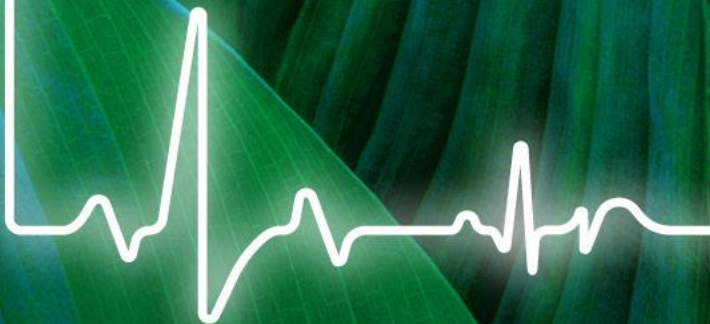




# Ivalua Supplier Management Guide

May 2025



The beating heart of energy.

# Agenda

1. What is Ivalua?
2. How to create an account and log in?
3. Supplier portal – what do I see as a supplier?
4. Supplier onboarding
  1. Registration – how do i register?
  2. Qualification – how do i qualify?
5. FAQ

# 1. What is Ivalua?

Ivalua is a leading provider of cloud-based spend management solutions. The platform enables companies to effectively manage all expenses and suppliers, increase our process efficiency, reduce risks, and improve employee productivity.

## SRM (Supplier Relationship Management):

With Ivalua SRM, suppliers benefit from streamlined communication and greater transparency. Centralized data makes collaboration easier and more effective. This strengthens long-term partnerships and fosters mutual growth.

Sourcing: Ivalua's Sourcing module gives suppliers a fair, standardized, and digitalized bidding process. Clear requirements and faster evaluations reduce uncertainty and speed up decisions. This opens more opportunities and builds trust through consistent, transparent engagement.

Contracts: The Ivalua Contracts module helps to manage the entire contract lifecycle. From authoring the first draft to decision on renewal, prolongation or exit of a contract. It is designed to streamline contract lifecycle management between buyers and suppliers. It enables both parties to collaborate on contract creation, negotiation, execution, and compliance.



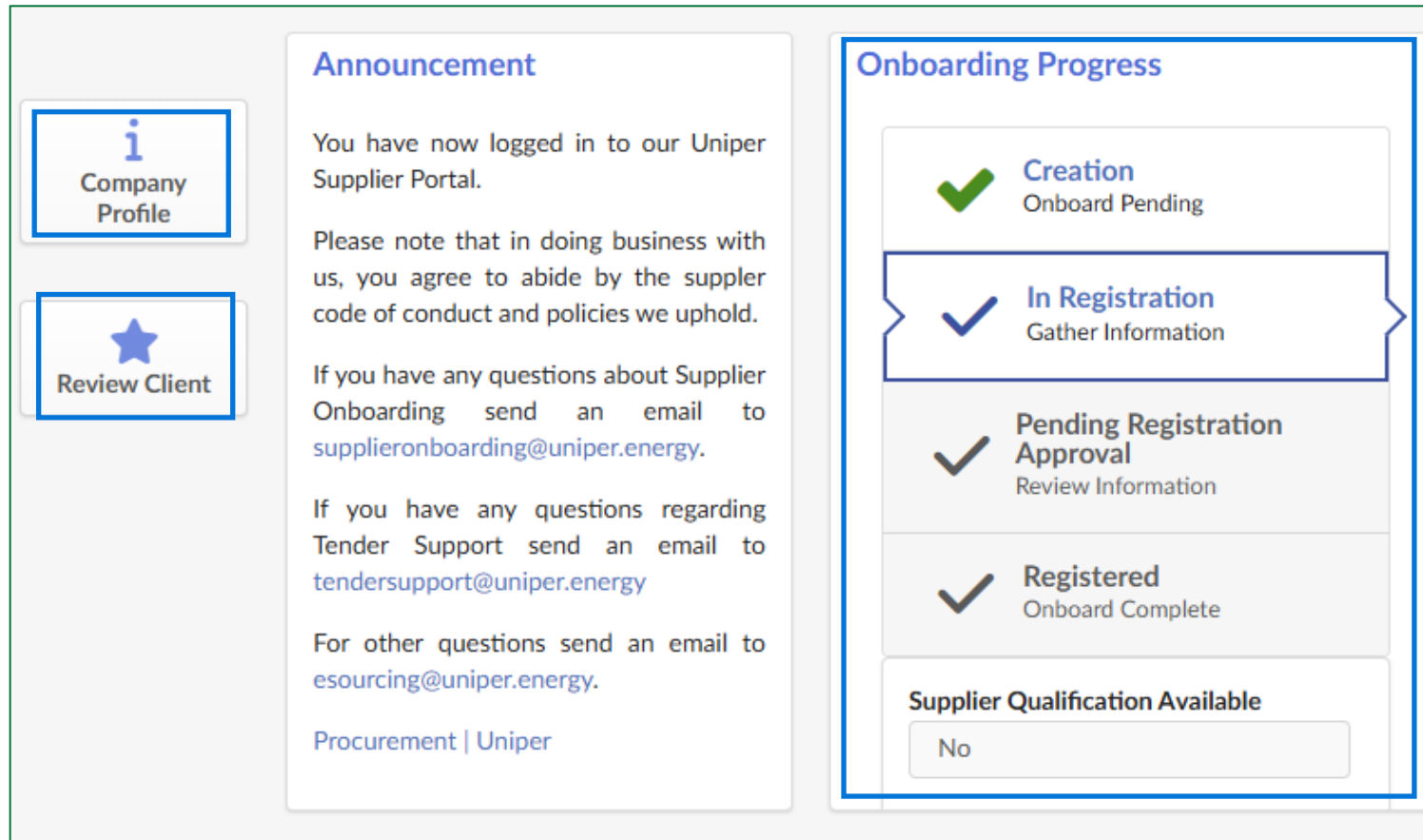
## 2. How to create an account and log in?

