

CEI Supplier Portal

User Manual

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1. INTRODUCTION

This manual illustrates how to perform operations in the CEI Supplier Portal regarding:

- Pending purchase order (PO) download
- Pending purchase order (PO) ETD confirmation
- Pending letter of guarantee (LG) Submission
- User account management
- Support and Others



2. GETTING STARTED

2.1. System Requirement

The CEI Supplier Portal is an online portal that can be accessed from any machine with a valid internet connection and supported internet browser.

Supported Internet Browsers include:

- IE 9 or above
- Firefox 4.0 or above
- Google Chrome Latest Version

2.2. Turn off browser compatibility view settings.

If you are using IE8 or above, after logging in, if supplier portal displays the "Browser not supported" page. Please turn off compatibility view settings because compatibility view mode renders the website as older IE version.

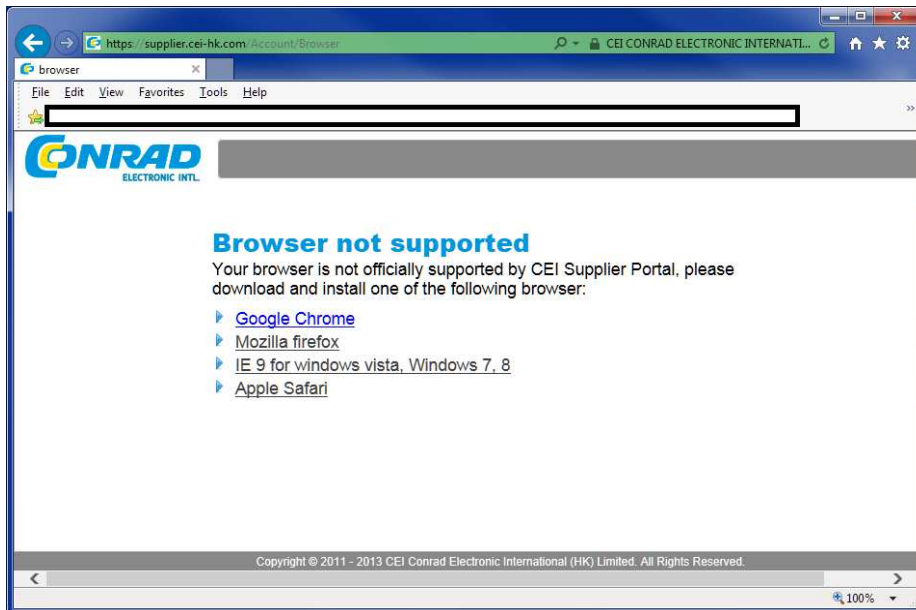


Fig 1: Browser not support

Press "Alt" to show the menu, then open Compatibility View settings.

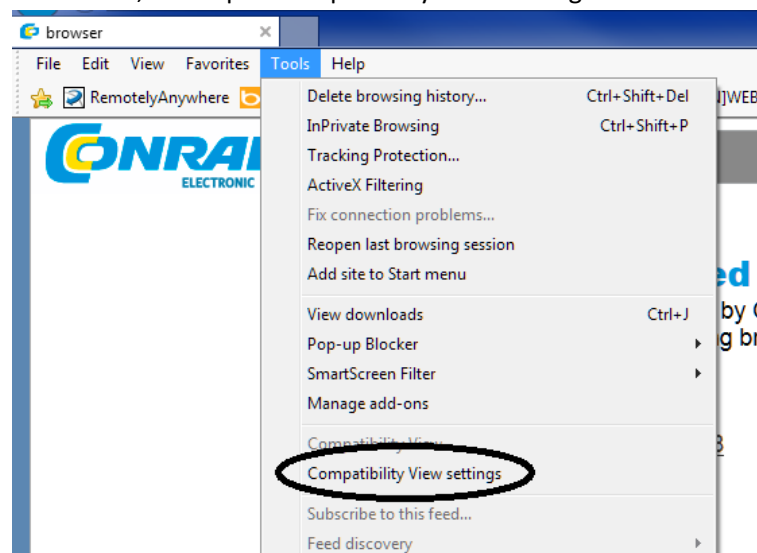


Fig 2: Compatibility View Setting

Then turn off "Display all websites in Compatibility View"

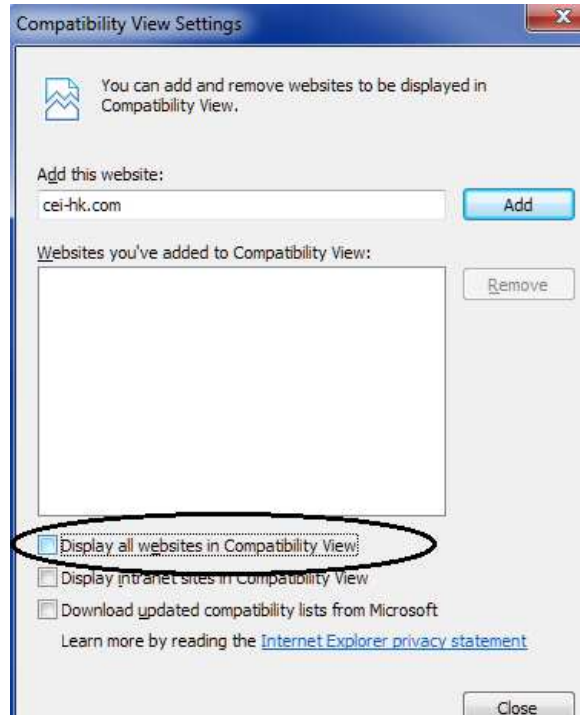


Fig 3. Turn off compatibility View

2.3. Login

During account activation, you were given a set of login information including Supplier No. and Username, and should already setup the initial password during the activation process. Please keep this login information in a safe place.

To login to CEI Supplier Portal, enter the below URL into your internet browser:

<http://supplier.cei-hk.com>

You will be directed to the CEI Supplier Portal login screen as below:

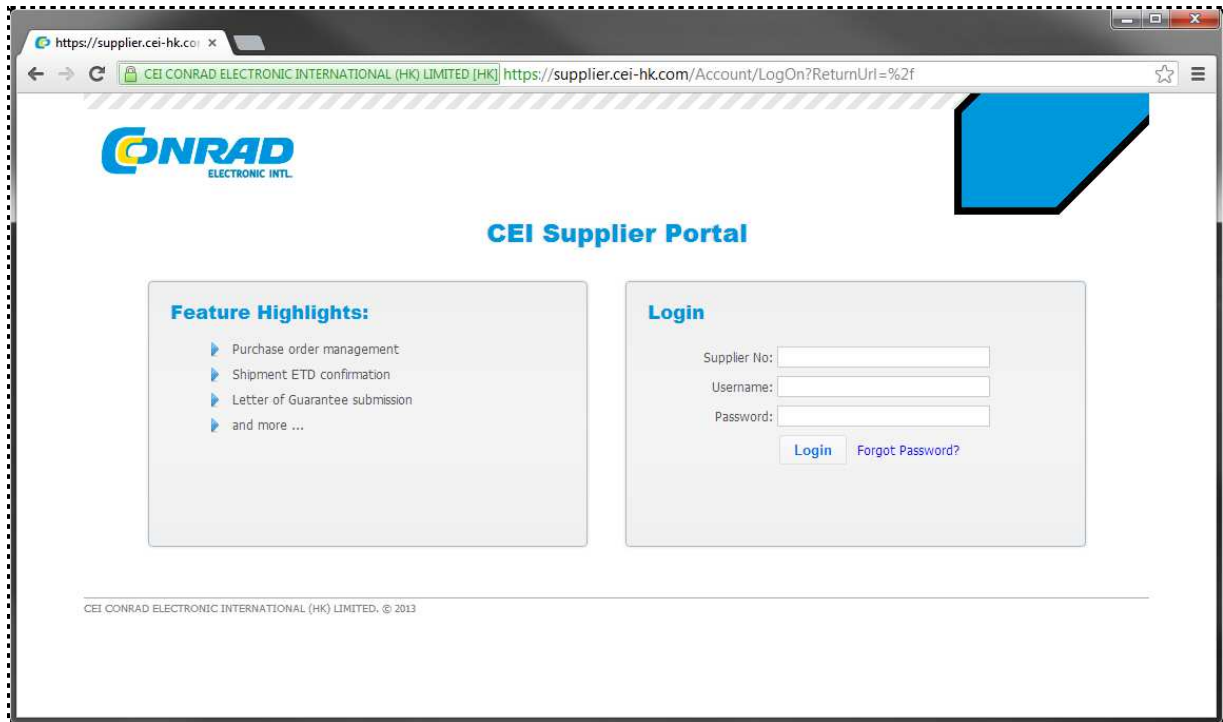


Fig 4: CEI Supplier Portal login screen

Enter the Supplier No., Username, and Password. Click “Login”.

