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# **Electronic quotation system (e-ingBiz) Procurement portal system settings**

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**Mar 26, 2025**

**Ver. 4.0**

**PEX Global Procurement Headquarters**

- 01. Procurement Portal System User Registration**
  - \*Not necessary if already in use**
- 02. Procurement Portal System Link Registration**
- 03. Periodic password updates**
- 04. Password setting rules**
- 05. Notification screen before password expiration**
- 06. Notification/change screen after password expiration**
- 07. Password change screen (at any time)**
- 08. What if login fails?**
- 09. Contact information**
- 10. Document revision history**

(1) Access the "Panasonic Group Procurement Portal" below..

★ <https://www.is.jp.panasonic.com/gecprtl/>

(2) Click the language you want to use in the "Need your Single Sign-On User ID?" field at the bottom right of the screen and proceed to the user information entry screen.

**Panasonic**

Global Procurement Portal Site

User ID

Password

**Login** **Reset**

Forgot ID Password?  
[English](#) [Chinese](#) [Japanese](#)

Need your Single Sign-On User ID?  
[English](#) [Chinese](#) [Japanese](#)

Need your Single Sign-On User ID?  
[English](#) [Chinese](#) [Japanese](#)

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(3) Enter the required information and press "Register".

(4) The final confirmation screen will open. If you press "Yes", a confirmation email will be sent to your user ID.

Input item	Description
User ID (E-mail address)	Input the E-mail address that assigned by user's organization (corporation etc.).
User ID (E-mail address) (confirmation)	Input once again for User ID confirmation.
Company name	Input the corporation name (input the official name).
User name	Input name.
Phone no.	Input contract Phone number.
Initial Password	Input a password that be decided by user oneself.
Initial Password (confirmation)	Input once again for password confirmation.

**Single Sign-on Setting (Obtain E-mail ID)**

[Manual Download](#)

Based on E-mail address used by each user, issue user ID for Single Sign-on

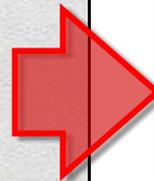
*\*Supposed as the personal E-mail address given from your company*  
*\*For identification, E-mail notification to user ID (E-mail address)*  
*\*As of "Initial Password", please set the password used for this user ID*  
*\*Enter all the following item, then click <Register> button.*

User ID (E-mail address)	xxxxxx@yyyy.zzz
User ID (E-mail address) (confirmation)	xxxxxx@yyyy.zzz
Company name	company XXX
User name	YAMADA TARO
Phone no.	06-1234-5678
Initial Password	
Initial Password (confirmation)	

<Initial Password Setting Rule>

- Length of password must be 6 to 8 characters.
- Password must include alphabet and numerals.
- Settable characters are followings.
  - English capital and lower-case letter
  - number
  - Following marks  
! # \$ % & ( ) = ~ | - ^ ` @ [ + ; : ] < > \_ . , /
  - one byte space  
*\*one byte space in front or end, and series of 2 or more same characters can not be set*
- Password must be changed in every 30 days.

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**Single Sign-on Setting (Obtain E-mail ID)**

\*Are you sure you want to register following contents?  
 \* Register User ID (E-mail address) with change to alphabetic small characters

User ID (E-mail address)	xxxxx@yyyy.zzz
Company name	company XXX
User name	YAMADA TARO
Phone no.	06-1234-5678

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(5) Open the URL included in the identity verification email and complete your final registration.

(6) Enter the initial password you set and click "URL to use".

< User Identification Mail >

Mr./Ms. Mail YAMADA TARO

First, I would like to express my thanks for your particular understanding and cooperation for Materials Procurement of Panasonic Group.  
In Procurement Portal System, your acquisition application for Single Sign-on User ID (E-mail address) has been received. To complete registration, you need to confirm whether this E-mail address is yours.  
Please complete to operate from the below URL by deadline.

\* URL :

<https://xxx.panasonic.co.jp:8443/prtl/QZZM403A.do?lang=ENG&ssNo=xxx>

\* Term of validity to access URL :

2014-08-30 JST ( 2014-08-30 GMT )

/ In case that you don't know this E-mail This E-mail is sent from Procurement Portal System when applied for Single Sign-on User ID acquisition. If you don't know it, please feel relieved because registration is not proceeded without your operation.

