IVALUA

SUPPLIER ACCESS

PROCEDURE

We make it **possible**

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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.

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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*

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.

5. My account

You can also access your account to update your personal information.
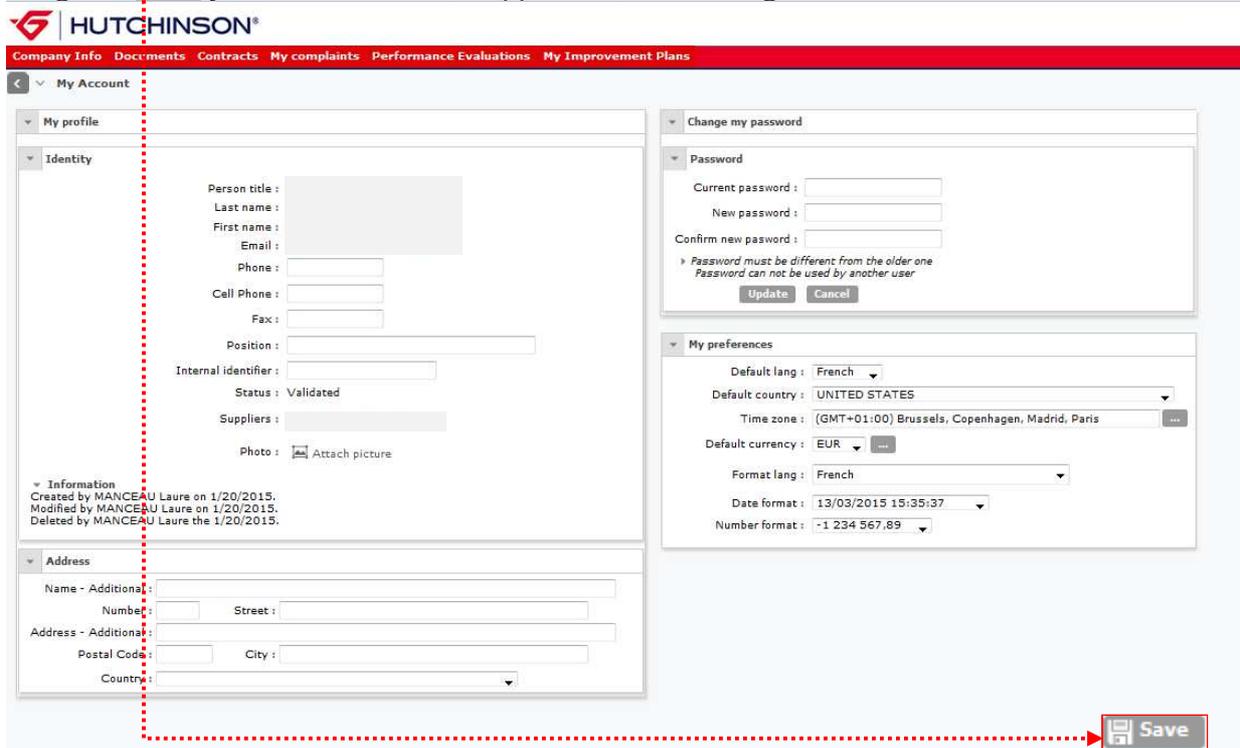When clicking on your name at the top right hand side of the screen, a little menu appears where you can chose *MY ACCOUNT* or change your language (*FRENCH* or *ENGLISH*)
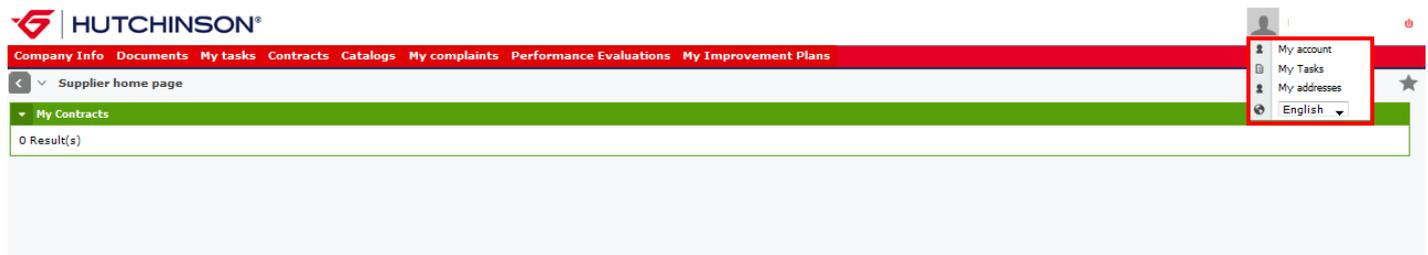
When chosing *MY ACCOUNT* you can view and update your profile information:
- Phone and fax numbers, position in your company, etc.
- Physical or postal address
- Update personnal information
- You can change your password
- Change you language and default country, your time zone, default currency and the different formats for your language, date and numbers.

