

LONGI_ Group SRM project

User operation manual

For Supplier

version number	date	Prepared by	Update description
V1.0	2021.04.27	Huang Wenxuan	First draft
V1.1	20.21.04.30	Zhang Pengyuan Zhang Yuheng	Second draft, optimize description

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Document description

Application Scope

Applicable to Longi Group' s suppliers

The functions involved include:

- Supplier registration: new suppliers registration and access;
- Supplier management: the route for suppliers to update basic information, bank information and contact information;
- Supplier information Search: search for supplier' s performance results and contracts;
- Supplier sourcing synergy: react to price inquiry or bidding ;
- PO synergy: query PO, as well as confirm and reject.

Operation instruction

I. Supplier registration

[Supplier Registration]

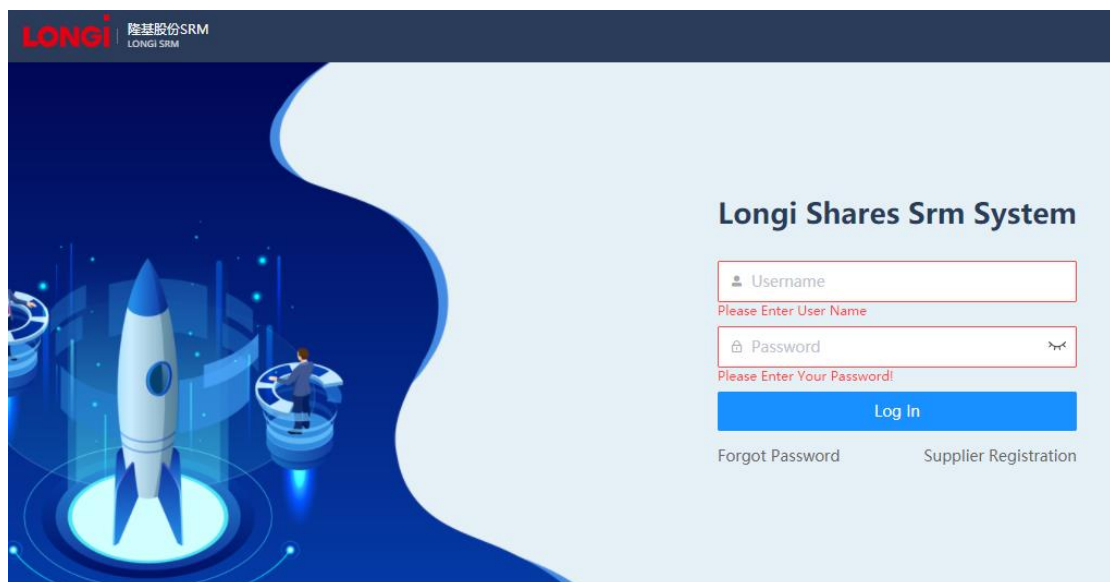
Function description

New supplier complete its account registration in the system.

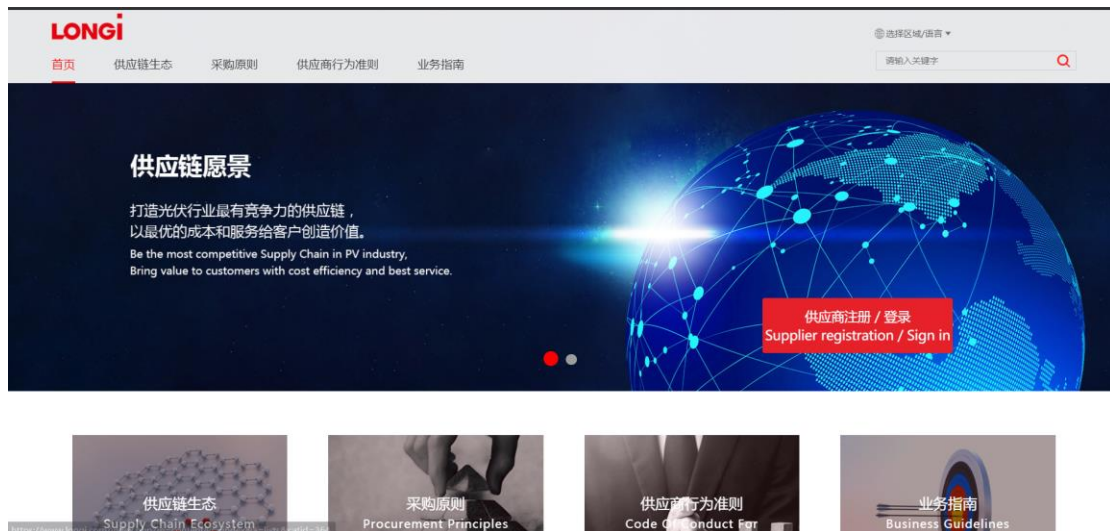
Path to SRM menu:	Login interface
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Operator interface

Step 1.1.1: Enter the website of <https://srm.longi.com:6080> (Picture 1-1-1-a), or enter the portal of Longi Group Supplier (Picture 1-1-1-b), and click **[Login/Register]** to link to the login interface of SRM system.



Picture 1-1-1-a <SRM login interface>



Picture 1-1-1-b <supplier portal in official website>

Step 1.1.2: Click **[Supplier Registration]** to display a registered account information pop-up window (Picture 1-1-2-a), fill the account number, name and email address, click **[Send Email]**, the system will send the verification code to the filled email address, then get the verification code from mailbox and fill it in, click **[Submit Registration]**, and the system will display a pop-up window to inform the initial password (Picture 1-1-1-)1 Click **[Confirm]** to successfully register the account ,and then enter the enterprise maintenance information interface to maintain more enterprise information.

Supplier Registration ×

* Account Number

* Name

* Mailbox Send Email

Verification Code

I Have Read And Agree [Registration Terms](#)

Submit Registration

Picture 1-1-2-a <fill in the registered account information>

Supplier Registration ×

* Account Number

* Name

Verification Code

I Have Read And Agree [Registration Terms](#)

Submit Registration

! Your Default Initial Password Is ×

Please Reset Your Password After Registration!

Cancel Determine

Picture1-1-2-b <Confirm Initial Password>

Key business logic

NA

[Enterprise information maintenance]

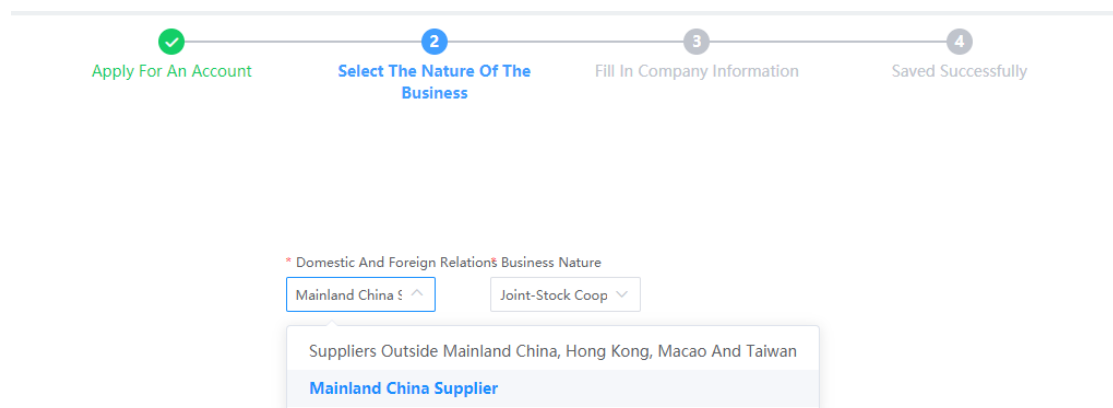
Function description

Suppliers maintain enterprise information.

