

Supplier Onboarding Quick Reference Guide

Welcome to INEOS' procurement platform powered by **GEP Business Network**.

If you have received an invitation to register, it is because INEOS intends to engage with your company through the platform.

This may be because you have been **invited to participate in a sourcing event** (e.g. RFI, RFQ, or tender), or because you are an **existing INEOS supplier** who is being onboarded to our new procurement platform.

By following this guide, you will be able to **register into your account**, complete the required information, and begin collaborating with INEOS efficiently.

Supplier Onboarding Process

When you are invited to join the system for INEOS, two emails will automatically be triggered to your inbox:

1. Registration to GEP Business Network

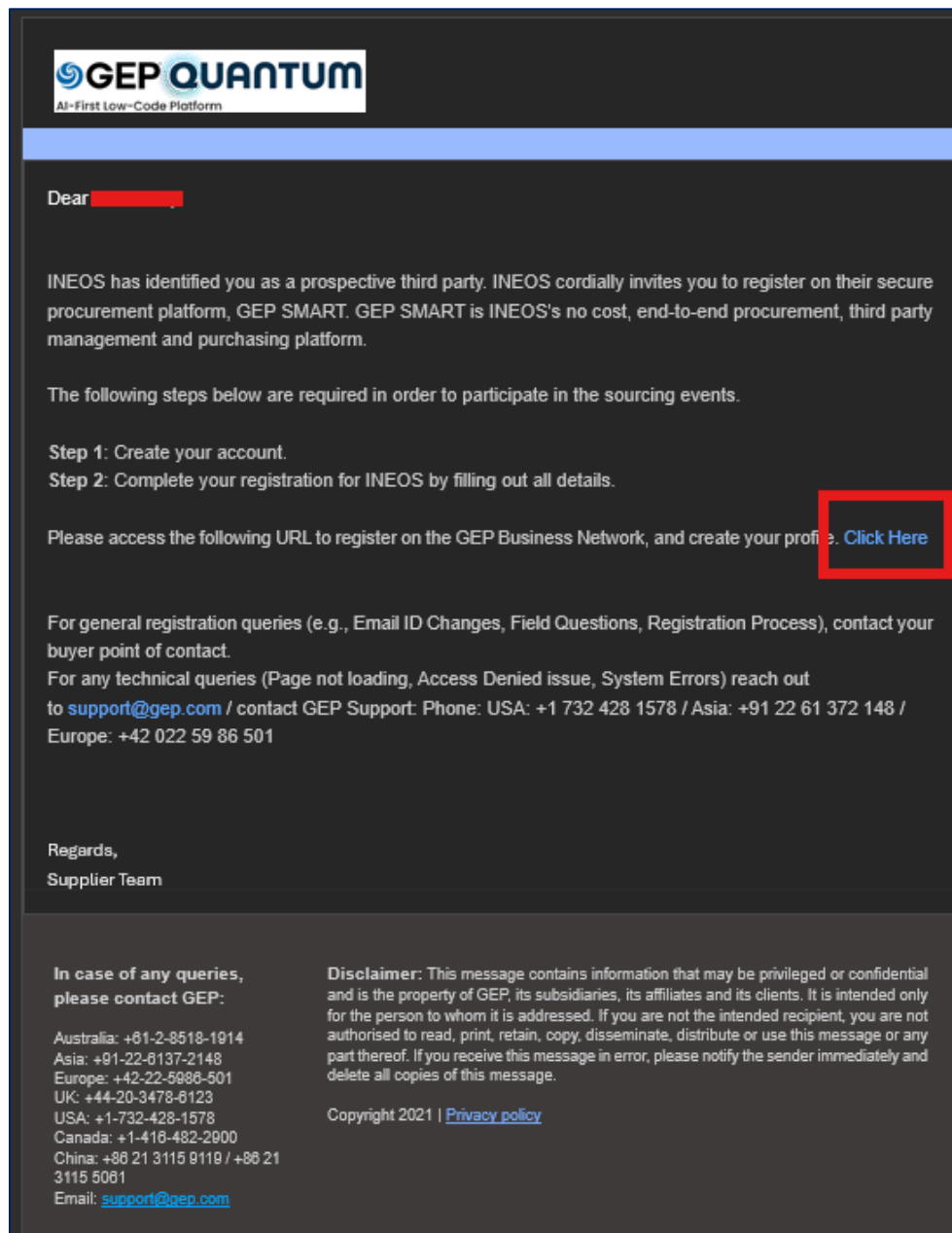
Create your GEP Business Network account to gain access to the IN.Procure platform.

