# Sign Up Manual
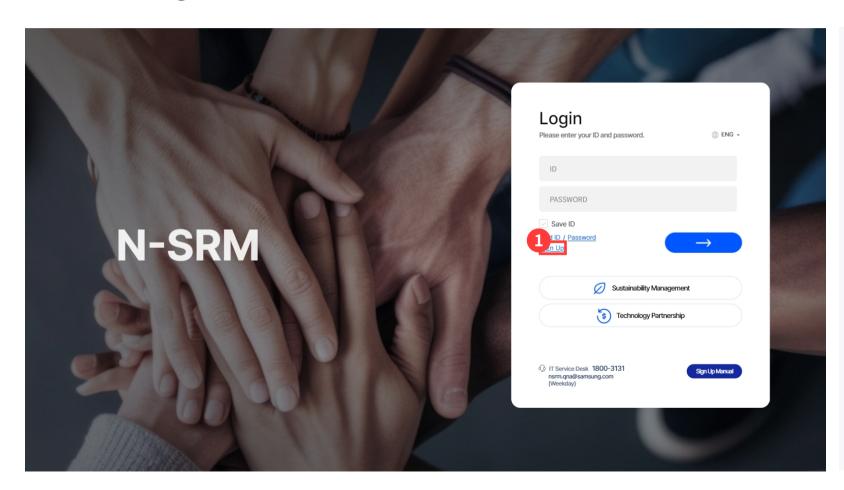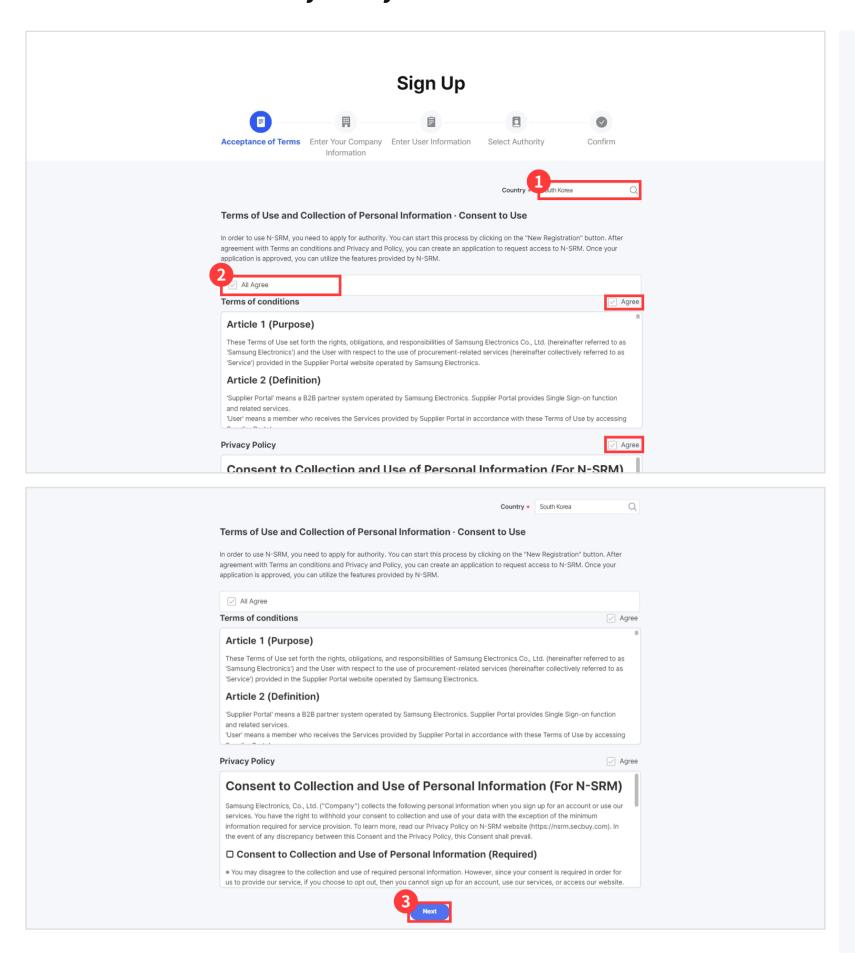
## Start Creating a New Account
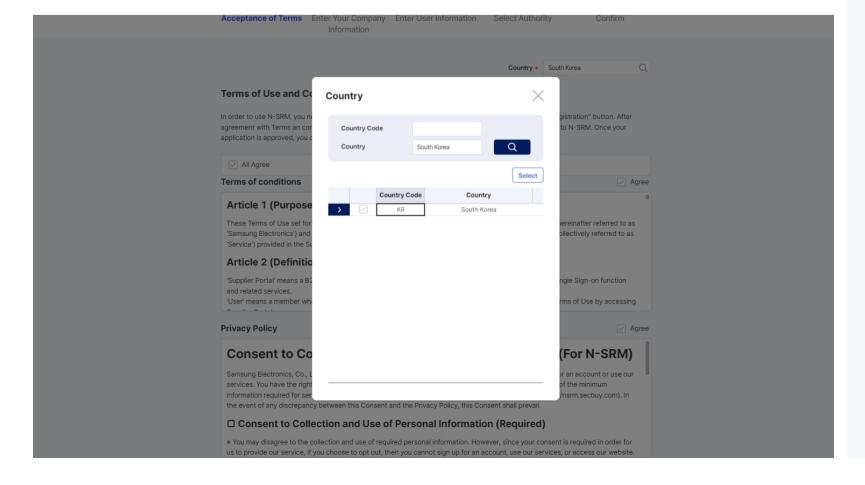


