

# Adobe GEP QUANTUM

Quick Reference Guide (QRG) for Suppliers: Login and Navigation

**Adobe**

You can access GEP Quantum using (<https://idplogin.gep.com/>) and login with your credentials:

## Log into GEP Quantum

1. Go to the **GEP Quantum** login link received in your registration email.
2. Enter your registered username and click **Next**.
3. Enter your password and click **Sign In**.
4. View your Supplier Landing Page. This is your central hub for supplier activities.

## Forgot Password

1. Click **Forgot Password** on the login screen.
2. Enter your registered email address or username.
3. Click **Submit**.
4. Check your inbox for the password reset link.
5. Complete multi-factor authentication, if prompted.

## Forgot Username

1. Click **Forgot Username** on the login screen.
2. Enter your registered email address.
3. Click **Submit**.
4. Check your inbox and Spam/Junk folder for the username retrieval email.

**For Detailed Steps and Instructions, review the User Manual and Training Presentation on [adobe.com/procurement](https://adobe.com/procurement).**

## IT Setup Callout

**IT Setup Required:** Ask your IT team to allow and list the **@gep.com** domain. Most notifications are sent from Adobe/GEP email addresses. Mark the required sender addresses as trusted to avoid missed onboarding, sourcing, risk or contract notifications and questions.

The Supplier Landing Page is your central dashboard for all activities. It provides a clear, organized view of tools to help you collaborate with Adobe.

## Supplier Landing Page — Key Areas




Area	What You Can Do
Client List	Switch between client profiles, such as Adobe, to manage sourcing, contracts, risk, and other activities.
My Tasks	View pending actions, including onboarding approvals, profile changes, and risk forms.
Review Profile	Review client-specific profile details, including address and tax information, banking details, and other documents.
Public Profile	Review company information visible to buyers, such as name, address, certifications, and diversity details.
Relationship Summary	View activities across Sourcing, Contracts, Risk, and Supplier Management.
Help Center	Access FAQs, platform guides, and support options.
Logout	End your session securely.

## My Tasks

1. Click **View All Tasks** or **My Tasks** to see pending items.
2. Review the document name, number, type, status, and days pending.
3. Click the document name hyperlink to open the task.
4. Complete pending actions, such as supplier onboarding approvals, profile change requests, tax updates, or bank updates.

**For Detailed Steps and Instructions, review the User Manual and Training Presentation on [adobe.com/procurement](https://adobe.com/procurement).**

Below is an overview of the modules (Sourcing, Contract, Risk) and functionality you will use in GEP Quantum. Click on the name of the functionality you want to use for additional guidance.

 <b>Sourcing</b>		 <b>Contract</b>		 <b>Risk</b>	
Functionality	Used For	Functionality	Used For	Functionality	Used For
<a href="#">RFx</a>	Participating in a sourcing event including Request for Proposal (RFP), Request for Quotations (RFQ), etc. Suppliers are invited to participate and submit responses in this area of the Sourcing module.	<a href="#">Contract Review</a>	Reviewing contract documents shared by Adobe, provide required inputs, and take actions such as reviewing, redlining, or signing contracts within the platform.	<a href="#">Completing Contract/Project Risk Forms</a>	Completing risk forms, providing supporting documentation, and addressing follow-up questions as part of Adobe's risk review process, which now applies to every contract executed with Adobe instead of at a supplier onboarding level.
<a href="#">Auctions</a>	Participating in a competitive, real-time bidding process, where suppliers typically engage only after the auction is published and they receive an invitation to submit bids and compete for the requirement.	<a href="#">Contract Signature</a>	Signing contracts. Users are notified when contract is ready for signature and requires review and action.		

Adobe may utilize an RFx event (RFP, RFQ, RFI) to identify and evaluate suppliers. Typically a supplier will get involved only after the RFx is published, at which point they are invited to participate and submit responses depending on the event type.

