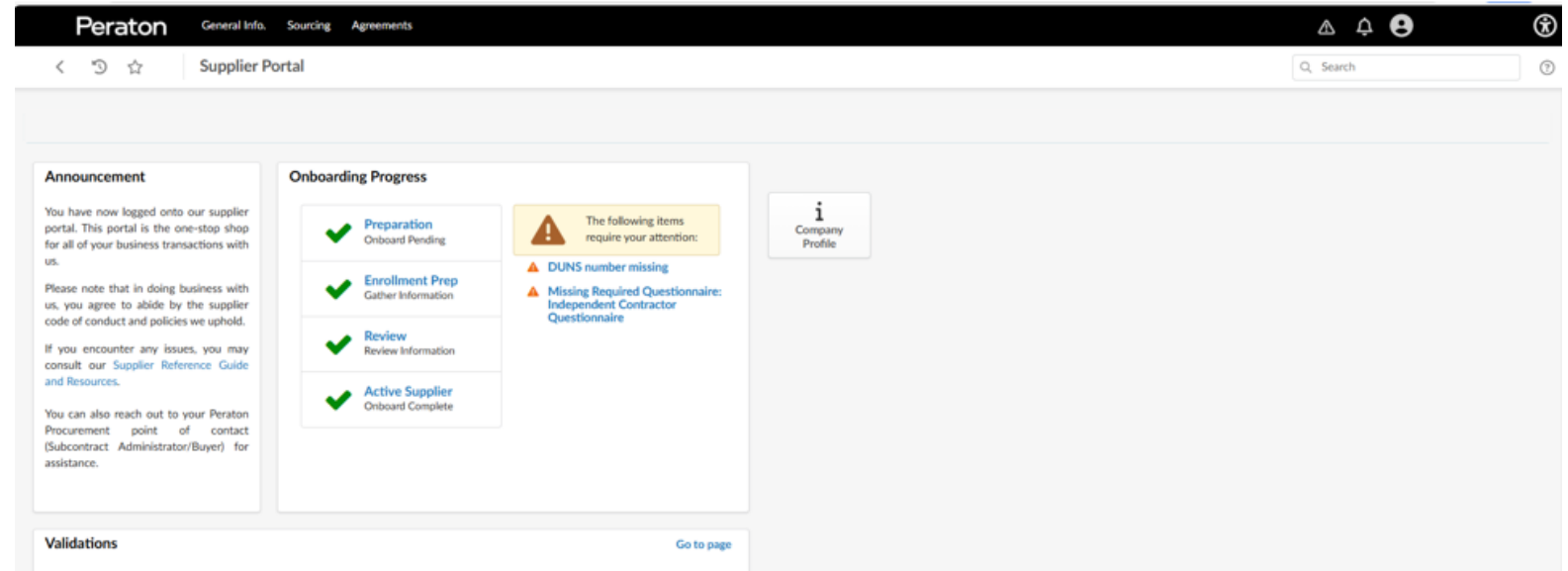


Welcome to Peraton Ivalua.

Use this guide to complete initial Ivalua setup and required supplier updates.

