2  
**response Completeness Status**

3  
**Submit Response**

The Attachments section displays all the attachments and support documents added by the buyer.

The attachments added by the buyer are displayed under the Buyer tab. You can also add your own attachments under the Supplier tab.

After viewing all the required details on the RFX and responding to the questionnaires and price sheets, as applicable, you can submit your responses to the buyer.

Click the Submit button on the bottom right corner of the RFX page to submit your response

# Rfx Status



## Event Withdrawn

*The RFX is still active, the status could be due to:*

- Possible amendment to the requirements (i.e. Changes in scope or tender requirement),
- Addendum made to the RFX or tender.

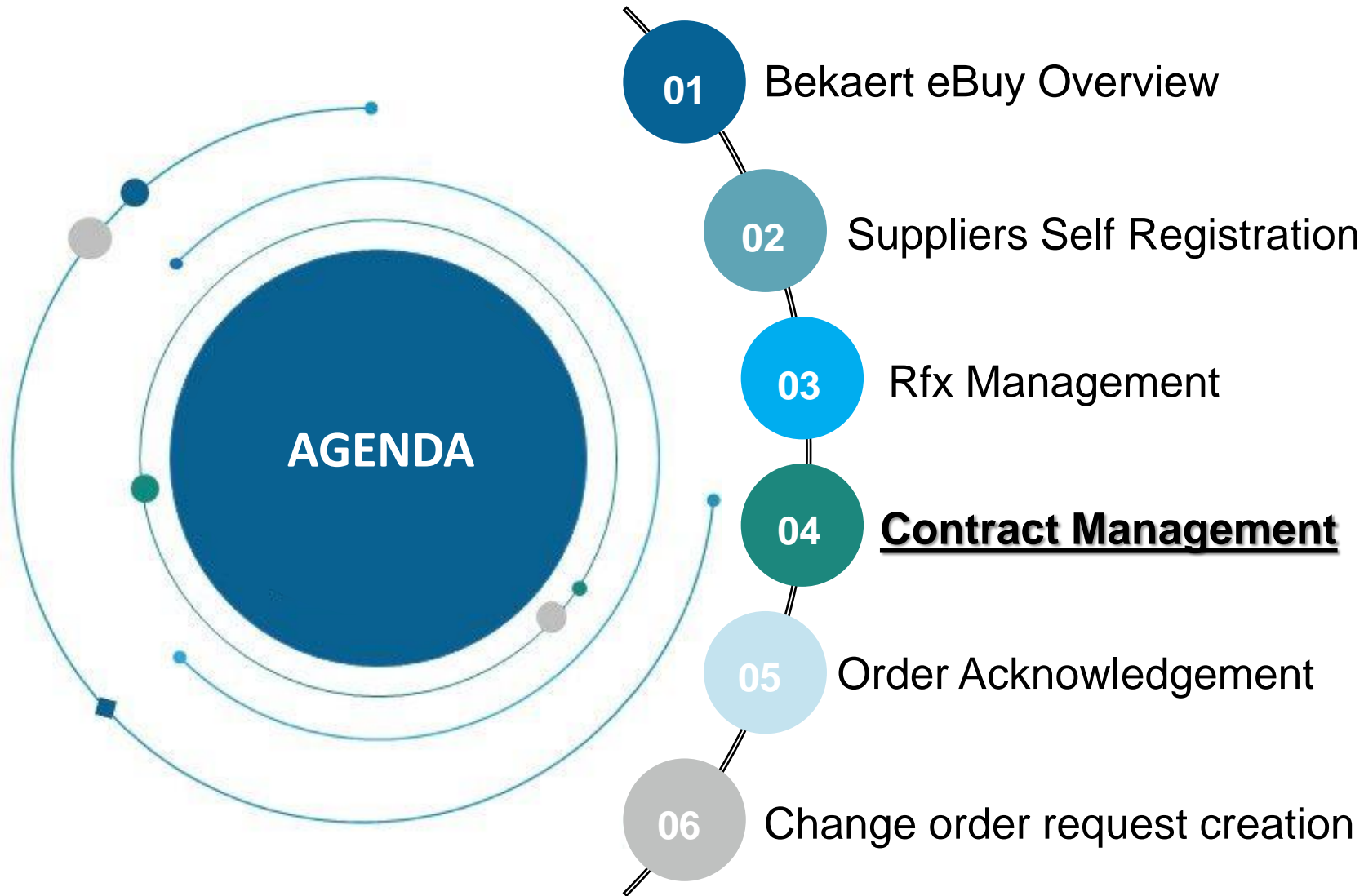
## Event Cancelled

- The RFX is currently inactive and this status will be initiated by the sourcing execs or buyer.
- You will be notified that the tender has been aborted/ dropped via email notification.

## Response Submitted

*The RFX or tender is active, the status will be considered as submitted once you complete the guidelines and RFX responses.*

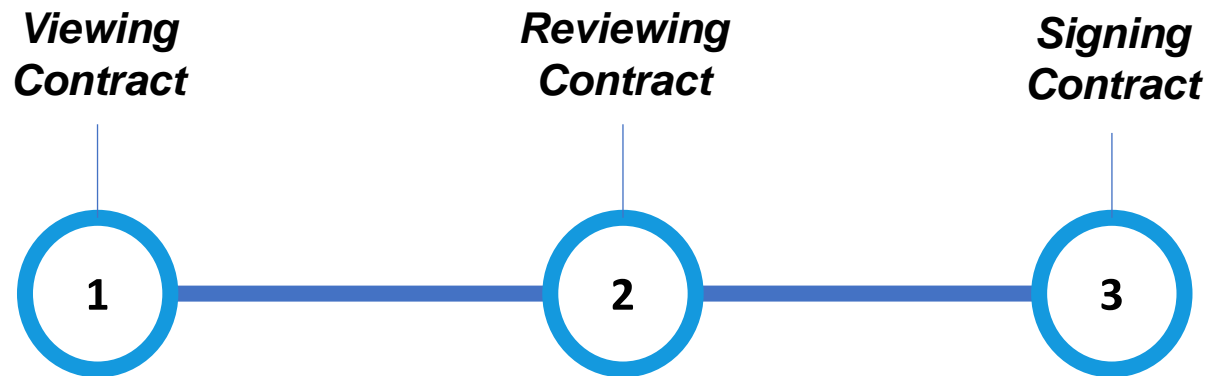
The RFX status will change based on the action completed or action initiated by buyers.



