

# Adobe GEP QUANTUM

Quick Reference Guide (QRG) for Suppliers: Registration Instructions

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## Who Needs to Register?

**New Suppliers Without a GEP Account:** Adobe Supplier Manager creates your profile. You will receive an invitation email with a secure registration link. Use the link to complete your profile and verify your account.

**Existing GEP Suppliers:** Log in with your existing username and password. Some details may be pre-filled from Graphite Connect. Review all pre-filled information and complete all mandatory fields.

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

### New Supplier — Registration Steps

Step 1 – Receive Registration Email

Step 2 – Enter all the details required

Step 3 – Select the Acknowledgement box

Step 4 – Click Submit and review your profile

### Existing Supplier — Registration Steps

Step 1 – Receive Registration Email

Step 2 – Review pre-filled details from Graphite Connect

Step 3 – Select the Acknowledgement box

Step 4 – Click Submit and review your profile

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## 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).**