



卖方用户操作手册

如何注册

BME QualitySourcing.com

2009年1月起有效

版本：3.4

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1. 关于 **BMEQualitySourcing.com**

全球采购日趋重要。对于企业而言尤其是采购商，在不断扩大的市场下，需要寻求实力强大、稳定的合作伙伴。但是这些市场分布广泛，不够透明，因此，主要问题在于：怎样找到最合适的合作伙伴发展为长期确定的商业合作关系？

BMEQualitySourcing.com 由欧洲最大采购网络“BME¹”操作，是一家拥有合格供应商的独家电子化平台。供货方将自身呈现在 **BME** 拥有的采购商面前，并由 **BMEnet GmbH**²公司挑选并审核。您可以在“证书&审查|**BMEQualitySourcing.com**”项下找到每个供应商档案的审核数据。

供应商受益：

- 能和欧洲一流企业取得联系
- 证明贵公司的特殊市场份额及实力
- 受益于 **BME** 各种积极的营销推广活动
- 成为 **BME** 整个欧洲庞大网络的一个分支
- 展现贵公司的资料信息及各种资质认证

您的 **BME** 联系人：

法兰克福总部

BMEnet GmbH
Bolongarostrasse 82
D-65929 Frankfurt / Main
德国 法兰克福
电话： +49 (0) 69/ 308 38-380
E-Mail: qualitysourcing@bme.de

中国办公室

BME Shanghai Co. Ltd.
中国-上海，200060
陕西北路 1388 号
雷格斯银座企业中心 1615 室
电话： +86 (0)21/ 6149 8271
E-Mail: officemanager.sh@bmenet.asia

BMEQualitySourcing.com 技术帮助平台：

SupplyOn AG

电话 (免费)
德国： 0800.78775966
中国北部： 10800.7490127
中国南部： 10800.4900114
其他国家： +800.78775966
E-mail: Registration@SupplyOn.com

¹ **BME** – 德国联邦采购物流协会，总部位于德国法兰克福，全称 Bundesverband Materialwirtschaft, Einkauf und Logistik e.V. (**BME**) - www.bme.de / www.ammpl.org

² **BMEnet GmbH** - BME100%的全资子公司； **BMEQualitySourcing.com** 的执行方

2. BME QualitySourcing.com 注册

使用数据库之前，您须先注册该服务。

您完成了所有步骤后，即完成了该注册流程。您可以随时中断或继续上次的注册。

注册最后，我们服务提供商 SupplyOn 会要求您下载合同。请在合同上签字，并传真至合同上列明的地址。

2.1. 与 BME 联系

进入网站 www.bmequalitysourcing.com 并填写申请表格。

2.2. 接收注册邀请 e-mail

您将接收到来自我们服务提供商 SupplyOn (registration@supplyon.com) 的电子邮件邀请函，邀请您注册 BME QualitySourcing.com。邮件中您可找到您的注册代码(registration code)（如：0533fbb24915600587c954b246e25ac9）及注册地址链接。

请复制邮件内的注册代码。

打开 BME QualitySourcing.com 登陆网页 <http://www.supplyon.com/bmeqslogon>，并在输入框内输入该注册代码。

BME Homepage | SupplyOn Homepage | 中文 (Chinese) | Home | Contact

WELCOME TO BME QualitySourcing.com based on SupplyOn Portal

Username
Password [Login](#)

[Forgot password?](#)
[Help](#)
[Customer Support](#)

Contact

Telephone (free of charge)
from Germany: 0800.78775966
from USA/Canada: 1.866.787.7596
from Mexico: 01.800.123.3231
from China (North): 10800.7490127
from China (South): 10800.4900114
from other countries: +800.78775966

E-mail
Questions on registration:
[Registration](#)
Questions on how to use the services:
[Customer Support](#)

BME QualitySourcing.com
Your exclusive electronic platform with qualified global suppliers, operated by Europe's largest buyer network - the BME.

The difference - on BME QualitySourcing.com you find suppliers with verified and reliable qualification criteria - checked by the BME.

SupplyOn
Your platform for successful communication with your customers in the areas of Sourcing, Logistics, Finance, Quality and Engineering.

If you are a **Seller** please enter your registration code* here

[Register](#)

* You will find your registration code in the **Buyer** Invitation. This e-mail will sent to you by SupplyOn.

