

## TATA CARA SINGKAT



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PROSES AKTIVASI USER ID APLIKASI DIGITAL PROCUREMENT  
SUBHOLDING UPSTREAM BY GEP SMART

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- 1 Pastikan sudah menerima email dari [support@gep.com](mailto:support@gep.com) yang berisikan petunjuk untuk melakukan aktivasi akun perusahaan anda
- 2 Silakan “**Klik Disini**” untuk lanjut ke halaman Primary Registration Form



Hi

You have been invited by Pertamina to be a supplier and represent PT.

Want to register as a new user. Create your SMART by GEP Account by registering as a new user [Click Here](#)

If you already have an existing SMART by GEP account and want to link this new profile, register as an existing user [Click Here](#).

Thanks,  
GEP SMART

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Click “**Click Here**” dan anda akan diarahkan ke halaman form pengisian

Primary Registration Form
Language English

Basic Details

All fields marked with \* are required.

Account Credentials

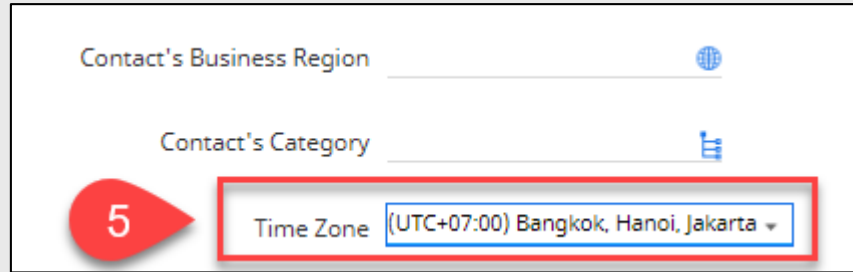
4
Username \*
User Email \*
Password\*
Confirm Password\*
Mobile Number
Select ISD Code

Company Information

Legal Company Name
Doing Business As
Company Website
Headquarter Indonesia

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Pada halaman ini, Supplier cukup mengisi **username, password, dan confirm password** saja, Kolom lain mohon untuk diabaikan



Contact's Business Region 

Contact's Category 

5 Time Zone (UTC+07:00) Bangkok, Hanoi, Jakarta ▾

5 Pada isian Time Zone, Supplier diminta untuk menentukan zona waktu sesuai dengan domisili perusahaan dengan ketentuan:

- Domisili Waktu Indonesia Barat (WIB): setting time zone UTC+07:00
- Domisili Waktu Indonesia Tengah (WITA): setting time zone UTC+08:00
- Domisili Waktu Indonesia Timur (WIT): setting time zone UTC+09:00

Secondary Contact Information

| First Name                                                                                                                                                | Last Name | Company Email | Contact Role | ISD Code | Mobile Number |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|--------------|----------|---------------|
| <div>6</div> <input checked="" type="checkbox"/> I have read and agree to GEP <a href="#">Terms &amp; Conditions</a> & <a href="#">Privacy Policy</a> . * |           |               |              |          |               |

Reset
Submit

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**6** Silakan Centang Kotak **Terms & Conditions**

**7** Lalu Click **Submit**



### 1 more step

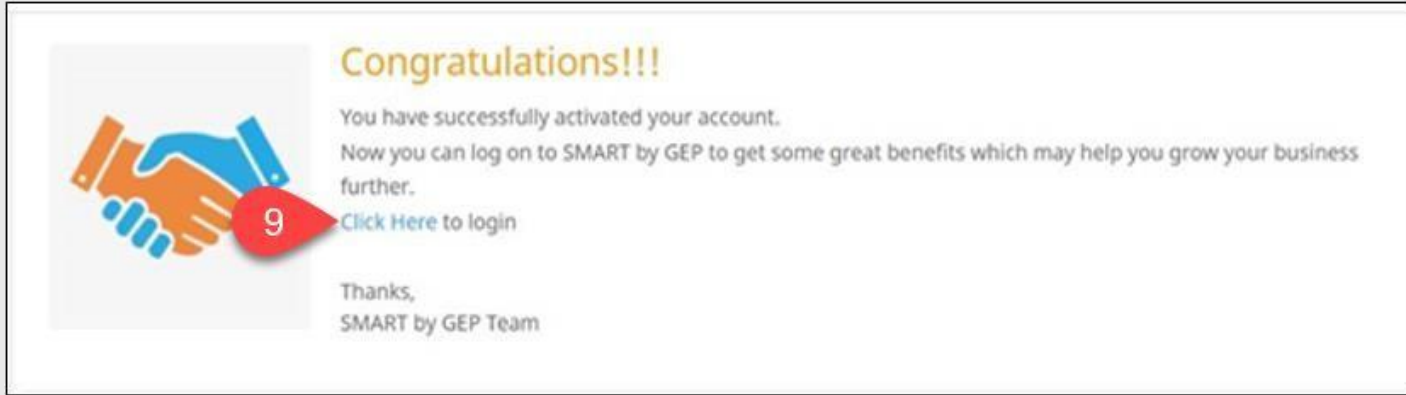
A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please [Click Here](#) to find helpful information to get started.

