



Amcor Supplier Portal

Supplier Manual

A large, abstract graphic at the bottom of the page consists of several overlapping, curved shapes in shades of blue and green, creating a sense of depth and movement.

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Login Process

I – Main page

Login at
<https://amcor.bravosolution.com>



Login
Enter your user credentials

Help

Buyers:
Please contact your local administrator.

Suppliers:
Phone:
844-217-0017 (US).
+39 (0)22 6600 2621 (Europe).
+86 21 61458500 333 (China).
+61 (0)2 8072 0644 (Australia).

Email [BravoSolution](#) for help.

This procurement portal provides a simple, secure and efficient way for internal Amcor co-workers to access all procurement related information, as well as provides a suite of platforms which enable us to collaborate with suppliers quickly and efficiently, including supplier scorecard regular reviews, development plan, partnership program enabler, and tender processes.

Only registered suppliers may respond to a tender or access the supplier portal for more information. New suppliers to the portal can register by clicking the 'Supplier Registration' button on the left and following the quick and simple process.

[Learn more about Amcor »](#)



Login

[> Forgot your password?](#)
By clicking on 'Go' I consent to the collection, processing, transfer and use of my personal data by the Amcor group of companies.

If password forgotten
Click here

New Supplier Registration

New Supplier: Click the button above to register your company. If you have already been registered, please login with your username and password.

[Get the Amcor Supplier Portal Handbook](#)

Supplier Manual
Click here

WARNING: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's logon identity. Anyone using this system consents to active monitoring for security policy compliance purposes.

Login Process

II – Temporary Password

At first login, enter temporary password provided via email, then you will be asked to enter a new password

Specify a new Password in order to proceed

▲ For reasons of security you are required to change your Password.
Please enter a new Password in the fields below, and click "Submit" to continue.

ⓘ Passwords must contain at least 8 characters
Password must be different from login!
The new password must be different from the previous 1 passwords
Passwords must contain both letters and numbers

New Password

Confirm Password

Submit

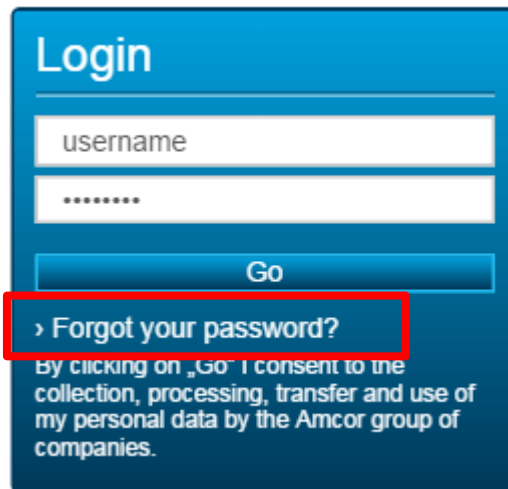
✕ Cancel

Submit
Proceed with registration

Login Process

III – Forgotten Password?

If you forgot your password, use your username and email to generate a new password



Login

username

Go

> Forgot your password?

By clicking on „Go“ I consent to the collection, processing, transfer and use of my personal data by the Amcor group of companies.



Enter
Your user name

Enter
Your email address

* Username

Recover Username

* Email

Submit Cancel

Click
On 'Submit' to receive an email with a new generated password.

Main Page / Dashboard

Main Menu & views

Link Header

Go to the Main Page (Dashboard), log out or open the legend

The screenshot shows the Amcor Main Dashboard interface. It features a top navigation bar with a home icon (highlighted in a red box) and a settings/refresh icon (also highlighted in a red box). The dashboard is composed of several portlets: 'Contracts in Negotiation' (No Contracts to display), 'My RFIs with Pending Responses' (No RFIs to display), 'My Running Surveys' (No Scorecards to display), 'My RFQs with Pending Responses', and 'New Messages (last 30 days)'. A table on the right shows auction details for 'param' by 'Amcor Group' on '28/04/2016 18:32'. A 'Quick Links' section is visible at the bottom right.

Edit and refresh Portlets

- Add and delete portlets
- Refresh content of portlets views

Portlets

Giving an overview about next events and requests regarding contracts, surveys, messages, RFXs and auctions

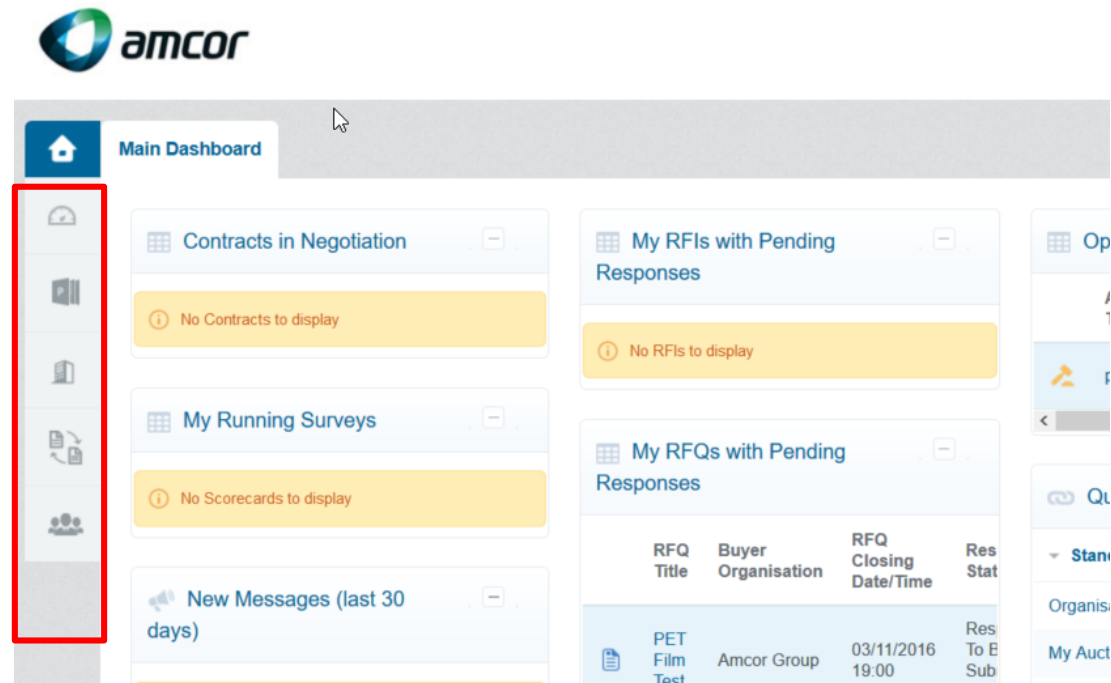
Quick Links

Allow quick access to sub-modules

Main Page Modules

By clicking on the left menu, you can access

- The Dashboard (Main Page)
- Sourcing (Projects)
- My Organization
- File Sharing
- User Management





