

G-SRM Suppler Collaborative System
Supplier Actual Business Operation Manual

Supply Chain Management Headquarters
Procurement Platform Management Center

2019.12.31

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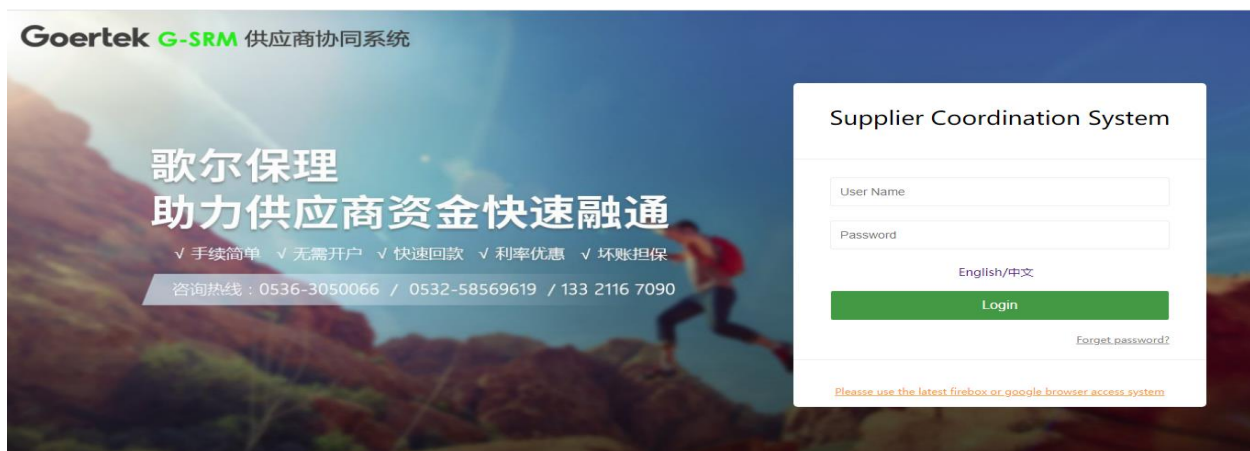
1. Login to G-SRM System

1.1 Login to the supplier portal and enter the collaborative System:

<https://srm.goertek.com/portal>



1.2 Enter the username and password to login to the G-SRM System



1.3 Choose to enter G-SRM System or iSP System according to actual needs



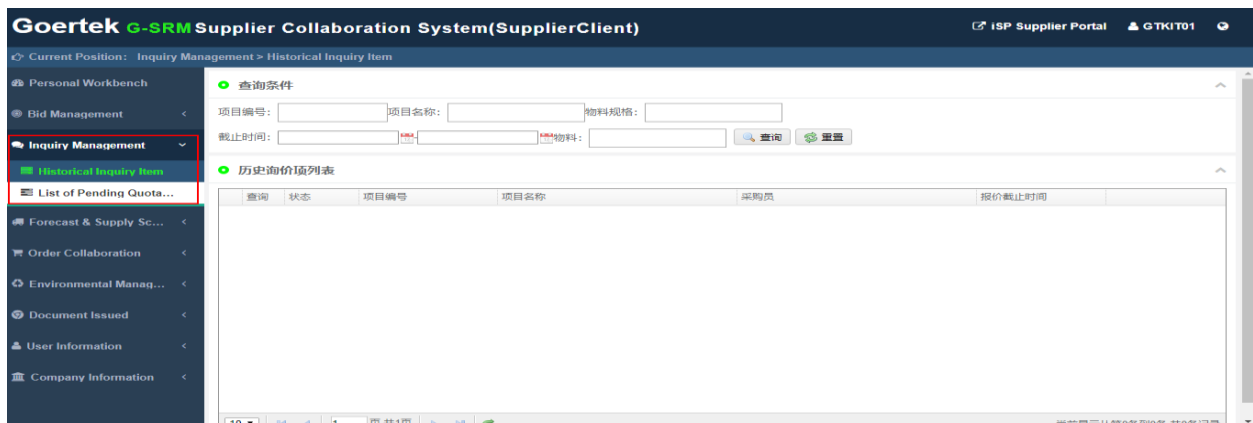
2. G-SRM System

2.1 Price Management

2.1.1 Bid Management



2.1.2 Inquiry Management



2.1.3 Forecast & Supply Schedule (this part will be transferred to iSP System)



2.1.4 Order Collaboration (Only some business groups are in use, such as GIE / Functional Procurement. This part will be integrated into the iSP System in the future)



2.2 Environmental Management



2.3 Document Issued



2.4 User Information Management

User Information

Name: 测试人张璐 Office Phone: Office Phone

Mobile Phone: Mobile Phone Email Address: daved.li@goertek.com

User Name: GTKIT01 Administrator: 否

Remark:

[Save] [Modify Password]

Responsibility	Description	Expire
2	报价	
3	交期回复	
4	订单确认	
5	品质协同	
6	采购文档接收	
7	品质文档接收	
8	担保管理	

Site Code	Trade Body	The Currency

2.5 Company Information Management

Company Information

1 Basic Information Supplier Code: 14359 Remark: Status: 合格

2 Production Address Company Name: 歌尔光学科技有限公司 English Name: Short Name: 歌尔光学

3 Available Material Ca Company ID: Country: Establish Date:

4 Business Information Reg Capital: 0 (M) Type: Legal Representative:

5 Account Number Business Scope: Manager Title: Manager Email: Manager Tel:

6 Certificates Manager Name: Mobile Phone: Website: Is Listed: 否 Stock Code:

Agent Brand: Import/Export Rights: 否

Address:

Country/Area	Province/State	City	District	Detailed Address

Available Material Category

3. iSP System

This Part is consistent with the function of the original ISP System, so please refer to the iSP operation manual for details.