



Step-by-step Bidding Instructions on Michelin's Ivalua Platform

This document gives detailed instructions on how to participate in an RFQ using Ivalua's online sourcing platform. Although this document does not cover every action on the Ivalua platform, it will help you get up and running within 30 minutes.

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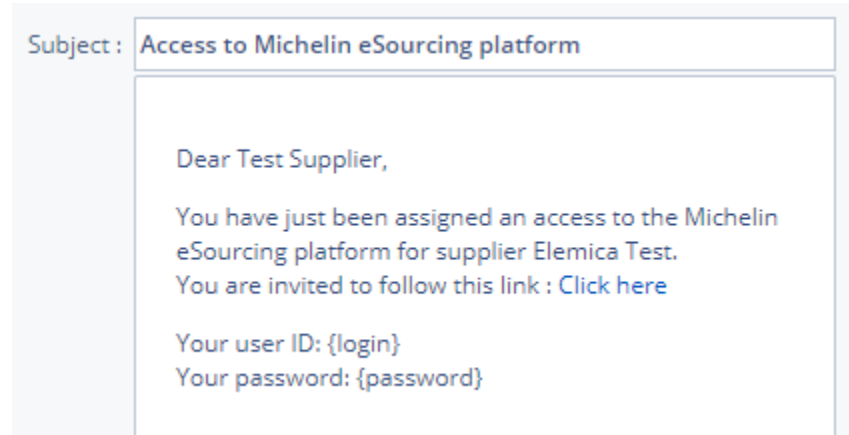
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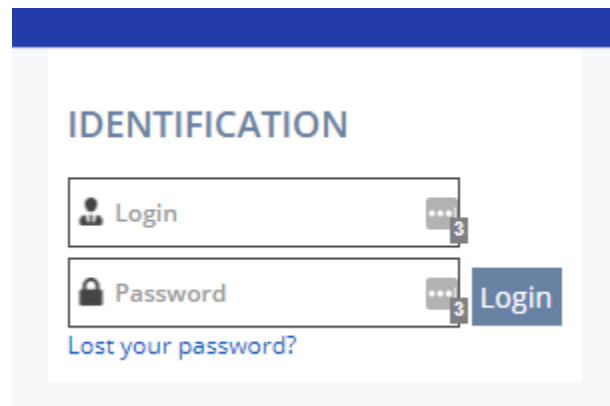
Step 1: Receive Invitation Email

All invited participants will receive an email like the one below. To begin the process, simply click on the **Click here** link to be taken to the Ivalua registration screen.



Step 2: Log into the Ivalua Site

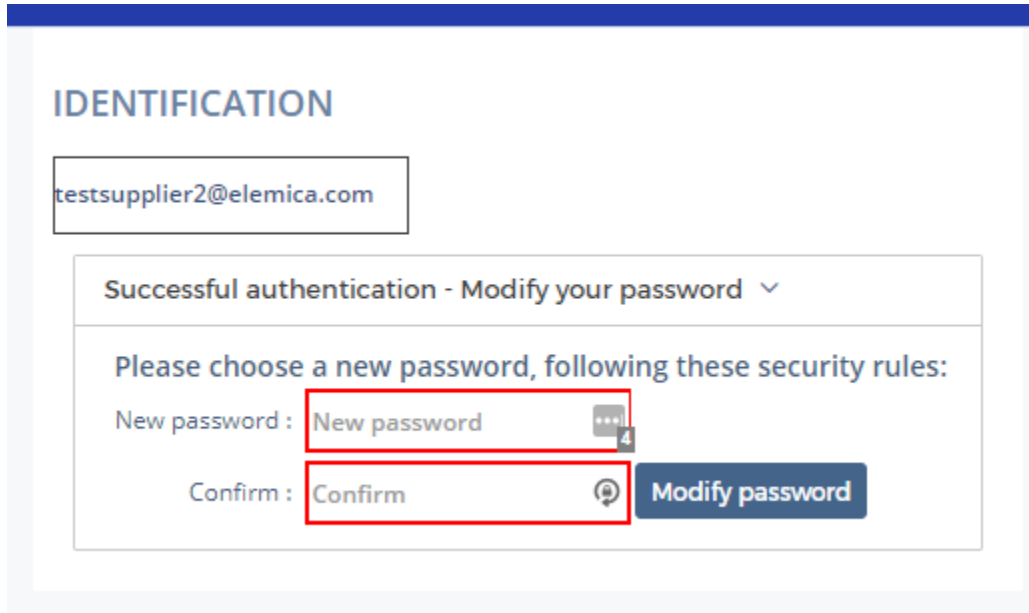
Once you click on the link, you will be taken to the Ivalua sign-on screen like the one shown below. Simply enter your username and password provided in the email and click the Login button to proceed to the next screen.



