

# 奇瑞集团采购服务平台

## Chery Group Procurement Service Platform

# 操作手册

## Operation Manual

(供应商报名)

### (Supplier Registration)

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文档编号 Document No.	
工程编号 Job No.	
版本号 Version No.	V1.3

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# 一、业务操作

## I. Business Operations

### 1.1 供应商报名

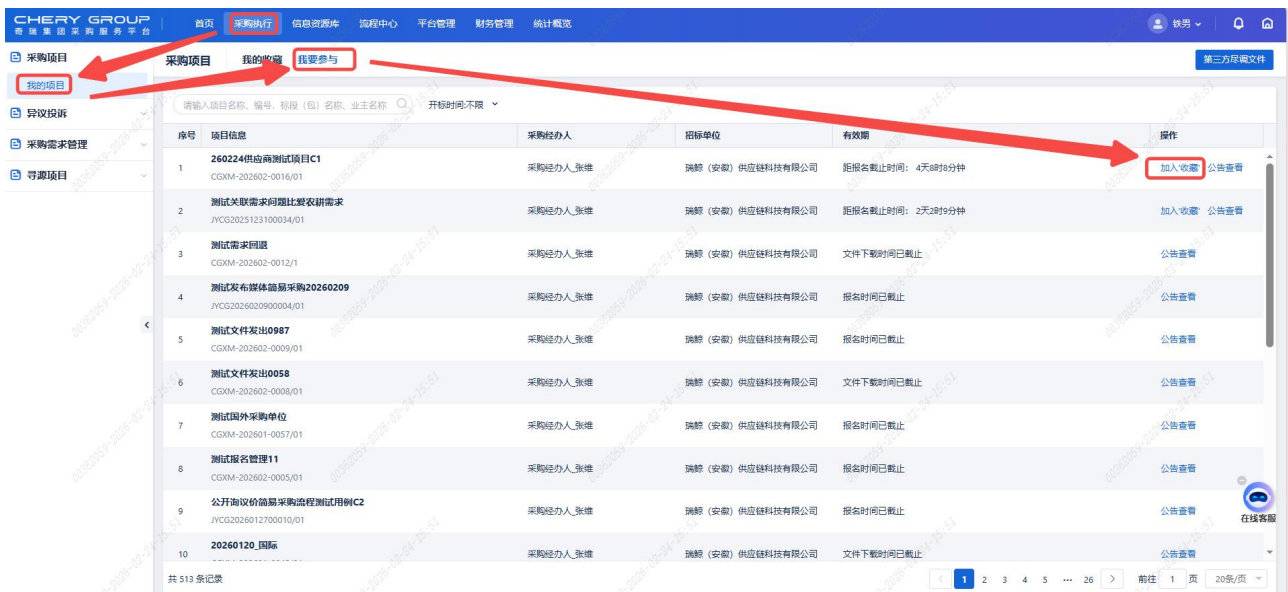
### 1.1 Supplier Registration

#### 1.1.1 公开参与

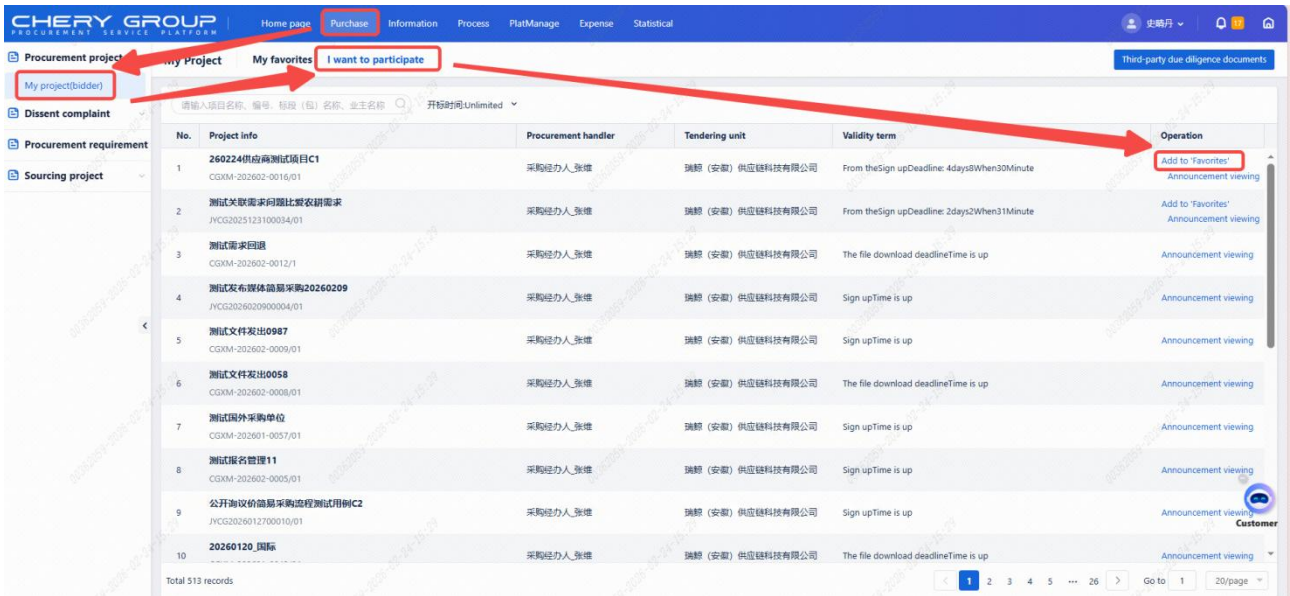
#### 1.1.1 Public participation

第 1 步：供应商点击一级菜单那栏采购执行-我的项目，再点击我要参与，进入我要参与页面。如图所示

