

Hikma Source to Contract

Simplifying and digitalising
our procurement processes



Hikma Ivalua Supplier Portal

SUPPLIER MANUAL Hikma Source To Contract Ivalua

Version 3.0 – March 2024

hikma.

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Course introduction

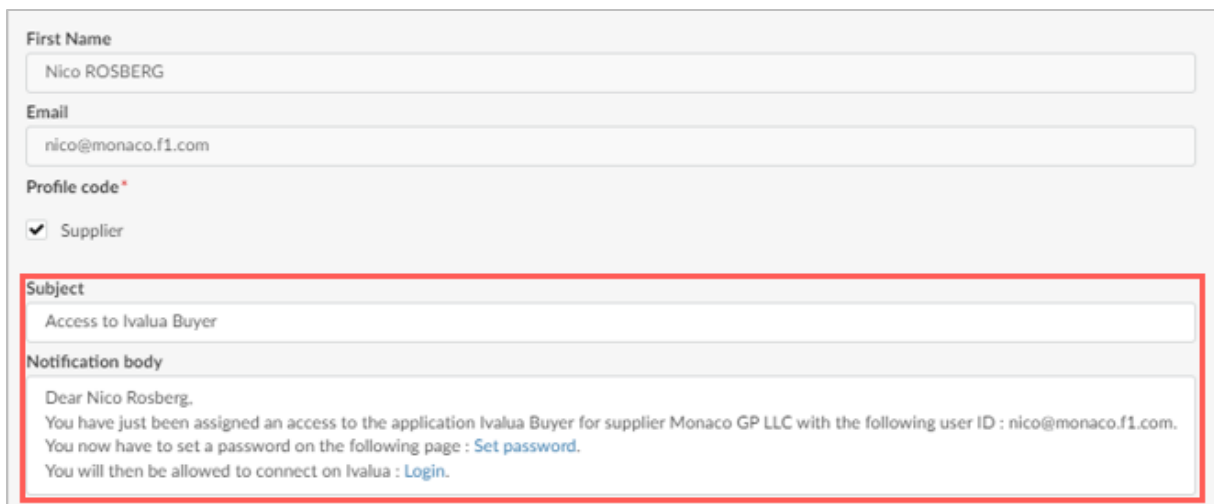
This User Manual provides a general overview on the activities that may be performed by you through Hikma Ivalua portal as you are granted access to the platform as Hikma's supplier.

This User Manual will guide you through:

- First log-in
- The main characteristics of the supplier portal on Ivalua
- Update of the company information and contact details
- Management of your company's documents
- Questionnaires and answers provision
- RFx response submission

1. First log-in

The registration is managed by your contact person in Hikma. Once you are introduced from Hikma's end, you will receive the email with the message similar to the below to confirm your credentials and provide the link to the Ivalua application:



First Name
Nico ROSBERG

Email
nico@monaco.f1.com

Profile code*

Supplier

Subject
Access to Ivalua Buyer

Notification body
Dear Nico Rosberg.
You have just been assigned an access to the application Ivalua Buyer for supplier Monaco GP LLC with the following user ID : nico@monaco.f1.com.
You now have to set a password on the following page : [Set password](#).
You will then be allowed to connect on Ivalua : [Login](#).

You will be redirected to a similar view to provide the new password (please remember the password you introduce here to avoid any difficulties with logging in in the future):

IDENTIFICATION

email@email.com

Successful authentication - Modify your password

Please choose a new password, following these security rules:

- Password must contain at least 1 digit(s)
- Password must contain at least 1 non-alphanumeric character(s)
- Password must contain at least 6 characters

New password :

Confirm :

ok

Once you follow these steps, your account is activated and you may log in via the provided link or will be redirected after setting up the password.

Before you access the homepage, you need to acknowledge the General Terms of Use. Peruse this information, following which, select the checkbox I accept the terms and conditions and click 'Acknowledge' button:

hikma. General Info. Sourcing Contracts Performance

General Terms of Use

EXTENT ANY JURISDICTION DOES NOT ALLOW THE EXCLUSION OR LIMITATION OF DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, PORTIONS OF THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY. Similarly, Hikma is not liable for:

- a. technical problems concerning the Portal or related service interruptions,
- b. failure or malfunction of the Internet during the transmission of data, messages or documents; or
- c. any use of the Portal that is not in compliance with these Terms and Conditions, with Hikma's instructions and recommendations or with the purposes of the Portal.

Nothing in these Terms and Conditions shall limit or exclude:

- a. Hikma's or User's liability for death or personal injury caused by its negligence or the negligence of its employees, agents and subcontractors (as the case may be),
- b. Hikma's or User's liability for fraud, fraudulent misrepresentation, or willful deceit, or
- c. any other matter in respect of which it would be unlawful to exclude or restrict liability.

The User undertakes to defend Hikma and indemnify it in respect of any third-party liability, action, demand, claim or proceedings, for any reason whatsoever, concerning the information contained in the Portal. Hikma's overall contractual or extra-contractual liability in connection with the Portal is limited to the total amount paid by the User.

Invalidation of Terms
In the event any part of these Terms and Conditions is held to be invalid or unenforceable, it will be replaced by a valid provision having a comparable legal effect, and the other provisions will continue to have full force and effect.

Language
These Terms and Conditions are hereby drafted in the English language.
In case of conflict between the English version of these Terms and Conditions and any other version, the English language version shall prevail.

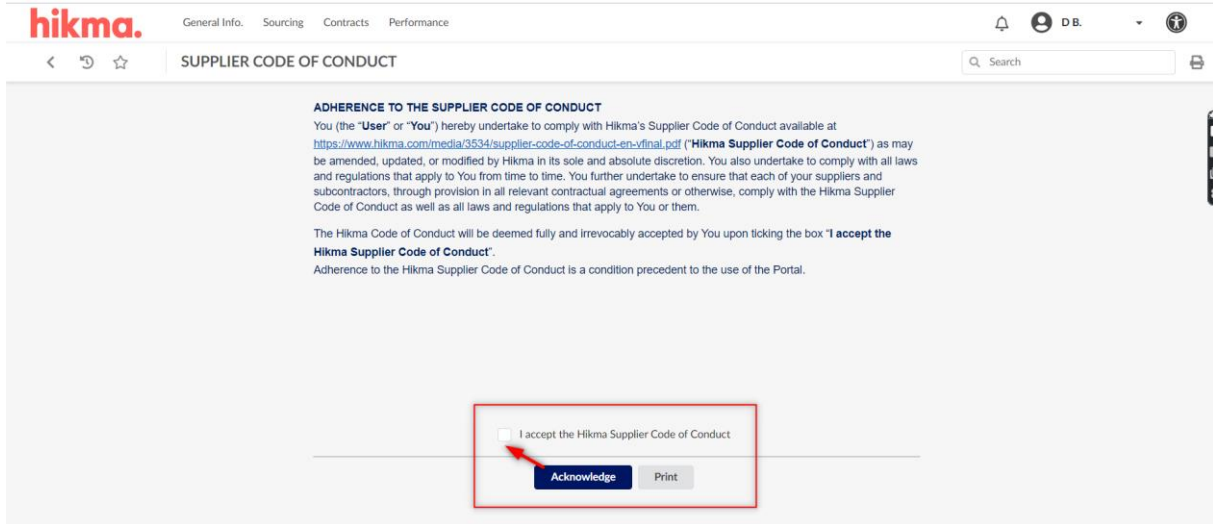
Applicable Law and Competent Jurisdiction
These Terms and Conditions are governed by the laws of England and Wales.
Any disputes connected with these Terms and Conditions or with the Portal which the User and Hikma did not resolve in an amicable manner shall be referred to the competent jurisdiction of the courts of England and Wales.

Compliance with Laws
The User has not been debarred or suspended pursuant to 21 U.S.C. § 335a or any other applicable law or regulation pertaining to the debarment or suspension of individuals under applicable healthcare or regulatory regimes. The User further confirms that it has not received nor been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from an employee or agent of the other party in connection with its use of the Portal.
In its use of the Portal or exercising their rights under these Terms and Conditions, the User agrees to abide by all applicable laws, rules, and regulations, including without limitation any governing accrediting body standards applicable to the services provided hereunder, as well as all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption, including the United Kingdom Bribery Act 2010 and the United Kingdom Criminal Finances Act 2017, should they apply, as well as the United States Foreign Corrupt Practices Act 1977.

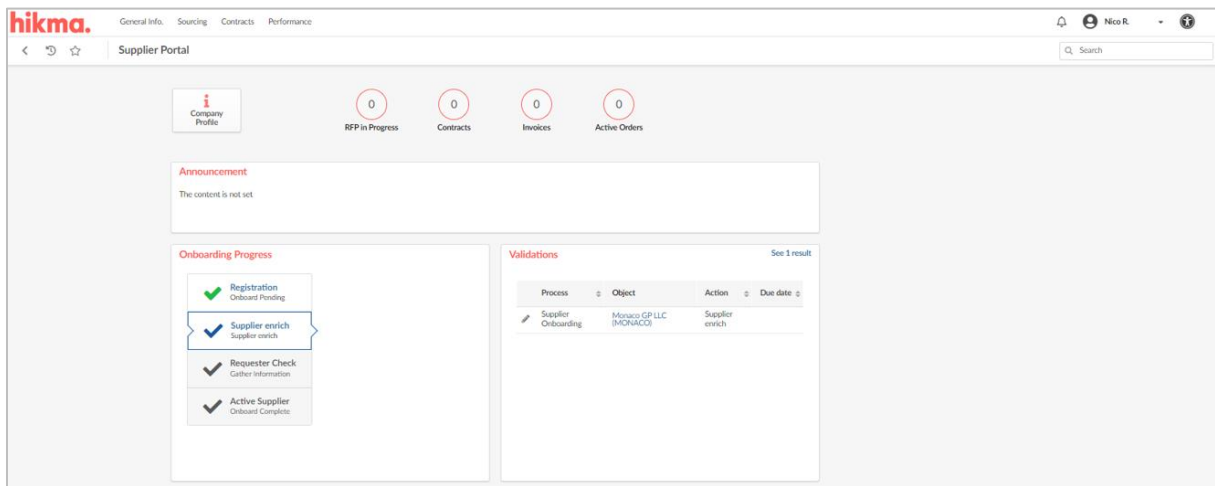
I accept the terms and conditions.