My Organization



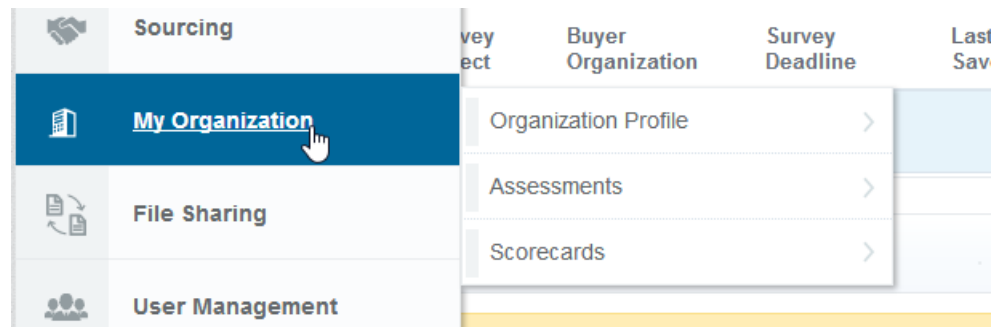
Modules

My Organization

In the module 'My Organization', the user can access :

- **Organization profile** : the registration data associated to your company account
- The **Assessments** launched by Amcor for your company
- **Scorecards** and surveys in collaboration with Amcor

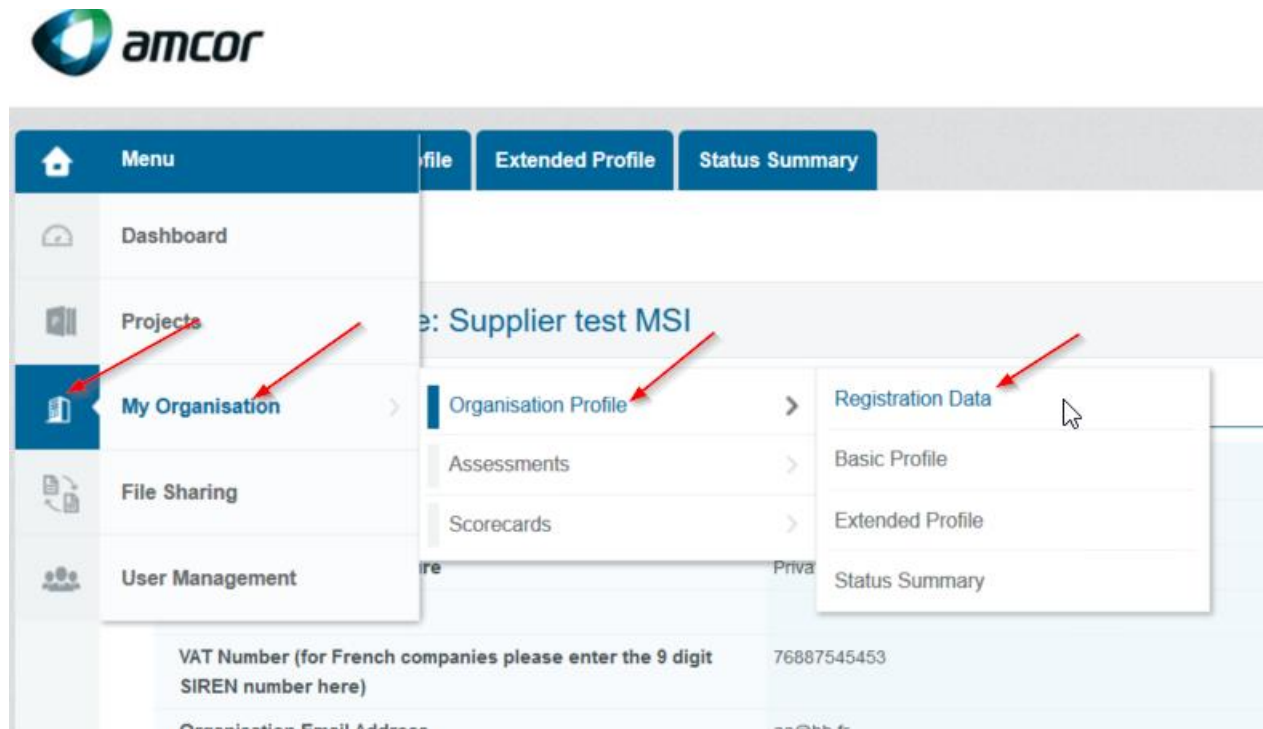
→ Left menu → 'My Organization'



Registration Data

Editing your Registration information

- For editing your registration data after you registered:
→ 'My Organisation' → 'Organisation Profile' → 'Registration Data'

