

供应商注册操作说明

Operation Instructions for Supplier Registration

一、 交易平台使用要求

I. Requirements for Use of Trading Platform

(一) 电脑环境：建议使用WIN7及以上版本系统；

(I) Computer environment: WIN7 and above systems are recommended;

(二) 运行本平台时，必须连接Internet之后进行操作；

(II) The Platform must be connected to the Internet before operation;

(三) 浏览器：建议使用Google Chrome浏览器。

(III) Browser: Google Chrome is recommended.

二、 供应商注册

II. Supplier Registration


(一) 用户注册

(I) User Registration


1、打开长安汽车电子采购平台门户网站（<https://www.changanjyzx.com/>），门户网站右上角切换至英文版，点击右侧注册及登录下方的【询价竞价电子交易平台】。

1. Open the portal website <https://www.changanjyzx.com/>, switch to the English version at the upper right corner, click "Registration" on the right, and log in to [E-trading Platform for Inquiry and Bidding] below.

NTSC Standard Time 2024/1/8 09:12:09 User Registration Service Hotline: 023-67615315 简体中文|English


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Registration & Login

Inquiry and Bidding


2、进入用户注册页面（<https://xjptnew.changanjyzx.com/register.html>）。

2. Enter the user registration page (<https://xjptnew.changanjyzx.com/register.html>).

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[Transaction](#)
[Announcements](#)
[Credit](#)
[Value-added](#)
[Think Tank](#)
[User Guide](#)

