供应商用
户手册

Key Objectives主要目标

The purpose of this document is to provide an overview about the new features and functionalities of the new system and a step by step guide to get full potential and benefit from the new Bekaert eBuy solution
本文档的目的是概述新系统的新特性和功能，并提供分步指南，以充分发挥新贝卡尔特 eBuy 解决方案的潜力并从中受益

01 To obtain an understanding on how to navigate through the new procurement platform and its functionalities
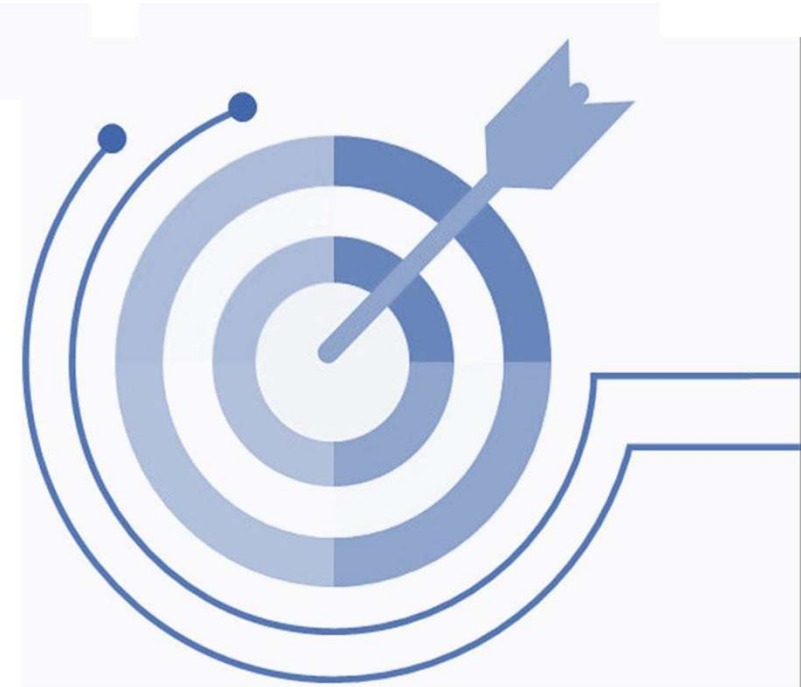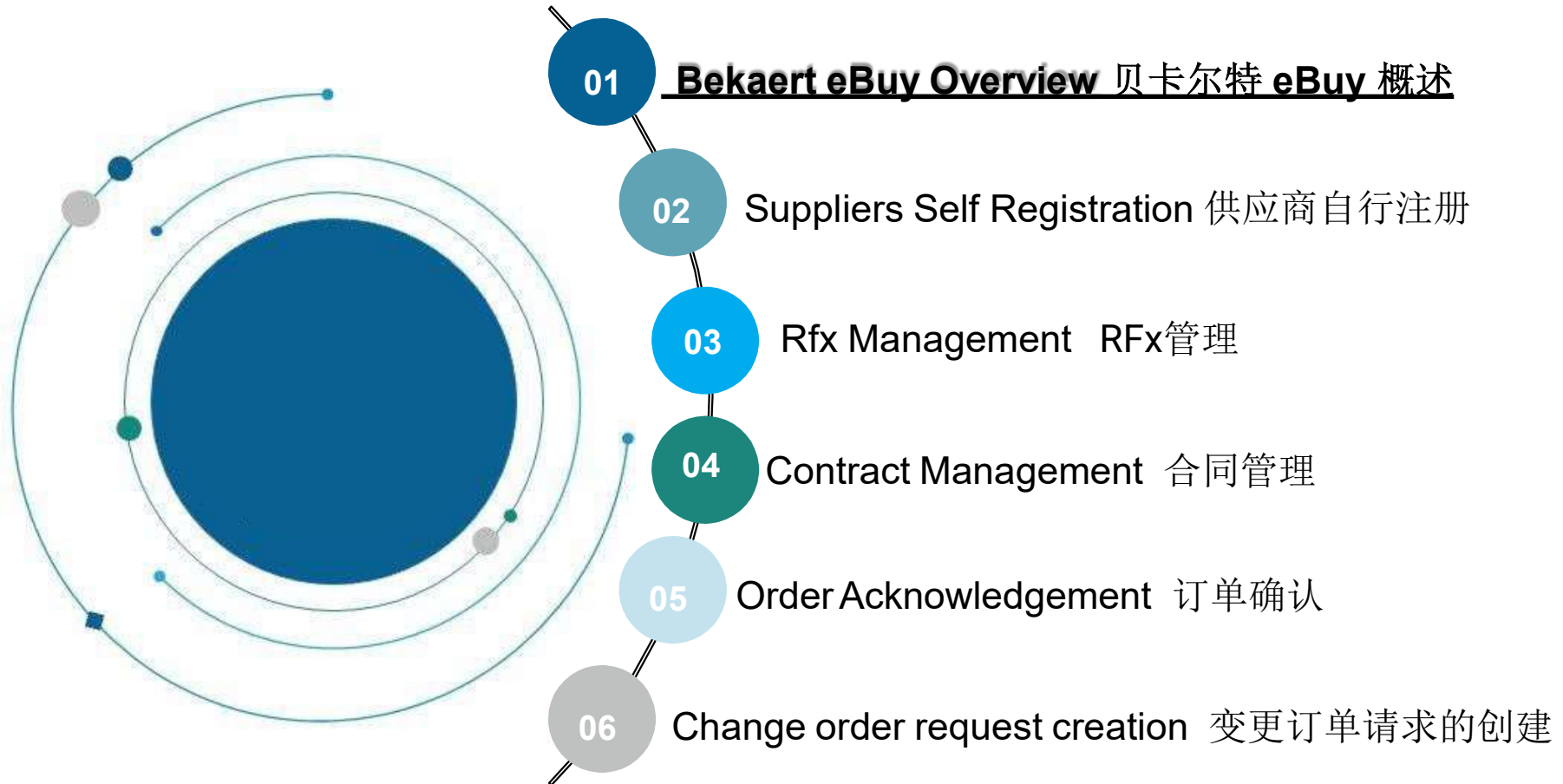了解如何浏览新的采购平台及其功能

02 To be equipped with sufficient knowledge to use the system based on the functions and features available
根据可用的功能和特性配备足够的知识来使用系统

03 To recognize the high-level benefits of the system and the new ways of working around it
认识到系统的高水平优势以及解决它的新方法

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Bekaert eBuy Overview贝卡尔特 eBuy 概述

CONNECTED

eBuy connects all of the steps in our supply and buy collaboration. Use eBuy to work together across your teams and with Bekaert; easy, fast, connected.

PROACTIVE

eBuy provides you and Bekaert real-time access to shared activities. Use eBuy to monitor progress and manage follow up; structured, accessible, transparent.

INNOVATIVE

eBuy elevates our ways of working together and gives you self-service ownership of your company and catalog information; digital, flexible, free of charge.

eBuy connects all of the steps in our supply and by collaboration.
Use eBuy to work together across your teams and with Bekaert; easy, fast, connected.
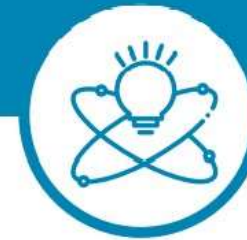eBuy通过协作将我们供应中的所有步骤连接起来。
使用eBuy与您的团队以及Bekaert一起工作:轻松、快速、互联。

eBuy provides you and Bekaert real-time access to shared activities.
Use eBuy to monitor progress and manage follow up; structured, accessible, transparent.
eBuy 为您和贝卡尔特提供对共享活动的实时访问。
使用 eBuy 监控进度并管理跟进；结构化、可访问、透明。

eBuy evaluates our ways of working together and gives you self-service ownership of your company and catalog Information; digital, flexible, free of charge.
eBuy 评估我们的合作方式，并为您提供公司和目录信息的自助服务所有权；数字化、灵活、免费。

Bekaert eBuy Overview贝卡尔特 eBuy 概述

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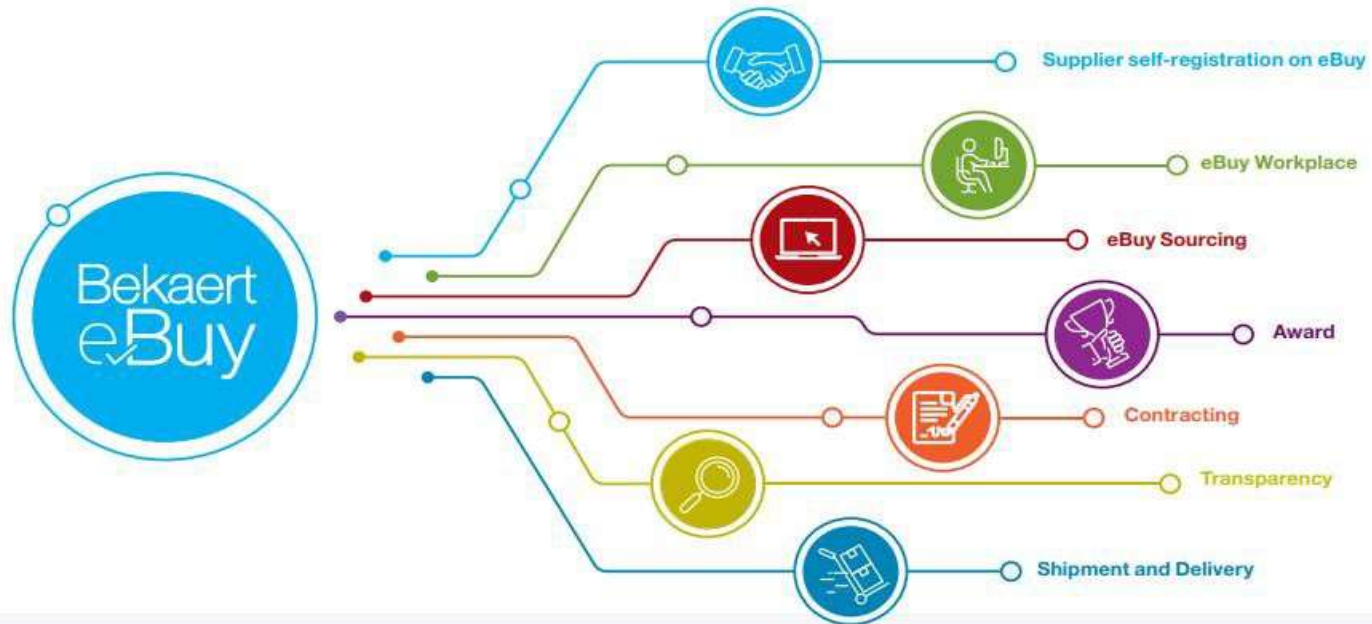
Supplier self-registration on eBuy	eBuy Workplace	eBuy Sourcing	Award	Contracting	Transparency	Shipment and Delivery
	Single workplace for all documents and information exchange with Bekaert	Digital platform to receive bid invitations Digital answers to RFx events Communication capabilities on event	Fully electronic approval workflow	Fully integrated contracting process Embedded approval workflows	End-to-end tracking of RFx events status Monitoring of PR, PO, GR, QN Real-time status of invoices and payments Real-time link between supplier and Bekaert	Advanced shipping notification Delivery notice Forecast sharing

Bekaert eBuy Overview贝卡尔特 eBuy 概述

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FREE USE
免费使用

· Bekaert eBuy will be free of charge for all Bekaert suppliers
  贝卡尔特 eBuy 将对所有贝卡尔特供应商免费
· Unlimited use of state-of-the-art eBuy portal for suppliers
  为供应商提供无限次使用最先进的 eBuy 门户

