

# IVALUA SUPPLIER ACCESS PROCEDURE



IVALUA SUPPLIER ACCESS PROCEDURE EDITION N°1 MARCH 2015

CORPORATE PURCHASING

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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 : <u>http://ivalua.hutchinson.fr</u> 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: <u>COMPANY INFO</u>, <u>DOCUMENTS</u>, <u>MY TASKS</u>, <u>CATALOGS</u>, <u>MY COMPLAINTS</u>, <u>PERFORMANCE EVALUATIONS</u> and <u>MY IMPROVEMENT PLANS</u>. We will browse and explain all those menus in the next pages.

You have also a direct access to your contracts.

| Company Info Documents My tasks Contracts Catalogs My complaints Performance Evaluations My Improvement Plans |   |
|---|---|
| Supplier home page  | * |
| My Contracts  |   |
| 0 Result(s)   |   |
|   |   |



### 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*)

|   |       |          | ¢ |
|---|-------|----------|---|
| Company Info Documents My tasks Contracts Catalogs My complaints Performance Evaluations My Improvement Plans | t Mya | iccount  |   |
| C V Supplier home page  | t Mya | ddresses | * |
| ✓ My Contracts  | Eng   | lish 🚽   |   |
| 0 Result(s)   |       |          |   |
|   |       |          |   |
|   |       |          |   |

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.

| · · · · · · · · · · · · · · · · · · ·   |                |   |   |
|---|----------------|---|---|
| My profile                              |                | <ul> <li>Change my password</li> </ul>      |   |
| Identity                                |                | * Password                                  |   |
| Person title :                          |                | Current password :                          |   |
| Last name :                             |                | New password :                              |   |
| First name :                            |                | Confirm new pasword :                       |   |
| Phone :                                 |                | Password must be dif<br>Password can not be | ferent from the older one<br>used by another user |
| Cell Phone :                            |                | Update                                      | Cancel  |
| Fax:                                    |                | 01  |   |
| Position :                              |                | <ul> <li>My preferences</li> </ul>          |   |
| Internal identifier :                   |                | Default lang :                              | French 🖕  |
| Status :                                | Validated      | Default country :                           | UNITED STATES                                     |
| Suppliers :                             |                | Time zone :                                 | (GMT+01:00) Brussels, Copenhagen, Madrid, Paris   |
| Photo :                                 | Attach picture | Default currency :                          | EUR 🖕 📖   |
| - Toformation                           |                | Format lang :                               | French 💌  |
| Created by MANCEAU Laure on 1/20/2015.  |                | Date format :                               | 13/03/2015 15:35:37                               |
| Deleted by MANCEAU Laure the 1/20/2015. |                | Number format :                             | -1 234 567,89 📡                                   |
| Address                                 |                | -   |   |
| Name - Additional :                     |                |   |   |
| Number : Street :                       |                |   |   |
| ddress - Additional :                   |                |   |   |
| Postal Code : City :                    |                |   |   |
| Country:                                | *              |   |   |



### 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.

|   | CHINSON®                                    |   | ¢          |
|---|---|---|------------|
| Company Info Doo  | cuments Contracts My complaints Performance | Evaluations My Improvement Plans My tasks   |            |
| <ul> <li>ALENCON PL</li> <li>Identity</li> <li>Legal</li> </ul> | ASTIC<br>documents Contacts                 |   | <b>★</b> 由 |
| Company name :<br>Commercial name :                             | TEST  | × Address   |            |
| Type: :<br>Remark: :  | h.  | Name - Additional :<br>Number : Street :<br>Address - Additional :<br>Postal Code : City :<br>Country : CHINA |            |
| Web site :  |   |   |            |
|   |   |   |            |
|   |   |   |            |
|   |   |   |            |

