Logging in to Harman's supplier portal

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The document contains information from Ivalua's Help Center

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1 Introduction

Harman's new supplier platform (IVALUA) offers a cloud-based solution that streamlines procurement activities, allowing our organization to manage processes efficiently.

It is essential for Harman's suppliers to create access to the supplier platform & conduct any business in the future **via the tool**.

1.1 Purpose

In this document we will highlight how to access the supplier platform.

2 Request access

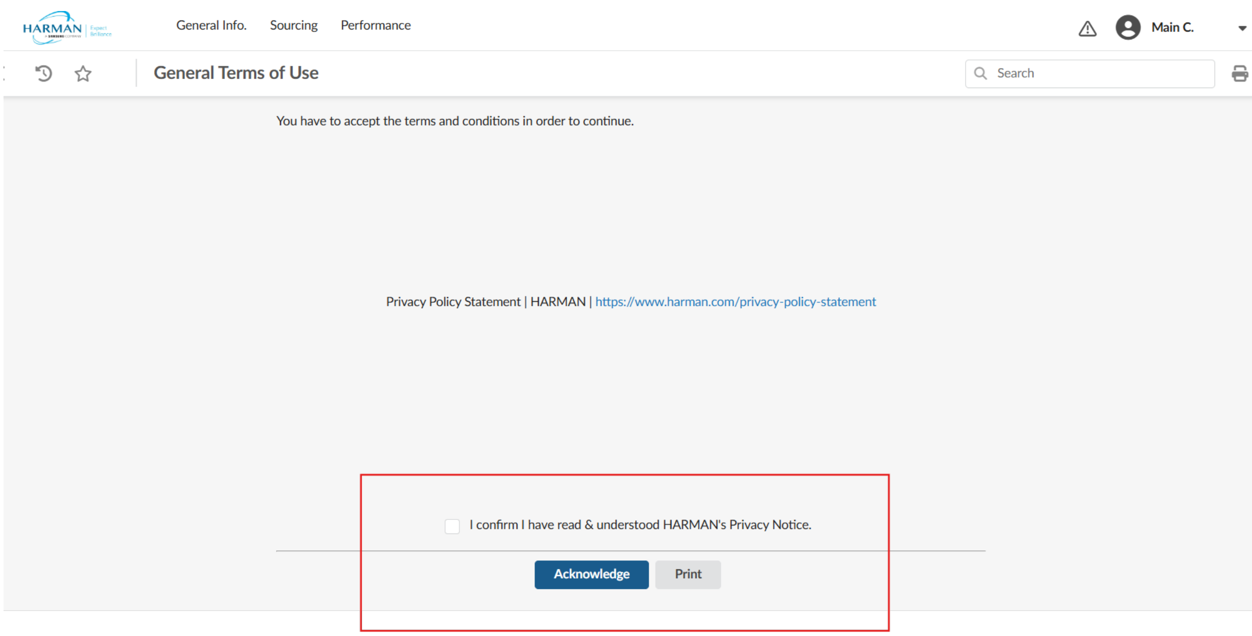
To request access to the supplier portal, you need to reach out to your category or account manager.

Note: Onboarding of the suppliers will happen in Harman's SAP – Ariba system

3 Logging in

After you receive the link via email you need to create a password & login to the application.

