



# SUPPLIER REGISTRATION & PROFILE GUIDE



# STEP BY STEP GUIDES

- Supplier Registration
- Account Activation and Verification
- SMART Overview
- Supplier Profile
- Support Contact Information



Watch for the light bulb icon throughout this presentation for tips and tricks on using SMART. Save this guide locally for easy access.





# SUPPLIER REGISTRATION

# REGISTRATION PROCESS

- **Mandatory Fields:** All mandatory fields are marked with a red asterisks
- **Account Credentials:** Create a username and password
- **Company Information:** Update company name, HQ and Identification.



Primary Registration Form

Language English

Basic Details Registration Information

Next

All fields marked with \* are required.

Account Credentials

Username \*

User Email \*

Password \*  Password strength: Too short

Confirm Password \*

Mobile Number  Select ISD Code

Company Information

Legal Company Name \*

Doing Business As

Company Website

Headquarter \*  Select Country

Address Line 1 \*  Suite, Street, Locality

Address Line 2  Suite, Street, Locality

City \*

State/Province \*

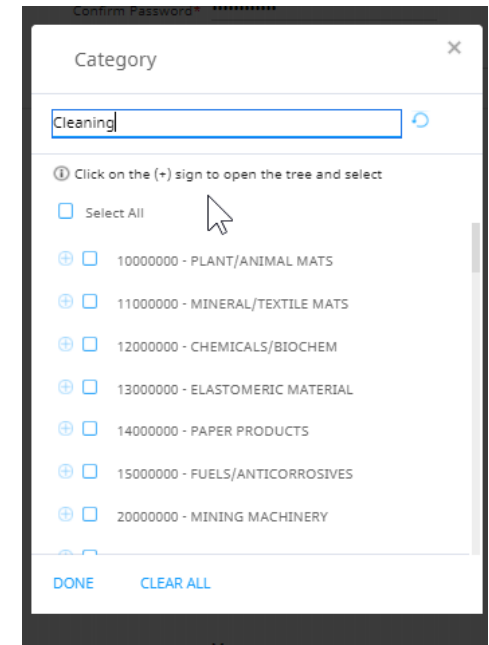
Zip/Postal Code \*

Company Phone \*

County

# ADDING A CATEGORY

- Search for the categories that apply to your company.
- Use plus sign to drill into categories or
- Search using the search field
- Check boxes next to applicable categories
- Select done

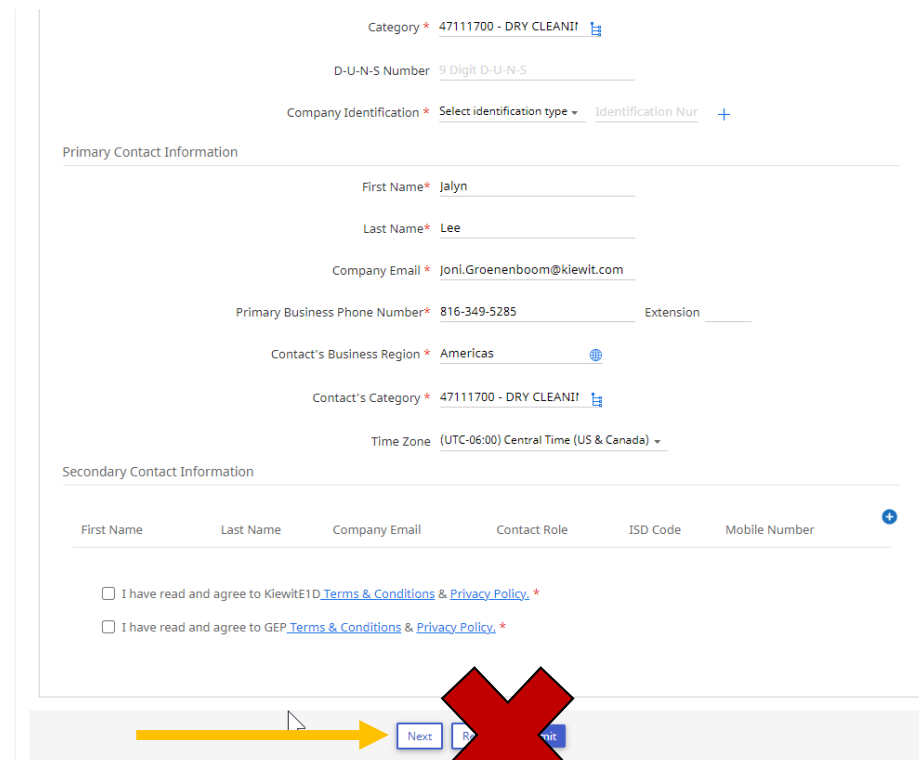


Picking accurate categories will help Kiewit buyers and contract writers find you for RFx (sourcing/bidding) activities.

# REGISTRATION PROCESS

- **Primary Contact Information:** Verify and update contact information
- **Terms & Conditions:** Open, Review and Accept GEP's & Kiewit's Terms and Conditions at the bottom of the screen
- **Privacy Policy:** Open, review and accept the Privacy Policy at the bottom of the screen

• **CLICK ON  
“NEXT”**



The screenshot shows a registration form with the following fields and values:

- Category \* 47111700 - DRY CLEANI! [🔗]
- D-U-N-S Number 9 Digit D-U-N-S
- Company Identification \* Select identification type ▾ Identification Nur +
- Primary Contact Information
- First Name\* Jalyn
- Last Name\* Lee
- Company Email\* Joni.Groenenboom@kiewit.com
- Primary Business Phone Number\* 816-349-5285 Extension
- Contact's Business Region \* Americas [🌐]
- Contact's Category \* 47111700 - DRY CLEANI! [🔗]
- Time Zone (UTC-06:00) Central Time (US & Canada) ▾
- Secondary Contact Information
- Table with columns: First Name, Last Name, Company Email, Contact Role, ISD Code, Mobile Number
- I have read and agree to KiewitEID [Terms & Conditions](#) & [Privacy Policy](#). \*
- I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). \*

A yellow arrow points to the "Next" button, which is crossed out with a large red "X".



# PRIMARY REGISTRATION

- Answer Questions 1 – 2 (*depending on your answer, additional questions may be required*).
- Open and review Vendor Code of Conduct and select Yes
- Answer Questions 4 – 5
- Select Previous to review all answers or
- Select Submit



Kiewit subsidiaries could include: TIC, Mass Electric, Cherne, Ganotec, T.E. Ibberson, just to name a few.

