



# **CPCex Sign Up/Login Manual for Vendor Users**



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## Manual Overview

### Definition

This manual is CPCex (Collaborative product Commerce Exchange) user manual for vendor users that describes procedures to sign up to CPCex to use the CPCex system.

### Manual Layout

Chapter	Description
1. CPCex Overview	Presents CPCex system overview.
2. Signing Up to CPCex	Presents CPCex sign up procedures with figures.
3 Signing Up to CPCex in Supplier Portal	Describes how to sign up to CPCex system in the Supplier Portal.
4. Signing Up in the CPCex System	Describes how to sign up in CPCex when the user has no SEC B2B system ID such as Glonets ID.
5. Logging in CPCex	Describes how to log into the CPCex system after sign up.
6. Requesting CPCex Administrator Authority	Describes how to request administrator authority for a normal CPCex user.
7. Withdrawing from CPCex	Describes how to withdraw user account from the CPCex system.

### Notations

Notation	Example	Description
[Menu Name] → [Menu Name]	<b>[PREFERENCE]</b> → <b>[Personal Information View]</b>	The menu path or name on the system
[Screen Name]	[Personal Work] window, <b>[Register Personal Work]</b> screen	The screen or window name
“ “	“Registration complete.” Press the “Register” button.	Messages or the button name displayed on the screen
‘ ‘	Select either ‘Create’ or ‘Share’ and then	Data displayed on the screen
<b>Bold</b>	<b>Create Data</b>	Emphasized letters

### Note

Indicates items or issues to read carefully.

### Caution

Indicates items or issues that require extra caution.

### Revision History

Version	Date	Revision	Comments
V3.7	2005.07.29	Initial Version	
V3.8	2005.09.30	No change.	
V3.9	2005.12.02	No change.	
V3.10	2006.01.20	Memo function.	
V3.11	2006.03.30	No change.	
V3.12	2006.06.30	DreamSecurity security program deleted.	
V3.13	2006.09.29	System menu and design changed.	

Version	Date	Revision	Comments
V3.14	2006.11.	No change.	
V4.0	2007.03.05	The table of contents of this manual modified. Sign up procedures modified. Register as Korean/ Register as not Korean functions for sign up added. Administrator authority request and user withdrawal functions added. Entire screen UI changed.	
V4.1	2007.04.27	User PC Authorization	
V4.2	2007.07.27	No Modification	
V4.3	2007.10.26	No Modification	
V4.4	2007.12.21	No Modification	
V4.5	2008.02.01	No Modification	
V4.6	2008.05.31	No Modification	
V4.7	2008.08.02	No Modification	
V4.8	2008.09.27	No Modification	
V4.9	2008.11.29	No Modification	
V4.10	2008.12.31	No Modification	
V4.11	2009.05.29	The method of member subscription and login changed because B2B systemUI is changed	4.1 Users with Samsung Electronics B2B System ID 5.2 Logging into CPCex through Supplier Portal
V4.12	2009.11.06	No Modification	
V4.13.2	2010.10.01	Screen UI changed	
		Function changed	3 Signing Up in CPCex System
			4.2 Users without Samsung Electronics B2B System ID
			5.1.1 Connected PC Authorization
			6.1 Applying for CPCex Administrator Authority
V5.0.0	2012.01	Screen UI changed	All
V5.3.0	2012.04.30	The method of new company code issuance and company info. change added	2 Signing Up to CPCex -> Method of New Company Code Issuance and Company Info. Change
V5.3.3	2012.07.02	B2B screen UI changed	All

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# 1 CPCex Overview

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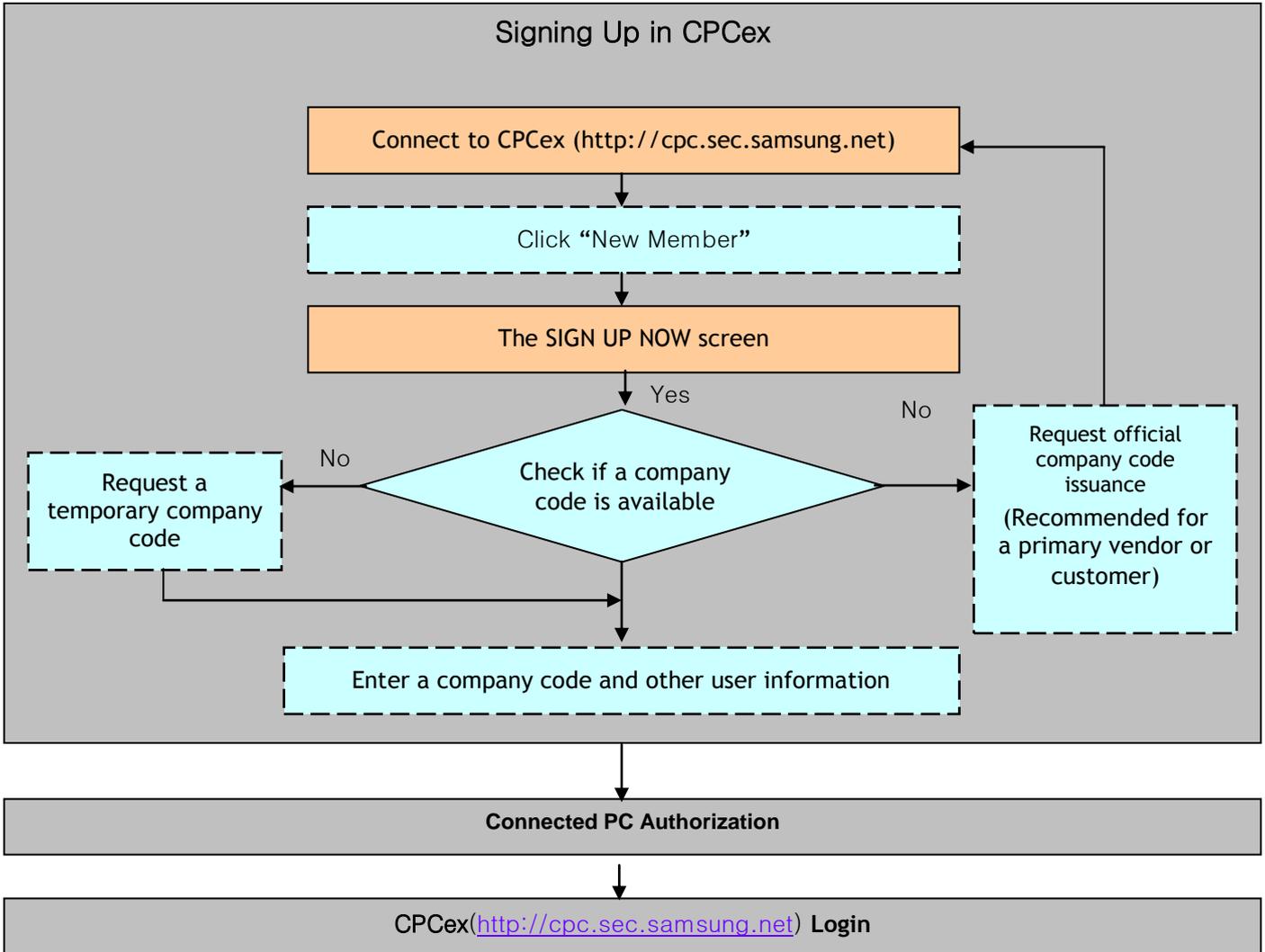
## 1.1 CPCex System Overview

**CPCex (Collaborative Product Commerce Exchange)** is a system for supporting development information sharing and collaboration between Samsung Electronics and vendors.

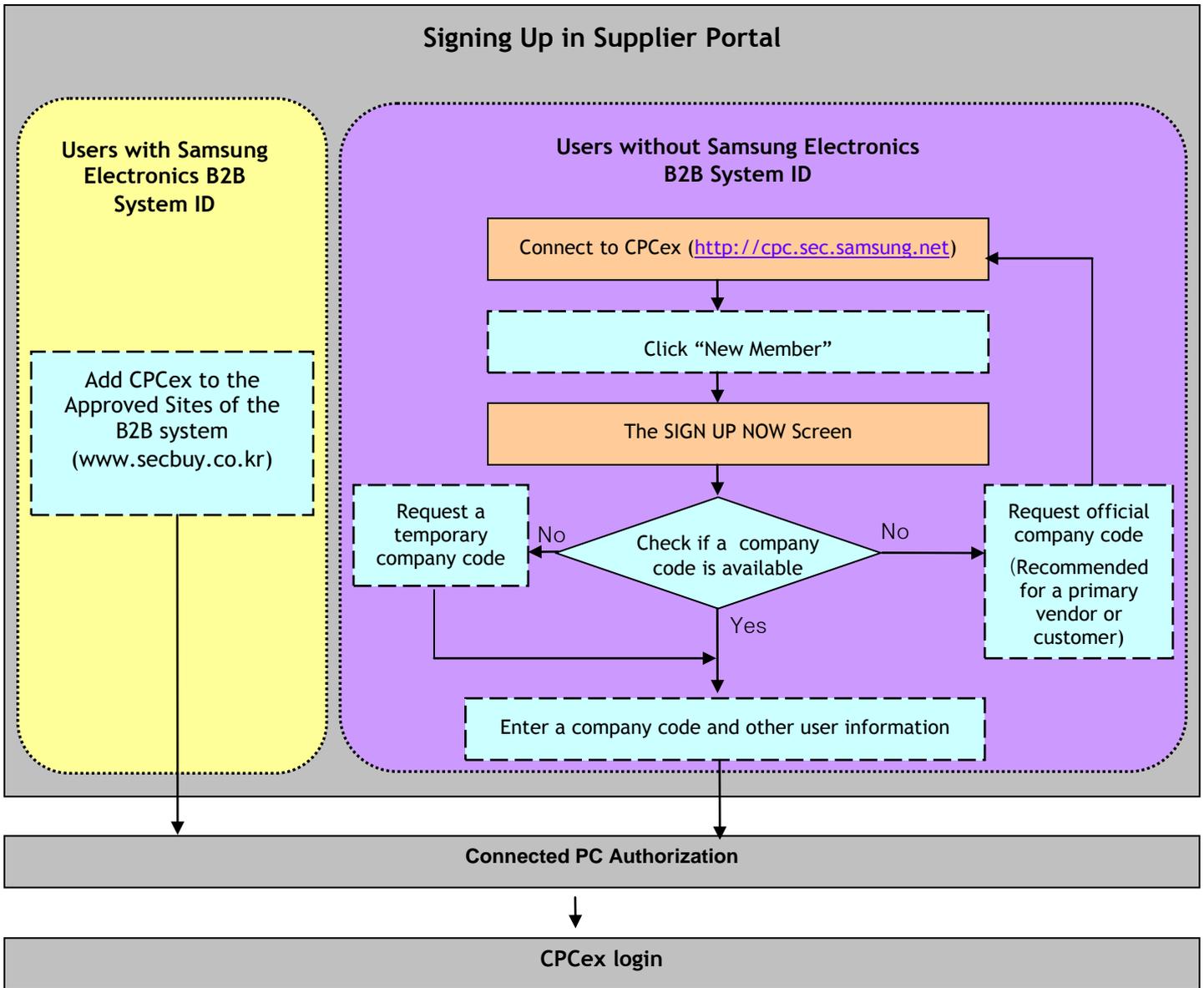
- **Exchange:** Design Information Sharing (drawings, specifications, approval request sheets, BOMs, Engineering Change information, and software).
- **Development:** Outsourcing, Mock-Up Manufacture, Transmission of mold drawings and collaborations for PCB design and manufacturing, Manual Collaboration.
- **Design:** Design Service Outsourcing, Design Mock-Up.
- **Research:** Research, Tech. Cooperation.

## 2 Signing Up to CPCex

### 2.1 Signing Up in CPCex



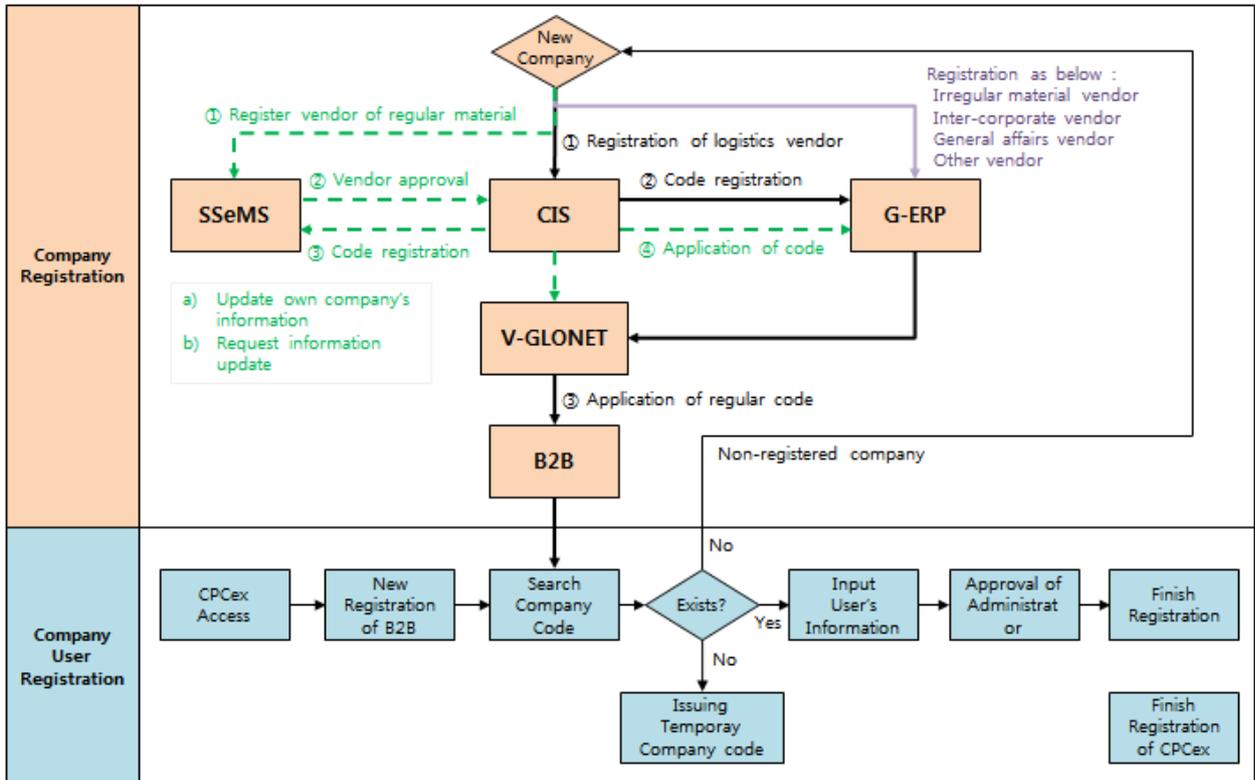
## 2.2 Signing Up in Supplier Portal



[Note] Method of New Company Code Issuance and Company Info. Change

CPCex/B2B integrated certification system does not support the registration/change of company info. Thus, To issue a new company code and change company info., see the following process.

