S2P Connect

Supplier Portal Training Guide

DUPONT™

Table of Contents

What you can do in the Supplier Portal

What you can do in the Supplier Portal

Portal Registered Supplier Options

1. Login to S2P Connect by GEP
2. View all the purchase orders created by DuPont with their status
3. Acknowledge the purchase order sent (if applicable)
4. Supplier can flip a purchase order into an invoice and, also, can create credit memo
5. View all the invoices sent to DuPont with their status

Benefits of GEP SMART

No Cost for Suppliers

- Provides workflow approval routing for catalog buyer
- Resolves payment issues faster
- Simplifies collaboration & supplier profile maintenance
- Serves as online repository of all documents
- Increases Paperless transactions reducing overall costs
- Increases transaction tracking and visibility

Help and Resources

Support Contacts

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

S2Pconnect

S2P Helpdesk Contact Information

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

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GEP

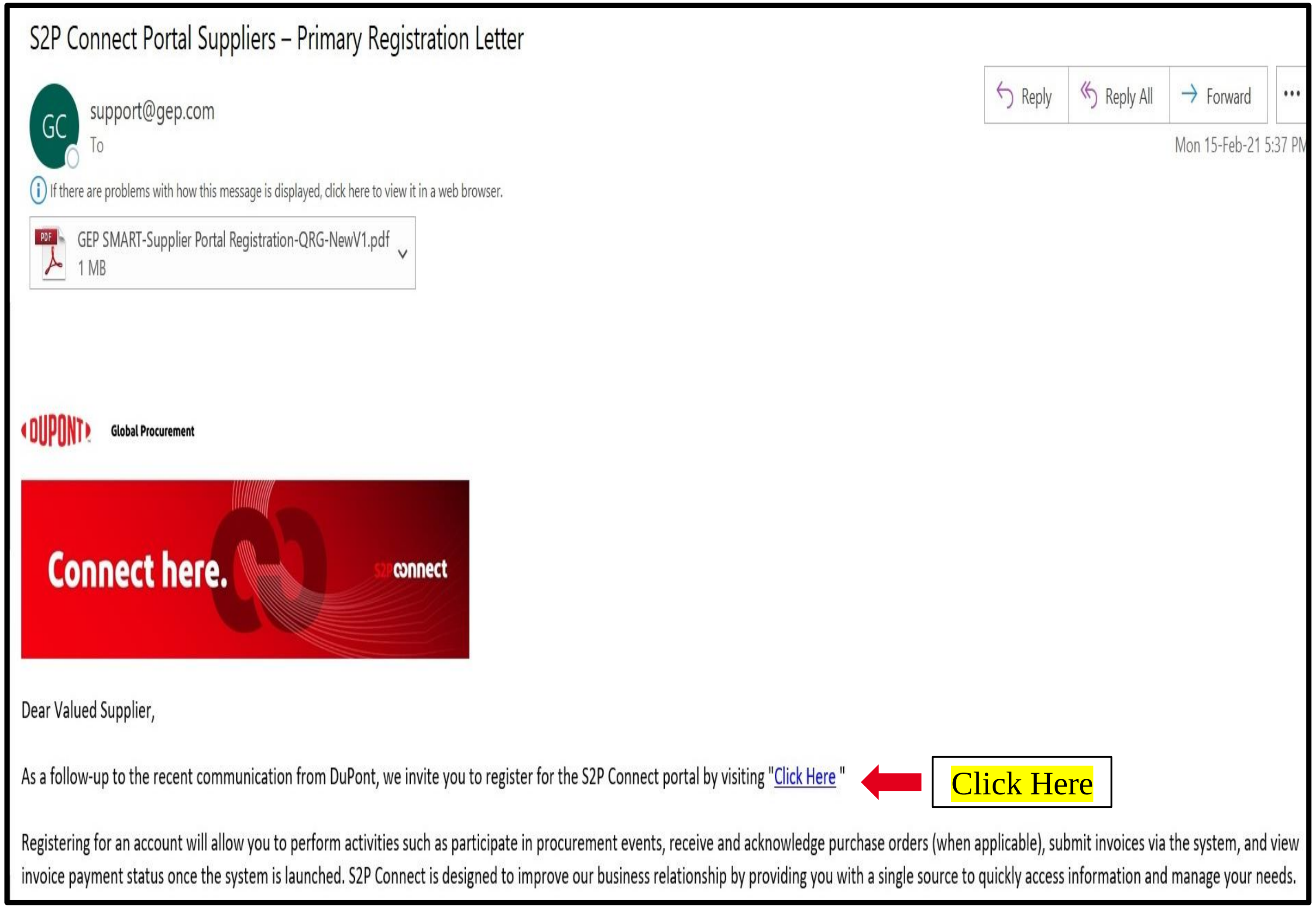
S2P Connect Supplier Portal Account Setup

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".


S2P Connect Portal Suppliers – Primary Registration Letter

GC support@gep.com
To

Reply | Reply All | Forward | ...

Mon 15-Feb-21 5:37 PM

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

GEP SMART-Supplier Portal Registration-QRG-NewV1.pdf
1 MB

DUPONT Global Procurement

Connect here. S2P connect

Dear Valued Supplier,

As a follow-up to the recent communication from DuPont, we invite you to register for the S2P Connect portal by visiting "Click Here "

Click Here

Registering for an account will allow you to perform activities such as participate in procurement events, receive and acknowledge purchase orders (when applicable), submit invoices via the system, and view invoice payment status once the system is launched. S2P Connect is designed to improve our business relationship by providing you with a single source to quickly access information and manage your needs.

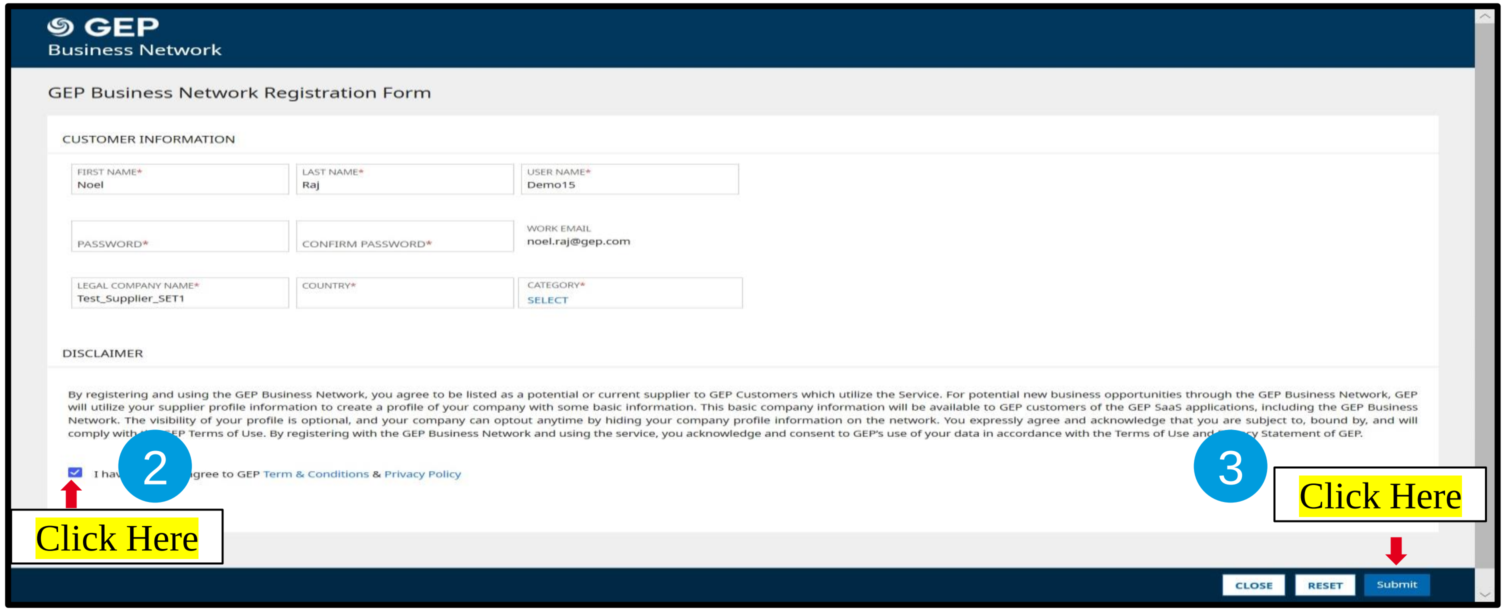
GEP Business Network Registration Form

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.

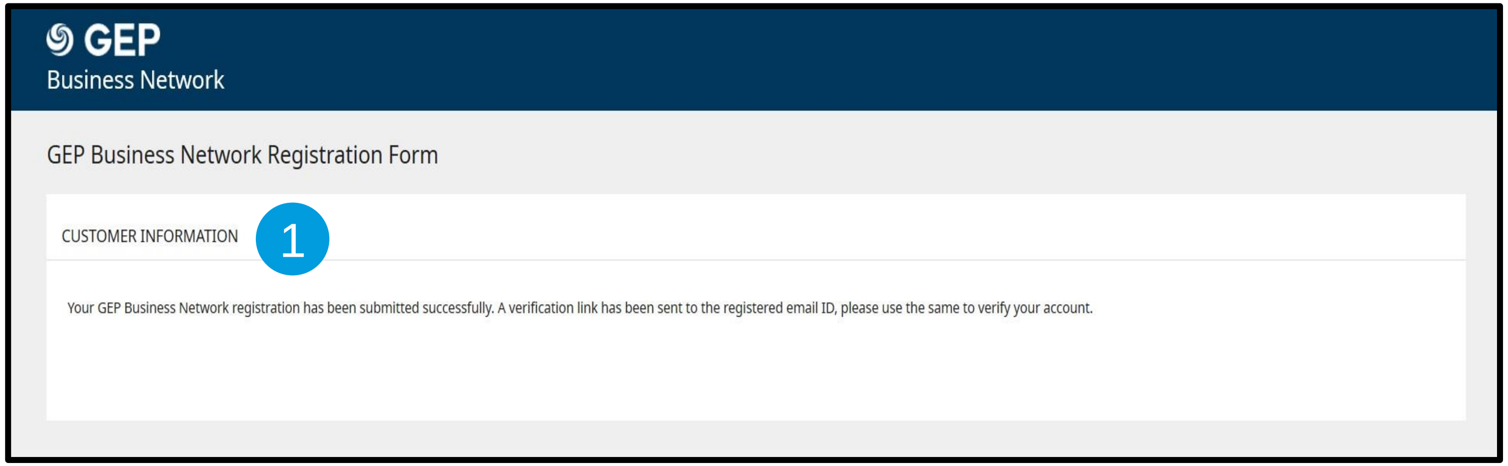


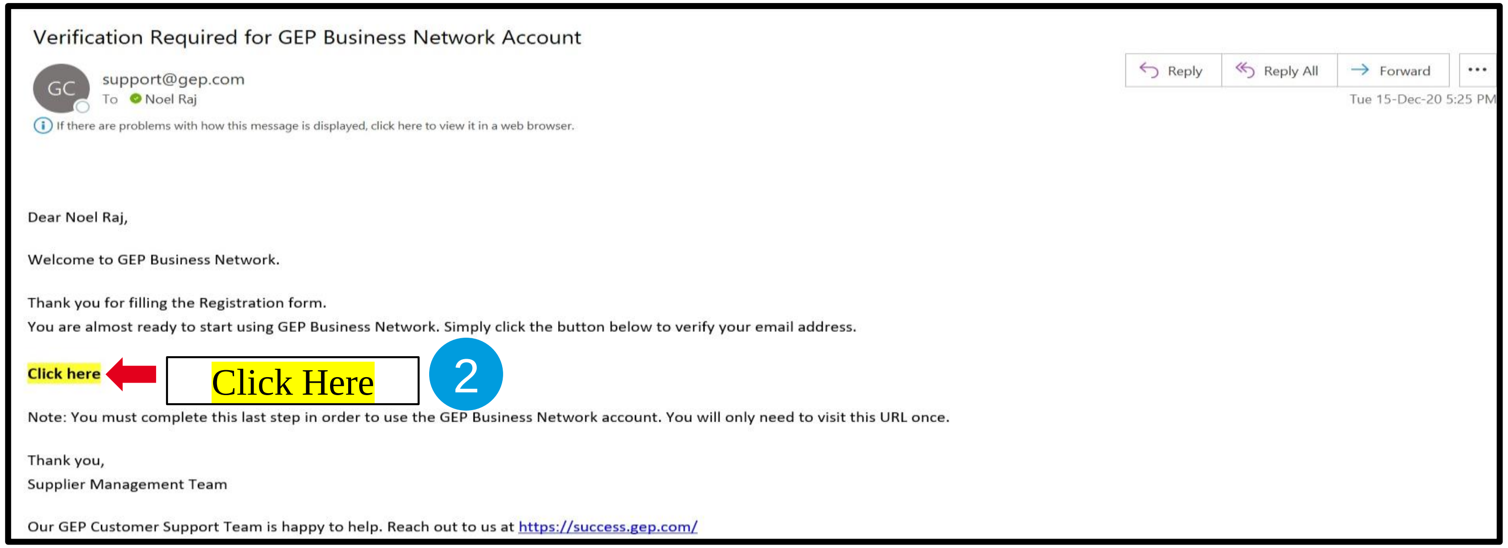
Account Creation Steps

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.**



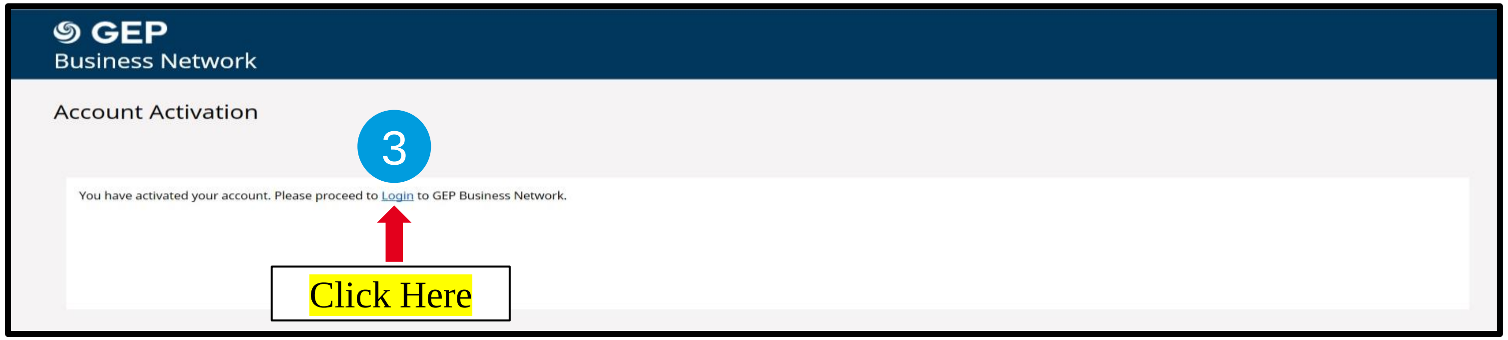


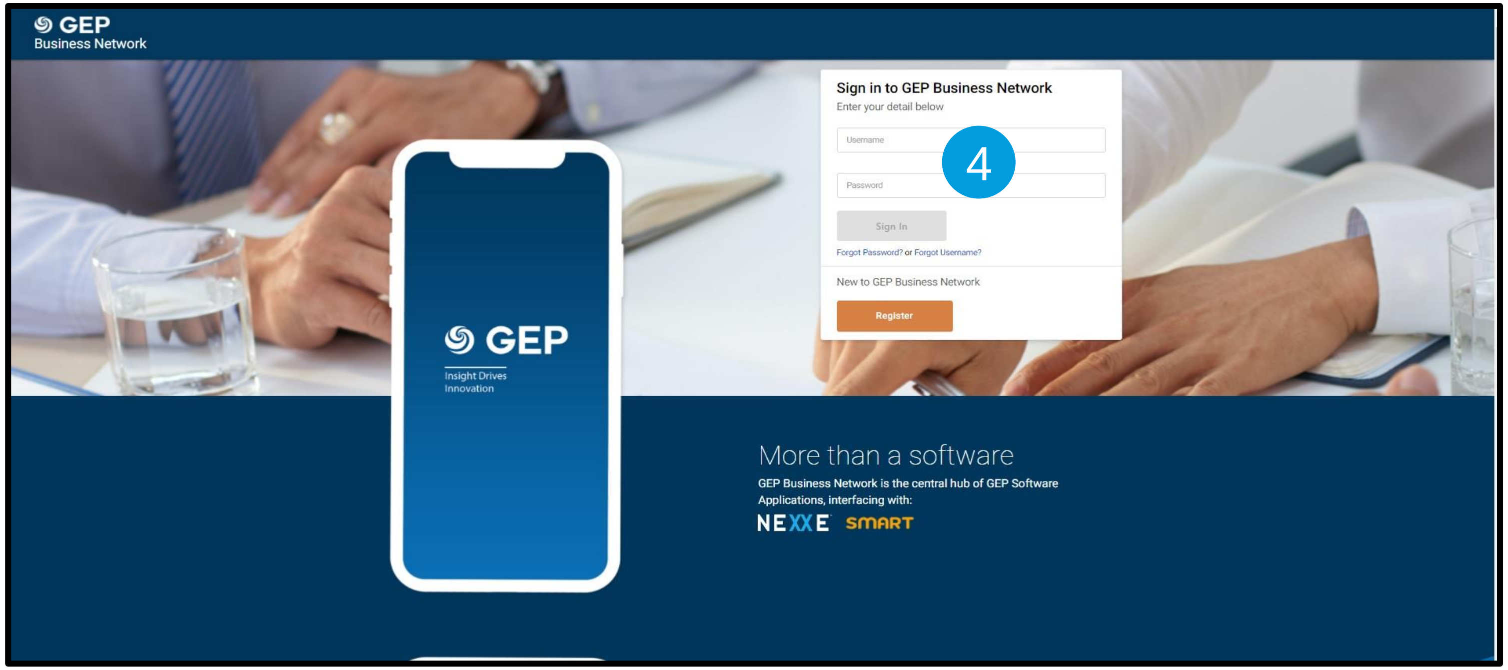
Account Creation Steps (cont.)

