



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

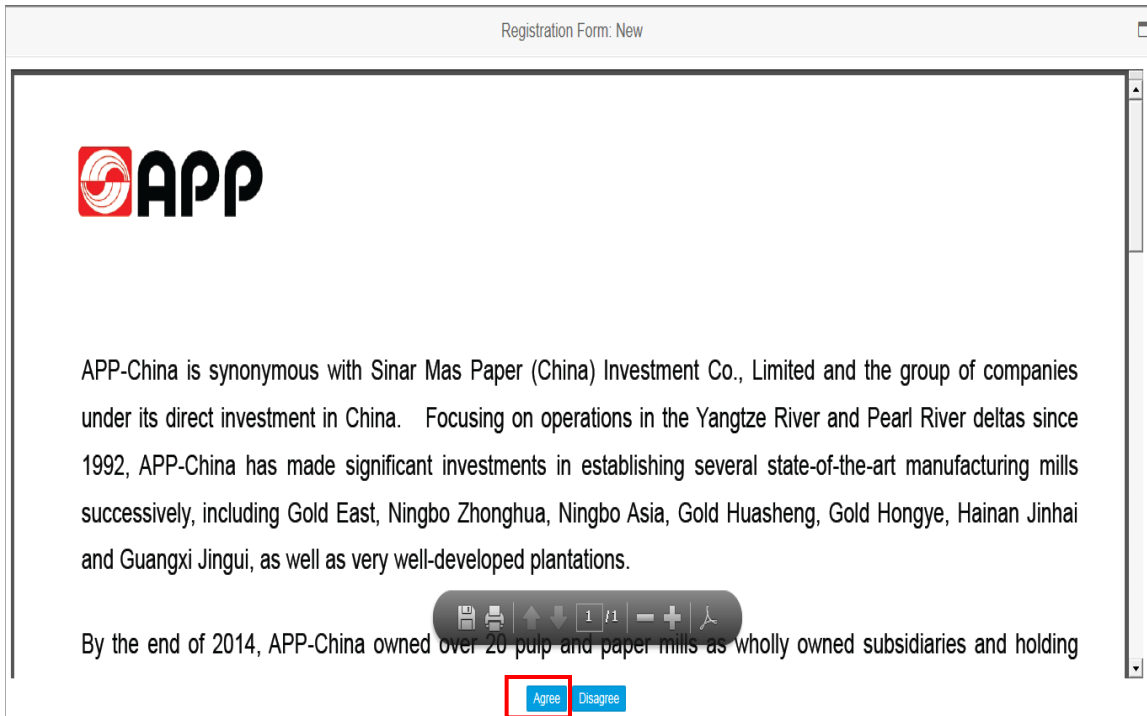
Easily and conveniently get the suppliers information through vendor self-registration to invite more competitive suppliers to collaborate with APP. More business opportunities for vendors and win-win solution for both side.

4 User Instruction

4.1 New vendor onboard Steps

4.1.1 Start to register

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.



