G-SRM Open Sourcing User Manual

- for suppliers -

'14. 05

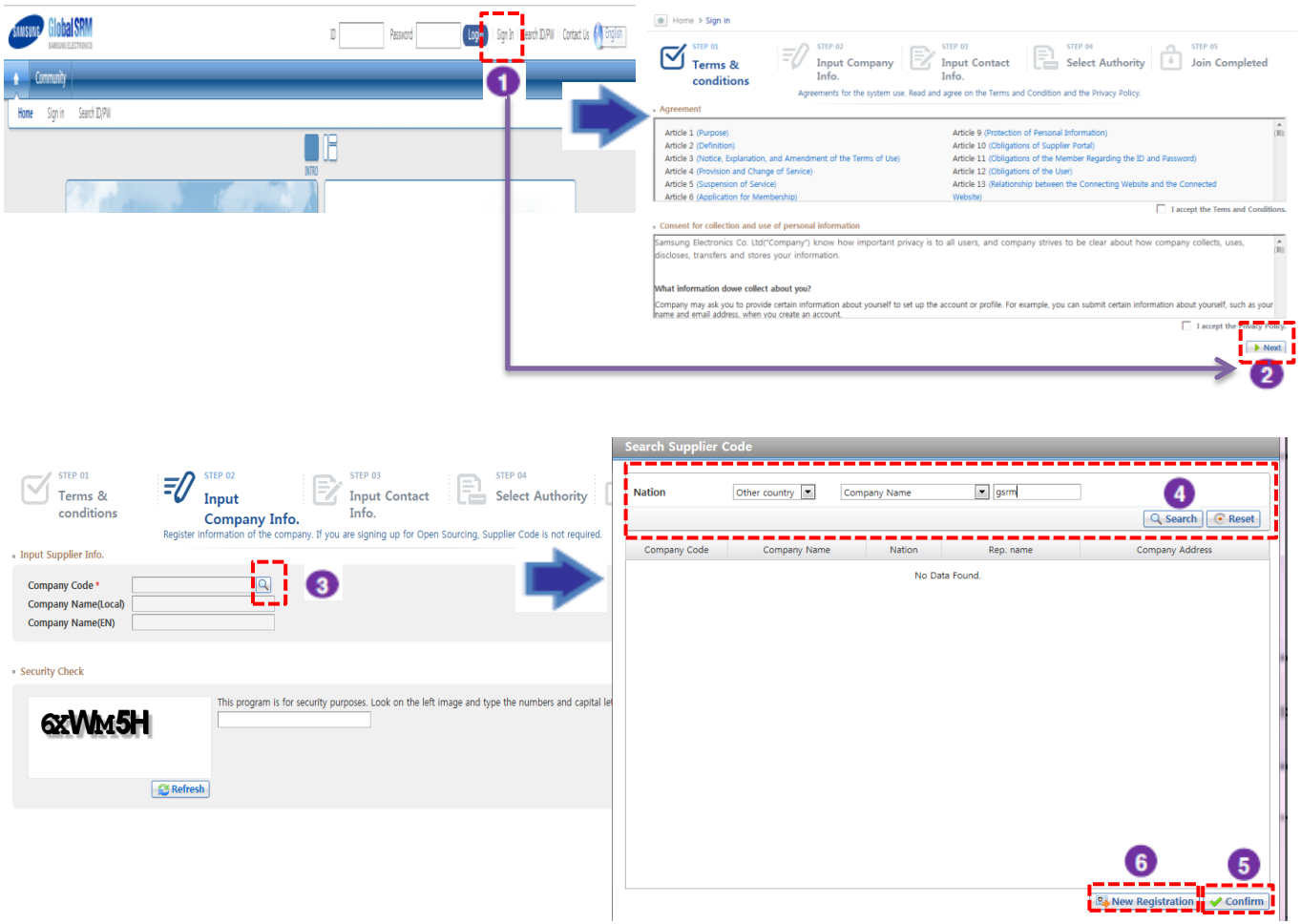
Samsung Display
Procurement Team

Menu Structure

Level1	Level2	Level3	Level4
Sign In			
Open Sourcing	Proposal	Proposal Submission	
	My Proposal	List of Proposals	
	Company Info	Company Info Mgmt.	

Sign In

Menu Path	Sign In	작성자	Lee Jin Ho
화면 설명	Sign In for GSRM Open Sourcing Menu – Supplier Search	작성일자	2014.05.16

