



BUY INTELLIGENT AND DIGITALIZAION

Supplier Management User Manual

(For Supplier users only)

June 2024



Revision History

No.	Version	Content	Date	Modifier	Reviewer
1	V1.0	Creation	6/14/2024	Brian	
2	V1.1	Updated portal address	7/03/2024	Brian	



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1. Introduction

1.1 Purpose of Writing

The purpose of compiling the User Manual is to provide application module to supplier users with guidance on utilizing the Supplier Management module within the BID system, along with an overview of its operational environment.

2. Overview of the System

2.1 Software Application

Users access the software's main interface by inputting the URL into a web browser, from where they select the applicable module's menu to perform functional operations.

2.2 Client configuration requirements

Table 2-1 Client Configuration Requirements

System Constraints	Client End
Minimum hardware configuration	2-core CPU/4G memory/100GB hard drive
Recommended hardware configuration	4-core CPU/8GB memory/100GB hard drive
network environment	100M
Operating system	Windows 10
Application software	browser

3. Supplier Management User Manual

3.1 Supplier Registration

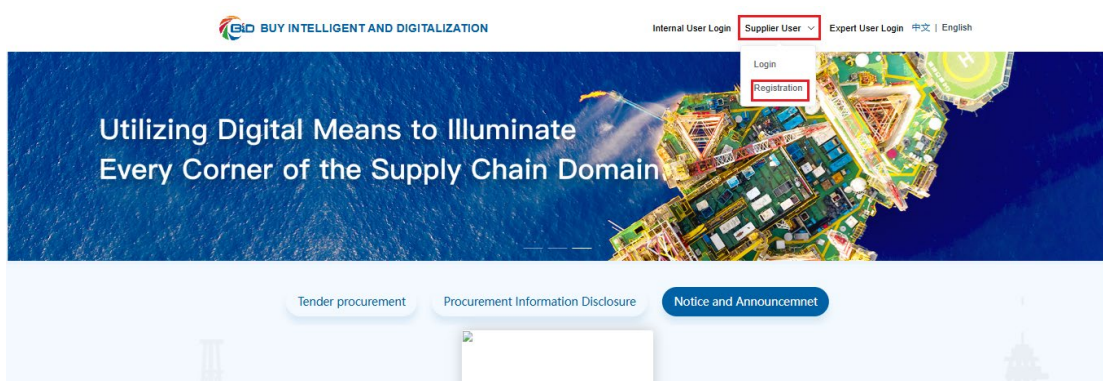
Business scenario: Self-Registration/Invitation Registration

Operation steps:

1. Registration ‘start’ method

1) Self-Registration:

enter [https:// www.coibid.com](https://www.coibid.com), Click on the tab “Supplier User- Registration” to start registration.



2) Invitation Registration:

Log in to your email and check the invitation letter. Register by following the invitation link.

Invitation to Register as a Supplier

Dear User,

XXXXXX cordially invites you to register as our supplier. Please click on the following link to proceed with your registration:

To continue with the registration, please [click here](#).

If the above link does not work, please copy and paste the following link directly into your browser's address bar:

Link: [XXXXXXXXXXXX](#)

Please register as soon as possible after receiving this email. The invitation link is valid for 14 days. If it expires, please promptly contact the business unit to reissue the invitation.

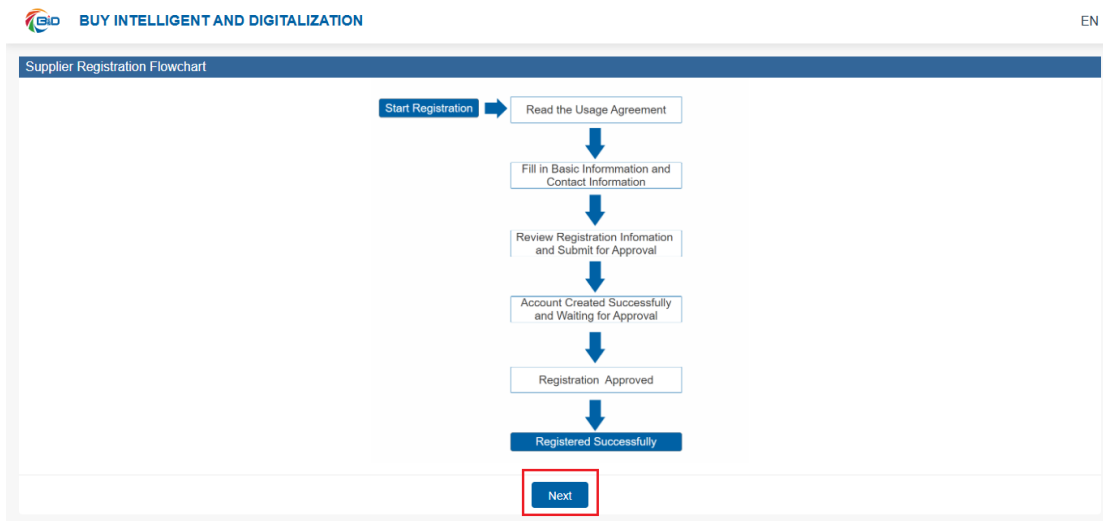
Thank you for using and supporting our BiD platform. Please keep this notification email for future reference.

Should you have any questions, please do not hesitate to contact the supplier management team.

Buy Intelligent and Digitalization

Use “Click here” to continue with registration, or follow the “link” to register.

2. Upon entering the supplier registration workflow diagram interface, view and click on Next.



3. Carefully review the Registration Agreement (include 'Informed Consent to Process of Personal Information'), scroll down to the bottom, check "I have read and agree to all of them", and then click 'Confirm' to continue or 'Cancel' to terminate the registration process.

The screenshot shows a "Terms of Use" page for the "BID Registration Agreement". The page has a blue header with the BiD logo and the text "BUY INTELLIGENT AND DIGITALIZATION". Below the header, the title "BID Registration Agreement" is centered. The main content is a scrollable text area containing several paragraphs of legal text, including a "Special Notification" and clauses 8.1, 8.2, 9. Others, 9.1, 9.2, and 9.3. At the bottom of the text area, there is a checkbox with the text "I have read and agree to all of them", which is checked. Below the checkbox are two buttons: "Confirm" and "Cancel".

4. Fill in basic information (essential information)
 - 1) maintain or fill in required fields(with *)
 - 2) Upload legal registration document
 - 3) If the registered country chosen as "China", "Legal Representative/Responsible Person" will be displayed as mandatory field.

4) Click on “Next” after filling in all the required fields.

BUY INTELLIGENT AND DIGITALIZATION EN

1 Notice & Usage Agreement 2 Basic Information 3 Contact Information

Registration Notice
Before registration, please read {Buy Intelligent and Digitalization(BiD) Registration Operation Guide}.pdf
To ensure that you can successfully complete the registration, please carefully fill in the following key information. The system will display the registration form required for your company based on the information you provide. Once this page is completed, it cannot be modified.
* is a required field

Basic Information

* Unit Registration Name:

Unit Registration Abbreviation:

English Name:

* Supplier Attribute: Manufacturer Integrator Agent Service Provider
 Trader

Next

1 Notice & Usage Agreement 2 Basic Information 3 Contact Information

English Name:

* Supplier Attribute: Manufacturer Integrator Agent Service Provider
 Trader

* Supplier Category: Material Service Engineering

Target Project:

* Continent:

* Countries/Regions:

* Postal code:

* Detailed Registration Address:

* Unified Social Credit Code / Register Number of:

Legal Documents:

D-U-N-S Number:

Next

5. Enter the contact person and other basic information filling interface

- 1) Maintain or fill in required fields (with *)
- 2) Upload authorized file of contact
- 3) After filling out all the information, click on "Get dynamic passcode" (OTP)
- 4) To proceed with verifying your email using the sent code

- 5) Click on “Submit”
- 6) Confirm whether to submit
- 7) Click on ‘Jump to login’ after submission

BUY INTELLIGENT AND DIGITALIZATION EN

Progress: Notice & Usage Agreement (checked), Basic Information (checked), Contact Information (active)

Contact Information

* Contact Person Full Name: ERNE BROCKOVICH

Name:

* Contact Authorized:

File: Only .jpg / .png / .pdf files can be uploaded, and the size cannot exceed 20M

Legal registration docu...

* Contact Number: 0083423423

Contact Email: 0083423423@gmail.com.iq

Address: 123232

Company Phone:

Company Mail:

BUY INTELLIGENT AND DIGITALIZATION EN

Progress: Notice & Usage Agreement (checked), Basic Information (checked), Contact Information (active)

Company Phone:

Company Mail:

* Login Name: 0083423423@gmail.com.iq

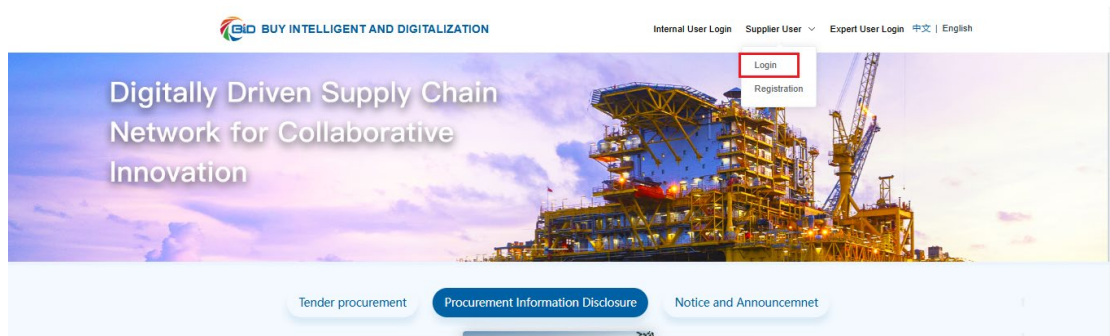
* Confirm Password:

Remarks:

8) An email notification will be sent after supplier account successfully created.

6. Jump to login interface

- 1) Enter Account, Password accordingly).
- 2) Click 'Get OTP' (the system will send OTP to your registered email automatically)
- 3) Go to your registered email, find the verification code, and enter the dynamic password(OTP).
- 4) Display the page with pending approvals prompt.

