



**S2P IVALUA
TRAINING**



Using the portal as a supplier



Accessible activities for suppliers



Performance Evaluation



Supplier Quality (Incidents, Collaboration Plans, NPI)



As a Supplier, you access the Portal via the Public Login Page

- Once registered, you receive an email with your login and a temporary password.

Subject
Access to Ivalua Buyer

Notification body
DearWIKK AAAA,
You have just been given access to the Ivalua application for supplier Supplier ABCD with the following user ID: addd@aaa.com.
You must create your password by accessing the following page: [Set password](#).
You will then be allowed to log in to Ivalua: [Login](#).

Welcome to the Procurement portal



Welcome to the Group Purchasing Portal.

As part of optimizing purchasing processes and supply chain management, our group offers a dedicated tool for collaborative management of your purchases.

IDENTIFICATION

Login*

Password*

Login

[Lost your password?](#)



Help Desk +1 650-930-xxxx





New Supplier? Register Now



Password expiration

Access to Ivalua Buyer

 Buyer - O-I <no.reply@o-i.com>
To: 

 To help protect your security, the Follow Up flag text has been hidden. Follow up.
[Click here to see hidden text.](#)

Dear 

You have just been given access to the Ivalua application for supplier with the following user ID: tom.gross@pdr-na.com.

You must create your password by accessing the following page: [Set password](#).

You will then be allowed to log in to Ivalua: [Login](#).

Please refer to the supporting training materials provided [here](#).

This is an automatically generated e-mail, please do not reply

Click [here](#) to manage your notifications settings.



Welcome to the Procurement portal

Welcome to the Group Purchasing Portal.

As part of optimizing purchasing processes and supply chain management, our group offers a dedicated tool for collaborative management of your purchases.

IDENTIFICATION

Login*

Password*

Login

Lost your password?

Help Desk +1 650-930-xxxx

New Supplier? Register Now

Notes:

Password token validity lasts 1 week and the Password reset token validity lasts 1 hour.

The Password reset token validity comes to play when the vendor clicks the “forgot password” link.

If the password expire, please follow :

Go to the login screen and again try to click on forgot password and then change the password instead of directly going to the reset password link in the email.



You Land on the Supplier Portal Homepage

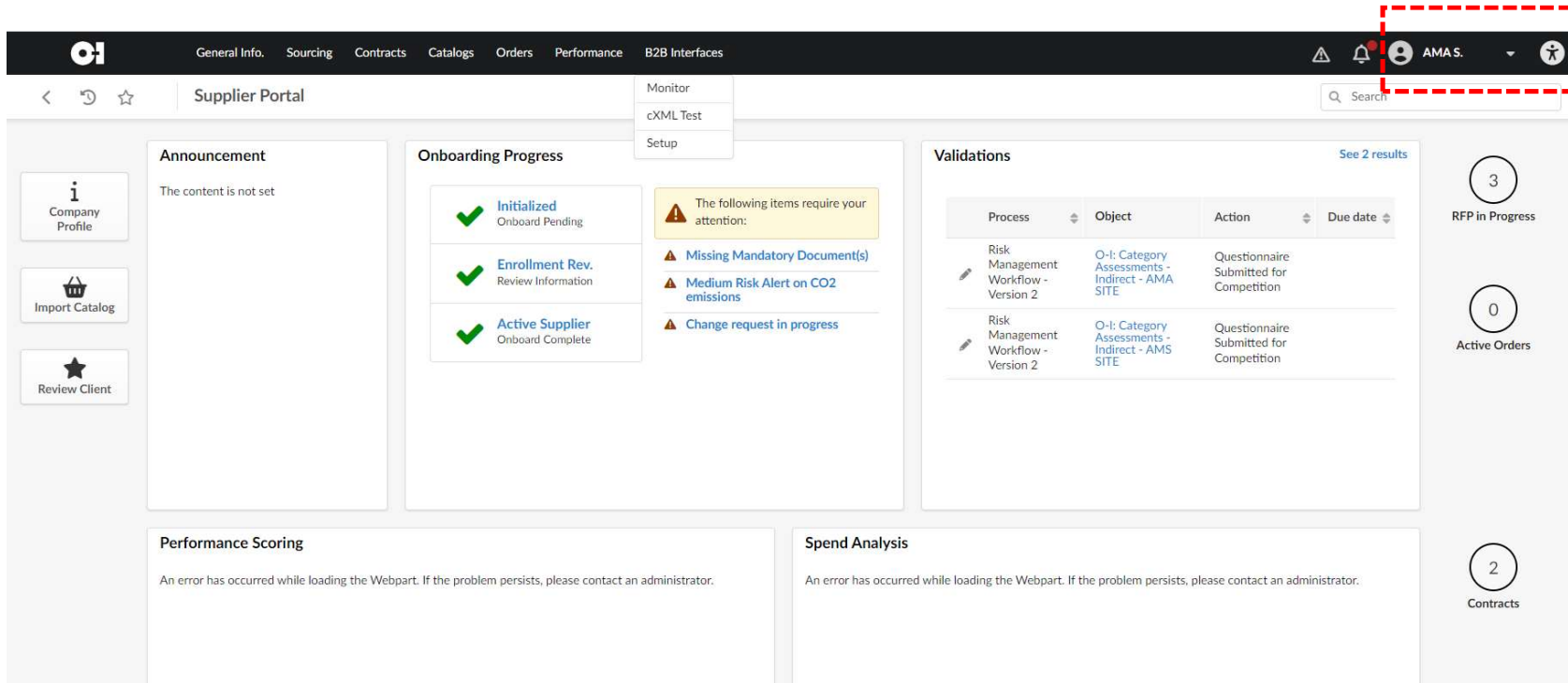
- The Homepage contents can be configured.
- The data segregation is strict: each supplier can only see their own data.

The screenshot displays the Supplier Portal homepage with the following components:

- Navigation Bar:** Includes the logo, menu items (General Info, Sourcing, Contracts, Catalogs, Orders, Performance, B2B Interfaces), user profile (AMA S.), and a search bar.
- Supplier Portal Header:** Contains navigation icons (back, refresh, star) and a dropdown menu with options: Monitor, cXML Test, and Setup.
- Left Sidebar:** Features three main buttons: Company Profile, Import Catalog, and Review Client.
- Announcement:** A section titled "Announcement" with the text "The content is not set".
- Onboarding Progress:** A section showing three status items: "Initialized" (Onboard Pending), "Enrollment Rev." (Review Information), and "Active Supplier" (Onboard Complete). A warning box indicates items requiring attention: "Missing Mandatory Document(s)", "Medium Risk Alert on CO2 emissions", and "Change request in progress".
- Validations:** A table with columns: Process, Object, Action, and Due date. It lists two entries for "Risk Management Workflow - Version 2" with actions "Questionnaire Submitted for Competition". A "See 2 results" link is present.
- Performance Scoring:** A section with an error message: "An error has occurred while loading the Webpart. If the problem persists, please contact an administrator."
- Spend Analysis:** A section with an error message: "An error has occurred while loading the Webpart. If the problem persists, please contact an administrator."
- Right Sidebar:** Displays three circular counters: "3 RFP in Progress", "0 Active Orders", and "2 Contracts".

To navigate between different entities of your Company, use the Supplier selector

- If your company is made up of a **Group** level and several **Site** levels, each is stored as a distinct supplier in Ivalua.
- If there is a Supplier Group and Supplier Sites, each will have their data in a separate space.



Supplier Portal

Monitor
cXML Test
Setup

Search

Announcement
The content is not set

Onboarding Progress

✓ **Initialized**
Onboard Pending

✓ **Enrollment Rev.**
Review Information

✓ **Active Supplier**
Onboard Complete

⚠ The following items require your attention:

- ⚠ Missing Mandatory Document(s)
- ⚠ Medium Risk Alert on CO2 emissions
- ⚠ Change request in progress

Validations [See 2 results](#)

Process	Object	Action	Due date
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMA SITE	Questionnaire Submitted for Competition	
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMS SITE	Questionnaire Submitted for Competition	

3 RFP in Progress

0 Active Orders

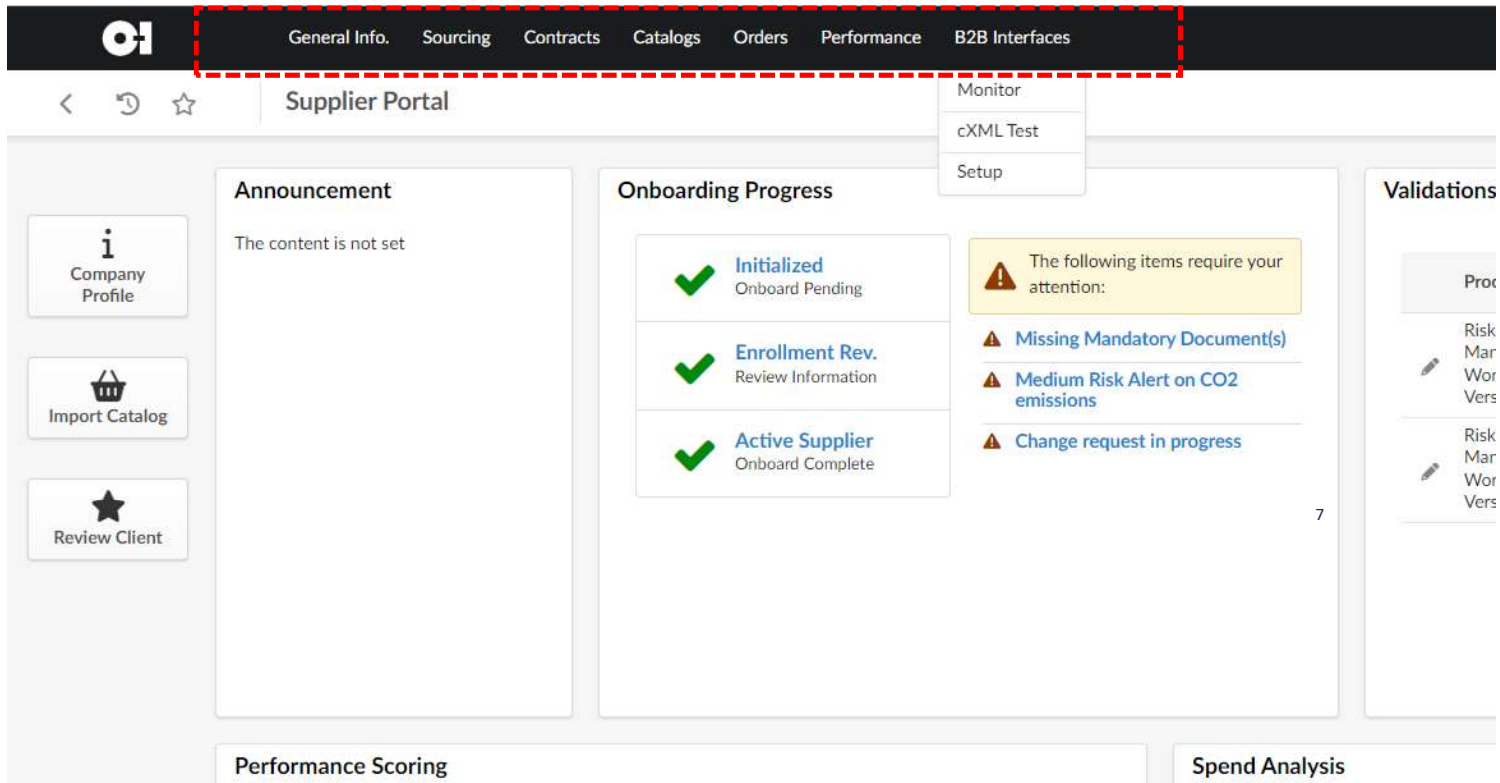
2 Contracts

Performance Scoring
An error has occurred while loading the Webpart. If the problem persists, please contact an administrator.

Spend Analysis
An error has occurred while loading the Webpart. If the problem persists, please contact an administrator.

Supplier Menus are distinct from Internal Menus

- Supplier have a restricted accesses compared to O-I users. They usually see fewer menus.
- Menus displayed depend on the modules enabled in the application.



The screenshot displays the Supplier Portal interface. At the top, a navigation bar contains the OCI logo and a menu with items: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. A red dashed box highlights this menu. Below the navigation bar, the page title is "Supplier Portal". A dropdown menu is open, showing options: Monitor, cXML Test, and Setup. The main content area is divided into several sections:

- Announcement:** The content is not set.
- Onboarding Progress:** Shows three items with green checkmarks:
 - Initialized:** Onboard Pending
 - Enrollment Rev.:** Review Information
 - Active Supplier:** Onboard Complete
- Alerts:** A yellow box with a warning icon states: "The following items require your attention:"
 - Missing Mandatory Document(s)**
 - Medium Risk Alert on CO2 emissions**
 - Change request in progress**
- Validations:** Shows two items, each with a pencil icon and the text "Risk Mar Wor Vers".

At the bottom of the page, there are two sections: "Performance Scoring" and "Spend Analysis".

Accessing your workflow tasks and calendar tasks

In the drop-down menu below your name, you can:

- Delegate your workflow tasks (My profile)

The screenshot displays the Supplier Portal interface. At the top, there is a navigation bar with tabs for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The user's name, AMA S., is visible in the top right corner. Below the navigation bar, the main content area is divided into several sections:

- Announcement:** The content is not set.
- Onboarding Progress:** Shows three items: **Initialized** (Onboard Pending), **Enrollment Rev.** (Review Information), and **Active Supplier** (Onboard Complete). A yellow warning box indicates that the following items require attention: **Missing Mandatory Document(s)**, **Medium Risk Alert on CO2 emissions**, and **Change request in progress**.
- Validations:** A table with columns for Process, Object, Action, and Due date. It lists two entries for Risk Management Workflow - Version 2, both requiring Questionnaire Submitted for Competition.
- Performance Scoring:** An error message: "An error has occurred while loading the Webpart. If the problem persists, please contact an administrator."
- Spend Analysis:** An error message: "An error has occurred while loading the Webpart. If the problem persists, please contact an administrator."

