

IVALUA Supplier Change Request



Indirect Procurement Management

Ivalua

Purpose of Document

- To provide a **step-by-step guide** of how to create and submit a change request 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-cls@celestica.com if you have other questions or need help using Ivalua.

Supplier Change Request creation and submission

Change request Creation

The screenshot displays the Celestica Supplier Portal interface. The browser address bar shows 'Company Profile' with a red circle '2' highlighting the text. The top navigation bar includes 'Gen', 'Info', 'Sourcing', and 'Contracts', with a red circle '1' highlighting the 'Suppliers' link. The main content area is divided into three sections: 'Announcement', 'To-do List', and 'RFP in Progress'. The 'To-do List' section contains a table with one entry: 'CLS Banking Information Validation' with a due date of 'Aug 1 - TD Canada' and an action of 'Creation'. The 'RFP in Progress' section shows a count of '0' and the text 'Contracts'. The footer includes '[Site map][Legal mentions]' and 'Celestica v2.0 © Dev - Phase 2'.

Process	Object	Action	Due date
CLS Banking Information Validation	Aug 1 - TD Canada	Creation	

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

Supplier Change Request creation and submission

Change request Creation

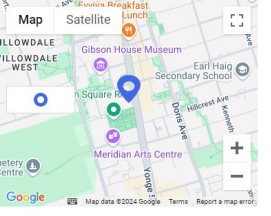
Phase 2 UAT Celestica

General Info. Sourcing Contracts

Company Info CLS Change (CANADA / Ontario / North York)

Search

Save Request Information Change 3

Company	Address	Legal Information	
Supplier CLS Change	Address Label 	Federal Tax Filing Place Of Registration	
Legal Name CLS en	Address Line 1 Yonge St 1900-5140	Shared Capital Year Founded	
Website 	Address Line 2 	Tax Number 123456789	Provincial Tax Number
NAICS Code 	Zip Code M2N 6L7	Description of Services to be Performed jhhjh	Vendor Operations Location Within US
MWBE Categories No	City North York en	Federal TIN Category 	DUNS
	Country CANADA		
	State/Province Ontario		
			

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

3. Select 'Request information Change'

Supplier Change Request creation and submission

Change request Creation

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Company Change Request CLS Change (CANADA / Ontario / North York)

Reason for change request

Save Cancel Submit for Approval

Company

Supplier*
CLS Change

Legal Name
CLS en

Website

NAICS Code

MWBE Categories
No

Address

Address Label

Address Line 1
Yonge St 1900-5140

Address Line 2

Zip Code
M2N 6L7

City
North York en

Country
CANADA

State/Province
Ontario

Legal Information

Federal Tax Filing
Place Of Registration

Shared Capital
Year Founded

Tax Number
123456789

Provincial Tax Number

Description of Services to be Performed
ijhjh

Vendor Operations Location
Within US

Federal TIN Category

DUNS

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4. Enter a reason in the 'Reason for change request' field
5. Populate the fields with the updated information, no input is required where there is no changes
6. Select 'Save'

Supplier Change Request creation and submission

Change request Creation

Company Change Request Aug 1 (CANADA / Ontario / Toronto)

Save Cancel Submit for Approval

7

8

9

10

Company Information

P2P Information

Changes Requested

Purchasing Information

Order Address

Incoterm

Incoterm Location

Catalog Access

Use Company Information Address

Sales Contact

Remittance Contact

Name*

David

Role*

details name

Email*

name@email.com

Telephone*

79865

Fax

Name*

John

Role*

details name

Email*

name@email.com

Telephone*

865266

Fax

645

Site map | Legal mentions

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Update Supplier Information/P2P Information

7. Select the 'P2P Information' tab
8. Populate the fields with the updated information, no input is required where there is no changes
9. You can either click 'Save' to submit later or "submit for approval"
10. Select submit for approval

Supplier Change Request creation and submission

Change request Submission

The screenshot displays the 'Company Change Request Aug 1 (CANADA / Ontario / Toronto)' page. The sidebar on the left shows 'Changes Requested' selected under 'P2P Information'. The main content area features a table with the following data:

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

At the bottom of the table, it indicates '5 Record(s)'. The 'Submit for Approval' button is highlighted with a red circle and the number 13. The 'Changes Requested' tab in the sidebar is highlighted with a red circle and the number 11. The table is highlighted with a red circle and the number 12.

After submitting the change request you can

11. Select the 'Changes Log' tab to see all the changes requests submitted
12. In this table You can compare the old and new value
13. Select 'Submit for Approval'

Thank You