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

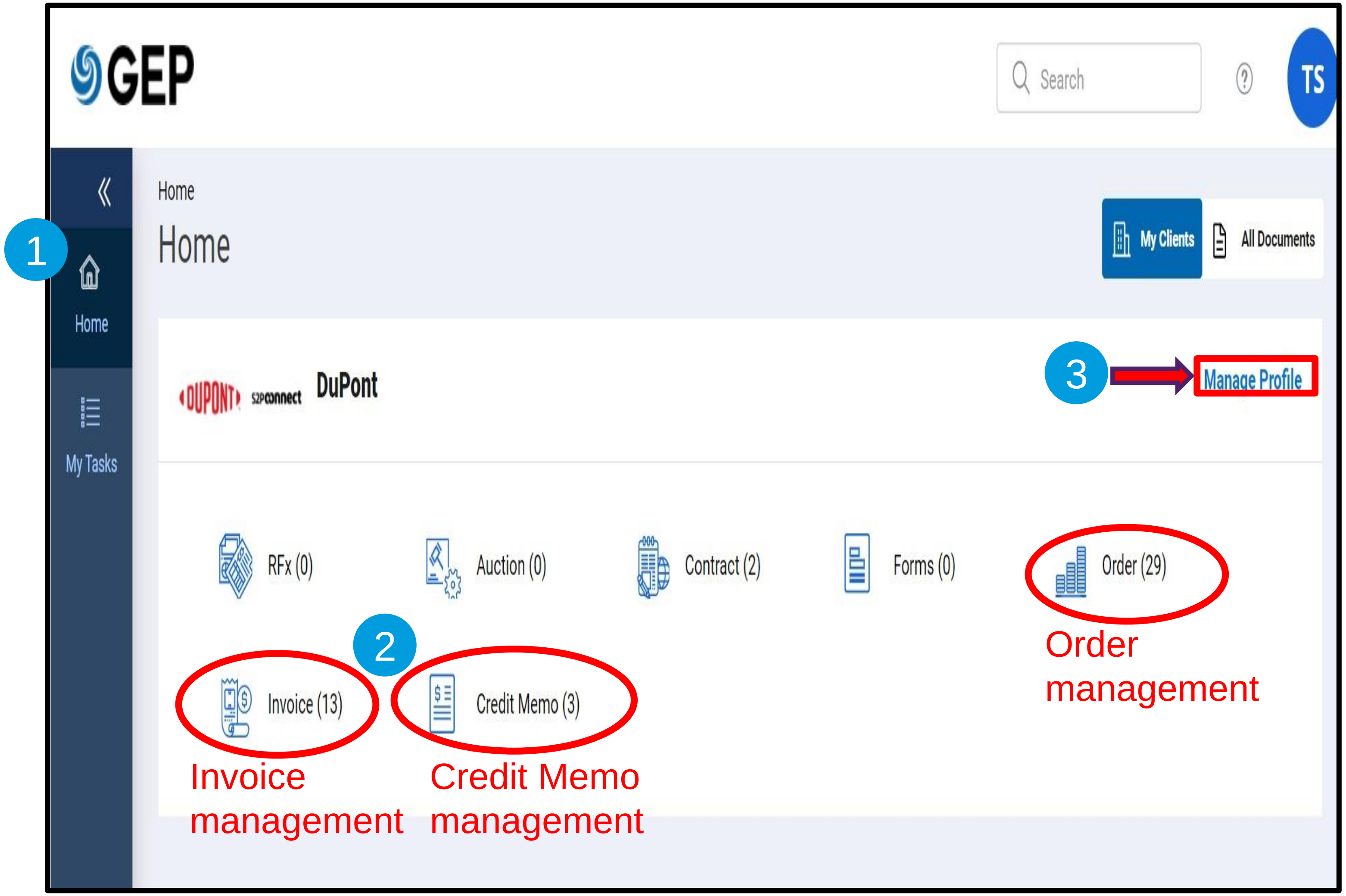
Home Page and Manage Supplier Profile

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.

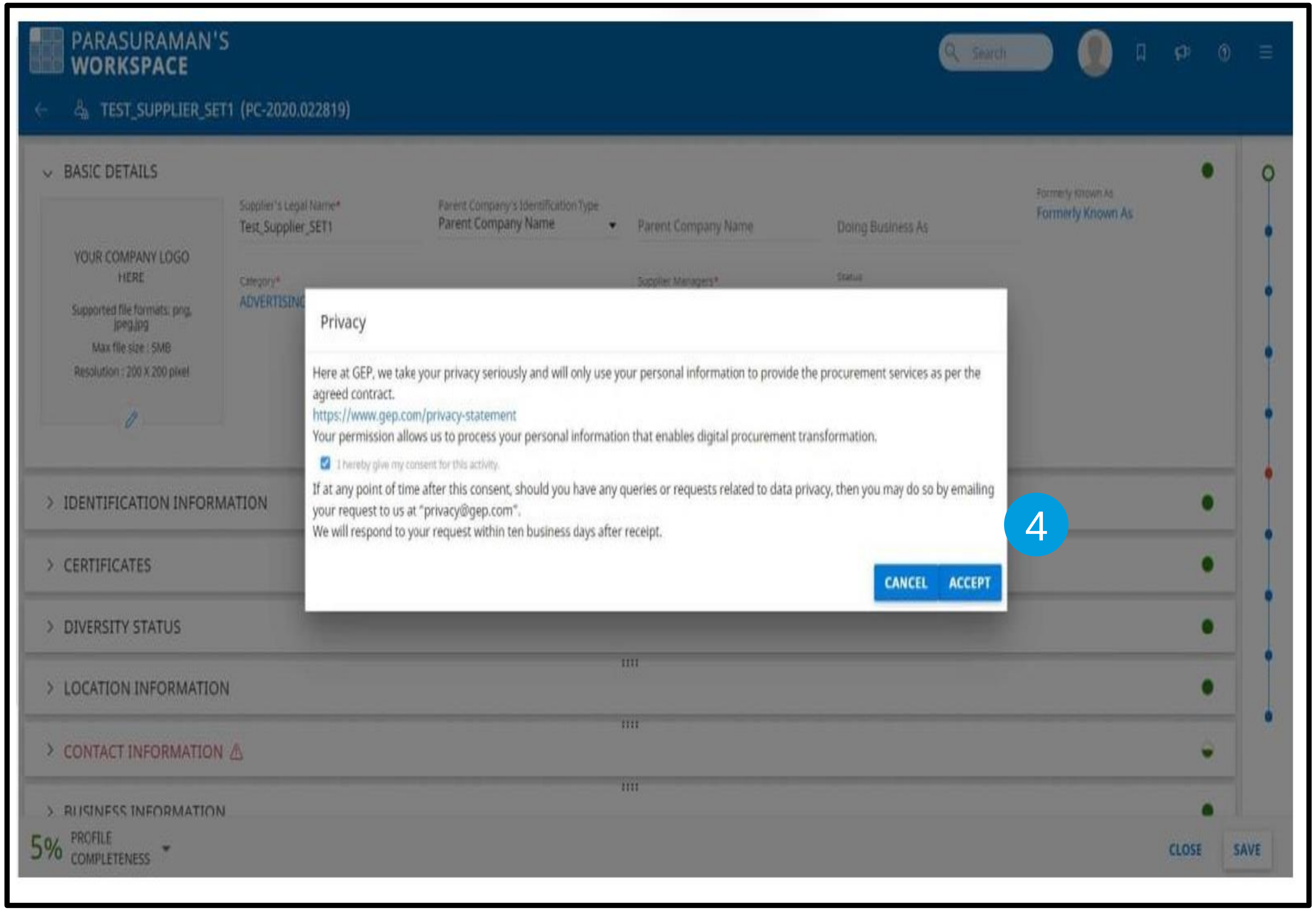
3) Click on the “Manage Profile” to check your company profile details.



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.]



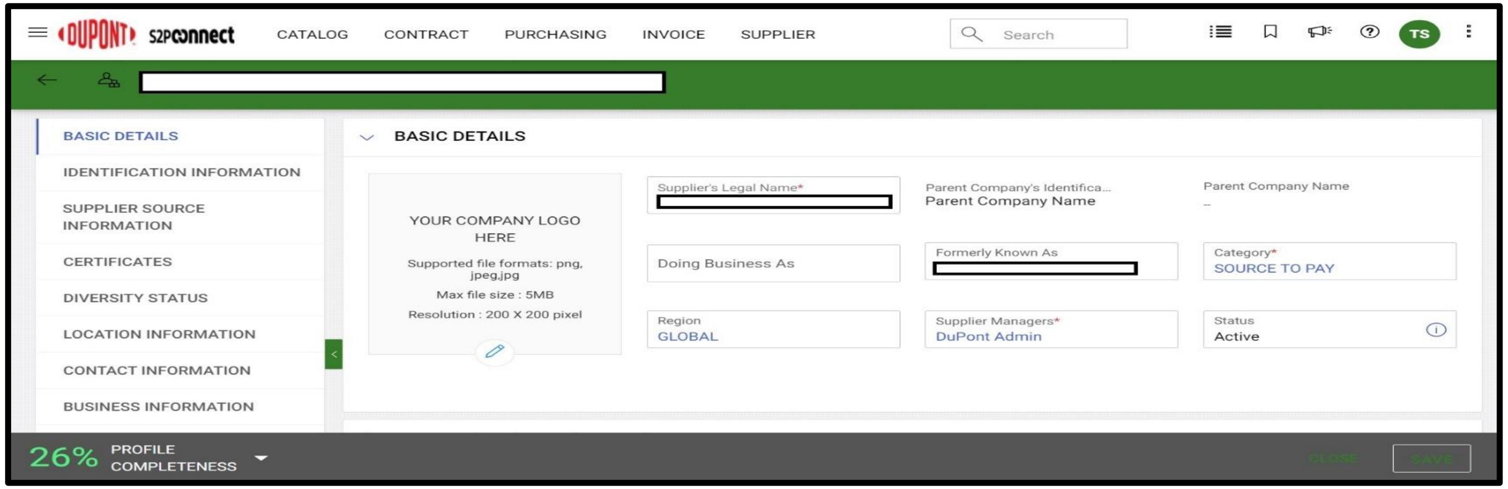
Home Page and Manage Supplier Profile (cont.)

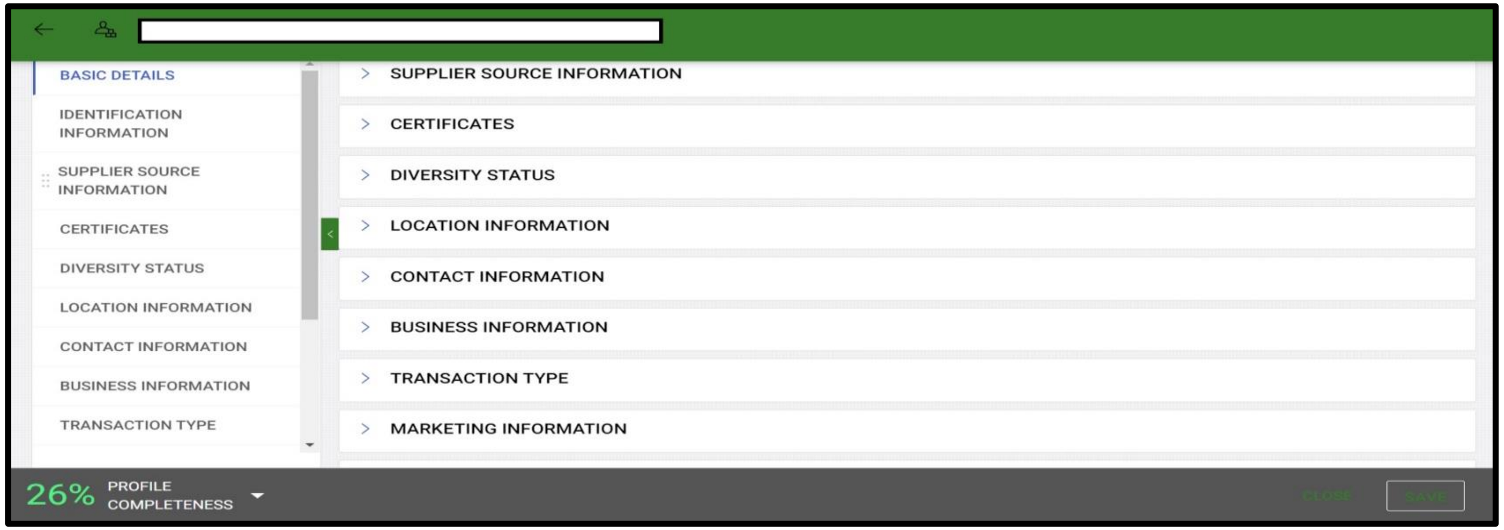
5) The Manage Supplier Profile provides basic details such as Supplier Legal Name, Region, Category, and Status.

Additional information available:

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

5



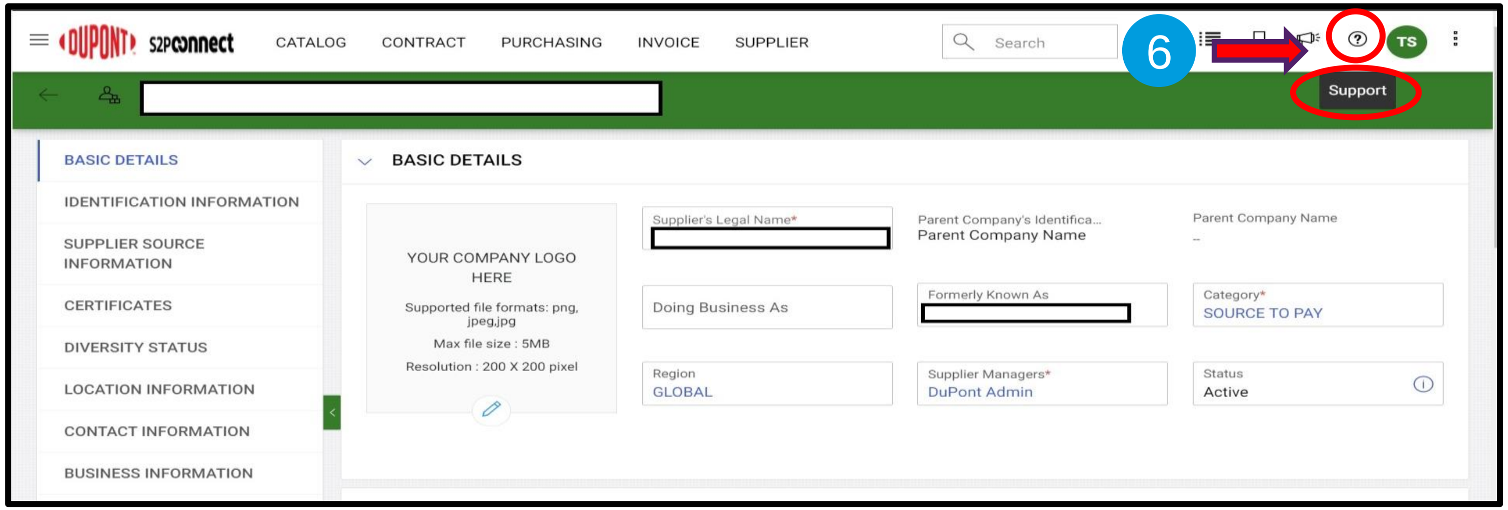


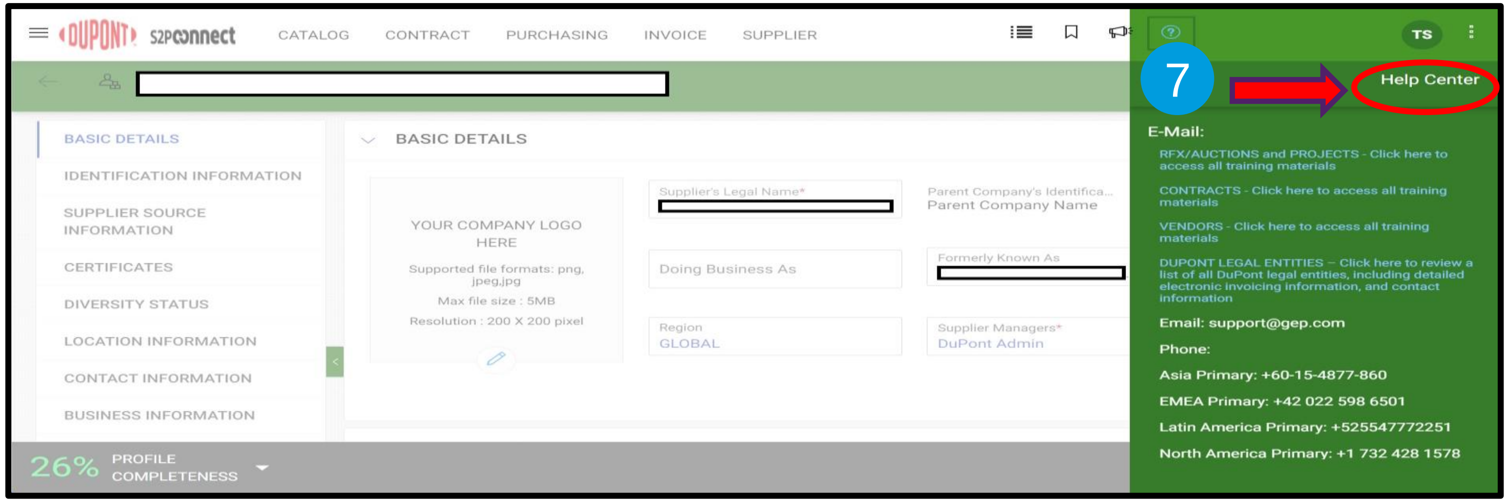
Home Page and Manage Supplier Profile (cont.)

