

User Manual

Vendor Management System



Contents

Introduction	1
Sign up	1
How to Register	2
1. Verify e-mail	2
2. Set your password	4
3. Vendor Information	5
4. Add Contact person	9
5. Business Information	10
6. Product Or Service	11
7. Vendor's Attached file	11
8. More question	15
Other's menu	17
1. Forget password	17
2. Change Password	20
3. Download Document	20
4. Edit Profile	21

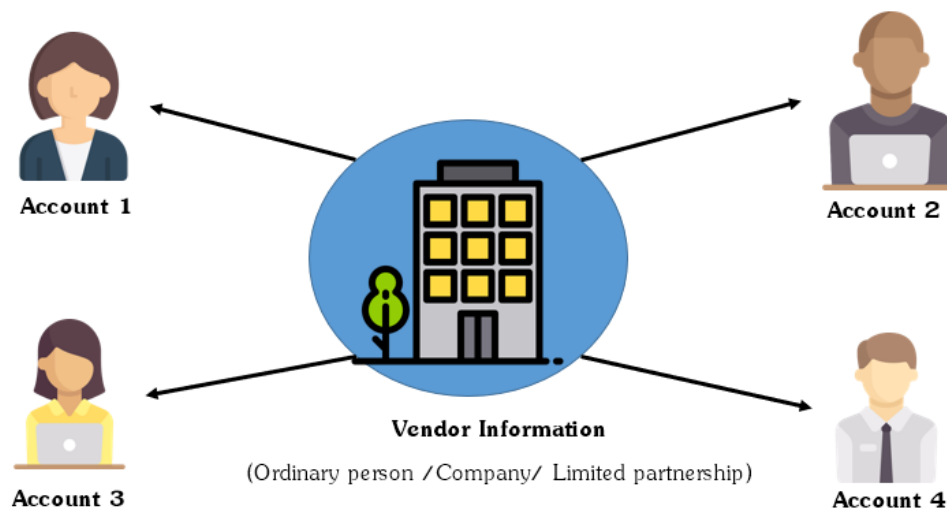
Welcome to Vendor Management System (VMS) of Double A (1991) Public Limit Company

Introduction

Vendor Management System for the Group of Double A (1991) Public Company Limited is a service to facilitate business partners to be able to use the service to manage partner data Order list and requesting various transactions Which the company has provided and provided in the future (hereinafter referred to as "VMS")

Sign up

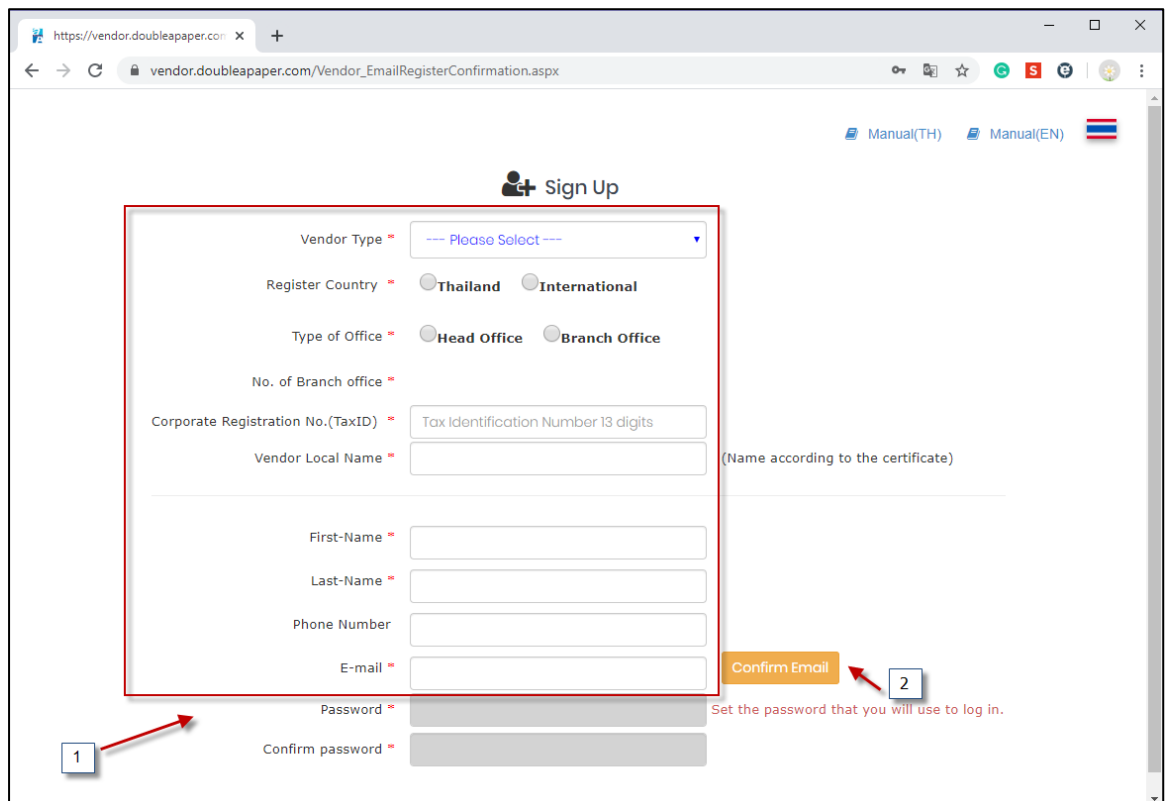
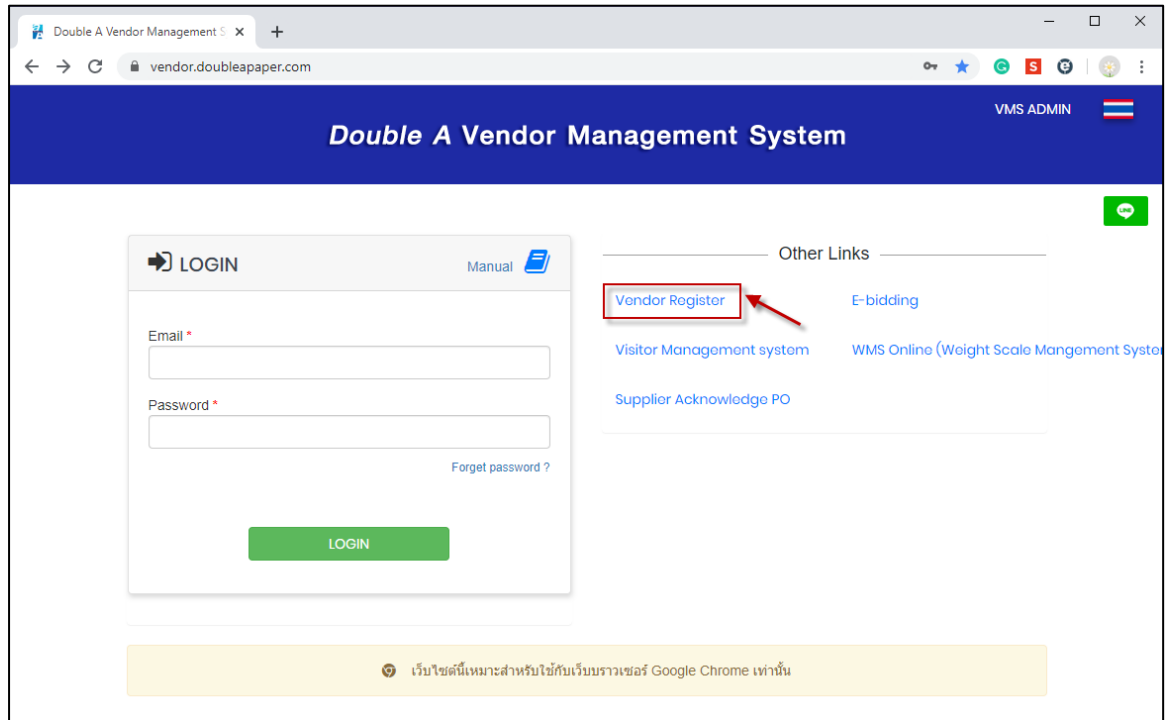
Signing up for the system, you can be created by splitting logins according to individual personalities of the partner data set group. Which means if the Company or Limited partnership has many contract persons who will represent each part, you can create more than 1 account. The system will be able to manage access rights as the picture below



