



**S2P IVALUATRaining**



Utilizzo del portale come fornitore



Attività accessibili per i fornitori



Valutazione delle prestazioni



Qualità del fornitore (incidenti, piani di collaborazione, NPI)





## In qualità di fornitore, si accede al Portale tramite la pagina di accesso pubblico

- Una volta effettuata la registrazione, riceverai un'e-mail con il tuo login e una

**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



## Entrate sul Portale dei fornitori Homepage

- È possibile configurare e personalizzare i contenuti della home page.
- La separazione dei dati è rigorosa: ogni fornitore può vedere solo i propri dati.

The screenshot displays the Supplier Portal interface. At the top, there is a navigation bar with the following menu items: 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 page title is "Supplier Portal".

The main content area is divided into several sections:

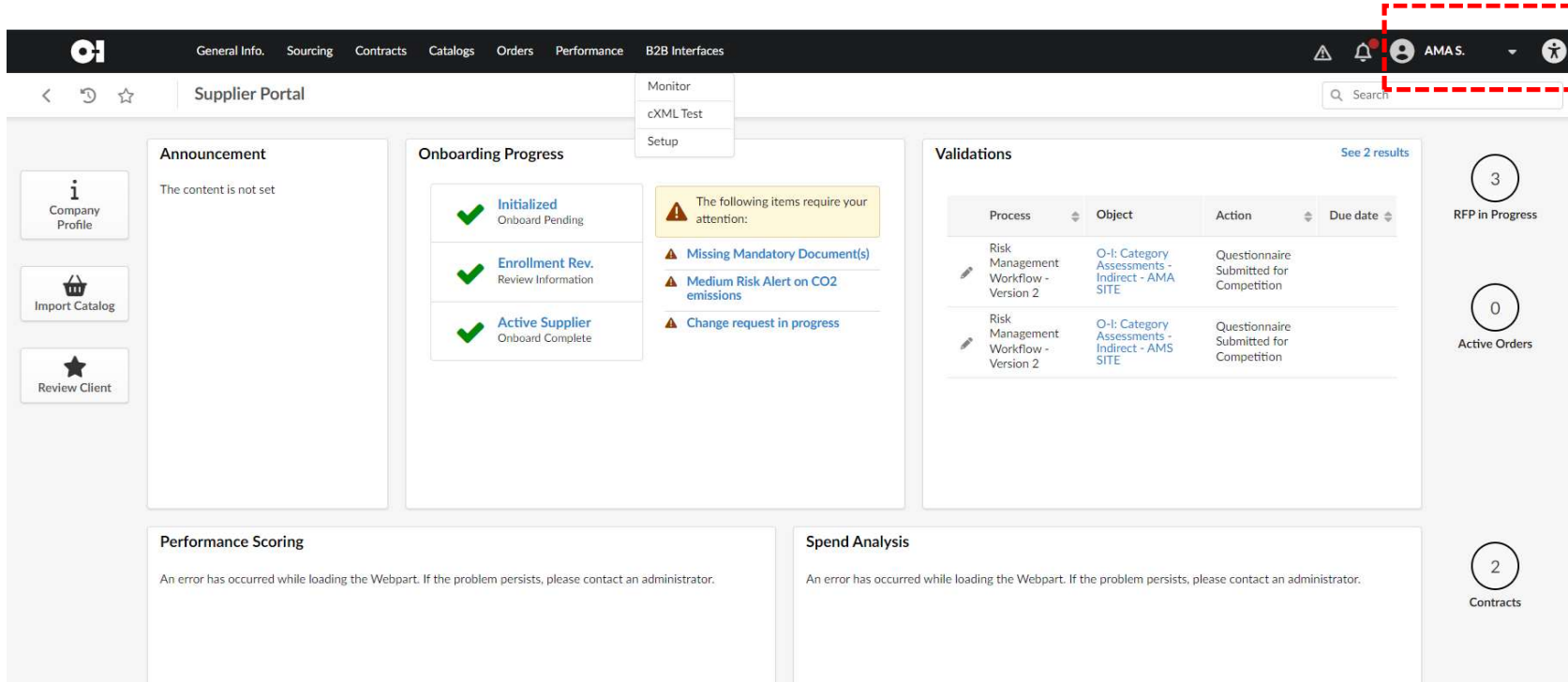
- Announcement:** The content is not set.
- Onboarding Progress:** This section shows three items with green checkmarks: "Initialized" (Onboard Pending), "Enrollment Rev." (Review Information), and "Active Supplier" (Onboard Complete). To the right, there is a warning box stating "The following items require your attention:" with three items: "Missing Mandatory Document(s)", "Medium Risk Alert on CO2 emissions", and "Change request in progress".
- Validations:** This section displays a table with two rows of validation results. The table has columns for Process, Object, Action, and Due date. The first row shows "Risk Management Workflow - Version 2" with the object "O-I: Category Assessments - Indirect - AMA SITE" and the action "Questionnaire Submitted for Competition". The second row shows the same process and object with the action "Questionnaire Submitted for Competition". A link "See 2 results" is present in the top right of this section.
- Performance Scoring:** An error message states: "An error has occurred while loading the Webpart. If the problem persists, please contact an administrator."
- Spend Analysis:** An error message states: "An error has occurred while loading the Webpart. If the problem persists, please contact an administrator."

On the right side of the page, there are three circular indicators with numbers inside, representing different metrics:

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

## Come navigare tra le diverse entità dell' azienda

- Se l'azienda è composta da un **livello "gruppo"** e da diversi livelli **"sito"**, ciascuno viene memorizzato come fornitore distinto in Ivalua.
- Se sono presenti un gruppo fornitore e siti fornitore, ciascuno di essi disporrà dei propri dati in uno spazio separato.
- Per navigare tra le diverse entità dell' azienda utilizzare la sezione fornitore accanto al proprio nome



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

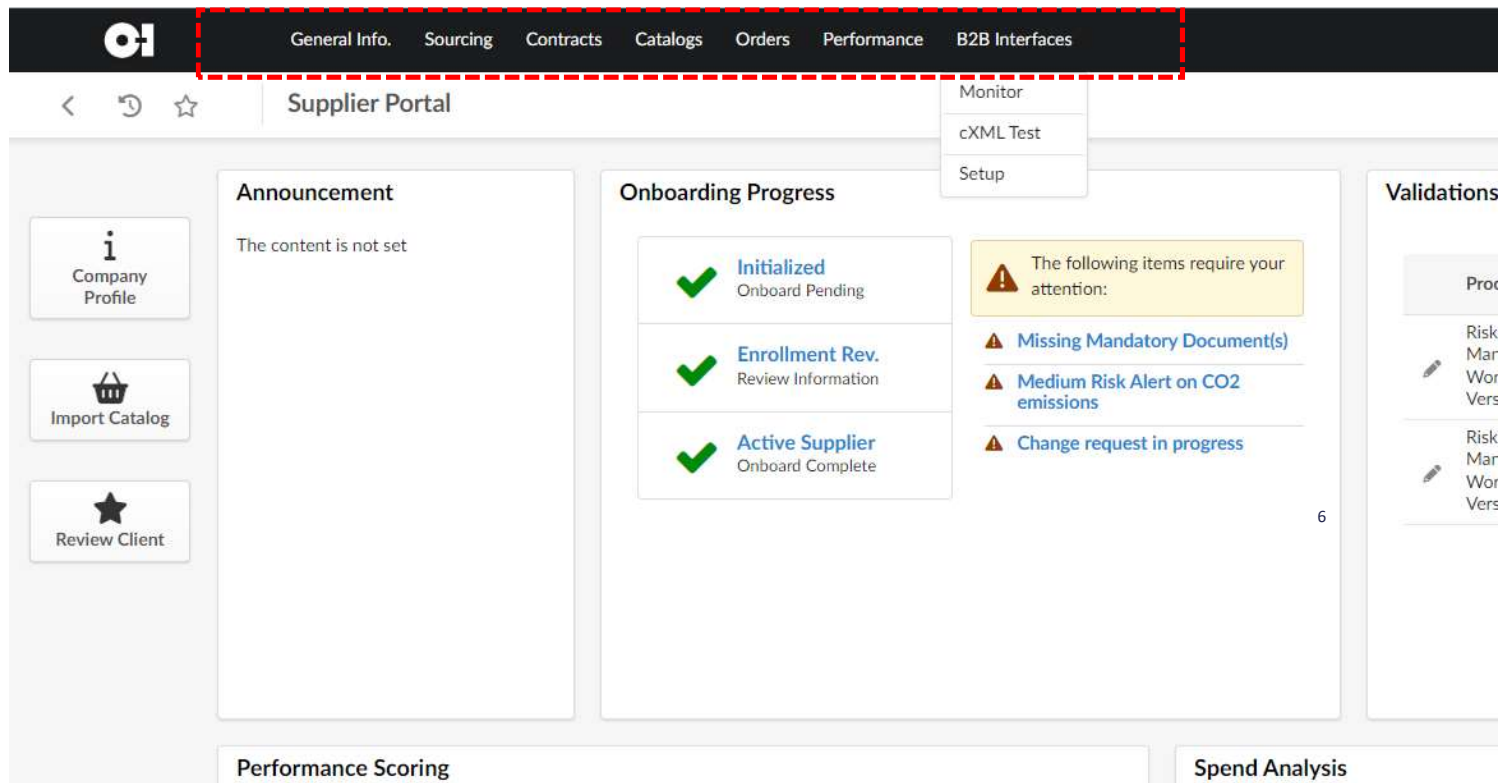
2 Contracts

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.

# Menu dei fornitori

- I fornitori hanno un accesso limitato rispetto agli utenti O-I. Solitamente possono visualizzare un numero di voci di menù inferiore.
- Le voci di menu visualizzate dipendono dai moduli attivati nell' applicazione.



