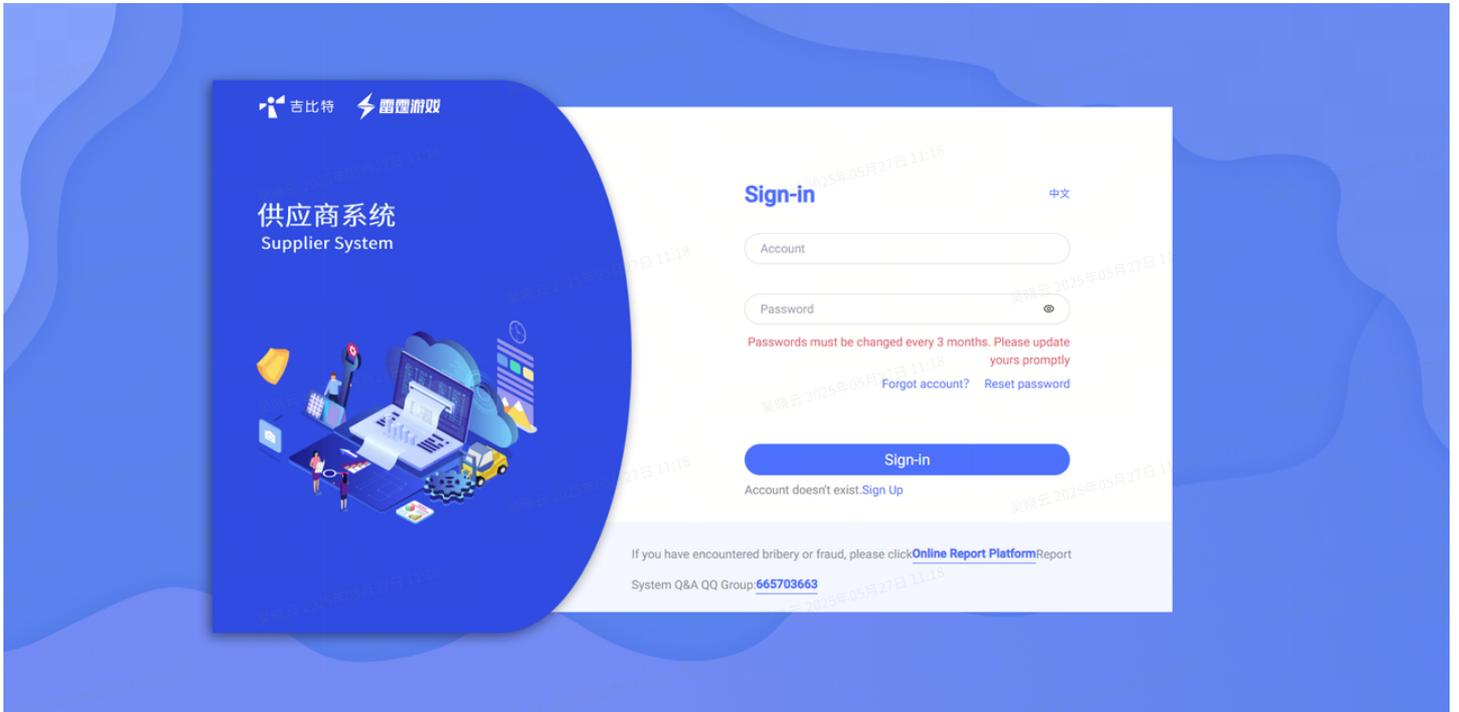


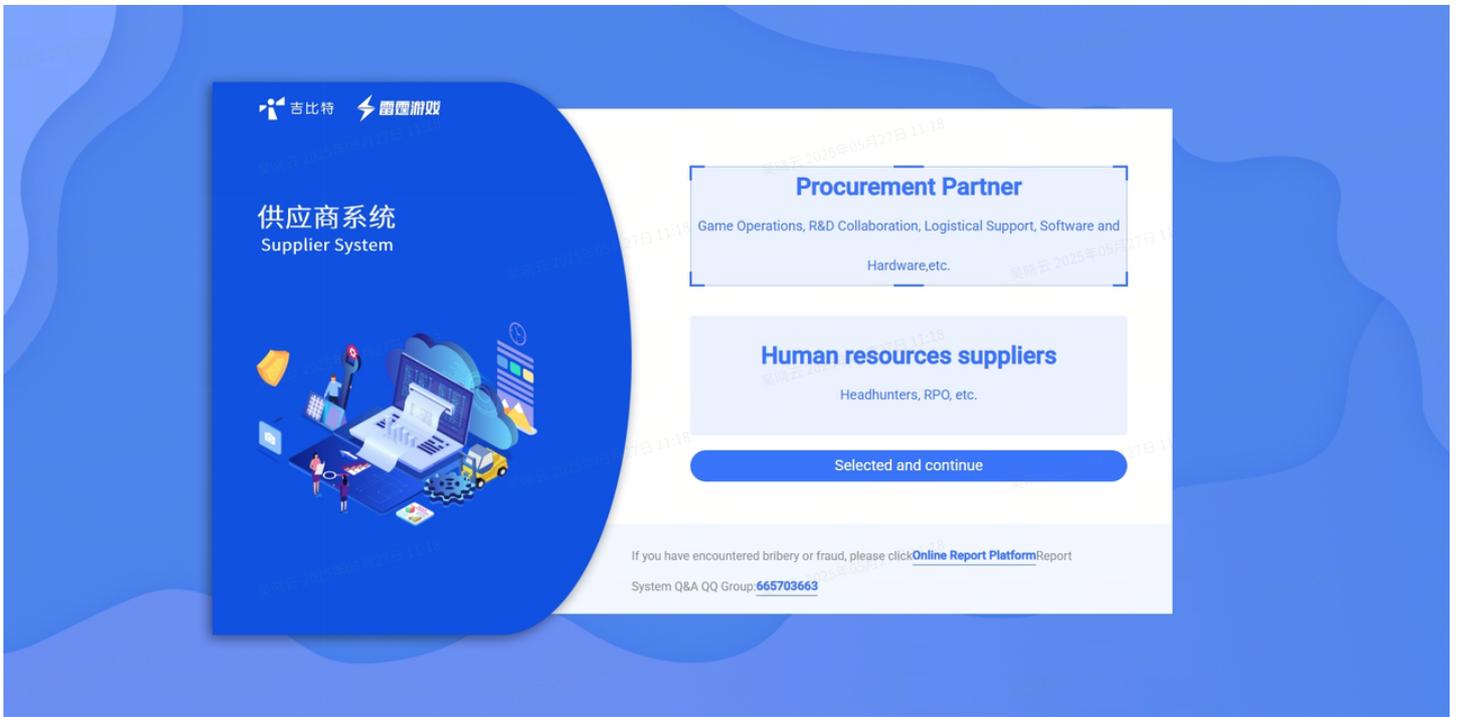
Supplier System User Manual (For Freelancer)

