



# Operation manual for The Global Website of Epec.com ——Purchaser and Supplier

# Contents

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- 01** ▶ Enter company Information
- 02** ▶ Purchaser Identification
- 03** ▶ Supplier Identification

# Enter company information

Welcome! dou24 [Sign out](#)

[Member center](#)

[Help](#)

[中国站](#)

Language: [English](#) ▼

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Click "Member center" to enter the "Member center" page



[Categories](#)

[Home](#)

[BRICS Pavilion](#)

[Sinopec Made](#)

[News & Info](#) ▼

[Epec Procurement Manager](#)

[Contact Us](#)

Global Website of Epec.com  
**Suppliers Invitation**

Sinopec E-commerce Links to the World

# Enter company information



▼ My information

User information

Change password

▼ Buyer information

Company Information

Buyer Application

▼ Supplier information

Supplier Application

## Member center

Supplier  Buyer

Click "Company information" to enter the "Company information" page

You are not yet a supplier of our platform. [Become a supplier.](#)

# Enter company information

- Buyer information
  - Company Information
  - Buyer Application
- Supplier information
  - Supplier Application

Complete company information

Determine procurement manager

Begin inquiry and sourcing

## Company information

\*Place of incorporation :

Please select

\*Detailed Address:

\*Company name in English:

\* Company abbreviation in English :

Company name in Chinese:

Company abbreviation in Chinese :

Administrator name :

## Purchasing director information

\*Name :

Cellphone number :

Enter relevant company information on the company's basic information page, (\* for mandatory field)

Click "Save" and the system will automatically save the completed content

Click "Submit", the system will assign a "purchaser" status to you, and will allocate an "Epec Procurement Manager" for you, according to the Place of incorporation you choose

Save

Submit

## Enter company information

After clicking “Submit”, it prompts the user that “the system will assign a epec procurement manager for you, and now you can launch an inquiry and search for the source business”

The system has assigned an EPM for you. Now you can start RFQ and Sourcing business.

Back to Homepage

Back to Member Center

Click “Back to Homepage”, and the system will automatically redirect to the homepage of international station

Click “Back to Member Center” and the system will automatically redirect to the homepage of Member Center

# modify the epec procurement manager

The screenshot displays the Epec Procurement Manager website interface. At the top, a dark navigation bar contains the following links: Home, BRICS Pavilion, Sinopec Made, News & Info, Epec Procurement Manager, and Contact Us. On the left, a yellow sidebar menu is titled 'Categories' and includes sections for 'My information', 'Buyer information', 'Supplier information', and 'User management'. The 'My Epec Procurement Manager(EPM)' option is highlighted with a red box. The main content area, titled 'Member center', shows the user 'testcompant' with the role 'EPM : Sinopec Europa GmbH'. Below this, a 'Buyer' tab is active, and a progress bar indicates the application status: 'Submit application', 'Reivew Pending', and 'Application Approved'. A blue callout box points to the 'My Epec Procurement Manager(EPM)' link with the text: 'Click "My Epec Procurement Manager" to enter the "My Epec Procurement Manager" page'.

# modify the epec procurement manager

- My information
  - User information
  - Change password
- Buyer information
  - Change company information
  - My Epec Procurement Manager(EPM)
  - Buyer Application
- Supplier information
  - Supplier Application
- User management
  - Manage user information

## My Epec Procurement Manager(EPM)

Epec Procurement Manager consists of the professional service team of Sinopec International Co. Ltd. who are experienced in international trade. Epec Procurement Managers are located in Asia, Europe, America, Australia, and the Middle East, covering services around the globe. With 30 years of trading experience, we can help you with customized procurement strategies and professional services, such as sourcing, contract negotiation, process control, and after-sales services. Details

My Epec Procurement Manager(EPM) :

Sinopec Europa GmbH

Modify

Click "Modify" and enter the "Epec Procurement Manager" modify window



## modify the epec procurement manager

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Sourcing My Cart

Categories Home Procurement Manager Contact Us

**Modify**

Sinopec Europa GmbH

Cancel Confirm

You can choose the corresponding epec procurement manager according to the actual situation

Click "Cancel", and the system will not set your choice as your epec procurement manager

Click "Confirm", and the system automatically sets your choice as your epec procurement manager

