Ivalua

Supplier Training Document

Supplier Information Management

Document Name	User Training Document
Document Author	Ivalua
Document Date	26-July-2024

Contents

1 Training Objectives

The objective for this training document is to ensure you are able to:

- Register and access the application
- Navigate and find your company information within the Ivalua application
- Create and maintain contacts for your company
- Maintain your company's information by performing various change request

2 Source to Pay Portal for Texas Instruments

2.1 Texas Instruments Source to Pay Transformation

- TI is making major improvements in our global Source to Pay processes. This project will be deployed in 3 phases.
- As a key feature of the Supplier Information Management module, supplier engagements will transition from current email and phone call-based processes to the maintenance of information within a secure, web-based portal.
- Some of the advanced features of this initial deployment include:
  - Automated onboarding, registration and self-maintenance capabilities, such as the ability for multiple supplier contacts, management of banking information, etc.
  - A secure repository for uploading and managing documents

2.2 Future Deployments

- Future phases will include:
  - Improved PO issuance & acknowledgement functions
  - Advanced invoicing features for our suppliers (PO to invoice flip) and a centralized invoice hub
  - Broader deployment of eCatalogs for faster, more automated TI/supplier engagements
  - Enhanced MRP collaboration features to improve communications for demand driven material requirements

- To learn more about the Ivalua platform, go to the Ivalua web site by clicking this link, and search for *“Source to Pay”.*

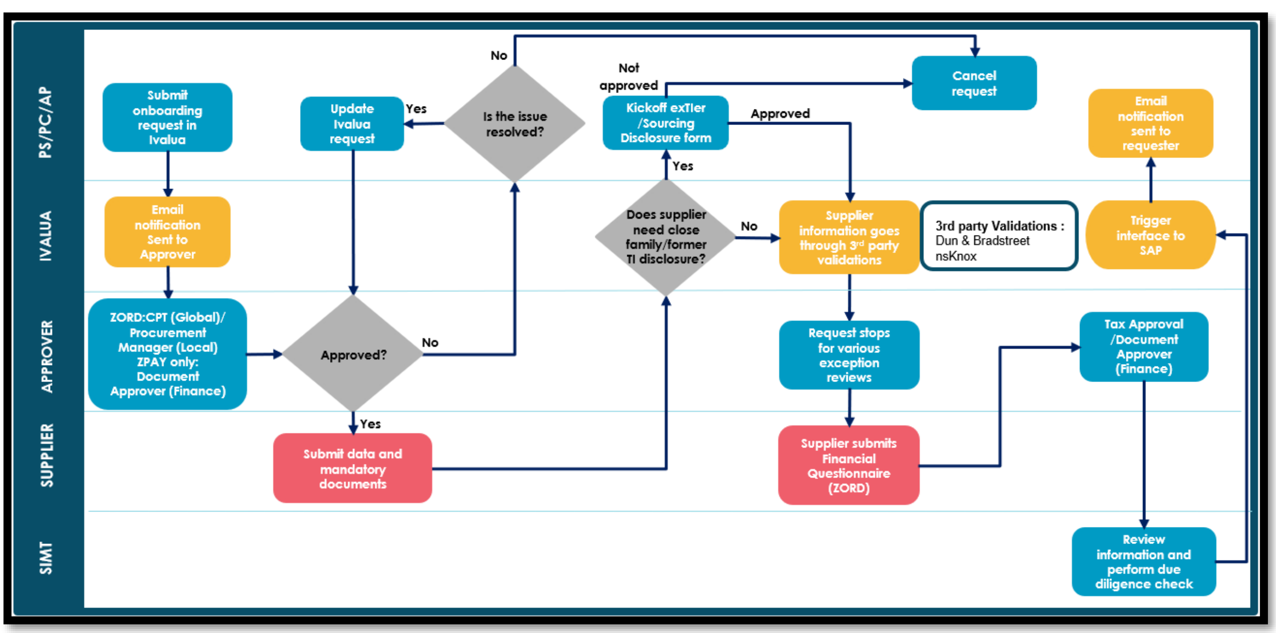
[Ivalua Homepage Link]

2.3 Benefits of Supplier Portal for Supplier

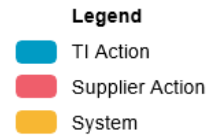
- Seamless collaboration with TI using platform
- One application for all communications with TI
- Supplier self-management of critical information
    - Company Information
        - Name & Address
        - Tax ID information
        - Banking information
    - Account representation
        - Sales
        - Quality
        - Accounts Payable

Legend
TI Action
Supplier Action
System

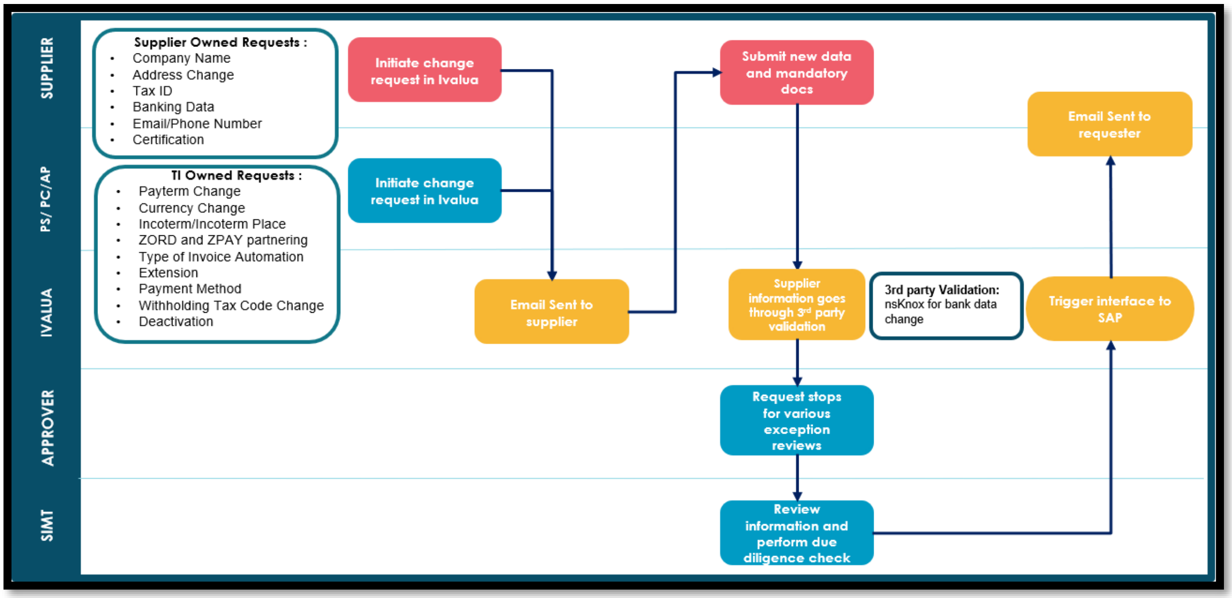
2.4 Supplier Information Management in Ivalua



2.5 Supplier Information Management (SIM)



Information Change Process

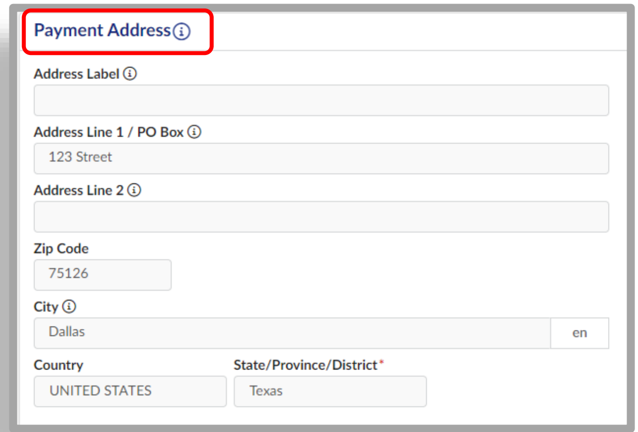


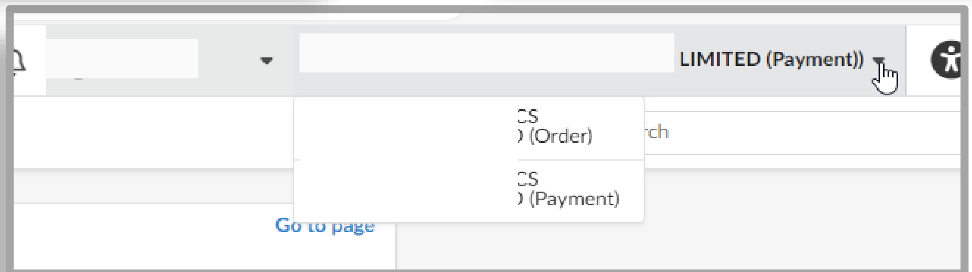
The Source to Pay portal enables suppliers to maintain critical information for their company.

Types of Accounts

- Order Accounts – determines who TI will place an order with
- Payment Accounts – determines where TI will make payments

You can determine the type of account by reviewing the title for the address section (Order Address/Payment Address) or, if you have access to both types of accounts, you will be able to click your company's name in the top right corner of the screen.





A different ID number will be assigned to each account type that is needed for your engagement with TI.

You will only see multiple accounts if your contact information is listed on each account.

A new ID number will be created for each change request. This number will be removed once the change request is approved by TI.

The Source to Pay portal enables suppliers to maintain critical information for their company.

Types of Updates

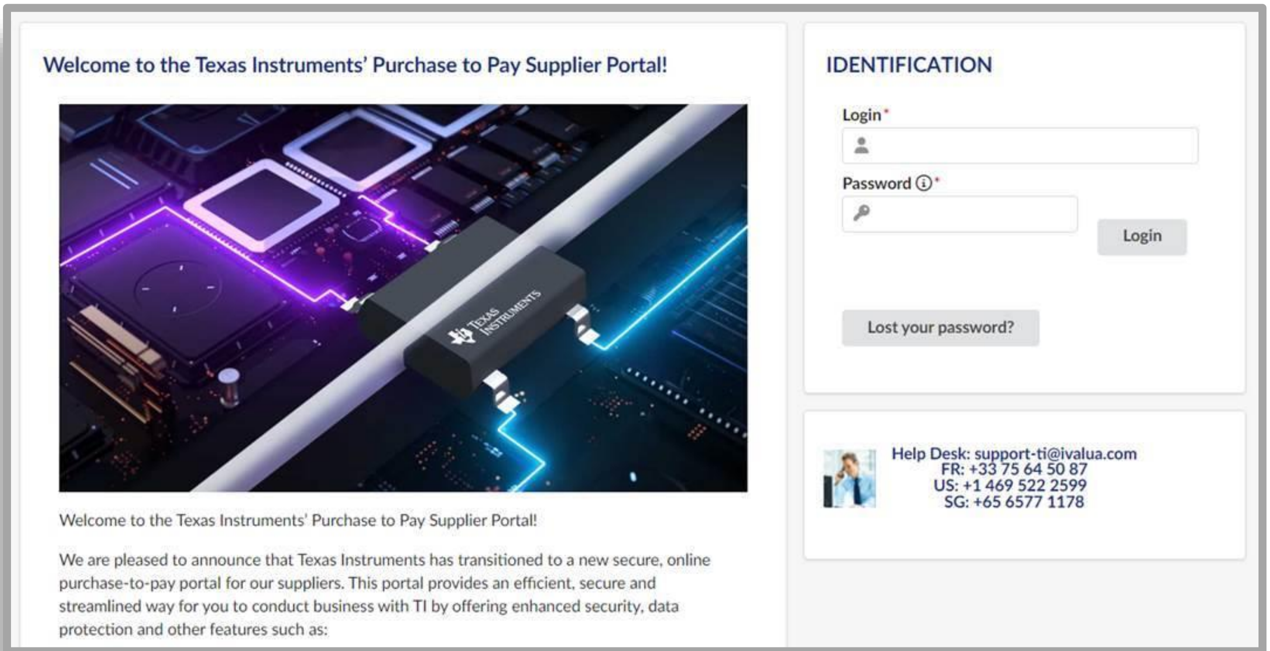
- Company Name
- Banking Data
- Tax ID
- Address
- Phone Number
- Contacts
- Certifications

3 Accessing the Portal

Link to Application

3.1 Supplier Registration

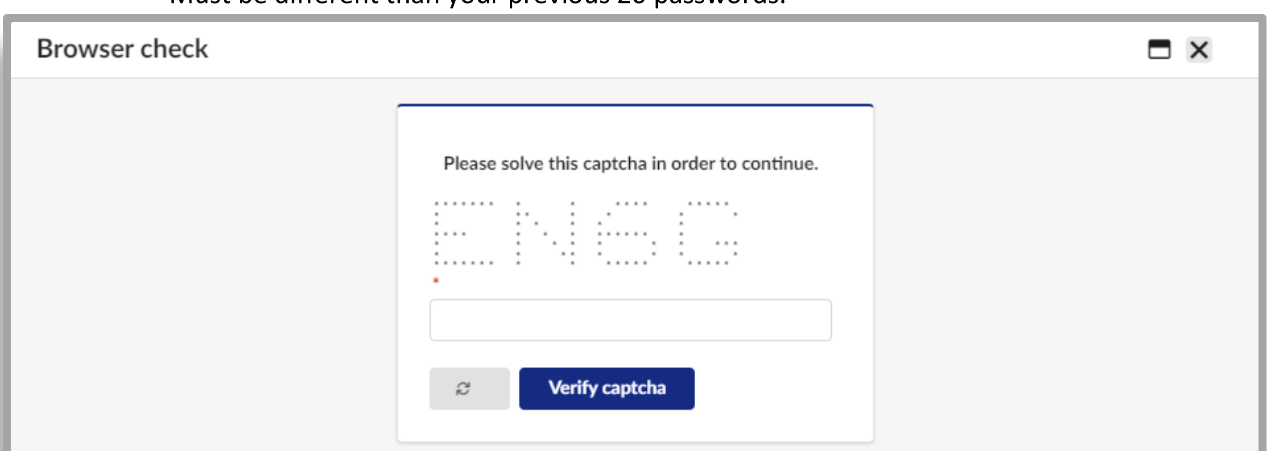
- In order to access the system, you must complete the registration process.
- You will receive an email with details that will direct you to create a password using the user id/email that was provided to TI.
- After accessing the application link, enter your email and click Lost your password?

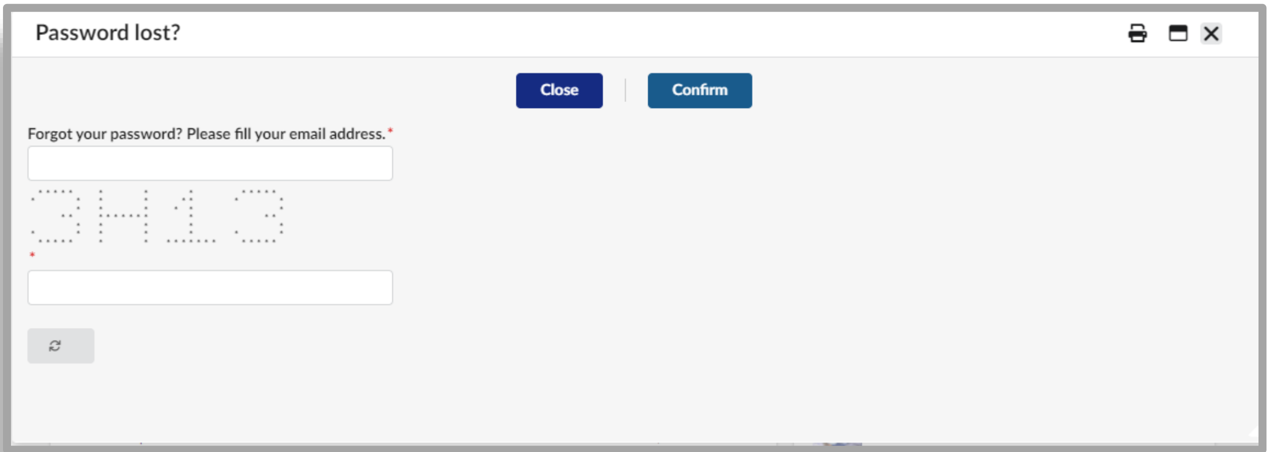


- Complete the Browser check on the next screen
- Enter your email address and enter a password for your account.

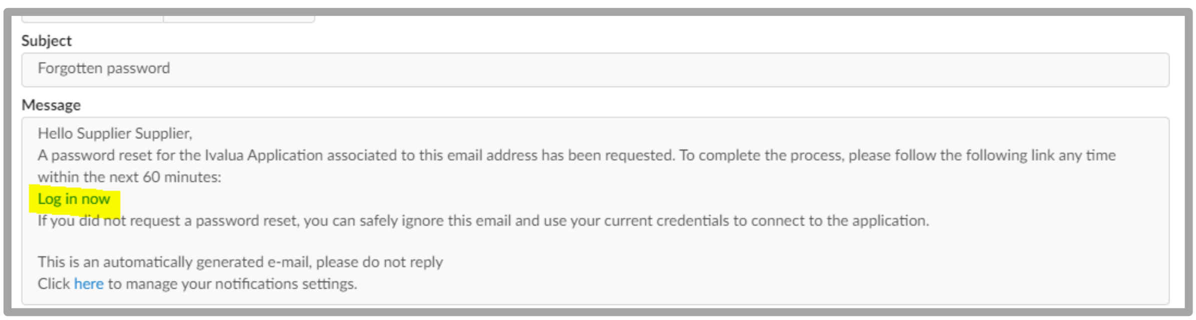
Your password must meet the following requirements:

  - Must be a total of 8 characters.
  - Must contain at least one upper case letter (A-Z)
  - Must contain at least one lower case letter (a-z)
  - Must contain at least one number (0-9)
  - Must NOT contain any special characters
  - Must be different than your previous 20 passwords.

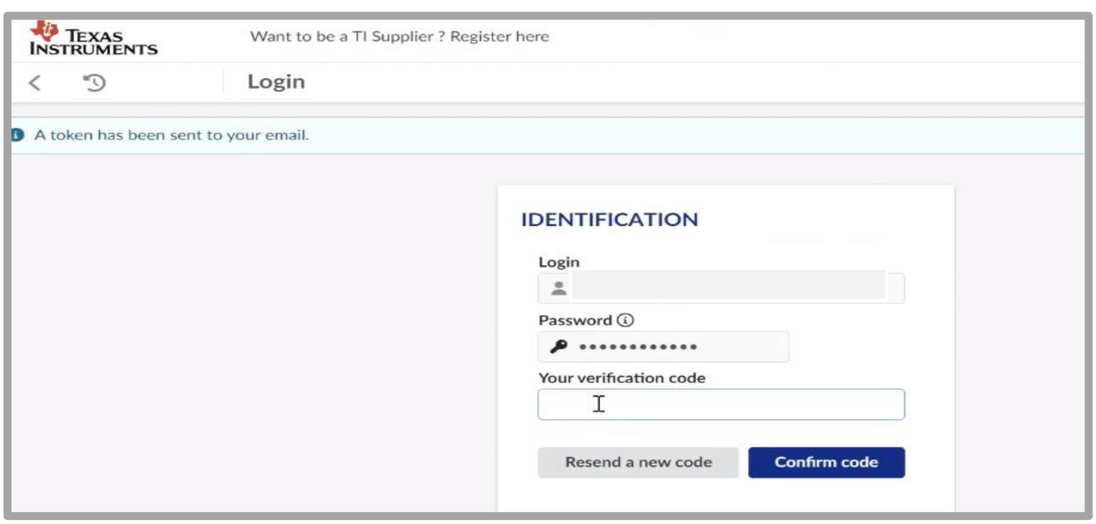




- You will receive the email seen below.
- Follow the instruction to set a password for your account.

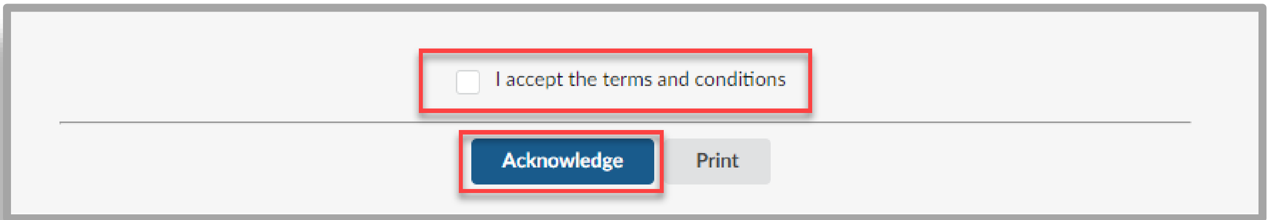


- Two-factor authentication required. The token will be sent to your email.



3.2 General Terms of Use

- When logging into the system for the first time, you will be required to review and accept the General Terms of Use.
  - These General Terms of Use are related to the use of the Supplier Portal. *These are not TI's Standard Terms and Conditions.*
- After reviewing, select *I accept the terms and conditions*
- Click Acknowledge



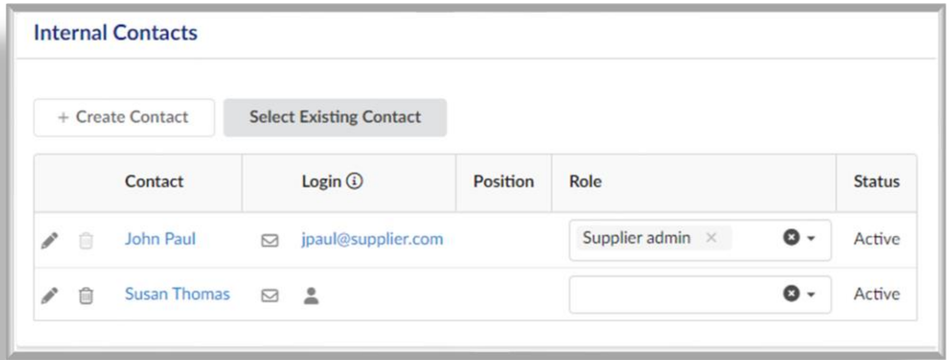
3.3 Trouble Logging In?

