G-SRM Suppler Collaborative System

Supplier's information management manual

Supply Chain Management Headquarters

Procurement Platform Management Center

2019.12.31

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| 2.5 Password resetting of a sub-account11 | Ĺ |

1. Supplier registration information change

| operator | Suppliers |
|------------------|---|
| operating system | SRM –Supplier Portal |
| operating steps | Supplier Portal \rightarrow enter the collaborative System \rightarrow 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: <u>https://srm.goertek.com/portal</u>



1.1.2 Enter user name and password to log in to the supplier collaboration system



1.1.3 click on and enter G-SRM supplier collaboration system



Goertek 供应商协同系统

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

| Goertek G-SRM S | upplier Collaboratio | on S | ystem(Supp | olierClien | i) | | C iSP Supplier | Portal 🔺 GTKIT | ro1 😔 |
|----------------------------------|-------------------------|------|------------------|------------|-----------|--|----------------|----------------|-------------|
| 🖒 Current Position: Company Infe | | | | | | | | | |
| 2 Personal Workbench | | Ο Bι | isiness Informat | ion | | | | | |
| Bid Management < | Basic Information | | Y | ar: 2019 | | Staff: | R&D Perso | nnel: % | |
| | | | Annual Sa | es: (M) | | Plant Area: (m2). | Self Ow | ned: | |
| 🗢 Inquiry Management 🛛 < | 2 Production Address | Т | OP3 Cust Reven | ue: (M) | т | OP3 Cust Revenue %: 0% | Main Custo | mer: | |
| 🛲 Forecast & Supply Sc 🤇 | 3 Available Material Ca | • Ac | count Number | | | | | | |
| TRI Order Collaboration < | Business Information | | Province | City | Currency | Bank Name | Bank Number | Swift Code | Bank A |
| Construction monthly Manage (| 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 |
| Co Environmental Manag | 5 Account Number | 2 | 山东首 | 滩坊市 | CNY | 兴业银行_潍坊分行 | | | 37701010 |
| Document Issued < | | 3 | | | USD | 中国银行_潍坊分行 | 104458000012 | | 220814 |
| | 6 Certificates | 4 | | | USD | Bank of china weifang Branch_Bank of chi | | BKCHCNBJ500 | 233818 |
| User Information < | | | | | | | | | |
| 11 Company Information V | D | O Ce | ortificates | | | | | | |
| Contact Information | | | Туре | | Certifica | ates Number | Party | Standard I | Effective D |
| Company Information | | | | | | | | | |
| Change Records | | | | | | Launch Information Change | | | |
| | | | | | l | | | | |

1.2.2 Start supplier information modification

| Goertek _{G-SRM} s | upplier Collaborati | on System(Su | pplierClient) | | | | ISP Supplier Pol | rtal 🛔 GTKIT01 🥥 |
|------------------------------|--------------------------------|-----------------------------------|-----------------------|------|--------------------------------|------------|---|---------------------------------------|
| Current Position: Company In | formation > Company Informatio | in | | | | | | |
| Personal Workbench | | • Basic Information | on | | | | | |
| Bid Management < | Basic Information | *Company Name: | 歌尔光学科技有限公 | a 1 | nglish Name: | | *Short Name: | 歌尔光学 |
| 🗪 Inquiry Management 🛛 < | 2 Production Address | *Company ID: | | | *Country: | 中国大陆(CN) | Establish Date: | |
| 🚚 Forecast & Supply Sc 🔇 | 3 Available Material Ca | *Reg Capital: *Business Scope: | 0 CNY V | (M) | *Type: | | Legal Representative: | |
| ☐ Order Collaboration < | Business Information | *Manager Title: | | * *M | anager Email: Nobile Phone: | | *Manager Tel: | |
| C Environmental Manag < | 5 Account Number | Website: | | | *Is Listed: | ◯ Yes ◉ No | Stock Code: | |
| Document Issued < | 6 Certificates | Agent Brand: *Address: | 广东省 ▼ | 东莞市 | ▼ 売坊 | 成街道 ▼ | *Import/Export Rights: | Yes No Apply To Production A |
| 🚢 User Information 🧹 🤟 | - | | | | | | | |
| Company Information | | • Production Add | ress | | | | | |
| Contact Information | | ⊕Create | il/Exit Edit 🛛 🗶 Dele | ete | | | | |
| Company Information | | Country/ | Area Province/S | tate | 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.