#### ➢ 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.

| 3/6/2015 🕅   |   | Q, Search ) 🍙 Reset   |   |  |  |   |   |  |  |   |  |
|--|---|---|---|--|--|---|---|--|--|---|--|
| iver :   |   | Display archived docum  | ents ; 🔳  |  |  |   |   |  |  |   |  |
| t administratives                                      |   |   |   |  |  |   |   |  |  |   |  |
| tifications  |   |   |   |  |  |   |   |  |  |   |  |
| t quality certifications<br>k Document type<br>() IRIS | Title≯<br>Docu  | Begin validity date∍<br>3/6/2015  | End validity date ><br>3/5/2018   | Owner»<br>PROCESS Ivalua   | Status)<br>X   | Validation date>  | Alert date >  | Archive date >   | Request date #   | Filing date >   | Va   |
| t Certifications                                       | tions   |   |   |  |  |   |   |  |  |   |  |
|  |   |   |   |  |  |   |   |  |  |   |  |
| on   |   |   |   |  |  |   |   |  |  |   |  |
| t e-attestation  |   |   |   |  |  |   |   |  |  |   |  |
| ifications   |   |   |   |  |  |   |   |  |  |   |  |
|  | 6   |   |   |  |  |   |   |  |  |   |  |
|  | tifications t quality certifications t quality certifications t quality certifications t Document type f) IRIS t Certifications t environment certifications t e-attestation ifications t safety certifications | tifications t quality certifications t quality certifications t quality certifications t Occument type> Title> f() IRIS Docu t Certifications t certifications t e-attestation ifications t safety certifications | tifications t quality certifications t quality certifications t quality certifications t ① IRIS Docu 3/6/2015 t Certifications t certifications t environment certifications ifications t cafety certifications | tifications t quality certifications t quality certifications t Q IRIS Docu 3/6/2015 3/5/2018 t Certifications t certifications tenvironment certifications ifications t caftey certifications | tifications t quality certifications t quality certifications t Quality certifications t Quality certifications t Certificati | tifications  t quality certifications  t quality certifications  t Quality certifications  t Quality certifications  t Certifications  t certifications  t certifications  t certifications  t caltestation | tifications t quality certifications t quality certifications t Quality certifications t Quality certifications t certifications | tifications  t quality certifications  t quality certifications  t quality certifications  t Quality certifications  t c | tifications  t quality certifications  t quality certifications  t quality certifications  t Quere t terrifications  t certifications  t c | E-diministratives         title         touslity certifications         k       Document type > Title > Begin validity date > End validity date > Owner > Status > Validation date > Alert date > Archive date > Request date > | E-diministratives         title       Begin validity date>       End validity date>       Owner>       Status>       Validation date>       Alert date>       Archive date>       Request date>       Filing date>         4 <sup>O</sup> IRIS       Docu       3/6/2015       3/5/2018       PROCESS Ivalua       X       Image: Constrained Certifications         t       Certifications       Certifications       Certifications       Certifications       Certifications         t       Certifications       Certifications       Certifications       Certifications       Certifications         ifications       Certifications       Certifications       Certifications       Certifications |



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

| Ĩ                                  | Edit document : Quality Certifications  | in the X  |
|------------------------------------|---|---|
|                                    | Document  |   |
|                                    | Description     Document's type :   | Chose the type of documentation (Mandatory)         |
| Enter its valid-from (mandatory)   | and Document: en . 0 >d <a *<="" file="" td=""><td>Enter the reference of your documentation</td></a>   | Enter the reference of your documentation           |
| valid-to dates                     | Document's validity from the :  | Attach your documentation (Mandatory)               |
|                                    | to the      Validity :     Compliance : Being created     Document's owner : IVALUA PROCESS      Comments   |   |
| You can add a comment if necessary | Add a comment here  |   |
|                                    | <ul> <li>Follow up</li> <li>Last alert sendig date :         <ul> <li>Archive date :</li> <li>Created :</li> <li>Request date :</li> <li>Filing date :</li> <li>Modified :</li> </ul> </li> </ul> |   |
| J                                  | [#] [Page] [635 missing texts] [Update texts] [Admin settings] [Page settings] [?] [D] [dblog] [\$  | and close Close Archive (0.05 + 0.45) [2:58 Mb] [6] |
| 3) Then click "Save" 🖫 s           | ave   |   |

\_

<u>Contacts</u>
Finally, you can enter the relevant window persons in your company.
Denot format to put the relevant window persons in your company.

