APP A+ Project

STP Group

Vendor Self Registration user menu V1.0

Version	Version Description	Responsible Dept.	Group	Maintain By	Version Update on
V1.0	Original	Purchasing Center	STP	Jiayin Qian	2018-12-24

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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

1.3 Object

Any enterprises or organizations willing to do business with APP group

2 Scenarios

Any enterprises or organizations collaborate with APP register the information in APP SRM system

3 Result

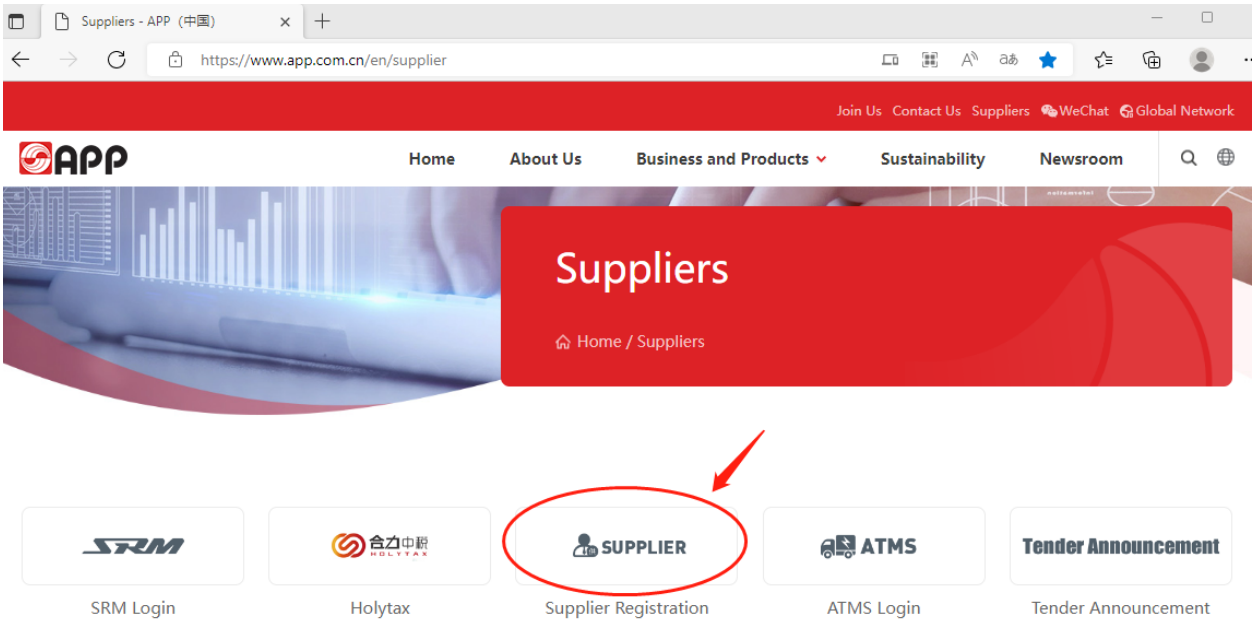
Easily and conveniently get the suppliers information through vendor self-registration to invite more competitive suppliers to collaborate with APP. More business opportunities for vendors and win-win solution for both side.

4 User Instruction

4.1 New vendor onboard Steps

4.1.1 Start to register

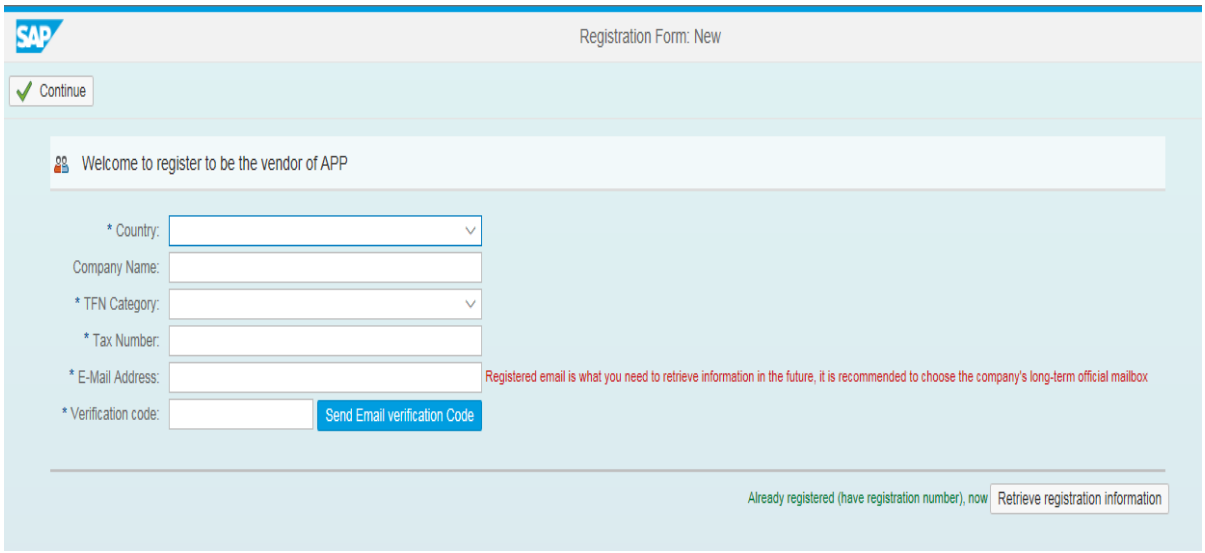
https://www.app.com.cn/en/supplier



4.1.1.1 Before you start to register, please read and accept the registration notice. Once you click “agree”, the page will navigate to vendor registration webpage.

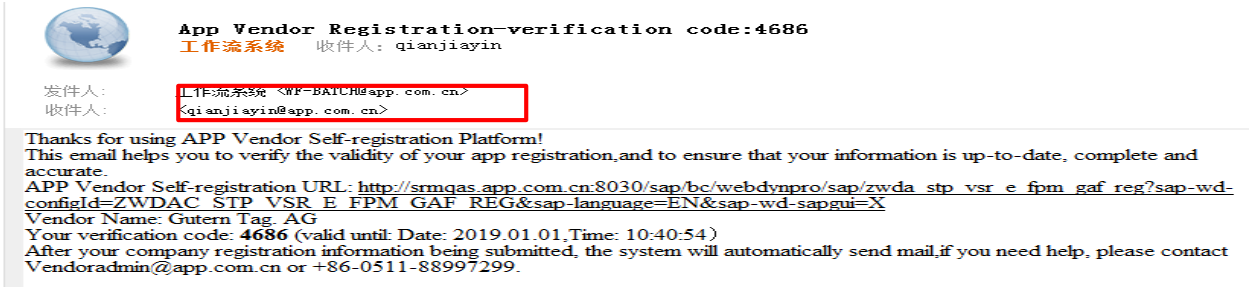
4.1.1.2 If you are new comer, please input below fields:

If you already saved your registration form but not submit yet last time, **please go to 4.2 Catch back saved registration form**)

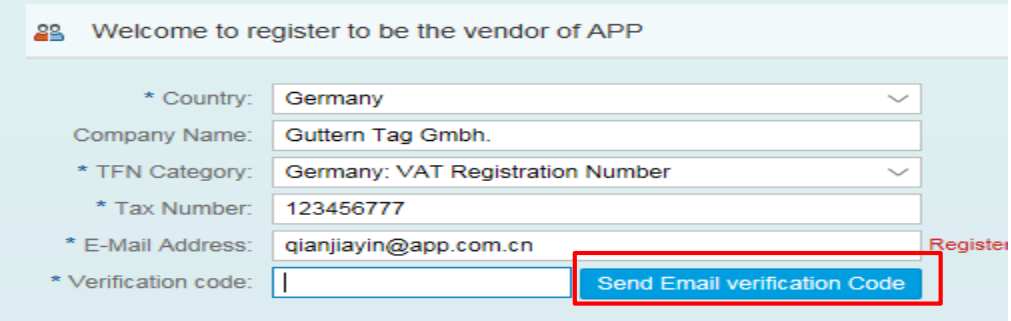


Field	Description	Mandatory	Options & Purpose
Country	Please select the country from the drop down list, or you can also input the 1st letter of the country name as a fast track to select. E.g: Click letter "g" to easily find the country "Germany" from the drop down list	Y	
Company Name	Please input your company name	Y	To identify your company and avoid the duplication.
Tax type (TFN Category)	Once you select the country, the tax type (TFN Category) will display automatically.	Y	System will auto check the tax code length according to the tax type
Tax Code	Please input your tax No.	Y	Tax code is considered as an unique No. to avoid vendor duplication.
Email Address	Please input your email address and ensure the email address maintained correctly, otherwise you are not able to receive the verification code.	Y	Please maintain the Email address of 1st tier contactor for vendor information creation & change, etc.