\* Procurement Portal helpdesk \*

+-----+  
helpdesk : [proc\\_portal\\_help@ml.jp.panasonic.com](mailto:proc_portal_help@ml.jp.panasonic.com)  
Panasonic Group  
+-----+

Single Sign-on Setting (Obtain E-mail ID)

Close

\*Input "Initial Password" that was set when you registered Single Sign-on, and click <Confirm> button

Confirm

User ID (E-mail address)	xxxxxx@yyyy.zzz
Initial Password	

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Single Sign-on Setting (Obtain E-mail ID)

Close

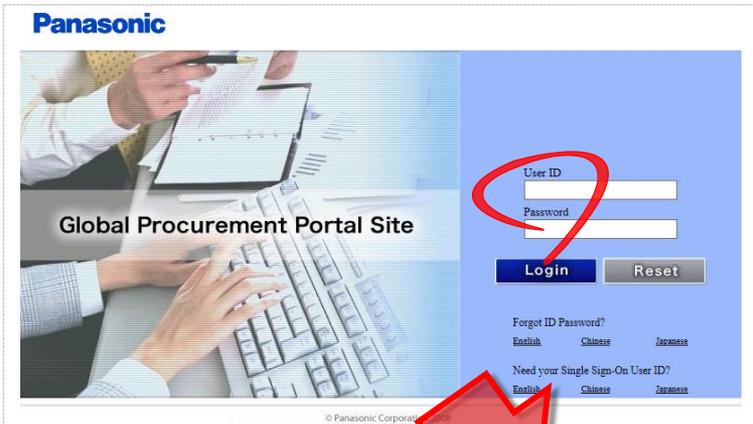
Complete registration

Use from the below URL

using URL	<a href="http://localhost:8080/prtl">http://localhost:8080/prtl</a>
User ID (E-mail address)	xxxxxx@yyyy.zzz
Password	(Initial password you input just now)

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(7) Enter your [User ID] and [Password] to confirm your login.



It is not displayed yet because it has not been linked to e-ingBiz.



(1) Link with e-ingBiz from the "Settings" menu in the upper right corner of the screen.

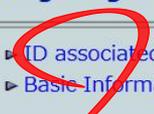


USER : test1234567890@test.co.jp | [Help](#) | [Setting](#) | [Password change](#) | [Log-out](#)

Procurement portal



Associated registration ID no exist  
From the above "Setting", please associate and register.  
As of how to operate, please confirm the manual written in the above "Help"



**Panasonic**

### Single sign-on setting

- ▶ ID associated registration
- ▶ Basic Information change

Completed

(2) Click the “Add” button and select “e-ingbiz Electronic Quotation System” from the services list.

## ID associated registration

### Registered Service and ID list

\*Click <add> button, when you add new Service and ID

\*Click <No> column of target row, If you change Supplemental Remarks, or cancel association

User ID (E-mail address)	yoshikawa.junji001@kk.jp.panasonic.com		
No.	Service	Especial User ID for Service	Supplemental Remarks

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## ID associated registration

### Select Service

\*Please click Service name you want to register

No.	Service
1	<a href="#">Design Collaboration</a>
2	<a href="#">e-Quotation</a>
3	<a href="#">e-ingbiz Electronic Quotation System</a>
4	<a href="#">Procurement EC</a>
5	<a href="#">GP-Web V3</a>
6	<a href="#">CNS mold management system</a>

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- (3) Enter the required information based on the email sent to you by the e-ingBiz.com Help Desk.
- (4) Once you've finished entering the information, press the "Add" button to complete the linking process.

## ID associated registration

### Additional registration of User ID

- \* You can set the explanation of the ID association on "Supplemental Remarks (Free)"  
In addition, what you input will be displayed in the menu.
- \* Enter following item, then click <Add> button.
- \* The association will be deleted automatically by system if you haven't use the service for more than 999 days.

Service	e-ingbiz Electronic Quotation System	<input type="button" value="Add"/>
Especial User ID for Service	<input type="text"/>	
Password	<input type="text"/>	
Enterprise cord/code	<input type="text"/>	
Supplemental Remarks(arbitrarily)	<input type="text"/>	

●●Inc.  
Greeting.

Thank you for using e-ingBiz system.  
Please be informed on your login information.  
Enterprise code : \*\*\*\*\*  
User identification : \*\*\*\*\*  
Password : \*\*\*\*\*  
Please refer to the following URL to access e-ingBiz system.

(5) Check that the service has been added and press the "Done" button to return to the top screen.

The image shows two screenshots from a Panasonic web application. The top screenshot is the 'ID associated registration' page, and the bottom screenshot is the 'Procurement portal' page.

