

We make it *possible*

# IVALUA SUPPLIER ACCESS PROCEDURE

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## 1. Introduction

This portal allows all our suppliers to connect and update their profile, attach their documentation, and respond to our plants quality requirements.

As a new Ivalua user, we kindly ask you to:

- Inform every contact modification
- Use or enter Ivalua when required by Hutchinson...
- ... and follow the supplier manual HUTDQP18 requirements

## 2. ID and Password

In order to enter Ivalua, we need to provide you an ID and a password.

### 3. Connection page

In your web browser, enter the following address : <http://ivalua.hutchinson.fr> in order to access the connection page.

Ivalua is supported by Internet Explorer, Chrome and FireFox.

In the *IDENTIFICATION* screen, enter your login and password communicated to you by your contact Hutchinson; then click **LOGIN**

Welcome to HUTCHINSON purchasing portal

IDENTIFICATION

Login

Password **Login**

Lost your password?

This portal is at the disposal of the whole purchasing community. The decision of having a purchasing tool is born from shared strategy between Corporate Purchasing and Activities Purchasing

As a true communication tool between buyers, purchasing quality and suppliers, it offers the possibility to gain in maturity of our purchasing practices and to standardize our processes and analysis  
It also allows our suppliers to connect to update their profile, attach their legal documentation, and respond to our sites' needs in quality

Serge PERRET  
VP Purchasing

### 4. Supplier Home Page

On the supplier home page, you can access 8 different menus: **COMPANY INFO**, **DOCUMENTS**, **MY TASKS**, **CATALOGS**, **MY COMPLAINTS**, **PERFORMANCE EVALUATIONS** and **MY IMPROVEMENT PLANS**.

We will browse and explain all those menus in the next pages.

You have also a direct access to your contracts.

HUTCHINSON®

Company Info Documents My tasks Contracts Catalogs My complaints Performance Evaluations My Improvement Plans

Supplier home page

My Contracts

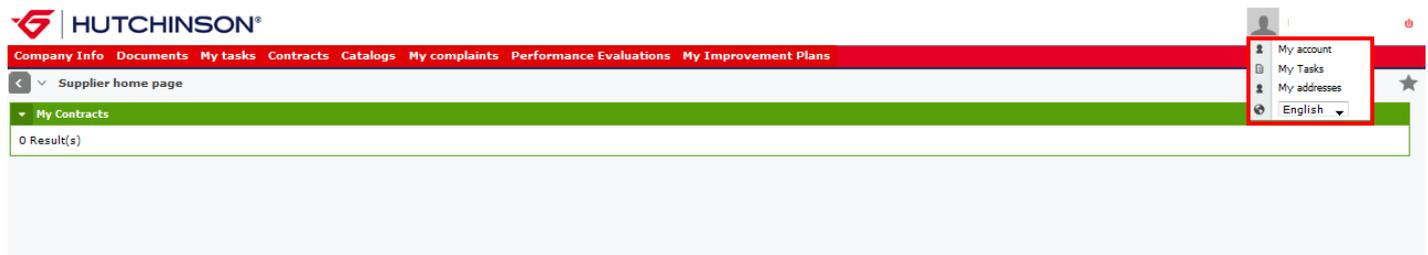
0 Result(s)

 CORPORATE PURCHASING	<b>IVALUA SUPPLIER ACCESS PROCEDURE</b>	EDITION N°1 MARCH 2015
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## 5. My account

You can also access your account to update your personal information.