Primary Registration Form Language English

Basic Details **Registration Information** Previous

Registration Information

1 - Has work been performed and/or an invoice submitted?\*

No

▶ Will payment for any of the goods or services you provide to Kiewit be sent to a remit address that is outside of the US or Canada?\*

Yes  
 No

▶ Will your services require access to sensitive or proprietary Kiewit information?\*

Yes  
 No  
 Unsure

▶ Are you providing a cloud service or technology?\*

Yes  
 No

▶ Will Kiewit data pass through or be stored on your information systems?\*

Yes  
 No  
 Unsure

▶ Do you provide services as a Waste Management or Recyclables supplier?\*

Yes  
 No

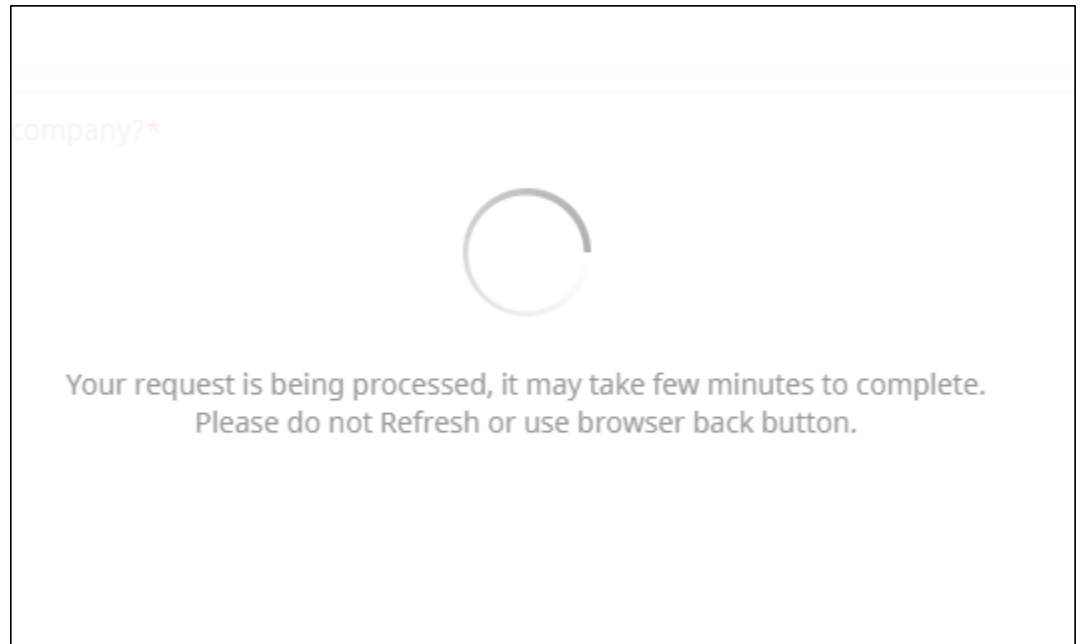
2 - Please acknowledge that you have read and will adhere to Kiewit's Vendor Code of Conduct.\*

Yes, I have read, understand, and will comply with Kiewit's attached Vendor Code of Conduct.  
 No, I have not read Kiewit's attached Code of Conduct

Previous Reset Submit

# REQUEST PROCESSING

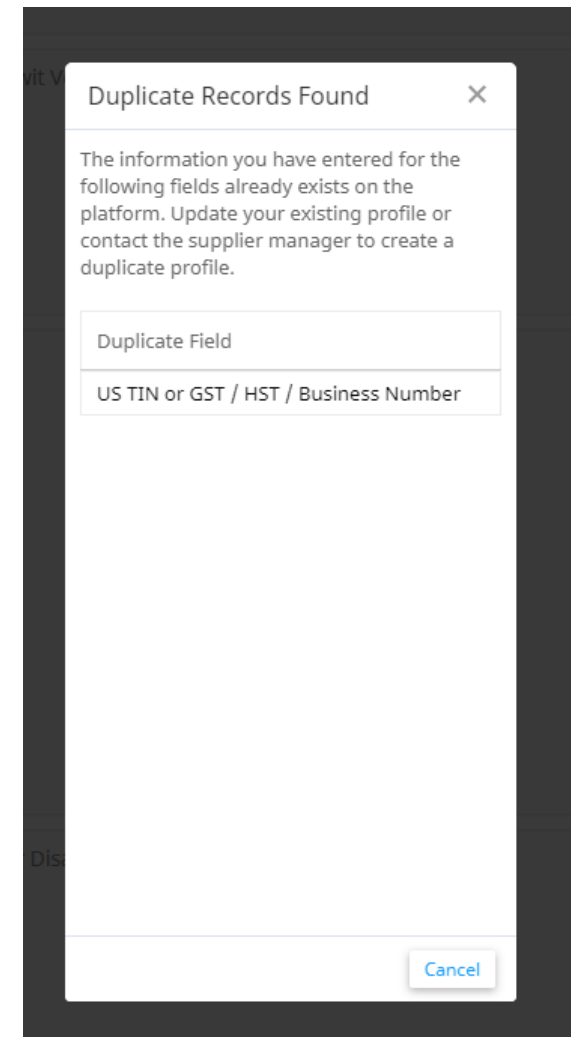
- Pop up screen and spinning wheel
- Request is being processed





# DUPLICATE RECORD

- Pop up message similar to this
- Are you a branch, regional location or subsidiary of a company/entity?
  - Someone from your company may have already registered
  - Contact your account management/sales team or corporate office to be added as a user



# REGISTRATION SUBMISSION

- Successfully completed registration



## Thank you! (1 more step required)

Thank you for your interest. Please check your inbox for an 'Activation Email' from support@gep.com. Post verification of the account, [Click Here](#) to login to the GEP SMART system and complete the profile. If at any point you hit a stumbling block, just dive straight into our support section, where you can find loads of videos and FAQs.

Thanks,  
SMART by GEP Team

Supporting you from United States, Asia and Europe

Phone:

USA:+1 732 428 1578

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

Australia:+61 285 181 914

UK:+44 203 478 6123

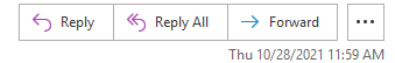
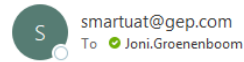
Brazil:+55 113 181 5451

Email: [Support@gep.com](mailto:Support@gep.com)

# ACCOUNT ACTIVATION

- Receive activation email to activate account.
- Click the link in the email to activate portal account.

[EXTERNAL] Action required: Activate your GEP Smart account



Thu 10/28/2021 11:59 AM

Dear Jalyn Lee,

Thank you for filling the Registration form. Before we can activate your account one last step must be taken to start using GEP Smart.

In order to activate your account, please visit this URL:

[Click here](#)

Please note-you must complete this last step in order to use the GEP Smart account. You will only need to visit this URL once.

Thanks & Regards,  
GEP



Add @gep.com to your safe/whitelist email list and always check junk mail if you are expecting a notification.

# VERIFICATION LINK

- Next verify account using the “Click Here” hyperlink
- Part of Kiewit’s multi-factor authentication to protect your information and data.

## Action Required

### Action Required - 1 more step to go

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

The Primary Registration Form has been submitted successfully. To finish the registration process, kindly fill in certain mandatory information in the your profile we have created for you.

Post verification of the account, [Click Here](#) to login to the GEP SMART system and complete the profile.

Please Note: The registration process will NOT be complete until the mandatory information is provided in the profile. In Case you are unaware of your password, kindly click the 'forgot password' link on the log in page to

generate a new password.

Regards  
SMART by GEP Team

#### Contact Us

##### Phone:

USA:+1 732 428 1578

Europe:+42 022 59 86 501

Asia:+91 22 61 372 148

Australia:+61 285 181 914

UK:+44 203 478 6123

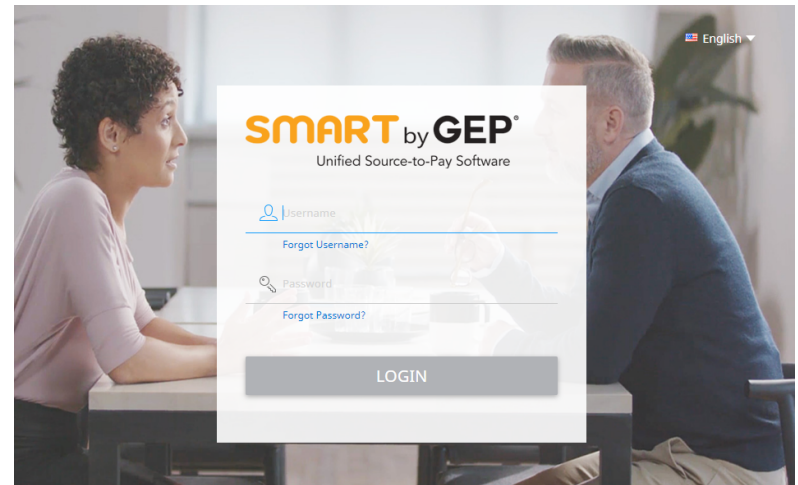
Brazil:+55 113 181 5451

Email: [Support@gep.com](mailto:Support@gep.com)



# LOGGING IN

- Enter Username and Password
- Click Log In



# ONE TIME PASSWORD

- Receive email with one-time password.
- Check email
- Enter one-time code
- Click verify

ONE TIME PASSWORD (OTP)

OTP has been sent to your registered email id  
\*\*\*\*\*m@gmail.com

Enter OTP

Click on Resend OTP if you do not receive it within next 119 seconds.