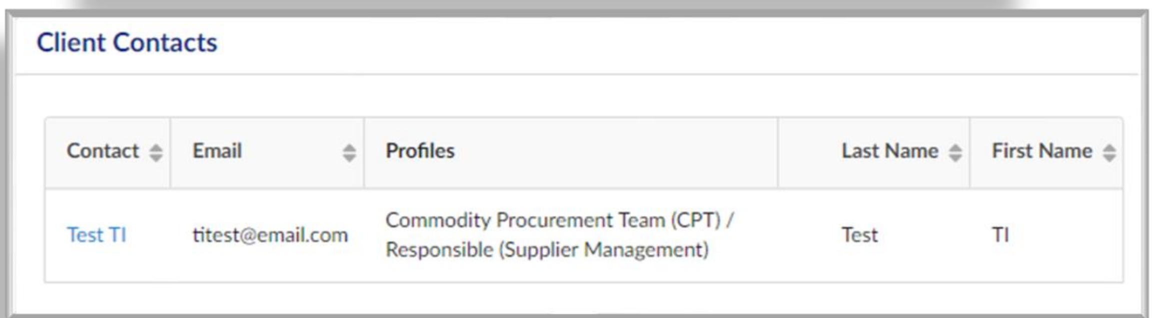
- If you need support logging into the portal, please use the contact information provided below.

support-ti@ivalua.com
Phone :
FR: +33 75 64 50 87
US: +1 469 522 2599
SG: +65 6577 1178

3.4 Additional Contacts

- As the registered contact for your company (Internal Contacts), you will receive all communications related to your company's relationship with TI.
- If additional contacts are needed, you can initiate the account setup process on the Contacts tab.
- Client Contacts will contain contact information for resources at TI.

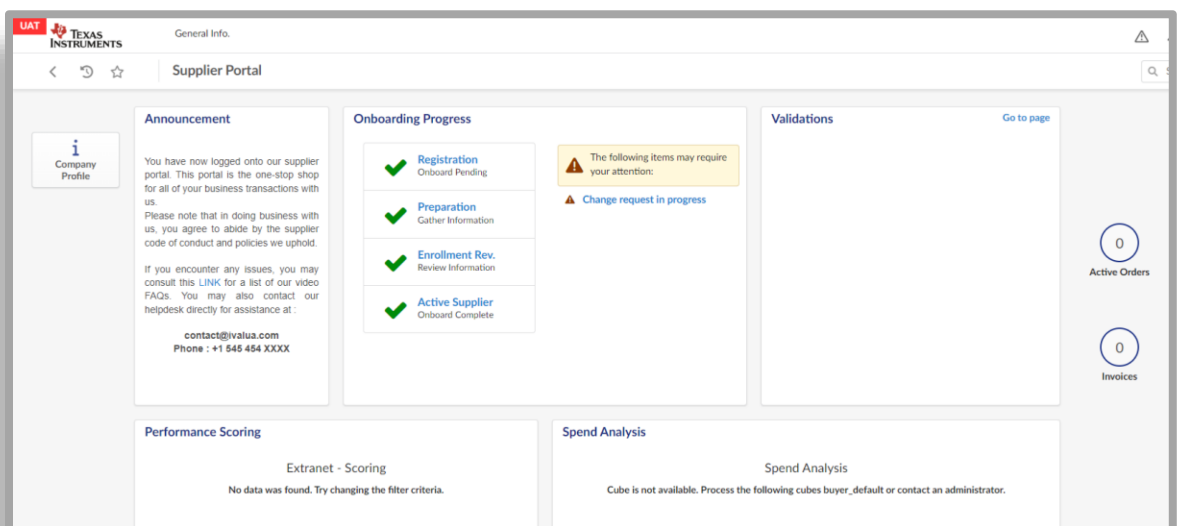




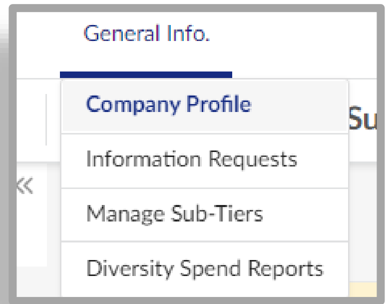
4 Navigating the Portal

4.1 Supplier Home Page

- After accessing the Ivalua system, you will be automatically directed to your Supplier Portal.



Clicking "General Info." At the top of the screen will allow you to view information related to your relationship with TI."

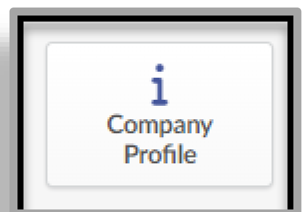


Menu Options:

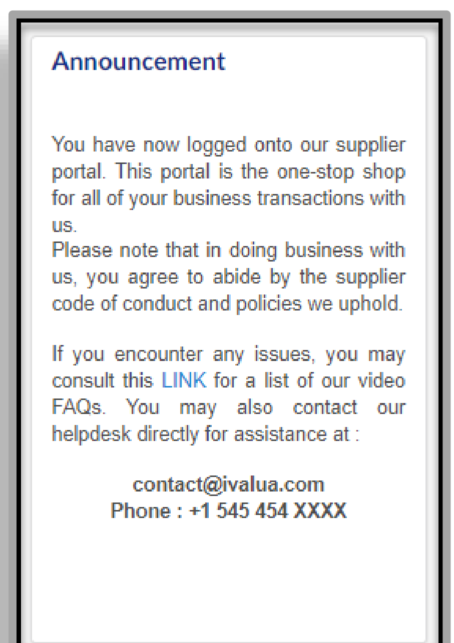
- Company Profile – Your company's information
- Information Request – Documents provided to TI
- Manage Sub Tiers – Will not be used at this time
- Diversity Spend Reports – Will not be used at this time

There is an additional option on left side of the screen.

- Company Profile will take you to your company's information

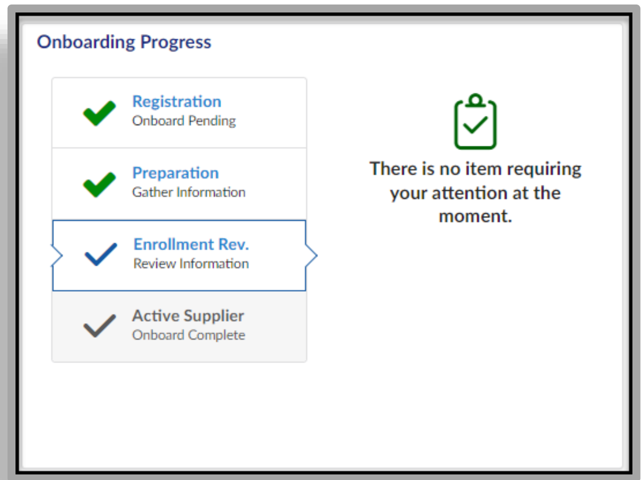


Announcements will be used by TI to share important information to all suppliers.



Onboarding Progress will show the status of your onboarding process and alerts for change request.

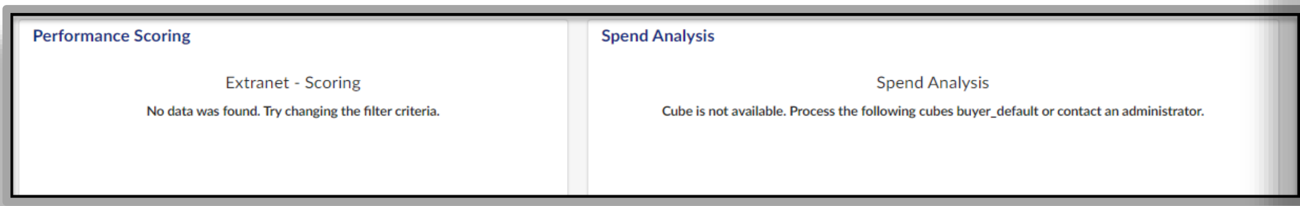
You will have 4 green checkmarks when the onboarding process is complete.

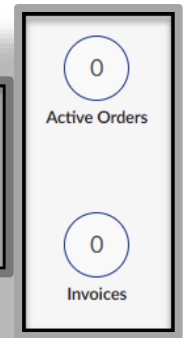


Validations will display records here when you have pending actions to complete.

- The following dashboard are defaults but will not be used at this time.
  - Performance Scoring
  - Spend Analysis
  - Active Order

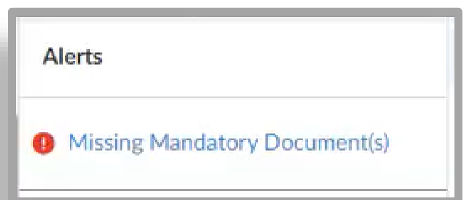
– Invoices





4.2 Alerts

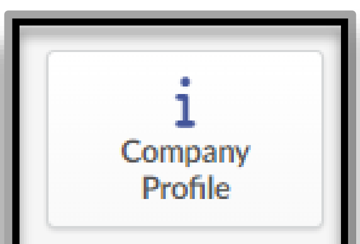
- During the Onboarding or Change Request processes, you may see Alerts on the right side of the screen.
- Alerts will indicate what information is being required from TI.
- Clicking on each alert will take you to the screen where the data must be entered.

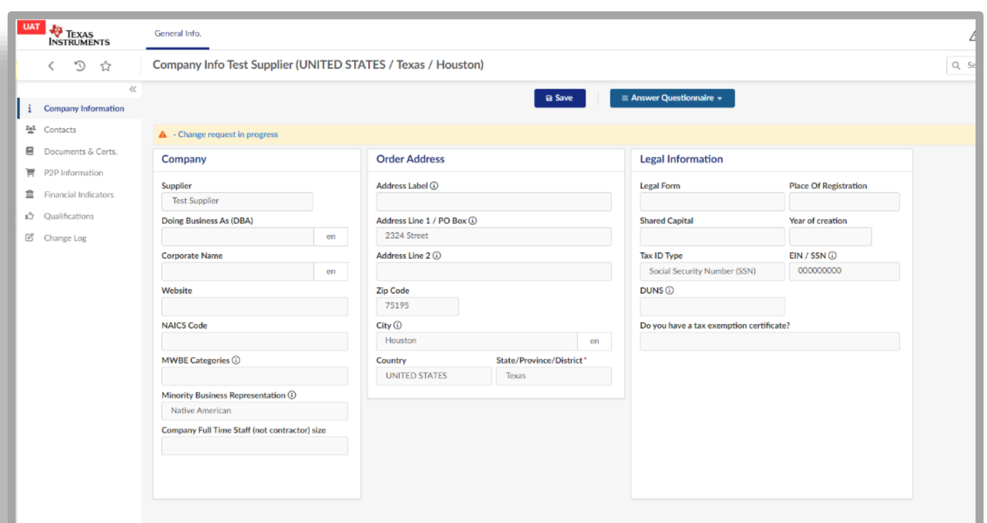


- Complete the required information and click Save.

4.3 Company Information

- Once you click Company Profile, you will be able to view your company's information.



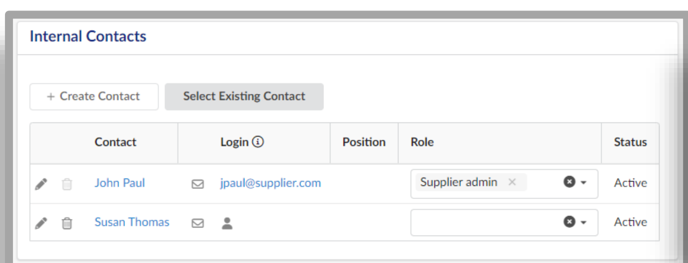


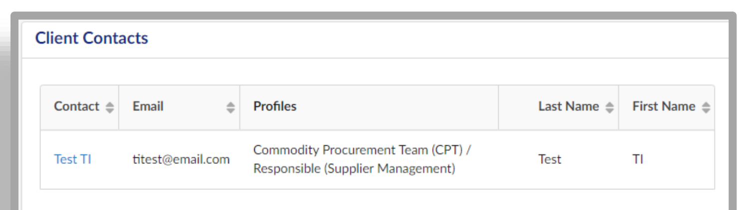
Information on this tab:

- Company Name
- Order or Payment Address
- Minority Business Identifiers
- Legal Information

4.4 Contacts

- **Internal Contacts** – Provides a list of contacts for your company who should access the portal
  - There are 3 primary types of contacts (Only one contact can be assigned to each type):
    - **Supplier Admin** – The contact is required for all account types and that will receive communications from TI.
      - The initial contact for the supplier will be responsible for entering the additional contacts.
    - **PO Recipient** – The contact is required for order accounts and will receive communication related to Purchase Orders
    - **Accounts Receivable** – The contact is required for payment accounts and will receive information related to payment.
- **Client Contacts** - Provides a list of contacts from TI who can be contacted with any questions related to your supplier profile.

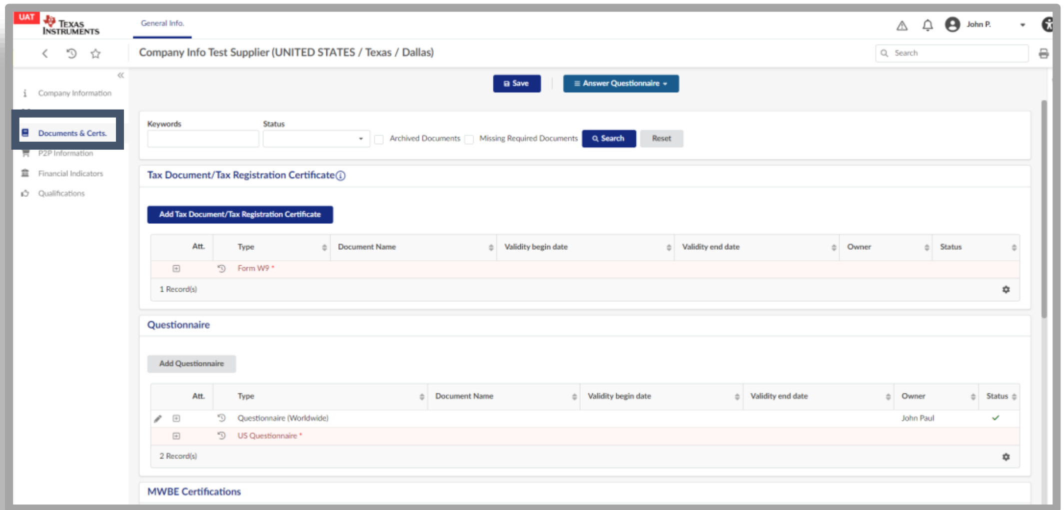




4.5 Documents & Certs

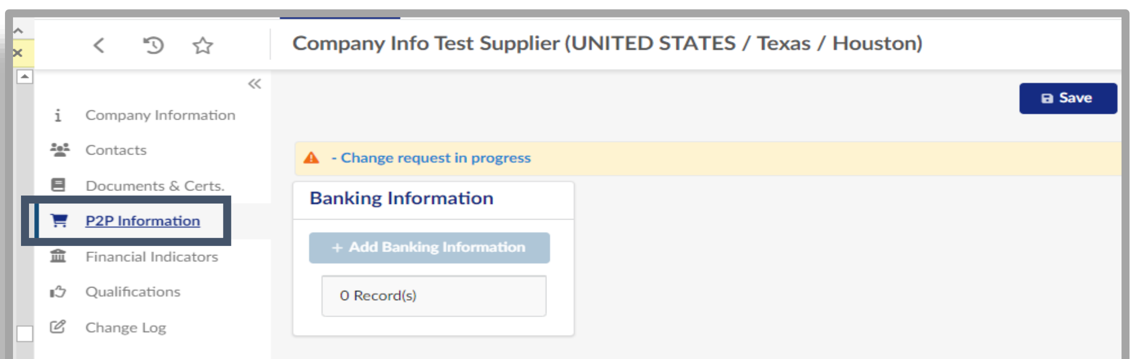
- Will store all documents and certifications for your company.
- There will be Questionnaires that must be completed as part of the onboarding process
    - Note:
      - Red items indicate the document(s) have not been submitted.

– To archive an uploaded document, click on the pencil icon then click on Archive and click on Save.



4.6 P2P Information

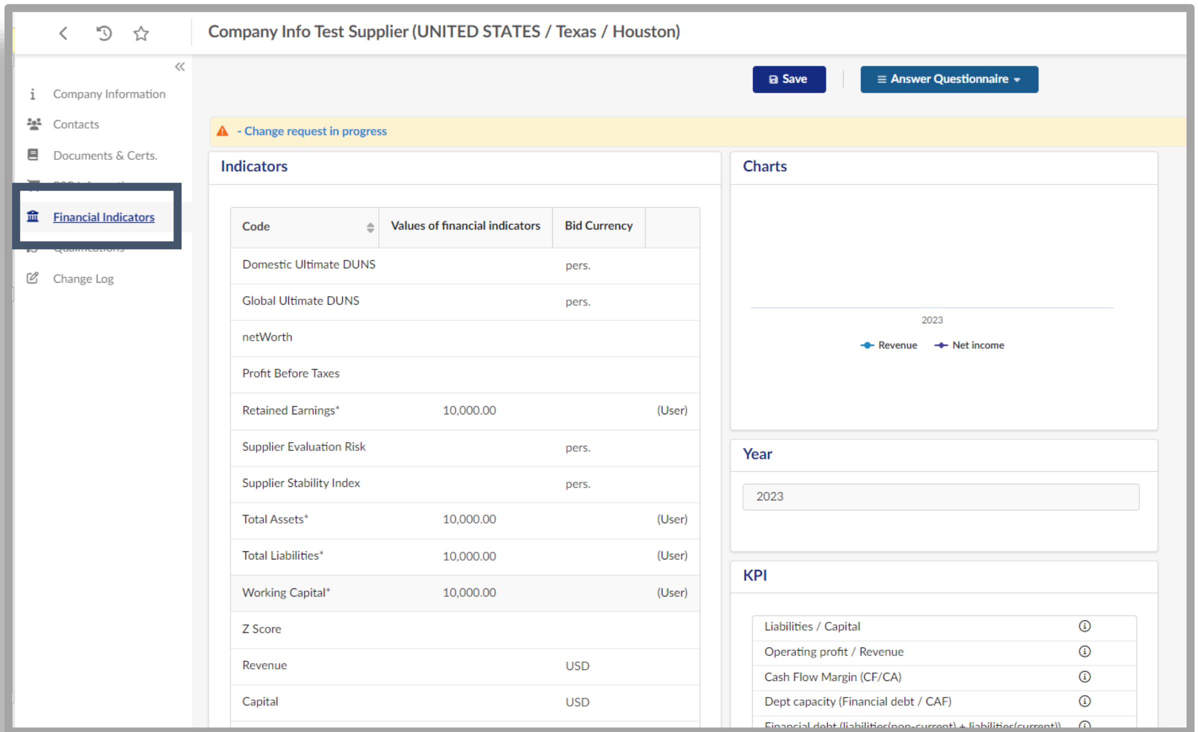
- P2P Information tab is used to store and update your Banking Information.
  - This is only applicable to Payment accounts.
  - Only one bank account can be linked to a payment account.



4.7 Financial Indicators

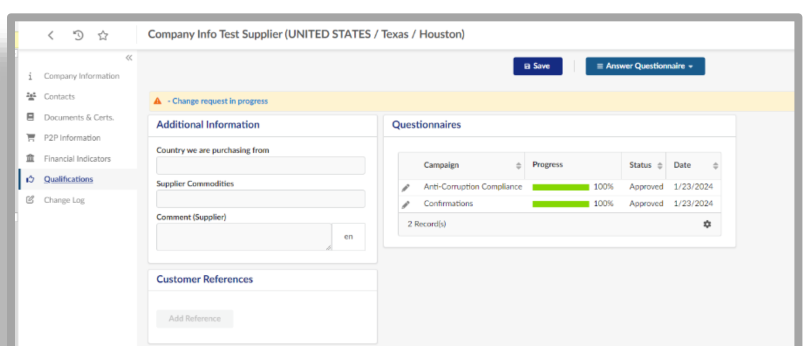
- This tab will show financial information provided by Dunn & Bradstreet.
  - If financial information is not returned from Dunn & Bradstreet, you will be required to complete a Financial Questionnaire.
- Financial Indicators are only needed for order accounts.

- Your Z-Score will be displayed



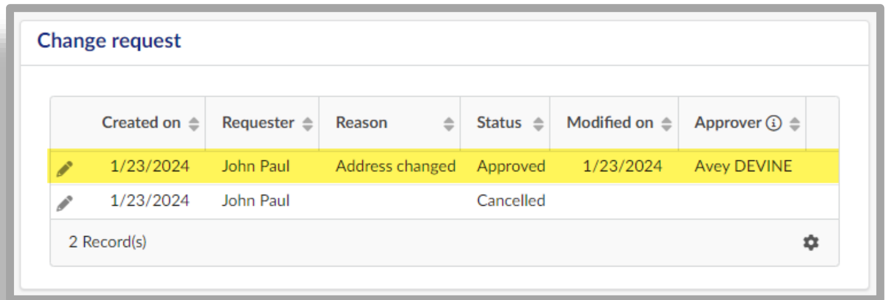
4.8 Qualifications

- Qualifications will provide a list of Questionnaires that have been submitted to TI.
- You can also answer Questionnaires from this tab using the Answer Questionnaire button.
  - Begin Dates for Questionnaire cannot be in the future.
- After a questionnaire has been saved, use the Edit icon (pencil) to view the answers.
  - ***After a questionnaire is saved, it cannot be changed***. A change request is required to complete a new questionnaire.