2. Registration Information Form

Reminder to fill in the INEOS specific forms, to complete registration.

1. REGISTRATION TO GEP BUSINESS NETWORK

You will receive an email with the subject: *“Invitation from INEOS to register as a Supplier”*



Click on the registration link in the email to create your **GEP Business Network** account.

This account will allow you to access the system.

A Five Steps Process:

1. Create Your Account by choosing a **username** and **password** and by completing all the mandatory fields.

2. Accept the Terms and Conditions by ticking the checkbox at the bottom of the page.

3. Click Submit, you will be asked to verify your contact information

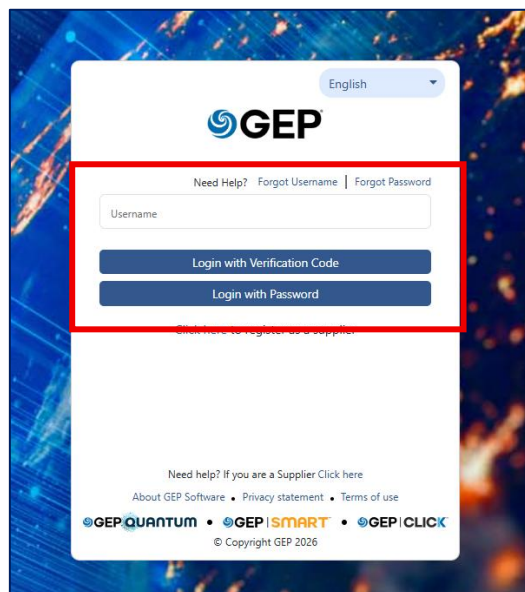
4. Enter the verification code sent to your registered email address. If you also registered a phone number, complete the phone verification as prompted.

5. Click Confirm verification code

The registration for GEP Business Network has now been completed!

