

S2Pconnect

Supplier Portal Training Guide



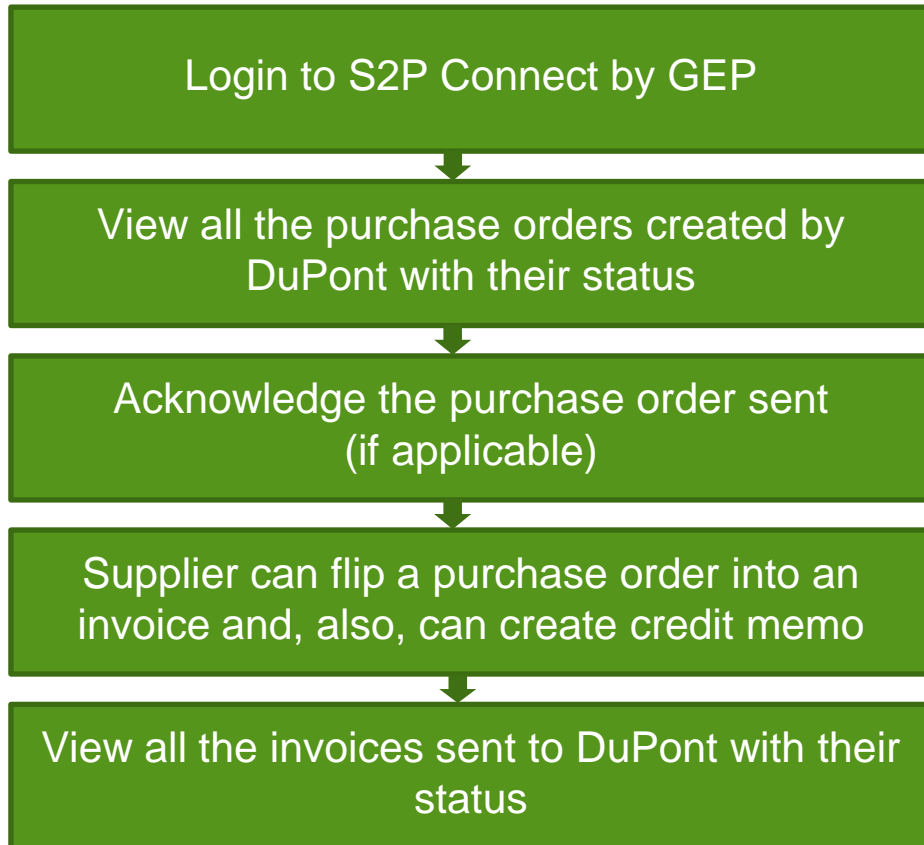
Table of Contents

1. [What you can do in the Supplier Portal](#)
2. [Help and Resources](#)
3. [S2P Connect Portal Account Setup](#)
4. [Home Page and Manage Supplier Profile](#)
5. [Retrieve Username & Password](#)
6. [Purchase Order Acknowledgement](#)
7. [Create Change Request](#)
8. [Create Invoice](#)
9. [Create Credit Memo](#)
10. [Order and Invoice Status Definitions](#)

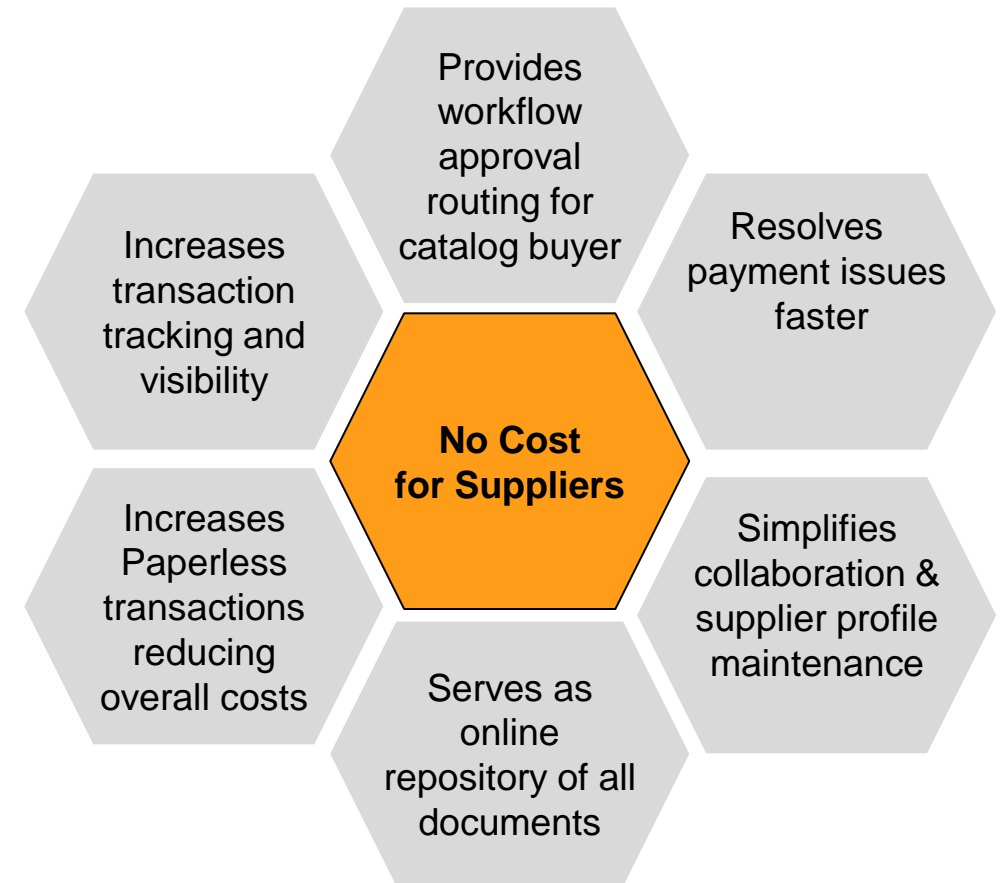
What you can do in the Supplier Portal

What you can do in the Supplier Portal

Portal Registered Supplier Options



Benefits of GEP SMART



Help and Resources

Support Contacts

S2P Helpdesk Contact Information

DuPont Contacts by Topic

Purchase Order: Contact Buyer using email/phone on PO

Invoice & Payment: AP team of DuPont

P80 NA: FUSAPHD@DuPont.com

P23 US: AP2@dupont.com

P23 CA: CA.AP@dupont.com

Update Supplier Profile: Send details to

Vendor_Master_Maintenance@dupont.com

For any S2P portal Query:

s2pconnect.support@dupont.com

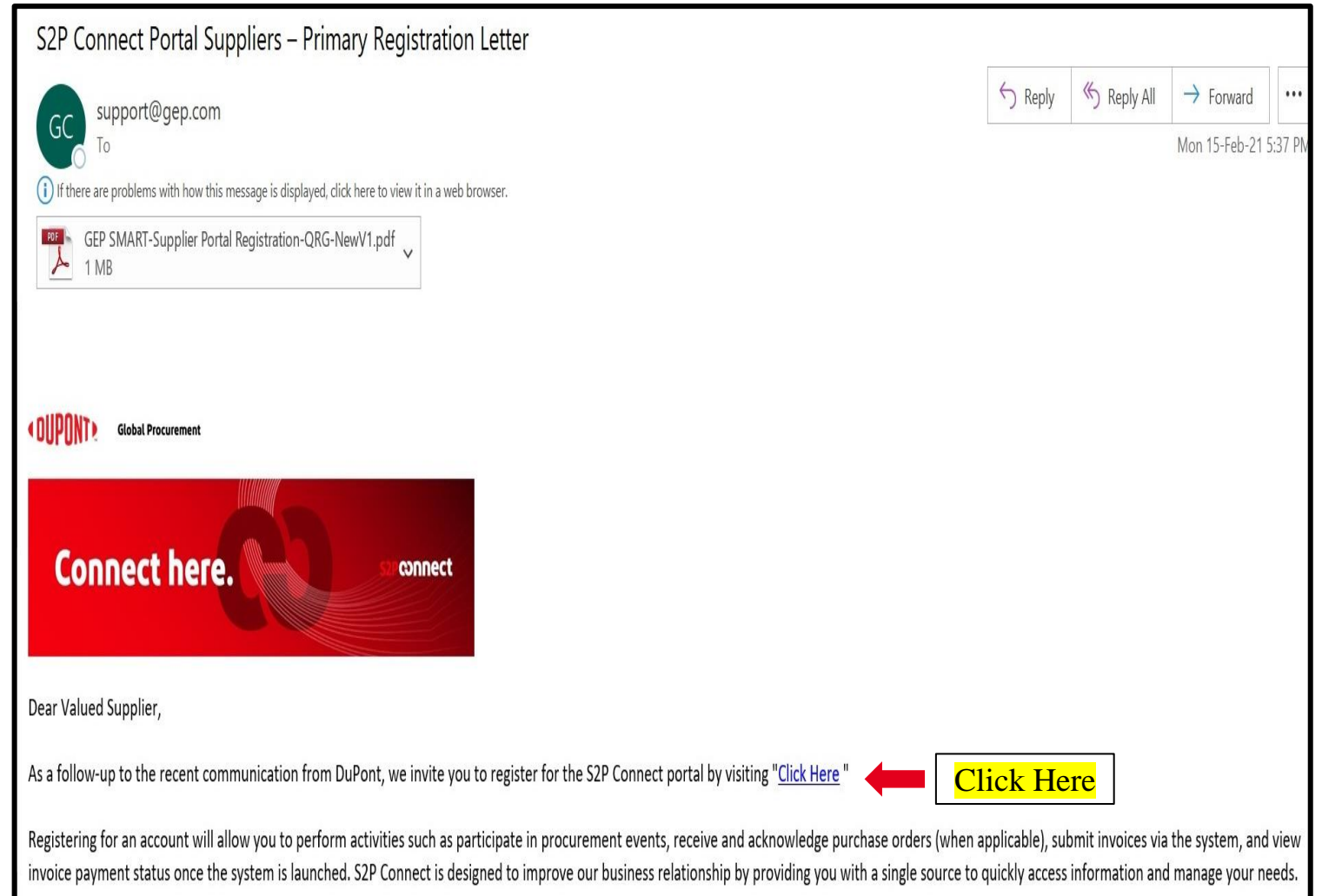
Please do not email GEP using the support@gep.com email address as of June 14th

North America (all)	+1 888 325 8964	Latin America	
		Colombia	8007522367
Europe, Middle East, and Africa		Chile	800835148
Belgium	+32 15 44 13 00	Brazil	8008923366
France	+33 389 383 759	Argentina	8001220375
Germany	+49 6102 18 3710	Mexico	+52 (55) 57221000
Italy	+39 029 2622 9340		
Luxembourg	+352 3666 5611	Asia-Pacific	
The Netherlands	+31 7862 19 400	China	+86-512-3685 6030
United Kingdom	+44 287 186 4443	Korea	+82 2-2222 5443
Spain (Asturias Service Center)	+34 985 12 4633	Japan	+81 3-5521 8805
Switzerland	+41 22717 5600	Taiwan	+886 2-2514 4456
		Hongkong	+852 2734 1969
		Singapore	+65 6586 3608
		Australia	+61 2-99236106
		Malaysia	+60 3-2859-0817
		Philippines	+63 2555 4417

S2P Connect Supplier Portal Account Setup

Registration Request

- 1) Suppliers will receive an email from support@gep.com with the email subject: **S2P Connect Portal Suppliers-Primary Registration Letter**. ****Check your spam or junk email folder if you cannot locate it.**
- 2) ****Do not forward the invite to other contacts as the link is specific to you. Please send any requests for contact information changes to s2pconnect.support@dupont.com**
- 3) Click on the **“Click Here”** link in the email “Click Here”.



GEP Business Network Registration Form

- 1) On the next screen, enter the mandatory (*) details and create your credentials.
- 2) Check the box to accept Terms & Conditions & Privacy Policy in the lower left corner.
- 3) Click the **Submit** button in the lower right corner.

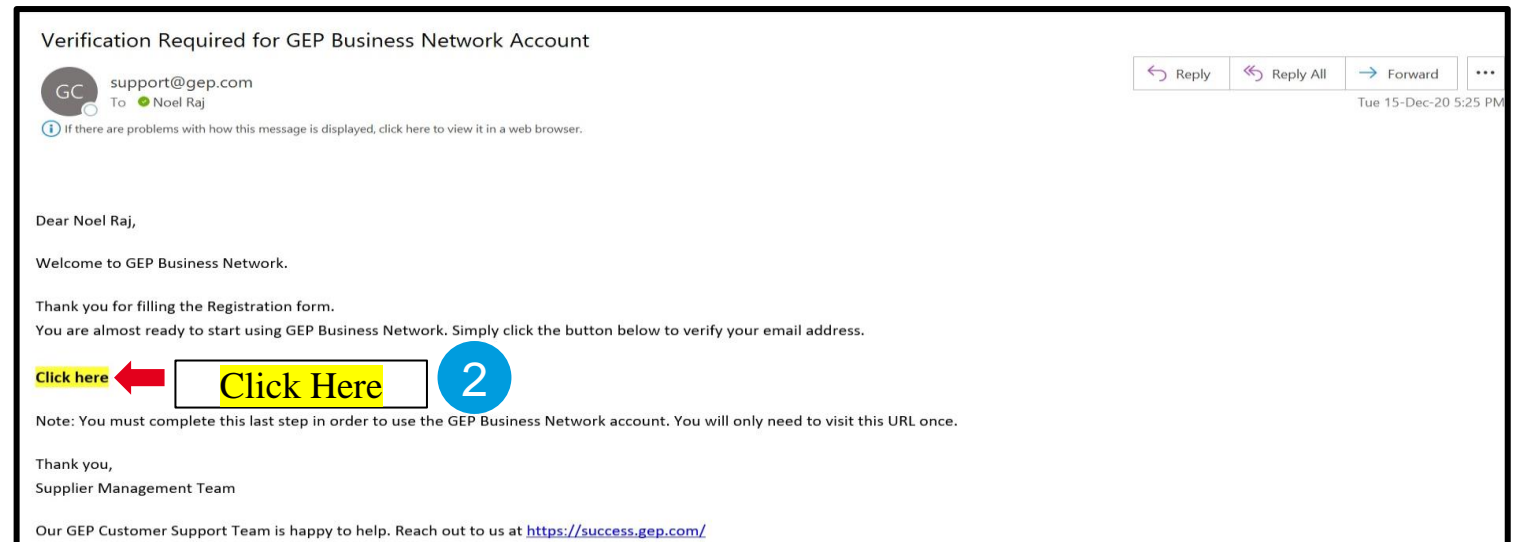
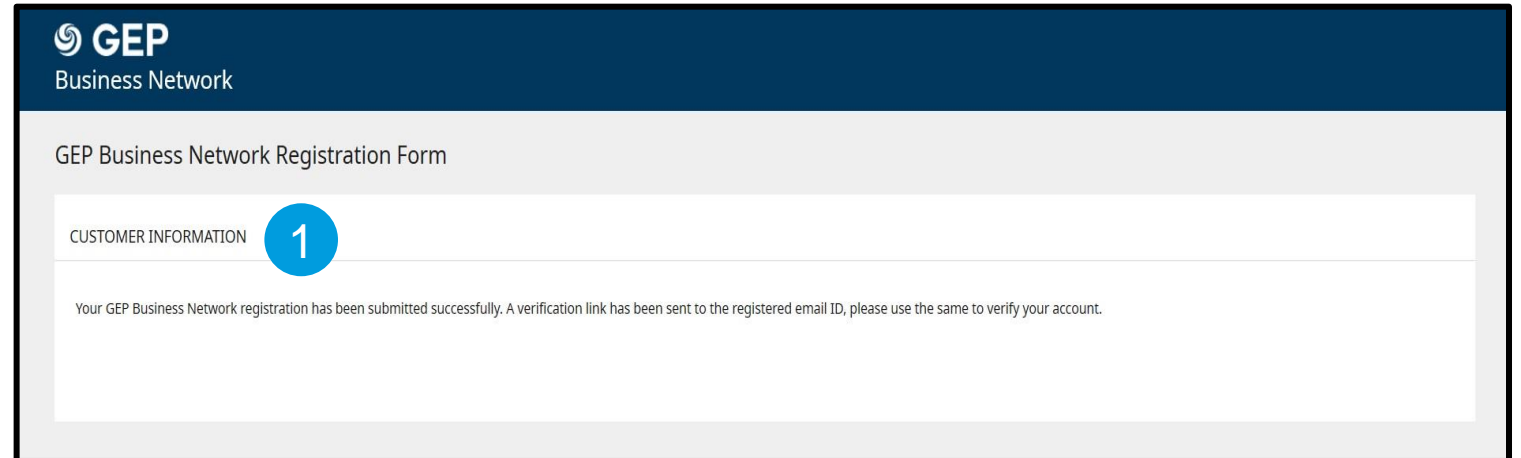
NOTE: If you are an existing GEP user, you can use your existing GEP SMART credentials by putting your existing username in the username field and you will see a popup as shown, and then clicking **YES** on the error screen that will follow.

