



# **GEP QUANTUM for Adobe**

Supplier User Manual

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# 1 How to use this user manual

## *What This Document Is*

A training and reference manual for **Adobe Suppliers** using the **GEP QUANTUM platform** (also known as the **GEP Business Network**). This manual explains how to register and log in, manage your supplier profile, respond to onboarding and profile change requests, submit required documentation, participate in sourcing events (including RFx and auctions), complete contract and risk-related forms, and track open requests during your engagement with Adobe.

**Note: While sourcing, contracting, and risk activities take place in GEP, invoicing and payments will continue through Ariba (and invoicing system name, if different) until future implementation phases.**

## *Who Is This User Manual For*

**Suppliers'** participation ensures that sourcing events, contracts, and risk assessments proceed without delay.

Suppliers are responsible for:

- Completing supplier registration and onboarding forms in GEP.
- Uploading and maintaining required tax, banking, and compliance documents.
- Responding to risk questionnaires and control forms when requested.
- Participating in RFx events, negotiations, and auctions, as applicable.
- Submitting and responding to supplier profile change requests to keep information current.

## *Who Needs to Register*

Suppliers must have a GEP account to do business with Adobe.

- **Suppliers who do not already have a GEP account** (with any company): An **Adobe Supplier Manager** will create a supplier profile. The supplier then receives a notification via email and must register using the link provided. The Supplier must complete the necessary onboarding forms and update their supplier profile.
- **Suppliers who have previously used GEP with another company**: Suppliers can log in using their existing username and password. Some profile information may be pre-populated, however, suppliers are still required to review, validate, and complete all mandatory fields. The supplier is responsible for reviewing and maintaining the accuracy and completeness of their profile.

## **2 Introduction to the GEP Business Network**

The GEP Business Network is the platform Adobe uses to digitally connect and collaborate with its supplier community. It serves as the foundation for supplier engagement across Adobe's procurement processes and supports a consistent, standardized way of working between Adobe and its suppliers.

### **2.1 Platform Overview**

The **GEP Business Network** is a secure online platform that Adobe uses to work with its suppliers. It provides a single centralized place to manage key activities, including participating in sourcing events, submitting proposals, completing onboarding requirements, responding to risk-related forms, managing contracts, and handling offboarding tasks.

Instead of using emails, spreadsheets, or systems, everything is handled in a single, centralized platform, making the process clearer, more efficient, and easier to track for both Adobe and its suppliers.

#### **What does this mean for you as a supplier?**

By joining the GEP Business Network, you can:

- Respond to sourcing events and submit proposals directly through the platform.
- Complete supplier risk-related forms and follow-up actions.
- View and manage contracts and risk forms in one location.
- Track the status of your submissions with real-time visibility.

The platform reduces manual work, improves transparency, and helps ensure you have the information you need at each step. This shared way of working supports smoother collaboration and a stronger partnership with Adobe.

***Note: Some topics may not apply to Royalty Payments or Partner Programs.***

## **3 Supplier Registration**

Supplier registration is the first step to start working with Adobe on the GEP platform. Registration enables suppliers to formally connect with Adobe, receive and respond to sourcing and contracting activities, and complete required onboarding and compliance processes. Suppliers who are not registered in the GEP Business Network will not be able to participate in Adobe sourcing events, receive contracts, submit required documents, or transact with Adobe through the GEP platform.

### **3.1 Registration via Invitation Email**

When Adobe invites you to join the GEP platform, you will receive an email with a secure registration link.


After you submit your registration:


- Your onboarding may temporarily pause while Adobe completes required internal approvals.
- Approval steps and timing vary depending on your relationship type with Adobe.

Follow these steps to register:


1. Refer to the invitation email containing the link to register for GEP. Click the **Link** to access the registration portal.

**Action Required: Please complete Adobe's procurement registration for the GEP Network**

 AdobeNotifications@gep.com Wed 5/6/2026 7:38 AM

[↩ Reply](#) [↶ Reply All](#) [→ Forward](#)  

 If there are problems with how this message is displayed, click here to view it in a web browser.

*This is a system-generated notification sent on behalf of Adobe via the GEP Quantum application. Please do not reply to this message, as responses are not monitored.*

**Adobe Supplier,**

We are pleased to announce the transition from graphiteConnect to GEP Quantum as part of Adobe's ongoing commitment to enhancing our procurement, supplier risk management, and collaboration processes. This new platform brings sourcing events, contracting, risk forms, and supplier onboarding into a single, connected experience.

GEP Quantum will be the central platform for all your interactions with Adobe. Through GEP Quantum, you will be able to:

- Register and manage your supplier profile in a user-friendly portal
- Participate in Adobe sourcing events, contracts, and risk activities
- Access technical support through the platform's help desk


Completing **registration is mandatory** to continue doing business with Adobe.

Now you will be able to:

- Receive Adobe Sourcing event invitations (RFP, RFQ, RFI)
- Manage contracts
- Submit responses to the risk and compliance forms

**Registration is mandatory. Failure to complete the process will lead to delays in contract execution, purchase order issuance, and payments.**

Applicable past contracts, risk assessments, and profile details will be migrated to the new platform.

**Registration Instructions** 

1. Click on the [link](#) and complete your registration.
2. Create a password.
3. Review your company profile in GEP Quantum and update any required information, including address, banking, and tax details.

Thank you,  
Adobe Procurement and Risk Management Teams

**Support and Resources**  
A step-by-step Quick Reference Guide is attached to assist with the registration process. Additional resources are available on the [FAQ Page](#) and the Adobe [Supplier page](#).

**Need Assistance?**  
For issues accessing the GEP application or questions related to your username or password, please contact **GEP Support** by email at [support@gep.com](mailto:support@gep.com), or by phone:

USA: +1 732 428 1578  
Asia: +91 22 61 372 148  
Europe: +42 022 59 86 501

For process-related questions, please contact the **Adobe Procurement Service Desk** at [purchase@adobe.com](mailto:purchase@adobe.com).

2. Enter all required details. Fields highlighted in yellow must be complete to move forward. This includes **Country Code**, **Mobile Number**, **Time Zone**, **Password**, and **Confirm Password**.

Welcome to the  
**BUSINESS NETWORK FOR SUPPLIERS**

- Unify Tasks
- Single Login for All
- Get Discovered

**GEP** English (Un...  
**Register for Business Network**  
(\*)Indicates required fields

\* Username: supplier286@gep.com      \* Work Email: supplier286@gep.com

\* First Name: John      \* Last Name: Doe

\* Country Code: [dropdown]      \* Mobile Number: [input]

Language: English (United States) [dropdown]      Country: [dropdown]

\* Timezone: [dropdown]

\* Password: [input] [toggle]      \* Confirm Password: [input] [toggle]

**Disclaimer**  
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the

3. Review the disclaimer carefully. The **Terms & Conditions**, **Privacy Policy**, and **Non-Disclosure Agreement (NDA)** are provided as hyperlinks. Clicking on these links will open the document in a new browser tab. After reviewing the documents, click the required acknowledgement checkbox to proceed.
4. Click on **Supplier FAQs: Quick Guide** for additional resources to assist with the registration process.

Disclaimer

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

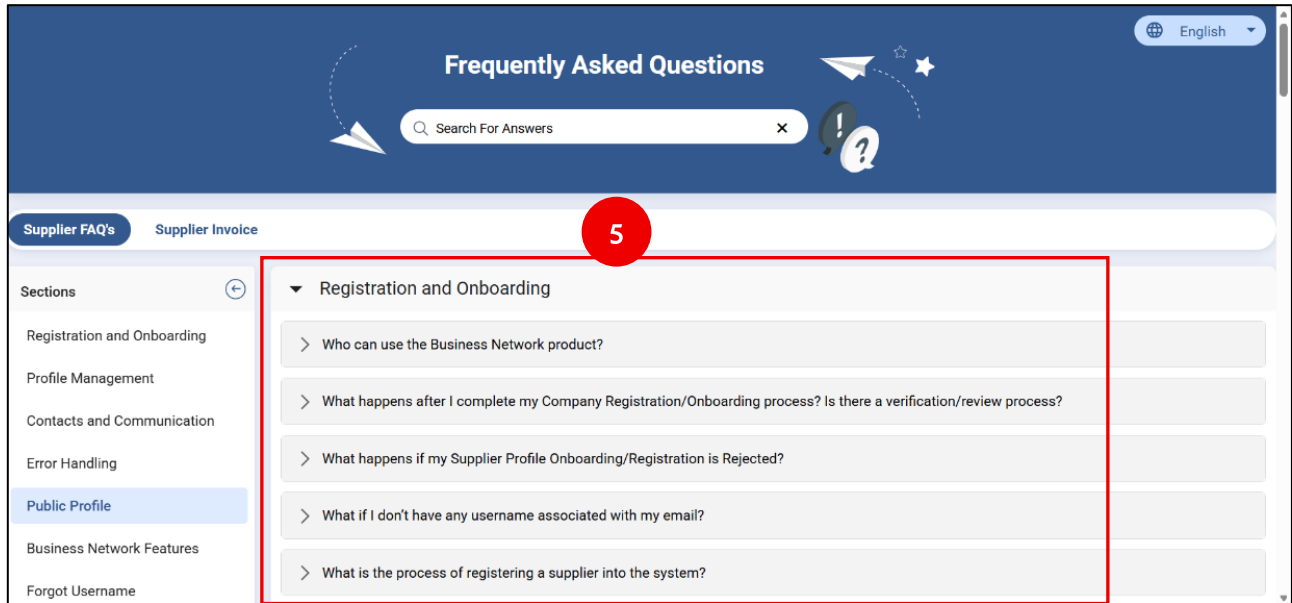
I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

I have read and agree to AdobeSandbox [Non Disclosure Agreement \(NDA\)](#)

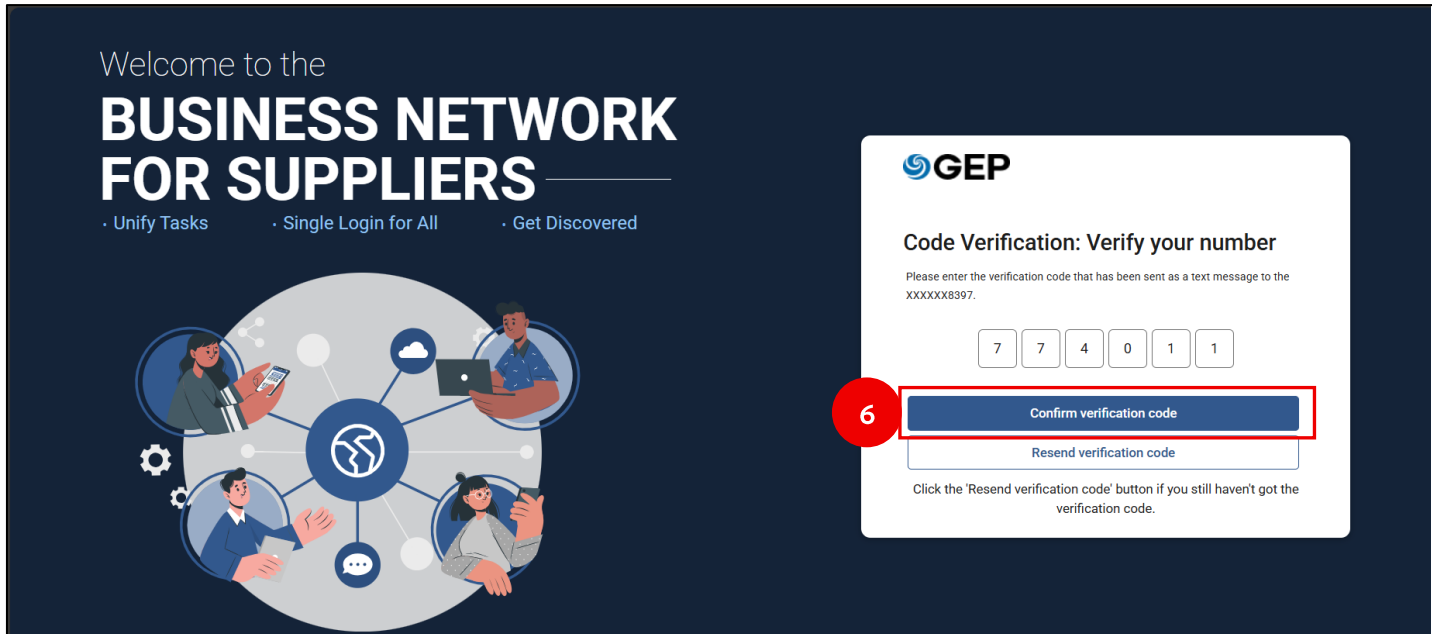
Submit

For help: [Supplier FAQs: Quick Guide](#)

5. The **Frequently Asked Questions (FAQ)** will open in a new browser tab and provide registration-related information. It offers practical guidance and answers common questions on registration, profile management, and system functionality.



6. After submitting your registration, a verification code will be sent to your registered mobile number. Enter the six-digit code and select the **Confirm Verification Code**.



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**GEP**

**Code Verification: Verify your number**

Please enter the verification code that has been sent as a text message to the XXXXX8397.

7 7 4 0 1 1

**6** Confirm verification code

Resend verification code

Click the 'Resend verification code' button if you still haven't got the verification code.

- Once the verification step is complete, your supplier profile will open in the **Invited** status.
- Click the **Edit Profile** button to review and edit your supplier profile. For more information, visit the [Profile Management](#) section to view all the details related to managing your profile.

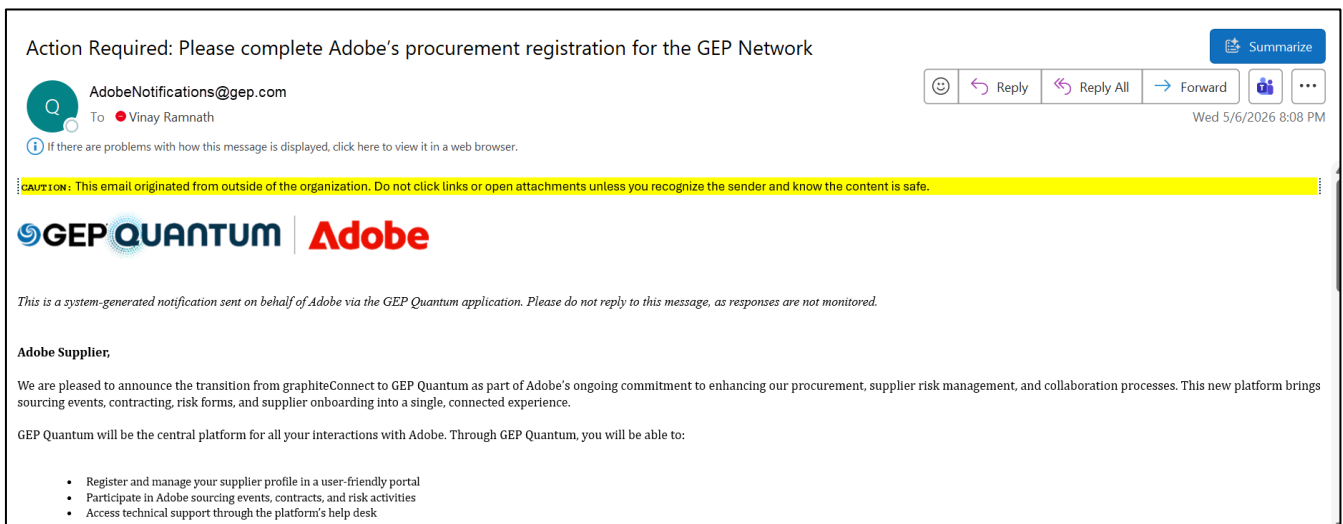
The screenshot shows the Adobe GEP Quantum interface for a supplier profile. The top navigation bar includes the Adobe logo, a search icon, a '+ Create' button, and a 'My Task (1)' notification. Below the navigation bar, the breadcrumb trail reads 'Workbench / Supplier Profile'. The main header area displays 'TEST Worldwide' with a status of 'Invited' (highlighted with a red circle and the number 7) and an 'Edit Profile' button (highlighted with a red circle and the number 8). The left sidebar lists various sections: 'Basic Details', 'Tax & Other Identification Information', 'Business Information', 'Contact Information (1)', 'Location', 'Diversity & Certificates', 'Supplier Onboarding', 'Notes and Attachments', 'Banking Information', 'Related Content', and 'CSO Summary'. The main content area is divided into sections. The 'Basic Details' section includes a table of fields: 'Legal Company Name' (TEST Worldwide), 'Formerly Known As' (-), 'Doing Business As' (-), 'Origination' (GEP), 'Subcategory(ies)' (DATA & ANALYTICS), and 'Partner Status' (Invited). Below this table are fields for 'Normalised Name' (-), 'Spend Status' (-), and 'Does your company have a DUNS number?' (Select). A 'Supplier Hierarchy Fields' section contains a 'View Supplier Hierarchy' button. The 'Tax & Other Identification Information' section includes a 'Search Parent Company Using' field (Please Select) and an 'Is Delinquent Supplier' field (No). At the bottom, there are two warning messages: 'Ensure that the selected tax country matches the order and the remit-to location country in the Location section' and 'Do not Remove BitSight or Dow Jones data. They are required for risk and compliance checks'.

### 3.2 Existing Accounts with GEP

If you already have an account, you can log in using your existing username and password without creating a new profile. The system verifies your email and displays any linked profiles.

Follow these steps to access your account:

1. When your supplier profile is created in GEP, you will receive an email notification to register. Select the **Click here** hyperlink in the email.



Action Required: Please complete Adobe's procurement registration for the GEP Network



AdobeNotifications@gep.com

To • Vinay Ramnath

If there are problems with how this message is displayed, click here to view it in a web browser.

Completing **registration is mandatory** to continue doing business with Adobe.

Now you will be able to:

- Receive Adobe Sourcing event invitations (RFP, RFQ, RFI)
- Manage contracts
- Submit responses to the risk and compliance forms

**Registration is mandatory. Failure to complete the process will lead to delays in contract execution, purchase order issuance, and payments.**

Applicable past contracts, risk assessments, and profile details will be migrated to the new platform.

**Registration Instructions**



1. Click on the [link](#) and complete your registration.
2. Create a [password](#).
3. Review your company profile in GEP Quantum and update any required information, including address, banking, and tax details.

Thank you,  
Adobe Procurement and Risk Management Teams

- The information entered during supplier profile creation will be populated by the system. Review the pre-filled details and complete all mandatory fields. Required fields include **Country Code**, **Mobile Number**, **Time Zone**, **Password**, and **Confirm Password**.

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**BUSINESS NETWORK  
FOR SUPPLIERS**

- Unify Tasks
- Single Login for All
- Get Discovered

**GEP** English (Un...  
**Register for Business Network**

(\*) Indicates required fields

\* Username supplier305@gep.com \* Work Email supplier305@gep.com

\* First Name Test \* Last Name worldwide GEP

\* Country Code \* Mobile Number

Language English (United States) Country

\* Timezone

\* Password \* Confirm Password

Disclaimer  
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business

3. Review the disclaimer carefully. The **Terms & Conditions** and **Privacy Policy** are provided as hyperlinks. Clicking on these links will open the document in a new browser tab. After reviewing the documents, check the required acknowledgement box to proceed.
4. Click **Submit** to proceed with registration.



Language <sup>?</sup> English (United States)

Country <sup>?</sup>

\*Timezone <sup>?</sup> (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

\*Password <sup>?</sup>

\*Confirm Password <sup>?</sup>

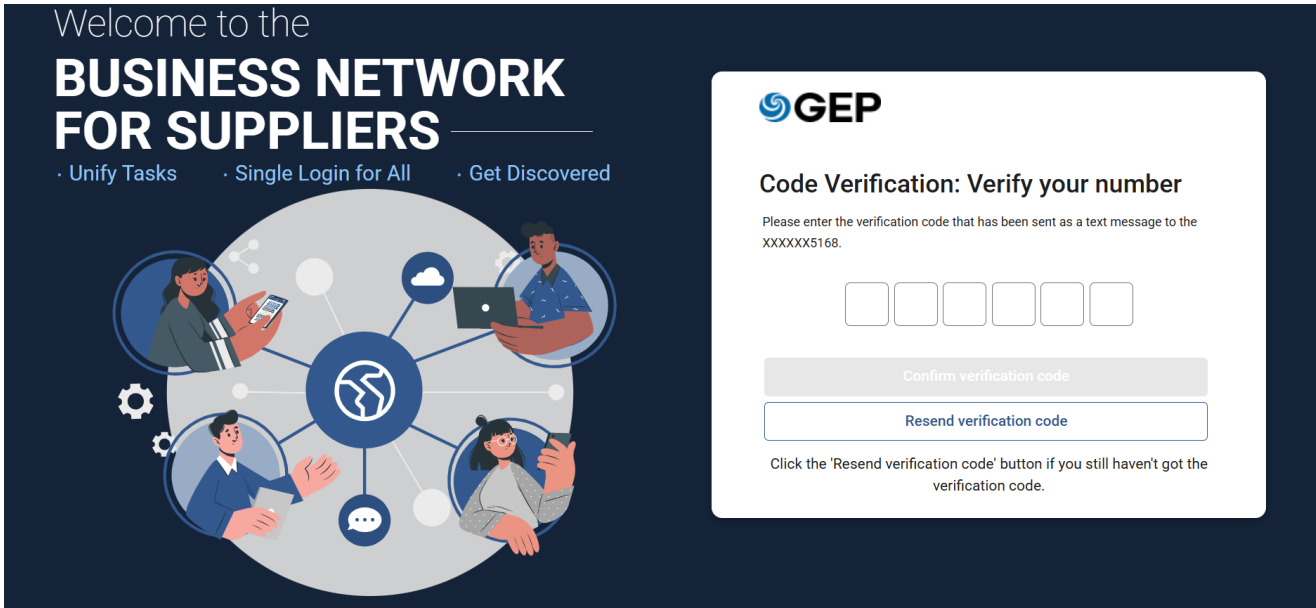
Disclaimer  
By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

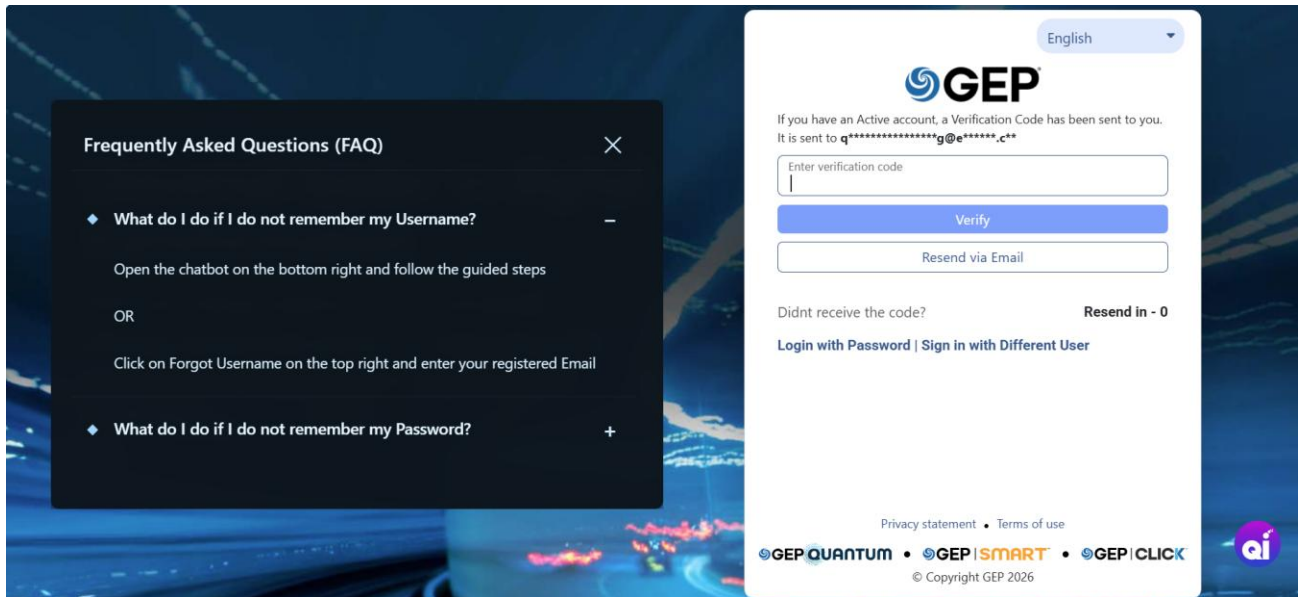
**Submit**

For help: [Supplier FAQs: Quick Guide](#)

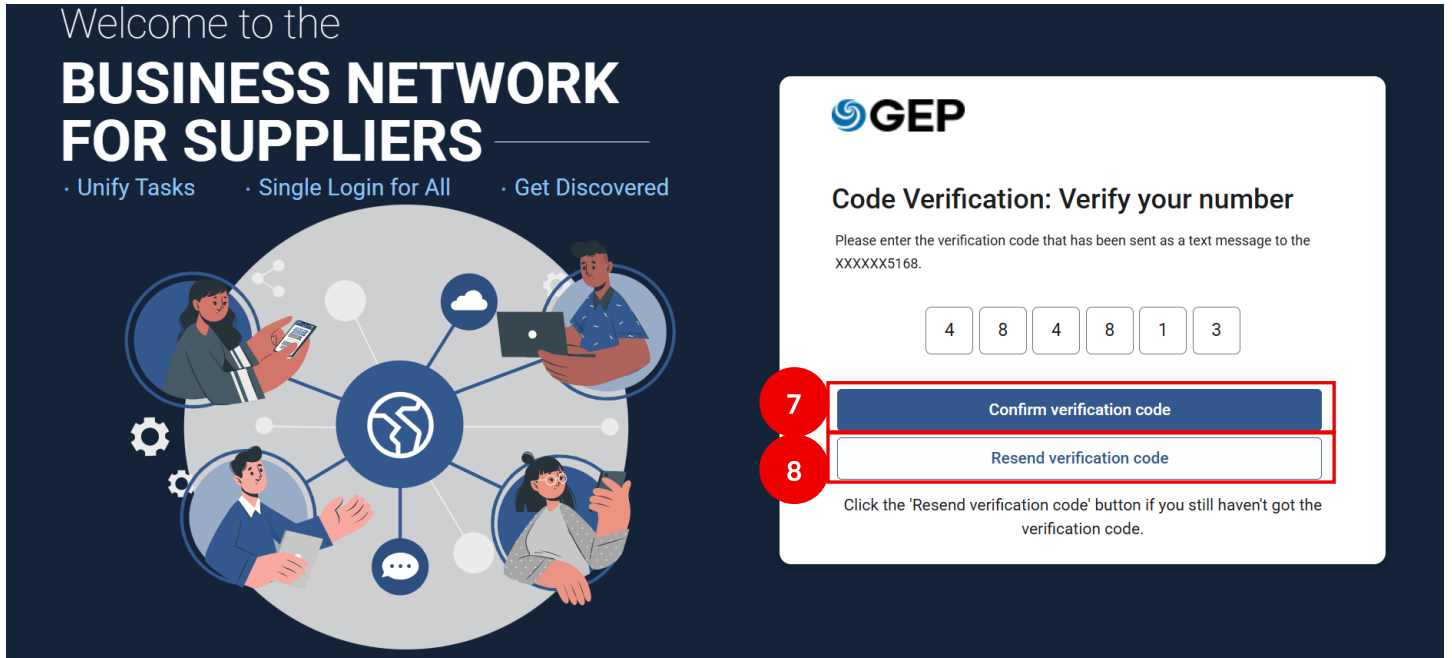
- 5. A verification code will be sent to your registered mobile number. Enter the six-digit code.



- 6. If a mobile number was not added to your profile, the verification code will be sent to the registered email address.



7. Click the **Confirm verification code** button.
8. Click the **Resend Verification code** button if you still haven't received the verification code. Wait for a few seconds before this button gets activated.



Welcome to the

# BUSINESS NETWORK FOR SUPPLIERS

· Unify Tasks · Single Login for All · Get Discovered

**GEP**

## Code Verification: Verify your number

Please enter the verification code that has been sent as a text message to the XXXXXX5168.

4 8 4 8 1 3

7 **Confirm verification code**

8 **Resend verification code**

Click the 'Resend verification code' button if you still haven't got the verification code.

9. Once the verification step is complete, your supplier profile will open in the **Invited** status.

The screenshot shows the Adobe GEP Quantum interface for a supplier profile. The top navigation bar includes the Adobe logo, a search icon, a '+ Create' button, and a 'My Task (1)' dropdown. Below this is a secondary navigation bar with icons for Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. The main header area shows 'Workbench / Supplier Profile' and 'TEST Worldwide' with a red 'Invited' badge and a red circle containing the number '9'. There are also buttons for 'Discussion Forum', 'More', and 'Edit Profile'. The main content area is divided into a left sidebar with 'SECTIONS' and a main panel. The 'SECTIONS' list includes: Basic Details, Tax & Other Identification Information, Business Information, Contact Information (1), Location, Diversity & Certificates, Supplier Onboarding, Notes and Attachments, Banking Information, and Related Content. The main panel is titled 'Basic Details' and contains a table of fields. A 'Supplier Hierarchy Fields' section is highlighted in blue. At the bottom, there are two red warning banners.

* Indicates required fields						
* Legal Company Name	Formerly Known As	Doing Business As	Origination	Subcategory(ies)	Partner Status	
TEST Worldwide	-	-	GEP	DATA & ANALYTICS	Invited	
Normalised Name	Spend Status	Does your company have a DUNS number?				
-	-	Select				

**Supplier Hierarchy Fields** [View Supplier Hierarchy](#)

Search Parent Company Using	Is Delinquent Supplier
Please Select	No

**Tax & Other Identification Information** [Add](#) [Delete](#)

Ensure that the selected tax country matches the order and the remit-to location

Do not Remove BitSight or Dow Jones data. They are required for risk and

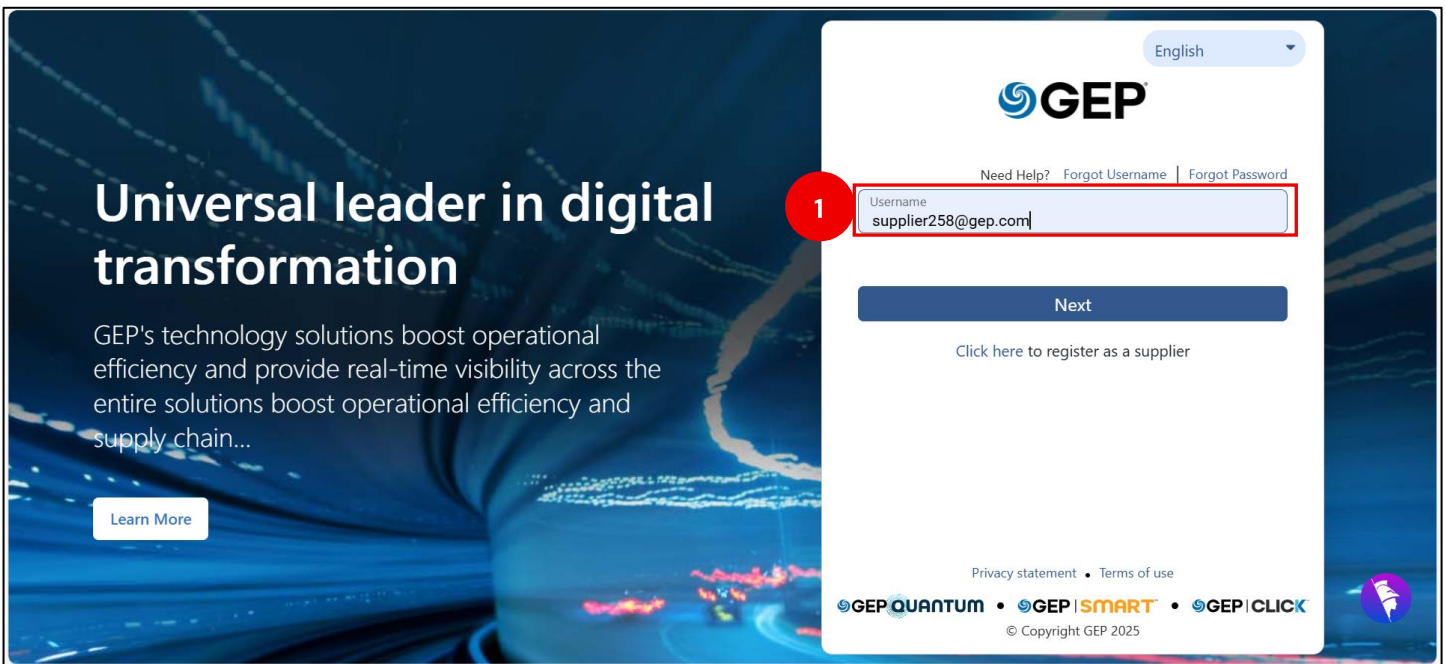
## 4 Logging into GEP QUANTUM

Log in to GEP using your registered credentials to access your profile and dashboard.

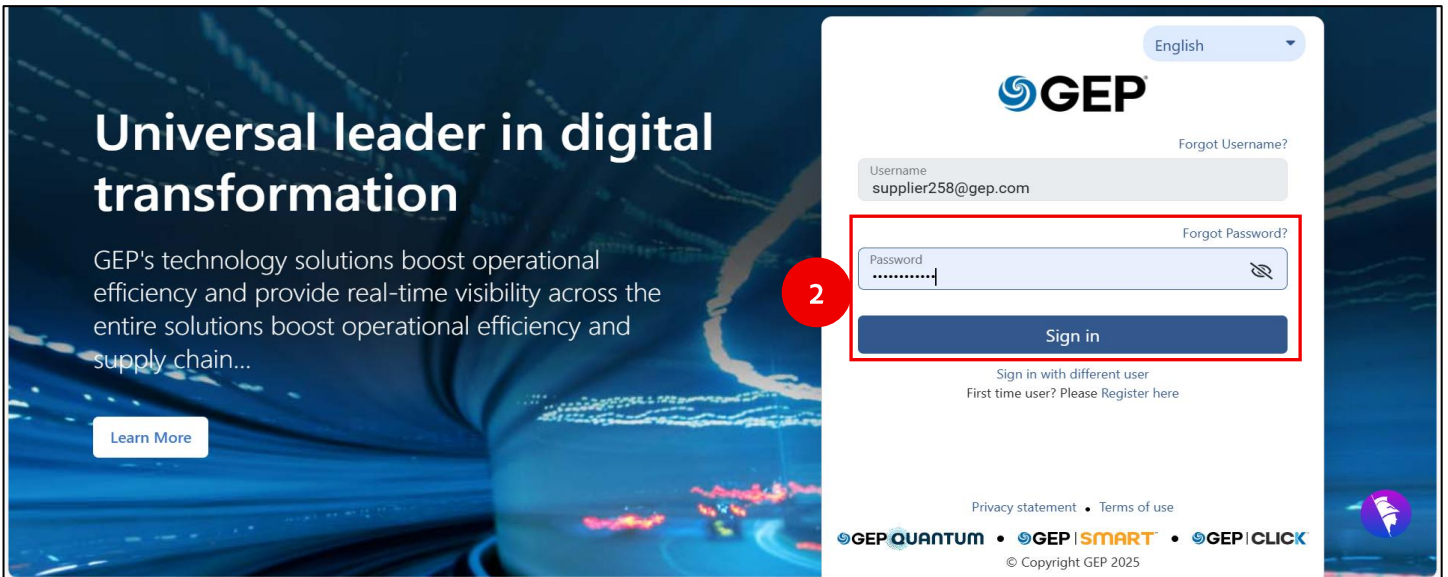
- Your profile includes company details, tax information, compliance documents, and banking data.
- The dashboard allows you to update the profile and company information, participate in and manage sourcing events, and maintain compliance requirements.