The flow of issuing a new company code and changing company info. is described as follows:



Only company codes registered in the B2B integrated certification system can be used for a company code of CPCex system. To number a code of a company for payment, registration should be performed with the procedure of registering a company.

**Caution**  
 Temporary company code for CPCex (CPC00XXXX) is **used only for sending/receiving doc.** in the CPCex system.

- Regular material vendor: New registration should be requested to the Purchase owner of GBM of SEC.
- Irregular material vendor: G-ERP company registration should be requested to an employee handling administration of the corresponding dept.

**I. Procedure of Changing Regular Material Vendor Info.**

For regular material vendor, his/her company can change info. through the Supplier Portal system.

1. Log into <http://www.secbuy.co.kr> and click “SSeMS (Samsung Supplier e-Management System)” among system links.

### Supplier System

Notice/e-Mail

**Purchasing Notice**

Notice from Purchaser in Samsung Electronics

**Supplier e-Mail**

e-Mail system between Samsung Electronics and Suppliers

**SSeMS (Samsung Supplier e-Management System)**

Supplier Info. / Evaluation

2. Click **[Supplier Info. Amendment]**→**[General Info.]**. Info. can be modified without additional approval.

Supplier Info Management

Supplier Info Amendment Evaluation Management

**Supplier Info Management**

**General Info.**

Change Info.

Supplier Code: C100 ※ All information with (\*) must be entered before saving

**Basic Information**

Company Name (Local)	삼성전자(주)	Company Name (English)	SAMSUNG ELECTRONICS CO., LTD	Country	South Korea
Date Founded	1969/01/13	Website	Yes	Website Address	www.sec.co.kr
No. of Employees	84721	Company Form	KOSPI	IPO Date	2009/11/17

3. Click **[Supplier Info. Amendment]**→**[Change Info.]**. Info. is changed after Purchase Strategy team approves the change after the approval is submitted by GBM Purchase owner.

Supplier Info Management

Supplier Info Amendment Evaluation Management

**Supplier Info Management**

**General Info.**

**Change Info.**

Supplier Code: C100 Requester: EUNHA KIM Request Date: 2012/05/10

Change Classification:  Company Name  CEO  Business/Corporation No.  Address  Telephone/Fax Number  Industry  SCM perspective

Company Size  Industry for tax  SCM perspective for tax

Changes	Before Changes	After Change
Company Name	Local: 삼성전자(주)	[Redacted]
	English: SAMSUNG ELECTRONICS CO., LTD.	[Redacted]
CEO	Korean: [Redacted]	[Redacted]
	English: [Redacted]	[Redacted]
Business/Corporation No.	[Redacted]	[Redacted]
Address	Local: 443-742 경기 수원시 영통구 매탄동 416	[Redacted]
	English: 443-742 416, Maetan-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do, Korea	[Redacted]
Telephone Number	82-31-200-1114	[Redacted]
		Country Code: South Korea(82) Area Code: [Redacted] Telephone Number: [Redacted]

**Note**

- The company info. before SSeMS is introduced in 2005, conduct the procedure of registering a potential company code.
- In case of the companies registered in the SSeMS system. their company name is managed according to the national code of the corresponding company based on G-ERP code. (If the company is not operated in Korea, its company name cannot be changed to Korean one.)



## II. Procedure of Registering Irregular Material Vendor Info.

1. Company users should prepare the following doc. for requesting the relation of B2B, and submit the doc. to the Contact owner.
  - Business registration certificate (Copied) - One sheet
  - Goods Payments Memorandum - One sheet (Seal of Certificate of Seal Impression)
  - Certificate of Seal Impression - One sheet
  - Corporate Bankbook (Copied) - One sheet (Seal of Certificate of Seal Impression)
  - Identification Card of Representative (Copied) - One sheet
  - If the seal in the certificate of seal impression is different from the seal of the bankbook, submit the legal pledge on the seal to be used.
2. When a tax invoice is issue, the following items should be checked:
  - A tax invoice issued in Websites other than <http://www.docubil.com> cannot be used.
  - The employee handling administration of each dept should request the check of company registration before issuing a tax invoice to a company.
  - Tax invoice should be issued only after its request doc. is completed mandatorily.

**Caution**

- The owner trading with a company should frequently check whether a tax invoice is issued or not.
- After receiving a tax invoice, send a request doc. to the employee handling administration of each dept. to request the process.

3. When issuing an authenticated certificate, see the following items:
  - Authenticated certificate is issued from the Korea Electronic Certification Authority website.
  - After completing all procedure, sign up [www.docubill.com](http://www.docubill.com) and issue the certificate.
4. Contact SEC employees should request the registration of a company code with the following form:

Request for Company Code Registration

---

Requestor:  
Request Date:  
Company Info.:  
Request Reason :

---

※ G-ERP Company Registration and Approval Result Attachment

※ For approval line, see the following:

Draft / Requestor

Approval / Requestor's Dept. Leader

Consent / SooMi Lee / Electronics ICTO Strategy Group

Noti. / Daesung Lee /Principal Engineer/Samsung Electronics Management Group

## III. Management System for Each Vendor Type

For the management system for each vendor type, see the following table:

Vendor Type	Account Group	Management System
Distribution	0005	CIS (Code Registration) → G-ERP (Use)

Vendor		
Regular Material Vendor	LIEF	SSeMS (Company Approval) → CIS (Code Registration) → G-ERP (Use), SSeMS (Use)
Irregular Material Vendor	LIF2	G-ERP (Code Registration)
Vendor between Corporates	SECS, SEC2, SAMS, SAM2, 2000	G-ERP (Code Registration)
Expense Vendor Generals & Others	for FCST, SVCV, AGPM, 6000, 9999, etc.	G-ERP (Code Registration)

- [Helpdesk for systems other than CPCex: 1577-6114](#)

### 3 Signing Up in CPCex System

If you do not have SEC B2B system ID such as Glonets and wish to sign up to CPCex, follow the procedures below.

Connect to CPCex (<http://cpc.sec.samsung.net>) for sign up. Since the sign up screen is the same as that of the Supplier Portal, you can sign up in a similar way.

#### Caution

- For sign up, a Company Code is required.
- If you cannot sure if there is your company code, check if there is your company code first.
- When there is no company code available, it should be obtained first. For information on obtaining a company code, refer to steps 1-7 in the user registration process information below.

1. Connect to <http://cpc.sec.samsung.net>. Select “**Biz. Partner/Affiliated (B2B)**” and click the “**Login to CPCex**” button.



2. When the following login screen appears, click the “**New Member**” button.



#### Note

If you lost your ID or password, click the "Find ID/Password" menu.

### FIND ID/PASSWORD

This is a page for **only Korean** because of user identification information limit.

Find ID    Find Password

Company code	<input type="text"/>
Name	<input type="text"/> * Please enter your Korean name.
Resident number	<input type="text"/> <input type="text"/> * You have to surely enter this column if you are Korean.
ID	<input type="text"/> * You have to enter this column if you want to [ Find Password ].
E-mail	<input type="text"/> * You have to enter this column if you want to [ Find Password ].

3. The **[SIGN UP NOW]** screen appears, in which you can confirm that CPCex is selected. Agree Terms of Service and Privacy Policy.

### SIGN UP NOW

If you have already registered for one of Samsung B2B sites below,  
please add site(s) you'd like to register into your profile, after logging in the registered site.

**Business Partner Family Systems**

Procurement :  CPCex    GEHS(Global Enviro...    GREEN PROCUREMENT...

GLONETS    MI(Market Intellige...    Q-focus

RFID System    SSEMS    SIPMS

SLPS    Supplier Portal    SECP

SPS Portal    ToolMate    TN Portal

e-CIMS

**Please review and accept guidance about the Terms of Service and the Privacy Policy in order to use the services provided by the systems.**

■ Terms of Service

[CPCex System Terms of service]

THE TERMS OF USE To regulate the rights, obligations and responsibilities of both the company and users by using the site.

CHAPTER I GENERAL PROVISIONS

Article 1 Purpose

Article 2 Terminology

Article 3 Effect and Alteration of THE TERMS OF USE

Article 4 Other rules other than THE TERMS OF USE

Agreement

■ Privacy Policy

[CPCex System Consent Form for the Collection and/or Use of Personal Information]

"CPCex" collects the personal information by the following way for providing a customer with various and convenient service such as identification of a customer, Help Desk Operation and Career Management

A. Collected Items of Personal Information

- Required Items: User ID, Name, Employee Number (User at work), Rank (User at work), Business Code, Business Name, Department Code, Department Name, Company Phone Number, Email,

- Selected Items: Bank (Outside User), Company Address, Home Address

Agreement

- If you are Korean citizen, click the “Register as Korean” button. Otherwise, click the “Register as not Korean” button.

You must enter the field with "+".

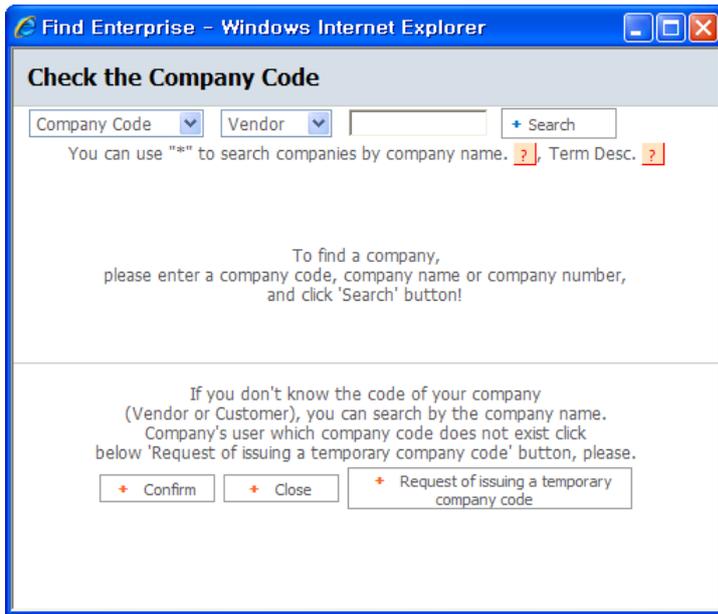
+ Company code	<input type="text"/>	+ Input Company Code
+ Company name	automatically attached by using "Input company code" page.	
+ Company name(en)	automatically attached by using "Input company code" page.	
+ ID	<input type="text"/>	+ Input ID
	6 ~ 8, without marks(like '_') or capital letters.	
+ Password	You must meet three criteria when input password. ·8 ~ 12, capital letters ·When password safety is higher than medium ·without marks(like '_') and more than 4 consecutive characters Please enter the password hard to guess.	
+ Re-enter password	<input type="text"/>	
+ Name	<input type="text"/>	
+ Location	<input type="text"/>	+ Select
+ Language	English	+ Select
+ Phone	<input type="text"/>	
+ Mobile	<input type="text"/>	
+ Fax	<input type="text"/>	
+ E-mail	<input type="text"/>	
+ Job	<input type="text"/>	+ Select
+ Whether or not use CAD tool	<input checked="" type="radio"/> Necessity <input type="radio"/> Needlessness	
- 3D CAD System	<input type="radio"/> I-DEAS: Previous Version <input type="radio"/> PRO/E: Previous Version	<input type="radio"/> UG: Previous Version <input checked="" type="radio"/> Etc: STEP
- 2D CAD System	<input type="radio"/> I-DEAS: Previous Version <input checked="" type="radio"/> Etc: DXF	<input type="radio"/> AUTOCAD: Previous Version
+ Primary exchange division	<input type="text"/>	+ Select
+ SEC person in charge	<input type="text"/>	
+ Purpose of using	<input type="text"/>	
+ Applying system(s)	*CPCex	
<input type="checkbox"/> I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field).		
+ Vendor Administrator Authority Request Reason	<input type="text"/>	
		+ Confirm    + Cancel

- Click the “Input Company Code” button.

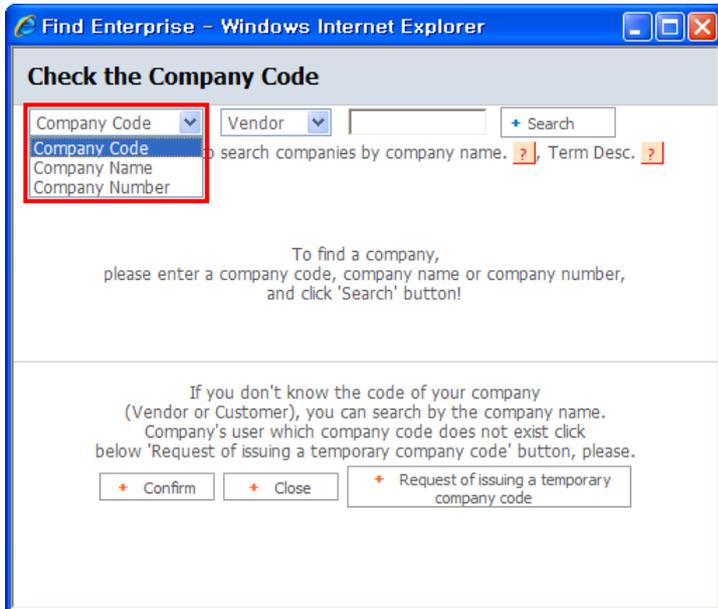
You must enter the field with "+".

