



# iChange Supplier User Guide

Rev\_03, 31-Aug-2020



# 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

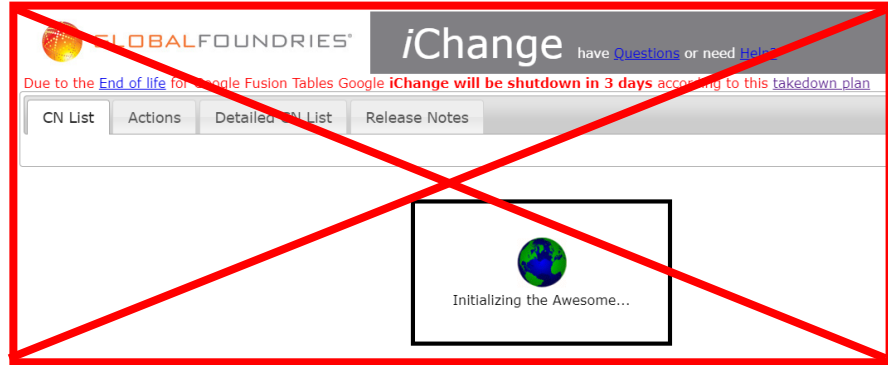
## Purpose

- 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



# iCHANGE Supplier User Guide

- **Important:**

**Supported Web Browser: Microsoft Internet Explorer, Google Chrome**

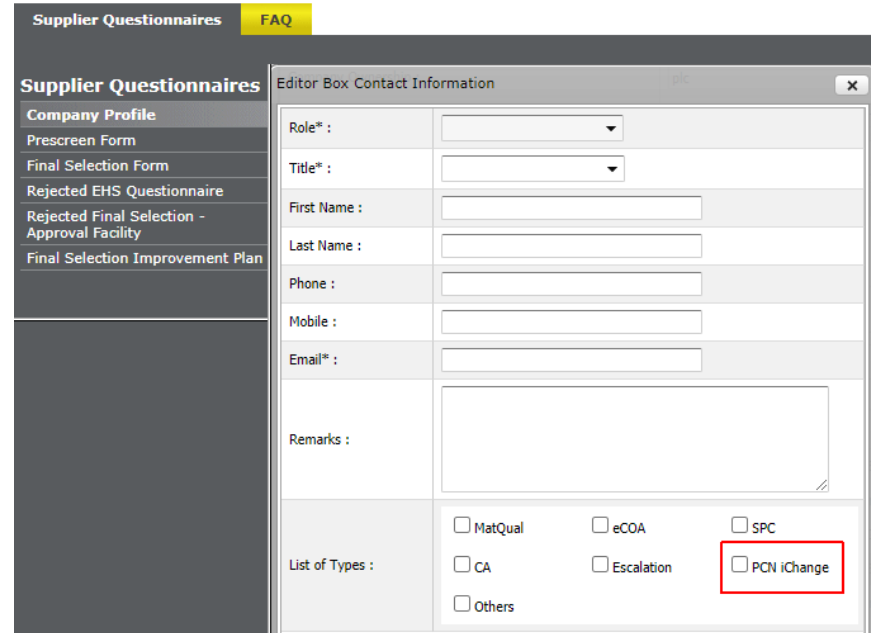
**Not supported Web Browser: Microsoft Edge, Firefox, Safari, etc.**



# iCHANGE Supplier User Guide

- **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.**



The screenshot displays the 'Supplier Questionnaires' application interface. On the left, a sidebar menu lists various questionnaire types, with 'Company Profile' currently selected. The main area shows the 'Editor Box Contact Information' form, which includes fields for Role, Title, First Name, Last Name, Phone, Mobile, and Email. Below these fields is a 'Remarks' section. At the bottom, a 'List of Types' section contains several checkboxes: MatQual, CA, Others, eCOA, Escalation, SPC, and PCN iChange. The 'PCN iChange' checkbox is highlighted with a red rectangle.

