

Indirect Procurement Transformation (Ivalua)

About this Document

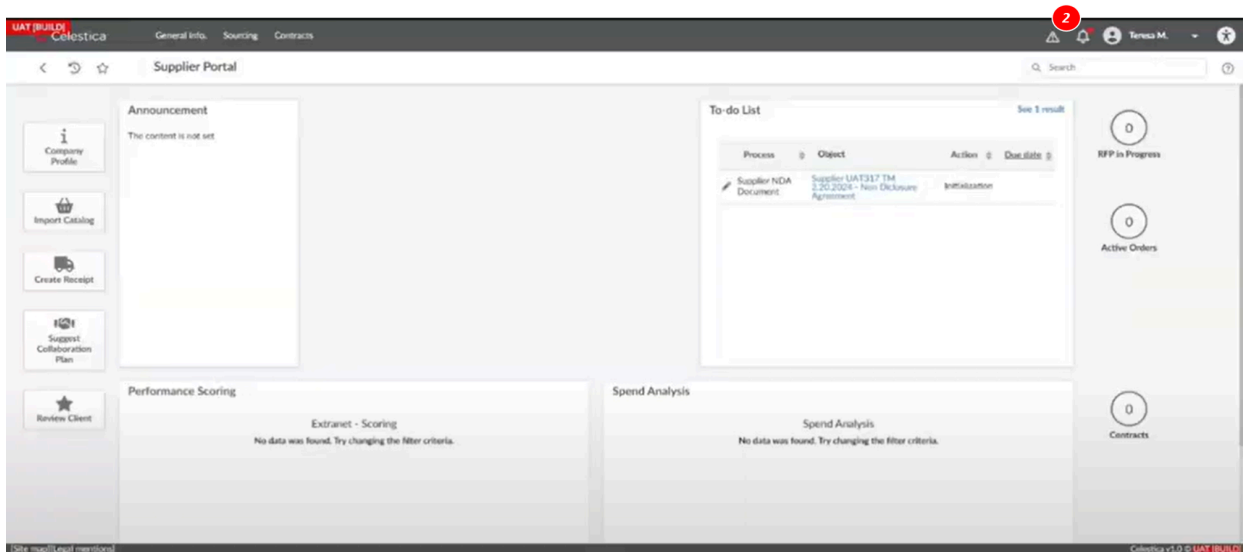
- This document provides you with guidance on how to complete a Non-disclosure agreement (NDA)

Please Note: The content is for information purposes only and does not provide any commitment to a particular course of action and cannot be reproduced without the express written consent of Celestica. Celestica is not responsible for any errors or omissions'

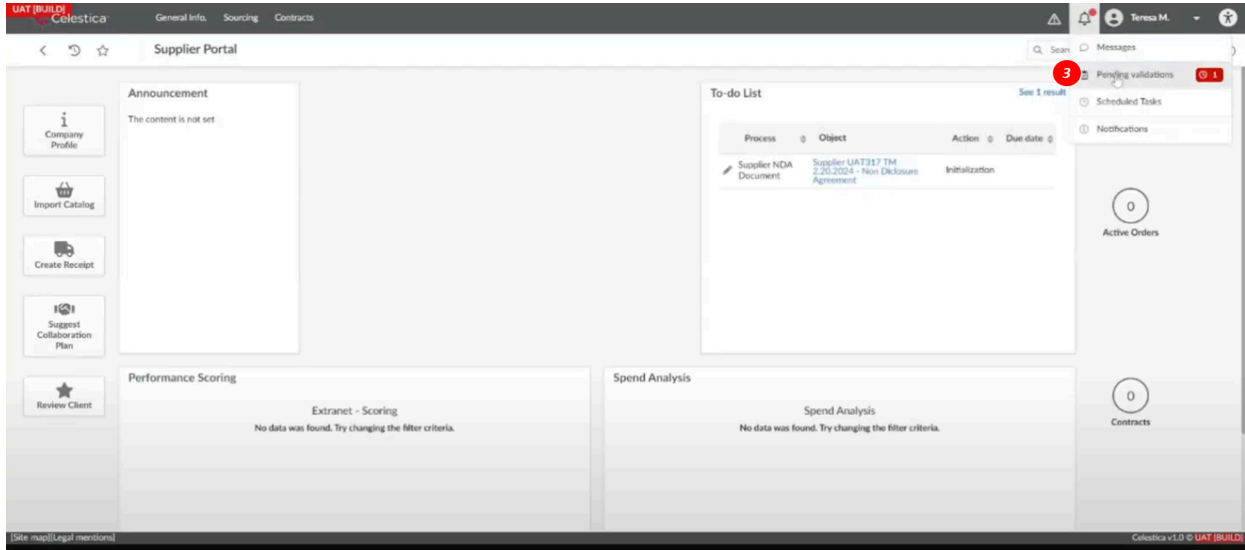
Non-disclosure agreement (NDA):

A Supplier must complete the following steps in order to complete the NDA in Ivalua:

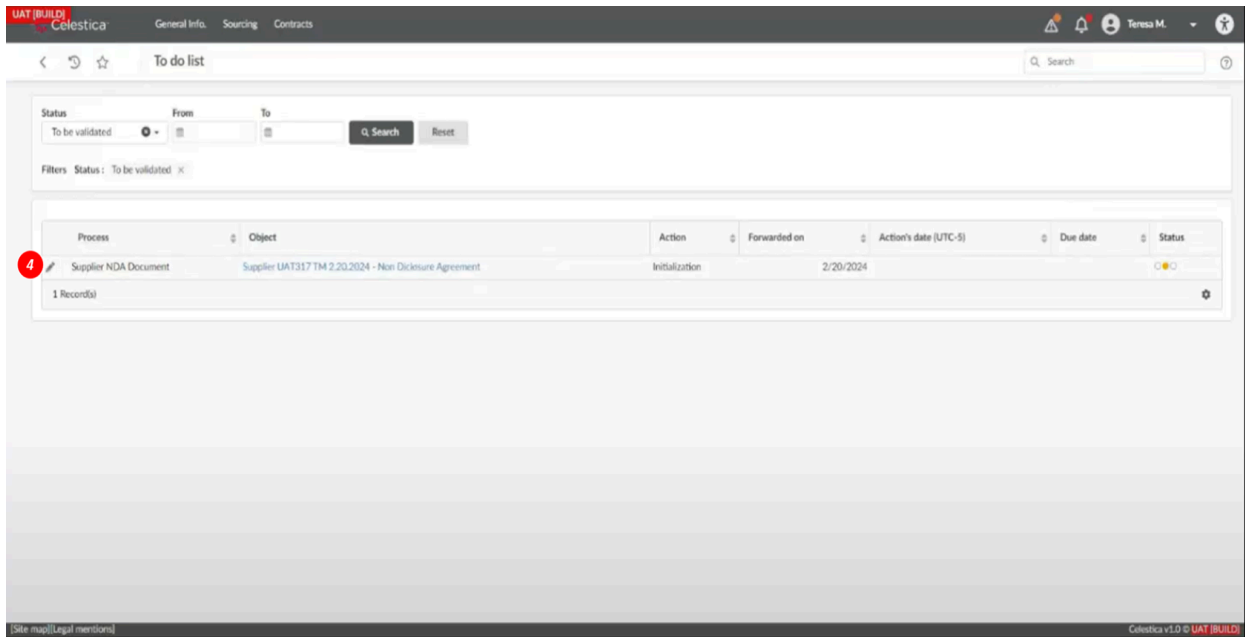
1. Login to Supplier portal
2. Select the Bell Icon in the top right



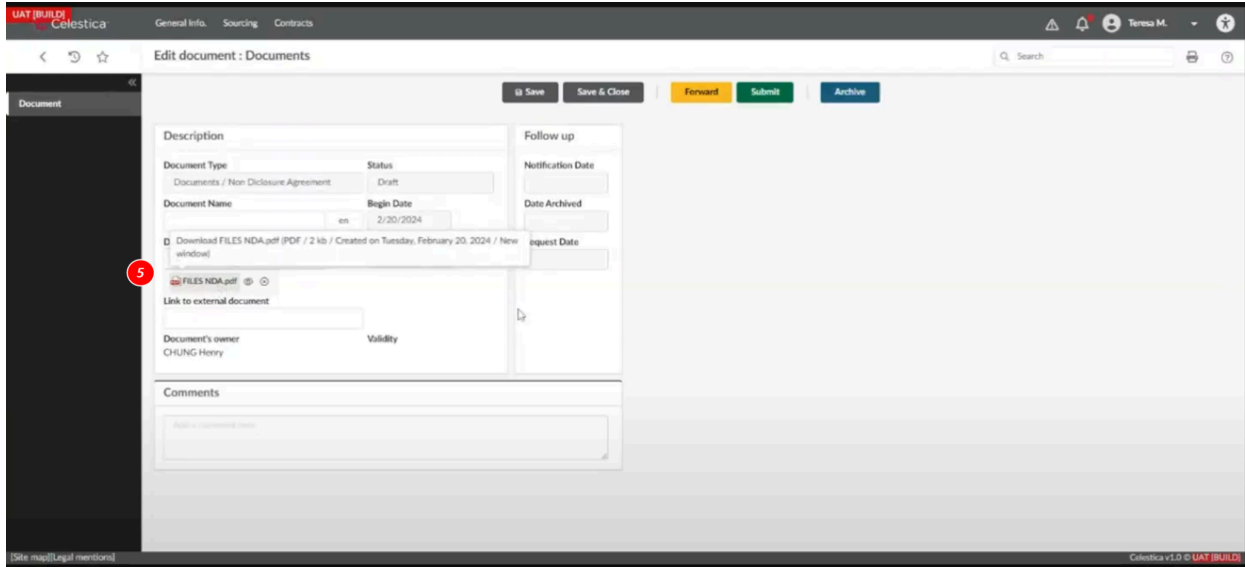
3. Select the "pending validations" section



