Integrated Procurement Application (IPA)

HELP document 1: Supplier Self Registration within IPA
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Preamble

This document describes the process for new company registrations on IPA. For the update of existing companies please use the HELP document 2 “Updating an existing company within IPA”.

The information in this document will guide you through the process and will help to avoid any problems while filling in the questionnaire.

Fields marked with a red bar are mandatory and must be completed. Only when you have entered data in these fields you will be able to continue.

Please follow the instructions in this document. In case of technical problems by using the application (e.g. Next button is not working, missing icons) please contact support.omv@synertrade.com.

In case of you need further assistance regarding the supplier self-registration process please contact ipa.ssr-support@omv.com.
1. General procedure

When you have entered the requested data on the first tab the named contact person (Key Account) will get all relevant access data for the IPA system via email.

Please go through also the other tabs and fill in the requested data. With “Finalize” on the last tab your registration will be submitted. The responsible procurement department will be informed about this registration and is asked to evaluate and take over your company into the IPA supplier data base.

Note: During finalization and take over by the responsible procurement department it is not possible to save changes within the registration.

After your company has been taken over by the responsible procurement department, the named Key Account contact will be informed by email about this step. From this point a change of the company data is possible.

For further information regarding this process please use HELP document 2: Updating an existing company within IPA.
2. Start a new registration

The link for registration can be reached either via the homepage of OMV or the homepage of OMV Petrom.

a. Homepage OMV [www.omv.com](http://www.omv.com)

You can reach the link for the registration via

**About OMV -> Purchasing -> Become an OMV supplier**

To start the registration read the terms and conditions to register as supplier for OMV carefully and confirm by clicking on the link at the end.

![OMV Group](image)

5. The potential Supplier declares and warrants that the communicated data and documents are correct and comprehensive when transmitted. The potential Supplier shall immediately update these data and / or documents whenever any changes of the respective data and / or documents or of its situation occur.

* click to confirm terms & conditions and register as supplier for OMV, (ipa.omv.com)

b. Homepage OMV Petrom [www.omvpetrom.com](http://www.omvpetrom.com)

You can reach the link for the registration via

**About OMV Petrom -> Purchasing -> Become an OMV Petrom supplier**

To start the registration read the terms and conditions to register as supplier for OMV carefully and confirm by clicking on the link at the end.
For a new registration please click on “Apply here!”.

The Supplier-Self Registration is available in language English and Romanian. To choose Romanian language for the registration click on icon “change language” and select “Română”.
3. New registration

3.1. Tab Company & Contacts

Please complete the requested company information as well as the VAT-, Tax- or Registration No. and D&B DUNS number of your company. Fields marked with a red bar are mandatory.

3.1.1. VAT-, Tax or Registration number

Please enter the VAT-, Tax or Registration number of your company always without spaces (e.g. AT991199999). This field is a mandatory field which is used to identify duplicated registrations.

In case of an existing registration with the same VAT-, Tax or Registration number was identified is displayed in the right corner.

Click on the button for further more information and contact ipa.ssr-support.@omv.com for further assistance.
3.1.2. D&B DUNS Number

The **D&B DUNS** no. is **NOT** a mandatory field but for a future business relationship very important.

**D&B DUNS numbers** will be provided only once per company. Because of that it is unique. It identifies a company all over the world. In case your company does not have a **D&B DUNS number** yet, you can use the link in the questionnaire to order one **FOR FREE**.
3.2. Contact information

Please enter in section “Contact information” the contact data of one responsible person who is the main contact person.

Fields marked with a red bar are mandatory. For all further communication regarding this registration the entered email address will be used.

If you want to add more than one responsible person see chapter Tab “Company Contacts”.

Click “Next” to continue.
3.3. Tab “Detailed Information”

Please complete on tab “Detailed Information” further details about your company’s profile, your company's turnover and additional information. Fields marked with a red bar are mandatory.

Please enter your company turnover and the number of employees in any case without decimal places and thousand separators in between (1000 instead of 1.000,00 or 1,000).

Click “Next” to continue.
3.4. Tab “References”

Please enter references with companies you have worked with in the outlined fields.

Click “Next” to continue.
3.5. Tab “Material Group Assignment”

Please select services and/or materials in our category structure you want to supply us. A complete list of the used categories you can download on the “Links and Download” area on the start page (see also chapter “Start a new registration”.

Please select first one of the “Business Units” (OMV or Borealis).

**Note:** OMV Petrom has the same category structure than OMV and is not named separately. By using the drop down in the top left corner you can switch between the business units and their category trees to select the categories you want to deliver goods/services.

By using the “Search” function you can search for specific material groups. Accordingly material groups are highlighted in red.

Select the appropriate material groups by ticking the checkbox. The selected material groups are shown in the information field on right hand side.
Alternative you can go through the category tree of the chosen “Business Unit”. The selected material groups are shown in the information field on right hand side.

Click "Next" at the bottom of the screen to continue.
3.6. Tab “Country Assignment”

Please select the countries you want to supply us. Please note that each business unit (OMV/OMV Petrom and Borealis) is present in different countries. Therefore the selection has to be done per business unit.