Registration Form: New

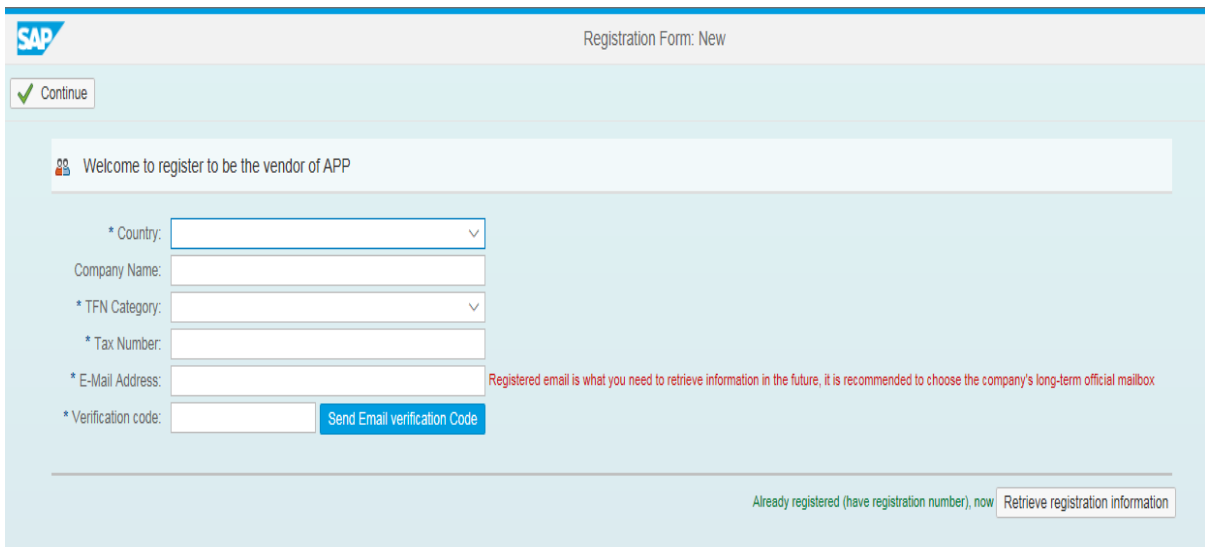
APP

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

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

Welcome to register 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:

Already registered (have registration number), now

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	
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.




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: Guter 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.

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:

Company Name:

* TFN Category:

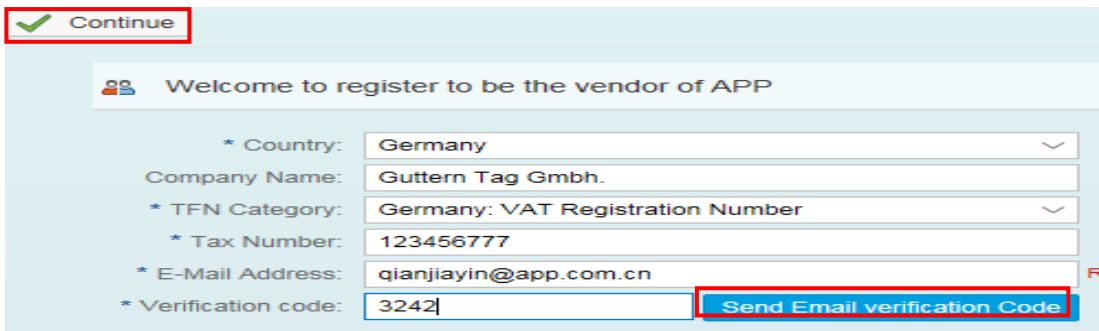
* Tax Number:

* E-Mail Address:

* Verification code:

Register

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



✓ Continue

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

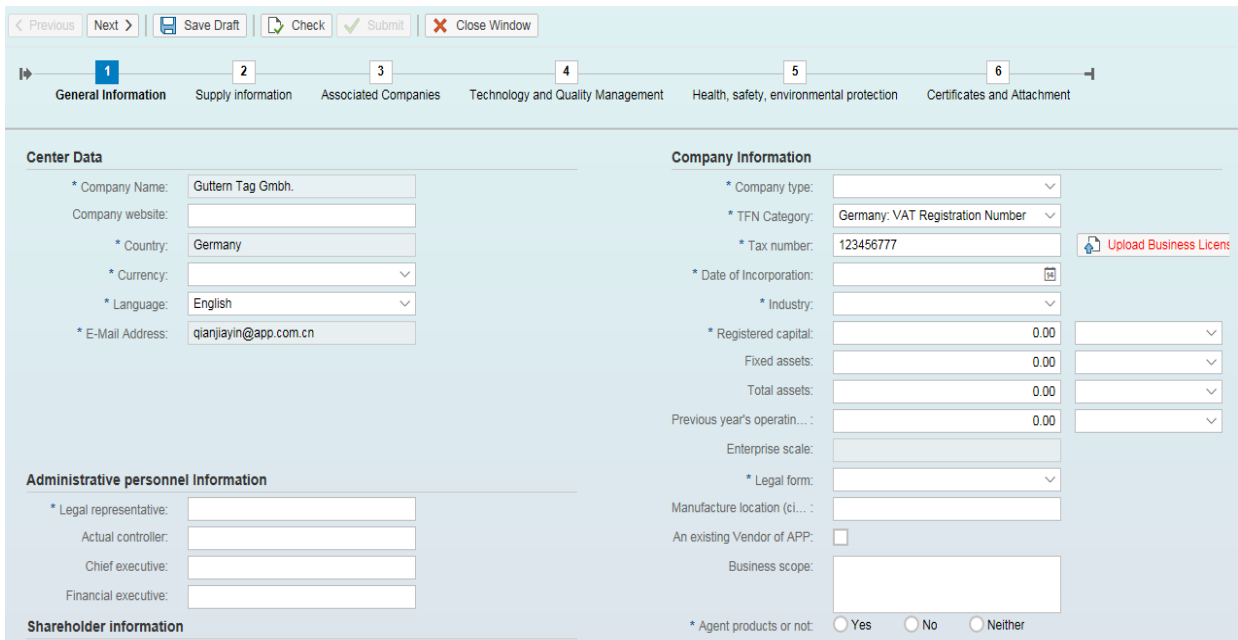
* E-Mail Address: qianjiayin@app.com.cn

* 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 Close Window

1 General information 2 Supply information 3 Associated Companies 4 Technology and Quality Management 5 Health, safety, environmental protection 6 Certificates and Attachment

Center Data

* Company Name: Guttern Tag GmbH.

Company website:

* Country: Germany

* Currency:

* Language: English

* E-Mail Address: qianjiayin@app.com.cn

Company Information

* Company type:

* TFN Category: Germany: VAT Registration Number

* Tax number: 123456777 Upload Business License

* Date of Incorporation:

* Industry:

* Registered capital: 0.00

Fixed assets: 0.00

Total assets: 0.00

Previous year's operating income: 0.00

Enterprise scale:

* Legal form:

Manufacture location (city):

An existing Vendor of APP: ☐

Business scope:

* Agent products or not: ☐ Yes ☐ No ☐ Neither

Administrative personnel Information

* Legal representative:

Actual controller:

Chief executive:

Financial executive:

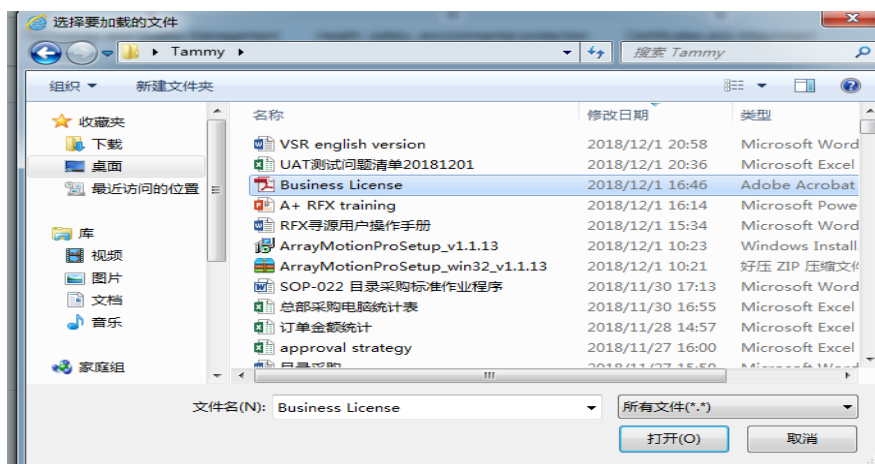
Shareholder information

Field	Description	Mandatory	Options & Purpose
Currency	Please input your business currency from the drop down list	Y	<div> 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 Macao Pataca MOP </div>

Company Type	Please select your company type form the dropdown list	Y	<div> <div>Company Information</div> <div> <div>* Company type:</div> <div> <div>FA</div> <div>State-owned Enterprise</div> <div>Administrative institution</div> <div>Private enterprise</div> <div>Joint-Stock Enterprises</div> <div>Affiliated Enterprise</div> <div>Wholly foreign-owned</div> <div>Joint venture</div> <div>Hong Kong, Macao and Taiwan Invested</div> <div>Joint-Stock Cooperative Enterprise</div> </div> </div> <div>* TFN Category:</div> <div>* Tax number:</div> <div>* Date of Incorporation:</div> <div>* Industry:</div> <div>* Registered capital:</div> <div>Fixed assets:</div> <div>Total assets:</div> <div>Previous year's operatin...</div> </div>
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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.