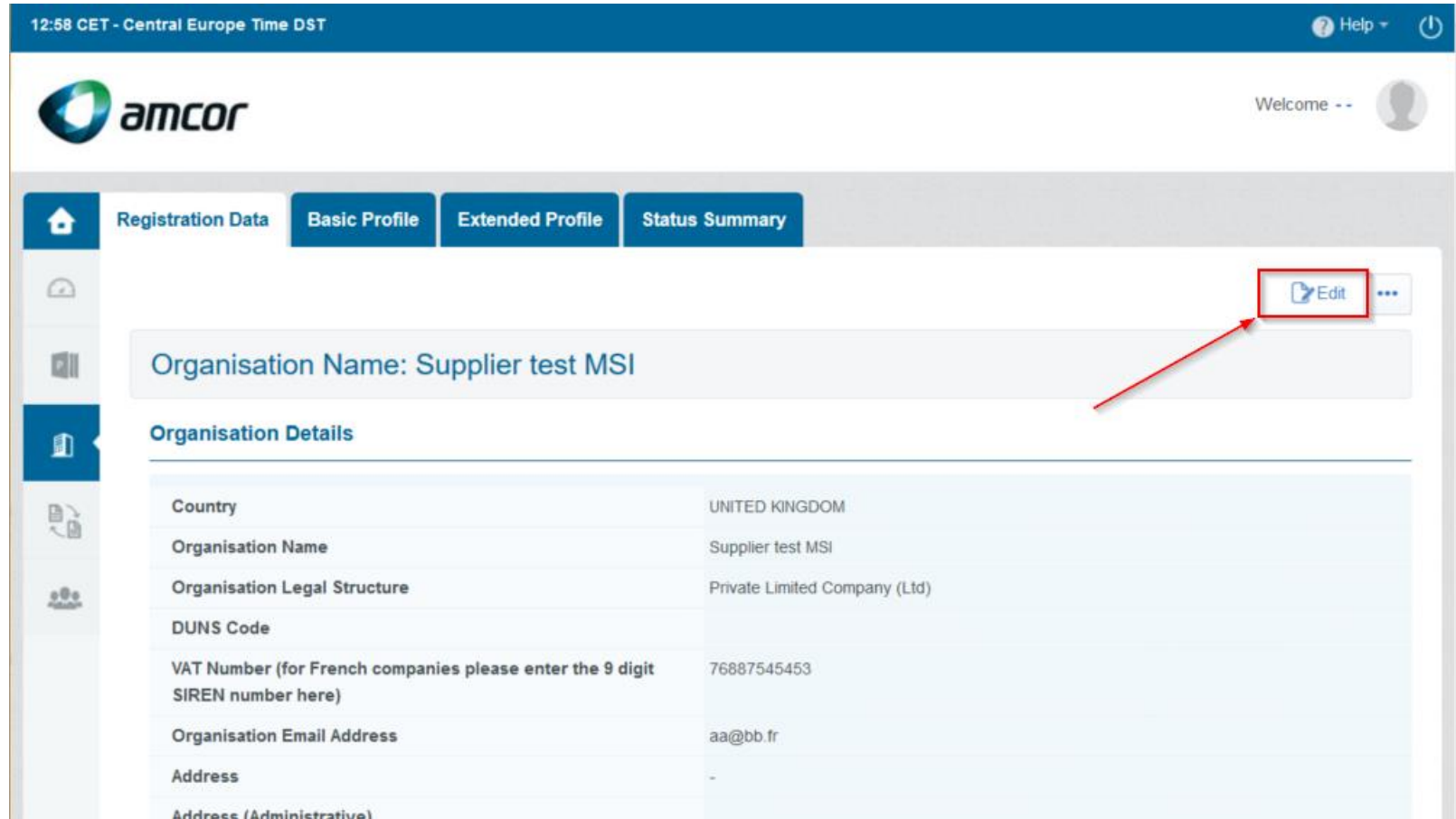


The screenshot displays the Amcor system interface. At the top left is the Amcor logo. Below it is a navigation menu with options: Dashboard, Projects, My Organisation, File Sharing, and User Management. The 'My Organisation' menu item is selected, and a sub-menu is open showing 'Organisation Profile', 'Assessments', 'Scorecards', and 'Registration Data'. The 'Registration Data' option is highlighted with a mouse cursor. Red arrows indicate the navigation path from 'My Organisation' to 'Organisation Profile' to 'Registration Data'. Below the navigation menu, the page title is 'Supplier test MSI'. The main content area shows a form with fields for 'VAT Number (for French companies please enter the 9 digit SIREN number here)' and 'Organisation Email Address'.

Registration Data

Editing your Registration information (Continued)

- Edit answers per question



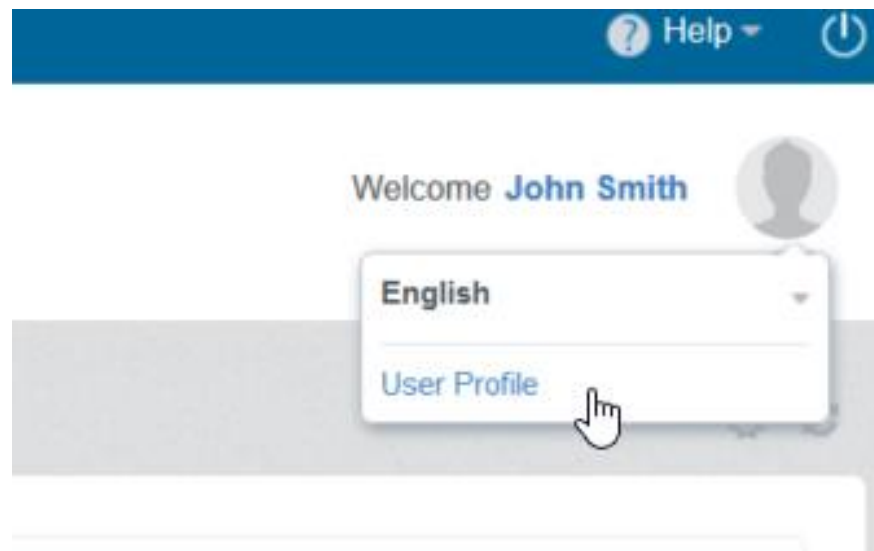
The screenshot displays the Amcor registration data interface. At the top, the time is 12:58 CET - Central Europe Time DST, and there is a 'Help' link. The Amcor logo is on the left, and a 'Welcome --' message with a user profile icon is on the right. Below the logo, there are four tabs: 'Registration Data', 'Basic Profile', 'Extended Profile', and 'Status Summary'. The 'Registration Data' tab is active. On the left side, there is a vertical navigation menu with icons for home, registration, organisation, contact, and users. The main content area shows the 'Organisation Name: Supplier test MSI'. Below this, there is a section titled 'Organisation Details' with a table of information. An 'Edit' button with a pencil icon is located to the right of the organisation name, highlighted with a red box and a red arrow pointing to it.

Organisation Details	
Country	UNITED KINGDOM
Organisation Name	Supplier test MSI
Organisation Legal Structure	Private Limited Company (Ltd)
DUNS Code	
VAT Number (for French companies please enter the 9 digit SIREN number here)	76887545453
Organisation Email Address	aa@bb.fr
Address	-
Address (Administrative)	

Basic Profile

Editing your basic profile

- The “basic profile” section contains the information related to your profile.
- To access and edit your basic profile:
 - On the top right of the page, click on your name/surname, then on the link “User Profile”



Basic Profile

Editing your basic profile (Continued)

Left Menu → 'My Organization' → 'Organization Profile' → 'Basic Profile'

In the menu 'Basic Profile' further specific information regarding your company are requested

- The percentages indicating how much mandatory and optional data fields have been filled
- By clicking on 'Supplier Qualification' the questions can be accessed

The screenshot displays the Amcor Supplier Qualification interface. At the top, the Amcor logo is visible. Below it, a navigation bar contains tabs for 'Registration Data', 'Basic Profile', 'Extended Profile', 'Status Summary', and 'Response History'. The 'Basic Profile' tab is active. A table lists the qualification status, with columns for 'Mandatory' and 'Optional' completion percentages. A callout box points to the '30%' completion rate for mandatory data.

Title	Supplier Data Status		Document Expiry Date (First to Expire)	Last Modified Date	Order of Presentation
	Mandatory	Optional			
Supplier Qualification	30%	0%		26/02/2016	1
Total 1					

Percentage of questionnaire completion

Basic Profile

Editing your basic profile

- Click on 'Edit' to change/enter basic profile answers
- By clicking on 'Print your Supplier Profile' (from the "..." button), the answers can be printed

Basic Profile Details: Supplier Qualification


< >


[Edit](#)

Business Description

Business Description * Provide a summary of your major business activities.

Compliance with AMCOR's Policies

AMCOR's Supplier Code of Conduct (Please download the attached file) * I confirm I read and understood the AMCOR's Supplier Code of Conduct. Yes 

AMCOR Sustainability Policy (Please download the attached file) * I confirm I read and understood AMCOR's Sustainability Policy. Yes 

Scorecard

Performance Scorecard

In the menu “Scorecards” – you will have access to following sections.

The image shows a software interface with a navigation menu on the left. The menu is organized into sections: 'Menu', 'My Organisation', and 'User Management'. The 'Scorecards' option is highlighted with a red box and a mouse cursor. A sub-menu is open for 'Scorecards', listing several options: 'Performance Scorecards', 'Pre-Qualification Scorecards', and 'Category Assessment Scorecards'. Other visible menu items include 'Dashboard', 'Sourcing', 'File Sharing', 'Assessments', 'Development Actions', 'My Running Surveys', 'New Messages (last 30 days)', and 'Mv RFIs with Pending Responses'.