Step 1: The supplier clicks on "Procurement Execution - My Projects" in the first-level menu, then clicks "I Want to Participate" to enter the "I Want to Participate" page. As shown in the figure.



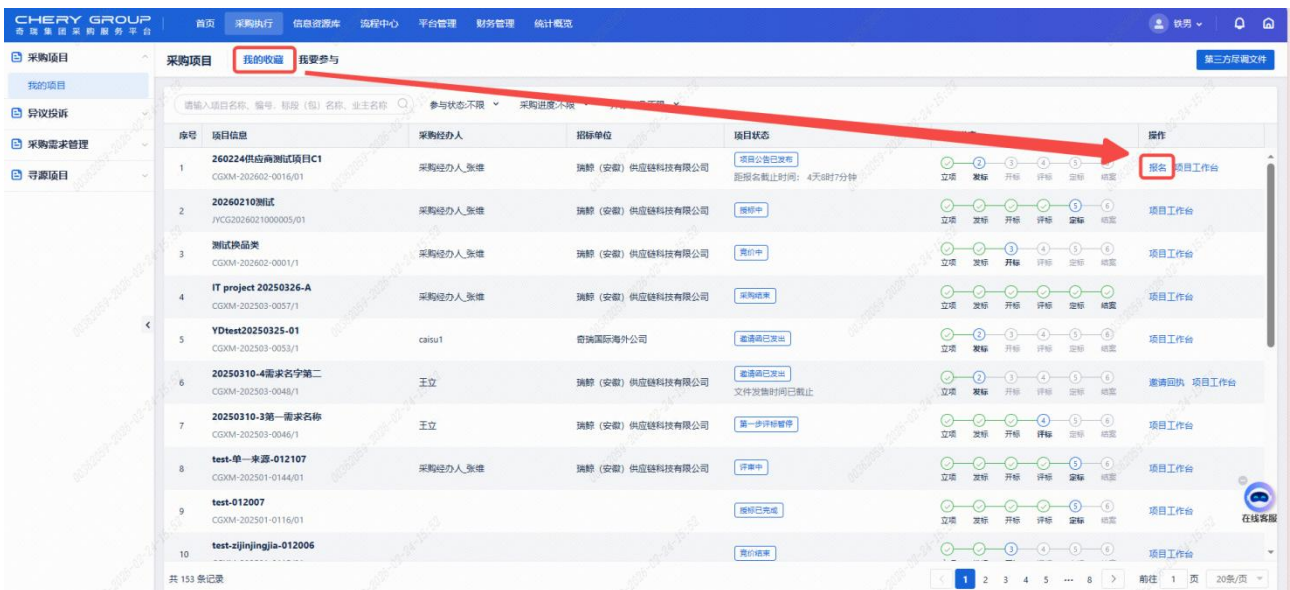
(图 1-1)



(Figure 1-1)

第 2 步: 点击 “加入收藏” 按钮, 页面跳转到我的项目-我的收藏页面。如图所示。

Step 2: Click the "Add to Favorites" button, and the page will jump to My Items - My Favorites page. As shown in the figure.



(图 1-2)

The screenshot shows the 'My Project' page with a table of procurement projects. A red arrow highlights the 'Registration' button in the 'Operation' column for the first project, '260224供应商测试项目C1'.