4.9 Change Log

- Provides a log of change requests submitted
  - You can use this tab to monitor the status of your change request



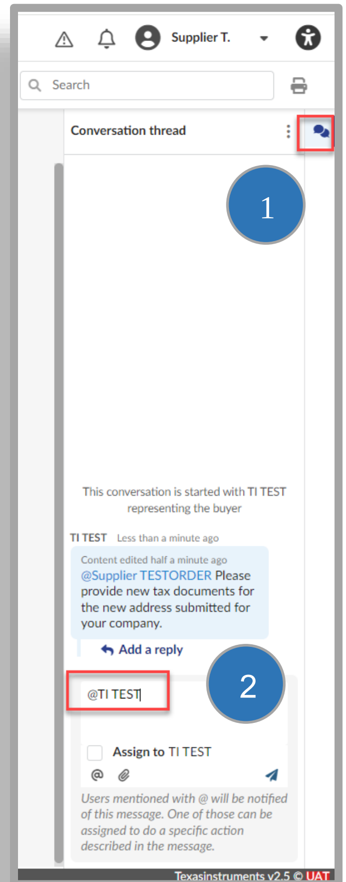
Change request

	Created on	Requester	Reason	Status	Modified on	Approver
	1/23/2024	John Paul	Address changed	Approved	1/23/2024	Avey DEVINE
	1/23/2024	John Paul		Cancelled		

2 Record(s)

4.10 Portal Conversation

- TI will use Conversations to communicate information to you.
  - Conversations will take the place of using email to ask questions or respond to request from TI.
    - *Example:* Sharing what documents are required for the address change for your company.
  - Conversations can be found on the right side of the screen. 1
  - It is important to use "@name" to tag the TI contact you are trying to reach or respond to. 2

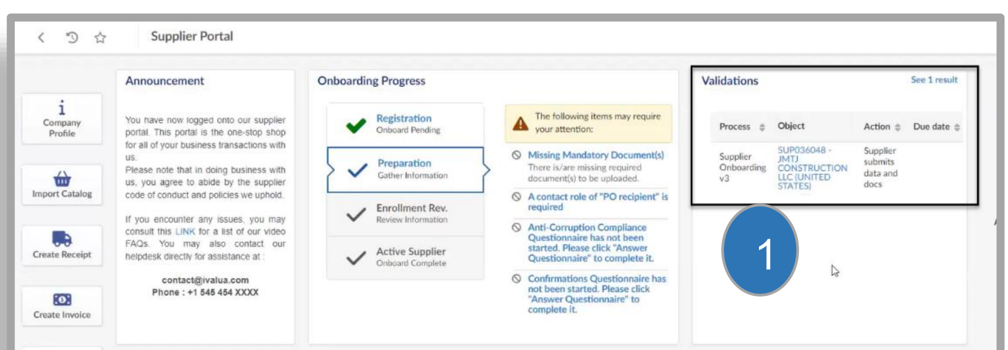


5 Supplier Onboarding – Order Account

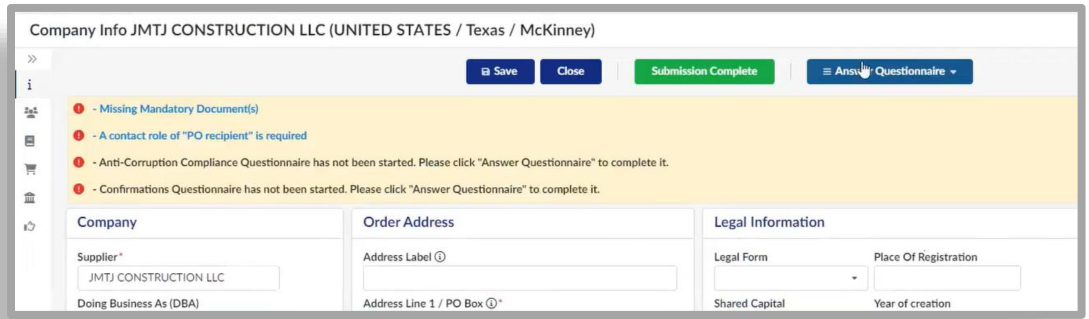
5.1 Validations

- During the Onboarding process, you will find actions pending in the Validations section.

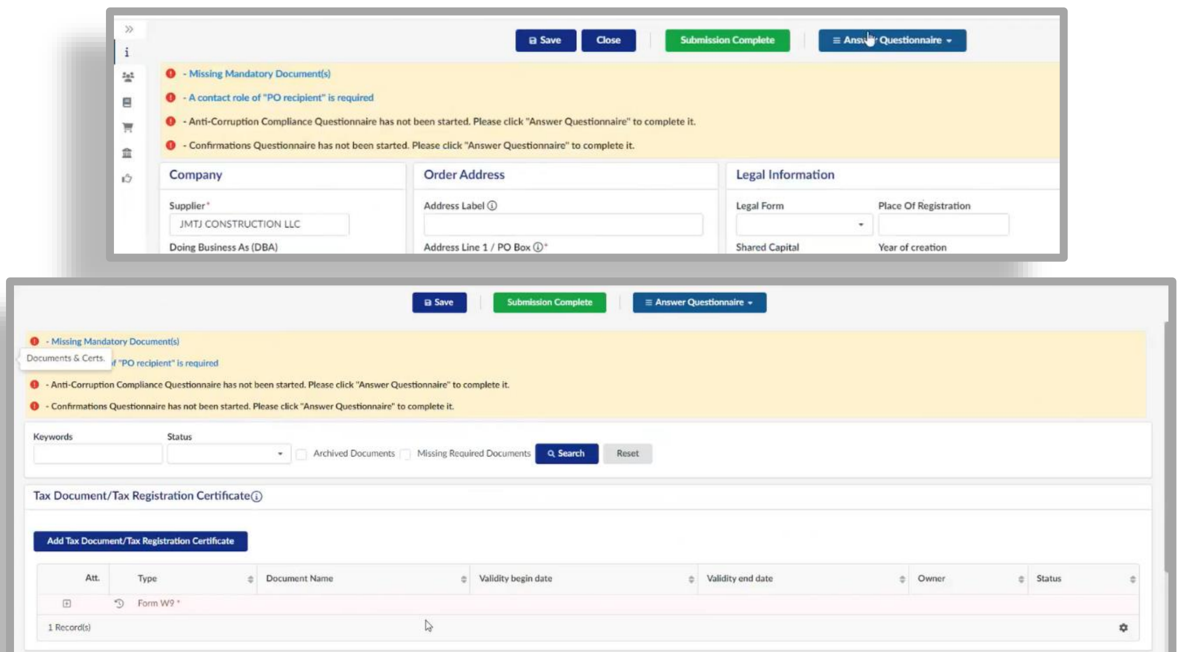
Step 1: Click the link under the Object column.



- This will open the company information and you can view the required information at the top of the screen.

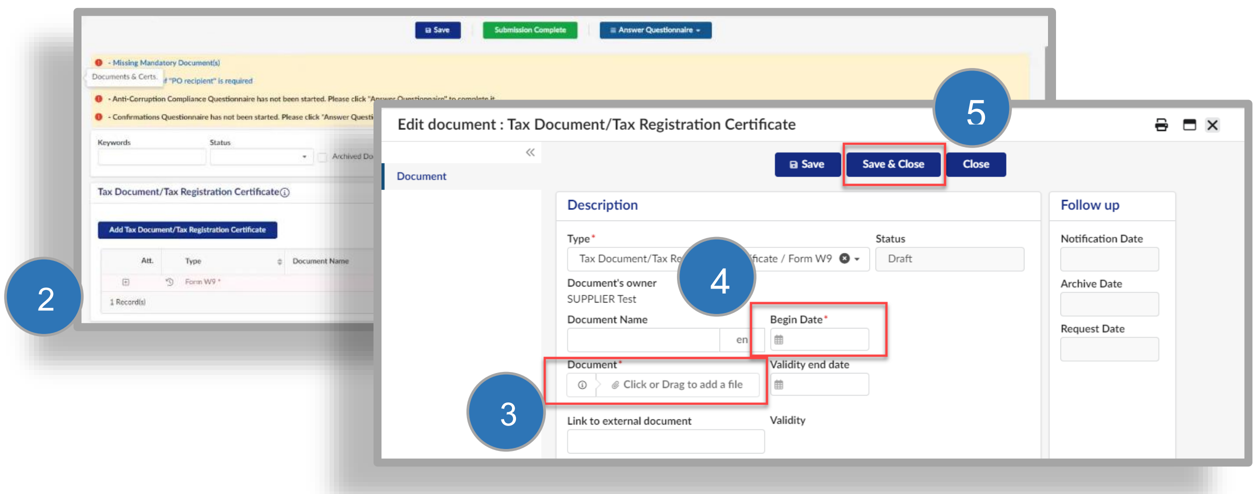


- Clicking on each requirement will bring you to the screen where that information should be entered.



5.2 Submitting Documents

Step 2: Click the '+' icon

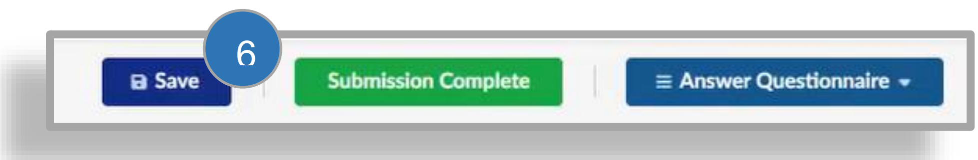


Step 3: Upload document

Step 4: Enter Begin Date for the document. (This is the effective date for the document being provided.)

Step 5: Click Save and Close

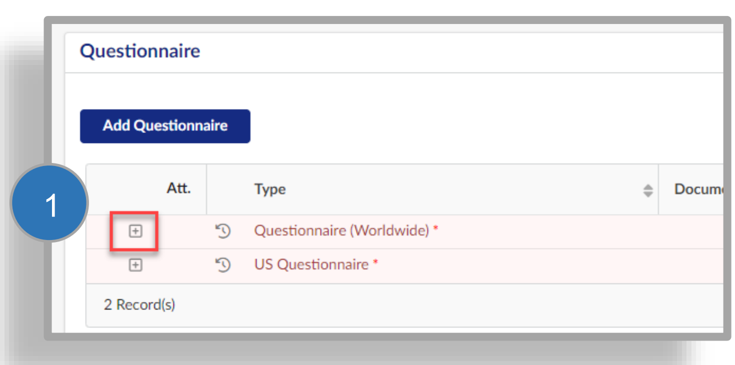
Step 6: Click Submission Complete to submit Document to TI.



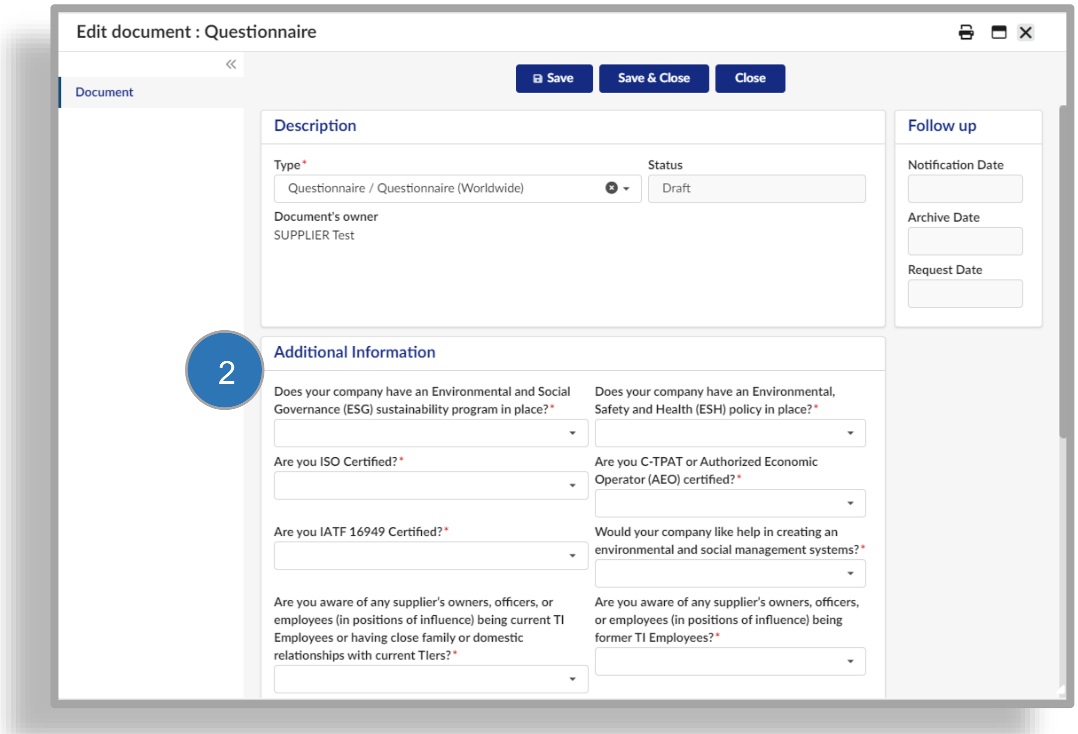
Validity End Date is not required

5.3 Submitting Questionnaires

Step 1: Click the '+' icon to open the questionnaire



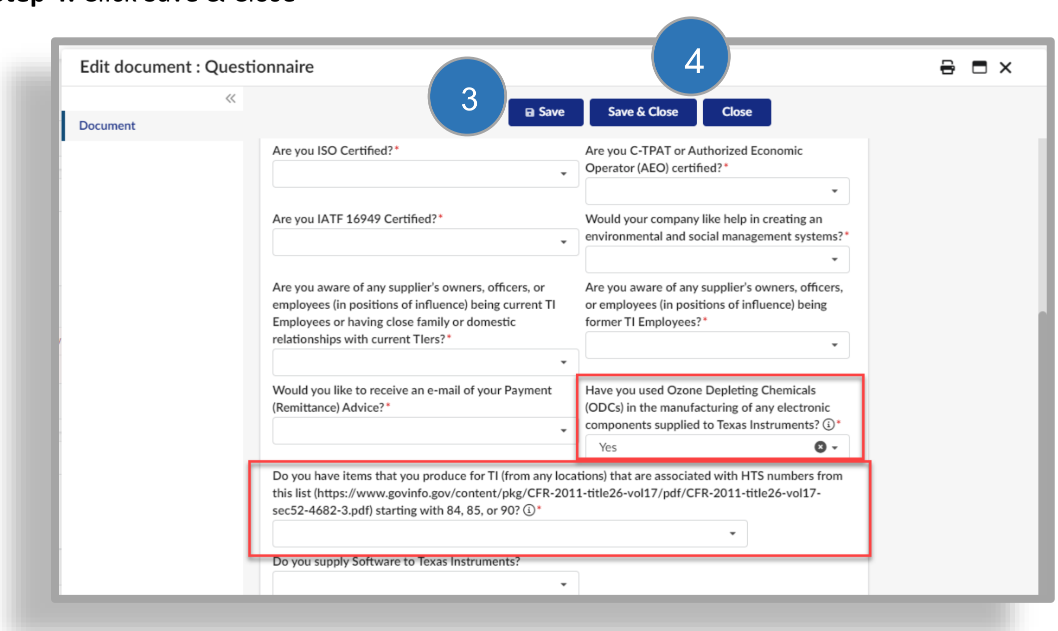
- **Step 2:** Respond to all questions.



- Important to note: If you answer Yes to the outlined question, you will need to review [this document](#)and respond to the 2nd outlined question.

- **Step 3:** Click Save to save inputs and ensure no fields have been missed.

- **Step 4:** Click Save & Close



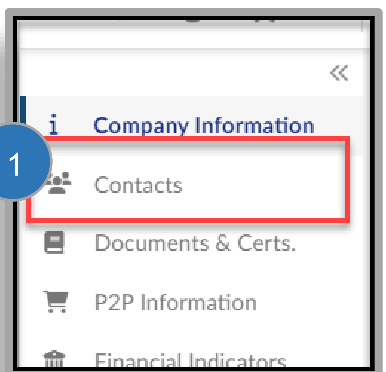
5.4 Adding Contacts

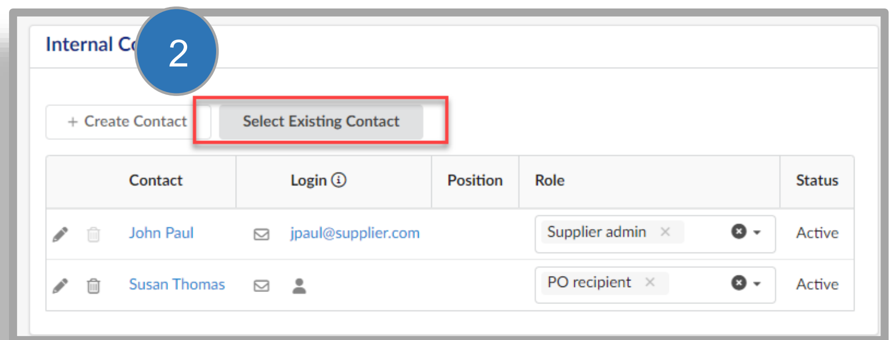
- Contacts should be maintained to ensure TI has an active party to reach out to when needed.
- Contacts for your company will be able to access the supplier portal and update critical information for your company. We recommend that you use an individuals' email address and not utilize an email list for security reasons.

5.4.1 Select Existing Contact

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Select Existing Contact

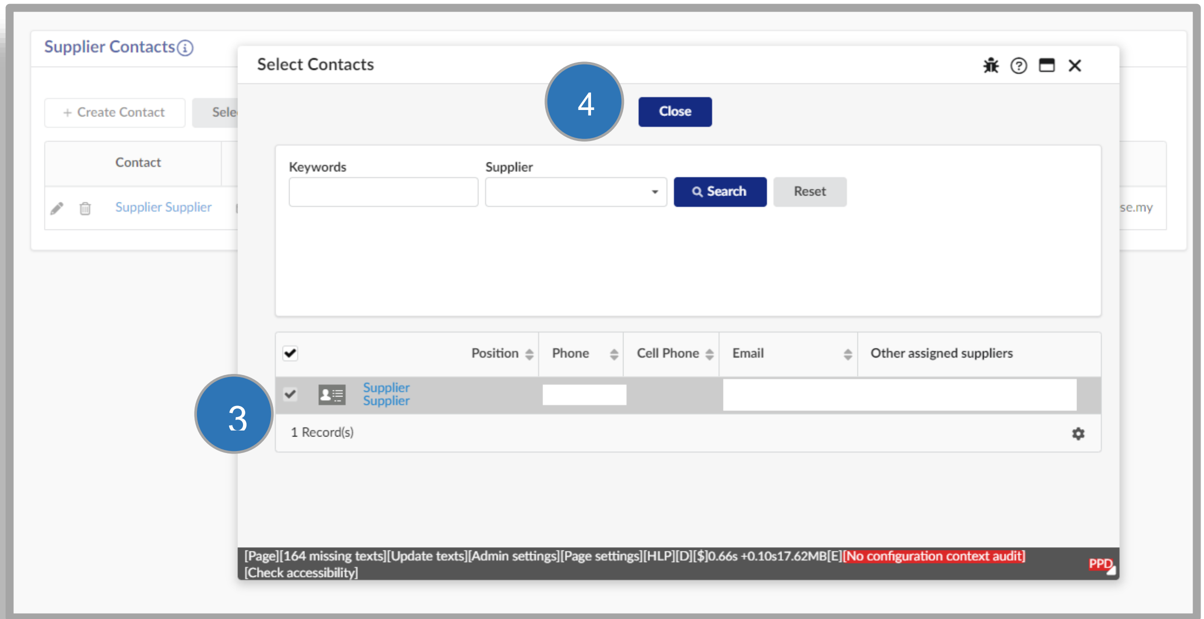




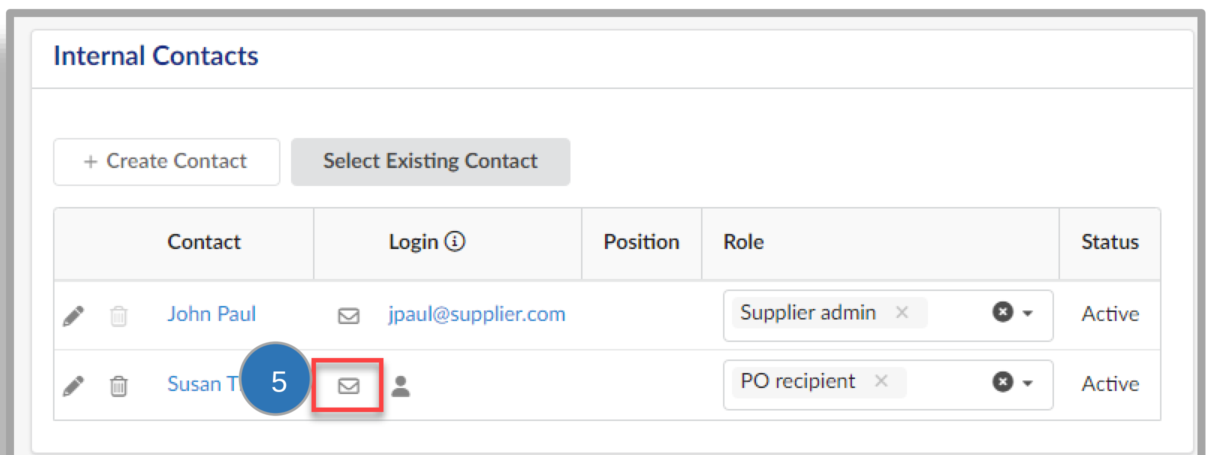
- A window will appear with a list of contact that are available for selection for your company.