+ Company code	<input type="text"/>	+ Input Company Code
+ Company name	automatically attached by using "Input company code" page.	
+ Company name(en)	automatically attached by using "Input company code" page.	
+ ID	<input type="text"/>	+ Input ID
	6 ~ 8, without marks(like '_') or capital letters.	
+ Password	You must meet three criteria when input password. ·8 ~ 12, capital letters ·When password safety is higher than medium	

- The Check the Company Code window appears.



7. To find a company, enter a company code, company name or company number, and click “**Search**” button.



**Note**

When you do not know the code for your company, in the [Check the Company Code] screen, enter a company name or the business registration number and click the “**Search**” button to check the company code.

**Caution**

For a sign up, if there is no registered Company Code, you have to have your company code issued first. You can request an issue of an official or temporary company code as follows. It is recommended for 1<sup>st</sup> vendor or customer company users to issue an official company code because it is required.

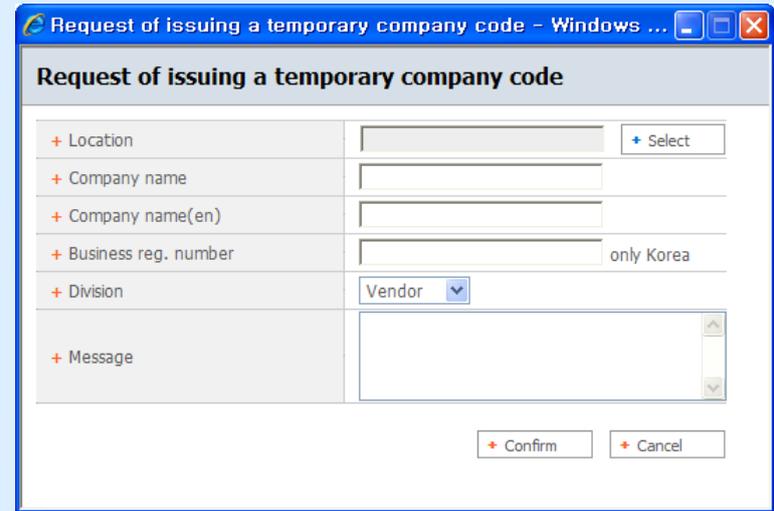
**1. To Request a Temporary Company Code**

In the CPCex system, request a temporary company code by following the procedures below:

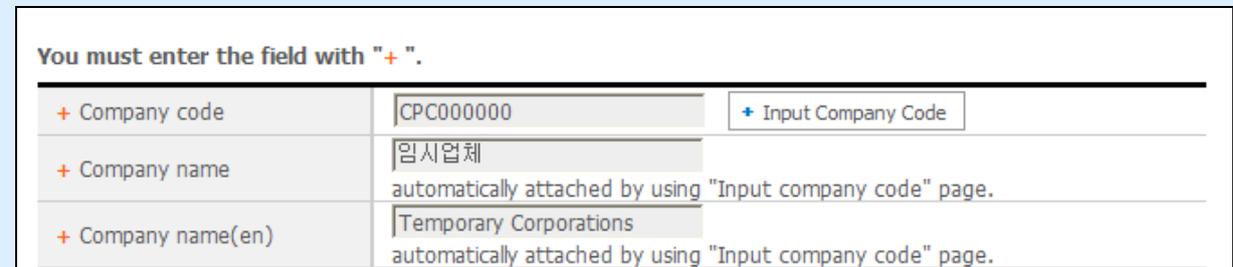
- 1) Click on the “**Request temporary company code**” button



2) Enter items including Location, Company name, Business reg. number, Primary exchange division, and click the **“Confirm”** button.



3) If the **“Confirm”** button is clicked, the Company code, Company name and Company name (en) fields in the **[SIGN UP NOW]** screen are filled with temporary information.



This is the 9<sup>th</sup> step in the user registration process. Proceed with the rest of the user registration process by going to step 10 on page 18.

4) To approve a user, the administrator will replace it with a temporary company code that is issued for the user’s company.

**2. To Request an Official Company Code**

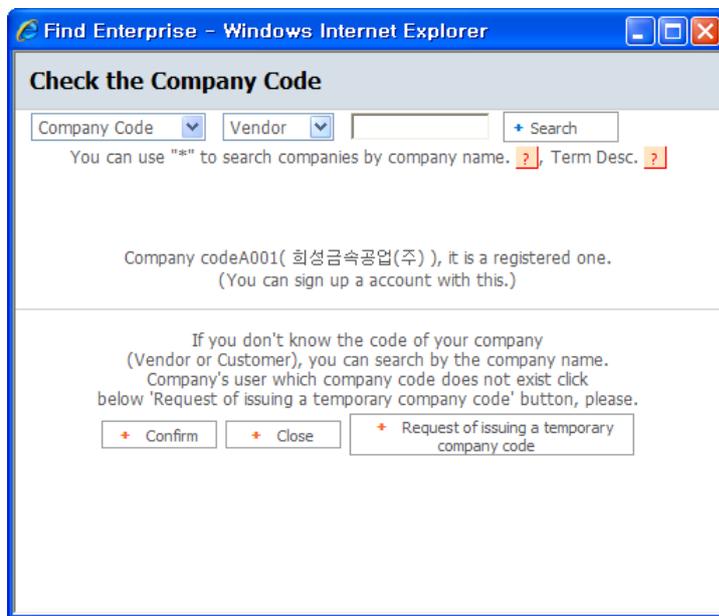
- 1) Click the following link to the GBM contact information to get the company code.  
GBM contact info.: <http://cpc.sec.samsung.net/popup/ContactUs.jsp>

2) If a formal company code is issued, perform the user registration process from the beginning.

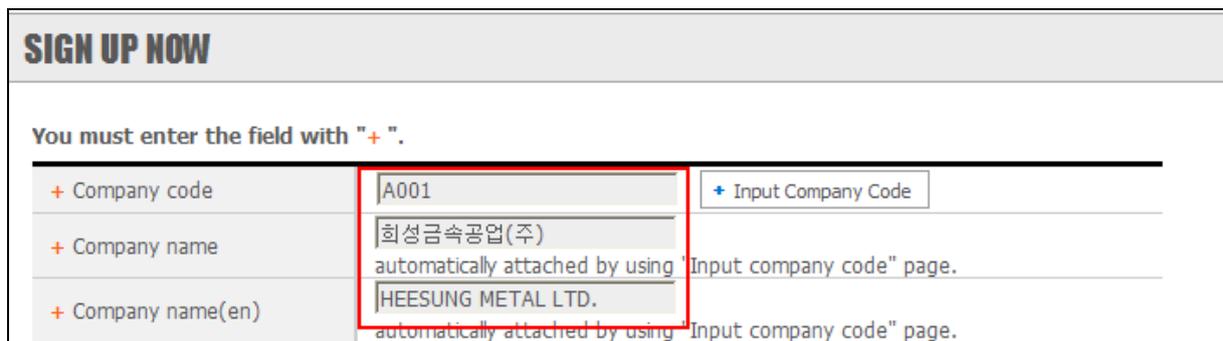
Vendor Type	Code Type	Management System
Logistics vendor	0005	CIS (Code registration) → G-ERP (Utilization)
Regular material vendor	LIEF	SSeMS (Vendor approval) → CIS (Code registration) → G-ERP (Utilization)
Irregular material vendor	LIF2	G-ERP (Code registration/Utilization)
Inter-corporate vendor	SECS, SEC2, SAMS, SMA2, 2000	G-ERP (Code registration/Utilization)
General affairs' budget and Etc.	FCST, 6000, 9999, SVCV, AGPM and etc	G-ERP (Code registration/Utilization)

3) If a formal company code is issued, conduct the procedure of member subscription.

8. Check the company code and name found and click the “**Confirm**” button.



9. Confirm that the following 3 items are filled in.



**Caution**

The entries shown in the screen are example inputs. Actual information should be entered during the actual user registration process.

10. Click the ‘**Input ID**’ button. The Check the Duplicated ID window appears. Enter an **ID** and click the “**Search**” button.



11. Click the “**Confirm**” button. Confirm that the ID has been entered.

### SIGN UP NOW

You must enter the field with "+".

+ Company code	A001	+ Input Company Code
+ Company name	희성금속공업(주)	automatically attached by using "Input company code" page.
+ Company name(en)	HEESUNG METAL LTD.	automatically attached by using "Input company code" page.
+ ID	ajatest	+ Input ID
	6 ~ 8, without marks(like "_") or capital letters.	

12. Fill in all required fields (+) from 'password' to 'Whether or not use CAD tool.'

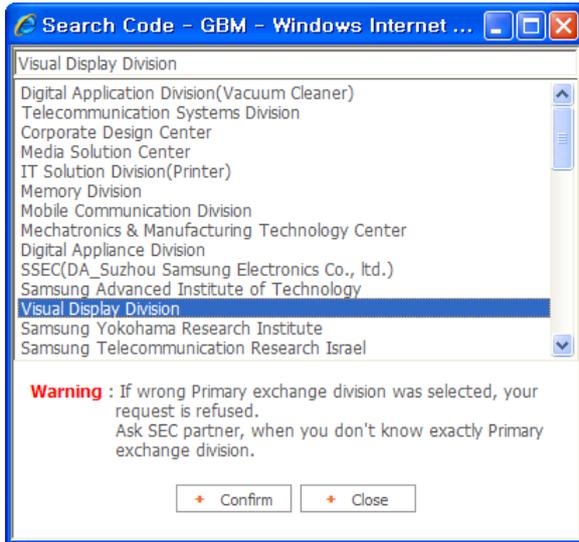
SIGN UP NOW	
You must enter the field with "+".	
+ Company code	A001 <input type="button" value="+ Input Company Code"/>
+ Company name	희성금속공업(주) automatically attached by using "Input company code" page.
+ Company name(en)	HEESUNG METAL LTD. automatically attached by using "Input company code" page.
+ ID	ajatest <input type="button" value="+ Input ID"/> 6 ~ 8, without marks(like ' _') or capital letters.
+ Password	<input type="text"/> You must meet three criteria when input password. ·8 ~ 12, capital letters ·When password safety is higher than medium ·without marks(like ' ') and more than 4 consecutive characters Please enter the password hard to guess.
+ Re-enter password	<input type="text"/>
+ Name	<input type="text"/>
+ Location	<input type="text"/> <input type="button" value="+ Select"/>
+ Language	English <input type="button" value="+ Select"/>
+ Phone	<input type="text"/>
+ Mobile	<input type="text"/>
+ Fax	<input type="text"/>
+ E-mail	<input type="text"/>
+ Job	<input type="text"/> <input type="button" value="+ Select"/>
+ Whether or not use CAD tool	<input checked="" type="radio"/> Necessity <input type="radio"/> Needlessness
- 3D CAD System	<input type="radio"/> I-DEAS: <input type="button" value="Previous Version"/> <input type="radio"/> UG: <input type="button" value="Previous Version"/> <input type="radio"/> PRO/E: <input type="button" value="Previous Version"/> <input checked="" type="radio"/> Etc: <input type="button" value="STEP"/>
- 2D CAD System	<input type="radio"/> I-DEAS: <input type="button" value="Previous Version"/> <input type="radio"/> AUTOCAD: <input type="button" value="Previous Version"/> <input checked="" type="radio"/> Etc: <input type="button" value="DXF"/>

**Caution**  
The entries shown in the screen are example inputs. Actual information should be entered during the actual user registration process.

