Supplier Quality Portal Navigation

Learning Journey

To cover the functionalities of Supplier Management, the following courses, assessment are created.

This course – **Supplier Quality Portal Navigation**, explains navigation of the Supplier Quality Portal by a Supplier's contact.

Supplier Quality Portal Navigation

- Registration as a Supplier's Contact with GlobalFoundries.
- Completing Procedure Review and Acceptance.
- Completing Specification Review and Acceptance.

MS Dynamics Supplier Management App Navigation

- Overview of MS Dynamics.
- Access the Supplier Management App.
- Understand navigation functions in the Supplier Management App.

Supplier Management using Supplier Quality Portal and Supplier Management App

- Review and approve Supplier's Contact Registration.
- Provision Specification Documents to a supplier's Contact.
- Review and approve or reject SSA.
- Reporting in Supplier Management App.

MS Dynamics Supplier Management Assessment

- Assessment for GF users based on the three courses.

Course Objectives

At the end of this course, you will be able to:

- Provide an overview of Supplier Quality Portal

- Navigate the Supplier Quality Portal as a supplier's contact

Acronyms

Acronym	Expansion
MS Dynamics	Microsoft Dynamics
CRM	Customer Relationship Management
SSA	Supplier Specification Acceptance (Acknowledgement)
DAIF	Document Acceptance/Implementation Form
SQE	Supplier Quality Engineering
GSQME	Global Supplier Quality and Material Engineering / GSC – Global Supply Chain
GF SQM	GlobalFoundries Supplier Quality Management
GSC	Global Supply Chain

Accessing Supplier Quality Portal
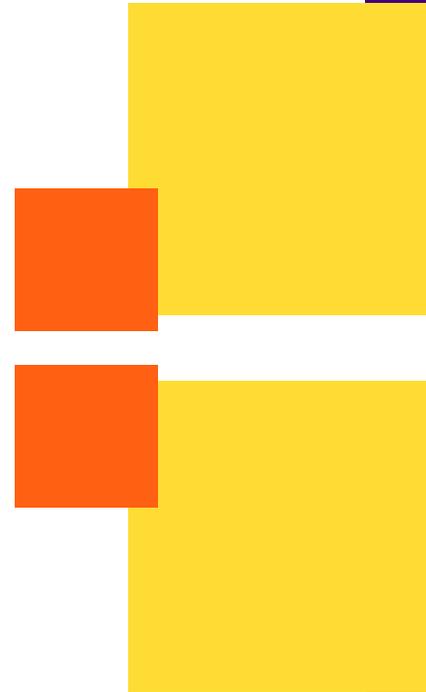
Supplier's Contact Registration and Approval Process

When the supplier's contact submits the registration information on the Supplier Quality Portal, the registration request is routed to GlobalFoundries for approval.

Supplier's Contact submits the registration information on the Supplier Quality Portal.

Approval Level 01: GF SQE Team approves the supplier's contact registration information.

Approval Level 02: GF GSQME Team approves the registration information of the supplier's contact

Supplier's Contact receives an email with User ID for the Supplier Quality Portal.
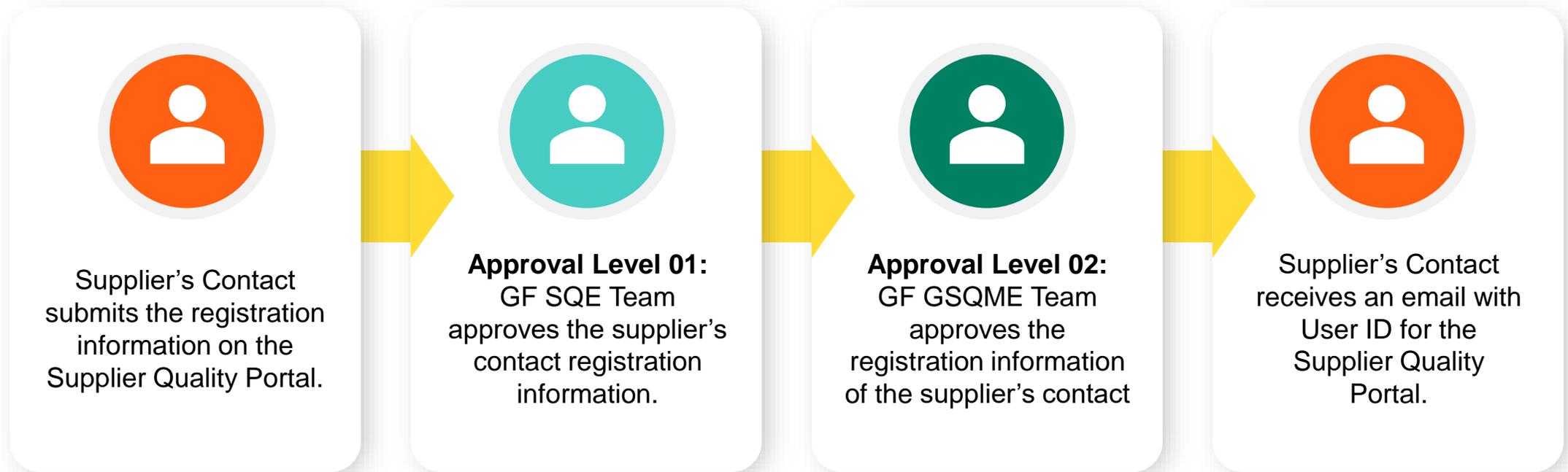
Approval level 01 (SQE team) and level 02 (GSQME team) require close coordination with the GF sponsor (for verification) and procurement team (Global Supply Chain team for Oracle-related assignments).

Note: Approving Teams receives an email after the registration information is submitted by the supplier's contact. The approvers can approve by email as well as by logging into the Supplier Management app.