Step 3: Password Change

Now you can replace your one-time password with a permanent password. You will use this permanent password on all future log-ins to the Ivalua system (so you will need to remember it).

When finished, click the Modify password button.



The screenshot shows a web interface titled "IDENTIFICATION". At the top, there is a text box containing the email address "testsupplier2@elemica.com". Below this, a message reads "Successful authentication - Modify your password" with a dropdown arrow. The main section is titled "Please choose a new password, following these security rules:". It contains two input fields: "New password:" and "Confirm:". Both fields are highlighted with a red border. The "New password:" field has a strength indicator showing four dots and the number "4". To the right of the "Confirm:" field is a blue button labeled "Modify password".

Step 4: Accept Terms and Conditions

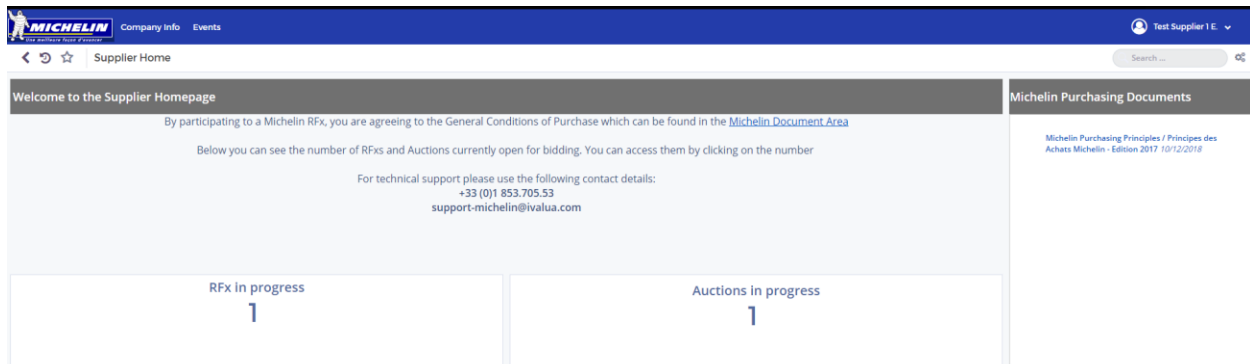
Once you reset your password, you will be taken to a screen to accept terms and conditions to finalize your access to the system. To proceed, click the "I accept terms and conditions" checkbox and click the Accept button. You may also print the terms and conditions for your records by clicking the Print button.



The screenshot shows a screen titled "e-Sourcing Participation Agreement". At the top, it says "You have to accept terms and conditions in order to continue." Below the title, there is a paragraph of text: "By accessing the e-Sourcing platform for any reason (including without limitation to retrieve information, submit bids or responses, submit or review questions and answers related to a project or otherwise), all users agree to be bound by the following terms and conditions. Michelin employees shall use the e-Sourcing platform only in connection with their business responsibilities for Michelin, and shall at all times comply with the Michelin Code of Ethics and Michelin Purchasing Principles." Below this is a section titled "Suppliers to Michelin" with a paragraph: "In consideration for the opportunity to participate in a Purchasing Request for Proposal Process ("RFP Process") conducted by Elemica, Inc. ("Elemica") on behalf of Manufacture Française des Pneumatiques Michelin or any company or entity controlling, controlled by, or under common control therewith ("Affiliate(s)") (referred to herein as "Michelin" collectively or individually, as the case may be), you, as a potential supplier ("Bidder") to Michelin, agree as follows:" Below this is a list item: "1. Participation. The parties acknowledge that Bidder wishes to submit a bid and other information regarding the" followed by a checkbox labeled "I accept terms and conditions" which is checked. At the bottom, there are two buttons: "Accept" and "Print".

