

Indirect Procurement Transformation (Ivalua)

About this Document

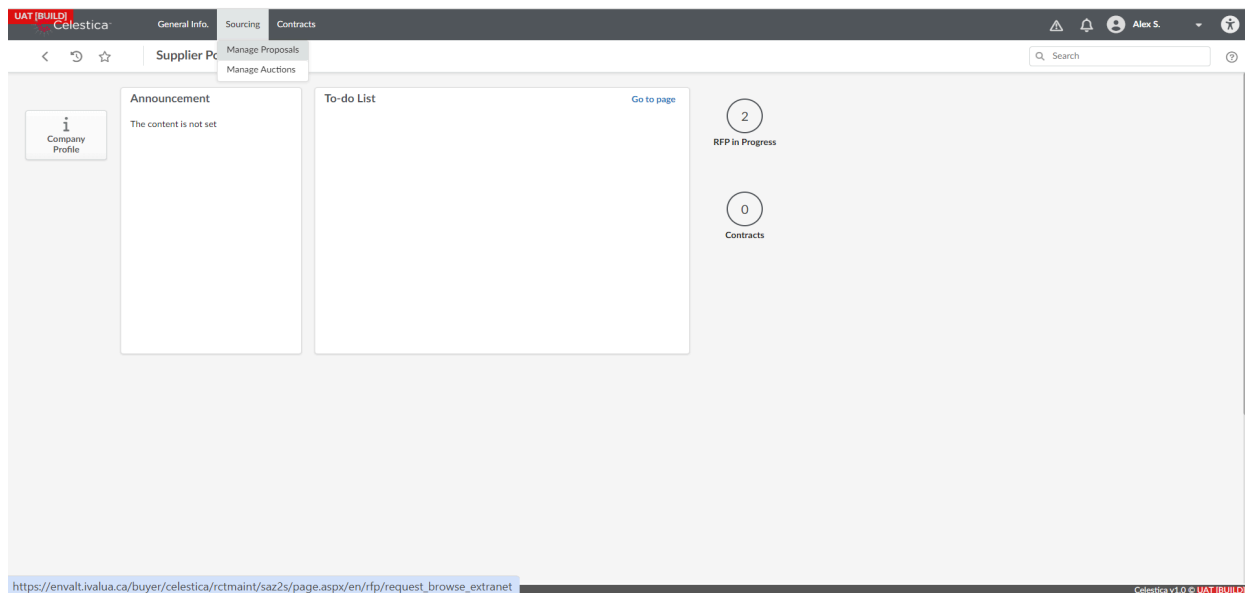
- This document provides you with guidance on how to complete a Quick Quote
- This document provides you with guidance on how to complete a Simple Bid
- This document provides you with guidance on how to complete an RFI
- This document provides you with guidance on how to complete an RFP

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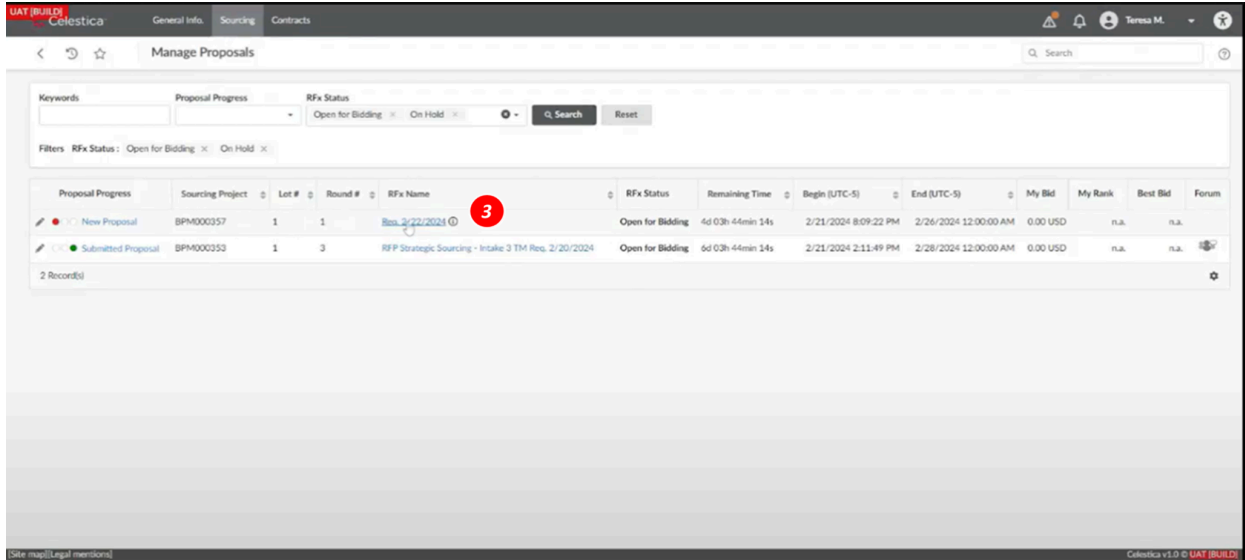
Quick Quote:

A Supplier must complete the following steps in order to complete a Quick Quote:

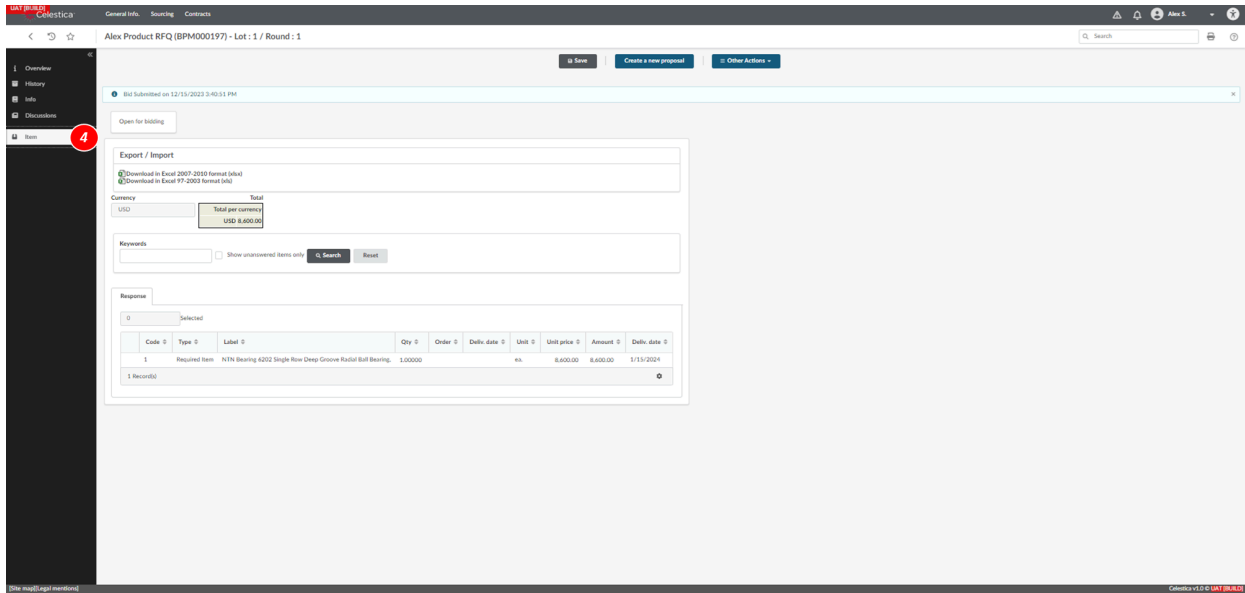
1. Log in to Supplier Portal
2. Hover over sourcing and select 'Manage Proposal