### 4.1 Login Instructions

1. Access the link (<https://idplogin.gep.com/>) provided by the Adobe Supplier Manager. To log in to GEP, enter your username.



2. Enter your password and click **Sign in**.

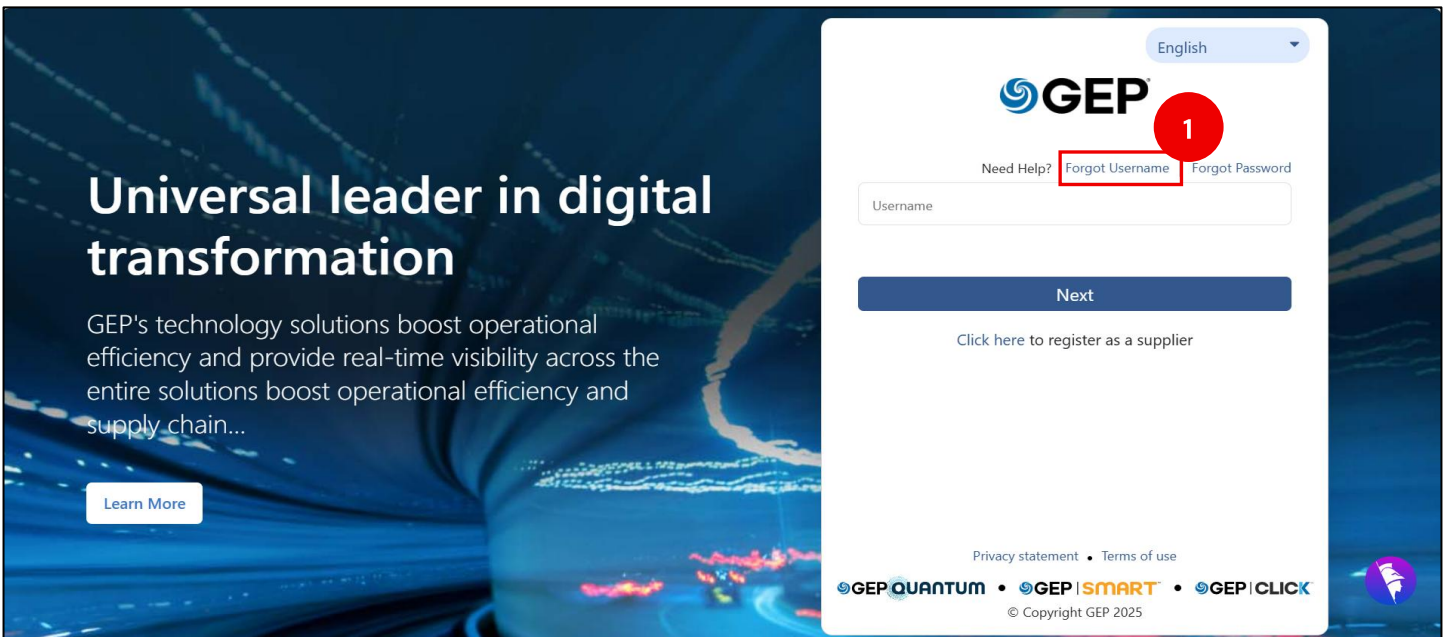


## 4.2 Forgot Username

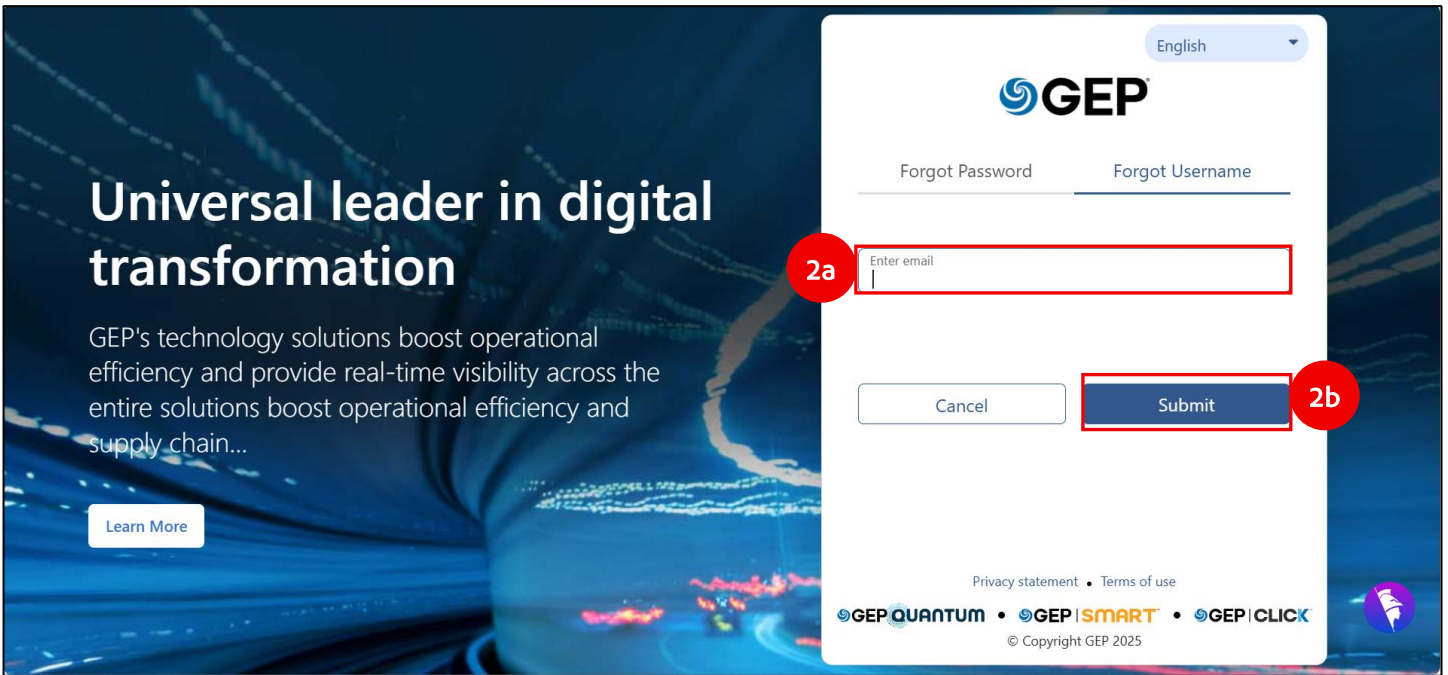
You can quickly recover your username using the automated recovery process.

**Note: If you don't see the email in your inbox, check your Spam or Junk folder.**

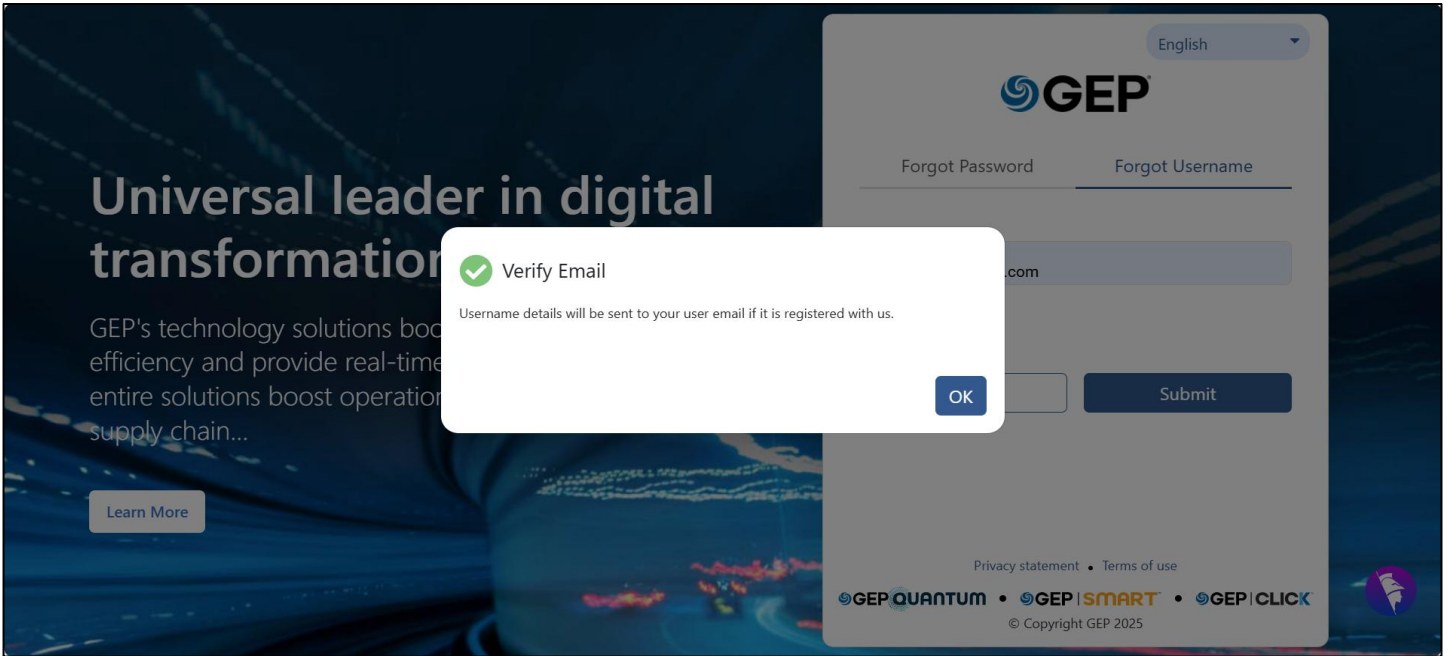
1. Click **Forgot Username** on the login screen.



2. Enter your registered email address (2a) and click **Submit** (2b) to retrieve your username.



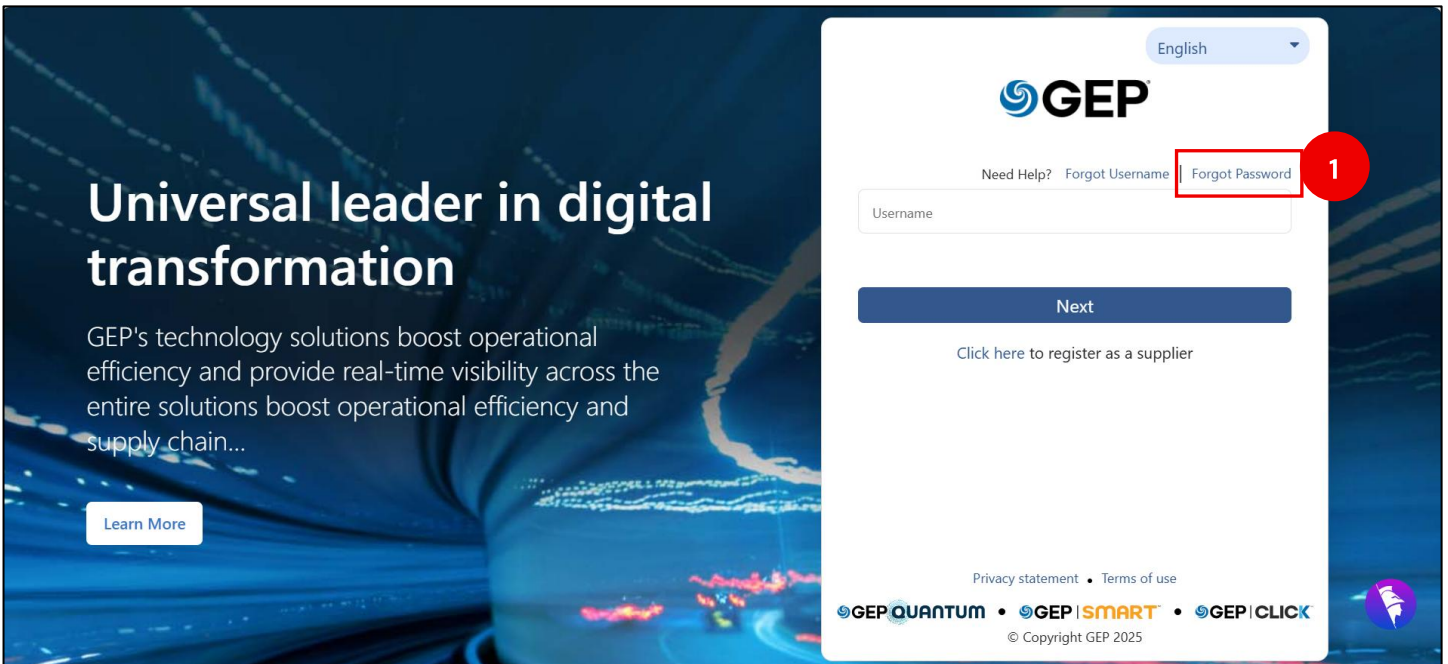
3. The system will trigger a username retrieval email to the registered email address.



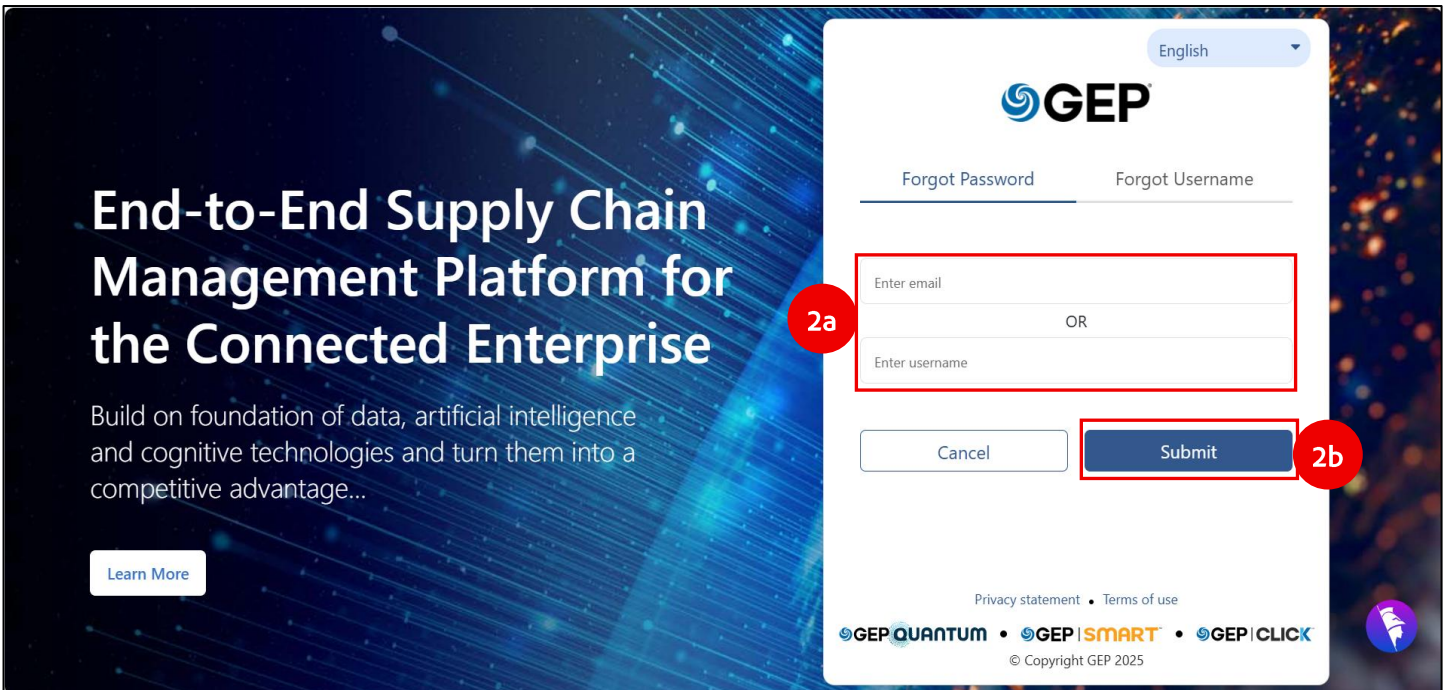
### 4.3 Forgot password

Resetting your password is secure and straightforward. The process is fully automated, allowing you to regain access without contacting support. For added security, you may be required to complete multi-factor authentication (MFA) during the reset process.

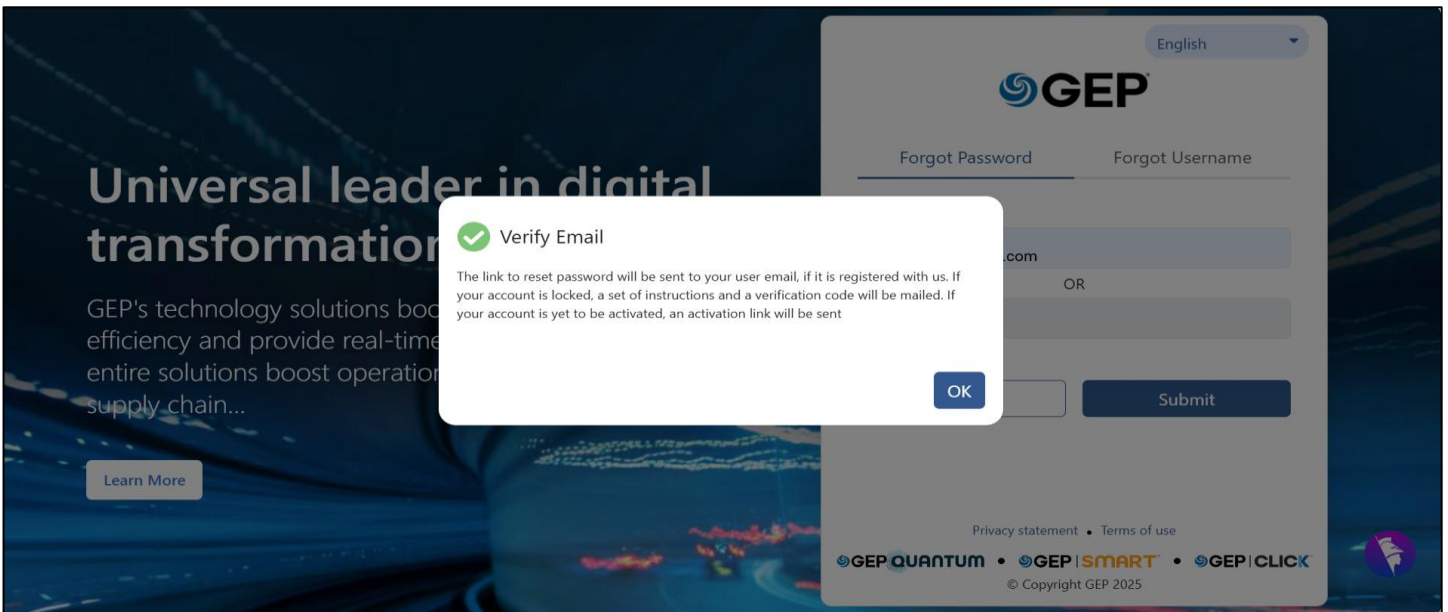
1. Click **Forgot Password** on the login screen.



2. Enter your registered email or username (2a) and click **Submit** (2b).



3. You will receive an email to reset your password.



## 5 Supplier Landing Page

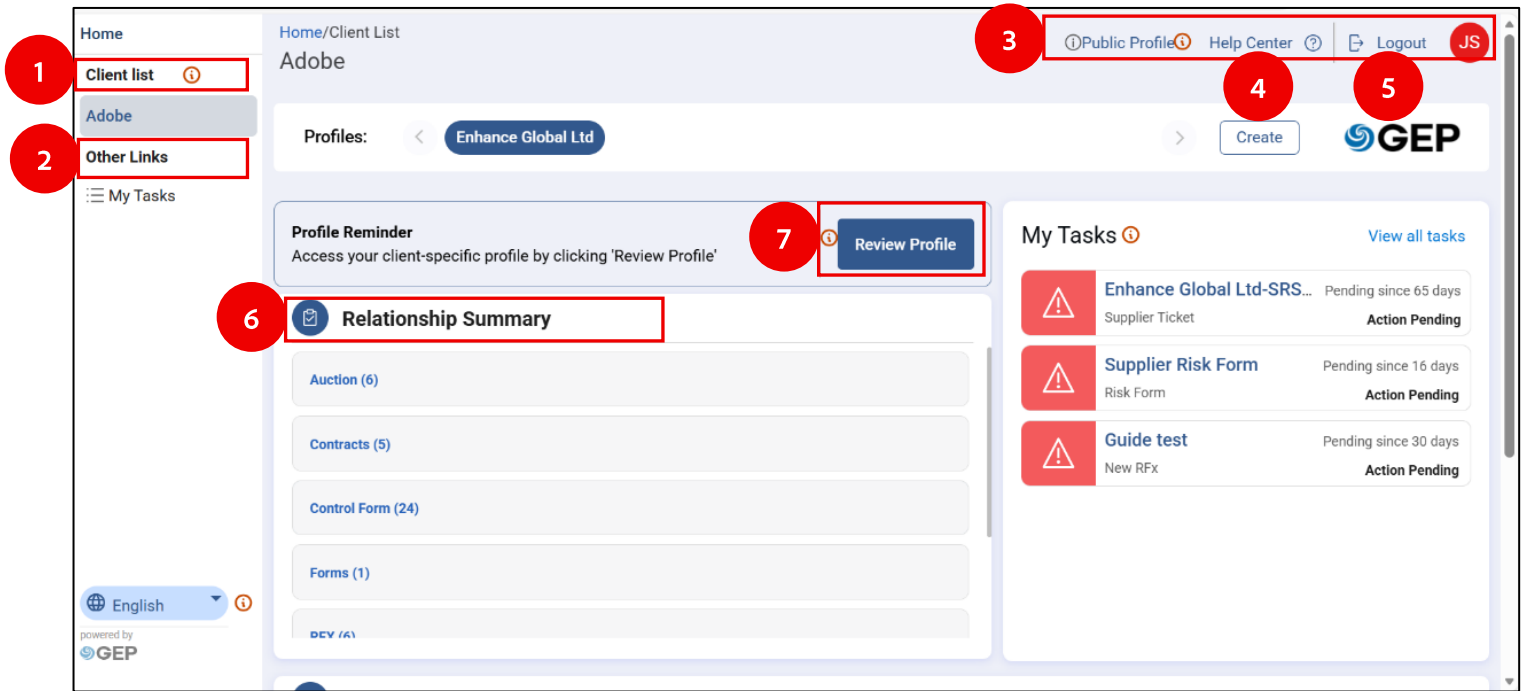
The **Supplier Landing Page** is your central dashboard for all activities. It provides a clear, organized view of tools to help you collaborate with Adobe.

**Note:** *Some actions initiated from other sections (such as supplier profile updates) may require Adobe approval. The landing page shows the status of these actions, and completion may be delayed until the approval is finalized.*

Your dashboard provides quick access to key features and information needed to manage your supplier account:

1. **Client List:** Displays all client entities linked to your account. You can easily switch between client profiles (e.g., Adobe) to manage sourcing events, contracts, and compliance requirements specific to each client.
2. **Other Links:** Provides convenient access to important features such as pending tasks, notifications, and navigation shortcuts for navigation. This section allows you to move between modules without returning to the main dashboard.
3. **Public Profile:** Shows your company's general profile information as visible to all buyers on GEP. You can update details such as company name, address, certifications, and diversity status.
4. **Help Center:** Access FAQs, GEP Business Network Platform user guides, and support options.
5. **Logout:** Securely end your session to protect sensitive information and prevent unauthorized access.
6. **Relationship Summary:** Provides a consolidated view of all activities, including completed and pending actions. This section serves as a central hub for requests and tasks created across modules, such as Sourcing, Contract Management, Risk, and Ticket Management. From here, you can review details and take appropriate action to respond promptly to Adobe's requests.
7. **Review Profile:** Displays client-specific profile information, including tax information, banking details, and compliance documents. You can update these fields to ensure transaction and sourcing activities are accurate.

**Note:** *Refer to the [Profile Management section](#) for detailed instructions on updating your profile information.*



## 5.1 My Tasks Section

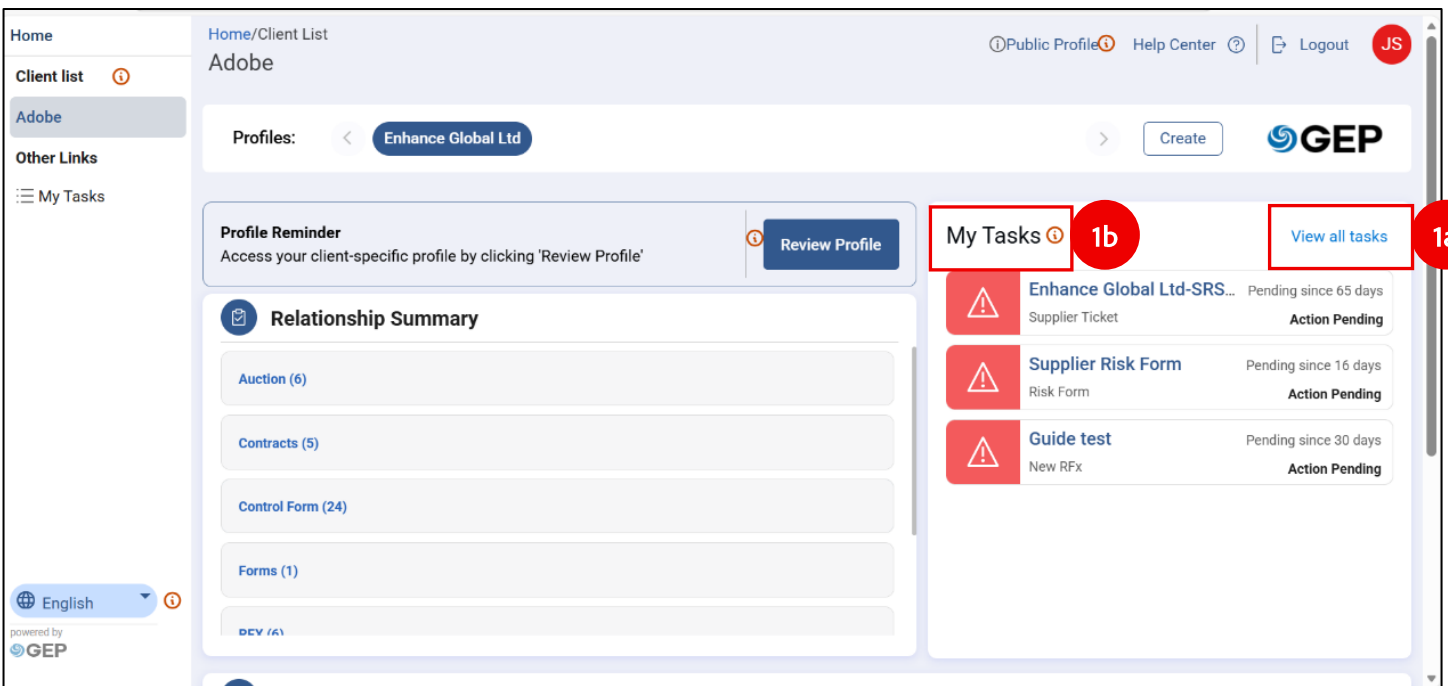
The **My Tasks** section on the supplier homepage serves as a centralized dashboard for managing all pending actions. It provides a clear and organized view of tasks that require your attention, helping ensure timely completion and ongoing compliance.

Each task includes details such as status and the number of days it has been pending, allowing you to prioritize actions effectively and respond within required timelines.

Tasks triggered due to:

- Supplier onboarding approvals
- Supplier profile change requests (Tax / Bank updates)

1. Clicking **View all tasks** (1a) or **My Tasks** (1b) will display a drill down of all tasks, including document name, number, and task types.



2. Click on a **Document Name** hyperlink to view and access the document for further actions.

The screenshot shows the 'My Tasks' page in the GEP Quantum interface. The page has a sidebar on the left with navigation options: Home, Client list, Adobe, and Other Links (including My Tasks). The main content area shows a table of tasks. A red circle with the number '2' is positioned next to the 'Document Name' column header, which is highlighted with a red box. The table contains three rows of task data.

Document Name	Document Number	Supplier Name	Customer	Created On	Task Type
<a href="#">Enhance Global Ltd-S...</a>	TM-2025-12.002574	Enhance Global Ltd	Adobe	12/08/2025, 10:53:01 AM	Quantum
<a href="#">Supplier Risk Form</a>	RTF-038520-Jan2026	Enhance Global Ltd	Adobe	01/26/2026, 10:25:33 PM	Quantum
<a href="#">Guide test</a>	RFX0001336	Enhance Global Ltd	Adobe	01/12/2026, 11:42:47 PM	Quantum

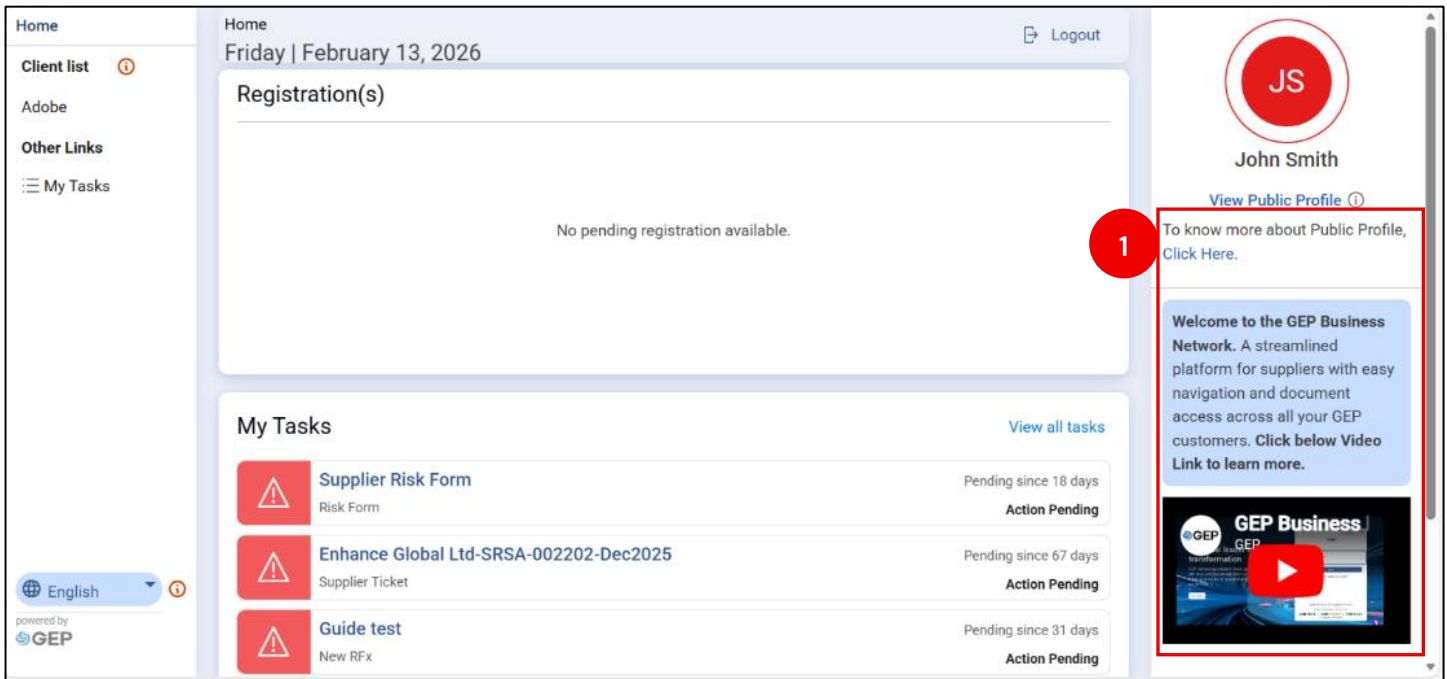
## 5.2 Additional Support Resources

The supplier landing page provides additional resources that will help you navigate the platform.

### 5.2.1 YouTube Video

An instructional YouTube video titled [GEP Business Network Portal: Quick Start Guide for Suppliers](#) provides a walkthrough of the platform's key features and functionalities.

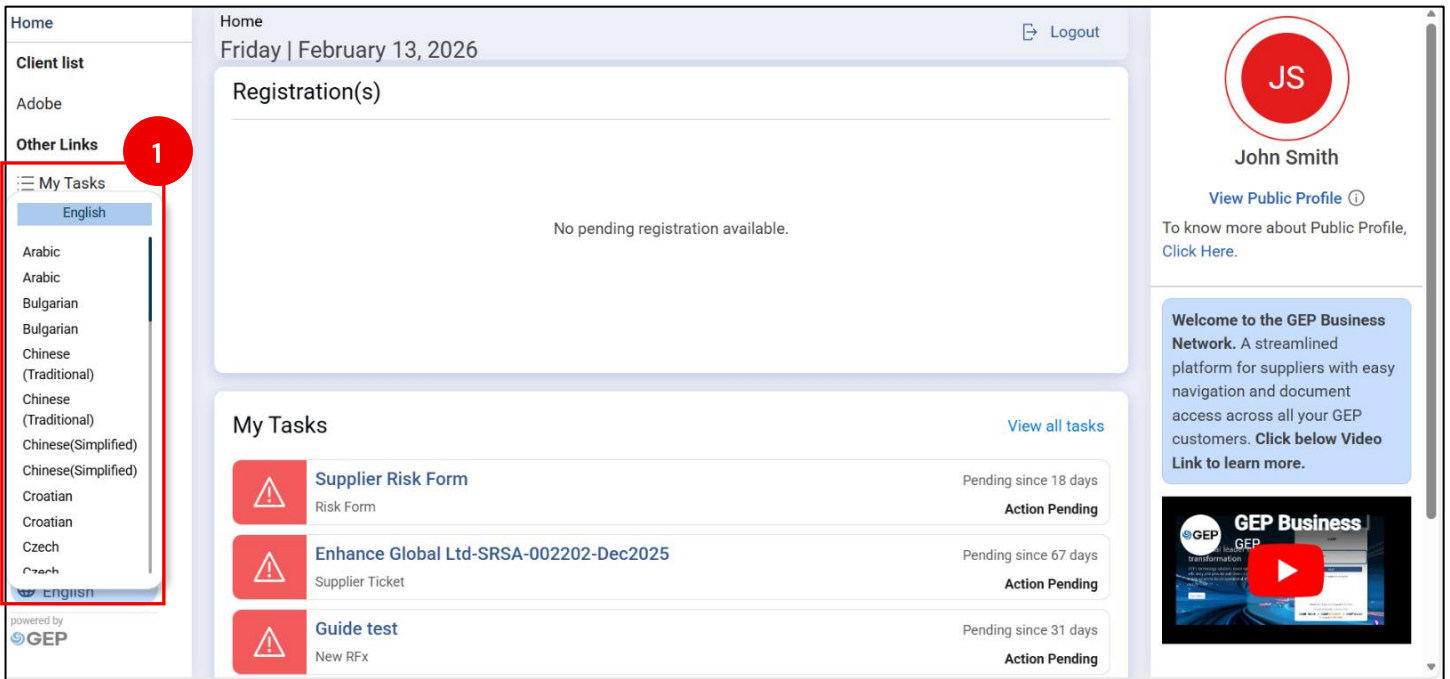
1. Access the video from the bottom-right corner of the page.



