

# Indirect Procurement Transformation (Ivalua)

## About this Document

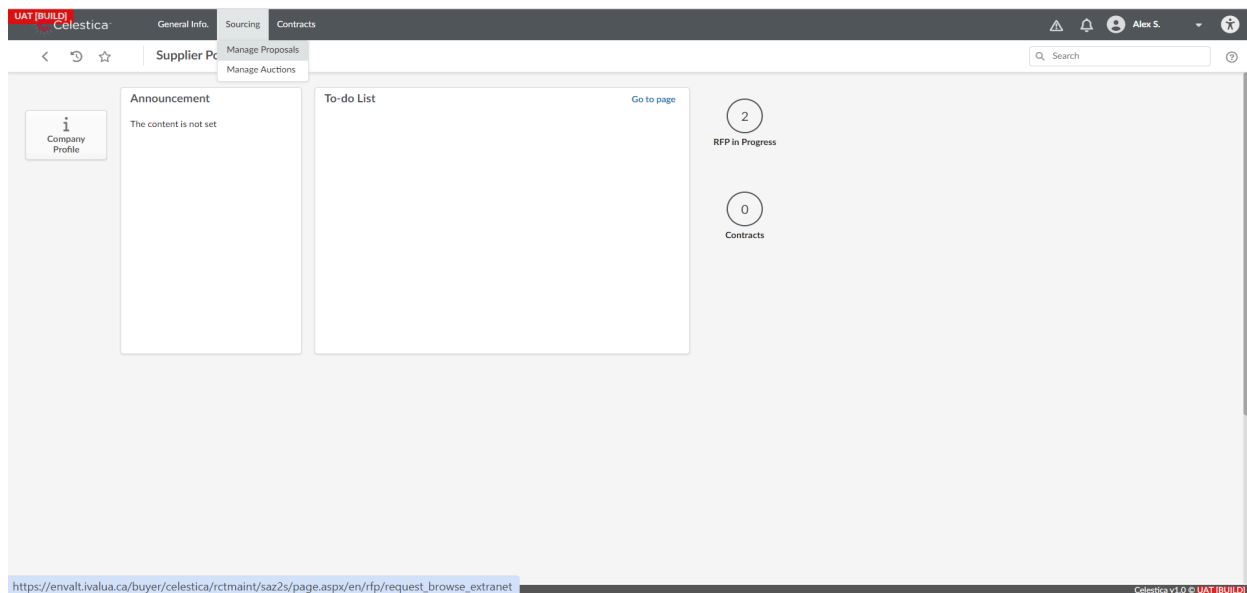
- This document provides you with guidance on how to complete a Quick Quote
- This document provides you with guidance on how to complete a Simple Bid
- This document provides you with guidance on how to complete an RFI
- This document provides you with guidance on how to complete an RFP

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## Quick Quote:

A Supplier must complete the following steps in order to complete a Quick Quote:

1. Log in to Supplier Portal
2. Hover over sourcing and select 'Manage Proposal



3. Select the sourcing event

UAT BUILD Celestica General Info Sourcing Contracts

Manage Proposals

Keywords: Proposal Progress: RFx Status: Open for Bidding On Hold Search Reset

Filters: RFx Status: Open for Bidding On Hold

Proposal Progress	Sourcing Project	Lot #	Round #	RFx Name	RFx Status	Remaining Time	Begin (UTC-5)	End (UTC-5)	My Bid	My Rank	Best Bid	Forum
New Proposal	BPM000357	1	1	<a href="#">Rev. 2/22/2024</a>	Open for Bidding	4d 03h 44min 14s	2/21/2024 8:09:22 PM	2/26/2024 12:00:00 AM	0.00 USD	n/a	n/a	
Submitted Proposal	BPM000352	1	3	RFP Strategic Sourcing - Intake 3 TM Res. 2/20/2024	Open for Bidding	6d 03h 44min 14s	2/21/2024 2:11:49 PM	2/28/2024 12:00:00 AM	0.00 USD	n/a	n/a	

2 Record(s)

Site map/Legal mentions

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#### 4. Select the Item tab

UAT BUILD Celestica General Info Sourcing Contracts

Alex Product RFQ (BPM000197) - Lot: 1 / Round: 1

Save Create a new proposal Other Actions

Site Submitted on 12/15/2023 3:40:11 PM

Open for bidding

Export / Import

Download in Excel 2007-2010 format (xls)  
Download in Excel 97-2003 format (xls)

Currency: USD Total: USD 8,600.00

Keywords: Show unanswered items only Search Reset

Response: Selected

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Amount	Deliv. date
1	Required Item	NTN Bearing 6202 Single Row Deep Groove Radial Ball Bearing	1.00000			ea.	8,600.00	8,600.00	1/15/2024

1 Record(s)

Site map/Legal mentions

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#### 5. On the item grid Line, enter the unit price and the delivery date

Req. 2/22/2024 (BPM000357) - Lot : 1 / Round : 1

Buttons: Save, Download all contents of this RFx, Validate & Submit Proposal, Cancel Proposal

Export / Import

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)  
Click or Drag to add a file

Currency\* USD Total per currency

Keywords Show unanswered items only Search Reset

Product Items Service Items

Selected	Label	Code	Qty	Unit	Req. date	Deliv. date	Ship-to-address	Attached document	Buyer's Comment	Type	Unit price	Amount
<input type="checkbox"/>	Facilities A1	1	1	ea.	3/22/2024		Celestica Oregon LLC 1209 Orange Street Wilmington, New Castle		Test for Training	Required Item		

1 Record(s)

## 6. Validate & 'Submit my proposal'

Req. 2/22/2024 (BPM000357) - Lot : 1 / Round : 1

Buttons: Save, Download all contents of this RFx, Validate & Submit Proposal, Cancel Proposal

Export / Import

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)  
Click or Drag to add a file