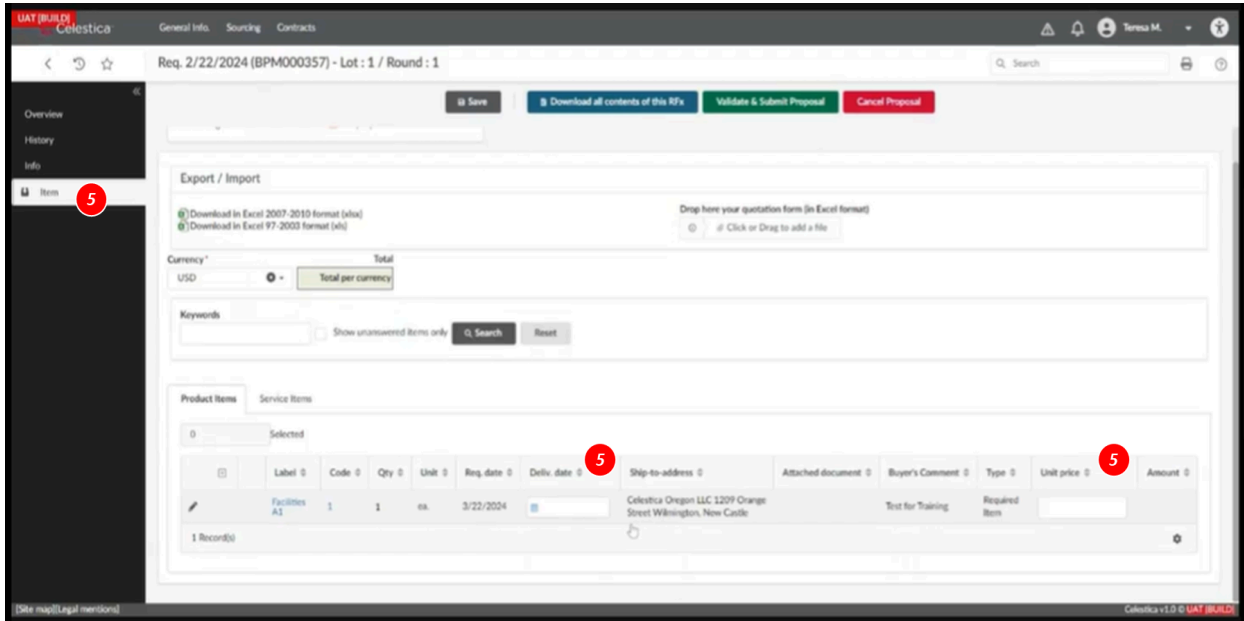
3. Select the sourcing event



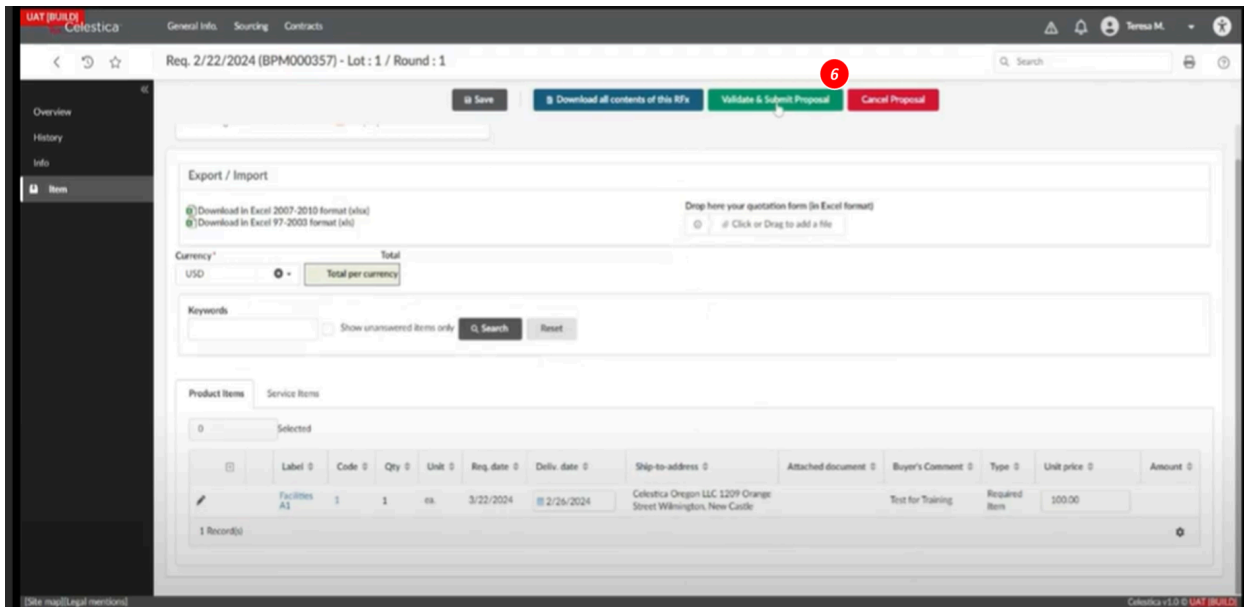
4. Select the Item tab



5. On the item grid Line, enter the unit price and the delivery date



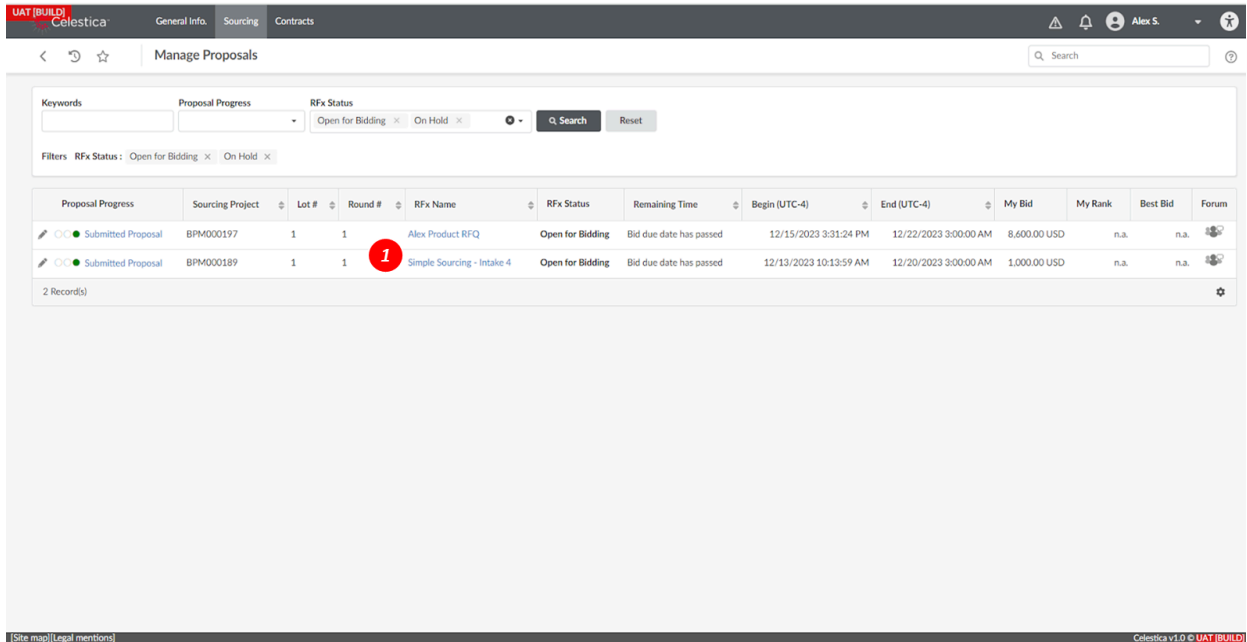
6. Validate & 'Submit my proposal'



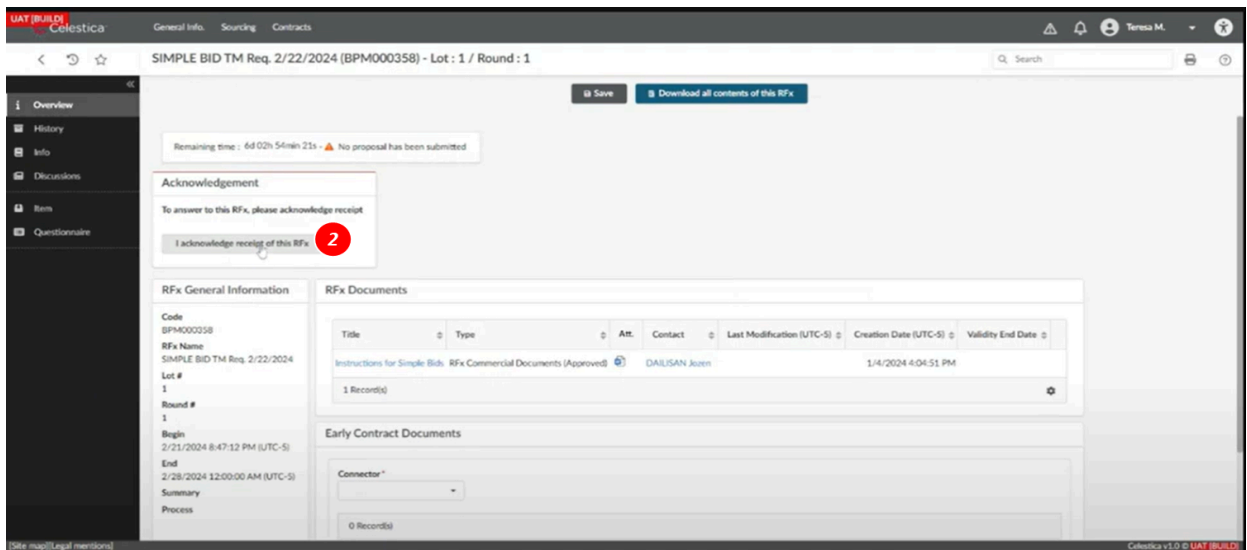
Simple Bid:

A Supplier must complete the following steps in order to complete a Simple Bid:

1. Select the Sourcing event

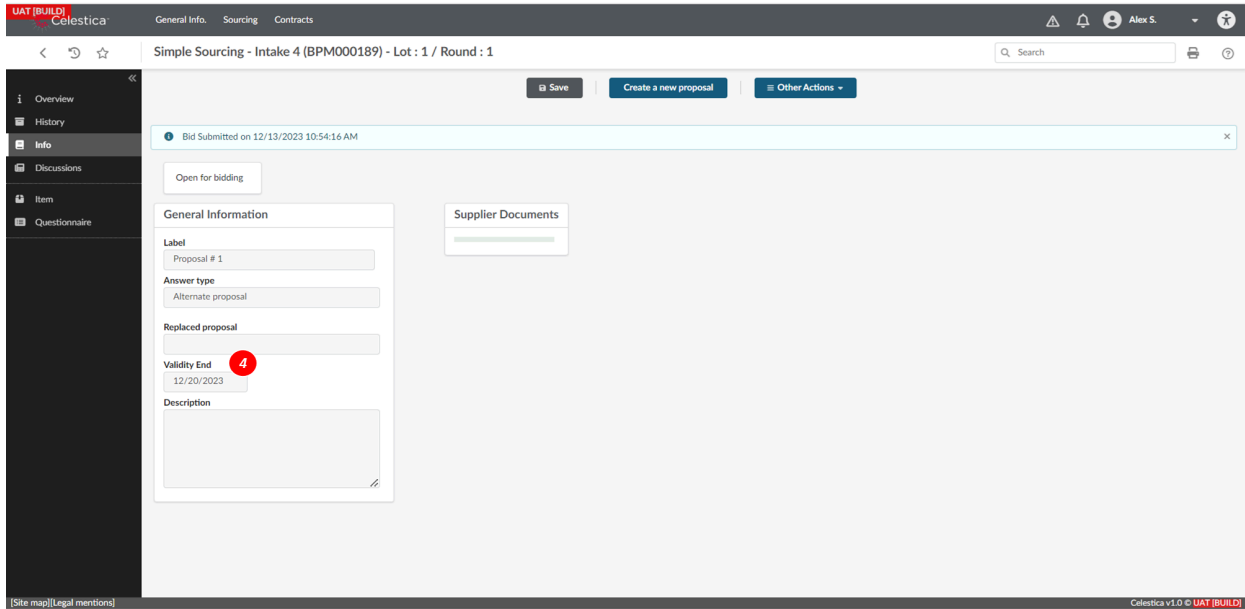


2. In the 'Acknowledgement' box select 'I acknowledge receipt of this RFX'

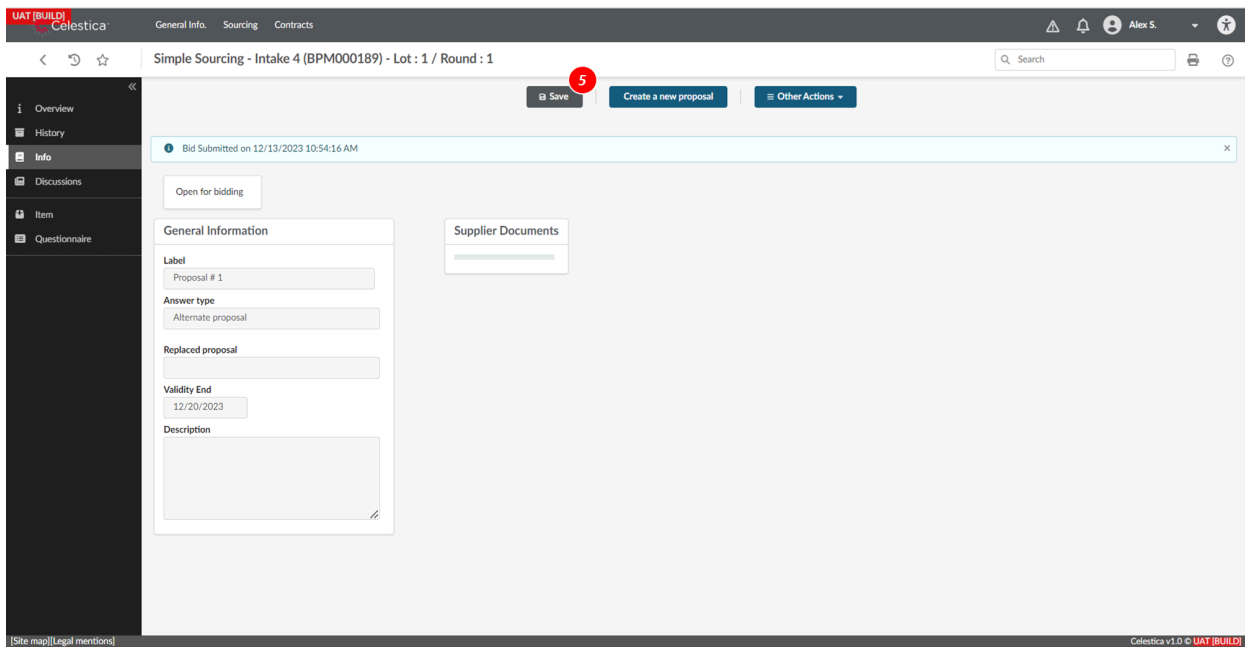


3. Select the 'Will Bid' radio button and select 'Submit'

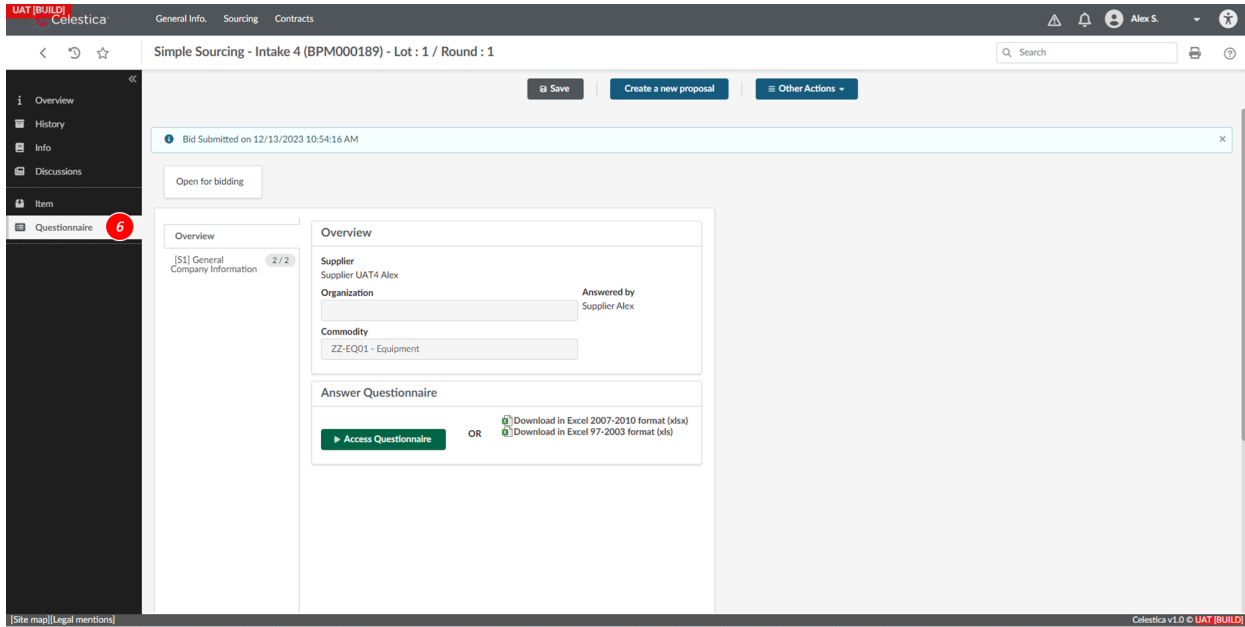
4. In the 'Info' pane on the left hand side, select a 'Validity End' eg: one week away



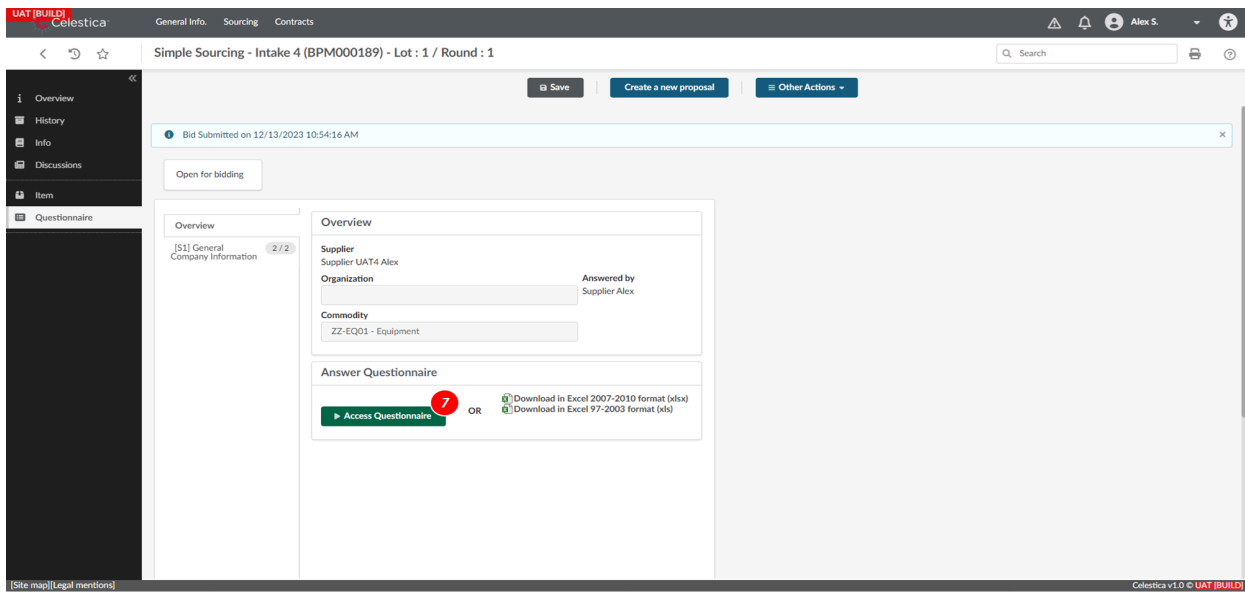
5. Select the button 'save'