| Supplier Questionnaires                      |  |
|--|--|
| FAQ  |  |
| Supplier Questionnaires                      |  |
| Company Profile                              |  |
| Prescreen Form                               |  |
| Final Selection Form                         |  |
| Rejected EHS Questionnaire                   |  |
| Rejected Final Selection - Approval Facility |  |
| Final Selection Improvement Plan             |  |

| Editor Box Contact Information |  |
|--------------------------------|--|
| Role*                          | <input type="text"/>   |
| Title*                         | <input type="text"/>   |
| First Name :                   | <input type="text"/>   |
| Last Name :                    | <input type="text"/>   |
| Phone :                        | <input type="text"/>   |
| Mobile :                       | <input type="text"/>   |
| Email*                         | <input type="text"/>   |
| Remarks :                      | <input type="text"/>   |
| List of Types :                | <input type="checkbox"/> MatQual <input type="checkbox"/> eCOA <input type="checkbox"/> SPC <input type="checkbox"/> CA <input type="checkbox"/> Escalation <input type="checkbox"/> PCN iChange <input type="checkbox"/> Others |

# iCHANGE Supplier User Guide

- Web Login  
[https://www.global-foundryview.com/iGate/plugin?plugin\\_name=ssolChangeLogin](https://www.global-foundryview.com/iGate/plugin?plugin_name=ssolChangeLogin)
- Start the iCHANGE application
- Supplier Main Menu

The image shows two screenshots from the Global-FoundryView portal. The top screenshot is the login page, which includes a header with the logo and a navigation bar. Below the header, there is a 'Welcome to Global-FoundryView !' message and a brief description of the portal. The main content area features a login form with fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Forgot password?' and 'Login Help Guide'. There is also a checkbox for 'Remember User Name'. To the right of the login form, there is an 'Important Announcement' section titled 'New Feature Release' with a message to iSupplier Users. Below the announcement, it says 'Recommended Browsers are Google Chrome and Mozilla Firefox.' The bottom screenshot shows the 'Supplier Main Menu' with a 'PCN - Supplier' tab and a 'Report' tab. The menu items are: 'Create New PCN', 'Update Rejected PCN', 'Update An Existing PCN', 'Sample Ordering', 'PCN Implementation', and 'Update Rejected PCN Implementation'.

Global-FoundryView  
powered by GLOBALFOUNDRIES

Welcome to Global-FoundryView !

Global-FoundryView is GLOBALFOUNDRIES' online portal to access Design, Engineering, Quality, Production and Logistical related applications and information.

Login to Global-FoundryView

User Name

Password

Sign In Forgot password?

Login Help Guide

☐ Remember User Name

Click here to access  
GLOBALFOUNDRIES Chatter Groups

Important Announcement

New Feature Release

To all our iSupplier Users,

Welcome to Global Foundries!

We are introducing single Global Foundry View user experience for all our iSupplier partners starting From July 27, 2019. In case of any assistance needed, please refer to our Manual Guide present on [www.globalfoundries.com/portal-login](http://www.globalfoundries.com/portal-login) page.

Recommended Browsers are Google Chrome and Mozilla Firefox.

PCN - Supplier Report

Create New PCN

Update Rejected PCN

Update An Existing PCN

Sample Ordering

PCN Implementation

Update Rejected PCN Implementation

# iCHANGE Internal User Guide

**Approval Flow in iCHANGE v1 and iCHANGE v2 is identical**



# iCHANGE Supplier User Guide

- 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](#)).

PCN - Supplier » Create New PCN

Log out 5-3m

PCN Creation Form

PCN Scope Section

Supplier Name [dropdown] Add All Material

Manufacturing Site [dropdown] Add All Part ID

Material Description CMP\_TEST1 Add All Fab

Part ID TEST\_CMP1

Fabs FAB3

Add Update Remove

| Commodity                           | Supplier Name | Manufacturing Site | Material Description | Part ID   | Fabs |
|-------------------------------------|---------------|--------------------|----------------------|-----------|------|
| <input type="checkbox"/>            | CMP_CHEMICAL  | [redacted]         | CMP_TEST1            | TEST_CMP1 | FAB2 |
| <input checked="" type="checkbox"/> | CMP_CHEMICAL  | [redacted]         | CMP_TEST1            | TEST_CMP1 | FAB3 |



# iCHANGE Supplier User Guide

- 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**

| PCN - Supplier                     | Report |
|------------------------------------|--------|
| Create New PCN                     |        |
| Update Rejected PCN                |        |
| Update An Existing PCN             |        |
| Sample Ordering                    |        |
| PCN Implementation                 |        |
| Update Rejected PCN Implementation |        |

PCN Details Section **11**

|                                    |                           |
|------------------------------------|---------------------------|
| Brief Description (title)          | test                      |
| Reason for Change                  | test                      |
| Description of CURRENT process     | test                      |
| Description of TO BE process       | test                      |
| Change category based on GF QX-060 | Major = PCRB/MEC required |
| Desired Implementation Date        | 2020-09-25                |
| Forced Change                      | Yes                       |
| Are there changes to any labels?   | Yes                       |