PROFILE MAINTENANCE
档案维护

· Autonomy to update your company information
  (notify a change in contact person, add a new address)
  自主更新公司信息
  （通知更换联系人，添加新地址）
· Manage and keep your documents and certifications up-to-date
  管理并保持您的文件和认证是最新的

SELF-SERVICE TOOLS TO UPLOAD AND UPDATE CATALOGS
上传和更新目录的自助工具

· Easy catalog management
  简单的目录管理
· Flexible reporting capabilities to monitor catalog transactions
  灵活的报告功能来监控目录交易

HIGH VISIBILITY AND TRANSPARENCY ON TRANSACTIONS
交易的高可见性和透明度

· Increased transaction tracking and visibility
  提高交易跟踪和可见性
· Reduced overall costs with paperless transactions and online storage of all documents
  通过无纸化交易和所有文档的在线存储降低总体成本

eBuy – Rollout eBuy – 推出

1. Registration in eBuy – **all suppliers** 在 eBuy 中注册 – **所有供应商**

   You will have received an email from the system inviting you to register
   您将收到来自系统的电子邮件，邀请您注册

   Sourcing, contracting and supplier management live (separate trainings will be planned)
   实时采购、承包和供应商管理（将计划单独的培训）

2. Rollout in phased approach 分阶段推出

   MVP (pilot) – Sladko plant in Slovakia
   MVP（试点）——斯洛伐克的Sladko工厂

   Phase 1 – Bekaert plants in other European countries
   第一阶段——其他欧洲国家的贝卡尔特工厂

   Phase 2 – Bekaert plants in APAC, NAM, LATAM
   第 2 阶段 - 亚太地区、南美、拉美的贝卡尔特工厂

3. Initial Sladko pilot scope (PO starting with 23**, 27**, 26**) **excludes** all freight and stock replenishment flows (20**)
   初始 Sladko 试点范围（PO 以 23**、27**、26** 开头）不包括所有货运和库存补货流程 (20**)

   Stock replenishment to be included as of April
   自 4 月起将包括库存补货

   Ongoing implementation of a dedicated module to manage freight (in the meantime existing solutions remain valid)
   持续实施专门的货运管理模块（同时现有解决方案仍然有效）

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Should you require any **technical support**, please reach out to our appointed Support Team
如果您需要任何技术支持，请联系我们指定的支持团队

E-MAIL： support@gep.com

In case of any other questions, please reach out to your Bekaert point of contact

如有任何其他问题，请联系您的贝卡尔特联系人

供应商自行注册概述

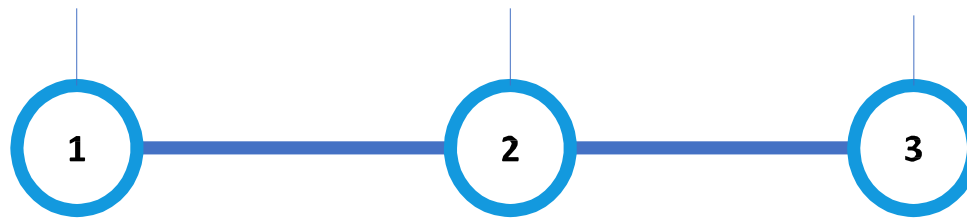贝卡尔特 **eBuy** 使供应商能够通过几个步骤完成在线注册、激活他们的帐户并与贝卡尔特合作，以遵守内部程序和法律要求

学习目标	供应商将能够在贝卡尔特 eBuy系统中创建、激活和更新其帐户。

首要注册表　　　　　　　　　　帐户创建　　　　　　　　*供应商档案完善*

(1)━━━━━━━(2)━━━━━━━(3)

供应商注册 –基本信息登记表

邮箱会员专享特权 **邮件误删可恢复** 立即体验

有 243 封未读 全部设为已读

	eBuy		GEP SMART：来自 Bekaert 的初次注册请求
eBuy		GEP SMART：来自 Bekaert 的初次注册请求
eBuy		GEP SMART：来自 Bekaert 的初次注册请求

1 登录邮箱，点开ebuy发的邮件

GEP SMART：来自 Bekaert 的初次注册请求

发件人：eBuy<eBuy@bekaert.com> + （由 bounces+3781163-9ece-zhangfurong0370=163.com@em4034.bekaert.com 代发，帮助）

收件人：我<zhangfurong0370@163.com> +

时 间：2022年05月20日 09:38 (星期五)

使用 用友CRM，让企业运营更简单！ 立即注册

尊敬的 芙蓉 张:

Bekaert 已向您发送初次注册表单。请您输入回应并提交表单。

复制网址至地址栏 **2**

您可以使用以下链接访问该表单并采取所需的行动：https://smartuateu.gep.com/Nexus/Registration/NewAccount?dd=YnBjPTcwMDIxOTc2JmZjPTEmc3BjPTU0MzExMiZ0ej1FYXN0ZXJuIFN0YW5kYXJkIFRpbWU1&cl=zh-CN&cc=zpjzv3XdKwHAGdXsoidM6Q==&oloc=102&b=0&c=NzAwMjE5NzYl

您好 芙蓉 张，

已邀请您 Bekaert 成为供应商并代表 新冠

立即注册   我有一个 SMART by GEP 帐户

3

谢谢！
SMART by GEP 团队

在美国、亚洲和欧洲为

电话：
美国：+1 732 428 1578
欧洲：+42 022 59 86 501
亚洲：+9
澳大利亚
英国：+4
巴西：+5

电子邮件： Support@gep.com

点击立即注册

如果有账户点击这里

3

Register Now   I have a SMART by GEP account

11

供应商注册– 基本信息登记表

选择语言

1

2

填写基本信息，带*为必填项

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原始注册登记表

基本详情 **Conflict Minerals** Supplier

Conflict Minerals

1 -Do you supply materials containing conflict minerals (Tin, Tungsten, Tant

No ▾

4

点击此处，选择所提供的产品是否属于、含有冲突矿物

原始注册登记表

基本详情 **Conflict Minerals** **Supplier Master Data**

Supplier Master Data

1 -Please fill below template.

上 Tax and Bank Information.xlsm

📎①

4

点击此处，下载表格，填写后并上传。

☐ 我已阅读并同意 GEP 条款和条件 & 隐私政策。 *

5

勾选此处

下一页 重置 提交

帐户创建-激活

1

1 more step

A verification link has been sent to the registered email ID, please use the same to verify the account. If already done please ignore.

You have successfully submitted the registration form. If you have any questions, please Click Here to find helpful information to get started.

Thanks,
SMART by GEP Team

2

祝贺您！！！

您已成功激活您的帐户。

现在，您可以通过登录 SMART by GEP 并获得一些好处，从而帮助您进一步发展业务。

单击此处登录

谢谢！
SMART by GEP 团队

3

Privacy

在GEP，我们认真对待您的隐私，只会使用您的个人信息按照约定的合同提供采购服务

https://www.gep.com/privacy-statement

您的许可允许我们处理您的个人信息，从而实现数字采购转型

如果在此同意版本的任何时间点，如果您有任何与数据隐私相关的疑问或要求，那么您可以通过您的请求通过电子邮件发送至我们的"privacy@gep.com"。
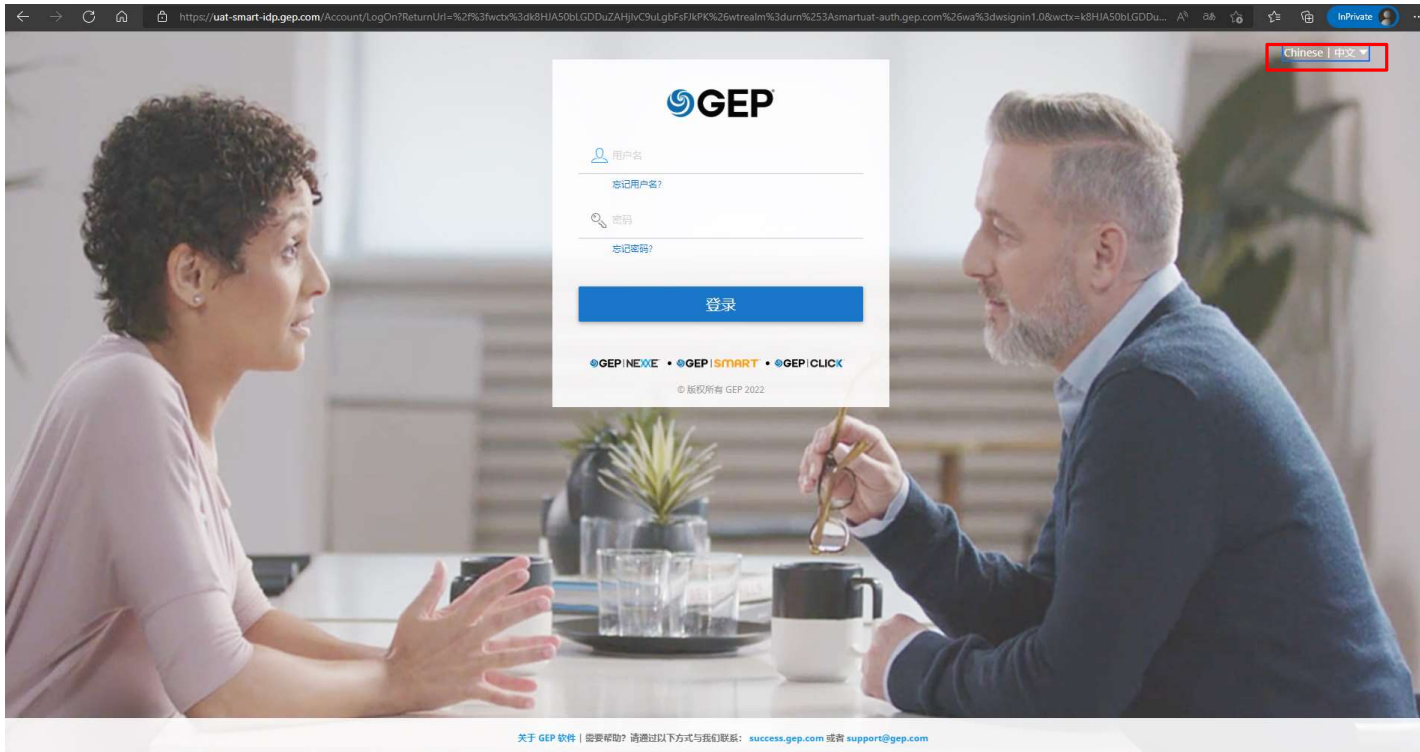
我们会在收到后十个工作日内回复您的请求