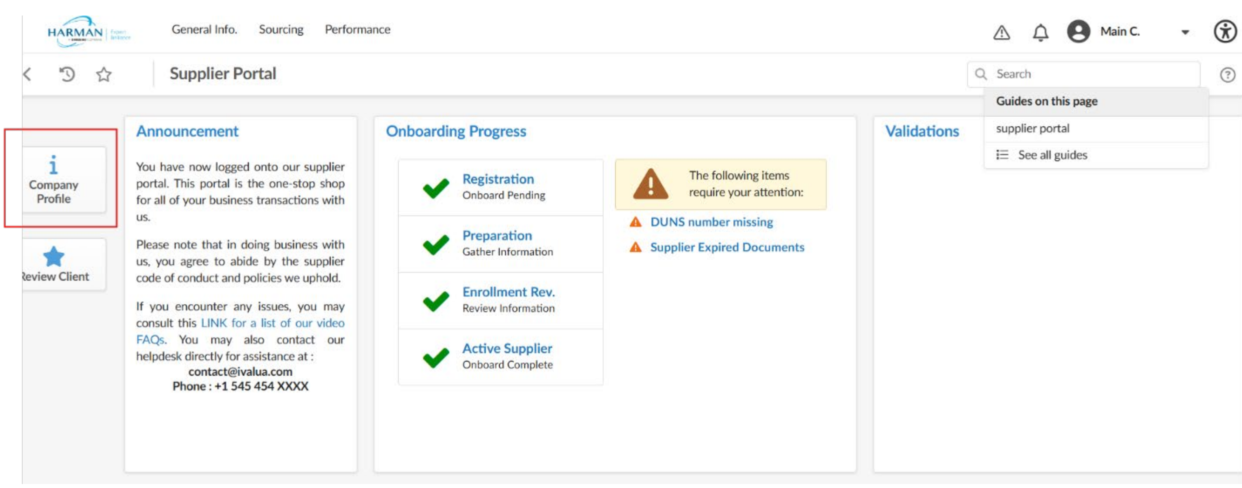
First you need to accept Harman's T&C



3.1 When logged in the tool

Please check your company profile & make sure the information provided over there is correct.

If the information require modification, please contact you account / category manager & request the change which will happen through Harman's master data.



4 Main tabs

There are 3 main tabs available in you supplier portal.

<u>General Info:</u>

Where you can view your Company Profile

Information request will appear under this tab if Harman will issue an RFI

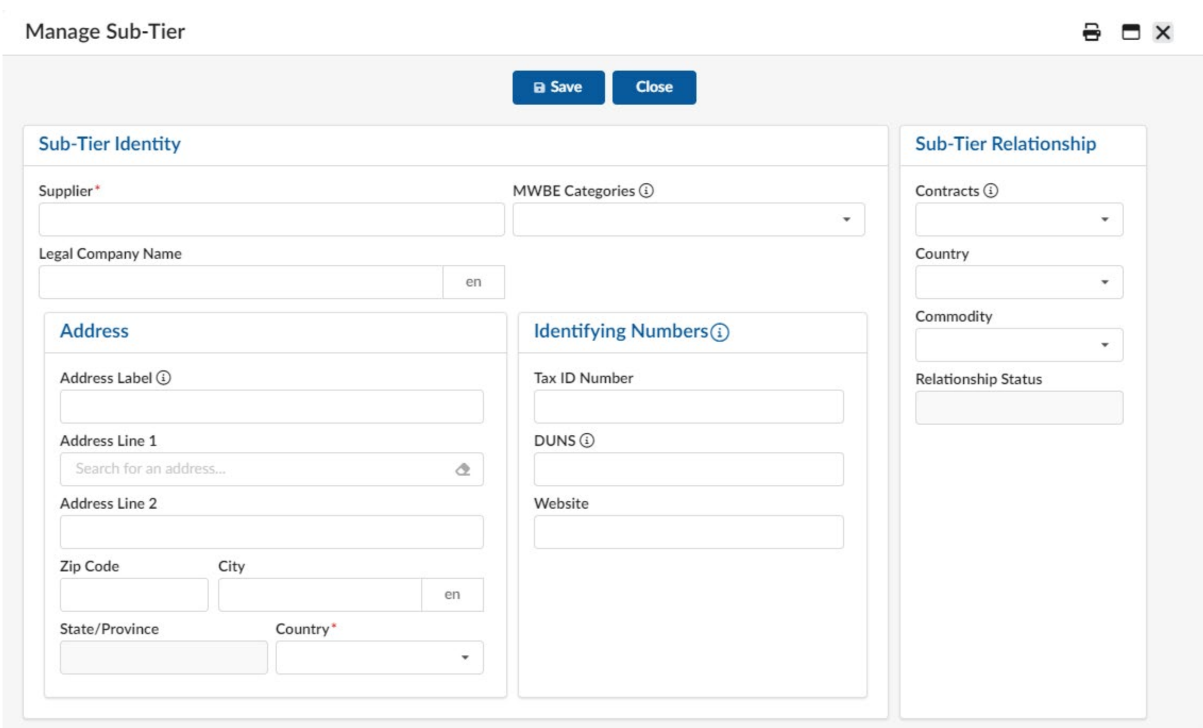
<u>Manage Sub-Tiers :</u>

You have the ability to add subsidiaries to your company

1. Go to *General Info.* > *Manage Sub-Tiers*.

The *Manage Sub-Tiers* page is displayed.