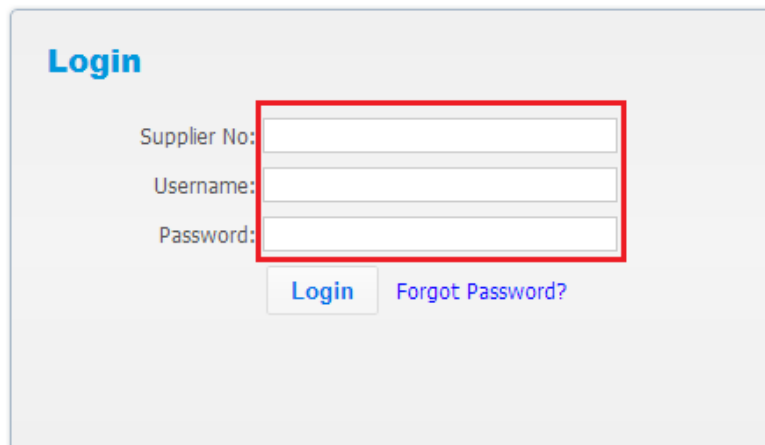
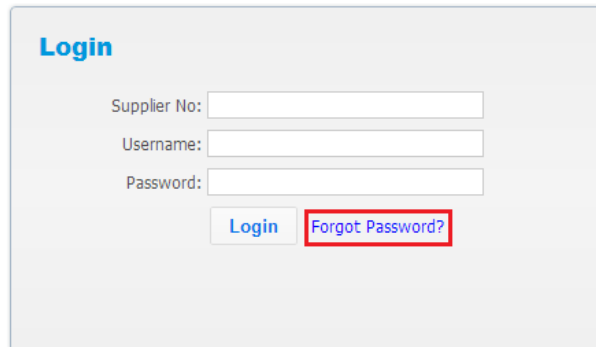


Fig 5: Enter login details

You would be taken to the Home screen upon successful login.

2.3 Forgot Password

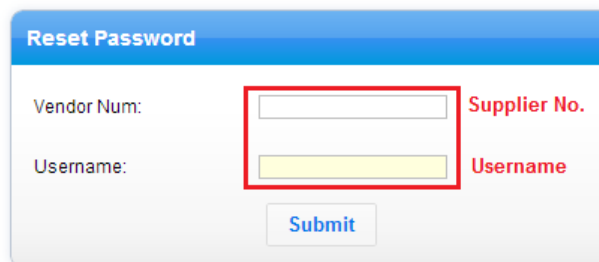
If you lost your login password, you can reset your password by clicking on the 'Forgot Password?' link.



The image shows a login form titled "Login". It contains three input fields: "Supplier No:", "Username:", and "Password:". Below the fields are two buttons: "Login" and "Forgot Password?". The "Forgot Password?" button is highlighted with a red rectangular border.

Fig 6: Forgot Password link

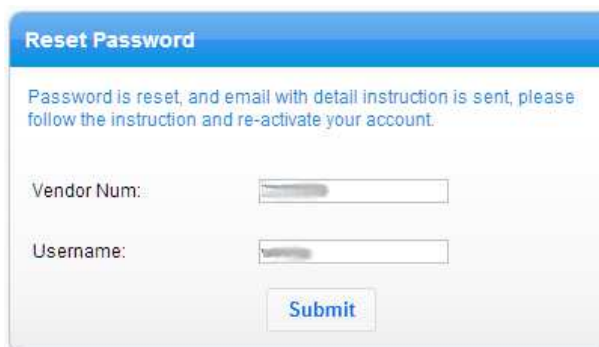
You will be taken to the Reset Password screen. Enter your Supplier No. and Username, and then click 'Submit'.



The image shows a "Reset Password" form. It has a blue header with the text "Reset Password". Below the header are two input fields: "Vendor Num:" and "Username:". To the right of the "Vendor Num:" field is the label "Supplier No." in red. To the right of the "Username:" field is the label "Username" in red. Below the fields is a "Submit" button. Both input fields are highlighted with a red rectangular border.

Fig 7: Enter details to reset password

Your password will be reset and a confirmation e-mail containing the new password information will be sent to you. You can use the new login information to access the CEI Supplier Portal.



The image shows a "Reset Password" form with a blue header. Below the header is a message: "Password is reset, and email with detail instruction is sent, please follow the instruction and re-activate your account." Below the message are two input fields: "Vendor Num:" and "Username:". Below the fields is a "Submit" button.

Fig 8: Password reset

2.4 Home Screen (Overview page)

Upon successful login, the Supplier Portal Home screen will be shown.

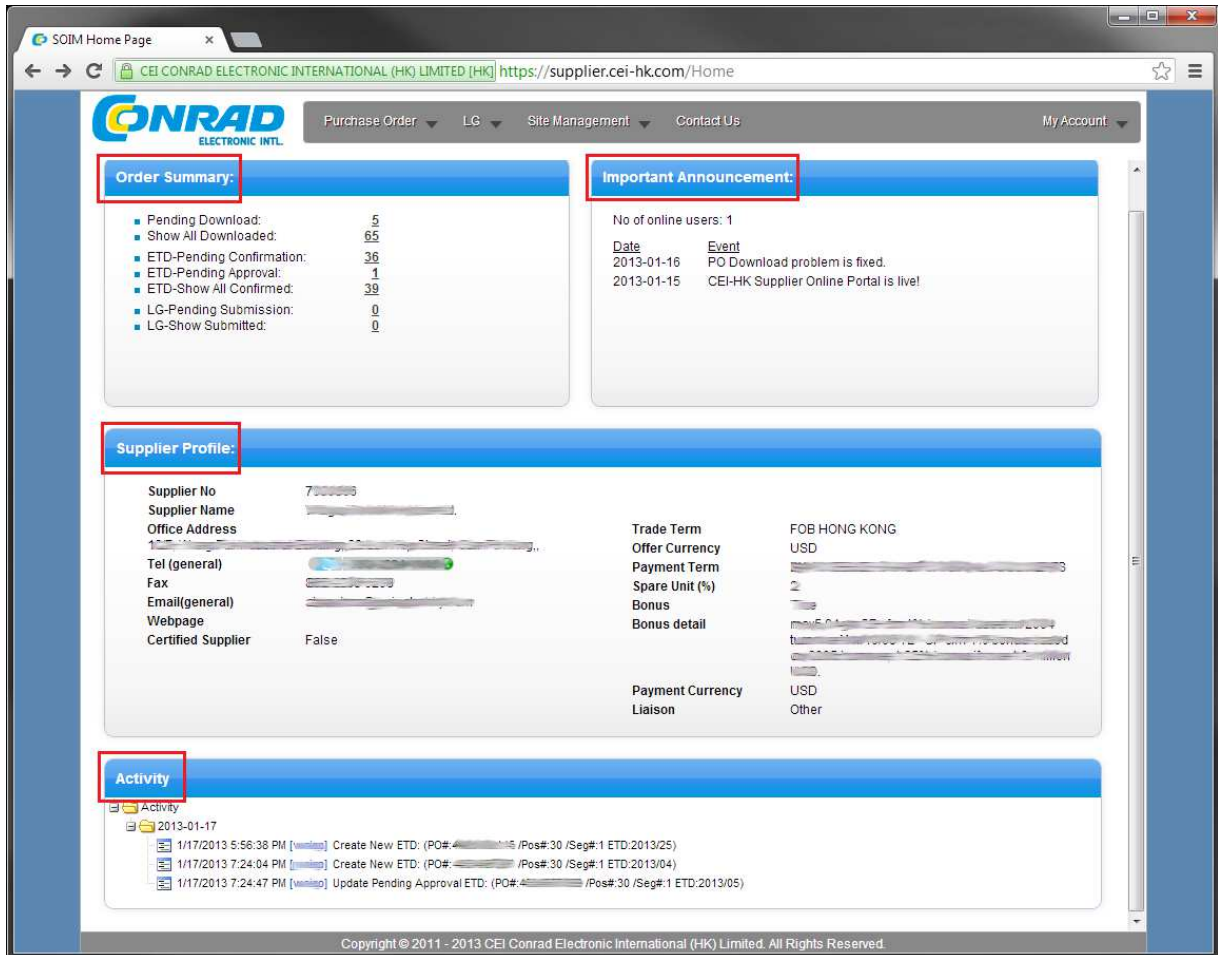


Fig 9: Supplier Portal Home screen

The Home screen serves as an overview page for the important details:

> Order summary

- Pending Download: Total no. of PO pending for downloads
- Show All Downloaded: Total no. of PO downloaded
- ETD-Pending Confirmation: Total no. of ETD pending for confirmation
- ETD-Pending Approval: Total no. of ETD pending for CEI approval
- ETD-Show All Confirmed: Total no. of ETD confirmed
- LG-Pending Submission: Total no. of LG pending for Submission
- LG-Show Submitted: Total no. of LG submitted

> Important Announcement

- Total no. of online users
- Latest CEI activities / important messages

> Supplier Profile

- Your company contact / trading information

Note: If you find any outdated information is displayed, please kindly notify your CEI Merchandiser contact for revision.