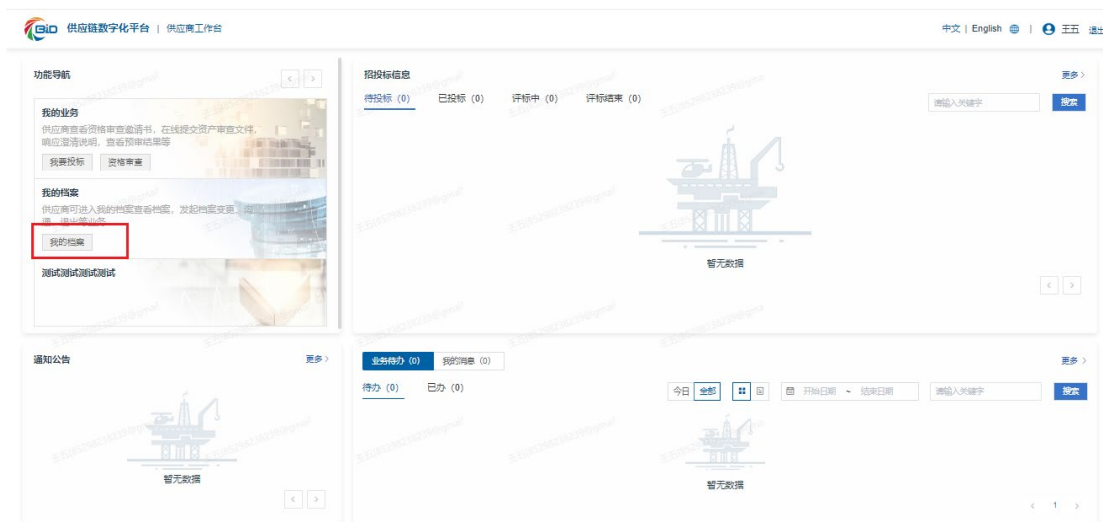


7. At this stage, the supplier status is in draft mode.

3. 1. 1 Edit of Registration information

Note: For self-registration and invitation registration, it is not possible to withdraw or edit before the approval is completed. In the case of approval rejection, editing and resubmission are allowed.

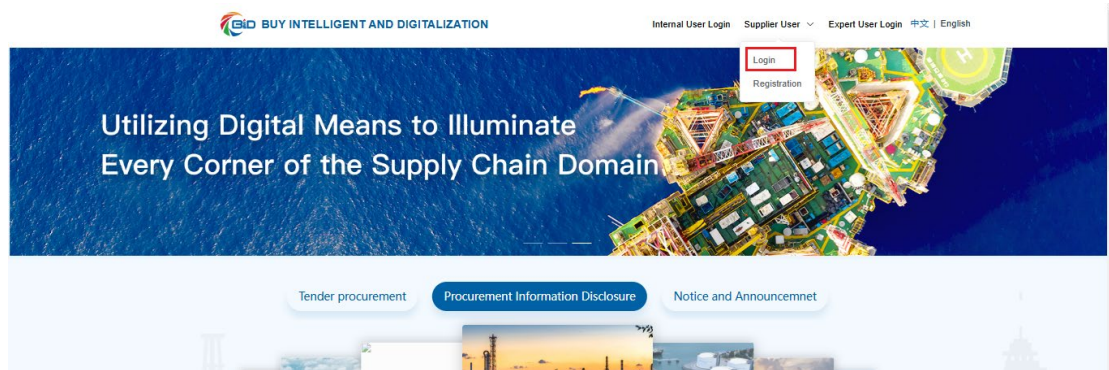
1. After your registration is ‘approval rejected’, you can login your account through BID portal website.
2. Click “My File” and enter in the archive page.
3. Click ‘Edit’ button on the right upper corner to modify your registration page accordingly.
4. Resubmit your edited info for approval.



3.2 System login process

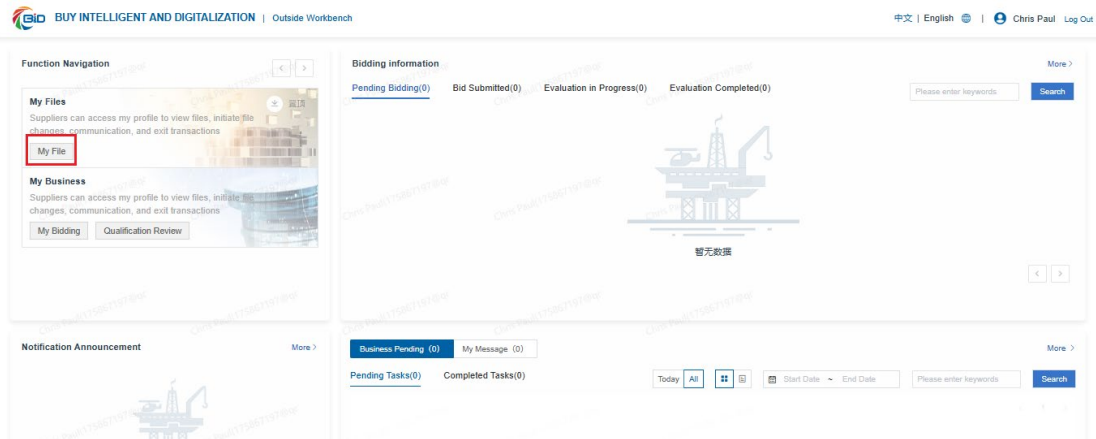
After the registration application is approved, you can log in to the system through BID system website : <https://www.coibid.com> .

Click on the tab “Supplier user- login” then login to the system's homepage using personal Account, Password and OTP (the system will send OTP to your registered email automatically).





On the "workbench" page, under the "Function Navigation", click the "My File" button to enter the Supplier Management System.



3.3 My File

3.3.1 Change of Supplier Archive

Business Scenario: Changing Supplier Critical and Non-critical Information

Explanation: Changes to critical information in the basic information require approval from 'the supplier administrator of BID system', while changes related to other information become effective upon submission.

Menu path: Archive Management>>My Files

User roles: Administrator

Operation steps:

1. Click on the 'Archive Management' option in the left sidebar menu, then select 'My Profile' to enter the 'My Profile' page. Click on 'Initiate Change' to start the change process.

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EN | Chris Paul | 退出

Supplier Management

首页 / Archive Management / My Files

file oil ltd.

Legal Registration Document No.: 234234242
Detailed Registration Address: we r we r we r

Detail **Initiate Changes**

Essential Information | User Information | Application Information | Qualification Information | Association | Attachment Information | Information change log | Violation Inquiry | Chronicle Event | approval re >

Chinese Name	file oil ltd.	English Name	
Chinese Brief Name	file oil ltd.	Supplier Category	Material
D-U-N-S Number		Unified Social Credit Code / Register Number of Legal Documents	234234242
Establishment Date		Detailed Registration Address	we r we r we r

Contact Information

Full Name	Contact Information	Remarks
Chris Paul		

2. Enter the Supplier Profile Change Application page, input the basic information for the change (including critical information and essential information), and upload attachments.



The screenshot displays the 'Supplier Archive Change Application Form' interface. The left sidebar contains navigation options: Supplier Management, Archive Management, Violation Management, Exit Management, Communication Mana., and User Management. The main content area is divided into tabs: Essential Information, Application Information, Association, Qualification Information, and Attachment Information. The 'Application Information' tab is active, showing a 'critical information change' table with columns for Modify Field, Old Value, New Value, Modification Reason, and Instructions. Below this is a 'key attachment change' table with columns for File Type, Attachment Name, File Name, Effective Start Time, Effective End Time, Version Number, Status, and Operation. At the bottom, there is a 'basic information change' section with input fields for Company Name and English Name.

3. Click 'Application' Information tab

1) Click 'Add', input the new product information, and click 'Confirm'.

This screenshot shows the 'Supplier Archive Change Application Form' with the 'Application Information' tab selected. The 'product information change' section is visible, featuring an 'Add' button (highlighted with a red box) and a table with columns: Self-recommendation Product Category, Product Description, Brand, Brand Logo, Factory, Specification Range, Application Industry, Product Certify, Enforce Standard, Single Product Annual Production Delivery Capability, Attachment, and Remarks. A single row of data is shown: A010303 白油, white crue..., file oil. The bottom of the page includes a pagination bar showing 'Total 1' and '10/page'.

CreateProduct Certify

* Self-recommendation Product:

Category:

* Product Explanation:

Brand:

Brand Logo:

Only jpg / png / pdf files can be uploaded, and the size cannot exceed 20M

Factory:

Specification Range:

Application Industry:

Product Certify:

2) Check the product information, click 'Edit', modify the product information, and click 'Confirm'.

Supplier Archive Change Application Form: Applicant: Chris Paul | Applicant Role: administrator | Applicant Unit: file oil ltd. | Application Time: 2024-07-28

Essential Information | **Application Information** | Association | Qualification Information | Attachment Information

product information change

<input checked="" type="checkbox"/>	Self-recommendation Product Category	Product Description	Brand	Brand Logo	Factory	Specification Range	Application Industry	Product Certify	Enforce Standard	Single Product Annual Production Delivery Capability	Attachment	Remarks
<input type="checkbox"/>	A010303 白油	white crue...			file oil							
<input checked="" type="checkbox"/>	A010202 气...	sdf			mdm							

Total 1

< 1 > 10/page Go to 1

3) Check the product information, click 'Delete'.