RESEND OTP [VERIFY](#)

Dear Generic Supplier,

To verify your identity, please use following verification OTP:

OTP: 646947

Expires in: 60 minutes

This OTP is valid for 60 minutes and usable only once. Once you have verified it, you will be able to proceed. Please note this OTP is confidential. For security reasons, DO NOT share it with anyone.

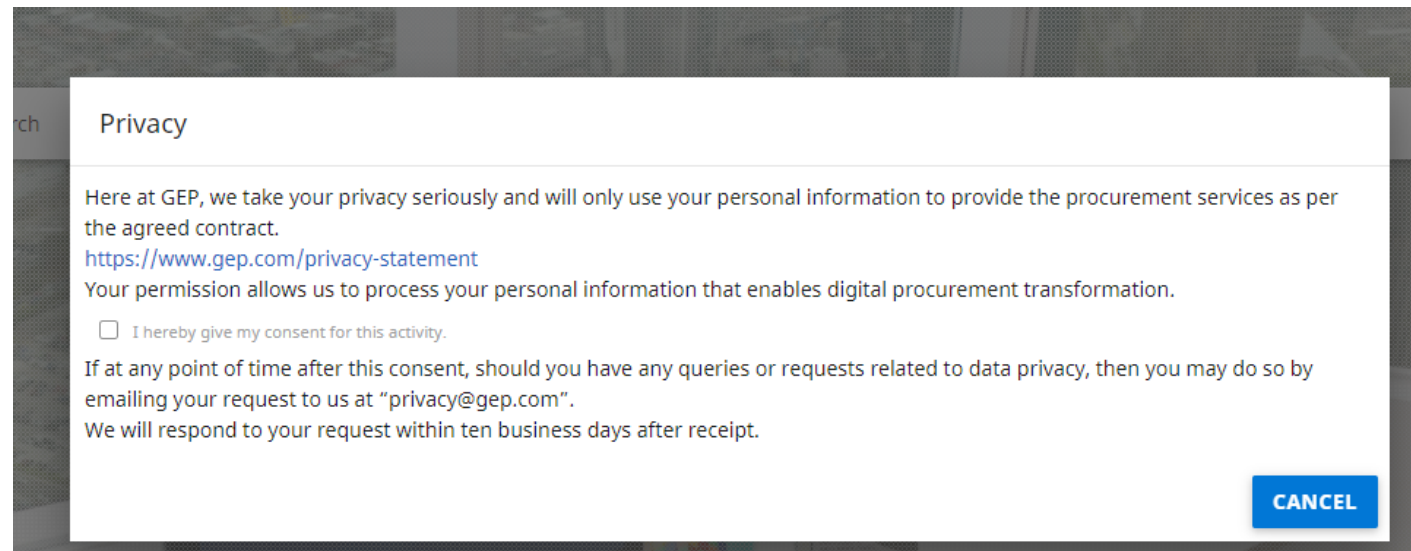
Thanks,  
SMART by GEP



Didn't get a code? Check your junk mail. Wait and click "Resend OTP".

# PRIVACY POLICY

- Review Privacy Policy
- Check Box
- Click Accept



ch Privacy

Here at GEP, we take your privacy seriously and will only use your personal information to provide the procurement services as per the agreed contract.  
<https://www.gep.com/privacy-statement>  
Your permission allows us to process your personal information that enables digital procurement transformation.

I hereby give my consent for this activity.

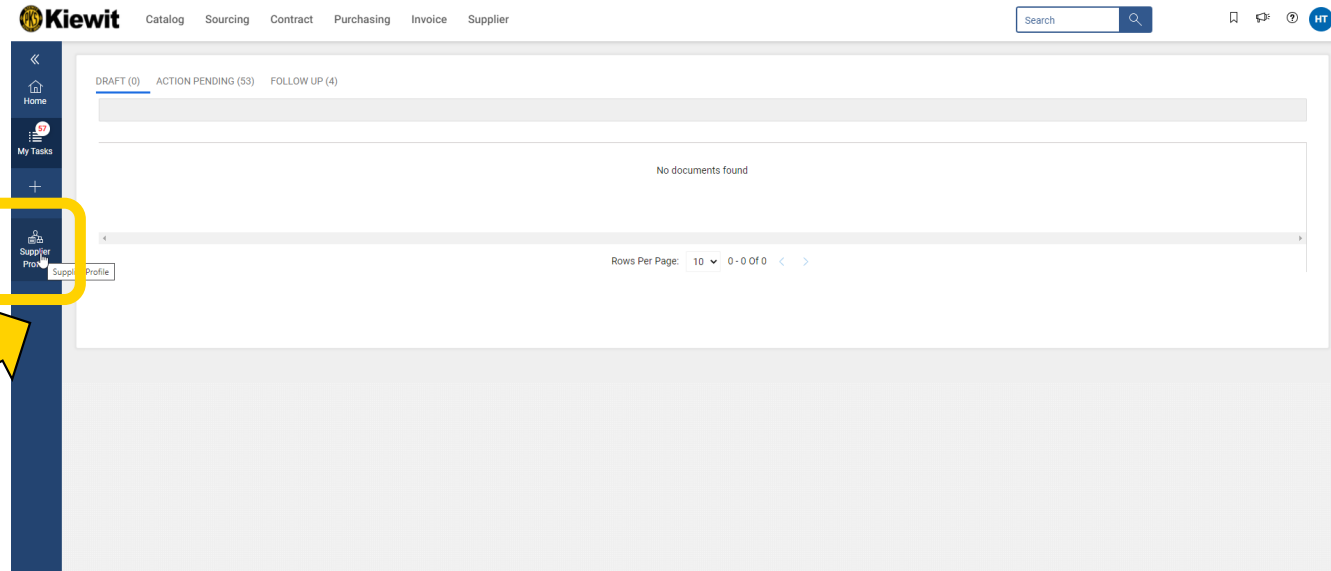
If at any point of time after this consent, should you have any queries or requests related to data privacy, then you may do so by emailing your request to us at "privacy@gep.com".  
We will respond to your request within ten business days after receipt.