> Activity

- Log history of all user account activity sorted by date and user

2.5 General Navigation

To navigate to different sections within the Supplier Portal, you can access from:

- Top menu bar
- Links within overview summary

Brief explanation can be found from Fig 6 below:

- | | |
|----------------------------------|--|
| a) CONRAD ELECTRONIC INTL. Logo: | Return to Home screen |
| b) Menu bar items: | Link to captioned section or show sub-menu |
| c) Sub-menu items: | Link to captioned section |
| d) Overview summary: | Link to relevant section |

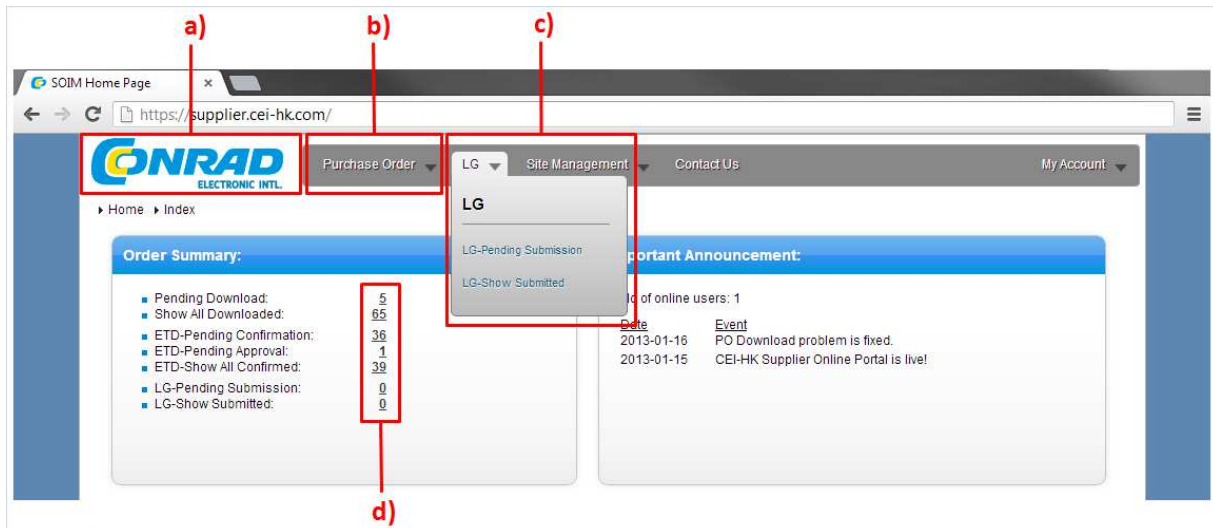


Fig 10: Supplier Portal navigation

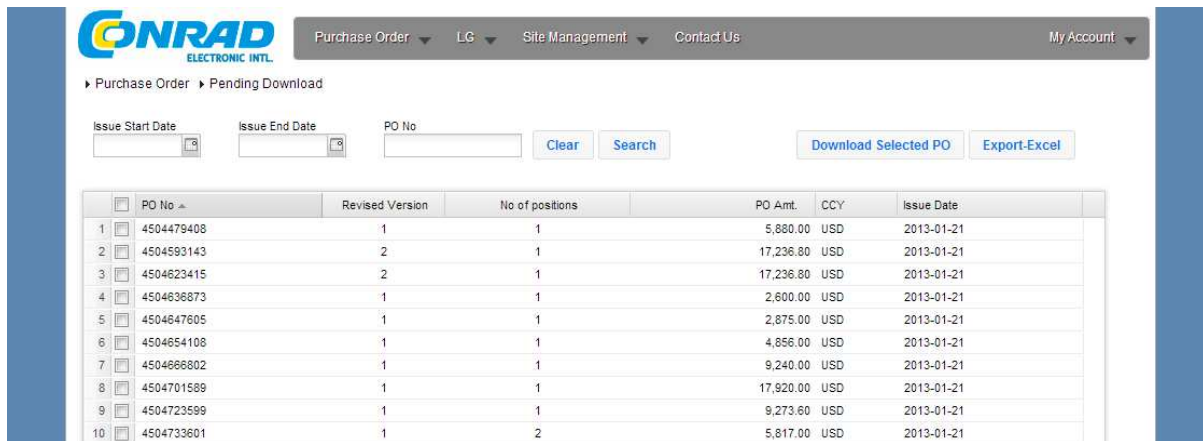
3. Purchase Order

In the Purchase Order section, you can review the following to manage your Purchase Orders (PO):

- Pending Download: All PO that have not been downloaded yet
- Show All Download: All PO that have been downloaded previously

3.1 Pending Download

To download new or revised PO, go to Purchase Order -> Pending Download from the top menu bar. At the Pending Download section, list of all PO that are not downloaded yet (pending for download) is shown. Here you can Download PO, Search for specific PO, or Export the PO list.



	PO No	Revised Version	No of positions	PO Amt.	CCY	Issue Date
1	4504479408	1	1	5,880.00	USD	2013-01-21
2	4504593143	2	1	17,236.80	USD	2013-01-21
3	4504623415	2	1	17,236.80	USD	2013-01-21
4	4504636873	1	1	2,600.00	USD	2013-01-21
5	4504647605	1	1	2,875.00	USD	2013-01-21
6	4504654108	1	1	4,856.00	USD	2013-01-21
7	4504666802	1	1	9,240.00	USD	2013-01-21
8	4504701589	1	1	17,920.00	USD	2013-01-21
9	4504723599	1	1	9,273.60	USD	2013-01-21
10	4504733601	1	2	5,817.00	USD	2013-01-21

Fig 11: Pending Download section

3.1.1 Identifying new/revised PO

- To identify new/revised PO, check the “Revised Version” column.
- If no “Revised Version” number is shown, the PO is new.
- If a “Revised Version” number is shown, the PO is a revised PO (1=1st revision, 2=2nd revision, and so on).

	PO No ^	Revised Version	No
1	4504479408	1	
2	4504593143	2	
3	4504623415	2 2nd revision	
4	4504636873	1	
5	4504647605	1 1st revision	
6	4504654108	1	
7	4504666802	1	
8	4504701589	1	
9	4504723599	1	
10	4504733601	1	
11	4504738253	1	
12	4504739741	1	
13	4504739742	1	
14	4504759608	1	
15	4504764552	new PO	
16	4504776534	1	
17	4504779059		

Fig 12: Identifying new/revise PO

3.1.2 Downloading PO

- To download specific PO, select target PO by marking the checkbox (more than one checkbox can be marked). Marking the checkbox at the top of the column will select ALL PO.
- Click on "Download Selected PO" to start downloading the .zip file.

► Purchase Order ► Pending Download

Issue Start Date Issue End Date PO No Click to start downloading

Select target PO

	PO No ^	Revised Version	No of positions	PO Amt.	CCY	Issue Date
1	4504479408	1	1	5,880.00	USD	2013-01-21
2	4504593143	2	1	17,236.80	USD	2013-01-21
3	4504623415	2	1	17,236.80	USD	2013-01-21
4	4504636873	1	1	2,600.00	USD	2013-01-21
5	4504647605	1	1	2,875.00	USD	2013-01-21
6	4504654108	1	1	4,856.00	USD	2013-01-21
7	4504666802	1	1	9,240.00	USD	2013-01-21
8	4504701589	1	1	17,920.00	USD	2013-01-21

Fig 12: Select target PO to download

- Upon successful download, the selected PO will disappear from the Pending Download section. You will be able to access the downloaded PO in the Show All Downloaded section (see 3.2).
- The downloaded .zip file contains all selected PO and Purchasing Term document in .pdf format.
- To review downloaded PO, unzip the .zip file to your preferred location and check individual PO.

Name	Type
4504479408-1.pdf	Adobe Acrobat Document
4504636873-1.pdf	Adobe Acrobat Document
4504647605-1.pdf	Adobe Acrobat Document
4504654108-1.pdf	Adobe Acrobat Document
purchasingTerms.pdf	Adobe Acrobat Document

Fig 13: Downloaded PO included in .zip file

3.1.3 Searching PO

You can search specific PO within the Pending Download section by two criteria: Issue date or PO No.

- To search PO by issue date, set the PO issue date range by clicking on the calendar icon to select date for Issue Start Date and End Date. Click on “Search”.
- All pending PO matching the specified issue date range will be displayed.

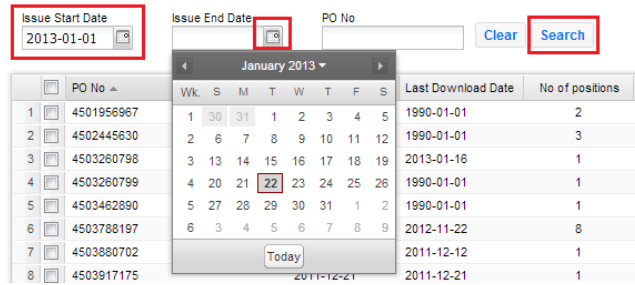


Fig 14: Search Pending PO by issue date

- To search PO by PO No., enter the target PO No. in the PO No. field, and click on “Search”.
- The PO matching the specified PO No. will be displayed.

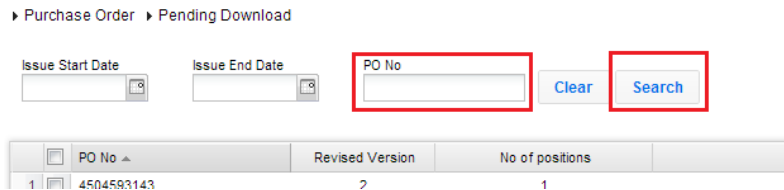


Fig 15: Search Pending PO by PO No.

- To clear search results, click on “Clear” and then followed by “Search”.

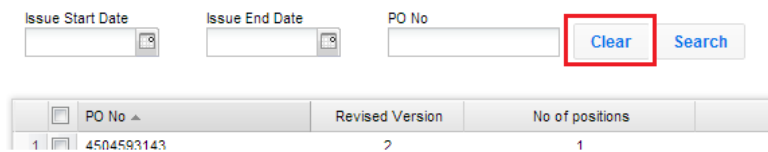


Fig 16: Clear search results

3.1.4 Export to Excel

Selected entries in the list of Pending Download section can be exported to excel.

- To export list of selected PO to excel, select target PO by marking the checkbox (more than one checkbox can be marked). Marking the checkbox at the top of the column will select ALL PO.
- Click on “Export-Excel” to export selected entries to excel file.