☑ 我在此同意这项活动

提交 取消

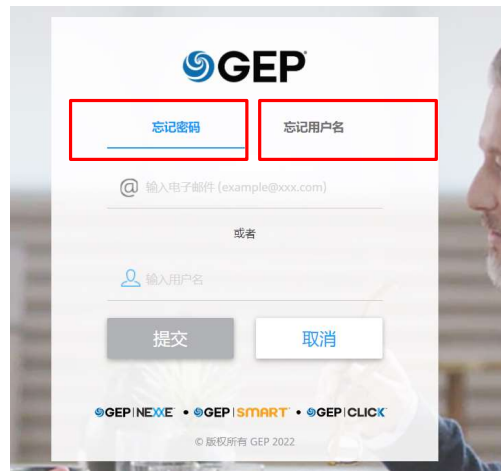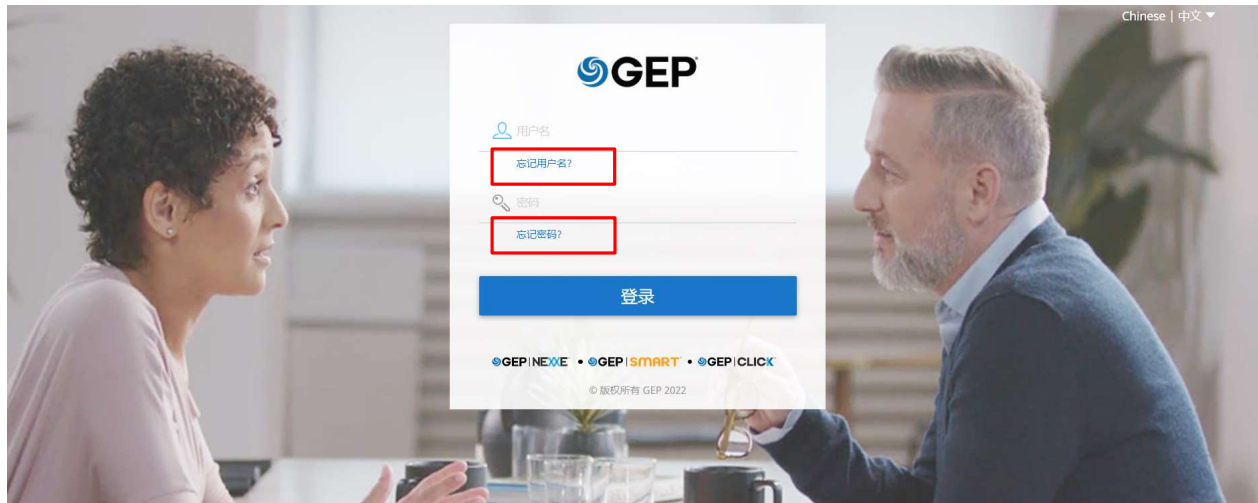提交PRF（基本信息登记表）后，您将收到一封电子邮件以激活帐户。单击链接登录贝卡尔特eBuy并填写您的个人资料。

您可以使用在PRF中创建的凭据登录到系统。

登录

激活帐户后，您将被重定向到 GEP登录屏幕：

A. 输入注册时创建的用户名

B. 输入注册时创建的密码

C. 单击登录按钮，登录贝卡尔特 eBuy

https://smart.gep.com
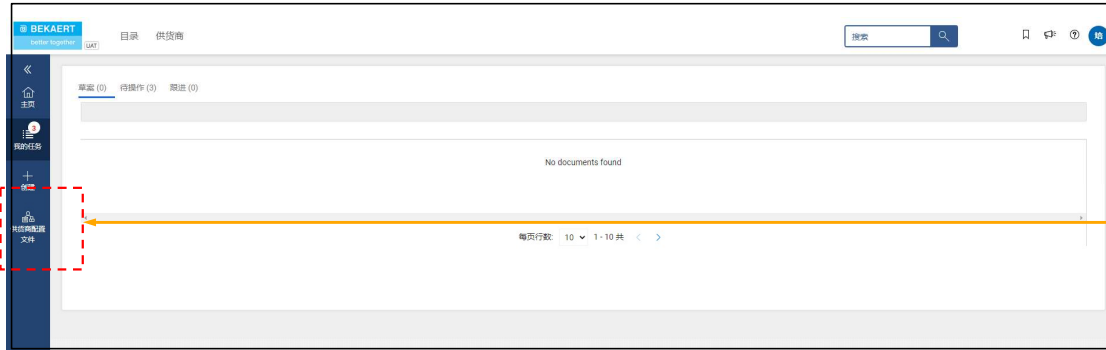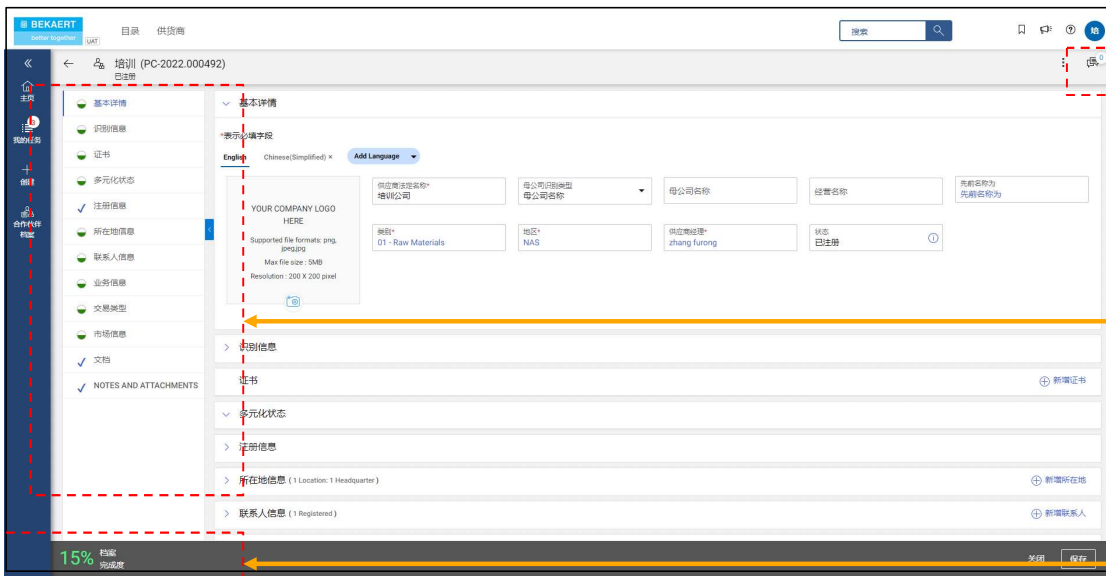访问贝卡尔特eBuy：
https://smart.gep.com

检索用户名和密码

如果您忘记了用户名或密码：

A. 选择**忘记密码**或**忘记用户名**选项

B. 在相应字段中输入用户名或电子邮件，然后单击**提交**

C.您将收到一条弹出消息，指示接下来的步骤

D. 用户名详细信息或重置密码的链接将通过电子邮件发送到您帐户记录的电子邮件地址

供应商档案完善-基本详细信息

单击"供应商配置文件"以访问您的个人资料

Chat form can be created by clicking over here.
单击此处可以创建聊天表单。

Section to fill in to complete your profile
填写部分以完成您的个人资料

% Completeness of your profile in System
%系统中个人资料的完整性

基本信息：

在此部分中，包含以下内容：

- 注册信息
- 位置详细信息
- 联系人详细信息
- 供应商目公司信息
- 等

此外，您可以与贝卡尔特采购人员合作，随时更新您的个人资料。

供应商档案完善-识别信息

9

识别信息

标识类型	数量
增值税注册号码	123456789

*表示必填字段

邓白氏编码

识别信息：

DUNS编号：贵公司的邓白氏编码

标识类型：选择适合贵公司的唯一标识类型（中国选择增值税注册号码）

标识号：与所选标识类型相关的代码（填写正确的增值税注册号码，否则影响发票能不能正常开出）

供应商档案完善-证书

10

证书　　　　　　　　　　　　　　　　　　　　　　　　　　　⊕ 新增证书

11 **选择相关证书**

12 **选择证书类型**

选择证书 (26)

- ○ Disaster Recovery Plan
- ○ ISO 14001
- ○ ISO 27001/2
- ◉ ISO 9001
- ○ FIDIELITY BOND LIABILITY
- ○ GARAGE LIABILITY
- ○ WORKERS COMP LIABILITY

新增　　　　　　　　　取消　　完成

证书类型*
ISO - 国际标准化组织

| ISO - 国际标准化组织 |
| PCI - 支付卡行业安全标准报告 |
| R 戳记 |
| SOC - 服务组织控制报告 |
| TQM - 全面质量管理 |

新证书

详细信息 | 附件❗ | 通知

证书名称*
ISO 14001

证书类型*
ISO - 国际标准化组织

证书编号*
123456

发行机构*
CQC

CQC

质量管理体系认证证书

证书编号：00120Q37471R5L/3502

证书：

要添加证书，请执行以下步骤：

- 单击"新增证书"- 选好后点完成

- 选择适当的证书 - 大部分情况选择ISO体系证书

- 选择"证书类型"
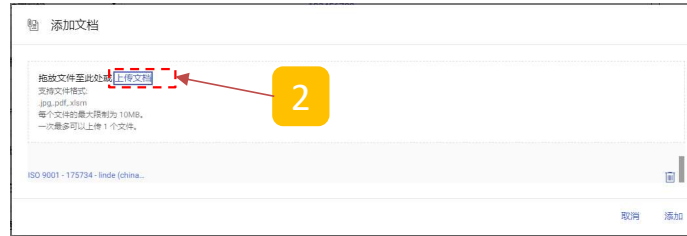
- 填写"证书编号"

- 填写"发行机构"- 对于体系认证填写认证公司

供应商档案完善-证书

13 *选择新增附件*

新证书

详细信息　附件　通知

1

新增附件
这里需填写段。

14 *选择证书类型*

添加文档

拖放文件至此处或 上传文档
支持文件格式:
.jpg,.pdf,.xlsm
每个文件的最大限制为10MB。
一次最多可以上传1个文件。

2

ISO 9001 - 175734 - linde (china...

取消　添加
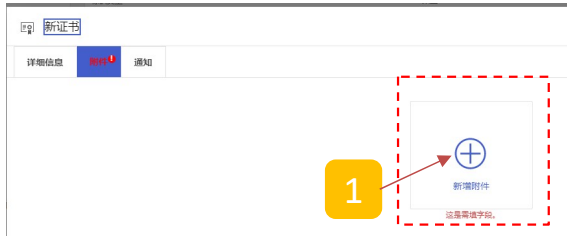
15 *编辑证书有效期*

首次发证日期：2005年8月9日　本次发证日期：2020年9月17日　有效期至：2023年8月6日

新证书

详细信息　附件　通知

3

生效日期　失效日期　文件　上传人　上传时间

09/17/2020 04:04　08/06/2023 04:04　ISO 9001 - 175734 - linde (chin...