Step 5: Supplier Homepage

Upon accepting the terms and conditions, you will be taken to the main Supplier Homepage. From this point forward, any time you log into the system, this is the first page you will see.



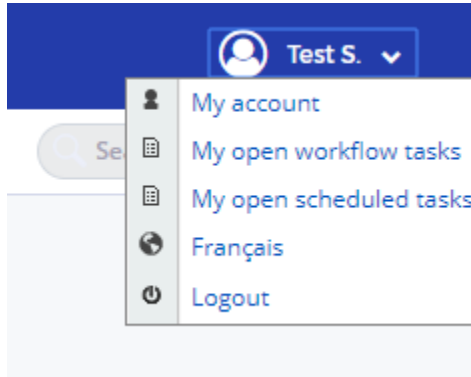
The screenshot displays the Michelin Supplier Homepage. At the top, there is a blue navigation bar with the Michelin logo on the left, 'Company Info' and 'Events' in the center, and a user profile 'Test Supplier 1 E' on the right. Below the navigation bar, the page is divided into three main sections. The left section, titled 'Welcome to the Supplier Homepage', contains a welcome message, a link to the 'Michelin Document Area', and technical support contact details: '+33 (0)1 853.705.53' and 'support-michelin@ivalua.com'. The middle section features two large white boxes: 'RFx in progress' with a count of '1' and 'Auctions in progress' with a count of '1'. The right section, titled 'Michelin Purchasing Documents', lists 'Michelin Purchasing Principles / Principes des Achats Michelin - Edition 2017 10/12/2018'.

Here you will find relevant documents related to Michelin procurement for your reference, as well as contact information for system support.

You may use the URL <https://hermes-michelin.ivalua.com> to reach the log-in page and access your account moving forward.

Step 6: My Account Page

In the top right-hand corner of your screen, you should see your name. Clicking on your name produces a dropdown menu, where you can select “My account” to view your account page.

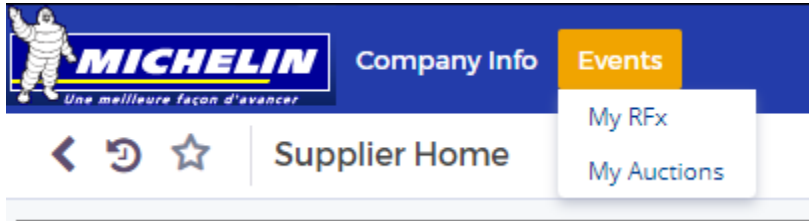


Here, you may update your account information, including your name, email address, default language, time zone, etc. You may also change your password on this page. After making changes, make sure to click the Save button at the bottom right corner of your screen to save your changes.

A screenshot of the "My Account" page. The page has a blue header with the Michelin logo and navigation links for "Company Info" and "Events". Below the header, there are navigation icons and the text "My Account". The main content area is divided into two columns. The left column is titled "My profile" and contains sections for "My profile" (with fields for Salutation, Status, Supplier, and Photo), "Informations" (with creation/modification dates), "Last connexion", and "Address" (with fields for Street Number, Address Line 1, Zip Code, City, Country, Address Label, and Address Line 2). The right column is titled "Change my password" and contains a "Password" section with "Update password" and "Cancel" buttons, and "My preferences" section with dropdown menus for Default lang, Default country, Time zone, Default currency, Format lang, Date format, and Number format.

Step 7: My RFX Page

To access this page, click the Events menu at the top of your screen, followed by the My RFX menu selection.

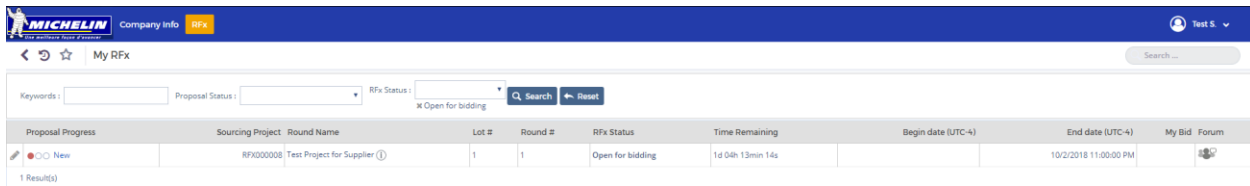


From your Supplier Homepage, you may also click the “RFX in progress” area to take you to the same page.