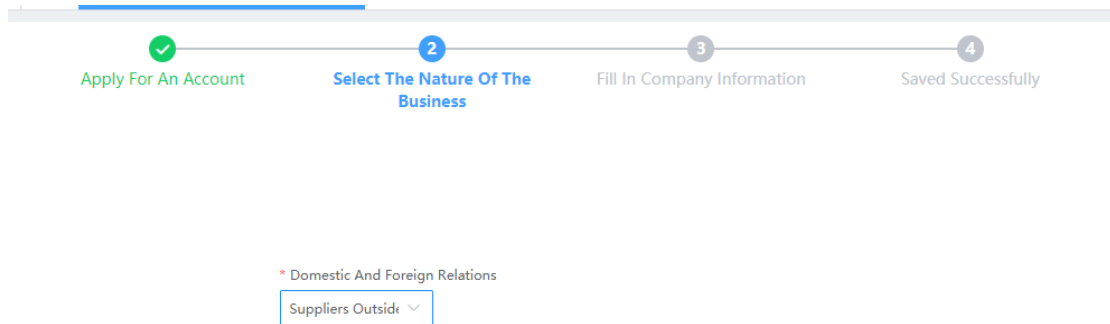
Path to SRM menu:	User management→ Corporate Information Maintenance
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Operator interface

Step 1.2.1: Follow the path, fill in domestic and overseas relations, and select business entities to cooperate with Longi.→ When select "Chinese mainland Supplier" for "domestic and overseas relations" , it is necessary to select business nature as well (Picture 1-2-1-a). After maintenance, click **【Next】** to enter the interface of filling enterprise information (Picture 1-2-1-b).



Picture 1-2-1-a <Chinese mainland supplier>



*Picture 1-2-1-b <Suppliers from Chinese mainland, Hong Kong, Macao and
Taiwan >*

Step 1.2.2: In the enterprise information interface, click **[Upload Files]** in the business license, and the system will automatically read the information from the business license and display it in the pop-up window (Picture 1-2-2-a). If the information is wrong, you can manually modify it. Click [Save] if it is confirmed, and the modified information will be filled in the corresponding fields 「Logic 1.2.1」 . Then you can fill in contact information 「Logic 1.2.2」 , bank information, business information, ISO information 「Logic 1.2.3」 and upload relevant attachments (Picture 1-2-2-b), and submit required attachments marked with **“*”** . If there is reference, you can download (on the right side of each line) and view it.



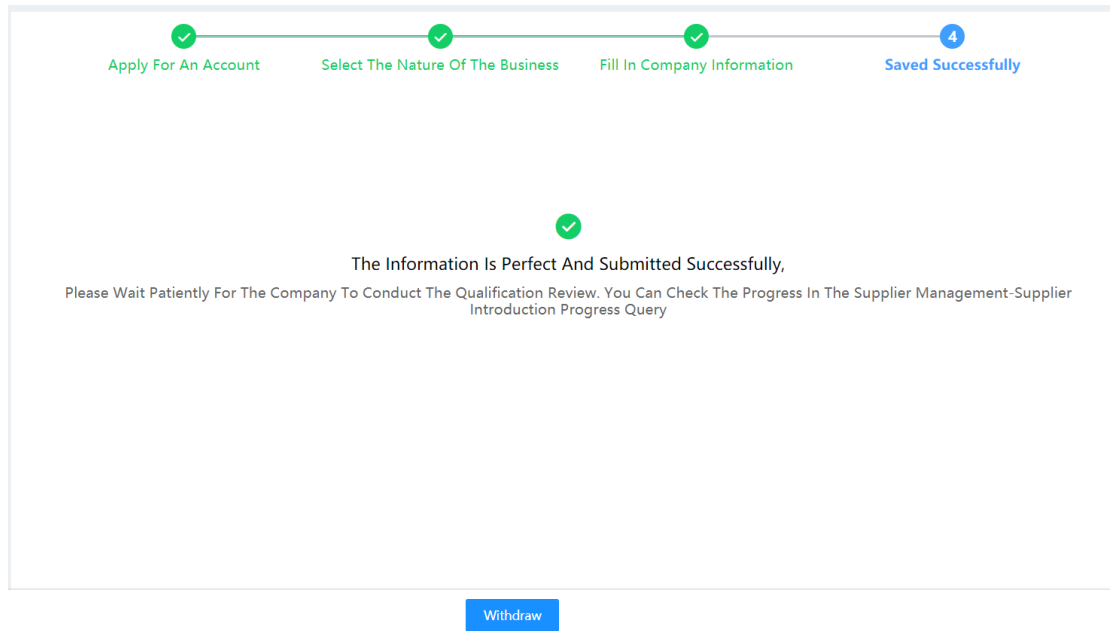
Picture 1-2-1-a <automatic identification of business license>

Serial Number	Attachment	Attachment Name	Certificate Validity Period	Template Attachment
1	Upload Files	*银行开户证明	Select Date	
2	优品供功能清淡 - 副本.xls...	*《供应商行为准则》	Select Date	供应商行为准则.pdf
3	Upload Files	*《合作保密承诺书》	Select Date	合作保密承诺书.docx
4	优品供功能清淡 - 副本.xls...	环境体系证书	Select Date	
5	Upload Files	质量体系证书	Select Date	

Total 12

Picture 1-2-2-b <attachment area>

Step 1.2.3: Complete the enterprise information and click **【Submit】**. The system would check whether the required field filled otherwise would mark it in red. Once submitted (Figure 1-2-3), Longi's buyer will receive the information submitted by you and review. If the information filled in is found to be incorrect before the buyer review, you can click **【Withdraw】** and resubmit it after modification.



Picture 1-2-3 <Information submitted successfully>

Key business logic

Logic 1.2.1: When different business types selected, the system will verify its relevant required fields and mark the unfilled fields with red * (Picture 1-2-4).

The screenshot shows a form for entering supplier information. At the top, there are two date pickers: '2021-05-02' and '2021-05-29'. Below these are three dropdown menus: '* Business Address (Country/Region)' with 'China' selected, '* Province/State' with '北京' selected, and '* City' with '北京市' selected. A text field for '* Company Address' contains '毕竟23423'. Further down, there are fields for 'D-U-N-S', '* Business Model' (dropdown with 'Select'), and '* Supplier Business Type' (dropdown with 'Select' selected). A dropdown menu is open for '* Supplier Business Type', showing options: 'Spare Parts', 'Comprehensive Materials', 'Service Class', 'Production Material', 'Logistics', 'Disposal Of Waste Materials', and 'Equipment'. Below this are fields for 'Company Profile', 'Business Scope' (containing '234'), '* Main Category' (containing '办公软件'), 'Plant Area', 'Agent Brand', 'Listed Or Not' (checkbox checked), and '* Time To Market' (calendar icon). At the bottom, there are three buttons: 'Previous', 'Save', and 'Submit'.

Picture1-2-4 <Supplier Business Type>

Logic 1.2.2: You can maintain many contracts but only one default main contact (Picture 1-2-5-a). Bank account many can be maintained as many as well, but only one main account. (Picture 1-2-5-b)

The screenshot shows a table titled 'Contact Information (Required)'. There is an 'Add' button at the top left. The table has the following columns: 'Name', 'Gender', 'Department', 'Position', 'Company Contact Details', 'Company Mailbox', 'Default', and 'Operating'. The first row contains the following data: '1' in the first column, '张三三' in the Name column, 'Select' in the Gender column, and empty cells for the remaining columns. A 'Delete...' link is visible at the end of the first row.

	Name	Gender	Department	Position	Company Contact Details	Company Mailbox	Default	Operating
1	张三三	Select						Delete...

Picture 1-2-5-a <contact information>

Bank Information (Required)						
	Bank Code	Bank Name	Bank Name	Branch Code	Account Na	Opera ting
1	CNSUB	供应商银行	中国建设银行股份 Q	105493970086		Delete...

Picture 1-2-5-b <bank information>

Logic 1.2.3: The main subcategory of offering goods can be only selected in 3 kinds at most (Picture 1-2-6), but it does not means that you can only cooperate with Longi for these 3 maintained subcategories. The cooperative range with Longi could be extended in future if necessary.

D-U-N-S <input type="text"/>	* Business Model Select	* Supplier Business Type Select
Company Profile <input type="text"/>	Business Scope 234	
* Main Category 办公软件		Factory Nature Select
Plant Area <input type="text"/>	Agent Brand <input type="text"/>	
Listed Or Not <input checked="" type="checkbox"/>	* Time To Market <input type="text"/>	Is There A Parent Company <input type="checkbox"/>

Picture 1-2-6 <main categories>

Logic1.2.4: After buyer' s review, the system would reply the automatic mail to notice the supplier if the registration approved.

