



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

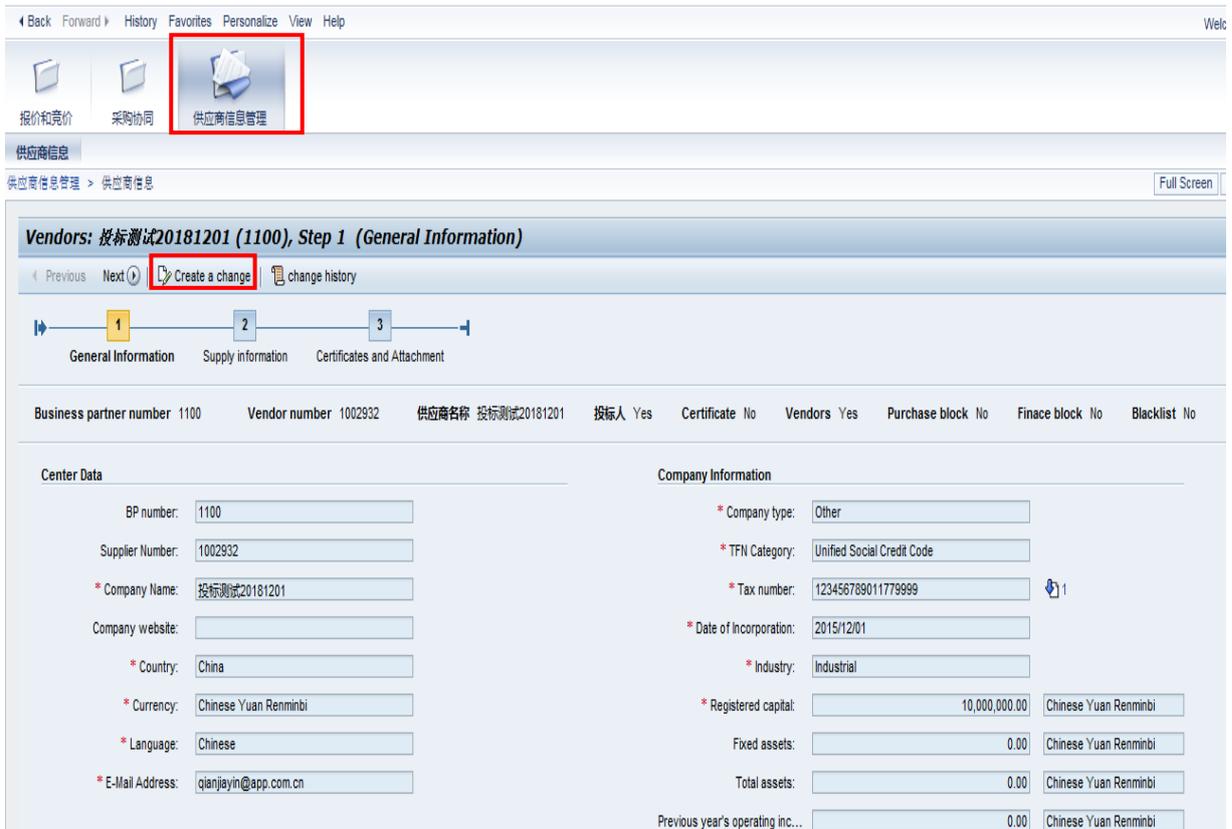
4.1 Vendor information Change

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.

Change request: New, Step 1 (General Information)

Navigation: Previous | **Next** | Check | Close Window | Save | Submit

Progress: 1 (General Information) | 2 (Supply information) | 3 (Certificates and Attachment)

Version of source vendor: Historical Version H1 | Modified Time of source vendor: 2018/12/02 09:32:04

Center Data	Company Information
BP number: 1100	* Company type: Other
Supplier Number: 1002932	* TFN Category: Unified Social Credit Code
* Company Name: 投标测试20181201	* Tax number: 123456789011779999
Company website:	* Date of incorporation: 2015/12/01
* Country: China	* Industry: Industrial
* Currency: Chinese Yuan Renminbi	* Registered capital: 10,000,000.00
* Language: Chinese	Fixed assets: 0.00
* E-Mail Address: qianjayin@app.com.cn	Total assets: 0.00
	Previous year's operating inc...: 0.00
	Enterprise scale: Micro enterprise
	* Legal form: Manufacturer
	Manufacture location (city / c...):
	An existing Vendor of APP: <input type="checkbox"/>
	Business scope:
	* Agent products or not: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
	Employee information
	Total number of insured empl...: 0

Administrative personnel Information

* Legal representative: 李一

Actual controller:

Chief executive:

Financial executive:

Shareholder information

Shareholders / supervisors 1:

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.