| Goertek G-SRMS | upplier Collaborati | on s | Syst | em(Supplier | Client) | | | | 🕼 iSP Suppli | er Portal | & GTKIT01 | 1 😌 |
|--------------------------------|----------------------------------|------|---------|------------------|--------------------|-------------------|-------------------|------------------------------------|---------------------|-----------------|-----------------|---------|
| 🖒 Current Position: Company In | nformation > Company Information | | | | | | | | | | | |
| Personal Workbench | | | Main | Customer: | | TOP3 Cus | st Revenue: | (M) | Plant Area | a: | (m2 | :) |
| Bid Management < | 1 Basic Information | • | Accou | int Number | | | | | | | | |
| 🗢 Inquiry Management 🛛 < | 2 Production Address | • | Create | Edit/Exit Edit | X Delete | | Operat | ting Hints: Bank | account must supp | port wire trans | fer and acce | eptance |
| 🖶 Forecast & Supply Sc 🤇 | 3 Available Material Ca | | | Province Where T | City | Currency | | Bank Name | Ba | nk Number | Swift (| Code |
| 🐂 Order Collaboration 🧹 | 4 Business Information | 1 | | 山东省 | 潍坊市 潍坊市 | CNY | 中信银行股份? | 有限公司_潍坊分行 5分行 | ī 302 | 2458037911 | | |
| C Environmental Manag < | 5 Account Number | 3 | | | 1-1-1-1-1- | USD | 中国银行_潍坊 | 555 15 5分行 uusifang Branch F | 104 | 1458000012 | RKCHC | NR IEOO |
| Document Issued < | 6 Certificates | 4 | | | | 030 | Bank of china | wenang branch_b | Sank of Chi | | BRCHCI | ND3500 |
| 🛎 User Information 🧹 🤇 | | • • | Certifi | cates | | | | | | | | |
| 🏛 Company Information 🛛 👻 | | • | Create | Edit/Exit Edit | X Delete | | | | | | | |
| Contact Information | | | | Operating | Hints: Business Li | cense For Enterpr | ise Legal Person, | System Certifica | te (The Field Will) |) 、 Agent Ce | rtificate (If A | Agent) |
| Company Information | | _ | | Туре | | Certificates | | Number | Party | Sta | ndard P | ermaner |
| Change Records | | | | | | Preview | w Change 🗸 | Submit | | | | |