Supplier Archive Change Application Form: Applicant: Chris Paul | Applicant Role: administrator | Applicant Unit: file oil ltd. | Application Time: 2024-07-28

Essential Information | **Application Information** | Association | Qualification Information | Attachment Information

product information change

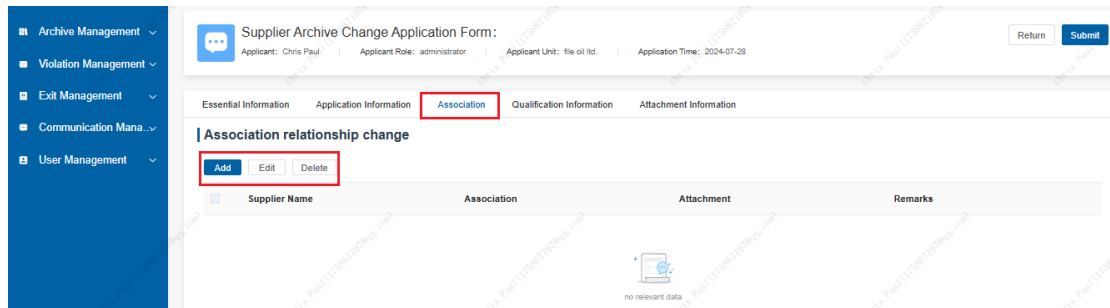
<input checked="" type="checkbox"/>	Self-recommendation Product Category	Product Description	Brand	Brand Logo	Factory	Specification Range	Application Industry	Product Certify	Enforce Standard	Single Product Annual Production Delivery Capability	Attachment	Remarks
<input type="checkbox"/>	A010303 白油	white crue...			file oil							
<input checked="" type="checkbox"/>	A010202 气...	sdf			mdm							

Total 1

< 1 > 10/page Go to 1

4. Click Association Relationship tab

1) Click 'Add', input the supplier name, select the association relationship, upload attachments, and click 'Confirm'.



* Supplier Name:

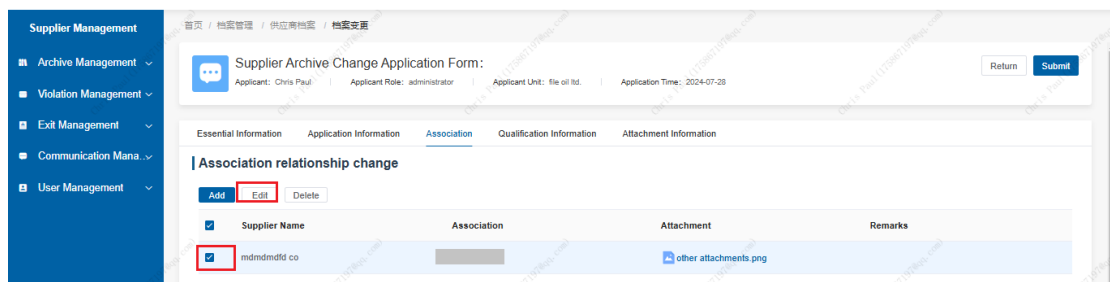
* Association:

* Attachment:

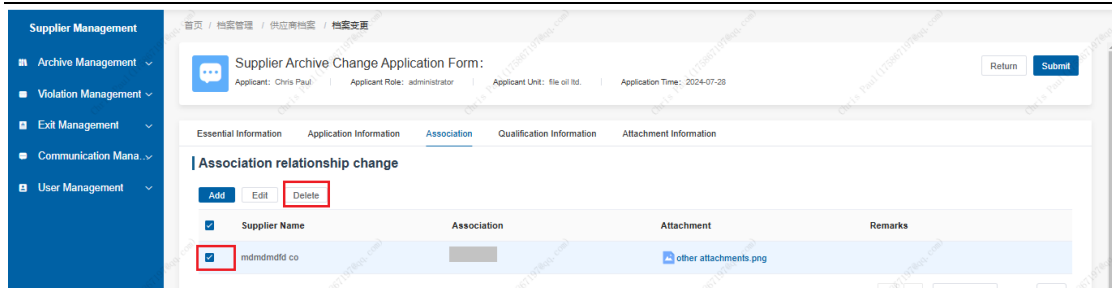
Only jpg / png / pdf files can be uploaded, and the size cannot exceed 20 M

Remarks:

2) Check the association relationship information, click 'Edit', modify the association relationship information, and click 'Confirm'.

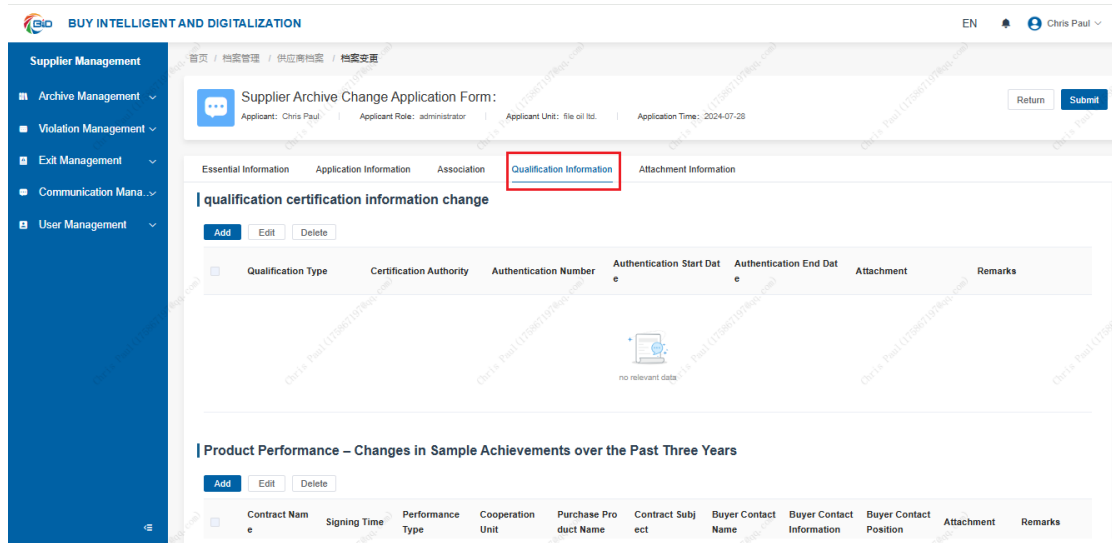


3) Check the association relationship information, click 'Delete'.



5. Click 'Qualification Information' tab (take change of qualification as example)

1) Click 'Add', input/select the qualification certification information, and click 'Confirm'.



* Qualification Type: Please select

* Certification Authority: Please enter

* Authentication Number: Please enter

* Authentication Start Date: Please select

* Authentication End Date: Please select

Attachment:

Only jpg / png / pdf files can be uploaded, and the size cannot exceed 20 M

Remarks: Remarks

2) Check the qualification certification information, click 'Edit', modify the qualification certification information, and click 'Confirm'.

Supplier Archive Change Application Form: Applicant: Chris Paul | Applicant Role: administrator | Applicant Unit: file oil ltd. | Application Time: 2024-07-28

Essential Information | Application Information | Association | **Qualification Information** | Attachment Information

qualification certification information change

<input checked="" type="checkbox"/>	Qualification Type	Certification Authority	Authentication Number	Authentication Start Date	Authentication End Date	Attachment	Remarks
<input checked="" type="checkbox"/>	ISO9001	ISO-234234234	2023-07-09	2026-07-09			

3) Check the qualification certification information, click 'Delete'

Supplier Archive Change Application Form: Applicant: Chris Paul | Applicant Role: administrator | Applicant Unit: file oil ltd. | Application Time: 2024-07-28

Essential Information | Application Information | Association | **Qualification Information** | Attachment Information

qualification certification information change

<input checked="" type="checkbox"/>	Qualification Type	Certification Authority	Authentication Number	Authentication Start Date	Authentication End Date	Attachment	Remarks
<input checked="" type="checkbox"/>	ISO9001	ISO-234234234	2023-07-09	2026-07-09			

6. Click 'Attachment information' tab

For attachment information, only attachments of type 'Other Attachments' and 'Annual Financial Statements' can be deleted.

If you need to delete, add, or edit product information, please go to the Application Information tab.

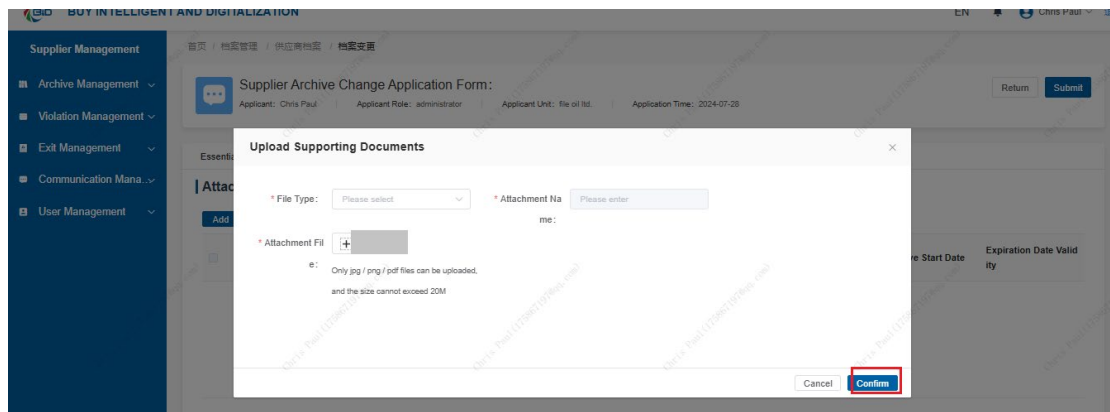
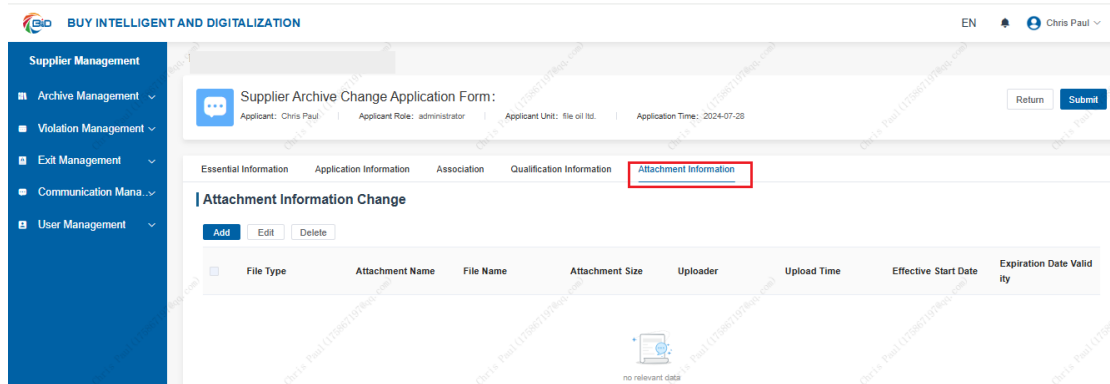
To delete, add, or edit related party relationship changes, go to the Association Relationship tab.

