



**S2P-IVALUA TRAINING**



Das Portal als Lieferant verwenden



Verfügbare Aktivitäten für Lieferanten



Leistungsbewertung



Lieferantenqualität (Incidents, Collaboration Plans, NPI)



## Als Lieferant greifen Sie über die öffentliche Anmeldeseite auf das Portal zu

- Nach der Registrierung erhalten Sie eine E-Mail mit Ihrem Login und einem temporären Kennwort.

Subject

Access to Ivalua Buyer

Notification body

Dear WIKK 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




# Du landest auf dem Lieferantenportal Homepage

- Der Inhalt der Homepage kann konfiguriert werden.
- Die Datentrennung ist streng: Jeder Lieferant kann nur seine eigenen Daten sehen

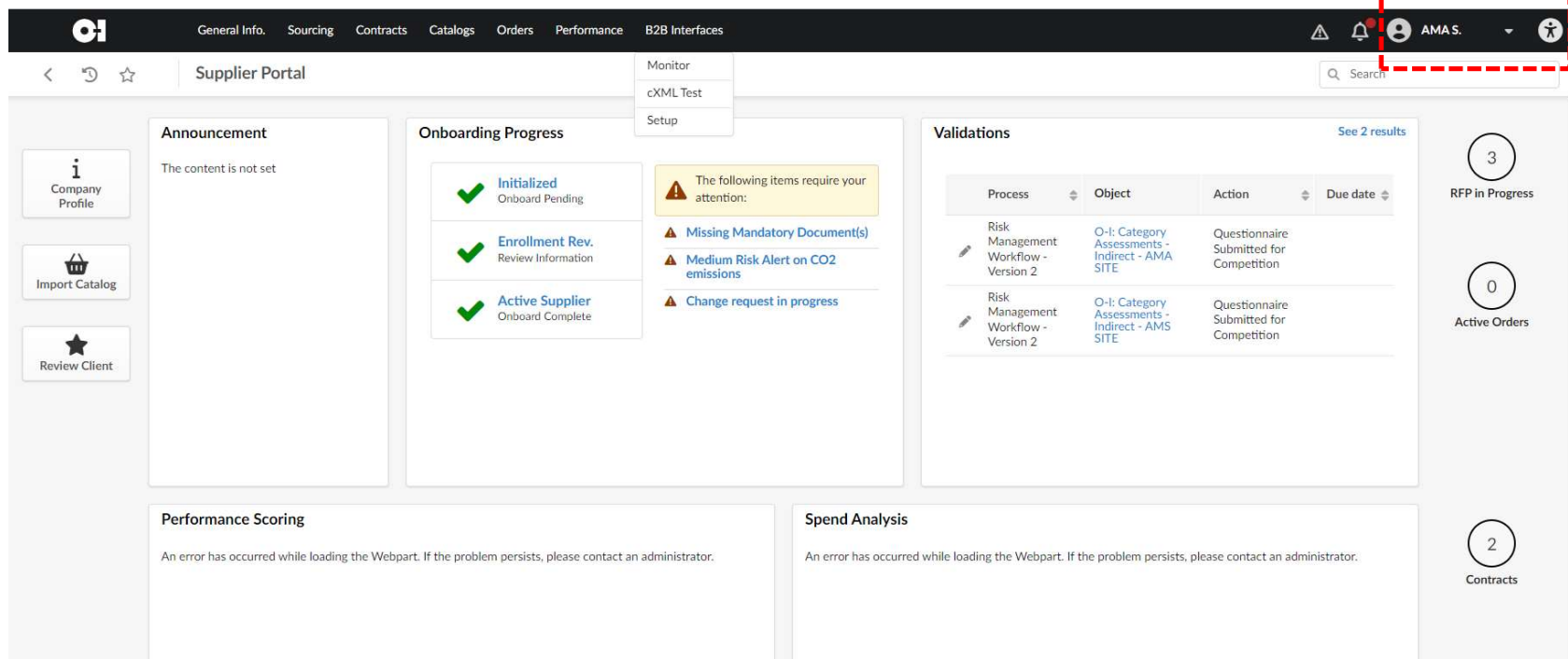
The screenshot displays the Supplier Portal homepage with the following sections:

- Announcement:** The content is not set.
- Onboarding Progress:** Shows three items: **Initialized** (Onboard Pending), **Enrollment Rev.** (Review Information), and **Active Supplier** (Onboard Complete). A 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 2 results. Both rows show 'Risk Management Workflow - Version 2' with '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, there are four summary cards: **RFP in Progress** (3), **Active Orders** (0), and **Contracts** (2). The top navigation bar includes links for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The user profile 'AMA S.' is visible in the top right.

 Umzwischen verschiedenen Entitys Ihres Unternehmens zu navigieren, verwenden Sie die

- Wenn Ihr Unternehmen aus einer **Gruppenebene** und mehreren **Standortebenen** besteht, wird jede als eigenständiger Lieferant in Ivalua gespeichert.
- Wenn eine Lieferantengruppe und Lieferantenstandorte vorhanden sind, befinden sich ihre Daten jeweils in einem separaten Bereich.



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

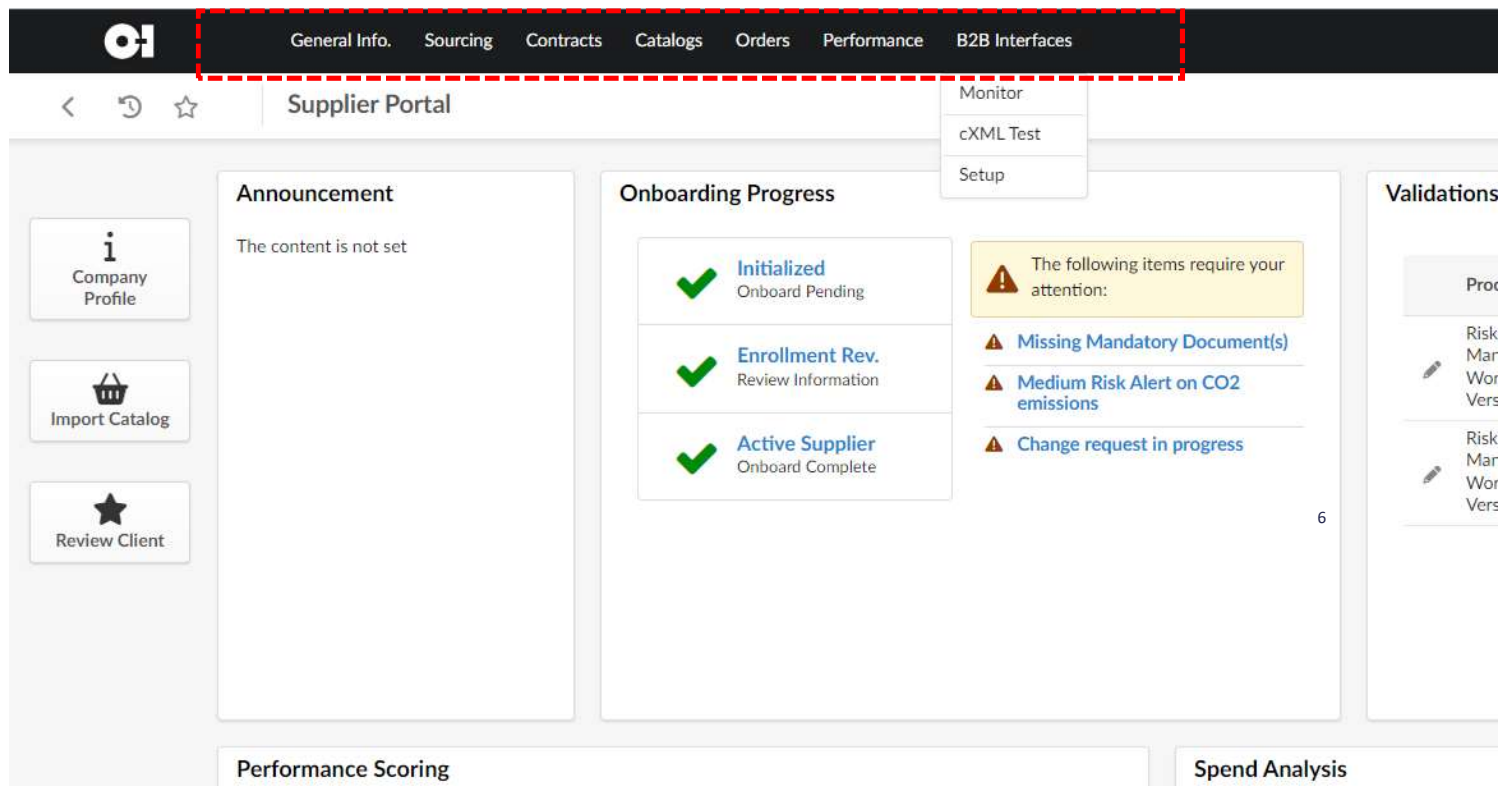
2 Contracts

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.

# Lieferantemenüs unterscheiden sich von internen Menüs

- Anbieter haben im Vergleich zu O-I-Benutzern eingeschränkte Zugriffe. Sie sehen in der Regel weniger Menüs.
- Die angezeigten Menüs hängen von den Modulen ab, die in der Anwendung aktiviert sind.

