



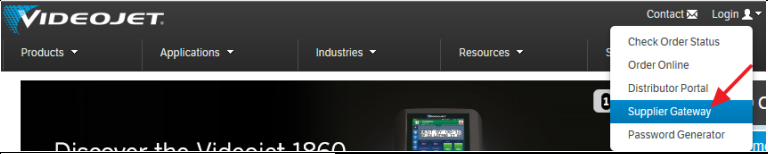
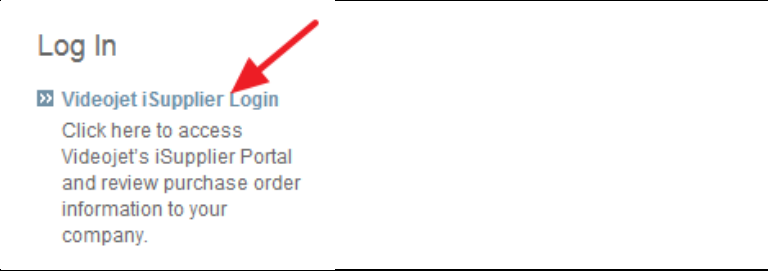
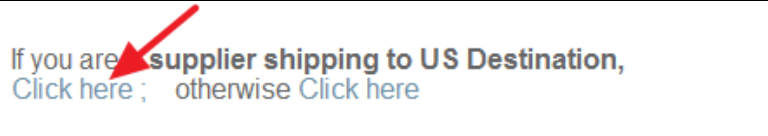
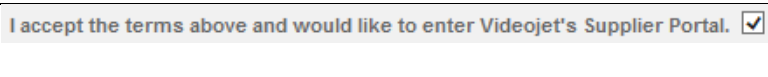
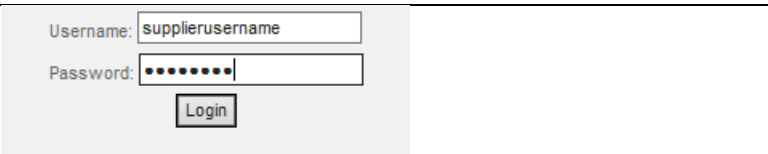
iSupplier Scorecard Instructions

Overview:

Beginning February 12, 2018 Videojet suppliers will be able to access and provide responses (if required) to their scorecards in Videojet iSupplier. Please contact isphelp@videojet.com for support.

- I. [Login to Videojet iSupplier](#)
- II. [Access Supplier Scorecard Reports](#)
- III. [OTD Response](#)

I. Login to Videojet iSupplier

Step #	Navigation / Description	Screenshot
1	www.videojet.com	
2	Click on Login > Supplier Gateway	
3	Click on Videojet iSupplier Login	
4	Confirm shipping to US Destination	
5	Read and accept the terms	
6	Enter username and password and click Login <i>**Note: initial login may take up to a minute to load iSupplier</i>	