Currency\* USD Total per currency

Keywords Show unanswered items only Search Reset

Product Items Service Items

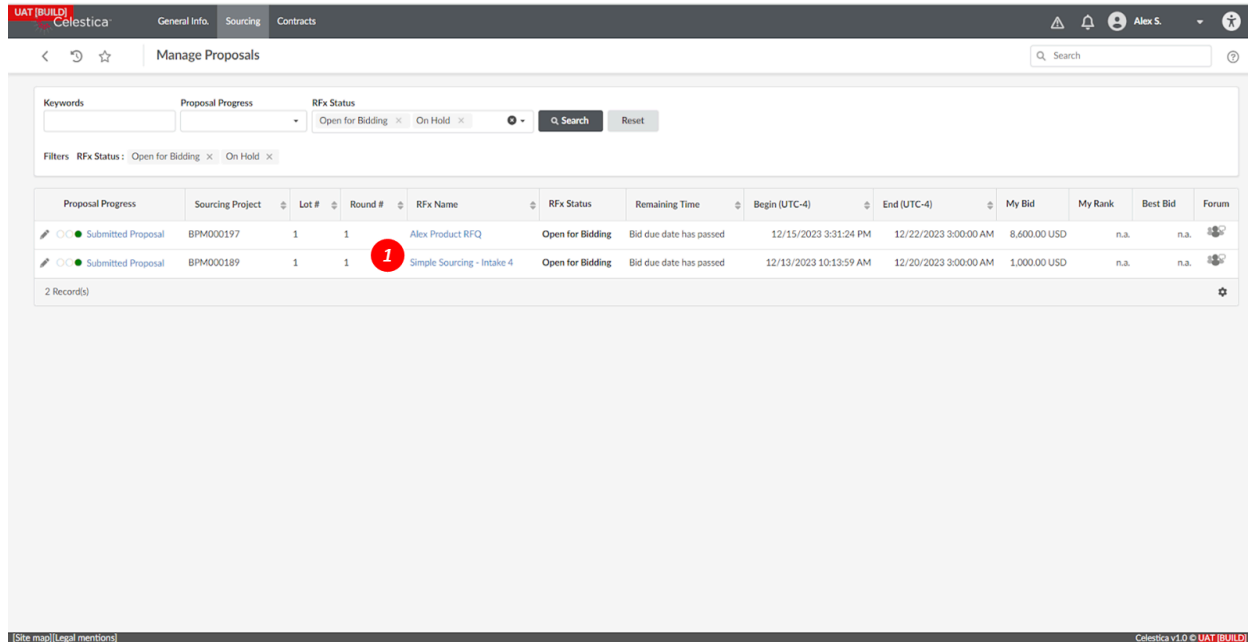
Selected	Label	Code	Qty	Unit	Req. date	Deliv. date	Ship-to-address	Attached document	Buyer's Comment	Type	Unit price	Amount
<input type="checkbox"/>	Facilities A1	1	1	ea.	3/22/2024	2/25/2024	Celestica Oregon LLC 1209 Orange Street Wilmington, New Castle		Test for Training	Required Item	100.00	

1 Record(s)

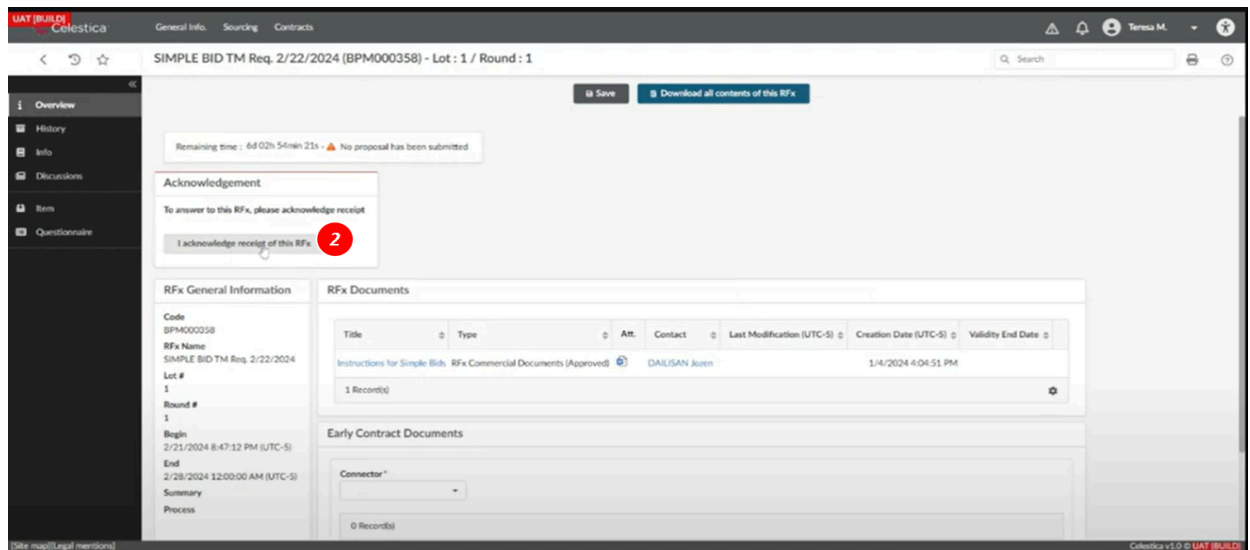
## Simple Bid:

A Supplier must complete the following steps in order to complete a Simple Bid:

1. Select the Sourcing event



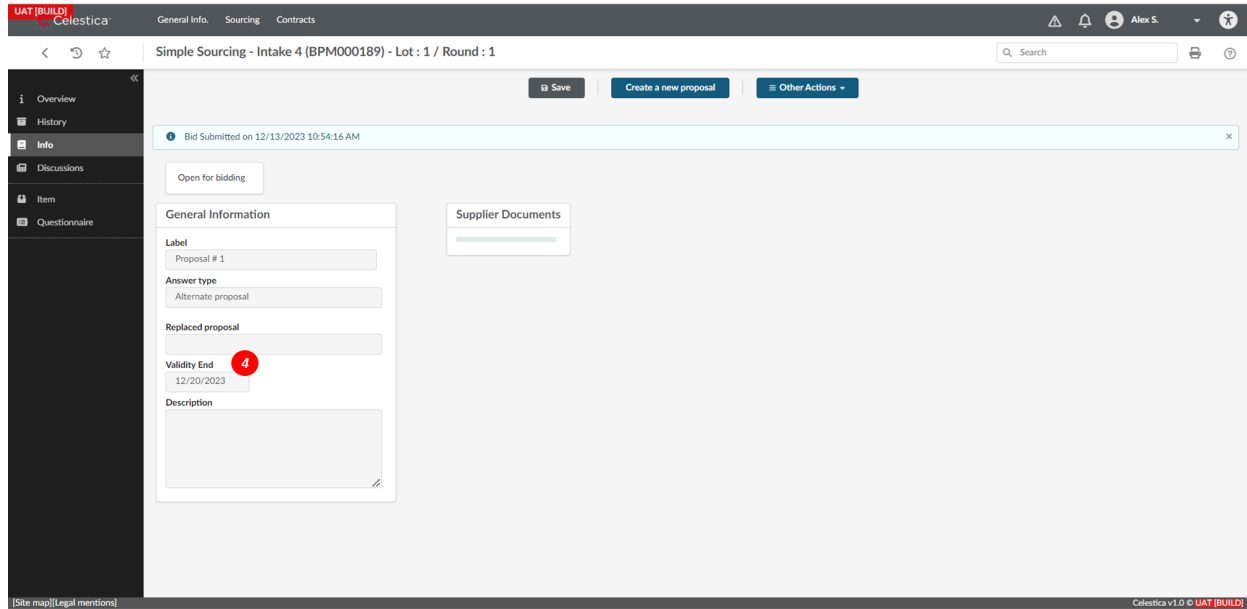
2. In the 'Acknowledgement' box select 'I acknowledge receipt of this RFX'