Address Data							
*Address type	*Country	Region	*City	*Street	*Telephone	Fax	Postal Code
Registered address	Germany	▼	▼				
Postal address	Germany	▼	▼				

4.1.2.3 Please input the contact person information

Contact Person Information							
<div> Add Contact </div>							
*Contact type	*Name	Cell phone	E-Mail	Bidder	Order Acknow...	The responsible...	Login Account
Sales person				<input checked="" type="checkbox"/>	<input type="checkbox"/>	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

Contact Person Information								Nearly three years sales					
<div> Add Contact </div>													
*Contact type	*Name	Cell phone	E-Mail	Bidder	Order Acknow...	The responsible...	Login Account	Year	Revenue	Currency	Annua...	Attachm...	Actions
Sales person				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please add the...		2017	0.00	Chin...	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>	Please add the...		2016	0.00	Chin...	<input type="checkbox"/>		
								2015	0.00	Chin...	<input type="checkbox"/>		

Sales person
 Business Contact person
 Customer Service person

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

click

Contact Person Information							
<div> Add Contact </div>							
*Contact type	*Name	Cell phone	E-Mail	Bidder	Order Acknow...	The responsible...	Login Account
Sales person				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please add the...	
				<input type="checkbox"/>	<input type="checkbox"/>	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.** Optional for other vendors.)

Nearly three years sales						
	Year	Revenue	Currency	Annua...	Attachm...	Actions
	2017	0.00	Unit... ▾	<input type="text"/>		
	2016	0.00	Unit... ▾	<input type="text"/>		
	2015	0.00	Unit... ▾	<input type="text"/>		

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)**

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 ▾		<input type="text"/>	<input type="text"/>			Gutem Tay AG ▾	Upload receivable bai	

Select: SWIFT/BIC

Hide Advanced Search

Result <= 500 items

Go

Bank Country: DE ⊗

Bank Key:

Bank name:

City:

Bank number:

SWIFT/BIC: 34434 ⊗

Bank Branch:

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

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

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 ▾	56677909099	34434	德国银行	1111111111	<div> <div>Chinese Yuan Renminbi</div> <div>RMB</div> <div>United States Dollar</div> <div>USD</div> </div>	Gutem Tay AG ▾	Upload receivable bai	

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 institution 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

Product/Service Scope

First-Class products	First-Category number	Second-class products	Second category number	Third-class Products	Thid category number	Main product/Service

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.

Product Catego

1 of 14 matches Search for:

Description	
ROOTCAT	<input type="checkbox"/>
▶ 蕮木	<input type="checkbox"/>
▶ 原木	<input type="checkbox"/>
▶ 木片	<input type="checkbox"/>
化学药品	<input type="checkbox"/>
胶印机制版用	<input checked="" type="checkbox"/>
显影剂	<input checked="" type="checkbox"/>
NCR及热敏专用化学产品	<input type="checkbox"/>
螯合剂	<input type="checkbox"/>
表面活性剂	<input type="checkbox"/>

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.

Product/Service Scope

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	<input checked="" type="checkbox"/>
化学药品	13	NCR及热敏专用化学产品	1302	延属剂	130214	<input checked="" type="checkbox"/>
化学药品	13	NCR及热敏专用化学产品	1302	隔菌剂	130213	<input checked="" type="checkbox"/>
化学药品	13	NCR及热敏专用化学产品	1302	界面活性剂	130212	<input type="checkbox"/>
化学药品	13	NCR及热敏专用化学产品	1302	压敏阻止剂	130211	<input type="checkbox"/>

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

*Main supply/service	*Capacity / supply	*Unit	Production history	Operative norm	Quality / safety cer...	Certification organi...	Certification date	Actions	Attachment description
Woodchips	50,000,000	TON	5-10 years	Global standard	ISO9001	USA	2016.11.01	<input type="button" value="Upload attachment"/>	

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.