## 5.2.2 Language Translation

The platform includes a language translation feature that allows you to select your preferred language for improved accessibility and convenience. The language drop-down is located at the bottom-left corner of the screen.

1. Find the list of languages on the left. Available languages include: Arabic, Bulgarian, Chinese (Traditional), Chinese(Simplified), Croatian, Czech, Danish, Deutsch, Dutch, English, English (AU), Español, Finnish, Français, Greek, Hungarian, Indonesian, Italiano, Japanese, Korean, Malaysian, Norwegian, Polish, Portuguese, Portuguese (Brazilian), Romanian, Russian, Serbian, Slovak, Slovenian, Spanish Swedish, Thai, Turkish, Ukrainian, Vietnamese.

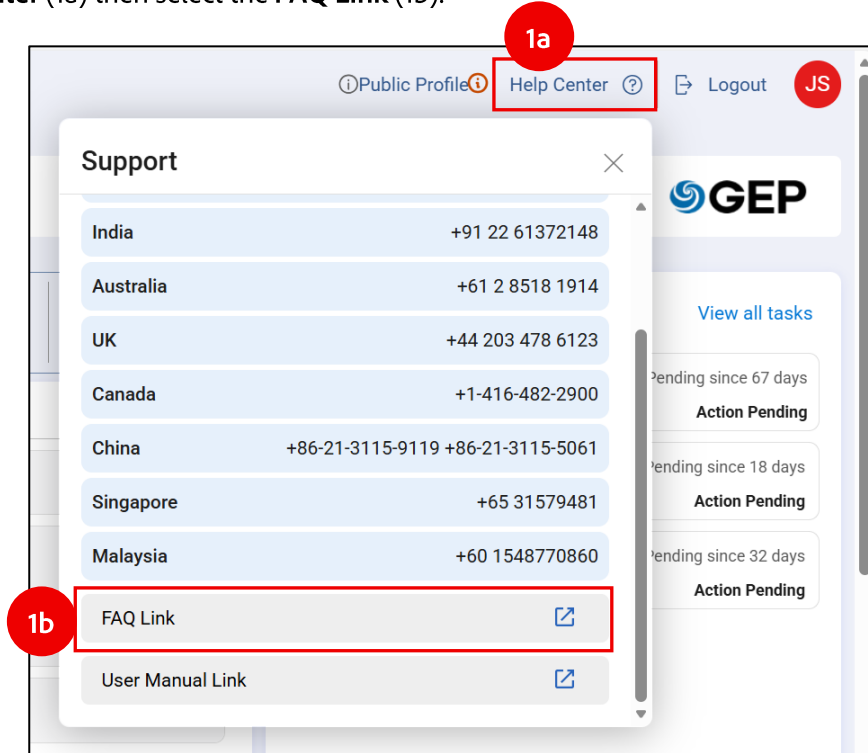


### 5.2.3 FAQ

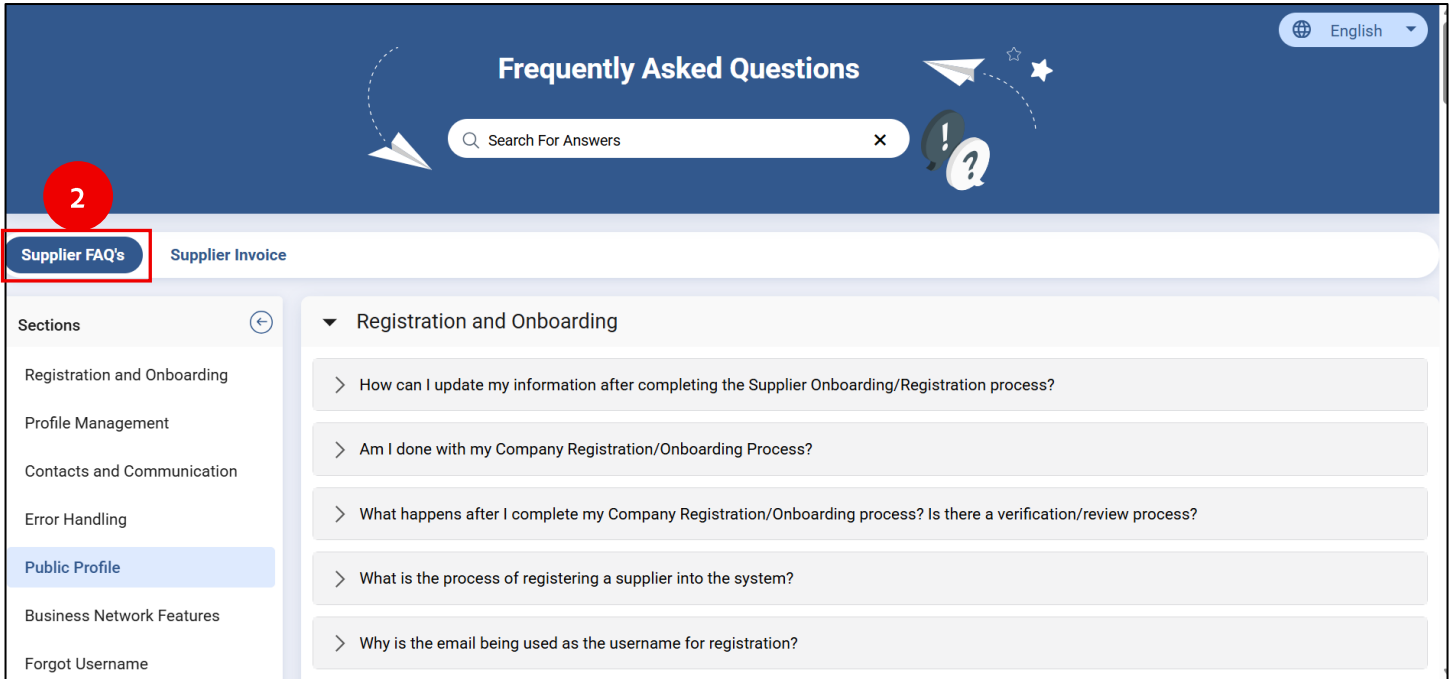
The **FAQ section** provides organized, easy-to-navigate answers to common questions about onboarding, sourcing events, document exchange, and compliance. For additional support, contact [purchase@adobe.com](mailto:purchase@adobe.com).

To access the FAQs, follow the steps below:

1. Click **Help Center** (1a) then select the **FAQ Link** (1b).



2. Refer to the **Supplier FAQ's** section.



## 6 Profile Management

**Supplier Profile Management** is a core feature that simplifies and centralizes supplier information, enabling seamless collaboration with Adobe. Through a secure, cloud-based platform, suppliers can create a comprehensive profile that highlights their capabilities, certifications, and compliance credentials.

When specific profile details are updated, the changes are automatically submitted as a Change Request and must be approved before taking effect.

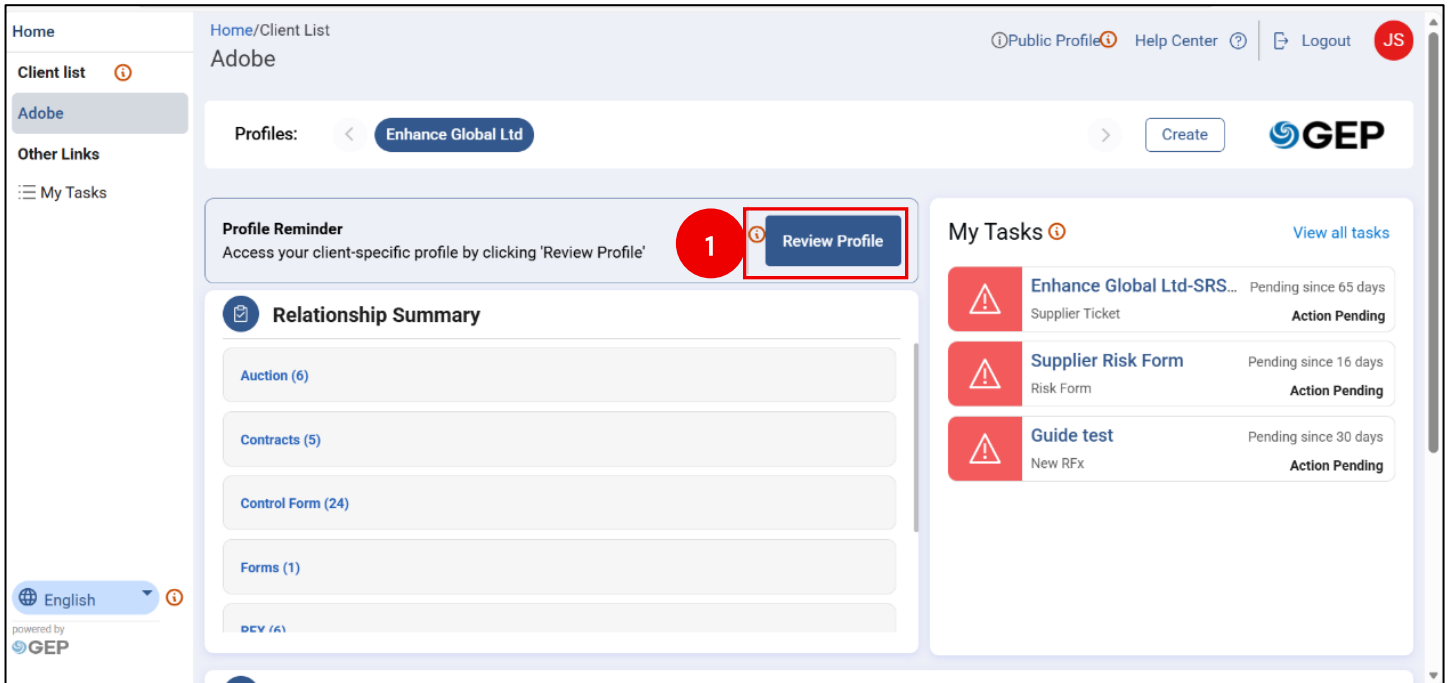
Profile updates that do not trigger a Change Request and an approval request include:

- Contact Information
- Notes & Attachments
- Vendor Tags
- Team Members
- Source Information
- Related Content

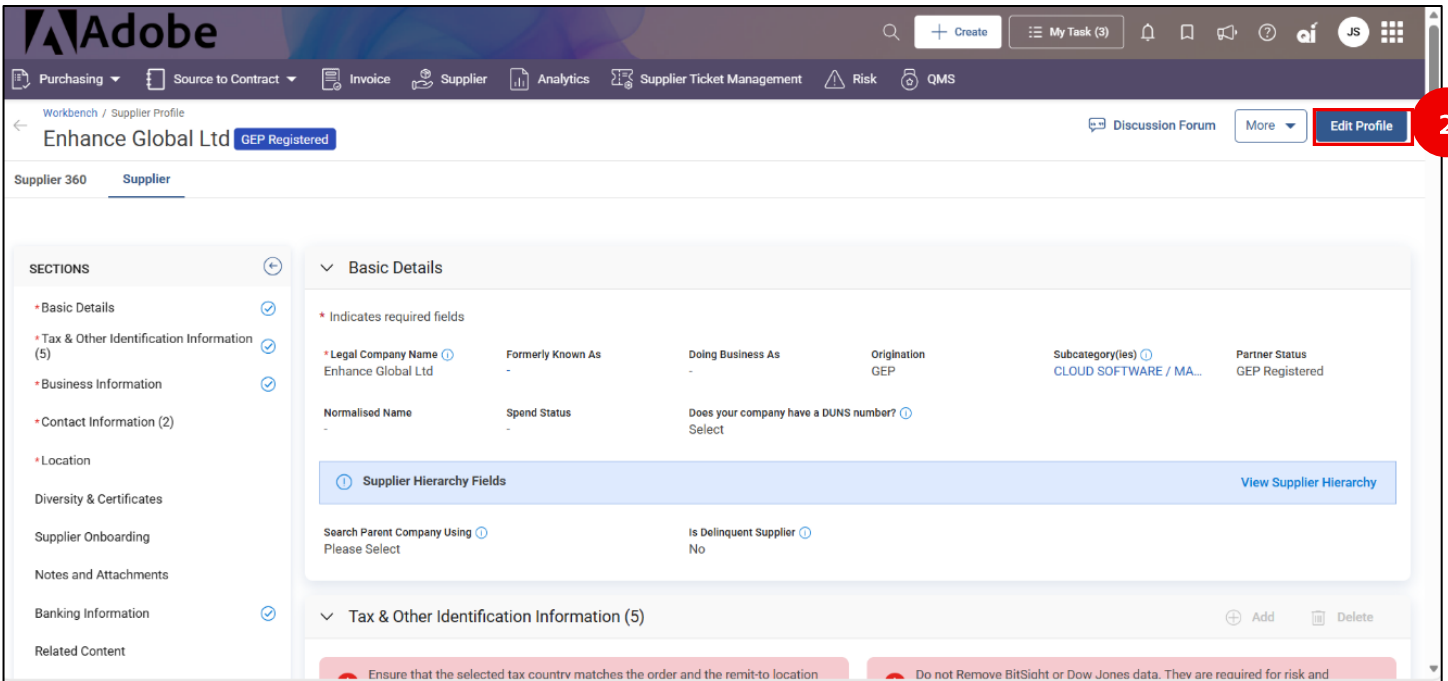
All other profile fields will automatically generate a Change Request and follow the standard approval workflows before being finalized.

After a Change Request is submitted, you will receive a notification to review your profile and update the necessary information.

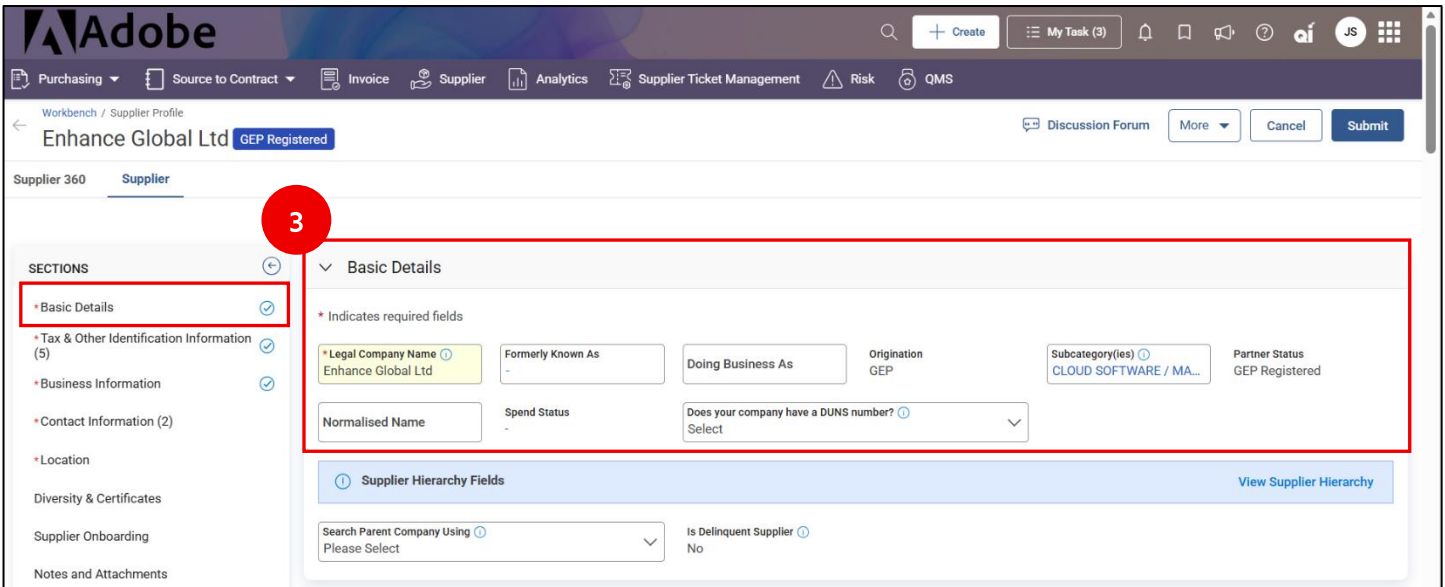
1. From the **Supplier Landing Page**, click the **Review Profile** button to access your **Supplier Profile**.



2. Click the **Edit Profile** button located in the top-right corner to update your profile information.

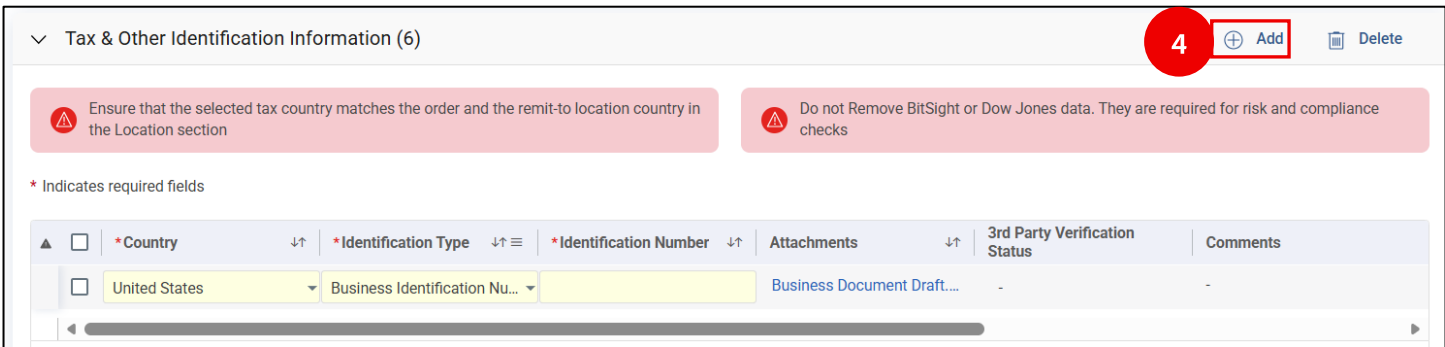


3. In the **Basic Details** Section, update the highlighted fields and make sure your information is up to date.

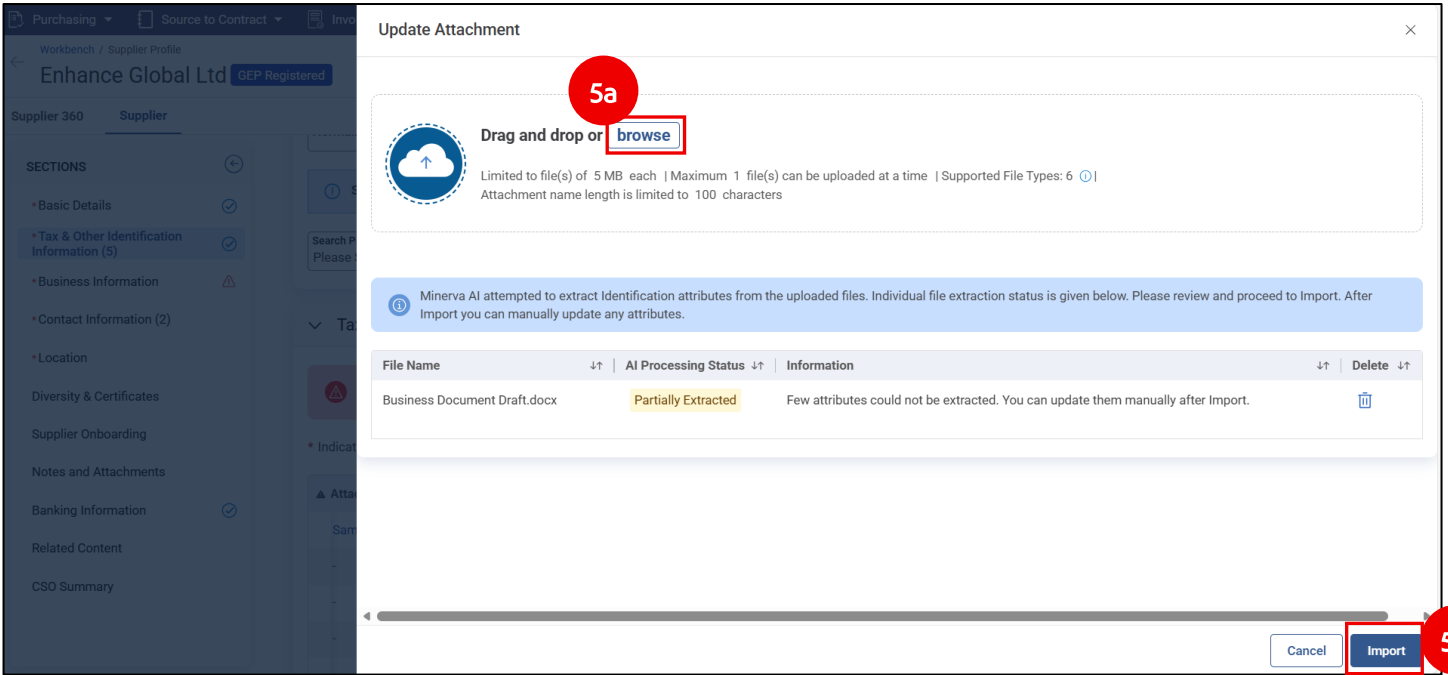


**Note:** Some fields are read-only and can only be updated by Adobe. Fields that require your updates are marked with an asterisk (\*), and those highlighted in yellow are fields you can edit.

4. The **Tax & Other Identification Information** is a mandatory section and must be completed accurately. Click the **Add** button. A slider gets displayed to upload an attachment.

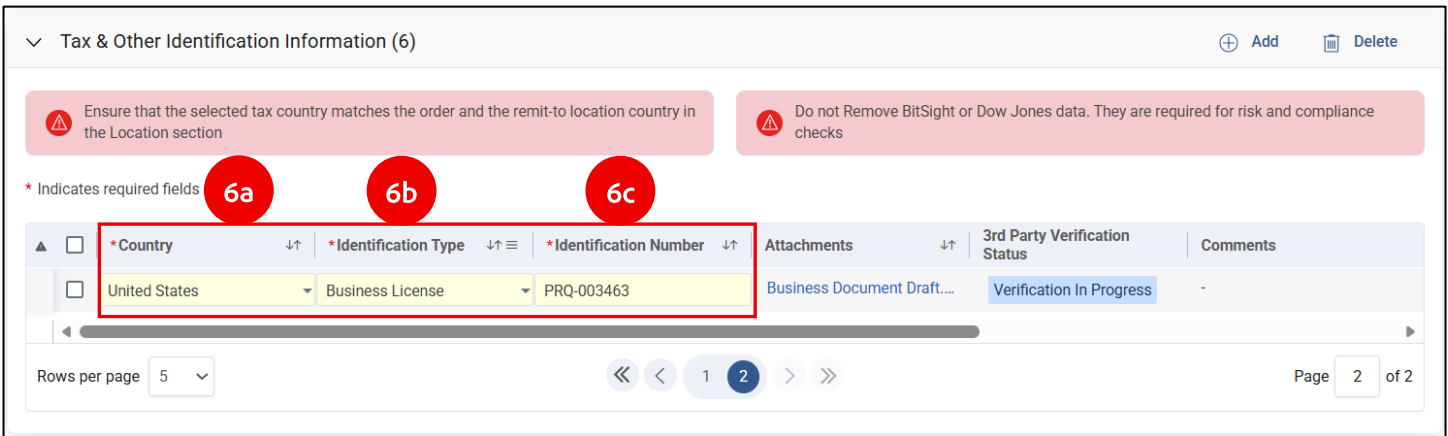


5. To include an attachment, click **browse** (5a). After selecting the file, click **Import** (5b) to upload and attach it.



**Note: The platform supports file uploads up to 5 MB in size. Only one file can be attached per identification number.**

6. Select the appropriate **Country** (6a) and **Identification Type** (6b) from the drop-down menus, then enter the corresponding identification number in the **Identification Number** field (6c).



7. Under **Business Information** Section, update the **Stock symbol (Ticker)** if your company is publicly traded.

The screenshot shows the 'Business Information' section of the GEP Quantum interface. The left sidebar lists various sections, with 'Business Information' selected and highlighted in blue. The main content area displays the 'Business Information' section, which includes several fields. The 'Stock symbol (Ticker)' field is highlighted with a red box and a red circle containing the number 7. The field contains the value 'NFLYU'. Other fields include 'Annual Revenue (in millions)', 'Date of Incorporation', 'Detailed Description of Service', 'Website', 'Supported Language', 'Web address', 'Number of Employees', 'Are you aware if any of your officers, directors, employees, agents, contractors or subco...', 'Who is your Human Resources contact for workforce-related questions? (must be an HR ...)', 'kraSupplierPersonnelInvolved', and '\* Public / Private Company'.

Business Information			
* Indicates required fields			
Annual Revenue (in millions)	* Date of Incorporation	Detailed Description of Service	* Website
0	11/12/1991	-	www.netflix1.com
Supported Language	Web address		Number of Employees
	-		-
Are you aware if any of your officers, directors, employees, agents, contractors or subco...	Who is your Human Resources contact for workforce-related questions? (must be an HR ...		
-	-		
kraSupplierPersonnelInvolved	* Public / Private Company		
-	Public		
* Stock symbol (Ticker)			
NFLYU			

**Note: This requirement applies only to publicly traded companies and does not apply to privately held organizations.**

8. The **Contact Information** section requires a minimum of three contacts, including first name, last name, and email address.

You must maintain at least three mandatory contacts in GEP: Primary, Remittance, and Legal. As part of this requirement, a dedicated and actively monitored Legal Notices mailbox must be provided to receive official communications and notifications from Adobe.

We strongly encourage using a shared or group mailbox for Legal contact rather than an individual email address. This supports continuity, reduces the risk of missed communications due to employee turnover, and helps prevent delivery issues such as bounced emails. Examples of acceptable shared mailboxes include:

- [legalnotices@supplier.com](mailto:legalnotices@supplier.com)
- [billinginquiries@supplier.com](mailto:billinginquiries@supplier.com)
- [customersupport@supplier.com](mailto:customersupport@supplier.com)

The shared Legal mailbox is supplementary and does not replace the requirement to maintain individual contacts for the Legal, Remittance, and Procurement roles.

8

Contact Information (3)											Invite Supplier	Add	Delete
* Indicates required fields													
Contact Information											Contact Mapping		
Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Prim	Invite	Save			
<input type="checkbox"/>		John	Smith	supplier287@ge...	CC-2025.006728	Invited	Legal	<input type="checkbox"/>					
<input type="checkbox"/>		Monica	Nash	supplier293@ge...	CC-2026.009382	Registered	Remittance	<input type="checkbox"/>					
<input type="checkbox"/>		Vinay	Ramnath	supplier305@ge...		Non-Invited	Procurement	<input type="checkbox"/>					

9. Check the **Supplier Onboarding** section to complete any mandatory onboarding forms.

**Note:** Click on the form name to complete the form. The status of the onboarding form must be set to **Response Submitted** to confirm that the response was completed successfully.

The screenshot displays the 'Supplier Onboarding' section for 'Enhance Global Ltd'. A red circle with the number 9 highlights the 'Supplier Onboarding' section header in the main content area. The interface includes a sidebar with sections like 'Basic Details', 'Tax & Other Identification Information (2)', 'Business Information', 'Contact Information (3)', 'Location', 'Diversity & Certificates', 'Supplier Onboarding', 'Notes and Attachments', 'Banking Information', 'Related Content', and 'CSO Summary'. The main content area shows the 'Supplier Onboarding' section with a sub-section for 'Onboarding Information' and 'Onboarding Form'. A table lists onboarding forms with columns for Relationship Type, Form Name, Assignee, Form Status, Invited On, and Response Submitted On. The table contains one entry: S2P, S2P, John Smith, Response Submitted, Dec 4, 2025, Dec 4, 2025. Below the table is a 'Notes and Attachments' section with a search bar and 'Add' and 'Delete' buttons. The 'Attachments' section shows a table with columns for Select, File Name, Classification, Visibility, Uploaded By, Uploaded On, and File Size. The table contains one entry: Sample Document.docx, Public, John Smith, 04/12/2025, 13.66 KB.

Relationship Type	Form Name (Will open on a new tab)	Assignee	Form Status	Invited On	Response Submitted On
S2P	S2P	John Smith	Response Submitted	Dec 4, 2025	Dec 4, 2025

Select	File Name	Classification	Visibility	Uploaded By	Uploaded On	File Size
<input type="checkbox"/>	Sample Document.docx		Public	John Smith	04/12/2025	13.66 KB

10. Navigate to the **Banking Information** (10a) and click the **Add** (10b) button.

The screenshot shows the 'Supplier Profile' page for 'Enhance Global Ltd'. The left sidebar contains a 'SECTIONS' menu with 'Banking Information' highlighted. The main content area shows the 'Banking Information' section with an 'Add' button. A table below shows a banking record with columns for Client Bank Reference ID, Bank Attachments, Country, Bank Name, and Bank Branch.

Select	Client Bank Reference ID	Bank Attachments	Country	Bank Name	Bank Branch	Ben
<input type="checkbox"/>	Bank-2026.003810	Sample Document.docx	India	HDFC		Joh

Form Name	Form Document Number	Event Name	Form Type	Form Sub-Type	Response Status	Invited On	Res Sub
Supplier Onboarding Form	TC-2025.00019543	Manual Trigger Event	Onboarding	S2C	Approved	12/04/2025	12/

- 11. Populate the required field highlighted in yellow (11a) and click **Save Banking Information** (11b).

**Add Banking Information** [Close]

**11a**

**Basic Information**

\*Country: India  
\*National Bank Routing Nu...: 1818191910

**Banking Information**

\*Bank Name: HDFC  
Bank Branch: [Empty]  
\*Swift BIC: 19110010282  
\*Beneficiary Name: John Smith  
\*Currency: US Dollar

Does this account also receive foreign currency pay... [Dropdown]  
Does this account have an intermediary bank for fo... [Dropdown]  
Payment Instructions: [Empty]  
\*Bank Account Number: 1819911919919

\*Confirm bank account num...: 1819911919919  
\*Linked Locations: [Dropdown]

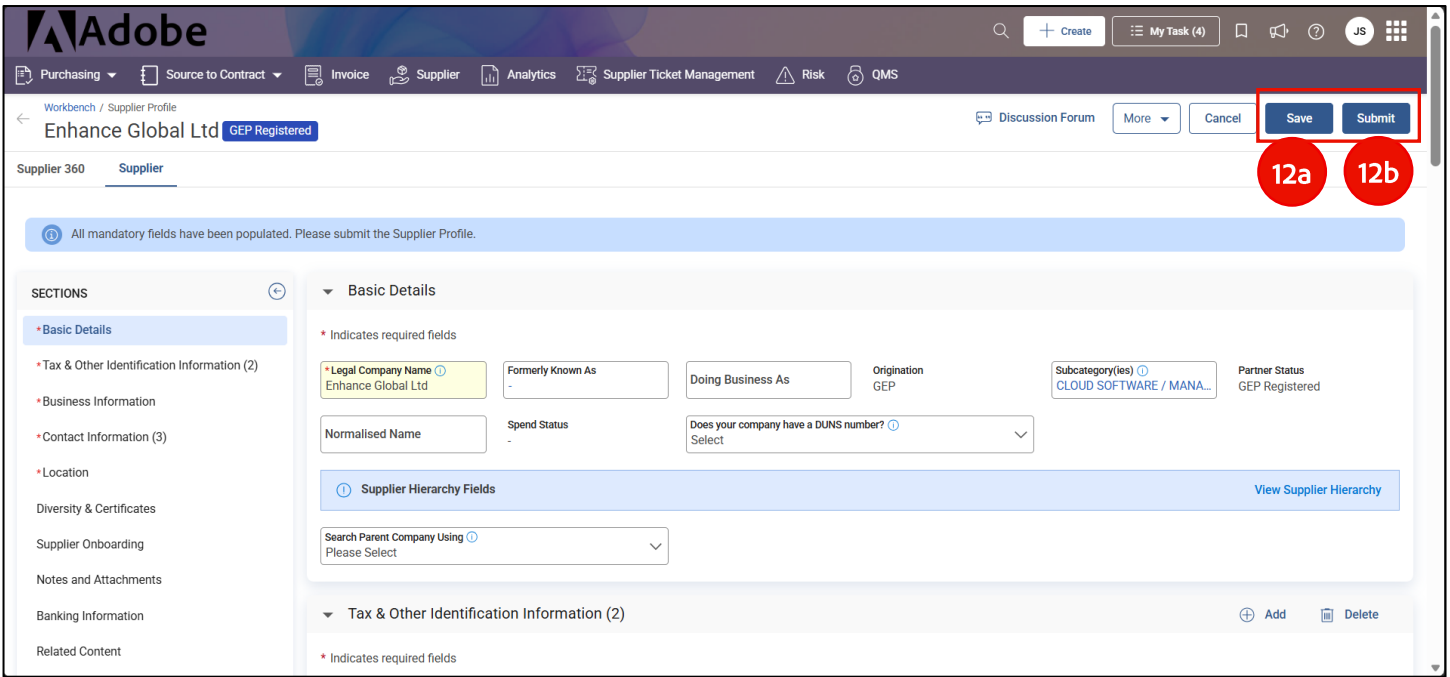
**Beneficiary Address**

Address Line 1: Hill View  
Address line 2: Raven Street  
Country: India  
\*State: [Dropdown]  
Zip/ Postal code: [Empty]

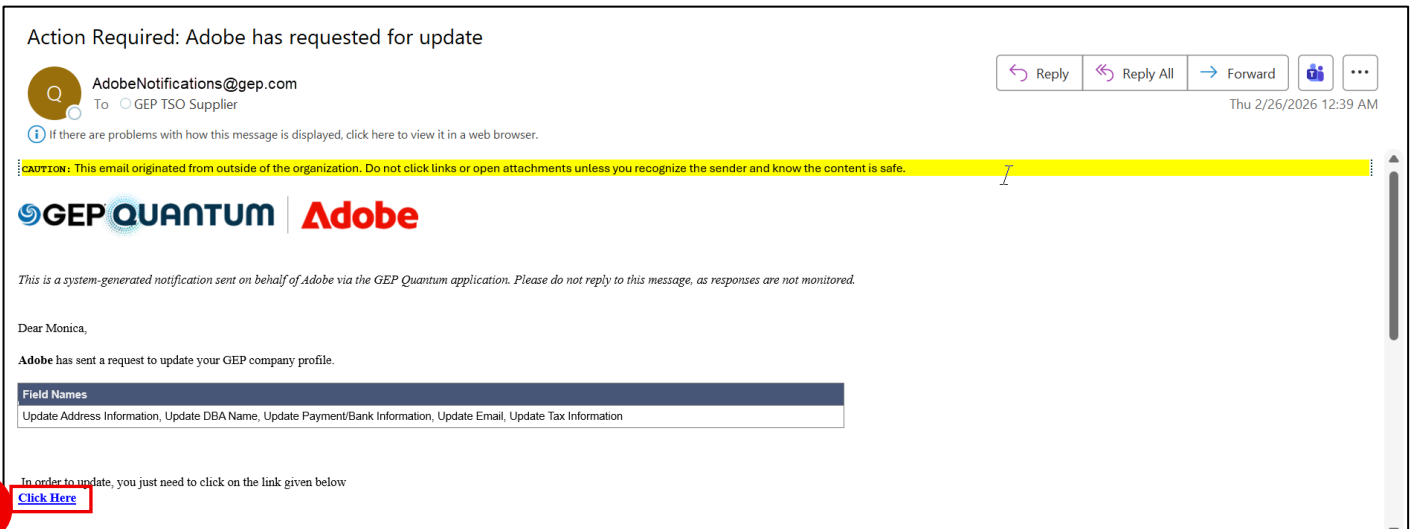
**Intermediary Address** [Add] [Delete]

[CANCEL] **11b** [SAVE BANKING INFORMATION]

12. Once your profile is updated, click **Save** (12a) and **Submit** (12b) to complete.



13. You may receive email notifications from Adobe requesting profile updates. In the example above, the supplier is being asked to update their business address. Click the **hyperlink** to update your supplier profile.