- Menu
 - Dashboard
 - Sourcing
- My Organisation
 - Organisation Profile
 - Assessments
 - Scorecards**
 - Performance Scorecards
 - Pre-Qualification Scorecards
 - Category Assessment Scorecards
 - Development Actions
- User Management

Scorecard

Performance Scorecard – Continued

- **In Progress Surveys** : you'll find there the surveys you have been invited to answer to, sent by Amcor. They will be visible in that section only as long as the survey is running
- **Performance Scorecards** : the closed performance scorecard where your company has been involved
- **Pre-Qualification Scorecards**: the scorecards created for the pre-qualification of your company
- **Category Assessment Scorecards** : if your company was assessed by Amcor for a specific category, the related scorecards will be available from this section

For the scorecards sections, you'll be able to see the last evaluation as the past ones.



Tender Process(eRFx)



RFQ Response

The screenshot shows a table titled "My RFQs with Pending Responses" with the following data:

RFQ Title	Buyer Organisation	RFQ Closing Date/Time
Test RFQ	Amcor Group	22/07/2019 23:00

1 Pending responses are shown here. Open the RFQ to respond

The screenshot shows the details for RFQ: rfq_1124 - Test RFQ. It includes the following information:

- Project: project_25687 - Test Souji
- Closing Date: 22/07/2019 23:00:00
- Response Last Submitted On: Not Submitted Yet

A warning message is displayed: "Warning: You have unread Buyer Attachments (1). Click here to read the files before Submitting your Response."

Navigation tabs are visible at the bottom: RFQ Details (highlighted), Messages (Unread 0), Settings, Buyer Attachments (1), My Response, and Associated Users.


2 Open and review RFQ information


Response Status

RFQ Response

Accept confidentiality document

Confirm

 The buyer required that you download the confidentiality document available here below and confirm that you agree with it in order to have access to the this tender.

 Warning! You must first download the confidentiality document by clicking on the document name

Supplier Agreement

Confidentiality Document

 Amcor Supplier Code of Conduct.pdf (163 KB)

Confirm that you have downloaded and read the Confidentiality Document

I agree with the Confidentiality Document

I don't Agree

3
**Read & Agree
confidentiality document
and click confirm**

RFQ Reponse

4 Messages from Buyer can be seen here

5 RFQ attachments can be viewed here

6 Additional users from the supplier organizations can be added here

The screenshot shows a web interface for RFQ Reponse. At the top, there are tabs for 'RFQ Details' and 'Messages (Unread 0)'. Below these are buttons for 'Create Message', 'Received Messages', 'Sent Messages', and 'Draft Messages'. A second set of tabs includes 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'Associated Users'. A breadcrumb trail shows 'Path: root >'. Below this is a search bar with the placeholder 'Enter Filter (type to start search)'. A table lists attachments with columns 'Folder/File Name' and 'Description'. The table contains one entry: '1 AnalysisConsole (4).xlsx' with description 'Test'. At the bottom, there are tabs for 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', 'My Response', and 'Associated Users'. Below these tabs is a table with columns 'Last Name', 'First Name', and 'Email'. The table contains one entry: '1 Alluri Sowjanya sowjanya.alluri@amcor.com'.

Folder/File Name	Description
1 AnalysisConsole (4).xlsx	Test

Last Name	First Name	Email
1 Alluri	Sowjanya	sowjanya.alluri@amcor.com

RFQ - Edit and Submit response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) **My Response** Associated Users

Create Response

7 Go to "My Response" and Click create response.

Supplier Organisation Structure

This Bid is Submitted on Behalf of:
My Organisation Only (No consortium)

Currency: EUR

 View Response Index Only

1. Qualification Response (Questions: 26)

1.1 Supplier Profile - Question Section

	Question	Description
1.1.1	Complete company name	* Please insert your complete company name
1.1.2	Parent company	* Please insert the name of your parent company
1.1.3	Street	* Please insert your Street.

RFQ - Edit and Submit response

RFQ Details Messages (Unread 0)

Settings Buyer Attachments (1) My Response

9 Please review and submit your response. A warning message is shown. Click ok to submit.

Submit Response Export/Import Response

Tip: Check response summary here.

My Response Summary

1. Qualification Response	Missing mandatory responses (16)
2. Technical Response	Missing optional responses (15) No additional attachments
3. Commercial Response	Missing optional fields (845) No additional attachments

Tip: Use this option to download questions in excel, to fill and then import.

Supplier Organisation Structure [Manage Consortium](#)

This Bid is Submitted on Behalf of:
My Organisation Only (No consortium)

Currency: EUR

[View Response Index Only](#)

8 Click Edit, fill your responses and click and "Save and Return"

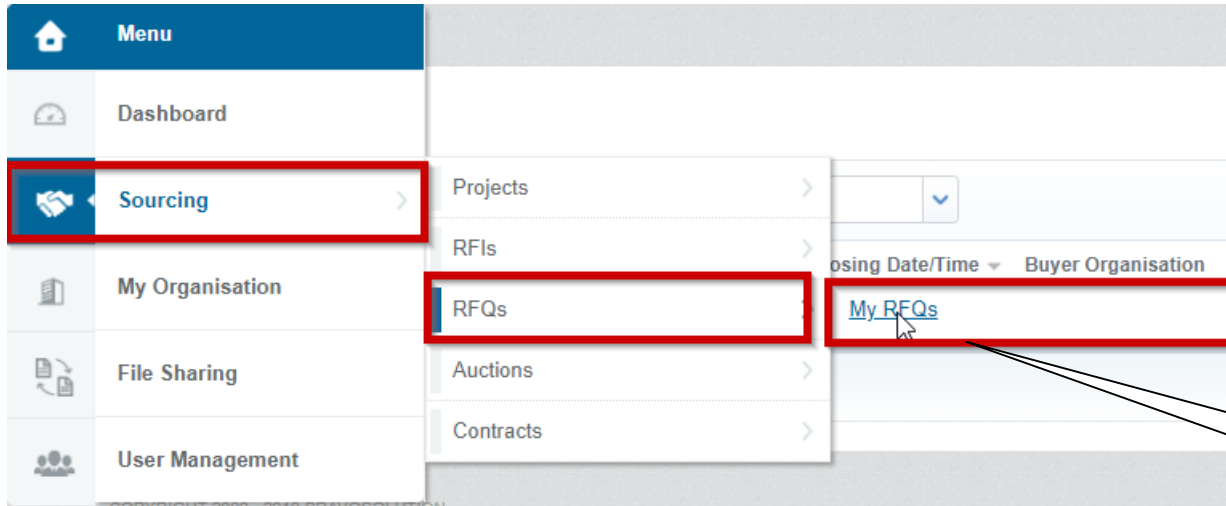
[Edit Response](#)

1. Qualification Response (Questions: 26)

1.1 Supplier Profile - Question Section

Question	Description	Response
1.1.1 Complete company name	* Please insert your complete company name	

RFQ –Review after submitted



Click on my RFQs to check status

RFI Response

Main Dashboard

Received Action Collaborations
No Actions to display

New Messages (last 30 days)
No Unread Messages

My Actions
No Suppliers to display

My Running Surveys

My RFIs with Pending Responses

RFI Title	Buyer Organisation	Closing Date/Time	Response Status
Buyer Test	Amcor Group	12/07/2019 18:00	No Response Prepared
Buyer Test 2	Amcor Group	12/07/2019 18:30	No Response Prepared

1 Pending responses are shown here. Open the RFI to respond

RFI : rfi_53 - Buyer Test

Project **project_25687** - Test Souji

Closing Date: 12/07/2019 18:00:00

Response Last Submitted On: 12/07/2019 17:34:01

RFI Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Response Status

2 Open and review RFI information

All the Subsequent steps are same as RFQ.

