APP A+ Project

STP Group

Vender information change user menu V1.0

Version	Version Description	Responsible Dept.	Group	Maintain By	Version Update on
V1.0	Original	Purchasing Center	STP	Jiayin Qian	2018-12-25

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1 Scope

1.1 System

□ERP □MES □CRM ☑ **SRM** □OA □ATMS □BPC □MDG

1.2 Precondition

1、Internet works well

2、Legal entities

3、Already register the vendor information in APP SRM(VSR) system and had user account

1.3 Object

Any registered vendors in APP SRM(VSR) system

2 Scenarios

Any registered vendors in APP SRM(VSR) system would like to change the information

3 Result

Easily and conveniently get the suppliers information through vendor self-registration to invite more competitive suppliers to collaborate with APP. More business opportunities for vendors and win-win solution for both side.
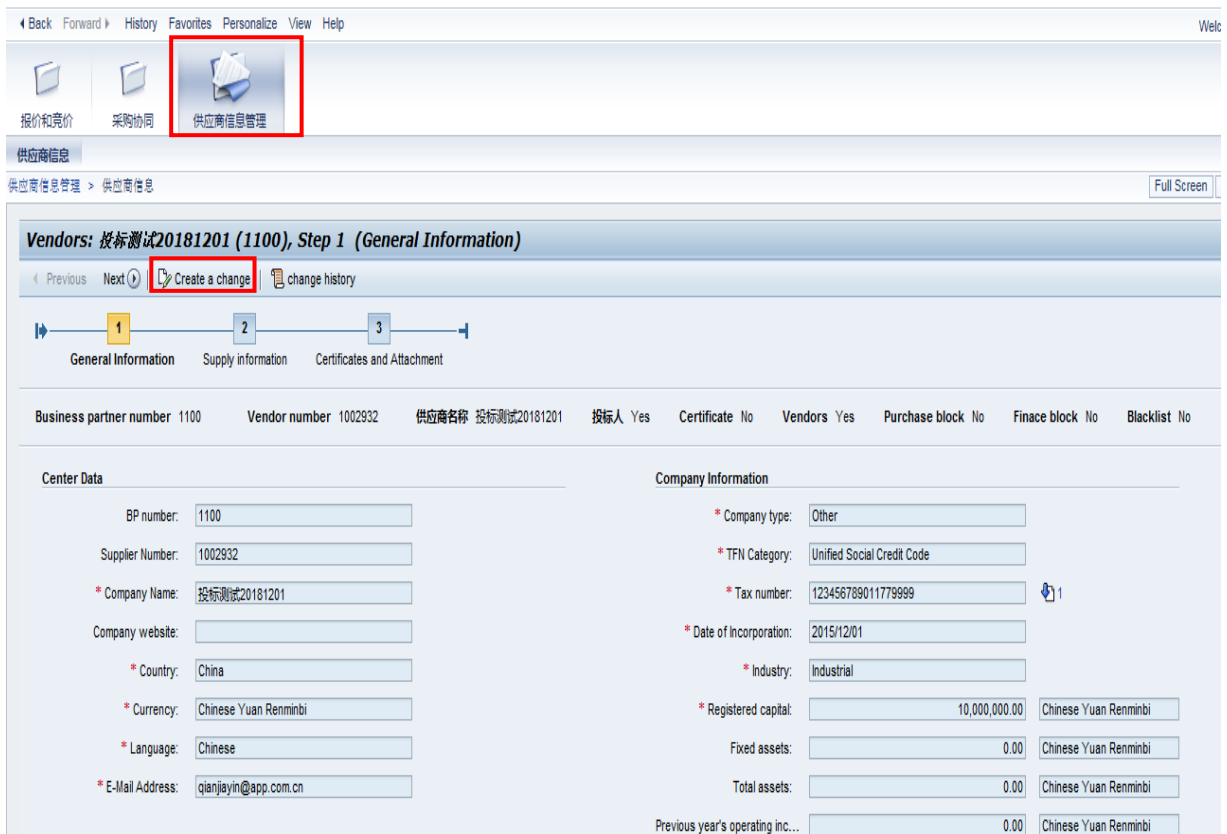
4 User Instruction

4.1 Vendor information Change

4.1.1 Pls login to SRM system through your account and password.

4.1.2　After you login to the SRM system, pls click vendor information management tab.

Then click "create a change" to navigate to vendor information change screen.

4.1.3 You can change all the information except your tax No. and tax type.

You can click next button or previous button to different information part.

4.1.4 Once you finish the information change, pls click check button to check if there is any error message .

At the same time, you can found all the information you changed this time will highlight in yellow.