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.

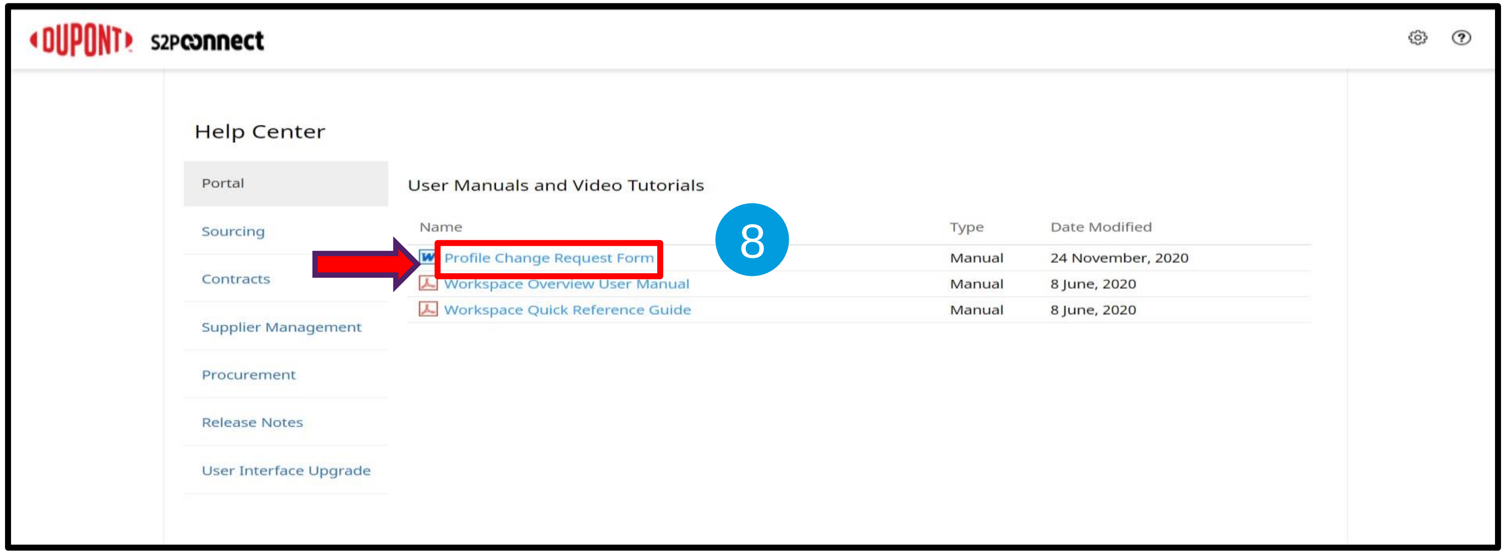
7) Click the **Help Center** icon and navigate to the **Portal** section to access the file named **Profile Change Request Form.**

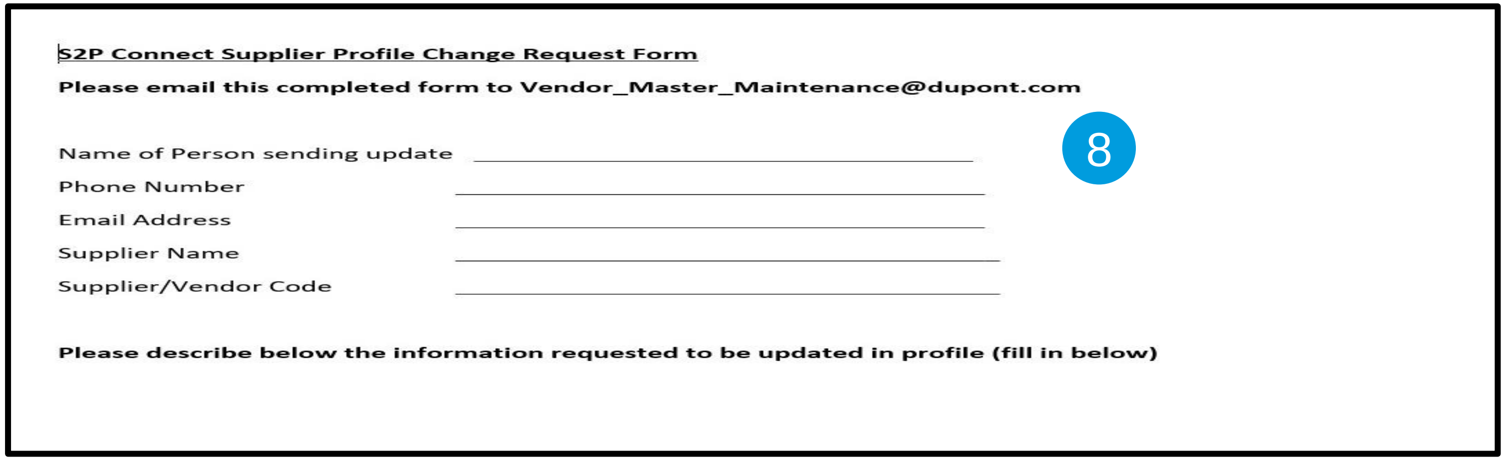




Home Page and Manage Supplier Profile (cont.)

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

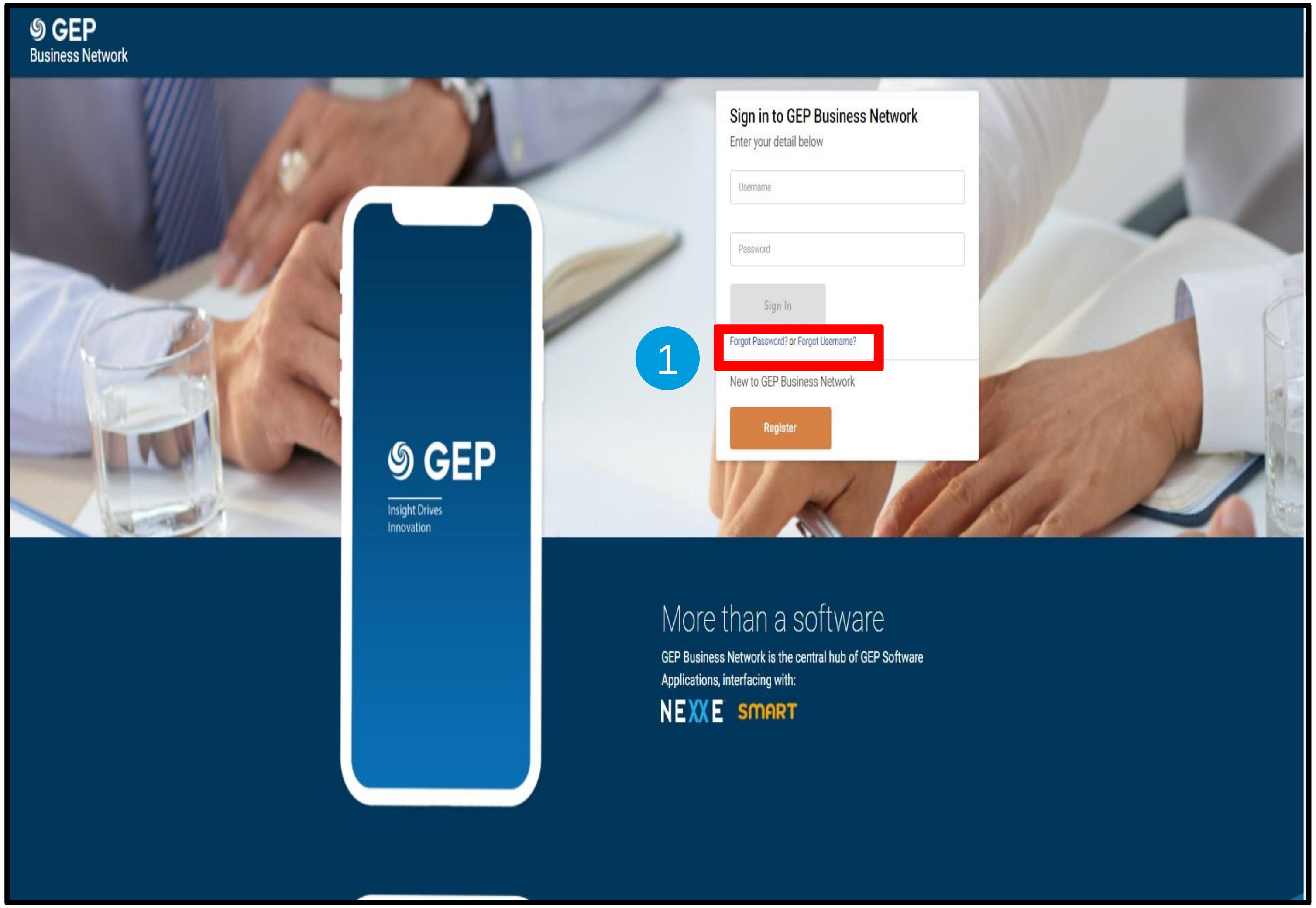




Retrieve Username and Password

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.]()

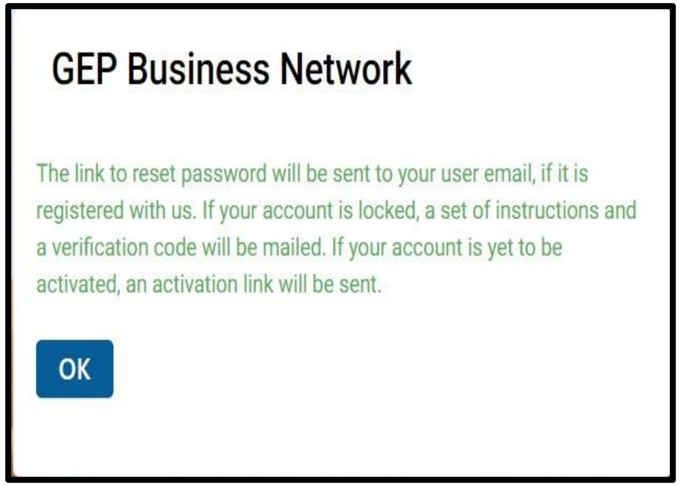


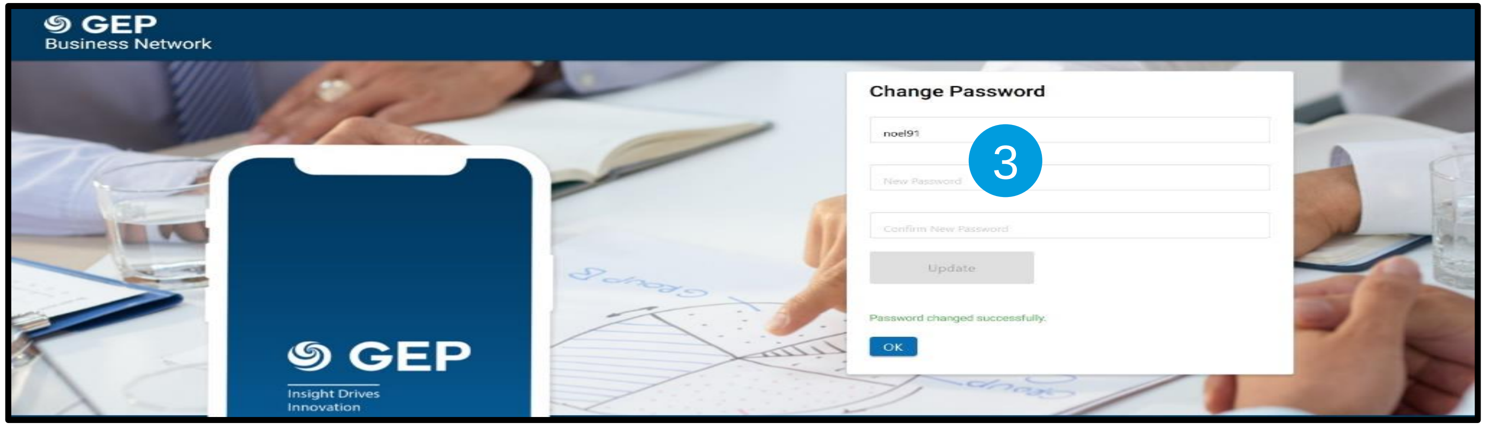
Retrieve Username and Password (cont.)

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





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:

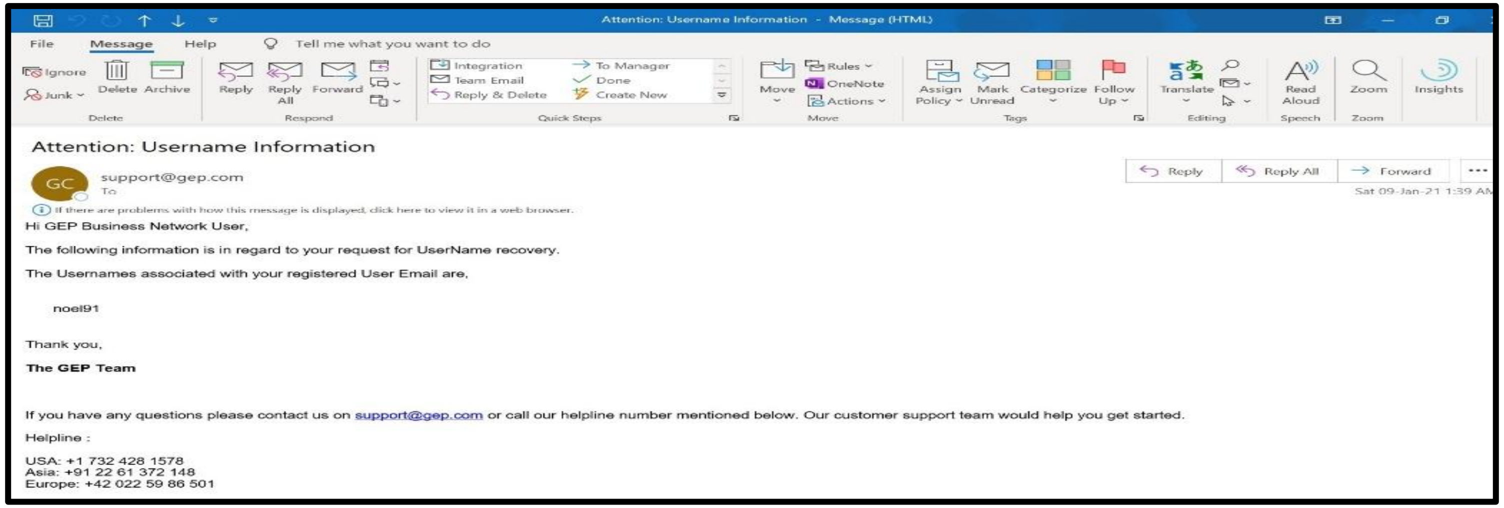
The username details will be sent to user email.