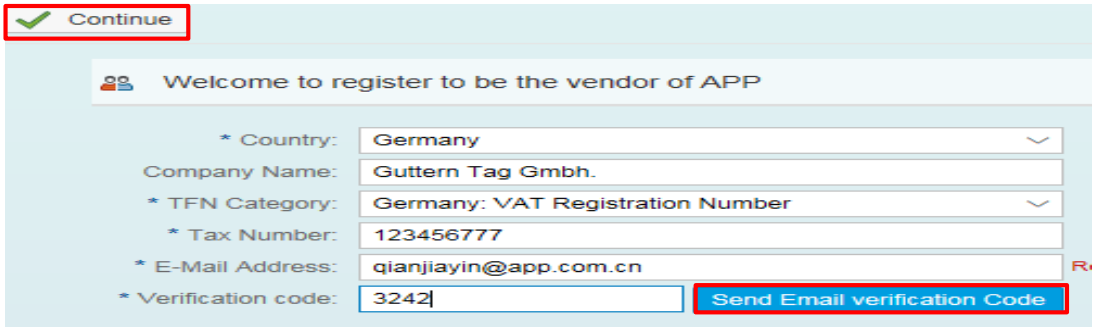
4.1.1.3 Please click send email verification code button and system will send a mail with code to your maintained email address automatically.



4.1.1.4 Please click “Send Email verification code” button to get the verification code.

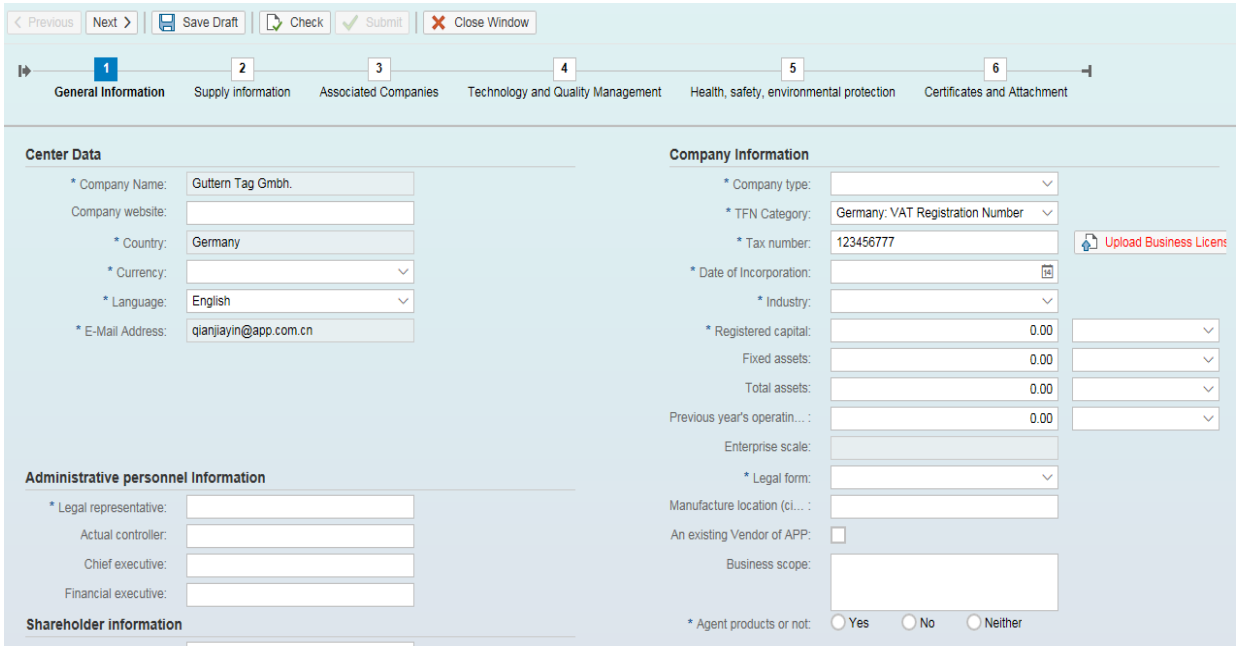


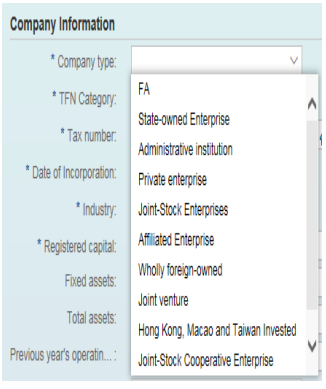
4.1.1.5 Once you receive it via mail, please input and click “continue” button in the top left.

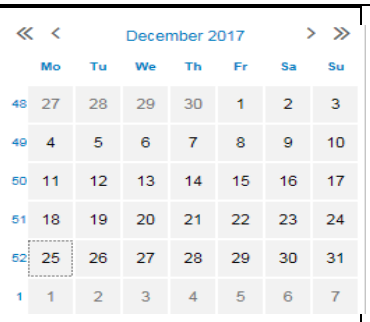
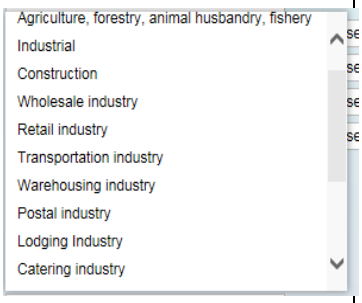
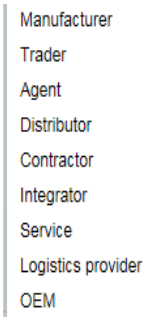


4.1.2 Part1 -- General information

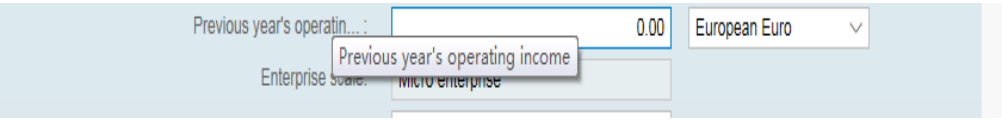
4.1.2.1 The item marked with “*” means it is mandatory field. Please finish them, otherwise you are not able to go to the next page.