Click to export to excel

Issue Start Date Issue End Date PO No

Select target PO

	PO No ▲	Revised Version	No of positions	PO Amt.	CCY	Issue Date
1	<input checked="" type="checkbox"/> 4504593143	2	1	17,236.80	USD	2013-01-21
2	<input checked="" type="checkbox"/> 4504623415	2	1	17,236.80	USD	2013-01-21
3	<input checked="" type="checkbox"/> 4504666802	1	1	9,240.00	USD	2013-01-21
4	<input checked="" type="checkbox"/> 4504701589	1	1	17,920.00	USD	2013-01-21
5	<input checked="" type="checkbox"/> 4504723599	1	1	9,273.60	USD	2013-01-21
6	<input type="checkbox"/> 4504733601	1	2	5,817.00	USD	2013-01-21
7	<input type="checkbox"/> 4504733602	1	1	5,817.00	USD	2013-01-21

Fig 17: Export to excel

3.2 Show All Download

To view/re-download a list of all previously downloaded PO, go to Purchase Order -> Show All Download from the top menu bar. At the Show All Download section, list of all PO that have been previously downloaded is shown. Here you can re-download PO, Search for specific PO, or Export the PO list.

Purchase Order Site Management My Account

► Purchase Order ► Show All Downloaded

Issue Start Date Issue End Date PO No

	PO No ▲	Revised Version	Issue Date	Last Download Date	No of positions	PO Amt.	CCY	Status
1	<input type="checkbox"/> 4501959967	2	1990-01-01	1990-01-01	2	105,684.48	USD	All ETD got confirmed
2	<input type="checkbox"/> 4502445630	2	1990-01-01	1990-01-01	3	442,461.00	USD	PO printed
3	<input type="checkbox"/> 4503260798		1990-01-01	2013-01-16	1	6,000.00	USD	PO printed
4	<input type="checkbox"/> 4503260799		1990-01-01	1990-01-01	1	1,150.00	USD	All ETD got confirmed
5	<input type="checkbox"/> 4503462890		1990-01-01	1990-01-01	1	800.00	USD	PO printed
6	<input type="checkbox"/> 4503788197	1	2012-11-22	2012-11-22	8	194,000.00	EUR	PO printed
7	<input type="checkbox"/> 4503880702		2011-12-12	2011-12-12	1	29,393.28	USD	All ETD got confirmed
8	<input type="checkbox"/> 4503917175		2011-12-21	2011-12-21	1	1,380.00	USD	PO printed
9	<input type="checkbox"/> 4503935274		2012-01-03	2012-01-04	2	65,000.00	EUR	All ETD got confirmed
10	<input type="checkbox"/> 4503943809		2012-01-05	2012-01-05	1	1,380.00	USD	PO printed
11	<input type="checkbox"/> 4503950460		2012-01-10	2012-01-11	3	4,800.00	USD	All ETD got confirmed

Fig 18: Show All Download section

3.2.1 Downloading PO

PO that have been previously downloaded can be downloaded again.

- To download specific PO again, select target PO by marking the checkbox (more than one checkbox can be marked). Marking the checkbox at the top of the column will select ALL PO.
- Click on "Download Selected PO" to start downloading the .zip file.

► Purchase Order ► Show All Downloaded

Issue Start Date Issue End Date PO No

Click to start downloading

Select target PO

	PO No ^	Revised Version	Issue Date	Last Download Date	No of positions	PO Amt.	CCY	Status
1	<input checked="" type="checkbox"/> 4501956967	2	1990-01-01	1990-01-01	2	105,684.48	USD	All ETD got confirmed
2	<input type="checkbox"/> 4502445630	2	1990-01-01	1990-01-01	3	442,461.00	USD	PO printed
3	<input checked="" type="checkbox"/> 4503260798		1990-01-01	2013-01-16	1	6,000.00	USD	PO printed
4	<input checked="" type="checkbox"/> 4503260799		1990-01-01	1990-01-01	1	1,150.00	USD	All ETD got confirmed
5	<input type="checkbox"/> 4503462890		1990-01-01	1990-01-01	1	800.00	USD	PO printed

Fig 19: Select target PO to re-download

- The downloaded .zip file contains all selected PO and Purchasing Term document in .pdf format.
- To review the re-downloaded PO, unzip the .zip file to your preferred location and check individual PO.

3.2.2 Searching PO

You can search specific PO within the Show All Download section by two criteria: Issue date or PO No.

- To search PO by issue date, set the PO issue date range by clicking on the calendar icon to select date for Issue Start Date and End Date. Click on “Search”.
- All previously downloaded PO matching the specified issue date range will be displayed.

Issue Start Date Issue End Date PO No

January 2013

Wk.	S	M	T	W	T	F	S
1	30	31	1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9

Today

	PO No ^	Last Download Date	No of positions
1	<input type="checkbox"/> 4501956967	1990-01-01	2
2	<input type="checkbox"/> 4502445630	1990-01-01	3
3	<input type="checkbox"/> 4503260798	2013-01-16	1
4	<input type="checkbox"/> 4503260799	1990-01-01	1
5	<input type="checkbox"/> 4503462890	1990-01-01	1
6	<input type="checkbox"/> 4503788197	2012-11-22	8
7	<input type="checkbox"/> 4503880702	2011-12-12	1
8	<input type="checkbox"/> 4503917175	2011-12-21	1

Fig 20: Search Pending PO by issue date

- To search PO by PO No., enter the target PO No. in the PO No. field, and click on “Search”.

- The previously downloaded PO matching the specified PO No. will be displayed.

▶ Purchase Order ▶ Pending Download

Issue Start Date Issue End Date PO No Clear Search

	PO No ▲	Revised Version	No of positions
1	4504593143	2	1

Fig 21: Search Pending PO by PO No.

- To clear search results, click on “Clear” and then followed by “Search”.

Issue Start Date Issue End Date PO No Clear Search

	PO No ▲	Revised Version	No of positions
1	4504593143	2	1

Fig 22: Clear search results

3.2.3 Export to Excel

Selected entries in the list of Show All Download section can be exported to excel.

- To export list of selected PO to excel, select target PO by marking the checkbox (more than one checkbox can be marked). Marking the checkbox at the top of the column will select ALL PO.
- Click on “Export-Excel” to export selected entries to excel file.

Issue Start Date Issue End Date PO No Clear Search

[Click to export to excel](#)
 Download Selected PO [Export-Excel](#)

Select target PO

	PO No ▲	Revised Version	No of positions	PO Amt.	CCY	Issue Date
1	<input checked="" type="checkbox"/> 4504593143	2	1	17,236.80	USD	2013-01-21
2	<input type="checkbox"/> 4504623415	2	1	17,236.80	USD	2013-01-21
3	<input checked="" type="checkbox"/> 4504666802	1	1	9,240.00	USD	2013-01-21
4	<input checked="" type="checkbox"/> 4504701589	1	1	17,920.00	USD	2013-01-21
5	<input checked="" type="checkbox"/> 4504723599	1	1	9,273.60	USD	2013-01-21
6	<input type="checkbox"/> 4504733601	1	2	5,817.00	USD	2013-01-21
7	<input type="checkbox"/> 4504733601	1	1	5,817.00	USD	2013-01-21

Fig 23: Export to excel

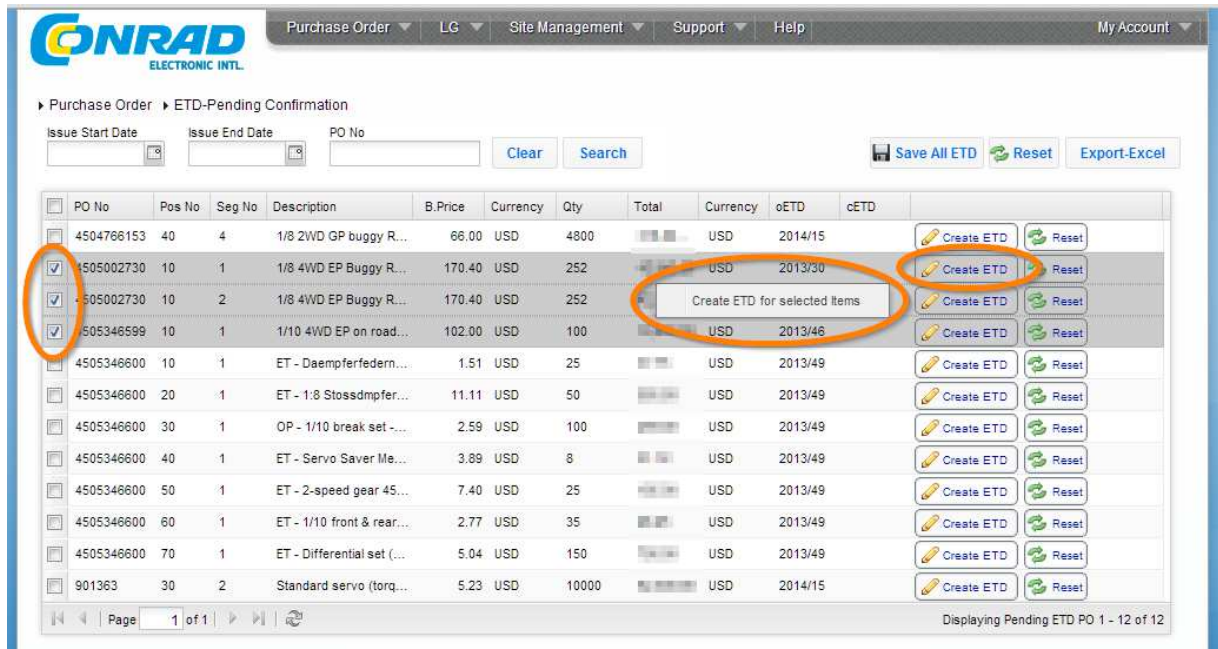
4. ETD Confirmation

In the ETD Confirmation section, you can review the following to communicate shipment ETD with CEI:

- ETD-Pending Confirmation: All PO awaiting for ETD confirmation
- ETD-Pending Approval: All PO awaiting CEI's approval on submitted ETD
- ETD-Show All Confirmed: All PO with confirmed ETD by Supplier & CEI

4.1 ETD-Pending Confirmation

To confirm ETD for outstanding PO, go to Purchase Order -> ETD-Pending Confirmation from the top menu bar. At the ETD-Pending Confirmation section, list of all PO that are awaiting ETD confirmation is shown. Here you can Confirm pending ETD, Search for specific PO, or Export the PO list.



