

Goermicro G-SRM Suppler Collaborative System Supplier's information management manual

2021.8.10

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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

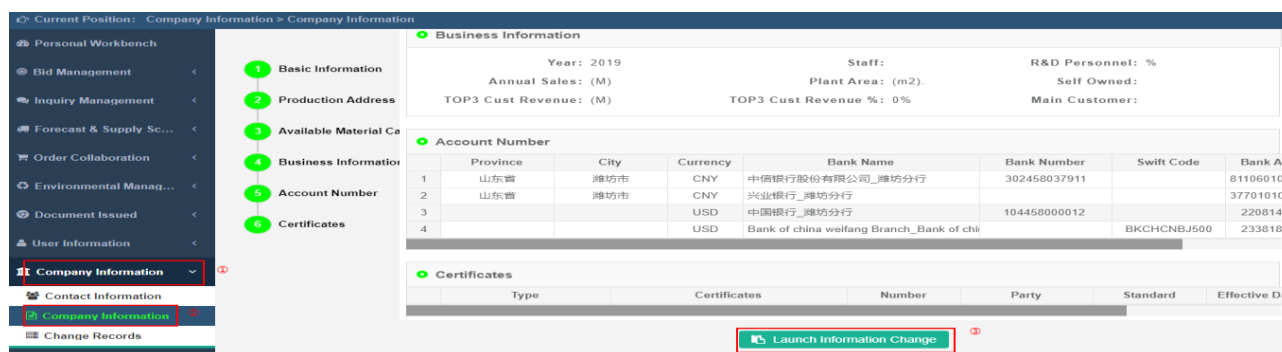
1.1.1. Login the supplier portal and enter the collaboration system: <http://sup.goermicro.com:9090/portal>



1.1.2. Enter user name and password to log in to the 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

Current Position: Company Information > Company Information

Personal Workbench

- Bid Management
- Inquiry Management
- Forecast & Supply Sc...
- Order Collaboration
- Environmental Manag...
- Document Issued
- User Information
- Company Information
- Contact Information
- Company Information
- Change Records

1 Basic Information

2 Production Address

3 Available Material Ca

4 Business Information

5 Account Number

6 Certificates

Basic Information

Company Name: English Name: *Short Name: 歌尔光学

*Company ID: *Country: *Establish Date:

*Reg Capital: 0 CNY (M) *Type: Legal Representative:

*Business Scope:

*Manager Title: *Manager Email: *Manager Tel:

*Manager Name: *Mobile Phone:

Website: *Is Listed: ☐ Yes ☒ No Stock Code:

Agent Brand: *Import/Export Rights: ☐ Yes ☒ No

*Address:

Apply To Production A

Production Address

Create Edit/Exit Edit Delete

	Country/Area	Province/State	City	District	Detailed Address

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

Current Position: Company Information > Company Information

Personal Workbench

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1 Basic Information

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

Account Number

Create Edit/Exit Edit Delete

Operating Hints: Bank account must support wire transfer and acceptance

	Province Where T	City	Currency	Bank Name	Bank Number	Swift Code
1						
2						
3						
4						

Certificates

Create Edit/Exit Edit Delete

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

After confirming the information is correct, click Submit

Current Position: Company Information > Company Information

Personal Workbench

Bid Management

Inquiry Management

Forecast & Supply Sc...

Order Collaboration

Environmental Manag...

Document Issued

User Information

Company Information

Contact Information

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Change Records

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Certificates

Create Edit/Exit Edit Delete

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

	Type	Certificates	Number	Party	Standard	Permaner
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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 Goermicro. Here you must fill in the prefix of the Sourcing staff's mailbox name (such as zhang.san@goermicro.com, only **zhang.san** 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.

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 SIP_CNY, SIP_USD and supplier location level quote authority of MIC_CNY, MIC_USD. Then this account logs in to the system and can receive SIP_CNY, SIP_USD orders and MIC_CNY, MIC_USD inquiry information. However, it is not possible to receive orders for MIC_CNY, MIC_USD and quotation information for SIP_CNY, SIP_USD After the change: Account A has the order confirmation, quotation authority, and the data authority of the opening site code SIP_CNY, SIP_USD, MIC_CNY, MIC_USD. Then this account logs in to the system and can receive SIP_CNY, SIP_USD, MIC_CNY, MIC_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 Goermicro, 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 Goermicro, 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

2.2.1. 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.)

The top screenshot shows the 'Contact Information' page in the Goertek G-SRM Supplier Collaboration System. The page has a sidebar with 'Company Information' and 'Contact Information' highlighted. The main area displays a table of sub-accounts with columns: ID, Name, User Name, Department, Activ, Lock, Office Phone, Mobile Phone, Email Address, Creator, and Creation D. The 'Create' button is highlighted in green. Below the table, there are buttons for 'Modify', 'Delete', 'Active', 'Disable', 'Reset Password', and 'Unlock'.

The bottom screenshot shows the same page with a modal dialog box open. The dialog box contains the text: '当前账号申请数量已达到最大(6),禁止继续创建!' (The current account application quantity has reached the maximum (6),禁止继续创建!). The '确定' (Confirm) button is highlighted in blue.