How to get Access

[Go to bmequalitysourcing.com](#)

[BME QS - The exclusive supplier platform](#)
[BME QS - Info for suppliers](#)
[BME QS - Info for buyers](#)

BME Co-operation Partner

[Visit the BME Partner page](#)

[TÜV Rheinland®](#)
Genau. Richtig.

[Win2](#)
winwinsupply.com

[苏州工业园区企业配套网](#)
WWW.ECSIP.COM

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然后点击“注册”。您将进入注册流程。

Who is SupplyOn?

SupplyOn is one of the world's leading providers of Internet services for the automotive and manufacturing industry. The company provides a platform for the efficient management of business processes. On the right you will see a small selection of the companies who use SupplyOn to collaborate with their business partners.

What does SupplyOn offer?

SupplyOn offers numerous services to help you optimize the transparency and quality of the processes you share with your customers in the areas of sales, logistics, development and quality management. More efficient processes also deliver benefits within your company because you can download and further process the data received via SupplyOn. By registering with SupplyOn, you increase the visibility of your company and make yourself known to the key players in the automotive and manufacturing sectors.

How do I register with SupplyOn?

You enter your company data when you first register. You can interrupt registration at any time and continue later. Only when you sign the contract that you download at the end of registration do you enter into a legally binding agreement.

Register now...

Please enter your registration code.

What does it cost to use SupplyOn?

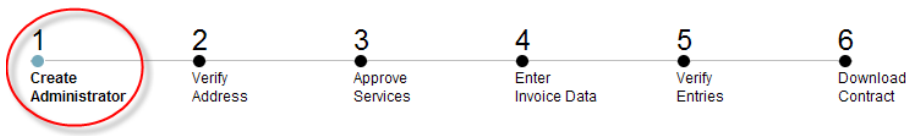
Contact

Phone (toll free):
 From Germany: 0800.78775966
 From USA and Canada: 1.866.78775966
 From Mexico: 01800.12333231
 From Other Countries: +800.78775966

E-Mail:
 For questions on registration:
Registration@SupplyOn.com
 Questions about use of the solutions:
Customer-Support@SupplyOn.com

2.3. 创建您的 BMEQualitySourcing.com 管理人

该管理人是您公司关于数据库的各方面联系人如买方询价请求或者用户创建设置等。输入您的个人数据和用户名，该用户名须包含 6 至 30 位字符。您的密码必须一串 8 至 20 位的字符，其中必须包含一个特殊符号，一个大写和一个小写字母及一个数字。点击“保存并继续”按钮。



Step 1/6: Create Administrator

Please insert all mandatory data to create a SupplyOn Administrator for your company. The SupplyOn-Administrator has the ability to set up new users for your company and will receive messages concerning the use of the related SupplyOn-Services.

Salutation:*

Last name, First Name:*

Username:*

Password:*

Confirm Password:*

E-Mail:*


Phone:*

Language:*

2.4. 检查并完成您的公司数据

我们已经将贵公司的主数据传输至我们的服务提供商 **SupplyOn**。请将不全的信息补充完整然后点击“保存并继续”按钮。如果当前显示的数据不正确，您可以点击“修改地址”按钮。

这个操作后我们需要数天时间审核您修改的内容。在修改要求核准后您需要重拾您的注册流程。Registration@supplyon.com 会发送邮件提醒您该操作。



1 Create Administrator 2 **Verify Address** 3 Approve Services 4 Enter Invoice Data 5 Verify Entries 6 Download Contract

Save Save and continue

Step 2/6: Verify Address


Your customer has already sent us your company data. Please verify the data. If necessary, you can adjust your address by clicking on "Change Address".

Company name:	Wuhu Wenyu Art Kindergarten	Company name 2:	<input type="text"/>
DUNS:	544756666	Functional entity type:*	Headquarters
Street:	Inside Wuli Primary School,	State:	---
ZIP, City:	241000 Wuhu	Timezone:*	(GMT+08:00) CTT
Country:	China	Homepage:	www.wuhu-kindergarten.cn
Change Address			
Postbox:	<input type="text"/>	Postbox Zip:	<input type="text"/>
Postbox Location:	<input type="text"/>	Postbox Country:	---

Save Save and continue

2.5. 确认 BMEQualitySourcing.com 服务

您将查看到 **BMEQualitySourcing.com** 上您所被邀请的服务。点击“保存并继续”按钮。



1 Create Administrator 2 Verify Address 3 **Approve Services** 4 Enter Invoice Data 5 Verify Entries 6 Download Contract

Save and continue

Step 3/6: Approve Services

Your customer invited you to use the following Services.