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 Freelancer)*

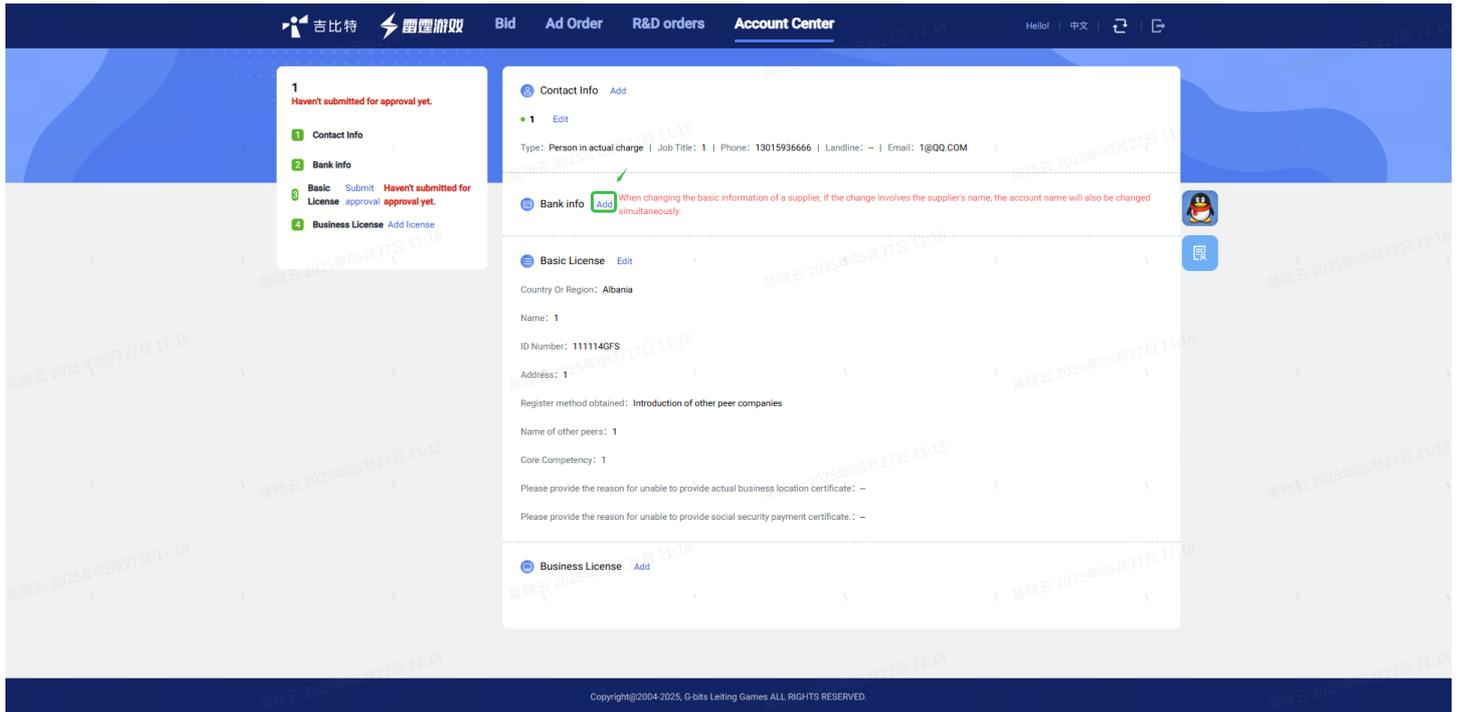
 Please confirm whether there is a company or studio registered as an individual business or commercial household under your name. If so, please register as an enterprise supplier, otherwise it will affect the billing.

- You are required to complete the following information:
 - Select the Country/Region where you are located.
 - Name: Provide your legal name as per official identification documents (e.g., ID card or passport)
 - ID Number
 - Address
 - Register method obtained: Introduction of other peer companies/Contacted by our employee/Public channel/Other
 - Core Competency
 - 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.