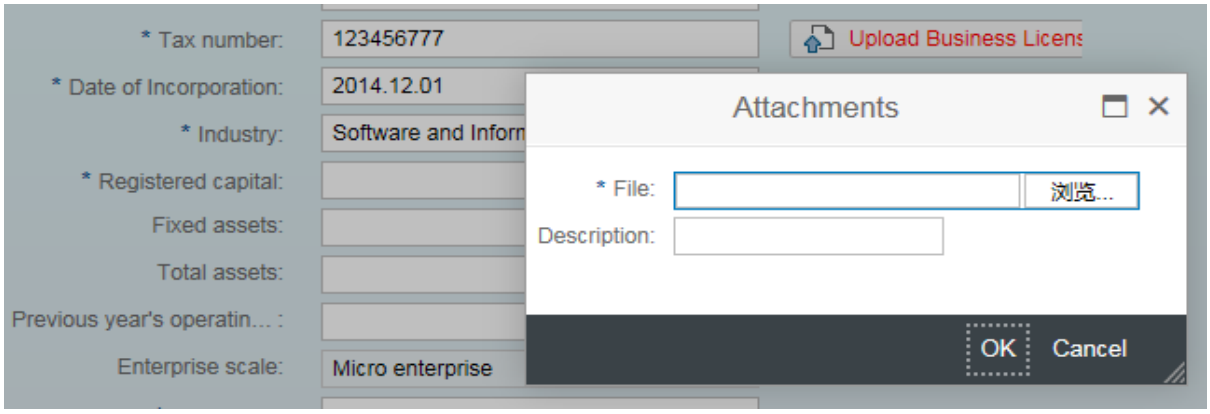
Field	Description	Mandatory	Options & Purpose
Currency	Please input your business currency from the drop down list	Y	
Company Type	Please select your company type form the dropdown list	Y	

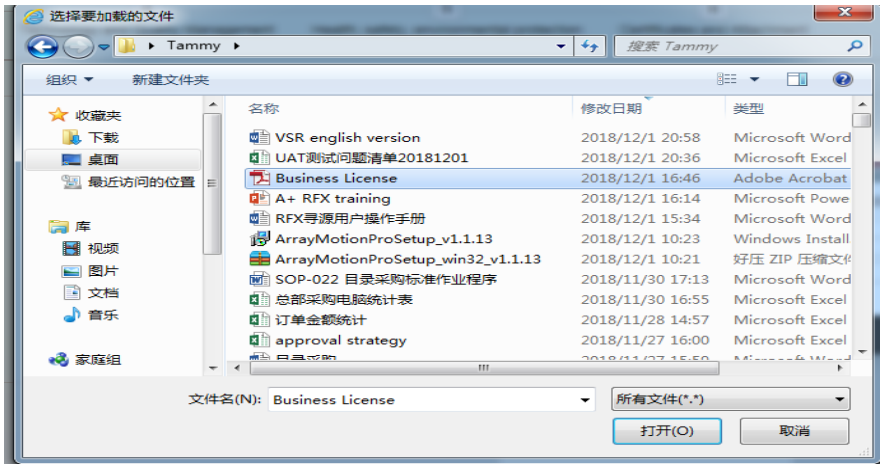
Date of Incorporation	Please select your company establish date from the calendar	Y	
Industry	Please select the industry your company belong to from the dropdown list	Y	
Registered Capital	Please input your company Registered Capital amount	Y	Capital amount is used to define Gauges of size of your company
Legal Form	Please select your company legal type from the dropdown list	Y	
Legal Representative	Please input the Legal Representative or actual owner	Y	To collect your company basic information
Agent products or not	Please select if you company work as an agent for any product.	Y	If you select “Yes”, please upload the relevant certificate.

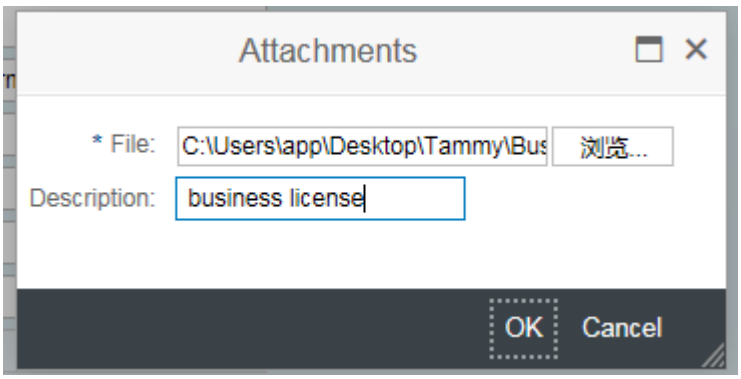
If some fields did not display completely, please keep your mouse pending for a while just under the field and then you can find the full name of it.



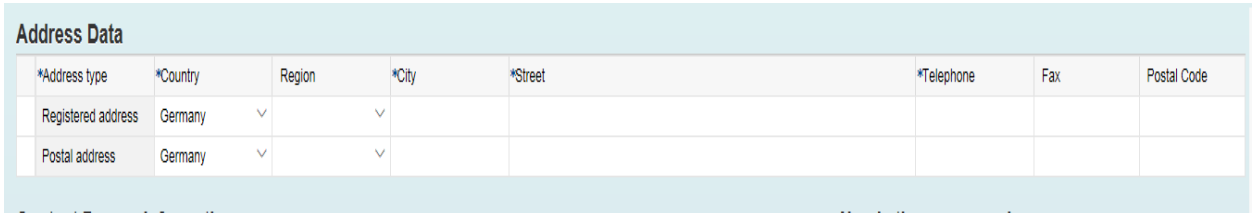
Please remember to upload the business license through the upload business license button.



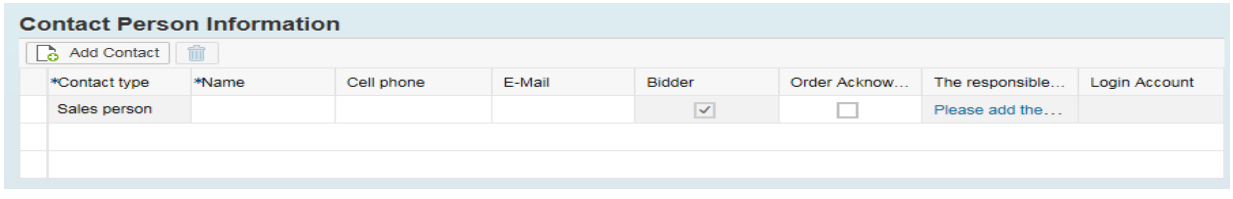




4.1.2.2 Please input your registered & postal address information as required.

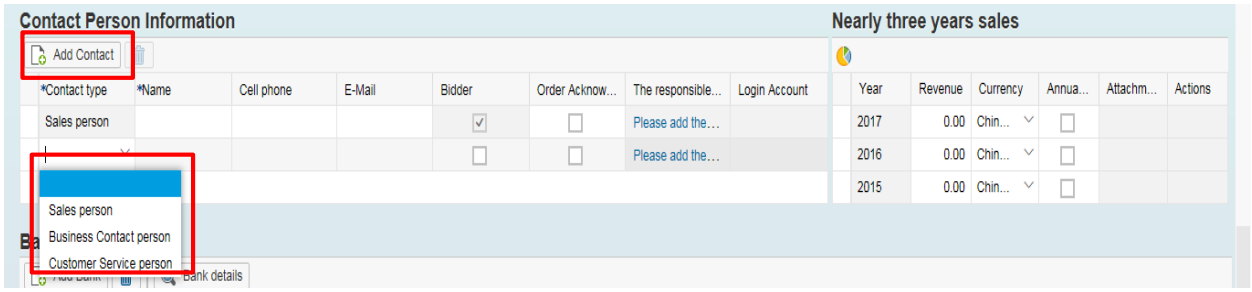


4.1.2.3 Please input the contact person information

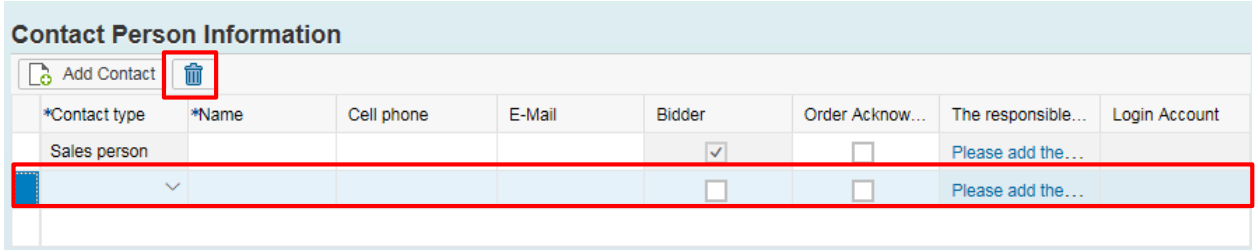


Field	Description	Mandatory	Options & Purpose
Name	Contact person Name	Y	Person for contact
Cell Phone	Please input the cell phone No. of contact person	Y	In order to contact
Email Address	Please input the contact person email address.	Y	If the contact person work as a bidder/ order acknowledgement person or both, the system will auto sent mail to them. Please ensure the email address maintained correctly.
Bidder	If the contact person work as a bidder, please tick the check box.	N	Bidder will receive the email from SRM system to invite them to attend online bidding. They are able to bid in APP SRM system.
order acknowledgeme-nt person	If the contact person work as an order acknowledge person, please tick the check box.	N	Order acknowledgement person will required to do order confirmation & ASN（advance shipping notice）in SRM system.

