

How to Register in to GEP Smart

The 'Primary Contact' from each vendor will get a GEP registration email.

Begin Your Registration in GEP Smart

Activate Your Account

Validate Your Profile

Action Required: ABC INC procurement registration for GEP Network

 1

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To our valued supplier partner Sam Curran,

Today, we are excited to announce an important next step in NextEra Energy, Inc.'s transition to our new purchasing and e-invoicing platform GEP Smart. As a valued NextEra Energy supplier, please begin the registration process by following this link [Click Here](#) 2 **[THIS LINK IS GENERATED BY GEP]** IS SUPPLIER SPECIFIC. Your registration link is unique to your email and is non-transferable. **Do not share the link.**

Important:

- If you already have a GEP account associated with this email address, please sign in using your existing username and password.
- You may see more than one registration email if you are the contact associated with multiple vendor entities within NextEra Energy's records. **Please make sure you register with one link** and then click on ALL remaining "registration" links to ensure each entity is shown in your company portal.

After registering and setting up your company profile, you will receive training on the complete GEP Smart source-to-pay workflow, from purchase order to delivery, including invoice tracking and payment status.

We value your partnership and appreciate your support as NextEra Energy transitions to this new platform. Should you experience any issues during the registration or need further assistance, please refer to our FAQ page: [GEP Smart Supplier FAQs](#).

Kind Regards,

NextEra Energy Supplier Management Team



Note: If a new registration needs to be sent or sent to a different email address, please reach out to NextEra-Supplier-Management@NextEraEnergy.com

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You will receive an email from NextEraNotifications@gep.com with the email subject - Action Required: NextEra Energy Procurement Registration.

Note: Check your spam or junk email folder if you can't locate the email.

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The supplier registration invitation link will be sent to the registered email ID. You must 'Click Here' to begin the registration.

Please do not share the link.

Complete the GEP Business Network Registration Form

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Register for Business Network

Indicates required fields

Username: mary_john

Work Email: kavitha.b@gep.com

First Name: Mary

Last Name: John

Timezone: (UTC-05:00) Eastern Time (US & Canada)

Password: (Redacted)

Confirm Password: (Redacted)

Disclaimer

I have read and agree to GEP Terms & Conditions & Privacy Policy

Submit

For help: [Supplier FAQs](#) | [Quick Guide](#)

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On the registration screen, fill in all mandatory (*) fields, select your time zone, then create a Username and Password. Re-enter the password to confirm it.

Username:

- 6+ characters long, no spaces

Password:

- 10 characters long
- 1 upper letter, 1 lower letter, 1 number &
- 1 special character (~!@#\$%^&*()_+?).

- Please read and accept GEP's Terms & Conditions & Privacy Policy.
- Click the 'Submit' button, it will re-direct to the GEP Business Network Page.

Account Creation – Login Entry

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Welcome to the

BUSINESS NETWORK FOR SUPPLIERS

• Unify Tasks • Single Login for All • Get Discovered



GEP

Code Verification: Verify your Identity

Please enter the verification code that has been sent to the email provided.

5

Confirm verification code

Resend verification code

Click the 'Resend verification code' button if you still haven't got the verification code.

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Please confirm that the email address you provide is accurate, as the '**One-Time Password (OTP)**' for account verification will be sent there. Once you receive the OTP in your inbox, enter it below and click '**Verify**' to complete your account confirmation

Note: During the registration process, vendors are required to use the "**Email Address**" option.

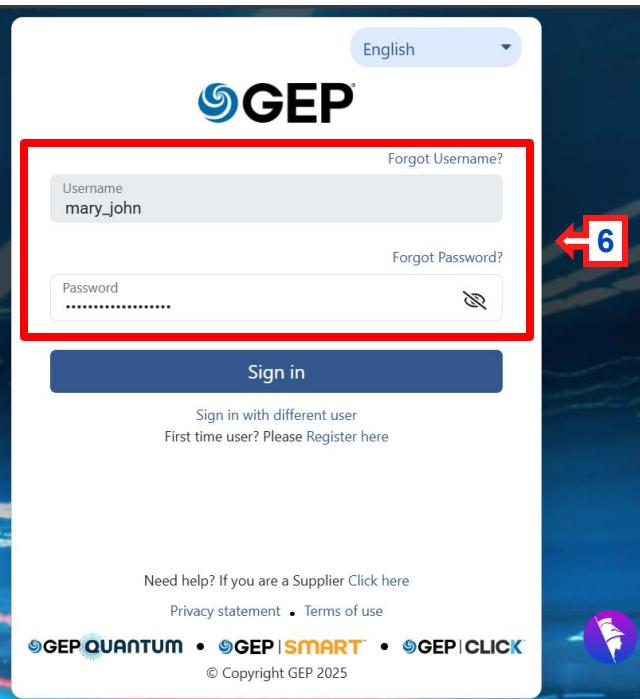
This measure ensures that the code is not mistakenly sent to an incorrect phone number and enhances the reliability of the process.

Account Creation – Login Entry

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Log in using the same Username and Password you created during registration.

Note:

- Bookmark the link for future use
<https://businessnetwork.gep.com/> OR
<https://quantum.gep.com/>

Use Google Chrome or Microsoft Edge for best results.

For any issues reach out to support@gep.com

After login, you'll be taken to the **Supplier Landing Page**.

This marks the completion of your registration to GEP Platform.

NO ADDITIONAL ONBOARDING STEPS ARE REQUIRED – CONFIDENTIAL VENDOR INFORMATION IS NOT ACCESSIBLE
DISREGARD ANY “ONBOARDING” MESSAGES DISPLAYED – THIS PORTAL IS FOR PROCUREMENT USE ONLY

Note: For all Vendor Information Changes, please email: NextEraVendorProfiles.SharedMailbox@nexteraenergy.com for assistance.