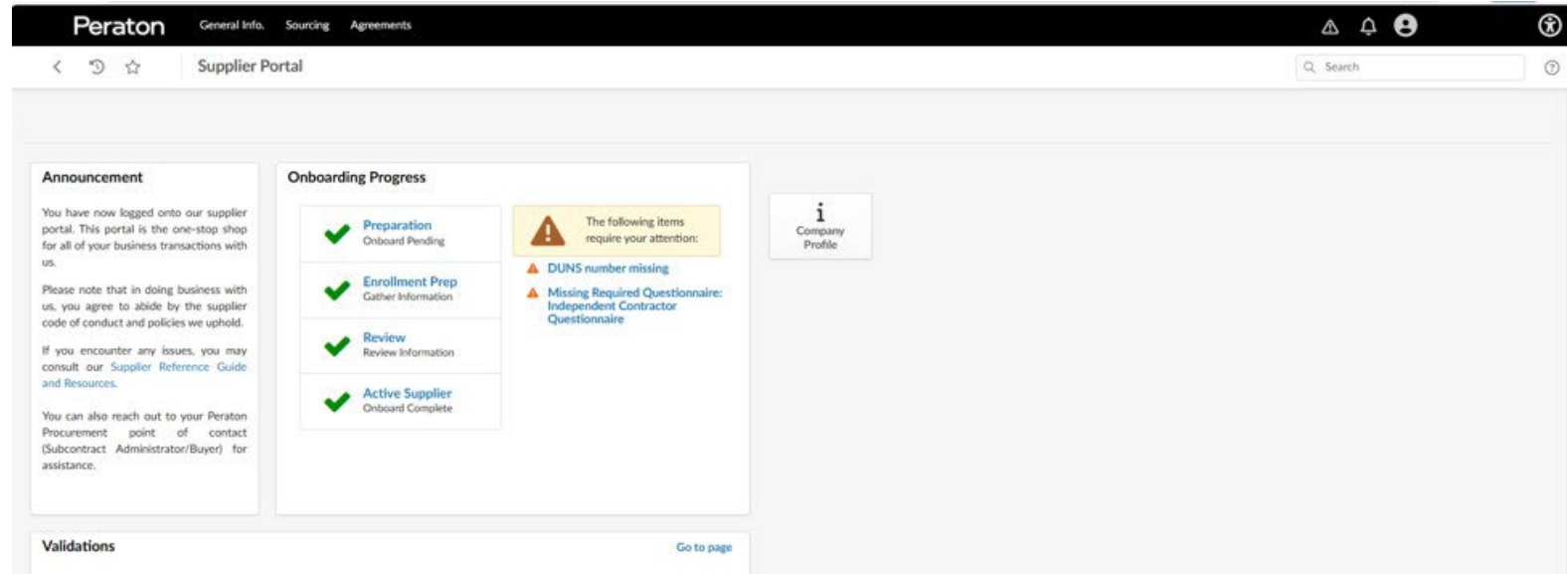


Welcome to Peraton Ivalua.

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

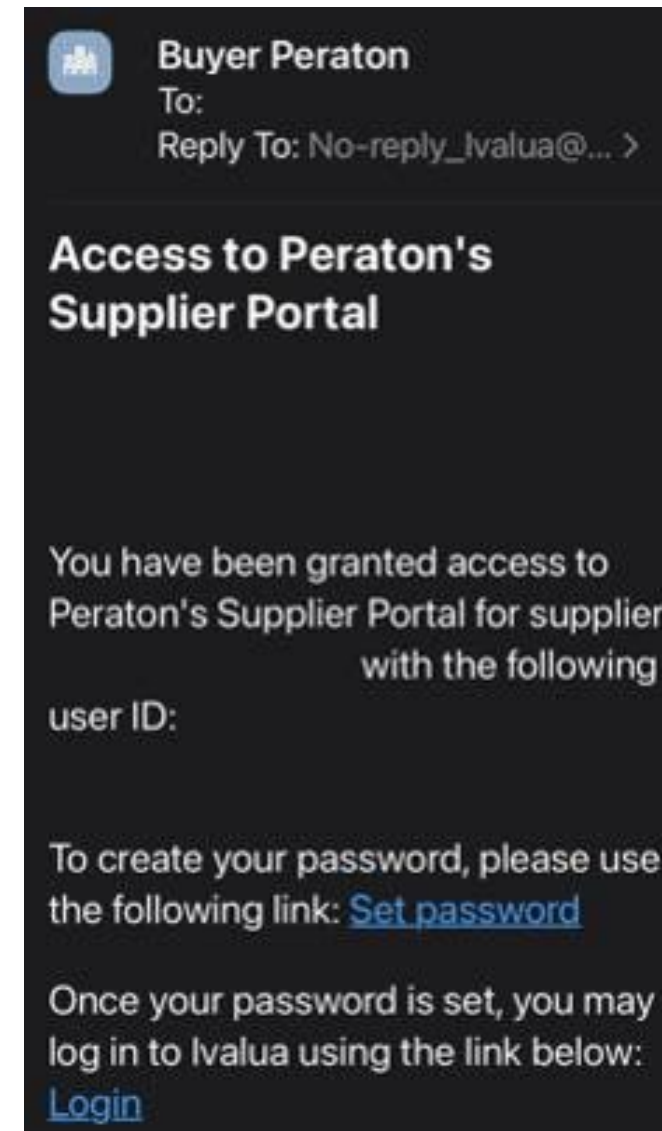
Core Start Up Actions

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, update your banking and order address information, 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.



