

APP A+ Project

STP Group

Vendor Self Registration user menu V1.0

Versio n	Version Description	Responsib le 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

Suppliers - APP (中国) × +					-	- 0
\leftarrow \rightarrow C $\textcircled{https://www.app.com.cn/er}$	ı/supplier			⊡ III A [∿]	as 🚖 🖆 Ġ	e 😩 ·
				Join Us Contact Us Su	ıppliers 🔏WeChat GGlc	bal Network
S APP	Home	About Us	Business and Products	 Sustainability 	Newsroom	Q ()
	10		opliers e / Suppliers			
SFM Ø	之中职	a 5	UPPLIER	an atms	Tender Announ	cement
SRM Login Holy	rtax	Supplier	Registration	ATMS Login	Tender Annound	cement

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.



APP-China is synonymous with Sinar Mas Paper (China) Investment Co., Limited and the group of companies under its direct investment in China. Focusing on operations in the Yangtze River and Pearl River deltas since 1992, APP-China has made significant investments in establishing several state-of-the-art manufacturing mills successively, including Gold East, Ningbo Zhonghua, Ningbo Asia, Gold Huasheng, Gold Hongye, Hainan Jinhai and Guangxi Jingui, as well as very well-developed plantations. By the end of 2014, APP-China owned over 20 pulp and paper mills as wholly owned subsidiaries and holding companies, along with 19 forestry companies, with total assets valued about RMB147 billion. Total annual production volume of its mills reached 11 million tons, with sales revenues amounted to RMB42 billion. Over the years, APP-China has invested more than RMB 9 billion in environment protection. If you would like to register your company with APP China, kindly ensure that the information you provide is complete and correct. Your registration will not be processed if information provided is incomplete. We highly recommend that you read the instructions manual before proceeding with the registration. Items marked as required are mandatory information required and should not be left unfilled. Must-Have documents for upload : λ Business License & Tax Registration Certificate (color original scan or copy with company stamp) λ Bank information of payment receivable (color original scan or copy with stamp) λ Certificate of employment (Download the format from VSR system & upload the color scan or copy with company stamp) λ Authorization Certificate delegate by legal representative (Download the format from VSR system & upload color scan or copy with company stamp or signed by legal representative) λ Signed Corporate Social Responsibility Letter of Declaration & Commitment (CSR LDC) λ Company's photos, office, warehouse, equipment and production/site pictures Optional documents : λ Qualify certificates eg. ISO9001, ISO9002, ISO14001, ISO18000, UL, VDE, EMC, CCEE, CE etc λ Enterprise's Safety, Health, Environment related certificates or pictures λ R&D, Technical, Patent related certificates or pictures; λ Vendor's Customer Service related documents, certificate or pictures; λ Other relevant certificates or documents. All information or documents provided will be kept in confidence and will not be disclosed or shared with any unauthorized personnel or 3rd parties. If you or anyone from your company was previously an ex-employee of APP and may be a potential conflict of interest, please inform APP via GRW@APP.COM.CN. Upon completion of this registration, APP will review your profile including and not limited to due diligence checks. Once again, thank you for your interest in APP and look forward to your fullest support.





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

SAP		Registration Form: New
✓ Continue		
Welcome to r	egister to be the vendor of APP	
* Country:	~	
Company Name:		
* TFN Category:	v	
* Tax Number:		
* E-Mail Address:		Registered email is what you need to retrieve information in the future, it is recommended to choose the company's long-term official mailbox
* Verification code:	Send Email verification Code	
		Already registered (have registration number), now Retrieve registration information

Field	Description	Mandatory	Options & Purpose		
Country	Please select the country from the drop down list, or you can also input the 1 st 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	Country: Argentina AR Argentina AR Australia AU Number: Austria AT Addressi Bahrain BH tion code: Belgium BE Belize BZ Brazil BR Brit.Virgin Is. VO Bulgaria BG		
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 1 st 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.

