



Cleveland Clinic

Ivalua Supplier Portal Self-Registration

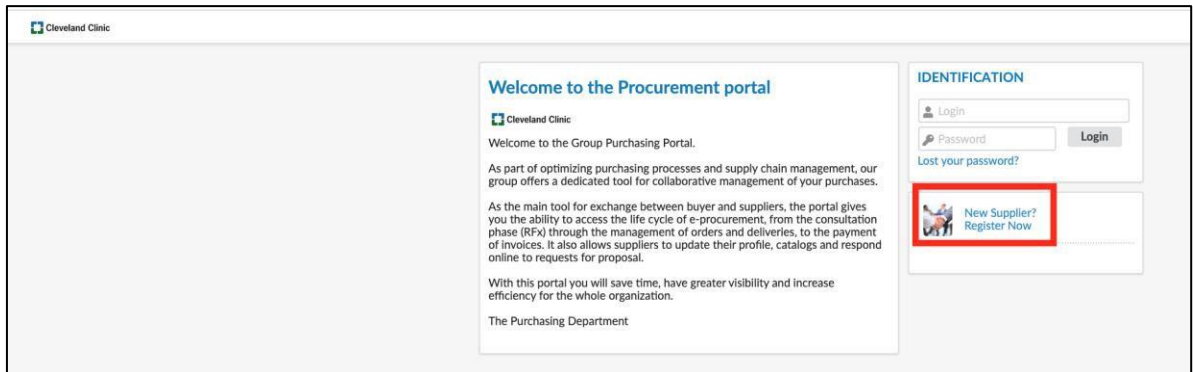
User Guide

[GLOBAL BUSINESS TRANSFORMATION](#)

Purpose: *The purpose of this document is to provide Suppliers with a quick reference guide on how self-register on the Ivalua Supplier Portal, add contacts and provide P2P address details if Cleveland Clinic decided to do business with your company.*

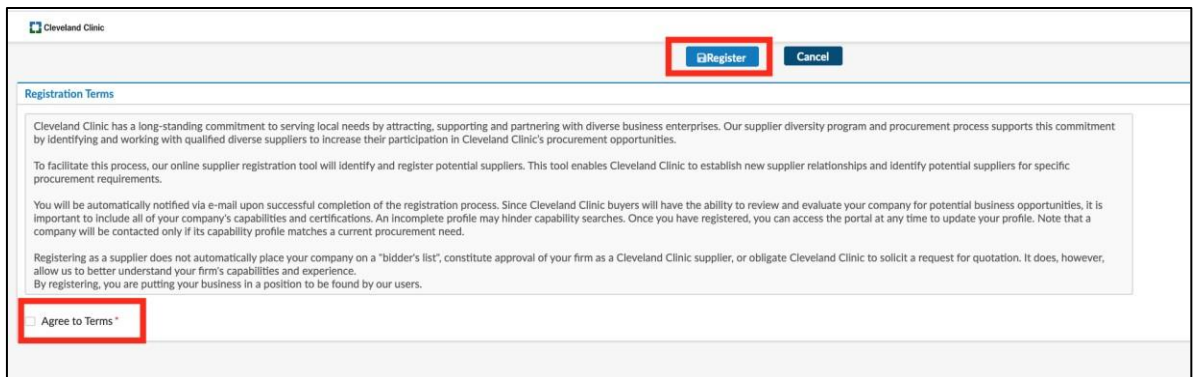
Complete Self-Registration

1. Once on the Procurement Portal login page, click **New Supplier**. Register Now link.




The screenshot shows the Cleveland Clinic Procurement Portal login page. On the left, there is a 'Welcome to the Procurement portal' section with a message from the Purchasing Department. On the right, there is an 'IDENTIFICATION' section with fields for 'Login' and 'Password', and a 'Login' button. Below the password field, there is a link for 'Lost your password?'. A red box highlights a button labeled 'New Supplier? Register Now'.

2. Review the registration terms and click **Agree to Terms**



The screenshot shows the Cleveland Clinic Procurement Portal registration terms page. At the top, there are 'Register' and 'Cancel' buttons. Below, the 'Registration Terms' are displayed. A red box highlights the 'Agree to Terms' checkbox at the bottom left of the terms section.

