



AIRBAKE ALL-CLAD ARNO ASIAVINA CALOR CLOCK IMUSA KRUPS LAGOSTINA MAHARAJA WHITELINE MIRRO
MOULINEX PANEX PENEDO REGAL ROCHEDO ROWENTA SAMURAI SEB SUPOR TEFAL T-FAL UMCO WEAREVER

Supplier Management Task Introduction

Phase 1: Supplier Documents and Contracts Management

Contents

- 1 • Background, Objectives and Benefits
- 2 • Phase, Introduction process
- 3 • Introduce the Document Type
- 4 • User Guide: Upload document
- 5 • Generate Report
- 6 • Example (Errors)
- 7 • Q & A

BACKGROUND, OBJECTIVES & BENEFITS

Background

Background

Current situation:

- *Major document in WSS (e.g. SIF, SEF, SPR, General agreement...)*
- *Project Specification, Quotation keep in PM's personal folder*
- *Social Audit report keep in Quality dept.*
- *Several Excel tracking files for the status of document (Total supplier list, Contract status follow up, Supplier Evaluation Review..)*

Difficulties:

- *Maintaining current manual searching document process which caused time consuming and higher risk of outdated/ inconsistent data for Supplier information.*
- *Tracking files maintenance → supplier base, panel base, supplier responsible would be changed.*
- *No history of document saving or upload.*
- *The current situation of documents/ contracts of suppliers might be confusing.*
- *It is not reliable to be sure that people would get the latest file correctly.*

Objectives & Benefits

Objectives - *Supplier Management improvement*

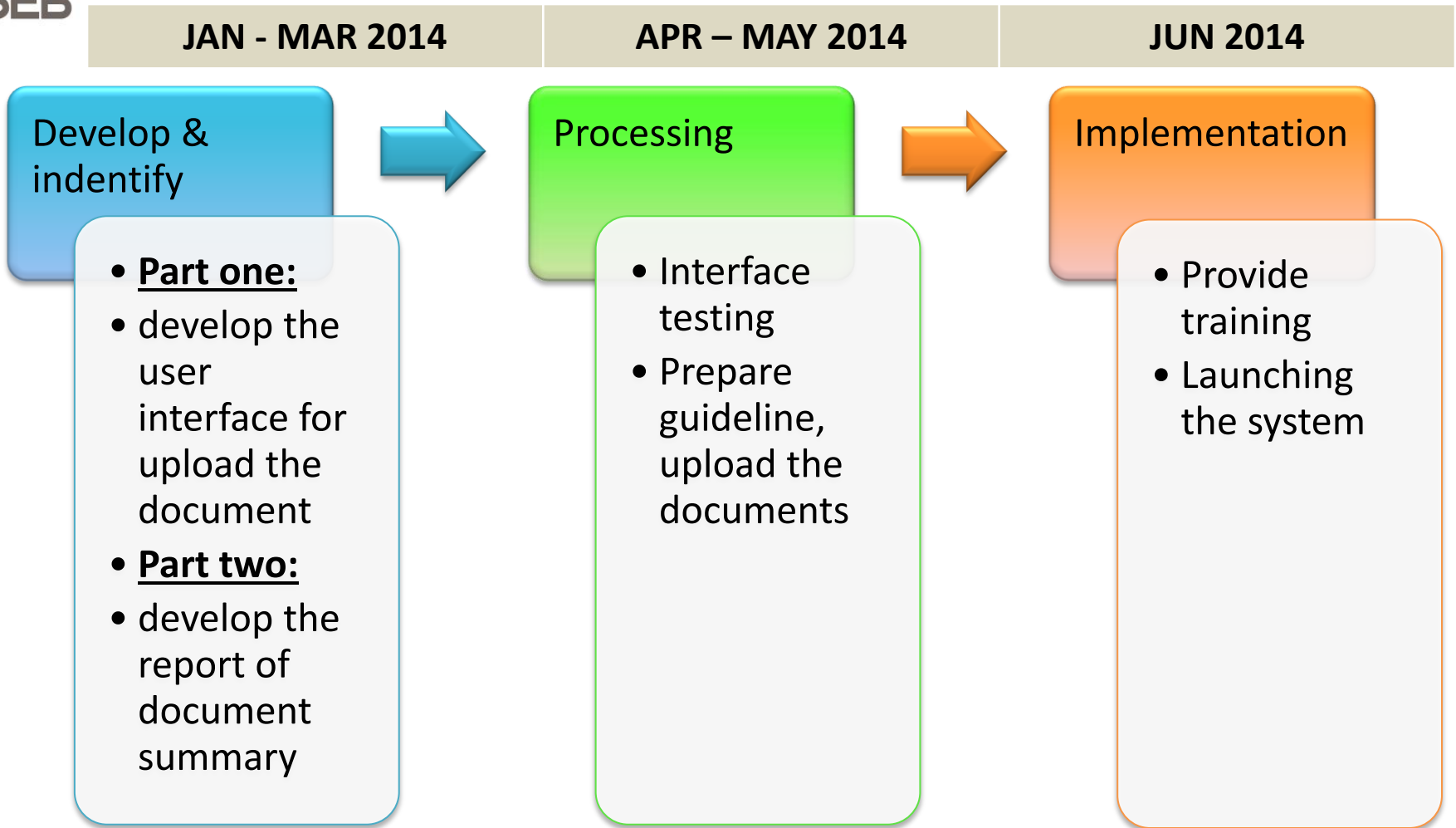
- *To have a standard process to upload documents and consolidate the supplier documents in one place for enhancing controlling, searching and reporting purposes*
- *To consolidate the summary of the Document/ Contract by suppliers in one file/ user interface for enhancing reliability and efficiency*

Benefits

- *Document controlling and traceability*
- *ISO and SAFE audit requirements fulfillment*
- *Supplier database efficiency, accuracy, maintenance and analysis*
- *Supplier situation review*

PHASE

Supplier Management Task: Phase 1



INTRODUCE PROCESS

Supplier Management Task: Process

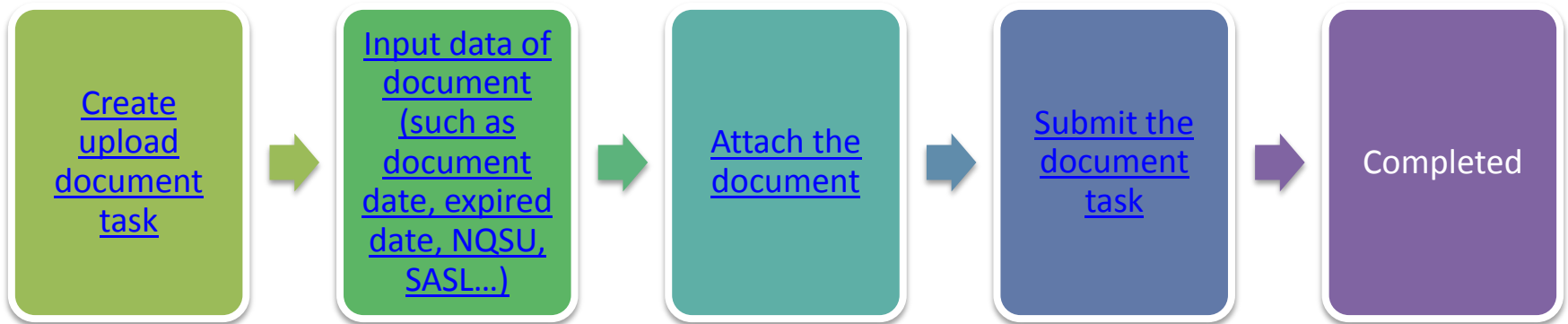
Phase 1: Document/ Contract upload

- 1. Supplier/ Panel Master maintenance
- 2. Upload document/ contract
- 3. Generate report

Phase 2: Supplier information review

- 1. Consolidate supplier performance information
- 2. Search and Display Supplier information in efficient way

Supplier Management: Upload steps



Supplier Management: Process

Create upload document task

FormDocumentHeader-AS\afok

Add New Task Update Delete Refresh Filter Supplier(s)

	Creation Date	User Name	Supplier(s)	Short Name
▶	04-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM
	13-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM
			PAYER ELECTRIC PERSONAL CARE	

Loading Data.Done!

Supplier Management: Process

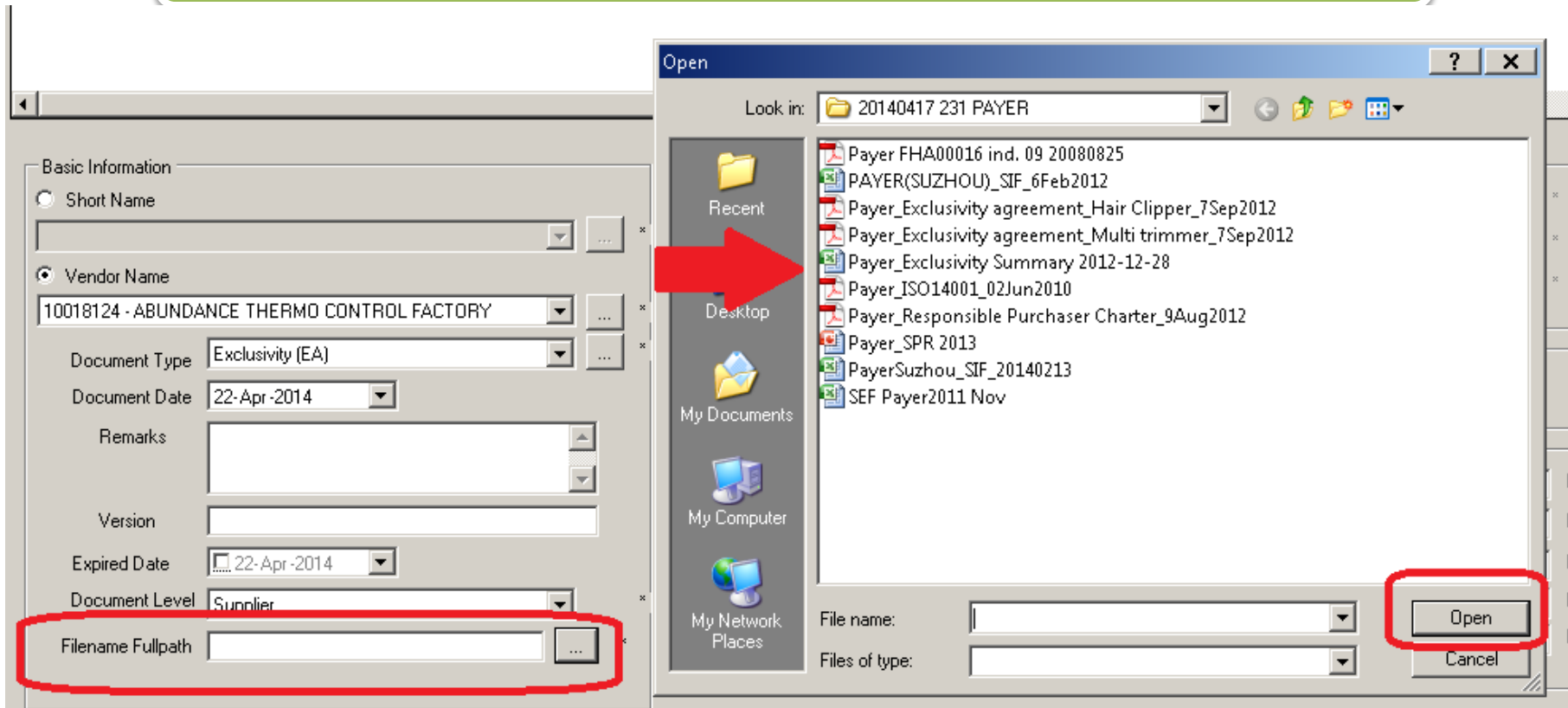
Input data of document (such as document date, expired date, NQSU, SASL...)

