G-SRM Open Sourcing User Manual

- for suppliers -

19. 08

Partner Collaboration Center

Menu Structure

Level1	Level2	Level3	Level4
Sign Up			
Search ID/PW			
Login			
Open Sourcing	Company Info	Company Info Mgmt.	
	Proposal	Proposal Submission	
	My Proposal	List of Proposals	

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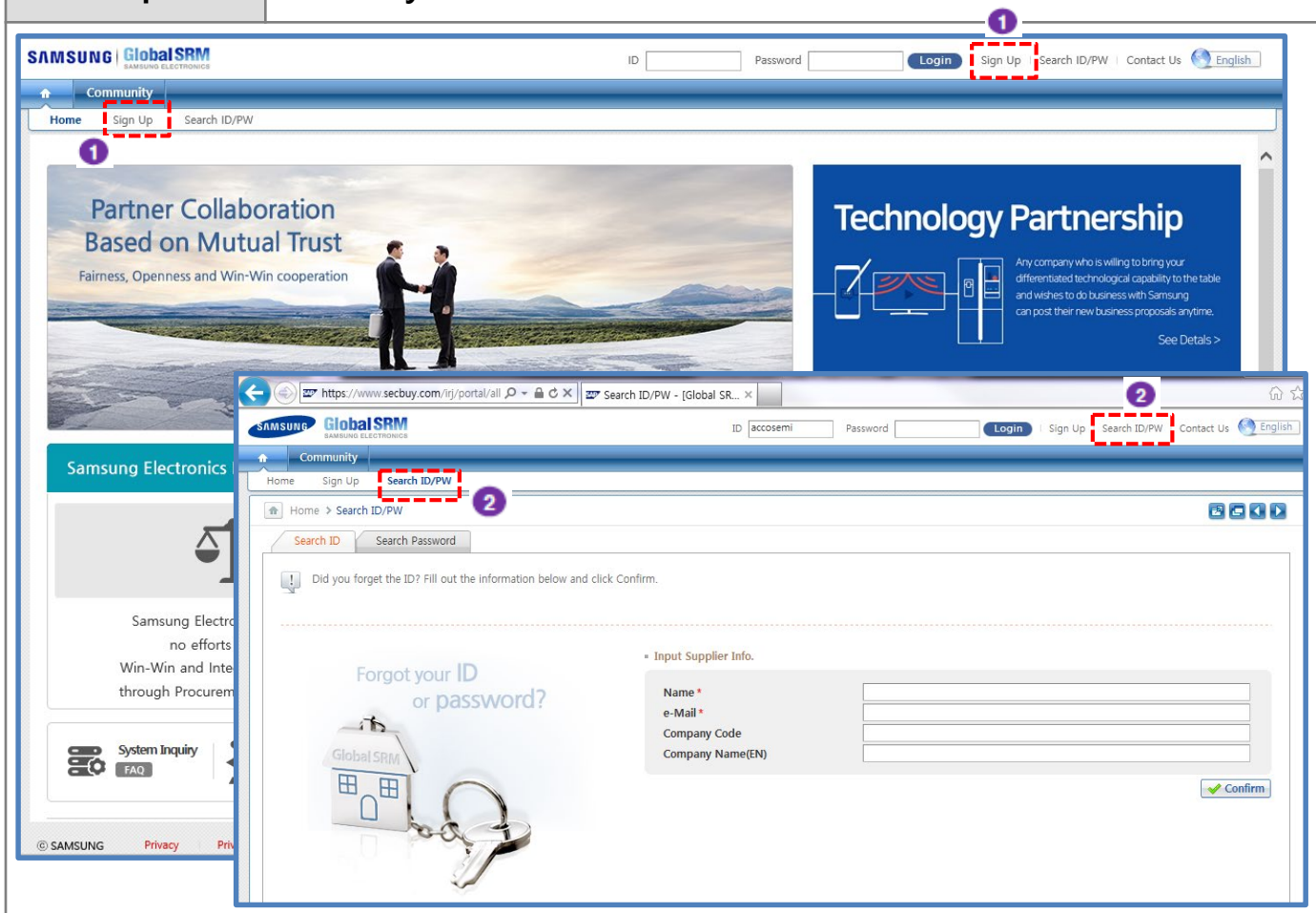
Sign Up (1/6)

Menu Path	Sign Up & Search ID/PW		
Description	To make your ID/PW for the GSRM use	Date	2019.08.



[Description]

G-SRM URL : www.secbuy.com

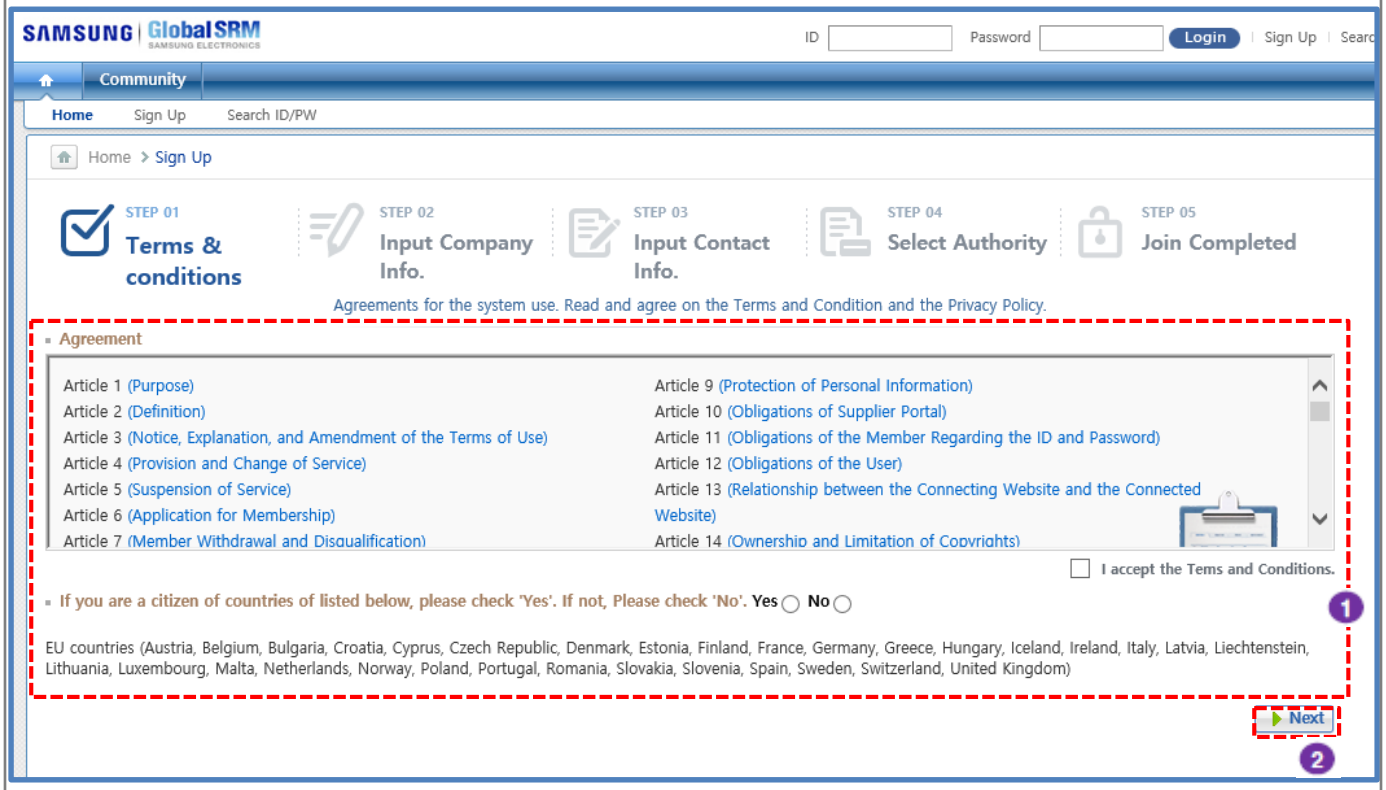
1. Click "Sign Up" to make your ID/PW
   → see the next page

2. If you forget your ID/PW, you can find ID and get a temporary PW. You have to know your e-mail address you have registered.

※ The "Sign Up" and "search ID/PW" menu works with the Internet Explore. Other browser(Chrome, Firefox, etc) shows you a blank page.

Sign Up (2/6)

Menu Path	Sign Up – Step1. Terms & Condition		
Description	Read and agree on the Terms and Condition	Date	2019.08.



