

IVALUA Supplier Banking Information



Celestica™

Indirect Procurement Management

Ivalua

Purpose of Document

- To provide a **step-by-step** guide of how to add or update supplier banking information related to your supplier record in Ivalua
- This training document contains screenshots from the Ivalua Tool

Intended Audience

- This job aid is intended for Suppliers

Accessing the System

A Supplier must be invited by a Celestica Indirect Procurement team member to access Ivalua and a link will be provided at that time.

The mandatory fields to fill in are:

- Supplier English Name
- Supplier Address
- Supplier (Group or Head Office)
 - The Supplier will receive an email notification to advise of the login and user name with a temporary password.
 - The General Terms of use must be completed.

Getting Help

- Please email indirect-documentation-clc@celestica.com if you have other questions or need help using Ivalua.

Supplier Banking information creation/updates and submission

Supplier banking information update

The screenshot displays the Celestica Supplier Portal interface. The top navigation bar includes 'Home', 'Info', 'Sourcing', and 'Contracts'. A search bar is located on the right. The main content area is divided into several sections:

- Company Profile:** A sidebar menu item with a red circle '2' next to it, indicating the selection step.
- Announcement:** A text block providing instructions on how to interact with the portal.
- To-do List:** A table with columns for Process, Object, Action, and Due date. It contains one entry: 'CLS Banking Information Validation' with a due date of 'Aug 1 - TD Canada' and an action of 'Creation'. A red circle '1' is placed above the 'Sourcing' menu item, and another red circle '2' is placed above the 'Company Profile' menu item.
- RFP in Progress:** A circular icon with '0' next to it.
- Contracts:** A circular icon with '0' next to it.

At the bottom of the page, there is a footer with the text '[Site map][Legal mentions]' on the left and 'Celestica v2.0 © Dev: Phase 2' on the right.

1. Hover over 'Suppliers'
2. Select 'Company Profile'

Supplier Banking information creation/updates and submission

Supplier banking information update

Dev - Phase 2
Celestica

General Info. Sourcing Contracts

Company Info Aug 1 (CANADA / Ontario / Toronto)

Search

Company Information
Contacts
Documents & Cirts.
P2P Inform 3
Financial Indicators
Qualifications
Change Log

Purchasing Information

Incoterm
Incoterm Location
Catalog Access

Order Address

Use Company Information Address

Sales Contact

Name: Johnny
Role: details name
Email: name@email.com
Telephone: 79865
Fax:

Remittance Contact

Name: John
Role: details name
Email: name@email.com
Telephone: 865266
Fax: 645

Banking Information

+ Add Banking Information 4

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
<input type="checkbox"/> TD Canada		789098890	89906989	Draft	<input checked="" type="checkbox"/>

1 Record(s)

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3. Navigates to the P2P Information tab.
4. Click on “Add Banking Information” tab

Supplier Banking information creation/updates and submission

Supplier banking information update

Banking Information for CLS Change

Bank Information

Country* **5** CANADA Currency CAD

Bank Name* **6** BIC/SWIFT

Bank Branch Address

Clearance Agency

Account Information

Account Information Details

Click or Drag to add a file

Intermediary Bank

Name on Account* **7**

Routing Number **9** Account Number **8**

10 Save

10 Save

Banking Information

+ Add Banking Information

Bank Name	Routing Number	Account Number	Clearance Agency	IBAN	Intermediary Bank	Status
JJJJJJ	*****	*****			<input type="checkbox"/>	Validated
HFHHH	*****	*****			<input type="checkbox"/>	Validated

2 Record(s)

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5. Select the currency field and select the currency corresponding to the assigned currency for this scenario
6. Enter a name in the 'Bank Name' field
7. Enter a name in the 'Name on Account' field
8. Enter a valid 'Account Number' in the field
9. Enter a valid 'Routing number' in the field
10. Select 'Save'

Supplier Banking information creation/updates and submission

Supplier banking information update

Phase 2 UAT
Celestica
General Info. Sourcing Contracts Orders
Haitm O.
Company Info CLS Change (CANADA / Ontario / North York)

Save

Sales Contact
Name: LOLO
Role: CXCXCC
Email: Nh@email.com
Telephone: 456789
Fax:

Banking Information
+ Add Banking Information

Bank Name	Routing Number	Account Number	Clearance Agency	IBAN	Intermediary Bank	Status
JJJJJJ	*****	*****			<input type="checkbox"/>	Validated
HFHHH	*****	*****			<input type="checkbox"/>	Validated