Welcome to register to be the vendor of APP						
* Country:	Germany	~				
Company Name:	Guttern Tag Gmbh.					
* TFN Category:	Germany: VAT Registration Number					
* Tax Number:	123456777					
* E-Mail Address:	qianjiayin@app.com.cn	Register				
* Verification code:		Send Email verification Code				

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

Continue		
Search Welcome to re	gister to be the vendor of APP	
* Country:	Germany ~	
Company Name:	Guttern Tag Gmbh.]
* TFN Category:	Germany: VAT Registration Number \sim	
* Tax Number:	123456777	
* E-Mail Address:	qianjiayin@app.com.cn	R
* Verification code:	3242 Send Email verification Code	

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.



< Previous Next >	Save Draft 🚺 🗘 Check 🗸 Submit	X Close Window		
General Information	2 3 Supply information Associated Compa	4 5 nies Technology and Quality Management Health, safety, environmen	6 Ital protection Certificates and Attachment	-I nt
Center Data		Company Information		
* Company Name:	Guttern Tag Gmbh.	* Company type:	×	
Company website:		* TFN Category:	Germany: VAT Registration Number \sim	
* Country:	Germany	* Tax number:	123456777	Discrete Stress Licens
* Currency:	×	* Date of Incorporation:	14	
* Language:	English V	* Industry:	×	
* E-Mail Address:	qianjiayin@app.com.cn	* Registered capital:	0.00	\sim
		Fixed assets:	0.00	~
		Total assets:	0.00	~
		Previous year's operatin:	0.00	×
		Enterprise scale:		
Administrative personne	I Information	* Legal form:	×	
* Legal representative:		Manufacture location (ci :		
Actual controller:		An existing Vendor of APP:		
Chief executive:		Business scope:		
Financial executive:				
Shareholder information		* Agent products or not:	Yes No Neither	

Field	Description	Mandator y	Options & Purpose
Currency	Please input your business currency from the drop down list	Y	Chinese Yuan Renminbi RMB United States Dollar USD European Euro EUR Hong Kong Dollar HKD British Pound GBP Japanese Yen JPY New Taiwan Dollar TWD Australian Dollar AUD Canadian Dollar CAD
Company Type	Please select your company type form the dropdown list	Y	Company Information * Company type: * TFN Category: * Tax number: * Date of Incorporation: * Industry: * Industry: * Industry: * Registered capitat: Fixed assets: Total assets: Previous year's operatin: * Joint-Stock Cooperative Enterprise Joint-Stock Cooperative Enterprise



Date of Incorporation	Please select your company establish date from the calendar	Y	Mo Tu We Th Fr Sa Su 48 27 28 29 30 1 2 3 49 4 5 6 7 8 9 10 50 11 12 13 14 15 16 17 61 18 19 20 21 22 23 24 62 25 26 27 28 29 30 31 1 1 2 3 4 5 6 7
Industry	Please select the industry your company belong to from the dropdown list	Y	Agriculture, forestry, animal husbandry, fishery Industrial Construction Wholesale industry Retail industry Transportation industry Warehousing industry Postal industry Lodging Industry Catering industry
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	Manufacturer Trader Agent Distributor Contractor Integrator Service Logistics provider OEM
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.

Previous year's opera		0.00	European Euro	~
Enterprise	Previous year's operating inc	ome		
Enterprise	wicro enterprise			

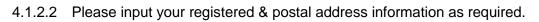
Please remember to upload the business license through the upload business license button.



* Tax number:	123456777			Dipload B	usiness Lic	ens
* Date of Incorporation:	2014.12.01		Δt	tachments		
* Industry:	Software and Inform			lachinenits		
* Registered capital:		* File:				浏览
Fixed assets:		Description:]	
Total assets:					1	
Previous year's operatin:					014	A 1
Enterprise scale:	Micro enterprise				OK	Cancel