To delete, add, or edit qualification information and attachments, go to the Qualification Information tab.

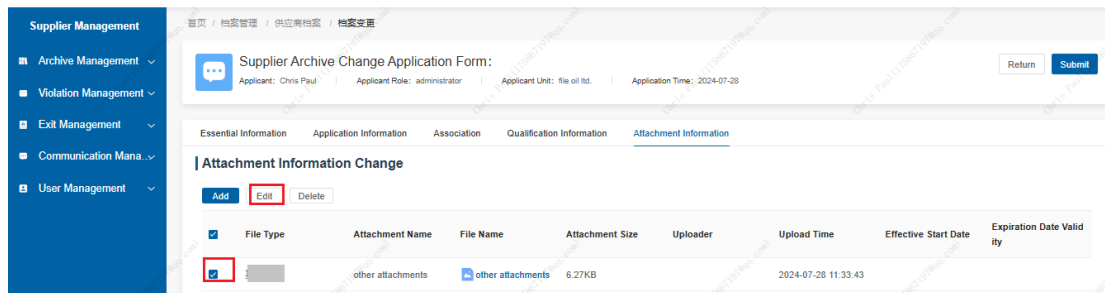
Key Attachments:

Legal Authorization Letter: Can only be changed; editing, deletion, and adding new ones are not allowed.

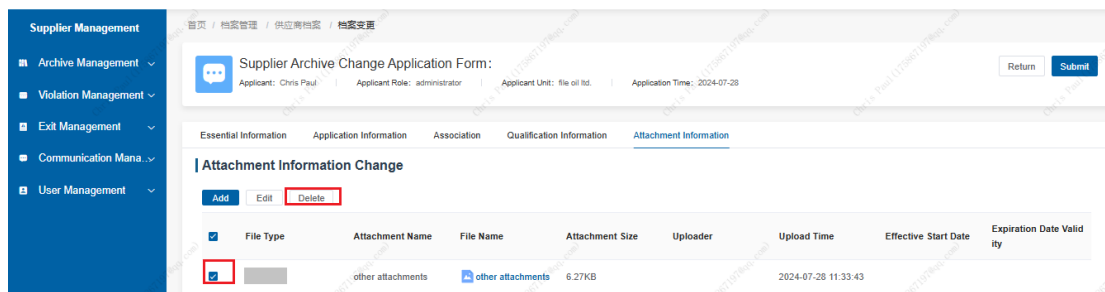
1) Click 'Add', upload attachment, then Click 'Confirm'.



2) Check the attachments information, click 'Edit', modify the attachment information, and click 'Confirm'.



3) Check the attachments information, click 'Delete'



3.3.2 Withdrawal of Archive Change

Business Scenario: Withdrawing Archive Changes (Critical Information Requiring Approval Can Be Withdrawn)

Explanation: A record can be withdrawn in a "pending approval" status

Manu path: Archive>>>My Profile

User roles: Administrator

Operation steps:

1. Click on the 'Archive Management' option in the left sidebar menu, then select 'My Profile' to enter the 'My Profile' page. Click Approval Record tab, then click 'Withdraw'.

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EN Chris Paul

Supplier Management

file oil ltd. 活动

Legal Registration Document No.: 234234242
Detailed Registration Address: THINDNA STREET

Essential Information User Information Application Information Qualification Information Association Attachment Information Information change log Violation Inquiry Chronicle Event **approval res**

Serial Number	Application Time	Application type	Target Unit	Form number	Status	Operation
01	07/15/2024, 11:01:01(GMT+8...		CNOOC Iraq Ltd 国际伊拉克...	1812683758912696322	审批完成	
02	07/28/2024, 03:38:52(GMT+8...			GJ202407280001	pending approval	Withdraw

Total 2

2. As for approval rejection, you can click on the details to view the reason for rejection.

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Supplier Management

Application type: Please select Form number: Please enter

Reset Search

Serial Number	Application Time	Application type	Target Unit	Form number	Status	Operation
01	07/24/2024, 21:24:11(GMT+8...			JSDS2407240001		
02	07/24/2024, 21:33:07(GMT+8...			JSDL2407240001		
03	07/24/2024, 21:38:50(GMT+8...			181610576289125174		

Total 3

3.4 My Processing

Business Scenario: Viewing Effective Violation Processing Documents

Menu path: Violation Management>>>My Processing

User roles: Administrators, salesman

Operation steps:

1. Click on the 'Violation Management' option in the left sidebar menu, then select 'My Processing' to enter my processing page. View the processing document list.

BUY INTELLIGENT AND DIGITALIZATION

EN Chris Paul

Supplier Management

Violation Management

My Processing

Processing Unit: Please enter Scope of Pro... Please enter

Reset Search Expand

Export

Process Number	Processing Unit	Scope of Processing	Violation Stage	Violation Nature	Handling start date	Processing End Time
no relevant data						

Total 0

3.5 My Restriction-lifting

Business Scenario: View and Initiate Expiration Restriction-lifting document

Menu path: Violation Management>>>My Restriction-lifting

User roles: Administrators, salesman

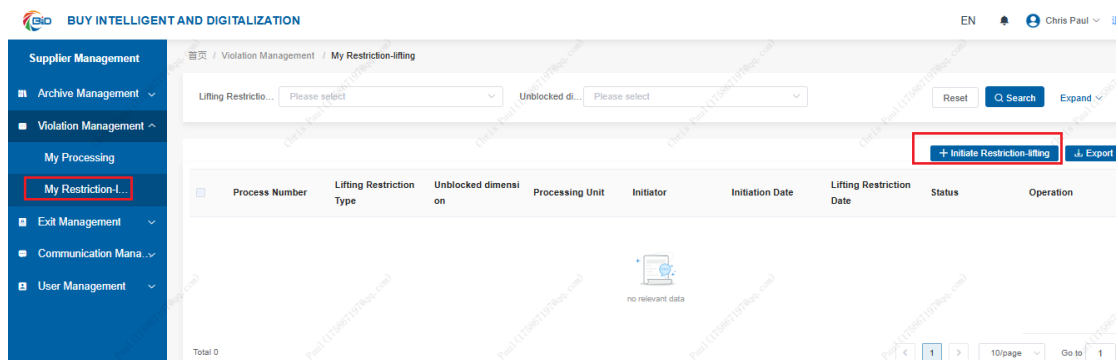
Operation steps:

1. Click on the 'Violation Management' option in the left sidebar menu, then select 'Restriction-lifting' to enter my processing page. View the processing document list.

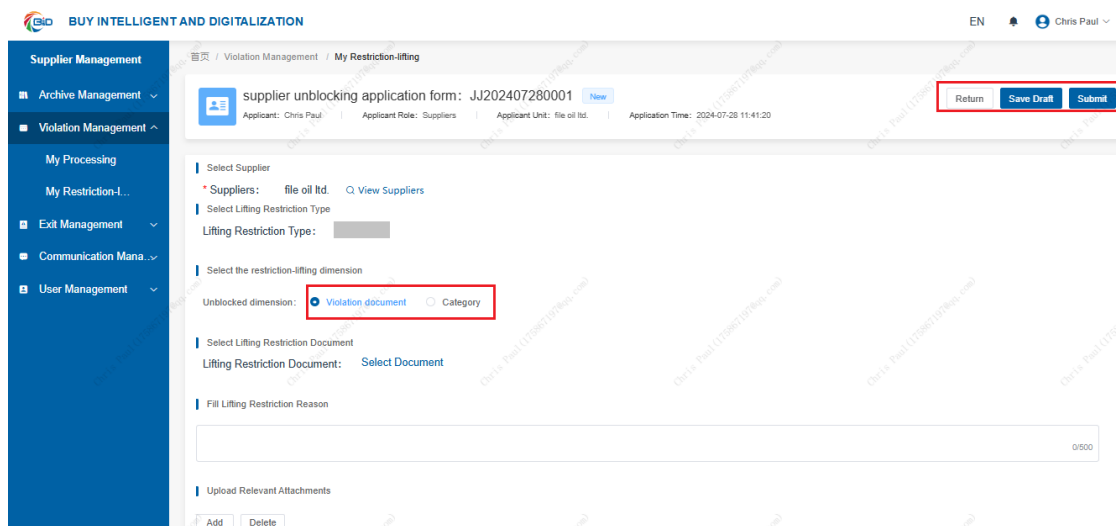
3.5.1 Initiate Restriction-lifting (Violation document dimension)

Operation steps:

1. Click on the 'Violation Management>' option in the left sidebar menu, then select 'Restriction-lifting' to enter Restriction-lifting page. Click 'Initiate Restriction-lifting' to enter supplier restriction-lifting application page.



2. Select Lifting-restriction Dimension (violation document)



3. Select Restriction Document

1) Click 'Select Document'

BUY INTELLIGENT AND DIGITALIZATION

EN | Chris Paul

Supplier Management

Archive Management

Violation Management

My Processing

My Restriction-L...

Exit Management

Communication Mana...

User Management

首页 / Violation Management / My Restriction-lifting

supplier unblocking application form: JJ202407280001

Return | Save Draft | Submit

Applicant: Chris Paul | Applicant Role: Suppliers | Applicant Unit: file oil ltd. | Application Time: 2024-07-28 11:41:20

Select Supplier

Suppliers: file oil ltd. View Suppliers

Select Lifting Restriction Type

Lifting Restriction Type: [dropdown]

Select the restriction-lifting dimension

Unblocked dimension: Violation document | Category

Select Lifting Restriction Document

Lifting Restriction Document: Select Document

Fill Lifting Restriction Reason

[text area] 0900

Upload Relevant Attachments

Add | Delete

2) Input the product category/Processing Unit for the lifting of the restriction, click 'Search', select the violation document, and click 'Confirm'.

