
3M
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Supplier
&
Profile
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Table of Content

Content	Page Number
Introduction to GEP Business Network	4-5
Supplier Registration	6
Registration via Invitation Email	7-12
Existing Accounts with GEP	13-17
Login in GEP Business Network	18-19
Login Instructions	20-21
Forgot Username	22
Forgot Password	25-27
Supplier Profile Management – Change Management	28
Section Visibility by Relationship Type	30
Changes to Supplier Profile - Overview	31
Supplier Profile – How to navigate to Supplier…	32
Supplier Profile – Edit Profile	33
Supplier Profile – Basic Details	34

Table of Content

Content	Page Number
Supplier Profile – Identification Information	35
Supplier Profile – Business Information	36
Supplier Profile – Contact Information	37
Supplier Profile – Contact Mapping	38
Supplier Profile – Location	39-44
Supplier Profile – Certificate	45
Supplier Profile – Onboarding Details	46
Supplier Profile – Notes and Attachment	47-53
Supplier Profile – Banking Information	54-55
Supplier Profile – Related Content	56
Supplier Profile – Discussion Forum	57-58
Supplier Profile – Submit profile/changes	60
Supplier Profile – Change Request Approval	61-63

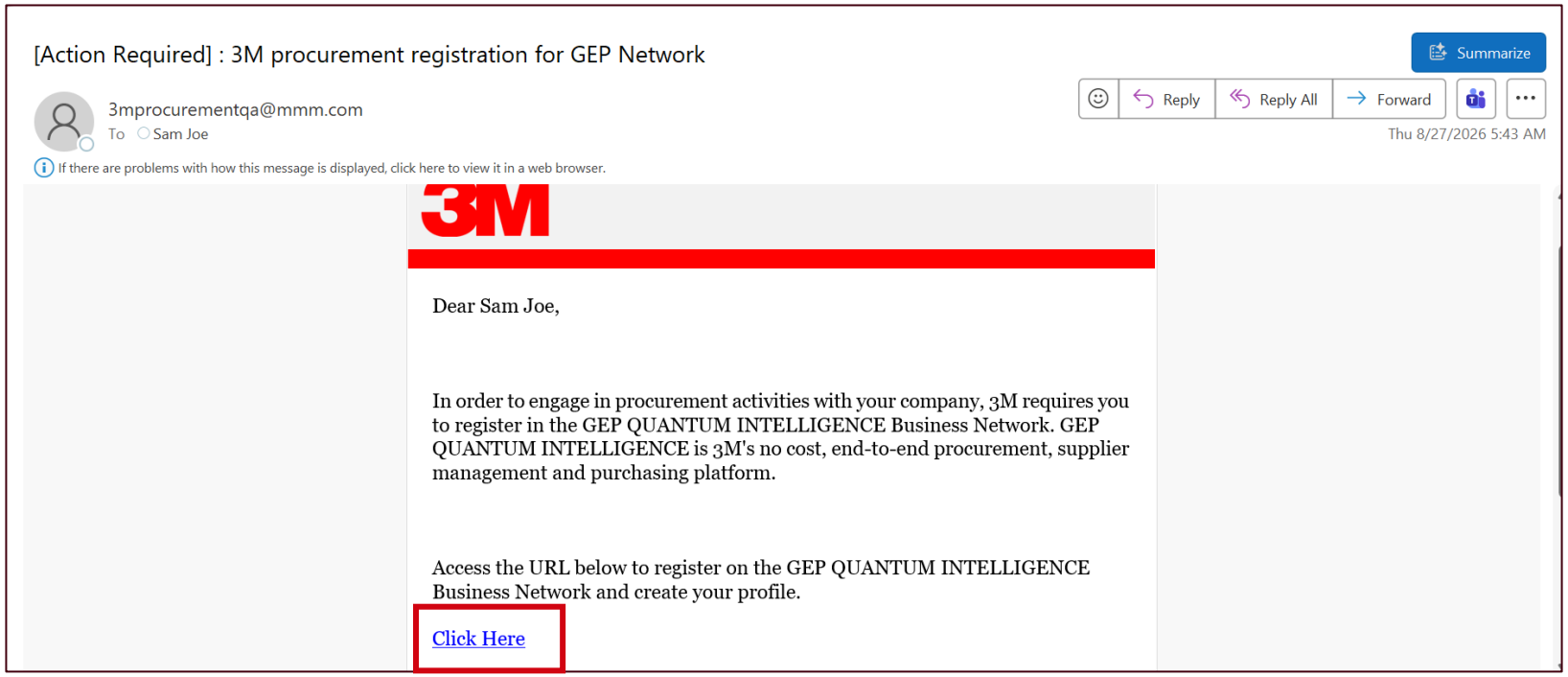
Introduction to GEP Business Network- Overview

Introduction to the GEP Business Network

- The GEP Business Network is a secure online platform that 3M uses to work with its suppliers — one place to manage sourcing events, proposals, onboarding, contracts, and offboarding tasks.
- Instead of emails, spreadsheets, or disconnected systems, everything is handled in a single, centralized platform, making the process clearer, more efficient, and easier to track for both 3M and its suppliers. Registration and use of the platform are free of charge.
- By joining the GEP Business Network, you can respond to sourcing events and submit proposals, view and manage contracts and risk forms, track the status of your submissions in real time, and complete required compliance and risk forms.
- Note: Some topics are not in scope of the Aug'26 go-live, like responding to risk forms and creating tickets — though suppliers can view and respond to assigned tickets. From the next phase, suppliers can also use GEP to manage P2O processes such as Purchase Order acknowledgement, Advance Shipment Notification (ASN), and invoice sharing.

Supplier Registration

Registration via Invitation Email



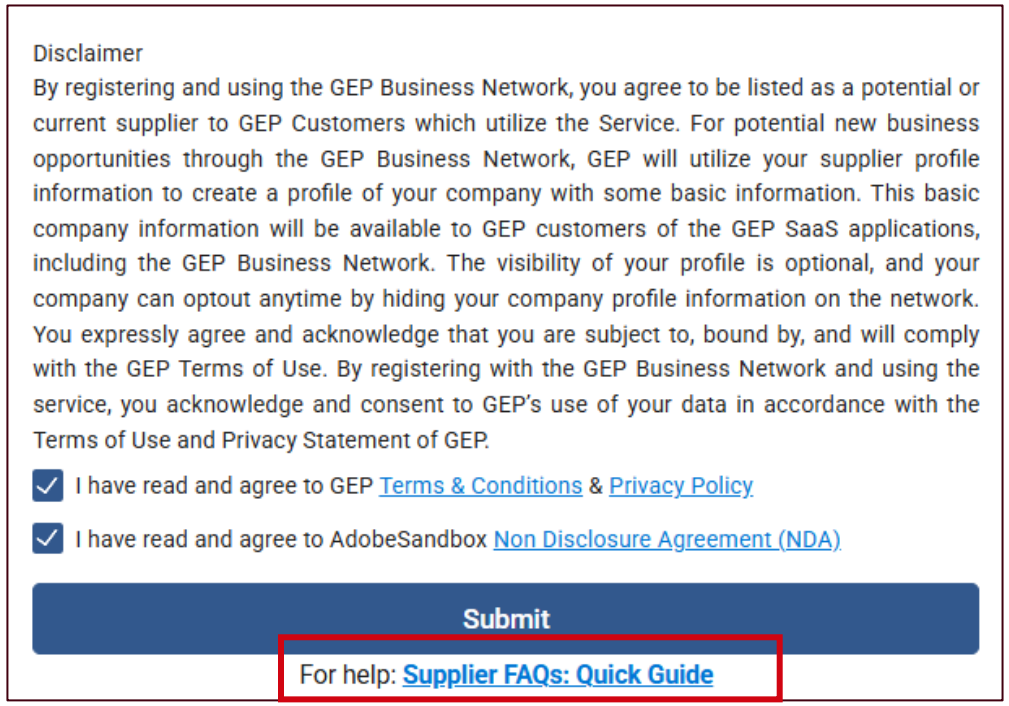
- Refer to the invitation email containing the link to register for GEP. Select Click Here to access the registration portal.

Registration via Invitation Email



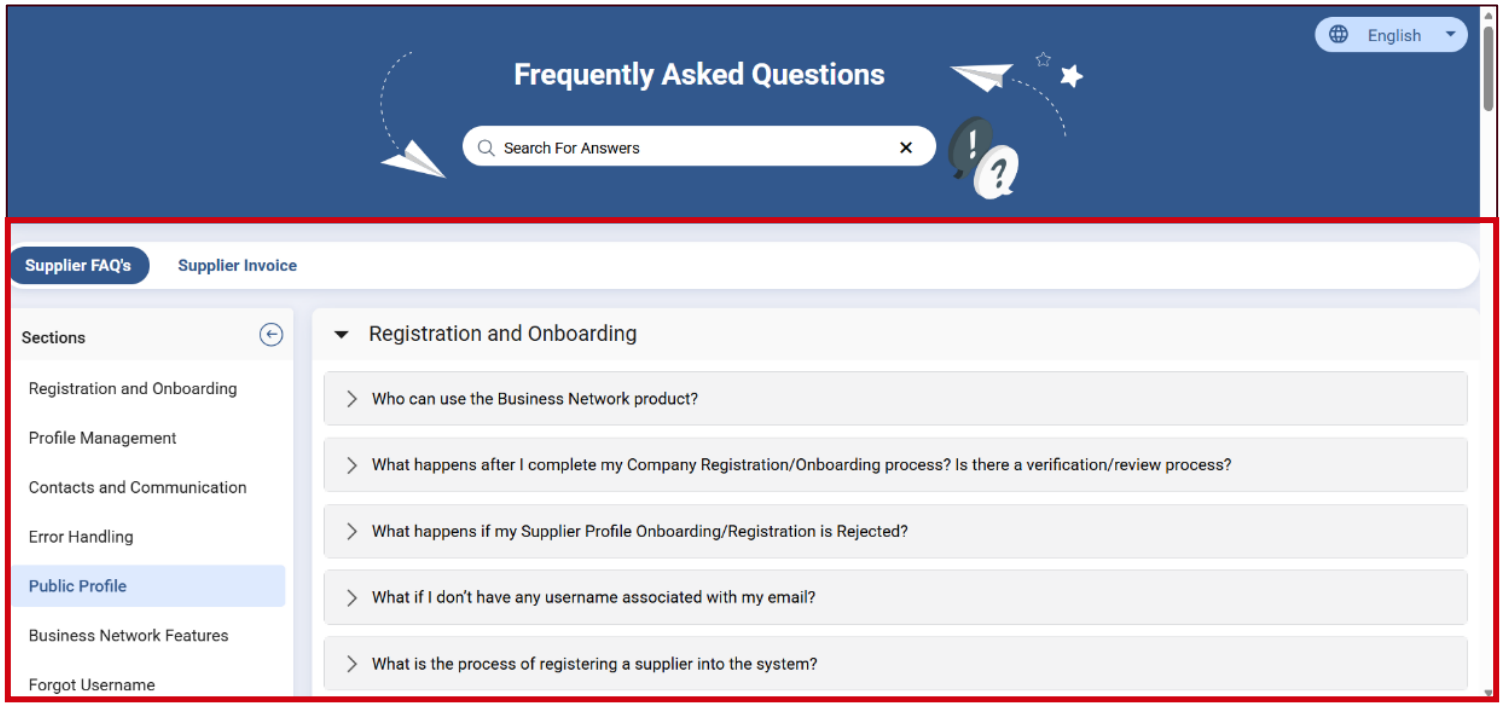
- Enter the required details — the highlighted fields must be completed to register.
- Review the disclaimer carefully. The Terms & Conditions, Privacy Policy, and Non-Disclosure Agreement (NDA) are provided as hyperlinks that open in a new browser tab.

Registration via Invitation Email



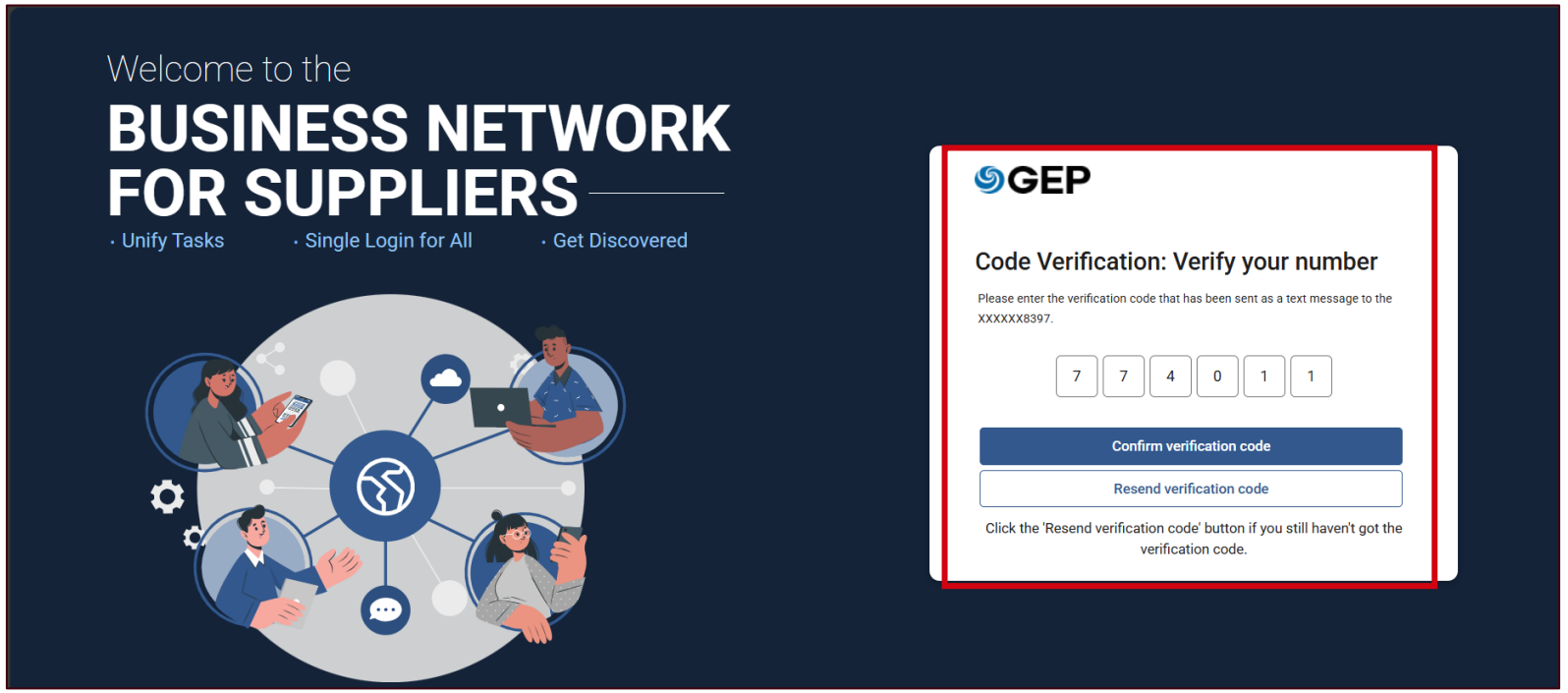
- Click Supplier FAQs: Quick Guide for additional resources to assist with the registration process.

Registration via Invitation Email



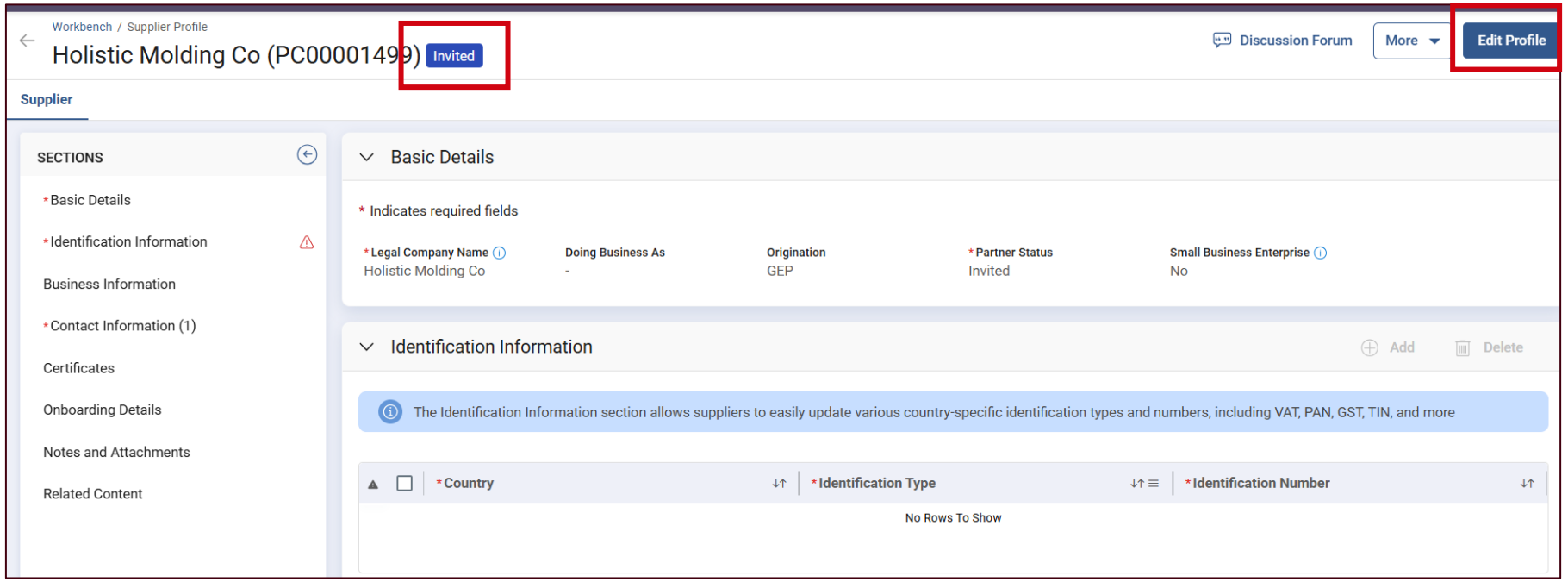
- The Frequently Asked Questions (FAQ) page opens in a new browser tab, providing practical guidance and answers to common questions on registration, profile management, and system functionality.