Bekaert eBuy enables online Contract collaboration between Bekaert and supplier and provide a secure environment in reviewing, updating and signing contracts.

## Learning Objective

*Suppliers will be able to access contracts shared by Bekaert, review terms and conditions and interact with Bekaert team to successfully sign the contract*





# Viewing Contract

1 Click "Contract" to access contract section

2 Click My Tasks to view your pending tasks.

3 Quick access to list of contracts based on status

4 Select Contract



To view Contracts in Live, Expired, Awarded or other statuses, click the respective tabs.

You can view the progress of the contracts. For example, you can view if the contract on the buyer side is sent for buyer signature.

# Reviewing Contract – Contract Details



**5** Status should be "Supplier Review pending"

**6** Contract Information to review

**7** Accept/Reject after review

When Bekaert buyer completes drafting the contract, you will receive the contract for review.

If you want to update the contract, you can make changes using one of the below methods:

- Edit the contract in the browser itself
- Download the contract and work on it offline and upload a minor version of the contract
- Work in the Word Plugin.

You can Accept, Reject or Sign a contract only when the contract is assigned to you.

- **Basic Details:** Basic information regarding the Contract event such as the Contract name, Type, Document Type, Description.
- **Applicable For:** Contact information regarding the buyer.
- **Internal Party:** Company specific information like buyer company name and authorized signatory.
- **External Party:** Supplier name, supplier contact and the supplier signatory.
- **Terms:** Contract terms and conditions like currency, value, parent contract number, parent contract name and the effective duration.
- **Notes and Attachments:** Upload soft copies of the documents related to the contract. You can also add notes and external links.

# Reviewing Contract – Contract Language



← Copy Of Training Preparation Supplier Review Pending COMMENTS TRACK STATUS

CONTRACT DETAILS ADDITIONAL INFORMATION **CONTRACT LANGUAGE** Authoring

TOTAL DOCUMENTS  
1

Download 8

<input type="checkbox"/>	Name	Comments	Contract Administrator	Modified By	Type
<input type="checkbox"/>	Agreement for the Purchase of Goods.docx		Lorenza Zocco	Lorenza Zocco	Newly Added

Access to contract document

← AGREEMENT FOR THE PURCHASE OF GOODS.DOCX

Contract Administrator : Lorenza Zocco | Last Modified By : Lorenza Zocco On 10/08/2021 Version 1.0

Reviewed by Bekaert

### Agreement for the Purchase of Goods

This Agreement is entered into on \_XXXX\_ by and between

**NV Bekaert SA**, a limited liability company under the laws of Belgium, with registered office at Bekaertstraat 2, B-8550 Zwevegem herein acting on its own behalf and on behalf of its Buyer Affiliates (hereinafter "**Bekaert**");

and

**x**, a company incorporated under the laws of ... and having its registered office at ... (the "Supplier")

Bekaert and the Supplier are hereinafter collectively referred to as "the Parties".

WHEREAS Bekaert wishes to acquire and to purchase from the Supplier certain products, namely ... (the "Products") manufactured by the Supplier and to be used in its process of manufacturing its main products and to ensure the continuous production thereof;

WHEREAS the Supplier wishes to produce and to sell the Products, including accessories, to Bekaert, and acknowledges having a suitable production capacity thereto;

GO BACK CHECK OUT

The Contract Language section elaborates the terms and conditions of the agreement.

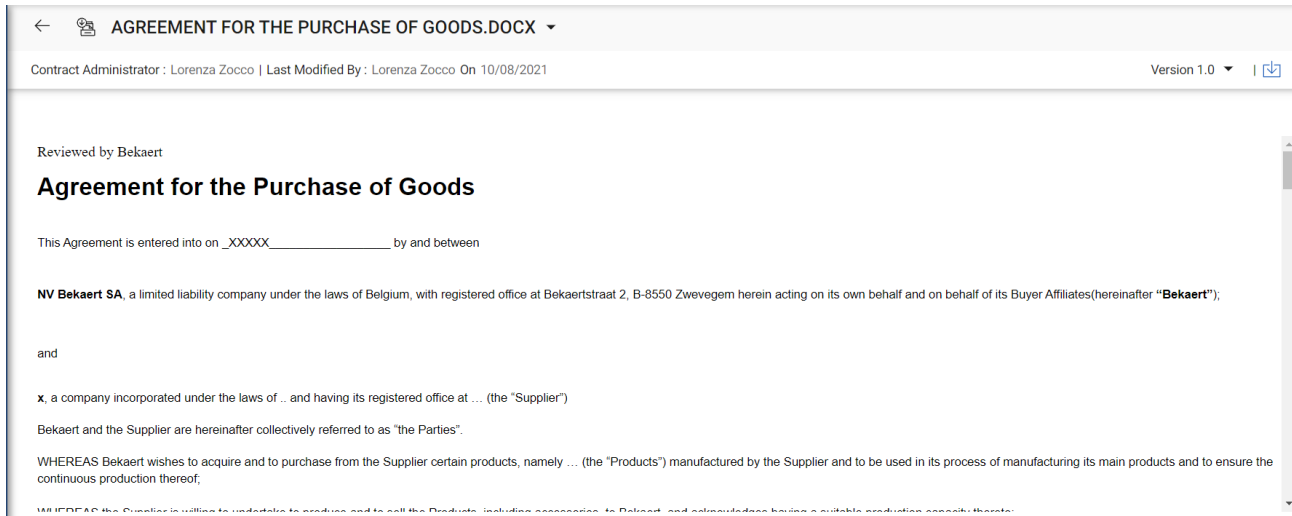
It also defines the roles and responsibilities of each party that is part of the contract.