新证书

详细信息　附件　通知

供应商联系人
培训 沈

5

☑ 包含供应商经理

到期天数　30　证书到期倒计时　4

重复周期：每　15　证书到期倒计时

证书：

上传证书，请执行以下步骤：

- 点击"附件""新增附件"上传证书 – 注意文件格式和大小

- 上传附件后点击"添加"

- 跟据证书上的信息正确填写有效期

- 点击通知，设置证书到期提醒及联系人

- 有多张证书的需要再次点击新增重复以上步骤

供应商档案完善-位置信息

所在地信息 (1 Location: 1 Headquarter)

⊕ 新增所在地

*表示必填字段

2 点击这儿可以增加所在地

	所在地名称	类型	电话号码	角色与联系人
☐		总部	主要的 : 1999 9999 秒 :	

1 编辑所在地信息

位置信息：

请在本节中填写您运营的所有地点，如
不同的制造工厂、发票地址、d
订购地址等。

∨ LOCATION INFORMATION

*表示必填字段

3 点击前两步后页面显示

所在地名称*	所在地代码			Location ID		国家*
新冠病毒测试子公司	–			–		P.R.CHINA

地址行 1*	地址行 2	县	州*	城市*	邮政编码*
西湖1号			Zhejiang	杭州	234231

选择所在地类型	主要业务电话	分机	次要业务电话	分机
Ordering Location				

传真号	Fax No Extension	邮政信箱号码

供应商档案完善-联系人信息

联系人信息 (1) (1 Registered)   ⊕ 新增联系人

*表示必填字段

| 全部 1 | 已注册 1 | Pending Activation 0 | 已邀请 0 | Non-Invited 0 |

2 点击这儿可以新增联系人

全名	状态	电子邮件地址	语言	主要电话号码	手机号	Role
芙蓉 张	Registered	zhangfurong0370@163.com	Chinese(Simplified)			

1 *已注册联系人，如需更新需要通知Bekaert经理*

新增联系人

*indicates required fields

| 名字* | 姓氏* | 邮件地址* |

| 指定 (可选) | 默认角色 请选择 ▼ |

3 点击点击新增后页面显示

| 主要业务电话 (可选) | 分机 | 次要业务电话 (可选) | 分机 | 传真号 |

| ISD Code (可选) 请选择 ▼ | 手机号 (可选) |

☐ 发送邀请   取消 保存

4 填完后发送邀请，等待贝卡尔特批准

联系人信息：

请在本节中填写贵司所需的不同联系人，如销售、接收订单的人、处理质量问题的人等

供应商档案完善-业务信息和交易类型

业务信息

*表示必填字段

货币 CNY	年收入（百万）	平均收益（百分比）	公司成立年份 2020
业务类型 请选择	员工总数	☐ 自动确认订单	已启用ERS ○ 是 ● 编号
付款方式 Check			

交易类型

*表示必填字段

竞价格式 cXML	合同格式 Email	发票格式 请选择	订单格式 请选择
RFx 格式 请选择	Service Confirmation 请选择		

业务信息：

在此部分中，您可以存储各种业务详细信息，如业务位置、收入、利润等

交易类型：

在本节中，您可以存储与贝卡尔特合作时支持的所有交易格式

供应商档案完善 – 市场信息

市场信息

*表示必填字段

描述 *(可选)*

支持的语言 *(可选)*

现有客户

🌐 网站： URL地址   f www.facebook.com/ Facebook页面名称

in www.linkedin.com/ Linkedin页面名称   🐦 www.twitter.com/ Twitter用户名

市场信息：

在本节中，您可以提及以下信息：
• 现有客户

• 语言要求

• 公司的网址等

供应商档案完善 - 更新文件/表格

贝卡尔特对供应商要求填写的表格清单都在这里。

文件:

本节包含所有文件，例如合同、记分卡、申请和发票以及必要的表格（例如行为准则或供应商应急计划）。

贝卡尔特要求您填写的表格将通过该工具发送。

您将收到一封电子邮件通知，邀请您在 eBuy 平台中输入必要的信息。

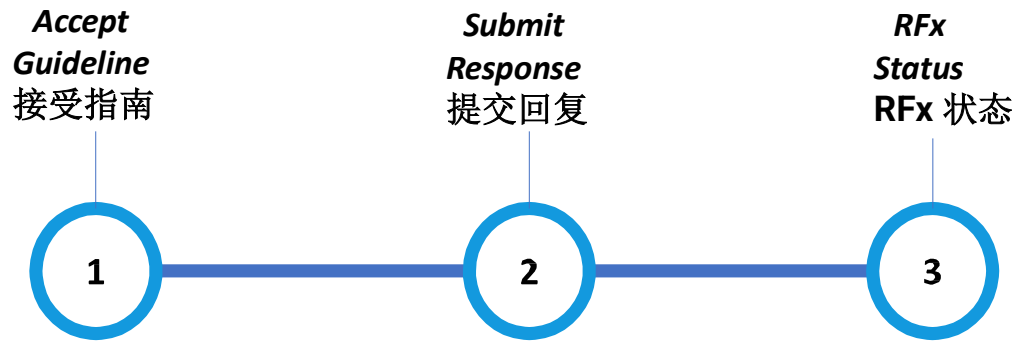**RFx Management Overview　RFx 管理概述**

Bekaert eBuy enables online RFX *(RFP, RFQ, RFI)* submissions and provides a secure environment for responding to and complying with the tender requirements
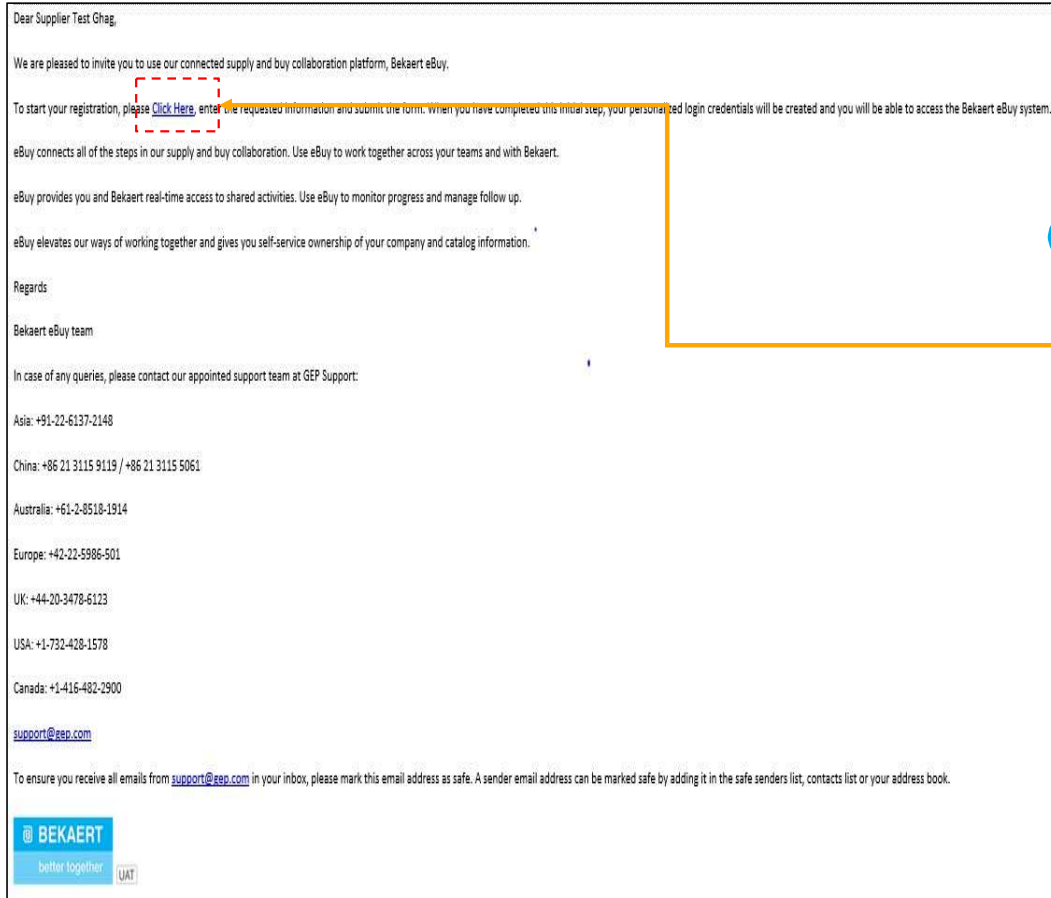贝卡尔特eBuy 支持在线 RFX（RFP、RFQ、RFI）提交，并为响应和遵守投标要求提供了一个安全的环境

Learning Objective 学习目标	*Suppliers will be able to respond to commercial and technical requirements as specified in the tender and submit them successfully via the Bekaert eBuy system* 供应商将能够响应投标中指定的商业和技术要求，并通过贝卡尔特eBuy 系统成功提交

Accept Guideline 接受指南

Submit Response 提交回复

RFx Status **RFx** 状态

1 ———— **2** ———— **3**

Viewing the RFx event 查看 RFx 事件

Dear Supplier Test Ghag,

We are pleased to invite you to use our connected supply and buy collaboration platform, Bekaert eBuy.

To start your registration, please Click Here, enter the requested information and submit the form. When you have completed this initial step, your personalized login credentials will be created and you will be able to access the Bekaert eBuy system.

eBuy connects all of the steps in our supply and buy collaboration. Use eBuy to work together across your teams and with Bekaert.

eBuy provides you and Bekaert real-time access to shared activities. Use eBuy to monitor progress and manage follow up.

eBuy elevates our ways of working together and gives you self-service ownership of your company and catalog information.

Regards

Bekaert eBuy team

In case of any queries, please contact our appointed support team at GEP Support:

Asia: +91-22-6137-2148

China: +86 21 3115 9119 / +86 21 3115 5061

Australia: +61-2-8518-1914

Europe: +42-22-5986-501

UK: +44-20-3478-6123

USA: +1-732-428-1578

Canada: +1-416-482-2900

support@gep.com

To ensure you receive all emails from support@gep.com in your inbox, please mark this email address as safe. A sender email address can be marked safe by adding it in the safe senders list, contacts list or your address book.

You can access the sourcing event by using the link provided in the email
您可以使用电子邮件中提供的链接访问采购活动

1

When a buyer from Bekaert publishes a sourcing RFx event and invite you to participate, an invitation mail is sent to you.
当来自贝卡尔特的采购员发布采购 RFx 活动并邀请您参与时，会向您发送一封邀请邮件。

Alternatively, you can access a Sourcing RFx event from the Task or Manage section of the Workspace
或者，您可以从工作区的任务或管理部分访问采购 RFx 事件

Accept Guidelines

Click My Tasks to view your pending task
单击我的任务以查看您的待处理任务

Click the Action Pending tab to view the pending actions
单击"待处理的操作"选项卡以查看待处理的操作

Click the RFx event to submit your responses
单击 RFx 事件以提交您的回复
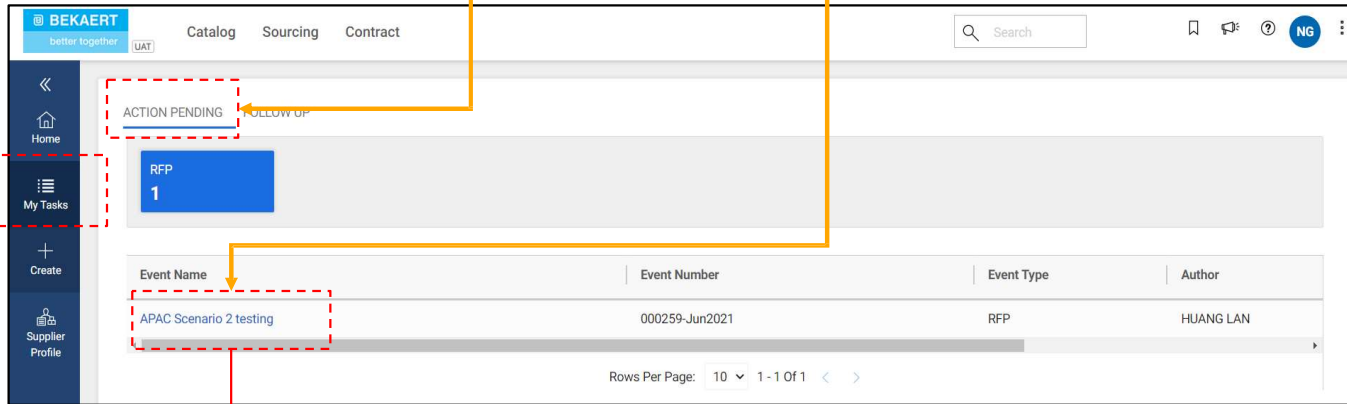
Tick the check box to accept guidelines
勾选复选框以接受指南