**CANCEL**

# REGISTRATION AND ACTIVATION

- Registration is complete
- Account is activated
- Next, log in to complete your **Supplier Profile**

**GO HERE NEXT**



You are one step closer to interacting with Kiewit in the portal. **Now log in to complete the remainder of your supplier profile.**

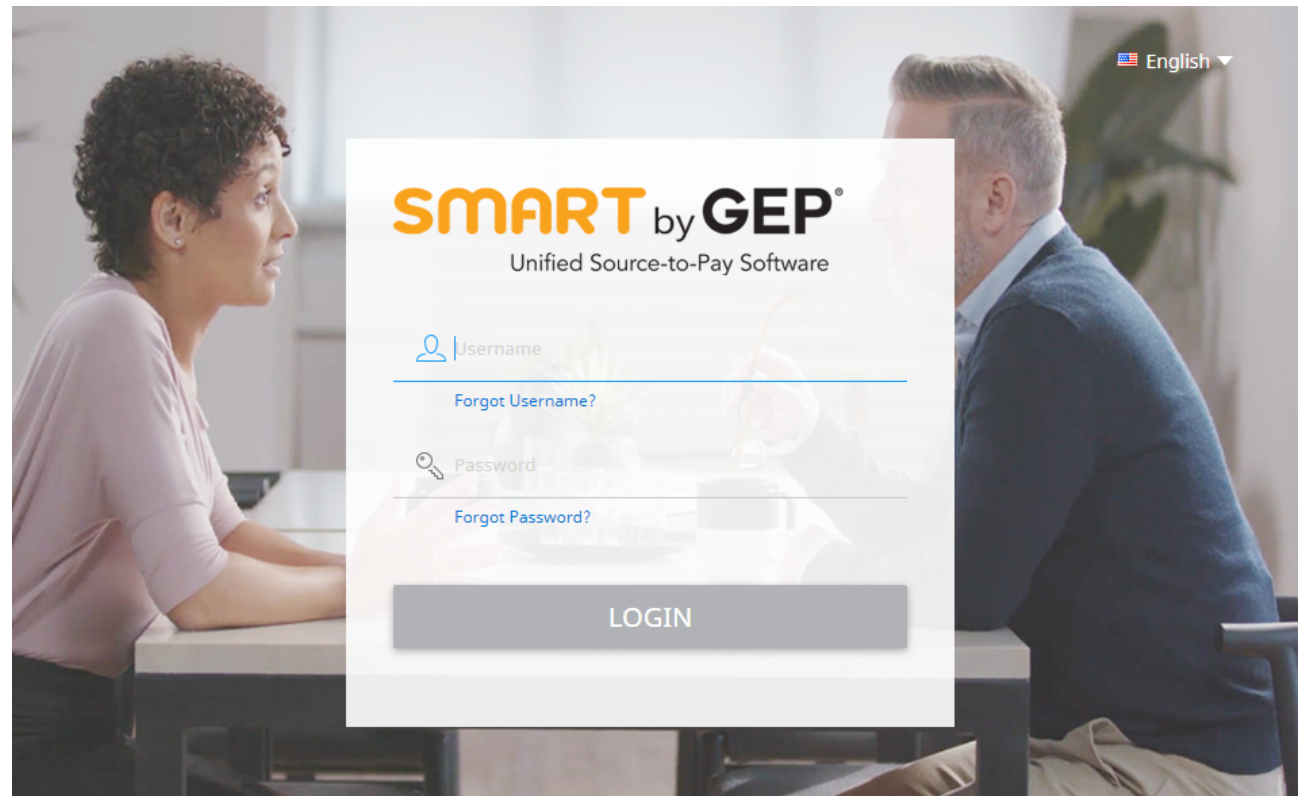




# SMART OVERVIEW

# SMART LOG IN PAGE

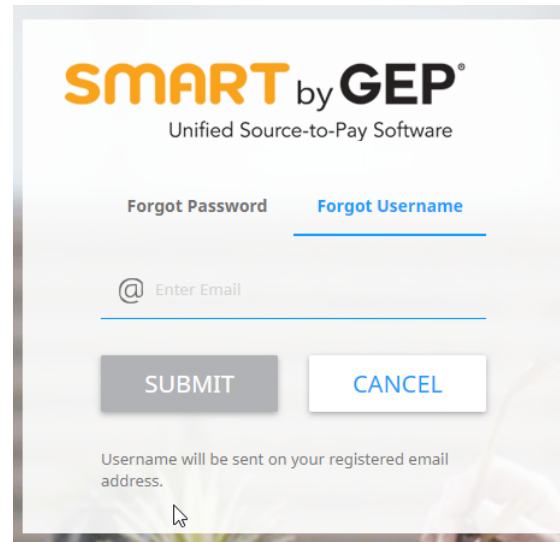
- Link: <https://smart.gep.com>
- Enter username and password
- Click “LOGIN”





# FORGOT LOG IN INFO

- Select either the “Forgot Password” or “Forgot Username” option.
- Enter Username or Email in the appropriate field and click “Submit”.
- You will receive a pop-up message indicating the next steps.
- The Username details or link to reset password will be emailed.



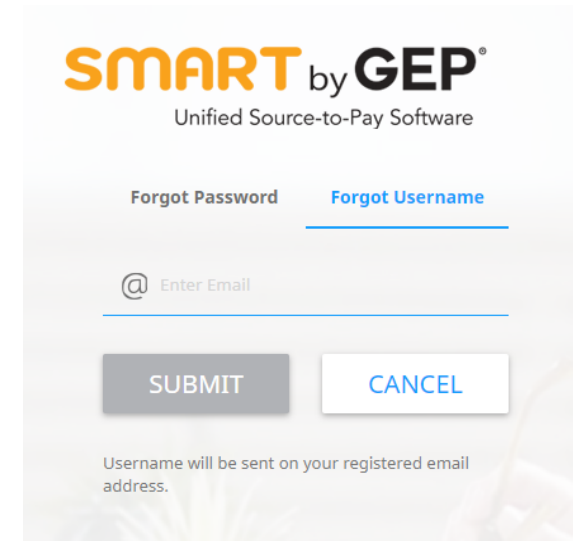
SMART by GEP®  
Unified Source-to-Pay Software

Forgot Password Forgot Username

@ Enter Email

SUBMIT CANCEL

Username will be sent on your registered email address.



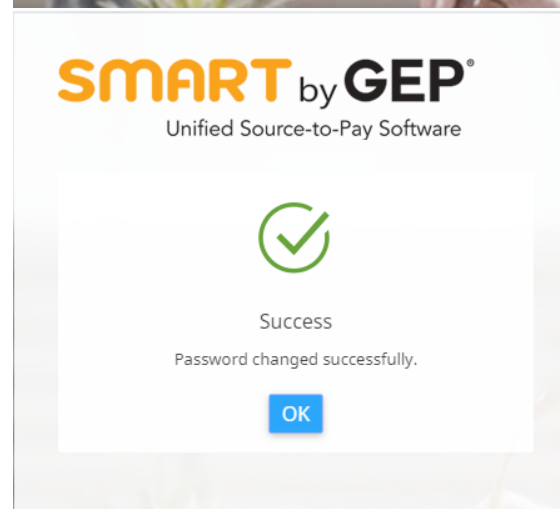
SMART by GEP®  
Unified Source-to-Pay Software

Forgot Password Forgot Username

@ Enter Email

SUBMIT CANCEL

Username will be sent on your registered email address.

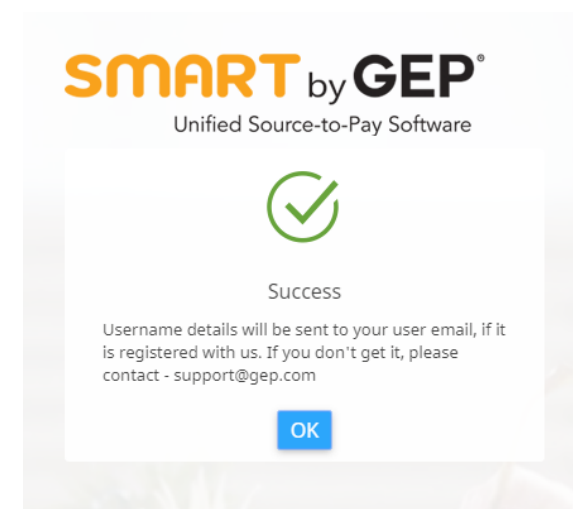


SMART by GEP®  
Unified Source-to-Pay Software

Success

Password changed successfully.

