



# Cleveland Clinic

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## Ivalua Supplier Portal Self-Registration

### User Guide

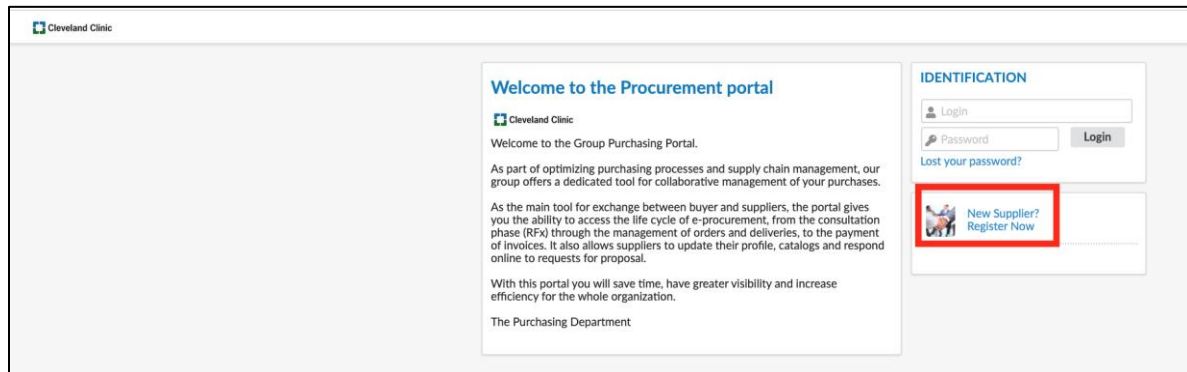
[GLOBAL BUSINESS TRANSFORMATION](#)

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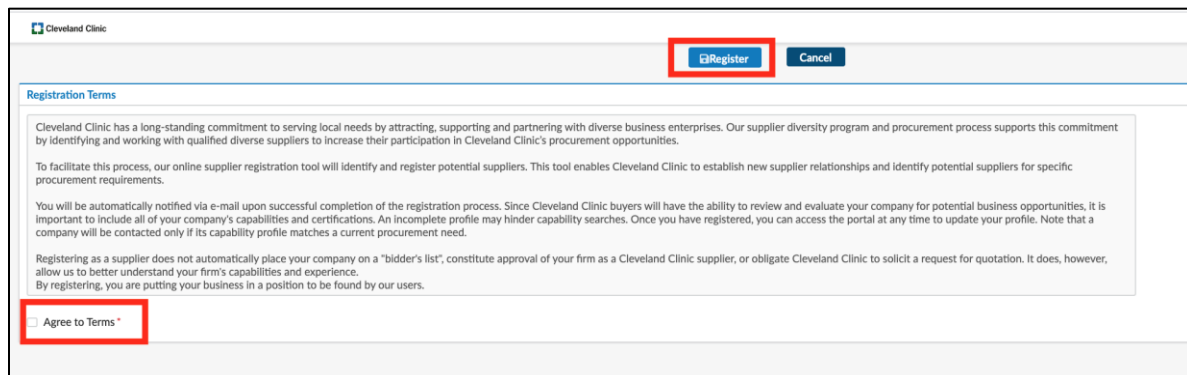
**Purpose:** *The purpose of this document is to provide Suppliers with a quick guide on how self-register on the Ivalua Supplier Portal, add contacts and provide P2P address details if Cleveland Clinic decided to do business with your company.*

## Complete Self-Registration

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



2. Review the registration terms and click Agree to Terms



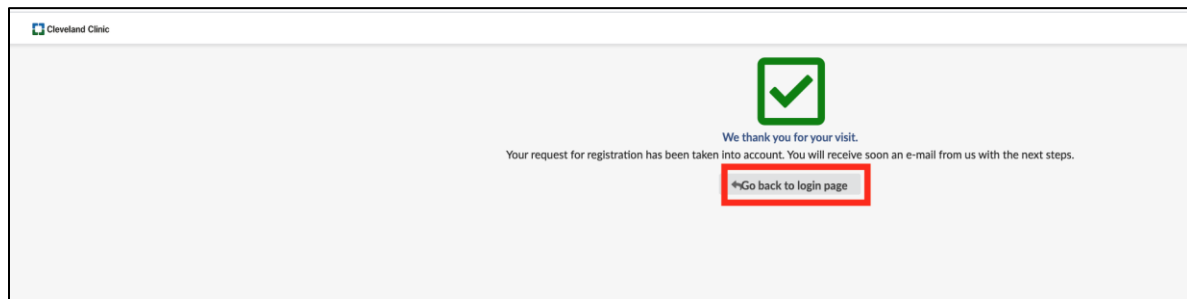
- Under the Security Control section, complete the Security Control section by typing in the characters shown. Complete all of the required fields within the Company Information, Contact Information, and Additional Information sections:

The screenshot shows the 'Supplier Registration' page in the Ivalua Supplier Portal. The 'Security Control' section is highlighted with a red box, showing a CAPTCHA challenge with the text 'Retype characters above here'. Below this, the 'Company Information' section includes fields for Business Name, Registered Legal Name, Company Website, Tax Country, Tax Organization Type, Primary Business Address, and Additional Information. The 'Contact Information' section includes fields for First Name, Last Name, Email, Position / Job Title, Password, and Confirm password. The 'Additional Information' section includes fields for 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?, and Does your company have any diversity certifications?.

