

# **Byton Supplier Registration**

**User Guide for Supplier**

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# Version Info

Release No.	Revision Date	Reviser	Revision Description
1.0	2018-12-21	Joyce Yin	Supplier Registration
1.1	2018-12-27	Becker Bao	Update Related Descriptions

# 1. Summary

## 1.1 Purpose

The application of supplier access will provide a unified channel of Byton and its partners , Establishment of Online Bridges between Buyers and Suppliers , Improve the efficiency of communication and information transmission . This article provides specific steps for Supplier that how to operate Supplier Access Website.

## 1.2 Scope

This document is mainly applicable to the instructions on how to register in this system for supplier.

## 1.3 Terminology & Abbreviations

In this paper, when describing the application of supplier access , This system for short.

# 2. System Description

## 2.1 System Functional Intro

- ✚ Supplier Registration
  - Supplier can use Serial Number and Invitation Code Registration in the email from Byton buyer.
  - After Approved by Byton buyer, Supplier can Login Byton supplier portal for more information.
  - Non-Pending Approval status, Supplier can Login Website, Information Amendment and submit application.

## 2.2 System Operating Environment

Operation System: Windows

Browser: IE11+

## 2.3 System Use Precondition

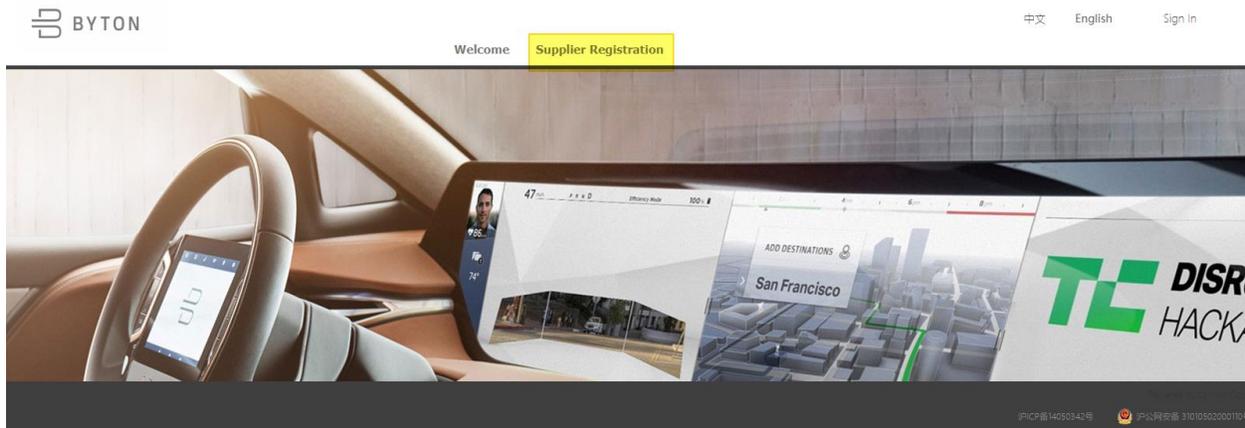
Supplier received invitation registration email from Byton buyer.

# 3. Introductions

## 3.1 Supplier Registration Page Intro

### 3.1.1 Supplier Login

Enter Portal Url in browser <https://byton.portal.ap1.covapp.io/>



## Supplier Registration

**ATTENTION:**

1. Please fill in the legal name of the company and bank;
2. Please do not fill the state/region or city ahead of the address;
3. Contact ( Cellphone/Tel ), Zip Code, Account Number, Tax ID should be digit or letter;
4. Please select from the drop-down list when you fill the Country/Region or Currency;
5. All the fields suffixed with a red asterisk (\*) are required.

[Supplier Registration](#)

Supplier can use URL , Serial Number and Invitation code Registration in the email from Byton buyer.