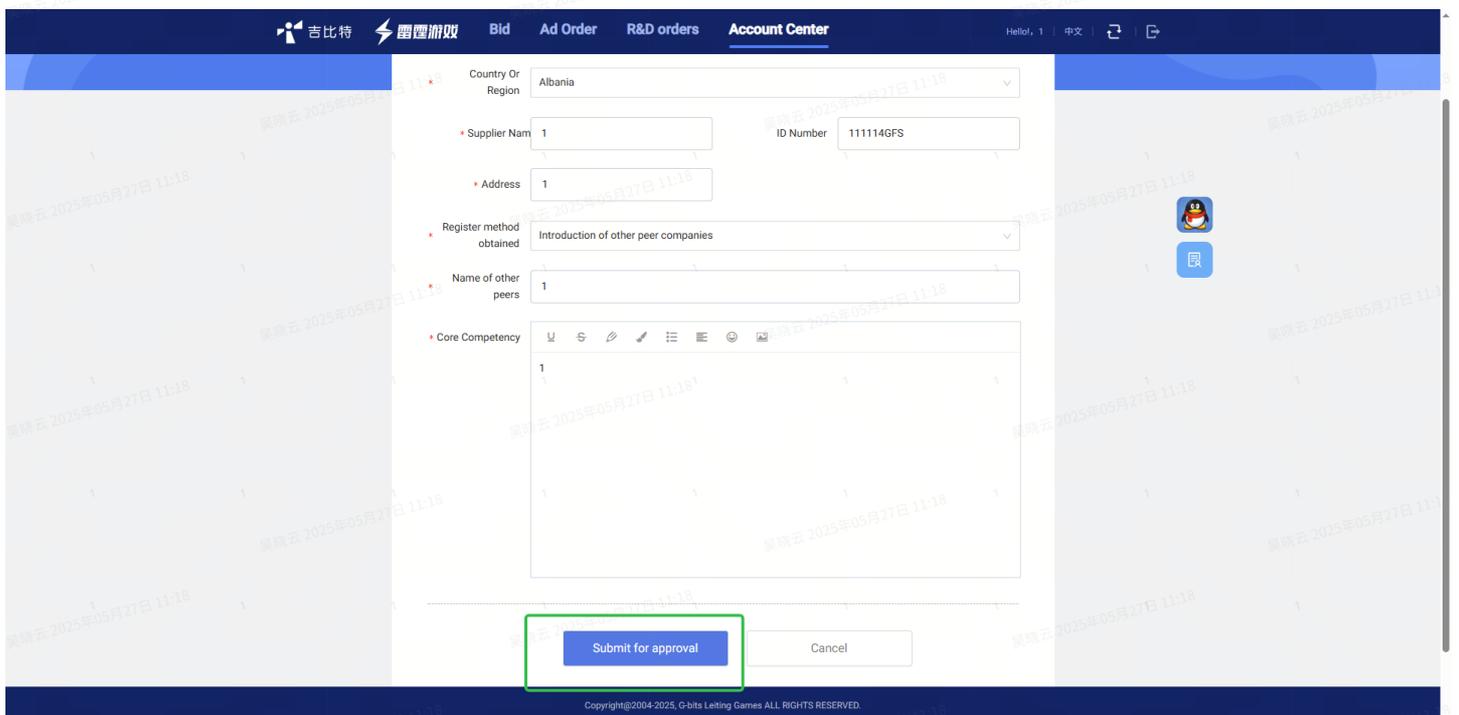
 Important: Payments will be processed using the bank account information saved in your supplier profile. Ensure your details are accurate and up to date. We are not responsible for delayed payments due to errors or failure to update account information.



The screenshot shows the 'Account Center' interface. On the left, a navigation menu lists: 1. Contact Info (Add), 2. Bank info (Add), 3. Basic License (Submit, Haven't submitted for approval yet), and 4. Business License (Add license). The main content area displays details for 'Contact Info' (Type: Person in actual charge, Job Title: 1, Phone: 13015936666, Landline: -, Email: 1@00.COM), 'Bank info' (with a note: 'When changing the basic information of a supplier, if the change involves the supplier's name, the account name will also be changed simultaneously.'), 'Basic License' (Country Or Region: Albania, Name: 1, ID Number: 111114GFS, Address: 1, Register method obtained: Introduction of other peer companies, Name of other peers: 1, Core Competency: 1), and 'Business License' (Add).