Registration via Invitation Email



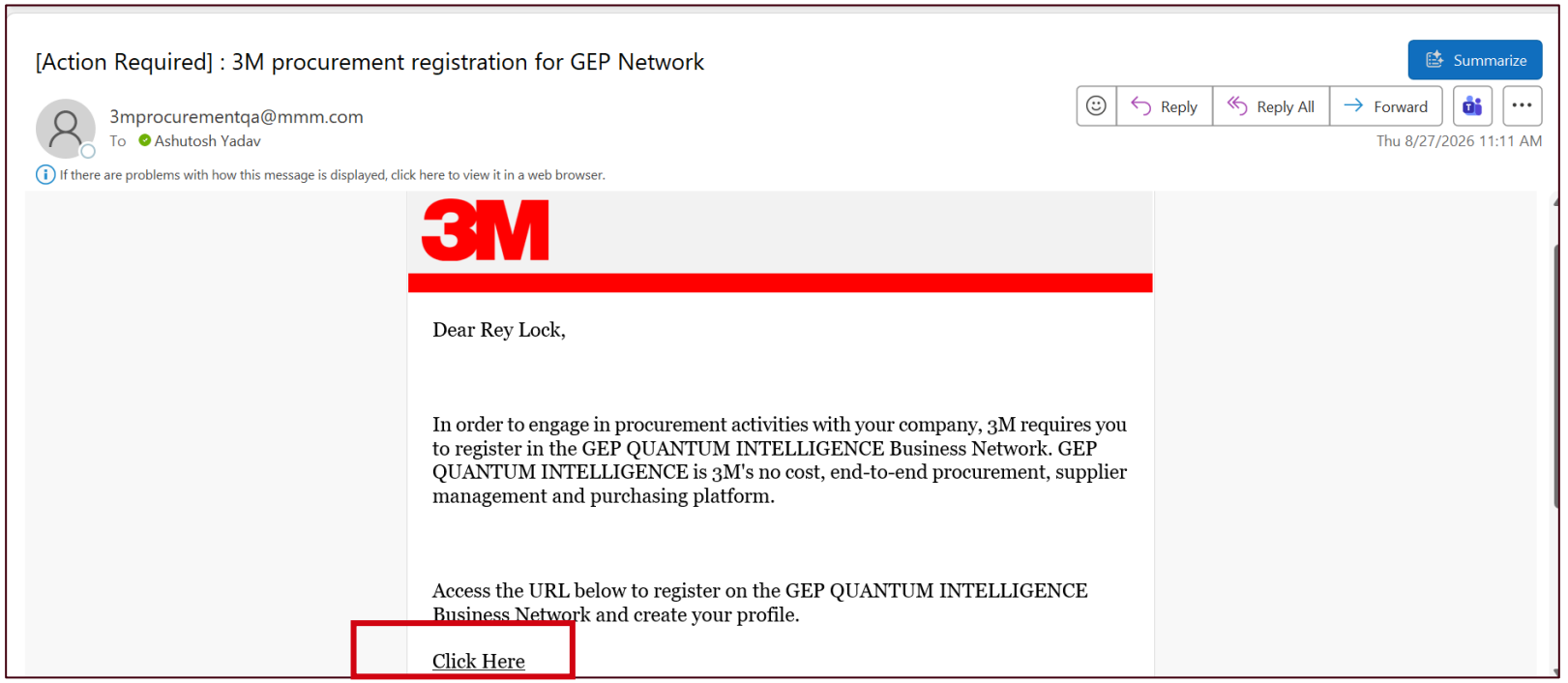
- After submitting your registration, a verification code is sent to your registered mobile number. Enter the six-digit code and select Confirm Verification Code.

Registration via Invitation Email



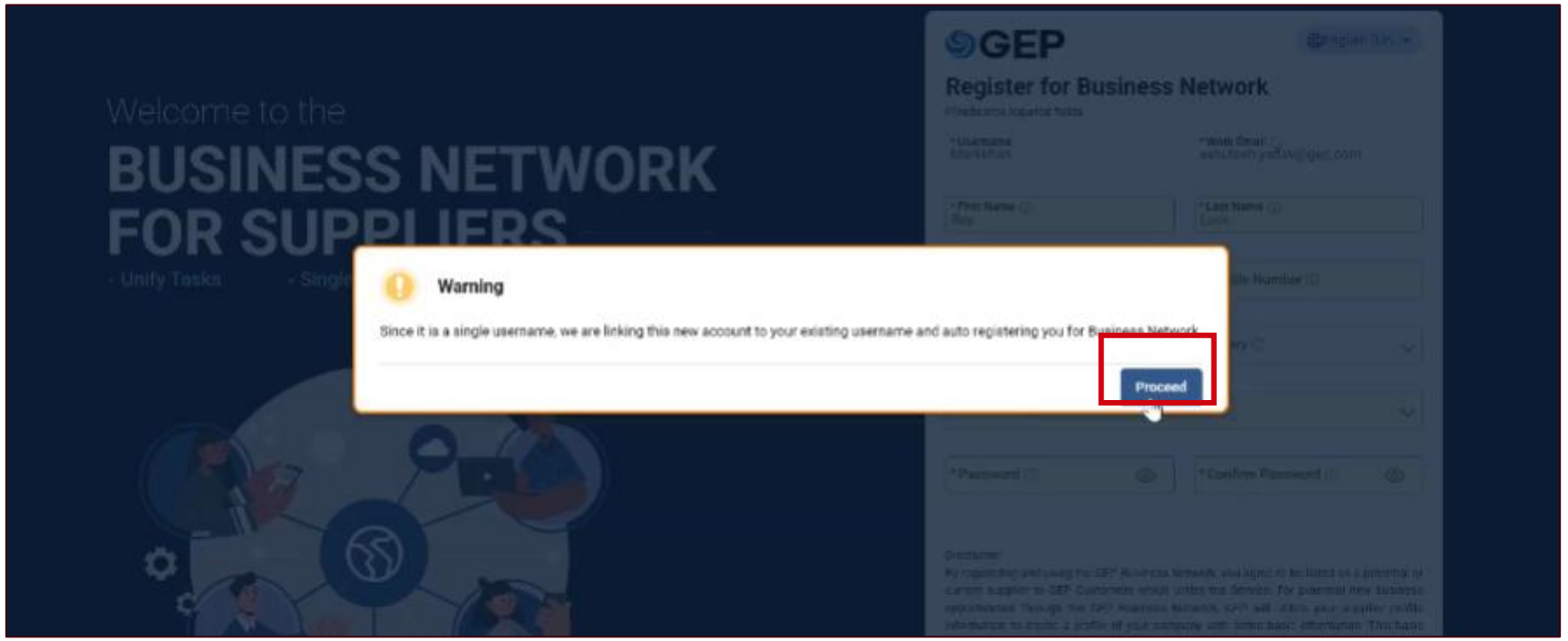
- Once verification is complete, your supplier profile opens in Invited status. Click Edit Profile to review and edit your supplier profile.
- Note: Both Supplier and Buyer (3M) must fill in all mandatory fields — the profile can only be submitted once complete, changing the status from Invited to GEP Registered.

Existing Accounts with GEP



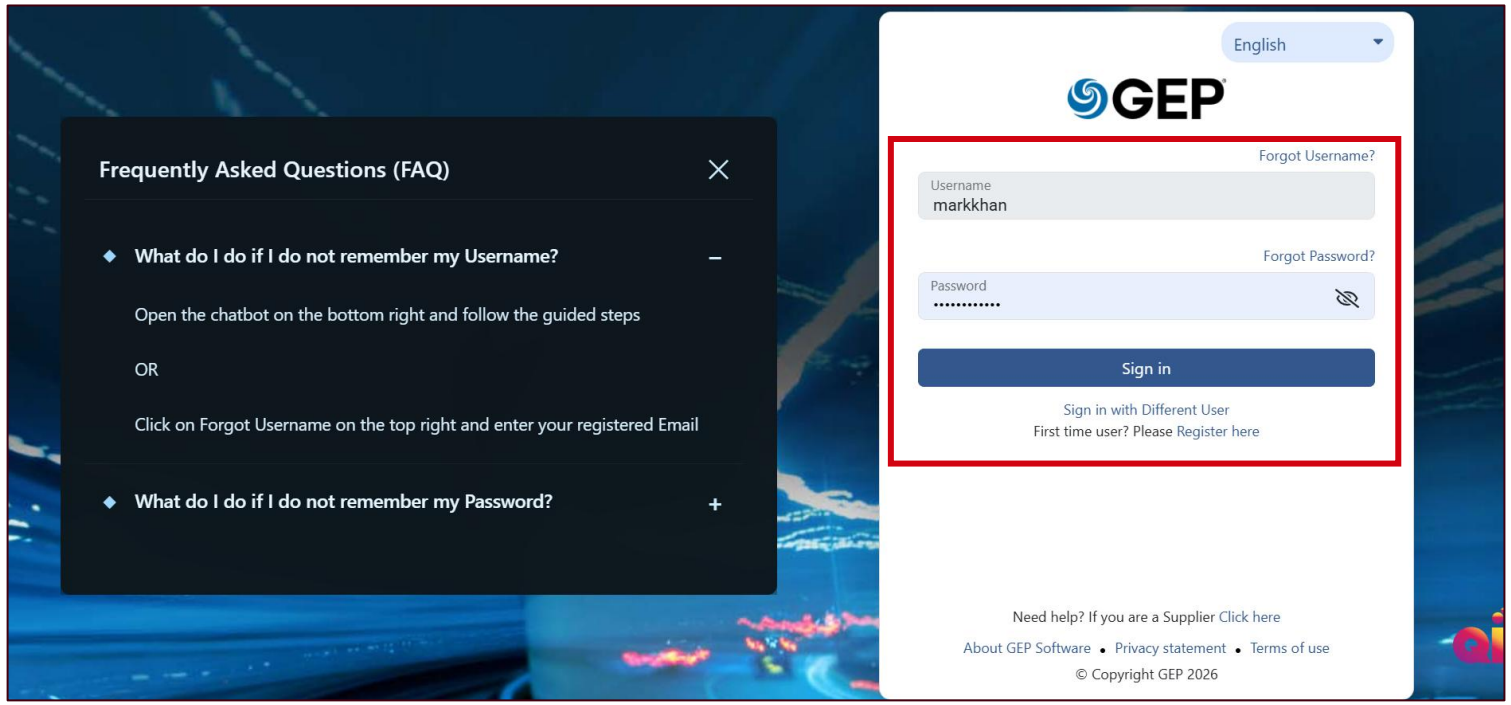
- When your supplier profile is created in GEP, you receive an email notification to register. Select the hyperlink in the email.

Existing Accounts with GEP



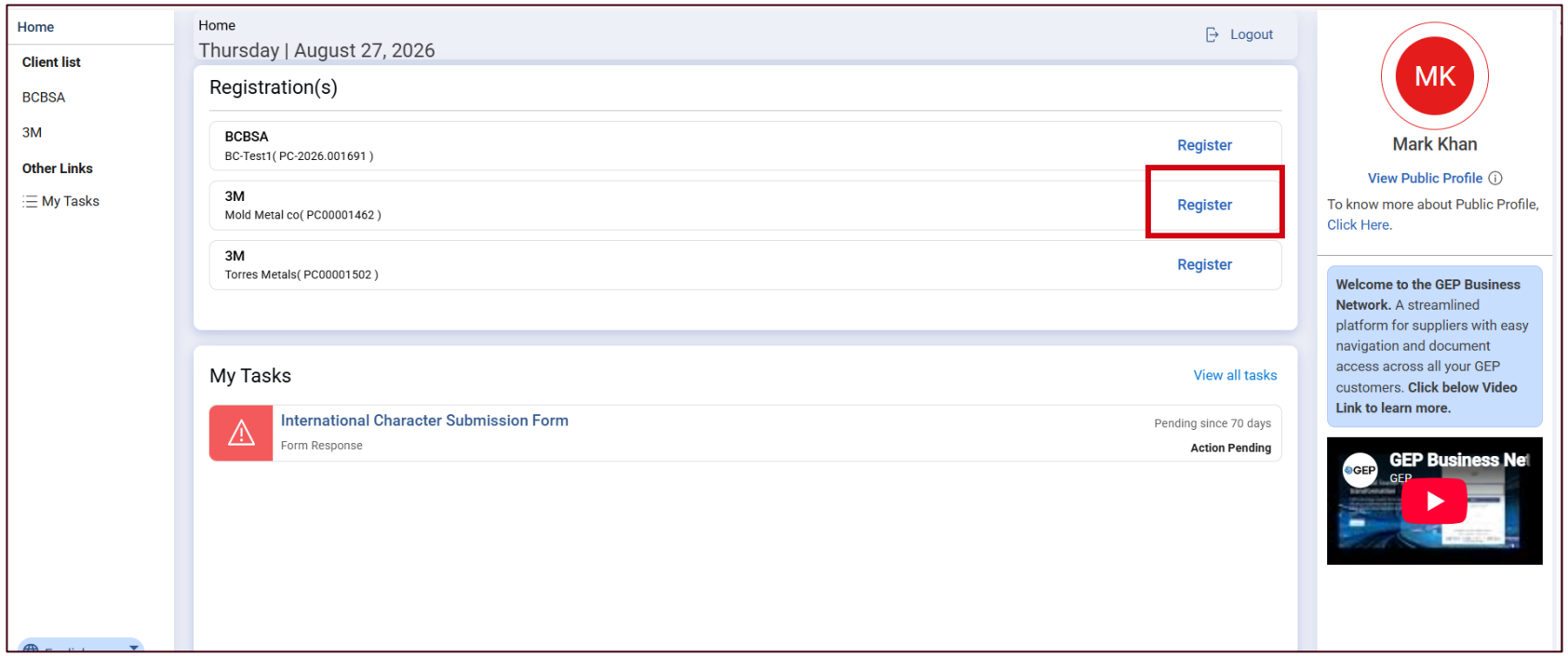
- When you open the registration link in your browser, a message notes that since it's a single username, the new account will be linked to your existing username and you'll be auto-registered for Business Network.

Existing Accounts with GEP



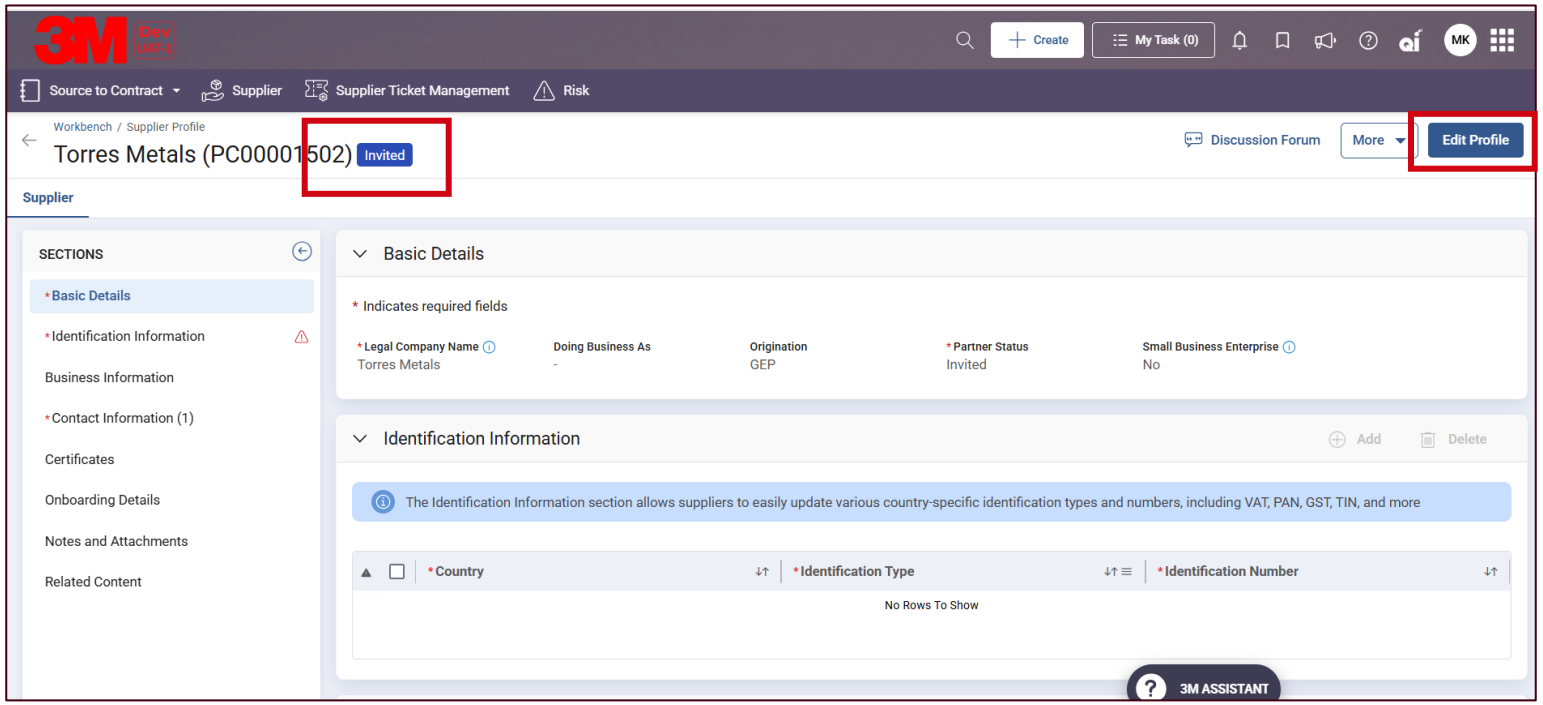
- Log in using your existing user ID and password.