The screenshot displays the Supplier Portal interface. At the top, a navigation bar contains the OI logo and a menu with the following 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". On the left side, there are three main menu items: "Company Profile", "Import Catalog", and "Review Client". The main content area is divided into several sections:

- Announcement:** The content is not set.
- Onboarding Progress:** This section 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:" and lists:
  - Missing Mandatory Document(s)
  - Medium Risk Alert on CO2 emissions
  - Change request in progress
- Validations:** This section shows a table with columns for "Proc", "Risk", "Mar", "Wor", and "Vers". There are two rows of data, each with a pencil icon next to the "Wor" column.

At the bottom of the page, there are two sections: "Performance Scoring" and "Spend Analysis". A small number "6" is visible in the bottom right corner of the main content area.

# Accesso alle attività del flusso di lavoro e del calendario

Nel menu a tendina sotto il proprio nome è possibile accedere alla seguente sezione:

- Delega le attività del flusso di lavoro (il mio profilo)

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 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 4 columns: Process, Object, Action, and Due date. It lists two validation items, both for Risk Management Workflow - Version 2, with actions of 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 different metrics:

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

# Accesso alle attività del flusso di lavoro e del calendario

Fare clic sull'icona della campana accanto al proprio nome per :

- Accedere alle approvazioni in sospeso nel proprio flusso di lavoro (convalide in sospeso)
- Accedere alle attività del calendario (*attività pianificate*)
- Accesso alle notifiche (inviti RFx...)

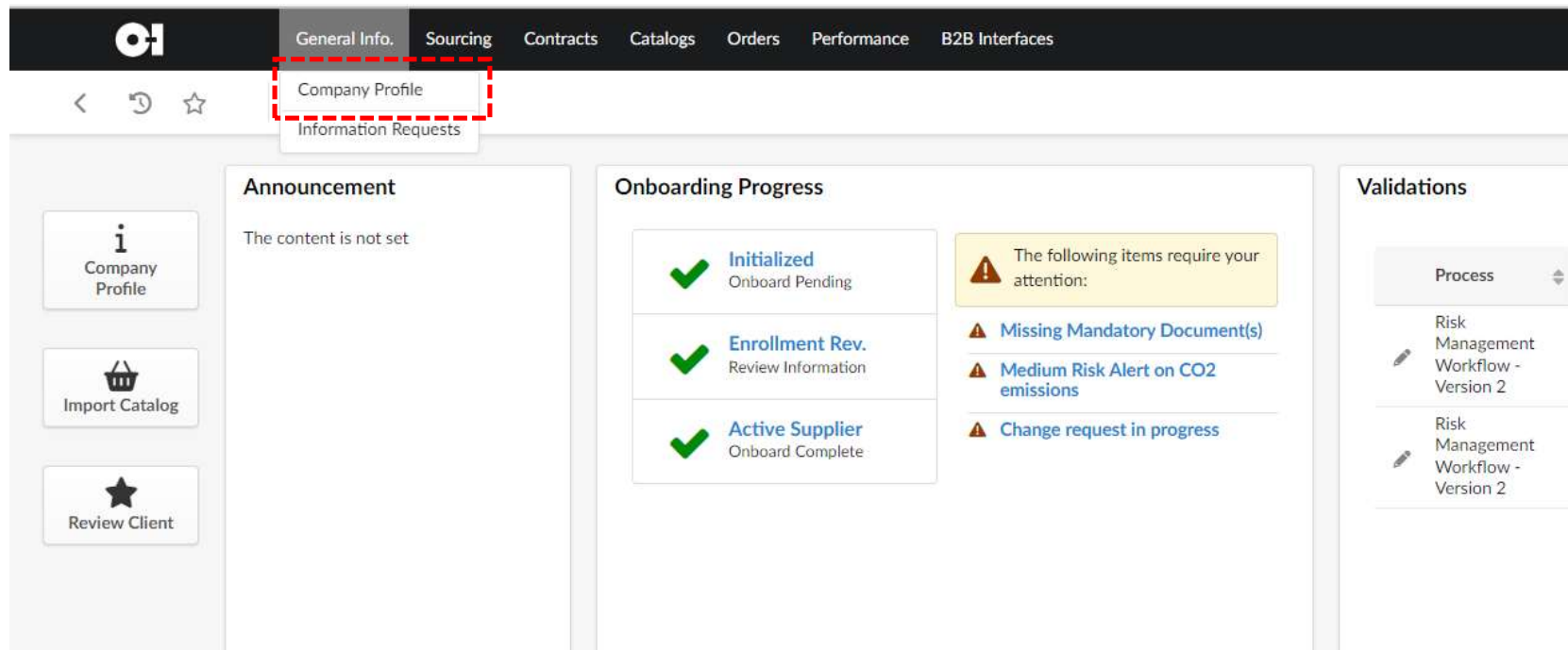
The screenshot displays the Supplier Portal interface. At the top, there is a navigation bar with tabs: General Info., Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. On the right side of the navigation bar, there is a user profile for 'AMA S.' with a notification bell icon. A dropdown menu is open from the notification bell, showing three items: 'Pending validations' (with a red notification badge showing '2'), 'Scheduled Tasks', and 'Notifications'. Below the navigation bar, the main content area is divided into several sections: 'Announcement' (with the text 'The content is not set'), 'Onboarding Progress' (showing three green checkmarks for 'Initialized', 'Enrollment Rev.', and 'Active Supplier'), and 'Validations' (a table with two rows of risk management workflows). On the right side, there are two circular indicators: 'Active Orders' with a '0' and 'Contracts' with a '2'. At the bottom, there are two error messages under 'Performance Scoring' and 'Spend Analysis'.

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	

# ATTIVITÀ ACCESSIBILI AI FORNITORI



- Su questo argomento è disponibile una presentazione con istruzioni dedicate.



The screenshot displays a web application interface with a dark navigation bar at the top. The navigation bar contains the CI logo and several menu items: General Info., Sourcing, Contracts, 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. The 'Company Profile' link is highlighted with a red dashed box, and a dropdown menu is visible below it, showing 'Information Requests'. The main content area is divided into three columns:

- Announcement:** Contains a card with an information icon and the text 'Company Profile'. Below it are two more cards: 'Import Catalog' with a shopping cart icon and 'Review Client' with a star icon.
- Onboarding Progress:** Contains three status cards: 'Initialized' (Onboard Pending) with a green checkmark, 'Enrollment Rev.' (Review Information) with a green checkmark, and 'Active Supplier' (Onboard Complete) with a green checkmark. To the right of these cards is a yellow warning box with a triangle icon and the text 'The following items require your attention:'. Below this box are three items: 'Missing Mandatory Document(s)', 'Medium Risk Alert on CO2 emissions', and 'Change request in progress', each with a warning triangle icon.
- Validations:** Contains a 'Process' dropdown menu with a downward arrow. Below it are two items: 'Risk Management Workflow - Version 2' and 'Risk Management Workflow - Version 2', each with a pencil icon.



Per rispondere alle richieste di informazioni selezionare *Informazioni generali*. > *richieste di informazioni*

The screenshot shows a software interface with a dark top navigation bar containing the logo and several tabs: **General Info.**, **Sourcing**, **Contracts**, **Catalogs**, **Orders**, **Performance**, and **B2B Interfaces**. Below the navigation bar, there are three icons: a left arrow, a refresh icon, and a star icon. A dropdown menu is open, showing **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 has 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 contains two panels. The first panel, titled **Announcement**, displays the text "The content is not set". The second panel, titled **Onboarding Progress**, features a list of three items, each with a green checkmark: **Initialized** (Onboard Pending), **Enrollment Rev.** (Review Information), and **Active Supplier** (Onboard Complete). To the right of this list is a yellow warning box with a triangle icon and the text "The following items require your attention:", followed by three items: **Missing Mandatory Document(s)**, **Medium Risk Alert on CO2 emissions**, and **Change request in progress**.



# Per rispondere a un RfX selezionare *Gestisci proposte*

The screenshot displays a procurement system interface. At the top, a navigation bar contains several 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' (with the text 'The content is not set'), 'Onboarding Progress' (showing 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'), '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](#)

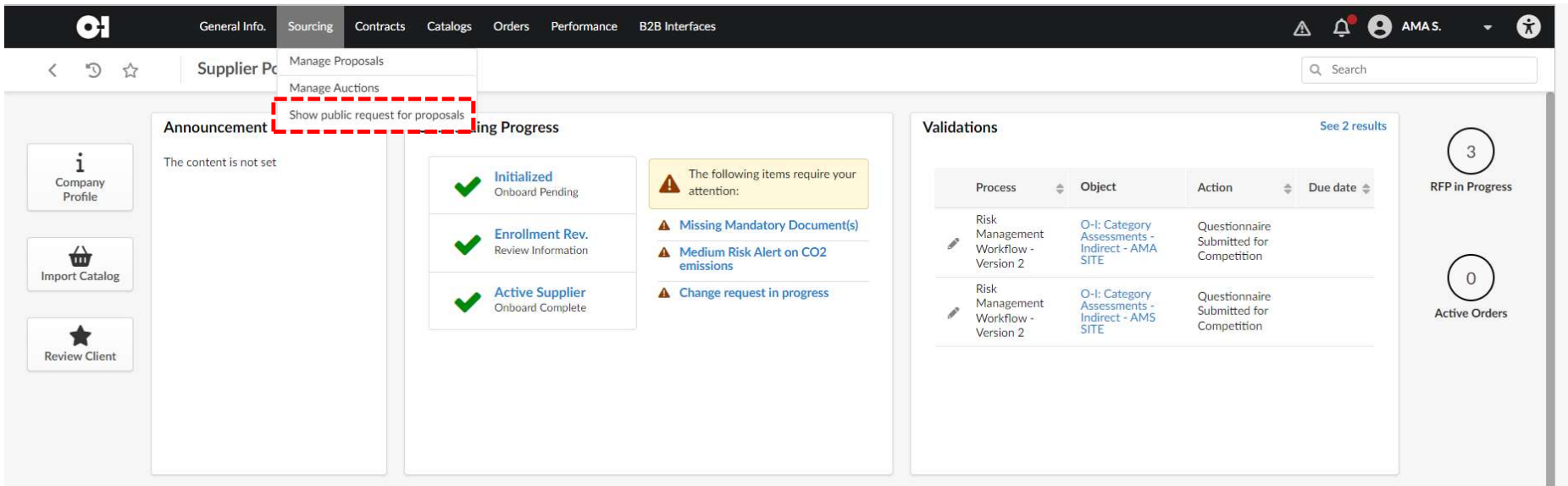
Process	Object	Action	Due date
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMA SITE	Questionnaire Submitted for Competition	
Risk Management Workflow - Version 2	O-I: Category Assessments - Indirect - AMS SITE	Questionnaire Submitted for Competition	

RFP in Progress 3

Active Orders 0

## Se sono presenti RFX pubblici è possibile esaminarle e richiedere di essere invitati

- Le RFX pubbliche sono quelle in cui parte delle informazioni è accessibile ai fornitori non invitati. Sono comuni nel settore pubblico.