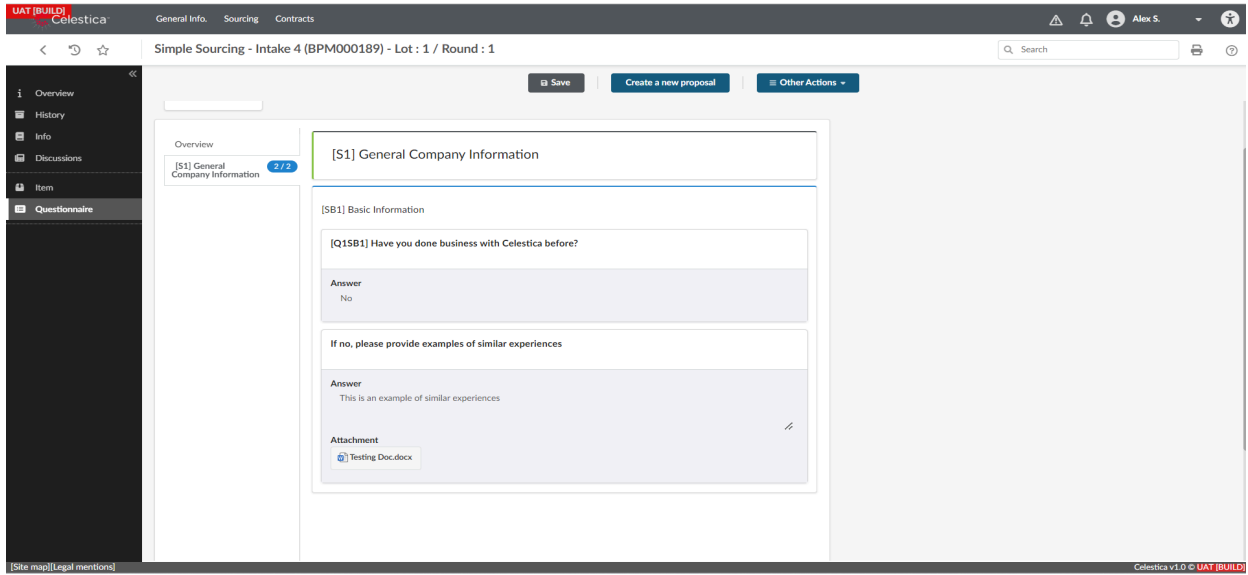


6. Select the 'Questionnaires' tab

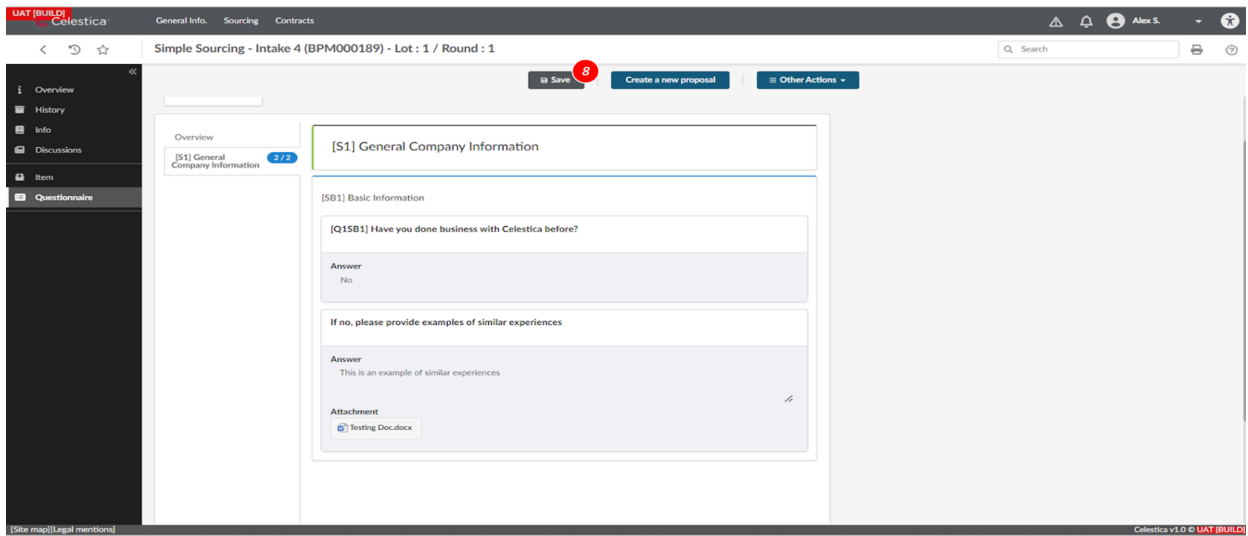


7. Select the button 'Access Questionnaire' and complete the answers





8. Select the button 'save'



9. Select the 'item' tab

UAT [BUILD] Celestica General Info. Sourcing Contracts

Simple Sourcing - Intake 4 (BPM000189) - Lot : 1 / Round : 1

Bid Submitted on 12/13/2023 10:54:16 AM

Open for bidding

Export / Import

Download in Excel 2007-2010 format (.xlsx)
Download in Excel 97-2003 format (.xls)

Currency: USD Total per currency: USD 1,000.00

Keywords: Show unanswered items only Search Reset

Response: 0 Selected

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Amount	Deliv. date
1	Required Item	Gear Intake 2	10.00000			ea.	100.00	1,000.00	12/27/2023

1 Record(s)

[Site map][Legal mentions] Celestica v1.0 © UAT [BUILD]

10. On the item grid line, enter a 'Unit Price' and a 'delivery date'

UAT [BUILD] Celestica General Info. Sourcing Contracts

Simple Sourcing - Intake 4 (BPM000189) - Lot : 1 / Round : 1

Bid Submitted on 12/13/2023 10:54:16 AM

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Export / Import

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Currency: USD Total per currency: USD 1,000.00

Keywords: Show unanswered items only Search Reset

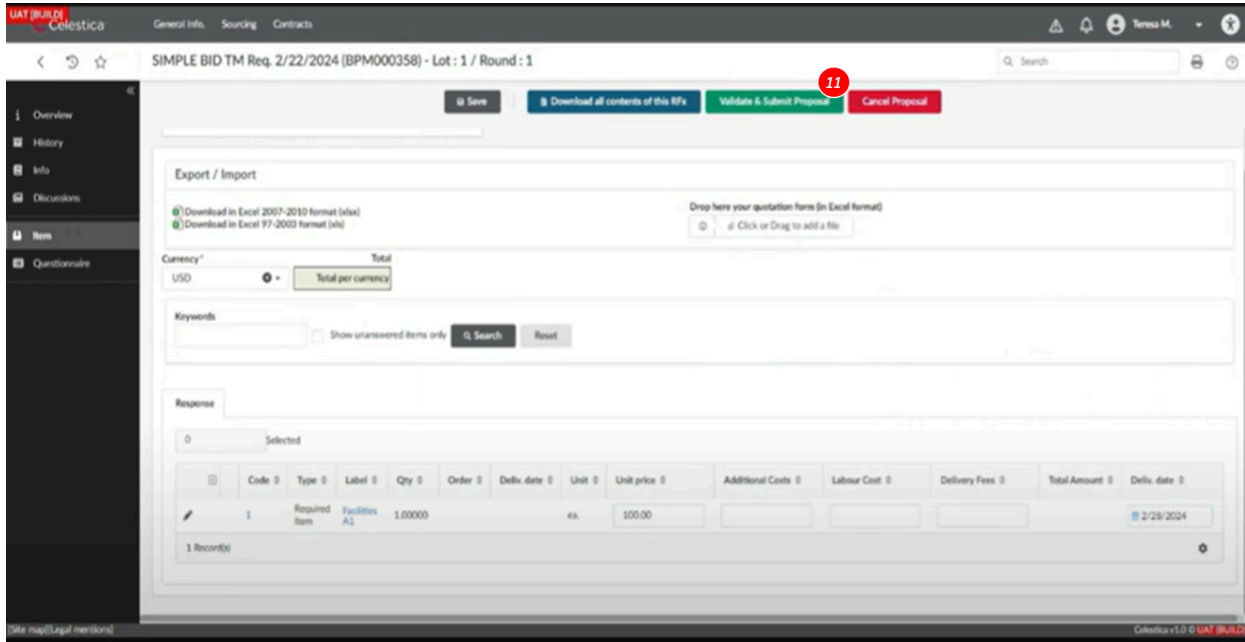
Response: 0 Selected

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Amount	Deliv. date
1	Required Item	Gear Intake 2	10.00000			ea.	100.00	1,000.00	12/27/2023

