## Indirect Procurement Transformation (Ivalua)

## About this Document

• This document provides you with guidance on how to complete Contract review and approval process

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## Contract review and approval Process:

The Supplier will receive the contract through the Ivalua portal and must complete the following steps:

- 1. Log in to the Supplier Portal
- 2. From the Homepage, find the widget 'My to do List'

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3. Select the pencil icon next to the contract that needs editing

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## 4. Select the document to edit

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- 5. Open in Word
- 6. Make the edits as required
- 7. save and close
- 8. Select the button 'send back'

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The negotiation of a contract can take many rounds so until the contract is agreed upon, until it is signed by both parties, no business activity can commence.