GROUPE SEB

AIRBAKE ALL-CLAD ARNO ASIAVINA CALOR CLOCK IMUSA KRUPS LAGOSTINA MAHARAJA WHITELINE MIRRO MOULINEX PANEX PENEDO REGAL ROCHEDO ROWENTA SAMURAI SEB SUPOR TEFAL T-FAL UMCO WEAREVER

Supplier Management Task Introduction

Phase 1:
Supplier Documents and Contracts Management

APR **2014**

Contents

1 • Background, Objectives and Benefits

2 • Phase, Introduction process

3 • Introduce the Document Type

4 • User Guide: Upload document

5 • Generate Report

6 • Example (Errors)

7 • Q & A

BACKGROUND, OBJECTIVES & BENEFITS

Background

Background
Current situation: • *Major document in WSS (e.g. SIF, SEF, SPR, General agreement…)* • *Project Specification, Quotation keep in PM's personal folder* • *Social Audit report keep in Quality dept.* • *Several Excel tracking files for the status of document (Total supplier list, Contract status follow up, Supplier Evaluation Review..)*
Difficulties: • *Maintaining current manual searching document process which caused time consuming and higher risk of outdated/ inconsistent data for Supplier information.* • *Tracking files maintenance → supplier base, panel base, supplier responsible would be changed.* • *No history of document saving or upload.* • *The current situation of documents/ contracts of suppliers might be confusing.* • *It is not reliable to be sure that people would get the latest file correctly.*

Objectives & Benefits

Objectives - *Supplier Management improvement*
• *To have a standard process to upload documents and consolidate the supplier documents in one place for enhancing controlling, searching and reporting purposes*
• *To consolidate the summary of the Document/ Contract by suppliers in one file/ user interface for enhancing reliability and efficiency*

Benefits
•*Document controlling and traceability*
•*ISO and SAFE audit requirements fulfillment*
•*Supplier database efficiency, accuracy, maintenance and analysis*
•*Supplier situation review*

PHASE

Supplier Management Task: Phase 1

JAN - MAR 2014	APR – MAY 2014	JUN 2014
Develop & indentify	**Processing**	**Implementation**
• **Part one:** • develop the user interface for upload the document • **Part two:** • develop the report of document summary	• Interface testing • Prepare guideline, upload the documents	• Provide training • Launching the system

INTRODUCE PROCESS

Supplier Management Task: Process

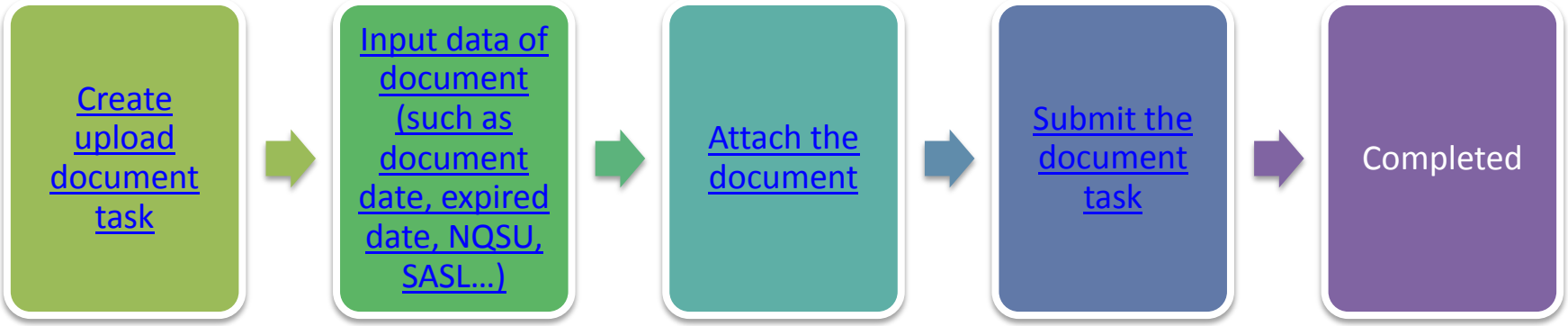
Phase 1: Document/ Contract upload

- 1. Supplier/ Panel Master maintenance
- 2. Upload document/ contract
- 3. Generate report

Phase 2: Supplier information review

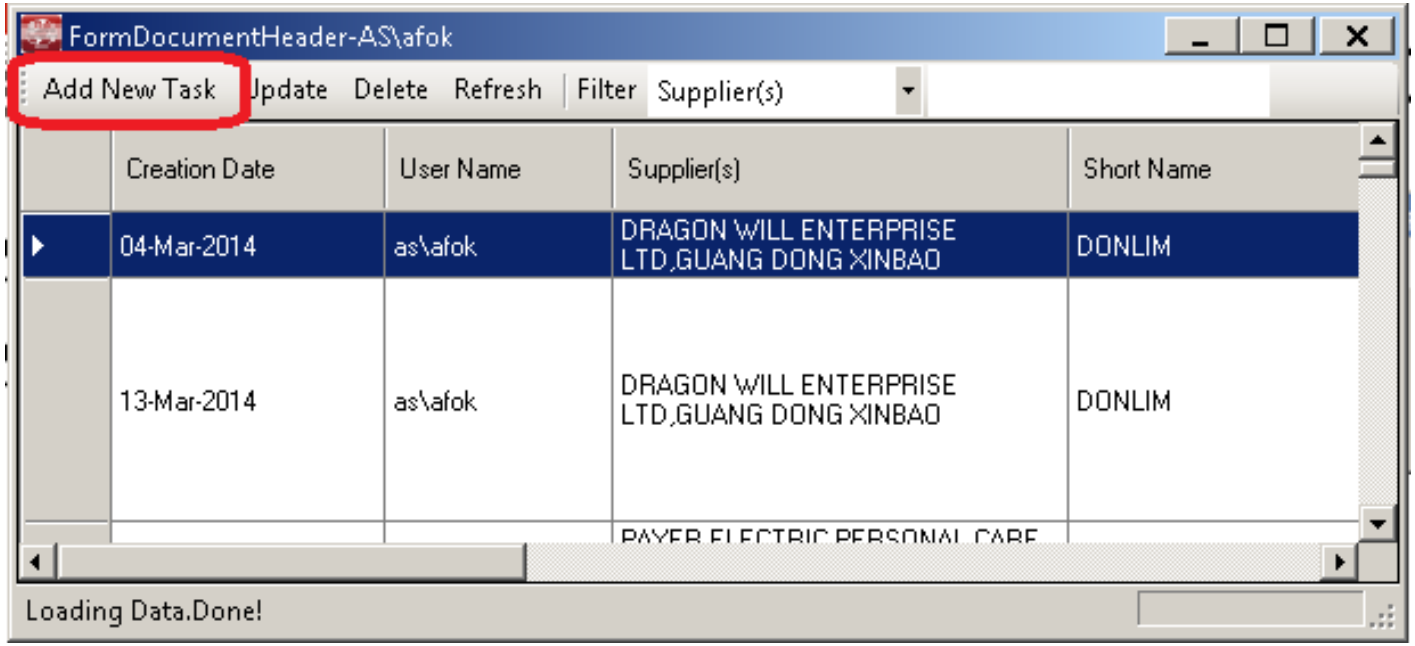
- 1. Consolidate supplier performance information
- 2. Search and Display Supplier information in efficient way

Supplier Management: Upload steps



Supplier Management: Process

Create upload document task



Supplier Management: Process

Input data of document (such as document date, expired date, NQSU, SASL…)

Basic Information
Short Name
Vendor Name
10023676 - SUNSTRONG INTERNATIONAL IND LTD
Document Type: Responsible Purchasing Charter
Document Date: 20-Aug-2012
Remarks
Version
Expired Date: 28-Apr-2014
Document Level: Supplier
Filename Fullpath **

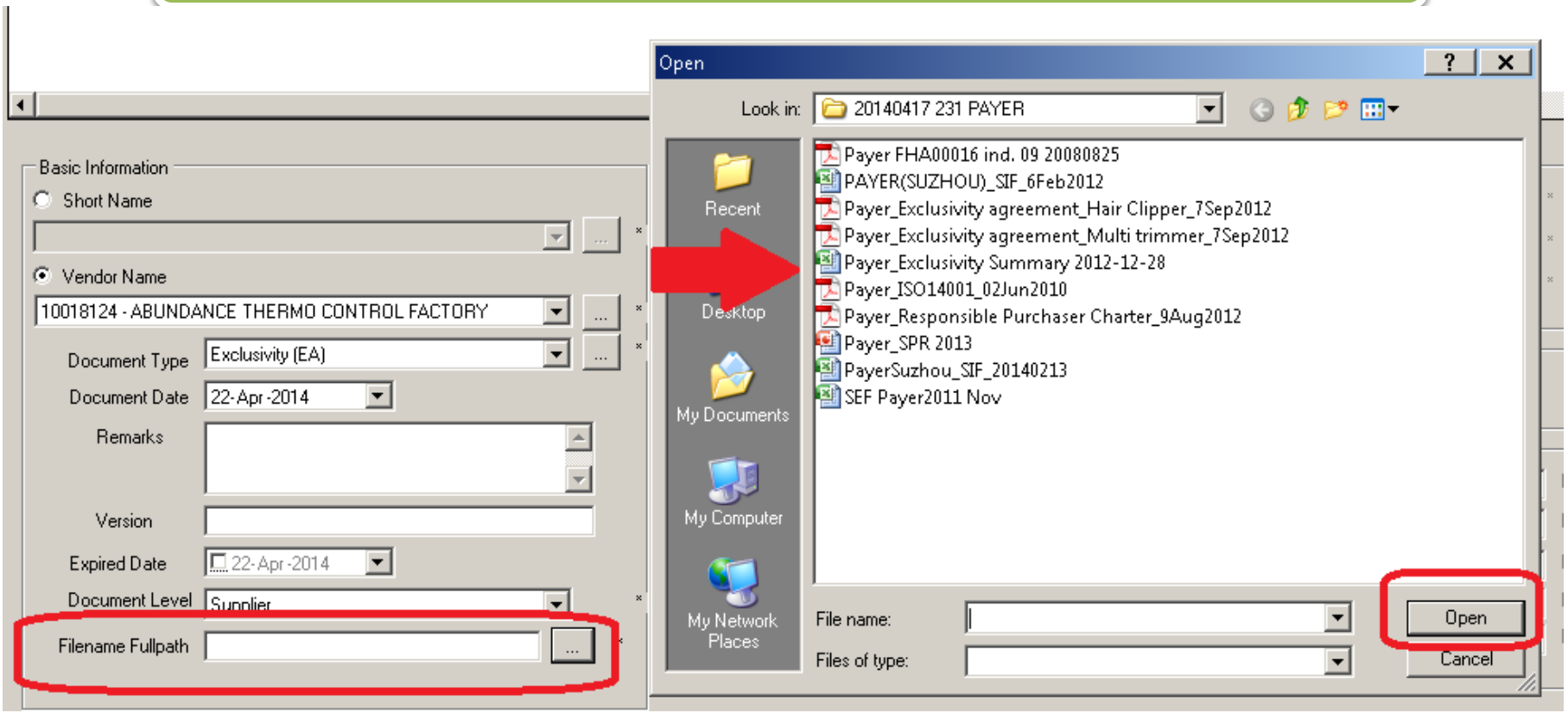
General Contract
Payment term in contract *
Supply Chain Appendix
Lead Time in contract (day) *
SASL (%) *
Quality Appendix
Agreed NQSU (PPM) in contract *
Project/Product
Project/Product Name *

* Mandatory field
** Mandatory field when add new record

Social Audit
Audit by *
Audit Type *
Audit Grade *
SEF
Score
SIF
Turnover Y
RatioY
TurnoverY-1
RatioY-1
TurnoverY-2
RatioY-2
TurnoverY-3
RatioY-3
TurnoverY-4
RatioY-4