Select Lifting Restriction Document

Product Category: Please enter

Processing Unit: Please enter

Reset | Search

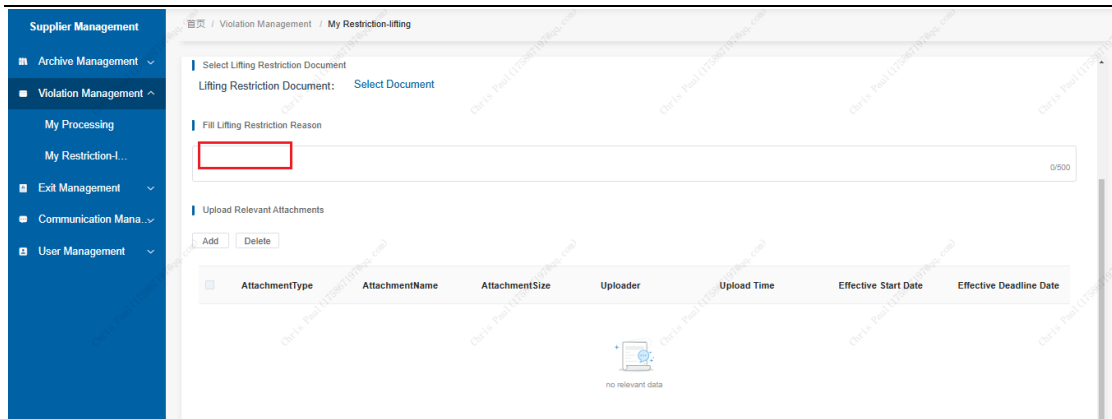
Process Number	Processing Unit	Processing Category	Violation Stage	Violation Nature	Processing Mode	Handling start date	Processing End Time
no relevant data							

Total 0

1 | 10/page | Go to 1

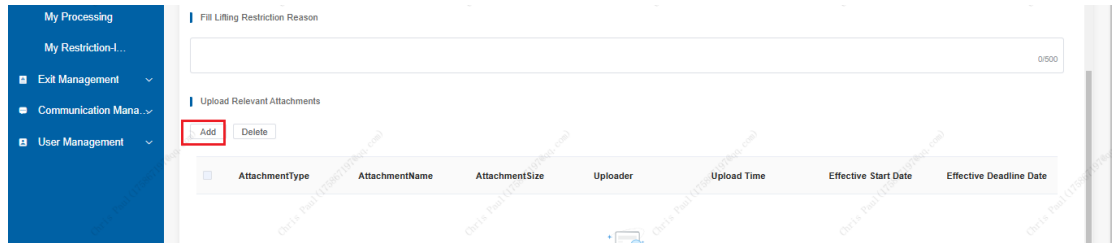
Cancel | Confirm

4. Enter Lifting Restriction reasons

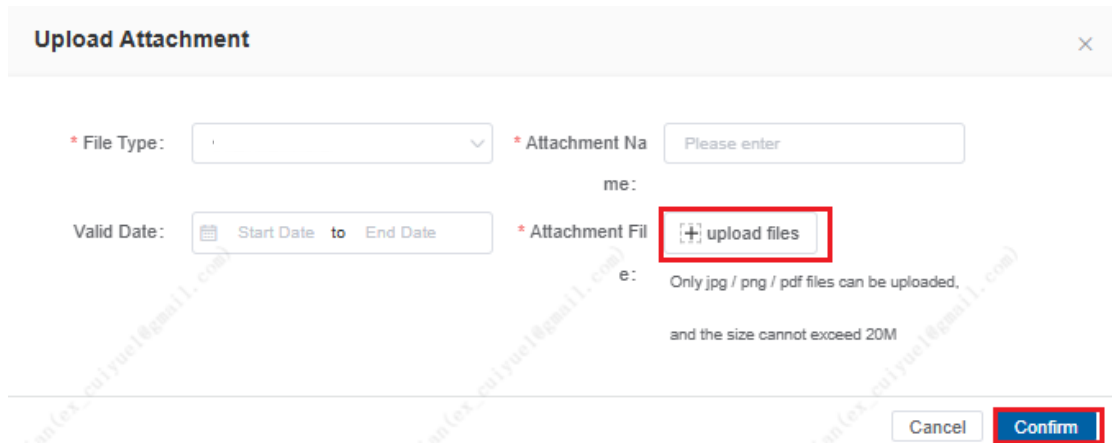


5. Upload Relevant Attachments (not mandatory)

1) Click 'Add'



2) Click 'Upload files', click 'Confirm'



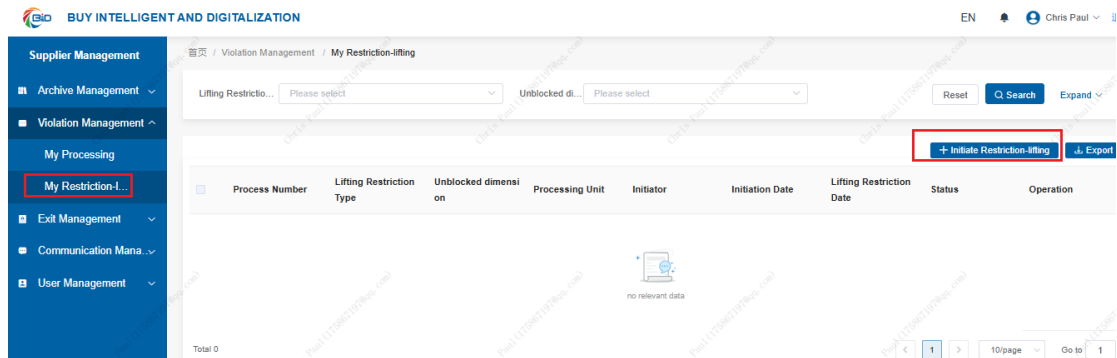
6. Click "Submit" to enter the approval process, click "Save Draft" to save the current information.

7. Submitted successfully, check the status of the application which should now be "Submitted."

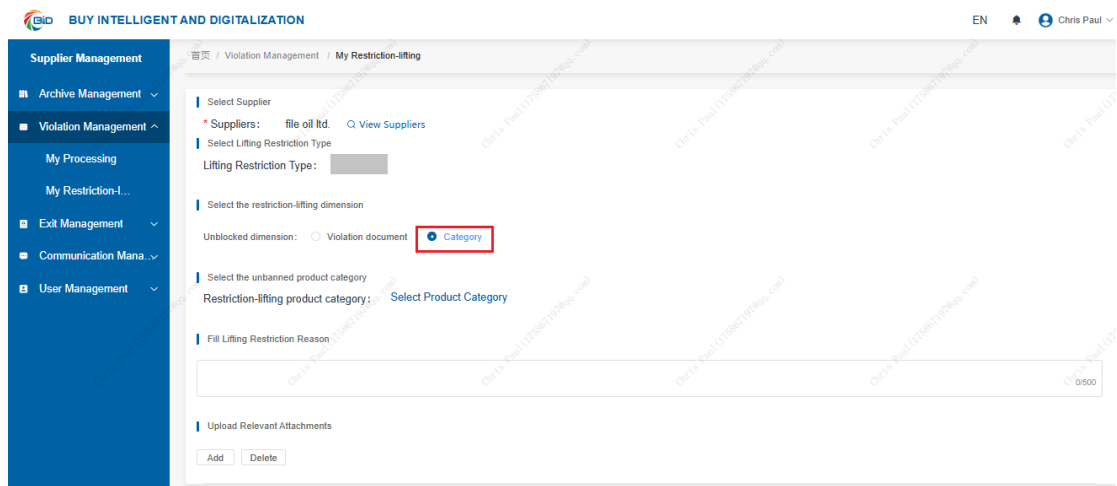
3. 5. 2 Initiate Restriction-lifting(category dimension)

Operation steps:

1. Click on the 'Violation Management' option in the left sidebar menu, then select 'Restriction-lifting' to enter Restriction-lifting page. Click 'Initiate Restriction-lifting' to enter supplier restriction-lifting application page.



2. Select Lifting-restriction Dimension (product category)



3. Select Restriction-lifting category

- 1) Click 'Select Product Category'

Supplier Management

Archive Management

Violation Management

My Processing

My Restriction-I...

Exit Management

Communication Mana...

User Management

首页 / Violation Management / My Restriction-lifting

Select Supplier

* Suppliers: file oil ltd. View Suppliers

Select Lifting Restriction Type

Lifting Restriction Type: [Redacted]

Select the restriction-lifting dimension

Unblocked dimension: Violation document Category

Select the unbanned product category

Restriction-lifting product category: Select Product Category

Fill Lifting Restriction Reason

Upload Relevant Attachments

Add Delete

2) Input the product category/Processing Unit for the lifting of the restriction, click 'Search'.

Select the unbanned product category

Product Category: Please enter

Reset Search

Selected Product Category

Product Category	Product Explanation	Brand	Factory	Specification Range	Level	Access Scope
no relevant data						

Total 0

1 10/page Go to 1

Cancel Confirm

3) Select the violation category, and click 'Confirm'

4. Fill in Restriction reasons

Archive Management

Violation Management

My Processing

My Restriction-I...

Exit Management

Communication Mana...