Account Creation Steps

- 1) Screen 1: Information screen on the Verification Link sent to your registered email address.

- 2) Screen 2: Verification email, click on the **Click Here** Icon to verify your email address.

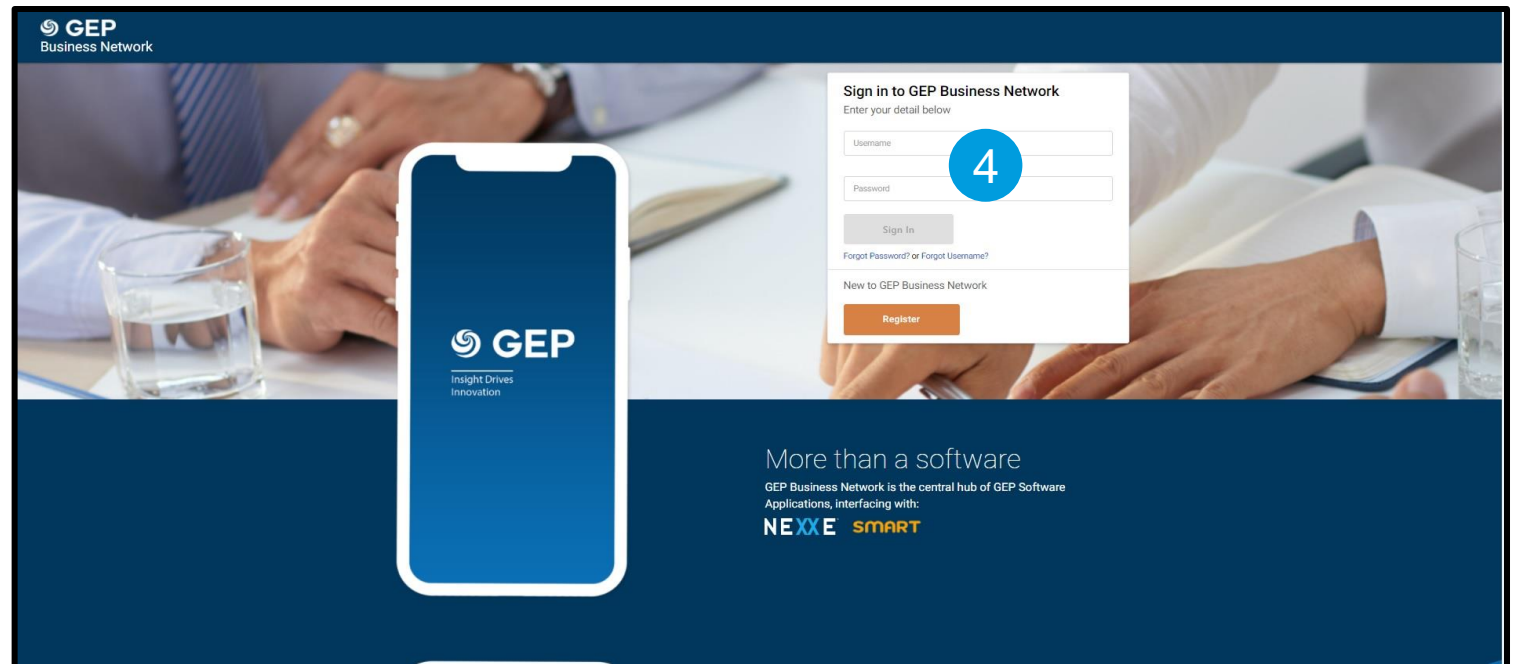
****Please note this is required for account activation.**



Account Creation Steps (cont.)

- 3) Screen 3: Notification of your Account Activation including a **Login** link.
- 4) Screen 4: Clear any prefilled data in the username and password field and enter your credentials to sign-in.

Congratulations! You have completed the registration process.



Home Page and Manage Supplier Profile

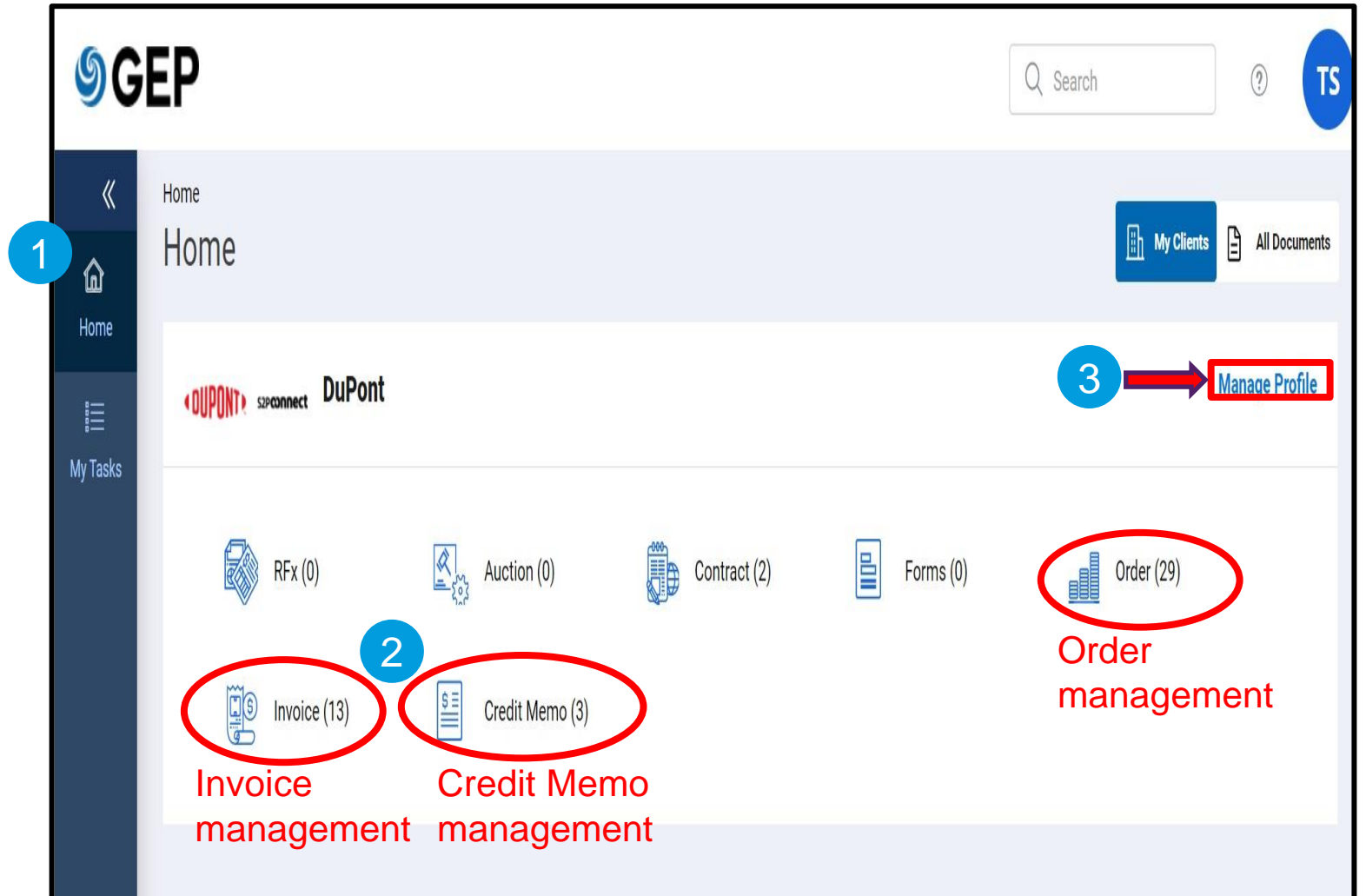
Home Page and Manage Supplier Profile

1) This is the home screen you will see after logging in. To move back to the home screen, click on the home icon on the upper left side of the screen and it will take you to the Home Page.

NOTE: The Home Page displays RFX, Auction, Contract, Forms, Order, Invoice and Credit Memo icons

2) The values next to each icon represents the number of existing documents for each category. If there are no documents the value is zero.

3) Click on the “Manage Profile” to check your company profile details.



Home Page and Manage Supplier Profile (cont.)

- 4) When you enter your workspace for the first time, you will be prompted to accept the **Privacy Policy** to gain further access to the supplier profile.

NOTE: [The Privacy Statement is located here.](#)

The screenshot shows the 'PARASURAMAN'S WORKSPACE' interface for managing a supplier profile. The page title is 'TEST_SUPPLIER_SET1 (PC-2020.022819)'. The main content area is titled 'BASIC DETAILS' and includes fields for 'Supplier's Legal Name*' (Test_Supplier_SET1), 'Parent Company's Identification Type' (Parent Company Name), 'Parent Company Name', 'Doing Business As', 'Formerly Known As', 'Formerly Known As', 'Category*' (ADVERTISING), 'Supplier Managers*', and 'Status'. A 'YOUR COMPANY LOGO' section is also present with supported file formats (png, jpeg), a 5MB max file size, and a 200x200 pixel resolution. A 'Privacy' modal dialog is open in the center, displaying the following text: 'Here at GEP, we take your privacy seriously and will only use your personal information to provide the procurement services as per the agreed contract. <https://www.gep.com/privacy-statement> Your permission allows us to process your personal information that enables digital procurement transformation. I hereby give my consent for this activity. If at any point of time after this consent, should you have any queries or requests related to data privacy, then you may do so by emailing your request to us at "privacy@gep.com". We will respond to your request within ten business days after receipt.' The dialog has 'CANCEL' and 'ACCEPT' buttons. A blue circle with the number '4' is overlaid on the dialog. At the bottom left, a '5% PROFILE COMPLETENESS' indicator is visible. At the bottom right, 'CLOSE' and 'SAVE' buttons are present.

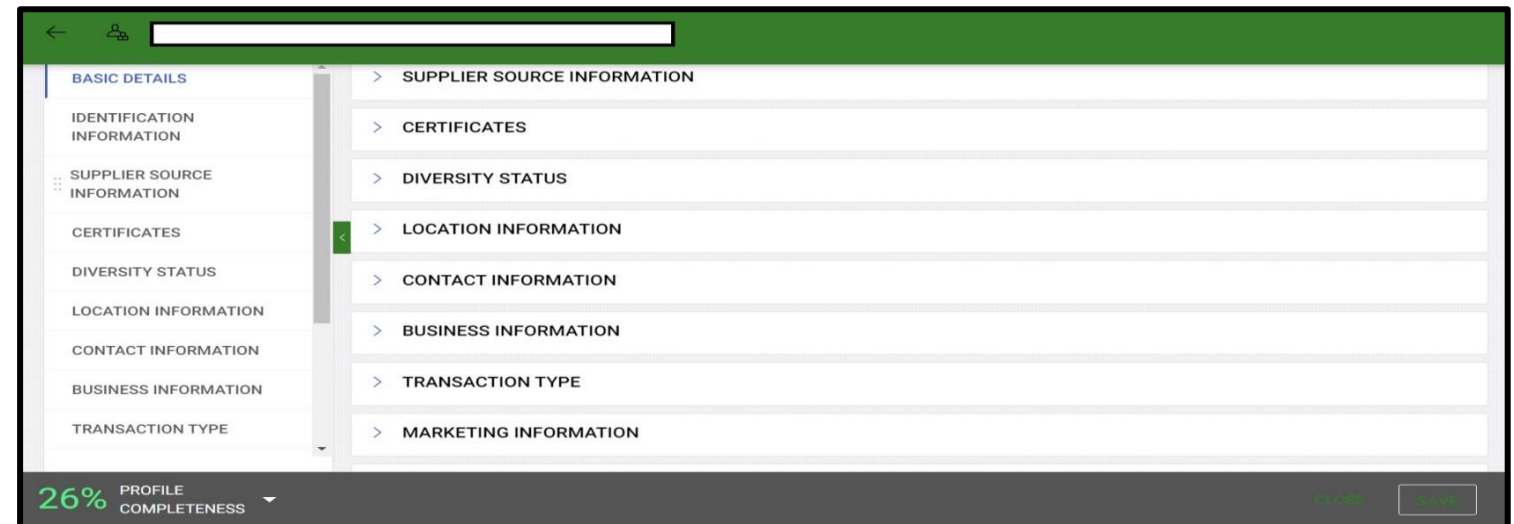
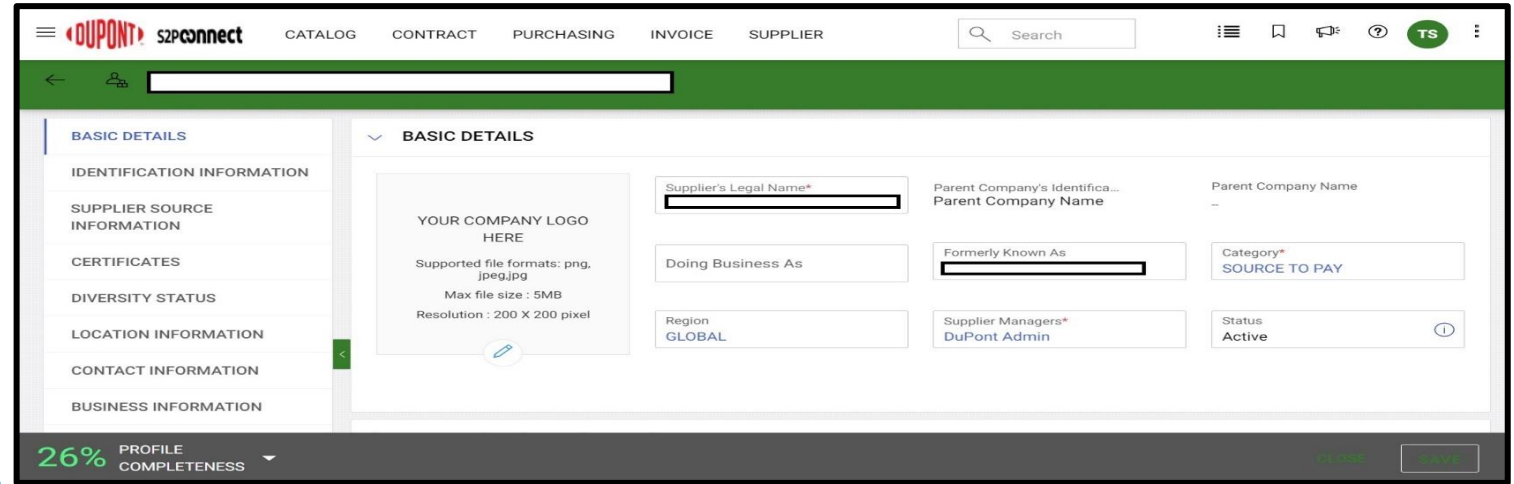
Home Page and Manage Supplier Profile (cont.)