**ID associated registration**

**Registered Service and ID list**

\*Click <add> button, when you add new Service and ID Add

\*Click <No> column of target row, If you change Supplemental Remarks, or cancel association

User ID (E-mail address)

No.	Service	Especial User ID for Service	Supplemental Remarks
<a href="#">1</a>	e-ingbiz Electronic Quotation System	avcts11	

Completed

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**Procurement portal**

Information

2025. 3. 24

- Procurement Portal will close due to the long holidays during the following time.-

[No support period of Procurement Portal]

[JST] 29 Apr, 2025 to 6 May 2025

If you have any queries or require notification, please contact with the following Helpdesk.

We will contact with you after 7 May 2025.

Procurement Portal will still be available during the holidays.

**e-ingbiz Electronic Quotation System**  
Standard Quotation  
ID [avcts11]

**e-ingbiz Electronic Quotation System**  
Standard Quotation  
ID [avcts11]

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## [Contents]

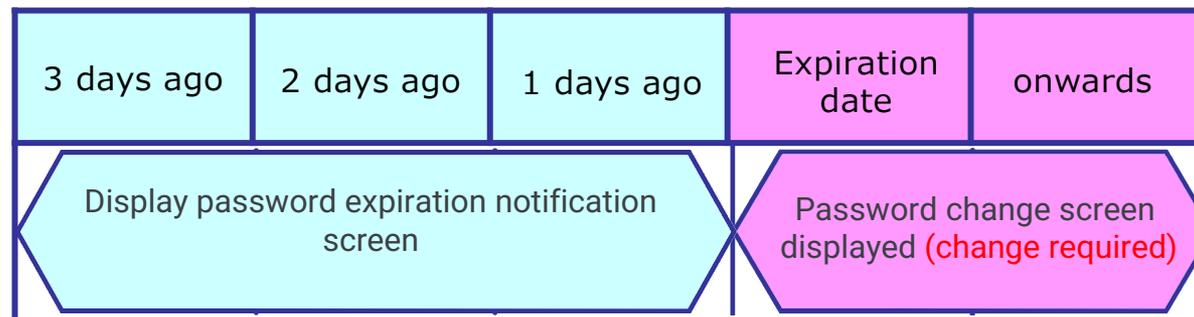
If 30 days (expiration date) have passed since the last password change, you will be required to change your password

⇒ You must change your password once within 30 days

onwards

## <Specific actions>

The following actions will be taken when logging in to the procurement portal system.



Item	What to check
(1) Password length	At least 6 characters (up to 8 characters)
(2) Password complexity	Must contain alphabetical and numeric characters
(3) Password expiration date	30 days
(4) Usable characters (half-width input)	1) English uppercase and lowercase letters 2) Numbers 3) The following symbols !¥"#\$%&()=~ -^`@[+;:]<>_./ and half-width spaces ※ (Half-width spaces) cannot be set at the beginning or end. Two or more consecutive characters cannot be used.
(5) User ID/password matching check	The password cannot be the same as the user ID.
(6) Password history storage	The previous password cannot be used.

# 05. Notification screen before password expiration

After logging in to the Procurement Portal three days before your password expires, a screen will be displayed notifying you of the number of days remaining until the expiration date.

-If you wish to change your password, press the "OK" button.

(The password change screen will be displayed.)

-If you do not wish to change your password, press the "Cancel" button

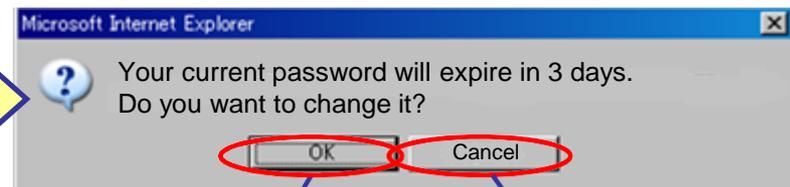
and your password will not be changed this time, allowing you to continue using the service.

Login screen



After logging in

Screen notifying the number of days remaining until the password expiration date



Go to the password change screen

Portal to main menu

After your password expires, when you log in to the Procurement Portal, a screen will appear notifying you of the expiration date and asking you to change your password.

Login screen

Password change screen  
(including password expiration notification))

After logging in

**Panasonic**

**Password change**

Your password has expired. Please enter a new password.  
Items in blue are required.

\*Enter following item, then click <Change> button.