OK



SMART by GEP®  
Unified Source-to-Pay Software

Success

Username details will be sent to your user email, if it is registered with us. If you don't get it, please contact - support@gep.com

OK

# GENERAL NAVIGATION



Catalog Sourcing Contract Purchasing Invoice Supplier

## Global Search



HT

Click to Return  
to Workspace

Continue to See  
More Detail



Supplier  
Profile

Order  
45

Document Name	Document Number	Days in Current St...	Order Total	Purchase Type	Created On
Purchase Order1 for Testing Req Upload Feature - Copy - C...	4502389356		194.23	Standard	
Purchase Order1 for REQ11	4502389351		461.63	Standard	
Purchase Order1 for Groenenboom - Material Master Test	4502382666-001		580.82	Standard	
TESTING Company Code Project Supplier	4502382663-001		524.58	Standard	
Purchase Order1 for Billy Pipe 4/12	4502063655		961.66	Standard	
Purchase Order1 for Requisa de madera - Copy	4502031857		1.79	Standard	
Purchase Order1 for HOPE ACKNOWLEDGEMENT REQ	4502031288		3.98	Standard	
Purchase Order1 for Hope Rfx scenarios	4502029593		16.82	Standard	
Purchase Order1 for T9 Kelly MM	4502020191-002		3,100.00	Standard	
Purchase Order1 for REQ5	4502022831		319.73	Standard	

Workspace

Rows Per Page: 10 1 - 10 Of 45 < >



# GENERAL NAVIGATION

- **User Info:** Update username, password and other user info
- **Bookmarks:** Use this to mark most used pages
- **Announcements:** Any updates can be viewed under this icon
- **Help/Support:** Support contact numbers and email
  - Training Resources and other helpful tools
- **Log Out and Quick Access:** To log out or go to quick access area.
- **Supplier Profile:** Access your company profile to manage addresses, payment information, contacts, certificates and diversity status.

*Bookmarks*

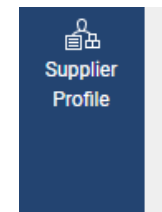
*Help/Support*



*Announcements*

*User  
Info &  
Log Out*

*Supplier Profile*



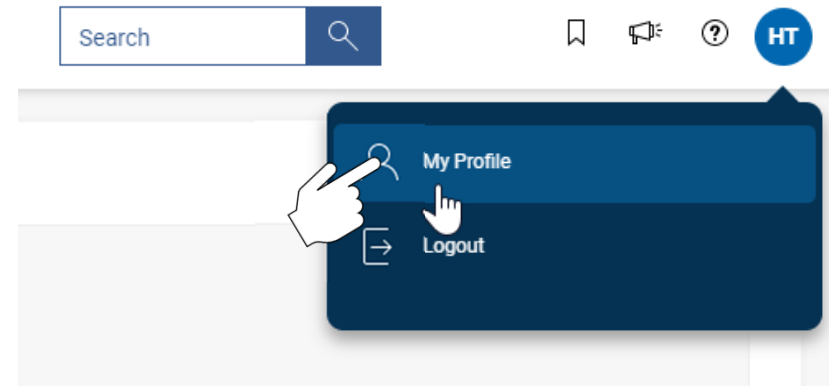
[Purchase Order1 for Testing](#)

[Purchase Order1 for REQ11](#)

[Purchase Order1 for Groener](#)

# USER INFO

- Allows Updates To:
  - Name
  - Time Zone
  - Language
  - Country
  - Change Password
- These are your personal settings, not the settings in your companies profile.



Settings

General

Notification Preferences

Account Settings

Set Preference for Default Landing Page ⓘ

First name* Hope	Last name* Training
User Email* P2P@kiewit.com	Username Hope_KWT
Extension 1	Extension 2
Phone 1 903-583-2588	Phone 2
Persona Supplier Contact	View Activities
Country Code Select Country code	Mobile Number ⓘ

Change Password

Regional Settings

Time Zone (UTC+05:30) Chennai, Kolkata, Mu...	Language English
Country Please Select	

# GLOBAL SEARCH BAR

- **Search For:**
- **Use:** “” on either side for exact match.

All Documents Search ×

↻ 12kdidkiekd  
In Invoice

FOLLOW UP



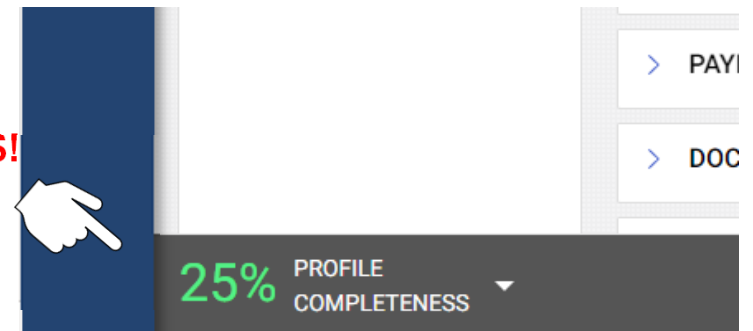
# SUPPLIER PROFILE



# PROFILE REQUIREMENTS

- You can disregard the % complete at the bottom. This refers to completeness of all fields required and not required.
- Instead, watch for and correct any red errors for items that must be completed to move forward in the registration process.

**IGNORE THIS!**



**COMPLETE ANY WITH RED ERRORS**



REGISTRATION INFORMATION

LOCATION INFORMATION (1) ⚠

\*indicates required fields

ⓘ At least one location of each type(s) :Remit To Location is required.

<input checked="" type="checkbox"/>	Location Name	Type
<input type="checkbox"/>	10770 Meadow Rd	Headquarters



# SUPPLIER PROFILE

- Click on **Supplier Profile** icon from home screen you will be directed to your company's profile/information.
- Information is divided into various sections
- Click into specific sections to update information
- Sections highlighted in red contain mandatory information

The screenshot shows the Kiewit Supplier Profile interface. The top navigation bar includes the Kiewit logo and links for Catalog, Sourcing, Contract, and Purchase. A vertical sidebar on the left contains navigation options: Home, My Tasks (with a notification badge), Create, and Supplier Profile. The main content area is divided into two sections: 'ACTION PENDING (1)' and 'FOLLOW UP (0)'. Under 'ACTION PENDING (1)', there is a blue card labeled 'Supplier Profile 1'. Below this, a form is visible with fields for 'Legal Company Name' and 'Groenen Wash and Clean'. The left sidebar also lists various sections for the profile, with 'CONTACT INFORMATION' highlighted in red, indicating it is a mandatory section.



Click “SAVE” regularly during this process to ensure your information is captured. You can ignore Profile Completeness as any required fields will be in red. You may have filled out all required field and still not be at 100%.




# BASIC DETAILS

- Update the following:
  - Company Logo
  - Supplier Legal Name
  - Category
  - Region

- Some fields will remain read-only

▼ BASIC DETAILS

\*indicates required fields

<p>YOUR COMPANY LOGO HERE</p> <p>Supported file formats: png, jpeg, jpg</p> <p>Max file size : 5MB</p> <p>Resolution : 200 X 200 pixel</p> 	<p>Supplier's Legal Name* NextgenTest_Suppl1</p>	<p>Parent Company's Ide... Parent Company Name</p>	<p>Parent Company Name -</p>	<p>Doing Business As -</p>	<p>Formerly Known As -</p>
	<p>Category* Please Sel... +63 More</p>	<p>Region* Asia+5 More</p>	<p>Supplier Managers* EDM KWT + 3 More</p>	<p>Status ERP Ready </p>	



Section marked in red with “\*” are mandatory. Also look for red dots on right hand side to find sections where more detail is needed.