🌀 🔵 🗢 📙 🕨 Tammy	•	• 🍫 搜索 Tammy	۶
组织 ▼ 新建文件夹		Ē	= - 💷 🔞
☆ 收藏夹	名称	修改日期	类型
🚺 下载	VSR english version	2018/12/1 20:58	Microsoft Word
三 桌面	🚺 UAT测试问题清单20181201	2018/12/1 20:36	Microsoft Excel
💹 最近访问的位置 🗉	🔁 Business License	2018/12/1 16:46	Adobe Acrobat
 □ 库	😰 A+ RFX training	2018/12/1 16:14	Microsoft Powe
	RFX寻源用户操作手册	2018/12/1 15:34	Microsoft Word
₩ 视频	🛃 ArrayMotionProSetup_v1.1.13	2018/12/1 10:23	Windows Install
	💼 ArrayMotionProSetup_win32_v1.1.13	2018/12/1 10:21	好压 ZIP 压缩文化
	📷 SOP-022 目录采购标准作业程序	2018/11/30 17:13	Microsoft Word
▶ 文档	🖬 总部采购电脑统计表	2018/11/30 16:55	Microsoft Excel
⊿) 音乐	🖬 订单金额统计	2018/11/28 14:57	Microsoft Excel
	approval strategy	2018/11/27 16:00	Microsoft Excel
🜏 家庭组		2010/11/27 15:50	KA:
文件	名(N): Business License	▼ 所有文件(*.*)	-

'n	Attachments	□ ×
* File: Description:	C:\Users\app\Desktop\Tammy\Bus business license	浏览
	ОК	Cancel



Address type	*Country	Region	*City	*Street	*Telephone	Fax	Postal Code
Registered address	Germany V	×					
Postal address	Germany V	V					

4.1.2.3 Please input the contact person information

*Contact type	*Name	Cell phone	E-Mail	Bidder	Order Acknow	The responsible	Login Account
Sales person				✓		Please add the	



Field	Description	Mandator y	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

ontact Perso	ontact Person Information Nearly three years sales												
Add Contact								<u>()</u>					
*Contact type	*Name	Cell phone	E-Mail	Bidder	Order Acknow	The responsible	Login Account	Year	Revenue	Currency	Annua	Attachm	Actions
Sales person				\checkmark		Please add the		2017	0.00	Chin 🗸			
~						Please add the		2016	0.00	Chin 🗸			
								2015	0.00	Chin 🗸			
Sales person													
Business Contac	t person												
Customer Servic	e person Sank	details											

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

click 💼

Co	ontact Person Information									
	Add Contact	İ								
	*Contact type	*Name	Cell phone	E-Mail	Bidder	Order Acknow	The responsible	Login Account		
	Sales person				\checkmark		Please add the			
	~						Please add the			

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.)



Ne	Nearly three years sales							
)							
	Year	Revenue	Currency	Annua	Attachm	Actions		
	2017	0.00	Unit 🗸					
	2016	0.00	Unit 🗠					
	2015	0.00	Unit 🗠					

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

Please click line 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)

Bank information Add Bank (m) Bank details								
*Bank Country	Bank number	SWIFT/BIC	*Bank name	*Bank account(receiva	*Currency	Account Holder	Actions	Receivable bank Accou
Germany ~	·	1	8		~	Gutern Tay AG	Upload receivable bar	
Germany		1	Ľ			Guieni ray AG	Opioad receivable bail	

		Select: SWIFT/BIC)		□ ×
			Hide Advanced Sear	ch Result <= 500 items	Go
Bank Country:	DE 🛞	ß	Bank Key:		Ð
Bank name:		ß	City:		đ
Bank number:		C	SWIFT/BIC: 3443	34 🛞	ß
Bank Branch:		C	Street:		ß
Items (1)					
Bank ≜ Bank Key	Bank name	City	Bank nu S	WIF Bank Branch	
DE 1000000	00 德国银行	慕尼黑	5667790 3	4434 45	
					Cancel