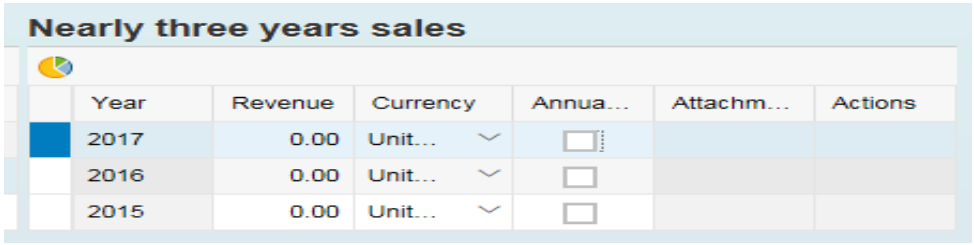
4.1.2.4 If you want to add multiple contact person, please click Add contact button and select the contact type from the dropdown list



4.1.2.5 If you would like to delete the contact person information, please select whole line and click

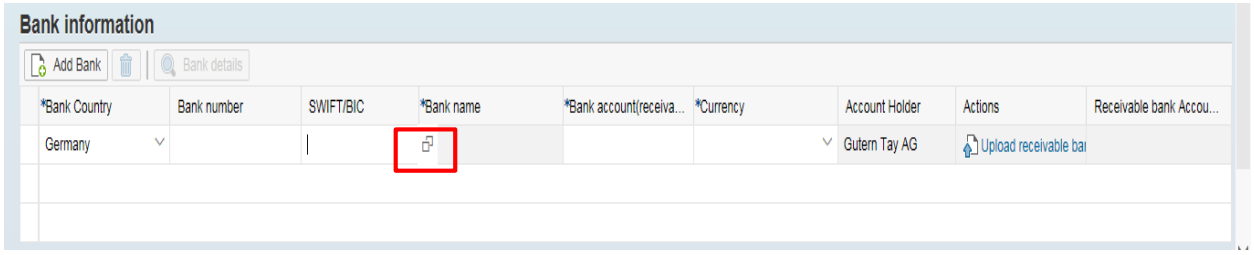


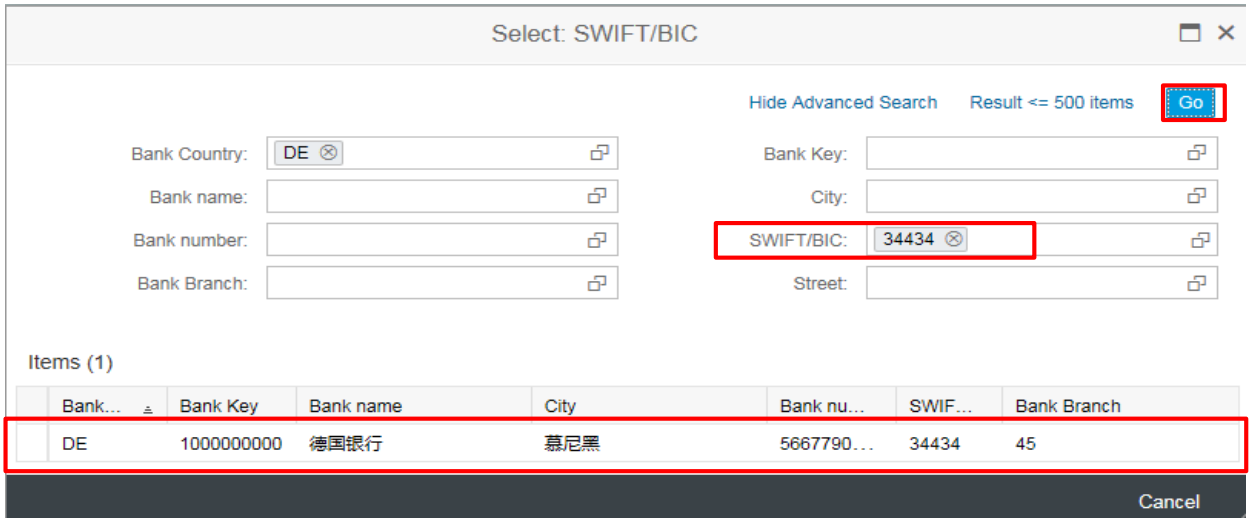
4.1.2.6 Please input the revenue of past three year as a reference for APP . (**Mandatory field for Woodchips, Starch, Latex and Coal vendors.** Optional for other vendors.)



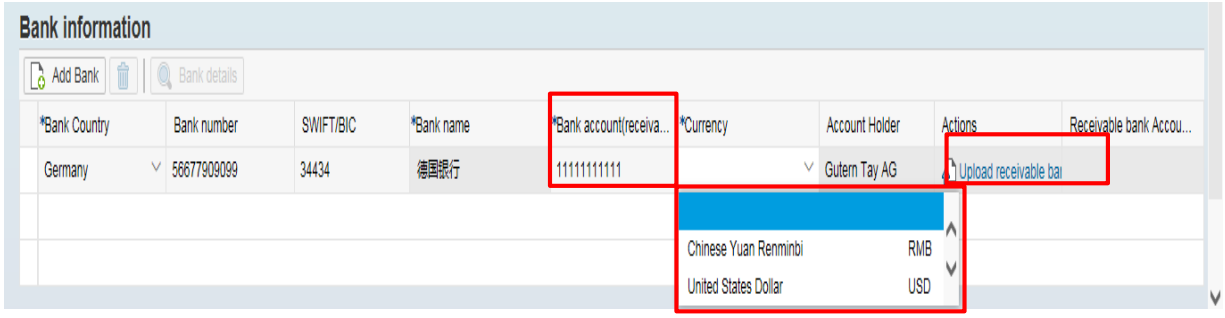
4.1.2.7 Please input your bank information. **Pay attention one currency just allow one bank information.**

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. (**If you could not find the bank data, please go to Step 4.1.2.9, otherwise go to step 4.1.2.12**)





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

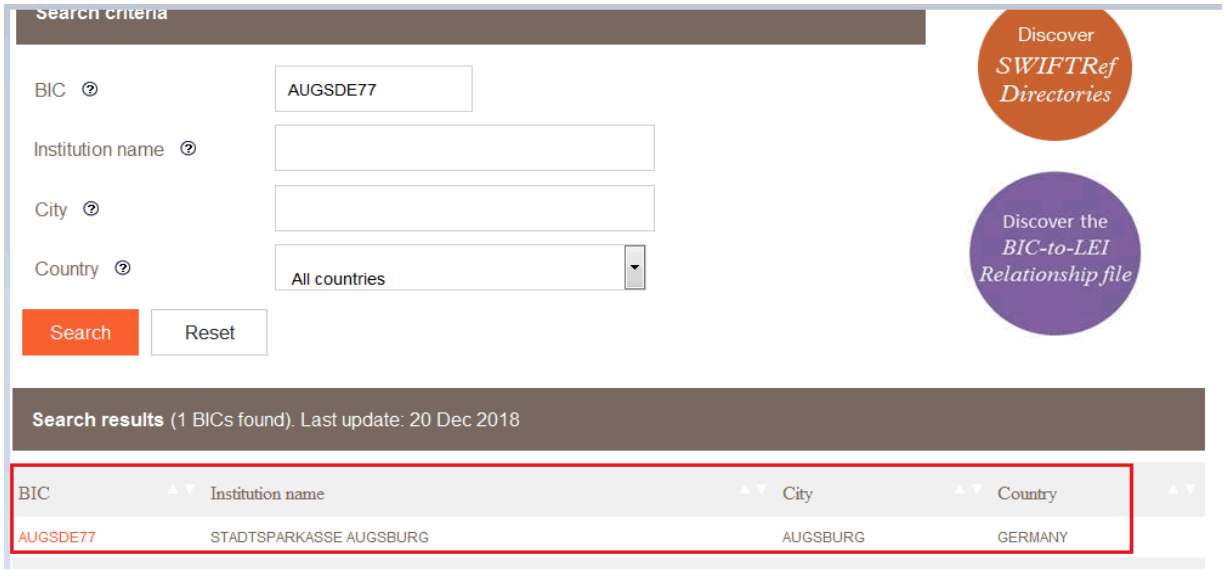


4.1.2.9 If you could not find the bank data through SWIFT code,please ensure your SWIFT code length is 8 or 11 characters.