Modules

Sourcing (Projects)

In module 'Projects' sourcing events and contracts with Amcor can be managed

From the left menu → 'Projects' → 'Projects' → 'My Projects'

Project Tabs
Access Projects, RFIs, RFQs, Auctions and Contracts if available

The screenshot shows the Amcor eRFx system interface. On the left is a vertical menu with items: Menu, Dashboard, Projects, Supplier Management, Supplier Performance, User Management, and File Sharing. The 'Projects' item is highlighted in blue. A red arrow points from the 'Projects' menu item to a sub-menu that appears when 'Projects' is clicked. This sub-menu contains: Projects, Sub-Projects, RFIs, RFQs, Auctions, and Contracts. A second red arrow points from the 'Projects' sub-menu item to a further sub-menu that appears when 'Projects' is clicked. This sub-menu contains: My Projects, Project Templates, and Archived Projects. A third red arrow points from the 'My Projects' sub-menu item to the 'My Projects' link in the main content area. The main content area shows a table with columns for project details and a 'Pending approval (Owner)' status. The table has three rows of data with columns for project ID, code, and description.

Project ID	Code	Description
7302	col_9643	Product substitution: R&H sv from 548-45 to 3966/6074 (n
3109	col_11724	Saving Supplier change - Rej Move to AF Kuattua from Mo to 40/20
project 11245	col 20764	Canadian Tax Preo Cost Sav



File Sharing

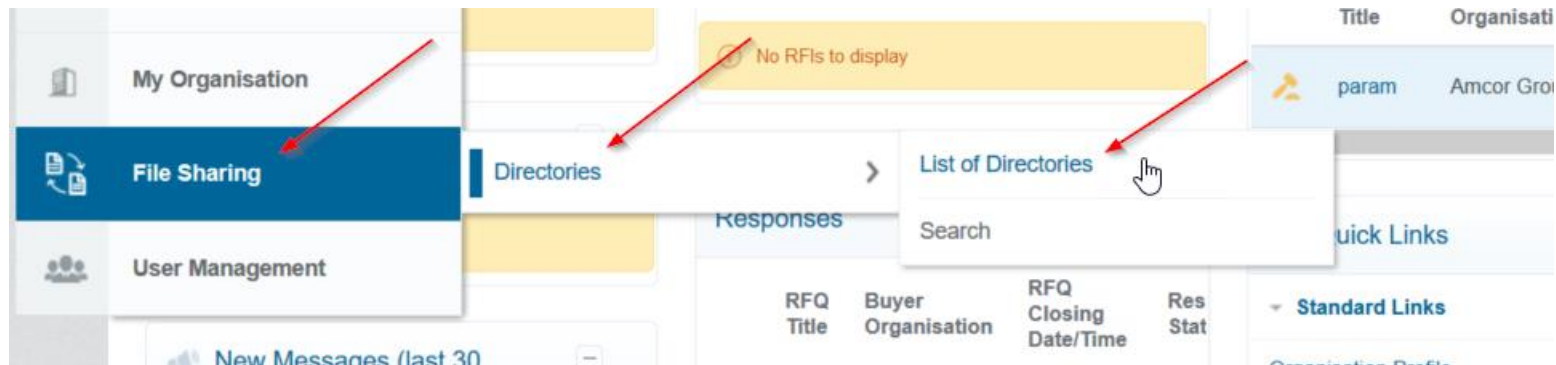


Modules

File Sharing

In module 'File Sharing' files provided by Amcor can be accessed and searched

→ Left menu → 'File Sharing'

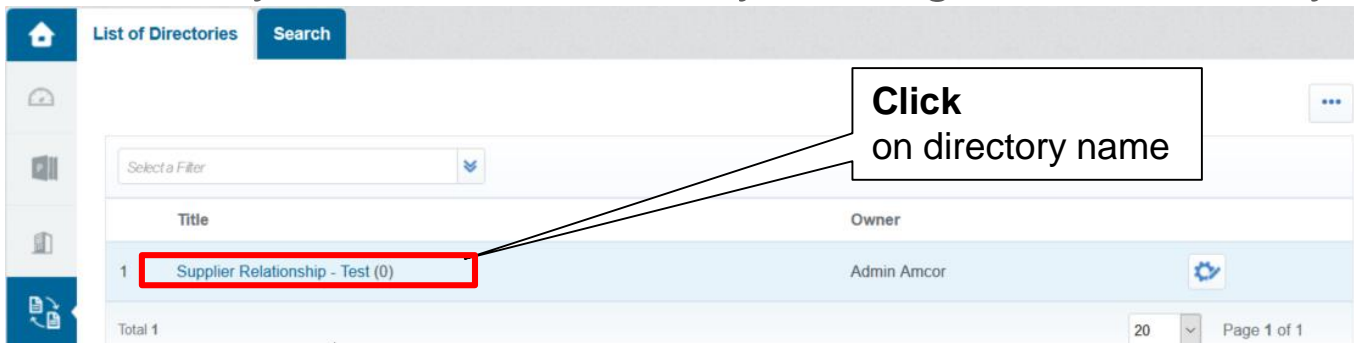


Modules

File Sharing – Access

→ Left menu → 'File Sharing'

The directory can be accessed by clicking on the directory name :



In directory folders/files are stored. They can be accessed by clicking on folder/file :