2. Click the **Add Sub-Tier** button. The *Manage Sub-Tier* page is displayed.



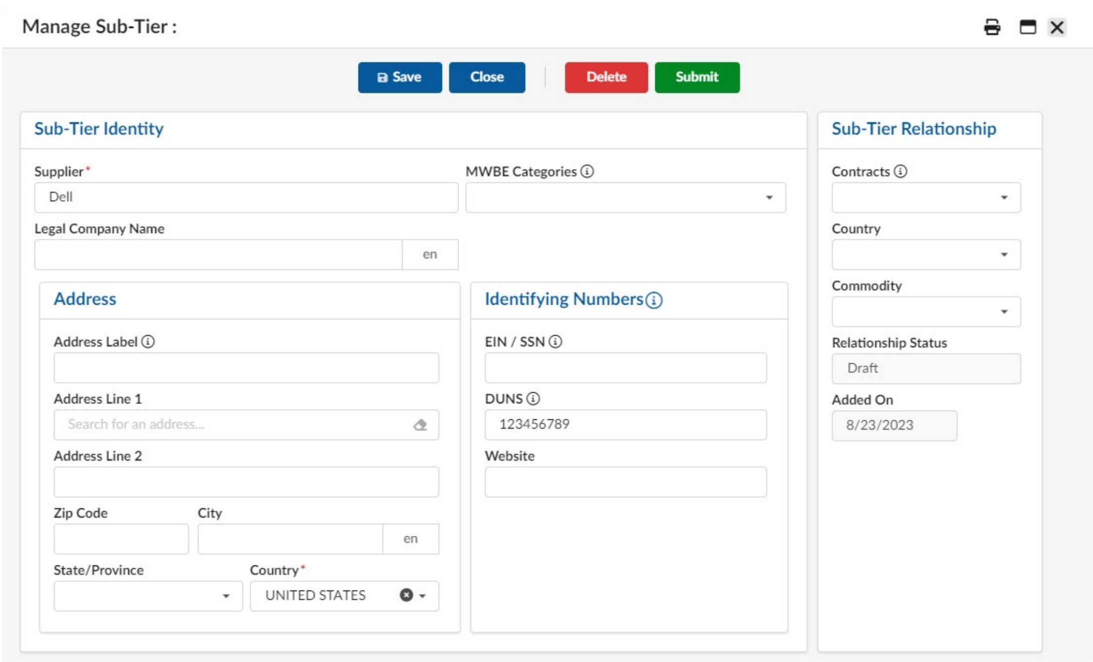
3. Fill in the sub-tier information.

For each sub-tier, the company name, headquarter country, and at least one ID number (such as DUNS) are required. IVALUA will use this information to identify suppliers that already exist in its database to prevent the creation of duplicate supplier records.

Additionally, in the *Sub-Tier Relationship* section, you can assign each sub-tier to a specific scope of execution including **contract** where sub-tier services are used, **country** of operation, and **commodity** being procured.

4. Click **Save**.

5. Click **Submit** to submit the sub-tier to the Purchasing Company.



6. Click **Close**.

5 RFx Response Submission

5.1 You Have Received an Invitation to Participate in an RFx

How Are You Notified?

When a buyer invites a supplier to participate in an RFx (Request for information/quote/proposal), an email notification is sent to the supplier contacts selected by the buyer.

Who Can Access?

At first, only the contacts selected as recipients by the buyer may access the RFx. However, these contacts can later add colleagues to the RFx team, allowing them to access and respond to the RFx.

Accessing the RFx

You can access an RFx in one of 3 ways:

- **Email invitation to participate** click the link provided in the email message.
- **Homepage**: click the *RFP in Progress* counter to access the RFx list, and then click the label of the RFx or its *Edit* icon to open it.
- **Main navigation**: go to *Sourcing* > *Manage Proposals* to access the RFx list, and then click the label of the RFx or its *Edit* icon to open it.