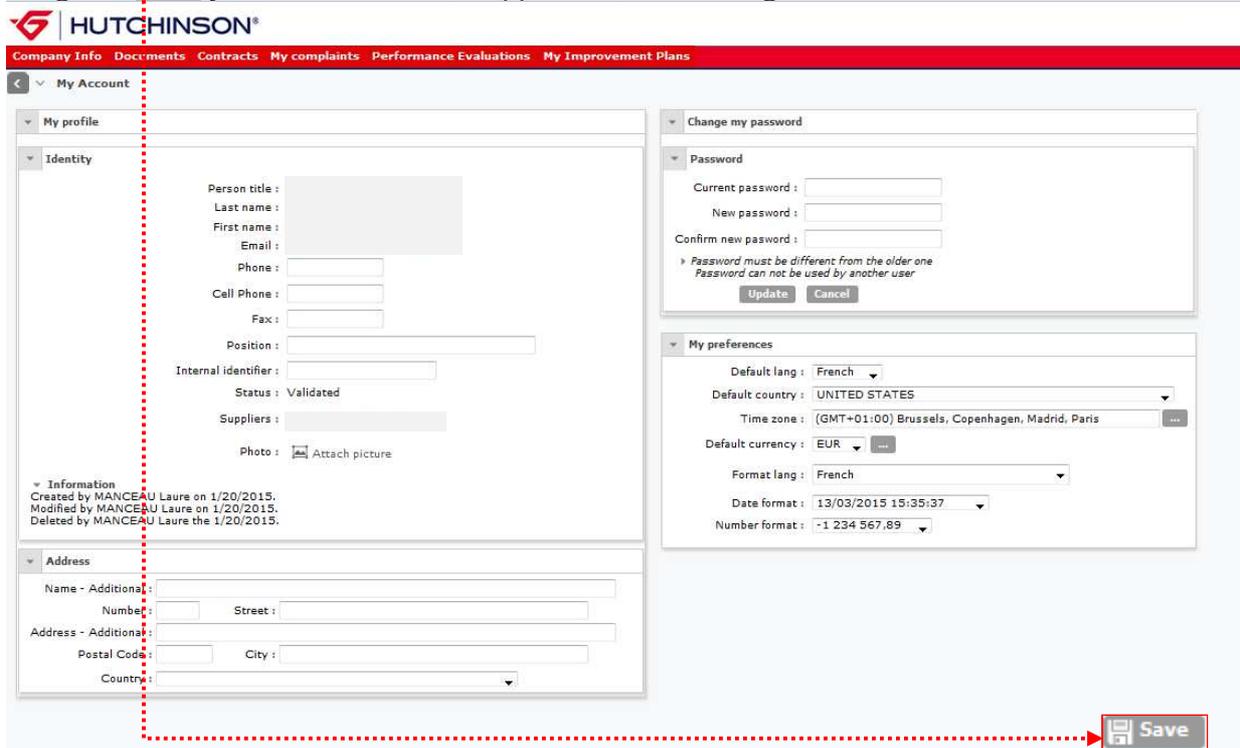
When clicking on your name at the top right hand side of the screen, a little menu appears where you can chose *MY ACCOUNT* or change your language (*FRENCH* or *ENGLISH*)



When choosing *MY ACCOUNT* you can view and update your profile information:

- Phone and fax numbers, position in your company, etc.
- Physical or postal address
- Update personal information
- You can change your password
- Change you language and default country, your time zone, default currency and the different formats for your language, date and numbers.

Do not forget to **SAVE** your modifications, if applicable, with the right hand bottom button.