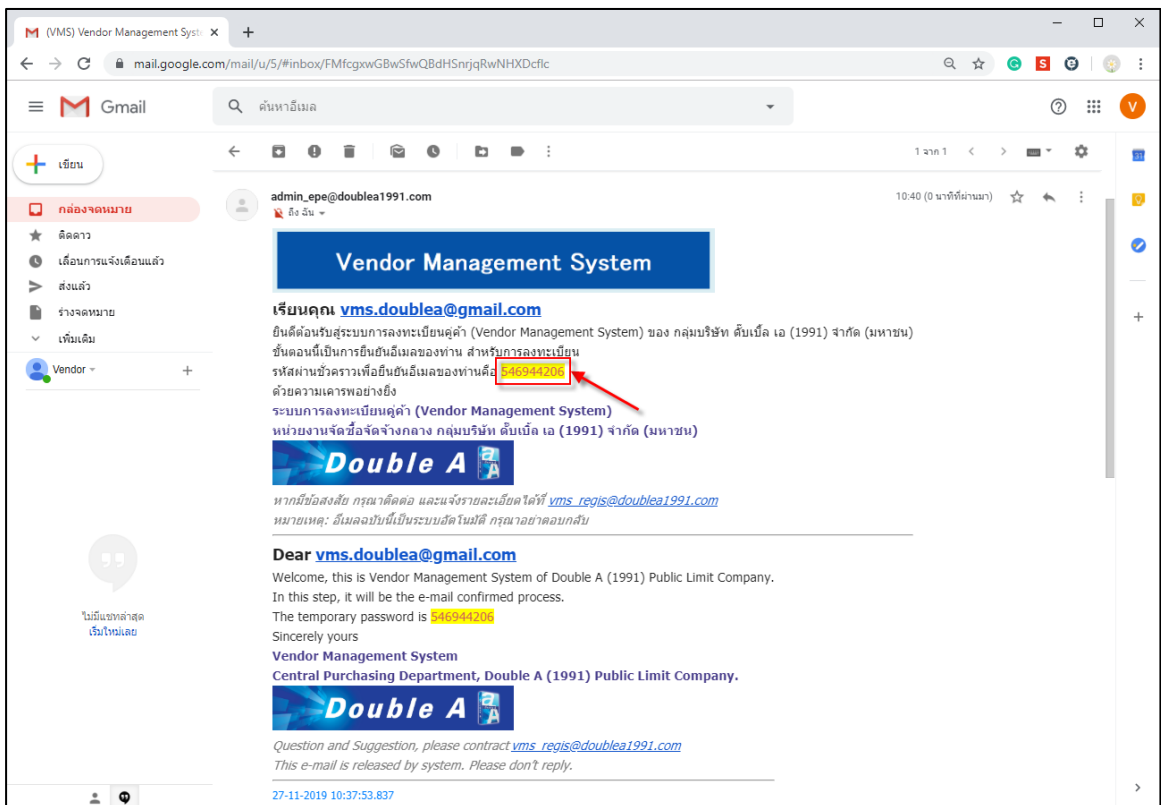
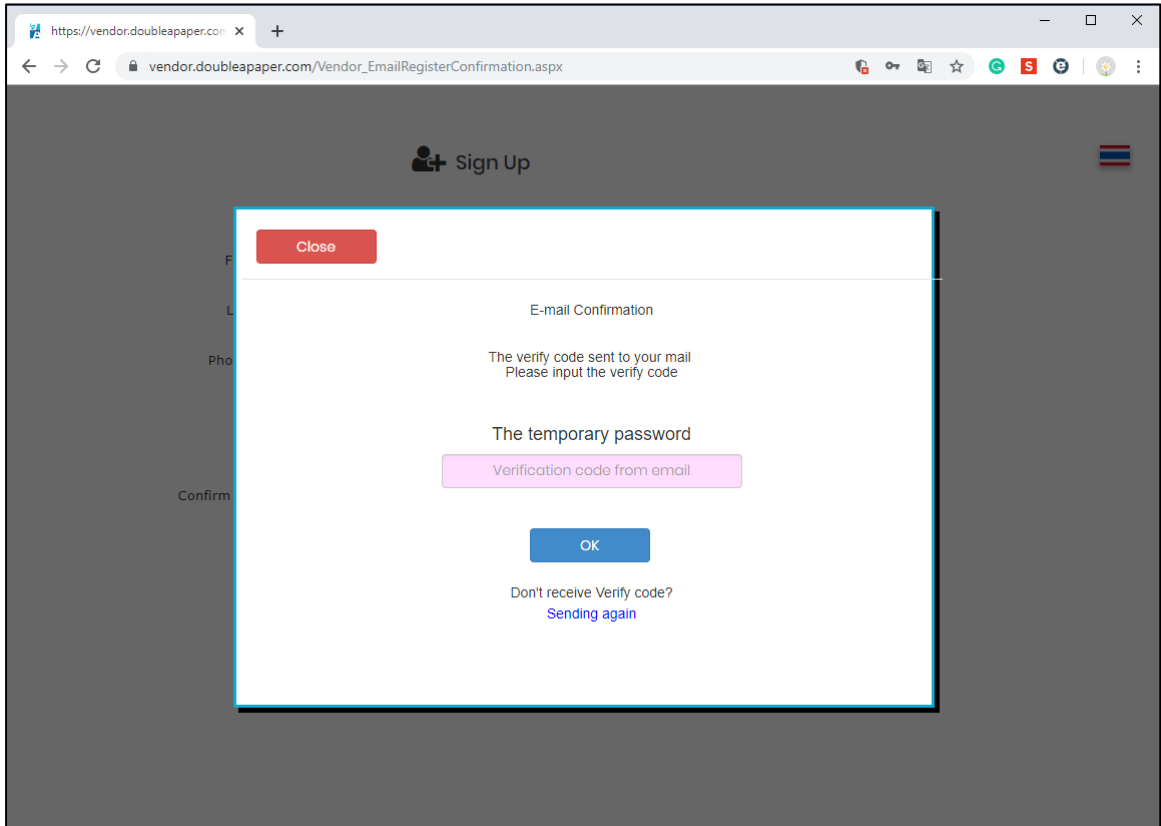
How to Register

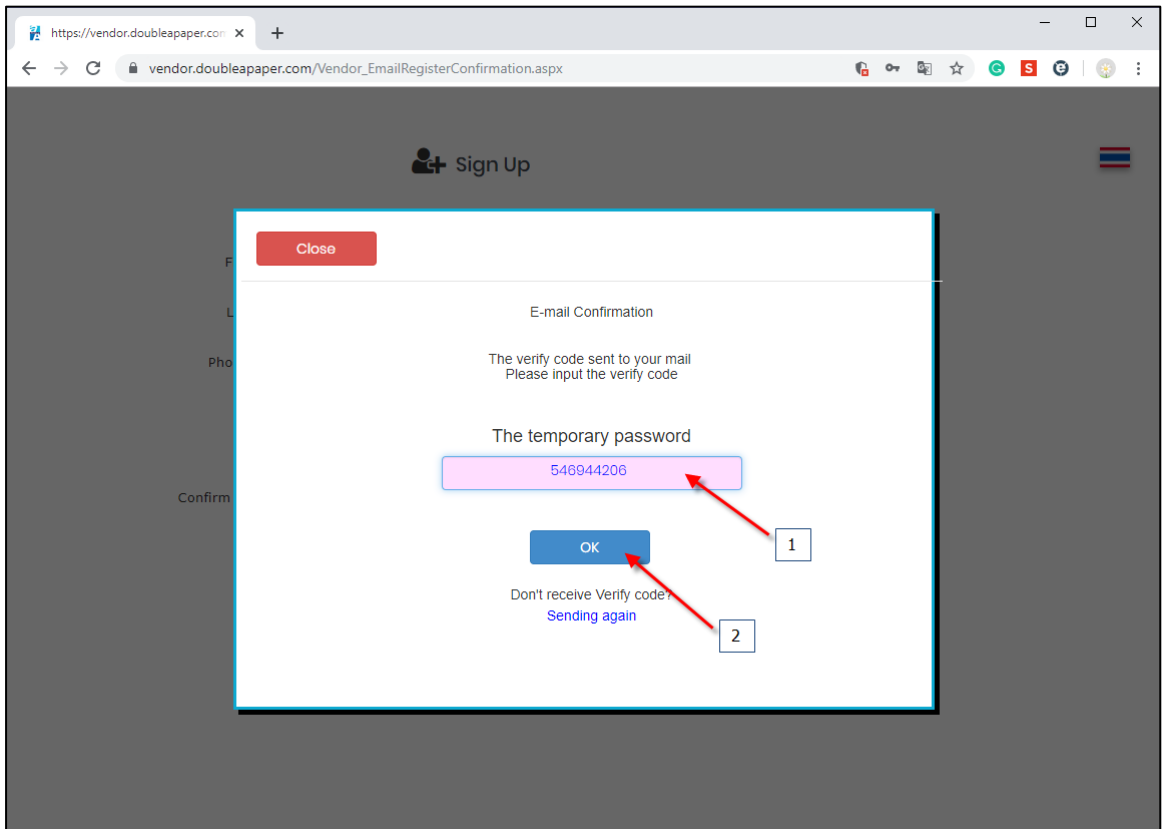
1. Verify e-mail

Go to Website : <https://vendor.doublepaper.com/> >> Select “Sign Up” >> Enter your e-mail
>> Select “Confirm e-mail”



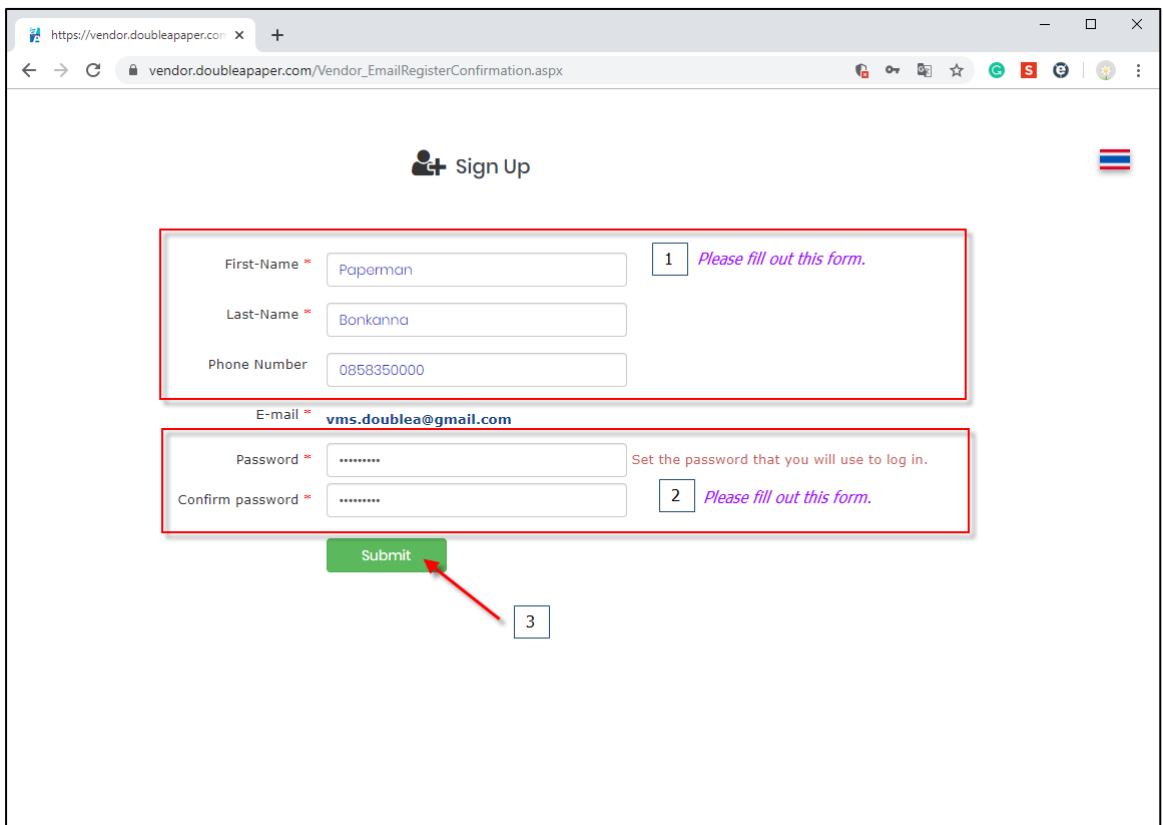
After clicking "Confirm email", Open the registered e-mail to receive Confirmation code from the email and enter code into the blanks
(In case you do not receive the e-mail, click "Send Email again")





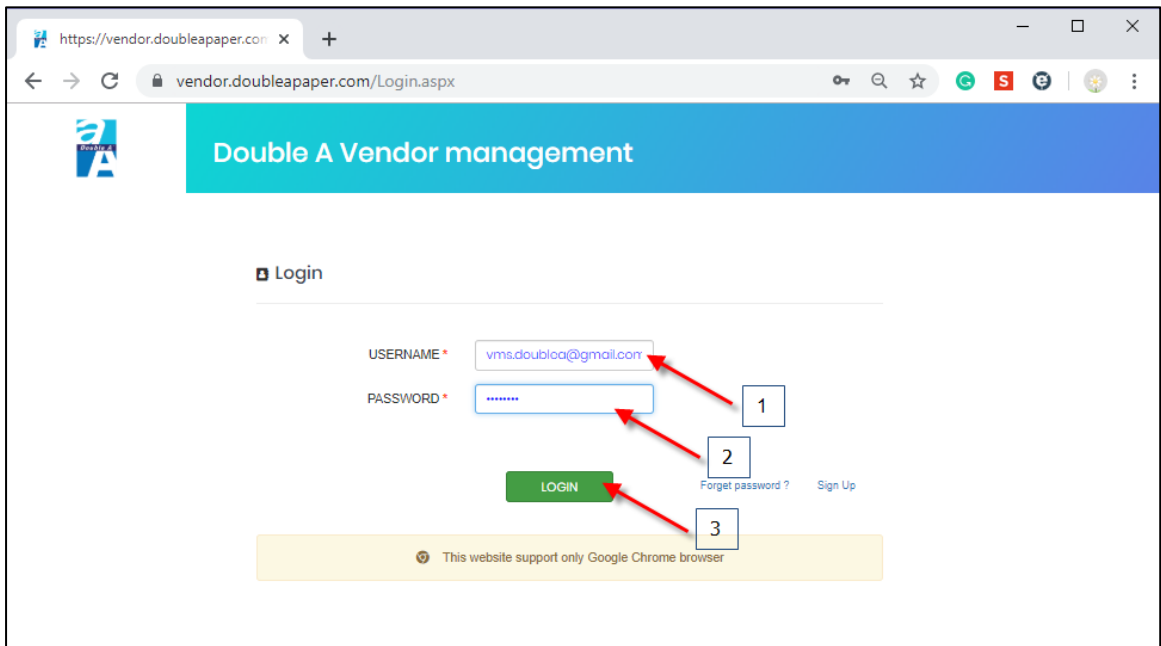
2. Set your password

After confirmation, enter the name-number, phone number and password as below.