RFX in progress

1

Upon arrival to this page, you will see a listing of all of the RFX events to which you have been invited. You will see a summary of the RFX events, including close dates and RFX event titles, as well as whether you have already completed your response.

The image shows the 'My RFX' page. At the top is the Michelin logo and navigation bar. Below the navigation bar is a search bar with 'Keywords', 'Proposal Status', and 'RFX Status' dropdowns. Below the search bar is a table of RFX events. The table has columns for 'Proposal Progress', 'Sourcing Project', 'Round Name', 'Lot #', 'Round #', 'RFX Status', 'Time Remaining', 'Begin date (UTC-4)', 'End date (UTC-4)', 'My Bid', and 'Forum'. There is one row of data for a new RFX event.

Proposal Progress	Sourcing Project	Round Name	Lot #	Round #	RFX Status	Time Remaining	Begin date (UTC-4)	End date (UTC-4)	My Bid	Forum
New	RF000008	Test Project for Supplier	1	1	Open for bidding	1d 04h 13min 14s		10/2/2018 11:00:00 PM		

Click the Pencil icon to the left of the RFX you wish to access.

Step 8: View RfX and Create Response

After clicking on the Pencil icon next to an RfX event, you will be taken to the main summary page for the RfX.

Remaining time :1d 04h 07min 12s - ⚠ No proposal has been submitted

RfX Information

Project Number : RFX000008
Project Name : Test Project for Supplier
Lot# : 1
Round : 1
Begin date :
Bid Due Date : 10/2/2018 11:00:00 PM (UTC-4)
Summary : This is a summary of the event as described by Michelin.

RfX Documents

Title	Type	Contact	End of validity	Version
Test File	RfX Technical Documents (Validated)	YARBROUGH Zach		

1 Result(s)

[Access to questionnaire](#)

Depending on the type of RfX you have been invited to, you will see several menu options on the left side of the screen. For this example event, the supplier is being asked to answer questions via a questionnaire, or RFI.

First, you can edit basic information related to your response by clicking the “General Proposal Information” link in the menu:

Remaining time :1d 03h 57min 58s - ⚠ No proposal has been submitted

General Information

Proposal Name :

Validity end date :

Description :

Next, you can begin responding to the RFI by clicking the “RFI Response” link in the menu:

The screenshot shows the Michelin RFI Response interface. At the top, there is a blue header with the Michelin logo and navigation links for "Company Info" and "Events". Below the header, the page title is "Test Project for Supplier (RFX000008) : Lot 1 / Round 1". A navigation menu on the left includes "View RFX", "General Proposal Information", "RFI Response" (highlighted in blue), "Discussion Forum", "History", and "Manage Response Team". The main content area displays a "Remaining time :1d 03h 57min 41s - ⚠️ No proposal has been submitted" message. Below this, there is a section for uploading an Excel spreadsheet with a "Click or Drag to add a file" button and two download links: "Download in Excel 97-2003 format (xls)" and "Download in Excel 2007-2010 format (xlsx)". The interface is divided into two sections: "Section 1" and "Section 2", both with progress bars at 0%. "Section 1" is currently active and contains two mandatory questions. The first question asks for a text response and has a red bar next to its "Answer" input field. The second question asks for a numeric response and also has a red bar next to its "Answer" input field.

