



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

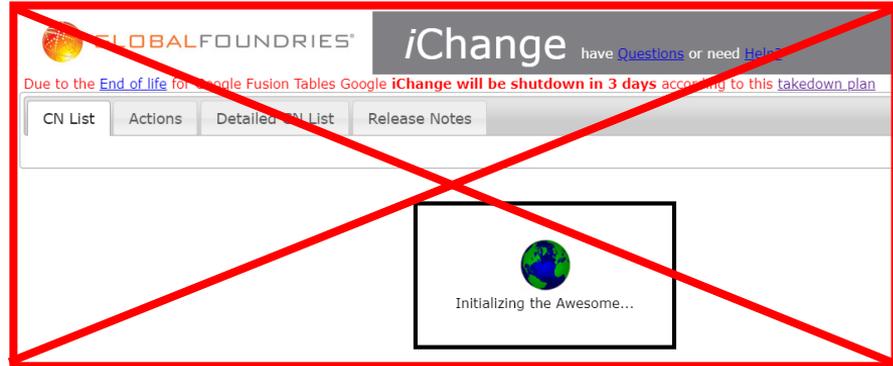
Purpose

- 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



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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.

The screenshot displays the 'Supplier Questionnaires' application interface. On the left is a navigation menu with the following items: 'Supplier Questionnaires', 'FAQ', 'Company Profile', 'Prescreen Form', 'Final Selection Form', 'Rejected EHS Questionnaire', 'Rejected Final Selection - Approval Facility', and 'Final Selection Improvement Plan'. The main content area shows the 'Editor Box Contact Information' form, which includes the following fields and options:

- Role* : [Dropdown menu]
- Title* : [Dropdown menu]
- First Name : [Text input field]
- Last Name : [Text input field]
- Phone : [Text input field]
- Mobile : [Text input field]
- Email* : [Text input field]
- Remarks : [Text area]
- List of Types :
 - MatQual
 - eCOA
 - SPC
 - CA
 - Escalation
 - Others
 - PCN iChange (highlighted with a red box)

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

The screenshot shows the Global-FoundryView login interface. At the top, it says "Global-FoundryView powered by GLOBALFOUNDRIES" with a background image of a building. Below this is a "Welcome to Global-FoundryView !" message and a note that it is the online portal for Design, Engineering, Quality, Production and Logistical related applications. The main content area is divided into two sections: a login form and an announcement. The login form has fields for "User Name" and "Password", a "Sign In" button, and links for "Forgot password?", "Login Help Guide", and a "Remember User Name" checkbox. The announcement section is titled "Important Announcement" and "New Feature Release", stating that a single Global Foundry View user experience is being introduced for all iSupplier partners starting from July 27, 2019. Below the announcement, it lists recommended browsers: Google Chrome and Mozilla Firefox. At the bottom of the login page, there is a "Click here to access GLOBALFOUNDRIES Chatter Groups" link with a person icon. The second part of the screenshot shows a "PCN - Supplier" menu with options: "Report", "Create New PCN", "Update Rejected PCN", "Update An Existing PCN", "Sample Ordering", "PCN Implementation", and "Update Rejected PCN Implementation".

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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**).

PCN - Supplier » Create New PCN

PCN Creation Form

PCN Scope Section

Supplier Name: [Dropdown] (2)

Manufacturing Site: [Dropdown] (3) Add All Material (3)

Material Description: CMP_TEST1 (4) Add All Part ID (4)

Part ID: TEST_CMP1 (5) Add All Fab (5)

Fabs: FAB3 (7)

Buttons: Add (6), Update (7), Remove (8)

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

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

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

- 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 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 = PCB/MEC required
Desired Implementation Date	2020-09-25
Forced Change	Yes
Are there changes to any labels?	Yes



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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.