< Previous Next > Save Draft Check Submit Close Window

1 General Information 2 Supply information 3 **Associated Companies** 4 Technology and Quality Management

Affiliates exist or not: ☐ Yes ☒ No

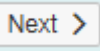
4.1.4.2 If yes, please click “add associated companies” and input the required information.

Affiliates exist or not: ☒ Yes ☐ No

Associated Companies

Add associated Company

*Company Name	*Relationship with registered...	*Registered Address	*Date of Incorporation	*Legal representative	*Product	Annual main product ca...	Market share(%)
Gutten Morgen AG.	20	XXX Strasse	2017.12.01	Wu Sheng	Chemicals	10000	5

Click  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 applicable, please select not applicable.

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

1 General Information 2 Supply information 3 Associated Companies 4 **Technology and Quality Management** 5 Health, safety, environmental protection 6 Certificates and Attachment

Owned Research and Development center: ☒ Yes ☐ No ☐ Not Applicable

The main source of the company's technology: ☒ Group ☐ Private ☐ Outsourcing ☐ Not Applicable

Is there any major production and patent: ☒ Yes ☐ No ☐ Not Applicable

Does the factory have a quality system: ☒ Yes ☐ No ☐ Not Applicable

Is there a written procedure to deal with complaints and... : ☐ Yes ☒ No ☐ Not Applicable

Complaint response time (day):

Control process

Written control: ☒ Yes ☐ No ☐ Not Applicable

Production Control process: ☒ Yes ☐ No ☐ Not Applicable

System Control process: ☒ Yes ☐ No ☐ Not Applicable

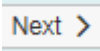
Customer Complaint Handling Process: ☒ Yes ☐ No ☐ Not Applicable

Third party awards or certificates

Whether obtain a third party recognized award or certifi... : ☐ Yes ☒ No ☐ Not Applicable

Uploading attachments

Uploading attachments

Once you finish, please click  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 applicable, please select not applicable.

1 General Information
2 Supply information
3
4 Technology and Quality Management
5

Is the production and operation in line with the relevant rules of environmental protection: ☐ Yes ☐ No ☒ Not Applicable

Whether exist industrial safety precautions, emergency countermeasures and work-related injury handling procedures: ☒ Yes ☐ No ☐ Not Applicable

Whether the enterprise has relevant laws, regulations and other certification?: ☐ Yes ☒ No ☐ Not Applicable

Are there any measures to prevent pollution to the environment?: ☒ Yes ☐ No ☐ Not Applicable

Whether provide training for special positions: ☒ Yes ☐ No ☐ Not Applicable

Salvage: ☒ Recycli... ☒ Sell ☐ Other

Whether danger warning or security management clearly marked on site?: ☒ Yes ☐ No ☐ Not Applicable

Strictly abide by the labour law: ☒ Yes ☐ No ☐ Not Applicable

Whether it is safe and clean: ☒ Yes ☐ No ☐ 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 handling procedures: ☒ Yes ☐ No ☐ Not Applicable

Whether the enterprise has relevant laws, regulations and other certification: ☐ Yes ☒ No ☐ Not Applicable

Are there any measures to prevent pollution to the environment: ☒ Yes ☐ No ☐ Not Applicable

Whether provide training for special positions: ☒ Yes ☐ No ☐ Not Applicable

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.

