

# **G-SRM Supplier Collaborative System**

## **Supplier's information management manual**

**Supply Chain Management Headquarters**

**Procurement Platform Management Center**

**2019.12.31**

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## 1. Supplier registration information change

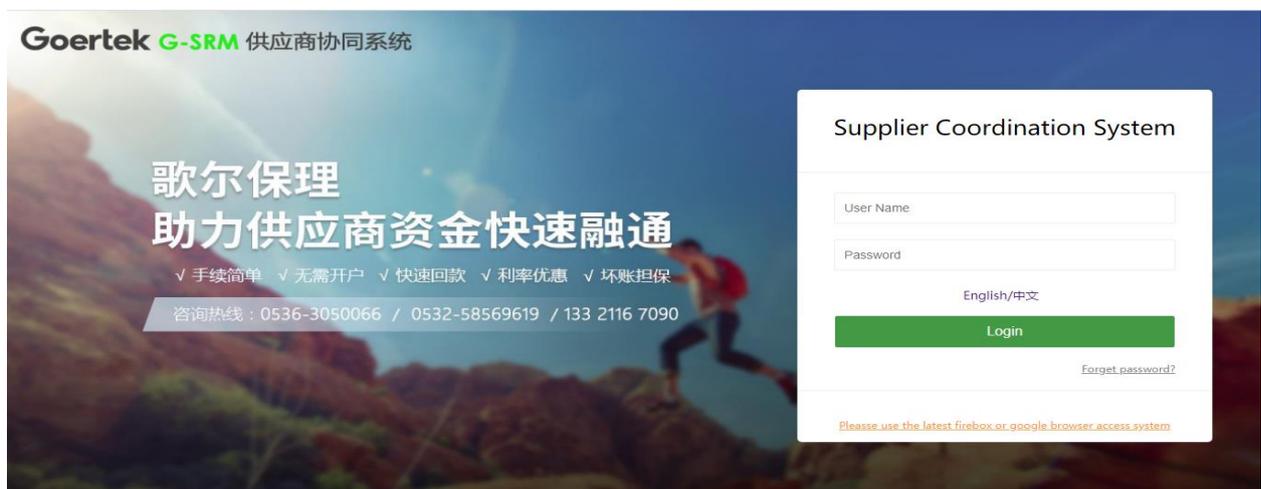
operator	Suppliers
operating system	SRM –Supplier Portal
operating steps	Supplier Portal → enter the collaborative System → Create the process of changing the basic information of the supplier

### 1.1 Login the portal and collaboration system

1.1.1 Login the supplier portal and enter the collaboration system: <https://srm.goertek.com/portal>



1.1.2 Enter user name and password to log in to the supplier collaboration system



## 1.1.3 click on and enter G-SRM supplier collaboration system

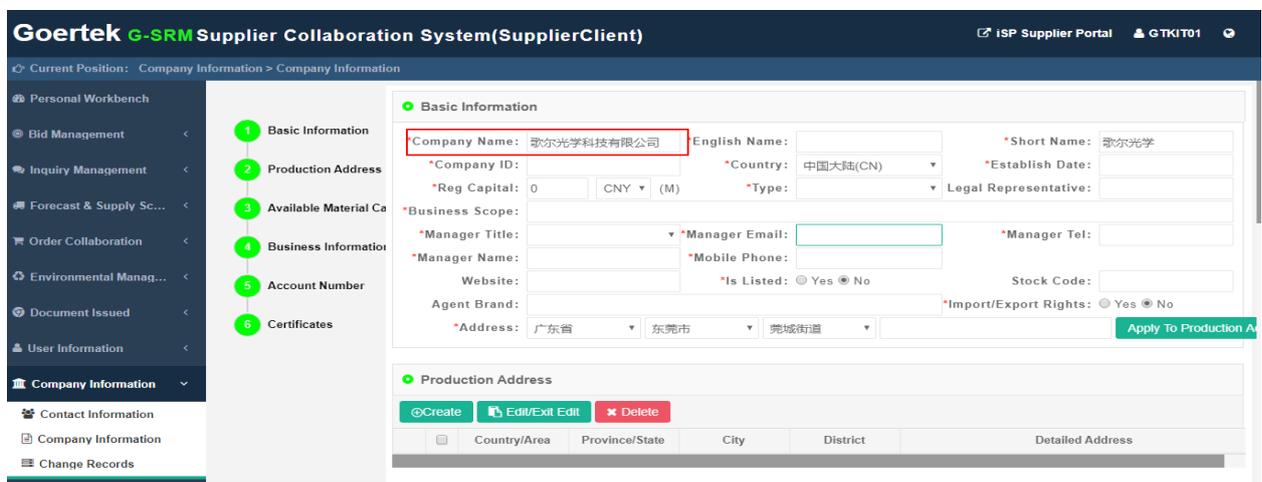


## 1.2 Create supplier information change process

1.2.1 Click on "Company Information" to create the supplier information change process and enter the interface for modifying registration information