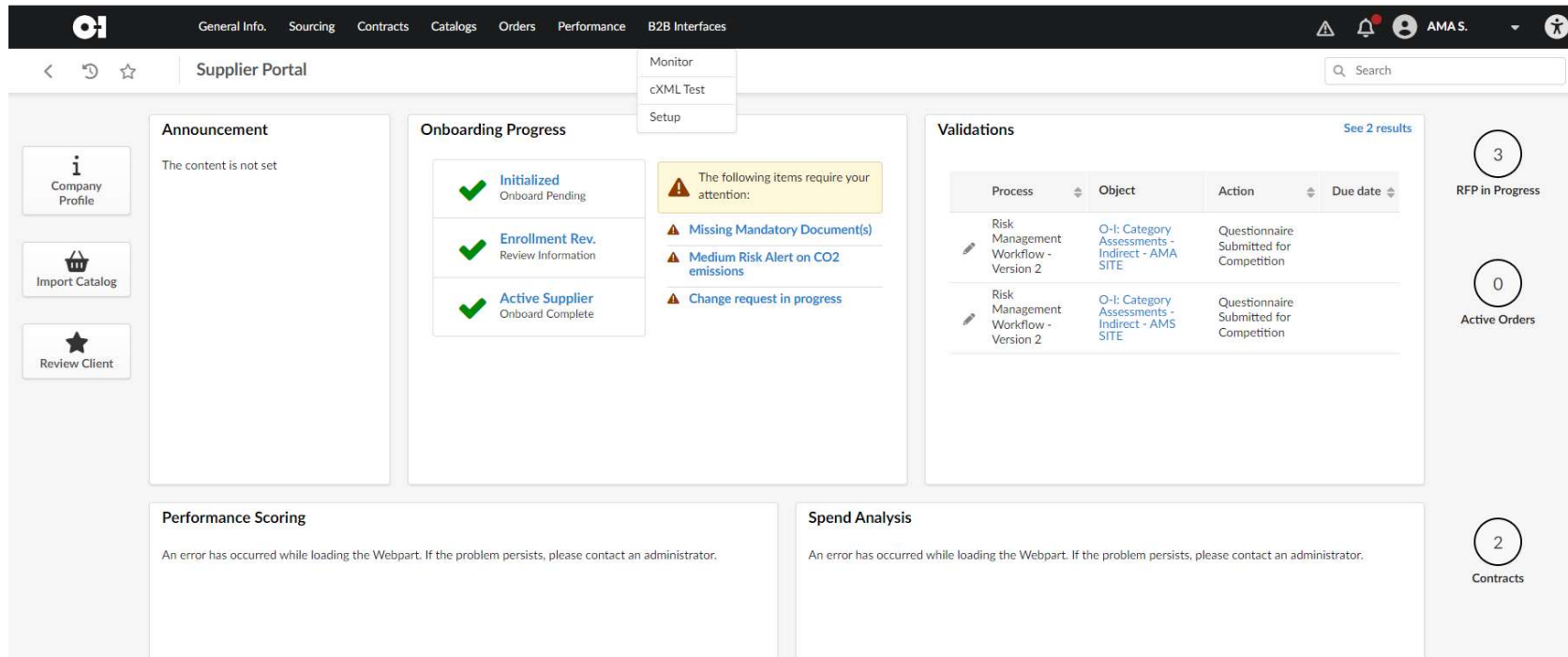


The screenshot displays the Supplier Portal interface. At the top, a navigation bar contains the OI logo and a menu with items: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below this, the main content area is titled "Supplier Portal" and includes a left sidebar with "Company Profile", "Import Catalog", and "Review Client" buttons. The main content is divided into several sections: "Announcement" (with a message "The content is not set"), "Onboarding Progress" (showing "Initialized Onboard Pending", "Enrollment Rev. Review Information", and "Active Supplier Onboard Complete"), "Validations" (with a warning "The following items require your attention:" and sub-items "Missing Mandatory Document(s)", "Medium Risk Alert on CO2 emissions", and "Change request in progress"), and "Performance Scoring" and "Spend Analysis" at the bottom. A dropdown menu is open over the "Performance" link, showing "Monitor", "cXML Test", and "Setup".

# Zugriff auf Ihre Workflow-Aufgaben und Kalenderaufgaben

Im Dropdown-Menü unter Ihrem Namen können Sie auswählen:

- Delegieren Sie Ihre Workflow-Aufgaben (mein Profil)



The screenshot displays the SAP 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 validation items related to Risk Management Workflows.
- 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 different task counts:

- 3 RFP in Progress
- 0 Active Orders
- 2 Contracts

# Zugriff auf Ihre Workflow-Aufgaben und Kalenderaufgaben

Klicken Sie auf das Klingelsymbol neben Ihrem Namen, und Sie können:

- Auf ausstehende Workflow-Genehmigungen zugreifen (ausstehende Validierungen)
- Auf Kalenderaufgaben zugreifen (geplante *Aufgaben*)
- Zugriff auf die Benachrichtigungen (RFx-Einladungen...)

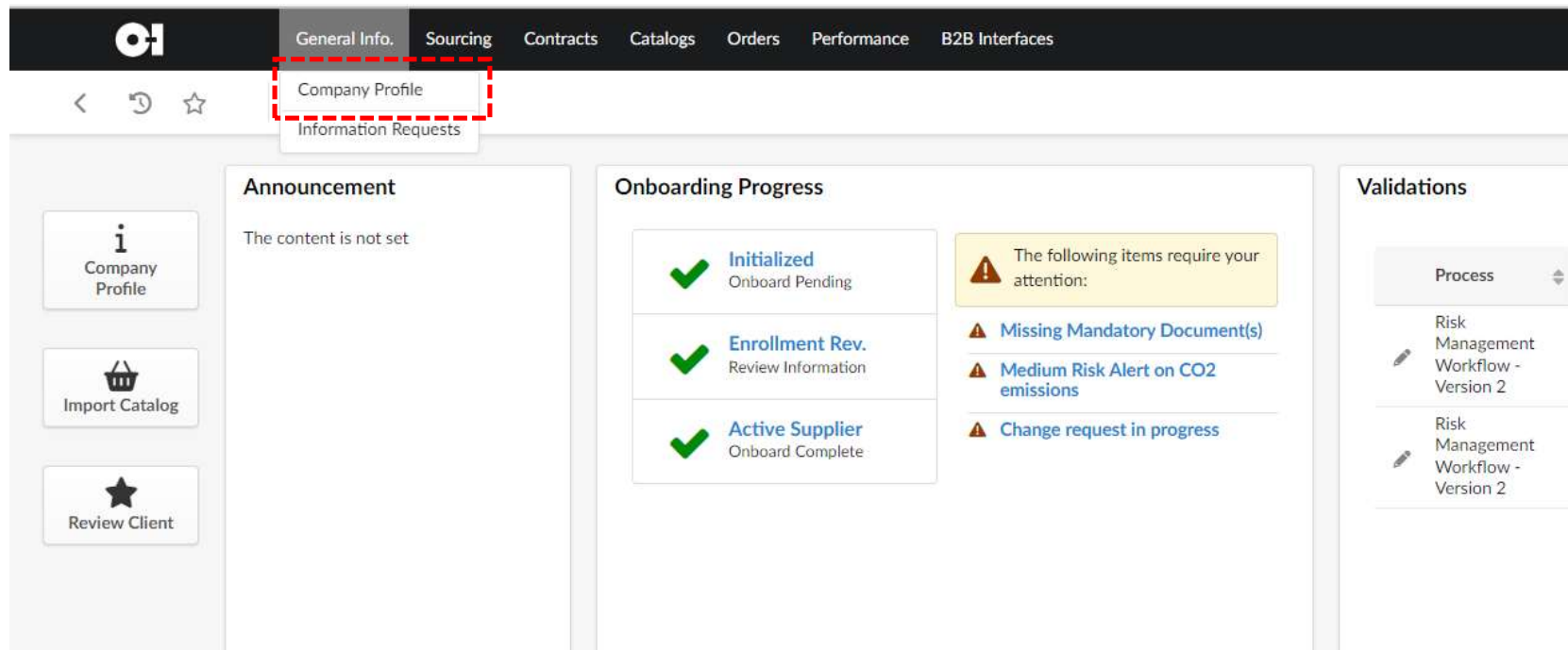
The screenshot displays the Supplier Portal interface. At the top, a navigation bar includes links for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The user's name, AMA S., is visible in the top right corner next to a notification bell icon. A dropdown menu is open, showing options for Messages, Pending validations (with a red badge indicating 2 items), Scheduled Tasks, and Notifications. The main content area is divided into several sections: Announcement (The content is not set), Onboarding Progress (showing three completed steps: Initialized, Enrollment Rev., and Active Supplier), and Validations (a table with two rows of pending validations). At the bottom, there are sections for Performance Scoring and Spend Analysis, both displaying error messages. On the right side, there are two circular indicators: 'Active Orders' with a count of 0 and 'Contracts' with a count of 2.

Process	Object	Action	D
Risk Management Workflow - Version 2	<a href="#">O-I: Category Assessments - Indirect - AMA SITE</a>	Questionnaire Submitted for Competition	
Risk Management Workflow - Version 2	<a href="#">O-I: Category Assessments - Indirect - AMS SITE</a>	Questionnaire Submitted for Competition	

# ZUGÄNGLICHE AKTIVITÄTEN FÜR LIEFERANTEN



- Zu diesem Thema gibt es eine spezielle Präsentation.



