

User Manual for Supplier System

--User Manualv0.1

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	Release Date: 2025/06/20

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1 System Introduction

To enhance the response speed and collaborative efficiency of our company in supply chain management, YeaCreate Iot developed independently and launched a supplier system. This system is based on informatization and digitalization, aiming to build an efficient, transparent and convenient communication and cooperation platform for suppliers. Through a unified system platform, we can send material inquiry requests to suppliers more quickly and accurately. Suppliers can also quote directly online, significantly optimizing the communication costs and data transmission efficiency in the traditional manual process. The system is oriented towards our company's demands and multiple key nodes throughout the project lifecycle, help establish a clear and smooth communication bridge between our company and suppliers. Meanwhile, this supplier system has achieved seamless connection with our company's internal PM system and email system. The original information screening module provides the ability to update information facts through multiple channels such as web pages, email, and WeChat.

This system mainly realizes the following functions:

- 1. Suppliers view customers' material inquiries and reply;
- 2. Work order tracking and file management
- 3. Web-based supplier interface;
- 4. Automatic import of email notifications and email replies (including attachments);
- 5. WeChat Service Account client (no APP or mini-program installation required);
- 6. The back-end PM system collaborates for processing;

2 User registration

2.1 Open website

Choose a browser, open the grace and united's official website https://yeacreate.com or directly input url: https://support.yeacreate.com into the YeaCreate Iot Supplier System.



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	ZH Login	
	Email	
	Password	
	Verification code	
	Login	
	I'm supplier Recover Password User Registration	
	Company Contact Information	
Name: Foshan Yea Crea	ate lot Co.,Ltd	
Phone: 0757-22128141		

Email: Registered users can directly send emails to project_management@yeacreate.com.cn to get service support Unregistered users can send emails to support@yeacreate.com

Official Website: https://yeacreate.com/en

Address: No. 2003, 20th Floor, Block 3, Gaojun Technology Innovation Center, No. 1 Chaogui South Rd, Ronggui Xiaohuangpu, Shunde Dist, Foshan, China

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Company Contact Information

Name: Foshan Yea Create lot Co.,Ltd Phone: 0757-22128141 Email: Registered users can directly send emails to project_management@yeacreate.com.cn to get service support Unregistered users can send emails to support@yeacreate.com Official Website: https://yeacreate.com/en

Address: No. 2003, 20th Floor, Block 3, Gaojun Technology Innovation Center, No. 1 Chaogui South Rd, Ronggui Xiaohuangpu, Shunde Dist, Foshan, China

2.2 Registration

Click the user registration button:

ZH	L	ogin		-		
Email						
Password						
Verification	code	9-	40	<u>F</u> (9		
		Login				
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Fill in the following fields: Username, Email, Company Name, Company Address, Tax Number, Contact Person, Contact Phone, Password, and Confirm Password. Upload the business license, enter the attachment remark and the verification code, and then click the "Submit" button.

Note: The business license only supports uploading file formats such as pdf,png,jpg, and jpeg, and the file size cannot exceed 40MB.

Attachment remark		1 / 1
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Verification code		
Verification code 21920	o 219	20

After the submission is completed, a prompt indicating successful registration will appear, then you need to log in to the email registered for verification.

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After the email enter, click "go!" and complete the verification

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After the verification is completed, the following pop-up box will appear, indicating that the email has been activated. Please wait patiently for the administrator's review.

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			Phone:	0757-22128141									
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Note: The administrator in the background will conduct offline information review.

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The administrator will receive the following email after the review is approved:

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回 草稿箱											
前 已删除		^									
① 垃圾箱	您的账号已经审核通过,可 豐景 使用										
□ 我的文件夹	Your account has been approved and you car log in how.										
应用											
◎ 文件云盘●											
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3 Login

Clicking on "Login in" in the email will redirect to the login interface. Login Method one: Log in by entering your email address, password and verification code.

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					Password										
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						Login									

Company Contact Information

Name: Foshan Yea Create lot Co.,Ltd

Phone: 0757-22128141

Email: Registered users can directly send emails to project_management@yeacreate.com.cn to get

service support Unregistered users can send emails to support@yeacreate.com

Official Website: https://yeacreate.com/en

Address: No. 2003, 20th Floor, Block 3, Gaojun Technology Innovation Center, No. 1 Chaogui South Rd, Ronggui Xiaohuangpu, Shunde Dist, Foshan, China

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Login Method Two: Wechat QR code login: The prerequisite for using this function is to bind wechat. The first login cannot use this function. You need to log in using Method 1 to enter the main interface and bind wechat before you can use it. For details of wechat binding, please refer to Section 5.1.3. Click on the position in the red box in the following picture, and an interface containing the complete QR code will appear.