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

🔍 Bank details							
Bank number	SWIFT/BIC	*Bank name	*Bank account(receiva	*Currency	Account Holder	Actions	Receivable bank Accou.
√ 56677909099	34434	德国银行	1111111111	V	Gutern Tay AG	Upload receivable ba	
				Chinese Yuan Renminbi	RMB	^	
	Bank number	Bank number SWIFT/BIC	Bank number SWIFT/BIC *Bank name	Bank number SWIFT/BIC *Bank name *Bank account(receiva	Bank number SWIFT/BIC *Bank name *Bank account/receiva *Currency > 56677909099 34434 須国銀行 1111111111	Bank number SWIFT/BIC *Bank name *Bank account/receiva *Currency Account Holder > 56677909099 34434 須国銀行 1111111111 ✓ Gutern Tay AG	Bank number SWIFT/BIC *Bank name *Bank account/receiva *Currency Account Holder Actions > 56677909099 34434 德国银行 1111111111 V Gutern Tay AG Upload receivable ba



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=9F8162BA8290449976F3D8E27 CDAB948

Please input the SWIFT CODE in BIC field and challenge response according to challenge field. Then click search button.

Search criteria	
BIC @	AUGSED77
Institution name ③	
City ③	
Country ③	All countries
Challenge ③	93 VVV 4N JY
	Please enter the challenge to continue
Challenge response @	93Vw4NJY 🗙
Search Reset	

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

BIC ② Institution name ③ City ③ Country ③ Search Reset	AUGSDE77 All countries		Discover SWIFTRef Directories Discover the BIC-to-LEI Relationship file	
Search results (1 BICs t	ound). Last update: 20 Dec 2018			
BIC A TInsti	ution name	△ ▼ City	△ ▼ Country	
AUGSDE77 STAL	TSPARKASSE AUGSBURG	AUGSBURG	GERMANY	

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

B	Bank information								
[🔁 Add Bank 💼 🗐 🔍 Bank details								
	*Bank Country	Bank number	SWIFT/BIC	*Bank name	*Bank account(receiva	*Currency	Account Holder	Actions	Receivable bank Accou
	Germany	~				~		Deload receivable bar	



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

	*Contact type	*Name	Cell phone	E-Mail		Bank details		×	Ye
	Sales person	Tammy	11111111	qianjiayin@	Bank details				201
					Bank Country:	Germany			201 201
					Bank number:				201
в	ank informa	tion			SWIFT/BIC:	CHASDEFX			
	Add Bank	👔 📔 🔍 Bank det	ails		* Bank name:	J.P.MORGAN AG			
	*Bank Country	Bank num	ber	SWIFT/BIC	Region:	Hamburg	\sim		cou
	Germany	~		CHASDEFX	City:	HAMBURG			ıter
					Street:				
					Bank Branch:				
C	ustomer info	ormation of pa	aper indus	stry		c	K Cance		pa

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

Add Bank Image: Country Bank number SWIFT/BIC *Bank name *Bank account(receiva *Currency Account Holder Actions Receivance	Bank information									
*Bank Country Bank number SWIFT/BIC *Bank name *Bank account(receiva *Currency Account Holder Actions Rec										
	eivable bank Accou									
Germany V 1111111 1111111 European Euro V Gutern Tay AG 🔊 Upload receivable bar										

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)

C	Customer information of paper industry					Customer information of non-paper industry					
Ca Add						À Add 📋					
	*Customer name	*Product/Service	Location(Country、City)	Share of business (%)		*Customer name	*Industry	*Product/Service	Location(Country	Share of business	

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

Customer information of paper industry								
Add 💼								
*Customer name	*Product/Service	Location(Country, City)	Share of business (%)					
AA			0.00					

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.

SAP		Registration Form: 0	Gutern Tay AG (1000000275), Save	tem
< Previous Next >	Save Draft 6-3 Re	ad Only 🚺 Check 🗸	Submit Close Window	
I+ 1	2	3	4	
General Information	Supply information	Associated Companies	Technology and Quality Management	



4.1.3 Part 2 -- Supply information

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

	Add Product Categories	First-Category number	Second-class products	Second category number	Third-class Products	Thid category number	Main product/Service		
	rinaroiasa producta	First-Galegory Humber	Second-class products	Second categoly humber	Third-class Froducts	This category fulfible	main produce Service		
4.1	1.3.2 Please click	k to expan	nd the search bin a	and input the *ke	ey words* and cli	ck search butto	on Q. Click		
D	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.

