

Goermicro G-SRM Suppler Collaborative System New Suppler Registration Manual

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1. New Supplier Registration

Role	New supplier
System	SRM supplier-side
Procedures	Login web portal→ Fill in registration information→ submit

1.1 Log in Suppler Web Portal

Log in the supplier web portal: <http://sup.goermicro.com:9090/portal>

Click the button "New Supplier Registration" to enter the registration website and start the new supplier registration process.



1.2 Read and Confirm the Registration Agreement

Goermicro G-SRM 供应商门户

首页 > 供应商注册

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- (三)、维护国家利益和社会公众利益；
- (四)、维护歌尔微电子的合法权益；
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我已阅读并同意以上注册协议

下一步

1.3 Fill in the Registrant' s Basic Information

Fill in the registrant' s basic information as prompted. Click “Get Verification Code” , and then the verification code will be sent to the email address you have filled.

Goermicro G-SRM 供应商门户

Home News Notice About 中/EN

Home > Supplier Registration

*User Name: A combination of alphanumeric or underlined letters that are case sensitive

*Password: The password must be at least a few bits long and must contain letters and numbers 密码不能为空

*ConfirmPassword: ConfirmPassword

*Clerk'S Name: Please enter the salesman s name

*Office Phone: Please enter office phone

*Mobile Phone: Please enter mobile phone

*Email Address: Please enter your e-mail address 电子邮件不能为空

*Verification Code: Please enter the verification code

Get Verification Code

The Next

1.4 View the Verification Code

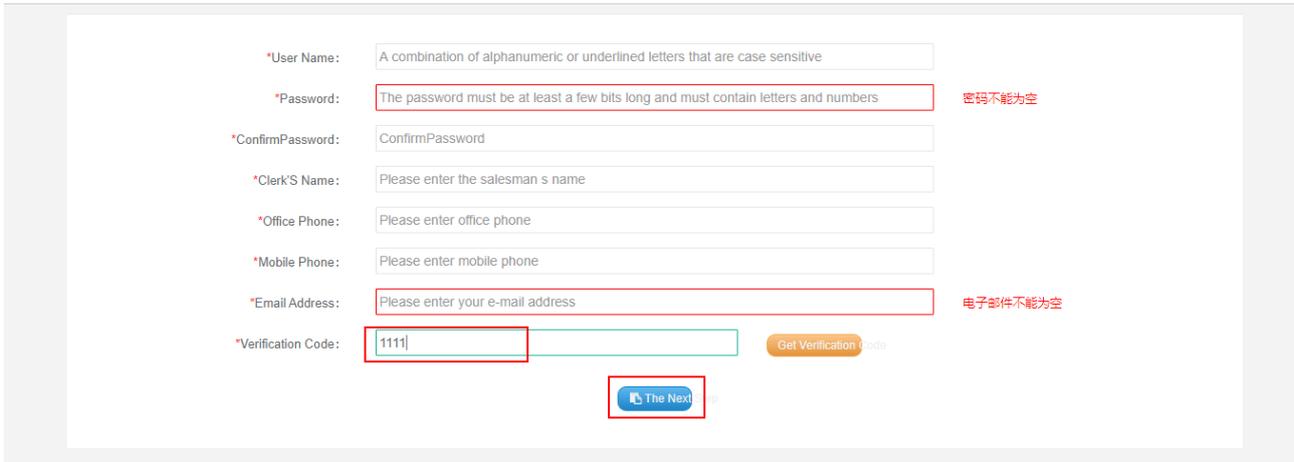
View the verification code through the registered email address.



1.5 Create a Suppler Account

Fill in the verification code and click “The Next” , and then the supplier account is successfully created, as shown in the picture. This account is a supplier administrator account, which is used for system login and creating sub-management accounts later.