Proposal Progress Status and Action to Be Performed

The table below shows how the various proposal progress statuses and their associated visual cues indicate the actions you are expected to perform:

Action to be performed	Prop. progress status
Acknowledge receipt	Awaiting Acknowledgement
Confirm intent to participate	Received Acknowledgement
Prepare response	New Proposal Will Respond

Action to be performed	Prop. progress status
	In progress
Submit response	Submitted Proposal
(End of process)	Will Not Respond

Contents of an RFx Folder

The request for quote/proposal folder includes the following tabs:

Tab	Description
Overview	This tab displays the RFx general information and links to attachments, questionnaire and/or quotation form, depending on the RFx type. **Acknowledgement** (optional): When the buyer requires that you acknowledge receipt of the RFx, you must acknowledge receipt, and then, confirm or decline your participation in the RFx.
History	By default, the History tab lists the Canceled, In progress and Submitted proposals for the current round. By adjusting the search filters, you can access all proposals created on all the rounds of the RFx.
Proposal Information / Info	This tab together with the *Items* and *Questionnaire* tabs allow you to provide the requested elements in your answer. In this tab, you will more specifically provide basic information relating to your response, such as label, validity end date, and summary, as well as attachments.

Tab	Description
Discussions	This space can be used to communicate with the team in charge of the RFx (requests for clarification, for example). Your communications with the team in charge of the RFx are not visible to the other suppliers.
Items	This is where you can provide your quote for the specific materials or services listed.
Questionnaire	This is the buyer's questionnaire form that you must respond to as part of your proposal. This tab is not available if a NDA must be submitted first.
My Team	When the buyer sends out the RFx, they select one or more contacts from known contacts of your business. These are the contacts who are initially invited to participate in the RFx. Depending on your needs, the *My team* tab allows the initially invited contacts to define a working team by adding/removing users.

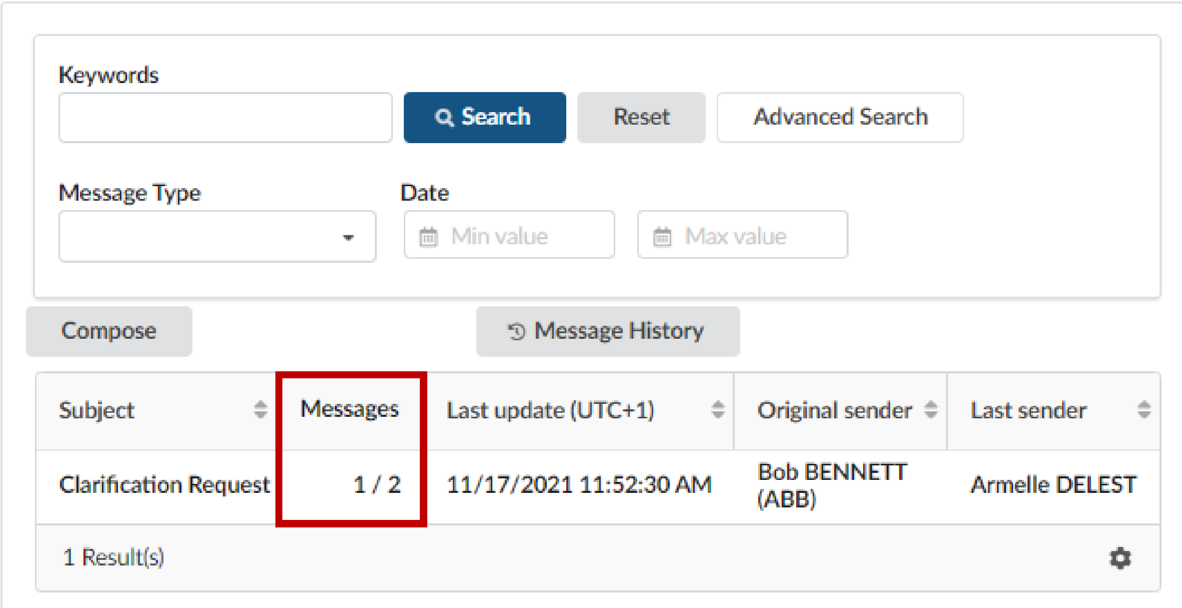
6 Discussions with buyer (clarifications, inquiries, etc.)