Click accept guidelines
点击接受指南

Accept Guideline — Submit Response — RFx Status
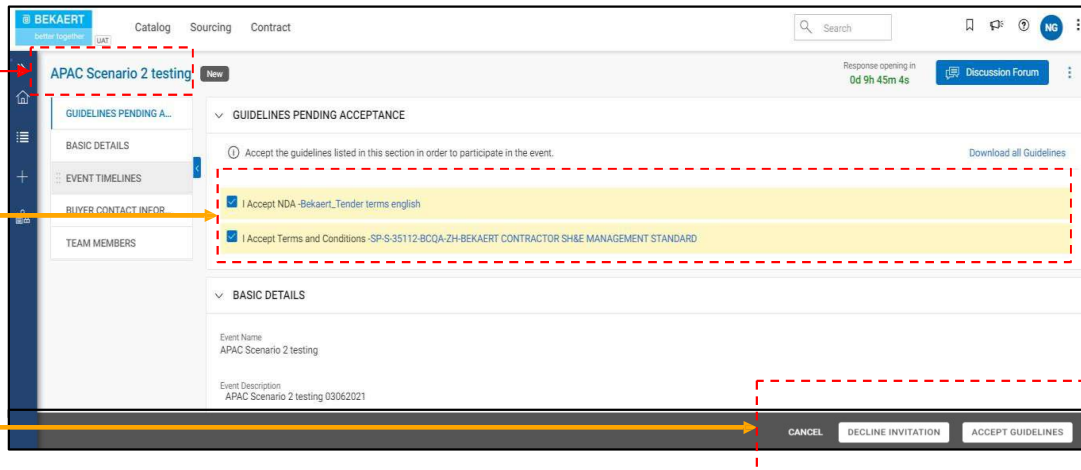
Once you follow the link provided in the email notification or after you click to open the event from the Workspace home page, the RFx page is displayed.
一旦您点击电子邮件通知中提供的链接，或者在您单击从 Workspace 主页打开事件后，就会显示 RFx 页面。

Based on the configuration selected by the buyer, initially you can only see Guidelines with an acknowledgement section.
根据买家选择的配置，最初您只能看到带有确认部分的指南。

It is only after you accept the Guidelines, that you can access the rest of the RFx event
只有在您接受指南后，您才能访问 RFx 活动的其余部分

Accept Guidelines 接受准则

Eevnt Status before Acceptance of Guideline
指南接受前的事件状态

Decline invitation or Confirm Participation
拒绝邀请或确认参与
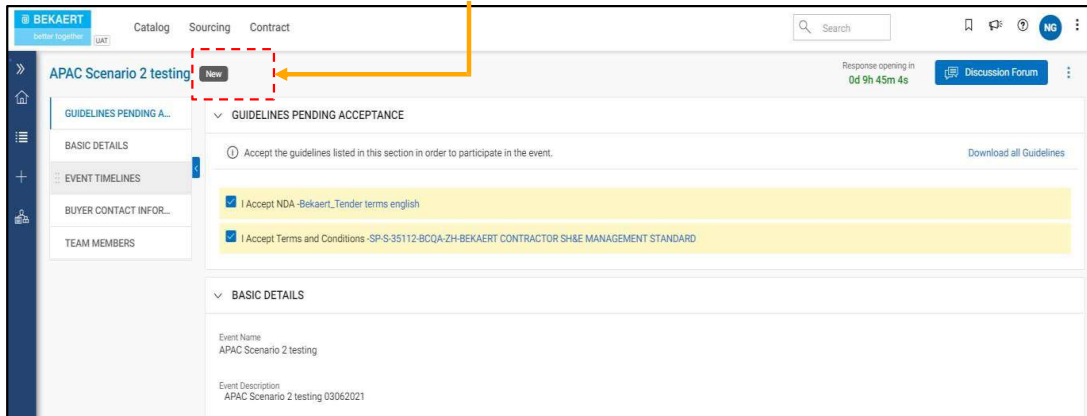
Status of the event updated to "Guidelines Acknowledged"
活动状态更新为"已确认指南"

Check box to confirm participation
确认参与的复选框

Once you accept the Guidelines the status of the event changes to Guidelines Acknowledged.
一旦您接受准则，事件状态将更改为已确认准则。

Then, click the My organization wishes to participate in this event checkbox at the bottom and then, click the Submit button at the bottom right corner and Click Ok on the subsequent success pop-up.
然后，单击底部的我的组织希望参加此活动复选框，然后单击右下角的提交按钮，然后在随后的成功弹出窗口中单击确定。

Once you submit the acceptance, the status of the event changes to Participation confirmed and the rest of the sections become active
提交接受后，活动状态更改为已确认参与，其余部分变为活动状态

Submit Response提交回复

After reviewing and accepting the tender guidelines, you will be required to provide responses. The requirements for each tender varies, and below are some of the highlighted sections for reference:
在审查并接受招标指南后，您将被要求提供答复。 每个投标的要求各不相同，以下是一些突出显示的部分以供参考：

 a. Team Members团队成员

 b. Questionnaires问卷调查

 c. Price Sheet价格表

 d. Attachments附件

You will be required to submit your bid response for each section outlined in the RFx.
您需要针对 RFx 中列出的每个部分提交您的投标响应。

If you require clarification, you can use the online Discussion Forum (refer to Tender Clarification) to ask questions and interact with Bekaert buyer
如果您需要澄清，可以使用在线论坛（请参阅招标澄清）提出问题并与贝卡尔特买家互动

Submit Response – Team Members
提交回复 – 团队成员

The Team Members section displays the team members that you have added. It enables you to respond to invited RFx event by collaborating with your team members.
团队成员部分显示您已添加的团队成员。它使您能够通过与您的团队成员协作来响应受邀的 RFx 事件。

Team members can be assigned below roles for any RFx event:
对于任何 RFx 事件，可以为团队成员分配以下角色：

- Primary Respondent: The primary point of contact from Supplier Organization, Primary Respondent.
- 主要受访者：供应商组织的主要联系人，主要受访者。
- Collaborator: Team member having rights equivalent to Primary Respondent. There can be multiple collaborators involved in an RFx event
- 合作者：具有与主要受访者同等权利的团队成员。一个 RFx 事件可能涉及多个协作者
- Viewer: Team member having only view access to event
- 查看者：仅对事件有查看权限的团队成员

1 *Click here to manage Team Members*
点击这里管理团队成员

2 *Select the appropriate user role from the list*
从列表中选择适当的用户角色

3 *Team Member assigned and their respective roles*
分配的团队成员及其各自的角色

Submit Response – Questionnaires 提交回复 - 问卷

The Questionnaire section enables you to answer questions added by the buyer.
问卷部分使您能够回答买家添加的问题。

Your response to the questions may determine your score when the RFx is evaluated
在评估 **RFx** 时，您对问题的回答可能会决定您的分数

The completion indicator on the bottom left corner of the page indicates the completion status of your response in percentage.
页面左下角的完成指示器以百分比表示您的响应的完成状态。

You can download the questionnaire in Ms Excel format, respond in Excel and Upload to system. You can view the uploaded file in the Upload/Download Log.
您可以下载 **Ms Excel** 格式的问卷，在 **Excel** 中回复并上传到系统。 您可以在上传/下载日志中查看上传的文件。

1 *Click here to respond to selected questionnaire*
点击此处回复所选问卷

QUESTIONNAIRES (5)						
Questionnaire Name	Evaluation Type	Last Modified by	Last Modified On	Questions	Response Completion %	Actions
Service Requirements	Technical	Test Supplier004	10/19/2020 11:16 AM	3	100.00%	
HSE Requirement	Technical	-	-	1	0.00%	
Trial Questionnaire 1	Technical	-	-	1	0.00%	
HSE Requirement	Technical	-	-	1	0.00%	
Service Requirements	Technical	-	-	3	0.00%	

2 *Text area to write your response*
用于撰写您的回复的文本区域

3 *Possibility to work offline and download / Upload the questionnaire*
可以离线工作并下载/上传问卷

Submit Response – Price Sheet 提交回复 - 价格表

Accept
Guideline

Submit
Response

RFx
Status

2

The price sheet represents the commercial aspect of the tender submission and may vary from one tender to another. You will have the option to respond to tender's commercial requirement through the following channels:
价目表代表投标文件的商业方面，可能因投标而异。 您可以选择通过以下渠道回应投标的商业需求：

a. Update Price sheet via the Bekaert eBuy user interface, or
通过 Bekaert eBuy 用户界面更新价格表，或

b. Update Price sheet through MS Excel upload.
通过 MS Excel 上传更新价格表。

A price sheet includes a list of items specified by the buyer. As a supplier, you can provide a quotation for the required items.
价格表包括买方指定的项目清单。作为供应商，您可以为所需项目提供报价。

Submit Response – Price Sheet 提交回复 - 价格表

Update Price sheet via the Bekaert eBuy user interface
通过贝卡尔特eBuy 用户界面更新价格表

1 *Enter the price values*
输入价格值

2 *Save the Price Sheet*
保存价格表

Update Price sheet through MS Excel upload

3 *Download/Upload Price Sheets*
下载/上传价格表

It is your responsibility to verify all details in all columns within the price sheet.
您有责任核实价格表中所有栏目中的所有详细信息。

Columns may differ based on the Tender requirements from Bekaert
根据贝卡尔特的投标要求，列可能会有所不同

Submit Response – Upload Attachments
提交回复 - 上传附件

1 Click to Upload attachments
点击上传附件

2 response Completeness Status
响应完整性状态

3 Submit Response
提交回复

The Attachments section displays all the attachments and support documents added by the buyer.
附件部分显示买方添加的所有附件和支持文档。

The attachments added by the buyer are displayed under the Buyer tab. You can also add your own attachments under the Suppler tab.
买家添加的附件显示在买家选项卡下。您还可以在"供应商"选项卡下添加自己的附件。

After viewing all the required details on the RFx and responding to the questionnaires and price sheets, as applicable, you can submit your responses to the buyer.
在查看 RFx 上所有必需的详细信息并回复问卷和价格表（如适用）后，您可以将您的回复提交给买方。

Click the Submit button on the bottom right corner of the RFx page to submit your response
点击 RFx 页面右下角的提交按钮提交您的回复

RFx Status RFx状态

Event Withdrawn 事件撤回	*The RFX is still active, the status could be due to:* *• Possible amendment to the requirements (i.e. Changes in scope or tender requirement),* *• Addendum made to the RFX or tender.* RFX 仍然处于活动状态，状态可能是由于： • 对要求的可能修改（即范围或投标要求的变化）， • 对RFX 或投标书的附录。

The RFX status will change based on the action completed or action initiated by buyers.
RFX 状态将根据买家完成的操作或发起的操作而变化。

Event Cancelled 事件取消	•*The RFX is currently inactive and this status will be initiated by the sourcing execs or buyer.* •RFX 当前处于非活动状态，此状态将由采购主管或采购员启动。 •*You will be notified that the tender has been aborted/ dropped via email notification.* •您将通过电子邮件通知收到投标已中止/放弃的通知。

Response Submitted 提交响应	*The RFX or tender is active, the status will be considered as submitted once you complete the guidelines and RFX responses.* RFX 或投标处于活动状态，一旦您完成指南和 RFX 响应，状态将被视为已提交。

AGENDA

BEKAERT
better together

## Contract Management Overview 合同管理概述

Bekaert eBuy enables online Contract collaboration between Bekaert and supplier and provide a secure environment in reviewing, updating and signing contracts.
贝卡尔特eBuy 支持贝卡尔特和供应商之间的在线合同协作，并在审查、更新和签署合同时提供安全的环境。