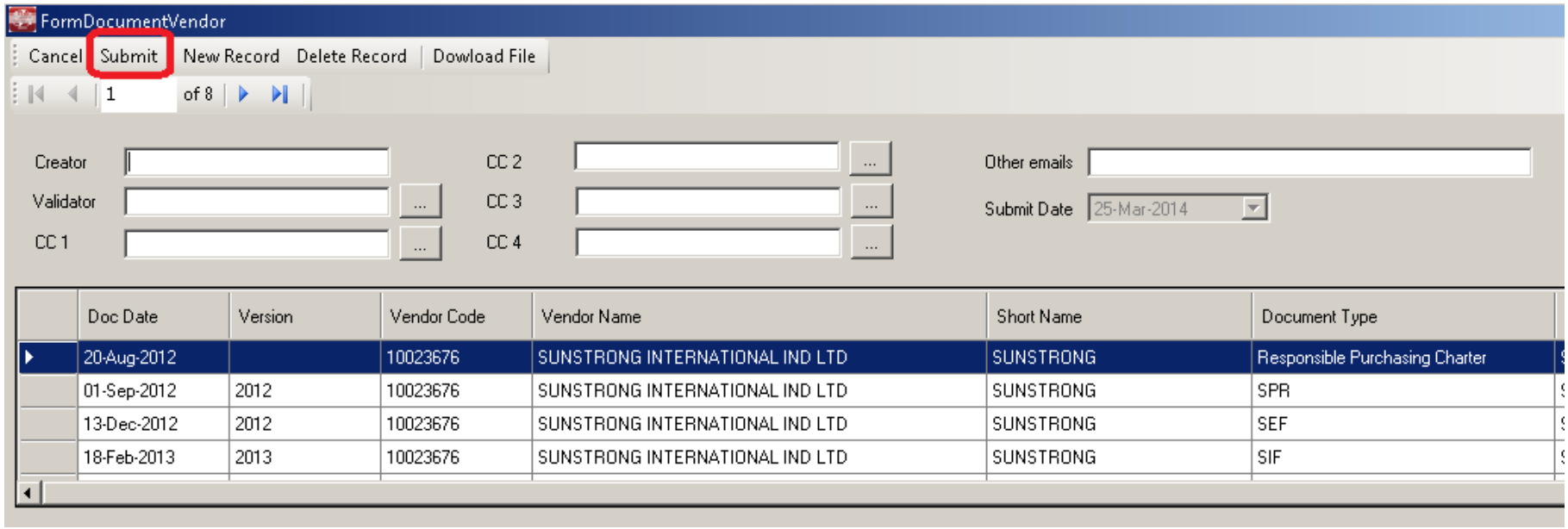
Supplier Management: Process

Attach the document



Supplier Management: Process

Submit the document task → Completed



DOCUMENT TYPE

Upload document: Document Type

Document type Include:

- Company presentation
- Control Plans
- Control Range
- Exclusivity (EA)
- Fast Supplier Assessment (FSA)
- Foodstuffs declaration
- IP (Intellectual Property)
- ISO 14001
- ISO 9001
- Liability insurance
- LOC (Letter of Confidentiality)
- NDA (Non Disclosure Agreement)
- OHSAS 18001
- Other business certifications (ex : FSC for Packaging)
- Price Lists
- Process Audit
- Process Audit
- Action Plans
- Project Specification
- Quality results
- **SEF**
- **SIF**
- **Social Audit**
- Social Audit CAP
- SPR
- SSR
- Supplier Meeting Reports
- Technical Audit
- Tooling list
- Declaration letter of group organization
- Eco-Declaration
- Environmental Declaration
- **General Contract**
- **Quality Appendix**
- Responsible Purchasing Charter
- **Supply Chain Appendix**

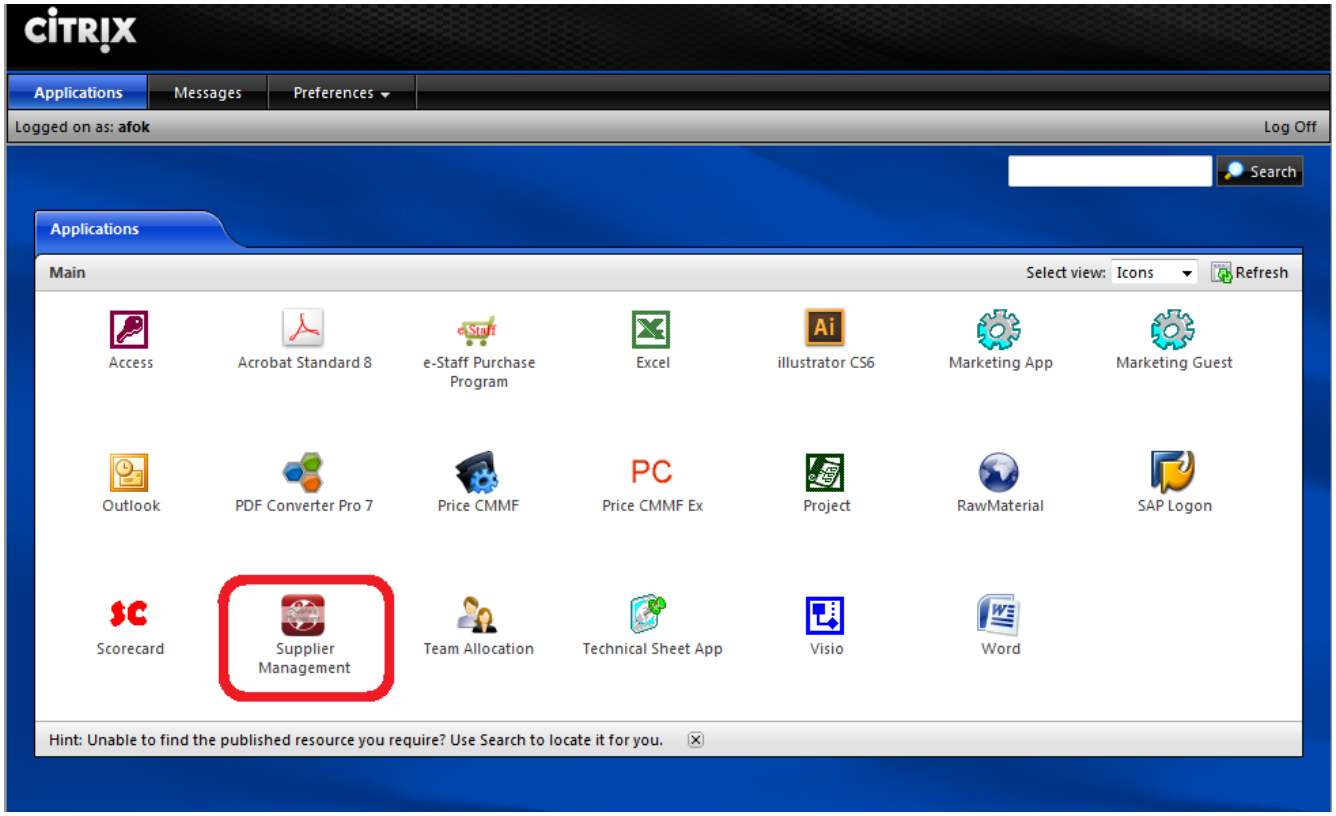
Upload document: Document Type

Document type	Information
SIF	*Turnover, Ratio*
SEF	*Score*
Social audit	*Audit by, Audit type, Audit grade*
General Contract	*Payment terms*
Quality Appendix	*NQSU*
Supply Chain Appendix	*SASL, Lead time*

USER GUIDE - UPLOAD DOCUMENT

User Guide: Upload document

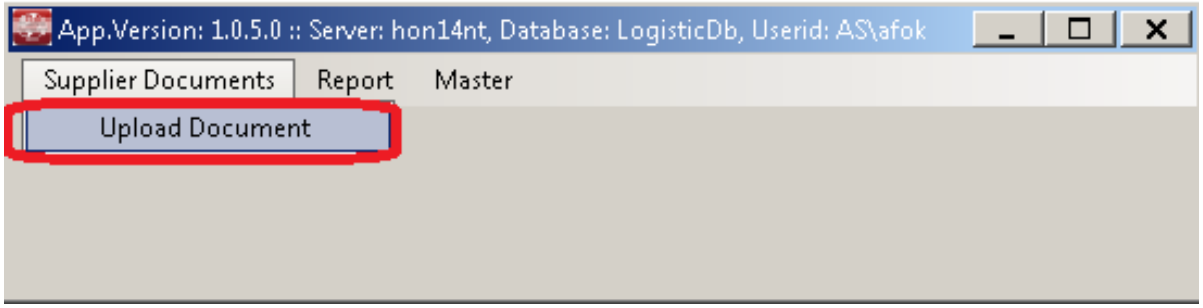
Step 1: Click the icon "Supplier Management"



User Guide: Upload document

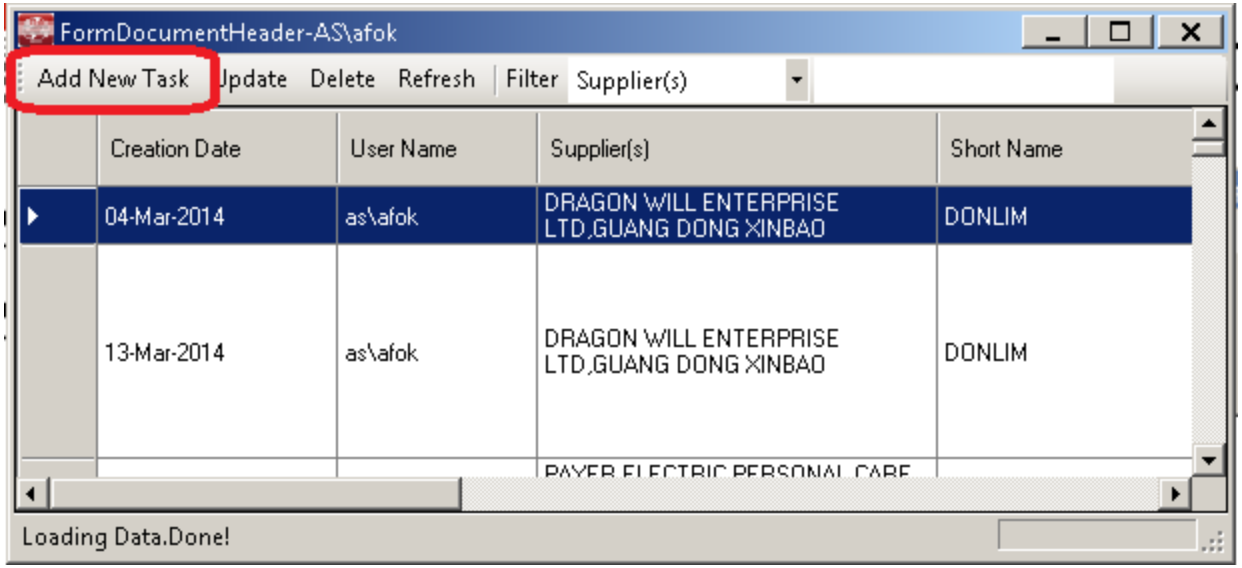
Step 2:

Select "Upload Document"



Step 3:

Select "Add New Task"



User Guide: Upload document

Step 4: Select "New record"

FormDocumentVendor

Cancel | Submit | New Record | Delete Record | Dowload File

0 of 0

Creator: ANNABELLA FOK
Validator:
CC 1:
CC 2:
CC 3:
CC 4:
Other emails:
Submit Date: 22-Apr-2014

Doc Date	Version	Vendor Code	Vendor Name	Short Name	Document Type	Document Lev

Basic Information
- Short Name
- Vendor Name
- Document Type
- Document Date: 22-Apr-2014
- Remarks
- Version
- Expired Date: 22-Apr-2014
- Document Level
- Filename Fullpath

General Contract
- Payment term in contract: 0001 - Payable immediately due net

Supply Chain Appendix
- Lead Time in contract (day)
- SASL (%)