Service	Runnig Expenses	Book Service
QualitySourcing.com BMEnet GmbH Chan, Kwan Wai Phone: +49 69 308 38-347 E-Mail: qualitysourcing@bme.de	0.00 USD per year Details	<input checked="" type="checkbox"/>

[Recalculate Price](#)

One-time Registration fee	100.00 USD	
Total fee in the first year	100.00 USD	

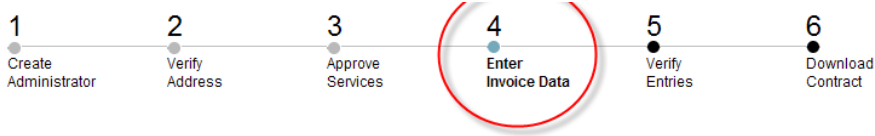
My company wishes to join the contract of a company or group already registered with SupplyOn

[Save and continue](#)

2.6. 输入您的发票信息

请在此确认您发票的地址，并输入 VAT 号码及传真号码。若发票地址与所显示的地址不一致，请点击检查框“Different Invoice Recipient”（不同发票收件人）。然后为发票地址和不同发票收件人输入 VAT 号码和传真号。

注意： 请不要在传真号之前输入国家代码。



1 Create Administrator 2 Verify Address 3 Approve Services 4 Enter Invoice Data 5 Verify Entries 6 Download Contract

Save Save and continue


Step 4/6: Enter Invoice Data			
Your invoice address:		<input checked="" type="checkbox"/> Different Invoice Recipient	
Company name:	Wuhu Wenyu Art Kindergarten	Company name:*	<input type="text"/>
Street:	Inside Wuli Primary School,	Street:*	<input type="text"/>
City:	Wuhu	City:*	<input type="text"/>
Zip:	241000	Zip:*	<input type="text"/>
Country:	China	Country:*	<input type="text" value="China"/>
Fax:* ⓘ (Accounts Payable Dept.)	<input type="text" value="512 6262 0766"/>	Fax:* ⓘ (Accounts Payable Dept.)	<input type="text"/>
VAT identification no.: ⓘ	<input type="text"/>	VAT identification no.: ⓘ	<input type="text"/>
Payment Method:			
<input checked="" type="radio"/> On account (Bank transfer or Credit Card)			

Save Save and continue

2.7. 核实您的输入

请检查您输入的合同数据。若合同信息正确，点击“保存并继续”按钮完成注册。

注意： 如果您必须要修改地址，则系统将需要数天来检查您所作的修改。所作修改得到核准后您需要继续完成注册。我们的合作伙伴 SupplyOn 会以邮件通知您继续注册。



1 Create Administrator 2 Verify Address 3 Approve Services 4 Enter Invoice Data 5 Verify Entries 6 Download Contract

Save and continue

Step 5/6: Verify Entries	
Thank you for your registration. Please verify all of your entries now.	
Company Data:	
Company name:	Wuhu Wenyu Art Kindergarten
Address:	Inside Wuli Primary School,, 241000 Wuhu
VAT Identification Number:	<input type="text"/>
<input type="button" value="Change Address"/>	
Different Invoice Recipient:	Payment Method: Bank transfer
<input type="button" value="Change Invoice Data"/>	
Your Services:	
QualitySourcing.com, BMEnet GmbH	0.00 USD per year
One-time Registration fee	100.00 USD
Total fee for the first year	100.00 USD

Print Page Save and continue

2.8. 下载您的 BMEQualitySourcing.com-SupplyOn 门户网站联合合同

请下载该合同。您须关闭浏览器弹出的插件阻止。



Complete and close

Step 6/6: Download Contract

Your contract number is **344028** and has been applied on **20.10.09** .

Where to go from here?

- Download the contract by choosing your preferred language.

Notice: Your contract will be displayed as pdf-document. to open the document, you need the Adobe Reader.

- Sign the contract and send the document by fax to +49 811 99 99 73 41.

