

奇瑞集团采购服务平台
Chery Group Procurement Service
Platform

操作手册
Operation Manual
(供应商投标)
(Supplier Bidding)

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一、业务操作

1.Business operation

1.1 非招标采购投标

1.1 Non-tender procurement bidding

(注：上传文件为 pdf 文件走以下流程)

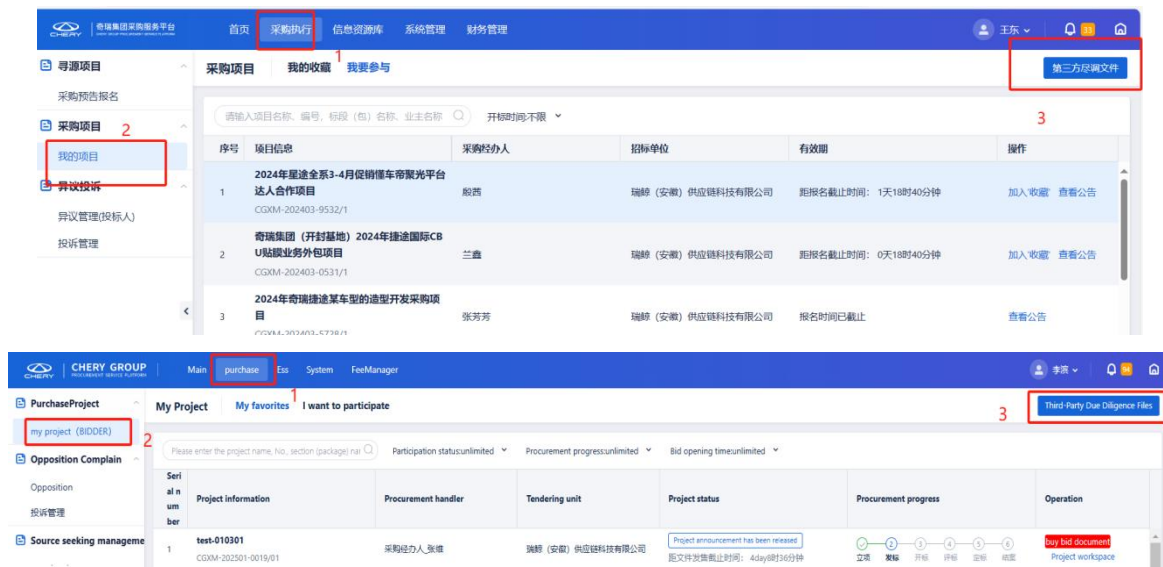
(Note: If the uploaded file is a pdf file, follow the following processes)

1.1.1 递交响应文件（询议价采购流程）

1.1.1 Submitting response documents (inquiry and negotiation procurement process)

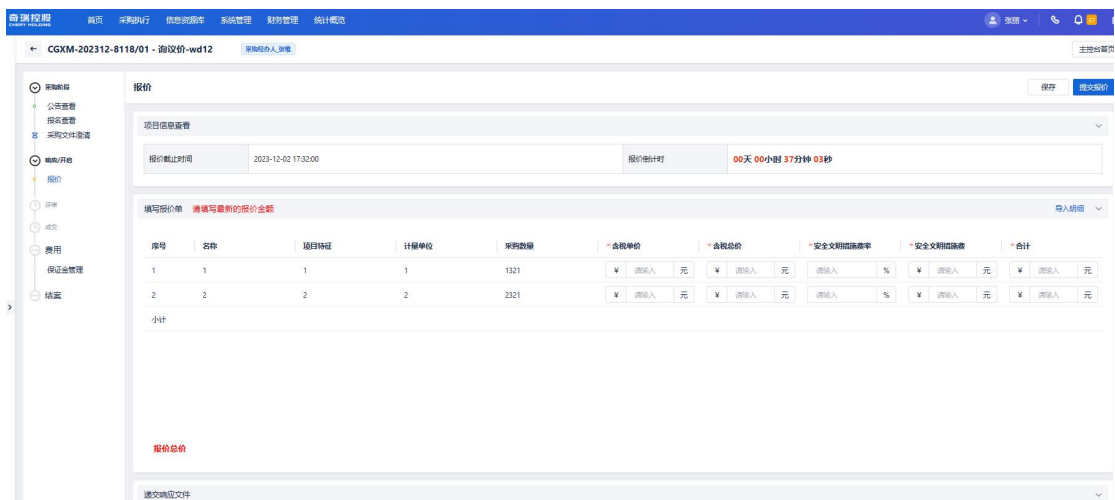
注：首先在采购执行-我的项目-我要参与页面，点击右上角“第三方尽调文件”下载模板在填写好内容并上传，提交审批后，审批通过可以进行报价

Note: First, on the Procurement Implementation - My Project - Participate page, click the "Third-Party Due Diligence Document" in the upper right corner to download the template, fill in the content and upload it, and submit it for approval. After approval, the quotation can be made.

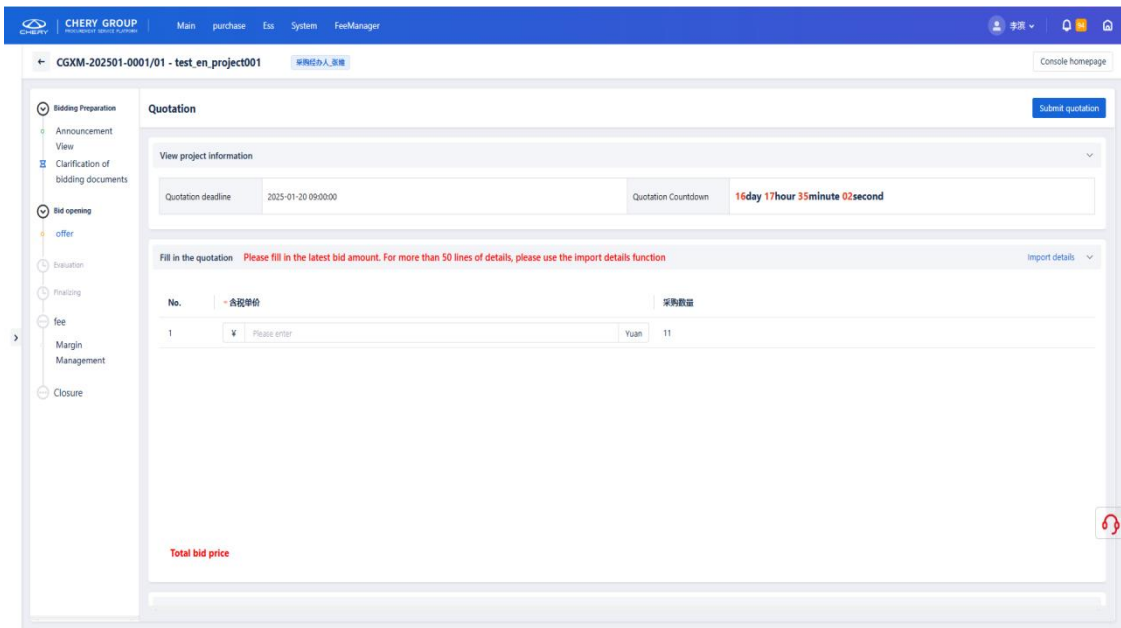


第 1 步：点击左侧菜单报价，进入报价页面。如图所示

Step 1: Click Quotation in the left menu to enter the Quotation page. As shown in the figure



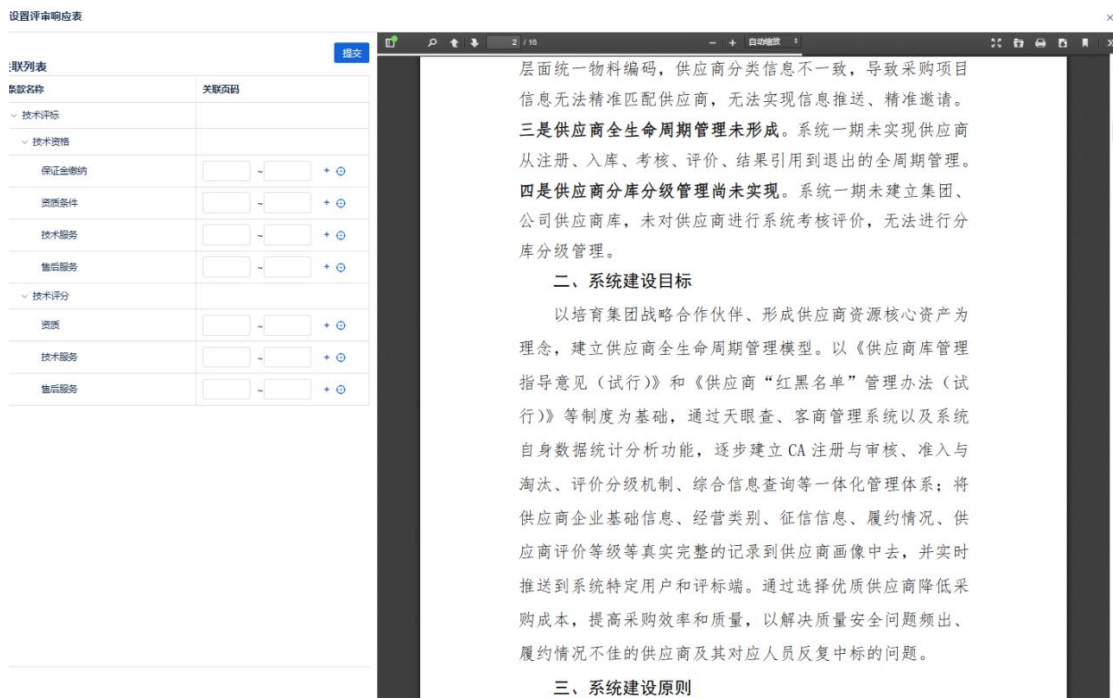
(图 1-1)