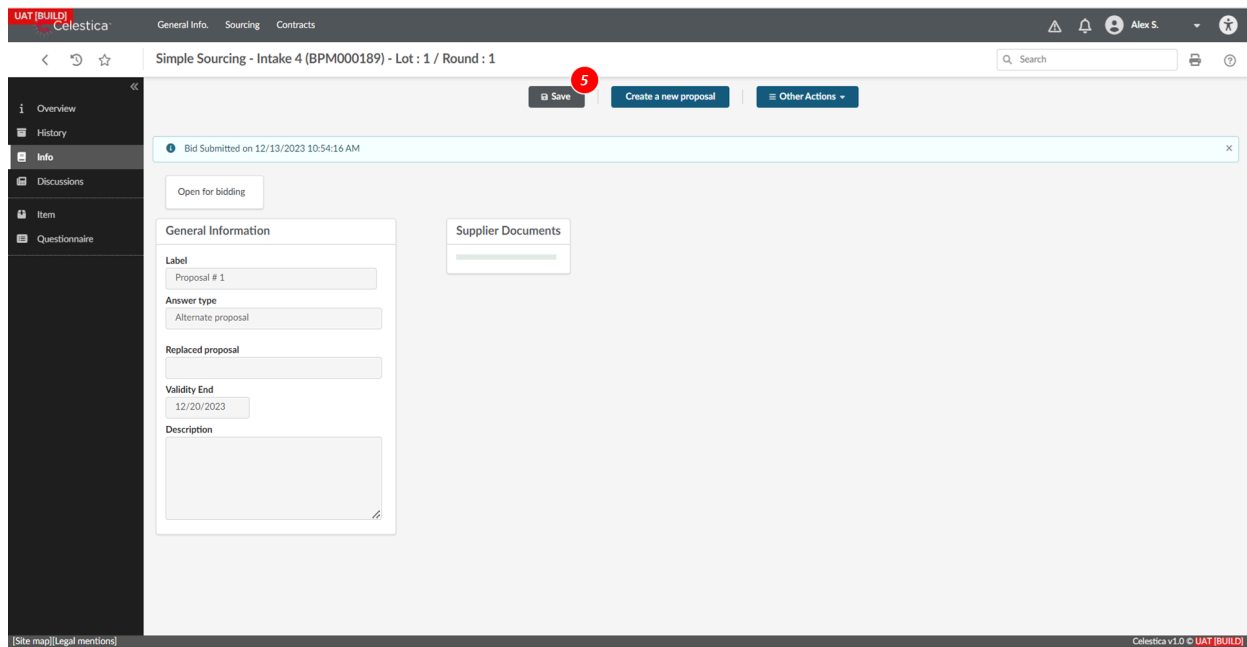
3. Select the 'Will Bid' radio button and select 'Submit'

4. In the 'Info' pane on the left hand side, select a 'Validity End' eg: one week away

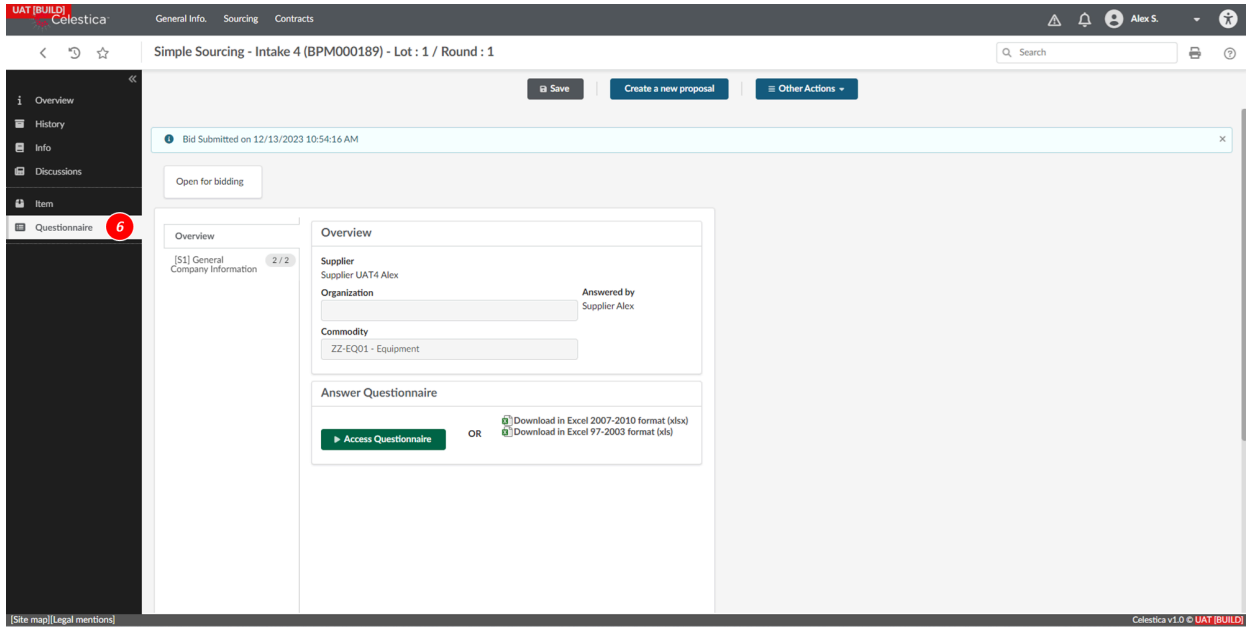




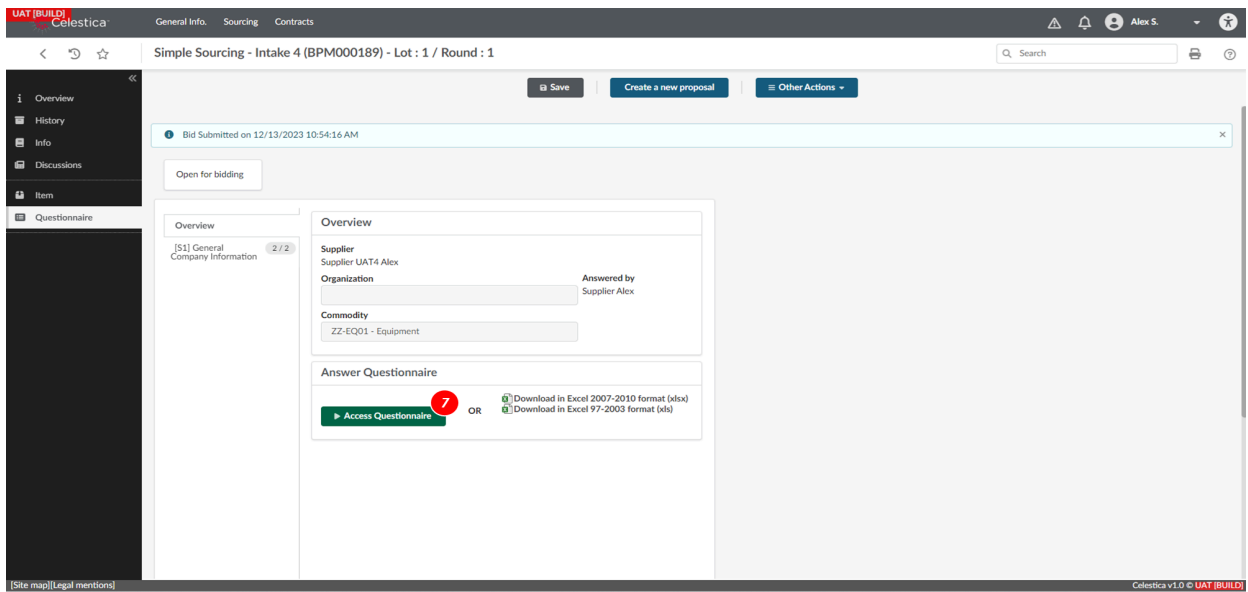
5. Select the button 'save'