1.3.[Forget Password]

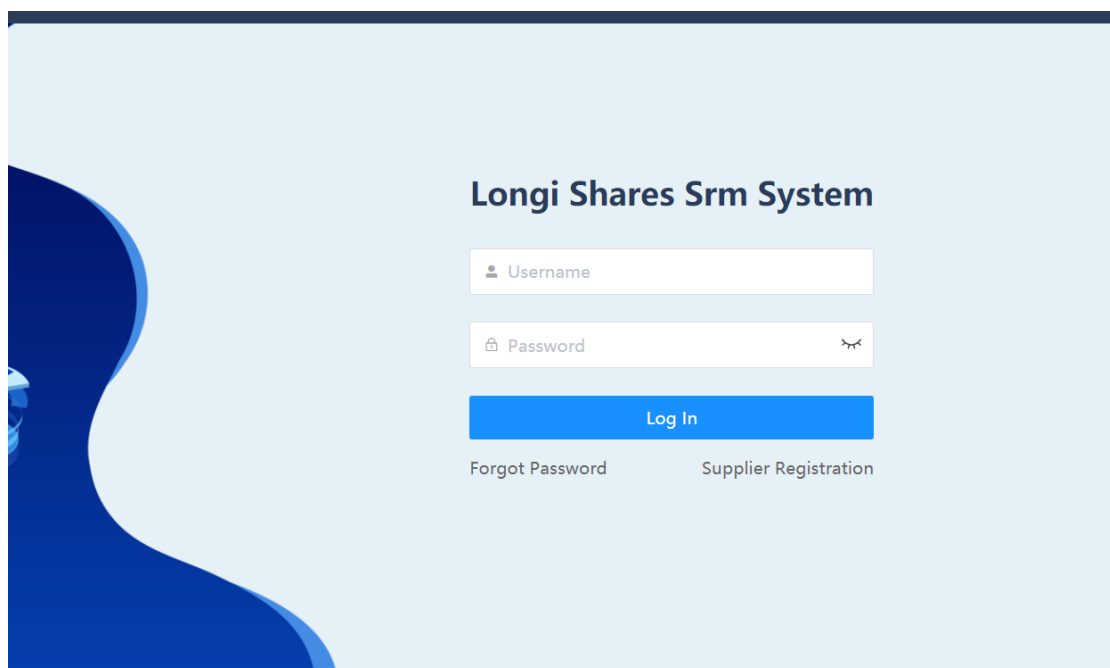
Function Description

Supplier to retrieve the account ID and password.

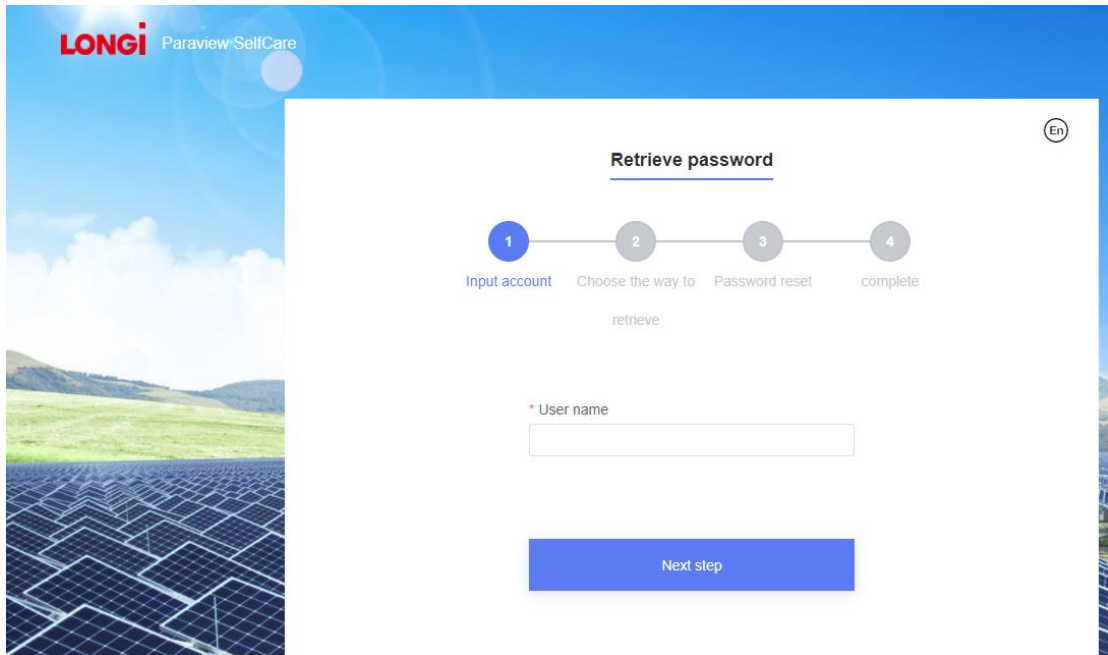
Path:	Login interface
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Operation interface

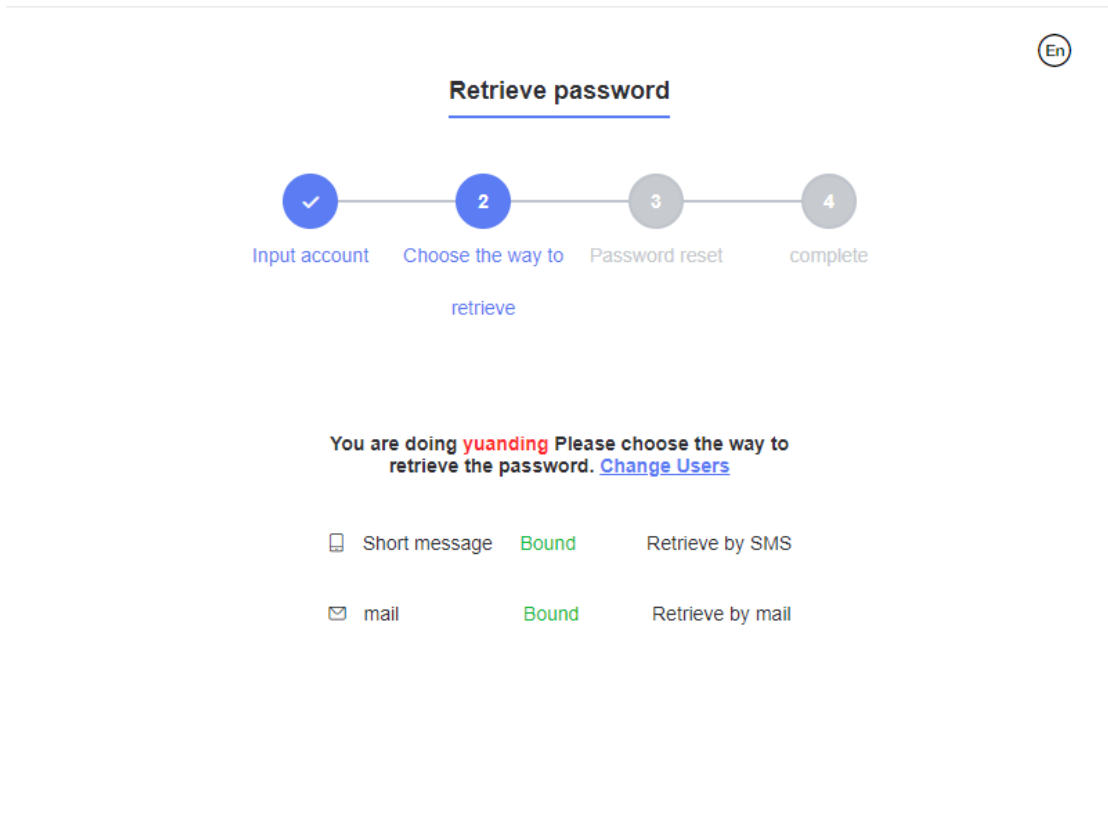
Step 1.3.1: Enter login interface, click **【Forget password】** (picture1-3-1-a) , system would automaticly jump to Password Retrieve interface. Type in account ID (picture 1-3-1-b), choose the retrieving method(picture 1-3-1-c), and type in verification code you could change your password. Click **【Confirm】** after new password type in, which means your password has been reset successfully. (Picture 1-3-1-e) .