Product Catego	□ ×
Product Catego	
▶↓ ▶↑ 1 of 14 matches Search for: *木*	
Description	
▼ ROOTCAT	
▶ <u> 苗</u> 木	
▶ <mark>原木</mark>	
▶ 未片	
▼ 化学药品	
▼ 胶印机制版用	
显影剂	
▶ NCR及热敏专用化学产品	
 ▲ 董合剂 	
▶ 表面活性剂	□ ~
	OK Cancel

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.

Add Product Categories	Ì						
First-Class products	First-Category number	Second-class products	Second category number	Third-class Products	Thid category number	Main product/Service	
化学药品	13	胶印机制版用	1301	显影剂	130101	✓	
化学药品	13	NCR及热敏专用化学产品	1302	延展剂	130214	v	
化学药品	13	NCR及热敏专用化学产品	1302	隔离剂	130213		
化学药品	13	NCR及热敏专用化学产品	1302	界面活性剂	130212		
化学药品	13	NCR及热敏专用化学产品	1302	压感阻止剂	130211		

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.

Capacity/Supply Volume										
*11	ain supply/service	*Capacity / supply	*Unit	Production history	Operative norm	Quality / safety cer	Certification organi	Certification date	Actions	Attachment description
W	/oodchips	50,000.000	TON	5-10 years \sim	Global standard \checkmark	ISO9001	USA	2016.11.01	Upload attachment	

Click Next > 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.

< Previous Next >	Save Draft	Check 🗸 Submit 🛛 🗙	Close Window
General Information	2 Supply information	3 Associated Companies	4 Technology and Qual
Affiliates exist or not:	◯ Yes	 No 	

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

Affiliates exist or not:	• Yes	10						
an a sisted Common								
sociated Compar	lies							
Add assocaited Company	y 🛍							
*Company Name	*Relationship with registered	*Registered Address	*Date of Incorporation	*Legal representative	*Product	Annual main product ca	Market share(%)	
Guttern Morgen AG.	20 ~	XXX Strasse	2017.12.01	Wu Sheng	Chemicals	10000		

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.

General Information Supply information Asso	3 ciated Comp	anies Teo	4 chnology and Quality Management	5 Health, safety, environmental protection	6 Certificates and Attachment
Owned Research and Development center:	• Yes	O No	O Not Applicable		
The main source of the company's technology:	 Group 	O Private	Outsourcing Okot Applic		
Is there any major production and patent:	 Yes 	🔿 No	🔿 Not Applicable	Uploading attachments	
Does the factory have a quality system:	 Yes 	O No	🔿 Not Applicable	Uploading attachments	
Is there a written procedure to deal with complaints and \ldots :	○ Yes	No	O Not Applicable		
Complaint response time (day):		3			
Control process					
Written control:	 Yes 	🔘 No	Not Applicable		
Production Control process:	 Yes 	🔘 No	Not Applicable		
System Control process:	 Yes 	🔘 No	Not Applicable		
Customer Complaint Handling Process:	 Yes 	🔿 No	Not Applicable		
Third party awards or certificates					
Whether obtain a third party recognized award or certifi :	○ Yes	• No	Not Applicable		
Once you finish, please c	lick	Next >	button on the to	op 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.

Whether exist industrial safety precautions, emergency countermeasures and work-related injury handli : • Yes • No • Not Applicable
Whether the enterprise has relevant laws, regulations and other certifical Whether exist industrial safety precautions, Are there any measures to prevent pollution to the environm injury handling procedures?
Whether provide training for special positions: • Yes No Not Applicable

Once you finish, please click Next > 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.

ister document number 1000005463 Ve	ndor name 测试 Status Save tempo	orarily Registeration type A		20/12/03 10:53:55 Create per:
Add a Certificate 🛛 🕂 Delete a certificate				
Certification type	Actions	Certification name	Certification number	Certification organizatio
Unified Social Credit Code *	Ð			
Corporate social Responsibility statement and C	🔂 🧾 Download templates			
Certification of employment and authorization *	🔂 🖪 Download templates			
Production site photo, license picture*	£			
Certification of Safety	€1			
Certification of Quality	€			
Quality Certification System	€			
Environment Certification System	Ð			
Import and Export Qualification	Ð			
Technology, research and development, patents	a 👔			
Business Ethics & Integrity Commitment V202-	👔 📃 Download templates			
Business Ethics & Integrity Commitment V20.*	Constant and templates			