# Reviewing Contract – Editing Document



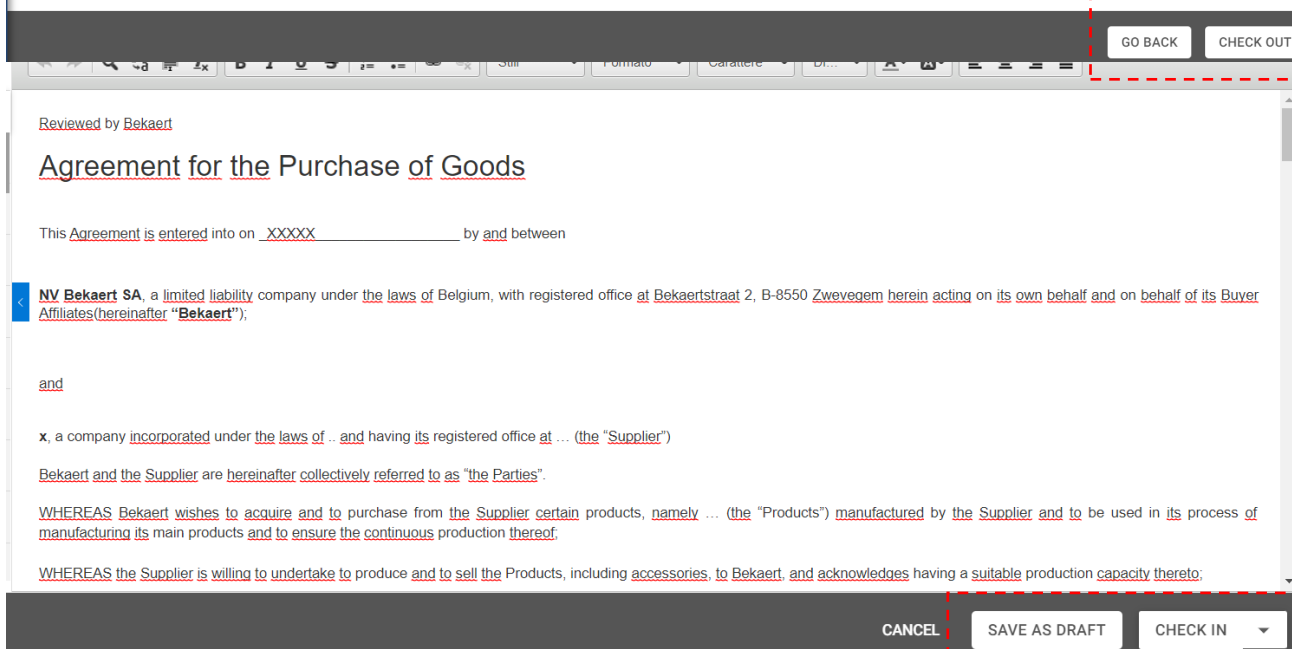
The left pane repository displays the clauses and variables numbered per the order they are placed in the contract.

With your cursor positioned where you want the clause content to appear, select the clause from the left panel to insert it and click Save As Draft to update the changes and check in to mark the document as the latest version



9

Click Check out to edit the document



10

Click Check In, to mark the document as the latest updated version.

# Reviewing Contract – Downloading Document



← AGREEMENT FOR THE PURCHASE OF GOODS.DOCX ▾

Contract Administrator : Lorenza Zocco | Checked Out By: Lorenza Zocco On 10/08/2021

Version 2.0 ▾

Reviewed by Bekaert

## Agreement for the Purchase of Goods

This Agreement is entered into on \_XXXXX\_\_\_\_\_ by and between

**NV Bekaert SA**, a limited liability company under the laws of Belgium, with registered office at Bekaertstraat 2, B-8550 Zwevegem herein acting on its own behalf and on behalf of its Buyer Affiliates(hereinafter “Bekaert”);

and

**x**, a company incorporated under the laws of ... and having its registered office at ... (the “Supplier”)

Bekaert and the Supplier are hereinafter collectively referred to as “the Parties”.

WHEREAS Bekaert wishes to acquire and to purchase from the Supplier certain products, namely ... (the “Products”) manufactured by the Supplier and to be used in its process of manufacturing its main products and to ensure the continuous production thereof;

WHEREAS the Supplier wishes to undertake to produce and to sell the Products, including accessories, to Bekaert, and acknowledge having suitable production capacity therefor;

**UPLOAD MINOR VERSION** GO BACK CONTINUE EDITING ▾

11

*Click to download and work on the contractual document offline.*

← AGREEMENT FOR THE PURCHASE OF GOODS.DOCX ▾

Contract Administrator : Lorenza Zocco | Checked Out By: Lorenza Zocco On 10/08/2021

Version 2.0 ▾

Reviewed by Bekaert

## Agreement for the Purchase of Goods

This Agreement is entered into on \_XXXXX\_\_\_\_\_ by and between

**NV Bekaert SA**, a limited liability company under the laws of Belgium, with registered office at Bekaertstraat 2, B-8550 Zwevegem herein acting on its own behalf and on behalf of its Buyer Affiliates(hereinafter “Bekaert”);

and

**x**, a company incorporated under the laws of ... and having its registered office at ... (the “Supplier”)

Bekaert and the Supplier are hereinafter collectively referred to as “the Parties”.