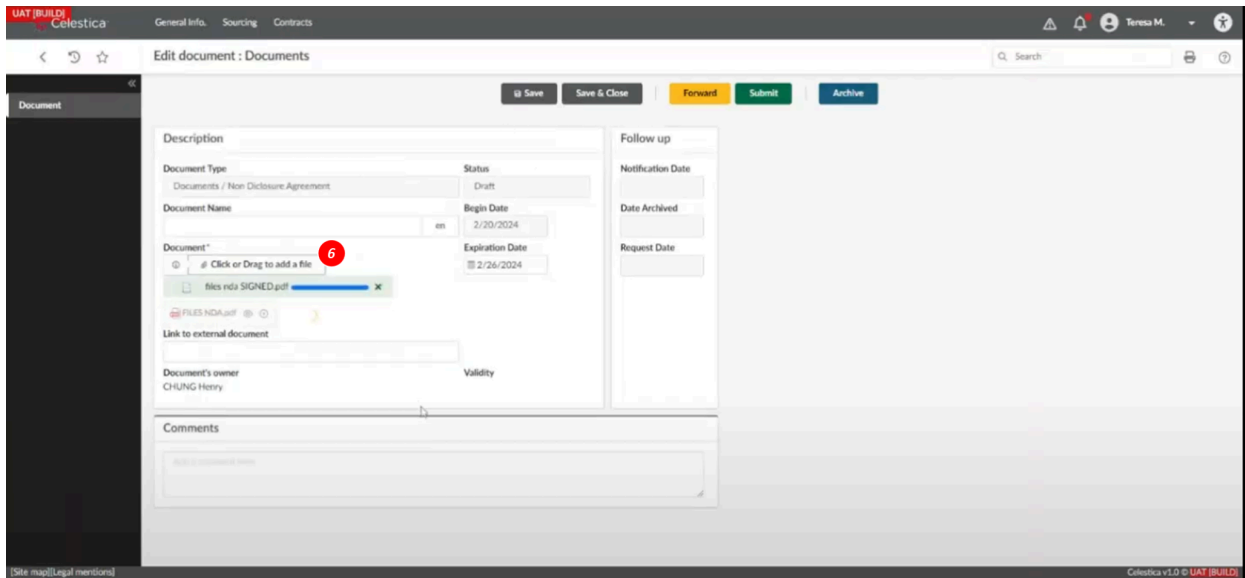
4. Select the pencil icon beside the “supplier NDA Document”



5. Download the template document

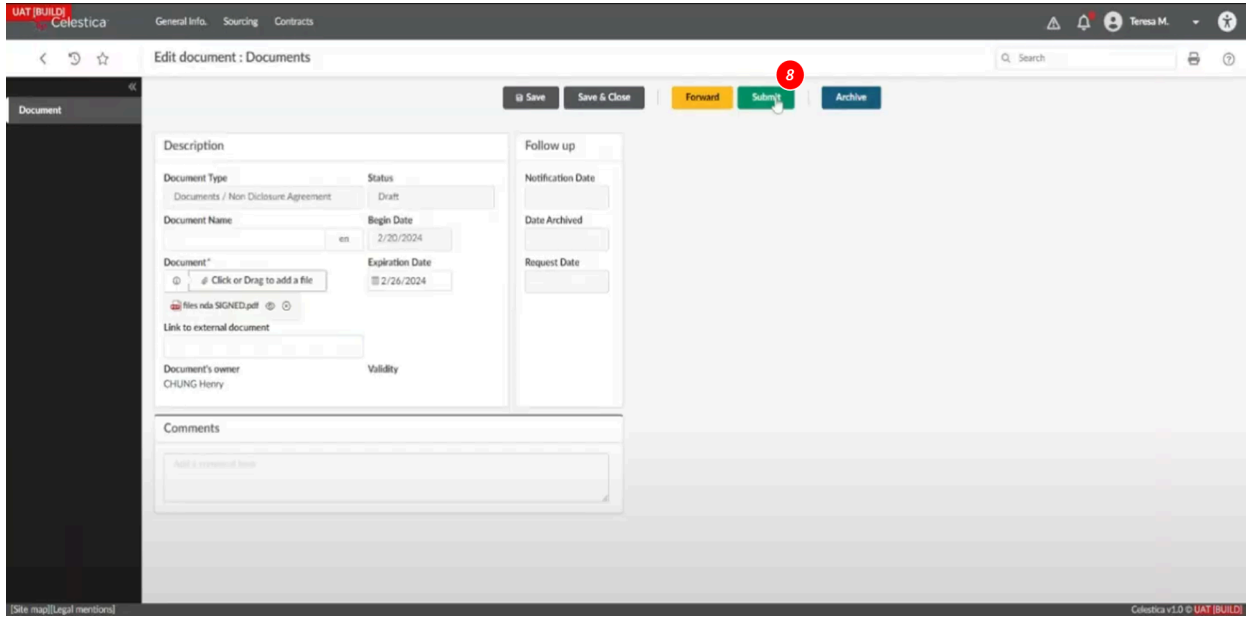


6. Select the Click or Drag to add a file



7. Select the NDA Document that was downloaded

8. Select the Submit button.



The Category Manager will receive the NDA and approve or reject accordingly.