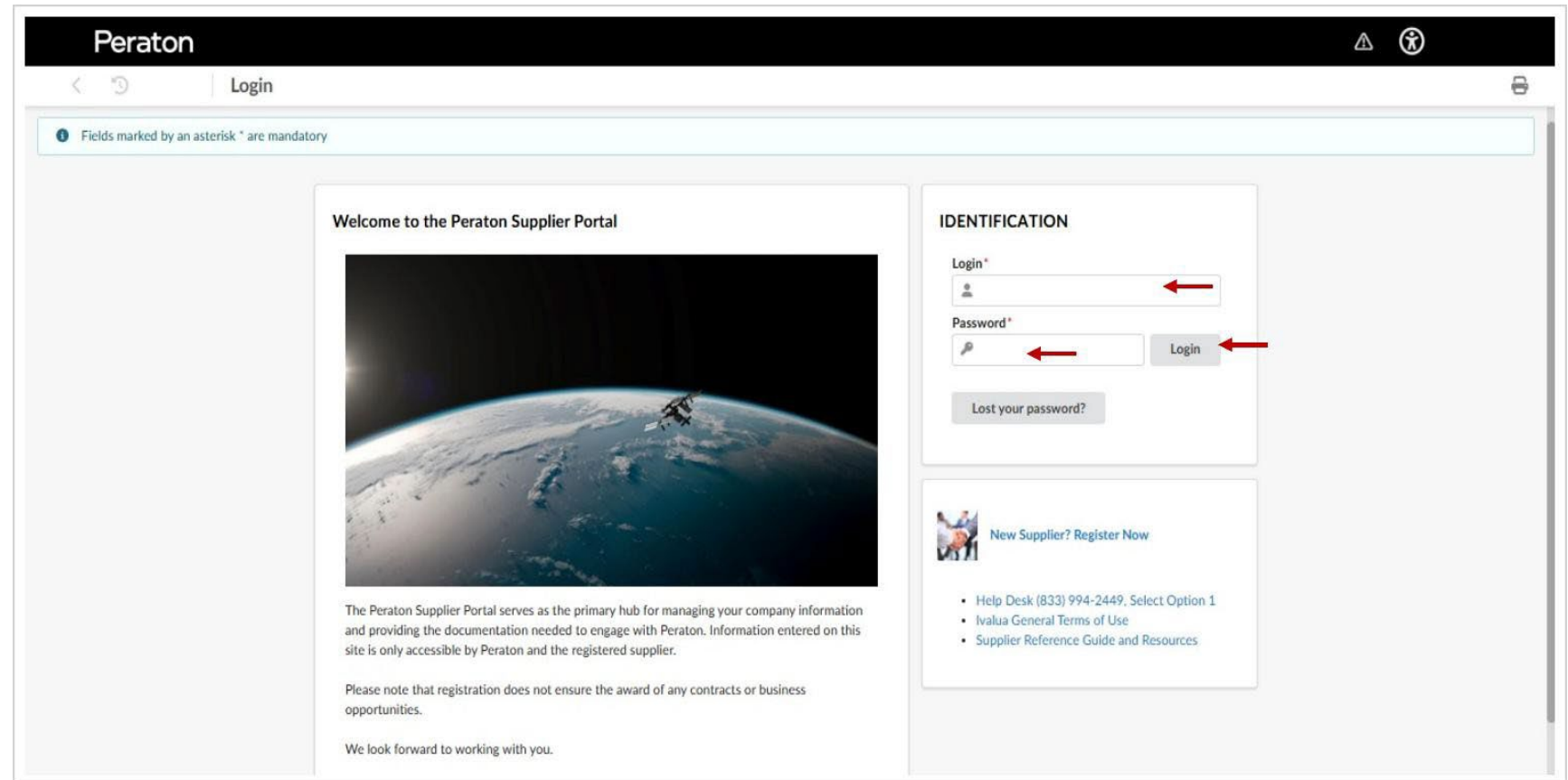
Complete the actions below

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

The screenshot shows the Peraton Password management interface. At the top, there is a navigation bar with the Peraton logo and a breadcrumb trail for 'Password management'. A 'Save' button is located in the top right corner. Below the navigation bar, the 'Password management' section is displayed. It contains a list of validation errors, each preceded by a red 'X' 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'. Below these errors, there are two input fields: 'New password' and 'Confirm password'. The 'New password' field is currently empty, and the 'Confirm password' field is also empty. The interface is clean and modern, with a light gray background and clear text.

Complete the actions below

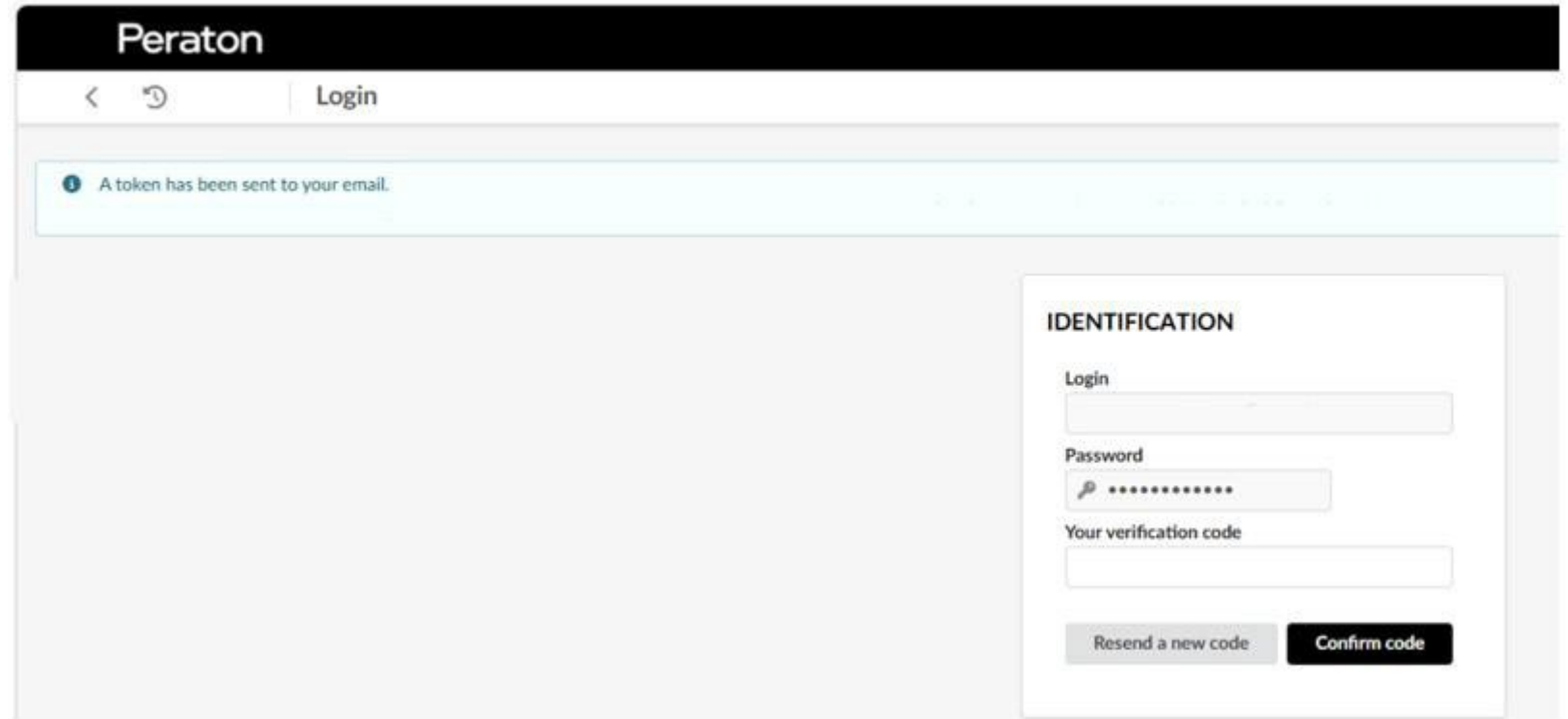
- In the Login field, enter your User ID (from the invitation email, typically your email address), and your password.
- Click Login.
- An email with an access code was sent to your email.



