IVALUA PO Review & Validation - Supplier



Indirect Procurement Management

Ivalua

Purpose of Document

- To provide a step-by-step guide of how to review and validate a purchase requisition
- This training document contains screenshots from the Ivalua Tool

Intended Audience

• This job aid is intended for the Suppliers

Accessing the System

• Access Ivalua via login page.

Getting Help

• Please contact your CLS contact or send an email to: ivaluasupport-cls@celestica.com

PO Review & Validation - when you receive a PO from Celestica

D
353574
From
"Celestica" < no-reply-celestica@ivalua.com>
То
uatsup1@email.com (UAT Supplier1)
cc
BCC
Reply to
no-reply-celestica@ivalua.com
Acknowledged by
Date
5/6/2025 5:06:31 PM
Subject
CLS Order - PO Automation / Your action is expected for : Supplier Review
Message
Dear UAT Supplier1,
You have a peopling validation tack that people your attention. Place and the details helper
2
Workflow: CLS Order - PO Automation
Step: Supplier Review
Reference: 4800000580 (4800000580 - Copy of : Pod30 UAT-P20003-A1-GT-WS-UAT Supplier 1 - UAT Supplier 1
Access link: /buyer/celestica/prep2/uniig/page.aspx/en/ord/order_manage/3608
Regards,
Celestica Indirect Procurement Team
This is an automatically generated e-mail, please do not reply
Click here to manage your notifications settings.

Email Notification

- An email will be sent to the supplier contact with the notification of a Purchase order created.
- 2. Email Indicates the Purchase Order is under Supplier Review Step, PO number and the access link.

PO Review & Validation - when you receive a PO from Celestica

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				1 Manage N	Mass Confirmations				
;		Announ	cement	To-do List			See 150+ re	esults	$\overline{7}$
T mpan rofile	у	This portal	will enable you to interact	Process \$	Object	Action \$	Due date	¢	RFP in Progress
Profile		requests, c Celestica p collaborati	communicating with the procurement team as well as ng and finalizing documents	CLS Order - PO Automation	5200000095 - Test Supplier Niza-UAT Supplier 1 - UAT Supplier 1	Supplier Review			
		such as co	ntracts and forms.	CLS Order - PO	5300000438 - Copy of : Copy of : Pod 21 UAT-P2O024-A1-	Supplier			(13)
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To Do list

- Navigate to the Orders main menu and select Acknowledge Orders from the drop down or access the new orders from your to do list.
- 2. Verify that PO # is visible and select the pencil icon of that line.

PO Review & Validation - when you receive a PO from Celestica

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	UAT Supplier 1								Ontario			
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	Legal Company											
	Celestica International	LP (6200)										
	Order Date											
	5/8/2025											
	Requester											
	Facchini Gianni											
	Supplier Contact											
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- 1. Review PO
- 2. Under the Supplier Response, confirm information is accurate per the terms agreeable for each line.
- 3. If everything is accurate, Select Confirm.

If any information in any field is not accurate / term(s) is/not agreeable (eg. delivery date is inaccurate), you may edit to reflect what the agreeable term is resulting in you suggesting a change. Please refer to page 6 where instructions on how to suggest changes to a PO are provided.

PO Review & Validation - If you have confirmed, accepted, acknowledged a PO from Celestica