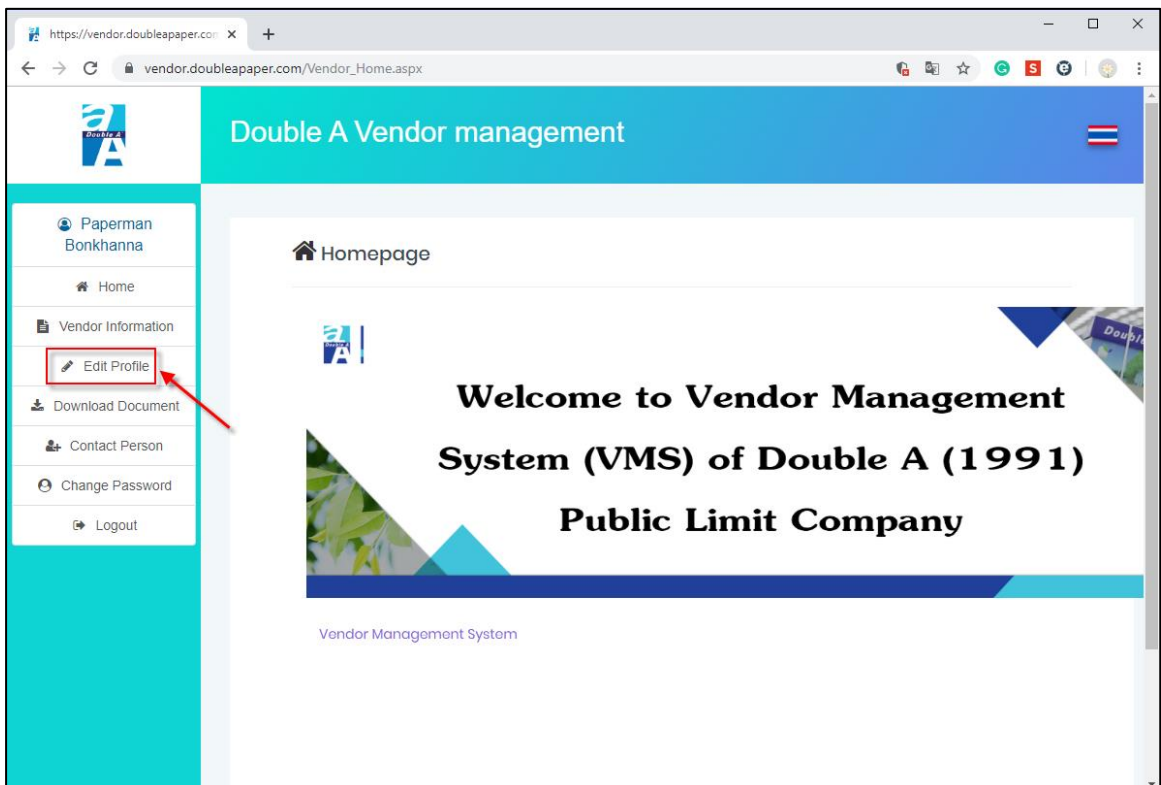


3. Vendor Information

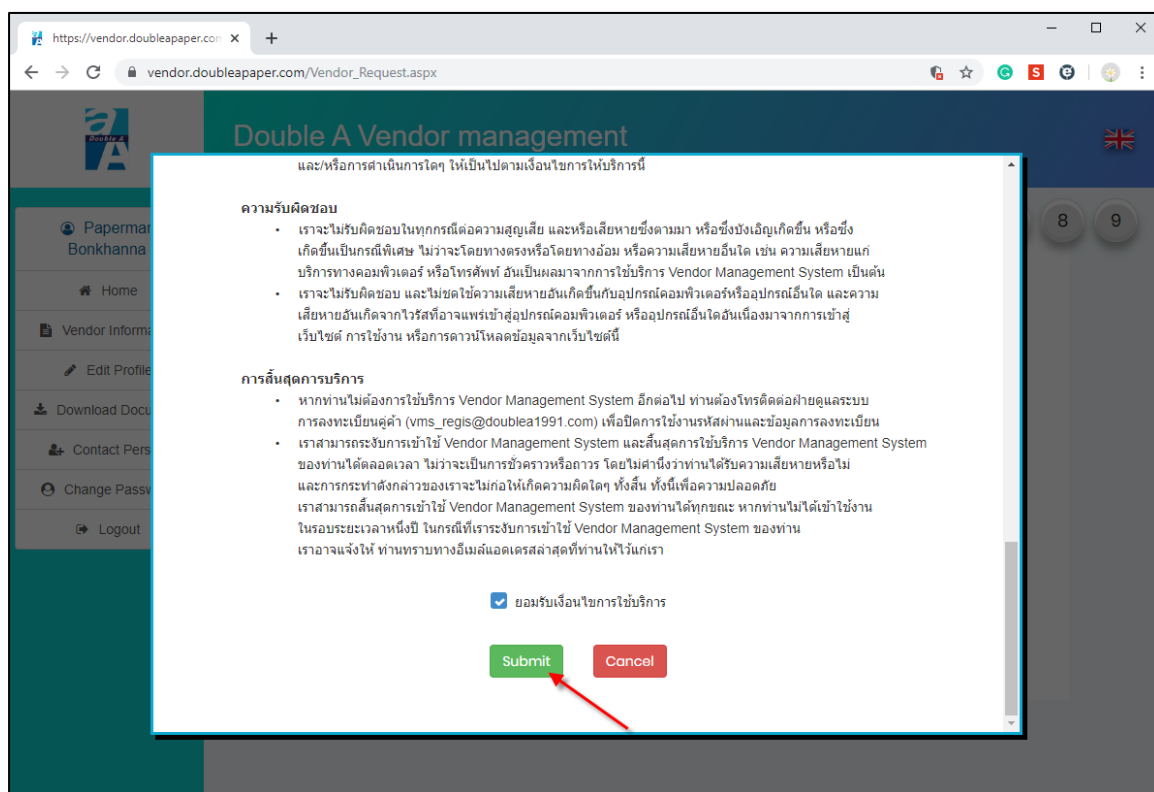
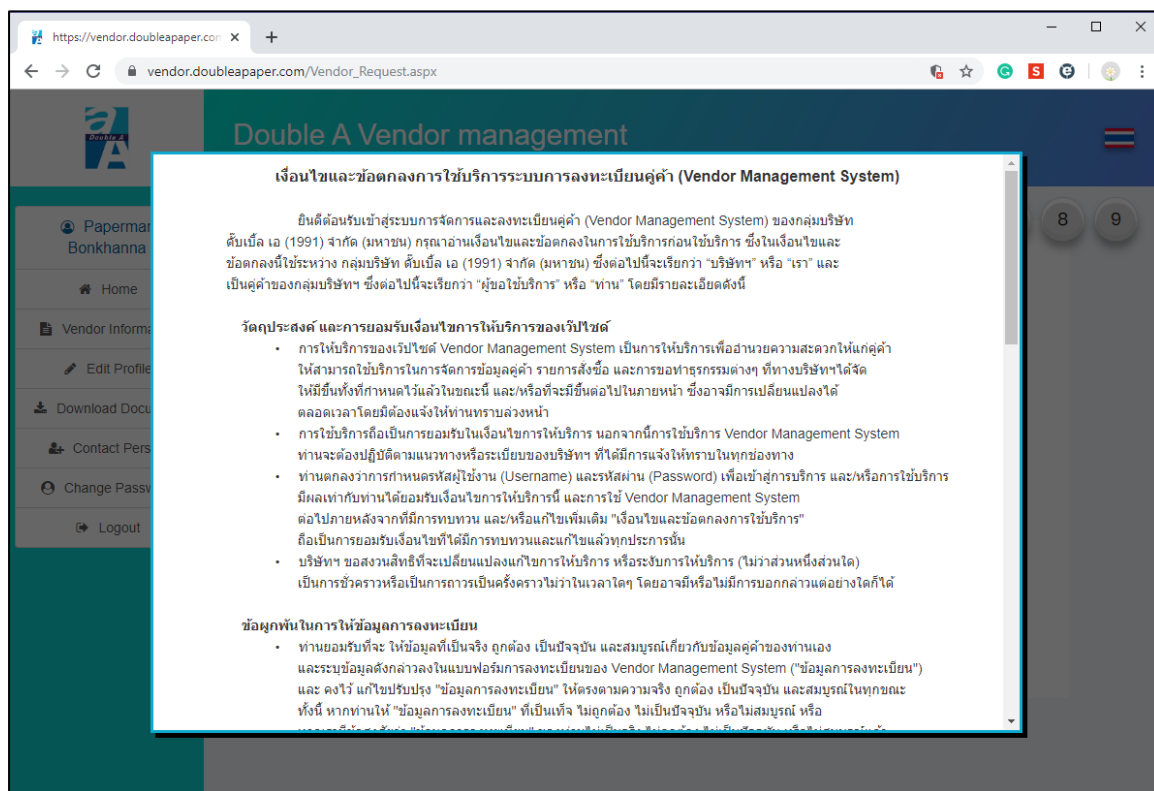
Go to login page, Login by entering the username (email) and password.



Select menu “Edit Profile”



Read the details of the Terms and Conditions and Data Privacy Policy of the registration system and accept the terms.



Fill in information in the form provided.