5) The Manage Supplier Profile provides basic details such as Supplier Legal Name, Region, Category, and Status.

Additional information available:

- Supplier Source Information
- Certificates
- Diversity Status
- Location Information
- Contact Information
- Business Information
- Transaction Type
- Marketing Information

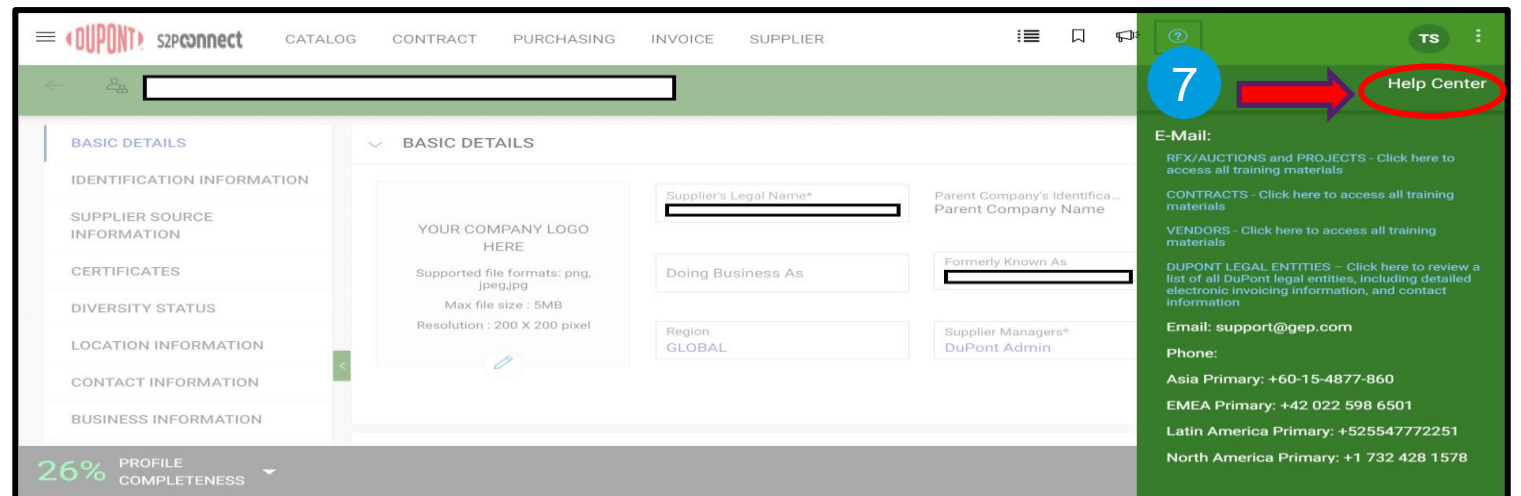
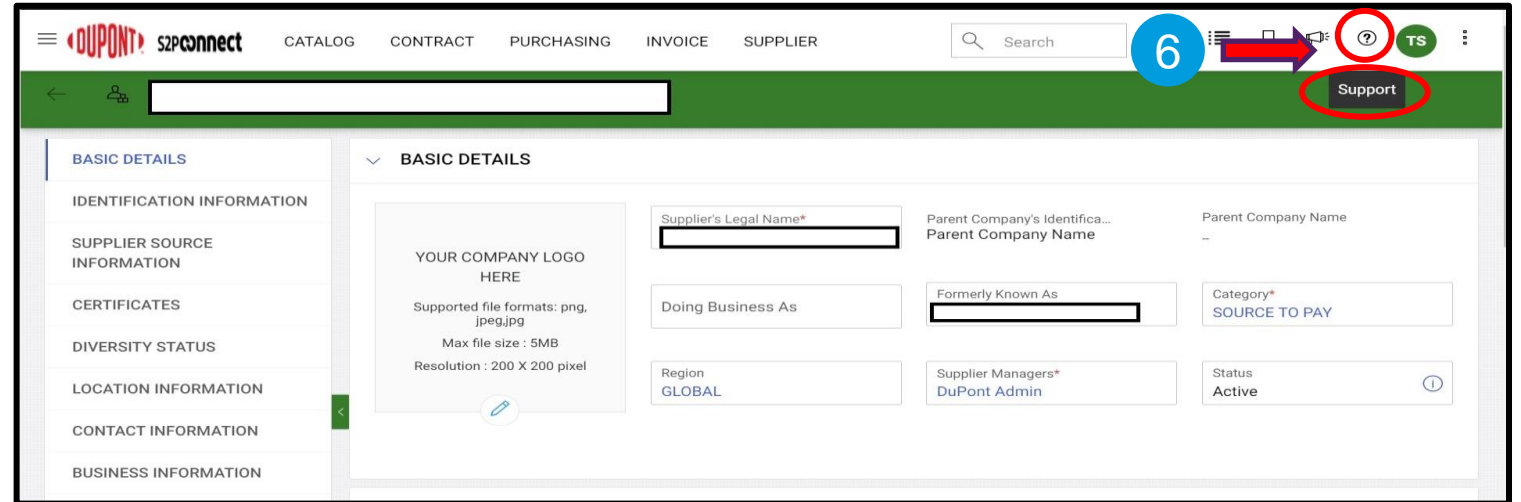
5



Home Page and Manage Supplier Profile (cont.)

NOTE: If you find any discrepancies in the information, you will not be able to make any changes directly.

- 6) To request a change, click on the ? **Support Icon** to access the Help Center.
- 7) Click the **Help Center** icon and navigate to the **Portal** section to access the file named **Profile Change Request Form**.



Home Page and Manage Supplier Profile (cont.)

- 8) Highlight the discrepancy in the profile data through the **Profile Change Request Form** and submit to [this email address](#).

Help Center

Portal User Manuals and Video Tutorials

Name	Type	Date Modified
Profile Change Request Form	Manual	24 November, 2020
Workspace Overview User Manual	Manual	8 June, 2020
Workspace Quick Reference Guide	Manual	8 June, 2020

S2P Connect Supplier Profile Change Request Form

Please email this completed form to Vendor_Master_Maintenance@dupont.com

Name of Person sending update _____

Phone Number _____

Email Address _____

Supplier Name _____

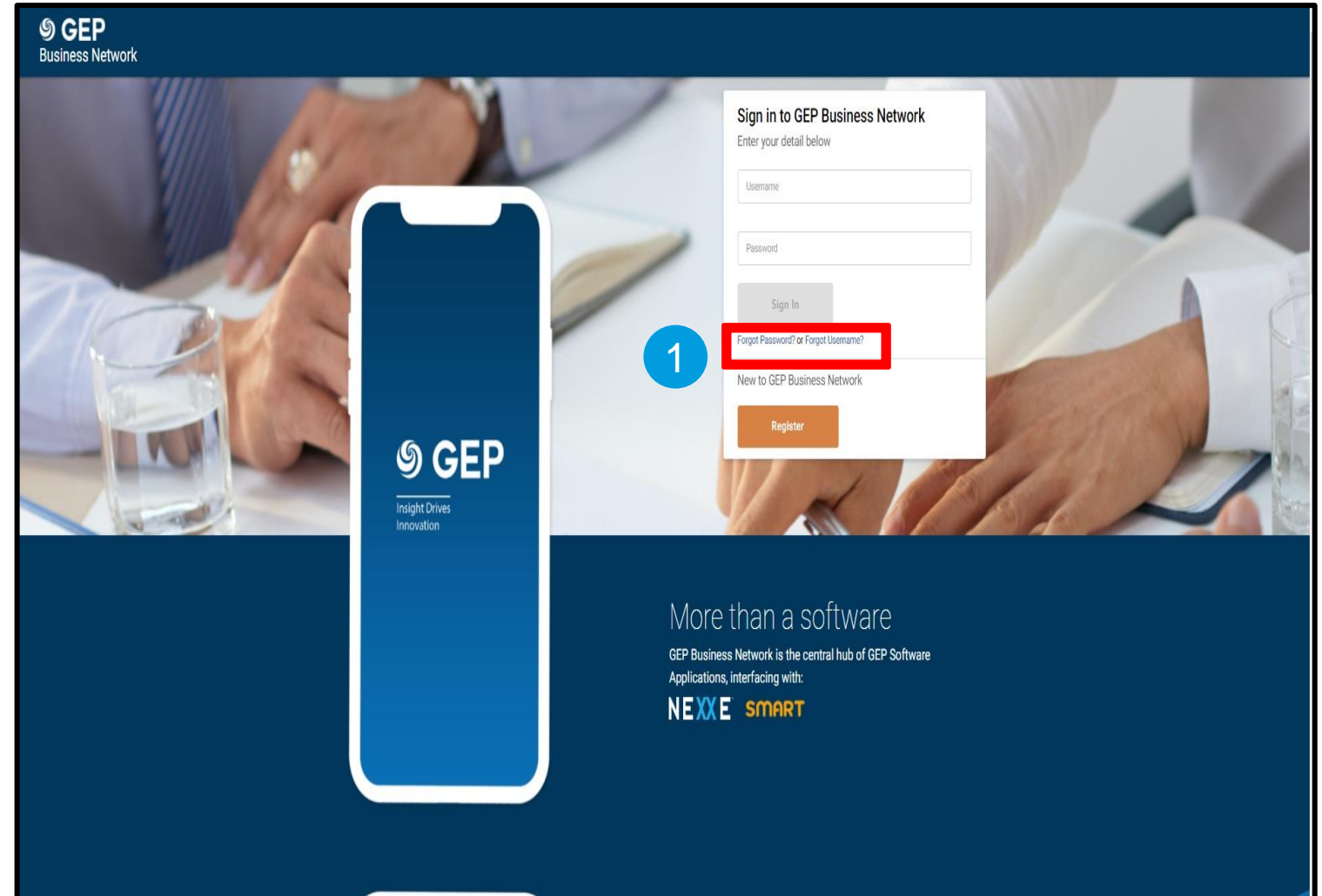
Supplier/Vendor Code _____

Please describe below the information requested to be updated in profile (fill in below)

Retrieve Username and Password

Retrieve Username and Password

- 1) In the event that you forget your username or password, click **Forgot Password?** or **Forgot Username?** on [the GEP Business Network site](#).



Retrieve Username and Password (cont.)

- 2) If you have forgotten your password, enter your username and click **submit**. The instructions to change your password will be emailed to you.
- 3) Enter and confirm your new password as prompted. Once successfully changed, you can login using the new password.

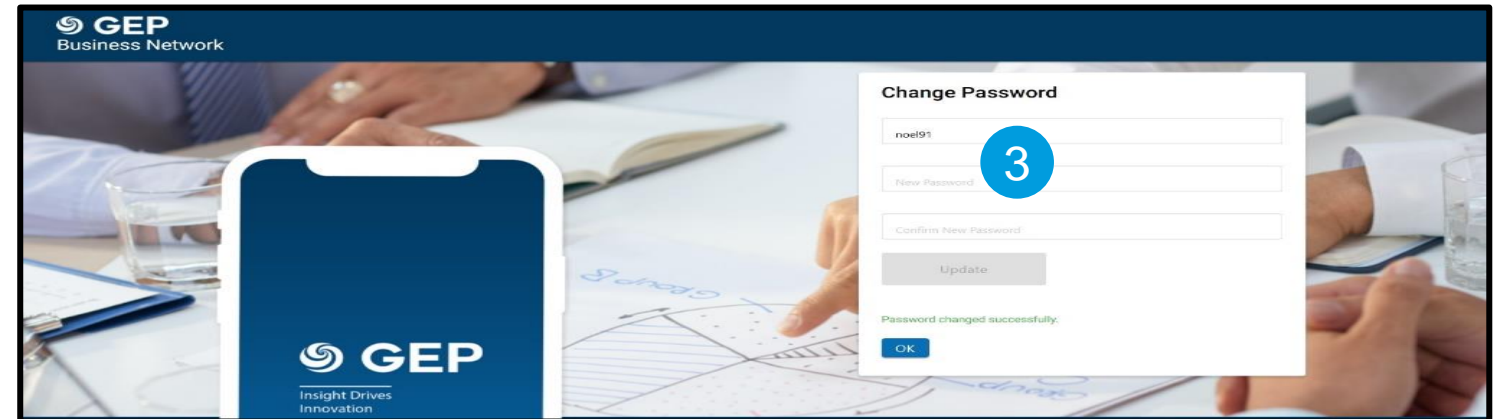


2

GEP Business Network

The link to reset password will be sent to your user email, if it is registered with us. If your account is locked, a set of instructions and a verification code will be mailed. If your account is yet to be activated, an activation link will be sent.