WHEREAS Bekaert wishes to acquire and to purchase from the Supplier certain products, namely ... (the “Products”) manufactured by the Supplier and to be used in its process of manufacturing its main products and to ensure the continuous production thereof;

WHEREAS the Supplier wishes to undertake to produce and to sell the Products, including accessories, to Bekaert, and acknowledge having suitable production capacity therefor;

**UPLOAD MINOR VERSION** GO BACK CONTINUE EDITING ▾

12

*Click Continue Editing to continue using the online editor.*

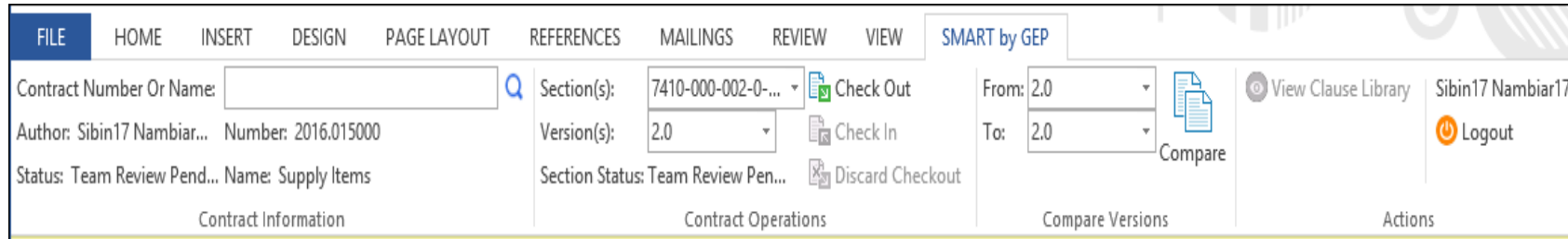
13

*Click Upload Minor Version, to direct upload a new version of the document.*

Once you download the contractual document, you can now edit the contract document and make the necessary change and upload a minor version of the document.

The minor version is visible only to you, until you check-in the change.

# Reviewing Contract – Word Plugin



The SMART by GEP plugin will help you use eBuy functionality in Word.

You can perform all the activities on the Contract Language in Word that you perform in Bekaert eBuy:

- Search for a contract
- Review a contract using the Check Out option.
- Compare two different versions of a contractual document
- Author a contract

# Signing Contract – SMART Signature



After the contract is approved, the contract needs to be signed by both the contractual parties.

Bekaert eBuy is configured to use one of the following signatory options:

- SMART Signature
- DocuSign
- EchoSign

**Signature method**

Please select signature method

Offline mode  Online mode  Let the signatory decide

**SEND** **CANCEL**

1

Select one of the signature modes and click Send.

**Offline Signature**

Please download document for offline signature.

**DOWNLOAD** **CANCEL**

2

Download the contract documents and through the Attachments pop-up, upload the signed document.

**Sign Contract**

Signatory Password

Title

Place: Mumbai

Date: 10/17/2017, 1:13:31 PM

I have authority to enter into this contract on behalf of my organization. I have read this contract in its entirety.

**PREVIEW** **CANCEL** **SIGN**

2

Enter the password & your Title

2

Click Sign



# Signing Contract – DocuSign & Echosign



**DocuSign**

ABC Ltd. Representative sent you a document to review and sign.

**REVIEW DOCUMENT**

**ABC Ltd.**  
NoReply@ABC.com  
John Smith,  
Thank You, ABC Ltd.

1

*Click the link to sign the document.*

**Adobe Sign**

Send. Sign. Done.

**ABC Ltd. Contracts Has Sent You 2016.000714 to Sign**

ABC Ltd. Contracts says:  
*Copy of Echo Sign*

[Click here to review and sign 2016.000714](#)

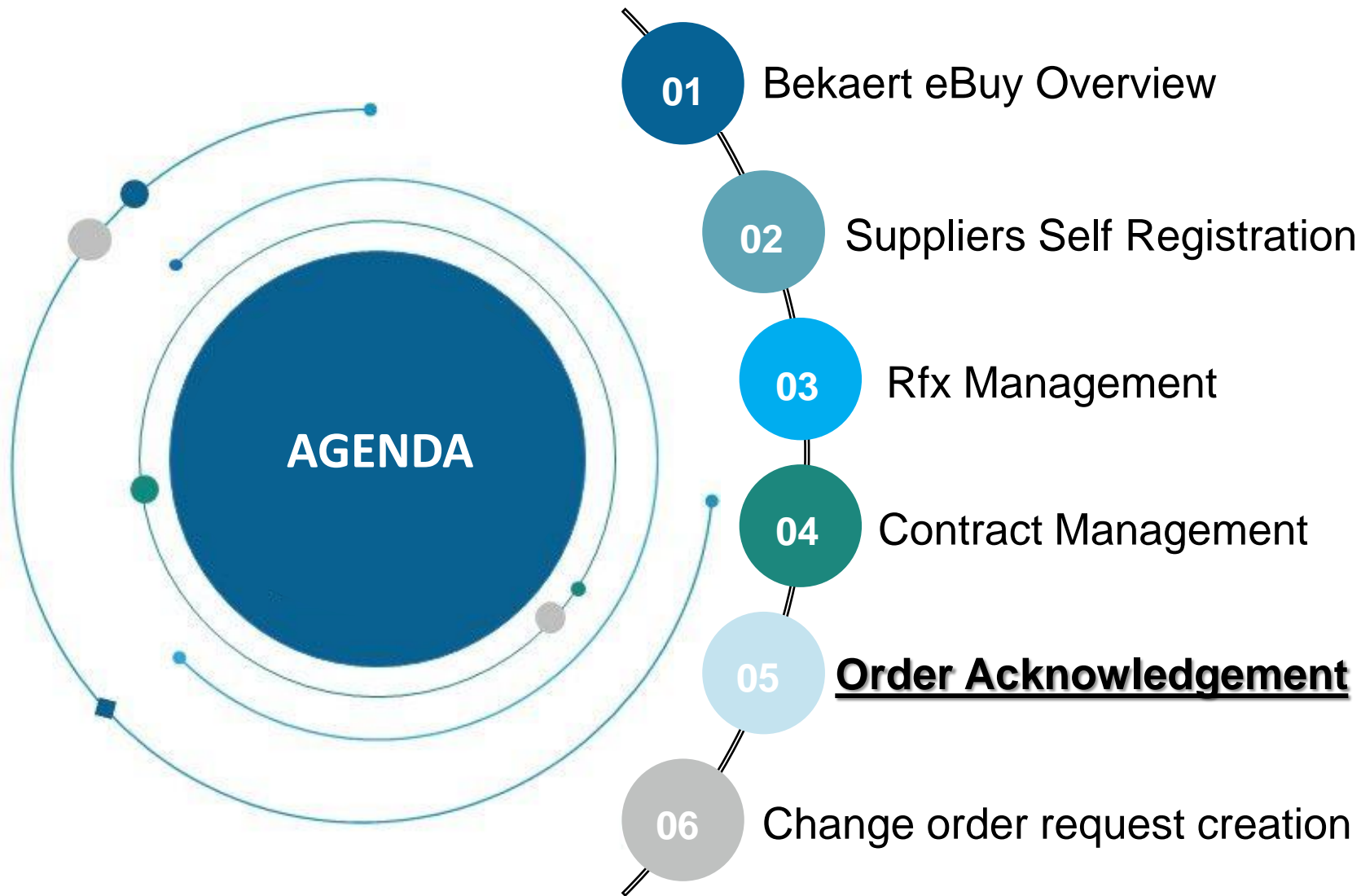
After you sign 2016.000714, the agreement will be sent to Melissa Giliberti. Then, all parties will receive a final PDF copy by email.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