<p>Basic Information</p> <p><input type="radio"/> Short Name</p> <p><input type="radio"/> Vendor Name</p> <p>10023676 - SUNSTRONG INTERNATIONAL IND LTD</p> <p>Document Type: Responsible Purchasing Charter</p> <p>Document Date: 20-Aug-2012</p> <p>Remarks:</p> <p>Version:</p> <p>Expired Date: 28-Apr-2014</p> <p>Document Level: Supplier</p> <p>Filename Fullpath:</p>	<p>General Contract</p> <p>Payment term in contract:</p> <p>Supply Chain Appendix</p> <p>Lead Time in contract (day):</p> <p>SASL (%):</p> <p>Quality Appendix</p> <p>Agreed NQSU (PPM) in contract:</p> <p>Project/Product</p> <p>Project/Product Name:</p>	<p>Social Audit</p> <p>Audit by:</p> <p>Audit Type:</p> <p>Audit Grade:</p> <p>SEF</p> <p>Score:</p> <p>SIF</p> <table border="1"> <tr> <td>Turnover Y</td> <td>RatioY</td> </tr> <tr> <td>TurnoverY-1</td> <td>RatioY-1</td> </tr> <tr> <td>TurnoverY-2</td> <td>RatioY-2</td> </tr> <tr> <td>TurnoverY-3</td> <td>RatioY-3</td> </tr> <tr> <td>TurnoverY-4</td> <td>RatioY-4</td> </tr> </table>	Turnover Y	RatioY	TurnoverY-1	RatioY-1	TurnoverY-2	RatioY-2	TurnoverY-3	RatioY-3	TurnoverY-4	RatioY-4
Turnover Y	RatioY											
TurnoverY-1	RatioY-1											
TurnoverY-2	RatioY-2											
TurnoverY-3	RatioY-3											
TurnoverY-4	RatioY-4											

* Mandatory field
 *** Mandatory field when add new record

Supplier Management: Process

Attach the document



Supplier Management: Process

Submit the
document task



Completed

FormDocumentVendor

Cancel Submit New Record Delete Record Download File

1 of 8

Creator CC 2 Other emails

Validator CC 3 Submit Date 25-Mar-2014

CC 1 CC 4

	Doc Date	Version	Vendor Code	Vendor Name	Short Name	Document Type
▶	20-Aug-2012		10023676	SUNSTRONG INTERNATIONAL IND LTD	SUNSTRONG	Responsible Purchasing Charter
	01-Sep-2012	2012	10023676	SUNSTRONG INTERNATIONAL IND LTD	SUNSTRONG	SPR
	13-Dec-2012	2012	10023676	SUNSTRONG INTERNATIONAL IND LTD	SUNSTRONG	SEF
	18-Feb-2013	2013	10023676	SUNSTRONG INTERNATIONAL IND LTD	SUNSTRONG	SIF



DOCUMENT TYPE

Upload document:

Document Type

Document type Include:

- Company presentation
- Control Plans
- Control Range
- Exclusivity (EA)
- Fast Supplier Assessment (FSA)
- Foodstuffs declaration
- IP (Intellectual Property)
- ISO 14001
- ISO 9001
- Liability insurance
- LOC (Letter of Confidentiality)
- NDA (Non Disclosure Agreement)
- OHSAS 18001
- Other business certifications (ex : FSC for Packaging)
- Price Lists
- Process Audit
- Process Audit
- Action Plans
- Project Specification
- Quality results
- **SEF**
- **SIF**
- **Social Audit**
- Social Audit CAP
- SPR
- SSR
- Supplier Meeting Reports
- Technical Audit
- Tooling list
- Declaration letter of group organization
- Eco-Declaration
- Environmental Declaration
- **General Contract**
- **Quality Appendix**
- Responsible Purchasing Charter
- **Supply Chain Appendix**

Upload document:

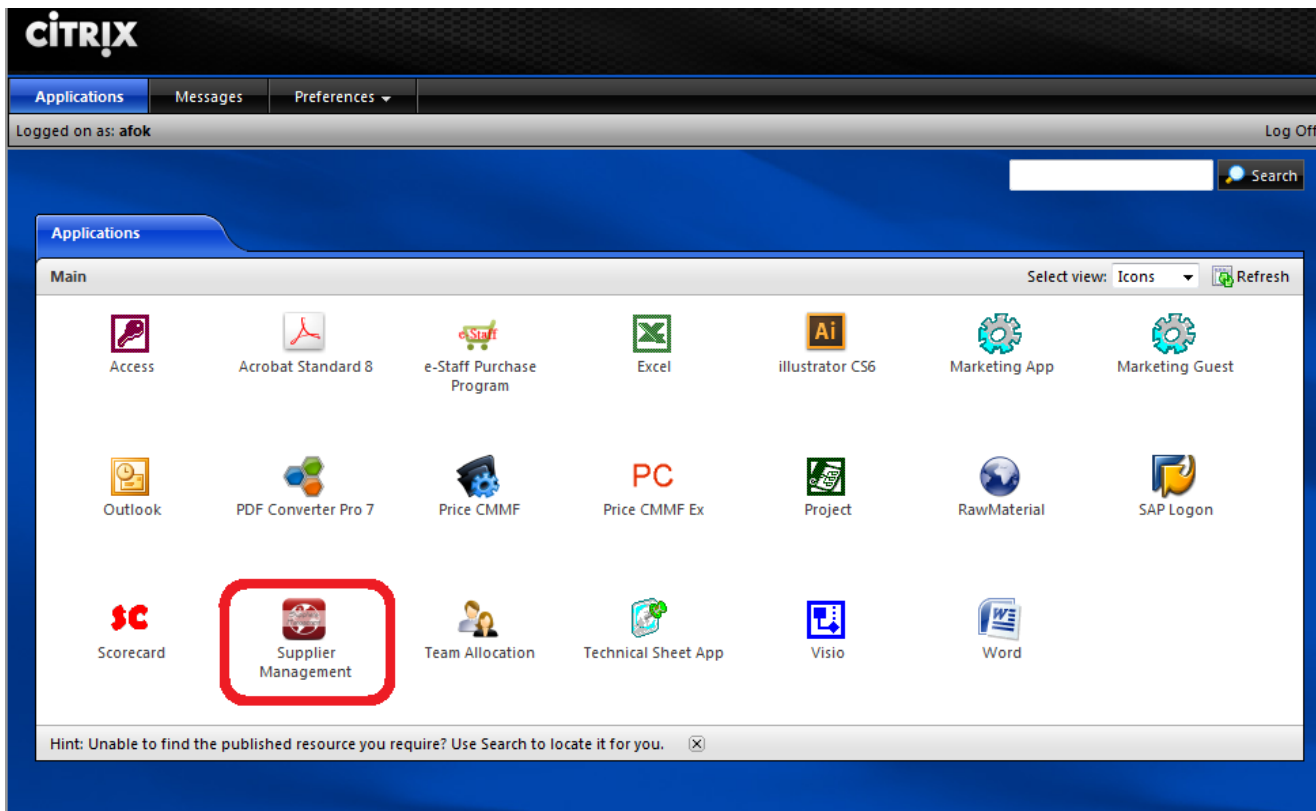
Document Type

Document type	Information
SIF	<i>Turnover, Ratio</i>
SEF	<i>Score</i>
Social audit	<i>Audit by, Audit type, Audit grade</i>
General Contract	<i>Payment terms</i>
Quality Appendix	<i>NQSU</i>
Supply Chain Appendix	<i>SASL, Lead time</i>

USER GUIDE - UPLOAD DOCUMENT

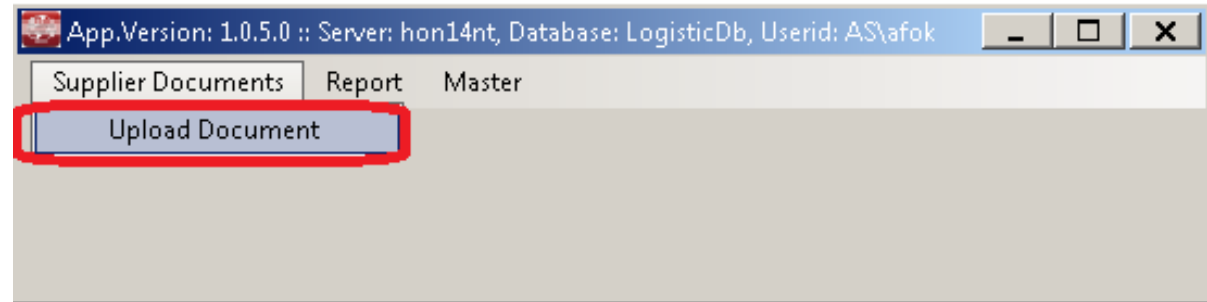
User Guide: Upload document

Step 1: Click the icon “Supplier Management”

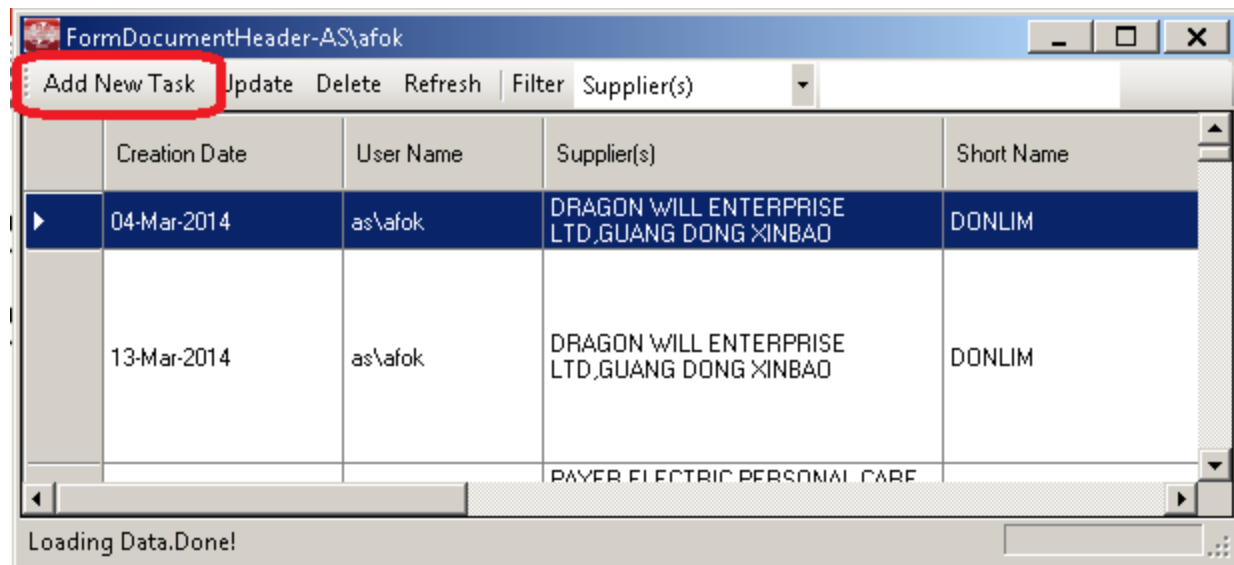


User Guide: Upload document

Step 2:
Select “Upload Document”