Acknowledge **Print**

The same applies to the Hikma' supplier code of conduct as well:



This takes you to the homepage:



2. Supplier Portal Overview

Navigation controls at the homepage are laid out across the top of the screen:



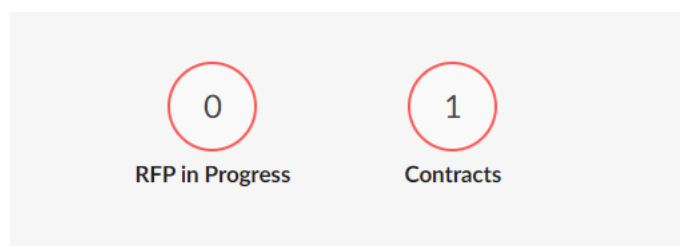
The table below gives a detailed description of each navigation control:

#	Navigation Control	Description
1		Click this at any time to return to your homepage.
2	Menu bar	These menu options provide you with access to the different Ivalua modules and functionalities that fall within the scope of your user profile.

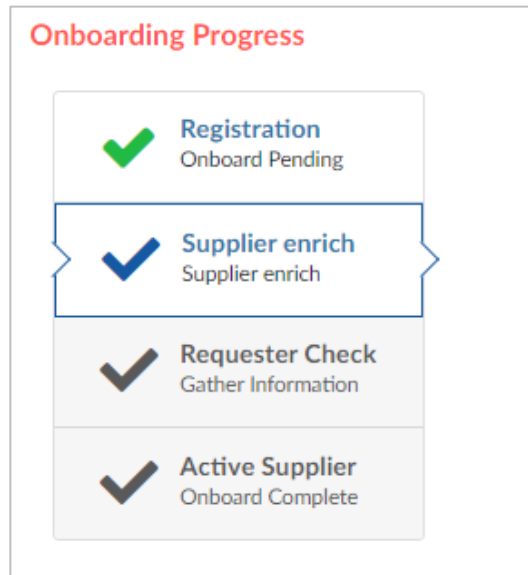
#	Navigation Control	Description										
		The display of menus and menu options may also vary according to the modules that have been activated in your application.										
3	User menu	<table border="1"> <tr> <td>My Profile</td> <td>View your Account Profile</td> </tr> <tr> <td>My To-Do List</td> <td>Lists all your pending validations.</td> </tr> <tr> <td>My Scheduled Tasks</td> <td>Lists all task assignments from Hikma's end.</td> </tr> <tr> <td>(Language)</td> <td>The language that Ivalua is set to display in (overrides your user default language set in your <i>My Profile</i> space).</td> </tr> <tr> <td>Logout</td> <td>Click to exit Ivalua.</td> </tr> </table>	My Profile	View your Account Profile	My To-Do List	Lists all your pending validations.	My Scheduled Tasks	Lists all task assignments from Hikma's end.	(Language)	The language that Ivalua is set to display in (overrides your user default language set in your <i>My Profile</i> space).	Logout	Click to exit Ivalua.
My Profile	View your Account Profile											
My To-Do List	Lists all your pending validations.											
My Scheduled Tasks	Lists all task assignments from Hikma's end.											
(Language)	The language that Ivalua is set to display in (overrides your user default language set in your <i>My Profile</i> space).											
Logout	Click to exit Ivalua.											
4	Previous page / History / Favorites	<p>Use < to go back to the previous screen.</p> <p>Click 🕒 for a list of the screens you have recently visited. You can click on any of the items in the list to go directly to that screen.</p> <p>Click ☆ to add the viewed page (with selected filters if applied) to your favorites. Once created, the favorite can be recalled using the same icon. On a page that has already been saved as a favorite, the Star icon is yellow (★).</p>										
5	Search tool	Use to look for your search.										

The main content section of the homepage consists of various blocks or webparts, e.g.:

- List the activities you are involved into via Ivalua with Hikma:



- Show the onboarding progress to become active supplier for Hikma:



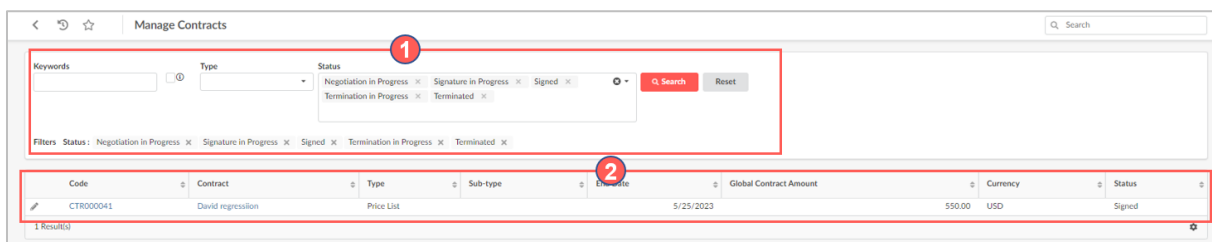
- Organize the tasks you need to work on to strengthen your relationship with Hikma (that may be related to sourcing activity, contract negotiations, onboarding procedure, risk and performance information etc.):

Validations See 1 result

Process	Object	Action	Due date
Supplier Onboarding	Monaco GP LLC (MONACO)	Supplier enrich	

The accessible pages are typically search pages or data record pages.

Search pages are generally comprised of the following parts:




1 Search filters section – where you can define characteristics you are looking for.

2 List of results – where you can see the results of your search, if no filters applied, all available results are presented.

Data record pages are generally comprised of the following parts:

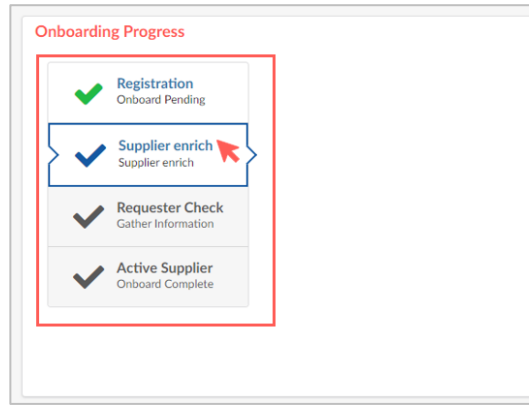
The screenshot shows the 'Company Info Monaco GP LLC (MONACO)' page. On the left, a vertical sidebar contains tabs for 'Company Information', 'Contacts', 'Documents & Certs.', and 'Banking Information'. The main content area is divided into three columns: 'Company', 'Legal information', and 'Address'. The 'Company' column contains fields for 'Supplier*', 'Government registration number', 'Communication Method', 'Instruction key', 'Credit information number', and 'Website'. The 'Legal information' column contains fields for 'DUNS', 'Tax Category VAT', 'Tax Category 1', 'Tax Category 2', 'Tax Jurisdiction', and 'Legal Structure'. The 'Address' column contains a map, 'Address Label', 'Street / House number', 'P.O. BOX', 'Postal Code', 'City', 'State/Province', and 'Country'. A yellow alert bar at the top of the main form area displays the message: '- Please add required document: "Registration certificate"'. At the top right, there are two buttons: 'Save' (red) and 'Confirm Data Entry' (green).

- 1 Tabs - structure data into coherent, thematic sets. Tabs are laid out vertically in a collapsible panel that is docked on the left-hand side of the window. By default, the panel is collapsed to its minimal size and only shows tab icons. Clicking the double chevron icon () expands to show tab labels.
- 2 Alert area – you may see here the additional guidance or information on the blocking alerts. You may click on the displayed to get to the area that is requiring your attention.
- 3 Content of the page – main area of the data that is depending on the tab you are in.
- 4 Action buttons – here you may proceed with saving the introduced information or progress with the workflow (e.g., for onboarding) by clicking the green button. In case there is an option to reject any step, you will have a red button to choose as well.

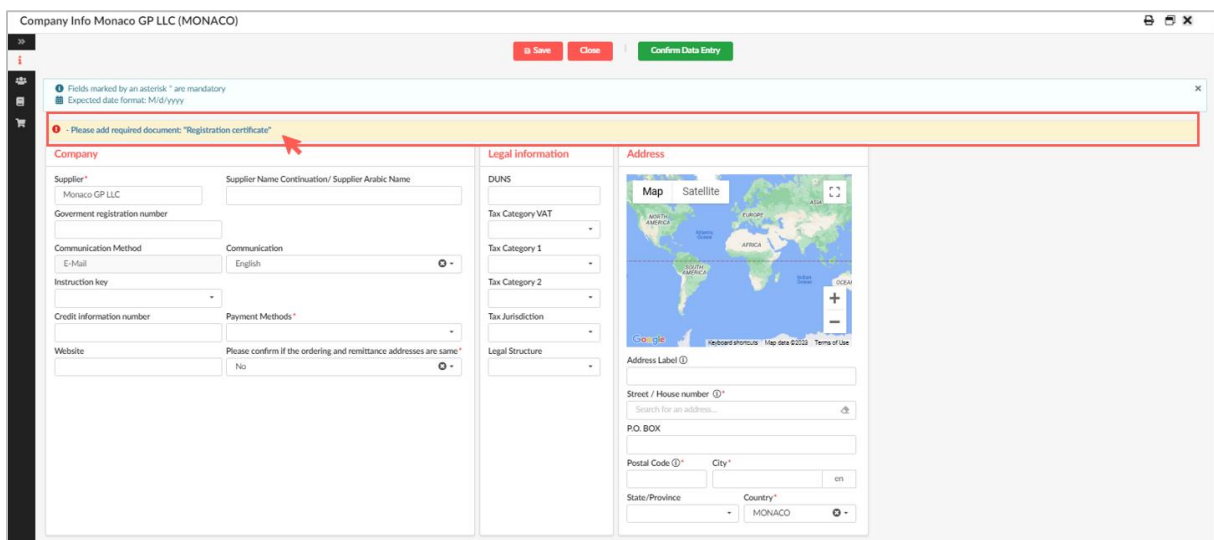
You may navigate from one tab to the other without losing unsaved data. However, you must save the data you wish to keep before leaving the page; to save all tabs at once, click *Save* or *Save & Close*. To save a page, you must first fill in the required fields (these are marked with a red asterisk *).

