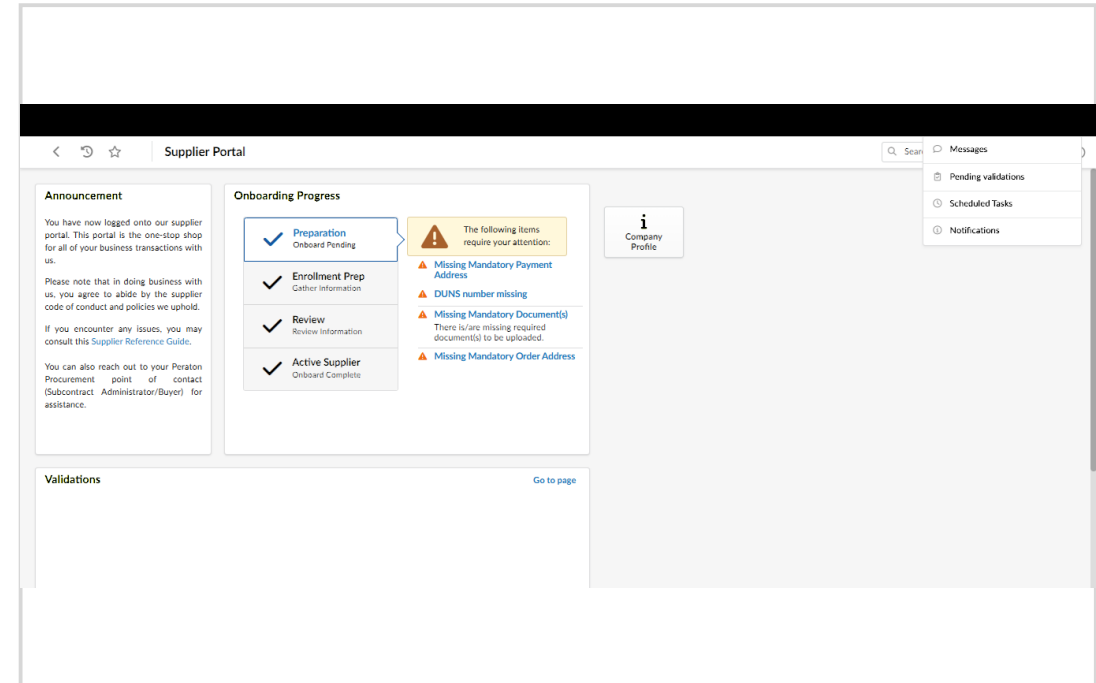


Use this quick guide to complete your initial Ivalua setup:

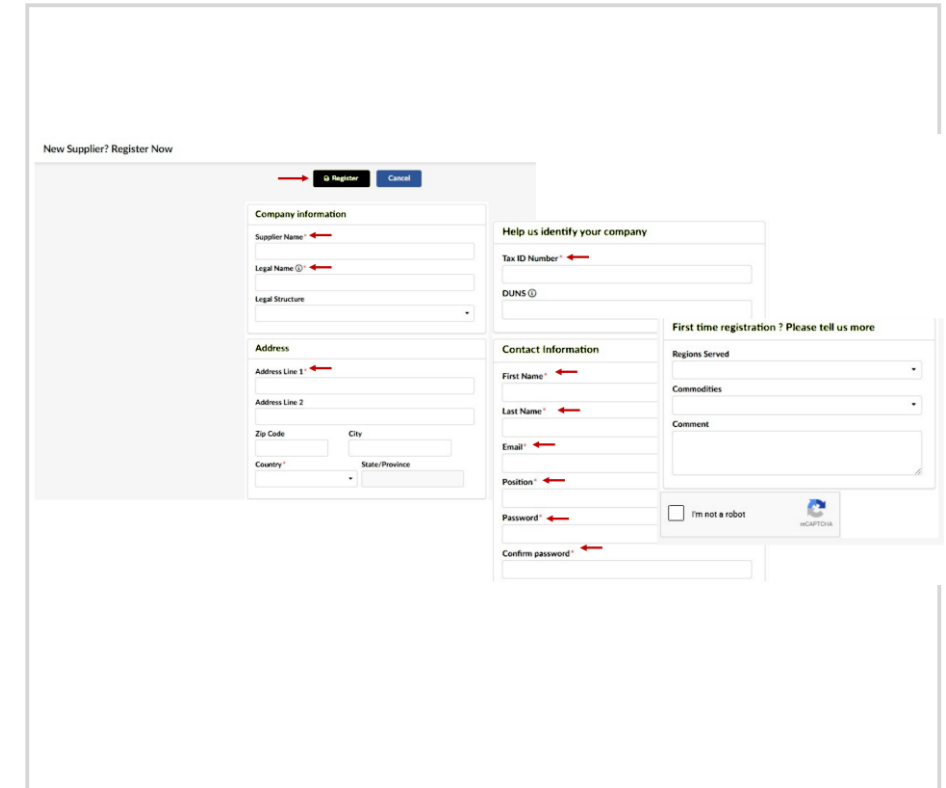
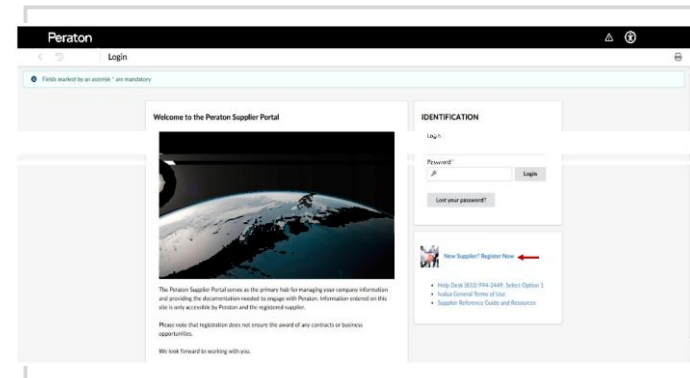
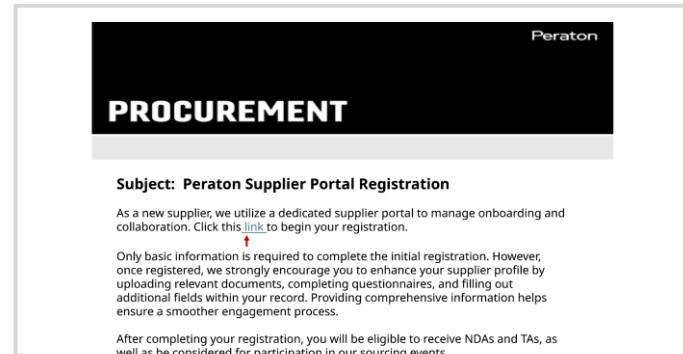
1. Register through the email link from your Buyer or SCA
2. Log in to Ivalua and accept the terms of use
3. Complete company information, contacts, documents, order/payment information, and questionnaires
4. Wait to be prompted for onboarding
5. Use the Supplier Reference Guide link on the homepage when you need help



1. Register from the email link

Complete the new supplier registration:

- Open the registration email from Peraton and click the link.
- On the Supplier Portal page, click “New Supplier? Register Now.”
- Enter all required fields marked with a red asterisk.
- Click Register.

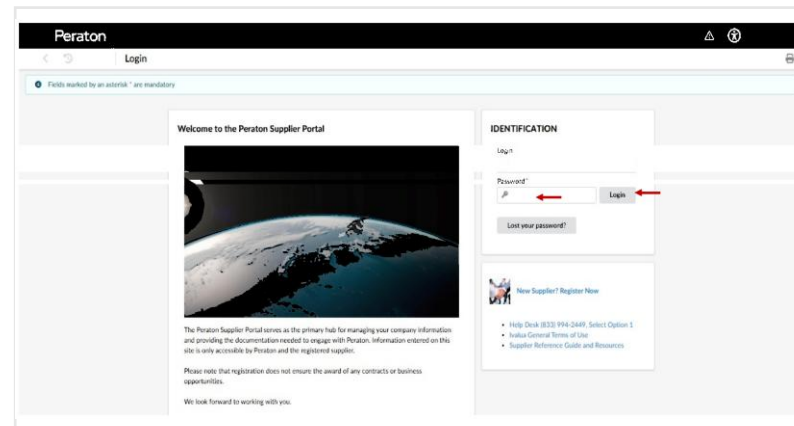
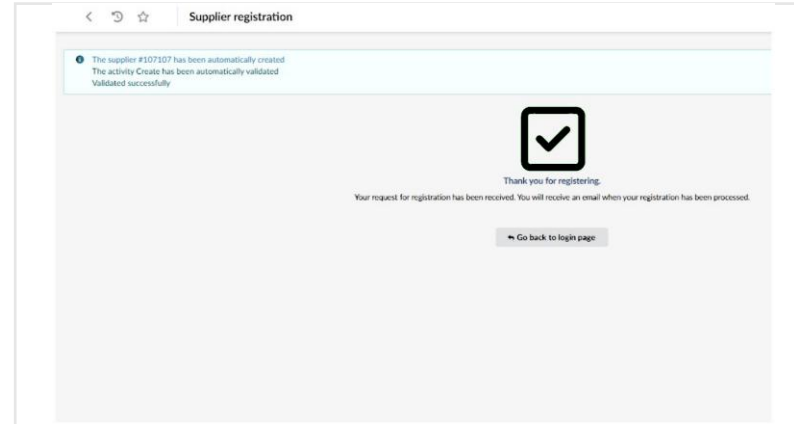