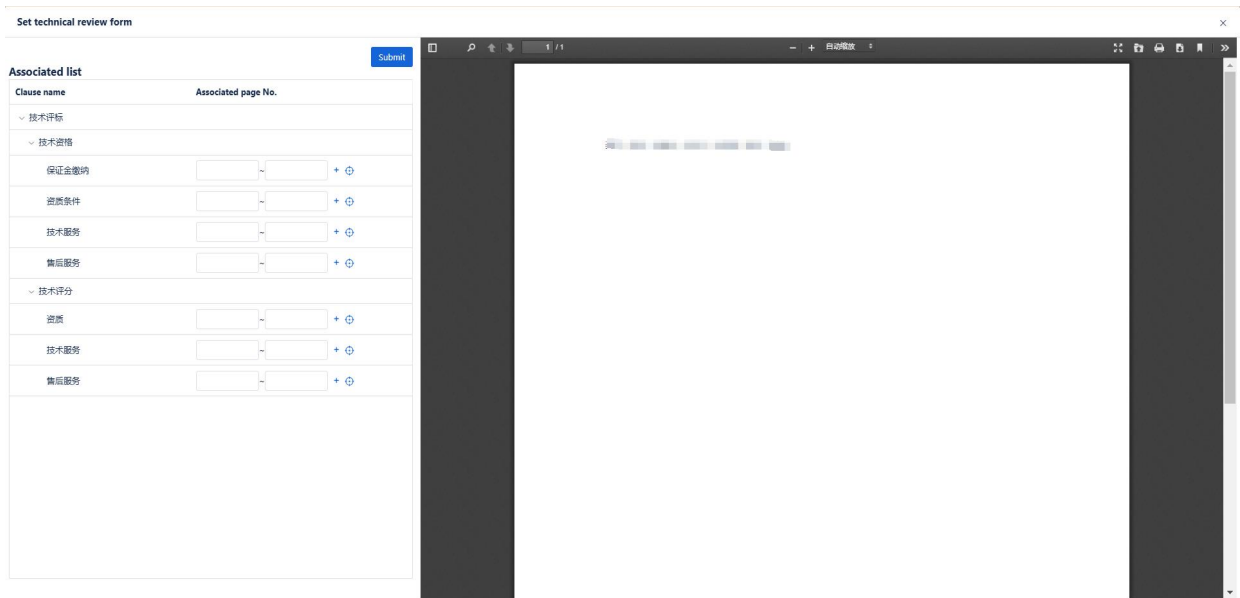
(Figure 1-1)

第 2 步：上传完响应文件点击设置评审响应表。如图所示

Step 2: After uploading the response file, click Set Review Response Form. As shown in the figure



(图 1-2)



(Figure 1-2)

第 3 步：设置完成评审响应表点击提交报价按钮

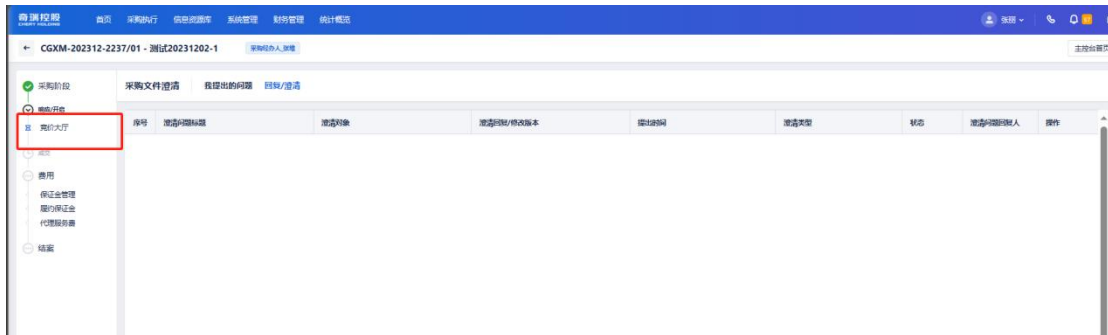
Step 3: Set the review response form and click the Submit Quotation button

1.1.2 竞价大厅报价（竞价采购流程）

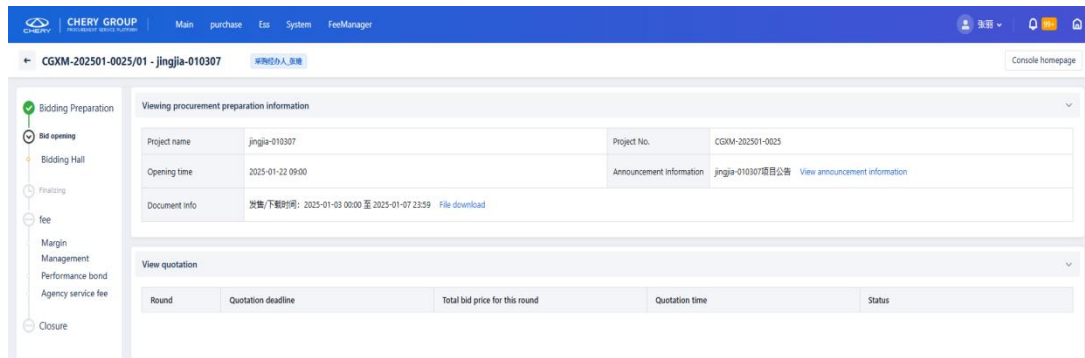
1.1.2 Quotation in the bidding hall (bidding procurement process)

第 1 步：供应商点击左侧菜单竞价，进入竞价大厅。如图所示

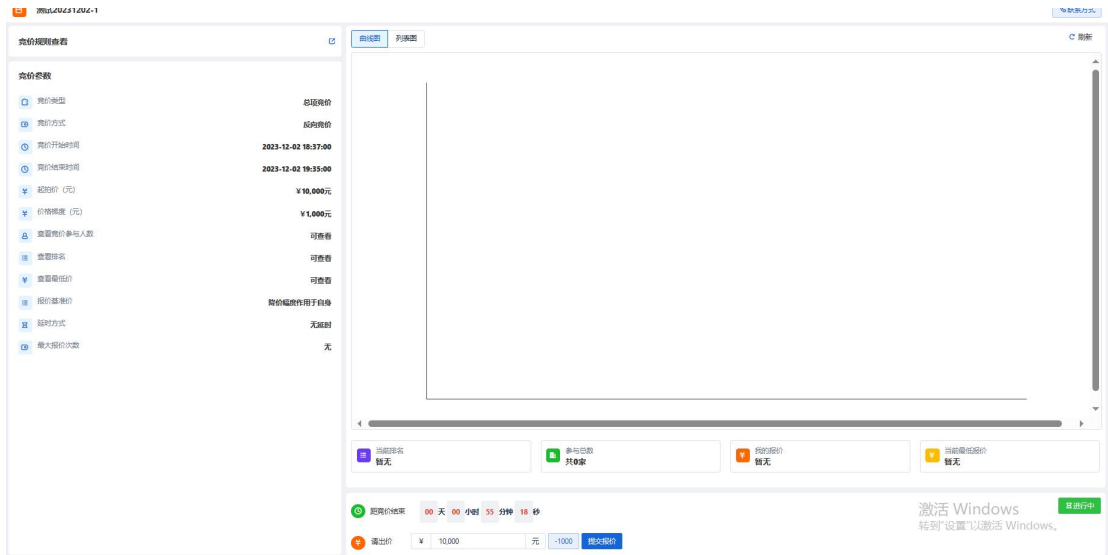
Step 1: The supplier clicks the left menu Bidding to enter the bidding hall. As shown in the figure