On the right side of the interface, there are four circular indicators representing task counts: **3 RFP in Progress**, **0 Active Orders**, and **2 Contracts**.

Accessing your workflow tasks and calendar tasks

Click on the bell icon next to you name, and you can:

- Access your pending workflow approvals (*Pending validations*)
- Access your calendar tasks (*Scheduled Tasks*)
- Access the notifications (RFx invitations...)

The screenshot displays the Supplier Portal interface. At the top, a navigation bar includes links for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The user's name, AMA S., is visible in the top right corner next to a bell icon. A dropdown menu is open, showing options for Pending validations (with a red notification badge showing '2'), Scheduled Tasks, and Notifications. The main content area is divided into several sections: Announcement (The content is not set), Onboarding Progress (with a list of items: Initialized Onboard Pending, Enrollment Rev. Review Information, and Active Supplier Onboard Complete), and Validations (a table with columns for Process, Object, and Action). The table lists two entries for Risk Management Workflow - Version 2, both with the action 'Questionnaire Submitted for Competition'. The bottom of the page shows Performance Scoring and Spend Analysis sections, both with error messages. On the right side, there are two circular indicators: '0 Active Orders' and '2 Contracts'.

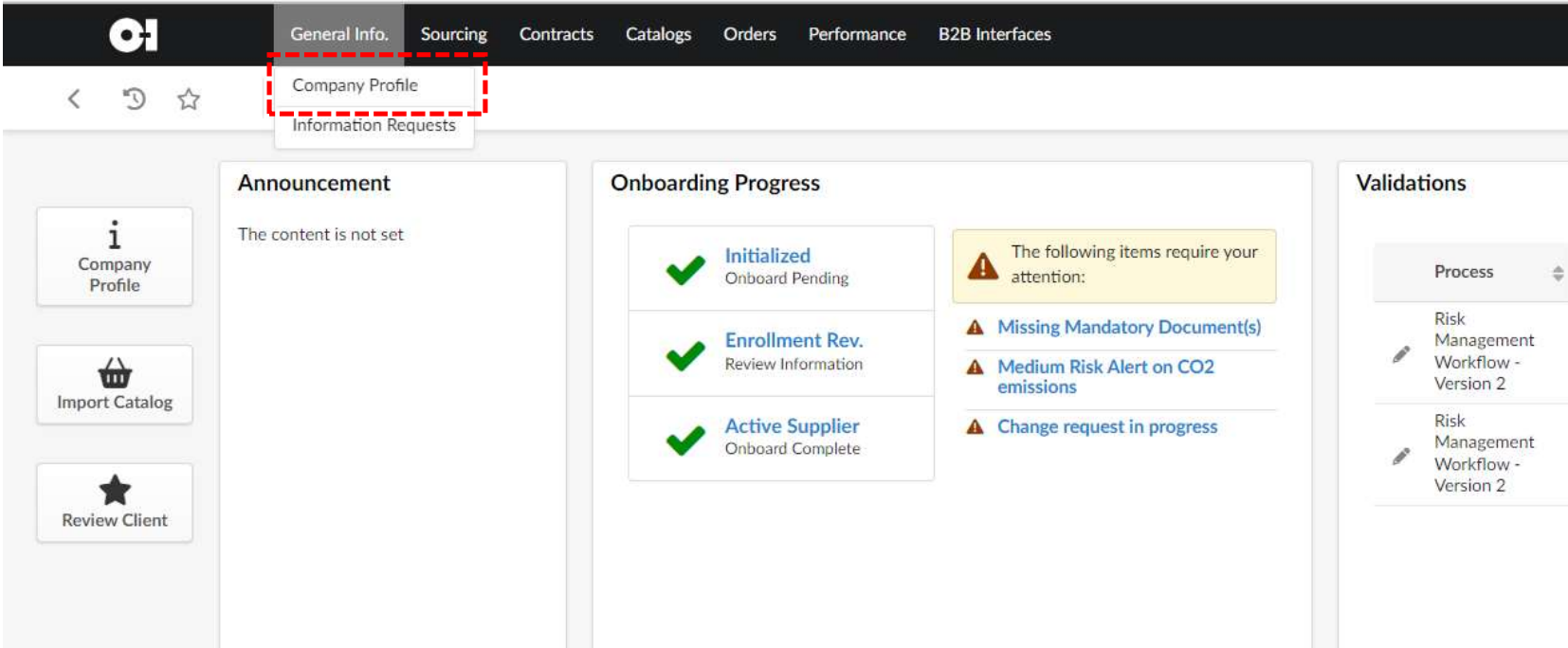
Process	Object	Action
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMA SITE	Questionnaire Submitted for Competition
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMS SITE	Questionnaire Submitted for Competition

ACCESSIBLE ACTIVITIES FOR SUPPLIERS



To Maintain your supplier Data, go to *General Info.* > *Company Profile*

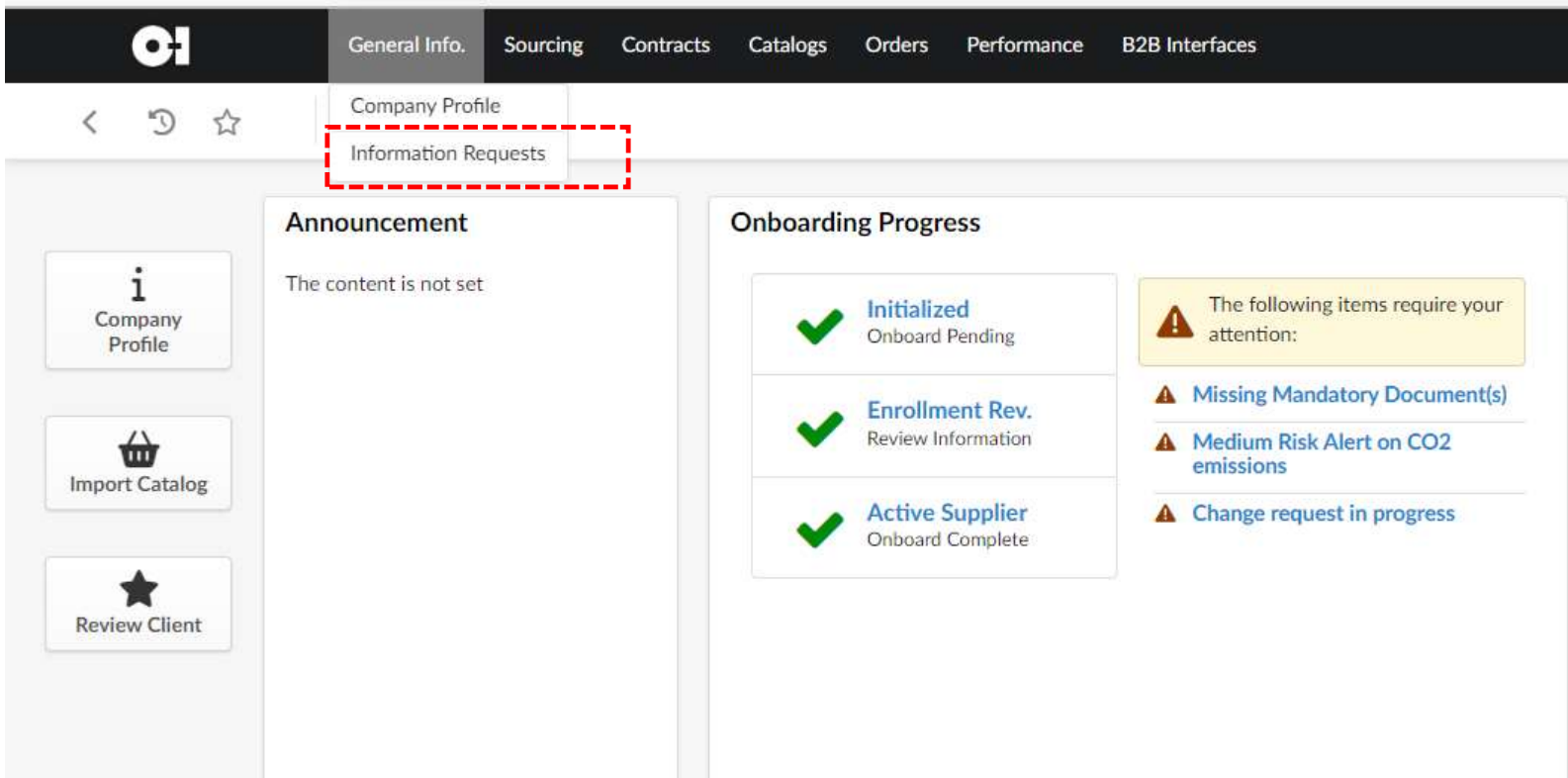
- There is a dedicated deck on this topic.



The screenshot displays the OCI supplier management interface. At the top, a dark navigation bar contains the OCI logo and several menu items: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below this, a secondary navigation bar shows icons for back, refresh, and star, followed by a dropdown menu for 'Company Profile' which is highlighted with a red dashed box. The main content area is divided into three columns: 'Announcement' (with a sub-section 'The content is not set'), 'Onboarding Progress' (showing three green checkmarks for 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'), and 'Validations' (showing a yellow warning box for 'The following items require your attention:' with three items: 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress'). A right sidebar contains a 'Process' dropdown menu with two items: 'Risk Management Workflow - Version 2'.

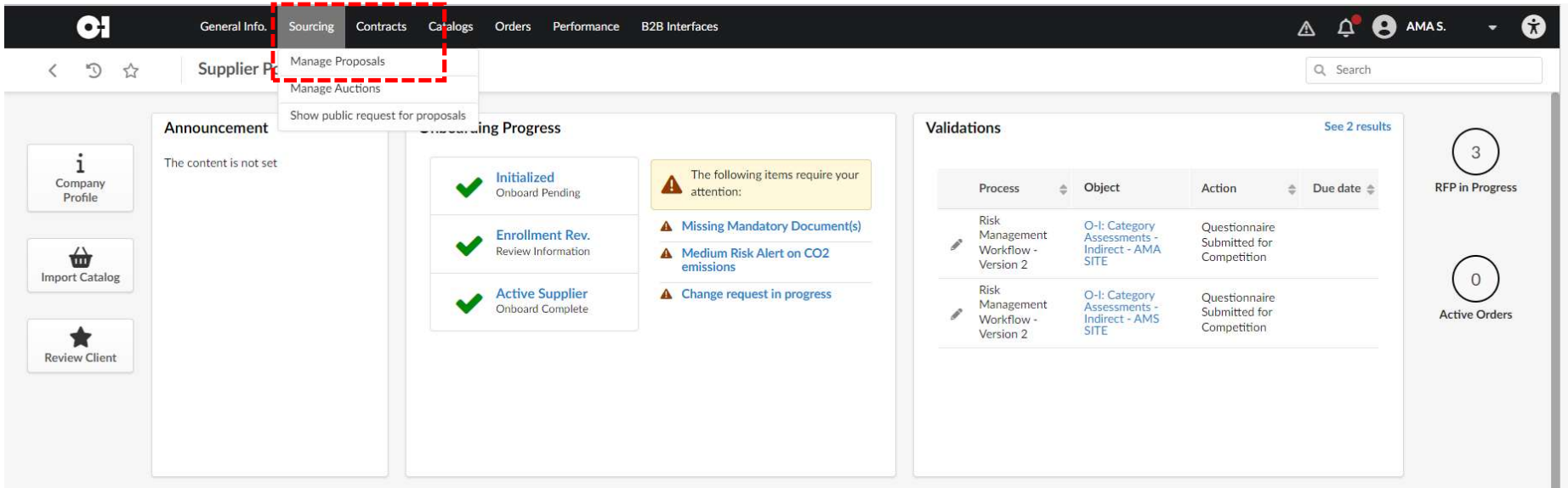


 To Answers RFIs, go to *General Info.* > *Information Requests*



The screenshot displays the OI system interface. At the top, a navigation bar includes the OI logo and menu items: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below this, a secondary navigation bar shows 'Company Profile' and 'Information Requests', with the latter highlighted by a red dashed box. The main content area is divided into two columns. The left column contains three buttons: 'Company Profile' (with an 'i' icon), 'Import Catalog' (with a shopping cart icon), and 'Review Client' (with a star icon). The right column is titled 'Onboarding Progress' and contains three status items, each with a green checkmark: 'Initialized' (Onboard Pending), 'Enrollment Rev.' (Review Information), and 'Active Supplier' (Onboard Complete). To the right of these items is a yellow warning box with a triangle icon and the text 'The following items require your attention:'. Below this box are three items, each with a triangle icon: 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress'. The 'Announcement' section on the left shows the text 'The content is not set'.