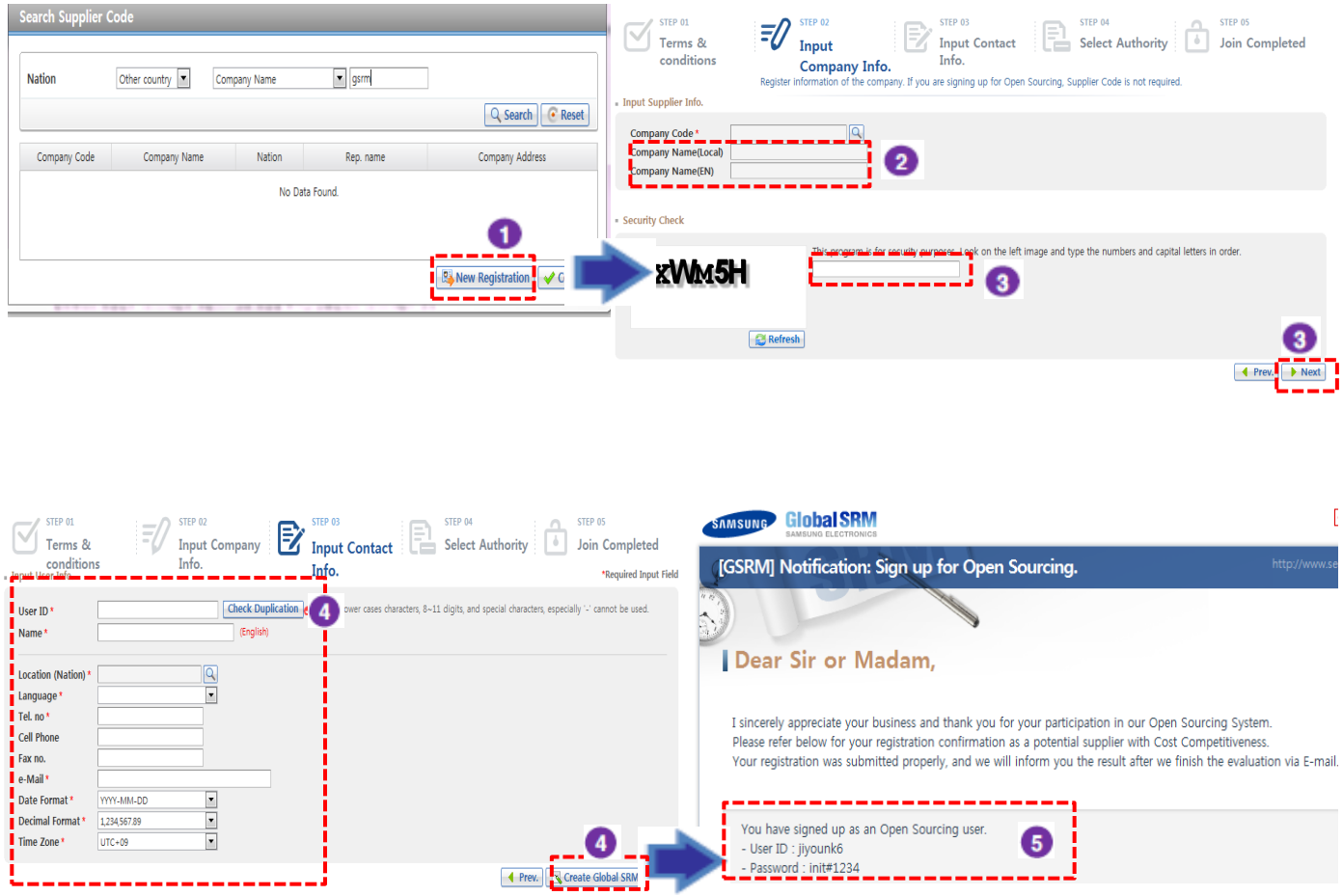


[화면설명]

1. Click "Sign In"
2. Agree to the 'Terms'
3. Screen : Input Company Info - Click this button, which is on the right side of the 'Company Code' field.
4. 'Search Supplier Code'
   4-1. Select Nation : In case of Korea
   Search using 'Company Code' (4 digits or potential supplier code which begins with 'ES') / the company name / business registration No.
   4-2. Select Nation : In case of another country
   Search using the company code (4 digits or potential supplier code which begins with 'ES') / Company Name
5. If you find your company information in our database, please select that line and click the "confirm" button.
6. If you cannot find your company info. in our database then please click the" New Registration" button.

Sign In

Menu Path	Sign In	작성자	Lee Jin Ho
화면 설명	Sign In for GSRM Open Sourcing Menu – Unregistered Company	작성일자	2014.05.16