13. Click the "Select" button in the 'Primary exchange division' field.

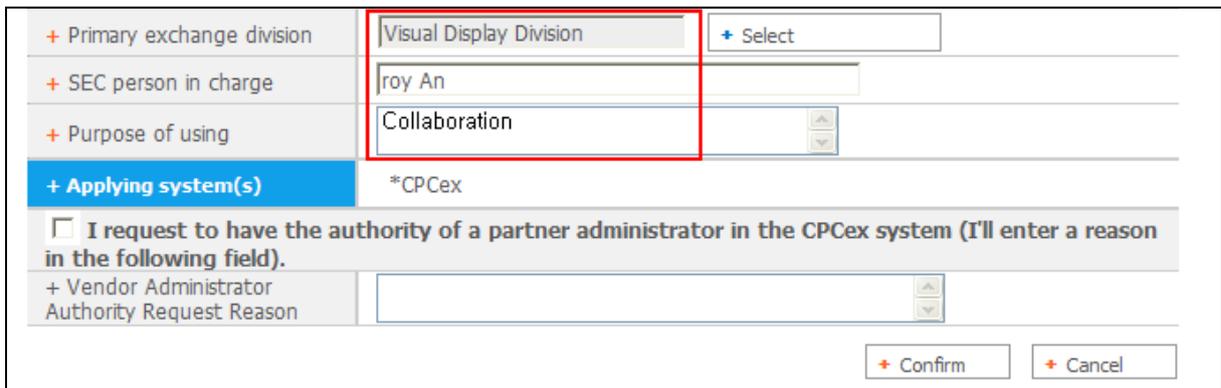
+ Primary exchange division	<input type="text"/> <input type="button" value="+ Select"/>
+ SEC person in charge	<input type="text"/>
+ Purpose of using	<input type="text"/>
+ Applying system(s)	*CPCex
<input type="checkbox"/> I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field).	
+ Vendor Administrator Authority Request Reason	<input type="text"/>
<input type="button" value="+ Confirm"/> <input type="button" value="+ Cancel"/>	

14. When the [Code search] screen appears, select a primary exchange division and click the "Confirm" button.

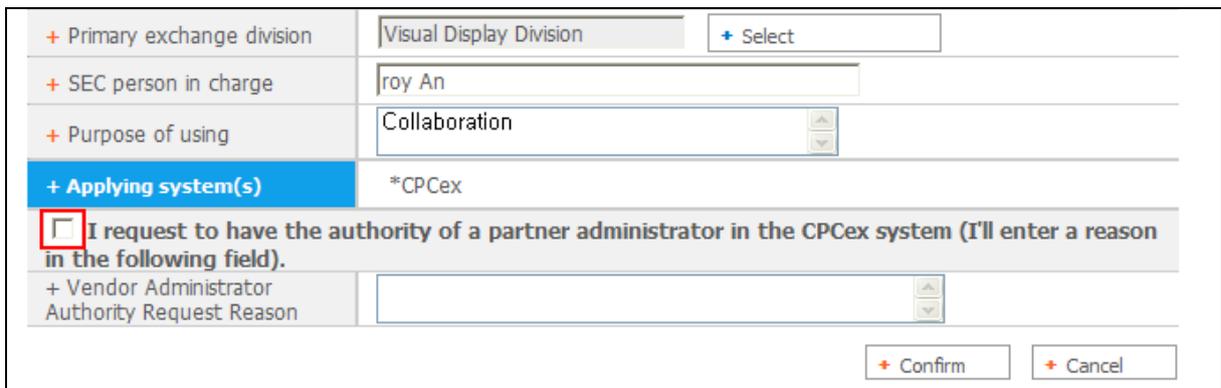


15. Enter the info. entered for **primary exchange division**. Enter the SEC person in charge or GBM manager.

**Note**  
For the info. on the SEC person in charge, see <http://cpc.sec.samsung.net/popup/ContactUs.jsp>.



16. To apply for vendor CPCex system administrator authority, select **'I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field)'** option and enter your reason.



17. Check if all required fields have been filled in and click the **"Confirm"** button.

18. If your sign up application is complete, the contact information of the corresponding vendor and SEC administrators. Your application is to be approved by the corresponding vendor administrator and then by SEC administrator. You will be notified of the approval result via an email to your email address you have entered for sign up.

SamsungElectronics B2B membership registration finished. ID : vetest50

When your registration is approved, you can use the B2B system at Samsung Electronics with your integrated ID.  
We will notify you of your application results by email within two days after your application.  
If you do not receive our email notification after two days, please contact below:

**\* CPCex**

Automatically requested the approval of the access by e-mail to the following administrators.  
If you cannot sign in, request it again to them, please.

**Samsung Electronics Admin :**

Tel : CPC TEST Co. / auptir@samsung.com / 017-514-9717  
Tel : Jonghwa, Yang / eunstar48@partner.samsung.com / 82-31-200-4969  
Tel : Jaeyong Shim / jaeyong7@icu.ac.kr / 019-412-7467  
Tel : Lee Dae Hwan / daehwan.lee@samsung.com / 031-277-6915  
Tel : Hyoungwan Kim / hyoungwan.kim@samsung.com / 031-277-6912  
Tel : Lee minhye / minhye2k@samsung.com / 031-277-0530

**19.** When you receive an approval notification email, log into CPCex.

## 4 Signing Up in Supplier Portal

### 4.1 Users with Samsung Electronics B2B System ID

If you have a Samsung Electronics B2B System ID, you have to add CPCex in the personal information of CPCex. Please follow the procedures below.

1. Login to the B2B system. (The following figure shows the screen <http://www.secbuy.com>, one of the B2B systems.)



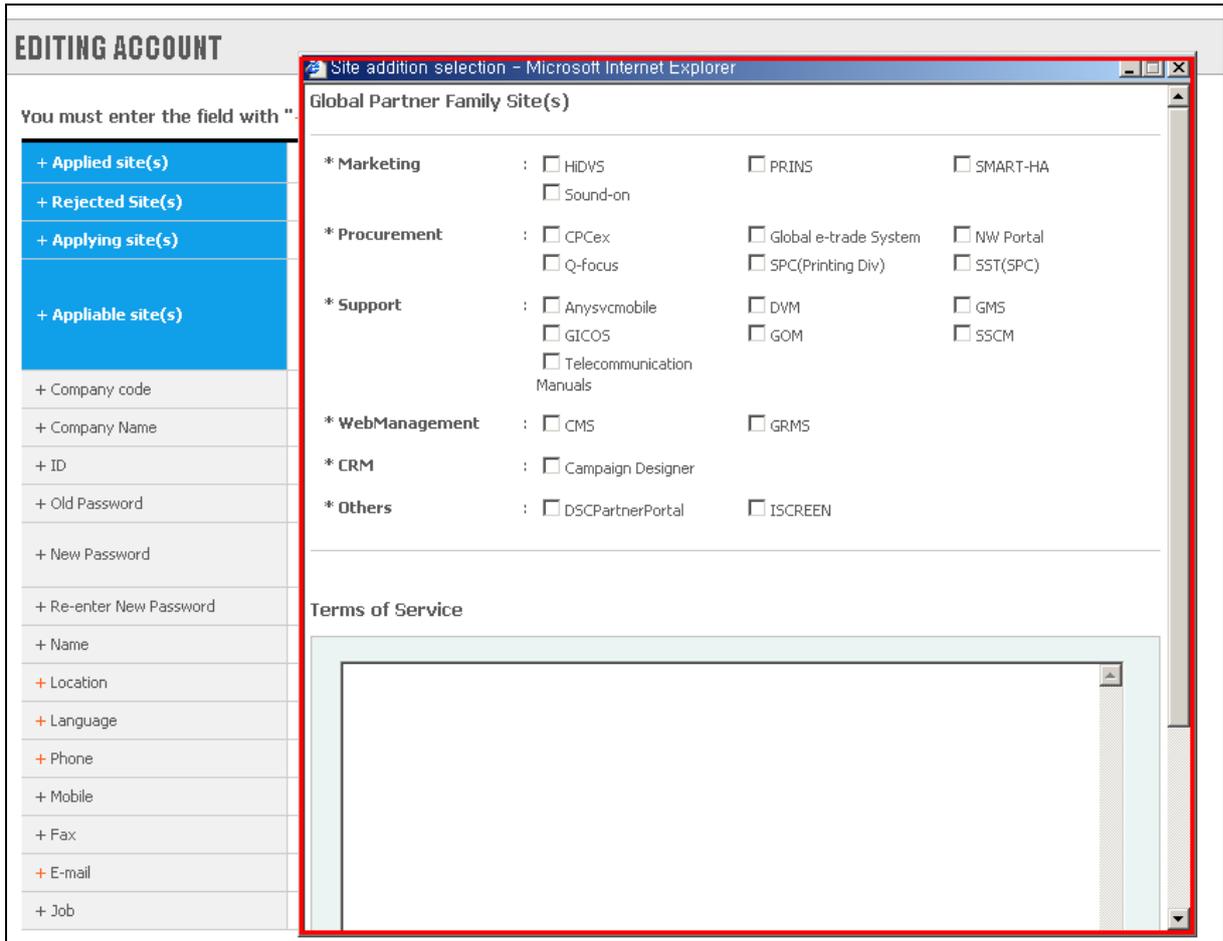
2. The [Supplier System] screen is displayed. Click "SseMS (Samsung Supplier e-Management System)" or "V-GLONETS" to click the personal info. modification menu of each system.



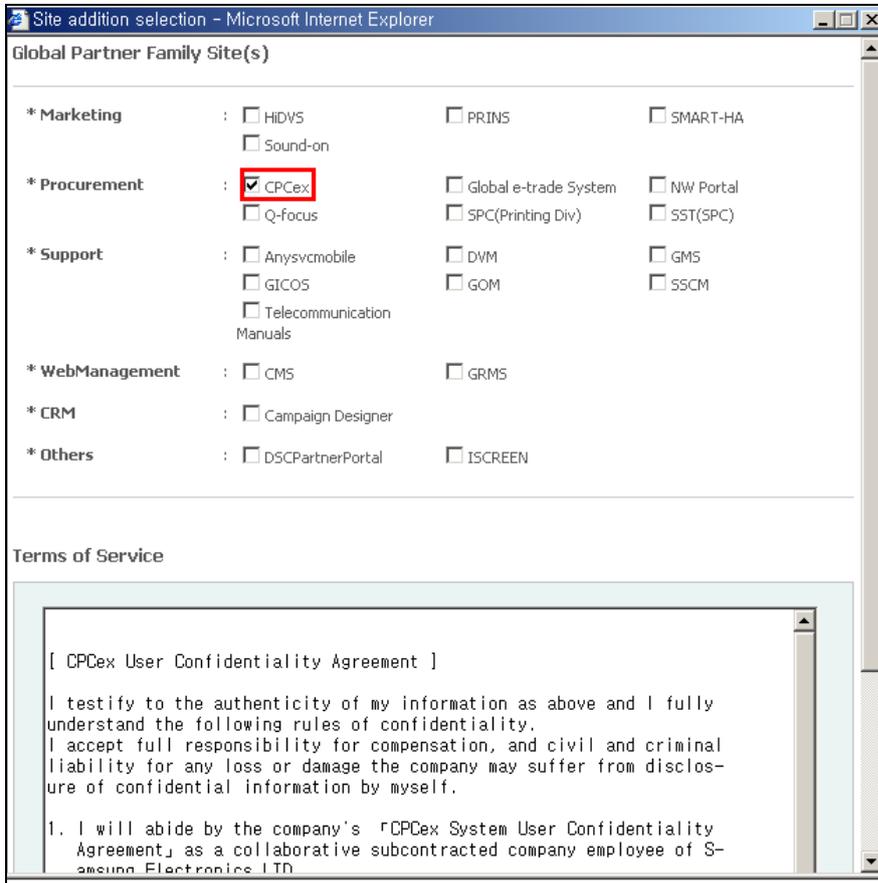
- If the **[Checking Password]** screen is displayed, enter your password and click the **“Confirm”** button. (From now on, its procedure is the same as all B2B system.)

- The following page will show up. Click the **'Add'** on the **'Applicable site(s)'** field.

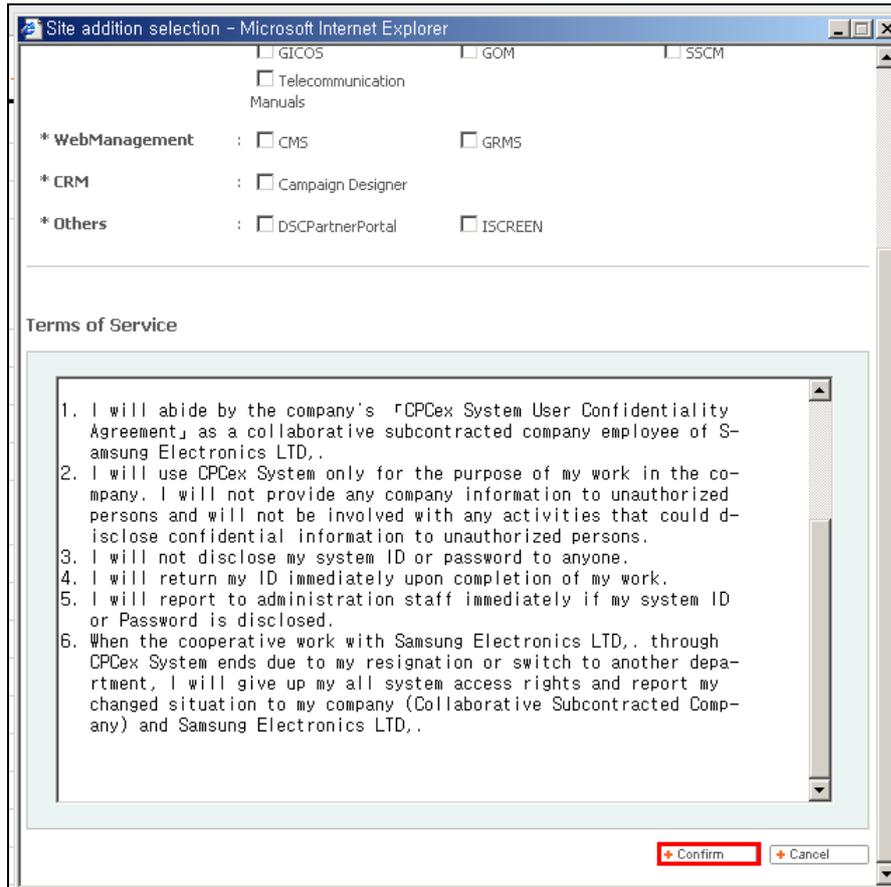
- [Global Partner Family Site(s)]** page will pop up.