3. Onboarding & Ongoing Activities – Company Information

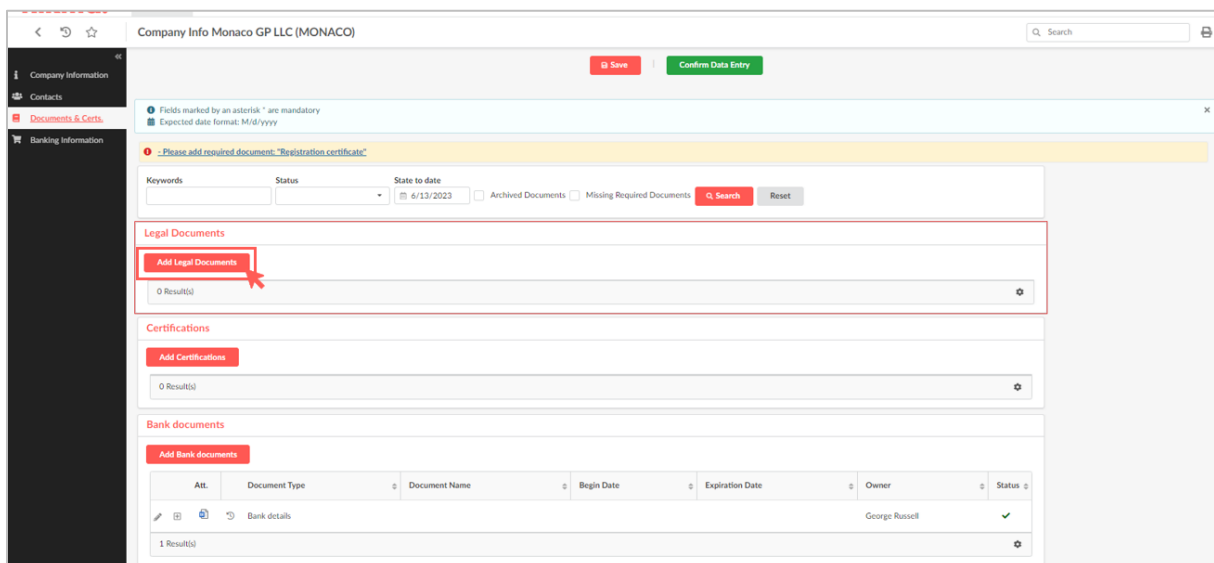
From your homepage, the Onboarding Progress webpart provides visibility on your current onboarding status:



You can click there or go from *General Info.* > *Company Profile* to access your company data. Alert messages list missing pieces of information:



You can click these messages to access the specific tab in your Company Profile where you can provide this information:



3.1. Managing Documents

In case there is any document missing or needed, you can fill that on *Documents & Certs.* tab. Select the relevant section and include the document accordingly, select the corresponding type and validity dates:

Edit document : Legal Documents

Save Save & Close Close Archive

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Description

Document Type* Status
Draft

Document Name Begin Date*
en

Document* Expiration Date
Click or Drag to add a file

Link to external document

Document's owner Validity
ROSBERG Nico

Follow up

Notification Date

Date Archived

Request Date

Comments

Add a comment here

From the same tab, you may also follow the approval status on the inserted documents:

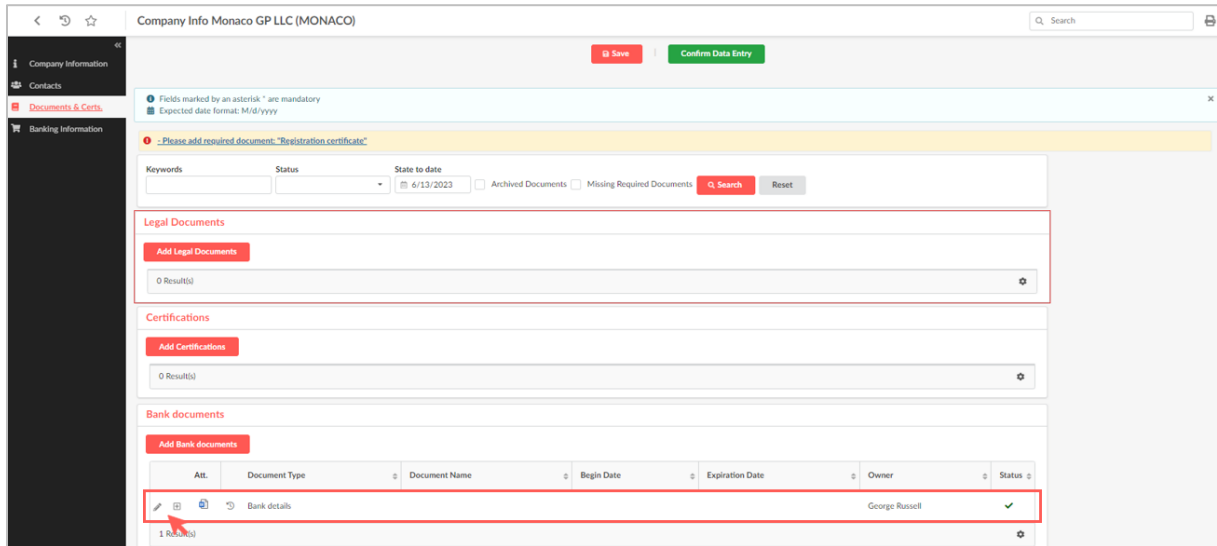
Legal Documents

Add Legal Documents

Alt.	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
	Registration certificate		1/1/2023	1/1/2024	Nico Rosberg	

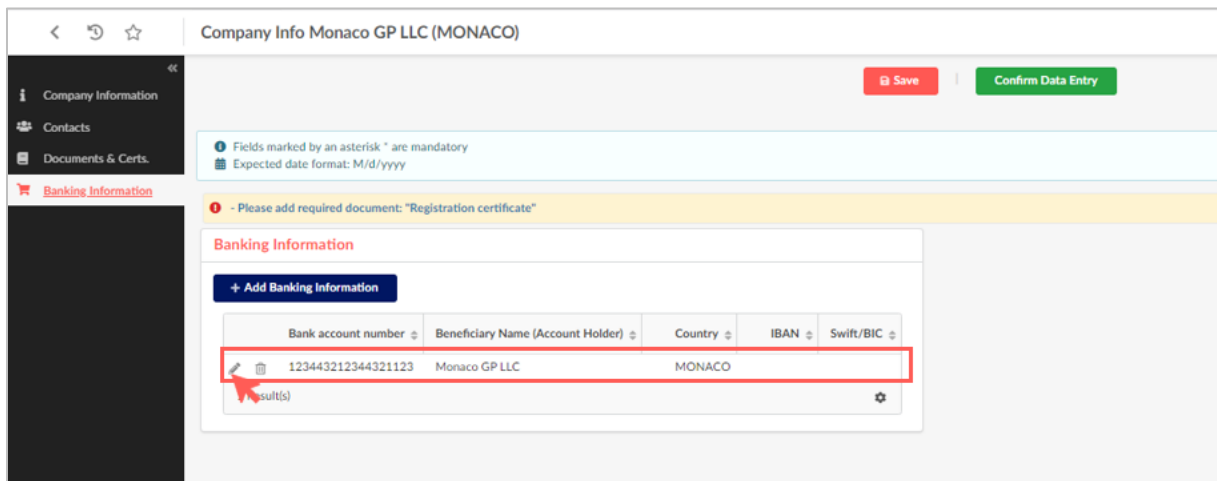
1 Result(s)

And access any other documents the have been already inserted (e.g., by Hikma users) by clicking the pencil icon ():



3.2. Managing Banking Details


You may need also to verify the account details, that is accessible through *Banking Information* tab:





You can add a new one by clicking ' + Add Banking Information ' button.

Fill the needed information:

Click Save.

You cannot edit the already introduced data but you can delete the bank account number (by clicking  icon at the record):

	Beneficiary Name (Account Holder)	Country	IBAN	Swift/BIC
	Tushar Singh	UNITED STATES	12345667	
	JS	UNITED STATES	00000012334	

3.3. Managing Internal Contacts

As the supplier admin, you may need to include other users from your end to access Hikma Ivalua account. You can do that through *Contacts* tab by clicking '+Create Contact' button as example:

Include the main details to create the account:

Click Save.


From the list, select the appropriate role that will be also visible on Hikma's end:

Contact	Login	Position	Role	Contact status
Rosberg Nico	nico@monaco.fl.com		Ecovadis admin Supplier admin	Active
Wolff Toto			Accountant	Active

Contact	Email	Last Name	First Name
Norris Lando	lnorris@testhikma.com	Norris	Lando
Russell George	grussell_test@hikma.com	Russell	George

The available roles are described below:

Role	Description
Supplier admin	Profile given by default to the creator of the Supplier account in Ivalua. There must be at least one User with this profile. There can be several Users with this profile. That gives the ability to add or change the team members on supplier's end.
Sales person	Your point of contact regarding sales. There can be several Users with this profile.
Accountant	Your point of contact for invoice and payment status management. There can be several Users with this profile.
CEO	The CEO/supervisor as reference contact. There can be several Users with this profile.
Forecast Manager	Point of contact related to forecast management. There can be several Users with this profile.
Quality	Point of contact related to the quality topics. There can be several Users with this profile.
Technician	Point of contact related to service/product. There can be several Users with this profile.
EcoVadis admin	Supplier responsible person for EcoVadis assessment to send EcoVadis request via interface
ERP Contact	Used to integration with MDG. Is mandatory for MDG supplier types.