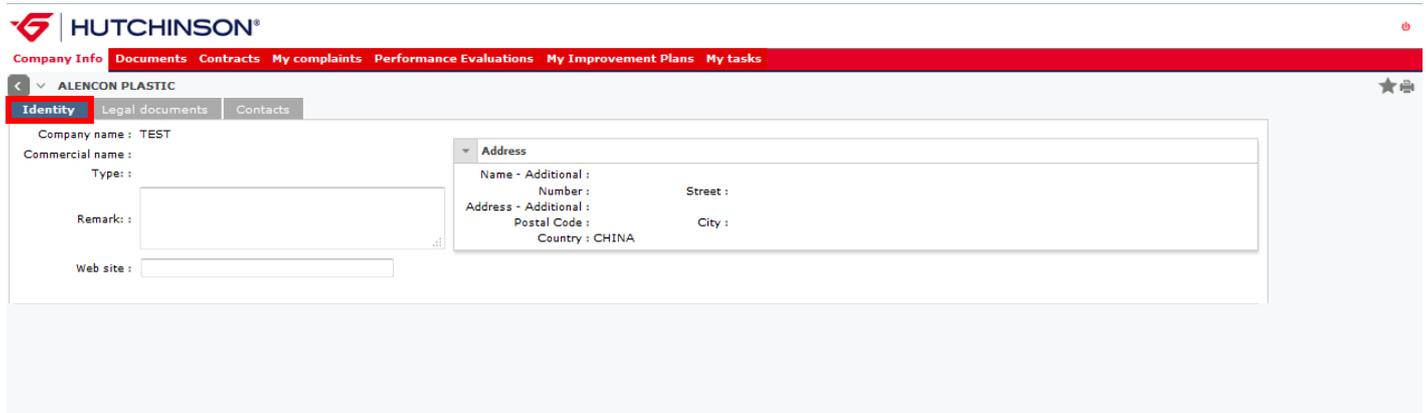Do not forgot to *SAVE* your modifications, if applicable, with the right hand bottom button.

<table>
<tr><td rowspan="3">HUTCHINSON®</td><td rowspan="2" style="text-align:center">IVALUA
SUPPLIER ACCESS PROCEDURE</td><td style="text-align:center">EDITION N°1
MARCH 2015</td></tr>
<tr></tr>
<tr><td>CORPORATE PURCHASING</td><td style="text-align:center"></td><td style="text-align:center">Page 4 / 14</td></tr>
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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.

> 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.

For exemple, if you want to add a quality certificate :
1) Click the "*Add document quality certification*" button Add document quality certifications
2) A new window "*Edit document: quality certification*" will open

Chose the type of documentation (Mandatory)

Enter the reference of your documentation

Attach your documentation (Mandatory)

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

You can add a comment if necessary

Edit document : Quality Certifications

Document

Description
Document's type :
Document's name :
Document : en Add a file *
Document's validity from the : *
to the :
Validity :
Compliance : Being created
Document's owner : IVALUA PROCESS

Comments
Add a comment here

Follow up
Last alert sendig date :
Archive date :
Created :
Request date :
Filing date :
Modified :

Save   Save and close   Close   Archive

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3) Then click "Save" 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

HUTCHINSON®

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

TEST

Identity   Legal documents   **Contacts**

Supplier contacts

Select existing contact

Add a contact

		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

Save

7. Documents

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

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.