The screenshot displays a web interface for managing supplier data. At the top, a dark navigation bar contains the logo and several menu items: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below this, a breadcrumb trail shows '<', a refresh icon, a star icon, and 'Company Profile', with the latter highlighted by a red dashed box. A dropdown menu under 'Company Profile' shows 'Information Requests'. The main content area is divided into three columns: 'Announcement' (with a sub-header 'The content is not set'), 'Onboarding Progress' (listing 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'), and 'Validations' (listing 'Risk Management Workflow - Version 2' and 'Risk Management Workflow - Version 2'). A yellow warning box in the 'Onboarding Progress' section states 'The following items require your attention:' and lists 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress'.



Gehen Sie zu Antworten-RFIs zu *Allgemeine Informationen*. > *Informationsanforderungen*

The screenshot shows a software interface with a dark navigation bar at the top containing the logo and several tabs: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. Below the navigation bar, there are navigation icons (back, refresh, star) and a dropdown menu with 'Company Profile' and 'Information Requests' (the latter is highlighted with a red dashed box). The main content area is divided into two columns. The left column has a sidebar with 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 has two main sections: 'Announcement' with the text 'The content is not set' and 'Onboarding Progress'. The 'Onboarding Progress' section contains three items with green checkmarks: '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:', followed by three items with triangle icons: 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress'.



# Um einen RfX zu beantworten, gehen Sie zu

The screenshot shows a procurement system interface. At the top, there is a navigation bar with tabs: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The 'Sourcing' tab is highlighted with a red dashed box, and its dropdown menu is open, showing options: Manage Proposals, Manage Auctions, and Show public request for proposals. Below the navigation bar, the main content area is divided into several sections: 'Announcement' (The content is not set), 'Onboarding Progress' (with a list of steps: Initialized, Enrollment Rev., and Active Supplier), 'Validations' (with a table of risk management workflows), and a right-hand sidebar with 'RFP in Progress' (3) and 'Active Orders' (0).

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Supplier Profile

Manage Proposals  
Manage Auctions  
Show public request for proposals

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	

RFP in Progress 3

Active Orders 0



Wenn öffentliche RfX vorhanden sind, können Sie diese prüfen und eine Einladung anfordern

- Öffentliche RfX sind solche, bei denen nicht eingeladene Lieferanten auf einen Teil der Informationen zugreifen können. Sie sind im öffentlichen Sektor üblich.

The screenshot shows a procurement system interface with the following components:

- Navigation Bar:** General Info., Sourcing, Contracts, Catalogs, Orders, Performance, B2B Interfaces.
- Supplier Profile:** Manage Proposals, Manage Auctions, Show public request for proposals (highlighted with a red dashed box).
- Announcement:** The content is not set.
- Onboarding Progress:**
  - ✓ **Initialized** (Onboard Pending)
  - ✓ **Enrollment Rev.** (Review Information)
  - ✓ **Active Supplier** (Onboard Complete)
- Alerts:** 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	
- Summary Statistics:**
  - 3 RFP in Progress
  - 0 Active Orders

# o Lieferanten können bei der Vertragserstellung zusammenarbeiten

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 on the left, and a search bar is on the right. The main content area is divided into three primary panels:

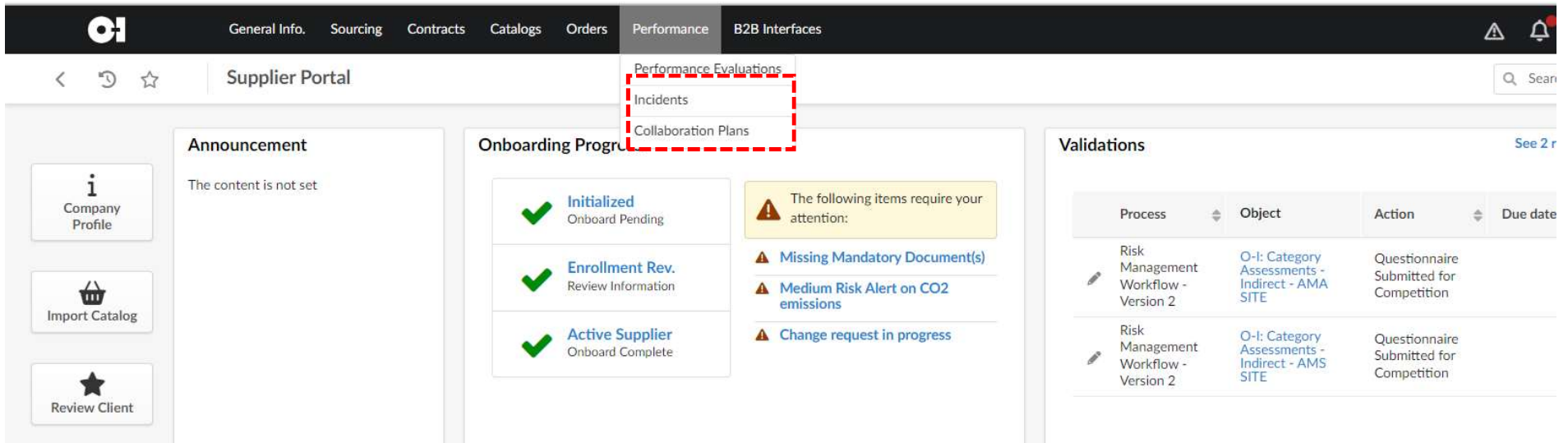
- Announcement:** A panel with the text 'The content is not set'.
- Onboarding Progress:** A panel showing the status of onboarding steps:
  - Initialized:** Onboard Pending (indicated by a green checkmark).
  - Enrollment Rev.:** Review Information (indicated by a green checkmark).
  - Active Supplier:**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

On the far right, a vertical sidebar contains two circular indicators: '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	

## Lieferanten können Vorfälle sehen und an Kooperationsplänen teilnehmen

- Lieferanten können Ausnahmen anzeigen, die von Einkäufern in ihren Lieferungen oder Aufträgen protokolliert wurden.
- Lieferanten können Aufgaben sehen, die ihnen in Kollaborationsplänen zugewiesen sind.



The screenshot displays the Supplier Portal interface. The top navigation bar includes tabs for General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. A dropdown menu is open under the Performance tab, showing options for Performance Evaluations, Incidents, and Collaboration Plans. The main content area is divided into three panels:

- Announcement:** The content is not set.
- Onboarding Progress:** Shows three completed steps: 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 listing validation tasks.

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	

# **ÄNDERUNG/AKTUALISIERUNG DER UNTERNEHMENS DATEN ANFORDERN**



# CI Firmenänderung Anfordern

Sie können jederzeit die folgende Änderung/Aktualisierung anfordern:

- Firmeninformationen
- Kontakt
- Dokumente Und Zertifikate
- P2P-Informationen
- Finanzindikatoren
- Qualifikationen


Sobald Sie protokolliert sind, müssen Sie zunächst alle Ihre Daten sofort überprüfen/vervollständigen/ändern

The screenshot displays the 'Company Info' form in the CI system. The form is divided into several sections: 'Company', 'Address', and 'Legal Information'. 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. A yellow banner at the top of the form area displays three alerts: '- Missing Mandatory Document(s)', '- DUNS number missing', and '- Medium Risk Alert on CO2 emissions'. The 'Request Information Change' button is highlighted with a red dashed border.

Company	Address	Legal Information
Supplier: HEMMERLIN SWISS AG	Address Label: 58	Legal Structure: [ ] Place Of Registration: [ ]
Legal Name: [ ] en	Address Line 1: 58, ROUTE DE CHANTEMERLE	Shared Capital: [ ] Year Founded: [ ]
Website: [ ]	Address Line 2: [ ]	Tax ID Number: [ ]
NAICS Code: [ ]	Zip Code: 1763 City: GRANGES PACCOT en	DUNS: [ ]
MWBE Categories: [ ]	Country: SWITZERLAND Region: Fribourg	
Telephone: [ ]		

## Firmenänderung anfordern (Firmeninformationen)

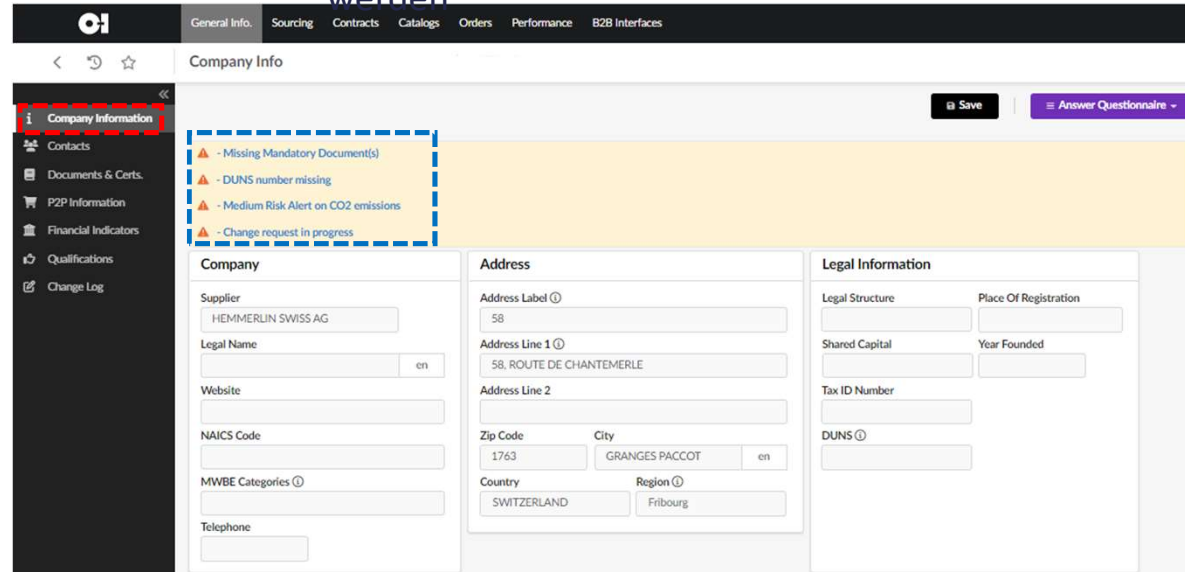
- Geben Sie den Grund für die Change-Anforderung ein
- Alle anderen entsperreten Felder können einer Änderungsanforderung unterliegen