Change request: New, Step 1 (General Information)

Navigation: Previous | Next | **Check** | Close Window | Save | **Submit**

Message: **No errors found**

Progress: 1 (General Information) | 2 (Supply information) | 3 (Certificates and Attachment)

Version of source vendor: Historical Version H1 | Modified Time of source vendor: 2018/12/02 09:32:04

Center Data	Company Information
BP number: 1100	* Company type: Other
Supplier Number: 1002932	* TFN Category: Unified Social Credit Code
* Company Name: 投标测试20181201	* Tax number: 123456789011779999
Company website:	* Date of incorporation: 2015/12/01
* Country: China	* Industry: Industrial
* Currency: Chinese Yuan Renminbi	* Registered capital: 10,000,000.00
* Language: Chinese	Fixed assets: 1,000,000.00
* E-Mail Address: qianjayin@app.com.cn	Total assets: 0.00
	Previous year's operating inc...: 0.00
	Enterprise scale: Micro enterprise
	* Legal form: Manufacturer
	Manufacture location (city / c...):
	An existing Vendor of APP: <input type="checkbox"/>
	Business scope:
	* Agent products or not: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
	Employee information
	Total number of insured empl...: 0

Administrative personnel Information

* Legal representative: tammy

Actual controller:

Chief executive:

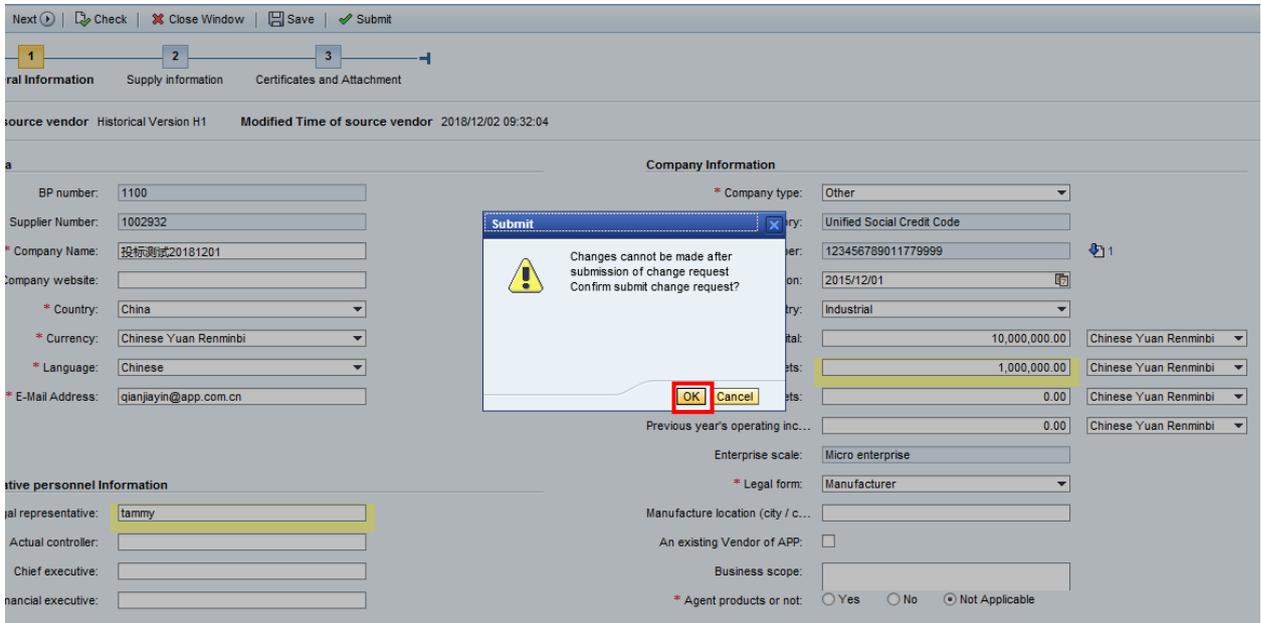
Financial executive:

Shareholder information

Shareholders / supervisors 1:

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.