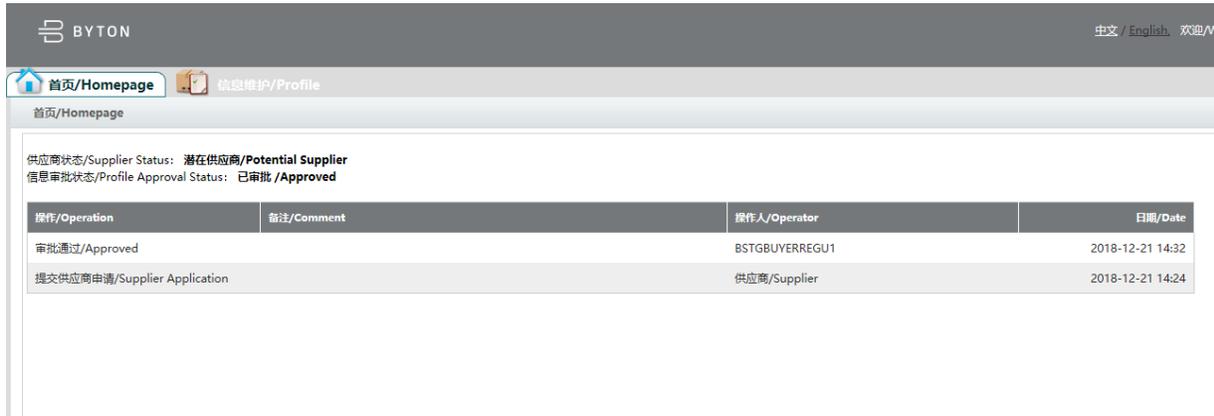
## 供应商登录

供应商序列号 Supplier Serial Number	<input type="text" value="供应商序列号/Supplier Serial Number"/>
邀请码 Invitation Code	<input type="password" value="*****"/>

[登录/Login](#)

## 3.1.2 HomePage

Supplier Login after , Default enter Homepage.



BYTON 中文 / English 欢迎/W

首页/Homepage 信息维护/Profile

首页/Homepage

供应商状态/Supplier Status: 潜在供应商/Potential Supplier  
信息审批状态/Profile Approval Status: 已审批 /Approved

操作/Operation	备注/Comment	操作人/Operator	日期/Date
审批通过/Approved		BSTGBUYERREGU1	2018-12-21 14:32
提交供应商申请/Supplier Application		供应商/Supplier	2018-12-21 14:24

### 3.1.2.1 Supplier Status

**Initial:** Supplier received invitation registration email from Byton buyer.

**Draft:** Supplier New Registration, Fill in Partially supplier information Not Submitted and save it.

**Potential:** Supplier Registration Approved, Supplier status be changed to Potential.

**Nominated:** Byton buyer can change the status of potential supplier according to business needs.

**Phase out:** Byton buyer can change the status of potential or nominated supplier according to business needs.

### 3.1.2.2 Profile Approval Status

**Null:** Supplier New Registration.

**Not Submitted:** Supplier New Registration, Fill in Partially supplier information Not Submitted and save it.

**Pending Approval:** Fill in the necessary information and submitted application.

**Approved:** Byton buyer execute approval, Supplier application has been approved (Registration, Amendment Information) .

**Rejected:** Byton buyer execute approval, Supplier application has been rejected (Registration, Amendment Information) .

### 3.1.2.3 List Comment Filed Description

**Fill by Supplier:** Fill in the comments when supplier amendment information, This comments only display for supplier . Cannot view when approval for Byton buyer.

**Fill by Buyer:** Fill in the comments by Byton buyer when Supplier application has been rejected. The supplier can modify the information according to rejected comments and resubmit

### 3.1.3 Profile

#### 3.1.3.1 Supplier Application From

Buyer is supplier registration inviter. Buyer Name and Buyer Email will be fill in automatically from the system.

The screenshot displays the BYTON system interface for the 'Supplier Application form'. The page header includes the BYTON logo and language options (中文 / English, 欢迎 / Welcome). The main navigation bar shows '首页 / Homepage' and '信息维护 / Profile'. Below the navigation bar, there are two buttons: '保存 / Save' and '提交申请 / Submit Application'. The application form itself is a table with the following data:

采购商姓名 Buyer Name		采购商Email Buyer Email	
BSTGBUYERREGU1		BSTGBUYERREGU1@yopmail.com	

### 3.1.3.2 General Information

Initial suppliers need to fill in the necessary information according to the prompt . \* **Required fields**

基本信息/General Information			
邓白氏编码 DUNS	<input type="text"/>	供应商类型* Supplier Type*	直采/Direct
营业执照代码* Business license No*	<input type="text"/>	SAP 供应商代码 SAP Supplier Code	<input type="text"/>
供应商中文名* Chinese Name*	A123456789A12	供应商英文名* English Name*	<input type="text"/>
供应商短名称* Short Name*	<input type="text"/>		
国家或地区* Country and Region*	请选择/Select	注册省份 Register Address/Province	<input type="text"/>
城市* City*	<input type="text"/>	地址* Detailed Address*	<input type="text"/>
公司邮箱* Company email*	<input type="text"/>	传真 Fax	<input type="text"/>
生产地址* Production Address*	<input type="text"/>	邮编* Post Code*	<input type="text"/>

**Business License No:** Must be fill in when country is china.

**Chinese Name:** After the Byton buyer fill in when inviting supplier , Fill in automatically from the system.

**Supplier Type:** After the Byton buyer fill in when inviting supplier , Fill in automatically from the system.

**SAP Supplier Code:** Synchronize information to SAP system when becoming nominated supplier, Received SAP Supplier Code from the SAP system.