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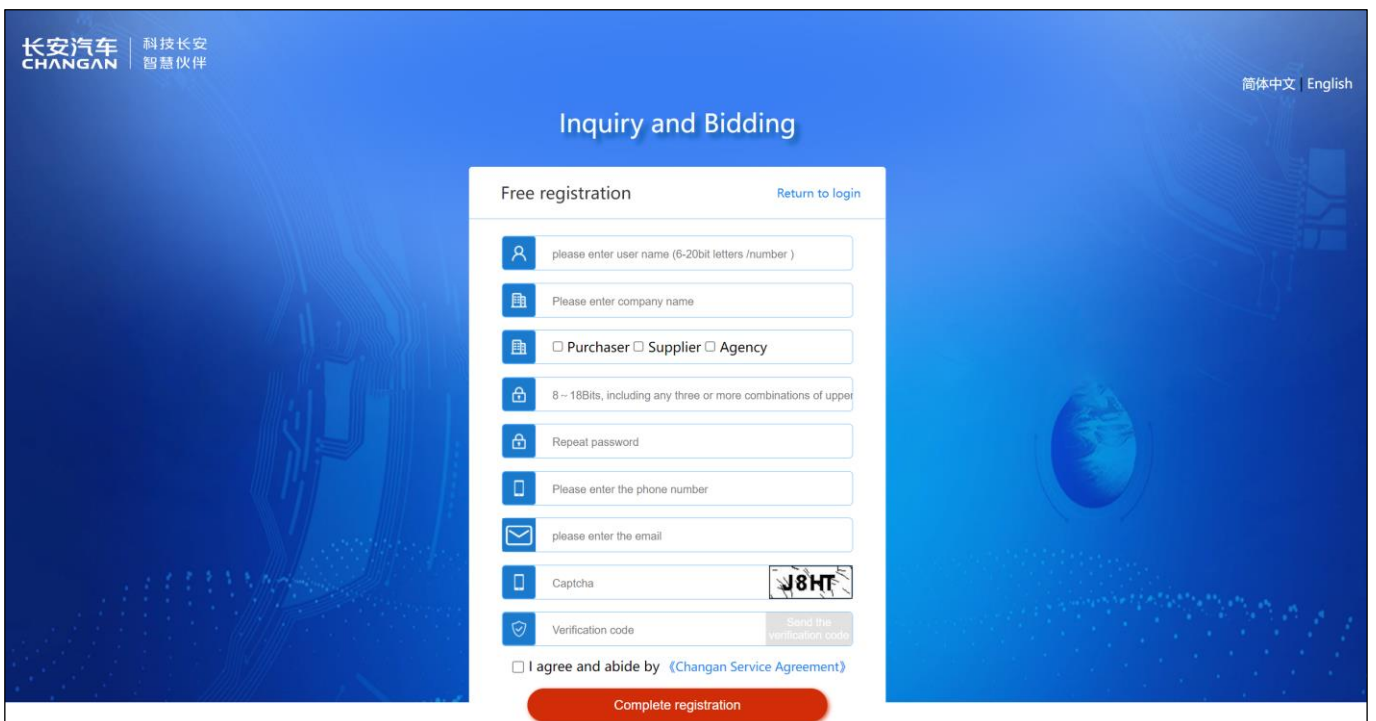
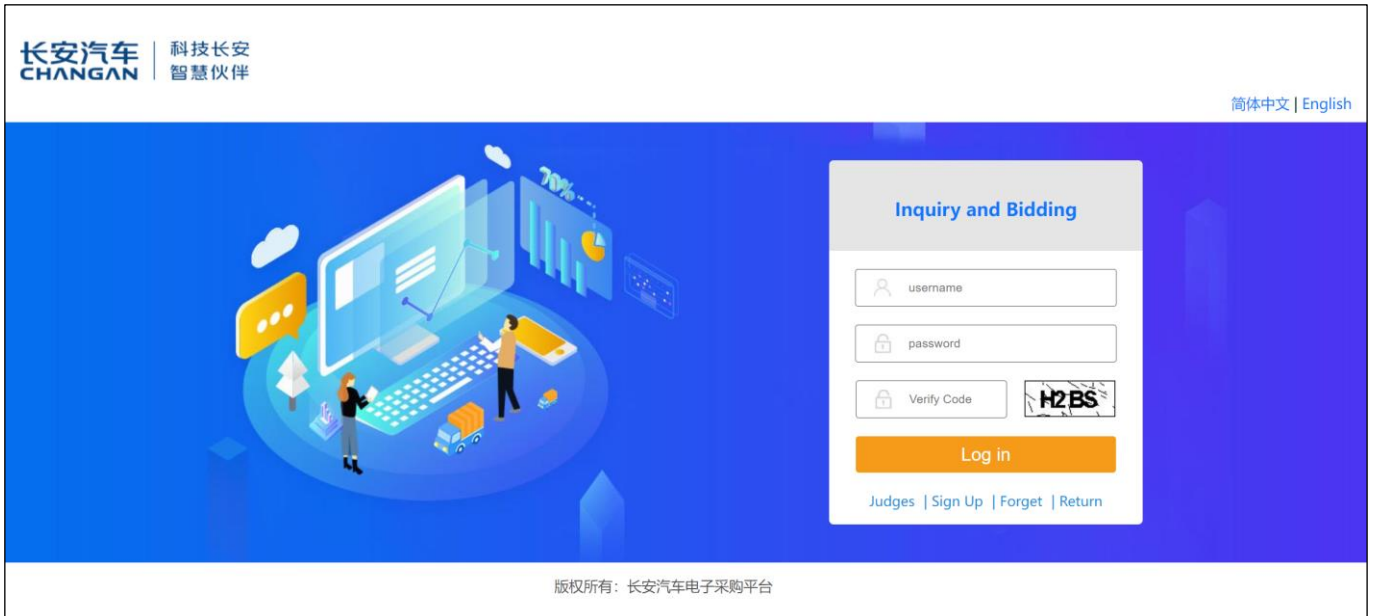
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[Announcements](#)
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Registration & Login

Inquiry and Bidding



3、填写注册信息。

3. Fill in the registration information.

(1) 输入自定义的用户名；

(1) Enter a custom user name;

(2) 输入企业名称；

(2) Enter the enterprise name;

(3) 主体类型勾选供应商；

(3) Select supplier for subject type;

(4) 输入密码及确认密码；

(4) Enter and confirm the password;

(5) 输入获取验证码的邮箱（此邮箱建议填写注册人员的邮箱，方便收取验证码），输入邮箱号码后，在下一栏中输入图形验证码，点击【发送验证码】按钮，收取到验证码后填写在验证码栏位；

(5) Enter the email address from which you obtained the verification code (it is recommended to fill in the email address of the registrant for easy receipt of the verification code). After that, enter the graphic verification code in the next column. Click [Send Verification Code] and fill in the field after receiving the verification code;

(6) 阅读平台服务协议，勾选上“我同意并遵守”，点击【完成注册】。

(6) Read the platform service agreement, check "I agree and abide by" and click [Complete Registration].