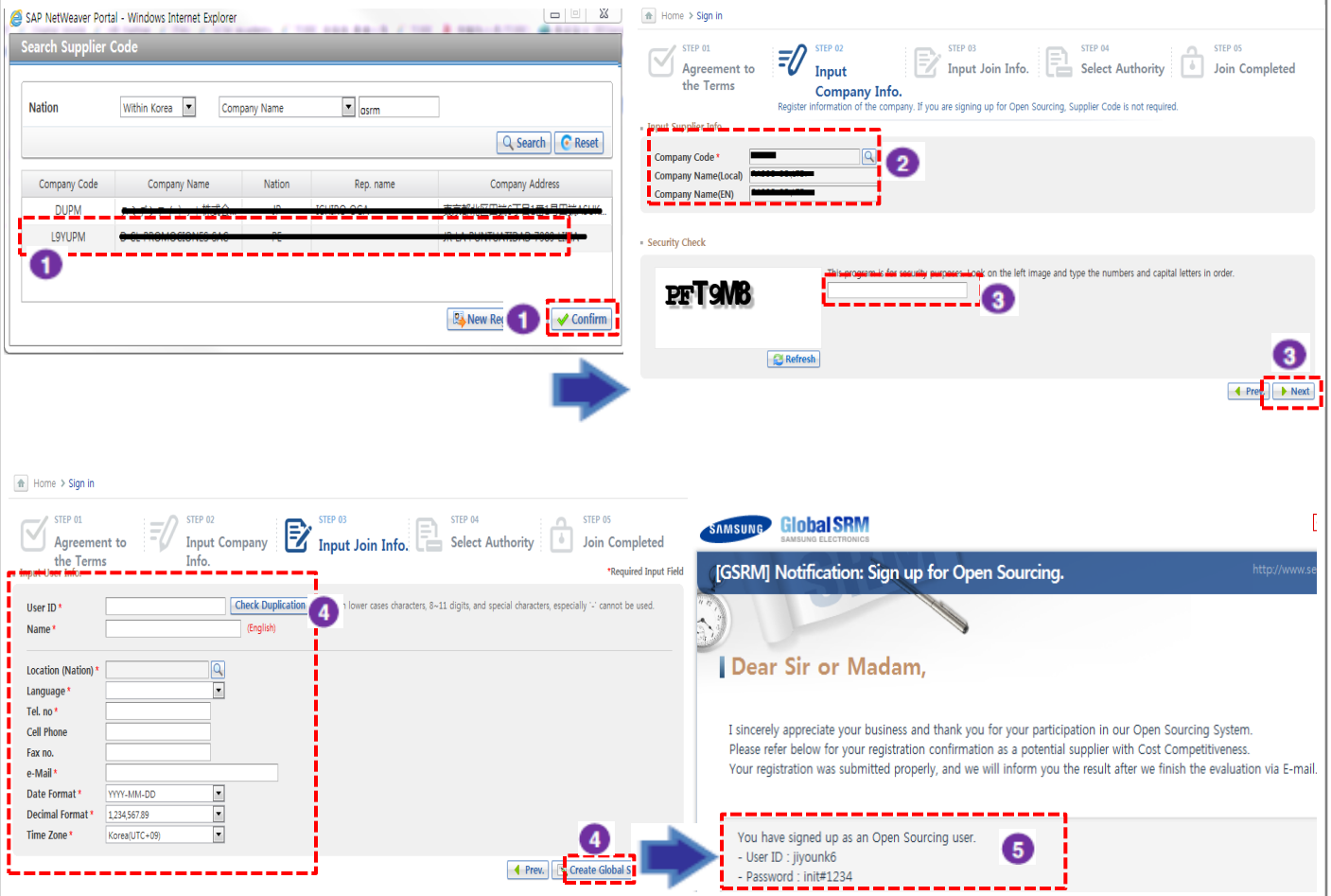


[화면설명]

1. If you cannot find your company info. in the 'Search Supplier' step then please click the "New Registration" button.
2. Now you can insert the company name into 'Input Supplier Info.'
   - Company Name(Local) : Use local language
   - Company Name(Eng) : In English
3. Security Check : type the number and capital letters in order, and click "Next" button.
4. After the user information is input, click "Create Global GSRM Account" button.
   ※ Location(Nation) : Select your company's location.
5. The email address that has been input in step 4 will receive a confirmation email for a successful submission ([GSRM] Notification: Sign up for Open Sourcing).

Sign In

Menu Path	Sign In	작성자	Lee Jin Ho
화면 설명	Sign In for GSRM Open Sourcing Menu – Registered Company	작성일자	2014.05.16

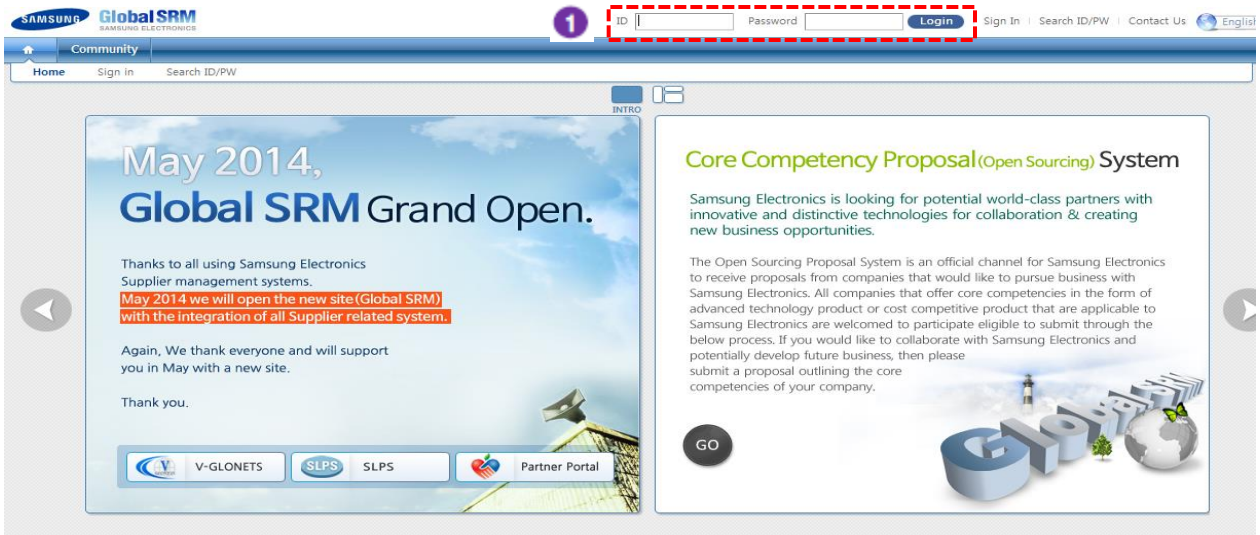


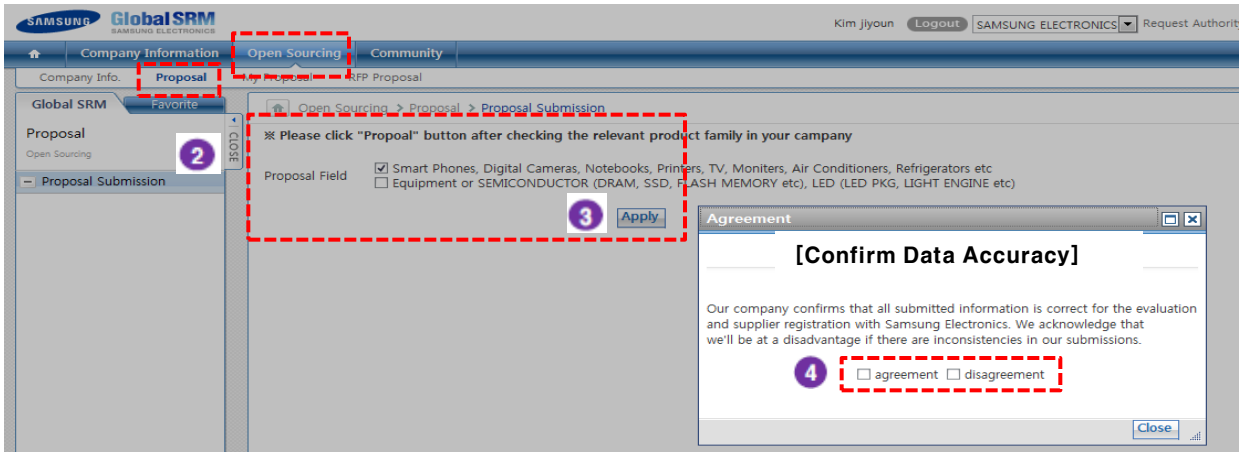
[화면설명]