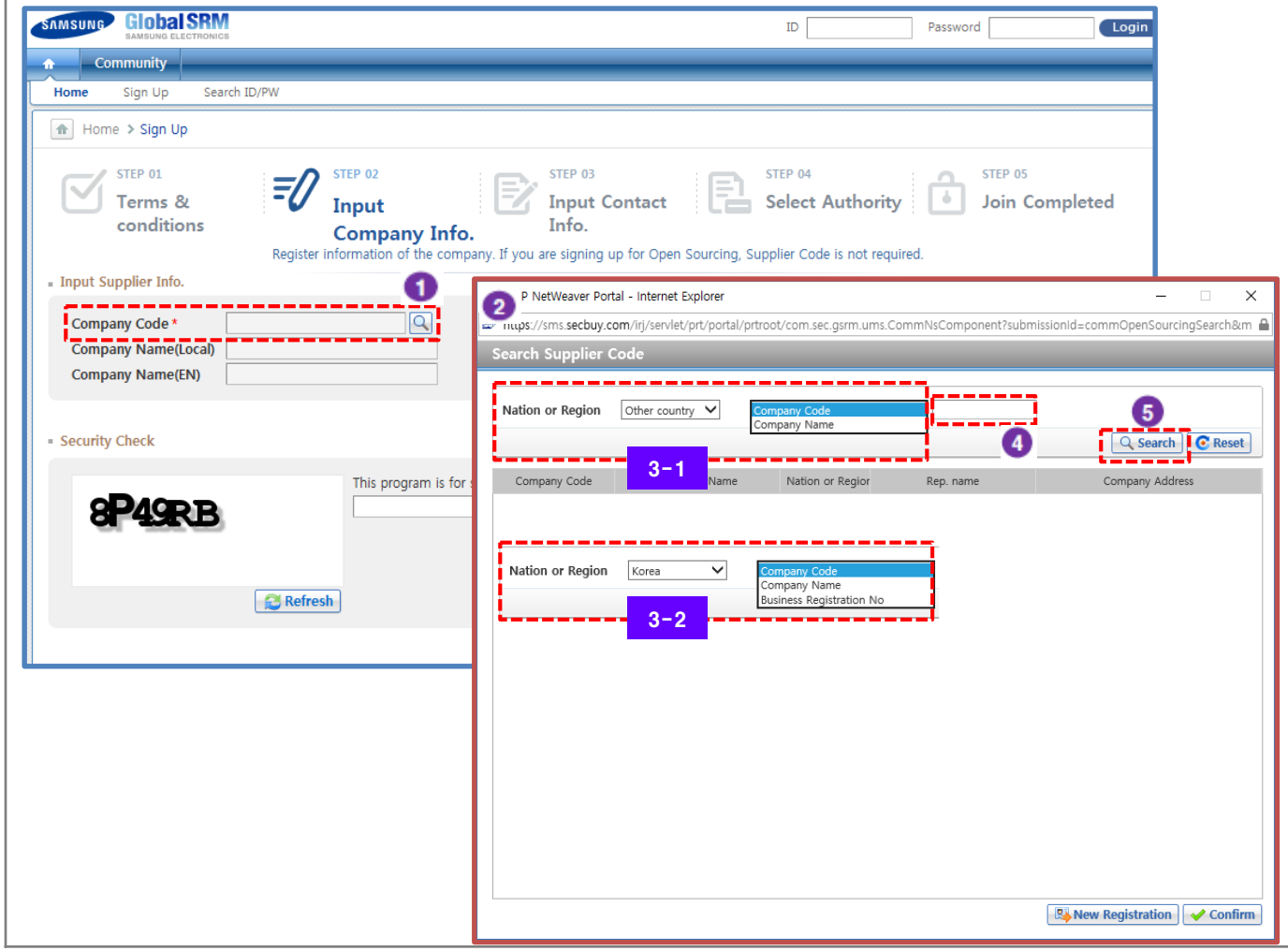
[Description]

1. Read and agree on the Terms and Condition and the Privacy Policy.

2. Click the "Next" button
   → see the next page

Sign Up (3/6)

Menu Path	Sign Up – Step2. Input Company Info		
Description	Register information of the company.	Date	2019.08.



[Description]

1. Input Company Info :
   Click button, which is on the right side of the 'Company Code' field.
2. You can see the pop-up screen 'Search Supplier Code'

3-1. If you select 'Other country' from the 'Nation or Region' menu, you can search using the 'Company code' (4 digits code or potential supplier code which begins with 'ES') or 'Company Name'.

3-2. If you select 'Korea' from the 'Nation or Region' menu, you can search using the 'Company code' (4 digits code or potential supplier code which begins with 'ES'), 'Company Name' or 'Business Registration No'.

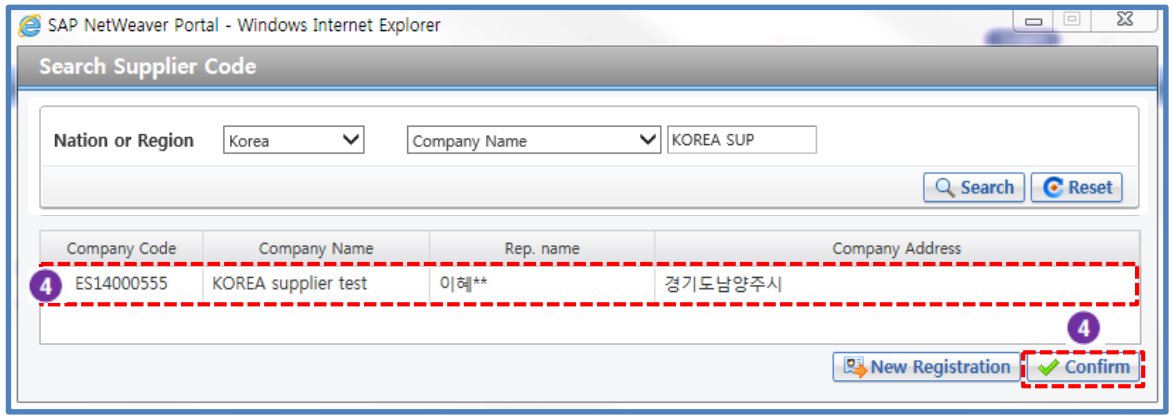
4. Input text for search.

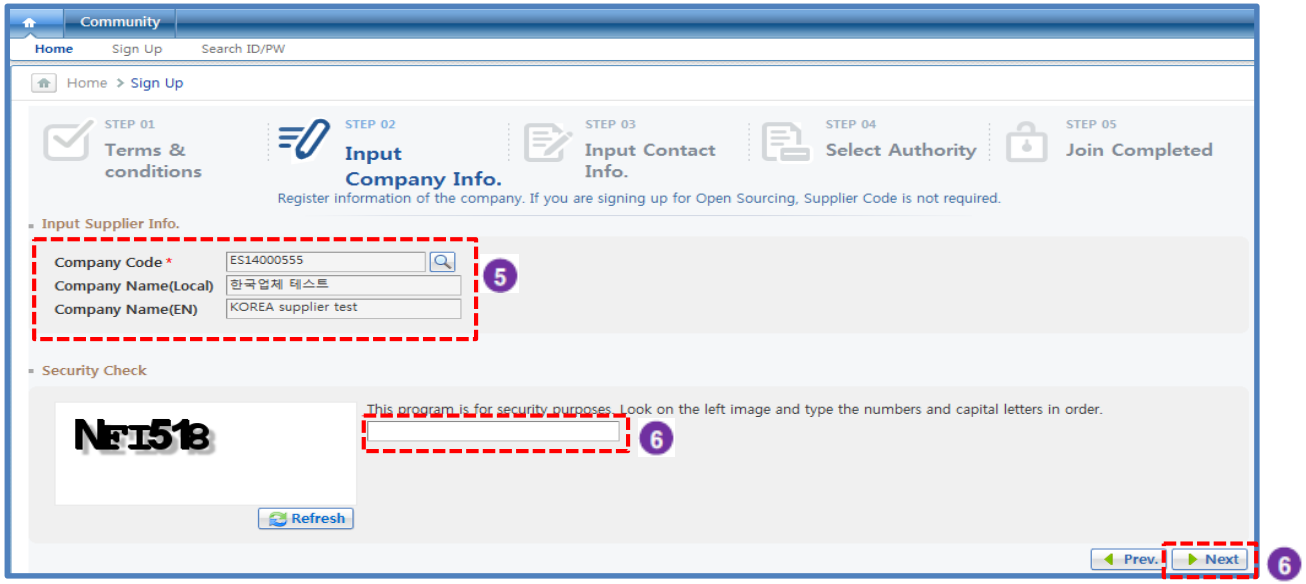
5. Click "Search" to find your company information.

→ *see the next page*

Sign Up (4/6)

Menu Path	Sign Up – Step2. Input Company Info		
Description	Input Company Information – Registered company	Date	2019.08.