To answer an RFx, go to *Manage Proposals*

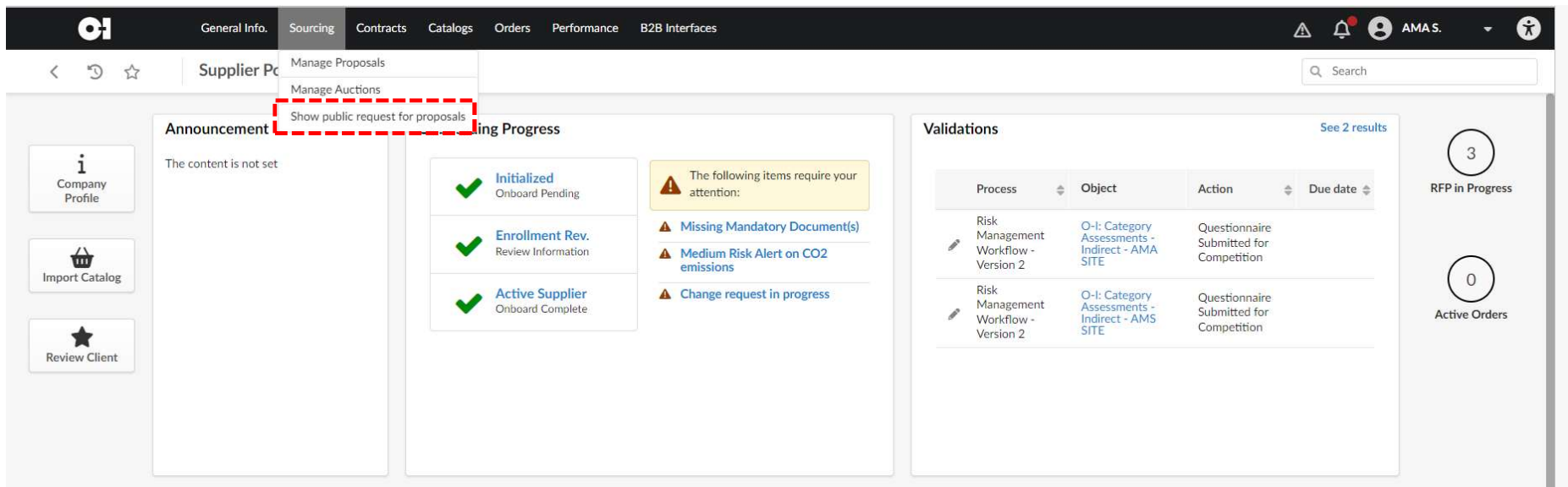


The screenshot displays the OCI Supplier Profile dashboard. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The 'Sourcing' menu is highlighted with a red dashed box, and its sub-menu items are visible: 'Manage Proposals', 'Manage Auctions', and 'Show public request for proposals'. The main content area is divided into several sections:

- Announcement:** The content is not set.
- Onboarding Progress:** A list of progress items with status indicators:
 - Initialized:** Onboard Pending (green checkmark)
 - Enrollment Rev.:** Review Information (green checkmark)
 - Active Supplier:** Onboard Complete (green checkmark)
- Alerts:** A yellow box titled 'The following items require your attention:' contains three items:
 - Missing Mandatory Document(s)
 - Medium Risk Alert on CO2 emissions
 - Change request in progress
- Validations:** A table with 4 columns: Process, Object, Action, and Due date. It shows two rows of validation items, each with a 'See 2 results' link.
- Summary:** On the right side, there are two circular indicators: 'RFP in Progress' with the number 3 and 'Active Orders' with the number 0.

If there are Public RFX, you can review them and request to be invited

- Public RFX are those where part of the information is accessible to un-invited suppliers. They are common in the public sector.



The screenshot displays a procurement system interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The 'Sourcing' tab is active, showing a dropdown menu with 'Manage Proposals', 'Manage Auctions', and 'Show public request for proposals' (highlighted with a red dashed box). The main content area is divided into several sections: 'Announcement' (The content is not set), 'Onboarding Progress' (listing 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'), 'Validations' (listing 'Risk Management Workflow - Version 2' with 'Questionnaire Submitted for Competition'), and a summary on the right showing '3 RFP in Progress' and '0 Active Orders'.

Process	Object	Action	Due date
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMA SITE	Questionnaire Submitted for Competition	
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMS SITE	Questionnaire Submitted for Competition	

Suppliers can Collaborate on Contract Authoring

The screenshot displays the Supplier Portal interface. At the top, a navigation bar includes tabs for General Info., Sourcing, **Contracts**, Catalogs, Orders, Performance, and B2B Interfaces. The 'Contracts' tab is highlighted with a red dashed box, and a sub-menu item 'Manage Contracts' is visible below it. The right side of the navigation bar shows a search icon, a notification bell, a user profile icon labeled 'AMAS.', and a help icon.

Below the navigation bar, the 'Supplier Portal' title is displayed next to navigation icons (back, refresh, star) and a search bar. The main content area is divided into three primary panels:

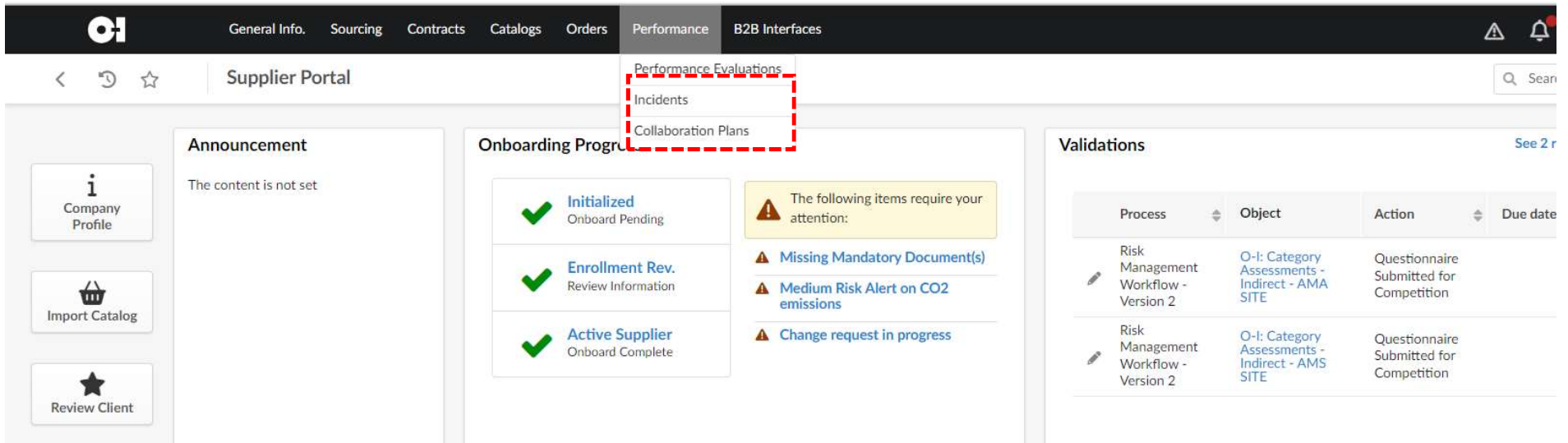
- Announcement:** A panel with the heading 'Announcement' and the text 'The content is not set'.
- Onboarding Progress:** A panel with the heading 'Onboarding Progress' containing three status items:
 - Initialized:** Onboard Pending (green checkmark)
 - Enrollment Rev.:** Review Information (green checkmark)
 - Active Supplier:** Onboard Complete (green checkmark)A yellow warning box indicates 'The following items require your attention:' with three items:
 - Missing Mandatory Document(s)
 - Medium Risk Alert on CO2 emissions
 - Change request in progress
- Validations:** A panel with the heading 'Validations' and a link 'See 2 results'. It contains a table with two rows of validation data.

On the right side of the interface, there are two circular summary indicators: '3 RFP in Progress' and '0 Active Orders'. A sidebar on the left contains three buttons: 'Company Profile', 'Import Catalog', and 'Review Client'.

Process	Object	Action	Due date
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMA SITE	Questionnaire Submitted for Competition	
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMS SITE	Questionnaire Submitted for Competition	

Suppliers can see Incidents & Participate in Collaboration Plans

- Suppliers can see Exceptions logged by Buyers on their Deliveries or Orders.
- Suppliers can see tasks assigned to them in Collaboration Plans.



The screenshot displays the OCI Supplier Portal interface. The top navigation bar includes tabs for General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The Performance tab is active, and a dropdown menu is open, highlighting 'Collaboration Plans' with a red dashed box. The main content area is divided into three sections: Announcements, Onboarding Progress, and Validations.

Announcement: The content is not set.

Onboarding Progress: This section shows three completed steps with green checkmarks: 'Initialized' (Onboard Pending), 'Enrollment Rev.' (Review Information), and 'Active Supplier' (Onboard Complete). A yellow warning box indicates that the following items require attention: 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress'.

Validations: This section contains a table with two rows of validation items. A link 'See 2 r' is visible in the top right corner of this section.

Process	Object	Action	Due date
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMA SITE	Questionnaire Submitted for Competition	
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMS SITE	Questionnaire Submitted for Competition	

REQUEST COMPANY DATA CHANGE/UPDATE



Request Company Change

You can request at any time the following change/update:

- Company information
- Contact
- Documents & Certificates
- P2P Information
- Financial Indicators
- Qualifications

Once you are logged, your first step is to immediately review/complete/change all your data

The screenshot displays the 'Company Info' page with the following sections and fields:

- Alerts:**
 - Missing Mandatory Document(s)
 - DUNS number missing
 - Medium Risk Alert on CO2 emissions
- Company Information:**
 - Supplier: HEMMERLIN SWISS AG
 - Legal Name: [Field] en
 - Website: [Field]
 - NAICS Code: [Field]
 - MWBE Categories: [Field]
 - Telephone: [Field]
- Address:**
 - Address Label: 58
 - Address Line 1: 58, ROUTE DE CHANTEMERLE
 - Address Line 2: [Field]
 - Zip Code: 1763
 - City: GRANGES PACCOT en
 - Country: SWITZERLAND
 - Region: Fribourg
- Legal Information:**
 - Legal Structure: [Field]
 - Place Of Registration: [Field]
 - Shared Capital: [Field]
 - Year Founded: [Field]
 - Tax ID Number: [Field]
 - DUNS: [Field]

Buttons: Save, Answer Questionnaire, Request Information Change (highlighted with a red dashed box).

Request Company Change (company information)

- Enter the reason for the change request
- All the other unlocked fields can be subject to change request

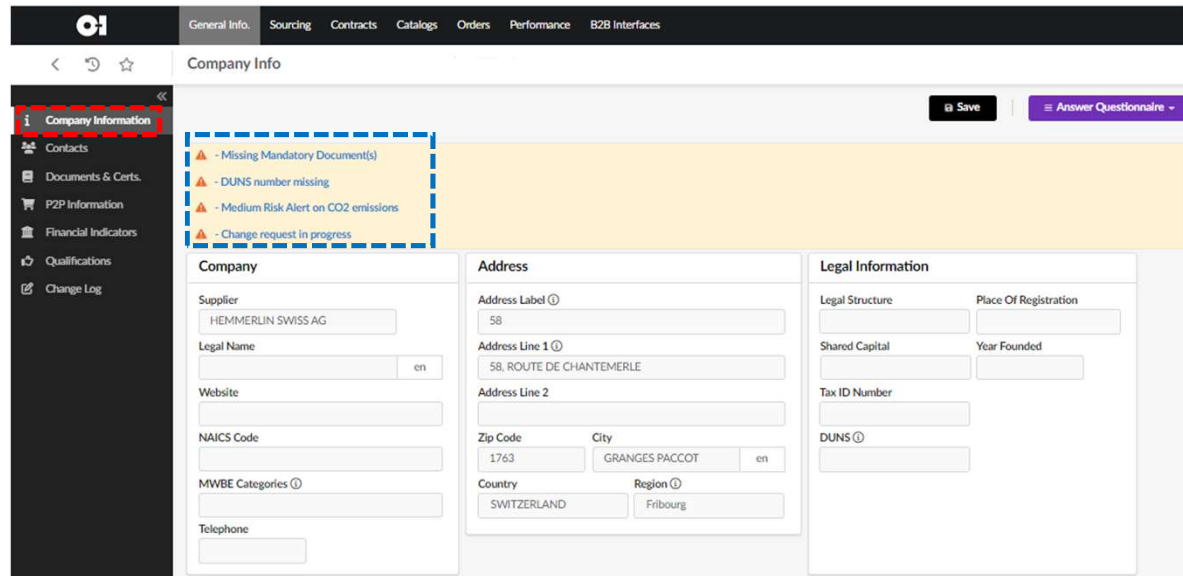
- Enter the Duns Number. If you do not have a Duns number, please make a request by using the following links:



Duns Registration

- The excel spreadsheet is available on <http://vendors.o-i.com>

- Warning messages must be treated by you



The screenshot displays the 'Company Info' form in the OI system. The form is divided into several sections: 'Company', 'Address', and 'Legal Information'. A yellow warning banner at the top of the form contains the following messages:

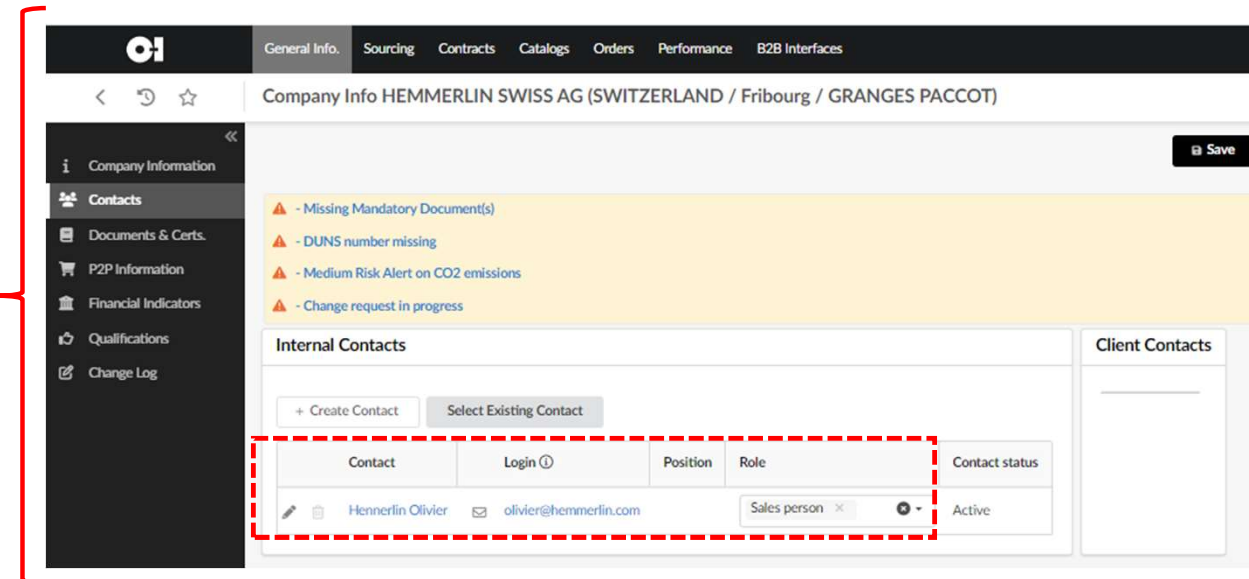
- Missing Mandatory Document(s)
- DUNS number missing
- Medium Risk Alert on CO2 emissions
- Change request in progress

The 'Company' section includes fields for Supplier (HEMMERLIN SWISS AG), Legal Name, Website, NAICS Code, MWBE Categories, and Telephone. The 'Address' section includes fields for Address Label (58), Address Line 1 (58, ROUTE DE CHANTEMERLE), Address Line 2, Zip Code (1763), City (GRANGES PACCOT), Country (SWITZERLAND), and Region (Fribourg). The 'Legal Information' section includes fields for Legal Structure, Place Of Registration, Shared Capital, Year Founded, Tax ID Number, and DUNS.