2 tabs are displayed :

➢ Contract Header

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

➢ Items/Services

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

Depending on the contracts, a third menu might appears :

➢ Authoring (clauses)

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.

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*.

> 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.

When entering the evaluation, 2 tabs are displayed :

> ➢ Evaluation manage control

Where you are requested to answer the questionnaire.

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

> ➢ Validation workflow

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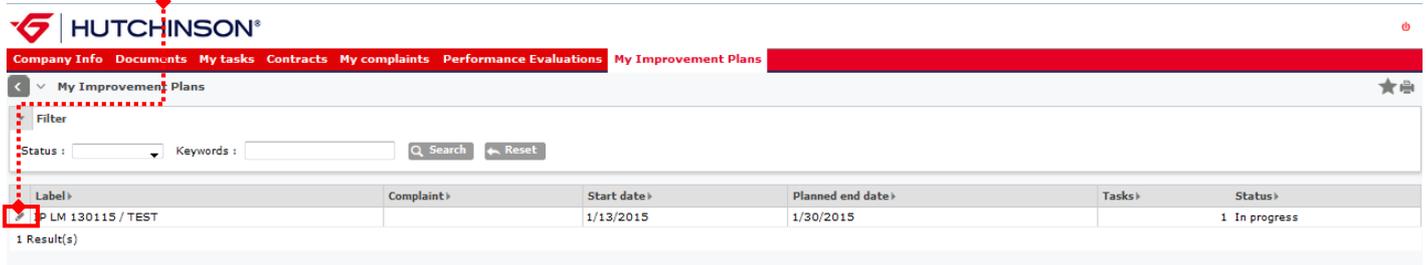Then SAVE