New suppliers will be invited via email to follow our step-by-step registration process. You will get an invitation message as followed:

Dear Paula Testing,  
You have just been given access to the Ivalua application for supplier Testing GmbH with the following user ID: paula@testing.de.  
You must create your password by accessing the following page: [Set password](#).  
You will then be allowed to log in to Ivalua: [Login](#).

In case you have any questions regarding your log in please contact: [supplieronboarding@uniper.com](mailto:supplieronboarding@uniper.com).

### 3. Supplier portal – what do I see as a supplier? (1)



As soon as you have set your password and successfully logged in, you will receive an overview of your supplier profile.

**Company profile:** In the Company profile area, you can manage your company data and contact details and view your stored documents.




**Review client:** In this section you can give us feedback on your user experience.

**Onboarding process:** In the Onboarding process section, you can see which step in the process you are currently at.

### 3. Supplier portal – what do I see as a supplier? (2)

Validations

See 3 results

Process	Object	Action	Due date
 Supplier Registration Workflow Active (Uniper)	Testing GmbH (GERMANY)	Answer sanction question	
 Uniper Questionnaire Workflow	R2_General Supplier Questionnaire - Testing GmbH	Initialization	
 Uniper Questionnaire Workflow	R3_D Health, Safety, Security and Environment (HSSE) Certificates - Testing GmbH	Initialization	

My Open Scheduled Task List

Go to page

0

Contracts

0

RFP in Progress

**Validations:** In the validations section, you can see which checks or approvals you still need to carry out (such as confirming the sanction question or completing the general questionnaire for registration in the example).

**My Open Schedules Task List:** Here you will find information on sourcing, such as current tenders.

**Contracts:** Here you can manage the contracts which are currently in collaboration with the Uniper buyer.

**RFP in Progress:** Here you will find the Requests for Proposals that are currently being processed with you.

### 3. Supplier portal – what do I see as a supplier? (3)

## General Information

The screenshot shows the 'General Info' tab selected in the top navigation bar. The page title is 'Company Info Testing GmbH (GERMANY / Nordrhein-Westfalen / Düsseldorf)'. A 'Save' button is in the top right. On the left, a sidebar contains icons for 'Company', 'Contacts', 'Documents', and 'Certificates'. The main content area is divided into two columns: 'Company' and 'Address'. The 'Company' column contains fields for 'Supplier Name' (Testing GmbH), 'Legal Name' (with a language dropdown set to 'en'), and 'Website'. The 'Address' column contains fields for 'Address Label', 'Address Line 1' (Toulouser Allee Toulouser Allee, Düsseldorf-Stadtbezirk 1, ...), 'Address Line 2', 'Zip Code' (40), 'City' (Düsseldorf, with a language dropdown set to 'en'), 'Country' (GERMANY), and 'State/Province' (Nordrhein-Westfalen). At the bottom of the 'Address' column is a map showing the location with 'Map' and 'Satellite' view options.

#### **Company Information:**

You can see your supplier master data in this area.