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

| ਓ НОТ                             | CHIN      | ISON       | 8       |          |          |        |          |                 |                               |             |        |
|-----------------------------------|-----------|------------|---------|----------|----------|--------|----------|-----------------|-------------------------------|-------------|--------|
| Company Info                      | ocuments  | Admin      | CONFI   | G Con    | itracts  | My con | nplaints | Performance Eva | luations My Improvement       | Plans My ta | isks   |
| < V TEST                          |           |            |         | _        |          |        |          |                 |                               |             |        |
| Identity Leg                      | al docume | nts Co     | ntacts  |          |          |        |          |                 |                               |             |        |
| <ul> <li>Supplier cont</li> </ul> | acts      |            |         |          |          |        |          |                 |                               |             |        |
| Select existing                   | contact   |            |         |          |          |        |          |                 |                               |             |        |
| Add a contact                     | l         |            |         |          |          |        |          |                 |                               |             |        |
| N                                 | ame       | Emai       | I .     | Phone    | Cell Pho | ne Fax | Position | Role            | Profile                       | Status      |        |
| × 🖋 IVALUA                        | PROCESS   | ivalua@pro | cess.fr |          |          |        |          | <b></b>         | Dev. Design Extranet, Supplie | r Validated |        |
| Name≯                             | Em        | ail≯       | Pr      | ofiles   |          |        |          |                 |                               |             |        |
| CHOLLET Tom                       | no-reply@ | ivalua.com | Supplie | er - Own | er       |        |          |                 |                               |             |        |
|                                   |           |            |         |          |          |        |          |                 |                               |             | 🗐 Save |
|                                   |           |            |         |          |          |        |          |                 |                               |             |        |



# 7. Documents

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

|          | any into Documents My tasks Contra         | acts My com             | plaints Performant    | e Evaluations My Improve        | ment Plans                                       |         |    |
|----------|--|-------------------------|-----------------------|---------------------------------|--|---------|----|
| - ×      | External documents                         |                         |                       |                                 |  |         | 黄疸 |
| * Fi     | lter                                       |                         |                       |                                 |  |         |    |
| Keyn     | vords : Type : D                           | ocument de réf          | érence (externe) Stat | us: 🗸 Aut                       | nor: Q Search ፍ Reset >Advanced sea              | irch    |    |
| 15       | Title                                      | Attachments             | Author                | Modified on (your local time) > | Created on (your local time) > End of validity > | Version |    |
| <u> </u> | Product / Process audit report             | d')                     | LE BELLEGUY Erwan     | 12/20/2014 3:19:03 PM           | 12/20/2014 3:19:00 PM                            |         |    |
| -        | Suppliers Manual                           | 19 19 19<br>19 19 19 19 | LE BELLEGUY Erwan     | 1/7/2015 3:00:13 PM             | 12/20/2014 2:27:17 PM                            |         |    |
| m 4      | Conflict Minerals mailing                  | <b>1</b>                | LE BELLEGUY Erwan     | 12/11/2014 8:43:30 AM           | 12/11/2014 8:43:26 AM                            |         |    |
|          | Conflict Minerals Reporting Template       | d)                      | LE BELLEGUY Erwan     | 12/11/2014 8:42:34 AM           | 12/11/2014 8:42:30 AM                            |         |    |
|          | FPP - Fundamental Principles of Purchasing | -<br>                   | LE BELLEGUY Erwan     | 12/11/2014 8:39:05 AM           | 12/11/2014 8:39:02 AM                            |         |    |
|          | GTCP for performance of Work and Services  | · 현 현                   | LE BELLEGUY Erwan     | 12/11/2014 8:35:29 AM           | 12/11/2014 8:35:29 AM                            |         |    |
| m .      | GTCP                                       | <b>6</b>                | LE BELLEGUY Erwan     | 12/11/2014 8:34:09 AM           | 12/11/2014 8:34:06 AM                            |         |    |

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.

|                        | SON®                  |               |                       |                                 |        |            |                 | ø          |
|------------------------|-----------------------|---------------|-----------------------|---------------------------------|--------|------------|-----------------|------------|
| Company Info Documents | My tasks Contracts Ca | talogs My com | plaints Performance E | valuations My Improvement Plans | ;      |            |                 |            |
| V My Contracts         |                       |               |                       |                                 |        |            |                 | <b>★</b> ⊕ |
| * Filter               |                       |               |                       |                                 |        |            |                 |            |
| Keywords :             | Q, Search             | 🚗 Reset       |                       |                                 |        |            |                 |            |
| Type :                 | •                     |               |                       |                                 |        |            |                 |            |
|                        |                       |               |                       |                                 |        |            |                 |            |
| Code                   | Contract label →      |               | Туре≽                 | 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 :

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|----------------------|-------------------------------------|---------------------------|
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#### Contract Header