Step 1: Adobe Publishes RFx

Adobe publishes their request. Suppliers will see the RFx events in the **Relationship Summary** section in their home page.

Step 2: Accept Guidelines & Confirms Participation

Suppliers accept the guidelines and confirm their participation via **Guidelines Pending Acceptance** section in the RFx event.

Step 3 (Optional): Submit questions via Discussion Forum

If **Suppliers** have a question, they can use the Discussion Forum functionality to submit questions to Adobe for clarification. Answers will be republished in the Discussion Forum. Navigate to the Discussion Forum by clicking the **Discussion Forum** button in the RFx event.

Step 4: Enter Responses

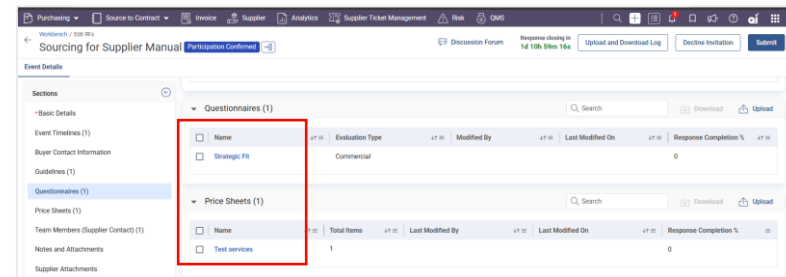
Suppliers can respond to the questionnaire in the **Questionnaire** section and respond to the price sheet in the **Price Sheet** response input and submit responses.

Step 5: Evaluation & Negotiation



Adobe will review the submissions and will be in touch regarding evaluations, negotiation conversations, and final decisions.



Screenshot 1: Guidelines Pending Acceptance section (Step 2)



Screenshot 2: Questionnaire and Price sheet section (Step 4)

 Action Step for Supplier  
 Action Step for Adobe

Adobe may choose to run an auction, where suppliers are invited to participate in a competitive, real-time bidding process.

Step 1: Adobe Publishes Auction

Suppliers will receive a notification inviting them to participate. Suppliers can find the notification in the **Relationship Summary** section or **My Tasks** section.

Step 2: Acknowledge Guidelines & Confirm Participation

**Suppliers** accept the auction guidelines and confirm their participation in GEP QUANTUM to proceed. Suppliers can find the **Acknowledgement** section in the **Auction** event.

Step 3: Submit questions via discussion forum

If **Suppliers** have questions, they can use the Discussion Forum in GEP QUANTUM to submit queries to Adobe. Answers will be republished in the Discussion Forum. Navigate to the Discussion Forum by clicking the **Discussion Forum** button in the **RFx** event.

Step 4: Place bids during live auction

**Suppliers** enter and submit their bids in the **Lots** section during the live auction window. If clarifications were raised, these will have been addressed before bidding opens.

Step 5: Evaluation & Award


**Adobe** reviews all submissions and will be in touch with the outcome.


Acknowledgement(s)			
Acknowledgement Required		Other	
Document Name	Document Status	Timestamp	Attachment(s)
<input checked="" type="checkbox"/> NDA	Pending		1

Screenshot 1: Acknowledgement section (Step 2)

Lots (1)			
Lot Name	Lot Status	Line Items	Bidding Level
Test lot for user guide	Live	1	Line

Screenshot 2: Lots section (Step 3)

 Action Step for Supplier

 Action Step for Adobe

Contract Review Requests allow suppliers to review contract documents shared by Adobe, provide required inputs, and take actions such as reviewing, redlining, or signing contracts within the platform. This ensures timely collaboration, clear visibility, and compliance throughout the contracting process.

Step 1: Adobe sends the contract for review

**Adobe** sends the contract to the Supplier via GEP QUANTUM. Suppliers can find them in the **Relationship Summary** section or **My Tasks** section.