① Click "Sign Up" to create the new account

# Terms of Use and Privacy Policy
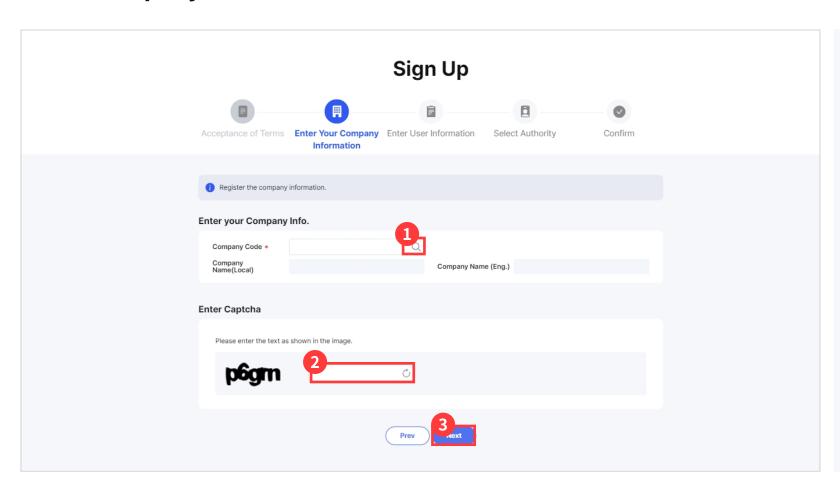
## Sign Up

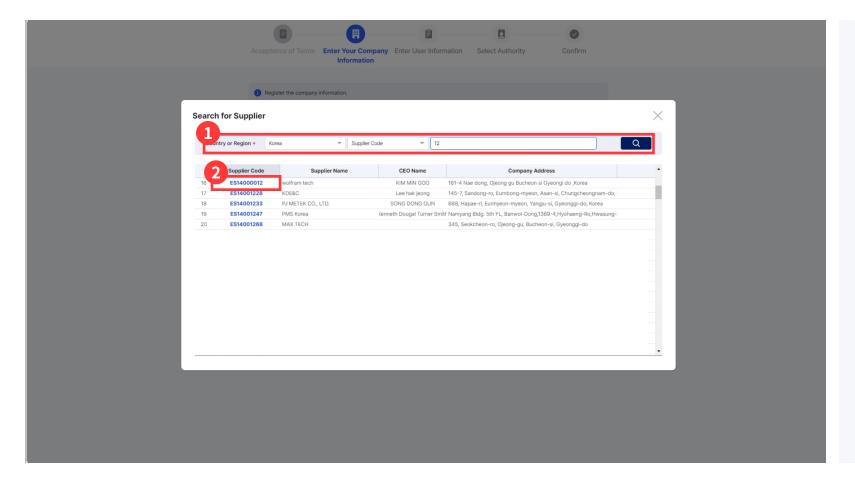Acceptance of Terms | Enter Your Company Information | Enter User Information | Select Authority | Confirm

① Choose the regin you live in by clicking the "Search" button.

· Terms of Use differs to the country

② Check out the Terms of Use and Privacy Policy and agree to them all

③ Press "Next" to proceed to the next step

Country * South Korea

### Terms of Use and Collection of Personal Information · Consent to Use

In order to use N-SRM, you need to apply for authority. You can start this process by clicking on the "New Registration" button. After agreement with Terms an conditions and Privacy and Policy, you can create an application to request access to N-SRM. Once your application is approved, you can utilize the features provided by N-SRM.

☑ All Agree

**Terms of conditions** ☑ Agree

#### Article 1 (Purpose)
These Terms of Use set forth the rights, obligations, and responsibilities of Samsung Electronics Co., Ltd. (hereinafter referred to as 'Samsung Electronics') and the User with respect to the use of procurement-related services (hereinafter collectively referred to as 'Service') provided in the Supplier Portal website operated by Samsung Electronics.

#### Article 2 (Definition)
'Supplier Portal' means a B2B partner system operated by Samsung Electronics. Supplier Portal provides Single Sign-on function and related services.
'User' means a member who receives the Services provided by Supplier Portal in accordance with these Terms of Use by accessing

**Privacy Policy** ☑ Agree

#### Consent to Collection and Use of Personal Information (For N-SRM)

Country * South Korea

### Terms of Use and Collection of Personal Information · Consent to Use

In order to use N-SRM, you need to apply for authority. You can start this process by clicking on the "New Registration" button. After agreement with Terms an conditions and Privacy and Policy, you can create an application to request access to N-SRM. Once your application is approved, you can utilize the features provided by N-SRM.

☑ All Agree

**Terms of conditions** ☑ Agree

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**Privacy Policy** ☑ Agree

#### Consent to Collection and Use of Personal Information (For N-SRM)

Samsung Electronics, Co., Ltd. ("Company") collects the following personal information when you sign up for an account or use our services. You have the right to withhold your consent to collection and use of your data with the exception of the minimum information required for service provision. To learn more, read our Privacy Policy on N-SRM website (https://nsrm.secbuy.com). In the event of any discrepancy between this Consent and the Privacy Policy, this Consent shall prevail.

☐ Consent to Collection and Use of Personal Information (Required)

※ You may disagree to the collection and use of required personal information. However, since your consent is required in order for us to provide our service, if you choose to opt out, then you cannot sign up for an account, use our services, or access our website.

[ Next ]

## Select Country

Acceptance of Terms | Enter Your Company Information | Enter User Information | Select Authority | Confirm

Country * South Korea

### Terms of Use and Co...

In order to use N-SRM, you m...
agreement with Terms an co...
application is approved, you c...