6. Select the 'CPCex' checkbox.



7. Please, Read 'Terms of Service', and then click the 'Confirm' button.



8. The 'CPCex' checkbox must be checked on the 'Applicable site(s)' field.

### EDITING ACCOUNT

You must enter the field with "+". + Admin

+ Applied site(s)	*GLONETS      *Supplier Portal      *SILC *SLPS            *SYNCSIGHT        *WMC
+ Rejected Site(s)	
+ Applying site(s)	+GREEN PROCUREMENT
+ Applicable site(s)	<div style="display: flex; justify-content: space-between;"> <div> <p><b>* Procurement</b></p> <p><input checked="" type="checkbox"/> <b>CPCex</b></p> <p><input type="checkbox"/> Q-focus</p> </div> <div> <p><input type="checkbox"/> Global e-trade System</p> <p><input type="checkbox"/> SPC(Printing Div)</p> </div> <div> <p><input type="checkbox"/> NW Portal</p> <p><input type="checkbox"/> SST(SPC)</p> </div> </div> <p style="text-align: right;">+ Add</p>
+ Company code	C100
+ Company Name	SAMSUNG ELECTRONICS CO., LTD.
+ ID	choi005
+ Old Password	<input type="text"/>
+ New Password	<input type="text"/>
+ Re-enter New Password	<input type="text"/>
+ Name	이원재
+ Location	Korea, Republic of <span style="float: right;">+ Select</span>
+ Language	Korean <span style="float: right;">+ Select</span>
+ Phone	016-490-3963
+ Mobile	<input type="text"/>
+ Fax	<input type="text"/>
+ E-mail	lwj@jw@samsung.com
+ Job	<input type="text"/> <span style="float: right;">+ Select</span>

9. Click the 'Confirm' on the bottom of this page.

+ SCU	CSR(Customer Satisfaction Report): A web support system for regularly reporting customer satisfaction survey results <input type="radio"/> Yes <input checked="" type="radio"/> No (Please fill in the form before using the site.) * Purpose: <input type="text"/>
+ DCS	SCU(Speedy Content Update): A web support system for quickly and easily updating website contents. <input type="radio"/> Yes <input checked="" type="radio"/> No (Please fill in the form before using the site.) * Purpose: <input type="text"/>
+ DFR	DCS(Download Center Statistics): A web support system for providing statistics / current status of the names and types of downloaded files <input type="radio"/> Yes <input checked="" type="radio"/> No (Please fill in the form before using the site.) * Purpose: <input type="text"/>
DFR(Download File Request): A web support system for requesting downloads of necessary files.	
<b>[SILC] Additional information</b> Falling under the field with "+", you have to enter it certainly.	
+ Company Name	<input type="text" value="삼성전자정보전략그룹(혁신)"/>
+ Adapt GMT	<input type="text" value="+1"/> ▼
+ Withdrawal	<input type="button" value="+ Confirm"/> <input type="button" value="+ Cancel"/>

10. If the CPCex user administrator approves it, CPCex appears in the [Applied Site(s)] field. After the approval is completed, log into CPCex.

## 4.2 Users without Samsung Electronics B2B System ID

**Caution**

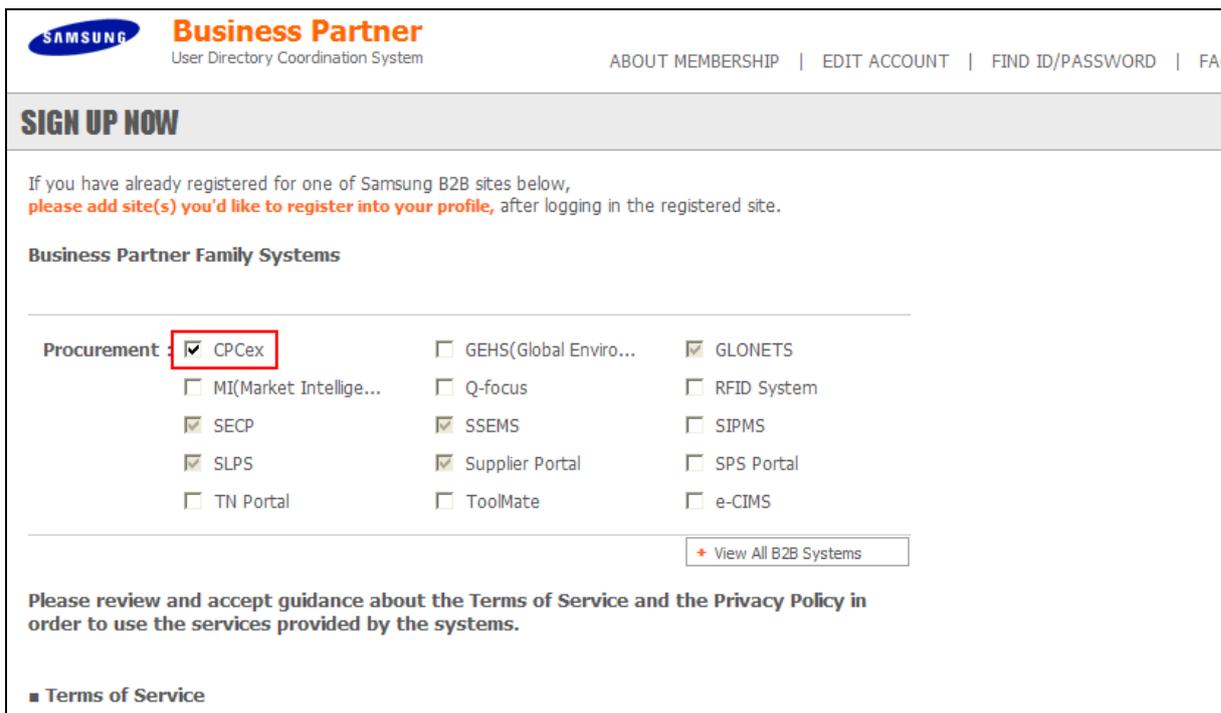
- Users without SEC B2B system ID need a Company Code for sign up.
- If you cannot sure if there is your company code, check if there is your company code first.
- When there is no company code available, it should be obtained first. For information on obtaining a company code, refer to the caution note in step 6 of the user registration process below.

If a Company Code available, the user can sign up to CPCex in Supplier Portal. Please follow the procedures below.

1. Connect to the Supplier Portal (<http://www.secbuy.com>) and click the 'New Member' button.



2. The [SIGN UP NOW] screen appears. CPCex is checked by default. Agree Terms of Service and Privacy Policy.



3. Click the “Register as Korean” or “Register as non Korean” button and the following screen will appear.

**Business Partner**  
 User Directory Coordination System

[ABOUT MEMBERSHIP](#) | [EDIT ACCO](#)

---

## SIGN UP NOW

You must enter the field with "+".

+ Company code	<input type="text"/>	+ Input Company Code
+ Company name	automatically attached by using "Input company code" page.	
+ Company name(en)	automatically attached by using "Input company code" page.	
+ ID	<input type="text"/>	+ Input ID
	6 ~ 8, without marks(like ' ') or capital letters.	
+ Password	You must meet three criteria when input password. ·8 ~ 12, capital letters ·When password safety is higher than medium ·without marks(like ' ') and more than 4 consecutive characters Please enter the password hard to guess.	
+ Re-enter password	<input type="text"/>	
+ Name	<input type="text"/>	
+ Location	<input type="text"/>	+ Select
+ Language	English	+ Select
+ Phone	<input type="text"/>	
+ Mobile	<input type="text"/>	
+ Fax	<input type="text"/>	
+ E-mail	<input type="text"/>	
+ Job	<input type="text"/>	+ Select
+ Whether or not use CAD tool	<input checked="" type="radio"/> Necessity <input type="radio"/> Needlessness	
- 3D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="radio"/> UG: <input type="text" value="Previous Version"/> <input type="radio"/> PRO/E: <input type="text" value="Previous Version"/> <input checked="" type="radio"/> Etc: <input type="text" value="STEP"/>	
- 2D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="radio"/> AUTOCAD: <input type="text" value="Previous Version"/> <input checked="" type="radio"/> Etc: <input type="text" value="DXF"/>	
+ Primary exchange division	<input type="text"/>	+ Select
+ SEC person in charge	<input type="text"/>	
+ Purpose of using	<input type="text"/>	
+ Applying system(s)	*CPCex                      *GREEN PROCURE...                      *GLONETS *Supplier Portal                      *SLPS                      *SSEMS *SECP	
+ Secondary Supplier Type	<input type="radio"/> Normal Supplier <input type="radio"/> Secondary Supplier	
<input type="checkbox"/> I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field).		
+ Vendor Administrator Authority Request Reason	<input type="text"/>	

- Click the “Input Company Code” button.

### SIGN UP NOW

You must enter the field with “+”.

+ Company code	<input type="text"/>	<a href="#">+ Input Company Code</a>
+ Company name	<input type="text"/>	automatically attached by using “Input company code” page.
+ Company name(en)	<input type="text"/>	automatically attached by using “Input company code” page.

- The [Check the Company Code] window appears.

- To find a company, enter a company code, company name or company number, and click “Search” button.

**Note**

When you do not know the code for your company, in the [Check the Company Code] screen, enter a company name or the business registration number and click the “Search” button to check the company code.

**Caution**

For a sign up, if there is no registered Company Code, you have to have your company code issued first.

You can request an issue of an official or temporary company code as follows.

It is recommended for 1<sup>st</sup> vendor or customer company users to issue an official company code because it is required.

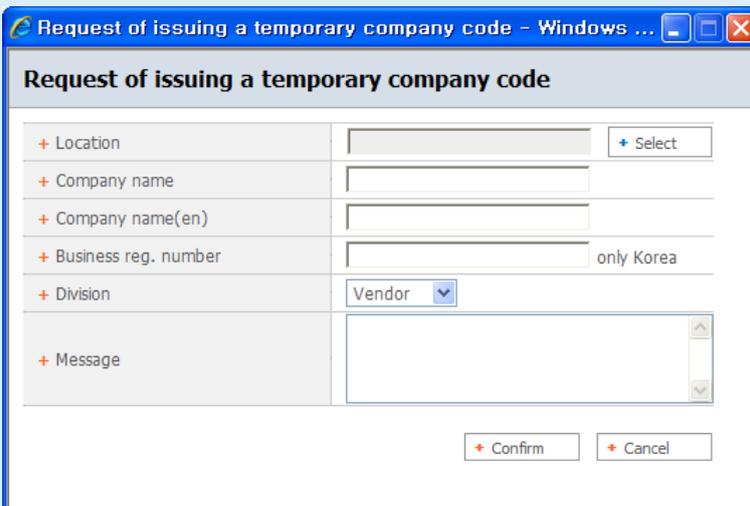
### 1. To Request A Temporary Company Code

Request an issue of a temporary company code in the CPCex system referring to the descriptions below.

- 1) In the CPCex login screen (<<http://cpc.sec.samsung.net/>>), select the 'Biz.Partner/Affiliated(B2B)' and click the "Login to CPCex" button.
- 2) Click the "New Member" button.
- 3) The Terms of Service are displayed. If you are Korean citizen, click the "Register as Korean" button. Otherwise, click the "Register as not Korean" button.
- 4) Click on "Input Company Code" button
- 5) Click on the "Request temporary company code" button



- 6) Enter items including Location, Company name, Business reg. number, Primary exchange division, and click the "Confirm" button.



- 7) If the "Confirm" button is clicked, the Company code, Company name and Company name (en) fields in the [SIGN UP NOW] screen are filled with temporary information.

### SIGN UP NOW

You must enter the field with "+".

+ Company code	<input type="text" value="CPC000000"/>	+ Input Company Code
+ Company name	<input type="text" value="임시업체"/> automatically attached by using "Input company code" page.	
+ Company name(en)	<input type="text" value="Temporary Corporations"/> automatically attached by using "Input company code" page.	

This is the 8<sup>th</sup> step in the user registration process. Proceed with the rest of the user registration process by going to step 9.

8) The administrator changes the temporary company code "CPC000000" to the actual company code before approving the request.

### 2. To Request an Official Company Code

1) Click the following link to the GBM contact information to get the company code.

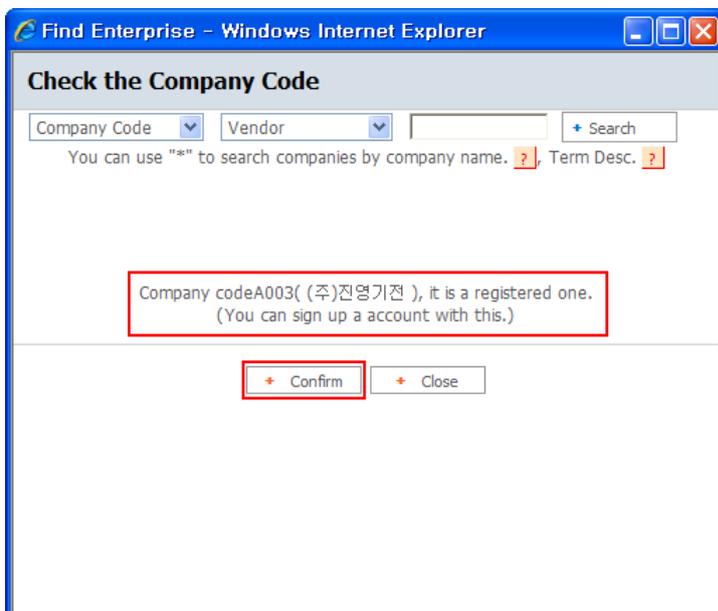
GBM contact info.: <http://cpc.sec.samsung.net/popup/ContactUs.jsp>

2) If a formal company code is issued, perform the user registration process from the beginning.

Vendor Type	Code Type	Management System
Logistics vendor	0005	CIS (Code registration) → G-ERP (Utilization)
Regular material vendor	LIEF	SSeMS (Vendor approval) → CIS (Code registration) → G-ERP (Utilization)
Irregular material vendor	LIF2	G-ERP (Code registration/Utilization)
Inter-corporate vendor	SECS, SEC2, SAMS, SMA2, 2000	G-ERP (Code registration/Utilization)
General affairs' budget and Etc.	FCST, 6000, 9999, SVCV, AGPM and etc	G-ERP (Code registration/Utilization)

3) If a formal company code is issued, conduct the procedure of member subscription.