If there is no error message, pls click submit button to submit your change request.

4.1.5 The system will remind you if you raise the change request, you could not modify the change request unless APP vendor admin or buyer return your request to change . Pls click ok button to submit the request.

Then your change request will pass to APP vendor admin and buyer to review.
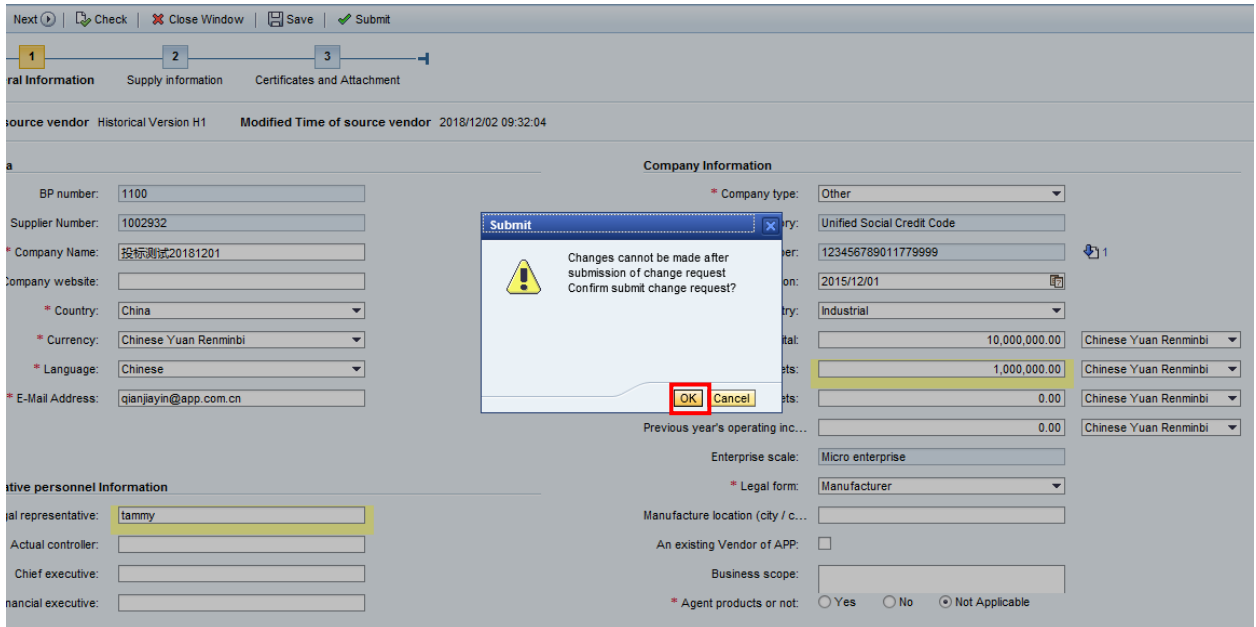
4.2 Edit your saved change request

4.2.1 You can click save button to save your change request anytime, but it will not submit to APP.

Once you would like to change your save change request, pls click "change request: XXXX (save temporarily)

4.2.2 Pls click Edit button to edit your saved change request.

4.2.3　Once you finished, pls click check button to check if there is any error message.

If no, pls click submit button to submit.

