PROSPER TRAINING – USE OF PROSPER BY EXTERNALS
# PROSPER – SUPPLIER – Use of PROSPER by external users

**Introduction**

**Topic**

PROSPER – SUPPLIER – Use of PROSPER by external users

**Objectives**

Give external users all the necessary knowledge to collaborate with Coty by using PROSPER

**Practical information**

| 2 hours | PPT + Videos |

**Main presentation**

**Content**

- PROSPER key concepts
- As a Supplier, how to log into PROSPER
- As a Supplier, how to collaborate with Coty
  - How to find a specification
  - How to find key information in the Specification
  - How to acknowledge or reject a Specification

**Key Contacts & Support**

List in the communication attached to this material
VENDOR AGENDA

A - Key concepts

B - How to log in as an External user

C - How to Collaborate with Coty
   1 - How to find a Specification
   2 - How to find key information in the Specification
   3 - How to acknowledge or reject a Specification
PROSPER – KEY PRINCIPLES

Proser (Product Specification Repository) is a custom-made specification system that will support us from the initial design phases, through product development and into product supply. It will enable consistent and reliable purchasing, manufacture and distribution of materials around the globe.

- **Secure & global web based application**
- **External partners can see the most up to date version of the specification allowing them to work with the same Specification as Coty**
- **Selectively distributes specifications, standards, test methods and artwork to external partners**
- **Facilitates External Partners response, documenting the acknowledgement directly in the specification**
- **The basis for Contractual Agreement**
- **Allows the external partners to Accept / Reject Specifications and send reasons**
COLLABORATING WITH COTY

Key Points:
• Major changes: External partners now have access directly to the Prosper specification system with special rights
• Suppliers and TPMs will be able to work collaboratively on the same version of information “Real Time”
• External Partners will access Prosper via a dedicated environment
• PROSPER is the unique source of truth and the only tool to review / acknowledge Specifications
YOUR ACTIONS

1. Be notified a task is pending your acknowledgement or review
2. Log in
3. Check the Pending tasks tab
4. Review the specification
5. Acknowledge or Reject the specification
EXTERNAL ACCESS - PRINCIPLES

Implication for Supplier A users:

✓ Can see all objects related to Manufacturer A (all locations)

✗ Cannot see any objects related to other Manufacturer than A

Members of the site list and primary contact receive email & acknowledgement task for all objects related to the location:

Key Points:

• READ: All members of the company have access to all specs associated at ‘company’ level.
• ACKNOWLEDGE: Only team members associate to the ‘location’ level can acknowledge the specs for that plant.
• Spec acknowledgements flow to more than the ‘primary’ contact to enable more flexibility. Only needs one positive response, at which time the request is removed from the other members inbox.
**TERMINOLOGY**

<table>
<thead>
<tr>
<th>PROSPER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MFG</td>
<td>Master Finished Good</td>
</tr>
<tr>
<td>IFG</td>
<td>Individual Finished Good</td>
</tr>
<tr>
<td>MC</td>
<td>Master Component</td>
</tr>
<tr>
<td>IC</td>
<td>Individual Component</td>
</tr>
<tr>
<td>FC</td>
<td>Formula Card</td>
</tr>
<tr>
<td>RM</td>
<td>Raw Material</td>
</tr>
<tr>
<td>Codeless MC/IC</td>
<td></td>
</tr>
</tbody>
</table>
**Key Points:**
- Individual Specification is a compiled view of all information coming from Master, Individual and attached documents
- Individual cannot exist without a Master (Some exceptions exist)

**Individual Component**
- Related Spec
- Artwork
- Technical Drawing

**Master Component**
- Related Spec
- Artwork

**Individual Finished Good**
- Related Spec
- Stacking Pattern
- Packing Instructions

**Master Finished Good**
- Related Spec

**Formula Card**
- Test Method
- TAMU

**BOM link**
HOW TO IDENTIFY OBJECTS IN PROSPER?

Masters / Individuals

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Reference</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Finished Goods (MFG)</td>
<td>MF 99230000030</td>
<td>9923 (for TPMs)</td>
<td>Raw Materials</td>
</tr>
<tr>
<td>Master Component (MC)</td>
<td>MC 99250000002</td>
<td>9925 (for TPM and Suppliers)</td>
<td></td>
</tr>
<tr>
<td>Individual Finished Goods (IFG)</td>
<td>IF 99240000105</td>
<td>9924 (for TPMs)</td>
<td></td>
</tr>
<tr>
<td>Individual Component (IC)</td>
<td>IC 99260000152</td>
<td>9926 (for TPM and Suppliers)</td>
<td></td>
</tr>
<tr>
<td>Formula Card (FC)</td>
<td>FC 99210000134</td>
<td>9921</td>
<td></td>
</tr>
<tr>
<td>Raw Materials</td>
<td>RW 99220000156</td>
<td>9922</td>
<td></td>
</tr>
</tbody>
</table>