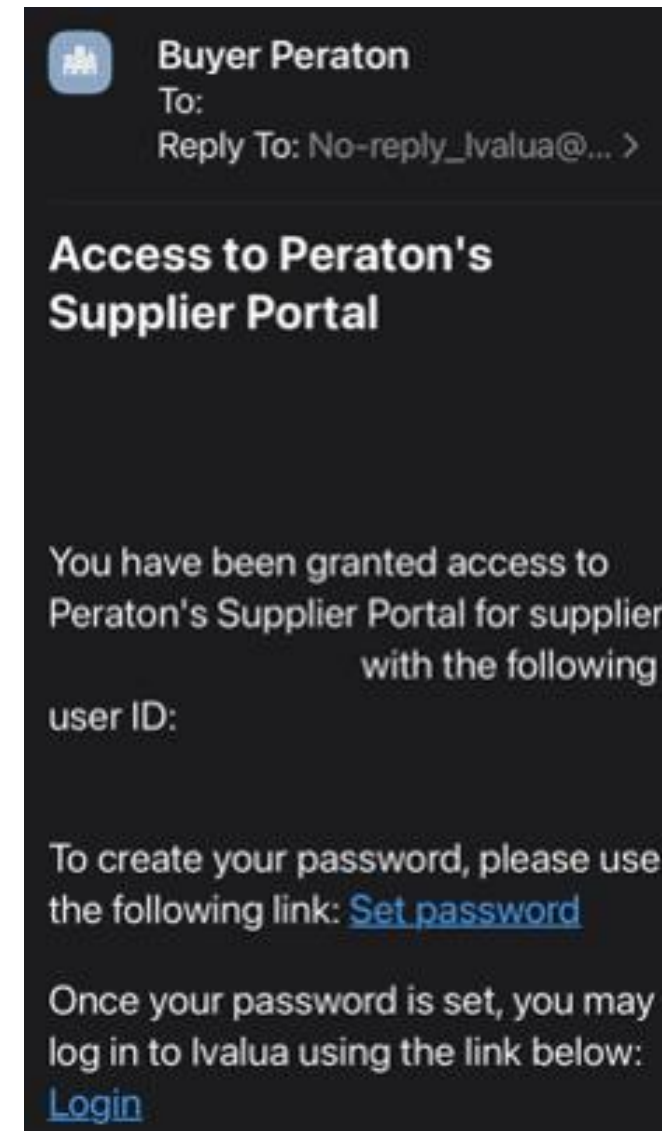
## Core Start Up Actions

1. Set your password and log in to Ivalua.
2. Accept the Terms of Use.
3. Use the homepage as a quick orientation point, then open Company Profile.
4. Upload your W-9/W-8, update contacts, and answer required questionnaires.
5. Use the Supplier Reference Guide and support resources whenever needed.



## Complete the actions below

- Open the Ivalua invitation email from Peraton.
- Click the link to Set password. Take note of the User ID provided in this email.



## Complete the actions below

- Enter a password that meets the required criteria.
- Reenter the password, ensuring it matches.
- Click Save.

The screenshot shows the 'Peraton' mobile application interface for 'Password management'. At the top, there is a navigation bar with the 'Peraton' logo and a 'Save' button. Below the navigation bar, the 'Password management' section is displayed. It contains a list of validation errors, each preceded by a red 'X' icon, and two informational messages, each preceded by a yellow question mark icon. The errors are: 'Passwords should match.', 'The password must contain at least 1 uppercase character(s)', 'Password must contain at least 1 lowercase character(s)', 'Password must contain at least 1 digit(s)', 'Password must contain at least 1 non-alphanumeric character(s)', and 'Password must contain at least 12 characters'. The informational messages are: 'Minimal password age : 1 day(s)' and 'Password must be different from the older one'. Below the error list, there are two input fields: 'New password' and 'Confirm password', both of which are currently empty.

## Complete the actions below


- In the Login field, enter your User ID (from the invitation email, typically your email address), and your password.
- Click Login.
- An email with an access code was sent to your email.

Peraton

Login

Fields marked by an asterisk \* are mandatory

### Welcome to the Peraton Supplier Portal



The Peraton Supplier Portal serves as the primary hub for managing your company information and providing the documentation needed to engage with Peraton. Information entered on this site is only accessible by Peraton and the registered supplier.

Please note that registration does not ensure the award of any contracts or business opportunities.

We look forward to working with you.

#### IDENTIFICATION

Login\*

Password\*

Login

Lost your password?

[New Supplier? Register Now](#)

- [Help Desk \(833\) 994-2449, Select Option 1](#)
- [Ivalua General Terms of Use](#)
- [Supplier Reference Guide and Resources](#)

# 4. Enter the access code

## Complete the actions below

Every time you log in, Ivalua will send an email with an access code.

- Enter the access code from the email.
- Click Confirm code

The screenshot shows a mobile browser interface for the Peraton login page. At the top, there's a black header with the 'Peraton' logo. Below it, a navigation bar contains a back arrow, a refresh icon, and the text 'Login'. A light blue notification banner at the top of the page states 'A token has been sent to your email.' with a close button. The main content area is a white box titled 'IDENTIFICATION'. It contains three input fields: 'Login', 'Password' (with a toggle for visibility), and 'Your verification code'. At the bottom of the form are two buttons: 'Resend a new code' and 'Confirm code'.

## Complete the actions below

First-time users will see the General Terms of Use page.

- Review the terms and conditions.
- Select “I accept the terms and conditions,” then click Acknowledge.

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

Acknowledge Print

# 6. Review your homepage and navigate

The screenshot shows the Peraton Supplier Portal homepage. At the top, there is a navigation bar with links for 'Company Information', 'Manage Proposals', 'Browse NDAs/TAs', 'Notification Bell', and 'My settings & log out'. Below this is a green header with the Peraton logo and sub-navigation links: 'Return to Homepage', 'General Info.', 'Sourcing', 'Agreements', 'Warning Alert', and 'Access company info'. The main content area is divided into several sections: 'Announcement' (with a welcome message and a link to the Supplier Reference Guide), 'Onboarding Progress' (a checklist with four items: Preparation, Enrollment Prep, Review, and Active Supplier, each with a status indicator), 'Validations' (a table of pending actions), and 'Company Profile' (a button to view the profile). A 'Global Search' bar is located on the right side. A user profile dropdown menu is open, showing 'Dee S.' and options for 'Messages', 'Pending validations' (with a red badge showing '4'), 'Scheduled Tasks', and 'Notifications'. Red arrows point from various text labels to specific elements on the page.