The *Discussions* tab allows you to exchange messages with the buyer in charge of the RFx. These messages remain confidential and are only visible to you and the buyer. Once sent, messages are logged in the list of exchanged messages.

Reading a Message

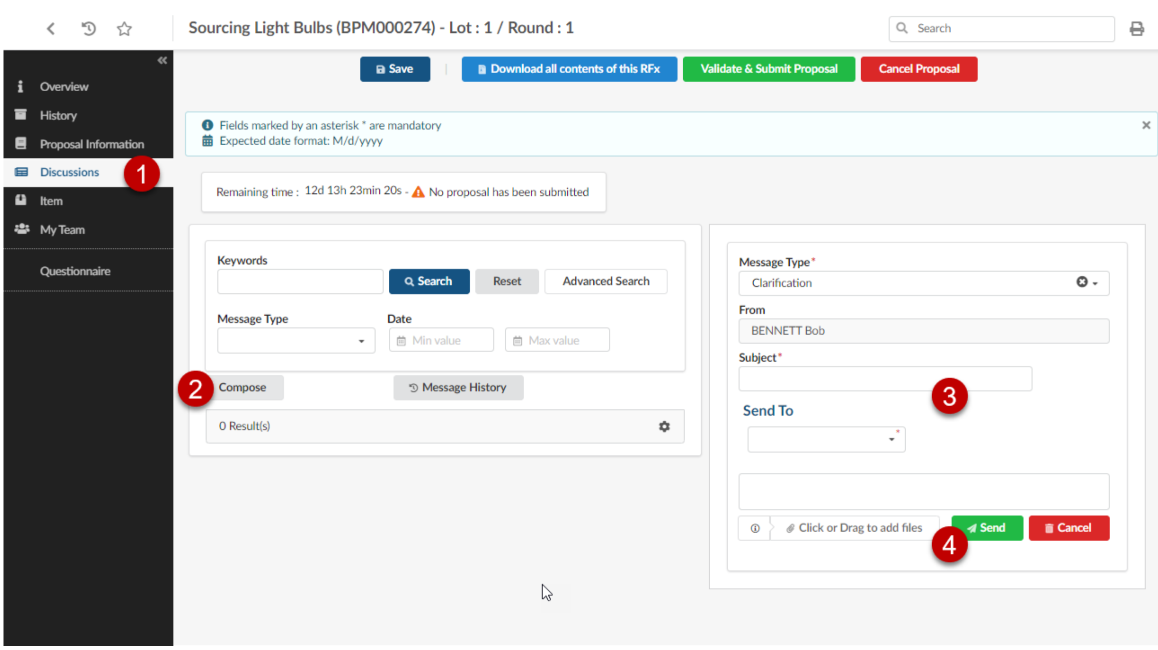
Unread messages are indicated in the *Message* column, 1/2 meaning that you have one unread message out of two messages.

To read a message, click on it (the entire line is clickable). The thread and its messages are displayed.



Creating a Message

1. In the RFx, display the *Discussions* tab.
2. To send a question or a message to the buyer, click on the **Compose** button.



A message creation area is displayed.