Certificates




Add a Certificate
 Delete a certificate

Certification type	Actions	Certification name	Certification number	Certification organization	Certification issuing date	Effective expiration date
Production site photo, license picture...						
Certification of Safety						
Certification of Quality						
Quality Certification System						
Environment Certification System						
Import and Export Qualification						
Technology, research and development...		1				
Unified Social Credit Code *		1	111111	TESTING	2014.12.26	2028.12.04
Corporate social Responsibility statement...	Download template	Corporate social Responsibility				
Certification of employment and a...	Download template	在职工证明 employment certificate				

Attachments

Uploading attachments

File Name	Description	File Type	Created At	Actions
1.bt	1	Simple Text	2018.12.25 19:32:28	
1.bt	1	Simple Text	2018.12.25 19:32:28	
1.bt	1	Simple Text	2018.12.25 19:40:11	
在职工证明 employment certificate.pdf	在职工证明 employment certificate	PDF File (Adobe Acrobat Exchange/Reader)		
Corporate social Responsibility statement and...	Corporate social Responsibility statement and...	PDF File (Adobe Acrobat Exchange/Reader)		

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.

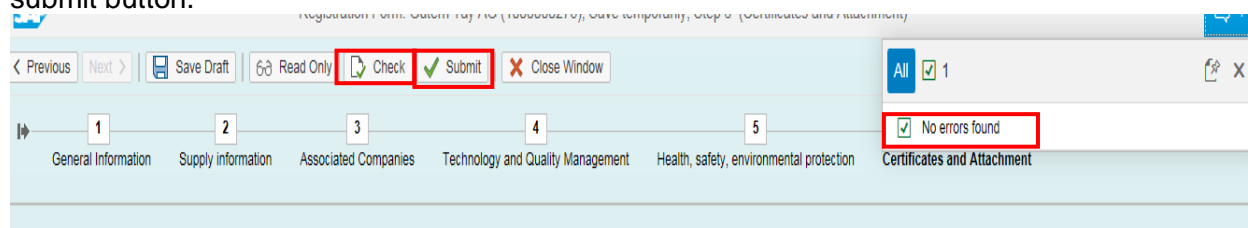
4.1.7.2 Please follow below rules to upload the attachments:

1) Document type should not including special characters like %* - # & / ~ [] () \$ @ \ _

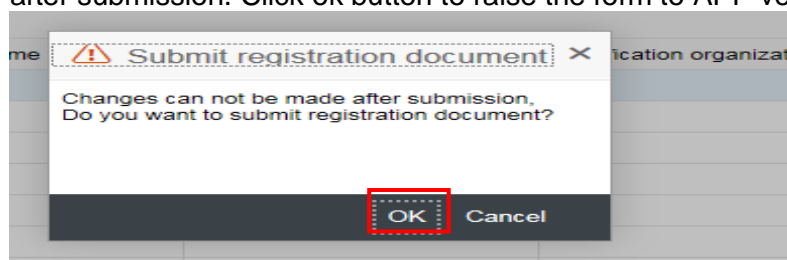
2) Document type should be PDF, JPG,WORD,PPT, EXCEL, etc.

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.

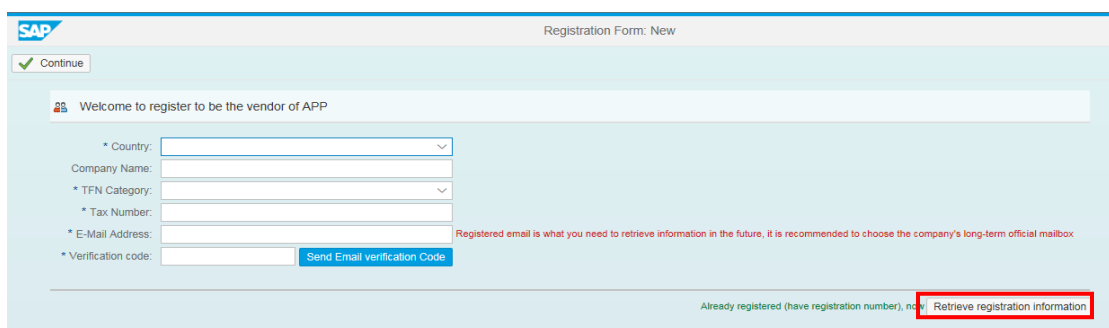


4.1.7.5 Once APP vendor approval process finished, you will receive a SRM account and initial password. If vendor admin or buyer found something is not correct, they will send back the form to you to update.