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Phone: 0757-22128141			

Email: Registered users can directly send emails to project_management@yeacreate.com.cn to get service support Unregistered users can send emails to support@yeacreate.com

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4 Retrieve the password

If you forget your login password, please use the "Recover Password". Click the "Recover Password" button and enter your email address and verification code.



Then, check the emails in the mailbox.

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Enter the email and click "Go!" Hyperlink.

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☆ 星标邮件	□ GE目管理系统 <pre>cmiert management@waereate.com.cn></pre>	19 〇 同 - 〇 更多操作
△ 已发送	🧏 版件人 我 ———————————————————————————————————	2025年6月21日 11:59 详细信息
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回 已删除	22、即件印题诗为叶义 全义翻译	×
① 垃圾箱		
口 我的文件夹	Hi	
应用	我们收到了您的重量密码清求,请点击以下按田继续 We have received your password reset request. Dease click the button below to continue.	
◎ 文件云盘●		
□ 附件管理		
□□ 通讯录	今、快速回复给项目管理系统 ◇ 回复全部 ○ 转发	
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Click "Go!" The hyperlink will redirect to the password reset interface:

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Enter the password, confirm the password and click Submit. After submission, a prompt saying "Password reset successfully" will pop up. Finally, click the "OK" button.

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			Address	: No. 2003, 20th F Rd, Ronggui Xia	Floor, Block 3, 6 ohuangpu, Shu	Gaojun Technol Inde Dist, Fosh	ogy Innov an, China	ation Center, N	o. 1 Chaogi	ui South			

5 The homepage of the Supplier System

The supplier system will enter into homepage after logging in: This homepage include three areas: Select Ticket Section; Procurement and Supplier Communication Section; Edit Information, WeChat Binding and Logout Section.



5.1 Edit Information, WeChat Binding and Logout Section

5.1.1 Edit Information

Click the button was marked in the red box in the following picture and select the User Information button.





And modify the username, company name, company address, tax number, contact person, contact phone or choose to upload attachments as needed. After the modifications are completed, click Submit. Note: A maximum of 5 items can be uploaded as attachments.

	Settings	
-Company name		
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-Company address		
XX I		Ø
-Tax number		
xx1		8
-Contact person		
xx1		8
-Contact phone		toople 1
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test.jpg(24.74KB)	The business licens	Delete





5.1.2 Modify the email address

Click the button was marked in the red box in the following picture and select the "Change Email" button.



Enter your email address and verification code, and click the "Get Email Verification Code" button.

——— Cha	ange Email ———		
Email-	@163.com		۲
Verification code- 61088			88
Email verifica	tion code	Get email ver	ification code
			Submit
Collect the verificat	tion code in the newly bound	d email address:	
C Support.yeacreate.com/sup	portsystem/client#/home/user?q=_email S商合い語公伝 〇 研究的aithub合集 〇 斜研学术网络 〇 〇	Seneral Św. M Gmail D NIPHKZAŻE D NIPŚW D NIPUW	
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Re-enter the verification code and the email verification code, and then click the submit button. After the modification is completed, the prompt "Modified successfully" will pop up on the page.

@163.com	8
/erification code 71710	
Email verification code ————————————————————————————————————	Get email verification code
	Submit
S Wechat binding	

5.1.3.1 Wechat binding

Click the button was marked in the red box in the following picture and select the wechat binding button.



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Use wechat to scan the QR code. Note: To bind wechat, you need to follow our company's wechat service account first; otherwise, you won't be able to use all wechat functions normally.



Please follow our company's wechat service account, otherwise you will not be able to use all wechat functions properly.

Step 1: First, scan the QR code of our company's wechat service account with wechat, then click "Follow Service Account", and then complete the authorization binding:



After following, please scan the binding QR code provided:









At this point, the web page will appear as shown below:

Bind WeChat





米

Unbind WeChat

Please follow our company's wechat service account, otherwise you will not be able to use all wechat functions properly.

It indicates that the binding is successful. Subsequently, all services of the wechat service account can be used.

After successful binding, you can log in to this System without a password through the wechat service account "恩创物联" ==> 自助服务==>Support System:

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(iii)	恩创之家 ≡	产品中心 =	自助服务 ≡

5.1.3.2 Unbinding WeChat

After binding WeChat, you can choose to unbind WeChat by clicking the "Unbind Wechat" button if necessary.

Note: After unbinding wechat, you will no longer be able to use all the functions on the wechat service account, but it will not affect the use of the web and email ends.

Bind WeChat

Please follow our company's wechat service account, otherwise you will not be able to use all wechat functions properly.

5.1.4 Change the password

Click the button marked in the red box in the following picture and select the Change Password button.

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Enter the old password, the new password and confirm the new password, then click the submit button. After the modification is successful, the prompt "Submitted Successfully" will pop up.

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			-

5.1.5 Logout

Click the button was marked in the red box in the following picture and select the logout button.