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P 36	609 4800000	0582	Copy of : Pod9- UAT-P2O025-A1-GT-WS-UAT Supplier 1	Smiley Tracy	Ordered	MYR	2,122,250.00		; Cancel Order; Create Internal Change; Supplier Review	+56	-
36	608 4800000	0580	Copy of : Pod30 UAT-P2O003-A1-GT-WS-UAT Supplier 1	Smiley Tracy	Ordered	тнв	16,503,300.00		; Cancel Order; Create Internal Change; Supplier Review	+50	-
* 36	607 4800000	0579	Copy of : Pod11 UAT-P2O007-A1-GT-WS-UAT Supplier 1	Smiley Tracy	Ordered	THB	8,025,000.00		; Cancel Order; Create Internal Change; Supplier Review	+63	-
35	598 53000004	0436	Copy of : Test Create PO-UAT Supplier 1	Facchini Gianni	Ordered	USD	500.00		; Cancel Order; Create Internal Change; Supplier Review	-39	
P 35	596 53000004	0435	Test Comments-UAT Supplier 1	Facchini Gianni	Ordered	USD	600.00		; Cancel Order; Create Internal Change; Supplier Review	-14	
35	588 4800000	0578	Amendment request 5/6/2025 4800000578-UAT Supplier 1	Low Puay Chuan	Ordered	JPY	24,129		; Cancel Order; Create Internal Change; Supplier Review	+2	
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35	583 5300000	433	Test Payment Term Niza-UAT Supplier 1	Facchini Gianni	Ordered	USD	100.00		; Cancel Order; Create Internal Change; Supplier Review	-27	a
35	558 5300000	0430	Test Cancellation Job Aids 02-UAT Supplier 1	Facchini Gianni	Ordered	USD	700.00		; Confirm; Cancel Order; Create Internal Change	-2	-
/ 35	557 5300000	0429	Test Cancellation Job Aids-UAT Supplier 1	Facchini Gianni	Ordered	USD	800.00		; Confirm; Cancel Order; Create Internal Change	-7	-
35	556 5300000	0428	Test Discount-UAT Supplier 1	Facchini Gianni	Ordered	USD	670.00		; Confirm; Cancel Order; Create Internal Change	+3	-
/ 35	545 53000004	423	test band-UAT Supplier 1	Geddes David	Ordered	USD	60,000.00		; Cancel Order; Create Internal Change; Supplier Review	-5	
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To access the PDF of the PO that you have confirmed, accepted and acknowledged, please follow the steps below:

Navigate to the Orders main menu and select Acknowledge Orders from the drop down.

Look for the validated PO you want to download the PDF form.

Click on the PDF file at the right to download the PDF.

PO Review & Validation - If you are suggesting changes to a PO received from Celestica, not reject or not accepting

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	Amount (Excl. Tax Amount (Incl. Tax	x): 999.98 USD x): 999.98 USD															_
		# ⇔ Type ⇔ Orde	r Item Reference 💠 Item De	scription 💠	Supplier	¢	Manufacturer Part Num	oer 😄 Manufacturer	Internal	Inventory \$	Order Qty 👙	Order UOM	ce 💠 Tax Rate	Total 👙	Currency \$	Delivery \$	SI
	17	7403-1	test Supp	lier reject (UAT Supplier 1) U	AT Supplier 1					1.0) ea. 1,	00.00	1,000.00	USD		
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- 1. For editing fields as a supplier on a PO, the only editable fields are:
- Substitute Item Description (In case there is a substitute proposal).
- Supplier Qty
- Supplier UP (Unit Price)
- Supplier Delivery Date
- Supplier Comment (here you can write any additional changes on general information of the PO).
- Substitute Item Reference (In case there is a substitute proposal).
- Supplier UoM

Note that all this edits will require further approval from Celestica.

PO Review & Validation - If you are rejecting a PO received from Celestica

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Supr 95	nlier Portal		1		O Search
«		Close	Reject Supplier Confirmat	tion	
	Header			Ship to	
	Name			Final Destination	
	Test Supplier Niza-UAT Supplier 1			Newmarket	
	PO Supplier			213 Harry Walker Parkw L3Y 8T3 Newmarket	ay South
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	Organization			CANADA	
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For rejecting a PO as a supplier you need follow the next steps and provide a complete explanation on why this PO was rejected.

A rejected PO may result on awarding the PO to a different vendor and several PO rejections without proper explanation may result in no more business.

