Ivalua User Manual
Supplier Instructions

Content

Elkem

1

Supplier self-registration

(for new supplier only)

Supplier self-registration – Supplier instructions

Once you have received the email with link to self-registration, you will have to access the registration page. Here, the mandatory fields marked with red asterisk (*) need to be filled out.

1. These include:

Field	Description
Supplier Name *	The supplier name in English
Country *	The supplier address country
VAT Number or National TAX ID Number *	VAT Number (mandatory for VAT countries) OR National TAX ID Number (mandatory if country doesn't have VAT number)
Elkem Contact *	Contact suggested in the email invitation
Fist Name *	Name of the person registrering as a supplier contact
Last Name *	Last name of the person registering as a supplier contact
Email *	Email address to the person registering as a supplier contact
Password *	Chosen password, will be used to log into Ivalua

* Mandatory

2. You will also need to fill in the code to confirm you are not a robot

3. After providing all the mandatory information, you submit it by clicking on the blue "Register" button at the <u>top</u> of the registration page.

4. You will be notified by email when your registration has been approved and will be asked to provide more information

Note! VAT or Tax ID Number have strick format rule, a mistake can trigger integration error in M3 and SAP. Click on the table to get a guideline

What are the advices for this country?	
Country (EN)	
VAT or Tax ID?	Should I put a VAT number or Tax ID?
Rule:	Expected format (tooltip)
Example:	Example

Note! You will use this login information at a later stage of registration. Please memorize the password you set up
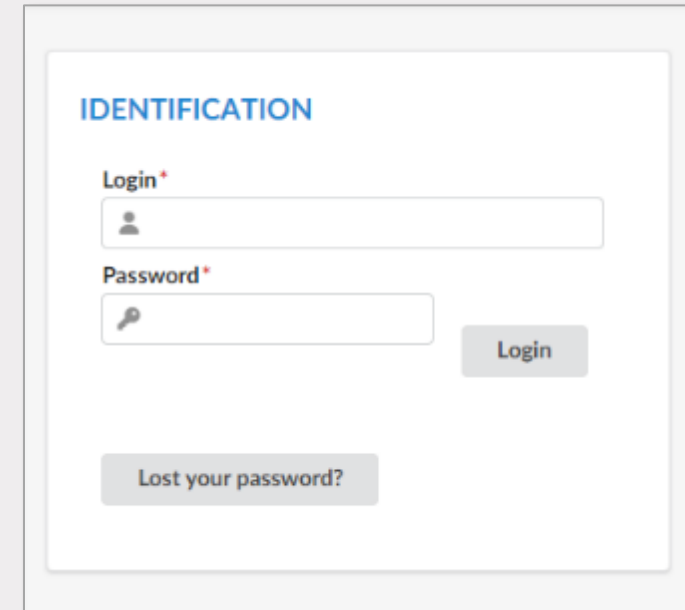
2

Ivalua overview

Ivalua Overview – Supplier | Login

To access the platform, you will have to click on the following link: Login: Buyer elkem (ivalua.app)

You will then have to log in the platform with your login and password.

Note! This chapter gives you an overview of Ivalua solution and explains different functionalities. You will first have to perform self-registration to get access to the Supplier Portal. This is described step by step in this user manual.


Elkem

Ivalua Overview – Supplier | Supplier Portal, Homepage

Once logged in, the user will be automatically redirected to the Supplier Portal Homepage. In the Homepage, the user will find:

- **Validations:** table in which it's possible to see all the pending validations/ approvals/ tasks that the user/supplier is in charge of **1**

- **Onboarding process:** table in which it's possible to see the current step of user's/supplier's onboarding, as well as alerts regarding pending actions **2**

- **Announcement:** table in which it's possible to see internal announcements **3**
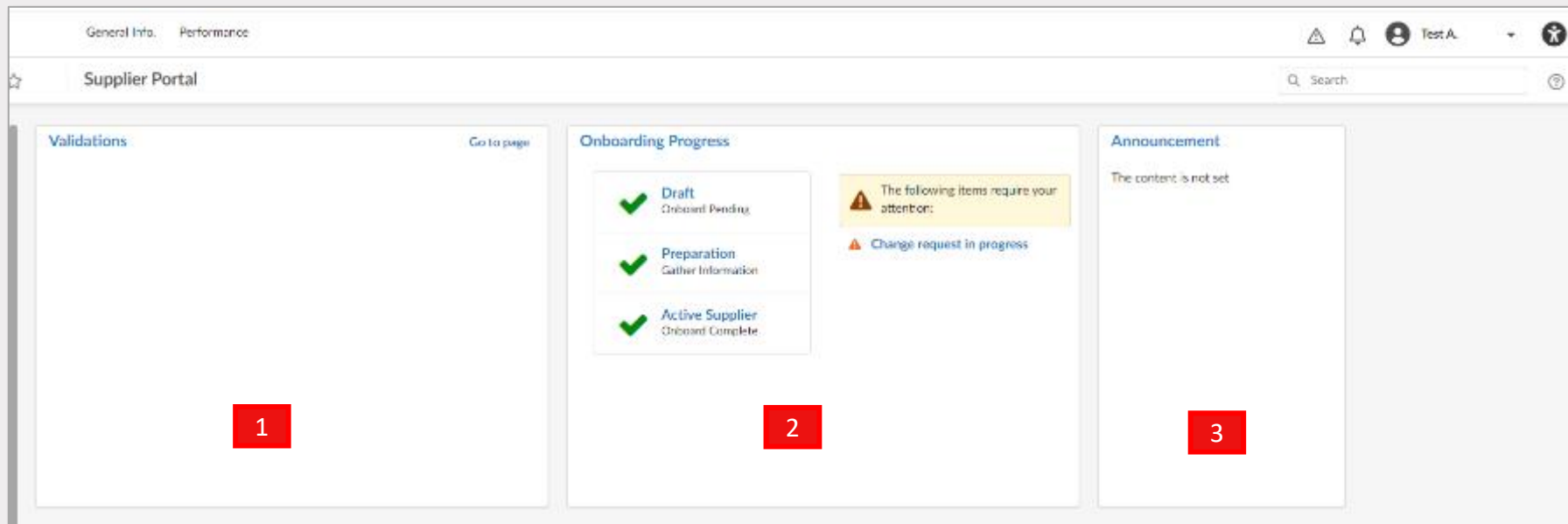
Ivalua Overview – Supplier | Supplier Portal, Menus

At the top of the Supplier Portal's Homepage, the user will find 2 menus – General Info. and Performance **4**