Change request: 投标测试20181202 (5000000068), Save temporarily, Step 1 (General Information)

← Previous Next → **Edit** ✕ Close Window

1 2 3
General Information Supply information Certificates and Attachment

Change document number 5000000068 Status Save temporarily Creation time 2018/12/28 19:40:15 Create person 季一 Modified Time 2018/12/28 19:40:15 Modify People 季一
Version of source vendor Historical Version H1 Modified Time of source vendor 2018/12/02 09:32:04

Center Data	Company Information
BP number: 1100	* Company type: Other
Supplier Number: 1002932	* TFN Category: Unified Social Credit Code
* Company Name: 投标测试20181202	* Tax number: 123456789011779999
Company website:	* Date of Incorporation: 2015/12/01
* Country: China	* Industry: Industrial
* Currency: Chinese Yuan Renminbi	* Registered capital: 10,000,000.00 Chinese Y
* Language: Chinese	Fixed assets: 0.00 Chinese Y
* E-Mail Address: qianjiayin@app.com.cn	Total assets: 0.00 Chinese Y
	Previous year's operating in... 0.00 Chinese Y
	Enterprise scale: Micro enterprise
	* Legal form: Manufacturer
	Manufacture location (city / ...)

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.

Change request: 投标测试20181202 (5000000068), Save temporarily, Step 1 (General Information)

← Previous Next → **Check** ⓧ Read Only ✕ Close Window Save **Submit**

1 2 3
General Information Supply information Certificates and Attachment

Change document number 5000000068 Status Save temporarily Creation time 2018/12/28 19:40:15 Create person 季一 Modified Time 2018/12/28 19:40:15 Modify People 季一
Version of source vendor Historical Version H1 Modified Time of source vendor 2018/12/02 09:32:04

Center Data	Company Information
BP number: 1100	* Company type: Other
Supplier Number: 1002932	* TFN Category: Unified Social Credit Code
* Company Name: 投标测试20181202	* Tax number: 123456789011779999
Company website:	* Date of Incorporation: 2015/12/01
* Country: China	* Industry: Industrial
* Currency: Chinese Yuan Renminbi	* Registered capital: 10,000,000.00 Chinese Yuan Renminbi
* Language: Chinese	Fixed assets: 0.00 Chinese Yuan Renminbi
* E-Mail Address: qianjiayin@app.com.cn	Total assets: 0.00 Chinese Yuan Renminbi
	Previous year's operating in... 0.00 Chinese Yuan Renminbi
	Enterprise scale: Micro enterprise
	* Legal form: Manufacturer
	Manufacture location (city / ...)

Administrative personnel Information

* Legal representative: 季一

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.