The screenshot displays a procurement system interface. The top navigation bar includes tabs for 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. The user is logged in as 'AMAS.'. The main content area is titled 'Supplier Profile' and features a dropdown menu with options: 'Manage Proposals', 'Manage Auctions', and 'Show public request for proposals' (highlighted with a red dashed box). Below the dropdown, there are three main sections: 'Announcement' (with the text 'The content is not set'), 'Onboarding Progress' (showing 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'), and 'Validations' (showing two rows of validation items). On the right side, there are two circular indicators: 'RFP in Progress' with a count of 3 and 'Active Orders' with a count of 0.

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	

# I fornitori possono collaborare alla creazione di contratti

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 also highlighted. The user's name, AMAS, is visible in the top right corner.

The main content area is divided into three sections:

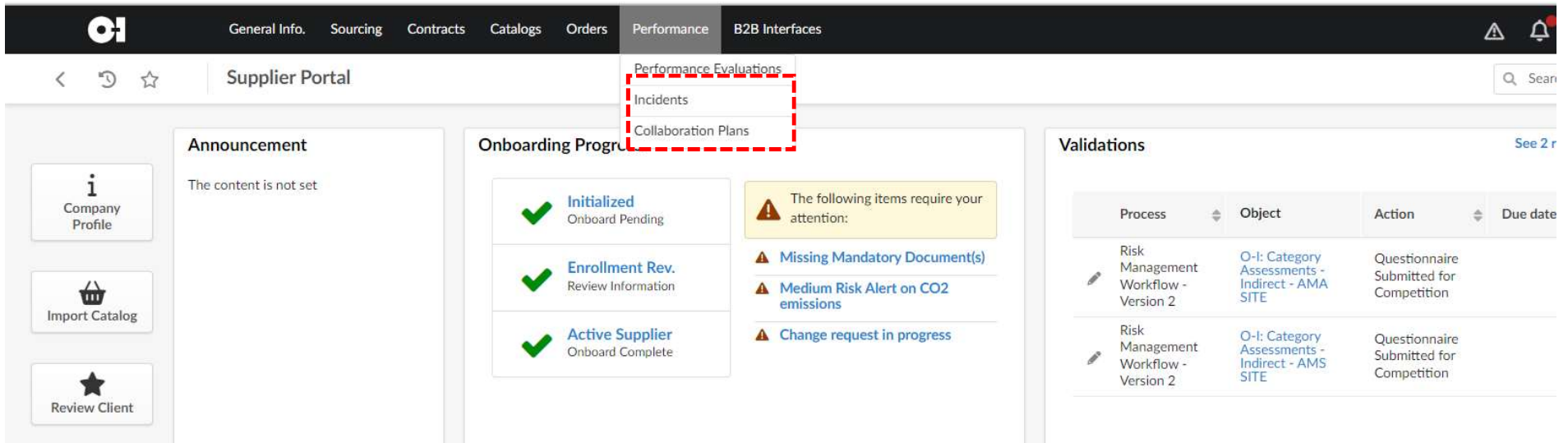
- Announcement:** The content is not set.
- Onboarding Progress:** Shows three items with green checkmarks: **Initialized** (Onboard Pending), **Enrollment Rev.** (Review Information), and **Active Supplier** (Onboard Complete). A yellow warning box indicates items requiring attention: **Missing Mandatory Document(s)**, **Medium Risk Alert on CO2 emissions**, and **Change request in progress**.
- Validations:** Shows two results in a table. A link [See 2 results](#) is available.

The right 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	

## I fornitori possono vedere gli incidenti e partecipare ai piani di collaborazione

- I fornitori possono visualizzare le eccezioni registrate dagli acquirenti sulle loro consegne o ordini.
- I fornitori possono visualizzare le attività assegnate a loro nei piani di collaborazione.



The screenshot displays the 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, showing options for Performance Evaluations, Incidents, and Collaboration Plans. The Incidents and Collaboration Plans options are highlighted with a red dashed box. The main content area is divided into three sections: Announcements, Onboarding Progress, and Validations. The Onboarding Progress section 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. The Validations section contains a table with two rows of data.

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	

# **RICHIEDI MODIFICA/AGGIORNAMENTO DEI DATI AZIENDALI**

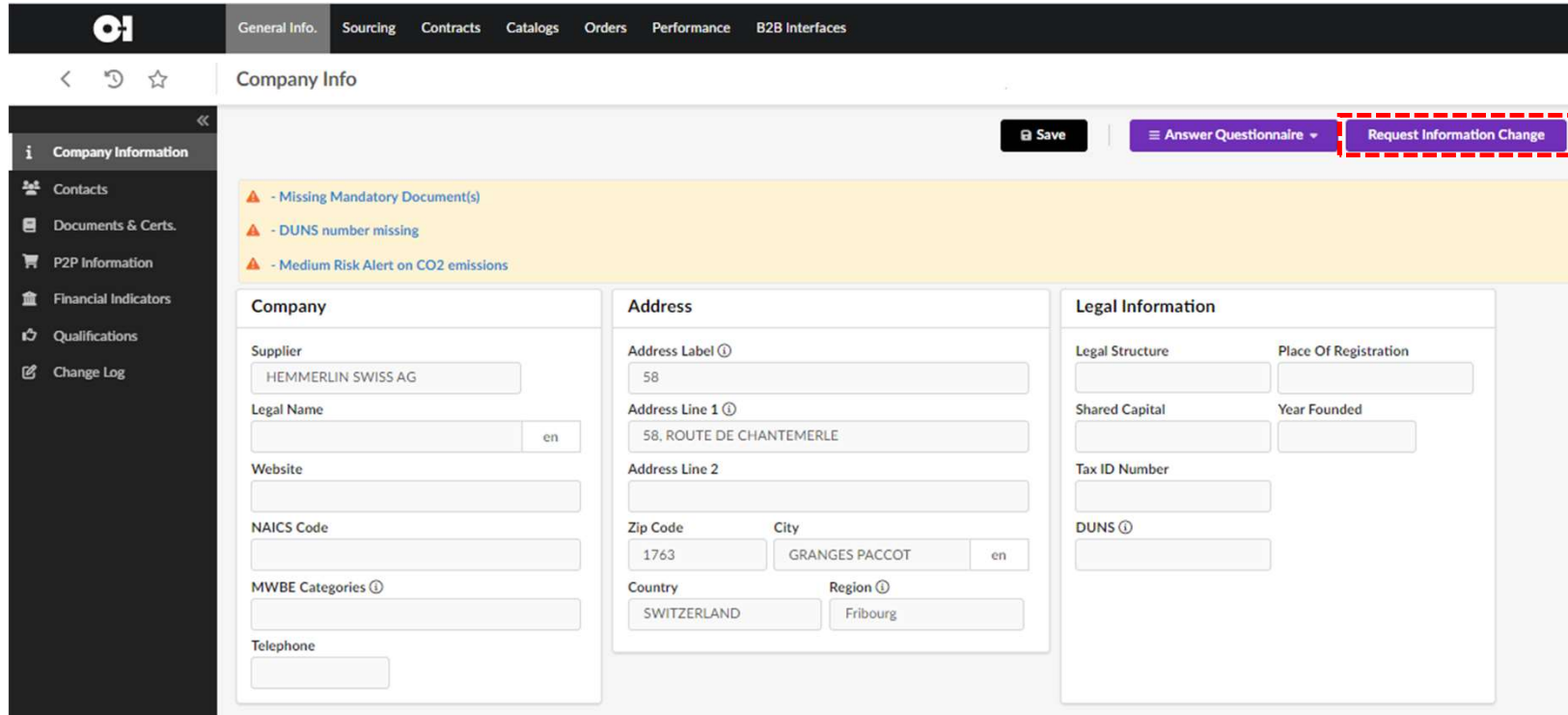


## Richiedi modifica azienda

È possibile richiedere in qualsiasi momento la seguente modifica/aggiornamento:

- Informazioni sull'azienda
- Contatto
- Documenti e certificati
- Informazioni P2P
- Indicatori finanziari
- Qualifiche

Una volta effettuato l'accesso, il primo passo consiste nel rivedere/completare/modificare immediatamente tutti i dati



General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

< ↻ ☆ Company Info

Save Answer Questionnaire Request Information Change

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

**Company**

Supplier  
HEMMERLIN SWISS AG

Legal Name  
en

Website

NAICS Code

MWBE Categories ⓘ

Telephone

**Address**

Address Label ⓘ  
58

Address Line 1 ⓘ  
58, ROUTE DE CHANTEMERLE

Address Line 2

Zip Code City  
1763 GRANGES PACCOT en

Country Region ⓘ  
SWITZERLAND Fribourg

**Legal Information**

Legal Structure Place Of Registration

Shared Capital Year Founded

Tax ID Number

DUNS ⓘ

## Richiedi modifica azienda (informazioni azienda)

- Immettere il motivo della richiesta di modifica
- Tutti gli altri campi sbloccati possono essere soggetti a richiesta di modifica