- **General Info.** menu, from which the user can access: **5**
    - Company Profile that includes company information, contacts, payment & banking information and change log
    - Information Requests that includes overview and status of RFI campaigns
    - Overview of your sub-suppliers (if you're a Trader)
- **Performance menu**, from which the user can access: **6**
    - Performance Evaluations that includes overview and status of all performance evaluations
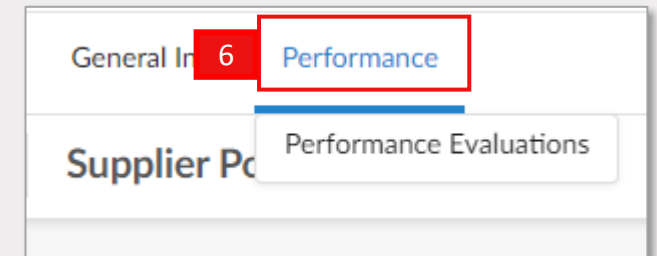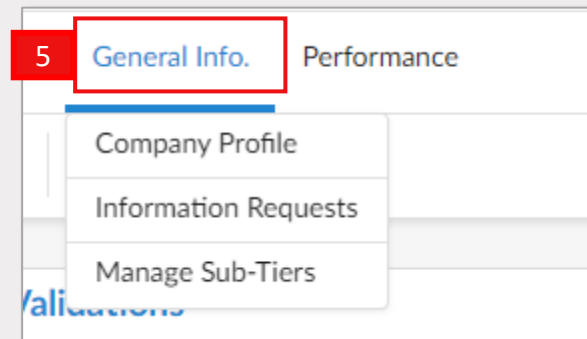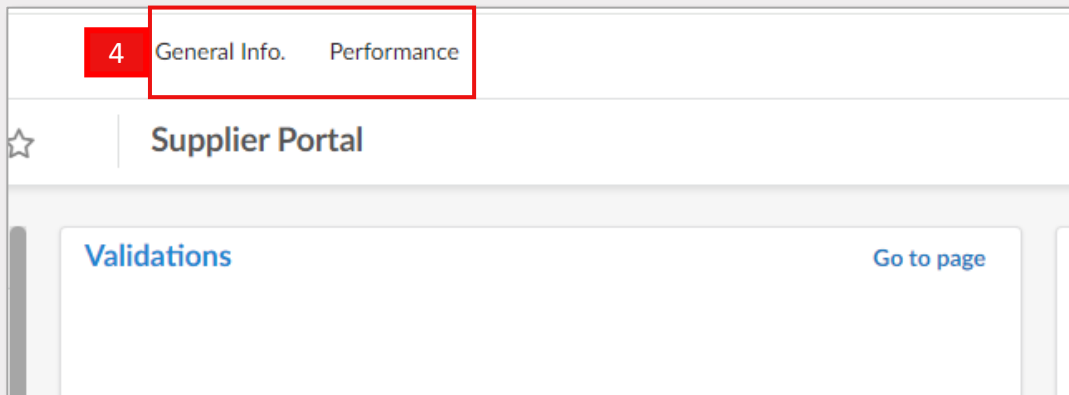
Ivalua Overview – Supplier | My Profile

Clicking on the arrow next to the User name, a drop-down menu is shown. **7**

- In **My Settings** section, the User can set parameters related to its profile, like for example: **8**
  - Name, Surname, E-mail address;
  - Other Contact information (e.g. phone, etc.);
  - Platform preferences (e.g. default language, time zone etc.)
- The user can also set up a platform language there and logout
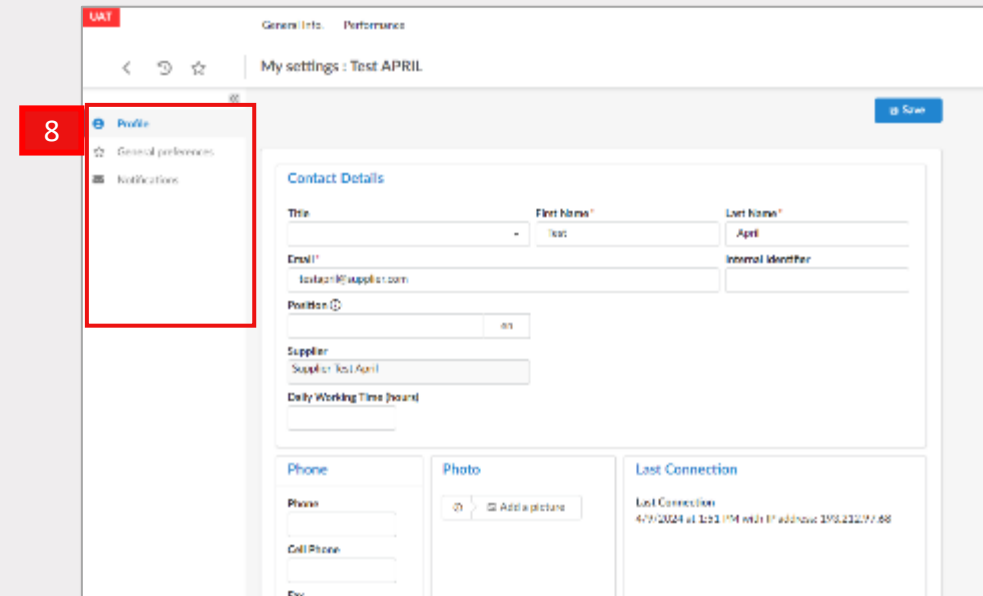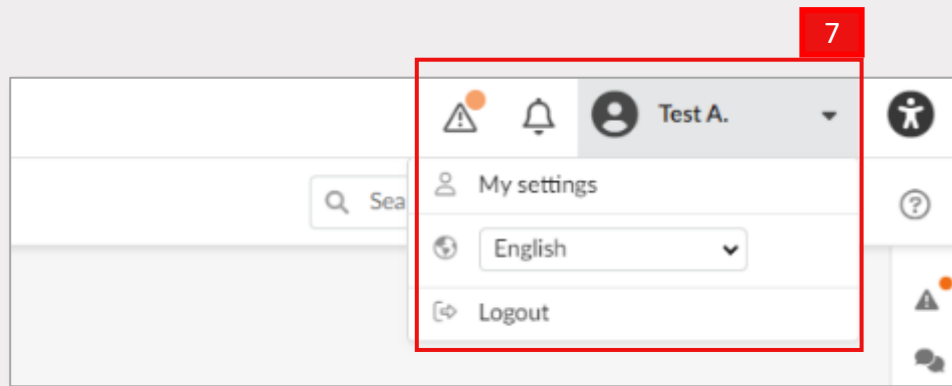
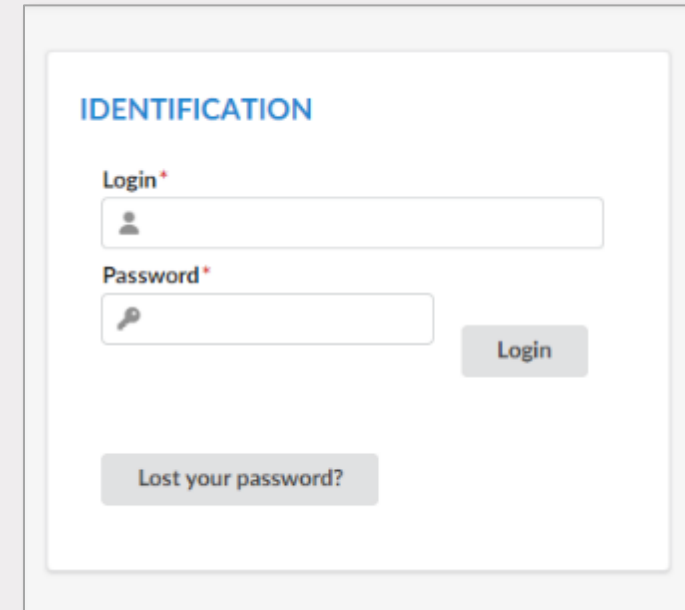# 3

First login of existing suppliers

Ivalua Overview – Supplier | Login

To access the platform, you will have to click on the following link: Login: Buyer elkem (ivalua.app)

You will then have to log in the platform with your login and password.