Request Company Change (Contacts)

At least one contact is mandatory in order to login into Ivalua. Several contacts can be managed depending on their role

- Please enter the contacts name and their roles (each contact will receive his own login and password)
- A different contact would be involved in a different event (e.g., Sales person to receive a spot bid, quality to receive an audit questionnaire)



Company Info HEMMERLIN SWISS AG (SWITZERLAND / Fribourg / GRANGES PACCOT)

Alerts:

- Missing Mandatory Document(s)
- DUNS number missing
- Medium Risk Alert on CO2 emissions
- Change request in progress

Contact	Login	Position	Role	Contact status
Hennerlin Olivier	olivier@hemmerlin.com		Sales person	Active

Request Company Change (Documents & Certificates)

You can attach any document or certificate.

Some documents are mandatory (marked with *) such as Bank Certificate

The screenshot displays a web application interface for 'Company Info'. The top navigation bar includes 'General Info', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The left sidebar lists various sections: 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', 'Financial Indicators', 'Qualifications', and 'Change Log'. The main content area is titled 'Company Info' and features a 'Save' button and an 'Answer Questionnaire -' button. A yellow warning banner indicates 'Missing Mandatory Document(s)', listing 'DUNS number missing', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress'. Below this is a search section with 'Keywords' and 'Status' input fields, and checkboxes for 'Archived Documents' and 'Missing Required Documents'. The 'Company' section contains an 'Add Document' button and a table of document types. The table has columns for 'Att.', 'Document Type', 'Document Name', 'Begin Date', 'Expiration Date', 'Owner', and 'Status'. The listed document types are 'Bank Certificate *', 'Údaje o subjektech DPH / Data on subjects VAT *', 'Supplier Request Form *', and 'Certificate of Incorporation *'. Below the table are sections for 'MWBE Certifications', 'Certifications', and 'Other Documents', each with an 'Add Document(s)' button and a '0 Record(s)' indicator.

Att.	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
<input type="checkbox"/>	Bank Certificate *					
<input type="checkbox"/>	Údaje o subjektech DPH / Data on subjects VAT *					
<input type="checkbox"/>	Supplier Request Form *					
<input type="checkbox"/>	Certificate of Incorporation *					

Request Company Change (P2P Information)

- You can update your banking information in real time
- All the other unlocked fields can be subject to change request

Company Change Request

Save Cancel Change Request Submit

- DUNS number missing
- Medium Risk Alert on CO2 emissions

Order Address

Use Company Information Address

Address Label

Address Line 1
Search for an address...

Address Line 2

Zip Code City en

Country State/Province

Map Satellite

Payment Address

Use Company Information Address

Address Label

Address Line 1
Search for an address...

Address Line 2

Zip Code City en

Country State/Province

Map Satellite

Purchasing Information

Incoterm Incoterm Location

Incoterm 2 Incoterm 2 Location en

Catalog Access SCAC - Transport

Email transport@hommorlin.ch

Telephone Preferred Transmission Type

Banking Information

+ Add Banking Information

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
		CH570023232379437860X	23379437860X	00233	Validated

1 Record(s)

Once the change request has been completed, click

Submit



✓ Data has been saved
i Validated successfully

Request Company Change (Qualifications)

- You can update the countries you can serve
- The commodities you can supply
- Customer reference

The screenshot shows a software interface for 'Company Info'. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The main content area is titled 'Company Info' and features a 'Save' button in the top right. A left sidebar contains a menu with items: 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', 'Financial Indicators', 'Qualifications', and 'Change Log'. The 'Qualifications' section is highlighted with a red dashed box and contains the following fields: 'Countries Served definitions' (a dropdown menu), 'Supplier Commodities' (a dropdown menu), and 'Comment (Supplier)' (a text input field with a language selector set to 'en'). Below these fields is a 'Customer References' section with an 'Add Reference' button. A yellow warning banner at the top of the main content area lists several alerts: '- Missing Mandatory Document(s)', '- DUNS number missing', '- Medium Risk Alert on CO2 emissions', and '- Change request in progress'. To the right of the 'Qualifications' section is a 'Questionnaires' table with columns for 'Campaign', 'Progress', 'Status', and 'Date'. The table contains one record: 'Supplier Qualification' with a progress bar at 0%, status 'In progress', and date '6/22/2023'. The table also shows '1 Record(s)' and a settings icon.

Request Company Change (Changes Requested)

- In this tab you can see the changes requested

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Company Change Request

✓ Data has been saved
Validated successfully

▲ - DUNS number missing
▲ - Medium Risk Alert on CO2 emissions

Object label	Old Value	New Value
Order Address		
Status		[val]
Payment Address		
Status		[val]
Main Address		
Longitude		7.14
Latitude		46.82
insertion_date		6/22/2023 6:46:22 AM
Order Address		
insertion_date		6/22/2023 7:03:14 AM
Payment Address		
insertion_date		6/22/2023 7:03:14 AM
Banking Information		
Payee Name		UBS Switzerland AG
Bank Name		UBS Switzerland AG

15 Record(s)

Operations that Suppliers cannot do

Suppliers cannot :

- See other Suppliers data, even though they share the same qualifications.
- See their Performance Evaluations.
- See Purchase Requisitions (only Purchase orders).
- Request Contract Renewal.
- Request access to RFxs that are not public if they are not invited to them.

Ivalua training database link to be added

RESPONDING QUESTIONNAIRES



Questionnaire types

Suppliers may be asked to respond several types of questionnaires:

- RFX – to provide Information, Proposal, Quotation
- Self Audits – to provide input for the supplier evaluation or prepare the ground for an on-site audit
- Data collection – IT Security, Sustainability, Scope 3 emissions, etc...
- Supplier satisfaction surveys

Questionnaires may vary in the form (closed/open questions, selection from a list, tick the box, ...) but the answering methodology is the same for all.

How To Access?

The notifications will pop-up under the bell icon (1)

They are visible within the Pending validations Submenu (2)

Description may vary depending on the questionnaire type (3)

Access the questionnaire by clicking the pencil or the Object description (4)

The screenshot displays a 'To do list' interface with a search filter set to 'To be validated'. A table lists various tasks with columns for Process, Object, Action, Forwarded on, Action's date (UTC+2), Due date, and Status. Annotations 1-4 highlight key UI elements for accessing questionnaires.

Process	Object	Action	Forwarded on	Action's date (UTC+2)	Due date	Status
Collaboration Plan	Omco Quality System Audit Test corrective action	Plan Submission	7/29/2023			
Evaluations	Supplier Quality Mould Technical Evaluation - SIBELCO SAINT ROMAIN LE-PUY	Questionnaire Response	7/19/2023			
Collaboration Plan	RCCA required	Plan Submission	7/19/2023			
Collaboration Plan	100% control for next 3 del.	Plan Submission	7/12/2023			
Evaluations	Supplier Quality System Audit - Omco International N.V.	Questionnaire Response	7/11/2023			
Collaboration Plan	1005 control is required	Plan Submission	7/10/2023			
Incident Management	test incident 07.07.2023	Supplier Review	7/7/2023			
Collaboration Plan	Action after incident -	Plan Submission	7/7/2023			
Incident Management	ID 33- Supplier reject	Supplier Review	6/29/2023			
Incident Management	test Magda	Supplier Review	6/28/2023			
Collaboration Plan	do reklamacji dzialania	Plan Submission	6/27/2023			
Collaboration Plan	test	Plan Submission	6/27/2023			
Incident Management	Test 27.06.2023 - Supplier create collab plan for incident	Supplier Review	6/27/2023			
Collaboration Plan	Testing against 862526	Plan Submission	6/16/2023			
Banking Information Validation	Omco International N.V. - Brussels	Creation	6/15/2023			

How To Respond?

Once the form pops up the questionnaire can be accessed directly (1) or via the Excel File (2)

In case of the direct access the answers must be provided directly in the system

In case of using Excel the answers can be provided off-line

The screenshot displays a web application window titled "Evaluation : Supplier Quality System Audit". On the left, a sidebar shows a "Scoring Context" menu with "Support" (0/1) and "Operation" (0/3) items. The main content area is divided into two sections. The top section, "Scoring Context", contains a form with the following fields: "Campaign" (Supplier Quality System Audit), "Supplier" (Omco International N.V.), "Evaluated Period" (January 2023), "Answered by" (carlos juan), "Organization" (empty), and "Commodity" (empty). Below these is an "Improvement Plans" field. The bottom section, "Answer Questionnaire", features a green "Access Questionnaire" button (labeled 1) and two download links (labeled 2): "Download in Excel 2007-2010 format (xlsx)" and "Download in Excel 97-2003 format (xls)". A "Submit" button is located in the top right corner of the form area.

How To Respond?

Answers in the system must be provided to all the questions. Please note the mandatory, star marked questions (1)

To move to next question please click Next button (2)

Once finalized click the Submit button (3)

The form can be filled in several sessions
Use the Close button (4) to save the form without submission.

The screenshot shows a web-based evaluation form titled "Evaluation : Supplier Quality System Audit". On the left is a dark sidebar with "Scoring Context" showing "Support" (0/1) and "Operation" (0/3). The main content area has a header with "4" and a "Close" button, and a "Submit" button with "3" next to it. Below is a "Support" section, followed by a "Creation and Maintenance" section. A question "[GQT_813.01] Is there a documented procedure to manage the documented information (documents) that includes, but is not limited to document approval, review and update, change control and level of review?" is shown with a "Not Applicable" checkbox and a "Score*" dropdown menu with "1" selected. A "Comment" text area is below. At the bottom right, a "Next" button is highlighted with a "2" next to it.

How To Respond?

If answering using Excel, feedback must be provided on all the open tabs (1).

All the white cells are mandatory (2)

Once finalized, the file shall be saved with the same name and format.

Then it can be saved into Ivalua (3) and Submitted (4)

2

4

3

Code	Field Label	Description / Instructional Text	Not Applicable	Answer
GQT_813.01	Creation and Maintenance	Is there a documented procedure to manage the documented information (documents) that includes, but is not limited to document approval, review and update, change control and level of review?	Auditor to review the document control procedure.ISO 9001 Reference 7.5.2.Yes = The plant has a document control procedure and keeps critical documentation updated.No = The plant does not have a document control procedure and does not keep documentation updated.	

Evaluation : Supplier Quality System Audit

Close Submit

Scoring Context

Support 0/3

Operation 0/3

Scoring Context

Campaign Supplier Quality System Audit Supplier Omco International N.V.

Evaluated Period January 2023 Answered by carlos juan

Organization Commodity

Improvement Plans

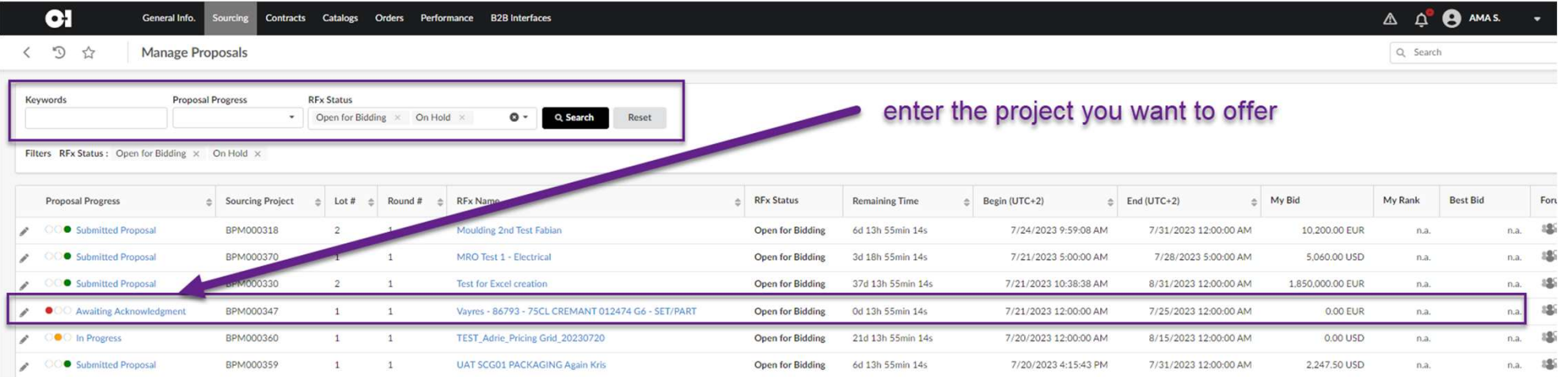
Answer Questionnaire

Access Questionnaire OR Download in Excel 2007-2010 format (xlsx) Click or Drag to add a file

MANAGE PROPOSALS – SUPPLIER PART



 To answer an RFX, go to the project which will be offering



The screenshot shows the 'Manage Proposals' interface. At the top, there is a navigation bar with 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. A search bar is located in the top right corner. Below the navigation bar, there are filters for 'Keywords', 'Proposal Progress', and 'RFX Status'. The 'RFX Status' filter is set to 'Open for Bidding' and 'On Hold'. A purple box highlights the search area, and a purple arrow points from the text 'enter the project you want to offer' to the search input field. Below the filters, there is a table of proposals. The table has columns for 'Proposal Progress', 'Sourcing Project', 'Lot #', 'Round #', 'RFX Name', 'RFX Status', 'Remaining Time', 'Begin (UTC+2)', 'End (UTC+2)', 'My Bid', 'My Rank', and 'Best Bid'. The row for 'Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART' is highlighted with a purple box, and a purple arrow points from the search input field to this row.