	Attachments							
Uploading attachments								
_	File Name	Description	File Type	Created At	Actions			
	1.bt	1	Simple Text	2018.12.25 19:32:28	1 🛍			
	1.txt	1	Simple Text	2018.12.25 19:32:28	1 🛍			
	1.bt	1	Simple Text	2018.12.25 19:40:11	竹 前			



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
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:

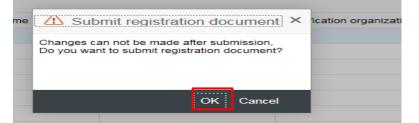
- 2) Document type should be PDF, JPG,WORD,PPT, EXCEL, etc.
- 3) If you upload wrong attachments, please click to delete

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

Previous Next > Save Draft	6ð Read Only	Submit Close Window		All 🗸 1	É x
General Information Supply informa	3 ion Associated Companies	4 Technology and Quality Management	5 Health, safety, environmental protection	Vo errors found Certificates and Attachment	

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.

	x &	
Registration Form (1000000275) has been submitted. Please be patient and		
10		

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.

SAP		Registration Form: New
✓ Continue		
Welcome to re	egister to be the vendor of APP	
* Country:	~	
Company Name:		
* TFN Category:	~	
* Tax Number:		
* E-Mail Address:		Registered email is what you need to retrieve information in the future, it is recommended to choose the company's long-term official mailbox
* Verification code:	Send Email verification Code	
		Already registered (have registration number), nov Retrieve registration information

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**)

>	continue			
	Second to sign	n up for Cotai paper ∨er	ndor registration platform	
	* Retrieve method: * Registration number:		Company Information	
	* E-Mail Address: * Verification code:			Send Email verification Code
			Not regi	stered yet, register right now Register



	App Vendor Registration-verification code:4686 <mark>工作流系统</mark> 收件人: qianjiayin
发件人: 收件人:	」作流系统《WF-BATCH@app.com.cn> <q1 anj1="" ayinugpp.com.cn=""></q1>
	ng APP Vendor Self-registration Platform! is you to verify the validity of your app registration,and to ensure that your information is up-to-date, complete and
accurate.	
	Self-registration URL: http://srmqas.app.com.cn:8030/sap/bc/webdynpro/sap/zwda_stp_vsr_e_fpm_gaf_reg?sap-wd- DAC_STP_VSR_E_FPM_GAF_REG&sap-language=EN&sap-wd-sapgui=X
	Guten Tag. AG
	on code: 4686 (valid until: Date: 2019.01.01.Time: 10:40:54)
	in order registration information being submitted, the system will automatically send mail if you need help, please contact
Vendoradmin(@app.com.cn or +86-0511-88997299.

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.

SAP					Registration Form
🗸 Co	ontinue				
	Welcome to si	gn up for Cotai paper ∨	endor registration platfor	m	
	* Retrieve method:	Registration number	 Company Information 		
	* Country:				\sim
	* Company Name:				
	* TFN Category:				~
	* Tax Number:				
	* E-Mail Address:				
	* Verification code:			Send Email verification	Code
			Not regi	istered yet, register right now	Register

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)

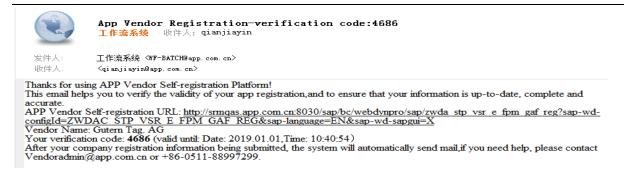
2、Please use browser GoogleChrome

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.





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 <u>vendoradmin@app.com.cn</u> to get.

THE END, THANKS !