> **Note!** This chapter gives you an overview of Ivalua solution and explains different functionalities. You will first have to perform self-registration to get access to the Supplier Portal. This is described step by step in this user manual.

IDENTIFICATION

Login*

Password*

Login

Lost your password?

Priority #1 – Complete mandatory document (Code of Conduct)

Note! For the existing suppliers, the alert might not appear

Priority #2 – Check the information

Supplier data completion – Company information

1. In the pop-up window Company Info, fill out the fields below.
   Mandatory fields are marked with a red star:

Field	Description
Supplier name	Supplier name in English
Legal name	Supplier legal name (in local language)
Website	The supplier website
Email to Receive Purchase Orders*	The email to which POs will be sent
Supplier phone	The main phone number
Address Line 1*	The principal supplier address line (e.g. street and number)
Address Line 2	Additional supplier address (if needed)
Zip Code*	The supplier address ZIP Code
City*	The supplier address City
District	The supplier address District (if needed)
Country*	The supplier address Country
State/Province	The supplier address State/Province (if needed)
Identification number 1	Other supplier ID number or business number
Identification number 2	Other supplier ID number or business number
DUNS	The supplier DUNS

See next slide for more details

2. Click on Save
3. Click on the "Note that at least one blocking alert exists on this object. Click here to review it" message to open the Alerts list. These alerts will guide you to provide the required information

Note! For the existing suppliers, the alerts might not appear

Supplier data completion – Banking information

You will also have to provide banking information

1. Click on the "Please fill in at least one banking information" alert or go directly to the Payment & Banking information tab
2. Click on the "+Add Banking information" button
3. In the "Banking information" window, fill out the fields below information. Mandatory fields are marked with a red star:

Field	Description
Country	The supplier bank country
Currency	The bank account currency
Bank Name *	The supplier bank name
BIC/SWIFT	The supplier bank SWIFT/BIC code. This field becomes mandatory once choosing Bank Account Type IBAN.
Bank City	The supplier bank city
Bank Postal Code	The supplier bank postal code
Bank Address Line 1 *	The supplier bank address
Bank Address Line 2	Line 2 for the supplier bank address (if needed)
Bank Address Line 3	Line 3 for the supplier bank address (if needed)
Account Information Details	Eventual banking information attachments
Account Owner *	The supplier bank account owner
Bank Account Type *	Dropdown menu - Is the supplier bank account in IBAN format or account number? If Account Number is chosen, BIC/SWIFT and Account Number is mandatory, if IBAN – IBAN and BIC/SWIFT is mandatory
IBAN	The supplier IBAN number
Account Number	The supplier bank account number
Routing Number	Bank routing nr part of ABAN accounts

4. Click on Save
5. Click on the green button Submit for Approval and close the window
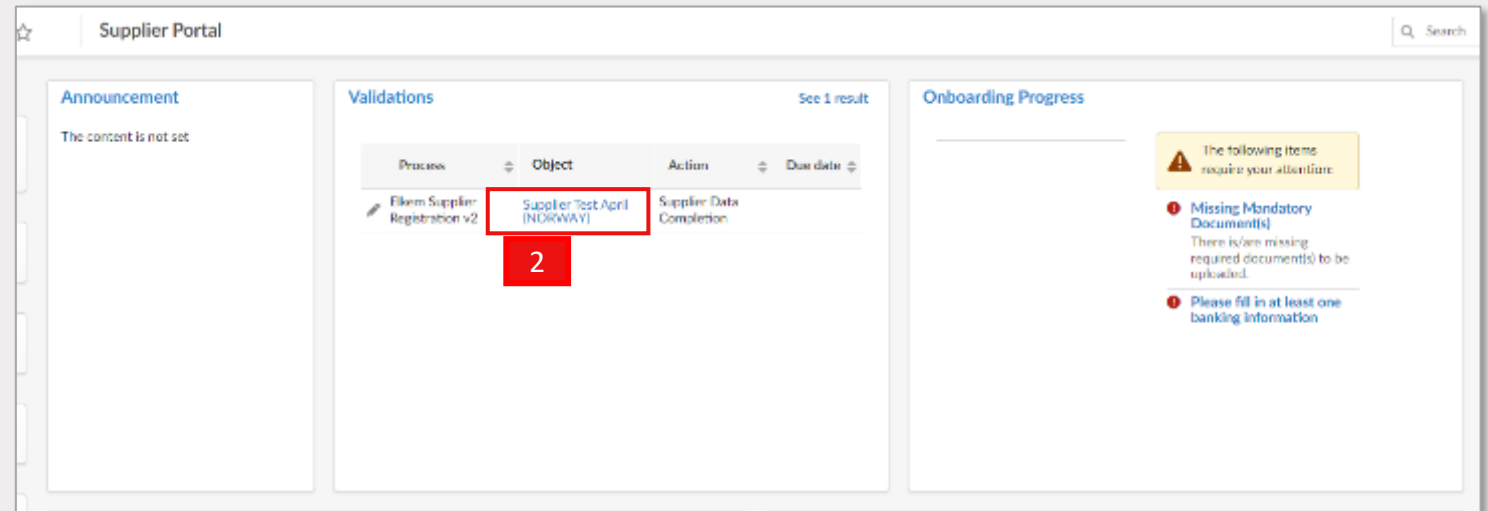
4

Supplier Data Completion

Supplier data completion – Getting started

You will receive an e-mail about the mandatory data completion

1. Log in to Ivalua with the e-mail and password you set up during self registration. You will need to accept the General Terms of Use during their first log-in

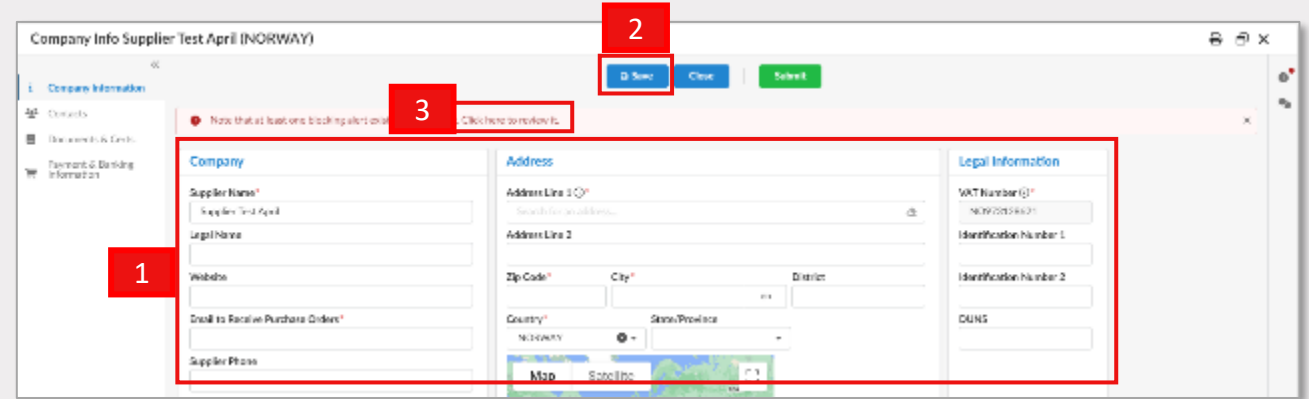*You will see pending actions and overview over tasks that require its attention. You will then:*