2

*Click the link to sign the document.*

If you have DocuSign or EchoSign (Adobe Sign) configured, the signatories will receive email as showed in the illustration



## Learning Objective

*Suppliers will be able to acknowledge orders successfully via Bekaert eBuy system*

To **acknowledge an order** from Bekaert means you agree to the items / services, price, quantity, terms and shipping dates / fees indicated in the order.

**Before acknowledging a new order, review it carefully.** If needed, create a change request.

**Watch-out:** Once acknowledged, you will not be able to create a change request. Bekaert would have to rescind the order, make changes, and then reissue.

Bekaert eBuy enables online order acknowledgement in two ways:

1. **Via email**
2. **By logging into Bekaert eBuy**

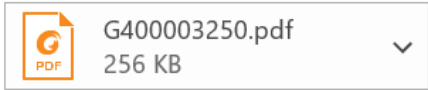
*\*We recommend option 2 so that you can review the order and initiate any needed changes prior to acknowledging it.*

# Order Acknowledgement via email

Bekaert eBuy: Order: Test CO (G400003250) from Bekaert for € 0.00 is Pending for Acknowledgement



If there are problems with how this message is displayed, click here to view it in a web browser.



Dear,

This is a reminder that an order received is pending acknowledgement.

Here are the details:

Order Name: Test CO

Order Number: G400003250

Company Name: Bekaert

Currency: €

Order Amount: 0.00

You can use the following [link](#) to access the Bekaert eBuy, review the order and acknowledge the order.

Alternately, use the button below to acknowledge the order.

[Acknowledge](#)

A

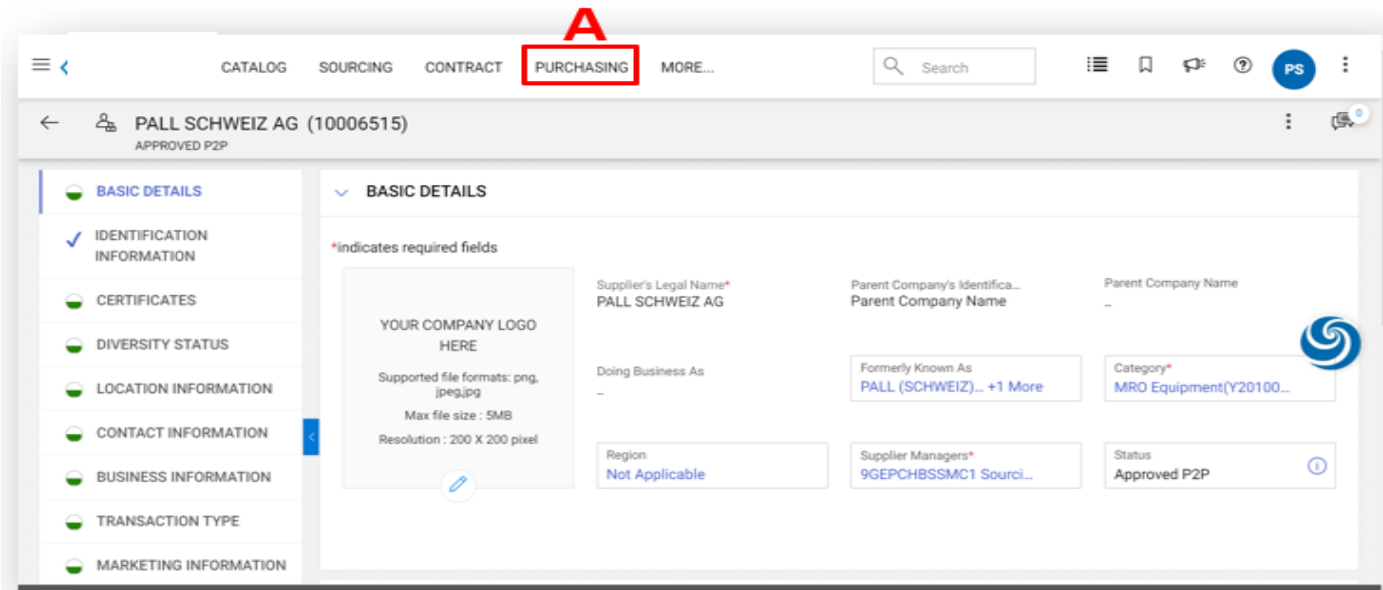
Regards

Bekaert eBuy team

You will receive an email and order details will be attached as a PDF file

You can acknowledge the order by clicking the **ACKNOWLEDGE LINK** in the email

# Order Acknowledgement via Bekaert eBuy



To acknowledge an order, log in to Bekaert eBuy using your credentials, then:

**A:** Click on the **PURCHASING** tab

**B:** Click on the order to acknowledge

**C:** Before you can acknowledge, be sure the status says **SENT TO SUPPLIER**

**Documents**

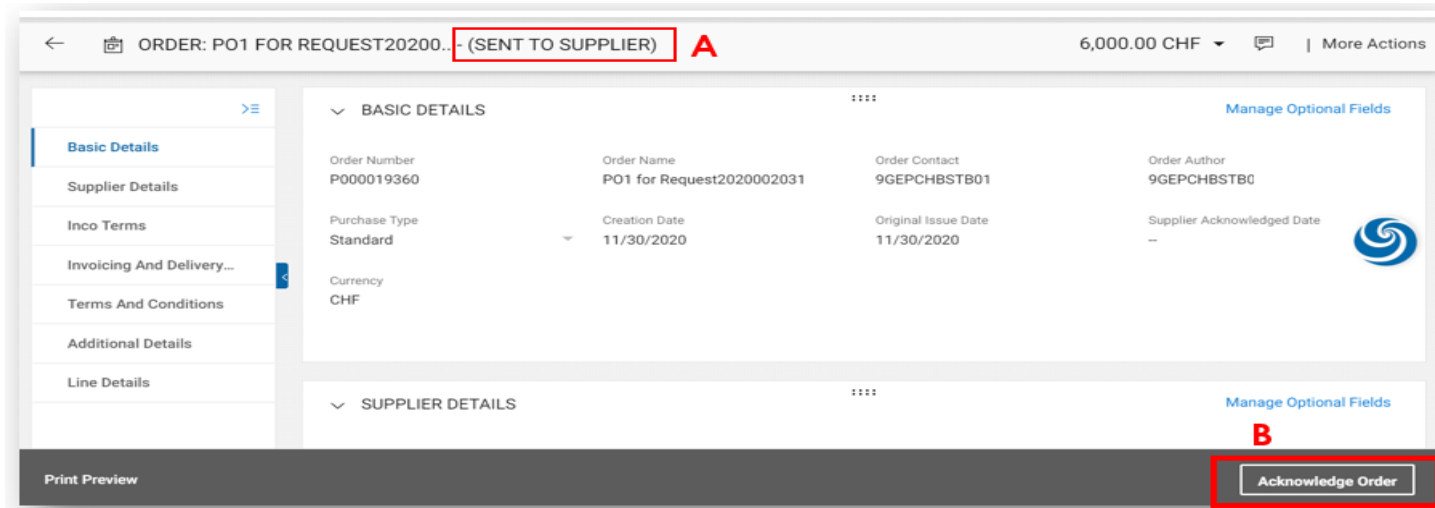
ORDER SERVICE CONFIRMATION ASN

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

Manage Attributes Filter

Document Name	Document ...	Supplier	Purchase T...	Created By	Created On	Total Value	Status
<b>PO1 for SET_TEST_Do not use2</b>	P000017722	PALL SCHWEIZ AG	Standard	9GEPCHBSBR01 Birth...	11/25/2020	50.85 CHF	<b>Sent To Supplier</b>
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

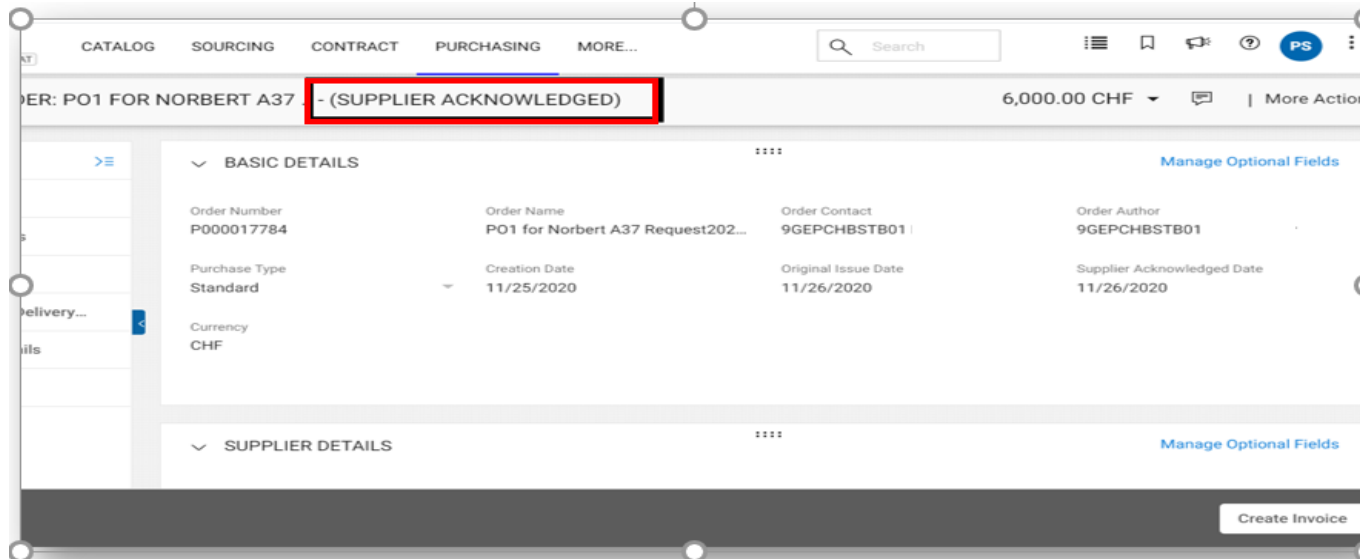
# Order Acknowledgement via Bekaert eBuy



**A:** The order will open with **SENT TO SUPPLIER** status

Review the details of the Order within the **LINE DETAILS** section, which is the last section on the order

**B:** Click **ACKNOWLEDGE ORDER** on the bottom right-hand corner if everything looks okay  
Once you click on the button, the order will be acknowledged



