Updating Ivalua Supplier Portal Profile (contacts and documents)

User Guide

GLOBAL BUSINESS TRANSFORMATION
Purpose: The purpose of this document is to provide Suppliers with a quick guide on how to add/update contacts and documents.

1. Login to the Ivalua Portal

   ![Login to the Ivalua Portal](image1)

2. Navigate to the General Info Tab and select Company Profile from the drop down.

   ![Navigate to the General Info Tab](image2)
Updating Documents

3. Once on the Company info page, navigate to the Documents & Certs. page from the navigation bar.

4. Under the Certifications section, find the document that needs to be updated and click the edit + button to the left of the document.

6. Click Save. Click the X to close the pop-up page.

7. Click on the edit pencil next to the expiring document.

8. Click the "Archive" button; then click "OK" to confirm.
9. Click the X to close the pop-up page.

Updating Contacts Information

10. Navigate to the contacts page from the navigation bar.
11. Under the Supplier Contacts section, find the contact that needs to be updated and click the edit pencil button to the left of their name.

12. Under the phone section, input a new cell phone number. Click Save & Close at the top of the Supplier contact management page.
13. Click on the **Add a New Contact** button under the Supplier Contacts section of the Contacts page.

14. Enter in the contact's **first name**, **last name**, **email** and click **Save and Close** at the top of the window.
15. In the **Role** field next to the contract you added, click on the drop down and select the contact role.

16. Click on the **envelope** icon under the Login Invitation column of the contact you just added.
17. Ensure the **profile code** of Supplier is selected, click **Send Invitation** at the top of the window and click the "X" at the right corner to close the screen.

![Image of Supplier Portal Profile](image1.png)

18. Click **Save** at the top of the page before navigating away to any other page.

![Image of Supplier Portal Profile](image2.png)
19. Navigate to the upper right-hand corner of the webpage, and click on the downward arrow next to the user name. The drop down will open and click **Logout**.