No.	Project info	Procurement handler	Tendering unit	Project status	Procurement process	Operation
1	260224供应商测试项目C1 CGXM-202602-0016/01	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Project announcement has been released From the Sign up Deadline: 4days8When15Minute	Project in Bid Issu Bid open Bid evalu Bid final Closure	Registration Project workspace
2	20260210测试 JYCG202602100005/01	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	In the process of awarding the contract	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
3	测试样品类 CGXM-202602-0001/1	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Bidding in progress	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
4	询价采购流程测试用例C2 CGXM-202601-0016/1	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Approval of transaction notification in progress	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
5	测试组建评委会 CGXM-202509-0058/1	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Opened	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
6	bcsid CGXM-202509-0056/1	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Opened	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
7	询价价1- CGXM-202509-0052/01	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Award completed	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
8	报价预测 CGXM-202508-0013/1	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Under review	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace
9	报价测 CGXM-202508-0012/1	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Invitation letter has been sent out The deadline for file releaseTime is up	Project in Bid Issu Bid open Bid evalu Bid final Closure	Invitation Receipt Project workspace
10	询价的报价测试	采购经办人:张维	瑞麟(安徽)供应链科技有限公司	Opened	Project in Bid Issu Bid open Bid evalu Bid final Closure	Project workspace

(Figure 1-2)

第3步: 点击“报名”按钮进入报名页面。如图所示。

Step 3: Click the "Register" button to enter the registration page. As shown in the figure.

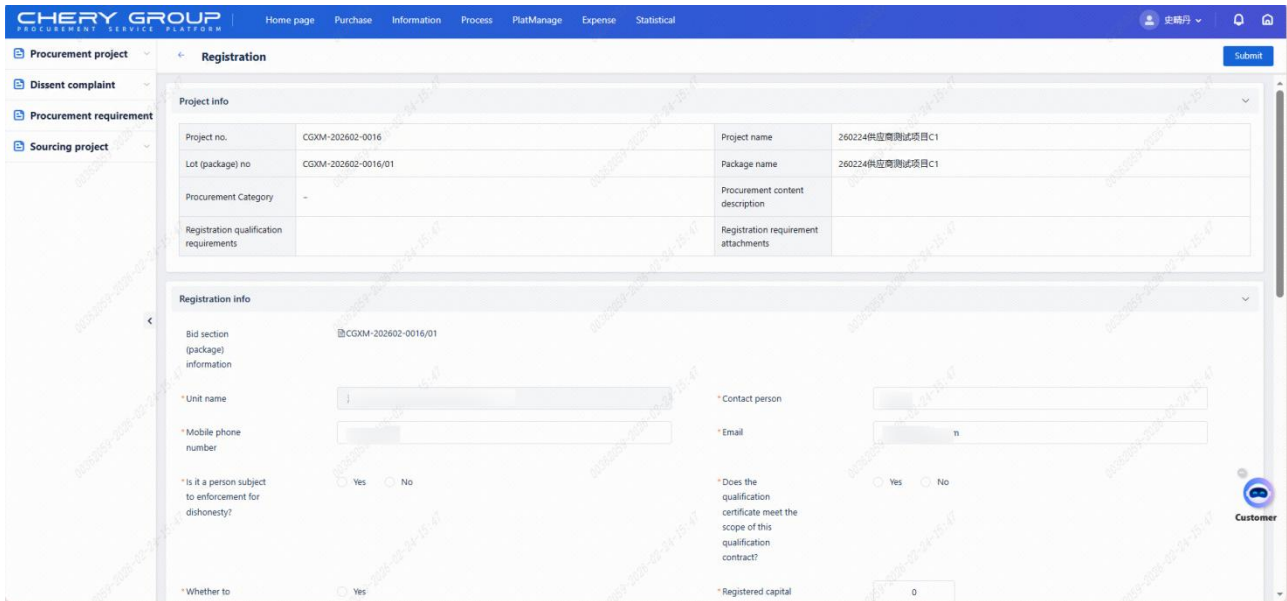
The screenshot shows the 'Registration' page for project '260224供应商测试项目C1'. It includes a 'Project Information' section and a 'Registration Information' section with various input fields and checkboxes.

项目信息	
项目编号	CGXM-202602-0016
项目名称	260224供应商测试项目C1
标段(包)编号	CGXM-202602-0016/01
标段(包)名称	260224供应商测试项目C1
项目分类	-
采购内容说明	
报名资质要求	
报名要求附件	

报名信息	
标段(包)信息	CGXM-202602-0016/01
*单位名称	<input type="text"/>
*联系人	<input type="text"/>
*手机号	<input type="text"/>
*邮箱	<input type="text"/>
*是否未被执行	<input type="radio"/> 是 <input type="radio"/> 否
*资质证书是否满足本次资质承诺范围	<input type="radio"/> 是 <input type="radio"/> 否
*是否授权投标保证金	<input type="radio"/> 是 <input type="radio"/> 否
*注册资金(万元)	<input type="text" value="0"/>
*供应商类别	<input type="radio"/> 计量类 <input type="radio"/> 危化品类 <input type="radio"/> 其他
*奇瑞合作情况	<input type="text" value="请输入自填合作情况"/>
*项目类似业绩证明材料	<input type="text" value="请输入项目类似业绩证明材料"/>