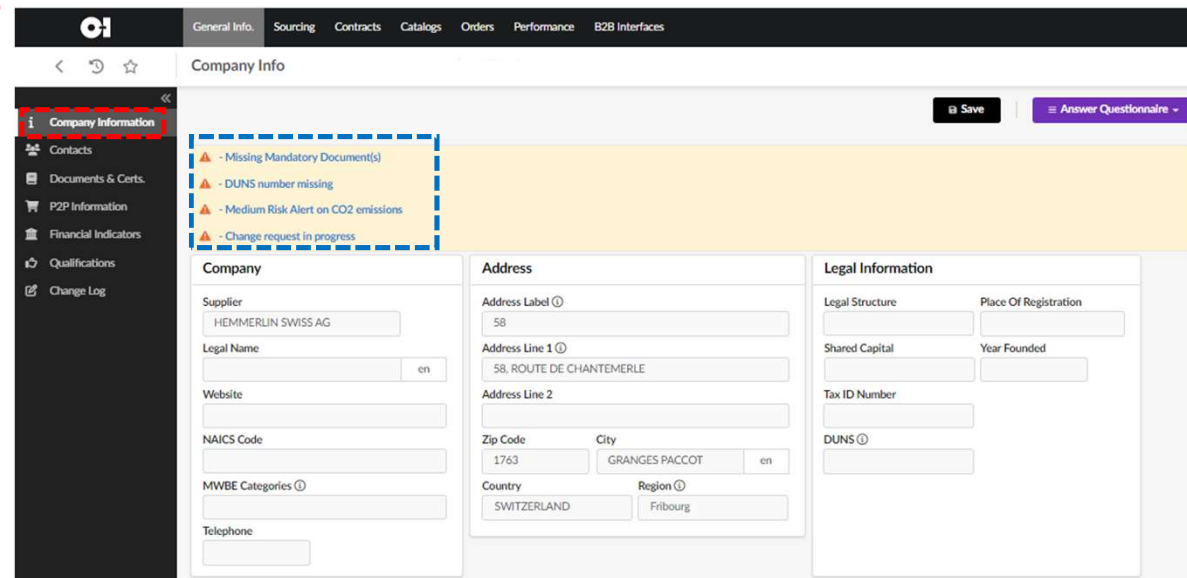
- Inserire il numero DUNS. Se non si dispone di un numero DUNS, effettuare una richiesta utilizzando i seguenti collegamenti:



Duns Registration

- Il foglio di calcolo Excel è disponibile su <http://vendors.o-i.com>

- I messaggi di avvertenza devono essere processati dall'utente



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:

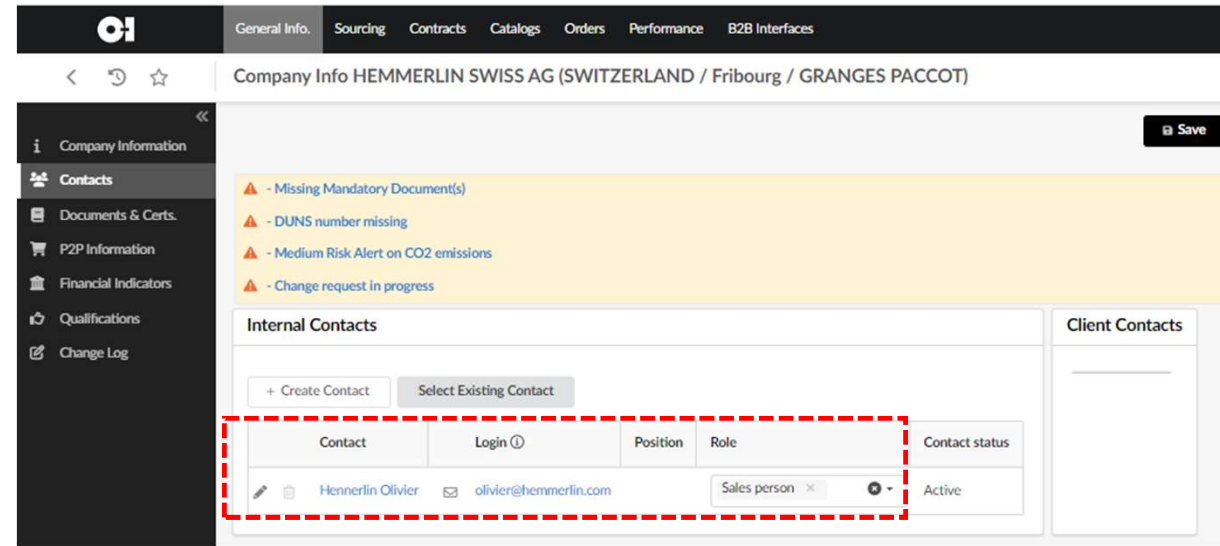
- Missing Mandatory Document(s)
- DUNS number missing
- Medium Risk Alert on CO2 emissions
- Change request in progress

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.

## Richiedi modifica azienda (contatti)

Almeno un contatto è obbligatorio per accedere a Ivalua. A seconda del ruolo, è possibile gestire diversi contatti

- Immettere il nome del contatto e i relativi ruoli (ciascun contatto riceverà il proprio login e la propria password)
- Un contatto diverso può essere coinvolto in un evento diverso in funzione del suo ruolo (ad esempio, il venditore può ricevere le richieste di offerta, la qualità può ricevere un questionario di verifica)



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

# Richiedi modifica azienda (documenti e certificati)

È possibile allegare qualsiasi documento o certificato.

Alcuni documenti sono obbligatori (contrassegnati con \*), ad esempio certificato bancario

The screenshot displays a web application interface for managing company information. The top navigation bar includes tabs for General Info, Sourcing, Contracts, Catalogs, Orders, Performance, and B2B Interfaces. The main content area is titled "Company Info" and features a sidebar with navigation options: Company Information, Contacts, Documents & Certs., P2P Information, Financial Indicators, Qualifications, and Change Log. The "Documents & Certs." section is active, showing a list of documents and certifications. A red dashed box highlights the "Add Document" button and the table of existing documents. The table has columns for Att., Document Type, Document Name, Begin Date, Expiration Date, Owner, and Status. The table lists four documents, all marked with an asterisk (\*): Bank Certificate, Údaje o subjektech DPH / Data on subjects VAT, Supplier Request Form, and Certificate of Incorporation. Below the table, there are sections for MWBE Certifications, Certifications, and Other Documents, each with an "Add Document" button and a "0 Record(s)" indicator.

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 Documents

0 Record(s)

Other Documents



## Richiedi modifica azienda (informazioni P2P)

- Puoi aggiornare le tue informazioni bancarie in tempo reale
- Tutti gli altri campi sbloccati possono essere soggetti a richiesta di modifica

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@hommel.ch

Telephone Preferred Transmission Type

**Banking Information**

+ Add Banking Information

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
		CH57002323379437860X	23379437860X	00233	Validated

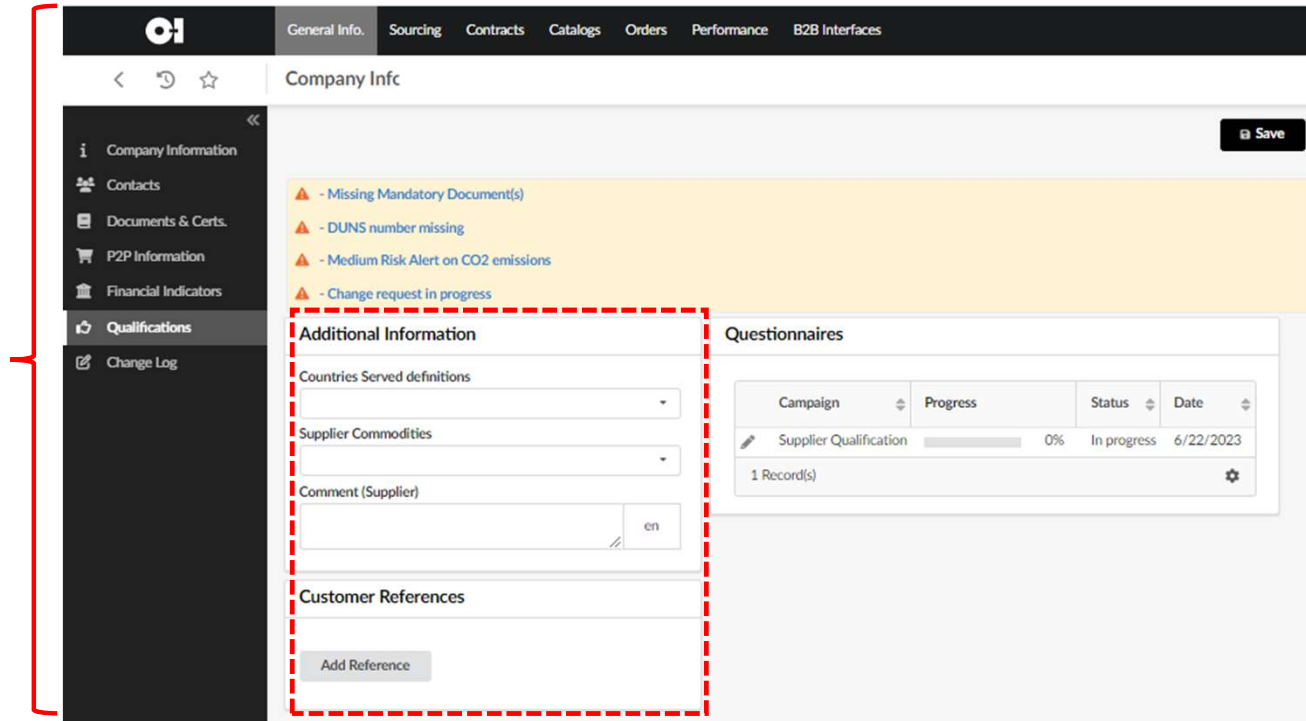
1 Record(s)

Una volta completata la richiesta di modifica, fare clic **Submit**

✓ Data has been saved  
i Validated successfully

## Richiedi modifica azienda (qualifiche)

- È possibile aggiornare:
- i Paesi che si possono fornire
- I prodotti che si possono fornire
- Riferimento del cliente



General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

< ↻ ☆ Company Info Save

- 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

**Additional Information**

Countries Served definitions

Supplier Commodities

Comment (Supplier)  en

**Customer References**

Add Reference

**Questionnaires**

Campaign	Progress	Status	Date
Supplier Qualification	0%	In progress	6/22/2023

1 Record(s)



## Richiedi modifica azienda (modifiche richieste)

- In questa scheda è possibile visualizzare le modifiche richieste

General Info. Sourcing Contracts Catalogs Orders Performance B2B Interfaces

< ⌚ ☆ Company Change Request

Company Information  
P2P Information  
Changes Requested

✓ 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) ⚙

## Operazioni che i fornitori non possono eseguire

### I fornitori non possono :

- Vedere i dati di altri fornitori, anche se condividono le stesse qualifiche.
- Guardare le loro valutazioni delle prestazioni.
- Vedere richieste di acquisto (solo ordini di acquisto).
- Richiedere il rinnovo di un contratto.
- Richiedere l'accesso a RFX non pubblici se non sono invitati.