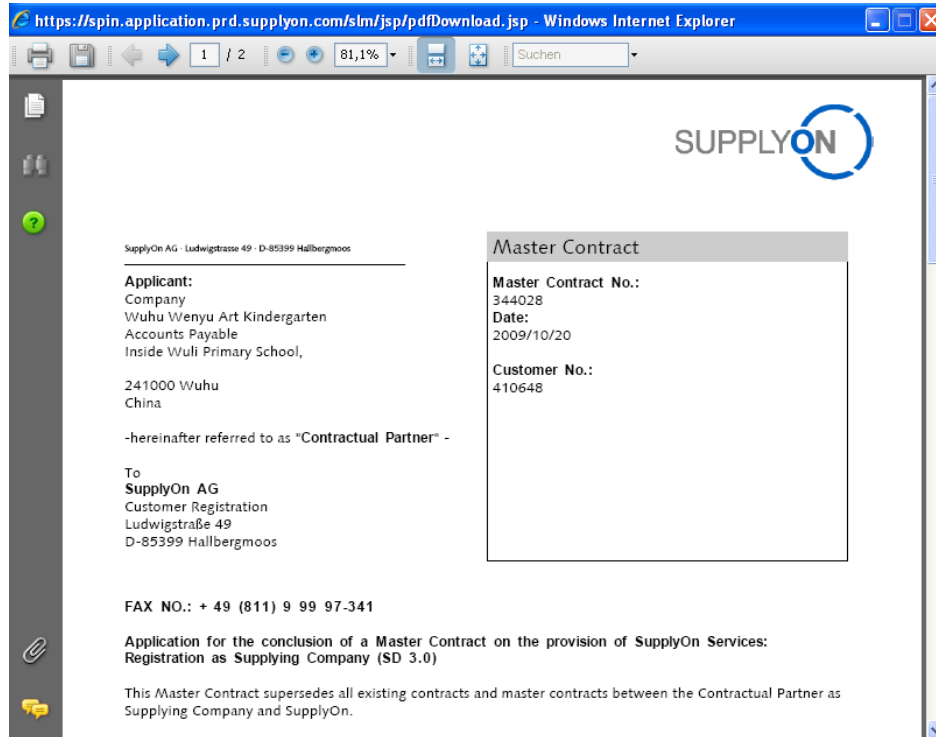
SupplyOn will approves your contract within the next 2 working days. You will receive an E-Mail as soon as you can use the SupplyOn-Services.

Complete and close

2.9. 签订合同并传真至 SupplyOn

现在请签订合同并传真至 SupplyOn: **+49(0)811-99997-341**.

一旦我们的合作方 SupplyOn 核实了您的输入，便会在下两个工作日内激活您的公司服务。激活信息 "The service BMEQualitySourcing.com has been activated for your company"（贵公司 BMEQualitySourcing.com 已经被激活）会以邮件形式发送通知您。



您的注册至此已完成!

3. 如何使用 BME QualitySourcing.com

想让潜在客户很好地了解您的公司、产品和服务，我们推荐您在 BMEQualitySourcing.com 创建一个详细的公司档案，并不断对其进行更新。

关于 卖方公司如何使用 BMEQualitySourcing.com 的详细信息，请查看 www.supplyon.com/bmeqslogon 页面下的文件"BMEqs.com - 供应商使用手册"。

3.1. 登陆 BME QualitySourcing.com

打开网页：<http://www.supplyon.com/bmeqslogon> 然后利用您的用户名和密码（在注册第一步时您所设定的用户名和密码）登陆 BME QualitySourcing.com。

