Ivalua Supplier Portal Self-Registration

User Guide

GLOBAL BUSINESS TRANSFORMATION
Purpose: The purpose of this document is to provide Suppliers with a quick 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


![](image1.png)

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

![](image2.png)
3. Under the Security Control section, complete the Security Control section by typing in the characters shown. Complete all of the required fields within the Company Information, Contact Information, and Additional Information sections:

4. After completing all required fields on the registration page, click the Register button on the top of the page.
5. Click on the **Go back to login page** button.

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**Login to Portal for the first time and Update Company Profile**

1. Log in as the new supplier.

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2. Accept the General Terms and Conditions.
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.

4. Review data populated on the Company Info page that was copied from the Self-Registration form previously completed. Populate any additional fields (e.g. Year Founded)
5. 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.

6. From the Contacts page, you can add other contacts from your company by clicking the +Add a new Contact button.
7. Enter in the contact’s details and click “Save” or “Save and Close” at the top of the window.

8. To invite the recently added contact to the portal, click the envelope icon.
9. 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.

![Send Invitation](image)

10. Navigate to the **P2P Information** page by clicking on the P2P Information tab of the navigation bar on the left of 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.

![Add New Address](image)
11. Complete the **Address Details** and **Additional Information** section. **Save & Close** once completed.

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

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