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 the Peraton login interface. At the top, there is a black header with the word "Peraton" in white. Below the header, there is a navigation bar with a back arrow, a refresh icon, and the text "Login". A light blue notification banner at the top of the main content area contains the message "A token has been sent to your email." with a small information icon on the left and a close icon on the right. The main content area is light gray. On the right side, there is a white box titled "IDENTIFICATION" containing three input fields: "Login", "Password" (with a toggle icon and masked characters), and "Your verification code". Below these fields are two buttons: "Resend a new code" (light gray) and "Confirm code" (black with white text).

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

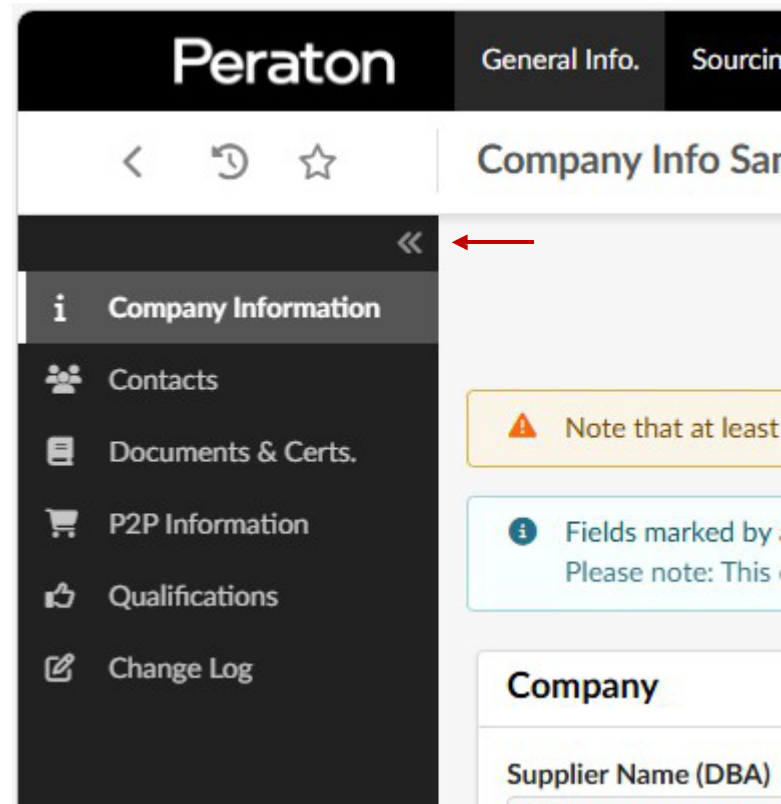
The screenshot shows the Peraton Supplier Portal homepage. At the top, there is a navigation bar with the Peraton logo and menu items: Company Information, Manage Proposals, Browse NDAs/TAs, General Info., Sourcing, Agreements, Notification Bell, and My settings & log out. Below this is a secondary bar with Return to Homepage, Previous page, Navigation History, Supplier Portal, Access company info, Warning Alert, and Global Search. The main content area is divided into several sections: Announcements, Onboarding Progress, and Validations. The Onboarding Progress section shows a checklist of steps: Preparation (Onboard Pending), Enrollment Prep (Gather Information), Review (Review Information), and Active Supplier (Onboard Complete). A warning box indicates that several items require attention: Missing Mandatory Document(s), Change request in progress, and Missing Required Questionnaire: Annual Representations and Certifications. The Validations section contains a table with 4 results.

Process	Object	Action	Due date
Agreement Document	Demo-NDA Amendment #1 - DEMO-DEB-01	Supplier Signature	
Qualification	Annual Representations and Certifications - Deborah CORP2	Initialization	
Qualification	FRM-04-04 Annual Representations and Certifications - Deborah CORP2	Initialization	
Qualification	General Supplier Information - Deborah CORP2	Initialization	

- 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

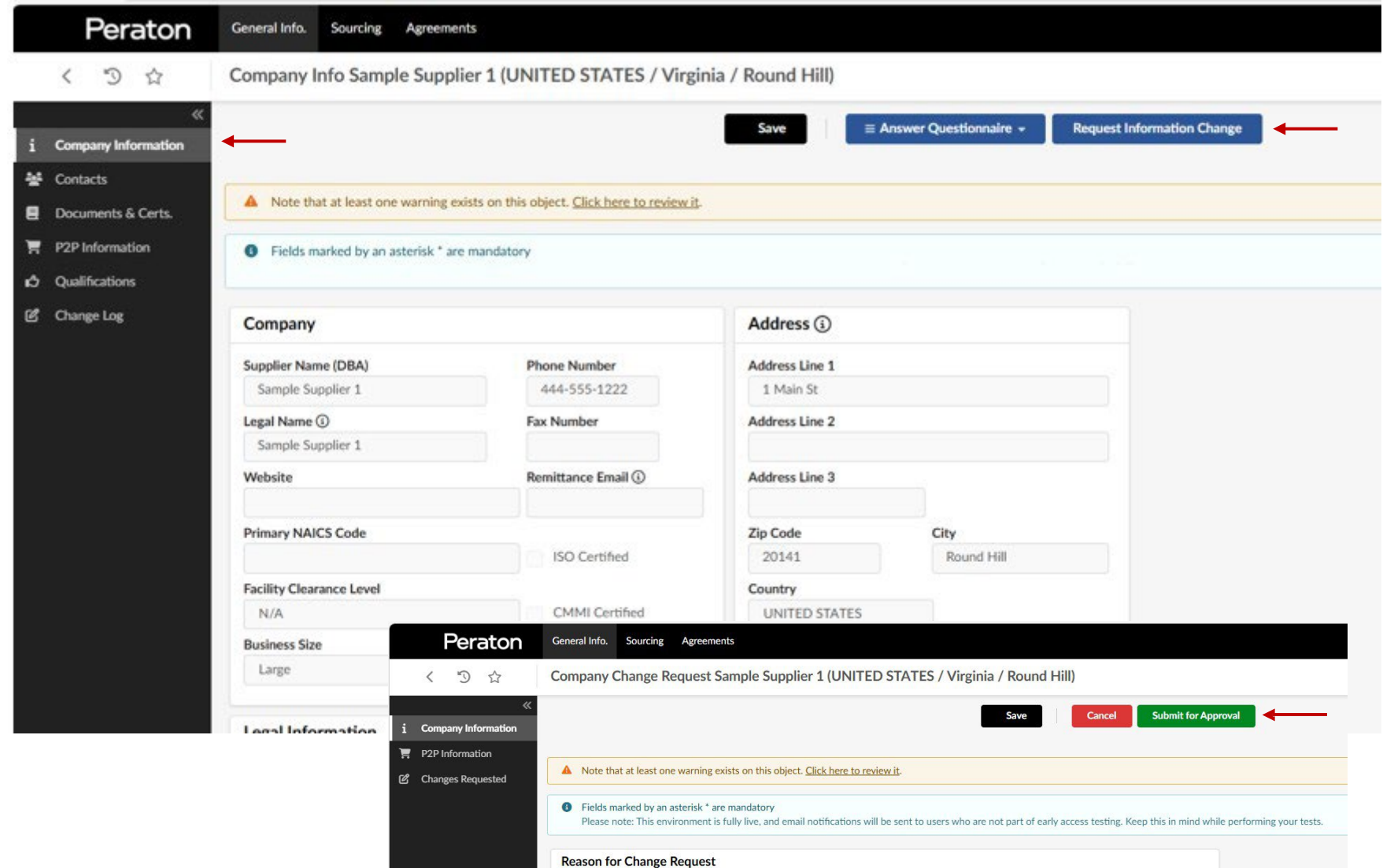
1. Expand the left menu by clicking the double arrows.
2. Click each menu to review that tab's data. Be sure to click Save when entering/updating any data.