For all the objects originated in PROSPER:

9927

Related Specification:
- 9927
  - Aw Artwork
  - SD General Specification document
  - PI Packing Instructions
  - SP Stacking Pattern
  - TD Technical Drawing

Reference Doc:
- 9927
  - GP GPMS
  - RD General Reference document
  - PA Panoply
  - TU TAMU

Shared by Coty with Suppliers:

9927

Shared by Coty with TPMs: None
Key Points:
• A Specification will be created in a Preliminary state. At this stage Coty shares a Specification for collaboration with a Supplier/TPM: It means the Supplier/TPM can review it.
• When the Specification will reach Approved state, Coty will share it again for acknowledgement: The Supplier/TPM has to acknowledge or reject it in the system.
VENDOR AGENDA

A - Key concepts

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C - How to Collaborate with Coty

1 - How to find a Specification

2 - How to find key information in the Specification

3 - How to acknowledge or reject a Specification
This training material is supported by tutorial videos.
The play button is clickable and will play the tutorial in full screen.
Read the training in slide show mode.
PROSPER is web based tool:

Preferred Internet browser: Internet Explorer

Supplier/TPM will receive an email from Coty containing your user ID, password and link to PROSPER.
LOGIN USING INTERNET EXPLORER

Key point:

Note: Only for training

• Open PROSPER using Internet Explorer, bypass the connection security error by clicking on “More information” and “Go on the webpage” (you may need to do this twice)
HANDS ON EXERCISE

Log in to Prosper using Credentials sent to you via Email

- **URL**: https://3dspace.prosper.cotyinc.com/3dspace
- **ID**: Firstname_Lastname; first letter of your first and last names must be capitalized.
- **Pwd**: Password are case sensitive

You will see this screen the first time you log into Prosper. Check the check box “Do not show at start up.”
HOW TO RESET A COTY PASSWORD? (1/2)

Open the SSPR link: resetmypassword.cotyinc.com

Step by step:
1. Enter Coty_AD
2. Enter old password
3. Define 6 security questions
HOW TO RESET A COTY PASSWORD ? (2/2)

Open the SSPR link: resetmypassword.cotyinc.com

Step by step:
4. Click on “Change Password”
5. Enter the new password twice
ADJUST THE WINDOW

TIPS:
• Set zoom level of the window on 80% 
• Use the «Printer Friendly» function

Key Point:
• Depending on the scale of the computer screen, information can be displayed differently. Use these tips to adjust your window or display information in full screen mode.
NAVIGATION BUTTONS

Navigation Buttons

- **Home page**: Send the user to the home page
- **Back**: Goes back to the last page viewed
- **Next**: Active only if the user already used “Back” button
- **Refresh**: Refresh the table
- **Expand/Collapse**: This button will show / hide the header section

Key Points:
- Navigation Buttons replace the navigation buttons of your browser
- The Refresh button is displayed in yellow to notify the user when information in the window must be updated.
**HELP FROM THE SYSTEM**

**Key Point:**
Some videos tutorials are upload in PROSPER in order to guide users on basic navigation.

**Step by step:**
1. Over hoover the “?” button
2. Click on “Help”, it will open a new window
3. Open the “Supplier help videos” folder
4. Click on the eye button to watch a video
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NOTIFICATION FROM PROSPER

EXTERNAL EMAILS

Key Points:
• When Coty initiates a Collaboration with a Supplier. He/She will receive a notification through:
  1. External emails (Supplier own email)
  2. Internal PROSPER Inbox (called messages)
• It contains the Due Date, the instructions and direct link to access the Specification.
• Below you can find the template of the notification sent to a Supplier/TPM email

Template of External email

Objet : TR: New Task Assignment Notice "sample mail"

Click here to view all of your Tasks.