## 1.2.2 Start supplier information modification



1.2.3 After the modification is completed, slide to the bottom of the page to preview the changes.

Goertek G-SRM Supplier Collaboration System(SupplierClient) ISP Supplier Portal GTKIT01

Current Position: Company Information > Company Information

Main Customer: TOP3 Cust Revenue: (M) Plant Area: (m2)

1 Basic Information  
2 Production Address  
3 Available Material Ca  
4 Business Information  
5 Account Number  
6 Certificates

Account Number

Operating Hints: Bank account must support wire transfer and acceptance

	Province Where T	City	Currency	Bank Name	Bank Number	Swift Code
1	山东省	潍坊市	CNY	中信银行股份有限公司_潍坊分行	302458037911	
2	山东省	潍坊市	CNY	兴业银行_潍坊分行		
3			USD	中国银行_潍坊分行	104458000012	
4			USD	Bank of china weifang Branch_Bank of chi		BKCHCNBJ500

Certificates

Operating Hints: Business License For Enterprise Legal Person, System Certificate (The Field Will) , Agent Certificate (If Agent)

	Type	Certificates	Number	Party	Standard	Permaner

Preview Change Submit

1.2.4 After confirming the information is correct, click Submit

Goertek G-SRM Supplier Collaboration System(SupplierClient) ISP Supplier Portal GTKIT01

Current Position: Company Information > Company Information

Main Customer: TOP3 Cust Revenue: (M) Plant Area: (m2)

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3			USD	中国银行_潍坊分行	104458000012	
4			USD	Bank of china weifang Branch_Bank of chi		BKCHCNBJ500

Certificates

Operating Hints: Business License For Enterprise Legal Person, System Certificate (The Field Will) , Agent Certificate (If Agent)

	Type	Certificates	Number	Party	Standard	Permaner

Preview Change Submit

## 1.3 Designate Sourcing staff to complete the approval process

1.3.1 A pop-up window appears after you submit, you need to specify the Sourcing of Goertek. Here you must fill in the prefix of the Sourcing staff's mailbox name (such as xiaer.li@goertek.com, only xiaer.li here). It cannot be filled in randomly. If the system checks that the sourcing mailbox prefix does not exist, the system cannot submit the Changing

information.

1.3.2 After successful submission, the designated Sourcing staff will confirm and approve the information change request form. After completing the internal approval process of Goertek, the modified information will take effect.

## 2. Supplier account management

### 【Supplier account management method instruction】

Each supplier can create an administrator account and less than 5 sub-accounts. The administrator account can manage, create, delete, invalidate, and change responsibilities for sub-accounts. Administrator account, after the supplier becomes a potential supplier, can create sub-accounts with quoting responsibility only; after becoming a qualified supplier, can create sub-accounts, which can initiate material identification, and perform collaborative operations such as order collaboration, payment collaboration, and document receipt. The supplier administrator account can modify (disable and enable) all supplier accounts, reset passwords, unlock passwords, and review the supplier contact account. The review function for contact accounts is open to all system users.

\* Note: The contact account responsibility authority and location-level data authority are coupled into a separation of responsibility authority and location-level data authority.

For example:

Before the change:

Account A has order confirmation authority at the supplier location level of CEP\_CNY, CEP\_USD and supplier location level quote authority of PPM\_CNY, PPM\_USD. Then this account logs in

to the system and can receive CEP\_CNY, CEP\_USD orders and PPM\_CNY, PPM\_USD inquiry information. However, it is not possible to receive orders for PPM\_CNY, PPM\_USD and quotation information for CEP\_CNY, CEP\_USD

After the change:

Account A has the order confirmation, quotation authority, and the data authority of the opening site code CEP\_CNY, CEP\_USD, PPM\_CNY, PPM\_USD. Then this account logs in to the system and can receive CEP\_CNY, CEP\_USD, PPM\_CNY, PPM\_USD location level orders and inquiry information

## **2.1 Generate administrator account**

operator	Suppliers
operating system	SRM –Supplier Portal
operating steps	Supplier Portal → Register

After the supplier passes through the new supplier qualification process, the system will automatically send an email to the registration email address filled in during registration, notifying the user that he has become a qualified supplier of Goertek, and notifying the company account administrator's username and password..