Existing Accounts with GEP



- Open the registration link mapped to the 3M client.

Existing Accounts with GEP



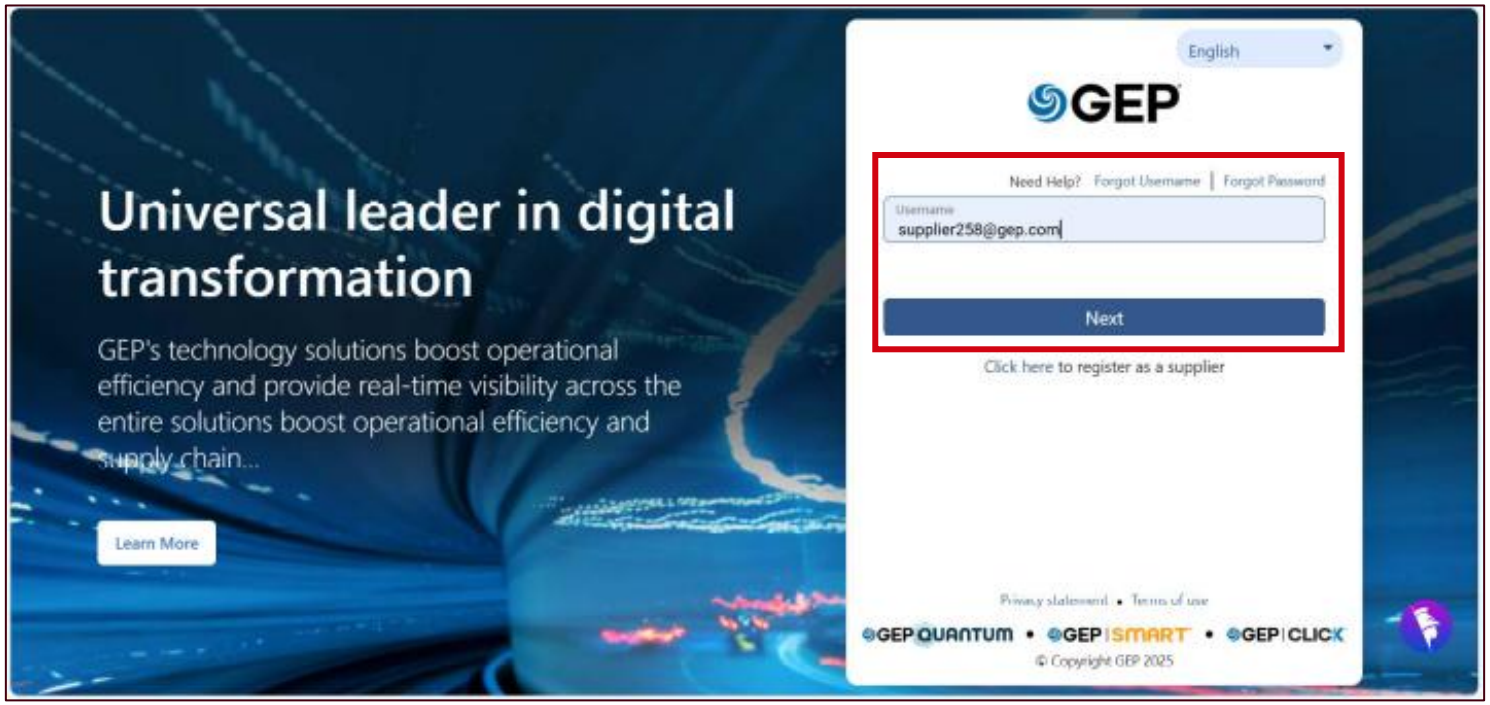
- Your supplier profile opens in Invited status. Click Edit Profile to review and edit your supplier profile.
- Note: Both Supplier and Buyer (3M) must fill in all mandatory fields before the profile can be submitted, changing the status from Invited to GEP Registered.

Login in GEP Business Network

Logging into GEP

- Log in to GEP using your registered credentials to access your profile and dashboard.
- Your profile includes company details, tax information, compliance documents, and banking data.
- The dashboard lets you update profile and company information, participate in and manage sourcing events, and maintain compliance requirements.

Login Instructions



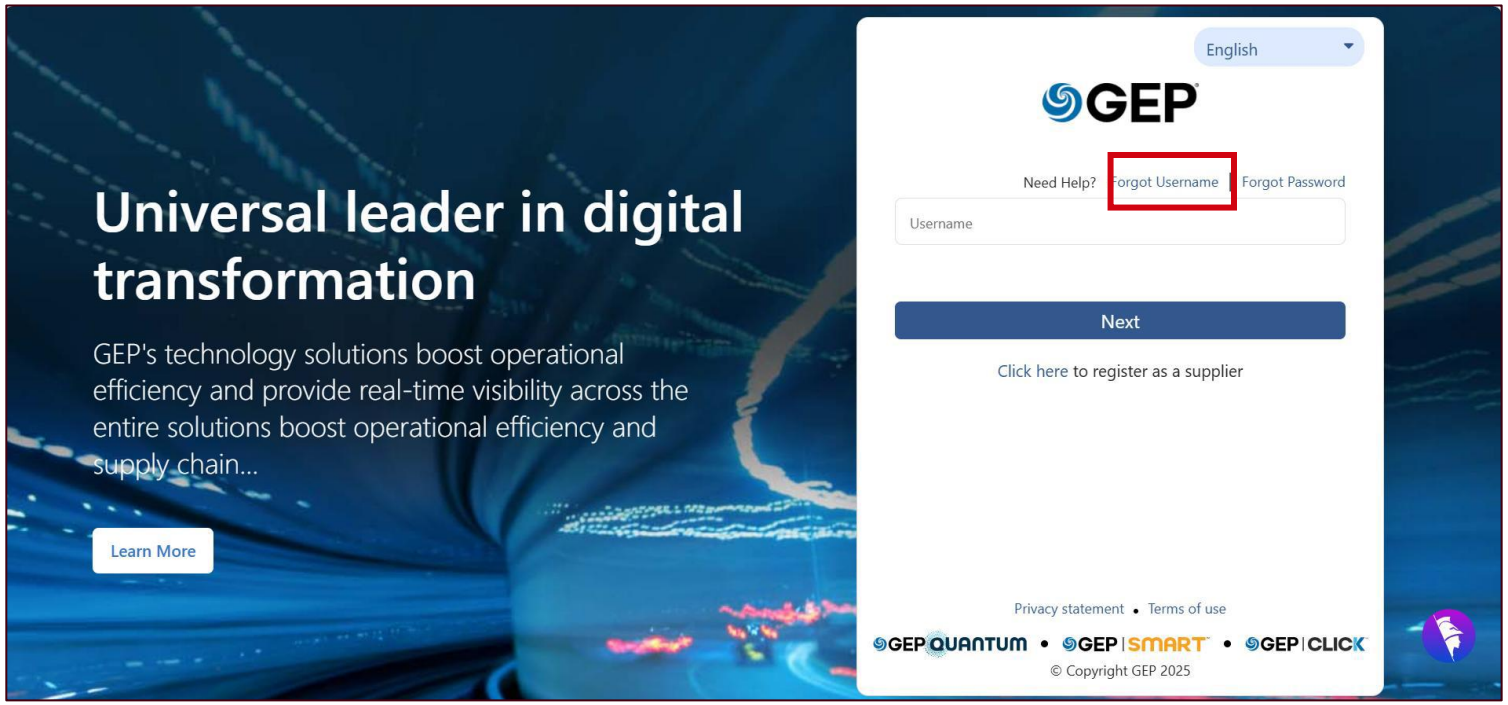
- Access the link provided by your 3M Supplier Manager and enter your username to log in to GEP.

Login Instructions



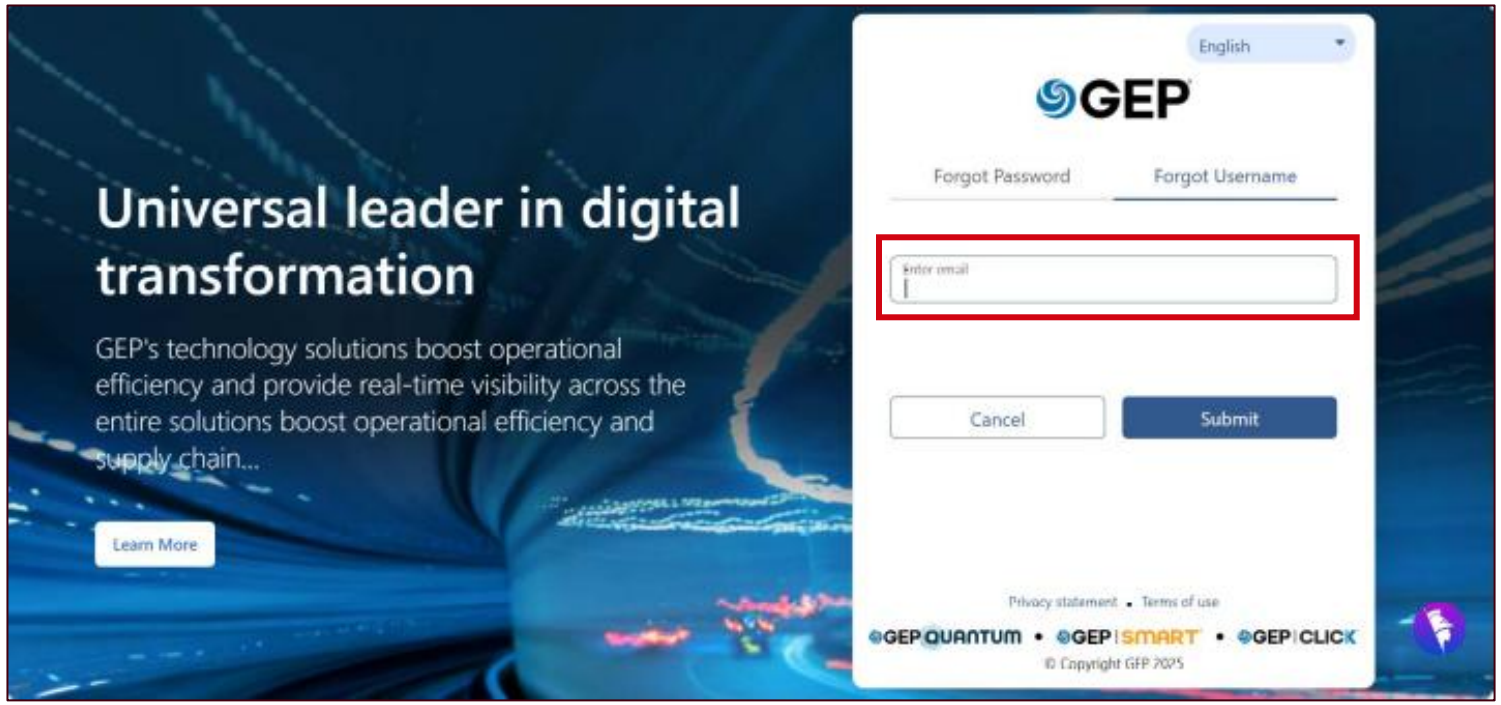
- Enter your password and click Sign in.

Forgot Username



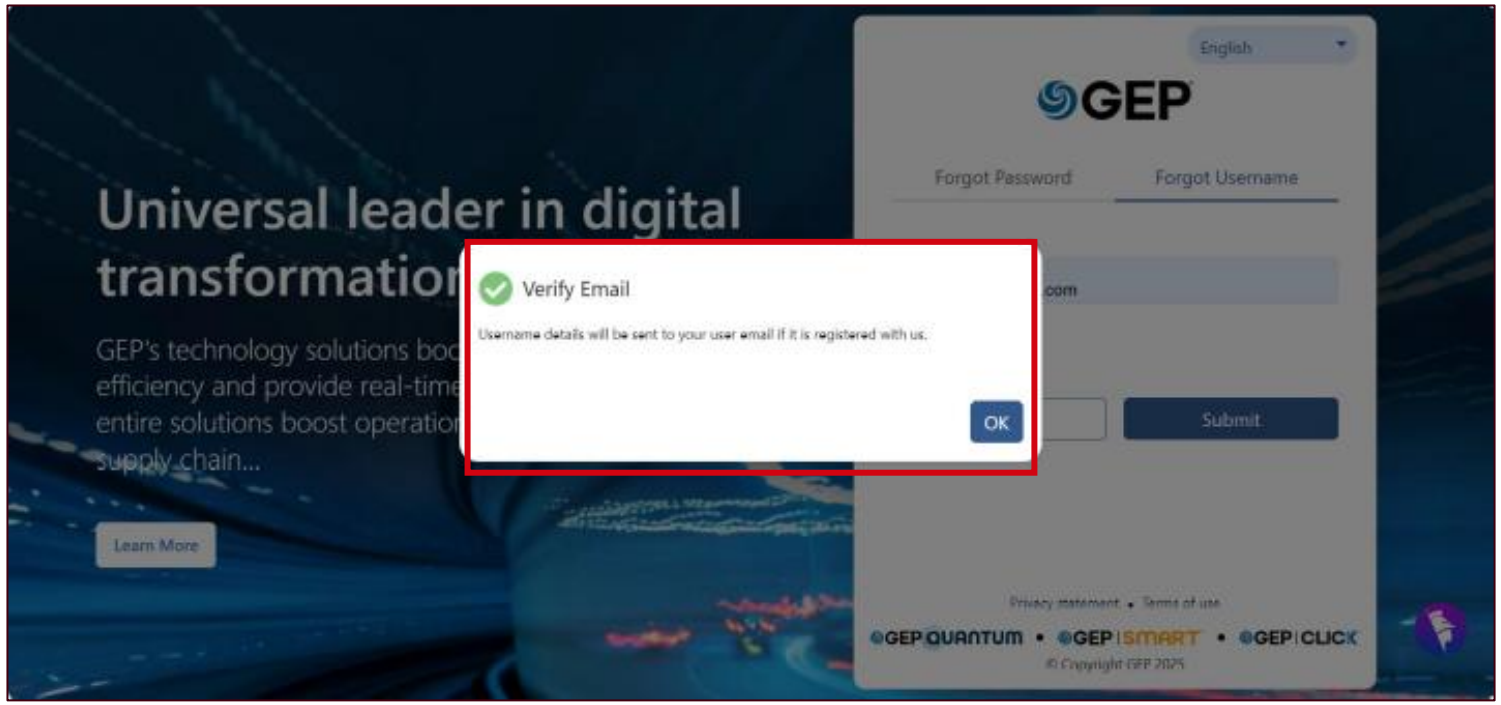
- Click Forgot Username on the login screen.

Forgot Username



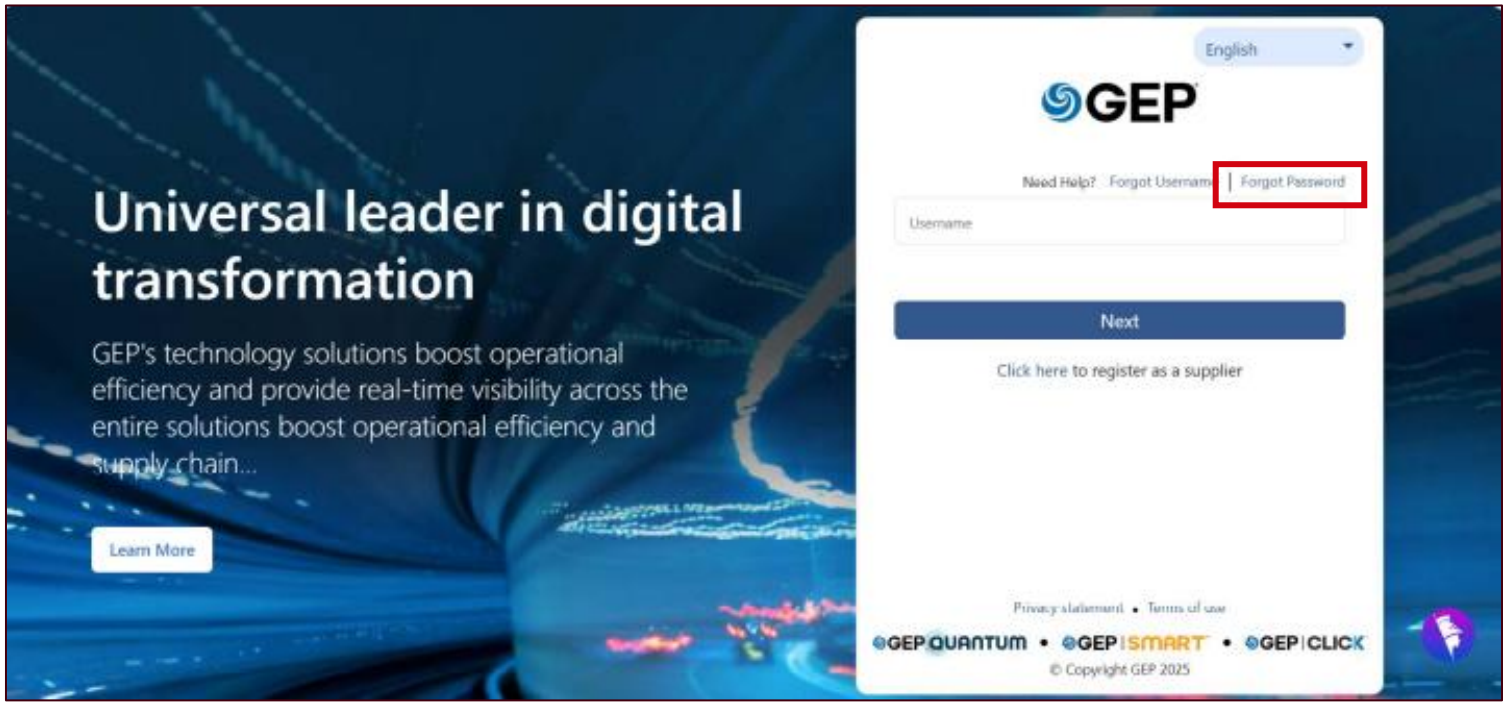
- Enter your registered email address and click Submit to retrieve your username.