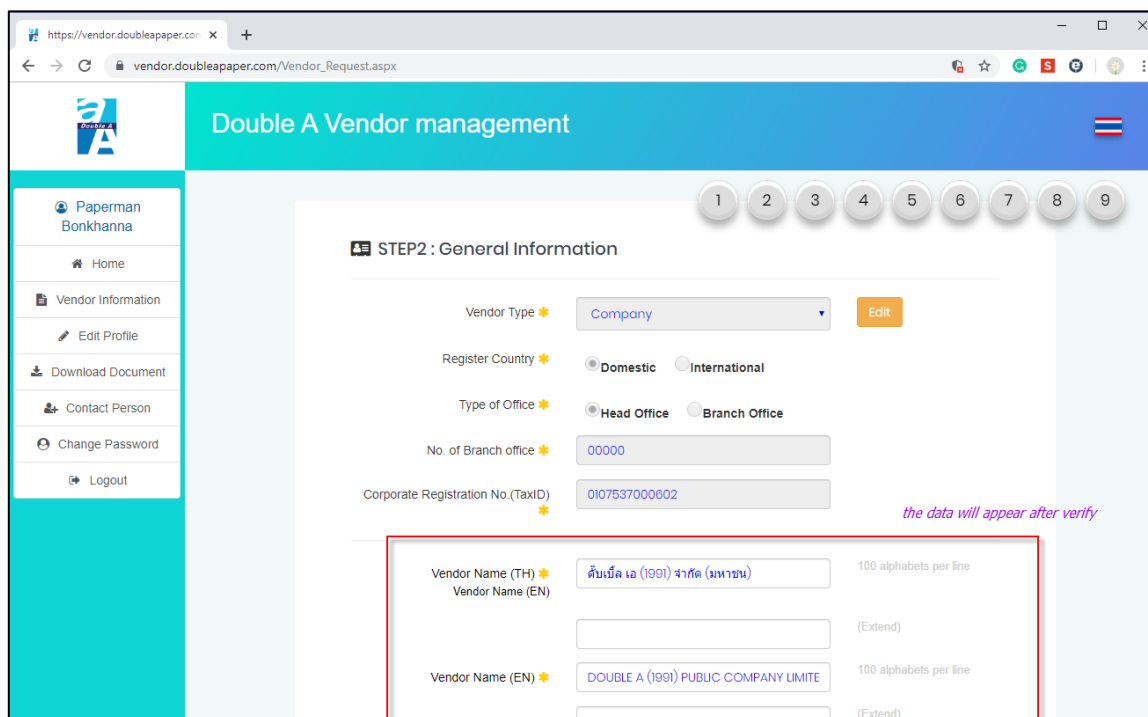
The screenshot shows the 'Double A Vendor management' interface. The left sidebar contains navigation options: Paperman Bonkhanna, Home, Vendor Information, Edit Profile, Download Document, Contact Person, Change Password, and Logout. The main content area is titled 'STEP1: Business Type' and features a progress indicator with steps 1 through 9. A red box highlights the business type selection area, which includes the instruction '? Choose more than one item.' and the following options: Trader, Distributor, Sole Distributor, Dealer, Contractor, Service Engineering, Labor Supply, Manufacture, and Other. A green 'NEXT' button is located below the form.

2. General Information

Select the Vendor type (Ordinary person /Company/ Limited partnership) , Register country where the trader registered, the tax ID , branch (in the case of company), then press “Verify”

The screenshot shows the 'Double A Vendor management' interface at 'STEP2: General Information'. The left sidebar is the same as in the previous screenshot. The main content area has a progress indicator with steps 1 through 9. A red box highlights the 'Verify' section, which includes the following fields: Vendor Type (dropdown menu set to 'Company'), Register Country (radio buttons for 'Domestic' and 'International'), Type of Office (radio buttons for 'Head Office' and 'Branch Office'), No. of Branch office (text input field with '00000'), and Corporate Registration No. (TaxID) (text input field with '0107537000602'). A green 'Verify' button is located to the right of these fields, with a red arrow pointing to it. A note '1 Please fill out this form.' is positioned above the 'Verify' button. Below the 'Verify' section, there are three text input fields for 'Vendor Name (TH)', 'Vendor Name (EN)', and 'Vendor Name (EN)', each with a '100 alphabets per line' limit and an '(Extend)' link. A '2' in a box points to the first 'Vendor Name (EN)' field.

After verifying, the display will show the automatic information, After that, please fill up this form.



General Information	
Vendor Name	Please enter your vendor name (TH) which you would like to register .
Vendor Name (EN)	Please enter your vendor name (EN) which you would like to register .
Phone Number	Please enter the phone number of companies.
Email address	Please enter the email address of company.
Website	Please enter the URL for your company.
Address	Please enter the address of the company. (it will show automatically when a select company or Limited partnership type)
Supplier Banking Details	
Finance Information	Please enter the partner bank information for payment of goods and services from the company

4. Add Contact person

There are 2 ways to add contacts:

- in the process of filling vendor information
- In the Contract Person menu

In which both channels operate in a similar way as

when filling in the information on Step 3 Click "Add Contact Information +" or go to the "Edit Profile" menu.

The authorize of a person can be defined as follows

- Read Only = Can only be viewed
- Read Write = Can be viewed and edited.

The screenshot displays the 'Double A Vendor management' interface. On the left, a sidebar menu lists options: Paperman Bonkhanna, Home, Vendor Information, Edit Profile, Download Document, Contact Person, Change Password, and Logout. The main content area shows a form for adding a contact person. The form fields are: First-Name (with a dropdown menu showing 'Mr.'), Last-Name, Position, Mobile (with a dropdown menu showing '+66 Thailand'), Telephone (with a dropdown menu showing '+66 Thailand'), E-mail (with the value 'doublea.ccp@gmail.com'), Authorize (with a dropdown menu showing 'ReadWrite'), and LineID. A red box highlights the form fields, and a red arrow points to the 'ADD' button. A 'BACK TO STEP 3' button is located at the top right of the form. Below the form, there is a summary of the entered information: Name: Mr. Paperman Bonkhanna, Mobile: +66 0858350000, Email: vms.doublea@gmail.com, Position: Sale Mgr, Telephone: +66, and Authorize: ReadWrite. An 'Edit' button is also present. A red arrow points to the 'ADD' button with the text 'Press to add contact person'. A red arrow points to the form fields with the text 'Please fill out this form.' and the number '1'. The number '2' is also present near the 'ADD' button.

Select “Back to step 3” for fill out the vendor information.

Double A Vendor management

Contact Person

First-Name *

Last-Name *

Position *

Mobile *

Telephone

E-mail *

Authorize

LineID

Name : Mr. Paperman Bonkhanna Position : Sale Mgr	Mobile : +66 0858350000 Telephone : +66	Email : vms.doublea@gmail.com Authorize : ReadWrite LineID : <input type="button" value="Edit"/>
Name : Mr. THANITTHA SUMETNIYOM Position : Eff CCP	Mobile : 0651507703 Telephone : +93	Email : doublea.ccp@gmail.com Authorize : ReadWrite LineID : <input type="button" value="Edit"/> <input type="button" value="Delete"/>

5. Business Information

Double A Vendor management

STEP4: Business Information

Company Registration Date *

Register Capital *

Authorized Person *

Managing Director First name Last name

Sale Manager First name Last name

Sale Representation First name Last name

Accounting Manager First name Last name

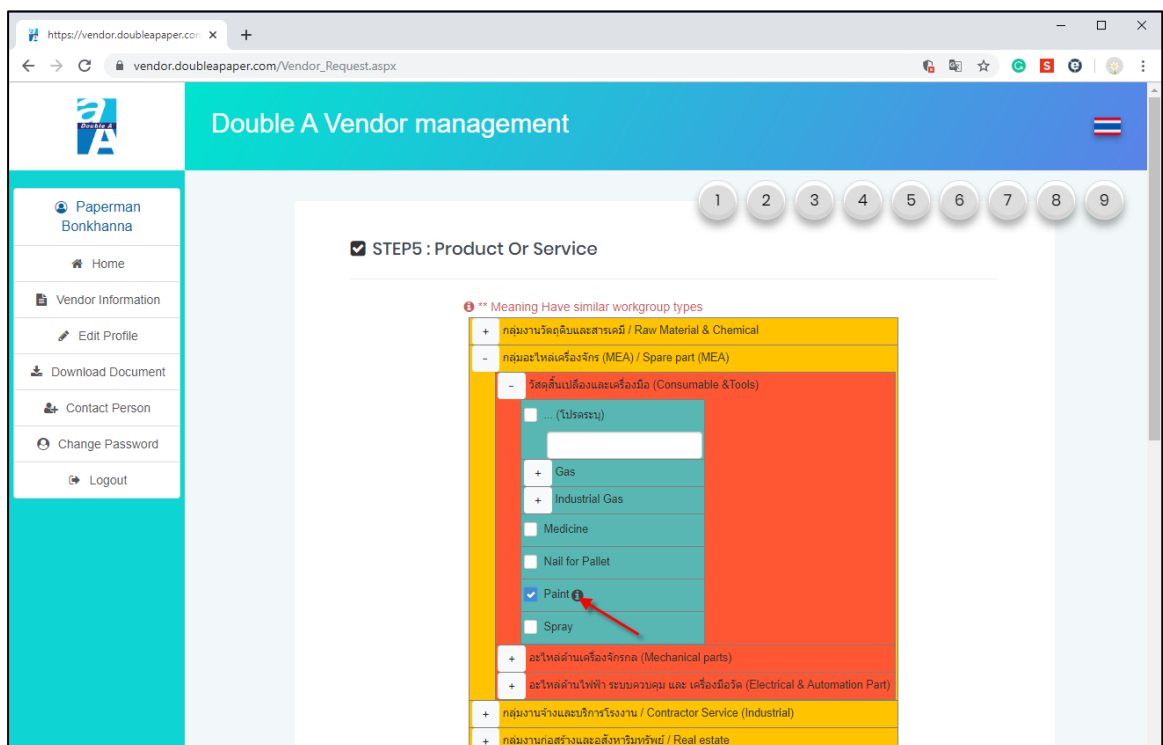
Other, detail First Last

Business Information	
Company Registration Date	Please enter the date of registration of the company (in the case of a company / partnership, information that has been notified to the Revenue Department will be provided automatically).
Register Capital	Please enter Registered Capital and select the currency
Authorized Person	Please enter Full name of Managing Director, Sale Manager, Sale Representation, Accounting manager
Number of employees	Please enter the number of employees in all companies and in each department.
Financial statement (3 year be retrospective)	Please enter financial information: Total Asset, Revenue from main businesses, Net Profit, Net Profit (in the case of a company / partnership, information that has been notified to the Revenue Department will be provided automatically).
Work Reference	Please enter Reference Work, Employer, Project/Work name, Purchased Value.