For the suppliers who entered through the information supplement in the previous period, the user name of "su + Supplier Code" is the administrator account of the supplier

## **2.2 Set New Sub Account**

After the supplier becomes a potential or qualified supplier of Goertek, the supplier account

administrator can log in to the system to create a sub-account.

operator	Suppliers
operating system	SRM – Supplier Portal
operating steps	Supplier Portal → Enter the Collaboration System → Company information→Contact information

1.2.1 Enter the G-SRM operation interface, click "Company Information ", and select "Contact Information ". The administrator account will see all sub-accounts. Click the Create button (If the number of enabled sub-accounts is more than 5, you cannot add an account. You need to disable / delete an existing sub-account and add a new one.)

ID	Name	User Name	Department	Activ	Lock	Office Phone	Mobile Phone	Email Address	Creator	Creation D
1	harryliu	harryliu	销售	是	否	1111	121212122122	aaronlau2008@qq.com	GTKIT01	2019-12-31 15
2	test2	test2	销售	是	否	18254150075	18254150075	457233665@qq12313.com	GTKIT01	2019-12-31 08
3	test1	test1	销售	是	否	18254150075	18254150075	457233665@qq123.com	GTKIT01	2019-12-31 08
4	23423423	sadfasdf	销售	是	否	234234234	1321646467676	4645646@163.com	GTKIT01	2019-12-30 18
5	杜凤	Fiona_du		是	否	05363052239	18853667915	fiona.du@goertek.com	李佳	2019-03-08 15
6	刘娇	JiaoLiu		是	否			jiao.liu@goertek.com	丁蕊	2018-10-23 09
7	Aura	geerguangxue		是	否			aura.xing@goertek.com	朱黎花	2017-09-10 15
8	冷春霞	summer1		是	否			summer.leng@goertek.com	朱黎花	2017-07-26 11
9	王美霞	wendywang		是	否			wendy.wangmx@goertek.com	臧绍鹏	2017-06-12 10
10	王志军	dajun		是	否			dajun.wang@goertek.com	徐翠兰	2016-06-14 08
11	测试人张璐	GTKIT01		是	否			daved.li@goertek.com		2016-05-07 09
12	贾玉香	Gia		是	否			gia.jia@goertek.com	刘田田	2016-03-30 17
13	李菲菲	gesong		是	否			angeline.li@goertek.com	徐翠兰	2016-03-02 13
14	田美红	susan1		是	否			susan.tian@goertek.com	徐翠兰	2016-01-20 09
15	任丽萍	vickyren		是	否			susan.tian@goertek.com.wendy.w	刘田田	2015-10-17 09

## 1.2.2 Fill in the basic account information, the user name will be used for later system login

Information > Contact Information

**Basic Information** Save

Name:  Office Phone:  Mobile Phone:

Mail:  Responsibility: 销售 Enable:

User Name:

Remark:

**List of Responsibility**

Job ID	Responsibility	Description
1	1	报价
2	2	交期回复
3	3	订单确认
4	4	品质协同
5	5	采购文档接收
6	6	品质文档接收
7	7	环保管理
8	9	物料认定
9	10	ISP完全访问

**List of Goertek Trade Body**

Site ID	Site Code	Trade Body
18100	UAV-上海	上海歌尔
12475	CEP-USD	歌尔股份
11277	CEP-USD	歌尔电子
20896	EPH-USD	歌尔股份

## 1.2.3 Binding sub-account responsibilities

- 1) In the list of responsibilities, check and choose the corresponding permissions to bind
- 2) In the Goertek trading subject list, check the corresponding site code for binding

Company Information > Contact Information

Name:  Office Phone:  Mobile Phone:

Mail:  Responsibility: 销售 Enable:

User Name:

Remark:

**List of Responsibility**

Job ID	Responsibility	Description
1	1	报价
2	2	交期回复
3	3	订单确认
4	4	品质协同
5	5	采购文档接收
6	6	品质文档接收
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20896	EPH-USD	歌尔股份

## 1.2.4 After filling in, click Save, the account is created successfully

## 2.3 Modify sub-accounts

The supplier account administrator logs in to the system to modify the created sub-accounts, including enabling, disabling, and modifying responsibilities.

operator	Suppliers
operating system	SRM –Supplier Portal

operating steps	Supplier Portal → enter the collaboration System → company information→contact information
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The supplier account administrator logs in to the system to modify the existing sub-accounts, including enabling, disabling, modifying information, modifying responsibilities, etc.