If you have created a new account as a contact from your company, you need to invite the user to Ivalua by clicking  icon from the record:



You will see then the notification that can be sent to your point of contact and edit the content if needed:

Invitation to log into the application 🖨️ 🗂️ ✕

Close |
 Send notification

Invite a contact

First Name
Toto WOLFF

Email
toto@monacof1.com

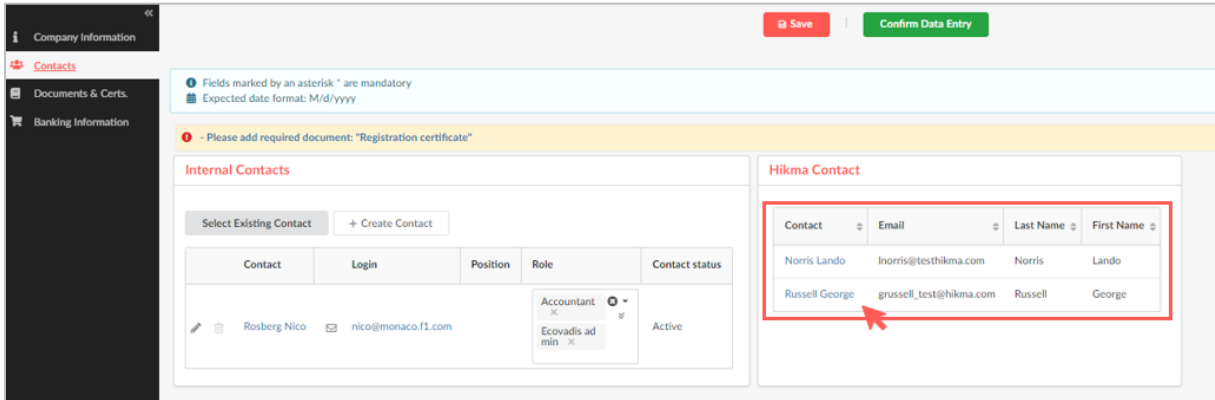
Profile code *
 Supplier

Subject
Access to Ivalua Buyer

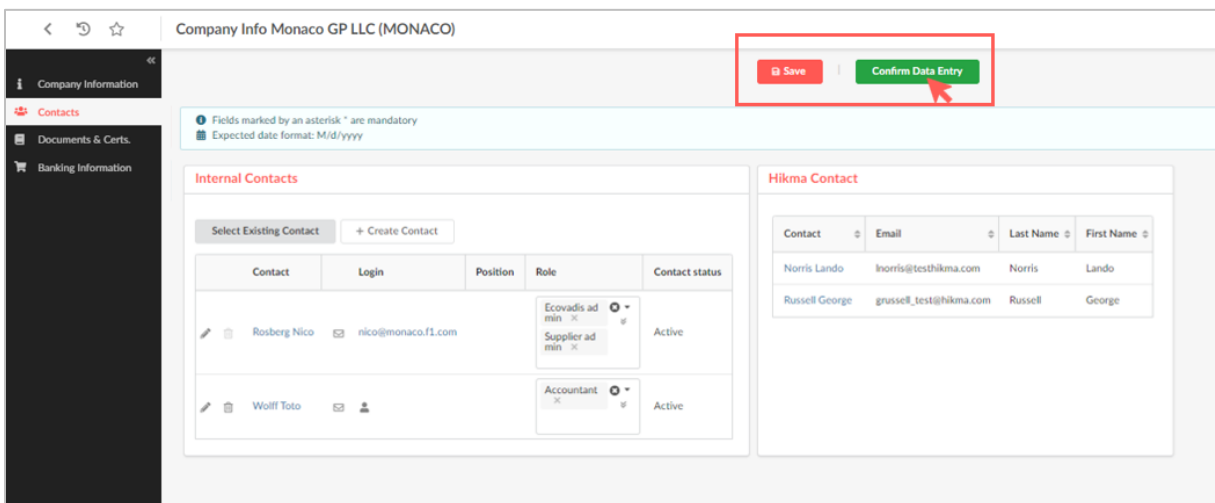
Notification body
Dear Toto Wolff,
You have just been assigned an access to the application Ivalua Buyer for supplier Monaco GP LLC with the following user ID : toto@monacof1.com.
You now have to set a password on the following page : [Set password](#).
You will then be allowed to connect on Ivalua : [Login](#).

Click *Send notification* to activate the invitation.

Contacts tab provides you also the information about your point of contact within Hikma:

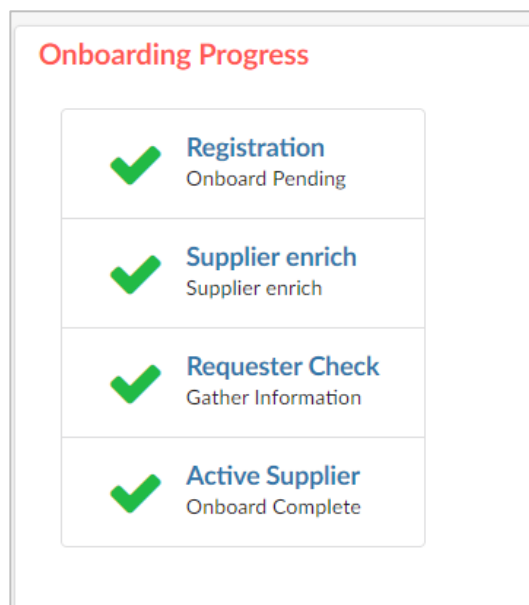


Once you fill all the needed information at each of the tabs, click 'Confirm Data Entry' button from the action bar to finish that activity from your end:



The onboarding procedure is then continued within Hikma.

When the onboarding process is complete, all checkmarks are green:



4. Answering the questionnaires

As Hikma's supplier, you may be asked to provide additional information through questionnaires. If there is any new questionnaire assigned to you, you will get the email notification and the task is visible on your homepage in the validations' section:

Process	Object	Action	Due date
Full Risk Assessment	Third Party Due Diligence Questionnaire (advanced) - SRM.UAT.0002	Gather Information	

Click on the task to access the questionnaire.

You can either fill the responses by moving to the relevant sections on the left side/click 'Access Questionnaire' button:

Answer Questionnaire : Third Party Due Diligence Questionnaire (advanced)

Overview

- Hikma Data Protection & Privacy Notice (0/1)
- Third Party Information (0/8)
- Beneficial Owners (0/7)
- Sanctions (0/2)
- Commitment to Ethics and Compliance (0/13)
- Modern slavery (0/4)
- Sustainability Scorecard (0/2)

Response Overview

Supplier: SRM.UAT.0002
Campaign: Third Party Due Diligence Questionnaire (advanced)
Answered by: Smith John

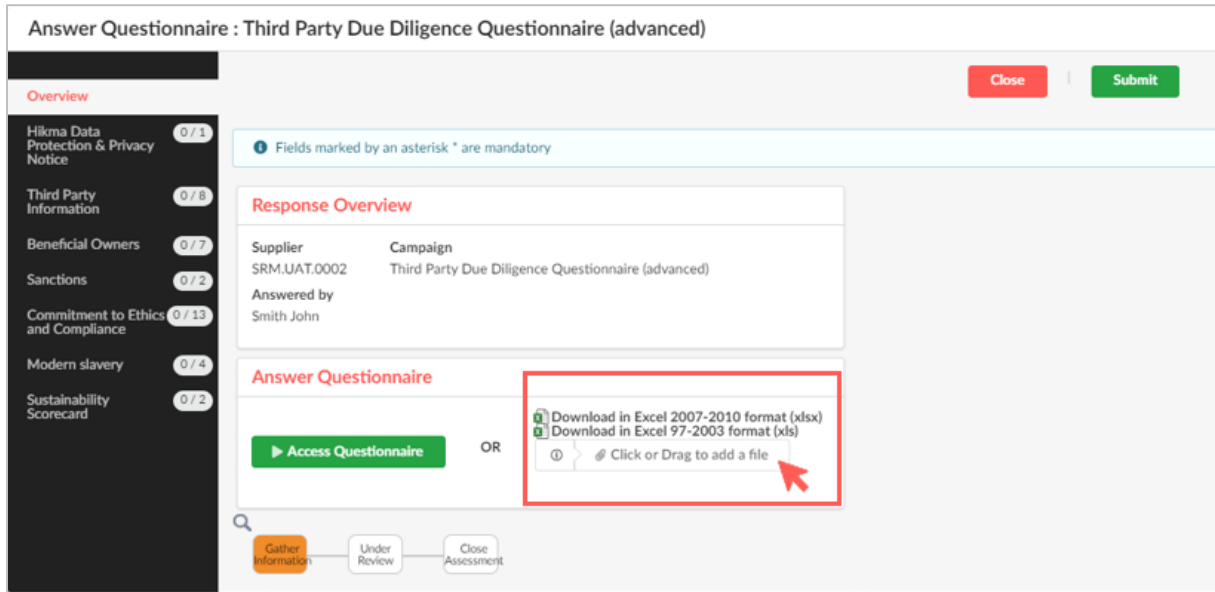
Answer Questionnaire

[Access Questionnaire](#) OR [Download in Excel 2007-2010 format \(xlsx\)](#) [Download in Excel 97-2003 format \(xls\)](#)

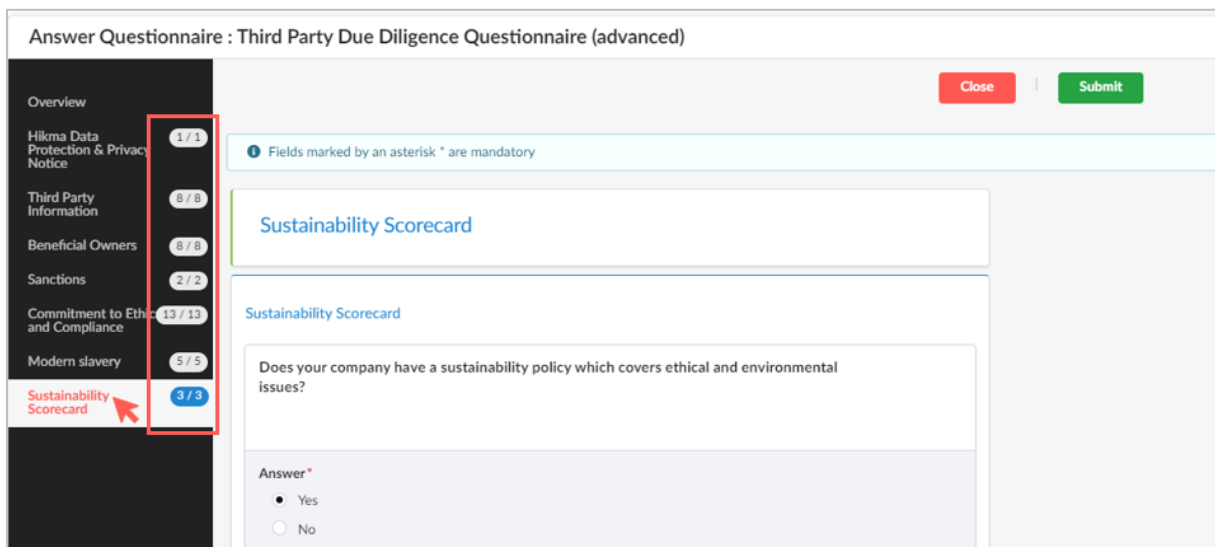
[Click or Drag to add a file](#)

Gather Information | Under Review | Close Assessment

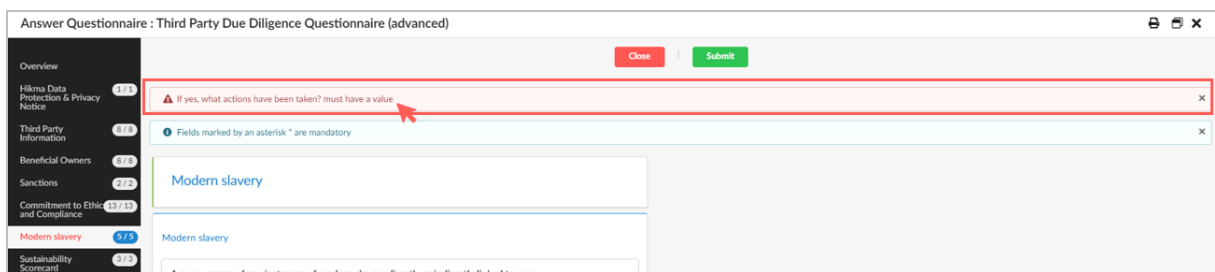
or download the excel version to complete and upload the responses in the same format by dragging the file back:



If you decide to fill the form online, you can monitor the number of responses provided in each of the sections:



Once it is finalized from your end, click *Submit*. If there is anything missing, you will be notified:



Click the alert to be redirected to
Click the alert to be redirected to the question that requires your attention to fill the gaps and submit again.

