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

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### **1.** Supplier registration information change

operator	Suppliers
operating	SRM –Supplier Portal
system	SKM –Supplier Fortai
operating stans	Supplier Portal $\rightarrow$ enter the collaborative System $\rightarrow$ Create the process of changing the basic information of
operating steps	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

Personal Workbench			• в	usiness Informatic	n						
Bid Management	<	1 Basic Information		Yea Annual Sale	r: 2019 s: (M)		-	taff: rea: (m2).	R&D Perso Self Ow		
🗣 Inquiry Management	<	Production Address		TOP3 Cust Revenu	e: (M)	т	OP3 Cust Revenu	e %: 0%	Main Custo	mer:	
👼 Forecast & Supply Sc	<	3 Available Material Ca	• A	ccount Number							
R Order Collaboration	<	Business Information		Province	City	Currency	Bank	Name	Bank Number	Swift Code	Bank A
Environmental Manag		I	1	山东省	潍坊市	CNY	中信银行股份有限公	司_潍坊分行	302458037911		81106010
e Environmentar Manag		6 Account Number	2	山东省	潍坊市	CNY	兴业银行_潍坊分行				37701010
Document Issued	<		3			USD	中国银行_潍坊分行		104458000012		220814
User Information	<	6 Certificates	4		_	USD	Bank of china welfar	ng Branch_Bank of cl	h	BKCHCNBJ500	233818
Company Information	~ @		• c	ertificates							
Contact Information				Туре		Certific	ates	Number	Party	Standard	Effective D
Company Information	ø										
I Change Records							Launch Inform	nation Change	Ð		

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#### 1.2.2. Start supplier information modification

B Personal Workbench			<ul> <li>Basic Information</li> </ul>	on				
Bid Management	<	1 Basic Information	Company Name:		English Name	:	*Short Name:	歌尔光学
Inquiry Management	<	2 Production Address	*Company ID:		*Country		<ul> <li>*Establish Date:</li> </ul>	
		<b>—</b>	*Reg Capital:	0 CNY	• (M) *Type		<ul> <li>Legal Representative:</li> </ul>	
Forecast & Supply Sc	<	3 Available Material Ca	*Business Scope:					
Order Collaboration	<		*Manager Title:		▼ *Manager Emai	I:	*Manager Tel:	
order condoration		4 Business Information	*Manager Name:		*Mobile Phone			
Environmental Manag	<	5 Account Number	Website:		*Is Listed	I: O Yes 🖲 No	Stock Code:	
Document Issued		<b>—</b>	Agent Brand:				*Import/Export Rights:	○ Yes ● No
bocument issued		6 Certificates	*Address:	1000	100	100 C		Apply To Produc
User Information	<							
Company Information	~		• Production Add	ress				
Contact Information			⊕Create  Bedi	t/Exit Edit 🛛 🗙 Del	ete			
Company Information			Country/	Area Province/S	state City	District	Detailed A	ddress
Change Records								

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

changes.

Current Position: Compa	iny Inf	ormation > Company Informatio	n						
89 Personal Workbench			Main Customer:		TOP3 Cust I	Revenue:	(M)	Plant Area:	(m2)
Bid Management	<	1 Basic Information	• Account Number						
🗣 Inquiry Management	<	2 Production Address	⊕Create	t 🗙 Delete		Operat	ing Hints: Bank	account must support wire	transfer and acceptance
🛱 Forecast & Supply Sc	<	3 Available Material Ca	Province Where T	City	Currency		Bank Name	Bank Num	ber Swift Code
🛱 Order Collaboration	<	4 Business Information	1 2						
C Environmental Manag	<	5 Account Number	3 4						
Document Issued	<	6 Certificates							
Ser Information	<	-	• Certificates						
Company Information	~		⊕Create     ☐ Edit/Exit Edit						
Contact Information			Operating	Hints: Business	License For Enterprise	Legal Person,	System Certificat	te (The Field Will) 、 Age	ent Certificate (If Agent)
Company Information			П Туре		Certificates		Number	Party	Standard Permaner
E Change Records	_				🖺 Preview C	Change 🗸	Submit		