注：

Notes:

①用户名由6-20位字母/数字组成；

① The user name consists of 6-20 letters/numbers;

②密码为8-18位字符,由大写字母、小写字母、数字、字符任意三种或三种以上组成；

② The password is 8-18 characters, consisting of any three or more uppercase letters, lowercase letters, numbers, and characters;

③图形验证码不清晰时，可点击图形刷新验证码。

③ When the graphic verification code is unclear, click the graphic to refresh the verification code.

(二) 完善企业信息

(II) Enterprise Information Completion

1、账号注册完成后点击【完成注册】自动跳转到企业信息完善页面,认证状态显示为【未认证】。在企业信息管理页面中选择English,按照以下内容填写真实企业信息,需注意标红色*的属于必选或必填项,否则无法保存或提交企业信息,主体类型默认为注册时选择的类型。

1. After the account registration, click [Complete Registration] to automatically jump to the page for completing enterprise information. The authentication status is displayed as [Unauthenticated]. Select English on the Enterprise Information Management page, and fill in real enterprise information according to the following contents. It shall be noted that items marked with * are required or must be completed. Otherwise, enterprise information cannot be saved or submitted. The subject type defaults to the type selected at

registration.

Corporate Information		简体中文 English	save	Submit review
Certification status	Not certification	Register phone number*	18672792320	
Enterprise category*	<input type="radio"/> Mainland enterprises <input type="radio"/> foreign companies /Hong Kong, Macao and Taiwan enterprises	Enterprise code		
Company Name*	ceshi90	Account subject	<input type="checkbox"/> Purchaser <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> Agency	
Company name certification information	choose...	Company email	zh@dfmbidding.com	
Company abbreviation		Company phone*	Please enter your mobile phone number or landline number	
Country*		Please enter business scope		
Business Scope	Please enter business scope			
Remark				

(1) 企业类型选择“国外企业/港澳台企业”;

(1) Select "foreign enterprises/Hong Kong, Macao and Taiwan enterprises" as the enterprise type;

(2) 填写真实的企业名称，需与企业名称证明资料上的企业名称保持一致，一个企业名称只能注册一次;

(2) Fill in the real enterprise name, which shall be consistent with the enterprise name on the enterprise name certification materials. An enterprise name can only be registered once;

(3) 上传企业名称证明资料文件，上传的扫描件必须为原件扫描件，若扫描件为黑白图片需加盖企业公章，彩色扫描件无须加盖，需上传jpg、png、pdf图片格式，保证图片清晰可识别证件内容，建议上传完成后点击图片名称处的【预览】按钮查看是否清晰;

(3) Upload the enterprise name certification documents. The uploaded scanned copy must be the original scanned copy. If the scanned copy is a black-and-white picture, it needs to be stamped with the official seal of the enterprise. Otherwise, it does not need to be stamped. Upload jpg, png, and pdf pictures and ensure that the pictures are clear enough to identify the content of the certificate. It is recommended to click the [Preview] button at the picture name after uploading to check whether they are clear;

(4) 国别按实际填写;

(4) Fill in the country according to the actual situation;

(5) 填写真实企业邮箱及电话;

(5) Fill in the real e-mail and telephone number of the enterprise;

(6) 选择经营范围，需保持与企业名称证明资料相关内容一致;

(6) The selected business scope shall be consistent with the relevant contents of the enterprise name certification materials;

(7) 填写企业负责人姓名及联系方式，填写法定代表人姓名及联系方式，法定代表人证件类型若选

择身份证，需在【法定代表人证件编号】处填写18位大陆身份证号码，同时上传法定代表人身份证正反两面扫描件。若选择其它，需在“法定代表人证件编号”处填写证件号码，同时上传法定代表人证件原件正反两面扫描件。注意：扫描件必须为原件扫描件，需上传jpg、png、pdf图片格式，并保证图片清晰可识别证件内容，建议上传完成后点击图片名称处的【预览】按钮查看是否清晰，若扫描件为黑白图片需加盖企业公章，彩色扫描件无须加盖；

