Integrated Procurement Application (IPA)

HELP document 2: Updating an existing company within IPA
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1. Preamble

This document describes the process to update existing companies in IPA.

For new registrations please use the HELP document 1: Supplier Self Registration within IPA (separate document).

Prerequisites:

1. **You have already received your IPA access data** (login and password).

Hints:

- If you do not remember your IPA access data any more please use the “Can not log in?” button on the initial screen.

- Eventually your company has registered before in another tool called “EVA” (OMV/Borealis Supplier Self Registration tool before IPA). In this case please contact ipa.ssr-support@omv.com in order to get IPA access data.

2. **Your company has already been registered within IPA (Status: “Registered”).**

Please consider that during the approval process for a new supplier registration it is not possible to update your company data. In this case your company is so far not registered in IPA and you will find your company status to be “submitted” after login:

An update of your company data is not possible while the status is “Submitted”. Please wait until the approval process is finished.

In case of problems send an email to ipa.ssr-support@omv.com.
2. IPA Login

The link for the company update is the same as it is for a new registration and 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.

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.
To update the company data enter username and password in the respective fields. Please consider, login and password are case-sensitive.

Click on “Log in” to login on IPA.

If you do not remember your access data please use the “Can not log in?” function.
After login the IPA welcome page appears. Click on “**User name**” to open the personal and company data.
3. Start update

3.1. Tab “Company & Contact”

On tab “Company & Contact” you find your personal contact data. Please review the data and change it if necessary. Fields marked with a red bar are mandatory. Finalize this step with “Save”. Click on the next tab to continue.
3.2. Tab “Company Profile”

On tab “Company Profile” you find the general company information entered for your company. Please review also these data and change it if necessary. Fields marked with a red bar are mandatory. Do not change any data that is marked with “(do not change)”. Finalize the step with “Save” and click on the next tab to continue.
3.3. **Tab “Detailed Information”**

Please update further company details as well as the company’s turnover and other information like number of employees. Fields marked with a red bar are mandatory.

Enter the company turnover and the number of employees **in any case without decimal places and thousand separators** in between (1000 instead of 1.000,0 or 1,000).

Do not forget to **“Save”**. Click on the next tab to continue.
3.4. Tab “Personal settings”

Please check on tab “Personal settings” the data for your user. Especially the time zone is important to get the right information when taking part in a tender project or an e-Bidding.

Do not forget to click “Save”. Continue with the next tab.
3.5. Tab “References”

Please add or change references if there are changes and “Save” the data. Continue with the next tab.
3.6. Tab “Material Group Assignment”

On tab “Material Group Assignment” all material groups are listed your company is assigned to. You can either add material groups or remove ones.

To remove categories please click on icon , then on icon “Delete” and confirm the deletion with “Ok”.

To add categories click the button “New”. The “Select material groups” popup will open.

Before adding material groups please select first the correct “Business Unit” (either OMV or Borealis).

You can either expand the material group tree or use the “Search” option in order to search for specific material groups.
Accordingly the matching material groups are highlighted in red.

Select the appropriate material groups by ticking the checkbox. Your selection will be shown in the information field on right hand side.

Alternatively you can manually expand the material group tree by using the + icon. Select the appropriate material groups by ticking the checkbox.

Click on “Apply” to finalize this step and continue with the next tab.
3.7. Tab “Country Assignment”

On this tab all countries are shown your company is assigned to. You can either add countries or removes ones.

If you want to remove a country click on icon , than on the “Delete” icon in the respective line. Do not forget to confirm the deletion with “Ok”.

To add countries click the button “New”. The “Select geographical zones” popup will open.
By using the “**Business Unit**” drop down you can switch between the business units (OMV or Borealis) and their countries. Select new countries by ticking the respective checkbox.

Click "**Apply**" to finalize this step and continue with the next tab.
3.8. Tab “Country and Category assignment”

Please review your selection for material groups and country assignments for each business unit.