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

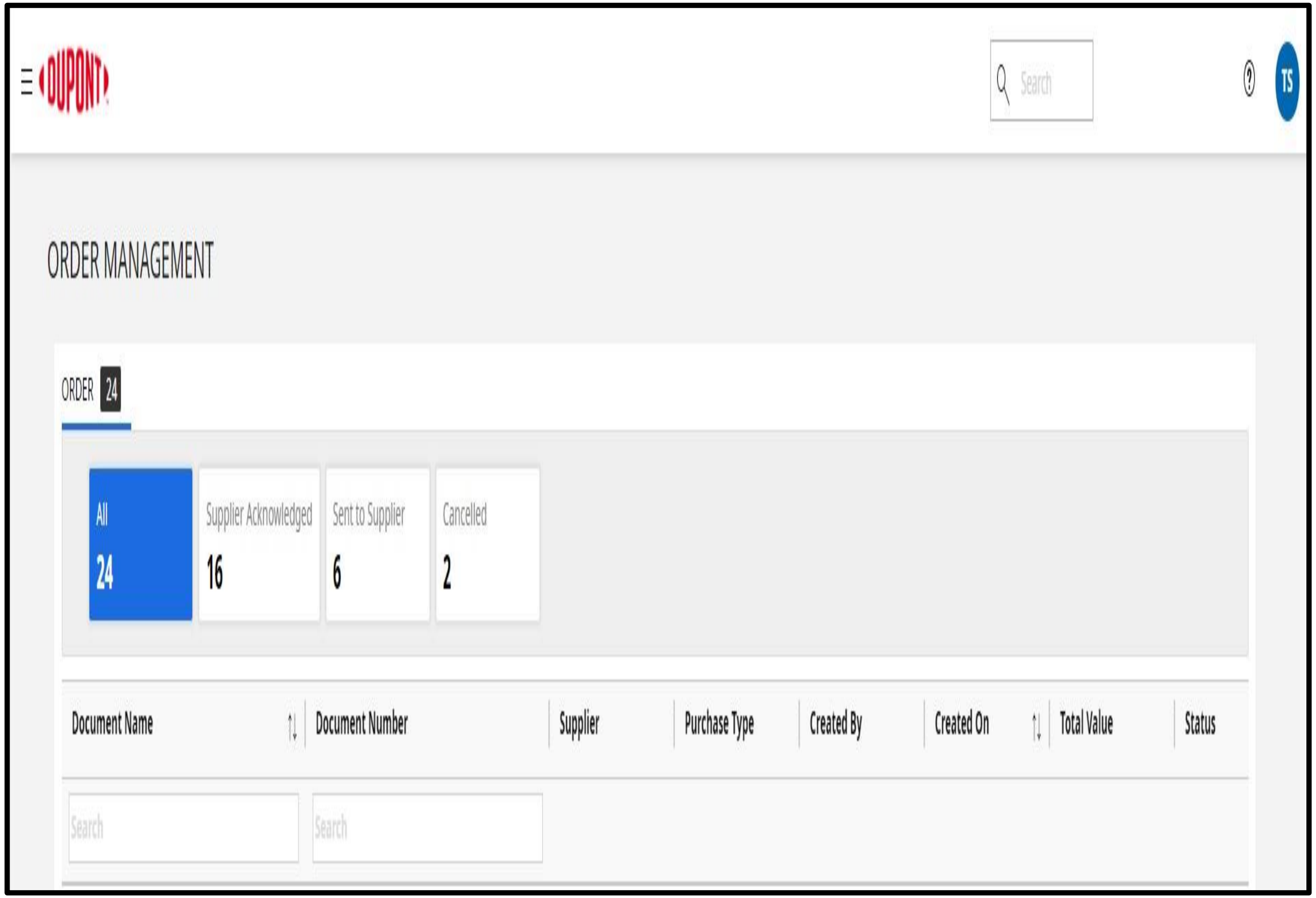
Acknowledge PO | Portal Login

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



Acknowledge PO | Email

A portal Supplier can acknowledge PO in two ways:

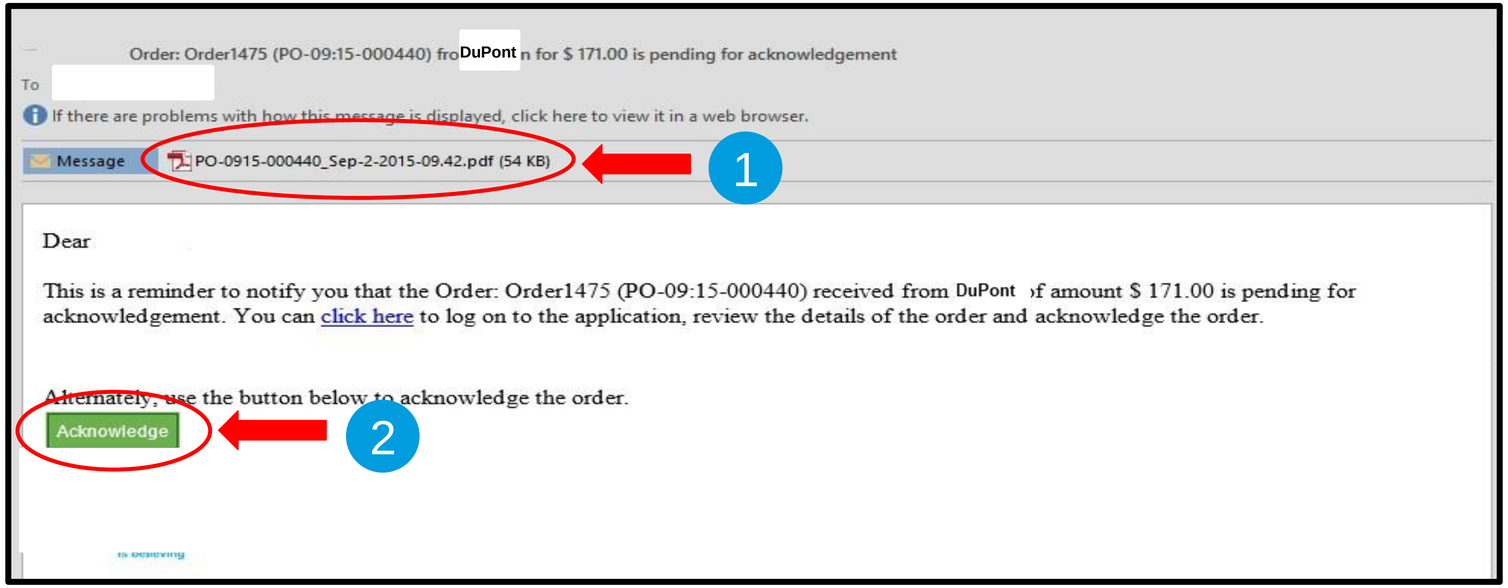
Option 1 : Acknowledge PO through email

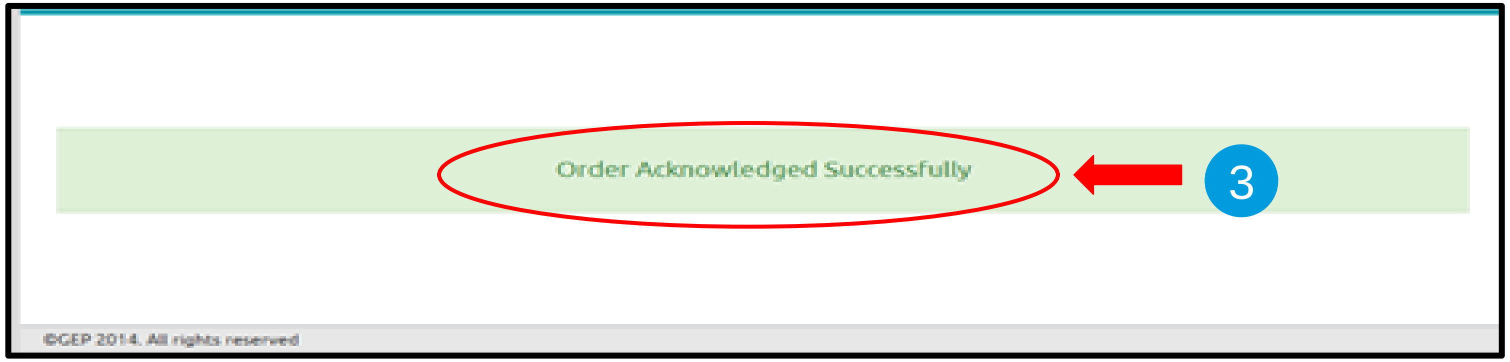
You will receive an email from GEP as shown on the right.

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

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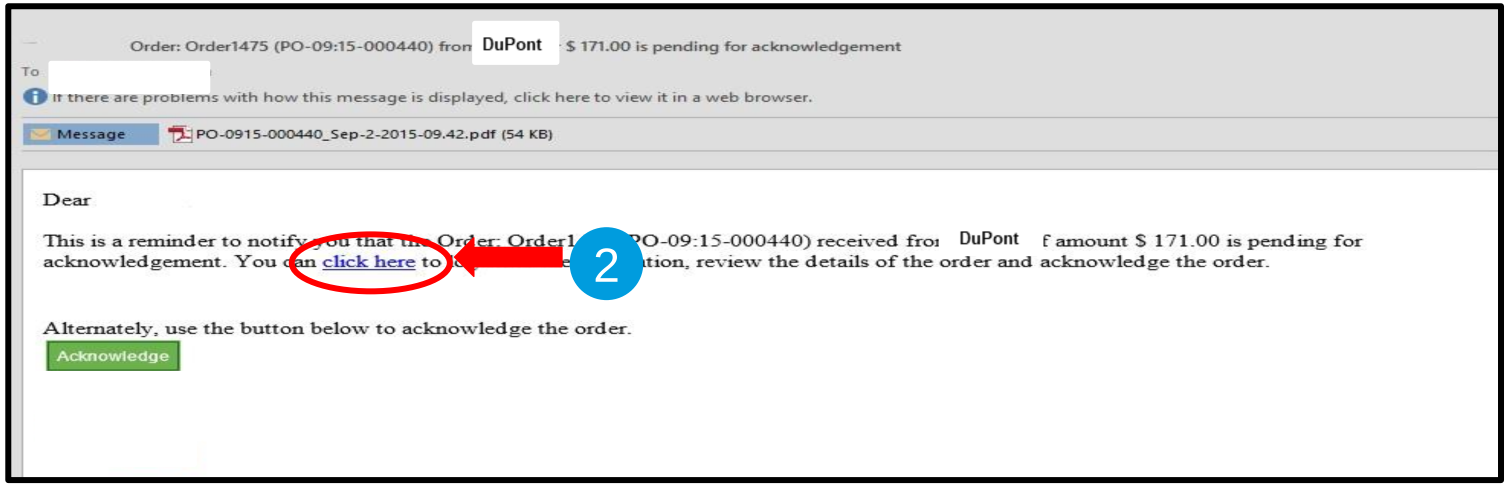
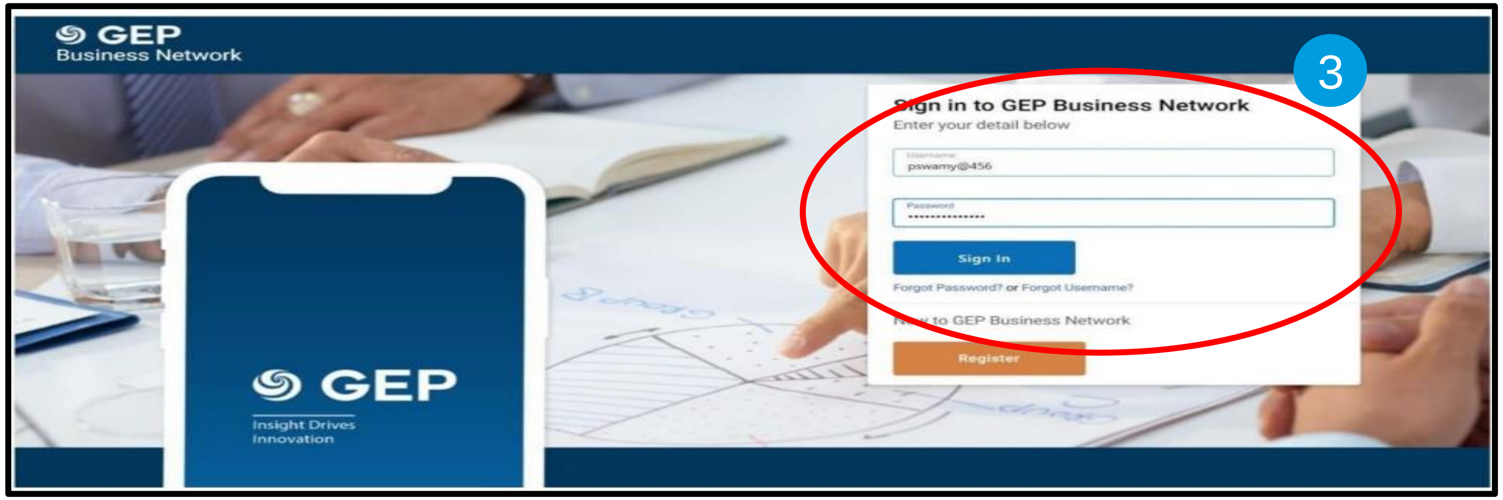
Option 2 : Acknowledge PO through portal

1) You will receive an email from support@gep.com

2) Click on the link **click here.**

3) This willl bring you to the page on the right to login as normal.





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Acknowledge PO | Portal (cont.)

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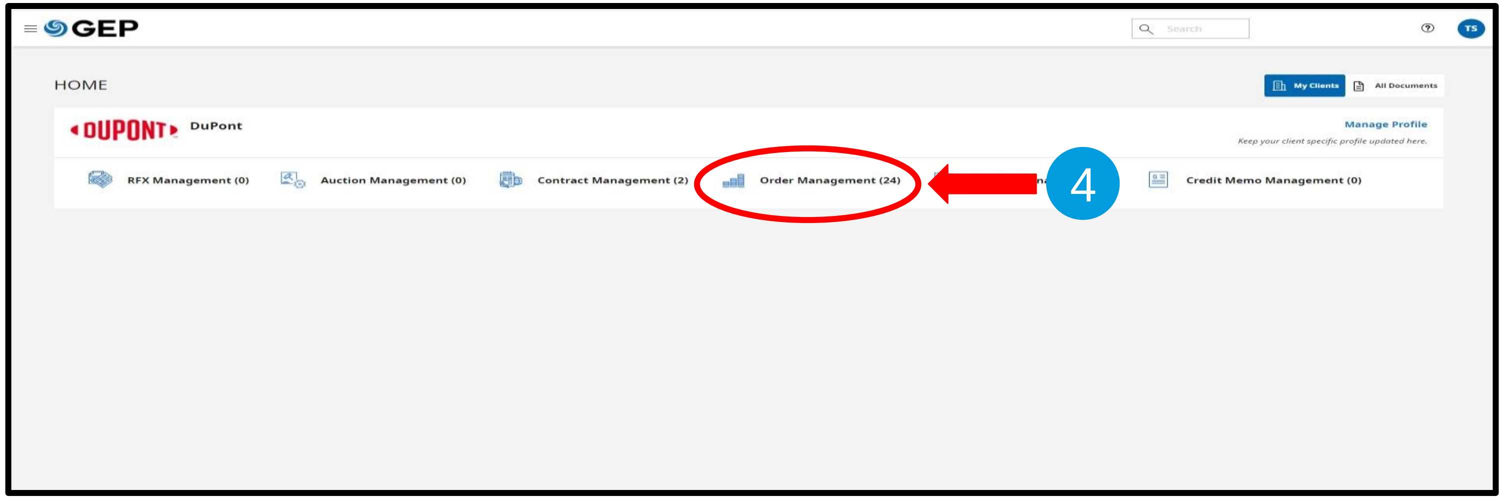
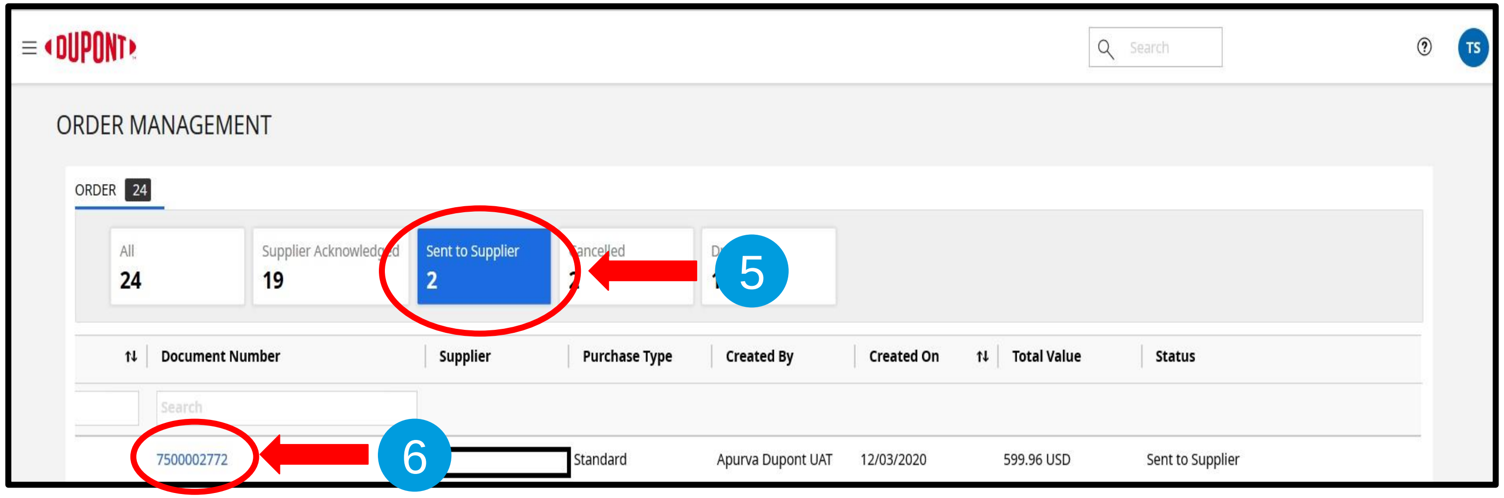
4) On the Home Page Click on **Order Management.**

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.