(图 1-3)



**CHERY GROUP** PROCUREMENT SERVICE PLATFORM | Home page | Purchase | Information | Process | PlatManage | Expense | Statistical | 史皓丹 | 个人中心 | 退出

Procurement project | Registration | Submit

**Project info**

Project no.	CGXM-202602-0016	Project name	260224供应商测试项目C1
Lot (package) no	CGXM-202602-0016/01	Package name	260224供应商测试项目C1
Procurement Category	-	Procurement content description	
Registration qualification requirements		Registration requirement attachments	

**Registration info**

Bid section (package) information: CGXM-202602-0016/01

\* Unit name:

\* Mobile phone number:

\* Contact person:

\* Email:

\* Is it a person subject to enforcement for dishonesty?  Yes  No

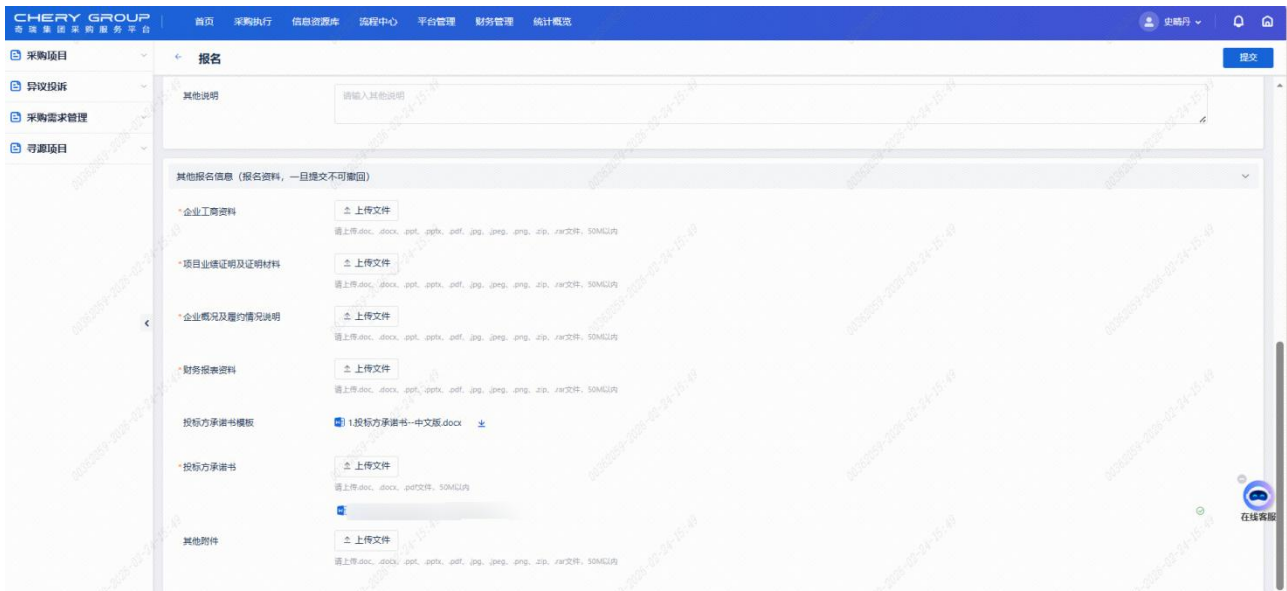
\* Does the qualification certificate meet the scope of this qualification contract?  Yes  No

\* Whether to:  Yes

\* Registered capital:

Customer

(Figure 1-3)