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

Information > Contact Information

Basic Information

Name:

Office Phone:

Mobile Phone:

Mail:

Responsibility:

销售

Enable:

☒

User Name:

Remark:

Save

List of Responsibility

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

List of Goertek Trade Body

	<input type="checkbox"/>	Site ID	Site Code	Trade Body	The
1	<input type="checkbox"/>	18100			
2	<input type="checkbox"/>	12475			
3	<input type="checkbox"/>	11277			
4	<input type="checkbox"/>	20896			

2.2.3. Binding sub-account responsibilities

- 1) In the list of responsibilities, check and choose the corresponding permissions to bind.
- 2) In the Goermicro 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

	<input type="checkbox"/>	Job ID	Responsibility	Description
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6	<input type="checkbox"/>	6	品质文档接收	
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4	<input type="checkbox"/>	20896			

2.2.4. After filling in, click Save, the account is created successfully

2.3. Modify sub-accounts

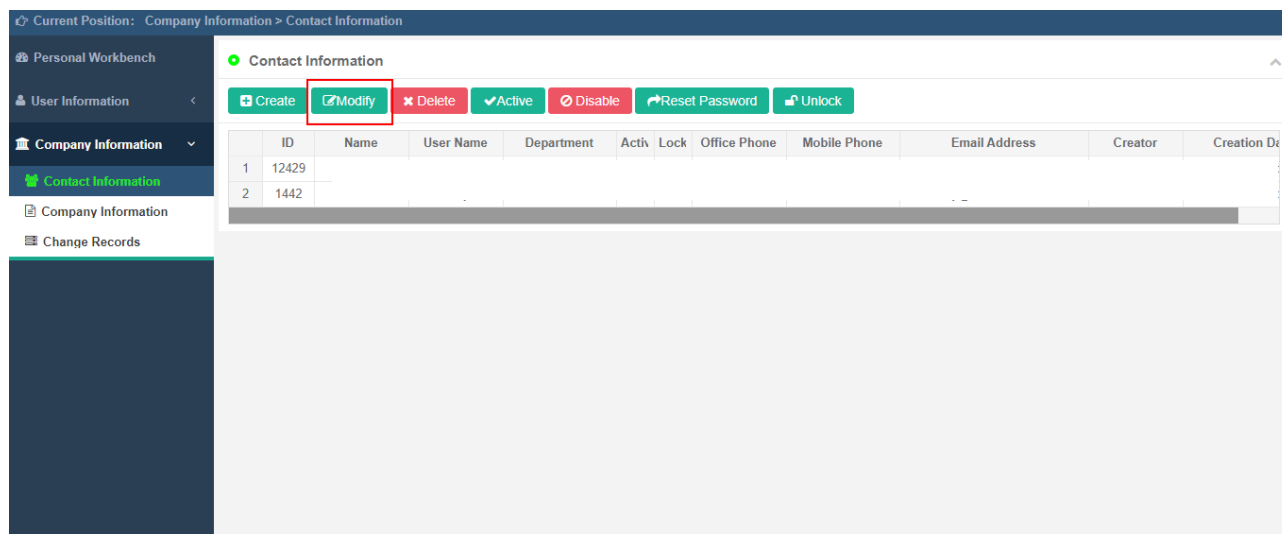
The supplier account administrator logs in to the system to modify the created sub-accounts, including enabling, disabling, and modifying responsibilities.

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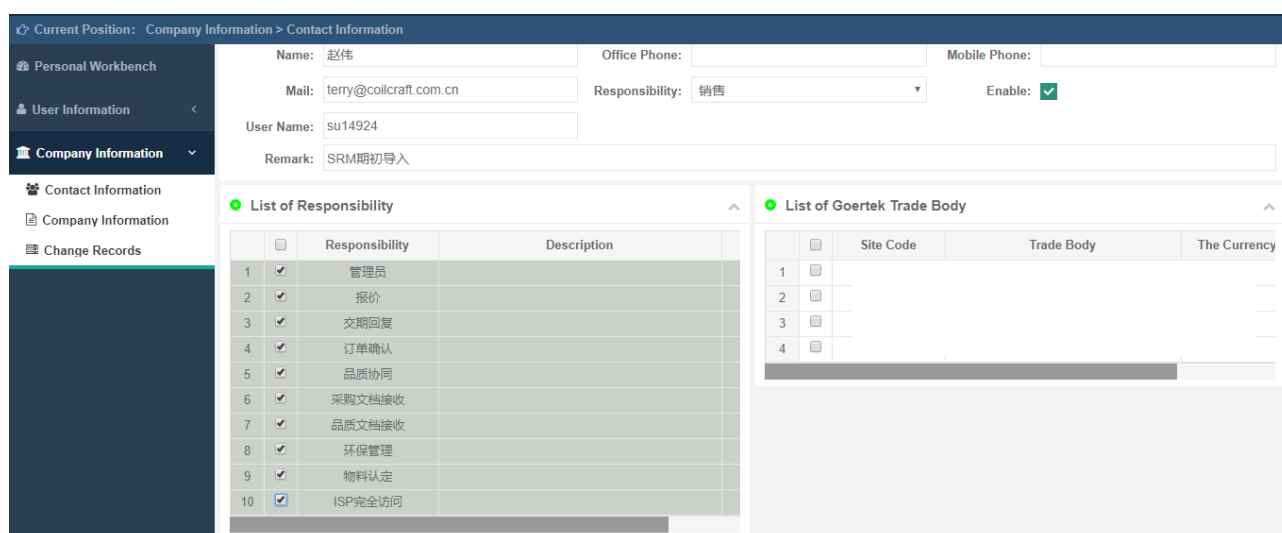
operating system	SRM –Supplier Portal
operating steps	Supplier Portal → enter the collaboration System → company information → contact information

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

2.3.1. 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.



2.3.2. Change the basic information, responsibilities of sub-accounts and Goermicro trade subject.



2.4. Delete / disable / enable sub-account

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

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

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 Da
1	12429										5
2	1442										6

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.

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

Current Position: Company Information > Contact Information

Personal Workbench

User Information <

Company Information >

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Create Modify Delete Active Disable Reset Password Unlock

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