Learning Objective 学习目标	*Suppliers will be able to access contracts shared by Bekaert, review terms and conditions and interact with Bekaert team to successfully sign the contract* 供应商将能够访问贝卡尔特共享的合同、审查条款和条件并与贝卡尔特团队互动以成功签署合同

Viewing Contract
查看合同

Reviewing Contract
审查合同

Signing Contract
签订合同

1 —— 2 —— 3
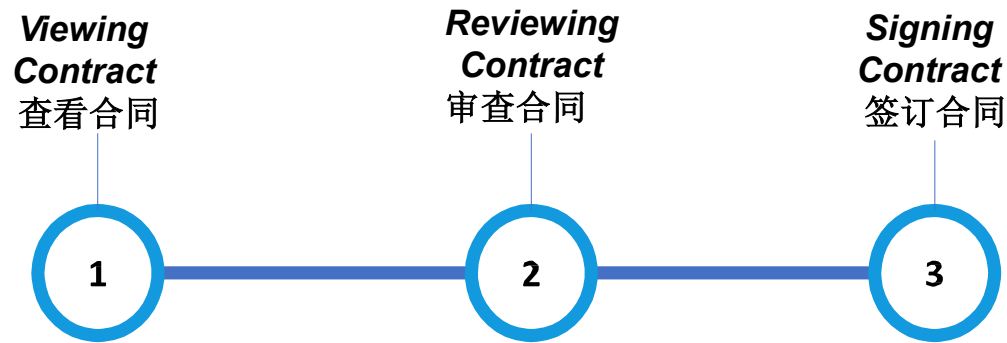
Viewing Contract 查看合同

1 Click "Contract" to access contract section
点击"合同"进入合同部分

2 Click My Tasks to view your pending tasks.
单击我的任务以查看您的待处理任务。

4 Select Contract
选择合同

3 Quick access to list of contracts based on status
根据状态快速访问合同列表

Viewing Contract   Reviewing Contract   Signing Contract

To view Contracts in Live, Expired, Awarded or other statuses, click the respective tabs.
要查看有效、过期、已授予或其他状态的合同，请单击相应的选项卡。

You can view the progress of the contracts. For example, you can view if the contract on the buyer side is sent for buyer signature.
您可以查看合同的进度。 例如，您可以查看是否将买方的合同发送给买方签名。

Reviewing Contract – Contract Details
审查合同 - 合同细节

Status should be "Supplier Review pending"
状态应为"供应商审查待定"

Contract Information to review
合同信息审查

Accept/Reject after review
审核后接受/拒绝

When Bekaert buyer completes drafting the contract, you will receive the contract for review.
贝卡尔特采购员完成合同起草后，您将收到合同进行审查。

If you want to update the contract, you can make changes using one of the below methods:
如果要更新合同，可以使用以下方法之一进行更改：

- Edit the contract in the browser itself
- 在浏览器本身中编辑合约
- Download the contract and work on it offline and upload a minor version of the contract
- 下载合同并离线处理并上传合同的次要版本
- Work in the Word Plugin.
- 在 Word 插件中工作。

You can Accept, Reject or Sign a contract only when the contract is assigned to you.
只有当合同分配给您时，您才能接受、拒绝或签署合同。

- **Basic Details**: Basic information regarding the Contract event such as the Contract name, Type, Document Type, Description.
- 基本细节：有关合同事件的基本信息，例如合同名称、类型、文档类型、描述。
- **Applicable For**: Contact information regarding the buyer.
- 适用于：有关买方的联系信息。
- **Internal Party**: Company specific information like buyer company name and authorized signatory.
- 内部方：公司特定信息，如买方公司名称和授权签字人。
- **External Party**: Supplier name, supplier contact and the supplier signatory.
- 外部方：供应商名称、供应商联系人和供应商签字人。
- **Terms**: Contract terms and conditions like currency, value, parent contract number, parent contract name and the effective duration.
- 条款：合同条款和条件，如货币、价值、母合同编号、母合同名称和有效期限。
- **Notes and Attachments**: Upload soft copies of the documents related to the contract. You can also add notes and external links.
- 注释和附件：上传与合同相关的文件的软拷贝。 您还可以添加注释和外部链接。

Reviewing Contract – Contract Language
审查合同 - 合同语言

Access to contract document
访问合同文件

The Contract Language section elaborates the terms and conditions of the agreement.
合同语言部分详细说明了协议的条款和条件。

It also defines the roles and responsibilities of each party that is part of the contract.
它还定义了作为合同一部分的每一方的角色和责任。

Reviewing Contract – Editing Document
审查合同 - 编辑文件

9 *Click Check out to edit the Document*
单击签出以编辑文档

10 *Click Check In, to mark the document as the latest updated version.*
单击签入，将文档标记为最新更新版本。

The left pane repository displays the clauses and variables numbered per the order they are placed in the contract.
左窗格存储库显示条款和变量，按照它们在合同中的顺序编号。

With your cursor positioned where you want the clause content to appear, select the clause from the left panel to insert it and click Save As Draft to update the changes and check in to mark the document as the latest version
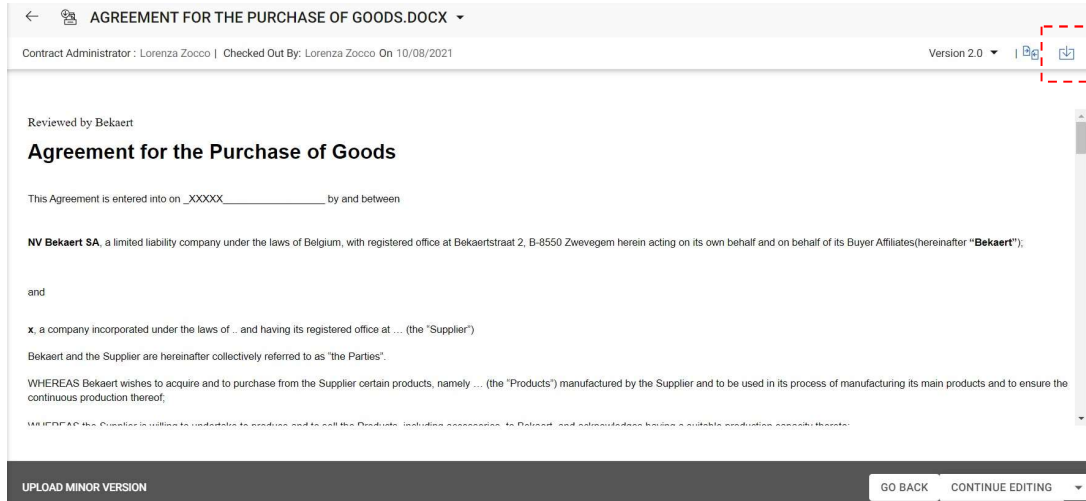将光标放在您希望条款内容出现的位置，从左侧面板中选择条款以将其插入，然后单击"另存为草稿"以更新更改并签入以将文档标记为最新版本

Reviewing Contract – Downloading Document
审查合同 – 下载文件

← 🖧 AGREEMENT FOR THE PURCHASE OF GOODS.DOCX ▾

Contract Administrator : Lorenza Zocco | Checked Out By: Lorenza Zocco On 10/08/2021   Version 2.0 ▾ | 🗐 ⬇

Reviewed by Bekaert

Agreement for the Purchase of Goods

This Agreement is entered into on _XXXXX_____ by and between

NV Bekaert SA, a limited liability company under the laws of Belgium, with registered office at Bekaertstraat 2, B-8550 Zwevegem herein acting on its own behalf and on behalf of its Buyer Affiliates(hereinafter **"Bekaert"**);

and

x, a company incorporated under the laws of .. and having its registered office at … (the "Supplier")

Bekaert and the Supplier are hereinafter collectively referred to as "the Parties".

WHEREAS Bekaert wishes to acquire and to purchase from the Supplier certain products, namely … (the "Products") manufactured by the Supplier and to be used in its process of manufacturing its main products and to ensure the continuous production thereof;

UPLOAD MINOR VERSION   GO BACK | CONTINUE EDITING ▾

11

Click to download and work on the contractual document offline.
单击以下载并离线处理合同文件。

← 🖧 AGREEMENT FOR THE PURCHASE OF GOODS.DOCX ▾

Contract Administrator : Lorenza Zocco | Checked Out By: Lorenza Zocco On 10/08/2021   Version 2.0 ▾ | 🗐 ⬇

Reviewed by Bekaert

Agreement for the Purchase of Goods

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and

x, a company incorporated under the laws of .. and having its registered office at … (the "Supplier")

Bekaert and the Supplier are hereinafter collectively referred to as "the Parties".

WHEREAS Bekaert wishes to acquire and to purchase from the Supplier certain products, namely … (the "Products") manufactured by the Supplier and to be used in its process of manufacturing its main products and to ensure the continuous production thereof;

UPLOAD MINOR VERSION   GO BACK | CONTINUE EDITING ▾

12

Click Continue Editing to continue using the online editor.
单击继续编辑以继续使用在线编辑器。

13

Click Upload Minor Version, to direct upload a new version of the document.
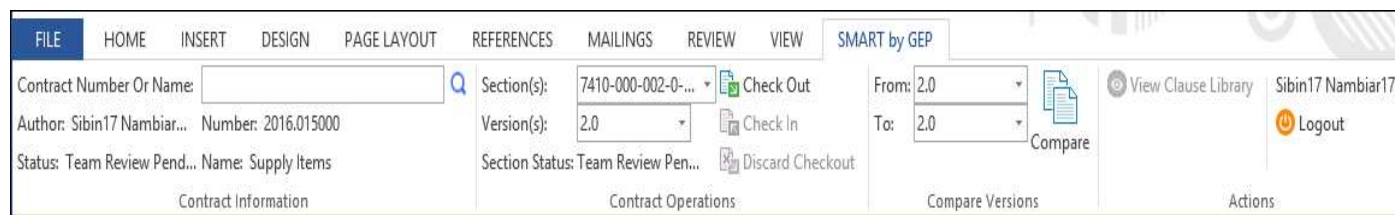*点击上传次要版本，直接上传文件的新版本。*

Once you download the contractual document, you can now edit the contract document and make the necessary change and upload a minor version of the document.
下载合同文件后，您现在可以编辑合同文件并进行必要的更改并上传文件的次要版本。

The minor version is visible only to you, until you check-in the change.
次要版本仅对您可见，直到您签入更改。

Reviewing Contract – Word Plugin
审查合同 – Word 插件

The SMART by GEP plugin will help you use eBuy functionality in Word.
GEP 插件的 SMART 将帮助您在 Word 中使用 eBuy 功能。

You can perform all the activities on the Contract Language in Word that you perform in Bekaert eBuy:
您可以在 Word 中执行您在贝卡尔特 eBuy 中执行的所有合同语言活动：

- Search for a contract
- 搜索合同
- Review a contract using the Check Out option.
- 使用 Check Out 选项查看合同。
- Compare two different versions of a contractual document
- 比较合同文件的两个不同版本
- Author a contract
- 编写合同

Signing Contract – SMART Signature
签订合同——智能签名

Signature method

Please select signature method

○ Offline mode   ○ Online mode   ○ Let the signatory decide

SEND CANCEL

① *Select one of the signature modes and click Send.*
选择其中一种签名模式，然后单击发送。

Offline Signature

Please download document for offline signature.

DOWNLOAD CANCEL

② *Download the contract documents and through the Attachments pop-up, upload the signed document.*
下载合同文件，并通过附件弹出窗口上传签署的文件。

Sign Contract

Signatory Password

Place
Mumbai

Title
title

Date
10/17/2017, 1:13:31 PM

☐ I have authority to enter into this contract on behalf of my organization. I have read this contract in its entirety.