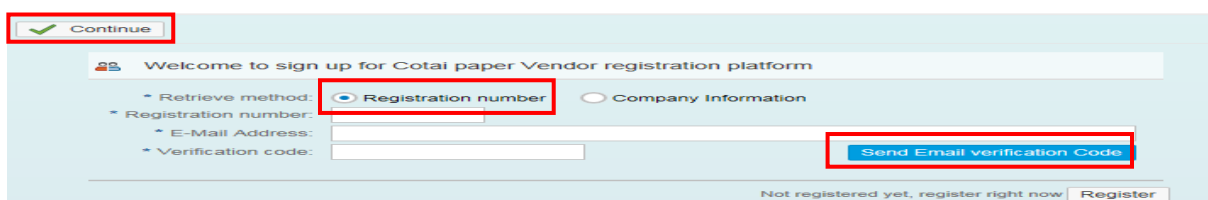
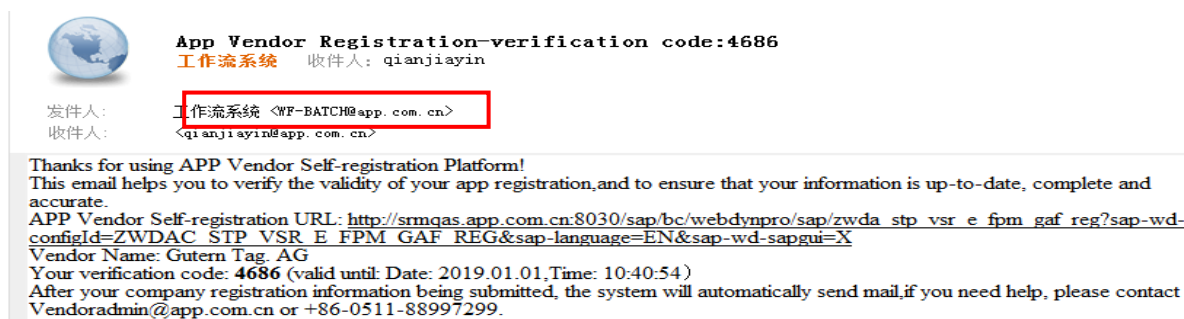


4.2 Retrieve saved registration form

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.



The screenshot shows the SAP Registration Form for the Cotal paper Vendor registration platform. It includes a 'Continue' button, a welcome message, and fields for registration details. The 'Retrieve method' is set to 'Company Information'. Fields include Country, Company Name, TFN Category, Tax Number, E-Mail Address, and Verification code. A 'Send Email verification Code' button is present. At the bottom, there is a link to 'Register' for those not yet registered.

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

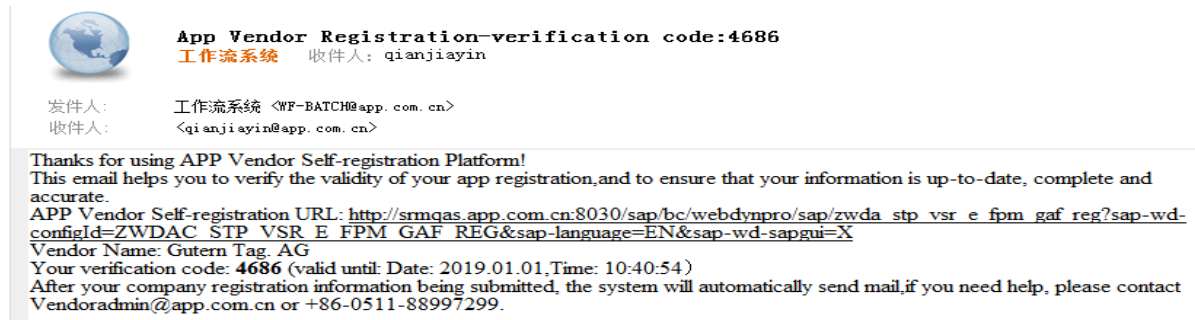
ERROR: 后端会话已在超时后关闭 (termination: ERROR_MESSAGE_STATE)

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 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 vendoradmin@app.com.cn to get.

THE END , THANKS !