

# **G-SRM Supplier Collaborative System**

## **Supplier Actual Business Operation Manual**

**Supply Chain Management Headquarters**

**Procurement Platform Management Center**

**2019.12.31**

**Catalogue**

1. Login to G-SRM System .....	3
2. G-SRM System .....	4
2.1 Price Management .....	4
2.2 Environmental Management .....	5
2.4 User Information Management .....	6
2.5 Company Information Management.....	6
3. iSP System.....	6

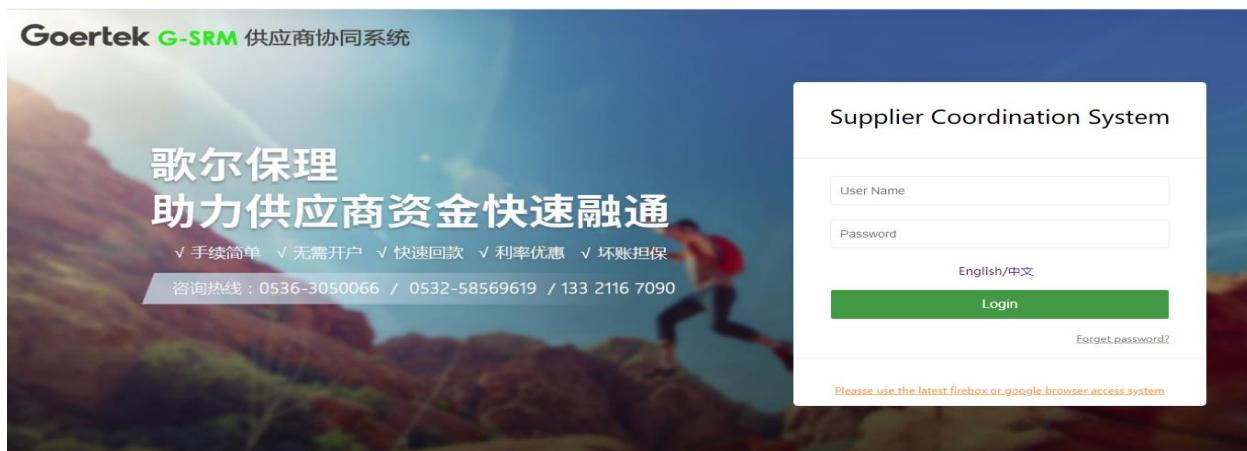
## 1. Login to G-SRM System

1.1 Login to the supplier portal and enter the collaborative System:

<https://srm.goertek.com/portal>



1.2 Enter the username and password to login to the G-SRM System



1.3 Choose to enter G-SRM System or iSP System according to actual needs



## 2. G-SRM System

### 2.1 Price Management

#### 2.1.1 Bid Management

**Goertek G-SRM Supplier Collaboration System(SupplierClient)**

Current Position: Personal Workbench

Personal Workbench

- Bid Management
- The Auction Hall
- My Bidding Project
- Inquiry Management
- Forecast & Supply S...
- Order Collaboration
- Environmental Manag...
- Document Issued
- User Information
- Company Information

**Pending Tasks**

当前无待办

**Notices and Announcements**

公告标题	发布日期
关于A01项目液态物料提供固化或干膜测试报告的通知	2019-12-11
J01环保资料制作模板chemSHERPA (Ver2.0) 最新版本发布	2019-10-25
环保符合声明—歌尔光学科技供应商下载签章	2019-07-25
S客户-环境管理物质不使用证明书(零部件批准检测使用)版...	2019-07-19
GGS0018-Goertek整机产品环保技术标准Ver12中英文版	2019-07-06
U07客户环保符合声明	2019-05-22
J01环保标准SS-00259 第17版 英日版	2019-05-06