4. Submit Basic License for approval

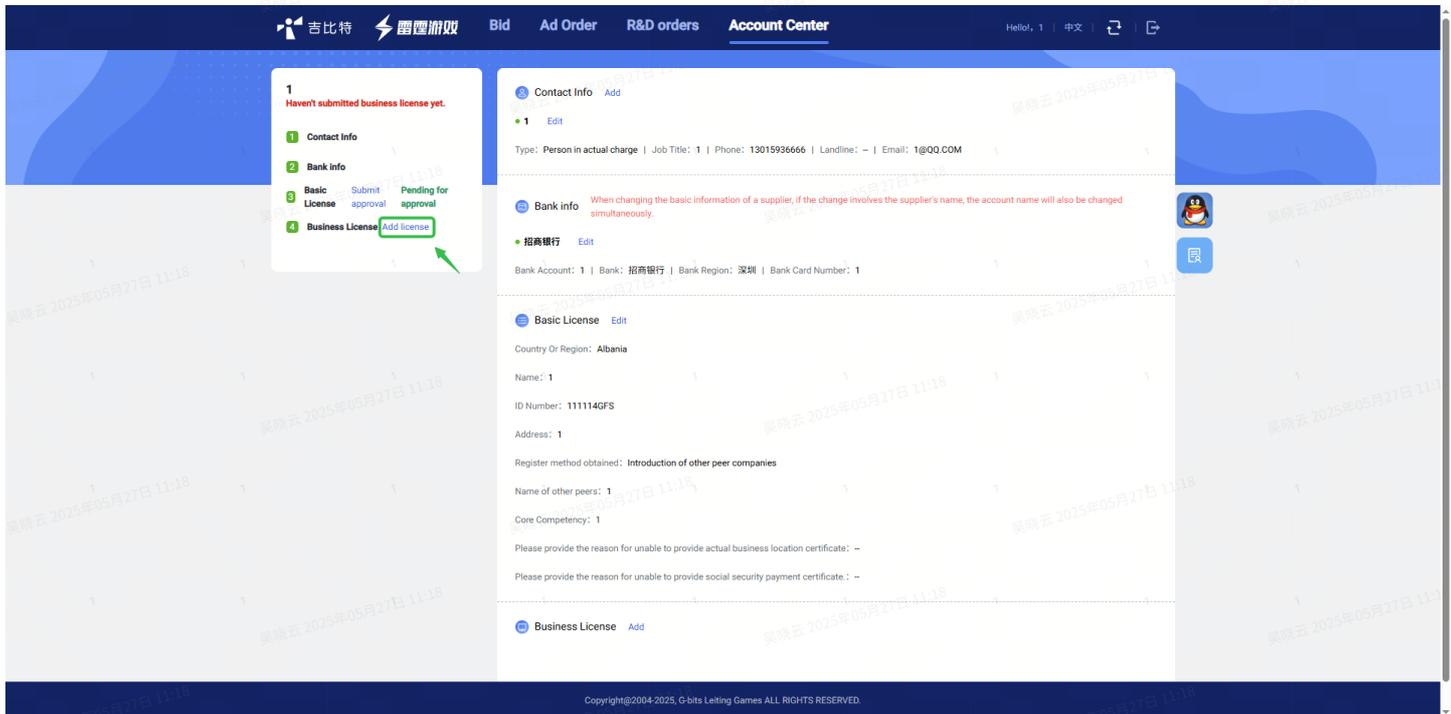
- Click [Account Center]
- Click the [Edit] button for Basic License and submit for approval



The screenshot shows the 'Basic License' edit form. The form fields include: Country Or Region (Albania), Supplier Name (1), ID Number (111114GFS), Address (1), Register method obtained (Introduction of other peer companies), Name of other peers (1), and Core Competency (1). At the bottom, there are two buttons: 'Submit for approval' (highlighted with a green box) and 'Cancel'.