Step 3: Select a contact by clicking the checkbox next to their name.

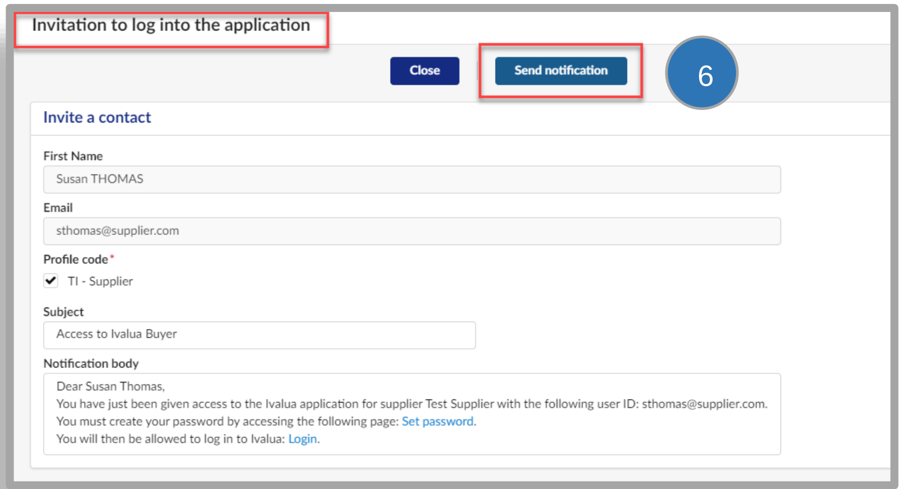
Step 4: Click Close



Step 5: Click the envelope to send the registration invitation email to the additional contacts.



Step 6: On the Invitation to log into the application window, click Send Notification

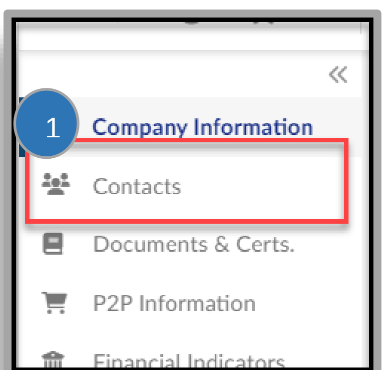


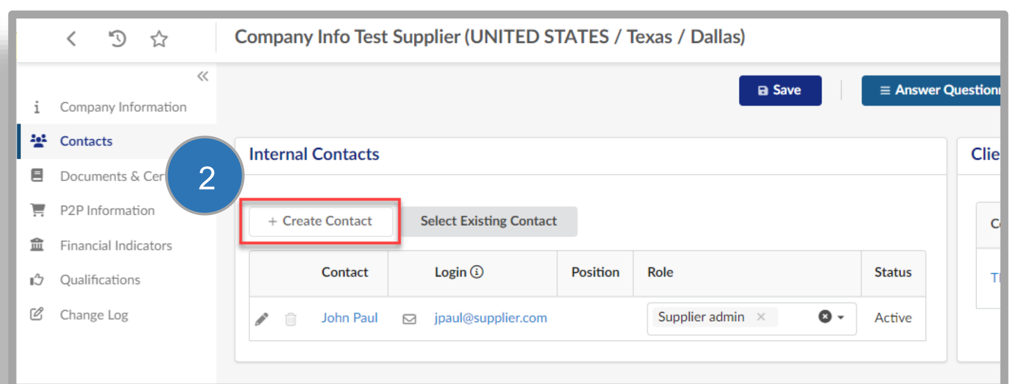
The contact will receive the email needed to create a password for their account.

5.4.2 Create a New Contact

Step 1: Click the Contacts tab on the left side of the screen

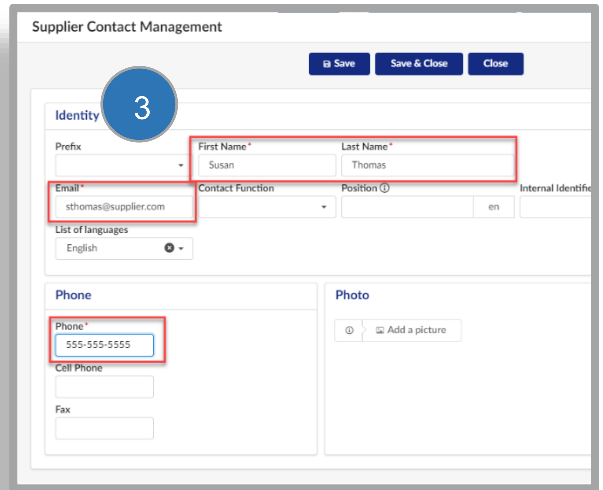
Step 2: Click Create Contact





Step 3: Enter the required details:

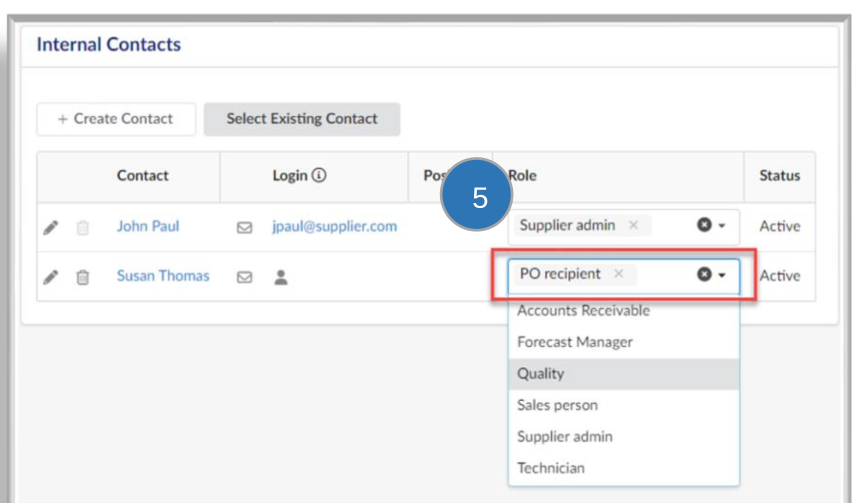
- First Name
- Last Name
- Email
- Phone



Step 4: Click Save and Close

Step 5: Select a Role for the contact (Only one contact can be assigned to each type)

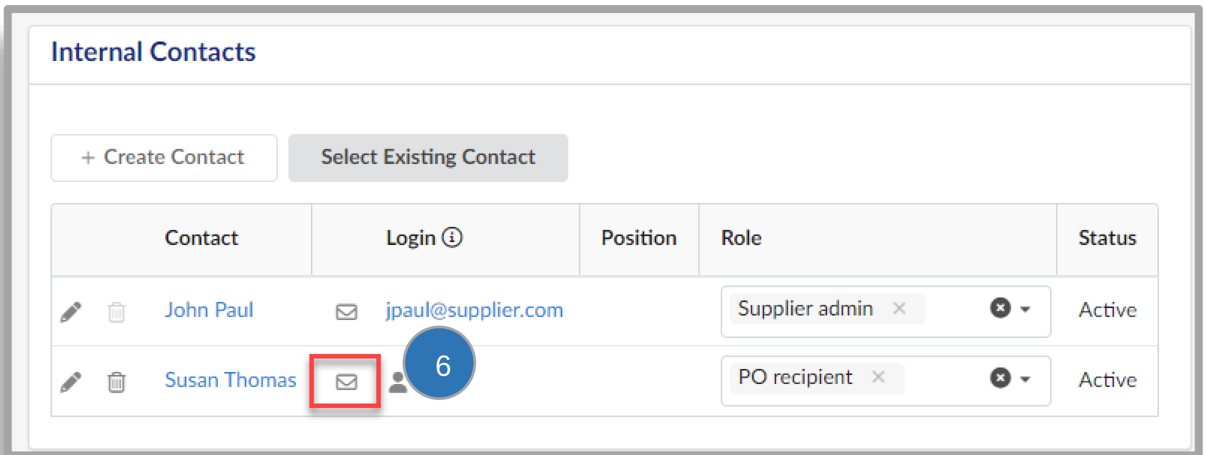
- PO Recipient – Required for order accounts to identify who will receive communications related to Purchase Orders
- Accounts Receivable – Required for payment accounts to identify who will receive information related to payments
- Other contacts are optional



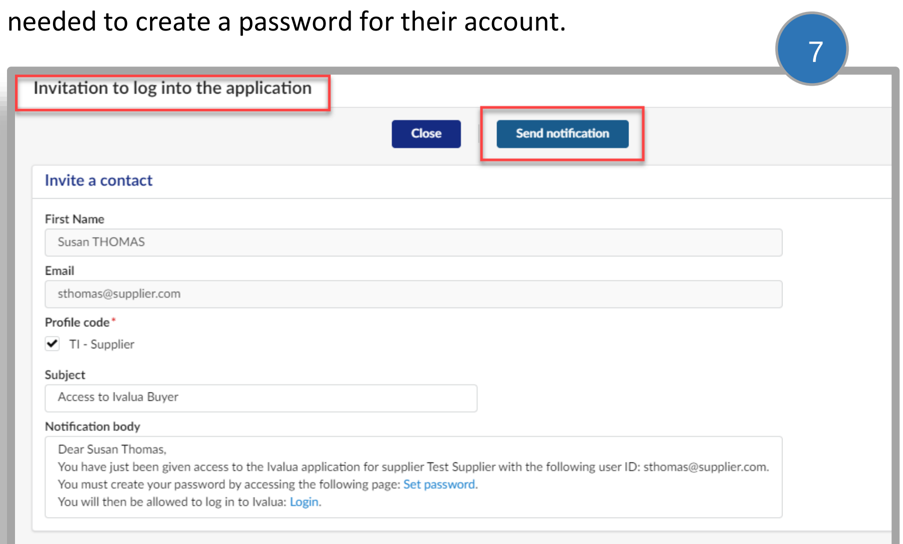
The Supplier Admin role should not be reassigned until that resource has been added as a contact and signed into the portal.

After creating the contact and assigning a role, you must invite the contact to register with Ivalua

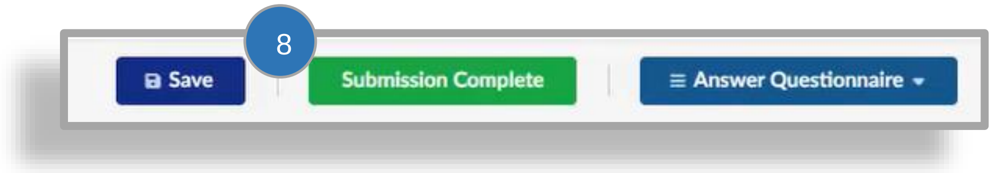
Step 6: Click the envelope to send the registration invitation email to the additional contacts.



Step 7: On the Invitation to log into the application window, click Send Notification. The contact will receive the email needed to create a password for their account.

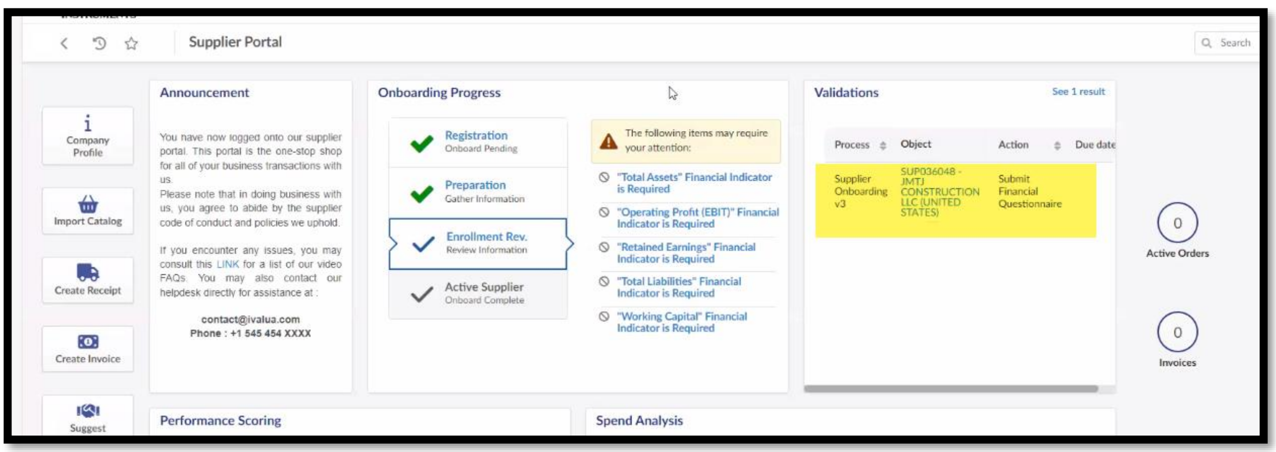


Step 8: CLICK Submission Complete once all errors have been cleared.



5.5 Financial Questionnaire

- If financial information is not returned from Dunn & Bradstreet, you will be required to complete the Financial Questionnaire. If required, the request to complete the financial questionnaire will be identified later in this process.
- In Validations, you will see an action, as listed below. Click your company's name under Object.
- The system will take you to the screen where the data is required.



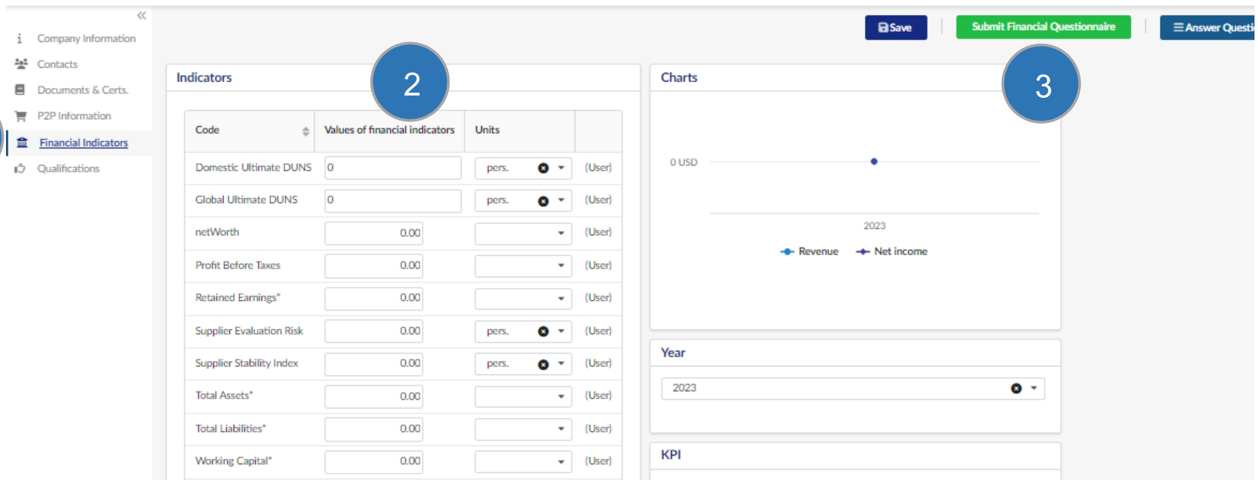
5.6 Financial Indicators

- Financial Indicators are only needed for order accounts.
- Financial Indicators will populate from Dun & Bradstreet where available.
- When it is not available, TI will initiate a request for you to submit a Financial Questionnaire

Step 1: Click Financial Indicators

Step 2: Enter financial information

Step 3: Click Submit Financial Questionnaire



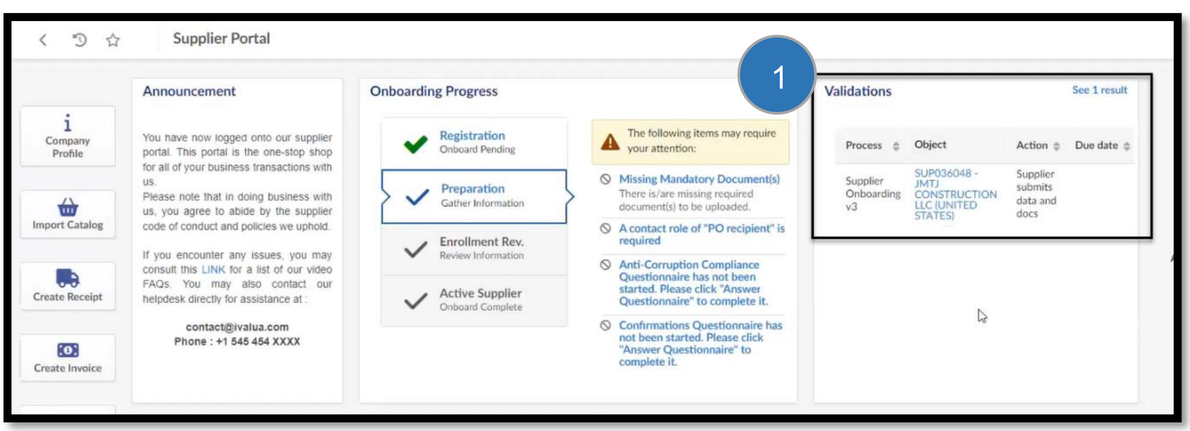
> Once your request is submitted, TI will review and respond.

6 Supplier Onboarding – Payment Account

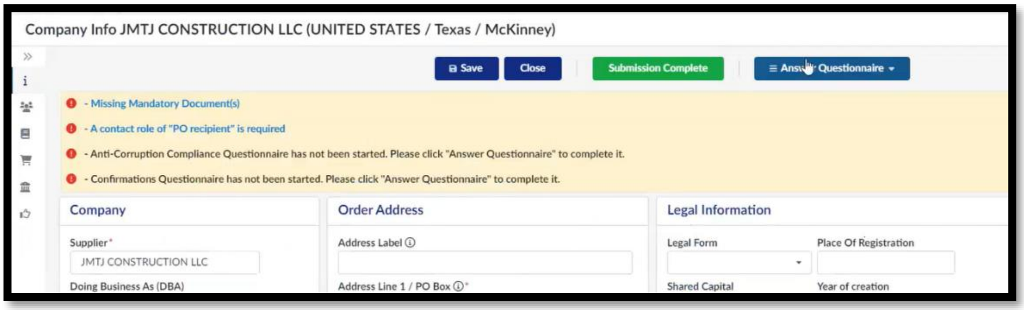
6.1 Validations

- During the Onboarding process, you will find actions pending in the Validations section.

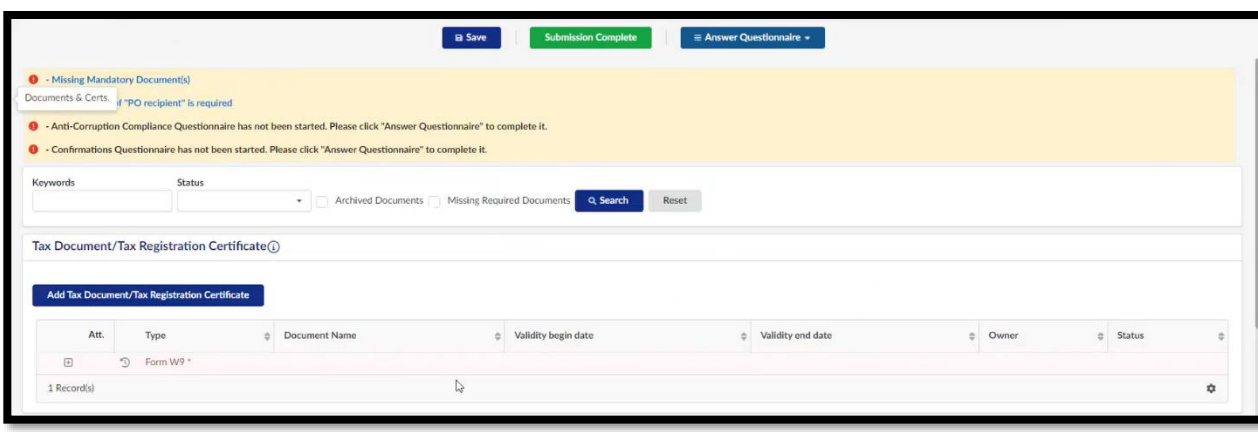
Step 1: Click the link under the Object column.



- This will open the company information and you can view the required information at the top of the screen



- Clicking on each requirement will bring you to the screen to enter that information.