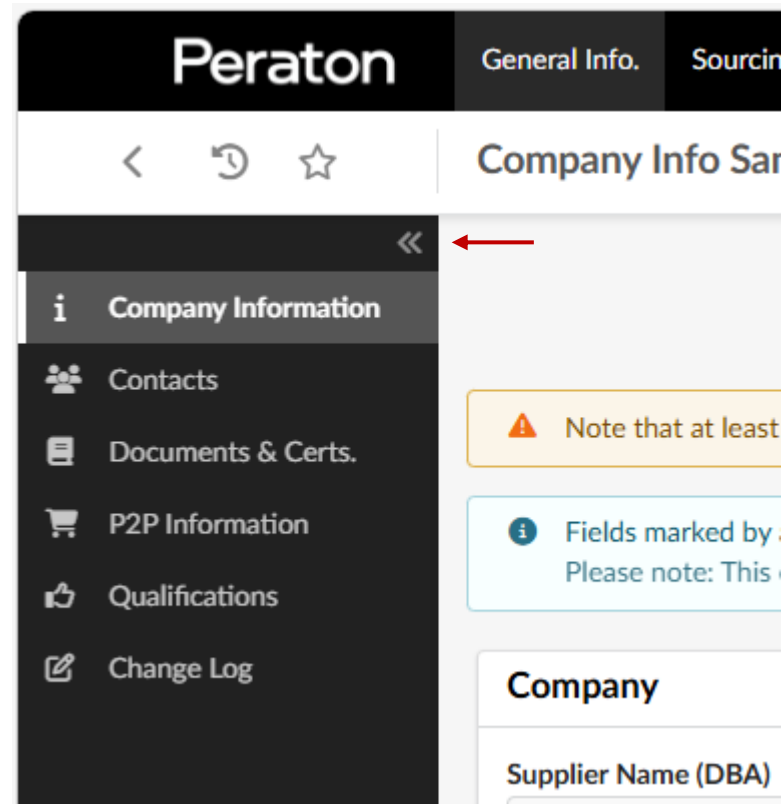
Annotations and their targets:

- Return to Homepage
- Previous page
- Navigation History
- List of agreements to be reviewed/signed
- Company Information
- Manage Proposals
- Browse NDAs/TAs
- Access company info
- Notification Bell
- My settings & log out
- Warning Alert
- Global Search
- List of validates that need to be actioned

- Use the homepage as a quick orientation screen before updating information.
- Review the labeled sections to see where to find announcements, validations, items requiring attention, and Company Profile.

## Complete the actions below

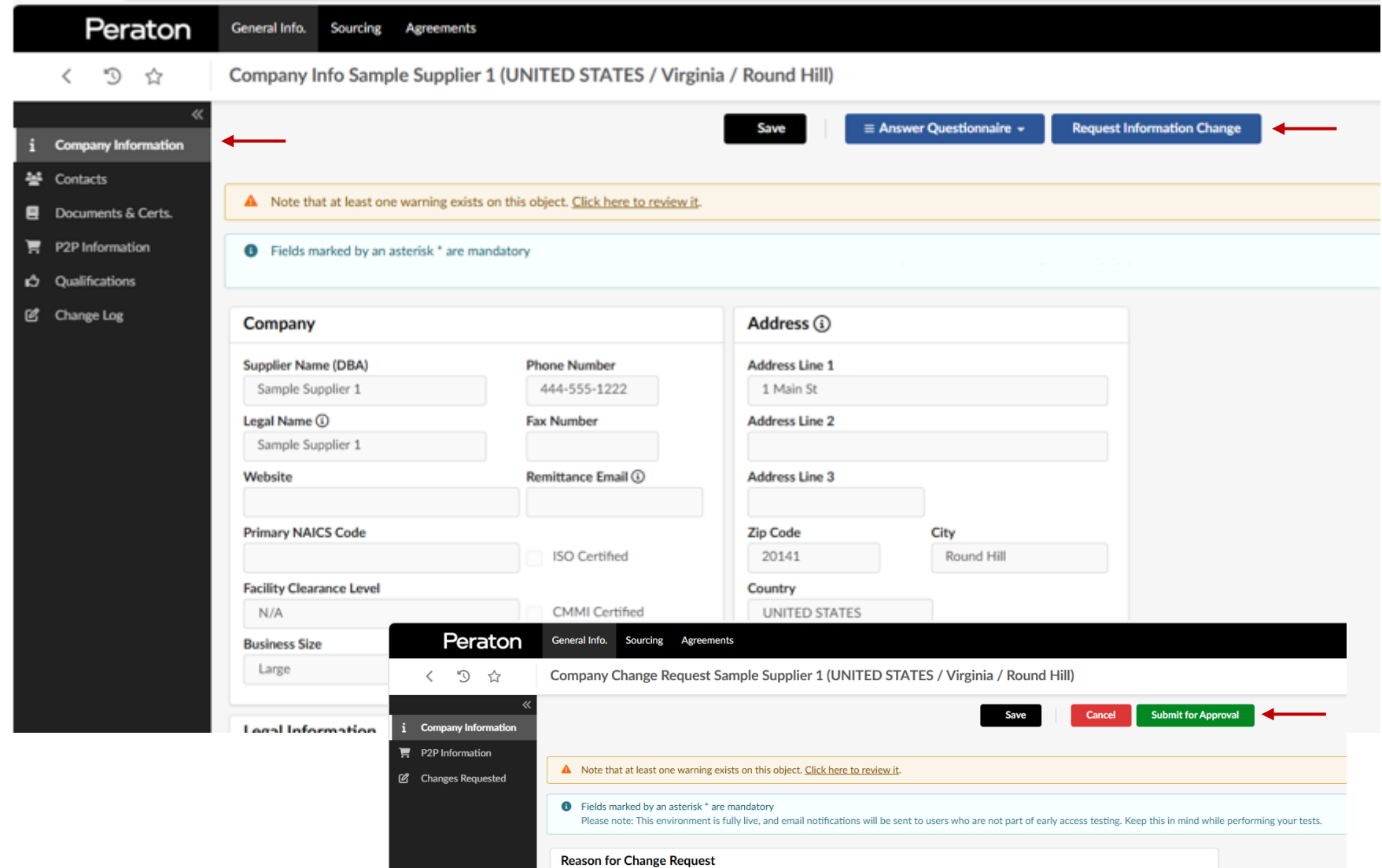
1. Expand the left menu by clicking the double arrows.
2. Click each menu to review that tab's data. Be sure to click Save when entering/updating any data.