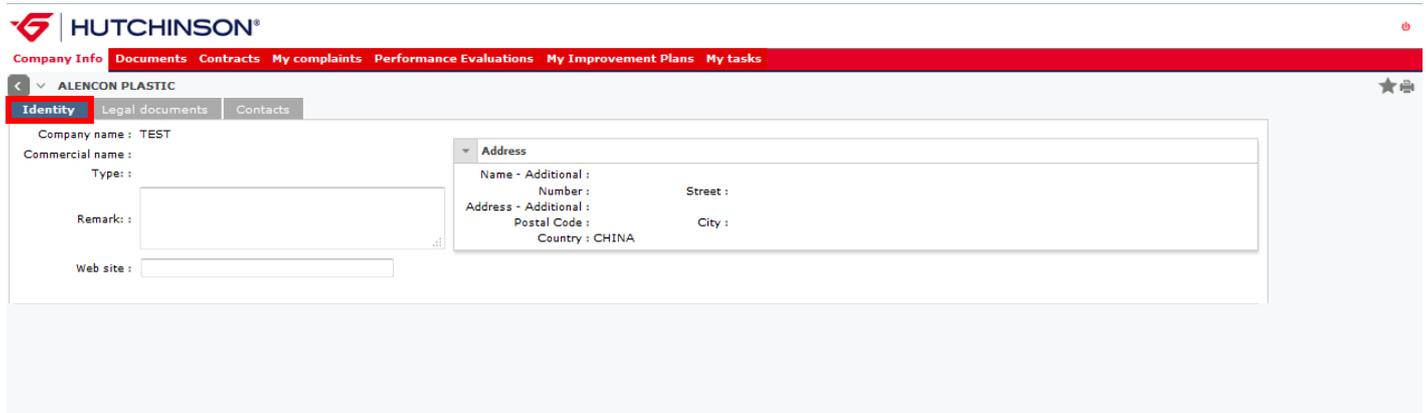


## 6. Company information

Edit or update your company information :

### ➤ Identity

You can edit your web site information and enter any remarks that need to be notified.



**HUTCHINSON**  
Company Info Documents Contracts My complaints Performance Evaluations My Improvement Plans My tasks

ALENCON PLASTIC

Identity Legal documents Contacts

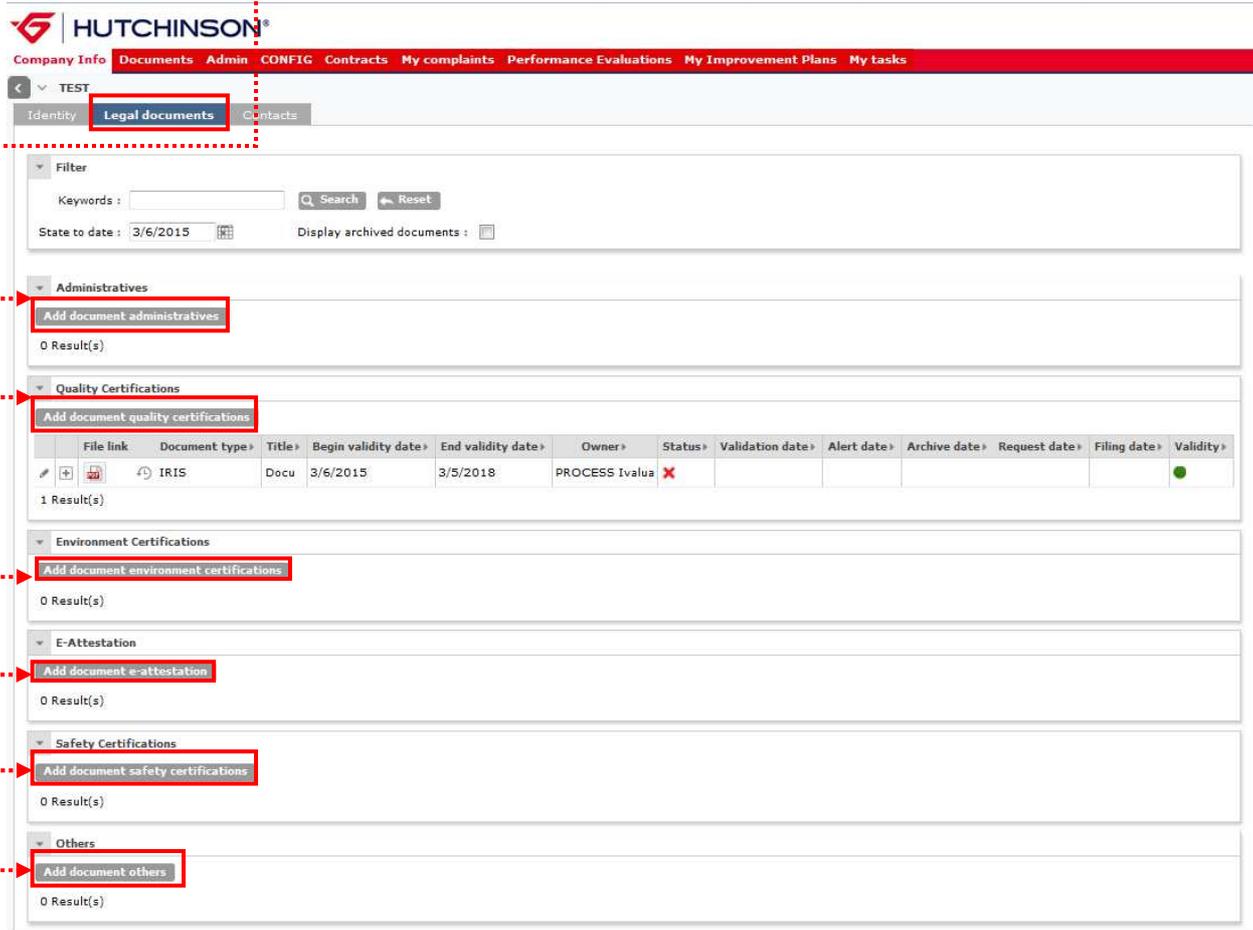
Company name : TEST  
Commercial name :  
Type :  
Remark :  
Web site :