8. Company Information tab

Complete the actions below

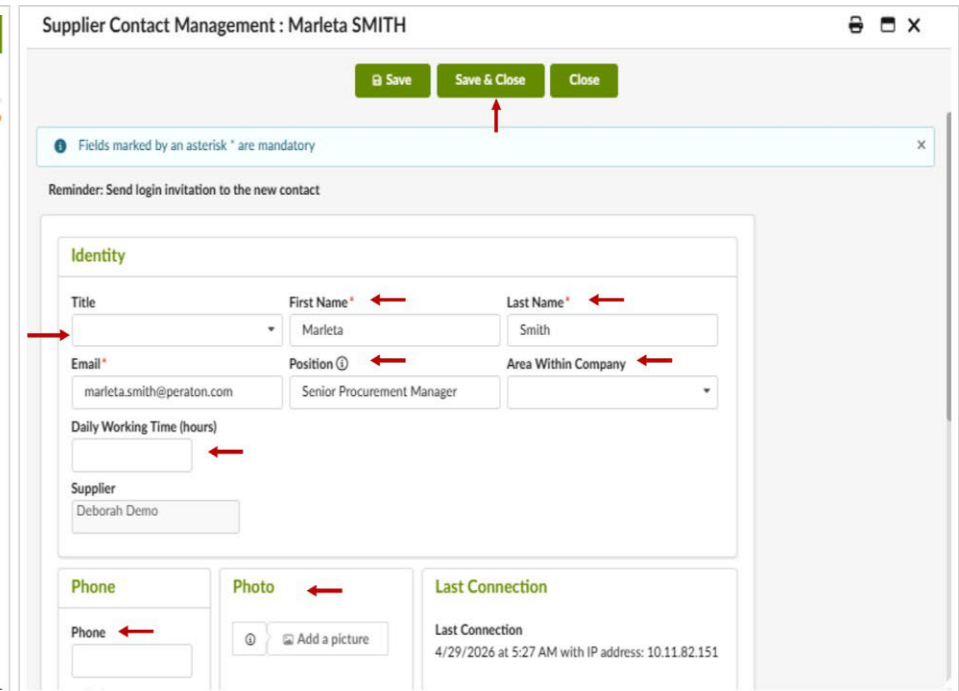
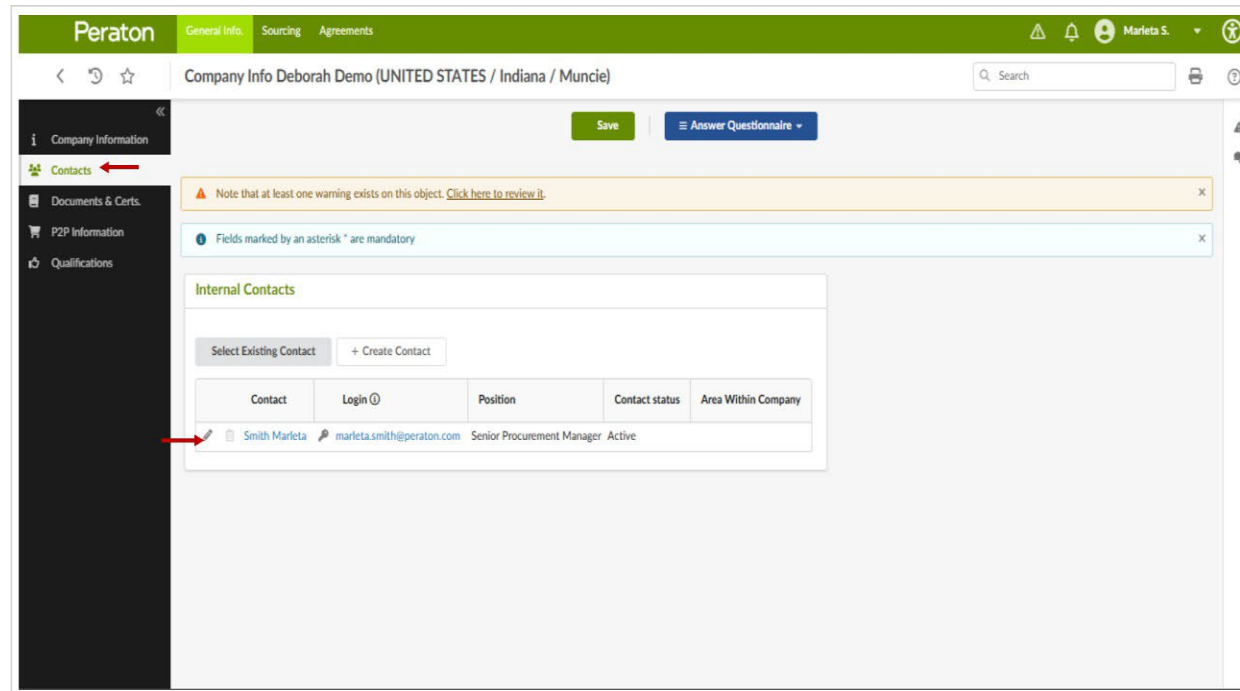
1. Review the data on the Company Information tab.
2. In order to update/enter any data on this tab, first click the “Request Information Change” button.
3. Once data is entered/updated, click “Submit for Approval”.
4. This change is now routed to Peraton for review/approval.
5. Only one change request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