# 8. Company Information tab

## Complete the actions below

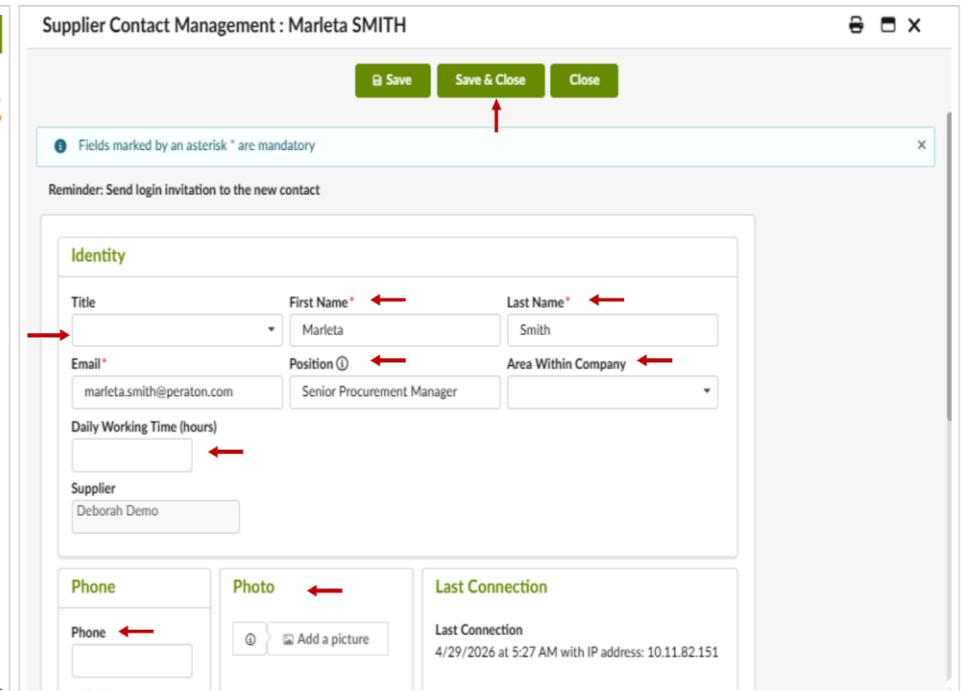
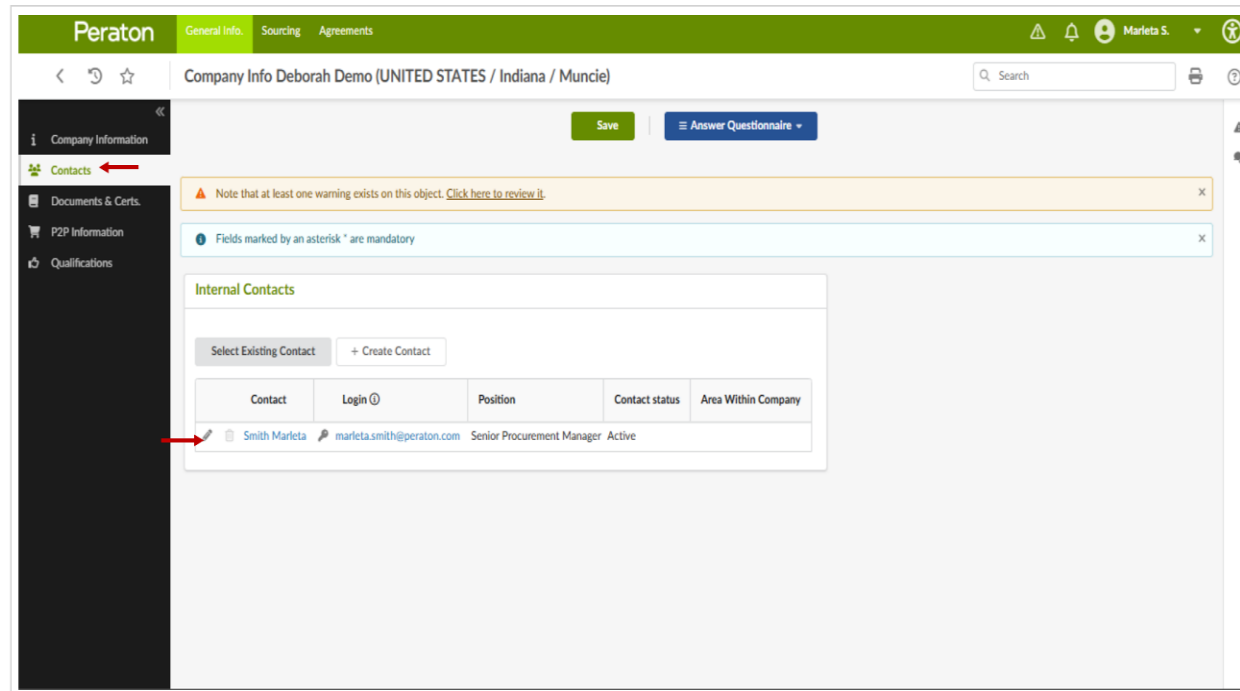
1. Review the data on the Company Information tab.
2. In order to update/enter any data on this tab, first click the “Request Information Change” button.
3. Once data is entered/updated, click “Submit for Approval”.
4. This change is now routed to Peraton for review/approval.
5. Only one change request can be in work at a time.