OK



3

Retrieve Username and Password (cont.)

- 4) If you have forgotten your username, enter your e-mail address and click **submit**. You will receive this pop-up message:

The username details will be sent to user email.

- 5) Any usernames associated with the e-mail address will be e-mailed to you.

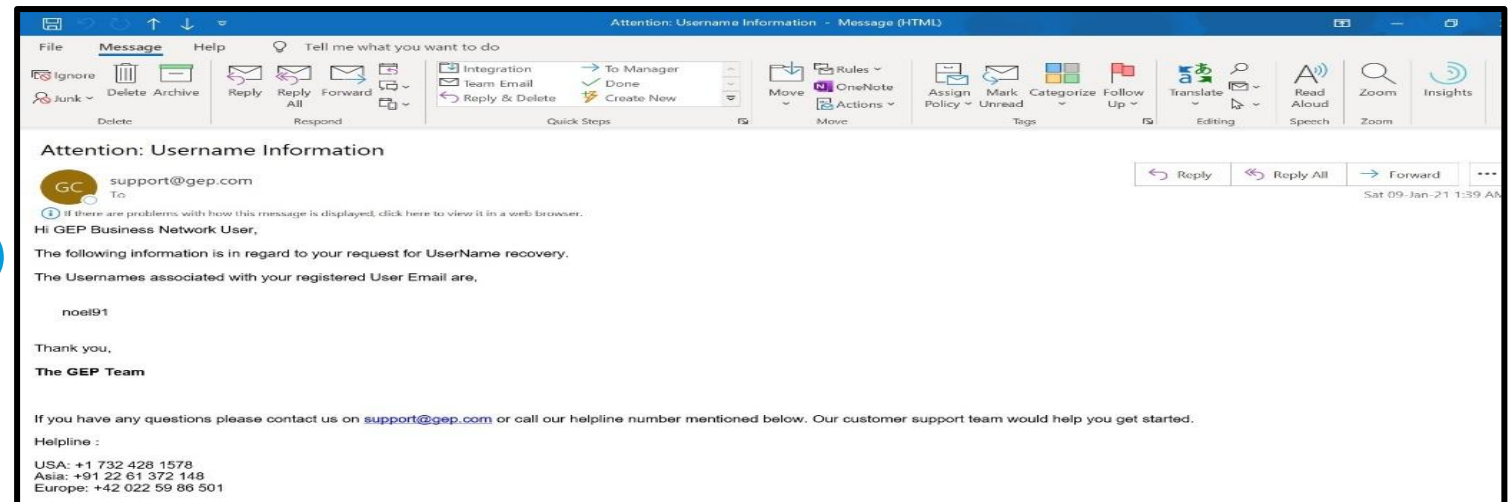
NOTE: If you have issues retrieving your username or password, [send an e-mail to the S2P Connect Support mailbox.](#)



4



5



Purchase Order Acknowledgment

Acknowledge PO | Portal Login

You must acknowledge the POs sent by DuPont in order to flip a PO into an Invoice.

NOTE: Purchase orders will already be acknowledged in the S2P Connect Portal for inventory materials, consignment suppliers, and other SAP purchases orders.

On Order Management Page you can see the purchase orders by Status for all orders sent by DuPont:

- Supplier Acknowledged: All the Orders acknowledged by you
- Sent to Supplier: Order received from Buyer and yet to be Acknowledged
- Sent to Buyer: Change request sent to Buyer
- Order Cancelled: All the Orders which are cancelled

ORDER MANAGEMENT

ORDER 24

All	Supplier Acknowledged	Sent to Supplier	Cancelled
24	16	6	2

Document Name	Document Number	Supplier	Purchase Type	Created By	Created On	Total Value	Status
Search	Search						

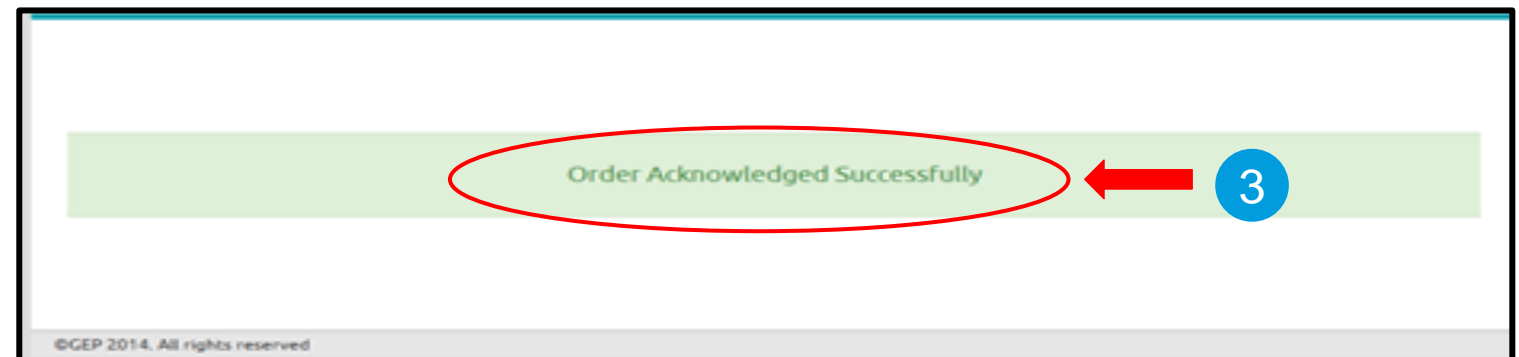
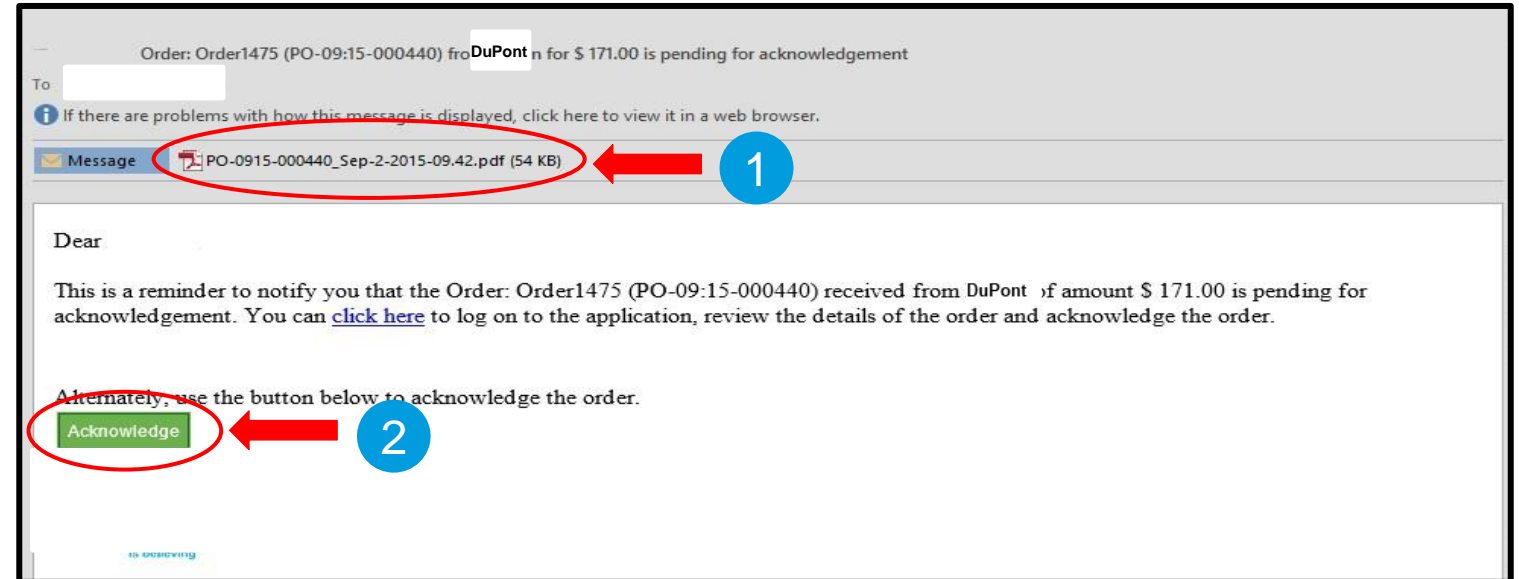
Acknowledge PO | Email

A portal Supplier can acknowledge PO in two ways:

Option 1 : Acknowledge PO through email

You will receive an email from GEP as shown on the right.

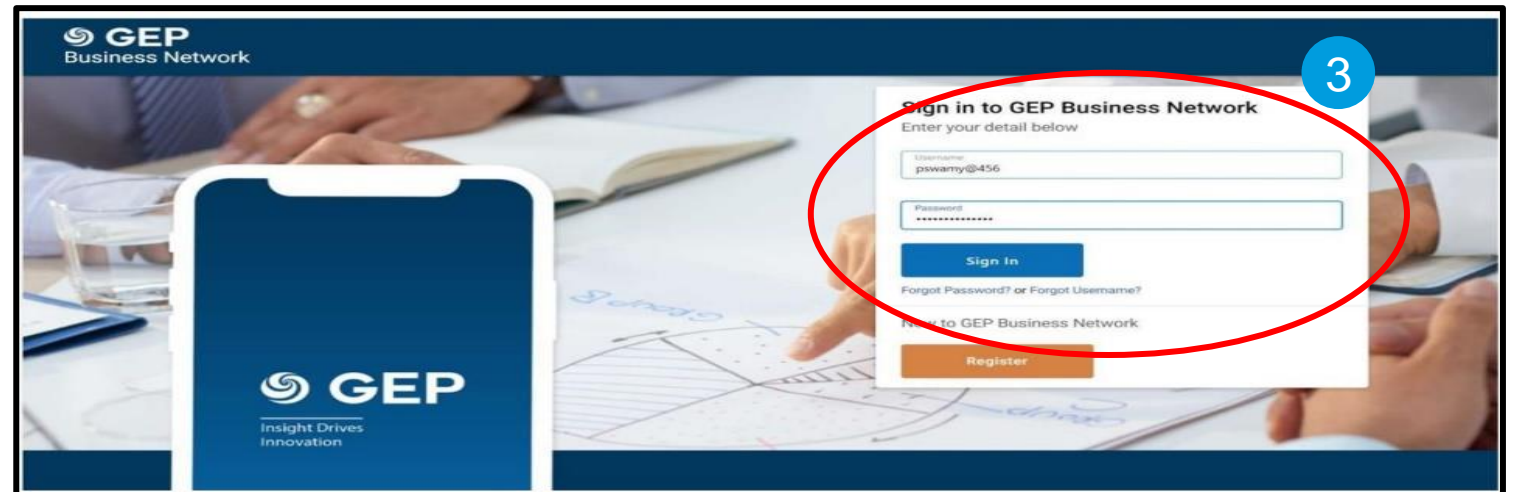
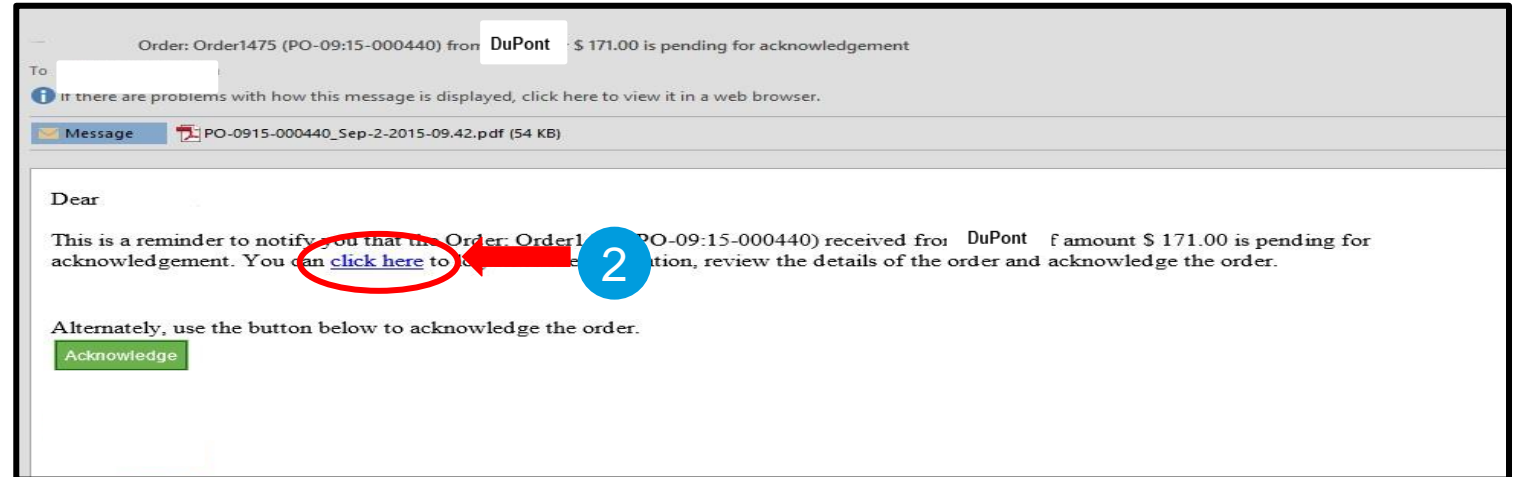
- 1) PO details will be attached in the form of PDF file.
- 2) You must acknowledge the PO by clicking on the “Acknowledge” button.
- 3) You will get the acknowledgement message as shown on the right.