Step 3:
Select “Add New Task”



User Guide: Upload document

Step 4: Select “New record”

FormDocumentVendor

Cancel Submit **New Record** Delete Record Download File

0 of 0

Creator: ANNABELLA FOK CC 2: CC 3: CC 4: Other emails: Submit Date: 22-Apr-2014

Doc Date	Version	Vendor Code	Vendor Name	Short Name	Document Type	Document Lev

Basic Information

Short Name: * Vendor Name: * Document Type: * Document Date: 22-Apr-2014 Remarks: Version: Expired Date: 22-Apr-2014 Document Level: * Filename Fullpath: **

General Contract

Payment term in contract: 0001 - Payable immediately due net * SASL (%): *

Supply Chain Appendix

Lead Time in contract (day): * Project/Product: * Project/Product Name: *

Quality Appendix

Agreed NQSU (PPM) in contract: *

Social Audit

Audit by: * Audit Type: * Audit Grade: *

SEF

Score: *

SIF

TurnoverY: RatioY: TurnoverY-1: RatioY-1: TurnoverY-2: RatioY-2: TurnoverY-3: RatioY-3: TurnoverY-4: RatioY-4:

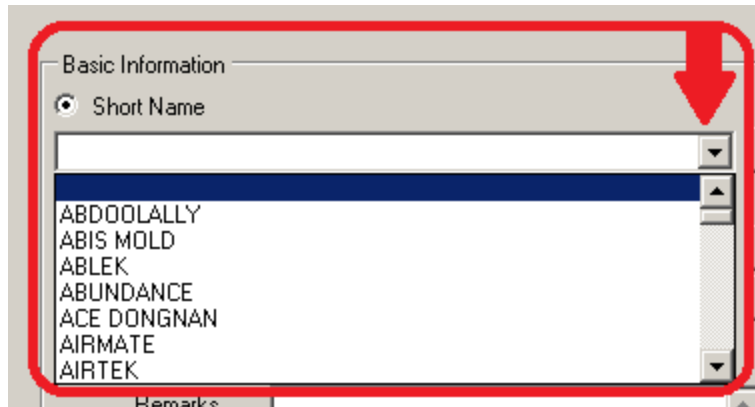
* Mandatory field
** Mandatory field when add new record

Loading Data.Done!

User Guide:

Upload document

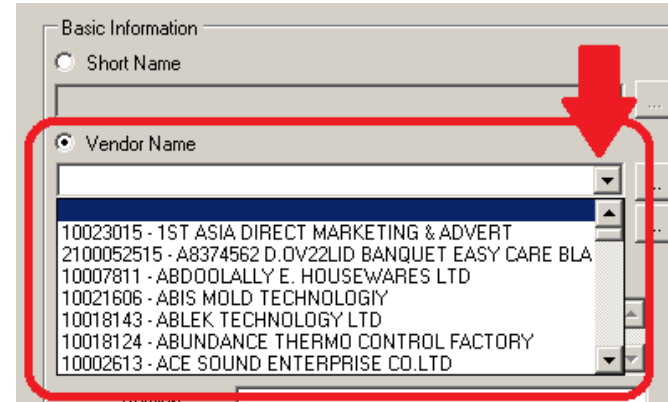
Step 5: Select “Short Name” or “Vendor Name”



Basic Information

☒ Short Name

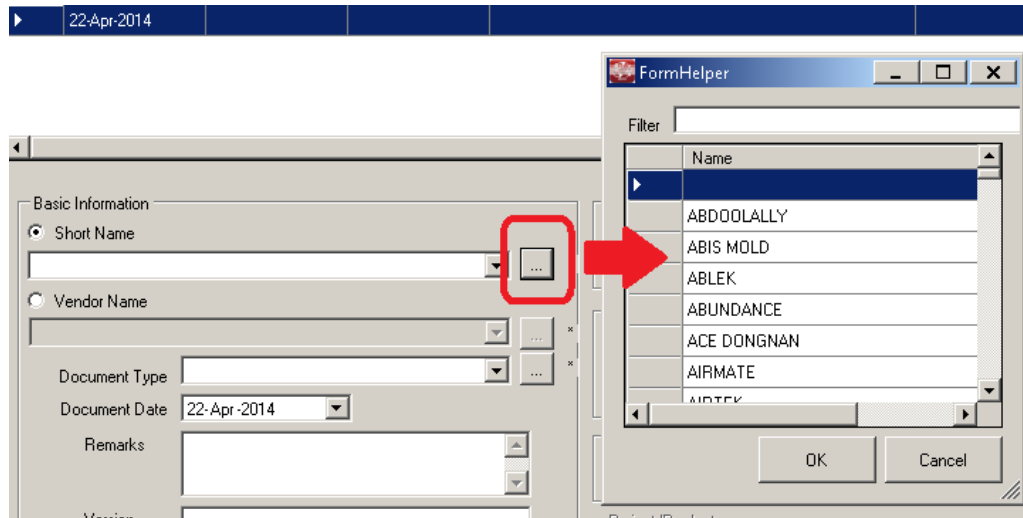
- ABDOOLALLY
- ABIS MOLD
- ABLEK
- ABUNDANCE
- ACE DONGNAN
- AIRMATE
- AIRTEK



Basic Information

☒ Vendor Name

- 10023015 - 1ST ASIA DIRECT MARKETING & ADVERT
- 2100052515 - A8374562 D.OV22LID BANQUET EASY CARE BLA
- 10007811 - ABDOOLALLY E. HOUSEWARES LTD
- 10021606 - ABIS MOLD TECHNOLOGY
- 10018143 - ABLEK TECHNOLOGY LTD
- 10018124 - ABUNDANCE THERMO CONTROL FACTORY
- 10002613 - ACE SOUND ENTERPRISE CO.LTD

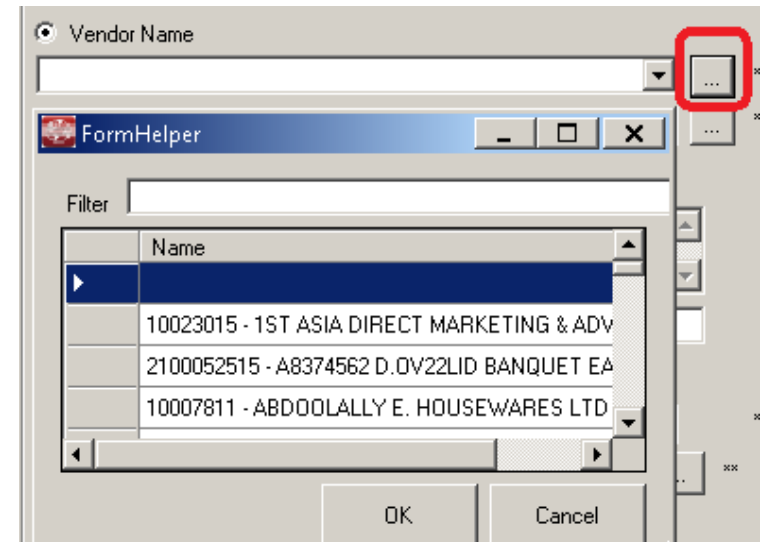


FormHelper

Filter

Name
ABDOOLALLY
ABIS MOLD
ABLEK
ABUNDANCE
ACE DONGNAN
AIRMATE
AIRTEK

OK Cancel



FormHelper

Filter

Name
10023015 - 1ST ASIA DIRECT MARKETING & ADV
2100052515 - A8374562 D.OV22LID BANQUET EA
10007811 - ABDOOLALLY E. HOUSEWARES LTD

OK Cancel

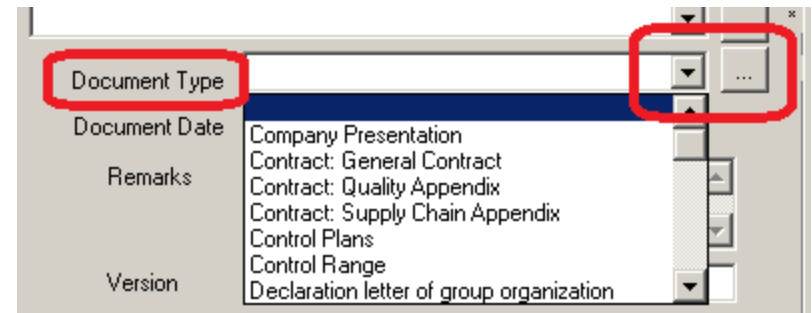
User Guide:

Upload document

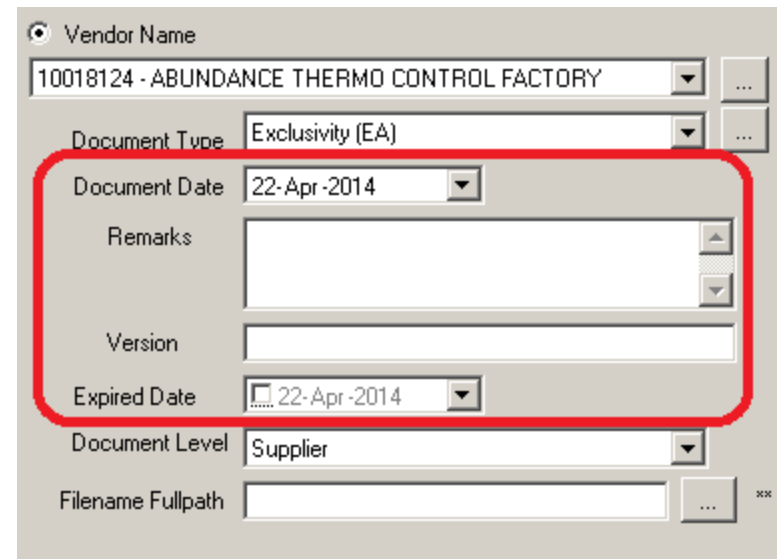
Step 6:

- Select “Document Type*, Document Date, Expired Data”
- And input the “Remarks, Version”

* Will further introduce different document type*



This screenshot shows a dropdown menu for 'Document Type'. The menu is open, displaying a list of document types: Company Presentation, Contract: General Contract, Contract: Quality Appendix, Contract: Supply Chain Appendix, Control Plans, Control Range, and Declaration letter of group organization. The 'Document Type' label and the dropdown arrow are highlighted with red boxes.