Quality Appendix
- Agreed NQSU (PPM) in contract

Project/Product
- Project/Product Name

* Mandatory field
** Mandatory field when add new record

Social Audit
- Audit by
- Audit Type
- Audit Grade

SEF
- Score

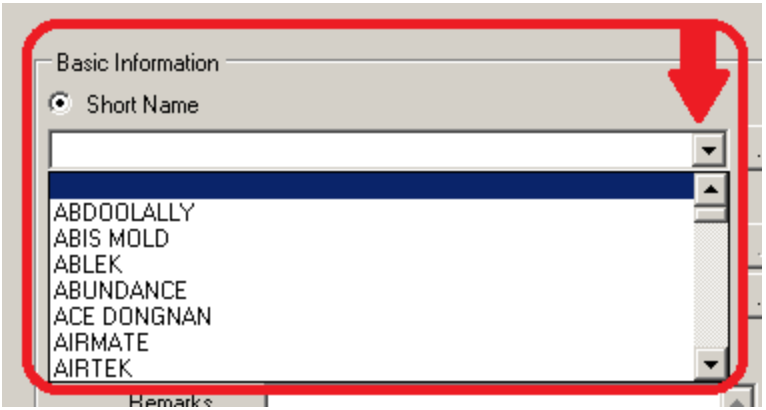
SIF

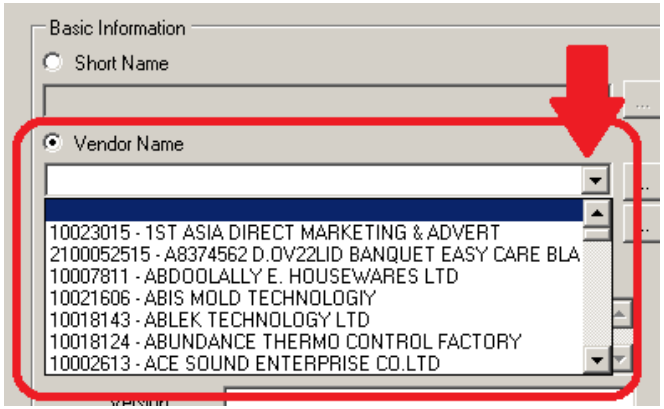
Turnover Y		RatioY	
TurnoverY-1		RatioY-1	
TurnoverY-2		RatioY-2	
TurnoverY-3		RatioY-3	
TurnoverY-4		RatioY-4	

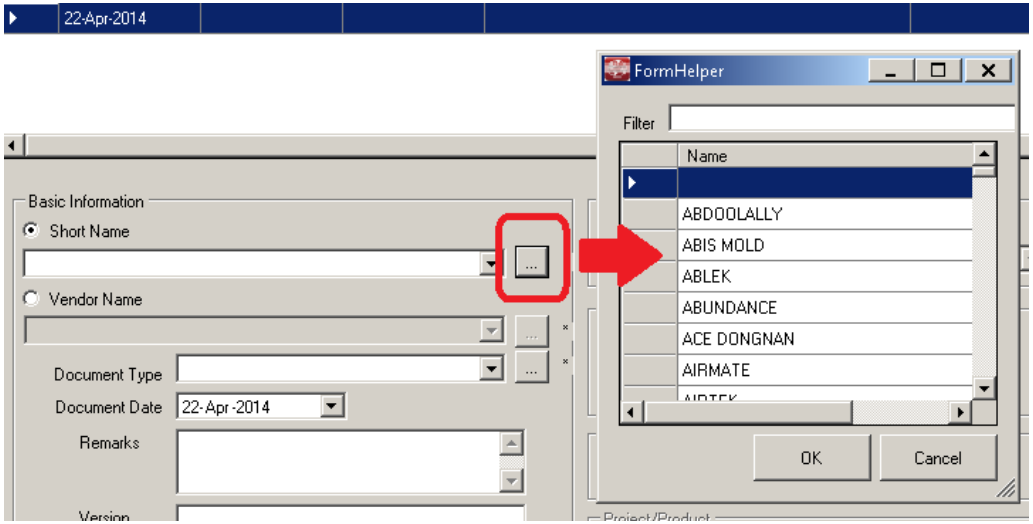
Loading Data.Done!

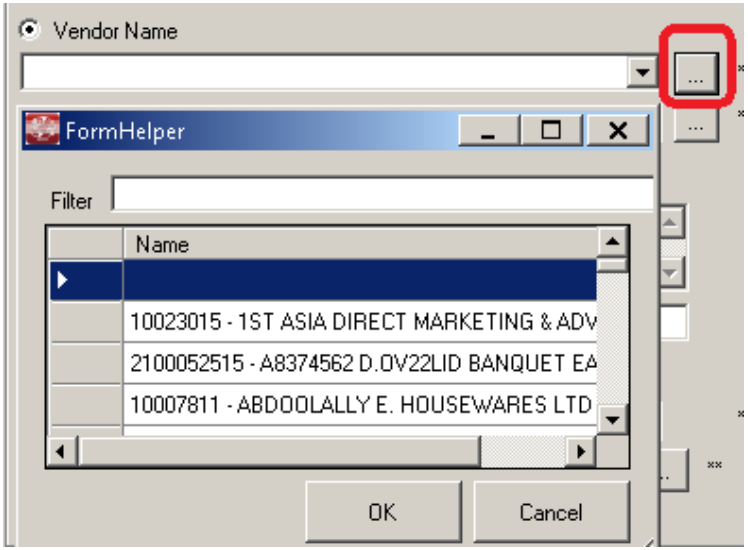
User Guide:
Upload document

Step 5: Select “Short Name” or “Vendor Name”







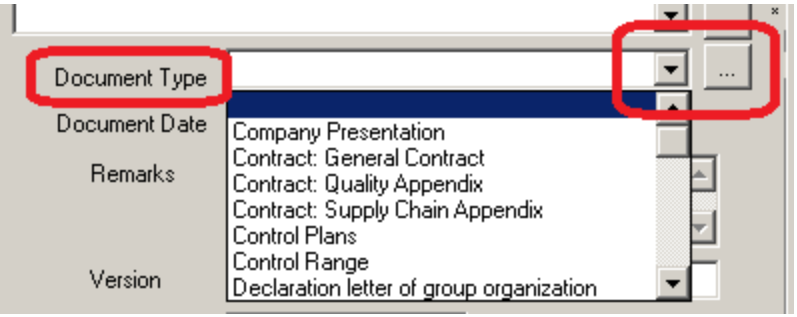


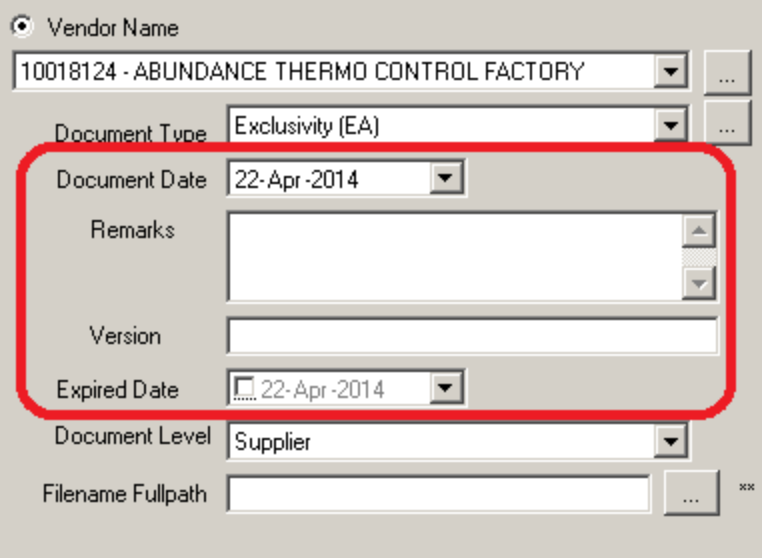
User Guide: Upload document

Step 6:

- Select "Document Type*, Document Date, Expired Data"
- And input the "Remarks, Version"

* Will further introduce different document type*

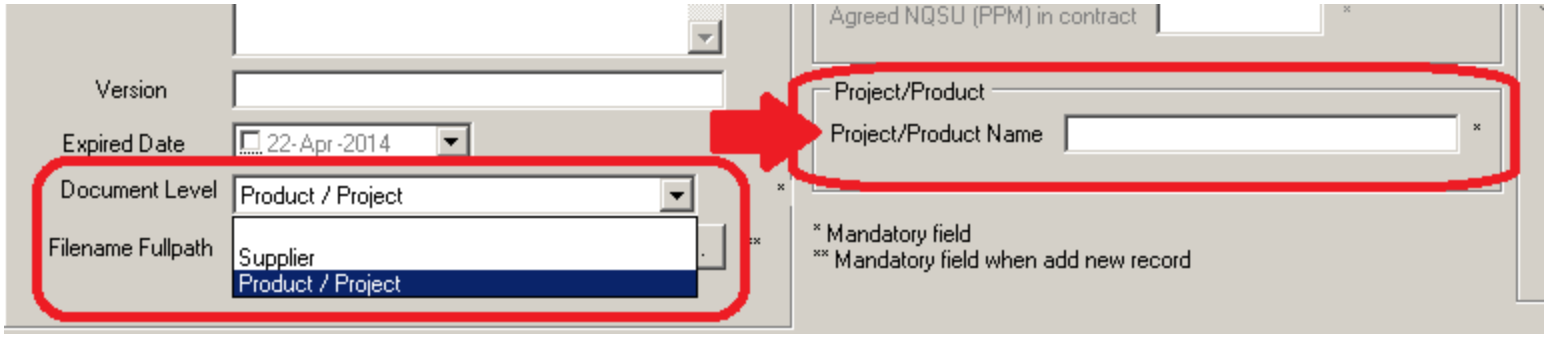




User Guide:
Upload document

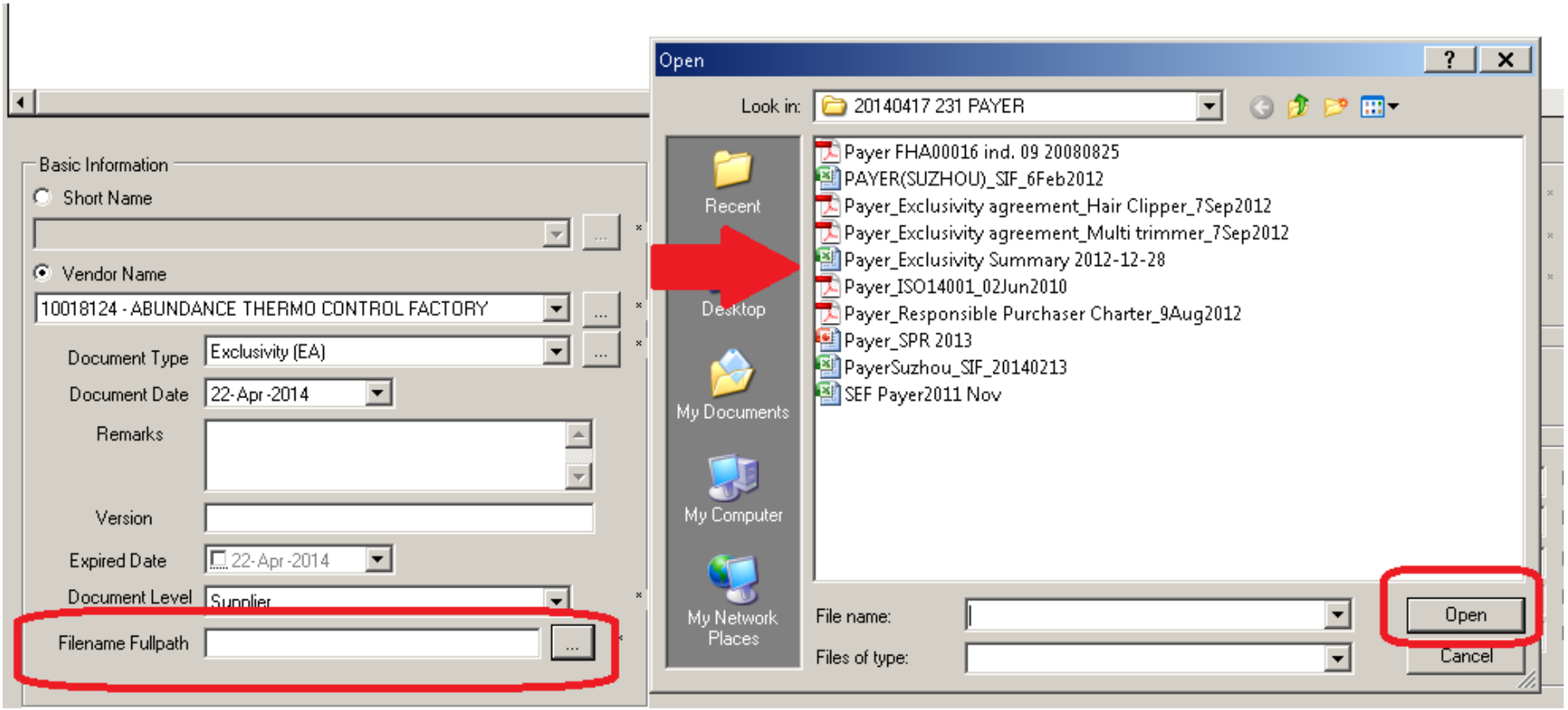
Step 7: Select "Document Level"