My Epec Procurement Manager

My information  
User information  
Change password

Buyer information  
Change company information  
My Epec Procurement Manager(EPM)  
Buyer Application

Supplier information  
Supplier Application

User management  
Manage user information

International Co. Ltd. who are Europe, America, Australia, and the Middle East. We can help you with customized procurement strategies and professional services, such as sourcing, negotiation, process control, and after-sales

# Contents

---

- 01** ▶ Enter company Information
- 02** ▶ Purchaser Identification
- 03** ▶ Supplier Identification

# purchaser identification

Welcome! dou24 [Sign out](#)

[Member center](#)

[Help](#)

[中国站](#)

[Language: English](#) ▼



Click "Member center" to enter the "Member center" page



[Categories](#)

[Home](#)

[BRICS Pavilion](#)

[Sinopec Made](#)

[News & Info](#) ▼

[Epec Procurement Manager](#)

[Contact Us](#)

Global Website of Epec.com  
**Suppliers Invitation**

Sinopec E-commerce Links to the World



My information

User information

Change password

Buyer information

Company Information

Buyer Application

Supplier information

Supplier Application

Member center

Supplier

Buyer

Click "Buyer Application" to enter the "Buyer Application" page

[Come a supplier.](#)

# purchaser identification

## Buyer information

Change company information

My Epec Procurement Manager(EPM)

Buyer Application

## Supplier information

Supplier Application

## User management

Manage user information

## Company information

\*Place of incorporation:

Albania

\*Detailed Address:

test

Company name in Chinese:

testcompant

Company abbreviation in Chinese :

testcompant

\*Company name in English:

testcompant

[Download template for company certificate](#)

Upload the company certificate

Preview

\*Company abbreviation in English :

testcompant

\*Administrator name :

Please enter the name of Platform Administrator

[Download template for administrator certificate](#)

Upload the platform administrator certificate

Preview

## Purchasing director information

\*Name :

test

\*Cellphone number :

Please enter mobile number

\*Office phone:

+355

123453532

After clicking "Save", the system will automatically save the completed content

Please enter postcode

Save

Submit

Enter relevant company information on the purchaser's identity authentication page. If your company's registration place is not 'China', you will need to upload the company certificate, management certificate attachment, \* as mandatory field

After clicking "Submit", the system will carry out the information audit for the company that you filled in. once being approved, the system will allocate "Epec procurement manager" for you, according to the Place of incorporation you choose

# purchaser identification

**Buyer information**

- Change company information
- My Epec Procurement Manager(EPM)
- Buyer Application

**Supplier information**

- Supplier Application

**User management**

- Manage user information

**Company information**

\*Place of incorporation:  
Albania

\*Detailed Address:  
test

Company name in Chinese:  
testcompant

Company abbreviation in Chinese :  
testcompant

\*Company name in English:  
testcompant

[Download template for company certificate](#) [Upload the company certificate](#) [Preview](#)

\*Company abbreviation in English :  
testcompant

\*Administrator name :  
Please enter the name of Platform Administrator

[Download template for administrator certificate](#) [Upload the platform administrator certificate](#) [Preview](#)

**Purchasing director information**

\*Name :  
test

\*Cellphone number :  
Please enter mobile number

\*Office phone:  
+355 123453532

Please enter postcode

[Save](#) [Submit](#)

Enter relevant company information on the purchaser's identity authentication page. If your company's registration place is 'China', you will need to upload business license number, tax registration certificate number, organization code certificate number attachment, \* as mandatory field;

After clicking "Save", the system will automatically save the completed content;

After clicking "Submit", the system will carry out the information audit for the company that you filled in. once being approved, the system will allocate "Epec procurement manager" for you, according to the Place of incorporation you choose

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---

- 01** ▶ Enter company Information
- 02** ▶ Purchaser Identification
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# Supplier Identification

Welcome! dou24 [Sign out](#)

[Member center](#)

[Help](#)

[中国站](#)

Language: [English](#) ▼



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[Categories](#)

[Home](#)

[BRICS Pavilion](#)

[Sinopec Made](#)

[News & Info](#) ▼

[Epec Procurement Manager](#)

[Contact Us](#)