**Register Address Province:** Register Address Province can be choose when country is china , Other then Choose another country cannot be entered.

### 3.1.3.3 Contact From Your Company

Fill in the necessary information according to the prompt and business needs when Supplier registration.

\* **Required fields**

联系人信息/Contact from your company			
<b>销售联系人/Sales Rep</b>			
姓名* NAME*	<input type="text"/>	电子邮箱* Email Address*	<input type="text"/>
固定电话 Telephone No	<input type="text"/>	手机* Cell Phone*	<input type="text"/>
<b>财务联系人/Finance</b>			
姓名* NAME*	<input type="text"/>	电子邮箱* Email Address*	<input type="text"/>
固定电话 Telephone No	<input type="text"/>	手机* Cell Phone*	<input type="text"/>
<b>客户服务联系人/Customer Service</b>			
姓名 NAME	<input type="text"/>	电子邮箱 Email Address	<input type="text"/>
固定电话 Telephone No	<input type="text"/>	手机 Cell Phone	<input type="text"/>
<b>物流联系人/Logistics Contacts</b>			
姓名 NAME	<input type="text"/>	电子邮箱 Email Address	<input type="text"/>
固定电话 Telephone No	<input type="text"/>	手机 Cell Phone	<input type="text"/>
物流负责经理电话 Line manager phone No	<input type="text"/>		
<b>其它联系人/Other Contacts</b>			
姓名 NAME	<input type="text"/>	电子邮箱 Email Address	<input type="text"/>
联系人称谓 Title	<input type="text"/>	联系人职务 Title	<input type="text"/>
固定电话 Telephone No	<input type="text"/>	手机 Cell Phone	<input type="text"/>

### 3.1.3.4 Financial Information

Fill in the necessary information according to the prompt and business needs when Supplier registration.

**\* Required fields**

财务信息/Financial Information		+ 添加银行/Add Bank	
默认币种* Default Currency*	请选择/Select	表单中所填写金额币种为默认币种 All the amount fields required in this table are under the default currency	
银行/Bank(1)	银行币种* Currency*	银行国家/地区* Bank Country/Region*	删除/Delete
税号 Tax ID/EU VAT ID/SSN	现念银行地址* Bank Address*	银行账号* Account No*	
付款方式* Payment Method*	IBAN*	开户银行名称* Bank Name*	
Routing No		Swift Code	

Reference [3.1.3.2](#) General Information, Choose different country, The required fields of the bank information has be corresponding changes.

USA: Routing No Required

Germany、 France: IBAN Required

### 3.1.3.5 Business Information

Fill in the necessary information according to the prompt and business needs when Supplier registration.

**\* Required fields**

Reference [3.1.3.4](#) Financial Information, All the amount fields required in this table are under the default currency.

Default does not display Shareholder Information, If you need to fill in, Can manually add it , Then this field be required.

经营信息/Business Information			
营业总额* Annual Turnover*	行业类型 Industry Type		
经营期限从 Operation Period From	经营期限到 Operation Period To		
汽车行业主要客户 Automotive Customer	其他行业主要客户 Non-Automotive Customer		
员工人数 Employee Quantity	企业规模 Business Scale	请选择/Select	
主要经营范围* Major Business*	主要产品* Major Product*		
产能 Capacity	注册序号 Registration No		
拜康业务占比 (%) What % is Byton of your total business	公司性质 Company Type	请选择/Select	
分支机构及下属企业 Branches and Subsidiaries	注册日期 Registration Date		
成立时间 Company establish time	管理人员数 No. of Administrative Staff		
技术人员数 No. of Technical Staff	销售人员数 No. of Sales Staff		
经营场所占地面积 Business Housing Area	经营场所产权证 Business Housing Property Type		
传真 FAX	公司邮箱 Company email		
法定代表人 Legal Representative	注册资本 Registration Capital		
股东 Name of the shareholder	投资金额 Shareholding Value	投资比例(%) Shareholding ratio(%)	主要股东背景 Shareholder Background Registered after Changed(Mandatory if Any)

### 3.1.3.6 Industry Certifications

When Have Industry Certifications , The relevant Certifications Name must be checked or filled it. Default does not display Agency Information, If you need to fill in, Can manually add it , Then this field be required.