#### **Contacts:**

In this area you can see your internal contacts as well as the responsible contact on the Uniper side. You also have the option of adding a contact including email address and role in your company or changing the existing contact.

#### **Documents & Certificates:**

In the Documents and certificates section, you can find the documents uploaded as part of the registration and qualification process. If you would like to add further documents, please contact the responsible purchaser or our support team.

#### **Change Requests:**

In this area you can see whether and which changes have been made to your master data by Uniper.

### 3. Supplier portal – what do I see as a supplier? (4) Sourcing

The screenshot shows the Uniper Supplier Portal interface. The top navigation bar includes 'General Info.', 'Sourcing' (highlighted with a red box), and 'Contracts'. The 'Supplier Portal' header is visible. The main content area is divided into several sections:

- Announcement:** A message about logging in and a note about the supplier code of conduct. It also provides contact information for questions about onboarding and tender support.
- Onboarding Progress:** A section showing the progress of the onboarding process with four steps: 'Creation' (Onboard Pending), 'In Registration' (Gather Information), 'Pending Registration Approval' (Review Information), and 'Registered' (Onboard Complete). A 'Supplier Qualification Available' button is also present.
- Validations:** A table showing validation results for various workflows. It includes columns for Process, Object, Action, and Due date. There are 8 results in total.
- My Open Scheduled Task List:** A section for managing tasks, with a 'Go to page' link.

The bottom navigation bar shows two buttons: 'Contracts' (5) and 'RFP in Progress' (4). The 'RFP in Progress' button is highlighted with a red box.

After creating your user with password and username and logging in, you will see an overview for your user in the Supplier Portal.

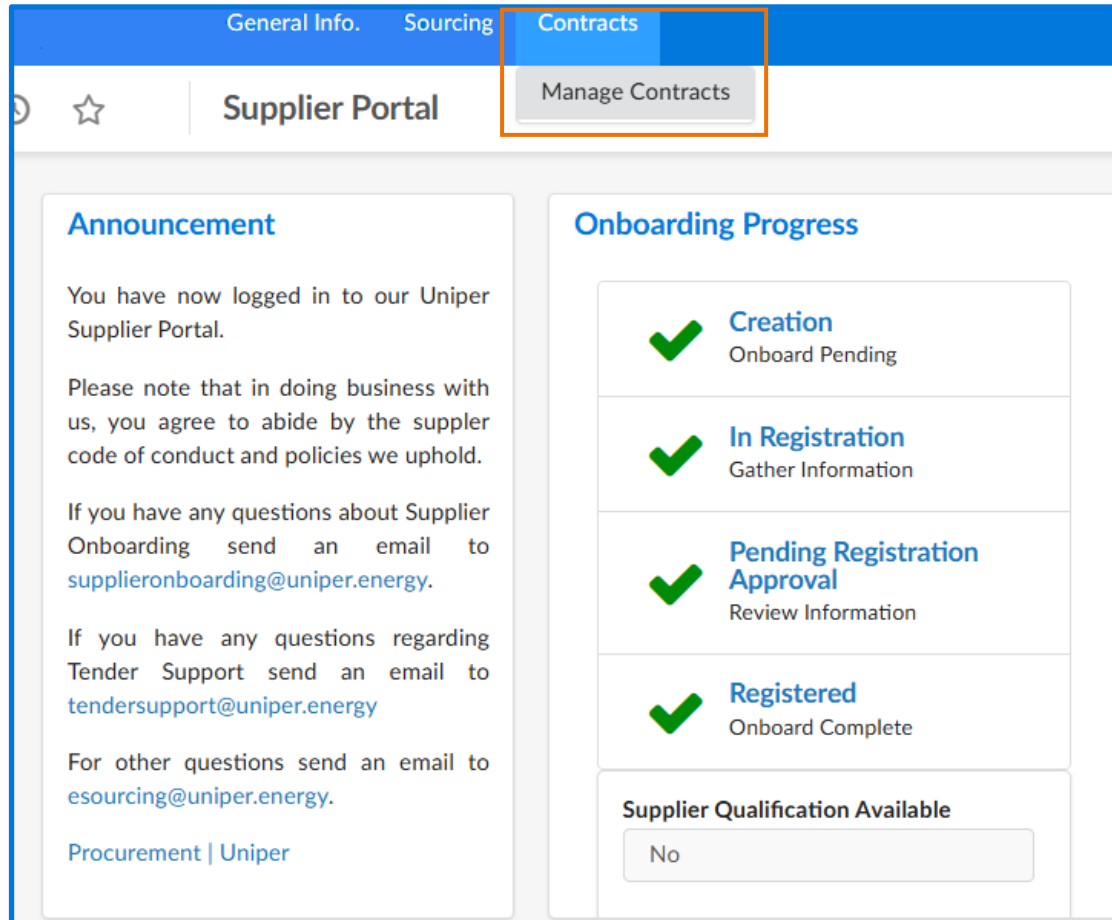
**Sourcing:** If you move your mouse over the blue Sourcing text in the blue bar on the top: you will get the option to select **Manage Proposal**. If you click on Manage Proposals in the drop-down you will get access to the RFPs that you have been invited to by Uniper.