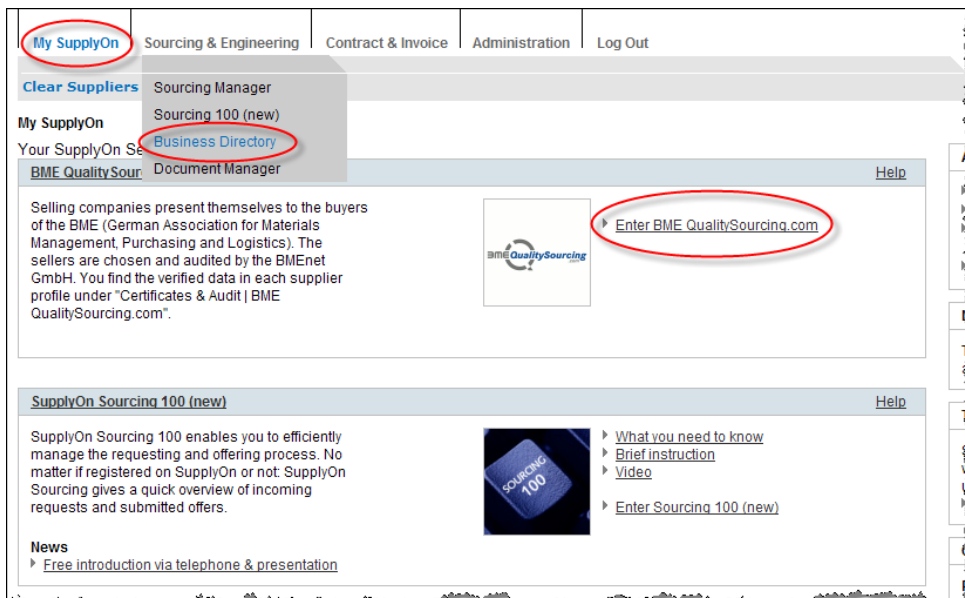


3.2. 登陆页面 "My SupplyOn"

您登陆后的首个页面是您的个人 "My SupplyOn" 页面。显示的服务栏与您指定的用户权限相一致。

3.3. 进入 "Sourcing & Engineering | Business Directory"

登陆后，请点击服务项下的 "Enter BME QualitySourcing.com" 或选择页面顶部导航栏上 "Sourcing & Engineering | Business Directory"。



然后你就能查看 [BME QualitySourcing.com](http://BMEQualitySourcing.com) 中 Business Directory 下的关于您公司的详情。

My SupplyOn | Sourcing & Engineering | Contract & Invoice | Administration | Log Out | SUPPLYON

My SupplyOn > Profile of BMEChina Office: Change Address | Help for this page | Print

My profile

Profile of BMEChina Office

Save | Export | Cancel

Address | Company Structure | Contact Persons | Company Information | **Certificates & Audit** | Manufacturing Competences | Products (eCl@ss) | Contracts

Company

Company Name:	BMEChina Office	Company Name (Line 2):	
D-U-N-S Number:	999015111	Company short description:	
Company Homepage:	http://www.bme.de		
Company central e-mail:	martin.kuehl@bmenet.asia		
Founding year:			
Legal Form:			

Corporate Group

Corporate Group Company Name:	Bundesverband Materialwirtschaft, Einkauf und Logi	Corporate Group D-U-N-S Number:	318934551
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Address

Street, Nr.:	1388 North Shan Xi Road
ZIP-Code:	200060
City:	Shanghai
Region:	
Country:	CN

3.4. 对各个项目对您的公司资料进行维护

选择某个项目，如 "Certificates & Audit"（资质认证&核审）项目，输入贵公司的数据。点击“保存”。

My SupplyOn | Sourcing & Engineering | Contract & Invoice | Administration | Log Out | SUPPLYON

My SupplyOn > Profile of BMEChina Office: Change Certificates & Audit | Help for this page | Print

You have uploaded the following attachments: BME_ISO9001.jpg

My profile

Profile of BMEChina Office

Save | Export | Cancel

Address | Company Structure | Contact Persons | Company Information | **Certificates & Audit** | Manufacturing Competences | Products (eCl@ss) | Contracts

Show level [1] [2] [3] | Expand all | Collapse all

Certificates:

- Quality Management System
 - ISO 9001
 - Certificate validity (to)*: 12/21/2010
 - Certificate document*: [BME_ISO9001.jpg \(44 B\)](#)
 - Upload | Delete
 - Certificate registration number: 03006Q10156R1K
 - Certifying agency: Registration numb...: T19001-2000
 - Certifying agency (name, location, co...: TL Certification Center, China
 - Remark: The Design, Production and Servicing Process of ADSL Splitter; Transformer & Inductor
 - ISO/TS 16949
 - Certificate validity (to)*:

4. 在线帮助和客户服务

您可以通过两种方式得到帮助支持：

- (1) 在页面顶部的导航栏点击"Help"（帮助）或者"Help for this page"（该页帮助）查看在线信息帮助
- (2) 联系 SupplyOn 客服：
电话（免费）： + 800. 78 77 59 66
发送邮件至：Registration@SupplyOn.com