6. Product Or Service

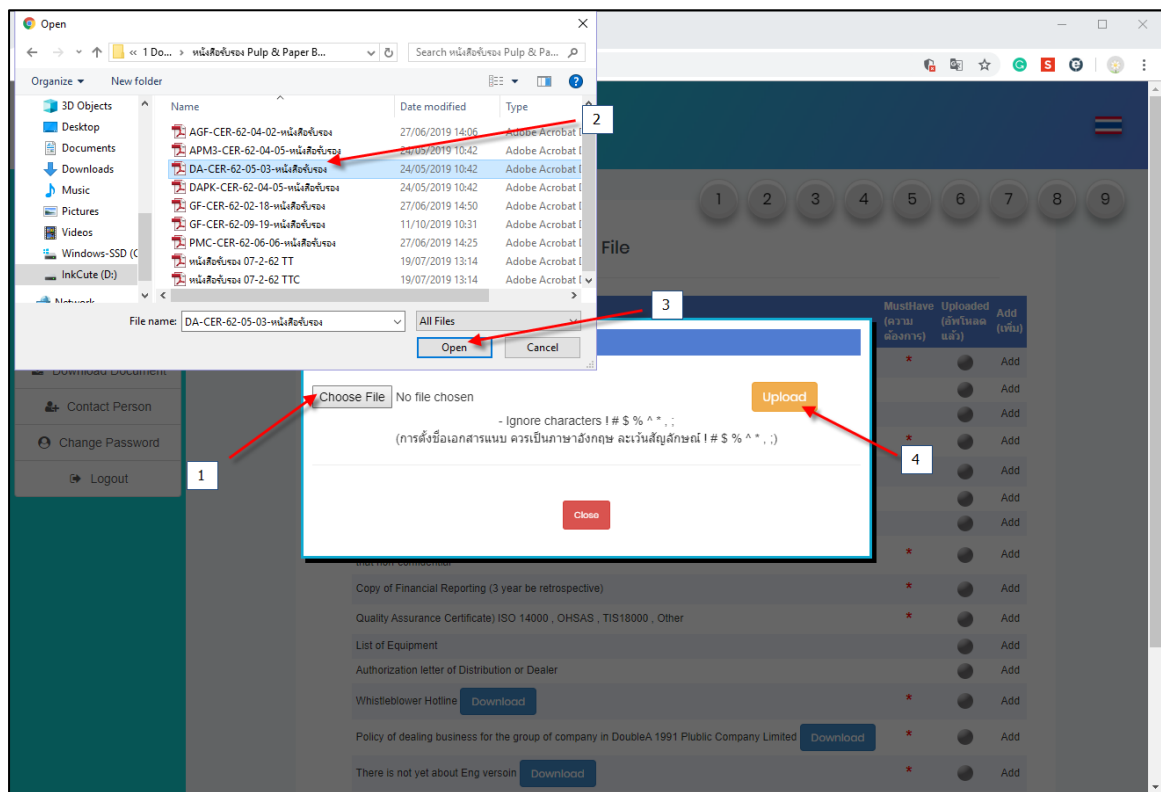
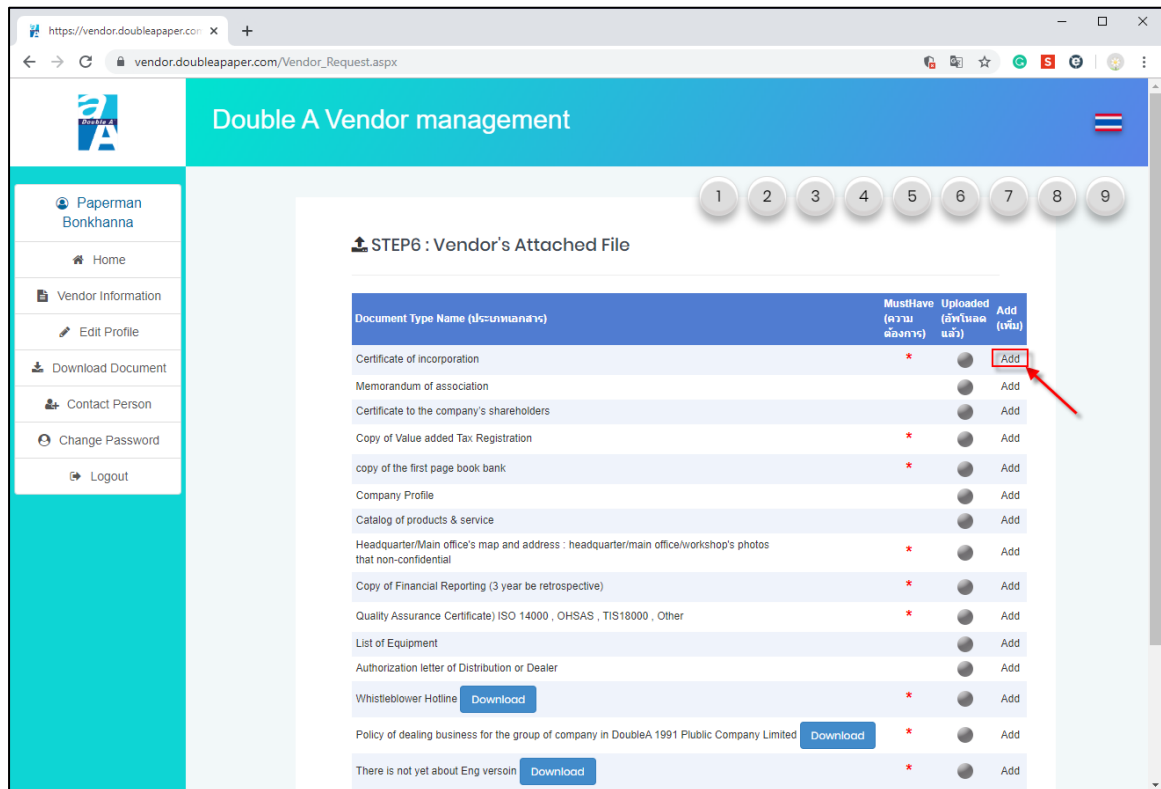
Select the type of product or service that your business. (For duplicate product categories in other product categories, please observe the mark **i** on the back of each product category.)

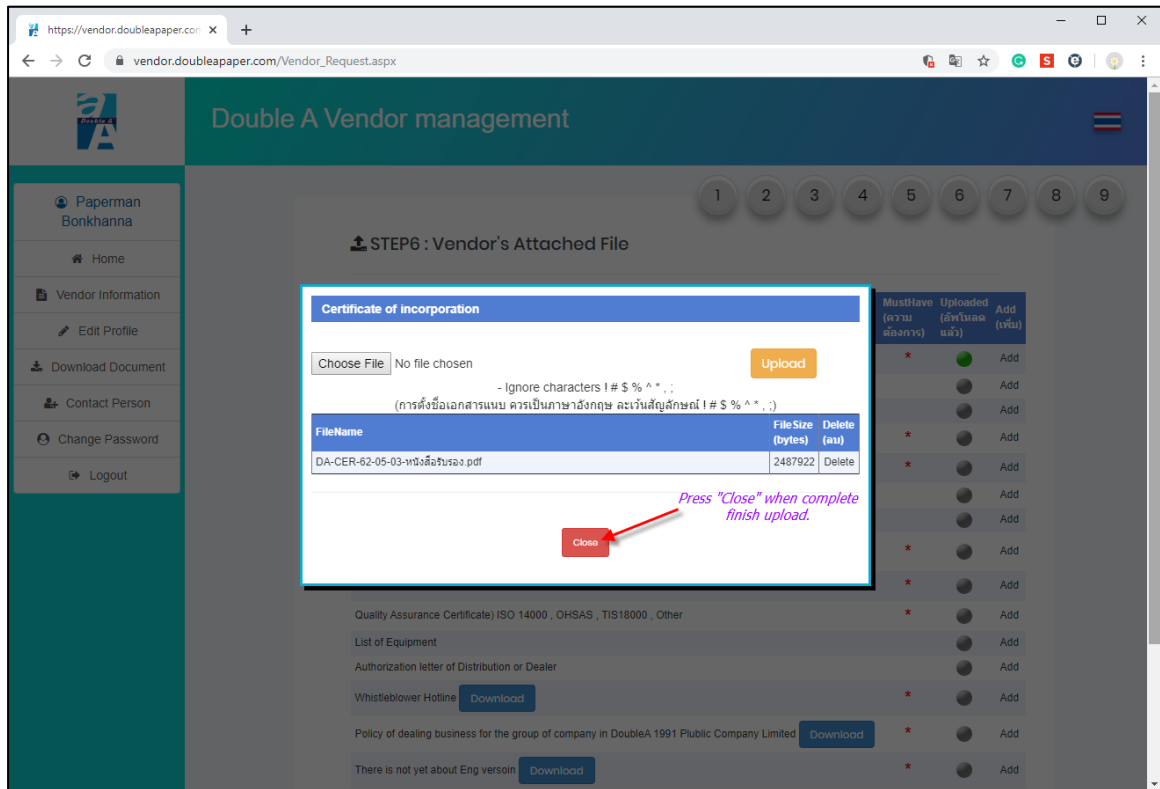
Selecting the category will affect considerations and verify your information. please choose the correct information only.





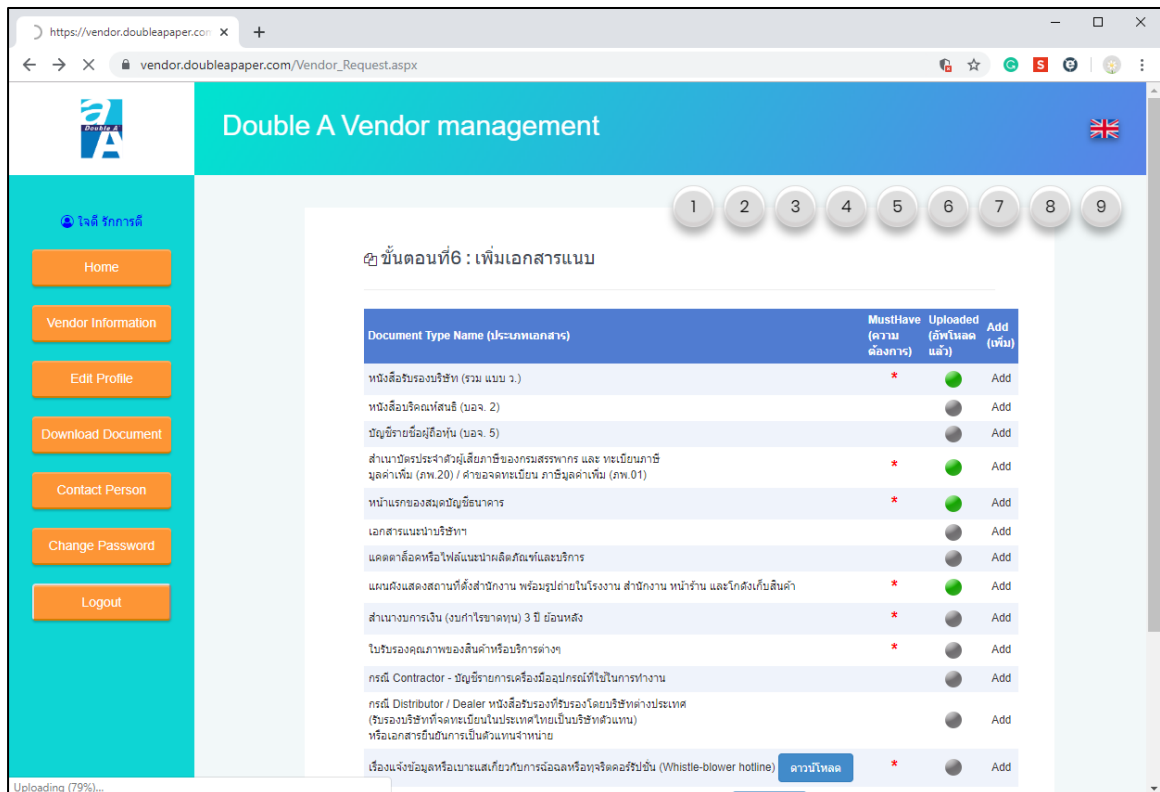
7. Vendor's Attached file

In step 6, will show the documents required to support the vendor registration. please upload the documents according to the list shown in the table.