# iCHANGE Supplier User Guide

| PCN - Supplier                     | Report |
|------------------------------------|--------|
| Create New PCN                     |        |
| Update Rejected PCN                |        |
| Update An Existing PCN             |        |
| Sample Ordering                    |        |
| PCN Implementation                 |        |
| Update Rejected PCN Implementation |        |

- 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

The screenshot displays the 'Attachment Section' and 'Notification Section' of the iCHANGE PCN Creation Form. Numbered callouts indicate the following steps:

- 12**: 'Choose File' button in the Attachment Section.
- 13**: 'Add File' button in the Attachment Section.
- 14**: 'Remove File' button in the Attachment Section.
- 15**: Table header for Attachment Data (Filename, Comments, Uploaded Time).
- 16**: 'Contact List' table header (Role, Name, Type, Email Address).
- 17**: 'Additional Email Address' input field.
- 18**: 'Add Email' button in the Notification Section.
- 19**: 'Remove Email' button in the Notification Section.
- 20**: 'Email Address' input field in the Notification Section.
- 21**: 'Submit' button at the bottom of the form.

**Attachment Section Details:**

- Based on the type of change you have selected the following files must be attached:
  - ✓ Risk assessment report based on QX-060 guidelines.
  - ✗ Comparison of new & old labels
- File input field with 'Choose File' button.
- Comments text area.
- Buttons: 'Add File' (13), 'Remove File' (14).
- Table (15):

| Filename  | Comments | Uploaded Time |
|-----------|----------|---------------|
| data1.txt | test1    |               |

**Notification Section Details:**

- Contact List** table (16):

| Role        | Name | Type | Email Address |
|-------------|------|------|---------------|
| Local Agent |      | eCOA | .com          |
- Additional Email Address input field (17).
- Buttons: 'Add Email' (18), 'Remove Email' (19).
- Email Address input field (20) containing 'test@test.com'.
- 'Submit' button (21).

# iCHANGE Supplier User Guide

| PCN - Supplier                     | Report |
|------------------------------------|--------|
| Create New PCN                     |        |
| Update Rejected PCN                |        |
| Update An Existing PCN             |        |
| Sample Ordering                    |        |
| PCN Implementation                 |        |
| Update Rejected PCN Implementation |        |

- **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

| 1                                  |      | PCN - Supplier » Update Rejected PCN |                 |                       |           |
|------------------------------------|------|--------------------------------------|-----------------|-----------------------|-----------|
| PCN - Supplier                     |      | Report                               |                 |                       |           |
| Create New PCN                     |      |                                      |                 |                       |           |
| Update Rejected PCN                |      | 2                                    |                 |                       |           |
| Update An Existing PCN             |      |                                      |                 |                       |           |
| Sample Ordering                    |      |                                      |                 |                       |           |
| PCN Implementation                 |      |                                      |                 |                       |           |
| Update Rejected PCN Implementation |      |                                      |                 |                       |           |
|                                    |      | Type                                 | Fab             | Status                | Remarks 3 |
| CN-2019-000072-SGP                 | est  | Major = PCRB/MEC required            | FAB2,FAB3       | Supplier Rejected PCN | test      |
| CN-2019-000059                     | est  | Major = PCRB/MEC required            | FAB10,FAB2,FAB3 | Supplier Rejected PCN | test      |
| CN-2019-000026-SGP                 | est2 | Minor = no PCRB/MEC                  | FAB3            | Supplier Rejected PCN | test      |

# iCHANGE Supplier User Guide

- **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.

|                                    |        |
|------------------------------------|--------|
| PCN - Supplier                     | Report |
| Create New PCN                     |        |
| Update Rejected PCN                |        |
| Update An Existing PCN             |        |
| Sample Ordering                    |        |
| PCN Implementation                 |        |
| Update Rejected PCN Implementation |        |

PCN - Supplier » Update An Existing PCN

1 **PCN - Supplier** Report

Create New PCN

Update Rejected PCN

2 Update An Existing PCN

Sample Ordering

PCN Implementation

Update Rejected PCN Implementation

page 1 of 1

| Title | Type                      | Fab       |              |
|-------|---------------------------|-----------|--------------|
| test1 | Major = PCRB/MEC required | FAB2,FAB3 | Implementati |

Update An Existing PCN Form

Attachments

Change Notification ID CN-2019-000072-SGP

Previously submitted attachments will be retained in the permanent record. There is no need to re-submit files to which there are no changes.

