User manual
Third Party Management

CERRIX B.V.
Version 6.2
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Confidential

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1. Introduction

This user manual describes the use of the Third Party module for CERRIX. This module enables the registration of Third Parties, the registration of Third Party contracts and the linkage of Risks, Controls, Documents and Measures of Improvements.

2. User roles

There are seven different types of users in the Third Party module, displayed by user roles. Each user role has specific rights for certain parts of the module, which are defined beforehand. These user roles must be allocated to a user. To give a user more rights, multiple user roles can be selected. The roles that can be selected are: Third Party Unrestricted Administrator, Third Party Restricted Administrator, Third Party Unrestricted Writer, Third Party Restricted Writer, Third Party Unrestricted Viewer, Third Party Restricted Viewer, Third Party Reviewer.

An overview of the roles and the corresponding rights is given in figure 1. All users with restricted roles have only right for their own organization. Note: The Third Party Reviewer can only access the third parties which the reviewer is assigned to.

Third Party Roles	Third Party Unrestricted Administrator	Third Party Restricted Administrator	Third Party Unrestricted Writer	Third Party Restricted Writer	Third Party Unrestricted Viewer	Third Party Restricted Viewer	Third Party Reviewer
Search for Third Parties	✓	✓	✓	✓	✓	✓	✓
Audit							
Can access third parties outside own organization	✓		✓		✓		
Can review a Third Party	✓	✓					✓
Can be assigned to review a Third Party	✓	✓					✓
Operational							
Can create & write Third Parties	✓	✓	✓	✓			
Can create Third Party MoI's	✓	✓	✓	✓			
Settings							
Can add & maintain Standing Data for Third Party	✓						
Can enter & restore deleted items for Third Party	✓						

Figure 1: Overview of the Third Party roles and rights

2.1 Third Party Unrestricted Administrator

The Third Party Unrestricted Administrator is the user who will set up and keep the complete overview of the Third Party module. Therefore, this role has rights to all functionalities in this module. The Third Party Unrestricted Administrator can see Third Parties of the entire organization. With this role it is possible to see all Third Parties and edit them. Furthermore, this user can maintain the standing data for the Third Party module for the entire organization.

The linked risks & controls can only be edited by this role in combination with the user roles for Risks & Controls. Linked documents and Measures of Improvements can be added and edited without other user roles.

2.2 Third Party Restricted Administrator

The rights of the Third Party Restricted Administrator are limited to Third Parties that are linked to the own organization/department of the Administrator. The Third Party Restricted Administrator has all read & write rights but has no rights for the standing data of the Third Party module.

The linked risks & controls can only be edited by this role in combination with the user roles for Risks & Controls. Linked documents and Measures of Improvements can be added and edited without other user roles.

2.3 Third Party Unrestricted Writer

The Third Party Unrestricted Writer has read and write rights for the entire organization. This user can create, view and edit Third Parties for every organization/business unit.

The linked risks & controls can only be edited by this role in combination with the user roles for Risks & Controls. Linked documents and Measures of Improvements can be added and edited without other user roles.

2.4 Third Party Restricted Writer

The rights of the Third Party Restricted Writer are limited to Third Parties that are linked to the own organization/department of the Writer. The Third Party Restricted Writer can create, view and edit Third Parties.

The linked risks & controls can only be edited by this role in combination with the user roles for Risks & Controls. Linked documents and Measures of Improvements can be added and edited without other user roles.

2.5 Third Party Unrestricted Viewer

The Third Party Unrestricted viewer has read rights for every organization/business unit. This user can only view Third Parties and their details. The linked risks, controls, documents & measures of improvements can only be viewed in the Third Party workspace itself.

2.6 Third Party Restricted Viewer

The rights of the Third Party Restricted Viewer are limited to Third Parties that are linked to the own organization/department of the viewer. The Third Party Unrestricted viewer can only view Third Parties and their details. The linked risks, controls, documents & measures of improvements can only be viewed in the Third Party workspace itself.

2.7 Third Party Reviewer

The Third Party Reviewer is the only role who can be assigned to review a Third Party. Without other rights, only the assigned Third Parties are shown to the reviewer. The reviewer has rights to read the assigned Third Parties and can only edit the review fields of the Third Party.

3. Creating, editing, and reading Third Parties

After the standing data is defined, a third party can be added. The Third Party workspace is the place to add, read, and edit Third Parties.

3.1 Third Party details screen

The details screen is the place where you can add, edit, and read the details of third parties. You can enter the details screen in two ways:

1. Clicking on “Add Third Party”: An empty details screen opens where you can add the details of a new Third Party.
2. By clicking on an existing Third Party: The details screen of the existing Third Party opens.