☑ All Agree

**Terms of conditions** ☑ Agree

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**Privacy Policy** ☑ Agree

#### Consent to Co... (For N-SRM)

Samsung Electronics, Co., L...
services. You have the right...
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### Country ✕

Country Code [ ]
Country [ South Korea ] [ 🔍 ]

[ Select ]

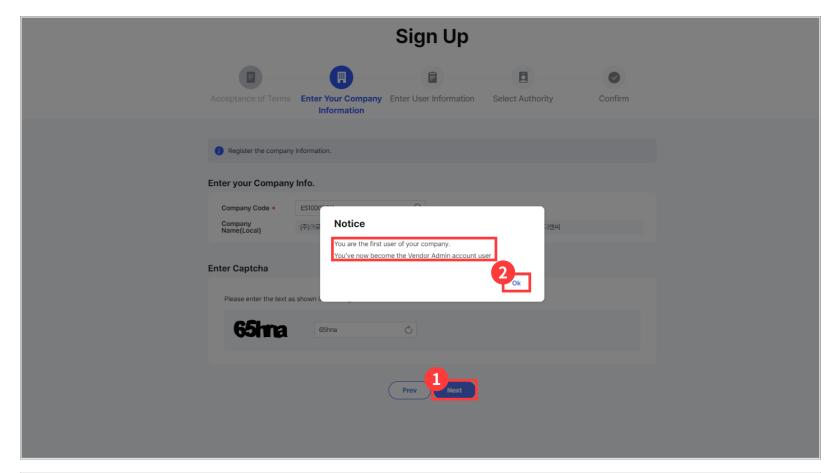| | | Country Code | Country |
|---|---|---|---|
| > | ☑ | KR | South Korea |

# Enter Company Info.

## Sign Up



① Click the "Search" icon and a pop-up appears

② Type in the letters on the Capthca

③ Complete submitting the basic information of the company, and proceed to the next step
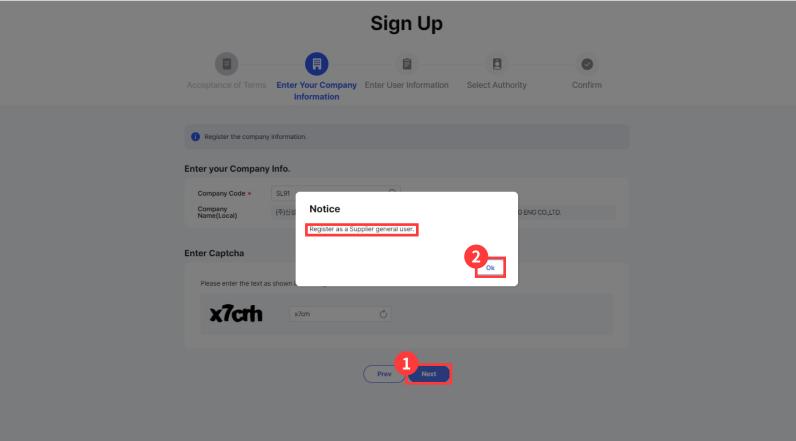
· You can go back to the previous step if you want

# Search for Company



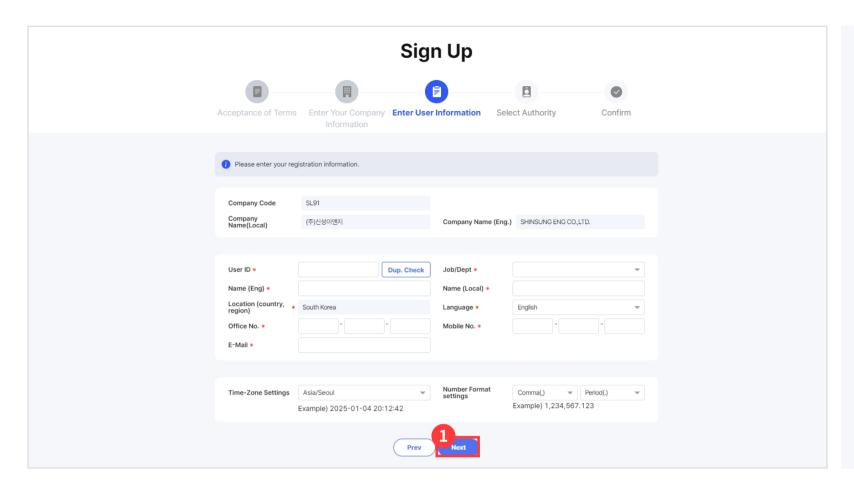① Search your company

② Click the supplier code of your company
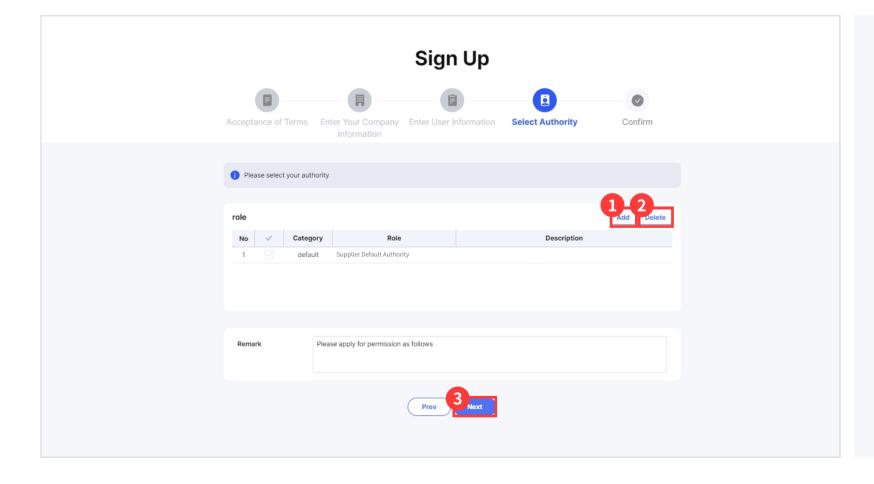
# Vendor Admin & General User Account