PO No	Pos No	Seg No	Description	B.Price	Currency	Qty	Total	Currency	oETD	cETD	
4504766153	40	4	1/8 2WD GP buggy R...	66.00	USD	4800		USD	2014/15		Create ETD Reset
<input checked="" type="checkbox"/>	4505002730	10	1	1/8 4WD EP Buggy R...	170.40	USD	252	USD	2013/30		Create ETD Reset
<input checked="" type="checkbox"/>	4505002730	10	2	1/8 4WD EP Buggy R...	170.40	USD	252	USD	2013/30		Create ETD Reset
<input checked="" type="checkbox"/>	4505346599	10	1	1/10 4WD EP on road...	102.00	USD	100	USD	2013/46		Create ETD Reset
<input type="checkbox"/>	4505346600	10	1	ET - Daempferfedern...	1.51	USD	25	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	4505346600	20	-1	ET - 1:8 Stosdmpfer...	11.11	USD	50	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	4505346600	30	1	OP - 1/10 break set -...	2.59	USD	100	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	4505346600	40	1	ET - Servo Saver Me...	3.89	USD	8	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	4505346600	50	1	ET - 2-speed gear 45...	7.40	USD	25	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	4505346600	60	1	ET - 1/10 front & rear...	2.77	USD	35	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	4505346600	70	1	ET - Differential set (...)	5.04	USD	150	USD	2013/49		Create ETD Reset
<input type="checkbox"/>	901363	30	2	Standard servo (torq...	5.23	USD	10000	USD	2014/15		Create ETD Reset

Fig 24: ETD-Pending Confirmation section

4.1.1 Customize column view

You can customize the column view according to your preference:

- Move columns
- Sort ascending/descending for each column
- Choose display columns

PO No	Supplier No	Revised Version	No of positions	Total Amt	CCY
4504226808				157,184.00	USD
4504229059				90,720.00	USD
4504337827					
4504432515			1		
4504462334			1		
4504474437			1		
4504487308			1		
4504498072			1		
4504498073			1		

Sort Ascending

Sort Descending

Columns

- PO No
- Supplier No
- Revised Version
- No of positions
- Total Amt
- CCY
- Issue Date

Fig 25: Customize column view

4.1.2 Confirm pending ETD

- To enter ETD for a specific PO, click [Create ETD] , alternatively, you can enter a ETD for multiple PO items.
- To Enter ETD for multiple PO items, turn on the checkbox on the first column> right click > click [Create ETD for selected items]

Purchase Order | LG | Site Management | Support | Help | My Account

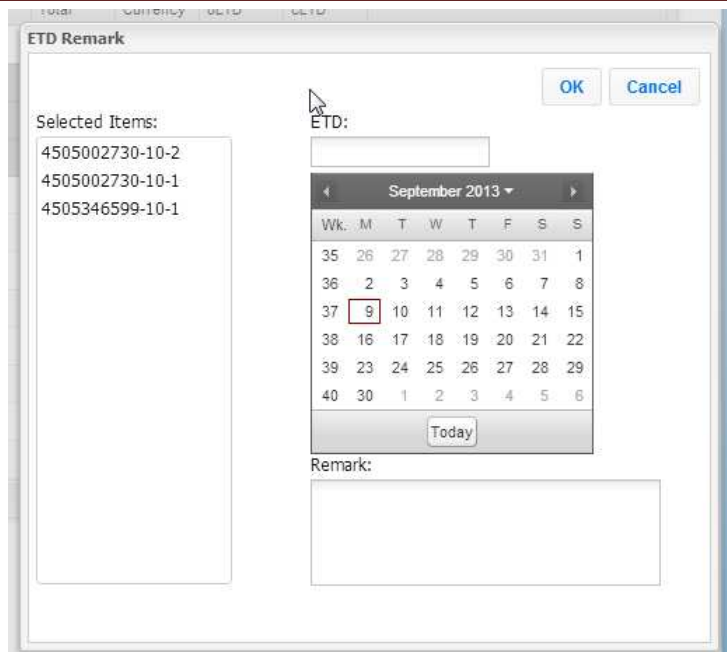
Purchase Order > ETD-Pending Confirmation

Issue Start Date: [] Issue End Date: [] PO No: [] [Clear] [Search] [Save All ETD] [Reset] [Export-Excel]

<input type="checkbox"/>	PO No	Pos No	Seg No	Description	B.Price	Currency	Qty	Total	Currency	oETD	cETD	
<input type="checkbox"/>	4504766153	40	4	1/8 2WD GP buggy R...	66.00	USD	4800		USD	2014/15		[Create ETD] [Reset]
<input checked="" type="checkbox"/>	4505002730	10	1	1/8 4WD EP Buggy R...	170.40	USD	252		USD	2013/30		[Create ETD] [Reset]
<input checked="" type="checkbox"/>	4505002730	10	2	1/8 4WD EP Buggy R...	170.40	USD	252		USD	2013/30		[Create ETD] [Reset]
<input checked="" type="checkbox"/>	4505346599	10	1	1/10 4WD EP on road...	102.00	USD	100		USD	2013/46		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	10	1	ET - Daempferfedern...	1.51	USD	25		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	20	1	ET - 1:8 Stossdmpfer...	11.11	USD	50		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	30	1	OP - 1/10 break set ...	2.59	USD	100		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	40	1	ET - Servo Saver Me...	3.89	USD	8		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	50	1	ET - 2-speed gear 45...	7.40	USD	25		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	60	1	ET - 1/10 front & rear...	2.77	USD	35		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	4505346600	70	1	ET - Differential set (...	5.04	USD	150		USD	2013/49		[Create ETD] [Reset]
<input type="checkbox"/>	901363	30	2	Standard servo (torq...	5.23	USD	10000		USD	2014/15		[Create ETD] [Reset]

Page 1 of 1 | Displaying Pending ETD PO 1 - 12 of 12

Fig 26: Expand and show PO details



- Enters the ETD by click on the calendar or key in the ETD text box.
- Enter your remarks in the Remarks field if necessary.
- You can clear entered information by clicking the 'Clear' button before saving.

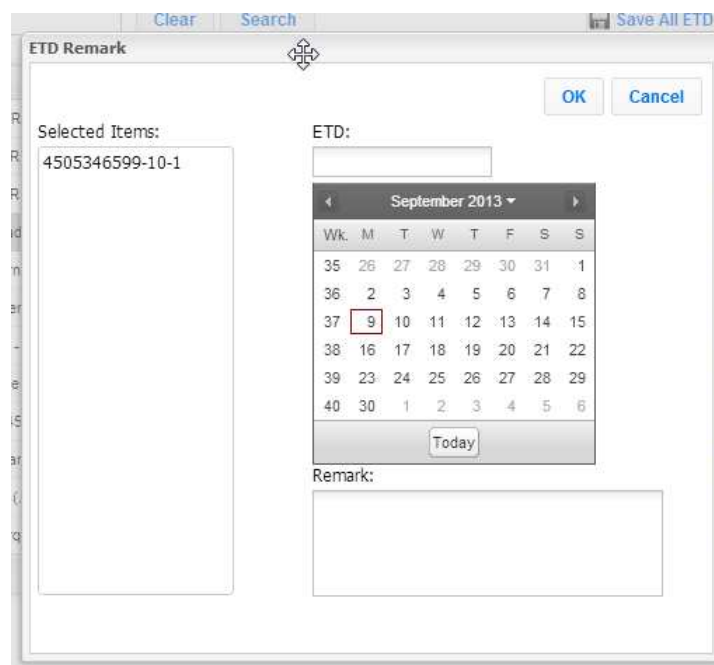


Fig 28: Enter ETD for individual order line within a PO

- Enter your remarks in the Remarks field if necessary.

- You can clear entered information by clicking the ‘Clear’ button before saving.
- After reviewing the entered ETD is correct, click on ‘Save All ETD’ button to save the confirmed ETD.

The ETD is now confirmed by your side. The confirmed order line will disappear from the ETD-Pending Confirmation section, and appear in the ETD-Pending Approval section, which will await CEI’s action to approve the submitted ETD (see 4.1.2).

4.1.3 Searching PO

You can search specific PO by two criteria: Issue date or PO No.

- To search PO by issue date, set the PO issue date range by clicking on the calendar icon to select date for Issue Start Date and End Date. Click on “Search”.
- All pending PO matching the specified issue date range will be displayed.

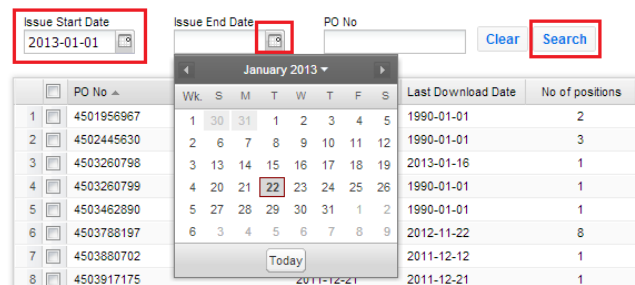


Fig 29: Search Pending ETD PO by issue date

- To search PO by PO No., enter the target PO No. in the PO No. field, and click on “Search”.
- The PO matching the specified PO No. will be displayed.