(If select "Product/Project", need to input the Project/ Product name)



User Guide:
Upload document

Step 8: Attach the file



User Guide: Upload document

Step 9: Press "Submit"

FormDocumentVendor

Cancel | Submit | New Record | Delete Record | Dowload File

1 of 1

Creator: ANNABELLA FOK
Validator:
CC 1:
CC 2:
CC 3:
CC 4:
Other emails:
Submit Date: 22-Apr-2014

Doc Date	Version	Vendor Code	Vendor Name	Short Name	Document Type	Document Lev
22-Apr-2014	2013	10018124	ABUNDANCE THERMO CONTROL FACTORY		Environmental Declaration	Supplier

Basic Information
Short Name
Vendor Name: 10018124 - ABUNDANCE THERMO CONTROL FACTORY
Document Type: Environmental Declaration
Document Date: 22-Apr-2014
Remarks
Version: 2013
Expired Date: 25-May-2015
Document Level: Supplier
Filename Fullpath: S:\Afok\Power\Contract and Document upl

General Contract
Payment term in contract

Supply Chain Appendix
Lead Time in contract (day)
SASL (%)

Quality Appendix
Agreed NQSU (PPM) in contract

Project/Product
Project/Product Name

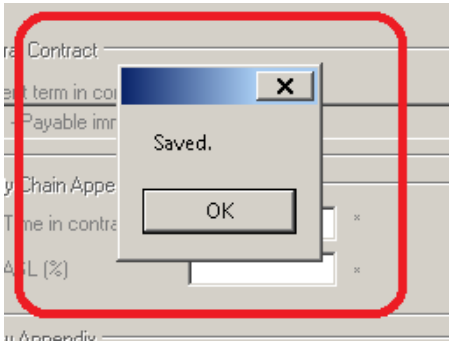
* Mandatory field
** Mandatory field when add new record

Social Audit
Audit by
Audit Type
Audit Grade

SEF
Score

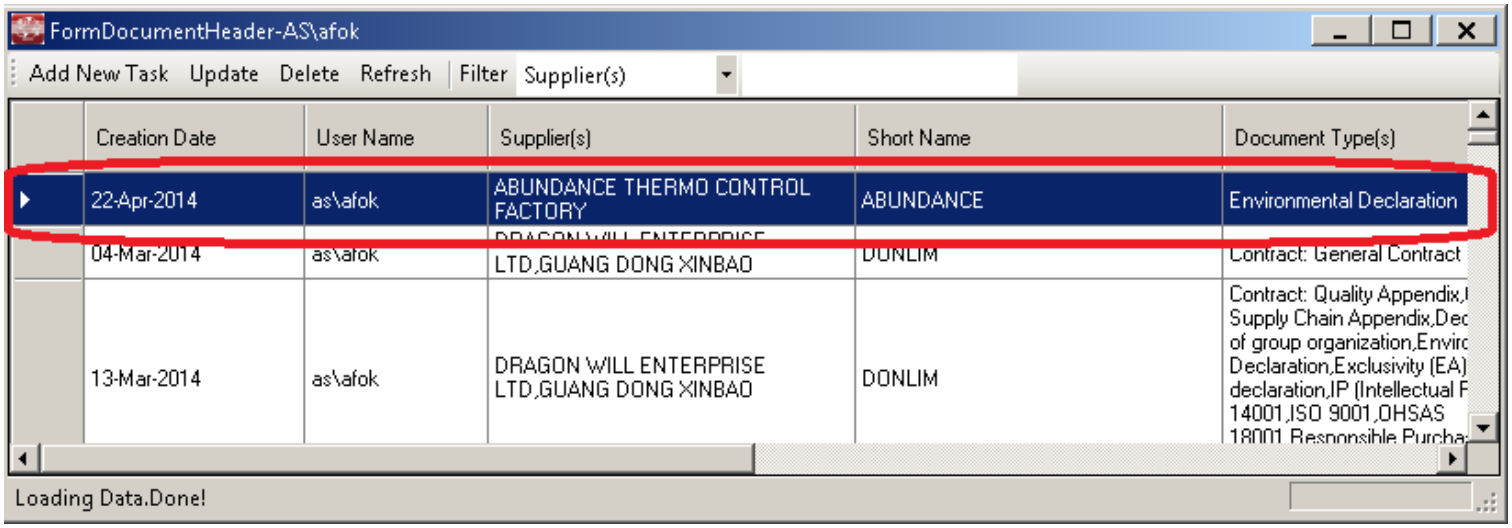
SIF
Turnover Y | RatioY
TurnoverY-1 | RatioY-1
TurnoverY-2 | RatioY-2
TurnoverY-3 | RatioY-3
TurnoverY-4 | RatioY-4

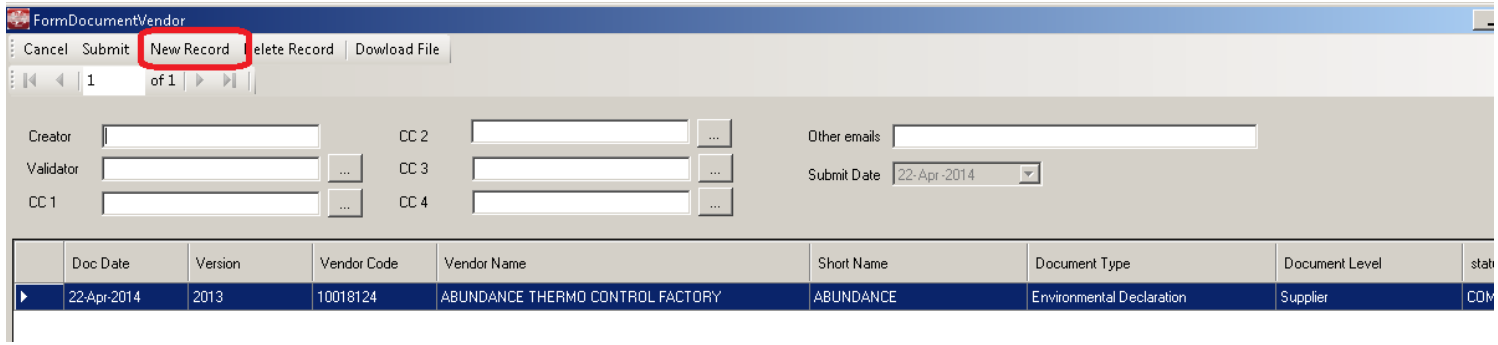
Loading Data.Done!



User Guide: Upload document

If you need upload more than one file under the same vendor, double check the task and select "New record"… (repeat the pervious step)





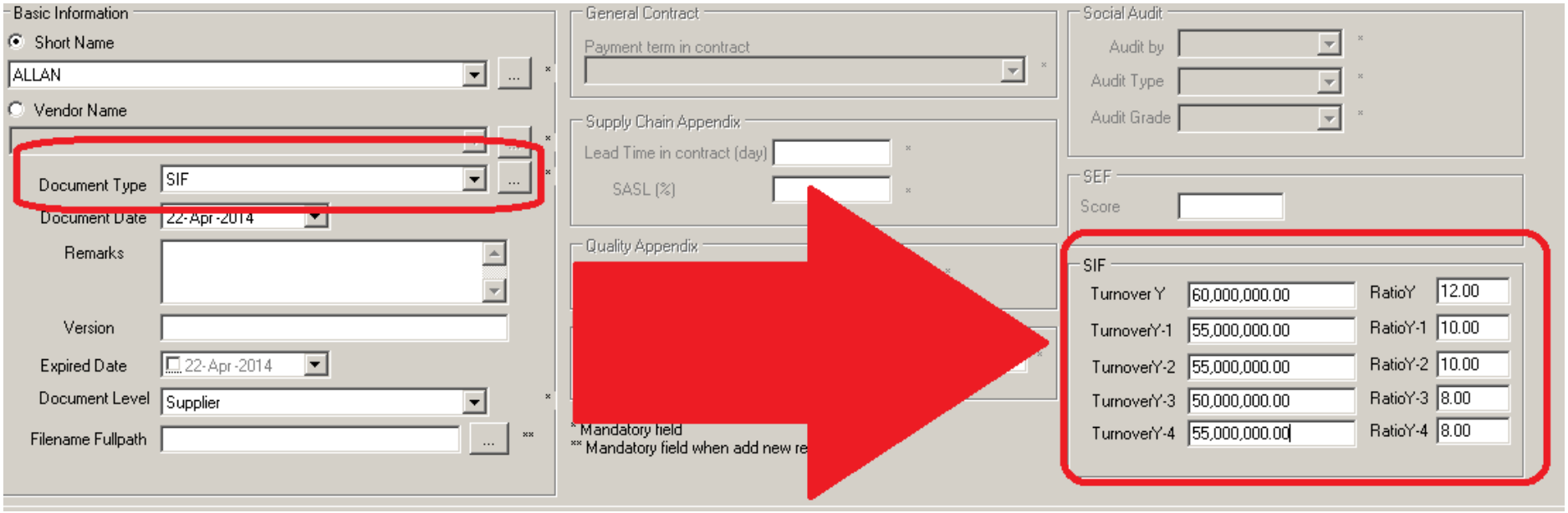
Upload document: Document Type

Document type	Information
SIF	*Turnover, Ratio*
SEF	*Score*
Social audit	*Audit by, Audit type, Audit grade*
General Contract	*Payment terms*
Quality Appendix	*NQSU*
Supply Chain Appendix	*SASL, Lead time*

Upload document: Document Type

Document type : SIF

- Input “Turnover” and “Ratio”



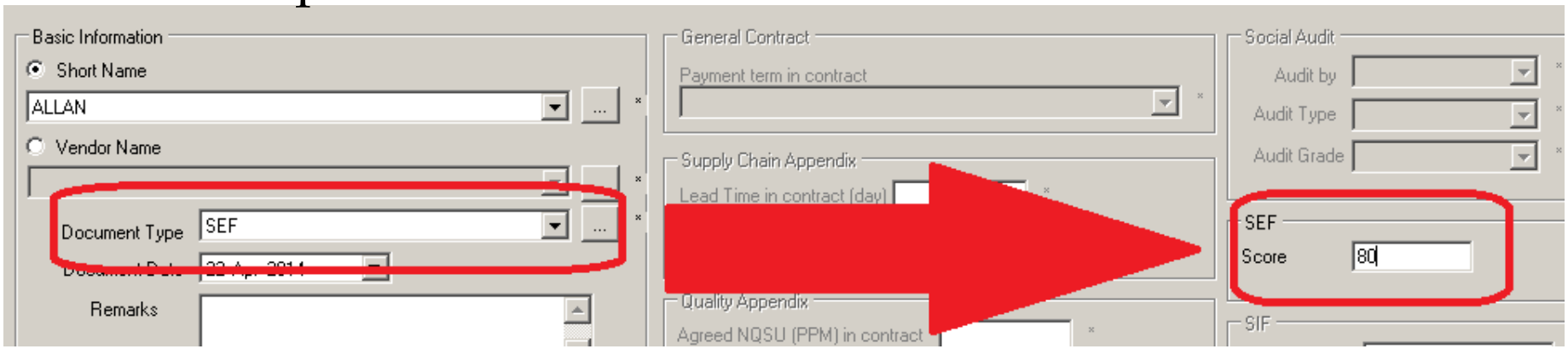
Upload document: Document Type

Document type : Social Audit

- Input "Audit by, Audit type and Audit Grade"