Address  
Name - Additional :  
Number :  
Street :  
Address - Additional :  
Postal Code :  
Country : CHINA

### ➤ Legal documents

You are requested to register your quality and environment certifications, E-Attestations, Safety certifications or any legal documents useful here.

Just click the **ADD DOCUMENT** where necessary, according to the type of document you want to register.



**HUTCHINSON**  
Company Info Documents Admin CONFIG Contracts My complaints Performance Evaluations My Improvement Plans My tasks

TEST

Identity Legal documents Contacts

Filter  
Keywords : Search Reset  
State to date : 3/6/2015 Display archived documents :

Administratives  
Add document administratives  
0 Result(s)

Quality Certifications  
Add document quality certifications

File link	Document type	Title	Begin validity date	End validity date	Owner	Status	Validation date	Alert date	Archive date	Request date	Filing date	Validity
		IRIS	3/6/2015	3/5/2018	PROCESS Ivalua							

1 Result(s)

Environment Certifications  
Add document environment certifications  
0 Result(s)

E-Attestation  
Add document e-attestation  
0 Result(s)

Safety Certifications  
Add document safety certifications  
0 Result(s)

Others  
Add document others  
0 Result(s)

For example, if you want to add a quality certificate :

- 1) Click the “Add document quality certification” button 
- 2) A new window “Edit document: quality certification” will open

Enter its valid-from (mandatory) and valid-to dates

Chose the type of documentation (Mandatory)

Enter the reference of your documentation

Attach your documentation (Mandatory)

You can add a comment if necessary

- 3) Then click “Save” 

➤ Contacts

Finally, you can enter the relevant window persons in your company.

Do not forgot to **SAVE** your modifications, if applicable, with the right hand bottom button

Name	Email	Phone	Cell Phone	Fax	Position	Role	Profile	Status
IVALUA PROCESS	ivalua@process.fr						Dev. Design Extranet, Supplier	Validated

Name	Email	Profiles
CHOLLET Tom	no-reply@ivalua.com	Supplier - Owner

## 7. Documents

This menu gives you access to all the documents shared between Hutchinson and its suppliers.

Company Info Documents My tasks Contracts My complaints Performance Evaluations My Improvement Plans

External documents

Filter

Keywords :  Type : Document de référence (externe) Status :  Author :  Search Reset Advanced search

Title	Attachments	Author	Modified on (your local time)	Created on (your local time)	End of validity	Version
Product / Process audit report		LE BELLEGUY Erwan	12/20/2014 3:19:03 PM	12/20/2014 3:19:00 PM		
Suppliers Manual		LE BELLEGUY Erwan	1/7/2015 3:00:13 PM	12/20/2014 2:27:17 PM		
Conflict Minerals mailing		LE BELLEGUY Erwan	12/11/2014 8:43:30 AM	12/11/2014 8:43:26 AM		
Conflict Minerals Reporting Template		LE BELLEGUY Erwan	12/11/2014 8:42:34 AM	12/11/2014 8:42:30 AM		
FPP - Fundamental Principles of Purchasing		LE BELLEGUY Erwan	12/11/2014 8:39:05 AM	12/11/2014 8:39:02 AM		
GTCP for performance of Work and Services		LE BELLEGUY Erwan	12/11/2014 8:35:29 AM	12/11/2014 8:35:29 AM		
GTCP		LE BELLEGUY Erwan	12/11/2014 8:34:09 AM	12/11/2014 8:34:06 AM		

7 Result(s)

Zip selected Documents

For exemple, you can download here supplier manual HUTDQP18

## 8. Contracts

The contracts in which you are associated are listed on this browse. If an action is required from you, edit your contract by clicking the pencil.