The details screen of Third Party consists of the following fields:

General Information

- **Name:** A field to add the company name of the Third Party.
- **Address:** A field to add the address of the Third Party.
- **City:** The city of the Third Party.
- **Country:** The country of the Third Party.
- **E-mail:** The E-mail address of the Third Party.
- **Phone:** The phone number of the Third Party.
- **Website:** The website of the Third Party.
- **Comment:** An additional field where you can place a comment.
- **Description:** A field where you can describe the Third Party or the services of the Third Party.
- **EU member:** A checkbox where you can fill in if the Third Party is an EU member.
- **D-U-N-S Number**: A field where you can fill in the Data Universal Numbering System of the Third Party.
- **Authorized signatory:** A text field to describe the responsible employee for signing the Third Party contracts.
- **Chamber of commerce:** A field to fill in the of the chamber of commerce number.
- **Value added tax (VAT):** A text field to describe the VAT number of the Third Party.
- **Third Party Responsible:** A text field to describe the responsible employee of the Third Party.
- **Status of involvement:** A text field to describe the contract status.
- **Services:** A field to select the services of the Third Party.
- **Start date servicing/End date servicing:** Fields where you can add a start and end date.
- **Relationship:** A field to select the type of relationship with the Third Party.
- **Criticality:** A field where you can select the criticality of the Third Party (for example: High, Medium, Low).

Internal Business

- **Organization responsible:** A field to fill in the organization or department that is responsible for the Third Party.
- **Responsible:** The responsible person within the organization or department that is responsible for the Third Party.
- **Organizations (in use):** All the organizations or departments that make use of the services of the Third Party.
- **Organization beneficial owner:** A single select dropdown field to determine the department or organization of the beneficial owner.
- **Beneficial owner:** A text field to describe the beneficial owner.
- **Business Dimensions:** A field to select the Business Dimensions that are linked to the Third Party.

Data Management Roles

- **Data controller:** A checkbox to select if the Third Party is a Data Controller.
- **Data processor:** A checkbox to select if the Third Party is a Data Processor.
- **Data recipient:** A checkbox to select if the Third Party is a Data Recipient.
- **Third party:** A checkbox to select if the Third Party is a supervisory authority.

Contact

- Under contact you can add important or relevant contact persons of the Third Party. See the overview below of the contact details.

Figure 2: The "Contact" option in the details screen

Review Information

- **Reviewer:** The person responsible to review the Third Party.
- **Review frequency:** The frequency of the Third Party review.
- **Initial date:** A field where you can add the initial review date of the Third Party.
- **Next review date:** A field where the next review date appears when you have filled in the review frequency and the initial date.

Review

The option to add and delete review scores. You can add a review score with a comment. After applying the review score, it will be shown in the details screen.

3.2 Third Party Contracts

It is possible to add and maintain Third Party contracts in CERRIX. You can access the contracts by opening a Third Party and clicking on the tab 'Contracts'. When adding a new Third Party, this is only possible after saving the Third Party once.