Acknowledge PO | Portal

Option 2 : Acknowledge PO through portal

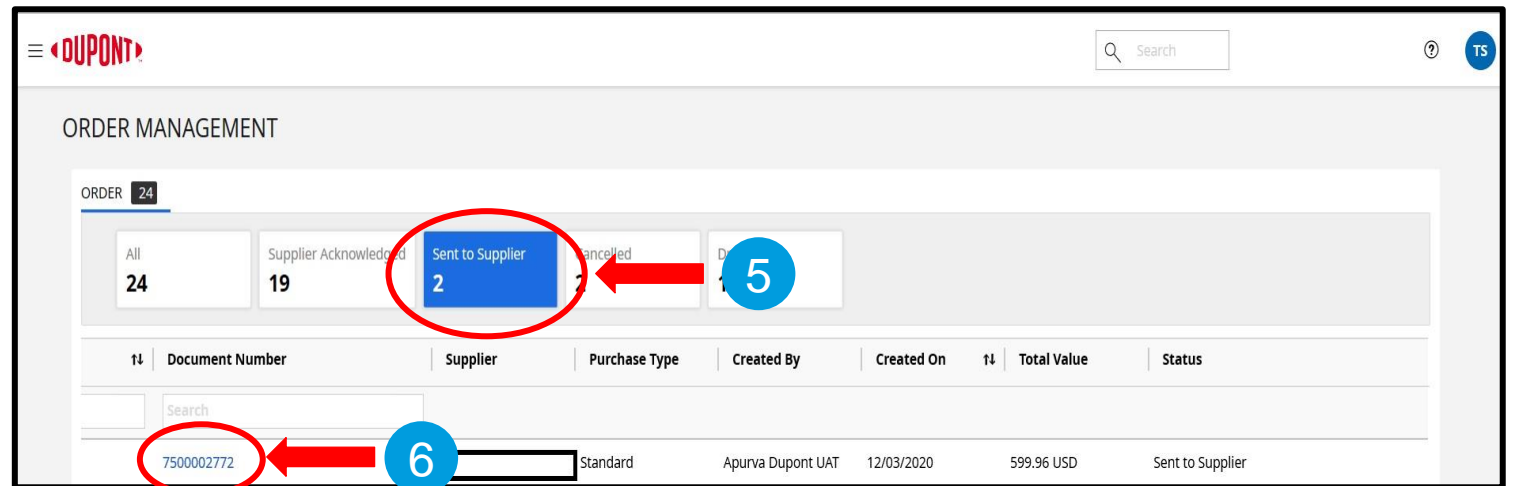
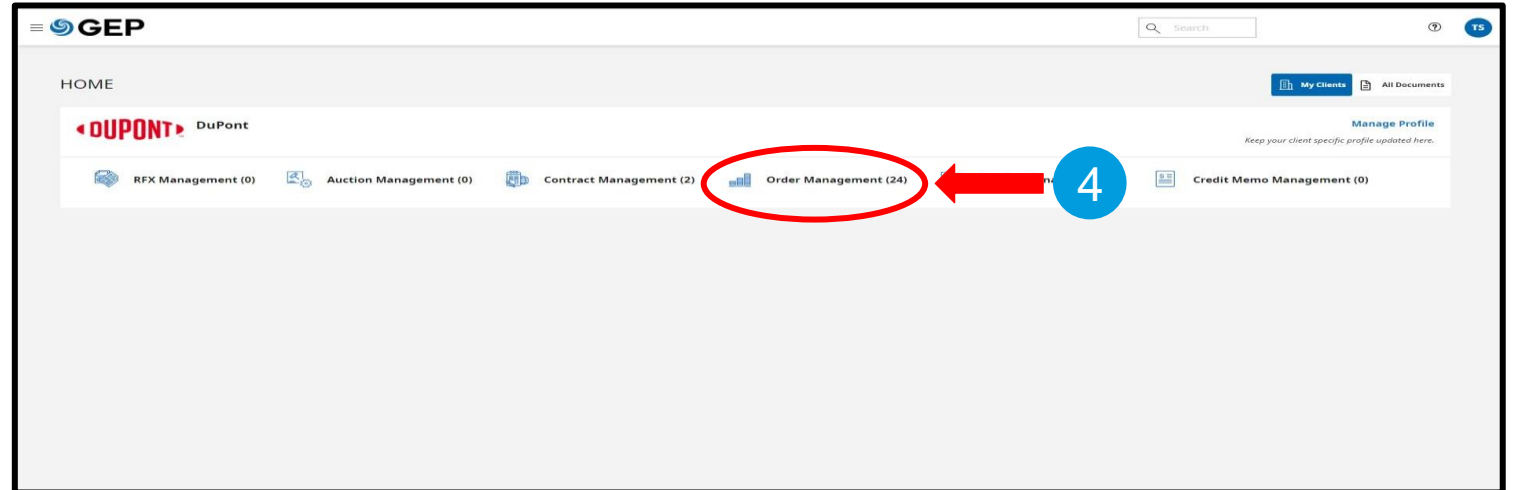
- 1) You will receive an email from support@gep.com
- 2) Click on the link **click here**.
- 3) This will bring you to the page on the right to login as normal.



Acknowledge PO | Portal (cont.)

- 4) On the Home Page Click on **Order Management**.
- 5) You will find the status on order management tile as **Sent to Supplier**.
- 6) Click on the latest order awaiting your acknowledgement. This will open and show the order details.

NOTE: You must acknowledge the POs first to flip to an invoice.



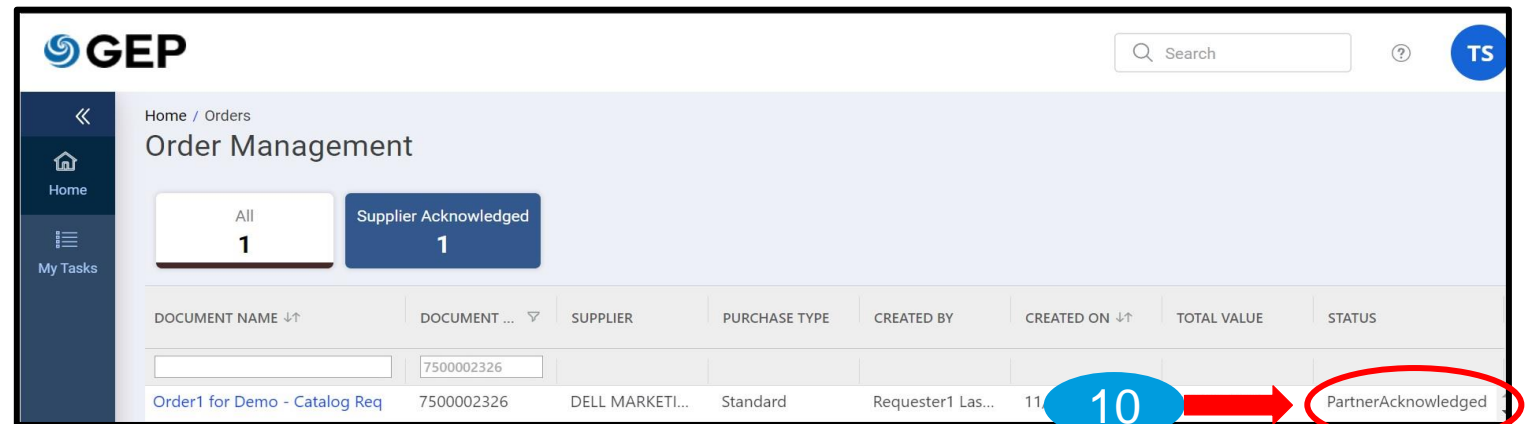
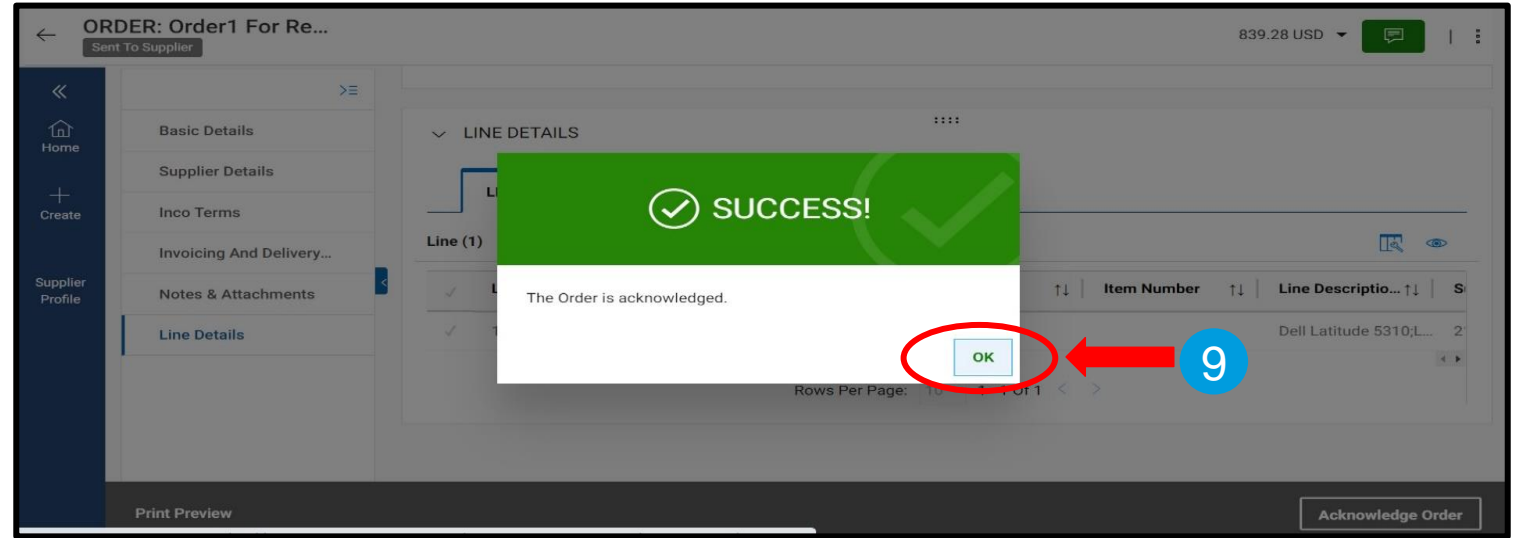
Acknowledge PO | Portal (cont.)

- 7) In order to download the order from SMART, click on **Print Preview** in the bottom left corner of the page.
- 8) After checking all details of the purchase order, you can Acknowledge the Order by clicking on the **Acknowledge Order** button in the bottom right corner of page.

The screenshot shows the S2Pconnect portal interface for a purchase order. The top navigation bar includes 'DUPONT', 'CATALOG', 'CONTRACT', 'PURCHASING', 'INVOICE', and 'SUPPLIER'. A search bar and utility icons are on the right. The main header shows the order title 'ORDER: Order1 For De...', a 'Sent To Supplier' status, and a total value of 839.28 USD. A left sidebar contains navigation options: Home, Create, and Supplier Profile. The main content area is divided into sections: 'BASIC DETAILS' and 'SUPPLIER DETAILS'. The 'BASIC DETAILS' section includes fields for Order Number (7500002257), Order Name (Order1 for Demo catalog Req), Order Contact (Requester1 Lastname), Order Author (Requester1 Lastname), Purchase Type (Standard), Creation Date (11/16/2020), Original Issue Date (11/16/2020), Supplier Acknowledged Date (--), Currency (USD), Company Code (duc...), Purchasing Organization (SRM-SRM), and Plant. The 'SUPPLIER DETAILS' section is partially visible. At the bottom of the page, two buttons are highlighted with red circles and arrows: 'Print Preview' on the left with a red arrow pointing to it and a blue circle containing the number '7', and 'Acknowledge Order' on the right with a red arrow pointing to it and a blue circle containing the number '8'.

Acknowledge PO | Portal (cont.)

- 9) You will find the dialogue box stating: "The Order is acknowledged". Click **OK** to close the dialog box.
- 10) On the Order Management Page, the status of the order will be changed from "Sent to Supplier" to "Partner Acknowledged".



Create Change Request

Create Change Request

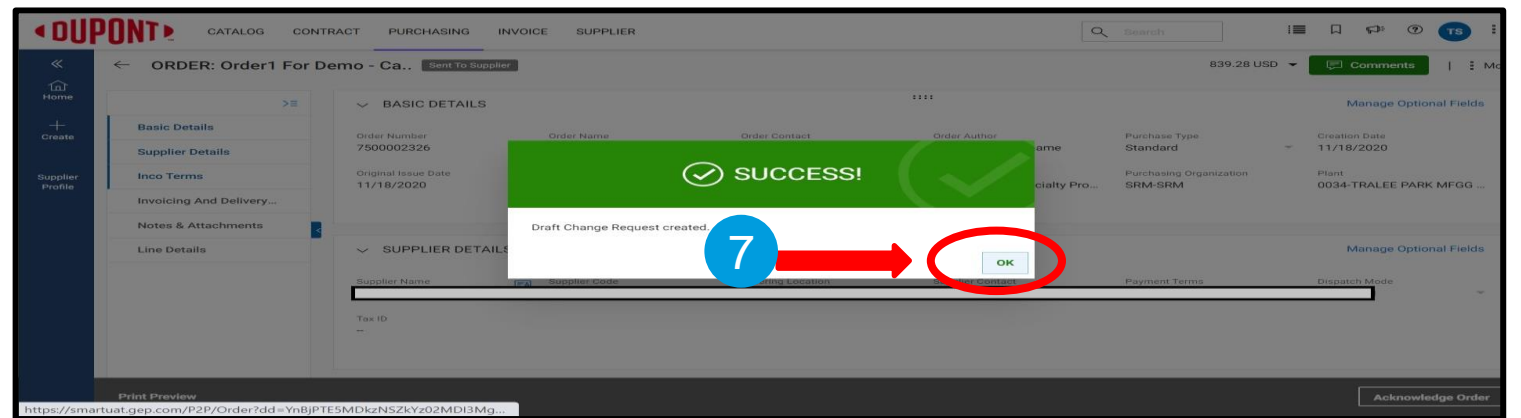
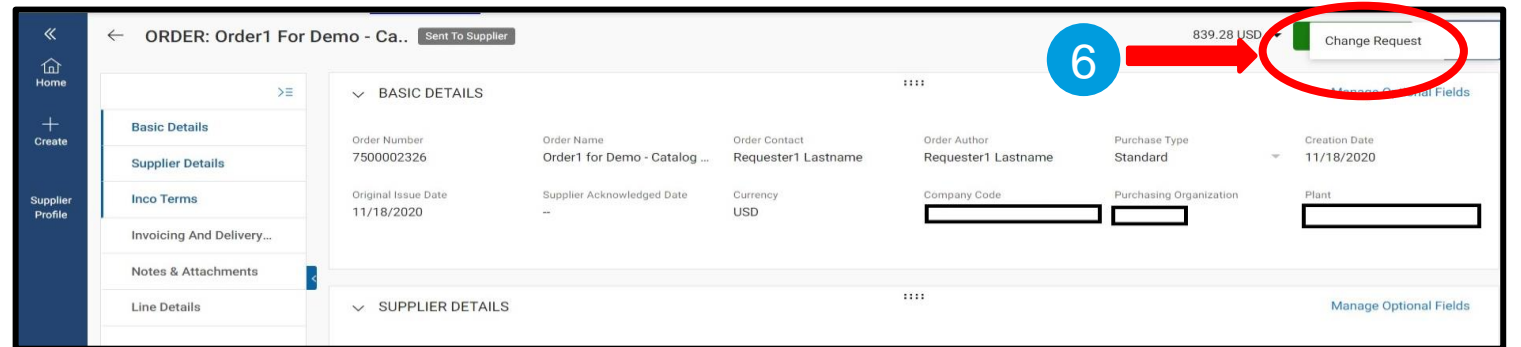
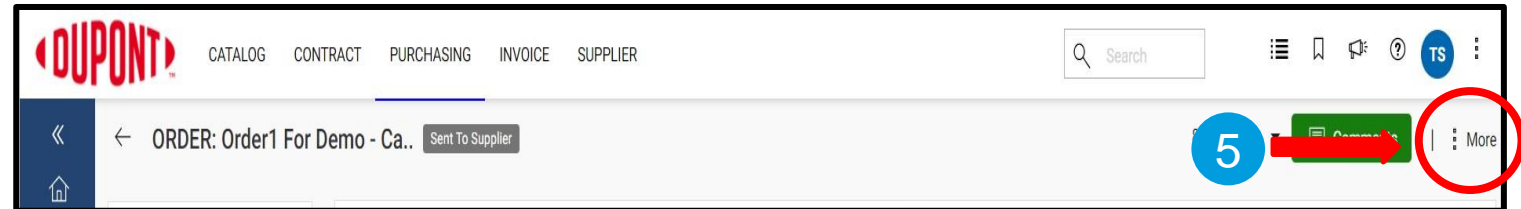
NOTE: Change Request will not be an option in the S2P Connect Portal for inventory materials, consignment suppliers, and other SAP purchase orders.