Picture 1-3-1-a <Forget Password>



Picture 1-3-1-b <Forget Password>



Picture 1-3-1-c<Forget Password>

En

Retrieve password

Input account Choose the way to retrieve Password reset complete

Binded mailbox: tiger900121@*****

Verification Code

New password

Confirm password

Password Rules:

1. Minimum length: 8
2. The maximum length: 20
3. Minimum number of special characters: 1
4. Minimum number of uppercase letters: 1
5. Minimum number of lowercase letters: 1
6. Minimum number of digits: 1
7. Allow first digits: Yes
8. Whether to include spaces: No
9. Whether to include account name: Not allowed
10. Do not allow historical passwords

Picture 1-3-1-d<Forget Password>

Key business logic

NA

II. Supplier management

[Supplier information change]

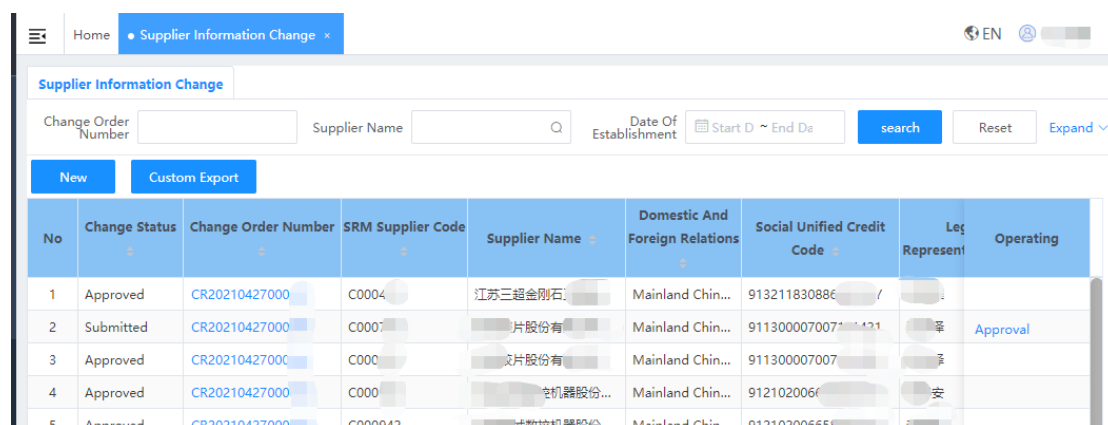
Function description

To describe a way for suppliers to update basic information, bank information and contact information.

Path to SRM menu:	Supplier Management → Supplier Process Management → Supplier Information Change
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Operation interface

Step 2.1.1: Enter the supplier change list page to view the supplier change history (Picture 2-1-1).



No	Change Status	Change Order Number	SRM Supplier Code	Supplier Name	Domestic And Foreign Relations	Social Unified Credit Code	Leg Represent	Operating
1	Approved	CR20210427000	C0004	江苏三超金刚石	Mainland Chin...	913211830886		
2	Submitted	CR20210427000	C0007	片股份有	Mainland Chin...	911300007007		Approval
3	Approved	CR20210427000	C000	片股份有	Mainland Chin...	911300007007		
4	Approved	CR20210427000	C000	空机器股份...	Mainland Chin...	912102006		
5	Approved	CR20210427000	C000942	域数冲机器股份...	Mainland Chin...	91210200665		

Picture 2-1-1 <Supplier Change List Page>

Step 2.1.2: Click [Add] to enter the change document details page, and the system would display all the current information. Choose whether the change involves

to "4M" (besides the change of people, machines, materials, methods and environment, the change of supplier name also belongs to 4M change), and upload the attachment related to the change (Picture 2-1-2).

Picture 2-1-2 <Select Change Type>

Step 2.1.3: Modify the information about to change. The modifiable contents include basic supplier information (Picture 2-1-3-a), contact information, bank information, location information (Picture 2-1-3-b) and certificated information (Picture 2-1-3-c). The modified information will be marked in red and shown in sheet. "Logic 2"

Basic Information

* Domestic And Foreign Relations: Suppliers Outside Mainland CI

Business License (File Format Uploaded: Jpg, Png, Pdf):

Registered Capital:

Date Of Establishment:

Company Abbreviation:

Duns Number:

Legal Representative:

Registration Authority:

Whether It Is A Long-Term Supplier:

Business Date From:

Business Date Until:

Business Address (Country/Region):

* Company Address:

* Business Scope:

Picture 2-1-3-a <supplier basic information>

Contact Information

	* Contact Name	Gender	Department	Position	Contact Number	Company Mailbox	Default Contact	Remarks	Operating
1	史盈星	Select			13701604824		<input checked="" type="checkbox"/>		Delete...

Bank Information

* Bank Code	* Bank Name	* Bank Name	* Branch Code	Account Name	Bank Account	Operating
CNSUB	供应商银行	Commerzbank	990100000080	DAS Environmental Expert Gm...	DE39850800000401407800	Eu <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Supplier Site Information

* Business Entity	* Location Name	* Country	Province/State	City	* Address	Postcode	Opera
-------------------	-----------------	-----------	----------------	------	-----------	----------	-------

Picture 2-1-3-b <contact information, bank information, location information >

Related Certification Information

Serial Number	Attachment	Attachment Name	Certificate Validity Period	Template Attachment	Operating
1	<input type="button" value="Upload Files"/>	* 银行开户证明	<input type="text" value="Select Date"/>		Cancel
2		* 《供应商行为准则》	--	供应商行为准则.pdf	Edit
3		* 《合作保密承诺书》	--	合作保密承诺书.docx	Edit
4		环境体系证书	--		Edit
5		质量体系证书	--		Edit

Total 12

Picture 2-1-3-c <certificated information>

Step 2.1.4: After the modification completed and confirmed, click **【Confirm】** to Submit it to related Longi's buyers for approval (Figure 2-1-4).

Supplier Information Change | Add Supplier Information Change x

Document Information

Supplier Information

Change Order Number:

* Supplier Name: DAS Environmental Expert GmbH

Change Attachment:

Is It A 4M Change:

In Addition To Changes In People, Machines, Materials, Methods, And Environments, Changes In Supplier Names Also Fall Within The Scope Of 4M Changes.

* Change Description:

Basic Information

* Domestic And Foreign Relations: Suppliers Outside Mainland China, F

Business License (File Format Uploaded: Jpg, Png, Jpeg):

Company Name: DAS Environmental Expert GmbH

Registered Capital: Please Enter Currency:

Date Of Establishment:

Company Abbreviation:

Duns Number:

Legal Representative: ReneReichardt

Registration Authority:

Whether It Is A Long-Term Supplier: No

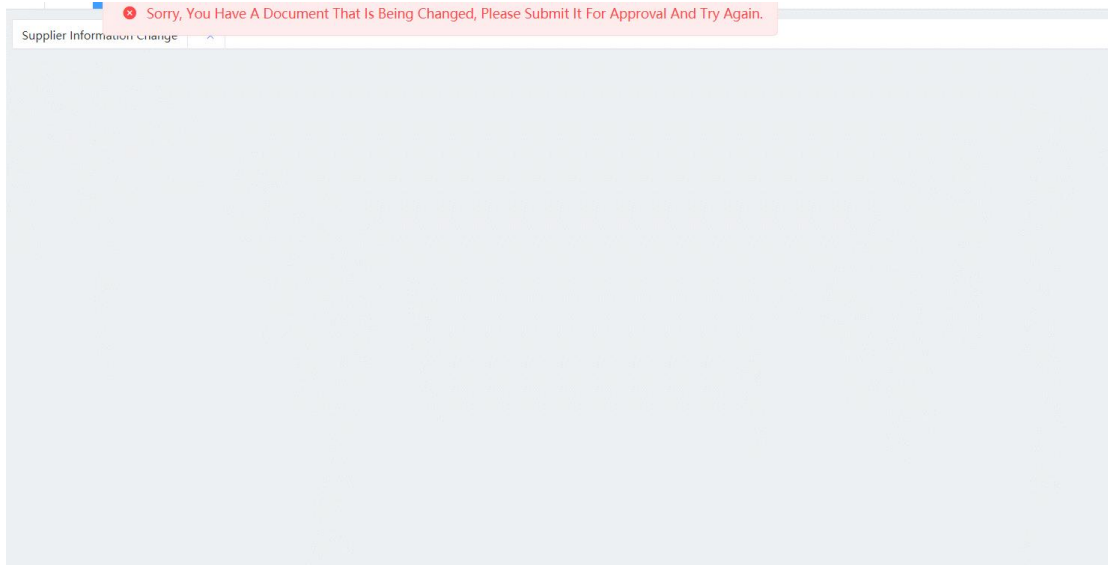
Business Date From:

Business Date Until:

Picture 2-1-4 <submit for approval>

Key business logic

Logic 2.1.1: If there is any currently in-transit change-order that has not been approved yet, a new change order cannot be submitted, and the system will pop-up an error prompt. (Picture 2-1-5).



Picture 2-1-5 <error prompt>

III. Supplier information inquiry

3.1.[Enterprise information inquiry]

Function description

Search for supplier basic registration information and update supplier operating information.