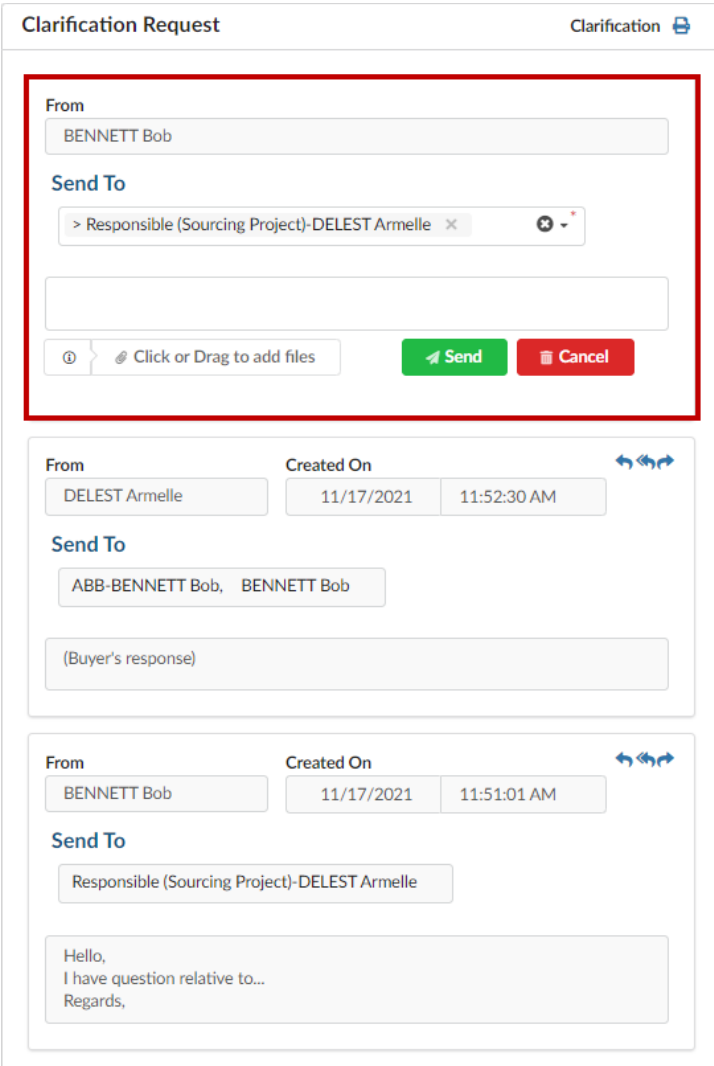
3. Fill in the fields:
    - Select the type of message (Clarification).
    - Select the recipient(s) of the message (Note that depending on the application configuration, recipient selection may not be available. In such a case, recipients are automatically determined based on the supplier and buyer-side users involved in the sourcing project).
    - Enter a title (*Subject*) for the message.
    - Enter the text of your message.
    - To add attachments to your message, select them in your file explorer and drop them in the file drop zone.
4. When your message is ready, click on the **Send** button. The message is sent to the selected recipients and saved in the message list.

Replying to a Message

Use the Reply , Reply all , and Forward icons (note that the Reply all and Forward options may not be available depending on the application configuration):

- To reply to the sender of the message, click on the Reply icon (if replying is the only available option, the application automatically determines the appropriate recipient(s) of the reply).
- To reply to the sender of the message and to all recipients, click on the Reply all icon.
- To forward the message, click on the Forward icon.

If you choose **Reply** or **Reply All**, a new message creation area appears above the received message.



Use this area to write your answer (*Message*) and/or attach a file. Click on **Send** to send your reply.