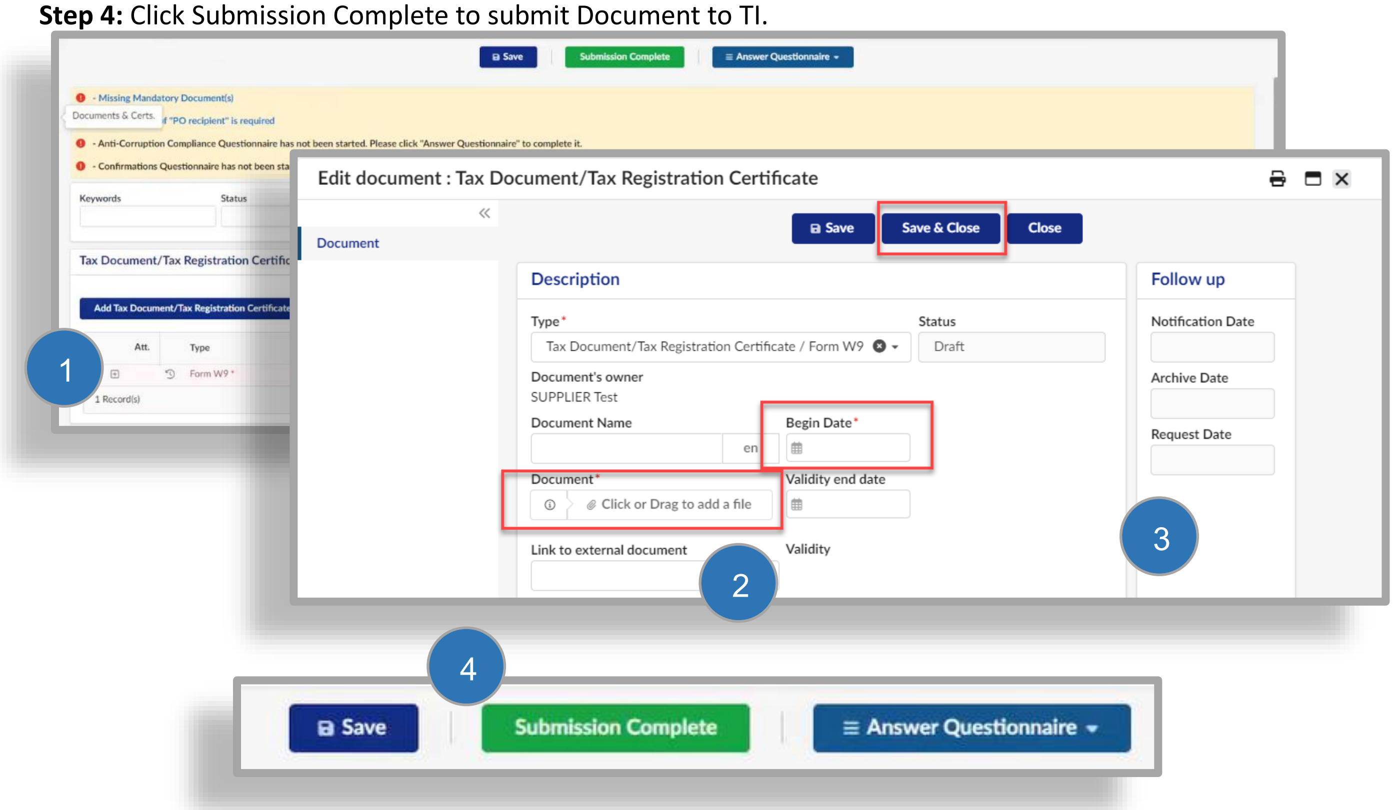
6.2 Submitting Documents

Step 1: Click the '+' icon

Step 2: Upload document

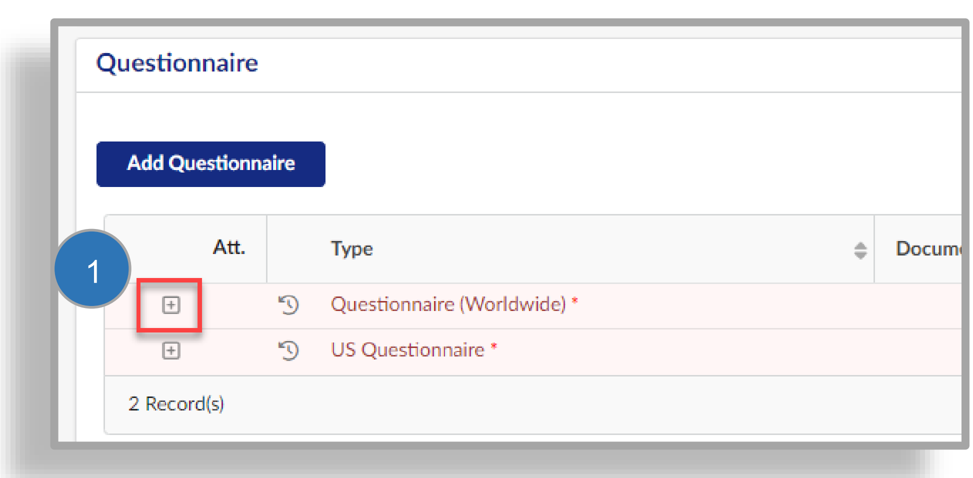
Step 3: Enter Begin Date for the document. (This is the effective date for the document being provided.)

Step 4: Click Submission Complete to submit Document to TI.

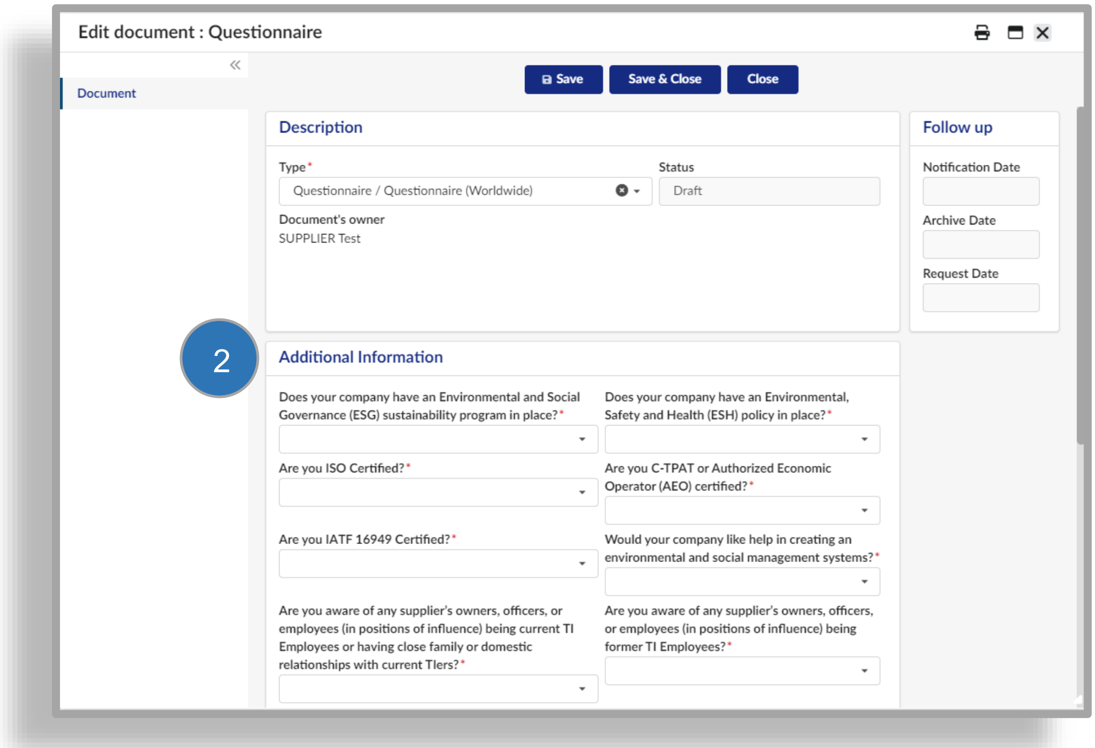


6.3 Submitting Questionnaires

Step 1: Click the '+' icon to open the questionnaire

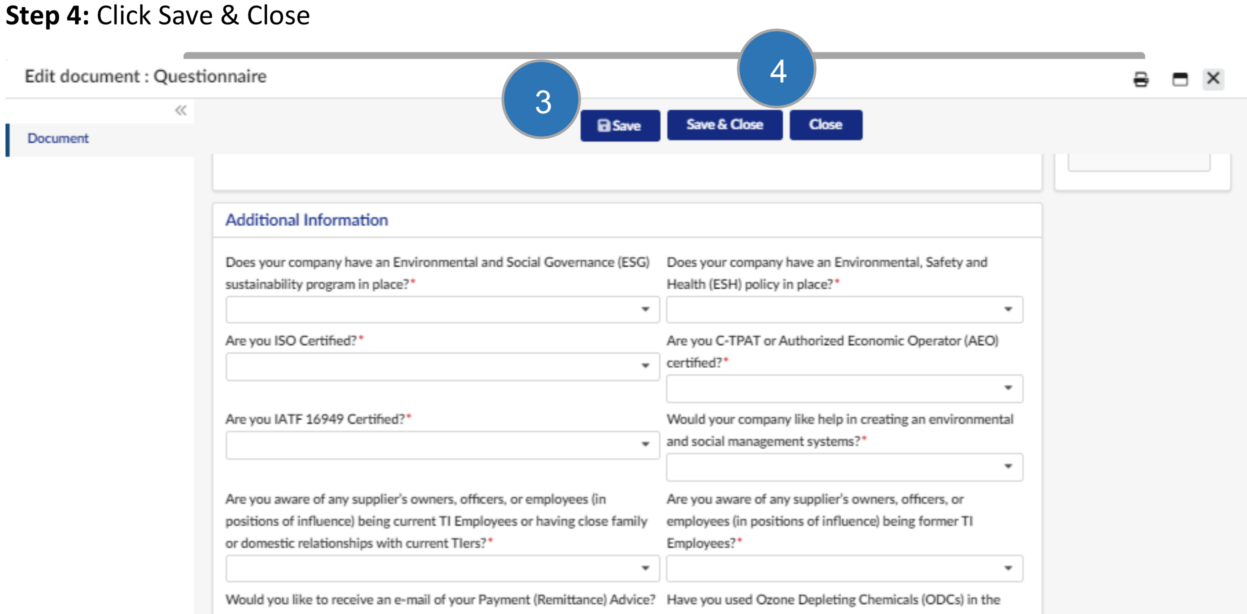


Step 2: Respond to all questions.



Step 3: Click Save to save inputs and ensure no fields have been missed.

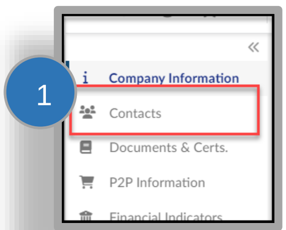
Step 4: Click Save & Close

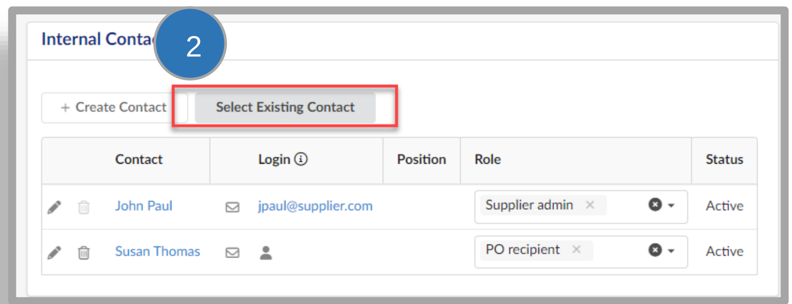


6.4 Select Existing Contact

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Select Existing Contact

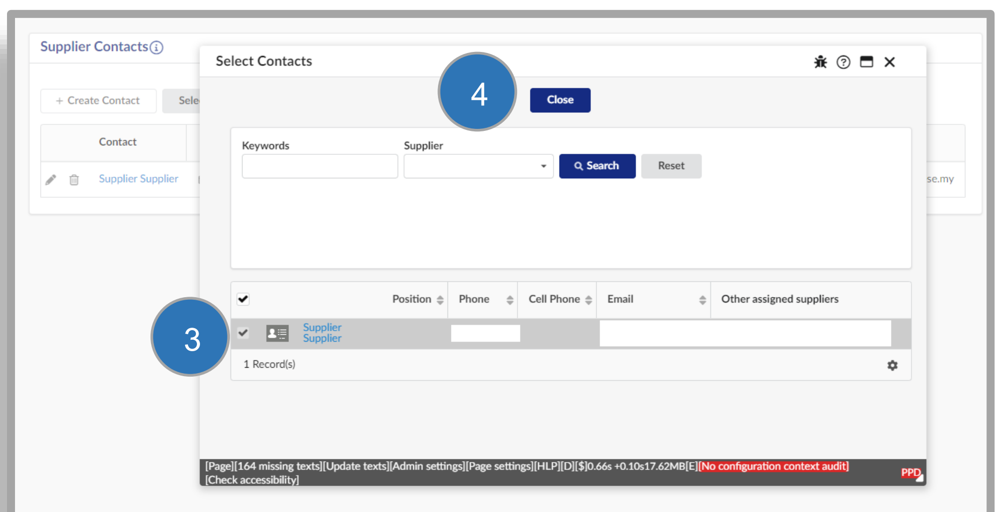




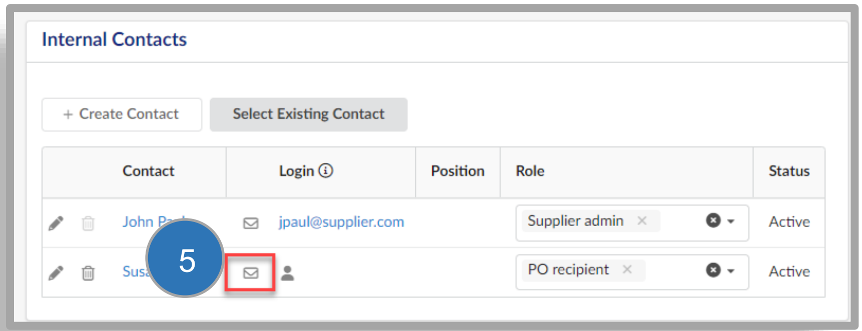
- A window will appear with a list of contacts that are available to select for your company.

Step 3: Select a contact by clicking the checkbox next to their name.

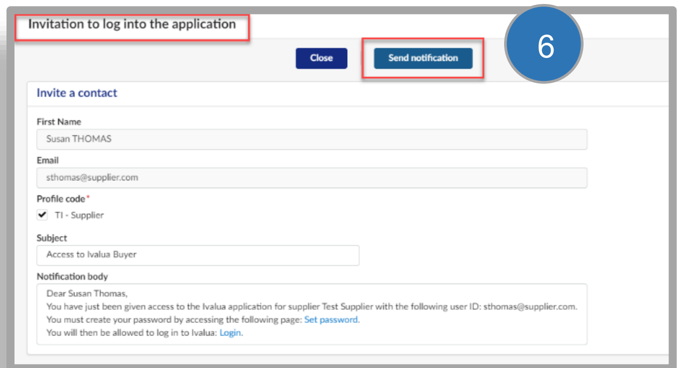
Step 4: Click Close



Step 5: Click the envelope to send the registration invitation email to the additional contacts.



Step 6: On the Invitation to log into the application window, click Send Notification



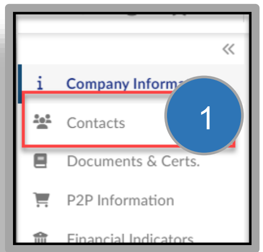
The contact will receive the email needed to create a password for their account.

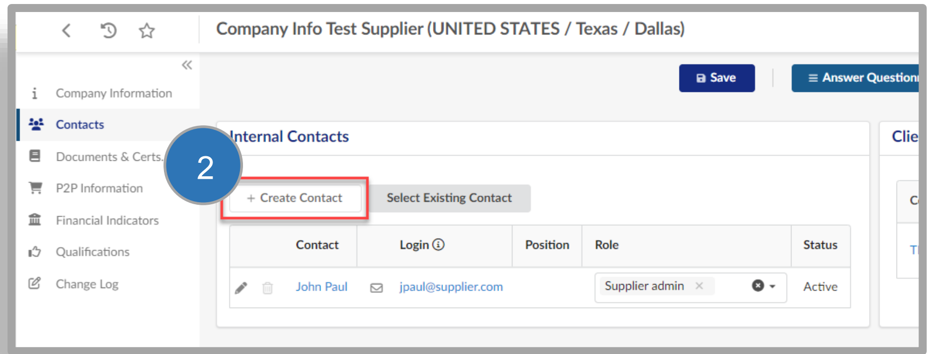
6.5 Create a New Contact

- Contacts should be maintained to ensure TI has an active party to reach out to when needed.
- Contacts for your company will be able to access the supplier portal and update critical information for your company. We recommend that you use an individuals' email address and not utilize email list for security reasons.

Step 1: Click the Contacts tab on the left side of the screen

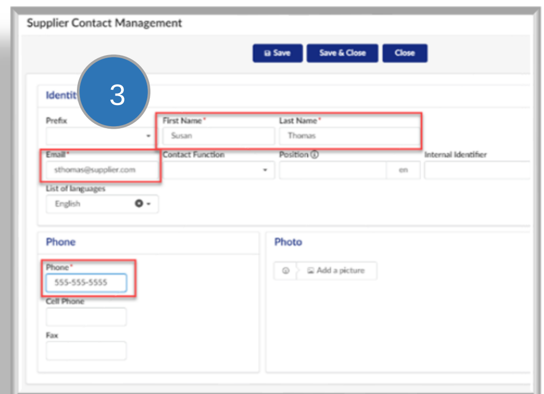
Step 2: Click Create Contact





Step 3: Enter the required details:

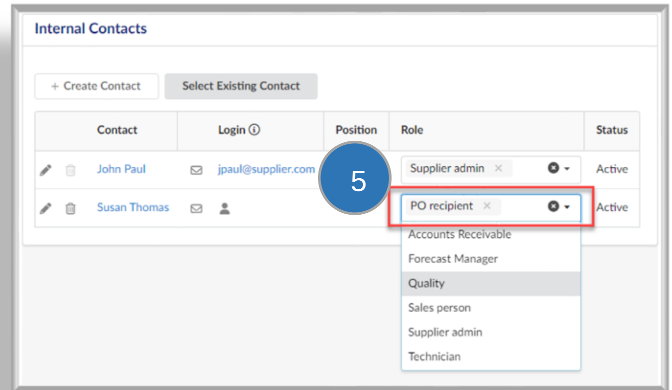
- First Name
- Last Name
- Email
- Phone



Step 4: Click Save and Close

Step 5: Select a Role for the contact (only one contact can be assigned to each type)

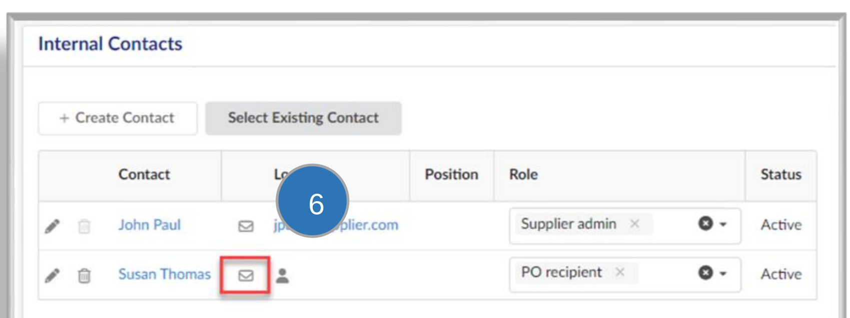
- PO Recipient – Required for order accounts to identify who will receive communications related to Purchase Orders
- Accounts Receivable – Required for payment accounts to identify who will receive information related to payments
- Other contacts are optional



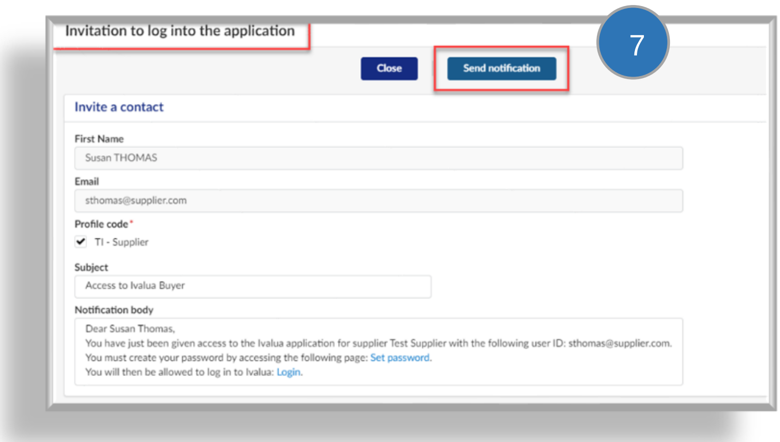
The Supplier Admin role should not be reassigned until that resource has been added as a contact and signed into the portal.

- After creating the contact and assigning a role, you must invite the contact to register with Ivalua.

Step 6: Click the envelope to send the registration invitation email to the additional contacts.



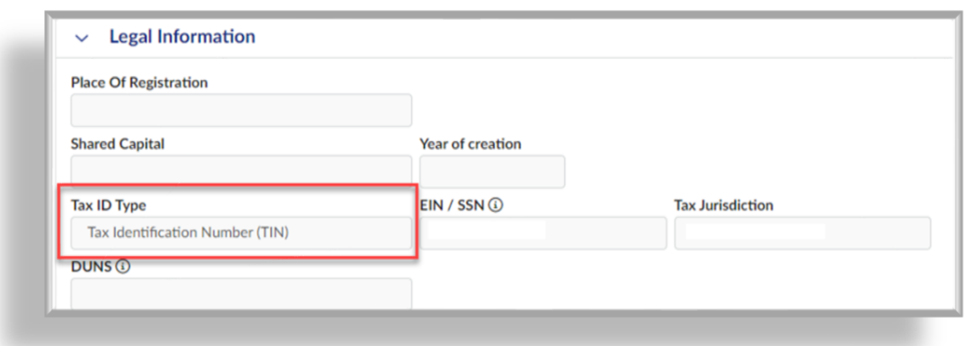
Step 7: On the Invitation to log into the application window, click Send Notification



The contact will receive the email needed to create a password for their account.

6.6 Review Tax ID

- If Tax information has not been completed, go to the Company Information tab, the Legal Information section and enter those details. Click Save.