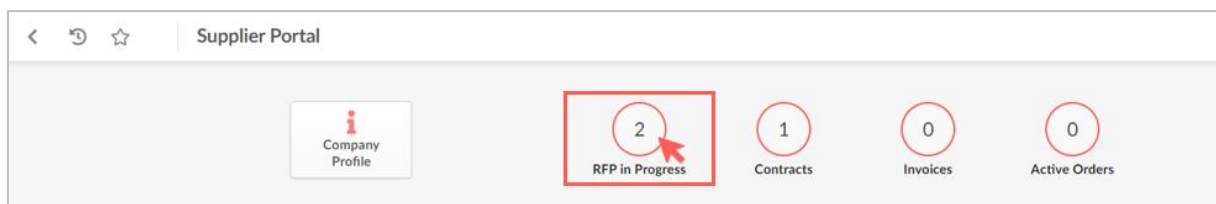
Your responses will be evaluated on Hikma's end.

5. Submission of RFX responses

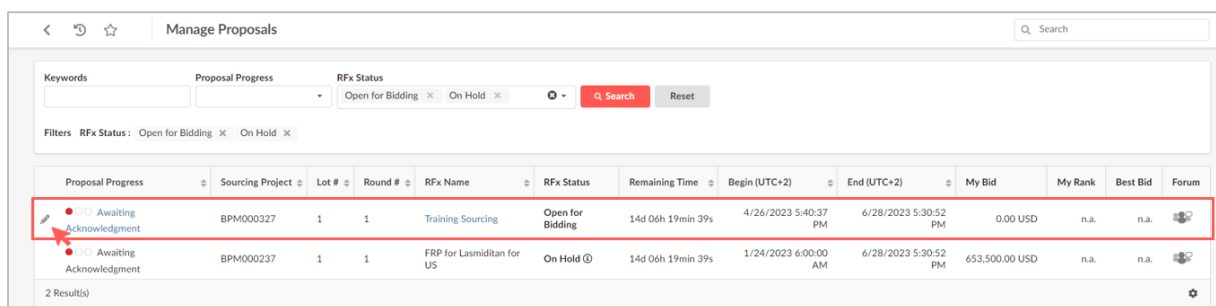
When a Hikma buyer invites you to participate in an RFX (Request for information/quote/proposal), an email notification is sent to you if you are indicated as the contact person.

You can access an RFX in one of 3 ways:

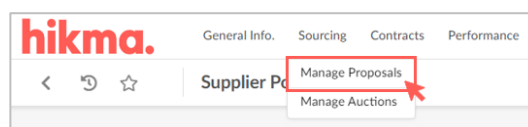
- Email invitation to participate: click the link provided in the email message.
- Homepage: click the RFP in Progress counter to access the RFX list:



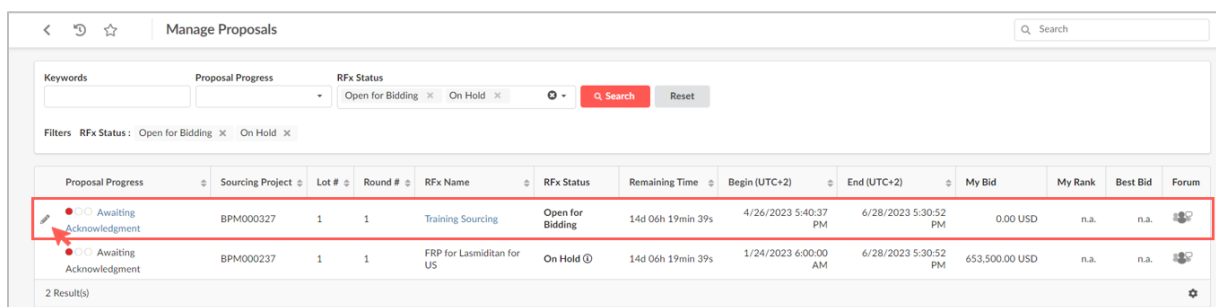
and then click the Proposal Progress/RFX Name or its Edit icon (✎) to open it:



- Main navigation: go to *Sourcing > Manage Proposals* to access the RFX list:



and then click the Proposal Progress/RFX Name or its Edit icon (✎) to open it:



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	Progress status	Visual cue
Submit signed NDA	Submit NDA Invalid NDA (please resend)	●○○ ●○○
Wait for NDA verification	NDA Being Validated	●○○
Acknowledge receipt	Awaiting Acknowledgement	●○○
Confirm intent to participate	Received Acknowledgement	●○○
Prepare response	Validated NDA New Proposal Will Respond In progress	●○○ ●○○ ○●○ ○●○
Submit response	Submitted Proposal	○○●
(End of process)	Will Not Respond	●○○

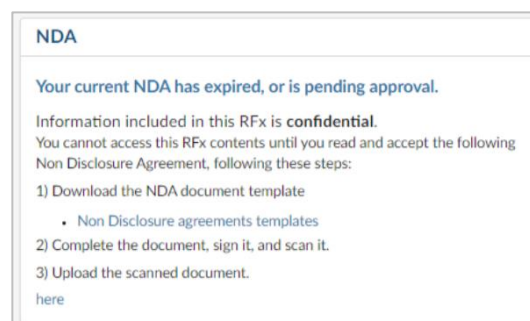
The following subchapters will guide you through the possible content of the RFx.

5.1. Overview

This tab displays the RFx general information and links to attachments, questionnaire and/or quotation form, depending on the RFx type.

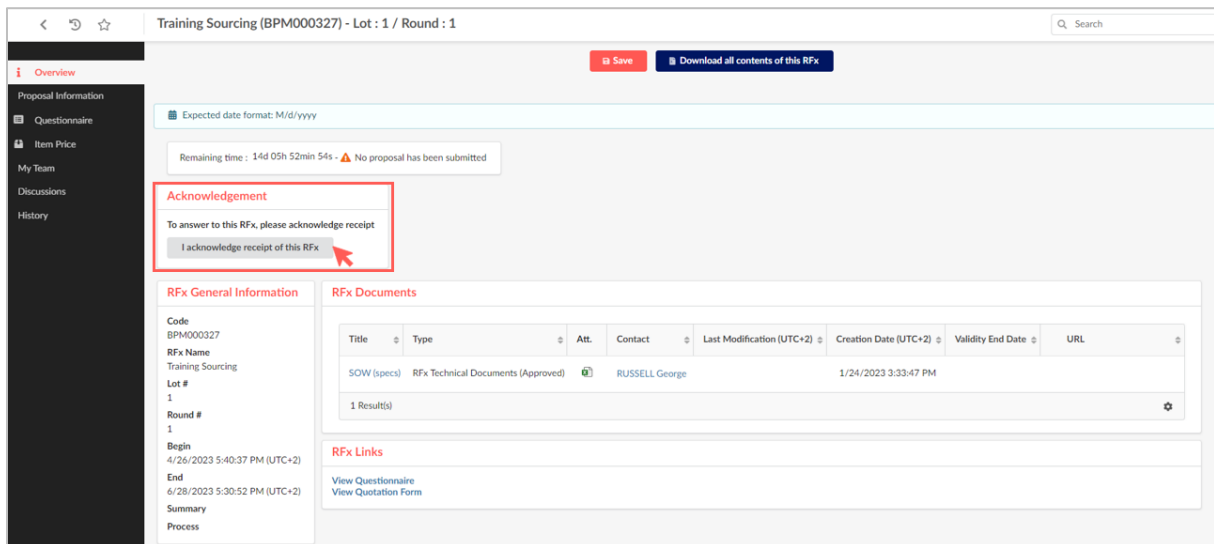
When required by the buyer, this tab can also include an NDA section and/or an acknowledgment section:

NDA (optional): When signing a non-disclosure agreement is required by the buyer, you must provide this document before accessing the RFx. Follow the instructions given to provide the document to the buyer:

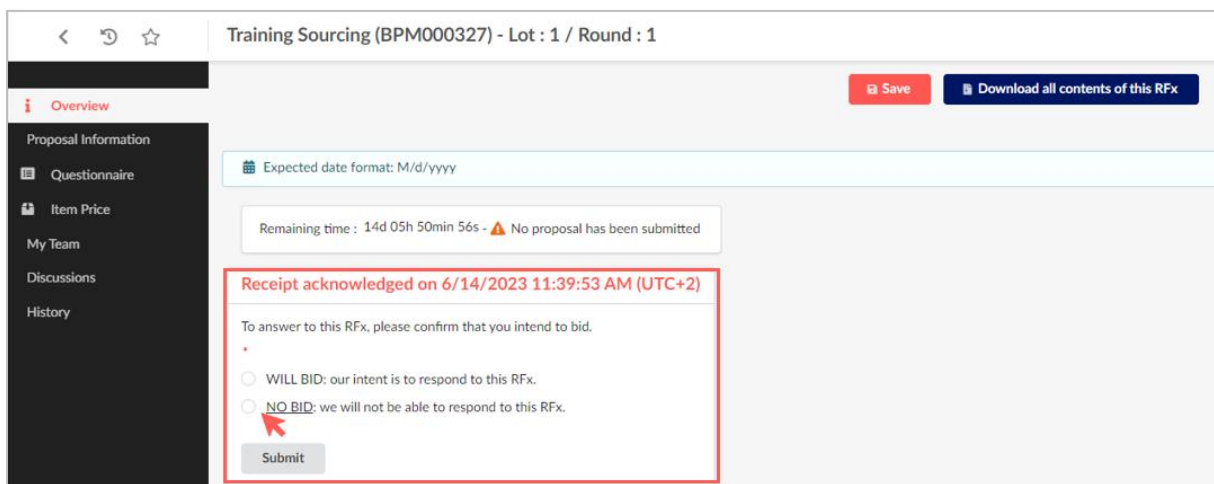


In such cases, apart from *Overview* tab, you have only access to *Discussions* and *My Team* tab till the completion of NDA approval.