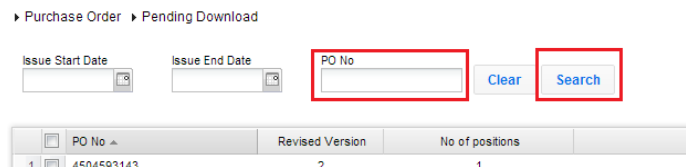


Fig 30: Search Pending ETD PO by PO No.

- To clear search results, click on “Clear” and then followed by “Search”.

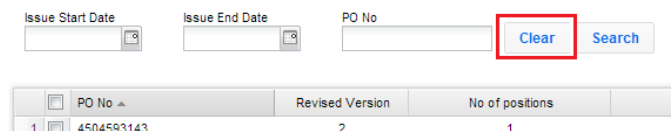


Fig 31: Clear search results

4.1.4 Export to Excel

All entries in the ETD-Pending Confirmation section can be exported to excel.

- Click on “Export-Excel” to export selected entries to excel file.

► Purchase Order ► ETD-Pending Confirmation

Issue Start Date Issue End Date PO No

PO No	Supplier No	Revised Version	No of positions	Total Amt	CCY	Issue Date	
4504226808			3	157,184.00	USD	2012/05/25	<input type="button" value="Add ETD"/>
4504229059			2	90,720.00	USD	2012/05/21	<input type="button" value="Add ETD"/>
4504337827			1	10,800.00	USD	2012/07/12	<input type="button" value="Add ETD"/>
4504432515			1	13,000.00	USD	1990/01/01	<input type="button" value="Add ETD"/>
4504462334			1	26,400.00	USD	2012/09/06	<input type="button" value="Add ETD"/>

Fig 32: Export to excel

4.2 ETD-Pending Approval

To check the list of all PO awaiting CEI’s approval on the submitted ETD, go to Purchase Order -> ETD-Pending Approval from the top menu bar. Here you can Revise submitted ETD, Cancel submitted ETD, Search for specific PO, or Export the PO list.

► Purchase Order ► ETD-Pending Approval

Issue Start Date Issue End Date PO No

PO No	Pos No	Seg No	Description	B Price	Currency	Qty	Total	Currency	oETD	cETD	
4504766153	40	3	1/8 2WD GP buggy ...	66.00	USD	900	59,400.00	USD	2014/15	2013/39	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>
4505130972	20	1	1:8 RT tire + black di...	8.55	USD	36	307.80	USD	2013/37	2013/40	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>
4505130972	20	2	1:8 RT tire + black di...	8.55	USD	36	307.80	USD	2013/37	2013/41	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>
4505288780	40	1	1:10 rear foam tire + ...	7.11	USD	120	853.20	USD	2013/49	2013/45	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>
4505330957	10	1	ET - F/R diff. gear as...	16.47	USD	6	98.82	USD	2013/36	2013/47	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>
4505330957	20	1	ET - Shock springs L...	1.71	USD	20	34.20	USD	2013/36	2013/47	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>

Page 1 of 1 | Displaying Pending ETD PO 1 - 6 of 6

Fig 33: ETD-Pending Approval section

4.2.1 Revise previously submitted ETD

PO listed in this section contains ETD previously submitted by supplier and awaiting CEI approval. You can revise and resubmit ETD again in this section. Follow the same procedure outlined in 4.1.2 and save the revised ETD. CEI will approve the latest ETD in return.

4.2.2 Cancel previously submitted ETD

To cancel previously submitted ETD, expand the order to show all order lines. Click on ‘Cancel’ to cancel the corresponding item entry. The cancelled entry will disappear from the ETD-Pending Approval section and re-appear in ETD-Pending Confirmation again. You can then confirm ETD at a later stage when the ETD is known.

4505130972	20	1	1:8 RT tire + black di...	8.55	USD	36	307.80	USD	2013/37	2013/40	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>
4505130972	20	2	1:8 RT tire + black di...	8.55	USD	36	307.80	USD	2013/37	2013/41	<input type="button" value="Update ETD"/> <input type="button" value="Reset"/> <input type="button" value="Cancel ETD"/>

Fig 32: Cancel previously submitted ETD in ETD-Pending Approval section

4.2.3 Searching PO

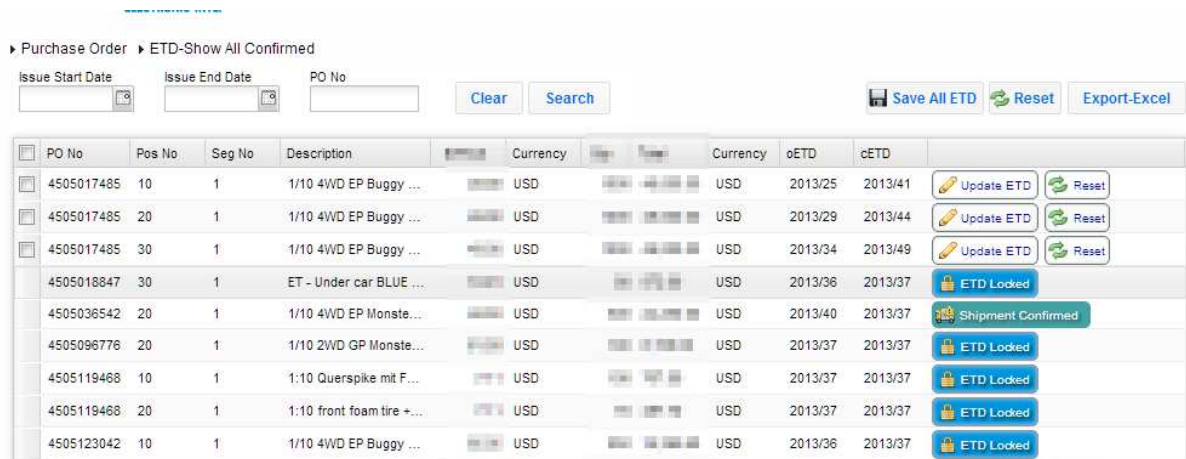
Similar to ETD-Pending Confirmation section, you can search specific PO by two criteria: Issue date or PO No. in the ETD-Pending Approval section also. Please refer to the procedures outlined in 4.1.3.

4.2.4 Export to Excel

Similar to ETD-Pending Confirmation section, all entries in the ETD-Pending Approval section can be exported to excel. Please refer to the procedures outlined in 4.1.3.

4.3 ETD-Show All Confirmed

To view a list of confirmed ETD by supplier and CEI, go to Purchase Order -> ETD-Show All Confirmed from the top menu bar. Here you can Revise previously confirmed ETD, Search for specific PO, or Export the PO list.



PO No	Pos No	Seg No	Description	Currency	oETD	cETD	Actions
4505017485	10	1	1/10 4WD EP Buggy ...	USD	2013/25	2013/41	Update ETD, Reset
4505017485	20	1	1/10 4WD EP Buggy ...	USD	2013/29	2013/44	Update ETD, Reset
4505017485	30	1	1/10 4WD EP Buggy ...	USD	2013/34	2013/49	Update ETD, Reset
4505018847	30	1	ET - Under car BLUE ...	USD	2013/36	2013/37	ETD Locked
4505036542	20	1	1/10 4WD EP Monste...	USD	2013/40	2013/37	Shipment Confirmed
4505096776	20	1	1/10 2WD GP Monste...	USD	2013/37	2013/37	ETD Locked
4505119468	10	1	1:10 Querspike mit F...	USD	2013/37	2013/37	ETD Locked
4505119468	20	1	1:10 front foam tire +...	USD	2013/37	2013/37	ETD Locked
4505123042	10	1	1/10 4WD EP Buggy ...	USD	2013/36	2013/37	ETD Locked

Fig 34: ETD-Show All Confirmed section

4.3.1 Revise previously confirmed ETD

PO listed in this section contains all ETD confirmed by supplier and CEI. You can revise and resubmit ETD again in this section. Follow the same procedure outlined in 4.1.2 and save the revised ETD. The entry will disappear from the ETD-Show All Confirmed section and appear in ETD-Pending Approval section to await CEI's approval.

4.3.2 Searching PO

Similar to ETD-Pending Confirmation section, you can search specific PO by two criteria: Issue date or PO No. in the ETD-Pending Approval section also. Please refer to the procedures outlined in 4.1.3.

4.3.3 Export to Excel

Similar to ETD-Pending Confirmation section, all entries in the ETD-Show All Confirmed section can be exported to excel. Please refer to the procedures outlined in 4.1.3.

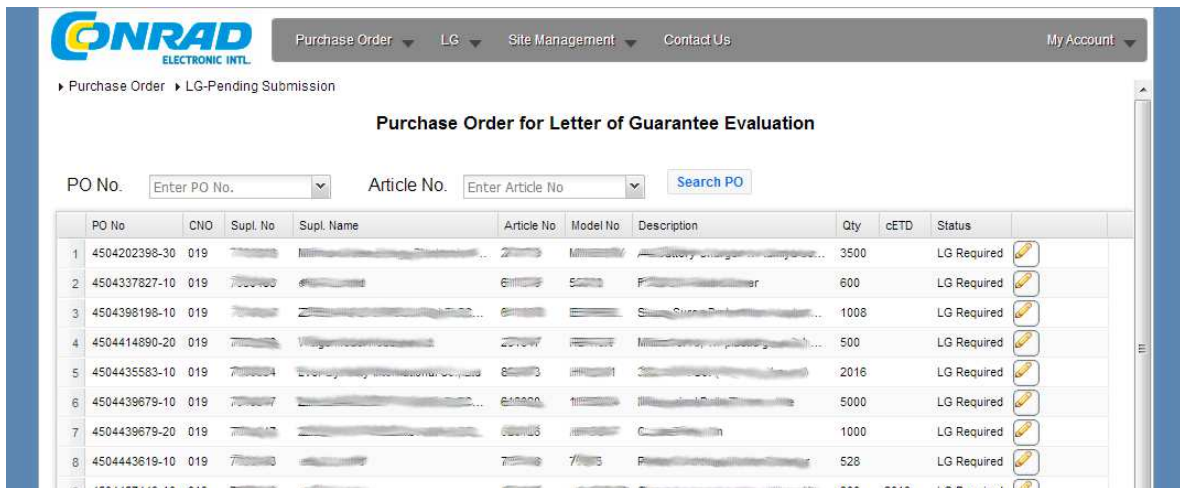
5. Letter of Guarantee (LG)

In the LG section, you can review the following to communicate manage submission of LG:

- LG-Pending Submission: All PO required for LG submission
- LG-Show Submitted: All PO with submitted LG

5.1 LG-Pending Submission

To view list of orders which requires submission of LG, go to LG -> LG-Pending Submission from the top menu bar. Here you can Create & Submit LG and Search for PO which has pending LG.