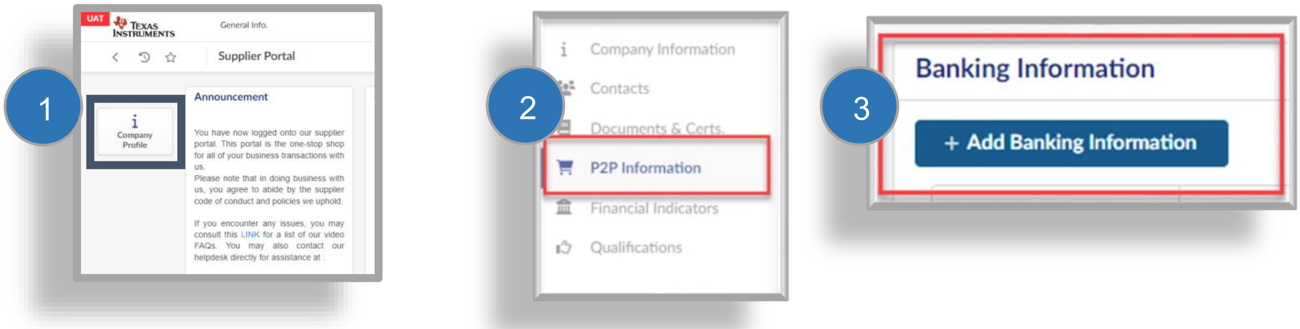
6.7 Add Bank Information

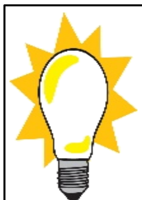
- Banking information is only applicable to payment accounts.
- Only one bank account can be linked to a payment account

Step 1: Click Company Profile

Step 2: Click P2P Information

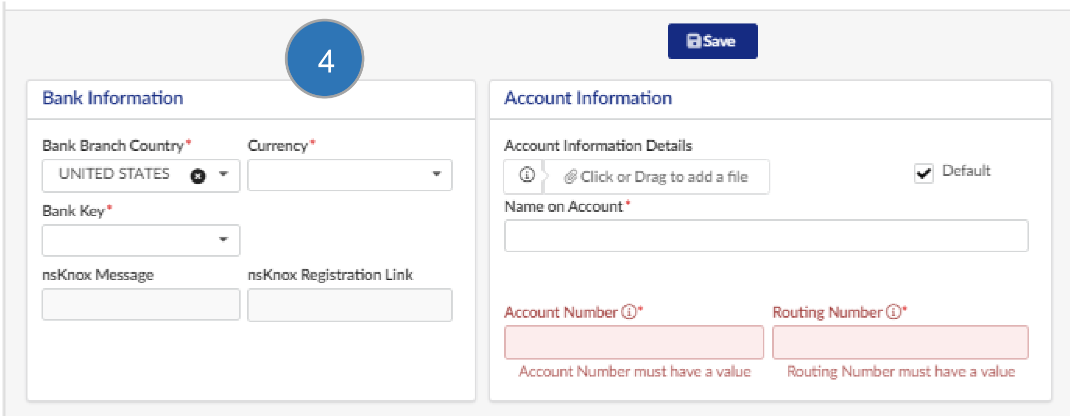
Step 3: Click Add Banking Information



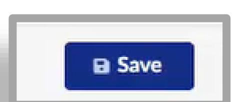


If your banking information is grayed out, it might mean that you are on the Order Account and not the Payment Account. See the Supplier Information Management (SIM), section 2.5, for more details.

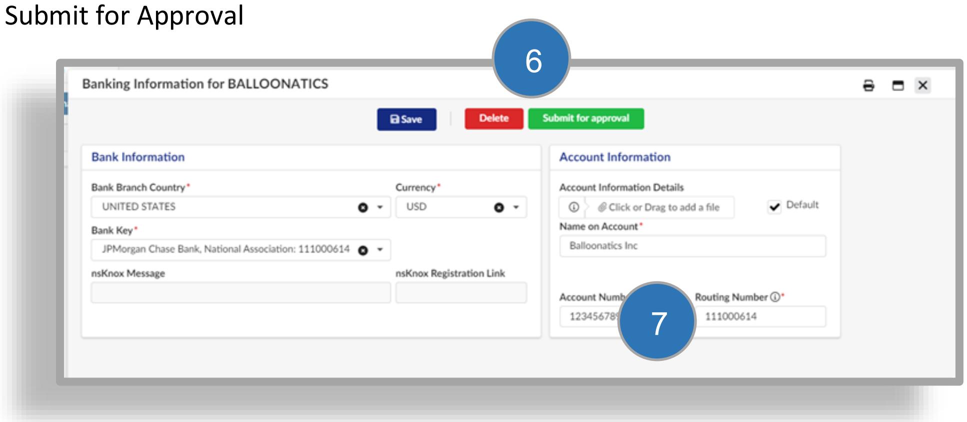
Step 4: Provide Banking Information



Step 5: Click Save

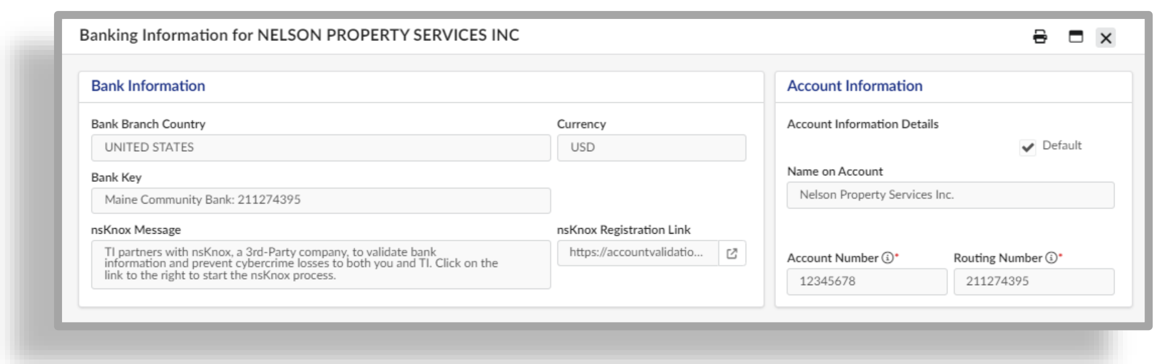


Step 6: Click Submit for Approval

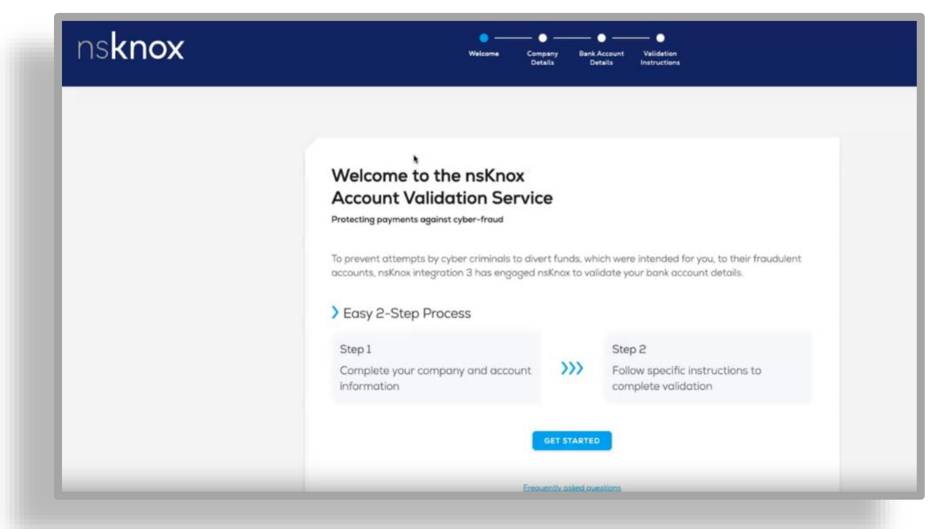


Note: If the nsKnox link is not generated, delete the existing bank information and click Save. Next, add tax ID and click on Save. Finally, add bank information again.

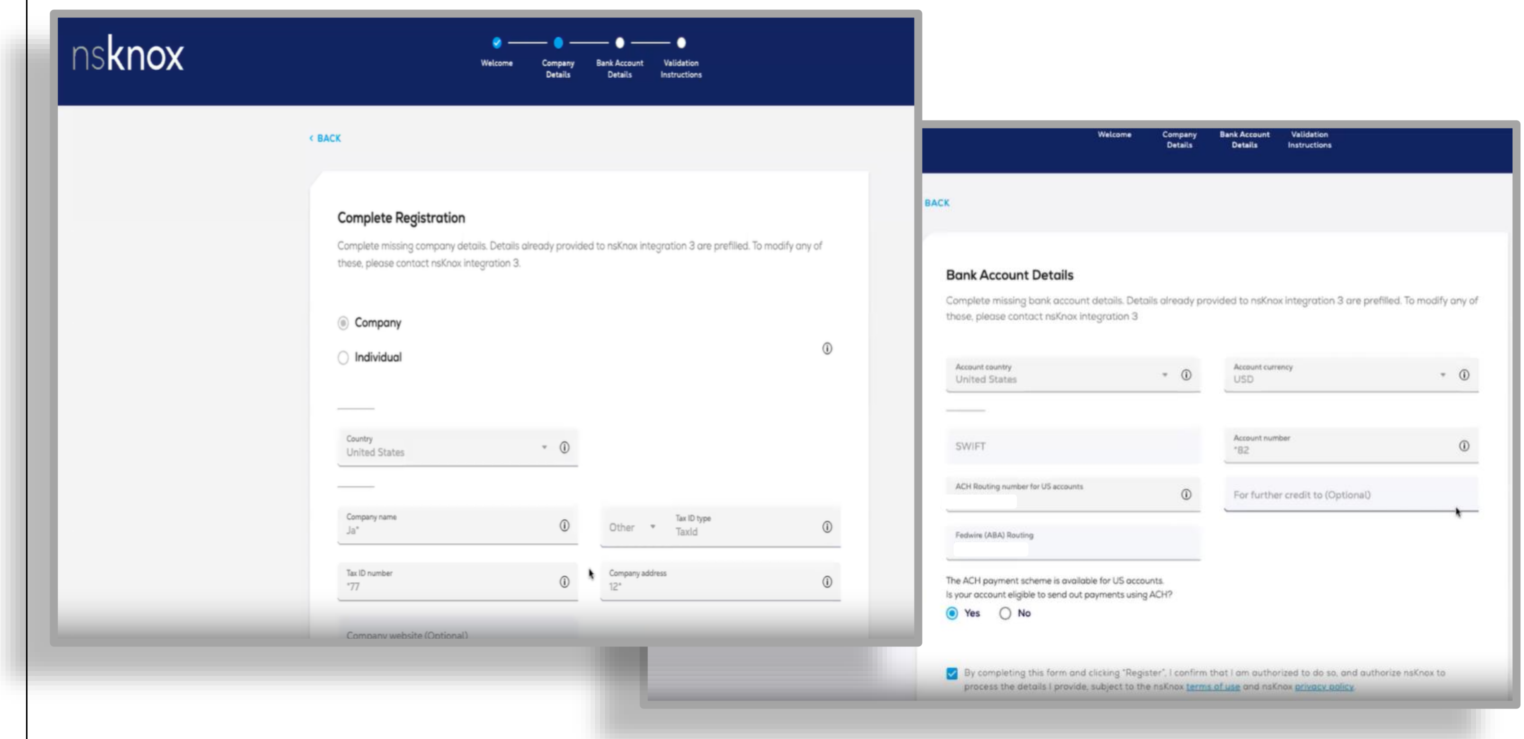
Step 7: Click the arrow to the right of the nsKnox Registration Link field.



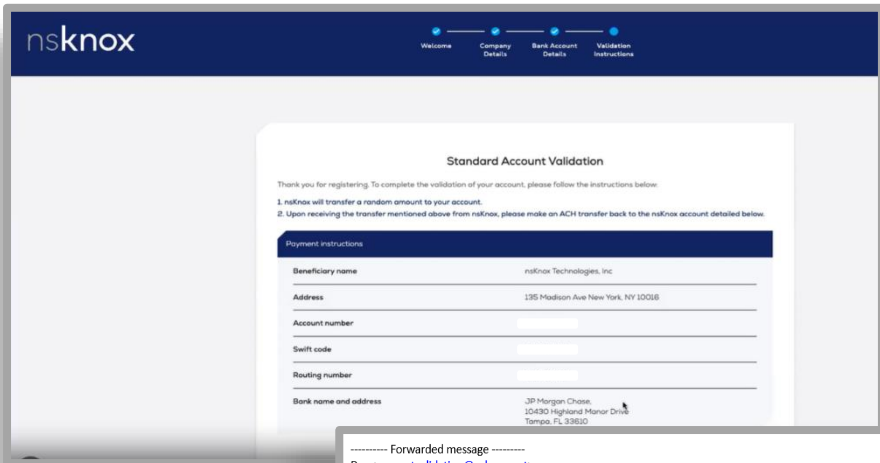
You will see this screen:



- After clicking the link from Ivalua, you can complete the registration process by reviewing the banking and company information that was carried over from Ivalua.
- Depending on the bank country, there could be additional fields to complete. Ensure that you review the form in its entirety before moving forward.



- Once you have completed the registration process you will see this confirmation screen. You will also receive a welcome letter from nsKnox that will also confirm your registration is complete.


nsknox

Welcome — Company Details — Bank Account Details — Validation Instructions

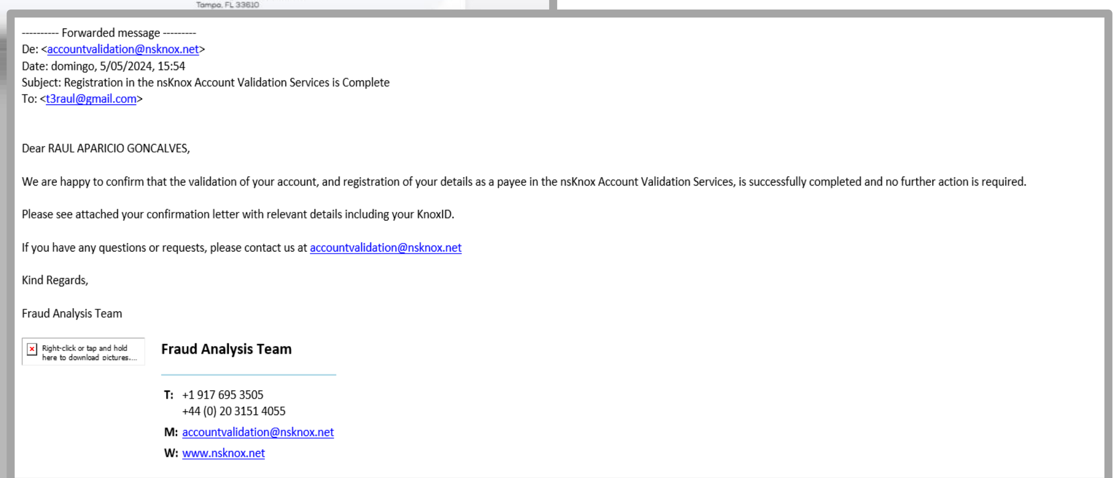
Standard Account Validation

Thank you for registering. To complete the validation of your account, please follow the instructions below.

1. nsKnox will transfer a random amount to your account.
2. Upon receiving the transfer mentioned above from nsKnox, please make an ACH transfer back to the nsKnox account detailed below.

Payment instructions

Beneficiary name	nsKnox Technologies, Inc
Address	135 Madison Ave New York, NY 10016
Account number	
Swift code	
Routing number	
Bank name and address	JP Morgan Chase, 10430 Highland Manor Drive Tampa, FL 33610


---------- Forwarded message ---------
De: <accountvalidation@nsknox.net>
Date: domingo, 5/05/2024, 15:54
Subject: Registration in the nsKnox Account Validation Services is Complete
To: <t3raul@gmail.com>

Dear RAUL APARICIO GONCALVES,

We are happy to confirm that the validation of your account, and registration of your details as a payee in the nsKnox Account Validation Services, is successfully completed and no further action is required.

Please see attached your confirmation letter with relevant details including your KnoxID.

If you have any questions or requests, please contact us at accountvalidation@nsknox.net

Kind Regards,

Fraud Analysis Team

Right-click or tap and hold here to download pictures...

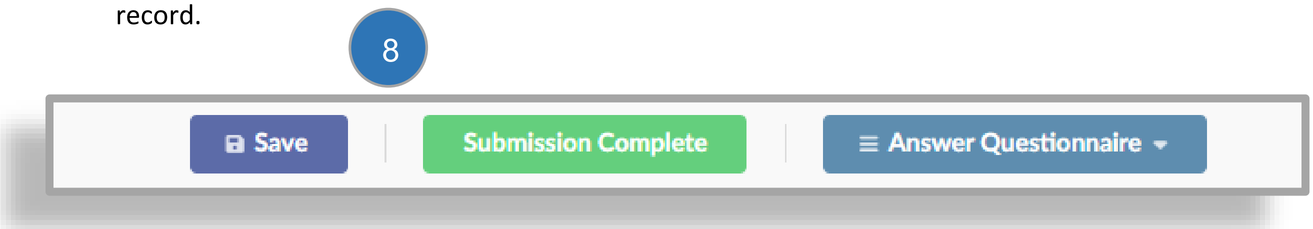
Fraud Analysis Team

T: +1 917 695 3505
+44 (0) 20 3151 4055
M: accountvalidation@nsknox.net
W: www.nsknox.net

- Once registration is complete, it could take up to 48 hours for verification, or to be contacted by nsKnox with the next steps that are needed. Once validated, a confirmation will be received.
- nsKnox will verify if there is any action required, even if bank country is listed as exempt.
- If there is any mismatch of information provided during the initial validation, nsKnox will request to use the Global: Wire validation process described below.
- nsKnox will transfer a random amount as part of the validation process. The process and amounts are based on country as outlined below.

	No action required		Planned	US, CA: ACH/EFT validation	EU: SEPA validation	Global: Wire validation
Payee	• UK • Poland • South Africa • Some US • India • China (CNY) • Japan (JPY) • Brazil • Mexico (MXN)	• Chile (CLP) • Argentina (ARS) • Vietnam (VND) • Israel • France • Netherland • Italy • Indonesia	• South Korea • Sweden • Other	• PaymentKnox transfers a random amount • Payee returns same amount to nsKnox validation account over ACH/EFT	• Payee transfers 1 EUR to nsKnox validation account over SEPA	• Payee wires 10 USD or equivalent in any currency to nsKnox validation account

- **Step 8: Click Submission Complete.** This step must be done in addition to submitting your bank record.



7 Supplier Self Service Maintenance

7.1 Change Request vs New Account Setup

Change Request

- There are many types of changes that can be performed in Ivalua:
  - Company Name
  - Banking Data
  - Tax ID
  - Phone Number
  - Address
  - Contact
  - New Document or Certifications

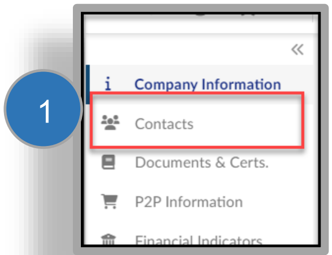
New Account Setup

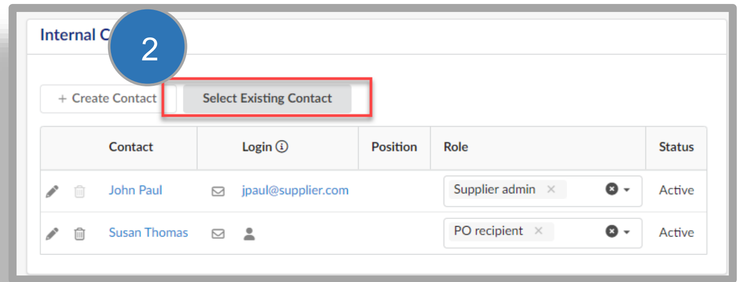
- If you need to change both your **company name** and **tax ID** please inform TI and they will need to setup a new account.
  - You must also request to deactivate the account that is no longer valid.

7.2 Select Existing Contact

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Select Existing Contact

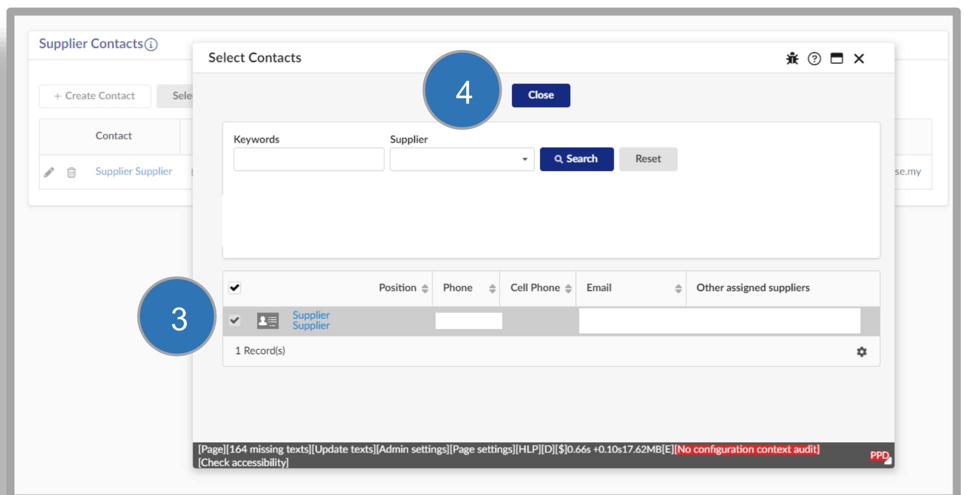




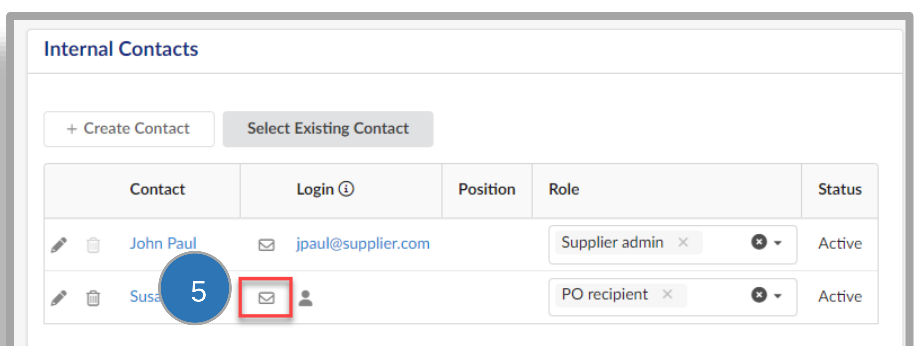
- A window will appear with a list of contacts that are available for selection for your company.