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5.2 Check the tickets message and reply

There are three ways to view and reply to ticket messages: view and reply to ticket messages on the web page, view and reply to ticket messages via email, and view and reply to ticket messages on the wechat service account.

5.2.1 View and reply to ticket messages on the web page

Select a ticket in the ticket selection section, and you can view ticket messages and download attachments (if exist) in the Procurement and supplier communication section.

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田 □ IELTS □ 刷麵和八股:代码	🗅 自然语言处理论坛	🗅 师兄的github仓库	A研学术网站	5 🗋 General 🕾	议 附 Gmail	□ NLP社区/论	云 🗅 NLP会议	D NLPH	海网址 🗅 代码	码随想录&小林c	»	🗅 所有书签
Welcome: 米			Vivian2Supp	olier-物料:M	aterial A-	数量:8-采购					*)	и 🔳
Tickets Search Waiting for Reply Vivian2Supplie	Close ticket	寻取的快速时, 我司正寻求物料 请直接填下下列 谢谢配合 Dear Supplier	まの正今求物料 Material A, 数量 8 的含税报价, 具体规格请看附件明细。 请直接填下下列表单, 如果有其他附件也可以直接上传。 Project name: N/A Join Supplier Vivian2Supplier: Creation Time: 2025-06-21									量:8-采购
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Click the "Edit" button in the procurement and supplier communication to make a quotation



After clicking "Edit", the following dialog box will pop up. You need to fill in the unit price with tax, delivery date and supplier remarks. After filling in, click "Submit" to complete the quotation.

Viaterial A	
Quantity	
3	
Jnit price with tax	
8	\otimes
Delivery date	
20280808	\otimes
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Supplier Remarks	

If you have any other questions or needs, you can send a message to the procurement or reply to the procurement in the content input section. If there are attachments to upload, click on the attachment upload section to upload them.

Note: attachment only support upload zip, jpg, jpeg, png, gif, pdf, mp4 file format, size is no more than 40 m and attachments can't separate to send, need to send together with content.

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5.2.2 View and reply to ticket messages via email

Select the emails you need to reply to in the mailbox and click "Reply All".



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Reply to the purchase in the email. If there are attachments, you can also send them together:

163 网易免费邮 GI 153****7601@163.com (635) > 2 没置 手机App 下载桌面端 参与调研 自助查询 会员中心 (开題認知意意)	Q 支持邮件全文搜索 AI 搜
首页 通讯录 AI工具指 草稿箱 企业邮箱 × Vivian2S × Z Re:Vivi × 验证码/Ve × 验证码/Ve × Vivian2S × Z Re:Vi × AI英文优化 × ○ 一曜生成のPT	i AI搜索与问答,自然语言检索邮件 🕑 AI助理
 ✓ 202	您今日收到10封邮件仍未读 暂不处理 点击查看邮件概要
收件人: 「项目管理系统 < project management@veacreate.com.cn >	> 未分组(8)
圭 测: Re:Vivian2Supplier-物料:Material A-数量:8-采购[#1864](UUID:SOI748MLGIMO)	√ 所有(8) contractionation 0007
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Dear Customer, Greetings! The tax-included unit price for Material A is 8 RMB, and the delivery date is August 8, 2025.	yikuizhal 또한 50건 영제포감 FEF 당신원도 Rij
在 2025-06-21 16 26:55, "项目管理系统" <project_management@yeacreate.com.cn> 写道:</project_management@yeacreate.com.cn>	
您收到了新的工单。/You have received a new Ticket.	
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5.2.3 Reply to ticket messages on the wechat service account

Open the wechat public service account of YeaCreate Iot==>Click on the " 自 助 服 务 " menu bar==>Click on "Support System"==>Select the ticket:

16:44	4 ::!! 5G 63	
×	el 全文翻译 > ···	
<	Please select an ticket	
Tickets	Search	
Waiting for	r Reply Vivian2Supplier- 你料:Material A- 数量:8-采购	
	< 1 > 10 / page -	

After selecting the ticket, the following procurement and supplier dialog box will be displayed.

Click the "Edit" button in the procurement and dialog box to make a quotation.

Note: Due to the official restrictions of the wechat official account, downloading attachments is not supported on the wechat end.



The following editing dialog box will pop up. Click "Submit" to complete the quotation.

	16:46 ::!! 56 6 8	
	★ 副 全文翻译 > ・・・	
	Vivian2Supplier-物料:Material A-数 量 量:8-采购	
1	Ticket Info	
E	dit	
	Material name	
	material A	
	8	
	Unit price with tax-	
	20280808	
	Sunnliar Demarke	
	Supplet Remarks	
	Submit	
40	MB. Send	

If you have any other questions or needs, you can send a message to the procurement or reply to the procurement in the content input section. If there are attachments to upload, click on the attachment upload section to upload them.