① After submitting the company info, you can find out whether your account is either Vendor Admin or General User

· If you are the first user to creat an account under your supplier code, you automatically become the Vendor Admin

· If the Vendor Admin account already exists prior to your sign-up, you become the general user

② Check out the "Notice" pop-up and proceed to the next step

# Enter User Information



**Sign Up**

Acceptance of Terms — Enter Your Company Information — **Enter User Information** — Select Authority — Confirm

ⓘ Please enter your registration information.

| | |
|---|---|
| Company Code | SL91 |
| Company Name(Local) | (주)신성이엔지 |

Company Name (Eng.) SHINSUNG ENG CO.,LTD.

User ID * [          ] Dup. Check        Job/Dept * [          ▼]
Name (Eng) * [          ]                Name (Local) * [          ]
Location (country, region) * South Korea  Language * English ▼
Office No. * [   ]-[   ]-[   ]           Mobile No. * [   ]-[   ]-[   ]
E-Mail * [          ]

Time-Zone Settings   Asia/Seoul ▼        Number Format settings   Comma(,) ▼   Period(.) ▼
Example) 2025-01-04 20:12:42             Example) 1,234,567.123

Prev   **❶ Next**

① Enter your user information and proceed to the next step

· Be careful submitting your E-Mail address. The initial password for your account will be automatically sent to the email address you entered.

# Authority Selection



**Sign Up**

Acceptance of Terms — Enter Your Company Information — Enter User Information — **Select Authority** — Confirm

ⓘ Please select your authority

**role**                                    **❶ Add  ❷ Delete**

| No | ✓ | Category | Role | Description |
|---|---|---|---|---|
| 1 | ✓ | default | Supplier Default Authority | |

Remark   Please apply for permission as follows

Prev   **❸ Next**
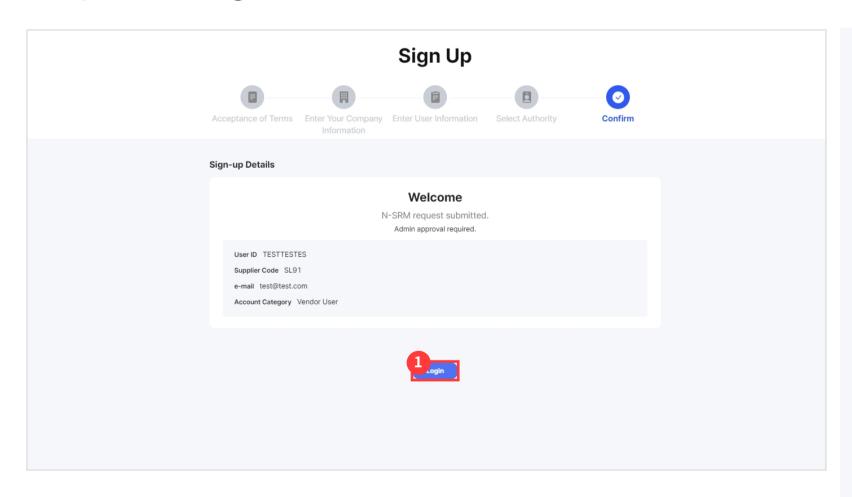
① You can add more authorities clicking the "Add"

② You can remove authorities from the list by clicking the "Delete"

· The default authority cannot be removed

③ Complete your authority selection and proceed to the next step

· You can go back to the previous step if you want

## Adding Authority
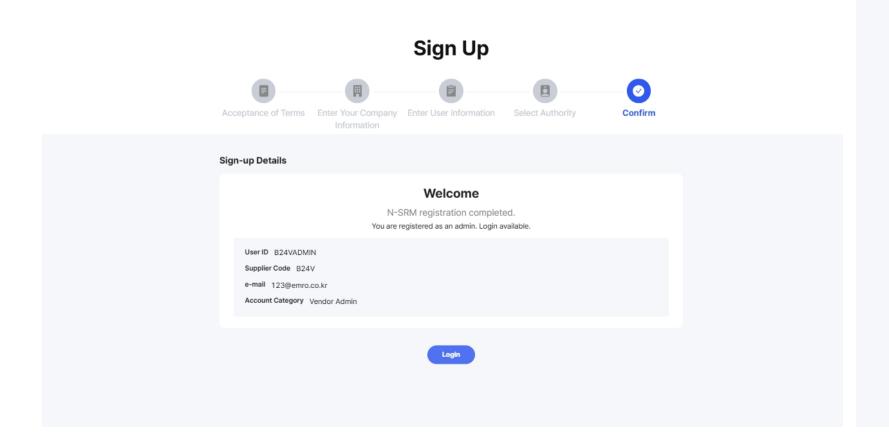


① You can find authorities you need by searching the key-words such as 'evaluation', 'SCM' and etc.