Collegamento al database di formazione lvalua da aggiungere

# RISPONDERE AI QUESTIONARI



## Tipi di questionario

Ai fornitori potrebbe essere richiesto di rispondere a diversi tipi di questionari:

- RFX – per fornire informazioni, proposta, preventivo
- Autovalutazioni – per fornire input per la valutazione dei fornitori o preparare il terreno per un controllo in loco
- Raccolta dei dati: Sicurezza IT, sostenibilità, emissioni di ambito 3, ecc.
- Sondaggi sulla soddisfazione dei fornitori

I questionari possono variare nella forma (domande chiuse/aperte, selezione da un elenco, spuntare la casella, ...) ma la metodologia di risposta è la stessa per tutti.

# 🔍 Come accedere?

Le notifiche vengono visualizzate sotto l'icona della campana (1)

Sono visibili nel sottomenu Convalida in sospeso (2)

La descrizione può variare a seconda del tipo di questionario (3)

Accedere al questionario facendo clic sulla matita o sulla descrizione dell'oggetto (4)

The screenshot displays a 'To do list' interface. At the top right, a notification bell icon (1) is visible. Below it, a dropdown menu (2) contains 'Pending validations' with a red '9+' badge. The main table lists tasks with columns: Process, Object, Action, Forwarded on, Action's date (UTC+2), Due date, and Status. Row 2 is highlighted with a purple box. A pencil icon (3) is next to the 'Object' column. A purple arrow (4) points to the 'Object' text in the same row.

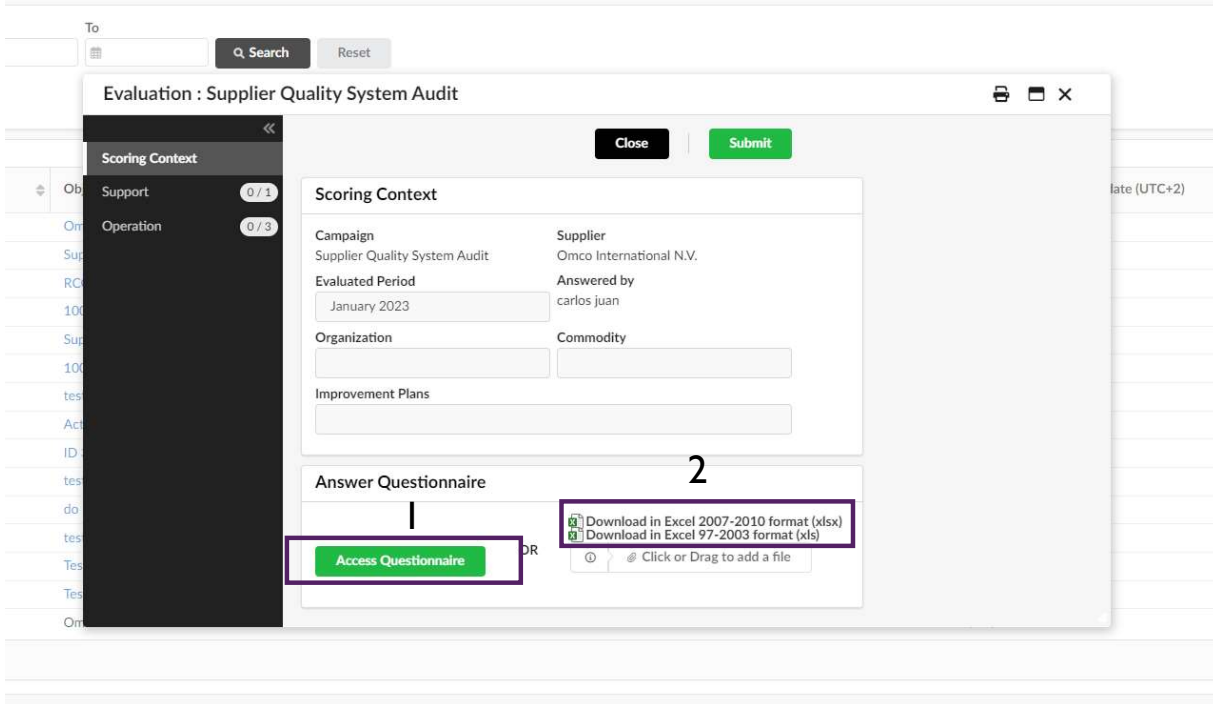
Process	Object	Action	Forwarded on	Action's date (UTC+2)	Due date	Status
Collaboration Plan	Omco Quality System Audit Test corrective action	Plan Submission	7/12/2023			🟡🟡🟡
Evaluations	Supplier Quality Mould Technical Evaluation - SIBELCO SAINT ROMAIN LE-PUY	Questionnaire Response	7/19/2023			🟡🟡🟡
Collaboration Plan	RCCA required	Plan Submission	7/12/2023			🟡🟡🟡
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			🟡🟡🟡

## Come rispondere?

Una volta visualizzato il modulo è possibile accedere al questionario direttamente (1) o tramite il file Excel (2)

In caso di accesso diretto le risposte devono essere fornite direttamente nel sistema

In caso di utilizzo di Excel le risposte possono essere fornite offline



To

Search Reset

Evaluation : Supplier Quality System Audit

Close Submit

Scoring Context

Support 0 / 1

Operation 0 / 3

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

Evaluated Period Answered by  
January 2023 carlos.juan

Organization Commodity

Improvement Plans

Answer Questionnaire 2

1 Access Questionnaire

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

Click or Drag to add a file

## Come rispondere?

- Le risposte nel sistema devono essere fornite a tutte le domande. Le domande obbligatorie sono contrassegnate da asterischi (1)
- Per passare alla domanda successiva fare clic sul pulsante Avanti (2)
- Una volta finalizzato fare clic sul pulsante Invia (3)
- Il modulo può essere compilato in più sessioni utilizzare il pulsante Chiudi (4) per salvare il modulo senza inviarlo.

Evaluation : Supplier Quality System Audit

4 **Close** **Submit** 3

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\* 1

Comment

**Next** 2

# Come rispondere?

Se si risponde con Excel, è necessario fornire un feedback su tutte le schede aperte (1).

Tutti le celle bianche sono obbligatorie (2)

Una volta finalizzato il file deve essere salvato con lo stesso nome e formato.

Quindi può essere salvato in Ivalua (3) e inviato (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

Scoring Context

Support 0/3

Operation 0/3

Close Submit 4

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 3

# GESTISCI PROPOSTE – PARTE FORNITORE



# Per rispondere a un RFX

Per rispondere a un RFX selezionare il progetto per il quale si vuole presentare un'offerta

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.	

# Controllare le informazioni generali sul progetto

The image displays two overlapping screenshots of a procurement system interface. The top screenshot shows the 'Overview' tab for an RFX, with a sidebar menu containing 'Overview', 'History', 'Info', 'Discussions', 'Item', and 'My Team'. The main content area includes a 'Remaining time' notification, an 'Acknowledgement' section with a button to acknowledge receipt, and a table for 'RFX General Information'.

The bottom screenshot shows the same RFX page but with the 'History' tab selected in the sidebar. It features a search and filter section for the RFX history, including a 'Status' filter (with 'In progress' and 'Submitted' options) and a 'Requests' filter (with 'Vayres - 86793 - 75CL CREMANT 012474 G6 - SET/PART 1' selected). A 'Search' button and a 'Reset' button are also present.

**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

**Status**

In progress × Submitted ×

**Requests**

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

# Per rispondere a un RFx confermare la ricezione

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

**Acknowledgement**

To answer to this RFx, please acknowledge receipt

**General Information**

Label

Validity End

Description

**Supplier Documents**

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**

**RFx Links**

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

Informare l'acquirente se si ha intenzione di presentare un'offerta oppure no

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

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

**Acknowledgement**

**General Information**

Label\*: Proposal # 1

Validity End

Description

**Supplier Documents**

if needed documents can be added here

# Per rispondere a un RFx compilare la griglia

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

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

# Per rispondere a un RFx compilare una griglia (passaggi successivi)

The screenshot shows an RFx response interface with several key elements:

- Top Bar:** Contains buttons for 'Save' (highlighted with a red box and labeled '2'), 'Download all contents of this RFx', 'Validate & Submit Proposal' (highlighted with a yellow box and labeled '3'), and 'Cancel Proposal'.
- Remaining time:** A box indicating '0d 13h 36min 42s' and a warning 'No proposal has been submitted'.
- Export / Import:** A section for downloading quotation forms in Excel 2007-2010 (xlsx) or Excel 97-2003 (xls) format, and a 'Drop here your quotation form (in Excel format)' area.
- Currency:** A dropdown menu set to 'Euro (EUR)' and a 'Total per currency' button.
- Keywords:** A search bar with a 'Show unanswered items only' checkbox, a 'Search' button, and a 'Reset' button.
- Moulds components:** A table with 2 records. A purple box labeled '1' highlights the 'Delivery date confirmation' and 'Supplier delivery date' columns for both records.