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

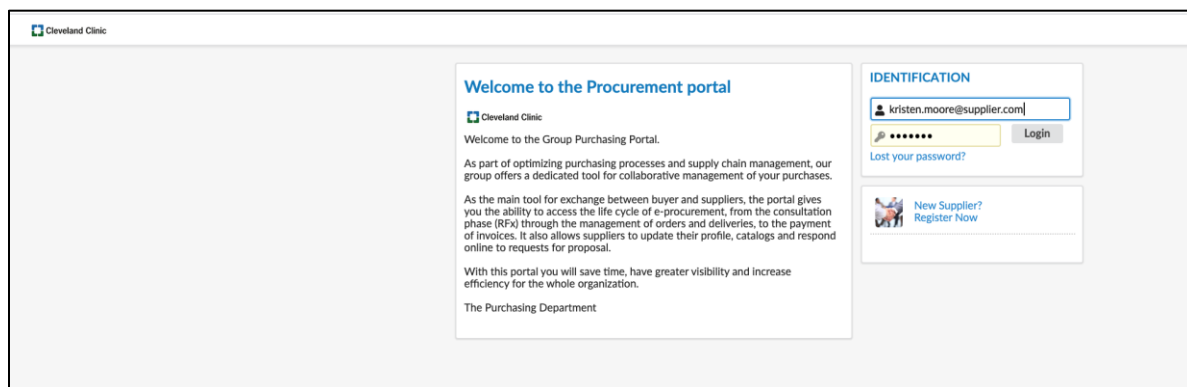
This screenshot shows the bottom portion of the registration page. The 'Register' button is highlighted with a red box, located at the top right of the form area. The 'Company Information' and 'Contact Information' sections are partially visible, showing the same fields as the previous screenshot.

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



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

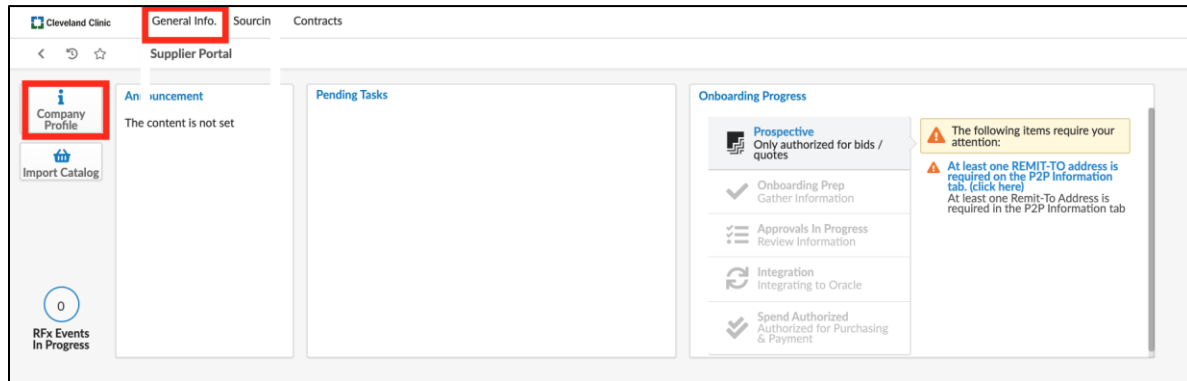
- Log in as the new supplier.