# 9. Edit existing contact information

## Complete the actions below

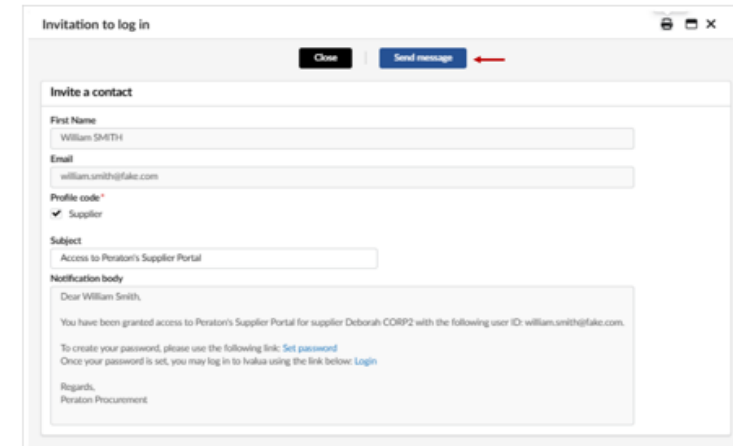
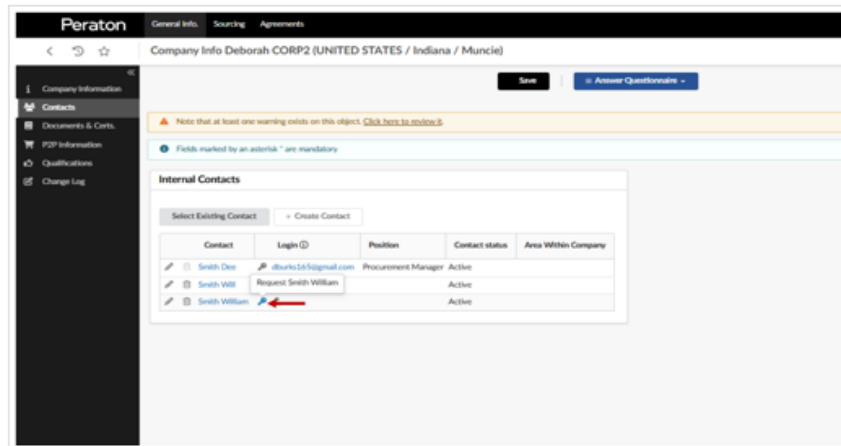
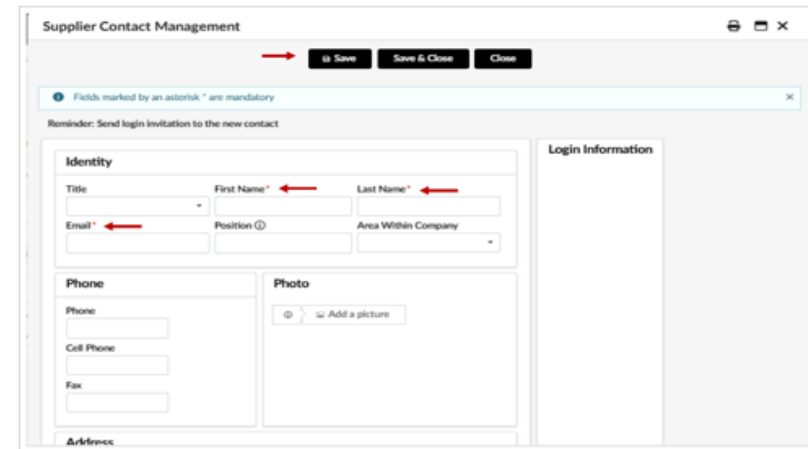
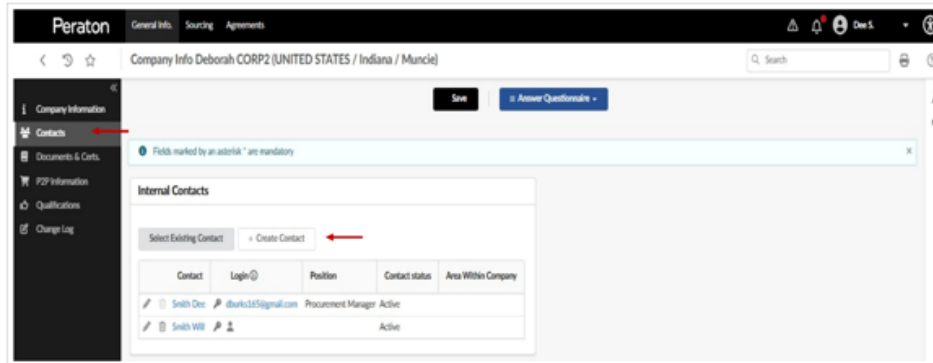
- Click the Contacts tab.
- Click the edit pencil next to the contract record.
- Update the fields as needed
- Slick Save & Close.



