iChange Supplier User Guide

Rev_03, 31-Aug-2020

GLOBALFOUNDRIES®

iCHANGE Supplier User Guide

Introduction

- iChange is a customized web application for GLOBALFOUNDRIES
- The purpose of this system is to control approval for any supplier change request in qualified material
- iChange has an automated email triggering and escalation to GLOBALFOUNDRIES employees and suppliers

Purpose

- This training material is a condensed step by step guideline for Supplier to work with the iCHANGE application filing a PCN (Process Change Notification)
- For details please refer to the iChange Supplier User Guide

iCHANGE Internal User Guide

Why do we need a new application?

- Current application is no longer supported by Google
- New application is officially supported by GF IT
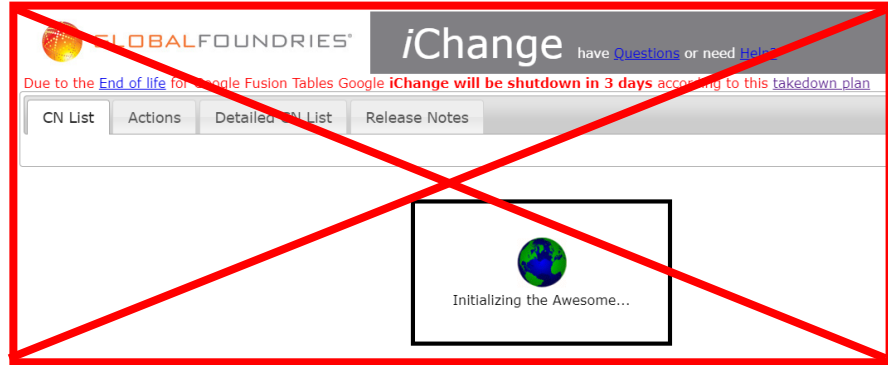
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- **Important:**
  Supported Web Browser: Microsoft Internet Explorer, Google Chrome
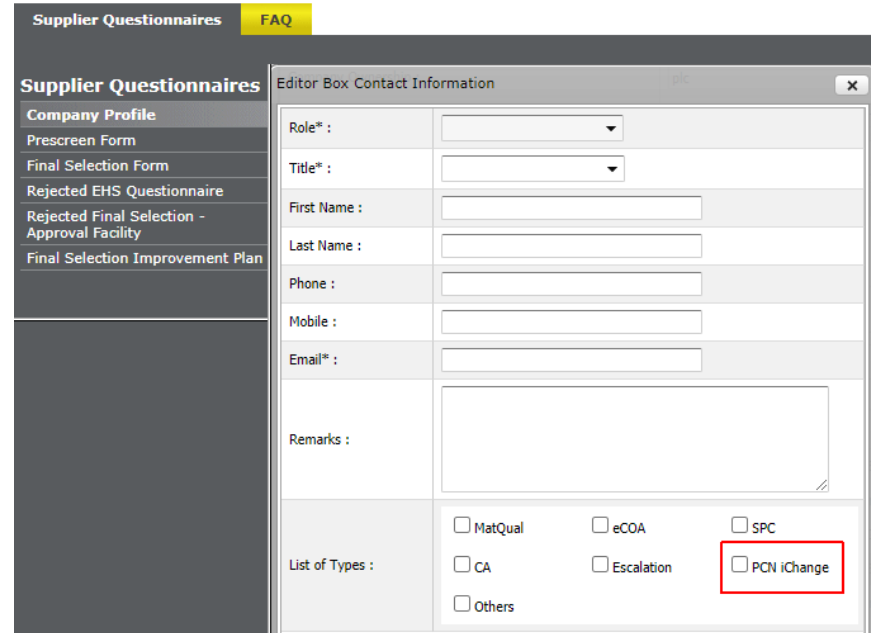 **Not supported Web Browser: Microsoft Edge, Firefox, Safari, etc.**

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- **MatQual setting to define user for PCN iCHANGE**

- **GF Foundryview -> Supplier Service -> Application -> MatQual -> Company Profile**

- PCN Notification Section is retrieved automatically based on supplier name and manufacturing site in MatQual

  Note: If no "PCN iChange" exist, it will use eCOA for supplier email.

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- Web Login
https://www.global-foundryview.com//iGate/plugin?plugin_name=ssoIChangeLogin

- Start the iCHANGE application

- Supplier Main Menu

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Approval Flow in iCHANGE v1 and iCHANGE v2 is identical

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- Create New PCN (**Step 1**)
- Select the **Supplier Name** (**Step 2**)
- Select **Manufacturing Site** (**Step 3**)
  Use „Add All Material" if needed
- Select **Material Description** (**Step 4**)
  Use "Add All Part ID" if needed
- Select **Part ID** (**Step 5**)
  Use "Add All Fab" if needed
- Click on the "Add" button (**Step 6**)
  The newly inserted PCN Scope
  will be displayed in the table
  (**Step 9**) just below the "Add" button
- If changes are necessary click on the "Update" button (**Step 7**)
- To remove a PCN Scope, tick checkbox on header (**Step 10**) for remove all or multiple tick checkbox under the checkbox column for multiple entries to be removed on the PCN Scope Data table (**Step 9**) and click on the "Remove" button (**Step 8**).