[Description]

4. If you find your company information in our database, please select that line and click the "confirm" button.

   If you cannot find your company information → see the next page

5. The selected company information is inserted into the Company Code, Company Name fields automatically. (You cannot modify them.)

6. Security Check : type the number and capital letters in order and click the "Next" button.

   → see the 7 Page (Step3. Input Contact Info)

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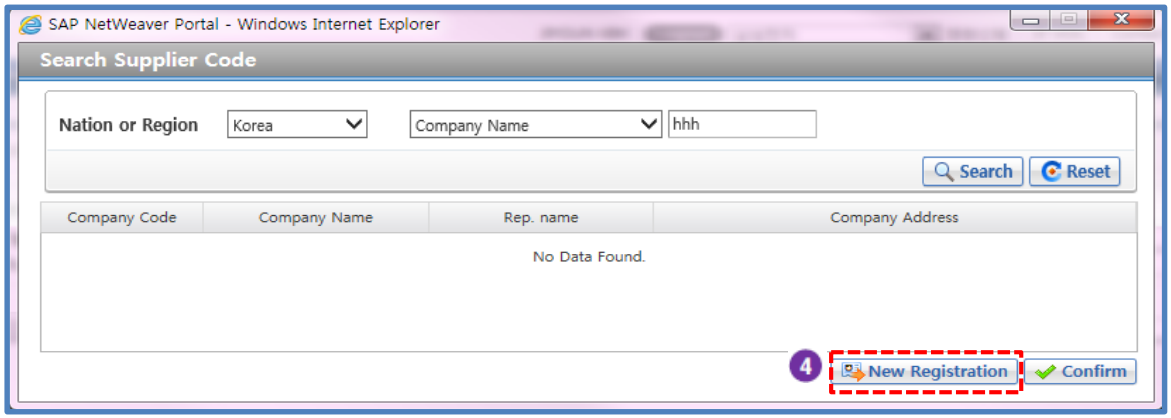
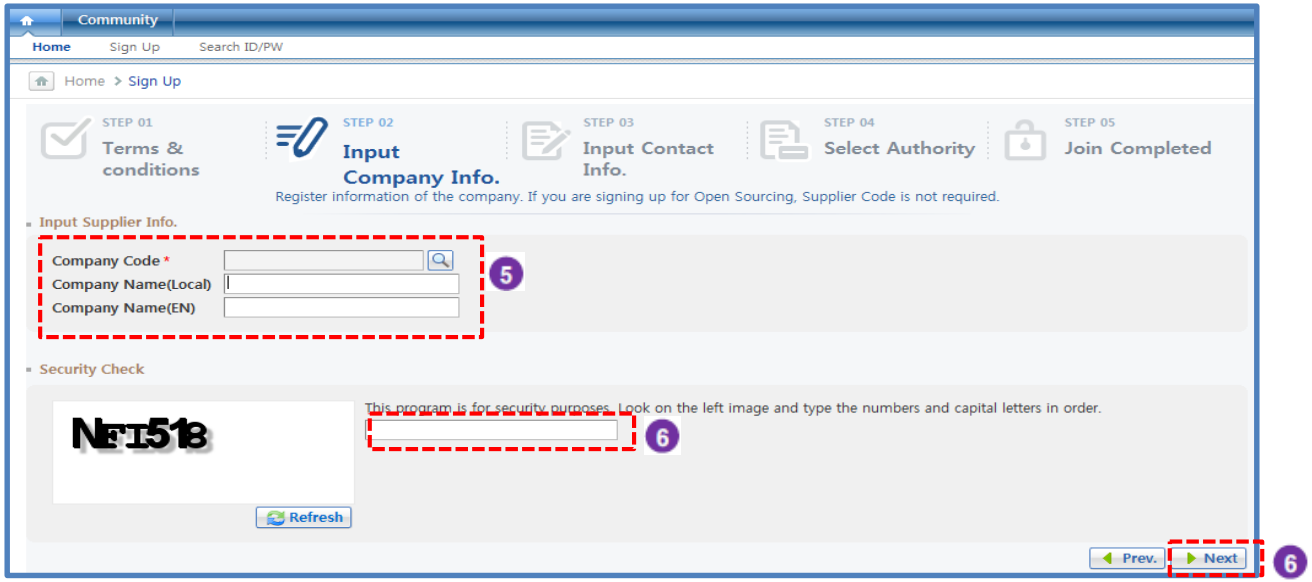
Sign Up (5/6)

Menu Path	Sign Up – Step2. Input Company Info		
Description	Input Company Information – Unregistered company	Date	2019.08.





[Description]

4. If you cannot find your company info. in our database then please click the" New Registration" button.

5. Now you can insert the company name into 'Input Supplier Info.'
   · Company Name(Local)
   : Use local language
   · Company Name(Eng) : In English

6. Security Check : type the number and capital letters in order and click the "Next" button.

→ *see the next page*

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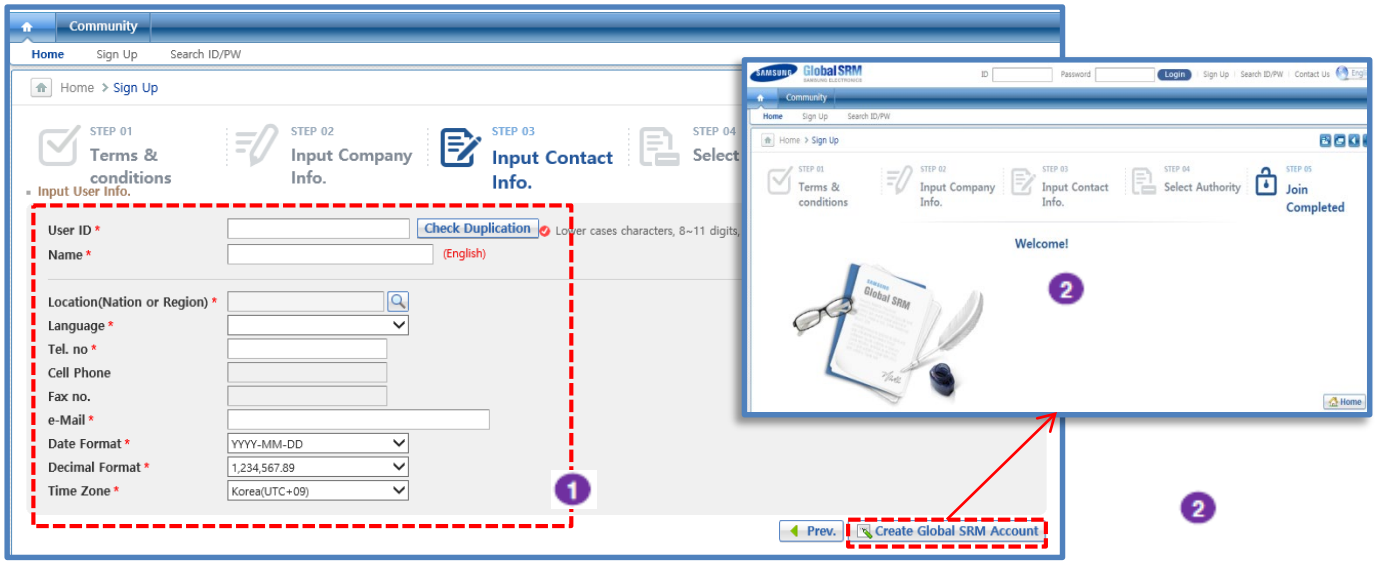
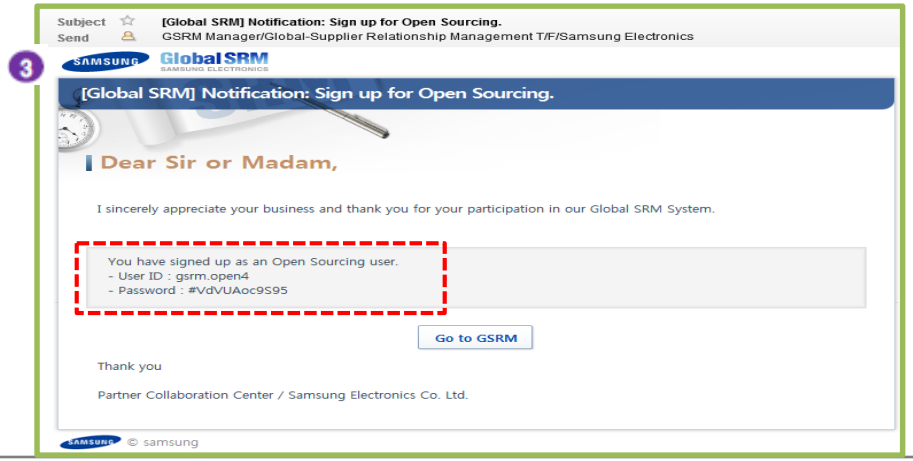
Sign Up (6/6)

Menu Path	Sign Up – Step3. Input Contact Info		
Description	Input User Information.	Date	2019.08.