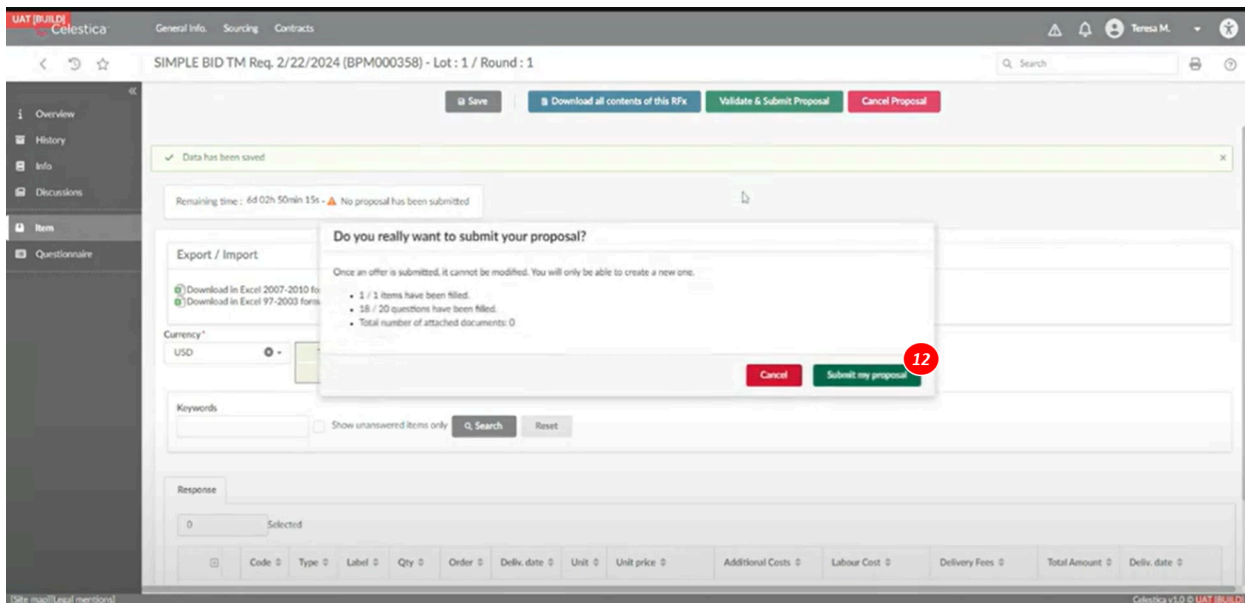
1 Record(s)

[Site map][Legal mentions] Celestica v1.0 © UAT [BUILD]

11. Select the button 'Validate & submit my proposal'



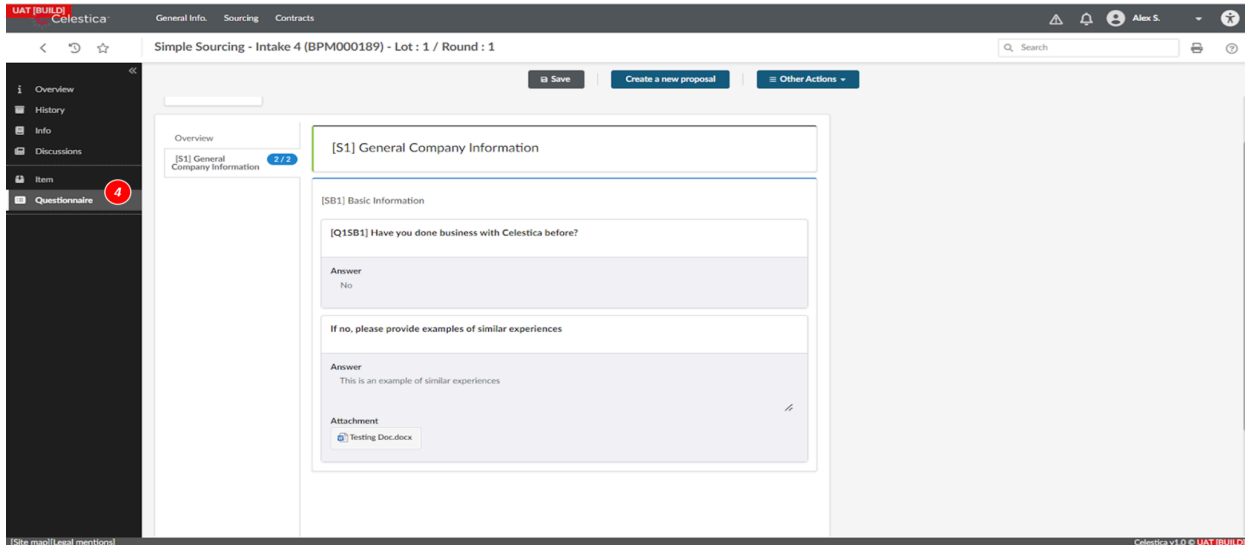
12. Select the button 'Submit my Proposal'



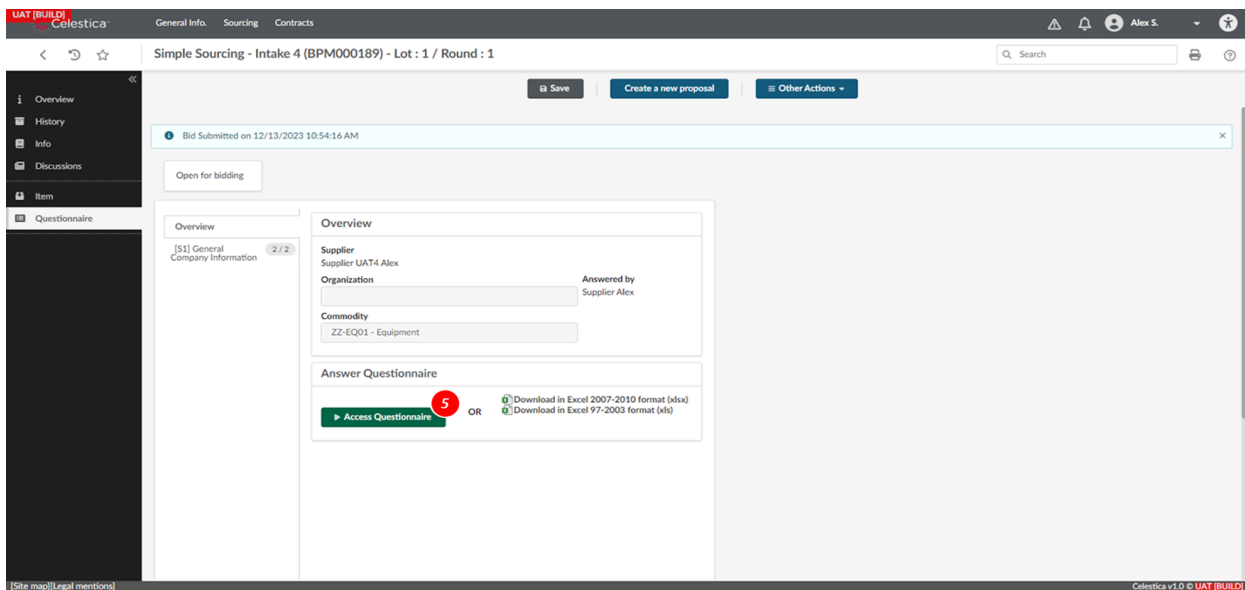
Request for Information (RFI):

A Supplier must complete the following steps in order to complete an RFI.