Home > Supplier Registration



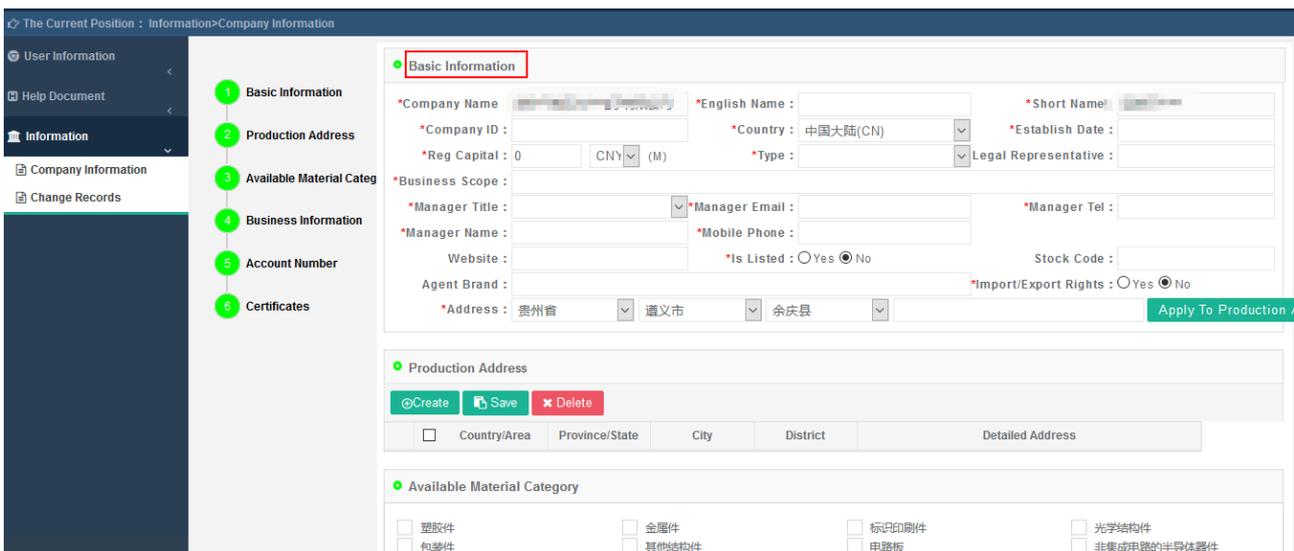
The image shows a registration form with the following fields and labels:

- *User Name: A combination of alphanumeric or underlined letters that are case sensitive
- *Password: The password must be at least a few bits long and must contain letters and numbers. 密码不能为空
- *ConfirmPassword: ConfirmPassword
- *Clerk'S Name: Please enter the salesman s name
- *Office Phone: Please enter office phone
- *Mobile Phone: Please enter mobile phone
- *Email Address: Please enter your e-mail address. 电子邮件不能为空
- *Verification Code: [1111]

Buttons: Get Verification Code, The Next

1.6 Fill in and Submit the Registration Information

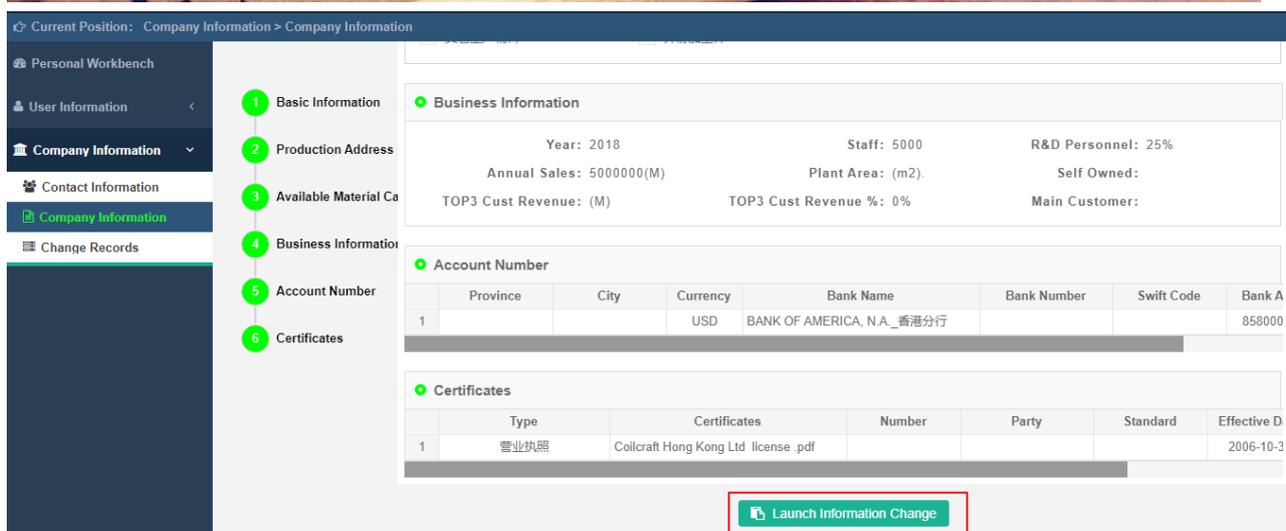
The web jumps to the registration information filling page.