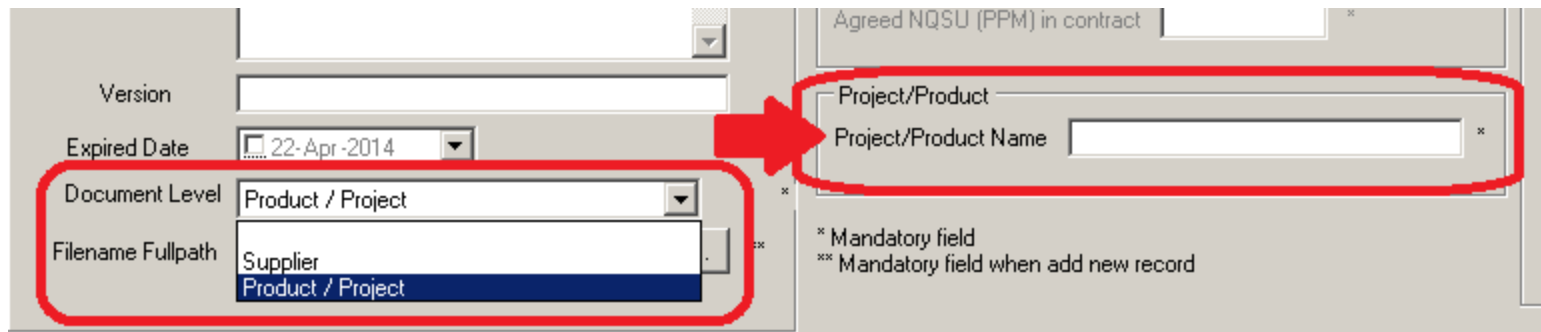


This screenshot shows the document upload form. The form includes fields for Vendor Name (10018124 - ABUNDANCE THERMO CONTROL FACTORY), Document Type (Exclusivity (EA)), Document Date (22-Apr-2014), Remarks, Version, Expired Date (22-Apr-2014), Document Level (Supplier), and Filename Fullpath. The 'Document Date', 'Remarks', 'Version', and 'Expired Date' fields are highlighted with a red box.

User Guide: Upload document

Step 7: Select “Document Level”

(If select “Product/Project”, need to input the
Project/ Product name)



The screenshot shows a web form for uploading documents. A red box highlights the 'Document Level' dropdown menu, which is currently set to 'Product / Project'. Another red box highlights the 'Project/Product Name' text input field. A red arrow points from the 'Document Level' dropdown to the 'Project/Product Name' field. The form also includes fields for 'Version', 'Expired Date' (set to 22-Apr-2014), and 'Filename Fullpath' (with a dropdown showing 'Supplier' and 'Product / Project'). A legend at the bottom right indicates that '*' denotes a mandatory field and '**' denotes a mandatory field when adding a new record.

Version

Expired Date 22-Apr-2014

Document Level Product / Project

Filename Fullpath Supplier
Product / Project

Agreed NQSU (PPM) in contract *

Project/Product *

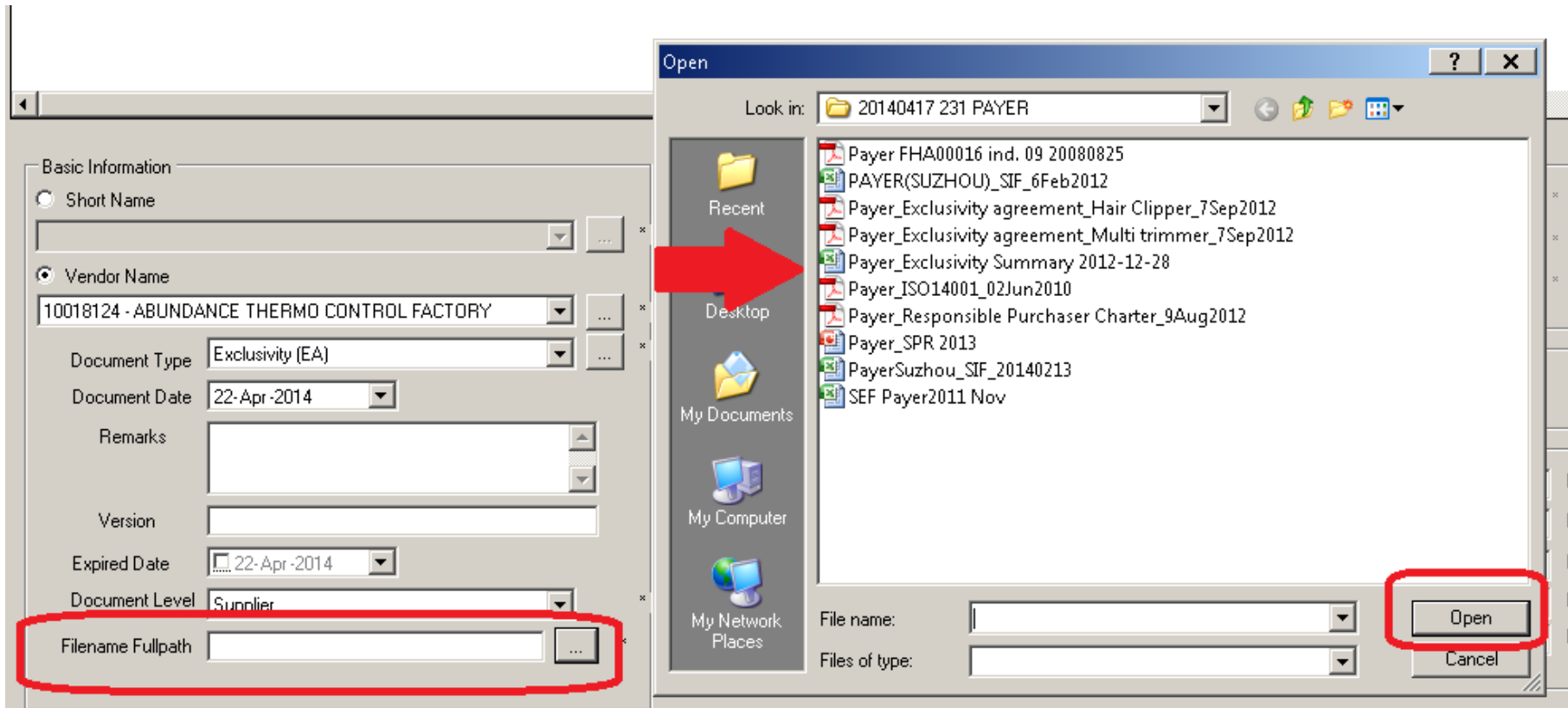
Project/Product Name *

* Mandatory field
** Mandatory field when add new record

User Guide:

Upload document

Step 8: Attach the file



User Guide: Upload document

Step 9: Press “Submit”

FormDocumentVendor

Cancel **Submit** New Record Delete Record Download File

1 of 1

Creator: ANNABELLA FOK CC 2: CC 3: CC 4: Other emails: Submit Date: 22-Apr-2014

Doc Date	Version	Vendor Code	Vendor Name	Short Name	Document Type	Document Level
22-Apr-2014	2013	10018124	ABUNDANCE THERMO CONTROL FACTORY		Environmental Declaration	Supplier

Basic Information

Short Name: Vendor Name: 10018124 - ABUNDANCE THERMO CONTROL FACTORY

Document Type: Environmental Declaration Document Date: 22-Apr-2014

Remarks: Version: 2013 Expired Date: 25-May-2015 Document Level: Supplier

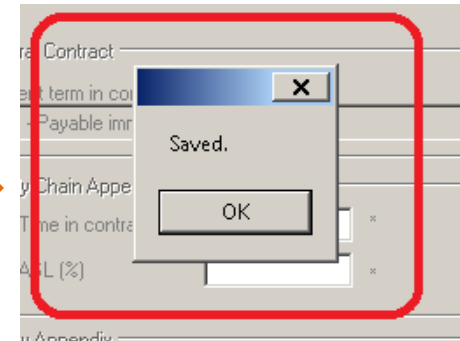
Filename Fullpath: S:\Alok\Power\Contract and Document upl

General Contract: Payment term in contract: Supply Chain Appendix: Lead Time in contract (day): SASL (%): Quality Appendix: Agreed NQSU (PPM) in contract: Project/Product: Project/Product Name:

Social Audit: Audit by: Audit Type: Audit Grade: SEF: Score: SIF: Turnover Y: Ratio Y: Turnover Y-1: Ratio Y-1: Turnover Y-2: Ratio Y-2: Turnover Y-3: Ratio Y-3: Turnover Y-4: Ratio Y-4:

* Mandatory field
** Mandatory field when add new record

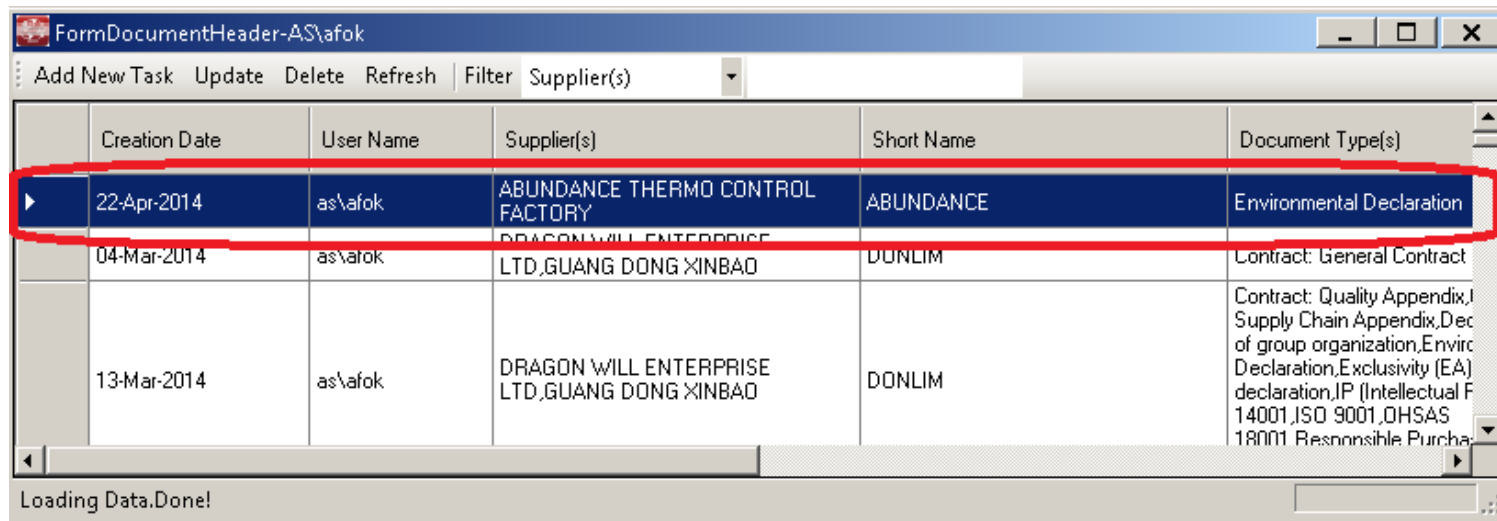
Loading Data.Done!