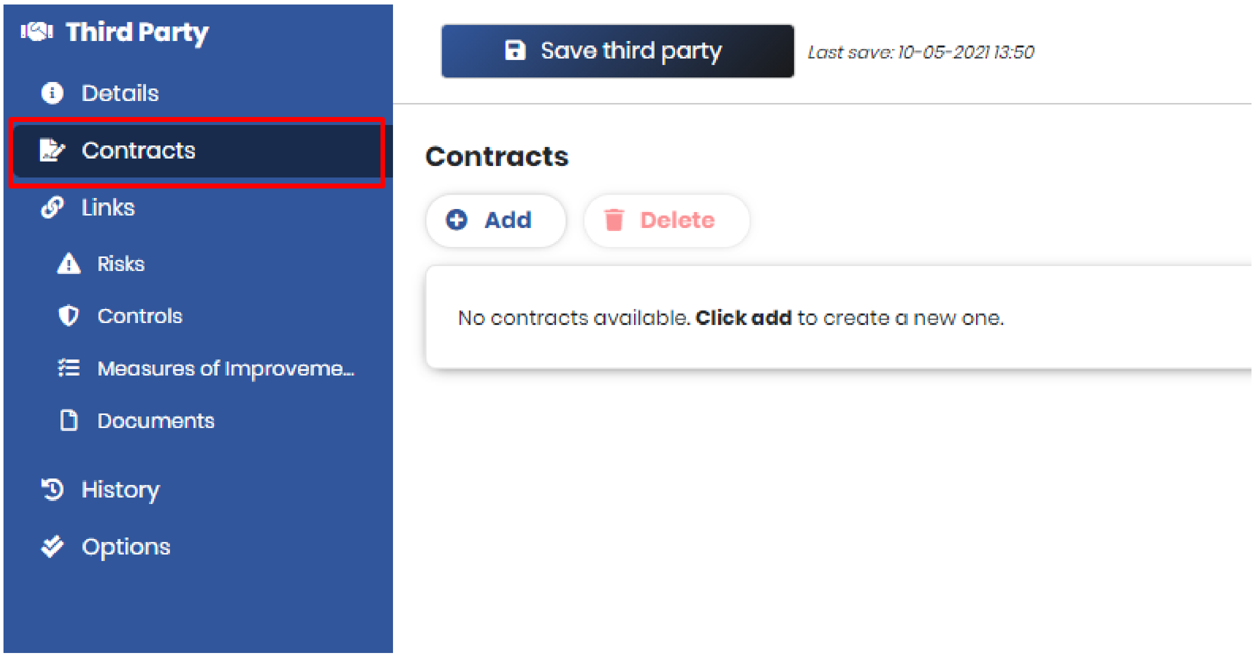

Figure 3: Adding a contract

Click on 'Add' to open an empty contract tab. The contract details of Third Party consist of the following fields:

Contract Details

- **Contract no.:** A field to name or number the contract of the Third Party.
- **Services:** A dropdown field to select the services of the Third Party.
- **Status:** A dropdown field to select the status of the contract.
- **Contract owner:** A field to select the Third Party contract owner.
- **Currency:** A field to select the type of currency of the contract.
- **Contracted value:** A number field to describe the contractual value.
- **Annual value:** A number field to describe the value per year based on the contract value and contract period.
- **Signature date:** A field to select the date of signature.
- **Contract date:** A field to select the start date of the contract.
- **Term of notice:** A dropdown field to select the term of notice of the contract.
- **End date:** A field to select the end date of the contract.
- **Framework contract:** A checkbox to define if the contract is part of a larger contract.
- **Contract documents:** An option to add documents to the contract page.

3.3 Third Party Links

Another functionality of the Third Party workspace is the ability to link items. It is possible to link Controls, Risks, Measures of Improvements and Documents. You can access the links in the left side menu.

Risks

Risks can be linked to a Third Party to give insight in the risks for each Third Party. Only users with risk roles can link and open risks. Users without risk roles can only see the number and title of the risks that are linked. The figure below shows an example of linked risks to a Third Party.

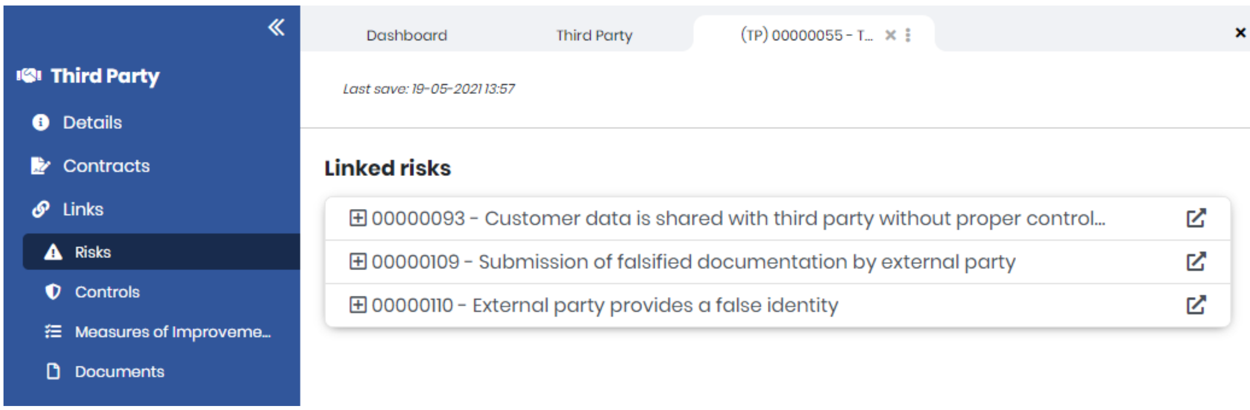

Figure 4: Linked risks to a third party

Controls

Controls can also be linked to a Third Party. The linking of controls works the same as risks. Only users with control roles can link and open the controls. Users without risk roles can only see the number and title of the controls that are linked. The figure below shows an example of linked control(s) to a Third Party.