**Note:** All applicable risk and control forms must be completed before the contract is sent.

Step 2: Receive the contract

The **Supplier** receives the contract in GEP QUANTUM. They can choose to review it online within the GEP platform or download and review it offline. Suppliers can find them in the **Contract Language** section.

Step 3: Review and redline the contract

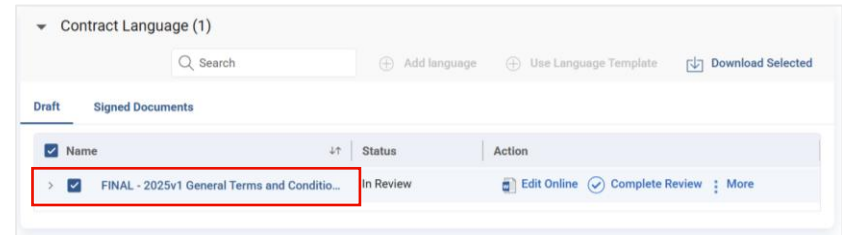
The **Supplier** reviews the contract language. If changes are required, they can redline the contract — either offline or directly within GEP QUANTUM — and submit the redlined version. You can find them in the **Contract Language** section.

Step 4: Submit redlined contract

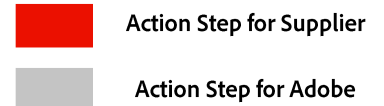
Once reviewed, the **Supplier** submits the redlined contract back to Adobe through GEP QUANTUM for consideration. Click the **Complete Review** button to finish the review.

Step 5: Adobe internal review process

**Adobe** reviews the Supplier's redlined contract internally. Further negotiations or approvals may follow before the contract is finalized.



Screenshot 1: Contract Language section (Steps 2 & 3)



A Contract Signature Request will notify you that a contract is ready for signature and requires your review and action. Access the request to review the final contract document and complete the signature process.

Step 1: Adobe sends the contract for signature

Once the contract is finalized, **Adobe** sends it to the Supplier for signature via GEP QUANTUM. Suppliers can find them in the **Relationship Summary** section or **My Tasks** section.

Step 2: Receive the contract

The **Supplier** receives the contract in GEP QUANTUM. They can sign online using Adobe Sign or download and sign the contract offline. Suppliers can also access the contract via the link emailed to them.

Step 3: Sign the contract

If signing online, the **Supplier** clicks the Adobe Sign link, accepts the terms, and uses the signature placeholders to complete signing. If signing offline, they download, sign, and send the signed document back.

Step 4: Submit signed contract

The **Supplier** submits the signed contract back to Adobe through GEP QUANTUM. Note: post-contract risk forms may be triggered as part of the process.

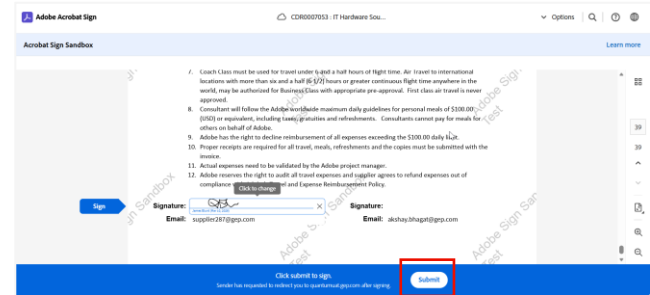
Click the **Submit** button to finish the signing process.

Step 5: Final signature

**Adobe** completes the final countersignature to fully execute the contract. Both parties will receive confirmation once the contract is fully signed.



Screenshot 1: Contract Signature email (Step 2)



Screenshot 2: Submit Button in the Contract Document (Step 4)



Action Step for Supplier



Action Step for Adobe

The Risk module in GEP supports Adobe's supplier risk management process and enables suppliers to respond to risk-related requests. Risk assessments now happen for every project/contract. The forms should be completed keeping the context of the specific contracts in mind. This is a change from the GraphiteConnect process where risk assessments were conducted at a supplier-level. Suppliers can complete risk forms, provide supporting documentation, and address follow-up questions as part of Adobe's risk review process through this module.