- Complete the Security Control section by entering the displayed characters. Complete all of the required fields within the Company Information, Contact Information, and Additional Information sections:



Enter the characters as they appear above*

Company information

Business Name ⓘ*

Registered Legal Name*

 en

Company Website

Tax Country*

Complete the following

Federal Tax ID **VAT ID** ⓘ

DUNS ⓘ

Address

Address Line 1 ⓘ*

Address Line 2

Zip Code* **City***

en

State/Province **Country***

Contact Information

First Name*

Last Name*

Email*

Position / Job Title*


 en

Password*

Confirm password*

- ✗ Passwords should match.
- ✗ Password must contain at least 1 digit(s)
- ✗ Password must contain at least 1 special character(s)
- ✗ Password must contain at least 6 characters

Map **Satellite**



Keyboard shortcuts | Map data ©2024 | Terms

Additional Information

Region(s) Serving

UNSPSC Categories ⓘ*

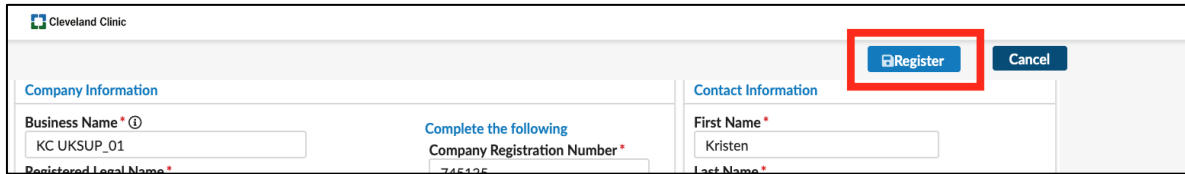
What is the last month of your fiscal year?*

Do any of the products or services provided need the ability to connect to Cleveland Clinic's networks?*

Does your company have any diversity certifications?* Comment

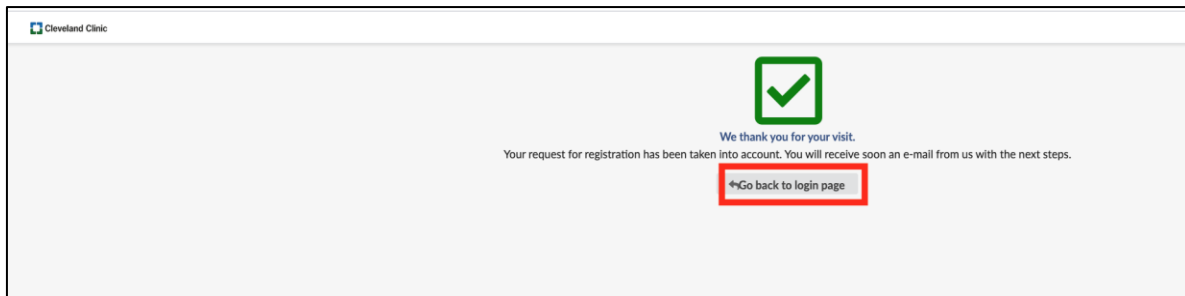
en

- After completing all required fields on the registration page, click the **Register** button on the top of the page.



The screenshot shows the registration page for Cleveland Clinic. The page is divided into two main sections: "Company Information" and "Contact Information". The "Company Information" section includes fields for "Business Name" (containing "KC UKSUP_01"), "Registered Legal Name", and "Company Registration Number" (containing "745125"). The "Contact Information" section includes fields for "First Name" (containing "Kristen") and "Last Name". A red box highlights the "Register" button in the top right corner, next to a "Cancel" button.

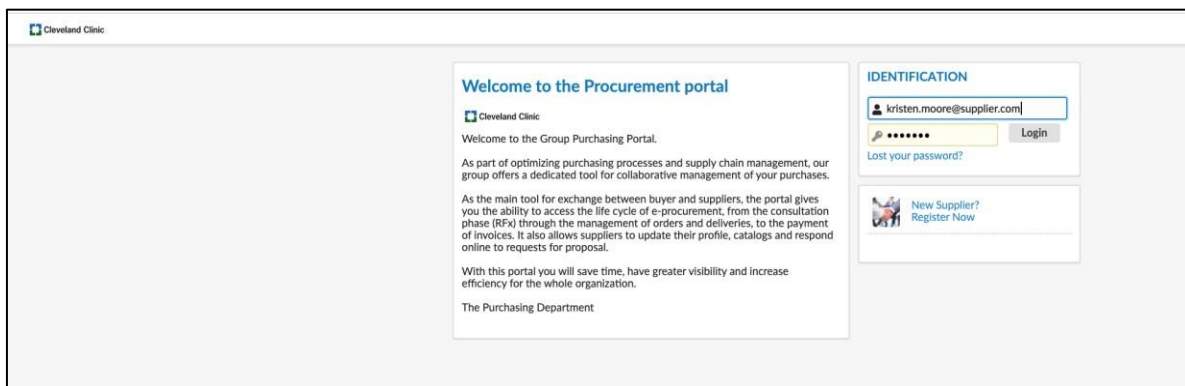
- Click on the **Go back to login page** button.