Document type : SEF

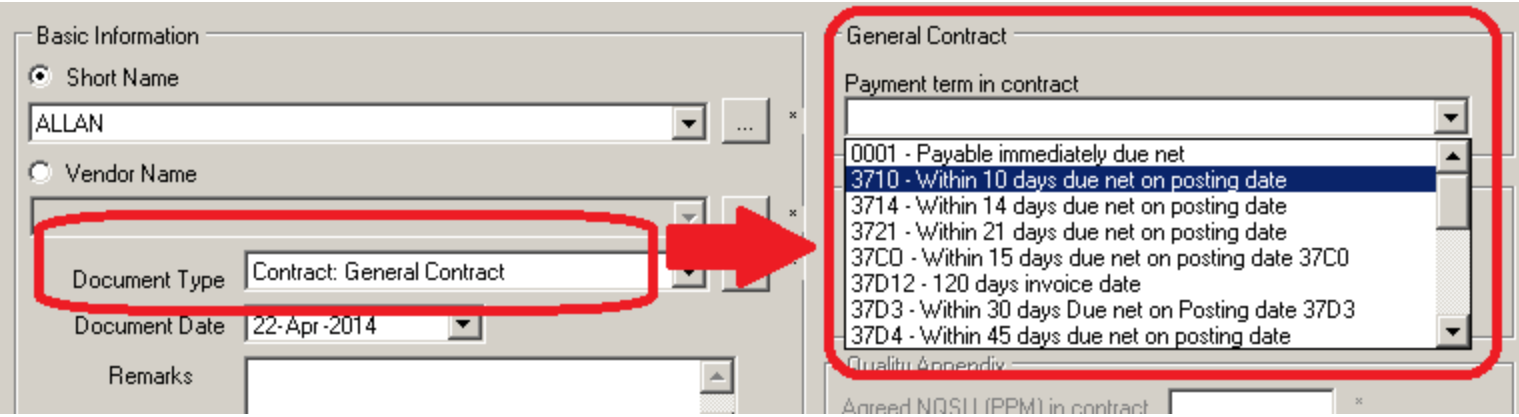
- Input "Score"



Upload document: Document Type

Document type : General Contract

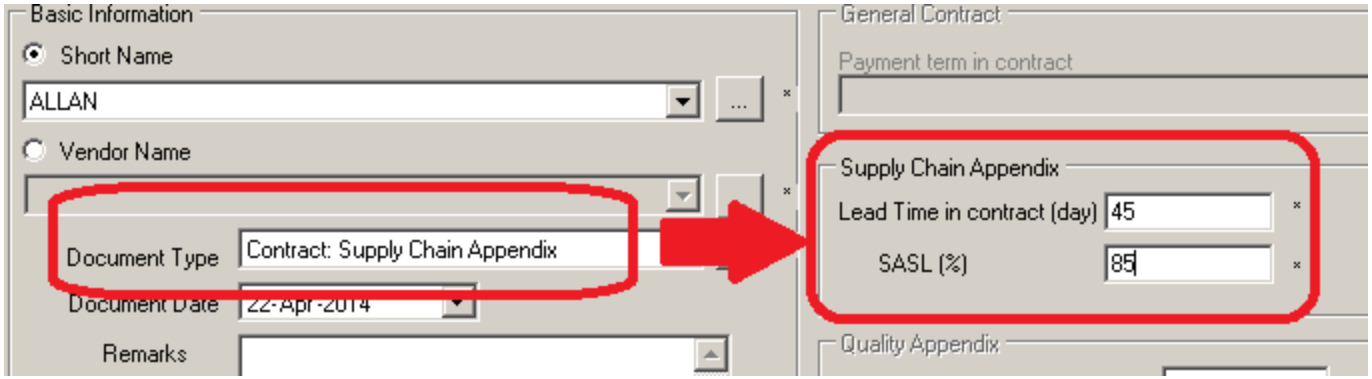
- Select the “Payment terms”



Upload document: Document Type

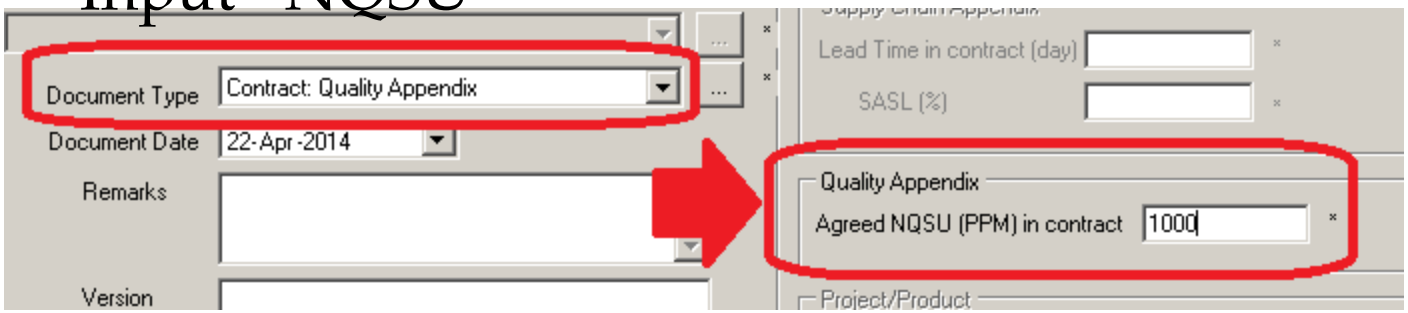
Document type : Supply Chain Appendix

- Input "Lead time and SASL"



Document type : Quality Appendix

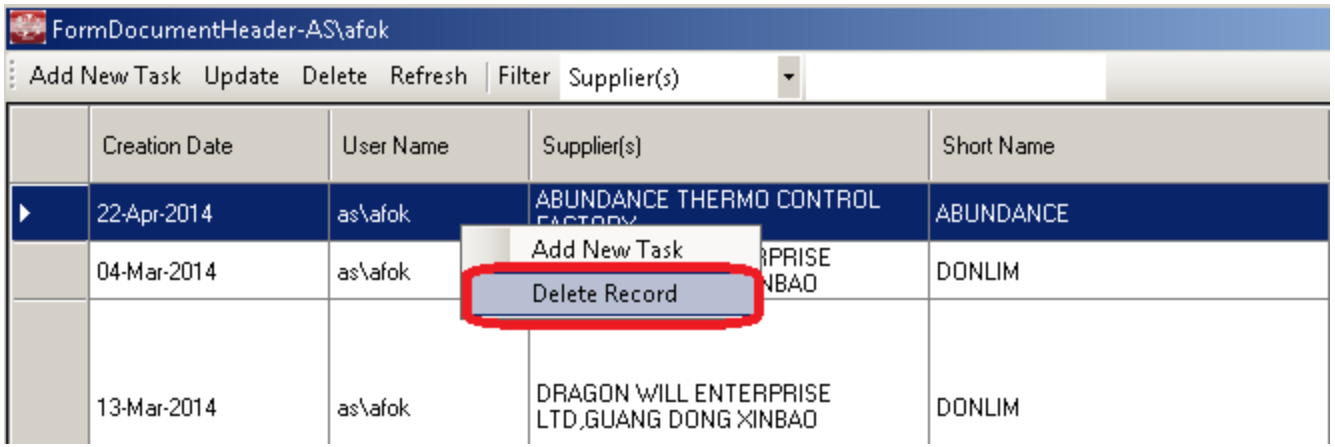
- Input "NQSU"



USER GUIDE
- DELETE RECORD

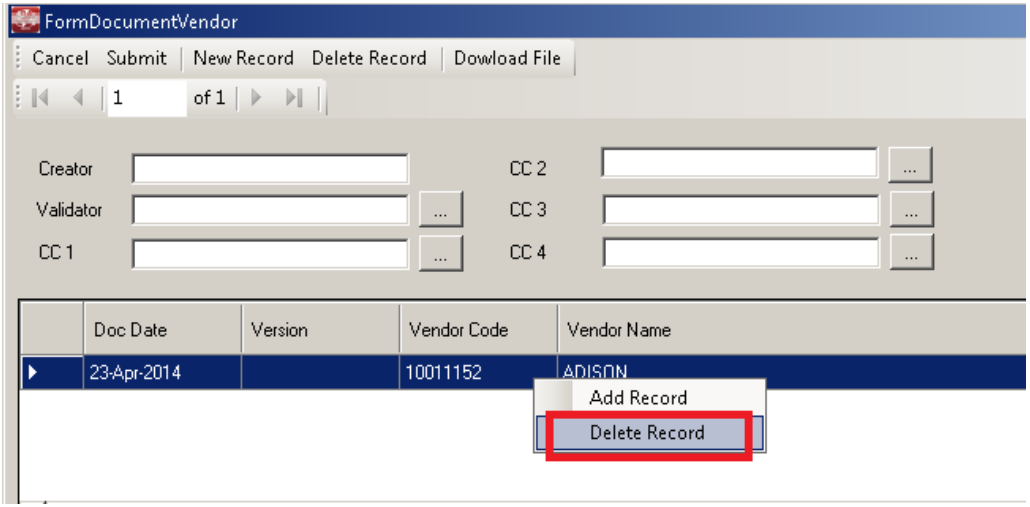
Upload document: Delete Record

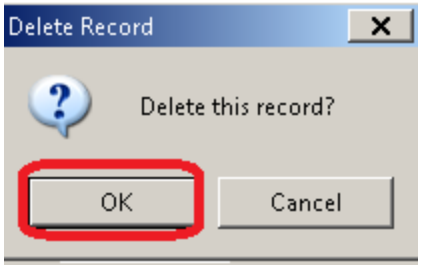
Right click, select the “Delete Record” and “Ok”



Upload document: Delete Record

Right click, select the “Delete Record” and “Ok”





SEARCH FUNCTION

Search Function

Input the key words for search the existing task

FormDocumentHeader-AS\afok

Add New Task | Update | Delete | Refresh | Filter: Supplier(s)

Supplier(s)
Short Name
Document Type(s)

	Creation Date	User Name	Supplier(s)	Short Name	Document Type(s)	Validator
▶	22-Apr-2014	as\afok	ABUNDANCE THERMO CONTROL FACTORY	ABUNDANCE	Environmental Declaration	
	04-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD,GUANG DONG XINBAO	DONLIM	Contract: General Contract	
	13-Mar-2014	as\afok	DRAGON WILL ENTERPRISE LTD,GUANG DONG XINBAO	DONLIM	Contract: Quality Appendix,Contract: Supply Chain Appendix,Declaration letter of group organization,Environmental Declaration,Exclusivity (EA),Foodstuffs declaration,IP (Intellectual Property),ISO 14001,ISO 9001,OHSAS 18001,Responsible Purchasing	

FormDocumentHeader-AS\afok

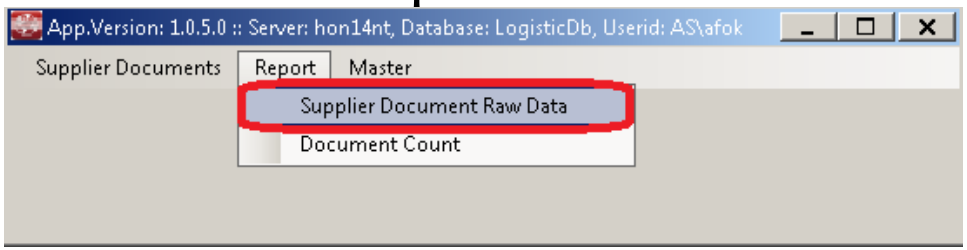
Add New Task | Update | Delete | Refresh | Filter: Short Name | allan