# 10. Add additional contacts

## Complete the actions below

- From the Contacts tab, click Create Contact.
- Complete all required fields and click Save & Close.
- Use the key icon and Send Message to send the new contact a password setup email.



# 11. Upload Documents and Certs

## Complete the actions below

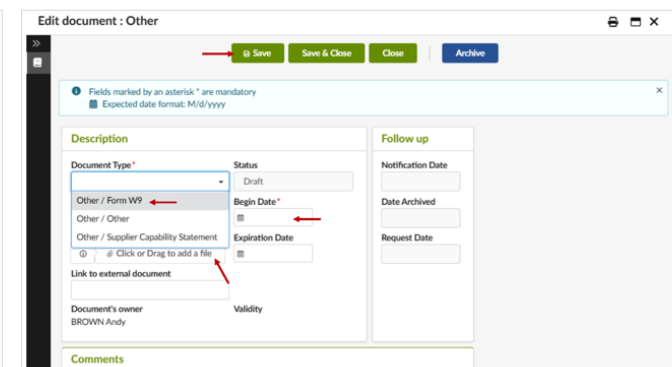
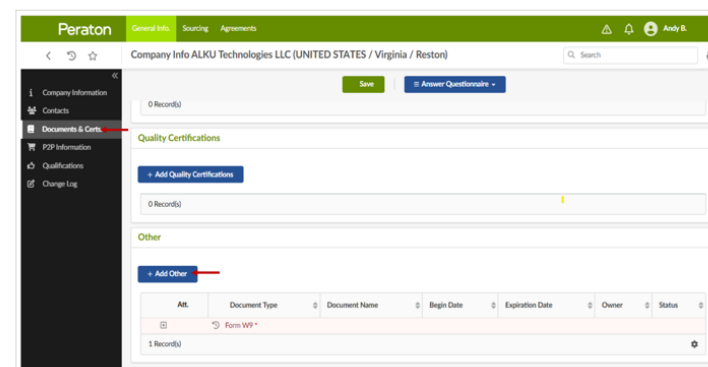
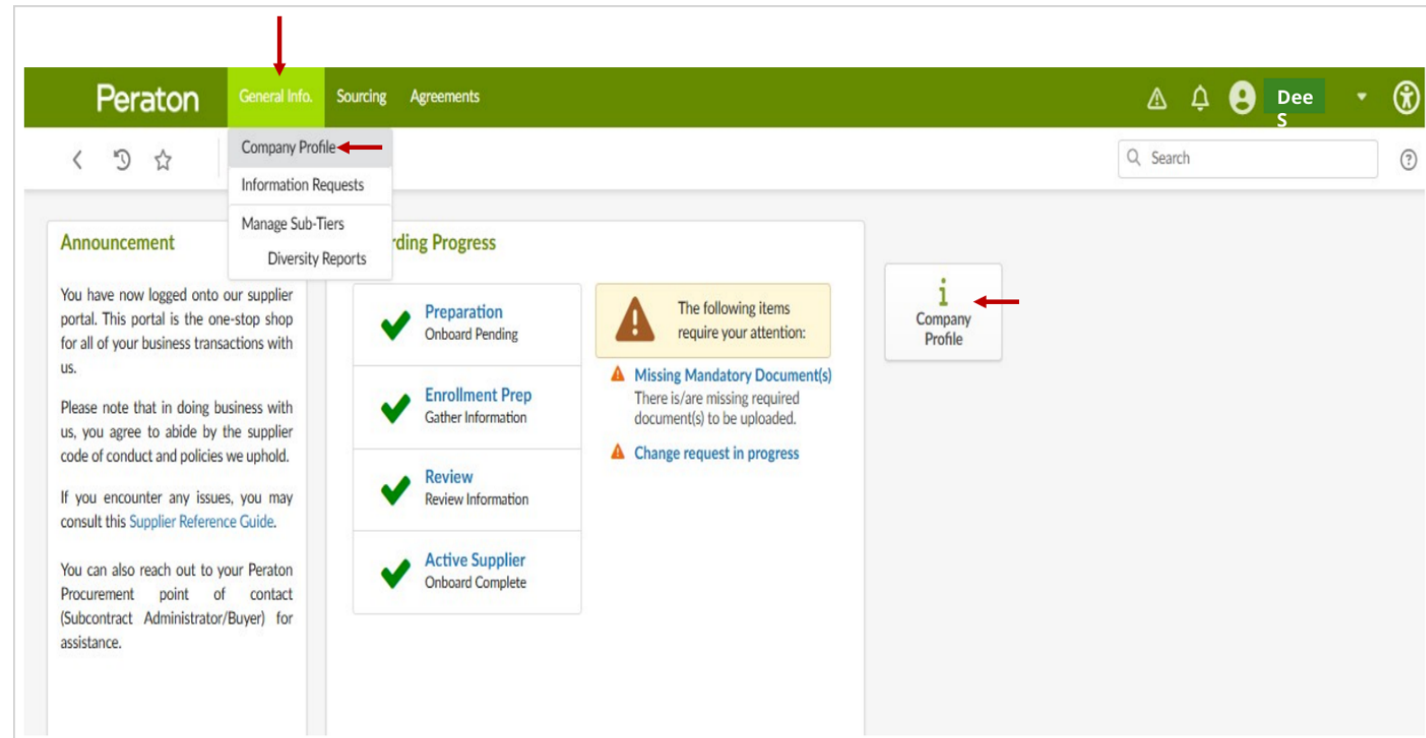
1. Upload any required documents or certifications.
2. Press the + Add ... button to initiate these.
3. Always click Save on the screen before leaving.

The screenshot displays the Peraton web application interface. At the top, there is a navigation bar with the Peraton logo and tabs for 'General Info.', 'Sourcing', and 'Agreements'. Below this, the page title is 'Company Info Sample Supplier 1 (UNITED STATES / Virginia / Round Hill)'. A sidebar on the left contains navigation options: 'Company Information', 'Contacts', 'Documents & Certs.', 'P2P Information', 'Qualifications', and 'Change Log'. The main content area features a 'Save' button, an 'Answer Questionnaire' button, and a 'Request Information Change' button. A warning message states: 'Note that at least one warning exists on this object. Click here to review it.' Below this, a message indicates that fields marked with an asterisk are mandatory and that the environment is fully live. The 'Documents & Certs' section includes search filters for 'Keywords' and 'Status', checkboxes for 'Archived Documents' and 'Missing Required Documents', a 'Search' button, and a 'Reset' button. There is also a 'View Parent's Documents' checkbox. The 'Small Business Certifications' section contains a '+ Add Small Business Certifications' button, which is highlighted with a red arrow, and a table showing '0 Record(s)'.