14. In the **Tax and Other Identification Information** section, there are additional line items that are automatically populated from BitSight and Dow Jones data. These fields are used for risk and compliance checks. Please do not modify or delete these line items while updating your profile.

▼ Tax & Other Identification Information (5) ⊕ Add 🗑️ Delete

⚠️ Ensure that the selected tax country matches the order and the remit-to location country in the Location section

⚠️ Do not Remove BitSight or Dow Jones data. They are required for risk and compliance checks

\* Indicates required fields

Country	Identification Type	Identification Number	Attachments	3rd Party Verification Status	Comments	Add Attachment
India	Goods and Services Tax (GS...)	1718199191	Sample Document.docx	Manually Verified	Approved	Upload
United States	BitSight	abb0fb44-4197-4ded-8b5c-e...		-		Upload
United States	Credit Risk Monitoring	6883		-		Upload
United States	Dow Jones	2896578		-		Upload
United States	Dow Jones	2896578		-		Upload

14

## 7 Sourcing Module

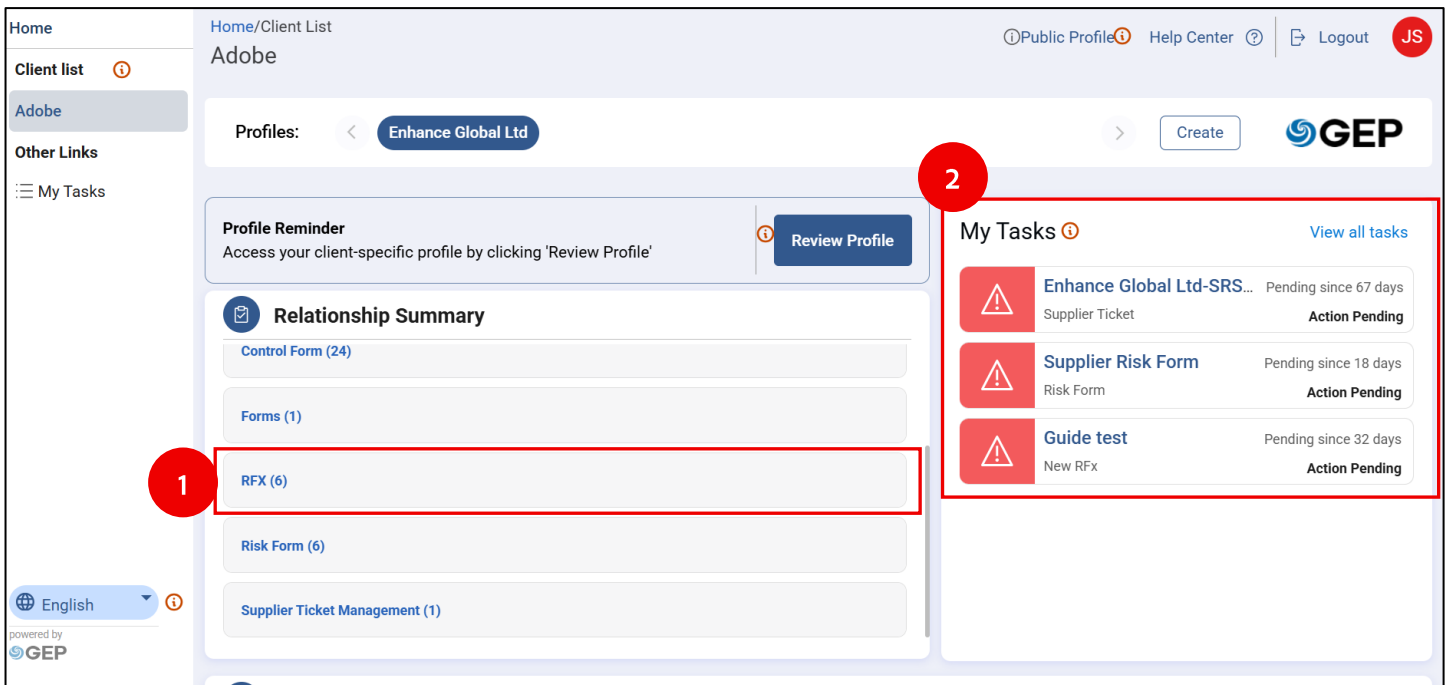
*Note: This module does not apply to Royalty Payments or Partner Programs.*

GEP provides suppliers with a streamlined, intuitive platform for participating in sourcing events, including RFQs (Requests for Quotation) and RFPs (Requests for Proposal). Once logged in, you can access all active sourcing opportunities directly from your dashboard or through email invitations.

### 7.1 Sourcing Documents

**Sourcing Documents** allow you to view RFX events shared by Adobe, review requirements, and submit responses, attachments, or bids directly through the GEP platform. These documents serve as the primary interface for supplier participation, ensuring timely, compliant, and transparent engagement throughout the sourcing process.

1. From the **Supplier Landing Page**, click the **RFX** hyperlink under **Relationship Summary** to view all RFX documents assigned by Adobe in the **Sourcing Workbench**.
2. The most recent sourcing document appears in the **My Tasks** section.



3. Find the following components on the RFx workbench:
  - a. **Search:** Quickly find sourcing events by entering keywords or event details.
  - b. **Filters:** Narrow down event results using criteria such as status, type, or date.
  - c. **Manage Columns:** Customize the columns displayed in your event list for easier viewing.
  - d. **Export:** Download event details in a preferred file format for offline reference.
  - e. **Event Name:** View the title or name of the sourcing event.
  - f. **Event Number:** Identify the unique number assigned to each sourcing event for tracking purposes.
  - g. **Event Type:** Identify the type of sourcing event (e.g., RFQ, RFP, RFI).
  - h. **Event Currency:** View the currency in which event transactions are conducted.
  - i. **Status:** Monitor the event's current stage (e.g., New, Response Submitted).
  - j. **Invited On:** View the date and time when you were invited to participate in the event.

The screenshot shows the Adobe RFx Workbench interface. The top navigation bar includes the Adobe logo, a search icon, a '+ Create' button, and a 'My Task (3)' notification. Below the navigation bar, there are tabs for 'Purchasing', 'Source to Contract', 'Invoice', 'Supplier', 'Analytics', 'Supplier Ticket Management', 'Risk', and 'QMS'. The main content area is titled 'RFx Workbench' and 'RFx'. A search bar is located at the top left, and a toolbar at the top right contains 'Filters', 'Manage Columns', and 'Export' buttons. A table of RFx events is displayed below, with columns for Event Name, Event Number, Event Type, Event Currency, Status, Invited On, Response Due Date, Created By, and Author. The table is paginated, showing 10 rows per page and 1 of 1 pages.

Event Name	Event Number	Event Type	Event Currency	Status	Invited On	Response Due Date	Created By	Autho
IT Hardware_01	RFX0002409	Request For Proposal	USD	Response Submitted	09/01/2026 2:50 AM	11/01/2026 6:50 PM	Akshay Bhagat	Ak
IT Hardware	RFX0002408	Request For Proposal	USD	Response Submitted	11/01/2026 6:49 PM	11/01/2026 7:02 PM	Akshay Bhagat	Ak
RFX0002297(Test)	RFX0002297	Request For Proposal	USD	Response Submitted	06/01/2026 5:45 PM	15/01/2026 11:59 PM	Akshay Bhagat	Ak
Auto_RFX202512151340Si8	RFX0002250	Request For Proposal	USD	Guidelines Acknowledged	12/01/2026 1:22 PM	24/01/2026 6:55 AM	Scm 1	Scr
Guide test	RFX0001336	Request For Proposal	USD	New	12/01/2026 11:42 PM	12/12/2025 10:29 AM	Scm 1	Scr
IT Hardware Sourcing	RFX0001343	Request For Proposal	USD	Response Submitted	04/12/2025 6:03 PM	04/12/2025 8:11 PM	Akshay Bhagat	Ak

4. Click on an **Event Name** or **Event Number** hyperlink to access the document.

Event Name	Event Number	Event Type	Event Currency	Status	Invited On	Response Due Date
<a href="#">RFX0005945</a>	<a href="#">RFX0005945</a>	Request For Information	USD	New	24/11/2025 9:35 PM	25/11/2025 10:29 AM
<a href="#">Uni test</a>	<a href="#">RFX0005939</a>	Request For Proposal	USD	Response Submitted	21/11/2025 2:16 AM	20/11/2025 4:35 PM
<a href="#">E2E Flow NK_1</a>	<a href="#">RFX0005886</a>	Request For Proposal	USD	Response Submitted	31/10/2025 1:23 PM	31/10/2025 1:28 PM

5. After opening the sourcing document, review and acknowledge all pending guidelines to gain access to the sourcing event.

Workbench / Edit RFX  
 RFX0005945 New Discussion Forum Response closing in 0d 11h 42m 39s More Accept Guidelines

**Event Details**

Buyer organization has added mandatory guidelines for acceptance. Please accept the guidelines to proceed with next steps. [Know More](#)

**Sections**

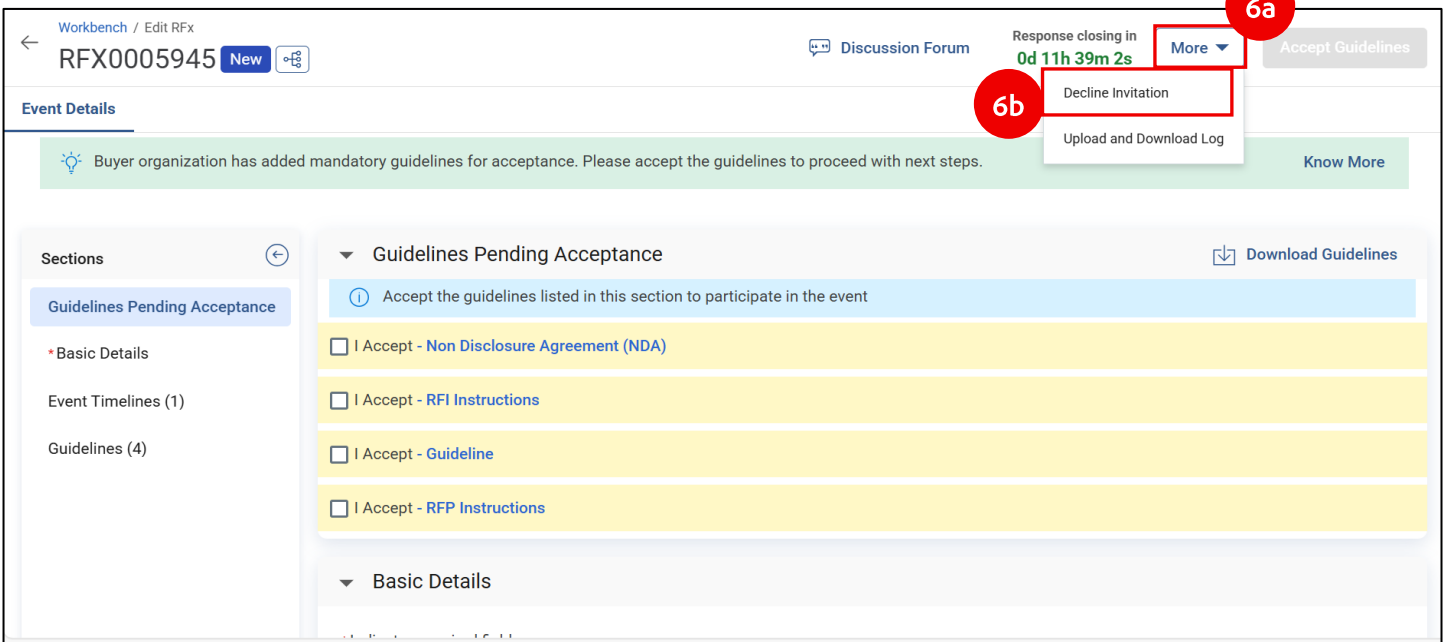
- Guidelines Pending Acceptance
- Basic Details
- Event Timelines (1)
- Guidelines (4)

**Guidelines Pending Acceptance** [Download Guidelines](#)

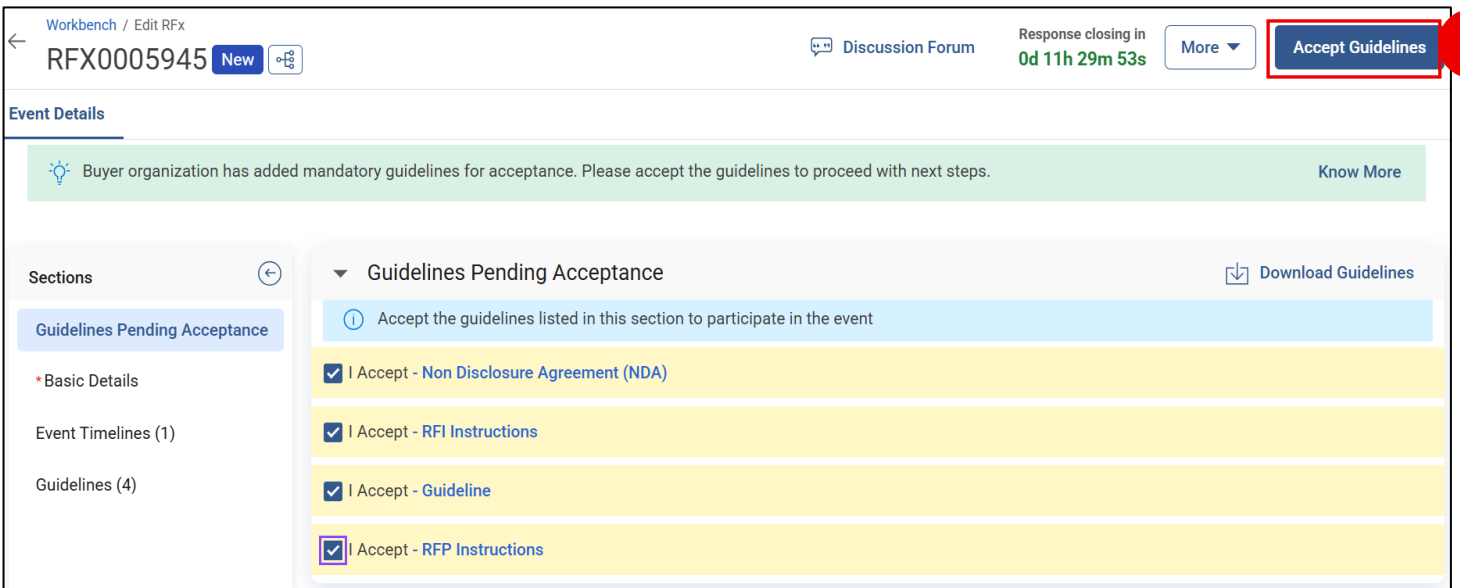
- Accept the guidelines listed in this section to participate in the event
- I Accept - **Non Disclosure Agreement (NDA)**
- I Accept - **RFI Instructions**
- I Accept - **Guideline**
- I Accept - **RFP Instructions**

**Basic Details**

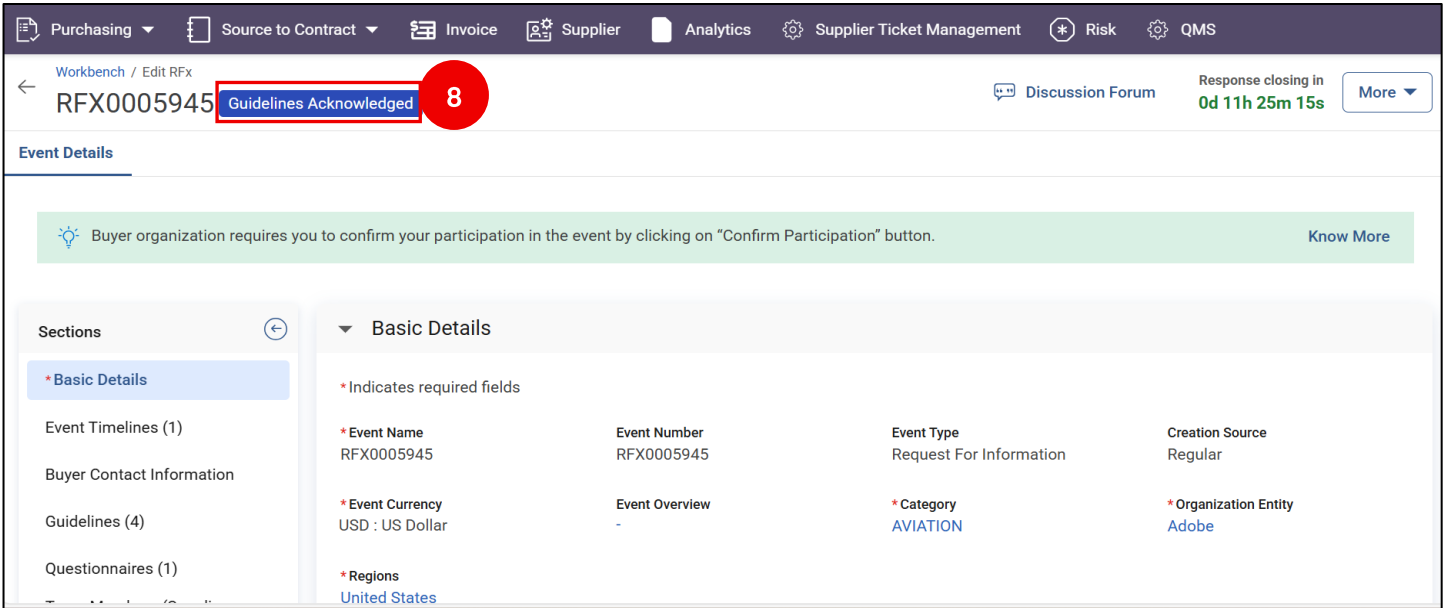
6. Decline the invitation by clicking on the **More** drop-down menu (6a) and **Decline Invitation** (6b).



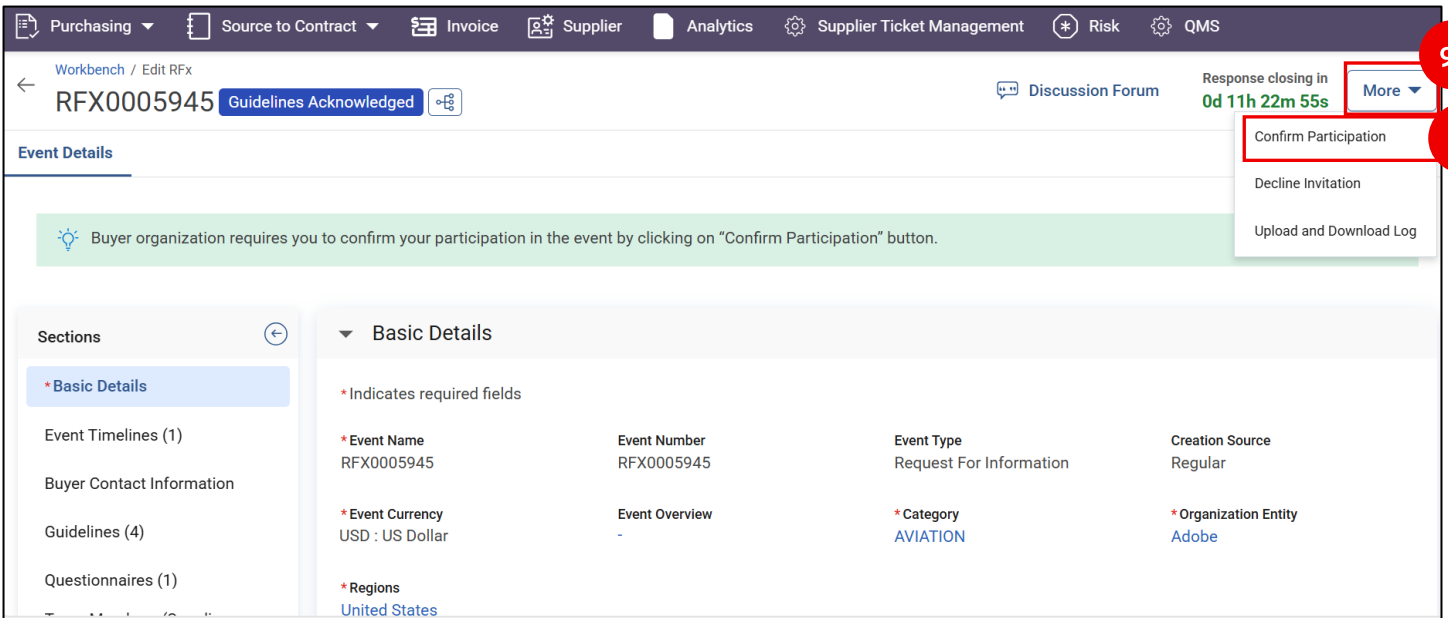
7. Respond to the sourcing event by reviewing all the guidelines and clicking **Accept Guidelines**.



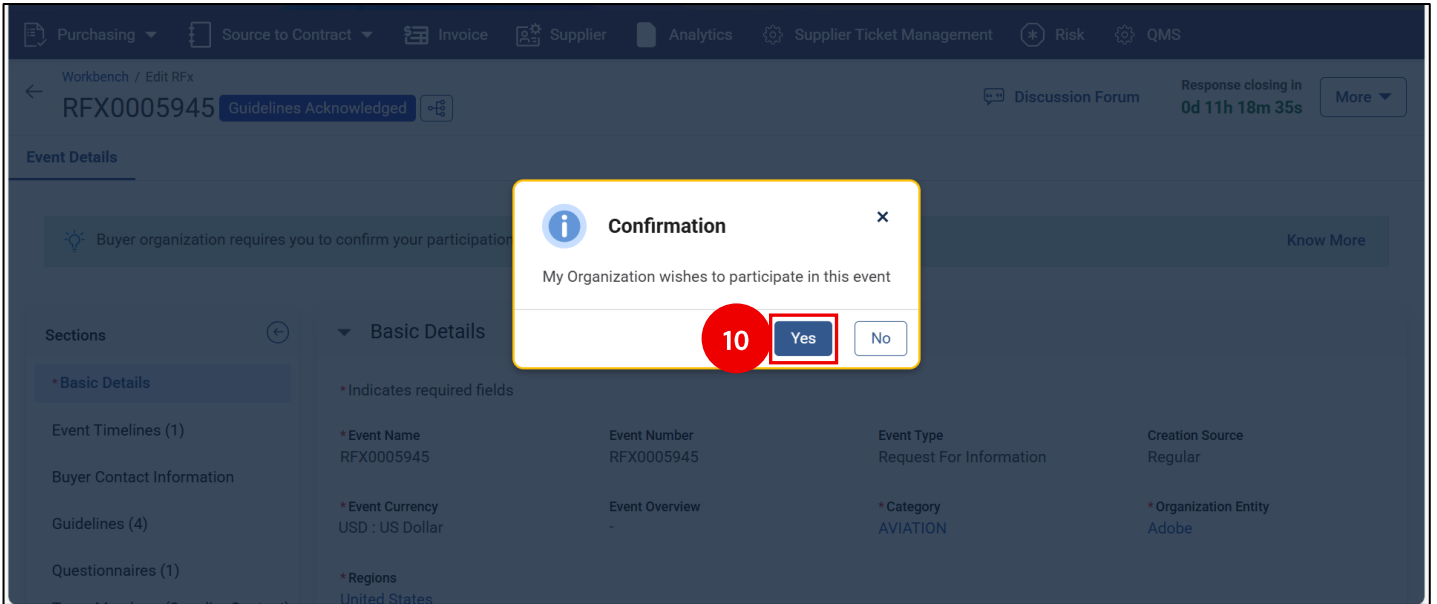
8. Once you complete the acknowledgement, the status of the document will change to **Guidelines Acknowledged**.



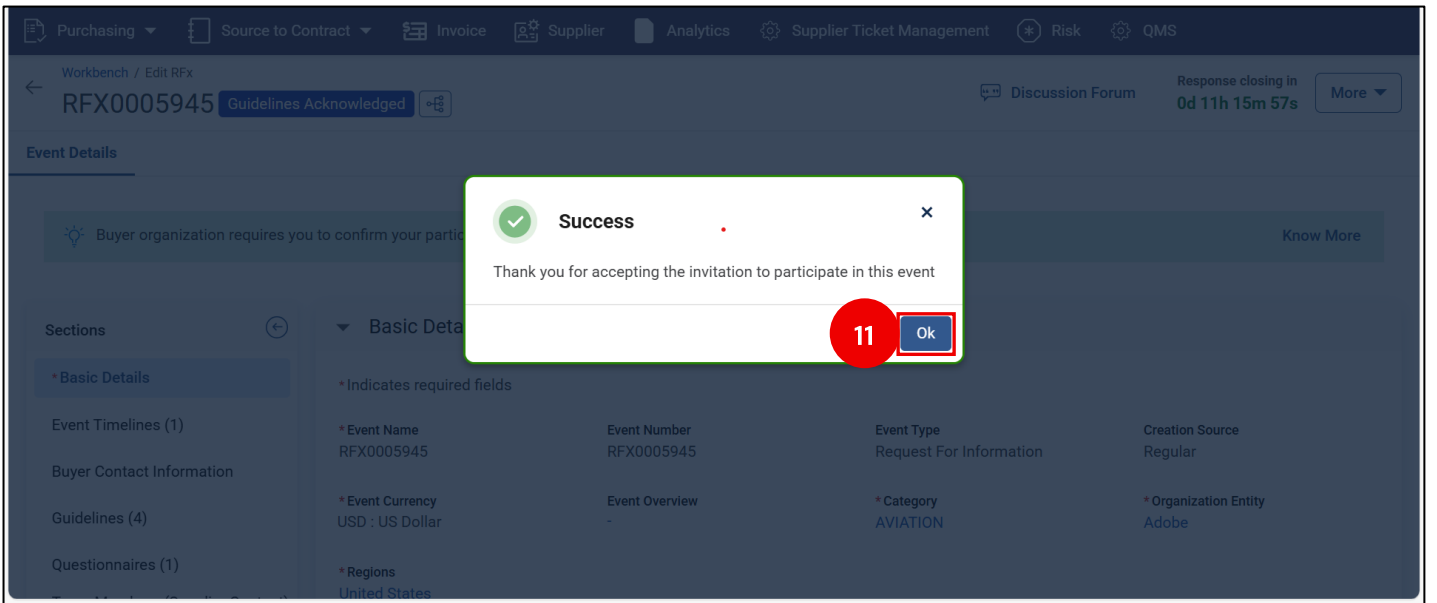
9. Click on the **More** drop-down menu (9a) and **Confirm Participation** (9b) to gain access to the sourcing event.



10. Click **Yes** to continue with the sourcing event.



11. Click **OK** to continue with the sourcing event.



- Navigate to the **Questionnaires (12a)** section to access the questionnaire created by Adobe. Click on the questionnaire **Name** hyperlink (12b). The displayed sections may vary depending on the sourcing event type.

The screenshot shows the 'Sourcing for Supplier Manual' event page. The sidebar on the left has 'Questionnaires (1)' selected, indicated by a red box and label '12a'. The main content area shows a table of questionnaires with 'Strategic Fit' highlighted, indicated by a red box and label '12b'. Below the questionnaire table, there are sections for 'Price Sheets (1)' and 'Team Members (Supplier Contact) (1)'. The 'Team Members' section lists 'Damien Fernandes' as a viewer and collaborator, invited on 04/12/2025 at 6:22 AM.

Name	Evaluation Type	Modified By	Last Modified On	Response Completion %
<a href="#">Strategic Fit</a>	Commercial			0

Name	Total Items	Last Modified By	Last Modified On	Response Completion %
<a href="#">Test services</a>	1			0

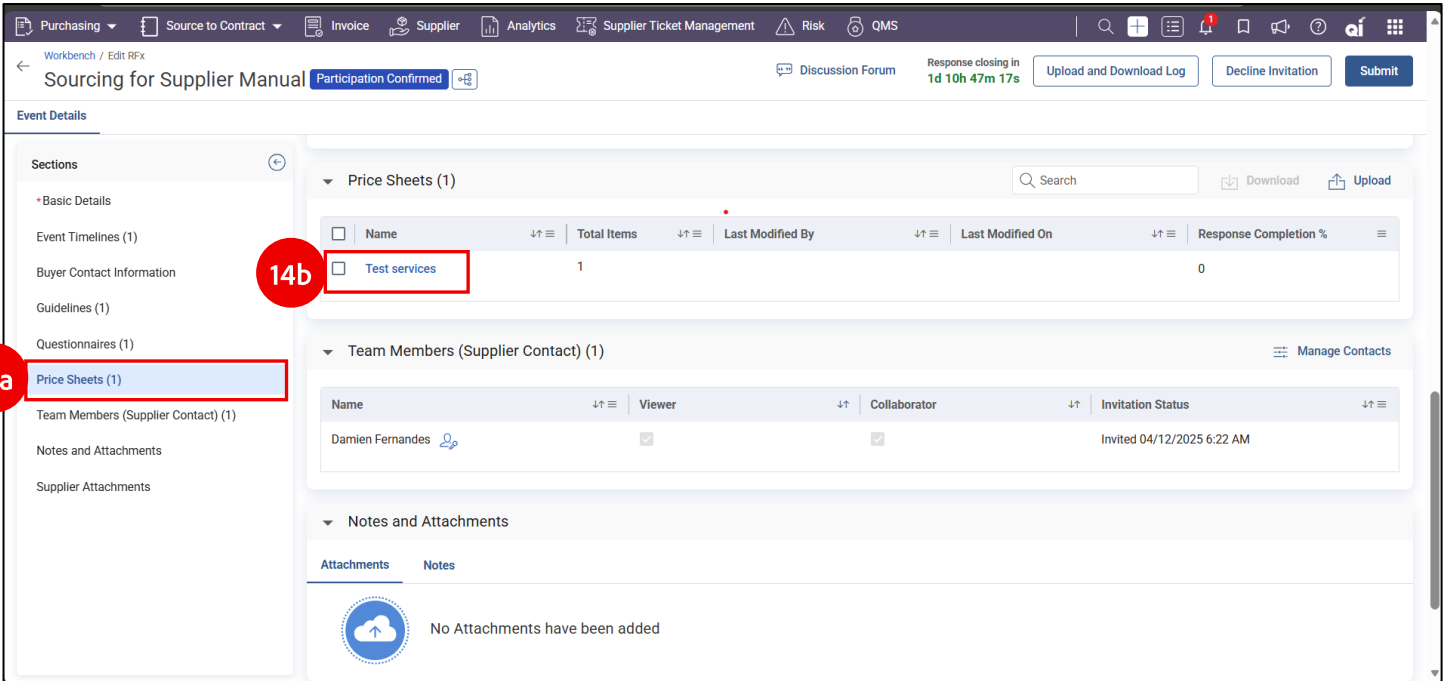
Name	Viewer	Collaborator	Invitation Status
Damien Fernandes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited 04/12/2025 6:22 AM

- 13. Complete the questionnaire by responding to all questions (13a). The progress bar (13b) will indicate the completion percentage. Click **Done** (13c) to return to the sourcing document.

