

Indirect Procurement Transformation (Ivalua)

About this Document

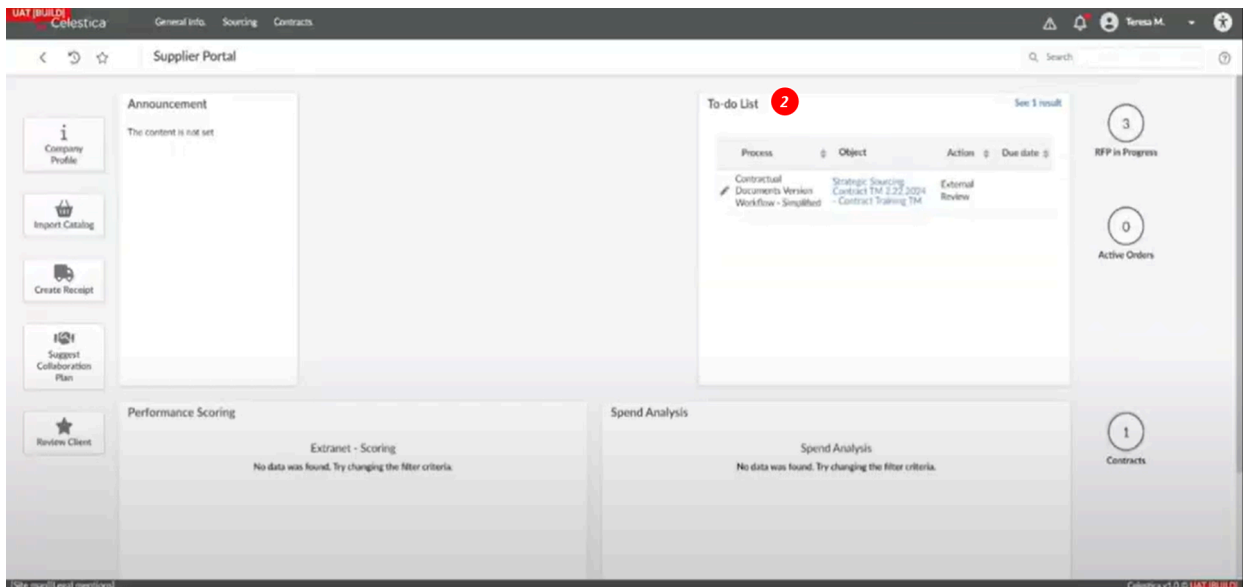
- This document provides you with guidance on how to complete Contract review and approval process

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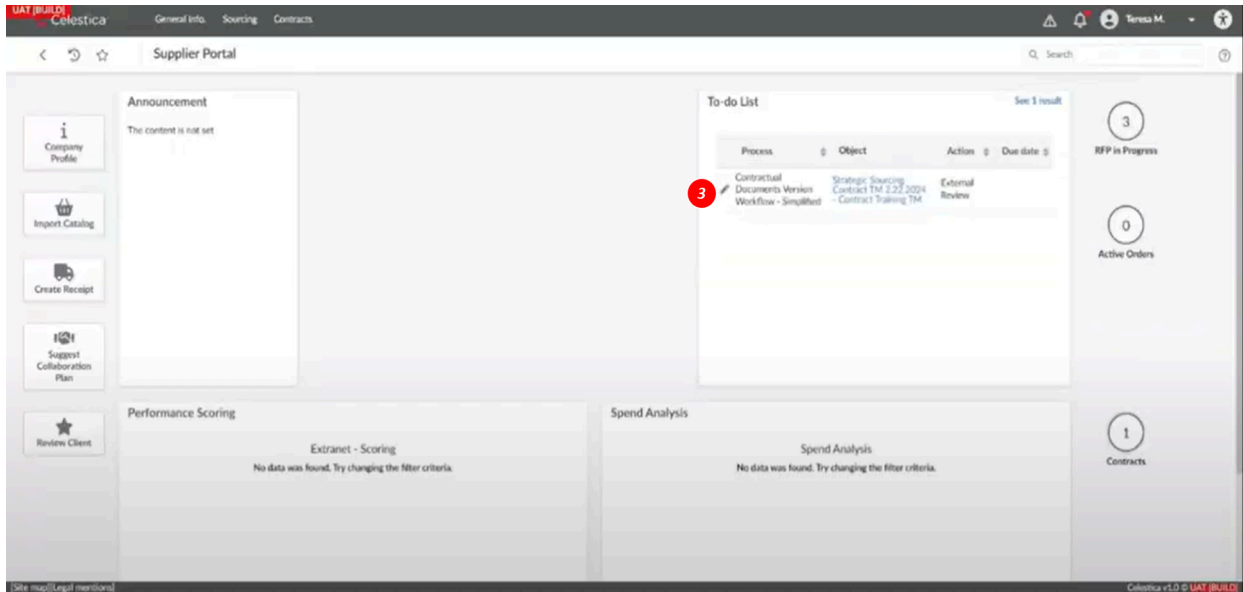
Contract review and approval Process:

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

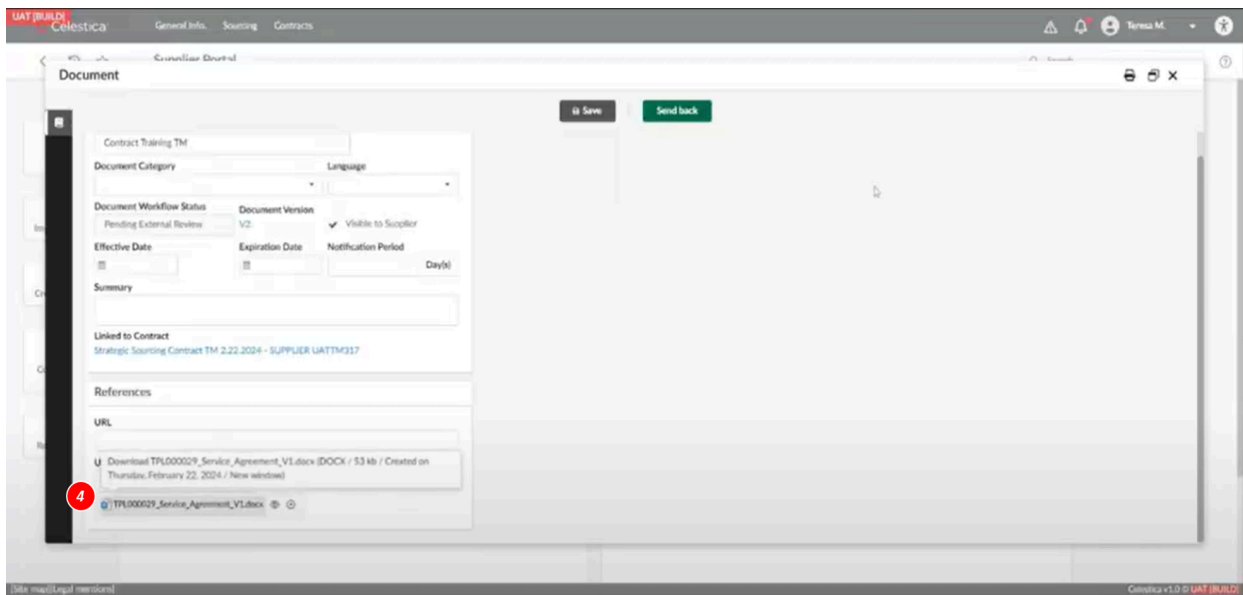
1. Log in to the Supplier Portal
2. From the Homepage, find the widget 'My to do List'



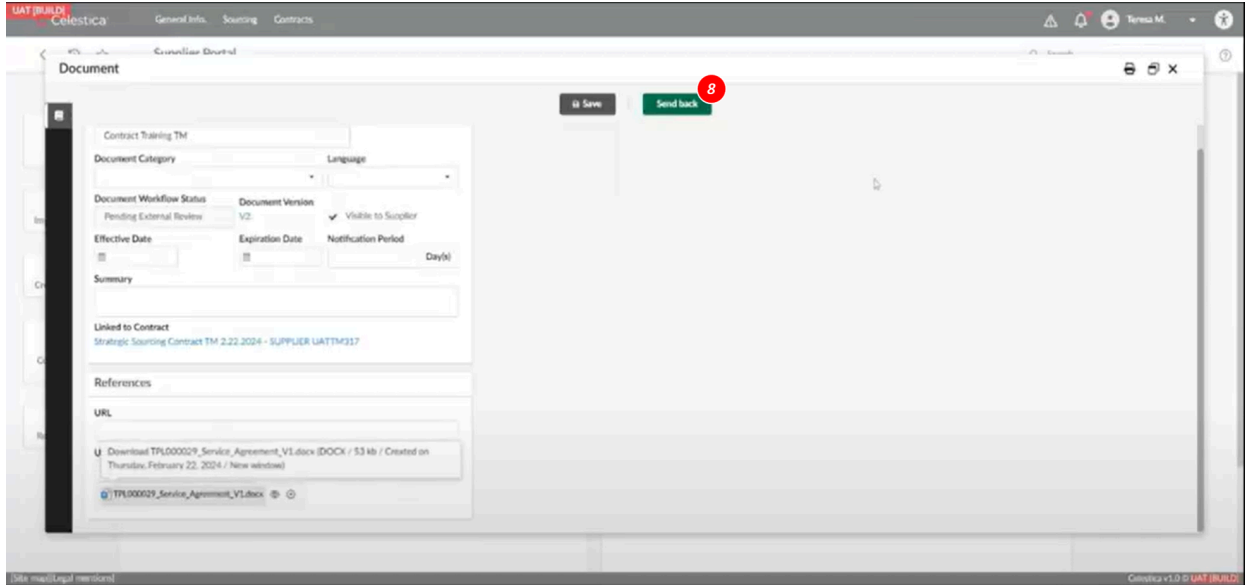
3. Select the pencil icon next to the contract that needs editing



4. Select the document to edit



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



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.