[Description]

1. Input your user information in this menu. (ID, Name, e-mail, etc)

   ※ Location(Nation or Region) : Select your company's location.

   ※ e-Mail : you will receive a confirmation email for a successful Sign Up.

2. Click 'Create Global SRM Account' button.

   After you click this button, you can see the Welcome! Message.

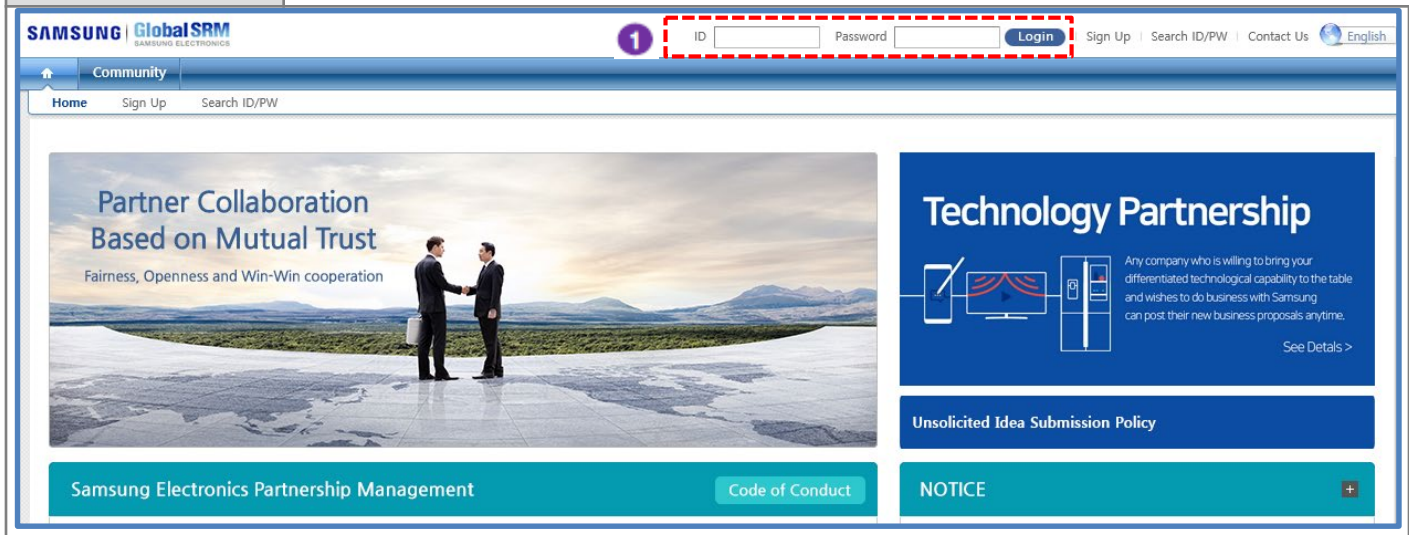
3. You will receive this email after see the Welcome! Message.

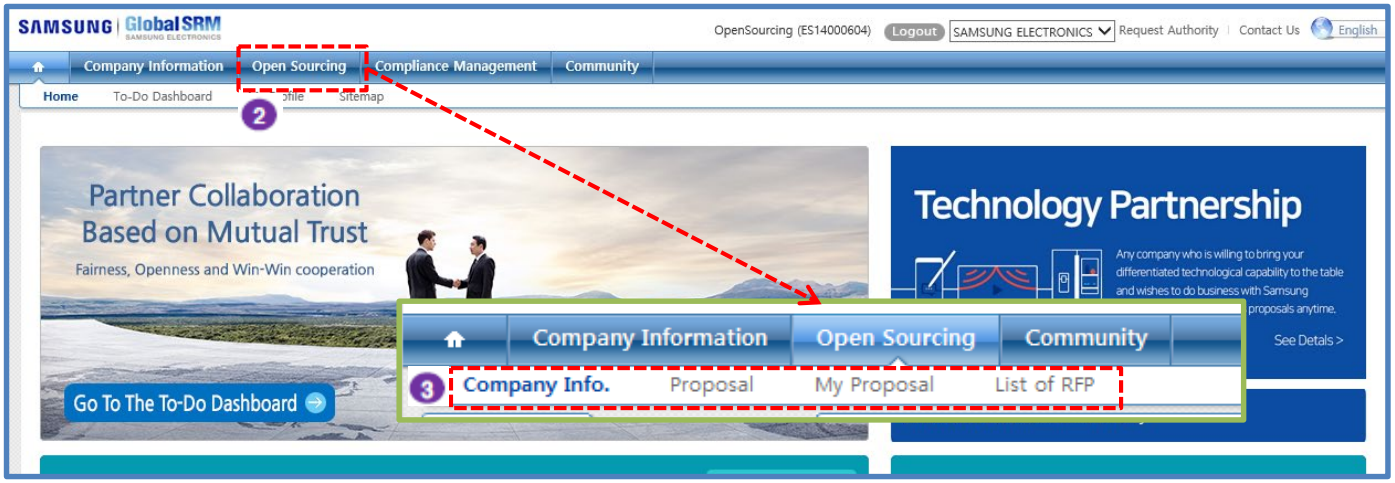
   This e-mail inform you the temporary password.

   You have to change your password when you login GSRM first.

Login

Menu Path	Login		
Description	Login to the GSRM for using OpenSourcing.	Date	2019.08.





[Description]

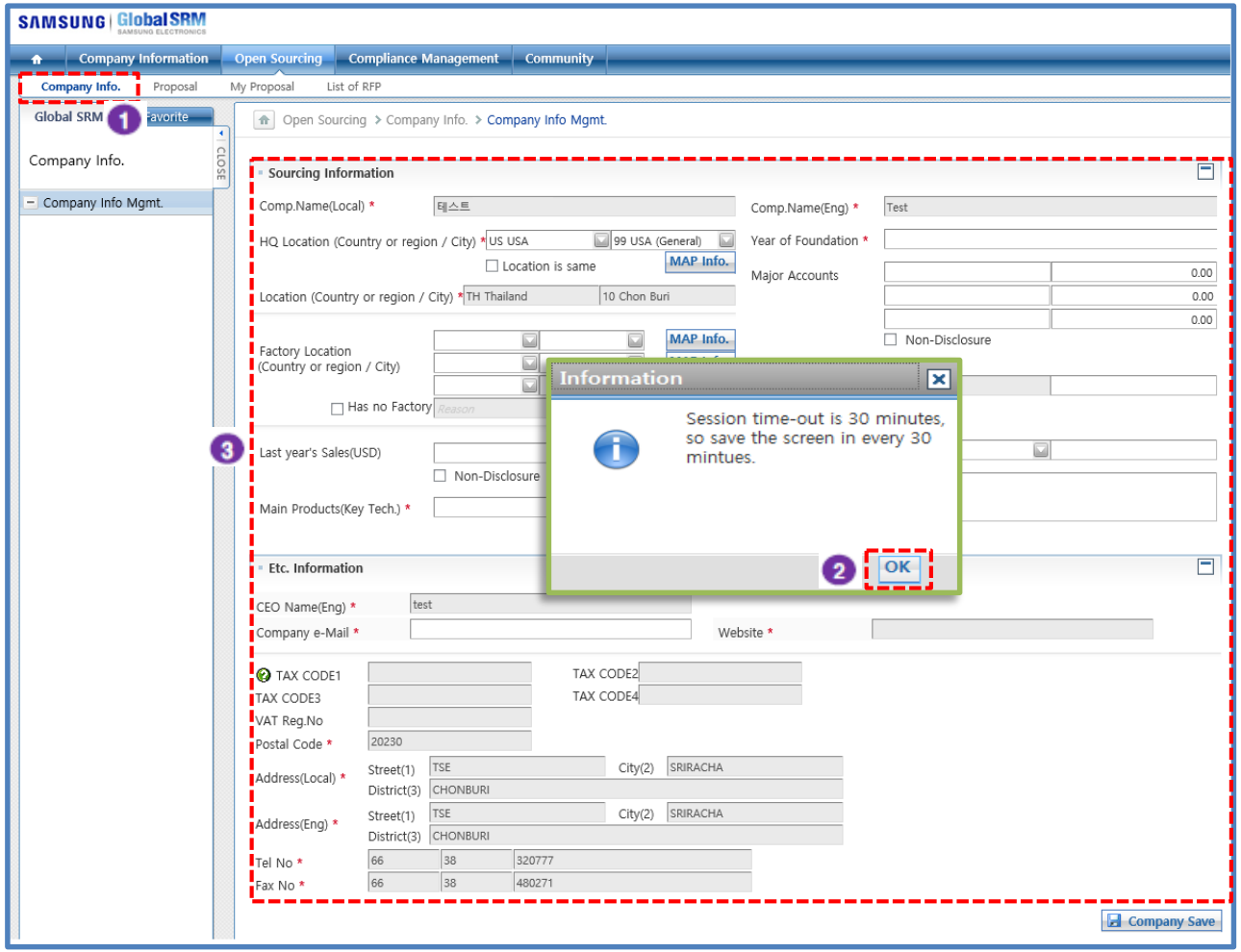
1. Login with your ID/PW.