Path to SRM menu:	User management→enterprise information maintenance
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Operation interface

Step 3.1.1: In the enterprise information maintenance interface, click **[Next]** (Picture 3-1-1-a) to view the basic information of suppliers (Picture 3-1-1-b), contact information and bank information (Picture 3-1-1-c).



* Domestic And Foreign Relations * Business Nature

Mainland China Suppl Company Limited By ?

Picture 3-1-1-a <enterprise information maintenance interface>

Company Basic Information

* Domestic And Foreign Relations: Mainland China Supplier

* Business Nature: Company Limited By Shares

* Business License: (Uploaded File Format: Jpg, Png, Jpeg) 微信图片_20210330090629.png ×

* Company Name: [Text Field]

* Registered Capital: [Text Field] Currency: [Dropdown]

* Date Of Establishment: [Text Field]

Company Abbreviation: [Text Field]

* Social Unified Credit Code: [Text Field]

* Legal Representative: [Text Field]

* Business Date From: [Text Field]

Whether It Is A Long-Term Supplier:

* Business Date Till: [Text Field]

* Business Address (Country/Region): [Dropdown]

* Province/State: [Dropdown]

* City: [Dropdown]

* Company Address: [Text Field]

Basic Information: 80%

Contact Information: 62.5%

Bank Information: 66.67%

Business Information: 0%

Management System Information: 0%

Other Attachment Information: 0%

Previous Save

Picture 3-1-1-b <enterprise basic information>

Contact Information (Required) ▼

Add

#	Name	Gender	Department	Position	Company Contact Details	Company Mailbox	Default Contact	Operating
1								

Managen

Other Att

Bank Information (Required) ▼

Add

#	Bank Code	Bank Name	Bank Name	Branch Code	Account Name	Bank Act	Operating
1							

Picture 3-1-1-c <contact information and bank information>

Step 3.1.1: Query the supplier's operation information. If the supplier's operating information needs to be updated, modify the corresponding fields of the operating information, and click **[Save]** to update. "Logic 3.1.1".

Business Information ▼

Business Scale

* Annual Turnover

* Sales In The First Three Years

Net Profit For The First Three Years

The Asset-Liability Ratio Of The First Three Years

Operating Results

Business Scope And The Proportion Of Each Business

Do You Have Experience In Providing Related Materials Or Services To The Photovoltaic Industry

Picture 3-1-2 <business information>

Key business logic

Logic 3.1.1: The enterprise information maintenance interface can only update the supplier operation information. The basic information, contact information and bank information of suppliers can only be changed through the **supplier information change** (see section II).

3.2.[Comprehensive Performance Query]

Function description

Query the comprehensive performance scoring results of different projects in different periods.

Path to SRM menu:	Supplier Management→ Supplier Performance→Comprehensive Performance Query
-------------------	---

Operation interface

Step 3.1.1: Click **[Search]** on the comprehensive performance query list page, and query the scoring results of each item in terms of quality, cost, delivery and service (Picture 3-2-1-a).Click View Performance Details, you can see the scores of each performance indicator and its weighting composition (Picture 3-2-1-b). Click **[print]** to generate PDF of the performance results (Picture 3-2-1-c).

Comprehensive Performance Query

Template Name Class Name Performance Month

No	Project Name	Performance Start Month	Performance End Month	Template Name	Template Category	Purchasing Organization	Supplier Name	Quality Score	Operating
No De									

Picture 3-2-1-a <comprehensive performance query list page>

Comprehensive Performance Query [2021Q1包材硅片电池通用](#) x

Comprehensive Performance Information

Supplier Name: Purchasing Organization:
 Performance Start Month: 2020-09 Performance End Month: 2020-11 Performance Model:
 Overall Ratings: 44.75 Performance Ranking: 3/4 Class Name:

Performance Information

QualityDimension Weight (%): 40 QualityRanking: 1 QualityComprehensive Performance Score: 0

Indicator Name	Index Weight(%)	Indicator Score
质量-组件电池硅料	100	0

CostDimension Weight (%): 30 CostRanking: 1 CostComprehensive Performance Score: 70

Indicator Name	Index Weight(%)	Indicator Score
性价比/价格竞争力	66.66	70
主动降价性	33.34	70

DeliverDimension Weight (%): 20 DeliverRanking: 4 DeliverComprehensive Performance Score: 73.75

Indicator Name	Index Weight(%)	Indicator Score
弹性交付	25	85

Picture 3-2-1-b <comprehensive performance query details page>

综合绩效评分表

供应商名称: [REDACTED] 采购组织: [REDACTED]
 绩效开始月份: 2020-09-01 绩效结束月份: 2020-11-30 绩效模型: [REDACTED]
 综合得分: 44.75 排名: 3/4 等级: [REDACTED] [绩效详情](#)

品质维度权重(%) : 40%		品质排名: 1	品质综合绩效得分: 0
指标名称	指标权重(%)	指标得分	
质量-组件电池材料	100.00%	0.00	

成本维度权重(%) : 30%		成本排名: 1	成本综合绩效得分: 70
指标名称	指标权重(%)	指标得分	
性价比/价格竞争力	66.66%	70	
主动降价性	33.34%	70	

交付维度权重(%) : 20%		交付排名: 4	交付综合绩效得分: 73.75
指标名称	指标权重(%)	指标得分	
弹性交付	25.00%	85	
准时交付率	75.00%	70	

服务维度权重(%) : 10%		服务排名: 2	服务综合绩效得分: 90
指标名称	指标权重(%)	指标得分	
商务配合度	50.00%	80	
研发/技术配合度-电池材料	50.00%	100	

第1页, 共1页

The 3-2-1-c <print/PDF export version of comprehensive performance query>

Step 3.2.2: Maintain the supplier feedback description and update attachments, click **【Submit】**, to pass on the performance feedback to buyer. Logic 3.2.1 and Logic 3.2.2 (Picture 3-2-2).

Comprehensive Performance Query									
Template Name	<input type="text"/>	Class Name	Select	Performance Month	<input type="text"/> Start Mont To: <input type="text"/> End Month	<input type="button" value="search"/>	<input type="button" value="Reset"/>		
<input type="button" value="Custom Export"/>		<input type="button" value="Submit"/>							
No	Service Score	Technology Score	Overall Ratings	Performance Ranking	Class Name	Annex	Supplier Feedback Description	Operating	
1	90		44.75	3		古晋导入模板---无分类.xlsx	1231231	7/100	View Performance

Picture 3-2-2 <performance feedback>

Key business logic

Logic 3.2.1: For supplier whose comprehensive performance evaluation results in C or D, it is required to submit feedback after receiving the performance results.

Logic 3.2.2: Supplier feedback description is a required item when submitting feedback.

3.3.[Query Performance Breakdown]

Function description

Query the detailed scoring information and scoring description of the corresponding comprehensive performance

Path to SRM menu:	Supplier management→Supplier performance→ Performance breakdown
-------------------	---

Operation interface

Step 3.3.1: Query the performance score and details. Click **[Search]** to query the score details of any comprehensive performance score and the scoring description maintained by the raters. Click **[export]** to export Excel for viewing (Picture 3-2-1).

Project Name	Indicator Dimensions	Indicator Name	search	Reset					
Export									
Project Name	Supplier Name	Indicator Dimensions	Indicator Name	Model Category	Performance Score	Performance Start Month	Performance End Month	Scoring Instructions	
<input type="checkbox"/>	2020年包材Q1绩效评分测试		Cost	主动降价性	其他纸包装...		2020-01	2020-03	
<input type="checkbox"/>	2020年包材Q1绩效评分测试		Cost	性价比/价格竞争力	其他纸包装...		2020-01	2020-03	
<input type="checkbox"/>	2020年包材Q1绩效评分测试		Cost	主动降价性	其他纸包装...		2020-01	2020-03	
<input type="checkbox"/>	2020年包材Q1绩效评分测试		Cost	性价比/价格竞争力	其他纸包装...		2020-01	2020-03	
<input type="checkbox"/>	2021Q1包材硅片电池通用		Cost	性价比/价格竞争力	其他纸包装...		2020-09	2020-11	
<input type="checkbox"/>	2021Q1包材硅片电池通用		Cost	主动降价性	其他纸包装...		2020-09	2020-11	

Picture 3-3-1 <performance breakdown query page>

Key business logic

None.

3.4.[Contract Query]

Function description

Query the contract number and basic information signed with Longi in SRM system.