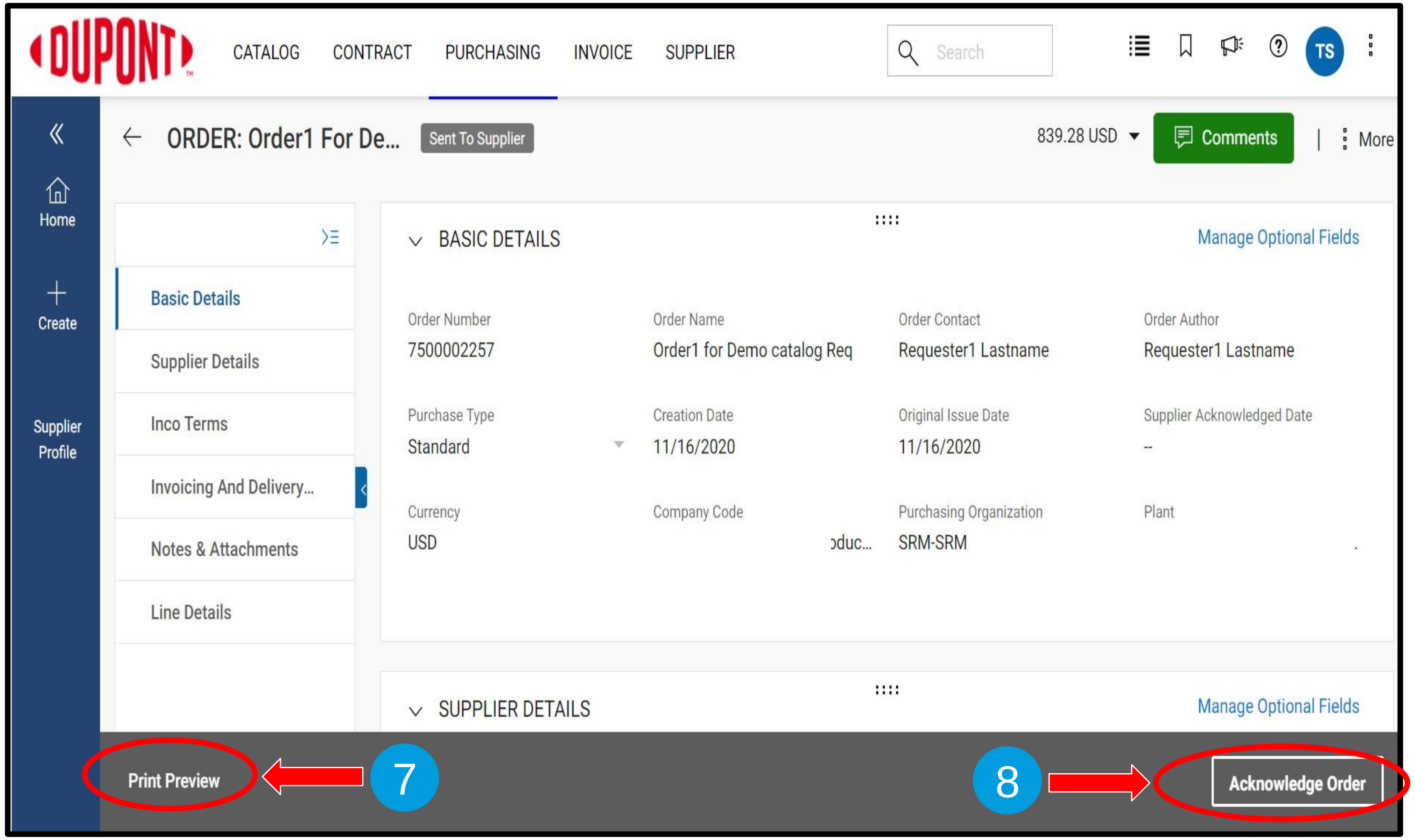


DUPONT

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.

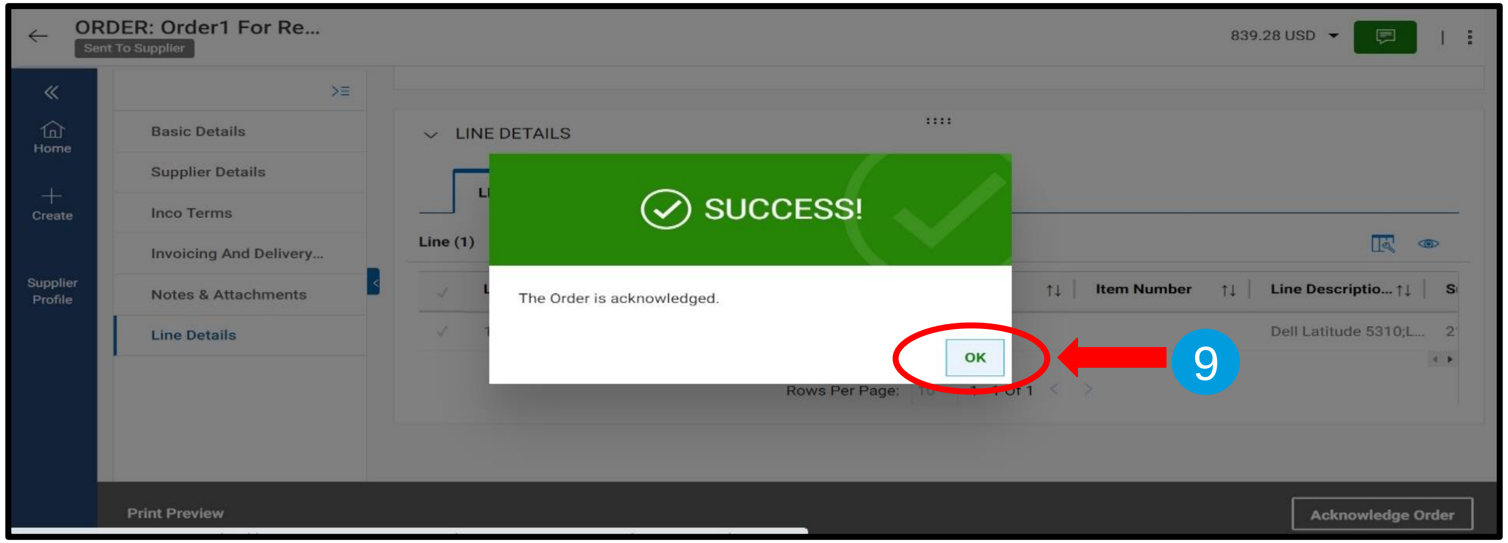
8) After checking all details of the purchase order, you can Acknowledge the Order by clicking on the **Acknowledge Order** button in the bottom right corner of page.

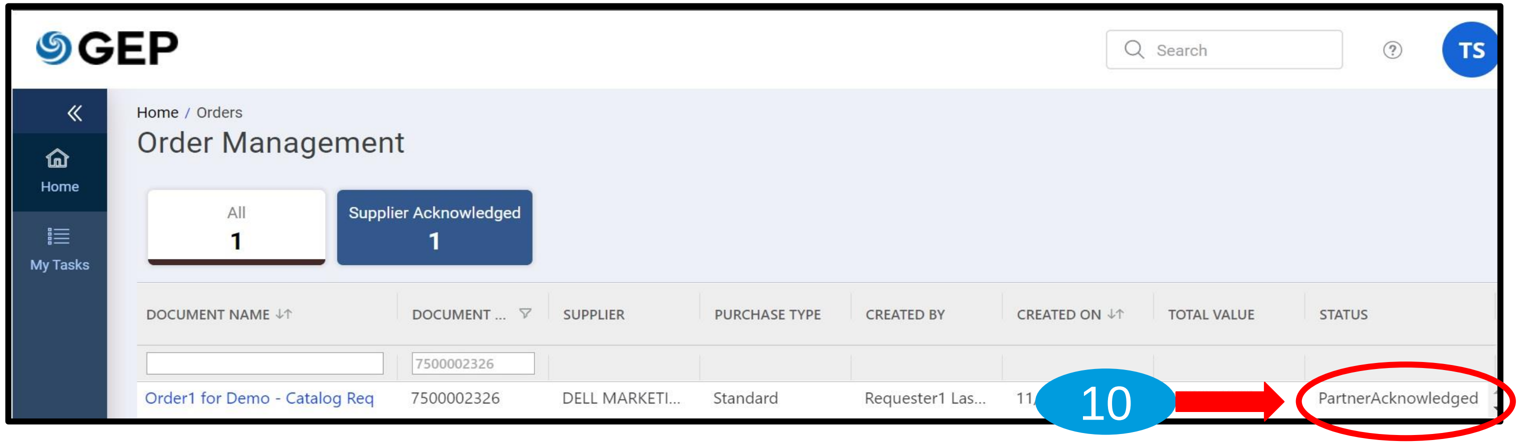


Acknowledge PO | Portal (cont.)

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

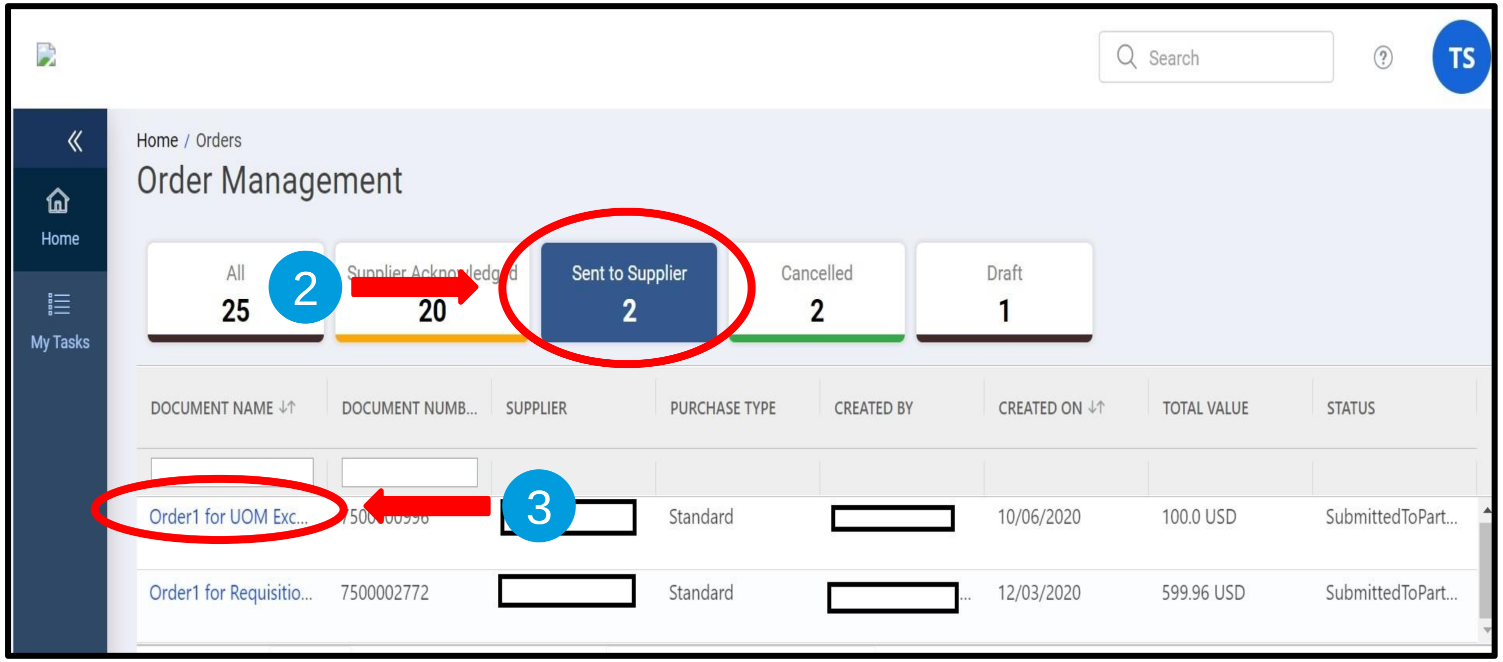
Create Change Request

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.

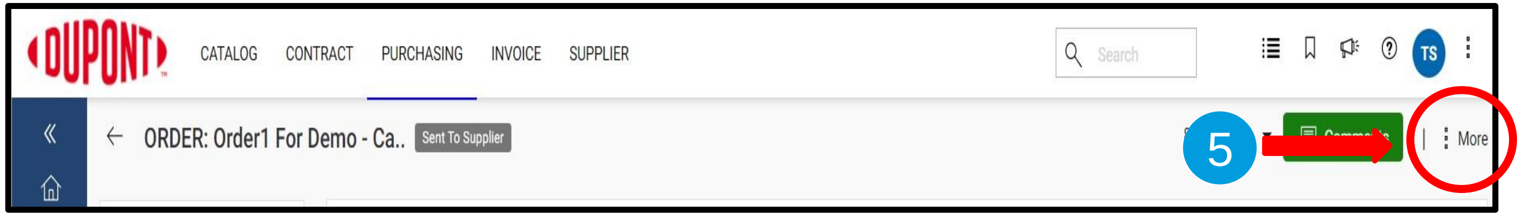


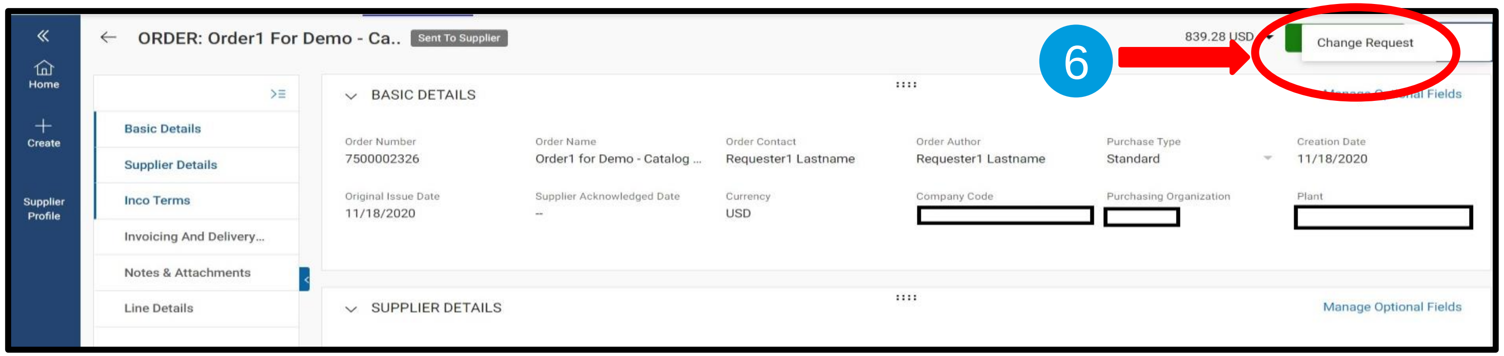
Create Change Request (cont.)

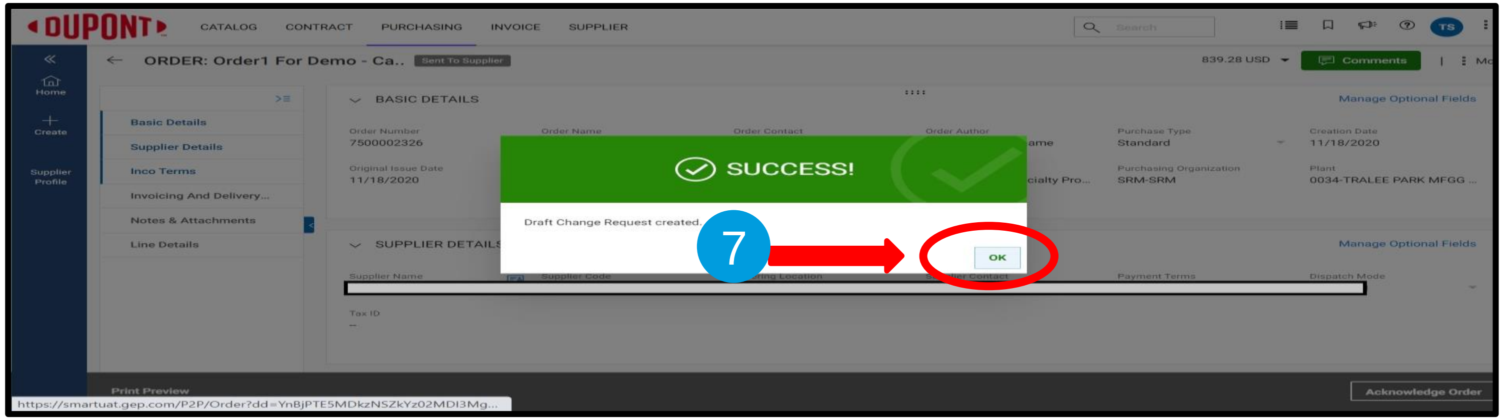
4) On the upper right corner click **More**.