2. Confirm registration and sign in

Use your new account to access Ivalua:

After registering, the confirmation page will display.

- Click “Go back to login page”
- Enter your email address and password, then click Login.
- When prompted, enter the access code sent by Ivalua email.



An access code page will appear, enter the code from the Ivalua email to continue.

Your first login includes a quick review of the portal:

- Review the General Terms of Use.
- Check “I accept the terms and conditions.”
- Click the Acknowledge button.

Peraton General Info. Sourcing Agreements

< ↻ ☆ General Terms of Use ← Search

You have to accept the terms and conditions in order to continue.
PERATON PROCUREMENT SYSTEM END USER ACKNOWLEDGEMENT, CONDITIONS OF ACCESS, AND TERMS OF USE

BY CLICKING “ACCEPT” OR BY ACCESSING OR USING PERATON INC.’S (“PERATON”) PROCUREMENT SYSTEM (THE “SYSTEM”), YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THESE END USER ACKNOWLEDGEMENT, CONDITIONS OF ACCESS, AND TERMS OF USE (COLLECTIVELY, THE “TERMS”). IF YOU DO NOT AGREE, YOU MUST NOT ACCESS OR USE THE SYSTEM.

Governing Law and Severability. These Terms are subject to and shall be interpreted in accordance with the laws of the State of Delaware, without regard to its conflicts of laws provisions. By using the System, you waive any claims that may arise under the laws of other states, countries, territories or jurisdictions, and agree that any dispute, legal action or proceeding between you and Peraton that concerns or relates in any way to your access and use of the System or other material or any information available via the System shall be brought exclusively in federal or state court, as applicable, in the State of Delaware. Any proceedings to resolve or litigate any dispute in any forum will be conducted solely on an individual basis. Neither you nor Peraton will seek to have any dispute heard as a class action or in any other proceeding in which either party acts or proposes to act in a representative capacity. If any provision of these Terms is held unenforceable, the remaining provisions shall remain in full force and effect.

I accept the terms and conditions

3. Review the Supplier Portal homepage

The screenshot displays the Peraton Supplier Portal homepage. At the top, a green navigation bar contains the Peraton logo and menu items: General Info., Sourcing, and Agreements. A secondary navigation bar includes links for Return to Homepage, Company Information, Manage Proposals, Browse NDAs/TAs, Notification Bell, Warning Alert, and My settings & log out. The main content area is titled 'Supplier Portal' and features a 'Favorites' section with an 'Announcement' and an 'Onboarding Progress' section. The 'Onboarding Progress' section lists four steps: Preparation (Onboard Pending), Enrollment Prep (Gather Information), Review (Review Information), and Active Supplier (Onboard Complete). A warning box indicates missing mandatory items: Missing Mandatory Payment Address, DUNS number missing, Missing Mandatory Document(s), and Missing Mandatory Order Address. A 'Company Profile' link is also visible. On the right, a 'Global Search' bar and a user profile dropdown for 'Marleta S.' are shown. The bottom of the page includes a 'Validations' section with a 'Go to page' link and a 'List of validates that need to be actioned' callout.

Return to Homepage

Company Information

Manage Proposals

Browse NDAs/TAs

Notification Bell

Warning Alert

My settings & log out

Peraton

General Info. Sourcing Agreements

Supplier Portal

Access company info

Global Search

Navigation History

Announcement

Onboarding Progress

Preparation Onboard Pending

Enrollment Prep Gather Information

Review Review Information

Active Supplier Onboard Complete

The following items require your attention:

- Missing Mandatory Payment Address
- DUNS number missing
- Missing Mandatory Document(s) There is/are missing required document(s) to be uploaded.
- Missing Mandatory Order Address

Company Profile

Messages

Pending validations

Scheduled Tasks

Notifications

Validations

List of agreements to be reviewed/signed

List of validates that need to be actioned

Go to page

4. Complete company information

Complete as much of your profile as possible:

- From the homepage, Click the Company Profile button.
- Review all required fields marked with a red asterisk.
- Complete the required company information and save your updates.