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

| Info Documents My tasks Contract | s Catalogs | My complaints | Perf  | ormance Evaluations  | My Improvement Plans |
|----------------------------------|------------|---------------|-------|----------------------|----------------------|
| ntract: Test 3                   |            |               |       |                      |                      |
| t Header Items/Services          |            |               |       |                      |                      |
| Internal code : CTR000240        |            |               | _     |                      |                      |
| Reference code :                 |            |               | *     | Contract tree        |                      |
| Contract : Test 3                |            |               | (     | CTR000240 Test 3     |                      |
| Contract type : Price dispatch   |            |               | _     |                      |                      |
| Parent Agreement :               |            |               | *     | Organizational scope |                      |
| Contract Owner (org) : Balzac    |            |               | Balza | PC                   |                      |
| (national regulations) :         |            |               |       |                      |                      |
| Status : Validated               |            |               | Ť     | Purchasing scope     |                      |
| Validity status : In progress    |            |               | Rubl  | ber and chemicals    |                      |
| Language :                       |            |               |       |                      |                      |
| e(s)                             |            |               |       |                      |                      |
| (s)                              |            |               |       |                      |                      |

#### Items/Services

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

|  | ø          |
|--|------------|
| Company Info Documents My tasks Contracts My complaints Performance Evaluations My Improvement Plans |            |
| Contract: test   | <b>★</b> ₽ |
| Contract Header Items/Services   |            |
| Payment type :   |            |
| Payment term :   |            |
| O Result(s)  |            |
|  |            |
|  |            |
|  |            |
|  |            |
|  |            |

Depending on the contracts, a third menu might appears :

| Authoring (clauses)  |
|--|
|  |
| Company Info Documents Admin CONFIG Contracts My complaints Performance Evaluations My Improvement Plans |
| C V Contract: test Im  |
| Contract Header Items/Services Authoring (clauses)   |
| *  |
|  |
|  |
| D  |

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

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# 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 <u>MY COMPLAINTS</u>. You will be asked to visualize and/or answer it by clicking on its name.

|  | •                                     |              |          |            |                 |
|--|---------------------------------------|--------------|----------|------------|-----------------|
|  |                                       |              |          |            | ¢               |
| Company Info Documents Admin CONFIG Contracts My complaint | Performance Evaluations My Improvemen | t Plans      |          |            |                 |
| ✓ My nonconformities                                       |                                       |              |          |            | ●★              |
| * Filter   |                                       |              |          |            |                 |
| Keywords : Q Search 🗮 Reset                                |                                       |              |          |            |                 |
| Outcome :  | •                                     |              |          |            |                 |
| Contract :   |                                       |              |          |            |                 |
| Number > Contract > Name >                                 | Severity Manager: >                   | Created on > | Duration | Status     | Product label > |
| 2,234 TEST LM 2 Critical com                               | nplaint Laure MANCEAU                 | 3/6/2015     | 3 days   | Suppressed |                 |
| 2,233 test Im Complaint                                    | Laure MANCEAU                         | 3/5/2015     | 4 days   | New        |                 |
| 2 Result(s)  |                                       |              |          |            |                 |

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.

| Complaint Short-term action   | ans Long-term action plans   |                     |   |
|---|--|---------------------|---|
| <ul> <li>Complaint</li> <li>Ivalua nº : 2234</li> <li>Hutchinson plant : Balzac</li> <li>Begin date : 3/6/2015</li> </ul>   | Dispute number :<br>Severity : Critical complaint  |                     | Product Designation :     Families :     Item code :  |
| • Origine   |  |                     |   |
| TEST LM 2<br>Description : (en)*<br>(de)<br>Non-compliant value :<br>Type of anomaly : Design<br>Detection place :<br>Description :<br>Anomaly description :  | (fr)<br>Non-compliant (  | uantity :<br>Unit : | ▼ Tracability     Order id : DN / BOL date :     Supplier batch N° : DN / BOL quantity :     Hutchinson batch N° : Recurrence :     DN / BOL (Bill of Lading) : |
| <ul> <li>Outcome</li> </ul>   |  |                     |   |
| Outcome : Suppre:   | ssed   |                     | Financial   |
| Commercial closing date :   |  |                     | Contracts :   |
| Isolate the questionable p<br>Launch a sorting op<br>alt ration of stocks on Hutchin<br>by staff authorised by Hutc<br>Reinfoce entry control on next par<br>The projucts will be subject to a de<br>Other (to be spe<br>irect or indirect costs related to nor | ackage :<br>son site<br>hinson :<br>ckages :<br>viation :<br>Deviation number :<br>actified) :<br>Justification :<br>h-compliance with this will be charged. |                     |   |
| Add a comment   |  |                     |   |
| iomment: Comment  | Saves  |                     |   |
|   |  |                     |   |
| Associated Improvement Plans  |  |                     |   |
| Associated Improvement Plans<br>reate a Improvement Plan for this a   | nomaly   |                     |   |
| Associated Improvement Plans<br>reate a Improvement Plan for this a<br>Filter   | nomaly   |                     |   |