Step 3: Select a contact by clicking the checkbox next to their name.

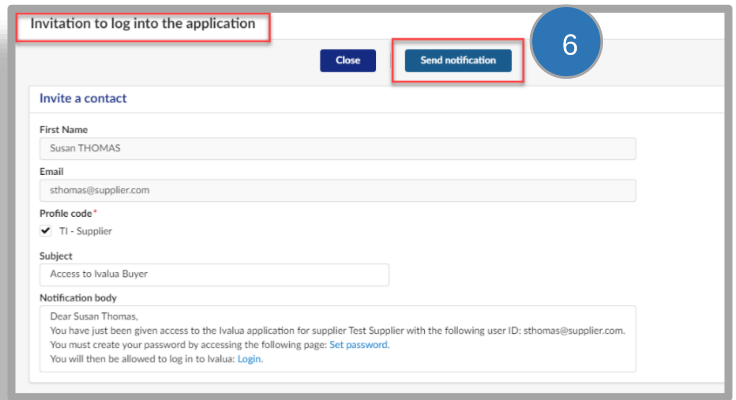
Step 4: Click Close



Step 5: Click the envelope to send the registration invitation email to the additional contacts.



Step 6: On the Invitation to log into the application window, Click Send Notification



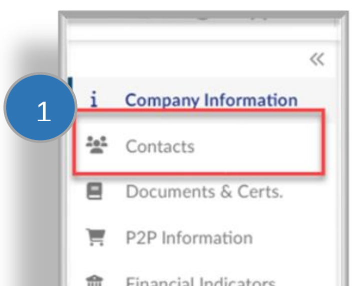
The contact will receive the email needed to create a password for their account.

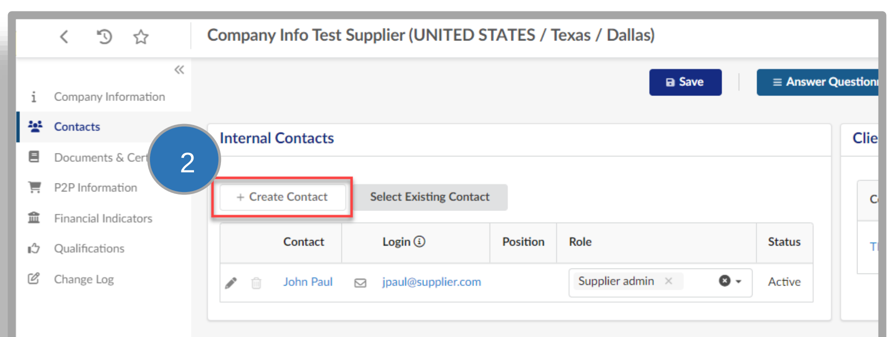
7.3 Create a New Contact

- Contacts should be maintained to ensure TI has an active party to reach out to when needed.

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Create Contact

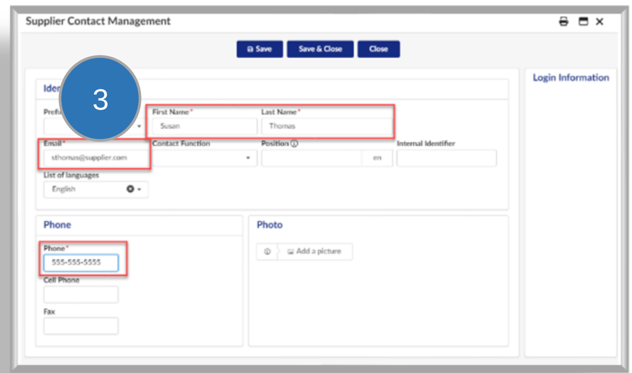




Note: If you initiate a change request, you may not have visibility to the Contacts tab.

Step 3: Enter the required details:

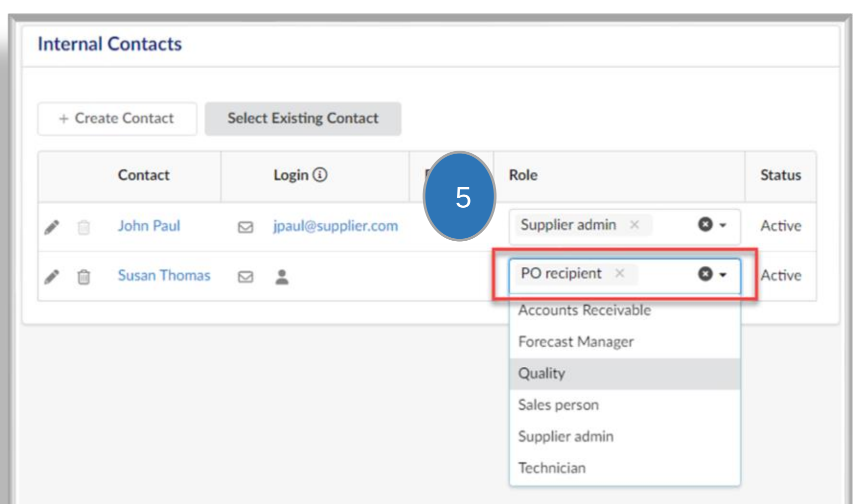
- First Name
- Last Name
- Email
- Phone



Step 4: Click Save and Close

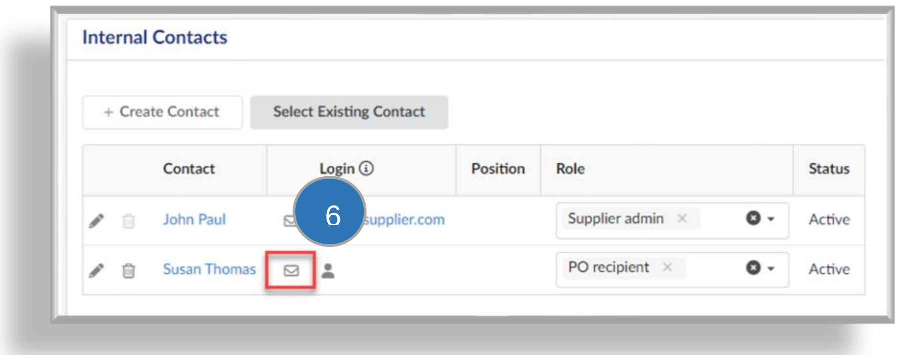
Step 5: Select a Role for the contact

- PO Recipient – Required for order accounts to identify who will receive communications related to Purchase Orders
- Accounts Receivable – Required for payment accounts to identify who will receive information related to payments
- Other contacts are optional

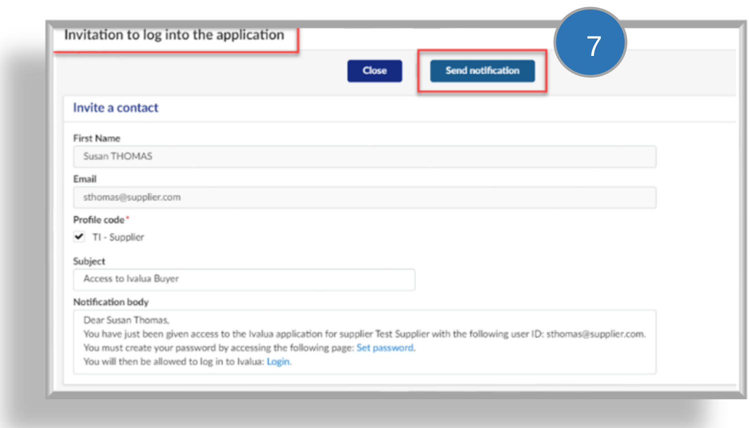


- After creating the contact and assigning a role, you must invite the contact to register with Ivalua.

Step 6: Click the envelope to send the registration invitation email to the additional contacts.



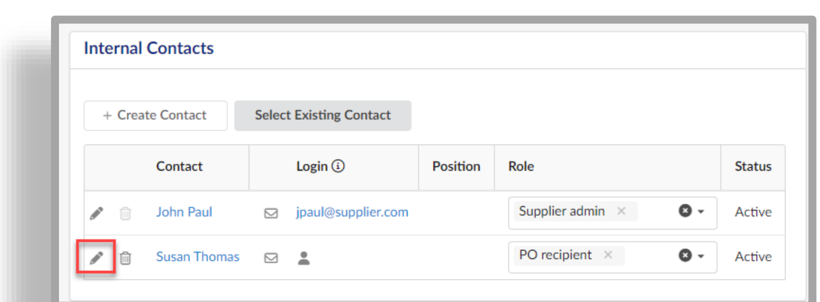
Step 7: On the Invitation to log into the application window, Click Send Notification



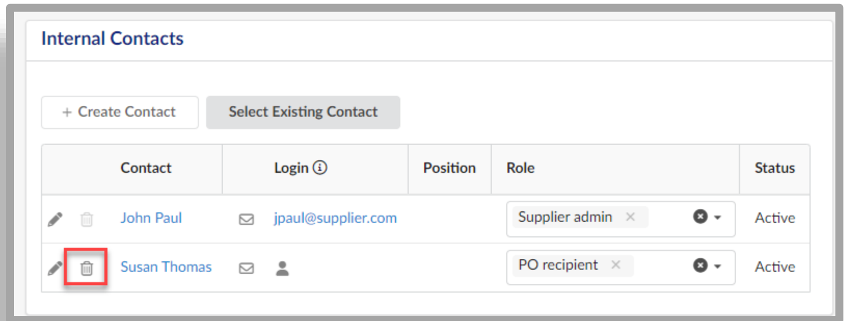
The contact will receive the email needed to create a password for their account.

7.4 Edit or Delete a Contact

- To Edit an existing contact, Click Edit (Pencil Icon)
  - Examples of changes would be last name, email or phone number



- To Delete a contact Click Delete (Trash Can Icon)



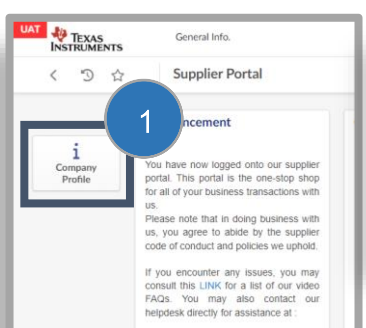
7.5 Company Information Change

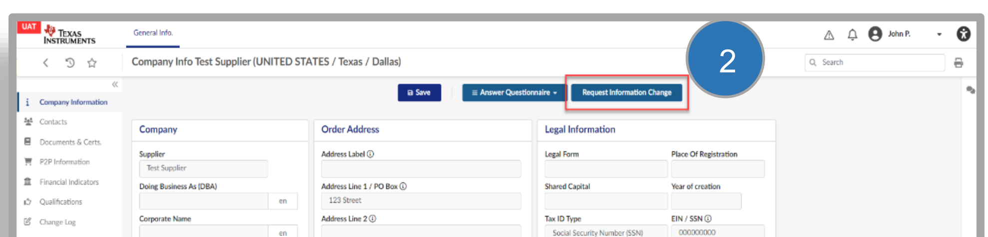
- Types of Information Changes:
  - Company Name
  - Address
  - Tax ID/SSN
  - Minority Business Indicator
  - Doing Business As (DBA) Information
- This portion of the training will talk through 2 examples of Information Change Request: Address Change and Tax ID Change

7.6 Address Change

Step 1: Click Company Profile from the Supplier Portal home page.

Step 2: Click Request Information Change

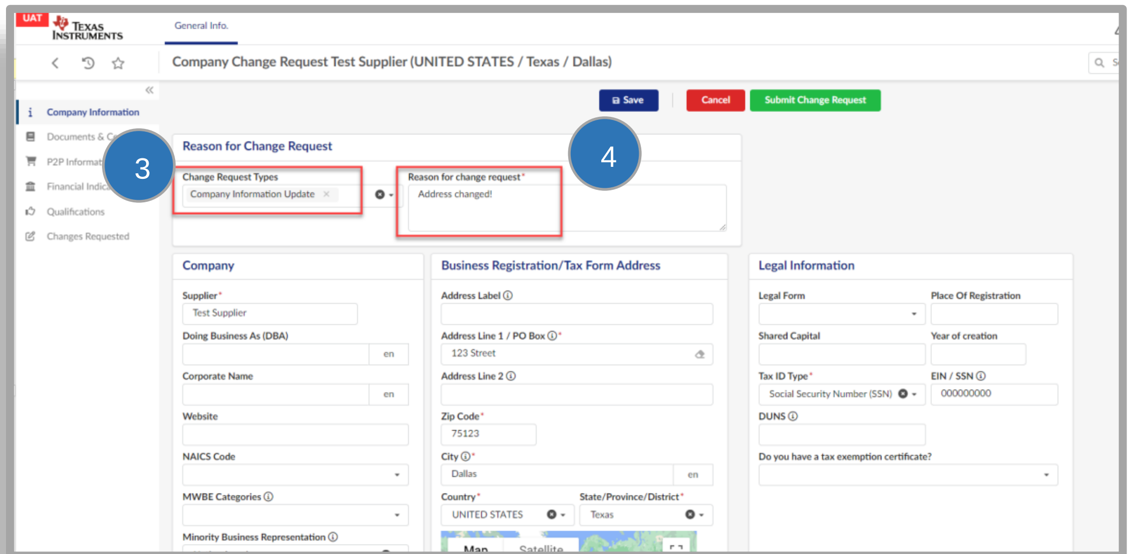




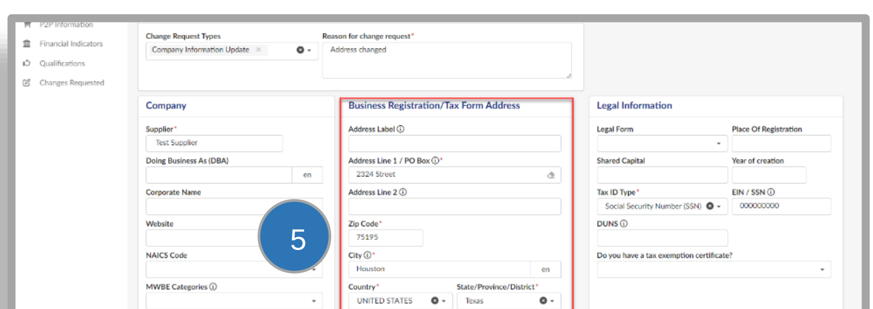
Step 3: Select a Change Request Type

– Change Request Type may limit fields that may be updated. More than one change request type at a time may be selected.

Step 4: Enter a Reason for change request. This should include what changes were made and justification for that change.



Step 5: Update address

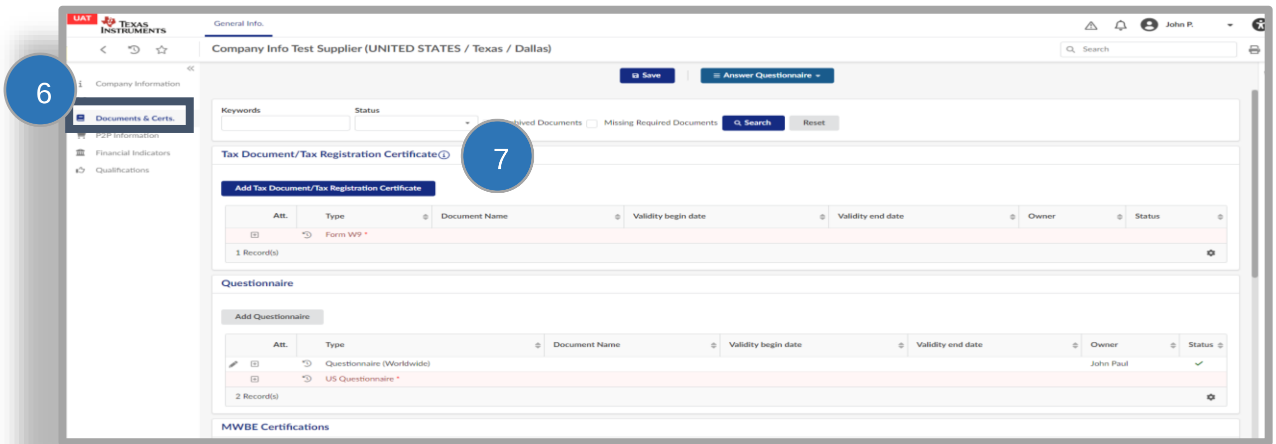


Once your address information has been updated:

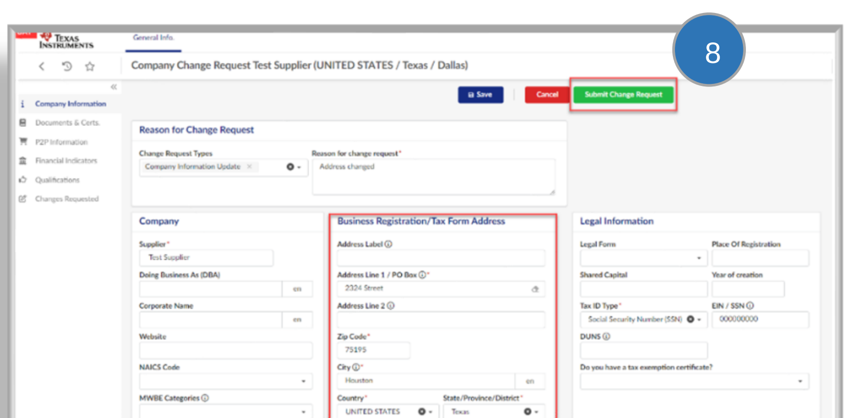
Step 6: Click the Documents & Certs tab

Step 7: Provide updated business registration and tax documents (if needed)

If you have questions about what information is required, please use Conversations to reach your contact at TI.



Step 8: Click Submit Change Request

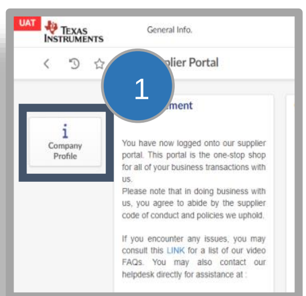


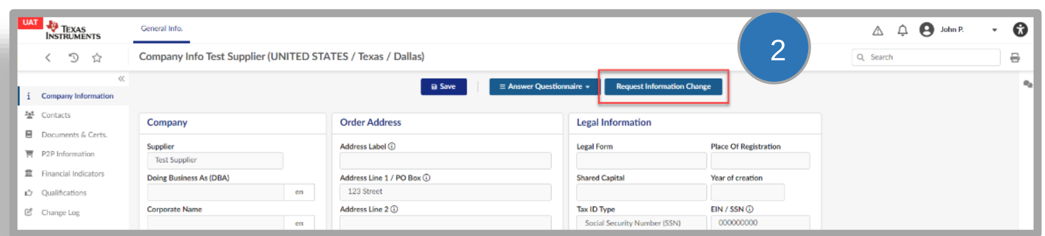
Once your request is submitted, TI will review and approve/reject this change request. Any additional information will be shared using Conversations.

7.7 Tax ID Change

Step 1: Click Company Profile from the Supplier Portal home page.

Step 2: Click Request Information Change

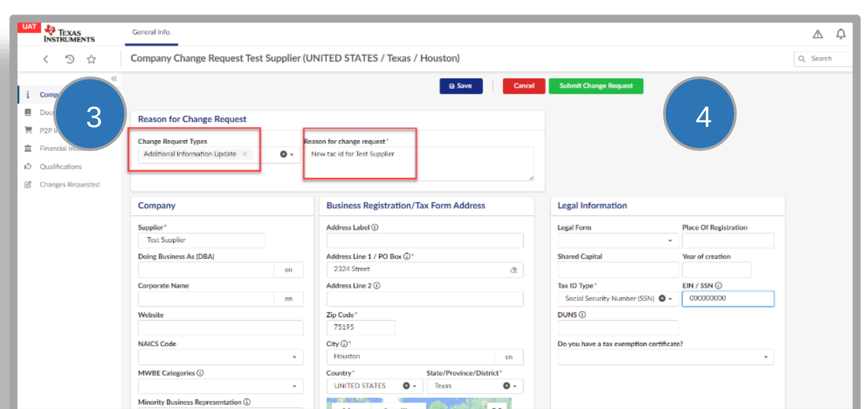




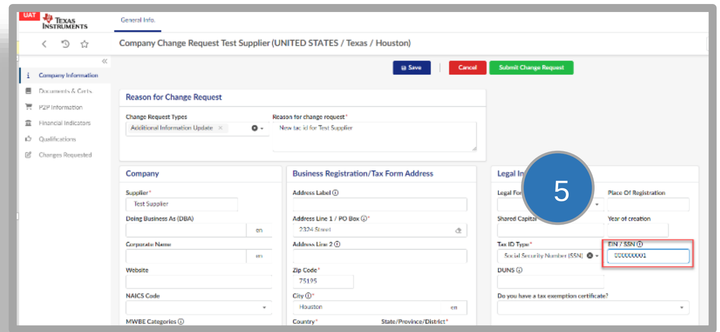
Step 3: Select a Change Request Type

– Change Request Type may limit fields that may be updated. More than one change request type at a time may be selected.