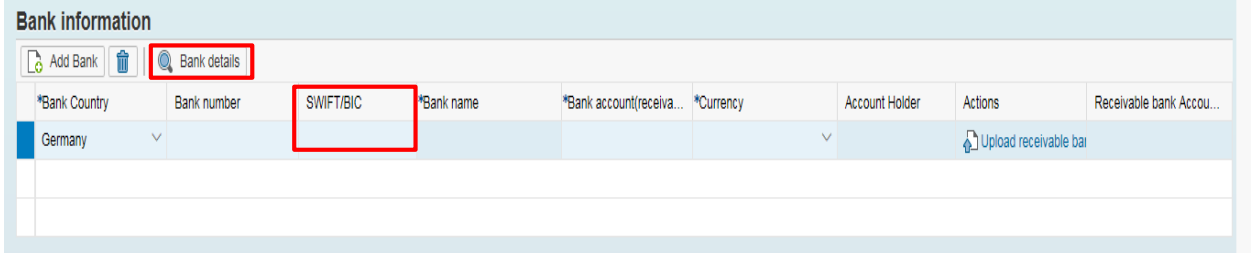
Before you input the bank data, Please search the bank name and bank city through below web site first.

https://www2.swift.com/bsl/facelets/bicsearch.faces;jsessionid=9F8162BA8290449976F3D8E27CDAB948
Please input the SWIFT CODE in BIC field and challenge response according to challenge field. Then click search button.

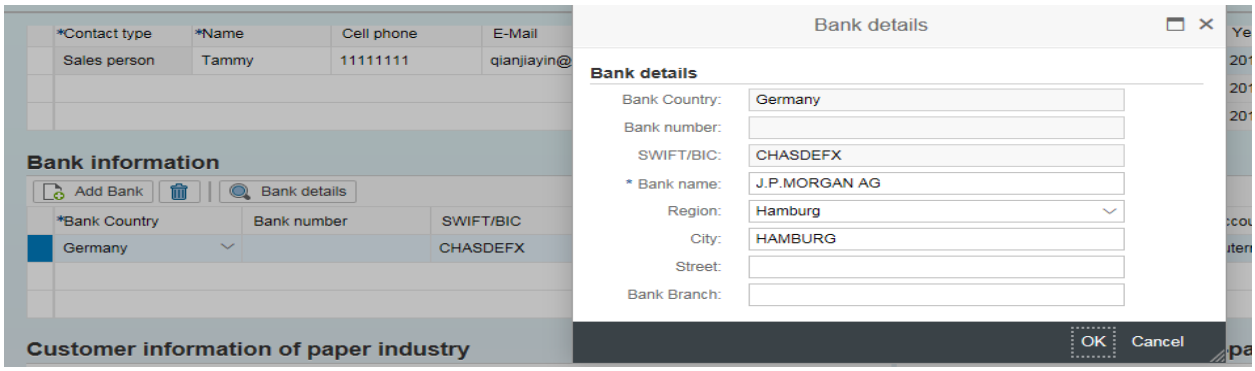
4.1.2.10 Please copy the instituion name as bank name, bank city, bank country.



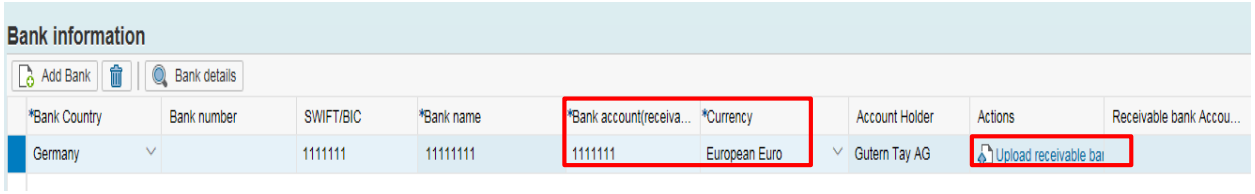
4.1.2.11 Please back to SRM system. Input the SWIFT code and then select whole line and click bank details button



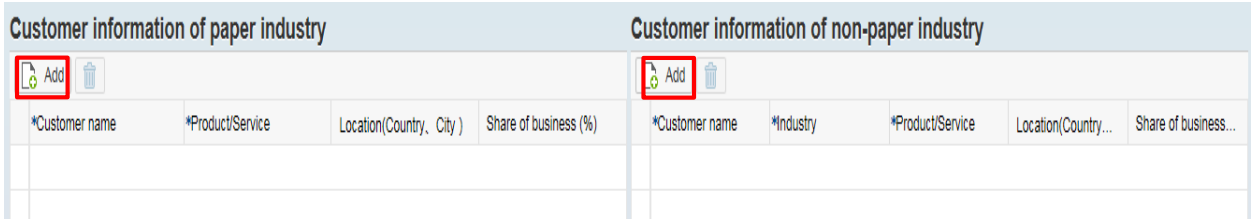
4.1.2.10 Please input bank name, region and city **you search from the SWIFT code website** and then click OK button.



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

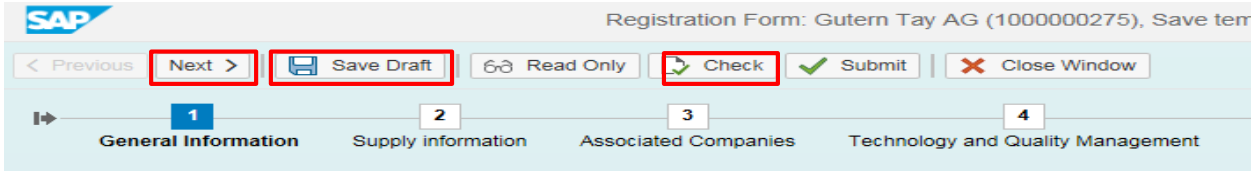


4.1.2.12 Please click add button to add customer info of paper or non-paper industry and input the customer information as below. (Optional)



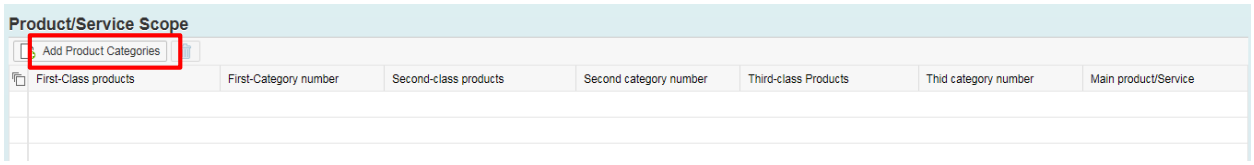
4.1.2.13 If you want to delete the customer info, please select the line and click

4.1.2.14 Click check button to check if there is any error. Click Save draft button to save. Click next button to next page.