The screenshot shows a confirmation page for Cleveland Clinic. It features a green checkmark icon in a square box. Below the icon, the text reads: "We thank you for your visit. Your request for registration has been taken into account. You will receive soon an e-mail from us with the next steps." A red box highlights the "Go back to login page" button at the bottom of the page.

Login to Portal for the first time and Update Company Profile

- Log in as the new supplier.



The screenshot shows the login page for Cleveland Clinic. The page is divided into two main sections: "Welcome to the Procurement portal" and "IDENTIFICATION". The "Welcome to the Procurement portal" section includes a welcome message and a description of the portal's purpose. The "IDENTIFICATION" section includes a login form with fields for "Email" (containing "kristen.moore@supplier.com") and "Password" (containing "*****"). A "Login" button is next to the password field. Below the login form, there is a "Lost your password?" link and a "New Supplier? Register Now" button. A red box highlights the "Register Now" button.

2. Accept the General Terms and Conditions.

General Terms of Use

...commercially, property or privacy rights; (v) your violation of any state, local, federal or international laws, rules, regulations, codes, statutes, and/or directives; (vi) any misrepresentation made by you. You will cooperate as fully required by us in the defense of any claim. We reserve the right to assume the exclusive defense and control of any matter subject to indemnification by you, and you will not in any event settle any claim without the prior written consent of us.

LIMITATION OF LIABILITY; WAIVER
TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE, OUR AFFILIATES, OUR LICENSORS, OR OUR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND REPRESENTATIVES, HAVE ANY LIABILITY IN REGARD TO LOST PROFITS, REVENUES, INFORMATION, OR DATA, OR CONSEQUENTIAL, SPECIAL, DIRECT, INDIRECT, EXEMPLARY, PUNITIVE, OR INCIDENTAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE PORTAL, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
 By accessing the Portal you understand that you may be waiving rights with respect to claims that are at this time unknown or unsuspected, and in accordance with such waiver, you acknowledge that you have read and understand, and hereby expressly waive the protections of the statute of any state or jurisdiction in which you may use the Portal, relating to the waiver of unknown claims.

GOVERNING LAW / JURISDICTION
 The Agreement shall be governed by the laws of the State of Ohio without regard to choice or conflicts of law principles. You agree to the jurisdiction of the Northern District of Ohio or the state courts located in Cleveland, Ohio to resolve any dispute, claim, or controversy that relates to or arises in connection with the Agreement. You agree further that no action, regardless of form, arising out of or relating to the Agreement may be brought by you more than one (1) year after the cause of action has arisen.

SEVERABILITY AND WAIVER
 Unless otherwise stated in the Agreement, should any provision of the Agreement be held invalid or unenforceable for any reason or to any extent, such invalidity or enforceability shall not in any manner affect or render invalid or unenforceable the remaining provisions of the Agreement, and the application of that provision shall be enforced to the extent permitted by law.

ASSIGNMENT
 You may not assign the Agreement, or transfer or sub-license your rights under the Agreement, to any third party. Any purported assignment by you of this Agreement is void.

ENTIRE AGREEMENT
 Other than as stated in this section or as explicitly agreed upon in writing between you and us, the Agreement constitutes all the terms and conditions agreed upon between you and us and supersedes any prior agreements in relation to the subject matter of this Agreement, whether written or oral. For the avoidance of doubt, this Agreement does not supersede or form part of any agreement you may enter into with us related to a Procurement Request. By acknowledging and agreeing to this Agreement, you represent and warrant that you have the authority to agree to and bind your company to the Agreement.