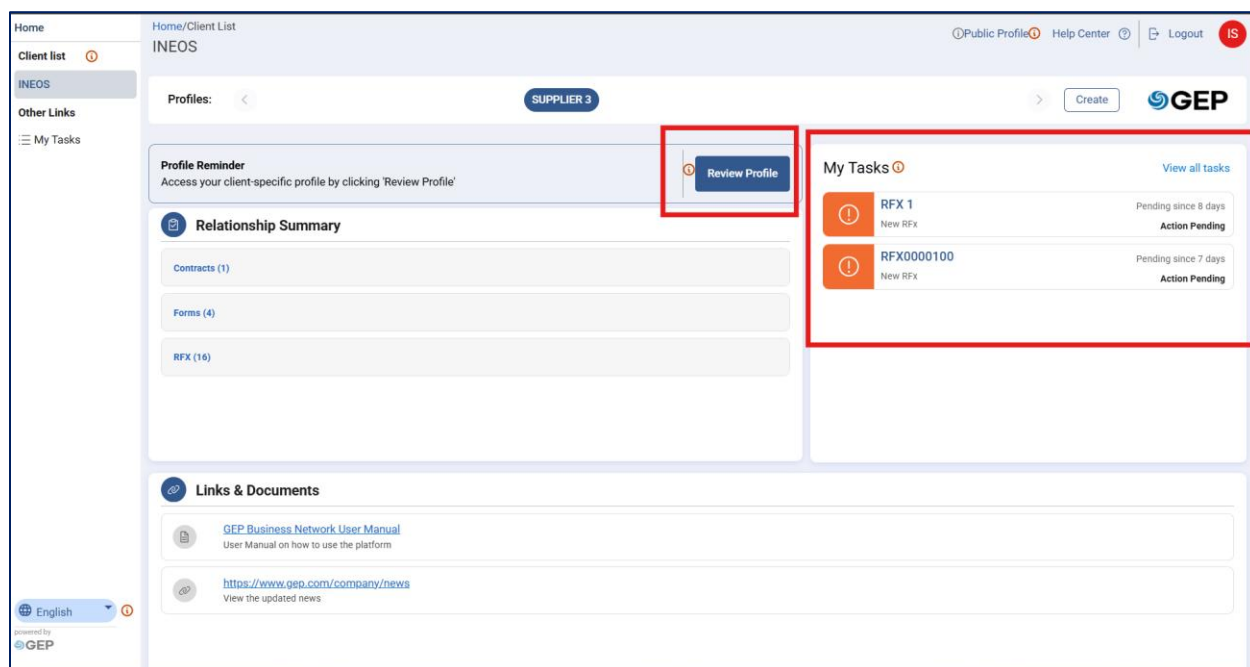
Access the GEP Business Network

You can now use the following link to sign in to the GEP Business Network, **using your new credentials**: <https://businessnetwork.gep.com>



After logging in, you will be taken to the **Business Network Portal**.

On the right-hand side of the homepage, under **My Tasks**, you will find any outstanding actions that require your attention.



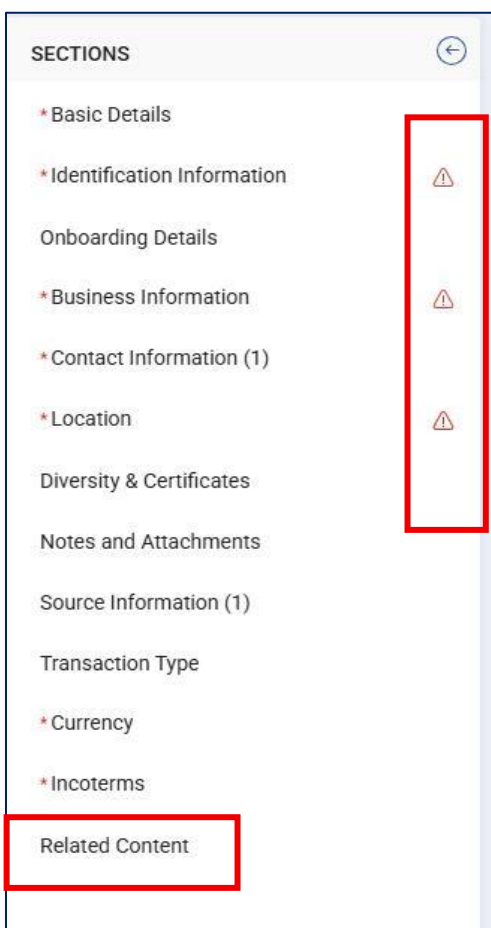
Complete Your Supplier Registration

The **information and forms you are required to complete may vary depending on your relationship** with INEOS and the activities you will be involved in (e.g. participating in sourcing events, contract management, or purchasing activities).

Select **Review Profile** to access the registration sections required by INEOS.

[Review Profile](#)

Complete all sections marked with a **red indicator**, as these require your attention.