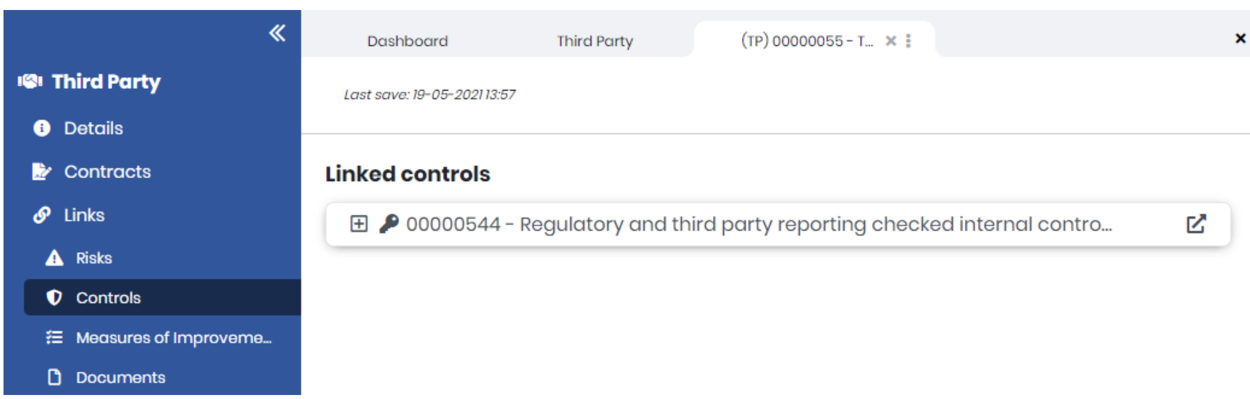

Figure 5: Linked control(s) to a third party

Measures of Improvements

The Measures of Improvements tab under links makes it possible to view and create Third Party MoI's. This way you can manage improvements related to Third Parties and measure their progress. To add a new MoI, users should click on the button "Add MoI" (see figure below).

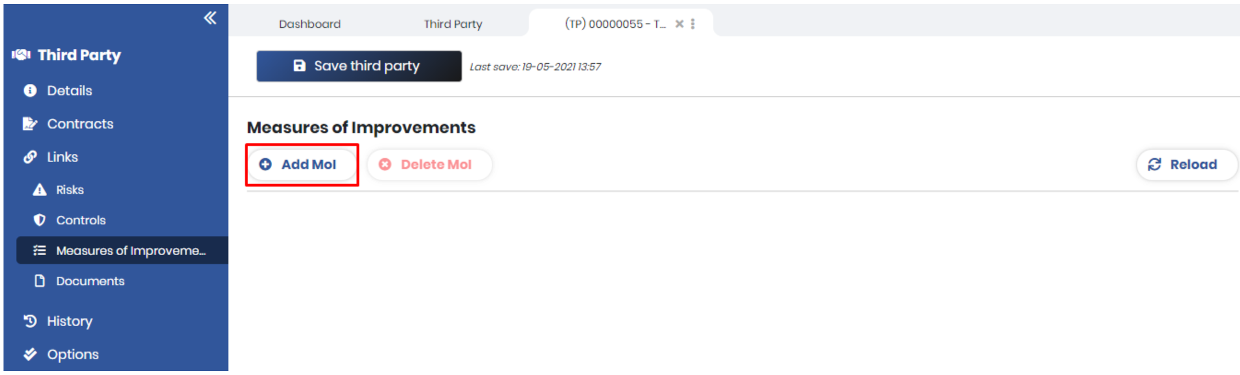

Figure 6: Adding a MoI to a third party

After clicking on "Add MoI", the regular MoI screen opens. For further instructions to create MoI's, please consult the BIM manual. After creating the MoI, added Measures of Improvements appear in the overview.

Documents

The following steps must be followed to add documents to an operational Third Party.

1. In the Third Party screen click on the "Documents"-tab (See figure 7).
2. Click on the "Add New Document"-button (See figure 7).

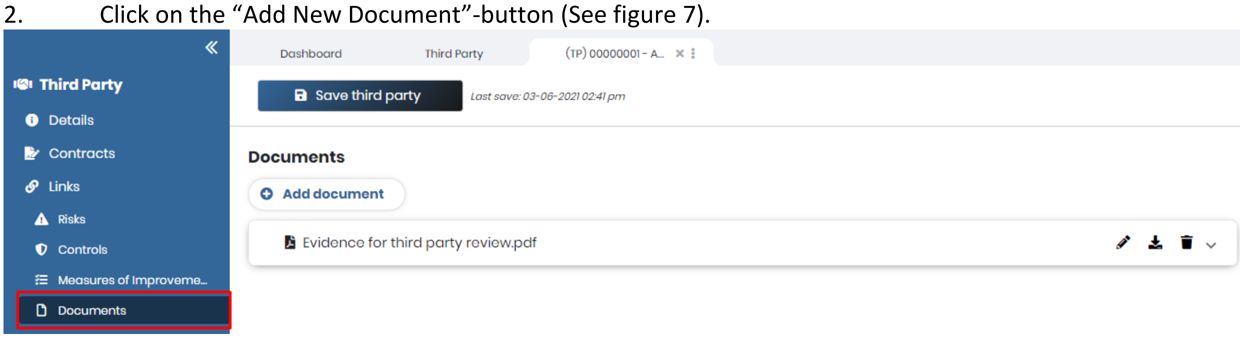

Figure 7: The documents tab of Third Party

After clicking on the “Add New Document”-button, the following overview will open.