Supplier's Contact Logs into Supplier Quality Portal – Methods

When supplier's contact accesses the GlobalFoundries' secure Supplier Quality Portal, the following screen appears.
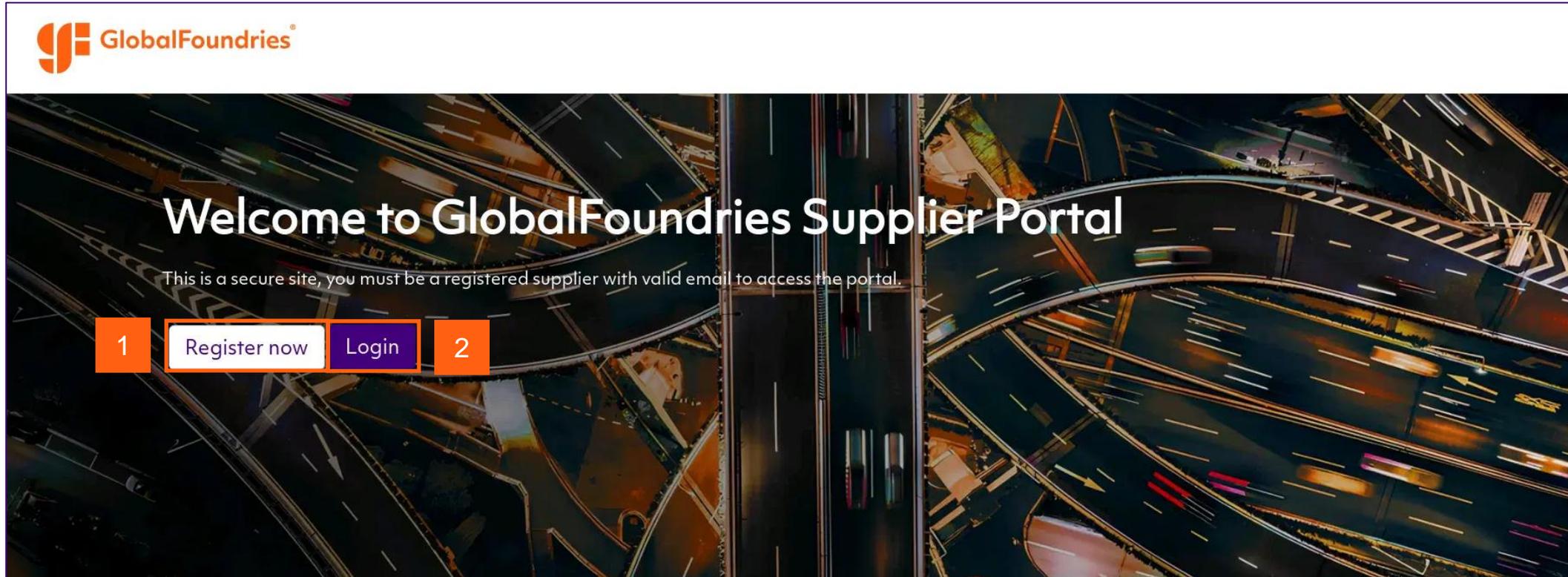
1. Supplier's Contact can use the **Register now** option to register to the GF Supplier Quality Portal, if the contact is not already registered.

2. Supplier's Contact who is already registered to the portal, can use the **Login** option to log into the portal using the credentials.

Note:1. Each supplier's contact should have individual login credentials to access the supplier quality portal.
 2. If a supplier is a distributor and supplies multiple brand commodities, the supplier's contact should have login credentials associated with each brand.

Supplier's Contact Registers on the Portal (1 of 2)

When the supplier's contact uses the **Register now** option, the following screen appears. Supplier's Contact needs to provide the **Contact Details** and **Supplier Details** to submit the registration request.

Contact Details

First Name *

Last Name *

Email *

Phone Number *

🇺🇸 | +1

Supplier Details

Supplier Name *

GF Sponsor Email *

The supplier's contact should use GF e-mail here, and one e-mail can be used at one time for registration. GF sponsor is the main POC for the supplier's contact from GF for registration.

Supplier Categories Description *

Please specify your previous Login ID ("M12345" ID or "s-abcd" ID).

RVNGDv9

Generate a new image
Play the audio code

Enter the code from the image

Submit

Supplier's Contact Registers on the Portal (2 of 2)

Supplier's Contact will receive a reference number after registering successfully.
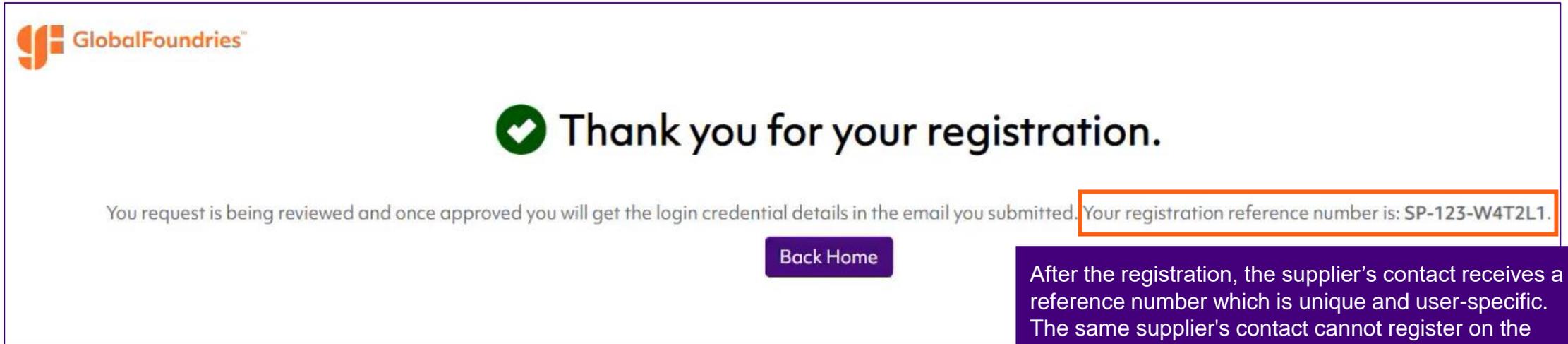
GlobalFoundries

✓ Thank you for your registration.

You request is being reviewed and once approved you will get the login credential details in the email you submitted. Your registration reference number is: SP-123-W4T2L1.

Back Home

After the registration, the supplier's contact receives a reference number which is unique and user-specific. The same supplier's contact cannot register on the portal again using the same credentials.

Supplier's Contact Registration using Legacy User ID ("s-" ID)
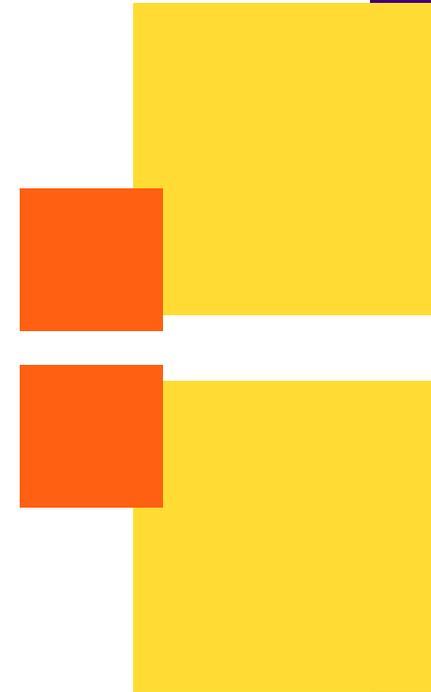
Supplier's Contact Registration using Legacy User ID

Supplier's Contact are required to register themselves and provide their Legacy User ID in the **Supplier Categories Description** section.