When upload document completed mark will change from  to 



No	List of Document required	Ordinary person	Company / Limited partnership	Foreign Business
Ordinary person				
1.	Copy of ID Card	✓*	-	-
2.	Copy of House registration	✓*	-	-
Company / Limited partnership				
1.	Certificate of incorporation	-	✓*	-
2.	Memorandum of association		✓	-
3.	Certificate to the company's shareholders	-	✓	-
4.	Copy of Value added Tax Registration	-	✓*	-
5.	Power of attorney (POA)		(if any)	
Foreign Business				
1	Certificate of incorporation / Registration Letter / Incorporate Letter / Document Stating name and address	-	-	✓*
General Documents				
1.	Copy of the first page book bank	✓*	✓*	✓*
2.	Company Profile		(if any)	
3.	Catalog of products & service		(if any)	
4.	Company maps including inside and outside photo	✓	✓	✓
5.	Financial Reporting (3 year be retrospective)	-	✓*	-
6.	(Quality Assurance Certificate) ISO 14000 , OHSAS , TIS18000 , Other		(ถ้ามี)	
อื่นๆ				
1.	Contractor List of Equipment		✓	
2.	Distributor / Dealer Authorization letter of Distribution or Dealer		✓*	
3	Another document		(if any)	

8. More question

Please answer all questions on the website

The screenshot shows the 'Double A Vendor management' website interface. The user is logged in as 'Paperman Bonkhanna'. The main content area displays 'STEP7: More Question' with a progress indicator from 1 to 9. The questions are:

- How do you know Double A ***
 - Call in
 - The company's purchasing staff contacted .
 - Someone recommended Name
 - Other
- In the company, do you have an old employee in the AA group as an employee of your company? ***
 - Have
 - Nothing

in case First Name Last Name

Start Work
- The owner of the company or the management of the company is related as a relative or husband and wife to current and former employees of Double A (1991) Public Company Limited and other related companies or not. ***
 - Yes
 - No

9. Review information

In step 8, there will be show registration information, check the data if correct press "Next" to the last process

The screenshot shows the 'Double A Vendor management' website interface. The user is logged in as 'Paperman Bonkhanna'. The main content area displays 'STEP1: Business Type' and 'STEP2: General Information' with a progress indicator from 1 to 9.

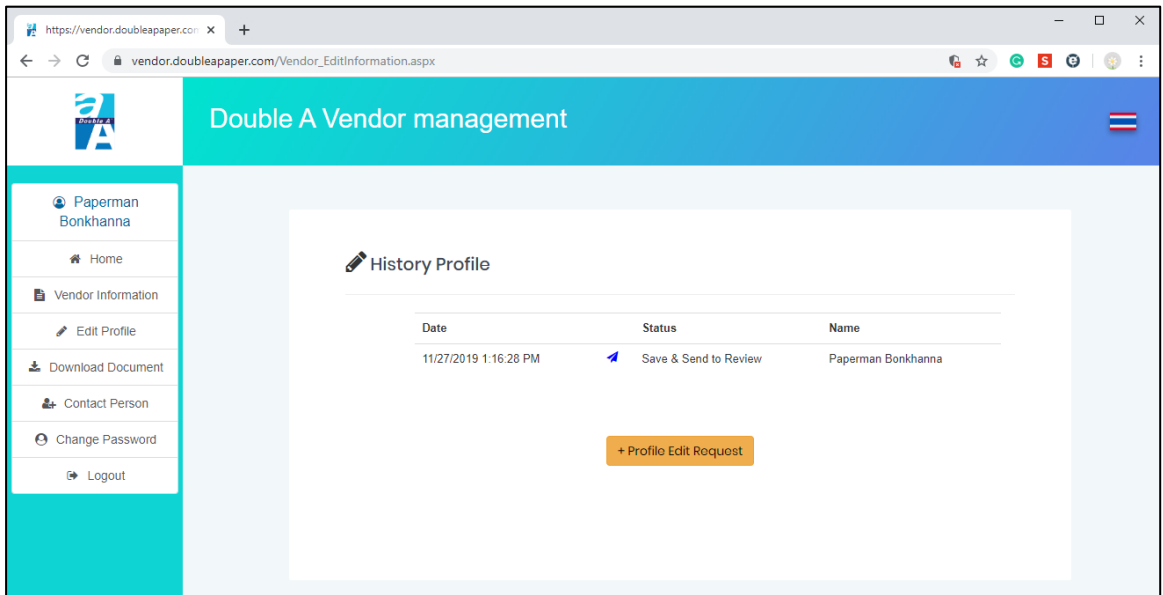
STEP1: Business Type

- Trader
- Distributor
- Sole Distributor
- Dealer
- Contractor
- Service Engineering
- Labor Supply
- Manufacture
- Other

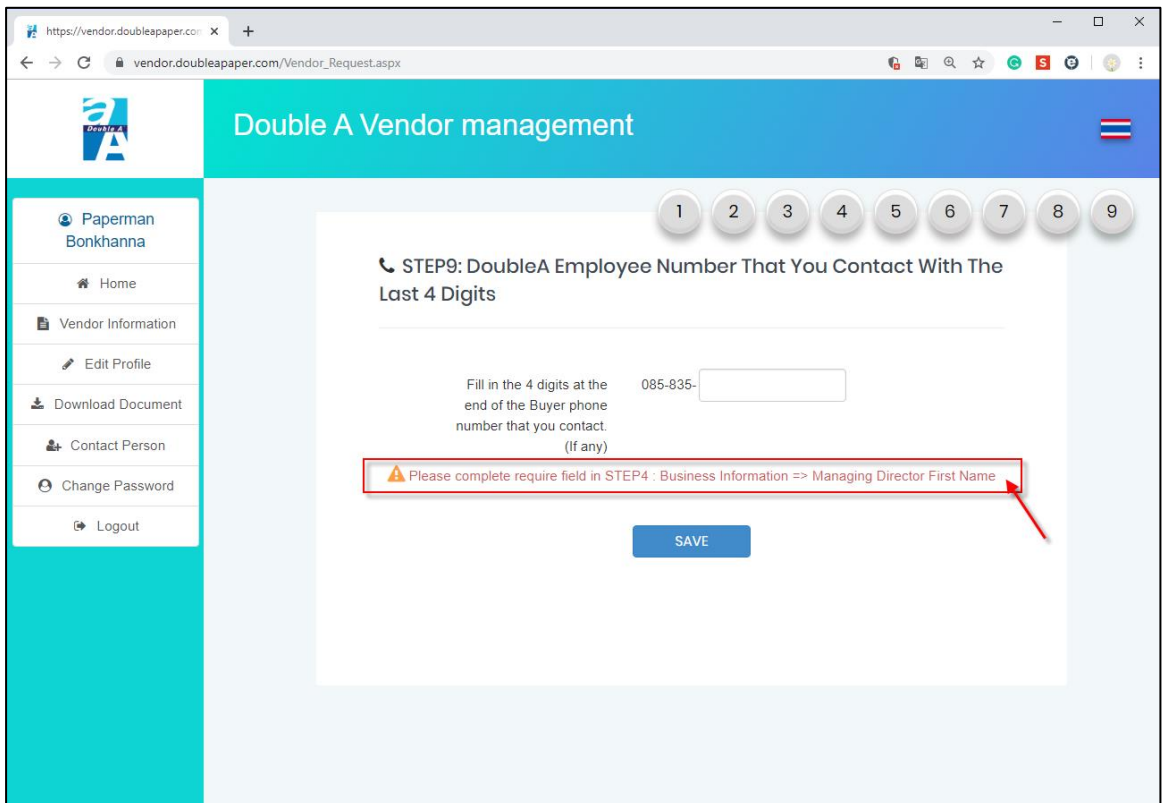
STEP2: General Information

Vendor Type *	บริษัท	Phone Number *	+66 Thailand
Type of Office *	Head Office	e-mail address *	vms.doublea@gmail.com
No. of Branch office *	00000	Website	
Register Country *	Domestic	Country *	Thailand
Corporate Registration No. *	0107537000602	Address *	---- 12 - คลองหิรัญประดิษฐ์
Vendor Local Name *	ตั้งเมื่อ ณ (1991) จำกัด (มหาชน)	Province *	Prachin Buri
Name according to the certificate		District *	Srimahaphote
Vendor Name (EN) *	DOUBLE A (1991) PUBLIC COMPANY LIMITED	Sub-District *	ท่าชุม
		Postal Code *	25140

Fill in the last 4 digits of the phone number of the buyer you contact (if any), then click "Save Data".