   GSRM : www.secbuy.com

2. After login, you can see the "Open Sourcing" Menu.
3. There are 4 sub-menus in Open Sourcing.
   - Company Info.
   - Proposal
   - My Proposal
   - List of RFP

Company Information Management (1/2)

Menu Path	Open Sourcing > Company Info > Company Info Mgmt.		
Description	Edit General Company Information	Date	2019.08.



[Description]

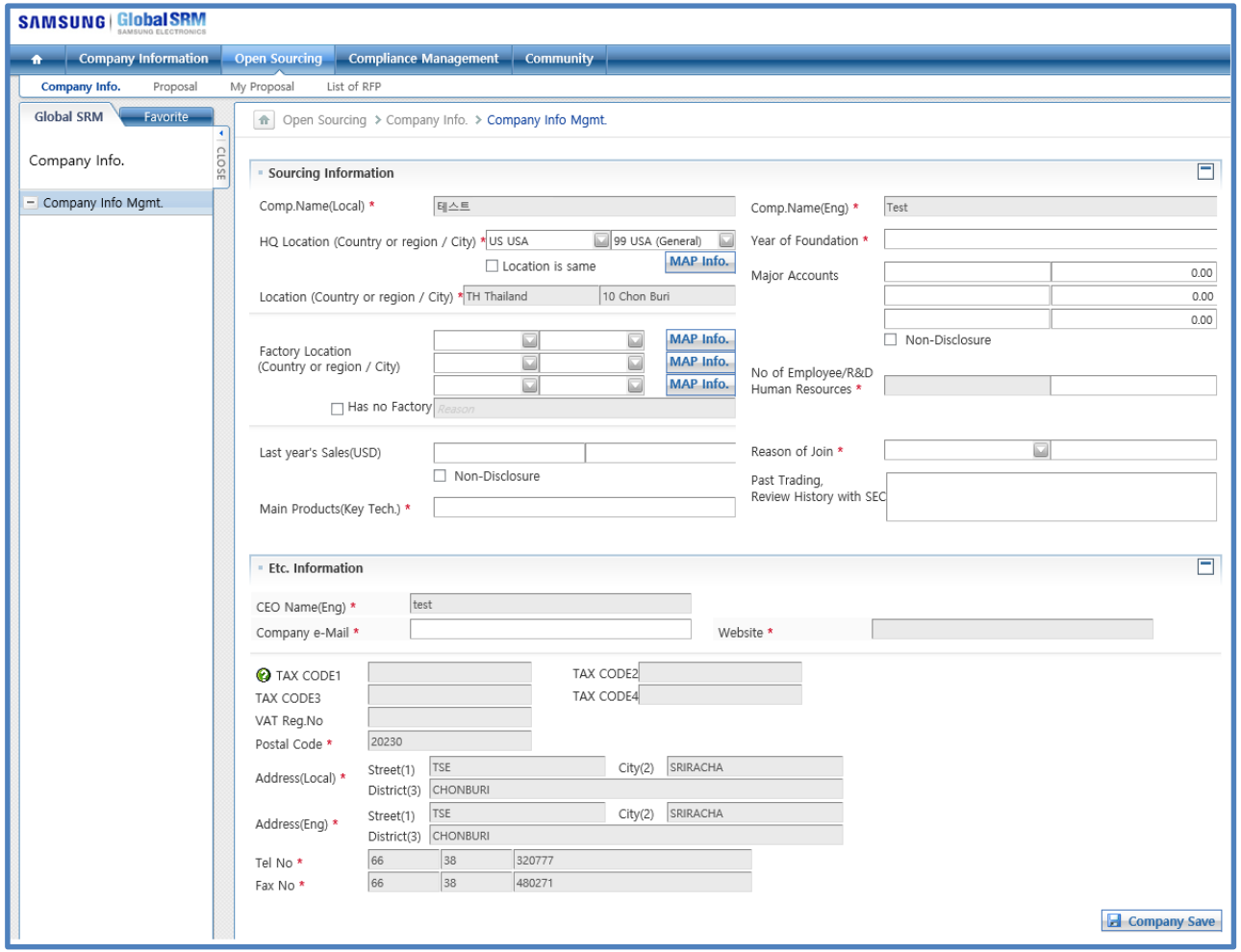
1. Click OpenSourcing > Company Info.

2. Warning about session time out: Please save your information every 30minutes.

3. Input basic company information.
   * mark fields are essential.

Company Information Management (2/2)

Menu Path	Open Sourcing > Company Info > Company Info Mgmt.		
Description	Edit General Company Information	Date	2019.08.

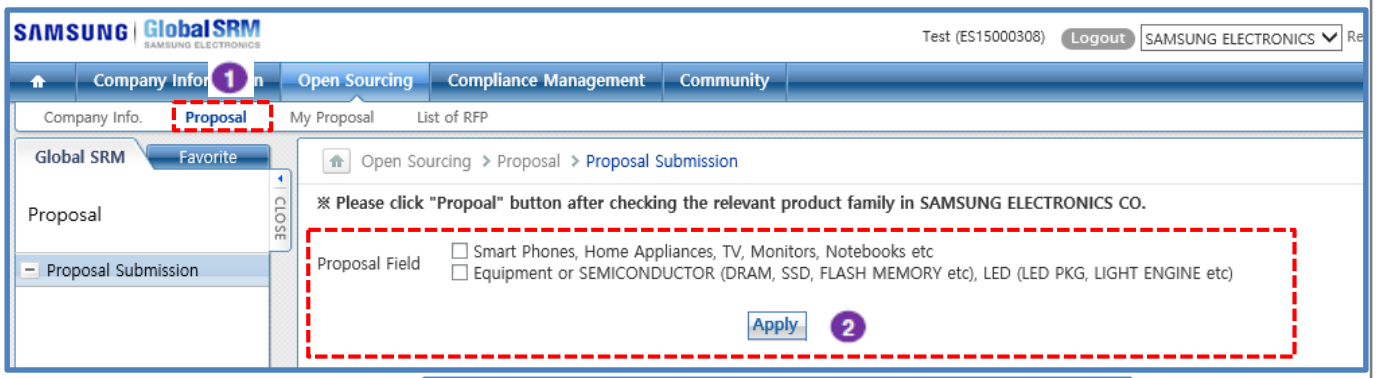


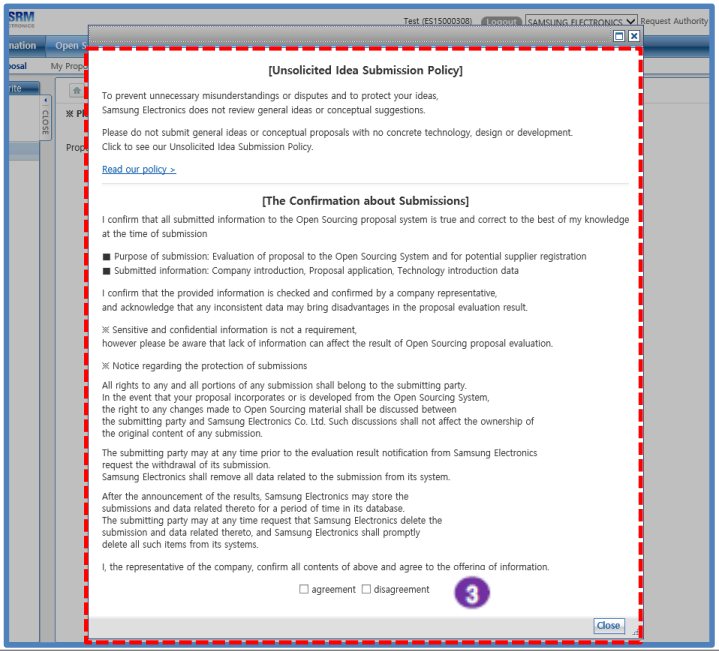
[Description]

- HQ Location, Location (Country or Region / City) : If the location of the company and the location of HQ are the same, check 'Location is same'. Or enter separately if they are different from each other.
- Factory Location (Country or region / City) : Enter location information if there are production plants or if there are no production plant, check "Has no Factory' and enter the reason (Startup, Fabless, etc)
- Major Accounts : Main customer info (Only up to the info allowed to disclose)
- Last year's sales : Input year / sales figure (USD) for last year.
- Reason of Join : Choose the reason of participating in Open Sourcing system. Input additional text if correct reason is missing in the scroll menu or if wished to input additional details
- If you want save input information, please click "Company Save" button.