1.3.1 Enter the G-SRM operation interface, click "Company Information ", and select "Contact information". The administrator account will see all sub-accounts. Select a sub account data and click Modify.

The screenshot shows the Goertek G-SRM Supplier Collaboration System (SupplierClient) interface. The user is logged in as 'su14924'. The current position is 'Company Information > Contact Information'. The 'Contact Information' section is active, showing a table of sub-accounts. The 'Modify' button is highlighted with a red box.

ID	Name	User Name	Department	Activ	Lock	Office Phone	Mobile Phone	Email Address	Creator	Creation Date
1	赵伟	su14924		是	否			terry@coilcraft.com.cn		2019-12-06 15:...
2	赵伟	xianyi		是	否	010-67083272	13693599519	terry@coilcraft.com.cn	刘田田	2015-08-11 16:...

1.3.2 Change the basic information, responsibilities of sub-accounts and Goertek trade subject.

The screenshot shows the Goertek G-SRM Supplier Collaboration System (SupplierClient) interface. The user is logged in as 'su14924'. The current position is 'Company Information > Contact Information'. The 'Contact Information' form is displayed, showing fields for Name, Office Phone, Mobile Phone, Mail, Responsibility, User Name, and Remark. Below the form are two tables: 'List of Responsibility' and 'List of Goertek Trade Body'.

	Responsibility	Description
1	<input checked="" type="checkbox"/>	管理员
2	<input checked="" type="checkbox"/>	报价
3	<input checked="" type="checkbox"/>	交期回复
4	<input checked="" type="checkbox"/>	订单确认
5	<input checked="" type="checkbox"/>	品质协同
6	<input checked="" type="checkbox"/>	采购文档接收
7	<input checked="" type="checkbox"/>	品质文档接收
8	<input checked="" type="checkbox"/>	环保管理
9	<input checked="" type="checkbox"/>	物料认定
10	<input checked="" type="checkbox"/>	ISP完全访问

	Site Code	Trade Body	The Currency	
1	<input type="checkbox"/>	UAV-上海	上海歌尔	CNY
2	<input type="checkbox"/>	CEP-USD	歌尔股份	USD
3	<input type="checkbox"/>	CEP-USD	歌尔电子	USD
4	<input type="checkbox"/>	EPH-USD	歌尔股份	USD

## 2.4 Delete / disable / enable sub-account

The supplier account administrator can log in to the system to delete / disable / enable sub-account .

operator	Suppliers
operating system	SRM –Supplier Portal
operating steps	Supplier Portal → enter the collaboration System → company information → contact information

Goertek G-SRM Supplier Collaboration System(SupplierClient) su14924

Current Position: Company Information > Contact Information

Personal Workbench

User Information

Company Information

Contact Information

Company Information

Change Records

Contact Information

Create Modify Delete Active Disable Reset Password Unlock

ID	Name	User Name	Department	Activ	Lock	Office Phone	Mobile Phone	Email Address	Creator	Creation Date
1	赵伟	su14924		是	否			terry@coilcraft.com.cn		2019-12-06 15:00
2	赵伟	xiany1		是	否	010-67083272	13693599519	terry@coilcraft.com.cn	刘田田	2015-08-11 16:00

## 2.5 Password resetting of a sub-account

When a supplier of the following sub-account forgets password, he can ask administrator to reset the password. After resetting Password, an email will be sent to the contact email account, notifying the new password.

Goertek G-SRM Supplier Collaboration System(SupplierClient) su14924

Current Position: Company Information > Contact Information

Personal Workbench

User Information

Company Information

Contact Information

Company Information

Change Records

Contact Information

Create Modify Delete Active Disable Reset Password Unlock

ID	Name	User Name	Department	Activ	Lock	Office Phone	Mobile Phone	Email Address	Creator	Creation Date
1	赵伟	su14924		是	否			terry@coilcraft.com.cn		2019-12-06 15:00
2	赵伟	xiany1		是	否	010-67083272	13693599519	terry@coilcraft.com.cn	刘田田	2015-08-11 16:00