Proposal Progress	Sourcing Project	Lot #	Round #	RFX Name	RFX Status	Remaining Time	Begin (UTC+2)	End (UTC+2)	My Bid	My Rank	Best Bid	For
Submitted Proposal	BPM000318	2	1	Moulding 2nd Test Fabian	Open for Bidding	6d 13h 55min 14s	7/24/2023 9:59:08 AM	7/31/2023 12:00:00 AM	10,200.00 EUR	n.a.	n.a.	
Submitted Proposal	BPM000370	1	1	MRO Test 1 - Electrical	Open for Bidding	3d 18h 55min 14s	7/21/2023 5:00:00 AM	7/28/2023 5:00:00 AM	5,060.00 USD	n.a.	n.a.	
Submitted Proposal	BPM000330	2	1	Test for Excel creation	Open for Bidding	37d 13h 55min 14s	7/21/2023 10:38:38 AM	8/31/2023 12:00:00 AM	1,850,000.00 EUR	n.a.	n.a.	
Awaiting Acknowledgment	BPM000347	1	1	Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART	Open for Bidding	0d 13h 55min 14s	7/21/2023 12:00:00 AM	7/25/2023 12:00:00 AM	0.00 EUR	n.a.	n.a.	
In Progress	BPM000360	1	1	TEST_Adrie_Pricing Grid_20230720	Open for Bidding	21d 13h 55min 14s	7/20/2023 12:00:00 AM	8/15/2023 12:00:00 AM	0.00 USD	n.a.	n.a.	
Submitted Proposal	BPM000359	1	1	UAT SCG01 PACKAGING Again Kris	Open for Bidding	6d 13h 55min 14s	7/20/2023 4:15:43 PM	7/31/2023 12:00:00 AM	2,247.50 USD	n.a.	n.a.	



Check the general information about the project

Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART (BPM000347) - Lot : 1 / Round...

Save Download all contents of this RFx

Remaining time : 0d 13h 49min 59s - No proposal has been submitted

Acknowledgement

To answer to this RFx, please acknowledge receipt

I acknowledge receipt of this RFx

RFx General Information

Code
BPM000347
RFx Name
Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART
Lot #
1
Round #
1
Begin
7/21/2023 12:00:00 AM (UTC+2)
End
7/25/2023 12:00:00 AM (UTC+2)
Summary
Process
Mould bidding process

RFx Documents

0 Record(s)

RFx Links

View Quotation Form

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART (BPM000347) - Lot : 1 / Round...

Save Download all contents of this RFx

Remaining time : 0d 13h 49min 19s - No proposal has been submitted

Acknowledgement

To answer to this RFx, please acknowledge receipt

I acknowledge receipt of this RFx

Status

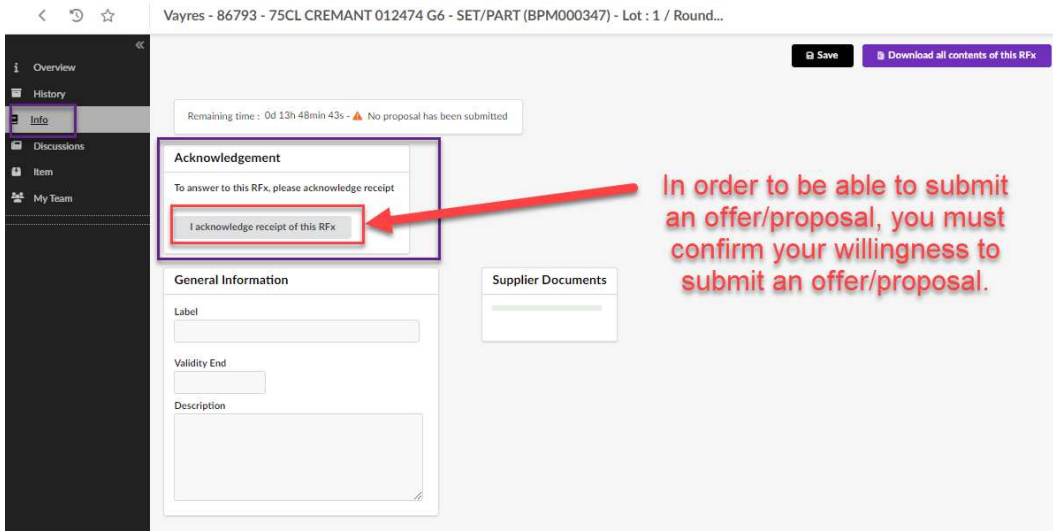
In progress x Submitted x Search Reset

Requests

Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART 1 x

0 Record(s)

To answer an RFX, please acknowledge receipt



Remaining time: 0d 13h 48min 43s - No proposal has been submitted

Acknowledgement

To answer to this RFX, please acknowledge receipt

I acknowledge receipt of this RFX

General Information

Label

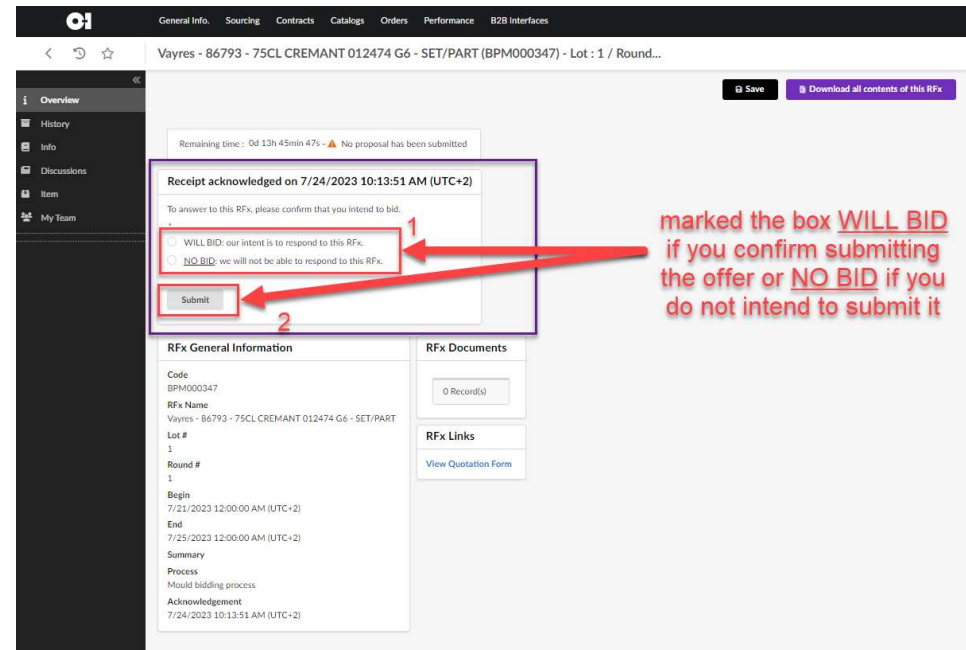
Validity End

Description

Supplier Documents

[Save](#) [Download all contents of this RFX](#)

In order to be able to submit an offer/proposal, you must confirm your willingness to submit an offer/proposal.



Remaining time: 0d 13h 45min 47s - No proposal has been submitted

Receipt acknowledged on 7/24/2023 10:13:51 AM (UTC+2)

To answer to this RFX, please confirm that you intend to bid.

WILL BID: our intent is to respond to this RFX.

NO BID: we will not be able to respond to this RFX.

RFX General Information

Code: BPM000347

RFX Name: Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART

Lot #: 1

Round #: 1

Begin: 7/21/2023 12:00:00 AM (UTC+2)

End: 7/25/2023 12:00:00 AM (UTC+2)

Summary

Process: Mould bidding process

Acknowledgement: 7/24/2023 10:13:51 AM (UTC+2)

RFX Documents

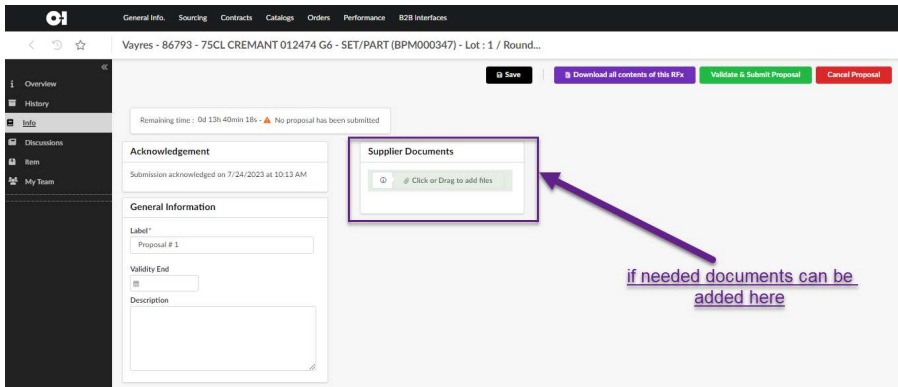
[0 Record\(s\)](#)

RFX Links

[View Quotation Form](#)

[Save](#) [Download all contents of this RFX](#)

marked the box WILL BID if you confirm submitting the offer or NO BID if you do not intend to submit it



Remaining time: 0d 13h 40min 18s - No proposal has been submitted

Acknowledgement

Submission acknowledged on 7/24/2023 at 10:13 AM

Supplier Documents

[Click or Drag to add files](#)

General Information

Label*: Proposal # 1

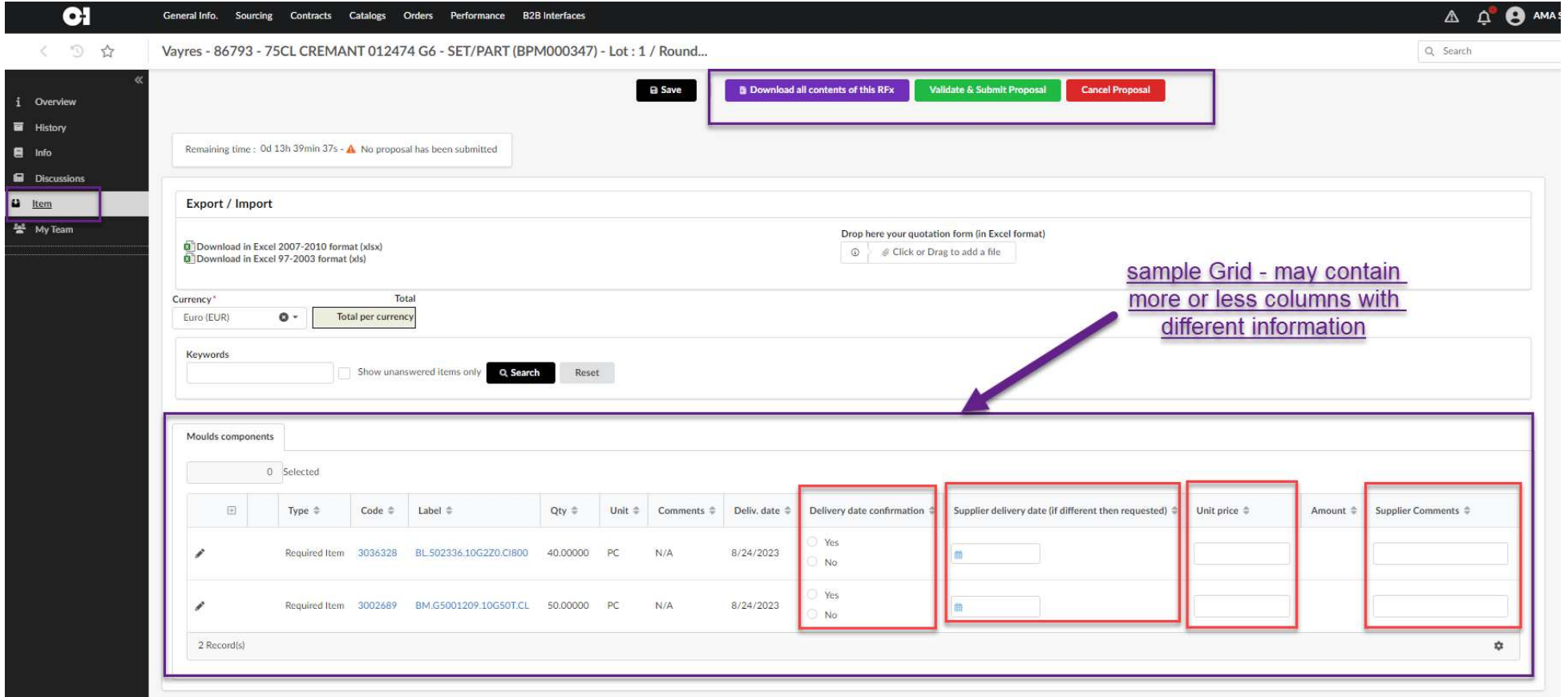
Validity End

Description

[Save](#) [Download all contents of this RFX](#) [Validate & Submit Proposal](#) [Cancel Proposal](#)

if needed documents can be added here

To answer an RFX, please fill in a Grid



General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART (BPM000347) - Lot : 1 / Round...