User Management

Select the unbanned product category

Restriction-lifting product category: Select Product Category

Fill Lifting Restriction Reason

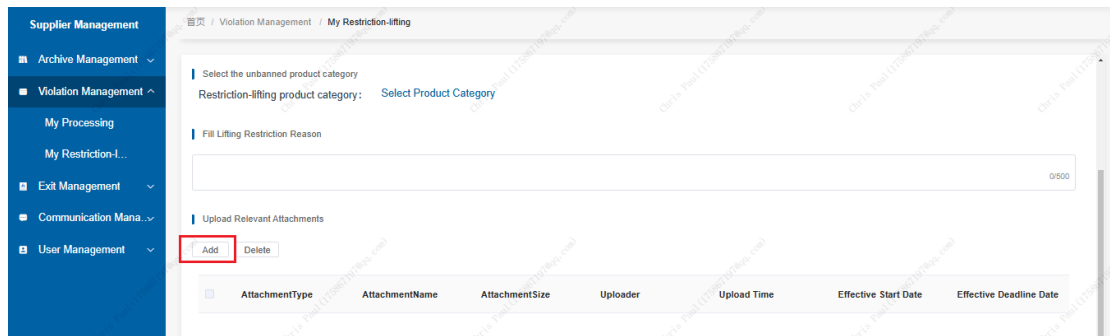
Upload Relevant Attachments

Add Delete

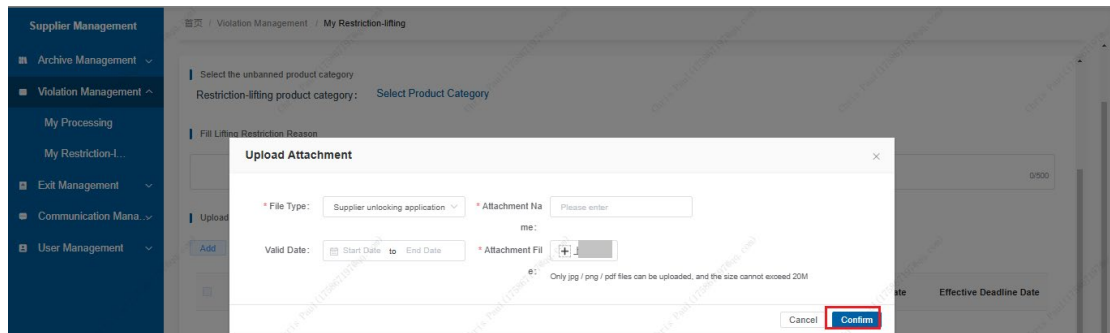
AttachmentType	AttachmentName	AttachmentSize	Uploader	Upload Time	Effective Start Date	Effective Deadline Date
no relevant data						

5. Upload Relevant Attachments (not mandatory)

1) Click 'Add'



2) Click 'Upload files', click 'Confirm'



6. Click "Submit" to enter the approval process, click "Save Draft" to save the current information.

7. Submitted successfully, check the status of the application which should now be "Submitted."

3.6 My Exit

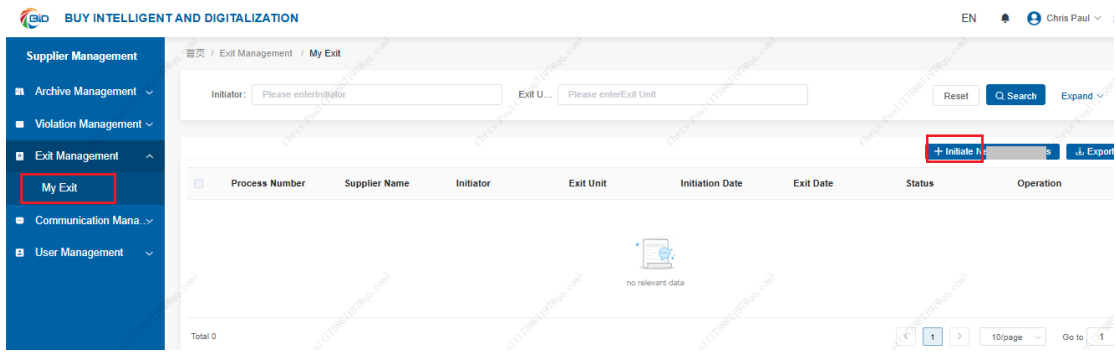
Business Scenario: A supplier category is exited from the supplier resource Pool.

Menu path: Exit Management>>>My Exit

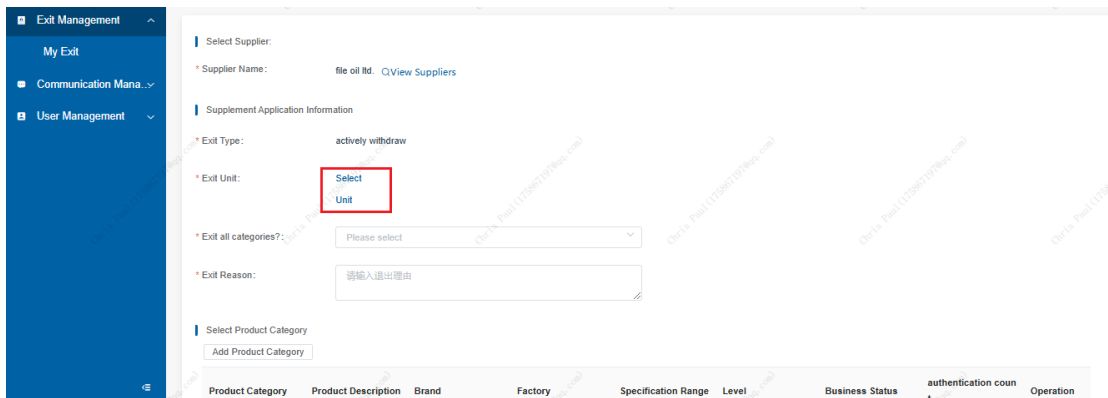
User roles: Administrator, Salesman

Operation steps:

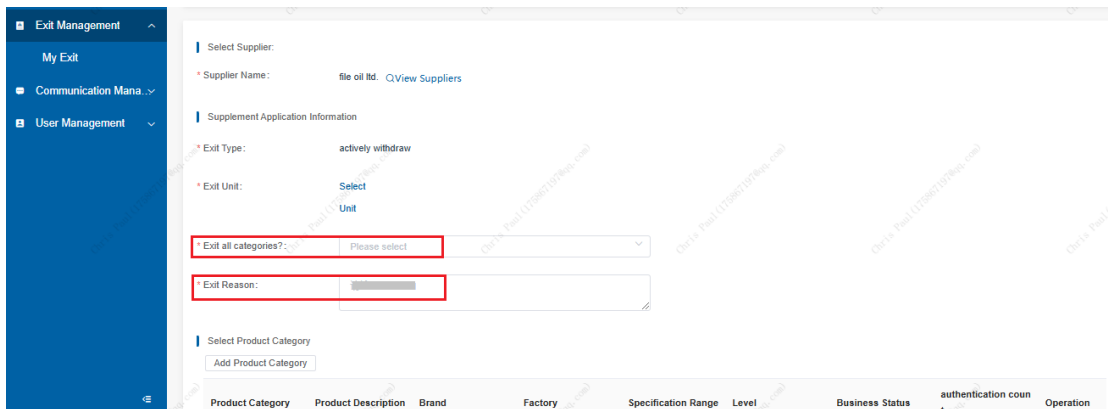
1. Click on the 'Exit Management' option in the left sidebar menu, then select 'My Exit' to enter the 'My Exit' page. Click on 'Initiate Exit' to start the exit process.



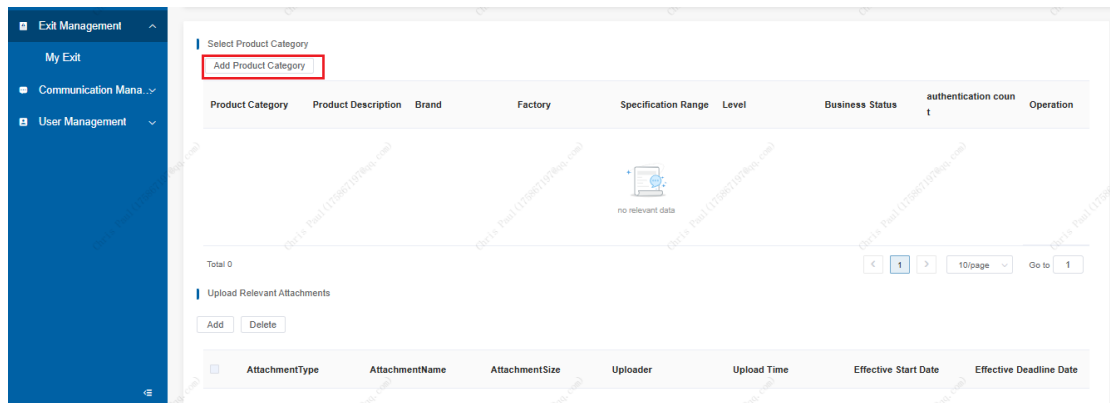
2. Select the Unit/Units you will exit from



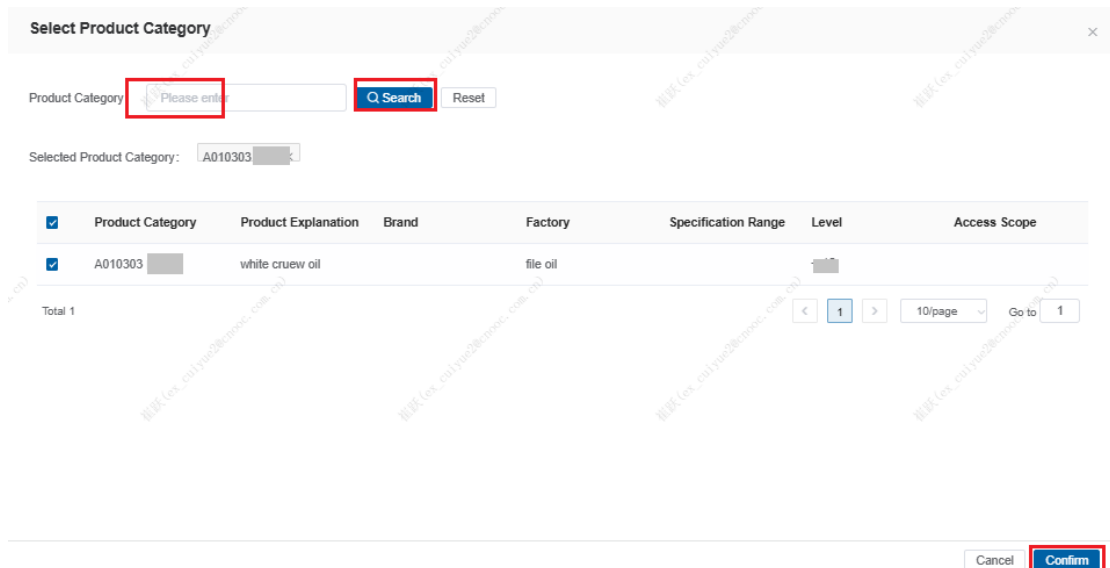
3. Select whether to exit all categories, and fill in the reason for exiting.