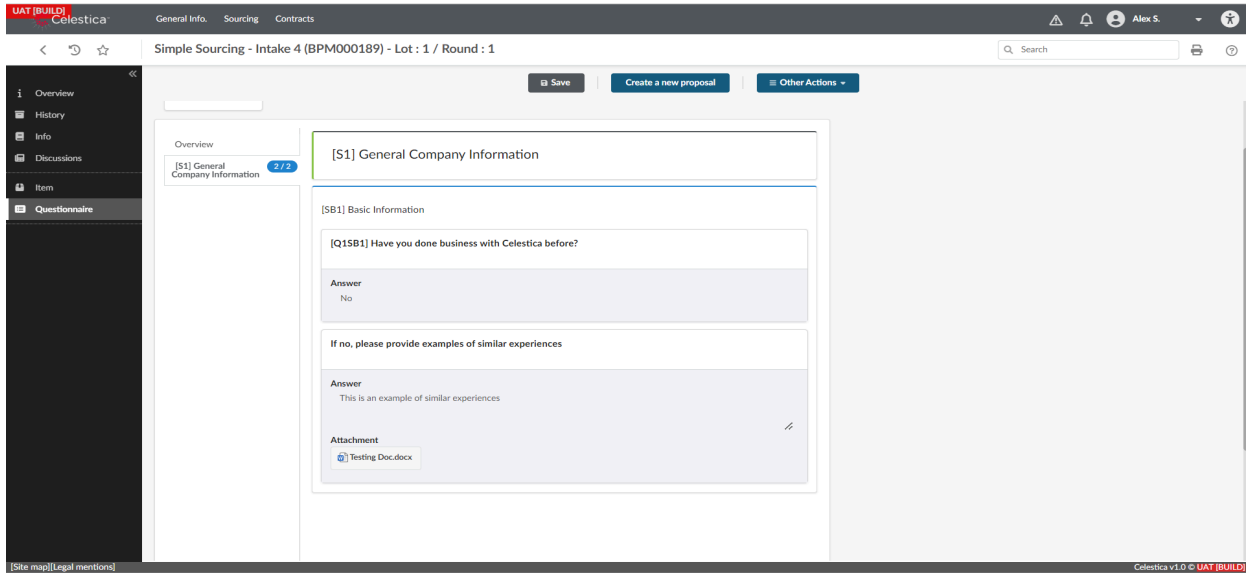


6. Select the 'Questionnaires' tab

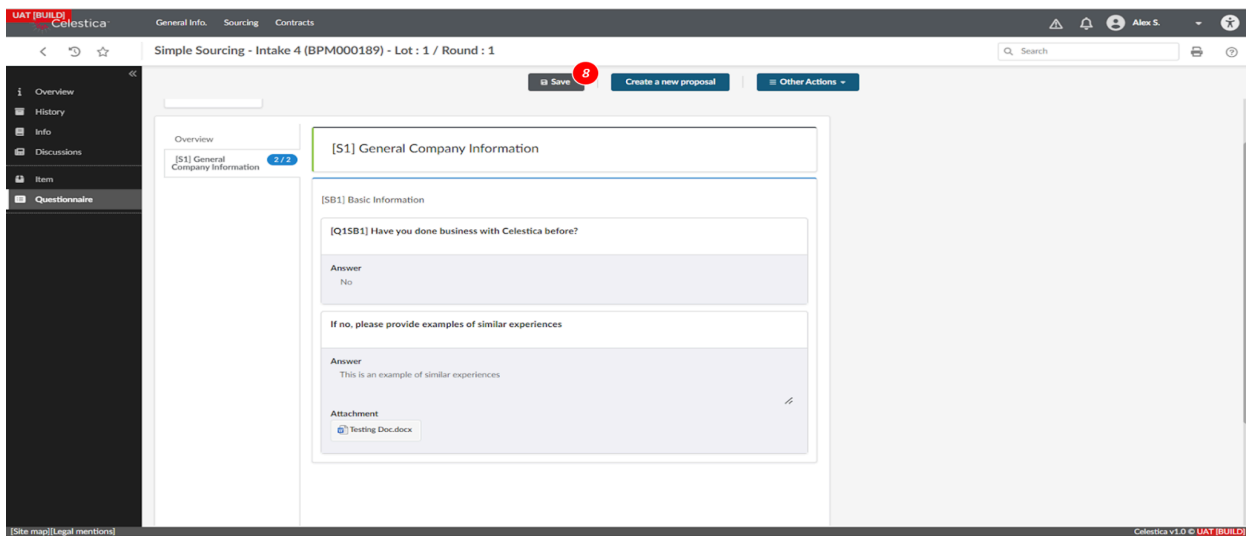


7. Select the button 'Access Questionnaire' and complete the answers





8. Select the button 'save'



9. Select the 'item' tab

UAT (BUILD) Celestica General Info. Sourcing Contracts

Simple Sourcing - Intake 4 (BPM000189) - Lot : 1 / Round : 1

Bid Submitted on 12/13/2023 10:54:16 AM

Open for bidding

Export / Import

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Currency: USD Total: USD 1,000.00

Keywords:  Show unanswered items only

Response

0 Selected

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Amount	Deliv. date
1	Required Item	Gear Intake 2	10.00000			ea.	100.00	1,000.00	12/27/2023

1 Record(s)

[Site map][Legal mentions]

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10. On the item grid line, enter a 'Unit Price' and a 'delivery date'

UAT (BUILD) Celestica General Info. Sourcing Contracts

Simple Sourcing - Intake 4 (BPM000189) - Lot : 1 / Round : 1

Bid Submitted on 12/13/2023 10:54:16 AM

Open for bidding

Export / Import

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Currency: USD Total: USD 1,000.00