Attachment Section

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: **12**

Comments:

14

Filename	Comments	Uploaded Time
data1.txt	test1	

Notification Section

Contact List

Role	Name	Type	Email Address
Local Agent		eCOA	.com

Additional Email Address: **17**

19

Email Address: **20**

21

The system will trigger an email notification to the supplier and to GLOBALFOUNDRIES SQE

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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

PCN - Supplier » Update Rejected PCN

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

page 1 of 1

PCN ID	Type	Fab	Status	Remarks
CN-2019-000072-SGP	est	Major = PCR/B/MEC required	FAB2,FAB3	Supplier Rejected PCN
CN-2019-000059	est	Major = PCR/B/MEC required	FAB10,FAB2,FAB3	Supplier Rejected PCN
CN-2019-000026-SGP	est2	Minor = no PCR/B/MEC	FAB3	Supplier Rejected PCN

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

- 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 » 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

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: **3** Choose File

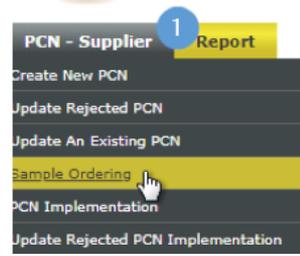
Comments:

4 Add File **6** Remove File

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

7 Submit

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- **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**)

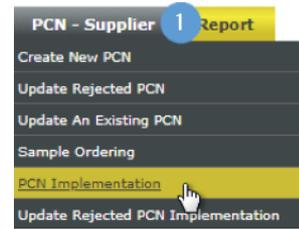
- After completion of Sample Ordering section click on the "Update Detail" button (**Step 11**) to update each PCN Scope Section.

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 in the iCHANGE system. The form title is "Sample Ordering, PCN ID: CN-2019-000071-SGP". It features a table with columns: Commodity, Supplier Name, Manufacturing Site, Material Description, Part ID, Fabs, Sample Mandatory, Estimated Date Delivery, and Sample Lot ID. Below the table is a "Sample Ordering Detail" section with fields for Commodity, Supplier Name, Manufacturing Site, Material Description, Part ID, Fabs, Estimated Date Delivery, and Sample Lot ID. An "Attachments" section follows, showing a table of previously submitted attachments with columns for Filename, Comments, and Uploaded Time. At the bottom are "Update Detail", "Clear Detail", and "Submit" buttons. Blue circles with numbers 1 through 13 are overlaid on the form to indicate the steps described in the text: 1 (Report), 2 (Supplier Name), 3 (Table), 4 (Estimated Date Delivery), 5 (Sample Lot ID), 7 (Choose File), 8 (Add File), 9 (Remove File), 10 (Comments), 11 (Update Detail), and 13 (Submit).

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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.

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

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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.

1

PCN - Supplier >> Update Rejected PCN Implementation

PCN - Supplier Report

Update Rejected PCN Implementation List

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

2

Update Rejected PCN Implementation, PCN ID: CN-2019-000050-SGP

PCN Scope Section

Commodity	Supplier Name	Manufacturing Site	Material Description	Part ID	Fabs
CMP_CHEMICAL	[Redacted]	[Redacted]	CMP_TEST1	TEST_CMP1	FAB2
CMP_CHEMICAL	[Redacted]	[Redacted]	CMP_TEST1	TEST_CMP1	FAB3

PCN Implementation Detail

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

Commodity: CMP_CHEMICAL

Supplier Name: [Redacted]

Manufacturing Site: [Redacted]

Material Description: CMP_TEST1

Part ID: TEST_CMP1

Fabs: FAB2

Implementation Date: 2019-10-02

First Lot Impacted: test 1A

Supplier Spec ID Revised: test 1A

Comments: test 1A

3 4

Commodity	Supplier Name	Manufacturing Site	Material Description	Part ID	Fabs	Implementation Date	First Lot Impacted	Supplier Spec ID Revised	Com
CMP_CHEMICAL	[Redacted]	[Redacted]	CMP_TEST1	TEST_CMP1	FAB2	2019-10-02	test 1A	test 1A	test
CMP_CHEMICAL	[Redacted]	[Redacted]	CMP_TEST1	TEST_CMP1	FAB3	2019-10-03	test 2A	test 2A	test

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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

Report » PCN Supplier Report Log out s-3m

Server time offset -14:00h

PCN - Supplier Report

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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-DRS		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 [Redacted]

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