By doing so you provide information “What can be delivered where?”

Do not forget to “Save” and continue with the next tab.
3.9. Tab “Manufacturing sites”

Please indicate or update your 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".

To remove one entry from the list mark the line and click on icon and then on icon “Delete”.
To change data for a manufacturing site click on icon and then on icon “Edit”.

After changing the data click on icon and then on icon “Apply”. Fields marked with a red bar are mandatory.
3.10. Tab “Company Contacts”

One contact is marked as “Commercial Key Account”. This contact is most important since it is used for all communication regarding your company’s registration.

If you want another contact to be Commercial Key Account please send an Email with your request to ipa.ssr-support@omv.com.

Furthermore on this Tab

- a contact can be updated (see detailed description below),
- a new contact can be entered (for this please click on “New contact” and enter the requested data; the procedure is almost the same as updating a contact – see below) and
- a contact can be deleted (see description below).

If you want to change a contact click on icon and then on icon “Open”.

Change the relevant data, fields marked with a red bar are mandatory, click on icon and finalize this step with “Apply”.
Review/change also the material groups and countries assigned to this contact.

For this please scroll to the right hand side and open the assignments by clicking on icon “+ Selection” in column “Material groups” and/or “Geographical Zones”. In both cases a popup will open.

The following description handles the “Select material groups” popup (the “Select geographical zones” popup works in a similar way).

Within “Your selection:” the material groups that are assigned to the contact are shown:

Expand the material group tree and check the material groups where the contact is responsible for.

Hint: Only material groups can be checked that are assigned to your company – see chapter 3.6 / Tab “Material Group Assignment”.
Finalize this step with “Apply”.

In case of you want to **delete a contact** click on **contact** icon and next on icon “Delete” in the respective row.

Continue with the next tab.

Hint: When leaving the tab you will eventually be asked whether you want to save - confirm by pressing “OK”.
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 these certificates.

On this tab you can

- add new certificates (described below),
- update certificates (described below) and
- delete certificates (not described in detail any more – please use the “Delete” icon).

Click “New” to add new certificates.

The page “Certificate Details” will be shown:

First of all please upload a copy of the certificate. Please click on “0(view)”.
The popup “Documents list” will open.

Within the popup click “Upload document” to continue.

The popup “Upload document” will open.

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.
The popup “Documents list” will be shown again – now containing the uploaded certificate:

Press “Save” and “Close” to step back to page “Certificate Details”

Now the document is uploaded:

Please enter additionally the describing data for the certificate.

Choose one of the selectable certificate types in the field “Select Certificate”.
In case of using “Others” please indicate also the specific name of the certificate in field “Alternative name”.

Please make sure that validity of the certificate is correct.

If you want that the system reminds you to update a certificate when the validity ends please activate the reminder function.

Please check also the email address in field “Inform the following person: …” to make sure that the right contact person will be reminded by the application.

Now press button “Save” and afterwards “Back to overview” in order to return to the certificates list.
To upload a **new version of a certificate** select the certificate you want to update and click on icon and next icon "Open" in the respective line.

Click on “2(view)” to open the current version of the certificate.

Within the “Documents list” popup click on icon and next on “Upload new version” icon in the respective line:
The “Set-up/edit a document” popup will open:

Select the file to upload by using “Browse” (language dependent) and click on “Apply”.

The new version of the certificate is also listed now:

Close the “Documents list” popup by pressing “Close”.

The “Certificate Details” page will be opened. Please make sure that validity of the certificate is correct.

Finalize this step with “Save” and continue with “Back to overview”.

3.12. Tab “Documents”

Upload new documents, remove documents or change it in a similar way as it is described in chapter 3.11 Tab “Certificate Overview”.

![Image of the Documents tab interface](image-url)
3.13. Finalization and logout

If you have finalized your update actions click on “Logout” to close IPA and step back to the initial page.