4.3 Return to revision

4.3.1　If your change request did not maintain correctly, APP vendor admin will return your request and you will receive an email from the system with return reason.
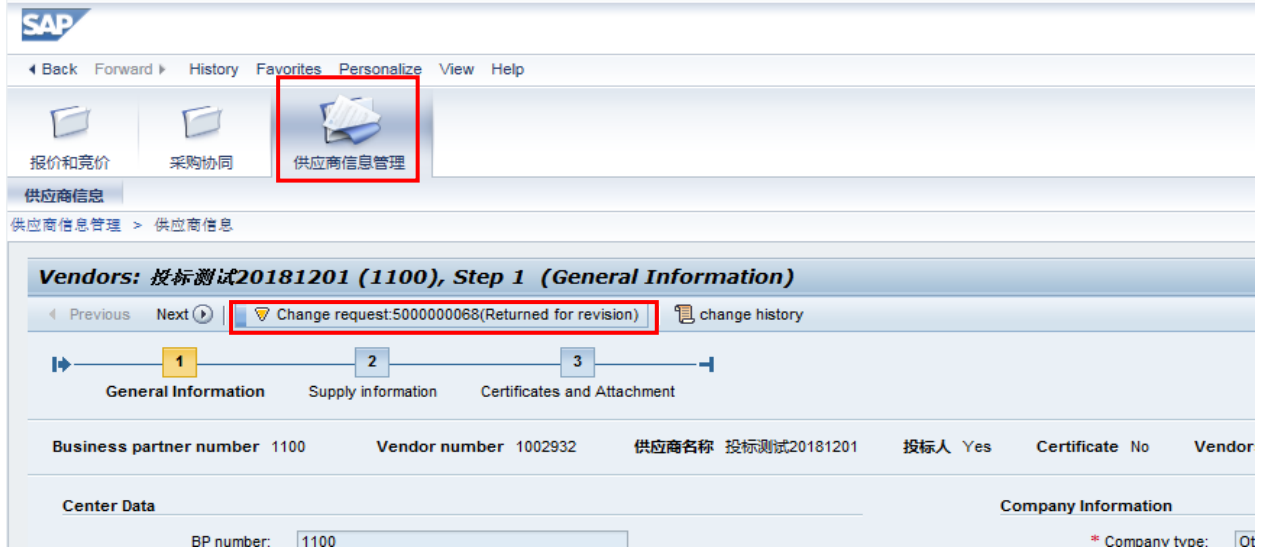
4.3.2 Pls login to SRM system. In Vendor information management tab, pls click "change request: XXXX (return for revision)
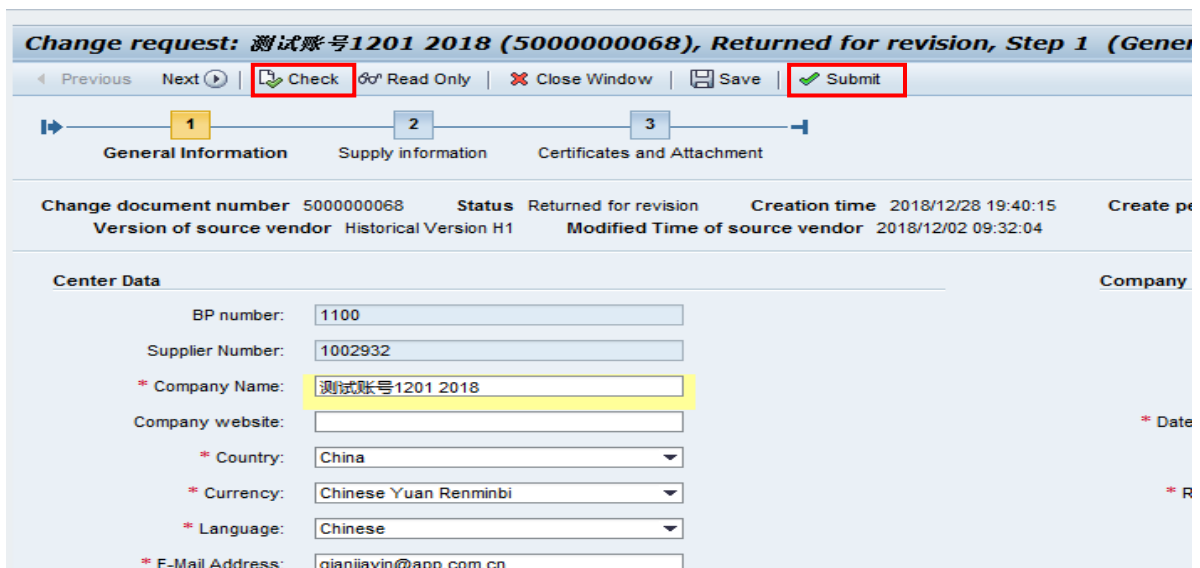

4.3.3 Pls click Edit button to edit the returned change request.
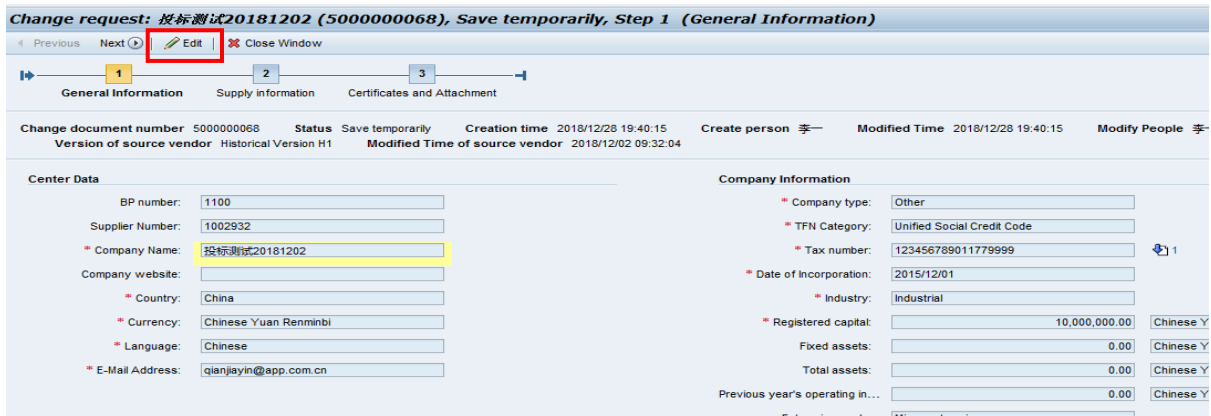
Once you finished, pls click check button to check if there is any error message.