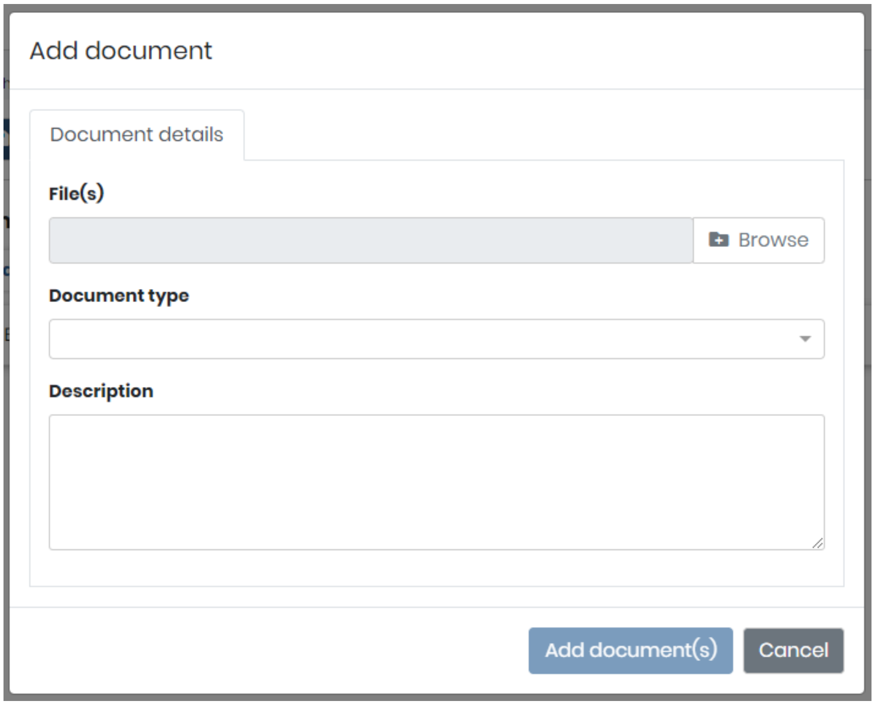

Figure 8: Adding a document to a Third Party

The user should press on the “Browse”-button (see figure 8) to select the relevant document. After that, it is optional to select a document type and to enter a description (figure 8). Next step is to click on “Add document”, or to cancel the upload by clicking on “Cancel”. The document is saved by pressing the “Save”-button in the documents tab (see figure 7).

3.4 History

For audit purposes are all changes saved in the Third Party workspace. The history tab shows an overview of the changes by showing the old and new content in the different fields. Name, date and time of the changes are saved. See the figure below for an overview of the history tab.

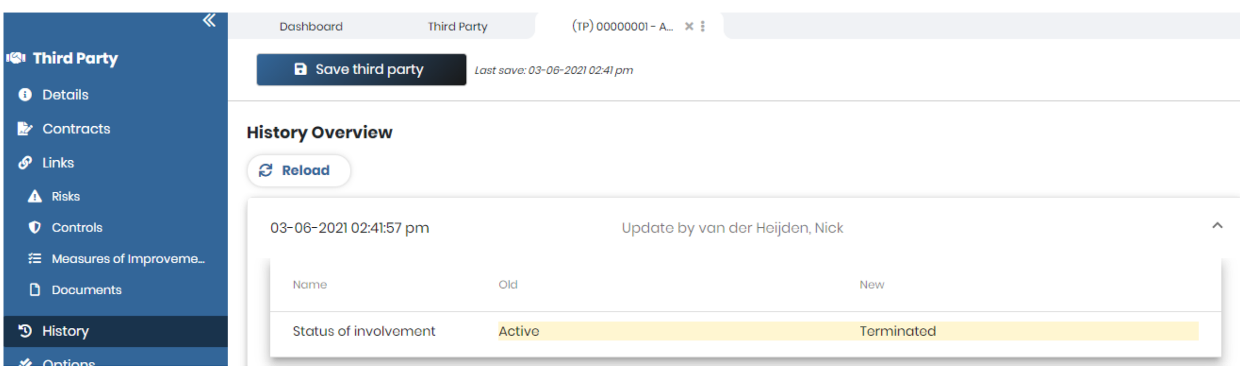

Figure 9: The history of Third Party

3.5 Third Party workspace

Opening the Third Party workspace is a quick way to view all the third parties where you have access to. Some of the details of the third parties are shown in the workspace screen through the various fields. Click on Third party in the workspace widget on your starting page.