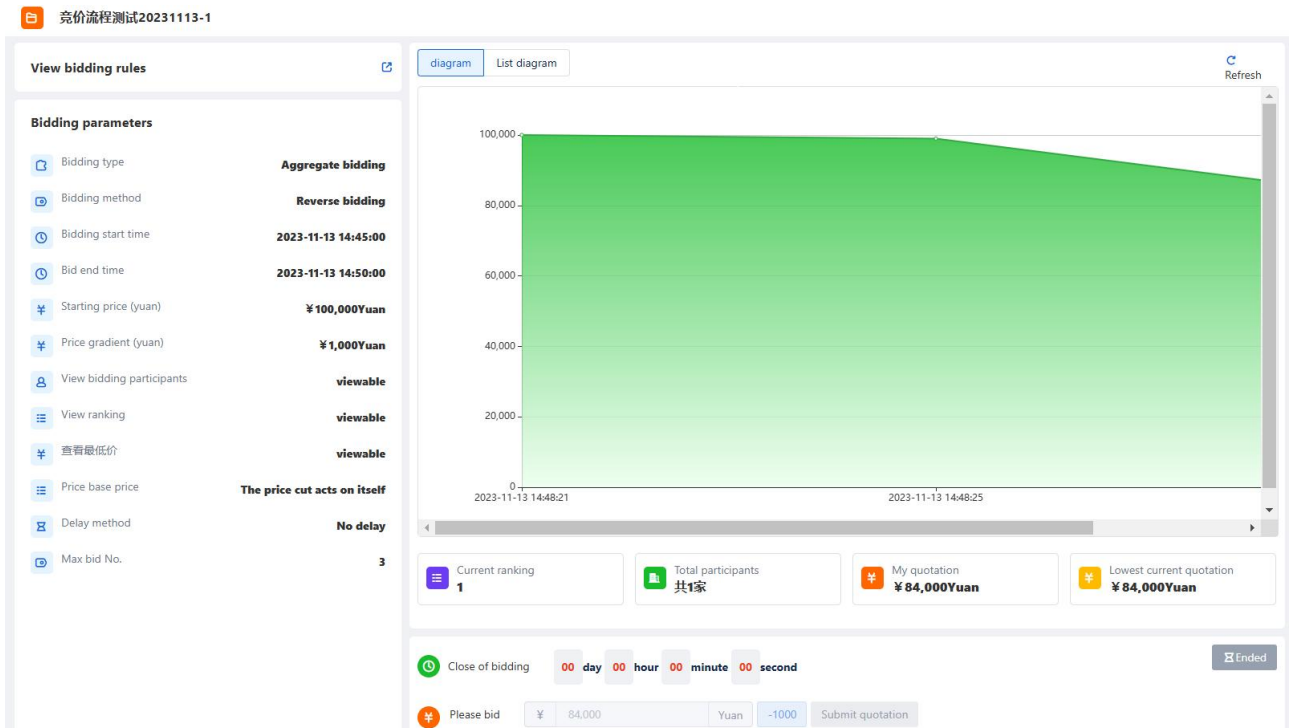
(图 1-3)



(Figure 1-3)



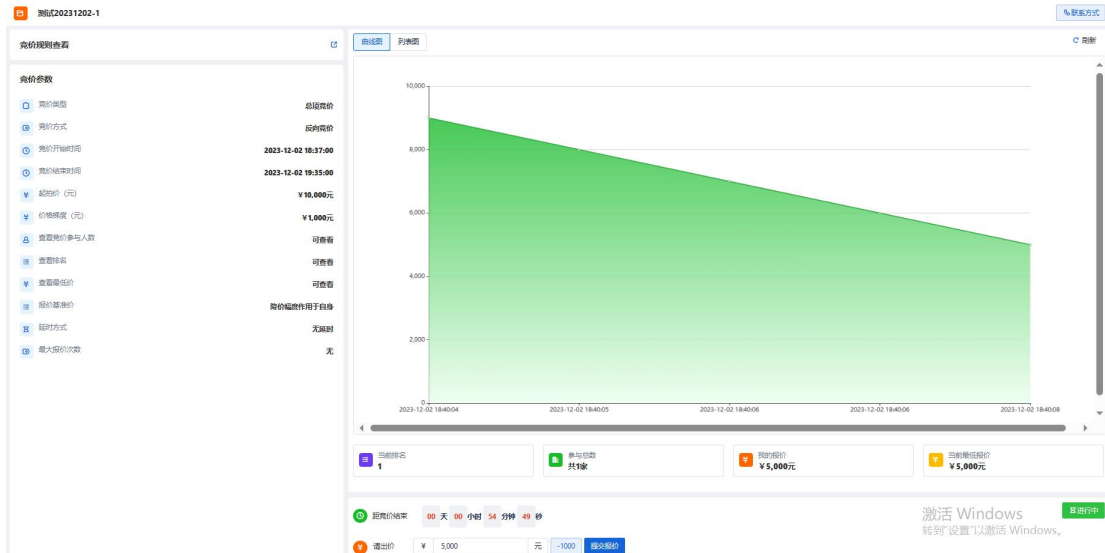
(图 1-4)



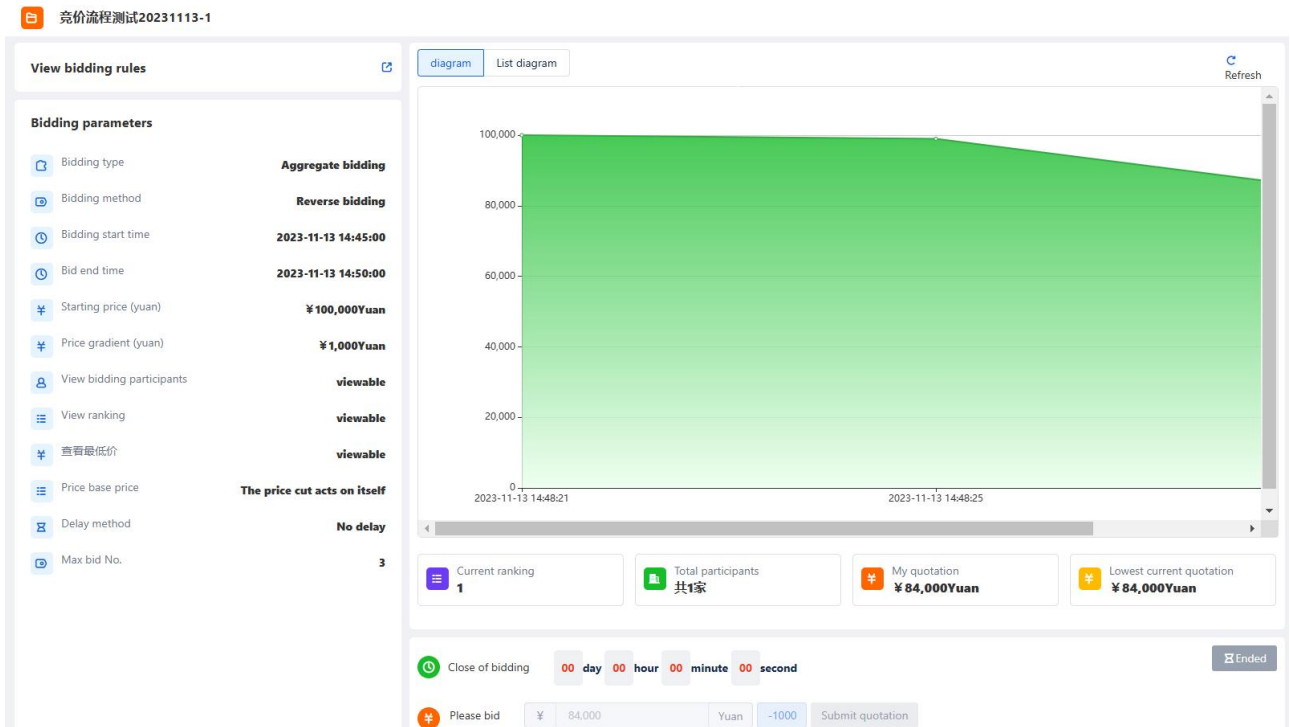
(Figure 1-4)

第 2 步：点击“提交报价”进行报价。如图所示

Step 2: Click "Submit Quotation" to quote. As shown in the figure



(图 1-5)



(Figure 1-5)