Forgot Username



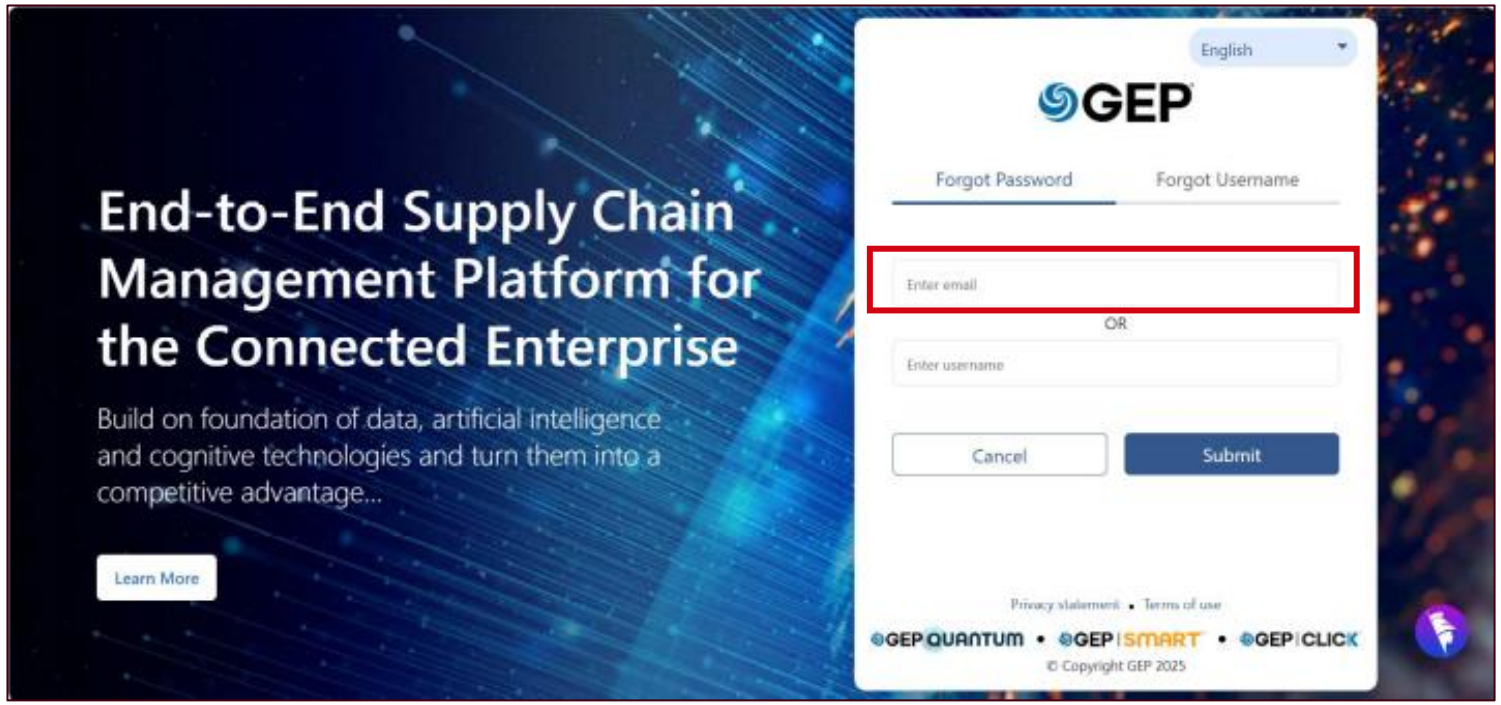
- The system triggers a username retrieval email to your registered email address.
- Note: If you don't see the email in your inbox, check your Spam or Junk folder.

Forgot Password



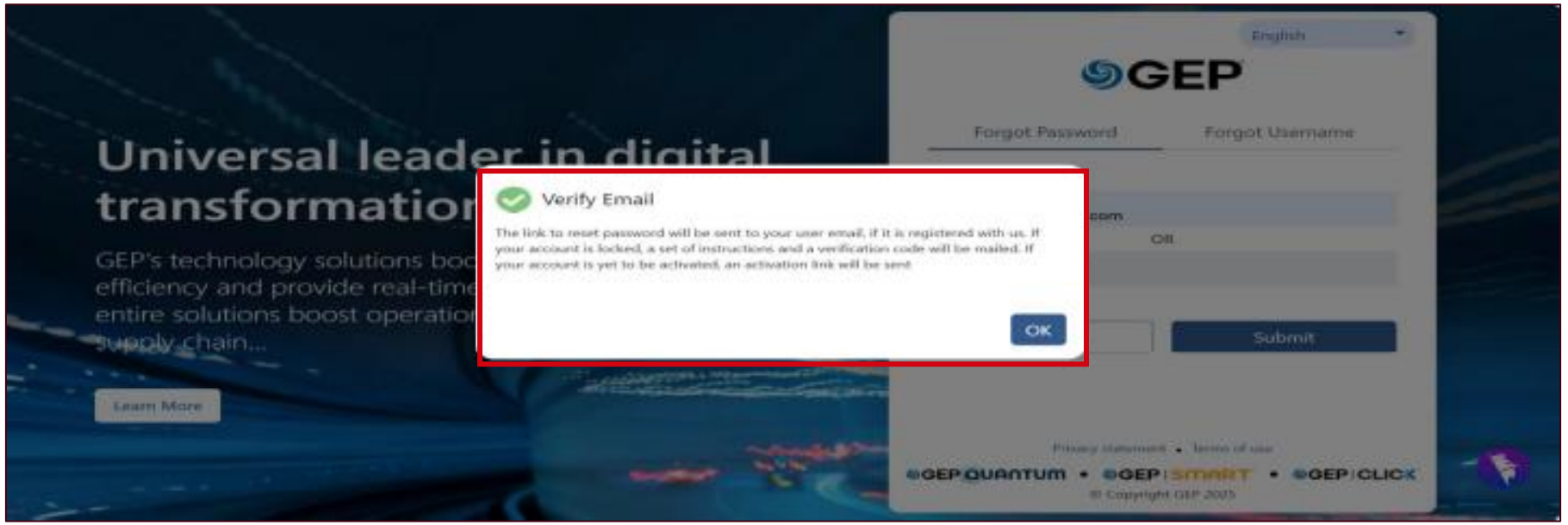
- Click Forgot Password on the login screen.
- Resetting your password is secure and fully automated — for added security, you may be required to complete multi-factor authentication (MFA) during the reset process.

Forgot Password



- Enter your registered email or username and click Submit.

Forgot Password



- You will receive an email to reset your password.

Supplier Profile Management – Change Management

Supplier Profile Management

- Supplier Profile Management is a core feature that simplifies and centralizes supplier information, enabling seamless collaboration with 3M.
- Through a secure, cloud-based platform, suppliers can create a comprehensive profile that highlights their capabilities, certifications, and compliance credentials.
- The sections a Supplier can view depend on the relationship type — see the visibility matrix on the next page.

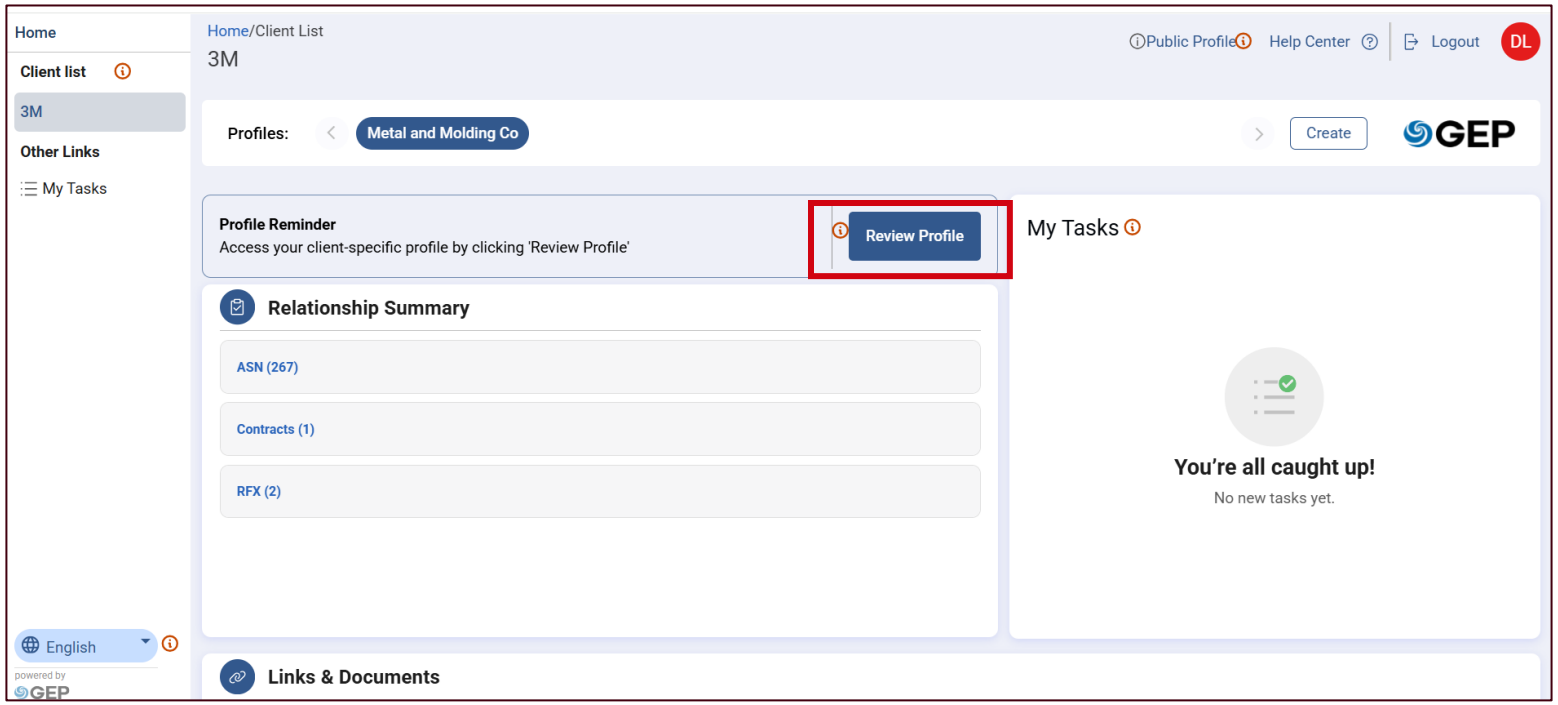
Section Visibility by Relationship Type

Sections	Lite Onboarding	Full Onboarding	Payee	Intercompany Vendor
Basic Details	Yes	Yes	Yes	Yes
Contact Information	Yes	Yes	Yes	Yes
Identification Information	Yes	Yes	Yes	Yes
Certificates	Yes	Yes	Yes	Yes
Business Information	Yes	Yes	Yes	Yes
Banking	No	Yes	Yes	Yes
Location > Location Details	No	Yes	Yes	No
Location > Address	No	Yes	Yes	No
Location > Roles & Contacts	No	Yes	Yes	No
Notes and Attachments	Yes	Yes	Yes	Yes
Related Content	Yes	Yes	Yes	Yes
Onboarding Details	Yes	Yes	Yes	Yes

Changes to Supplier Profile - Overview

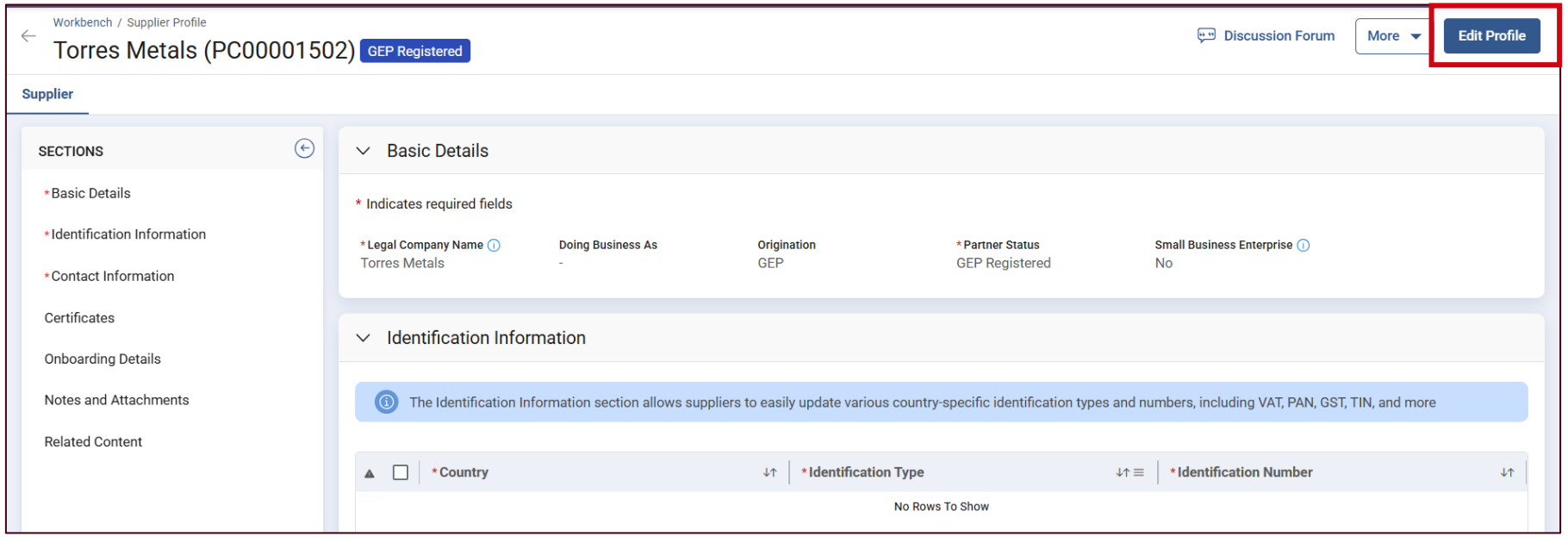
- When specific profile details are updated, the changes are automatically submitted as a Change Request and must be approved before taking effect.
- Changes in these sections require 3M's approval before they reflect on the Supplier's profile: Basic Details, Identification Information, Location (Location Details, Address, Roles & Contacts), Certificate, Banking Information, Business Information, and Contact Information.
- Approval is not required for changes to: Notes and Attachments, Onboarding Details (non-editable), and Related Content (non-editable).

Supplier Profile – How to navigate to Supplier profile



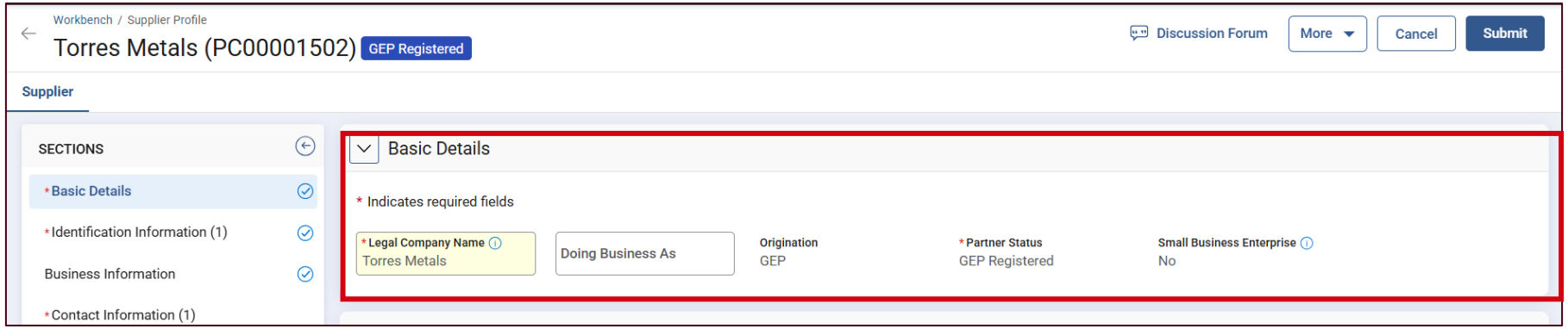
- From the Supplier Landing Page, click the Review Profile button to access your Supplier Profile.

