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

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3. Select the sourcing event

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2 Record(s)												٥

4. Select the Item tab

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

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6. Validate & 'Submit my proposal'

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Simple Bid:

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

1. Select the Sourcing event

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

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- 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

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5. Select the button 'save'

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6. Select the 'Questionnaires' tab

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

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		Answer No				
		If no, please provide examples of similar experiences				
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8. Select the button 'save'

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		If no, please provide examples of similar experiences					
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9. Select the 'item' tab

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

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

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12. Select the button 'Submit my Proposal'

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Request for Information (RFI):

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

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

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

UAT [BUILD] Celestica	General Info. Sourcing Contrac	:ts			\land 🗘 😫 Alex S.	-	•
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- 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

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

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6. Go to the Info tab

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

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8. Select Save

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9. Go to the Item tab

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

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- 11. Open the Excel File
- 12. In 'Response' sheet under 'Unit Price' in line 2, input the price

English									-						
This file a	allows	you to resp	ond to cu	rren	t RFx c	uotation f	orm	(Line i	tems).					
Please fi	ll in bl	ank cells.													
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Finally, s	ubmit	your answe	r to buye	rs us	ing "V	alidate" bi	utton	۱.							
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	11_1	Required Item	Facilities A1	100	0	2/28/202	4 ea.	10	000						
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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.

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- 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)

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- 17. Select the completed Excel file and 'open'
- 18. In the popup, click 'Import Items'
- 19. Select 'Close'

20. Select 'Save'

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21. Select the 'Questionnaire' tab

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

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- 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'