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...

# Per rispondere a un RFX conferma finale

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

# GESTIONE DEI CONTRATTI



# Portale dei fornitori - convalide

Per visualizzare la sezione Contract Agreement Shared by O-I usare CONVALIDA (VALIDATIONS) nel dashboard del Portale dei fornitori:

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

- Announcement:** The content is not set.
- Onboarding Progress:** Three items are listed with green checkmarks: **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. The table has columns for Process, Object, Action, and Due date.

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 - finday file	Supplier Review	
Main Contract Authoring	ENVIGADO - CONTRATO	Supplier Review	

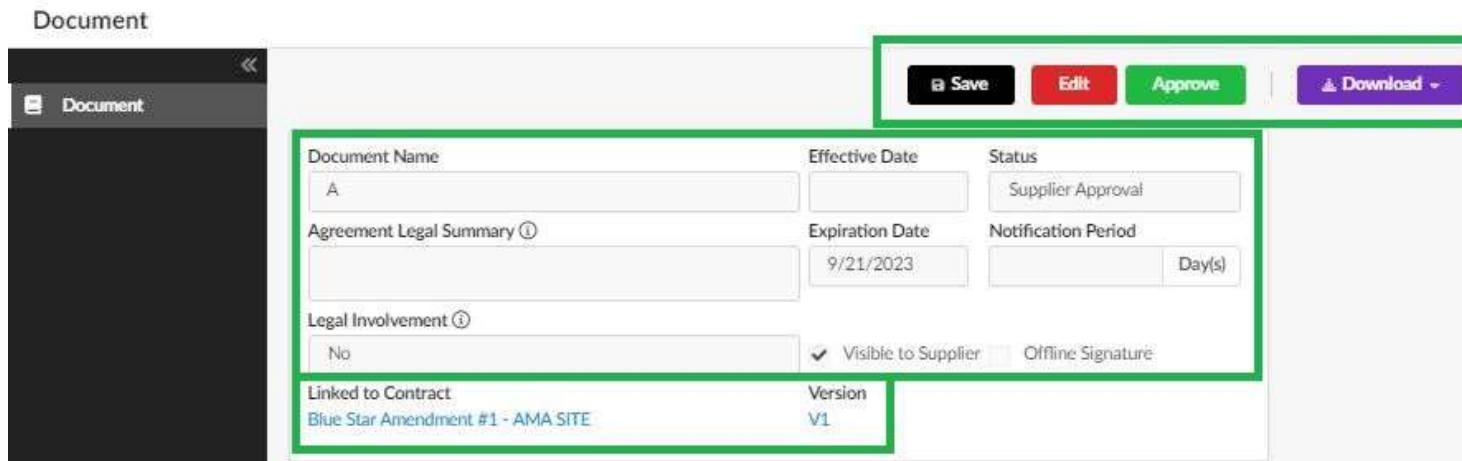
## Gestione dei contratti - documento del contratto

Per agire sull'accordo, fare clic sul documento, verrà visualizzata la finestra del documento.

Nella parte superiore sono presenti pulsanti attivi per eseguire le seguenti attività:

- **SCARICA** il documento ricevuto,
- **APPROVA** accordo se non sono necessarie modifiche,
- Oppure proporre le modifiche tramite **MODIFICA (EDIT)**.

Sono visibili le informazioni sul documento principale e l'indicazione a quale documento **DELL'AREA DI LAVORO DEL CONTRATTO** è collegato:



Document

Document

Save Edit Approve Download

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	

# Gestione dei contratti – documento del contratto

Per visualizzare il documento di accordo (versione originale proposta da O-I), utilizzare la finestra di anteprima:

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° 00059020057 - Partita Iva n° 099790152 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:

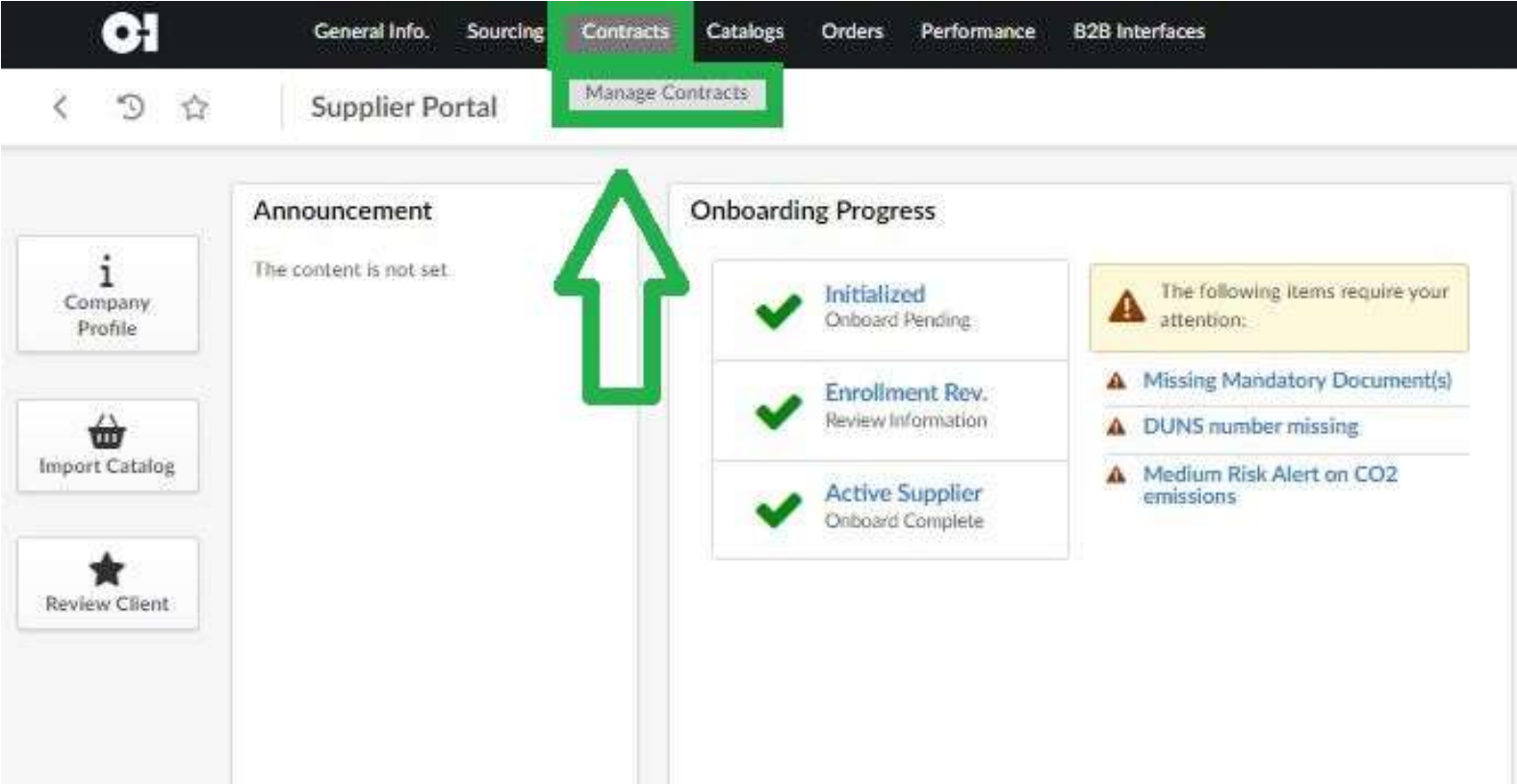
- a) raccolta dei dati e della documentazione necessaria per la predisposizione delle relazioni tecniche da presentare alle Autorità competenti per l'avvio dell'iter autorizzativo ambientale;
- b) verifica dell'assoggettabilità del **Progetto** a Valutazione di Impatto Ambientale - VIA;
- c) supporto 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 tutte 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

## Contratti -> Gestisci contratti

Per sfogliare le aree di lavoro dei contratti, con O-I, utilizzare il menu: **CONTRATTI** e **GESTIONE CONTRATTI**:



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 'Manage Contracts' button towards the 'Onboarding Progress' section. The main content area is divided into three sections: 'Announcement' (with the text 'The content is not set.'), 'Onboarding Progress' (showing three items with green checkmarks: 'Initialized Onboard Pending', 'Enrollment Rev. Review Information', and 'Active Supplier Onboard Complete'), and 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'. On the left side, there are three buttons: 'Company Profile', 'Import Catalog', and 'Review Client'.

# Contratti -> Gestisci contratti

**LE AREE DI LAVORO CONTRACT (CTRXXXXXX, dove X rappresenta una cifra)** verranno visualizzate in una lista. Fare clic su un elemento per visualizzare i dettagli:

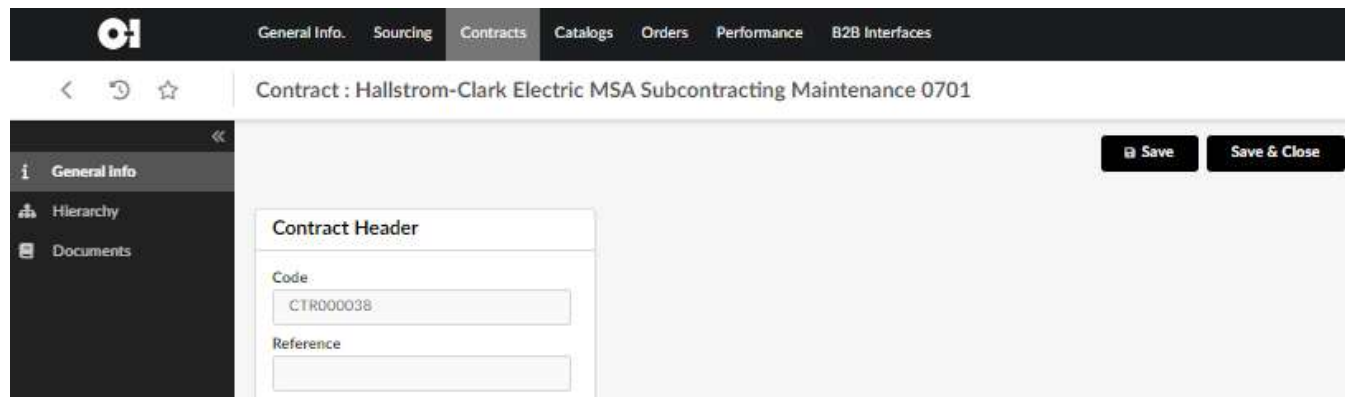
The screenshot displays the 'Manage Contracts' interface. At the top, there are navigation tabs: 'General Info.', 'Sourcing', 'Contracts', and 'Performance'. The 'Contracts' tab is active. On the right, there are icons for a warning, a notification bell, and a user profile labeled 'AMA S.'. Below the navigation, there is a search bar and a 'Manage Contracts' title. The main area contains a search 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 this, there is a 'Filters' section showing the selected status filters. The main content is a table of contracts.