Last Updated: April 15, 2020

I accept the terms and conditions
Acknowledge Print

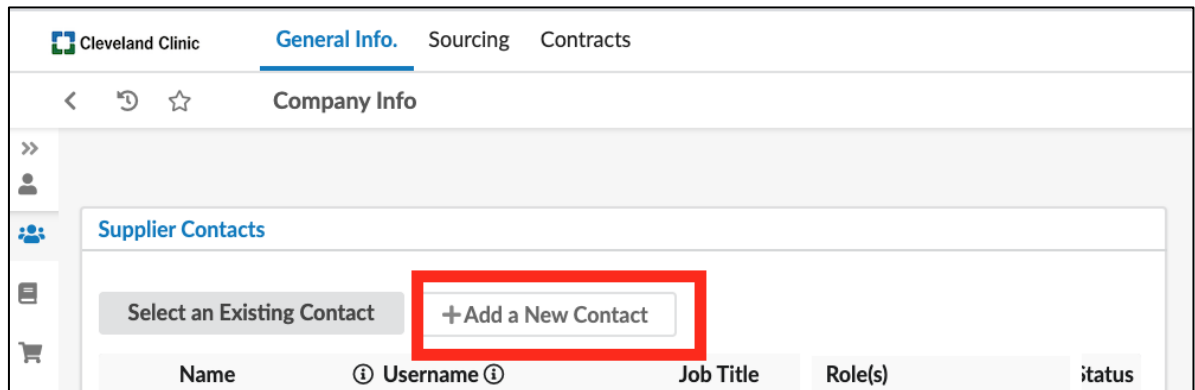
3. UPDATE COMPANY PROFILE - Navigate to the **General Info Tab** and Select **Company Profile** from the drop down. You can also access the Company Profile directly on the homepage via the Company Profile widget.

The screenshot shows the Cleveland Clinic Supplier Portal interface. At the top, the 'General Info' tab is selected and highlighted with a red box. Below the navigation bar, the 'Company Profile' widget is highlighted with a red box. The main content area shows a 'Pending Tasks' section and an 'Onboarding Progress' section. The 'Onboarding Progress' section includes a list of tasks: 'Prospective Only authorized for bids / quotes', 'Onboarding Prep Gather Information', 'Approvals In Progress Review Information', 'Integration Integrating to Oracle', and 'Spend Authorized Authorized for Purchasing & Payment'. A warning message is displayed: 'The following items require your attention: At least one REMIT-TO address is required on the P2P Information tab. (click here) At least one Remit-To Address is required in the P2P Information tab'.

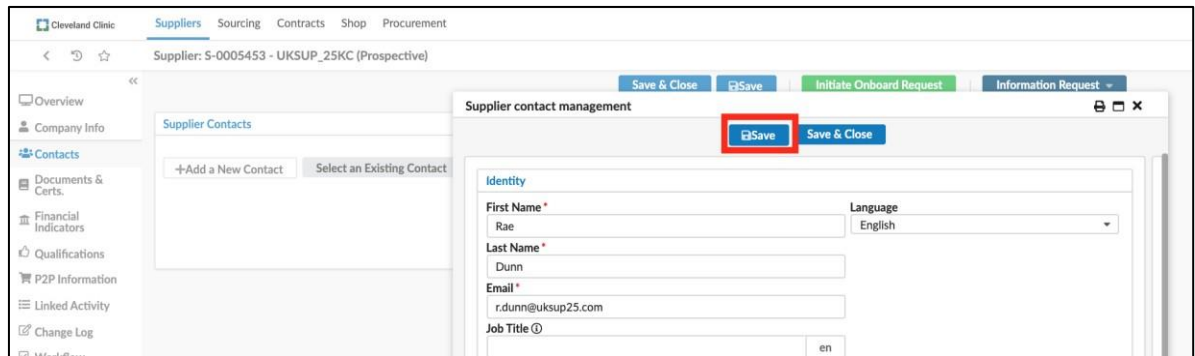
- Review data filled out on the Company Info page, which was copied from the Self-Registration form completed earlier. Populate any additional fields (e.g., Year Founded)

- Navigate to the contacts page and update the **Role(s)** column by selecting all that apply. *Note: At least one contact must be the supplier admin.*