After you acknowledge the order, the status will display as **SUPPLIER ACKNOWLEDGED**



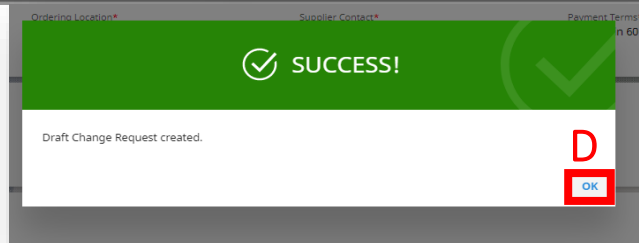
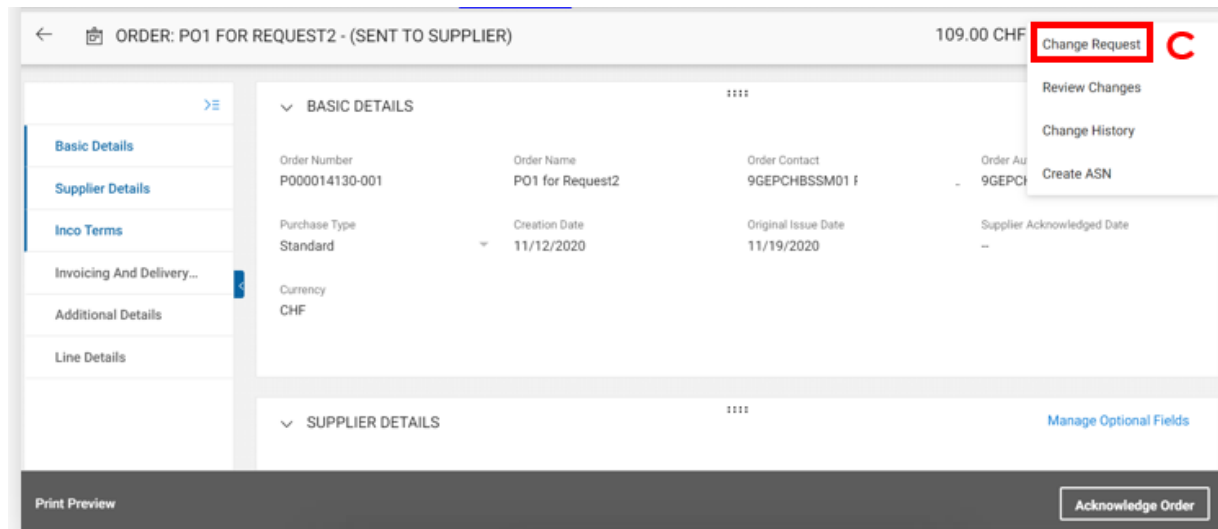
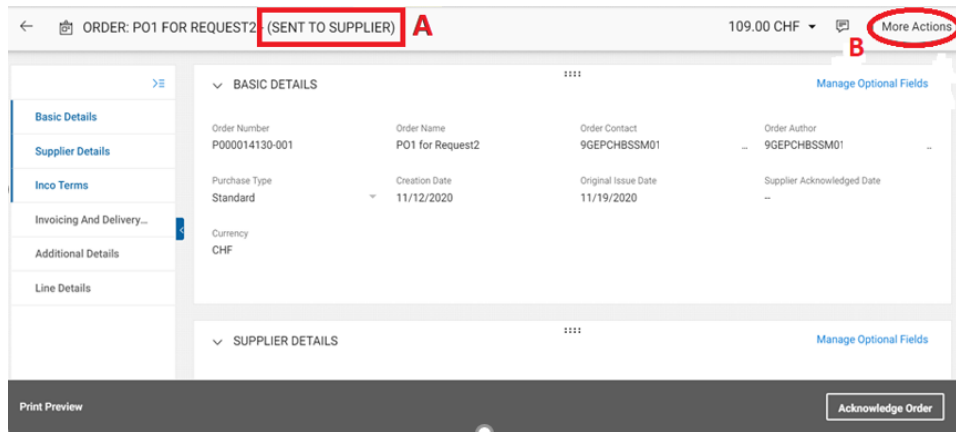


Bekaert eBuy (GEP SMART) enables online order change request creation

## Learning Objective

*Suppliers will be able to access orders shared by Bekaert, review terms and conditions and interact with Bekaert team to initiate the order change request*

# Change order request creation



To initiate a change order request, open the **PURCHASE ORDER**

**A:** The order must be in **SENT TO SUPPLIER** status to initiate a change request. If you have already acknowledged the order, please reach out to your Order Contact directly and they will need to create the change order on their side

**B:** Click on the **MORE ACTIONS** in the upper right-hand corner

**C:** Select **CHANGE REQUEST**

**D:** A prompt will appear. Click **OK** to continue

# Change order request creation

ORDER: PO1 FOR REQUEST2 - (DRAFT) E

Basic Details

Order Number	P000014130-001	Order Name	PO1 for Request2	Order Contact	9GEPCHBSSM01	Order Author	9GEPCHBSSM01
Purchase Type	Standard	Creation Date	11/27/2020	Currency	CHF		

SUPPLIER DETAILS

**E:** The order will open in **DRAFT** status

To make changes, scroll down to the **LINE DETAILS** section

**F:** You can update **QUANTITY** and **UNIT PRICE**

**G:** If the fulfillment date needs to be updated, provide the date in the **NEED BY DATE** field (materials only)

LINE DETAILS

LINES

Line (4)

Line*	Type*	Quantity*	U...	Unit Price	Need By Date*
3	Material	C.. 1.000	Bundle	13.00	1... 01/08/2021
1	Material	C.. 4.000	Bundle	12.00	1... 11/27/2020
2	Material	C.. 1.000	Bundle	12.00	1... 04/09/2023
4	Material	C.. 1.000	Bundle	12.00	1... 11/22/2020