4. Click 'Add Product Category'

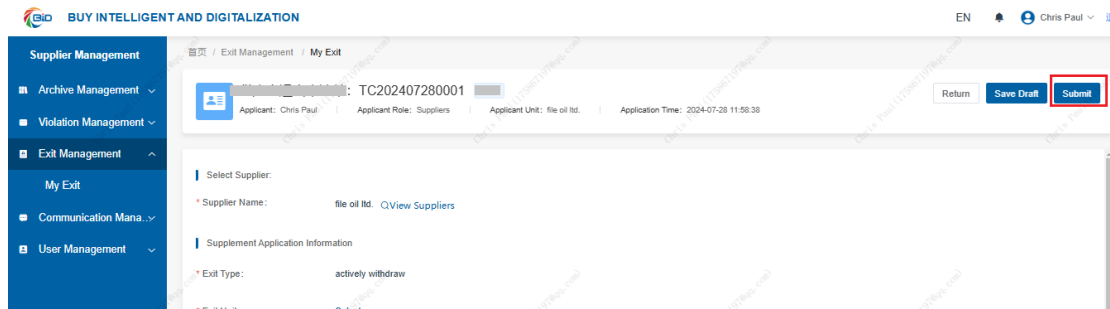


- 1) Input the product category for the 'exit' of the restriction, click 'Search'. Check the production category you want to exit, and then click 'Confirm'.



5. Click "Submit" to enter the approval process, click "Save Draft" to save the current information.

6. Submitted successfully, check the status of the application which should now be "Submitted."



4.1 My Communication

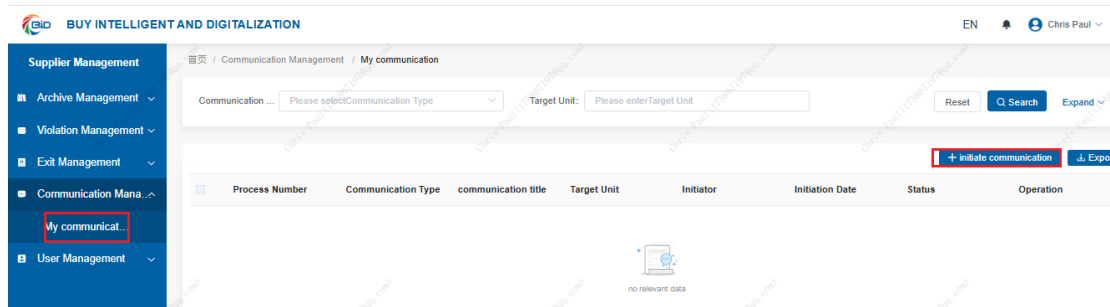
Business Scenario: Suppliers can provide suggestions or feedback to cooperated Unit.

Menu path: Communication Management>>>My Communication

User roles: Administrators, salesman

Operation steps:

1. Click on the 'Communication Management' option in the left sidebar menu, then select 'My Communication' to enter My Communication page. Click 'Initiate Communication'.



2. Enter in communication application page

1) Select the Target Unit, Communication Type, and filling out the communication subject and content.

3. Click "Submit" to enter the approval process, click "Save Draft" to save the current information.

4. Submitted successfully, check the status of the application which should now be "Submitted."

4.2 My Users

4.2.1 Reset/Forgot Password

Business Scenario: supplier needs to reset password

Menu path: Portal>>>Login page

User roles: Administrator, Salesman

Operation steps:

1. Click on the 'Exit Management' option in the left sidebar menu, then select 'My Exit' to enter the ' My Exit" page. Click on 'Initiate Exit' to start the exit process.

1. Log in to the system through BiD system website : <https://www.coibid.com> .



2. Enter in Log in page, click 'Forgot Password'
 3. Enter the "Login Password Reset Page", input the username, input the email address, click "Send Verification Code", input the verification code, enter the new password and confirm the password, then click "Submit".
- #### 4. 2. 2 Users forgot their username and password and don't have access to their contact email

Business Scenario: In the business scenario where a supplier needs to change their email due to the original email being inaccessible because of personnel changes, such as an employee leaving or taking extended leave. In this circumstance, the resolution can only be achieved through a Maintenance Work Order.

User roles: Administrator

4. 2. 3 Add User

Business: Add new Administrator or Salesman

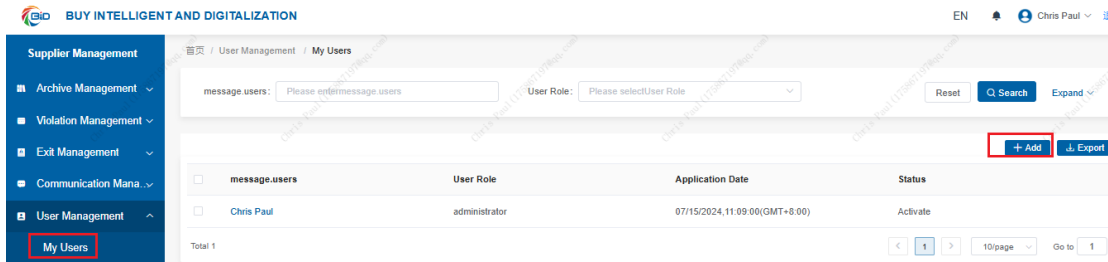
Menu path: User Management>>>My users

User Roles: Administrator

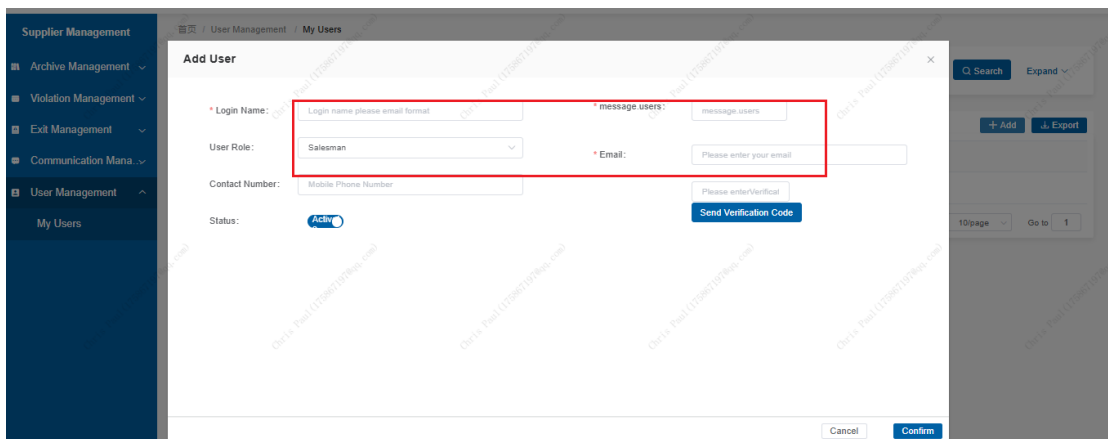
Operation steps:

1. Click on the ' User Management ' option in the left sidebar menu, then select ' My users ' to enter the ' My users ' page.

2. Click 'Add'



3. Enter user information and Click 'Confirm'



4. 2. 4 Edit of User information

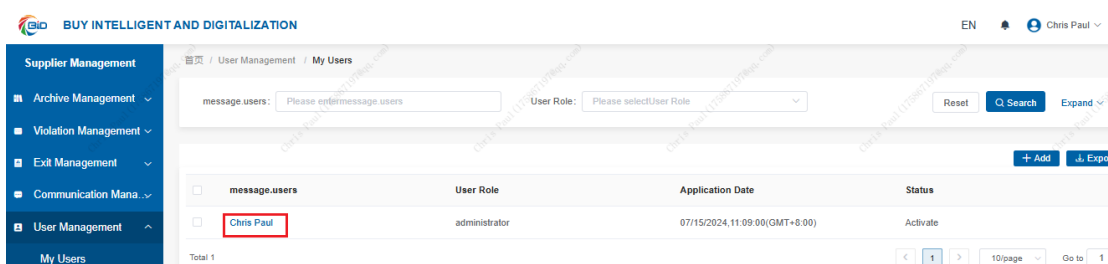
Business scenario: Edit user information