7. Check the company code and name found and click the **"Confirm"** button.



8. Confirm that the following 3 items are filled in.

SIGN UP NOW	
You must enter the field with "+".	
+ Company code	<input type="text" value="A003"/> <input type="button" value="+ Input Company Code"/>
+ Company name	<input type="text" value="(주)진영기전"/> automatically attached by using "Input company code" page.
+ Company name(en)	<input type="text" value="(주)진영기전"/> automatically attached by using "Input company code" page.
+ ID	<input type="text"/> <input type="button" value="+ Input ID"/> 6 ~ 8, without marks(like ' _ ') or capital letters.
+ Password	You must meet three criteria when input password. ·8 ~ 12, capital letters ·When password safety is higher than medium ·without marks(like ' ') and more than 4 consecutive characters Please enter the password hard to guess.
+ Re-enter password	<input type="text"/>

**Caution**  
 The entries shown in the screen are example inputs. Actual information should be entered during the actual user registration process.

- Click the "Input ID" button. The Check the Duplicated ID window appears. Enter an ID and click the "Search" button.



- Click the 'Confirm' button. Confirm that the ID has been entered. Fill in all required fields (+) from 'password' to 'Whether or not use CAD tool.'

### SIGN UP NOW

**You must enter the field with "+".**

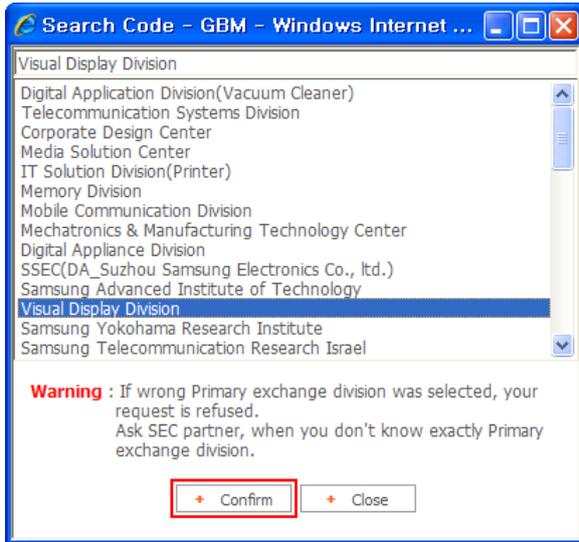
+ Company code	A003	+ Input Company Code
+ Company name	(주)진영기전	automatically attached by using "Input company code" page.
+ Company name(en)	(주)진영기전	automatically attached by using "Input company code" page.
+ ID	ajatest	+ Input ID 6 ~ 8, without marks(like _) or capital letters.
+ Password	<p style="margin: 0;">You must meet three criteria when input password.</p> <ul style="list-style-type: none"> <li>·8 ~ 12, capital letters</li> <li>·When password safety is higher than medium</li> <li>·without marks(like ' ') and more than 4 consecutive characters</li> </ul> <p style="margin: 0;">Please enter the password hard to guess.</p>	
+ Re-enter password	<input style="width: 100%;" type="text"/>	
+ Name	<input style="width: 100%;" type="text"/>	
+ Location	<input style="width: 100%;" type="text"/>	+ Select
+ Language	English	+ Select
+ Phone	<input style="width: 100%;" type="text"/>	
+ Mobile	<input style="width: 100%;" type="text"/>	
+ Fax	<input style="width: 100%;" type="text"/>	
+ E-mail	<input style="width: 100%;" type="text"/>	
+ Job	<input style="width: 100%;" type="text"/>	+ Select
+ Whether or not use CAD tool	<input checked="" type="radio"/> Necessity <input type="radio"/> Needlessness	
- 3D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="radio"/> UG: <input type="text" value="Previous Version"/> <input type="radio"/> PRO/E: <input type="text" value="Previous Version"/> <input checked="" type="radio"/> Etc: <input type="text" value="STEP"/>	
- 2D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="radio"/> AUTOCAD: <input type="text" value="Previous Version"/> <input checked="" type="radio"/> Etc: <input type="text" value="DXF"/>	

**Caution**  
The entries shown in the screen are example inputs. Actual information should be entered during the actual user registration process.

11. Click the "Select" button in the 'Primary exchange division' field.

+ Primary exchange division	<input style="width: 100%;" type="text"/>	+ Select
+ SEC person in charge	<input style="width: 100%;" type="text"/>	
+ Purpose of using	<input style="width: 100%;" type="text"/>	
+ Applying system(s)	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">*CPCex *Supplier Portal *SECP</div> <div style="width: 30%;">*GREEN PROCURE... *SLPS</div> <div style="width: 30%;">*GLONETS *SSEMS</div> </div>	
+ Secondary Supplier Type	<input type="radio"/> Normal Supplier <input type="radio"/> Secondary Supplier	
<input type="checkbox"/> I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field).		
+ Vendor Administrator	<input style="width: 100%;" type="text"/>	

12. A window appears for selecting a GBM. Select your counterpart GBM and click the "Confirm" button.



13. Enter the info. entered for **primary exchange division**. Enter the SEC person in charge or GBM manager.

**Note**  
For the info. on the SEC person in charge, see <http://cpc.sec.samsung.net/popup/ContactUs.jsp>.

+ Primary exchange division	Visual Display Division	+ Select
+ SEC person in charge	Roy An	
+ Purpose of using	Delivery, collaboration	
+ Applying system(s)	*CPCex	*GREEN PROCURE...
	*Supplier Portal	*SLPS
	*SECP	*SSEMS
+ Secondary Supplier Type	<input type="radio"/> Normal Supplier <input type="radio"/> Secondary Supplier	
<input type="checkbox"/> I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field).		
+ Vendor Administrator Authority Request Reason	<input type="text"/>	
		<input type="button" value="+ Confirm"/> <input type="button" value="+ Cancel"/>

**Caution**  
The input values in this screen is examples. Thus, when using this screen, enter the info. for a user.

14. To apply for vendor CPCex system administrator authority, select 'I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field)' option and enter your reason.

+ Applying system(s)	*CPCex	*GREEN PROCURE...
	*Supplier Portal	*SLPS
	*SECP	*SSEMS
+ Secondary Supplier Type	<input type="radio"/> Normal Supplier <input type="radio"/> Secondary Supplier	
<input checked="" type="checkbox"/> I request to have the authority of a partner administrator in the CPCex system (I'll enter a reason in the following field).		
+ Vendor Administrator Authority Request Reason	<input type="text"/>	
		<input type="button" value="+ Confirm"/> <input type="button" value="+ Cancel"/>

15. Check if all required fields have been filled in and click the **“Confirm”** button.

16. If you click the **“Confirm”** button and your sign up application is complete, the contact information of the corresponding vendor and SEC administrators. Your application is to be approved by the corresponding

vendor administrator and then by SEC administrator. You will be notified of the approval result via an email to your email address you have entered for sign up.

**SamsungElectronics B2B membership registration finished. ID : vetest50**

When your registration is approved, you can use the B2B system at Samsung Electronics with your integrated ID.  
We will notify you of your application results by email within two days after your application.  
If you do not receive our email notification after two days, please contact below:

**\* CPCex**

Automatically requested the approval of the access by e-mail to the following administrators.  
If you cannot sign in, request it again to them, please.

**Samsung Electronics Admin :**

Tel : CPC TEST Co. / auptr@samsung.com / 017-514-9717  
Tel : Jonghwa, Yang / eunstar48@partner.samsung.com / 82-31-200-4969  
Tel : Jaeyong Shim / jaeyong7@icu.ac.kr / 019-412-7467  
Tel : Lee Dae Hwan / daehwan.lee@samsung.com / 031-277-6915  
Tel : Hyoungwan Kim / hyoungwan.kim@samsung.com / 031-277-6912  
Tel : Lee minhye / minhye2k@samsung.com / 031-277-0530

**17.** When you receive an approval notification email, log into CPCex.

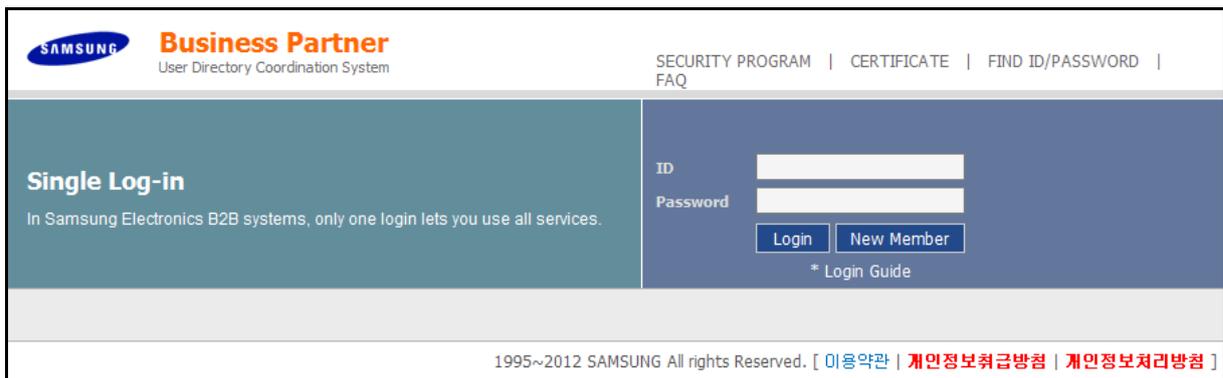
## 5 Logging into CPCex

### 5.1 Logging into CPCex Directly

1. Enter CPCex address (<http://cpc.sec.samsung.net>) in the Address input box of Internet Explorer. The following screen appears.



2. Select '**Biz.Partner/Affiliated (B2B)**' and click the "**Login to CPCex**" button.
3. The following B2B login screen appears.

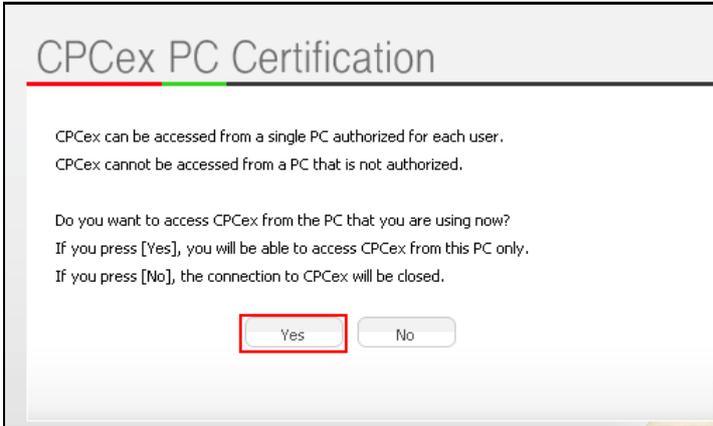


4. Enter your Username and Password and click the "**Login**" button.

### 5.1.1 Connected PC Authorization

The connected PC authorization procedures of CPCex are given below.

1. The CPCex PC Certification screen appears as below: The following screen appears only for the first PC authorization.

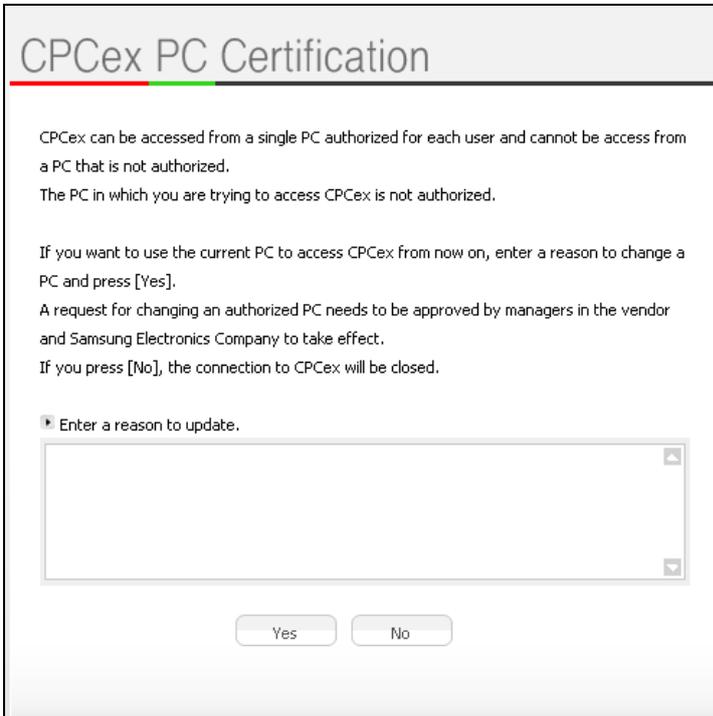


2. Click **“Yes”** to connect to the CPCex system. Click **“No”** to go to the CPCex portal screen.

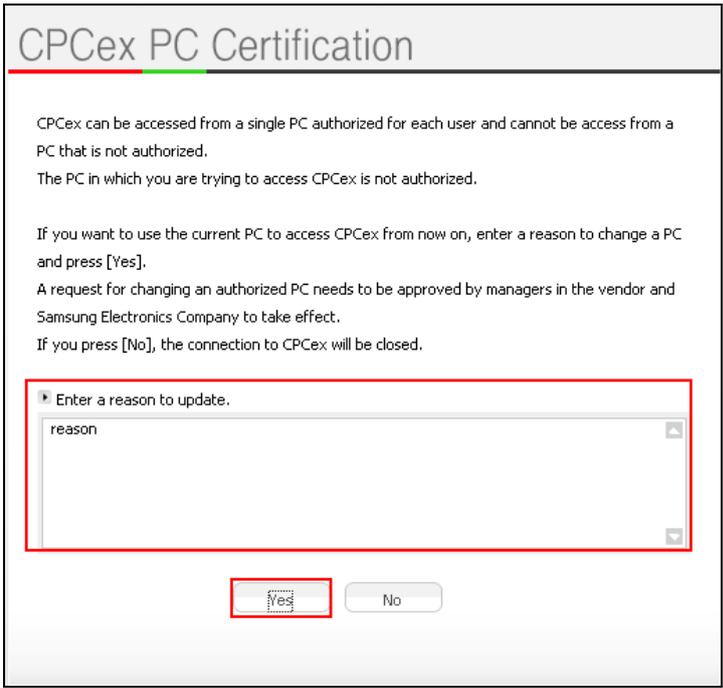
#### Note

Authorization for Vendor's connected PC function: Authorize PC by using the particular key of vendor's PC which is located in vendor's workplace. So, Only a PC authorized can access the CPCex.