1.1.3 竞争性谈判两步制报价

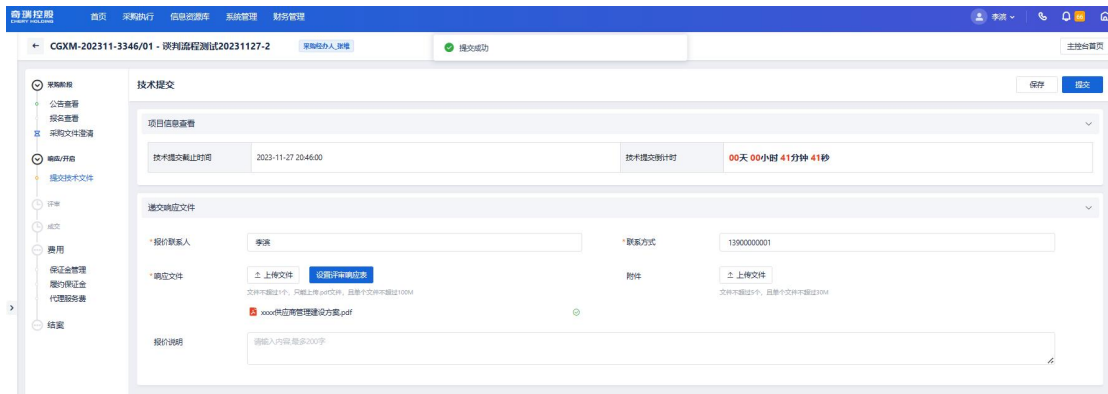
1.1.3 Two-step quotation in competitive negotiation

第 1 步: 技术文件

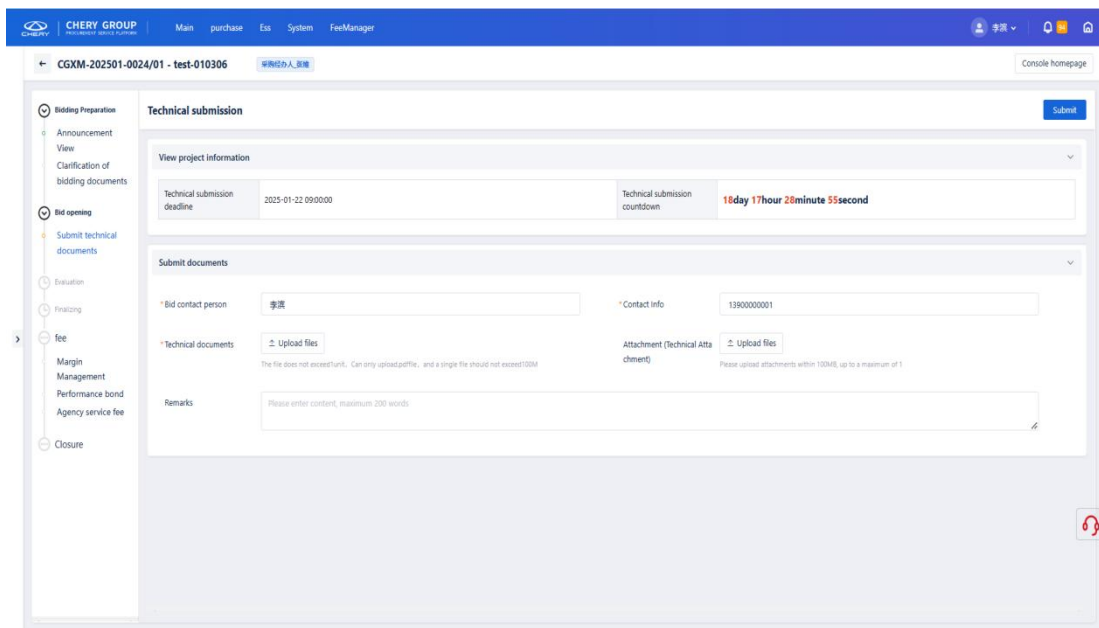
Step 1: Technical documents

第 1 步: 供应商点击左侧的提交技术文件, 进入技术提交页面 (注: 技术文件不含报价信息)。如图所示

Step 1: Suppliers click Submit Technical Documents on the left to enter the technical document submission page (Note: Technical documents do not contain quotation information). As shown in the figure



(图 1-6)



(Figure 1-6)

第 2 步：设置完成评审响应表点击提交报价按钮。

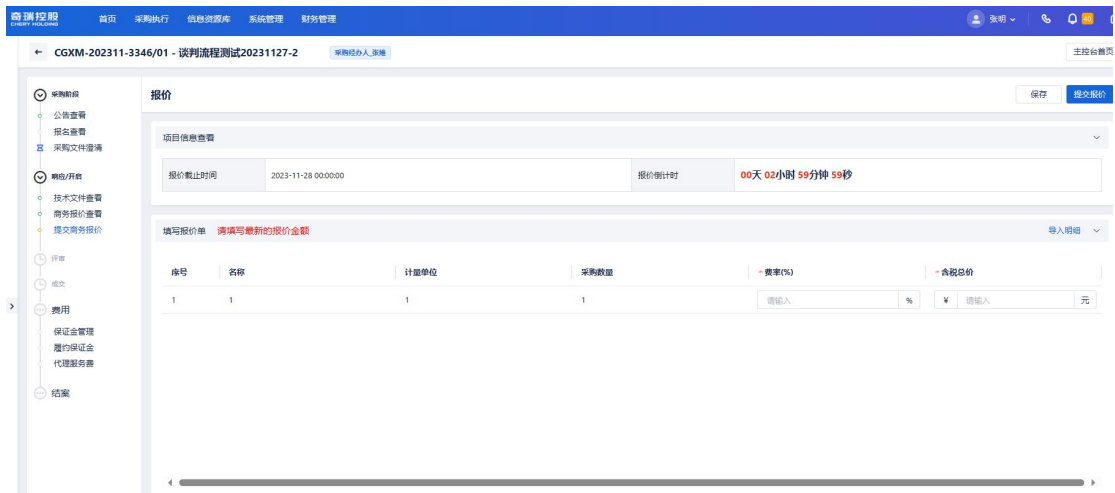
Step 2: Set the review response form and click the Submit Quotation button.

第 2 步：商务文件

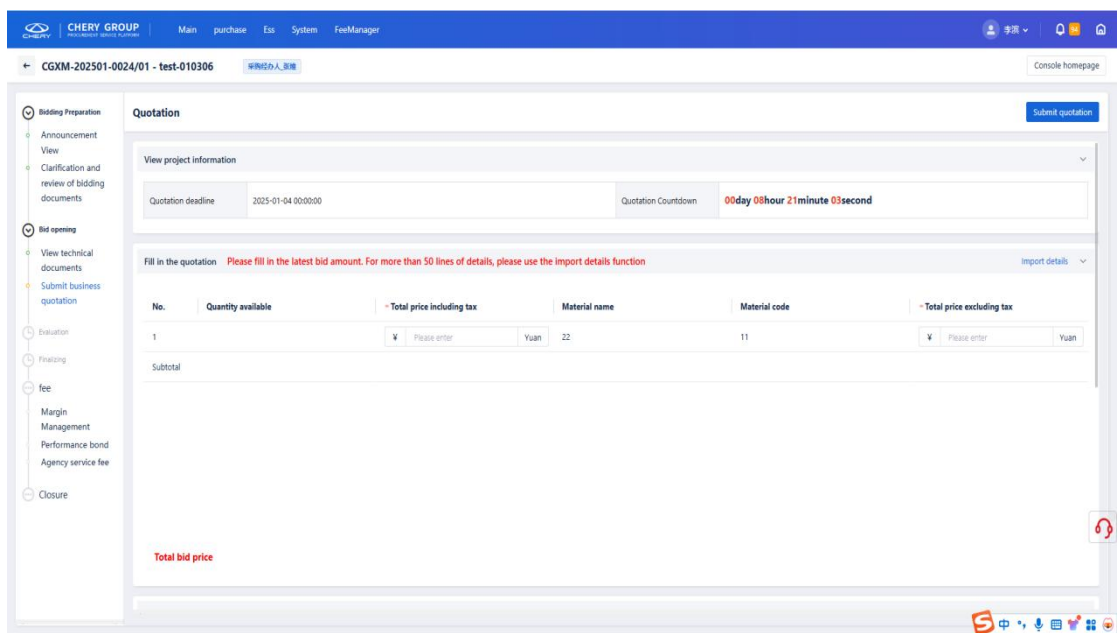
Step 2: Commercial documents

第 1 步：供应商登录奇瑞集团采购服务平台进入商务报价页面，提交报价。如图所示

Step 1: The supplier logs on to the Chery Group Procurement Service Platform to enter the commercial quotation page and submit the quotation. As shown in the figure