② Choose the authority you need and click the "Select" button to add the authority on your list

## Complete Creating an Account - General User
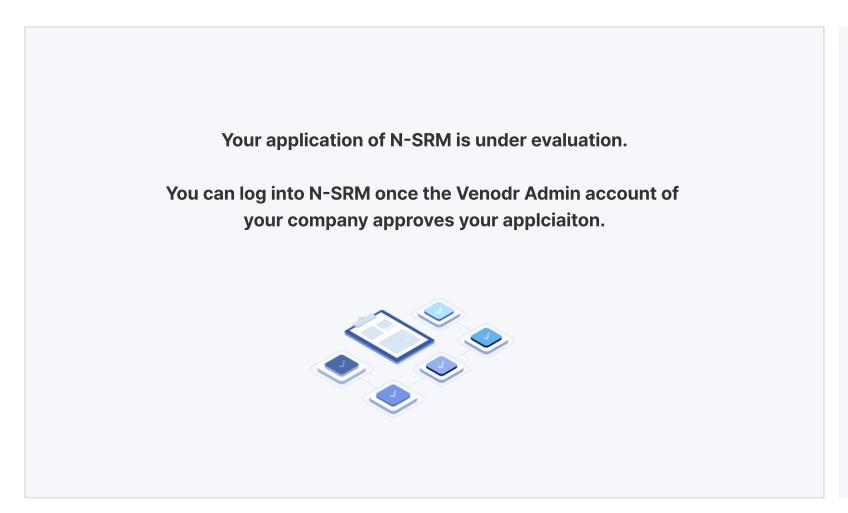


① After creating an account, click the "Login" button to log into the system

· General User - you must be approved by the Vendor Admin user to log into the system

· Vendor Admin user - you can log into the system right away

## Complete Creating an Account - Vendor Admin
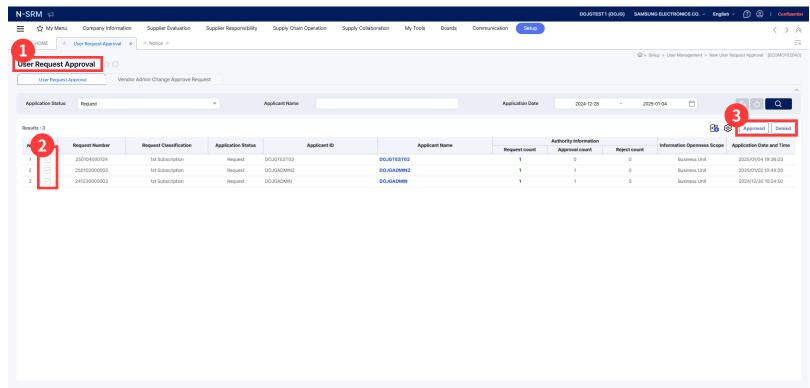
# General User - Login (Before Approval)



**Your application of N-SRM is under evaluation.**

You can log into N-SRM once the Venodr Admin account of
your company approves your applciaiton.

· A waiting page will be displayed before the
  Vendor Admin user approves your application
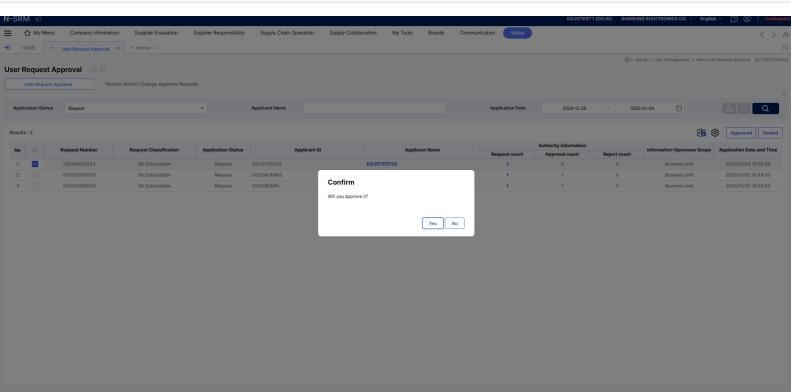
# Vendor Admin - Approval of New User Request
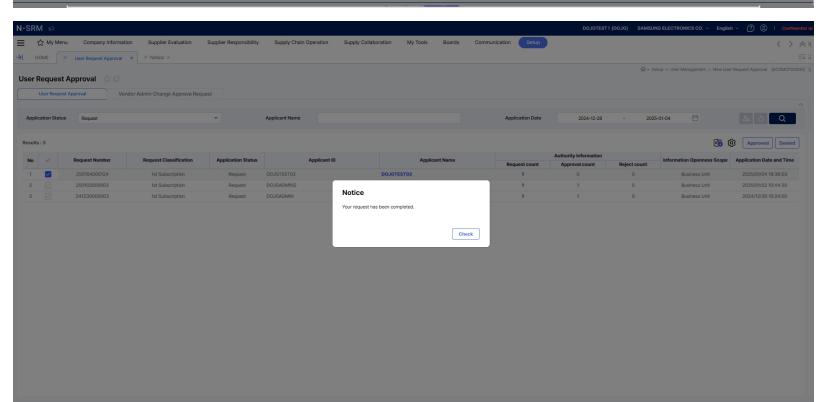


① Vendor Amin can approve
  new membership/authority request on
  "User Request Approval" page

  (Menu: Set Up > User Management
          > User Request Approval)

② Select the request

③ You can approve/deny the request

# General User - Vender Admin Approval E-Mail



**N-SRM** Next Supplier Relationship Management      **SAMSUNG**

## Dear Sir or Madam,

I sincerely appreciate your business and thank you for your participation in our N-SRM System.

The authority you applied for in the Samsung Electronics N-SRM system has been approved and a partner user account has been created.