# IDENTIFICATION INFORMATION

- Tax ID & DUNS Number
- You can update the following:
  - DUNS Number
  - Taxpayer ID:
  - VAT Registration number



IDENTIFICATION INFORMATION

\*indicates required fields

DUNS Number	123456789
Identification type	Number
US TIN or GST / HST / Business Number	123242424*




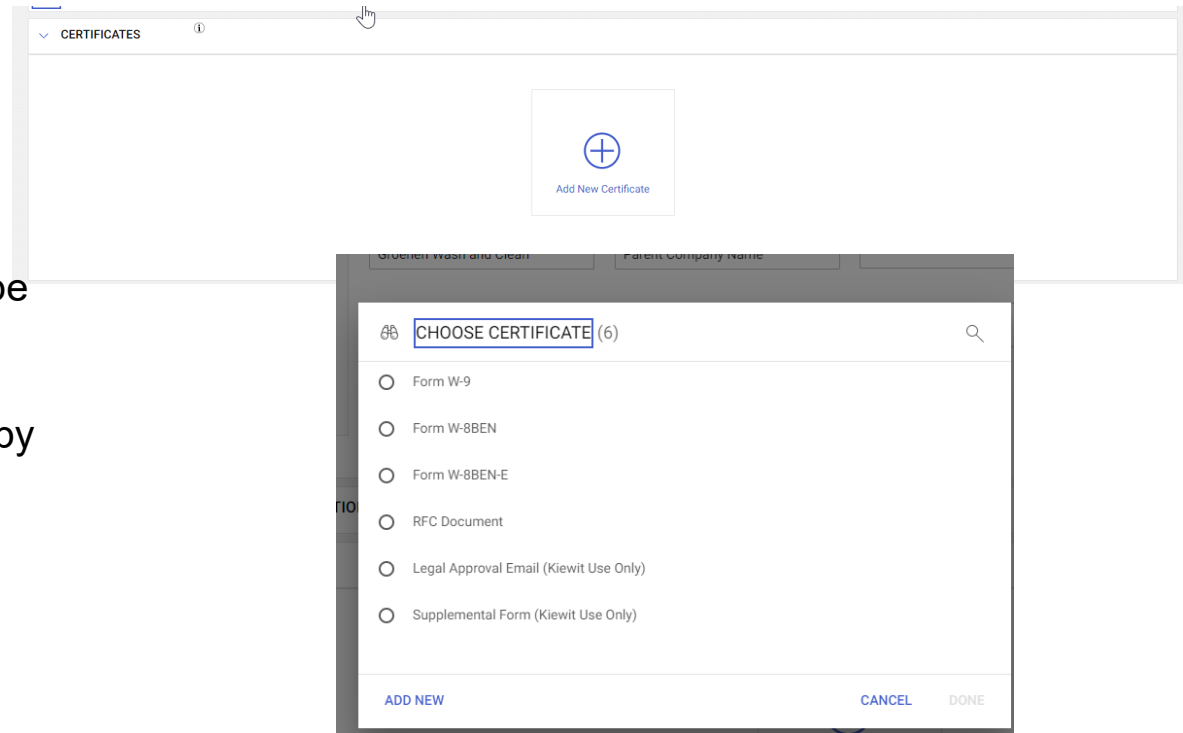
Use the plus (+) symbol to add additional information. Use the trash can symbol to delete

# USING PROPER FORMAT FOR IDENTIFICATION INFO

IDENTIFICATION TYPE	PROPER FORMAT SAMPLE
US TIN or SSN	9 digits, no dashes
GST	9 digits long, no dashes
HST	9 digits long, no dashes
Business Number	9 digits long, no dashes
VAT	11 digits long, no dashes
RFC	13 digits for individuals & 12 for companies. Can utilize letters and numbers.
QST	10 digits long, no dashes

# CERTIFICATES

- The uploaded certifications/forms will be displayed as per the screenshot.
- Additional certificates can be updated by clicking on the  icon



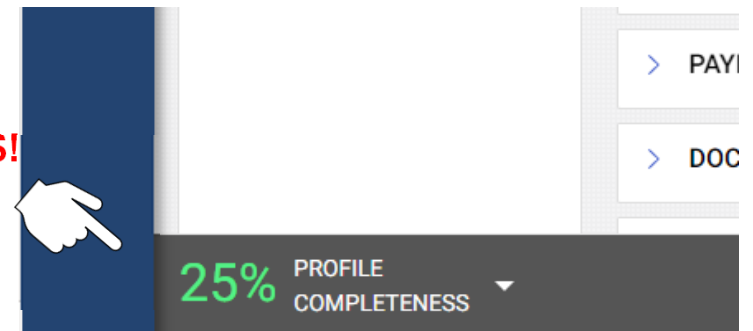
Kiewit may reach out for additional required certificates or forms after you have completed your profile.



# PROFILE REQUIREMENTS

- You can disregard the % complete at the bottom. This refers to completeness of all fields required and not required.
- Instead, watch for and correct any red errors for items that must be completed to move forward in the registration process.

**IGNORE THIS!**



**COMPLETE ANY WITH RED ERRORS**



REGISTRATION INFORMATION

LOCATION INFORMATION (1) ⚠

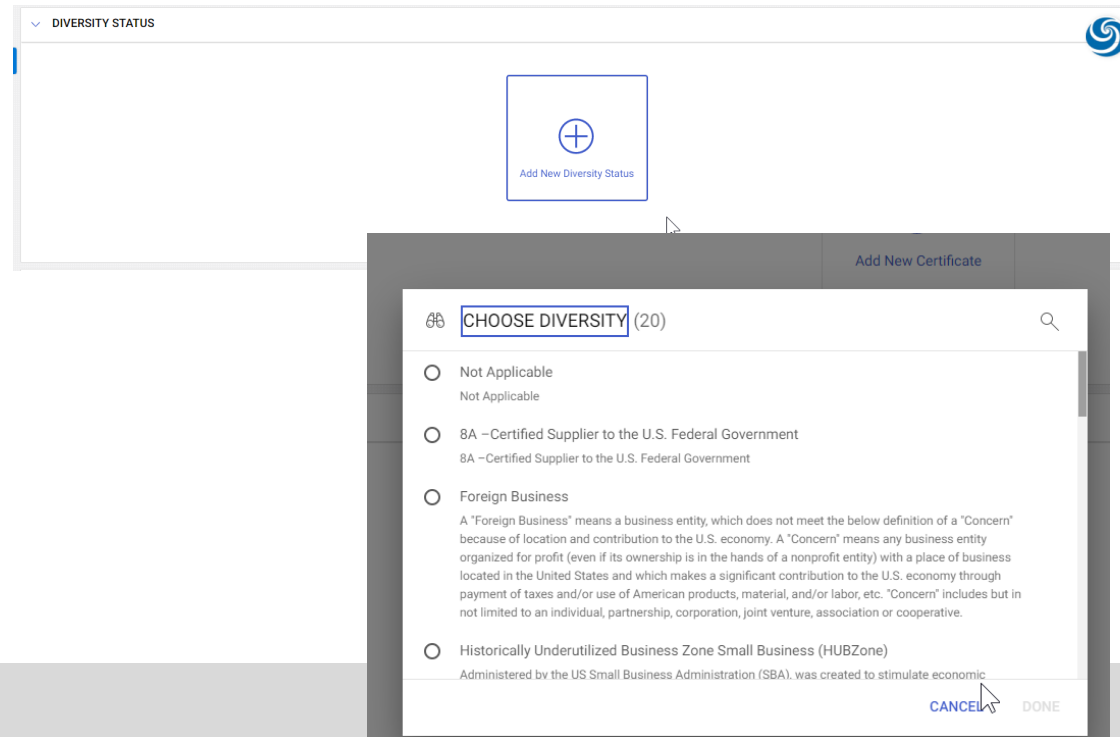
\*indicates required fields

ⓘ At least one location of each type(s) :Remit To Location is required.