1.2.4 After confirming the information is correct, click Submit

| Goertek g-srm | Supplier Collaborati | on | Sys | tem(Supplie | rClient) | | | C iSP Supplier Portal | 🛓 GTKIT01 🛛 🥹 |
|---------------------------|-----------------------------------|----|--------|-------------------|-------------------|---------------------|-----------------------------------|---------------------------------|----------------------|
| Current Position: Company | Information > Company Information | on | | | | | | | |
| 🕸 Personal Workbench | | | Main | Customer: | | TOP3 Cus | st Revenue: (M) | Plant Area: | (m2) |
| Bid Management < | Basic Information | • | | and Marsala and | | | | | |
| 🗣 Inquiry Management 🛛 < | 2 Production Address | • | Create | e 🖪 Edit/Exit Edi | it 🗙 Delete | | Operating Hints: Bank | account must support wire trans | fer and acceptance |
| 🛲 Forecast & Supply Sc < | 3 Available Material Ca | | | Province Where T | City | Currency | Bank Name | Bank Number | Swift Code |
| T Order Collaboration < | 4 Business Information | 1 | | 山东省 | 潍坊市 潍坊市 | CNY | 中信银行股份有限公司_潍坊分行 兴业银行_潍坊分行 | j 302458037911 | |
| C Environmental Manag < | 5 Account Number | 3 | | | | USD | 中国银行_潍坊分行 | 104458000012 | |
| Ocument Issued < | 6 Certificates | 4 | | | | USD | Bank of china weifang Branch_E | Bank of chi | BKCHCNBJ500 |
| User Information < | | • | Certif | icates | | | | | |
| Company Information ~ | | € | Create | e 🖪 Edit/Exit Edi | t X Delete | | | | |
| Contact Information | | | | Operating | Hints: Business I | icense For Enterpri | se Legal Person, System Certifica | te (The Field Will) 、Agent Ce | rtificate (If Agent) |
| Company Information | | _ | - | Туре | | Certificates | Number | Party Sta | ndard Permaner |
| Ghange Records | | | | | | Preview | v 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 Goertek. Here you must fill in the prefix of the Sourcing staff's mailbox name (such as xiaoer.li@goertek.com, only xiaoer.li 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.

1.3.2 After successful submission, the designated Sourcing staff will confirm and approve the information change request form. After completing the internal approval process of Goertek, the modified information will take effect.

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 CEP_CNY, CEP_USD and supplier location level quote authority of PPM_CNY, PPM_USD. Then this account logs in

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to the system and can receive CEP_CNY, CEP_USD orders and PPM_CNY, PPM_USD inquiry information. However, it is not possible to receive orders for PPM_CNY, PPM_USD and quotation information for CEP_CNY, CEP_USD

After the change:

Account A has the order confirmation, quotation authority, and the data authority of the opening site code CEP_CNY, CEP_USD, PPM_CNY, PPM_USD. Then this account logs in to the system and can receive CEP_CNY, CEP_USD, PPM_CNY, PPM_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 Goertek, 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 Goertek, 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 \rightarrow Enter the Collaboration System \rightarrow Company |
| | information→Contact information |

1.2.1 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.)