Save Download all contents of this RFX Validate & Submit Proposal Cancel Proposal

Remaining time : 0d 13h 39min 37s - No proposal has been submitted

Export / Import

Download in Excel 2007-2010 format (xlsx) Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format) Click or Drag to add a file

Currency* Total Euro (EUR) Total per currency

Keywords Show unanswered items only Search Reset

Moulds components

Type	Code	Label	Qty	Unit	Comments	Deliv. date	Delivery date confirmation	Supplier delivery date (if different then requested)	Unit price	Amount	Supplier Comments
Required Item	3036328	BL.502336.10G220.CI800	40.00000	PC	N/A	8/24/2023	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>		<input type="text"/>
Required Item	3002689	BM.G5001209.10G50T.CL	50.00000	PC	N/A	8/24/2023	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>		<input type="text"/>

2 Record(s)

sample Grid - may contain more or less columns with different information

To answer an RFX, please fill in a Grid (next steps)

The screenshot shows a web interface for submitting a proposal. At the top, there are four buttons: 'Save' (red box, labeled '2'), 'Download all contents of this RFX' (purple), 'Validate & Submit Proposal' (green box, labeled '3'), and 'Cancel Proposal' (red). Below the buttons is a status bar showing 'Remaining time : 0d 13h 36min 42s' and 'No proposal has been submitted'. The main area is divided into sections: 'Export / Import' with download options for Excel 2007-2010 and 97-2003 formats, and a 'Drop here your quotation form (in Excel format)' area. Below that is a 'Currency*' section with 'Euro (EUR)' selected and a 'Total per currency' button. A 'Keywords' search bar is also present. The 'Moulds components' section features a table with 2 records. A purple box highlights the table's details, labeled '1'. The table has columns for Type, Code, Label, Qty, Unit, Comments, Deliv. date, Delivery date confirmation, Supplier delivery date, Unit price, Amount, and Supplier Comments.

Type	Code	Label	Qty	Unit	Comments	Deliv. date	Delivery date confirmation	Supplier delivery date (if different then requested)	Unit price	Amount	Supplier Comments
Required Item	3036328	BL.502336.10G2Z0.CI800	40.00000	PC	N/A	8/24/2023	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	150.00		N/A
Required Item	3002689	BM.G5001209.10G50T.CL	50.00000	PC	N/A	8/24/2023	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="8/27/2023"/>	200.00		we can not deliver BM o...

To answer an RFX, final confirmation

ed items only

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 2 / 2 items have been filled.
- Total number of attached documents: 0.

Cancel Submit my proposal

Label	Qty	Unit	Comments	Deliv. date	Delivery date confirmation	Supplier delivery date (if different then requested)	Unit price
-------	-----	------	----------	-------------	----------------------------	--	------------

Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART (BPM000347) - Lot : 1 / Round...

Save Create a new proposal Other Actions

Info

- Bid Submitted on 7/24/2023 10:26:19 AM
- Your proposal has been successfully submitted. Buyers have been notified. They will acknowledge receipt of the proposal. Access History to view all submitted proposals.

Remaining time : 0d 13h 33min 39s

Acknowledgement

Submission acknowledged on 7/24/2023 at 10:13 AM

Supplier Documents

Progress bar

General Information

- Overview
- History
- Info
- Discussions
- Item
- My Team

CONTRACT MANAGEMENT



Supplier Portal - Validations

To display contract agreements shared by O-I use VALIDATIONS section in the dashboard of Supplier Portal:

The screenshot shows the Supplier Portal dashboard with the following sections:

- Announcement:** The content is not set.
- Onboarding Progress:** Shows three green checkmarks for 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'. A yellow warning box below lists items requiring attention: 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', 'Change request in progress', and 'Supplier Expired Documents'. A green arrow points from this section to the Validations section.
- Validations:** A table with 5 results, highlighted with a green border. It lists contract agreements with their processes, objects, actions, and due dates.

Process	Object	Action	Due date
Main Contract Authoring	Blue Star Amendment #1 - A	Supplier Review	
Main Contract Authoring	Notifications retest #2 - agreement for Germany - retest notifications	Supplier Review	
Main Contract Authoring	CONTRACT WITH SOURCING AWARD - lindsay file	Supplier Review	
Main Contract Authoring	ENVIGADO - CONTRATO	Supplier Review	

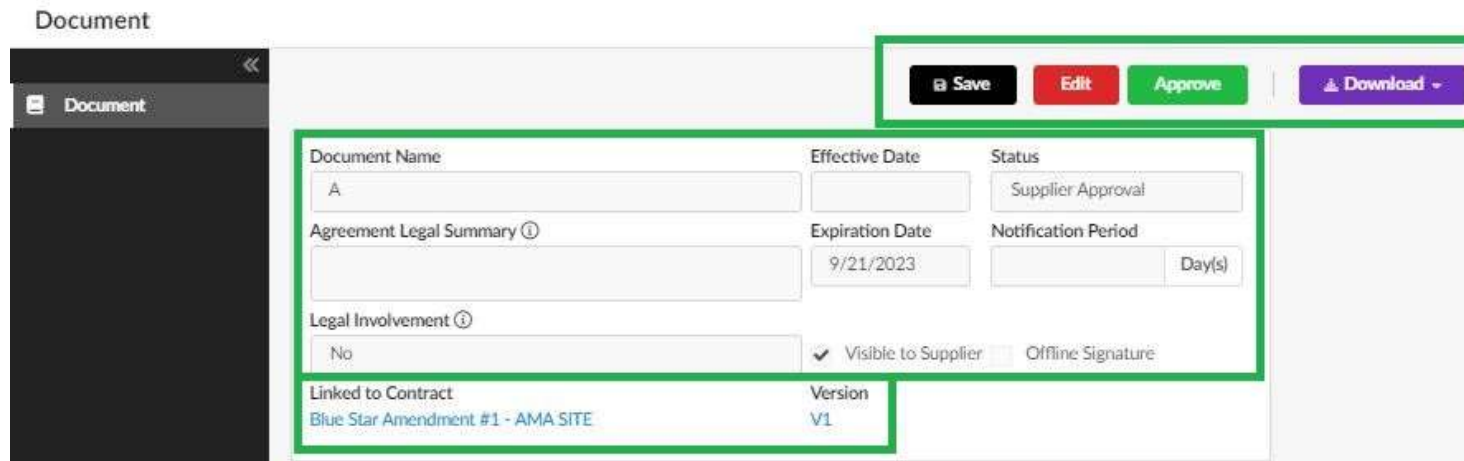
Contract management - Agreement Document

To act on the agreement, click into item, you will see document window.

On top you have active buttons to perform following activities:

- **DOWNLOAD** document you received,
- **APPROVE** agreement if no changes required,
- or propose changes via **EDIT**.

Main document information and indication to which **CONTRACT WORKSPACE** document is linked to is visible:



The screenshot displays a document management interface. On the left is a dark sidebar with a 'Document' header and a back arrow. The main content area is titled 'Document' and contains a form with the following fields:

Document Name	Effective Date	Status
A		Supplier Approval
Agreement Legal Summary ⓘ	Expiration Date	Notification Period
	9/21/2023	Day(s)
Legal Involvement ⓘ	<input checked="" type="checkbox"/> Visible to Supplier <input type="checkbox"/> Offline Signature	
No		
Linked to Contract	Version	
Blue Star Amendment #1 - AMA SITE	V1	

At the top right of the form, there are four action buttons: 'Save' (black), 'Edit' (red), 'Approve' (green), and 'Download' (purple with a dropdown arrow).

Contract management – Agreement Document

To view agreement document (original version proposed by O-I), use preview window:

Document

Document

Save Edit Approve Download

Preview

1 of 6

Il presente Accordo di Riservatezza va customizzato di volta in volta in funzione dell'attività richiesta al fornitore

ACCORDO DI RISERVATEZZA ("Accordo")

Il presente Accordo

è stipulato il _____, da **O-I Italy S.p.A. del Gruppo O-I** (qui di seguito indicata come "**O-I**"), con sede legale in Origgio, Via 1° Maggio, 18, iscrizione al Registro Imprese di Varese e Codice Fiscale n° 00099020057 - Partita Iva n° 1999790152 e da _____ con sede legale in _____, Via _____, iscrizione al Registro Imprese di _____, Codice Fiscale e Partita IVA n° _____ (qui di seguito indicata come il "**Ricevente**").

PREMESSO CHE

(A) O-I intende _____ (il "**Progetto**") presso lo Stabilimento di _____, sito in _____, A questo proposito si rende necessario _____.

(B) O-I intende avvalersi di società _____ ai fini del perfezionamento del **Progetto**. A titolo esemplificativo e non esaustivo le attività richieste al Ricevente - che ai fini di questo Accordo vengono qualificate come "**Attività Rilevanti**" - sono di seguito indicate:

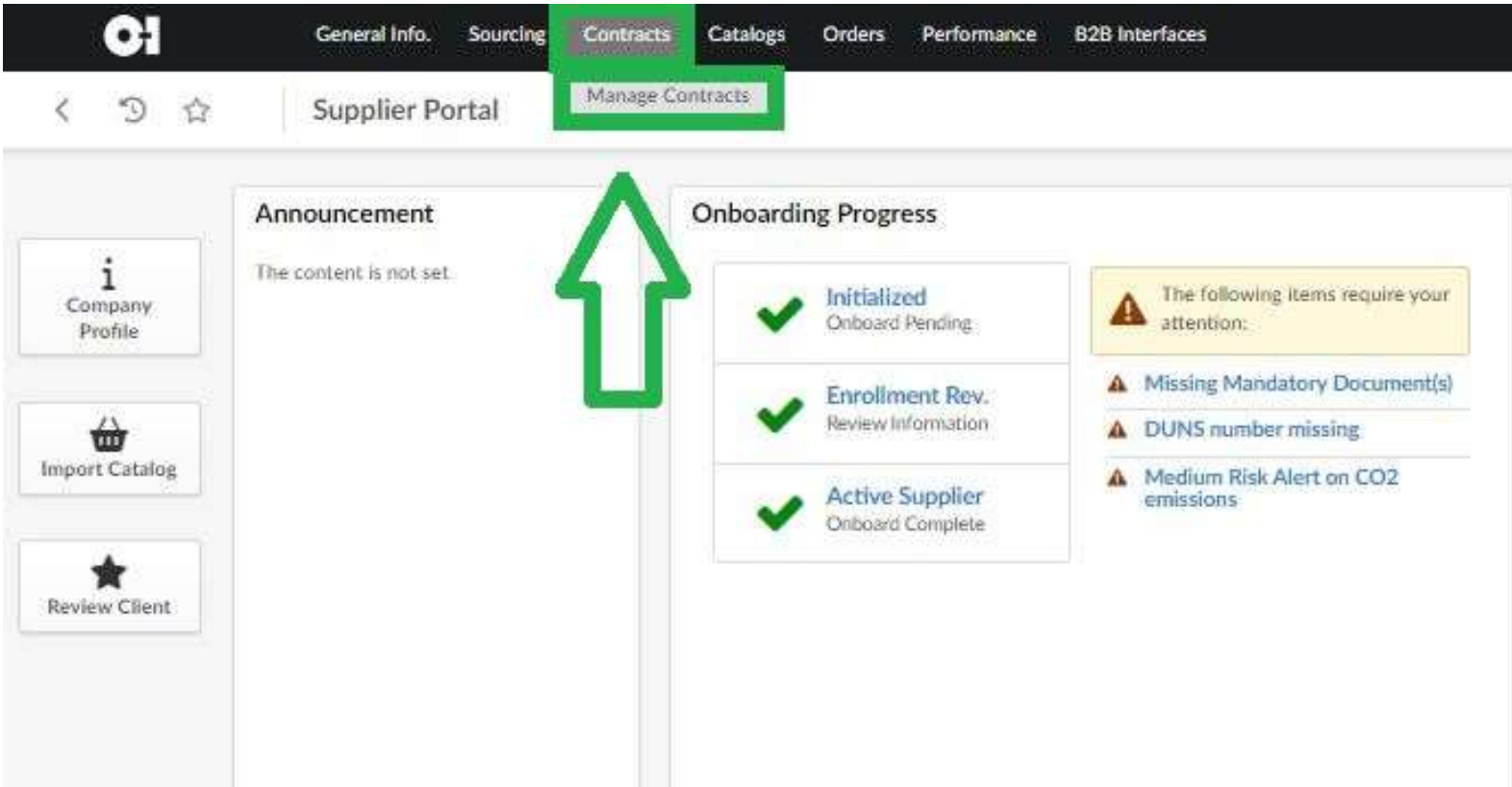
- a. raccolta dei dati e della documentazione necessaria per la predisposizione delle relazioni tecniche da presentare alle Autorità competenti per l'avvio dell'iter autorizzativo ambientale;
- b. verifica dell'assoggettabilità del **Progetto** a Valutazione di Impatto Ambientale - VIA;
- c. supporto ad O-I nello sviluppo del processo di Valutazione di Impatto Ambientale, qualora richiesto dagli Enti di competenza;
- d. supporto ad O-I nello sviluppo della relazione tecnica per la richiesta di modifica dell'Autorizzazione Integrata Ambiente dello Stabilimento di Bari;
- e. supporto ad O-I nel confronto con gli Enti competenti in tutto l'iter autorizzativo.