PREVIEW   CANCEL SIGN

③ *Enter the password & your Title*
输入密码和您的职称

④ *Click Sign*
点击签名

After the contract is approved, the contract needs to be signed by both the contractual parties.
合同获得批准后，需要合同双方签订合同。

Bekaert eBuy is configured to use one of the following signatory options:
贝卡尔特eBuy 配置为使用以下签名选项之一：

- SMART Signature
- 智能签名
- DocuSign
- Docu签名
- EchoSign
- Echo签名

Signing Contract – DocuSign & Echosign
签订合同 – DocuSign & Echosign

If you have DocuSign or EchoSign (Adobe Sign) configured, the signatories will receive email as showed in the illustration

如果您配置了 DocuSign 或 EchoSign (Adobe Sign)，签名者将收到如图所示的电子邮件
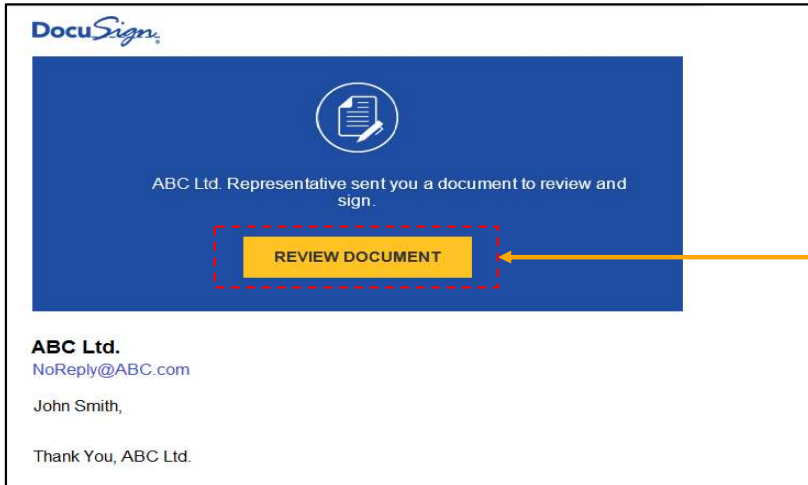
DocuSign成立于2003年，总部位于旧金山，在全球有10个分支机构，共有1300名员工。通过DocunSign的服务，用户只需通过智能手机或平板电脑即可完成手写签名，免除了用户要通过传真或邮件签名的麻烦；同时DocuSign还通过数字签名等方式验证用户的真伪，从而帮助企业用户安全地在网上获取具有法律效力的电子签名。目前全球188个国家有超过10万家公司以及5000万个人都在使用DocuSign的电子签名服务。

1 *Click the link to sign the document.*
单击链接以签署文件。

DocuSign

ABC Ltd. Representative sent you a document to review and sign.

REVIEW DOCUMENT

ABC Ltd.
NoReply@ABC.com

John Smith,

Thank You, ABC Ltd.
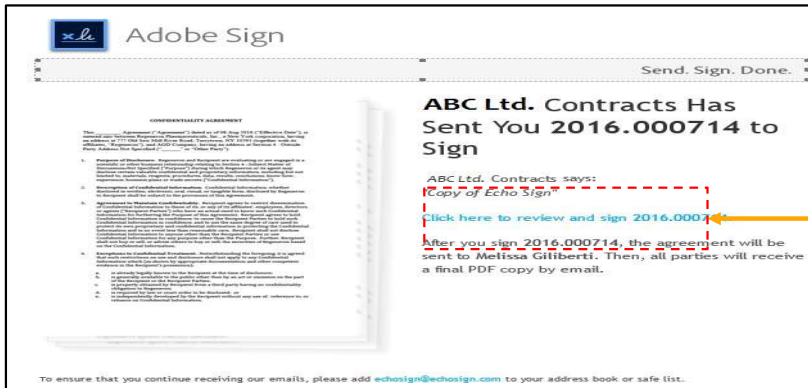
2 *Click the link to sign the document.*
单击链接以签署文件。

DocuSign的技术已经被应用到金融服务、保险、房地产等多个行业，思科、Comcast、惠普都是该公司的客户。另外，去年初微软也跟DocuSign达成了合作协议，Office 365用户能够直接使用DocuSign的服务来进行电子签名和发送签名文档，Word、Outlook、SharePoint Online和SharePoint Server用户就可以直接用DocuSign在这些文档内进行签名。

Adobe Sign

Send. Sign. Done.

ABC Ltd. Contracts Has Sent You 2016.000714 to Sign

ABC Ltd. Contracts says:
Copy of Echo Sign

Click here to review and sign 2016.000714

After you sign 2016.000714, the agreement will be sent to Melissa Giliberti. Then, all parties will receive a final PDF copy by email.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

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AGENDA

Order Acknowledgement Overview 订单确认概览

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Learning Objective 学习目标	*Suppliers will be able to acknowledge orders successfully via Bekaert eBuy system* 供应商将能够通过贝卡尔特eBuy 系统成功确认订单

To **acknowledge an order** from Bekaert means you agree to the items / services, price, quantity, terms and shipping dates / fees indicated in the order.
确认来自贝卡尔特的订单意味着您同意订单中注明的商品/服务、价格、数量、条款和发货日期/费用。

Before acknowledging a new order, review it carefully. If needed, create a change request.
在确认新订单之前，请仔细查看。 如果需要，请创建更改请求。

Watch-out: Once acknowledged, you will not be able to create a change request. Bekaert would have to rescind the order, make changes, and then reissue.
注意：一旦确认，您将无法创建更改请求。 贝卡尔特将不得不撤销订购，进行更改，然后重新发行。

Bekaert eBuy enables online order acknowledgement in two ways:
贝卡尔特eBuy 以两种方式启用在线订单确认：
1. **Via email** 通过电子邮件
2. **By logging into Bekaert eBuy** 通过登录贝卡尔特eBuy

We recommend option 2 so that you can review the order and initiate any needed changes prior to acknowledging it.
 我们推荐选项 2，以便您可以在确认订单之前查看订单并启动任何需要的更改。

Order Acknowledgement via email
通过电子邮件确认订单

Bekaert eBuy: Order: Test CO (G400003250) from Bekaert for € 0.00 is Pending for Acknowledgement

eBuy@bekaert.com
To ○ Vidhya Kartik1

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

G400003250.pdf
256 KB

Dear,

This is a reminder that an order received is pending acknowledgement.

Here are the details:

Order Name: Test CO

Order Number: G400003250

Company Name: Bekaert

Currency: €

Order Amount: 0.00

You can use the following link to access the Bekaert eBuy, review the order and acknowledge the order.

Alternately, use the button below to acknowledge the order.

Acknowledge   A

Regards

Bekaert eBuy team

You will receive an email and order details will be attached as a PDF file
您将收到一封电子邮件，订单详细信息将作为 PDF 文件附加

You can acknowledge the order by clicking the **ACKNOWLEDGE LINK** in the email
您可以通过单击电子邮件中的**确认链接**来确认订单

Order Acknowledgement via Bekaert eBuy
通过贝卡尔特 eBuy 确认订单

To acknowledge an order, log in to Bekaert eBuy using your credentials, then:
要确认订单，请使用您的凭据登录 贝卡尔特eBuy，然后：

A: Click on the **PURCHASING** tab
点击**PURCHASING**标签

B: Click on the order to acknowledge
点击订单名称进行确认

C: Before you can acknowledge, be sure the status says **SENT TO SUPPLIER**
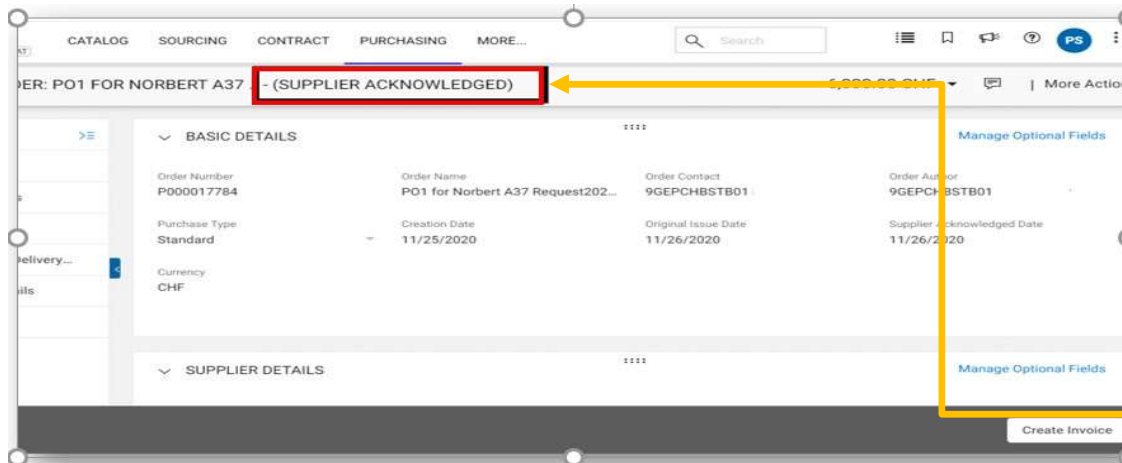在您点击订单名称进行确认之前，请确保订单状态显示为 SENT TO SUPPLIER

Order Acknowledgement via Bekaert eBuy
通过贝卡尔特eBuy 确认订单
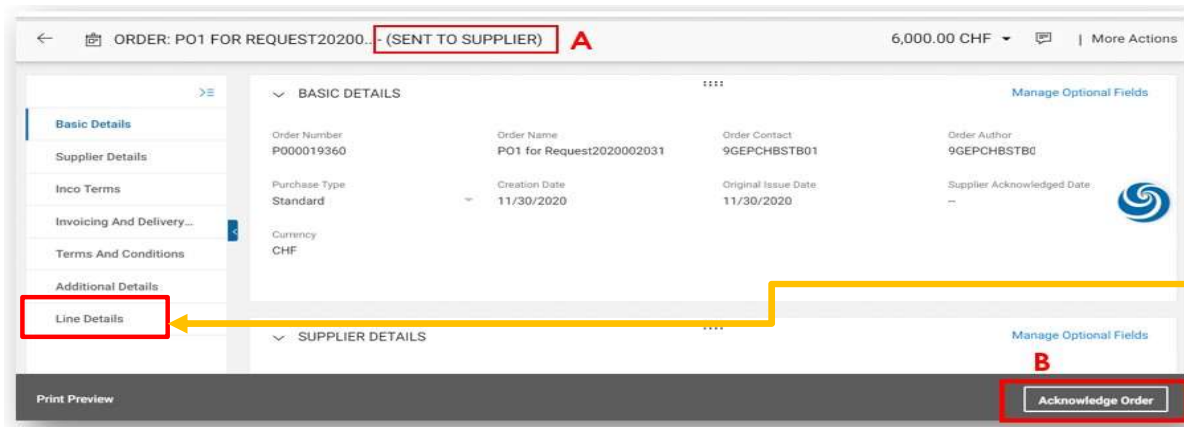
A: The order will open with **SENT TO SUPPLIER** status
订单将以 SENT TO SUPPLIER 状态打开

Review the details of the Order within the
LINE DETAILS section, which is the last section on the order
在订单的最后一个部分 LINE DETAILS 部分查看订单的详细信息

B: Click **ACKNOWLEDGE ORDER** on the bottom right-hand corner if everything looks okay
Once you click on the button, the order will be acknowledged
如果一切正常，请单击右下角的 ACKNOWLEDGE ORDER 按钮。
单击按钮后，订单将被确认