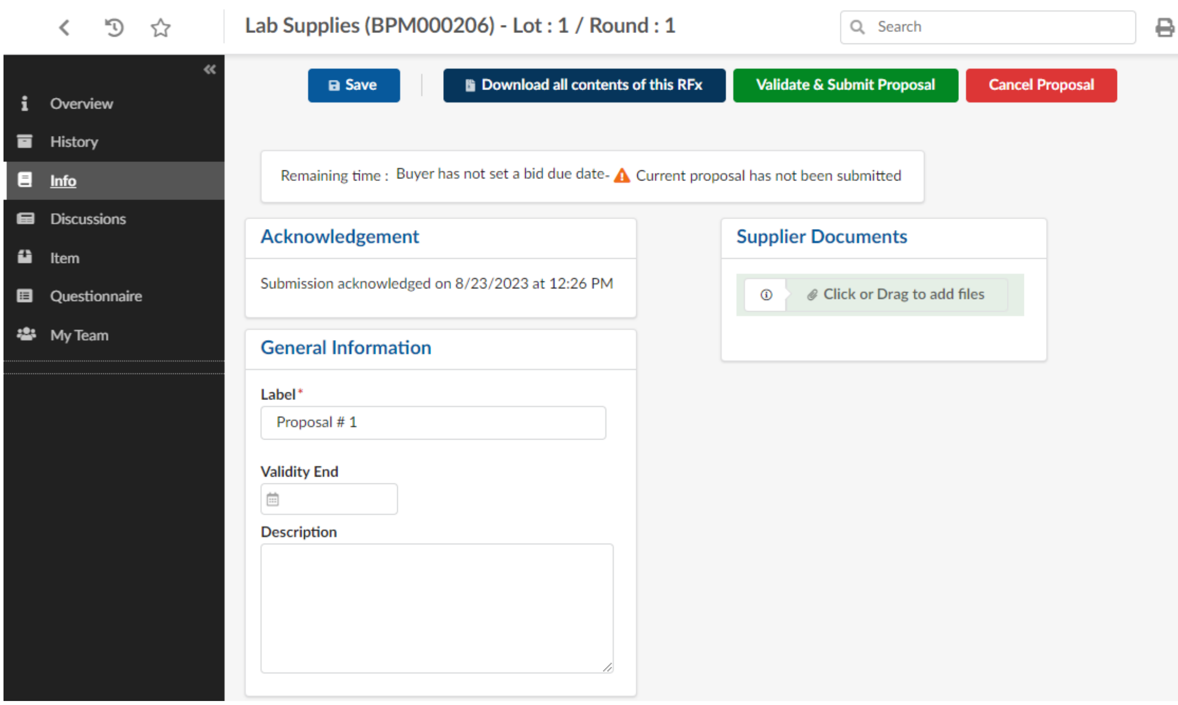
If you choose **Forward**, the received message is displayed in edit mode, with yourself as the sender.

Select the recipient from the *Send To* drop-down list and click **Send**.

7 Preparing a Response/Proposal

Creating a New Response

1. In the RFx, display the Proposal Information (*Info*) tab.



2. Give a name to your proposal (*Label* field).
3. Enter the proposal validity end date.
4. Enter a description.
5. Click the **Save** button. Your proposal is now created.

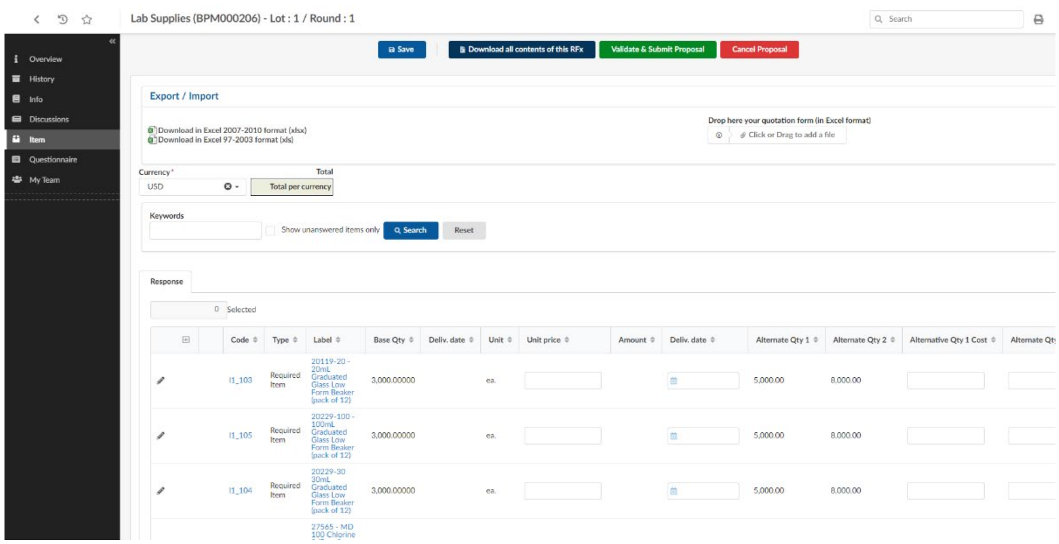
1. You can now start entering information in the proposal:
   - Quoting
   - Attaching Documents to Your Response
   - Responding to the Questionnaire
2. You can also close the RFx at any time and re-open it later and resume completing it; just make sure you save any data you entered.
3. Other actions you may perform:
   - Canceling a Proposal
   - Viewing the Response/Proposals History

<u>Quoting</u>

You can directly enter your prices in the *Items* tab or upload an **MS Excel®** file instead.