File  Choose File 3

Comments

4 Add File Remove File 6

| Filename  | Comments | Uploaded Time    |
|-----------|----------|------------------|
| data1.txt | test1 5  | 2019-09-24 20:51 |

Submit 7

# iCHANGE Supplier User Guide

- **Sample Request (if applicable)**

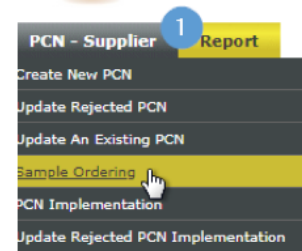
This form is used by supplier to complete a requested Sample Ordering/Request

- **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.

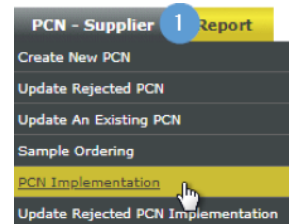
A screenshot of the 'Sample Ordering' form. The form title is 'Sample Ordering, PCN ID: CN-2019-000071-SGP'. The form is divided into several sections. The top section is a table with columns: 'Commodity', 'Supplier Name', 'Manufacturing Site', 'Material Description', 'Part ID', 'Fabs', 'Sample Mandatory', 'Estimated Date Delivery', and 'Sample Lot ID'. Below this is the 'Sample Ordering Detail' section with a note: '\*Please select each of mandatory item above and provide the sample ordering detail'. This section contains fields for 'Commodity', 'Supplier Name', 'Manufacturing Site', 'Material Description', 'Part ID', 'Fabs', 'Estimated Date Delivery' (with a calendar icon), and 'Sample Lot ID'. The 'Attachments' section below contains a 'Change Notification ID' field, a message about previously submitted attachments, a 'File' field with a 'Choose File' button, and a 'Comments' field. At the bottom, there is a table with columns 'Filename', 'Comments', and 'Uploaded Time'. Below the table are buttons for 'Add File', 'Remove File', 'Update Detail', 'Clear Detail', and 'Submit'. Numbered blue circles (2-13) are placed over various fields and buttons to indicate steps: 2 on Supplier Name, 3 on Sample Mandatory, 4 on Estimated Date Delivery, 5 on Sample Lot ID, 7 on Choose File, 8 on Add File, 9 on Remove File, 10 on Comments, 11 on Update Detail, 12 on Clear Detail, and 13 on Submit.

# iCHANGE Supplier User Guide

- **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.



PCN Implementation, PCN ID: CN-2019-000092-SGP

| PCN Scope Section |               |                    |                      |           |  |
|-------------------|---------------|--------------------|----------------------|-----------|--|
| Commodity         | Supplier Name | Manufacturing Site | Material Description | Part ID   |  |
| CMP_CHEMICAL      |               |                    | CMP_TEST1            | TEST_CMP1 |  |
| CMP_CHEMICAL      |               |                    | CMP_TEST1            | TEST_CMP1 |  |

PCN Implementation Detail

\*Please select each of PCN detail above and provide the implementation detail

|                          |                   |
|--------------------------|-------------------|
| Commodity                | CMP_CHEMICAL      |
| Supplier Name            |                   |
| Manufacturing Site       |                   |
| Material Description     | CMP_TEST1         |
| Part ID                  | TEST_CMP1         |
| Fabs                     | FAB2              |
| Implementation Date      | 2020-01-24        |
| First Lot Impacted       | lot 1             |
| Supplier Spec ID Revised | spec 1            |
| Comments                 | some comment here |

3 Add Detail 5 Update Detail 6 Remove Detail

| Commodity    | Supplier Name | Manufacturing Site | Material Description | Part ID   | Fabs | Implementation Date | First Lot Impacted |
|--------------|---------------|--------------------|----------------------|-----------|------|---------------------|--------------------|
| CMP_CHEMICAL |               |                    | CMP_TEST1            | TEST_CMP1 | FAB2 | 2020-01-24          | lot 1              |

7 Save 8 Submit

# iCHANGE Supplier User Guide

- **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.

