## Indirect Procurement Transformation (Ivalua)

## About this Document

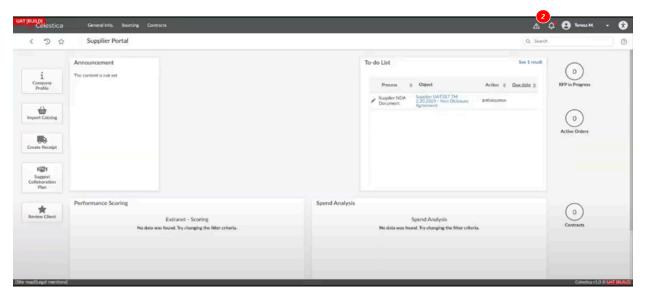
• This document provides you with guidance on how to complete an Non-disclosure agreement (NDA)

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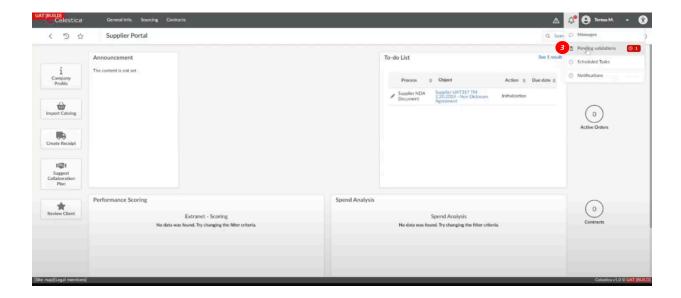
## Non-disclosure agreement (NDA):

A Supplier must complete the following steps in order to complete the NDA in Ivalua:

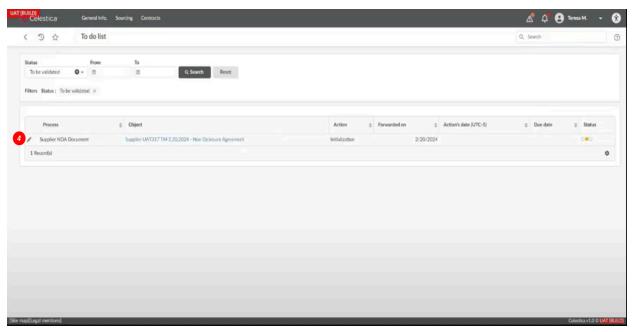
- 1. Login to Supplier portal
- 2. Select the Bell Icon in the top right



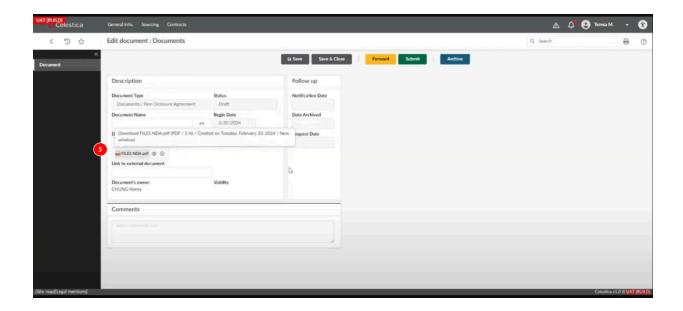
3. Select the "pending validations" section



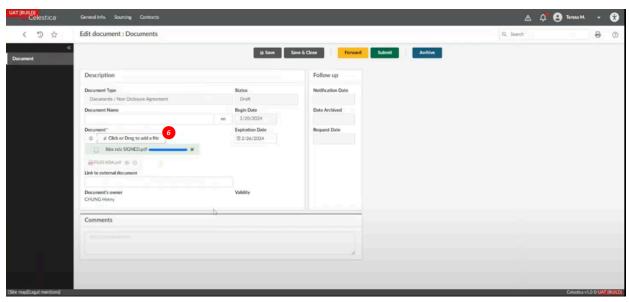
4. Select the pencil icon beside the "supplier NDA Document"



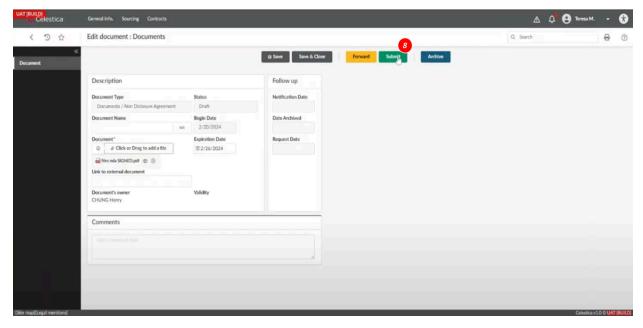
5. Download the template document



6. Select the Click or Drag to add a file



- 7. Select the NDA Document that was downloaded
- 8. Select the Submit button.



The Category Manager will receive the NDA and approve or reject accordingly.