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What you can do in the Supplier Portal
What you can do in the Supplier Portal

Portal Registered Supplier Options

- Login to S2P Connect by GEP
- View all the purchase orders created by DuPont with their status
- Supplier can flip a purchase order into an invoice and, also, can create credit memo
- View all the invoices sent to DuPont with their status

Benefits of GEP SMART

- No Cost for Suppliers
- Increases transaction tracking and visibility
- Provides workflow approval routing for catalog buyer
- Resolves payment issues faster
- Simplifies collaboration & supplier profile maintenance
- Increases Paperless transactions reducing overall costs
- Serves as online repository of all documents
Help and Resources
Support Contacts

DuPont Contacts by Topic

Purchase Order: If a PO appears to be incorrect or to require modification for any reason, please reach out to the DuPont contact reflected on the purchase order.

Invoice & Payment queries: AP team of DuPont NA.DSCIAP@dupont.com

Update Supplier Profile: Send details to Vendor_Master_Maintenance@dupont.com

For any S2P portal Query: s2pconnect.support@dupont.com

S2P Helpdesk Contact Information

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>North America (all)</td>
<td>+1 888 325 8964</td>
</tr>
<tr>
<td>Latin America</td>
<td></td>
</tr>
<tr>
<td>Colombia</td>
<td>8007522367</td>
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<tr>
<td>Europe, Middle East, and Africa</td>
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<tr>
<td>Belgium</td>
<td>+32 15 44 13 00</td>
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<td>Chile</td>
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<tr>
<td>Germany</td>
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<td>Mexico</td>
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<td>+86-512-3685 6030</td>
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<td>+44 287186 4443</td>
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<td>Korea</td>
<td>+82 2-2222 5443</td>
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<tr>
<td>Spain (Asturias Service Center)</td>
<td>+34 985 12 4633</td>
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<tr>
<td>Japan</td>
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<tr>
<td>Philippines</td>
<td>+63 2555 4417</td>
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S2P Connect Supplier Portal Account Setup
Registration Request

1) Suppliers will receive an email from s2pconnect.notification@dupont.com with the email subject: DuPont - S2P Connect Portal Suppliers – Primary Registration Letter. **Check your spam or junk email folder if you cannot locate it.

2) **Do not forward the invite to other contacts as the link is specific to you. Please send any requests for contact information changes to s2pconnect.support@dupont.com

3) Click on the “Click Here” link in the email “Click Here”.
GEP Business Network Registration Form

1) On the next screen, enter the mandatory (*) details and create your credentials.

2) Check the box to accept Terms & Conditions & Privacy Policy in the lower left corner.

3) Click the Submit button in the lower right corner.

NOTE: If you are an existing GEP user, you can use your existing GEP SMART credentials by putting your existing username in the username field and you will see a popup as shown, and then clicking YES on the error screen that will follow.
Account Creation Steps (cont.)

3) Screen 3: Clear any prefilled data in the username and password field and enter your credentials to sign-in.
Home Page and Manage Supplier Profile
Home Page and Manage Supplier Profile

1) This is the home screen you will see after logging in. To move back to the home screen, click on the home icon on the upper left side of the screen and it will take you to the Home Page.

NOTE: The Home Page displays RFx, Auction, Contract, Forms, Order, Invoice and Credit Memo icons

2) The values next to each icon represents the number of existing documents for each category. If there are no documents the value is zero.

3) Click on the “Manage Profile” to check your company profile details.

Order management

Invoice management
4) When you enter your workspace for the first time, you will be prompted to accept the Privacy Policy to gain further access to the supplier profile.

NOTE: The Privacy Statement is located here.
Home Page and Manage Supplier Profile (cont.)

5) The Manage Supplier Profile provides basic details such as Supplier Legal Name, Region, Category, and Status.

Additional information available:
- Supplier Source Information
- Certificates
- Diversity Status
- Location Information
- Contact Information
- Business Information
- Transaction Type
- Marketing Information
NOTE: If you find any discrepancies in the information, you will not be able to make any changes directly.

6) To request a change, click on the `Support Icon` to access the Help Center.

7) Click the `Help Center` icon and navigate to the `Portal` section to access the file named `Profile Change Request Form`. 
8) Highlight the discrepancy in the profile data through the Profile Change Request Form and submit to this email address.
Retrieve Username and Password
Retrieve Username and Password

1) If you forget your username or password, click **Forgot Password?** or **Forgot Username?** on the GEP Business Network site.
Retrieve Username and Password (cont.)

2) If you have forgotten your password, enter your username and click submit. The instructions to change your password will be emailed to you.

3) Enter and confirm your new password as prompted. Once successfully changed, you can login using the new password.
Retrieve Username and Password (cont.)

4) If you have forgotten your username, enter your e-mail address and click submit. You will receive this pop-up message:

_The username details will be sent to user email._

5) Any usernames associated with the e-mail address will be e-mailed to you.

NOTE: If you have issues retrieving your username or password, _send an e-mail to the S2P Connect Support mailbox._
Create Invoice
Note: All Capital Project POs and transactions are moved to SAP ERP systems

Capital Project POs have reverted back to legacy SAP systems and no longer managed in S2P Connect. Please submit this invoice as per previous email instructions available on the DuPont Supplier Center site accessible via link on your purchase order.
Note: ERS POs

1. You should NOT submit invoices for DuPont Purchase Orders (POs) that are designated ERS. Under the ERS process, DuPont will automatically generate payment.

2. If you try to create invoice you will receive an error “You cannot manually create an invoice against the purchase order, since automatic invoice creation logic is enabled upon successful receipt of goods or services”
Create Invoice

Note: You will NOT have to acknowledge new POs in the Portal as they will already be in acknowledged status.