4.1.3 Part 2 -- Supply information

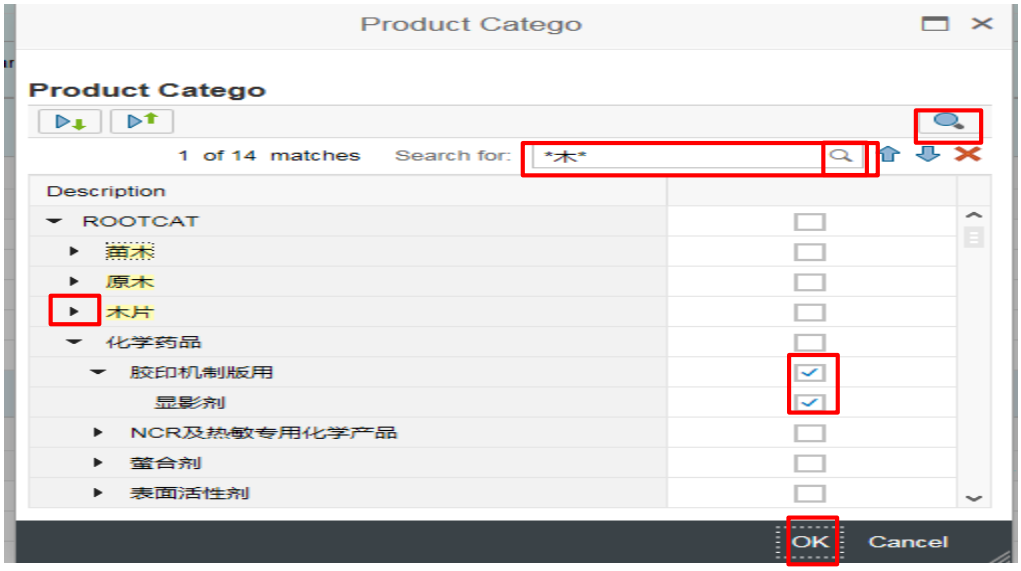
4.1.3.1 Please click Add product categories button to add product/service scope



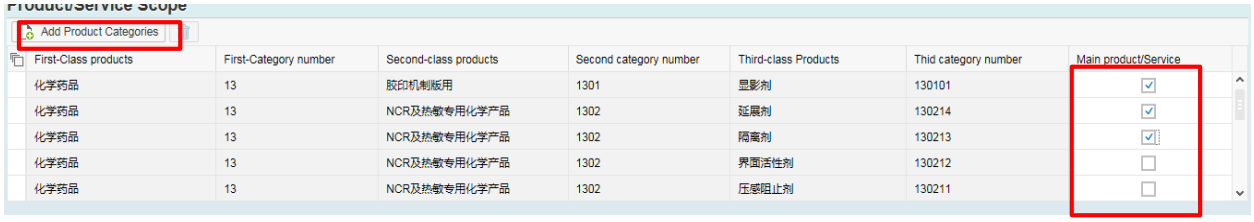
4.1.3.2 Please click to expand the search bin and input the *key words* and click search button . Click to find the details categories. Then tick the relevant check box.

You can also click the triangle to expand the node and select the category as details as you could.

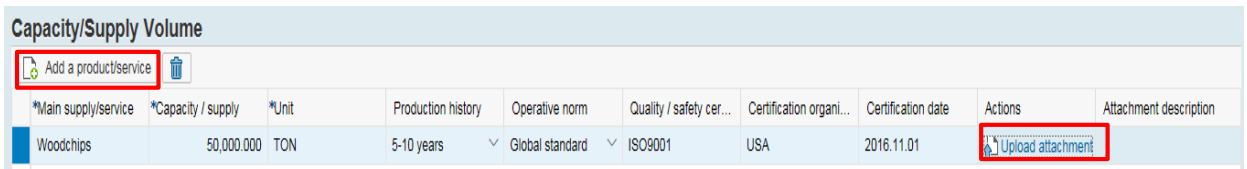
If you provide multiple categories, please select all relevant categories you are able to provide to APP. After that, please click ok button.

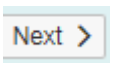


4.1.3.3 If the product or service is your main product or service, please tick the check box. If you still need to add other categories, please click “add product categories” button to add.



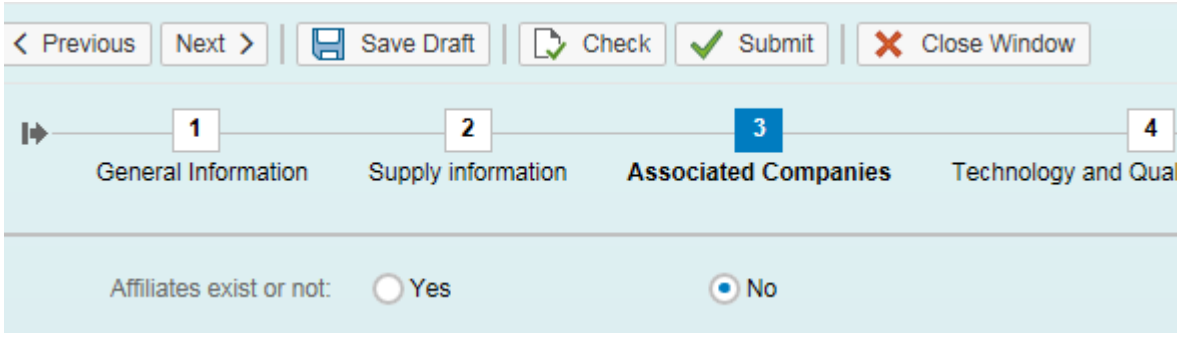
4.1.3.4 If you are goods provider, please click “add a product/service” to add your supply volume and relevant certificates. Please also attach the certificate as required.



Click  button on the top to go to next page.

4.1.4 Part3 – Associated Companies

4.1.4.1 If your company has Affiliates companies, please click “Yes”, otherwise please click “No” and click “next” button go to next page.



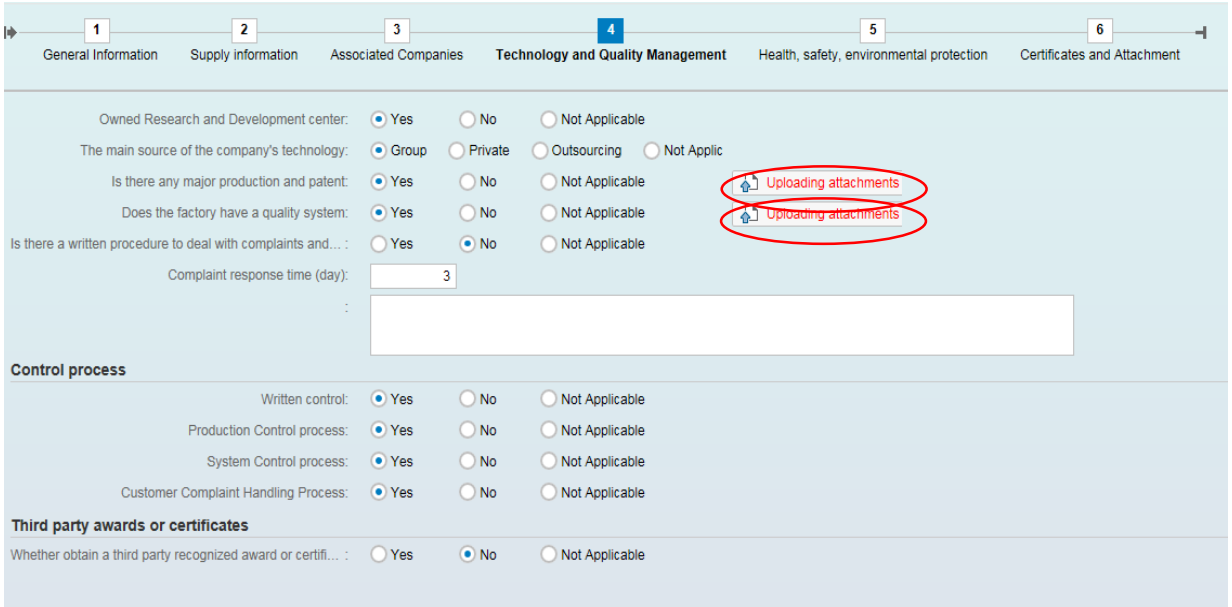
4.1.4.2 If yes, please click “add associated companies” and input the required information.

Click Next > button on the top to go to next page.

4.1.5 Part 4 Technology and Quality Management

4.1.5.1 Please answer the questions as below, if it is not applicate, please select not applicable.

Some of the “Yes” option will require you to upload the relevant documents.