行业资质证书/Industry Certifications							
制造业 Manufacturing Industry	<input type="radio"/> 有/Have <input type="radio"/> 无/NA	<input type="checkbox"/> IATF16949 <input type="checkbox"/> QS-9000 <input type="checkbox"/> ISO 9001/2 <input type="checkbox"/> Other: _____					
环境及安全卫生关联行业 Environmental and Safety Health	<input type="radio"/> 有/Have <input type="radio"/> 无/NA	<input type="checkbox"/> ISO14001 <input type="checkbox"/> OHSAS18001					
化学品与危险品 Chemicals and Dangerous Goods	<input type="radio"/> 有/Have <input type="radio"/> 无/NA	<input type="checkbox"/> Chemicals/dangerous goods business license <input type="checkbox"/> Other: _____					
其它资质证书 Other Certifications	证书名称 Certification name	认证日期 Date of certification	认证机构 Certification Agency <a href="#">+添加/Add</a>				
<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>							
代理商/Agency							
代理产品/服务 The agent products/services	代理级别 Agency level	授权代理区域 Authorized agent area	代理期限 End time of agent duration <a href="#">+添加/Add</a>				
关联公司/Associated company							
公司 Associated Company	城市 City	主要产品/服务 Main Products/Services	关联关系 Association Relation <a href="#">+添加/Add</a>				

### 3.1.3.7 Attachment Upload

Upload related files n according to the prompt and business needs when Supplier registration.

**\* Required fields**

**If more than one file, Can be compressed and uploaded. The Upload file size should not exceed 20M**

附件上传/File Upload			
营业执照 (三证合一) Business License	上传附件/Upload	其它证件 Other License	上传附件/Upload
NDA*	上传附件/Upload	W-8	上传附件/Upload
W-9	上传附件/Upload	GTC	上传附件/Upload

### 3.1.3.8 Button Description of Page

1) New registration-Enter Profile page, (As shown in the picture)Display Save and Submit Application buttons.

BYTON
中文 / English 欢迎/Welcome, 供应商

首页/Homepage
信息维护/Profile

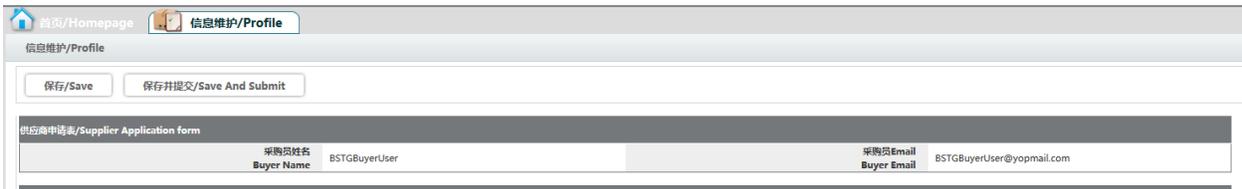
信息维护/Profile

保存/Save
提交申请/Submit Application

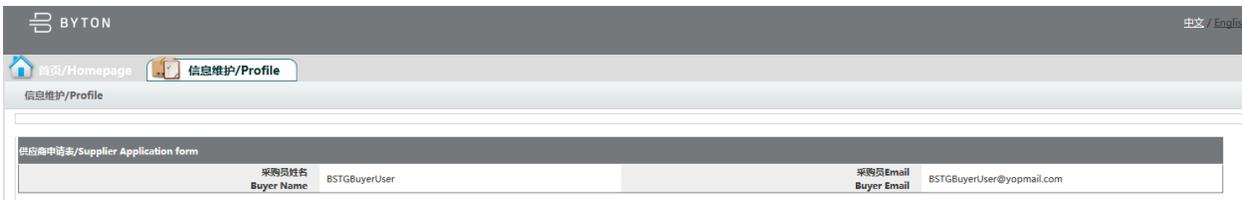
供应商申请表/Supplier Application form

采购员姓名 Buyer Name	采购员Email Buyer Email
BSTGBUYERREGU1	BSTGBUYERREGU1@yopmail.com

2) Potential and Nominated Supplier Login this system after, When Profile Approval Status is not Submitted, (As shown in the picture)Display Save and Save and Submit buttons.