Keywords:  Show unanswered items only

Response

0 Selected

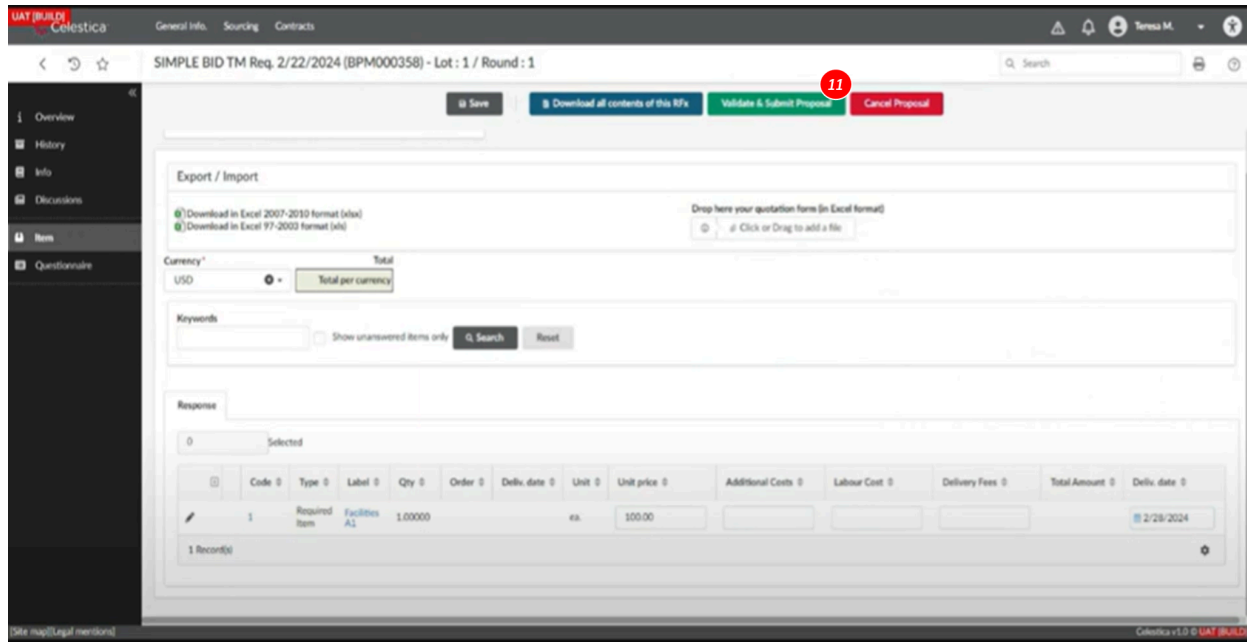
Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Amount	Deliv. date
1	Required Item	Gear Intake 2	10.00000			ea.	100.00	1,000.00	12/27/2023

1 Record(s)

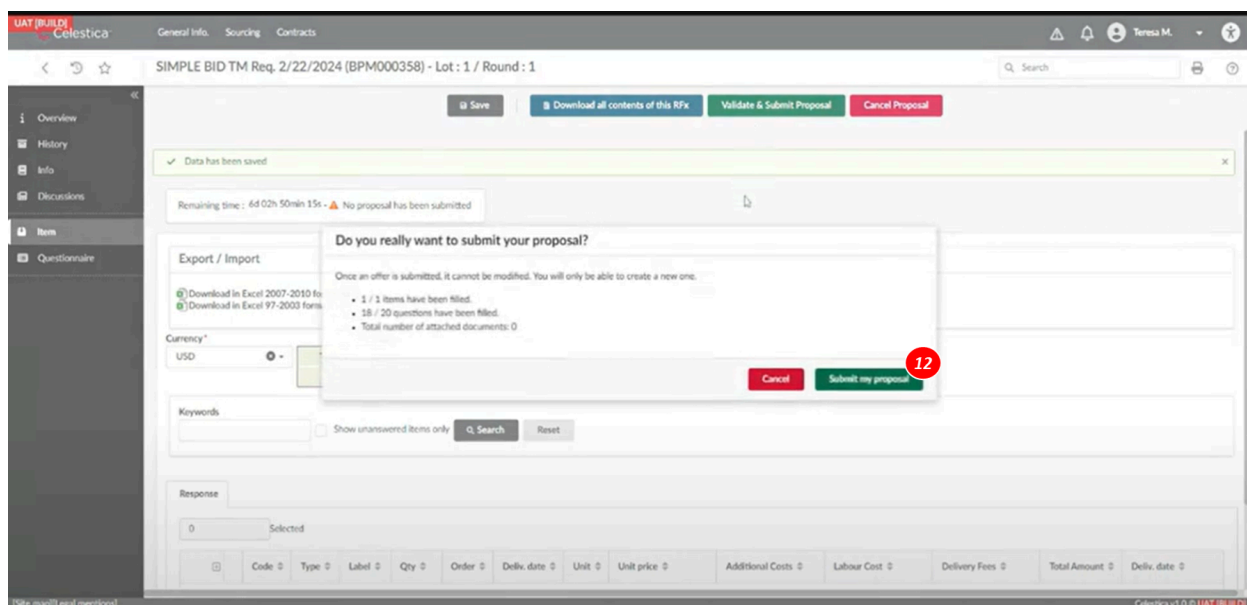
[Site map][Legal mentions]

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11. Select the button 'Validate & submit my proposal'



12. Select the button 'Submit my Proposal'



## ***Request for Information (RFI):***

A Supplier must complete the following steps in order to complete an RFI.

1. Login to Supplier Portal
2. Hover over Sourcing and Select "manage Proposals"
3. Select the Strategic Sourcing event that is listed.
4. Select Questionnaires tab

5. Select “Access Questionnaire” and complete the answers with as much detail as possible

6. Once completed select save
7. Select the button ‘Validate and Submit Proposal’
8. Select the button ‘Submit my proposal’

## ***Request for Proposal (RFP):***

A Supplier must complete additional steps for a RFx that is set up as a Strategic Sourcing:

1. Login to Supplier Portal
2. Hover over Sourcing and Select ‘manage proposals’
3. Select the Strategic Sourcing event that is listed.
4. In the Acknowledgement box, select ‘ I acknowledge receipt of this RFx

UAT (BUILD) Celestica General Info Sourcing Contracts

RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot: 1 / Rou...

Remaining time: 6d 09h 44min 44s No proposal has been submitted

**Acknowledgement**

To answer to this RFx, please acknowledge receipt

☒ I acknowledge receipt of this RFx

**RFx General Information**

Code: BPM000353  
 RFx Name: RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024  
 Lot #: 1  
 Round #: 3  
 Begin: 2/21/2024 2:11:49 PM (UTC-5)  
 End: 2/28/2024 12:00:00 AM (UTC-5)  
 Summary  
 Process

**NDA**

[View NDA](#)

**RFx Documents**

Title	Type	Att.	Contact	Last Modification (UTC-5)	Creation Date (UTC-5)	Validity End Date
Instructions for RFx RFx Commercial Documents (Approved)			CHUNG Henry		1/4/2024 4:01:15 PM	

1 Record(s)

**Early Contract Documents**

(Site map) Legal mentions

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5. Select the 'Will Bid' radio button and select 'Submit'

UAT (BUILD) Celestica General Info Sourcing Contracts

RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot: 1 / Rou...

Remaining time: 6d 09h 44min 30s No proposal has been submitted

Receipt acknowledged on 2/21/2024 2:15:29 PM (UTC-5)

To answer to this RFx, please confirm that you intend to bid.