<input checked="" type="checkbox"/>	Location Name	Type
<input type="checkbox"/>	10770 Meadway Rd	Headquarters

# DIVERSITY STATUS

- Are you certified in any diversity status?
- Load all applicable diversity statuses and certificates by clicking the plus sign.



The screenshot shows a web interface with a 'DIVERSITY STATUS' section. A plus sign button labeled 'Add New Diversity Status' is visible. A dropdown menu is open, showing a search bar with the text 'CHOOSE DIVERSITY (2/0)'. The menu lists four options:

- Not Applicable  
Not Applicable
- 8A –Certified Supplier to the U.S. Federal Government  
8A –Certified Supplier to the U.S. Federal Government
- Foreign Business  
A "Foreign Business" means a business entity, which does not meet the below definition of a "Concern" because of location and contribution to the U.S. economy. A "Concern" means any business entity organized for profit (even if its ownership is in the hands of a nonprofit entity) with a place of business located in the United States and which makes a significant contribution to the U.S. economy through payment of taxes and/or use of American products, material, and/or labor, etc. "Concern" includes but is not limited to an individual, partnership, corporation, joint venture, association or cooperative.
- Historically Underutilized Business Zone Small Business (HUBZone)  
Administered by the US Small Business Administration (SBA). was created to stimulate economic

At the bottom right of the dropdown menu, there are 'CANCEL' and 'DONE' buttons.



You may need to add more than one diversity status and certificate to fully document where you qualify. Use the plus (+) sign to add each additional status and don't forget to attach your certificates.

# LOCATION INFORMATION

- Displays company's Headquarters and Remit to addresses with Payment/Banking information

- **Headquarters Address:**

- Click on the edit/pencil icon on the Headquarter address line to make updates. **Click Save.**

- **Remit to Address & Banking Details:**

- Click the edit/pencil icon on the Remit to Location address line to update Remittance information.

LOCATION INFORMATION (1)

\*indicates required fields

At least one location of each type(s) -Remit To Location is required.

Location Name	Type	Phone Nos.	Roles & Contacts
10778 Montrose Rd	Headquarter	Pri : 816-349-5285 Sec :	

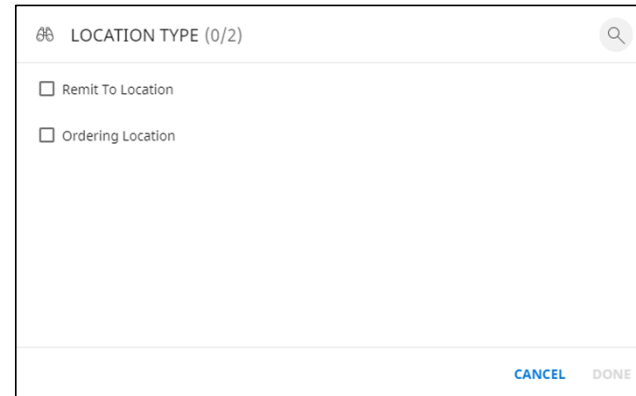


It is mandatory to have one Remit to and Ordering Location. We recommend maintaining only one Ordering Location. You must add this before proceeding. You can use the “Copy” button to copy your headquarters into your remit and ordering .




# ADDING A LOCATION

- Select a location type by clicking Show Lookup
- Check the box next to the correct location
- Click done
- Click save



A screenshot of a dialog box titled "LOCATION TYPE (0/2)". It contains two checkboxes: "Remit To Location" and "Ordering Location". At the bottom right, there are "CANCEL" and "DONE" buttons.

LOCATION TYPE	DESCRIPTION
Remit To	Address(es) where payment will need to be sent.
Ordering Location	Address(es) where orders will be placed from.

 It is mandatory to have one Remit to and Ordering Location. We recommend maintaining only one Ordering Location. You must add this before proceeding. You can use the “Copy” button to copy your headquarters into your remit and ordering .



# BANKING INFORMATION

- Click the plus sign
- Select a payment method from the drop down
- Enter all required fields
- Click done
- Click save
- Edit by clicking the Pencil Icon
- Delete by clicking the trash can
- Click back arrow

LOCATION INFORMATION

indicates required fields

Location Name\* Headquarters Location Code(Leave blank to auto generate) LC.036075 Country\* United States Address Line 1\* 123 Street Address Line 2

County State\* Kansas City\* Lenexa Zip Code\* 66219 Choose Location Type Remit To Location

Primary Business Phone\* 816-349-5285 Extn Sec. Business Phone Extn Fax No Extension 1 Fax No.

PO Box Number Supported Currencies US Dollar - USD

> BANKING INFORMATION + Add Banking Info

> IDENTIFICATION INFO

BANKING INFORMATION

Payment Method Please Select

- ACH
- Wire
- Check
- Vpay
- Kiewit Internal Only

BANKING INFORMATION

Payment Method ACH

Bank Name\* Bank Name Beneficiary Name\* Beneficiary Name Country\* United States Bank Key/ABA Institution ID & Transit number\* 1234567890

BANK/CLASS\* ahh@df Bank Account Number\* 1234567890 Verify Bank Account Number\* 1234567890

Beneficiary e-mail PDP@kiewit.com

CANCEL DONE



Kiewit may need additional forms and documentation depending on the type of payment method you select. Watch your email for additional details.



# PAYMENT METHOD TYPES

PAYMENT METHOD TYPE	DESCRIPTION	DOCUMENTATION NEEDED
ACH (Direct Deposit)	Receive payment via direct deposit.	Pre-printed voided check or company/bank letter physically signed and dated within the last 6 months with banking information listed.
WIRE	Receive payment via wire.	A company/bank letter physically signed and dated within the last 6 months with banking information listed.
CHECK	Receive payment via check.	No documentation needed
VPAY	Receive payment via VPAY. Learn more about VPAY here!	No documentation needed but do need to provide a valid email for payment to be sent to.

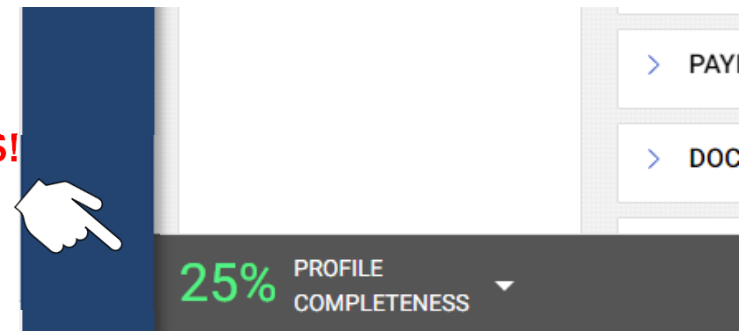


For questions see the GEP support numbers listed in a few slides.