Proposal Submission (1/4)

Menu Path	Open Sourcing > Proposal > Proposal Submission		
Description	Proposal Submission	Date	2019.08.





[Description]

1. Click "Proposal" menu.

2. Select proposal field and click the "Apply" button.

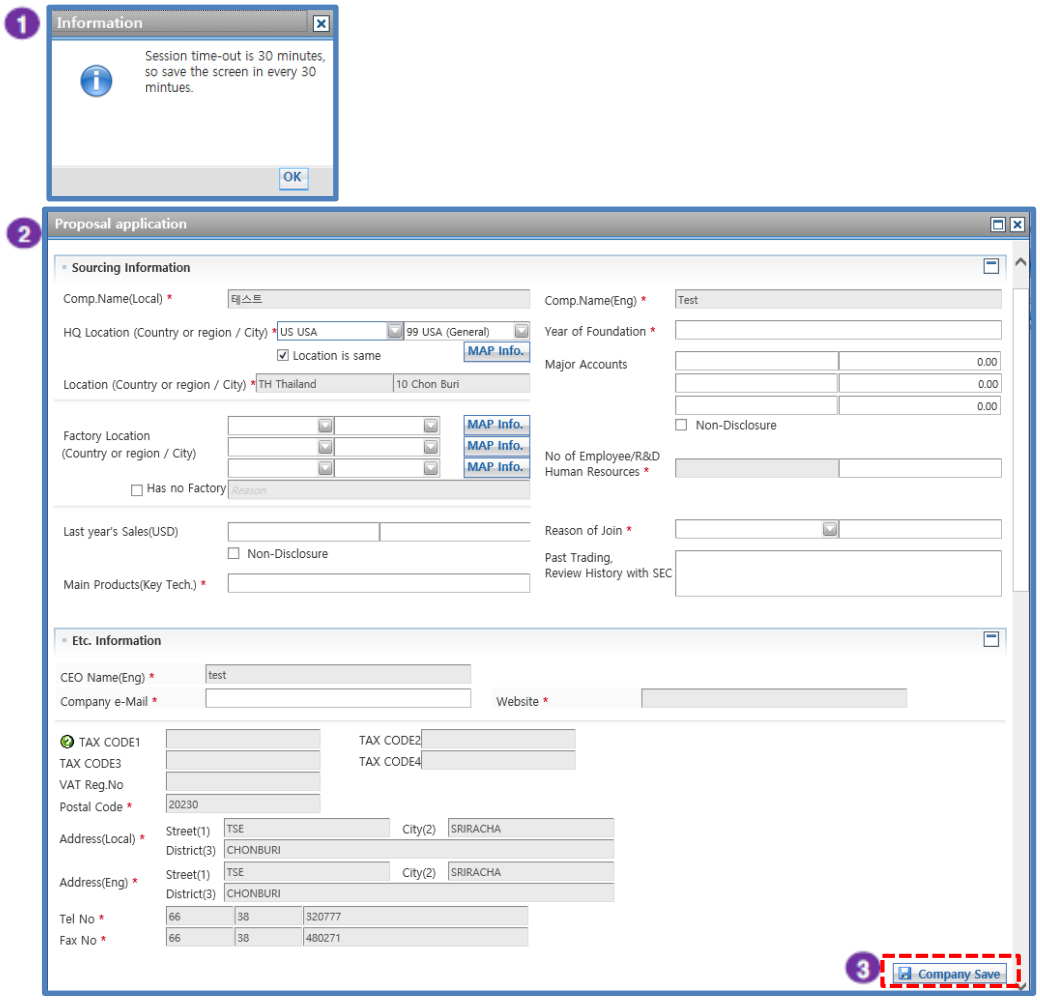
   ※ If you select 'Equipment or Semiconductor'

   → *please see the manual of DS Part.*

3. Read and check agreement or disagreement about 'Unsolicited Idea Submission Policy' and 'The Confirmation about Submissions'.

Proposal Submission (2/4)

Menu Path	Open Sourcing > Proposal > Proposal Submission		
Description	Proposal Submission – General Information	Date	2019.08.



[Description]

1. Warning: Session time out.
   Please save your information every 30 minutes.

2. Input General Information.
   ※ This section is same as "Company Info" menu.
   → See the 9,10 Page in this manual.
   (Edit General Company Information)

3. If you finished input general information, click "Company Save".
   you can save general information before proposal application.

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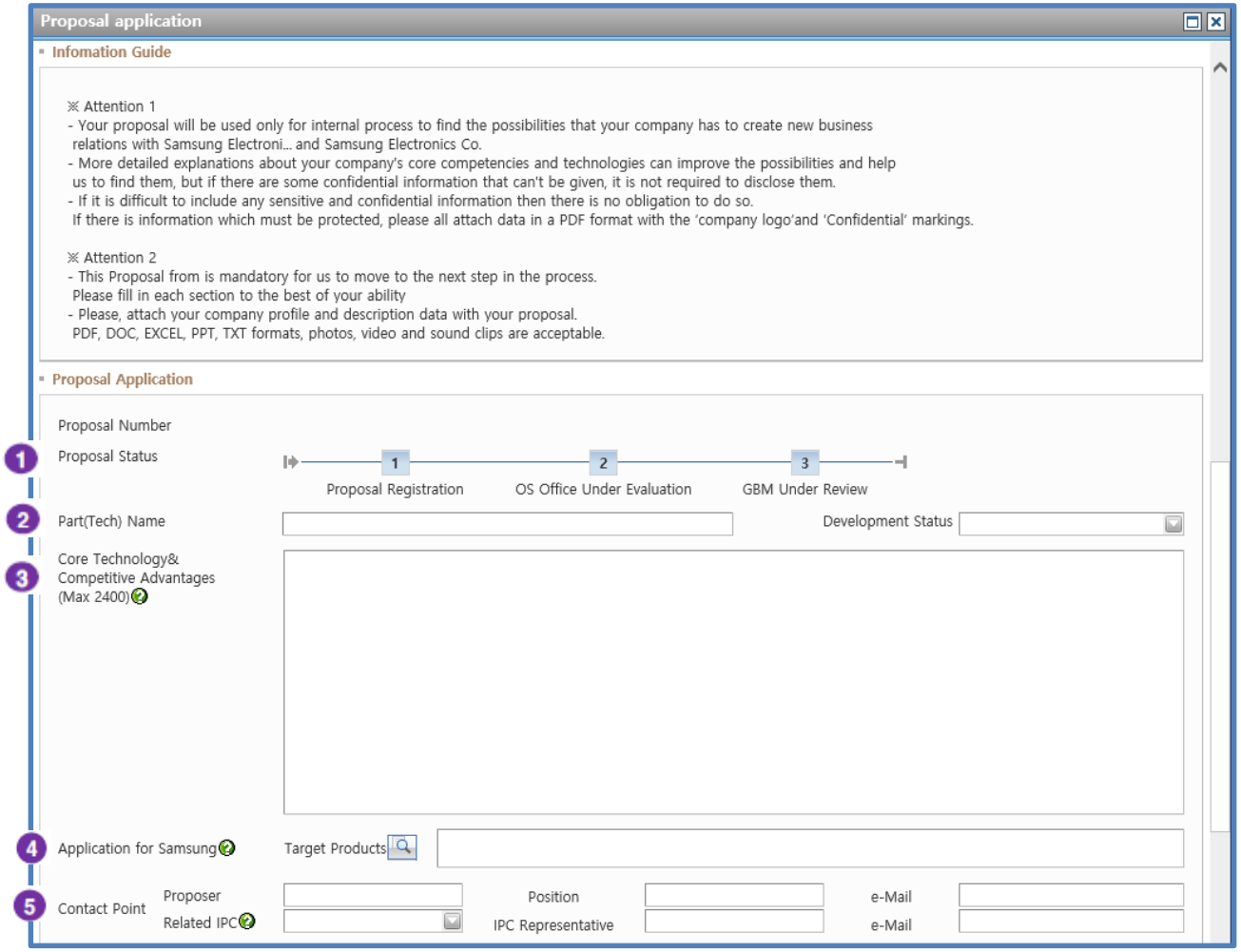
Proposal Submission (3/4)

Menu Path	Open Sourcing > Proposal > Proposal Submission		
Description	Proposal Submission – Proposal Application	Date	2019.08.