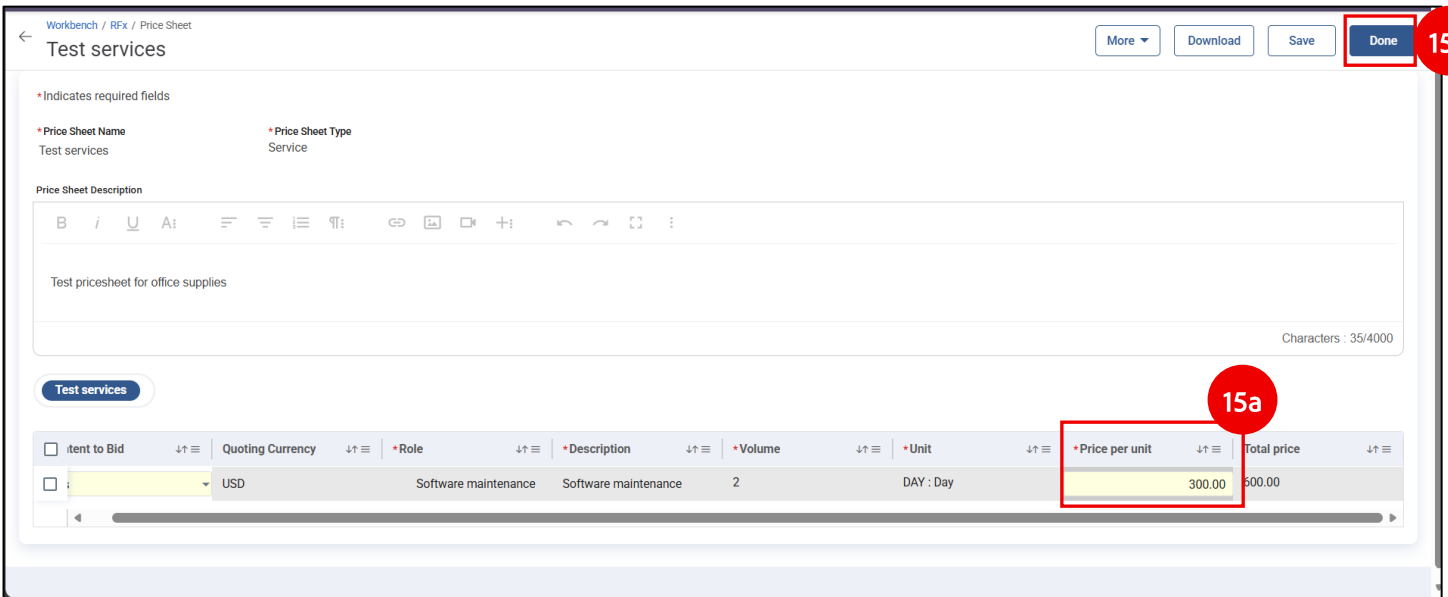
The screenshot displays the 'Questionnaire' interface in the GEP Quantum system. At the top, a navigation bar includes icons for Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. A '100% Response Completeness' progress bar is visible, along with buttons for 'Go To Strategic Fit', 'More', 'Save', and 'Done'. The main content area contains three numbered questions, each with a text input field. The questions are:

1. How long has your company been providing products/services as relevant to the scope of this RFP?  
Input field contains: Test
2. Provide any significant company-wide developments including, but not limited to, e.g., planned mergers, acquisitions, spin-offs or divestitures, recent and planned enhancements to the existing software products, new products being developed or introduced, significant changes in client base, and outstanding legal matters).  
Input field contains: test
3. What continuity plans are in place if your company were to be acquired, and how may this impact support, upgrades, functionality, etc.?  
Input field contains: Test
4. (The question text is partially obscured at the bottom of the screenshot)

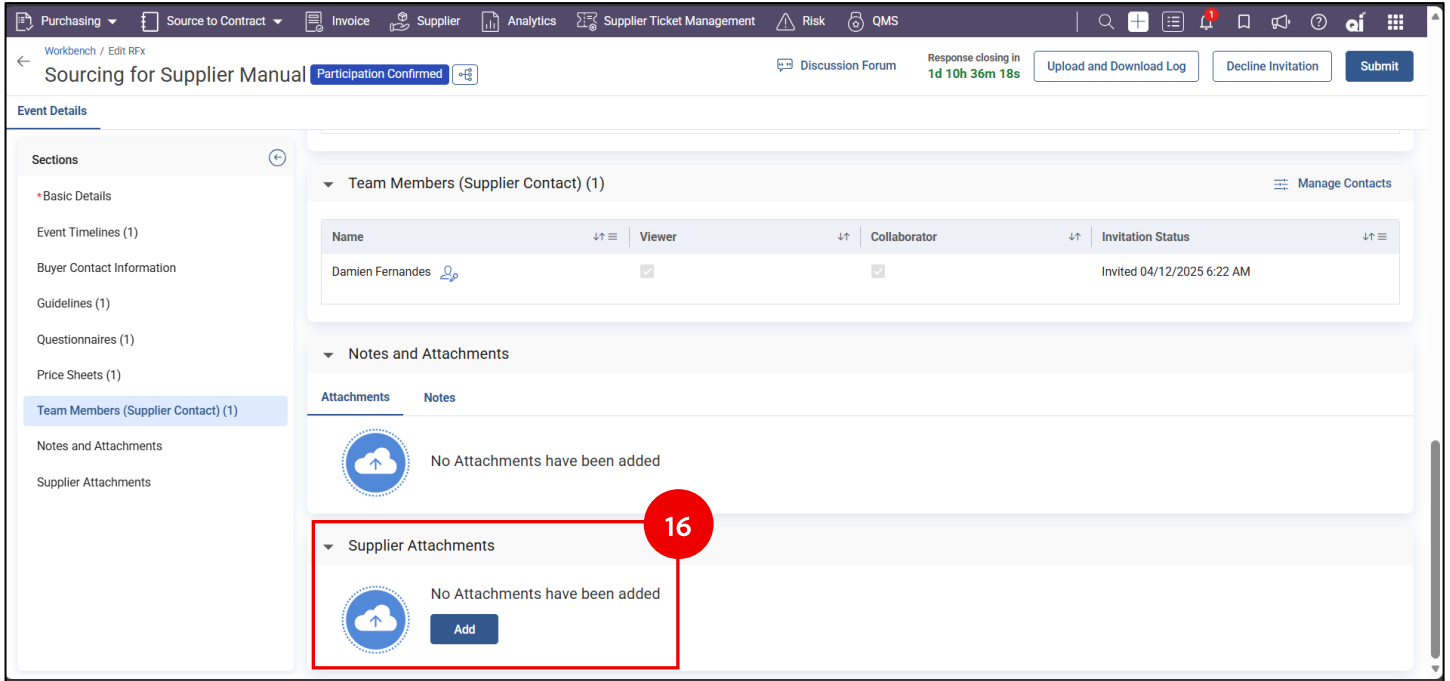
14. Navigate to the **Price Sheets** section (14a) and click on a **Price Sheet Name** (14b) to submit bid responses.



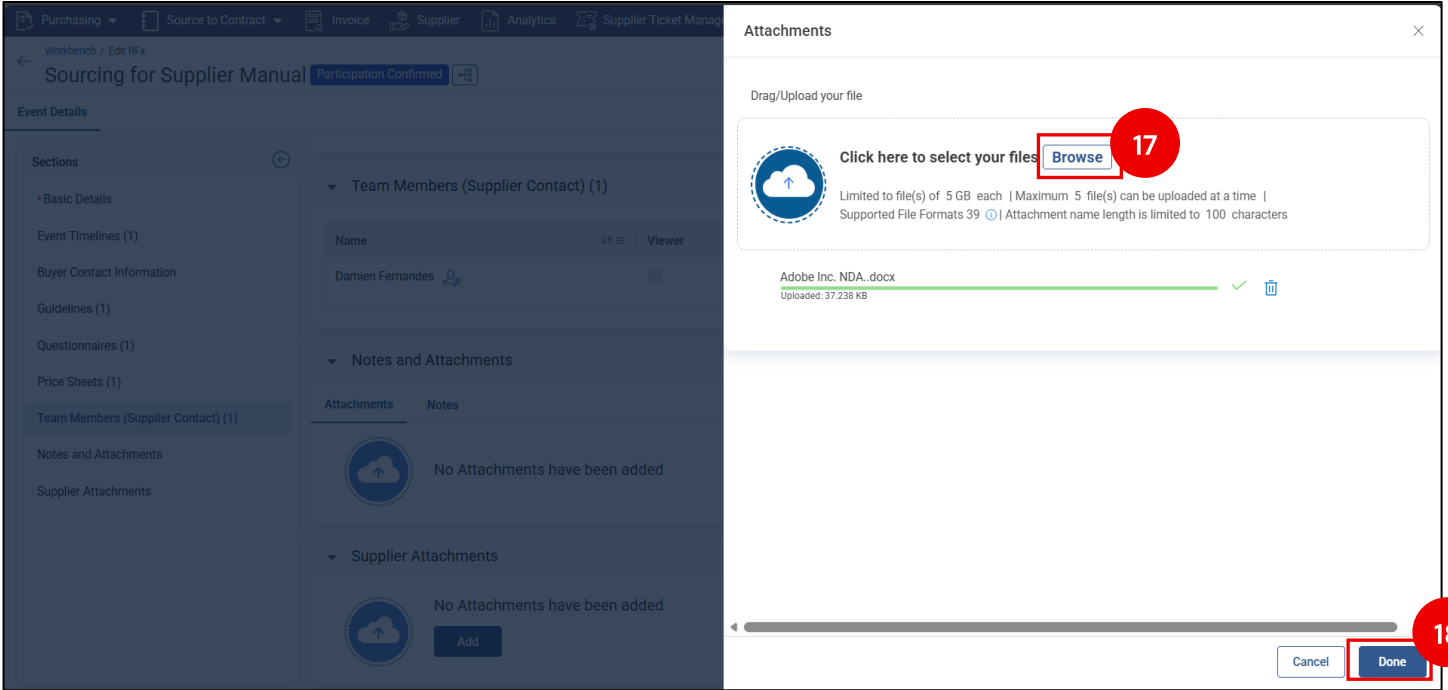
15. Enter the **Price Per Unit** (bid amount) (15a) for line details listed in the pricsheet and click **Done** (15b) to navigate back to the sourcing document.



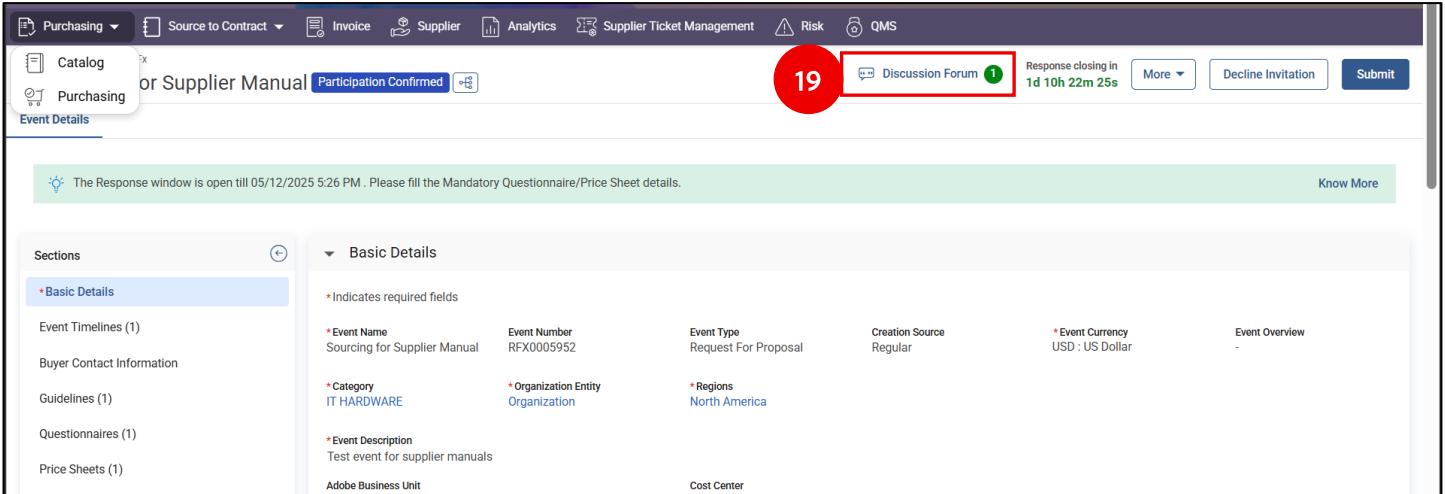
16. Attach supporting documents under the **Supplier Attachments** section if required. These documents will be visible to the Adobe teams once the sourcing document is submitted.



- 17. In the pop-up window, attach files by clicking **Browse**.
- 18. Attach the necessary file(s) and click **Done**

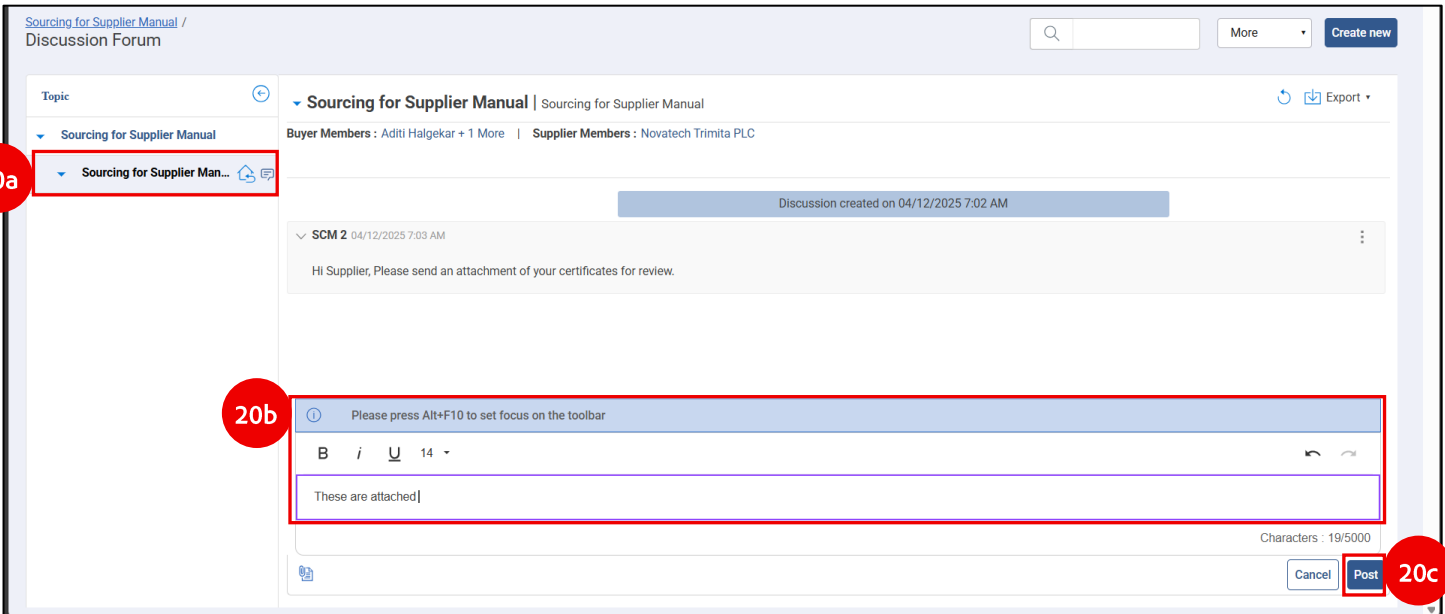


19. Once you return to the sourcing document, review the Discussion Forum to confirm that there are no pending requests or messages requiring responses.



20. Respond to the requests in the Discussion Forum (20a) by including a message (20b) and clicking Post (20c).

**Note: This will trigger an automated email and platform notification to Adobe. Discussion forums can also be used as a real-time chat platform to ensure all messages are recorded.**



- Click **Submit** to complete and send your response. All required documents must be submitted before the event deadline. After the deadline has passed, you will no longer be able to submit or modify your response.

The screenshot shows the 'Sourcing for Supplier Manual' page in the GEP Quantum interface. The page is titled 'Sourcing for Supplier Manual' and has a status of 'Participation Confirmed'. A notification at the top indicates that the response window is open until 05/12/2025 5:26 PM. The 'Event Details' section is expanded, showing 'Basic Details' and 'Event Timelines (1)'. The 'Basic Details' section includes fields for Event Name, Event Number, Event Type, Creation Source, Event Currency, and Event Overview. The 'Event Timelines (1)' section shows the time zone as India Standard Time (UTC+5:30). A red circle with the number 21 highlights the 'Submit' button in the top right corner.

Workbench / Edit RFX

Sourcing for Supplier Manual Participation Confirmed

Discussion Forum 1 Response closing in 1d 10h 13m 4s More Decline Invitation **Submit** 21

Event Details

The Response window is open till 05/12/2025 5:26 PM . Please fill the Mandatory Questionnaire/Price Sheet details. Know More

Sections

- Basic Details
- Event Timelines (1)
- Buyer Contact Information
- Guidelines (1)
- Questionnaires (1)
- Price Sheets (1)
- Team Members (Supplier Contact) (1)
- Notes and Attachments
- Supplier Attachments

Basic Details

\*Indicates required fields

*Event Name Sourcing for Supplier Manual	Event Number REFX0005952	Event Type Request For Proposal	Creation Source Regular	*Event Currency USD : US Dollar	Event Overview -
*Category IT HARDWARE	*Organization Entity Organization	*Regions North America			
*Event Description Test event for supplier manuals					
Adobe Business Unit		Cost Center			

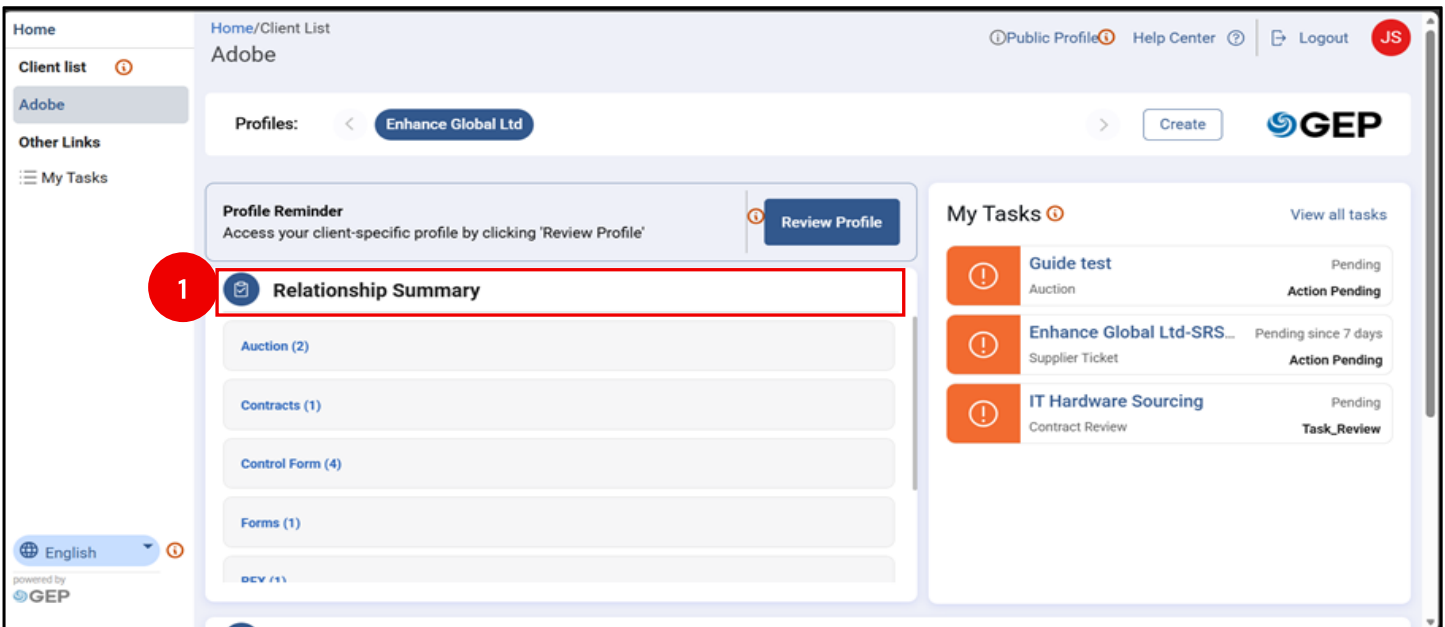
Event Timelines (1)

Timezone: India Standard Time (UTC+5:30)

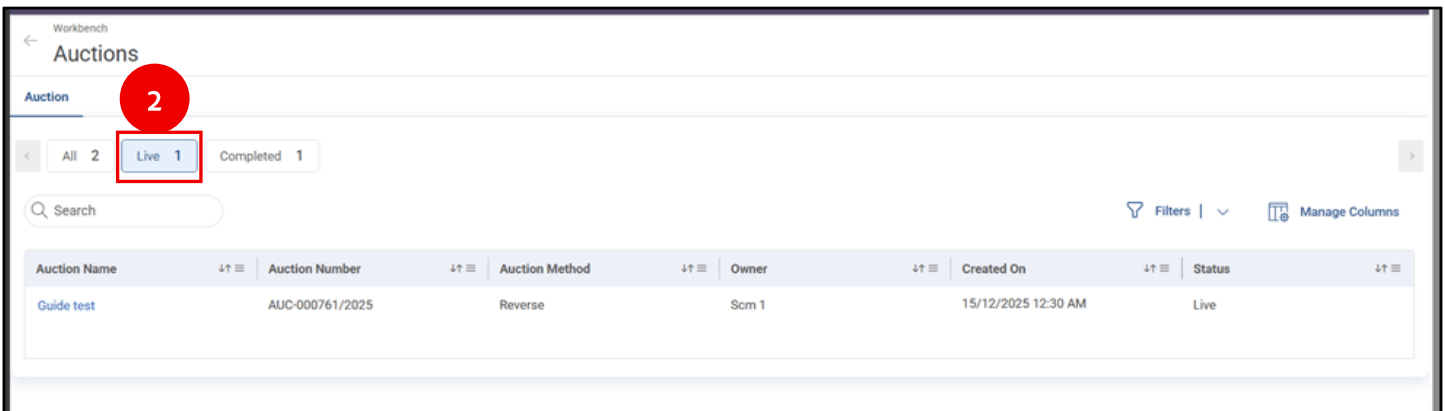
## 7.2 Auction Documents

**Auction documents** allow you to view auction details, review terms and timelines, submit competitive bids, and track auction status within the GEP platform, ensuring transparent and controlled participation in Adobe’s sourcing events.

1. From the **Supplier Workbench**, access the **Auction** module.



2. Select the **Live** status from the auction workbench to access the correct document.



3. Ensure that the necessary guidelines and policies are accepted to participate in the Auction. Under the **Acknowledgement(s)** section, click the **NDA checkbox** (3a). Once selected, **Accept** or **Reject** the policy (3b).

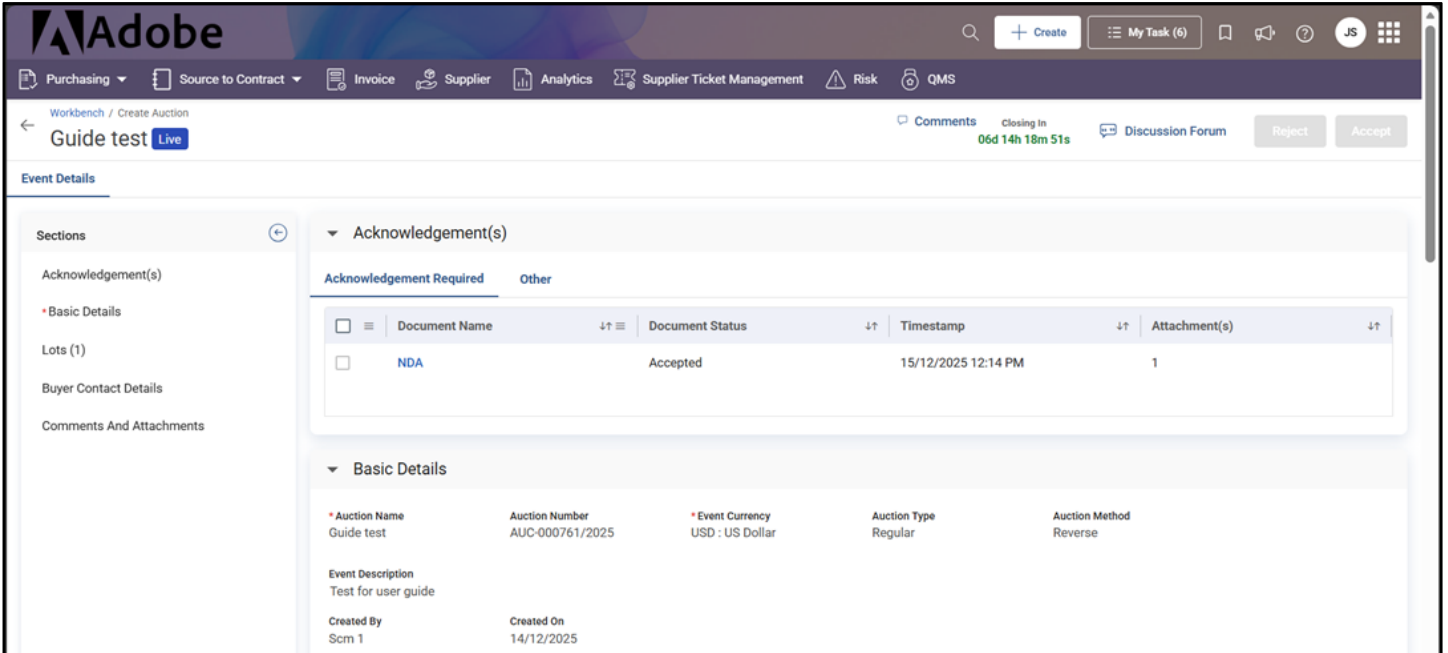
The screenshot displays the Adobe Workbench interface for creating an auction. The main header includes the Adobe logo and navigation tabs for Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. The current page is titled 'Workbench / Create Auction' and 'Guide test Live'. A 'Closing In' timer shows '06d 14h 20m 46s'. In the top right, there are 'Reject' and 'Accept' buttons. The 'Event Details' section is expanded, showing 'Acknowledgement(s)' and 'Basic Details'. The 'Acknowledgement(s)' section contains a table with the following data:

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

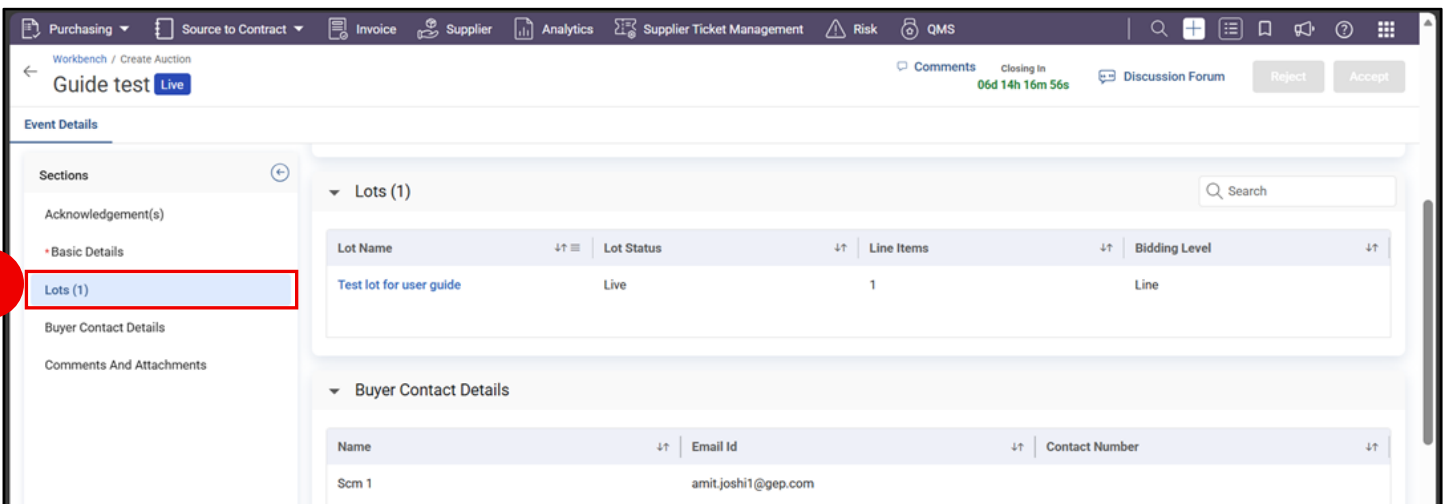
The 'Basic Details' section provides the following information:

- Auction Name: Guide test
- Auction Number: AUC-000761/2025
- Event Currency: USD : US Dollar
- Auction Type: Regular
- Auction Method: Reverse
- Event Description: Test for user guide
- Created By: Scm 1
- Created On: 14/12/2025

- Once the policy document (NDA) is accepted, the section list on the left gets updated with all the applicable sections to start bidding for the Request for Proposal (RFP) event.



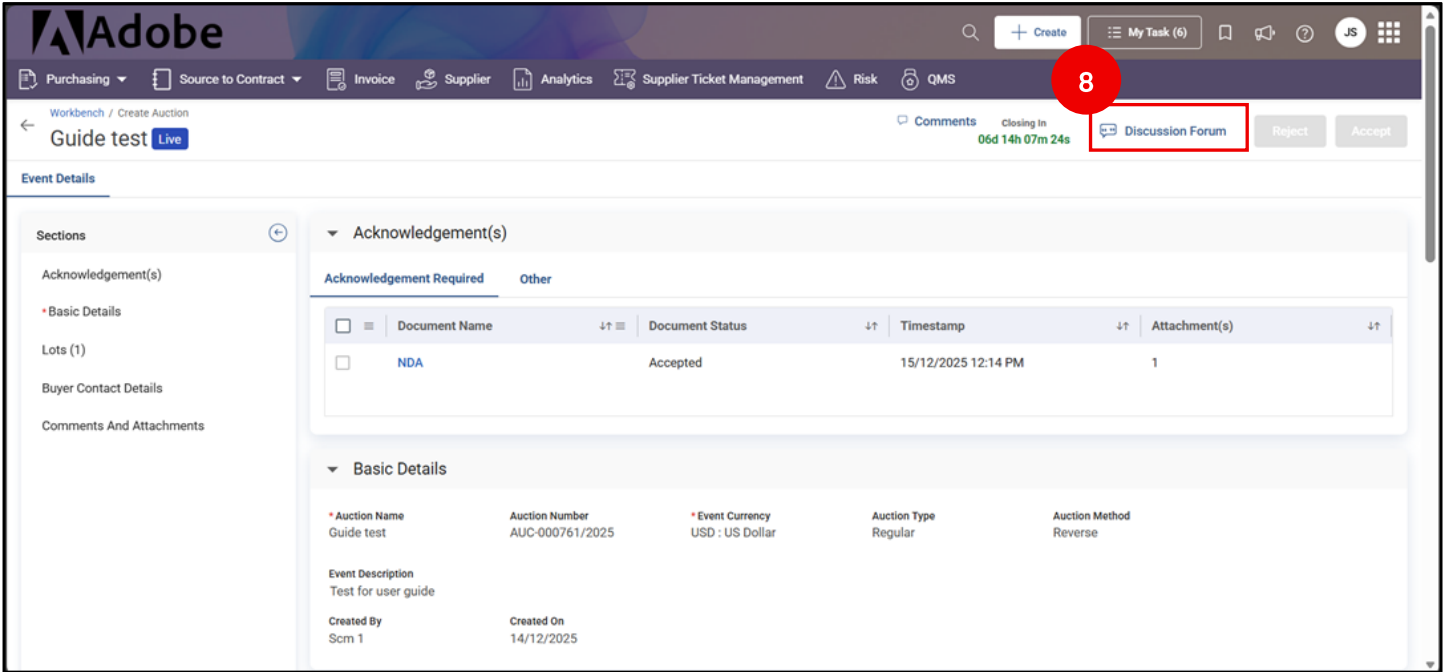
- In an RFP (Request for Proposal), **Lots** are logical subdivisions of the overall requirement within a single sourcing event. Each Lot represents a distinct scope that you can bid on individually or in combination, based on how Adobe structures the RFP. Click Lots to view and bid on the available items.



6. Enter the bid amount in the **Price** field (6a) and click **Place Bid** (6b). Since the event is live, bids can be placed as required.
7. Once the event goes Live, you can continue placing bids until the event's end time. **Live** indicates that the bidding phase is active. Bids cannot be placed before it is **Live**.

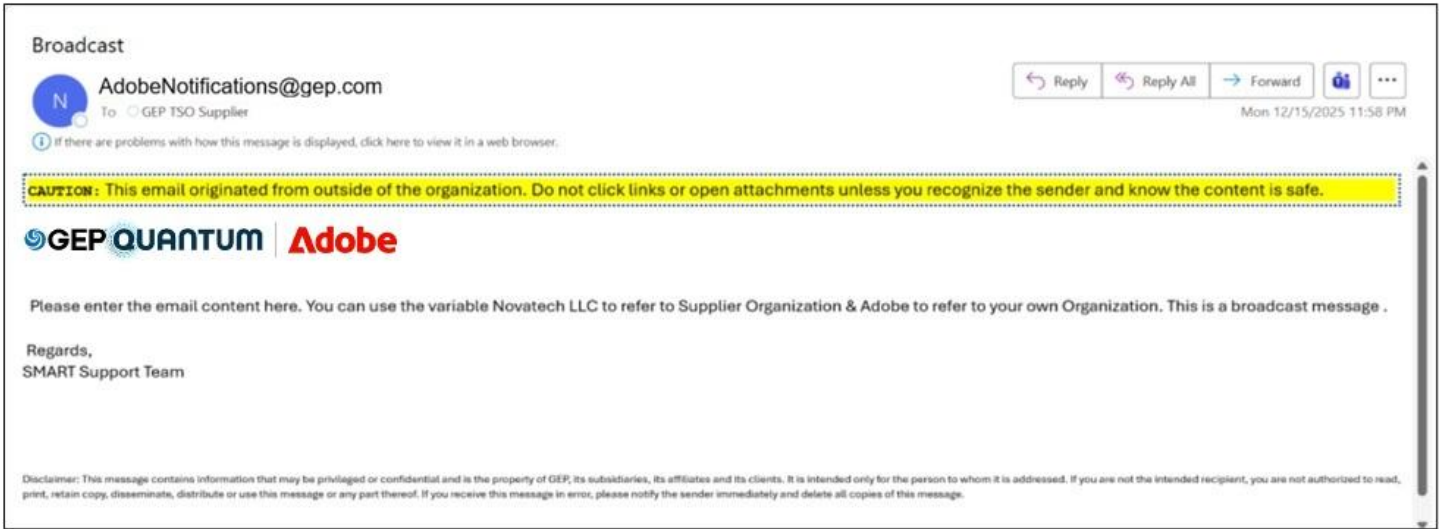
The screenshot displays the Adobe Supplier Bid interface. At the top, the Adobe logo and navigation menu are visible. The main content area shows a bidding event titled "Test lot for user guide (Item Level)". The event status is "Live", indicated by a green "Live" button in the "LOTS" section, which is circled in red with the number "7". The event details show "Event Currency: USD", "Extensions: 0", "Your Best Bid: 0.00", and "Best Bid: 0.00". Below this, there are tabs for "Line Details" and "Bid Details". The "Bid Details" tab is active, showing a table with columns: "Intent To Bid", "Item", "UOM", "Start Price", "Decrement", "Last Bid", "Price", and "Subtotal". The "Price" field in the first row is highlighted in yellow and circled in red with the number "6a", containing the value "5". The "Subtotal" for this row is "100". In the top right corner, there is a "Place bid" button circled in red with the number "6b". The interface also shows a "Closing In" timer of "06d 14h 14m 39s" and a "Discussion Forum" link.

- 8. Use the **Discussion Forum** to interact with the buyer/procurement team at Adobe. It serves as an official channel of communication and can be used to add attachments and post important messages to the Adobe Sourcing Team.



### 7.3 Broadcast Messages

Broadcast messages are notifications sent by Adobe teams to suppliers, including process updates, compliance reminders, and actions required on supplier profiles.