The screenshot shows a list of sections for supplier registration. A red box highlights the sections marked with a red warning triangle, indicating they require attention. These sections are:

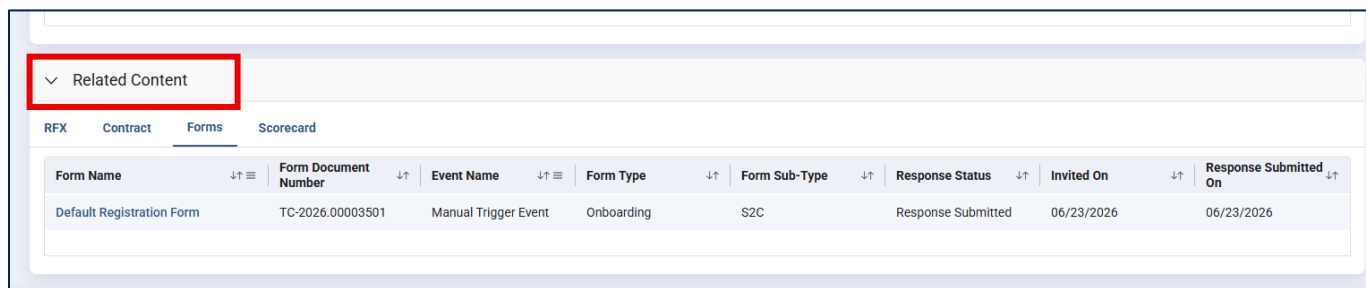
- * Identification Information
- * Business Information
- * Contact Information (1)
- * Location

Another red box highlights the 'Related Content' section at the bottom of the list.

Once all mandatory information has been provided, your registration can be submitted for review.

Access to the Registration Form

You can access the registration forms from the **Related Content** section in your Supplier Profile.



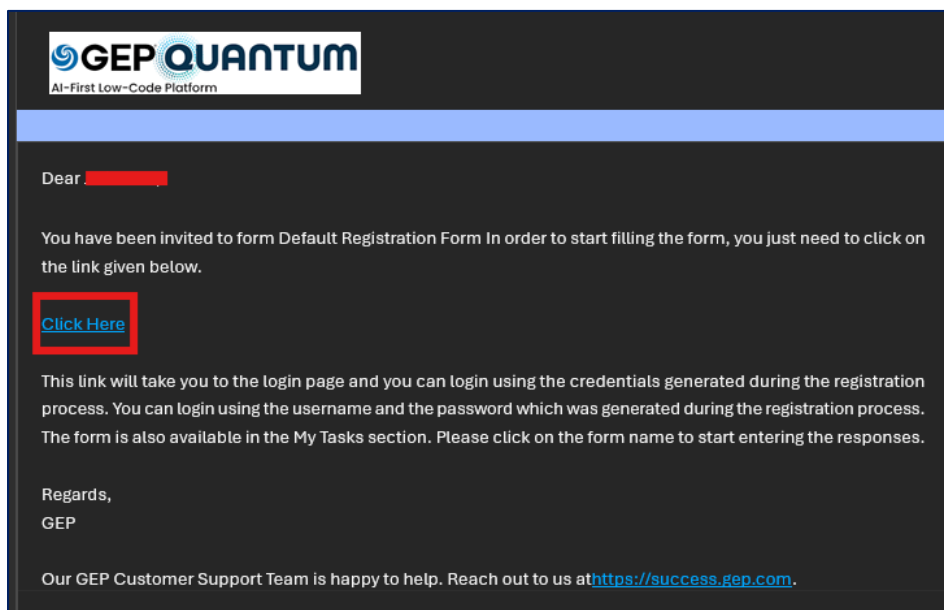
Related Content							
RFX	Contract	Forms	Scorecard				
Form Name	Form Document Number	Event Name	Form Type	Form Sub-Type	Response Status	Invited On	Response Submitted On
Default Registration Form	TC-2026.00003501	Manual Trigger Event	Onboarding	S2C	Response Submitted	06/23/2026	06/23/2026

These are the same forms that you will be assigned through email notifications as part of your ongoing supplier onboarding process with INEOS:

2. REGISTRATION INFORMATION FORM

You will receive an **email notification** whenever a new **registration form is assigned to you**.

