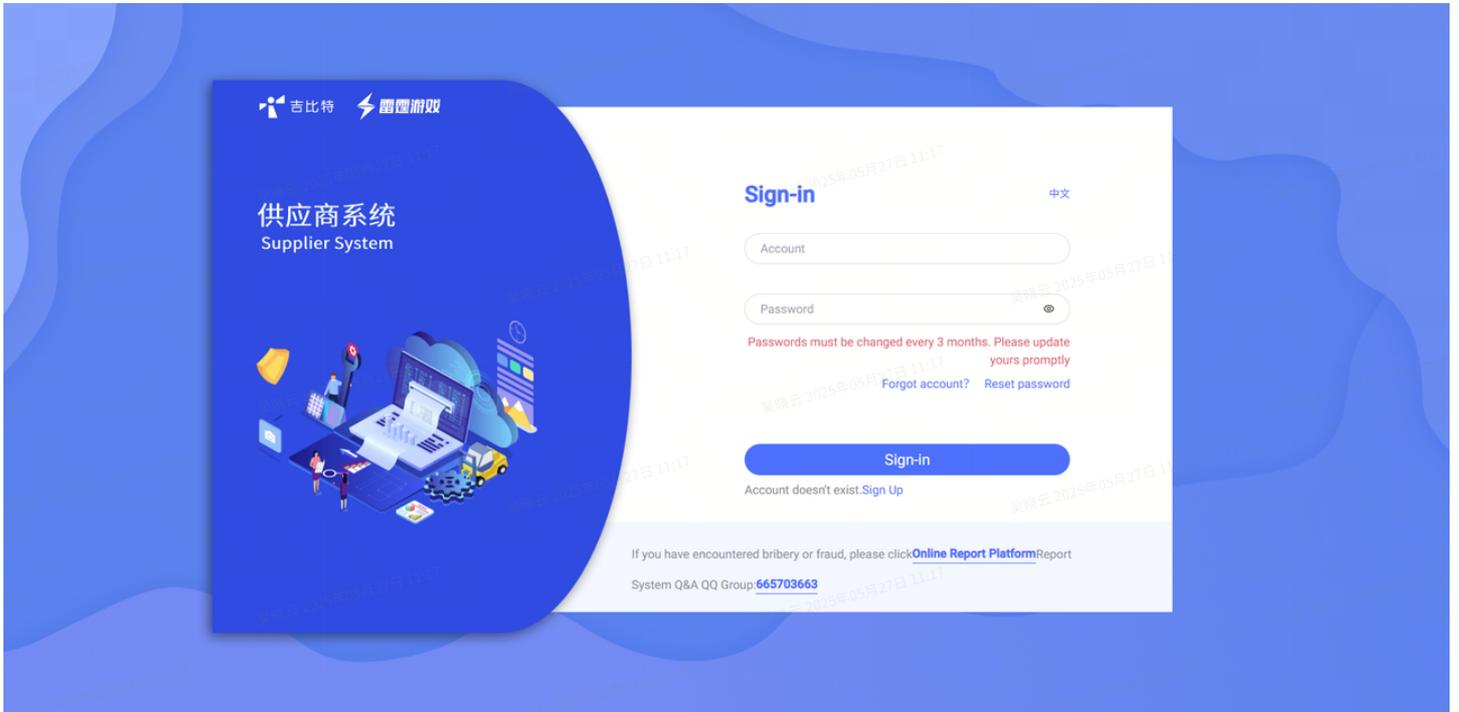


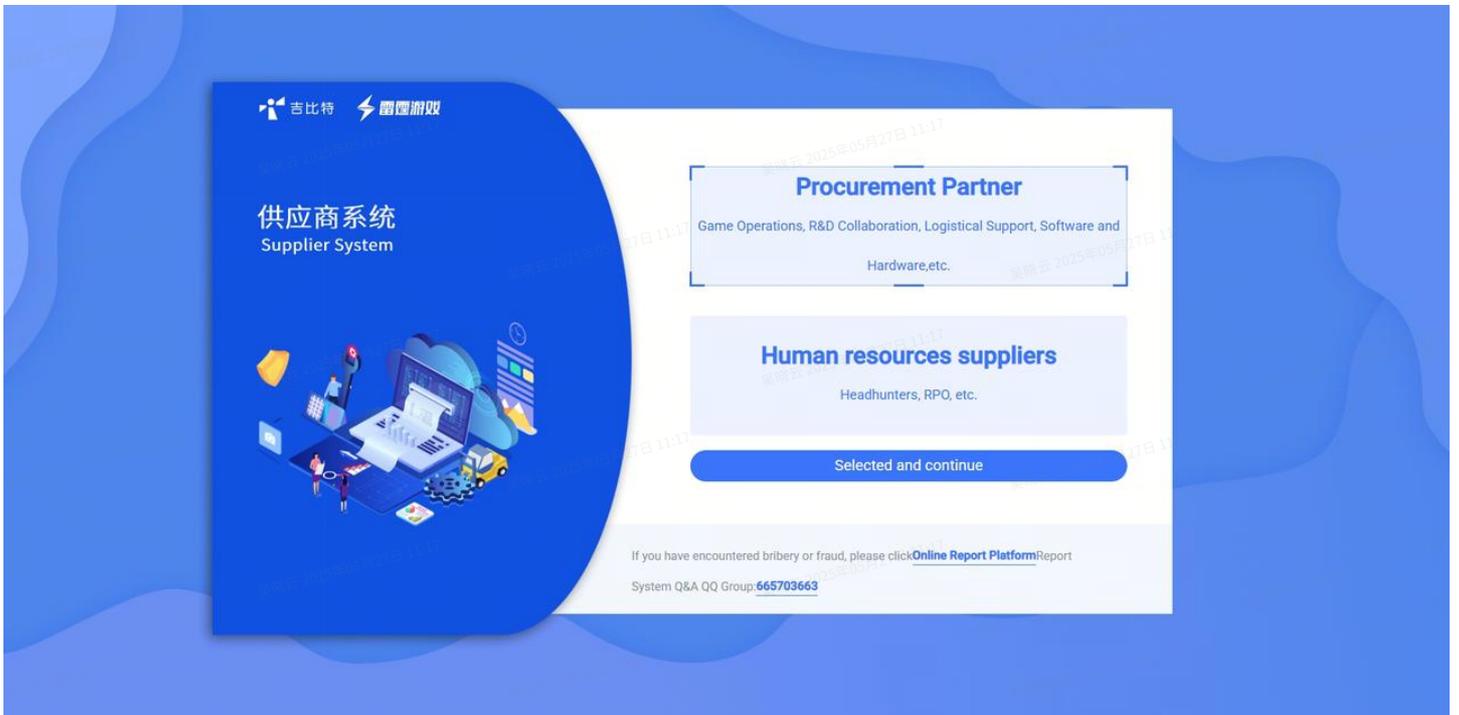
Supplier System User Manual (For Corporation)

1. Register an account

- Log in to the supplier system <https://zb.leiting.com/>
- Enter your details, set a password, and create your account



- Sign in and choose the service category [Procurement Partner]



2. Complete info

- Supplier Type: *(Please select Corporation)*
- You are required to complete the following information:
 - Choose the Country/Region of your company's registration
 - Corporation Name: Provide the official registered name of your business
 - Address: Enter the registered office address of your company (typically the official business location)
 - EIN: Overseas suppliers need to provide a unique identification code
 - Register method obtained: Introduction of other peer companies/Contacted by our employee/Public channel/Other
 - Core Competency: Provide an overview of your company, including competitive advantages, unique attributes, and examples of major projects or success stories
 - Contact Info: You will receive email notifications for any pending inquiries or collaborative order processes