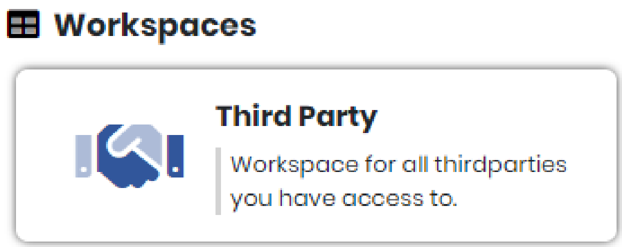

Figure 10: Entering the Third Party workspace

The figure below shows an overview of the Third Party workspace:

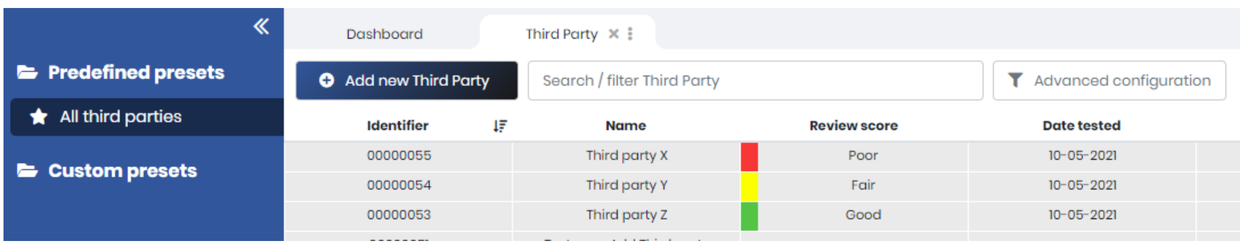

Figure 11: Overview of the Third Party workspace

Sort ordering the columns can be done by clicking on the header of the columns. To search for a specific Third Party, the search bar can be used. Filtering on specific information can be done with advanced configuration. Click on the button 'Advanced configuration' to open the following overview:

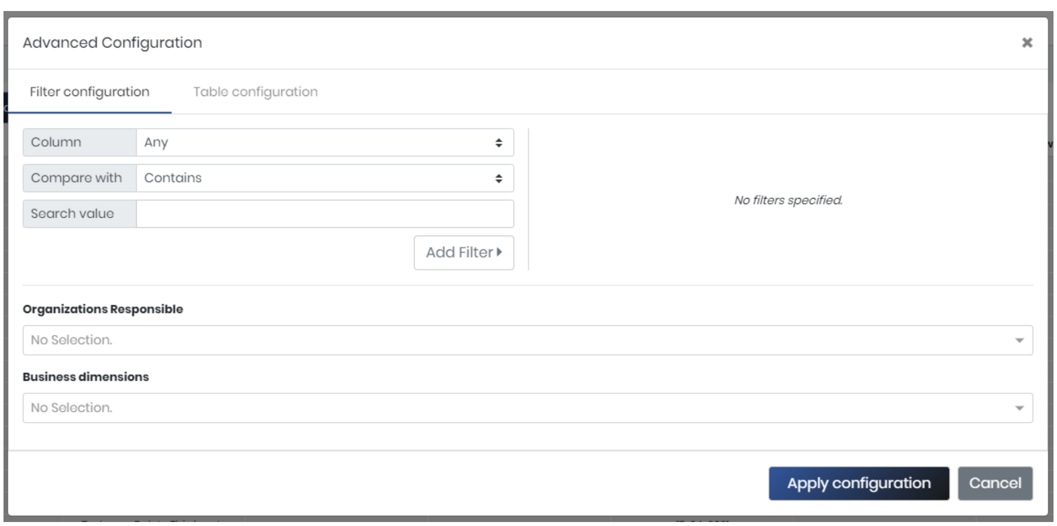

Figure 12: Advanced configuration

Advanced configuration makes filtering possible in a several ways:

1. You can filter on structures like Organization (Responsible) and Business Dimensions. These filter options are shown at the bottom of the Advanced Configuration screen (See figure 12 – Advanced configuration).
2. You can filter on the value of specific columns.
    a. Click on the arrows right in the upper field (Figure 13) to choose a column to filter on.
    b. After selecting the column, you can determine the way to filter with the option “Compare with”.
    c. At last, you must add a search value. The search value can be different, depending on the column you are filtering on. The figure below filters on any review score with the value “Poor” (Figure 13).
    d. Click on “Add filter” after filling in a value.

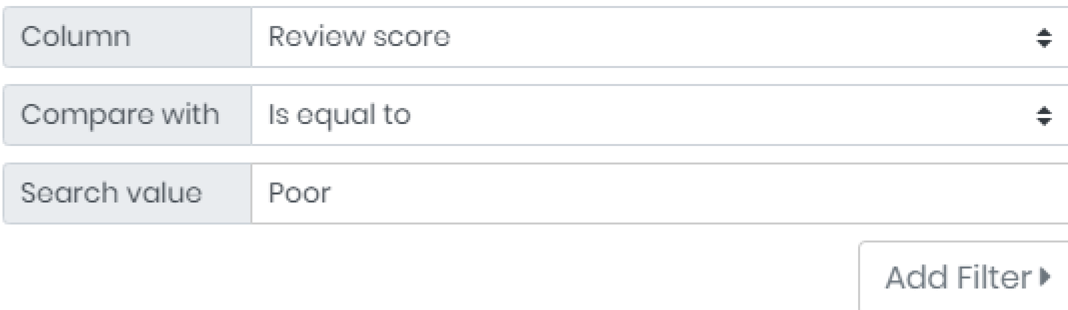

Figure 13: Filtering on column value

3. You can arrange the columns you want to see. Choose “Table configuration” at the top, after opening Advanced Configuration (see figure 14 below). Table configuration is possible by dragging a field type to the place you want to see it on your Workspace. It is also possible to hide a field by clicking on it, you can see the field change to ‘Hidden Headers’. When you have the right order of active columns click on ‘Apply configuration’. The Workspace will change to your preferences.