2. Click on the blue hyperlink next to action: Supplier Data Completion

Supplier data completion – Company information

1. In the pop-up window Company Info, fill out the fields below.
   Mandatory fields are marked with a red star:

Field	Description
Supplier name	Supplier name in English
Legal name	Supplier legal name (in local language)
Website	The supplier website
Email to Receive Purchase Orders*	The email to which POs will be sent
Supplier phone	The main phone number
Address Line 1*	The principal supplier address line (e.g. street and number)
Address Line 2	Additional supplier address (if needed)
Zip Code*	The supplier address ZIP Code
City*	The supplier address City
District	The supplier address District (if needed)
Country*	The supplier address Country
State/Province	The supplier address State/Province (if needed)
Identification number 1	Other supplier ID number or business number
Identification number 2	Other supplier ID number or business number
DUNS	The supplier DUNS

See next slide for more details

2. Click on Save

3. Click on the "Note that at least one blocking alert exists on this object.
   Click here to review it" message to open the Alerts list. These alerts
   will guide you to provide the required information

Supplier data completion – Identification number

Based on the country, VAT number or TAX ID is required as a unique identifier (mandatory for all suppliers)

Nota: "Identification Number 1" and "Identification Number 2" are not mandatory and only used to populate additional unique identification number, when required like in:

- Brazil: These fields are mandatory for suppliers in Brazil where it is required to maintain more than one tax ID number

- France: Fields used to populate SIREN/SIRET number for French suppliers

- UK: National insurance number and company registration number can be populated into these two fields

Note! If the VAT Number or National Tax ID Number is wrong, please contact immediately your supplier owner in Elkem.

Legal Information

VAT Number

National TAX ID Number

Identification Number 1

Identification Number 2

DUNS

Supplier data completion – Mandatory document

Elkem's suppliers must either accept Elkem's Business Partner Code of Conduct or provide their company's own CoC.
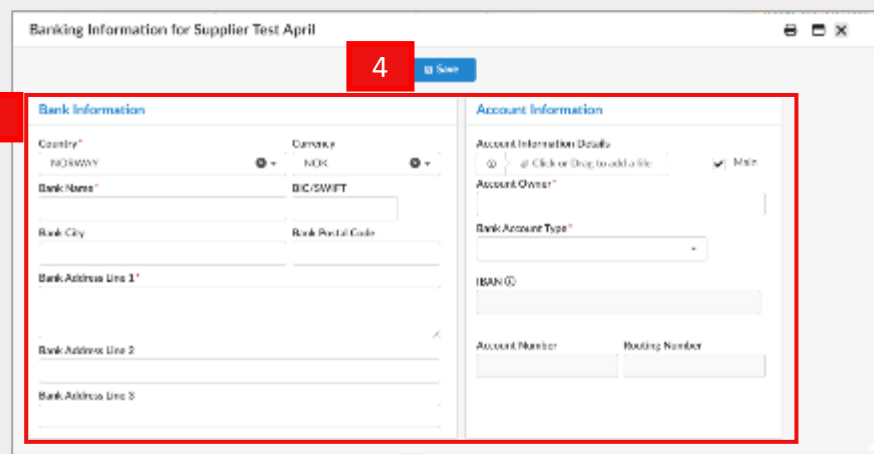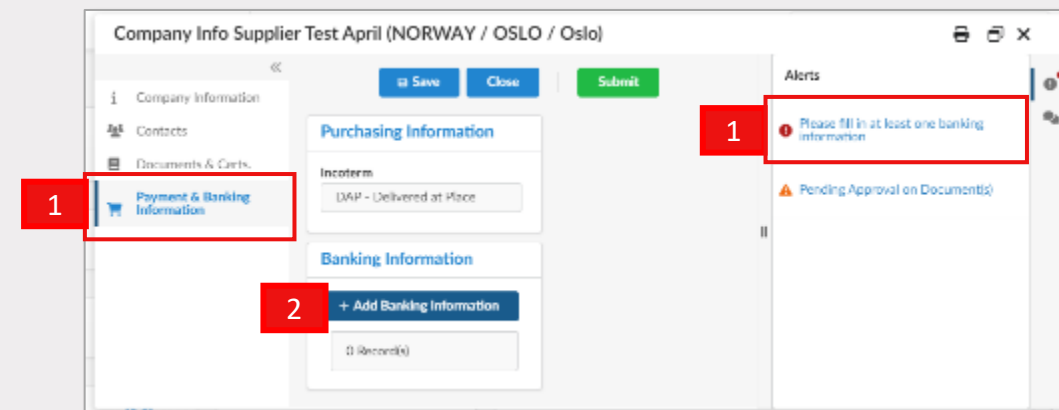
1. Click on the alert "Missing Mandatory Documents" or go directly to the Documents & Certs tab
2. Click on the button Accept/Upload Code of Conduct
3. From the mandatory dropdown menu "Do you confirm that you have reviewed and accept Elkem's Business Partner Code of Conduct", choose one of 2 available options
4. If you choose to upload your own CoC, upload the document. This will be sent for approval by Elkem.
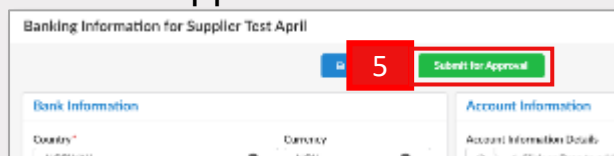5. Click on Save & Close

Supplier data completion – Banking information

You will also have to provide banking information

1. Click on the "Please fill in at least one banking information" alert or go directly to the Payment & Banking information tab
2. Click on the "+Add Banking information" button
3. In the "Banking information" window, fill out the fields below information. Mandatory fields are marked with a red star:

4. Click on Save
5. Click on the green button Submit for Approval and close the window

| Field	Description
Country	The supplier bank country
Currency	The bank account currency
Bank Name *	The supplier bank name
BIC/SWIFT	The supplier bank SWIFT/BIC code. This field becomes mandatory once choosing Bank Account Type IBAN.
Bank City	The supplier bank city
Bank Postal Code	The supplier bank postal code
Bank Address Line 1 *	The supplier bank address
Bank Address Line 2	Line 2 for the supplier bank address (if needed)
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Account Information Details	Eventual banking information attachments
Account Owner *	The supplier bank account owner
Bank Account Type *	Dropdown menu - Is the supplier bank account in IBAN format or account number? If Account Number is chosen, BIC/SWIFT and Account Number is mandatory, if IBAN – IBAN and BIC/SWIFT is mandatory
IBAN	The supplier IBAN number
Account Number	The supplier bank account number
Routing Number	Bank routing nr part of ABAN accounts

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Respond to questionnaire

Respond to questionnaire in the platform

In order to respond to a questionnaire/assessment initiated by Elkem:

1. Log into the Ivalua platform

2. In the Validations section, click on the blue hyperlink with an assessment that has been sent to you

3. Click on the green button Access Questionnaire *(you can also download it in Excel format and upload the filled-out file – check next slide for instructions)*

4. Navigate through the questionnaire and answer all questions. For some questions you may also be asked to attach certain documents

5. After all the questions are answered, click on the green button "Submit" to submit the questionnaire for review

6. In the pop-up window "Are you sure you want to validate this activity?", click OK

7. Close the window

The questionnaire is now submitted for Elkem to review.
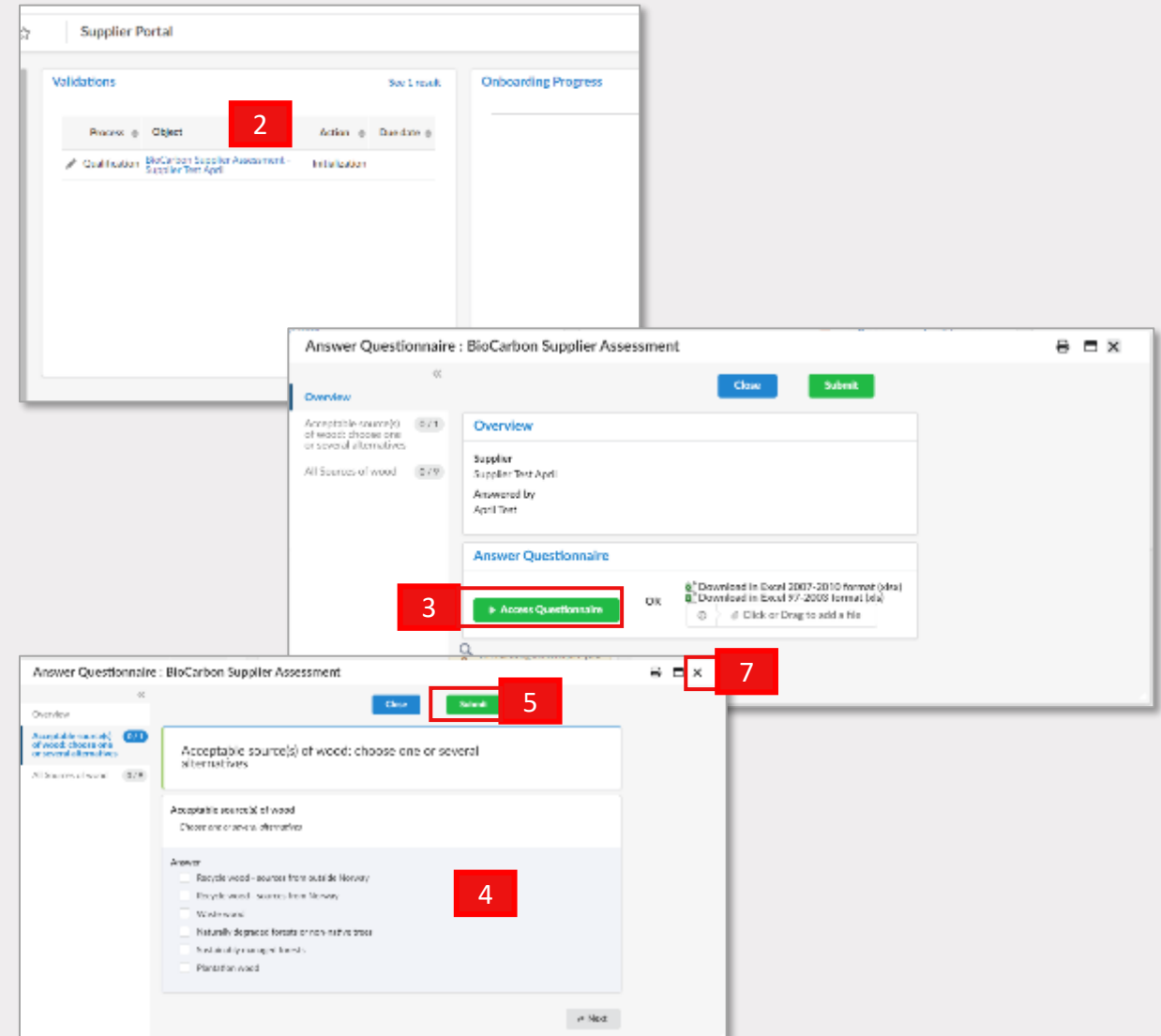
Respond to questionnaire via Excel file

You can download the Excel file and answer the questionnaire in there. Note that you will still need to upload any required attachments in the Ivalua questionnaire after uploading the excel answers.

1. Click on one of the hyperlinks "Download in Excel"

2. Open the file and review the Instructions

3. Access the tabs to answer the questionnaire ("Answer" and "Upload attachments?" are dropdown menus from which you will have to respond with a Yes/No, Comment is a free text field for your comments)