[Description]

1. Status bar of the proposal in the process : Current status is highlighted.
2. Part(Tech) Name : the technology or part name you want to propose to us.
3. Core Technology & Competitive Advantages : Express the advantage of new suppliers on price or technological aspects. Not in ambiguous expression but in quantitative number clearly .
4. Application for Samsung : How the suggesting part(tech.) can be applied to SEC's product
5. Proposer's detailed info : Proposer(name), position, e-Mail, Tel No., Mobile. (accurate info required) ※ Proposer will be the main contact for all inquiries.

   Related IPC : If pre-meeting, Please enter IPC before registering Potential suppliers information.

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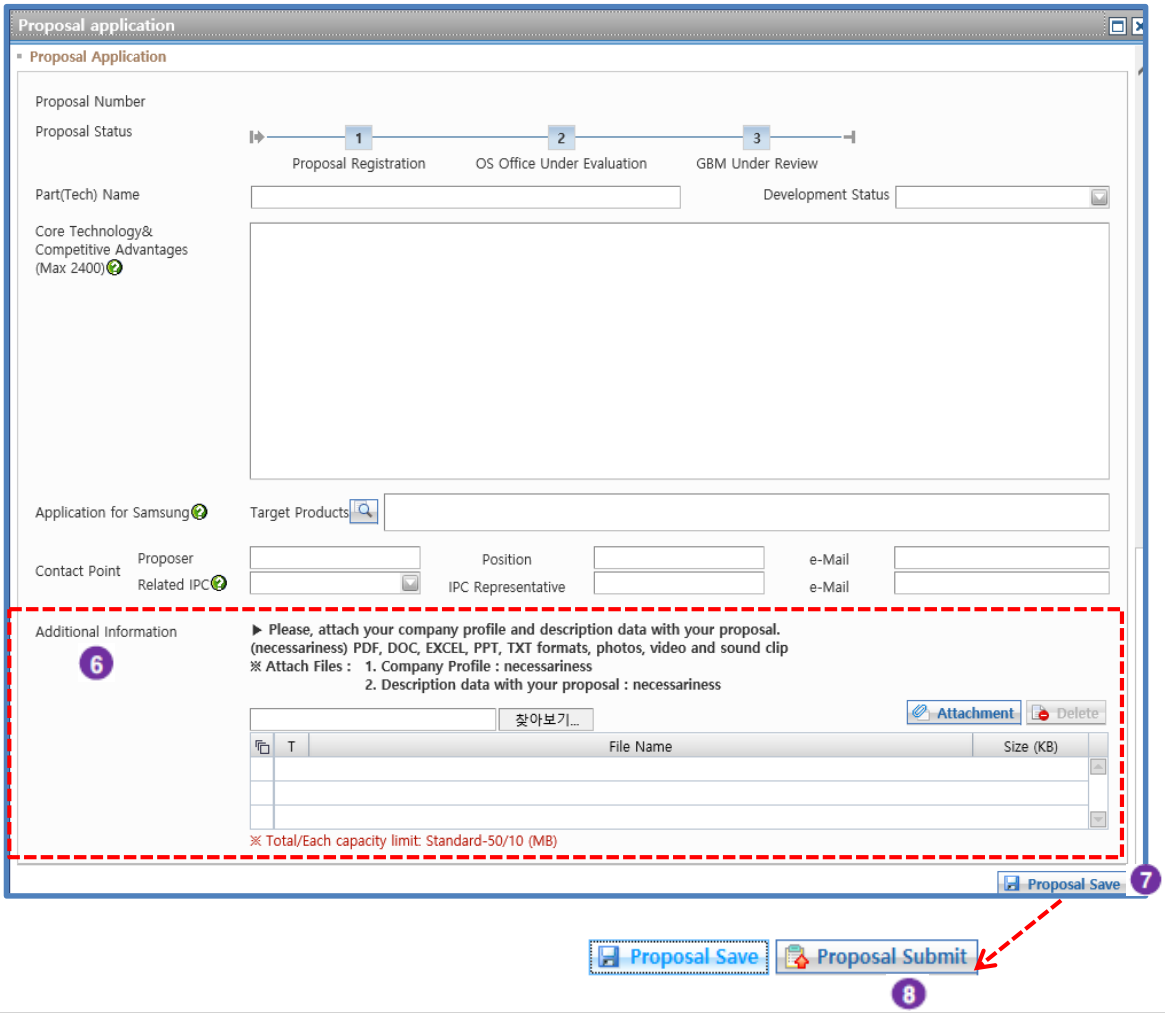
Proposal Submission (4/4)

Menu Path	Open Sourcing > Proposal > Proposal Submission		
Description	Proposal Submission – Proposal Application	Date	2019.08.



[Description]

6. Please upload relevant material for both the proposed technology introduction and the company introduction : This is required.

7. If you want to save the information, please click "Proposal Save" button. After then you can see the "Proposal Submit" button.
8. When the company has completed all data fields required for the proposal registration (Company info ~ Proposal info), click the "Proposal submit" button.

※ The confirmation email to the identified representative will be sent after a successful submission:
This will occur when the proposal has been submitted by the company and received by Samsung.

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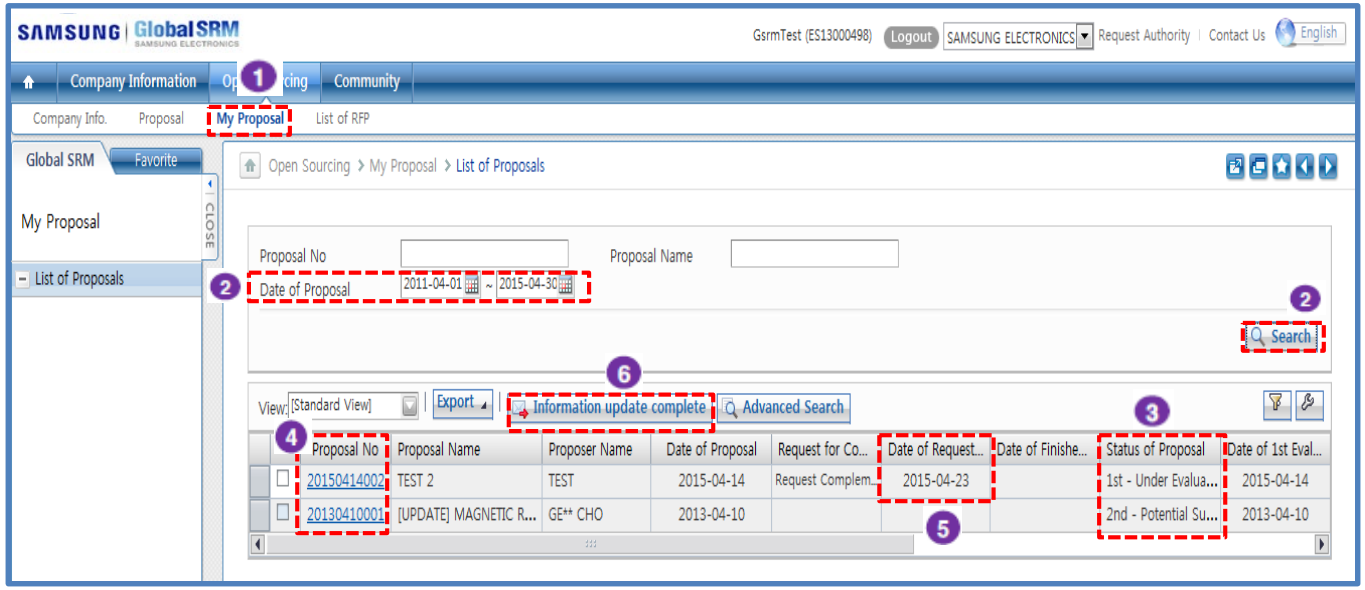
List of Proposal

Menu Path	Open Sourcing > My Proposal > List of Proposal		
Description	Check the list of your proposals.	Date	2019.08.