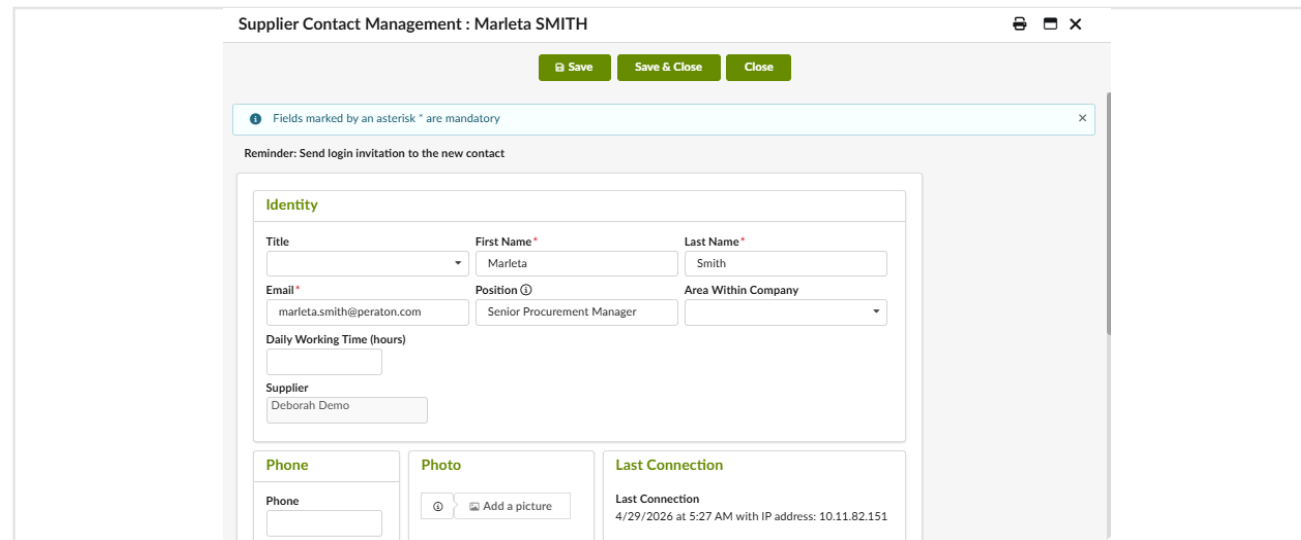
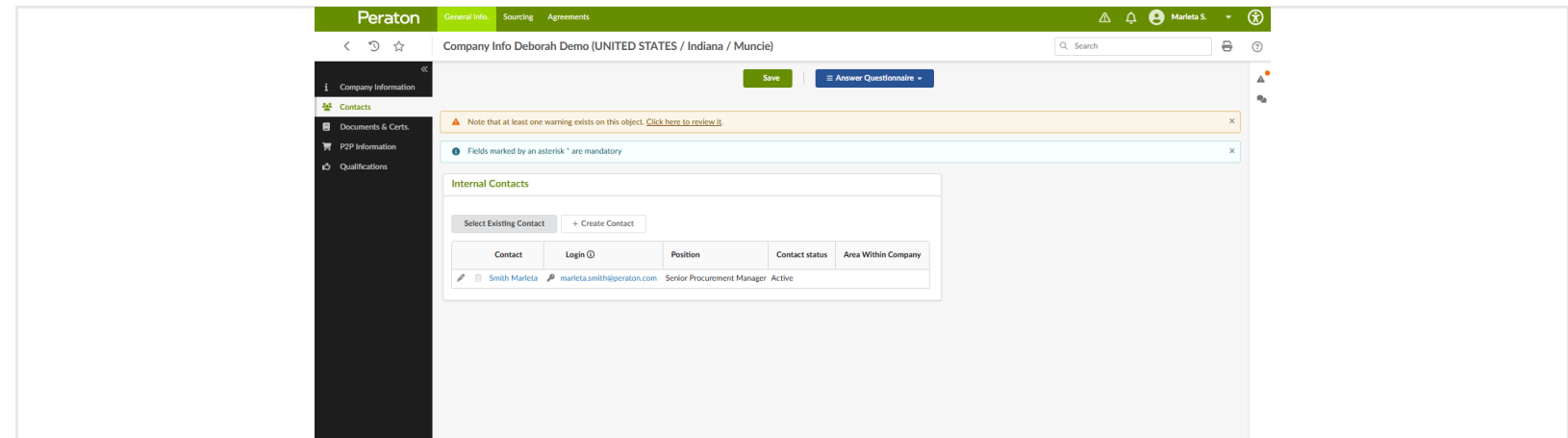
The screenshot displays the Peraton web application interface. At the top, there is a green navigation bar with the Peraton logo and tabs for 'General Info.', 'Sourcing', and 'Agreements'. The user's name 'Marleta S.' is visible in the top right corner. Below the navigation bar, the page title is 'Company Info Deborah Demo (UNITED STATES / Indiana / Muncie)'. A search bar and a 'Save' button are also present. The main content area is divided into several sections:

- Company Information:** This section contains several input fields and dropdown menus. Fields include 'Website', 'Remittance Email', 'Primary NAICS Code', 'Facility Clearance Level', 'Business Size', 'Address Line 3', 'Zip Code', 'City', 'Country', and 'State/Province'. There are also checkboxes for 'ISO Certified' and 'CMMI Certified'.
- Legal Information:** This section includes fields for 'Legal Structure', 'Place Of Registration', 'Shared Capital', 'Year Founded', 'Unique Entity ID (SAM)', 'CAGE Code', 'EIN / SSN', and 'DUNS'. There is also a checkbox for 'Foreign Owned or Controlled?'.

5. Edit existing contact information

Update existing contact details when needed:

- Click the Contacts tab.
- Click the edit pencil for the contact.
- Update the fields as needed.
- Click Save & Close.



6. Add new contacts

Invite other supplier users to register:

- Click Create Contact.
- Complete the required fields and click Save & Close.
- Select the key icon and click Send Message.
- The new contact will receive an invitation to register.

Supplier Contact Management

Save Save & Close Close

Fields marked by an asterisk * are mandatory

Reminder: Send login invitation to the new contact

Identity

Title First Name* Last Name*

Email* Position Area Within Company

Phone

Phone

Cell Phone

Fax

Photo

Add a picture

Login Information

Invitation to log in

Close Send message

Invite a contact

First Name
New PERSON

Email
new.person@peraton.com

Profile code*
Supplier

Subject
Access to Peraton's Supplier Portal

Notification body

Dear New Person,

You have been granted access to Peraton's Supplier Portal for supplier Deborah Demo with the following user ID: new.person@peraton.com.

To create your password, please use the following link: [Set password](#)
Once your password is set, you may log in to Ivalua using the link below: [Login](#)

Regards,
Peraton Procurement

Peraton

Company Info Deborah Demo [UNITED STATES / Indiana / Muncie]

Save Answer Questionnaire

Note that at least one warning exists on this object. [Click here to resolve it.](#)

Fields marked by an asterisk * are mandatory

Internal Contacts

Select Existing Contact + Create Contact

Contact	Login	Position	Contact status	Area Within Company
Person New			Active	
Seith Marcks	marcksseith@peraton.com	Senior Procurement Manager	Active	

Peraton

Company Info Deborah Demo [UNITED STATES / Indiana / Muncie]

Save Answer Questionnaire

Note that at least one warning exists on this object. [Click here to resolve it.](#)