PO No.	CNO	Supl. No.	Supl. Name	Article No.	Model No.	Description	Qty	cETD	Status	
1	4504202398-30	019				Accessory Emergency... 3500			LG Required	
2	4504337827-10	019				Emergency... 600			LG Required	
3	4504398198-10	019				Emergency... 1008			LG Required	
4	4504414890-20	019				Emergency... 500			LG Required	
5	4504435583-10	019				Emergency... 2016			LG Required	
6	4504439679-10	019				Emergency... 5000			LG Required	
7	4504439679-20	019				Emergency... 1000			LG Required	
8	4504443619-10	019				Emergency... 528			LG Required	
9	4504457440-10	019				Emergency... 200	2012		LG Required	

Fig 35: LG-Pending Submission section

5.1.1 Customize column view

You can customize the column view according to your preference:

- Move columns
- Sort ascending/descending for each column
- Choose display columns

	PO No	CNO	Supl. No	Supl. Name	Article No	Model No	Description
1	4504202398-30	019					AC Battery Charger w/t
2	4504337827-10	019					FS20 DL-Radio Dimmer
3	4504398198-10	019					
4	4504414890-20	019					
5	4504435583-10	019					
6	4504439679-10	019					
7	4504439679-20	019					
8	4504443619-10	019					
9	4504457449-10	019					
10	4504458763-10	019					
11	4504462334-10	019					
12	4504474437-10	019					Radio controlled switch

Fig 36: Customize column view

5.1.2 Create LG for submission

- To create required LG, click on the ‘pen’ icon. It will take you to the LG creation page.

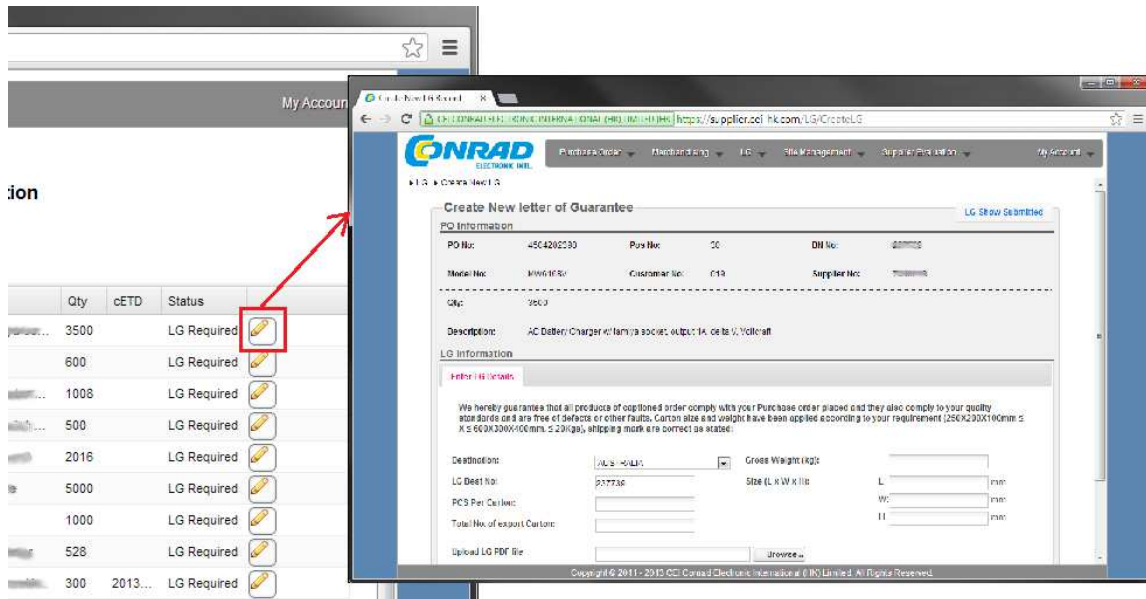


Fig 37: Create LG

- At the LG creation page, perform the following:
 - Check PO Information
 - Enter LG Details
 - > Destination
 - > LG Best No:

- > PCS Per Carton
- > Total No. of Export Carton
- > Gross Weight (kg)
- > Size (L x W x H)
- Upload LG PDF file if necessary

- To submit created LG, click on 'Submit' button.

Create New letter of Guarantee
LG-Show Submitted

PO Information

PO No:	4504202398	Pos No:	30	BN No:	237739
Model No:		Customer No:	019	Supplier No:	
Qty:	3500				
Description:					

LG Information

Enter LG Details

We hereby guarantee that all products of captioned order comply with your Purchase order placed and they also comply to your quality standards and are free of defects or other faults. Carton size and weight have been applied according to your requirement (250X200X100mm ≤ X ≤ 600X300X400mm, ≤ 20Kgs), shipping mark are correct as stated:

Destination:	GERMANY	Gross Weight (kg):			
LG Best No:	237739	Size (L x W x H):	L:		mm
PCS Per Carton:			W:		mm
Total No. of export Carton:			H:		mm
Upload LG PDF file		Browse...			

Barcode label, Best. Number label and manual have been stuck/printed/included on each merchandise and individual packing. If, however, any defects concerning above mention points are found at a later stage (after arrival of goods at destination or during the usage), we will accept full responsibility for such defects/faults. Thanks for your attention.

Submit

Fig 38: Submit created LG

5.1.3 Searching PO with pending LG

At the LG-Pending Submission section, you can search specific PO by two criteria: PO No. or Article no.

- To search PO by PO No., enter the target PO No. in the PO No. field, and click on “Search PO”. The PO matching the specified PO No. will be displayed.

► Purchase Order ► LG-Pending Submission

Purchase Order for Letter of Guarantee Evalu

PO No. Article No.

PO No	CNO	Supl. No	Supl. Name	Article No	Model No	Description
-------	-----	----------	------------	------------	----------	-------------

Fig 39: Search Pending LG PO by PO no.

- To search PO by Article No., enter the target Article No. in the Article No. field, and click on “Search PO”. The PO matching the specified Article No. will be displayed.

► Purchase Order ► LG-Pending Submission

Purchase Order for Letter of Guarantee Evalua

PO No. Article No.

PO No	CNO	Supl. No	Supl. Name	Article No	Model No	Description
-------	-----	----------	------------	------------	----------	-------------

Fig 40: Search Pending LG PO by Article No.

5.2 LG-Show Submitted

To view list of orders which contains previously submitted LG, go to LG -> LG-Show Submitted from the top menu bar. Here you can View submitted LG, Revise & Re-submit LG, and Search for LG.

► LG ► LG-Show Submitted

Search Letter of Guarantee

PO No. Article No.

LG Detail	PO No	cETD	Destination	Supl. No	Supl. Name	Height X Width X Length (mm)	Best No	Gross Weight(...)	Total No of Export Carton	PCS per carton	Status	Create Date
View	4504568969-2		GERMANY			285x295x340	206033	14	12	30	Submitted	2013/01/21
View	4504624021-1		GERMANY			2150x3500x4750	751511	7	13	8	Done	2013/01/18
View	4504637079-1		GERMANY			230x290x470	971592	221	17	30	Submitted	2013/01/21
View	4504670194-1		GERMANY			285x295x340	206025	10	34	30	Submitted	2013/01/21

Page 1 of 1 | Displaying 1 - 4 of 4

Fig 41: LG-Show Submitted section

5.2.1 View submitted LG

- To view previously created LG, click on the 'View' icon. It will take you to the LG detail page.

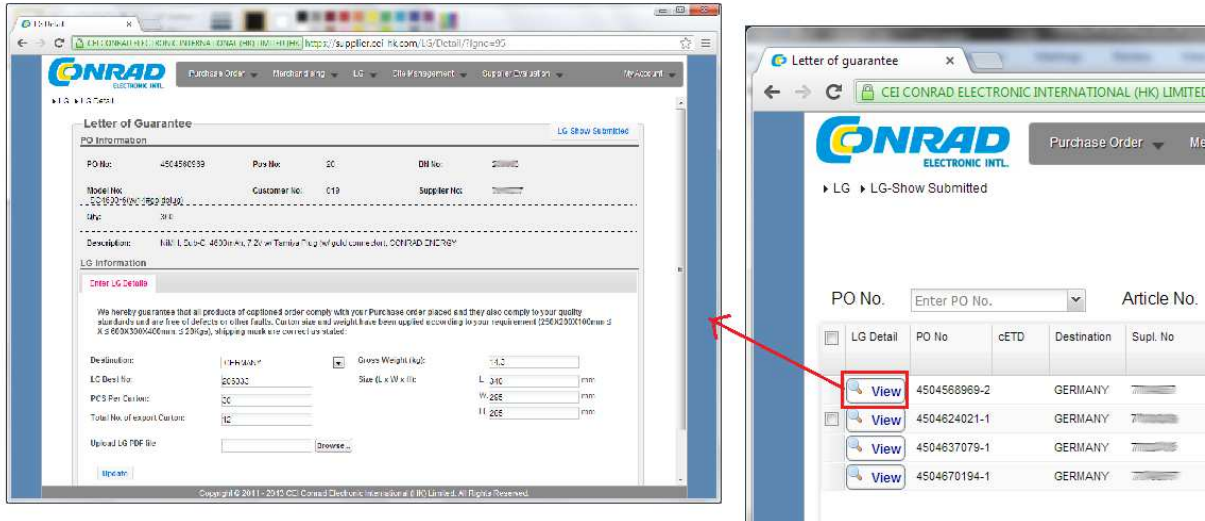


Fig 42: Viewing submitted LG

5.2.2 Revise previously submitted LG

- At the LG detail page, you can revise and re-submit previously created LG. Simply modify the LG details, and then click 'Update' to save the changes.