- Geben Sie die DUNS-Nummer ein. Wenn Sie keine DUNS-Nummer haben, können Sie eine Anfrage über die folgenden  links stellen:

Duns Registration

- Die Excel-Tabelle ist auf <http://vendors.o-i.com> verfügbar

- Warnmeldungen müssen von Ihnen behandelt werden



The screenshot shows the 'Company Info' page in the OI system. A yellow warning banner at the top contains the following messages:

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

The page is divided into several sections:

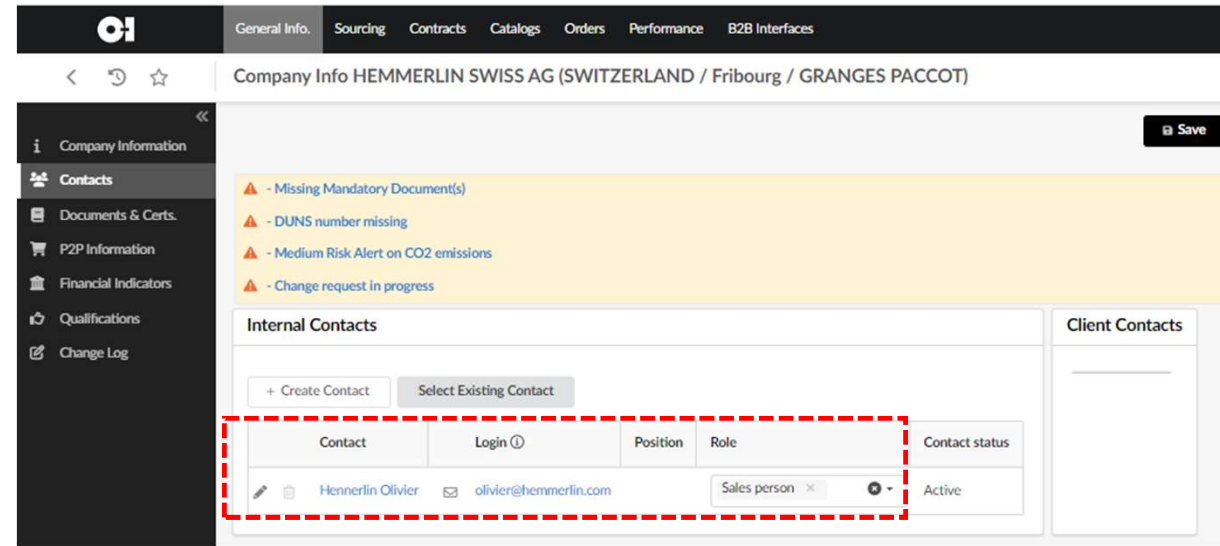
- Company Information:** Supplier (HEMMERLIN SWISS AG), Legal Name, Website, NAICS Code, MWBE Categories, Telephone.
- Address:** Address Label (58), Address Line 1 (58, ROUTE DE CHANTEMERLE), Address Line 2, Zip Code (1763), City (GRANGES PACCOT), Country (SWITZERLAND), Region (Fribourg).
- Legal Information:**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

Navigation tabs at the top include: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, B2B Interfaces. A sidebar on the left lists: Company Information, Contacts, Documents & Certs., P2P Information, Financial Indicators, Qualifications, Change Log.

## Firmenänderung Anfordern (Kontakte)

Mindestens ein Kontakt ist erforderlich, um sich bei Ivalua anzumelden. Je nach Rolle können mehrere Kontakte verwaltet werden

- Geben Sie den Namen und die Rollen der Kontakte ein (jeder Account erhält sein eigenes Login und Passwort).
- Ein anderer Ansprechpartner würde an einem anderen Ereignis beteiligt sein (z. B. Vertriebsmitarbeiter, der ein Spotangebot erhält, Qualität, um einen Prüfungsfragebogen zu erhalten).



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

Company Information

- Contacts
- Documents & Certs.
- P2P Information
- Financial Indicators
- Qualifications
- Change Log

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

Internal Contacts

+ Create Contact Select Existing Contact

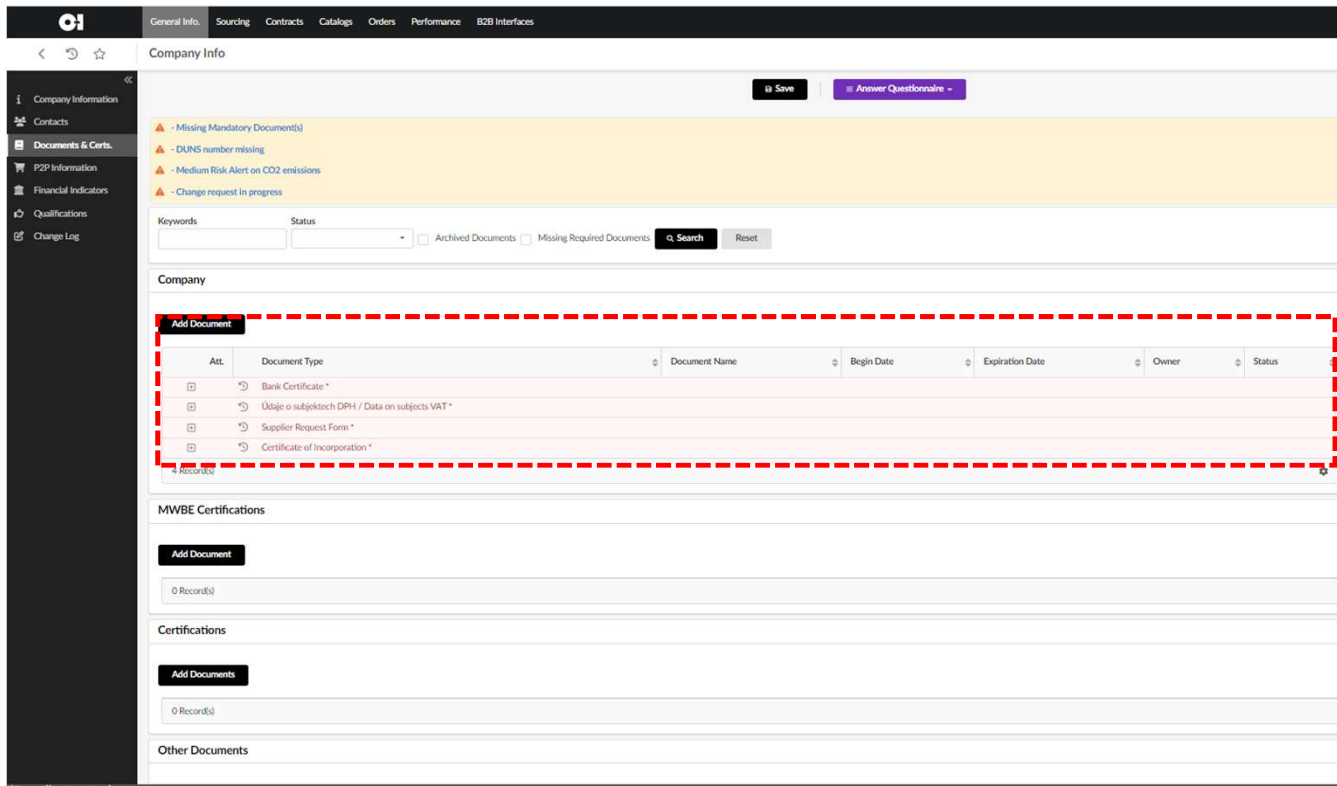
Contact	Login	Position	Role	Contact status
Hennerlin Olivier	olivier@hemmerlin.com		Sales person	Active

Client Contacts

# Firmenänderung Anfordern (Dokumente Und Zertifikate)

Sie können jedes Dokument oder Zertifikat anhängen.

Einige Dokumente sind obligatorisch (mit \* gekennzeichnet), z. B. Bankzertifikat



Company Info

Save Answer Questionnaire -

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

Keywords Status Archived Documents Missing Required Documents Search Reset

Company

Add Document

Att.	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
	Bank Certificate *					
	Údaje o subjektech DPH / Data on subjects VAT *					
	Supplier Request Form *					
	Certificate of Incorporation *					

4 Record(s)

MWBE Certifications

Add Document

0 Record(s)

Certifications

Add Document(s)

0 Record(s)

Other Documents

# CI Firmenänderung anfordern (P2P-Informationen)

- Sie können Ihre Bankdaten in Echtzeit aktualisieren
- Alle anderen entsperreten Felder können einer Änderungsanforderung unterliegen

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@hemmerlin.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)

Klicken Sie nach Abschluss der Change-Anforderung auf **Submit**

✓ Data has been saved  
i Validated successfully

# FI Firmenänderung Anfordern (Qualifikationen)

- Sie können die Länder aktualisieren, die Sie bedienen können
- Die Waren, die Sie liefern können
- Kundenreferenz

The screenshot shows a software interface for managing company information. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The main header is 'Company Infoc' with a 'Save' button. A left sidebar lists navigation options: '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:

- Additional Information**
  - Countries Served definitions (dropdown menu)
  - Supplier Commodities (dropdown menu)
  - Comment (Supplier) (text input field with a language selector 'en')
- Customer References**
  - Add Reference button

Warning messages are displayed at the top of the main content area:

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

On the right, a 'Questionnaires' section shows a table with columns for Campaign, Progress, Status, and Date. A single record is visible: 'Supplier Qualification' with 0% progress, 'In progress' status, and a date of '6/22/2023'. There is also a '1 Record(s)' summary and a settings icon.