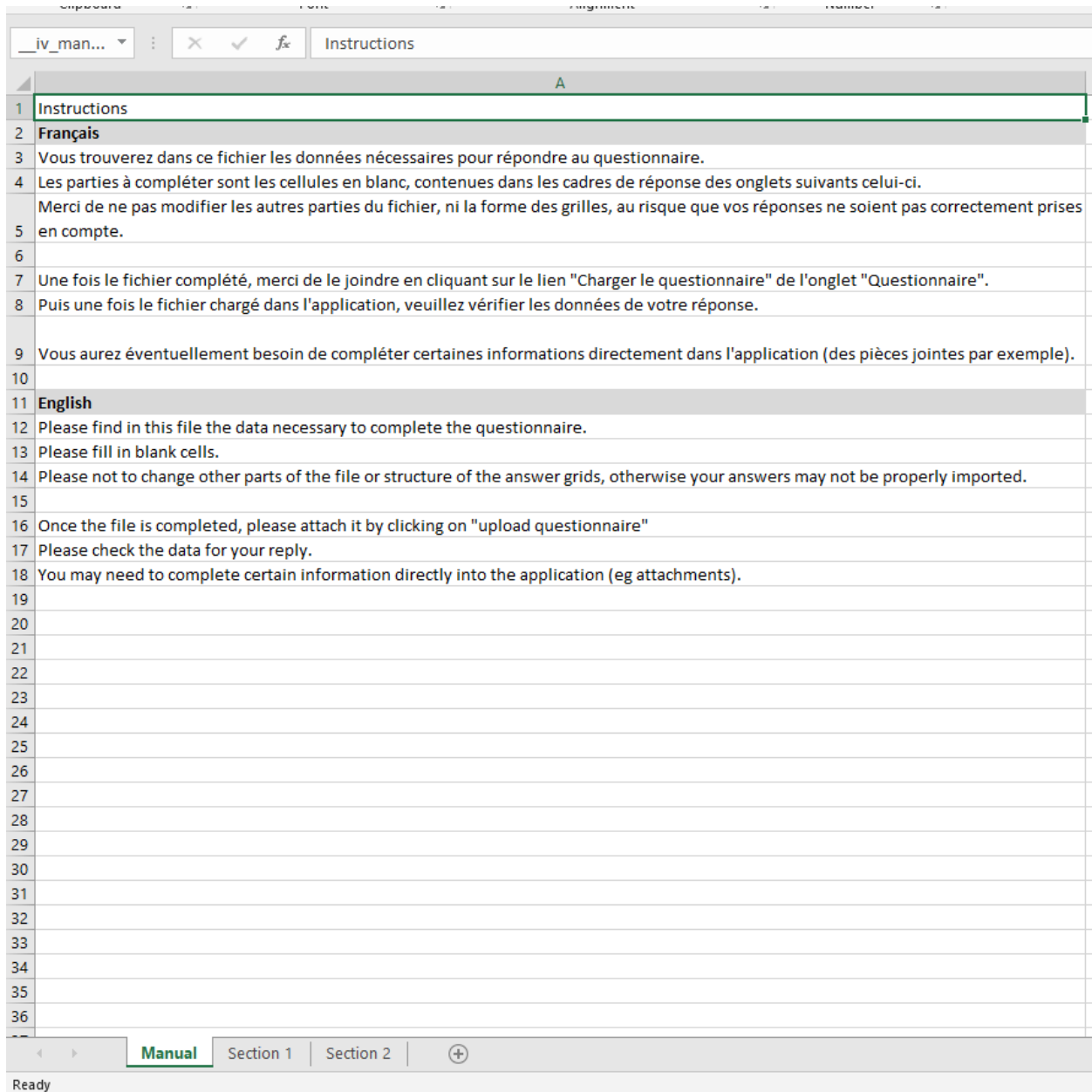
Any questions that are mandatory will be highlighted with a red bar next to the response field.

If the RFI has more than one section, you will see the sections listed as above. Click on each section name to move from section to section.

This screenshot shows the same Michelin RFI Response interface, but with "Section 2" selected. The navigation menu on the left remains the same. The "Remaining time" is now "1d 03h 56min 09s - ⚠️ No proposal has been submitted". The "Section 1" progress bar is now greyed out, and the "Section 2" progress bar is highlighted in blue. The main content area for "Section 2" contains a "Click or Drag to add a file" button and two download links for Excel formats. The question for "Section 2" asks for a file attachment and is not mandatory, so there is no red bar next to the "Click or Drag to add a file" button.

You can see here that a response to the question in Section 2 is not mandatory and is therefore not highlighted red next to the response field.

You may also download the RFI contents to an Excel spreadsheet, fill in your responses offline, and upload your responses back to the RFX. To do this, click either of the "Download in Excel" links and open the Excel spreadsheet that downloads to your computer.



The RFI sections will be separated into tabs:

	A	B	C	D	E
1	Label	Description / Hints	Mandatory Answer	Answer	Comment
2	Input your response to this question as a text response. A response is mandatory.		Yes	Sample response	
3	Input your response to this question as a numeric response. A response is mandatory.		Yes	50.00	
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Manual Section 1 Section 2

Ready

When you are ready to upload your response back to the event, save your file and insert it into the event by either dragging and dropping it to the drag and drop section on the RFI Response page, or by clicking the “Click or Drag to add a file” button and navigating to the file you have saved.