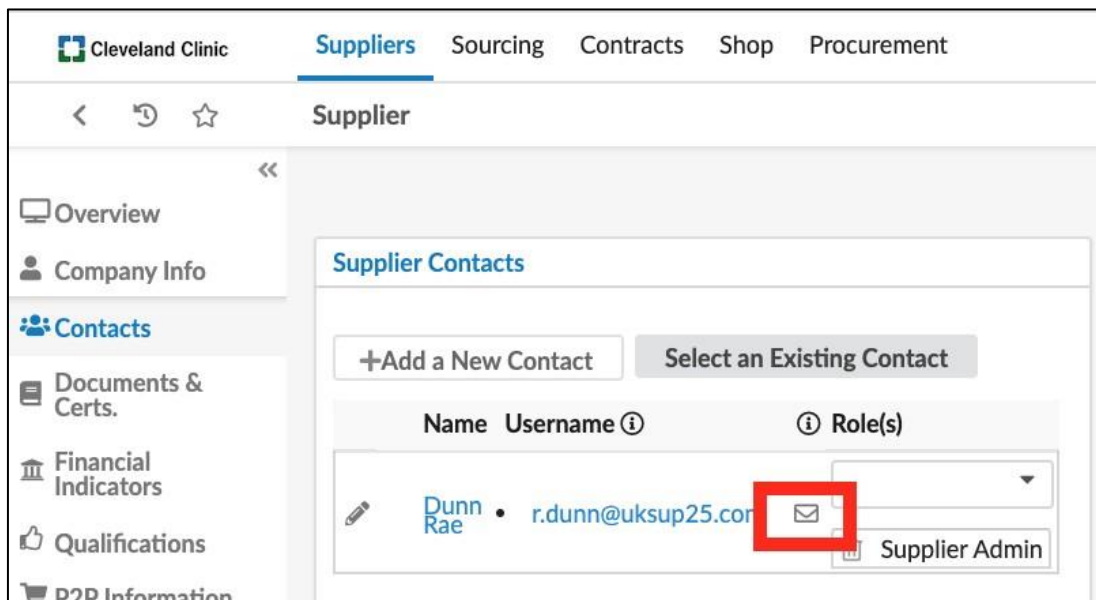
- From the Contacts page, you can add other contacts from your company by clicking the **+Add a new Contact** button.



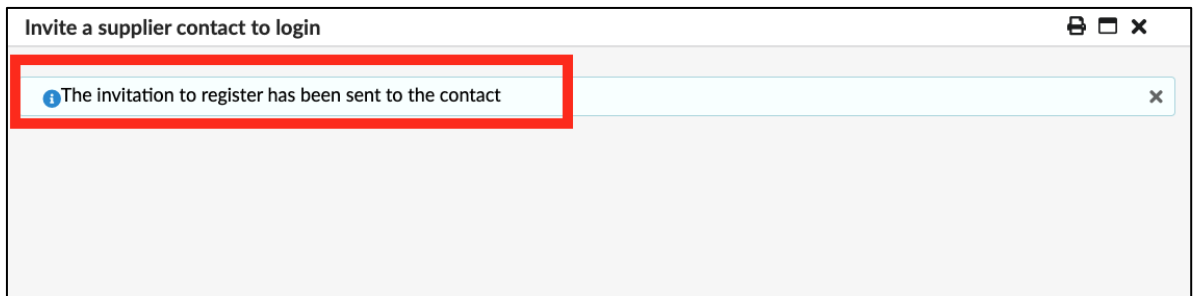
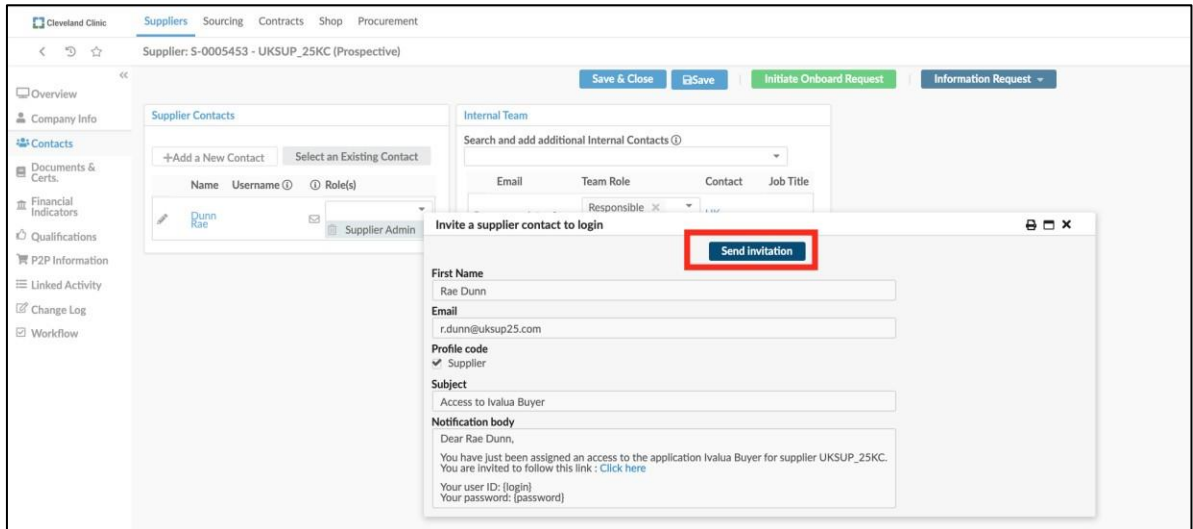
- Enter in the contact's details and click "Save" or "Save and Close" at the top of the window.