## Firmenänderung Anfordern (Angeforderte Änderungen)

- Auf dieser Registerkarte werden die angeforderten Änderungen angezeigt

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)

## Arbeitsgänge, die Lieferanten nicht ausführen können

### Lieferanten können nicht:

- die Daten anderer Lieferanten ansehen, auch wenn diese dieselben Bedingungen haben.
- Leistungsbewertungen einsehen.
- Bestellanforderungen (nur Bestellungen) einsehen.
- Vertragsverlängerung Anfordern.
- Zugriff auf RFxs anfordern, die nicht öffentlich sind, wenn sie nicht zu ihnen eingeladen werden.

Link zur Ivalua-Schulungsdatenbank muss hinzugefügt werden

# ANTWORTEN AUF FRAGEBÖGEN



Die Lieferanten können aufgefordert werden, verschiedene Fragebögen zu beantworten:

- RFX – Bereitstellung von Informationen, Angeboten und Angeboten
- Selbstaudits – Bereitstellung von Beiträgen für die Lieferantenbewertung oder Vorbereitung der Grundlagen für eine vor-Ort-Prüfung
- Datenerfassung – IT-Sicherheit, Nachhaltigkeit, Scope-3-Emissionen usw.
- Umfragen zur Lieferantenzufriedenheit

Die Fragebögen können sich in der Form unterscheiden (geschlossene/offene Fragen, Auswahl aus einer Liste, Ankreuzen des Kästchens, ...). Die Antwortmethode ist jedoch für alle gleich.

# Zugriff

Die Benachrichtigungen werden unter dem Klingelsymbol (1) angezeigt.

Sie sind im Untermenü „Ausstehende Validierungen“ (2) sichtbar.

Beschreibung kann je nach Fragebogentyp variieren (3)

Den Fragebogen durch Klicken auf den Stift oder die Objektbeschreibung aufrufen (4)

The screenshot displays a software interface with a top navigation bar and a main content area. The main content area is titled 'To do list' and contains a search filter for 'Status: To be validated'. Below the filter is a table with the following columns: Process, Object, Action, Forwarded on, Action's date (UTC+2), Due date, and Status. The table contains 17 records. Annotations are as follows:

- 1: Points to the notification bell icon in the top right corner.
- 2: Points to the 'Pending validations' menu item in the notification dropdown.
- 3: Points to the edit icon and object description in the second row of the table.
- 4: Points to the edit icon in the third row of the table.

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			

# Wie Reagieren Sie?

Sobald das Formular angezeigt wird, kann der Fragebogen direkt (1) oder über die Excel-Datei (2) aufgerufen werden.

Im Falle des direkten Zugangs müssen die Antworten direkt im System bereitgestellt werden

Bei Verwendung von Excel können die Antworten offline bereitgestellt werden

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). The main content area has a "Scoring Context" section with the following fields:

Campaign	Supplier
Supplier Quality System Audit	Omco International N.V.
Evaluated Period	Answered by
January 2023	carlos juan
Organization	Commodity
Improvement Plans	

Below the "Scoring Context" is the "Answer Questionnaire" section. It features a green button labeled "Access Questionnaire" (marked with a purple box and the number 1) and two download options (marked with a purple box and the number 2):

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

There is also a "Click or Drag to add a file" option. The interface includes a "Close" button and a green "Submit" button at the top right.

# Wie Reagieren Sie?

Alle Fragen müssen im System beantwortet werden. Bitte beachten Sie die obligatorischen, mit Sternen gekennzeichneten Fragen (1).

Um zur nächsten Frage zu gelangen, klicken Sie auf die Schaltfläche „Weiter“ (2).

Klicken Sie nach Abschluss auf die Schaltfläche „Submit“ (Absenden) (3).

Das Formular kann in mehreren Sitzungen eingeleitet werden. Klicken Sie auf die Schaltfläche Schließen (4), um das Formular ohne Weiterleitung zu speichern.

Evaluation : Supplier Quality System Audit

Support 0/1

Operation 0/3

Support

Creation and Maintenance

[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?

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.

Not Applicable

Score\*

Comment

Close Submit

Next 2

# Wie Reagieren Sie?

Wenn Sie mit Excel antworten, müssen Sie auf allen geöffneten Registerkarten (1) Feedback geben.

Alle weißen Zellen sind obligatorisch (2)

Nach der Fertigstellung wird die Datei mit demselben Namen und Format gespeichert.

Dann kann es in Ivalua (3) gespeichert und weitergeleitet werden (4)

2

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 4

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

Download in Excel 2007-2010 format (xlsx)

Access Questionnaire OR Click or Drag to add a file 3

# VORSCHLÄGE VERWALTEN – LIEFERANTENARTIKEL





Um eine RfX zu beantworten, gehen Sie zu dem Projekt, das angeboten werden soll

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

Manage Proposals

Keywords Proposal Progress RfX Status  
Open for Bidding On Hold Search Reset

Filters RfX Status: Open for Bidding On Hold

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.	

enter the project you want to offer

# Prüfen Sie die allgemeinen Informationen zum Projekt

The image displays two overlapping screenshots of a procurement system interface. The top screenshot shows the 'Overview' tab for an RFX. The bottom screenshot shows the same RFX but with the 'History' tab selected, and a search filter applied to the 'Status' field.

**Top Screenshot (Overview):**

- Page Title: Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART (BPM000347) - Lot : 1 / Round...
- Buttons: Save, Download all contents of this RFX
- Message: 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

**Bottom Screenshot (History):**

- Page Title: Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART (BPM000347) - Lot : 1 / Round...
- Buttons: Save, Download all contents of this RFX
- Message: 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 Filter:**
  - Status: In progress x Submitted x
  - Search: Search, Reset
- Requests:** Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART 1 x
- Records:** 0 Record(s)

# Um einen RfX zu beantworten, bestätigen Sie bitte die

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.

**Submit**

**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: 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

# Um eine RfX zu beantworten, füllen Sie bitte ein Raster aus

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

0 Selected

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

# Um eine RfX zu beantworten, füllen Sie bitte ein Raster aus

Remaining time : 0d 13h 36min 42s - ⚠ No proposal has been submitted

**2** Save **3** Download all contents of this RfX Validate & Submit Proposal Cancel Proposal

Export / Import

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

Currency\* Total  
Euro (EUR) Total per currency

Keywords   Show unanswered items only

Moulds components

0 Selected

	Type	Code	Label	Qty	Unit	Comments	Deliv. date	Delivery date confirmation	Supplier delivery date (if different then requested)	Unit price	Amount	Supplier Comments
<input type="checkbox"/>	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
<input type="checkbox"/>	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...

2 Record(s)

**1**

# Um einen RFx zu beantworten, bestätigen Sie ihn abschließend

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

# VERTRAGSMANAGEMENT



# Lieferantenportal - Validierungen

So zeigen Sie den Abschnitt "von O-I-VERWENDUNGSPRÜFUNGEN freigegebene Vertragsvereinbarungen" im Dashboard des Lieferantenportals an:

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

- Announcement:** The content is not set.
- Onboarding Progress:** Shows three completed steps: Initialized (Onboard Pending), Enrollment Rev. (Review Information), and Active Supplier (Onboard Complete). A yellow warning box indicates items requiring attention: Missing Mandatory Document(s), Medium Risk Alert on CO2 emissions, Change request in progress, and Supplier Expired Documents.
- Validations:** A table with 5 results, highlighted with a green border. A green arrow points from the Onboarding Progress section to this table.

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	

# Vertragsmanagement - Vertragsdokument

Wenn Sie die Vereinbarung bearbeiten möchten, klicken Sie auf das Element. Daraufhin wird das Dokumentfenster angezeigt.

Oben befinden sich aktive Schaltflächen, mit denen Sie folgende Aktivitäten ausführen können:

- **LADEN SIE** das Dokument **HERUNTER**, das Sie erhalten haben,
- Vereinbarung **GENEHMIGEN**, wenn keine Änderungen erforderlich sind,
- Oder schlagen Sie Änderungen durch **BEARBEITEN** vor.

Hauptdokumentinformationen und die Angabe, mit welcher

**VERTRA** Document

par:

The screenshot displays a web interface for managing contract documents. On the left is a dark sidebar with a 'Document' header. The main content area features a top bar with four action buttons: 'Save' (black), 'Edit' (red), 'Approve' (green), and 'Download' (purple). Below this is a form with several 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	

# Vertragsmanagement – Vertragsdokument

Zum Anzeigen des Vertragsdokuments (Originalversion, die von O-I vorgeschlagen wurde) verwenden

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

# Verträge -> Verträge Verwalten

Um die Arbeitsbereiche für Verträge zu durchsuchen, verwenden Sie das Menü **VERTRÄGE** und **VERTRÄGE VERWALTEN**:

The screenshot displays the Supplier Portal interface. At the top, a navigation bar contains the following menu items: General Info., Sourcing, **Contracts**, Catalogs, Orders, Performance, and B2B Interfaces. The 'Contracts' menu item is highlighted with a green box, and a sub-menu item 'Manage Contracts' is also highlighted with a green box. Below the navigation bar, the page title is 'Supplier Portal'. On the left side, there is a sidebar with three buttons: 'Company Profile', 'Import Catalog', and 'Review Client'. The main content area is divided into two sections: 'Announcement' (with the text 'The content is not set.') and 'Onboarding Progress'. The 'Onboarding Progress' section shows three items with green checkmarks: 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'. To the right of the 'Onboarding Progress' section, there is a yellow warning box titled 'The following items require your attention:' containing three items: 'Missing Mandatory Document(s)', 'DUNS number missing', and 'Medium Risk Alert on CO2 emissions'. A large green arrow points upwards from the 'Onboarding Progress' section towards the 'Manage Contracts' button.