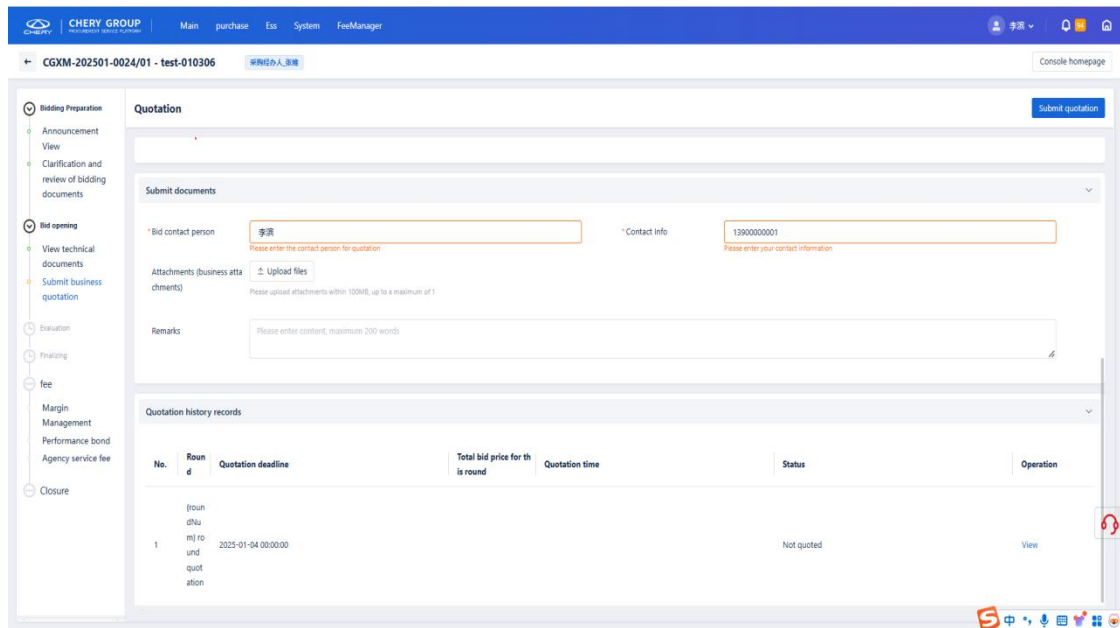
(图 1-7)



(Figure 1-7)



(图 1-8)



(Figure 1-8)

第 2 步：信息填写完成点击“提交报价”完成报价

Step 2: Fill in the information and click "Submit Quotation" to complete the quotation

1.2 招标采购投标

1.2 Tender procurement bidding

(注：ebid 文件，走以下招标采购投标流程)

(Note: For ebid documents, follow the following bidding processes)

1.2.1 使用 CA 加密文价投标

1.2.1 Bidding using CA-encrypted document

操作步骤：

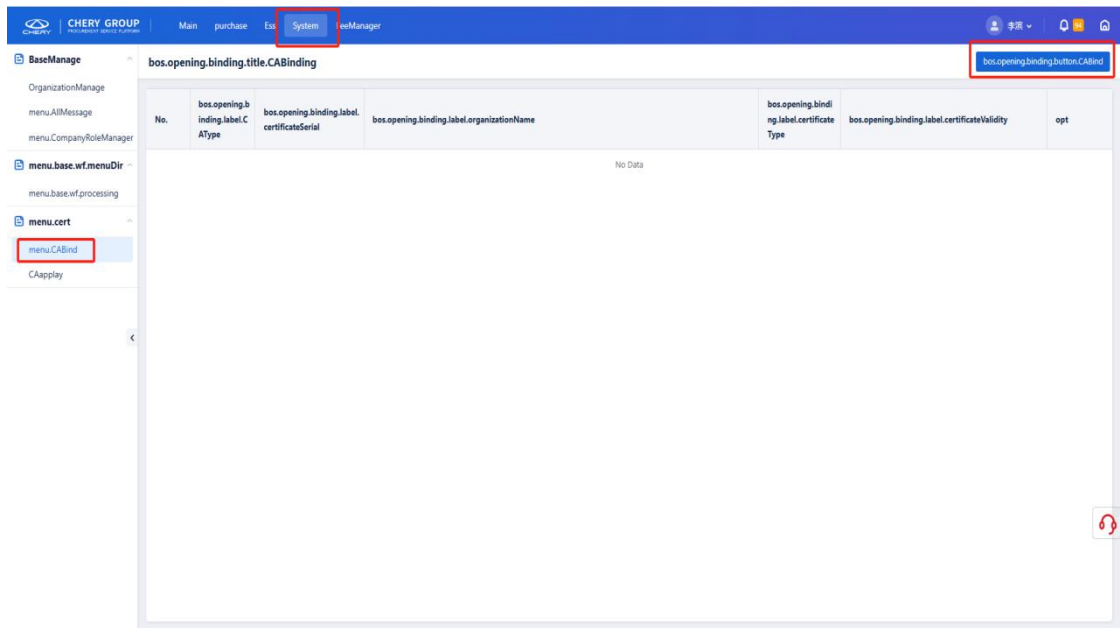
Operation steps:

第 1 步：供应商登录系统点击系统管理一级菜单再点击左侧 CA 绑定菜单栏进入 CA 绑定页面。如图所示

Step 1: The supplier logs in to the system, clicks the level-1 menu of System Management , and then clicks the CA binding menu bar on the left to enter the CA binding page. As shown in the figure



(图 2-1)



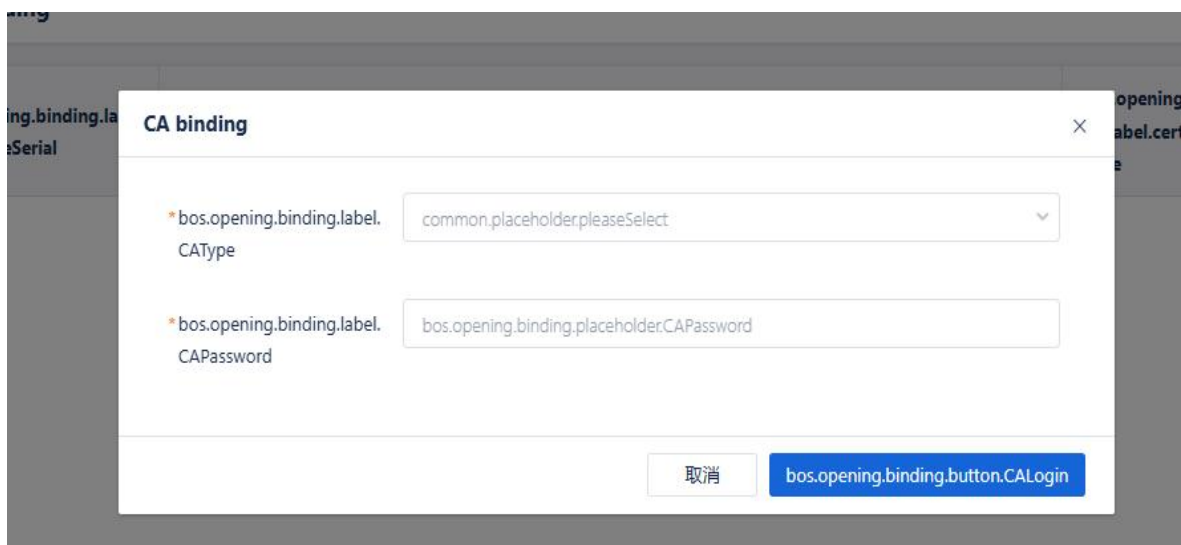
(Figure 2-1)

第 2 步：点击 CA 绑定按钮弹窗显示要绑定的 CA。如图所示

Step 2: Click the CA binding button to display the CA to be bound. As shown in the figure



(图 2-2)



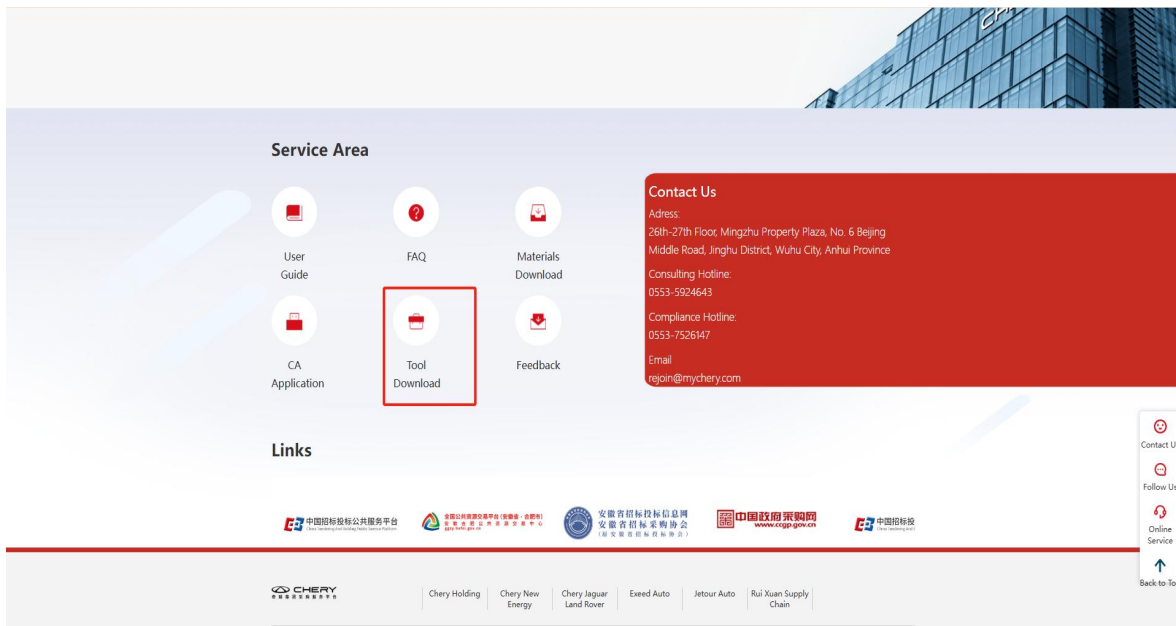
(Figure 2-2)