Fields marked by an asterisk * are mandatory

Internal Contacts

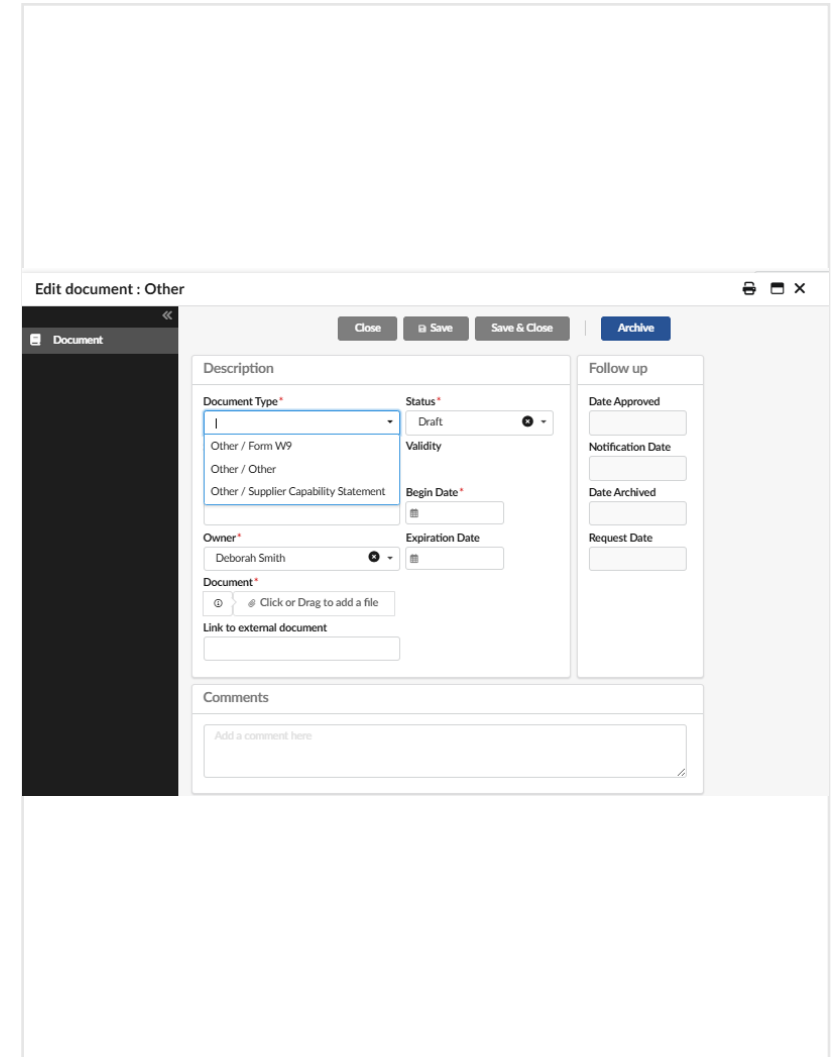
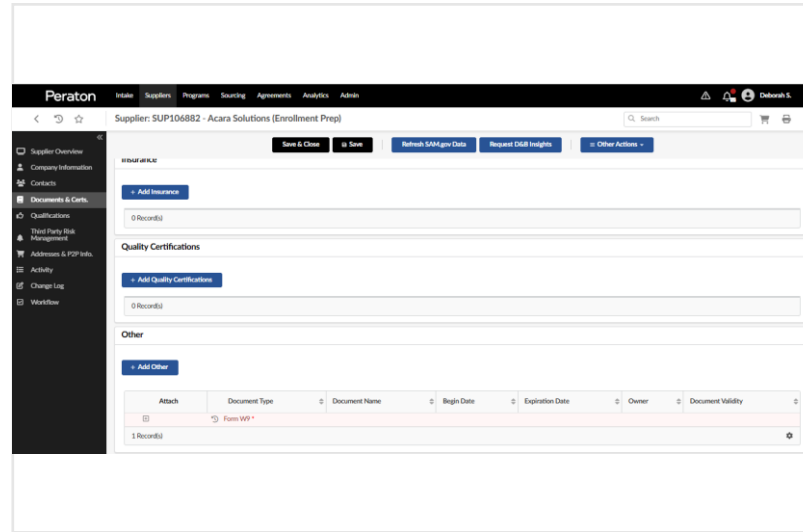
Select Existing Contact + Create Contact

Contact	Login	Position	Contact status	Area Within Company
Person New			Active	
Seith Marcks	marcksseith@peraton.com	Senior Procurement Manager	Active	

7. Upload your W-9 or W-8

Use Documents & Certs to add tax forms:

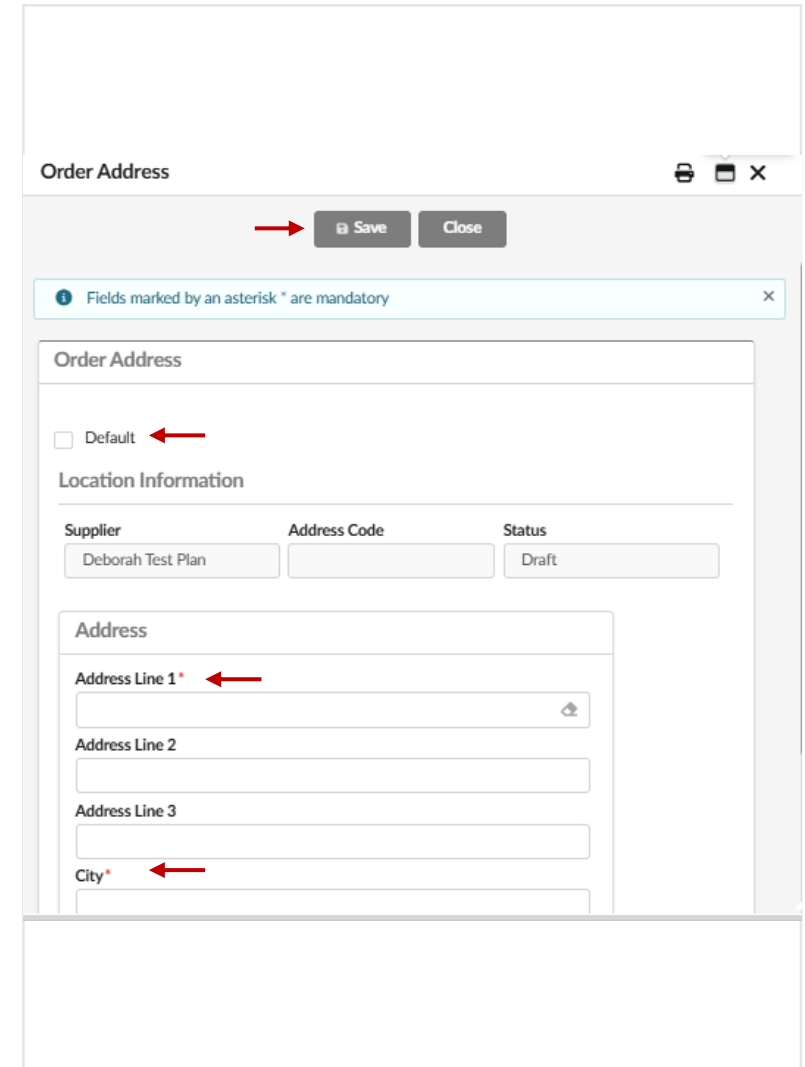
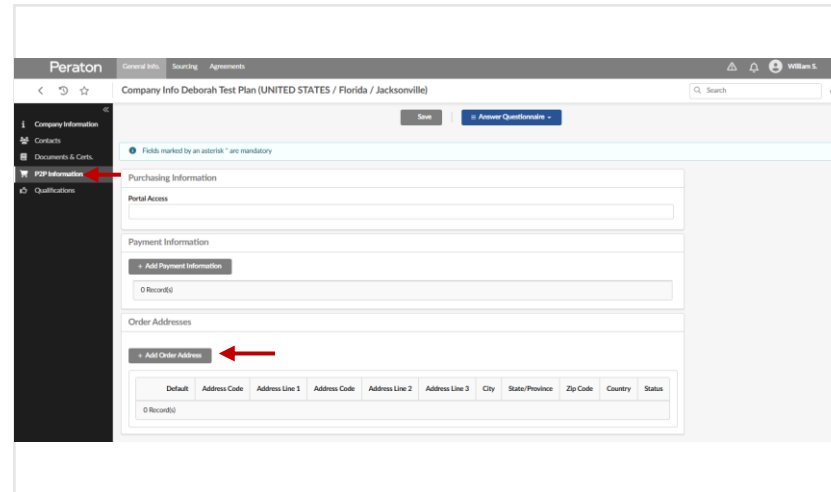
- Open Company Profile and click the Documents & Certs tab.
- Scroll down and click Add Other.
- Choose W-9 or W-8, upload the file, and enter the begin date.
- Click Save.



8. Add order address information

Use P2P Information to add the address Peraton should use for ordering:

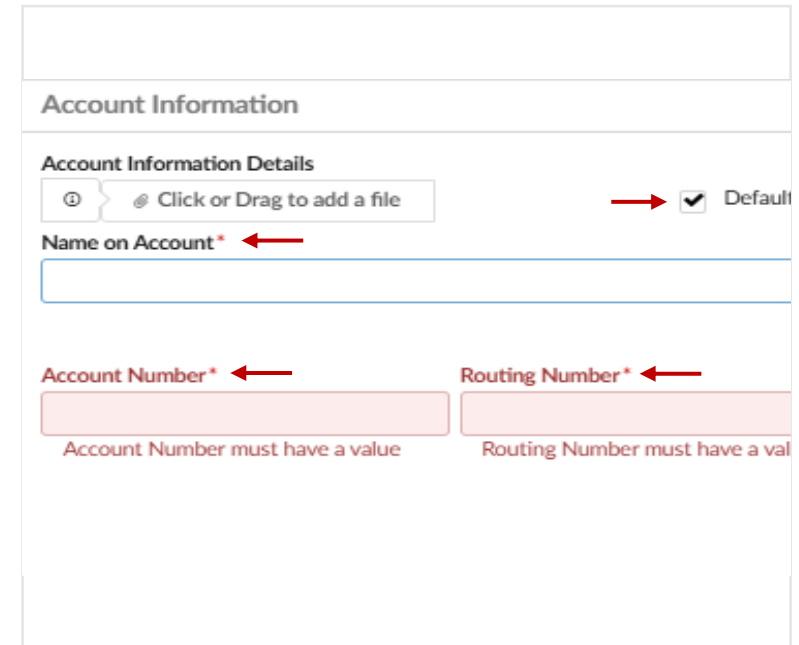
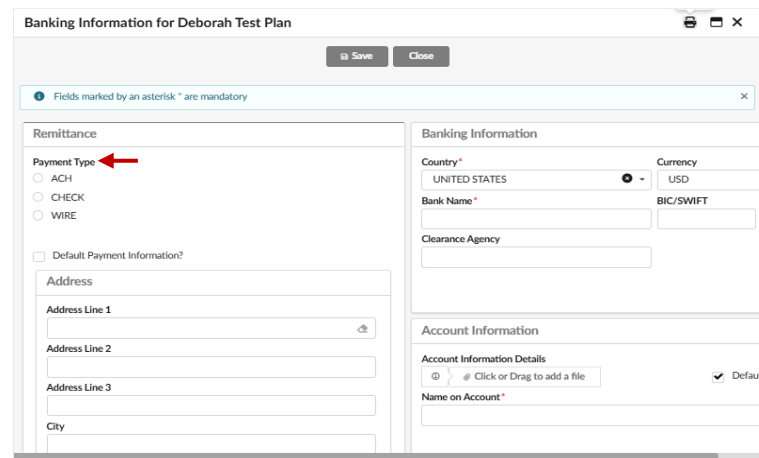
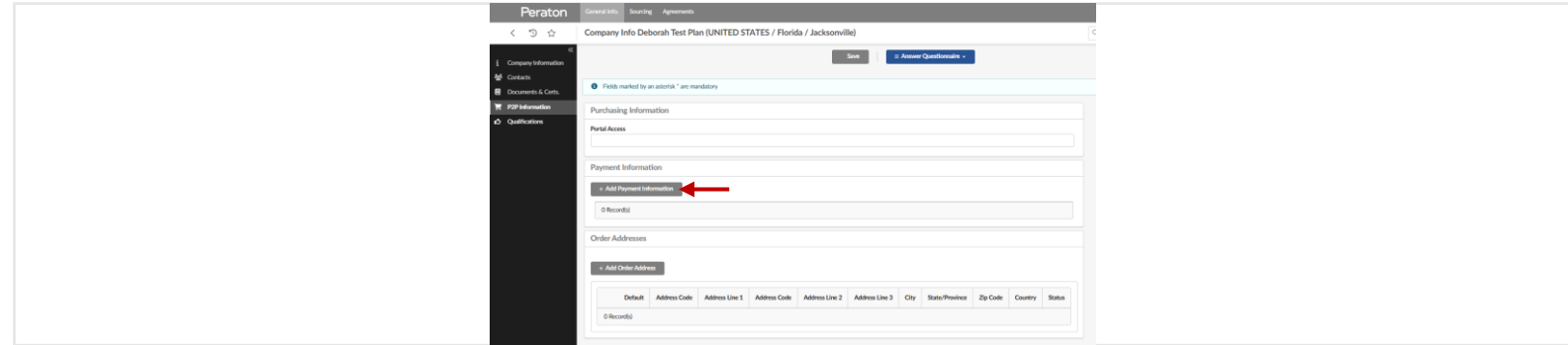
- Click the P2P Information tab.
- Click +Order Address button.
- Complete the required address fields.
- Check the Default box to set the correct address as the default when applicable.
- Click Save.



9. Add payment information

Add remittance and bank details in P2P Information:

- Click +Add Payment Information.
- Select the payment type and enter required banking details.
- Check “Default Payment Information?” if what’s entered is the default.
- Click the save button.



10. Answer questionnaires

Complete all required questionnaire responses:

- Review the missing questionnaires listed under “The following items require your attention.”
- Click the required questionnaire link.
- Click the + Answer Questionnaire button.
- Click the Access questionnaire button to answer all questions.
- Click the Submit button when all required responses are complete.

After you complete your profile:

- Finish company information, contacts, documents, order/payment information, and questionnaires.
- Then wait for your Buyer or SCA to prompt onboarding and/or initiate NDA/TA reviews/sign offs or sourcing/RFx.
- If you need help, click the Supplier Reference Guide link in the Announcements section on the homepage.