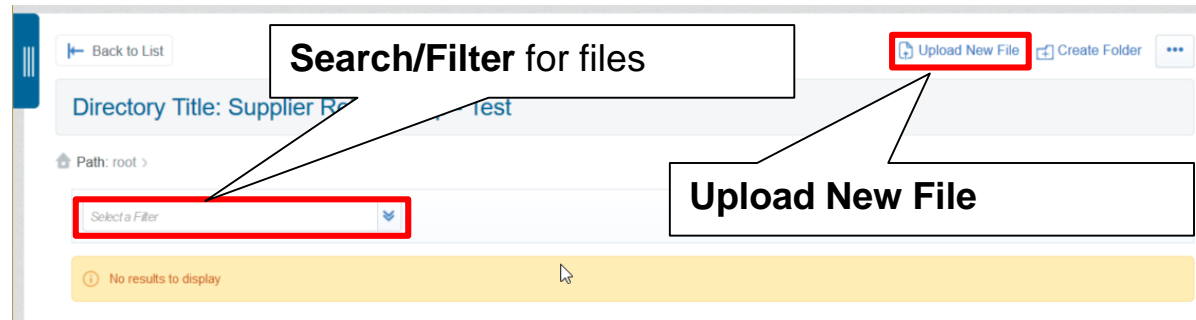


Modules

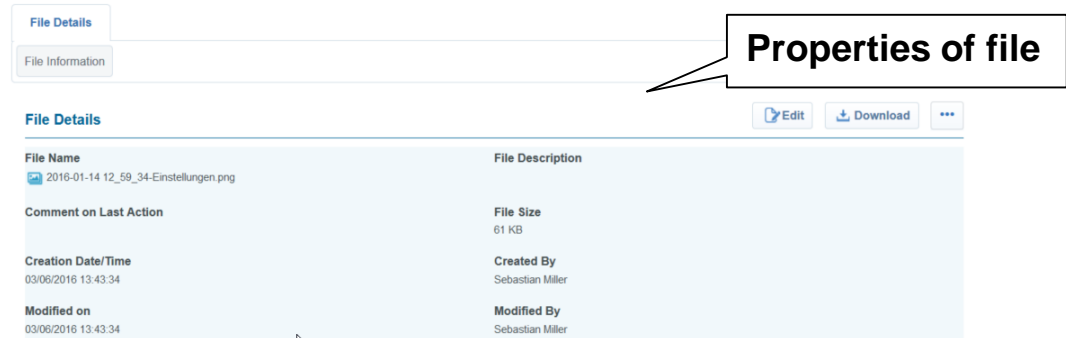
File Sharing – Download & Upload

→ Left menu → ‘File Sharing’

- In folders files can be
 - Downloaded
 - Searched
 - Uploaded



- By clicking on ‘Properties’, file descriptions, comments, file size and messages can be viewed



- Go back by clicking on ‘Back to list’



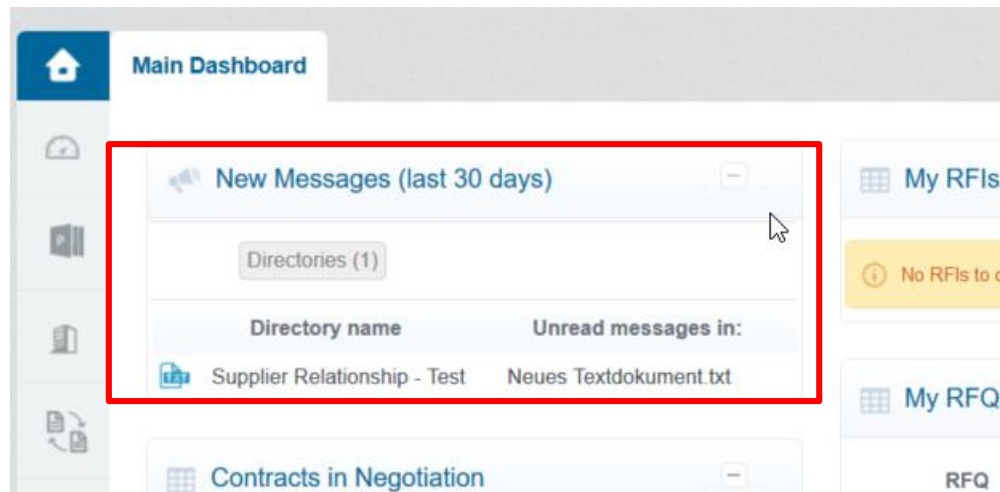
Modules

File Sharing – Messages I

→ Left menu → 'File Sharing'

In File Sharing messages can be sent per file

- New messages are shown at 'Main Page' / 'Main Dashboard' in portlet 'New Messages (last 30 days)'



Modules

File Sharing – Messages II

→ ‘Select Module’ → ‘File Sharing’

- Messages can be accessed in Module ‘File Sharing’ by

→ Accessing Directory then

→ Accessing folder then

→ Click on file ‘Properties’ then

🏠 Path: root > Neues Textdokument.txt

File Details Messages (Unread 1)

Create Message **Received Messages** Sent Messages Draft Messages

Create ...

Select a Filter

	Sender	Date	Subject	Opened by Me	Opened	Replied
1	Amcor Group Admin Amcor	03/06/2016 15:32	New additions			



User Management



Modules

User Management

→ 'User Management'

The menu 'User Management' supports you to define accessibility and rights of your colleagues within the Amcor Supplier Portal

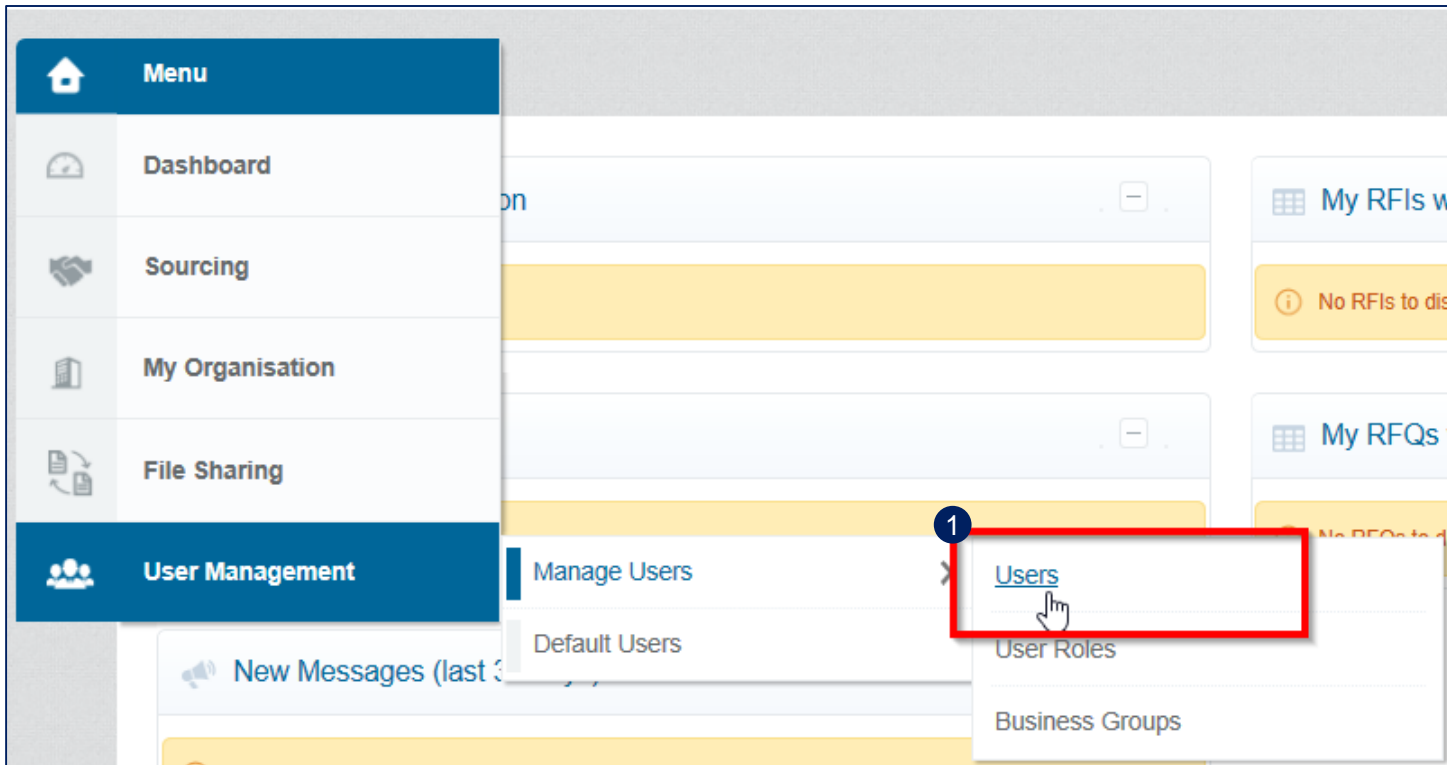
- In menu 'Users' the accounts of your colleagues are managed
- In menu 'User Roles' different sets of rights can be created
- In menu 'Divisions' visibility of different created user groups can be set
- In menu 'Default User' responsibilities per collaboration event with Amcor can be set (e.g. responsible user for surveys)