第 3 步：电脑打开浏览器访问地址：<https://ebd.mychery.com/>，找到服务专区。如图所示

Step 3: Open the browser on the computer and log in to <https://ebd.mychery.com/> to find the service sector. As shown in the figure



(图 2-3)



(Figure 2-3)

第 4 步：点击“工具下载”菜单，进入下载列表。如图所示

Step 4: Click the "Tool Download" menu to enter the download list. As shown in the figure



(图 2-4)

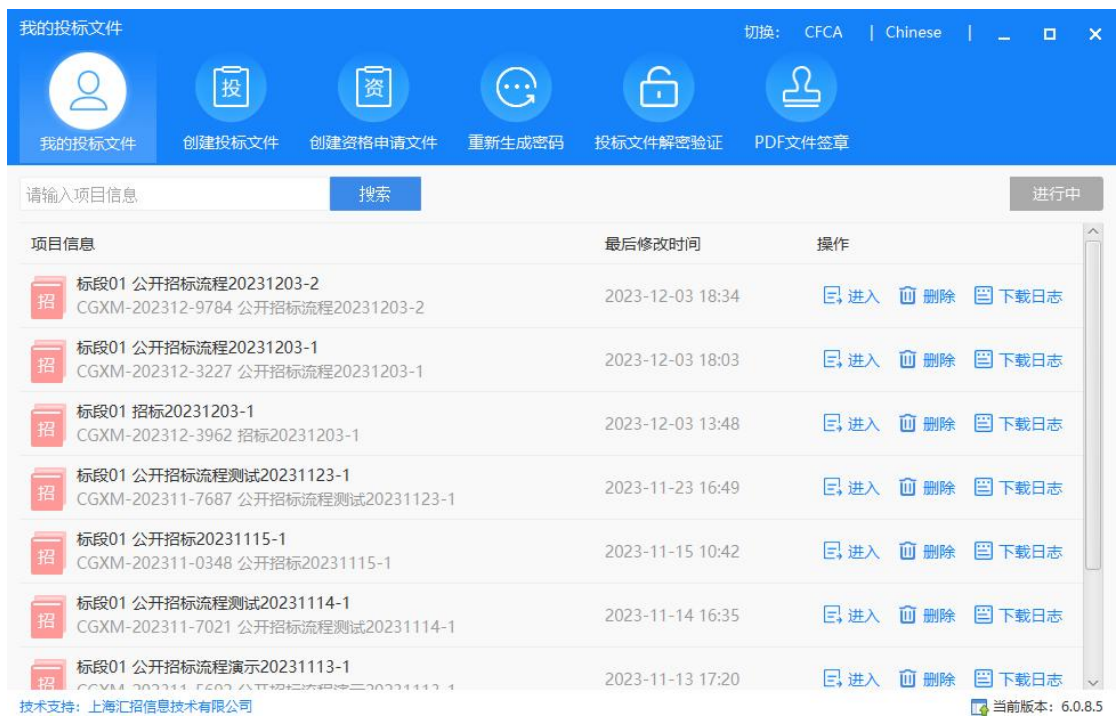
(Figure 2-4)

第 5 步：点击制作投标文件客户端下载，下载工具。

Step 5: Click Download Bidding Document Preparation Client to download the tool.

第 6 步：下载完成启动软件，进入软件主界面。如图所示

Step 6: Download and start the software, and enter the main interface of the software. As shown in the figure



(图 2-5)

(Figure 2-5)

第 7 步：点击创建投标文件。如图所示

Step 7: Click Create Bidding Document. As shown in the figure



(图 2-6)

(Figure 2-6)

第 8 步：选择文件，点击创建按钮。如图所示

Step 8: Select the document and click the Create button. As shown in the figure



当前版本: 6.0.8.5 (图 2-7)



当前版本: 6.0.8.5 (Figure 2-7)

第 9 步: 投标文件需要先设置签章进入, 设置签章页面需要输入 CA 密码。如图所示

Step 9: Signature is required to access the bidding document, and the CA password needs to be entered on the signature setting page. As shown in the figure



(图 2-8)

(Figure 2-8)

第 10 步: 输入 CA 密码, 然后点击确定按钮, 印章就显示在文件内。如图所示

Step 10: Enter the CA password and click the OK button, and the seal will be displayed in the document. As shown in the figure



(图 2-9)

(Figure 2-9)

第 11 步：设置公开招标模版，上传报价单，投标文件。点击确认完成，点击“条款关联”。如图所示

Step 11: Set the open bidding template, upload the quotation and bidding documents. Click OK to complete, and then click "Clause Association". As shown in the figure



(图 2-10)

(Figure 2-10)

第 12 步：关联完成，点击生成投标文件。如图所示

Step 12: After the association is completed, click Generate Bidding Documents. As shown in the figure



(图 2-11)

(Figure 2-11)

第 13 步：点击生成投标文件按钮弹出设置文件加密密码。如图所示

Step 13: Click the Generate Bidding Documents button to pop up the Set Document Encryption Password. As shown in the figure

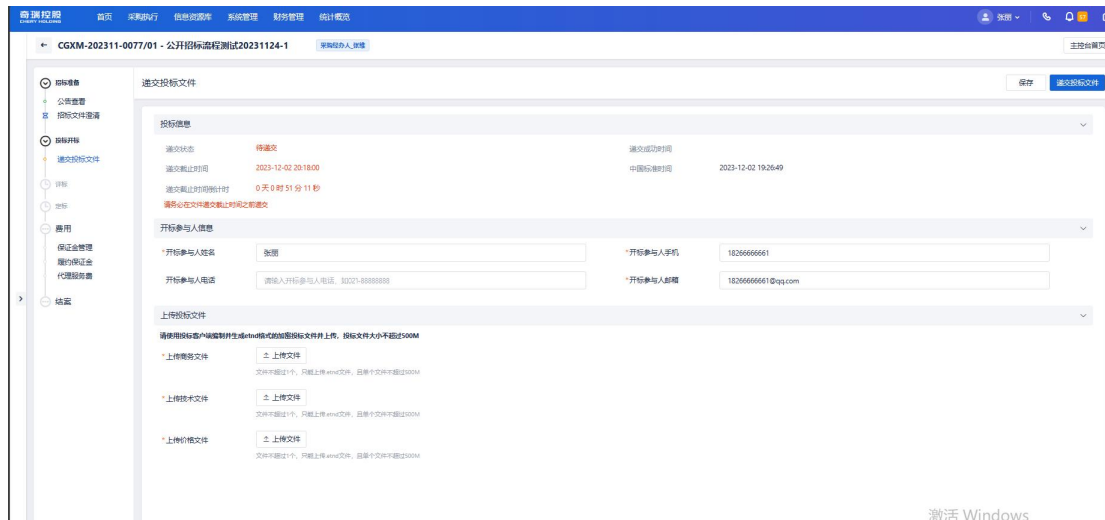


(图 2-12)

(Figure 2-12)

第 14 步：供应商进入项目工作台点击递交投标文件菜单进入递交投标文件页面。如图所示

Step 14: The supplier enters the project workbench and clicks the Submit Bidding Documents menu to enter the Submit Bidding Documents page. As shown in the figure



(图 2-13)

(Figure 2-13)

第 15 步：对于使用 CA 加密的文件在上传完投标文件后需要输入 CA 密码才可提交

Step 15: For documents encrypted by CA, enter the CA password after uploading the bidding documents before submission