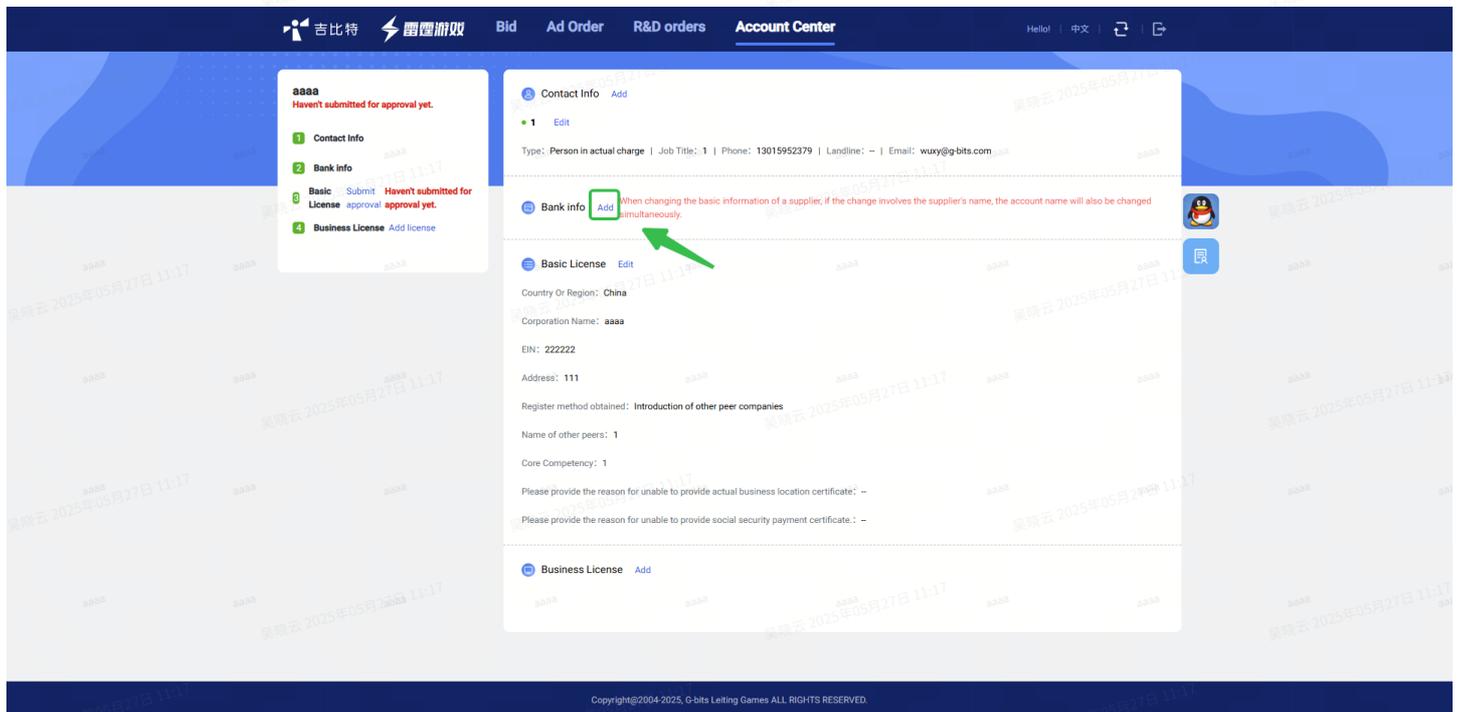
3. Add Bank Info

- Provide your bank account details for receiving payments



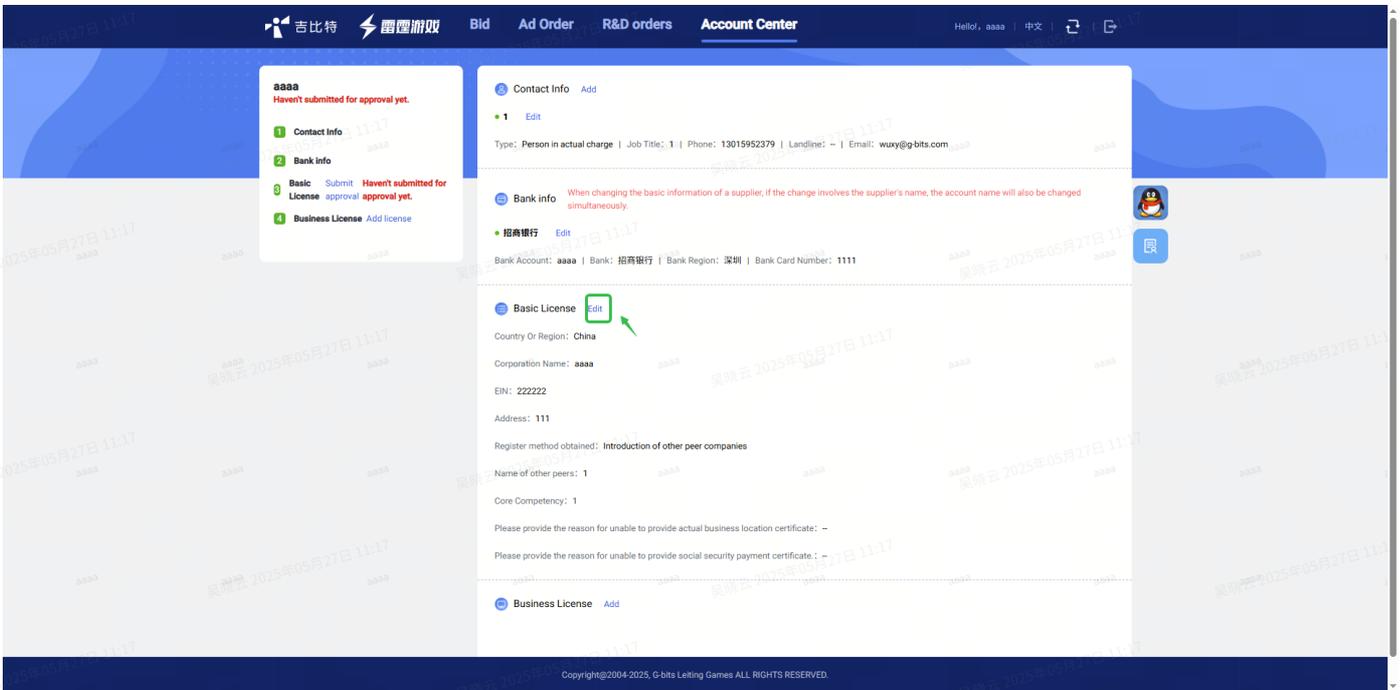
Important: Payments will be processed using the bank account information saved in your supplier profile. Ensure your details are accurate and up to date. We are not

responsible for delayed payments due to errors or failure to update account information.