### Account Information

| | |
|---|---|
| User name | DOJG3378 |
| User ID | DOJG3378 |
| Temporary password | vLsu7aIOC9UdrjNrzkr |
| Request Time | 2025. 1. 2. 오후 4:05:13 |
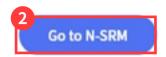
### Approved Authority

| Role name | Role description |
|---|---|
| Vendor | |

Thank you
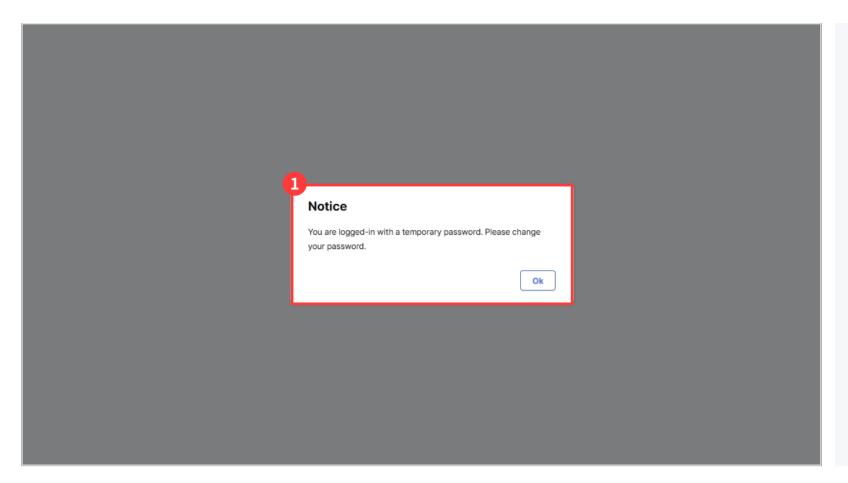
Partner Collaboration Center / Samsung Electronics Co. Ltd.

**② Go to N-SRM**
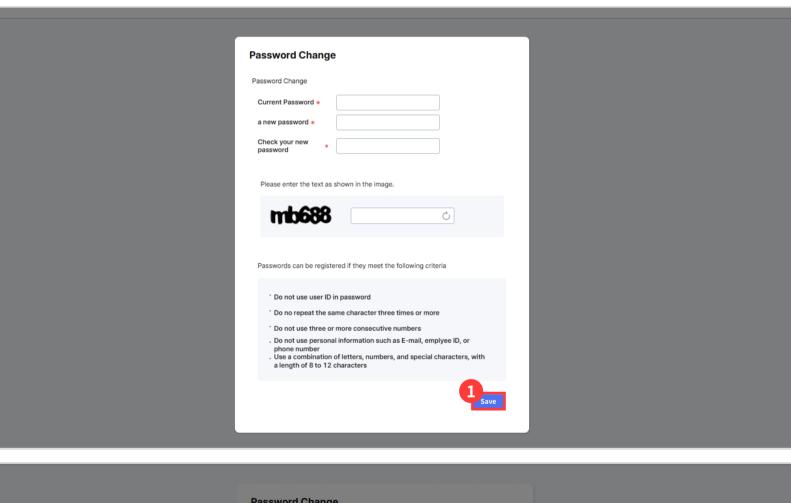
① Once the Vendor Admin approves your application, you will receive the invtiation email with the temporary password through your E-mail

② Click the button and go to the log in page of the system

# General User - Password Change Alert
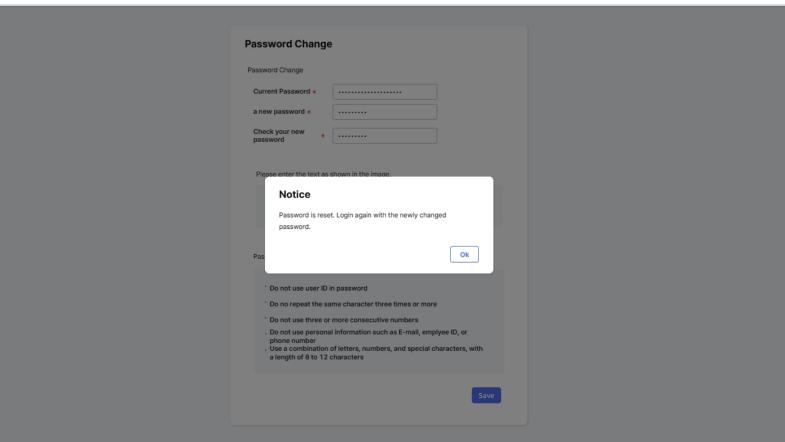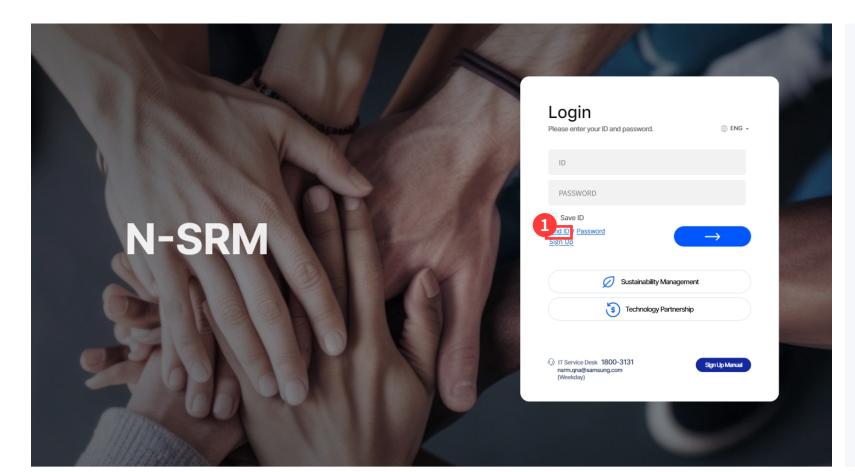


① When you login with your temporary password, a "password change" pop-up will appear