1. Login to Supplier Portal
2. Hover over Sourcing and Select "manage Proposals"
3. Select the Strategic Sourcing event that is listed.
4. Select Questionnaires tab



5. Select “Access Questionnaire” and complete the answers with as much detail as possible

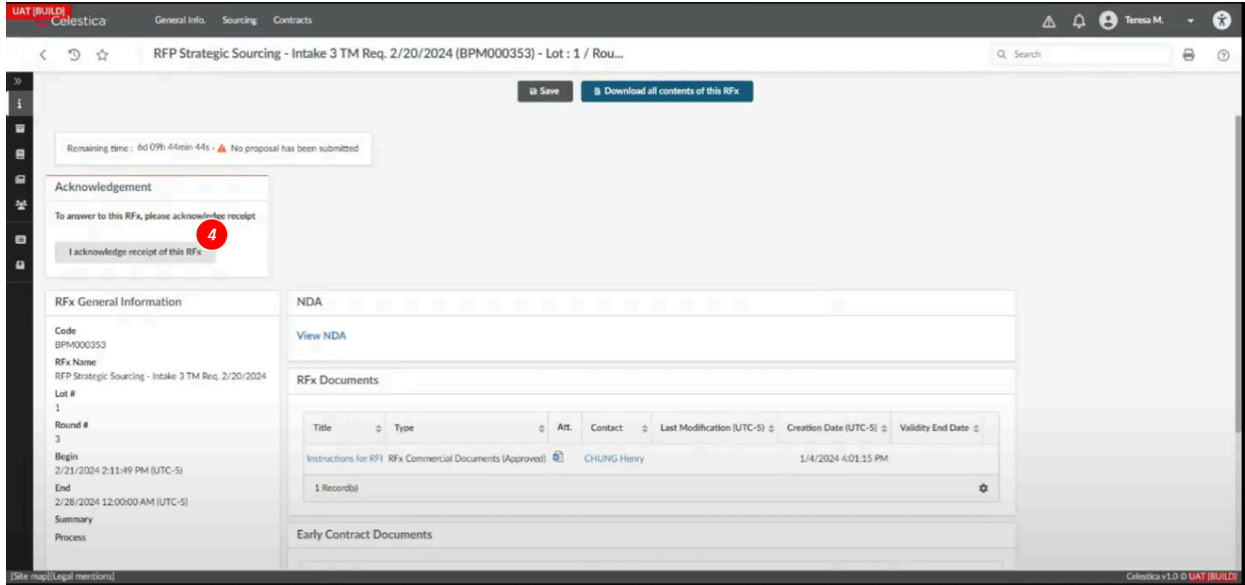


6. Once completed select save
7. Select the button ‘Validate and Submit Proposal’
8. Select the button ‘Submit my proposal’

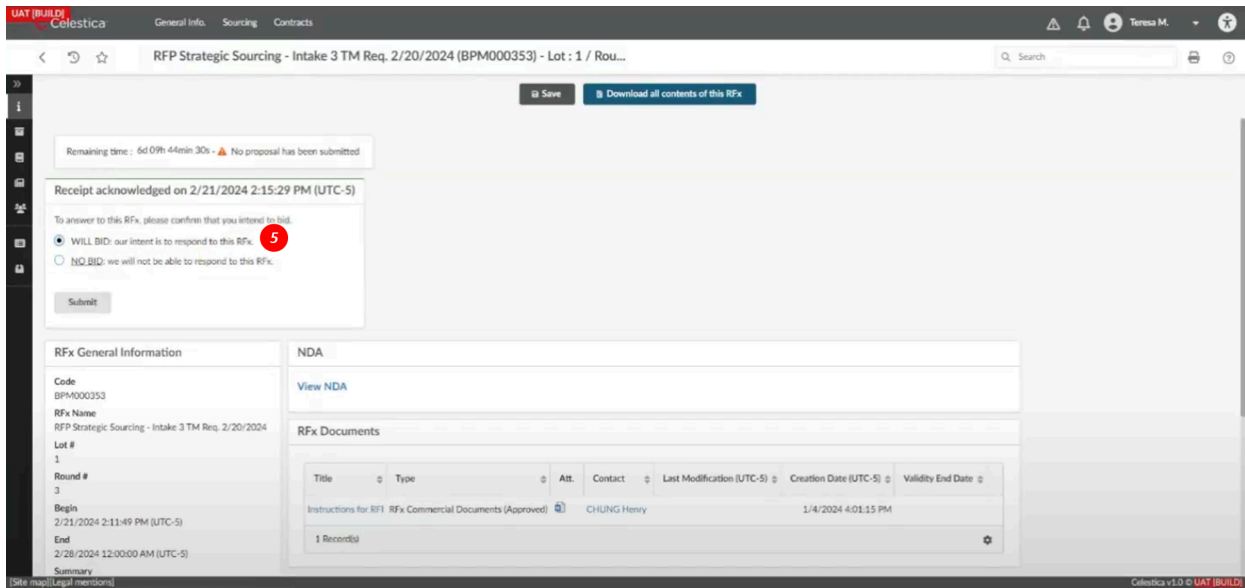
Request for Proposal (RFP):

A Supplier must complete additional steps for a RFX that is set up as a Strategic Sourcing:

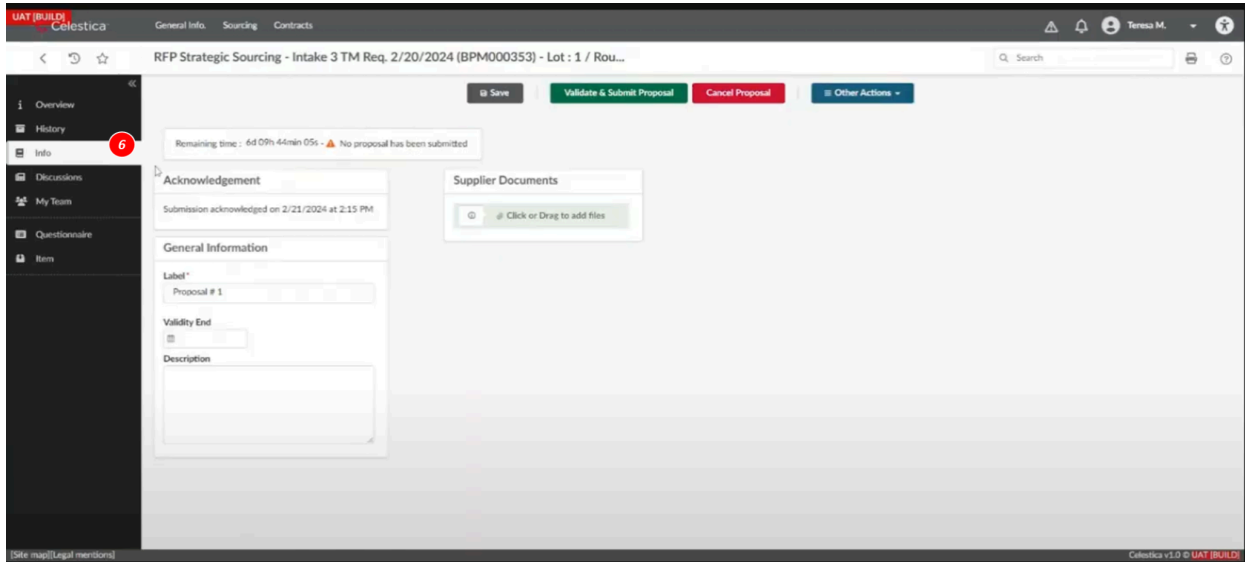
1. Login to Supplier Portal
2. Hover over Sourcing and Select ‘manage proposals’
3. Select the Strategic Sourcing event that is listed.
4. In the Acknowledgement box, select ‘ I acknowledge receipt of this RFX



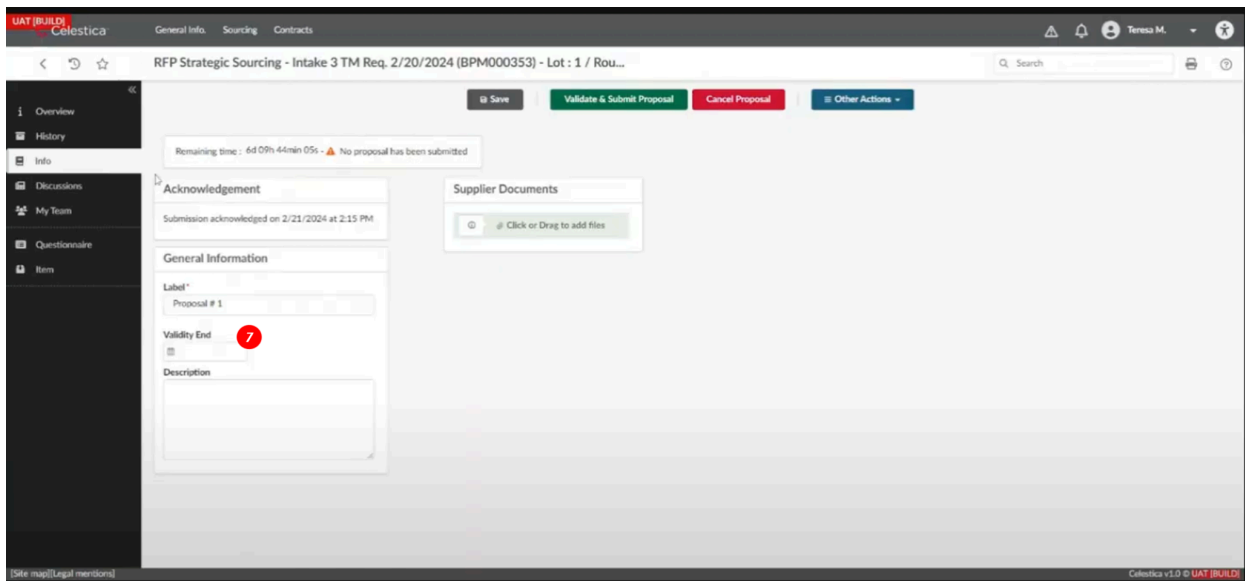
5. Select the 'Will Bid' radio button and select 'Submit'