3) (As shown in the picture) Button not displayed, When Supplier Submit Approval, Then Supplier can not modify information.



## 3.2 Supplier Registration Submit Application

When Supplier registration, Initial suppliers need to fill in the necessary information according to the prompt .

The screenshot shows the '信息维护/Profile' page in the BYTON system. The form is partially filled with the following data:

- 生产地址/Production Address: SGM ABATA JULIAN1234号
- 邮编/Post Code: 51232
- 销售联系人/Sales Rep: 姓名: Sjk中, 固定电话: [empty]
- 财务联系人/Finance: 姓名: Ddak 球就发了, 固定电话: [empty], 电子邮箱: SGMABATAJULIAN1234@yopm.com, 手机: 13312312122
- 客户服务联系人/Customer Service: [empty]
- 物流联系人/Logistics Contacts: [empty]
- 其它联系人/Other Contacts: [empty]

The screenshot shows the '操作记录' (Operation Record) table on the '信息维护/Profile' page. The table displays the following records:

操作/Operation	备注/Comment	操作人/Operator	日期/Date
提交信息修改/Profile Update Application		供应商/Supplier	2018-12-28 00:13
审批通过/Approved		BSTGBuyerUser	2018-12-26 10:14
提交供应商申请/Supplier Application		供应商/Supplier	2018-12-26 10:14

After the supplier submits the registration application, The operation record is displayed in the homepage list. Records of approved or rejected are also displayed in the list.

### 3.3 Supplier Information Amendment Application

Potential and Nominated Supplier Login this system after, When Non-Pending approval, Can amendment information and resubmit.

供应商申请表/Supplier Application form	
采购员姓名 Buyer Name	BSTGBuyerUser
采购商Email Buyer Email	BSTGBuyerUser@yopmail.com

After the amendment information and resubmitted, Generate record in the homepage list

操作/Operation	备注/Comment	操作人/Operator	日期/Date
信息修改审核通过/Profile Update Approved		BSTGBUYERREGU1	2018-12-25 14:32
提交信息修改/Profile Update Application <span style="color: blue;">i</span>	usd	供应商/Supplier	2018-12-25 14:32
成为正式供应商/Nominated Supplier		BSTGBUYERREGU1	2018-12-25 14:28
审核通过/Approved		BSTGBUYERREGU1	2018-12-25 14:27
提交供应商申请/Supplier Application		供应商/Supplier	2018-12-25 14:26
审核退回/Rejected	ads	BSTGBUYERREGU1	2018-12-25 14:26
提交供应商申请/Supplier Application		供应商/Supplier	2018-12-25 14:26
审核退回/Rejected	asd	BSTGBUYERREGU1	2018-12-25 14:26
提交供应商申请/Supplier Application		供应商/Supplier	2018-12-25 14:26

Click i can view this changed fields and contents of before and after.

字段/Field	修改前/Before	修改后/After
财务信息(银行) Financial Information(Bank)	货币银行币种 Currency	Chineseische Yuan (international)(CNY)
	IBAN	
	货币银行账号 Bank Account	3503653015213214132413241
	Swift Code	
	货币银行地址 Bank Address	as
	开户银行名称 Bank Name	德意志银行(中国)有限公司上海分行
	货币银行国家 Bank Country	中国/China
	账号	
	货币银行币种 Currency	United States Dollar(USD)
	货币银行账号 Bank Account	325000039598

## 3.4 E-Mail Description

### 3.4.1 Supplier Registration Approved

#### 拜腾供应商注册申请已批准Byton Supplier Registration Application has been approved

从: NoReply-Byton SupplierPortal <notification.supplierportal@byton.com>

日期: 2018-12-26 10:40

 [EFB11ED7A2CD4E42A89699FA9ED8DB0E@apcprd03.prod.outlook.com](mailto:EFB11ED7A2CD4E42A89699FA9ED8DB0E@apcprd03.prod.outlook.com) (0 Ko)

亲爱的供应商:

您的供应商注册申请已被批准更多信息请登录拜腾供应商门户进行查看。

Dear Supplier:

Your supplier registration application has been approved.Please login Byton supplier portal for more information.