# General User - Password Change
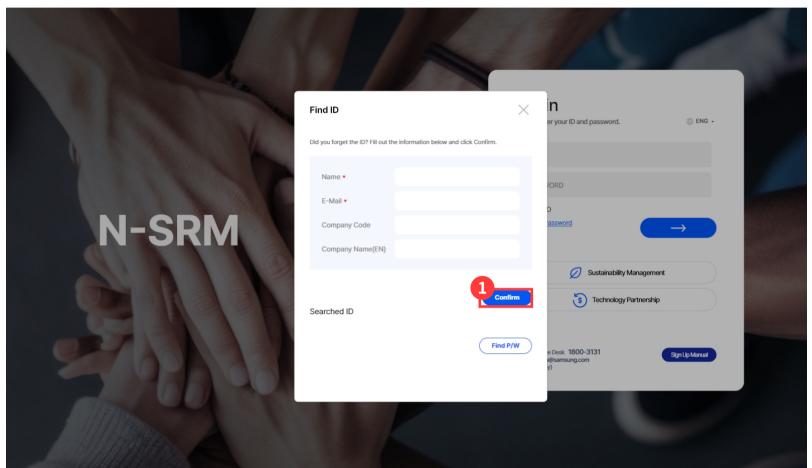


① Change the password and save

# Find ID
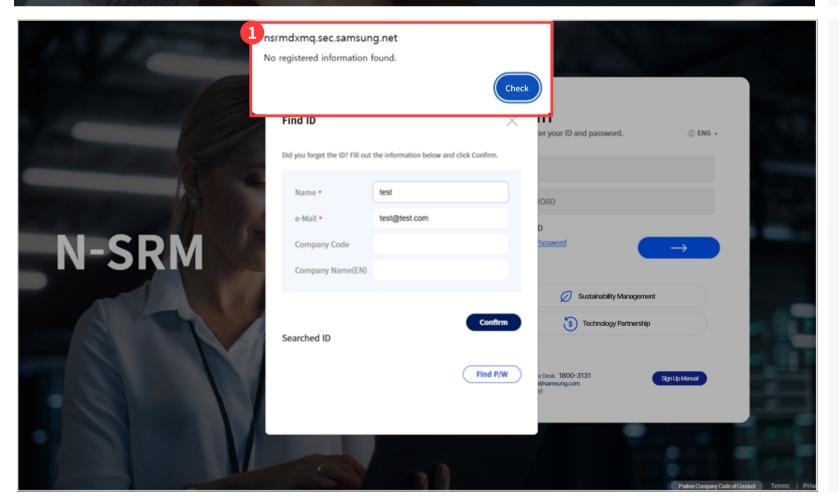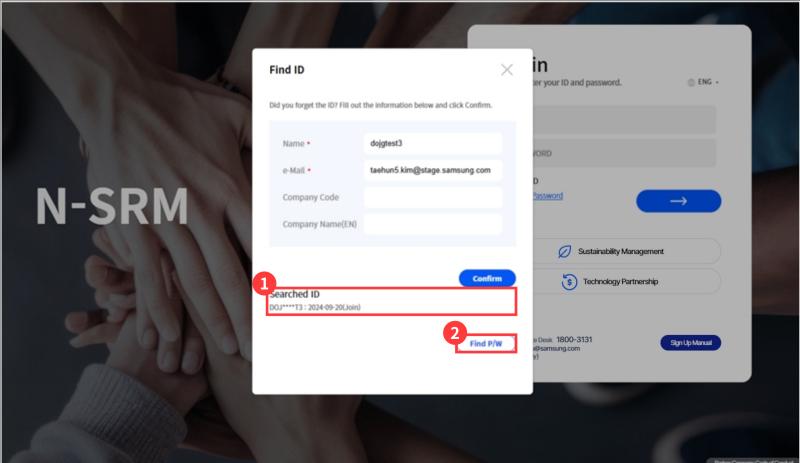


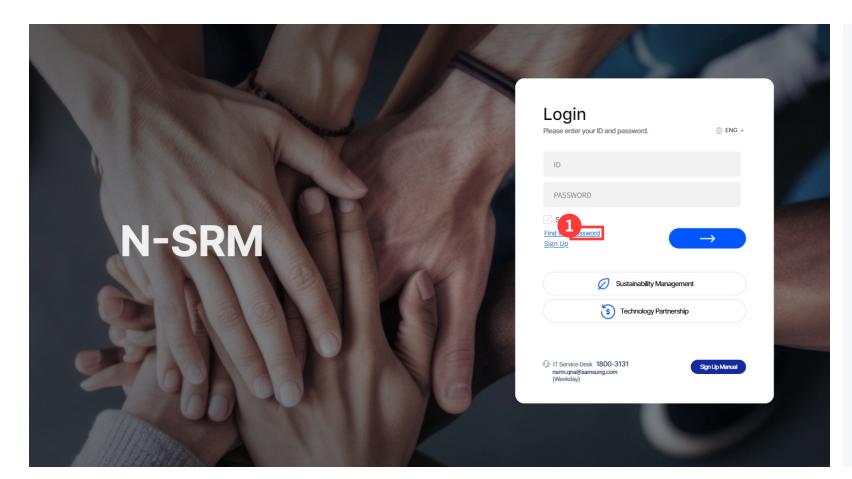① Click "Find ID"



