Supplier Access to Audit

1. Sign onto Staples ENOVIA application – <u>https://plmworld.staples.com</u>



2. After entering your user id and password you will see the screen below -



3. Click on the Staples Logo and select Supplier Review -



4. The following screen will be displayed –

Staples ENOVIA PLM	×		
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Company			
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Actions 🗸 🖨 Launch 🔎	🖹 🖻 👩		
Image			<u>_</u>
Name	A TEST Supplier		
Alternate Supplier Names			
Parent Company			
Company ID	A TEST Supplier		
Cage Code	0		
DUNS Number	0		
Phone Number	508-253-5000		
Fax Number			

5. Select Location from the categories drop down list-

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 Location 		
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People	- ····	
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6. The following screen will be displayed – showing you all the locations associated with your company

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A TEST Supplier : Locat	ions							
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Name 🛆	Туре	Status	City	State/Region	Zip/Postal Code	Country	Primary Contact	Import/Do
AKAMAI TEST	Manufacturing Site	Active	framingham	ma		USA		
Akamai Test2		Inactive	TEST			China		
🔲 🎯 akamai3 TEST		Inactive	test			China		
P 0		Inactive	Beijing			China		
C @TEST AKAMAI4		Inactive	TEST			China		

7. Select the location that you wish to view the audit information for by clicking on its name.

8. The following screen will be displayed

5 Staples ENOVIA PLM	×		
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Staples 👻 ≟ Tool	s• 😌 🔂 👫 »	4 -	_
			Supplier Review > A TEST Supplier : Location > TEST_AKAMAI4 : Home 🔇 ∑
TEST_AKAMAI4: Prope	rties		
Categories 🗸 🕜			
Basic Attribute Exten	ded Attribut		
🔲 🗏 Edit Details 🖶 Launch	🚍 🖻 🔁 ?		
Name	TEST_AKAMAI4		
Company	A TEST Supplier		
Туре	Location		
Address 1	TEST ONLY		
Address 2			
City	TEST		
State/Region			
Postal Code			
Country	China		
Insurance Policy Expiration Date			

9. Select **Audit** from the categories drop down list

5 Staples ENOVIA PLM	×		
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Staples -	Tools 🗸 🕤 🔶 🌔 🚿	4 -	
			Supplier Review > A TEST Supplier : Loc
TEST_AKAMAI4: Pro	operties		
Categories 🗸 👔			
TEST_AKAMAI4			
Lifecycle			
 Calendar 	MAI4		
 Certifications 	plier		
Fare Quality Plan	5		
Customet			
Address 2			
City	TEST		
State/Region			
Postal Code			
Country	China		
Insurance Policy Expiration Date			

10. A list of available Audits will be displayed for the location -

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Staples 🗸 🚑 Tools 🗸 📀 🏮	► »		4-					
Supplier Review > A TEST Supplier : Location > TEST_AKAMAI4 : Audits 💽 🔊 Audits								
ame	Revision	State	Originated	Owner	Critical Violations	Actions		
TEST AKAMAI4 FA Audit	1	Approved	6/15/2011 5:45:36 PM	gongmira	0	🗆 📥		

11. Click on the \square icon to view the audit report, you can then print or save the report using the buttons that appear at the bottom of the webpage

9	https://pimworld.staples.com/ematrix/servlet/fcs/checkout - Google Chrome		x				
ſ	https://pimworld.staples.com/ematrix/servlet/fcs/checkout		Q				
	Pa	je 1 of 11 1					
	Factory Quality Assessment Audit Report 2012/09/06	22:54:51					
	Audit Report N	umber :					
	The Vendor Cartification process will begin with an audit of all current manufacturing facilities and their processes. It incorporates a grading system, which will be used as a guide for selecting and improving suppliers of own brand products. Outstand below in the Audimung Rating State, the criteria and ausociated auditions and follow-up frequency.	g Staples					
	Certified Preferred - Result in two years*						
	Quality System Audit Score of at least 80%						
	Certified - Reaudit in one year						
	Quality System Audit Score between 70-79%						
	rronanna vennor win Corrective Action Required - Compete a Corrective Action Plan (CAP) within 90 days and schedule Follow Ups as needed. Reaudit in one year						
	Quality System Audit Score between 50-69%						
	Failed						
	Quality System Audit Score below 50%	_					
	Stuples personnel or our designated representative will perform all Audits and CAP follow-ups.						
	Last Updated:8/6/2012 10:5	4:51 PM					
	FACTORY INFORMATION						
	Factory Name TEST_AKAMAI4						
	TEST ONLY	♥ -					
	Telephone: Unknown						
	E-mail: Agent:						
	Type Of Audit Initial Audit						

12. Click on $\stackrel{1}{=}$ icon to download the audit report to your PC.

When you are done reviewing the audit information, please log out of the Enovia system by using the logout button on the Enovia header.