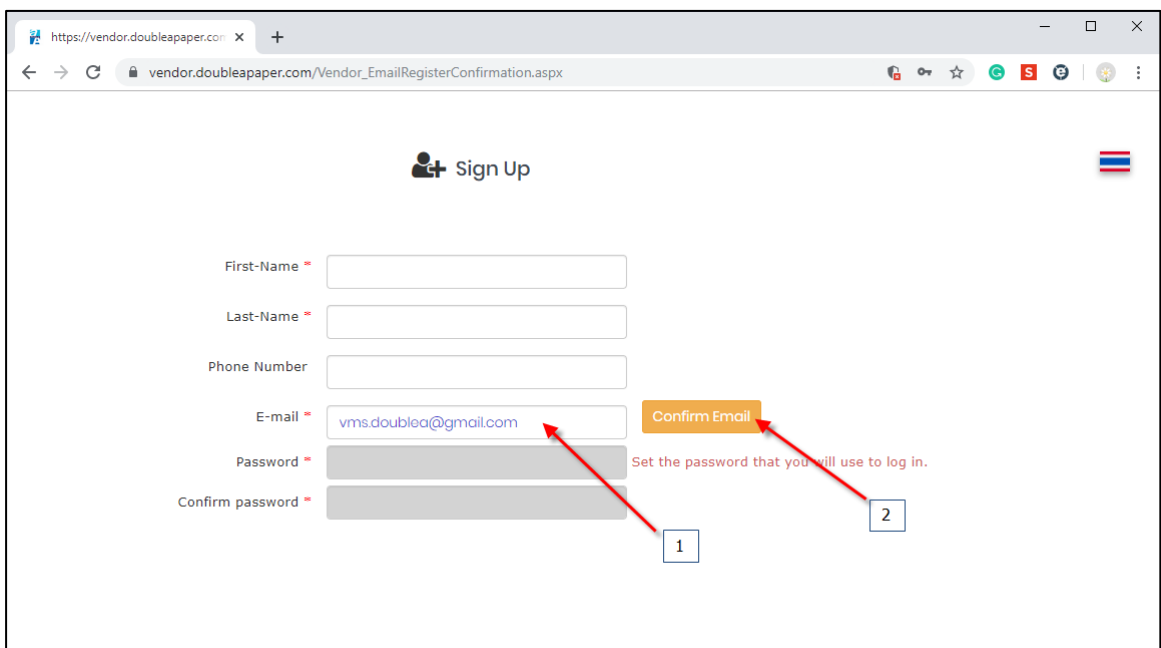
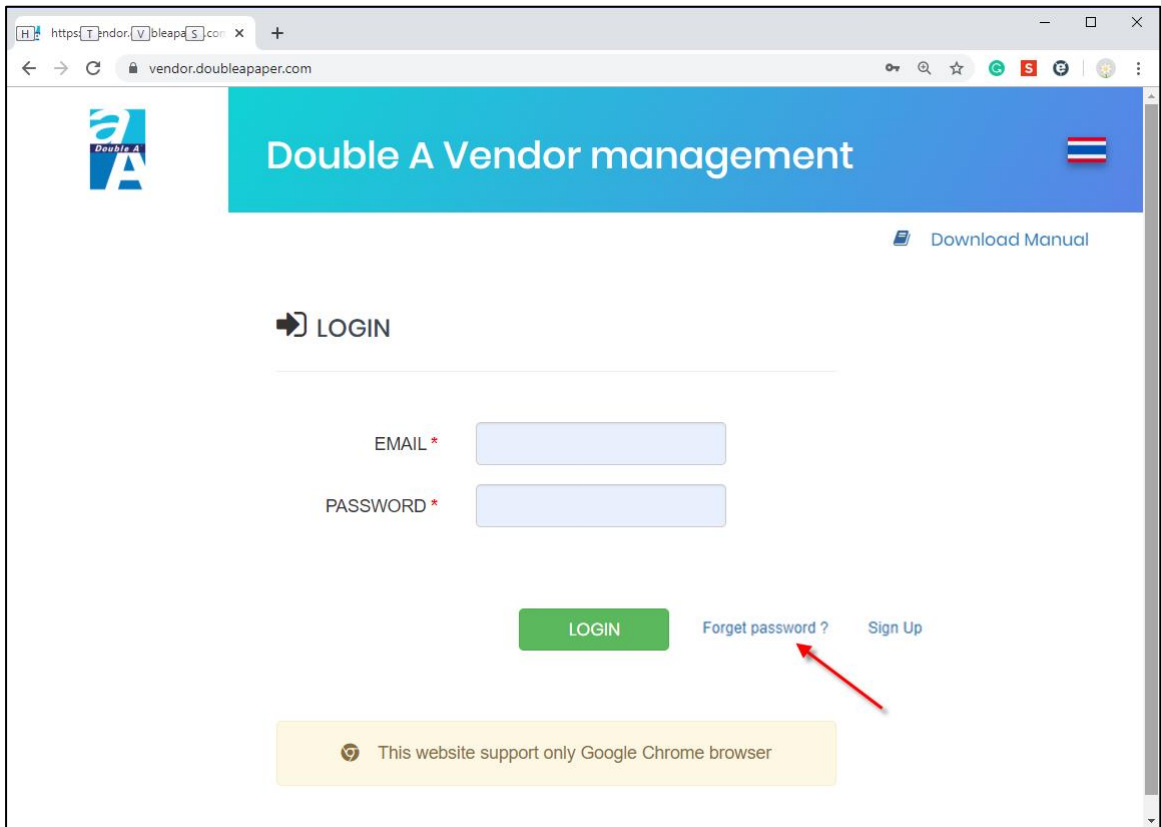
In the case of incomplete information filling, will show as below



Other's menu

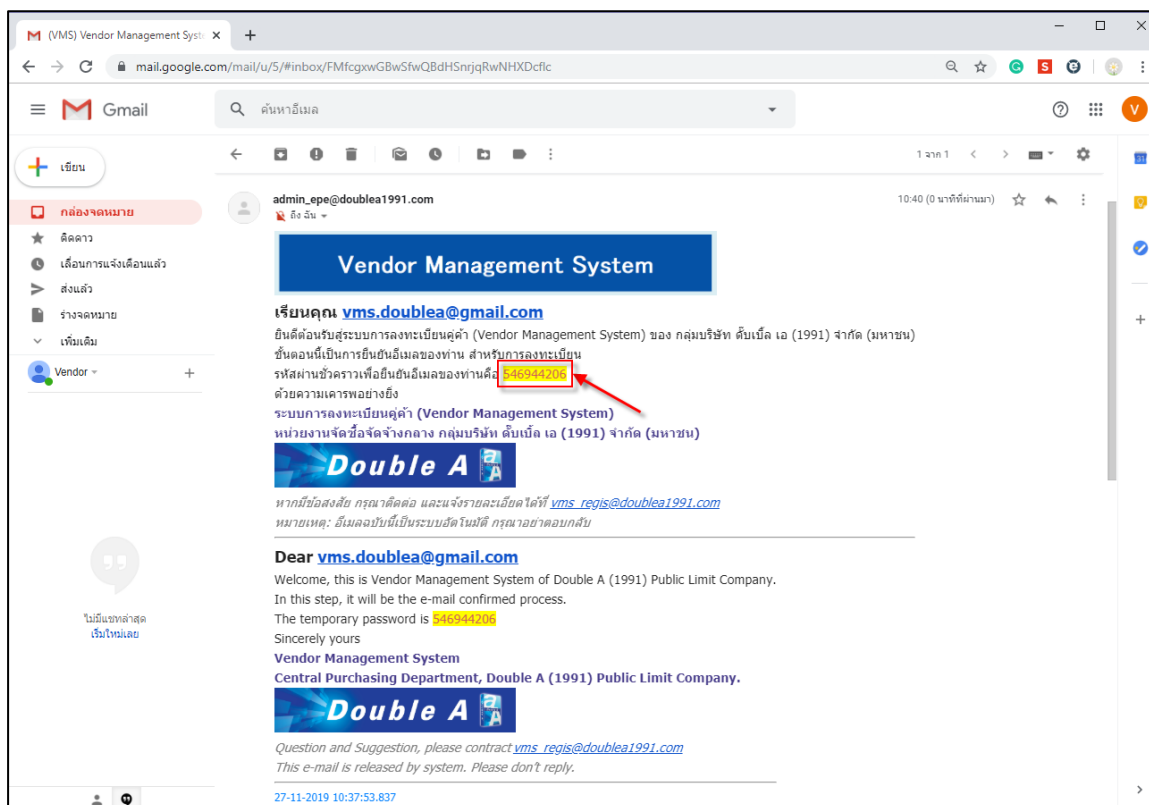
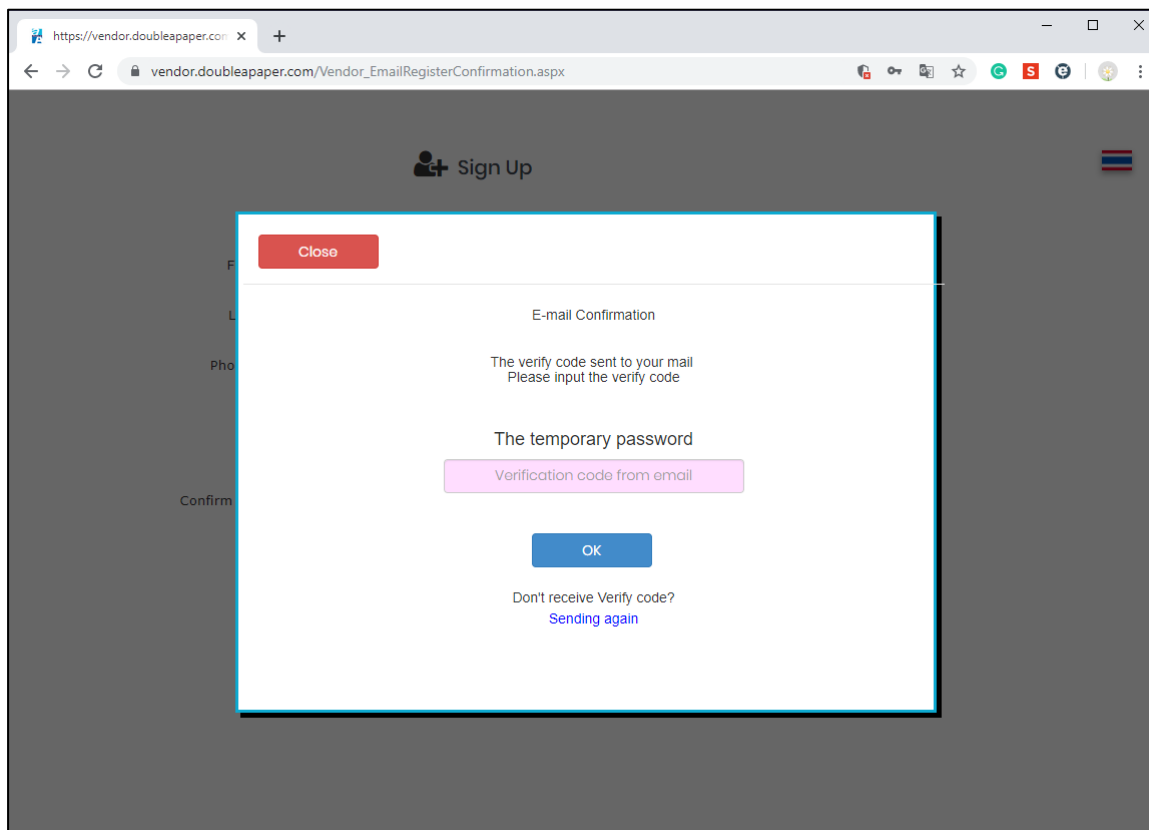
1. Forget password