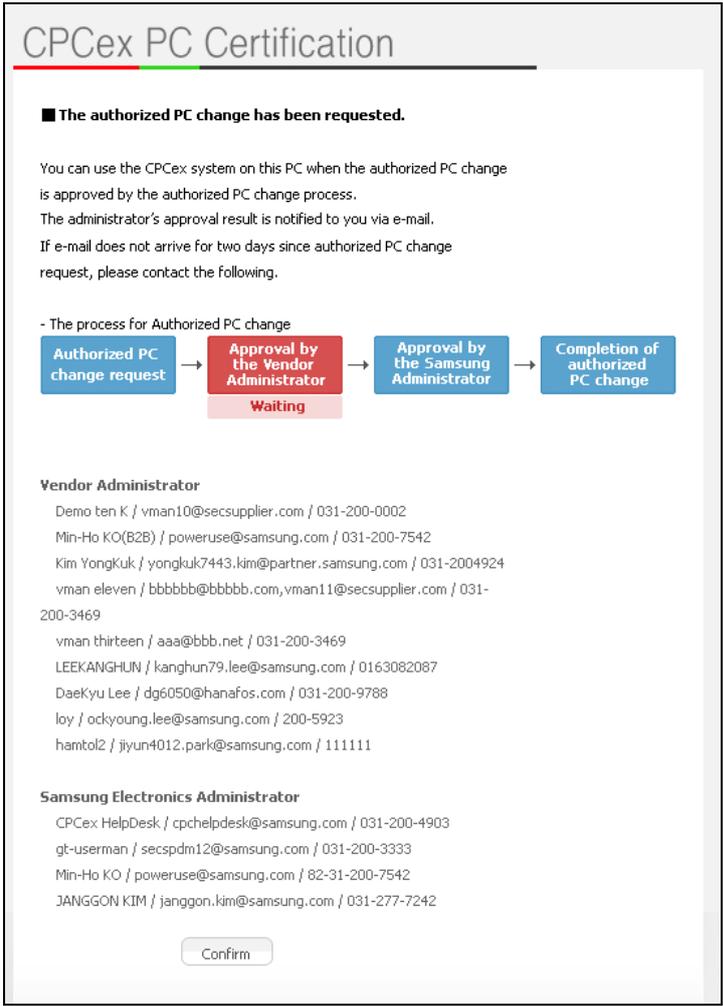
3. If a user who has PC authorization information registered in the user information logs in from a PC with different PC information, the following message will appear.



4. Enter a reason and click **“Yes”** to complete PC authorization.



- When the reason is entered, a screen appears notifying that the authorization request is complete, and the current process of the Authorized PC Change process appears. The user can log into CPCex system only after the request is approved by the Vendor Administrator and Samsung Administrator.



- If you attempt to log in to the CPCex system when the request has not been approved, the following message will appear.

## CPCex PC Certification

**■ Authorized PC change approval is not complete.**

You can use the CPCex system on this PC when the authorized PC change is approved by the authorized PC change process.  
 The administrator's approval result is notified to you via e-mail.  
 If e-mail does not arrive for two days since authorized PC change request, please contact the following.

- The process for Authorized PC change

Authorized PC change request

→

Approval by the Vendor Administrator

→

Approval by the Samsung Administrator

→

Completion of authorized PC change

Waiting

**Samsung Electronics Administrator**

CPCex HelpDesk / cpchelpdesk@samsung.com / 031-200-4903  
 gt-userman / secspdm12@samsung.com / 031-200-3333  
 Min-Ho KO / poweruse@samsung.com / 82-31-200-7542  
 JANGGON KIM / janggon.kim@samsung.com / 031-277-7242  
 Hyoung-Wan Kim / hyoungwan.kim@samsung.com / 031-277-6912  
 Demo1 / aaa / 031-200-3334  
 JiYun Park / jiyun4012.park@samsung.com / 82-31-200-4940  
 DEMO1 / sukhyun.choi@samsung.com / 031-200-3333  
 Jaeyong Shim / jaeyong7.shim@samsung.com / 031-277-6924(#6924)  
 JongHwa Yang / eunstar48@partner.samsung.com / 82-31-200-4923  
 jaeho ryu / jaeho.ryu@partner.samsung.com /  
 DaeHwan Lee / daehwan.lee@samsung.com / 031-277-6915(#6915)  
 Minhye Lee / minhye2k@samsung.com / 82-31-277-0530  
 Changjin Lee / shinycj.lee@partner.samsung.com / 82-31-200-4921

7. If the request is waiting for the approval of Samsung Administrator, the following screen appears .

## CPCex PC Certification

**■ Authorized PC change approval is not complete.**

You can use the CPCex system on this PC when the authorized PC change is approved by the authorized PC change process.  
 The administrator's approval result is notified to you via e-mail.  
 If e-mail does not arrive for two days since authorized PC change request, please contact the following.

- The process for Authorized PC change

Authorized PC change request

→

Approval by the Vendor Administrator

→

Approval by the Samsung Administrator

→

Completion of authorized PC change

Waiting

**Samsung Electronics Administrator**

CPCex HelpDesk / cpchelpdesk@samsung.com / 031-200-4903  
 gt-userman / secspdm12@samsung.com / 031-200-3333  
 Min-Ho KO / poweruse@samsung.com / 82-31-200-7542  
 JANGGON KIM / janggon.kim@samsung.com / 031-277-7242  
 Hyoung-Wan Kim / hyoungwan.kim@samsung.com / 031-277-6912  
 Demo1 / aaa / 031-200-3334  
 JiYun Park / jiyun4012.park@samsung.com / 82-31-200-4940  
 DEMO1 / sulkyun.choi@samsung.com / 031-200-3333  
 Jaeyong Shim / jaeyong7.shim@samsung.com / 031-277-6924(#6924)  
 JongHwa Yang / eunstar48@partner.samsung.com / 82-31-200-4923  
 jaeho ryu / jaeho.ryu@partner.samsung.com /  
 DaeHwan Lee / daehwan.lee@samsung.com / 031-277-6915(#6915)  
 Minhye Lee / minhye2k@samsung.com / 82-31-277-0530  
 Changjin Lee / shinycj.lee@partner.samsung.com / 82-31-200-4921

- Once a PC is authorized, the Online Security Agreement may appear. If this happens, check the I Agree box and press the Confirm button.

/ Online / Security / Agreement

**vman twelve**, Every join date of CPCex, you should sign up the on-line Standard CPCex Security Agreement annually.  
 Sign on the Standard CPCex Security Agreement (For Business Partners) after reading carefully the whole contents below.

### Standard CPCex Security Agreement for Business Partners [For common users]

<b>ID</b>	vman12	<b>Date of Application</b>	2007.04.25
<b>Name(Korean)</b>	데모십미	<b>Name(English)</b>	vman twelve
<b>Office Phone</b>	031-200-3469	<b>Mobile</b>	
<b>Company Name</b>	CPC TEST Co.	<b>Vendor Code</b>	A003

I (detailed in above table) fully understand and comply with the below security agreements related to the CPCex system. If I violate any of the below agreements, I will not only indemnify the Company against all damage it has sustained, but also take the civil, criminal responsibility.

- I will thoroughly comply with all the regulations mentioned in the 'CPCex Security & Usage Guidelines', which are written on the basis of 'Regulation on Technical Information Protection' in the capacity of executives or employees of Samsung Electronics Co., Ltd.
- I will use the CPCex system only for my service with the company and never leak nor disclose any data to any third parties inside or outside of the company.
- Under no circumstance will I never grant my CPCex ID and/or Password to others.
- In case my CPCex ID and/or Password leak out, I will change them immediately and notify the accountable person of my company and abide following procedures.
- Upon my resignation from the company or transfer to other department and no more remains CPCex business partner, I will notify it to the accountable person in managing CPCex business partners of Samsung Electronics Co., Ltd. immediately.

I Agree

**Caution**  
**Who is required to sign the on-line security agreement?**

- Newly registered persons
- Business partners with user-manager authority
- Persons who have not accessed the CPCex system for more than 90 days
- First login every year based on the sign-up date

9. You are logged in and the CPCex start screen appears.

The screenshot shows the CPCex start screen with the following elements:

- Navigation Tabs:** Approval, Exchange, Development, Design, Research
- Search:** User Search
- Left Sidebar:**
  - Sending Design Information
  - Send New Memo
  - New Function (View Detail)
  - PCB Function Added
  - Support For Job
  - Helpdesk
  - Dept. (Biz.Partner) Admin
- Center Content:**
  - CPCex is** a system that supports co-ownership of development information and collaboration between the Samsung Electronics and vendors.
    - Transmission of design-information: transmission of drawing, specifications, approval document, BOM, Engineering Change and S/W
    - Design-collaboration: Sharing Resources in Mock-Up Workspace, Approval For Sharing Of Design Service Outsourcing, Approval For Sharing Of Design Mock-Up, PCB design and sample collaboration
  - Most Recent Post (Design Information:5)**

Section	Title	Sender	Receiving Date
Design Information	[PLM] TEST 기구도 전송 #01	YOUNGKI HAN	04.26.2012 20:15
Design Information	일괄발신 CTO그룹에서 작성	JAESUN HWANG	04.24.2012 17:24
Design Information	Fwd: Sending Design Information 0423	JAESUN HWANG	04.24.2012 17:24
Design Information	Fwd: Design Information 0423-001	JAESUN HWANG	04.24.2012 16:41
Design Information	Fwd: 설계정보 (관련 BOM 정보 추가)	JAESUN HWANG	04.20.2012 15:58
  - My Collaboration List**

Section	Title	Requestor	Last Modified
It is searching for the list of my Collaboration			
- Right Sidebar:**
  - Create a Shortcut
  - Notice (more)
    - [Notice] select 'a' from dual SECURITY TEST
    - [Notice] 공지대 스트 <br> <br>
    - [Notice] System off
    - [Notice] 테스트
    - [New Function] PCB Function Added
  - FAQ (more)
    - Relate to login error
    - To forward data to the Samsung Electronics...
    - To request an Engineering Change...
    - The file uploading data rate has slowed down.
    - File Upload/Download problems
  - Support
    - Manual Download
    - Download Install Files

## 5.2 Logging into CPCex through Supplier Portal

A Glonets user, generally, logs into CPCex through Glonets.

1. Connect to <http://www.secbuy.com> and login.



2. The **[Supplier System]** screen is displayed. Click **"CPCex"** to automatically log into the CPCex system.



## 6 Applying for CPCex Administrator Authority

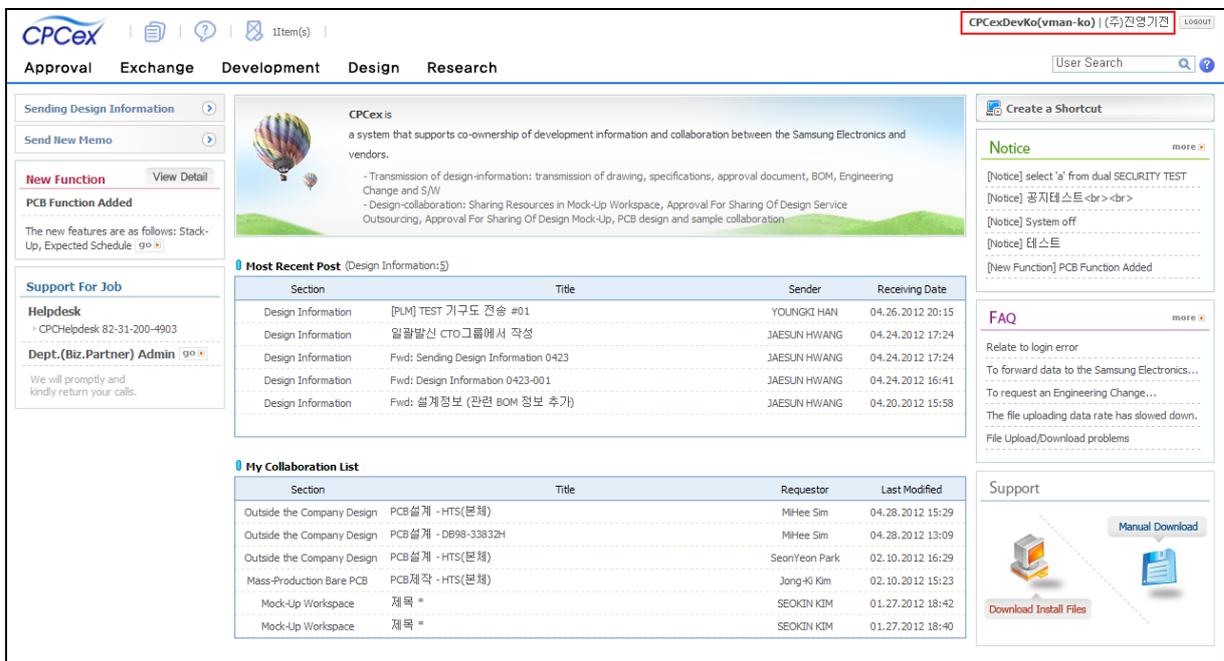
### 6.1 Applying for CPCex Administrator Authority

**Note**

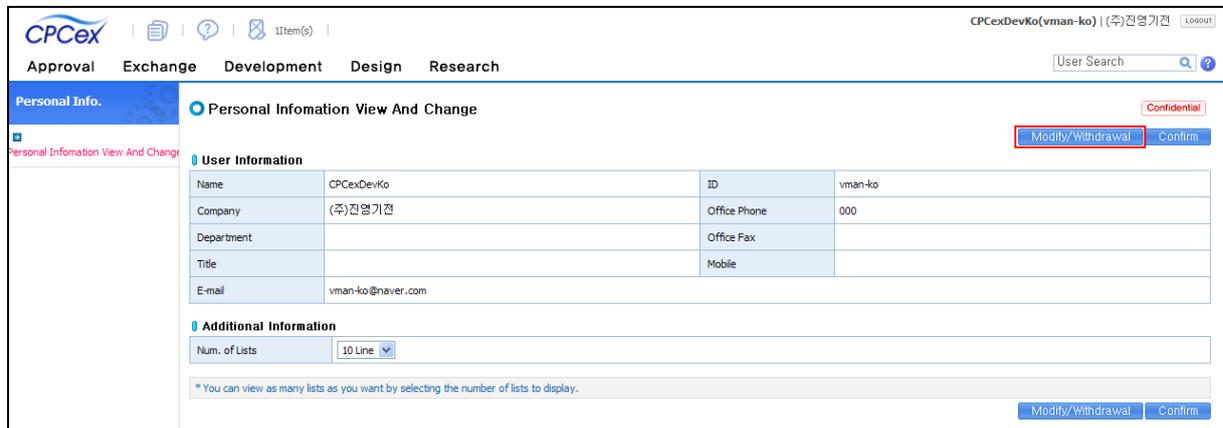
A vendor user can apply for administrator authority when sign up. A vendor user can also apply for administrator authority by modifying Personal Information after sign up.