After you acknowledge the order, the status will display as **SUPPLIER ACKNOWLEDGED**
确认订单后，状态将显示为 SUPPLIER ACKNOWLEDGED

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AGENDA

Change order request creation overview
变更单请求的创建概述

Bekaert eBuy (GEP SMART) enables online order change request creation
贝卡尔特eBuy (GEP SMART) 支持在线创建订单更改请求

Learning Objective 学习目标	*Suppliers will be able to access orders shared by Bekaert, review terms and conditions and interact with Bekaert team to initiate the order change request* 供应商将能够访问贝卡尔特共享的订单、查看条款和条件并与贝卡尔特团队互动以发起订单变更请求

Change order request creation
变更订单请求的创建
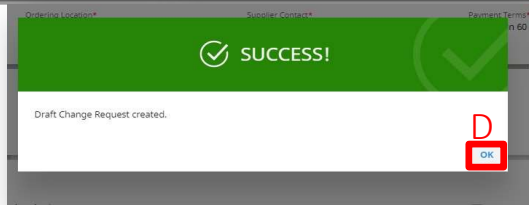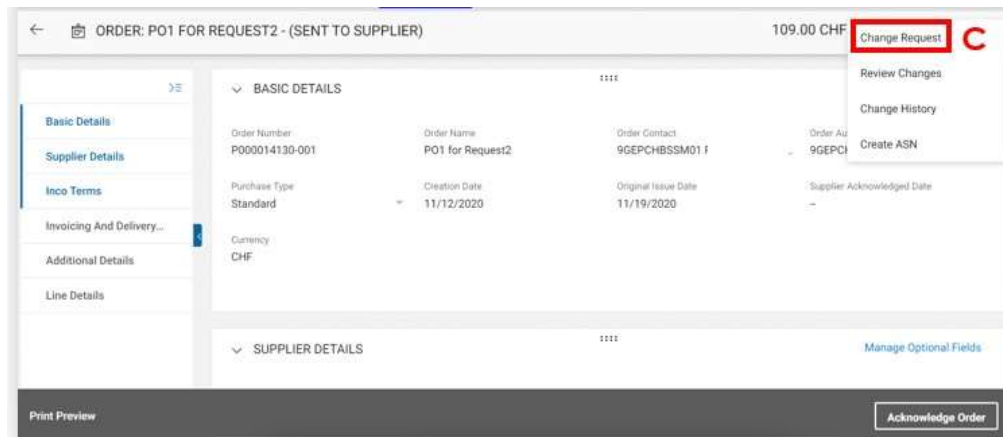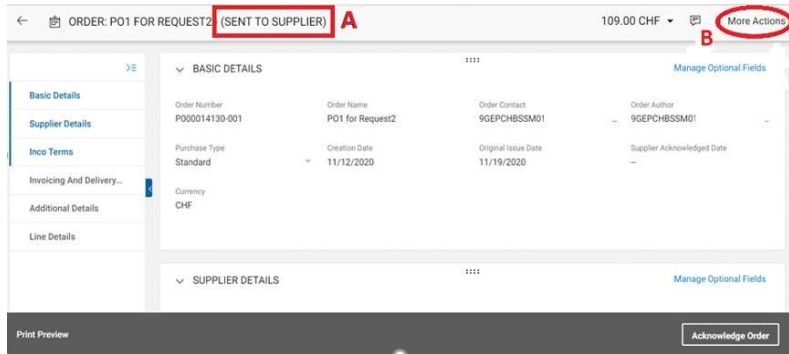
To initiate a change order request, open the **PURCHASE ORDER**
要发起变更单请求，请打开 PURCHASE ORDER

A: The order must be in **SENT TO SUPPLIER** status to initiate a change request. If you have already acknowledged the order, please reach out to your Order Contact directly and they will need to create the change order on their side
订单必须处于 SENT TO SUPPLIER 状态才能发起更改请求。 如果您已经确认订单，请直接联系您的订单联系人，这将在他们一边创建变更单

B: Click on the **MORE ACTIONS** in the upper right-hand corner
点击右上角的**更多操作**

C: Select **CHANGE REQUEST**
选择**更改请求**

D: A prompt will appear. Click **OK** to continue
将出现提示。 点击**确定**继续

Change order request creation
变更订单请求的创建

E: The order will open in **DRAFT** Status
订单将以**草稿**状态打开
To make changes, scroll down to the **LINE DETAI**LS section
要进行更改，请向下滚动到 LINE DETAILS 部分

F: You can update **QUANTITY** and **UNIT PRICE**
您可以更新 QUANTITY 和 UNIT PRICE

G: If the fulfillment date needs to be updated, provide the date in the **NEED BY DATE** field (materials only)
如果需要更新履行日期，请在 NEED BY DATE 字段中提供日期（仅限物料）

Change order request creation
变更订单请求的创建

H: Click on the **COMMENTS** icon to summarize the changes you are requesting in order to clarify the updates to the approver
单击 COMMENTS 图标以总结您请求的更改，以便向批准者阐明更新

I: Once the changes are made, click on **SEND TO BUYER**
进行更改后，单击**发送给买家**

J: You will be redirected to the **ORDER** page with order status as **SENT TO BUYER**
您将被重定向到订单状态为 SENT TO BUYER 的订单页面

Order Status 订单状态

Sent to Supplier 发送给供应商

Order is sent to supplier and ready for review.

订单已发送给供应商并准备好进行审核。

Supplier Acknowledged 供应商确认

Order has been accepted and acknowledged by the supplier.

订单已被供应商接受并确认。

Sent to Buyer 发送给买家

A change request has been created by the supplier.

供应商已创建变更请求。

The order status will change based on the action completed or action initiated by buyers or suppliers.

订单状态将根据买家或供应商完成的操作或发起的操作而改变。

Frequently Asked Questions
常见问题

Frequently Asked Questions

1. **How can I change the email contact that was used as the recipient for the Primary Registration Form?**

   The Primary Registration Form was sent to the primary contact email we currently have stored for your company. All other email addresses that we have on record will have received an invitation to register a user account. In case changes need to be made to your contact information, there are two options:
   1)If no current contacts from your company can register on eBuy, you should contact your Bekaert contact person who can request the change. Once the change has been implemented you will receive an invitation via the new email address.
   2)If someone from your company has already registered on eBuy, they can initiate a change request and make the adjustments in the "contact information" section of your supplier profile.

2. **Can a supplier have multiple user accounts on eBuy?**

   Yes, as a supplier you can add multiple contacts to your eBuy profile, each with a separate user account. All users have the same accesses in the system. **Only one contact** can be marked as Primary; who receives all notifications, but all registered users can access and execute any actions (PO acknowledgment, etc.)

3. **What is in scope for the Pilot phase?**

   Please refer to page 7 of this document.

4. **How do I get notifications about new purchase orders and in which format?**

   Purchase order details will be always sent to your inbox with PDF attachment. Additionally, you can download them from eBuy in PDF format.

5. **Is there an option to integrate eBuy with supplier ERP systems?**

   Integration is an option and can be discussed based on the frequency of our transactions and spend level.

6. **How can surcharges be added in eBuy?**

   As a supplier, you cannot add surcharges to the PO yourself. Here is how you can request it:
   1) Before PO creation > list surcharge on quotation, the buyer will add it to PO conditions
   2) After PO creation > provide the surcharge list to the buyer via comments and attachments, the buyer will then add to it PO conditions

常见问题

1. 如何更改用作主要注册表单收件人的电子邮件联系人？

主要注册表单已发送到我们当前为贵公司存储的主要联系人电子邮件。 我们记录在案的所有其他电子邮件地址都将收到注册用户帐户的邀请。
如果需要更改您的联系信息，有两种选择：
1)如果您公司的当前联系人无法在 eBuy 上注册，您应该联系可以请求更改的贝卡尔特联系人。 更改实施后，您将通过新电子邮件地址收到邀请。
2) 如果您公司的某人已经在 eBuy 上注册，他们可以发起更改请求并在您的供应商资料的"联系信息"部分进行调整。

2. 供应商可以在 eBuy 上拥有多个用户帐户吗？

是的，作为供应商，您可以将多个联系人添加到您的 eBuy 个人资料中，每个联系人都有一个单独的用户帐户。 所有用户在系统中具有相同的访问权限。 只能将一个联系人标记为主要联系人； 谁接收所有通知，但所有注册用户都可以访问和执行任何操作（订单确认等）

3. 试点阶段的范围是什么？

请参阅本文件的第 7 页。

4. 如何获取有关新采购订单的通知以及以何种格式通知？

采购订单详细信息将始终通过 PDF 附件发送到您的收件箱。 此外，您可以从 eBuy 以 PDF 格式下载它们。

5. 是否可以选择将 eBuy 与供应商 ERP 系统集成？

集成是一种选择，可以根据我们的交易频率和支出水平进行讨论。

6. 如何在 eBuy 中添加附加费？

作为供应商，您不能自己向采购订单添加附加费。 您可以通过以下方式请求它：
1）在创建采购订单 > 报价单附加费之前，买方将其添加到采购订单条件中
2）创建 订单后 > 通过评论和附件向买家提供附加费清单，然后买家将添加订单条件

Frequently Asked Questions

7. **What if I haven't received a registration email?**

   If you received communication about eBuy but have not yet received a registration invitation please contact support@GEP.com .

8. **What does eBuy cost Bekaert suppliers?**

   eBuy is and will remain free of charge for our suppliers. We believe in the value the solution will bring for us both (see page 6 for a summary of the benefits).

9. **Is it possible to add our reference to a PO?**

   Yes, suppliers can input comments or upload an attachment via the comments and attachments icon.

10. **Why is my status "blocked"?**

    There can be a number of reasons why your status is "blocked", this does not relate to your registration on the eBuy platform. Please reach out to your Bekaert contact person for further explanation.

11. **How can we communicate delays and other information about an order?**

    Suppliers can input comments or upload an attachment via the comments and attachments icon.

12. **Why don't I see the "Purchasing" section of eBuy?**

    The section becomes visible in your profile once a document is created, hence the Purchasing section will be available once Bekaert creates the first document for you.

13. **Is it possible to divide an order?**

    Order acknowledgement needs to be done for the total amount and then the buyer needs to be informed about split orders. Delivery documents are not implemented in eBuy.

7. **如果我没有收到注册邮件怎么办？**

如果您收到有关 eBuy 的通讯但尚未收到注册邀请，请联系 support@GEP.com。

8. **eBuy 对贝卡尔特供应商的成本是多少？**

eBuy 对我们的供应商是免费的，并且将继续免费。 我们相信该解决方案将为我们双方带来价值（请参见第 6 页的收益摘要）。

9. **是否可以将我们的参考添加到订单？**

是的，供应商可以通过评论和附件图标输入评论或上传附件。

10. **为什么我的状态是"封锁"？**

您的状态被"封锁"可能有多种原因，这与您在 eBuy 平台上的注册无关。 请联系您的贝卡尔特联系人以获得进一步说明。

11. **我们如何传达有关订单的延迟和其他信息？**

供应商可以通过评论和附件图标输入评论或上传附件。

12. **为什么我没有看到 eBuy 的"购买"部分？**

一旦创建了文档，该部分就会在您的个人资料中可见，因此一旦贝卡尔特为您创建了第一个文档，"采购"部分将可用。

13. **可以对订单进行拆分吗？**

需要对总金额进行订单确认，然后需要通知买方有关拆分订单的信息。 eBuy 中未实施交付文件。