GFT Synertrade: Supplier Self-Registration Guide

How to register in GFT procurement platform
GFT – Synertrade Supplier Self-Registration Guide

Introduction

This guide is for potential new suppliers to GFT and will show you how to access the GFT Synertrade supplier portal and self-register your company details.

▪ **What is the Syntertrade Supplier portal?**
  ▪ The supplier portal allows you to go to a website, see a list of all your purchase orders from GFT and submit invoices for those Purchase orders.
  ▪ You will also be able to update your company information, add your colleagues for access and take part in ‘Quick RFPs’
  ▪ You will receive an email with your login details and password. Our preference is that you should register quickly so that you can view the system and ensure you can login.
  ▪ Invoices submitted via the supplier portal will be processed electronically through the portal and you will have visibility of your invoice status as it moves through our approval process.
  ▪ All invoices submitted via portal will also show the payment data once GFT pays the invoice. Both of these things will give you more visibility of your invoice and help ensure you are paid in a timely manner based on your payment terms with GFT
Access GFT Supplier Portal (1)

- You should have received two emails to self register as a supplier:
  - One containing your Login
  - One containing your password

1. Click on the Link to open the application in your browser
Access GFT Supplier Portal 2)

- Enter your credentials

3. Enter your Login and Password details on the Access Page opened on your browser

   NOTE: if you copy and paste your credentials be careful not to copy a blank space

2. The Page language can be changed. Click "Change Language" and Select your preferred one

4. Click on "Sign In"
Access GFT Supplier Portal (3)

- You will need to read and accept the General Data Protection Regulation before accessing your self-registration.

If you wish to accept the GDPR terms, then:
1. Check the box "I agree to the above terms and conditions"
2. Click "Agree"
Access GFT Supplier Portal (4)

- You now reach a screen where you need to change your password.
- Your new password will allow you to save your changes and come back at a later time to further complete your registration if needed.

You will need to:
- Repeat your new chosen password twice
- Respect the characters restrictions that show in the box to the right

Once set, click on "Save"
Self-Registration – Welcome Page

- You have now entered the self-registration: read the overview on the Welcome page, you can come back to this page to see Support Contact in case of questions.

Click "Accept" to proceed to your registration.
Self-Registration – Company & Contact (1)

- Add your Company Details

1. Fill your Company Address details
2. Select the Company Language (Orders will be received in this language)
3. Add the General Contact Details of your company
4. Select the currency your Company works with
5. Add your Company Tax Code. This code can be of different nature depending on your company location (i.e.: VAT for EU companies)
Self-Registration – Company & Contact (2)

- Scroll Down and fill your Contact Details

1. Check that your First and Last Name are correctly spelled
   - First name: Anaís
   - Last name: Delgado

2. Add your work phone number
   - Phone: [Phone number]

3. Select the country where you are based
   - Country: [Country]

4. Select your contact type, so GFT might contact you or one of your colleague depending on the matter
   - Contact type: Commercial contact

5. Once you have filled this information, click on “Next” to save and proceed to next step
Self-Registration – Company Contacts

- Add contacts from your organization (optional)

1. Click on "New Contact"
2. Fill the New Contact Details
3. Click on "Apply" to save your changes
4. Once finished, click on "Next" at the bottom right
Self-Registration – Bank Accounts (1)

- Add the company Bank Accounts (mandatory)

1. Click on "New"
2. Select the type of bank account
3. Click "Apply"
Self-Registration – Bank Accounts (2)

- Fill the Bank Account details

1. Fill the Bank Account Details
   - All fields underlined in red are mandatory

2. Click "Save"

3. Click "Back to Overview"

4. Back on the list click "Next"
Self-Registration – Certificates

- Add your organization certificates as this will increase your chances to work with GFT

1. Click "New"
2. A line appears. Select the Certificate you are going to upload. If the certificate you want to upload is not listed, select "others"
3. Add the "From" / "To" certificate validity dates
   - Attach the certificate document clicking on the icon
4. To save this information, click button "Apply"
Self-Registration – Documents

- Add other documents you would like to share with GFT

1. Click "Advanced Upload"

3. Click "Upload"

2. Select your document and write the document name. Repeat this step on below rows to add several documents.
Self-Registration – Terms and Conditions

- To finalize your registration and advise GFT, you will need to accept the Terms and Conditions.

1. Click "Accept" to finalize your registration.
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