1. If you find your company information in our database, please select the relevant line and click the "Confirm" button.
2. The selected company info. is inserted into the 'Supplier' field automatically.
   (You cannot modify them.)
3. Security Check : type the number and capital letters in order and click the "Next" button.
4. . After the user information has been input, please click "Create Global GSRM Account" button.
   ※ Location(Nation) : Select your company's location.
5. The email address that has been input in step 4 will receive a confirmation email for a successful submission ([GSRM] Notification: Sign up for Open Sourcing).

Proposal Submission

Menu Path	Open Sourcing > Proposal > Proposal Submission	작성자	Lee Jin Ho
화면 설명	Proposal Submission (Login, Select Proposal field, The confirmation about submissions)	작성일자	2014.05.16



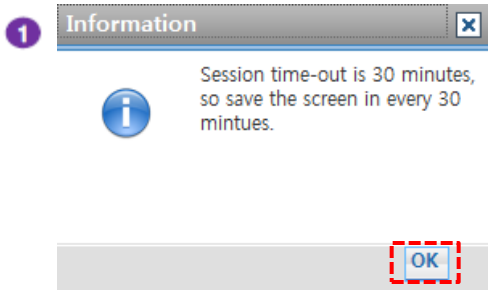


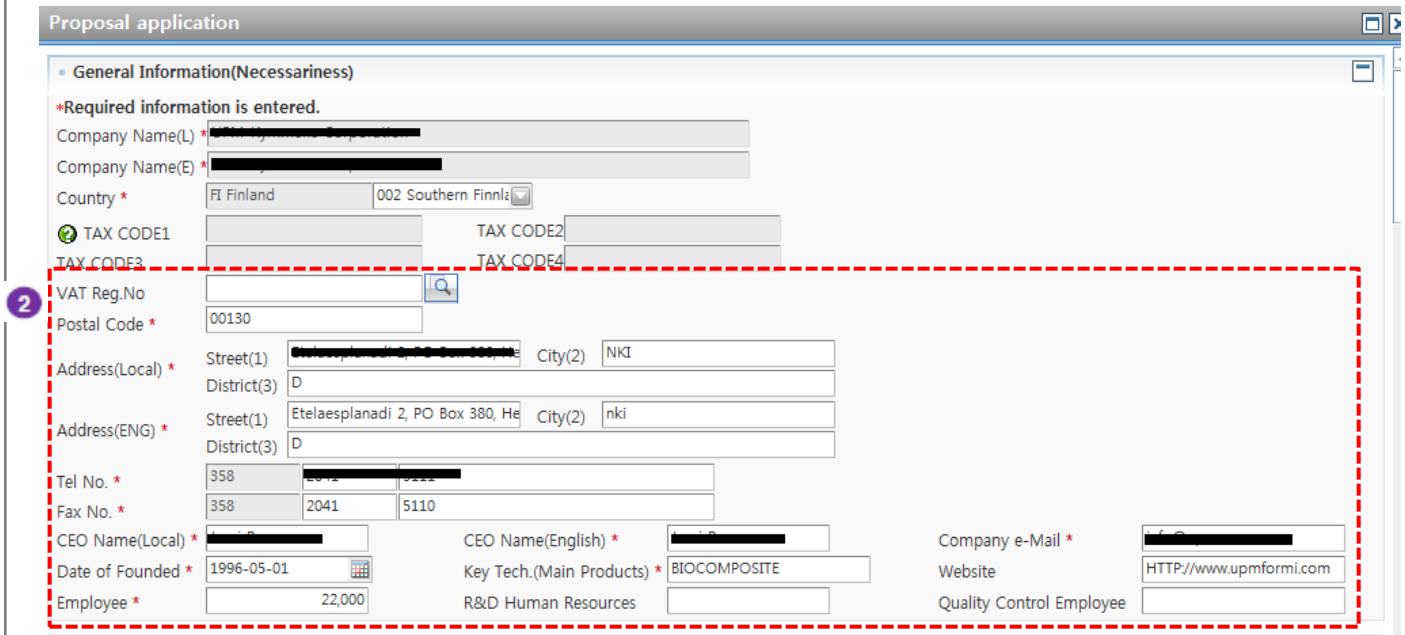
[화면설명]

1. Login G-SRM
   www.secbuy.com
2. Click "Proposal submission" button.
   Open Sourcing > Proposal > Proposal Submission
3. Select proposal field and click the "Apply" button.
4. Click 'agreement' / 'disagreement' in the "The Confirmation about Submissions"

Proposal Submission

Menu Path	Open Sourcing > Proposal > Proposal Submission	작성자	Lee Jin Ho
화면 설명	Proposal Submission – General Information	작성일자	2014.05.16