User Guide:

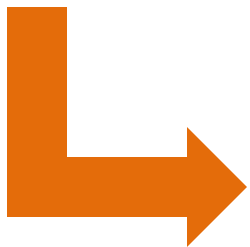
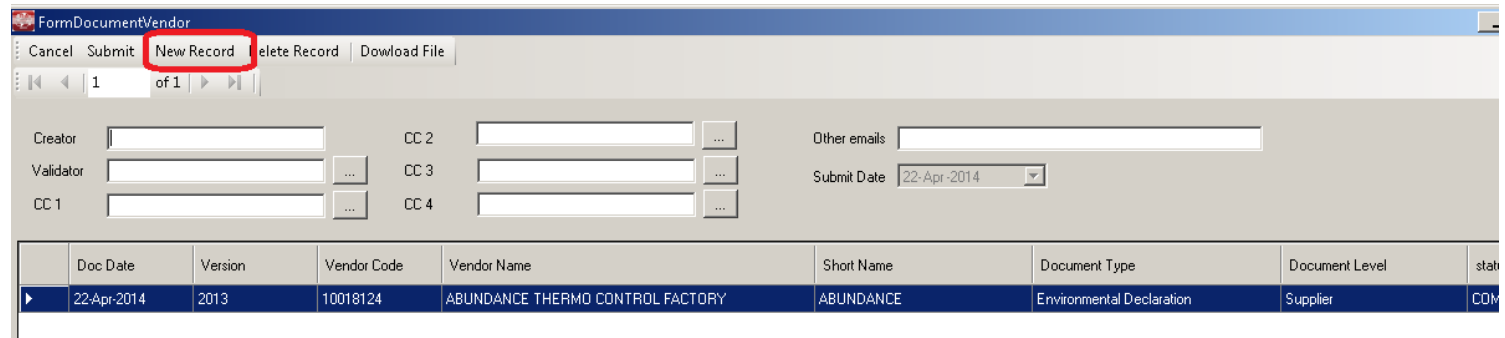
Upload document

If you need upload more than one file under the same vendor, double check the task and select “New record” ... (repeat the pervious step)



	Creation Date	User Name	Supplier(s)	Short Name	Document Type(s)
▶	22-Apr-2014	as\afok	ABUNDANCE THERMO CONTROL FACTORY	ABUNDANCE	Environmental Declaration
	04-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM	Contract: General Contract
	13-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM	Contract: Quality Appendix, Supply Chain Appendix, Declaration of group organization, Environmental Declaration, Exclusivity (EA) declaration, IP (Intellectual Property), ISO 9001, OHSAS 18001 Responsible Purchasing

Loading Data.Done!

FormDocumentVendor

Cancel Submit **New Record** Delete Record Download File

1 of 1

Creator: [] CC 2: [] Other emails: []
 Validator: [] CC 3: [] Submit Date: 22-Apr-2014
 CC 1: [] CC 4: []

	Doc Date	Version	Vendor Code	Vendor Name	Short Name	Document Type	Document Level	stat
▶	22-Apr-2014	2013	10018124	ABUNDANCE THERMO CONTROL FACTORY	ABUNDANCE	Environmental Declaration	Supplier	COM

Upload document:

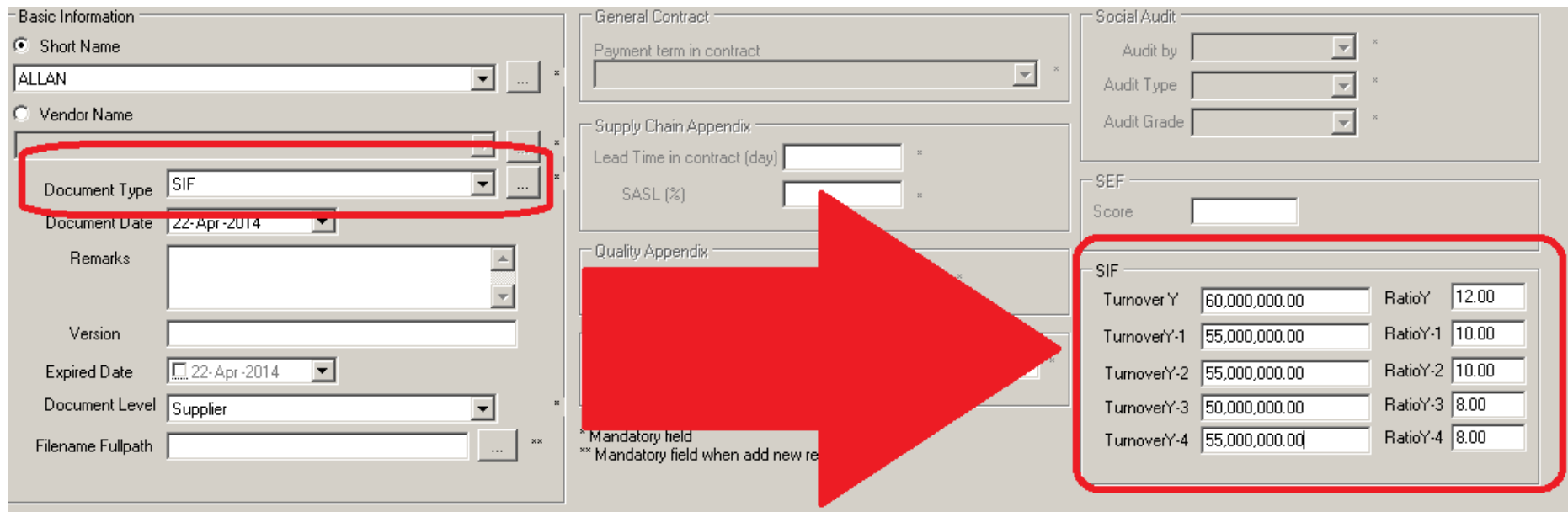
Document Type

Document type	Information
SIF	<i>Turnover, Ratio</i>
SEF	<i>Score</i>
Social audit	<i>Audit by, Audit type, Audit grade</i>
General Contract	<i>Payment terms</i>
Quality Appendix	<i>NQSU</i>
Supply Chain Appendix	<i>SASL, Lead time</i>

Upload document: Document Type

Document type : SIF

- Input “Turnover” and “Ratio”



Basic Information

☒ Short Name
ALLAN

☐ Vendor Name

Document Type SIF

Document Date 22-Apr-2014

Remarks

Version

Expired Date 22-Apr-2014

Document Level Supplier

Filename Fullpath

General Contract

Payment term in contract

Supply Chain Appendix

Lead Time in contract (day)

SASL (%)

Quality Appendix

Social Audit

Audit by

Audit Type

Audit Grade

SEF

Score

SIF

Turnover Y	60,000,000.00	RatioY	12.00
TurnoverY-1	55,000,000.00	RatioY-1	10.00
TurnoverY-2	55,000,000.00	RatioY-2	10.00
TurnoverY-3	50,000,000.00	RatioY-3	8.00
TurnoverY-4	55,000,000.00	RatioY-4	8.00

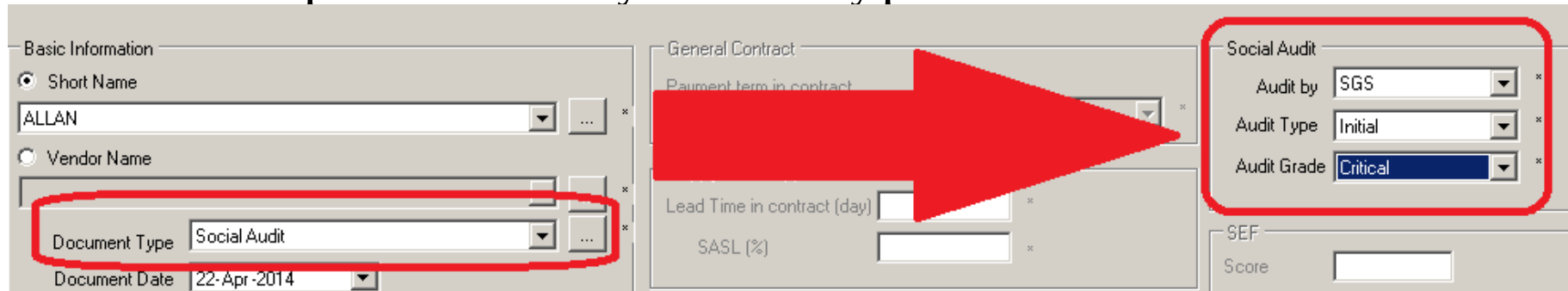
* Mandatory field
** Mandatory field when add new re

Upload document:

Document Type

Document type : Social Audit

- Input “Audit by, Audit type and Audit Grade”



Basic Information

☒ Short Name

ALLAN

☐ Vendor Name

Document Type: Social Audit

Document Date: 22-Apr-2014

General Contract

Payment term in contract

Lead Time in contract (day)

SASL (%)

Social Audit

Audit by: SGS

Audit Type: Initial

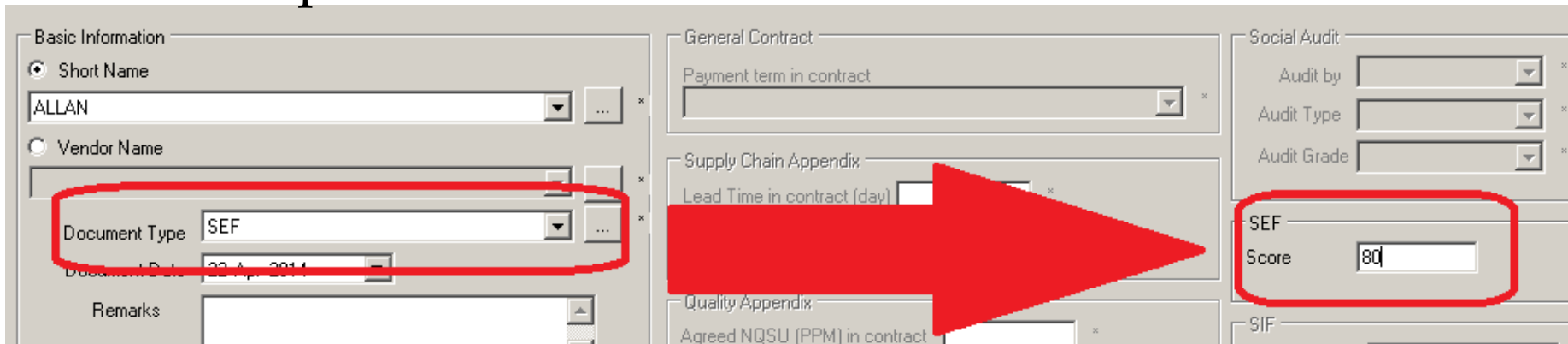
Audit Grade: Critical

SEF

Score

Document type : SEF

- Input “Score”



Basic Information

☒ Short Name

ALLAN

☐ Vendor Name

Document Type: SEF

Document Date: 22-Apr-2014

Remarks

General Contract

Payment term in contract

Supply Chain Appendix

Lead Time in contract (day)

Quality Appendix

Agreed NQSU (PPM) in contract

Social Audit

Audit by

Audit Type

Audit Grade

SEF

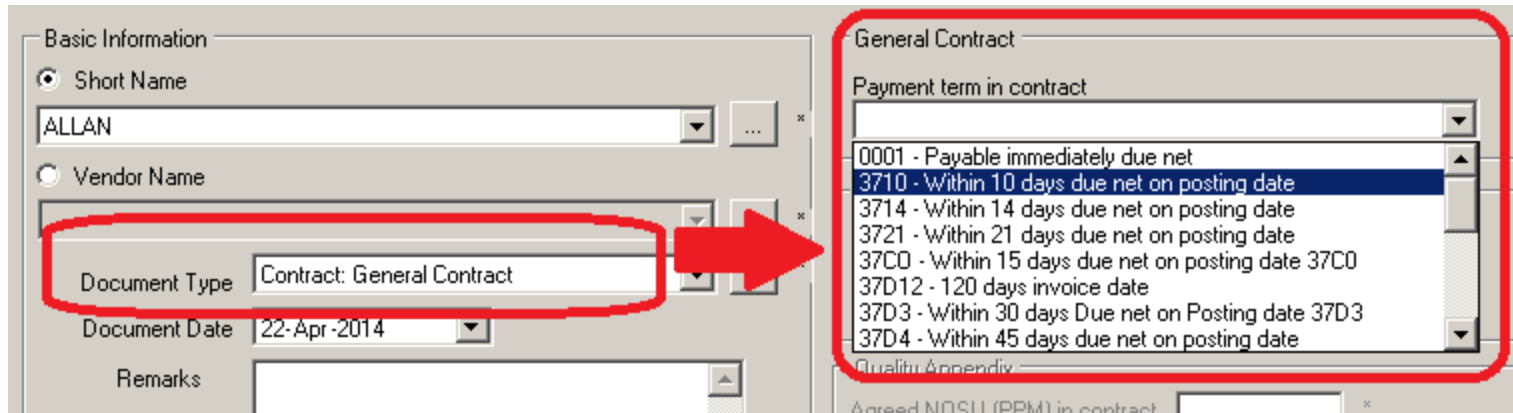
Score: 80

SIF

Upload document: Document Type

Document type : General Contract

- Select the “Payment terms”