Best Regards,  
拜腾供应商门户  
Byton Supplier Portal

### 3.4.2 Supplier Registration Rejected

#### 拜腾供应商注册申请已退回Byton Supplier Registration Application has been rejected

从: NoReply-Byton SupplierPortal <notification.supplierportal@byton.com>

日期: 2018-12-26 10:39

 [7AD3541824F3F44AA5C6688146AADDDF@apcprd03.prod.outlook.com](mailto:7AD3541824F3F44AA5C6688146AADDDF@apcprd03.prod.outlook.com) (0 Ko)

亲爱的供应商:

您的供应商注册申请已被退回更多信息请登录拜腾供应商门户进行查看。

Dear Supplier:

Your supplier registration application has been rejected.Please login Byton supplier portal for more information.

Best Regards,  
拜腾供应商门户  
Byton Supplier Portal

### 3.4.3 Supplier Information Amendment Approved

#### 拜腾供应商信息维护申请已经被批准Byton Supplier Information Amendment Application has been approved

从: NoReply-Byton SupplierPortal <notification.supplierportal@byton.com>  
日期: 2018-12-26 10:42  
1C5472254A27D34A8D287D71F8F4FA48@apcprd03.prod.outlook.com (0 Ko)

亲爱的供应商:

您的供应商信息维护申请已经被批准更多信息请登录拜腾供应商门户进行查看。

Dear Supplier:

Your supplier information amendment application has been approved.Please login Byton supplier portal for more information.

Best Regards,  
拜腾供应商门户  
Byton Supplier Portal

### 3.4.4 Supplier Information Amendment Rejected

#### 拜腾供应商信息维护申请已经被退回Byton Supplier Information Amendment Application has been rejected

从: NoReply-Byton SupplierPortal <notification.supplierportal@byton.com>  
日期: 2018-12-25 19:14  
4274D235003D61438BDC1AB130519848@apcprd03.prod.outlook.com (0 Ko)

亲爱的供应商:

您的供应商信息维护申请已经被退回更多信息请登录拜腾供应商门户进行查看。

Dear Supplier:

Your supplier information amendment application has been rejected.Please login Byton supplier portal for more information.

Best Regards,  
拜腾供应商门户  
Byton Supplier Portal

### 3.4.5 Supplier Status Changed

#### 拜腾供应商状态变更提醒 Byton Supplier Status Change Reminding

从: NoReply-Byton SupplierPortal <notification.supplierportal@byton.com>  
日期: 2018-12-26 10:42  
7DF80F07D9C7934E875F1F33C3D76F23@apcprd03.prod.outlook.com (0 Ko)

亲爱的供应商:

您已经成为拜腾正式供应商, 更多相关信息请登录拜腾供应商门户进行查看。

Dear Supplier:

You have become Byton nominated supplier. Please login Byton supplier portal to check more information.

Best Regards,  
拜腾供应商门户  
Byton Supplier Portal

### 3.5 Language Switching

All fields are bilingual in the system. Upper right area Language Switching Function is Invalid for Supplier Registration Page.

### 3.6 System Logout

The supplier logout this system after, The page redirect to the supplier registration login page .

The screenshot shows the 'Supplier Application form' in the BYTON system. The page header includes the BYTON logo and navigation links for '中文 / English', '欢迎/Welcome', '供应商/Supplier', and '退出/Logout'. The breadcrumb trail shows '首页/Homepage' and '信息维护/Profile'. Below the breadcrumb are buttons for '保存/Save' and '保存并提交/Save And Submit'. The form is divided into two main sections: '供应商申请表/Supplier Application form' and '基本信息/General Information'. The first section contains fields for '采购员姓名/Buyer Name' (BSTGBUYERREGU1) and '采购员Email/Buyer Email' (BSTGBUYERREGU1@yopmail.com). The second section contains fields for '邓白氏编码/DUNS', '营业执照代码/Business license No.' (91320594716805103D), '供应商类型/Supplier Type' (直采/Direct), '供应商代码/SAP Supplier Code' (0000101616), '供应商中文名/Chinese Name' (博世汽车部件(苏州)有限公司), and '供应商英文名/English Name' (bosh9).

The screenshot shows the 'Supplier Login' page with the title '供应商登录' at the top. It features two input fields: '供应商序列号/Supplier Serial Number' and '邀请码/Invitation Code'. The first field contains the text '供应商序列号/Supplier Serial Number' and has a question mark icon. The second field contains seven asterisks and also has a question mark icon. Below the input fields is a blue button labeled '登录/Login'.