4. Save the file and upload it to Ivalua in the "Click or Drag to add a file" field

5. In the "Review and Confirm Excel Import" pop-up, click on Confirm

6. If asked to, upload the required attachments

7. Submit the questionnaire for review
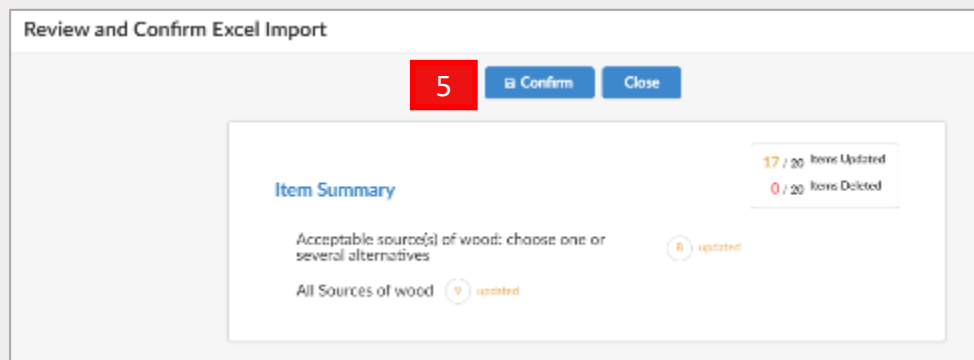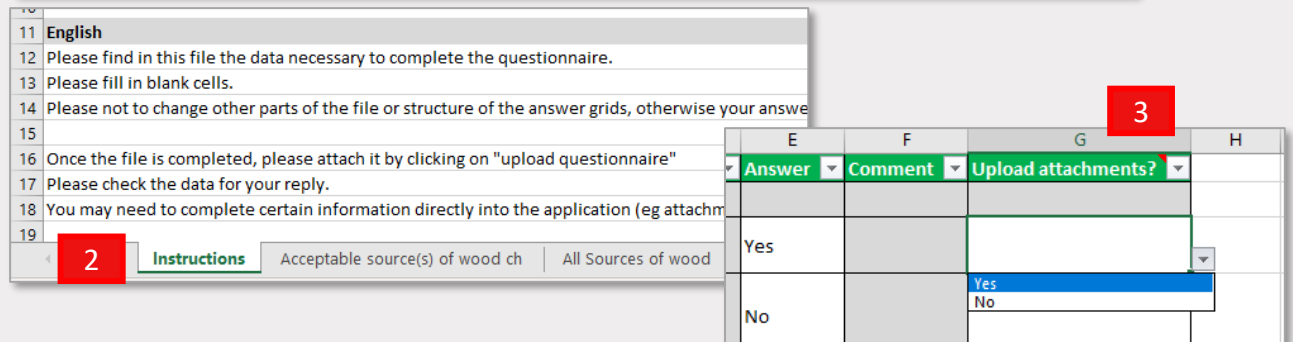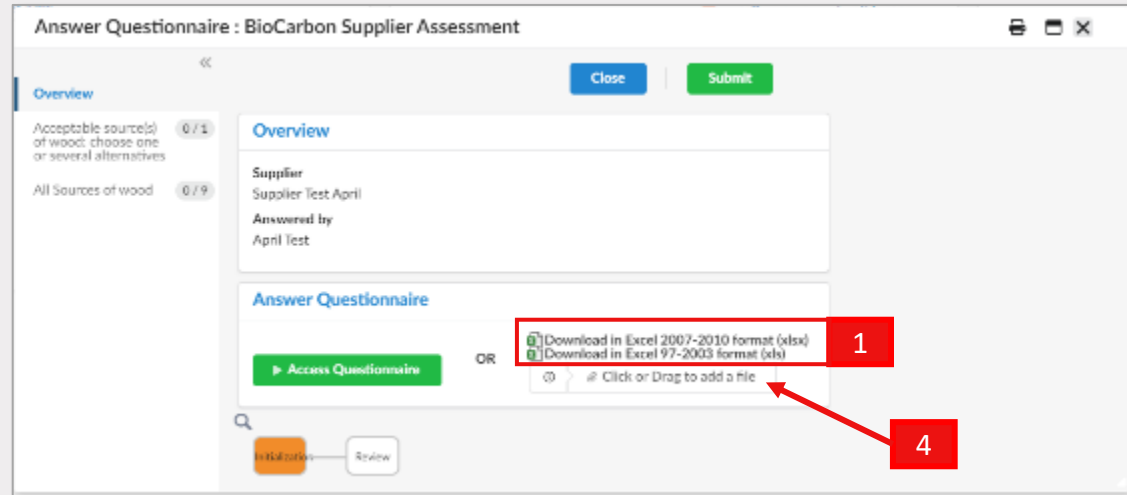
6

Data change request

Data change request – Submit a request

In order to change information on the supplier record, you must submit an Information Change Request.

1. Log into Ivalua
2. In the menu bar at the top of the page, click on the General Info menu and then on Company Profile
3. Click on the blue button "Request Information Change"

The previously "frozen" fields will become editable now

4. In the mandatory text field "Reason for change request", type in the reason for requesting a change
5. Edit the fields you need to change (e.g. Address Line 1)
6. Once done with, click on the green button "Submit for Approval"
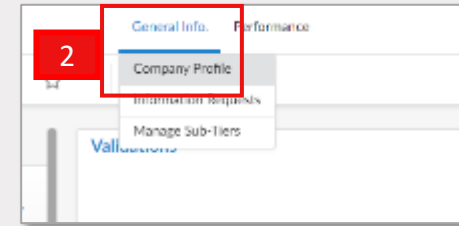
Note!
- VAT Number / Tax ID are not editable through a change request. If your company has a new VAT/Tax number, reach out to your Elkem contact
- To change Bank information see next chapter
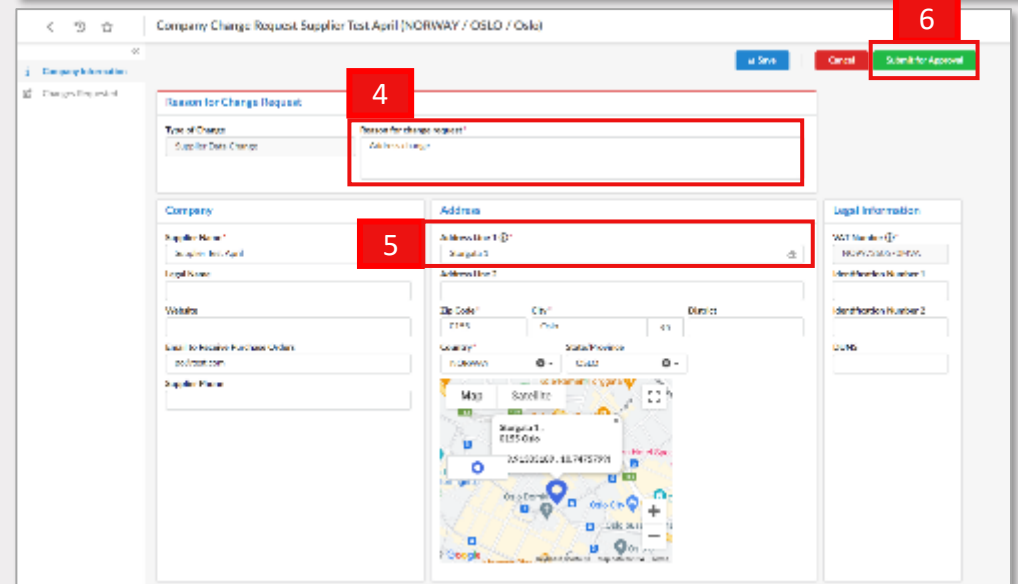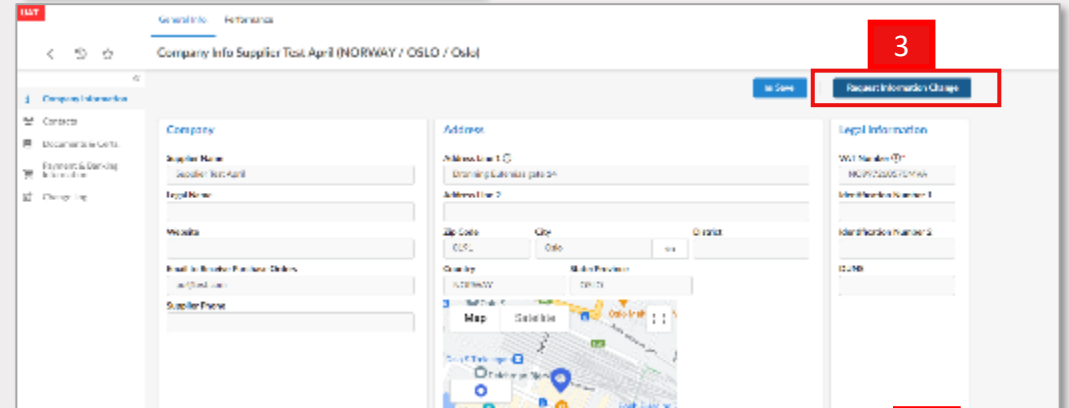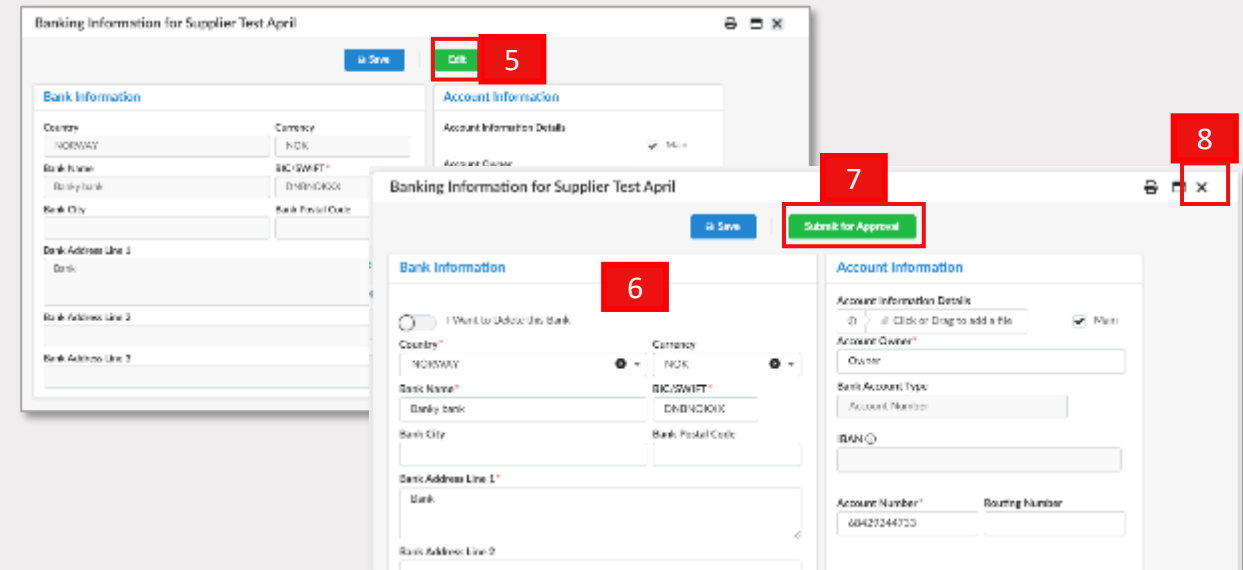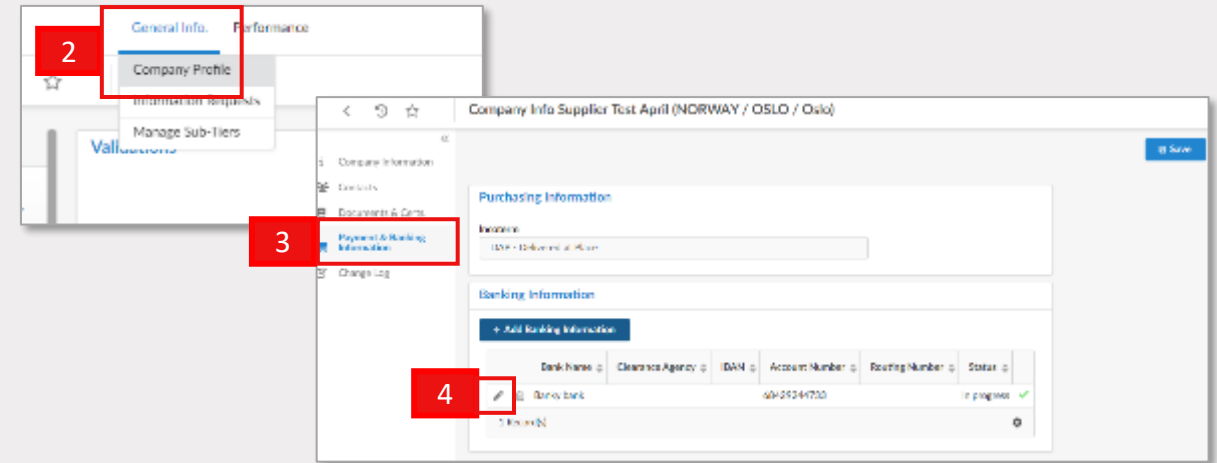
7

