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 | |
| | | | | | | | | | | | |