Figure 14: Table configuration

4. After arranging the workspace to your preferences, it is possible to save the configuration as a preset. This way, a personal configuration can be saved after customizing the workspace via advanced configuration.
    a. Use advanced configuration to arrange the workspace to your preferences.
    b. Click on “Preset Management”.

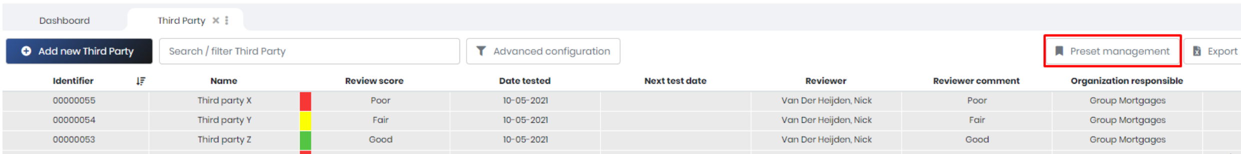

Figure 15: Preset Management

    c. Preset Management opens. Fill in a name for your personal preset and click on the “+”.

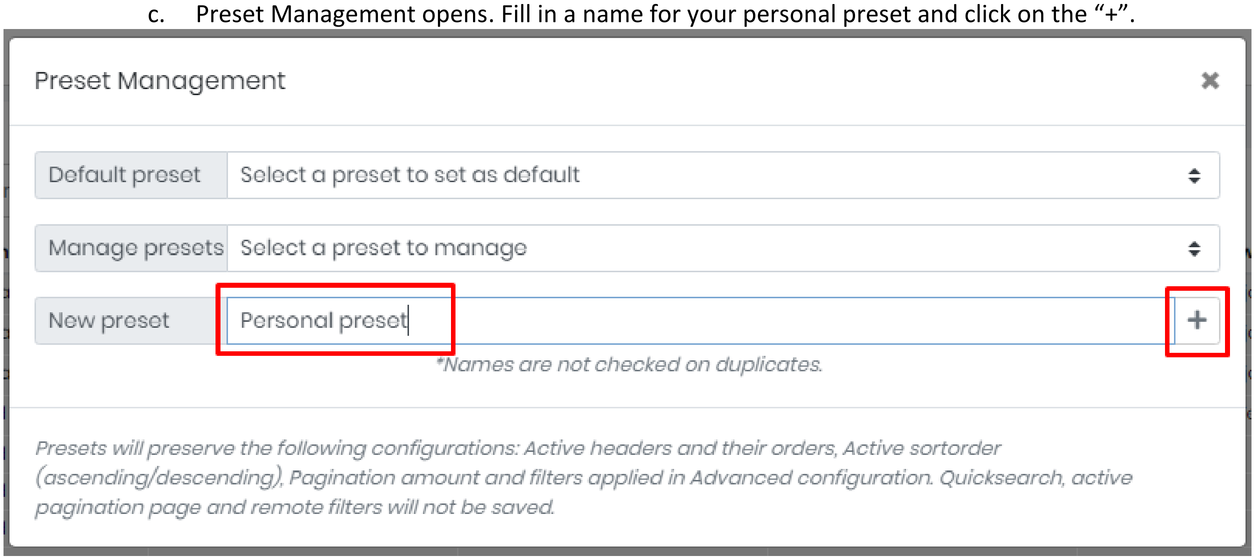

Figure 2: Adding a new preset

    d. A new personal preset is now saved. This preset can be set as default by opening Preset Management again, selecting the preset in the default bar and clicking on “Toggle Default”.