- 1) Suppliers will be able to request a change prior to acknowledgement.
- 2) To create a Change Request, go to the Order Management page and choose **Sent to Supplier** for orders in *Sent to Supplier* status.
- 3) Select the PO that you are requesting to change. It will open the *purchase order details* screen.

DOCUMENT NAME ↓↑	DOCUMENT NUMB...	SUPPLIER	PURCHASE TYPE	CREATED BY	CREATED ON ↓↑	TOTAL VALUE	STATUS
Order1 for UOM Exc...	750000996		Standard		10/06/2020	100.0 USD	SubmittedToPart...
Order1 for Requisitio...	7500002772		Standard		12/03/2020	599.96 USD	SubmittedToPart...

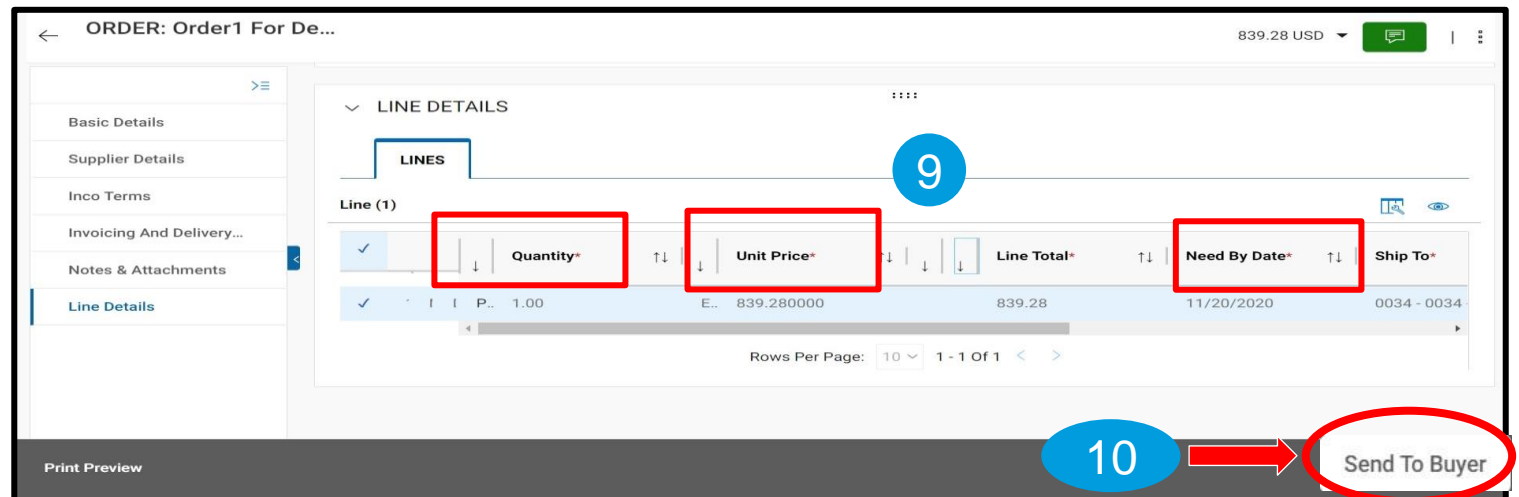
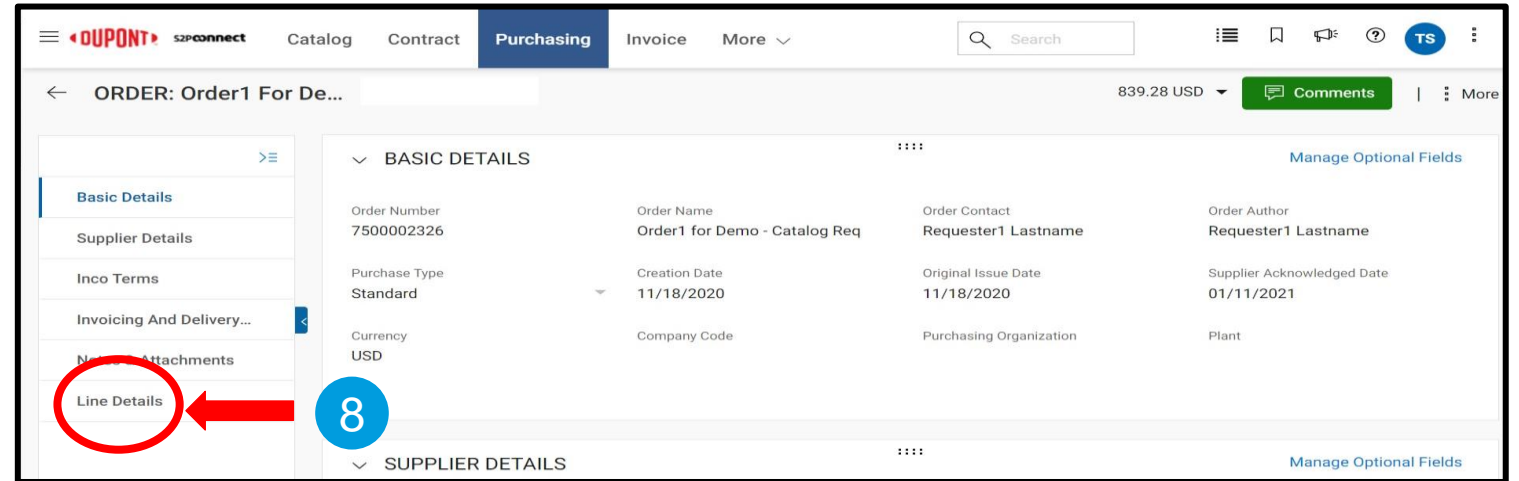
Create Change Request (cont.)

- 4) On the upper right corner click **More**.
- 5) From the More menu, select **Change Request**.
- 6) You will receive the message, "Draft Change Request Created". Click **OK**.



Create Change Request (cont.)

- 7) Scroll down to the **line details** in the left side navigation.
- 8) The Supplier can edit the following details:
 - Quantity
 - Unit Price
 - Need By Date
- 9) After updating the PO with desired change(s), Click on **Sent to Buyer**. The order status will then show *Sent To Buyer*.



Create Invoice

Create Invoice

NOTE: You must acknowledge the POs before you can flip it to an invoice.

- 1) On the order Management Page, choose the PO in supplier/partner acknowledged status.
- 2) Select the order you want the Invoice for by clicking the order name. This will show the order details screen.
- 3) Click on the **Create Invoice** button.

Home / Orders
Order Management

All 1 | **Supplier Acknowledged 1**

DOCUMENT NAME ↓↑	DOCUMENT ... ▾	SUPPLIER	PURCHASE TYPE	CREATED BY	CREATED ON ↓↑	TOTAL VALUE	STATUS
Order1 for Requisition58	7500002154		Standard	Requester1 Las...	11/13/2020	839.28 USD	PartnerAcknowledged

LINE DETAILS

LINES

Line (1)

Line*	ERP Line Reference Number ↑↓	Type*	Item Number	Line Descriptio... ↑↓	Supplier Item Nu... ↑↓	Category*
✓ 1	1	Material	Dell Latitude 5310;L...	210-AWLN	PERSONAL COMPUT...	

Rows Per Page: 10 ▾ 1 - 1 Of 1 < >

Create Invoice

Create Invoice (cont.)

- 4) You can enter a unique **Invoice Name**.
- 5) Enter the total invoice amount in **Invoice Amount** field.
- 6) Enter the unique **Invoice number** generated from your invoice system.

NOTE: Special Characters should NOT be used in the Supplier Invoice Number field

- 7) You can edit the **Supplier Invoice Date**, but it should be not be earlier than the PO date.
- 8) Scroll down to check the line item. Change **Quantity** to create partial invoice.

The screenshot shows the 'BASIC DETAILS' section of the invoice creation interface. The following fields are highlighted with red circles and arrows, corresponding to the numbered steps:

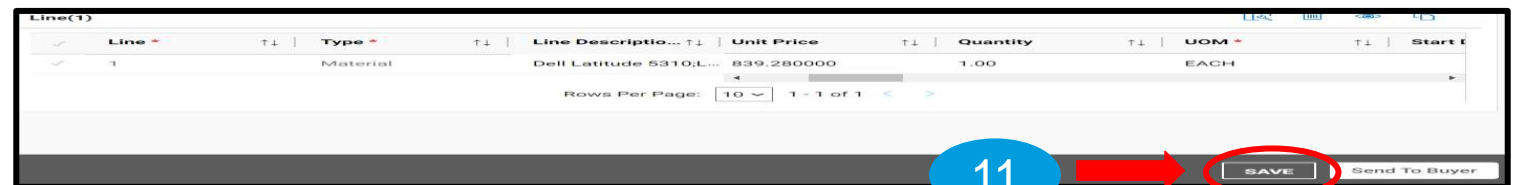
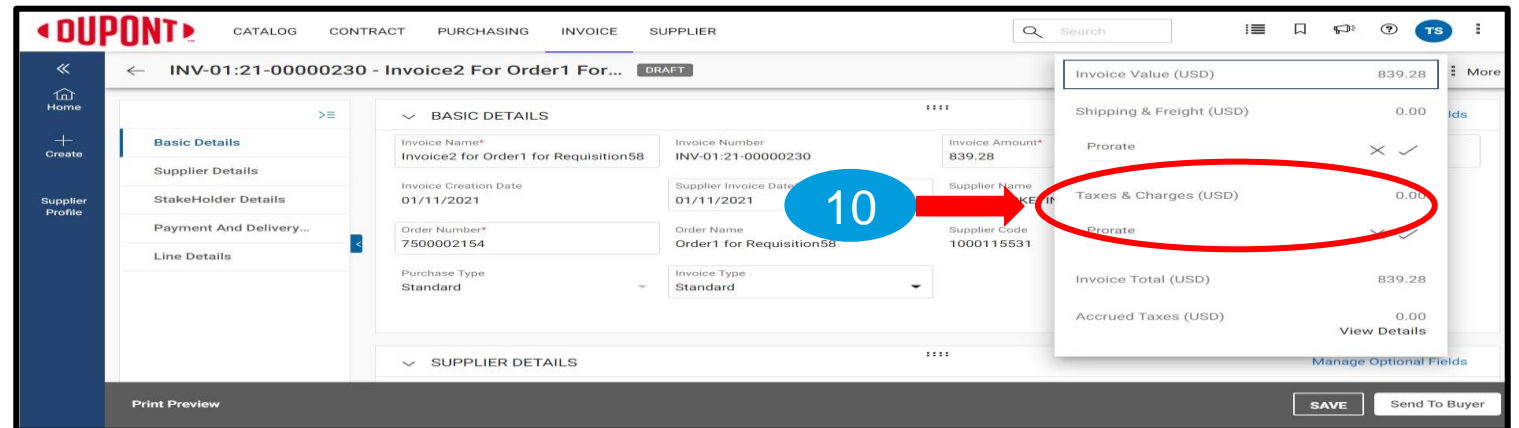
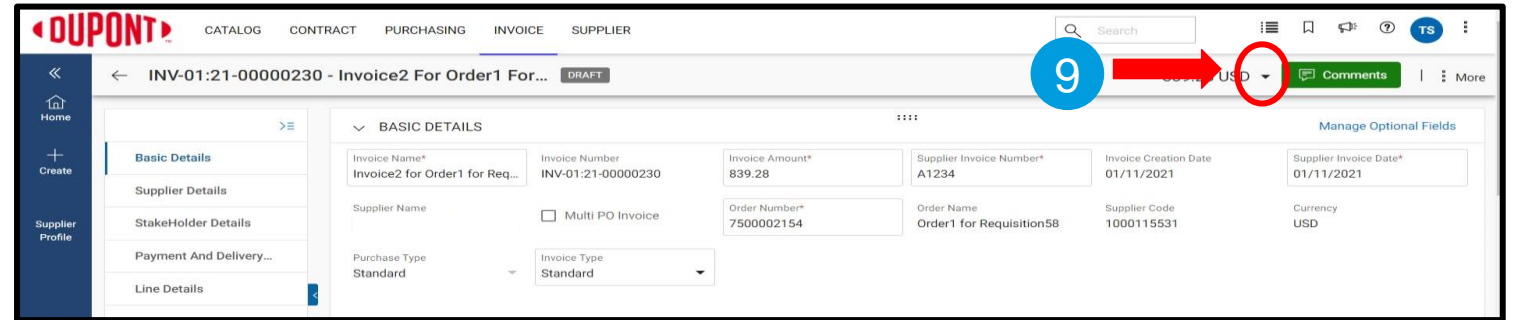
- 4**: Invoice Name* (Value: Invoice2 for Order1 for Ren)
- 5**: Invoice Number (Value: INV-01:21-00000230)
- 6**: Invoice Amount* (Value: 839.28)
- 7**: Supplier Invoice Number* (Value: A1234)
- 7**: Supplier Invoice Date* (Value: 01/11/2021)

The screenshot shows the 'LINE DETAILS' section with a table containing one line item. The 'Quantity' field is highlighted with a red circle and an arrow, corresponding to step 8.

Lin...	Invoice A...	Quantity	U...	Line St...	Unit Price	Flexible Priced It...	Fulfillment
1	Dell Lati... 40	1.00	EACH	Sent To	839.280000	No	Receipt

Create Invoice (cont.)

- 9) Click on the **drop-down menu** in the upper right corner.
- 10) You can add **Taxes** and other charges in this column.
- 11) Once the taxes are added, click **Save**.