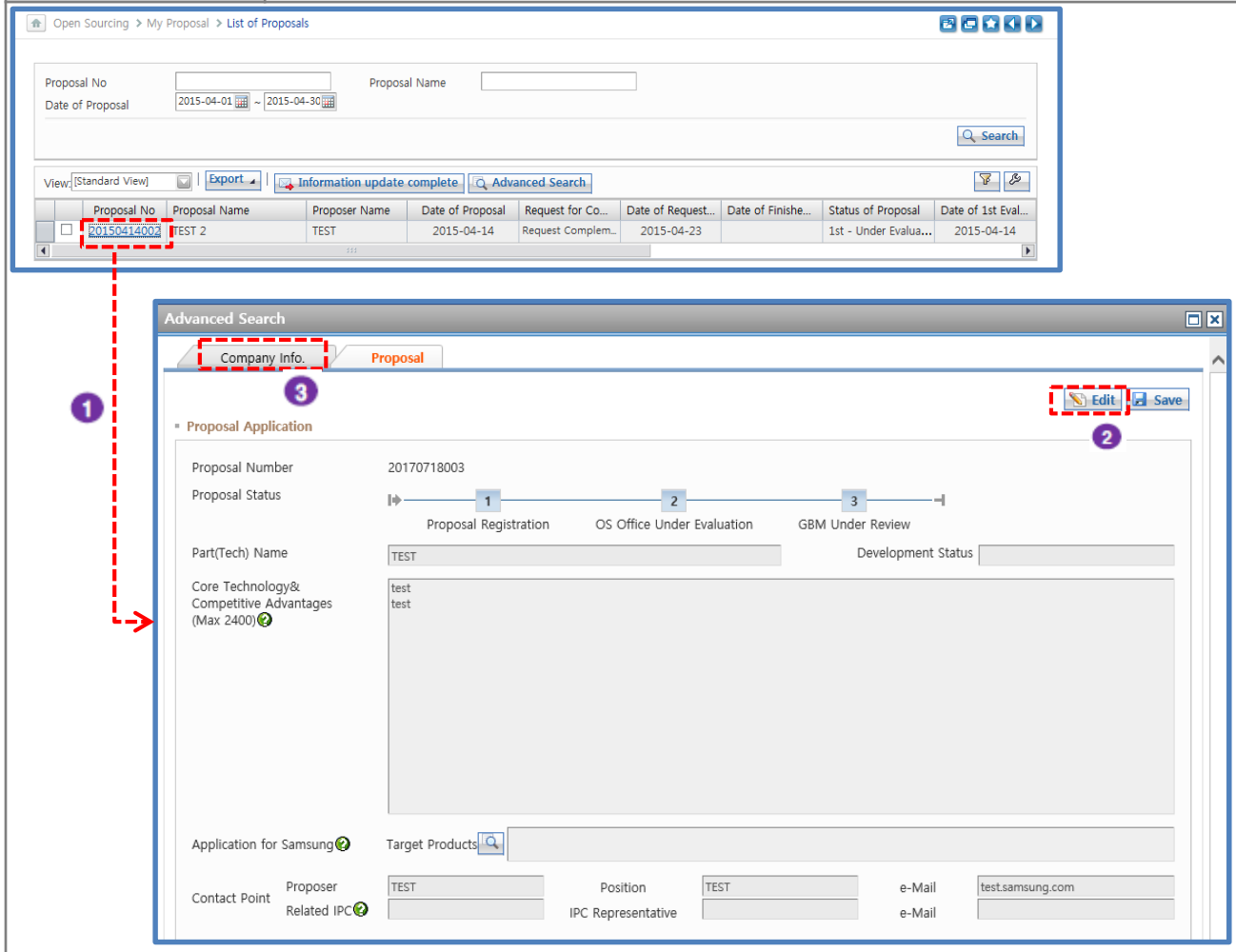


[Description]

1. Click OpenSourcing > MyProposal
2. Set the "Date of Proposal" (default period : this month) and Click "Search" to see a list of proposals.
3. 'Status of Proposal' : Evaluation results of each stage.
4. Click the blue "Proposal No. " to see the 'proposal' submitted to the system. *→ See the next page.*
5. If you received e-mail "Request for Update" from Open Sourcing Office, you can see the request date here. *→ See the 17 page. (Request for Update)*
6. 'Information update complete' *→ See the 17 page. (Request for Update)*

List of Proposal

Menu Path	Open Sourcing > My Proposal > List of Proposal		
Description	Modification of your proposal.	Date	2019.08.



[Description]

1. If you click the Proposal No, you can see the contents of your proposal.

2. You can edit your proposal after click "Edit" button. This menu is same as proposal submission.
   → refer to the 13,14 page. (Proposal Submission-Proposal Application)

3. Company Info TAB is same as the menu of "OpenSourcing > Company Info"
   → refer to the 9,10 page. (Edit General Company Information)

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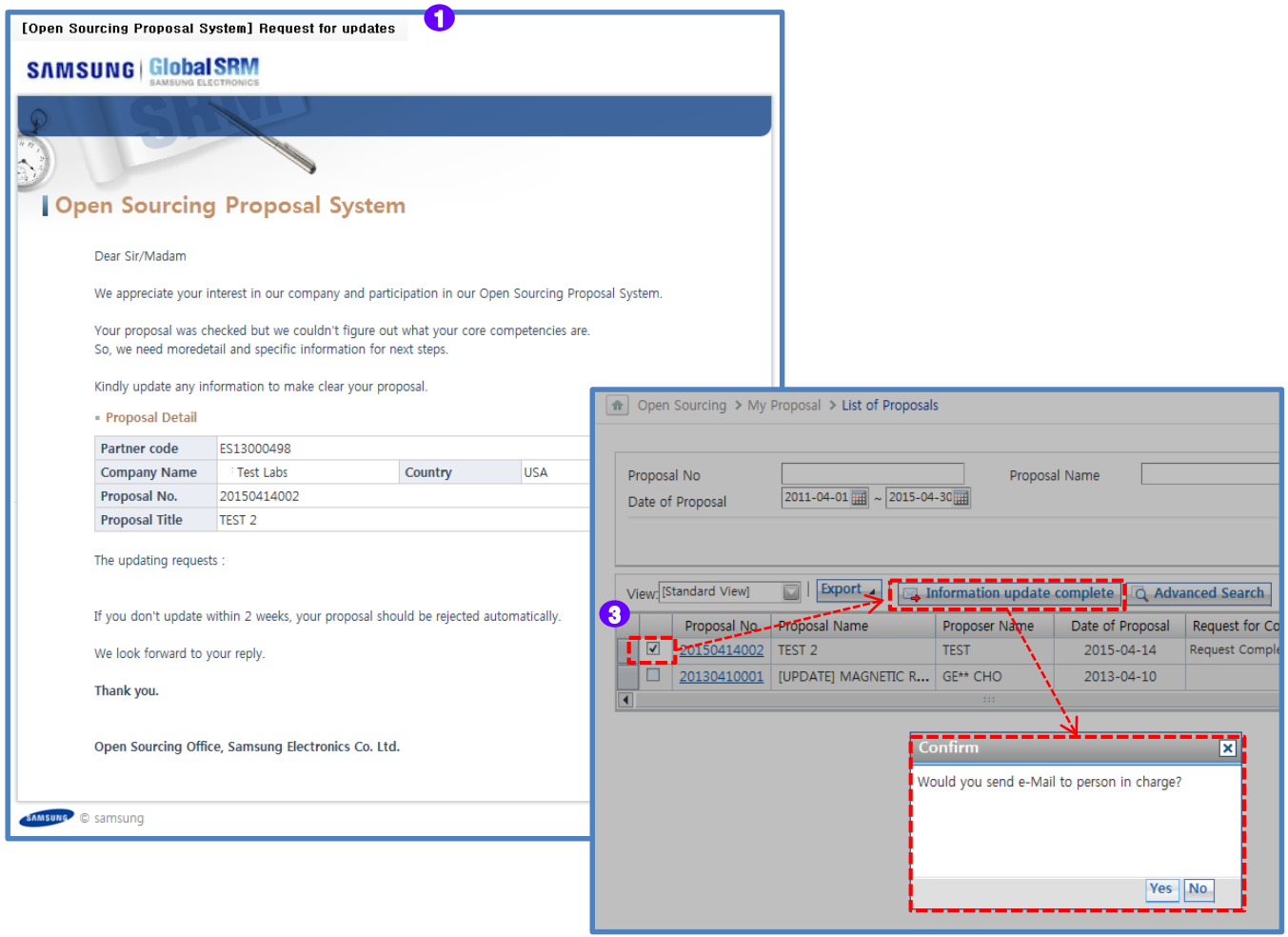
Request for update

Menu Path	Open Sourcing > My Proposal > List of Proposal		
Description	Request for Update	Date	2019.08.



[Description]

1. If you receive this e-mail, you have to update your proposal.

2. Update your proposal *refer to the 16 page.(Modification of your proposal)*

3. After then, you have to send the update completed e-mail.

   - Tick the box to select the line to be updated.
   - Click the "Information update complete" button.
   - A notification is then sent to the Open Sourcing Office automatically.

End of Document

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