When successful, you will see the following notification:

Remaining time :1d 03h 50min 55s - ⚠ No proposal has been submitted

If you are uploading your response via Excel spreadsheet, drag and drop your completed file here (in Excel format).

Click or Drag to add a file

Export.xlsx
Download in Excel 97-2003 format (xls)
Download in Excel 2007-2010 format (xlsx)

Section 1 0%
Section 2 0%

Section 2
Input your response to this question

Click or Drag to add a file

Export/Import réponse

Section 1	Section updated
• 2 answer(s) added	
Section 2	Section unchanged
No change	

Import items | Save & close | Close

Click the Save & Close button and you will see your response in the system will be updated:

If you are uploading your response via Excel spreadsheet, drag and drop your completed file here (in Excel format).

Click or Drag to add a file

Download in Excel 97-2003 format (xls)
Download in Excel 2007-2010 format (xlsx)

Section 1 100%
Section 2 0%

Section 1
Input your response to this question as a text response. A response is mandatory.

Sample response

Input your response to this question as a numeric response. A response is mandatory.

50.00

Step 9: Discussion Forum

To view messages sent to you by Michelin, click the Discussion Forum link on the left menu. You will see all messages sent to you listen in order of most recent sent first.

The screenshot shows the Michelin Discussion Forum interface. At the top, there is a blue header with the Michelin logo and navigation links for 'Company Info' and 'Events'. Below the header, the page title is 'Test Project for Supplier (RFX000008) : Lot 1 / Round 1'. On the left side, there is a navigation menu with options: 'View RFX', 'General Proposal Information', 'RFI Response', 'Discussion Forum' (highlighted in blue), 'History', and 'Manage Response Team'. The main content area displays a message list. At the top of the message list, there is a warning: 'Remaining time :1d 03h 44min 55s - ⚠ No proposal has been submitted'. Below this, there is a search filter section with a 'Keywords' input field, a 'Search' button, a 'Reset' button, and a link to 'Advanced search'. A 'Compose' button is also visible. The message list table has the following data:

Subject	Messages	Last update (UTC-4)	Original sender	Last sender
Test Message	1 / 1	10/1/2018 6:46:25 PM	Zach YARBROUGH	Zach YARBROUGH

Below the table, it indicates '1 Result(s)'. There is also a 'Message history' link.

Click on the message's subject to read the message. Doing so will expand the page to show the message.

The screenshot shows the Michelin Discussion Forum interface with a message detail view. The navigation menu and header are the same as in the previous screenshot. The main content area displays the details of the selected message. At the top, there is a warning: 'Remaining time :1d 03h 43min 18s - ⚠ No proposal has been submitted'. Below this, there is a search filter section. The message detail view shows the following information:

Test Message Clarification

From : Yarbrough Zach 10/1/2018 6:46:25 PM (UTC-4)

To : Test Supplier - SUPPLIER Test

This is a test message sent from Michelin to the supplier. It has a test file attached.

Below the message content, there is a small thumbnail image of an attachment.

The message may have an attachment included. Click the image or attachment to download it to your computer.

You may also compose a message to the Michelin team. To do so, click the Compose button. The messaging area will pop up on the right side of the screen.

Subject:

To:

This is

- All stakeholders
- Sourcing Process - Contributor
- > Sourcing Process - Contributor - ELEMICA EU_2
- Sourcing Process - Owner
- > Sourcing Process - Owner - ELEMICA EU_1
- Elemica Test

Fill in your subject and message and select "All Stakeholders" in the To: menu to ensure all Michelin users involved with the event receive your message.

Step 10: Manage Response Team

If you would like to add a colleague to the RfX to assist you in responding, click the Manage Response Team link in the menu on the left side of the screen. Here you will see all of your colleagues that are available for you to invite to assist you.

View RfX

General Proposal Information

RFI Response

Discussion Forum

History

Manage Response Team

Remaining time : 1d 03h 38min 40s - ⚠ No proposal has been submitted

Unable to answer some questions included in this RfX? Get help from your colleagues!

Invite your colleagues and give them access to this RfX.
You can choose from the contacts already identified on this portal.