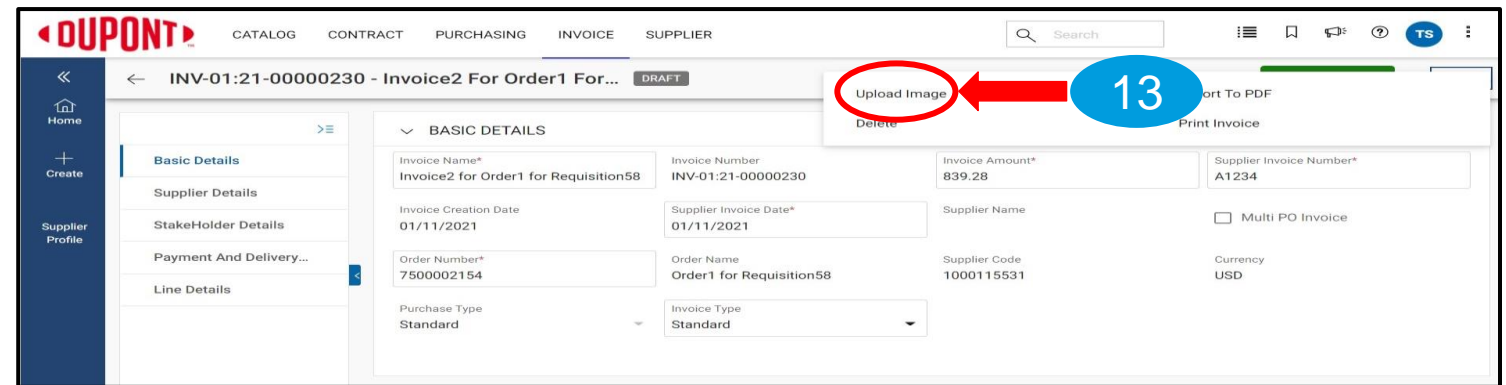
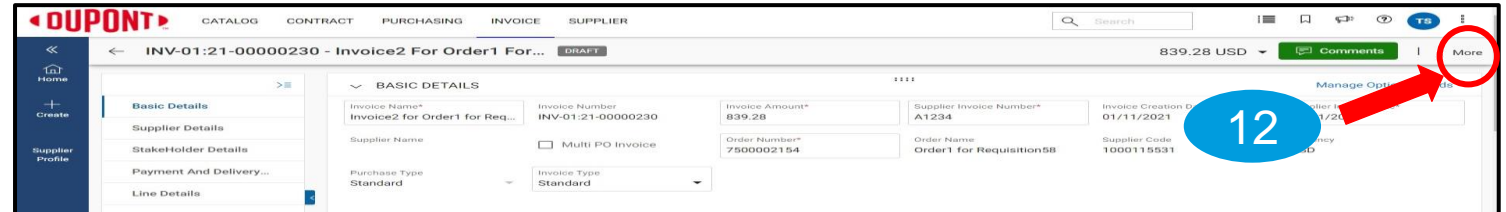
Create Invoice (cont.)

12) Click on **More**.

13) Click on **Upload Image** to upload the invoice copy

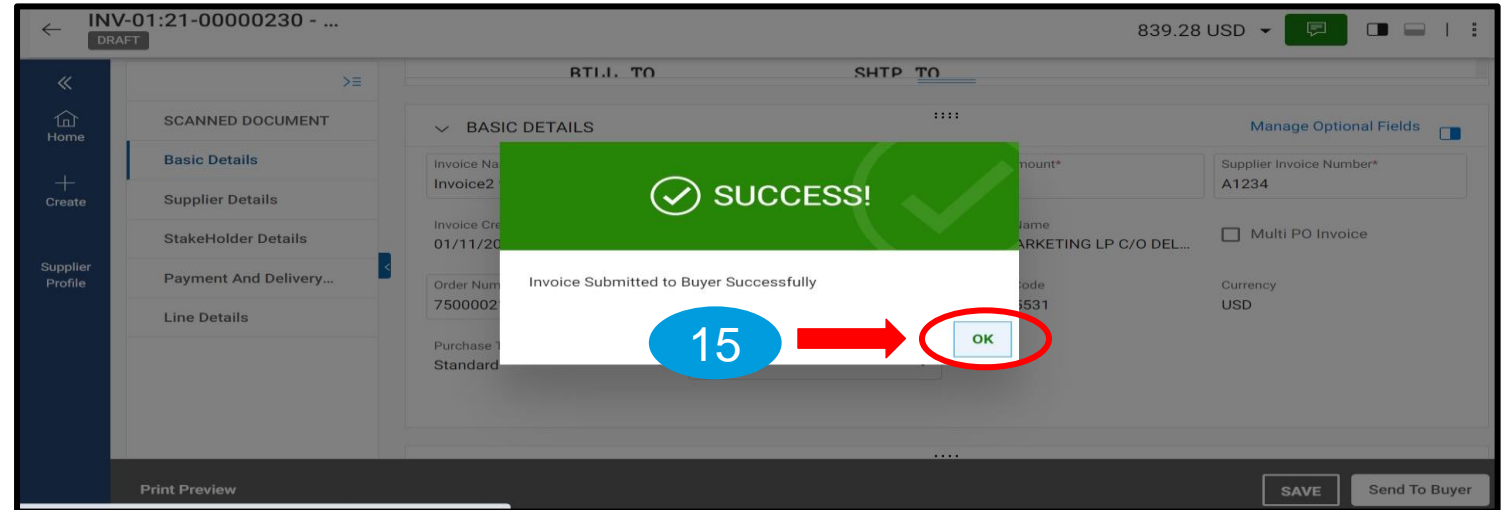
NOTE: Image of Invoice copy is mandatory to attach

14) Once the image is uploaded, click on **Send to Buyer** tab.



Create Invoice (cont.)

- 15) You will receive the message *Invoice Submitted to buyer Successfully*. Click **OK**.
- 16) You will then land on the Invoice Management screen where the status of the invoice(s) created will read **Sent for Payment**.



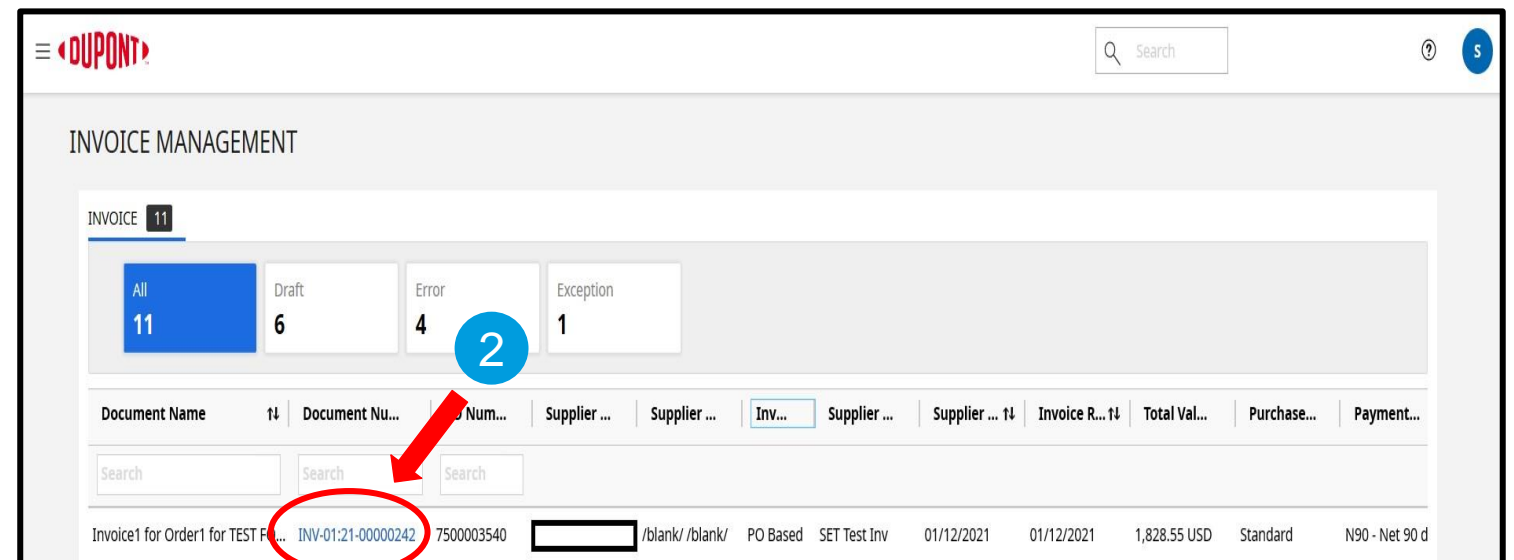
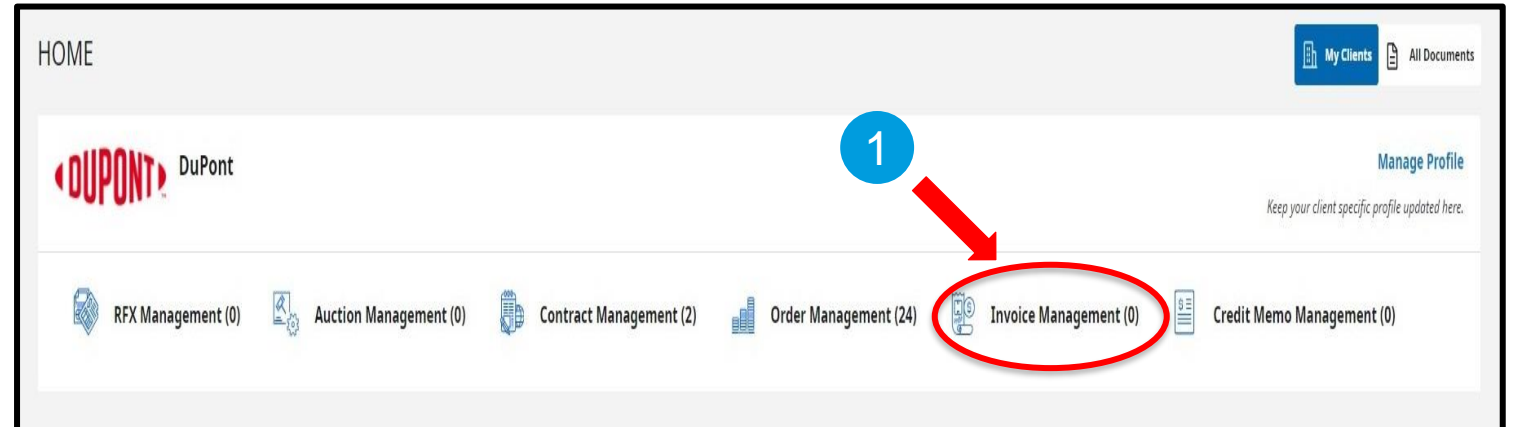
The screenshot shows the 'Invoice Management' screen with a table of invoices. The table has columns for Document Name, Document Number, PO Number, Invoice Recipient, Total Value, Purchase Order Standard, Created Date, and Status. The first row of data shows an invoice with a status of 'Sent For Payment', which is circled in red. A blue circle containing the number '16' has a red arrow pointing to the 'Sent For Payment' status.

Document Name	Document N...	PO Num...	Invoice Rec...	Total Value	Purchas...	Created ...	Status	
Invoice7 for Order1 f...	SCN-01:21-00002...	6400002674	jsn...	01/11/2021	324.00 USD	Standard	01/11/2021	Sent For Payment

Create Credit Memo

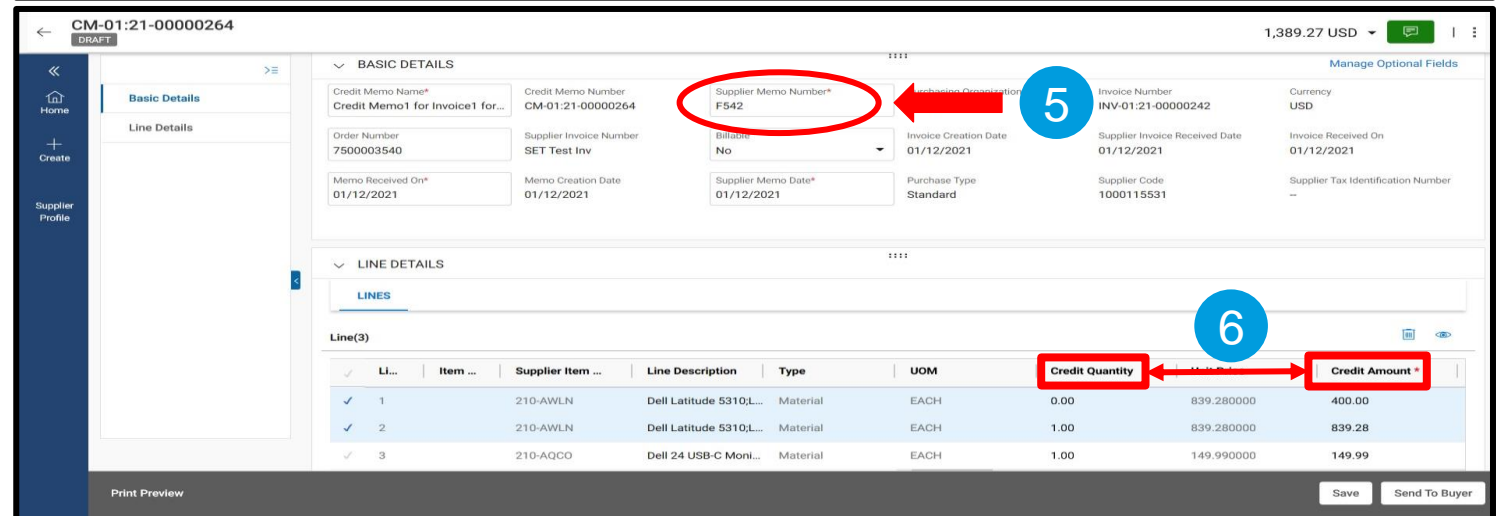
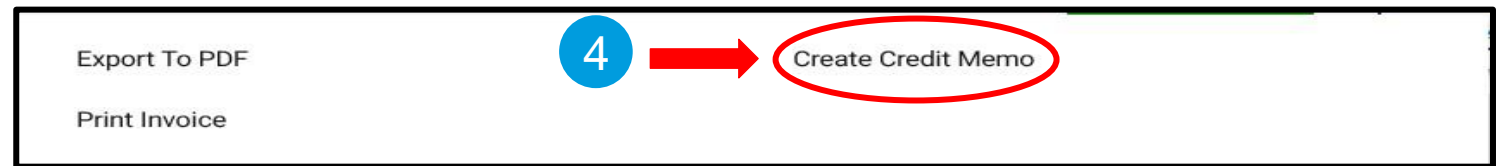
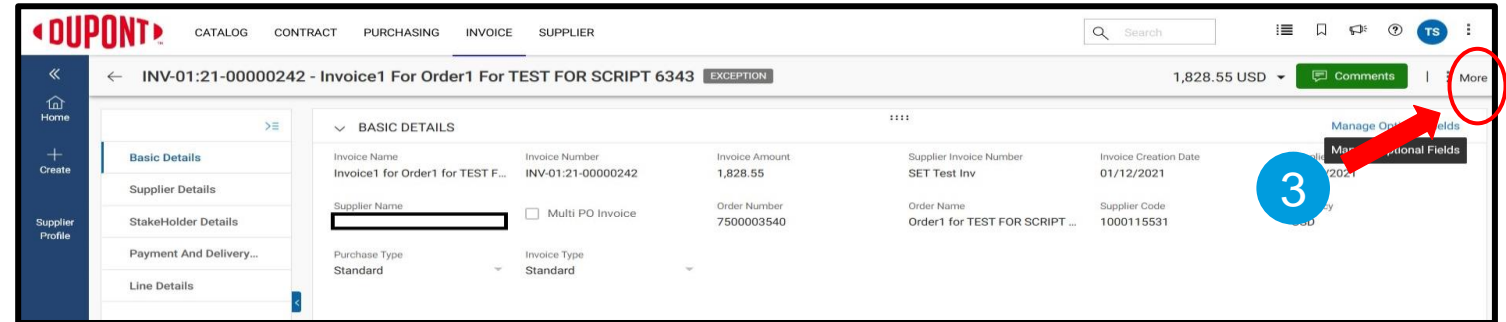
Create Credit Memo

- 1) To issue a Credit Memo to your customer, click on the **Invoice Management** tile from the home page.
- 2) Click on the **invoice number** for which the credit memo is to be applied.