5) From the More menu, select **Change Request**.

6) You willl receive the message, “Draft Change Request Created”. Click **OK.**







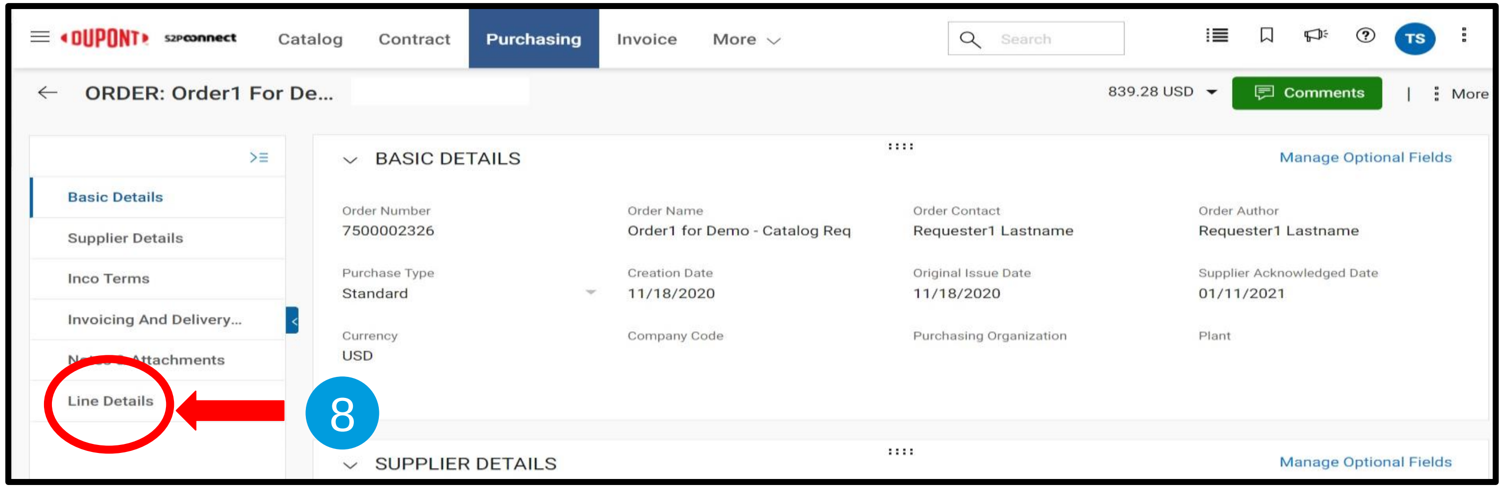
Create Change Request (cont.)

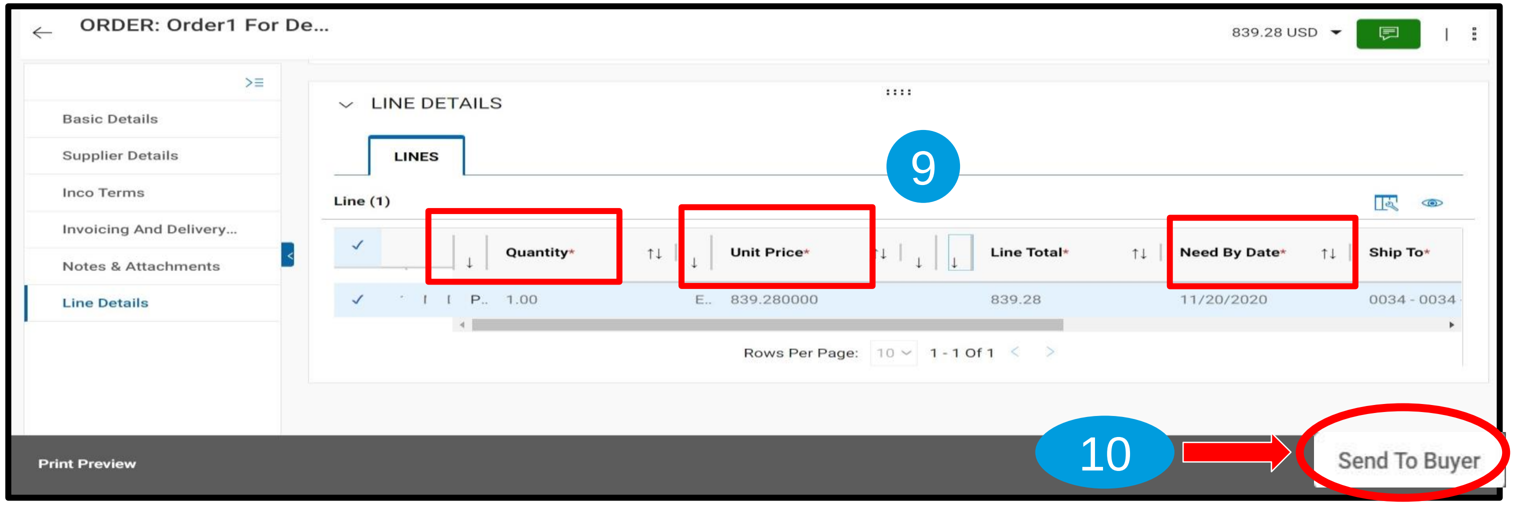
7) Scroll down to the **line details** in the left side navigation.

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

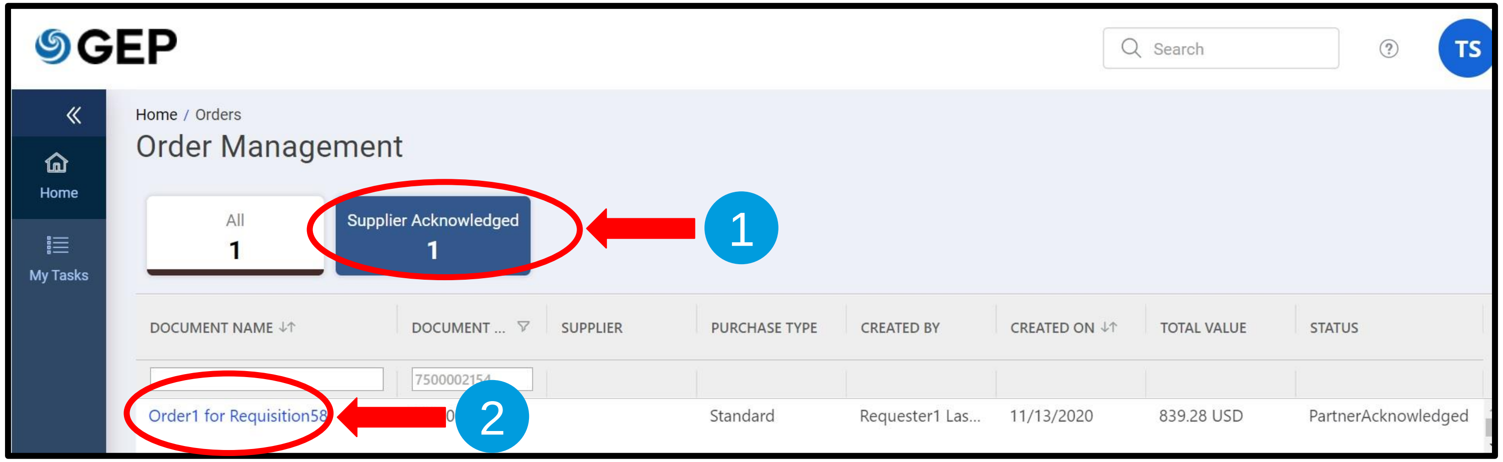
Create Invoice

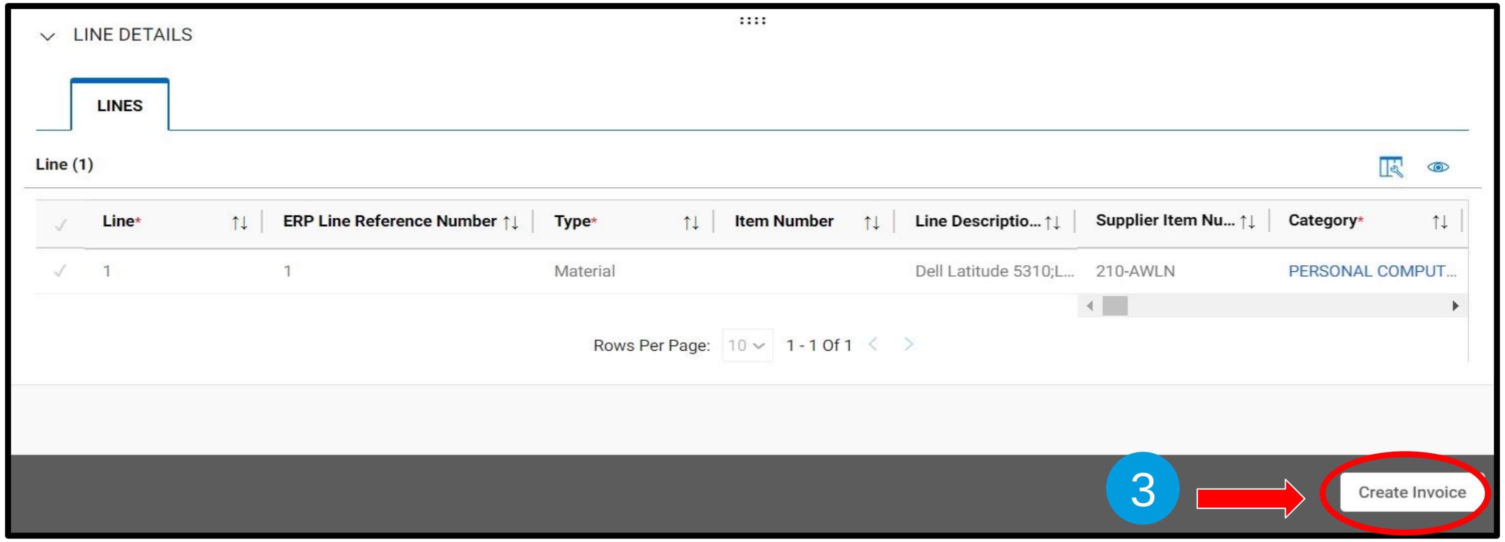
NOTE: You must acknowledge the POs before you can flip it to an invoice.

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.





Create Invoice (cont.)

4) You can enter a unique **Invoice Name**.

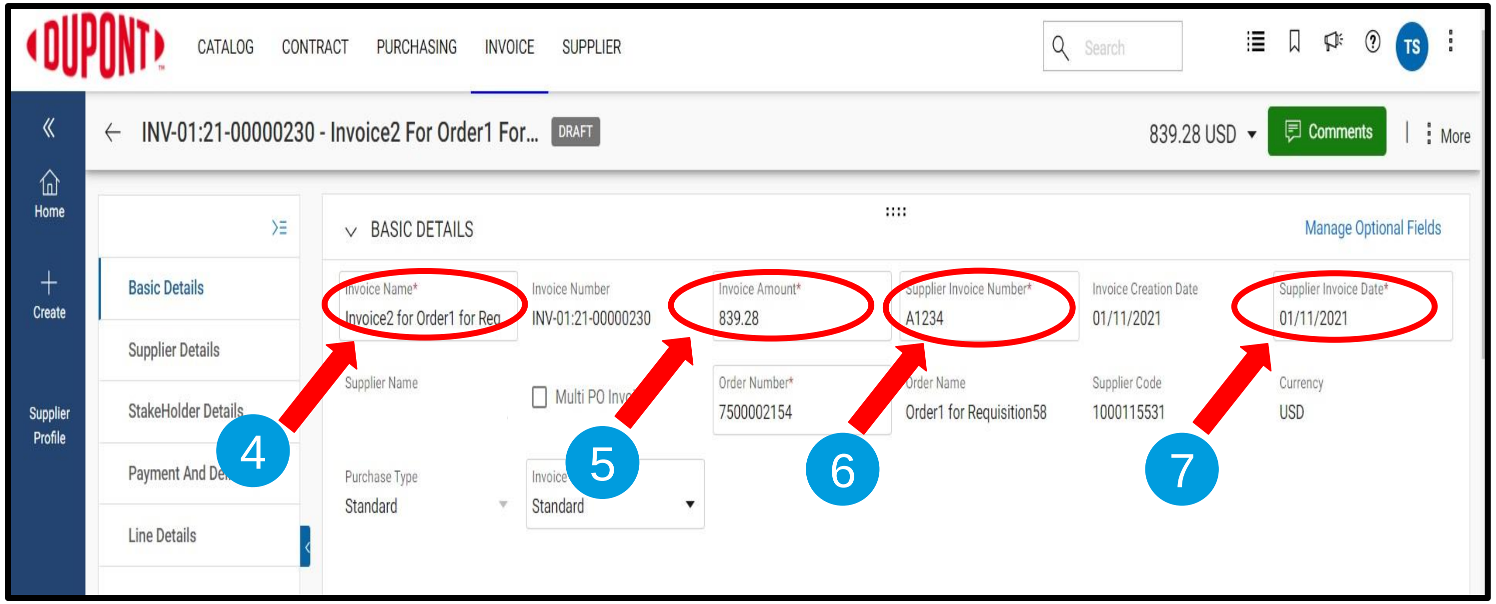
5) Enter the total invoice amount in **Invoice Amount** field.

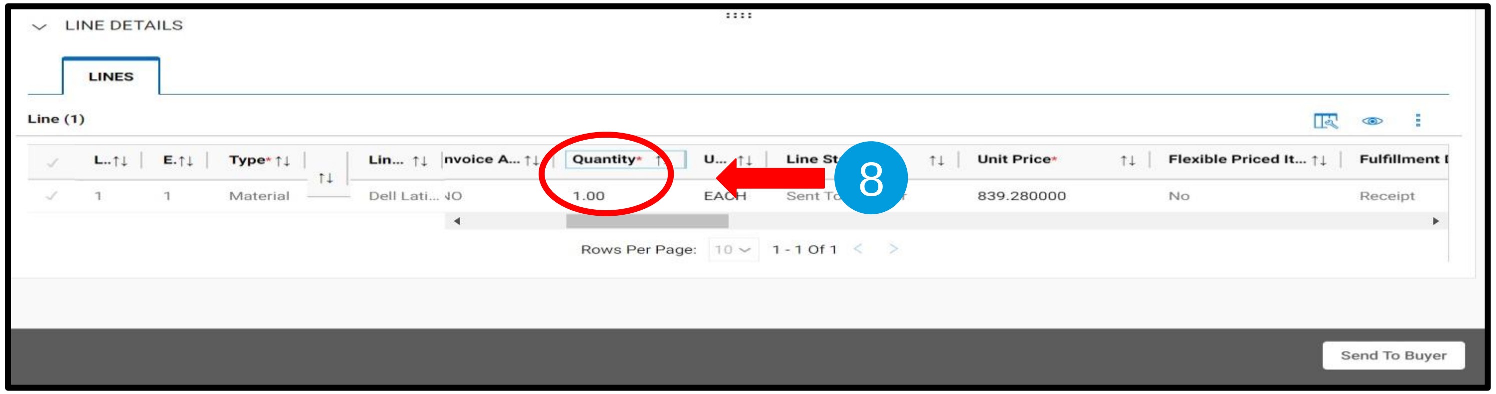
6) Enter the unique **Invoice number** generated from your invoice system.

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.