Step 4: Enter a reason for change request



Step 5: Update Tax ID

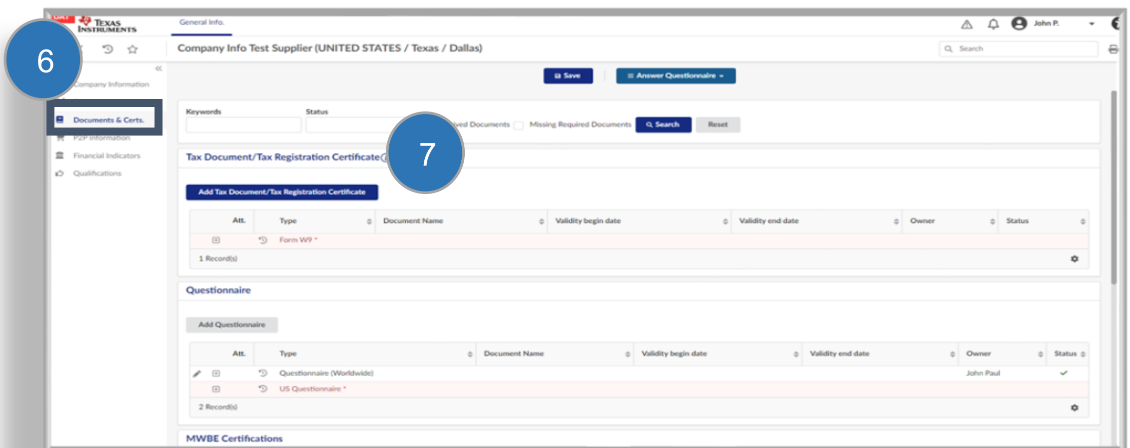


Once your Tax ID information has been updated:

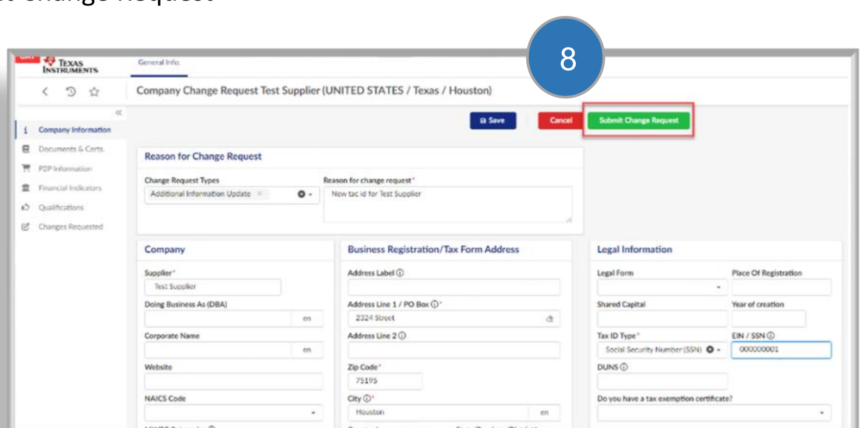
Step 6: Click the Documents & Certs tab

Step 7: Provide new tax documents

If you have questions about what information is required, please use Conversations to reach your contact at TI.



Step 8: Click Submit Change Request



Once your request is submitted, TI will review and determine what new tax documents must be provided. This information will be shared using Conversations.

7.8 Review Tax ID

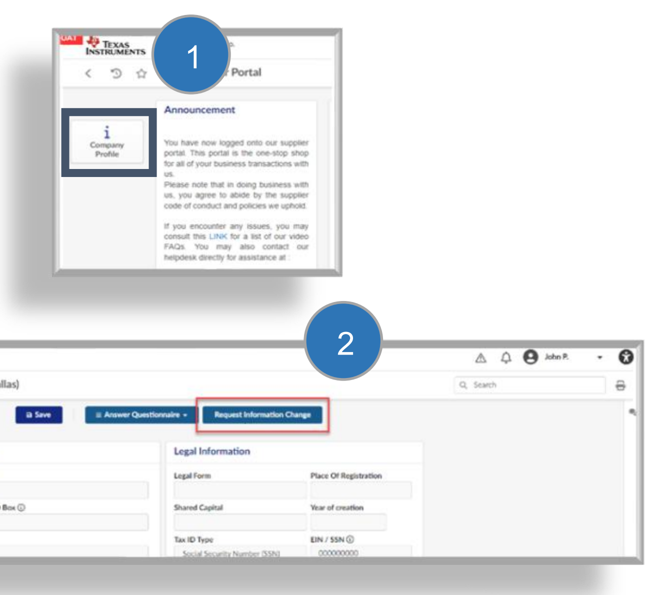
- Check if tax ID/VAT ID field has been completed.
- If Tax information has not been completed, go to the Company Information tab, the Legal Information section and enter those details. Click Save.

7.9 Update Banking Information

- Banking information is only applicable to payment accounts.
- Only one bank account can be linked to a payment account
- To initiate a banking information change, you must first delete the existing banking information & hit Save.

Step 1: Click Company Profile

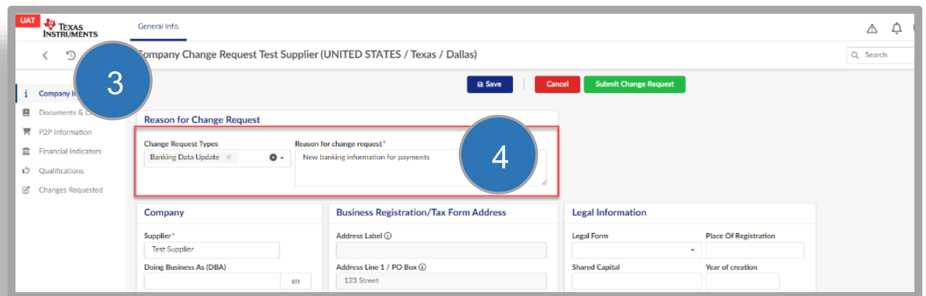
Step 2: Click Request Information Change



Step 3: Select a Change Request Type

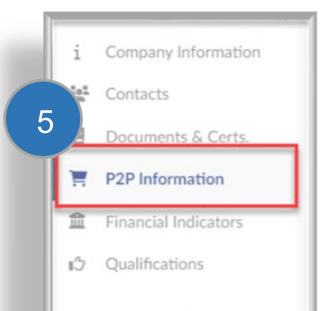
– Change Request Type is used for reporting purposes only.

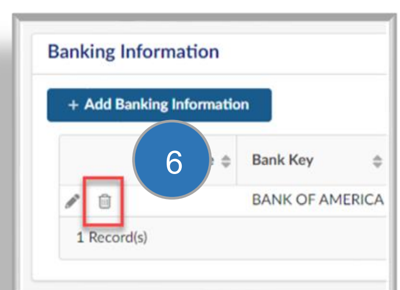
Step 4: Enter a reason for change request



Step 5: Click P2P Information

Step 6: Click Delete (trash can icon) to remove the existing banking information





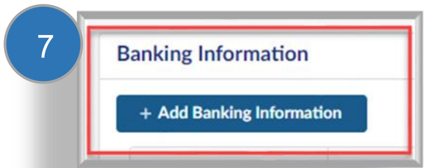
Step 7: Click Save

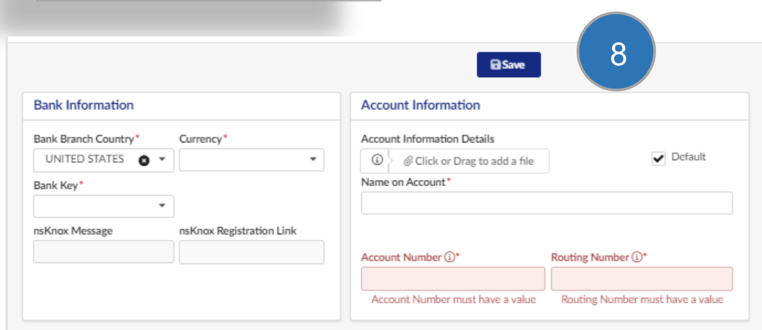
Banking information is only applicable to payment accounts.

Only one bank account can be linked to a payment account

Step 7: Click Add Banking Information

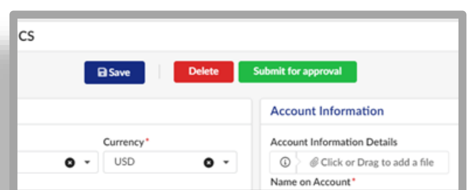
Step 8: Provide banking information





Step 9: Click Save

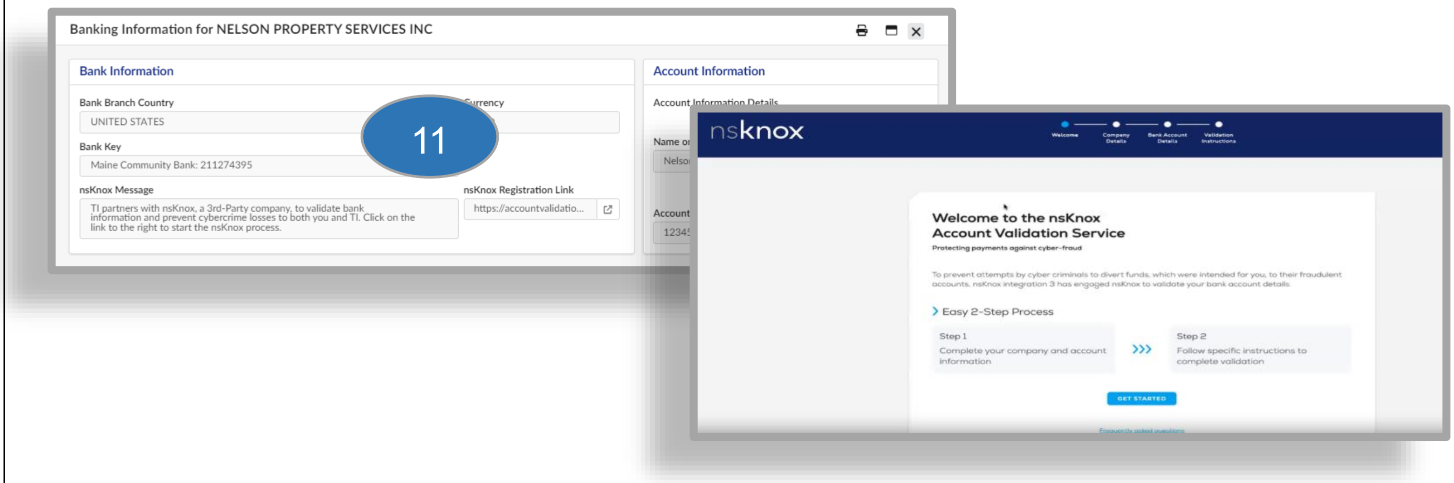
Step 10: Click Submit for Approval



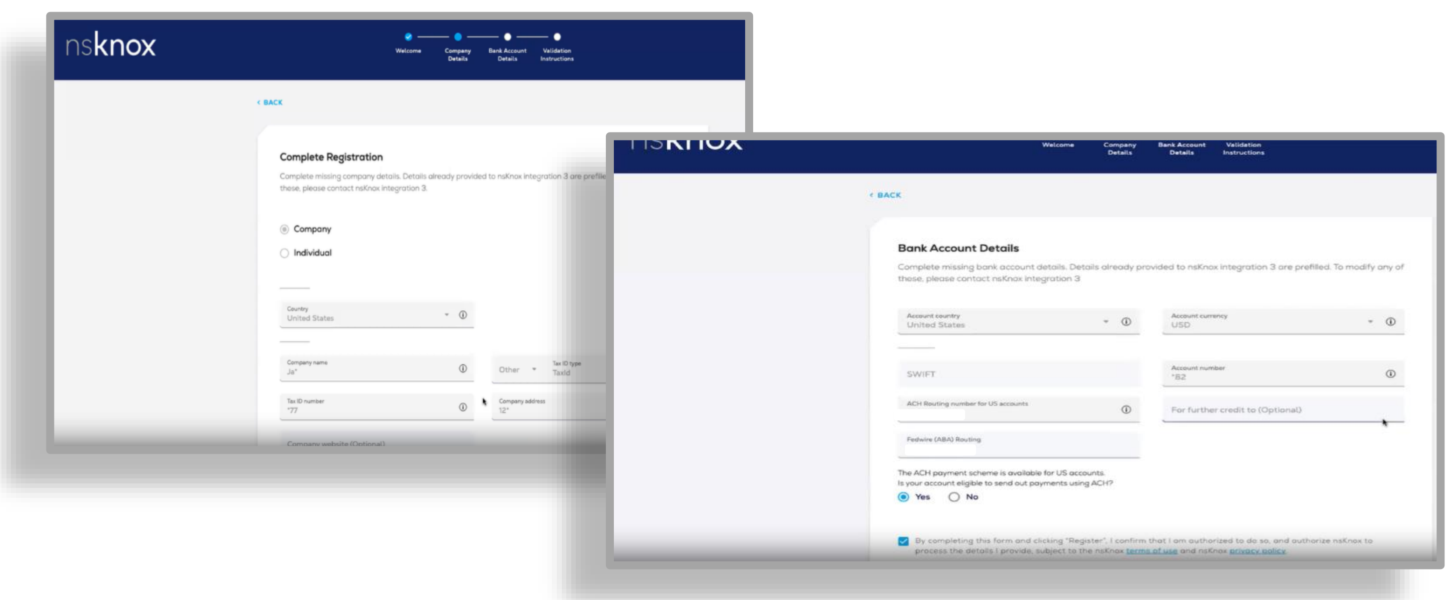
Note: If the nsKnox link is not generated, delete the existing bank information and click Save. Next, add tax ID and click on Save. Finally, add bank information again.

Step 11: Click the arrow to the right of the nsKnox Registration Link field.

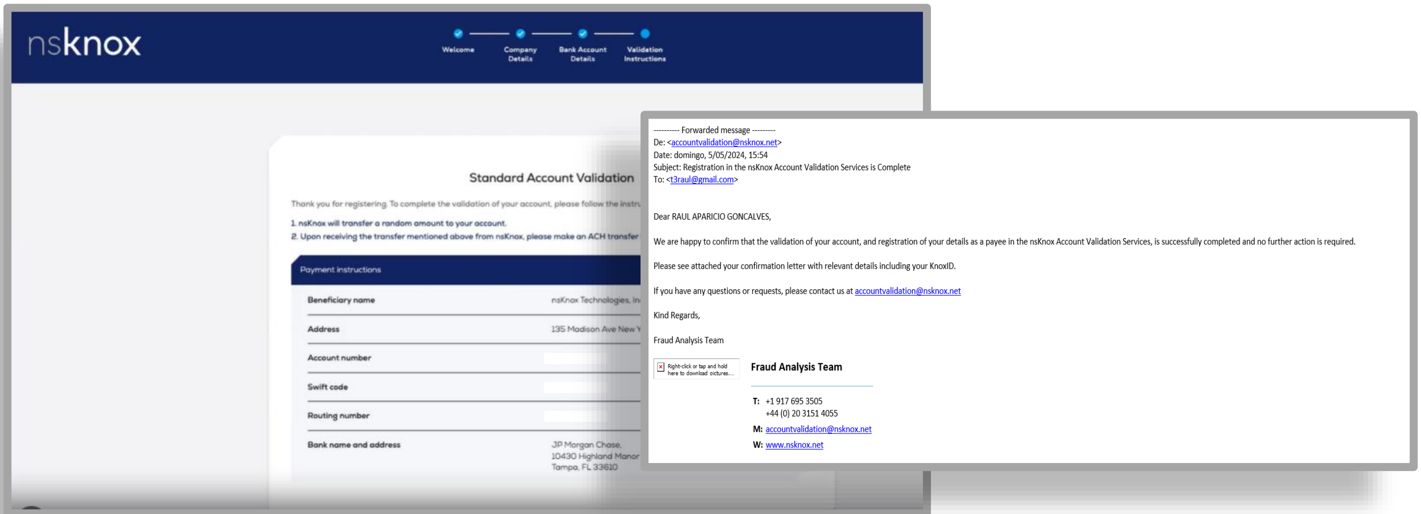
You will see this screen:



- After clicking the link from Ivalua, you can complete the registration process by reviewing the banking and company information that was carried over from Ivalua.
- Bank country will determine what additional fields must be completed. Ensure that you review the form in its entirety before moving forward.



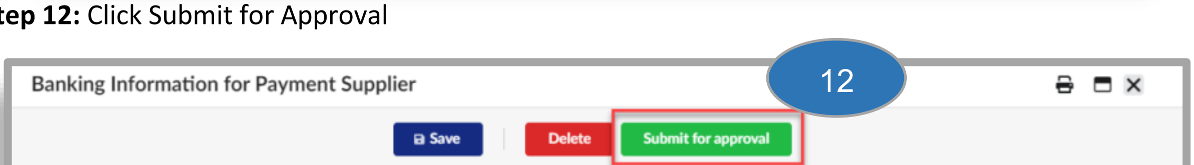
- Once you have completed the registration process you will see this confirmation screen. You will also receive a welcome letter from nsKnox that will also confirm your registration is complete.



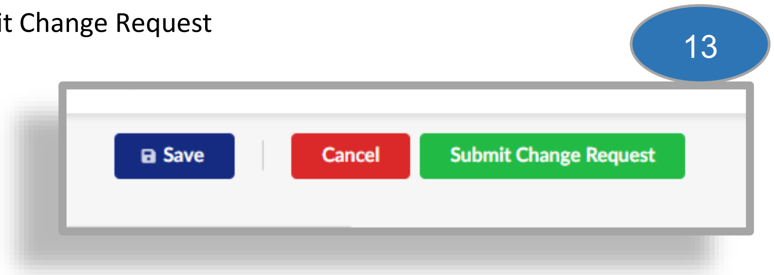
- Once registration is complete, it could take up to 48 hours for verification, or to be contacted by nsKnox with the next steps that are needed. Once validated, a confirmation will be received.
- nsknox will verify if there is any action required, even if bank country is listed as exempt.
- If there is any mismatch of information provided during the initial validation, nsKnox will request to use the Global: Wire validation process described below.
- nsKnox will transfer a random amount as part of the validation process. The process and amounts are based on country as outlined below.
-

	No action required		Planned	US, CA: ACH/EFT validation	EU: SEPA validation	Global: Wire validation
Payee	• UK • Poland • South Africa • Some US • India • China (CNY) • Japan (JPY) • Brazil • Mexico (MXN)	• Chile (CLP) • Argentina (ARS) • Vietnam (VND) • Israel • France • Netherland • Italy • Indonesia	• South Korea • Sweden • Other	• PaymentKnox transfers a random amount • Payee returns same amount to nsKnox validation account over ACH/EFT	• Payee transfers 1 EUR to nsKnox validation account over SEPA	• Payee wires 10 USD or equivalent in any currency to nsKnox validation account

Step 12: Click Submit for Approval



Step 13: Click Submit Change Request



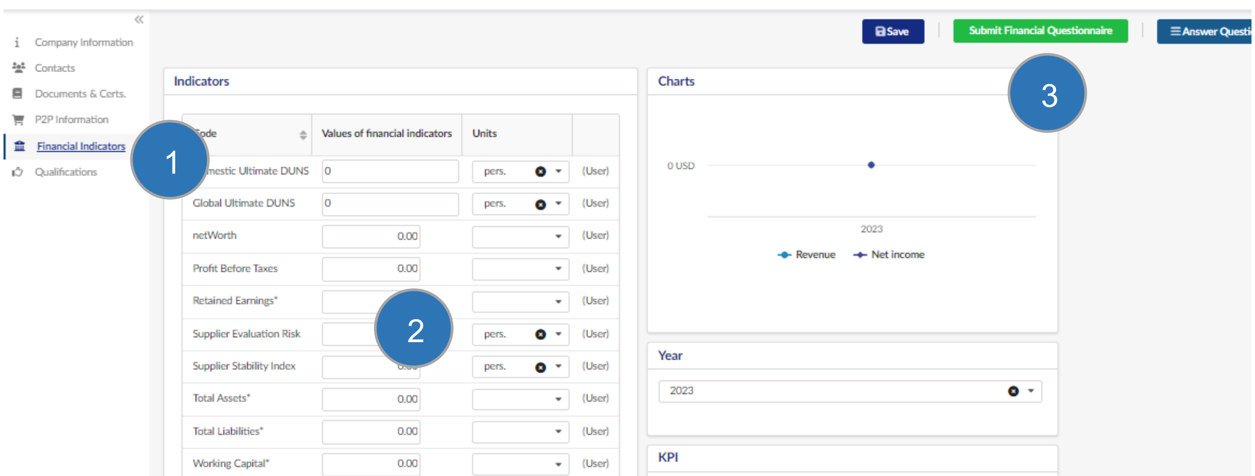
7.10 Financial Indicators

- Financial Indicators are only needed for order accounts.
- Financial Indicators will populate from Dun & Bradstreet where available.
- When it is not available, TI will initiate a request for you to submit a Financial Questionnaire

Step 1: Click Financial Indicators

Step 2: Enter financial information

Step 3: Click Submit Financial Questionnaire



Once your request is submitted, TI will review and respond.