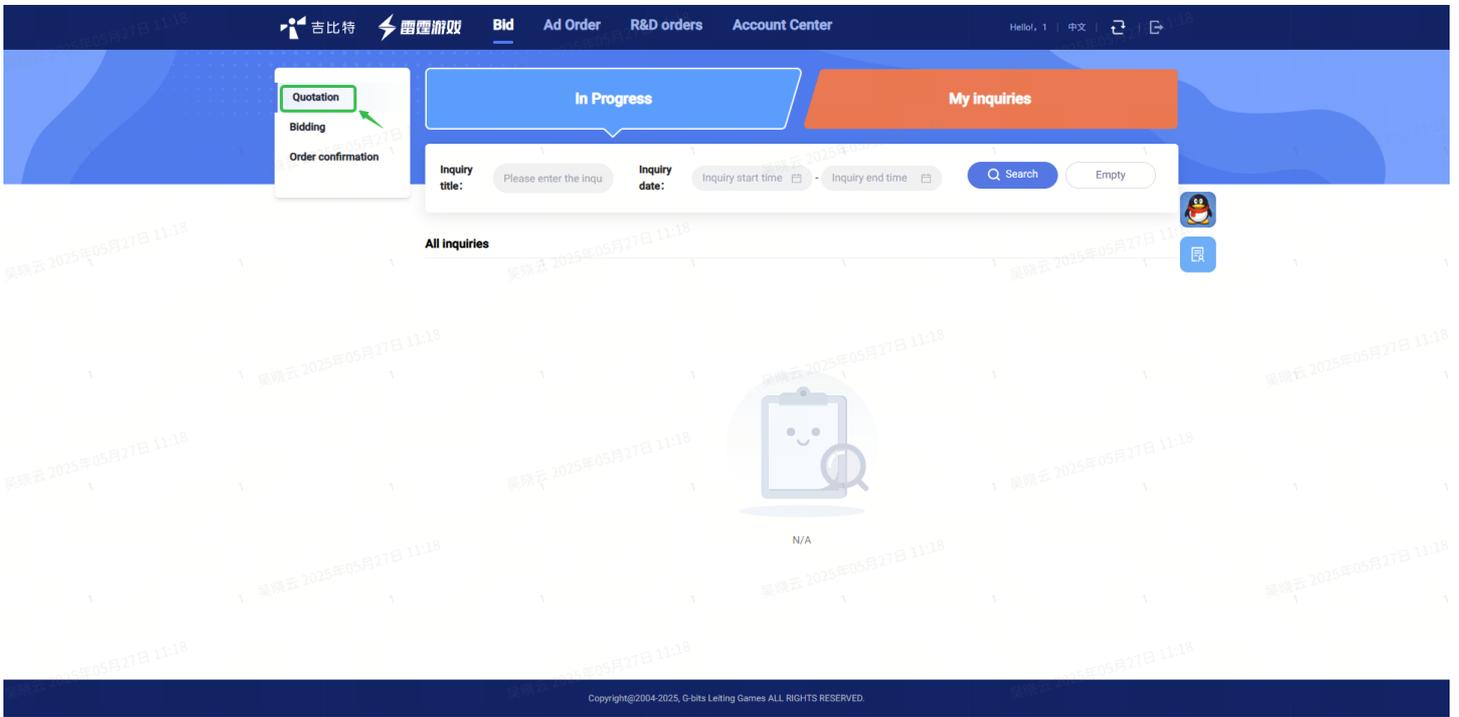
5. Submit Business License for approval

- 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



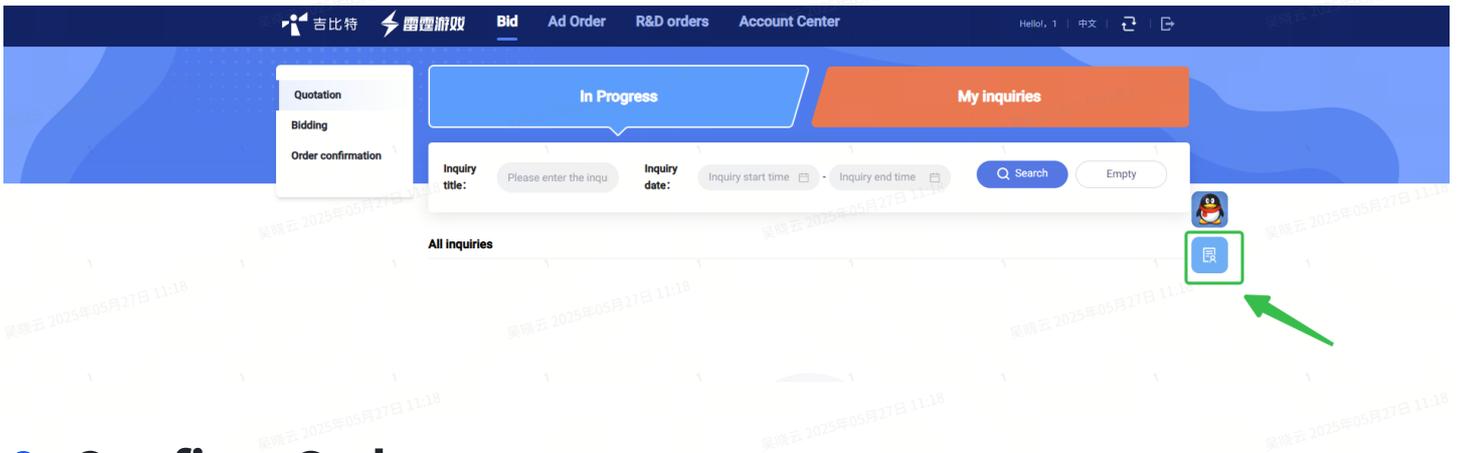
6. Quote

- 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