Il Ricevente, per tutto quanto sopra indicato in merito alle **Attività Rilevanti**, otterrà Informazioni Riservate (come di seguito definite) da O-I e/o dal Gruppo O-I (come di seguito definito).

(C) O-I è disposta a condividere tali Informazioni Riservate con il Ricevente alle condizioni di

Contracts -> Manage Contracts

To browse through contract workspaces, you have with O-I, use menu: **CONTRACTS & MANAGE CONTRACTS:**



The screenshot displays the O-I Supplier Portal interface. The top navigation bar includes the O-I logo and menu items: General Info., Sourcing, **Contracts**, Catalogs, Orders, Performance, and B2B Interfaces. Below this, the 'Supplier Portal' header contains navigation icons and a 'Manage Contracts' button, which is highlighted with a green box. A large green arrow points upwards from the 'Onboarding Progress' section towards the 'Manage Contracts' button.

The main content area is divided into several sections:

- Announcement:** The content is not set.
- Onboarding Progress:** A list of three items, each with a green checkmark:
 - Initialized:** Onboard Pending
 - Enrollment Rev.:** Review Information
 - Active Supplier:** Onboard Complete
- Alerts:** A yellow box titled 'The following items require your attention:' contains three items:
 - Missing Mandatory Document(s)
 - DUNS number missing
 - Medium Risk Alert on CO2 emissions

On the left side, there is a sidebar with three buttons: 'Company Profile', 'Import Catalog', and 'Review Client'.

Contracts -> Manage Contracts

CONTRACT WORKSPACES (CTRXXXXXX, where X stands for a digit) will be shown in a following view – click into an item to display details:

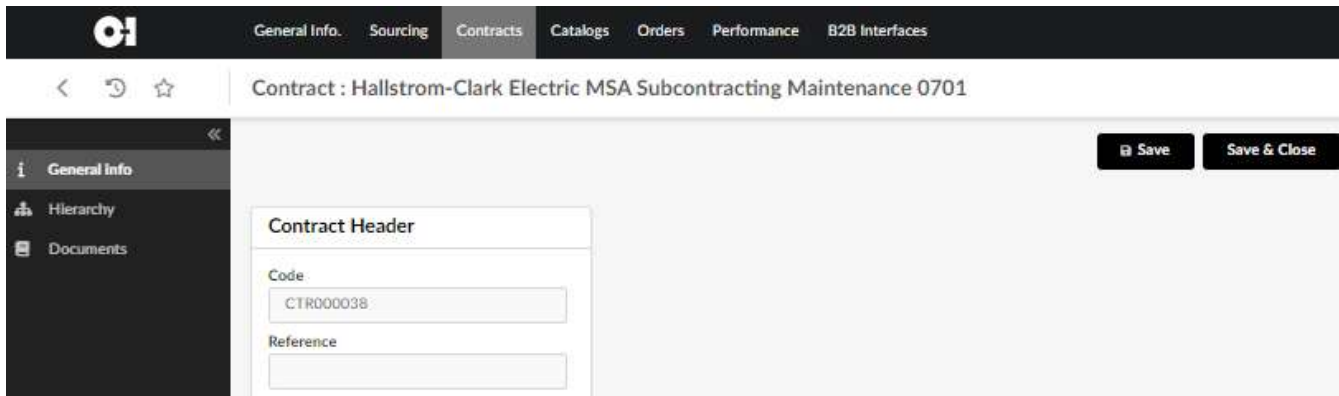
The screenshot displays the 'Manage Contracts' interface. At the top, there are navigation tabs: 'General Info.', 'Sourcing', 'Contracts', and 'Performance'. The 'Contracts' tab is active. On the right, there are notification icons and the user name 'AMA S.'. Below the navigation, there is a search bar and a 'Manage Contracts' title. The main area features a filter section with 'Keywords', 'Type', and 'Status' dropdowns. The 'Status' dropdown is open, showing options: 'Draft', 'Negotiation in Progress', 'Global Review', 'Signature in Progress', 'Signed', 'Amended', and 'Regional Review'. Below the filters, a table lists contract details. The table has columns for Code, Contract, Type, End Date, Global Contract Amount, Currency, and Status. The data rows include various contract codes and descriptions, such as 'Copy of Notification #4 2024' and 'Agregados Calcario_Caliza_Peru'.

Code	Contract	Type	End Date	Global Contract Amount	Currency	Status
CTR000623	Copy of Notification #4 2024	Standalone Agreement	8/12/2024	2,750,000.00	US Dollar (USD)	Signature in Progress
CTR000618	Agregados Calcario_Caliza_Peru	Standalone Agreement	8/10/2023	200,000.00	US Dollar (USD)	Draft
CTR000617	Empaque Carton MX RH	Standalone Agreement	9/10/2024	270,000,000.00	Euro (EUR)	Draft
CTR000616	México - Coviá - Sand B - 2023	Standalone Agreement	8/31/2024	100,000,000.00	US Dollar (USD)	Signed
CTR000615	MX_VQ_Label_Graforegia	Standalone Agreement	9/10/2024	800,000,000.00	US Dollar (USD)	Draft
CTR000612		Standalone Agreement	8/7/2024	300,000.00	US Dollar (USD)	Draft
CTR000604	3PL ECUADOR 2023	Standalone Agreement	8/31/2024	200,000.00	US Dollar (USD)	Draft
CTR000603	Copy of xxx	Spend Agreement	8/31/2023	2,500,000.00	US Dollar (USD)	Signed
CTR000602	xxx	Spend Agreement	8/31/2023	50,000.00	US Dollar (USD)	Signature in Progress
CTR000601	FF Gomes	Standalone Agreement	8/31/2023	300,000.00	US Dollar (USD)	Signature in Progress
CTR000587-3	Contrato de Fumigación Amendment #3	Spend Agreement	8/10/2025	5,000,000.00	US Dollar (USD)	Signature in Progress
CTR000594	TEST_data save_20230810_Adrie	Master Agreement	12/31/2024		US Dollar (USD)	Draft
CTR000587-2	Contrato de Fumigación Amendment #2	Spend Agreement	8/10/2023	6,000,000.00	US Dollar (USD)	Signed

Module Overview - Tabs

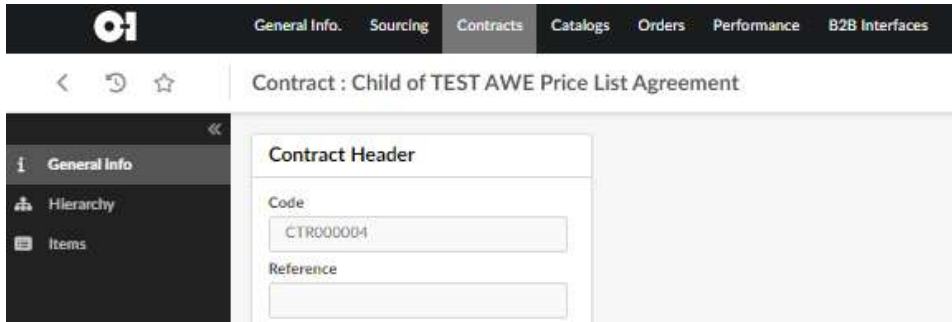
The following tabs are available under any contract workspace and for use in the module depending on the contract type: **General Info, Hierarchy, Documents / Items.**

Example – Master Agreement (tabs visible are: General Info, Hierarchy, Documents):



The screenshot shows the OI system interface for a Master Agreement contract. The top navigation bar includes the OI logo and tabs for General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The breadcrumb trail shows the contract title: "Contract : Hallstrom-Clark Electric MSA Subcontracting Maintenance 0701". The left sidebar contains three tabs: General Info (selected), Hierarchy, and Documents. The main content area displays the "Contract Header" form with two input fields: "Code" (containing "CTR000038") and "Reference". In the top right corner of the form area, there are two buttons: "Save" and "Save & Close".

Example – Pricelist Agreement (tabs visible are: General Info, Hierarchy, Items):



The screenshot shows the OI system interface for a Pricelist Agreement contract. The top navigation bar includes the OI logo and tabs for General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The breadcrumb trail shows the contract title: "Contract : Child of TEST AWE Price List Agreement". The left sidebar contains three tabs: General Info (selected), Hierarchy, and Items. The main content area displays the "Contract Header" form with two input fields: "Code" (containing "CTR000004") and "Reference".

Contract workspace – General Info tab

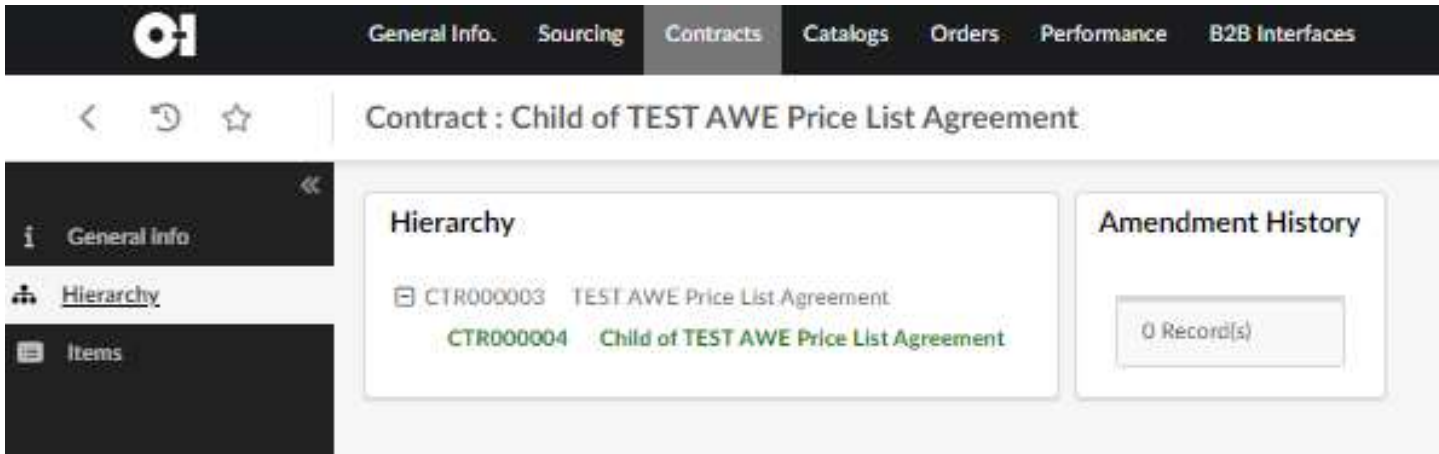
The **General Info** tab lists all main contract attributes – it is not editable for Suppliers:

Contract : Child of TEST AWE Price List Agreement

Contract Header	
Code	CTR000004
Reference	
Contract	Child of TEST AWE Price List Agree...
Type	Pricelist Agreement
Master Contract	TEST AWE Price List Agreement
Contracting Entity	Owens-Illinois General Inc.
National Regulation	
Language	
Status	Signature In Progress
Validity	Running

Contract workspace – Hierarchy tab

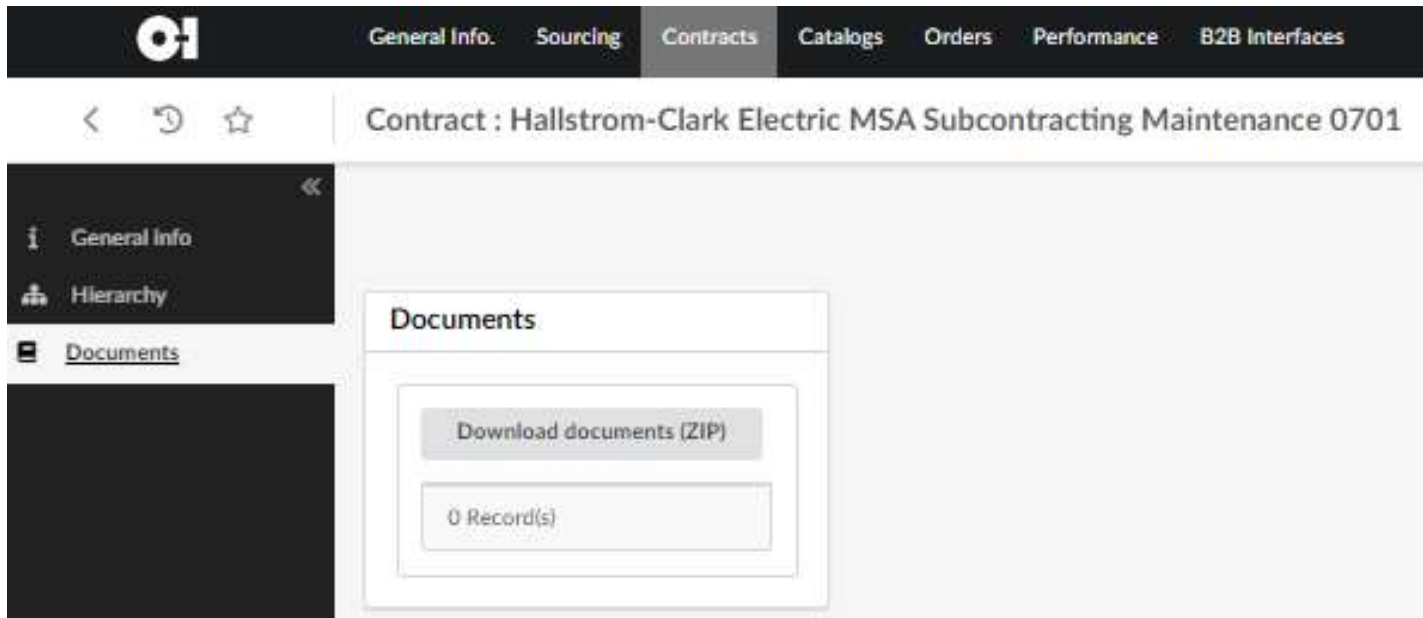
The **Hierarchy** tab displays the linkage between contracts (if applicable):



The screenshot shows the OCI Contract workspace interface. At the top, there is a navigation bar with the OCI logo and tabs for General Info., Sourcing, Contracts (selected), Catalogs, Orders, Performance, and B2B Interfaces. Below the navigation bar, there is a breadcrumb trail with a back arrow, a refresh icon, and a star icon, followed by the text "Contract : Child of TEST AWE Price List Agreement". On the left side, there is a sidebar with three menu items: "General Info", "Hierarchy" (selected), and "Items". The main content area is divided into two panels. The left panel is titled "Hierarchy" and contains a list of contracts: "CTR000003 TEST AWE Price List Agreement" and "CTR000004 Child of TEST AWE Price List Agreement". The right panel is titled "Amendment History" and contains a button labeled "0 Record(s)".