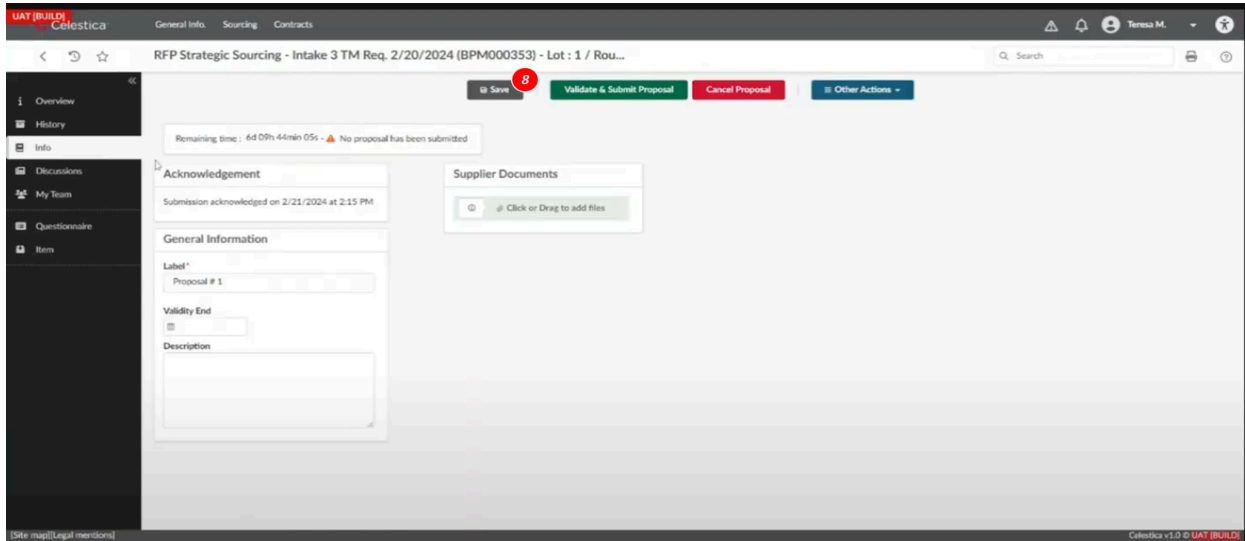
6. Go to the Info tab



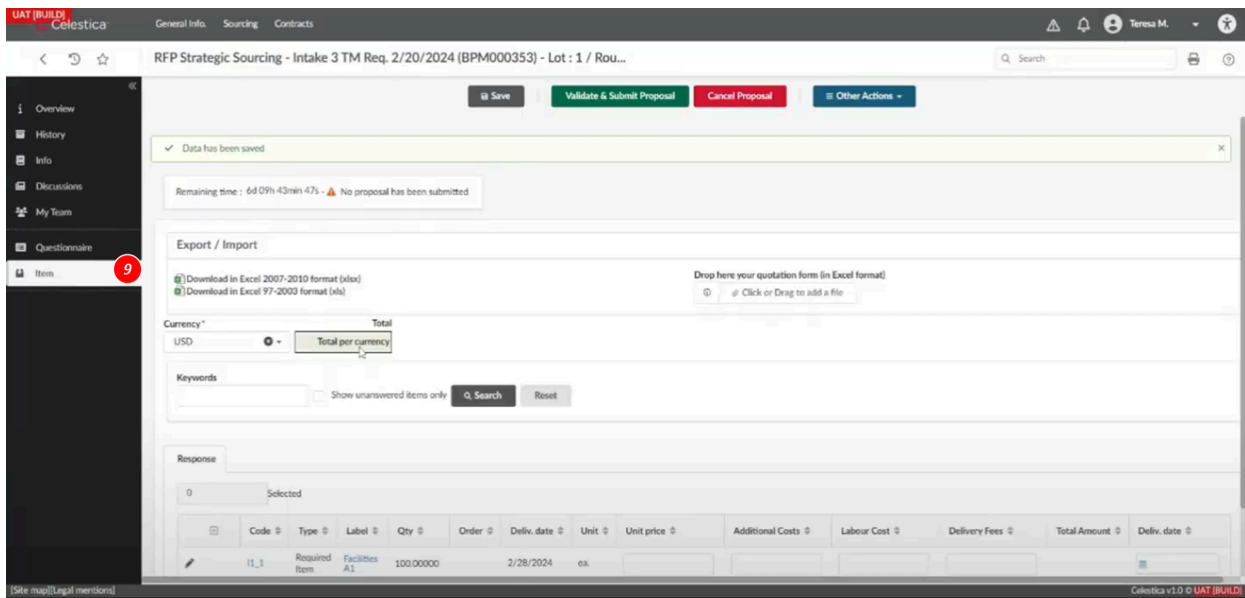
7. Under Validity date - add the date the proposal is valid for



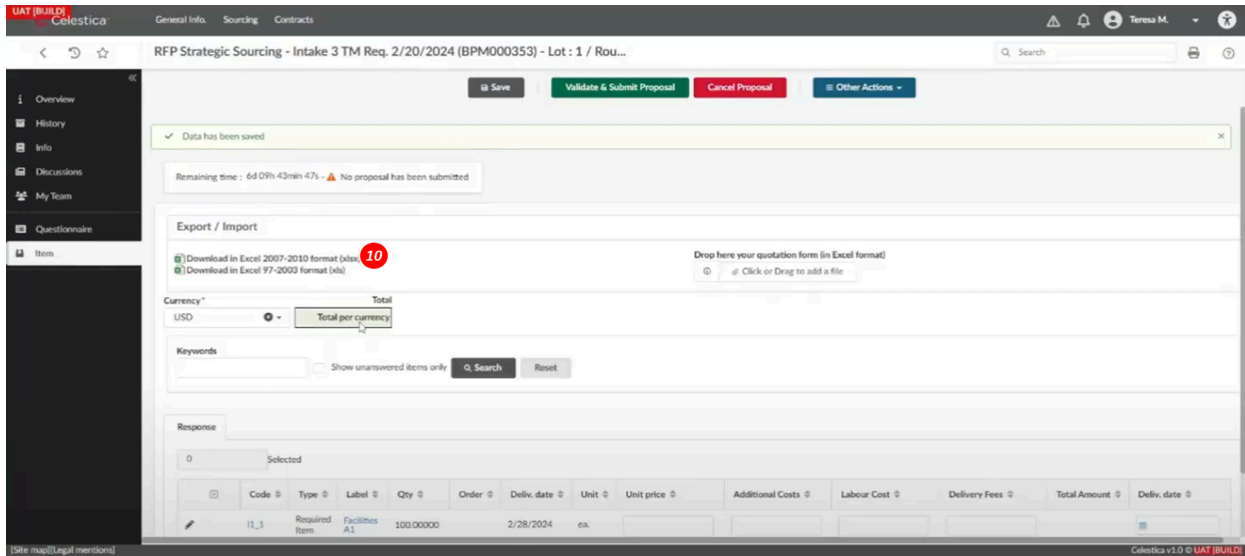
8. Select Save



9. Go to the Item tab

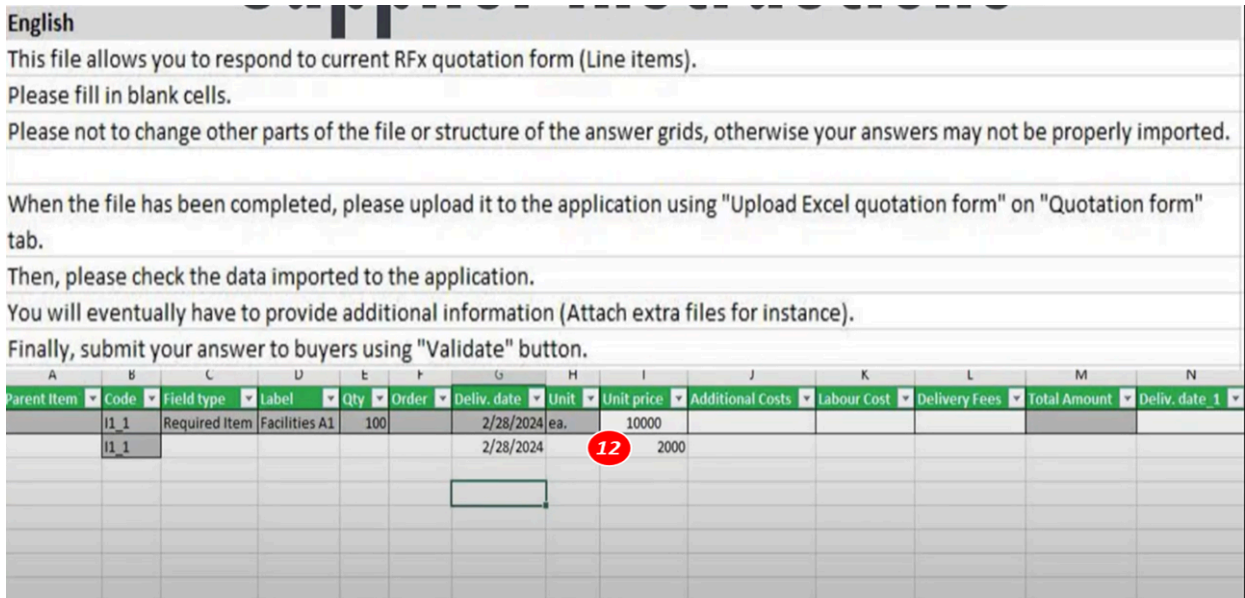


10. In the Export/Import section, select Download in Excel 2007-2021 format



11. Open the Excel File

12. In 'Response' sheet under 'Unit Price' in line 2, input the price



13. Under 'Delivery Date' in line 3, input the date

English

This file allows you to respond to current RFX quotation form (Line items).