1. Click Reject Button

2. Provide a Reason for Rejection, make sure to provide a complete explanation.

After a PO is rejected it will go back to Celestica and will disappear from your supplier profile.

straight reject the order. Editable fields per line are Description, Qty, Price, Supplier Comments. -> For Edit and Reject check next slides. (6 & 7)

Review status of all POs received from Celestica - all POs except rejected POs will be found in this view below

ase 2 0	iat Celest	ica	General Info. Sourcing Contracts	Orders					
<	<u></u>	57	Acknowledge Orders	Acknowledge Orders					
`	5	4		Manage Mass Confirmations					
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	ID \$	PO #	Name	¢	Requester	Status	¢	Currency	\$
	ID ≑ 1436	PO # -	Name POD#32 UAT-P20018-A1-GT-WS-UAT	¢ T Supplier 1	Requester Rubio Mendoza Jose Manuel	Status	\$	Currency MXN	\$
1	ID ≑ 1436 1437	PO #	Name POD#32 UAT-P2O018-A1-GT-WS-UA POD#32 UAT-P2O018-A1-GT-WS-UA	¢ T Supplier 1 T Supplier 1	Requester Rubio Mendoza Jose Manuel Rubio Mendoza Jose Manuel	 Status Ordered Ordered 	\$	Currency MXN MXN	\$

If you would like to review the status of the PO you have confirmed or requested changes on, please follow the steps below:

1. Navigate back to the acknowledge orders page and the PO progress is no longer in Supplier Review

Review status of all POs received from Celestica - all POs except rejected POs will be found in this view below

う ☆ Supplier Portal		
Announcement Announcement Mediome to Colosica's Suppler Portal Welcome to Colosica's Association Suppler Contracts and forms. Provide the supplement of the supplement Suppler Contract Suppler Supple	To-do List Sec 150-re Process Object Action 0 Due date Q LS Odder-PO 450000550- Capy of FoxD0 Sapple 1-14 Sapple 1-14 Sapple 1- Sapple 1-14 Sapple 1-14 Sapple 1- Sapple 1-14 Sapple 1- Sapple 1-14 Sapple 1- Sapple 1-14 CLS Odder-PO 50000054-Capy of FoxD Sapple 1-14 Sapple 1- Sapple 1-14 Sapple 1- Review Review CLS Odder-PO 5000014-Capy of FoxD Sapple 1-14 Sapple 1- Review Review Review CLS Odder-PO 5000014-Capy of FoxD Sapple 1-14 Sapple 1- Review Review Review CLS Odder-PO 5000014-Capy of FoxD Sapple 1-14 Sapple 1- Sapple 1-14 Sapple 1- Sapple 1-14 Sapple 1- Sapple 1-14	Contracts

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Process	Object	Action	Forwarded on	Due date
P CLS Order - PO Automation	4800000580 - Copy of : Pod30 UAT-P2C0003-A1-GT-WS-UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/6/2025	
CLS Order - PO Automation	4800000579 - Copy of : Pod11 UAT-P2C007-A1-GT-WS-UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/6/2025	Grid settings
CLS Order - PO Automation	5300000436 - Copy of : Test Create PO-UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/6/2025	Freeze grid header
CLS Order - PO Automation	5300000435 - Test Comments-UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/6/2025	Grid column settings
CLS Order - PO Automation	4800000578 - Amendment request 5/6/2025 4800000578-UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/6/2025	Assigned to
CLS Order - PO Automation	5300000434 - Test Payment Term -UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/5/2025	Process
CLS Order - PO Automation	5300000433 - Test Payment Term Niza-UAT Supplier 1 - UAT Supplier 1	Supplier Review	5/5/2025	Object
CLS Order - PO Automation	5300000423 - test band-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/30/2025	Action
CLS Order - PO Automation	5300000422 - Test RS \$1M - \$5M-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/30/2025	Forwarded on
CLS Order - PO Automation	5200000093 - Test RS \$250K - \$1M-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/30/2025	Action's date (UTC-6)
CLS Order - PO Automation	5300000420 - Test RS \$100K - \$250K-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/29/2025	Due date
P CLS Order - PO Automation	5300000419 - Test RS IT Approval >\$5K-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/29/2025	Status
CLS Order - PO Automation	5300000418 - Test RS \$50K - \$100K-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/29/2025	Grid Actions
CLS Order - PO Automation	5200000092 - Test RS \$5K - \$50K-UAT Supplier 1 - UAT Supplier 1	Supplier Review	4/29/2025	3 Download table "To do list"
	5200000157 Test RE + SEV LIAT Compliant 1 LIAT Compliant	Eventing Deview	4/20/2025	Excel format

Reporting

- 1. Click on the link of records
- 2. Click on icon
- 3. Download in E

Thank You