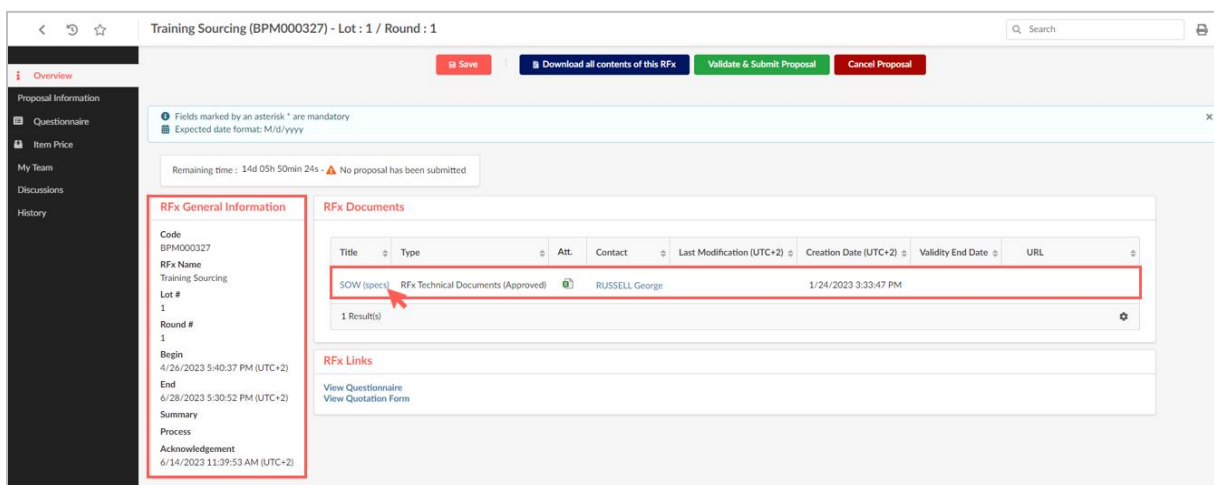
Acknowledgement (optional): When the buyer requires that you acknowledge receipt of the RFx, you must acknowledge receipt:



And then, confirm or decline your participation in the RFX:



Overview tab provides you also the General Information of the RFX, including tracked activities with their timeline. From this page you can also access the RFX documents, such as specification details:



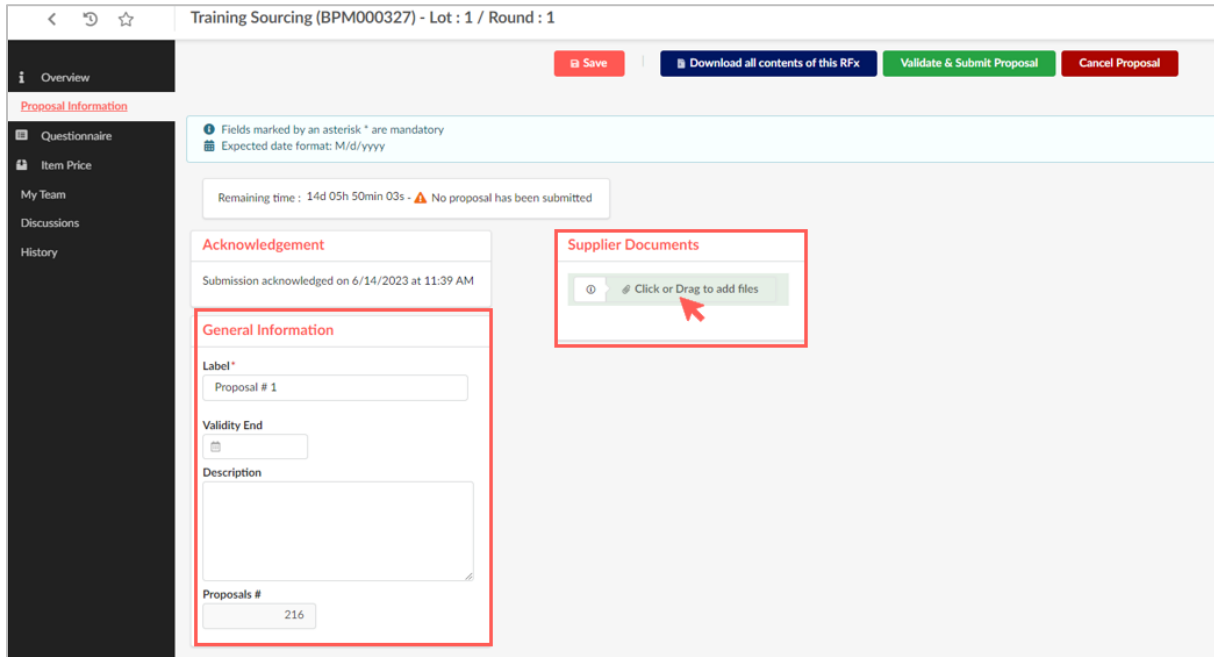
And allows you to download their content:

The RFx links redirect you to the corresponding tabs:

5.2. Proposal Information

This tab together with the Items and Questionnaire tabs (depending on the RFx type) allow you to provide the requested elements in your answer.

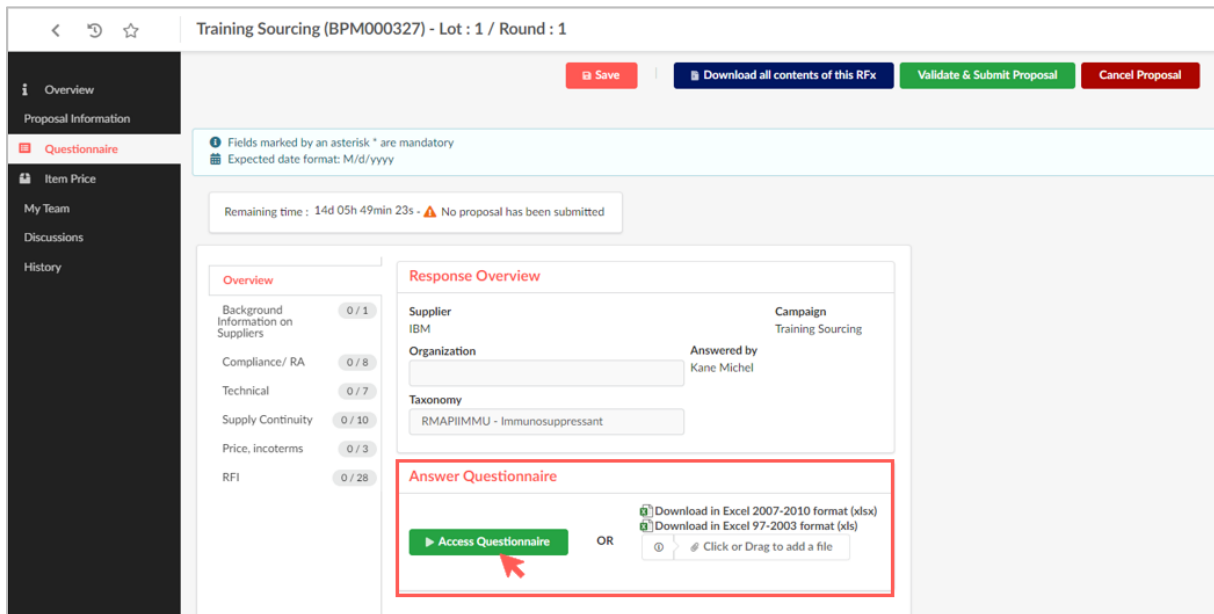
In this tab, you will more specifically provide basic information in relation to your response, such as label, validity end date, and summary, as well as attachments:



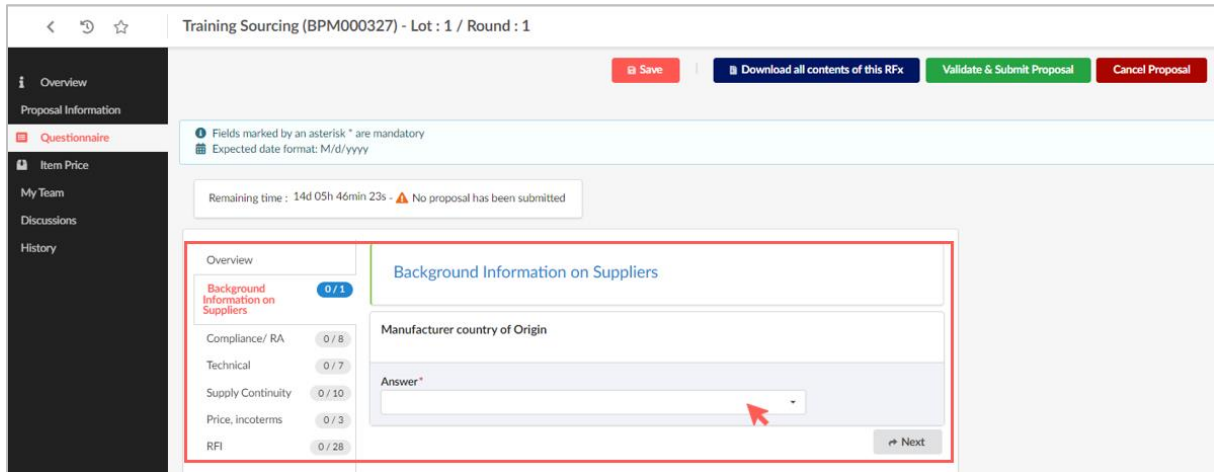
5.3. Questionnaire

Questionnaire tab provides you the required questionnaire form to be filled from your end as part of your proposal. This tab is not available for RFQ types.