| Goertek g-sr | /I Su | ıppl | ier Co | ollaborati | on System | (SupplierC | lient | i) | | | 🕑 iSP Supplie | r Portal 🛛 🛔 | GTKIT01 🥹 |
|--------------------------|---------|------------|-----------|------------|----------------|----------------|-------|-------|--------------|---------------|--------------------------------|--------------|---------------|
| Current Position: Compar | ıy Info | | | | | | | | | | | | |
| 🏟 Personal Workbench | | • C | ontact Ir | formation | | | | | | | | | ~ |
| Bid Management | < | ⊞ C | Create | C Modify | 🗙 Delete 🛛 🗸 🗸 | ctive Ø Disabl | e 🕜 | →Rese | t Password | Unlock | | | |
| 🗪 Inquiry Management | < | | ID | Name | User Name | Department | Activ | Lock | Office Phone | Mobile Phone | Email Address | Creator | Creation D |
| | | 1 | 13871 | harryliu | harryliu | 销售 | 是 | 否 | 1111 | 121212122122 | aaronlau2008@qq.com | GTKIT01 | 2019-12-31 15 |
| # Forecast & Supply Sc | < | 2 | 13855 | test2 | test2 | 销售 | 是 | 否 | 18254150075 | 18254150075 | 457233665@qq12313.com | GTKIT01 | 2019-12-31 08 |
| | | 3 | 13853 | test1 | test1 | 销售 | 是 | 否 | 18254150075 | 18254150075 | 457233665@qq123.com | GTKIT01 | 2019-12-31 08 |
| Crder Collaboration | < | 4 | 13797 | 23423423 | sadfasdf | 销售 | 是 | 否 | 234234234 | 1321646467676 | 4645646@163.com | GTKIT01 | 2019-12-30 18 |
| C Environmental Manag | < | 5 | 9160 | 杜凤 | Fiona_du | | 是 | 否 | 05363052239 | 18853667915 | fiona.du@goertek.com | 李佳 | 2019-03-08 15 |
| | | 6 | 8422 | 刘娇 | JiaoLiu | | 是 | 否 | | | jiao.liu@goertek.com | 丁蕊 | 2018-10-23 09 |
| Ocument Issued | < | 7 | 6637 | Aura | geerguangxue | | 是 | 否 | | | aura.xing@goertek.com | 朱黎花 | 2017-09-10 15 |
| • | | 8 | 6428 | 冷春霞 | summer1 | | 是 | 否 | | | summer.leng@goertek.com | 朱黎花 | 2017-07-26 11 |
| User Information | < | 9 | 5758 | 王美霞 | wendywang | | 是 | 否 | | | wendy.wangmx@goertek.com | 臧绍鹏 | 2017-06-12 10 |
| Company Information | | 10 | 2492 | 王志军 | dajun | | 是 | 否 | | | dajun.wang@goertek.com | 徐翠兰 | 2016-06-14 08 |
| | _ | 11 | 2119 | 测试人张璐 | GTKIT01 | | 是 | 否 | | | daved.li@goertek.com | | 2016-05-07 09 |
| Contact Information | | 12 | 2039 | 贾玉雪 | Gia | | 是 | 否 | | | gia.jia@goertek.com | 刘田田 | 2016-03-30 17 |
| Company Information | | 13 | 1977 | 李菲菲 | gesong | | 是 | 否 | | | angeline.li@goertek.com | 徐翠兰 | 2016-03-02 13 |
| Change Records | | 14 | 1874 | 田美红 | susan1 | | 是 | 否 | | | susan.tian@goertek.com | 徐翠兰 | 2016-01-20 09 |
| | | 15 | 1552 | 任丽萍 | vickyren | | 是 | 否 | | | susan.tian@goertek.com,wendy.w | 刘田田 | 2015-10-17 09 |

| Goertek _{G-SF} | RMS | uppl | ier Co | ollaborati | ion System | n(SupplierC | lient | t) | | | 년" iSP Supplie | or Portal | 🛔 GTKIT01 | 9 |
|--------------------------|-----|------|----------|------------|--------------|-----------------|-------|-------|--------------|--------------|--------------------------------|-----------|-----------|------|
| 🖒 Current Position: Comp | | | | | | | | | | | | | | |
| 🕲 Personal Workbench | | • c | ontact l | nformation | | | | | | | | | | ~ |
| Bid Management | < | | Create | CModify | 🛪 Delete 🗹 | Active Ø Disabl | e 🕜 | →Rese | t Password | P Unlock | | | | |
| 🕿 Inquiry Management | < | | ID | Name | User Name | Department | Activ | Lock | Office Phone | Mobile Phone | Email Address | Creator | Creatio | on D |
| | | 1 | 13871 | harryliu | harryliu | 销售 | 是 | 否 | 1111 | 121212122122 | aaronlau2008@qq.com | GTKIT01 | 2019-12-3 | 1 15 |
| | < | 2 | 13855 | test2 | test2 | 信息 | | | > | < 8254150075 | 457233665@qq12313.com | GTKIT01 | 2019-12-3 | 1 08 |
| Order Callabaration | | 3 | 13853 | test1 | test1 | | | | | 8254150075 | 457233665@qq123.com | GTKIT01 | 2019-12-3 | 1 08 |
| H Order Collaboration | ` I | 4 | 13797 | 23423423 | sadfasdf | 当前账号申请数量 | 已达到 | 最大(6 |),禁止继续创建! | 21646467676 | 4645646@163.com | GTKIT01 | 2019-12-3 | 0 18 |
| C Environmental Manag | < | 5 | 9160 | 杜凤 | Fiona_du | | | | | 8853667915 | fiona.du@goertek.com | 李佳 | 2019-03-0 | 8 15 |
| | | 6 | 8422 | 刘娇 | JiaoLiu | | | | 确定 | | jiao.liu@goertek.com | 丁蕊 | 2018-10-2 | 3 09 |
| | < | 7 | 6637 | Aura | geerguangxue | | 是 | 音 | | | aura.xing@goertek.com | 朱黎花 | 2017-09-1 | 0 15 |
| | | 8 | 6428 | 冷春霞 | summer1 | | 是 | 否 | | | summer.leng@goertek.com | 朱黎花 | 2017-07-2 | 6 11 |
| User Information | < | 9 | 5758 | 王美霞 | wendywang | | 是 | 否 | | | wendy.wangmx@goertek.com | 織紹居關 | 2017-06-1 | 2 10 |
| Company Information | ~ | 10 | 2492 | 王志军 | dajun | | 是 | 否 | | | dajun.wang@goertek.com | 徐翠兰 | 2016-06-1 | 4 08 |
| | | 11 | 2119 | 测试人张璐 | GTKIT01 | | 是 | 否 | | | daved.li@goertek.com | | 2016-05-0 | 7 09 |
| Contact Information | | 12 | 2039 | 贾玉雪 | Gia | | 是 | 否 | | | gia.jia@goertek.com | 刘田田 | 2016-03-3 | 0 17 |
| Company Information | | 13 | 1977 | 李菲菲 | gesong | | 是 | 否 | | | angeline.li@goertek.com | 徐單兰 | 2016-03-0 | 2 13 |
| E Change Records | | 14 | 1874 | 田美红 | susan1 | | 是 | 否 | | | susan.tian@goertek.com | 徐驒兰 | 2016-01-2 | 0 09 |
| | | 15 | 1552 | 任丽萍 | vickyren | | 是 | 否 | | | susan.tian@goertek.com,wendy.w | 刘田田 | 2015-10-1 | 7 09 |