9. Edit existing contact information

Complete the actions below

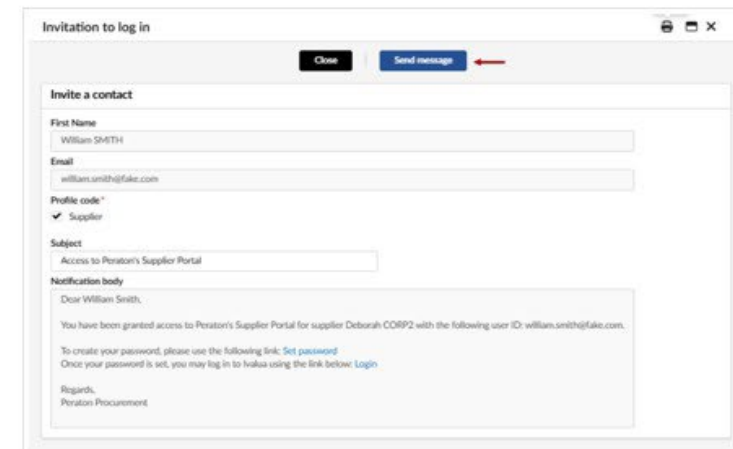
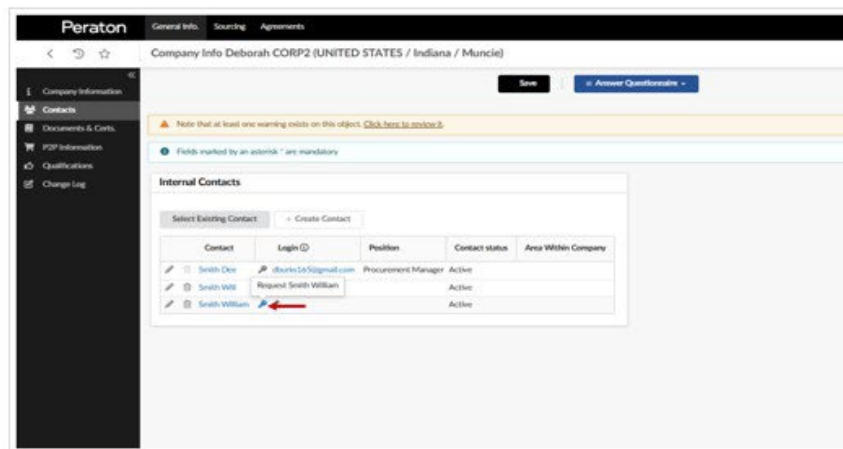
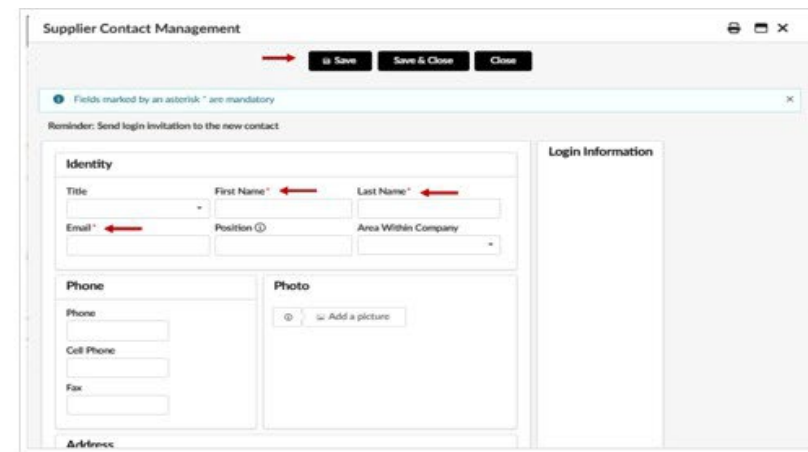
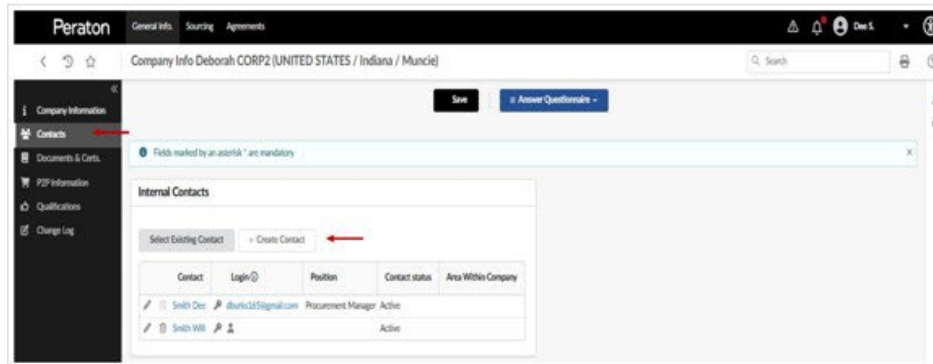
- Click the Contacts tab.
- Click the edit pencil next to the contract record.
- Update the fields as needed
- Slick Save & Close.



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.



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.

Peraton

General Info. Sourcing Agreements

Company Info Sample Supplier 1 (UNITED STATES / Virginia / Round Hill)

Save Answer Questionnaire Request Information Change

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

Fields marked by an asterisk * are mandatory
Refusal saved
Please note: This environment is fully live, and email notifications will be sent to users who are not part of early access testing. Keep this in mind while performing your tests.