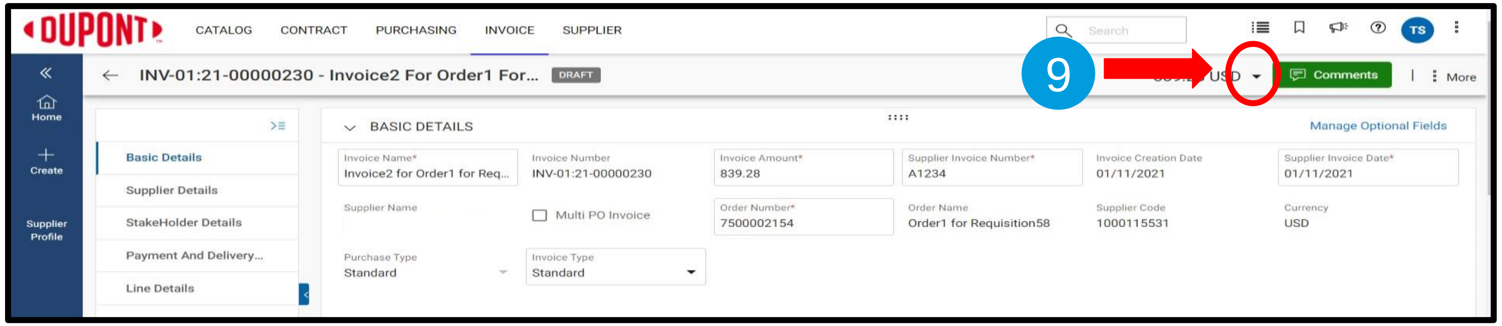


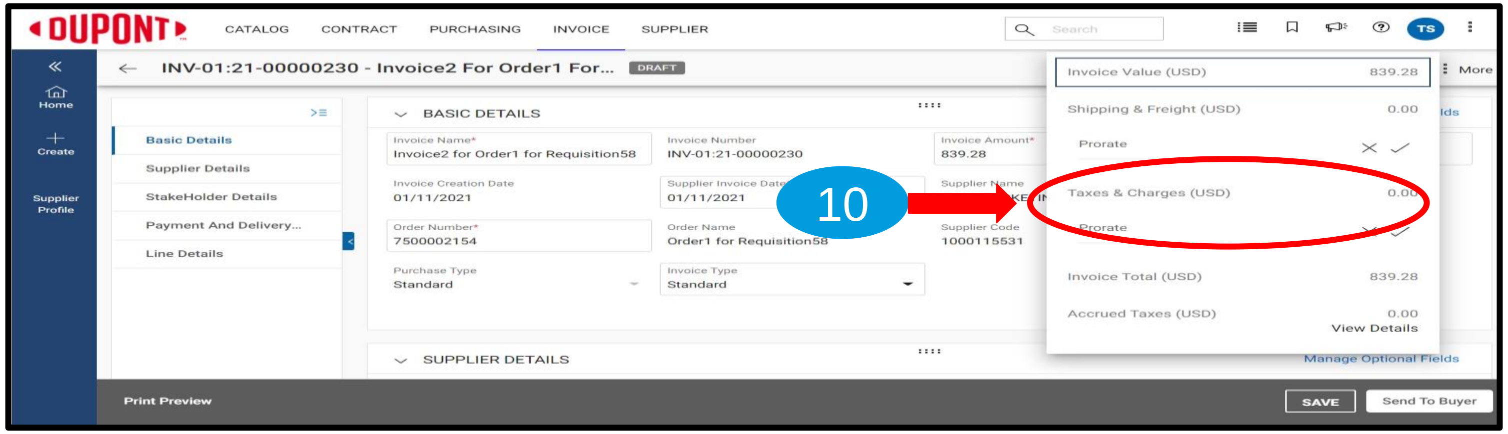
Create Invoice (cont.)

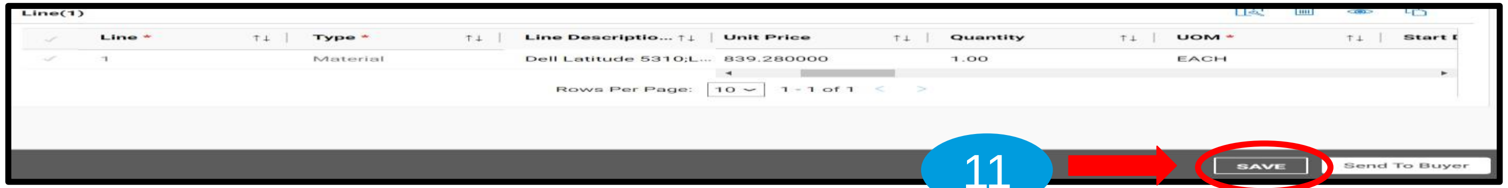
9) Click on the **drop-down menu** in the upper right corner.

10) You can add **Taxes** and other charges in this column.

11) Once the taxes are added, click **Save.**







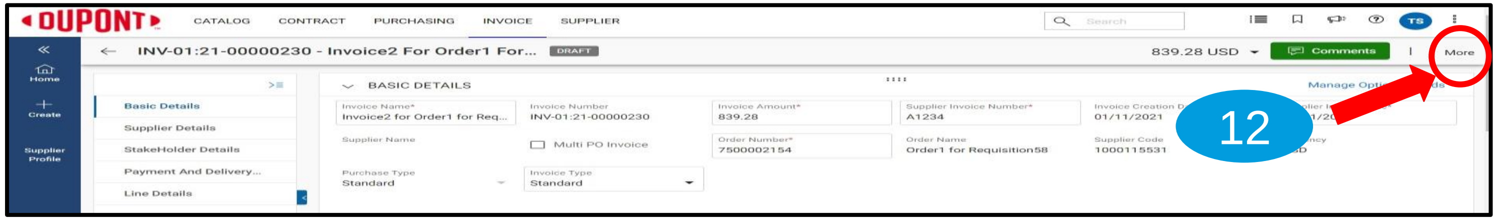
Create Invoice (cont.)

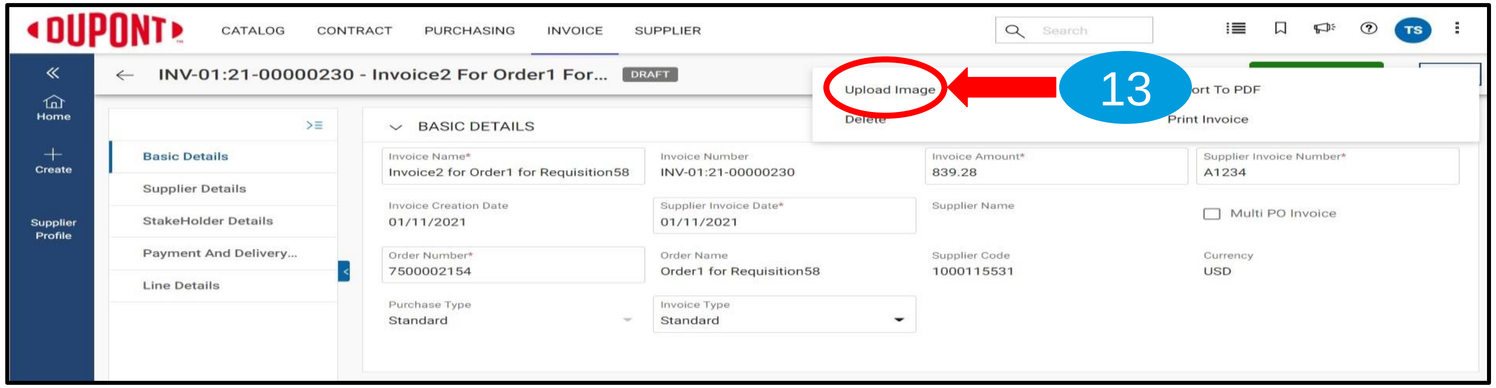
12) Click on **More.**

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.





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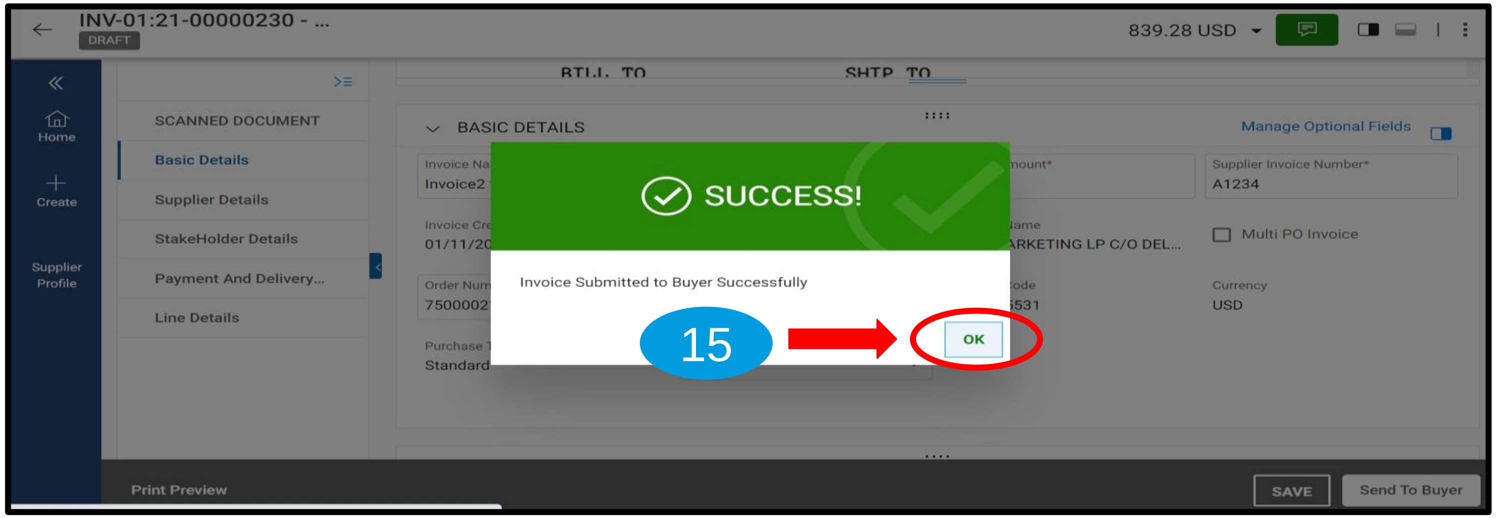
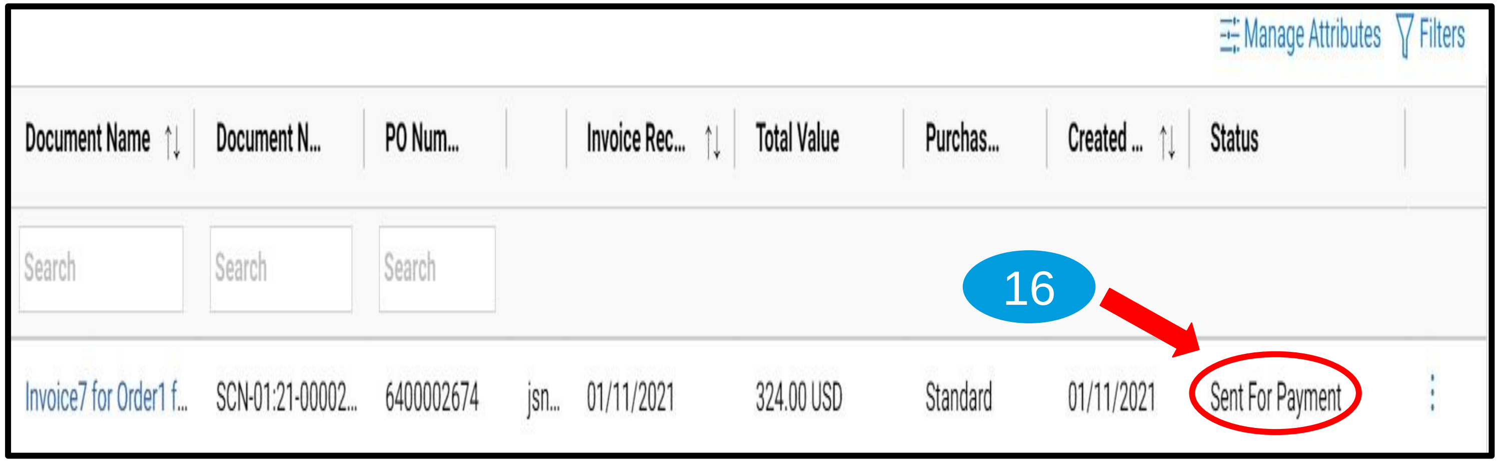
Create Invoice (cont.)

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**.



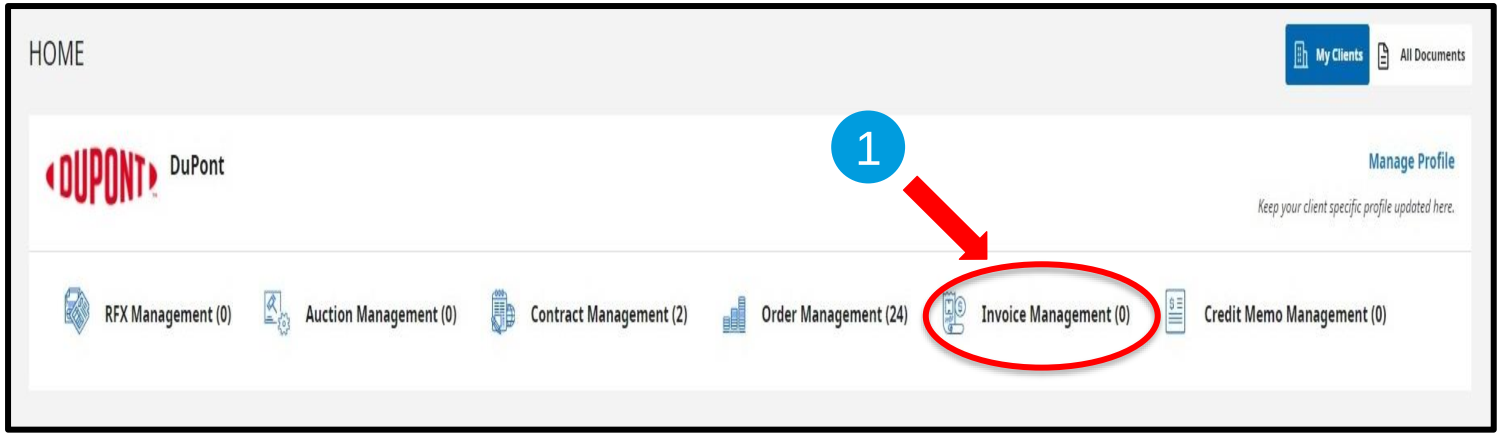


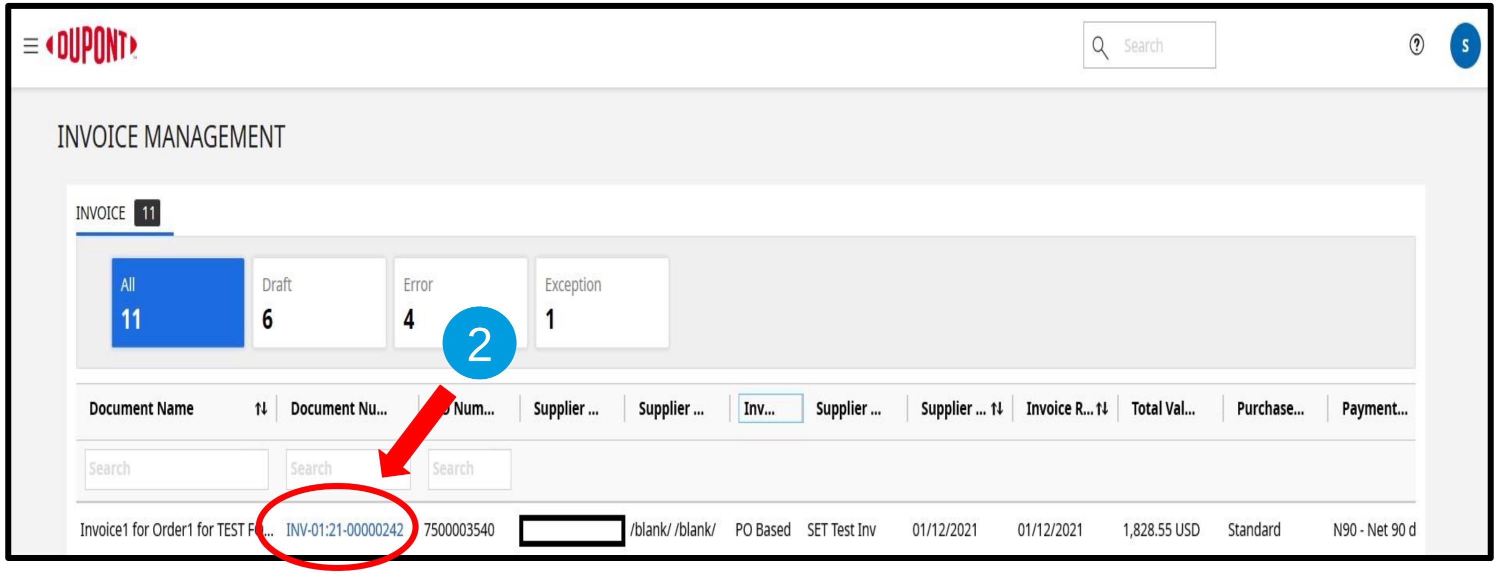
Create Credit Memo

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.





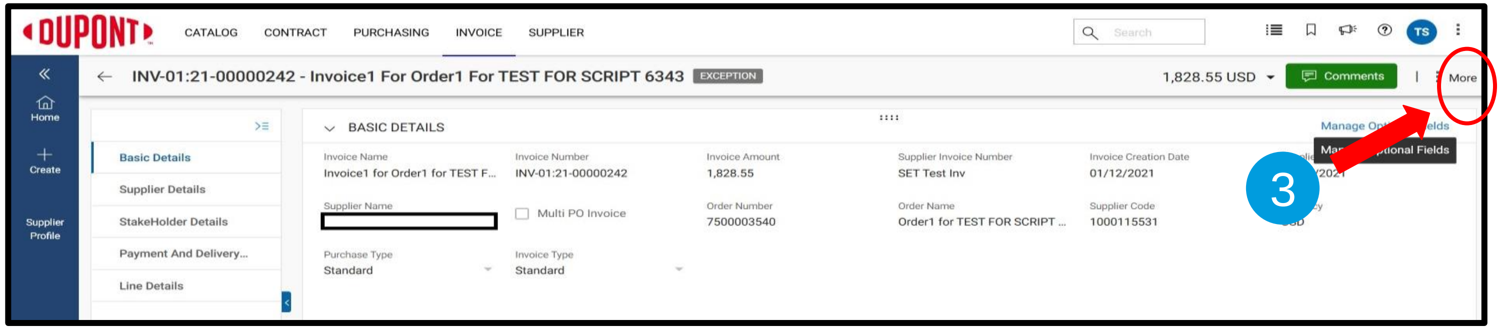
Create Credit Memo (cont.)