Bank change request

Bank change request – Submit a change request

*If you need to **change** your current banking information*

1. Log into Ivalua
2. In the menu bar at the top of the page, click on the General Info menu and then on Company Profile
3. Click on the Payment & Banking Information tab
4. In the Banking Information section, click on the pencil icon next to the current bank
5. Click on the button Edit
6. Edit the mandatory fields according to your needs
7. Once done, click on the green button Submit for Approval
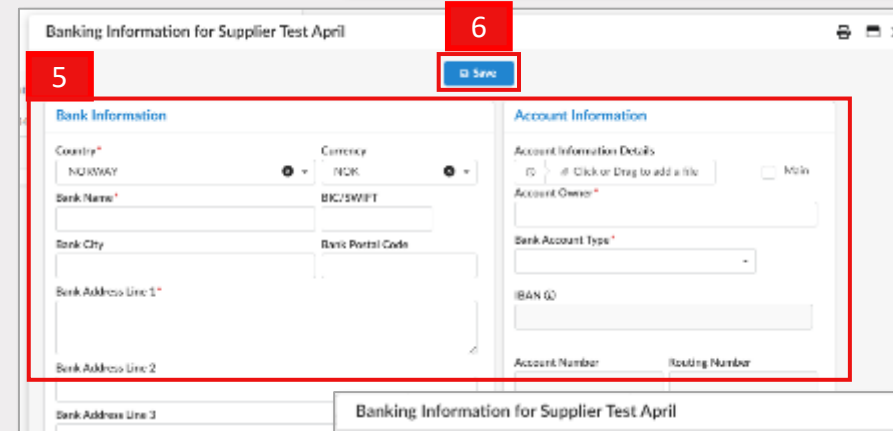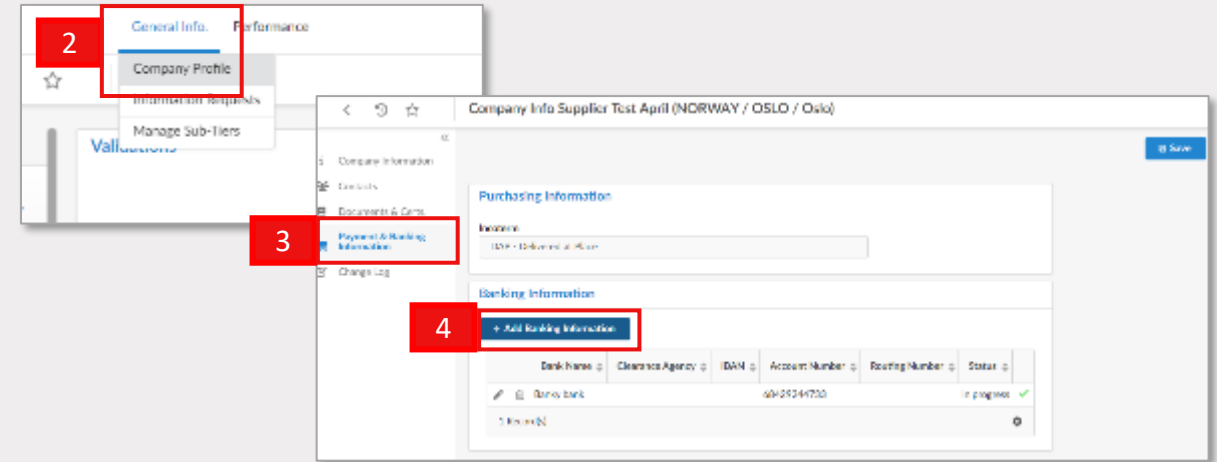8. Close the window