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

| B | asic li | nformatio | n | | | | | | | | | Save |
|--------------------------------------|---------|--|--|-----------------|----|------------------|--------|---|---|---|--|------|
| | Name | | | Office Phone: | | | | | Mo | bile Phone: | | |
| | Mail | | | Responsibility: | 销售 | | | | • | Enable: | ~ | |
| lser | Name | | | | | | | | | | | |
| R | emark | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | st of | Responsi | ibility | | ~ | 0 LI | ist of | Goertek T | rade Bodv | | | |
| | | | | | | | | | - | | | |
| | | Job ID | Responsibility | Description | | | | Site ID | Site Cod | e | Trade Body | |
| 1 | | Job ID 1 | Responsibility 报价 | Description | | 1 | | Site ID 18100 | Site Cod UAV-上海 | e ž | Trade Body 上海歌尔 | |
| 1 2 | | Job ID 1 2 | Responsibility 报价 交期回复 | Description | | 1 2 | | Site ID 18100 12475 | Site Cod UAV-上海 CEP-USI | e | Trade Body 上海歌尔 歌尔股份 | |
| 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 | Site Cod UAV-上海 CEP-USI CEP-USI | e | Trade Body 上海歌尔 歌尔股份 歌尔电子 | |
| 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 4 | | Site ID 18100 12475 11277 20896 | Site Cod UAV-上海 CEP-USI CEP-USI EPH-USI | e / / / / / / / / / / / / / / / / / / / | Trade Body 上海歌尔 歌尔股份 歌尔电子 歌尔股份 | |
| 1 2 3 4 5 | | Job ID 1 2 3 4 5 | Responsibility 报价 交期回复 订单确认 品质协同 采购文档接收 | Description | | 1 2 3 4 | | Site ID 18100 12475 11277 20896 | Site Cod UAV-上海 CEP-USI CEP-USI EPH-USI | e ≩)))) | Trade Body 上海歌尔 歐尔股份 歐尔电子 歐尔思份 | |
| 1 2 3 4 5 6 | | Job ID 1 2 3 4 5 6 | Responsibility 报价 交期回复 订单确认 品质协同 采购文档接收 品质支档接收 | Description | | 1 2 3 4 | | Site ID 18100 12475 11277 20896 | Site Cod UAV-上海 CEP-USI CEP-USI EPH-USI | e | Trade Body 上海歌尔 歌尔股份 歌尔电子 歌尔股份 | |
| 1 2 3 4 5 6 7 | | Job ID 1 2 3 4 5 6 6 7 | 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 环保管理 | Description | | 1 2 3 4 | | Site ID 18100 12475 11277 20896 | Site Cod UAV-上海 CEP-USI CEP-USI EPH-USI | e / / / / / / / / / / / / / / / / / / / | Trade Body 上海歌尔 歌尔股份 歌尔电子 歌尔股份 | |
| 1 2 3 4 5 6 7 8 | | Job ID 1 2 3 4 5 6 6 7 2 9 | Responsibility 报价 交期回复 订单确认 品质协同 采购文档接收 品质文档接收 环保管理 物料认定 | Description | | 1 2 3 4 | | Site ID 18100 12475 11277 20896 | Site Cod UAV-上海 CEP-USI CEP-USI EPH-USI | e / / / / / / / / / / / / / / / / / / / | Trade Body 上海歌尔 歌尔設份 歌尔电子 歌尔股份 | |