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

## Panoramica del modulo - schede

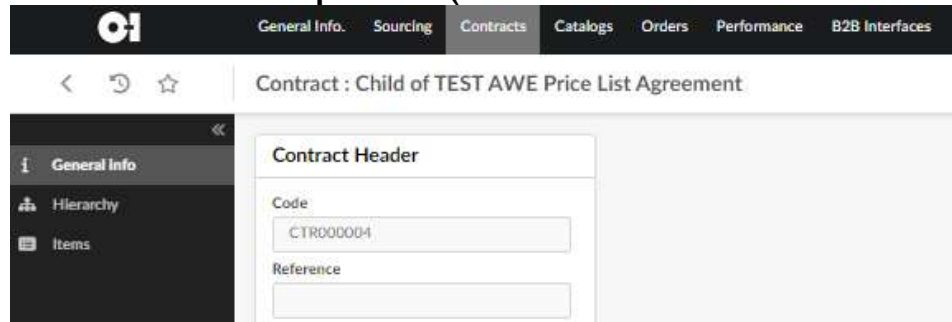
Le seguenti voci di menu sono disponibili in qualsiasi area di lavoro Contract e possono essere utilizzate nel modulo a seconda del tipo di contratto: **Informazioni generali, gerarchia, documenti/elementi.**

Esempio – Contratto principale (le voci di menu visibili sono: Informazioni generali, gerarchia, documenti):



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

Esempio – Contratto listino prezzi (le voci di menu visibili sono: Informazioni generali, gerarchia, elementi):



The screenshot shows the OCI interface for a price list contract. The top navigation bar is the same as in the previous example. The breadcrumb trail reads 'Contract : Child of TEST AWE Price List Agreement'. The left sidebar menu shows 'General Info' (selected), 'Hierarchy', and 'Items'. The main content area is titled 'Contract Header' and contains two input fields: 'Code' with the value 'CTR000004' and an empty 'Reference' field.

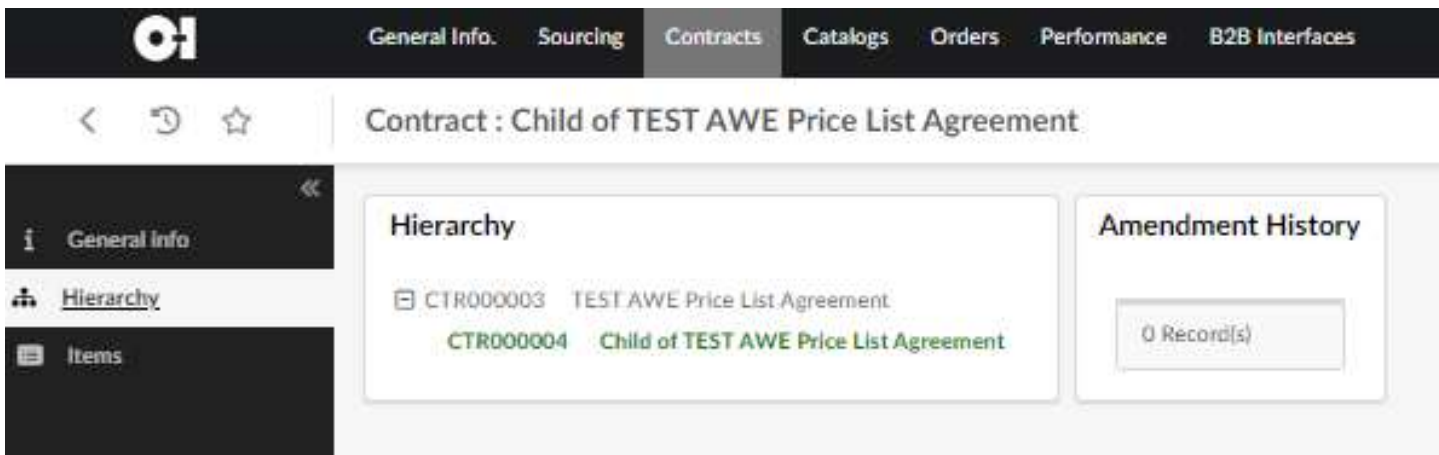
La scheda **informazioni generali** elenca tutti gli attributi principali del contratto e non è modificabile dai fornitori:

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

## Area di lavoro contratto - scheda gerarchia

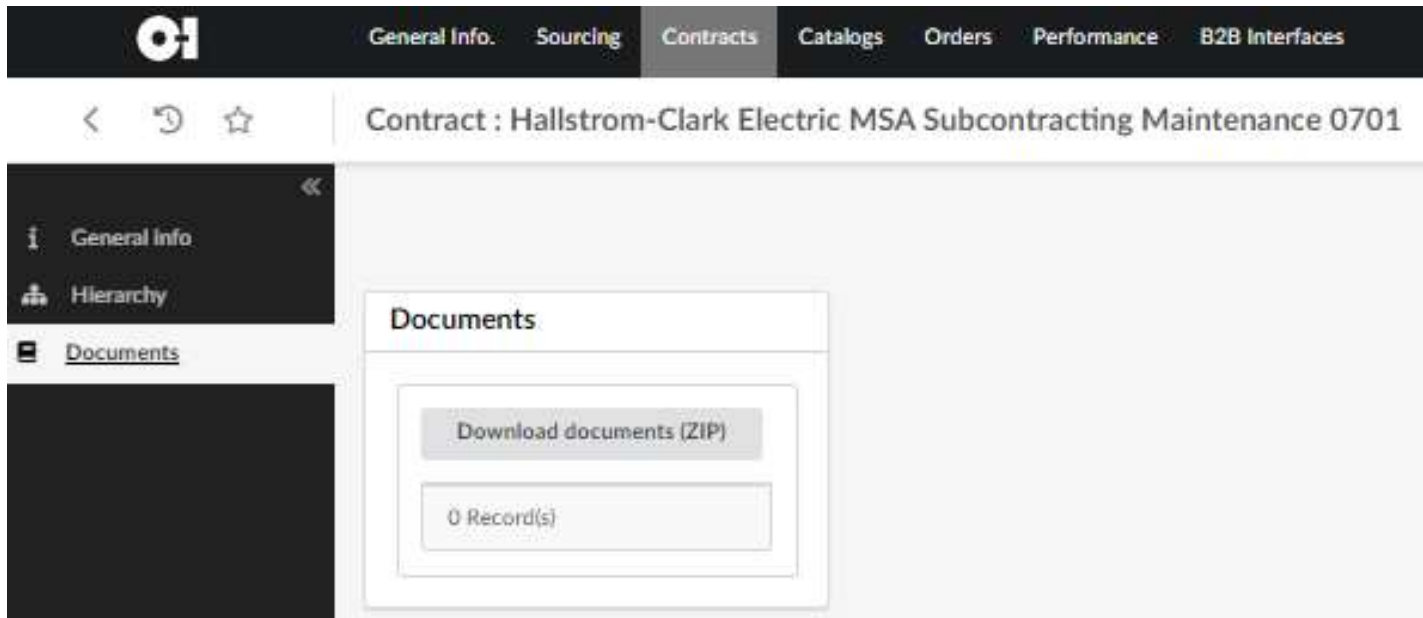
La **scheda gerarchia** visualizza il collegamento tra i contratti (se applicabile):



The screenshot displays the CI system interface for a contract hierarchy. 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 page title "Contract : Child of TEST AWE Price List Agreement". On the left side, 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 nodes: "CTR000003 TEST AWE Price List Agreement" and "CTR000004 Child of TEST AWE Price List Agreement". The "Amendment History" panel shows "0 Record(s)".

## Area di lavoro contratto - scheda documenti

La scheda **documenti** elenca tutti i documenti associati al contratto: nell'esempio sotto riportato nessun documento è visibile, ma se esistenti è qui che i documenti verranno visualizzati una volta inviati da O-I. Se sono più di uno è possibile scaricare una cartella ZIP:



The screenshot displays the O-I system interface. At the top, a navigation bar includes the O-I logo and tabs for 'General Info.', 'Sourcing', 'Contracts', 'Catalogs', 'Orders', 'Performance', and 'B2B Interfaces'. Below this, a breadcrumb trail shows '<', a clock icon, a star icon, and the text 'Contract : Hallstrom-Clark Electric MSA Subcontracting Maintenance 0701'. On the left, a sidebar menu is visible with options for 'General Info', 'Hierarchy', and 'Documents'. The main content area features a 'Documents' section with a 'Download documents (ZIP)' button and a status indicator showing '0 Record(s)'.