iSupplier Scorecard Instructions

II. Access Supplier Scorecard Reports

Step #	Navigation / Description	Screenshot																																																																																	
PRE	Login to Videojet iSupplier																																																																																		
1	In upper right corner click on 'Home'																																																																																		
2	Under Main Menu , click on Videojet iSupplier Portal then click on Videojet Report to expand																																																																																		
3	Click on Supplier OTD and DPPM Score Report to see Scorecard Score Or, click on Supplier OTD Details Report or Supplier DPPM Details Report to see detail behind the scorecard																																																																																		
4	Review scorecard	<table border="1"> <thead> <tr> <th>Record Num</th> <th>Supplier Name</th> <th>Organization Name</th> <th>TYPE</th> <th>Month/Year</th> <th>OTD Percentage</th> <th>OTD Score</th> <th>DPPM</th> <th>DPPM Score</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>██████████</td> <td>WOOD DALE</td> <td>MTD</td> <td>JUL-2017</td> <td>40%</td> <td>0</td> <td>0</td> <td>3</td> </tr> <tr> <td>7</td> <td>██████████</td> <td>WOOD DALE</td> <td>MTD</td> <td>JUN-2017</td> <td>0%</td> <td>0</td> <td>0</td> <td>3</td> </tr> <tr> <td>6</td> <td>██████████</td> <td>WOOD DALE</td> <td>MTD</td> <td>MAY-2017</td> <td>100%</td> <td>3</td> <td>0</td> <td>3</td> </tr> <tr> <td>5</td> <td>██████████</td> <td>WOOD DALE</td> <td>MTD</td> <td>APR-2017</td> <td>17%</td> <td>0</td> <td>0</td> <td>3</td> </tr> <tr> <td>4</td> <td>██████████</td> <td>WOOD DALE</td> <td>MTD</td> <td>MAR-2017</td> <td>83%</td> <td>0</td> <td>0</td> <td>3</td> </tr> <tr> <td>3</td> <td>██████████</td> <td>WOOD DALE</td> <td>MTD</td> <td>FEB-2017</td> <td>75%</td> <td>0</td> <td>0</td> <td>3</td> </tr> <tr> <td>2</td> <td>██████████</td> <td>WOOD DALE</td> <td>YTD</td> <td>2018</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>1</td> <td>██████████</td> <td>WOOD DALE</td> <td>YTD</td> <td>2017</td> <td>38%</td> <td>0</td> <td>0</td> <td>3</td> </tr> </tbody> </table>	Record Num	Supplier Name	Organization Name	TYPE	Month/Year	OTD Percentage	OTD Score	DPPM	DPPM Score	8	██████████	WOOD DALE	MTD	JUL-2017	40%	0	0	3	7	██████████	WOOD DALE	MTD	JUN-2017	0%	0	0	3	6	██████████	WOOD DALE	MTD	MAY-2017	100%	3	0	3	5	██████████	WOOD DALE	MTD	APR-2017	17%	0	0	3	4	██████████	WOOD DALE	MTD	MAR-2017	83%	0	0	3	3	██████████	WOOD DALE	MTD	FEB-2017	75%	0	0	3	2	██████████	WOOD DALE	YTD	2018	-	-	-	-	1	██████████	WOOD DALE	YTD	2017	38%	0	0	3
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5	Click on Home to return to Main Menu																																																																																		
6	Click on Home Page to return to iSupplier																																																																																		



iSupplier Scorecard Instructions

III. OTD Response

Step #	Navigation / Description	Screenshot
PRE	Supplier will receive an email from Videojet (vjprod.alerts@videojet.com) requiring a response	
PRE	Login to Videojet iSupplier	
1	Click on Shipments	
2	Click on Quality	
3	Enter PO # from email > click Go	
4	Click on Available under Quality Plans	
5	Click on the pencil icon under Enter Quality Results for the OTD SUPPLIER RESPONSE Collection Plan	
6	Enter rows = 1 > Click Continue	<p>Enter Quality Plans: Select Rows</p> <p>* Indicates required field</p> <p>* Number of Test Result rows to be Entered <input type="text" value="1"/></p>



iSupplier Scorecard Instructions

7	Enter CAR# from email	<p>* Indicates required field</p> <table border="1"> <thead> <tr> <th>CAR#</th> <th>* Root Cause</th> <th>Supplier Notes</th> <th>* Send Email</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>243</td> <td>%</td> <td></td> <td>Y</td> <td></td> </tr> </tbody> </table>	CAR#	* Root Cause	Supplier Notes	* Send Email	Attachments	243	%		Y	
CAR#	* Root Cause	Supplier Notes	* Send Email	Attachments								
243	%		Y									
8	Enter Root Cause = % to show list of values > select a value											
9	Enter additional notes in Supplier Notes											
10	<p>To add an attachment (if required):</p> <p>Click on add attachment icon > Attachment Type = File Title = brief description Browse to attachment > Save (or Add Another)</p>	<p>Attachments</p>										
11	Click Finish											
12	An email will be sent to Videojet											
13	Click OK and Logout (or close browser)											