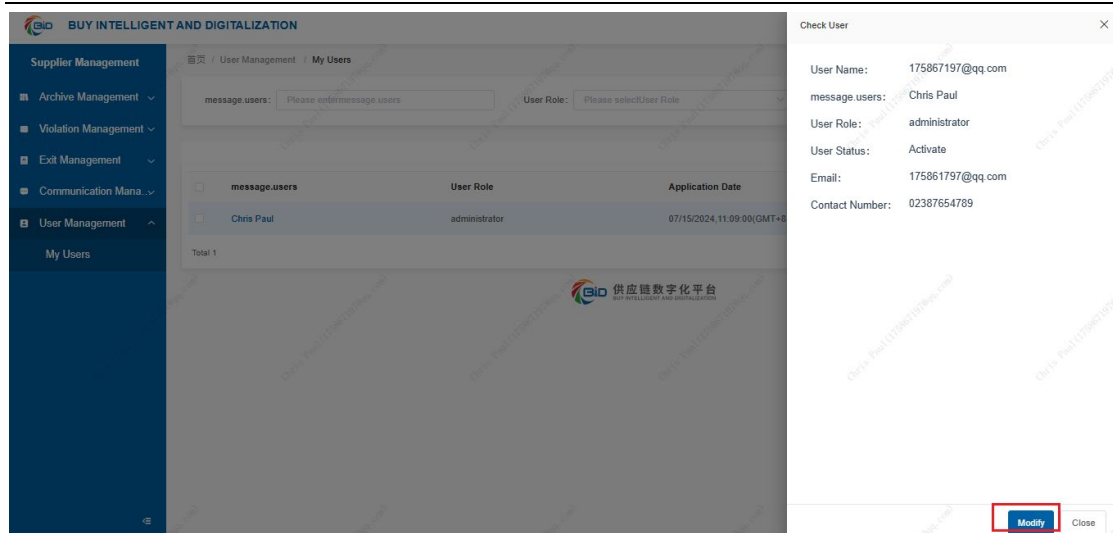
Menu path: User Management>>>My users

User Roles: Administrator, Salesman

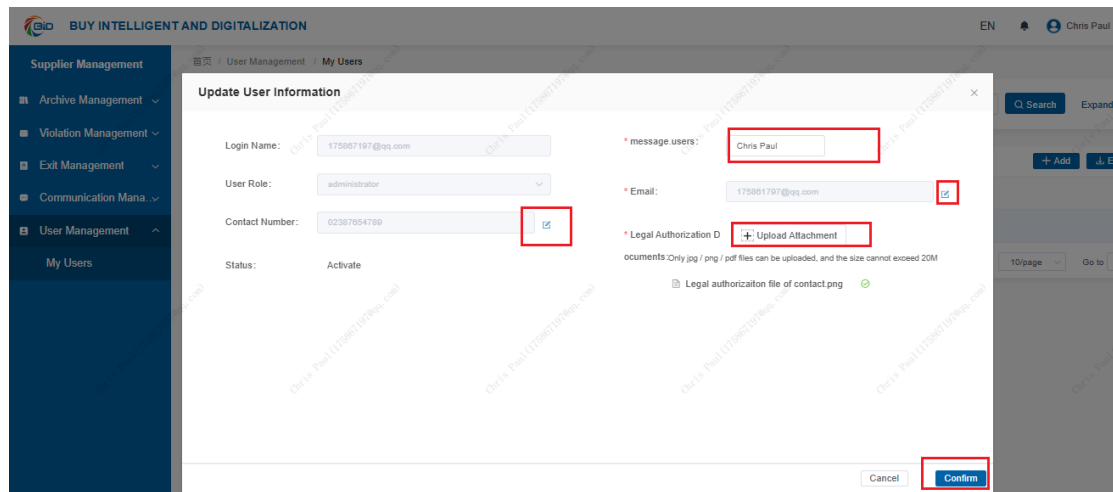
Operation steps:

1. Click on the ' User Management ' option in the left sidebar menu, then select ' My users ' to enter the ' My users " page.
2. Click 'User Name' then click 'Edit'





3. Edit user information which needs to be modified.



4. Click "Cancel" to return to the "My Users" page; click "Confirm" to modify user information and return to the "My Users" page.

4. 2. 5 Adjustment of User Status

Business scenario: Adjust user Status

Menu path: User Management>>>My users

User Roles: Administrator

Operation steps:

1. Click on the ' User Management ' option in the left sidebar menu, then select ' My users ' to enter the ' My users ' page.

2. Click status switch button

2. On the prompt page: ‘whether to deactivate the status?’ Click ‘Confirm’, the status adjusted successfully

4. 2. 6 Rebind Email or Work Phone No.

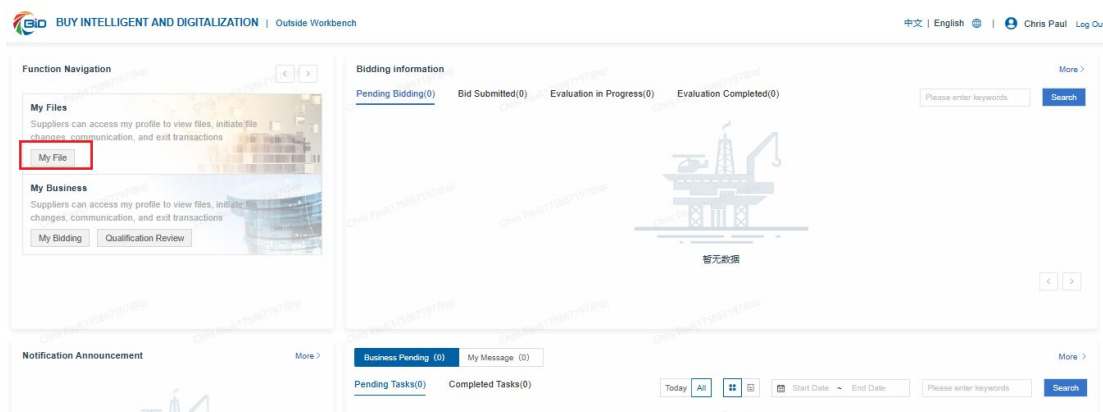
Business scenario: Adjust user email or work phone no.

Menu path: User Management>>>>My users

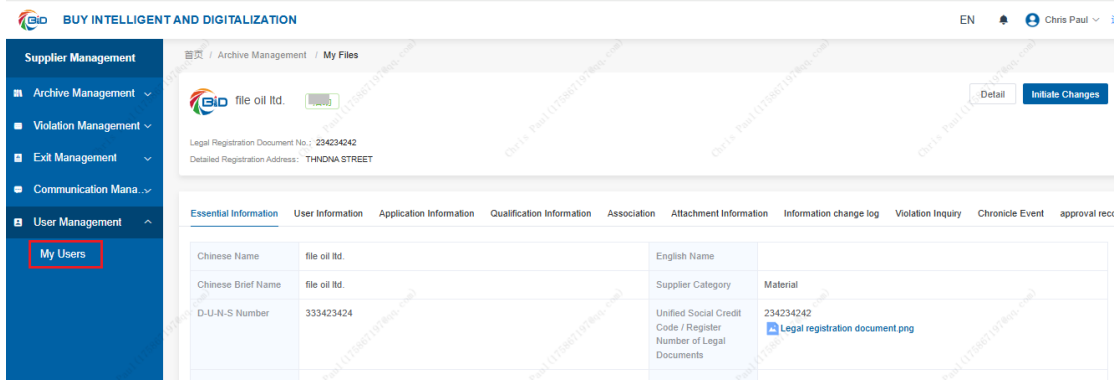
User Roles: Administrator

Operation steps:

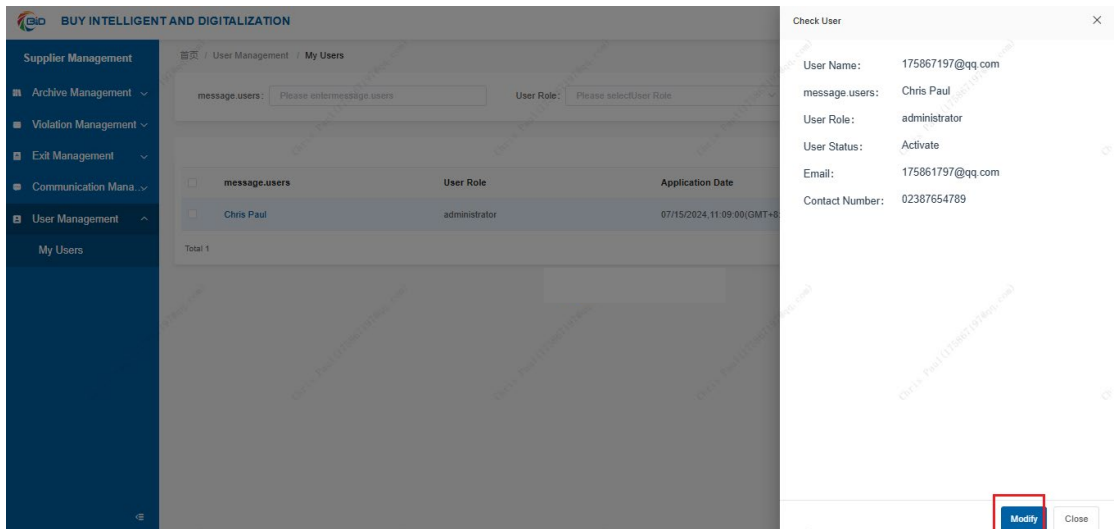
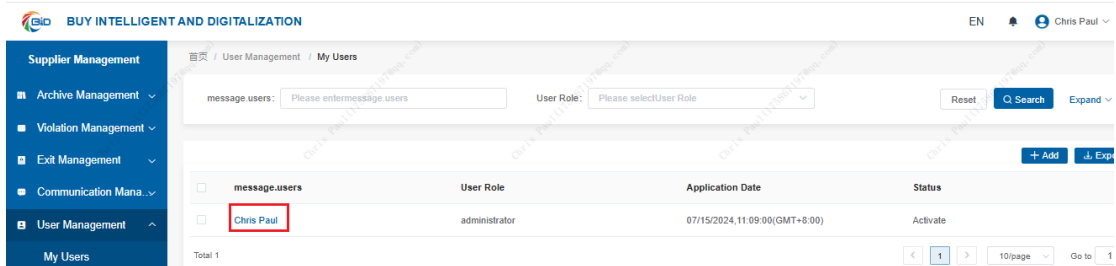
1. Log in BID system then Click on ‘My File ’ button in the left function navigation menu.




2. Click on the ' User Management ' option in the left sidebar menu, then select ' My users ' to enter the ' My users ' page. Then click ‘user name’.



3. Click 'Modify'



4. Bind new work phone no.

1). Enter new work phone no., then select green checkmark , completes the binding process.



Update User Information

Login Name: 175867197@qq.com

User Role: administrator

Contact Number: 02387654786

Status: Activate

* message.users: Chris Paul

* Email: [Redacted]

* Legal Authorization D: Upload Attachment

documents: Only jpg / png / pdf files can be uploaded, and the size cannot exceed 20M

Legal authorization file of contact.png

Cancel Confirm

6. As the same with binding work phone no. : enter new email, click on green checkmark, click to obtain verification code, enter verification code, click confirm, email binding successful.

Update User Information

Login Name: 175867197@qq.com

User Role: administrator

Contact Number: 02387654786

Status: Activate

* message.users: Chris Paul

* Email: [Redacted]

* Legal Authorization D: Upload Attachment

documents: Only jpg / png / pdf files can be uploaded, and the size cannot exceed 20M

Legal authorization file of contact.png

Cancel Confirm