The image shows a registration information filling page with the following sections:

- Basic Information**
 - *Company Name: [Redacted]
 - *English Name: [Redacted]
 - *Short Name: [Redacted]
 - *Company ID: [Redacted]
 - *Country: 中国大陆(CN)
 - *Establish Date: [Redacted]
 - *Reg Capital: 0 CNY (M)
 - *Type: [Redacted]
 - Legal Representative: [Redacted]
 - *Business Scope: [Redacted]
 - *Manager Title: [Redacted]
 - *Manager Email: [Redacted]
 - *Manager Tel: [Redacted]
 - *Manager Name: [Redacted]
 - *Mobile Phone: [Redacted]
 - Website: [Redacted]
 - *Is Listed: Yes No
 - Stock Code: [Redacted]
 - Agent Brand: [Redacted]
 - *Import/Export Rights: Yes No
 - *Address: 贵州省 遵义市 余庆县
- Production Address**
 - Buttons: Create, Save, Delete
 - Fields: Country/Area, Province/State, City, District, Detailed Address
- Available Material Category**
 - 塑胶件
 - 金属件
 - 标识印刷件
 - 光学结构件
 - 包装件
 - 其他结构件
 - 电路板
 - 非集成电路的半导体器件

1.6.1 If you have no intention to continue the registration, you can close the page. When you decide to continue the registration later, you can visit the supplier web portal → enter the collaboration system, login using the registered username and password, enter the registration information review page, then continue to fill in the information, as shown below.



1.6.2 If you continue to register, fill in the basic information of the supplier. Relevant considerations are as follows:

- ① Contents marked with red "*" are required and must be completed.
- ② Foreign suppliers don't have to fill in the Legal Representative, and should fill business license code in the Company ID column. Page 7 of 11
- ③ Information such as Company ID, Country, Establish Date, Reg Capital, Type, Legal Representative, Business Scope, Address, etc. must be consistent with the information on business license.
- ④ Agents have to fill in the Agent Brand.

The screenshot shows the 'Basic Information' tab in the Goermicro system. The 'Production Address' section is highlighted with a red box, showing fields for Country/Area, Province/State, City, District, and Detailed Address. The 'Available Material Category' section is also highlighted with a red box, showing a grid of checkboxes for various material types: 塑胶件 (Plastic parts), 金属件 (Metal parts), 标识印刷件 (Label printing parts), 光学结构件 (Optical structure parts), 包装件 (Packaging parts), 其他结构件 (Other structure parts), 电路板 (PCB), 非集成电路的半导体器件 (Semiconductor devices not integrated circuits), 电容 (Capacitors), 电感 (Inductors), 电阻 (Resistors), 线材件 (Wire parts), 集成电路 (Integrated circuits), 微波器件 (Microwave devices), 接插件 (Connectors), 其它元器件 (Other components), 客供物料 (Customer supplied materials), 塑料原材料 (Plastic raw materials), 金属原材料 (Metal raw materials), 胶纸 (Adhesive paper), 其它原材料 (Other raw materials), 标识切原材料 (Label cutting raw materials), 助剂 (Auxiliary agents), 其它生产辅料 (Other production auxiliary materials), 胶带 (Tape), 干爆剂 (Dry explosion agent). A red box highlights the 'Other' checkbox and the text '请填写其他物料类别' (Please fill in other material categories).

Fill in the Production Address and Available Material Category. Notes as follows:

- 1) Fill in at least one production address.
- 2) Tick the Available Material Category according to the actual situation of your company; If there is no corresponding category, tick "Other" and fill in the specific material name in the text box.

The screenshot shows the 'Production Address' and 'Available Material Category' tabs in the Goermicro system. The 'Production Address' section is highlighted with a red box, showing fields for Country/Area, Province/State, City, District, and Detailed Address. The 'Available Material Category' section is also highlighted with a red box, showing a grid of checkboxes for various material types: 塑胶件 (Plastic parts), 金属件 (Metal parts), 标识印刷件 (Label printing parts), 光学结构件 (Optical structure parts), 包装件 (Packaging parts), 其他结构件 (Other structure parts), 电路板 (PCB), 非集成电路的半导体器件 (Semiconductor devices not integrated circuits), 电容 (Capacitors), 电感 (Inductors), 电阻 (Resistors), 线材件 (Wire parts), 集成电路 (Integrated circuits), 微波器件 (Microwave devices), 接插件 (Connectors), 其它元器件 (Other components), 客供物料 (Customer supplied materials), 塑料原材料 (Plastic raw materials), 金属原材料 (Metal raw materials), 胶纸 (Adhesive paper), 其它原材料 (Other raw materials), 标识切原材料 (Label cutting raw materials), 助剂 (Auxiliary agents), 其它生产辅料 (Other production auxiliary materials), 胶带 (Tape), 干爆剂 (Dry explosion agent). A red box highlights the 'Other' checkbox and the text '请填写其他物料类别' (Please fill in other material categories). Below this, there is a red warning message: 'If the material category is not complete, you can check other manual options'. The 'Business Information' section is also visible, showing fields for Year: 2018, Annual Sales, Staff, R&D Personnel, TOP3 Cust Revenue, Main Customer, and Plant Area.