Path to SRM menu:	Purchase contract→ Contract management list
-------------------	---

Operation interface

Step 3.4.1: Click **[Search]** in the contract management list after screening the specific factor, to query related contracts recorded in the system (Picture3-4-1).

Contract Management List

Contract Number Contract Number Operation Type

No	Contract Number	Contract Number	Contract Title	Status	Operation Type	Type Of Contract	Business Entity	Operating
1		LGi-L-Pur-1709-112-A/015-SRM		Archived	New Main Contr...			
2		LGi-L-Pur-1905-080-B/012-SRM		Archived	New Main Contr...			
3		LGi-L-Pur-1905-025-B/012-SRM		Archived	New Main Contr...			
4		LGi-L-Pur-1905-080-B/012-SRM		Archived	New Main Contr...			
5		LGi-L-Pur-1808-007-B/310-SRM		Archived	New Main Contr...			
6		LGi-L-Pur-2004-023-B/012-SRM		Archived	New Main Contr...			
7		LGi-X-Pur-1908-023-B/005-SRM		Archived	New Main Contr...			
8		LGi-L-Pur-2003-003-B/330-SRM		Archived	New Main Contr...			
9		LGi-X-Pur-1908-023-B/005-SRM		Archived	New Main Contr...			
10		LGi-L-Pur-1710-020-B/012-SRM		Archived	New Main Contr...			
11		LGi-X-Pur-1811-009-C/011-SRM		Archived	New Main Contr...			
12		LGi170927056		Archived	New Main Contr...			
13		LGi-L-Pur-1805-082-B/015-SRM		Archived	New Main Contr...			
14		LGi-L-Pur-2004-023-B/012-SRM		Archived	New Main Contr...			
15		LGi-L-Pur-1905-025-B/012-SRM		Archived	New Main Contr...			

Picture 3-4-1 <Contract Management Interface>

Key business logic

None.

Iv. Supplier Sourcing Synergy

4.1 [Price Inquiry Synergy]

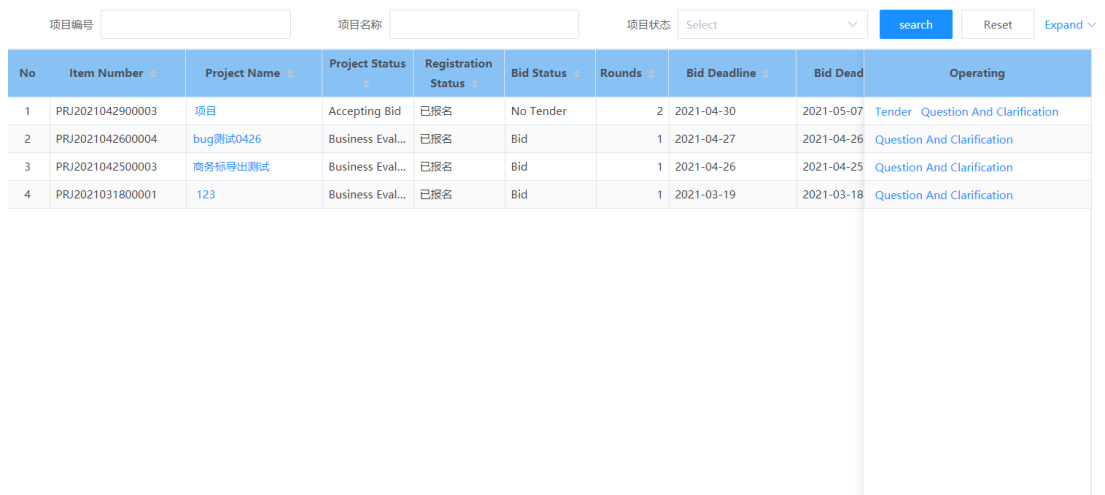
Function description

How suppliers quote for Price inquiry documents.

Path to SRM menu:	Inquiry and price synergy→ List of inquiry items
-------------------	--

Operation Interface

Step 4.1.1: In the item list interface of price inquiry, click **[Search]** to find the price inquiry documents that need to participate (Picture 4-1-1).



No	Item Number	Project Name	Project Status	Registration Status	Bid Status	Rounds	Bid Deadline	Bid Dead	Operating
1	PRJ2021042900003	项目	Accepting Bid	已报名	No Tender	2	2021-04-30	2021-05-07	Tender Question And Clarification
2	PRJ2021042600004	bug测试0426	Business Eval...	已报名	Bid	1	2021-04-27	2021-04-26	Question And Clarification
3	PRJ2021042500003	商务标导出测试	Business Eval...	已报名	Bid	1	2021-04-26	2021-04-25	Question And Clarification
4	PRJ2021031800001	123	Business Eval...	已报名	Bid	1	2021-03-19	2021-03-18	Question And Clarification

Picture4-1-1 <Price inquiry Item List Page>

Step 4.1.2: Click **[Item Name]** on the item list page of the inquiry sheet to view the details of the inquiry sheet. The details of the Price Inquiry shall include project information such like: price validity period, quotation deadline, quotation currency, contact buyer,(Picture 4-1-2-a), project requirement line "Logic 4.1.1" (Picture 4-1-2-b), sign-up information and quotation information, etc.

询价项目列表 测试 ×

项目信息 项目需求 报名信息 报价明细

项目信息

项目编号 PRJ2021042700001	项目名称 测试	报价开始时间 2021-04-20 00:00:00
报价截止时间 2021-04-30 00:00:00	预计询价地点 测试用	询价范围 邀请招标
询价类型 商务	价格有效开始时间 2021-04-13	价格有效结束时间 2021-04-30

商务要求

保证金金额 0	保证金提交方式 请选择	保证金提交截止时间 选择日期
保证金缴纳账号	账户名称	开户支行

报价币种

本位币: 人民币元
价格精确度: 4

以下是报价人可以使用的外币清单

	币种	描述	汇率	价格精确度
1	美元		6	8
2	人民币元	人民币元	1	8

采购商的联系方式

联系人姓名 左少鹏	手机 17792606927	邮箱 zuoshaopeng@longigroup.com
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附件

	附件名称	备注
1	参考附件.docx	

Picture 4-1-2-a <the item information of inquiry price sheet>

项目信息 项目需求 报名信息 投标明细

需求简述

需求明细

序号	Ou Group Number	Ou Group Name	Business Entity	物料编码	物料描述	采购分类	组合	Matching Ratio
1			23_OU_银川隆基	2100000032	电镀金刚线, 60-F	金刚线		

Picture 4-1-2-b <project requirements of price inquiry>

Step 4.1.3: If the items of price inquiry list page still in valid period (Picture 4-1-3-a), click **[Quote]** to enter the quotation interface (Picture 4-1-3-b). You can either maintain the quotation information such like price including tax, tax rate, payment terms and currency on each quoted line "Logic 4.1.1", or click **[batch maintain payment terms]** to maintain the accounting period, payment method, payment premise, payment ratio and payment phase (Picture 4-1-3-c) , other batch-act such like maintain tax rate, promised delivery date, minimum order quantity and transportation(Picture 4-1-3-d), you can click **[Batch Operation]**. When there are too many demand lines, you can click **[Export]** to export the Excel file (Figure 4-1-3-e), maintain the corresponding quotation information in fields, and then click **[Import]** to complete the batch quotation. "Logic 4.1.2"

招标项目列表

项目编号 项目名称 项目状态

No	Item Number	Project Name	Project Status	Registration Status	Bid Status	Rounds	Bid Deadline	Bid Dead	中 ☺, 简 ☺ Operating
1	PRJ2021042900003	项目	Accepting Bid	已报名	No Tender	2	2021-04-30	2021-05-07	Tender Question And Clarification
2	PRJ2021042600004	bug测试0426	Business Eval...	已报名	Bid	1	2021-04-27	2021-04-26	Question And Clarification
3	PRJ2021042500003	商务标导出测试	Business Eval...	已报名	Bid	1	2021-04-26	2021-04-25	Question And Clarification
4	PRJ2021031800001	123	Business Eval...	已报名	Bid	1	2021-03-19	2021-03-18	Question And Clarification

Picture 4-1-3-a <inquiry list page>

Submit Save Back

1 Published 2 Signing Up 3 Registered 4 Qualification Confirmation 5 Bidding 6 Complete The Bid

There Is Still Remaining Before The Deadline Of This Round Of Bidding: 0 Day 13 Hour 54 Minute 17 Second

Current Round 2 Judging Rules Reasonably Low Price Way Of Awarding Bids Single Award Tender Type Business (According To Material Code)

Business Information Export Import Maintain Payment Terms In Bulk Batch Operations

	Ou Group Name	Whether It Is A Benchmark Ou	Business Entity	Inventory Organization	Material Coding	Material Name	Tax-Included Quotation (Unit Price)	Operating
1			23_OU_银川隆基	23S_IO_银川库存 (NE...	2100000032	电镀金刚线, 60-F	34	

Total 1 10/page < 1 > Go to 1

Attachment Information (A Single Upload Attachment Needs To Be Less Than 50M) Add

Picture 4-1-3-b <quotation interface>

Maintain Payment Terms In Bulk

New

Account Period	Payment Method	Payment Terms	Payment Ratio (%)	Payment Stage	Operating
Select	Select	Select		Select	Delete...