Supplier Profile – Edit Profile



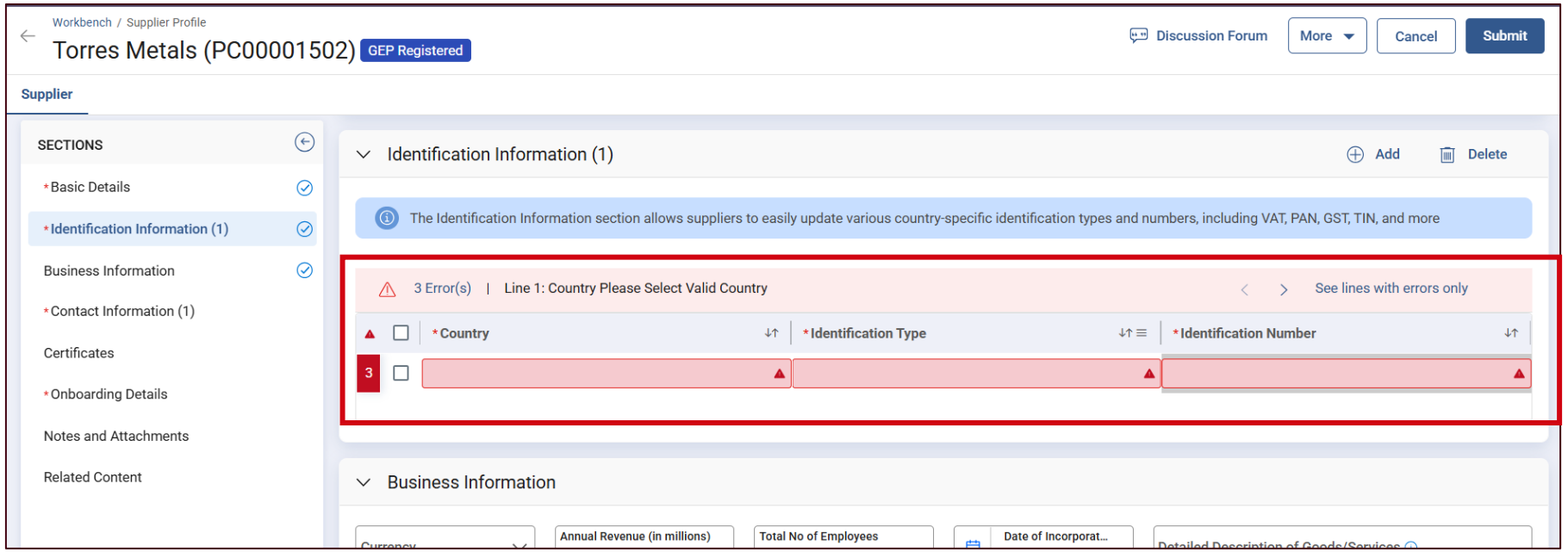
- Click the Edit Profile button in the top-right corner to update your profile information.
- Note: Some fields are read-only and can only be updated by 3M. Fields marked with an asterisk (*) require your update, and fields highlighted in yellow are fields you can edit.

Supplier Profile – Basic Details



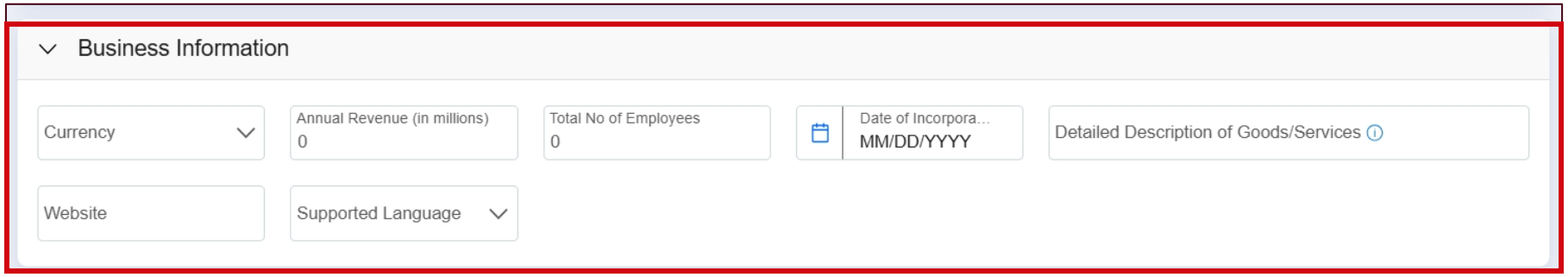
- **Basic Details** — update the highlighted fields and make sure your information is up to date.

Supplier Profile – Identification Information



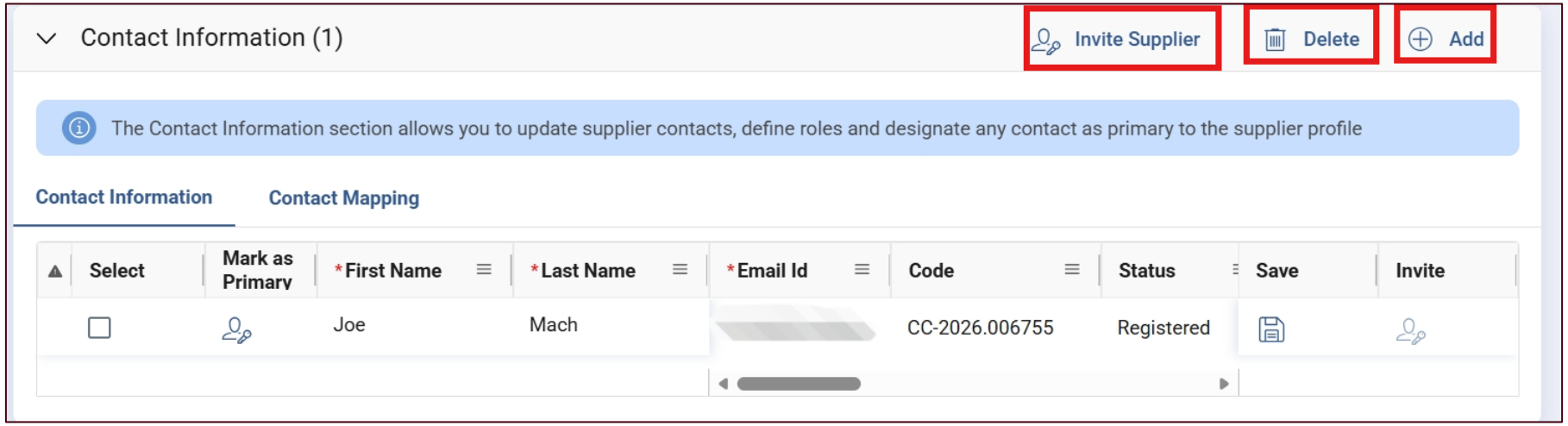
- **Identification Information** is a mandatory section and must be completed accurately. Click Add — the Identification Type varies depending on the country selected.

Supplier Profile – Business Information



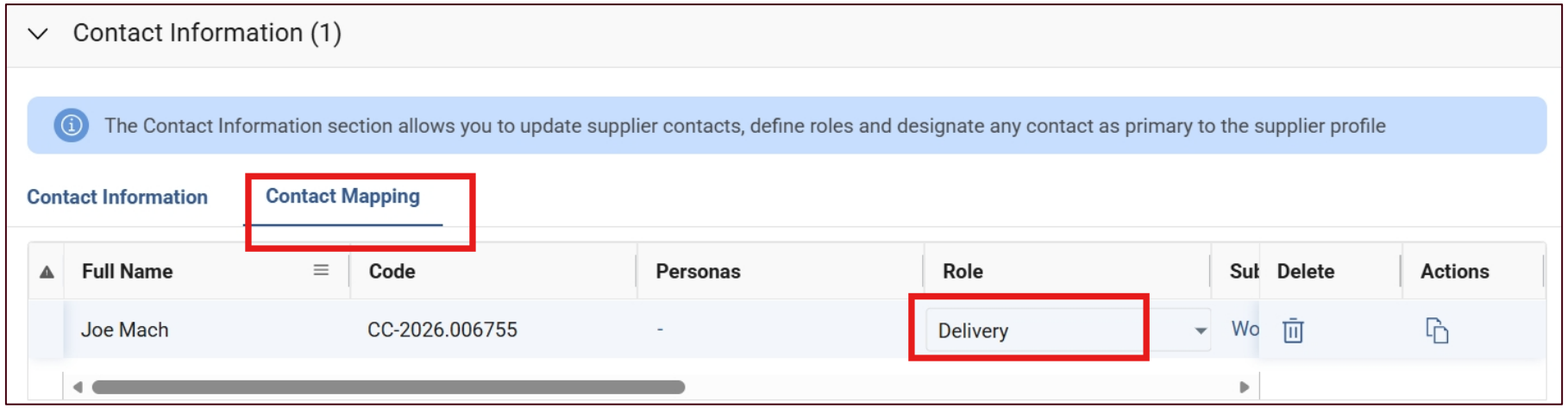
- **Business Information** — enter or select the Supplier's business information. These are generic details typically filled in by the 3M Supplier contact.

Supplier Profile – Contact Information



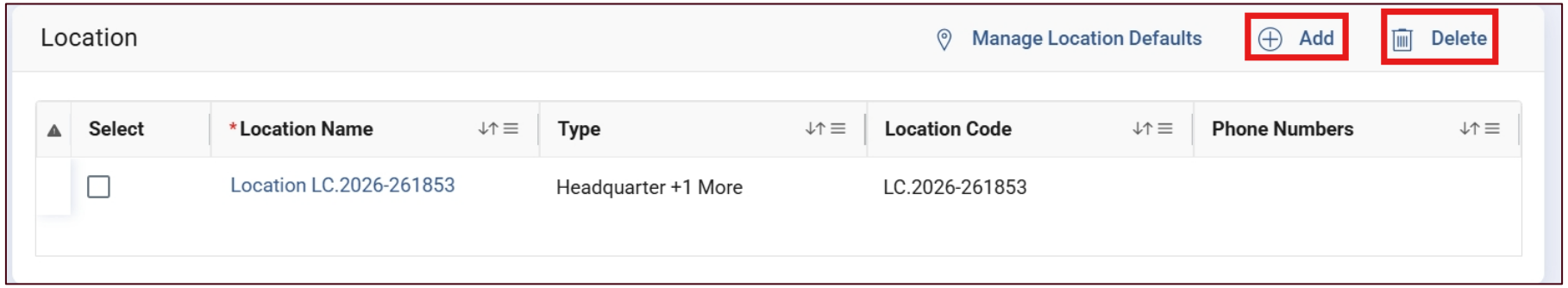
- **Contact Information** — shows Supplier points of contact (email, phone, title) for efficient communication. Every profile needs at least one primary contact; additional contacts can be added as secondary.

Supplier Profile – Contact Mapping



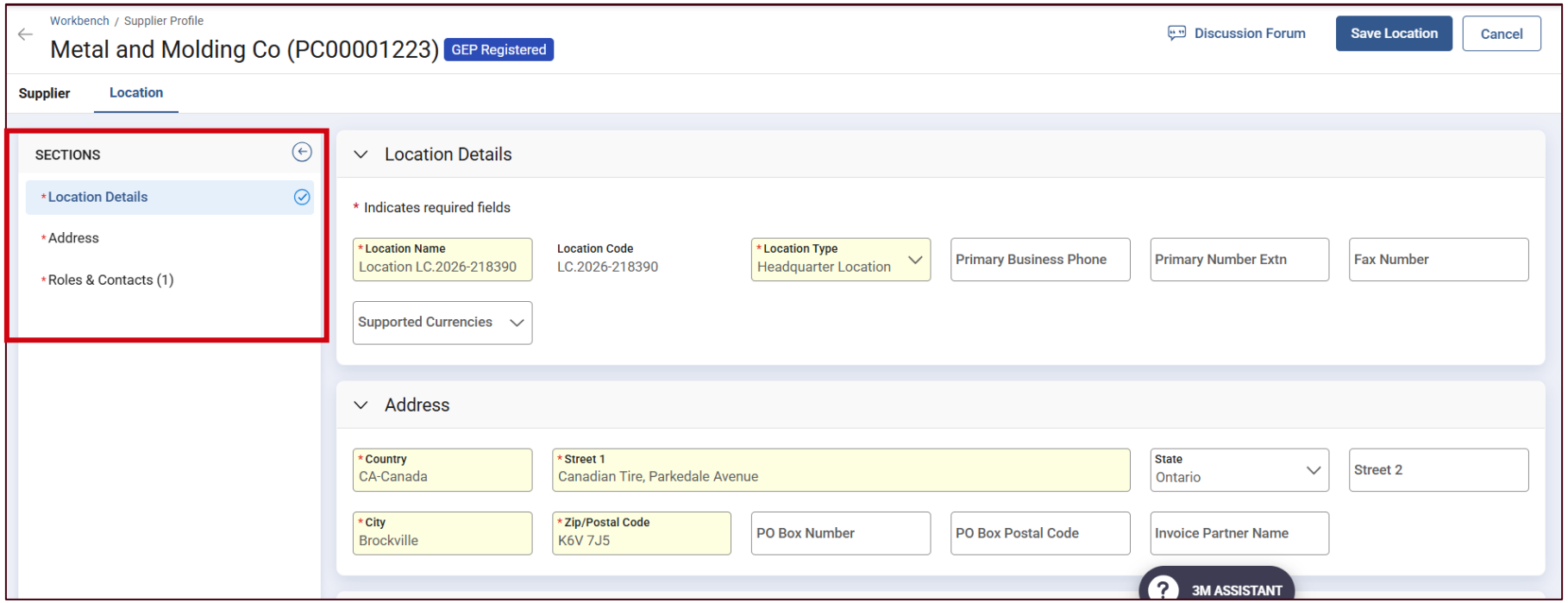
- **Contact Mapping** — map Supplier contacts to different 3M roles, helping assign contacts to the right assignments, such as Accounts Receivable or Delivery.
- Note: When making changes to the profile, Supplier must first submit the changes and get the newly added contact approved by 3M before sending invitations.

Supplier Profile - Location



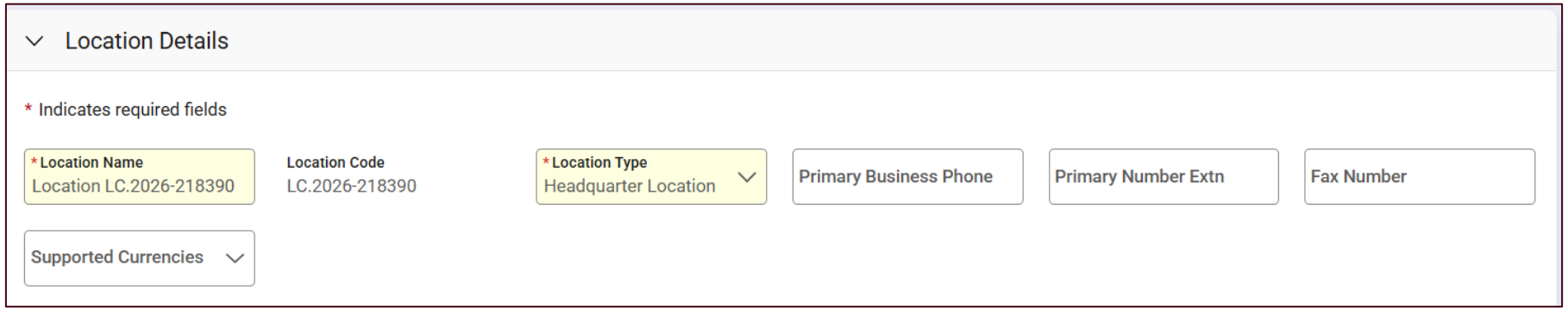
- **Location** — the central place for managing Supplier sites, plants, or offices, each with independent transactional and compliance information. Subsections: Location Details, Address, and Roles & Contact.

Supplier Profile – Location | Add Location



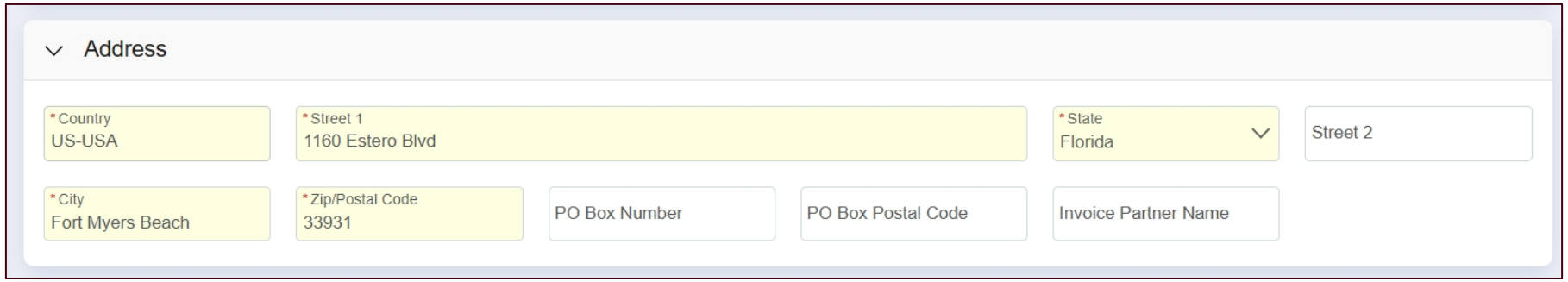
- Click **Add Location** to navigate to the Locations tab, then click each section shown to add or update information.

Supplier Profile – Location | Location Details



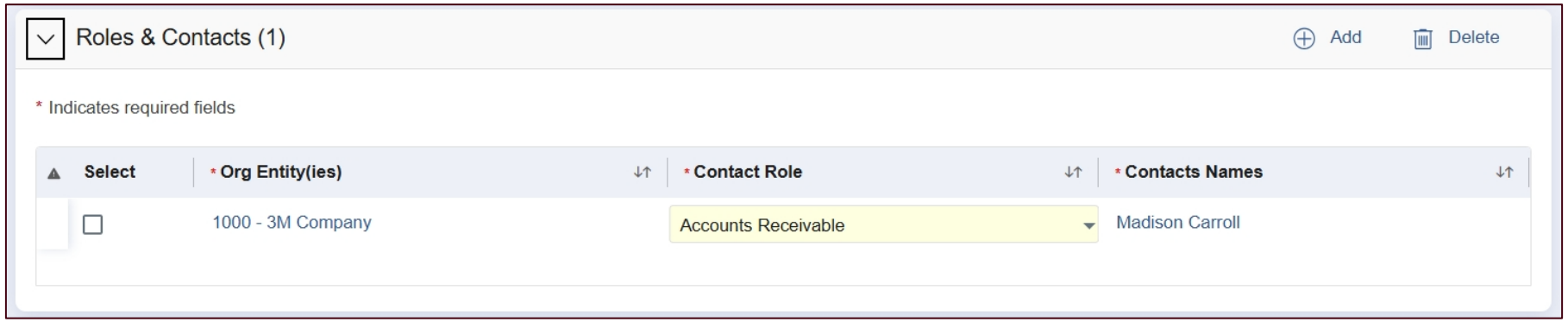
- **Location Details** — this section contains mandatory Supplier location-related information; select or enter information in each field.