# PROFILE REQUIREMENTS

- You can disregard the % complete at the bottom. This refers to completeness of all fields required and not required.
- Instead, watch for and correct any red errors for items that must be completed to move forward in the registration process.

**IGNORE THIS!**



**COMPLETE ANY WITH RED ERRORS**



REGISTRATION INFORMATION


LOCATION INFORMATION (1) ⚠

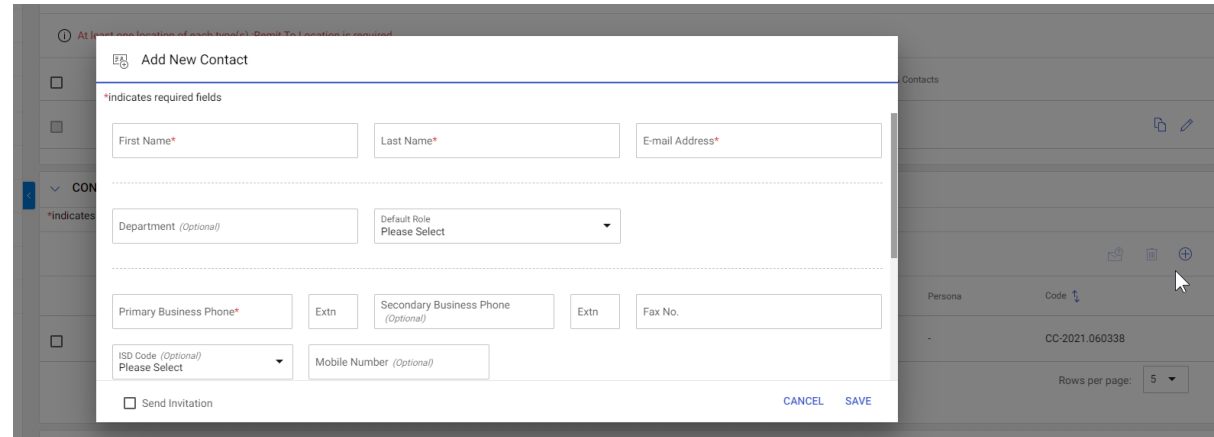
\*indicates required fields

ⓘ At least one location of each type(s) :Remit To Location is required.

<input checked="" type="checkbox"/>	Location Name	Type
<input type="checkbox"/>	10770 Meadow Rd	Headquarters

# CONTACTS

- View existing contacts for your company and add new contacts.
- Click on the plus icon to add new contacts.  

- Fill out all the fields marked with a Red (\*).
- Must assign a Default Role.



At least one instance of each kind of Email To Address is required

**Add New Contact**

\*Indicates required fields

First Name\* Last Name\* E-mail Address\*

Department (Optional) Default Role Please Select

Primary Business Phone\* Extn Secondary Business Phone (Optional) Extn Fax No.

ISD Code (Optional) Please Select Mobile Number (Optional)

Send Invitation

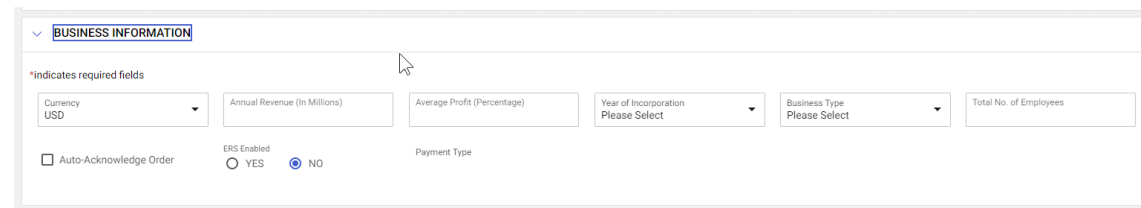
CANCEL SAVE



Adding contacts for sales, accounts receivable/payable, among other departments will streamline your collaboration with Kiewit, but please make sure to list their Department.

# BUSINESS INFORMATION

- Make sure to identify if you would like to auto acknowledge your PO's or not
- If you do not select this you will need to log in to acknowledge any orders you receive from Kiewit.



The screenshot shows a web form titled "BUSINESS INFORMATION". It contains several input fields and a checkbox. The fields are: "Currency" (dropdown menu showing "USD"), "Annual Revenue (In Millions)", "Average Profit (Percentage)", "Year of Incorporation" (dropdown menu showing "Please Select"), "Business Type" (dropdown menu showing "Please Select"), and "Total No. of Employees". Below these fields, there is a checkbox labeled "Auto-Acknowledge Order" which is unchecked. To its right, there are radio buttons for "ERS Enabled" with "YES" and "NO" options, where "NO" is selected. Further right, there is a label "Payment Type" with no visible input field.



If you do not wish to auto acknowledge purchase orders you will need to uncheck the Auto Acknowledge Order box.

# TRANSACTION TYPE

- Identify how you would like to receive your RFx and PO's when this functionality goes live in Fall of 2020.

> IDENTIFICATION INFO

▼ TRANSACTION TYPE

\*indicates required fields

Auction format Email	Contract format Email	Invoice format Email	PO format Email
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PO and RFx functionality will not be available until Fall of 2020.



# MARKETING INFORMATION

- Not required but beneficial.



MARKETING INFORMATION

\*Indicates required fields



Description *(Optional)*

Supported Languages *(Optional)*

Current Customer

Website:   

Please enter valid url



There are many other non-mandatory fields in the supplier profile that can be beneficial to you and Kiewit in your business transactions. **Be thorough** for the most efficient interactions with Kiewit.

# PAYMENT TERMS

- Kiewit's standard payment term is Net 30
- If you already have negotiated terms with Kiewit those should be reflected here

PAYMENT TERMS	
*indicates required fields	
Entity	Payment Terms
All	Net due in 30 days (Default)



Please reach out to your project or procurement contact at Kiewit to negotiate terms outside of this standard on a Purchase Order or Contract basis.

# NOT REQUIRED, BUT BENEFICIAL

- Other(s)

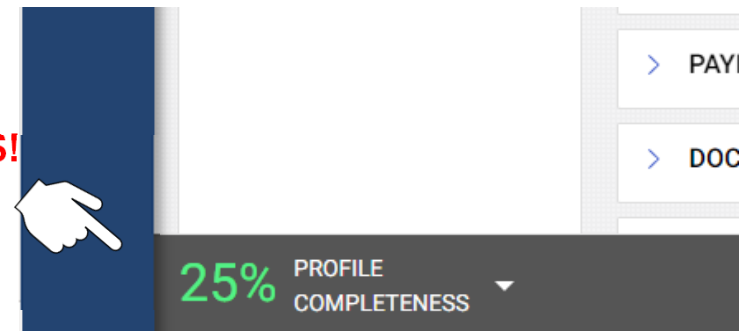


There are many other non-mandatory fields in the supplier profile that can be beneficial to you and Kiewit in your business transactions. **Be thorough** for the most efficient interactions with Kiewit.

# PROFILE REQUIREMENTS

- You can disregard the % complete at the bottom. This refers to completeness of all fields required and not required.
- Instead, watch for and correct any red errors for items that must be completed to move forward in the registration process.

**IGNORE THIS!**



**COMPLETE ANY WITH RED ERRORS**



REGISTRATION INFORMATION

LOCATION INFORMATION (1) ⚠

\*indicates required fields

ⓘ At least one location of each type(s) :Remit To Location is required.

<input checked="" type="checkbox"/>	Location Name	Type
<input type="checkbox"/>	10770 Meadow Rd	Headquarters



# SUPPLIER REGISTRATION & PROFILE GUIDE