Note: All selected contacts can modify and submit your answer. They will only have access to this RfX.

Choose a contact :

Name	Email
SUPPLIER Test	testsupplier2@elemica.com

1 Result(s)

Clicking on their name will add them to the RfX.

Choose a contact :

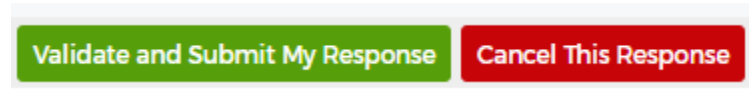
Name	Email
OTHER SUPPLIER Test	testsupplier@elemica.com
SUPPLIER Test	testsupplier2@elemica.com

2 Result(s)

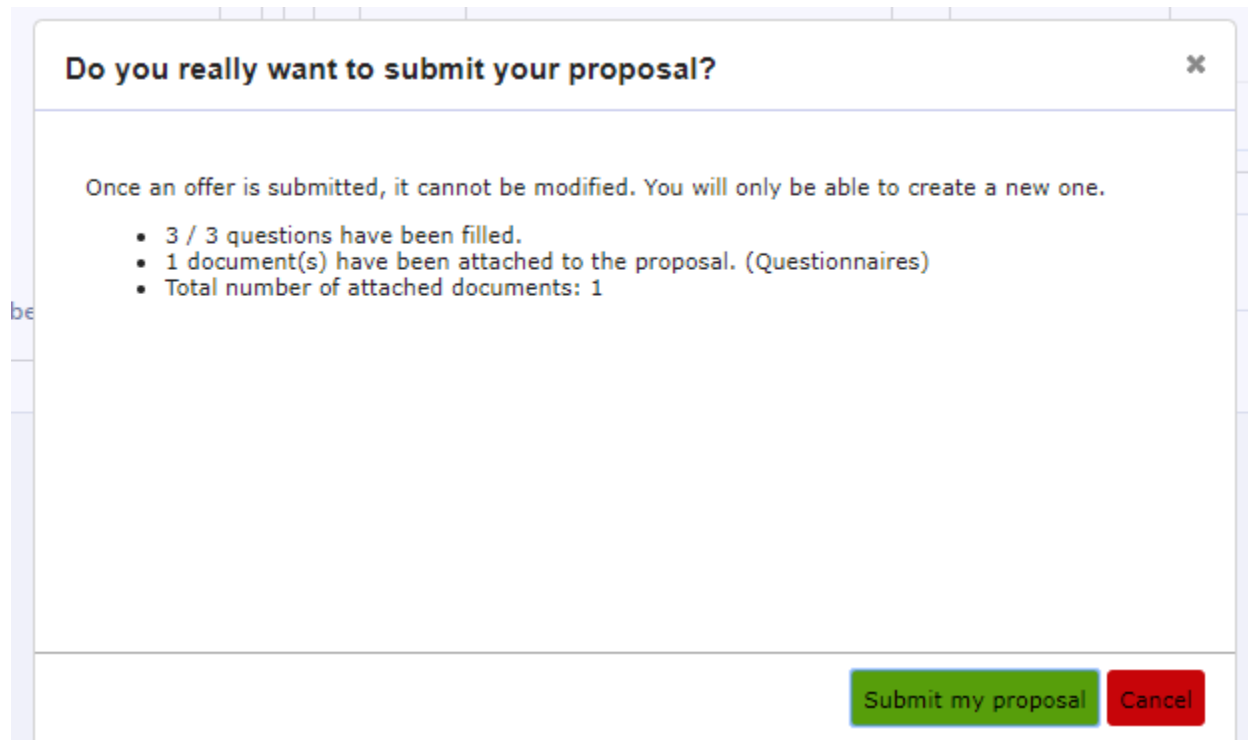
You may click the Trash Can icon to remove them from the RfX.

Section 11: Completing Your Response

To finalize your response, click the Validate and Submit My Response button in the bottom right corner of any of the RFX event's pages.



A warning will pop up to make sure you wish to continue. Note that validating and submitting your response locks in your answers. They will no longer be editable by anyone at your organization. When you are sure of your responses, click the Submit My Proposal button to send your proposal to Michelin.



On the My RFX page, you will now see your response has been submitted:

