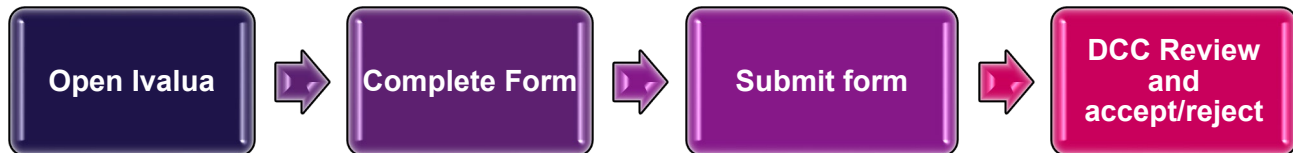


How to Register as a new Supplier on Ivalua

General Information

This article describes the actions required to register as new Supplier to DCC



Work Instructions

<p>1) From the DCC Sourcing Page, click on the Sourcing opportunities button to connect to Procurement Portal Ivalua</p>	
<p>2) This will take you to a Captcha screen. 3) Enter Captcha details 4) Click Verify Captcha</p>	
<p>5) The DCC Login page will appear</p>	
<p>6) Select New Supplier? Register Now on the bottom left corner of the login page.</p>	

7) New Supplier Form is displayed.

Note * indicates Mandatory Field

Enter Supplier Name

Enter Address Details

Note all fields are mandatory, not just Country as indicated

Enter Tax ID Number

Note this is mandatory although not marked as such. Also this changes dependant on Country it may say Tax Code or Tax ID

Enter Contact Information

Password should match

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)

Password must contain at least 8 characters

Additional information

Select details from drop down menu

Note:- Multiple options can be selected from drop down

Enter Captcha

Click Register at the top of the form

Company information

Supplier*

Legal Name en

Legal Form

Address


Address Label

Address Line 1 Search for an address... ↕

Address Line 2

Zip Code City en

Country* State/Province



Help us identify your company

VAT

DUNS

Contact Information

First Name*

Last Name*

Email*

Position* en

Password*

Confirm password*


First time registration ? Please tell us more

Regions Served

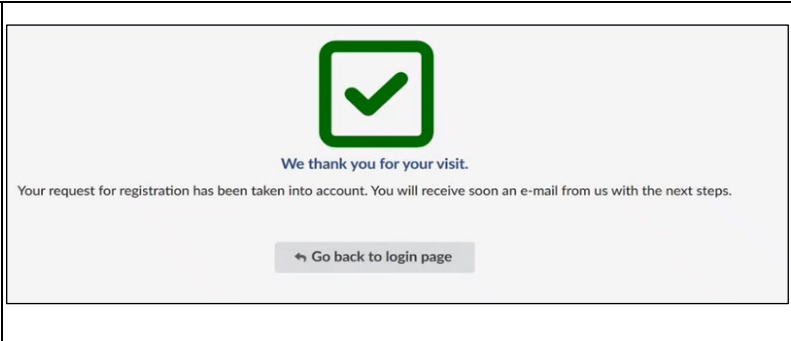
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8) Once Register has been selected and providing all of the data has been entered correctly the following will be displayed



9) Further Validation is taken by DCC within the Ivalua system and an email notification will be sent to say that your registration has been accepted or rejected.
This does not mean that you have been selected as approved supplier, it means that your registration request has been sent to the relevant team for review