Goertek

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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Content

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1．Supplier registration information change

operator	Suppliers
operating system	SRM –Supplier Portal
operating steps	Supplier Portal → enter the collaborative System → 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：https://srm.goertek.com/portal

1.1.2 Enter user name and password to log in to the supplier collaboration system
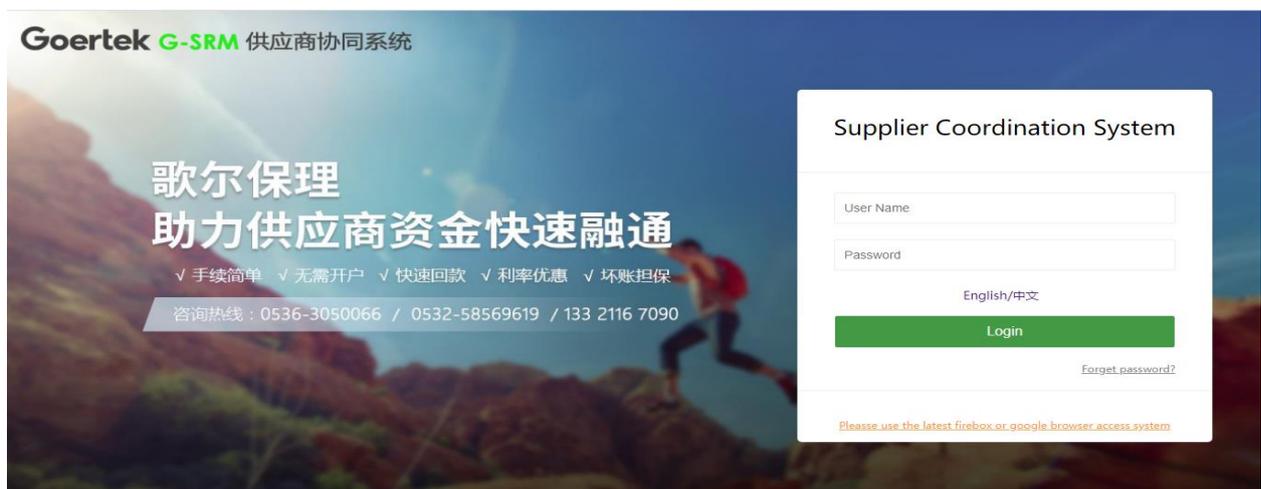
1.1.3 click on and enter G-SRM supplier collaboration system

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

1.2.2 Start supplier information modification
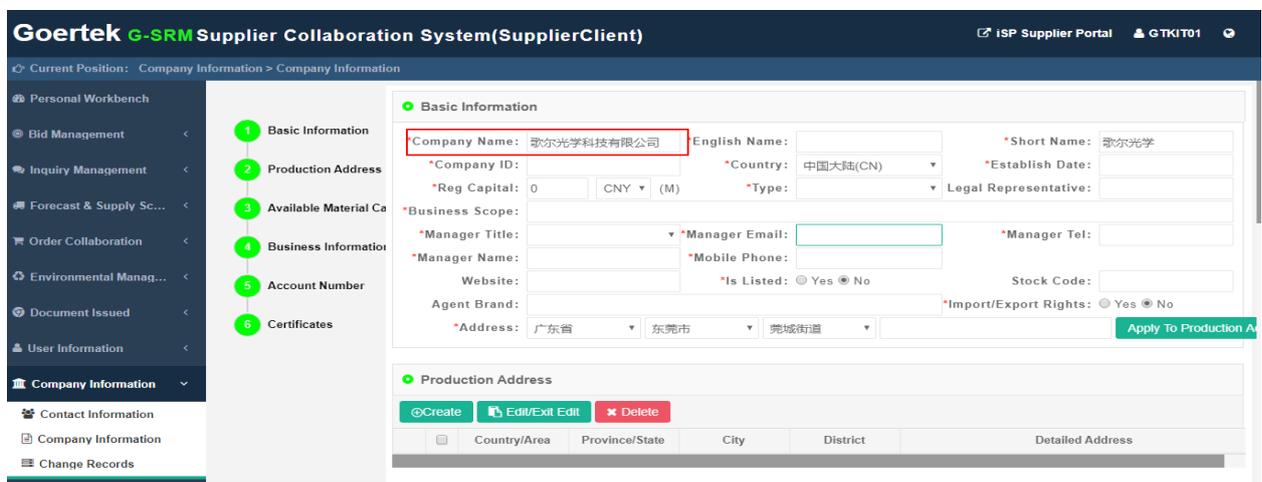
1.2.3 After the modification is completed, slide to the bottom of the page to preview the changes.

1.2.4 After confirming the information is correct, click 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

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 → 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 → Enter the Collaboration System → 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.)

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

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

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 → enter the collaboration System → company information→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.

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

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2.4 Delete / disable / enable sub-account

The supplier account administrator can log in to the system to delete / disable / enable sub-account .

operator	Suppliers
operating system	SRM –Supplier Portal
operating steps	Supplier Portal → enter the collaboration System → company information→ contact information

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.