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Due Date</th>
<th>Instructions</th>
<th>Content</th>
<th>Content Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>D+1</td>
<td>Please review the related item</td>
<td>99250000004</td>
<td></td>
</tr>
<tr>
<td>Approve</td>
<td>D+1</td>
<td>Please review the related item</td>
<td>99250000003</td>
<td></td>
</tr>
</tbody>
</table>

This message is intended for the use of the addressee and may contain information that is privileged and/or confidential. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of the information contained in this message is strictly unauthorized and prohibited. If you have received this message in error, please notify the sender by reply e-mail and delete the message from your system. Opinions, conclusions, or other statements in this message which do not relate to the business of Coty Inc., its subsidiaries or affiliates, are neither given nor endorsed by Coty Inc.
Key Points:
• The home page displays all the Specifications shared by Coty in any state on the “All Specification” tab
• The Table can be sorted by Initiative name, status, Originator or even Due Date.
• The blue code is a clickable link and will open directly the Specification

TIP:
Blue names are clickable link
Key points:
- The **Pending Tasks** tab will provide the user an overview of what is **Shared for Collaboration** and what is **Shared for Acknowledgement** by Coty.
- All the Specifications in this tab are waiting an action from the **Primary contact or a member of the site** of the Supplier/TPM (see next sections)
- If the user is not the Primary Contact or member of the site, this tab is empty
- Acknowledgment of a Spec means: Accept to produce it
HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – ROW GROUP IN PENDING TASKS TAB

Key Points:
• Specifications can be sorted using the Row grouping functionality
• The user can choose up to 3 different attributes to sort the Specifications

Step by step:
1. Click on the row grouping button
2. Select the attributes (up to 3) that will group the lines
3. Click on Apply button
HOW TO COLLABORATE WITH COTY
1 - HOW TO FIND A SPECIFICATION – SEARCH ENGINE

Key Point:
The search engine allows you to search Prosper based on 2 Attributes:
• Code
• Types

Search Tips
Use asterisk to replace zeros
99230000029 = 9923*29
HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – SEARCH ENGINE

Key Point:
• Migrated data from CSS, Burberry and CotySpex can be searched using it’s original identifier
HOW TO COLLABORATE WITH COTY
1 - HOW TO FIND A SPECIFICATION – SEARCH REFINEMENT

Key Points:
• The search refinement tool can refine searches after using the search bar
• The Refinement section of the search screen can be used as a filter
• Notice that Highest revision is checked by default; uncheck to see all revision
HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – MESSAGES BOX

Key Points:
- The messages box contains two kinds of notification:
  - A Specification code means that this Spec has been shared for Collaboration
  - A task Assignment Notice means that a Spec has been shared for Acknowledgement

![Message Box Screenshot]
VIDEOS

VENDOR AGENDA

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Step by step:
1. Click on the name of the object. Information will be opened in a new window.
2. Go on “Spec View” tab which is a consolidated view of all information coming from the Master and Individual.
HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – SPEC VIEW TAB

Key Points:
• Supplier/TPM will only produce against the most current “Production” “Release” state.
• They may receive “In development” “Release” Specifications for trials

TIP:
M : means the information comes from the Master
I : means the information comes from the Individual

Key Points:
• The Specification view is a consolidated view of
  • The properties of the object
  • The Materials of Construction (for Components)
  • The BOM
  • Performance Specifications
  • Weights and dimensions (for Finished Goods)
  • Supplier list and Coty Plant
  • Alternate information
  • Specification and Reference documents
• If the user has selected an Individual, the Spec view will show a consolidated view from Master information & Individual information.
Key Points:

- Bill of Materials table displays BOM hierarchy for the selected spec with few properties details like their alternate and Substitutes.
  - Substitute is a suitable replacement for another part in only one assembly in which the original part occurs
  - Alternate is a suitable replacement for another part in every assembly in which the original part occurs.
- Each Component / Formula card name are clickable link and will open a new window containing more information about the object.
HOW TO COLLABORATE WITH COTY
B - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – PACKAGING SUPPLIER INFORMATION (HOW TO PRINT)

Step by step:
1. Go in the Bill Of Materials menu
2. Expand the tool box
3. Click on Printer Friendly

Key Point:
- The Bill of Material can be displayed in a format that can be printed
### Key Points:

- It is the list of constituents of each part of components + related environmental data.
- Information within the Material of Construction is sorted by the sequence number #.
- “Print process” and “Substrate” will also be displayed in this table previously entered in the Properties.
- Data from this table will be pulled into the Green Dots report for ecotax.