**CHERY GROUP** 奇瑞集团采购服务平台 | 首页 | 采购执行 | 信息资源库 | 流程中心 | 平台管理 | 财务管理 | 统计概况 | 史皓丹 | 个人中心 | 退出

采购项目 | 报名 | 提交

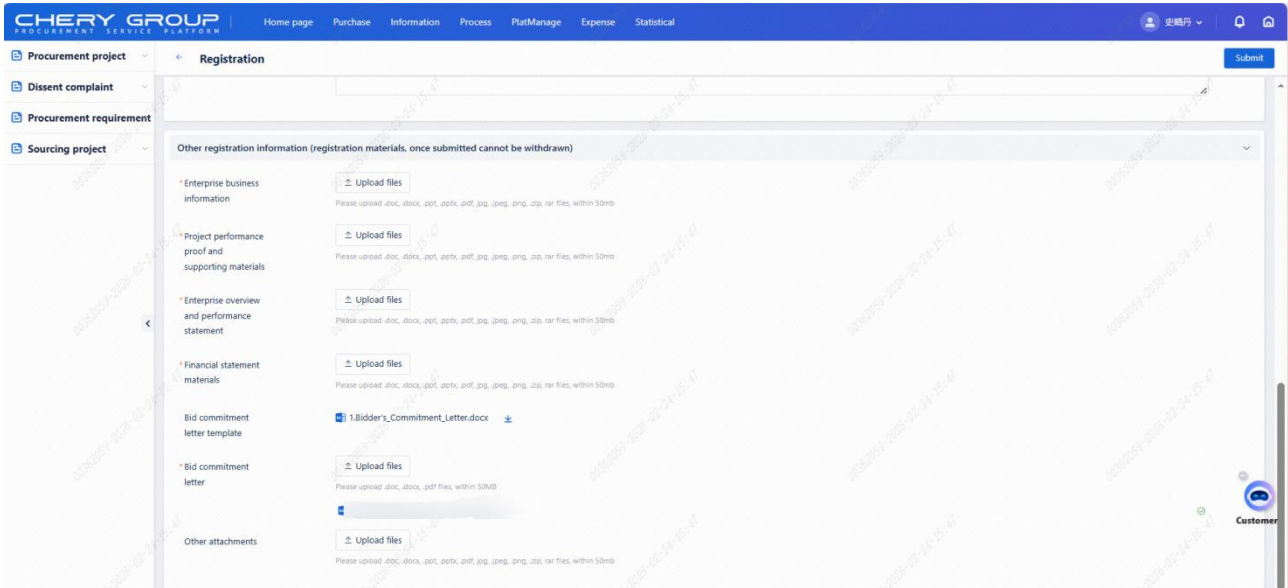
其他说明:

**其他报名信息 (报名资料, 一旦提交不可撤回)**

- \* 企业工商资料:  (请上传 doc, docx, ppt, pptx, pdf, jpg, jpeg, png, zip, rar 文件; 50M以内)
- \* 项目业绩证明及证明材料:  (请上传 doc, docx, ppt, pptx, pdf, jpg, jpeg, png, zip, rar 文件; 50M以内)
- \* 企业概况及履约情况说明:  (请上传 doc, docx, ppt, pptx, pdf, jpg, jpeg, png, zip, rar 文件; 50M以内)
- \* 财务报表资料:  (请上传 doc, docx, ppt, pptx, pdf, jpg, jpeg, png, zip, rar 文件; 50M以内)
- 投标为承诺书模板:  (1 投标为承诺书-中文版.docx)
- \* 投标为承诺书:  (请上传 doc, docx, pdf 文件; 50M以内)
- 其他附件:  (请上传 doc, docx, ppt, pptx, pdf, jpg, jpeg, png, zip, rar 文件; 50M以内)

在线客服

(图 1-4)