If no, pls click submit button to submit.

4.4 Change bank information

4.4.1 If you would like to update your bank information, please delete your existing bank information first.

Select whole line and click 🗑 to delet the exising bank information.

4.4.2 Please input your update bank information. <mark>Pay attention one currency just allow one bank information.</mark>

Please click 🗗 to search if the the SWIFT code already exist: input the SWIFT code and click go to search. If you find the relevant bank data, please select the line. (<mark>If you could not find the bank data, please go to Step 4.4.4. Otherwise go to Step 5</mark>)

4.4.3 Please input the bank account and select the currency. Then Upload the scan copy of receivable bank information certificate.

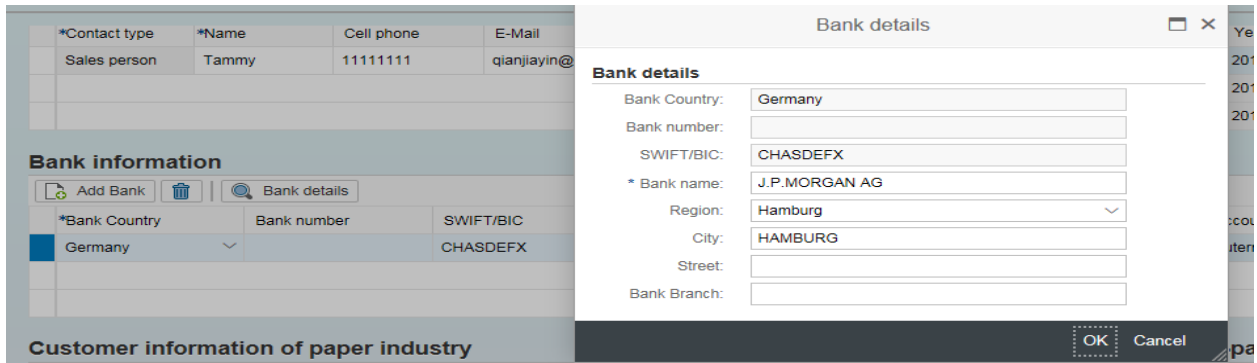4.4.5 Please copy the instituion name as bank name, bank city, bank country.

4.4.6   Please back to SRM system. Input the SWIFT code and then select whole line and click bank details button

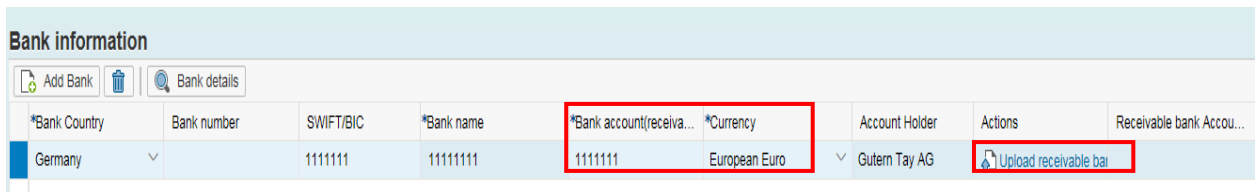4.4.7 Please input bank name, region and city **you search from the SWIFT code website and then click OK button.**

4.4.7 Please input the bank account and select the currency. Then upload the scan copy of receivable bank information certificate.

5. Q & A

1、If the browser display the information as below, it means time out and you need to re-log into the system & retrieve your registration form.

500 SAP Internal Server Error

ERROR: 后端会话已在超时后关闭 (termination: ERROR_MESSAGE_STATE)

2、Please use browser version higher than IE 11

3、For the uploading attachments, please DO NOT use the document name including special characters like %*- # & / ~ [ ] ( ) $ @ \

4、For the uploading attachments, document type should be PDF, JPG,WORD,PPT, EXCEL，etc.

5、If you download the template from the system unsuccessfully, please check your browser. Please use IE 11 or higher version browser to open VSR system. If you still could not download the template, please mail to vendoradmin@app.com.cn to get.

THE END，THANKS ！