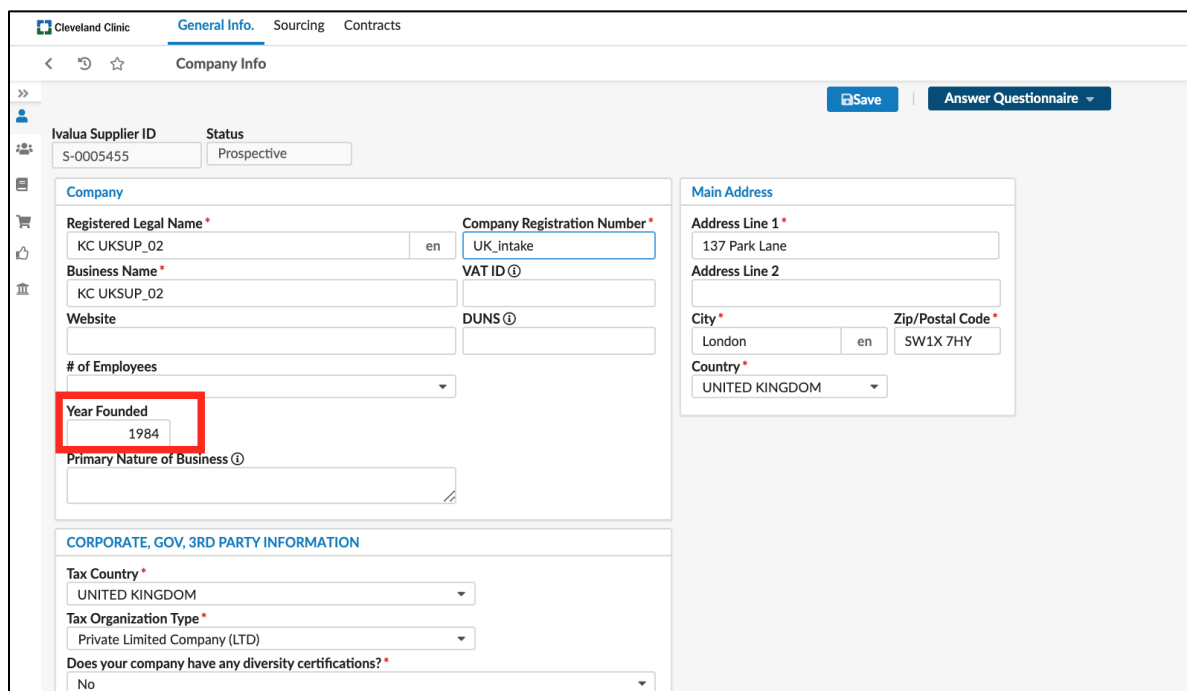
- Accept the General Terms and Conditions.

A screenshot of the Ivalua Supplier Portal General Terms and Conditions page. The page is titled "General Terms of Use" and contains several sections of text, including "LIMITATION OF LIABILITY; WAIVER", "GOVERNING LAW / JURISDICTION", "SEVERABILITY AND WAIVER", "ASSIGNMENT", and "ENTIRE AGREEMENT". At the bottom of the page, there is a red rectangular button with a left-pointing arrow and the text "Go back to login page".

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.*

The screenshot shows the 'Supplier Contacts' page in the Ivalua Supplier Portal. The page has a sidebar with navigation links: Overview, Company Info, Contacts (selected), Documents & Certs., Financial Indicators, and Qualifications. The main content area has a header with 'Supplier Contacts' and two buttons: '+Add a New Contact' and 'Select an Existing Contact'. Below these buttons is a table with the following columns: Name, Username, and Role(s). The table contains one contact: 'Dunn Rae' with username 'r.dunn@uksup25.com'. The 'Role(s)' column for this contact has a dropdown menu open, showing 'Supplier Admin' selected. A red box highlights the 'Role(s)' column and the 'Supplier Admin' option.

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

The screenshot shows the 'Supplier Contacts' page in the Ivalua Supplier Portal. The page has a sidebar with navigation links: Overview, Company Info, Contacts (selected), Documents & Certs., Financial Indicators, and Qualifications. The main content area has a header with 'Supplier Contacts' and two buttons: '+Add a New Contact' and 'Select an Existing Contact'. Below these buttons is a table with the following columns: Name, Username, Job Title, Role(s), and Status. The table contains one contact: 'Dunn Rae' with username 'r.dunn@uksup25.com'. The 'Role(s)' column for this contact has a dropdown menu open, showing 'Supplier Admin' selected. A red box highlights the '+Add a New Contact' button.