Company Info Documents My tasks Contracts Catalogs My complaints Performance Evaluations My Improvement Plans

My Contracts

Filter

Keywords :  Search Reset

Type :

Code	Contract label	Type	Expiration date	Amount	Currency	Status
CTR000240	Test 3	Price dispatch		500.00	EUR	Validated
CTR000239	Avenant Test 2 #1	Local contract		0.00	EUR	Lawyer dispatch
CTR000238	Test 2	Local contract		0.00	EUR	Lawyer dispatch
CTR000237	Test Vision Plast	Price dispatch	12/31/2014	0.00	EUR	Validated

4 Result(s)

2 tabs are displayed :

➤ Contract Header

where you can see general information such as the contract number, type and status, etc.

The screenshot shows the HUTCHINSON portal interface. At the top, there is a navigation bar with tabs: Company Info, Documents, My tasks, Contracts, Catalogs, My complaints, Performance Evaluations, and My Improvement Plans. Below this, a breadcrumb trail shows 'Contract: Test 3'. The main content area is titled 'Contract Header' and contains the following information:

- Internal code : CTR000240
- Reference code :
  - Contract : Test 3
  - Contract type : Price dispatch
- Parent Agreement :
  - Contract Owner (org) : Balzac
- Location (national regulations) :
  - Status : Validated
  - Validity status : In progress
  - Language :

On the right side, there are three expandable sections:

- Contract tree**: CTR000240 Test 3
- Organizational scope**: Balzac
- Purchasing scope**: Rubber and chemicals

At the bottom left, there is a section for 'Dispute(s)' showing '0 Result(s)'.

➤ Items/Services

Which allows you to see the items concerned by this contract with their price.

The screenshot shows the HUTCHINSON portal interface. The navigation bar is the same as in the previous screenshot. The breadcrumb trail shows 'Contract: test'. The main content area is titled 'Items/Services' and contains the following information:

- Payment type :
- Payment term :

At the bottom left, there is a section for 'Dispute(s)' showing '0 Result(s)'.

Depending on the contracts, a third menu might appears :

➤ Authoring (clauses)

The screenshot shows the HUTCHINSON portal interface. The navigation bar includes an additional 'Admin CONFIG' tab. The breadcrumb trail shows 'Contract: test Im'. The main content area is titled 'Authoring (clauses)' and contains a large empty text area for input.

When applicable, more specific explanations on a contract have to be seen with your commercial contact

# 9. My complaints

Every time Hutchinson creates a complaint on your products/services an email is sent to your attention. You will be able to access it by entering **MY COMPLAINTS**. You will be asked to visualize and/or answer it by clicking on its name.

Number	Contract	Name	Severity	Manager	Created on	Duration	Status	Product label
2,234		TEST LM 2	Critical complaint	Laure MANCEAU	3/6/2015	3 days	Suppressed	
2,233		test lm	Complaint	Laure MANCEAU	3/5/2015	4 days	New	

3 tabs are displayed :

➤ Complaint

This tab describes you the complaint; its origine, status, description, traceability, etc. You can also **ADD A COMMENT** and **attached documents** at the very bottom of the page.

For the 2 next tabs, please refer to HUTDQP18 for requirements on answering leadtime.

➤ Short-term action plan

You must complete all required information on this tab, then **SAVE**.

Company Info Documents My tasks Contracts My complaints Performance Evaluations My Improvement Plans

Anomaly details : Test Vision Plast

Complaint **Long-term action plan** Incident treatment

Date :

Supplier contact

Fonction : Name :

2 - Supplier instant response

Suppliers findings :  
Perimeter:  
list references and other potentially affected Hutchinson sites :

Toutes les références impactées devront être traitées.  
Le Fournisseur a la responsabilité de prévenir tous les sites Hutchinson potentiellement impactés.