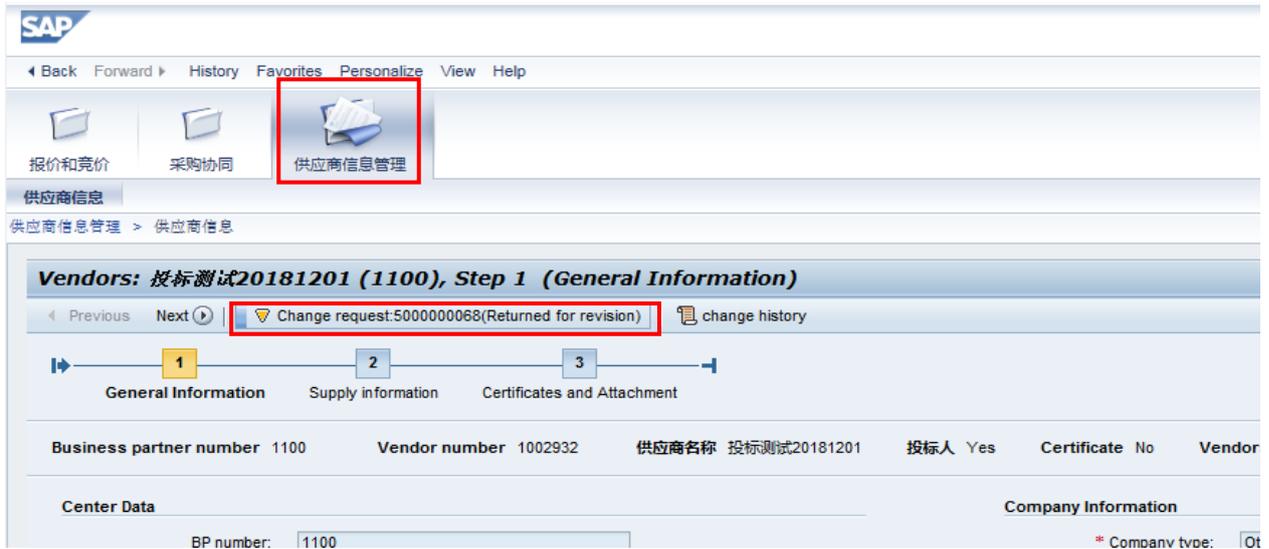
退回修改通知
工作流程系统 收件人: qianjiayin

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

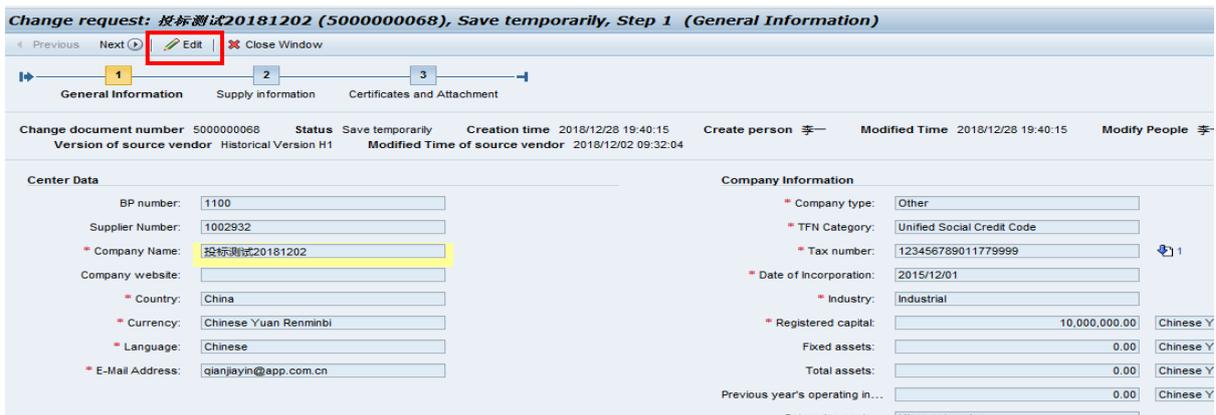
感谢使用APP供应商自注册平台!
 您的注册信息被APP主数据管理员退回:
 供应商注册号: 5000000068
 公司名称: 测试账号1201 2018
退回原因: pls modify

请登陆APP供应商自注册网页进行修改: <http://www.app.com.cn/html/vsren.html> .
 如需帮助, 请联系 Vendoradmin@app.com.cn或+86-0511-88997299.
 此邮件为系统自动发送, 请勿回复。

4.3.2 Pls login to SRM system. In Vendor information management tab, pls click “change request: XXXX (return for revision)”

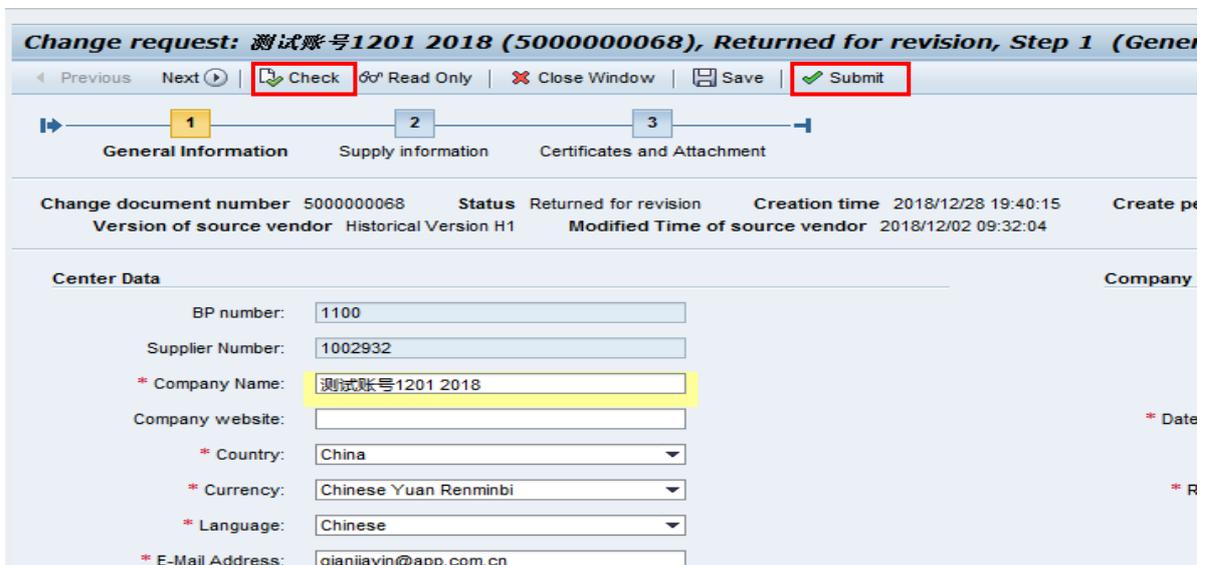


4.3.3 Pls click Edit button to edit the returned change request.



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 delete the existing bank information.