Current password	<input type="text"/>
New password	<input type="text"/>
New password (confirmation)	<input type="text"/>

<Password setup rule>

- (1) Length of password must be 8 to 64 characters.
- (2) Password must include alphabet and numerals.
- (3) Settable characters are followings.
  - (3-1) English capital and lower-case letter
  - (3-2) number
  - (3-3) Following marks

On the password change screen, enter your "old password", "new password" and "new password (confirm)" and click the Change button. Your password will be changed.

You can change your password at any time, including three days before the expiration date.

Click "Change Password" on the main menu.

The screenshot shows the Panasonic Procurement portal interface. At the top, the Panasonic logo is on the left, and the user information 'USER : yoshikawa.junji001@kk.jp.panasonic.com' is on the right. A navigation menu includes 'Help', 'Setting', 'Password change' (circled in red), and 'Log-out'. Below the navigation, the 'Procurement portal' section contains an 'Information' box with a notice about the portal closing on 2025.3.24. To the right, a banner for 'e-ingbiz Electronic Quotation System' is visible. A large yellow arrow points from the 'Password change' menu item to the password change screen on the right.

**Procurement portal**

**Information**

2025.3.24

- Procurement Portal will close due to the long holidays during the following time. -

[No support period of Procurement Portal Helpdesk]

[JST] 29 Apr, 2025 to 6 May, 2025

If you have any queries about this notification, please contact with the following Helpdesk.

We will contact with you after 7 May 2025.

Procurement Portal will still be available during the holidays.

**e-ingbiz Electronic Quotation System**  
Standard Quotation  
ID [avcts11]

**Panasonic**

**Password change** Change

\*Items in **blue** are required.  
\*Enter following item, then click <Change> button.

Current password	<input type="password"/>
New password	<input type="password"/>
New password (confirmation)	<input type="password"/>

<Password setup rule>

- (1) Length of password must be 8 to 64 characters.
- (2) Password must include alphabet and numerals.
- (3) Settable characters are followings.
  - (3-1) English capital and lower-case letter
  - (3-2) number
  - (3-3) Following marks  
! ¥ " # \$ % & ( ) = ~ | - ^ ` @ [ + ; : ] < > \_ , . /
  - (3-4) one byte space  
\*one byte space in front or end, and series of 2 or more same characters can not be set
- (4) Same password as the one that one just had cannot be used.
- (5) Password must be changed in every 30 days.

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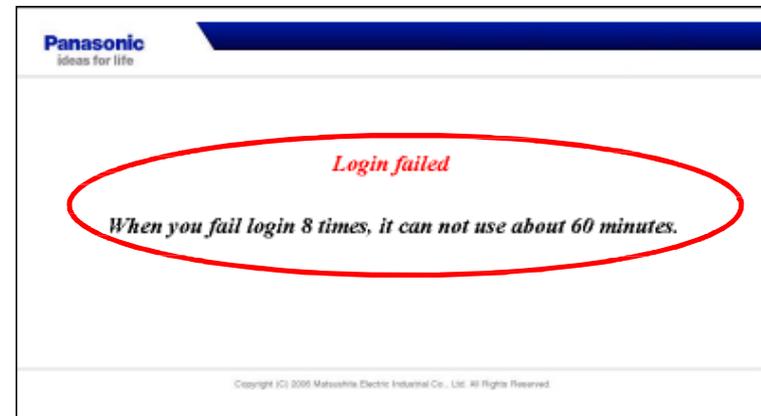
If login fails, the details of the error will be displayed on the login screen. Please check the details and re-enter. In addition, if you fail to log in eight consecutive times within a 60 minute period using the same ID, you will be restricted from logging in with that ID for the next 60 minutes. After the restriction is lifted, please re-enter the ID.

When login fails



A screenshot of a login interface with a light blue background. At the top, a red oval highlights the error message: "Invalid ID or password. Please try again." Below this are two input fields labeled "User ID" and "Password". At the bottom, there are two buttons: "Login" (dark blue) and "Reset" (grey). A link for "Notice board menu" is at the very bottom.

When login fails  
(8 consecutive times within 60 minutes)



- Inquiries regarding Procurement Portal setup

Panasonic Procurement Portal Help Desk  
e-mail: [proc\\_portal\\_help@ml.jp.panasonic.com](mailto:proc_portal_help@ml.jp.panasonic.com)

# 10. Document Revision History

No	年月日	理由	備考
01	Mar 26, 2025	Create new	
02			
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