☒ WILL BID: our intent is to respond to this RFx

☐ NO BID: we will not be able to respond to this RFx

**Submit**

**RFx General Information**

Code: BPM000353  
 RFx Name: RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024  
 Lot #: 1  
 Round #: 3  
 Begin: 2/21/2024 2:11:49 PM (UTC-5)  
 End: 2/28/2024 12:00:00 AM (UTC-5)  
 Summary

**NDA**

[View NDA](#)

**RFx Documents**

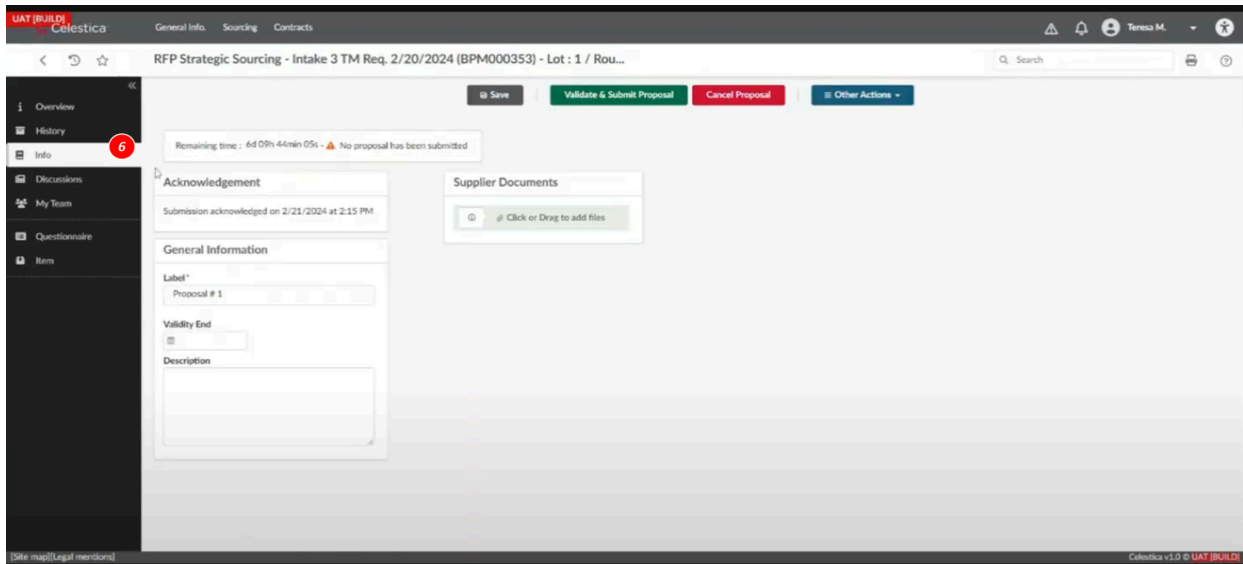
Title	Type	Att.	Contact	Last Modification (UTC-5)	Creation Date (UTC-5)	Validity End Date
Instructions for RFx RFx Commercial Documents (Approved)			CHUNG Henry		1/4/2024 4:01:15 PM	