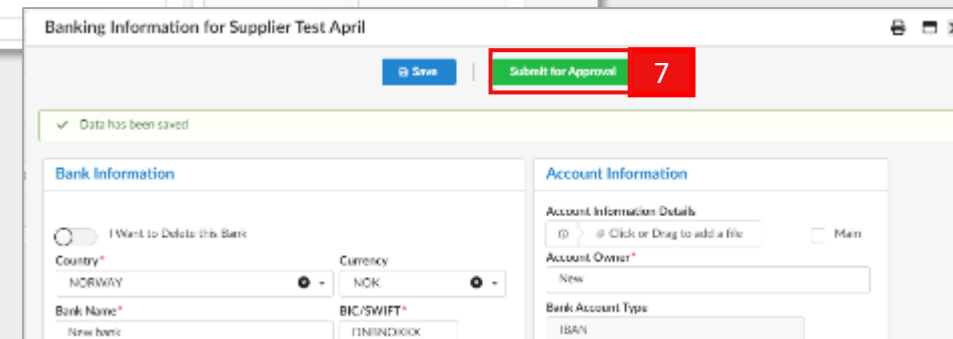*The change has now been sent for approval*

Bank change request – Add banking information

*If you need to **add** banking information*

1. Log into Ivalua
2. In the menu bar at the top of the page, click on the General Info menu and then on Company Profile
3. Click on Payment & Banking Information tab
4. In the Banking Information section, click on the blue button "+Add Banking Information"
5. In the pop-up window "Banking Information", fill out the mandatory fields marked with red asterisk*
6. Click on Save
7. Click on the green button "Submit for approval"

*The change has now been sent for approval*

Bank change request – Delete banking information

*If you need to **delete** banking information*

1. Log into Ivalua
2. In the menu bar at the top of the page, click on the General Info menu and then on Company Profile
3. Click on Payment & Banking Information tab
4. In the Banking Information section, click on the pencil icon next to the current bank
5. Click on the button "Edit"
6. Click on the slider button "I want to delete this bank"
7. Click on the green button "Submit for approval"
8. Close the window

The change has now been sent for approval

8
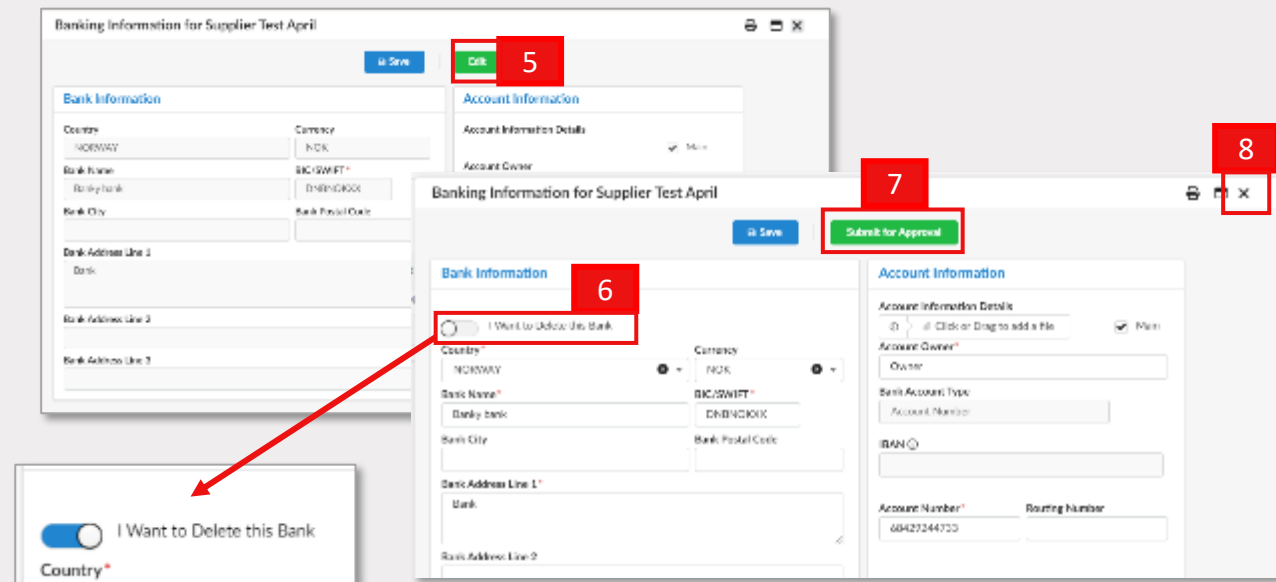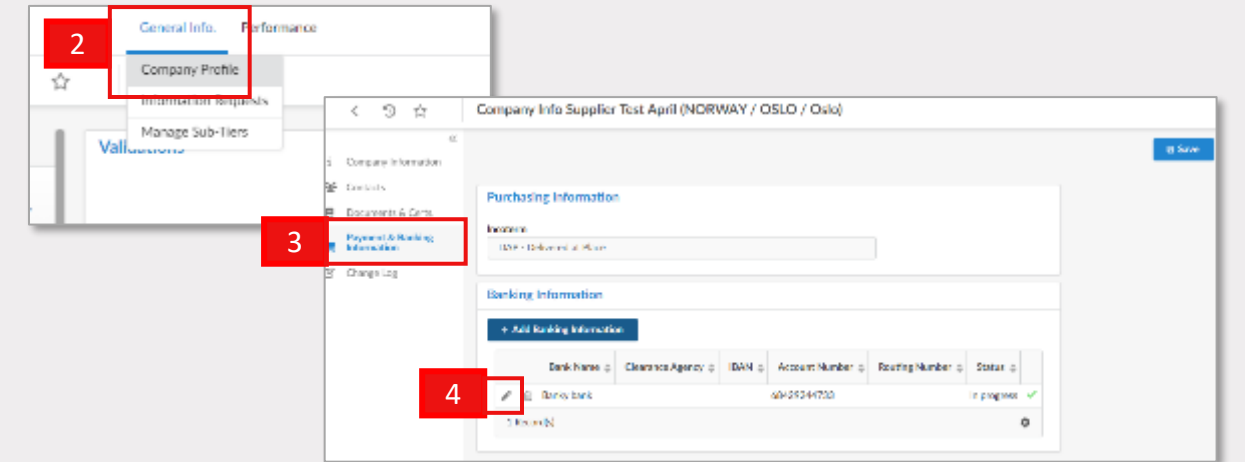
Sub-tier suppliers

(raw materials supplies only)

Sub-tier network – Supplier instructions

If you're a vendor that supplies Raw Materials and that is also a trader, Elkem will be able to register your sub-suppliers in the system and connect them to you in a Sub-Tier Network. To see your Sub-Tiers:

1. In the menu bar at the top of the page, click on General Info, then Manage Sub-Tiers **1**
2. You will see an overview of Sub-suppliers that are linked to you **2**