**Note:** OMV Petrom is included in the country tree of OMV and not named separately.

By using the drop down below you can switch between the business units and their country trees. Select the countries by ticking the respective checkbox. The selected material groups are shown in the information field on right hand side.

Click "Next" at the bottom of the screen to continue.
3.7. **Tab “Country and Category Assignment”**

Please review your selection of category groups and country assignments for each Business Unit.

![Image of the tab](image)

Click **"Next"** to continue.

**Note.** Depending on your screen resolution and the numbers of selected countries you have to scroll to the right hand side to find the **“Next”** button.
3.8. Tab “Business Relationship”

Please indicate your business relationship to OMV, Petrom and/or Borealis you have been already in contact as a supplier or customer.

To enter a new line click on "New".

By using the drop down in column "Business unit" you can select the appropriate business unit (OMV, OMV Petrom and/or Borealis).

Tick the respective checkbox to enter information regarding the type of relationship (supplier, customer or both).

Finalize each line with “Apply” under the icon .

To add a new one start once again with “New” and go on as it is described above.

Click "Next" to continue.
3.9. Tab “Manufacturing Site”

Please indicate manufacturing sites and / or subsidiaries you work with.

To enter a new line click on "New".

Enter the requested data. By using the drop down in column "Type" you can select between "Manufacturing Site" and "Subsidiary". Fields marked with a red bar are mandatory.

Finalize each line with "Apply" under the icon and click "Next" to continue.
3.10. Tab “Company Contacts”

On tab “Company Contacts” you can add further company contacts. One contact is the “Commercial Key Account” you have entered at the beginning. This contact is most important since it is used for all communication regarding your company’s registration.

Add a further contact by clicking the icon "New contact".

Enter the requested information and scroll to the right hand side to enter all required information, especially the fields marked with a red bar that are mandatory and "Material Groups" and "Geographical Zones" for this contact.

By clicking on the “+ Selection” icon in the columns "Material Groups" and "Geographical Zone" you can assign categories and countries to this contact.

The following description handles the “Select material groups” popup (the “Select geographical zones” popup works in a similar way).
To assign material groups to added company contacts please expand the material group tree and check the material groups the contact is responsible for (hint: only material groups can be checked that are assigned to your company – see chapter Tab “Material Group Assignment”).

Finalize this step with “Apply”.

Continue with the assignment of the geographical zone in the same way and finalize each line with “Apply”.

To finalize entire position click on “Apply” under the icon .

Click “Next” to continue
3.11. Tab “Certificate Overview”

If your company has implemented certified quality management systems like ISO 9001 or certified safety and/or environment management systems like SCC or ISO 14401 please upload a copy of this certificate.

Click "New" to add the relevant certificate data.

Choose one the selectable type of certificates in the column “Certificate name”.

Please correct the validity date for each certificate in column “Valid until”.

The system always shows the actual day plus 24 months. For having a reminder function in case of an expiring certificate it is most important to put in the correct validity end date.

Please check the email address in column “Responsible email address” to make sure that we contact the right person in case of an expiring certificate.

To upload copies of the certificate please click on the “+ Selection” icon in column “Documents/comments”.

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To upload copies of the certificate please click on the “+ Selection” icon in column “Documents/comments”. 
To upload a certificate click on “Upload document”.

Choose the document type “File” in column “Type”.

Click on button “Browse” (language dependent) and select the document from your computer. Finally press “Upload” in order to upload the document.

After “Upload” the uploaded documents are listed on the “Document list”. To upload further documents click once again on “Upload document” follow the steps described above.
To finalize this step and continue on the next tab click on “Close” and step back to tab “Certificate Overview” page.

To finalize entire position click on “Apply” under the icon.

Click on “Next” to continue.
3.12. Tab “Documents”

If you want to upload other documents or presentations about your company click "New".

Choose the document right type in column “Type” (File, Freetext or Hyperlink).

In case of using type “File” click on button “Browse” (language dependent) and select the document from your computer. The fields marked with red asterisk "*" are mandatory.

Finally press “Upload” in order to upload the document.
In case of using type “Freetext” enter a name in column “Name of the document / Link” and additionally a description in column “Content”. The fields marked with red asterisk “*” are mandatory.

Finally press “Upload” in order to upload the document.

In case of using type “Hyperlink” enter a name in column “Name of the document / Link” and additionally the correct internet address e.g. http://... in column “Content”. The fields marked with red asterisk “*” are mandatory.

Finally press “Upload” in order to upload the hyperlink.

To continue click on icon “Next”
3.13. Tab “Finalization”

At least you have to finalize the registration to send it to the responsible procurement departments.

You can add a finalization comment in the free text field below. Please save by pressing “SAVE” your registration first before you click on icon “FINISH”. Submit the registration with click on icon “FINISH”.

**Note:** Only with “Finish” the registration is submitted and can be taken over by the responsible procurement department.

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After finalization you will get an email notification about the successfully finalized registration in IPA.