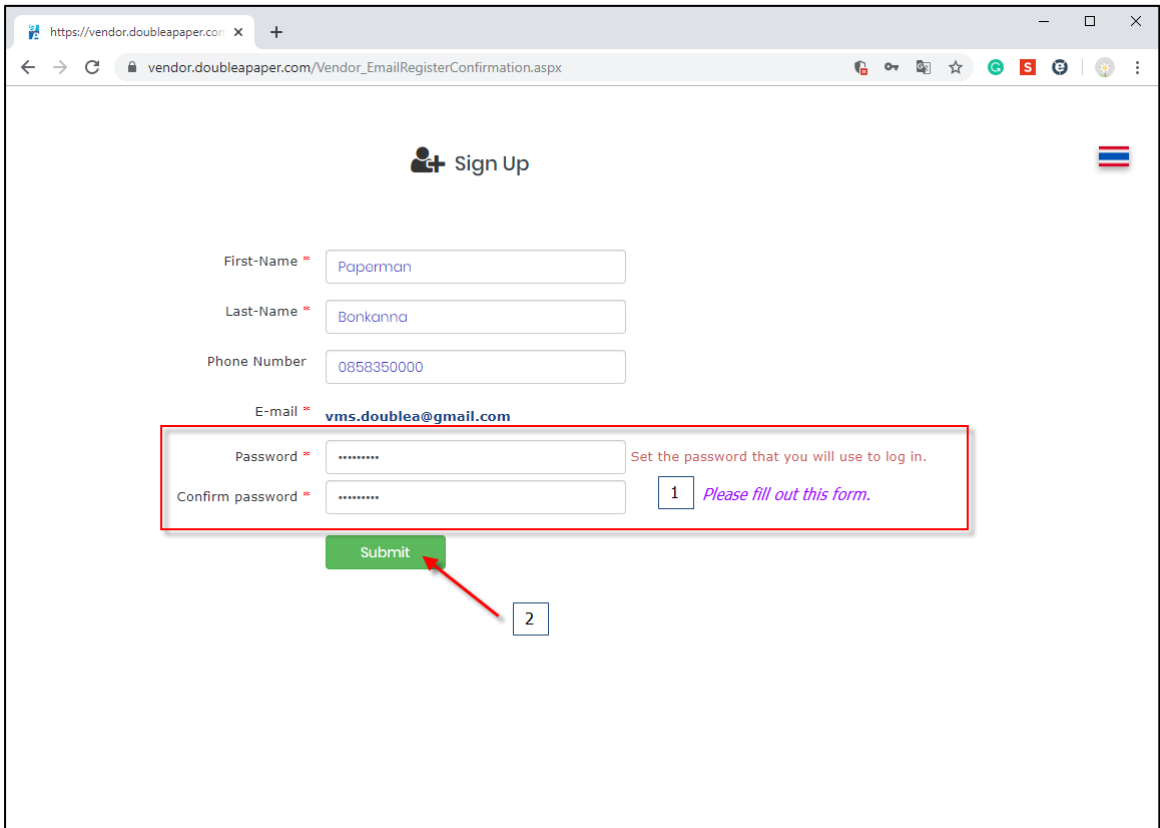
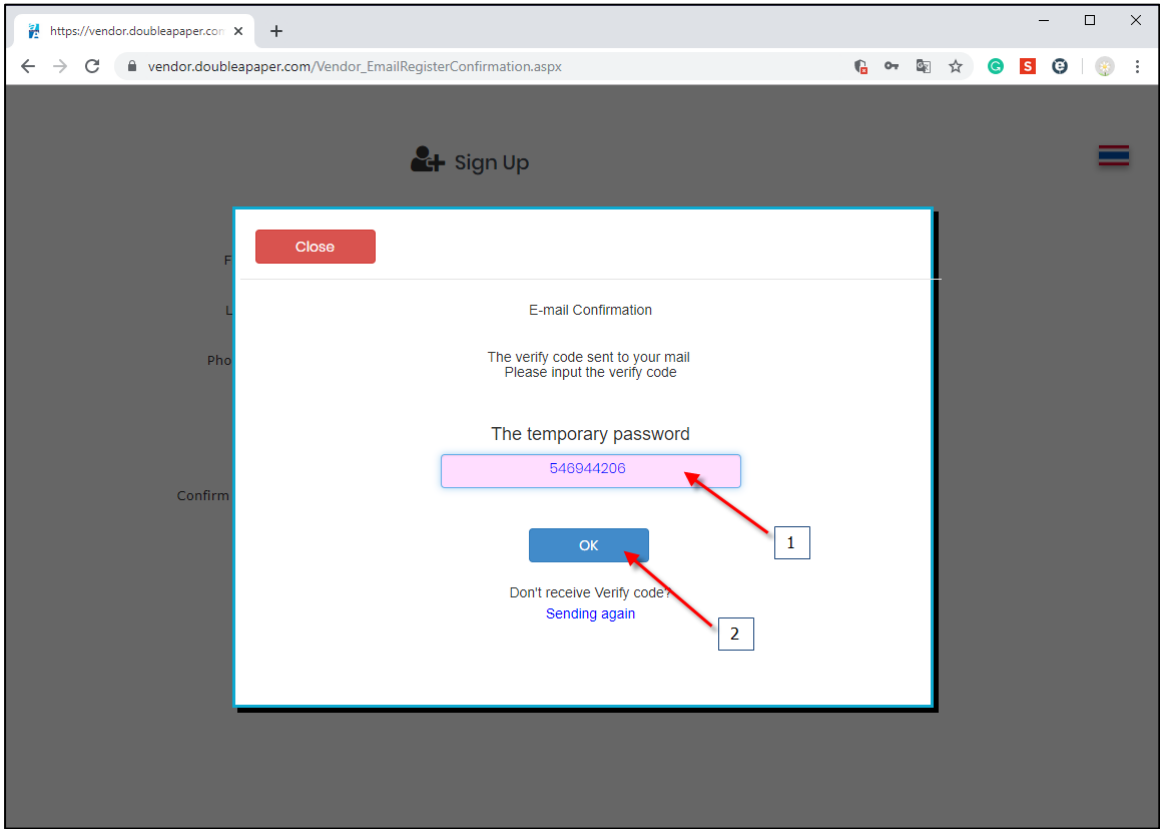
Go to Website : <https://vendor.doublepaper.com/> >> Select "Forget Password" >> Enter your e-mail >> Select "Confirm e-mail"



After clicking "Confirm email", Open the registered e-mail to receive Confirmation code from the email and enter code into the blanks

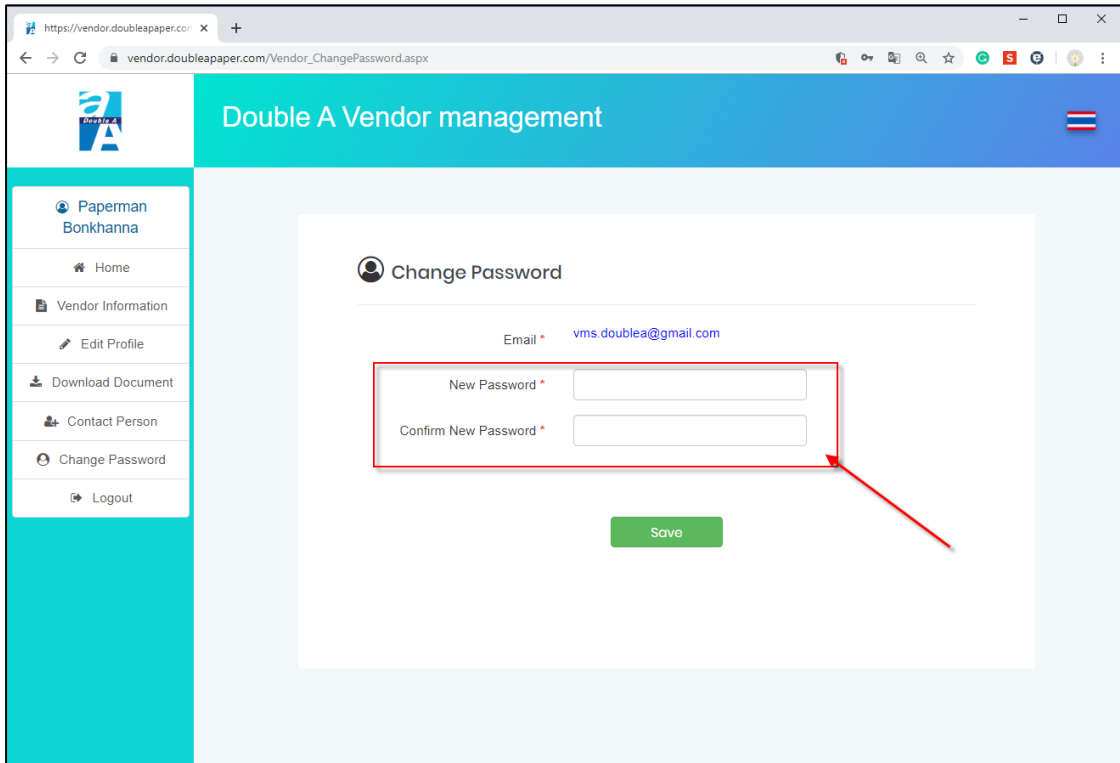
(In case you do not receive the e-mail, click "Send Email again")





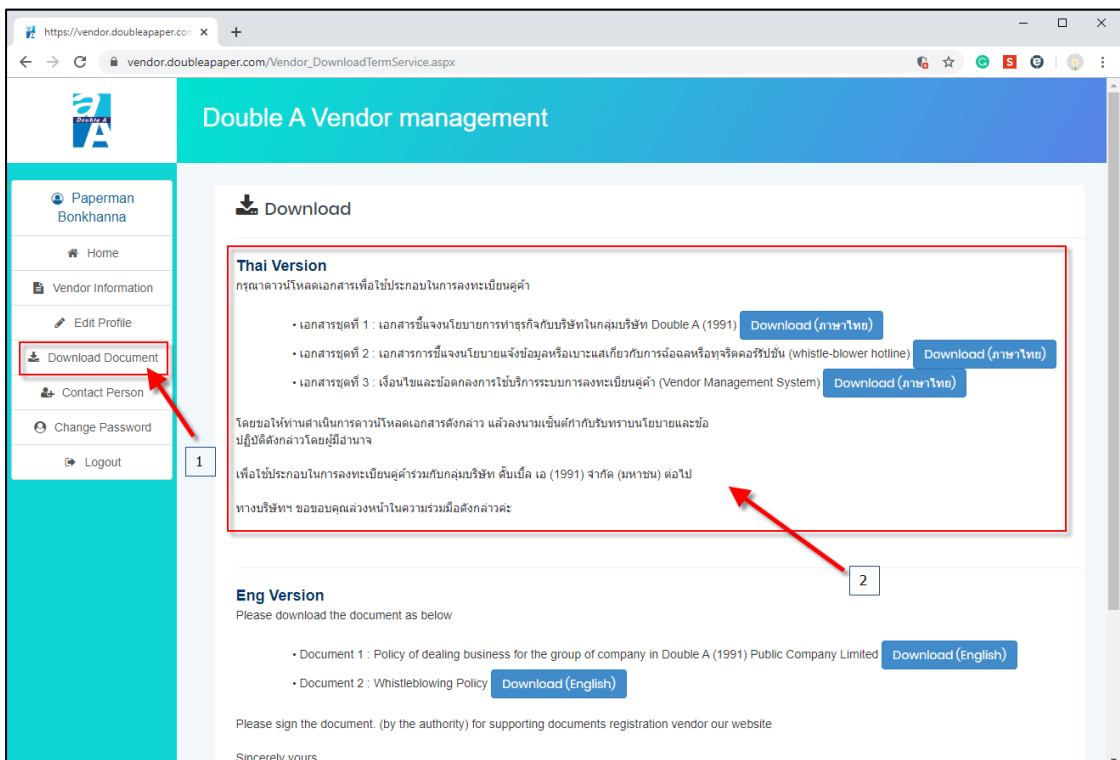
2. Change Password

It can be changed after logging in. Go to the "Change Password" menu.



3. Download Document

After logging in. Go to menu "Download Document"



4. Edit Profile

you can be edit information by select the menu "Edit Profile" (if in the Purchasing process is cannot be edited.)

Double A Vendor management

ประวัติการแก้ไขโปรไฟล์

Date	Status	Name
11/27/2019 1:16:28 PM	บันทึกข้อมูลและส่งคำร้องแก้ไขข้อมูลแล้ว	Paperman Bonkhanna
11/27/2019 1:16:49 PM	กำลังร่างข้อมูล ...	Paperman Bonkhanna

+ ขอแก้ไขข้อมูลผู้ค้า

1

when you edit, the status is change to "draft" until finished