<table>
<thead>
<tr>
<th>Component</th>
<th>#</th>
<th>Constituent</th>
<th>Ref</th>
<th>Target</th>
<th>UOM</th>
<th>% Recycled</th>
<th>Comment</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outer Cap</td>
<td>1</td>
<td>PET</td>
<td>BASF SF345</td>
<td>34.0</td>
<td>G (gram)</td>
<td>00</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Inner Cap</td>
<td>2</td>
<td>ABS</td>
<td>G111</td>
<td>12.0</td>
<td>G (gram)</td>
<td>40</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Tube Assy</td>
<td>3</td>
<td>POM</td>
<td></td>
<td>1.0</td>
<td>G (gram)</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Tube Assy</td>
<td>4</td>
<td>Aluminum</td>
<td></td>
<td>20.0</td>
<td>G (gram)</td>
<td>100</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Decoration</td>
<td>5</td>
<td>Multi-material</td>
<td></td>
<td>12.0</td>
<td>G (gram)</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
The Performance Specification is Split into 3 areas:

1. The **Characteristic** being defined and related **Specification** limits.
   - Chg column: indicate to the user if the line is new or if it has been changed.
   - Characteristic to be tested and the Reference Document (Test Methods and TAMU clickable link) attached to the test. Test methods are managed and stored in PROSPER.
   - Different limits of the Test: Lower Limit, Target, Upper Limit.

2. Actions for the “**Supplier**” of the Component / Finished Good (FG)
   - Testing required during manufacture or to “release” shipment

3. Actions for the Receiving “**Plant**” of the Component or FG
   - Tests conducted on receipt of the shipment to final location

**TIP:** First column meaning

- M: means the information comes from the Master
- I: means the information comes from the Individual
**EXAMPLE OF SPEC VIEW**

### Performance specifications

#### Column Headers – Definition SUMMARY:

**2: Manufacturer**

- **RT = Report Type** *(How data is recorded)*
  - **Attribute**: Results are reported as Pass/Fail (or equivalent)
  - **Variable**: Results are reported as Data (e.g. Av + st.dev.)

- **AC = Action** *(Defines response from “Supplier”)*
  - **Control**: Requirements to be controlled internally by Supplier
  - **Reference**: Only to be tested after changes to qualified process
  - **Document**: Additional details in Spec not to be tested by Supplier
  - **Report**: Requirements to be reported to Coty (via CofA)

- **SM = Sampling Method** *(Sampling plan to follow)*
  - Defined by corporate Quality Assurance

- **Release Criteria** *(Defines criteria to release lot for shipment)*

**3: Receiving Plant**

- **AC = Action** *(Defines response from “Plant”)*
  - **Ongoing**: Testing is required with every incoming lot
  - **Validation**: Only to be tested whilst supplier is being validated

- **SM = Sampling Method** *(Same as “Supplier”)*

- **Release Criteria** *(Same as “Supplier”)*

---

<table>
<thead>
<tr>
<th>Spec Type</th>
<th>“Supplier”</th>
<th>Receiving “Plant”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component</td>
<td>Component Manufacturer</td>
<td>Coty Plant / TPM</td>
</tr>
<tr>
<td>Finished Goods</td>
<td>Coty Plant / TPM</td>
<td>Coty Plant / TPM</td>
</tr>
</tbody>
</table>

---

**Key Point:**

- ‘Manufacturer’ and ‘Receiving Plant’ change depending on Specification type:

**Full Definitions**

See attached for full definition of each Column Header and expectations of “Manufacturer” and “Receiving Plant”
DEFINITIONS

What is a document in PROSPER?

• **Related Specification**: A document containing fundamental specification information specific to the object created that are not defined in Spec View attributes. It will be compiled in the generated PDF report (PROSPER output file).

  → Artworks, Technical Drawings, Stacking Patterns, Packing Instructions, Manufacturing Report

• **Reference document**: Stand alone document attached to the object and used across Specs but not linked directly.