# Verträge -> Verträge Verwalten

**VERTRAGSARBEITSBEREICHE (CTRXXXXXX, wobei X für eine Ziffer steht)** werden in einer gesperrten Ansicht angezeigt. Klicken Sie auf ein Element, um Details anzuzeigen.

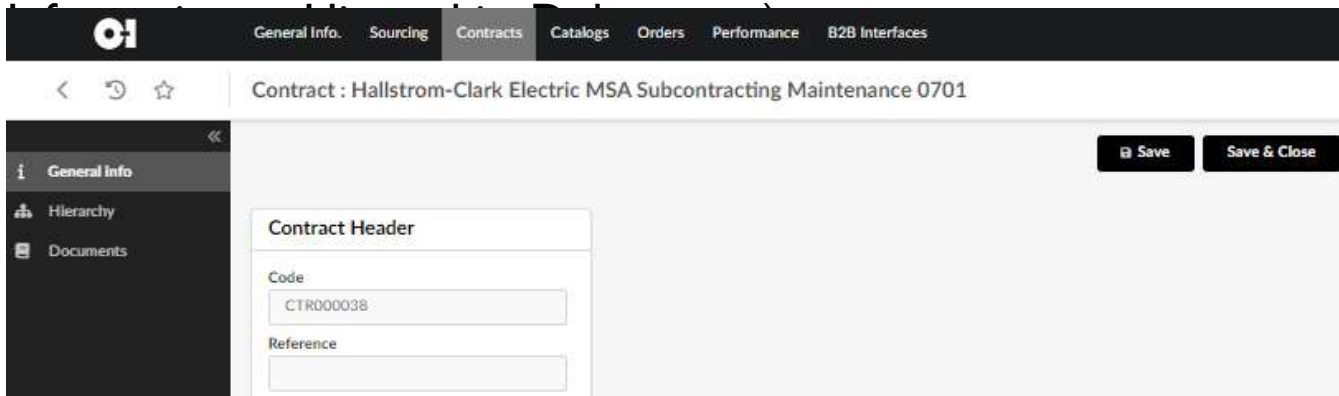
The screenshot displays the 'Manage Contracts' interface. At the top, there are navigation tabs for 'Contracts' and 'Performance'. A search bar is located in the top right corner. Below the navigation, there are filters for 'Keywords', 'Type', and 'Status'. The 'Status' filter is expanded, showing options: Draft, Negotiation in Progress, Global Review, Signature in Progress, Signed, Amended, and Regional Review. A 'Search' button and a 'Reset' button are also present. Below the filters, a table lists contract records with the following columns: Code, Contract, Type, End Date, Global Contract Amount, Currency, and Status.

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 - Covía - 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

## Modulübersicht – Registerkarten

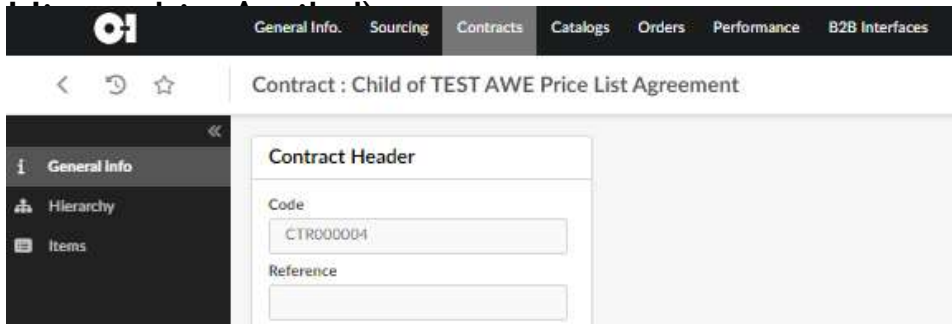
Die folgenden Registerkarten sind in jedem Vertragsarbeitsbereich verfügbar und können je nach Vertragstyp im Modul verwendet werden: **Allgemeine Informationen, Hierarchie, Dokumente/Artikel.**

Beispiel – Rahmenvertrag (folgende Registerkarten sind sichtbar: Allgemeine



The screenshot shows the OI system interface for a contract header. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The breadcrumb trail is 'Contract : Hallstrom-Clark Electric MSA Subcontracting Maintenance 0701'. The left sidebar shows 'General Info', 'Hierarchy', and 'Documents'. The main content area is titled 'Contract Header' and contains two input fields: 'Code' with the value 'CTR000038' and 'Reference' which is empty. There are 'Save' and 'Save & Close' buttons in the top right corner.

Beispiel – Preisliste (folgende Registerkarten sind sichtbar: Allgemeine Informationen,



The screenshot shows the OI system interface for a price list agreement. The top navigation bar includes 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The breadcrumb trail is 'Contract : Child of TEST AWE Price List Agreement'. The left sidebar shows 'General Info', 'Hierarchy', and 'Items'. The main content area is titled 'Contract Header' and contains two input fields: 'Code' with the value 'CTR000004' and 'Reference' which is empty.

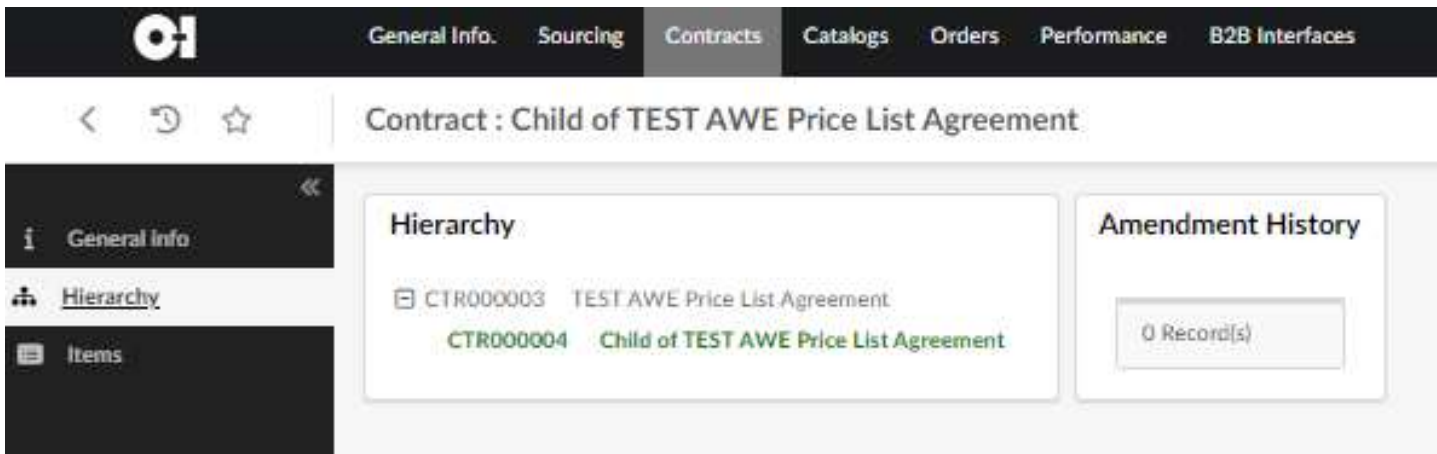
Auf der Registerkarte „**Allgemeine Informationen**“ werden alle **Hauptvertragsattribute** aufgeführt. Diese können für Lieferanten nicht bearbeitet werden:

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

## Arbeitsbereich „Vertrag“ – Registerkarte „Hierarchie“

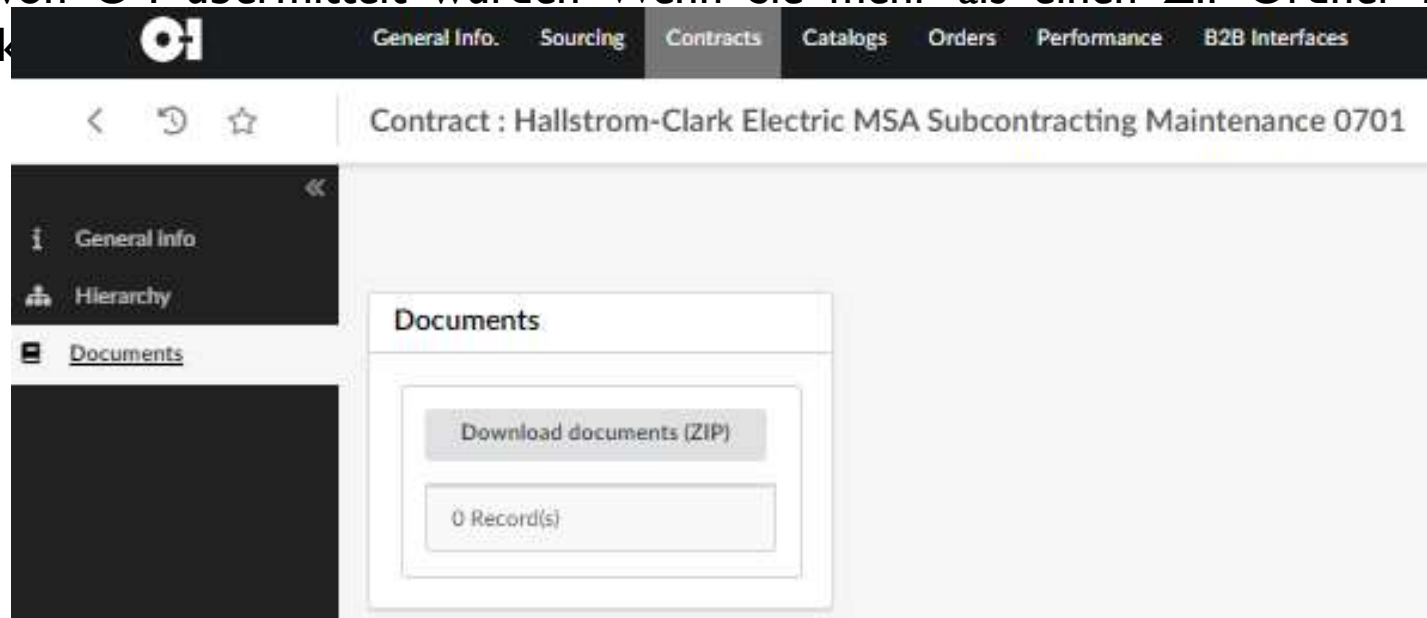
Auf der Registerkarte "**Hierarchie**" wird die Verknüpfung zwischen Verträgen angezeigt (falls zutreffend):



The screenshot displays the CI system interface. At the top, a navigation bar includes the CI logo and tabs for General Info., Sourcing, Contracts (selected), Catalogs, Orders, Performance, and B2B Interfaces. Below the navigation bar, there are navigation icons (back, refresh, star) and the breadcrumb "Contract : Child of TEST AWE Price List Agreement". On the left, a sidebar menu shows "General info", "Hierarchy" (selected), and "Items". The main content area is divided into two panels: "Hierarchy" and "Amendment History". The "Hierarchy" panel shows a tree structure with two entries: "CTR000003 TEST AWE Price List Agreement" and "CTR000004 Child of TEST AWE Price List Agreement". The "Amendment History" panel shows "0 Record(s)".

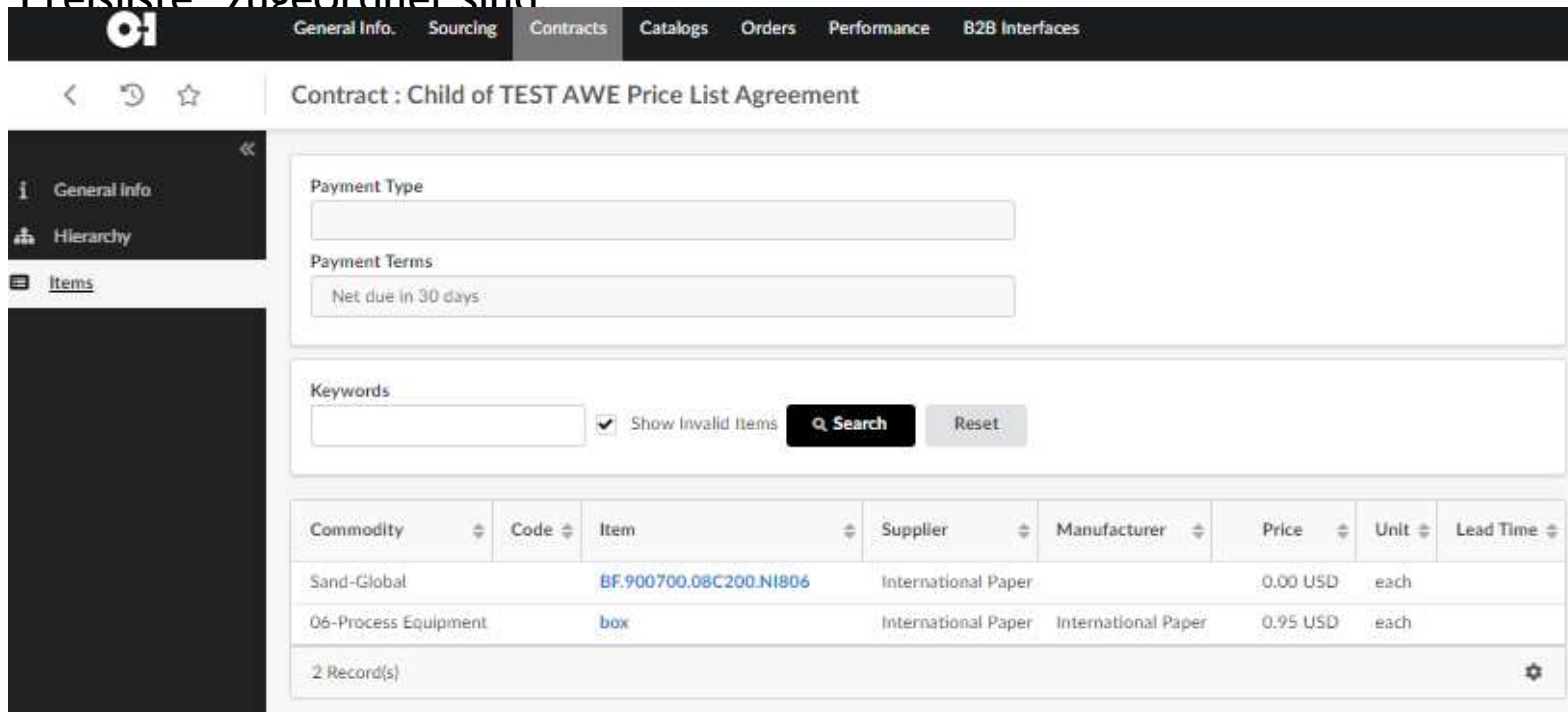
## Arbeitsbereich „Vertrag“ - Registerkarte „Dokumente“

Auf der Registerkarte „**Dokumente**“ werden alle Dokumente aufgeführt, die mit dem Vertrag verknüpft sind. Unten sind keine Dokumente sichtbar, da keine Dokumente mit CW verknüpft sind. Hier werden Dokumente angezeigt, sobald sie von O-I übermittelt wurden. Wenn Sie mehr als einen ZIP-Ordner herunterladen



## Arbeitsbereich „Vertrag“ - Registerkarte „Artikel“

Auf der Registerkarte "**Artikel**" werden alle Artikel aufgeführt, die der Vertragsart "Preisliste" zugeordnet sind:



Contract : Child of TEST AWE Price List Agreement

General Info. Sourcing **Contracts** Catalogs Orders Performance B2B Interfaces


Payment Type

Payment Terms  
Net due in 30 days

Keywords

Show Invalid Items **Search** Reset

Commodity	Code	Item	Supplier	Manufacturer	Price	Unit	Lead Time
Sand-Global		<a href="#">BF.900700.08C200.NI806</a>	International Paper		0.00 USD	each	
06-Process Equipment		<a href="#">box</a>	International Paper	International Paper	0.95 USD	each	

2 Record(s) 

# Adobe eSignature

Ein O-I-Benutzer kann eine **elektronische Signatur** für eine Vereinbarung verwenden.

O-i-Benutzer können die zu unterzeichnenden Dokumente durch Ankreuzen des entsprechenden Kästchens auswählen und dann auf „elektronische Signaturen aktivieren“ klicken, um den Prozess der Unterschriftszeremonie einzuleiten.

Sie werden per E-Mail benachrichtigt, wenn die Anforderung einer E-Signatur durch O-I ausgelöst

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

AS Adobe Sign <adobesign@adobesign.com>  
To: Kinga Janiszewska

Retention 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

WARNING: This email originated from outside of O-I. Do not click links or take attachments unless you recognize the sender and know the content is safe.

**Adobe Acrobat Sign**

Your Agreement Has Been Sent for Signature!

- Adobe Acrobat Sign has sent Signature Request CTR#536 to you, John, and other participants for signature.
- When all participants have completed Signature Request CTR#536, all parties will receive a final PDF copy by email.

[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.

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

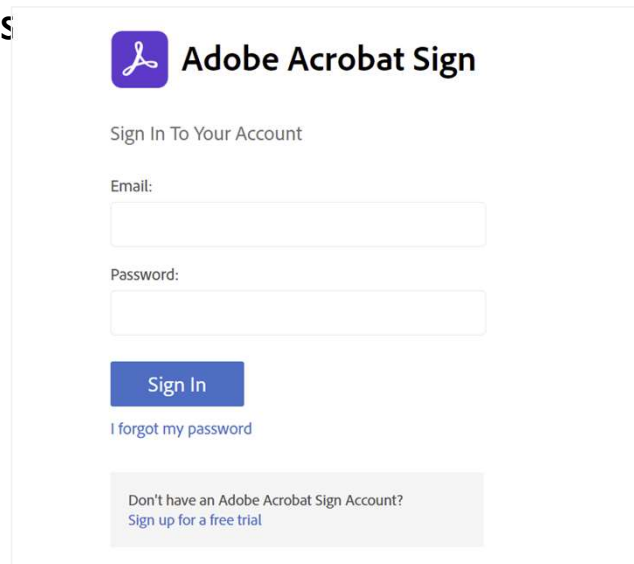
You can always [Login to Adobe Acrobat Sign](#) to:

- 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 eSignature

Sobald der E-Signaturprozess für ein Dokument eingeleitet wurde, werden Sie zur Anmeldung bei **Adobe Acrobat Sign** weitergeleitet, wo der Unterzeichner des Lieferanten von O-I zugewiesen wird und wo auf dem Dokument eine Erstunterschrift oder Unterschrift erforderlich ist



The screenshot shows the Adobe Acrobat Sign login interface. At the top left is the Adobe Acrobat Sign logo. Below it, the text "Sign In To Your Account" is displayed. There are two input fields: "Email:" and "Password:". Below the password field is a blue "Sign In" button. Underneath the button is a link that says "I forgot my password". At the bottom of the form, there is a grey box containing the text "Don't have an Adobe Acrobat Sign Account?" and a link "Sign up for a free trial".