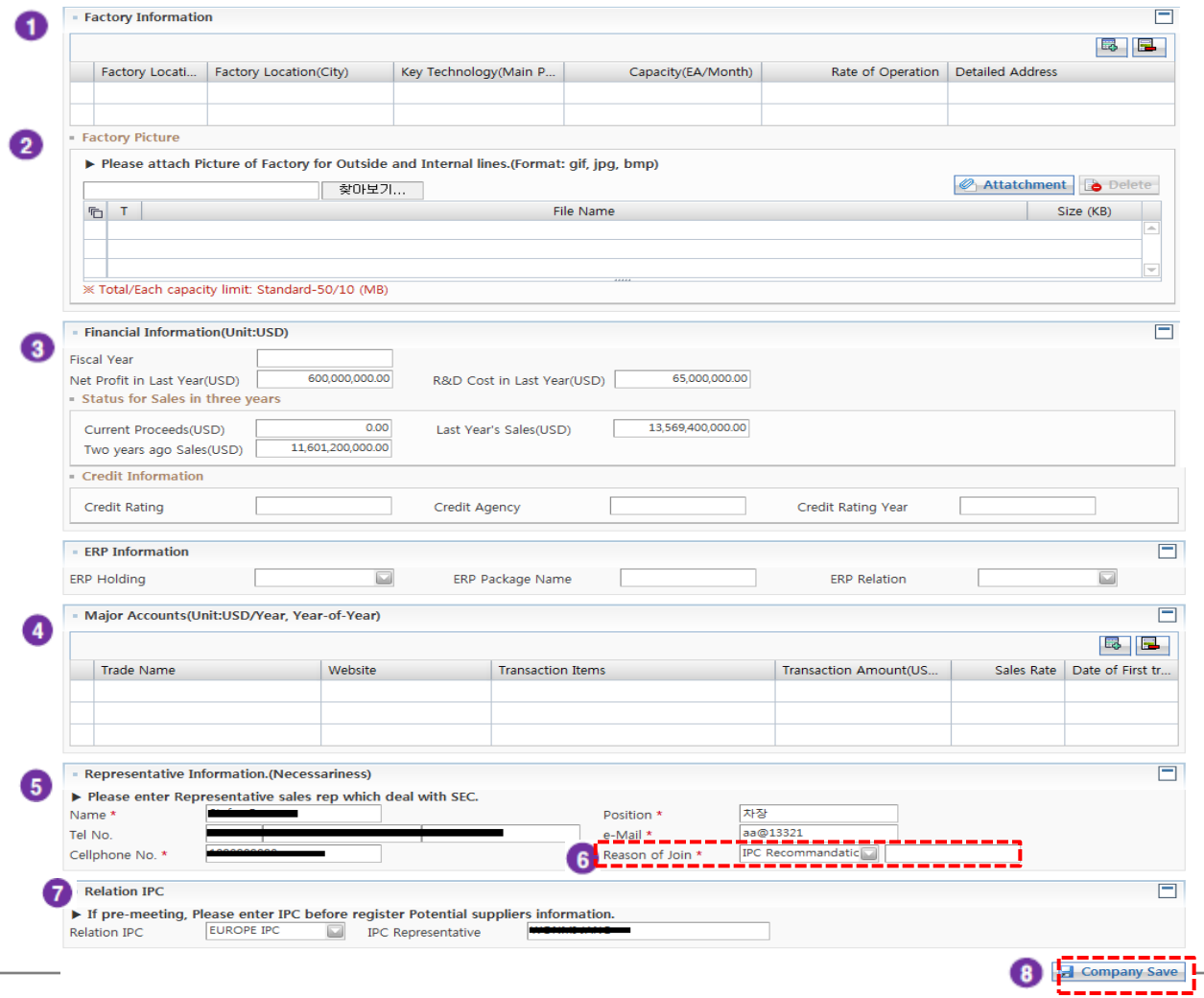


[화면설명]

1. Warning: Session time out.
   Please save your information every 30 minutes.
2. Input basic company information:
   - Post Code : Choose from the list (search function might not be visible, so please type manually)
   - Address(Local) : Local language
     Address(ENG) : In English
   - Tel, Fax No. : Country code, area code, number
   - Date of Foundation : Year
   - Company E-Mail : CEO's email
   - Website :_____
   - Employee : Total number of employees
   - Number R&D Human Resources : _____
   - Number Quality Control Human Resources : _____
   - Key Technology (Main Products) : Tag all applicable core competenies

Proposal Submission

Menu Path	Open Sourcing > Proposal > Proposal Submission	작성자	Lee Jin Ho
화면 설명	Proposal Submission – Factory Info, Financial Info etc	작성일자	2014.05.16

