



# COVAN Vendor Registration Manual

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## 1. Sign In

- 1) Send confirm email
- 2) Get confirm email
- 3) Registration
- 4) Check status
- 5) Get approval email

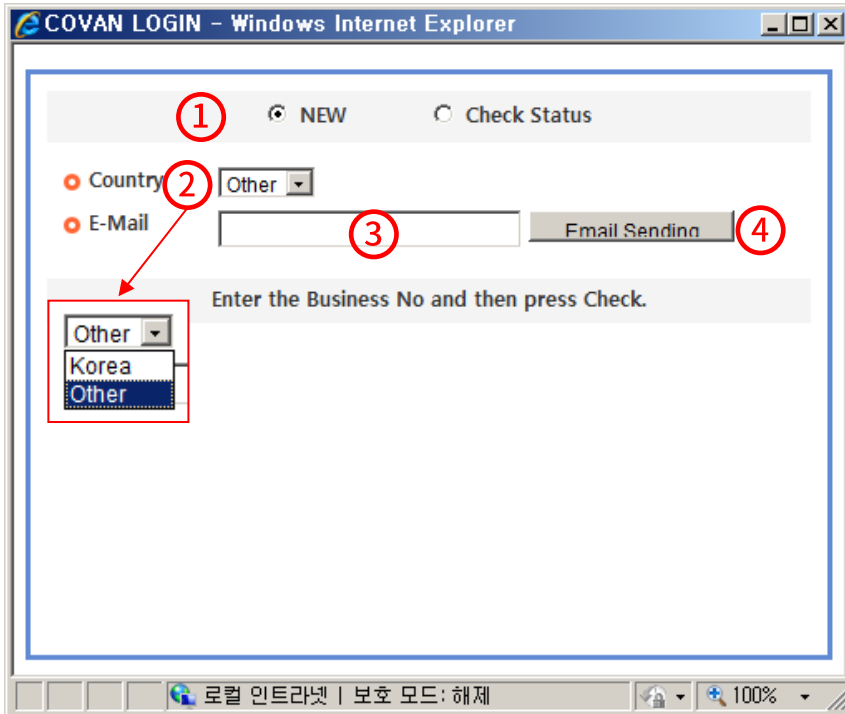
Page	COVAN HOMEPAGE
Description	COVAN Sign In

### Operation Step

- 1 : click Register button
- . pop-up window will open

COVAN Site Address : <http://covan.hsdengine.com/>

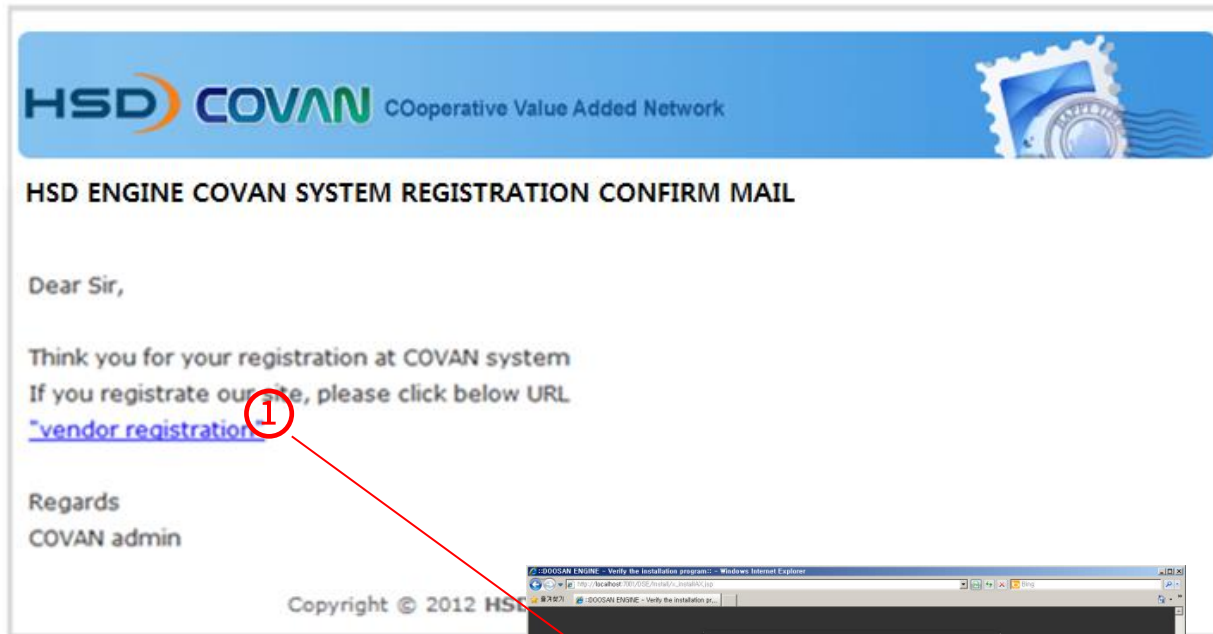
Page	COVAN Sign In
Description	You can send email in order to confirm your account