Supplier Profile – Location | Address



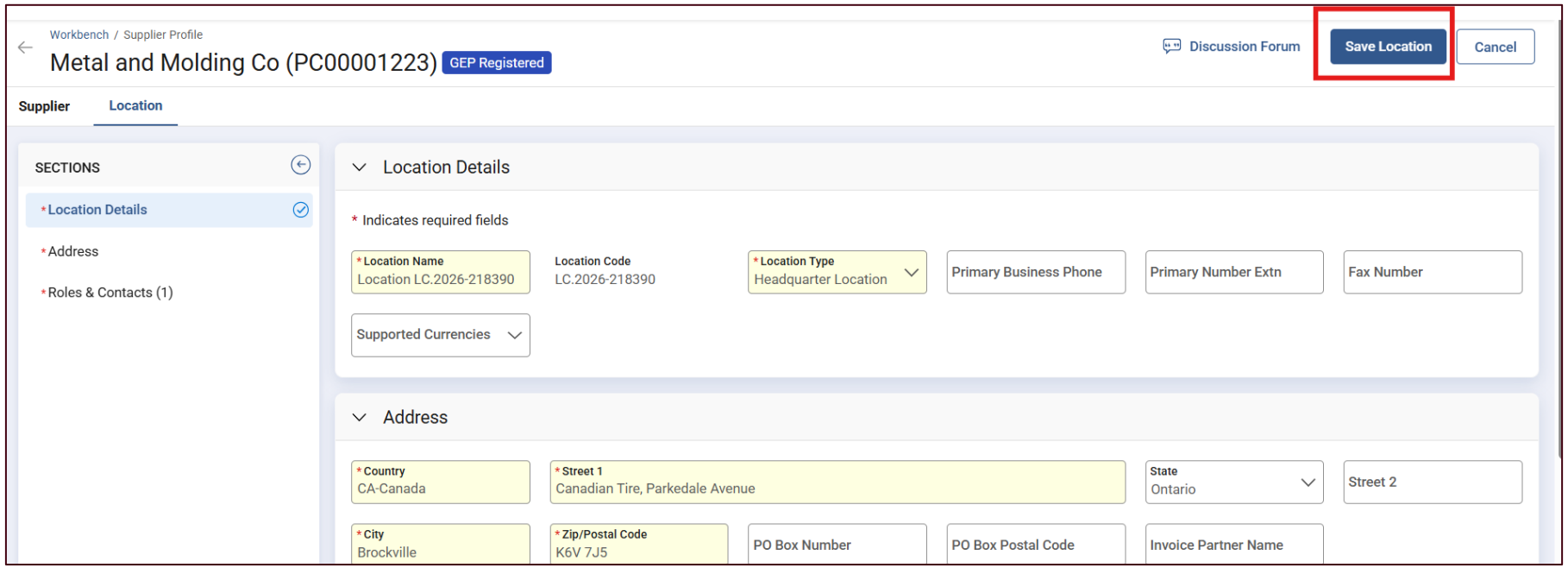
- **Address** — enter the Supplier's physical and mailing address, required for logistics and tax documentation, such as City, Country, and Zip Code.

Supplier Profile – Location | Roles and Contacts



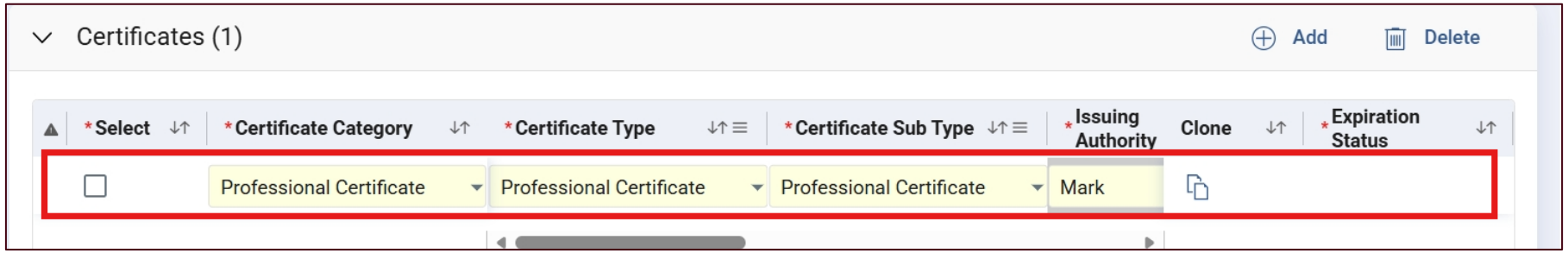
- **Roles and Contacts** — specify the Supplier point of contact and role assigned to a location, such as Plant Manager or Invoicing Contact. You can also add Role and Contacts here.

Supplier Profile – Location | Save Location



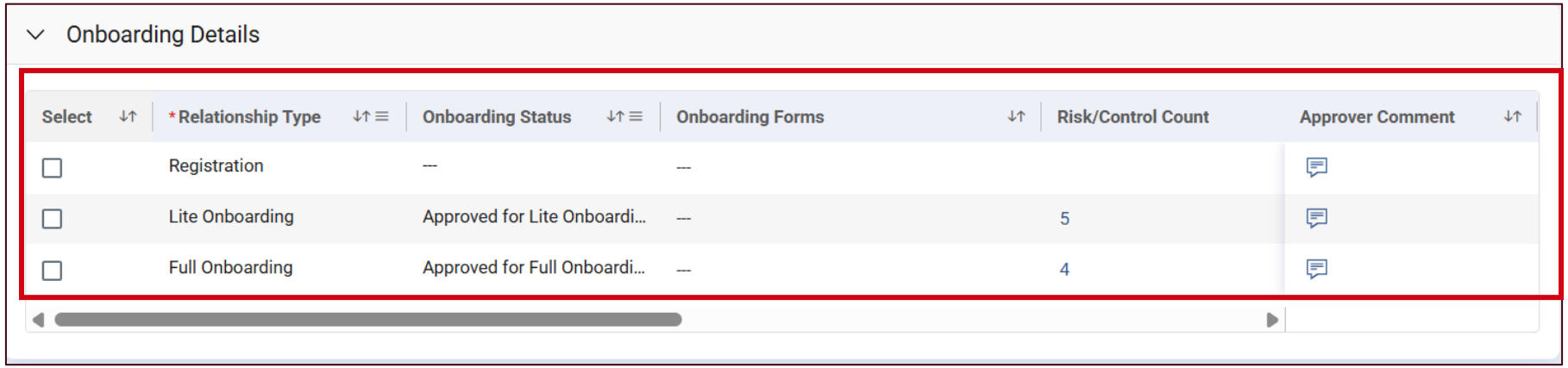
- Once location information is filled out, click **Save Location.** You'll return to the Supplier Profile page to fill in other onboarding details.

Supplier Profile - Certificates



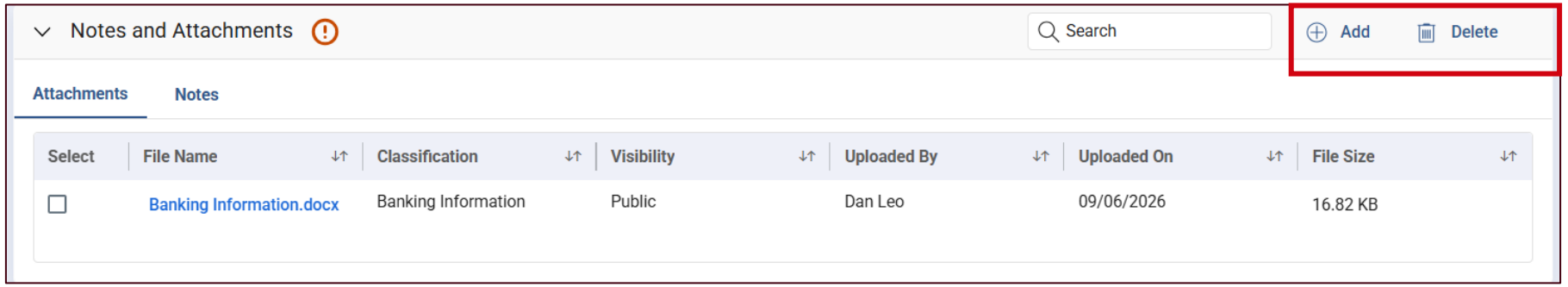
- **Certificate** — captures the Supplier's professional certification details, including expiration date, status, compliance requirements, and issuing authority. Certificates fall under two business categories: Professional Certificate and Business Size Certificate.

Supplier Profile – Onboarding Details



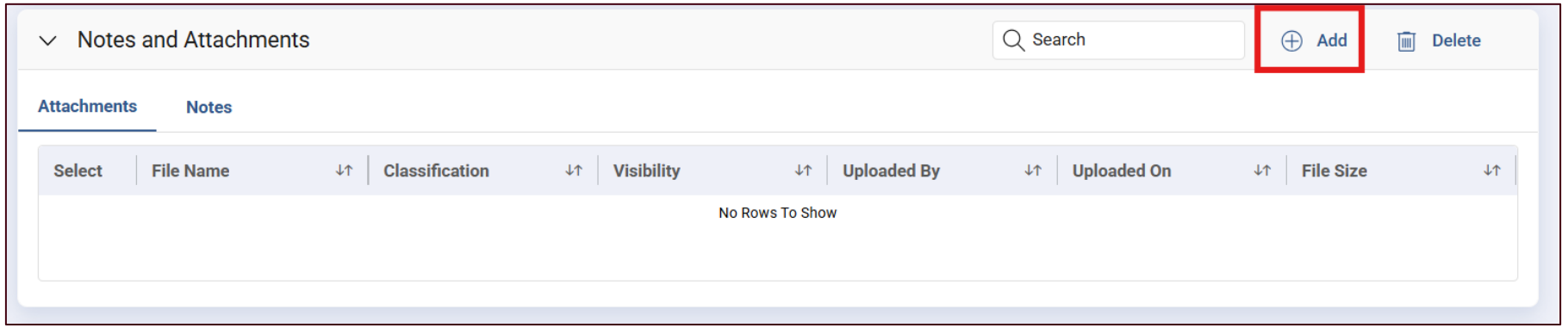
- **Onboarding Details** — shows the Supplier's onboarding workflow information, including relationship type, onboarding status, onboarding form, risk/control, and approver comments.

Supplier Profile – Notes and Attachment



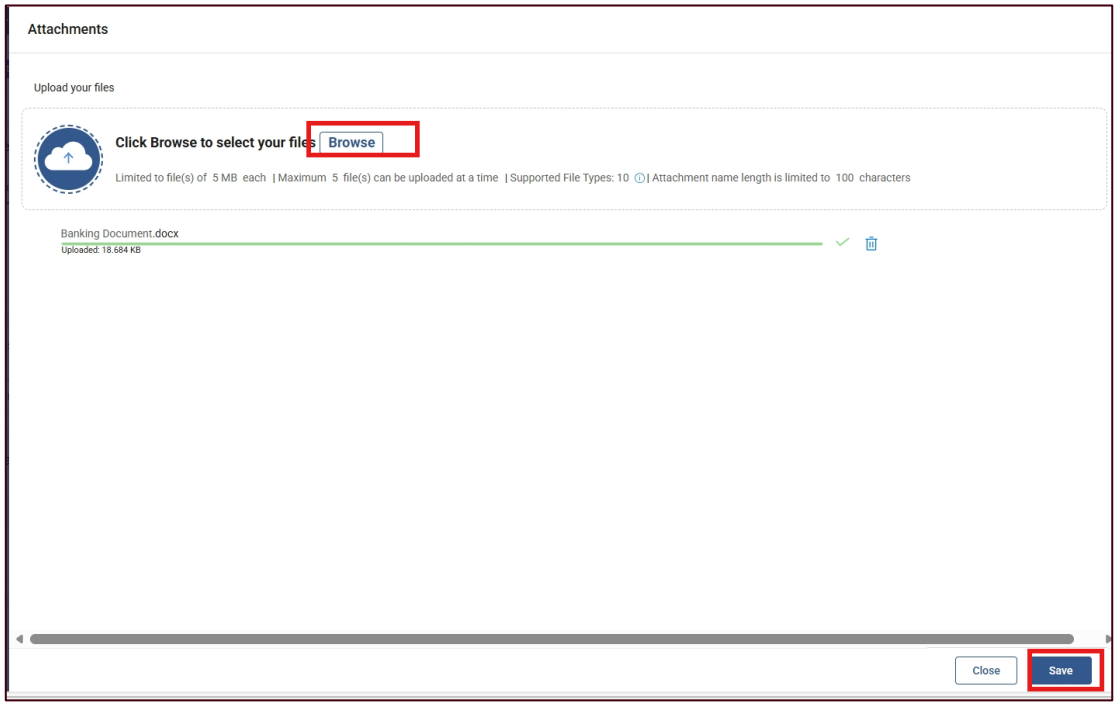
- **Attaching** support documents is mandatory to proceed with the full onboarding relationship — the expectation is for the Supplier to attach documents in their profile rather than send them to 3M separately.
- 3M provides guidance on which supporting documents are required — hover over the red exclamation icon in the Attachments section for details.

Supplier Profile – Notes and Attachment



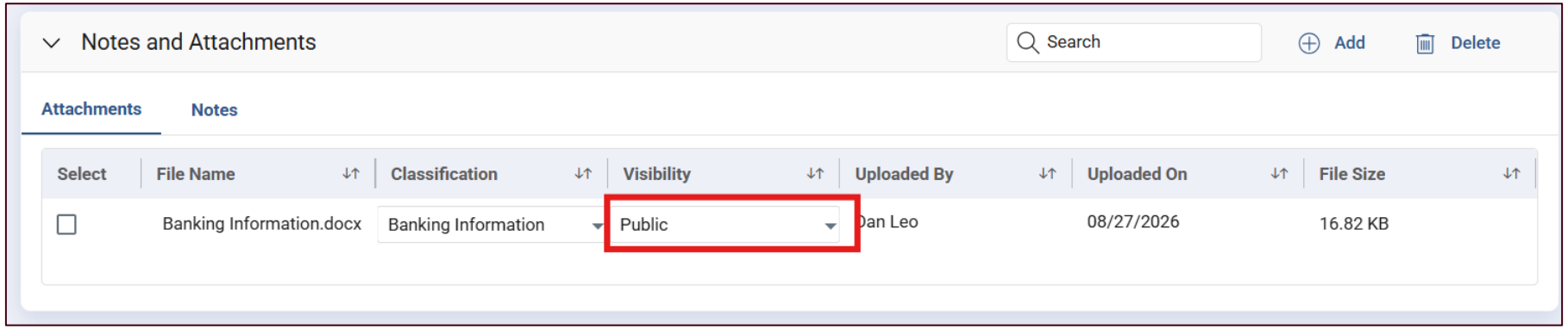
- To upload a document, click the **Add** icon.

Supplier Profile - Notes and Attachment



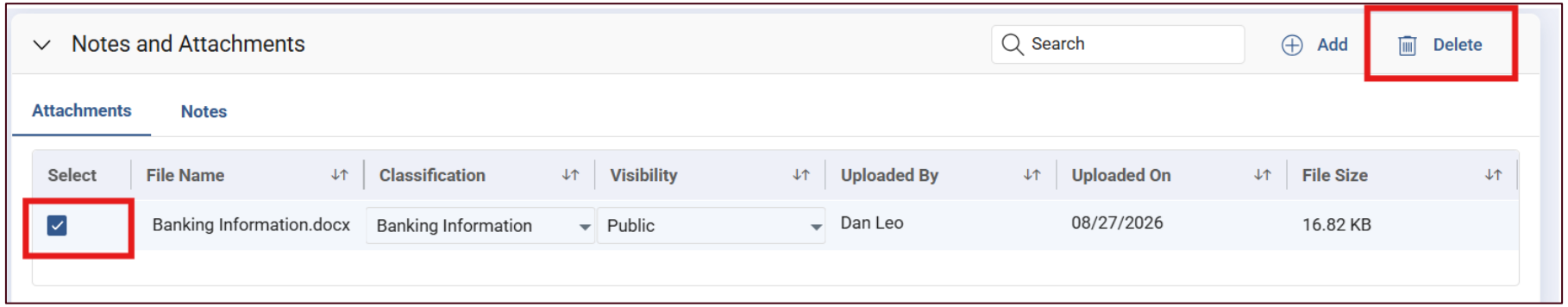
- Click **Browse** to select the document (or drag and drop it), then click Save and Close once the upload is complete.