1 Record(s)

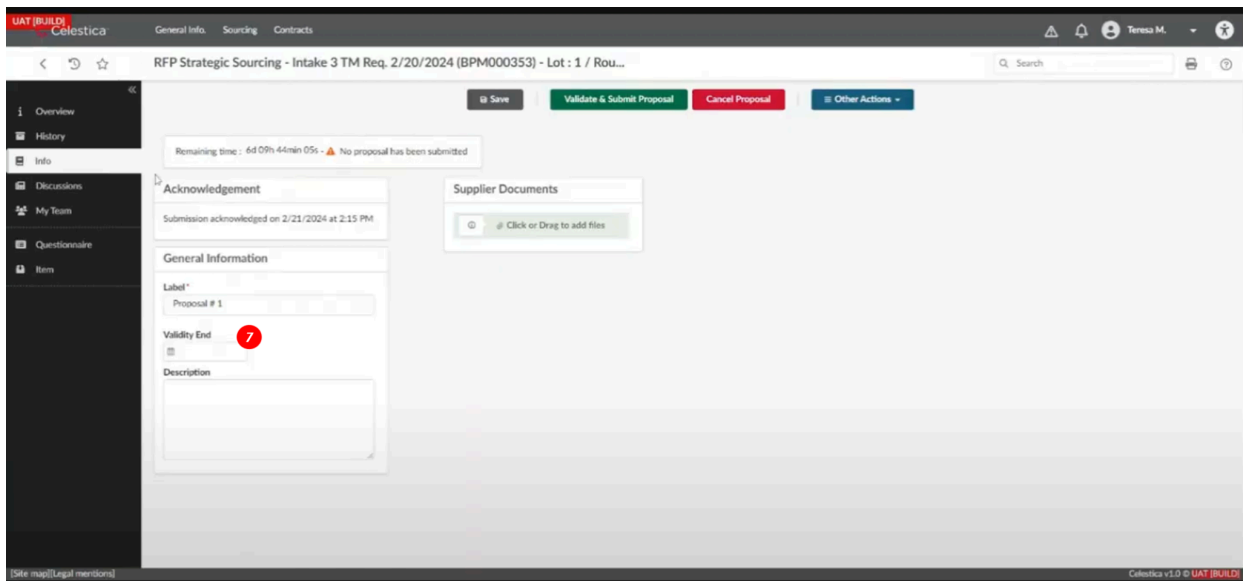
(Site map) Legal mentions

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6. Go to the Info tab

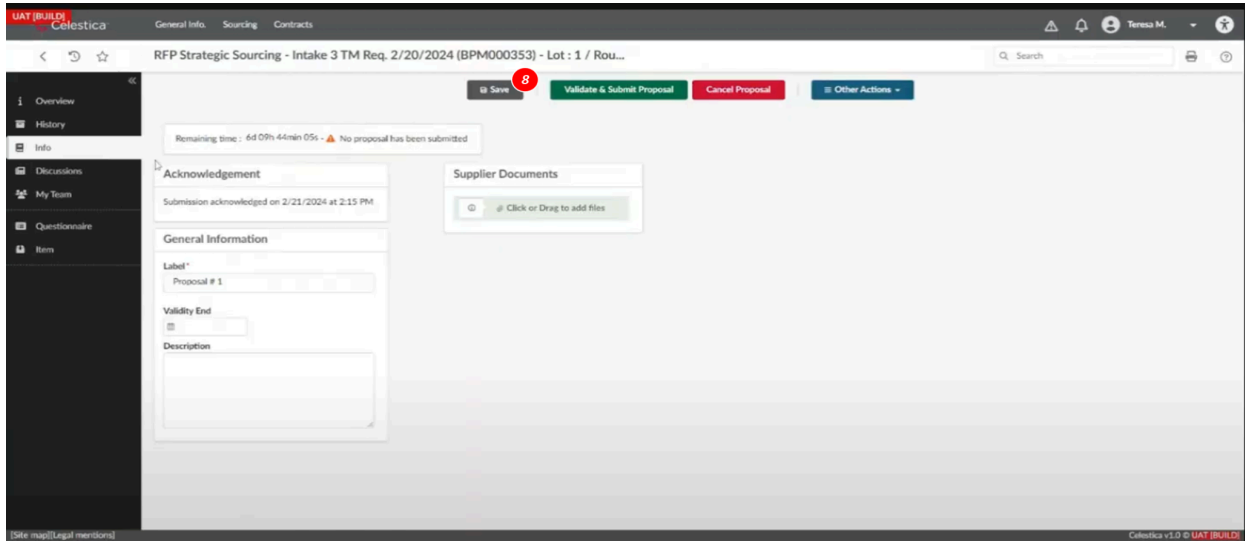


7. Under Validity date - add the date the proposal is valid for

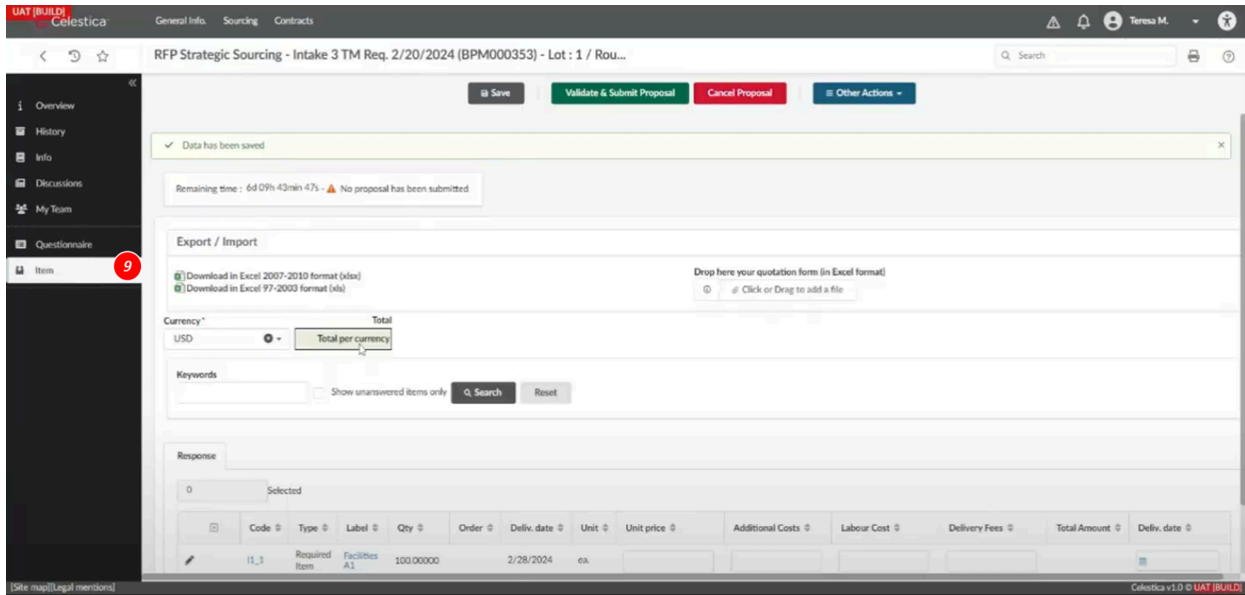


8. Select Save





## 9. Go to the Item tab



## 10. In the Export/Import section, select Download in Excel 2007-2021 format

UAT (BUILD) Celestica General Info Sourcing Contracts

RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot : 1 / Rou...

Save Validate & Submit Proposal Cancel Proposal Other Actions

Data has been saved

Remaining time : 6d 09h 43min 47s No proposal has been submitted

Export / Import

Download in Excel 2007-2010 format (xls) 10  
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)  
Click or Drag to add a file

Currency\* USD Total  
Total per currency

Keywords Show unanswered items only Search Reset

Response

0 Selected

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Additional Costs	Labour Cost	Delivery Fees	Total Amount	Deliv. date
11_1	Required Item	Facilities A1	100.00000		2/28/2024	ea.						

[Date map][Legal mentions] Celestica v1.0 UAT (BUILD)

11. Open the Excel File

12. In 'Response' sheet under 'Unit Price' in line 2, input the price

English

This file allows you to respond to current RFx quotation form (Line items).  
Please fill in blank cells.  
Please not to change other parts of the file or structure of the answer grids, otherwise your answers may not be properly imported.

When the file has been completed, please upload it to the application using "Upload Excel quotation form" on "Quotation form" tab.  
Then, please check the data imported to the application.  
You will eventually have to provide additional information (Attach extra files for instance).  
Finally, submit your answer to buyers using "Validate" button.

Parent Item	Code	Field type	Label	Qty	Order	Deliv. date	Unit	Unit price	Additional Costs	Labour Cost	Delivery Fees	Total Amount	Deliv. date_1
	11_1	Required Item	Facilities A1	100		2/28/2024	ea.	10000					
	11_1					2/28/2024		2000					

12

13. Under 'Delivery Date' in line 3, input the date

English

This file allows you to respond to current RFx quotation form (Line items).

Please fill in blank cells.

Please not to change other parts of the file or structure of the answer grids, otherwise your answers may not be properly imported.

When the file has been completed, please upload it to the application using "Upload Excel quotation form" on "Quotation form" tab.

Then, please check the data imported to the application.

You will eventually have to provide additional information (Attach extra files for instance).

Finally, submit your answer to buyers using "Validate" button.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Parent Item	Code	Field type	Label	Qty	Order	Deliv. date	Unit	Unit price	Additional Costs	Labour Cost	Delivery Fees	Total Amount	Deliv. date_1
	I1_1	Required Item	Facilities A1	100		2/28/2024	ea.	10000					
	I1_1					2/28/2024		2000					

14. Save the file locally to your laptop
15. Return to Ivalua
16. In the 'item' tab on the Export/Import section, select 'Drop here your quotation form' (in excel format)

UAT (BUILD) Celestica

General Info. Sourcing Contracts

RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot : 1 / Rou...

Search

Save Validate & Submit Proposal Cancel Proposal Other Actions

Data has been saved

Remaining time : 6d 09h 43min 47s No proposal has been submitted

Export / Import

Download in Excel 2007-2010 format (xlsx)  
Download in Excel 97-2003 format (xls)

Drop here your quotation form (in Excel format)  
Click or Drag to add a file

Currency\* Total  
USD Total per currency

Keywords Show unanswered items only Search Reset

Response

0 Selected

Code	Type	Label	Qty	Order	Deliv. date	Unit	Unit price	Additional Costs	Labour Cost	Delivery Fees	Total Amount	Deliv. date
I1_1	Required Item	Facilities A1	100.00000		2/28/2024	ea.						