Get started with your account

Please fill up your personal and company details. Our internal team will review the details and reach out to you.

Contact Details

First Name *
Test

Last Name *
Case

Email *
Testcase@future.com

Phone Number *
+91 97542 168

Enter the **Contact Details:**
- **First Name**
- **Last Name**
- **Email** and
- **Phone Number**

Supplier Details

Supplier Name *
Future Ltd

GF Sponsor Email *
manu.kumar@globalfoundries.com

Supplier Categories Description *
My previous user id was "s-futureltd."

Enter the **Supplier Details:**
- **Supplier Name**
- **GF Sponsor Email**
- **Supplier Categories Description**

Note: Supplier's contact needs to enter the Legacy User ID in the **Supplier Categories Description**. For example, **My previous user id was "s-futureltd."**

Individual Supplier's Contact Registration to Multiple Accounts
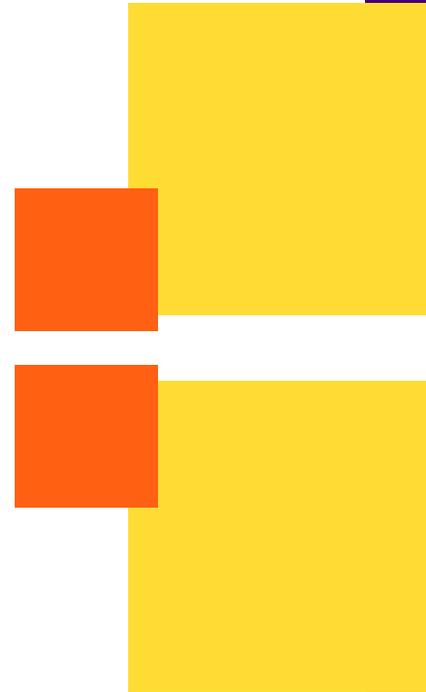
Pre-registration Alignment between GF Sponsor/SQE team and Supplier's Contact

The GF Sponsor/SQE team and the supplier's contact will align on the following matrix before proceeding with registration.

Supplier's Contact Name	Supplier's Contact Email ID	Supplier's Contact Company	GF Sponsor Mail ID	Account ID
Test Case	Testcase@future.com	Future Ltd	manu.kumar@globalfoundries.com	M13668-1
Test Case 1	Testcase1@future.com	Future Ltd	manu.kumar@globalfoundries.com	M13608-1
Test Case 2	Testcase2@future.com	Future Ltd	manu.kumar@globalfoundries.com	M13531-1
Test Case 3	Testcase3@future.com	Future Ltd	manu.kumar@globalfoundries.com	M13481-1

Supplier's Contact Registration using multiple User ID (1 of 4)

The supplier's contact will register themselves using actual email address for the first time.

Get started with your account

Please fill up your personal and company details. Our internal team will review the details and reach out to you.

Contact Details

First Name *
Test

Last Name *
Case

Email *
Testcase@future.com

Phone Number *
🇮🇳 +91 97542 168

Supplier Details

Supplier Name *
Future Ltd

GF Sponsor Email *
manu.kumar@globalfoundries.com

Supplier Categories Description *
Please tag me to this user id "M13668-1"

Enter the **Contact Details:**
- **First Name**
- **Last Name**
- **Email** and
- **Phone Number**

Note: Enter your actual email address when registering for the first time, as all communications will be sent to this email address.

Enter the **Supplier Details.**

Note:
1. Supplier's contact needs to enter the "M" ID or the supplier account name in the **Supplier Categories Description** associated with the supplier. For example, **Please tag me to this user id "M13668-1."**
2. Either SQE team or GF Sponsor will ensure the details of "M" ID or Supplier Account Name are filled in the description box by Supplier's Contact.

Supplier's Contact Registration using multiple User ID (2 of 4)

The supplier's contact will use information from the matrix while registering for the second supplier account.

Get started with your account

Please fill up your personal and company details. Our internal team will review the details and reach out to y...

Contact Details

First Name *
Test

Last Name *
Case 1

Email *
Testcase1@future.com

Phone Number *
🇮🇳 +91 97542 168

Supplier Details

Supplier Name *
Future Ltd

GF Sponsor Email *
manu.kumar@globalfoundries.com

Supplier Categories Description *
My previous user id was "M13608-1"

Enter the **Contact Details:**
- **First Name**
- **Last Name** (Add the number '1' to the end of your last name)
- **Email** (Add the number '1' to your email address, as shown) and
- **Phone Number**

Note: Ensure you add the number '1' to both your last name and email address.

Enter the **Supplier Details:**
- **Supplier Name**
- **GF Sponsor Email**
- **Supplier Categories Description**

Note: Supplier's contact needs to enter the "M" ID or supplier account name in the **Supplier Categories Description**. For example, **My previous user id "M13668-1."**

Supplier's Contact Registration using multiple User ID (3 of 4)

The supplier's contact will use information from the matrix while registering for the third supplier account.

Get started with your account

Please fill up your personal and company details. Our internal team will review the details and reach out to you

Contact Details

First Name *

Test

Last Name *

Case 2

Email *

Testcase2@future.com

Phone Number *

+91 97542 168

Enter the Contact Details:
- **First Name**
- **Last Name** (Add the number '2' to the end of your last name)
- **Email** (Add the number '2' to your email address, as shown) and
- **Phone Number**

Note: Ensure you add the number '2' to both your last name and email address.

Supplier Details

Supplier Name *

Future Ltd

GF Sponsor Email *

manu.kumar@globalfoundries.com

Supplier Categories Description *

Please tag me to this user id "M13531-1"

Enter the Supplier Details:
- **Supplier Name**
- **GF Sponsor Email**
- **Supplier Categories Description**

Note: Supplier's contact needs to enter the "M" ID or supplier account name in the **Supplier Categories Description**. For example, **Please tag me to this user id "M13531-1."**

Supplier's Contact Registration using multiple User ID (4 of 4)

The supplier's contact will use information from the matrix while registering for the fourth supplier account.