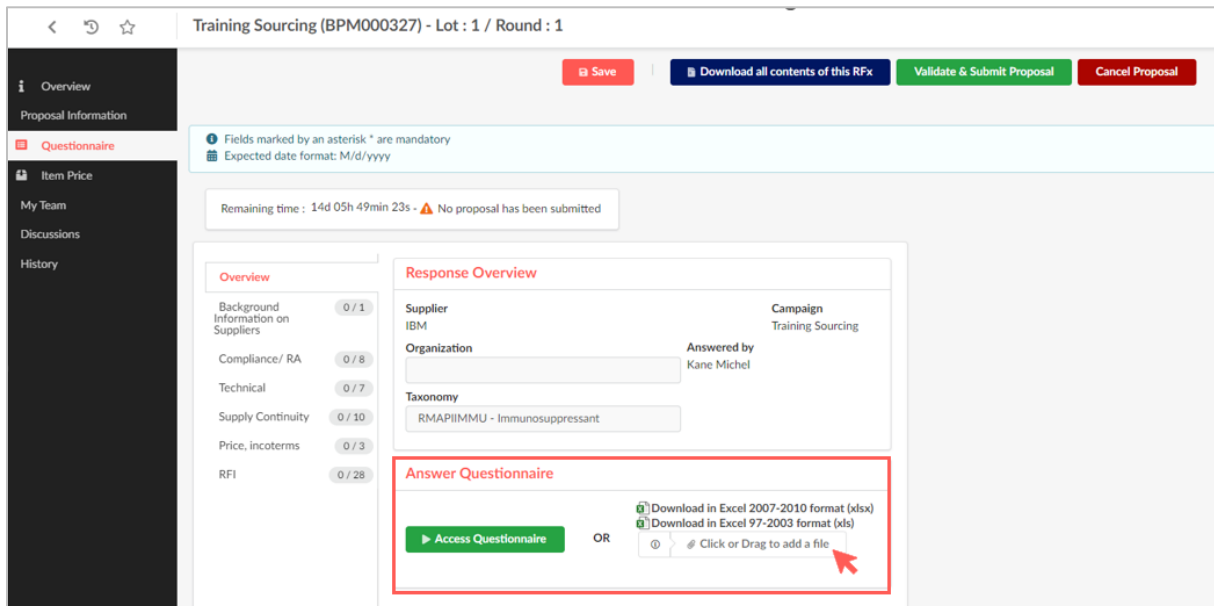
You can answer the assigned questions directly in Ivalua by clicking *Access Questionnaire* or download the excel version to be filled and uploaded with the answers:



If you decide to answer the questions in Ivalua platform, you can navigate through the sections and provide your responses:



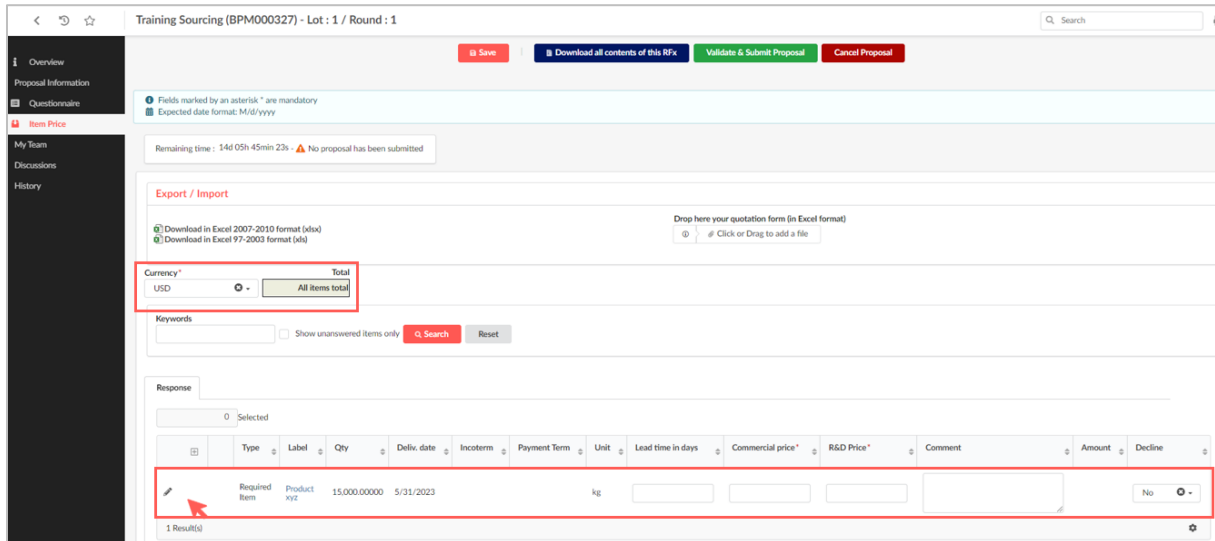
If you decide to prepare your responses in the downloaded file, upload it further there:



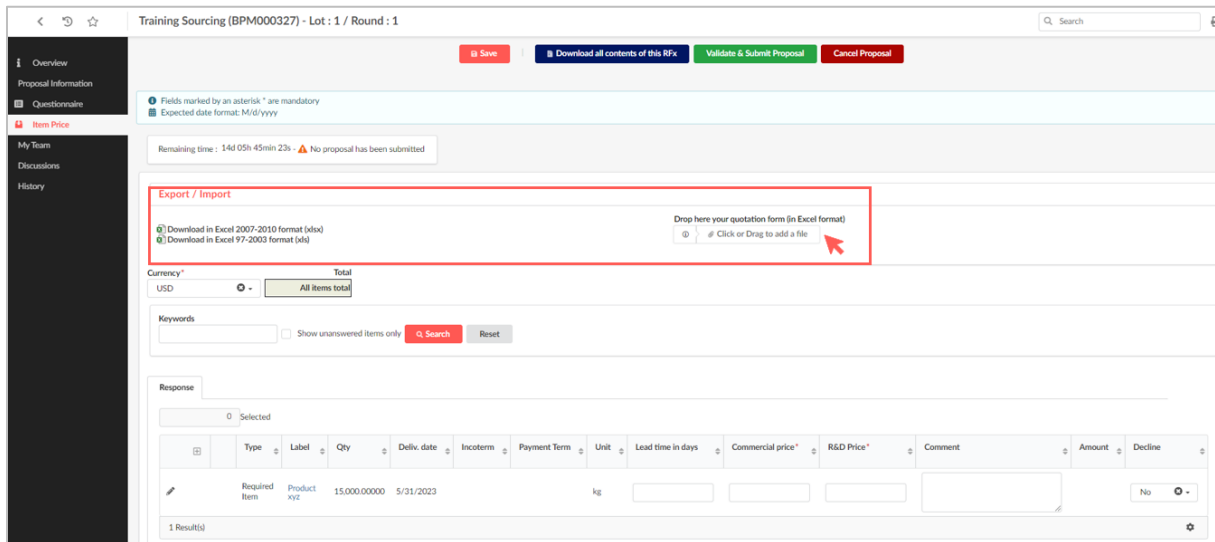
5.4. Item Price

Item Price tab is where you can provide your quote for the specific materials or services listed, this area is not applicable for RFI.

Make sure the bidding currency is provided and include the proposal data in the table as visible below:



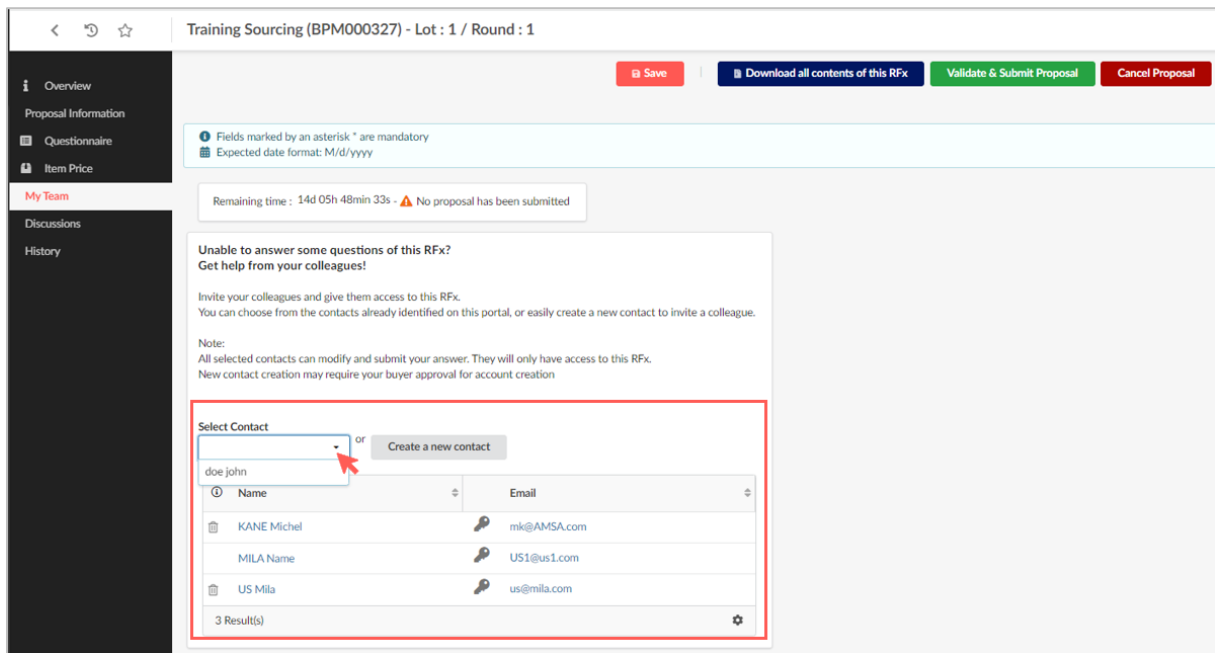
As for the questionnaire, you can decide to fill your response via excel form and submit it back once you provide the information from your end:



5.5. My Team

When your company is invited to an RFx, Hikma selects one or more contacts from known contacts of your business. These are the contacts who are initially invited to participate in the RFx.