Site map | Legal mentions

Celestica v1.0 © UAT (BUILD)

17. Select the completed Excel file and 'open'
18. In the popup, click 'Import Items'
19. Select 'Close'

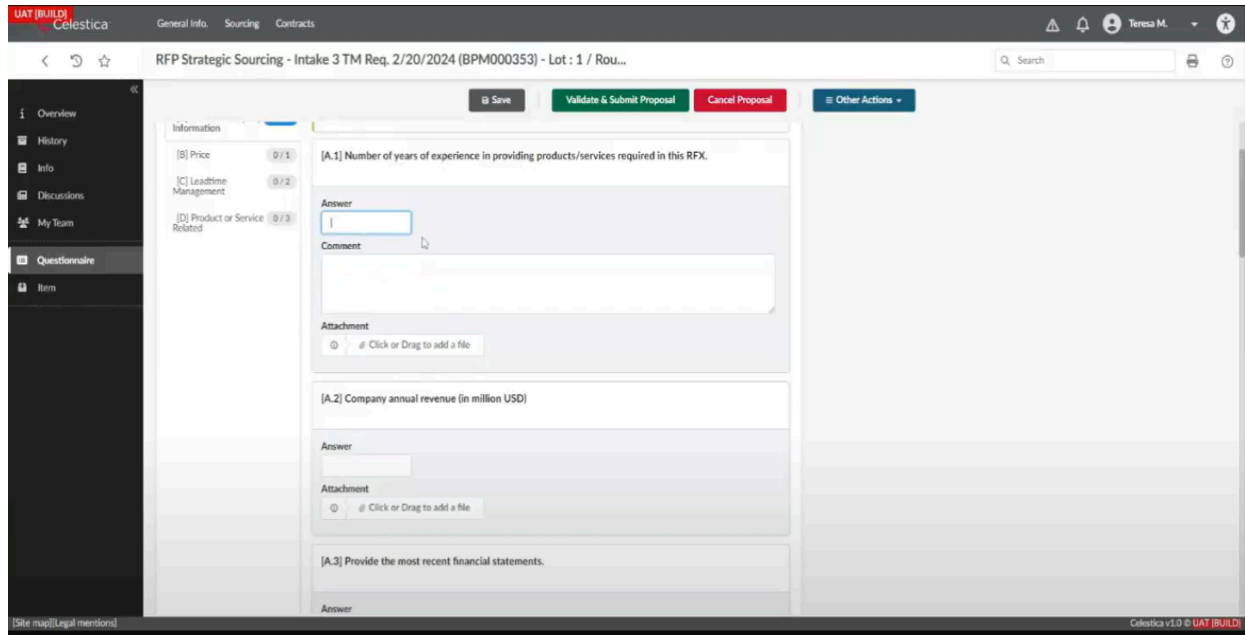
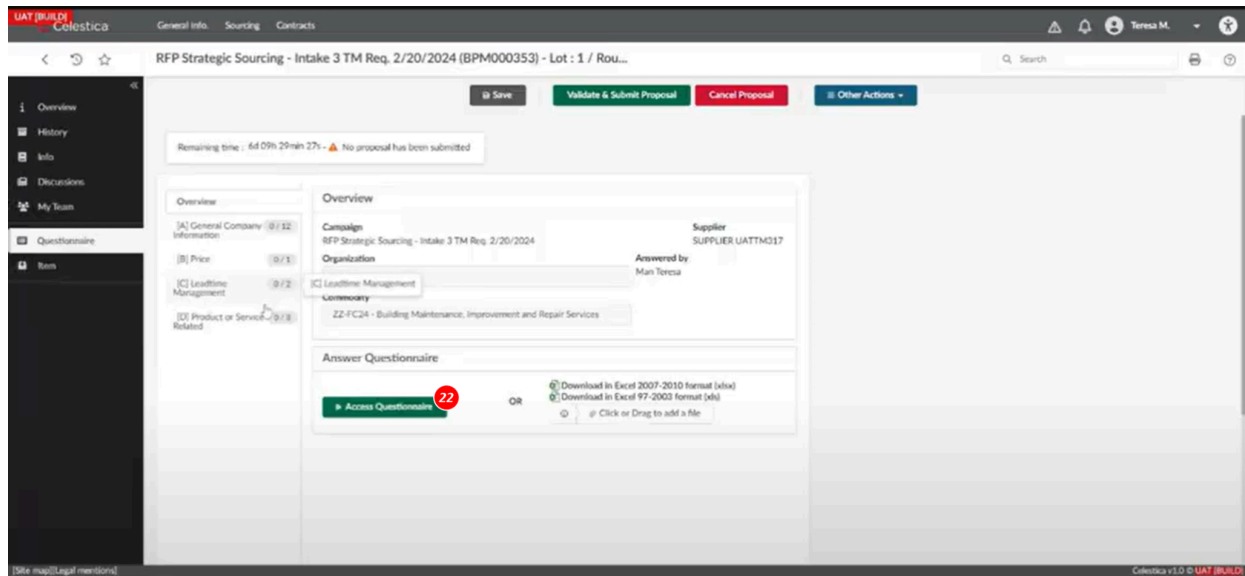
## 20. Select 'Save'

The screenshot shows the UAT (BUILD) Celestica interface. The top navigation bar includes 'General Info', 'Sourcing', and 'Contracts'. The main header displays 'RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024 (BPM000353) - Lot: 1 / Rou...'. A search bar is on the right. The left sidebar contains a menu with 'Overview', 'History', 'Info', 'Discussions', 'My Team', 'Questionnaire', and 'Items'. The 'Questionnaire' tab is selected. The main content area shows a 'Remaining time: 6d 09h 39min 56s' and a message 'No proposal has been submitted'. Below this is an 'Export / Import' section with options to download in Excel 2007-2010 or Excel 97-2003 format, and an option to export as a Supplier Price.xlsx file. A 'Currency' dropdown is set to 'USD', and a 'Total per currency' button is visible. A 'Keywords' search bar is also present. At the bottom, a table lists items with columns for Code, Type, Label, Qty, Order, Deliv. date, Unit, Unit price, Additional Costs, Labour Cost, Delivery Fees, Total Amount, and Deliv. date. The first item is 'Required Item' with a quantity of 100.00000 and a delivery date of 2/26/2024.

## 21. Select the 'Questionnaire' tab

The screenshot shows the UAT (BUILD) Celestica interface with the 'Questionnaire' tab selected. The main content area displays a 'Remaining time: 6d 09h 29min 27s' and a message 'No proposal has been submitted'. Below this is an 'Overview' section with fields for 'General Company Information', 'Price', 'Leadtime Management', and 'Product or Service'. The 'Price' field is highlighted with a red circle and the number 21. The 'Overview' section also includes a 'Campaign' field (RFP Strategic Sourcing - Intake 3 TM Req. 2/20/2024), an 'Organization' field (Supplier SUPPLIER UATM317), and a 'Leadtime Management' field (Answered by Man Teresa). Below the 'Overview' section is an 'Answer Questionnaire' section with a green 'Access Questionnaire' button and options to download in Excel 2007-2010 or Excel 97-2003 format, and an option to click or drag to add a file.

## 22. Select "Access Questionnaire" and complete the answers with as much detail as possible



23. Once all the fields are answered
24. Select Save
25. Select the button 'Validate & Submit Proposal' and 'Ok' in the popup
26. Select the button 'Submit my proposal'