G-SRM Suppler Collaborative System

New Suppler Registration Manual

Supply Chain Management Headquarters

Procurement Platform Management Center

2019.12.31

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1. New Suppler Registration

Role	New suppler
System	SRM suppler-side
Procedures	Login web portal \rightarrow Fill in registration information \rightarrow submit

1.1 Log in Suppler Web Portal

Log in the suppler web portal: https://srm.goertek.com/portal

Click the button "New Suppler Registration" to enter the registration website and start the

new suppler registration process.



1.2 Read and Confirm the Registration Agreement



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.

Goertek 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	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				
	The Nex				

1.4 View the Verification Code

View the verification code through the registered email address.

♀ 答复 ◎ 全部答复 ♀ 转发
2019/11/9 (周六) 10:41
esp.noreply@goertek.com
Goertek G-SRM取回验证码成功
收件人
您好:
您的验证码为: WY47HL, 请登录 G-SRM 在 300S 内完成验证。
歌尔股份有限公司
2019-11-09
注意:
(土,恶、:
1. 此邮件由歌尔 G–SRM 供应商平台自动发出,请勿直接回复,如有问题请联系对应的业务接口
人,
2.G-SRM 平台不支持 IE11 以下版本的 IE 浏览器,建议使用版本较新的火狐浏览器、谷歌浏览
2. G-SKM 十百不又持 1611 以下版本的 16 初见器,建议使用版本较新的久加网见器、 日歇彻见器、器、 360 浏览器或搜狗浏览器。

1.5 Create a Suppler Account

Fill in the verification code and click "The Next", and then the suppler 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.

Goertek G-SRM	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/	「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	电子曲	8件不能为空		
*Verification Code:	Get Verification Gode				
	The Next				

1.6 Fill in and Submit the Registration Information

oertek g-srmsu	pplier Platform						su18073 🖒
he Current Position: Informatio	on>Company Information						
Iser Information		 Basic Information 					
elp Document	1 Basic Information	Company Name		*English Name :		*Short Name	
nformation	2 Production Address	*Company ID :		*Country :	中国大陆(CN)	✓ *Establish Date :	
Company Information	T	*Reg Capital : 0	CNY (M)	*Type :		✓ Legal Representative :	
Company Information	Available Material Categ	*Business Scope :					
Change Records	Business Information	*Manager Title :	~	*Manager Email :		*Manager Tel :	
		*Manager Name :		*Mobile Phone :			
	6 Account Number	Website :		*Is Listed :	O Yes 🖲 No	Stock Code :	
	I	Agent Brand :				*Import/Export Rights : (⊃Yes
	6 Certificates	*Address: 费	計省 > 遵义市	> 余庆	县 🗸		Apply To Pro
		• Production Address					
		⊕Create Save	× Delete				
		Country/Area	a Province/State	City Di	strict	Detailed Address	
		• Available Material	Category				
		塑胶件	金属件	tru / Ale	标识印刷件 电路板		吉构件 龙电路的半导体器件

The web jumps to the registration information filling page.

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 \rightarrow 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.