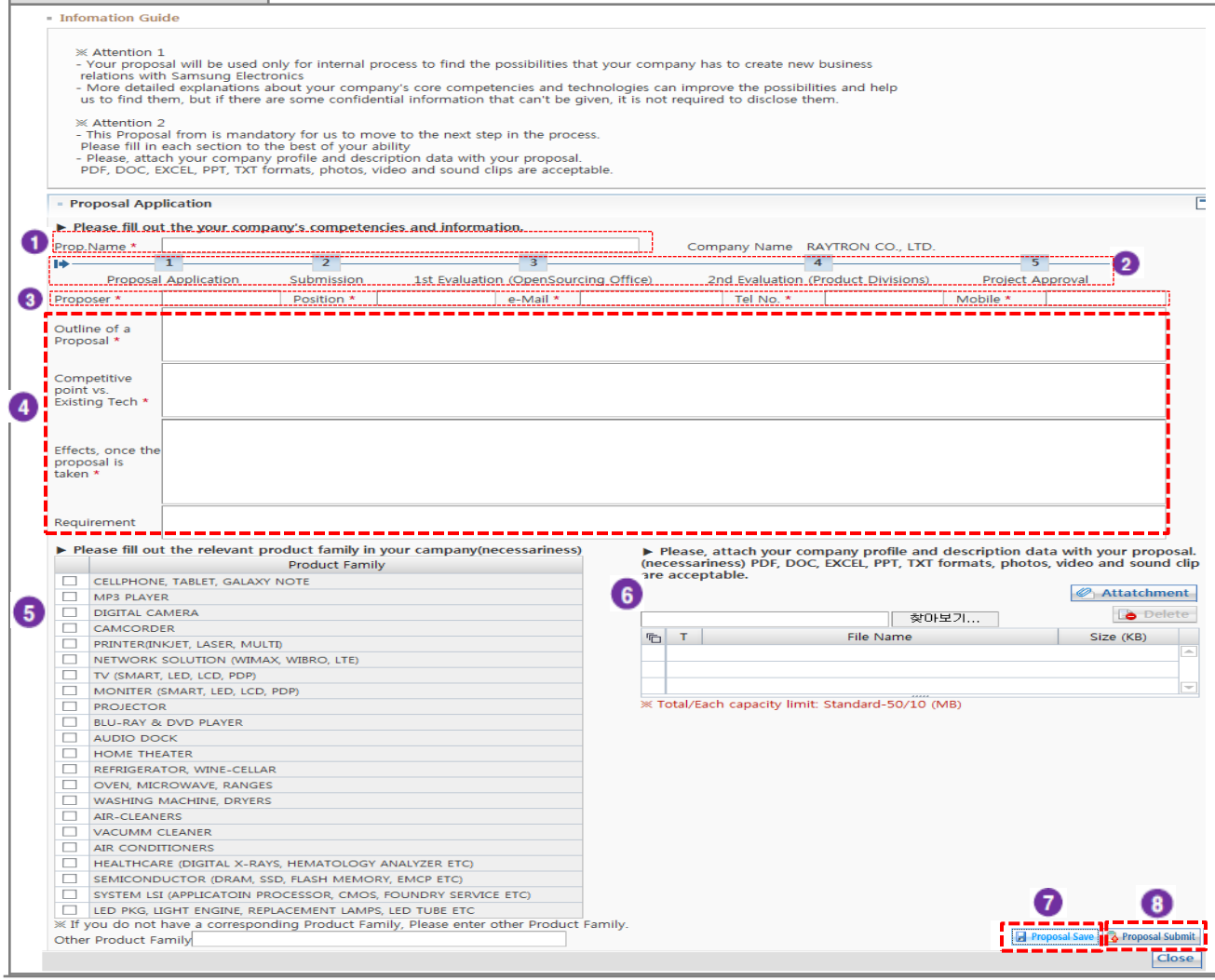


[화면설명]

1. Factory Information : Input detailed info of company's manufacturing plant(s)
   * Click "+" button to input plant info
   * To delete plant info, choose the row and click the button
2. Factory Picture : If applicable please attach a picture of the manufacturing plant
   * Multiple files may be attached but the total size cannot exceed 50MB
3. Financial Information : Input sales figure (USD) for the past 3 years
4. Major Accounts : Main customer info (Only info company is able to disclose)
5. Representative Info : Company representative info (name, position, E-mail, Tel No, cell phone No.
6. Reason company is joining : Choose the reason for participating in the 'Open Sourcing' system. Input additional text if required or for additional details.
7. Relation IPC : Choose applicable IPC name & contact info.
8. If you want save input information, please click "Company Save" button.

Proposal Submission

Menu Path	Open Sourcing > Proposal > Proposal Submission	작성자	Lee Jin Ho
화면 설명	Proposal Submission – Proposal Information	작성일자	2014.05.16



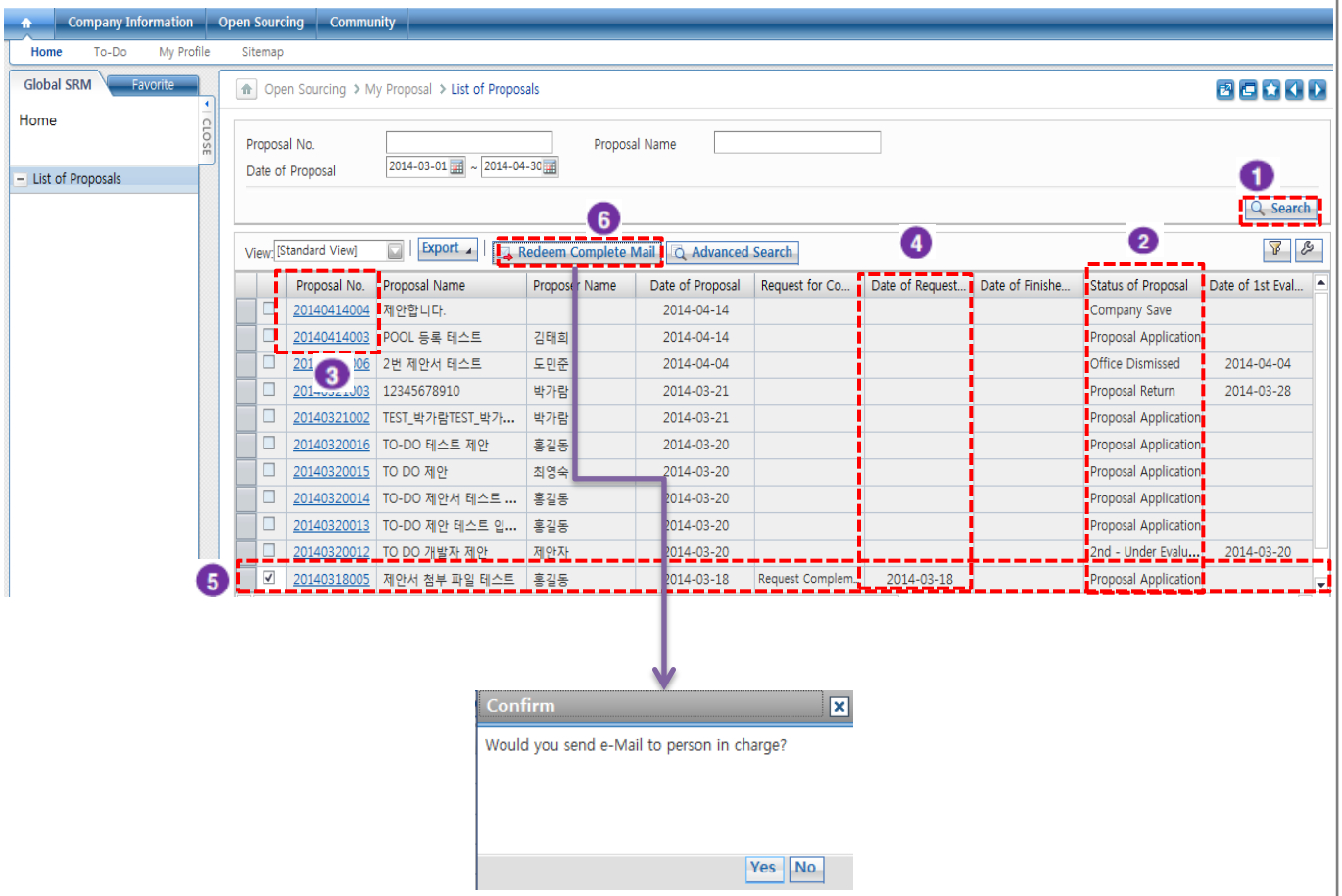
[화면설명]