Contract workspace - Documents tab

The **Documents** tab lists all documents associated with the Contract – below no documents are visible as none assigned with CW, although this is where documents will show up once submitted by O-I. If more than one you can download as ZIP folder:



The screenshot shows the OI Contract workspace interface. At the top, there is a navigation bar with the OI logo and several tabs: General Info., Sourcing, Contracts (which is the active tab), Catalogs, Orders, Performance, and B2B Interfaces. Below the navigation bar, there is a breadcrumb trail with a back arrow, a refresh icon, and a star icon, followed by the text "Contract : Hallstrom-Clark Electric MSA Subcontracting Maintenance 0701". On the left side, there is a sidebar menu with three items: "General Info" with an information icon, "Hierarchy" with a hierarchy icon, and "Documents" with a document icon and a double arrow icon. The main content area is titled "Documents" and contains a button labeled "Download documents (ZIP)" and a text box showing "0 Record(s)".

Contract workspace - Items tab

The **Items** tab lists all Items associated to Price List Agreement type:

The screenshot displays the 'Contract workspace - Items tab' interface. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The main header shows 'Contract : Child of TEST AWE Price List Agreement'. A left sidebar contains 'General Info', 'Hierarchy', and 'Items' (selected). The main content area features a 'Payment Type' field, a 'Payment Terms' field with 'Net due in 30 days', and a 'Keywords' search section with a 'Show Invalid Items' checkbox, a 'Search' button, and a 'Reset' button. Below this is a table with columns: Commodity, Code, Item, Supplier, Manufacturer, Price, Unit, and Lead Time. The table contains two rows of data and a summary row at the bottom.

Commodity	Code	Item	Supplier	Manufacturer	Price	Unit	Lead Time
Sand-Global		BF.900700.08C200.NI806	International Paper		0.00 USD	each	
06-Process Equipment		box	International Paper	International Paper	0.95 USD	each	
2 Record(s)							



Adobe eSignature

A O-I user may wish to apply an **electronic signature** to an agreement.

O-I users can select the documents requiring signature by checking the corresponding box, then they may click “Activate e-Signatures” to initiate the signing ceremony process.

You will be notified via e-mail when request for e-signature is triggered by O-I:



[EXTERNAL] Signature Request CTR#536 has been sent out for signature to John Orbis and Kinga Janiszewska

Adobe Sign <adobesign@adobesign.com>
To: Kinga Janiszewska
Expiration Policy: Delete Mail 1 Year (1 year) Expires: 05/05/2024
If there are problems with how this message is displayed, click here to view it in a web browser.

Signature Request CTR#536.pdf
375 KB

[Click here to view this document online in your Adobe Acrobat Sign account.](#)

You can always [Login to Adobe Acrobat Sign](#) to:

- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague

Adobe Acrobat Sign

Your Agreement Has Been Sent for Signature!

- [Click here to view this document online in your Adobe Acrobat Sign account.](#)
- [Click here to view this document online in your Adobe Acrobat Sign account.](#)

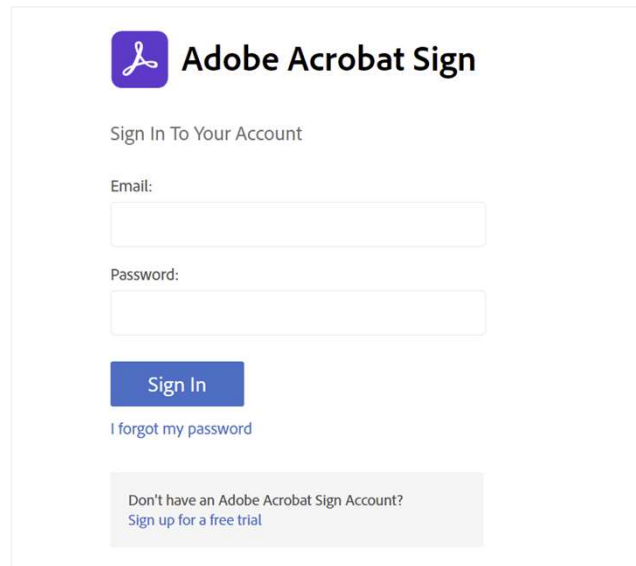
How do I... [Login to Adobe Acrobat Sign](#)?

- Check the status of this document
- Set up a reminder informing another party that you are waiting for their signature
- Share your agreements with a colleague



Adobe eSignature

Once the e-Signature process is initiated for a document, you will be directed to log-in to **Adobe Acrobat Sign** where the Supplier signatory will be assigned by O-I and where on the document will require initial or signature:



The screenshot shows the Adobe Acrobat Sign login interface. At the top left is the Adobe Acrobat Sign logo, which consists of a purple square with a white stylized 'A' icon followed by the text 'Adobe Acrobat Sign'. Below the logo is the heading 'Sign In To Your Account'. There are two input fields: 'Email:' followed by a white text box, and 'Password:' followed by a white text box. Below the password field is a blue button with the text 'Sign In'. Underneath the button is a link that says 'I forgot my password'. At the bottom of the form is a light gray box containing the text 'Don't have an Adobe Acrobat Sign Account?' and a link that says 'Sign up for a free trial'.

Finally, once both parties sign the document the date of the signature is transmitted to Ivalua, document is available for download as well as marked with a status “**finalized**”.



INCIDENT MANAGEMENT & COLLABORATION PLANS



List of all open activities is available in VALIDATIONS (1)

- ❑ INCIDENT MANAGEMENT (2) – gives ability to report issues arising within the relationship with the Supplier.
- ❑ COLLABORATION PLAN (3) - gives opportunities to work together with Suppliers and internal stakeholders (functions like engineering, quality, logistics) to:
 - address incidents – corrective action plan
 - improve performance – improvement plan
 - control supplier risks – mitigation plan
 - collaborate on innovations – innovation plan
 - work towards new product development – new product Introduction

To open specific incident or collaboration plan –pencil (4) should be used. Details will be found in opened window with possibility to fill specific data.

Validations

1

See 11 results

	Process	Object	Action	Due date
2	Incident Management	test 27.07.2023	Supplier Review	
4	Incident Management	Edit incident SQP	Supplier Review	
	Incident Management	ex	Supplier Review	
3	Collaboration Plan	example	Plan Submission	

INCIDENT MANAGEMENT

Once as Supplier you will review incident details you should make decision to the incident:

- **Reject** (1) – if you do not agree with incident. In case of rejected incident Supplier Quality Manager will be involved and might come back with some additional information.
- **Approve** (2) – if you agree with incident.

Together with decision please add **comments** with **decision justification** (3) and **attachments** (4).

For incident with severity 3 and severity 4 please always attach RCCA (Root Cause & Corrective Action) report with investigation results and corrective action determination.

If any **costs** will be associated to the incident, you will see amount in „total cost incurred”. Costs might be under calculation, then it will be provided in incident description and updated later.

Total Cost Incurred

For incident with costs associated please attach **CREDIT NOTE** as attachment (4).

1 2

Reject Approve

The screenshot shows a web form for incident management. At the top right, there are buttons for 'Save', 'Save & Close', 'Close', 'Reject', and 'Approve'. The 'Reject' button is highlighted with a red box and labeled '1', and the 'Approve' button is highlighted with a green box and labeled '2'. The form fields include: 'Order' (empty), 'Commodity Scope (Incident)' (05 - 05-Moulds), 'Organizational Scope (Incident)' (Jaroslaw), 'Creation Date' (6/28/2023), 'Acknowledgement Date' (empty, highlighted with a red box and labeled '5'), 'Owner' (SQP 1), and 'Delegate to' (empty). On the right side, there are fields for 'Resolution' and 'Associated Corrective Action Plans'. At the bottom, there is a 'Comments' section (highlighted with a red box and labeled '3') with a text area for 'Comment', and an 'Attachments' section (highlighted with a red box and labeled '4') with a file upload area and a 'Save' button.



INCIDENT MANAGEMENT

Please respect the following time frame



ASSOCIATED CORRECTIVE ACTION PLAN

For specific incidents by Supplier Quality Team decision **corrective action plan** might be opened (1).

If there will be corrective action plan associated to the incident, then incident can't be closed before corrective action approval. Blocking alert will appear. Corrective action plan should be completed before closing incident (2).

The screenshot shows the Incident Management system interface. At the top, there are buttons for 'Save', 'Save & Close', 'Close', 'Reject', and 'Approve'. A red-bordered alert bar at the top contains the message: '- Associated Corrective Action Plan has not been approved by supplier'. Below the alert, the form is divided into three main sections: 'Origin', 'Incident Description', and 'Outcome'. The 'Incident Description' section includes fields for 'Incident Label', 'Incident Description', 'Incident Type', 'Creation Date', 'Acknowledgement Date', and 'Total Cost Incurred'. The 'Outcome' section includes 'Status', 'End Date', and 'Resolution'. A table titled 'Associated Corrective Action Plans' is located in the bottom right, with columns for 'Plan Name', 'Plan Type', 'Start Date', and 'Status'. A table with one row is shown below the title:

Plan Name	Plan Type	Start Date	Status
example	Corrective Action Plan	7/26/2023	In progress

2

1

COLLABORATION PLAN

Each type of collaboration plan will have general information with plan details (1) and team and task assigned for specific plan (2). As Supplier you should make decision to collaboration plan: reject if you disagree or submit if you approve plan. You should update tasks and click „save” once you would like to save introduced changes and notify O-I about updates in plan.

The screenshot shows the 'Collaboration Plan: example' form. On the left, a sidebar contains two tabs: 'General Info.' (annotated with a blue box '1') and 'Team & Tasks' (annotated with a blue box '2'). The main form area has a top bar with buttons: 'Save', 'Save & Close', 'Reject', and 'Submit'. The 'Reject' and 'Submit' buttons are highlighted with a red box. The form fields are organized into sections: 'Plan Description' (Plan Type: Corrective Action Plan, Plan Label: example en, Status: In progress, Start Date: 7/26/2023, End Date: empty), 'Scope' (Organizations: Jaroslaw, Commodities: 05 - 05-Moulds), and 'Origin' (Incident: ex).

Under team and task tab you will find what task were assigned to you (3) and you can **edit task** by clicking on pencil (4). As Supplier, you should complete required task (4), update status (5), and provide required evidence.

The screenshot shows the 'Tasks List and Timing' table. The table has columns: Export, Type, Step, Description, Manager, Assigned to, Planned Start Date, Planned End Date, Initial Workload (md), Progress, Order, Exec Status, and Parent Task. A single record is shown with the following values: Action, report, Magdalena NICZYPORUK, Supplier, 7/26/2023, 7/27/2023, 1, Done. Annotations include: a blue box '4' on the pencil icon in the 'Action' column; a blue box '3' on the 'Supplier' value in the 'Assigned to' column; and a blue box '5' on the 'Done' value in the 'Exec Status' column. The 'Step' column header is also highlighted with a red box.

Export	Type	Step	Description	Manager	Assigned to	Planned Start Date	Planned End Date	Initial Workload (md)	Progress	Order	Exec Status	Parent Task
	Action	report		Magdalena NICZYPORUK	Supplier	7/26/2023	7/27/2023			1	Done	

COLLABORATION PLAN

You can add new tasks in edit task window by „**Save & New**” button (1). For specific task assigned to you, you should update status of task (2), add comments to task (3), add attachments if required (4) and updated execution dates (5).

Edit task

1

Save Save & Close Close Save & New

Code TO Step* report en

Type Action 2 Status Done

Manager Magdalena NICZYPORUK Assigned to

Description en

Parent Task Initial Workload (md) md. 3

Previous Task Real updated load (man-days) md.

Progress %

Dates

	Begin date	End date	Duration (days)
Planned	Planned Start Date* 7/26/2023	Updated end* 7/27/2023	Duration 1
Updated	Revisited Start Date	Updated end date	Revisited Duration
Actual	Executed Start Date	Executed End Date	Duration 5

Comments

Comment

4 Click or Drag to add files Save

ECOVADIS INVITATIONS



What is Ecovadis?

Ecovadis is the sustainability ratings company that has been selected by O-I to support our Sustainable Procurement initiatives.

Selected suppliers who are within the scope of O-I project may be approached via Ivalua with an invitation to participate in the program.

Once invited via the Ivalua platform, the evaluation process that ends up with rating is fully managed by the Ecovadis company.

O-I expects the selected suppliers to enroll the project and obtain rating in a timely manner. At this stage, the scoring level is not critical.

For more information on Ecovadis, the assessment process, costs and benefits please go to the Ecovadis homepage 