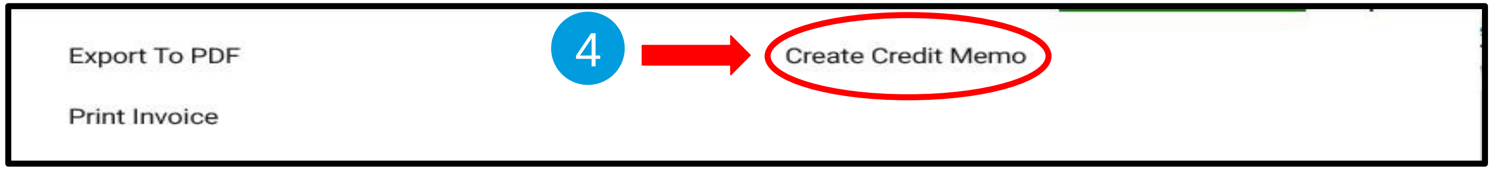
3) Click on the **More** button.

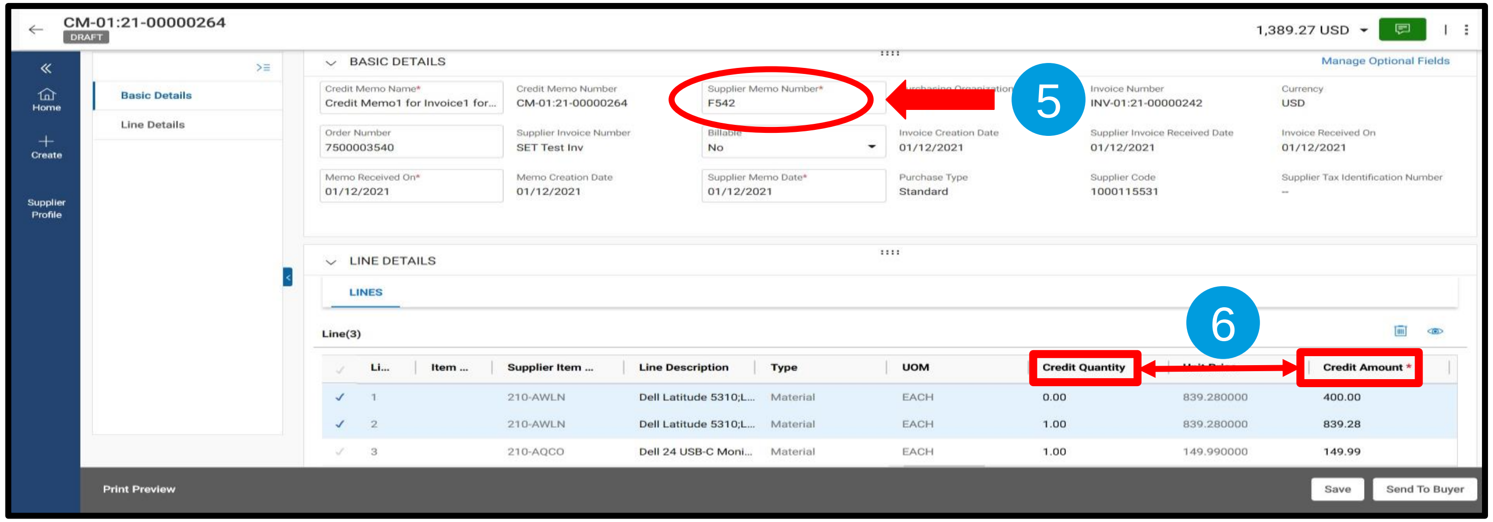
4) Select **Create Credit Memo** option.

5) Enter **Supplier Memo Number.**

6) Enter **Credit Quantity** or **Credit Amount** as required.





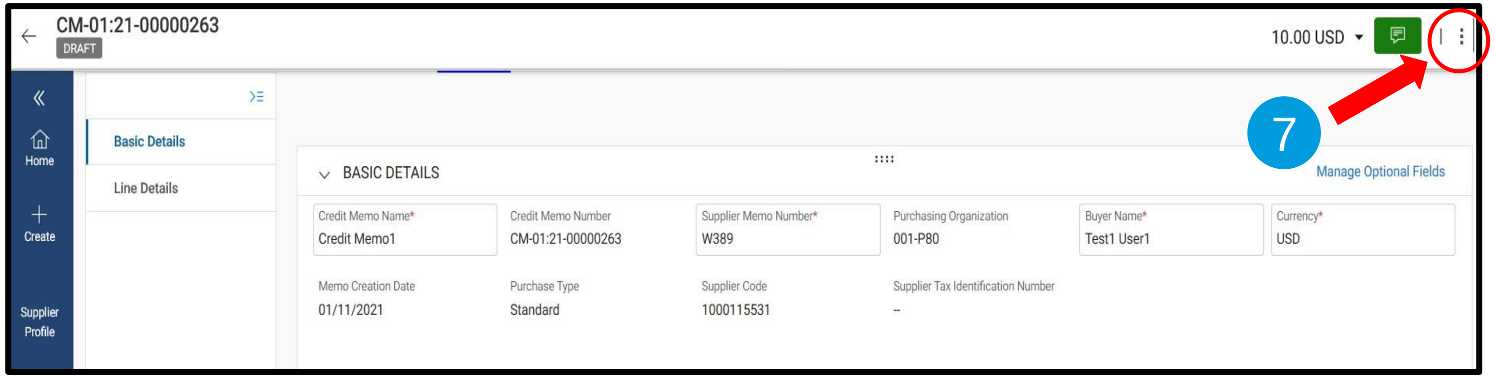


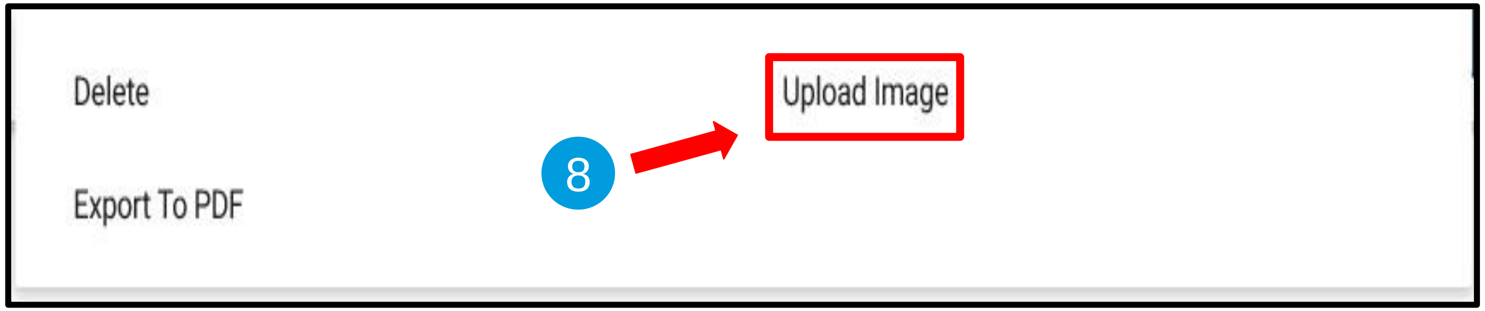
Create Credit Memo (cont.)

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

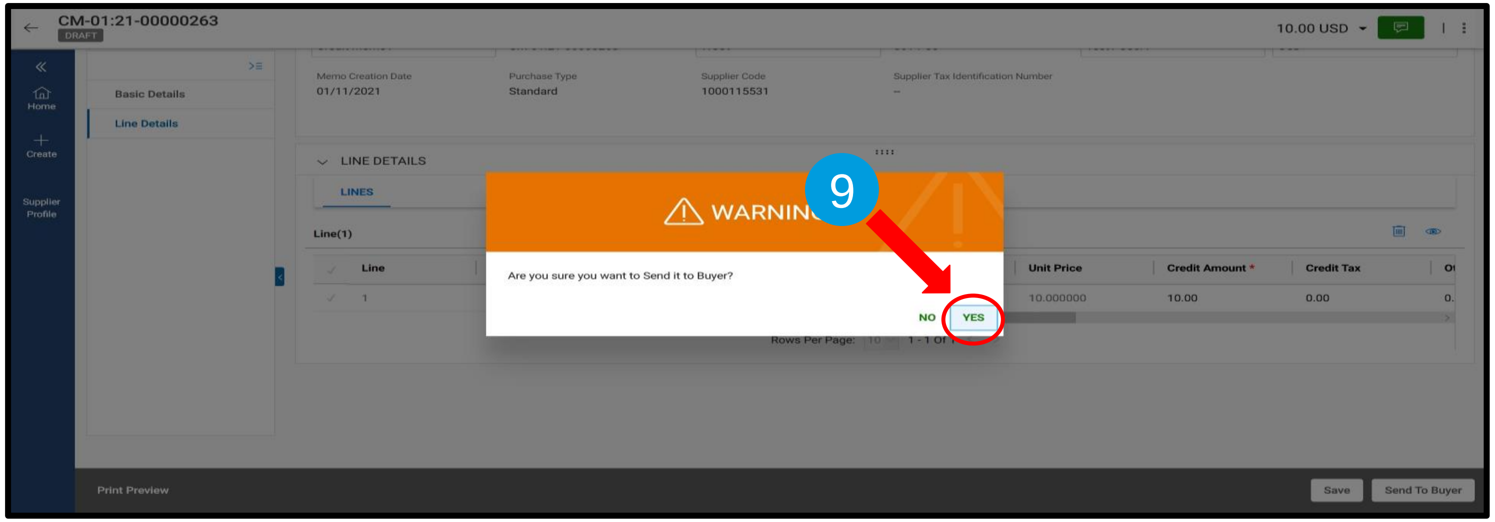


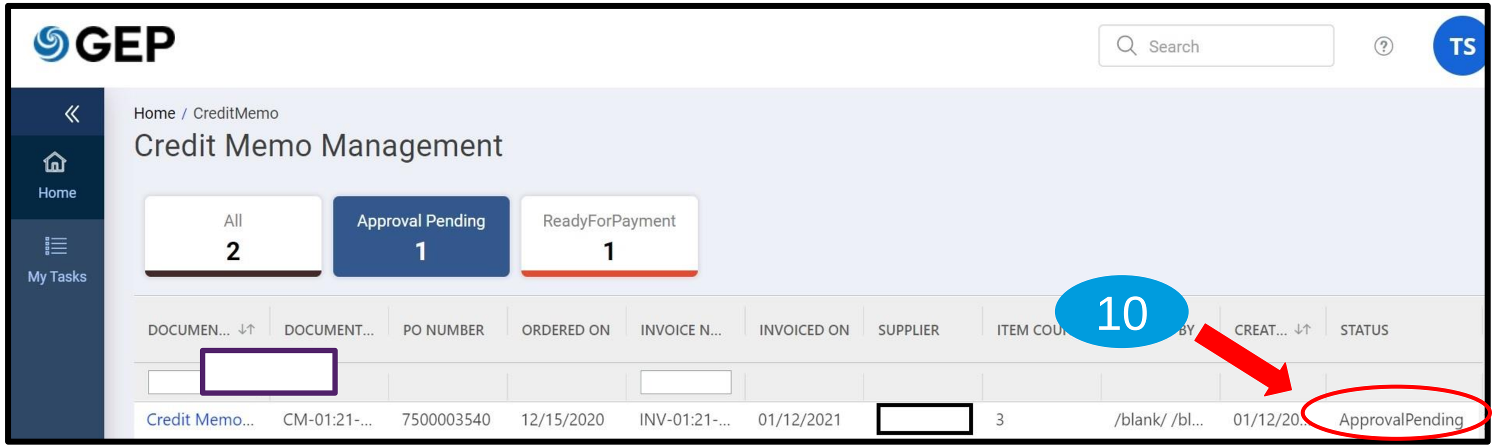


Create Credit Memo (cont.)

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**



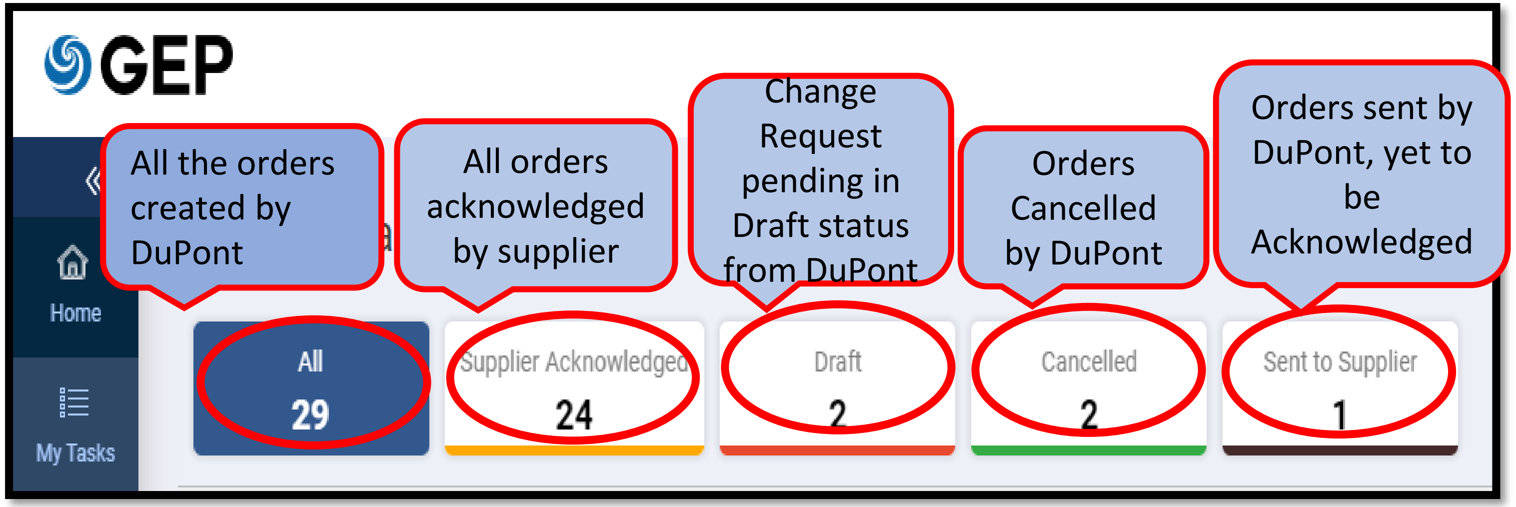


Order and Invoice Status Definitions

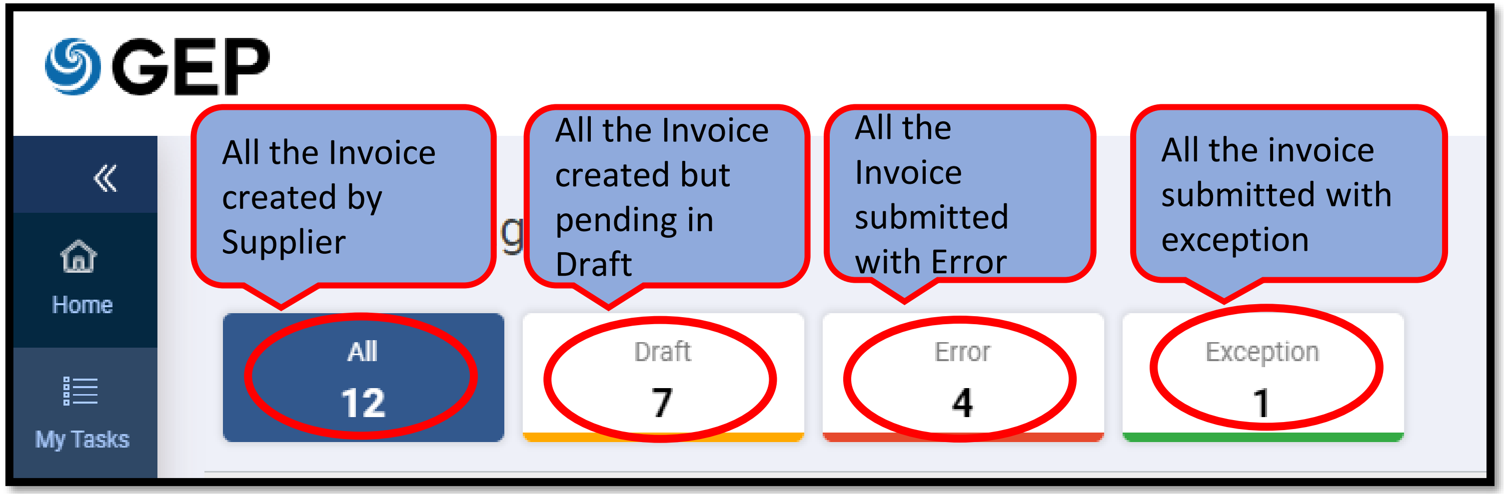
Order and Invoice Status Definitions

s2pconnect

1. **Different PO Statuses**



2. **Different Invoice Statuses**



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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