I remove the NC products within 5 days (if not, postage-due return shipment) :

I allow Hutchinson to destroy the NC parts at my own expense :

I replace the questionable products to carry out the sorting operation in my premises :

I assign a sorting operation/alteration on the Hutchinson site with staff authorized by Hutchinson :

3 - Curatives instant actions

Stock sorting

Quantité contrôlée	Quantité NC

Supplier stocks :  
In transit :  
Hutchinson stocks :

Other protective measures applied (actions, person in charge, date) :  
Identification of the 1st package claimed to be in compliance (No DN, date and means of identification) :

Add a comment

Comment :  Save

File attachment : en Attach files

Associated Improvement Plans

Create an Improvement Plan for this anomaly

Filter

Keywords :  Search Reset Advanced search

0 Result(s)

Buyer Hutchinson v1.0

Save Finish

➤ Long-term action plans

You must complete all required information on this tab, then **SAVE**

## 10. Performance Evaluations

When your Hutchinson contact creates an evaluation campaign to your attention, you can answer it by entering the **PERFORMANCE EVALUATION** menu; then enter the relative campaign by clicking the pencil.

N°	Object Type	Object evaluated	Supplier	Organization	Evaluation Date	Name	Progress	Status	Campaign N°	Campaign Name	Questionnaire Name
378	Supplier	VISION PLAST	VISION PLAST		1/1/2014	Didier DOUAY	100%	Validated	37	Test conflict minerals	Conflict Minerals

When entering the evaluation, 2 tabs are displayed :

➤ Evaluation manage control

Where you are requested to answer the questionnaire.

Questionnaire : Progress :  100%

Campaign : conflict minerals  
 Evaluation : 378  
 Campaign start date : 11/28/2014  
 Evaluation date : 1/1/2014  
 Object type evaluated : Supplier  
 Supplier :  
 Campaign status : Open

Evaluator : Didier DOUAY  
 Campaign end date : 11/28/2014  
 Evaluation period : Year  
 Status : Validated

**Audit record**  
 Created by Laure MANCEAU on 11/28/2014 4:42:09 PM.  
 Modified by Didier DOUAY on 11/28/2014 4:44:17 PM.  
 Validated by Didier DOUAY on 11/28/2014 4:44:17 PM.

Display choice value :

**CONFLICT\_MINERAL**

**Kind of answer to conflict mineral questionnaire**  
 How did you answer the conflict minerals questionnaire ?  Survey  
 Confirmation letter

**Involved in conflict mineral**  
 Are you concerned by conflict minerals ?  No  
 Yes

**List of raw material**  
 If yes, Which raw material ?  Casseterite  
 Columbite-tantalite (Coltan)  
 Gold  
 Wolframite  
 Tantalum  
 Tin  
 Tungsten  
 Not applicable

**Countries involved in conflict mineral**  
 Which country is your conflict mineral coming from ?  Angola  
 Central African Republic  
 Congo Republic  
 Democratic Republic of the Congo (DRC)  
 Burundi  
 South Sudan  
 Rwanda  
 Tanzania  
 Uganda  
 Zambia

Buyer Hutchinson v1.0

**Refuse Approve Save Save and close Close**

If you don't want to come back to the questionnaire, click on *APPROVE*

➤ Validation workflow

You can follow the questionnaire process and its persons in charge.