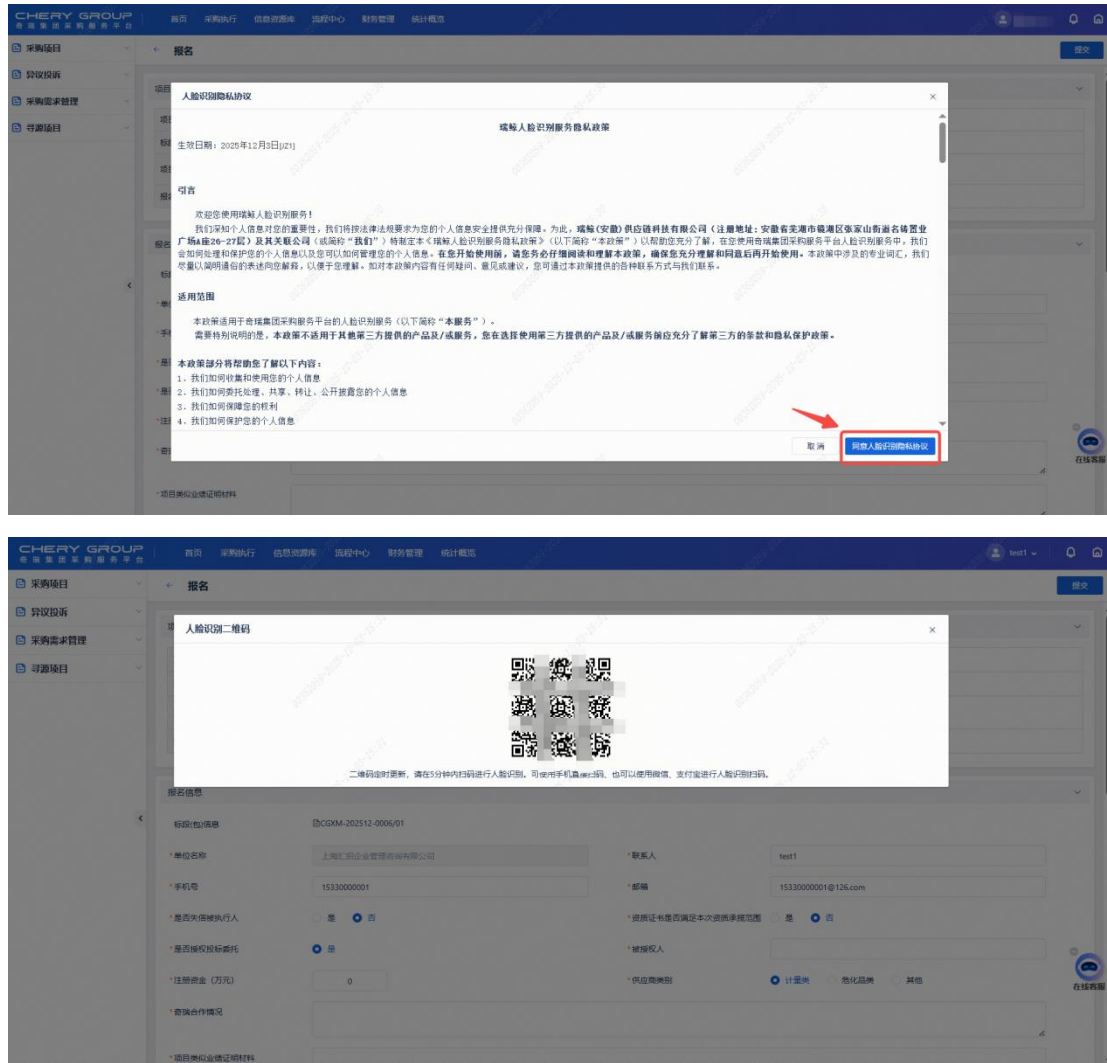


(Figure 1-4)

第 4 步：填写完成数据，点击右上角“提交”按钮，系统会弹出人脸隐私协议，供应商阅读完人脸隐私协议后，可点击同意人脸采集，扫码进行人脸识别，完成报名。如图所示。

Step 4: After filling in the data, click the "Submit" button on the upper right corner. The system will pop up the facial privacy agreement. After the supplier reads the facial privacy agreement, they can click "Agree to Facial Collection", scan the code for facial recognition, and complete the registration. As shown in the figure.





(图 1-5)

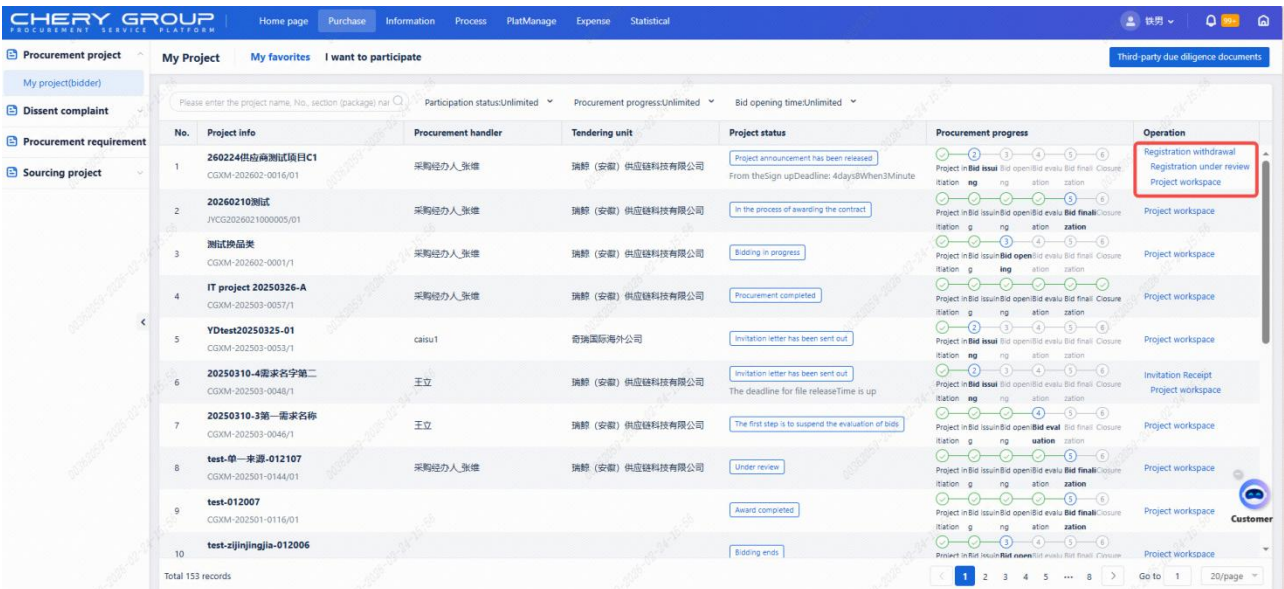
(Figure 1-5)

第 5 步: 在报名没有被采购员提交审批之前可以撤回报名进行修改报名文件, 再提交报名, 当报名被驳回后, 供应商需根据驳回意见分析, 是否可重新提交。

Step 5: Before the registration is submitted for approval by the purchaser, the registration can be withdrawn, the registration documents modified, and then resubmitted. If the registration is rejected, the supplier needs to analyze based on the rejection opinion whether it can be resubmitted.