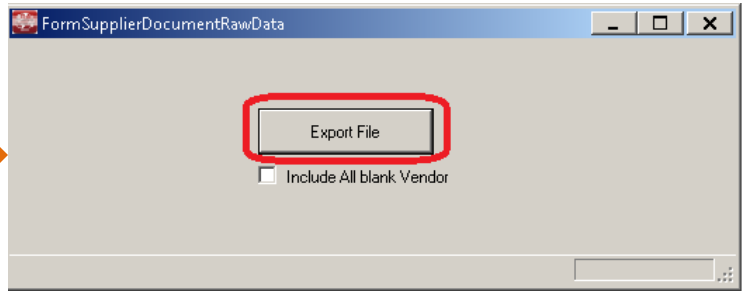
	Creation Date	User Name	Supplier(s)	Short Name	Document Type(s)	Validator
▶	04-Mar-2014	as\afok	ALLAN ELECTRIC MANUFACTURING LTD,CONAN ELECTRIC MANUFACTURING LTD,KARAN ELECTRIC MANUFACTURING LTD	ALLAN	Contract: General Contract,Declaration letter of group organization	

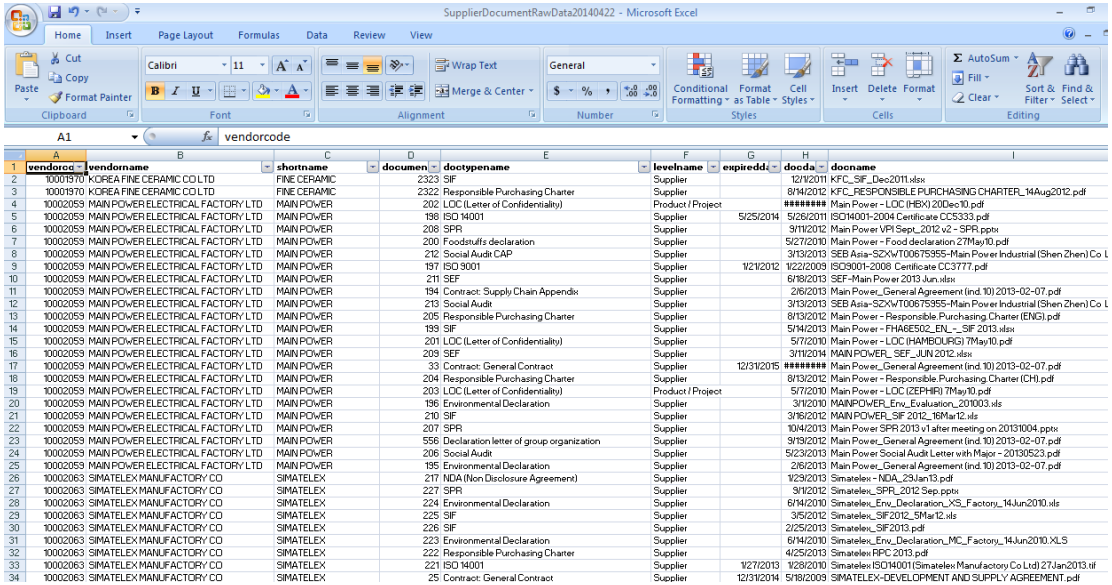
GENERATE REPORT

Report 1

Select the “Supplier Document Raw Data” and “Export file”



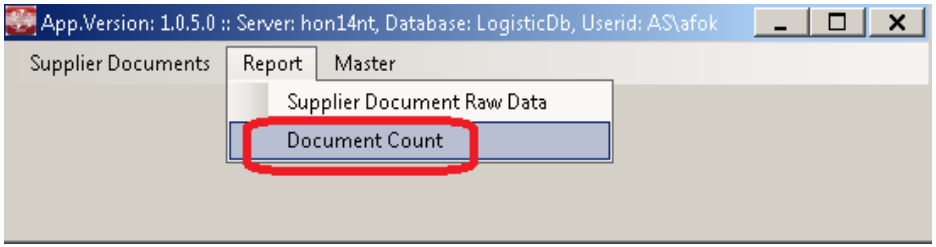


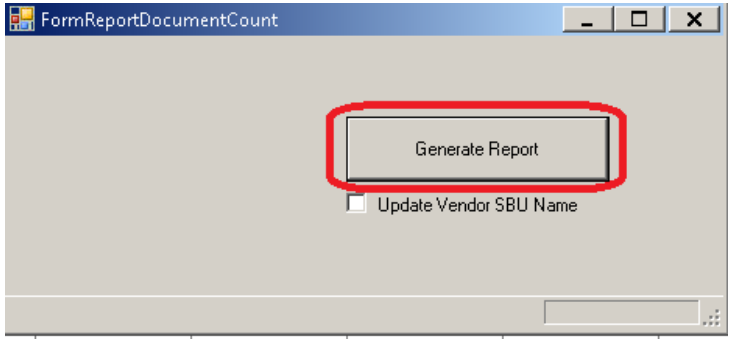


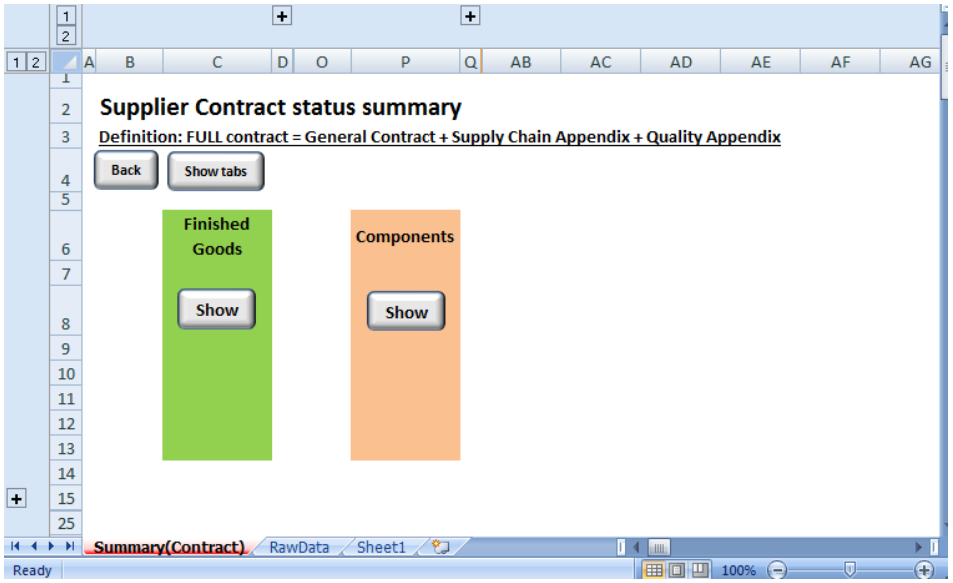
	A	B	C	D	E	F	G	H	I
1	vendorcod	vendorname	shortname	documen	doctypename	levelname	expiredd	docda	docname
2	10001970	KOREA FINE CERAMIC CO LTD	FINE CERAMIC	2323	SIF	Supplier		12/1/2011	KFC_SIF_Dec2011.xlsx
3	10001970	KOREA FINE CERAMIC CO LTD	FINE CERAMIC	2322	Responsible Purchasing Charter	Supplier		8/14/2012	KFC_RESPONSIBLE PURCHASING CHARTER_14Aug2012.pdf
4	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	202	LOC (Letter of Confidentiality)	Product / Project		########	Main Power - LOC (HBX) 20Dec10.pdf
5	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	198	ISO 14001	Supplier	5/25/2014	5/26/2011	ISO14001-2004 Certificate CC5333.pdf
6	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	208	SPR	Supplier		9/11/2012	Main Power VPI Sept_2012 v2 - SPR.pptx
7	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	200	Foodstuffs declaration	Supplier		5/27/2010	Main Power - Food declaration 27May10.pdf
8	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	212	Social Audit CAP	Supplier		3/13/2013	SEB Asia-SZXWT00675955-Main Power Industrial (Shen Zhen) Co L
9	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	197	ISO 9001	Supplier	1/21/2012	1/22/2009	ISO9001-2008 Certificate CC3777.pdf
10	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	211	SEF	Supplier		6/18/2013	SEF-Main Power 2013 Jun.xlsx
11	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	194	Contract: Supply Chain Appendix	Supplier		2/6/2013	Main Power_General Agreement (ind. 10) 2013-02-07.pdf
12	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	213	Social Audit	Supplier		3/13/2013	SEB Asia-SZXWT00675955-Main Power Industrial (Shen Zhen) Co L
13	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	205	Responsible Purchasing Charter	Supplier		8/13/2012	Main Power - Responsible Purchasing Charter (ENG).pdf
14	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	199	SIF	Supplier		5/14/2013	Main Power - FHAE5502_EN_-_SIF 2013.xlsx
15	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	201	LOC (Letter of Confidentiality)	Supplier		5/7/2010	Main Power - LOC (HAMBOURG) 7May10.pdf
16	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	209	SEF	Supplier		3/11/2014	MAIN POWER_ SEF_JUN 2012.xlsx
17	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	33	Contract: General Contract	Supplier	12/31/2015	########	Main Power_General Agreement (ind. 10) 2013-02-07.pdf
18	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	204	Responsible Purchasing Charter	Supplier		8/13/2012	Main Power - Responsible Purchasing Charter (CH).pdf
19	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	203	LOC (Letter of Confidentiality)	Product / Project		5/7/2010	Main Power - LOC (ZEPHIR) 7May10.pdf
20	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	196	Environmental Declaration	Supplier		3/1/2010	MAINPOWER_Env_Evaluation_201003.xls
21	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	210	SIF	Supplier		3/16/2012	MAIN POWER_SIF 2012_16Mar12.xls
22	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	207	SPR	Supplier		10/4/2013	Main Power SPR 2013 v1 after meeting on 20131004.pptx
23	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	556	Declaration letter of group organization	Supplier		9/19/2012	Main Power_General Agreement (ind. 10) 2013-02-07.pdf
24	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	206	Social Audit	Supplier		5/23/2013	Main Power Social Audit Letter with Major - 20130523.pdf
25	10002059	MAIN POWER ELECTRICAL FACTORY LTD	MAIN POWER	195	Environmental Declaration	Supplier		2/6/2013	Main Power_General Agreement (ind. 10) 2013-02-07.pdf
26	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	217	NDA (Non Disclosure Agreement)	Supplier		1/29/2013	Simatelex - NDA_29Jan13.pdf
27	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	227	SPR	Supplier		9/1/2012	Simatelex_SPR_2012 Sep.pptx
28	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	224	Environmental Declaration	Supplier		6/14/2010	Simatelex_Env_Declaration_XS_Factory_14Jun2010.xls
29	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	225	SIF	Supplier		3/5/2012	Simatelex_SIF2012_5Mar12.xls
30	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	226	SIF	Supplier		2/25/2013	Simatelex_SIF2013.pdf
31	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	223	Environmental Declaration	Supplier		6/14/2010	Simatelex_Env_Declaration_MC_Factory_14Jun2010.XLS
32	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	222	Responsible Purchasing Charter	Supplier		4/25/2013	Simatelex RPC 2013.pdf
33	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	221	ISO 14001	Supplier	1/27/2013	1/28/2010	Simatelex ISO14001 (Simatelex Manufactory Co Ltd) 27Jan2013.tif
34	10002063	SIMATELEX MANUFACTORY CO	SIMATELEX	25	Contract: General Contract	Supplier	12/31/2014	5/18/2009	SIMATELEX-DEVELOPMENT AND SUPPLY AGREEMENT.pdf

Report 2

Select the "Document Count" and "Generate Report"