Supplier Profile - Notes and Attachment



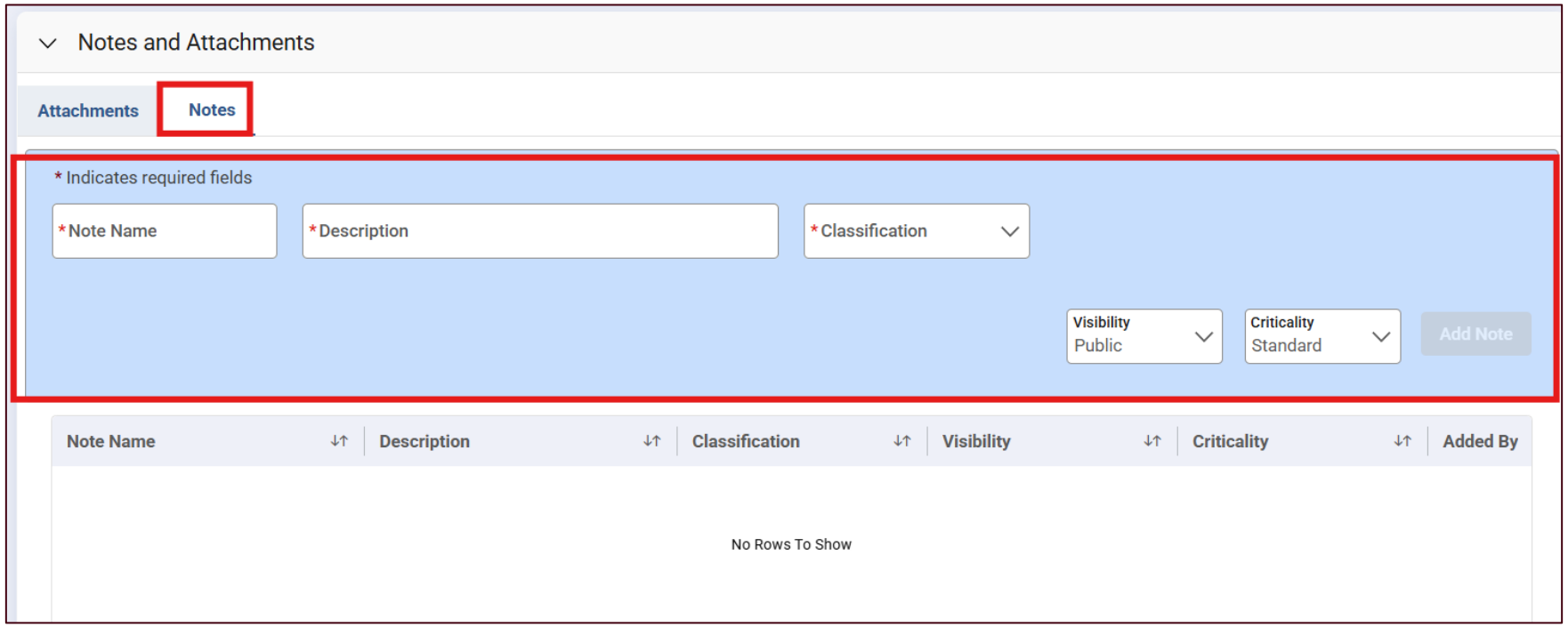
- Once uploaded, specify the document's Classification Type and Visibility — for example, select Banking Information for a banking-related document.
- Visibility has three options: Public (Supplier and Buyer users can view), Buyer Only (all 3M users with access can view), and Confidential (only the uploader can access it).

Supplier Profile - Notes and Attachment



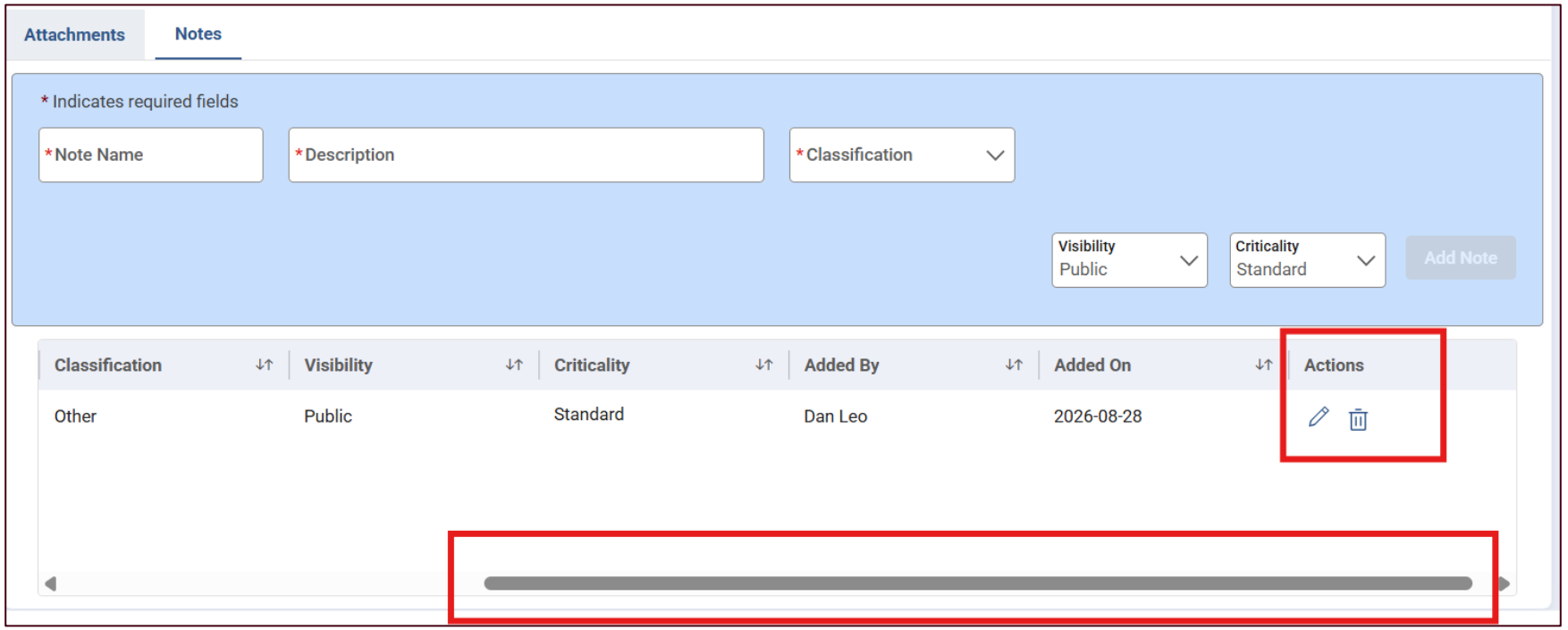
- To delete an existing attachment, select it and click Delete, then confirm in the dialog that appears.

Supplier Profile - Notes and Attachment



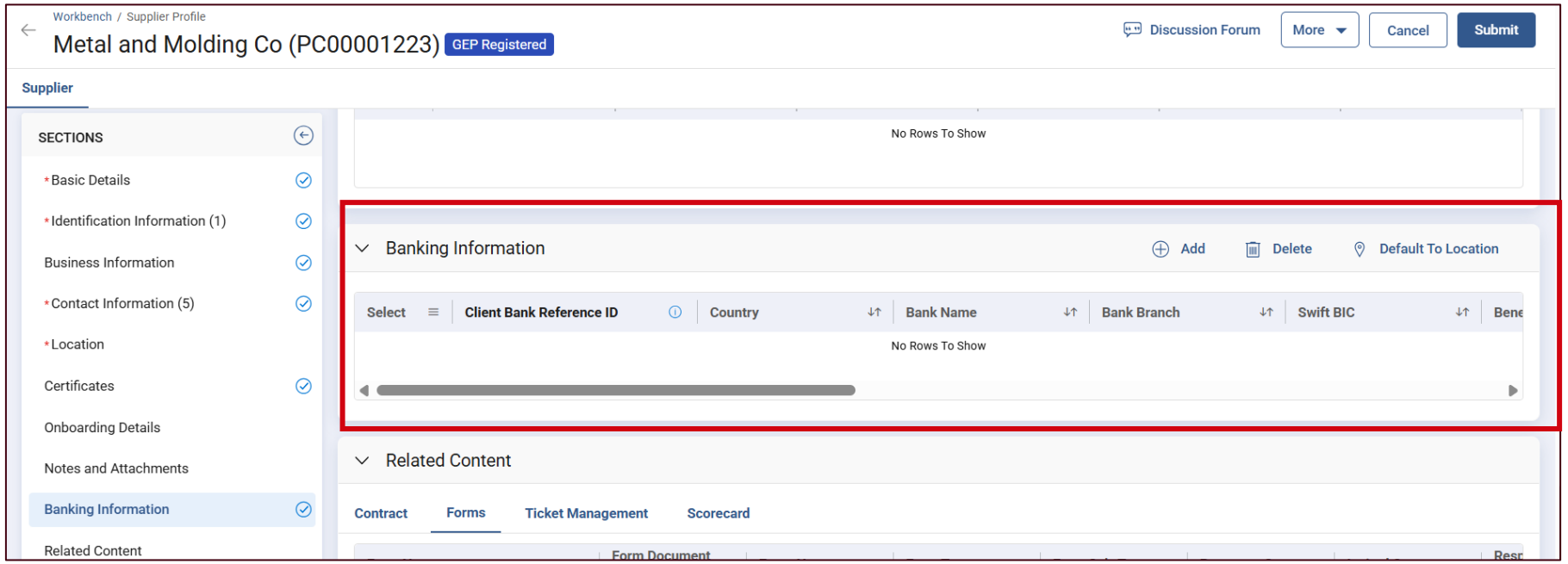
- **Notes** — click Notes, enter a Name and Description, select the Classification type, Visibility, and Criticality, then click Add Note.

Supplier Profile - Notes and Attachment



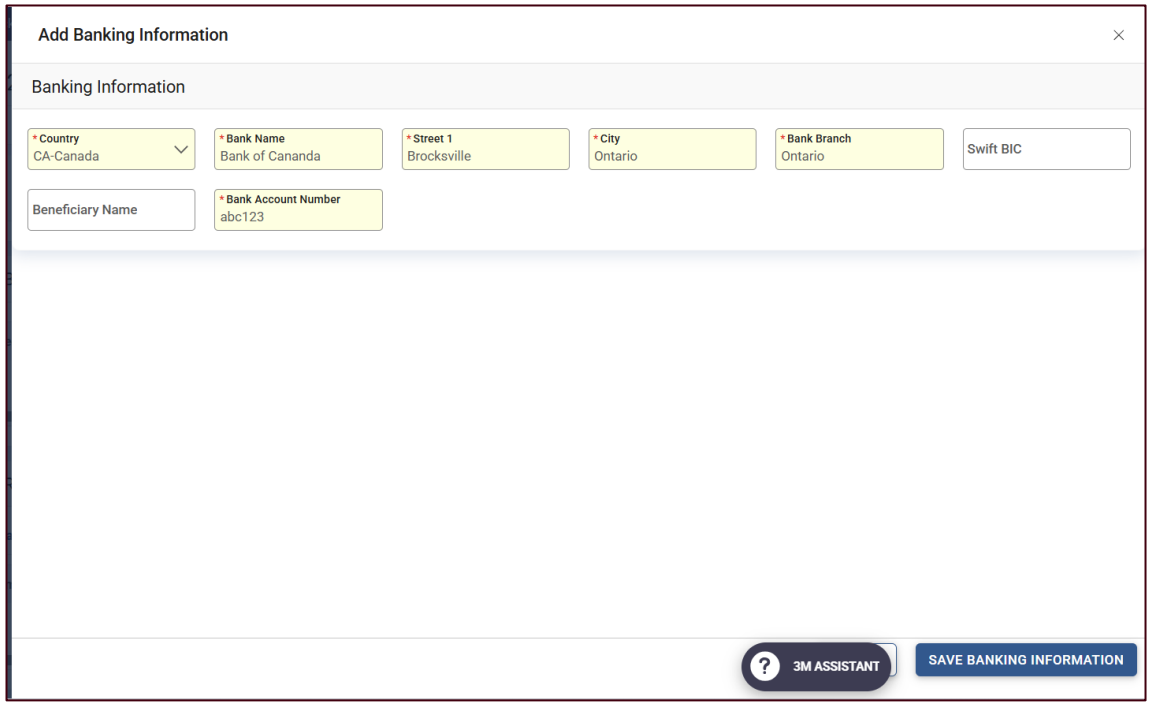
- In the Notes table, scroll right and click the edit icon to modify an existing note, or the delete icon to remove it.

Supplier Profile – Banking Information



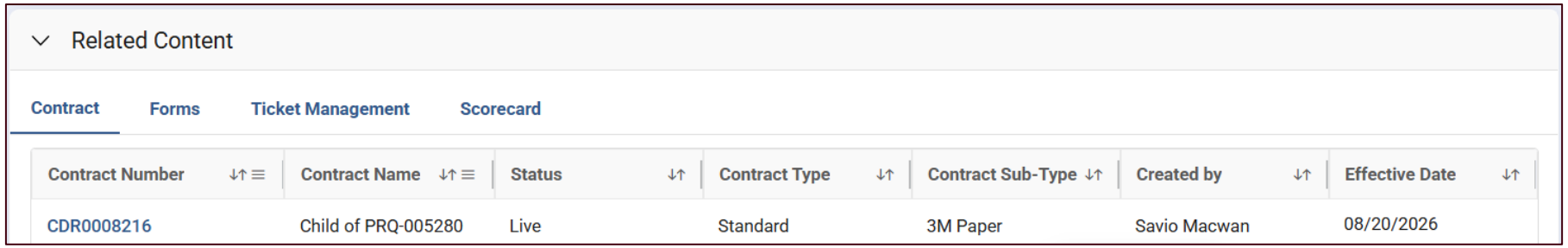
- **Banking Information** — go to the Banking Information section and click Add.

Supplier Profile – Banking Information



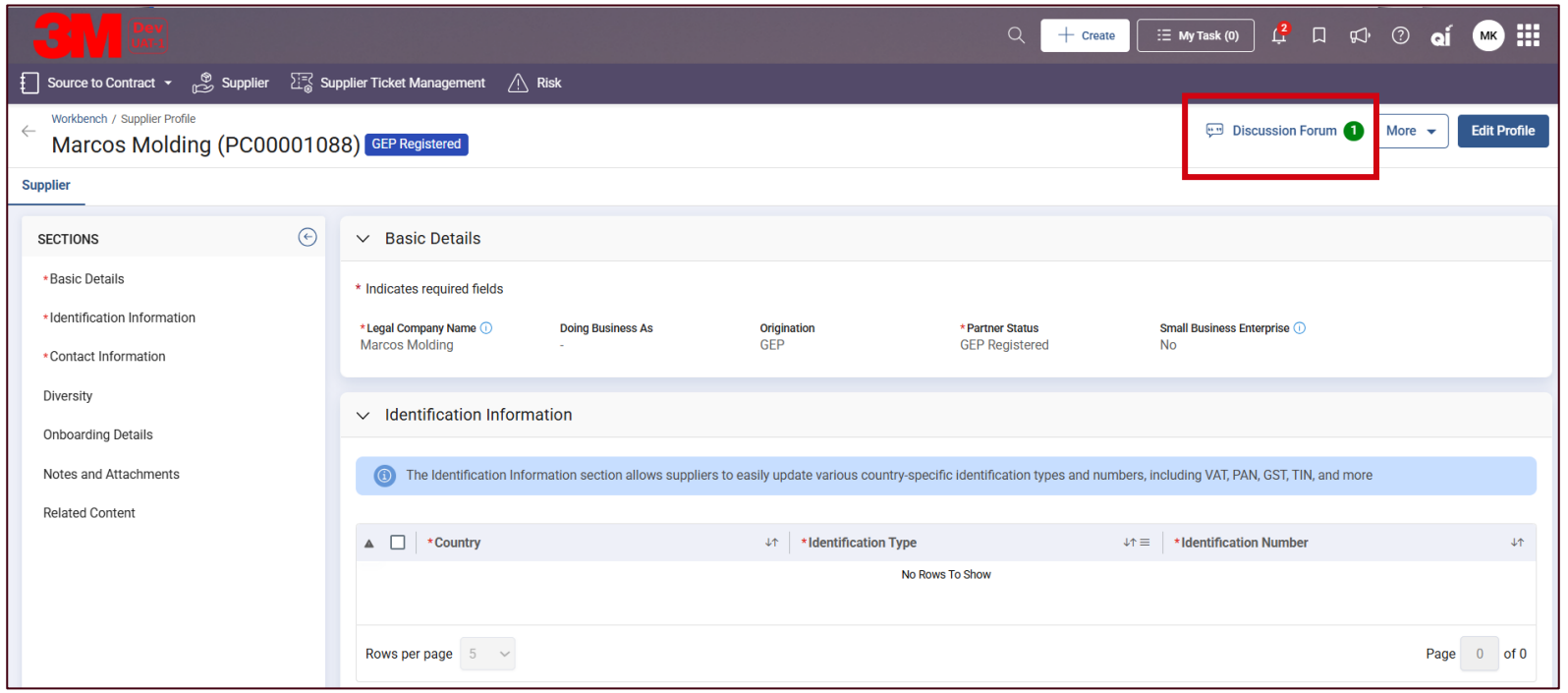
- Select the country, provide the banking details, and click **Save Banking Information.**