Keywords Status

Archived Documents Missing Required Documents Search Reset

View Parent's Documents

Small Business Certifications

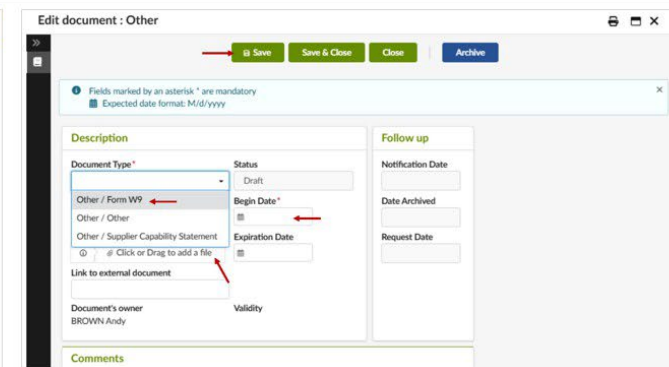
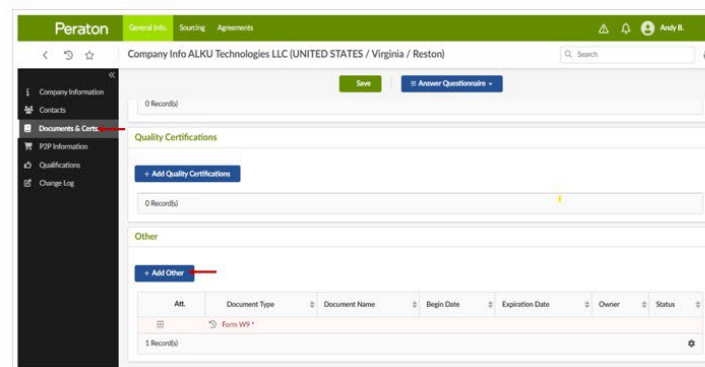
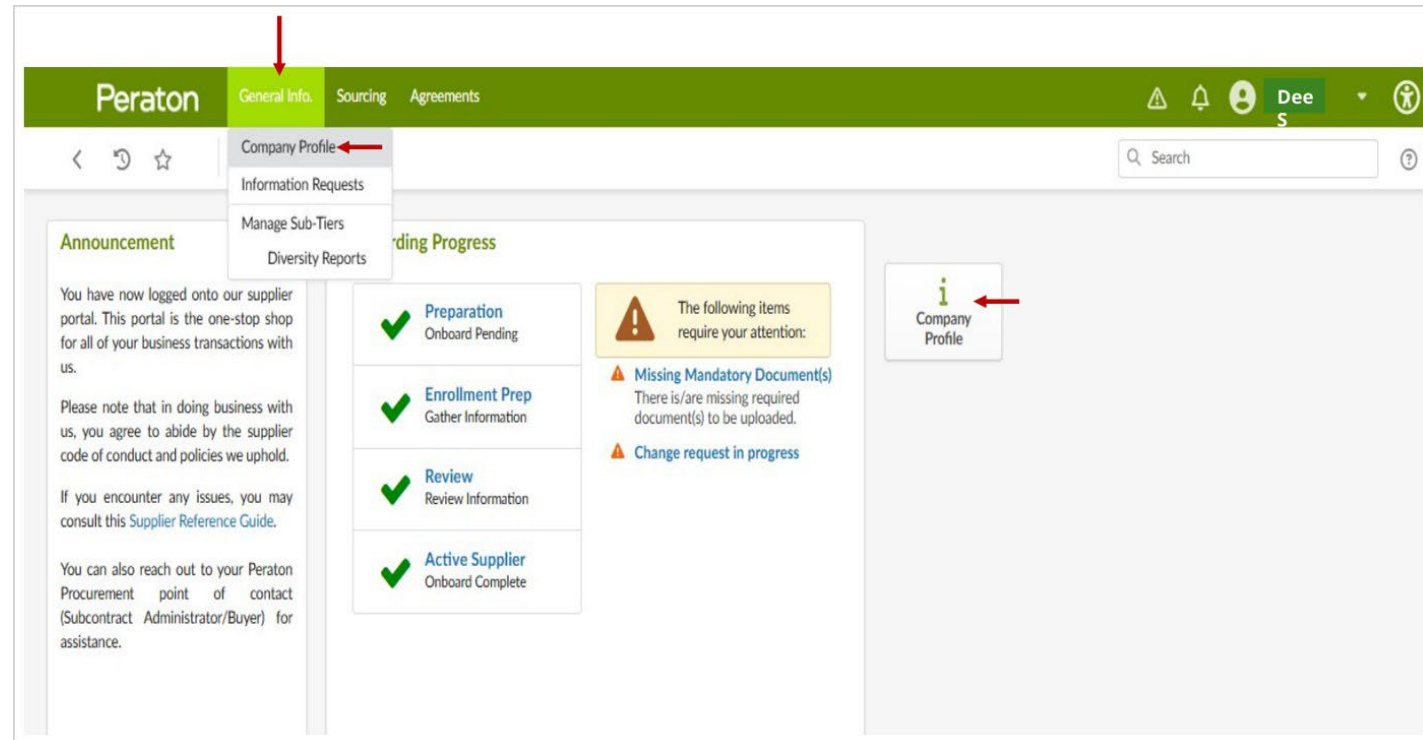
+ Add Small Business Certifications

0 Record(s)

12. Upload your W-9 or W-8

Complete the actions below

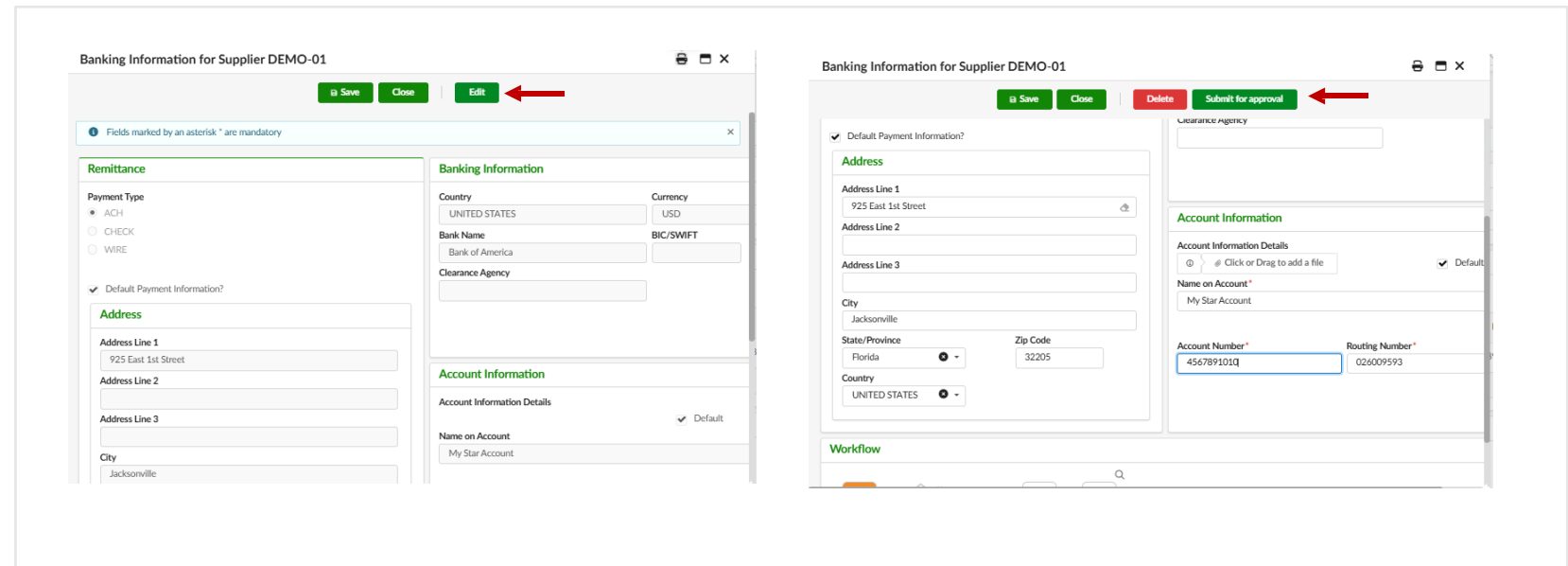
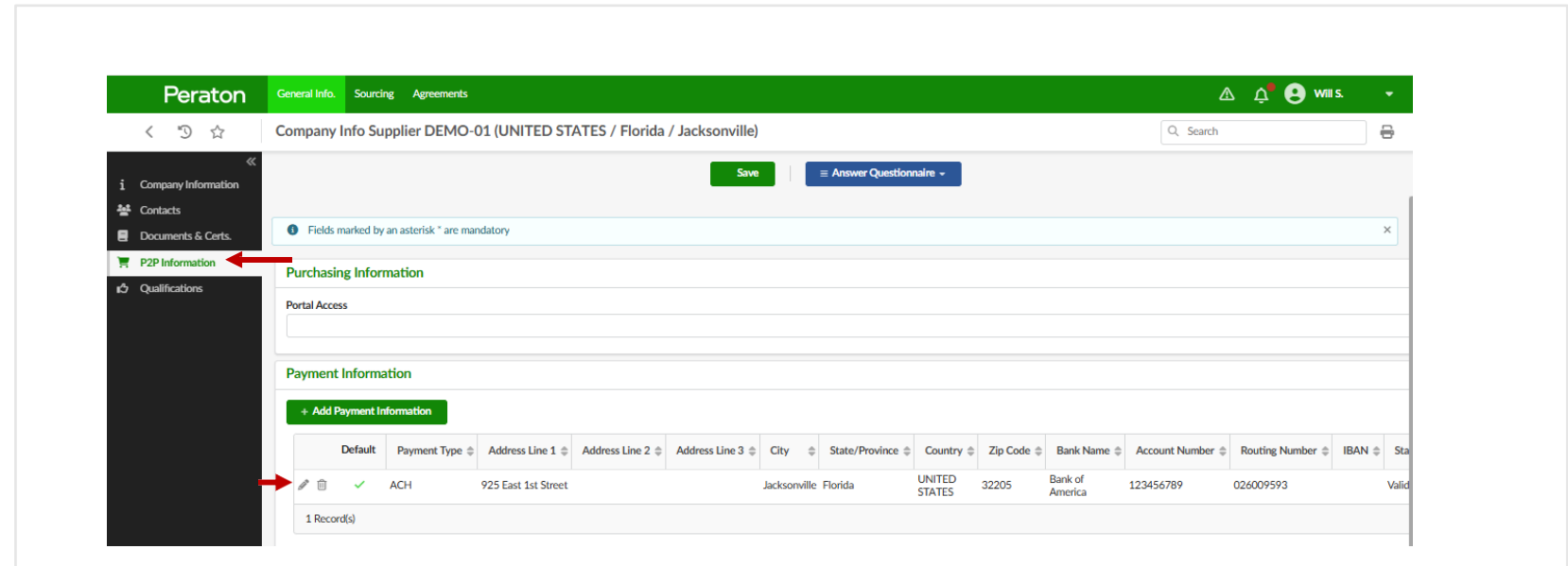
- Click the company profile button.
- Click the Documents & Certs tab.
- Scroll down and click the +Add Other button.
- Select document type (W-9).
- Drag and drop or upload the document.
- Enter the begin date.
- Click Saved.