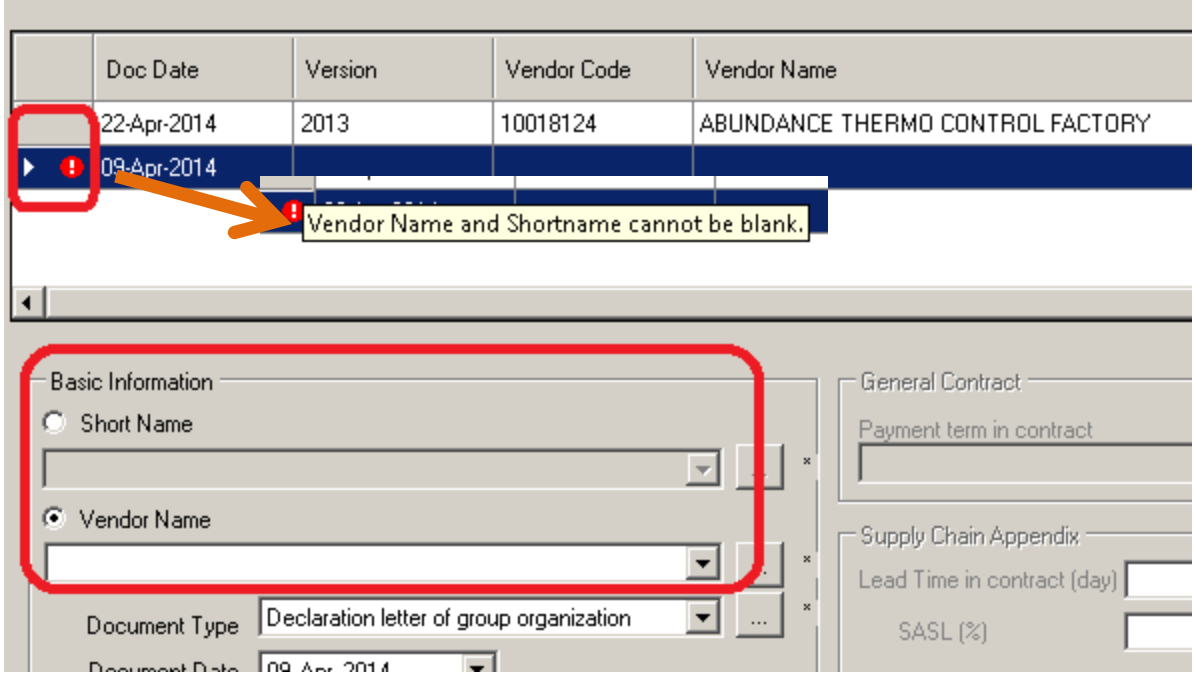


EXAMPLE ERRORS

Auto Alert

If you missing to input the “mandatory field”, it will show the auto alert.

Also you can’t submit the task.

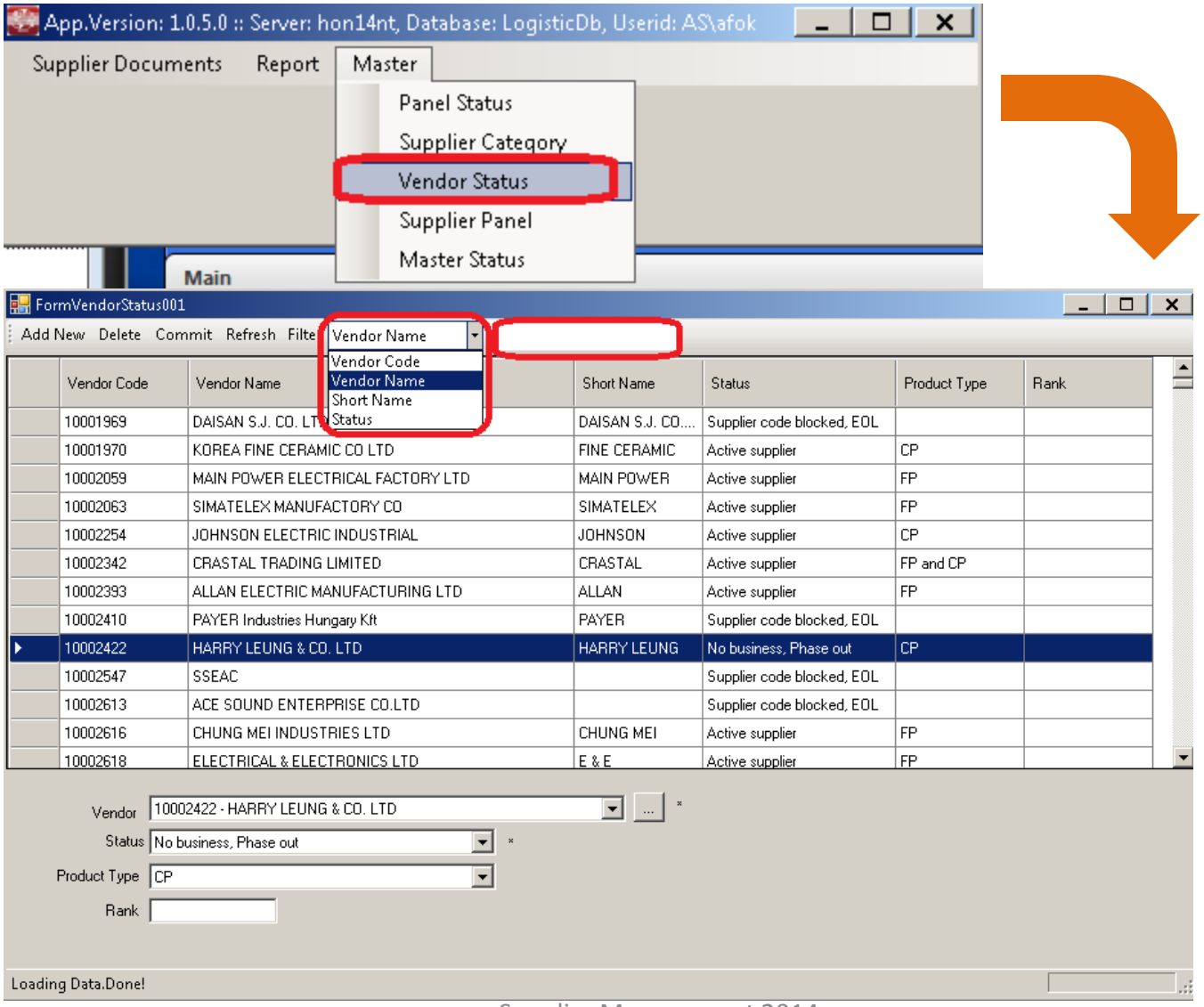


Q&A

THANK YOU FOR YOUR ATTENTION!!!