Goertek G	-SRM 供应	商门户		Home Ne	ws Notice	About	中/EN
聚合	力・谷	創价値・	赢未来	For	Antipolier En Antipolier En Antipolier Collaboration (Collaboration) (Registration tive System orgot Password?	ertek.com
Goertek G-SRM Supp	lier Collaboratio	on System(SupplierClient)				🚢 su1	4924 🚱
Goertek G-SRM Supp						≗ su1	4924 😧
) 			≗ su1	4924 😧
பி Current Position: Company Informat) /////_/			≗ su1	4924 🥥
rŷ Current Position: Company Informat 1∰ Personal Workbench	ion > Company Informatio	Business Information Year: 2018	SI	aff: 5000	R&D Person		4924 Q
 	ion > Company Informatio	Business Information Year: 2018 Annual Sales: 5000000(M) Plant A	rea: (m2).	Self Ow	nnel: 25% rned:	4924 오
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < 童 Company Information ֎ Contact Information ֎ Company Information 	ion > Company Informatio Basic Information Production Address Available Material Ca	Business Information Year: 2018	SI	rea: (m2).		nnel: 25% rned:	4924
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < 血 Company Information Contact Information 	ion > Company Informatio Basic Information Production Address Available Material Ca Business Information	Business Information Year: 2018 Annual Sales: 5000000(M) Plant A	rea: (m2).	Self Ow	nnel: 25% rned:	4924
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < 童 Company Information ֎ Contact Information ֎ Company Information 	ion > Company Informatio Basic Information Production Address Available Material Ca	Business Information Year: 2018 Annual Sales: 5000000(M TOP3 Cust Revenue: (M) Account Number Province City	Si) Plant A TOP3 Cust Revenue Currency Bank	rea: (m2). %: 0% Name	Self Ow	nnel: 25% rned:	Bank A
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < 童 Company Information ➡ Contact Information ➡ Company Information 	ion > Company Informatio Basic Information Production Address Available Material Ca Business Information	 Business Information Year: 2018 Annual Sales: 5000000(M TOP3 Cust Revenue: (M) Account Number 	Si) Plant A TOP3 Cust Revenue	rea: (m2). %: 0% Name	Self Ow Main Custo	nnel: 25% ned: mer:	
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < 童 Company Information ➡ Contact Information ➡ Company Information 	 Company Informatio Basic Information Production Address Available Material Ca Business Information Account Number 	Business Information Year: 2018 Annual Sales: 5000000(M TOP3 Cust Revenue: (M) Account Number Province City	Si) Plant A TOP3 Cust Revenue Currency Bank	rea: (m2). %: 0% Name	Self Ow Main Custo	nnel: 25% ned: mer:	Bank A
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < 童 Company Information ➡ Contact Information ➡ Company Information 	 Company Informatio Basic Information Production Address Available Material Ca Business Information Account Number 	Business Information Year: 2018 Annual Sales: 500000(M TOP3 Cust Revenue: (M) Account Number Province City Province City City Certificates Type	St Plant A TOP3 Cust Revenue Currency Bank USD BANK OF AMERICA Certificates	rea: (m2). %: 0% Name	Self Ow Main Custo	nnel: 25% ned: mer:	Bank A 858000
 ☆ Current Position: Company Informat ֎ Personal Workbench ▲ User Information < ▲ Company Information ➡ Contact Information ➡ Company Information 	 Company Informatio Basic Information Production Address Available Material Ca Business Information Account Number 	Business Information Year: 2018 Annual Sales: 500000(M TOP3 Cust Revenue: (M) Account Number Province City Province City City Certificates Type	St Plant A TOP3 Cust Revenue Currency Bank USD BANK OF AMERICA	rea: (m2). %: 0% Name ,NA_香港分行	Self Ow Main Custo Bank Number	nnel: 25% ned: mer: Swift Code	Bank A 858000

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.

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.

Goertek _{G-SRM} s	upplier Platform			su18073 එ Logout
🖒 The Current Position: Informa	tion>Company Information			
Oser Information		Basic Information		
Help Document	1 Basic Information	Company Name *Engli	sh Name :	*Short Name
m Information	2 Production Address	*Company ID :	*Country: 中国大陆(CN) ~	*Establish Date :
Company Information	I	*Reg Capital: 0 CNY (M)	*Type:	Legal Representative :
Change Records	Available Material Categ	usiness Scope :		
E Change Records	Business Information	*Manager Title : 🗸 *Manag	ger Email :	*Manager Tel :
	Business information	Manager Name : *Mobi	le Phone :	
	6 Account Number	Website :	Is Listed : 🔿 Yes 🖲 No	Stock Code :
	T. T	Agent Brand :		*Import/Export Rights : O Yes No
	6 Certificates	*Address: 贵州省 💙 遵义市	✓ 余庆县	Apply To Production A
		Production Address		
		Create Save Create		
		Country/Area Province/State City	District	Detailed Address
		Available Material Category		
		塑胶件 金属件 包装件 具他结构件	标识印刷件 电路板	光学结构件 非集成电路的半导体器件

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.

Goertek _{G-SRM} su	pplier Platform								ტ Logo
🖒 The Current Position: Informatio	n>Company Information								
🐨 User Information									
C Help Document	1 Basic Information	Production Address							
Information	2 Production Address	⊖Create Save Country/Area	× Delete Province/State	City District		Detailed	Address		
Company Information	3 Available Material Categ			ony biound					
Change Records	 Business Information Account Number Certificates 	Available Material Cat 型設件 包装件 包装件 电容 集切路 客件的時 客价的样 银励材 DOher 请填写其他树 If the material category is	本 本 本 本 本	‡ 才料 ≃编排斗	 标识印刷// 电路板 电阻 接插件 金属原材 胶带 		光学結构 非集成現 线材件 其它原材 其它原材 干燥剂	路的半导体器件 附	
		Business Information Year : 20	018	*:	Staff :	*R&D F	Personnel :	%	
		*Annual Sales : Main Customer :	CNY (M)	TOP3 Cust Reven TOP3 Cust Reve			elf Owned : O Th Plant Area :		ease n2)

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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 \rightarrow Fill in the information \rightarrow Click Upload A File to upload the corresponding file