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- PCN Details Data (**Step 11**)

Complete the fields

- **Brief Description**,
- **Reason for Change**,
- **Description of CURRENT process,**
- **Description of TO BE process,**
- **Change category based on GF-QX-060,**
- **Desired Implementation Date**,
- **Forced Change** and
- **Are there changes to any labels**

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- Select the attachment(s) (**Step 12**)
- Click on the "Add File" button (**Step 13**), the newly inserted file attachment will be displayed in the table (**Step 15**).
- To remove a file attachment, click on the Attachment Data in the table (**Step 15**) and click on the "Remove File" button (**Step 14**).
- The **Contact List** in Notification Section (**Step 16**) is retrieved automatically based on supplier name and manufacturing site in PCN Scope Section
- An additional Email Address can be input it in the textbox (**Step 17**)
- Click on the "Add Email" button (**Step 18**), the newly inserted Additional Email Address will be displayed in the table (**Step 20**)
- To remove the Additional Email Address, click on the Email Address Data in the table (**Step 20**) and click the "Remove Email" button (**Step 19**).
- Click on the "Submit" button (**Step 21**) to submit the PCN Creation Form.
- The system will trigger an email notification to the supplier and to GLOBALFOUNDRIES SQE

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- **Update Rejected PCN**
  The supplier can make corrections at this section and submit to back to SQE Review

- The PCN Pending Supplier List Report will be displayed.
  Supplier can see the reason for rejection in Remarks (**Step 3**).
- Under the PCN ID column, click on the desired PCN to make corrections as requested by SQM
- Make the changes in the
  Update Rejected PCN Form
  and submit the form by pushing
  the "Submit" button

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- **Update an Existing PCN**
  The supplier can update an existing PCN by uploading more files as attachments

- Click on the desired PCN to make updates.
- To include a file attachment, click on the "Choose File" button (**Step 3**)
- Click on the "Add File" button (**Step 4**)
- To remove a file attachment, click on the Attachment Data in the table (**Step 5**) and click on the "Remove File" button (**Step 6**).
- Click on the "Submit" button (**Step 7**) to submit the Update. An Email will be triggered.

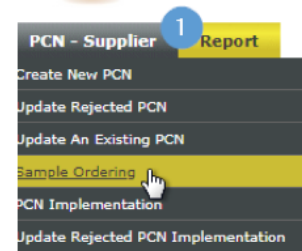# iCHANGE Supplier User Guide

- **Sample Request (if applicable)**
  This form is used by supplier to complete a requested Sample Ordering/Request

- Please align with GF Procurement on details before sample shipment

- Click on the PCN Scope Data in the table (**Step 2**), and complete the fields Estimated Date Delivery **4**, and Sample Lot ID **5**

- File attachment / management (**Step 7, 8 and 9**)

- After completion of Sample Ordering section click on the "Update Detail" button (**Step 11**) to update each PCN Scope Section.
  Estimated Date Delivery (**Step 4**), Sample Lot ID (**Step 5**)

will be updated. Click on the "Submit" button (**Step 13**) to submit the Update. An Email will be triggered.

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- **PCN Implementation**
  This form is used by supplier to do the PCN Implementation

- Click on the desired PCN
  to do the PCN Implementation
- Click on the PCN Scope Data in the table
  (**Step 2**), then complete the fields in the
  PCN Scope Section.
- Click on the "Add Detail" button (**Step 3**)
- The newly inserted PCN Implementation
  Details will be displayed in the table (**Step 4**)
- To update a PCN Implementation,
  click on the PCN Implementation Data
  in the table (**Step 4**).
- Make the necessary changes and click on
  the "Update Detail" button (**Step 5**).
- Click on the "Save" button (**Step 7**) and then on the "Submit" button (**Step 8**) to submit the Update.
  An Email will be triggered.

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- **Update Rejected PCN Implementation**
  The supplier can make corrections at this section and submit back to SQM Review Implementation Internal Review

- Supplier can see the reason for the rejection in Remarks (**Step 2**)
- Under the PCN ID column,
  click on the desired PCN to make the corrections
- Click on the "Save" button (**Step 3**) and then on the "Submit" button (**Step 4**) to submit the Update.
  An Email will be triggered.

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- **PCN Supplier Report**
  This report shows the PCN status for the supplier. PCN Details are shown.

- Click on the desired PCN
  to view PCN Details

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- For details please refer to the detailed iChange Supplier User Guide

- **Please contact your local GLOBALFOUNDRIES SQM contact person in case of questions!**

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- Revision History

Revision	Date	Change/Section	Name
Rev_01	07-Nov-2019	Initial Revision	G. Koerner
Rev_02	28-Nov-2019	Included internal user feedback	G. Koerner
Rev_03	31-Aug-2020	PCN section (page 5)	G. Koerner