Note: attachment only support upload zip, jpg, jpeg, png, gif, pdf, mp4 file format, size is no more than 40 m and attachments can't separate to send, need to send together with content.

16:46		::!! 5G 6 8					
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> Vivian2Su	ipplier-物料:M 量:8-采购	laterial A-数	=				
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Title: Vivian2S	upplier-物料:Mat	erial A-数量:8-	采购				
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5.3 Search tickets

Enter keywords in the ticket search box to conduct the search.

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Welcome: 米	,	Vivian2Supp	olier-物料:M	laterial A-数	量:8-采购				* ZH			
Tickets Search Waiting for Reply Vivian2Supplie Clos	までは、 までは、	Vivian2Supplier-被科:Material A, 数量 8 的含税服价,具体规格请看附件明细。 请直接填下下列表单,如果有其他附件也可以直接上传。 激谢配合 Dear Supplier Vivian2Supplier: Our company is currently seeking a tax-inclusive quotation for material Material A, quatease refer to the attached details for the specifications. Please download the form below directly. If you have any other attachments, you may em as well. We appreciate your cooperation. Material List Unit Delivery Supplier						Ticket Info Project name: N/A. Title: Vivian2Supplier-物料:Material A-数量:8-采购 Creation Time: 2025-06-21 16:26:53 Jantity 8 PI y upload th				
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Tickets Material A	→ 取口供应用 ▼ 我司正寻求物料 请直接填下下列: 谢谢配合	Material A, 表单,如果有:	如- 数量 8 的含税 其他附件也可	設份,具体 以直接上传。	见格请看附件明	日细。	Ticket Info Project name Title: Vivian2	≆: N/A Supplier-物料:Matei	▲ rial A-数量:8-采购
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5.4 Ticket Status

The status of a work order is divided into four states: "Open", "Reviewing", "Waiting for reply", and "Close".



Among them, "Open" means the procurement has sent a ticket to the supplier's system, but the procurement has not yet started processing.

"Reviewing" means our procurement is processing ticket. Once the processing is completed, a message will be left immediately and the supplier will be notified via email or wechat.

"Waiting for Reply" means during the processing, there are unclear or communicatable points, and the purchasing department is waiting for the supplier's reply to continue the processing.

"Close" refers to the status where the work order has been processed, or the matter has been terminated, or the procurement processing has been completed and the latter has been terminated. When the work order is in the "Close" state, the work order information on the right will display "Closed time" representing the time when the work order is processed.

Ticket Info

```
Project name: N/A
```

Title: Vivian2Supplier-物料:Material A-数量:8-采购

Creation Time: 2025-06-21 16:26:53

Close Time: 2025-06-21 17:11:32

5.5 Manually close the ticket

When a ticket has been processed or the project is terminated, suppliers can close the ticket by themselves. Clicking the "Close ticket" button can close the ticket. You will receive email and wechat notifications when you close a ticket.

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Tickets Search		我司正寻求物料	Material A,	数量 8 的含	税报价,具体	现格请看附件印	月细。	Ticket Info)	
Open Vivian2Supplier-物料:Ma	Close ticket	请直接填下下列	表单, 如果有	可其他附件也可	可以直接上传。			Project nam	ne:N/A	
		谢谢配合						Title: Vivian	a2Supplier-物料:Mate	∍rial A-数量:8-采购
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一, 佛山市恩创物联科技有限公司



5.6 Reopen ticket

When a ticket has been completed but you need to continue communicating with procurement later, you can reopen the ticket. Click the "Reopen ticket" button to reopen the ticket.



At this point, the status of the ticket changes back to "Open", and the procurement in the back-end will handle it immediately upon receipt.

5.7 Show and hide the ticket section

Click the button in the red box in the picture to show or hide the ticket area

Display the work order area:

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Welcome: 米	Vivian2Supplier-物料:Material A-数量:8-采购	* и =
Tickets Search Close Vivian2Supplier-物料	ま司正寻求物料 Material A, 数量 8 的合税报价, 具体规格请看附件明细。 请直接填下下列表单, 如果有其他附件也可以直接上传。 谢谢配合 Dear Supplier Vivian2Supplier: Our company is currently seeking a tax-inclusive quotation for material Material A, quease refer to the attached details for the specifications. Please download the form below directly. If you have any other attachments, you material a well. We appreciate your cooperation. Material List Material List Material 8 8 20280808 Attachment: test.xlsx	Ticket Info Project name: N/A Title: Vivian2Supplier-物科:Material A-数量:8-采购 Creation Time: 2025-06-21 16:26:53 Close Time: 2025-06-21 17:15:49 y upload th
< 1 > 10 / page -	Only zip, jpg, jpeg, png, gif, pdf, and mp4 file format	s are supported, with a maximum size of 40MB.

Hide the ticket section:

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