Basic Information

☒ Short Name
ALLAN

☐ Vendor Name

Document Type: Contract: General Contract

Document Date: 22-Apr-2014

Remarks

General Contract

Payment term in contract

- 0001 - Payable immediately due net
- 3710 - Within 10 days due net on posting date
- 3714 - Within 14 days due net on posting date
- 3721 - Within 21 days due net on posting date
- 37C0 - Within 15 days due net on posting date 37C0
- 37D12 - 120 days invoice date
- 37D3 - Within 30 days Due net on Posting date 37D3
- 37D4 - Within 45 days due net on posting date

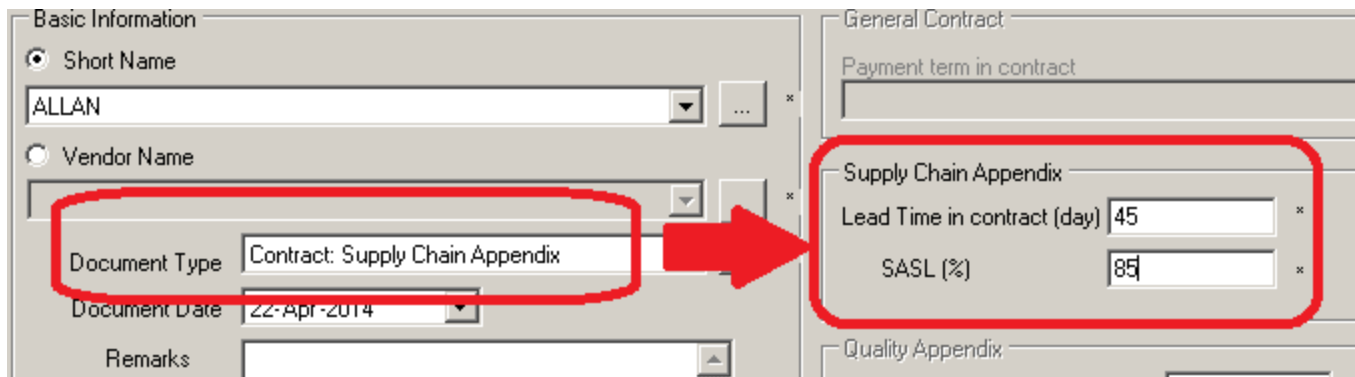
Quality Appendix

Agreed NQSI (PPM) in contract

Upload document: Document Type

Document type : Supply Chain Appendix

- Input “Lead time and SASL”



Document type : Quality Appendix

- Input “NQSU”

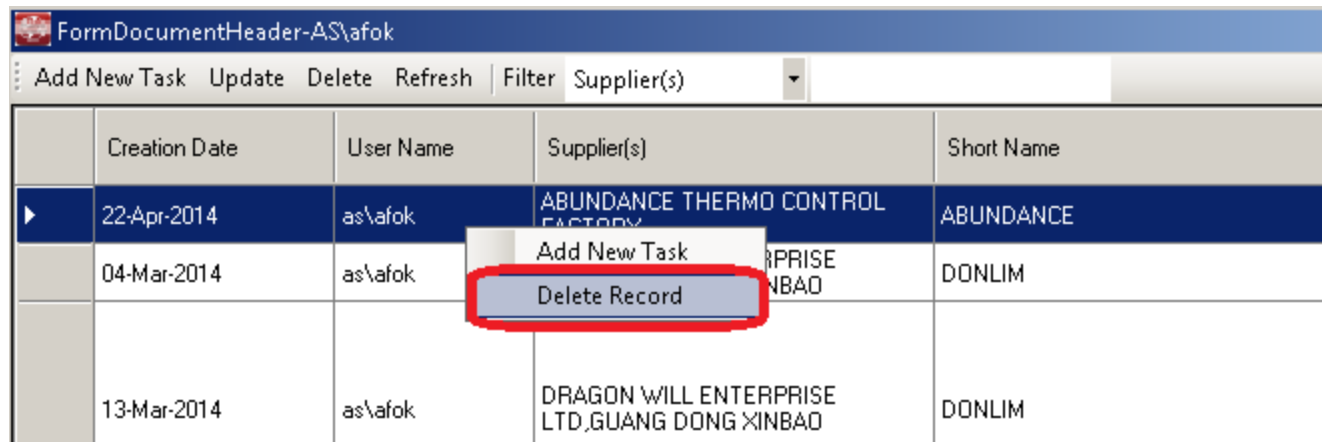


USER GUIDE

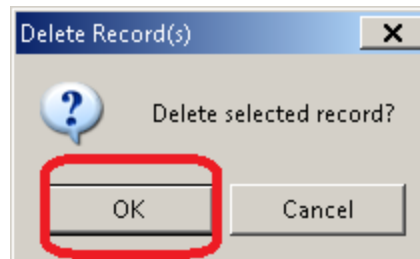
- DELETE RECORD

Upload document: Delete Record

Right click, select the “Delete Record” and “Ok”

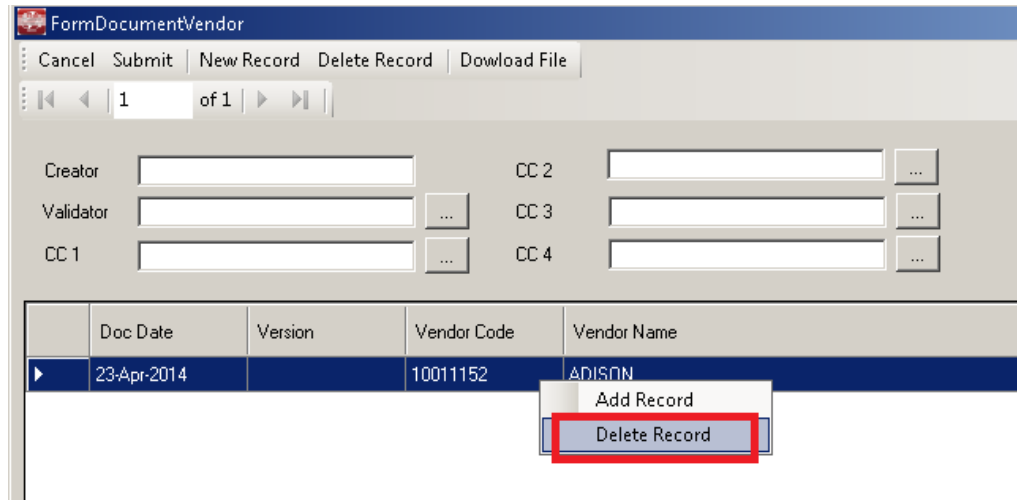


	Creation Date	User Name	Supplier(s)	Short Name
▶	22-Apr-2014	as\afok	ABUNDANCE THERMO CONTROL FACTORY	ABUNDANCE
	04-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM
	13-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM



Upload document: Delete Record

Right click, select the “Delete Record” and “Ok”



FormDocumentVendor

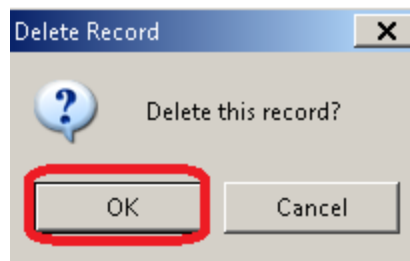
Cancel Submit New Record Delete Record Download File

1 of 1

Creator CC 2
Validator CC 3
CC 1 CC 4

Doc Date	Version	Vendor Code	Vendor Name
23-Apr-2014		10011152	ADISON

Add Record
Delete Record



Delete Record

Delete this record?

OK Cancel

SEARCH FUNCTION

Search Function

Input the key words for search the existing task

FormDocumentHeader-AS\afok

Add New Task Update Delete Refresh Filter Supplier(s)

	Creation Date	User Name	Supplier(s)	Short Name	Document Type(s)	Validator
▶	22-Apr-2014	as\afok	ABUNDANCE THERMO CONTROL FACTORY	ABUNDANCE	Environmental Declaration	
	04-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM	Contract: General Contract	
	13-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD, GUANG DONG XINBAO	DONLIM	Contract: Quality Appendix, Contract: Supply Chain Appendix, Declaration letter of group organization, Environmental Declaration, Exclusivity (EA), Foodstuffs declaration, IP (Intellectual Property), ISO 14001, ISO 9001, OHSAS 18001, Responsible Purchasing	



FormDocumentHeader-AS\afok

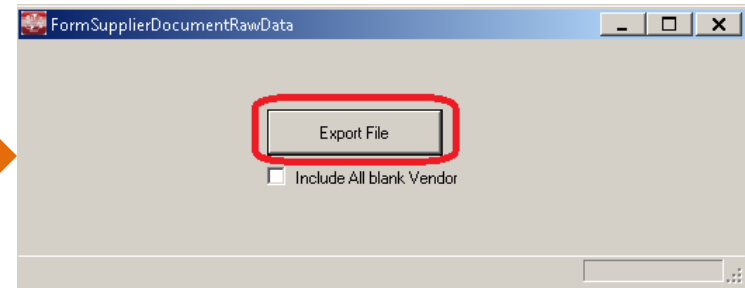
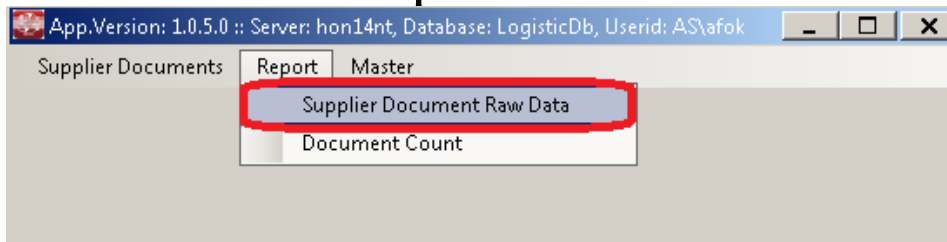
Add New Task Update Delete Refresh Filter Short Name allan

	Creation Date	User Name	Supplier(s)	Short Name	Document Type(s)	Validator
▶	04-Mar-2014	as\afok	ALLAN ELECTRIC MANUFACTURING LTD, CONAN ELECTRIC MANUFACTURING LTD, KARAN ELECTRIC MANUFACTURING LTD	ALLAN	Contract: General Contract, Declaration letter of group organization	

GENERATE REPORT

Report 1

Select the “Supplier Document Raw Data” and “Export file”