*Bank Country	Bank number	SWIFT/BIC	*Bank name	*Bank account(recei...	*Currency	Account Holder	Actions	Receivable bank Account O...
China	001121013058		中国人民银行正定县支行	11111111	Chinese Yuan Renminbi	测试账号1201 2018		1

4.4.2 Please input your update 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 4.4.4. Otherwise go to Step 5)**

*Bank Country	Bank number	SWIFT/BIC	*Bank name	*Bank account(receiva...	*Currency	Account Holder	Actions	Receivable bank Accou...
Germany						Gutern Tay AG		Upload receivable bai

Select: SWIFT/BIC

Hide Advanced Search
Result <= 500 items
Go

Bank Country:

Bank name:

Bank number:

Bank Branch:

Bank Key:

City:

SWIFT/BIC:

Street:

Items (1)

Bank...	Bank Key	Bank name	City	Bank nu...	SWIF...	Bank Branch
DE	1000000000	德国银行	慕尼黑	5667790...	34434	45

Cancel

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

*Bank Country	Bank number	SWIFT/BIC	*Bank name	*Bank account(receiva...	*Currency	Account Holder	Actions	Receivable bank Accou...
Germany	56677909099	34434	德国银行	1111111111	<div style="border: 1px solid #007bff; padding: 2px;"> Chinese Yuan Renminbi RMB United States Dollar USD </div>	Gutern Tay AG		Upload receivable bai

4.4.4 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.

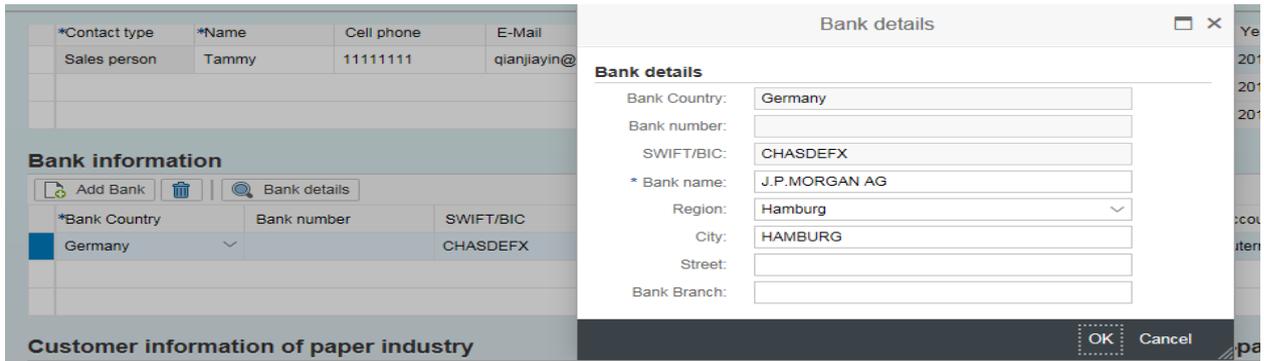
4.4.5 Please copy the institution name as bank name, bank city, bank country.

BIC	Institution name	City	Country
AUGSDE77	STADTSPARKASSE AUGSBURG	AUGSBURG	GERMANY

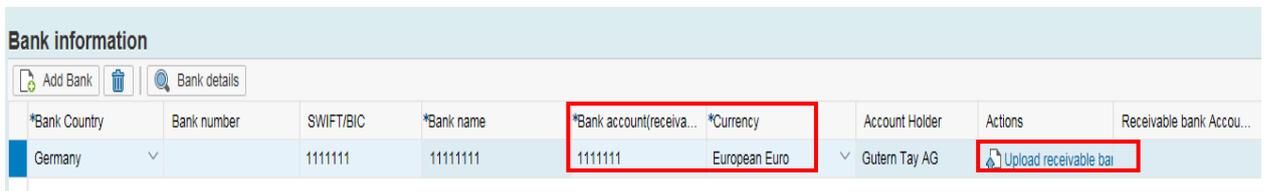
4.4.6 Please back to SRM system. Input the SWIFT code and then select whole line and click bank details button

*Bank Country	Bank number	SWIFT/BIC	*Bank name	*Bank account/receiva...	*Currency	Account Holder	Actions	Receivable bank Accou...
Germany	▼	▼			▼		Upload receivable bai	

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: 后端会话已在超时而关闭 (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 !