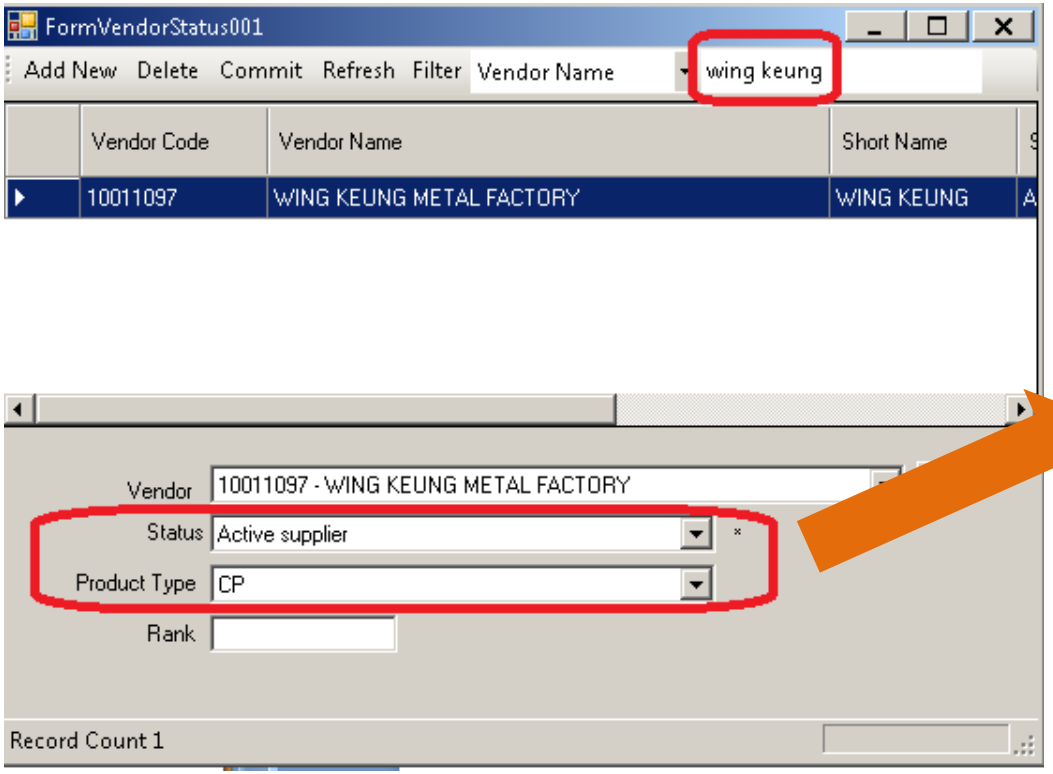
USER GUIDE -VENDOR STATUS

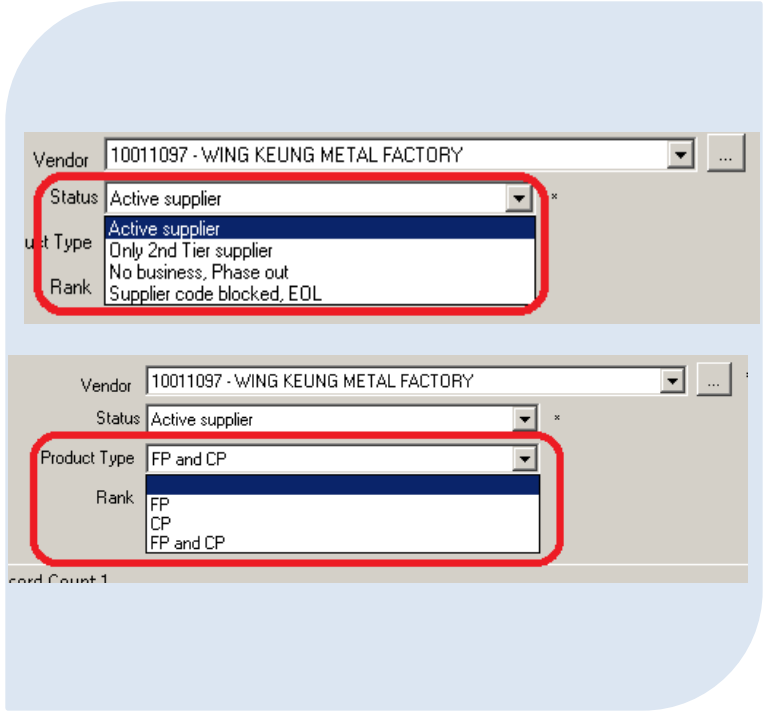
Vendor Status



Vendor Status

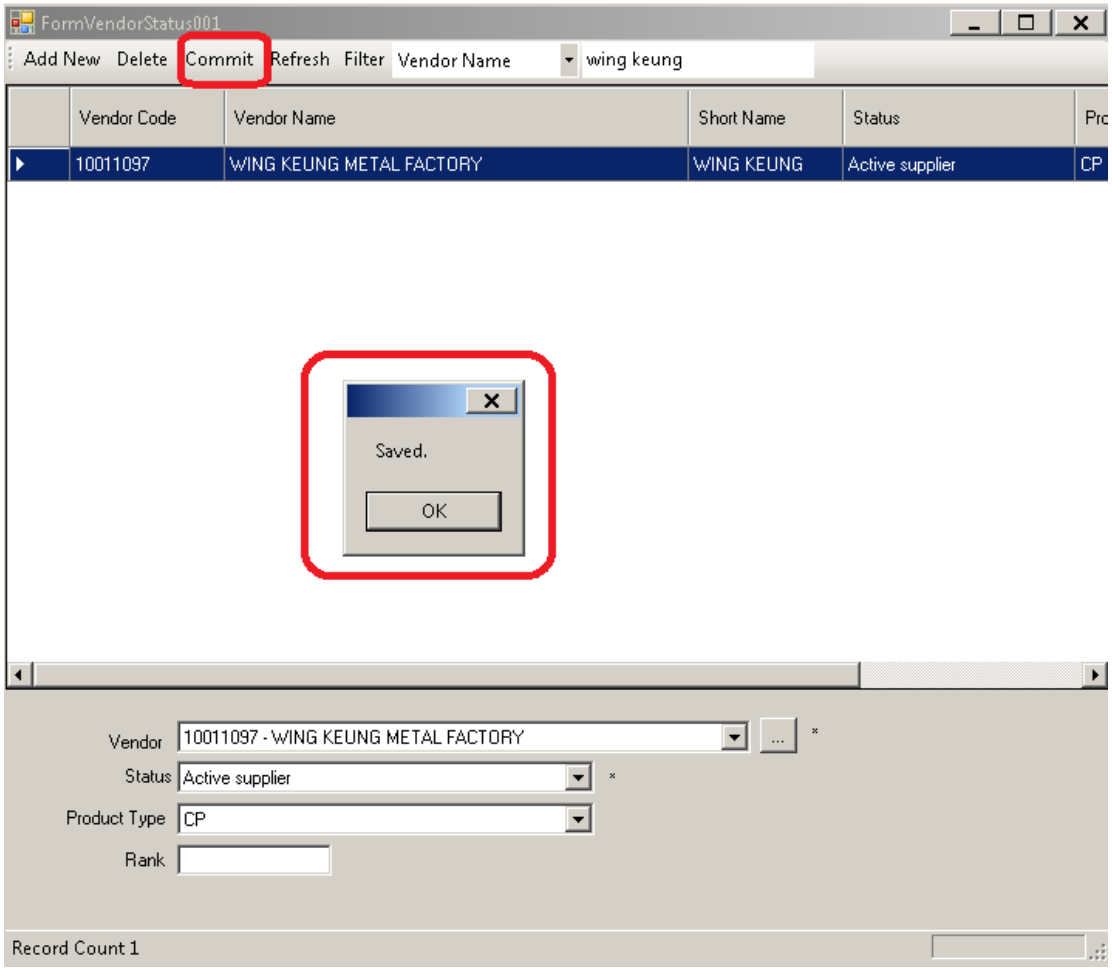
Select the “Status” and “Product type”





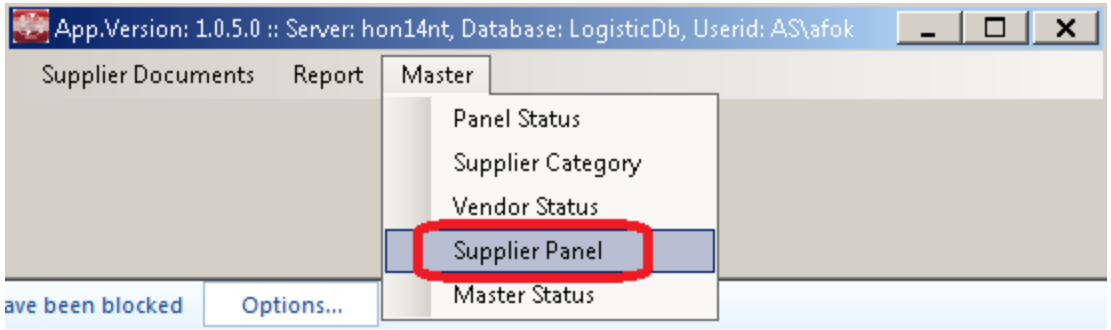
Vendor Status

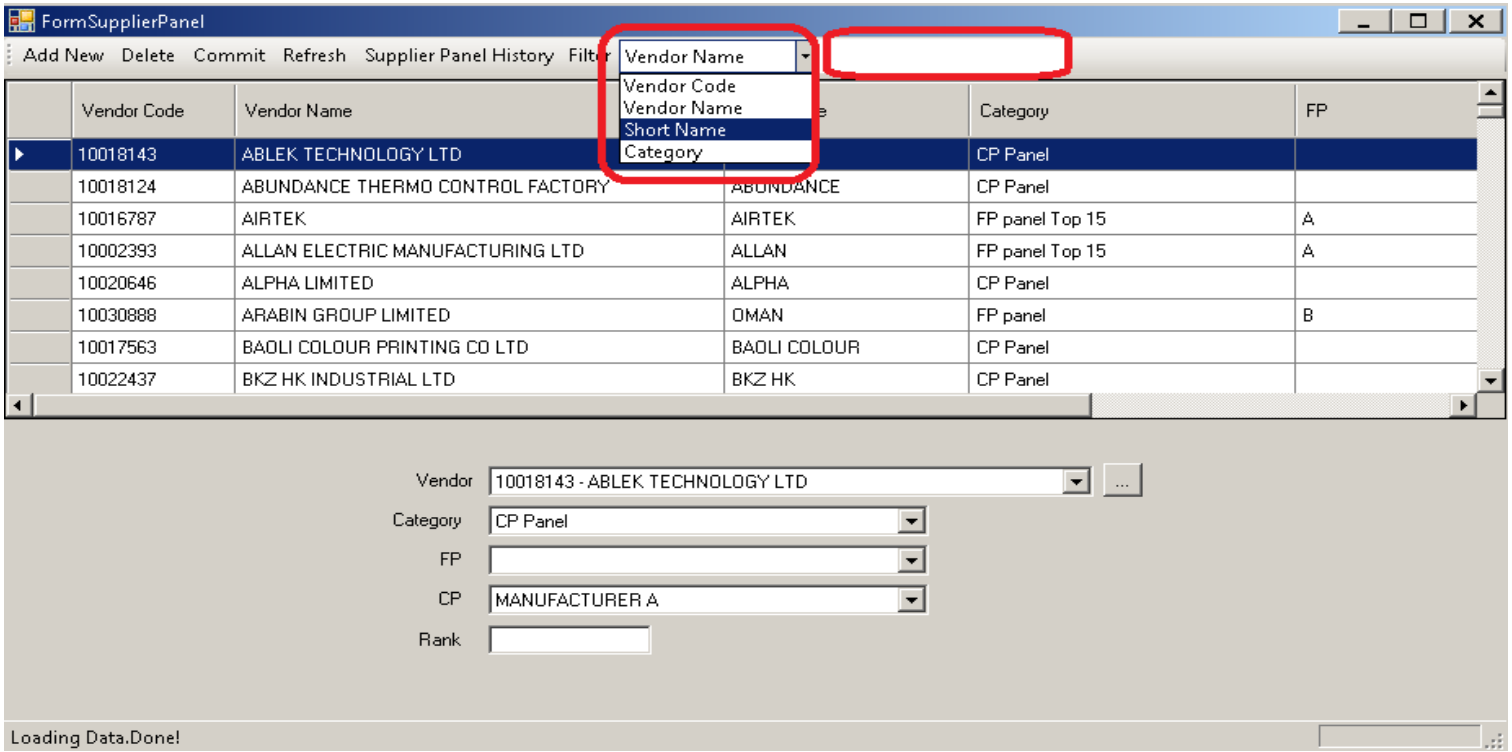
Select the “Commit” and “OK”.



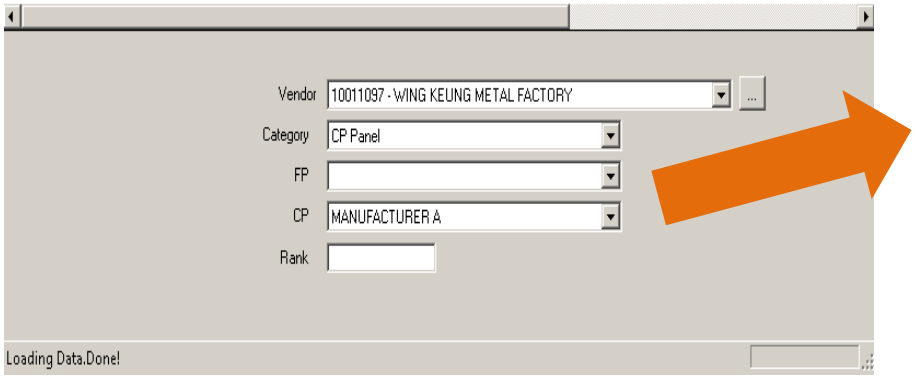
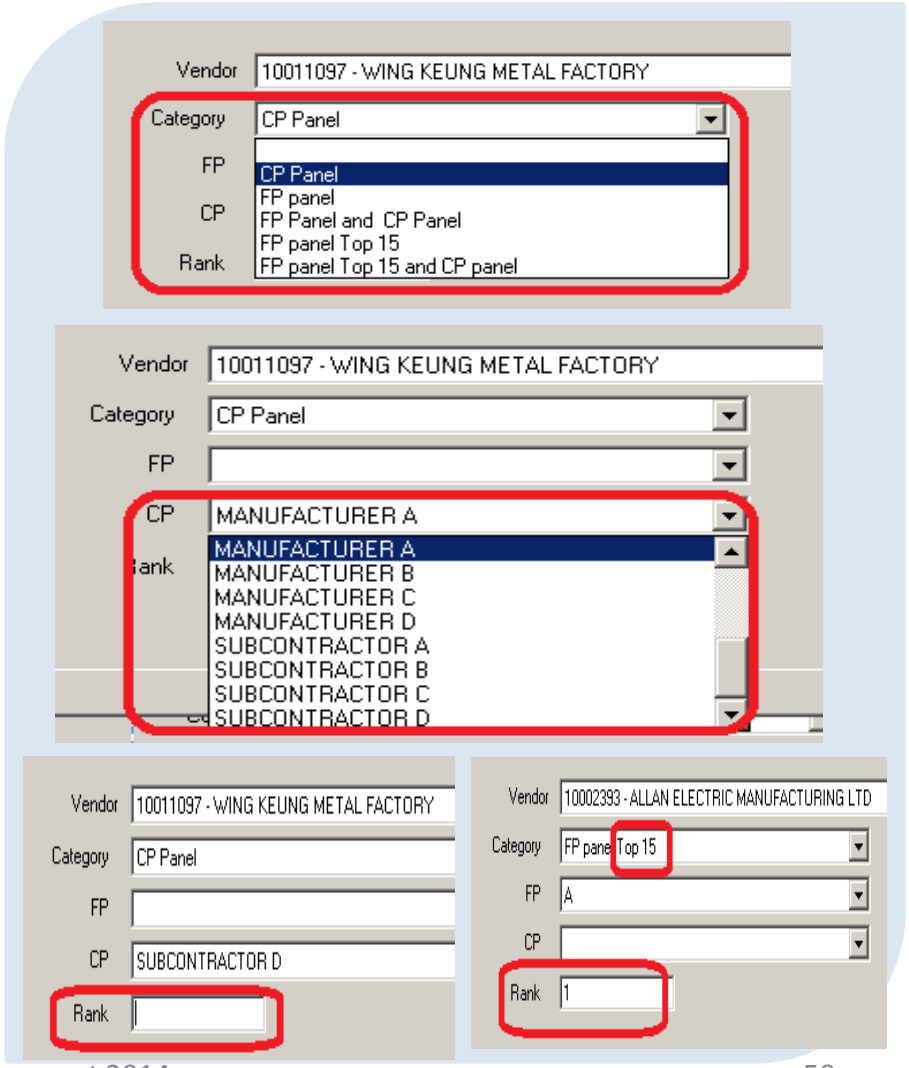
USER GUIDE -SUPPLIER PANEL

Supplier Panel





Supplier Panel

Select the “Category”, “FP/CP” and “Rank”.

(*Rank = “1” or blank”)