**RFP in Progress:** By clicking on the button, you will have access to all the RFPs that you have been invited to.



### 3. Supplier portal – what do I see as a supplier? (5)

## Contracts



#### **Contracts:**

In the “**Manage Contracts**” section the following information is displayed:

- Active contracts
- Pending actions (e.g. signatures, reviews)
- Upcoming renewals or expirations
- Status indicators (e.g. Draft, Under Review, Signed)

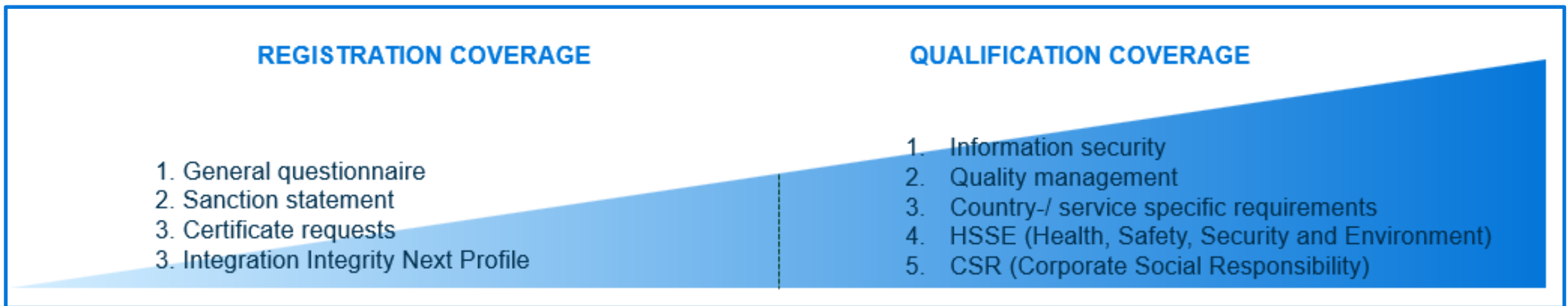
You can view and download contracts, add documents, sign contracts and collaborate with the buyer.

## 4. Supplier onboarding

Uniper is mandated to actively manage its supplier base, ensuring up-to-date information is available on all its business partners, which includes current certificates as well as address and general business information. To become a Uniper supplier and to participate in our tenders, you need to be registered in our Ivalua Supplier portal. Additional qualifications may be required.

The **registration** covers different internal checks and requests towards our suppliers (depending on the material or service that should be delivered).

For the **qualification** we have different types of questionnaires based on the tender requirements by the responsible Uniper purchaser. These questionnaires should be answered by our supplier.



## 4.1 Registration – how do I register?

The supplier registration process in Ivalua is the first step in the onboarding process and includes different types of internal checks in order to minimize the risks for Uniper. The registration's purpose is to ensure that suppliers meet the minimum legal / compliance requirements to conduct business with UNIPER.

The following tasks are assigned to you as a supplier as part of the registration and internal checks:

1. Fill in the general questionnaire.
2. Answer the sanction statement.
3. Answer the requested certificate questionnaires and (if you have) upload the certificates.
4. Integration of your Integrity Next Profile (if available).

## 4.1.1. Fill in the general questionnaire.

Answer Questionnaire : R2\_General Supplier Questionnaire

Close Submit

**Overview**

- Supplier General Information 0 / 13
- Financial Information and Record 0 / 9
- Tax and Bank Information 0 / 5
- Additional Information 0 / 1
- Products and Services 0 / 2
- Production Facility 0 / 1
- Supplier Code of Conduct 0 / 1
- Supplier Declaration 0 / 6
- Additional Comments 0 / 1

**Overview**

Answered by  
Testing Paula

Comment Uniper/Sender

Comment Supplier/Recipient

**Answer Questionnaire**

Access Questionnaire OR Download in Excel 2007-2010 format (xlsx) Download in Excel 97-2003 format (xls) Click or Drag to add a file

Initialization → Review

On the left you can see an example of the whole general questionnaire.