1) On the order Management Page, choose the PO in supplier/partner acknowledged status.

2) Select the order you want the Invoice for by clicking the order name. This will show the order details screen.

3) Click on the Create Invoice button.
Create Invoice (cont.)

4) You can enter a unique Invoice Name.

5) Make sure that the amount in Invoice Amount is exactly what is depicted at the top right corner.

6) Enter the unique Invoice number generated from your invoice system.

NOTE: Special Characters CANNOT be used in the Supplier Invoice Number field

7) You can edit the Supplier Invoice Date, but it should be not be earlier than the PO date.

8) Scroll down to check the line item. Change Quantity to create partial invoice.
9) Click on the **drop-down menu** in the upper right corner.

10) You can add **Taxes** and other charges in this column.

11) Once the taxes are added, click **Save**.
12) Click on More.

13) Click on Upload Image to upload the invoice copy

NOTE: Image of Invoice copy is mandatory to attach

14) Once the image is uploaded, click on Send to Buyer tab.
Create Invoice (cont.)

Invoice attachment is mandatory. If you do not attach the invoice, you will receive this error and not be able to submit this invoice to DuPont.
15) You will receive the message *Invoice Submitted to buyer Successfully.* Click **OK**.

16) You will then land on the Invoice Management screen where the status of the invoice(s) created will read **Sent for Payment/Sent to Buyer** basis invoice rules.

*All Order and Invoice statuses are explained on slide 43 and 44 respectively.*
Create Partial Invoice
Create Partial Invoice

Note: You will NOT have to acknowledge new POs in the Portal as they will already be in acknowledged status

1) On the order Management Page, locate the PO for which you need to create a partial invoice

2) Select the order by clicking the order name. This will show the order details screen.

3) Click on the Create Invoice button.
Create Partial Invoice (cont.)

4) You can enter a unique Invoice Name.

5) Make sure that the amount in Invoice Amount is exactly what is depicted at the top right corner.

6) Enter the unique Invoice number generated from your invoice system.

NOTE: Special Characters CANNOT be used in the Supplier Invoice Number field.

7) You can edit the Supplier Invoice Date, but it should be not be earlier than the PO date.
Select the lines which you would not want as a part of the partial invoice.

Click on “Delete” to remove the selected lines.

Note: The deleted lines can be invoiced separately as and when required.

Make changes to “Quantity” and “Unit price” for “Material” line item.

Make changes to “Unit Price” for “Service” line item.
Create Partial Invoice (cont.)

12) Click on the **drop-down menu** in the upper right corner.

13) You can add **Shipping & Freight** and **Taxes** and other charges in this pop-up. Click the check mark once value is entered.

14) Once the taxes and other charges are added, click **Save** to save the invoice in draft.
Create Partial Invoice (cont.)

15) Click on **More**.

16) Click on **Upload Image** to upload the invoice copy.

NOTE: Image of Invoice copy is mandatory to attach.

17) Once the image is uploaded, click on **Send to Buyer** tab.
Create Partial Invoice (cont.)

18) You will receive the message *Invoice Submitted to buyer Successfully.* Click **OK**.

19) The invoice will be marked as “Sent to Buyer”.
Create Credit Memo
Create Credit Memo

1) To issue a Credit Memo to your customer, click on the Invoice Management tile from the home page.

2) Click on the invoice number for which the credit memo is to be applied.
Create Credit Memo (cont.)

3) Click on the More button.

4) Select Create Credit Memo option.

5) Enter Supplier Memo Number.

6) Enter Credit Quantity or Credit Amount as required.
Create Credit Memo (cont.)

7) Click on the 3 dots.

8) Click **Upload Image** and attach the credit memo document.

NOTE: It is mandatory to attach the image of Credit copy.
Create Credit Memo (cont.)

9) After uploading the scan copy of document, click on the Send To Buyer tab on bottom right-hand corner. You will receive the message “Are you sure you want to send to Buyer?” Select Yes.

10) Once you click Send to Buyer, it will take you to Credit Memo tab, where you can see the credit memo with Approval Pending Status.
Order and Invoice Status Definitions
Order and Invoice Status Definitions

Order Status:

- **All** – shows all the POs received from DuPont
- **Supplier Acknowledged** – POs in acknowledged status (All POs from DuPont will come in Supplier Acknowledged status unless communicated otherwise)
- **Cancelled** – POs cancelled by buyer
Order and Invoice Status Definitions (cont.)

Invoice Status:

• Draft – Any Invoice created and saved but not submitted to buyer (can be edited)
• Sent for payment – Invoice is sent successfully to DuPont for processing and is sent for payment considering details are as per requirement
• Internally Cancelled – Cancelled by AP Team due to issues in invoice. No Action required from supplier
• Sent to Buyer – Invoice has some error/exception that needs to be corrected by AP team. Once corrected, Invoice will move to “Sent for Payment”. No Action required from supplier
• Invoice Paid with Remittance – Invoice is paid and you can check the remit details under the “Remittance Details” section of the invoice
• Returned – Invoice is returned to the supplier for correction and to resubmit
Invoice Status (cont.):

- **Invoice Paid with Remittance** – Once the invoice is paid, you can check the remittance details under the “Remittance Details” section of the invoice as shown below.
THANK YOU

Support:
• Invoice and payment related queries: NA.DSCIAP@dupont.com
• PO related and other queries: s2pconnect.support@dupont.com
• Training material: https://www.dupont.com/supplier-center/s2pconnect.html
• S2P Connect: https://businessnetwork.gep.com/