Suppliers can view broadcast messages from their Business Network homepage or within the Supplier Management area. Some broadcast messages may require suppliers to review information or act within a specified timeframe.

## 8 Supplier Risk Module

The Risk module in GEP supports Adobe's supplier risk management process and enables you to respond to risk-related requests. Through this module, you may be required to complete risk forms, provide supporting documentation, and address follow-up questions as part of Adobe's risk review process.

### 1.1 Risk Workbench

The Risk Workbench enables suppliers to view, respond to, and track risk-related questionnaires and assessments (such as supplier risk and due diligence forms) assigned to them, ensuring timely completion of risk requirements within Adobe's supplier risk management process.

1. Click the **Risk Forms** hyperlink to access the **Risk Management Workbench** and forms assigned to you.

The screenshot displays the GEP Risk Management Workbench for the client 'Novatech Trimita PLC'. The interface includes a sidebar with navigation options like 'Home', 'Client list', 'AdobeSandbox', and 'My Tasks'. The main content area features a 'Profile Reminder' with a 'Review Profile' button, a 'Relationship Summary' section with links for 'Contracts (3)', 'Control Form (3)', 'Forms (1)', 'RFX (3)', and 'Risk Form (2)'. A red box highlights the 'Risk Form (2)' link, and a red circle with the number '1' is placed next to it. The 'My Tasks' section shows a pending task: 'POC - Inherent Risk Question...' with 'Action Pending' status.

2. Find the following components on the Risk Management Workbench:
  - a. **Form Name:** Displays the name of the risk form (e.g., Supplier Risk Form).
  - b. **Form ID:** Shows the unique identifier assigned to the risk form for tracking.
  - c. **Status:** Indicates the current state of the risk form (e.g., Launched, Response Submitted).
  - d. **Form Group:** Identifies the category or type of risk form.
  - e. **Source Document ID:** Displays the ID of the originating document linked to the risk form.

The screenshot displays the Adobe Risk Management Workbench interface. At the top, there is a navigation bar with the Adobe logo and various application icons. Below this, the 'Risk Management Workbench' header is visible, followed by a 'Risk Management' sub-header. The main content area features a table of risk forms. The table has the following columns: Form Name, Form ID, Status, Form Group, Source Document ID, and Source Document. The first row of data shows a 'Supplier Risk Form' with ID 'RTF-038520-Jan2026', status 'Launched', and source document ID 'PDR-003772'. Other rows show similar forms with different IDs and statuses. The interface also includes a search bar, filter buttons, and a 'Manage Columns' option. Red callouts are placed over the interface: '2a' points to the table header, '2b' points to the search bar, '2c' points to the 'Form ID' column, '2d' points to the 'Form Group' column, and '2e' points to the 'Filters' button.

Form Name	Form Id	Status	Form Group	Source Document ID	Source Document
Supplier Risk Form	RTF-038520-Jan2026	Launched	Supplier Risk Form	PDR-003772	PDR-003772
Supplier Risk Form	RTF-032629-Dec2025	Response Submitted	Supplier Risk Form	PDR-002996	PDR-002996
Supplier Risk Form	RTF-033559-Dec2025	Response Submitted	Supplier Risk Form	PDR-003524	PDR-003524
Supplier Risk Form	RTF-031768-Dec2025	Response Submitted	Supplier Risk Form	PDR-002597	PDR-002597
Supplier Risk Form	RTF-033731-Jan2026	Response Submitted	Supplier Risk Form	PDR-003749	PDR-003749
Supplier Risk Form	RTF-033563-Dec2025	Response Submitted	Supplier Risk Form	PDR-003539	PDR-003539

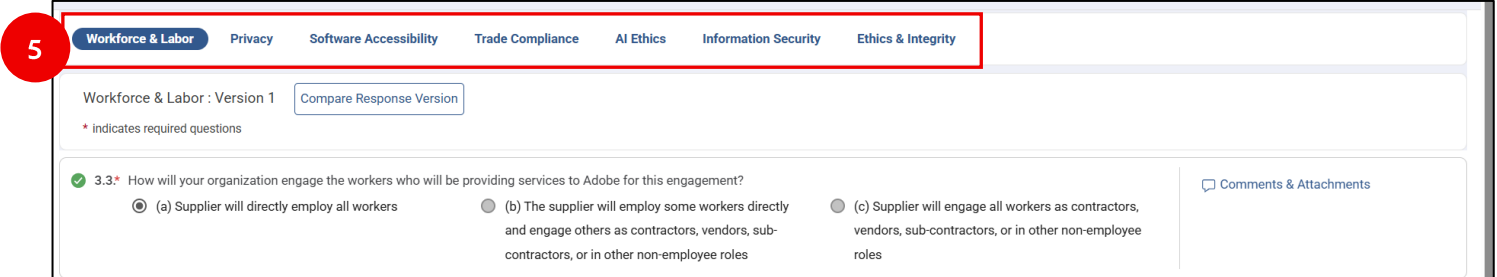
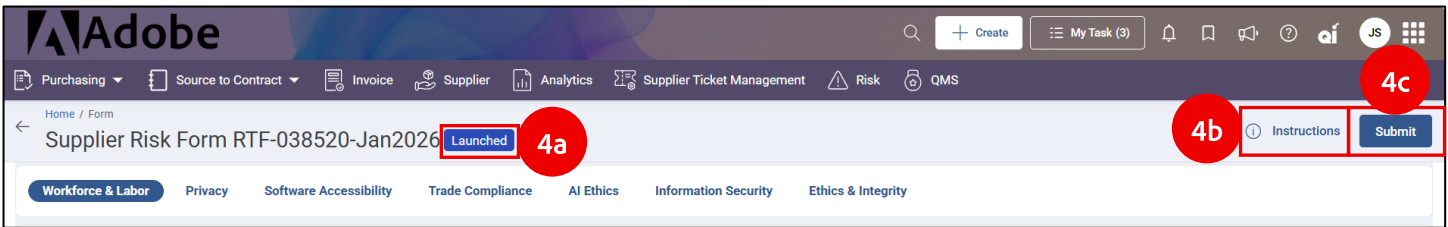
- f. **Source Document Name:** Shows the name of the source document from which the risk form was initiated.
- g. **Launched Date:** Indicates the date on which the risk form was sent to the supplier.
- h. **Due Date:** Shows the deadline by which the supplier is expected to submit the response.
- i. **Aging:** Displays the number of days the risk form has been open or overdue.

Form Group	Source Document ID	Source Document ID	Source Document Name	Launched Date	Source Document Name	Due Date	Aging
Supplier Risk Form	PDR-003772	PDR-003772	IT Hardware	26/01/2026	IT Hardware	31/01/2026	20
Supplier Risk Form	PDR-002996	PDR-002996	DN_NK_DR_1	15/12/2025	DN_NK_DR_1	20/12/2025	0
Supplier Risk Form	PDR-003524	PDR-003524	DNU-Milestone updates check	24/12/2025	DNU-Milestone updates check	29/12/2025	0
Supplier Risk Form	PDR-002597	PDR-002597	IT Hardware Sourcing	06/12/2025	IT Hardware Sourcing	11/12/2025	0
Supplier Risk Form	PDR-003749	PDR-003749	08-Jan-NS-REL-Aggregation-Tr	09/01/2026	08-Jan-NS-REL-Aggregation-Tr	14/01/2026	0
Supplier Risk Form	PDR-003539	PDR-003539	PRQ-007079	26/12/2025	PRQ-007079	31/12/2025	52

3. Click on a **Form ID** hyperlink to access a specific risk form.

Form Name	Form Id	Status	Form Group	Source Document ID	Source Document ID
Supplier Risk Form	<a href="#">RTF-038520-Jan2026</a>	Launched	Supplier Risk Form	PDR-003772	PDR-003772
Supplier Risk Form	<a href="#">RTF-032629-Dec2025</a>	Response Submitted	Supplier Risk Form	PDR-002996	PDR-002996

- 4. You will find these key components in a risk form:
  - a. **Launched:** Indicates that the questionnaire has been issued and is pending your response.
  - b. **Instructions:** Provides detailed guidance to help you complete the questionnaire.
  - c. **Submit:** Select this button after completing all mandatory fields to submit your responses for review.
  
- 5. The category tabs organize the questionnaire into defined sections, making it easier to navigate and understand the different question categories.

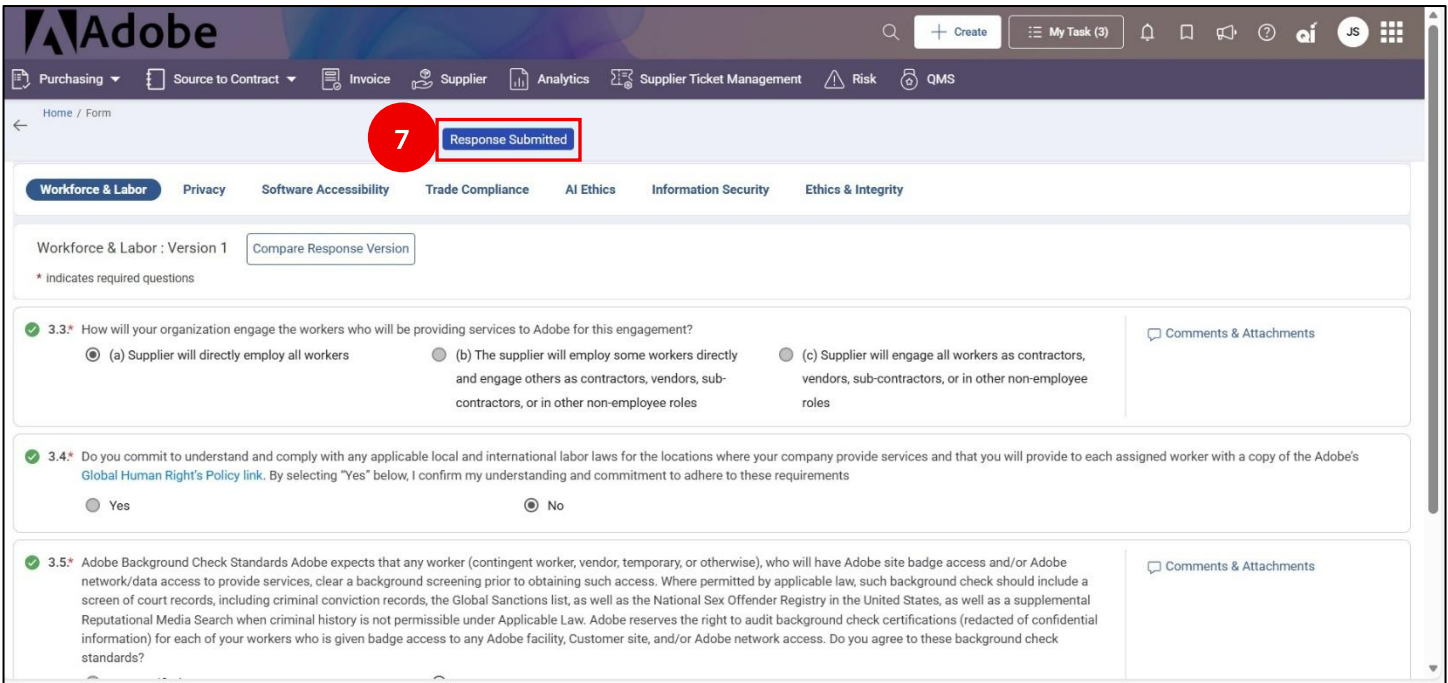


6. Complete responses in each section, ensuring all mandatory questions (6a) are answered, so the form reaches 100% completion. Click **Submit** (6b) to finish.

The screenshot shows a form question: "1\* Which country will your Company be operating in as part of the engagement provided to Adobe?". The question is marked as mandatory with a red asterisk. The form is currently 100% complete. Below the question, there are two selection lists: "Source" and "Target". The "Source" list has a search bar with "united" and shows a list of countries including Tanzania, United Republic Of, United Arab Emirates, and United Kingdom. The "Target" list has a search bar with "Search Target" and shows a list of countries with "United States" selected. A red circle labeled "6a" is positioned to the left of the question. Below the question, there is a "1. Company Details" section with a "Copy Group" button and a "Mark as Primary" toggle. At the bottom of the form, there is a "RF 1\* Company Name" field.

The screenshot shows the Adobe GEP Quantum interface. The top navigation bar includes the Adobe logo, a search bar, a "+ Create" button, and a "My Task (3)" button. Below the navigation bar, there is a menu with options: Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. The main content area shows the "Supplier Risk Form RTF-038520-Jan2026" with a "Launched" status. There are "Instructions" and "Submit" buttons. A red circle labeled "6b" is positioned to the right of the "Submit" button. At the bottom of the page, there is a footer with links: Workforce & Labor, Privacy, Software Accessibility, Trade Compliance, AI Ethics, Information Security, and Ethics & Integrity.

7. Once the response is submitted, the status of the document will display **Response Submitted**.



## 9 Contracts Module

The **Contracts Module** within GEP is designed to make managing contractual agreements effortless and transparent for suppliers. It provides a centralized, secure environment where suppliers can access, review, and respond to contract documents.

*Note: All applicable risk forms and applicable control forms must be completed before the contract document can be sent for review. These are not applicable to sales partners participating in the Adobe Partner Connection, Royalty suppliers, or Digital Experience Partner Program (SPP/TPP). These participants' interactions in the platform are limited to profile, compliance, or payment-related activities.*

**Important:** Suppliers must not begin any work unless both of the following are in place:

- A fully executed contract
- A valid Purchase Order (PO) issued from the system

The PO must refer to the correct contract and budget, and all invoices must align with this PO.

**Why this matters:**

The executed contract defines the scope, terms, and authorization, while the PO confirms financial approval.

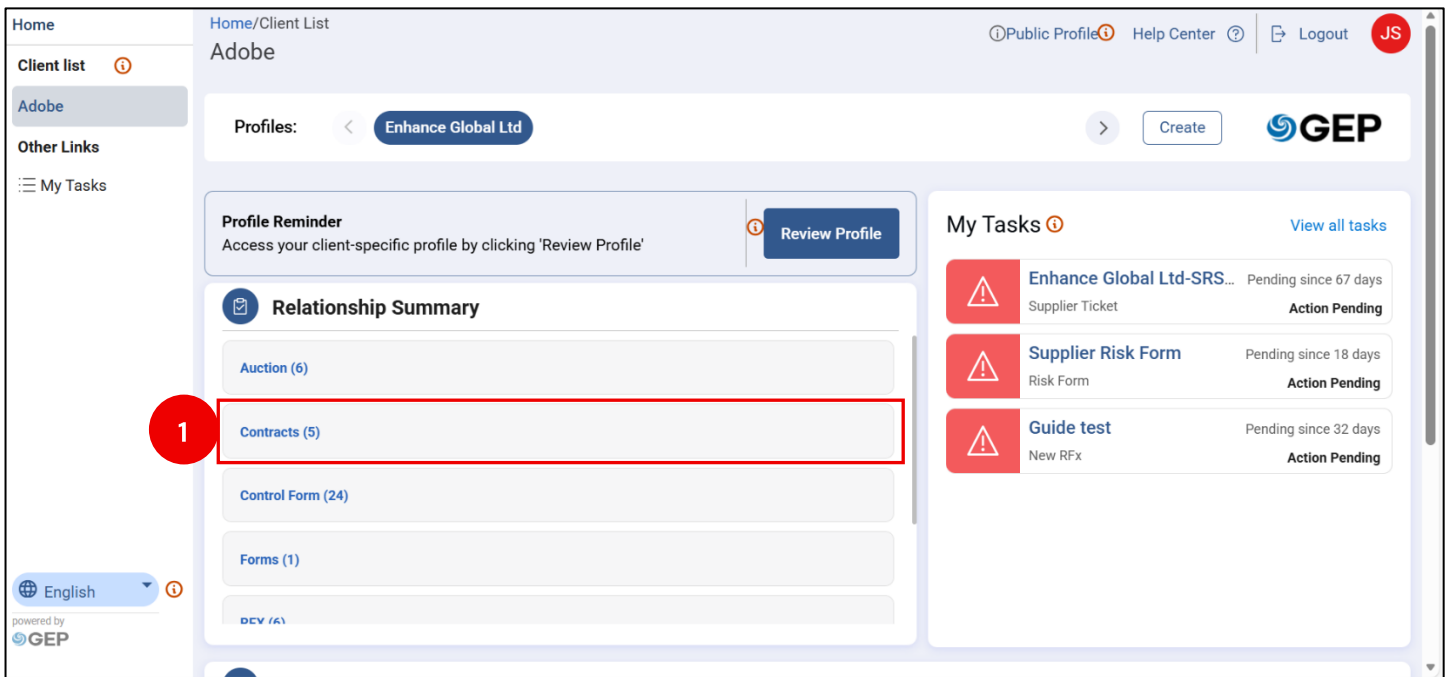
**If not followed:**

Any work started without a valid contract and PO will not be paid, and the organization will not be responsible for those costs.

## 9.1 Contract Workbench

The **Contract Workbench** provides suppliers with a secure, centralized workspace to review and interact with contract documents, while preventing access to internal buyer-only authoring features.

1. From the supplier landing page, click on the **Contracts** hyperlink to access the contracts workbench.



2. Find the following components on the Contract Workbench:
  - a. **Select:** Allows you to select one or more contracts for bulk actions.
  - b. **Document Hierarchy:** Indicates the contract hierarchy and relationship to parent or child documents.
  - c. **Contract Number:** Displays the unique, clickable contract ID for tracking and access.
  - d. **Contract Type:** Shows the high-level classification of the contract (e.g., Governing Agreement).
  - e. **Contract Name:** Displays the name of the contract as defined in the system.
  - f. **Contract Sub-Type:** Specifies the detailed contract category (e.g., MSA, GTC).
  - g. **Contract Owner:** Indicates the Adobe user responsible for managing the contract.
  - h. **Supplier Name:** Shows the supplier associated with the contract.
  - i. **Stage:** Displays the current stage of the contract lifecycle (e.g., Draft, Authoring, Signature).

The screenshot shows the Adobe Contract Workbench interface. At the top, there is a navigation bar with the Adobe logo and various menu items like Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. Below this is a breadcrumb trail for 'Contract Workbench' and 'Contract'. A status bar shows 'All 5', 'Draft 2', 'Authoring 1', and 'Signature 2'. The main content area is a table with columns: Select, Document Hierarchy, Contract Number, Contract Type, Contract Name, Contract Sub-Type, Contract Owner, Supplier Name, and Stage. Red circles with labels 2a through 2i are placed over the table headers and filters to indicate the components mentioned in the text.

2a	2b	2c	2d	2e	2f	2g	2h	2i
Select	Document Hierarchy	Contract Number	Contract Type	Contract Name	Contract Sub-Type	Contract Owner	Filters	Export
<input type="checkbox"/>	(A)	CDR0008848.0	Adobe Governing Agreement	IT Hardware	Master Services Agreement (MSA)	Akshay Bhagat		Authoring
<input type="checkbox"/>	(A)	CDR0009269.0	Adobe Governing Agreement w/Pricebook	RFX0002297(Test)	Master Services Agreement (MSA)	Guisselle Gonzalez		Draft
<input type="checkbox"/>	(A)	CDR0009268.0	Adobe Governing Agreement w/Pricebook	RFX0002297(Test)	Master Services Agreement (MSA)	Guisselle Gonzalez		Draft
<input type="checkbox"/>	(A)	CDR0007053.0	Adobe Governing Agreement	IT Hardware Sourcing	Master Services Agreement (MSA)	Akshay Bhagat		Signature
<input type="checkbox"/>	(A)	CDR0007972.0	Adobe Governing Agreement	DN_NK_DR_1	General Terms and Conditions (GTC)	Akshay Bhagat		Signature

- j. **Status:** Indicates the current contract status (e.g., Draft, Signature Pending, Signed).
- k. **Currency:** Shows the currency used for the contract value.
- l. **Contract Value:** Displays the total financial value of the contract.
- m. **Effective Date:** Indicates the date the contract becomes effective.
- n. **Line of Business:** Specifies the business unit associated with the contract.
- o. **Contract Expiry Date:** Shows the date on which the contract expires.
- p. **Pramata ID:** Displays the reference ID synced from Pramata, if applicable.
- q. **Parent Contract:** Identifies the parent contract when the record is part of a contract hierarchy.

The screenshot shows the Adobe Contract Workbench interface. At the top, there is a navigation bar with the Adobe logo and various menu items like Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. Below this is a breadcrumb trail for 'Contract Workbench' and 'Contract'. A search bar and a 'Create Contract' button are also visible. The main area displays a table of contracts with columns: Select, Stage, Status, Currency, Contract Value, Effective Date, Line of Business, Contract Expiry Date, Pramata ID, and Parent Contract. The table contains five rows of contract data. Red callouts labeled 2j through 2q are overlaid on the interface: 2j points to the 'Stage' column, 2k to 'Status', 2l to 'Currency', 2m to 'Contract Value', 2n to 'Effective Date', 2o to 'Contract Expiry Date', 2p to the 'Pramata ID' cell of the second row, and 2q to the 'Parent Contract' cell of the second row.

Select	Stage	Status	Currency	Contract Value	Effective Date	Line of Business	Contract Expiry Date	Pramata ID	Parent Contract
<input type="checkbox"/>	Authoring	Author Contract	USD	865,000	11/01/2026		11/01/2027		
<input type="checkbox"/>	Draft	Draft	USD	25	16/01/2026		16/01/2027	2p	2q
<input type="checkbox"/>	Draft	Draft	USD	25	16/01/2026		16/01/2027		
<input type="checkbox"/>	Signature	Signature Pending	USD	1,000,000	04/12/2025		04/12/2026		
<input type="checkbox"/>	Signature	Signed	USD	10,000	15/12/2025		15/12/2026		

## 9.2 Responding to Contract Requests

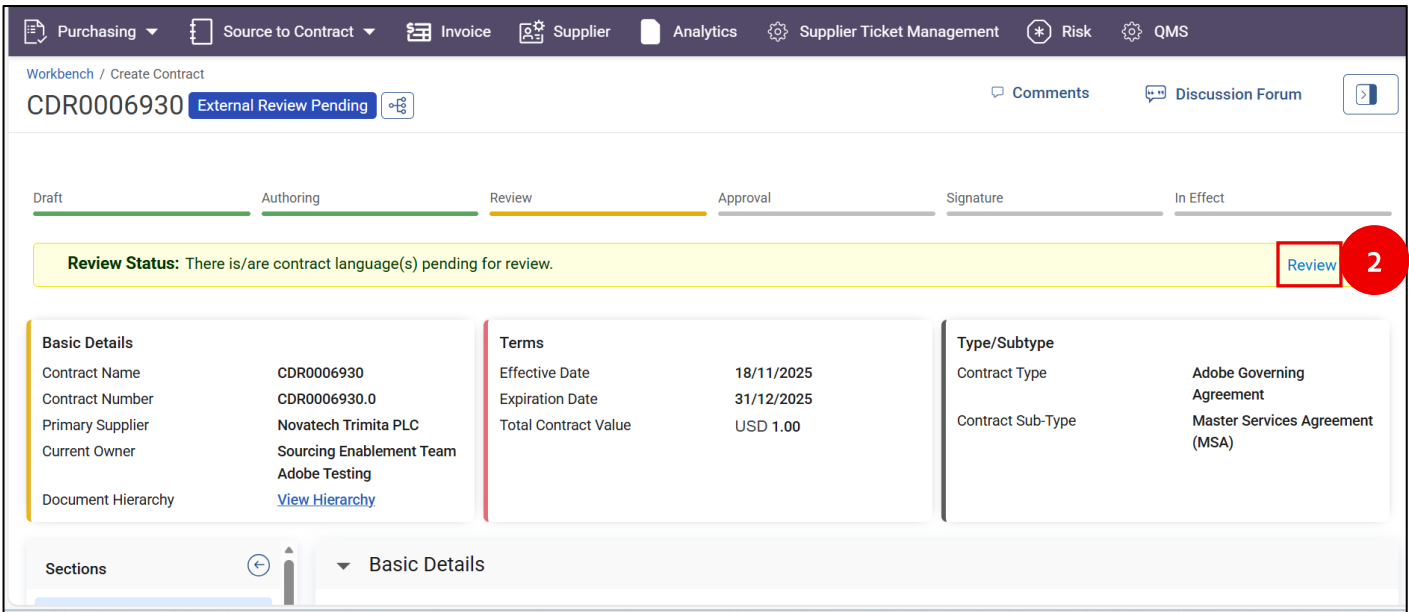
**Contract Requests** allow suppliers to review contract documents shared by Adobe, provide required inputs, and take actions such as reviewing, redlining, or signing contracts within the platform. This ensures timely collaboration, clear visibility, and compliance throughout the contracting process.

1. From the **My Tasks** section, navigate to the **Contract Workbench** (1a), and select a contract by clicking on the **Contract Number** hyperlink (1b).

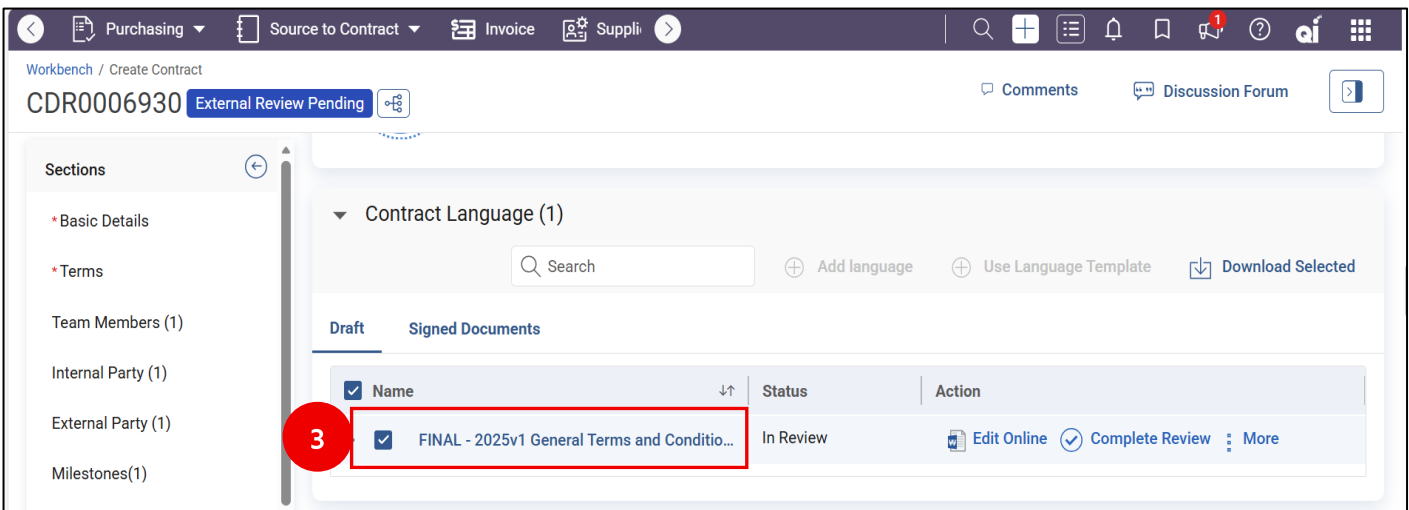
The screenshot shows the Adobe Contract Workbench interface. At the top, there is a navigation bar with the Adobe logo and various menu items like Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. Below this, there is a breadcrumb trail: 'Contract Workbench' > 'Contract'. A red box labeled '1a' highlights the 'Contract' breadcrumb. Below the breadcrumb, there are filters for 'All 5', 'Draft 2', 'Authoring 1', and 'Signature 2'. A search bar is present, and a red box labeled '1b' highlights the search bar. Below the search bar, there is a table of contracts with columns: Select, Document Hierarchy, Contract Number, Contract Type, Contract Name, Contract SubType, Contract Owner, and Supplier Name. The 'Contract Number' column contains hyperlinks for each row. A red box highlights the first row's 'Contract Number' 'CDR0008848.0'.

Select	Document Hierarchy	Contract Number	Contract Type	Contract Name	Contract SubType	Contract Owner	Supplier Name
<input type="checkbox"/>		<a href="#">CDR0008848.0</a>	Adobe Governing Agreement	IT Hardware	Master Services Agreement (MSA)	Akshay Bhagat	Enhance Glot
<input type="checkbox"/>		<a href="#">CDR0009269.0</a>	Adobe Governing Agreement w/Pricebook	RFX0002297(Test)	Master Services Agreement (MSA)	Guiselle Gonzalez	Enhance Glot
<input type="checkbox"/>		<a href="#">CDR0009268.0</a>	Adobe Governing Agreement w/Pricebook	RFX0002297(Test)	Master Services Agreement (MSA)	Guiselle Gonzalez	Enhance Glot
<input type="checkbox"/>		<a href="#">CDR0007053.0</a>	Adobe Governing Agreement	IT Hardware Sourcing	Master Services Agreement (MSA)	Akshay Bhagat	Enhance Glot
<input type="checkbox"/>		<a href="#">CDR0007972.0</a>	Adobe Governing Agreement	DN_NK_DR_1	General Terms and Conditions (GTC)	Akshay Bhagat	Enhance Glot

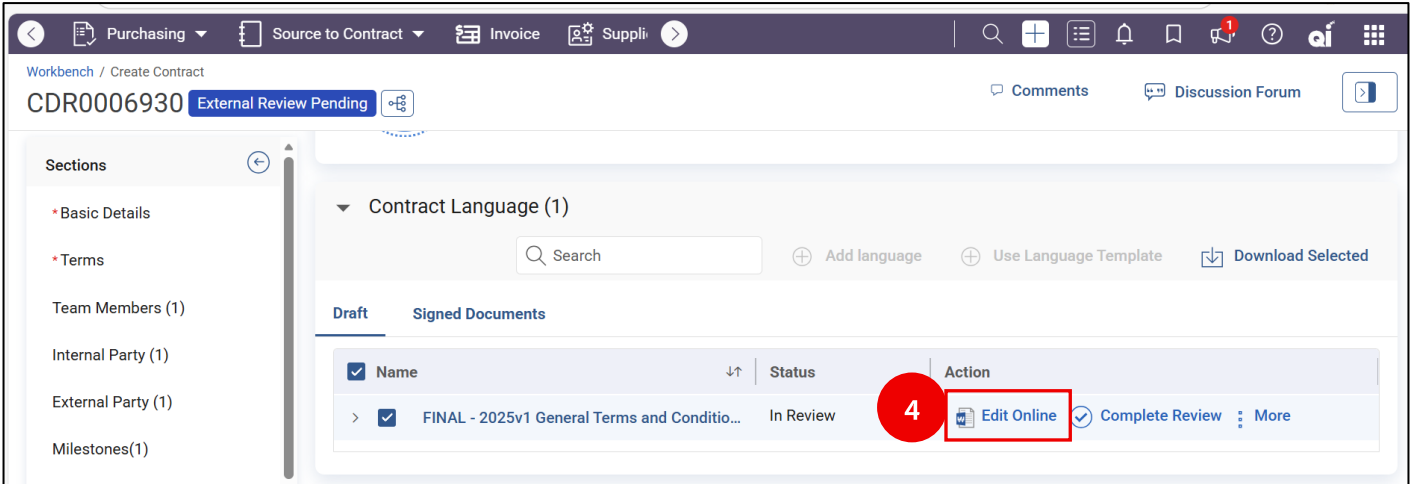
2. In the contract document, click **Review** to access the contract document.



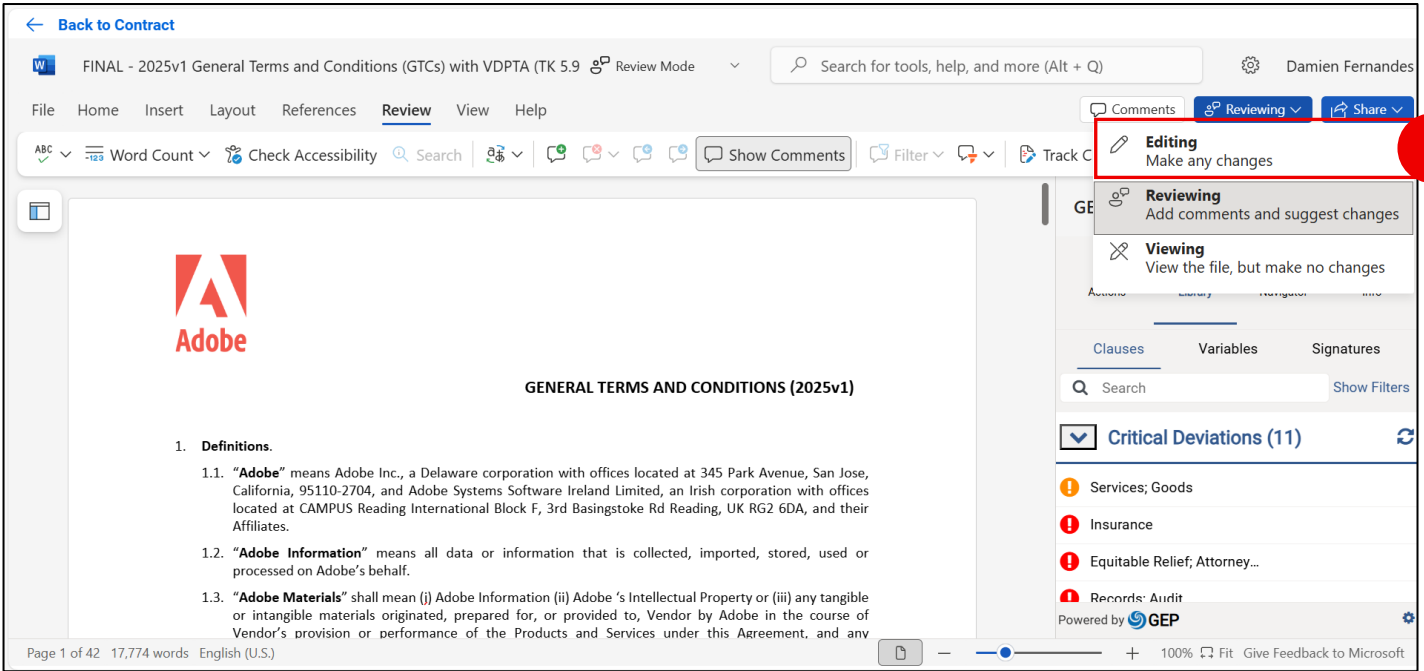
3. In the **Contract Language** section, click on the contract **Name** hyperlink to access the contract document.