Supplier Profile – Related Content



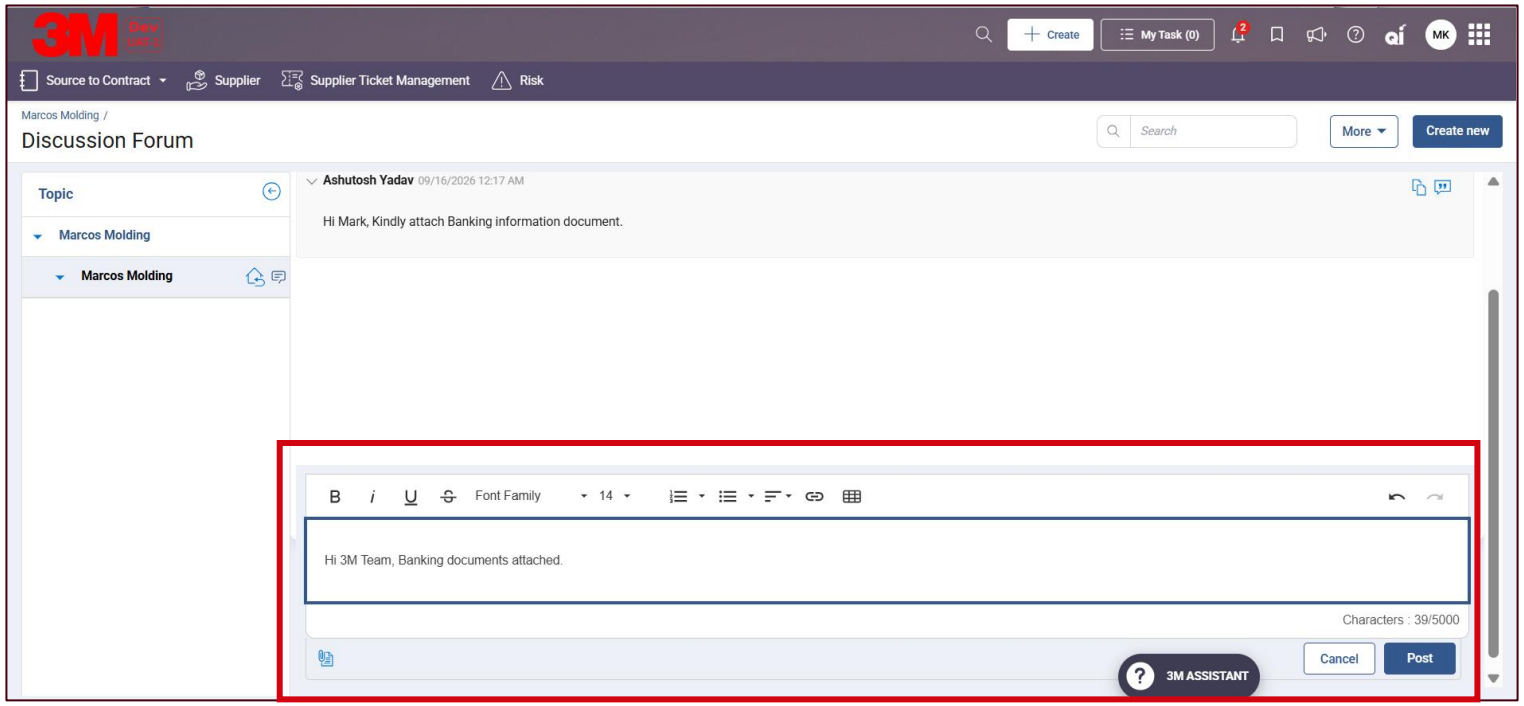
- **Related Content** — displays all documents related to a Supplier, such as RFx, Contracts, Forms, Ticket Management, Scorecard, Invoice Order, Project, and Catalog. Click a tab to view the associated documents.

Supplier Profile – Discussion Forum



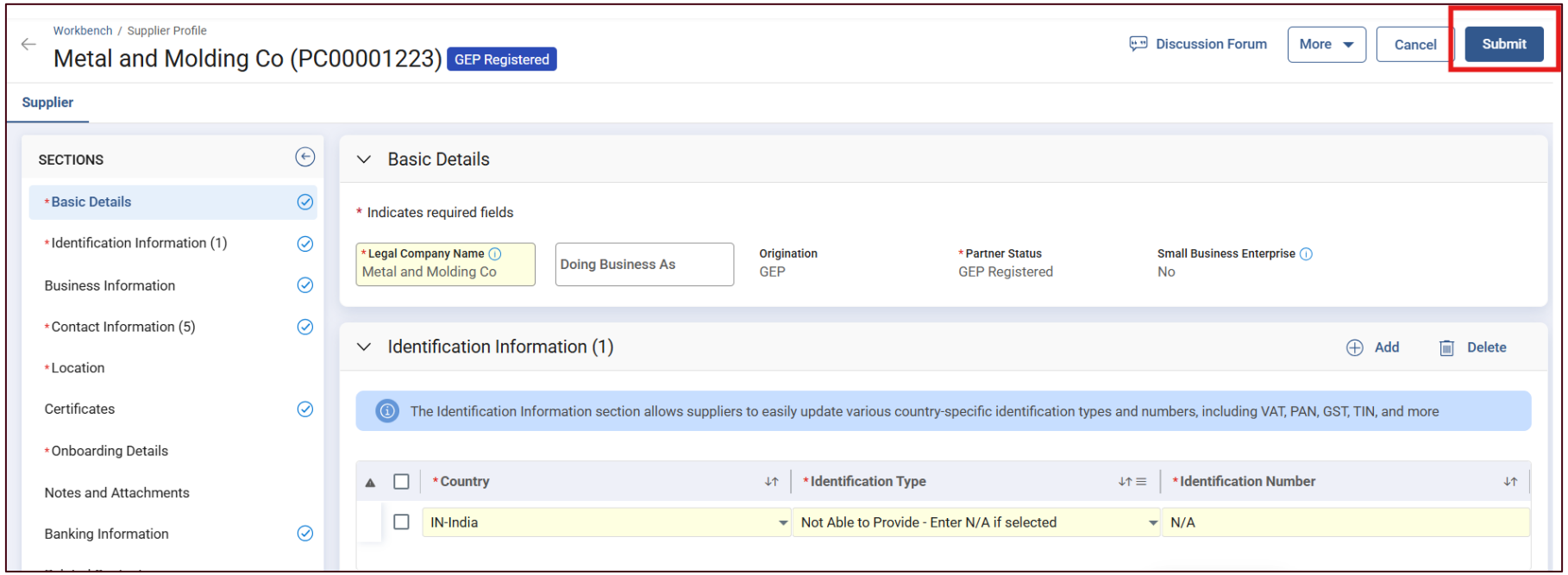
- **Discussion Forum** — review the forum to check for pending messages requiring a response, and reply by including a message and clicking Post.

Supplier Profile – Discussion Forum



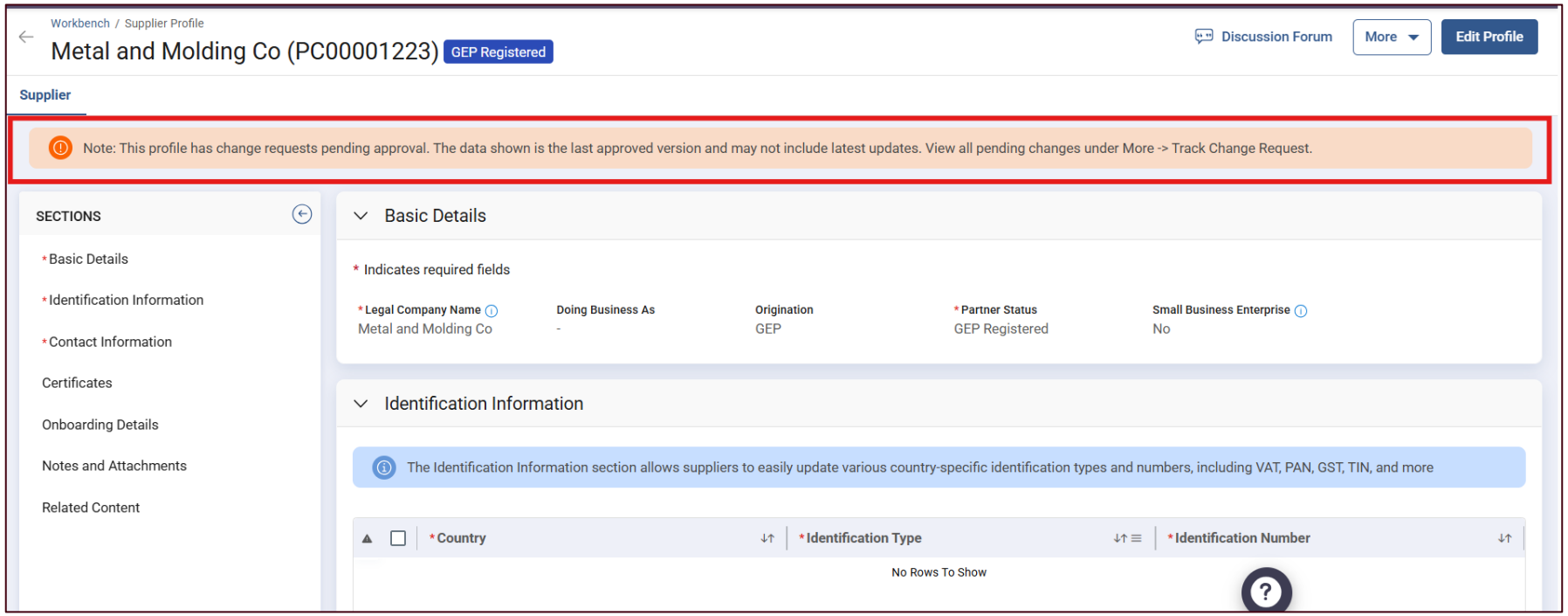
- This triggers an automated email and platform notification to the 3M team. The Discussion Forum can also serve as a real-time chat, keeping all messages recorded.

Supplier Profile – Submit profile/changes



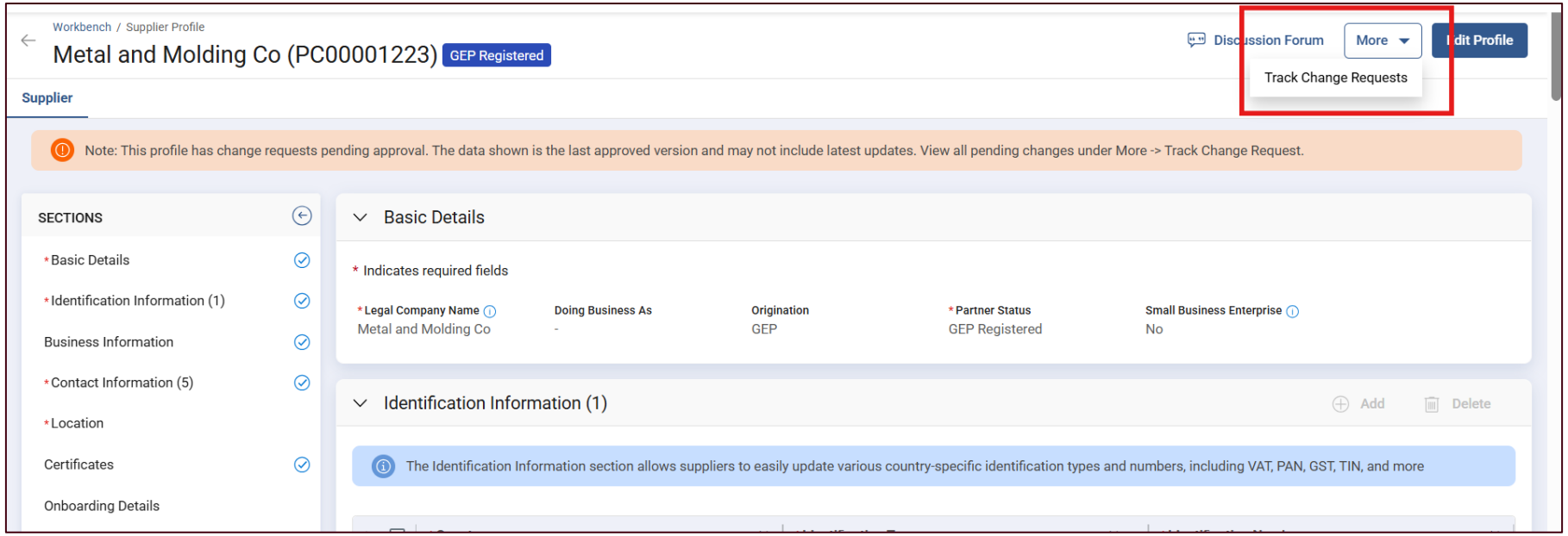
- Once changes are complete, click Submit to send the profile changes for 3M approval.

Supplier Profile – Change Request Approval



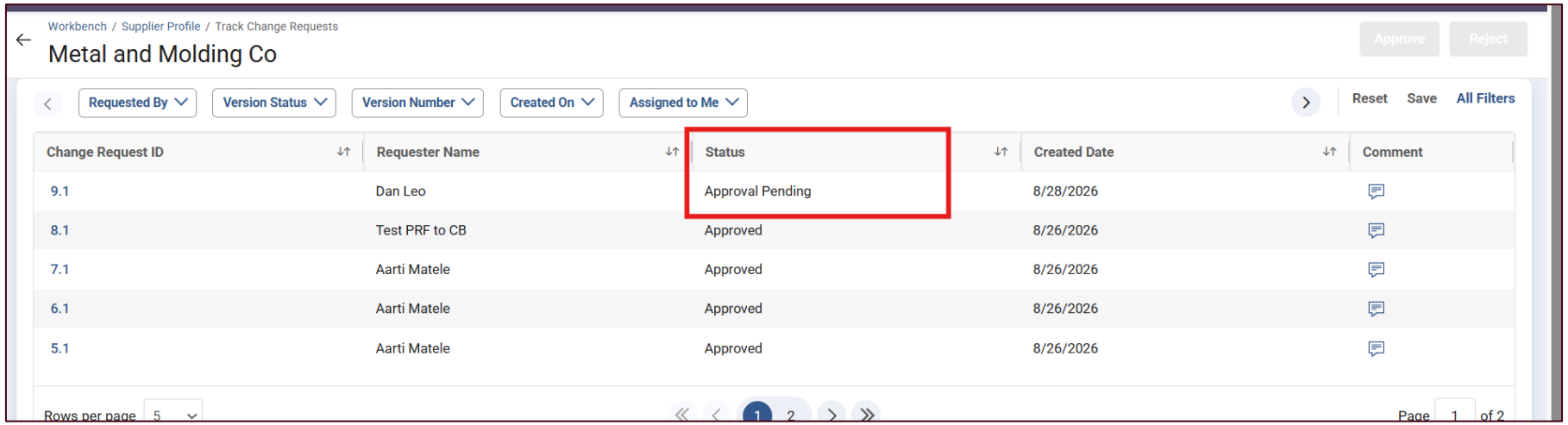
- A banner appears at the top of the Supplier profile page noting that the profile change request is pending approval.

Supplier Profile – Change Request Approval



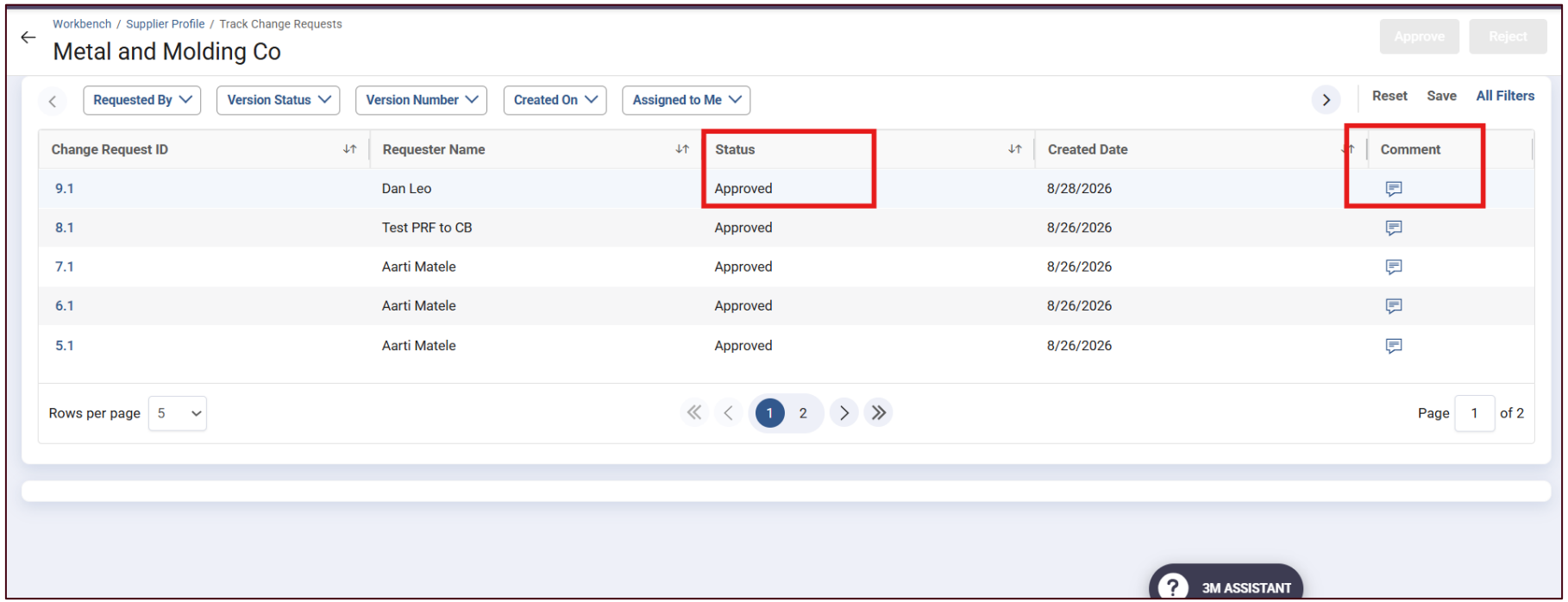
- Click Track Change Requests to view the status of your change approval.

Supplier Profile – Change Request Approval



- View the change request approval status, including any Approver comments.

Supplier Profile – Change Request Approval



- Once approved or rejected, the status updates and the pending-approval banner disappears — if approved, the changes begin reflecting on the Supplier profile page.

Thank You