(图 1-6)



(Figure 1-6)

## 1.1.2 邀请参与

### 1.1.2 Invite to participate

第 1 步: 供应商点击采购执行菜单, 再点击我的项目, 进入我的项目列表。如图所示。

Step 1: The supplier clicks on the Procurement Execution menu, then clicks on "My Projects" to enter the "My Projects" list. As shown in the figure.

The screenshot shows the 'My Favorites' tab in the procurement system. A table lists 10 procurement projects. The first project, '260224供应商测试项目C2', has a '邀请回执' (Invitation Reply) button highlighted in red in the 'Operation' column. The table columns include: No., Project info, Procurement handler, Tendering unit, Project status, Procurement progress, and Operation.

序号	项目信息	采购经办人	招标单位	项目状态	采购进度	操作
1	260224供应商测试项目C2 CGXM-202602-0017/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	邀请书已发出 距文件下载截止时间: 4天7时57分钟	邀请书 开标 评标 定标 结束	邀请回执 项目工作台
2	260224供应商测试项目C1 CGXM-202602-0016/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	项目公告已发布 距报名截止时间: 4天7时57分钟	邀请书 开标 评标 定标 结束	报名 项目工作台
3	20260210测试 JYCG2026021000005/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	招标中	邀请书 开标 评标 定标 结束	项目工作台
4	测试样品类 CGXM-202602-0001/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	竞价中	邀请书 开标 评标 定标 结束	项目工作台
5	询价采购流程测试用例C2 CGXM-202601-0016/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	成交通知书签收中	邀请书 开标 评标 定标 结束	项目工作台
6	测试组建评委会 CGXM-202509-0058/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	已开单	邀请书 开标 评标 定标 结束	项目工作台
7	bcsid CGXM-202509-0056/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	已开单	邀请书 开标 评标 定标 结束	项目工作台
8	询价价1- CGXM-202509-0052/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	投标已完成	邀请书 开标 评标 定标 结束	项目工作台
9	报价测试 CGXM-202508-0013/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	评审中	邀请书 开标 评标 定标 结束	项目工作台
10	报价测试	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	邀请书已发出	邀请书 开标 评标 定标 结束	邀请回执 项目工作台

(图 1-7)

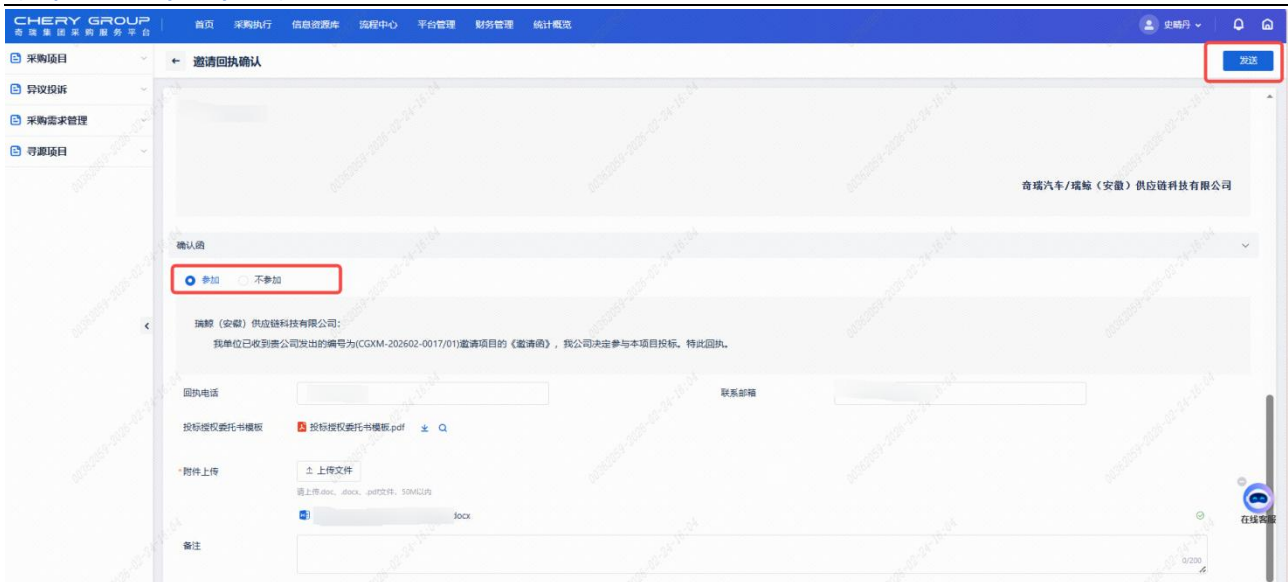
This screenshot shows the 'My Favorites' tab in the procurement system, displaying a more detailed view of the procurement projects. The 'Invitation Receipt' button in the 'Operation' column for the first project is highlighted in red. The interface includes a progress bar for each project and a 'Customer' label on the right side.