The following procedures are for vendor users to apply for administrator authority by modifying Personal Information. A vendor administrator approves the sign up of users belonging to the same company by judging them.

1. When clicking on the "ID|Company" Menu after logging into CPCex, the [Personal Information View and Change] screen appears.



2. When clicking on the "Modify/Withdrawal" button in the [Personal Information View and Change] screen, the [Edit Account] screen appears in which you can modify Personal Information and request administrator authority.



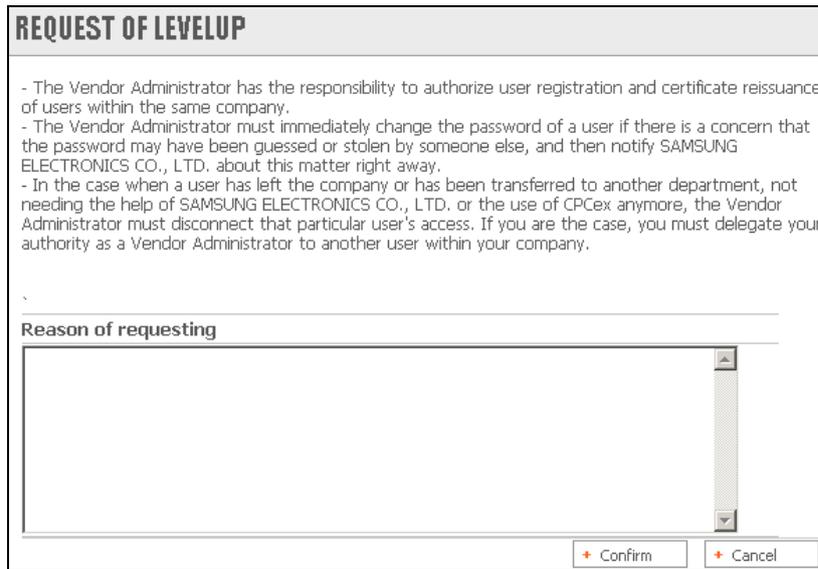
When clicking the "Modify/Withdrawal" button, if a user has the authority of VA of the B2Bsystem, enter the password and OTP to display the user info. modification screen.

3. Clicking the “Request Authority” button in the [EDIT ACCOUNT] screen shows the [REQUEST OF LEVELUP] screen.

You must enter the field with "+". + Search User

+ Applied system(s)	*CPCex      *Supplier Portal
+ Rejected system(s)	
+ Applying system(s)	
+ Applicable system(s)	* Procurement
	<input type="checkbox"/> GREEN PROCUREM... <input type="checkbox"/> Global e-trade Syst... <input type="checkbox"/> GLONETS
	<input type="checkbox"/> ITO4SMB <input type="checkbox"/> NW Portal <input type="checkbox"/> Q-focus
	<input type="checkbox"/> SECP <input type="checkbox"/> SLPS <input type="checkbox"/> SST(SPC)
	<input type="checkbox"/> SSEMS <input type="checkbox"/> anyMOLD System
	<input type="button" value="+ Add"/>
+ Company code	A003
+ Company name	(주)진영기전
+ Company name(en)	(주)진영기전
+ ID	vman-ko
+ Old Password	<input type="password"/>
+ New Password	<input type="password"/> You must meet three criteria for changing password. ·8 ~ 12, capital letters ·When password safety is higher than medium ·without marks(like ' ') and more than 4 consecutive characters Please enter the password hard to guess.
+ Re-enter New Password	<input type="password"/>
+ Name	CPcex개발_B2B_한글
+ English name	CPcexDevKo
+ Location	<input type="text"/> <input type="button" value="+ Select"/>
+ Language	Korean <input type="button" value="+ Select"/>
+ Resident number	<input type="text"/> <input type="text"/>
+ Phone	<input type="text"/> 000
+ Mobile	<input type="text"/>
+ Fax	<input type="text"/>
+ E-mail	kstyner81@hanmail.net
+ Job	<input type="text"/> <input type="button" value="+ Select"/>
+ Primary exchange division	<input type="text"/> <input type="button" value="+ Select"/>
+ Whether or not use CAD tool	<input type="radio"/> Necessity <input checked="" type="radio"/> Needlessness
- 3D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input type="radio"/> UG: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input type="radio"/> PRO/E: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input type="radio"/> Etc: <input type="text" value="STEP"/> <input type="button" value="v"/>
- 2D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input type="radio"/> AUTOCAD: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input type="radio"/> Etc: <input type="text" value="DXF"/> <input type="button" value="v"/>
+ Primary exchange division	Corporate Technology Operati <input type="button" value="+ Select"/>
+ SEC person in charge	<input type="text"/>
+ Purpose of using	<input type="text"/>
+ Withdrawal	<input type="button" value="+ Request Vendor Administrator Authority"/>
	<input type="button" value="+ Confirm"/> <input type="button" value="+ Cancel"/>

4. In the **[REQUEST OF LEVELUP]** screen, type the reason for the request and click the **“Confirm”** button. Then ‘vendor administrator authority request email’ is sent to the vendor administrator. If your company does not have a vendor administrator, the e-mail is sent directly to SEC administrator.



**REQUEST OF LEVELUP**

- The Vendor Administrator has the responsibility to authorize user registration and certificate reissuance of users within the same company.
- The Vendor Administrator must immediately change the password of a user if there is a concern that the password may have been guessed or stolen by someone else, and then notify SAMSUNG ELECTRONICS CO., LTD. about this matter right away.
- In the case when a user has left the company or has been transferred to another department, not needing the help of SAMSUNG ELECTRONICS CO., LTD. or the use of CPCex anymore, the Vendor Administrator must disconnect that particular user's access. If you are the case, you must delegate your authority as a Vendor Administrator to another user within your company.

Reason of requesting

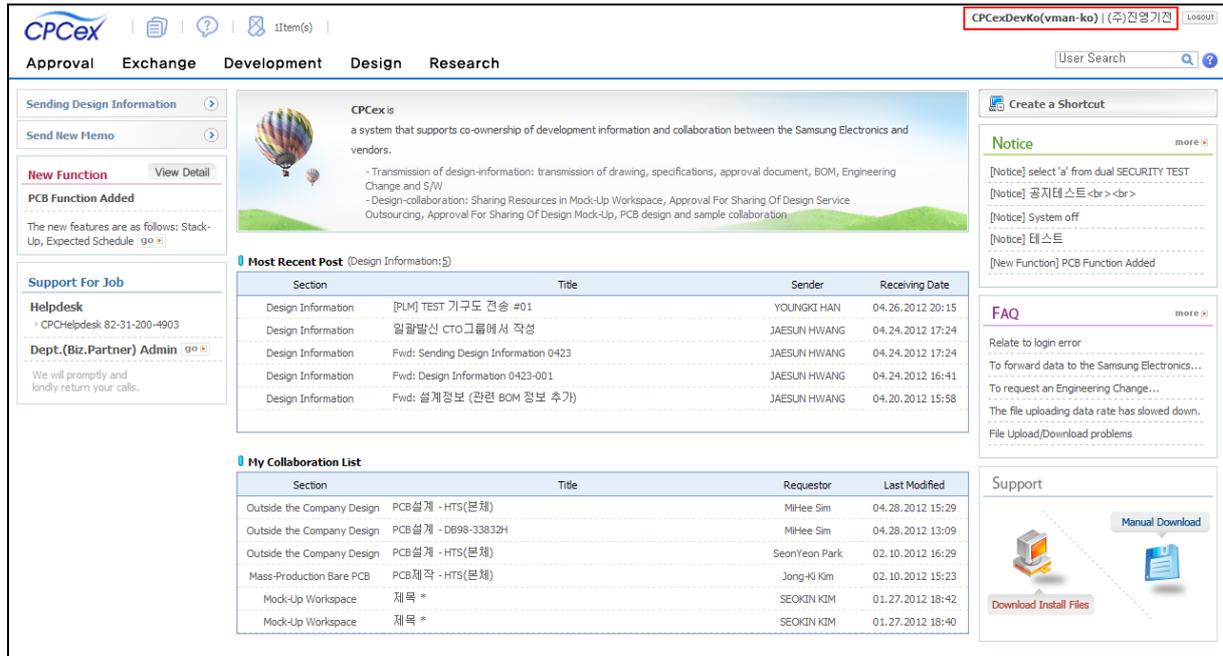
5. If the request is approved by the vendor or SEC administrator, administrator authority is granted.

# 7 Withdrawal from CPCex

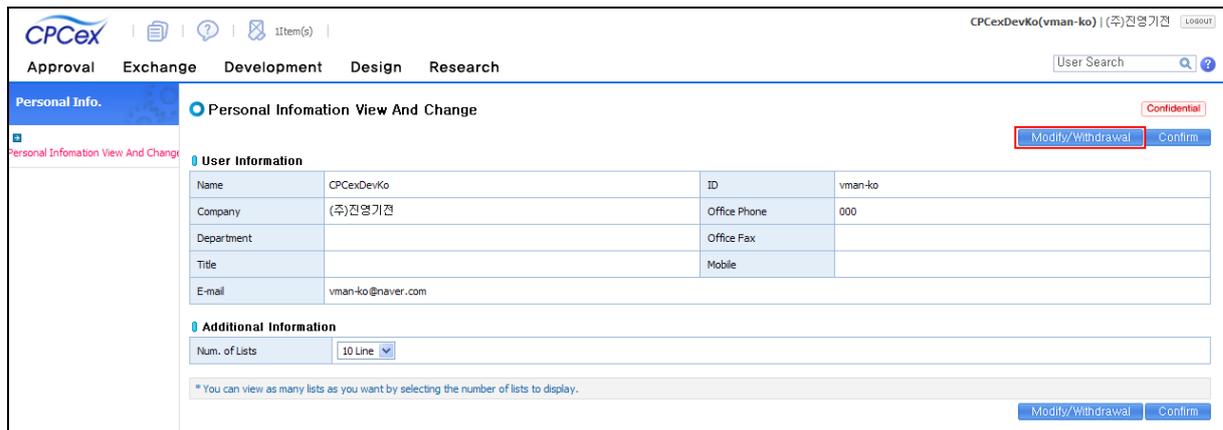
## 7.1 Withdrawal from CPCex

You can directly request withdrawal from CPCex.

1. Click on the **[Personal Info.]** menu at the top right of the CPCex main screen.



2. Click the **“Modify/Withdrawal”** button in the **[Personal Information View and Change]** screen.



3. Enter your password in the [CHECK PASSWORD] screen and click the “Confirm” button.

**SAMSUNG Business Partner**  
User Directory Coordination System

ABOUT MEMBERSHIP | EDIT ACCOUNT | FIND ID/PASSWORD | FAQ

### ADMIN PAGE

#### Check Password/OTP

We re-identity users for security reasons, therefore please enter password/OTP again.

Password	<input type="text"/>
OTP	<input type="text"/>

※ If you are going to use a new PC or re-install OS, please apply for OTP again.  
[\[HelpDesk\]](#)  
 \* [- Department Manager](#)

\* **CPCex HelpDesk** : 82-31-200-4903  
[- CPCex Sign up /Login/Admin Manual](#)

Please see the following Manuals for detailed application procedure.

Manual for OTP issue/use (for Windows)	<input type="button" value="+ Download"/>
Manual for OTP issue/use (for MAC OS)	<input type="button" value="+ Download"/>
OTP Management Manual	<input type="button" value="+ Download"/>
OTP Program Download	<input type="button" value="+ Download"/>

4. The [Edit Account] screen appears as follows.

+ Whether or not use CAD tool	<input type="radio"/> Necessity <input checked="" type="radio"/> Needlessness
- 3D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input type="radio"/> PRO/E: <input type="text" value="Previous Version"/> <input type="button" value="v"/>
- 2D CAD System	<input type="radio"/> I-DEAS: <input type="text" value="Previous Version"/> <input type="button" value="v"/> <input checked="" type="radio"/> Etc: <input type="text" value="DXF"/> <input type="button" value="v"/>
+ Primary exchange division	<input type="text" value="Corporate Technology Operati"/> <input type="button" value="+ Select"/>
+ SEC person in charge	<input type="text"/>
+ Purpose of using	<input type="text"/>
<input type="button" value="+ Withdrawal"/> <input type="button" value="+ Request Vendor Administrator Authority"/> <input type="button" value="+ Confirm"/> <input type="button" value="+ Cancel"/>	

5. When clicking the “Withdrawal” button at the bottom of the screen, the following message box appears. Click the “OK” button.





## **CPCex Sign Up/Login Manual**

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