Rows Per Page: 10 | 1 - 4 Of 4

# Change order request creation

ORDER: PO1 FOR REQUEST2 - (DRAFT) --- CHF | More Actions

**BASIC DETAILS**

Order Number	P000014130-001	Order Name	PO1 for Request2	Order Contact	9GEPCHBSSM01	Order Author	9GEPCHBSSA
Purchase Type	Standard	Creation Date	11/27/2020	Currency	CHF		

**SUPPLIER DETAILS**

Name	PALL SCHWEIZ AG	Supplier Code	10006515	Ordering Location*	10006515 SCHAEFERWEG 16 BA...	Supplier Contact	Roche Supplier Test
------	-----------------	---------------	----------	--------------------	-------------------------------	------------------	---------------------

Print Preview **Send To Buyer**

**H:** Click on the **COMMENTS** icon to summarize the changes you are requesting in order to clarify the updates to the approver

**I:** Once the changes are made, click on **SEND TO BUYER**

**J:** You will be redirected to the **ORDER** page with order status as **SENT TO BUYER**

ORDER **63** SERVICE CONFIRMATION **37** ASN **7**

All **63** Supplier Acknowledged **43** Sent To Supplier **16** Sent To Buyer **4**

Manage Attributes Filters

Document Name	Document ...	Supplier	Purchase T...	Created By	Created On	Total Value	Status
P01 for Request2	P000014130-001	PALL SCHWEIZ AG	Standard	9GEPCHBSSM01 Roc...	11/27/2020	85.00 CHF	<b>Sent To Buyer</b>

## Order Status

---

### Sent to Supplier

*Order is sent to supplier and ready for review.*

### Supplier Acknowledged

*Order has been accepted and acknowledged by the supplier.*

### Sent to Buyer

*A change request has been created by the supplier.*

The order status will change based on the action completed or action initiated by buyers or suppliers.

# Frequently Asked Questions

 **BEKAERT**

better together

## 1. How can I change the email contact that was used as the recipient for the Primary Registration Form?

The Primary Registration Form was sent to the primary contact email we currently have stored for your company. All other email addresses that we have on record will have received an invitation to register a user account. In case changes need to be made to your contact information, there are two options:

- 1) If no current contacts from your company can register on eBuy, you should contact your Bekaert contact person who can request the change. Once the change has been implemented you will receive an invitation via the new email address.
- 2) If someone from your company has already registered on eBuy, they can initiate a change request and make the adjustments in the "contact information" section of your supplier profile.

## 2. Can a supplier have multiple user accounts on eBuy?

Yes, as a supplier you can add multiple contacts to your eBuy profile, each with a separate user account. All users have the same accesses in the system. **Only one contact** can be marked as Primary; who receives all notifications, but all registered users can access and execute any actions (PO acknowledgment, etc.)

## 3. What is in scope for this phase?

Please refer to page 7 of this document.

## 4. How do I get notifications about new purchase orders and in which format?

Purchase order details will be always sent to your inbox with PDF attachment. Additionally, you can download them from eBuy in PDF format.

## 5. Is there an option to integrate eBuy with supplier ERP systems?

Integration is an option and can be discussed based on the frequency of our transactions and spend level.

## 6. How can surcharges be added in eBuy?

As a supplier, you cannot add surcharges to the PO yourself. Here is how you can request it:

- 1) Before PO creation > list surcharge on quotation, the buyer will add it to PO conditions
- 2) After PO creation > provide the surcharge list to the buyer via comments and attachments, the buyer will then add to it PO conditions

## 7. What if I haven't received a registration email?

If you received communication about eBuy but have not yet received a registration invitation please contact [support@GEP.com](mailto:support@GEP.com) .

## 8. What does eBuy cost Bekaert suppliers?

eBuy is and will remain free of charge for our suppliers. We believe in the value the solution will bring for us both (see page 6 for a summary of the benefits).

## 9. Is it possible to add our reference to a PO?

Yes, suppliers can input comments or upload an attachment via the comments and attachments icon.

## 10. Why is my status "blocked"?

There can be a number of reasons why your status is "blocked", this does not relate to your registration on the eBuy platform. Please reach out to your Bekaert contact person for further explanation.

## 11. How can we communicate delays and other information about an order?

Suppliers can input comments or upload an attachment via the comments and attachments icon.

## 12. Why don't I see the "Purchasing" section of eBuy?

The section becomes visible in your profile once a document is created, hence the Purchasing section will be available once Bekaert creates the first document for you.

## 13. Is it possible to divide an order?

Order acknowledgement needs to be done for the total amount and then the buyer needs to be informed about split orders. Delivery documents are not implemented in eBuy.



**14. Are quotations open for all suppliers? (Sourcing)**

Suppliers only see specific RFX events for which the Bekaert procurement team has selected them to participate in. New suppliers may also be invited but will need to complete their eBuy registration form before accessing the event.

**15. We are now booking time slots in MySeris, will we continue this?**

Yes, MySeris is used in Belgium for booking time slots to unload goods. This process will not be impacted by eBuy.

**16. Can we upload an excel file in our own format or is Bekaert's template mandatory? (Sourcing)**

It is mandatory to complete Bekaert's price sheet if you want to submit your quotation. Optionally you can upload additional documents in your format in the "Buyer Attachments" section.

**17. During the training I only saw price input in the file. What about delivery time, alternatives, article numbers, certificates - how should we inform Bekaert? (Sourcing)**

The price book shown during the demo is a very simple example. In real cases price books are much more detailed. In case you would like to provide additional information, you can start a discussion with Bekaert using the "Discussion Forum" feature or upload attachments to the "Buyer attachments" section.

**18. What if I have more than one price component? (Sourcing)**

Please refer to above answer.

**19. How to react or comment on, for example, terms and discount? (Contract)**

Terms can be edited by supplier as explained during the training (please see slide 45). If you have any comment or remark on Discount and Surcharge section, you can contact Bekaert buyers via Discussion Forum and add attachments to "Buyer Attachments" section.