Contact Details

First Name *
Test

Last Name *
Case 3

Email *
Testcase3@future.com

Phone Number *
🇮🇳 +91 97542 168

Supplier Details

Supplier Name *
Future Ltd

GF Sponsor Email *
manu.kumar@globalfoundries.com

Supplier Categories Description *
My previous user id was "M13481-1"

Enter the **Contact Details:**
- **First Name**
- **Last Name** (Add the number '3' to the end of your last name)
- **Email** (Add the number '3' to your email address, as shown) and
- **Phone Number**

Note: Ensure you add the number '3' to both your last name and email address.

Enter the **Supplier Details:**
- **Supplier Name**
- **GF Sponsor Email**
- **Supplier Categories Description**

Note: Supplier's contact needs to enter the "M" ID or supplier account name in the **Supplier Categories Description** associated with the supplier. For example, **My previous user id was "M13481-1."**

Note:
1. The supplier's contact will receive 4 separate email (in Testcase@future.com only) for each Supplier Accounts with temporary User ID and password.
2. The supplier's contact must use the User ID associated with the respective Supplier Accounts for any transactions.

List of Blocked Email Domains
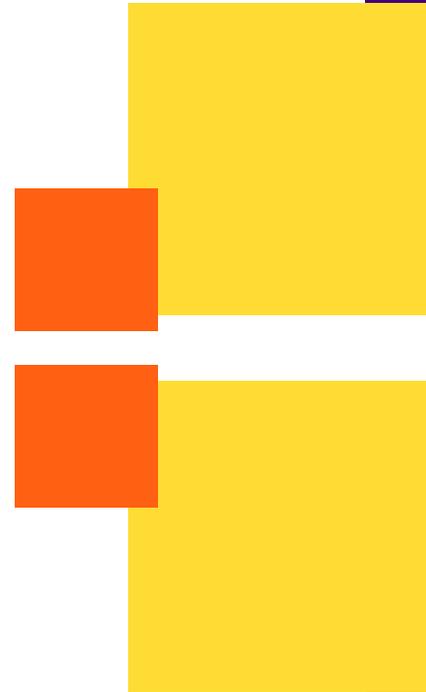
List of Blocked Email Domains

The supplier's contact should avoid using the blocked email domains listed below to ensure the registration process is successful.

Home > Registration

Get started with your account

Please fill up your personal and company details. Our internal team will revie

Contact Details

First Name *

Supplier's contact must avoid using any of the blocked email domains listed on the right during the registration process.

Email *

Blocked Email Domains		
aol	hushmail	runbox
ctemplar	mail	startmail
disroot	mailbox	tutanota
fastmail	mailfence	yahoo
gfoundries	neomailbox	yandex
gmail	outlook	zoho
gmx	posteo	
hotmail	protonmail	

Demonstration

Let's view the following demonstration:

[Supplier's Contact Registers on the Supplier Quality Portal](#)

Login to the Supplier Quality Portal

The Supplier's Contact uses the **Login** option after receiving the credentials to log into the portal.

Supplier's Contact Navigates the GF Supplier Quality Portal
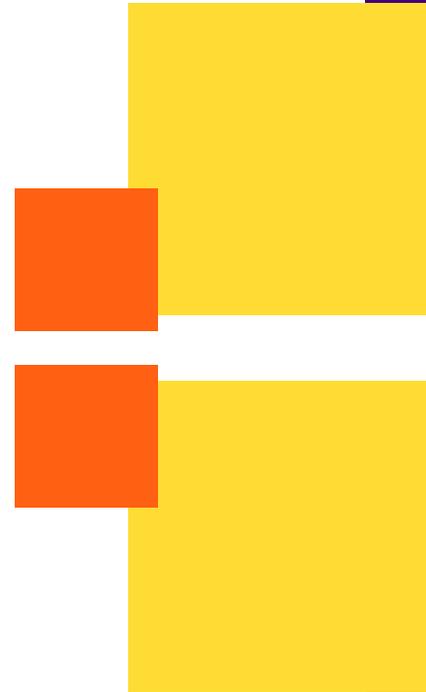
Supplier Quality Portal Dashboard – Home Page

The dashboard along with the supplier's contact name and various sections appears by default when supplier logs into the Portal.
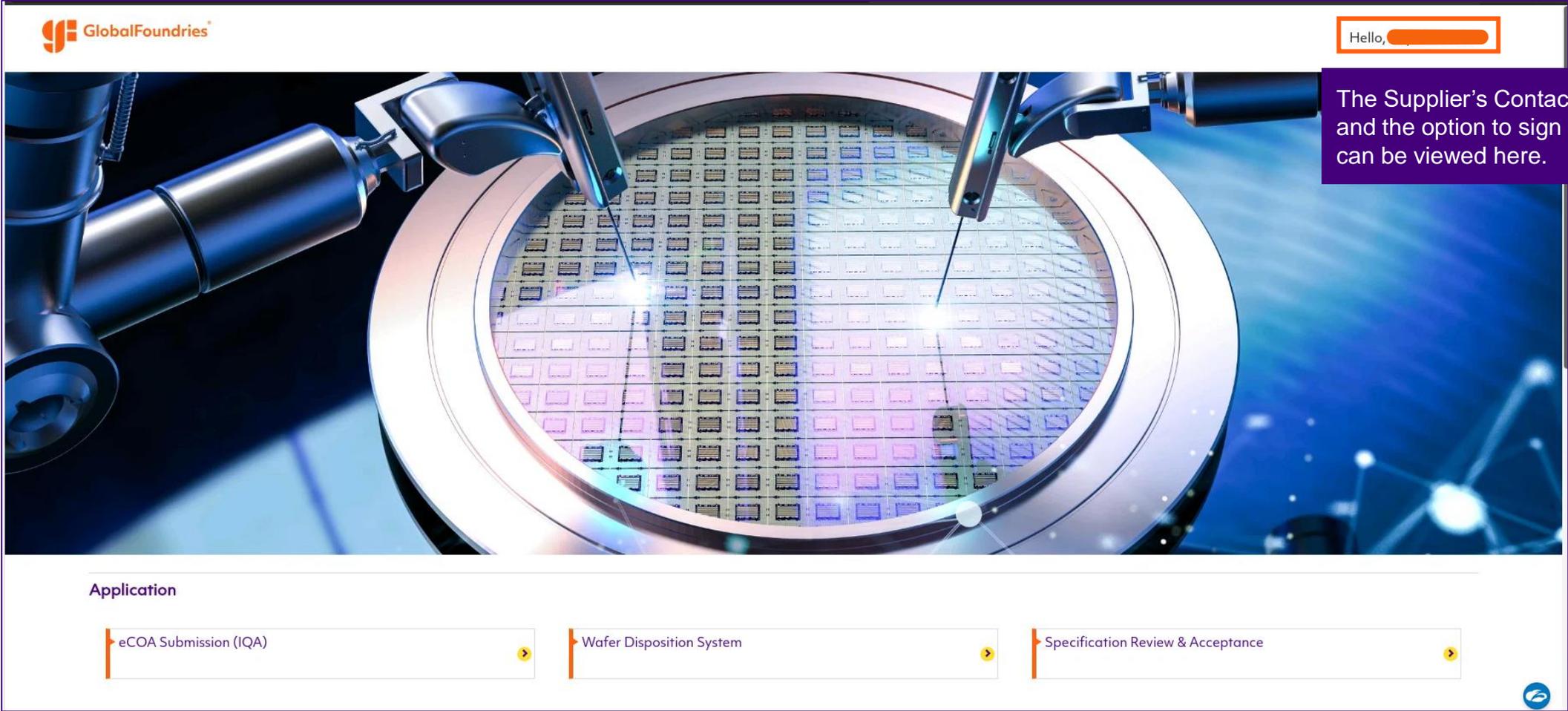
The Supplier's Contact name and the option to sign out can be viewed here.