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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  |               |
| 🔇 \vee Anomaly details : Test Vision Plast  | **            |
| Complaint Long-term action plan Incident treatment  |               |
| Date :  |               |
| * Supplier contact  |               |
| Function : Name :   |               |
| + 2 - Supplier instant response   |               |
| Suppliers findings :  |               |
| list references and other potentially affected Hutchinson sites   |               |
| Toutes les références impactées devront être traitées.<br>La Exemplease à la responsabilité de présent true les sites la traitées préamilier présentées |               |
|   |               |
| I remove the WL products within 5 days (if not, postage-due return snipment) :  |               |
| 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 authorised by Hutchinson :  |               |
| <ul> <li>R - Curatives instant actions</li> </ul>   |               |
| <ul> <li>Stock sorting</li> </ul>   |               |
| Quantité contrôlée Quantité NC  |               |
| Supplier stocks :   |               |
| In transit :<br>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 : Comment   |               |
| File attachment : en 🗸 🕅 Attach files   |               |
| Associated Improvement Plans  |               |
| Create a Improvement Plan for this anomaly  |               |
| ▼ Filter  |               |
| Keywords : Q. Search Keywords search  |               |
| 0.9 ansitive)   |               |
| ( index[4]  |               |
| Buyer Hutchinson v1.0 💿   | 뱱 Save Finish |
|   |               |

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|              |                                     |

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#### Long-term action plans

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

| Company Info Documents My tasks Contracts My compliants Performance Evalua<br>Anomaly details : Test Vision Plast   | tions My Improvement Plans   |
|---|--|
| Complaint Long-term action plan Incident treatment  |  |
| • 4 - Identification of root causes after analysis  |  |
| A renseigner sous 2 semaines après émission de la réclamation   |  |
| Analysis end date :   | <ul> <li>8- Capitalisation of actions</li> </ul>   |
| Mettre en pièces jointes vos supports d'analyse (Ishikawa, 5 Pourquoi, etc)   | A renseigner sous 1 mois après émission de la réclamation  |
| List here the root causes of defect occurrence :  |  |
| List here the root causes of hon-detection :  | List mere the documents that were optated after the resolution of the incluent statistic me documents)<br>(monitoring plan, control plan, range of products, detect database, maintenance plan, product PMECA, |
| ▼ 5- Corrective actions   |  |
| A renseigner sous 2 semaines après émission de la réclamation<br>Lister au moins une action par cause racine identifiée ci-dessus                                     | ▼ Add a comment  |
| Corrective actions on defect occurrence<br>(make a list of the actions, person in charge, planned time limit and date of completion) :                                | Comment : Comment  |
| Corrective actions on detection<br>(make a list of the actions, person in charge, planned time limit and date of completion) :  | File attachment : en 🗸 🕖 Attach files  |
| <ul> <li>6 - Verification of effectiveness of corrective actions</li> </ul>   | Associated Improvement Plans   |
| A renseigner sous 1 mois après émission de la réclamation   | Create a Improvement Plan for this anomaly   |
| Date of confirmation of the action plan :   |  |
| Mettre en Pièce Jointe les preuves d'efficacité (relevé de rebuts, mur qualité, etc)  | • Filter   |
| List here the actions performed<br>to confirm the effectiveness of corrective actions<br>(indicate the action, planned time limit, completion date and the outcome) : | Keywords : Q Search  |
| Identification of the 1st package after confirmation of the action plan<br>(Package No., Galia label No., DN No., date and means of identification) :                 | O Result(s)  |
| • 7- Implementation of actions across the board   |  |
| A renseigner sous 1 mois après émission de la réclamation   |  |
| List here the actions carried out on similar products :   |  |
| List here the actions carried out on similar processes :  |  |