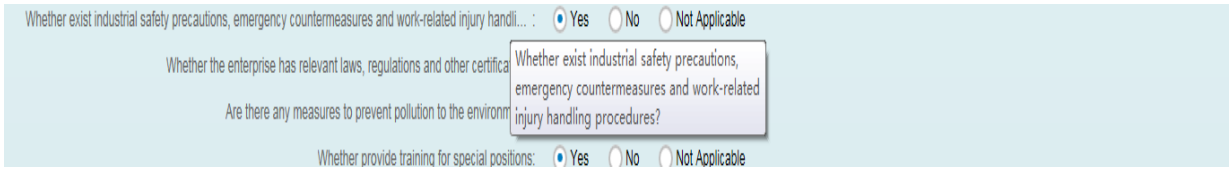


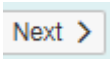
Once you finish, please click Next > button on the top to go to next page.

4.1.6 Part 5 EHS

4.1.6.1 Please answer the questions as below, if it is not applicate, please select not applicable.

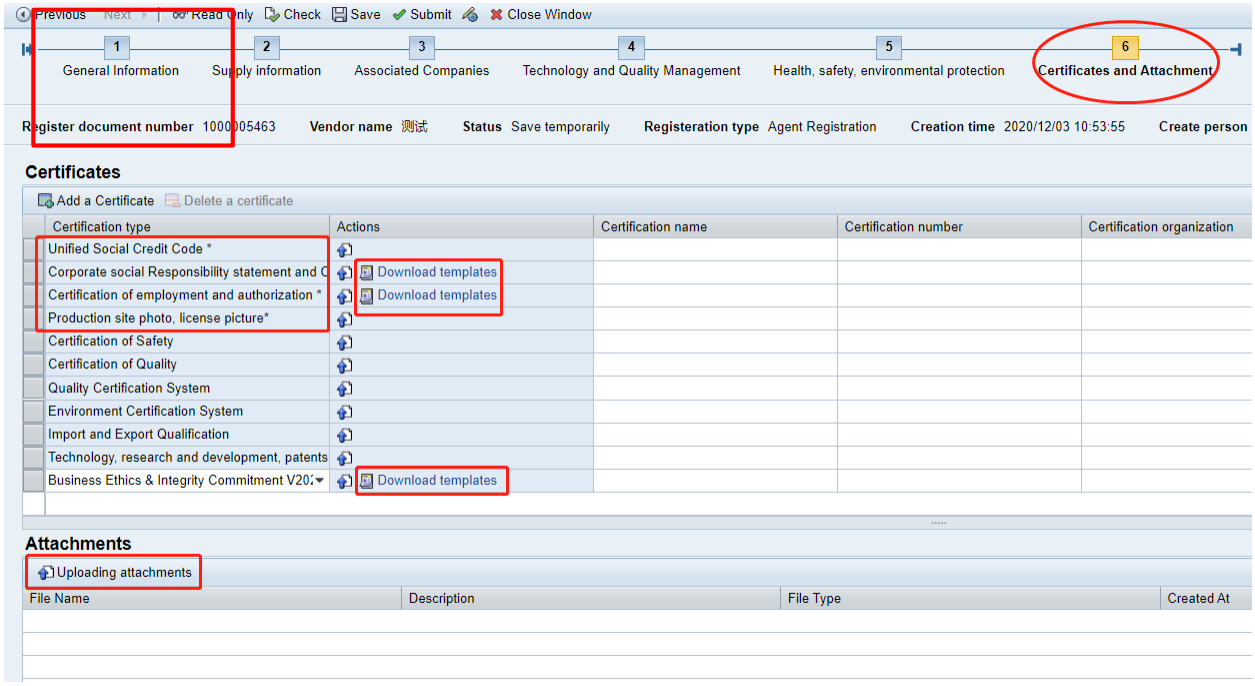
If some fields did not display completely, please keep your mouse pending for a while just under the field and then you can find the full name of it.

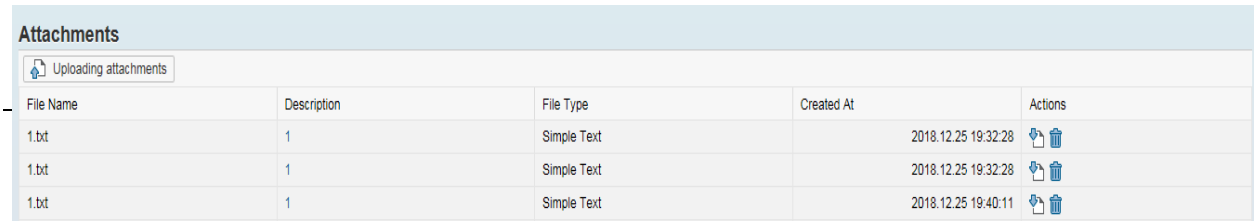


Once you finish, please click  button on the top to go to next page.

4.1.7 Part 6 -- Certificates

4.1.7.1 Please upload the certificates and attachments as required.



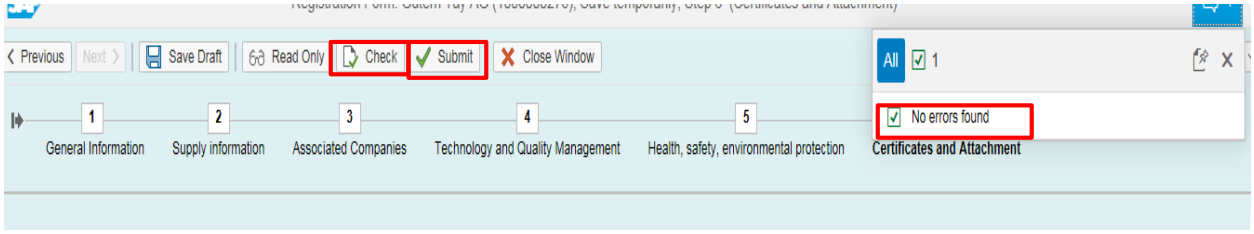


Field	Description	Mandatory	Options & Purpose
Unified Social Credit Code (Business Lenience)	Please upload your company Business Lenience	Y	Input the certificate name, No., issue date and expire date.
Production site photo, office picture*	Please upload your production site photo, and office picture	Y	Click to upload
Corporate social Responsibility statement	Download the template and sign or chop on the template, then upload.	Y	Click download template button to save to local drive, then click to upload the scan copy
Certification of employment and Letter of authorization	Download the template and sign or chop on the template, then upload.	Y	Click download template button to save to local drive, then click to upload the scan copy
Other certificate & documents	Upload the other certificate if your company have and documents about your company	N	Optional.

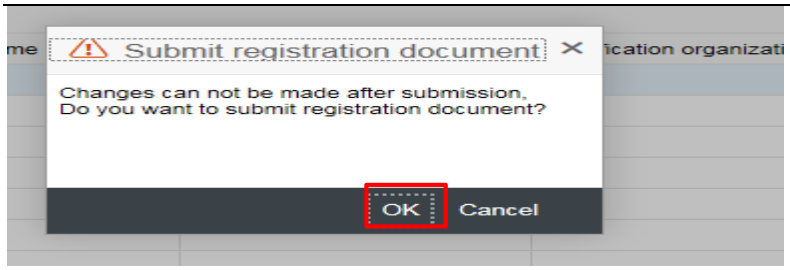
4.1.7.2 Please follow below rules to upload the attachments:

1) Document name should not including special characters like %*- # & / ~ [ ] ( ) $ @ \ _
2) Document type should be PDF, JPG,WORD,PPT, EXCEL， etc.
3) If you upload wrong attachments, please click to delete

4.1.7.3 Click check button to ensure no errors. Once you finish all information, please click submit button.



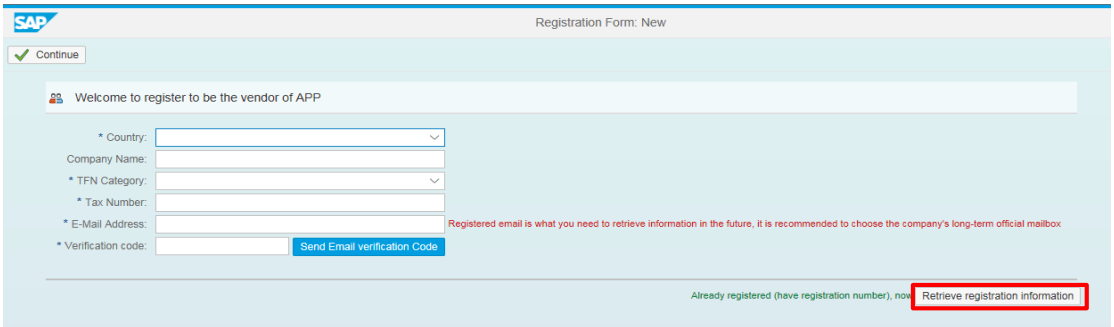
4.1.7.4 Double confirm you finish all the information and you are not able to change in VSR after submission. Click ok button to raise the form to APP vendor admin to review.