Supplier Quality Portal Dashboard – Sections

Let's look at the various sections on the dashboard.

Application

eCOA Submission (IQA)	Wafer Disposition System	Specification Review & Acceptance
Incoming Material Incident	Material Selection & Qualification System	Turnkey Incident Report
Procedure Review & Acceptance	iChange	

This section contains various internal applications related to engineering and quality can be accessed by the supplier's contact.

Publication

EHS Policy	Specification & Procedure

This section contains document such as Published File.

User Guide

GlobalFoundryView2.0 Supplier Services	Specifications Review & Acceptance (PLM)	User Guide_GFV Enhancement - Procedure Review & Acceptance Process(For Supplier)
iChange Supplier User Guide Compact	Recommendation_List_Browser_1_2	SCAR_Training
Global-FoundryView Navigation (Suppliers)		

This section contains various user guides for supplier reference such as Spec Review and Acceptance, Procedure Review and Acceptance, etc.

Steps after Supplier's Contact Registration

Once the supplier's contact registration is done and the account is activated, the following steps are followed.

MSD 365

Searches specification document in MS Dynamics 365 Supplier Management App

MSD 365

Provisions the specification document to the supplier's contact and selects SSA as Yes.

Supplier Quality Portal

Views, reviews, accepts, and downloads the specification document. Submits the DAIF (Document Acceptance/Implementation Form) and subscribes.

MSD 365

Searches specification document in MS Dynamics 365 Supplier Management App

MSD 365

Provisions the specification document to the supplier's contact and selects SSA as No.

Supplier Quality Portal

Views the specification document. Downloads and subscribes to the Specification Document for future revision notifications

GF SQE / GSQME team

Supplier's Contact

Types of Specification Documents
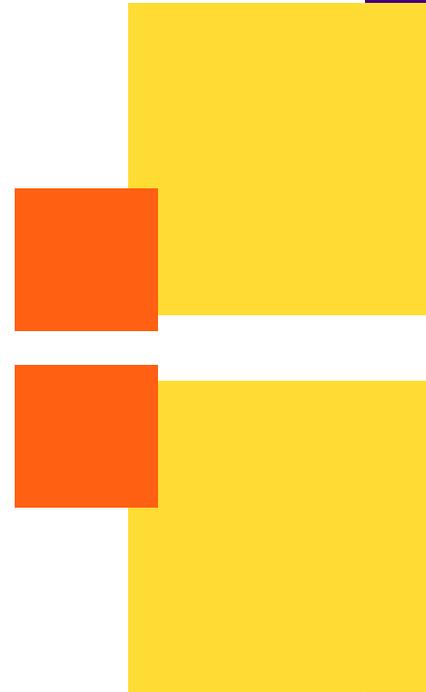
Types of Specification Documents available to a Supplier's Contact

A supplier's contact has access to the following two type of documents when a document is provisioned to them by GlobalFoundries.

Note: All the users of respective supplier's contact accounts can perform Spec Acceptance flow both in the PLM System (Specification Review and Acceptance) and on the Supplier Quality Portal (Procedure Review and Acceptance).

Material Specification Document

- It contains parameter specs for raw materials. Provisioning is done by a GF User through the PLM System.

- Supplier's Contact accepts the document through Specification Review and Acceptance.

- The document is accepted in the PLM System.

Global Procedure / General Specs Document

- It contains functional specs and procedures. Provisioning is done by a GF User through D365 Supplier Management App.

- Supplier's Contact accepts the document through Procedure Review and Acceptance.

- The document is accepted in the Supplier Quality Portal.

Common Tasks in Supplier Quality Portal
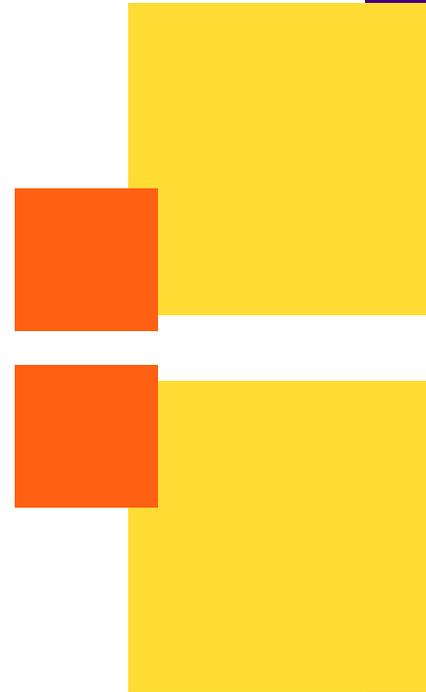
Supplier Quality Portal – Common Tasks

Once a supplier's contact is registered and logged into the supplier quality portal, the supplier's contact can perform the following activities:

1. Review and accept Specification Document

2. View workflow status of Specification Document

3. Accept Specification Document

4. Modify Specification Document details if rejected

5. Download Specification Document

6. Download documents attached to the user guide

7. Access GF IQA Applications

8. Access IQA Applications Training Materials

Accessing GF SQM Applications

The supplier's contact will be routed to respective GF Supplier SQM Application platforms.

Application

eCOA Submission (IQA) **1**	Wafer Disposition System **2**	Specification Review & Acceptance **3**
Incoming Material Incident **4**	Material Selection & Qualification System **5**	Turnkey Incident Report
Procedure Review & Acceptance **6**	iChange **7**	

1. To Upload eCOA and Shipment details

2. To access Wafer Disposition System

3. To perform Spec Acceptance flow on Material Specification and Reticle Grade Tables

4. To access SCAR/8D system

5. To access Material Qualification MatQual Platform for MERF

6. To access Provisioned General Procedures and perform Procedure Acceptance flow

7. To access iChange for PCN submission

Review and Accept Material Specification Document

The supplier's contact will review and accept the Material Specification document through **Specification Review & Acceptance** under **Application** section of the dashboard.

Application

eCOA Submission (IQA)	Wafer Disposition System	Specification Review & Acceptance
Incoming Material Incident	Material Selection & Qualification System	Turnkey Incident Report
Procedure Review & Acceptance	iChange	

Note: For Material Specification Documents, the supplier's contact will be redirected to the PLM System for Acceptance flow.

Email Notification sent to Supplier's Contact regarding Provisioned Document

When the document is provisioned to the supplier's contact by GlobalFoundries, they receive an email notification with information about the document and the task they need to perform.

From: CRM Service (no reply) <gfd365svcprod@globalfoundries.com>
Sent: Friday, January 10, 2025 11:51 AM
To:
Subject: GLOBALFOUNDRIES: QX-120, 23 has been routed for supplier's acceptance

Dear Supplier,

QX-120, 23 is now available in Global-FoundryView system and pending for your immediate attention to complete the Acceptance task.

Kindly proceed to log-in to Global-FoundryView system to complete the Acceptance task

To complete the Acceptance task, please download the DAIF form (Document QX-114) in Global-FoundryView system and upload the sign-off form as attachment into the system.
This task has to be completed per requirements defined in QX-114.

Globalfoundries reserves the right to auto-accept and close the acceptance task in the event should supplier did not timely respond to the system as required in QX-114.
For further enquiry, kindly approach your GLOBALFOUNDRIES contacts.

Thank You.
Ref: SSA # 001829

↩ Reply   ↩ Reply all   → Forward

Supplier's contact receives an email regarding the provisioned document **QX-120**.

Review and Accept General Specification Document

The supplier's contact will review and accept the specification document if Supplier Spec Acceptance is selected as Yes, by GlobalFoundries team while provisioning. Let's look at the process for acceptance of general specification document by using the **Procedure Review & Acceptance** option under the Application section of the dashboard.

Application

eCOA Submission (IQA) ›	Wafer Disposition System ›	Specification Review & Acceptance ›
Incoming Material Incident ›	Material Selection & Qualification System ›	Turnkey Incident Report ›
Procedure Review & Acceptance ›	iChange ›	

Demonstration

Let's view the following demonstration:

[Supplier's Contact Reviews and Accepts General Specification Document](#)

View Workflow Status of SSA

Next, the supplier's contact can view the details of a specification document by clicking the status links such as **Pending Acceptance**, **Closed** and so on, under the **Workflow Status** column.

Home > Procedure Review & Acceptance

Procedure Review & Acceptance

Document Number	Revision	User Acceptance	Accepted By	Workflow Status	
DE-09890	1			Pending Acceptance	
DE-09890	1			Closed	
DE-09890	1			Closed	Jun 20, 2024
DE-087789	1	Accepted with Exception	Manoj Kumar Patel	Closed	
DE-87689	1	Accepted	Manoj Kumar Patel	Pending SQE Review	
DE-087789	1			Closed	May 24, 2024
DE-087789	1			Closed	May 24, 2024
DE-087789	1			Closed	May 24, 2024
DE-87689	1			Closed	May 23, 2024
DE-87689	1			Closed	May 23, 2024

The supplier's contact can view the status and perform actions by clicking the hyperlink under **Workflow Status**.

The supplier's contact can view the status but cannot perform actions.

The supplier's contact can view the workflow status of SSA as pending acceptance, closed, pending SQE review, and inactive. The files associated to the SSA can be downloaded by clicking the document number directly. This is visible when the GF Team has provisioned the specification document with SSA as Yes.

Accept Specification Document

Next, the supplier's contact will review the document details and accept it.

Procedure Review & Acceptance Details

Document Number	DE-09890
Document Title	Installer (45SP3)
Workflow Status	Pending Acceptance
Revision	1
Specification Link	DE-09890
Exception Notes	*Required when Accept with Exception

The supplier's contact is required to provide a reason when accepting with an exception.

Please click the link to download QX-114.

The supplier's contact can download the Document Acceptance/Implementation Form template from the QX-114 hyperlink.

| Upload Files: | Choose File | new 4.txt |

File	Title	Last Modified Date	Delete File
ad	External	Jun 26, 2024	
ad	new 4.txt	Jun 26, 2024	🗑

The supplier's contact is required to upload Document Acceptance / Implementation Form using the Choose File hyperlink.

Accept   Accept with Exception

The supplier's contact can accept the specification document through two ways – **Accept** or **Accept with Exception**. The supplier's contact also needs to update DAIF to validate the SSA before accepting SSA.

Modify Specification Document Details if Rejected

Once the specification document is approved by GF, the supplier's contact can download the document. If the SSA is rejected, the supplier's contact needs to modify the details of the document and accept with exception.

Document Number	DE-09890
Document Title	Installer (45SP3)
Workflow Status	Resubmission Required **1**
Revision	1
Specification Link	DE-09890
Rejected comments	please add valid comments **2**
Exception Notes	Please See the attached documents.

Please click the link to download QX-114.

Upload Files:

Choose File | new 4 - Copy.txt

Download File	Title	Last Modified Date	Delete File
Download	External	Jun 26, 2024	
Download	new 4.txt	Jun 26, 2024	🗑
Download	new 4 - Copy.txt	Jun 26, 2024	🗑

Accept | Accept with Exception

1. The status of the SSA will change to **Resubmission Required** after rejection.
2. Based on the rejected comments, the user will perform the required actions.

Demonstration

Let's view the following demonstration:

[Supplier's Contact Makes Resubmission When Spec Acceptance is Rejected](#)

Download Specification Document (1 of 2)

A supplier's contact can view and download a specification document in two ways. The first method is as shown below.
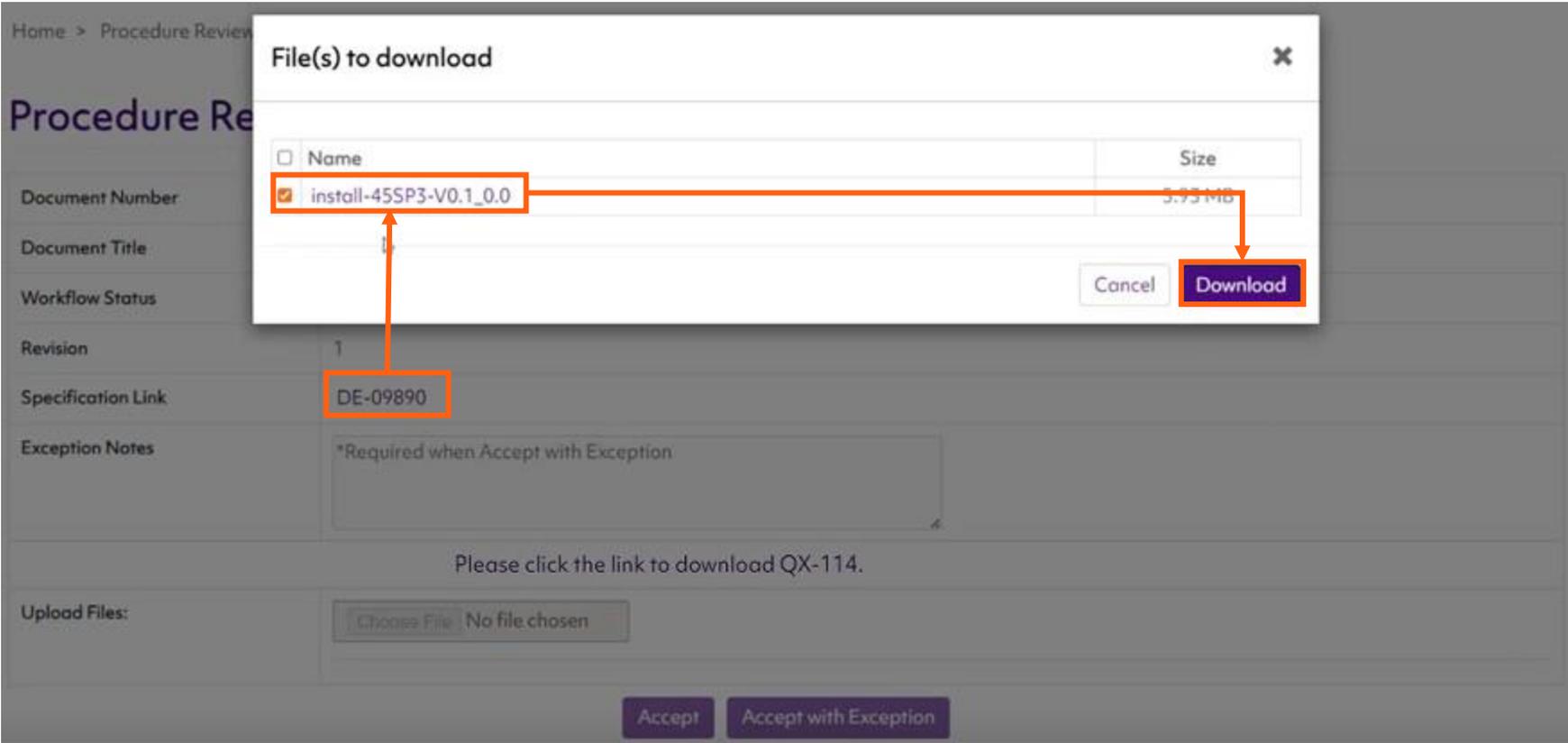
The supplier's contact can download a SSA Required Specification Document by clicking on the document link after opening the workflow status or by clicking the **Document Number** in **Procedure Review and Acceptance** under the **Application** section. In case, there are multiple files, you can download them as a zipped file by selecting multiple files.

Download Specification Document (2 of 2)

A supplier's contact can view and download a specification document in two ways. The second method is as shown below.
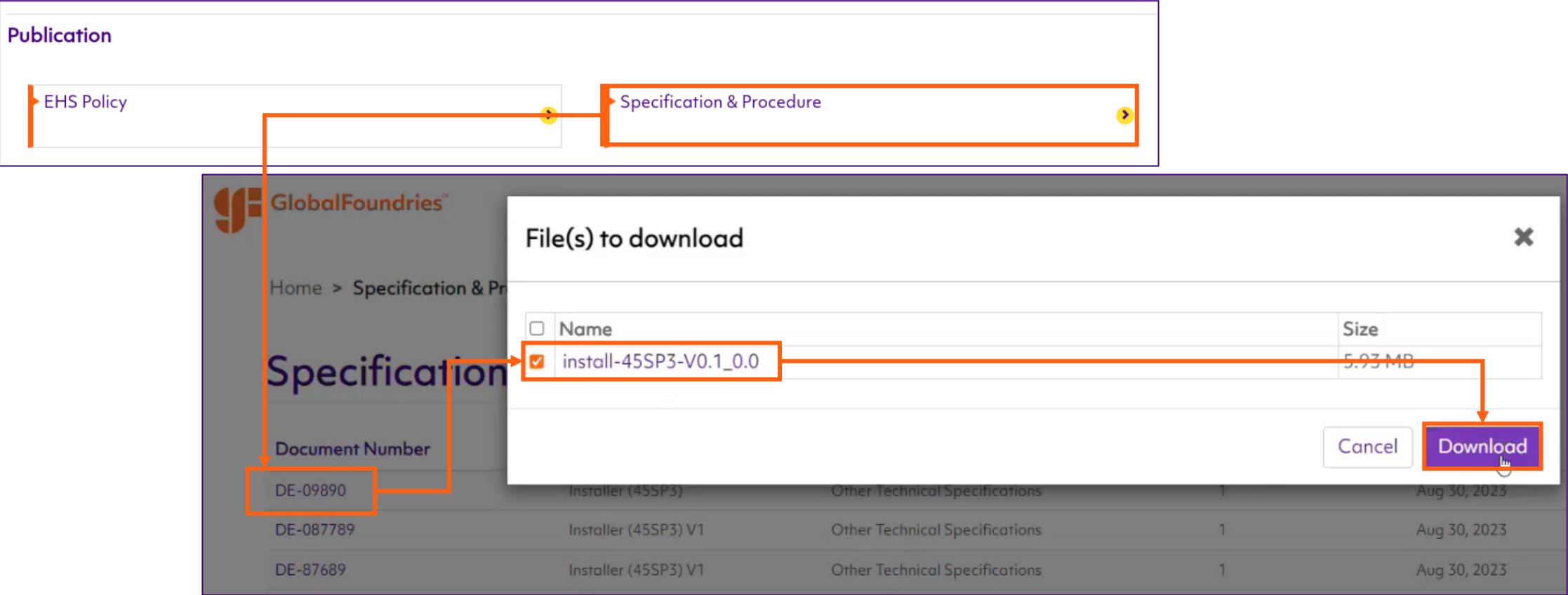
The supplier's contact can download a specification document by clicking on the document or the download button in **Specification & Procedure** under the **Publication** section.

Demonstration

Let's view the following demonstration:

[Supplier's Contact Accesses the Documents on Supplier Quality Portal](#)

Download Documents Attached to the User Guide

The supplier's contact can download the documents attached to the supplier services by clicking the respective user guide name or by clicking the download button. The user guide must be configured by CRM to download the documents.
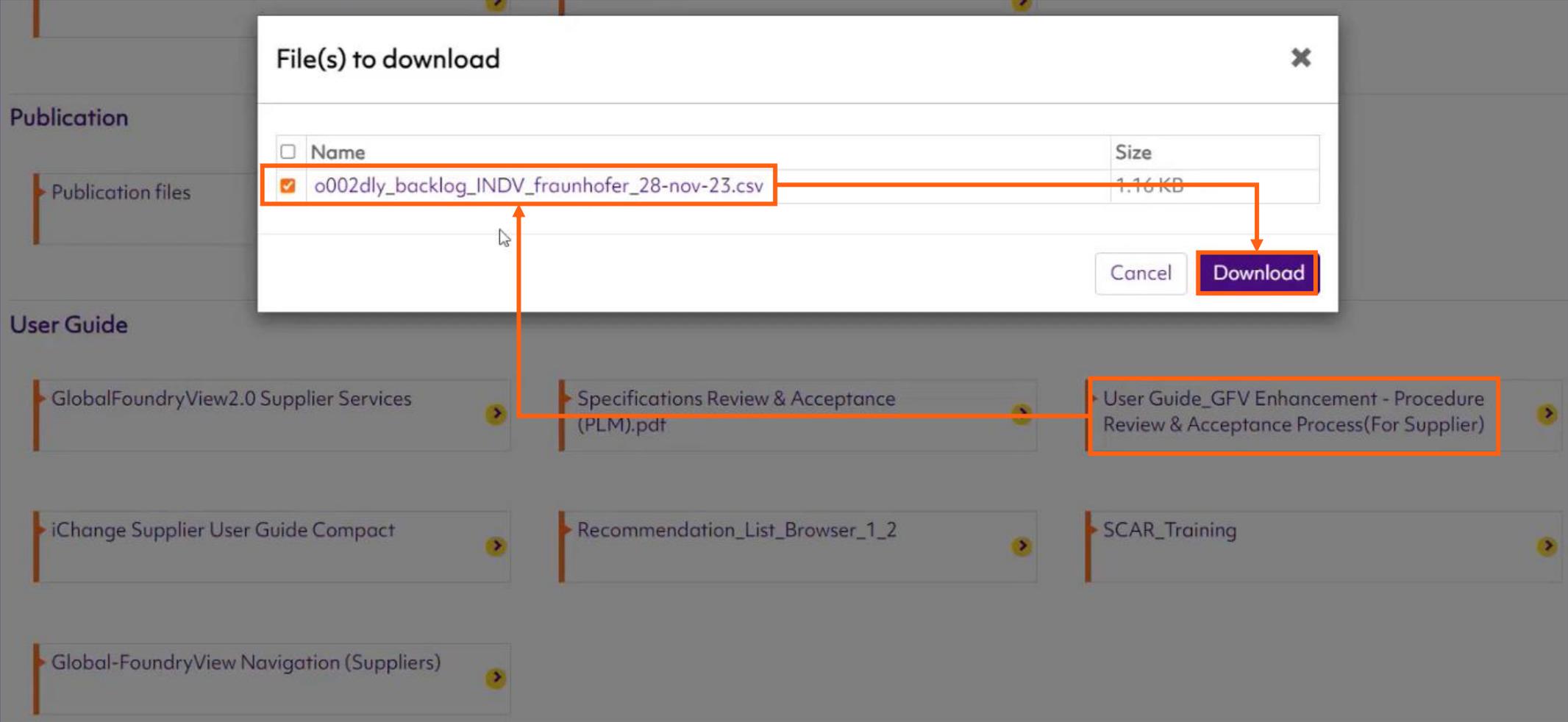
Resolving Download Issues in Microsoft Edge Browser

A supplier's contact can face issues while downloading **Procedure Review & Acceptance** document(s) and **Specification Review & Acceptance** document(s) or any other reports from Supplier Quality Portal. **They need to make the following changes in their Downloads settings in Microsoft Edge**. Alternatively, supplier's contact can download the entire folder of the Specification Document instead of downloading individual file(s).

This is the error message displayed while downloading individual file(s) through Microsoft Edge browser.

Settings `1`

Q Search settings

- Profiles
- Privacy, search, and services
- Appearance
- Sidebar
- Start, home, and new tabs
- Share, copy and paste
- Cookies and site permissions
- Default browser
- ↓ Downloads `2`
- Family safety
- Languages
- Printers

Downloads

Location
C:\Users\ved.malviy\Downloads   Change

Ask me what to do with each download
Always ask me if I want to save a file or open it without saving

Open Office files in the browser `3`
If this setting is on, Office files (presentations, spreadsheets, documents) will open automatically in Microsoft Edge instead of downloading to your device

Show downloads menu when a download starts
Turning off this setting can make it harder to know when a file starts downloading

1. Open **Settings** in Microsoft Edge.
2. Select **Downloads** from the left navigation pane.
3. Toggle off the **Open Office files in the browser** option.

Note: The recommended browser to access the Supplier Quality Portal is **Microsoft Edge** or **Google Chrome**. Download issues can be related to file formats such as .xls, .xlsx, .doc, etc.

Course Summary

You have reached the end of this course. In this course, you learned to:

- Provide an overview of Supplier Quality Portal

- Navigate the Supplier Quality Portal as a supplier's contact

Thank You!