# Area di lavoro contratto - scheda articoli

La scheda **articoli** elenca tutti gli elementi associati al tipo di accordo listino prezzi:

The screenshot displays a web application interface for contract management. At the top, a navigation bar includes the logo and menu items: General Info., Sourcing, Contracts (selected), Catalogs, Orders, Performance, and B2B Interfaces. Below the navigation bar, the breadcrumb path is 'Contract : Child of TEST AWE Price List Agreement'. A left sidebar contains three main sections: 'General Info', 'Hierarchy', and 'Items' (which is highlighted). The main content area is divided into several sections: 'Payment Type' with an empty input field, 'Payment Terms' with the text 'Net due in 30 days', and a 'Keywords' section with an input field, a checked 'Show Invalid Items' checkbox, and 'Search' and 'Reset' buttons. At the bottom, a table lists items with columns for Commodity, Code, Item, Supplier, Manufacturer, Price, Unit, and Lead Time. The table contains two rows of data and a summary row indicating '2 Record(s)'. A gear icon is visible in the bottom right corner of the table area.

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

Un utente O-I potrebbe voler applicare una **firma elettronica** a un accordo.

Gli utenti O-I possono selezionare i documenti che richiedono la firma selezionando la casella corrispondente, quindi possono fare clic su "attiva firme elettroniche" per avviare il processo di firma.

Si riceverà una notifica via e-mail quando la richiesta di firma elettronica viene attivata da 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

Retention Policy: Delete Mail 1 Year (1 year)

Expires: 05/08/2024

If there are problems with how this message is displayed, click here to view it in a web browser.



Adobe Acrobat Sign

Your Agreement Has Been Sent for Signature!

- Adobe Acrobat Sign has sent Signature Request CTR#536 to you, John, and Kinga Janiszewska 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.](#)

How do I 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

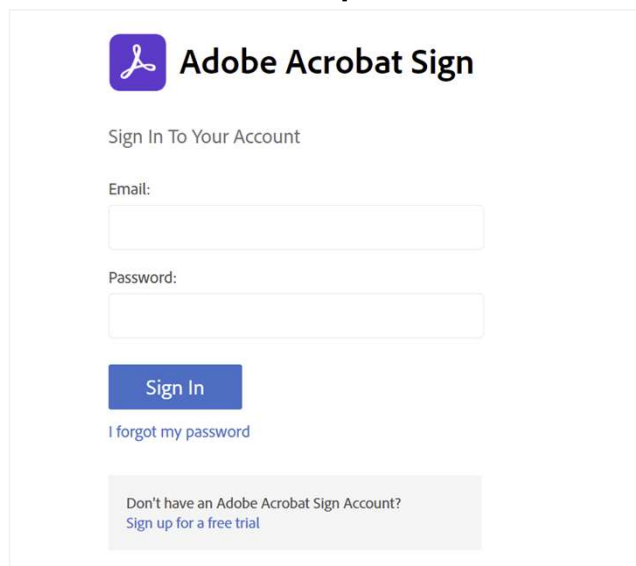
[Click here to view this document online in your Adobe Acrobat Sign account.](#)

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



Una volta avviato il processo di firma elettronica per un documento, l'utente verrà invitato ad accedere ad **Adobe Acrobat Sign**. Il firmatario del fornitore sarà assegnato da O-I e sul documento potrà essere richiesta la firma per esteso e/o la sigla:



The screenshot shows the Adobe Acrobat Sign login interface. At the top left is the Adobe Acrobat Sign logo, consisting of a purple square with a white stylized 'A' icon and the text 'Adobe Acrobat Sign' to its right. Below the logo is the heading 'Sign In To Your Account'. Underneath, 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'. Under the button is a link that says 'I forgot my password'. At the bottom of the form area, there is a light gray box containing the text 'Don't have an Adobe Acrobat Sign Account?' and a link 'Sign up for a free trial'.

Infine, una volta che entrambe le parti firmano il documento, la data della firma viene trasmessa a Ivalua, il documento è disponibile per il download e contrassegnato con lo stato "finalizzato".

# **GESTIONE DEGLI INCIDENTI E PIANI DI COLLABORAZIONE**



## L'elenco di tutte le attività aperte è disponibile nella sezione CONVALIDE (1)

- ❑ GESTIONE DEGLI INCIDENTI (2) – Offre la possibilità di segnalare i problemi che si verificano nell'ambito del rapporto con il fornitore.
- ❑ PIANO DI COLLABORAZIONE (3) - offre l'opportunità di collaborare con i fornitori e le parti interne interessate (funzioni come ingegneria, qualità, logistica) per:
  - affrontare gli incidenti – piano di azione correttivo
  - migliorare le prestazioni – piano di miglioramento
  - controllo dei rischi dei fornitori – piano di mitigazione
  - collaborare alle innovazioni – piano di innovazione
  - Lavorare per lo sviluppo di nuovi prodotti – Introduzione di nuovi prodotti

Per aprire un incidente specifico o un piano di collaborazione, utilizzare matita (4). I dettagli sono disponibili nella finestra aperta con la possibilità di inserire dati specifici.

[See 11 results](#)

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



## GESTIONE DEGLI INCIDENTI

Una volta che il fornitore esaminerà i dettagli dell'incidente, è necessario prendere una decisione in merito:

- **Rifiuta** (1) – se non sei d'accordo con l'incidente. In caso di incidente rifiutato, il responsabile della qualità del fornitore sarà coinvolto e potrebbero essere richieste alcune informazioni aggiuntive.
- **Approva** (2) – se si è d'accordo con l'incidente.

Insieme alla decisione si prega di aggiungere **osservazioni** con **la motivazione della decisione** (3) e **gli allegati** (4).

**Per gli incidenti con gravità 3 e gravità 4, allegare sempre il rapporto **RCCA** (causa principale e azione correttiva) con i risultati delle indagini e la determinazione dell'azione correttiva.**

Se eventuali **costi** saranno associati all'incidente, si vedrà l'importo in “*costo totale sostenuto*”. I costi potrebbero essere in fase di calcolo, in tal caso verranno forniti nella descrizione dell'incidente e aggiornati in seguito.

Total Cost Incurred

In caso di incidente con costi associati, allegare **LA NOTA DI CREDITO** (4).

The screenshot shows the incident management interface with the following elements and callouts:

- 1**: A blue box around the **Reject** button.
- 2**: A blue box around the **Approve** button.
- 3**: A red box around the **Comments** section, which includes a text input field labeled "Comment".
- 4**: A red box around the file upload area, which includes a "Click or Drag to add files" button and a "Save" button.
- 5**: A blue box around the **Acknowledgement Date** field, which shows a calendar icon and the date 6/28/2023.

Other visible fields include: Order, Creation Date (6/28/2023), Commodity Scope (Incident) (05 - 05-Moulds), Organizational Scope (Incident) (Jaroslaw), Owner (SQP 1), Delegate to, Resolution, and Associated Corrective Action Plans.



# GESTIONE DEGLI INCIDENTI

Rispettare il seguente periodo di tempo



## PIANO D'AZIONE CORRETTIVO ASSOCIATO

Per incidenti specifici segnalati dal team di qualità del fornitore, è possibile aprire un piano di azione correttivo (1).

Se all'incidente è associato un piano di azione correttiva, non è possibile chiudere l'incidente prima dell'approvazione dell'azione correttiva. Diversamente viene visualizzato un avviso di blocco. Il piano di azione correttivo deve essere completato prima della chiusura dell'incidente (2).

The screenshot shows a web interface for incident management. At the top, there are buttons for 'Save', 'Save & Close', 'Close', 'Reject', and 'Approve'. A red-bordered warning banner at the top reads: '- 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'. A table titled 'Associated Corrective Action Plans' is highlighted with a red box and contains the following data:

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

2

1

# OI PIANO DI COLLABORAZIONE

Ogni tipo di piano di collaborazione avrà informazioni generali con i dettagli del piano (1) e il team e l'attività assegnati per un piano specifico (2). In qualità di fornitore, è necessario prendere la decisione sul piano di collaborazione: **RIFIUTARE** se non si è d'accordo o **INVIARE** se si approva il piano. "Aggiornare le attività e fare clic su „Save" (Salva) una volta che si desidera salvare le modifiche introdotte e notificare a O-I gli aggiornamenti nel piano."

Collaboration Plan: example

Save Save & Close Reject Submit

Plan Description

Plan Type  
Corrective Action Plan

Plan Label  
example en

Status In progress Start Date 7/26/2023 End Date

Detailed Description

Scope

Organizations  
Jaroslaw

Commodities  
05 - 05-Moulds

Origin

Incident  
ex

Nella scheda team e attività troverai l'attività che ti è stata assegnata (3) e puoi **modificare l'attività** facendo clic sulla matita (4). In qualità di fornitore, è necessario completare l'attività richiesta (4), aggiornare lo stato (5) e fornire le prove richieste.

Tasks List and Timing

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	

1 Record(s)

# PIANO DI COLLABORAZIONE

È possibile aggiungere nuove attività nella finestra di modifica delle attività mediante il pulsante „Salva e nuovo” (1). Per l'attività specifica assegnata all'utente, è necessario aggiornare lo stato dell'attività (2), aggiungere commenti all'attività (3), aggiungere allegati se necessario (4) e aggiornare le date di esecuzione (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 %

**4** Click or Drag to add files Save

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 <b>5</b>

Comments

Comment

# INVITI ECOVADIS



## Cos'è Ecovadis?

Ecovadis è l'azienda di valutazione della sostenibilità selezionata da O-I per supportare le nostre iniziative di approvvigionamento sostenibile.

I fornitori selezionati che rientrano nell'ambito del progetto O-I possono essere contattati tramite Ivalua con un invito a partecipare al programma.

Una volta invitato tramite la piattaforma Ivalua, il processo di valutazione e il relativo rating sono interamente gestiti dalla società Ecovadis.

O-I si aspetta che i fornitori selezionati si iscrivano al progetto e ottengano una valutazione tempestiva. In questa fase, il livello di punteggio ottenuto non è critico.

Per ulteriori informazioni su Ecovadis, il processo di valutazione, i costi e i benefici, visitate la homepage di Ecovadis o contattate O-I