  → TAMU (Target, Acceptable, Marginal Unacceptable), Tests Methods, GPMS,
  → Migrated specs may include pdf versions of MPS, IPS, MPMS, IPMS as Reference Documents
HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – SPECIFICATION & REFERENCE DOCUMENTS

Key Points:
• The name of each document is clickable and will open the document or object in a new window.
• Expand the properties tab to see the eye ball.
• The eye ball will open the document in a new window.
Key points:

• The supplier can download the Certificate of Analysis (1)
• In order to have the full view, Master and Individual, the Supplier/TPM need to download CoA of the Master and CoA of the Individual

Step by step:
1: Click on Download CoA button
2: Select “Save file”
3: Click on OK
How to format Excel (CSV file)

Step by step:
1. Select the column A
2. In Data tab, click on "Text to Columns"
3. Select "Delimited and click on "Next"
4. Select the correct delimiter regarding the content of A2 and click on "Next"
5. Authorize the tool to replace data by clicking on "OK"
HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - NAVIGATION BETWEEN MASTER AND INDIVIDUALS

If a Master is selected

- Display hierarchic "father" if exist for any Objet
- Display all Individuals (Finished Good or Component) generated from the selected Master
- Display BOM hierarchy for selected Object

If an Individual is selected

- Display the Master (Finished Good or Component) used to generate the selected Individual

TIP: In those two menus, every clickable link will be opened in a new window
HOW TO COLLABORATE WITH COTY

Key Points:
- The list of all the Master related to an Individual
- All the Individual related to a Master
Key Points:
• When Coty gives the Authorize to use, the external user can only see the code of the Formula in the Bill Of Materials
• When Coty gives the Authorize to produce, the external user can open the Formula Card, see the Raw Materials, the Formula Specification and Making Instructions
**Key Points:** for TPMs
- User with specific rights can see information about Formulation Part (aka Formula Card).
- FC Information are managed in Enginuity; PROSPER and Enginuity shares the same database.
Key Points: for TPMs
• User with specific rights can see information about Formulation Part.
• In Formulation Processes menu, the user can find all the revisions and different states of FP

Step by step:
1. Open the Reference Documents menu
2. Open the Reference Documents tab
3. Click on the download button on the MI line
HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – REPORTS

Key Points:
- Supplier/TPM can generate different kind of reports:
  - Consolidated Report: contains all the information coming from the Master and the Individual plus the related documents
  - Performance Specification Report (Components)
  - Reference Documents Report: merging Test Methods and TAMU
  - The Release Snapshot is generated automatically when the Specification reaches “Approved” and “released” lifecycle state.
  - Authorized to Use or Authorized to Produce report: performance table + ATP Making instructions
- When a new report is generated, it replaces the old version.

Step by step:
1. Select the Report needed
2. Click on “Generate PDF”
3. Click on the pdf icon
4. Open or save the file

The report tab exists on MFG, MC, IFG, IC, FC and RM levels
HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – LEGACY SPECIFICATIONS

Key Point:
• The PDF of Specifications migrated can be found in the Reference Documents Tab

Step by step:
2. Open the Reference Documents tab
3. Open the Reference Document
VIDEOS

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HOW TO COLLABORATE WITH COTY

3 - HOW TO ACKNOWLEDGE OR REJECT A SPECIFICATION

Acknowledging or rejecting a Specification?

Key Points:

- When Coty share an IFG, the external user can see everything under this object: IC / FC / Related documents / Reference documents.
- **Acknowledging** an IFG mean, **accepting to deliver** it regarding all these objects.
- **Rejecting** an IFG mean, one or more of these objects cannot be produced by the Supplier/TPM.

Key Points:

- Supplier/TPM will only produce against the most current “Production” “Release” state.
- They may receive “In development” “Release” Specifications for trials.

Shared by Coty

Acknowledging

Rejecting

Shared by Coty
HOW TO COLLABORATE WITH COTY

3 - HOW TO ACKNOWLEDGE OR REJECT A SPECIFICATION

Step by step:
1. When all the information have been reviewed, go back to the home page and select the object
2. Click on the green button to accept the Specification, click on the “thumb down” button to reject the Specification

Key points:
• If the Supplier/TPM, reject the Specification, the system will ask for a comment.
• The Supplier can mass reject Specifications by checking all the check boxes and clicking on the “thumb down” button.

--> Coty will demote the Specification, rework it, repromoted it and re share for Acknowledgement with the Manufacturer

Key point:
• The user can mass approve Specification by checking all the check boxes and clicking on the green button
thank you