Goertek g-srms	upplier Platform									su18073 😃 Logout
Current Position : Information	•Company Information									
		• Business I	Information (1)							
Help Document	1 Basic Information		Year: 2018			*Staff:		*R&D Personnel	:	%
1 Information	2 Production Address			r 🗸 (M)		evenue % : 0	%		: O Their Ov	
Company Information	3 Available Material Categ		ustomer:		TOP3 Cust	Revenue:	(M)	Plant Area	:	(m2)
Change Records	4 Business Information	Account N	lumber 2							
	I	⊕Create	Save X Delete	the currency is CN	, the provinc	OI ce where the bar	perating Hints : E	Bank Account Must Su s located must be se	pport Wire Tran lected	sfer And Acceptance
	5 Account Number	Pro	vince Where 1 City	Currency		Bank Name		Bank Number	Swift Code	Bank Account
	6 Certificates	1		USD	中国建设	銀行股份有限公司]_潍坊高新支行			370537050167900
		Certificate	Save X Delete	ing Hints : Business Party	License For El		erson、System C Effective Date	Certificate (The Field Expire	Will)、Agent C Upload A 浏篇 未远路	Certificate (If Agent) File Downloa
		<								>
					🖹 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 \rightarrow 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 Goertek-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).

Goertek G-SRM 供应商门户	¢	Home	News	Notice	About	中/EN
Registration Suc in the meanwhile, You o	ccessful! Vaiting can use the regis					
				_		

2. View the Registration Status

Role	Suppler
System	SRM suppler-side
Procedures	Log in web portal \rightarrow Enter SRM system \rightarrow 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 Goertek's potential supplier

resource pool, and the supplier registration is finally completed.

Basic Information									
	Republic Faster 18101		Riegenseler,			Reason-	Approved		
Production Address	Company Autor alian		Trapped Name	CONTRACTOR OF	Chill and o	1000 8000	1000		
	Surgery R. 1998		Country .	······································		statute limits	1		
Available Material Ca	New Yorkshill (1998)	i The	Upper	(interest in the second	Loger He	ve:			
Business Information	Harrison hope A.B., ANNA SERVICE								
	Receipt Side - 1988		Recept Could	المحينة والمحاف		Research State	and the second second		
Account Number	Researching Trees		No. of Concession, Name	loss and singlest					
	Holosites		Ind Intellig		Borok Code:				
Certificates	Annual Manuals				language of the	and the later	81		
	A	sp.	CHARGE STREET						
	• Production Address								
	Consignment in	"tate	£	The second		PROPERTY AND INC.			
	i all significant	1702.04			and the surgery lines.				

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2.2 Rejected

If it is rejected, when the supplier checks its registration information, the status will be

Basic Information									
	Description Product (1993)	Research		Rejected					
Production Address	Longony Roman Managers	Trapped Market	a tea bland havin	Walk Report And					
	Springerson Mar (1998)	Enninge		Residence Server 1999 AVES					
Available Material Ca	these interesting of the little little	Lyper	(part)	ve:					
Business Information	Hamisson Roops (169), AURE-REERING								
	Receipt Side 1998	Recept Could	in a part of the section	second Research in Construction					
Account Number	Riscourse Riseau Verray	Mainten Phases	TAXABLE STREET						
	Helenite:	first interior	10	Burnit, Circle:					
Certificates	Annual House in			Inspectific provide the later of the					
	Adama series sp	00004000127							
	• Production Address								
	Participant in the second seco	te. Clin	(Balling	Property Property					
	1 address Table			the second later					

"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.

⑦ Current Position: Company Info	ormation > Company Informatio										
Personal Workbench			Contractor 1197		7 1 17 7 7 Product 1						
User Information <	Basic Information	• Business Information									
Company Information ~	2 Production Address	Year: 2018 Annual Sales: 5000000(M)				Staff: 5000		R&D Personnel: 25%			
Maria	Ī				D(M)	Plant Area: (m2).		Self Owned:			
 Contact Information Company Information 	3 Available Material Ca	TOP3 Cust Revenue: (M)			Т	TOP3 Cust Revenue %: 0%		Main Customer:			
■ Change Records	4 Business Information										
	I	Account Number									
	5 Account Number		Province	City	Currency	Ba	nk Name	Bank Number	Swift Code	Bank /	
	6 Certificates	1			USD	BANK OF AMERI	CA, N.A香港分行			85800	
	-										
		• Certificates									
			Туре		Certific	ertificates Number		Party	Standard	Effective D	
		1	营业执照	Coile	Coilcraft Hong Kong Ltd lice					2006-10-3	