Fill in the Business Information, Account Number and upload the Certificates. Notes as follows:

- 1) Account Number: Only one bank account can be used in the same currency.
- 2) Certificates: Business license is required, and other materials can be uploaded according to actual requirements. Attachment upload method: Click Create → Fill in the information →

Click Upload A File to upload the corresponding file

Current Position : Information>Company Information

User Information

Help Document

Information

Company Information

Change Records

1 Basic Information

2 Production Address

3 Available Material Categ

4 Business Information

5 Account Number

6 Certificates

Business Information

Year : 2018 *Staff : *R&D Personnel : %

*Annual Sales : CNY (M) TOP3 Cust Revenue % : 0 % Self Owned : Their Own Lease

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

Account Number

Create Save Delete

Operating Hints : Bank Account Must Support Wire Transfer And Acceptance

If the currency is CNY , the province where the bank information is located must be selected

	Province Where	City	Currency	Bank Name	Bank Number	Swift Code	Bank Account
1			USD	中国建设银行股份有限公司_潍坊高新支行			370537050167900

Certificates

Create Save Delete

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

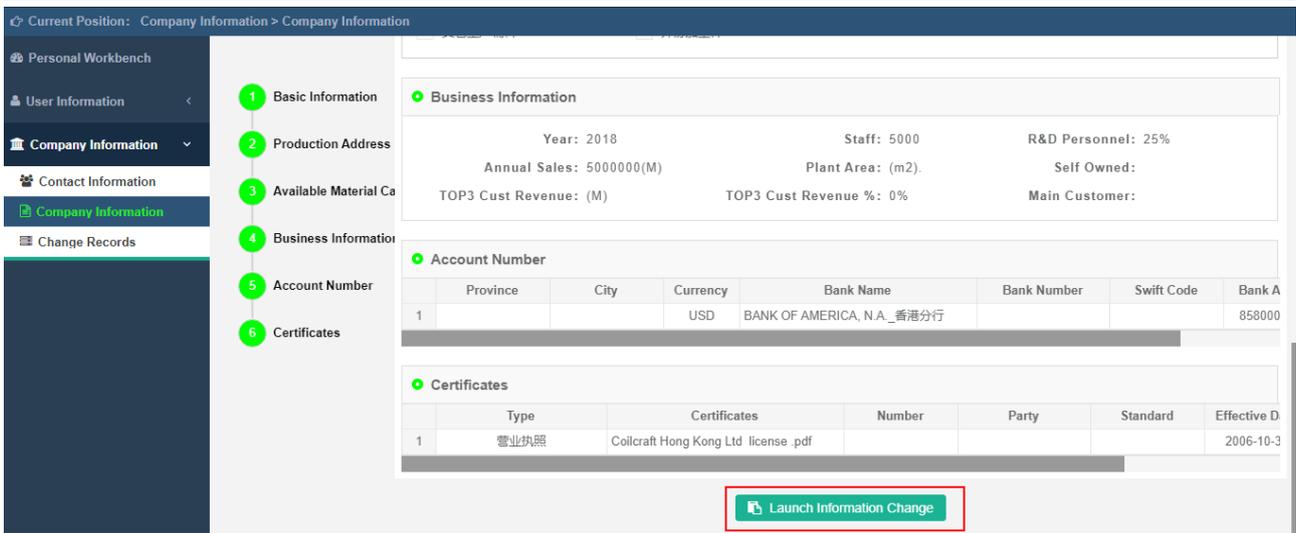
icates	Number	Party	Standard	Permanent Or	Effective Date	Expire	Upload A File	Downloa
				<input type="checkbox"/>			浏览... 未选择文件.	

Preview Change Submit

1.6.3 After completing the above information, determine whether to submit directly:

- 1) If you have unidentified information and are not in a hurry to submit, you can click the "Save" button. Later you can visit the supplier portal → enter the collaboration system, login using the registered username and password, enter the registration information review page, and then continue to fill in the information, as shown below





3) If the information is correct at this time, click "Submit" in the upper left corner. As the page displays "Registration successful! Waiting for internal audit in the meanwhile. You can use the registered password to log in.", the document is transferred to the Goermicro-CP supplier resource manager for review. During this period, the supplier can access the account through the portal to check the registration status (To be approved / Approved / Rejected).



2. View the Registration Status

Role	Supplier
System	SRM supplier-side
Procedures	Log in web portal→Enter SRM system → View the Registration Status: Approved (Enter potential supplier resource pool) /Rejected (Resubmission after modification)

2.1 Approved

If it is approved, when the supplier checks its registration information, the top-right corner will show "Approved, which means that the supplier has entered Goermicro's potential supplier resource pool, and the supplier registration is finally completed.



2.2 Rejected

If it is rejected, when the supplier checks its registration information, the status will be "Rejected", and the reason for the rejected will be displayed.



2.3 Resubmission

After the process is Rejected, move to the bottom of the page, click the button Launch Information Change to edit and resubmit your information, and then it will go to CP audit again. If the CP audit passes, the process ends.