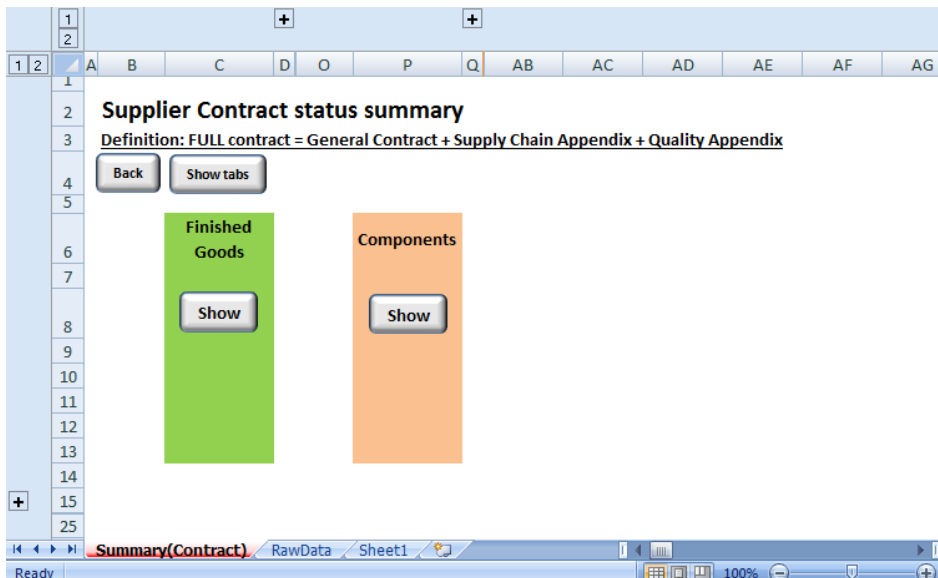
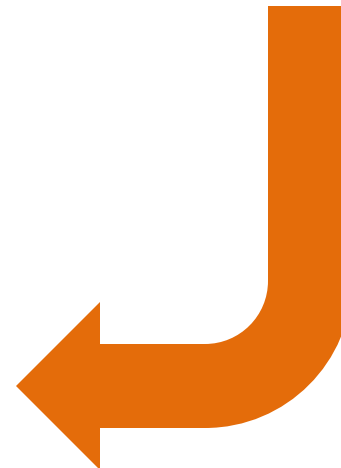
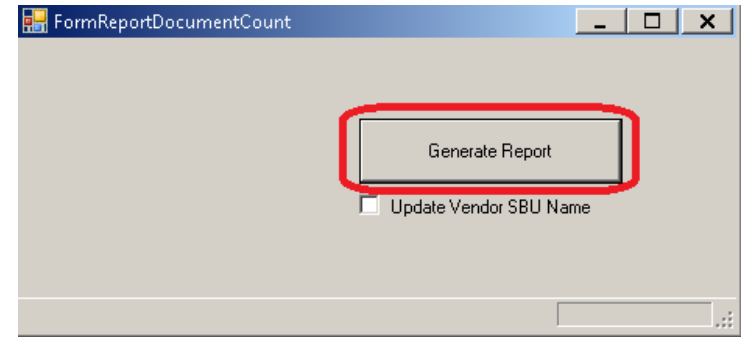
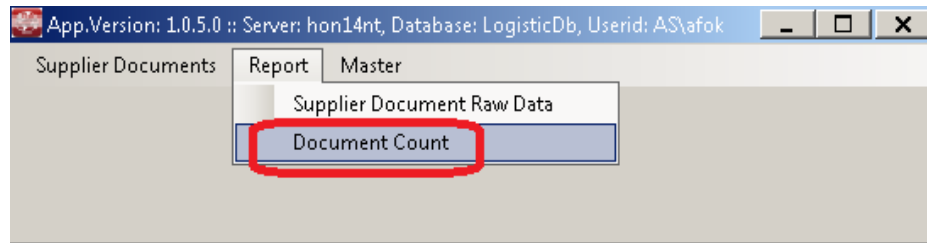


SupplierDocumentRawData20140422 - Microsoft Excel

A	B	C	D	E	F	G	H	I
1	vendorcode	vendorname	shortname	document	doctype	levelname	expirreddt	docname
2	10001970	KOREA FINE CERAMIC CO.LTD	FINE CERAMIC	2323	SIF	Supplier	12/12/2011	KFC_SIF_Dec2011.xlsx
3	10001970	KOREA FINE CERAMIC CO.LTD	FINE CERAMIC	2322	Responsible Purchasing Charter	Supplier	8/14/2012	KFC_RESPONSIBLE PURCHASING CHARTER_14Aug2012.pdf
4	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	202	LOC (Letter of Confidentiality)	Product / Project	5/25/2014	***** Main Power - LOC (IEX) 20Dec10.pdf
5	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	198	ISO 14001	Supplier	5/25/2014	5/26/2011 ISO14001-2004 Certificate CCS333.pdf
6	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	208	SFR	Supplier	3/19/2012	3/19/2012 Main Power VPI Sep_2012 v2 - SFR.pptx
7	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	200	Foodmuffs declaration	Supplier	5/27/2010	5/27/2010 Main Power - Food declaration 27May10.pdf
8	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	212	Social Audit CAP	Supplier	3/13/2013	3/13/2013 SEB Asia-SZXW/T00675355-Main Power Industrial (Shen Zhen) Co L
9	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	197	ISO 9001	Supplier	12/21/2012	12/21/2012 ISO9001-2008 Certificate CC3777.pdf
10	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	211	SIF	Supplier	6/18/2013	6/18/2013 SEF-Main Power 2013 Jun.xlsx
11	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	194	Contract: Supply Chain Appendix	Supplier	2/8/2013	2/8/2013 Main Power_General Agreement (ind 10) 2013-02-07.pdf
12	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	210	Social Audit	Supplier	3/13/2013	3/13/2013 SEB Asia-SZXW/T00675355-Main Power Industrial (Shen Zhen) Co L
13	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	205	Responsible Purchasing Charter	Supplier	8/13/2012	8/13/2012 Main Power - Responsible Purchasing Charter (ENG).pdf
14	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	193	SIF	Supplier	5/14/2013	5/14/2013 Main Power - FHAGE502_EN_..._SIF 2013.xlsx
15	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	201	LOC (Letter of Confidentiality)	Supplier	5/7/2010	5/7/2010 Main Power - LOC (HAMBURG) 7May10.pdf
16	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	203	SIF	Supplier	3/19/2014	3/19/2014 MAIN POWER_SEF_JUN 2012.xls
17	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	33	Contract: General Contract	Supplier	12/31/2015	***** Main Power_General Agreement (ind 10) 2013-02-07.pdf
18	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	204	Responsible Purchasing Charter	Supplier	8/13/2012	8/13/2012 Main Power - Responsible Purchasing Charter (CH).pdf
19	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	203	LOC (Letter of Confidentiality)	Product / Project	5/7/2010	5/7/2010 Main Power - LOC (ZEPHRI) 7May10.pdf
20	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	196	Environmental Declaration	Supplier	3/16/2010	3/16/2010 MAIN POWER_Env_Evaluation_201003.xls
21	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	210	SIF	Supplier	3/16/2012	3/16/2012 MAIN POWER_SF 2012_16Mar12.xls
22	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	207	SFR	Supplier	10/4/2013	10/4/2013 Main Power SFR 2013 v1 after meeting on 20131004.pptx
23	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	556	Declaration letter of group organization	Supplier	9/19/2012	9/19/2012 Main Power_General Agreement (ind 10) 2013-02-07.pdf
24	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	208	Social Audit	Supplier	5/23/2013	5/23/2013 Main Power Social Audit Letter with Major - 20130523.pdf
25	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	195	Environmental Declaration	Supplier	2/8/2013	2/8/2013 Main Power_General Agreement (ind 10) 2013-02-07.pdf
26	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	217	NDA (Non Disclosure Agreement)	Supplier	12/29/2013	12/29/2013 Simatelex_NDA_23Jan13.pdf
27	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	227	SFR	Supplier	9/16/2012	9/16/2012 Simatelex_SF2012 Sep.pptx
28	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	224	Environmental Declaration	Supplier	6/14/2010	6/14/2010 Simatelex_Env_Declaration_XS_Factory_14Jun2010.xls
29	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	225	SIF	Supplier	3/6/2012	3/6/2012 Simatelex_SF 2012_13Mar12.xls
30	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	226	SIF	Supplier	2/25/2013	2/25/2013 Simatelex_SF2013.pdf
31	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	223	Environmental Declaration	Supplier	6/14/2010	6/14/2010 Simatelex_Env_Declaration_MC_Factory_14Jun2010.XLS
32	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	222	Responsible Purchasing Charter	Supplier	4/25/2013	4/25/2013 Simatelex RPC 2013.pdf
33	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	221	ISO 14001	Supplier	12/21/2013	12/21/2013 Simatelex ISO14001 (Simatelex Manufactory Co Ltd) 27Jan2013.xls
34	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	25	Contract: General Contract	Supplier	12/31/2014	5/18/2008 SIMATELEX-DEVELOPMENT AND SUPPLY AGREEMENT.pdf

Report 2

Select the “Document Count” and “Generate Report”



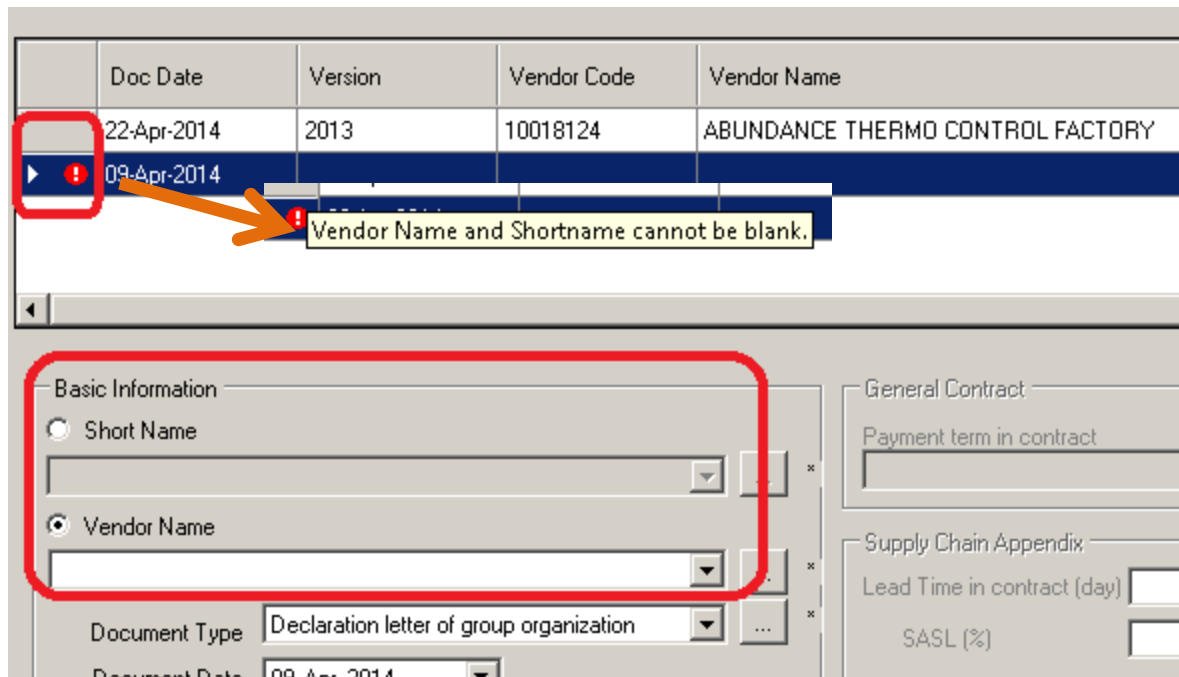
EXAMPLE ERRORS

Auto Alert

If you missing to input the “mandatory field”, it will show the auto alert.