Modules

User Management – New User

In order to create a new user, or manage existing ones within your organization, navigate to...

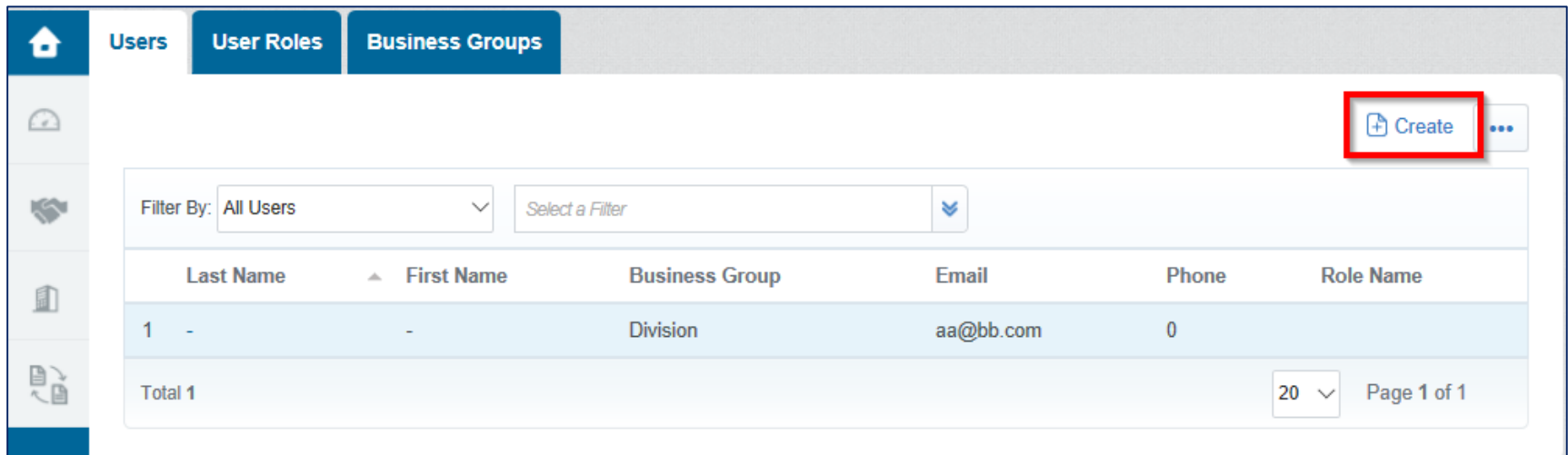
“User Management” → “Manage Users” → “Users” (1).



Modules

User Management – New User (Continued)

Click on “Create” to initiate the creation of a new user within your organization.



The screenshot displays the 'Users' management interface. At the top, there are navigation tabs for 'Users', 'User Roles', and 'Business Groups'. A 'Create' button, represented by a plus icon and the text 'Create', is highlighted with a red rectangular box. Below the navigation is a filter section with a dropdown menu set to 'All Users' and a search input field labeled 'Select a Filter'. The main area contains a table with the following columns: Last Name, First Name, Business Group, Email, Phone, and Role Name. The table has one data row and a 'Total 1' row. The pagination shows '20' items per page and 'Page 1 of 1'.

	Last Name	First Name	Business Group	Email	Phone	Role Name
1	-	-	Division	aa@bb.com	0	
Total 1					20	Page 1 of 1

Modules

User Management – New User (Continued)

Insert the relevant user information (fields with asterisk are mandatory) and confirm by clicking on “Save”. The new user will now get an email to activate the profile by changing a temporary password.