# 12. Upload your W-9 or W-8

## Complete the actions below

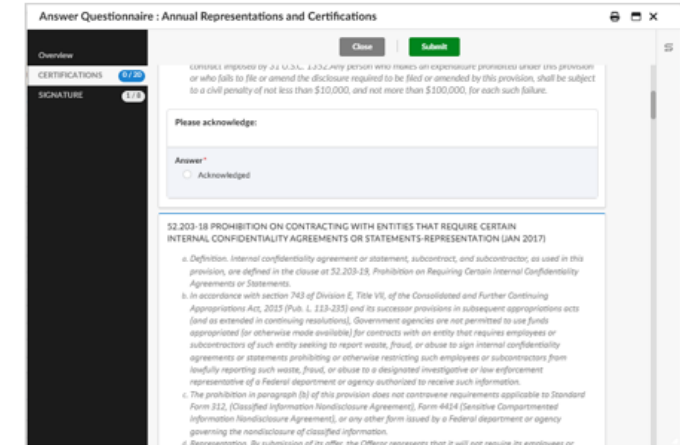
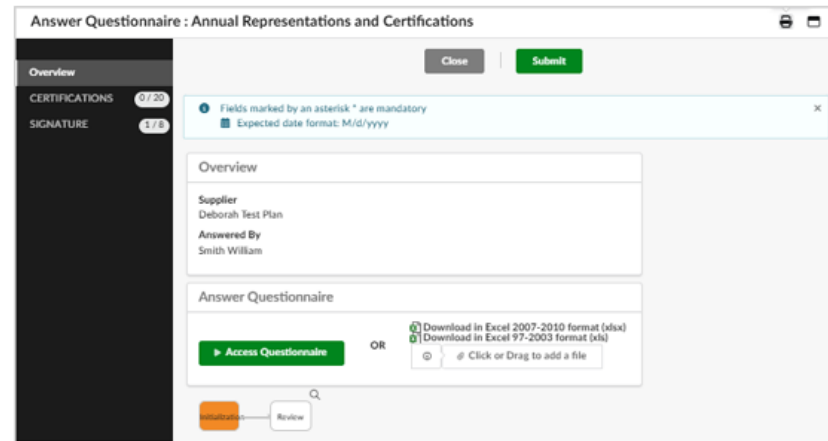
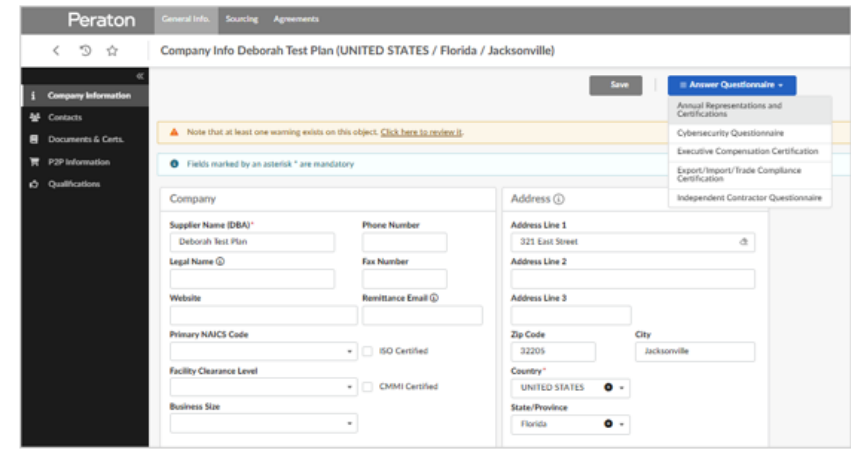
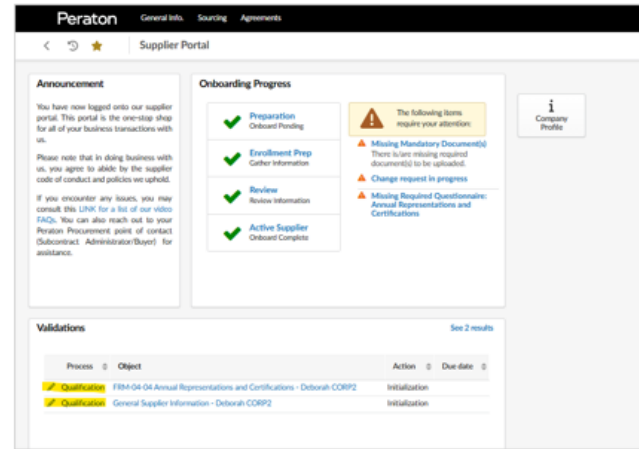
- Click the company profile button.
- Click the Documents & Certs tab.
- Scroll down and click the +Add Other button.
- Select document type (W-9).
- Drag and drop or upload the document.
- Enter the begin date.
- Click Saved.



# 13. Answer Any Required Questionnaires

## Complete the actions below

- Review the missing questionnaires listed under “The following items require your attention.”
- Click the questionnaire link, then click Answer Questionnaire.
- Use the Certifications and Signature tabs to complete all required questions, then click Submit.



Congratulations, you completed the start up actions! Below shares information on acquiring support when needed.

- Unable to access Ivalua? Call 1.833.949.9449.
- For help using Ivalua, open the Supplier Reference Guide link in the Announcements section on the homepage.
- Reach out to your Peraton Buyer or SCA for additional support.