1

PCN - Supplier Report

PCN - Supplier >> Update Rejected PCN Implementation

### Update Rejected PCN Implementation List

Page size of 3 Rows of 3 page 1 of 1

| PCN ID             | Supplier | Title | Type                     | Fab       | Status                           | Remarks |
|--------------------|----------|-------|--------------------------|-----------|----------------------------------|---------|
| CN-2019-000072-SGP |          | test1 | Major = PCB/MEC required | FAB2,FAB3 | Implementation Supplier Rejected | test    |

2

#### Update Rejected PCN Implementation, PCN ID: CN-2019-000072-SGP

PCN Scope Section

| Commodity    | Supplier Name | Manufacturing Site | Material Description | Part ID   | Fab  |
|--------------|---------------|--------------------|----------------------|-----------|------|
| CHP_CHEMICAL |               |                    | CHP_TEST1            | TEST_CHP1 | FAB2 |
| CHP_CHEMICAL |               |                    | CHP_TEST1            | TEST_CHP1 | FAB3 |

PCN Implementation Detail

\*Please select each of PCN detail above and provide the implementation detail

Commodity: CHP\_CHEMICAL

Supplier Name:

Manufacturing Site:

Material Description: CHP\_TEST1

Part ID: TEST\_CHP1

Fab: FAB2

Implementation Date: 2019-10-02

First Lot Impacted: test 1A

Supplier Spec ID Revised: test 1A

Comments: test 1A

Add Detail Update Detail Remove Detail

| Commodity    | Supplier Name | Manufacturing Site | Material Description | Part ID   | Fab  | Implementation Date | First Lot Impacted | Supplier Spec ID Revised | Com  |
|--------------|---------------|--------------------|----------------------|-----------|------|---------------------|--------------------|--------------------------|------|
| CHP_CHEMICAL |               |                    | CHP_TEST1            | TEST_CHP1 | FAB2 | 2019-10-02          | test 1A            | test 1A                  | test |
| CHP_CHEMICAL |               |                    | CHP_TEST1            | TEST_CHP1 | FAB3 | 2019-10-03          | test 2A            | test 2A                  | test |

3 4

Save Submit

# iCHANGE Supplier User Guide

- **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

Report » PCN Supplier Report

Log out s-3m

Server time offset -14:00h

PCN - Supplier

Report

PCN Supplier Report

Page size of 48 Rows of 48 page 1 of 1

| PCN ID             | Supplier | Title | Change Category          | Implementation Date | Forced Change | Label Change | Commodities         | Sites   | Fabs      | Status                           |
|--------------------|----------|-------|--------------------------|---------------------|---------------|--------------|---------------------|---------|-----------|----------------------------------|
| CN-2019-000072-SGP |          | test1 | Major = PCB/MEC required | 2020.09.25          | Yes           | Yes          | CMP_CHEMICAL        | SGP     | FAB2,FAB3 | Implementation Supplier Rejected |
| CN-2019-000071-SGP |          | test  | Major = PCB/MEC optional | 2019.10.01          | No            | No           | PAD                 | SGP     | FAB7      | Sample Ordering Supplier         |
| CN-2019-000071-DKS |          | test  | Major = PCB/MEC optional | 2019.10.01          | No            | No           | WAFER_PACKAGING     | DRS     | FAB1      | CST Supplier Data Approval       |
| CN-2019-000071     |          | test  | Major = PCB/MEC optional | 2019.10.01          | No            | No           | PAD,WAFER_PACKAGING | DRS,SGP | FAB1,FAB7 | Split Per Site                   |
| CN-2019-000070-SGP |          | test  | Major = PCB/MEC optional | 2019.09.30          | No            | No           | PAD                 | SGP     | FAB7      | CST Supplier Data Approval       |
| CN-2019-000070-EFK |          | test  | Major = PCB/MEC optional | 2019.09.30          | No            | No           | CMP_CHEMICAL        | EFK     | FAB10     | CST Supplier Data Approval       |

Change category based on GF QX-060

Major = PCB/MEC required

Desired Implementation Date

2020-09-25

Forced Change

Yes

Are there changes to any labels?

Yes

Attachment Section

| Filename  | Comments | Uploaded Time    |
|-----------|----------|------------------|
| data1.txt | test1    | 2019-09-24 20:51 |

Notification Section

Contact List

| Role        | Name | Type | Email Address |
|-------------|------|------|---------------|
| Local Agent |      | eCOA |               |

Email Address

test@test.com

Sample Ordering Section

Commodity

CMP\_CHEMICAL

Supplier Name



# iCHANGE Supplier User Guide

- For details please refer to the detailed iChange Supplier User Guide
- **Please contact your local GLOBALFOUNDRIES SQM contact person in case of questions!**



# iCHANGE Supplier User Guide

- 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 |
|          |             |                                 |            |