**Operation Step**

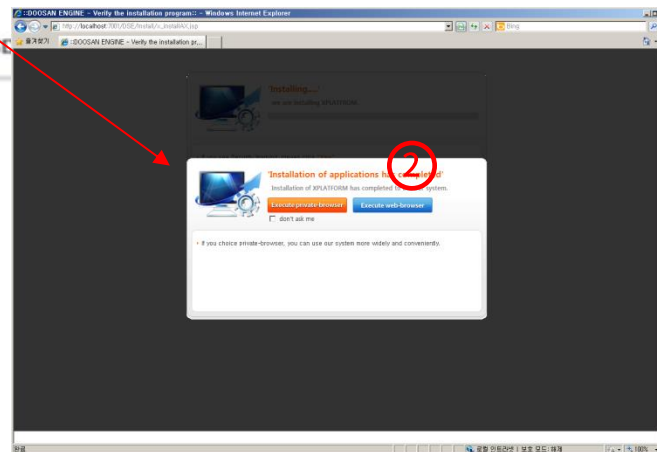
- 1 : choice NEW or Check Status
  - . NEW : unregistered vendor
  - . Check Status : you can check the progress of approval
- 2: select Country
  - . Korea : south korea
  - . Other : all countries except korea
- 3 : type Email address
- 4 : click email sending
  - . you can get a confirm mail from covan administrator

Page	COVAN confirm email		
Description	You can registration from your confirm email		



### Operation Step

- 1 : Click “vendor registration” Link  
    . Open new page
- 2 : choice browser type  
    . private-browser : you can use more widely and conveniently.  
    . web-browser : common browser (IE, Safari, Chrome, Firefox, etc)



Page	COVAN Registration		
Description	Register your information		

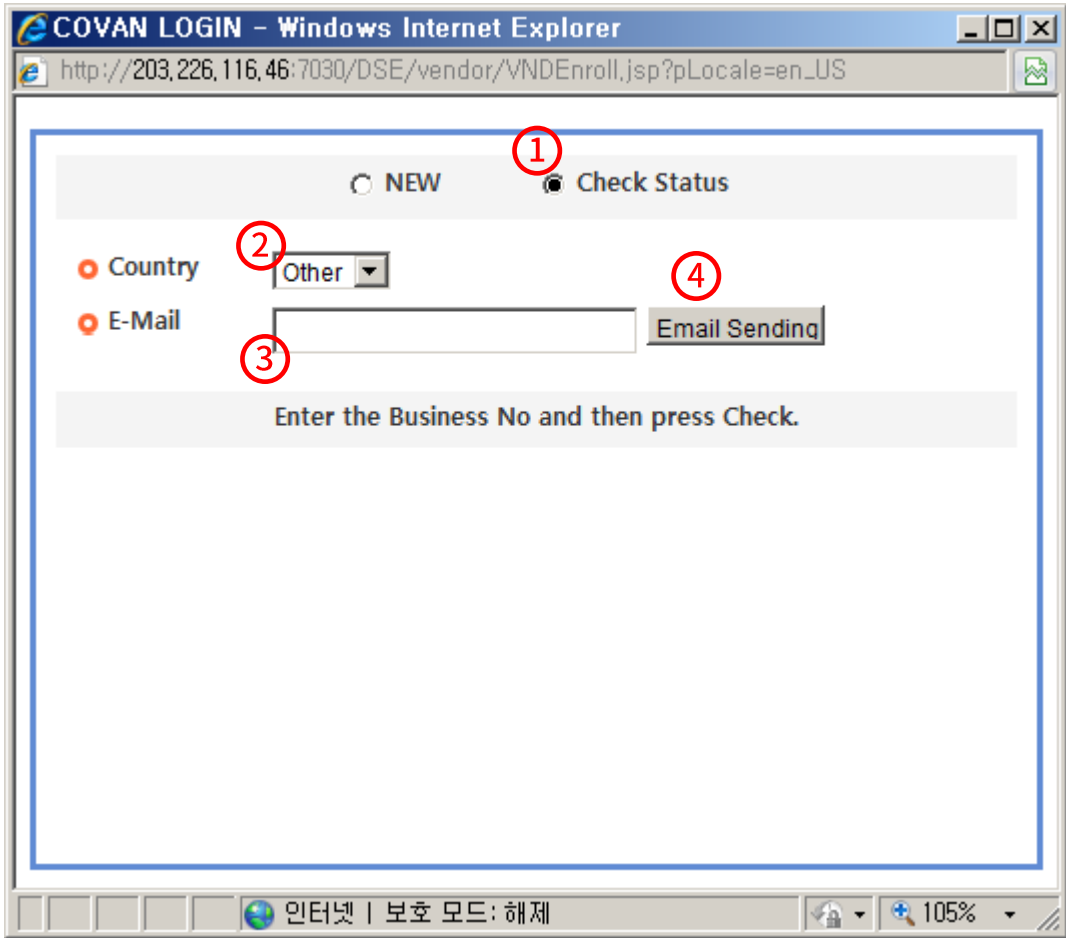
The screenshot shows the 'Vendor Information' form in the COVAN system. The form is divided into several sections, each with a numbered callout:

- 1**: Base Line Info section, containing fields for Vendor Name, Vendor Name(Eng), Country Code, Business No, Trade Product Name, Business Kind, Built Date, Product, Business Type, HOMEPAGE, and Vendor Code.
- 2**: CEO/Contact Information section, containing a table with columns for Part, Name, Grade, Mobile, Tel., Fax, and E-Mail.
- 3**: Location section, containing a table with columns for Part, Default Location, Country, Zipcode, Address, and Tel.
- 4**: More info section, containing fields for Years, Total Sales, Plottage, Employee, Curr'y, Engine Sales, Building Area, Worker, Reliance On Engine, Possession Real Estate, Clerical, Capital Amount, Send Bill Reg, and Join Union.
- 5**: Attachment section, containing a table with columns for No, Part, File Name, File Name Extension, and File Size(kb).
- 6**: A 'Req. Approve' button located at the top right of the form.
- 7**: A search bar located at the top left of the form.
- 8**: A 'Save' button located at the top center of the form.

## Operation Step

- 1 : Enter the basic information  
 . required : vendor naem, vendor name(eng), country code, business kind, date of Inc. establishment, business type
- 2 : Enter CEO/Contact Information  
 . required : CEO, sales Representative, quality personnel information (name, grade, mobile, tel, fax, email)
- 3 : Enter Location  
 . required : at least one address among main office, plant, branch
- 4 : Enter more detail information  
 . required : year, total sales, plottage, employee, currency, building area, worker, real estate, clerical, capital amount, send bill Reg\*, join union\*  
 \*send bil Reg: E-tax bill signed up companies  
 \*join union : register or unregister of union
- 5 : attach document  
 . required : security pledge, present photo, organization chart, company map
- 6 : Click Approval Request button

Page	COVAN Check Status
Description	You can check your approval status

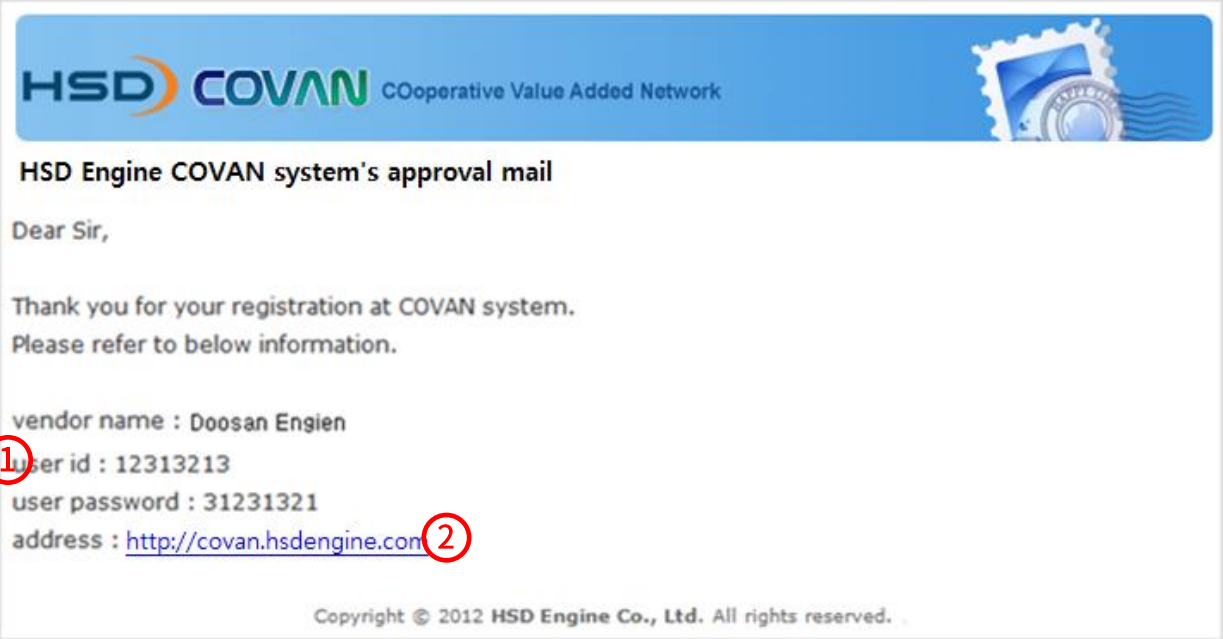


### Operation Step

- 1 : Click Check Status
- 2 : Choice country : Others
- 3 : Enter email address
- 4 : Click "Check status" button  
. you can check approval status



Page	COVAN approval email		
Description	You can get a approval email from COVAN		



**Operation Step**

If you get a approval from COVAN, you can get a approval email. please check your account information.

- 1 : check your ID, Password
- 2 : Please Login COVAN web site