Please fill in blank cells.

Please not to change other parts of the file or structure of the answer grids, otherwise your answers may not be properly imported.

When the file has been completed, please upload it to the application using "Upload Excel quotation form" on "Quotation form" tab.

Then, please check the data imported to the application.

You will eventually have to provide additional information (Attach extra files for instance).

Finally, submit your answer to buyers using "Validate" button.

Parent Item	Code	Field type	Label	Qty	Order	Deliv. date	Unit	Unit price	Additional Costs	Labour Cost	Delivery Fees	Total Amount	Deliv. date_1
	I1_1	Required Item	Facilities A1	100		2/28/2024	ea.	10000					
	I1_1					2/28/2024		2000					

14. Save the file locally to your laptop

15. Return to Ivalua

16. In the 'item' tab on the Export/Import section, select 'Drop here your quotation form' (in excel format)

UAT (BUILD) Celestica

General Info. Sourcing Contracts

RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot : 1 / Rou...

Save Validate & Submit Proposal Cancel Proposal Other Actions

Data has been saved

Remaining time: 6d 09h 43min 47s - No proposal has been submitted

Export / Import

Download in Excel 2007-2010 format (.xlsx)
Download in Excel 97-2003 format (.xls)

Drop here your quotation form (in Excel format)
Click or Drag to add a file

Currency: USD Total per currency

Keywords Show unanswered items only Search Reset

Response

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Additional Costs	Labour Cost	Delivery Fees	Total Amount	Deliv. date
I1_1	Required Item	Facilities A1	100.00000		2/28/2024	ea.					2000	

Site map | Legal mentions

Celestica v1.0 © UAT (BUILD)

17. Select the completed Excel file and 'open'

18. In the popup, click 'Import Items'

19. Select 'Close'

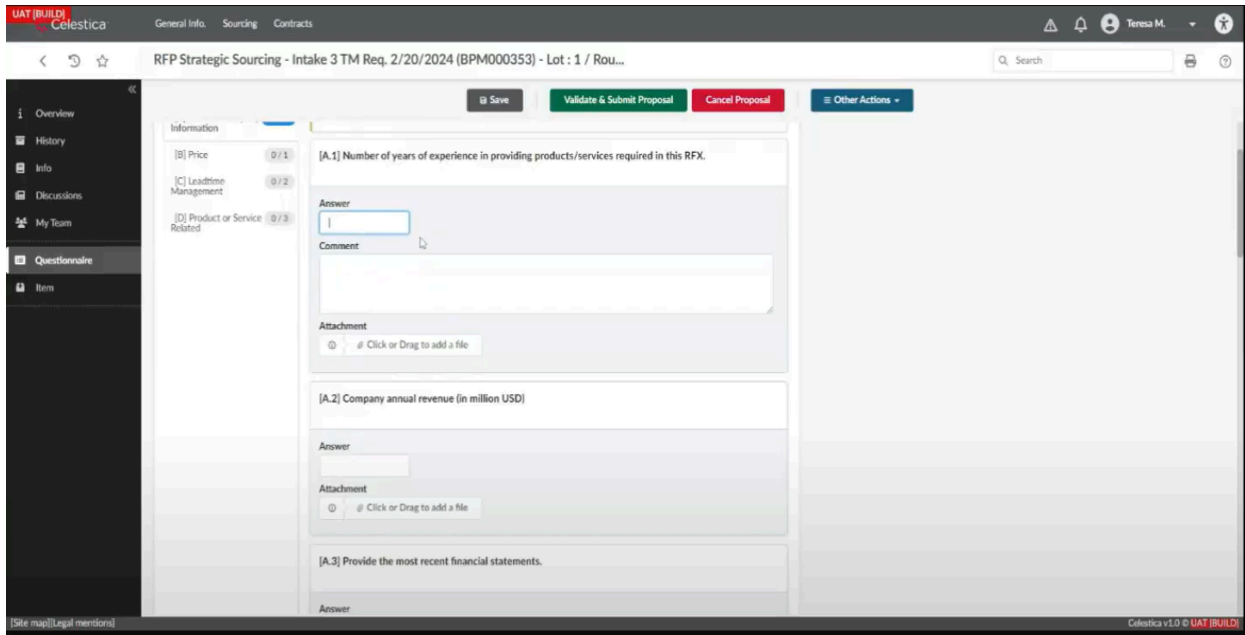
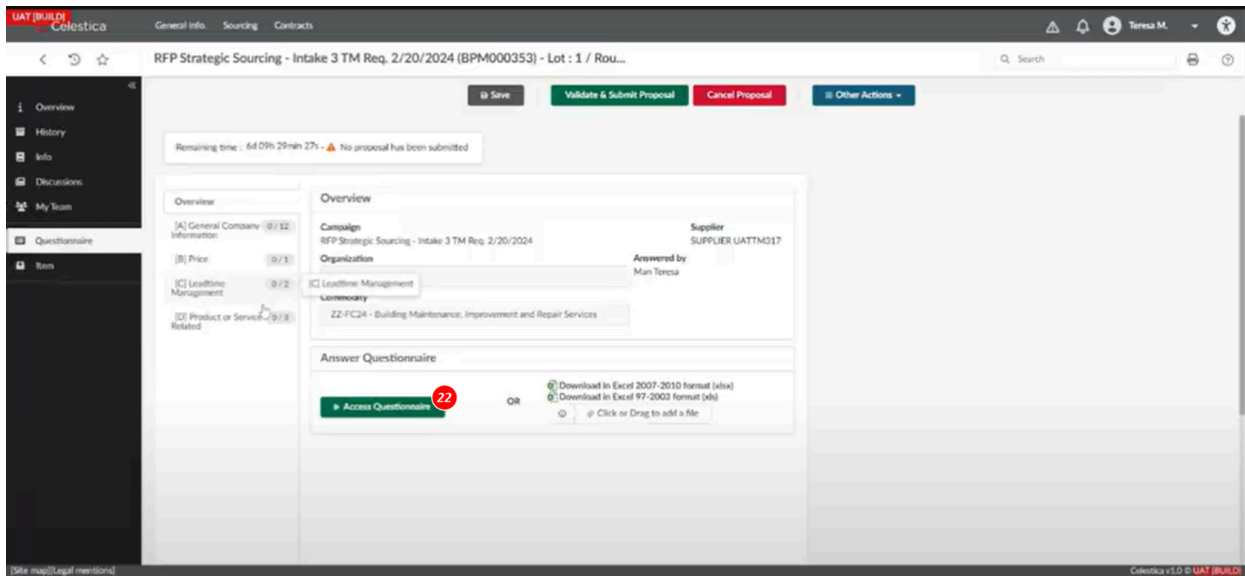
20. Select 'Save'

The screenshot shows the UAT (BUILD) Celestica interface for an RFP titled "RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot: 1 / Rou...". The interface includes a top navigation bar with "General info", "Sourcing", and "Contracts". A left sidebar contains navigation options: Overview, History, Info, Discussions, My Team, Questionnaire, and Items. The main content area features a "Save" button highlighted with a red circle, along with "Validate & Submit Proposal", "Cancel Proposal", and "Other Actions" buttons. Below these buttons, there is a "Remaining time" indicator showing 6d 09h 39min 56s and a message "No proposal has been submitted". The "Export / Import" section offers options to download in Excel 2007-2010 or Excel 97-2003 format, and an "Export (S) Supplier Price.xlsx" button. A "Currency" section shows "USD" and "Total per currency". A "Keywords" search bar is also present. At the bottom, a table lists items with columns for Code, Type, Label, Qty, Order, Deliv. date, Unit, Unit price, Additional Costs, Labour Cost, Delivery Fees, Total Amount, and Deliv. date. The first row shows a "Required Item" with a quantity of 100.00000 and a delivery date of 2/28/2024.

21. Select the 'Questionnaire' tab

The screenshot shows the UAT (BUILD) Celestica interface with the "Questionnaire" tab selected in the left sidebar, highlighted with a red circle. The main content area displays an "Overview" section with details for the RFP, including the Campaign "RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024", Supplier "SUPPLIER UATTM317", and Organization "Answered by Man Teresa". The "Leadtime Management" section shows "ZZ-FC24 - Building Maintenance, Improvement and Repair Services". Below the overview, there is an "Answer Questionnaire" section with an "Access Questionnaire" button and options to download the questionnaire in Excel 2007-2010 or Excel 97-2003 format.

22. Select "Access Questionnaire" and complete the answers with as much detail as possible



23. Once all the fields are answered
24. Select Save
25. Select the button 'Validate & Submit Proposal' and 'Ok' in the popup
26. Select the button 'Submit my proposal'