Sobald beide Parteien das Dokument unterzeichnet haben, wird das Datum der Unterschrift an Ivalua übermittelt, das Dokument steht zum Download bereit und ist mit dem Status „finalisiert“ gekennzeichnet.

# VORFALLMANAGEMENT- UND COLLABORATION-PLÄNE



## Liste aller offenen Aktivitäten ist in VALIDIERUNGEN verfügbar (1)

- ❑ INCIDENT MANAGEMENT (2) – Ermöglicht die Meldung von Problemen, die in der Beziehung zum Lieferanten auftreten.
- ❑ KOOPERATIONSPLAN (3) – bietet die Möglichkeit, mit Lieferanten und internen Stakeholdern (Funktionen wie Engineering, Qualität, Logistik) zusammenzuarbeiten, um:
  - Beheben von Vorfällen – Plan zur Mängelbehebung
  - Leistungsverbesserung – Verbesserungsplan
  - Kontrolle von Lieferantenrisiken – Risikominderungsplan
  - Zusammenarbeit bei Innovationen – Innovationsplan
  - Entwicklung neuer Produkte – Einführung neuer Produkte

Um einen bestimmten Vorfall oder einen bestimmten Plan für die Zusammenarbeit zu öffnen, sollte der Bleistift (4) verwendet werden. Details finden Sie im geöffneten Fenster mit der Möglichkeit, bestimmte Daten auszufüllen.

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	



## VORFALLMANAGEMENT

Sobald Sie als Lieferant die Details des Vorfalls prüfen, sollten Sie eine Entscheidung für den Vorfall treffen:

- **Ablehnen (1)** – wenn Sie dem Vorfall nicht zustimmen. Im Falle eines abgelehnten Vorfalls wird der Supplier Quality Manager einbezogen und kann einige zusätzliche Informationen zurückgeben.
- **Genehmigen (2)** – wenn Sie dem Vorfall zustimmen.

Fügen Sie dem Beschluss bitte **Bemerkungen** mit **Begründung** des **Beschlusses (3)** und **Anlagen (4)** hinzu.

**Bei Vorfällen mit Schweregrad 3 und Schweregrad 4 fügen Sie den RCCA-Bericht (Root Cause & Corrective Action) immer mit den Untersuchungsergebnissen und der Ermittlung der Korrekturmaßnahmen bei.**

Wenn mit dem Vorfall **Kosten** verbunden sind, wird der Betrag in „angefallene Gesamtkosten“ angegeben.

Die Kosten werden möglicherweise noch berechnet, dann werden sie in der Beschreibung des Vorfalls angegeben und später aktualisiert.

Total Cost Incurred  
1

Bei Vorfällen mit angestiegenen Kosten fügen Sie bitte **EINE GUTSCHRIFT** als Anlage bei (4).

The screenshot shows a web interface for incident management. At the top right, there are buttons for 'Save', 'Save & Close', 'Close', 'Reject', and 'Approve'. The 'Reject' and 'Approve' buttons are highlighted with red boxes and labeled with a blue '1'. The main form is divided into several sections: 'Order' (with a text input), 'Commodity Scope (Incident)' (with a dropdown menu showing '05 - 05-Moulds'), 'Organizational Scope (Incident)' (with a dropdown menu showing 'Jaroslav'), 'Creation Date' (with a date picker showing '6/28/2023'), 'Acknowledgement Date' (with a date picker and a blue '5' callout), 'Owner' (with a dropdown menu showing 'SQP 1'), and 'Delegate to' (with a text input). Below these is a 'Comments' section with a text area and a blue '3' callout. At the bottom, there is a file upload section with a 'Click or Drag to add files' button and a 'Save' button, highlighted with a red box and labeled with a blue '4'. On the right side, there are sections for 'Resolution' (with a text area) and 'Associated Corrective Action Plans' (with a text area).



# VORFALLMANAGEMENT

Bitte beachten Sie den folgenden Zeitrahmen



## ZUGEHÖRIGER PLAN FÜR KORREKTURMASSNAHMEN

Für bestimmte Vorfälle nach Lieferantenqualitätsteam kann ein **Korrekturmaßnahmenplan** erstellt werden (1).

Wenn dem Incident ein Plan zur fehlerbehebenden Maßnahme zugeordnet ist, kann der Incident nicht vor der Genehmigung der fehlerbehebenden Maßnahme geschlossen werden. Eine Sperrwarnung wird angezeigt. Vor Abschluss des Vorfalls sollte ein Plan zur Mängelbehebung (2) erstellt werden.

2

The screenshot shows a web interface for incident management. At the top, there are buttons for 'Save', 'Save & Close', 'Close', 'Reject', and 'Approve'. Below these is a yellow warning banner with a red border and a red exclamation mark icon, containing the text: '- Associated Corrective Action Plan has not been approved by supplier'. The main content area is divided into three columns: 'Origin', 'Incident Description', and 'Outcome'. The 'Incident Description' column contains fields for 'Incident Label', 'Incident Description', 'Incident Type', 'Creation Date', 'Acknowledgement Date', and 'Total Cost Incurred'. The 'Outcome' column contains fields for 'Status', 'End Date', and 'Resolution'. At the bottom right of the 'Outcome' column, there is a section titled 'Associated Corrective Action Plans' with a table containing one row of data. A blue box with the number '1' is placed over the 'Acknowledgement Date' field, and another blue box with the number '2' is placed over the warning banner.

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

# COLLABORATION-PLAN

Jede Art von Plan für die Zusammenarbeit enthält allgemeine Informationen mit Plandetails (1) sowie Team und Aufgabe, die einem bestimmten Plan zugewiesen sind (2). Als Lieferant sollten Sie sich für den Plan zur Zusammenarbeit entscheiden: Ablehnen, wenn Sie nicht einverstanden sind, oder weiterleiten, wenn Sie den Plan genehmigen. Sie sollten die Aufgaben aktualisieren und auf „Speichern“ klicken, sobald Sie die vorgenommenen Änderungen speichern und O-I über Aktualisierungen im Plan informieren möchten.

The screenshot shows the 'Collaboration Plan: example' form. On the left, a dark sidebar contains two menu items: 'General Info.' and 'Team & Tasks', both highlighted with red boxes and numbered '1' and '2' respectively. 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. Below the buttons, the form is divided into sections: 'Plan Description' (with fields for Plan Type, Plan Label, Status, Start Date, and End Date), 'Scope' (with fields for Organizations and Commodities), and 'Origin' (with an Incident field). A 'Detailed Description' field is also present at the bottom.

Auf der Registerkarte Team und Aufgabe finden Sie, welche Aufgabe Ihnen zugewiesen wurde (3). Sie können die Aufgabe bearbeiten, indem Sie auf den Bleistift (4) klicken. Als Lieferant sollten Sie die erforderliche Aufgabe (4) abschließen, den Status (5) aktualisieren und die erforderlichen Nachweise vorlegen.

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 red box highlights the 'Step' column header, and another red box highlights the 'Exec Status' column header. A third red box highlights the 'Assigned to' column header. A blue box highlights the 'Supplier' value in the 'Assigned to' column. A fourth blue box highlights the pencil icon in the 'Action' column. A fifth blue box highlights the 'Done' value in the 'Exec Status' column. A sixth blue box highlights the pencil icon in the 'Action' column. A black circle with the number '55' is in the bottom left corner.

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	

Sie können neue Aufgaben im Fenster „Aufgabe bearbeiten“ über die Schaltfläche „Speichern und Neu“ (1) hinzufügen. Für eine bestimmte Aufgabe, die Ihnen zugewiesen ist, sollten Sie den Status der Aufgabe (2) aktualisieren, der Aufgabe (3) Kommentare hinzufügen, bei Bedarf Anhänge hinzufügen (4) und die Ausführungsdaten aktualisieren (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 EINLADUNGEN




## Was ist EcoVadis?

EcoVadis ist das Nachhaltigkeitsbewertungsunternehmen, das von O-I ausgewählt wurde, um unsere Initiativen zur nachhaltigen Beschaffung zu unterstützen.

Ausgewählte Lieferanten, die im Rahmen des O-I-Projekts stehen, können über Ivalua mit einer Einladung zur Teilnahme am Programm kontaktiert werden.

Nach der Einladung über die Ivalua-Plattform wird der Bewertungsprozess, der mit dem Rating endet, vollständig von der Firma EcoVadis verwaltet.

O-I erwartet, dass die ausgewählten Lieferanten das Projekt rechtzeitig anmelden und eine Bewertung erhalten. In dieser Phase ist die Bewertungsebene nicht kritisch.

 Weitere Informationen zu EcoVadis, dem Bewertungsprozess, Kosten und Nutzen finden Sie auf der EcoVadis-Homepage 