1.2.2 不使用 CA 加密文件投标

1.2.2 Bidding without using CA-encrypted document

操作步骤：

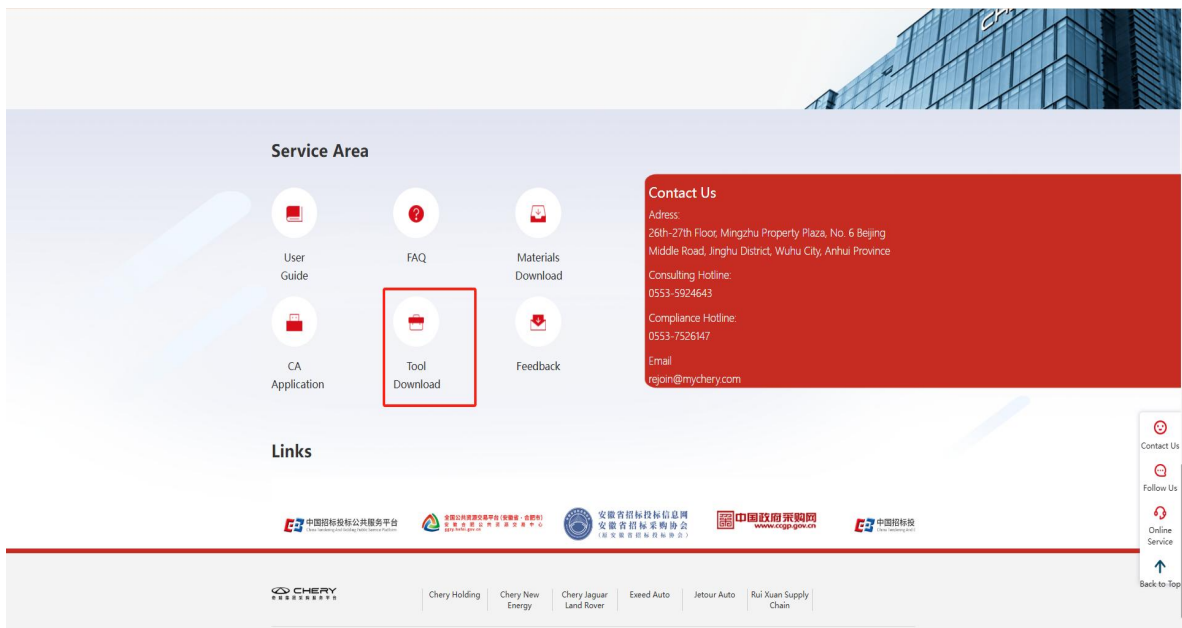
Operation steps:

第 1 步：电脑打开浏览器访问地址：<https://ebdmychery.com/>，找到服务专区。如图所示

Step 1: Open the browser on the computer and log in to <https://ebdmychery.com/> to find the service sector. As shown in the figure



(图 2-14)



(Figure 2-14)

第 2 步：点击“工具下载”菜单，进入下载列表。如图所示

Step 2: Click the "Tool Download" menu to enter the download list. As shown in the figure



(图 2-15)

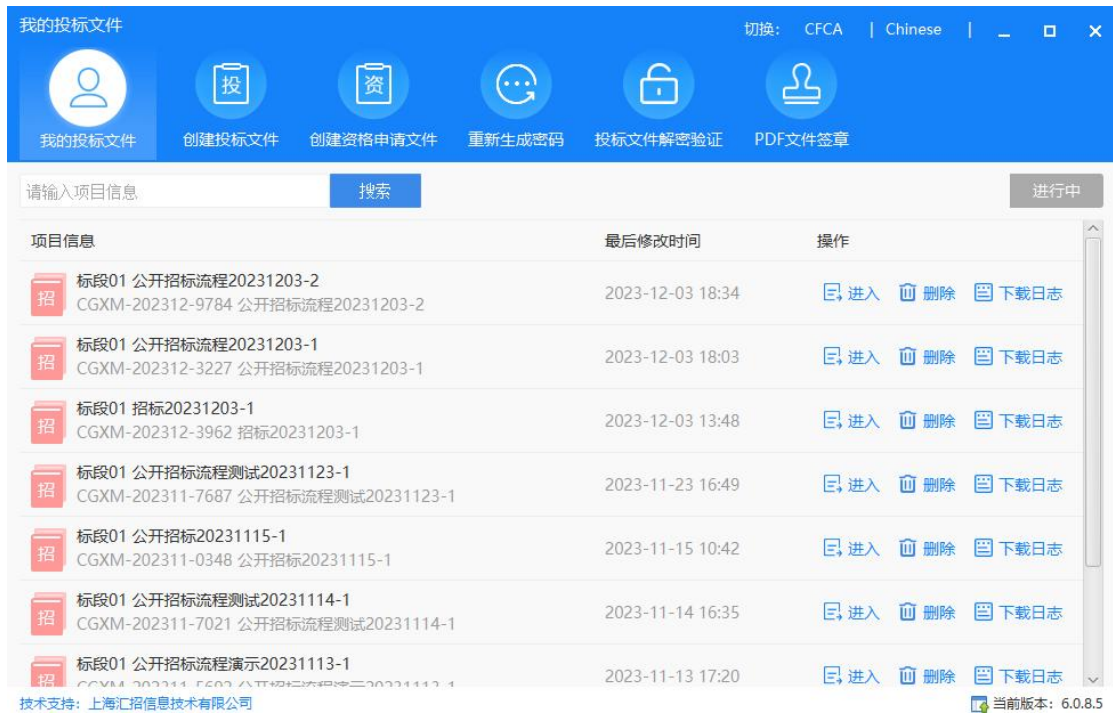
(Figure 2-15)

第 3 步：点击制作投标文件客户端下载，下载工具。

Step 3: Click Download Bidding Document Preparation Client to download the tool.

第 4 步：下载完成启动软件，进入软件主界面。如图所示

Step 4: Download and start the software, and enter the main interface of the software. As shown in the figure



(图 2-16)

(Figure 2-16)

第 5 步: 点击创建投标文件。如图所示

Step 5: Click Create Bidding Document. As shown in the figure



(图 2-17)

(Figure 2-17)

第 6 步: 选择文件, 点击创建按钮。如图所示

Step 6: Select the document and click the Create button. As shown in the figure



(图 2-18)

(Figure 2-18)

第 7 步：设置公开招标模版，上传报价单，投标文件。点击确认完成，点击“条款关联”。如图所示

Step 7: Set the open bidding template, upload the quotation and bidding documents. Click OK to complete, and then click "Clause Association". As shown in the figure



(图 2-19)

(Figure 2-19)

第 8 步：关联完成，点击生成投标文件。如图所示

Step 8: After the association is completed, click Generate Bidding Documents. As shown in the figure

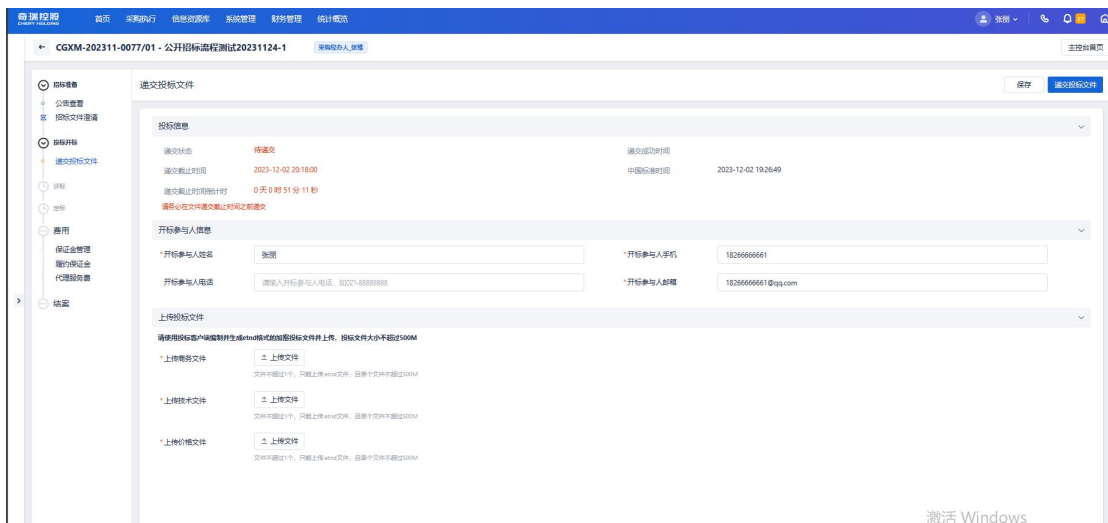


(图 2-20)

(Figure 2-20)

第 9 步：供应商进入项目工作台点击递交投标文件菜单进入递交投标文件页面。如图所示

Step 9: The supplier enters the project workbench and clicks the Submit Bidding Documents menu to enter the Submit Bidding Documents page. As shown in the figure



(图 2-21)

(Figure 2-21)