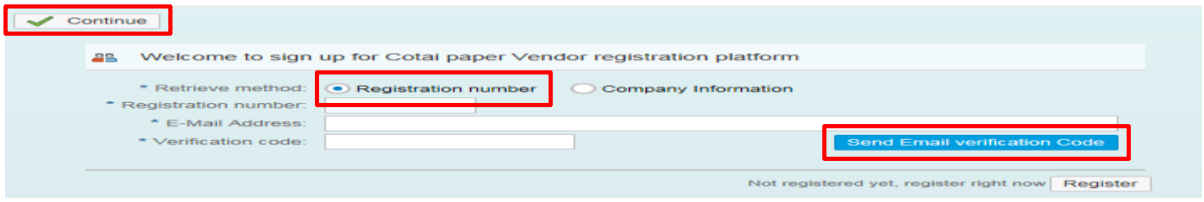
4.1.7.5 Once APP vendor approval process finished, you will receive a SRM account and initial password. If vendor admin or buyer found something is not correct, they will send back the form to you to update.

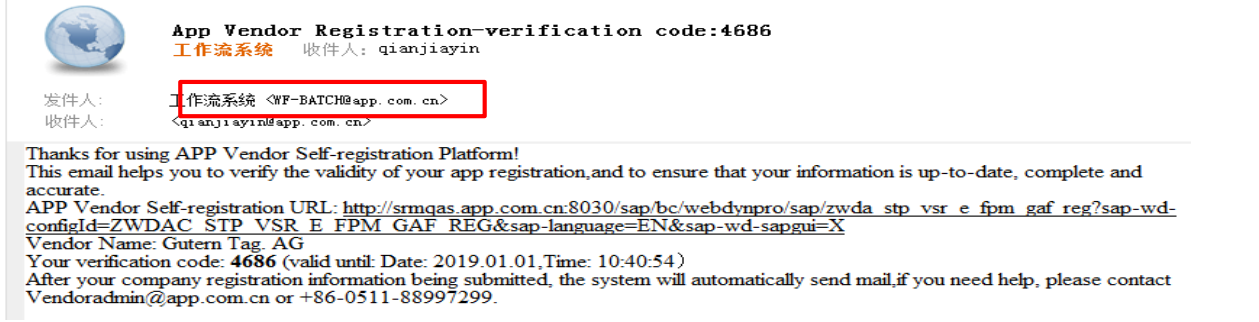
4.2 Retrieve saved registration form

4.2.1 If you already saved your registration form but not submit yet last time , please click retrieve registration information button in the bottom right to catch back your existing registration form.

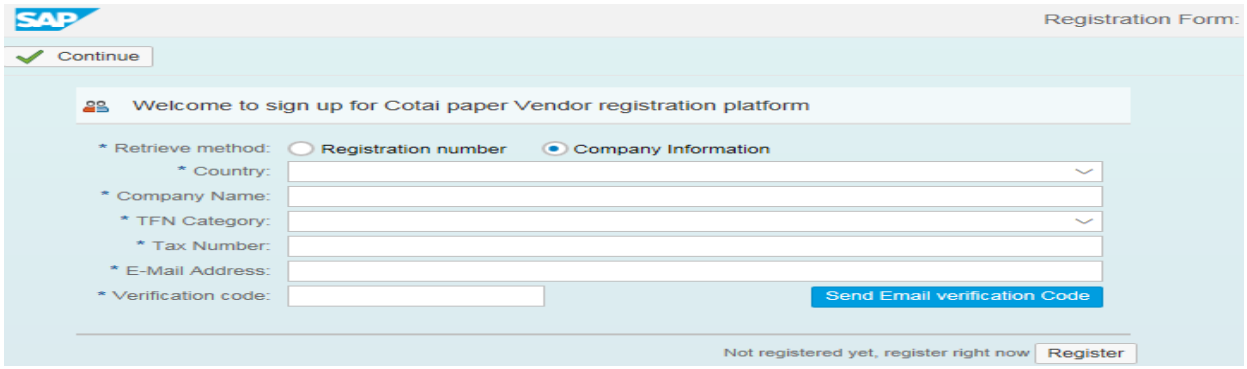


4.2.2 Please input your Registration No. , Email address, and click the send Email verification Code button to get the verification code. Then click “continue” button to catch back your last unfinished registration form. (**If you don’t remember the Registration No., please go to step 4.2.3, otherwise please go to step 5)**





4.2.3 If you don't remember the Registration No., please select company information, then select country, input the company name, tax No. email address and click the send Email verification Code button to get the verification code. Then click "continue" button to catch back your last unfinished registration form.



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

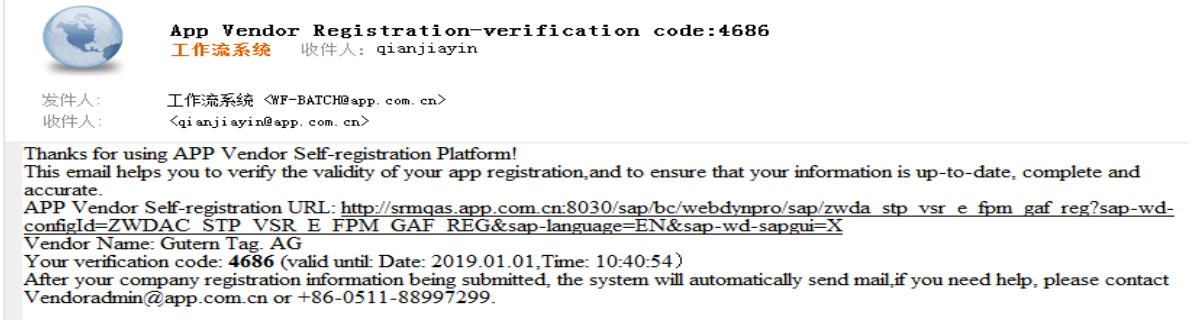
ERROR: 后端会话已在超时后关闭 (termination: ERROR_MESSAGE_STATE)

2、Please use browser GoogleChrome

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 your verification code is invalid, please click send email verification code button to get.



App Vendor Registration-verification code:4686
工作流系统 收件人：qianjiayin

发件人： 工作流系统 <WF-BATCH@app.com.cn>
收件人： <qianjiayin@app.com.cn>

Thanks for using APP Vendor Self-registration Platform!
This email helps you to verify the validity of your app registration,and to ensure that your information is up-to-date, complete and accurate.
APP Vendor Self-registration URL: http://srmqas.app.com.cn:8030/sap/bc/webdynpro/sap/zwda_stp_vsr_e_fpm_gaf_reg?sap-wd-configId=ZWDAC_STP_VSR_E_FPM_GAF_REG&sap-language=EN&sap-wd-sapgui=X
Vendor Name: Gutern Tag. AG
Your verification code: **4686** (valid until: Date: 2019.01.01,Time: 10:40:54）
After your company registration information being submitted, the system will automatically send mail,if you need help, please contact Vendoradmin@app.com.cn or +86-0511-88997299.

3、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 ！