Quoting Online

1. In the RFx, display the *Items* tab.



2. In the *Currency* drop down list, select the currency to use.
3. For each item, fill in the open fields.
4. There can be multiple response grids to address different types of items.
5. Click on the **Save** button. The total amount is calculated automatically.

8 Submitting Your Response/Proposal

Validating and Submitting a Response/Proposal

Once your proposal is finalized (that is, item quotation form and questionnaire (if included in the request) are completed), you can submit your proposal to the buyer.

1. Click the *Validate & Submit Proposal* button.

A message is displayed. It presents an overview of completed items.

Review these elements before submitting your response, since a submitted response is no longer editable.

2. Click the **Submit my proposal** button.

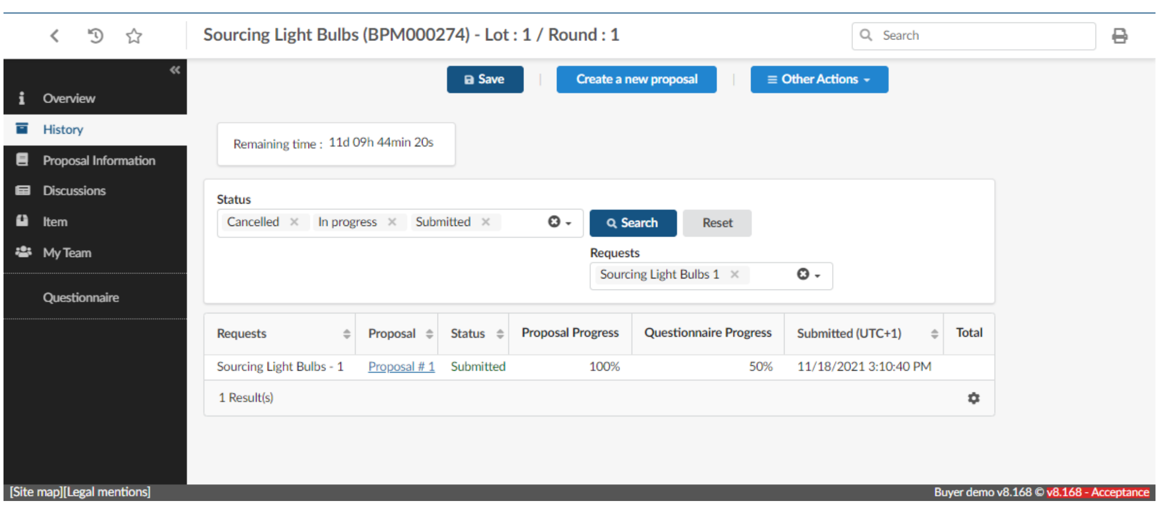
A message confirms that your proposal has been taken into account

Viewing the Response/Proposals History

Each RFx folder includes a *History* tab. All the responses created under this folder are logged in the *History* tab, regardless of their status. By default, only proposals from the current round with an In progress or Submitted status are displayed. By adjusting the search filters, you can access all proposals created on all the rounds of the RFx.

The *History* tab allows you to track your bid's status.

To open a proposal from the *History* tab, click its name.



Buyer's Acknowledgment of Receipt

When creating the RFx, the buyer may have planned to acknowledge receipt of your answer. When this is the case, the message that is displayed during the submission of your response will say so:

On the *History* tab, when the buyer has acknowledged receipt of your reply, this is indicated by the green checkmark icon in the Acknowledged column:

You can display the acknowledgment date by hovering the mouse pointer over the icon.

Requests	Proposal	Status	Proposal Progress	Questionnaire Progress	Submitted (UTC+2)	Total	Acknowledged
Lab Supplies - 1	Proposal # 2	Submitted	7%	0%	8/24/2023 3:37:24 PM	57,390,000.00 USD	
1 Record(s)							

9 Change History

Version	Date	Change from Previous	Name	Status
0.1		Document created		Draft