11.   My improvement plans

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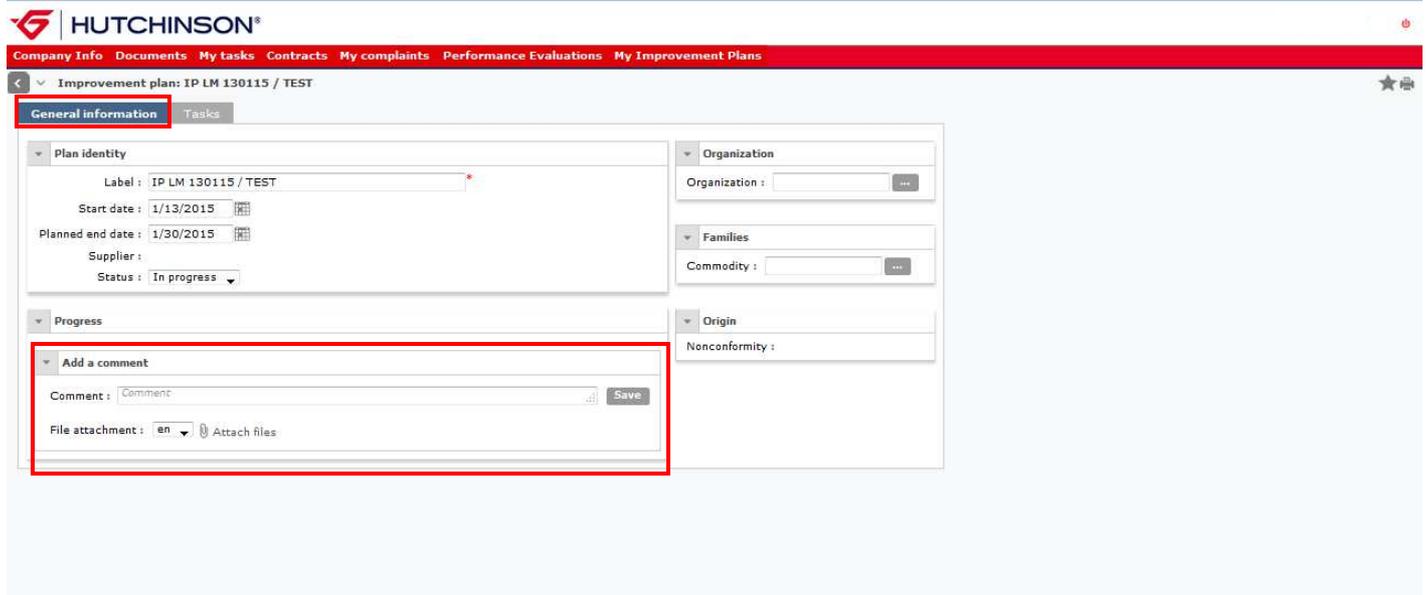*MY IMPROVEMENT PLANS* menu.
Click the pencil to enter and respond to it.
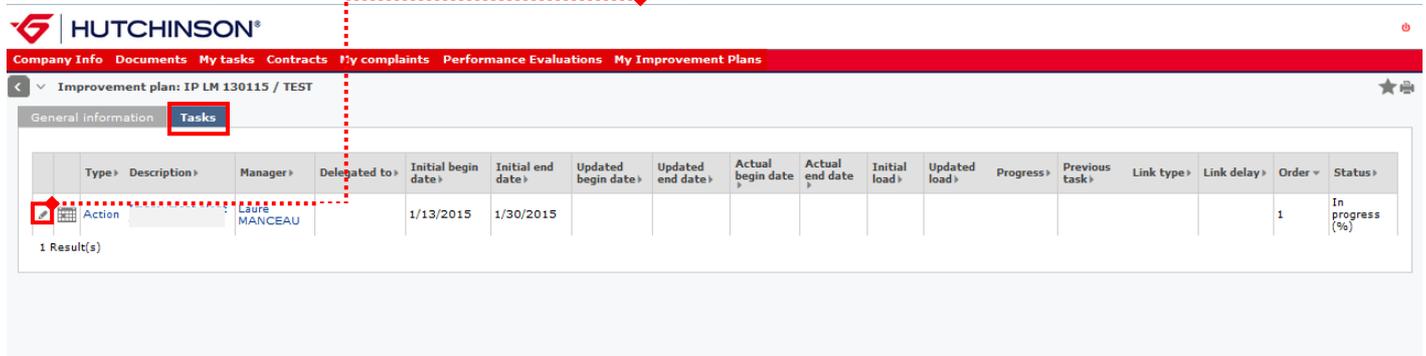

When entering this menu, 2 tabs are displayed:

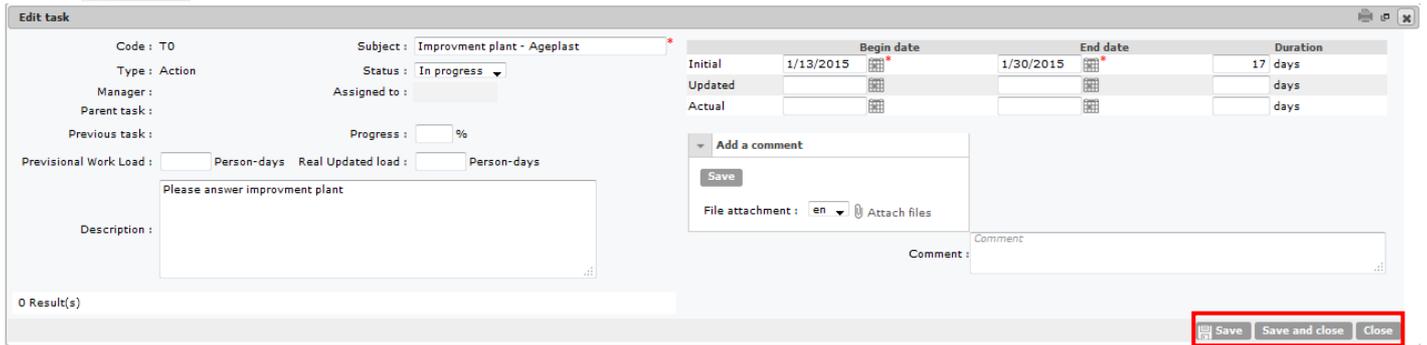> ➢ General Information

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.