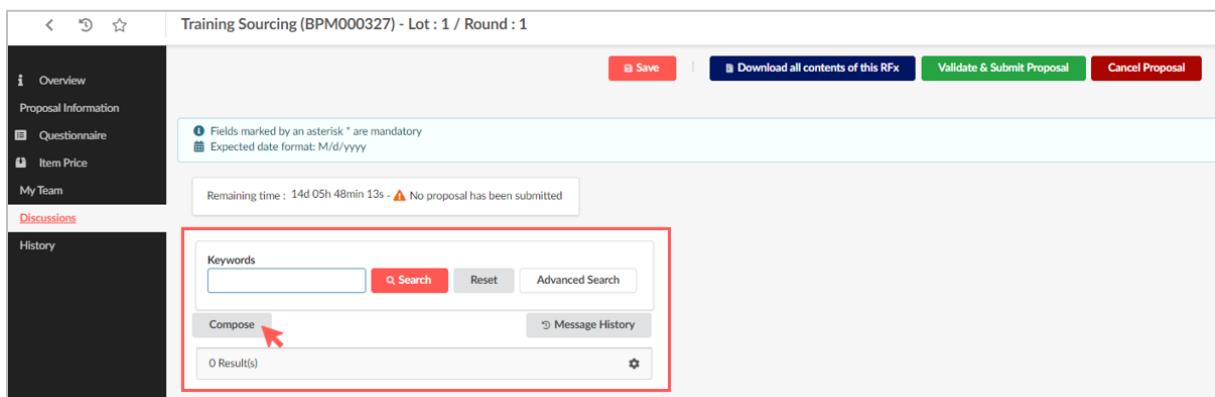
Depending on your needs, *My Team* tab allows the initially invited contacts to define a working team by adding/removing users as presented below:



You can also create a new contact by clicking 'Create a new contact' button and provide basic details of your co-worker (the process is then the same as for adding a new contact to your company profile).

5.6. Discussions

Discussions space can be used to communicate with the team in charge of the RFx (requests for clarification, for example). Click *Compose* to start a conversation:



You can communicate directly to one of your internal contacts, all of your team members or to a responsible person in Hikma. Choose the correct audience from the list:

The screenshot shows the 'Send To' dropdown menu with the following options: 'All internal team members', 'Responsible (Project Owner/Author)', '> Responsible (Project Owner/Author)-RUSSELL George', 'IBM', '> IBM-KANE Michel', '> IBM-MILA Name', and '> IBM-US Mila'. A red box highlights the dropdown menu, and a red arrow points to the 'All internal team members' option.

Provide the subject of your message, include the content and add files, if needed:

The screenshot shows the message composition interface with the following details: 'Message Type' is 'Clarification', 'From' is 'Kane Michel', and 'Subject' is 'Verify the specification'. The 'Send To' field contains 'All internal team members'. The message body contains the text: 'Hi Team, have you checked the provided specification? Do we meet the requirements...'. Below the text is a file attachment 'BPM000327-1-1-Training+Sourcing.zip'. A red box highlights the 'Send' and 'Cancel' buttons, with a red arrow pointing to the 'Send' button.

Your communication with the team in charge of the RFX is not visible to the other suppliers.

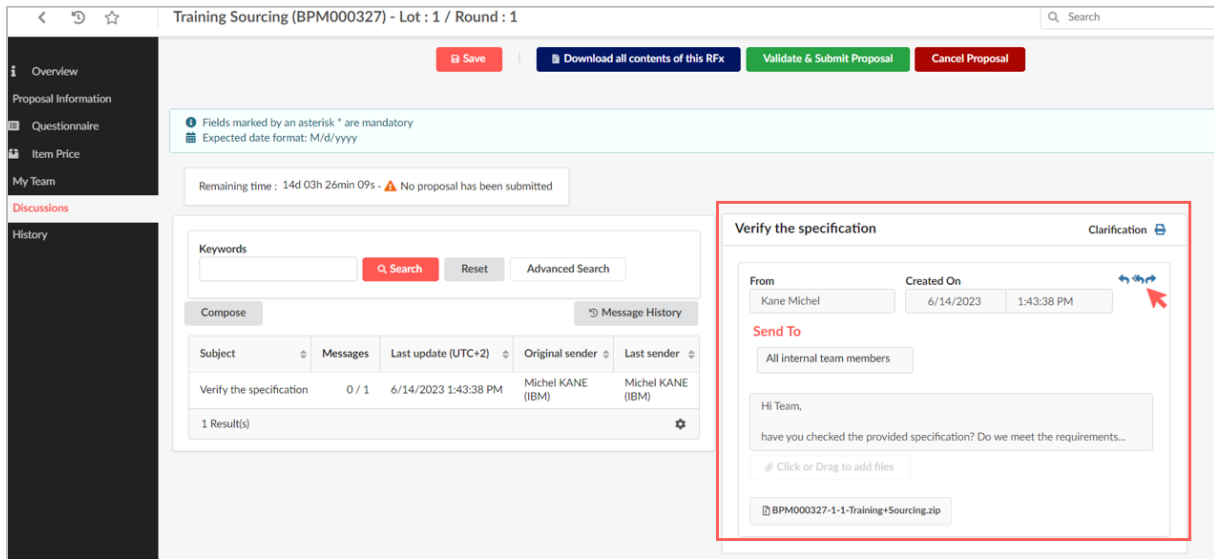
The list of the conversations linked to your RFX is presented on the left side:

The screenshot shows the RFX details page for 'Training Sourcing (BPM000327) - Lot : 1 / Round : 1'. The left sidebar contains navigation options: Overview, Proposal Information, Questionnaire, Item Price, My Team, Discussions, and History. The main content area shows a 'Verify the specification' message. A table lists the messages:

Subject	Messages	Last update (UTC+2)	Original sender	Last sender
Verify the specification	0 / 1	6/14/2023 1:43:38 PM	Michel KANE (IBM)	Michel KANE (IBM)

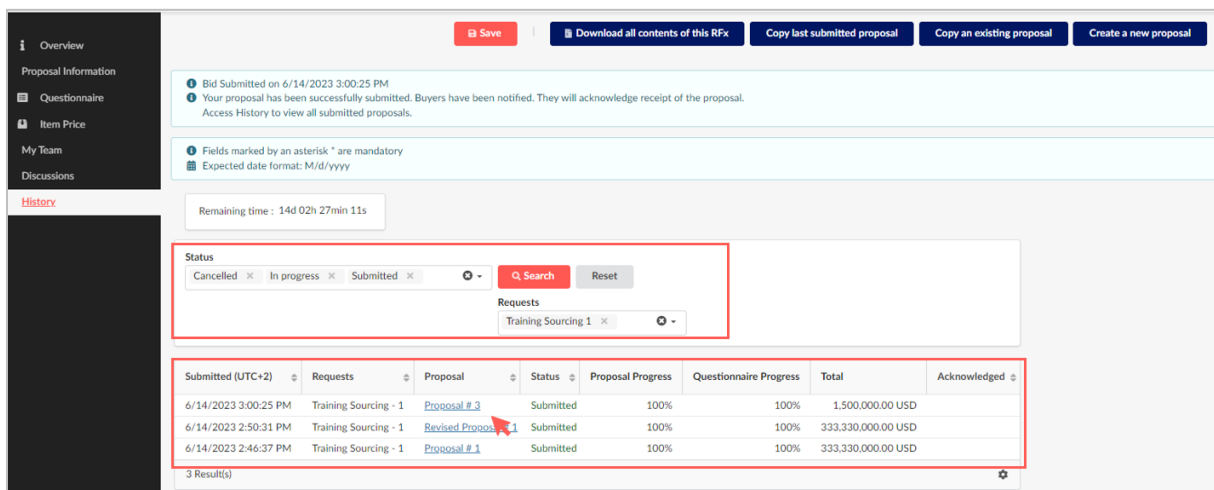
A red box highlights the table, and a red arrow points to the 'Verify the specification' row. The right sidebar shows the details of the selected message, including the 'Send To' field and the message body.

With the details presented on the right side. You can reply (↩), reply all (↩↩) or forward the message (➡) using the corresponding arrows:



5.7. History

By default, the History tab lists the Cancelled, 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:



5.8. Validate & Submit Proposal

Once your proposal is ready (i.e., quotation proposed, responses on RFI provided, any supporting documents enclosed), you can click 'Validate & Submit Proposal' button from the action bar menu:

Training Sourcing (BPM000327) - Lot : 1 / Round : 1

Save | Download all contents of this RFx | **Validate & Submit Proposal** | Cancel Proposal

Fields marked by an asterisk * are mandatory
Expected date format: M/d/yyyy

Remaining time : 14d 05h 50min 03s - No proposal has been submitted

Acknowledgement
Submission acknowledged on 6/14/2023 at 11:39 AM

Supplier Documents
Click or Drag to add files

General Information

Label*
Proposal # 1

Validity End

Description

Proposals #
216

The system will check if there is any mandatory information missing and will inform you about it as below:

Checking the required fields before validate proposal

⚠ The following required questions must be answered before submitting

Response :

- Column "Commercial price" : 1 missing value
- Column "R&D Price" : 1 missing value

Close

In case all required information is provided, you will be asked if the data entered are considered sufficient from your end:

Do you really want to submit your proposal?

Once an offer is submitted, it cannot be modified. You will only be able to create a new one.

- 1 / 1 items have been filled.
- 58 / 58 questions have been filled.
- Total number of attached documents: 0

Cancel | **Submit my proposal**

Once you confirm, your proposal arrives on Hikma's end and can be considered.

In case you need to provide a new proposal, you may click the relevant option from the action bar (*Copy last submitted proposal*, *Copy an existing proposal*) and name the new proposal:

The screenshot shows the 'Proposal Information' page in the Hikma Supplier Portal. At the top, there is a navigation bar with buttons: 'Save', 'Download all contents of this RFX', 'Copy last submitted proposal', 'Copy an existing proposal', 'Validate & Submit Proposal', and 'Cancel Proposal'. Below this, a status bar indicates 'Remaining time : 14d 02h 41min 50s - ⚠ Current proposal has not been submitted'. The main content area is divided into sections: 'Acknowledgement' (Submission acknowledged on 6/14/2023 at 11:39 AM), 'Supplier Documents' (Click or Drag to add files), and 'General Information'. The 'General Information' section is highlighted with a red border and contains the following fields: 'Label*' (Revised Proposal # 1), 'Answer type' (radio buttons for 'Alternate proposal' and 'Replace existing proposal', with a red arrow pointing to 'Alternate proposal'), 'Replaced proposal' (empty text field), 'Validity End' (calendar icon), 'Description' (text area), and 'Proposals #' (217).

Indicate if that is an alternate proposal or replacement for the previous one. Provide the changes according to your needs and submit the new one to the responsible person on Hikma's end.