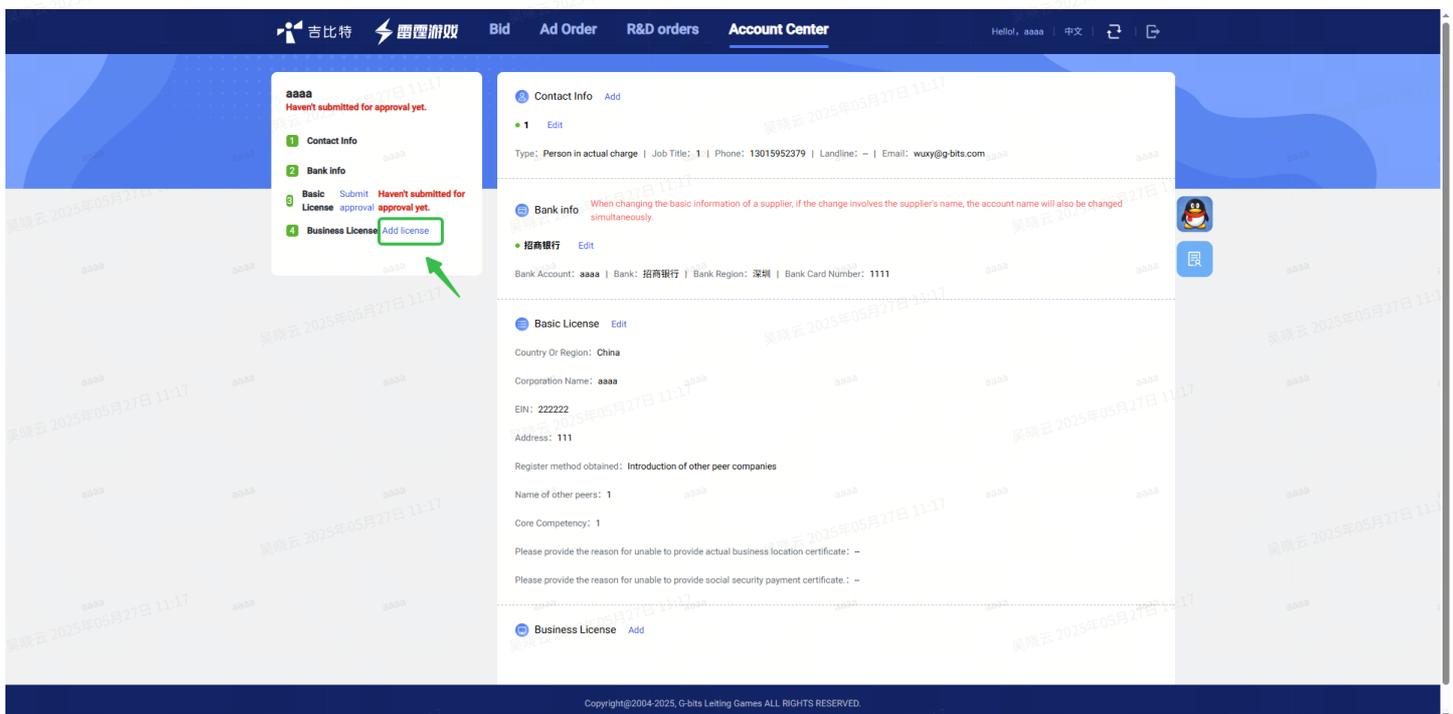
4. Submit Basic License for review

- Click [Account Center]
- Click the [Edit] button for Basic License and upload the required qualification documents
 - Business License (If expired, log in to the supplier system to update promptly. Failure to update may affect future collaborations)
 - Certificate of actual business location: Examples include a rental agreement or property ownership certificate. If unable to provide these documents, you must state the reason for non-submission
 - Certificate of social security payment: Click to upload the social security payment certificate for the past three months. If there is none, please provide the certificate since the establishment. If unable to provide these documents, you must state the reason for non-submission