New User

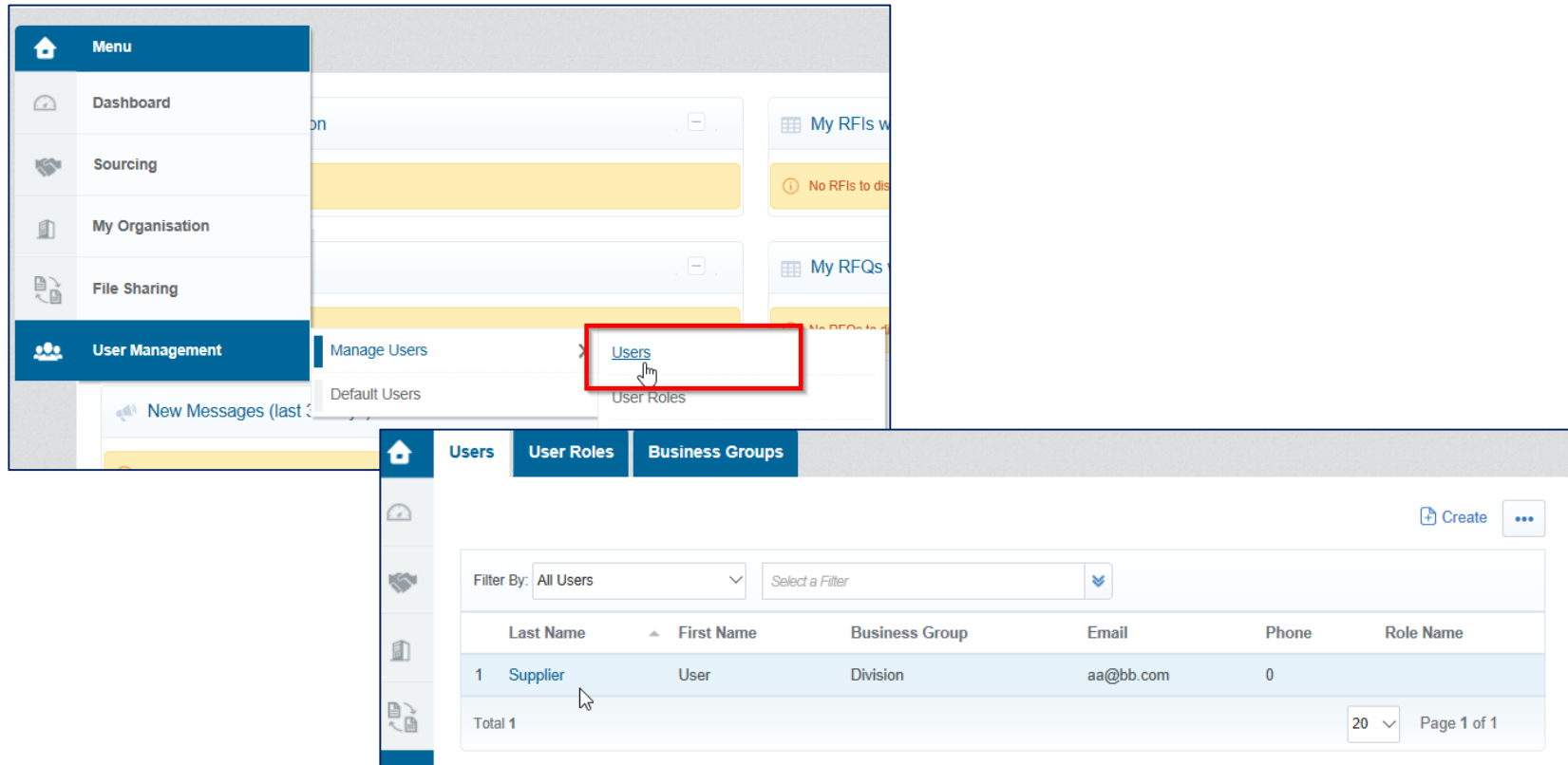
User Details

* Last Name	<input type="text" value="Supplier"/>
* First Name	<input type="text" value="User"/>
User Tag for Codes	<input type="text"/>
* Email	<input type="text" value="aa@bb.com"/>
* Telephone Number	<input type="text" value="+491742467934"/>
The Mobile phone number must start with '+' and contain digits from 0 to 9 (min 8 max 15) with no spaces. The first number can not be 0.	
* Business Group	<input type="text" value="Division"/>
Department	<input type="text" value="..."/>
Role Name	<input type="text" value="..."/>
* Choose your Username and check it is not already in use	<input type="text" value="supplier_company"/>
* Preferred Language	<input type="text" value="English (UK)"/>
* Time Zone	<input type="text" value="(GMT + 1:00) CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome"/>

Modules

User Management – Manage User Rights

In order to determine the rights of a new user navigate to ...
“User Management” → “Manage Users” → “Users”
and click on the user you’ve created.



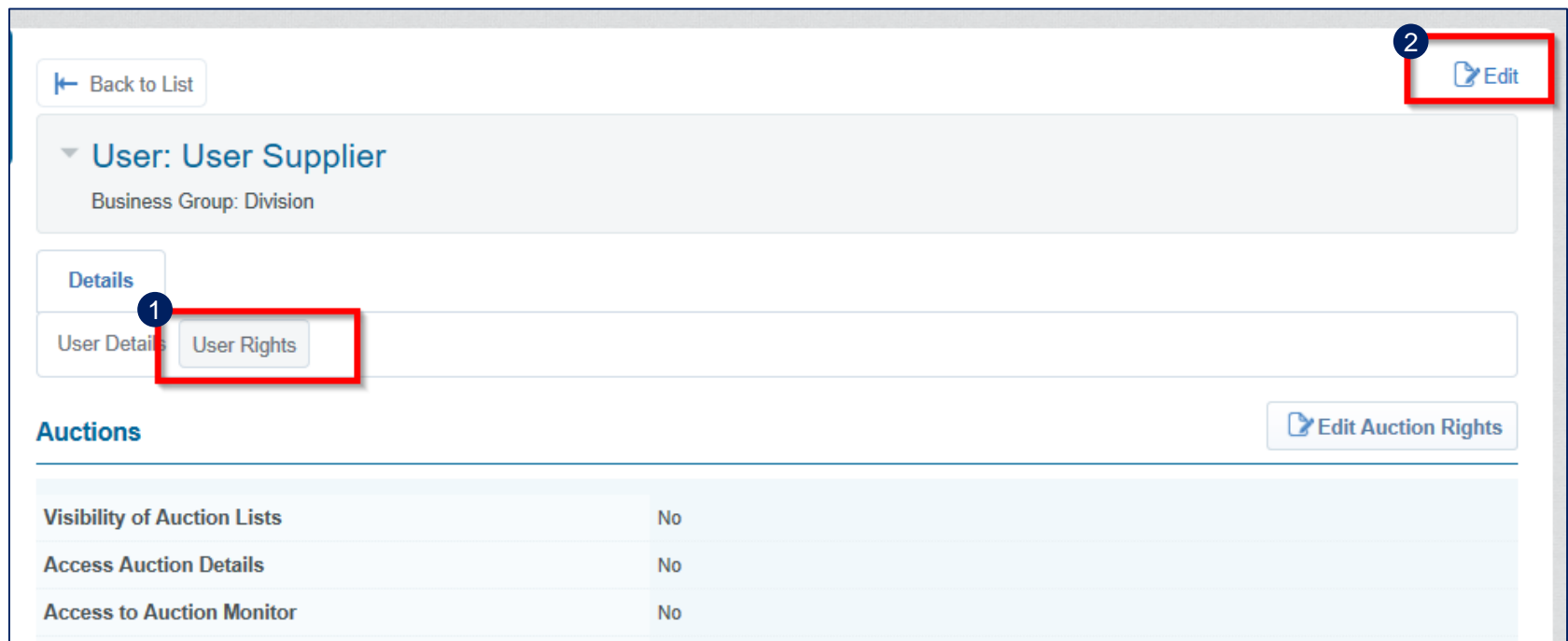
The screenshot illustrates the navigation path from the main menu to the user management interface. The 'User Management' menu is expanded, showing 'Manage Users', 'Default Users', and 'User Roles'. The 'Users' link is highlighted with a red box. Below, the 'Users' page is shown with a table of users.

	Last Name	First Name	Business Group	Email	Phone	Role Name
1	Supplier	User	Division	aa@bb.com	0	
Total 1						

Modules

User Management – Manage User Rights (Continued)

In the section “Details” choose the tab “User Rights” (1) and click on “Edit” (2) to define the rights of the user.



The screenshot displays the 'User Management' interface. At the top left, there is a 'Back to List' button. Below it, the user information is shown as 'User: User Supplier' with 'Business Group: Division'. A 'Details' tab is active, and within it, the 'User Rights' sub-tab is selected, indicated by a red box and a circled '1'. In the top right corner, an 'Edit' button is highlighted with a red box and a circled '2'. Below the 'Details' section, there is an 'Auctions' section with an 'Edit Auction Rights' button. The 'Auctions' section contains a table with three rows of permissions.

Permission	Status
Visibility of Auction Lists	No
Access Auction Details	No
Access to Auction Monitor	No

Modules

User Management – Manage User Rights (Continued)

Confirm defined user rights by clicking on “Save”.

▼ User: User Supplier
Business Group: Division

Save ✕ Cancel

Auctions

* Visibility of Auction Lists	Yes
* Access Auction Details	Yes
* Access to Auction Monitor	Yes, if I'm added to the User Rights list in the Object
* Participate	No
* Contact Visible to Buyer	Yes
* Manage Messages	Yes, if I'm added to the User Rights list in the Object