Each email will give you **direct access to the specific forms** that need to be completed in the GEP Business Network



Other Ways to Access the Forms

You can access the assigned forms in either of the following ways:

- From the **My Tasks** section in the Business Network Portal
- From your **Supplier Profile**, as described in the previous section

After logging in, you will be redirected to the list of pending forms that require your review and completion.

Type of forms you will receive:

- Code of Conduct
- Life Saving Rules
- Bank Statements
- Cyber Security

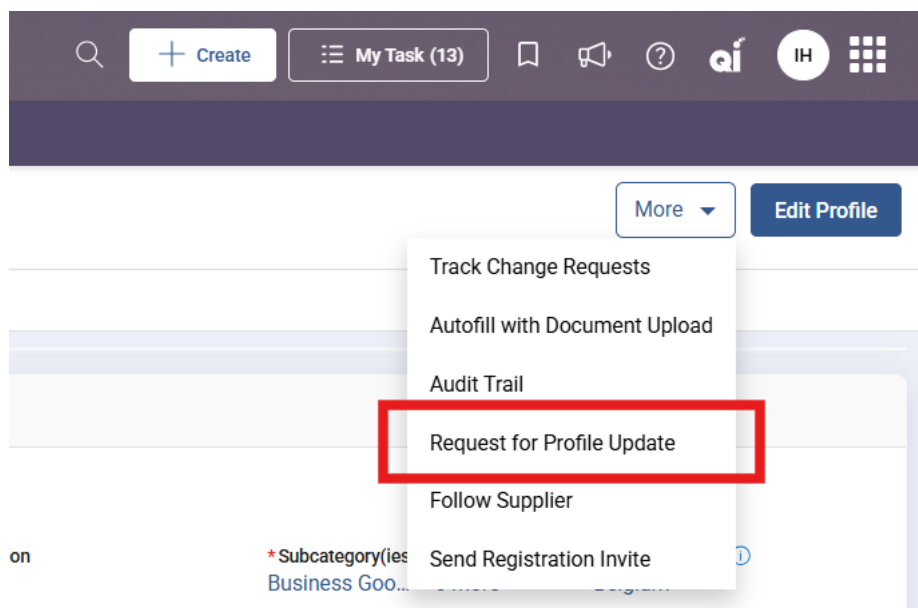
3. UPDATING YOUR SUPPLIER PROFILE

Your supplier profile should be kept up to date to ensure INEOS has the correct company information.

1. Requesting a Profile Update

If you need to update your supplier information:

1. **Log in** to IN.Procure.
2. Click “**Request for Profile Update**”.



3. Make the necessary changes to your supplier profile.
4. Click on the “**Submit**” button.

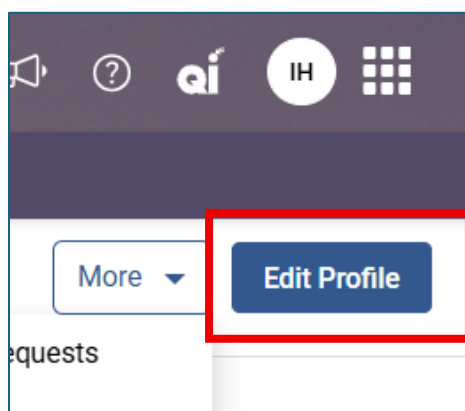
Your requested changes will be sent to INEOS for review. Once reviewed, INEOS will either approve the changes or reject the request if further clarification or corrections are required.

2. Responding to an INEOS Request for Profile Changes

INEOS may also **request that you update specific information** in your supplier profile (for example, a primary contact, email address, company details, or other profile information).

When you receive this request:

1. **Log in** to the system
2. Open the notification or request.
3. Click **“Edit Profile”**.



4. Update the requested information.
5. Submit the changes for review.

Your updates will then be reviewed by INEOS before they are applied to your supplier profile.

Need Assistance?

If you have any questions during the onboarding process, please contact:

- Your INEOS point of contact, or
- The GEP Supplier Support Team: support@gep.com