Then **SAVE**

**Validation workflow**

Initialization Approval

Activity	Name	Delegate to	Created on (your local time)	Date (your local time)	State	Initial performer
Approval			11/28/2014 4:42:09 PM	11/28/2014 4:44:17 PM	<span style="color: green;">●</span>	
Initialization	MANCEAU Laure		11/28/2014 4:42:09 PM	11/28/2014 4:42:09 PM	<span style="color: green;">●</span>	MANCEAU Laure

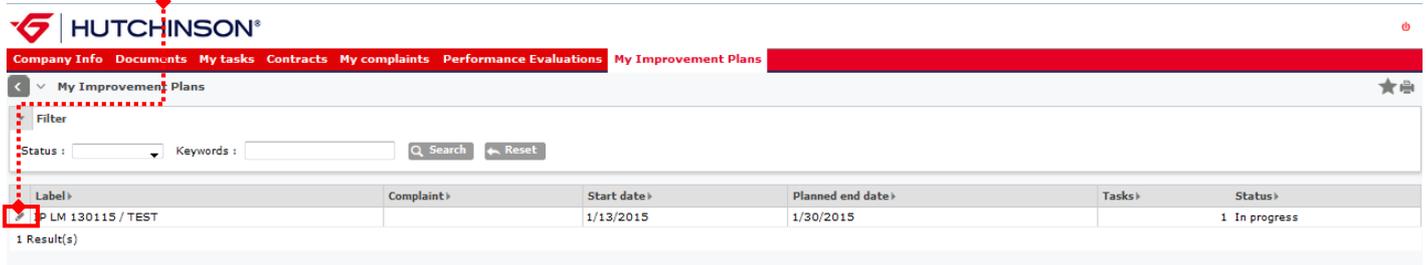
2 Result(s)

**Save**

# 11. My improvement plans

When Hutchinson creates an improvement plant or an Audit to your attention, you can see it by entering **MY IMPROVEMENT PLANS** menu.

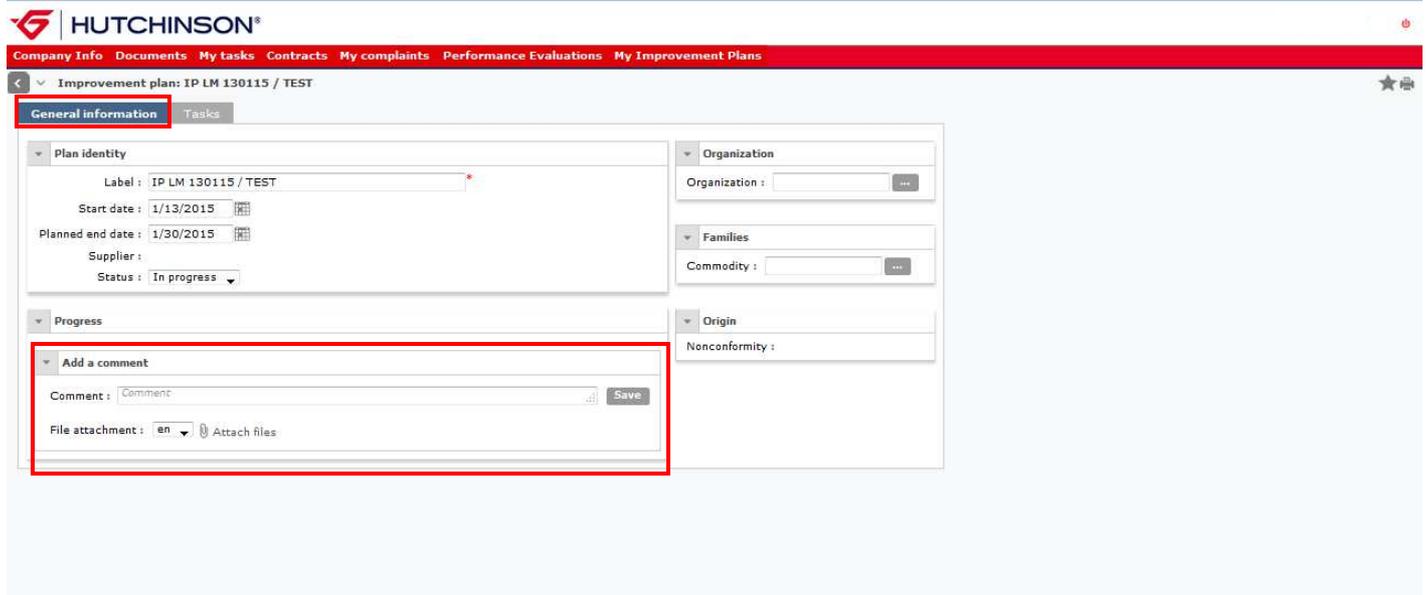
Click the **pencil** to enter and respond to it.