No.	Project info	Procurement handler	Tendering unit	Project status	Procurement progress	Operation
1	260224供应商测试项目C2 CGXM-202602-0017/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Invitation letter has been sent out From the file download deadline: 4 days 7 hours 56 minutes	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration ng ng action zation	Invitation Receipt Project workspace
2	260224供应商测试项目C1 CGXM-202602-0016/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Project announcement has been released From the Sign up Deadline: 4 days 7 hours 56 minutes	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration ng ng action zation	Registration Project workspace
3	20260210测试 JYCG2026021000005/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	In the process of awarding the contract	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
4	测试样品类 CGXM-202602-0001/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Bidding in progress	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
5	询价采购流程测试用例C2 CGXM-202601-0016/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Approval of transaction notification in progress	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
6	测试组建评委会 CGXM-202509-0058/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Closed	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
7	bcsid CGXM-202509-0056/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Opened	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
8	询价价1- CGXM-202509-0052/01	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Award completed	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
9	报价测试 CGXM-202508-0013/1	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Under review	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Project workspace
10	报价测试	采购经办人_张维	瑞麟(安徽)供应链科技有限公司	Invitation letter has been sent out	Project in Bid Issue Bid open Bid eval Bid final Closure Iteration g ng action zation	Invitation Receipt

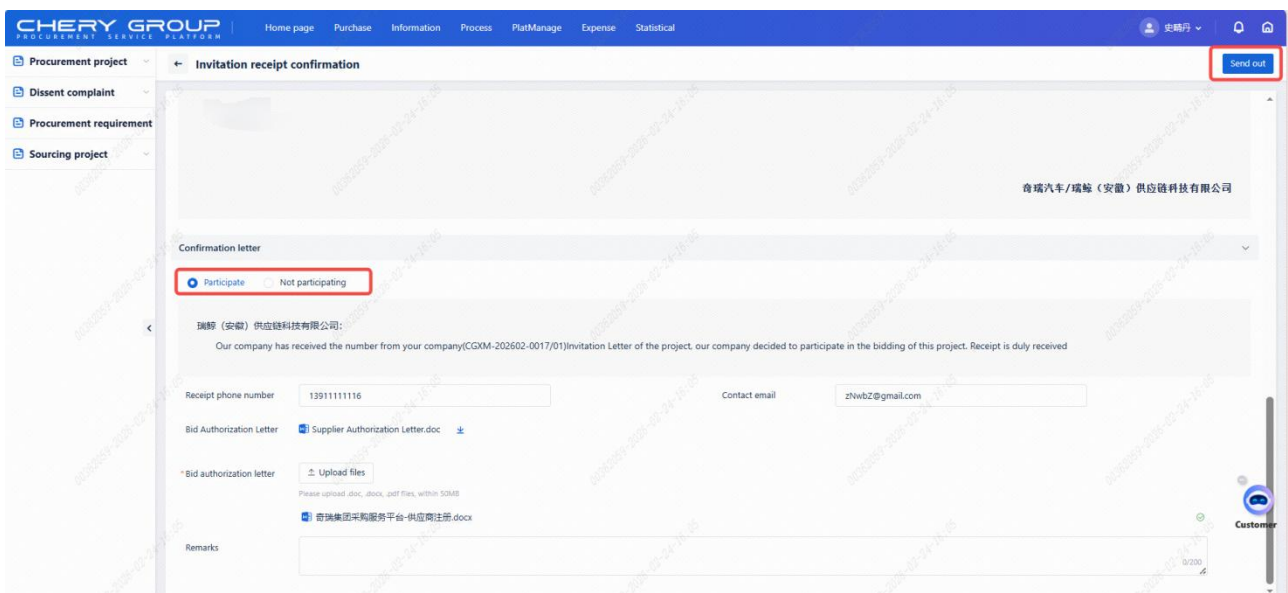
(Figure 1-7)

第 2 步：点击“邀请回执”按钮进入邀请回执页面。如图所示。

Step 2: Click the "Invitation Reply" button to enter the invitation reply page. As shown in the figure.



(图 1-8)



(Figure 1-8)