13. Update Bank Details (if required)

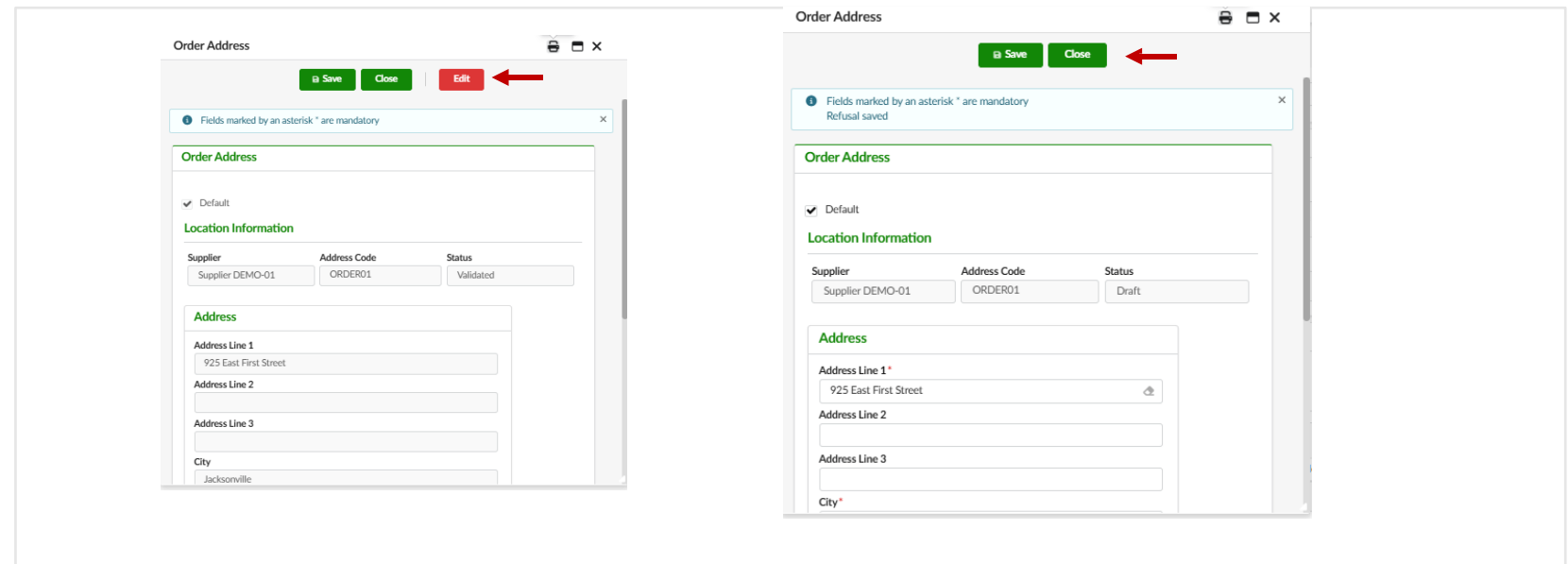
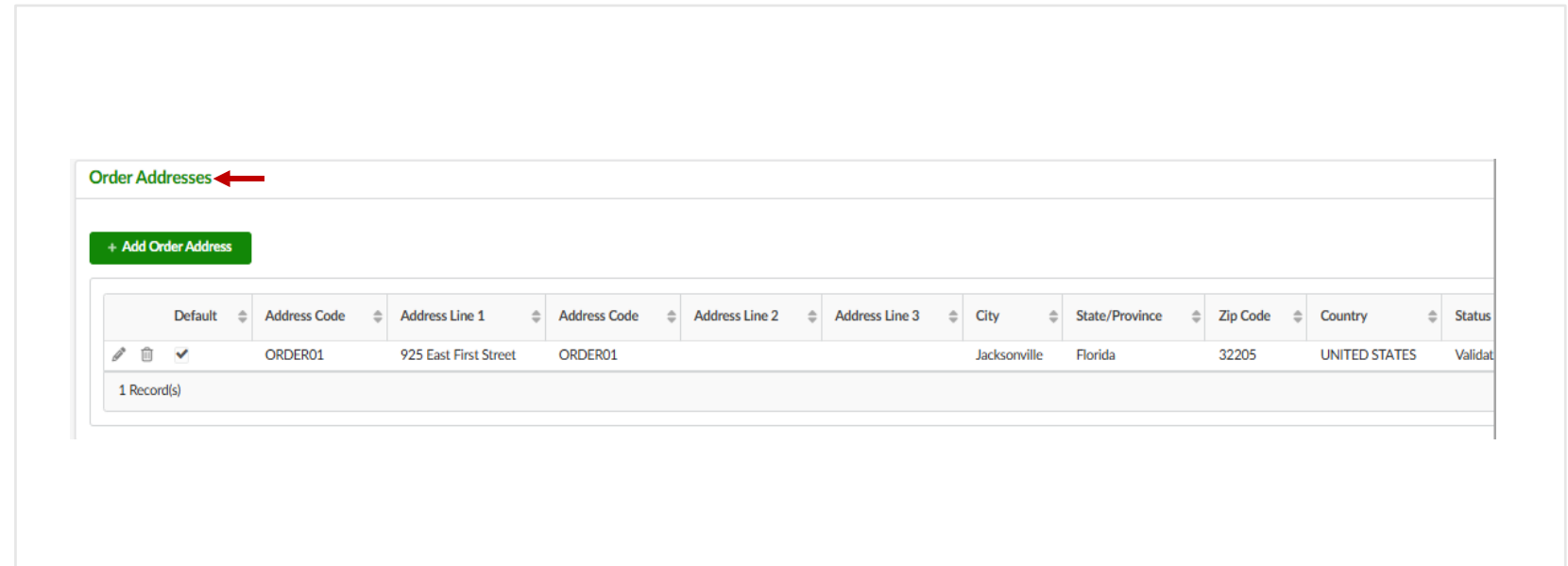
Review & update bank details in P2P Information:

- Click P2P information tab
- Click the edit pencil next to the payment record
- If a change is required, click the Edit button,
- Update banking information
- Click save.
- Click the submit for approval button.



Review & update order address in P2P Information:

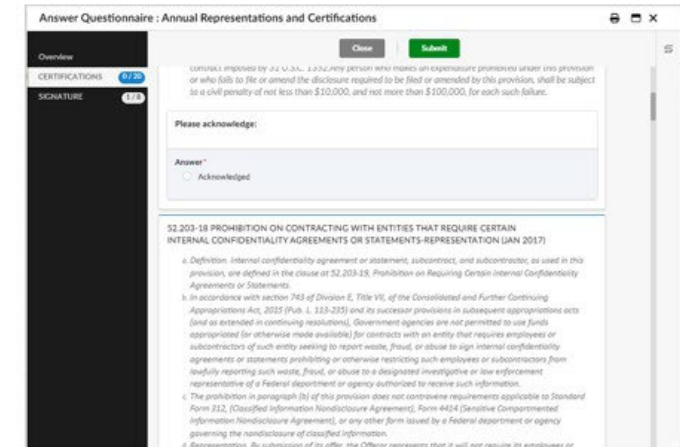
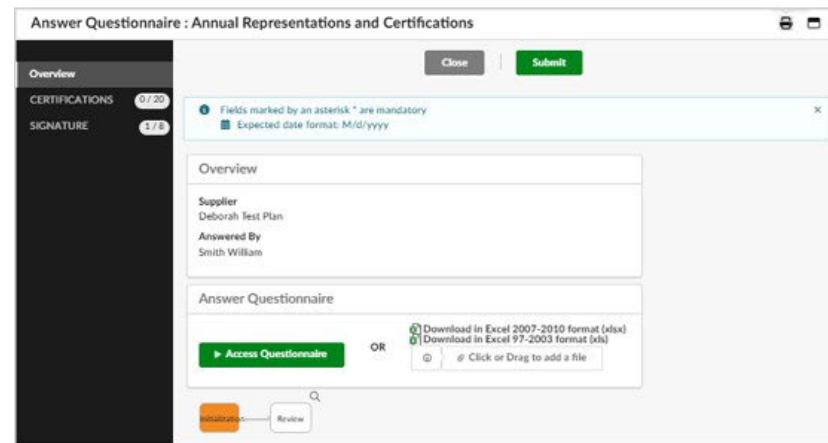
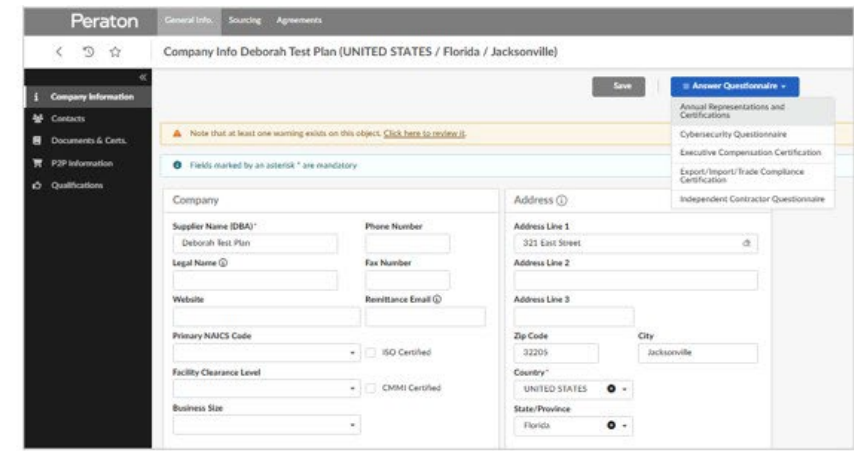
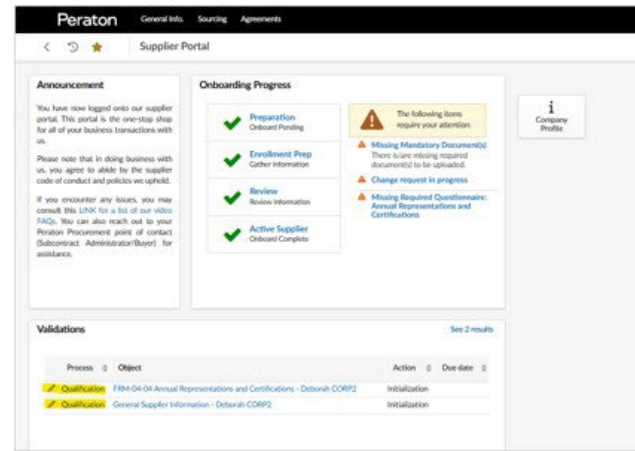
- Click P2P information tab.
- Click the edit pencil next to the order address record.
- If a change is required, click the Edit button.
- Update order information.
- Click save.



15. 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 1.833.994.2449.
- 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.