- To invite the recently added contact to the portal, click the envelope icon.



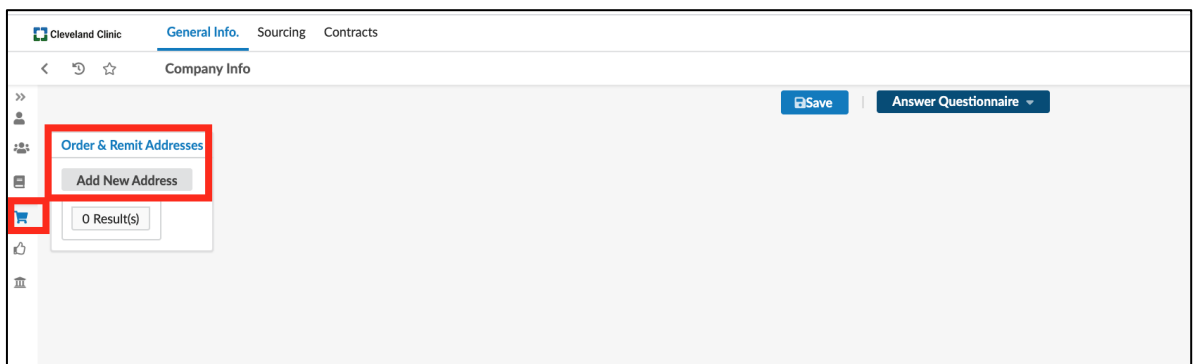
- Click **Send Invitation** at the top of the window. Click the "X" at the right corner to close the screen. Save all changes before navigating to the next page.



- Navigate to the **P2P Information** page by clicking on the P2P Information tab from the left side of the navigation bar on the screen.

Under the **Order & Remit Addresses** section of the page, click **Add New Address**.

Note: This address may be the same or different than the main address listed on the Company Info page. The address(es) listed here indicate the remit, order, return and RFX addresses.



11. Complete the **Address Details** and **Additional Information** sections. **Save & Close** once completed.

Note: Multiple address types can be selected for the same address.

The screenshot shows the 'Add / Edit Address' form. The 'Address Details' section contains the following fields:

- Address Name: KC UKSUP...
- Address Line 1: 1-4 Main Blvd
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- City: Swinden
- Postal Code / Zip: BD23 4LS
- Country: UNITED KINGDOM
- Zip Plus 4: (empty)

The 'Additional Information' section contains the following fields:

- Select at least 1 address type:
 - Order
 - Return
 - Remit-To
 - RFQ / Bidding
- E-Mail: orderdepartment@s...
- GLN: (empty)
- Phone: [44] 20 7430 1036
- Fax: (empty)

12. Click **Save** at the top of the P2P Information page once everything has been completed.

The screenshot shows the 'Order & Remit Addresses' page. The table below contains the following data:

Address Name	Address Line 1	Address Line 2	City	Country	State	Zip	Zip +4	GLN	Remit-To	Order	Return	RFQ / Bidding
KCUKSUP02	1-4 Main Blvd		Swinden	UNITED KINGDOM		BD23 4LS			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KCUKSUP03	34 Old Bond Street	Mayfair	London	UNITED KINGDOM		W1S 4QL			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>