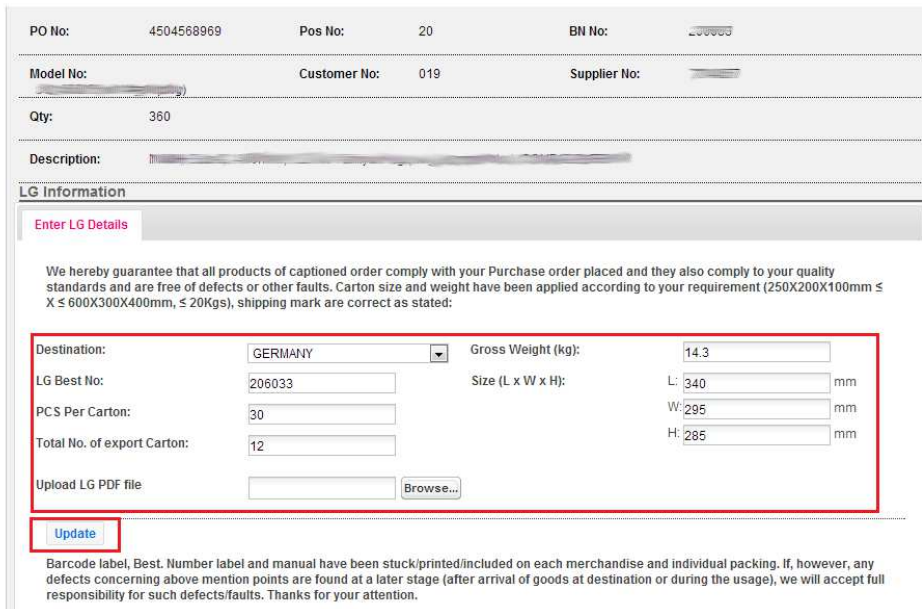


Fig 43: Revise previously submitted LG

5.2.3 Searching submitted LG

At the LG-Show Submitted section, you can search specific LG by two criteria: PO No. or Article no.

- To search LG by PO No., enter the target PO No. in the PO No. field, and click on “Search LG”. The LG submitted entry for the specified PO No. will be displayed.

▶ LG ▶ LG-Show Submitted

Search Letter of Guarantee

PO No. Article No.

<input type="checkbox"/>	LG Detail	PO No	cETD	Destination	Supl. No	Supl. Name	Heigth X Width X Length(mm)	Best No

Fig 44: Search submitted LG by PO no.

- To search LG by Article No., enter the target Article No. in the Article No. field, and click on “Search LG”. The LG entry submitted for the Article No. will be displayed.

▶ LG ▶ LG-Show Submitted

Search Letter of Guarantee

PO No. Article No.

<input type="checkbox"/>	LG Detail	PO No	cETD	Destination	Supl. No	Supl. Name	Heigth X Width X Length(mm)	Best No


Fig 45: Search submitted LG by Article No.

6. User Management

Since there can be more than one users operating the Supplier Portal at the same time, the system allows the master user to create multiple operator accounts. There is no limit on the maximum no. of user accounts allowed. This is visible to master user only.

7.1 Creating new user account

- To create new operator accounts, go to Site Management -> User Management from the top menu bar. Here you will find list of existing user accounts.

Operator Status 

	User Name	Vendor No	Master Email	Other Email(s)	User Status	Access PO Dwnld	Access ETD Conf	Access LG Sub	Access E-Booking
1	7000256-greatevigor	7000256	great-minnie@umail.hine...		Active	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Fig 47: List of existing user accounts

- Click on the 'add new operator' icon. You will be taken to the new operator creation page. Enter the username and email address for the new user. Click 'Create'. The password information will be sent via email to the user directly.

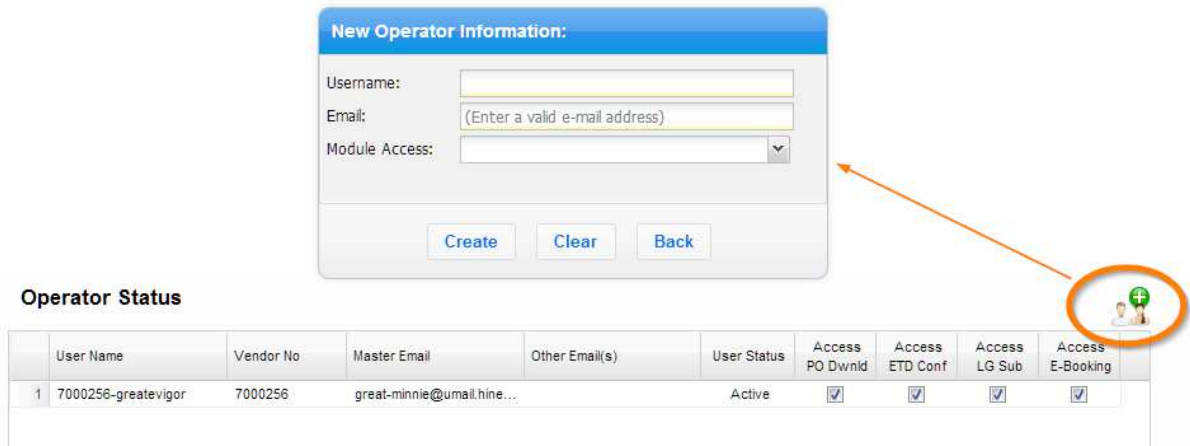


Fig 48: Create new user account

7.2 Updating new user account

To update details in an existing user account, click on the target user. You can modify the email and the user status of the user. Click 'Cancel' if you want to revert to the original info during modification.

- To update email address, enter the new email address and click 'Update'.



Fig 49: Update Email address of existing user

- To update status of the user account, choose from the User Status dropdown list, then click 'Update' to save the changes.

New: Newly created user account (not activated)
 Active: Active user account
 Disable: Disabled user account

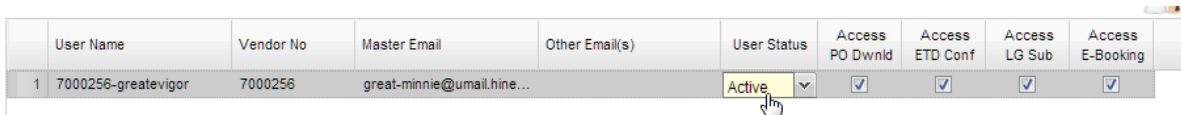


Fig 50: Update User Status of existing user

7. Support

If you encounter any issues when using the Supplier Portal, you can contact the Supplier Portal support team via the online contact form. Go to Support -> Contact Technical Support from the top menu bar.

You can enter your inquiry and click 'Send'. Our support team will get in touch with you as soon as possible.

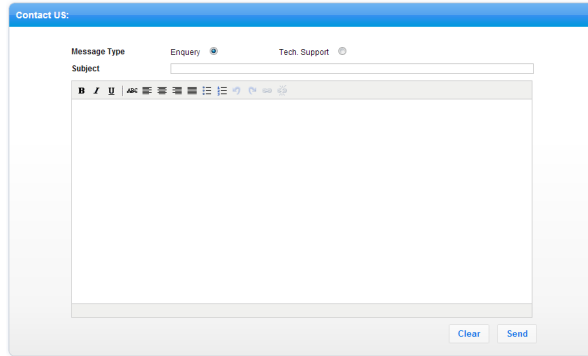


Fig 51: Contact form

8. Help

In this section you can find supporting materials of the CEI Supplier Portal available for downloads (e.g. User Manual, Video Tutorial).

9. My Account

10.1 Logout

To log out of the Supplier Portal, go to My Account -> Account -> Logout from top menu bar. You will then be logged off from the system.

10.2 Change Password

- To change the password, go to My Account -> Account -> Change Password. Here you can reset your password by entering your old password and specifying a new password.
- If the entered information is correct, your new password will be saved upon clicking 'Submit'.

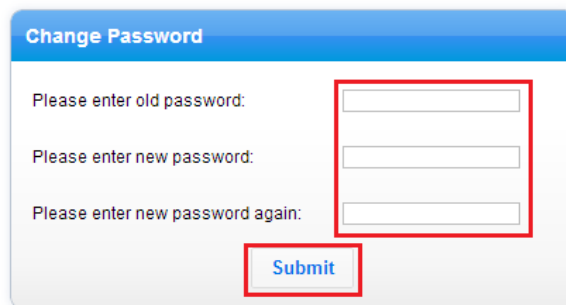


Fig 52: Changing password

Change Password

Password is successfully Changed

Please enter old password:

Please enter new password:

Please enter new password again:

Fig 53: Password successfully changed