Global Website of Epec.com  
**Suppliers Invitation**

Sinopec E-commerce Links to the World





▼ My information

User information

Change password

▼ Buyer information

Company Information

Buyer Application

▼ Supplier information

Supplier Application

## Member center

Supplier

Buyer

You are not yet a supplier of our platform. [Become a supplier.](#)

Click "Supplier Application" to enter the "Supplier Application" page

# Supplier Identification

## Buyer information

Company Information

Buyer Application

## Supplier information

Supplier Application

### Company information

\*Place of incorporation:

 

\*Detailed Address:

Company name in Chinese:

Company abbreviation in Chinese:

\*Company name in English:

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[Preview](#)

\*Company abbreviation in English:

\*Legal representative:

\*Date of establishment:

\*Business scope:

Enter relevant company information on the supplier's identity authentication page. If your company's registration place is not 'China', you will need to upload the company certificate, management certificate attachment, \* as mandatory field

# Supplier Identification

\*Administrator name:

Please enter the name of Platform Administrator

[Download template for administrator certificate](#)

Upload the platform administrator certificate

## Information of Sales Director

\*Name:

Please enter name

\*Cellphone number:

Please enter mobile number

\*Office phone:

+853

Please enter office phone number

\*E-mail:

Please enter e-mail

\*Mailing address:

Please enter mailing address

\*Postal code:

Please enter postal code

Enter relevant company information on the supplier's identity authentication page. If your company's registration place is not 'China', you will need to upload the company certificate, management certificate attachment, \* as mandatory field

After clicking "Save", the system will automatically save the completed content

After clicking "Submit", the system will carry out the information audit for the company that you filled in. once being approved, the system will allocate "Epec procurement manager" for you

Save

Submit

entire contents of Accountability Document

Any violation will agree to bear corresponding responsibility

responsibility

# Supplier Identification

User information

Change password

Buyer information

Company Information

Buyer Application

Supplier information

Supplier Application

## Supplier Application

### Company information

\*Place of incorporation:

\*Detailed Address:

\*Postcode:

\*Company name in Chinese:

\*Company abbreviation in Chinese:

Company name in English:

Company abbreviation in English:

\*Organization type:

\*Organization code:

Enter relevant company information on the supplier's identity authentication page. If your company's registration place is 'China', you will need to upload business license number, tax registration certificate number, organization code certificate number attachment, \* as mandatory field

# Supplier Identification

\*Organization code certificate is valid until:

Please select expiration date

Valid for long term

Upload Organization Code

\*Tax registration number:

Please enter taxation registration number

\*Tax registration certificate is valid until:

Please select expiration date

Valid for long term

Upload Tax Code

\*Business license registration number:

Please enter registration number of business license

\*Business license is valid until:

Please select expiration date

Valid for long term

Upload Registration Number of Business License

\*Nature of enterprise:

Please select

\*Legal representative:

Legal representative

\*Legal representative's certificate is valid until:

Please select

Please select the certificate type.

\*Legal representative's certificate is valid until:

Please select expiration date

Valid for long term

\*Registered capital (ten thousand yuan):

Please enter registered capital

Enter relevant company information on the supplier's identity authentication page. If your company's registration place is 'China', you will need to upload business license number, tax registration certificate number, organization code certificate number attachment, \* as mandatory field

# Supplier Identification

Please enter the name of Platform Administrator

[Download template for administrator certificate](#)

Upload the platform administrator certificate

\*Bank name of basic account:

Please enter bank name for basic account

\* Bank account:

Please enter bank account number

## Information of Sales Director

\*Name:

Please enter name

\*Cellphone number:

Please enter mobile number

\*Office phone:

+86

Please enter office phone number

ext :

\*E-mail:

Please enter e-mail

\*Mailing address:

Please enter mailing address

Enter relevant company information on the supplier's identity authentication page. If your company's registration place is 'China', you will need to upload business license number, tax registration certificate number, organization code certificate number attachment, \* as mandatory field

After clicking "Save", the system will automatically save the completed content

After clicking "Submit", the system will carry out the information audit for the company that you filled in. once being approved, the system will allocate "Epec procurement manager" for you

ire contents of Accountability Document o  
sincerely. Once checked was a  
Document of Work Without Corruption.  
executed. Any violation will agree to bear corresponding

Save

Submit

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# Thank you!

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Contact Us: [global.epec@sinopec.com](mailto:global.epec@sinopec.com)