Step 1: Risk forms auto trigger

Adobe's system automatically triggers one or more risk and control forms as part of the sourcing or contracting process. The Supplier receives these forms in GEP QUANTUM. Suppliers can find them in the **Relationship Summary** section or **My Tasks** section.

Step 2: Receives notification and review the forms

The **Supplier** is notified that risk assessment forms have been assigned. Review the instructions carefully when accessing a form for the first time and use the (i) icon for question-level guidance. Suppliers can find them in the **Risk Workbench** under the **Launched** status card.

Step 3: Complete and Submit

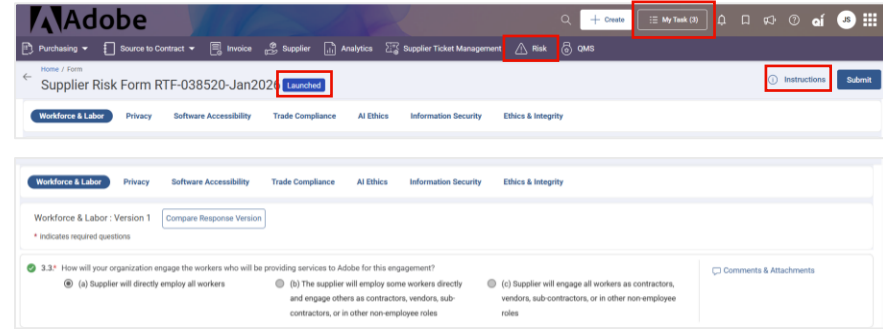
The **Supplier** completes all required fields in each form and submits them through GEP QUANTUM. All applicable assessments must be completed before progressing.

Step 4: Evaluation

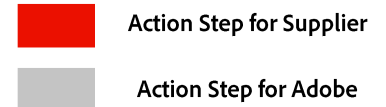
Adobe reviews the submitted forms. If risk controls are identified as 'Weak', a risk ticket may be automatically created for further review and remediation.

Step 5: Complete and Submit Risk Ticket

If a risk ticket is raised, the **Supplier** will receive it and must complete the assigned remediation milestones. Adobe will manage escalation where required until resolution is reached.



Screenshot: Risk Form when launched for Supplier to submit



**Adobe**

## Who to Contact — Quick Guide

Need Help With	Contact
Login issues or GEP access issues	GEP Support: <a href="mailto:support@gep.com">support@gep.com</a>
General procurement questions	Adobe Procurement: <a href="mailto:purchase@adobe.com">purchase@adobe.com</a>
Onboarding questions or supplier profile help	Adobe Procurement: <a href="mailto:purchase@adobe.com">purchase@adobe.com</a>
Sourcing events or RFx participation	Your Adobe Supplier Manager
Security or privacy incident reporting	Adobe Security: <a href="mailto:ACDC@adobe.com">ACDC@adobe.com</a>

## Self-Service Resources

### FAQ Section — In Platform

- Go to the Supplier Landing Page.
- Click Help Center.
- Select the [FAQ link](#).
- Review answers for onboarding, sourcing events, document exchange, and compliance.

### YouTube Quick Start Guide

- Watch the [GEP Quantum Portal: Quick Start Guide for Suppliers](#) video.
- Access the guide from the bottom-right corner of the Supplier Landing Page.
- Use the guide to understand platform features, key functions, and screen walkthroughs.

### Language Translation

- Use platform language options, where available.
- Select your preferred language to improve accessibility.
- **Supplier Portal & User Manual**
- Open the Adobe Supplier Portal.
- Review the User manual for profile updates, onboarding forms, and platform navigation support.

For Detailed Steps and Instructions, review the User Manual and Training Presentation on [adobe.com/procurement](https://adobe.com/procurement).