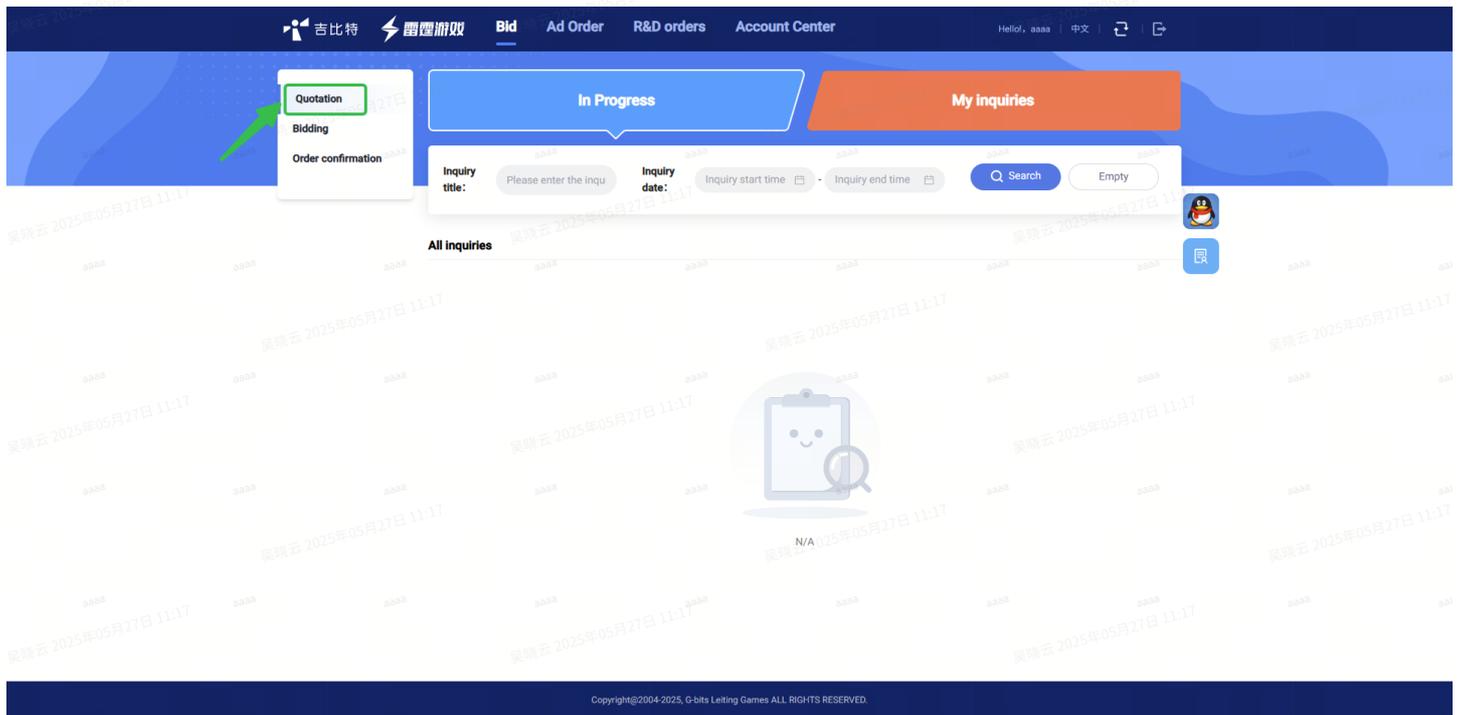
5. Submit Business License for review

- Click [Account Center]
- Click the [Add license] button next to Business License
- Select the business type and submit relevant descriptions and qualification documents. Different inquiries correspond to different business types. To participate in quoting for a specific business type, you must pass both the **Basic License review** and the **Business License review for that type** to view inquiry details and submit quotes. If your license expire, you must **update the information in the system** and pass the review before you are allowed to submit quotes again



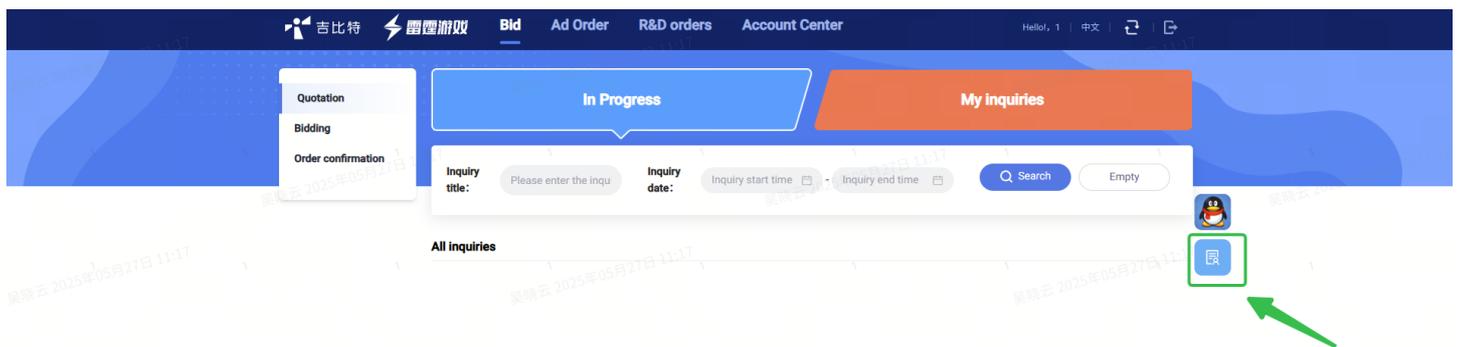
6. Quote

- Log in to the system **during the quotation period** based on the email reminder, complete the required quotation fields **according to the inquiry details**, and submit your offer



7. Confirm Supplier System Entry Agreement

- After confirming the Supplier System Entry Agreement, orders will take effect after online confirmation, electronic signature or offline signing by both parties



8. Confirm Order

- Click the [Order Confirmation] button to view, download, and confirm the order within the system

Quotation

Bidding

Order confirmation

Pending for confirm Confirmed

Tip: Please confirm the following order. Note that the order is not effective until all parties involved have signed/confirmed.

Order title	Order version	Order amount	Order date	Promise date
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No Data