When entering this menu, 2 tabs are displayed:

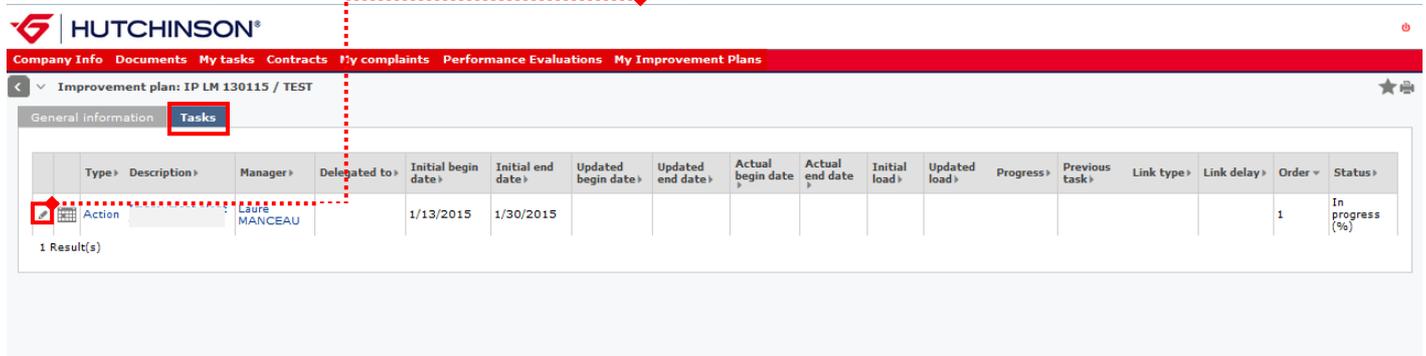
➤ General Information

On which you can add a comment.



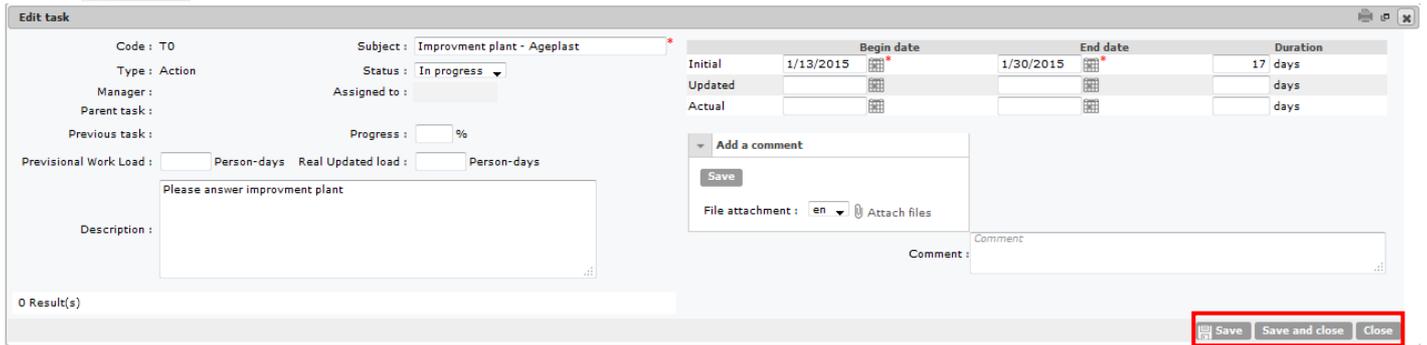
➤ Tasks

In order to edit your task information, click the **pencil**.



A new pop-up opens. You can add a comment, attach a document etc.

Then  Save



## 12. Audit

The audits are supported by the same Ivalua module as improvement plans. You can access to your Hutchinson audits and visits by entering **MY IMPROVEMENT PLANS** menu.

During the audit process, you will receive two automatic emails:

- One, to inform that the audit report is available. Then, we require you to send us your root cause analysis and action plan.
- The other one, when the audit is closed.