1. Proposal Name : Propose a technology title
2. Status bar of the proposal in the process : Current status is highlighted.
3. Proposer's detailed info : Proposer name, position, Tel No., E-mail (accurate info required)
   Proposer will be the main contact for all inquiries.
4. Detailed info of technology proposal (outline of a proposal, competitive points, effects, requirements)
5. Choose the suitable products for application
6. Please upload relevant material for both the proposed technology introduction and the company introduction : This is required. Multiple files may be attached, but the total size limit is 50MB
7. If you want save the information, please click "Proposal Save" button
8. When the company has completed all data fields required for the proposal registration (Company info ~ Proposal info), click the "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.
You will also receive an email with your 'Potential Supplier Code', which is needed to create an ID and PW for access to the system.

List of Proposal

Menu Path	Open Sourcing > My Proposal > List of Proposal	작성자	Lee Jin Ho
화면 설명	List of Proposal and modify info.	작성일자	2014.05.16

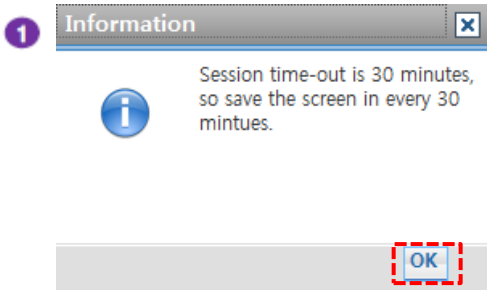


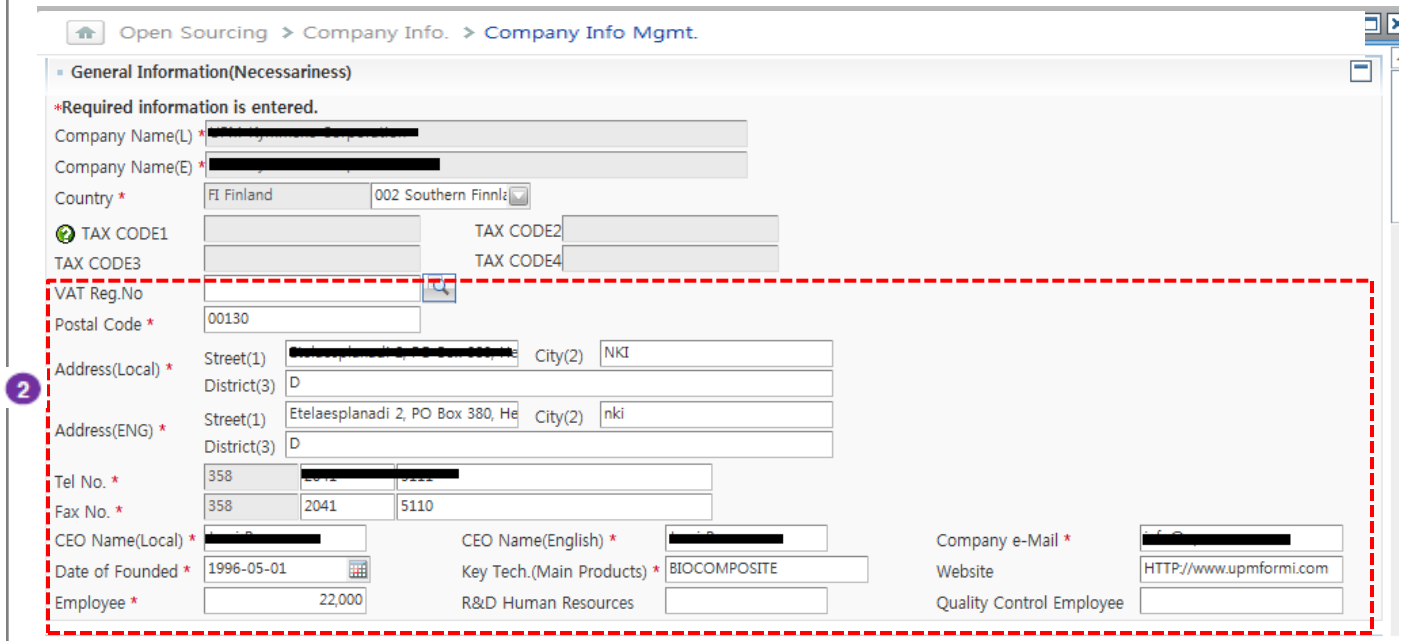
[화면설명]

1. Input 'Proposal Number' or 'Proposal Name' and set the proposal submission date.
   Click "Search" to see a list of proposals
2. 'Status of Proposal' : Evaluation results of each stage
3. Click the blue "Proposal No. " to see the 'proposal' submitted to the system.
4. If you received a request for additional information, then it is possible to see the request date here.
5. Tick the box to select the line to be updated.
6. Click the "Information update complete" button. A notification is then sent to the Open Sourcing Office automatically.