1.2.3 Binding sub-account responsibilities

1) In the list of responsibilities, check and choose the corresponding permissions to bind

2) In the Goertek trading subject list, check the corresponding site code for binding

| | Name: Mail: | | | Office Phone: Responsibility: | 销售 | | | Mobile Pho | Mobile Phone: | | |
|------------|----------------|----------|----------------|----------------------------------|----|-----|--------|------------|---------------|------------|--|
| User R | Name Remark | : | | | | | | | | | |
| o L | ist of | Responsi | bility | | ^ | • L | ist of | Goertek 1 | Trade Body | | |
| | | Job ID | Responsibility | Description | | | | Site ID | Site Code | Trade Body | |
| 1 | | 1 | 报价 | | | 1 | | 18100 | UAV-上海 | 上海歌尔 | |
| 2 | | 2 | 交期回复 | | | 2 | | 12475 | CEP-USD | 歌尔股份 | |
| 3 | | 3 | 订单确认 | | | 3 | | 11277 | CEP-USD | 歌尔电子 | |
| 4 | | 4 | 品质协同 | | | 4 | | 20896 | EPH-USD | 歌尔股份 | |
| 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 | | | | | | | | |
| 9 | | 10 | ISP完全访问 | | | | | | | | |

1.2.4 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.

1.3.1 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.

| Goertek G-SRM Supplier Collaboration System(SupplierClient) | | | | | | | | | | | | |
|---|-----------|-------------|------------|------------------|-------|-------|--------------|--------------|------------------------|---------|----------------|--|
| © Current Position: Company Information > Contact Information | | | | | | | | | | | | |
| Personal Workbench | • Contact | Information | | | | | | | | | ~ | |
| User Information < | + Create | ☑ Modify | 🗙 Delete 🗸 | Active Ø Disable | • | →Rese | 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 | 赵伟 | su14924 | | 是 | 否 | | | terry@coilcraft.com.cn | | 2019-12-06 15: | |
| | 2 1442 | 赵伟 | xianyi | | 是 | 否 | 010-67083272 | 13693599519 | terry@coilcraft.com.cn | 刘田田 | 2015-08-11 16 | |
| Company information | | | | | | | | | | | | |
| | | | | | | | | | | | | |