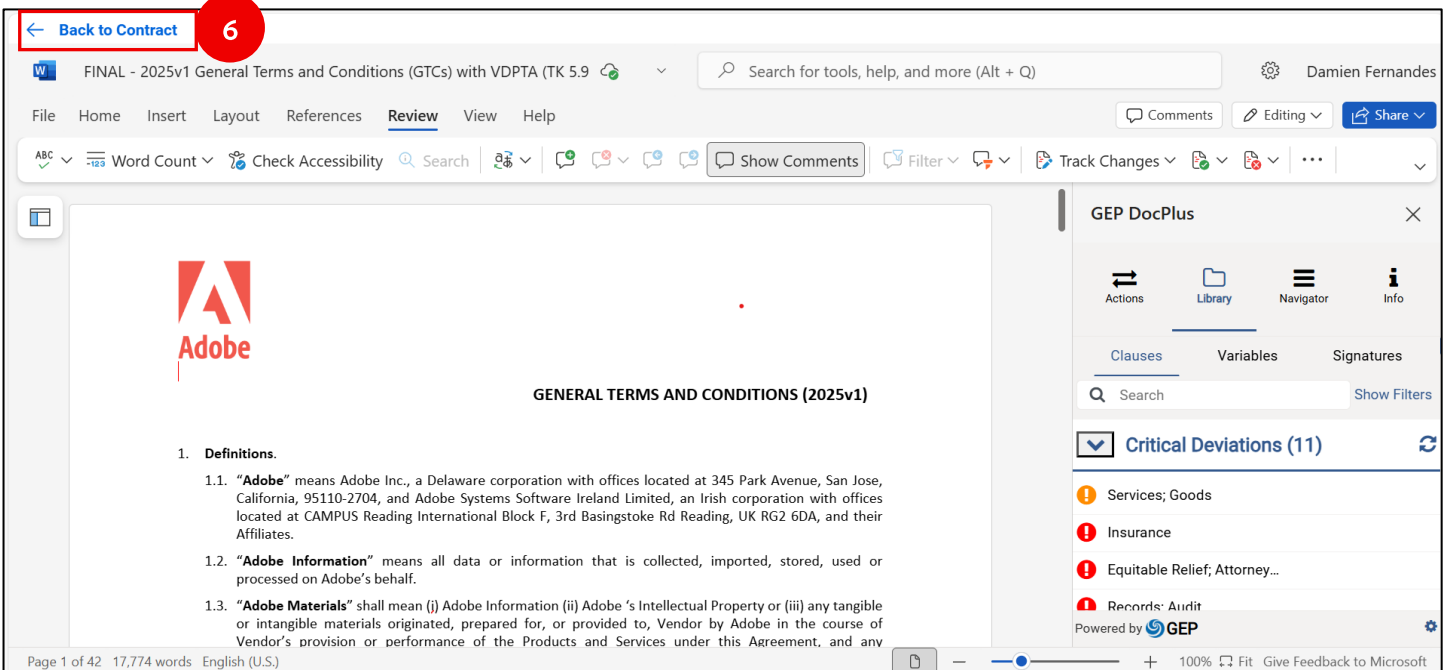
4. In the **Contract Language** section, click on the contract **Name** hyperlink to access the contract document. Click the **Edit Online** button to review and redline a contract document.



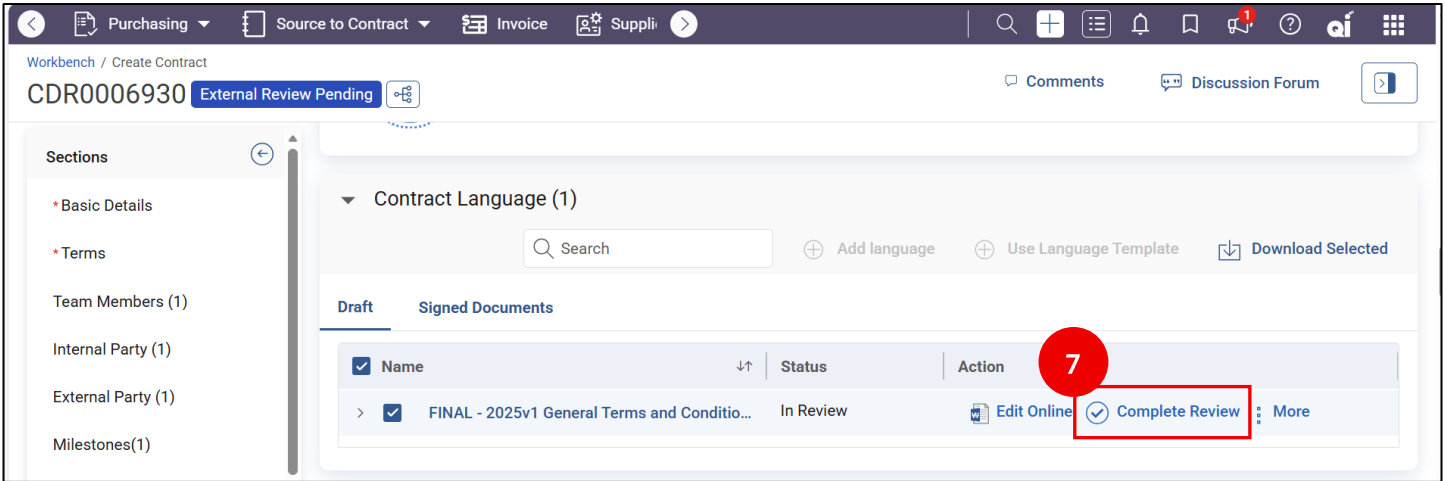
5. Select the **Editing** option to work on the document.



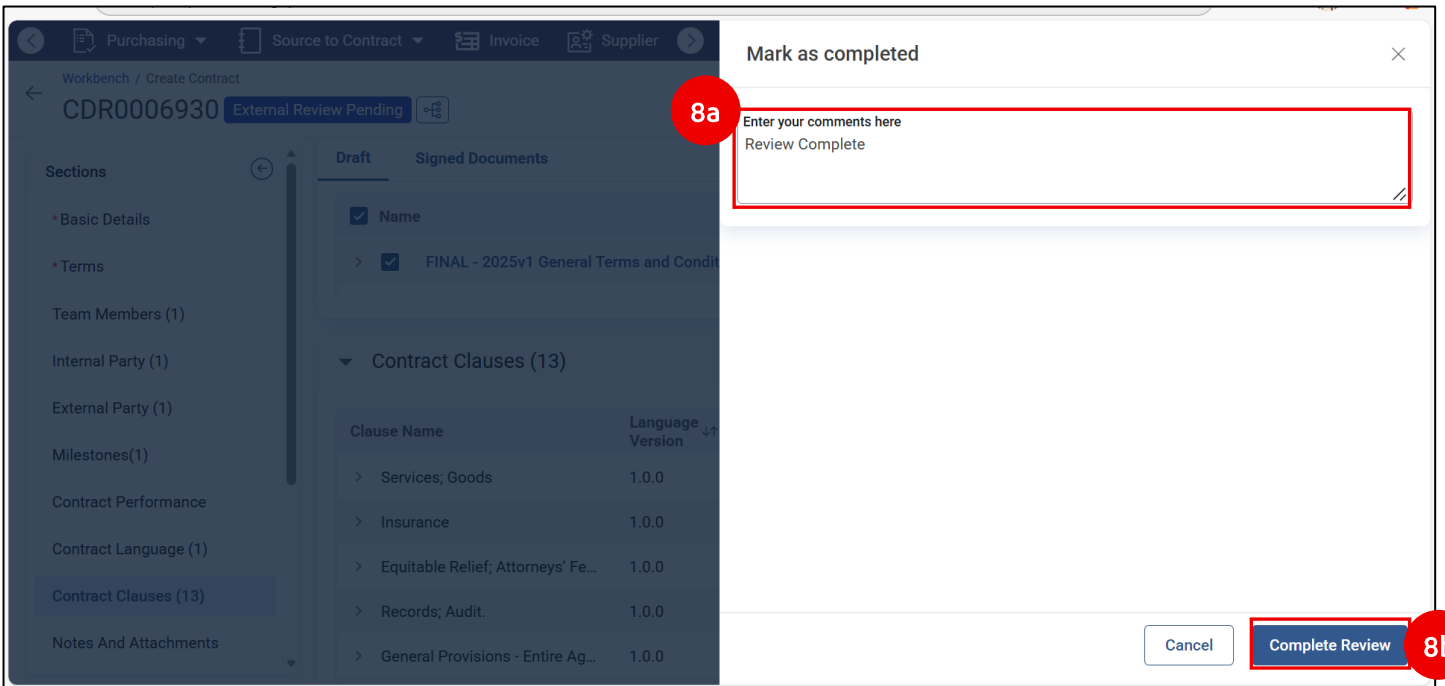
6. Review and reline the document. Once complete, click **Back to Contract** to navigate back to the contract document.



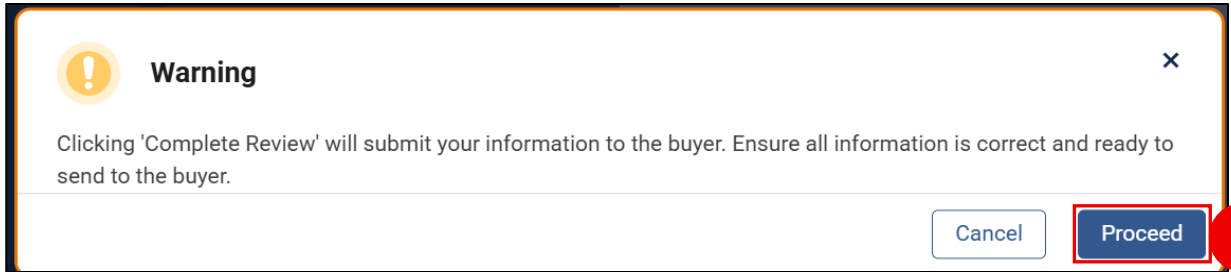
7. Click **Complete Review** to complete the review process.



8. Leave a comment (optional) (8a) and click **Complete Review** (8b) to complete the review process. The comment will be visible to the Adobe team.



9 In the pop-up window, click **Proceed** to submit the contract document.



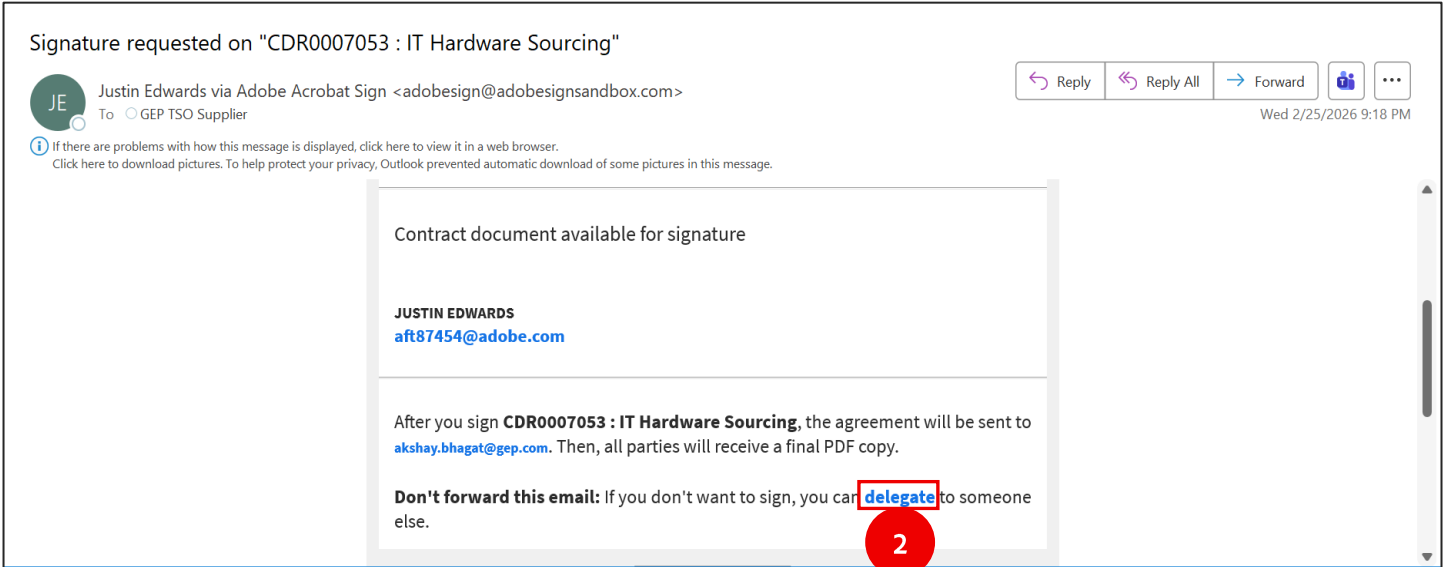
### 9.3 Responding to a Contract Signature Request

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.

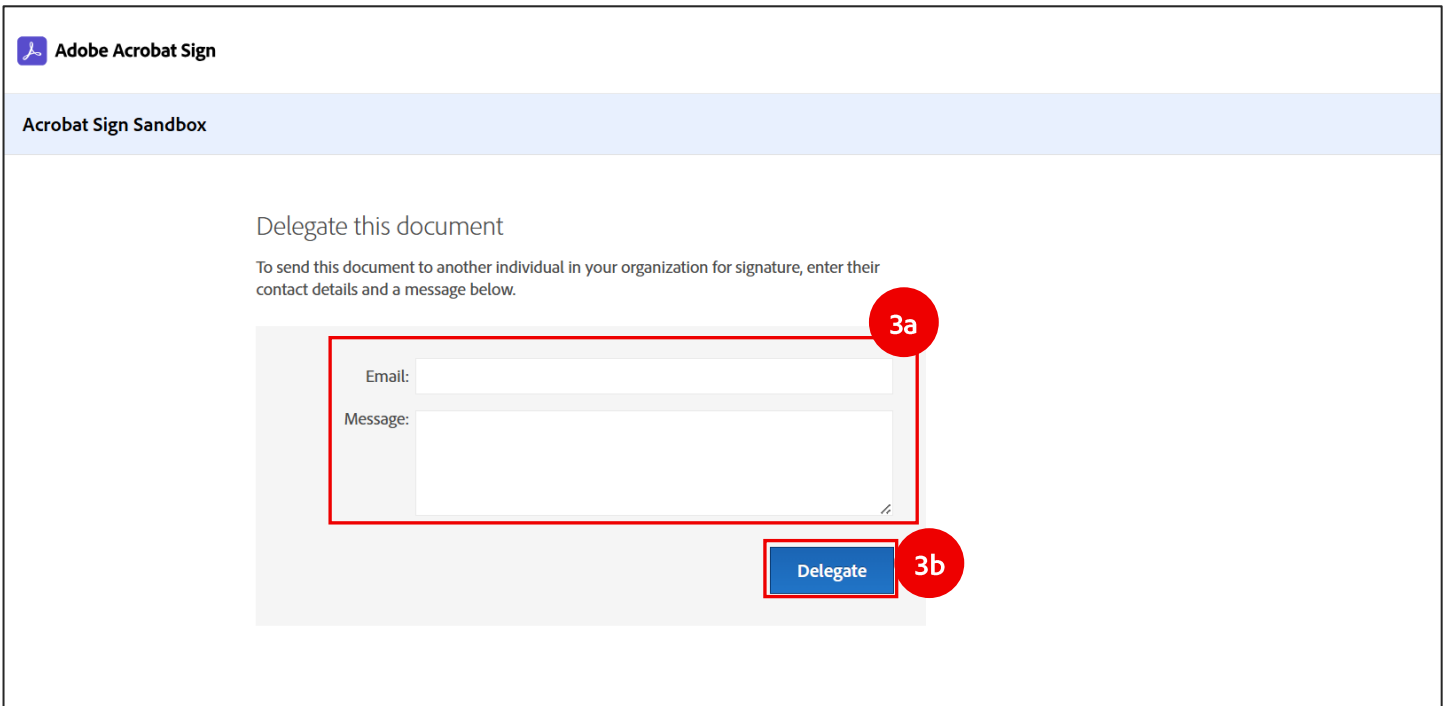
1. The authorized signatory at your company will receive an email to review and sign a contract document.



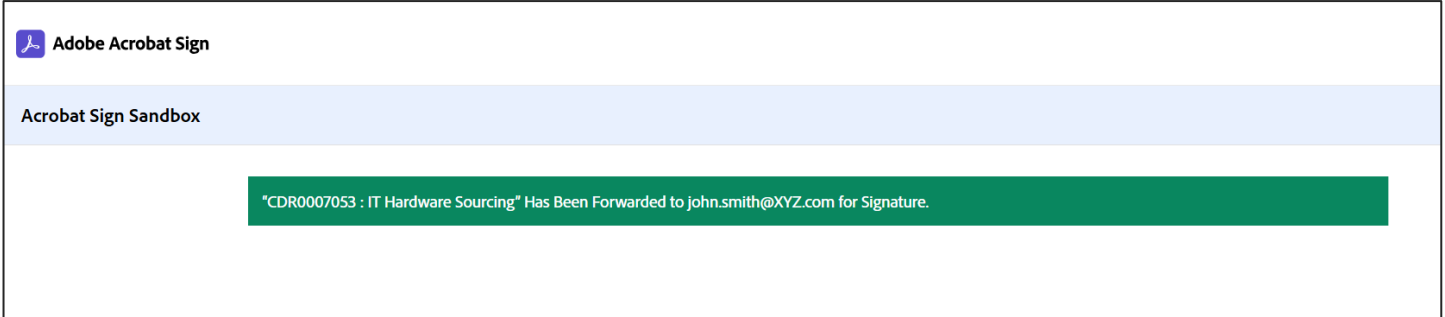
2. Use the **Delegate** option when the notification needs to be sent to a different authorized signatory. Click **Delegate** to assign signing responsibility to another authorized delegate.



3. Enter the email address of the new authorized signatory and add a message(3a). Click **Delegate** (3b) to assign the document to the selected signatory.



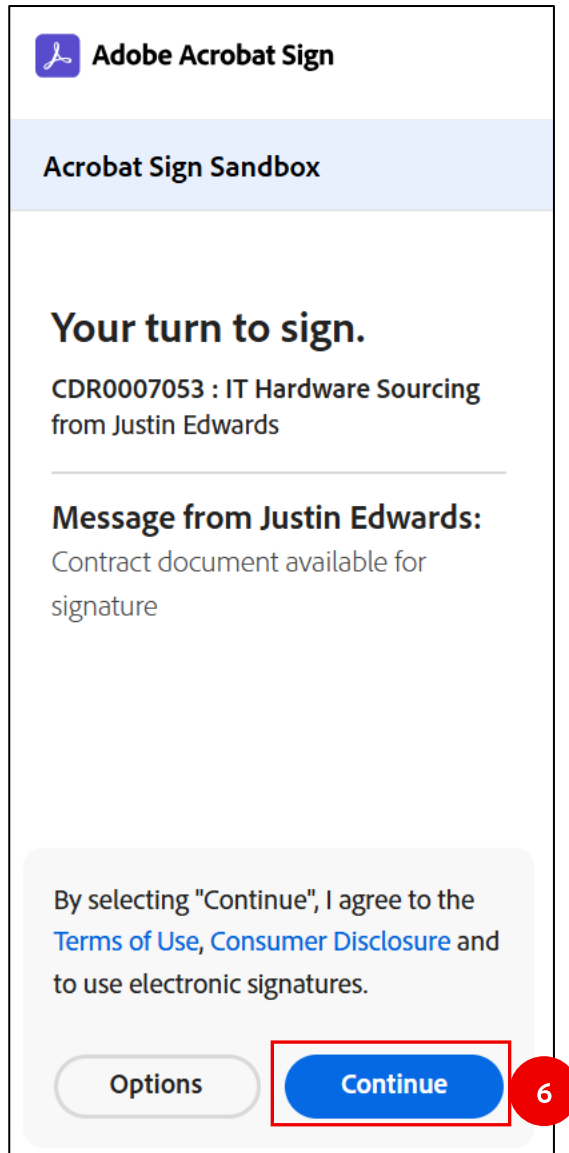
4. A confirmation notification will display to indicate that the e-signature request has been successfully delegated, and the email has been forwarded to the authorized signatory.



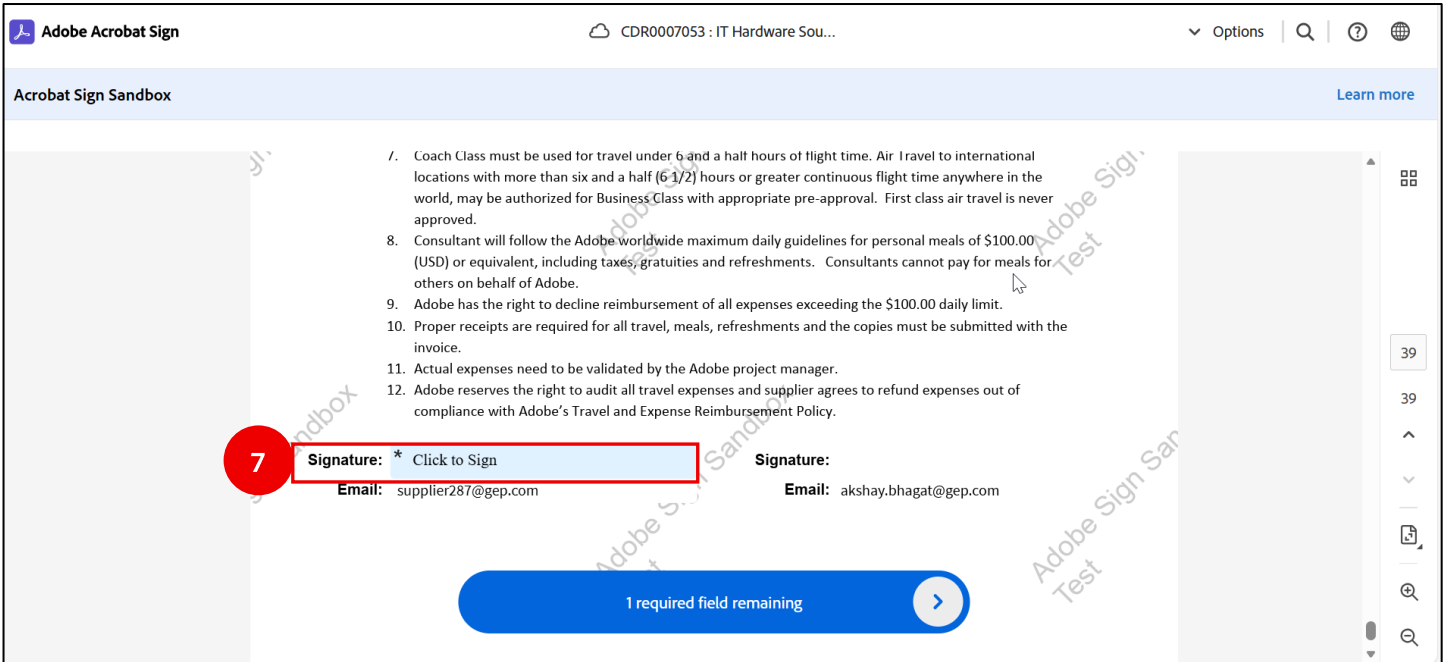
5. Click **Review and Sign** to initiate the signature process.



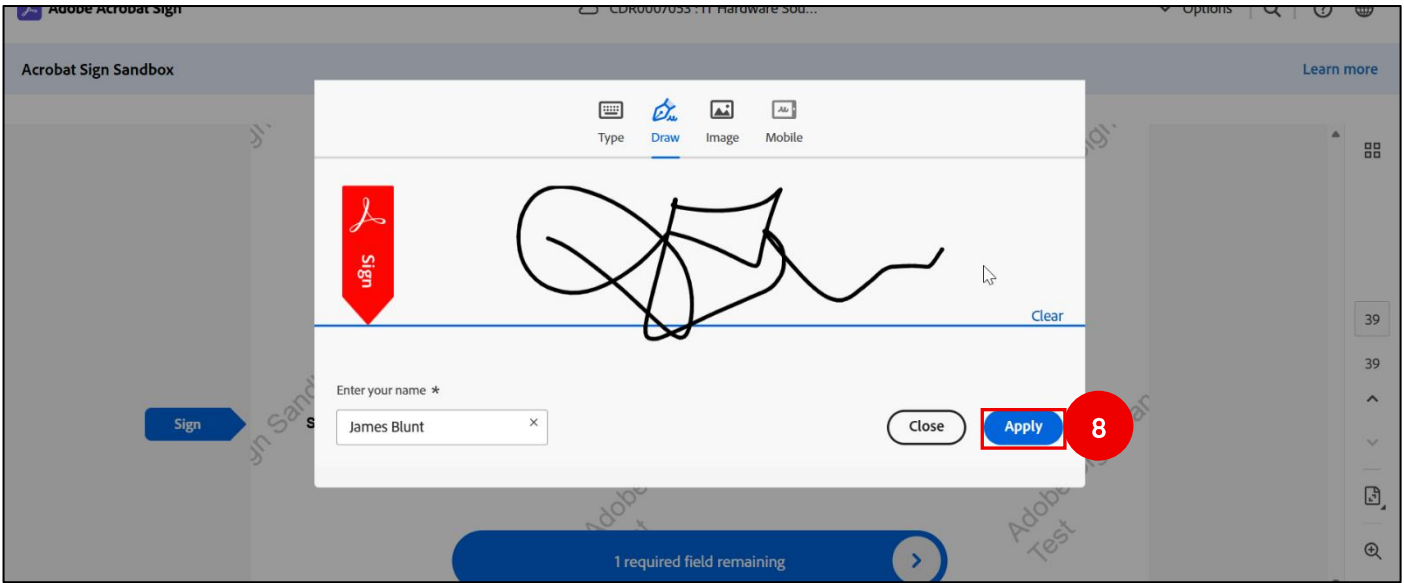
6. In **Doc Plus**, click **Continue** to initiate the signature process. The E-signature will be completed in **Adobe Acrobat Sign**.



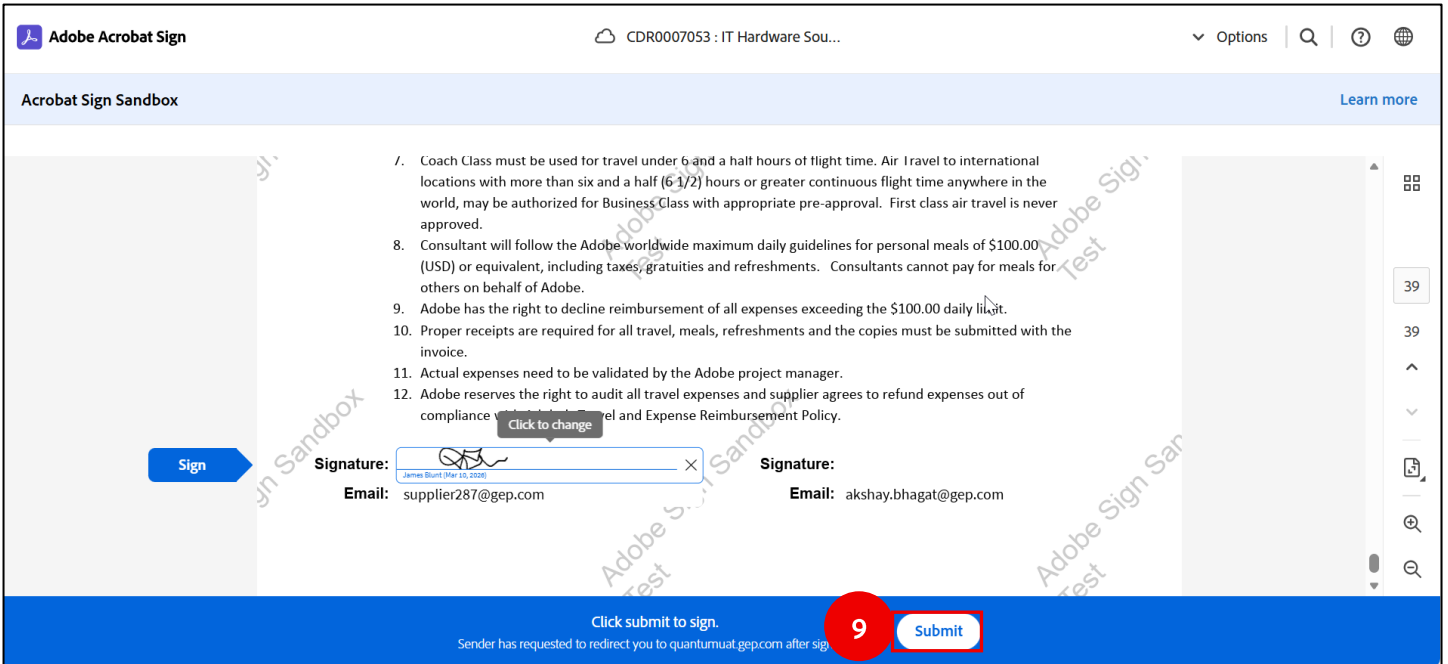
7. Click on the **E-signature** field to sign.



8. Enter your signature and click **Apply**.



9. Click **Submit** to complete the E-signature process.



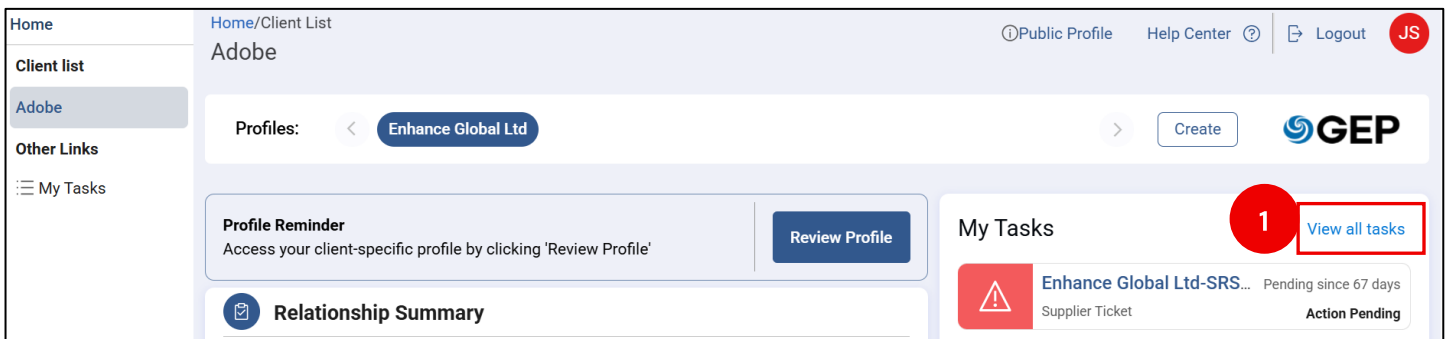
## 10 Ticket Management

The supplier ticket management process is designed to help address and resolve risk-related issues identified during **Risk Control Form Assessments**. When a control assessment outcome is marked as **Weak**, a ticket is automatically created to document the risk and assign ownership for risk treatment.

### 10.1 Supplier Ticket Management Workbench

The **Supplier Ticket Management Workbench** provides suppliers with a centralized view of all risk-related tickets raised against their engagement. It is used to review ticket details, track assigned actions or milestones, and submit updates or evidence required to resolve, remediate, or close identified risks.

1. Click **View all tasks** hyperlink to view the task workbench.



2. Click any of the **Document Name** hyperlinks to view the **GEP Landing Page**.

The screenshot shows the 'My Tasks' interface. At the top, there are tabs for 'All (3)' and 'Action Pending (3)'. Below the tabs is a search bar and a filter section with dropdowns for 'Document Name', 'Document Number', 'Supplier Name', 'Customer', 'Created On', and 'Task Type'. A table below displays the following data:

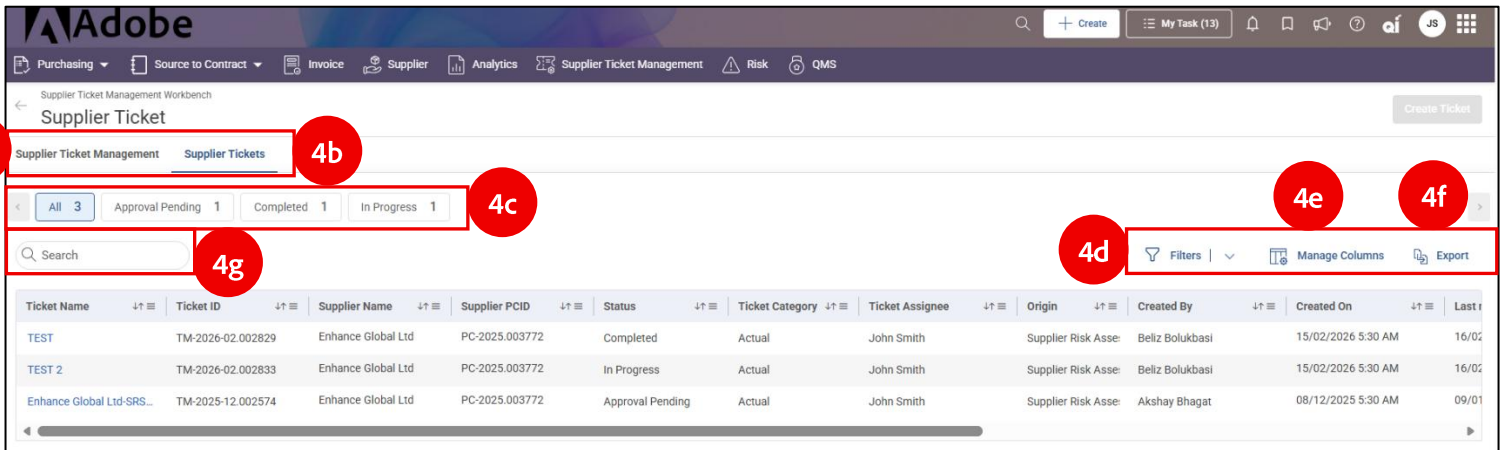
Document Name	Document Number	Supplier Name	Customer	Created On	Task Type
<a href="#">Enhance Global Ltd-S...</a>	TM-2025-12.002574	Enhance Global Ltd	Adobe	12/08/2025, 10:53:01 AM	Quantum
<a href="#">Supplier Risk Form</a>	RTF-038520-Jan2026	Enhance Global Ltd	Adobe	01/26/2026, 10:25:33 PM	Quantum
<a href="#">Guide test</a>	RFX0001336	Enhance Global Ltd	Adobe	01/12/2026, 11:42:47 PM	Quantum

3. Click the **Supplier Ticket Management** module to view the workbench.

The screenshot shows the Adobe Supplier Ticket Management workbench. The navigation bar includes modules like Purchasing, Source to Contract, Invoice, Supplier, Analytics, and Supplier Ticket Management (highlighted with a red box and a red circle with the number '3'). Below the navigation bar, the page title is 'Enhance Global Ltd-SRSA-002202-Dec2025' with a status of 'Approval Pending'. There is also a section for 'AI Summarization'.