Company Information Management

Menu Path	Open Sourcing > Company Info > Company Info Mgmt.	작성자	Lee Jin Ho
화면 설명	Edit General Company Information	작성일자	2014.05.16





[화면설명]

1Warning about session time out:

Please save your information every 30 minutes.

2. Input basic company information.

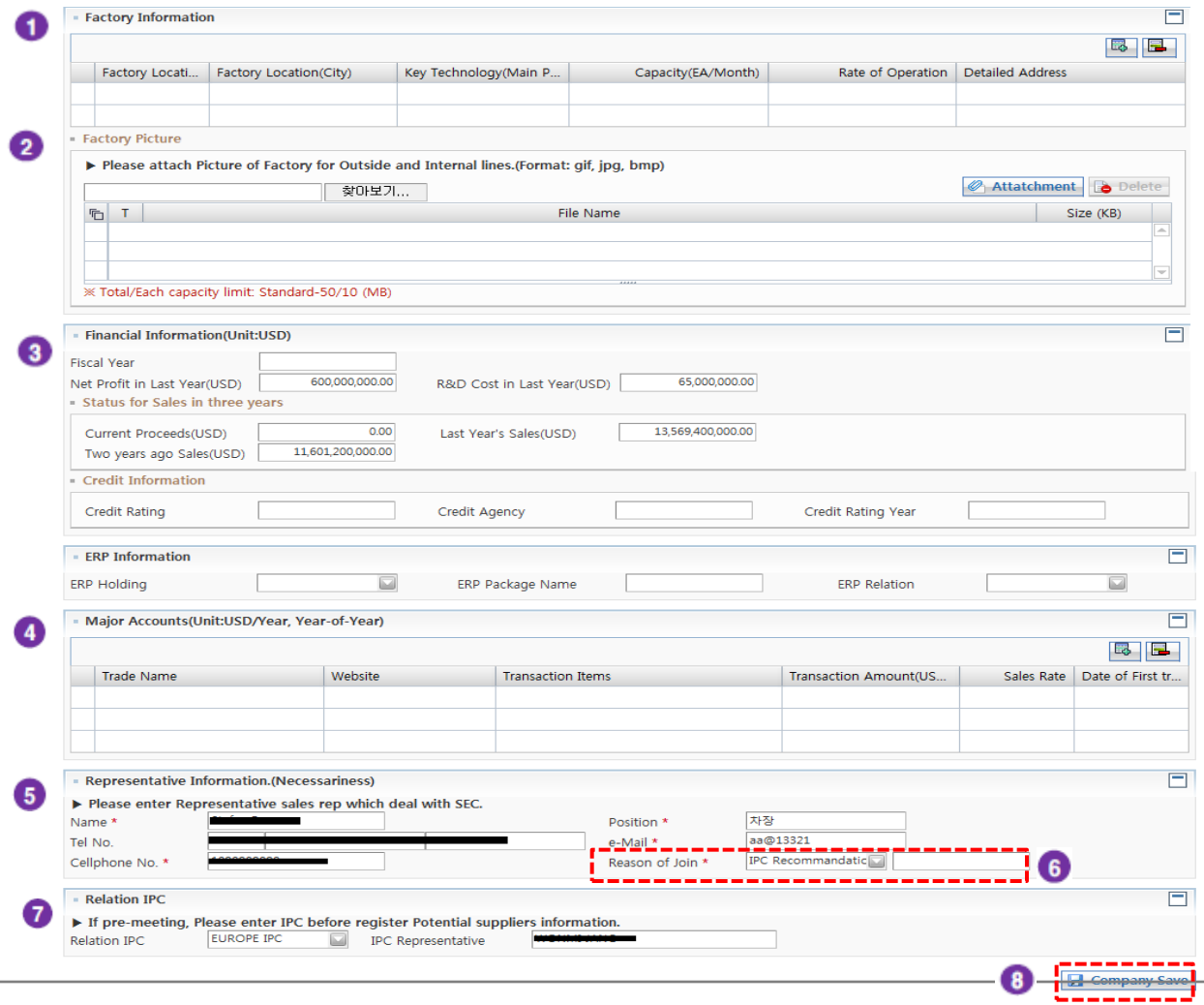
- Postal Code : Choose from the list (Search function might not show, then just add)
- Address(Local) : Local language

  Address(ENG) : In English
- Tel, Fax No. : Country Code, Area Code, Number
- Date of Founded : Year
- Company E-Mail : CEO's email
- Website :_____
- Employee : Total # of employees
- Number R&D Human Resources : _____
- Number Quality Control Human Resources : _____
- Key Technology (Main Products) : Tag All

  applicable core competency

Company Information Management

Menu Path	OpenSourcing > Company Info > Company Info Mgmt	작성자	Lee Jin Ho
화면 설명	Edit General Company Information	작성일자	2014.05.16



[화면설명]

1. Factory Information : Input detailed info of company's manufacturing plant(s)
   * Click "+" button to input plant info
   * To delete plant info, choose the row and click the button
2. Factory Picture : If applicable, please attach a picture of manufacturing plant
   * Multiple files may be attached, but total size cannot exceed 50MB
3. Financial Information : Input sales figure (USD) for past 3 yrs period
4. Major Accounts : Main customer info (Only up to the info allowed to disclose)
5. Representative Info : Company representative info (Name, Position, E-mail, Tel No, Cell phone No.
6. Reason of Join : Choose the reason of participating in Open Sourcing's system. Input additional text if correct reason is missing in the scroll menu or if wished to input additional details
7. Relation IPC : Choose applicable IPC Name & Contact info.
8. If you want save input information, please click "Company Save" button.

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