#### 2.1.2 Inquiry Management

**Goertek G-SRM Supplier Collaboration System(SupplierClient)**

Current Position: Inquiry Management > Historical Inquiry Item

Personal Workbench

- Bid Management
- Inquiry Management
- Historical Inquiry Item
- List of Pending Quota...
- Forecast & Supply S...
- Order Collaboration
- Environmental Manag...
- Document Issued
- User Information
- Company Information

**Historical Inquiry Item**

查询条件

项目编号:	项目名称:	物料规格:	
截止时间:	物料:	<input type="button" value="查询"/>	<input type="button" value="重置"/>

**历史询价项列表**

查询	状态	项目编号	项目名称	采购员	报价截止时间
当前显示从第0条到0条 共0条记录					

#### 2.1.3 Forecast & Supply Schedule (this part will be transferred to iSP System)

**Goertek G-SRM Supplier Collaboration System(SupplierClient)**

Current Position: Forecast & Supply Schedule > Forecast & Supply Schedule

Personal Workbench

- Bid Management
- Inquiry Management
- Forecast & Supply S...
- Forecast & Supply S...
- Order Collaboration
- Environmental Manag...
- Document Issued
- User Information
- Company Information

**Forecast & Supply Schedule**

查询条件

供货计划编号:	发布日期从:	到:	料号:	状态:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="已发布"/>	<input type="button" value="查询"/>	<input type="button" value="重置"/>

**待回复供货计划**

供货计划流水号	标题	发布日期	采购员	创建日期	当前状态	已回复状态
Displaying 0 to 0 of 0 Items						

## 2.1.4 Order Collaboration (Only some business groups are in use, such as GIE / Functional Procurement. This part will be integrated into the iSP System in the future)

The screenshot shows the Goertek G-SRM Supplier Collaboration System (SupplierClient) interface. The left sidebar has a 'Order Collaboration' section with a red box around the 'My Order List' item. The main area has a search bar and a table for 'Order List'.

## 2.2 Environmental Management

The screenshot shows the Goertek G-SRM Supplier Collaboration System (SupplierClient) interface. The left sidebar has a 'Order Collaboration' section with a red box around the 'My Order List' item. The main area has a search bar and a table for 'Order List'.

## 2.3 Document Issued

The screenshot shows the Goertek G-SRM Supplier Collaboration System (SupplierClient) interface. The left sidebar has a 'Document Issued' section with a red box around the 'Release Documents F...' item. The main area has a search bar and a table for 'Release Documents'.

## 2.4 User Information Management

The screenshot shows the 'User Information' management interface. On the left, a sidebar lists various modules: Personal Workbench, Bid Management, Inquiry Management, Forecast & Supply Sc..., Order Collaboration, Environmental Manag..., Document Issued, User Information (selected), Company Information, and Contact Management. Under 'User Information', 'User Information' is also selected. The main content area has three tabs: 'User Information', 'List of Responsibility', and 'Site List of Goertek Trade Party'. The 'User Information' tab contains fields for Name (测试人张璐), Office Phone, Mobile Phone, Email Address (daved.li@goertek.com), User Name (GKIT01), Administrator (否), and Remark. Below these are 'Save' and 'Modify Password' buttons. The 'List of Responsibility' tab shows a table with columns Responsibility, Description, and Expire, listing items 2 through 8. The 'Site List of Goertek Trade Party' tab is currently empty.

## 2.5 Company Information Management

The screenshot shows the 'Company Information' management interface. The sidebar is identical to the previous one, with 'Company Information' selected under 'User Information'. The main content area displays 'Basic Information' for a supplier with Supplier Code 14359, Company Name 欧尔光学科技有限公司, English Name, Status (合格), Short Name (欧尔光学), and other details like Reg Capital, Business Scope, Manager Title, and Address. Below this are sections for 'Production Address' and 'Available Material Category', each with input fields for Country/Area, Province/State, City, District, and Detailed Address.

## 3. iSP System

This Part is consistent with the function of the original ISP System, so please refer to the iSP operation manual for details.