4. Find the following components on the **Supplier Ticket Management Workbench**:

- a. **Supplier Ticket Management**: Main module for managing tickets related to supplier risk and compliance issues.
- b. **Supplier Tickets**: Subsection that lists all tickets created for suppliers, including their details and status.
- c. **Status Cards**: Displays the status of the tickets assigned to the supplier. The supplier can filter tickets based on the selected status filter (e.g., click Approval Pending to view all tickets pending approval).
- d. **Filters**: Allows users to apply criteria to narrow down ticket results (e.g., by status, category).
- e. **Manage Columns**: Let users customize which columns are visible in the ticket list view.
- f. **Export**: Enables downloading ticket data for offline review or reporting purposes.
- g. **Search**: Allows users to quickly find specific tickets by entering keywords, ticket names, or IDs.



## 10.2 Action Assigned Tickets

**Action Assigned Tickets** allow suppliers to view and respond to tickets that have actions or milestones assigned to them. Suppliers use this section to review required actions, upload supporting evidence or comments, and update progress until the ticket is completed or closed.

1. Click on the **Ticket Name** hyperlink to access the assigned ticket.

The screenshot shows the Adobe Supplier Ticket Management Workbench. The main heading is "Supplier Ticket Management" with a sub-heading "Supplier Tickets". There are filters for "All 3", "Approval Pending 1", "Completed 1", and "In Progress 1". A search bar is present. The table below lists tickets with columns: Ticket Name, Ticket ID, Supplier Name, Supplier PCID, Status, Ticket Category, Ticket Assignee, Origin, and Created By. The first row is highlighted, and a red box surrounds the "Ticket Name" column header and the first row's data. A red circle with the number "1" is positioned to the left of the "Ticket Name" header.

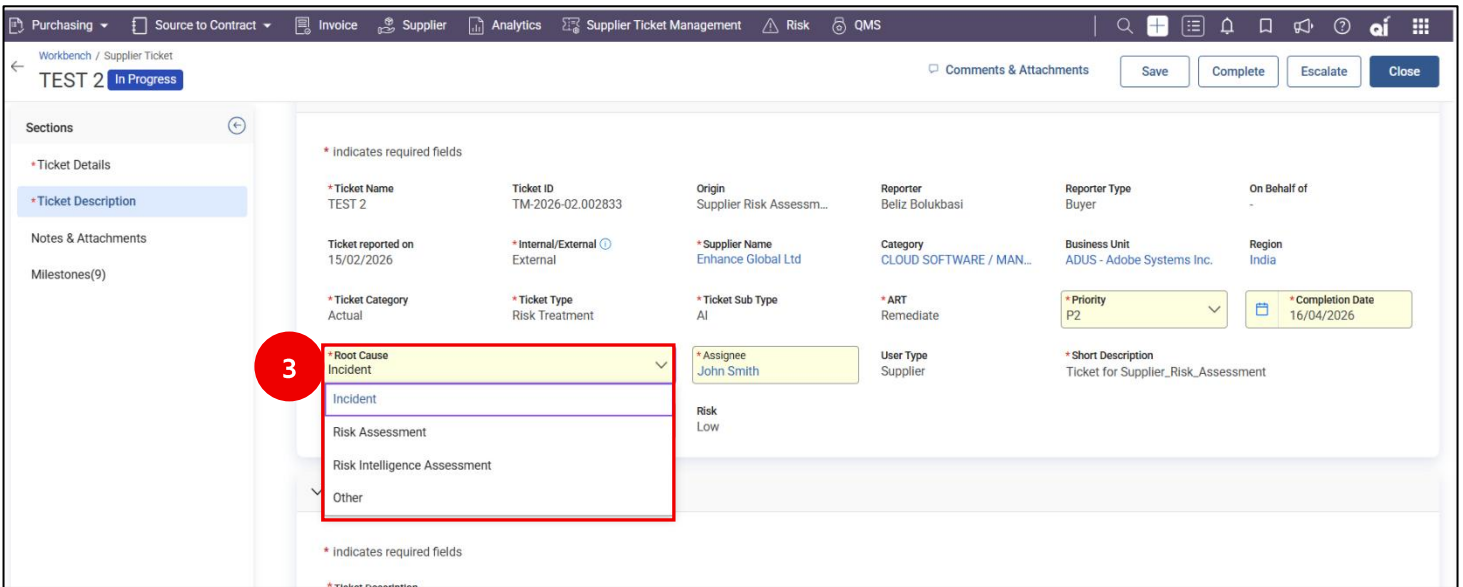
Ticket Name	Ticket ID	Supplier Name	Supplier PCID	Status	Ticket Category	Ticket Assignee	Origin	Created By	Created
TEST	TM-2026-02.002829	Enhance Global Ltd	PC-2025.003772	Completed	Actual	John Smith	Supplier Risk Asse	Beliz Bolukbasi	15/1
TEST 2	TM-2026-02.002833	Enhance Global Ltd	PC-2025.003772	In Progress	Actual	John Smith	Supplier Risk Asse	Beliz Bolukbasi	15/1
Enhance Global Ltd-SRS...	TM-2025-12.002574	Enhance Global Ltd	PC-2025.003772	Approval Pending	Actual	John Smith	Supplier Risk Asse	Akshay Bhagat	08/1

2. In the **Ticket Details** section, complete the mandatory fields (highlighted in yellow) to update the status of the ticket.

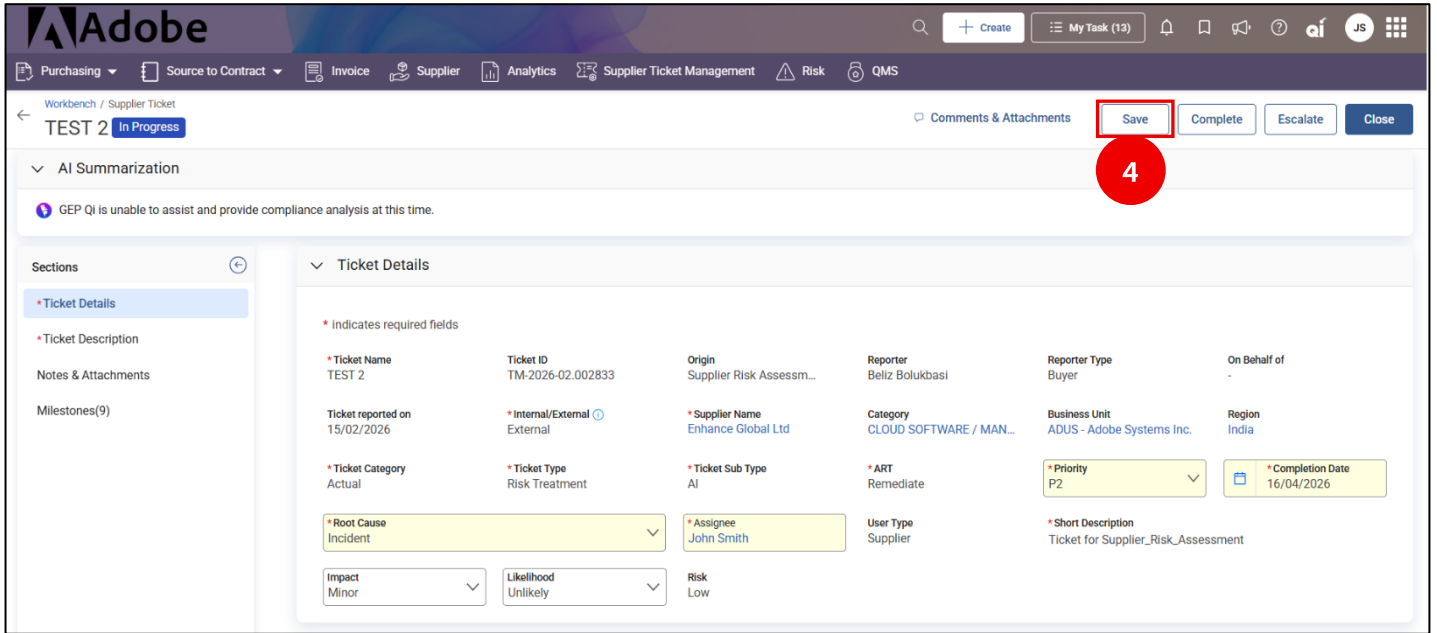
The screenshot displays the Adobe GEP Quantum Supplier Ticket Management interface. The top navigation bar includes the Adobe logo, a search icon, a '+ Create' button, and a 'My Task (13)' indicator. Below the navigation bar, the breadcrumb trail shows 'Workbench / Supplier Ticket' and the current ticket 'TEST 2' with an 'In Progress' status. Action buttons for 'Comments & Attachments', 'Save', 'Complete', 'Escalate', and 'Close' are visible. The main content area is divided into sections: 'AI Summarization' (with a message: 'GEP Qi is unable to assist and provide compliance analysis at this time.'), 'Sections' (with a red circle containing the number '2' next to the 'Ticket Details' link), and 'Ticket Details'. The 'Ticket Details' section contains a form with the following fields:

- \* Ticket Name: TEST 2
- Ticket ID: TM-2026-02.002833
- Origin: Supplier Risk Assessm...
- Reporter: Beliz Bolukbasi
- Reporter Type: Buyer
- On Behalf of: -
- Ticket reported on: 15/02/2026
- \* Internal/External: External
- \* Supplier Name: Enhance Global Ltd
- Category: CLOUD SOFTWARE / MAN...
- Business Unit: ADUS - Adobe Systems Inc.
- Region: India
- \* Ticket Category: Actual
- \* Ticket Type: Risk Treatment
- \* Ticket Sub Type: AI
- \* ART: Remediate
- \* Priority: P2
- \* Completion Date: 16/04/2026
- \* Root Cause: Risk Assessment
- \* Assignee: John Smith
- User Type: Supplier
- \* Short Description: Ticket for Supplier\_Risk\_Assessment
- Impact: Minor
- Likelihood: Unlikely
- Risk: Low

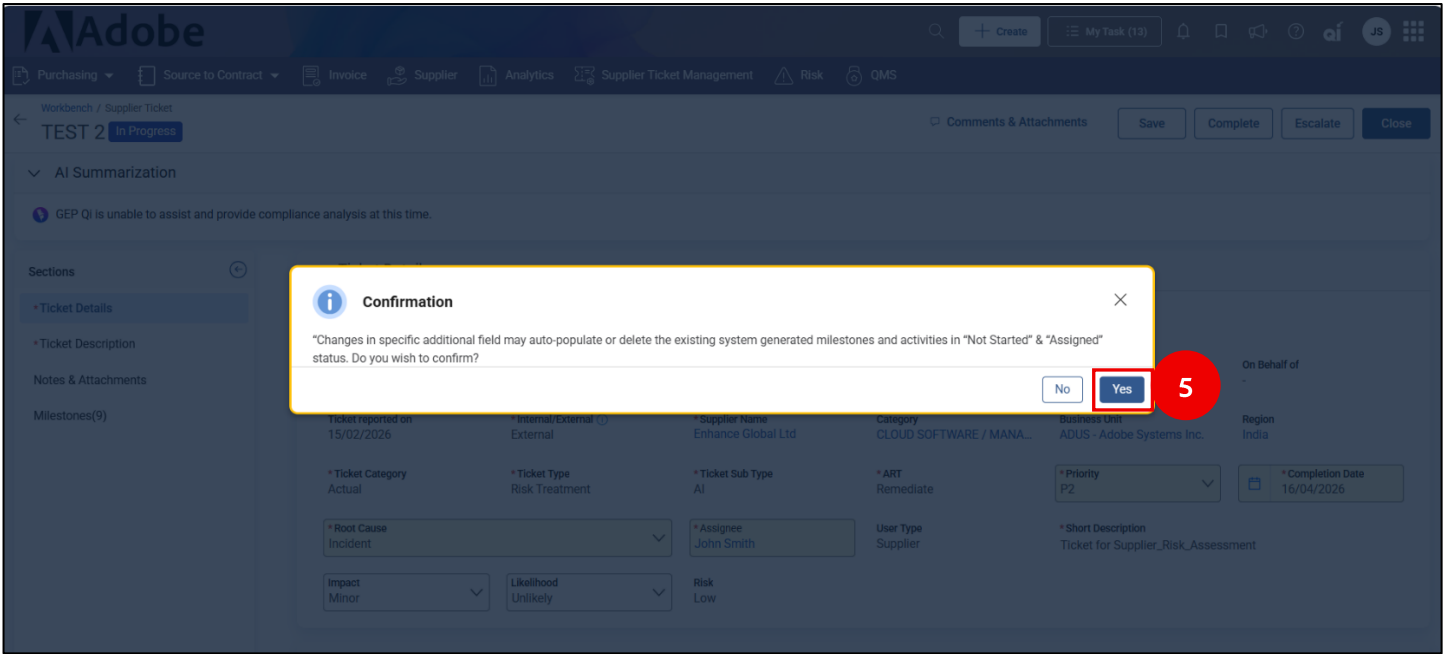
- The **Root Cause** is required to categorize the issue correctly, enable accurate reporting and trend analysis, and ensure the ticket is routed and addressed using the appropriate resolution approach. In the example shown above, **Incident** is selected as the Root Cause, as the ticket relates to a quality issue being reported. Enter all mandatory details in the **Ticket Details** section and select an appropriate **Root Cause** from the drop-down.



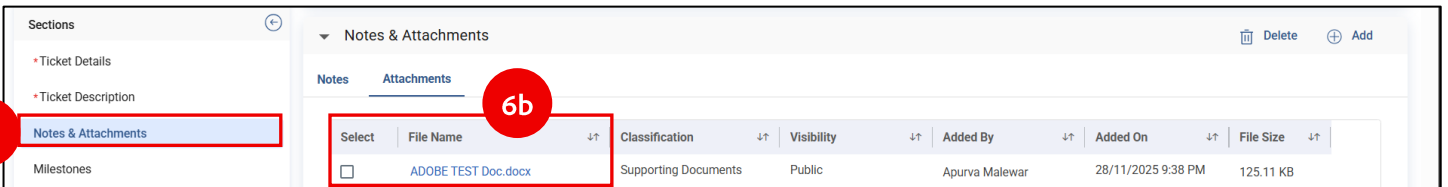
4. Click **Save** to trigger subsequent activities. These may include predefined milestones (such as Risk Review or Remediation Plan) and assigned activities (such as uploading supporting evidence, providing clarifications, or completing mitigation tasks) that must be completed to progress the ticket toward closure.



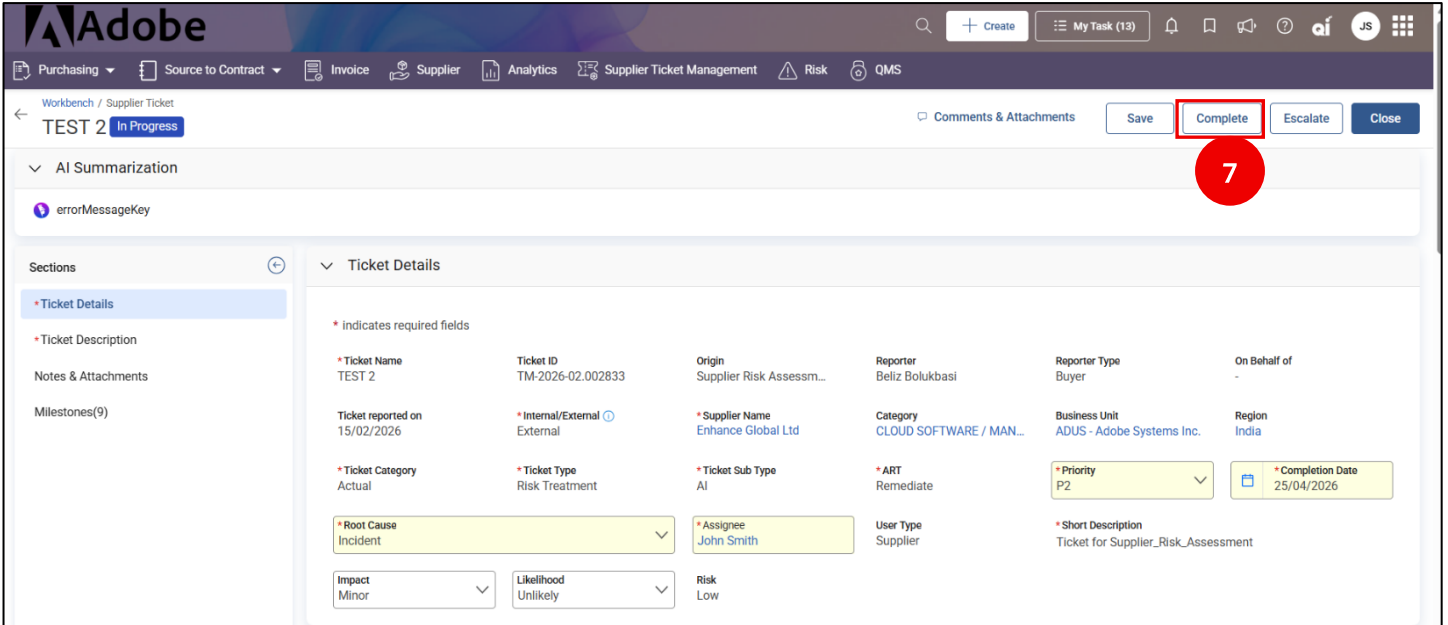
5. Click **Yes** to continue.



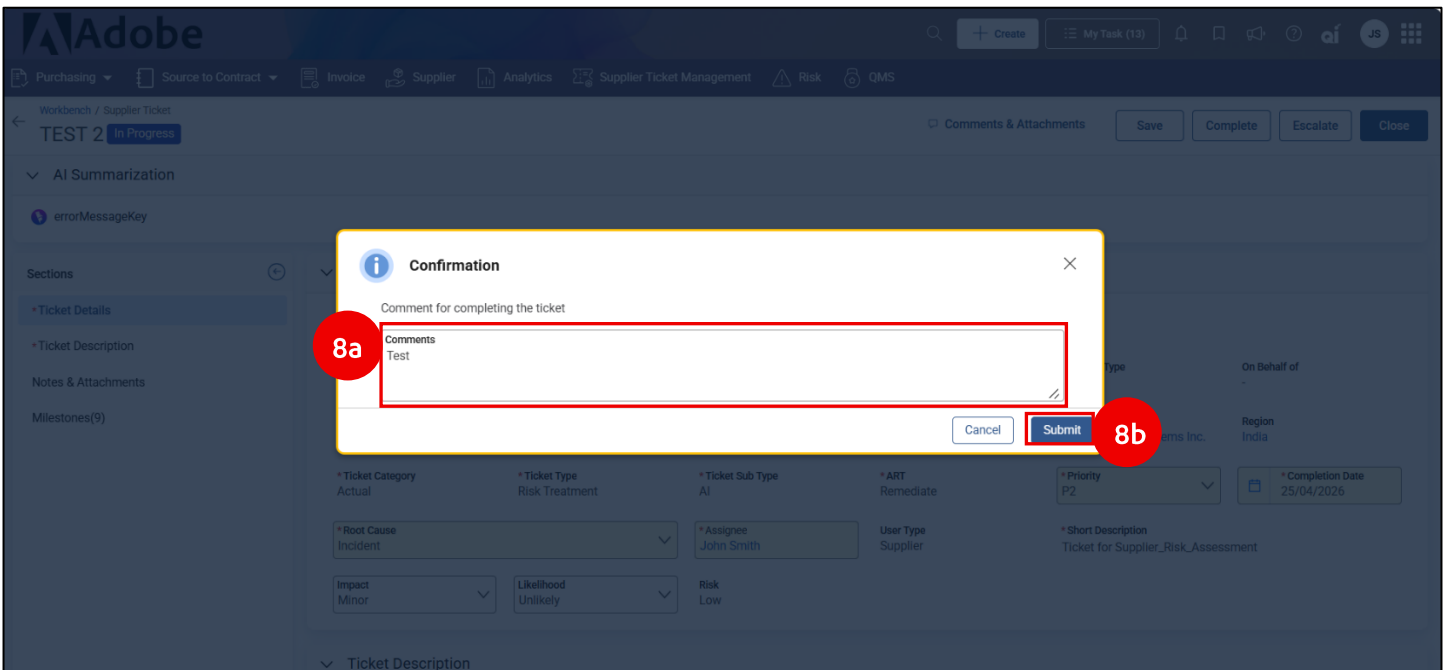
6. To view any reference documents saved by Adobe, click on the **Notes & Attachments** section (6a). Select a **File Name** hyperlink to open the document (6b).



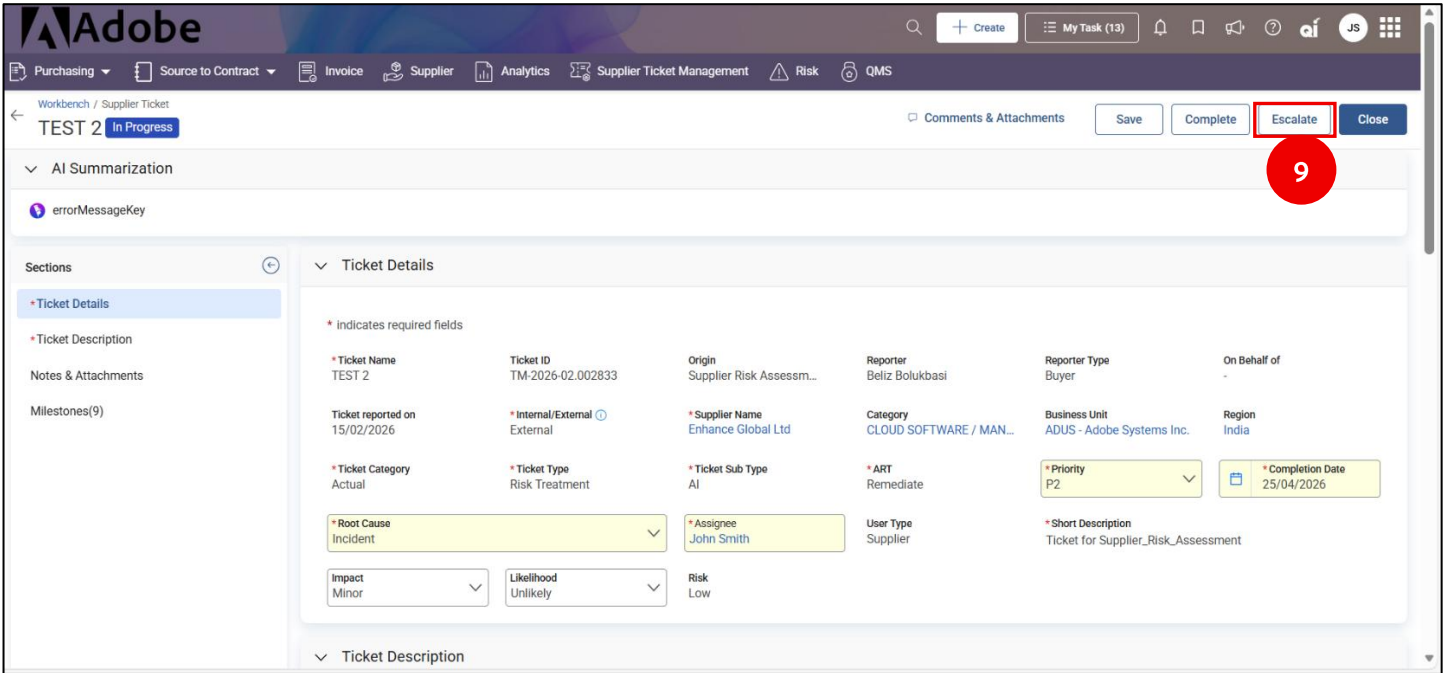
- Once all activities and milestones are completed, click **Complete** to close the ticket and notify Adobe of all the changes made.



- The **Comments** section can be utilized as a communication channel for comments related to ticket closure (8a). Click **Submit** to submit the ticket for approval (8b).



- 9. The **Escalate** option is available when an issue needs to be raised to a designated higher-level point of contact. This is typically used if the current assignee is unable to act, the ticket is delayed, or the due date is approaching, helping ensure the ticket is addressed within its defined resolution timeline.



10. In the **Add Assignee** window (10a), select a point of contact from the available list and click **Add** (10b) to escalate the ticket. Adobe preconfigures the list of assignees, typically including relevant business owners, risk managers, or designated contacts responsible for resolving escalated issues.

The screenshot shows the 'Add Assignee' window in the Adobe GEP Quantum interface. The window is titled 'Add Assignee' and has a close button in the top right. It features a search bar and a table of assignees. The table has columns for 'Select', 'Name', 'Email Address', and 'Assignee Type'. One assignee is listed: Monica Nash, supplier293@gep.com, Supplier. At the bottom right, there are 'Cancel' and 'Add' buttons. A red circle labeled '10a' is around the window title, and another red circle labeled '10b' is around the 'Add' button.

Select	Name	Email Address	Assignee Type
<input type="checkbox"/>	Monica Nash	supplier293@gep.com	Supplier

11. Enter the desired comment in the **Add Comment Description** field (11a). Click **Yes** (11b) to confirm the assignment.

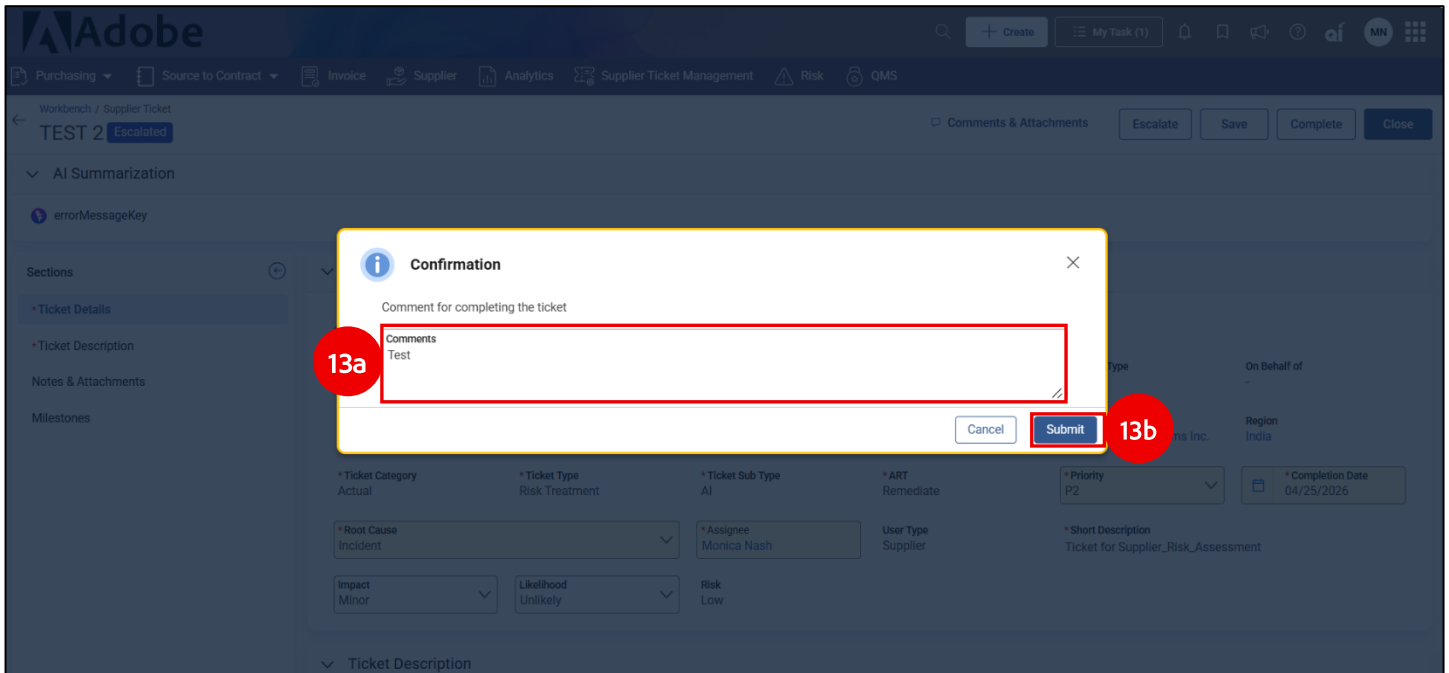
The screenshot shows the Adobe GEP Quantum interface for a Supplier Ticket. A confirmation dialog box is displayed in the center, titled "Confirmation". The dialog box contains the text: "The Ticket will be assigned to the Monica Nash. Do you wish to confirm?". Below this text is a text input field labeled "Add Comment" (11a). At the bottom of the dialog box are two buttons: "No" and "Yes" (11b). The background shows the ticket details for "TEST 2" (In Progress), including sections for AI Summarization, Ticket Details, Ticket Description, Notes & Attachments, and Milestones. The ticket details table is partially visible below the dialog box.

* Ticket Category	* Ticket Type	* Ticket Sub Type	* ART	* Priority	* Completion Date
Actual	Risk Treatment	AI	Remediate	P2	25/04/2026
* Root Cause		Assignee	User Type	* Short Description	
Incident		Monica Nash	Supplier	Ticket for Supplier_Risk_Assessment	
Impact	Likelihood	Risk			
Minor	Unlikely	Low			

12. Click the **Complete** button to mark the ticket as completed.

The screenshot displays the 'Supplier Ticket Management' interface. At the top, there is a navigation bar with icons for Purchasing, Source to Contract, Invoice, Supplier, Analytics, Supplier Ticket Management, Risk, and QMS. Below this, the breadcrumb 'Workbench / Supplier Ticket' is shown, followed by the ticket title 'TEST 2' and a status indicator 'Escalated'. On the right side of the header, there are buttons for 'Comments & Attachments', 'Escalate', 'Save', 'Complete', and 'Close'. The 'Complete' button is highlighted with a red box. A red circle with the number '12' is overlaid on the 'Complete' button. Below the header, there is a section for 'AI Summarization' with a sub-section 'errorMessageKey'. On the left, a 'Sections' sidebar lists 'Ticket Details', 'Ticket Description', 'Notes & Attachments', and 'Milestones'. The main content area is titled 'Ticket Details' and contains a form with various fields. A note at the top of the form states '\* indicates required fields'. The form fields include: Ticket Name (TEST 2), Ticket ID (TM:2026-02.002833), Origin (Supplier Risk Assessm...), Reporter (Beliz Bolukbasi), Reporter Type (Buyer), On Behalf of (-), Ticket reported on (02/15/2026), Internal/External (External), Supplier Name (Enhance Global Ltd), Category (CLOUD SOFTWARE / MAN...), Business Unit (ADUS - Adobe Systems Inc.), Region (India), Ticket Category (Actual), Ticket Type (Risk Treatment), Ticket Sub Type (AI), ART (Remediate), Priority (P2), Completion Date (04/25/2026), Root Cause (Incident), Assignee (Monica Nash), User Type (Supplier), Short Description (Ticket for Supplier\_Risk\_Assessment), Impact (Minor), Likelihood (Unlikely), and Risk (Low).

13. In scenarios where tickets are due for closure, add a comment in the **Comments** field (13a) and click **Submit** to proceed ahead to mark the ticket as completed. The ticket will be sent for approval. Once approved, the supplier manager will mark the ticket as closed.



## 11 Glossary

This section helps you understand key terms, acronyms, and system-specific terminology used throughout the platform.

Term	Definition
<b>Associated Documents</b>	Relevant documents like NDAs and contracts.
<b>Banking Information</b>	Banking details include SWIFT and IBAN.
<b>Basic Details Section</b>	Includes supplier's legal name and core system identifiers.
<b>Business Information</b>	Covers organizational type, size, revenue, and industry.
<b>Contact Information</b>	Primary and secondary contact details.
<b>Contract</b>	A legally binding agreement between Adobe and the supplier, managed through the GEP platform.
<b>Control Forms (CF)</b>	Due diligence forms are triggered based on risk, categories, or other parameters to facilitate the generation of residual risk.
<b>Diverse Supplier</b>	A supplier certified as minority-owned, women-owned, veteran-owned, etc.
<b>Diversity &amp; Certificates</b>	Certifications and diversity categories.
<b>GEP Registered Status</b>	Status given once the supplier submits the registration form and creates a GEP Business Network login.
<b>Identification Information</b>	Government-issued identifiers like Tax ID or VAT.
<b>Identified Status</b>	Status assigned when a supplier is added to the system for the first time.
<b>Inactive Status</b>	Status indicating restricted access to all Adobe-related documents, set by Procurement.
<b>Inherent Risk Questionnaire (IRQ)</b>	A risk-identification questionnaire is triggered at the intake level to evaluate potential risks for the project.
<b>Invited Status</b>	Status is assigned after the registration form is sent to the supplier.
<b>Notes and Attachments</b>	Additional notes or classified uploads.
<b>Offboarded</b>	Status is assigned after a supplier is blocked, marking the end of a relationship type.
<b>Onboarding: Do not use</b>	Related to Inactive Suppliers.
<b>Onboarding In Progress</b>	Supplier is currently completing the onboarding workflow.

<b>Onboarding Initiated</b>	The onboarding process has been initiated for relationship type.
<b>Onboarding Not Initiated</b>	Onboarding is not triggered yet for the relationship type.
<b>Onboarding Ready</b>	Supplier onboarding has been approved by Procurement.
<b>Onboarding Rejected</b>	Onboarding has been rejected for the relationship type.
<b>Payment Terms</b>	Agreed-upon payment arrangements like Net 60.
<b>Preferred Supplier</b>	A supplier flagged as preferred for specific categories, business units, or regions.
<b>Prohibited Status</b>	A status that fully disqualifies a supplier from procurement; access to Adobe documents is restricted based on predefined keywords.
<b>Quick Setup and Pay Supplier</b>	Suppliers are eligible for streamlined onboarding and payment process for low-risk, low-value engagements.
<b>RFx</b>	Generic terms for Request for Information (RFI), Request for Proposal (RFP), or Request for Quotation (RFQ) events.
<b>Scorecard</b>	A structured evaluation tool for assessing supplier performance across key metrics.
<b>Source Information</b>	Captures sourcing origin, such as RFx or direct add.
<b>Supplier Change Request</b>	Workflow for updating supplier profile information (e.g., banking, tax, contacts).
<b>Supplier Location</b>	Headquarters or branch address information.
<b>Supplier Offboarding</b>	The process of formally ending a supplier relationship, including deactivation and removal from the system.
<b>Supplier Onboarding</b>	Tracks form submission and onboarding status.
<b>Supplier Risk Form (SRF)</b>	A risk-identification questionnaire to evaluate potential risks for the supplier within the project.
<b>Team Member</b>	Adobe users are associated with the supplier.
<b>Third-Party Risk Management (TPRM)</b>	The process of assessing and managing supplier risks includes completing risk questionnaires and conducting ongoing monitoring.
<b>Ticket (Action Plans)</b>	Tasks created to mitigate or accept risks identified during assessments.
<b>Withholding Tax</b>	Withholding tax setup details.

## 12 Need Help?

If you have any issues logging in, please email [support@gep.com](mailto:support@gep.com). For any other questions or support, please contact [purchase@adobe.com](mailto:purchase@adobe.com).