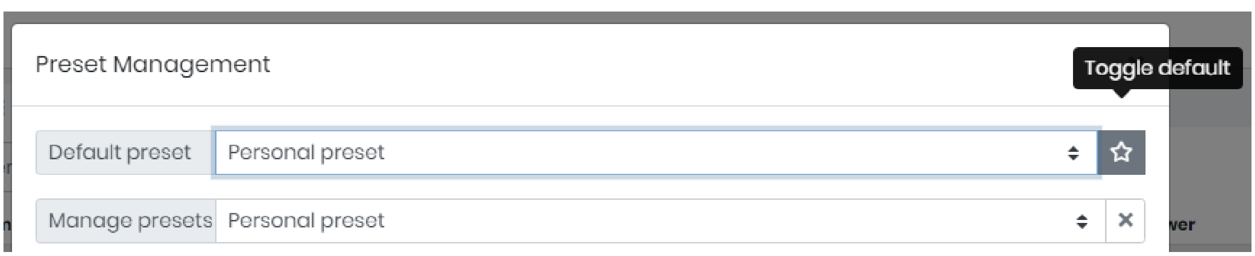

Figure 17: Set the new preset as default

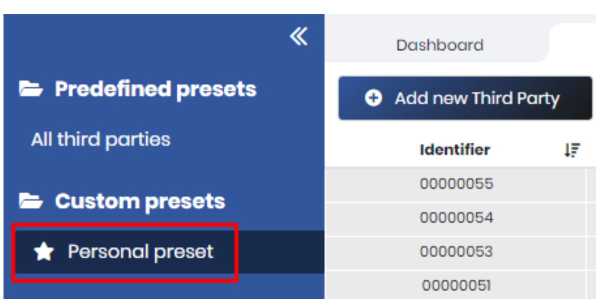

Figure 18: The new default preset

4. Defining the standing data of Third Party

The standing data can only be accessed and edited by the Third Party Unrestricted Admin. The standing data must be defined first (by the admin) to add a Third Party. The standing data is used when filling in the details of the Third Party.

4.1 Creating & editing the standing data

To create or edit the standing data, the standing data workspace must be opened. As Third Party Unrestricted Admin, the standing data workspace is limited to the data for Third Party.

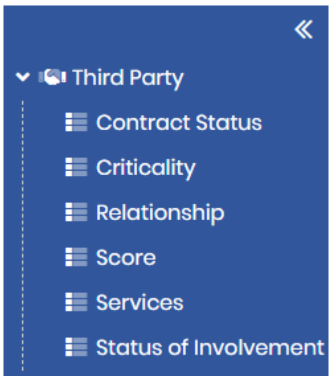

Figure 19: All standing data items for third party

When one of the standing data items is opened, the following actions are possible:

1. **Add new:** Click on the "Add" icon, a menu opens where a name can be given. Depending on the kind of data, a color and value can also be given.
2. **Edit:** To edit data, click on the title of the data that you want to edit and click on save after changing the data.
3. **Change order:** To change the order of the standing data, click on "Change order" and click on "Complete order" after sorting the order to the new preferences.
4. **Export data:** Click on the excel-file icon to make an export per standing data item. Depending on the kind of data, the color code and value are also exported.

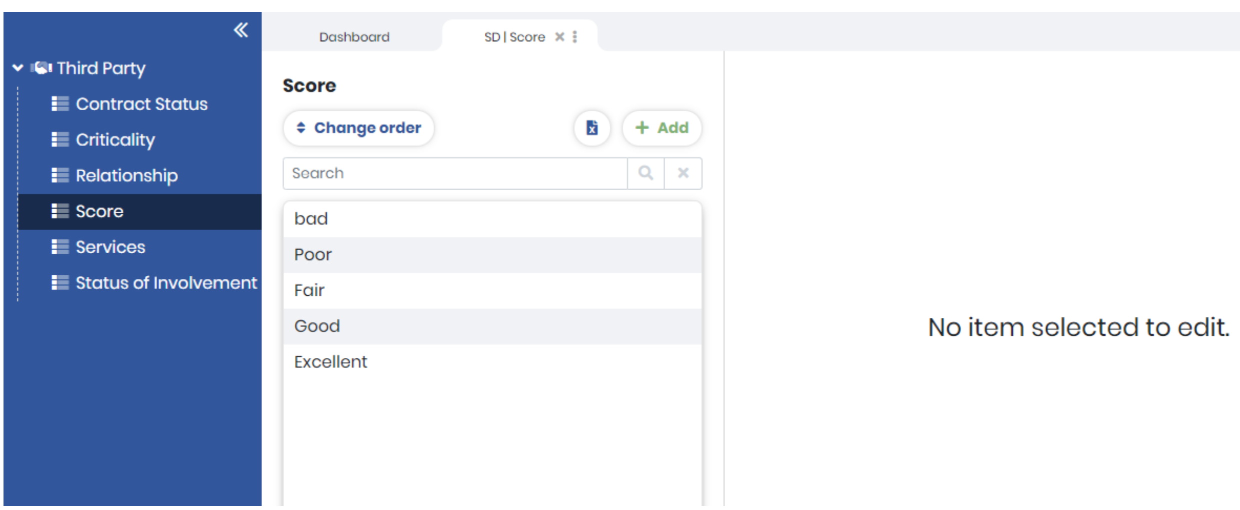

Figure 20: The options to create and edit standing data for Third Party