After confirming the information is correct, click Submit

Crrent Position: Com	pany In	formation > Company Information						
🕸 Personal Workbench			Main Customer:		TOP3 Cust R	evenue: (M)	Plant Area:	(m2)
Bid Management	<	Basic Information	• Account Number					
🔊 Inquiry Management	<	2 Production Address	⊕Create     Edit/Exi	it Edit 🗙 Delete		Operating Hints: Bank a	account must support wire trans	er and acceptance
# Forecast & Supply Sc	<	Available Material Ca		e T City	Currency	Bank Name	Bank Number	Swift Code
🛱 Order Collaboration	<	4 Business Information	1 2					
Contraction Contractica Con	<	5 Account Number	3 4					
Document Issued	<	6 Certificates						
User Information	<		• Certificates					
Company Information	~							
Contact Information				-			te (The Field Will) 、 Agent Cer	
Company Information			Туре	e	Certificates	Number	Party Star	dard Permaner
Ghange Records					Preview Ch	nange 🗸 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 <u>*zhang.san@goermicro.com*</u>, only *zhang.san* here). It cannot be filled in randomly. If the system checks that the souring 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 $\rightarrow$ 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 stops	Supplier Portal $\rightarrow$ Enter the Collaboration System $\rightarrow$ Company information $\rightarrow$ Contact
operating steps	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.)

Current Position: Compa	iny Info	rmation > Cor	ntact Informat	ion								
Personal Workbench		• Contact	Information									~
Bid Management	<	+ Create	CModify	X Delete	✓Active	Ø Disable	Rese	t Password	Inlock			
🗣 Inquiry Management	<	ID	Name	User Na	ame De	partment	Activ Lock	Office Phone	e Mobile Phone	Email Address	Creator	Creation D
🛲 Forecast & Supply Sc	<	1 13871 2 13855										
🖷 Order Collaboration	,	3 13853										
		4 13797										
C Environmental Manag	<	5 9160 6 8422										
Document Issued	<	7 6637										
<b>&amp;</b> User Information		8 6428										
		9 5758										
Company Information	~	10 2492 11 2119										
Contact Information		12 2039										
Company Information		13 1977										
Change Records	_	14 1874 15 1552										
				1 1				1			· · · · · ·	GTKIT01 G
Goertek G-SRM					tem(Su	oplierCl	ient)				oplier Portal 🔺	GTKIT01 🥥
		Contact I				_		_				~
Bid Management	<	🖶 Create	C& Modify	🗙 Delete	✓Active	Ø Disable	<b>r</b> →Rese	t Password	P Unlock			
	<	1D	Name	User Na	me De	partment	Activ Lock	Office Phone	Mobile Phone	Email Address	Creator	Creation D
	<	2			信息				× 8.			
	<	3 4			当前吴	《号申请数量〕	已达到最大(6	),禁止继续创翅	8. ±! 2			
	<	5 6						研由云	81 E			3
Document Issued		7 8			ue		是 音 是 否					5
		9 10			g		是 否 是 否					5
Company Information												
Company Information     Section      Contact Information	·	11					是否					1
							是     否       是     否       是     否       是     否					

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

о в	asic I	nformatio	n									Save
	Name	:		Office Phone:						Mobile Phone:		
	Mail	:		Responsibility:	Responsibility: 销售 •						~	
User	Name	:										
R	emark											
• L	ISLOI	Responsi	DIIIty		· · · · ·	Lis	t of (	Goertek T	rade E	Body		
		Job ID	Responsibility	Description		• Lis	t of (	Site ID		Code	Trade Body	
1			-	Description		O Lis					Trade Body	
		Job ID	Responsibility	Description				Site ID			Trade Body	
1		Job ID 1	Responsibility 报价	Description		1		Site ID 18100			Trade Body	
1 2		Job ID 1 2	Responsibility 报价 交期回复	Description		1 2		<b>Site ID</b> 18100 12475			Trade Body	
1 2 3		Job ID 1 2 3	Responsibility 报价 交期回复 订单确认	Description		1 2 3		Site ID           18100           12475           11277			Trade Body	
1 2 3 4		Job ID 1 2 3 4	Responsibility 报价 交期回复 订单确认 品质协同	Description		1 2 3		Site ID           18100           12475           11277			Trade Body	T
1 2 3 4 5		Job ID 1 2 3 4 5	Responsibility           报价           文期回复           订单确认           品质协同           采购文档接收	Description		1 2 3		Site ID           18100           12475           11277			Trade Body	
1 2 3 4 5 6		Job ID 1 2 3 4 5 6	Responsibility           报价           文期回复           订单确认           品质协同           采购文档接收           品质文档接收	Description		1 2 3		Site ID           18100           12475           11277			Trade Body	