### **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.

|   |   |                     |                               | Ø                    |
|---|---|---------------------|-------------------------------|----------------------|
| Company Info Documents My tasks Contracts My complaints Per | formance Evaluations My Inprovement Plans |                     |                               |                      |
| V Performance Evaluations                                   |   |                     |                               | ★⊕                   |
| ▼ Filter  |   |                     |                               |                      |
| Object type evaluated : 🖉 Keywords :                        | Q Search Advanced                         | search              |                               |                      |
| Status : 🗨  |   |                     |                               |                      |
| Only favorite suppliers :                                   |   |                     |                               |                      |
| N°→ Object Type→ Object evaluated Supplier→ Organiz         | ration > 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    |
| 1 Result(s)   |   |                     |                               |                      |
|   |   |                     |                               |                      |
|   |   |                     |                               |                      |

When entering the evaluation, 2 tabs are displayed :

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#### Evaluation manage control

#### Where you are requested to answer the questionnaire.

| <b>G</b> HUTCHINSON <sup>®</sup>  |  |   |  |
|---|--|---|--|
| Company Info Documents My tasks Contracts My com  | plaints Performance Evaluations My Imp   | rovement Plans  |  |
|   |  |   | <u>▲ a.</u>                              |
| V Evaluation  |  |   | X B                                      |
| Evaluation manage control Validation workflow   |  |   | -  |
| Ques<br>C<br>E<br>Campaign s<br>Evalua<br>Object type e<br>Campaign   | ttionnaire :<br>Campaign : conflict minerals<br>valuation : 378<br>start date : 1/28/2014<br>ttion date : 1/1/2014<br>evaluated : Supplier<br>Supplier :<br>gn status : Open | Progress : 100%<br>Evaluator : Didier DOUAY<br>Campaign end date : 11/28/2014<br>Evaluation period : Year<br>Status : Validated |  |
| Created by Laure MANCEAU on 11/28/2014 4:42:09 PM.<br>Modified by Didier DOUAY on 11/28/2014 4:44:17 PM.<br>Validated by Didier DOUAY on 11/28/2014 4:44:17 PM. |  |   |  |
| Display cho   | ice 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<br>Ves  |   |  |
| List of raw material  |  |   |  |
| › If yes, Which raw material ? 📭  | Casseterite<br>Columbite-tantalite (Coltan)<br>Gold<br>Wolframite<br>Tantalum<br>Tin<br>Tungstan<br>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 want to come back to the questionnaire, click on APPROVE

#### Validation workflow

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

|               | AVE            |                  |                              |                            |                          |      |  |  |  |
|---------------|----------------|------------------|------------------------------|----------------------------|--------------------------|------|--|--|--|
| 🗲 н.          | JTCHINS        | SON <sup>®</sup> |                              |                            |                          |      |  |  |  |
| ompany Info   | Documents M    | ly tasks Cor     | itracts My complaints Pe     | rformance Evaluations      | y Improvement Plans      | lans |  |  |  |
| ✓ Evalua      | tion           |                  |                              |                            |                          |      |  |  |  |
| Evaluation n  | nanage control | Validation       | workflow                     |                            |                          |      |  |  |  |
| Initializatio | n – Approval   |                  |                              |                            |                          |      |  |  |  |
| Activity      | Name⊧          | Delegate to >    | Created on (your local time) | Date (your local time) > 5 | itate Initial performer≯ | mer⊁ |  |  |  |
| Approval      | MANGEAULT      |                  | 11/28/2014 4:42:09 PM        | 11/28/2014 4:44:17 PM      |                          |      |  |  |  |
| 2 Result(s)   | MANCEAU Laure  |                  | 11/20/2014 4:42:05 PM        | 11/20/2014 4:42:05 PM      | INANCERO Laure           | Iure |  |  |  |
| ✓ Add a co    | mment          |                  |                              |                            |                          |      |  |  |  |
| Comment       | Comment        |                  |                              |                            | ve                       |      |  |  |  |
| File attach   | ment: en 🖵 🛛   | Attach files     | Send to :                    | <b>.</b>                   |                          |      |  |  |  |
| ). Change his | story          |                  |                              |                            |                          |      |  |  |  |
| Change ms     |                |                  |                              |                            |                          |      |  |  |  |



## 11. My improvement plans

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

Click the pencil to enter and respond to it.

