

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 Supplier Registration

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

1.1 Log in Supplier Web Portal

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



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

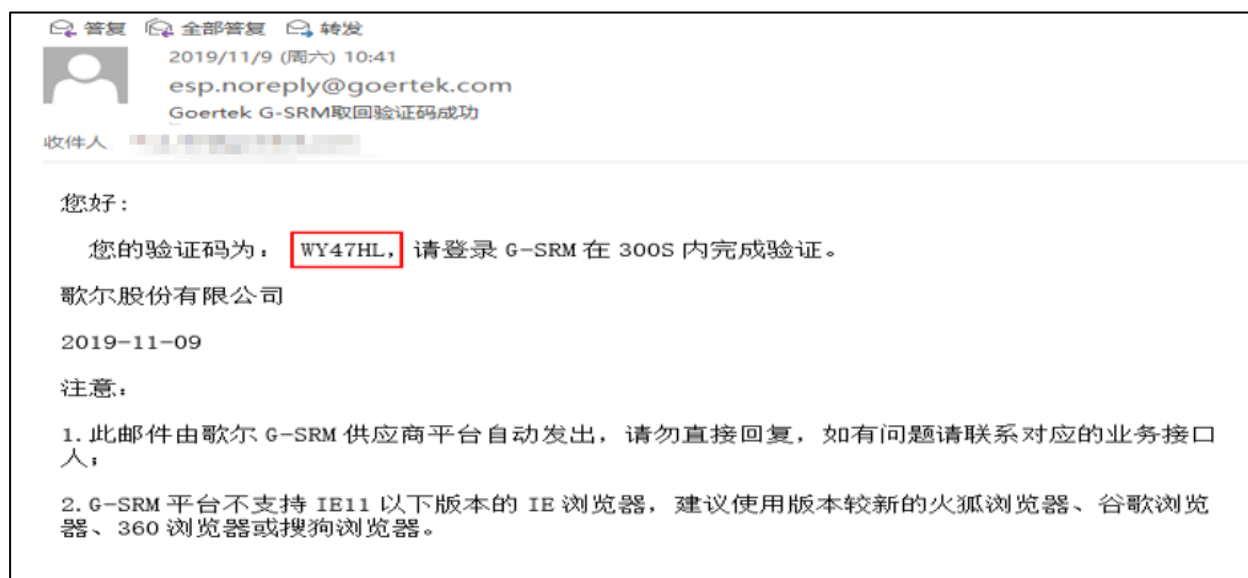
*Verification Code: Please enter the verification code

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.

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*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 Get Verification Code

The Next

1.6 Fill in and Submit the Registration Information

The web jumps to the registration information filling page.

Goertek G-SRM Supplier Platform su18073 Logout

The Current Position : Information>Company Information

User Information
Help Document
Information
Company Information
Change Records

1 Basic Information
2 Production Address
3 Available Material Category
4 Business Information
5 Account Number
6 Certificates

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 Apply To Production

Production Address

Create Save Delete

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.

Goertek G-SRM 供应商门户 Home News Notice About 中/EN

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Supplier Entrance

New Supplier Registration

Enter Collaborative System

Forgot User Name? Forgot Password?

麻洁举报电话: +86-0536-3050999 邮箱: tousu@goertek.com

Goertek G-SRM Supplier Collaboration System(SupplierClient) su14924

Current Position: Company Information > Company Information

Personal Workbench

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

Business Information

Year: 2018 Staff: 5000 R&D Personnel: 25%

Annual Sales: 5000000(M) Plant Area: (m2) Self Owned:

TOP3 Cust Revenue: (M) TOP3 Cust Revenue %: 0% Main Customer:

Account Number

	Province	City	Currency	Bank Name	Bank Number	Swift Code	Bank A
1			USD	BANK OF AMERICA, N.A_香港分行			858000

Certificates

	Type	Certificates	Number	Party	Standard	Effective D
1	营业执照	Coilcraft Hong Kong Ltd license .pdf				2006-10-3

Launch Information Change

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.

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.

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

The screenshot displays the Goertek e-SRM Supplier Platform interface. The left sidebar shows navigation options: User Information, Help Document, Information, Company Information, and Change Records. The main content area is divided into three sections: Business Information, Account Number, and Certificates. The Business Information section contains various input fields for company details. The Account Number section features a table with one row of data. The Certificates section includes a table with an 'Upload A File' button highlighted in red.

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.



Goertek G-SRM Supplier Collaboration System(SupplierClient) su14924

Current Position: Company Information > Company Information

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User Information

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Contact Information

Company Information

Change Records

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Business Information

Year: 2018	Staff: 5000	R&D Personnel: 25%
Annual Sales: 5000000(M)	Plant Area: (m2)	Self Owned:
TOP3 Cust Revenue: (M)	TOP3 Cust Revenue %: 0%	Main Customer:

Account Number

Province	City	Currency	Bank Name	Bank Number	Swift Code	Bank A
1		USD	BANK OF AMERICA, N.A_香港分行			858000

Certificates

Type	Certificates	Number	Party	Standard	Effective D
1	营业执照	Coilcraft Hong Kong Ltd license .pdf			2006-10-3

[Launch Information Change](#)

- 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).



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 Goertek'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.