1.3.2 Change the basic information, responsibilities of sub-accounts and Goertek trade subject.

| Goertek g-srms | uppl | ier Co | ollaboration S | ystem(Supplie | erClient) | | | | | | | 📥 su1492 | 4 😧 |
|-------------------------------|------|---|----------------------|---------------|-----------------|----|------|----------|---------------|---------------|------------|----------|----------|
| Current Position: Company Inf | | | | | | | | | | | | | |
| B Personal Workbench | | Name: | 赵伟 | | Office Phone: | | | | | Mobile Phone: | | | |
| | | Mail: | terry@coilcraft.com. | cn | Responsibility: | 销售 | | | * | Enable: | ~ | | |
| User Information < | Us | er Name: | su14924 | | | | | | | | | | |
| Company Information · | | Remark: | SRM期初导入 | | | | | | | | | | |
| Contact Information | | | | | | | | | | | | | |
| Company Information | | | sponsibility | | | ^ | • Li | ist of (| Goertek Trade | Body | | | ^ |
| Change Records | | | Responsibility | Descr | iption | | | | Site Code | 1 | Frade Body | The (| Currency |
| | 1 | | 管理员 | | | | 1 | | UAV-上海 | | 上海歌尔 | | CNY |
| | 2 | | 报价 | | | | 2 | | CEP-USD | | 歌尔股份 | | USD |
| | 3 | | 交期回复 | | | | 3 | | CEP-USD | | 歌尔电子 | | USD |
| | 4 | | 订单确认 | | | | 4 | | EPH-USD | | 歌尔股份 | | USD |
| | 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 | Image: A start of the start of | 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 sub-

account.

| operator | Supplie | Suppliers | | | | | | | | | | |
|---|------------------------|--|-----------------|------------|--------------|--------------|------------------------|---------|----------------|--|--|--|
| operating system | SRM –S | SRM –Supplier Portal | | | | | | | | | | |
| operating steps | Supplie | Supplier Portal \rightarrow enter the collaboration System \rightarrow company information \rightarrow | | | | | | | | | | |
| Goertek G-SRM Supplier Collaboration System(SupplierClient) | | | | | | | | | | | | |
| Current Position: Company Information | ion > Contact Informat | ion | | | | | | | | | | |
| Personal Workbench O | Contact Information | | | | | | | | ~ | | | |
| 🛎 User Information 🧹 😝 | Create CModify | 🗙 Delete 🛛 🗸 A | Active Ø Disabl | le 📌 Res | et Password | ● Unlock | | | | | | |
| 🏛 Company Information 🗸 | ID Name | User Name | Department | Activ Loci | Office Phone | Mobile Phone | Email Address | Creator | Creation Da | | | |
| Contact Information | 12429 赵伟 | su14924 | | 是否 | 040.07002272 | 42002500540 | terry@coilcraft.com.cn | ÷ I M M | 2019-12-06 15: | | | |
| Company Information | 1442 赵伟 | xianyi | | 是百 | 010-67083272 | 13693599519 | terry@collcraft.com.cn | ХЛШШ | 2015-08-11 16: | | | |
| E Change Records | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |

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.

| oertek G-SRM Supplier Collaboration System(SupplierClient) ▲ ₅u14924 ♀ | | | | | | | | | | |
|--|---------------------|-------------------------|------------------|----------------|--------------|--------------|------------------------|---------|----------------|--|
| | formation > Contact | t Information | | | | | | | | |
| 🕮 Personal Workbench | Contact Infor | rmation | | | | | | | ~ | |
| User Information < | 🕀 Create 🛛 🕼 | ởModify 🛛 🗙 Delete 🛛 ✔4 | Active Ø Disable | ⇔ Reset | Password | Unlock | | | | |
| 🏛 Company Information 🛛 🗸 | ID | Name User Name | Department Act | is Lock | Office Phone | Mobile Phone | Email Address | Creator | Creation Da | |
| M. Constant Information | 1 12429 | 赵伟 su14924 | 是 | 否 | | | terry@collcraft.com.cn | | 2019-12-06 15: | |
| Contact mormation | 2 1442 | 赵伟 xianyi | 是 | 否 | 010-67083272 | 13693599519 | terry@coilcraft.com.cn | 刘田田 | 2015-08-11 16: | |
| Company Information | | | | | | | | | | |
| | | | | | | | | | | |