|  |                              |                            |                    |        |               | ¢          |
|--|------------------------------|----------------------------|--------------------|--------|---------------|------------|
| Company Info Documents My tasks Contract | ts My complaints Performance | Evaluations My Improvement | t Plans            |        |               |            |
| 🔇 \vee My Improvement Plans              |                              |                            |                    |        |               | <b>★</b> ⊕ |
| * Filter                                 |                              |                            |                    |        |               |            |
| Status : 💽 🗸 Keywords :                  | Q, Search 🔶 Res              | set                        |                    |        |               |            |
| Label                                    | Complaint                    | Start date >               | Planned end date > | Tasks≯ | Status        |            |
| P LM 130115 / TEST                       |                              | 1/13/2015                  | 1/30/2015          |        | 1 In progress |            |
| 1 Result(s)                              |                              |                            |                    |        |               |            |
|  |                              |                            |                    |        |               |            |

When entering this menu, 2 tabs are displayed:

#### General Information

On which you can add a comment.

|  | ė               |  |  |
|--|-----------------|--|--|
| mpany Info Documents My tasks Contracts My complaints Performance Evaluations My Imp | provement Plans |  |  |
| V Improvement plan: IP LM 130115 / TEST  | *               |  |  |
| General information Tasks  |                 |  |  |
| * Plan identity  | * Organization  |  |  |
| Label : IP LM 130115 / TEST  | Organization :  |  |  |
| Start date : 1/13/2015   |                 |  |  |
| Planned end date : 1/30/2015   | * Families      |  |  |
| Suppler:<br>Status: In progress 🚽  | Commodity :     |  |  |
| * Progress   | * Origin        |  |  |
| <ul> <li>Add a comment</li> </ul>  | Nonconformity : |  |  |
| Comment : Comment di Save  |                 |  |  |
| File attachment : 🖆 🔸 🕖 Attach files   |                 |  |  |
|  |                 |  |  |
|  |                 |  |  |
|  |                 |  |  |
|  |                 |  |  |

#### Tasks

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

| ✓ HUTCHINSON <sup>®</sup>                                    |                                  |                           |                        |                      |                      |                    |                   |           |           |                    |             |             |         | ¢                     |
|--|----------------------------------|---------------------------|------------------------|----------------------|----------------------|--------------------|-------------------|-----------|-----------|--------------------|-------------|-------------|---------|-----------------------|
| Company Info Documents My tasks Contracts                    | ly complaints Perfor             | mance Evaluati            | ons My Im              | provement            | Plans                |                    |                   |           |           |                    |             |             |         |                       |
| <ul> <li>✓ Improvement plan: IP LM 130115 / TEST</li> </ul>  |                                  |                           |                        |                      |                      |                    |                   |           |           |                    |             |             |         | <b>★</b> ⊕            |
| General information Tasks Type> Description> Manager> Delete | gated to⊁ Initial begin<br>date⊁ | Initial end U<br>date ⊨ b | Jpdated<br>begin date≯ | Updated<br>end date≯ | Actual<br>begin date | Actual<br>end date | Initial<br>load ≽ | Updated p | Progress⊁ | Previous<br>task ≽ | Link type » | Link delay» | Order 👻 | Status >              |
| Action MANCEAU   | 1/13/2015                        | 1/30/2015                 |                        |                      |                      |                    |                   |           |           |                    |             |             | 1       | In<br>progress<br>(%) |

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

| inen 📙 Sav   | e.              |                             |  |   |           |          |                                 |
|--|-----------------|-----------------------------|--|---|-----------|----------|---------------------------------|
| Edit task  |                 |                             |  |   |           |          | 🗎 e (                           |
| Code :   | TO Subject :    | Improvment plant - Ageplast |  | Begin date                                    |           | End date | Duration                        |
| Type :   | Action Status : | In progress 🕌               | Initial  | 1/13/2015                                     | 1/30/2015 | 200      | 1/ days                         |
| Manager :  | Assigned to :   |                             | Updated  | 1955  |           |          | days                            |
| Parent task :  |                 |                             | Actual   | 1953  |           | 1955     | days                            |
| Previsional Work Load : Person-days Real Updated load : Person-days Please answer improvment plant Doscription : |                 | 96<br>Person-days           | <ul> <li>Add a com</li> <li>Save</li> <li>File attachme</li> </ul> | ment<br>ant : en <sub>▼</sub> () Attach files |           |          |                                 |
|  |                 |                             |  | Comment                                       | Comment   |          |                                 |
| 0 Result(s)  |                 |                             |  |   |           |          |                                 |
|  |                 |                             |  |   |           |          | 🗐 Save 🛛 Save and close 🗶 Close |

### 12. Audit

ть нь 🎼

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



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