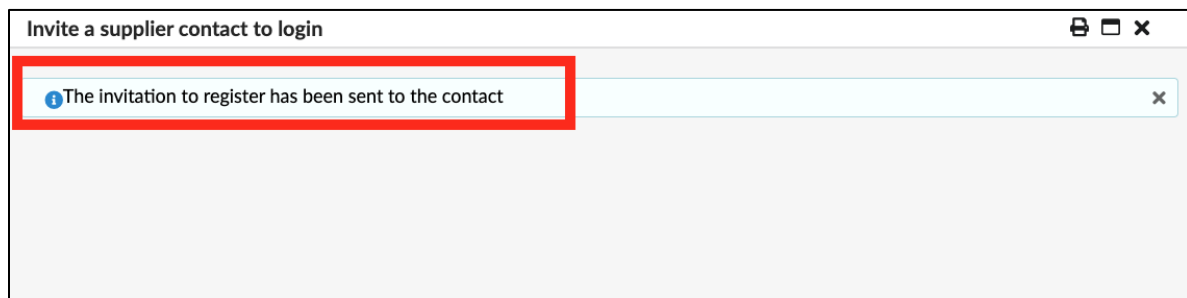
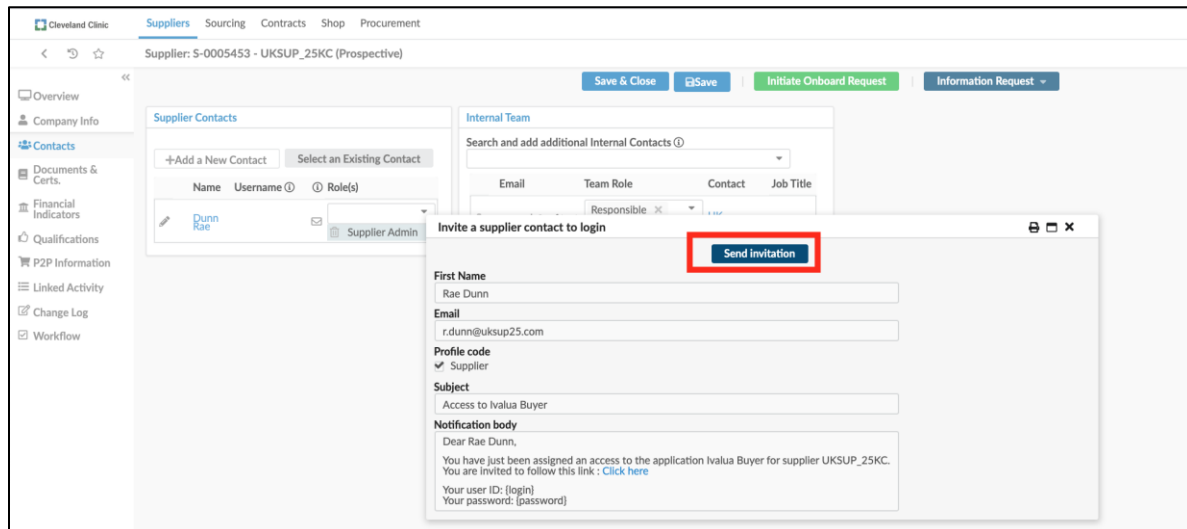
7. Enter in the contact's details and click "Save" or "Save and Close" at the top of the window.

The screenshot shows the 'Supplier contact management' form. The form has a sidebar on the left with navigation links: Overview, Company Info, Contacts, Documents & Certs, Financial Indicators, Qualifications, P2P Information, Linked Activity, and Change Log. The main content area is titled 'Supplier Contacts' and includes buttons for '+Add a New Contact' and 'Select an Existing Contact'. The form fields are grouped under 'Identity' and include: First Name (Rae), Last Name (Dunn), Email (r.dunn@uksup25.com), and Job Title (en). At the top right of the form, there are buttons for 'Save & Close', 'Save', 'Initiate Onboard Request', and 'Information Request'. The 'Save' button is highlighted with a red box.

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

The screenshot shows the 'Supplier Contacts' list. The list has columns for Name, Username, and Role(s). The first contact is 'Dunn Rae' with the username 'r.dunn@uksup25.com'. The role is 'Supplier Admin'. An envelope icon is highlighted with a red box, indicating the button to click to invite the contact to the portal.

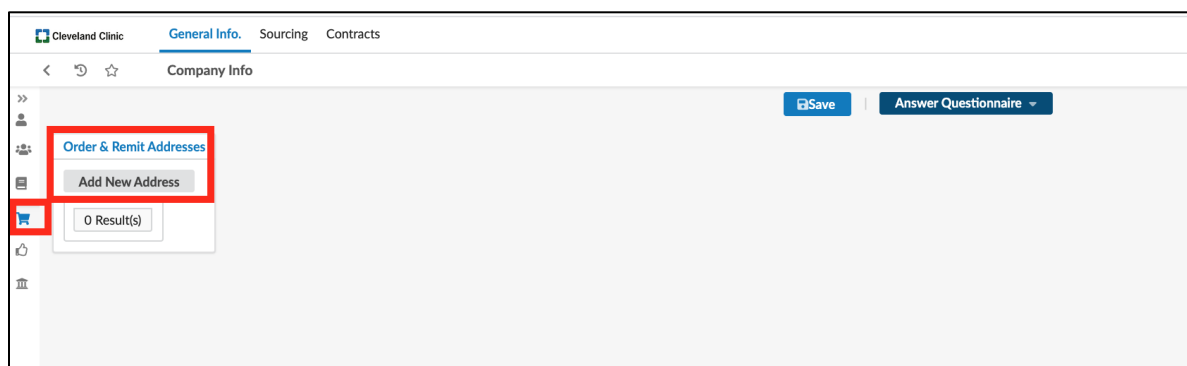
9. Click **Send Invitation** at the top of the window. Click the "X" at the right corner to close the screen. Save all changes before navigating to the next page.



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.*





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.

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"/>