- 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

	Name	e		Office Phone:					Mobile	Phone:		
	Mail:			Responsibility:	销售				Ŧ	Enable: 🗸		
User	Name											
R	emark	::										
<b>0</b> L	ist of	Respons	ibility		~	<b>0</b> L	ist of	Goertek T	rade Body			
		Job ID	Responsibility	Description				Site ID	Site Code	Trade Body		
1		1	报价			1		18100				
2		2	交期回复			2		12475				
3		3	订单确认			3		11277				
4		4	品质协同			4		20896				
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									
		10	ISP完全访问									

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	
		-

operating system	SRM –Supplier Portal
operating steps	Supplier Portal $\rightarrow$ enter the collaboration System $\rightarrow$ company information $\rightarrow$ contact
	information

The supplier account administrator logs in to the system to modify the exsiting 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.

Current Position: Company Inf	ormation > Contact Information	
Personal Workbench	Contact Information	^
🛎 User Information 🧹 🤇	Create Modify X Delete Active O Disable Reset Password Unlock	
■ Company Information		reator Creation Da
Main Contact Information	1 12429 2 1442	
Company Information		
Change Records		

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

subject.

Personal Workbench		Name:	赵伟	Office Phone:					Mobile Phone:				
		Mail:	terry@coilcraft.com.cn	Responsibility: 销售				*	Enable:				
User Information <	< User Name:		su14924										
Company Information V		Remark:	SRM期初导入	SRM期初导入									
Contact Information							•		Desertada Transla B				
Company Information	•	IST OF RE	sponsibility			^	•	IST OF U	Goertek Trade B	oay			
Change Records			Responsibility	Desc	ription				Site Code	Tr	ade Body	The Currency	
	1		管理员				1						
	2		报价				2						
	3		交期回复				3						
	4		订单确认				4						
	5		品质协同										
	6		采购文档接收										
	7		品质文档接收										
	8		环保管理										
	9		物料认定										
	10		ISP完全访问										

#### 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 Por	$tal \rightarrow enter$	oration System –	→ company info	ormation $\rightarrow$ conta	ct information	on				
Crrrent Position: Company In	ıformati	on > Contact Informatio	on								
Personal Workbench	• •	ontact Information							~		
Liser Information <	Đ	Create Modify	🗙 Delete 🛛 🗸	ctive Ø Disal	De Reset Password	Inlock					
▲ Company Information ∨		ID Name	User Name	Department	Activ Lock Office Pho	ne Mobile Phone	Email Address	Creator	Creation Da		
The contact Information	1	12429 · · · · · · · · · · · · · · · · · · ·							5:		
Company Information	2	1442							0.		
Change Records											

### 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	rating system SRM –Supplier Portal									
operating steps		Supplier Portal $\rightarrow$ enter the collaboration System $\rightarrow$ company information $\rightarrow$ contact information								
🖒 Current Position: Company In	ormatio	n > Contact Informat	on							
🕲 Personal Workbench	• Co	ntact Information								^
♣ User Information <	🕀 C	reate @Modify	🗙 Delete 🛛 🗸	Active Ø Disat	ble Arese	t Password	Unlock			
🏛 Company Information 🛛 🗸		ID Name	User Name	Department	Activ Lock	Office Phone	Mobile Phone	Email Address	Creator	Creation Da
Contact Information	1	12429								2
Company Information	~	1442								
Change Records										