2 Record(s)

Banking Information for CLS Change

12 Save Delete Submit for approval 11

Bank Information

Country* CANADA Currency CAD
Bank Name* DDD BIC/SWIFT
Bank Branch Address DDD
Clearance Agency DDDD

Account Information

Account Information Details
Click or Drag to add a file
 Intermediary Bank
Name on Account* DDD
Routing Number Account Number
DD DD

[Site map] [Legal mentions] Celestica v2.0 © Phase 2 UAT

11. Select “Submit for approval”

12. Select “Save”

Supplier Banking information creation/updates and submission

Supplier banking information update

Phase 2 UAT
Celestica

General Info. Sourcing Contracts Orders

Company Info Stacy (CANADA / Ontario / Toronto)

Save

Alerts

13

Sales Contact

Name: jidjdd
Role: ddd
Email: dddd@celestica.com
Telephone: 222
Fax: 2222

Remittance Contact

Name: ddd
Role: ddddddd
Email: dddd@celestica.com
Telephone: 12222
Fax: 22222

Banking Information

Bank Name	Routing Number	Account Number	Clearance Agency	IBAN	Intermediary Bank	Status
nda						Validated

1 Record(s)

[Site map][Legal mentions]

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IF There is no button to add new banking information

13. Select the 'Conversations' icon on the right hand banner

Supplier Banking information creation/updates and submission

Supplier banking information update

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General Info. Sourcing Contracts Orders

Company Info Stacy (CANADA / Ontario / Toronto)

Save

Catalog Access

Sales Contact

Name: jljldjd

Role: ddd

Email: dddd@celestica.com

Telephone: 222

Fax: 2222

Remittance Contact

Name: ddd

Role: dddddd

Email: dddd@celestica.com

Telephone: 12222

Fax: 22222

Banking Information

Bank Name	Routing Number	Account Number	Clearance Agency	IBAN	Intermediary Bank	Status
nda						Validated

1 Record(s)

14. Select '+Start a new conversation'

Supplier Banking information creation/updates and submission

Supplier banking information update

The screenshot displays the 'Company Info Stacy (CANADA / Ontario / Toronto)' page in the Celestica system. The interface includes a navigation menu on the left with options like 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', 'Financial Indicators', 'Qualifications', and 'Change Log'. The main content area is divided into sections: 'Catalog Access', 'Sales Contact', 'Remittance Contact', and 'Banking Information'. The 'Sales Contact' and 'Remittance Contact' sections contain fields for Name, Role, Email, Telephone, and Fax. The 'Banking Information' section features a table with columns for Bank Name, Routing Number, Account Number, Clearance Agency, IBAN, Intermediary Bank, and Status. A table with one record is shown below. A 'Save' button is located at the top of the form. On the right side, a chat window is open, showing a message from Stacy and a response from Hatim OCM. Red circles with numbers 15 and 16 highlight the chat message and the 'Send' button, respectively.

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Celestica

General Info. Sourcing Contracts Orders

Company Info Stacy (CANADA / Ontario / Toronto)

Save

Catalog Access

Sales Contact

Name: jdiidjd

Role: ddd

Email: dddd@celestica.com

Telephone: 222

Fax: 2222

Remittance Contact

Name: ddd

Role: ddddddd

Email: dddd@celestica.com

Telephone: 12222

Fax: 22222

Banking Information

Bank Name	Routing Number	Account Number	Clearance Agency	IBAN	Intermediary Bank	Status
nda						Validated

1 Record(s)

Stacy
1 internal(s) | 1 external(s)

could you please update our supplier record

15

16

Stacy has been added to the supplier contact list and participate now in the conversation. This conversation is started with Hatim OCM representing Stacy

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15. Enter 'CLS, could you please update our supplier record'
16. Select 'Send'

Supplier Banking information creation/updates and submission

Supplier banking information Update

The screenshot displays the 'Company Change Request Aug 1 (CANADA / Ontario / Toronto)' page. The sidebar on the left shows 'Changes Requested' with a red circle containing the number 17. The main content area features a table with columns 'Object label', 'Old Value', and 'New Value'. The table contains the following data:

Object label	Old Value	New Value
Suppliers		
Telephone	79865	7986555
Name	Johnny	David
Role	details name	CEO
Name	John	Steph

Below the table, it indicates '5 Record(s)'. At the top right of the main area, there are three buttons: 'Save', 'Cancel', and 'Submit for Approval', with a red circle containing the number 19 over the 'Submit for Approval' button.

After submitting the change request you can

17. Select the 'Changes Log' tab to see all the changes requests submitted
18. In this table you can compare the old and new value
19. Select 'Submit for Approval'

Thank You