Thanks,  
SMART by GEP Team

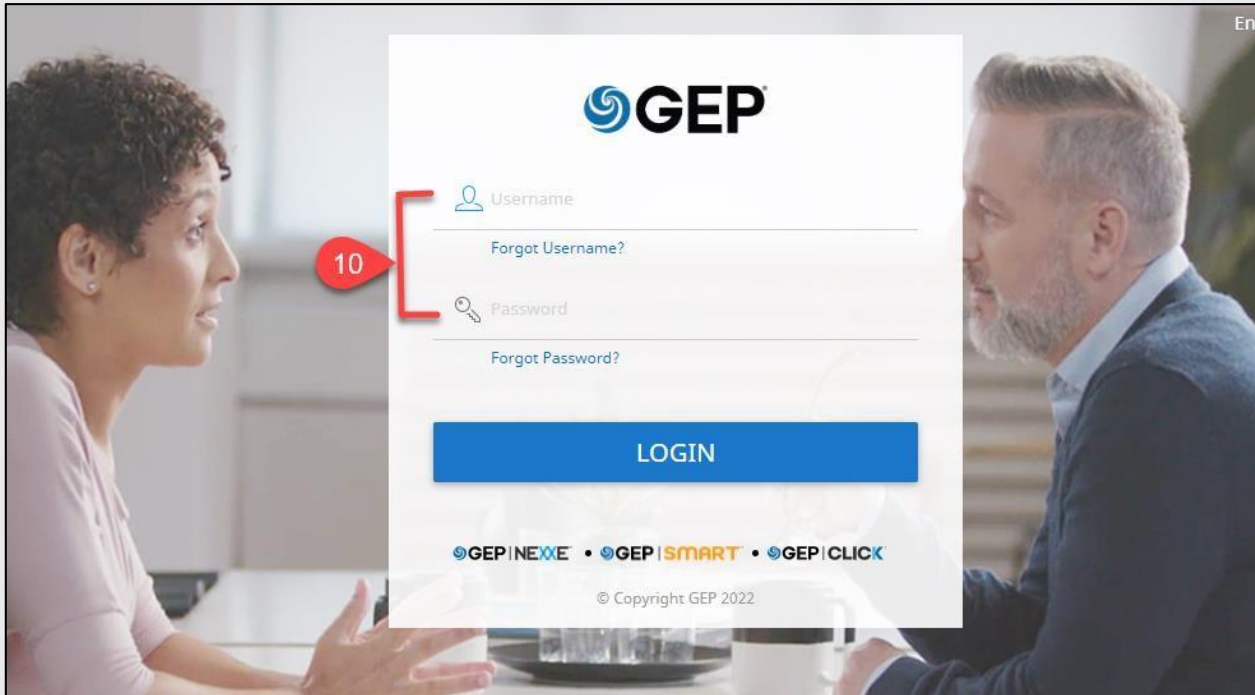
8

Setelah click **Submit**, mohon dapat mengecek inbox pada email yang didaftarkan. System akan mengirimkan email verifikasi dengan Subject “**Action Required**” sebagai tahapan akhir aktivasi akun GEP SMART



9 Setelah mengklik email verifikasi “**Action Required**” yang dikirimkan ke email yang didaftarkan, maka akan muncul notifikasi di atas.

Silakan mengklik “**Click Here**”. Halaman website akan langsung diarahkan ke <https://smart.gep.com/>



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Setelah masuk ke halaman website <https://smart.gep.com/>. Silakan memasukan user name & password yang sudah dibuat sebelumnya

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Jika mengalami kendala terkait aktivasi Akun ini, Silakan menghubungi :

 [digiprocshupstream@pertamina.com](mailto:digiprocshupstream@pertamina.com)

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Link Video Tutorial ★ <https://www.youtube.com/watch?v=moOzVEcUqZk>

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# Terima Kasih



*Ketulusan untuk Melayani*