Save Cancel

Picture 4-1-3-c <Batch maintain payment terms>

Batch Operations

Currency Select

Tax Rate Select

Promised Delivery Date

MOQ (minimum order quantity)

Mode Of Transport Select

Save Cancel

1 Published 2 Signing Up 3 Registered 4 Qualification Confirmation 5 Bidding 6 Complete The Bid

There Is Still Remaining Before The Deadline Of This Round Of Bidding: 0 Day 13 Hour 53 Minute 21 Second

Current Round 2 Judging Rules Reasonably Low Price Way Of Awarding Bids Single Award Tender Type Business (According To Material Code)

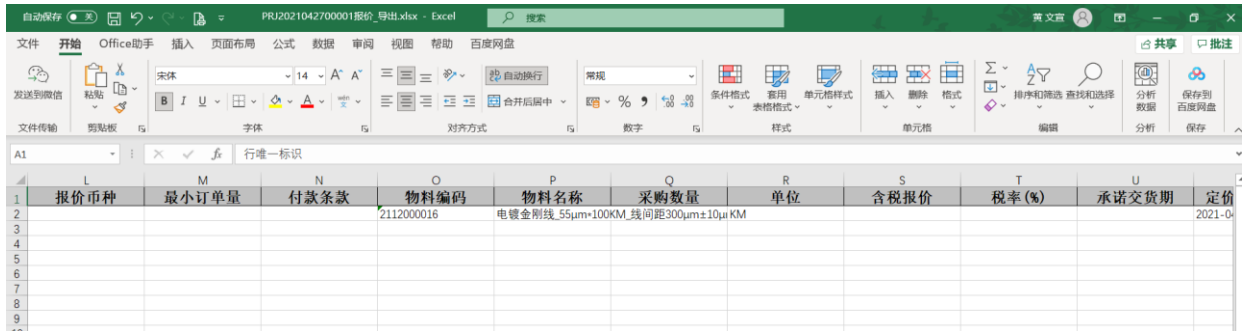
Business Information Export Import Maintain Payment Terms In Bulk Batch Operations

	Ou Group Name	Whether It Is A Benchmark Ou	Business Entity	Inventory Organization	Material Coding	Material Name	Tax-Included Quotation (Unit Price)	Operating
1			23_OU_银川隆基	23S_IO_银川库存 (NE...	2100000032	电镀金刚线, 60-F	34	

Total 1 10/page < 1 > Go to 1

Attachment Information (A Single Upload Attachment Needs To Be Less Than 50M) Add

Picture 4-1-3-d <batch operation>



Picture 4-1-3-e <export Excel table>

Step 4.1.4: The initiator of the inquiry project will prepare the corresponding reference attachment (if any) in attachment information area, so the supplier can download this attachment, arrange the bidding attachment and upload it according to the corresponding requirements. If you want to add additional quotation attachments during quotation, you can also click **[Add]** and select the corresponding file to upload (Picture 4-1-4).

Attachment Information (A Single Upload Attachment Needs To Be Less Than 50M) Add							
	Bidding Requirements	Refer To The Attachment	Buyer Remarks	File Type	Remarks	Bid Attachments	Operating
1	122	导出文件 (27).xlsx	122	Business Standard	122	Upload Files	
2				Select		Upload Files	Delete

Picture 4-1-4 <attachment information>

Step 4.1.5: Click **[Submit]** (Picture 4-1-5) to submit the current quotation details after complete the quotation related contents.

Submit Save Back

1 Published 2 Signing Up 3 Registered 4 Qualification Confirmation 5 Bidding 6 Complete The Bid

There Is Still Remaining Before The Deadline Of This Round Of Bidding: 0 Day 13 Hour 52 Minute 44 Second

Current Round 2 Judging Rules Reasonably Low Price Way Of Awarding Bids Single Award Tender Type Business (According To Material Code)

Business Information Export Import Maintain Payment Terms In Bulk Batch Operations

	Ou Group Name	Whether It Is A Benchmark Ou	Business Entity	Inventory Organization	Material Coding	Material Name	Tax-Included Quotation (Unit Price)	Operating
1			23_OU_银川隆基	23S_IO_银川库存 (NE...	2100000032	电镀金刚线, 60-F	34	

Picture 4-1-5 <quotation interface>

Step 4.1.6: If the price-inquiry items completed before deadline, and buyer set a rule "Allow suppliers withdrawing their quotations", the **[Withdraw Quotation]** button will appear in the operation column (Picture 4-1-6-a). If the quotation needs to be withdrawn, click **[Withdraw Quotation]** before deadline, fill in the reason for withdrawal and then click **[OK]** (Picture 4-1-6-b), and then the quotation can be withdrawn before bid opening and re-quoted.

招标项目列表

项目编号 项目名称 项目状态 search Reset Expand

No	Item Number	Project Name	Project Status	Registration Status	Bid Status	Rounds	Bid Deadline	Bid Dead	Operating
1	PRJ2021042900003	项目	Accepting Bid	已报名	Bid	2	2021-04-30	2021-05-09	Withdrawn Bids Question And Clarification
2	PRJ2021042600004	bug测试0426	Business Eval...	已报名	Bid	1	2021-04-27	2021-04-26	Question And Clarification
3	PRJ2021042500003	商务标导出测试	Business Eval...	已报名	Bid	1	2021-04-26	2021-04-25	Question And Clarification
4	PRJ2021031800001	123	Business Eval...	已报名	Bid	1	2021-03-19	2021-03-18	Question And Clarification

Picture 4-1-6-a <Price-inquiry list page>

No	Item Number	Project Name	Project Status	Registration Status	Bid Status	Rounds	Bid Deadline	Bid Dead	Operating
1	PRJ2021042900003	项目	Accepting Bid	已报名	Bid	2	2021-04-30	2021-05-08	Withdrawn Bids Question And Clarification
2	PRJ2021042600004	采购式0426	Business Eval...	已报名	Bid	1	2021-04-27	2021-04-26	Question And Clarification
3	PRJ2021042500003	采购式				1	2021-04-26	2021-04-25	Question And Clarification
4	PRJ2021031800001	123				1	2021-03-19	2021-03-18	Question And Clarification

Picture 4-1-6-b <fill in the withdrawal reason>

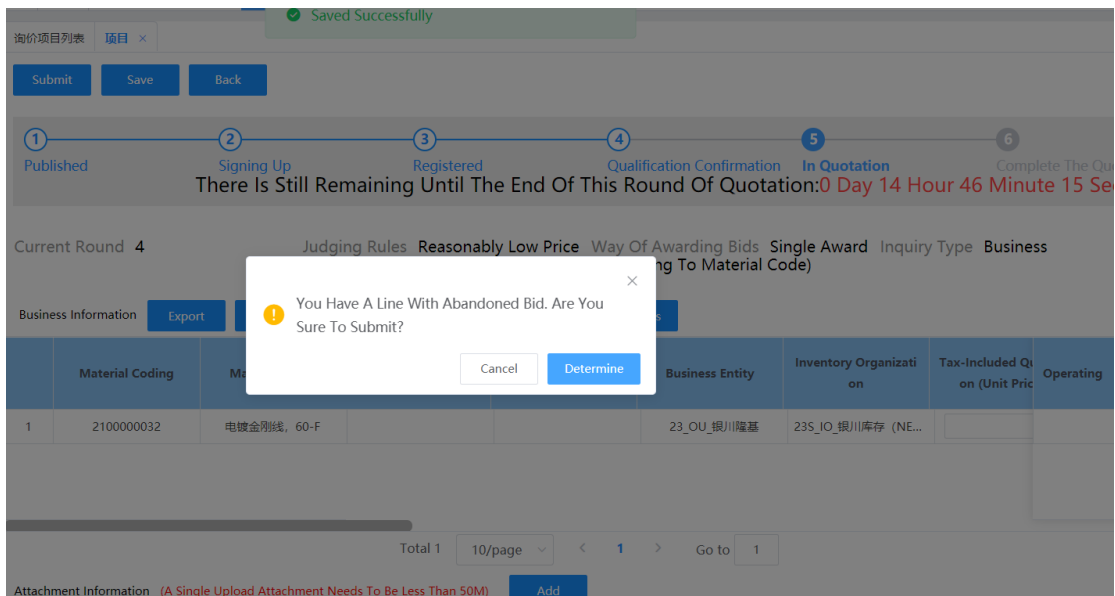
Step 4.1.7: After the quotation submitted, as well as buyer finish a series of acts such like bid-open, bid-apprise, result confirm, and completes the internal approval, you can click **[Project Name]** to enter the quotation details page of the inquiry sheet project details, and view the final result (Picture 4-1-7). If the buyer who initiate this inquiry project ticked "Allow Supplier to View Ranking" or "Show Last Round Lowest Price to Supplier", the current quotation ranking and the lowest price including tax in this round can be viewed in the quotation details.