① Submit the information to find your ID



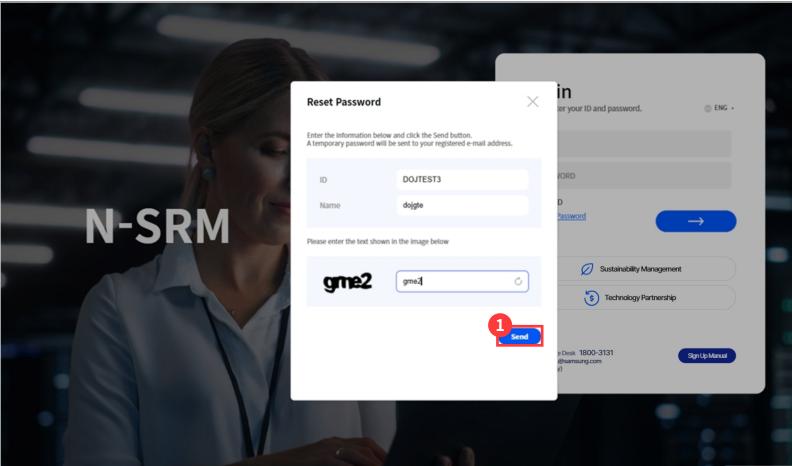① If your information does not match any ID, an alert will pop-up.



① If your information matches an ID, the ID and the date of registration will be displayed
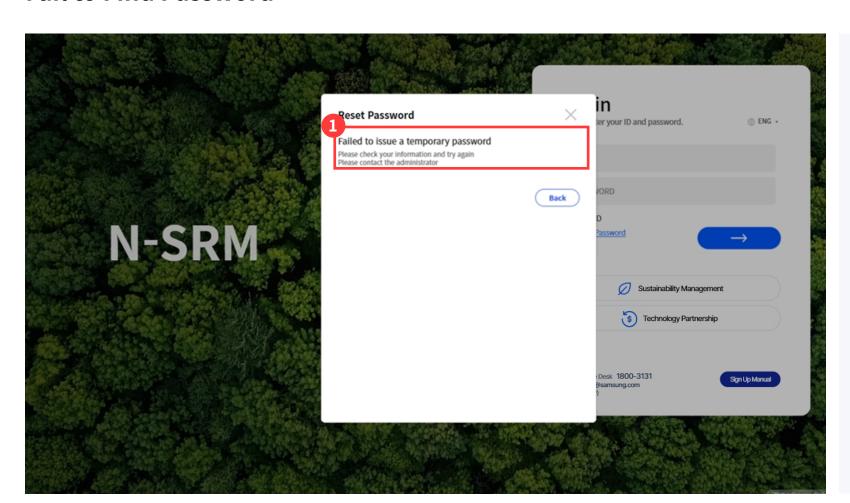
② If you also need to find your password, click the "Find Password"

# Find Password



① Click "Find Password"
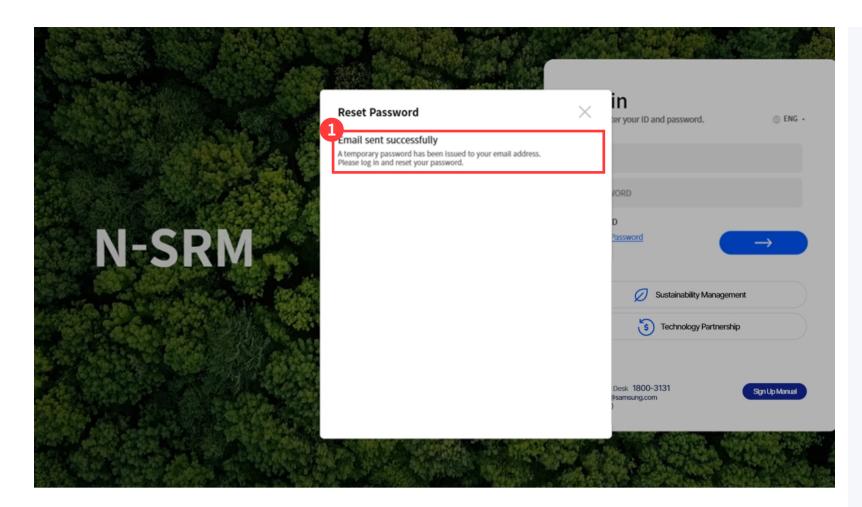


① Submit the information to find your password
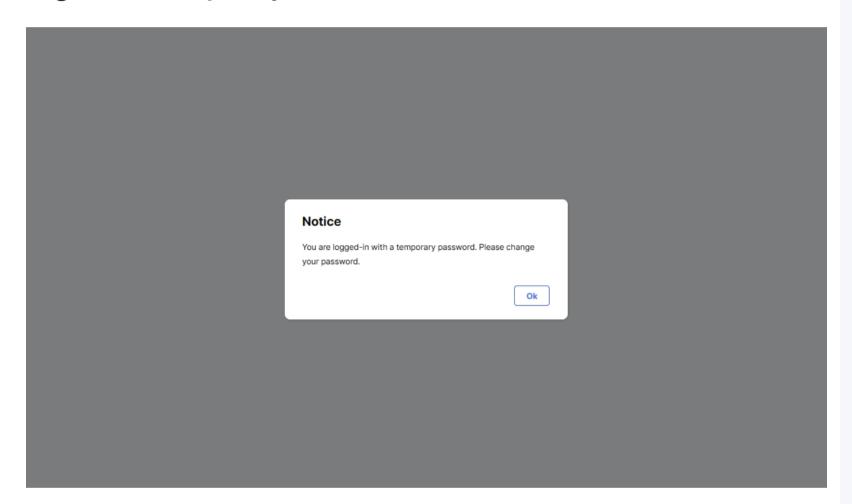
# Fail to Find Password



① If your information is incorrect, an alert will pop-up.

## Success to Find Password

## Login with Temporary Password



## Reset Password