Create Credit Memo (cont.)

- 3) Click on the **More** button.
- 4) Select **Create Credit Memo** option.
- 5) Enter **Supplier Memo Number**.
- 6) Enter **Credit Quantity** or **Credit Amount** as required.

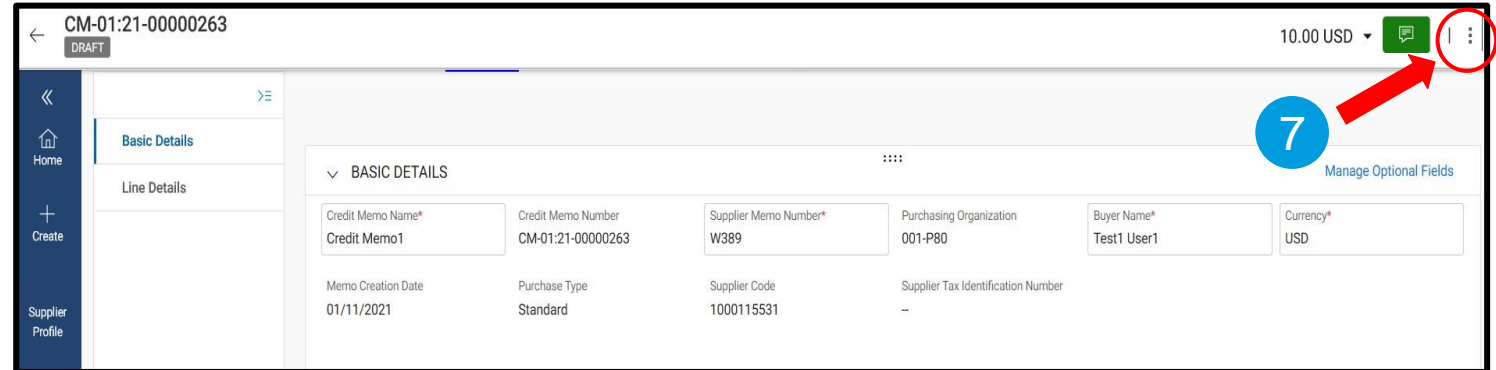


Create Credit Memo (cont.)

7) Click on the **3 dots**.

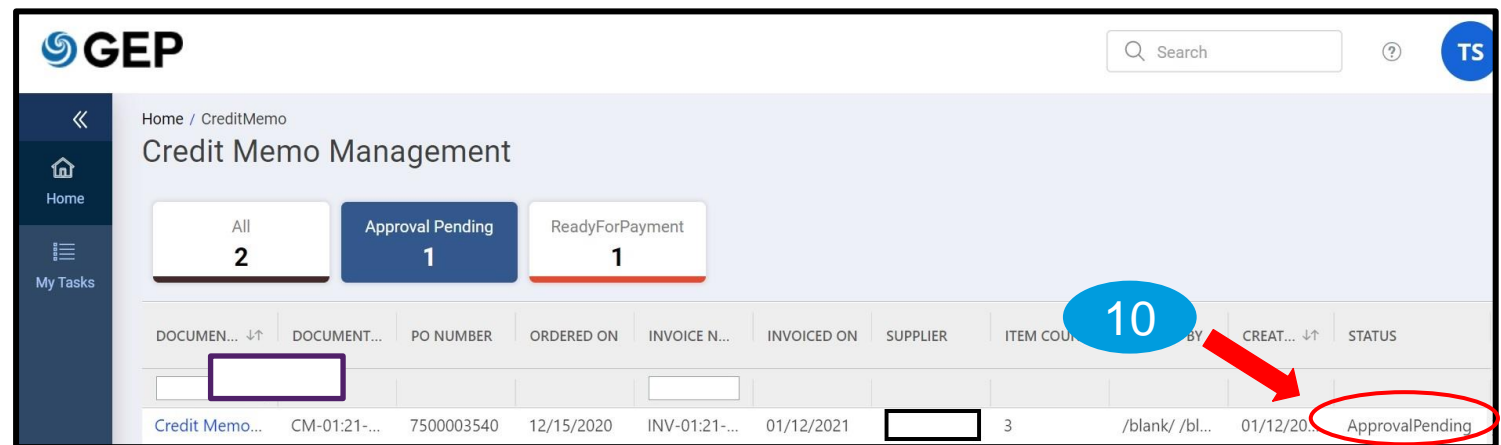
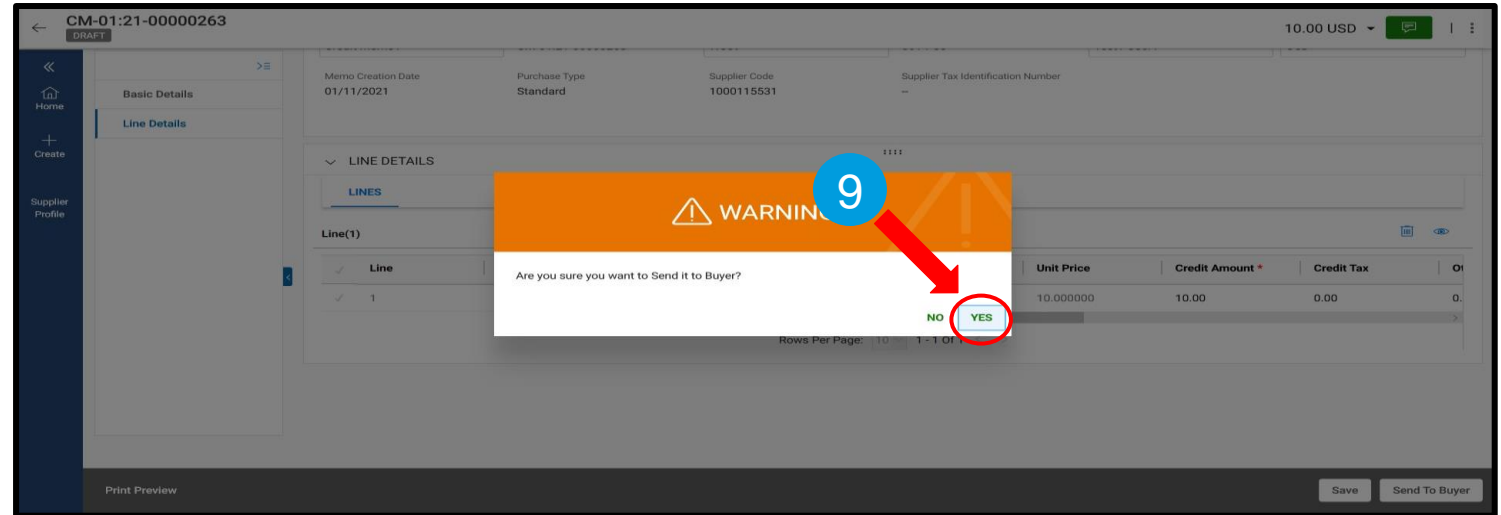
8) Click **Upload Image** and attach the credit memo document.

NOTE: It is mandatory to attach the image of Credit copy



Create Credit Memo (cont.)

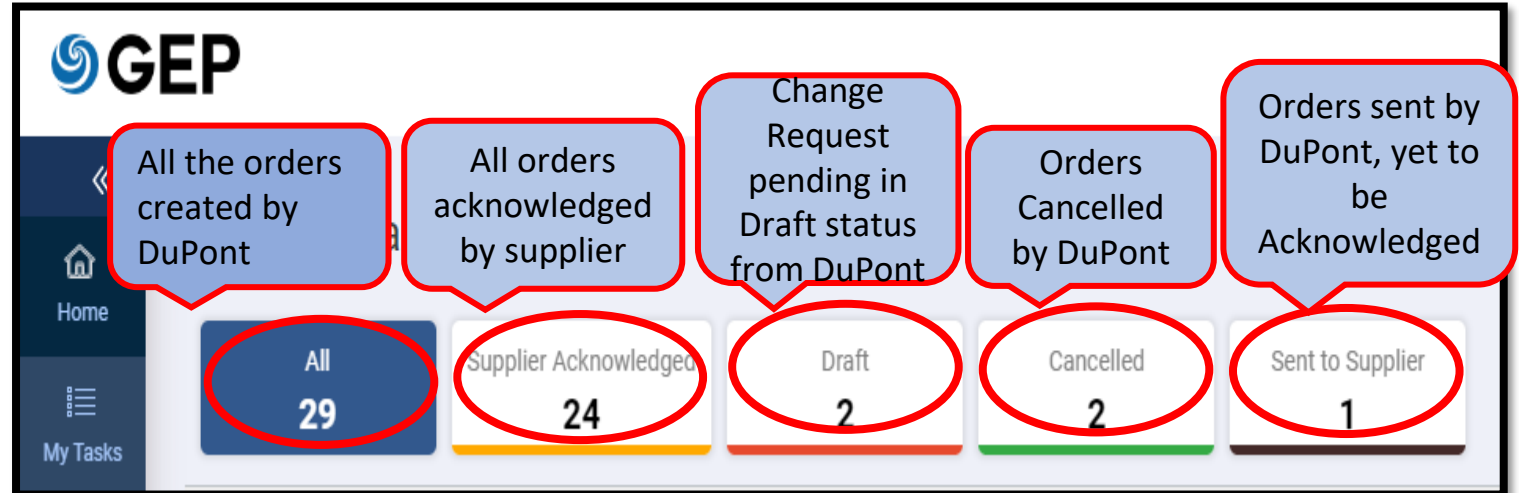
- 9) After uploading the scan copy of document, click on the *Send To Buyer* tab on bottom right-hand corner. You will receive the message “Are you sure you want to send to Buyer?” Select **Yes**.
- 10) Once you click *Send to Buyer*, it will take you to *Credit Memo* tab, where you can see the credit memo with **Approval Pending Status**



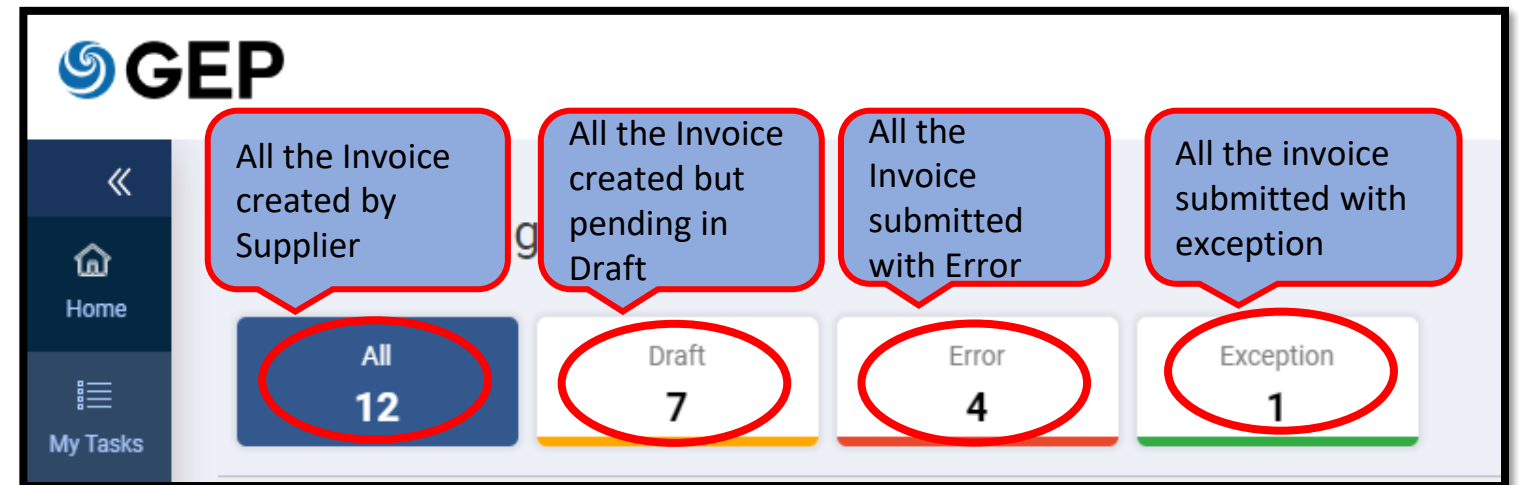
Order and Invoice Status Definitions

Order and Invoice Status Definitions

1. Different PO Statuses



2. Different Invoice Statuses



Order and Invoice Status Definitions (cont.)

Order Status :

- Sent to Supplier – Order has been submitted by DuPont for your review and fulfilment
- Supplier Acknowledged – Order has been acknowledged by you and ready to be processed
- Sent to Buyer – Change request has been made by you and submitted to Buyer for review and approval.
- Cancelled – Orders cancelled by buyer

Invoice Status :

- Draft – Any Invoice created and saved but not submitted to buyer
- Matched – When no Tax or Shipping is applied
- Matched with Tolerance – When tax or Shipping charges is applied
- Exception – Difference in Price, Quantity or Matching
- Sent for Processing – Invoice is submitted to Buyer
- Sent for Payment – Invoice is sent for Payment
- Invoice Paid with Remittance - Invoice has been paid with remit details
- Returned/Rejected – Invoice has been rejected by the buyer
- Cancelled/Returned – Invoices returned by DuPont for correction

THANK YOU



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