组合	采购数量	单位	含税报价	定价开始时间	本轮含税最低价	定价结束时间	评选结果	排名	Price Type	备注
	3.0		34	2021-04-14		2021-05-01			Standard	
	3.0		34	2021-04-14		2021-05-01			Standard	

Picture 4-1-7 <quotation details>

Key business logic

Logic 4.1.1: If some line's Price with VAT not filled, these lines will be considered as bid-rejection, and a prompt will be displayed when submit. (Picture 4-1-8).



Picture 4-1-8 <Prompt for Abandoning Bid >

4.2.[Bidding Synergy]

Function description

How Suppliers react for bidding documents.

Path to SRM menu:	Bidding Synergy→List of bidding project
-------------------	---

Operation interface

Same as Price-inquiry synergy

Key business logic

Same as Price-inquiry synergy

V. Order Synergy

5.1 [Purchase Order]

Function description

Query, confirm and print purchase orders. Export the arrival plan.

Path to SRM menu:	Order Synergy→Purchase order
-------------------	------------------------------

Operation interface

Step 5.1.1: In the purchase order list interface, click **[Search]** to query all historical purchase orders (Picture 5-1-1).

<input type="checkbox"/>	No	Purchase Order Number	Order Date	Order Type	Order Status	Business Entity	SRM Supplier Code	Supplier Name	Operating
<input type="checkbox"/>	1	PO20210428000001	2021-04-28	Regular Purc...	Approved	56_OU_保山隆基	C000705	南京三超新材料股份有...	Accept Refuse

Picture 5-1-1 <Purchase Order List Page>

Step 5.1.2: Click [**Purchase Order No.**] to enter the PO details interface to view details (Picture 5-1-2-a). Click [**Export**] to print PDF version of the current purchase order (Picture 5-1-2-b).

The screenshot shows a web application interface for viewing purchase order details. At the top, there is a breadcrumb 'Purchase Order List' followed by a link 'PO20210428000001'. Below this is a section titled 'Purchase Order Document'. The form contains several fields and dropdown menus:

- Purchase Order Number:** PO20210428000001
- Business Entity:** [Redacted]
- Order Date:** 2021-04-28
- Whether The Supplier Confirms:** Yes
- * Order Type:** Regular Purchase
- Whether It Is On Consignment:** No
- Whether Power Plant Business:** No
- * Order Status:** Approved
- Buyer:** SRM接口专用
- Purchasing Department:** 供应链系统实施部
- Version Number:** 0
- Remarks:** [Empty text area]
- DraftOpinionNode:** cecce
- Shipping Address:** 56保山隆基
- Receiving Contact:** [Empty]
- Receiving Phone Number:** [Empty]
- Acquiring Address:** 56保山隆基
- Acquiring Contact:** [Empty]
- Acquiring Contact Number:** [Empty]

At the bottom of the form, there are two buttons: 'Print' and 'Export Arrival Plan'. A blue link 'View Payment Terms' is also visible next to the Version Number field.

Picture 5-1-2-a <Purchase Order Details Page>

【56_OU_保山隆基】- 采购订单 Purchase Order

订单编号PO No: _____ 订单日期PO Date: 2021-04-28

币种Currency: 人民币元 贸易术语Trade Terms: _____ 业务员Buyer: _____

付款条款Payment Term: _____ 业务员电话Phone: _____

1- _____

卖方公司Vendor: _____ 买方公司Ship To: _____

卖方地址Add: _____ 收货地址Add: _____

卖方电话Phone: _____ 收货电话Phone: _____

卖方联系人Contact: _____ 收货联系人Contact: _____

寄售订单 Consignment: _____ 样品订单Sample: _____

备注: _____

行号 Line No	物料编码 Part No	物料名称 Part Name	单位 Unit	数量 Quantity	含税单价 Taxed Unit Price	不含税单价 Untaxed Unit Price	不含税金额 Untaxed Amount	税额 Total Tax	价税合计 Total Taxed Amount	税率 Tax Rate	承诺到货日期 Delivery Date	合同编号 Contract No	质保期(月) Warranty Period	备注 Comments
1	260000007 2	BBS一体机德国 产砂轮砂轮直径20 0#; 砂轮厚度5 mm 规格Q260*Q3 8*54	PCS	1	1						2021-04-30			
合计Total: _____														

供应商须知:

①. 除非签署采购合同的情况之外, 本订单与上述合同同时使用有效, 本订单内容与上述合同内容冲突的, 以合同内容约定为准; 本订单未约定事宜, 以合同约定为准; ②. 最终订单总金额以实际交付货物合格数量核算金额为准; ③. 送货单必须注明合同号(如有)、订单号、物料名称、物料编码(买方提供的)、规格、数量; ④. 如因交货质量问题导致买方产生损失时, 买方保留扣款索赔的权利; ⑤. 确认为不合格的产品, 卖方应在买方要求的期限内如数退货, 否则买方有权取消订单并要求卖方赔偿因此遭受的实际损失; ⑥. 请及时按要求提供合格发票, 否则买方有权延迟付款, 产生的一切后果由卖方承担; ⑦. 卖方应按买方要求在货物的最小单位包装量上体现卖方物料编码条款、批次号条码; ⑧. 若订单物料描述与附件物料有差异时, 应以附件为准; ⑨. 除双方另行约定外, 本订单以买方SRM系统为准, 卖方经SRM系统确认后或盖章后生效;

买方授权代表签字: _____ 卖方签字盖章: _____

①. Except for cases where there is no need to sign a purchase contract, this order and the above contract are valid at the same time. If the content of this order conflicts with the content of the above contract, the content of the contract shall prevail; matters not agreed in this order shall prevail; ②. The total amount of the final order shall be based on the amount of the actual delivery of goods that have passed the acceptance inspection; ③. The delivery note must indicate the contract number (if any), order number, material name, material code (provided by the buyer), specification, and quantity ④. If the buyer incurs losses due to delivery quality or quality problems, the buyer reserves the right to deduct a claim; ⑤. Products that are confirmed as unqualified, the seller should return them in full within the time limit required by the buyer, otherwise the buyer Have the right to cancel the order and ask the seller to compensate for the actual losses suffered; ⑥. Please provide qualified invoices in time as required, otherwise the buyer has the right to delay payment, and all consequences shall be borne by the seller; ⑦. The unit packaging quantity reflects the seller's material coding terms and batch number barcode; ⑧. If there is a difference between the order material description and the attached material, the attachment shall prevail; ⑨. Unless otherwise agreed by both parties, this order will be reviewed by the buyer's SRM system. The seller will take effect after being confirmed or stamped by the SRM system.

Picture 5-1-2-b <Printed Purchase Order>

Step 5.1.3: On the purchase order list page, click **[Accept]** to confirm the order that needs actual supplier confirmation. If there is any objection to PO, after communication with the buyer of Longi, click **[Reject]** to reject the corresponding purchase order (Picture 5-1-3).

No	Purchase Order Number	Order Date	Order Type	Order Status	Business Entity	SRM Supplier Code	Supplier Name	Operating
<input type="checkbox"/>	1	PO20210428000001	2021-04-28	Regular Purc...	Approved	56_OU_保山隆基	C000705	南京三超新材料股份有... Accept/Refuse

Picture 5-1-3 <Accept and Reject of Purchase Orders>