第 10 步：上传生成好的投标文件

Step 10: Upload the generated bidding documents

1.2.3 供应商解密签字

1.2.3 Supplier decryption and signature

第 1 步：供应商进入开标大厅。如图所示

Step 1: Suppliers enter the bid opening hall. As shown in the figure

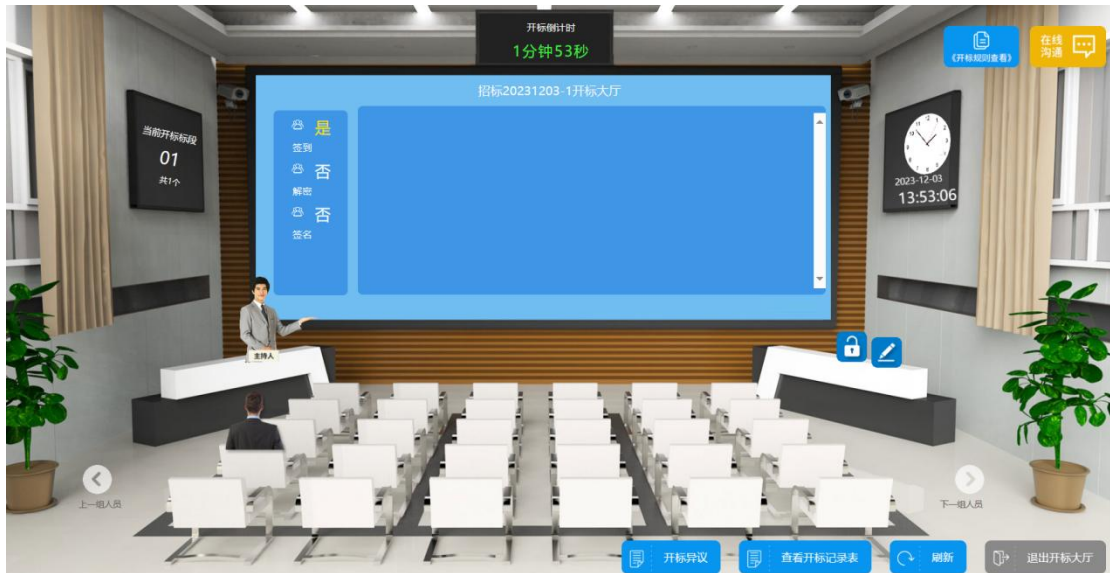


(图 2-22)

(Figure 2-22)

第 2 步：选择标室进入。如图所示

Step 2: Select the standard room to enter. As shown in the figure



(图 2-23)

(Figure 2-23)

第 3 步：主持人开标后，显示请解密按钮。如图所示

Step 3: After bid opening is announced by moderator, the Decrypt button is displayed. As shown in the figure

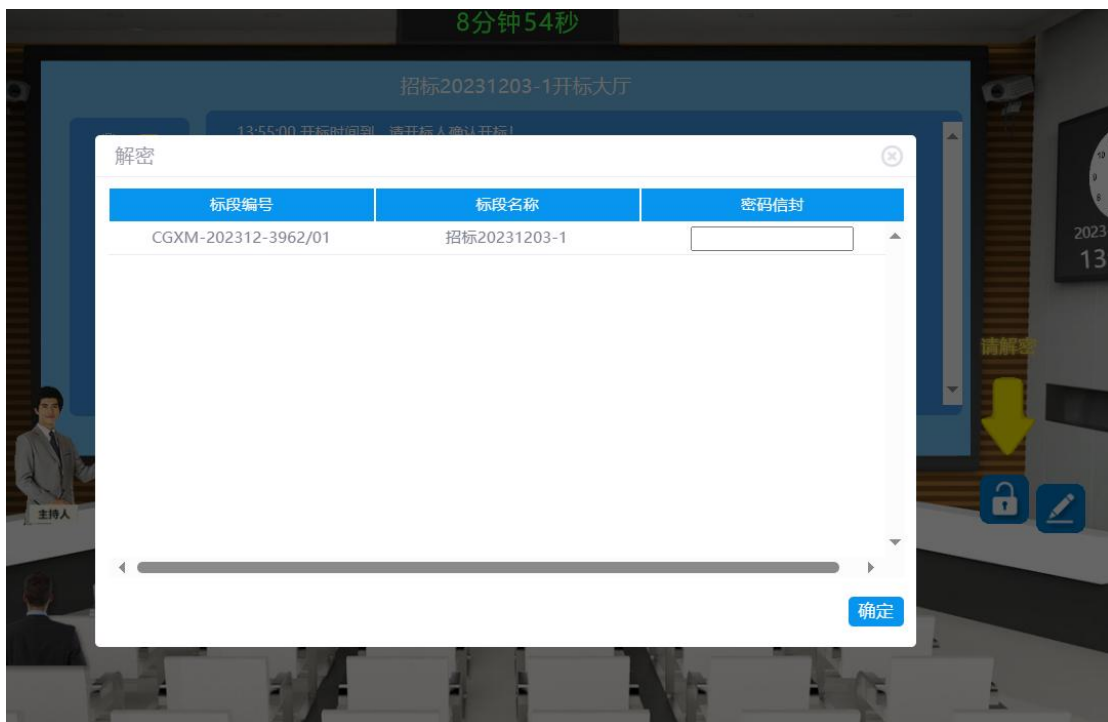


(图 2-24)

(Figure 2-24)

第 4 步：点击解密按钮弹窗显示要解密的文件。如图所示

Step 4: Click the Decrypt button to display the document to be decrypted. As shown in the figure



(图 2-25)

(Figure 2-25)

第 5 步：使用 CA 加密的会弹出请“输入 CA 密码”弹窗需要输入 CA 密码在输入文件密码，不使用 CA 加密的直接输入密码进行解密。如图所示

Step 5: If CA encryption is used, a "Enter CA Password" pop-up window will pop up. Enter the CA password before entering the file password. If CA encryption is not used, enter the password directly for decryption. As shown in the figure



(图 2-26)

(Figure 2-26)

第 6 步：主持人发送完开标记录表，供应商可以进行签名。如图所示

Step 6: After the moderator sends the bid opening record form, the supplier can sign on it. As shown in the figure

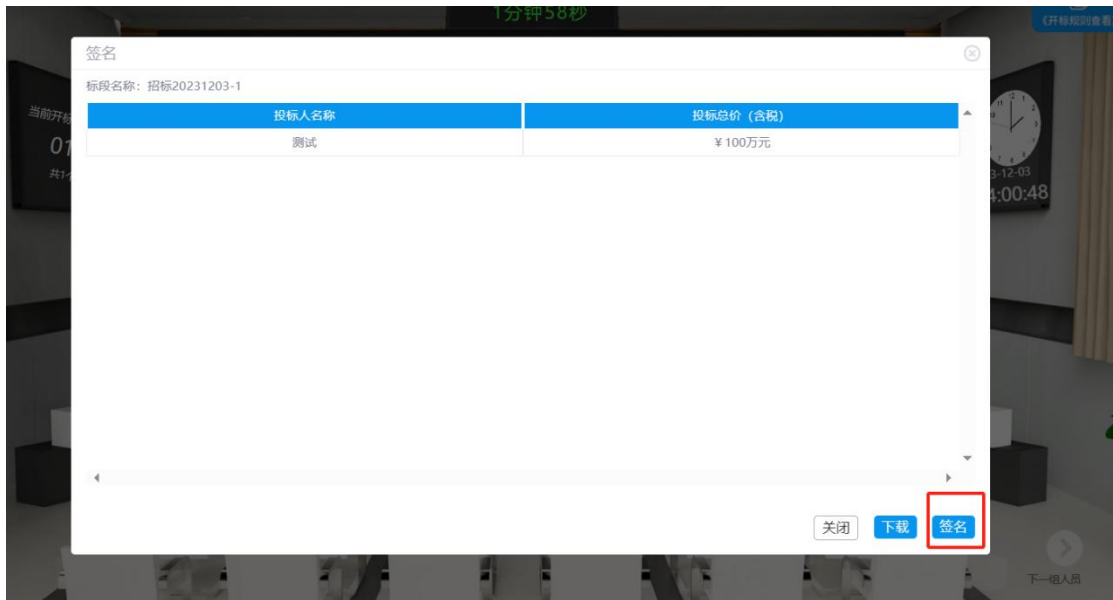


(图 2-27)

(Figure 2-27)

第 7 步：点击请签名按钮，弹窗显示标段。如图所示

Step 7: Click the Signature button, and a window pops up to display the section. As shown in the figure



(图 2-28)

(Figure 2-28)

第 8 步：点击签名按钮弹窗显示签名成功过。如图所示

Step 8: Click the Signature button, and the pop-up window shows that it has been successfully signed. As shown in the figure



(图 2-29)

(Figure 2-29)