(7) Fill in the name and contact information of the person in charge of the enterprise, as well as the name and contact information of the legal representative. If "ID Card" is selected for the certificate type of the legal representative, fill in the 18-digit mainland ID number in [Certificate Number of the Legal Representative], and upload a scanned copy of both sides of the legal representative's ID card. If "Others" is selected, fill in the certificate number in the column of "Certificate Number of Legal Representative", and upload scanned copies of both sides of the original legal representative's certificate. Note: The scanned copy must be the original scanned copy. It is necessary to upload jpg, png, and pdf pictures, and ensure that they are clear enough to identify the contents of the certificate. It is recommended to click [Preview] at the picture name after uploading to check whether they are clear. If the scanned copy is a black-and-white picture, it needs to be stamped with the official seal of the enterprise, while colored scanned copies do not need to be stamped;

(8) 填写经办人姓名、联系方式和经办人证件编号，经办人证件资料上传的标准与法人证件资料一致；

(8) Fill in the name, contact information, and certificate number of the handler. The standard for uploading certificate data of the handler shall be consistent with that of the legal person;

Legal representative information			
CEO*	<input type="text"/>	Contact information of the person in charge of the company*	<input type="text" value="Please enter your mobile phone number or landline number"/>
legal representative*	<input type="text"/>	Contact information of legal representative*	<input type="text" value="Please enter your mobile phone number or landline number"/>
Type of legal representative certificate*	<input checked="" type="radio"/> ID card <input type="radio"/> Other	Legal representative ID number*	<input type="text"/>
Scanned copy of legal representative's ID card*	<input type="button" value="choose..."/>		
Identity information of the person in charge			
Name of person in charge*	<input type="text"/>	Contact information of the person in charge*	<input type="text" value="Please enter your mobile phone number or landline number"/>
ID number of the person in charge*	<input type="text"/>		
Identity document information of the person in charge*	<input type="button" value="choose..."/>		

(9) 银行信息处点击【添加】按钮，增加一条银行信息，在第一行填写银行名称，需与上传的证明文件中的名称保持一致，依次填写银行名称(英文)、银行账号，并上传相应的证明文件，若扫描件为黑白图片需加盖企业公章，彩色扫描件无须加盖，填写完成点击【确定】按钮。

(9) Click [Add] at the bank information to add a piece of bank information. Fill in the bank name in the first row, which shall be consistent with that in the uploaded supporting documents. Fill in the bank name (in English) and bank account number in turn, and upload the corresponding supporting documents. If the scanned copy is a black-and-white picture, it needs to be stamped with the official seal of the enterprise, while the color scanned copy does not need to be stamped. After filling in, click [Confirm].

The screenshot displays a web interface with a modal dialog titled "add bank". The dialog contains the following fields and controls:

- Opening Bank Name:** A text input field with a placeholder: "The name of the account opening bank should be consistent with the name on the".
- Opening bank account:** A text input field.
- Account opening permit:** A file upload button labeled "选择..." (Select...). Below it is a red note: "(Note: Please upload the account opening permit or basic account certificate and affix the official seal)".
- Is it a basic household:** A dropdown menu currently showing "Yes".
- Buttons:** "confirm" and "cancel" buttons at the bottom.

The background interface shows a "Bank information" section with a table. The table has columns: "serial number", "Name of the bank where the account is opened", "Name of the bank where the account is opened (English name)", "Open bank account number", "Is it a basic account?", "Opening permit", and "operate". The table currently shows "No matching record found".

三、审核

III. Review

1、在填写信息的过程中可以点击【保存】按钮对信息进行暂时的保存，所有信息填写完成后点击【提交审核】按钮等待工作人员审核，此时认证状态显示【提交认证】。

1. While filling in the information, click the [Save] button to temporarily save it. After all the information is filled in, click the [Submit for Review] button to wait for review by the staff. At this time, the certification status displays [Submit for Certification].

2、审核通过后，在企业信息管理中查看认证状态，认证状态显示【已认证】。

2. After passing the review, check the certification status in Enterprise Information Management and [Certified] is displayed.

注：

Notes:

(1) 请按照要求填写真实有效的信息，以确保企业信息尽快审核通过；

(1) Please fill in valid information as required to ensure that the enterprise information is approved as soon as possible;

(2) 企业信息审核不通过，可进入企业信息管理页面底部审核记录处，查看不通过理由，修改信息后重新提交。

(2) If the enterprise information fails to pass the review, enter the Review Record at the bottom of the Enterprise Information Management page to view the reasons for failure and resubmit after modifying the information.