There are sections on various topics such as **general information** and **tax information**. Very important are the confirmation of the **Supplier Code of Conduct** and a **supplier declaration** for e.g. payment of taxes and social security contributions; no bankruptcy; general information truthfully provided.

Some of the questions are mandatory and you will also be asked to upload relevant documents as proof (such as the supplier declaration, see the example below).

Additional Information 1 / 1

Supplier Code of Conduct 1 / 1

Supplier Declaration 6 / 6

Additional Comments 0 / 2

We are complying/have complied with the following commitments:

Regular payment of statutory taxes and levies

Answer

Yes No

Comment

## 4.1.2. Answer sanction statement.

As part of the registration process, you will also be asked to answer a sanction statement. You will find this in your company profile.

Please confirm that no natural or legal person which is subject to applicable UN, EU, US, or UK sanctions (or trade embargoes, foreign trade controls, non-proliferation measures, anti-terrorism measures or similar) directly or indirectly controls or owns 10% or more of your company.

**Sanction Answer\***

☒ Yes ☐ No



## 4.1.3. Answer the requested certificate questionnaires and (if you have) upload the certificates.

Answer Questionnaire : R3\_D Health, Safety, Security and Environment (HSSE) Certificates

Overview

Health, Safety, Security and Environment (HSSE) 0 / 10

Health, Safety, Security and Environment (HSSE)

Occupational Health and Safety Management

Do you have an ISO 45001 Certificate?

Answer\*

Yes No

Do you have an SCC\* certificate?

Answer\*

Yes No

Do you have an SCC\*\* certificate?

Answer\*

Yes No

Close Submit

Depending on the product or service you provide for Uniper, you will be asked to answer various questionnaires on certificates and upload the corresponding certificates as part of the registration process.

On the left side you can see an example of the questionnaire for certificates in the HSSE area. Answering the questions and uploading is mandatory.

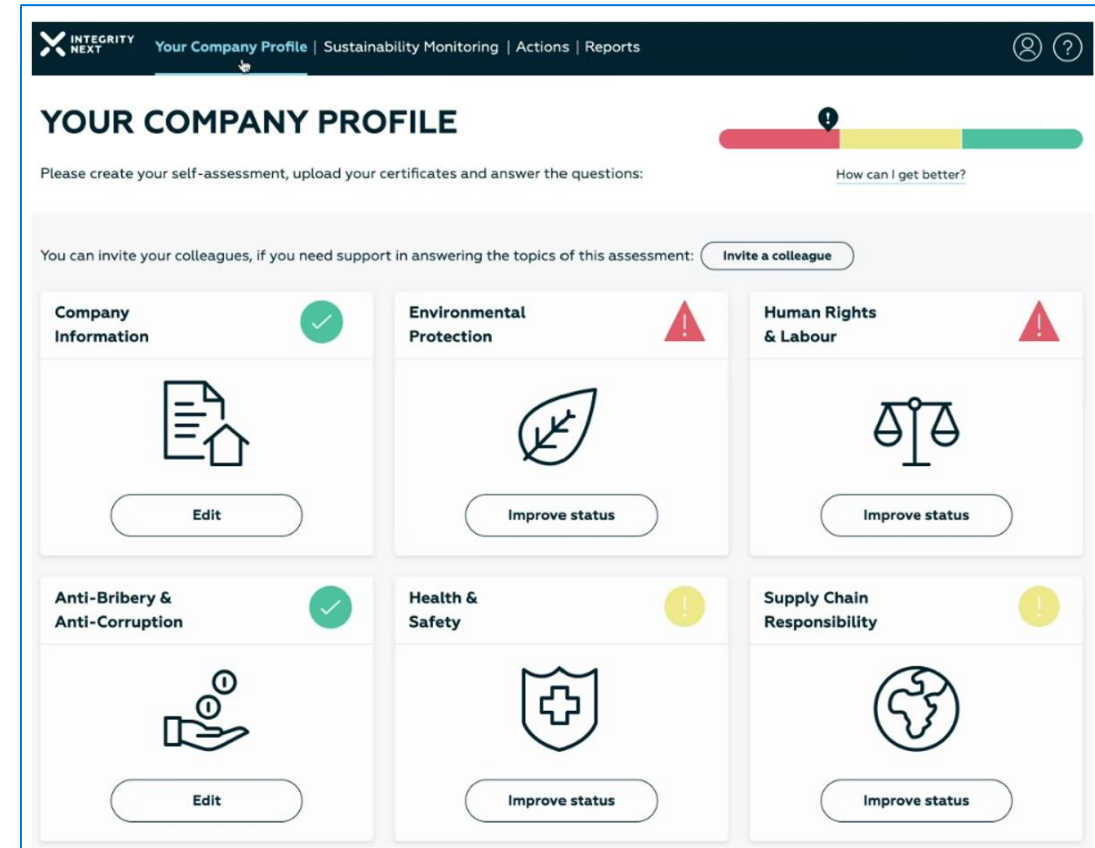
The following certificates can be queried here:

- Insurance Certificates (Nuclear)
- Insurance Certificates (UK)
- Service Organisation Controls (SOC) Certificates- Business Continuity Certificates
- Health, Safety, Security and Environment (HSSE) Certificates
- Information Security Certificates
- Corporate Social Responsibility Certificates
- Quality Management System Certificates

## 4.1.4 Integration of your Integrity Next Profile (if available).

Should your organization have an [IntegrityNext company profile](#), then you can share it with Uniper when filling out the „**General Questionnaire**“. For this, please provide your **IntegrityNext ID** (i.e. username / email address) in the questionnaire section “**Supplier General Information**”.

Providing your ID will allow Uniper to access the information from your IntegrityNext assessments incl. any certificate information that was provided.



## 4.2 Qualification – how do I qualify?

The full qualification process is triggered based on the tender requirements by the responsible purchaser of Uniper. As a supplier, you will receive questionnaires to answer as part of the qualification process, depending on the product and service. There are questions that are mandatory and need to be answered, otherwise it will not be possible to submit the questionnaire.

The following qualification types can be applicable independently or as a set of requirements:

1. **Corporate Social Responsibility:** The Questionnaire for corporate social responsibility includes questions about law breaches in the past 5 years and how a company deals with that.
2. **Quality Management System:** The qualification type quality management contains information regarding the status of the quality management in a company (e.g. if a company has an official quality management system and a policy in place). It is in general relevant for all products and services.
3. **Information Security (short questionnaire or long self-declaration document):** For providers that have permanent or temporary access to Uniper resources – either directly or via remote access, i.e. systems or networks in a process technology domain – an additional qualification is for information security is needed.
4. **Health, Safety, Security and Environment (HSSE):** In the HSSE qualifications, information on occupational safety is requested (for example, whether your organization has a corresponding management system and certificates).
5. **Nuclear (Product and Services):** The qualification for nuclear product and services applies only to companies intending to deliver products and/or services to OKG AB. It contains questions e.g. regarding insurances, languages, personal competencies.
6. **Swedish Specific (Sweden Only):** This qualification includes specific questions only relevant to Swedish suppliers (e.g. regarding insurances).

Thank you for your attention. In case you have any further questions, please see also the FAQ section on the next slides.

Should you need support in order to access the system or your registration process, please contact [supplieronboarding@uniper.energy](mailto:supplieronboarding@uniper.energy).

In case of any questions regarding a sourcing event or tender, please contact [tendersupport@uniper.energy](mailto:tendersupport@uniper.energy).

For other questions or issues, please contact [esourcing@uniper.energy](mailto:esourcing@uniper.energy).

# FAQ

## **1. What to do when you receive the invitation email?**

Please see Section 2 in this presentation: “How to create an account and log in?”

## **2. I already had an Ariba Network account for Uniper – what do I have to do now since Uniper is now working with another platform (Ivalua)?**

### **SRM**

If you are already registered as a supplier in our previous Ariba system, we have already transferred your data to the new system as part of the migration. With the go-live you have received a separate e-mail and a request to log in into the system and reset your password. Then you are ready to go and can use the system.

### **Sourcing**

If you are involved in a tender that was started in Ariba, the tender will be finalized there.



# FAQ

## 3. What to do when I am the wrong person to contact in my company?

In Ivalua, your company's admin person has the option of easily adding a contact including email address and role in your company or changing the existing contact in the **contacts section** in your **supplier profile**.

## 4. I forgot my password. What do I do?

In case you have lost your password, you can use the Ivalua landing page to click on “lost your password”. You will then be asked to enter your e-mail address and will receive an initial password by e-mail to create a new password.

## 5. How can I change my email address?

In Ivalua your company's admin has the option of easily changing your email address contact in the contacts section in your supplier profile.

## 6. How do I change my password in Ivalua?

You can move to “**my settings**” and your profile to change your user password and create a new one.