* Mandatory field
** Mandatory field when add new record

Also you can't submit the task.



	Doc Date	Version	Vendor Code	Vendor Name
	22-Apr-2014	2013	10018124	ABUNDANCE THERMO CONTROL FACTORY
▶ !	09-Apr-2014			

Vendor Name and Shortname cannot be blank.

Basic Information

☐ Short Name

☒ Vendor Name

Document Type Declaration letter of group organization

Document Date 09-Apr-2014

General Contract

Payment term in contract

Supply Chain Appendix

Lead Time in contract (day)

SASL (%)

Q&A

THANK YOU FOR YOUR ATTENTION^{III}

USER GUIDE -VENDOR STATUS

Vendor Status

App.Version: 1.0.5.0 :: Server: hon14nt, Database: LogisticDb, Userid: AS\afok

Supplier Documents Report Master

- Panel Status
- Supplier Category
- Vendor Status**
- Supplier Panel
- Master Status

Main

FormVendorStatus001

Add New Delete Commit Refresh Filter

Vendor Name

Vendor Code

Vendor Name

Short Name

Status

Vendor Code	Vendor Name	Short Name	Status	Product Type	Rank
10001969	DAISAN S.J. CO. LTD	DAISAN S.J. CO....	Supplier code blocked, EOL		
10001970	KOREA FINE CERAMIC CO LTD	FINE CERAMIC	Active supplier	CP	
10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	Active supplier	FP	
10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	Active supplier	FP	
10002254	JOHNSON ELECTRIC INDUSTRIAL	JOHNSON	Active supplier	CP	
10002342	CRASTAL TRADING LIMITED	CRASTAL	Active supplier	FP and CP	
10002393	ALLAN ELECTRIC MANUFACTURING LTD	ALLAN	Active supplier	FP	
10002410	PAYER Industries Hungary Kft	PAYER	Supplier code blocked, EOL		
10002422	HARRY LEUNG & CO. LTD	HARRY LEUNG	No business, Phase out	CP	
10002547	SSEAC		Supplier code blocked, EOL		
10002613	ACE SOUND ENTERPRISE CO.LTD		Supplier code blocked, EOL		
10002616	CHUNG MEI INDUSTRIES LTD	CHUNG MEI	Active supplier	FP	
10002618	ELECTRICAL & ELECTRONICS LTD	E & E	Active supplier	FP	

Vendor: 10002422 - HARRY LEUNG & CO. LTD

Status: No business, Phase out

Product Type: CP

Rank:

Loading Data.Done!

Vendor Status

Select the “Status” and “Product type”

FormVendorStatus001

Add New Delete Commit Refresh Filter Vendor Name wing keung

Vendor Code	Vendor Name	Short Name
10011097	WING KEUNG METAL FACTORY	WING KEUNG

Vendor 10011097 - WING KEUNG METAL FACTORY

Status Active supplier *

Product Type CP

Rank

Record Count 1

Vendor 10011097 - WING KEUNG METAL FACTORY

Status Active supplier *

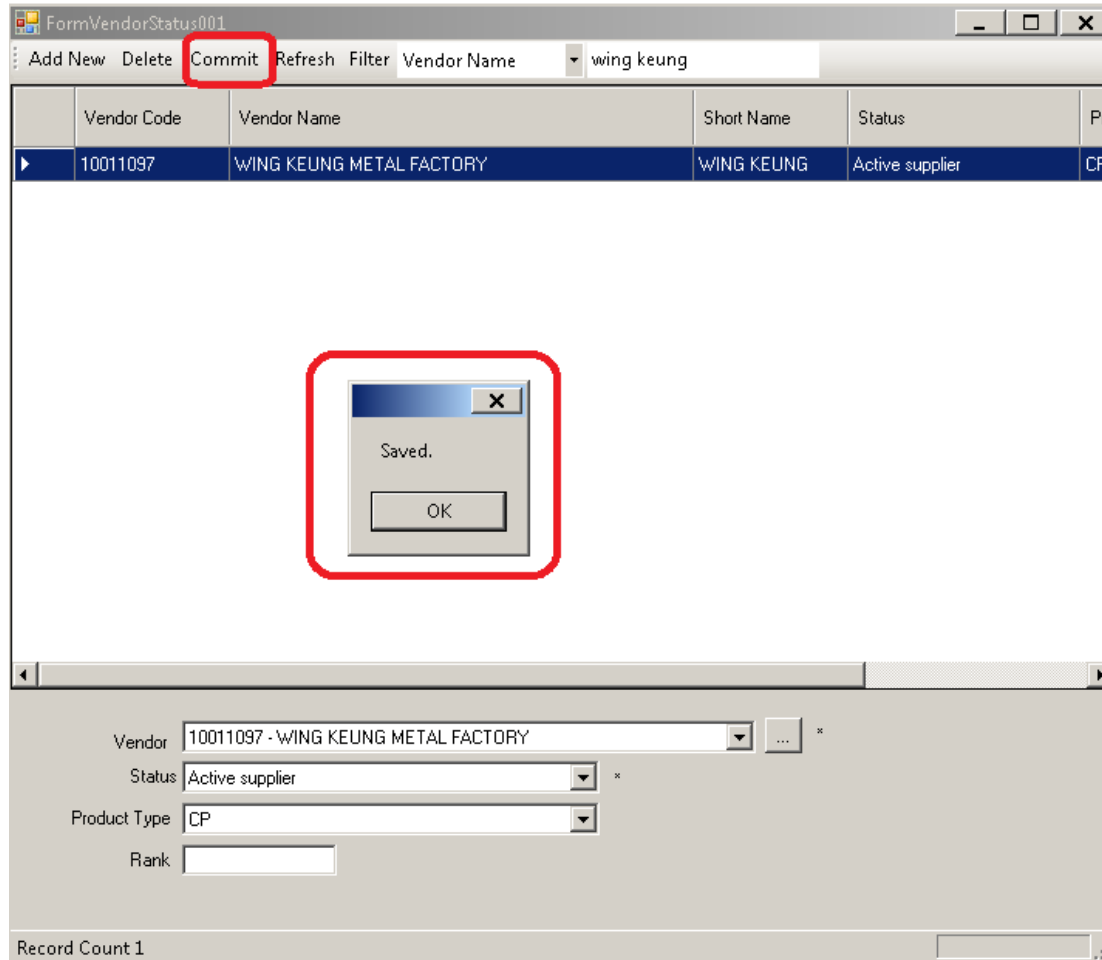
Product Type FP and CP

Rank

Record Count 1

Vendor Status

Select the “Commit” and “OK”.



The screenshot shows a software window titled 'FormVendorStatus001'. At the top, there is a menu bar with options: 'Add New', 'Delete', 'Commit' (highlighted with a red box), 'Refresh', and 'Filter'. Below the menu bar is a table with the following columns: 'Vendor Code', 'Vendor Name', 'Short Name', 'Status', and 'Proc'. The table contains one row of data:

Vendor Code	Vendor Name	Short Name	Status	Proc
10011097	WING KEUNG METAL FACTORY	WING KEUNG	Active supplier	CP

Below the table, there is a large empty space. In the center of this space, a small dialog box is displayed, also highlighted with a red box. The dialog box has a title bar with a close button (X) and contains the text 'Saved.' and an 'OK' button.

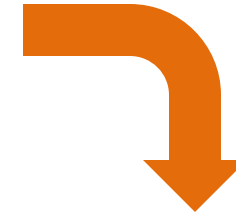
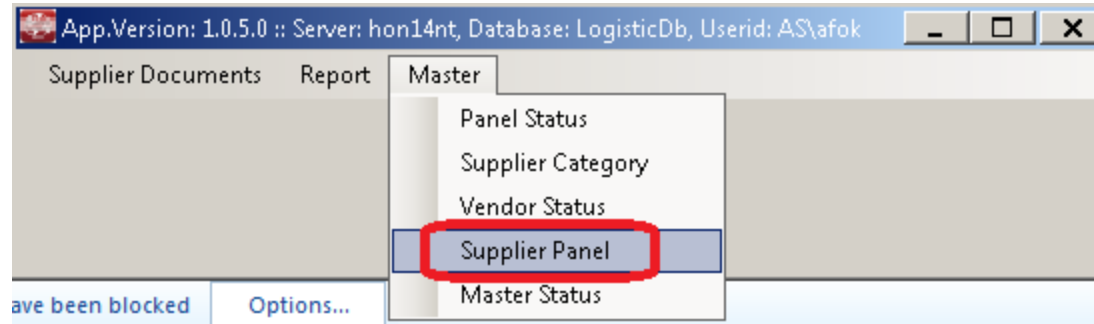
At the bottom of the window, there is a form with the following fields:

- Vendor: 10011097 - WING KEUNG METAL FACTORY (dropdown menu)
- Status: Active supplier (dropdown menu)
- Product Type: CP (dropdown menu)
- Rank: (empty text box)

At the very bottom, there is a 'Record Count' section showing '1'.

USER GUIDE -SUPPLIER PANEL

Supplier Panel



FormSupplierPanel

Add New Delete Commit Refresh Supplier Panel History Filter

Vendor Code	Vendor Name	Category	FP
10018143	ABLEK TECHNOLOGY LTD	CP Panel	
10018124	ABUNDANCE THERMO CONTROL FACTORY	CP Panel	
10016787	AIRTEK	FP panel Top 15	A
10002393	ALLAN ELECTRIC MANUFACTURING LTD	FP panel Top 15	A
10020646	ALPHA LIMITED	CP Panel	
10030888	ARABIN GROUP LIMITED	FP panel	B
10017563	BAOLI COLOUR PRINTING CO LTD	CP Panel	
10022437	BKZ HK INDUSTRIAL LTD	CP Panel	

Vendor: 10018143 - ABLEK TECHNOLOGY LTD

Category: CP Panel

FP:

CP: MANUFACTURER A

Rank:

Loading Data.Done!

Supplier Panel

Select the “Category”, “FP/CP”
and “Rank”.

(*Rank = “1” or blank”)

FormSupplierPanel

Add New Delete Commit Refresh Supplier Panel History Filter Vendor Name wing keung

Vendor Code	Vendor Name	Short Name	Category
10011097	WING KEUNG METAL FACTORY	WING KEUNG	CP Panel

Vendor: 10011097 - WING KEUNG METAL FACTORY

Category: CP Panel

FP:

CP: MANUFACTURER A

Rank:

Loading Data.Done!



Vendor: 10011097 - WING KEUNG METAL FACTORY

Category: CP Panel

FP:

CP: MANUFACTURER A

Rank: MANUFACTURER A

Vendor: 10011097 - WING KEUNG METAL FACTORY

Category: CP Panel

FP:

CP: SUBCONTRACTOR D

Rank:

Vendor: 10002393 - ALLAN ELECTRIC MANUFACTURING LTD

Category: FP panel Top 15

FP: A

CP:

Rank: 1