

# Arkad SpA

## Ivalua Training Material

Vendor Management – User Guide – Supplier Self Registration  
February 2021



# Agenda

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Supplier Self Registration

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Supplier Self  
Registration



External users, **without credentials or that never had contacts with Arkad SpA** (never qualified by Arkad SpA or without SAP Code), can submit their company introduction by clicking on the icon “Start your collaboration with us”. **1**

Below the self registration link, users can find the Supplier Manual in case of support needed.

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## BECOME OUR POTENTIAL SUPPLIER

If you never had contacts with Arkad SpA, please submit your company introduction by signing up on our Vendor Management Platform.

It's easy to start collaborating with Arkad SpA. The first step is to register on EasyDeal , Arkad's Procurement Portal: on **EasyDeal** you can interact with Arkad SpA, from Registration to Invoicing, relying on a safe documentation exchange area.

START YOUR  
COLLABORATION WITH US

If you need some information for your first access, explained step by step, take a look at our [Manual Supplier Registration](#)

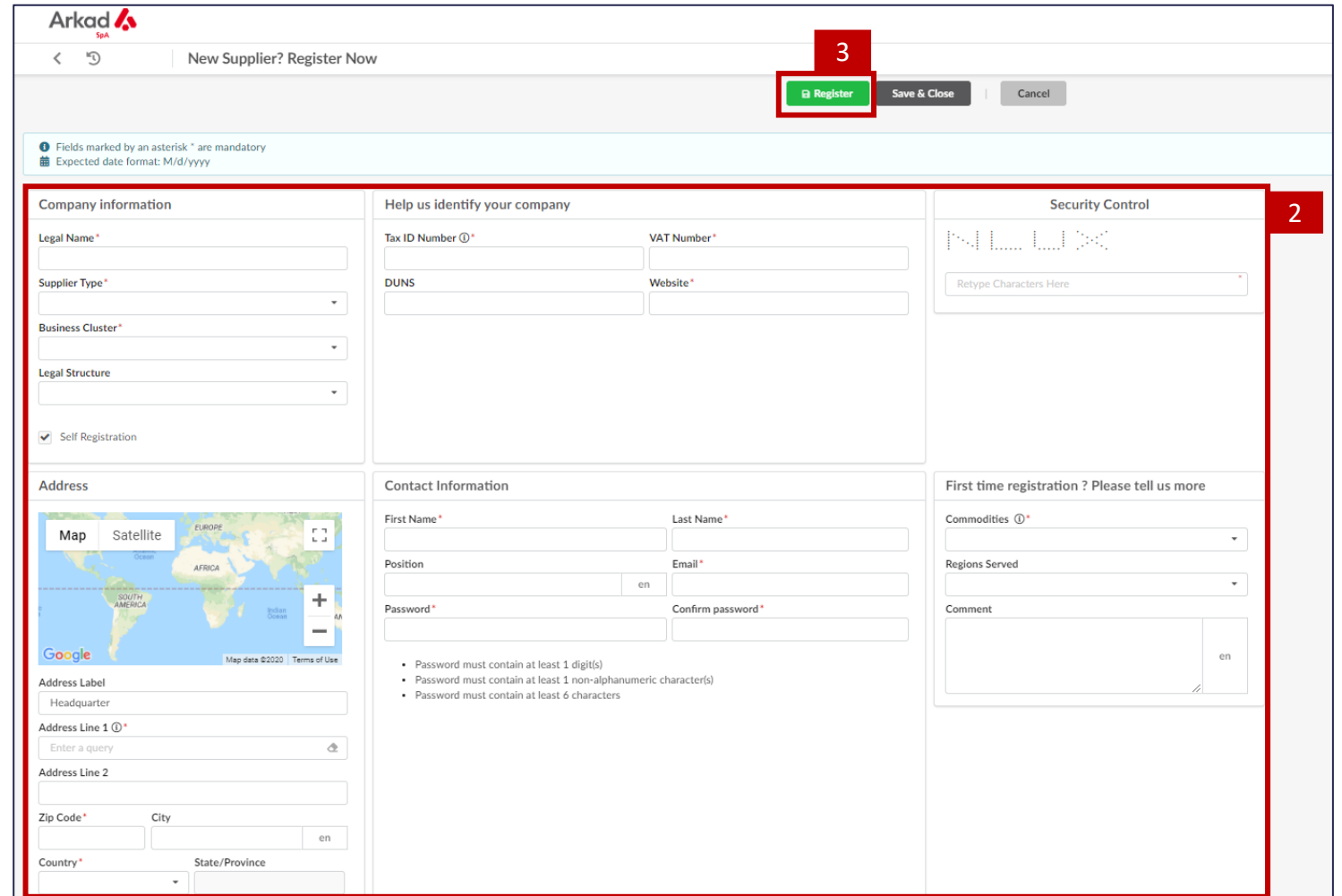
# Supplier Self Registration – External User | Initialization

The Self Registration page is automatically opened. The user must fill in some mandatory information **2** to proceed with the Self Registration process (mandatory fields can be identified by a red “\*”):

- Company Information: Legal Name, Supplier Type, Business Cluster;
- Help us identify your Company: TAX ID Number, VAT Number, Website;
- Address: Address Line 1; ZIP Code, Country;
- Contact Information: First Name, Last Name, Email, Password;
- Commodities, that are services category that the proposed supplier could provide;

Other non mandatory information can be filled in by the user (e.g. Region Served, Comments, etc.).

Perform the Security Control check and then click on “Register” to finally submit the registration form to internal approval. **3**



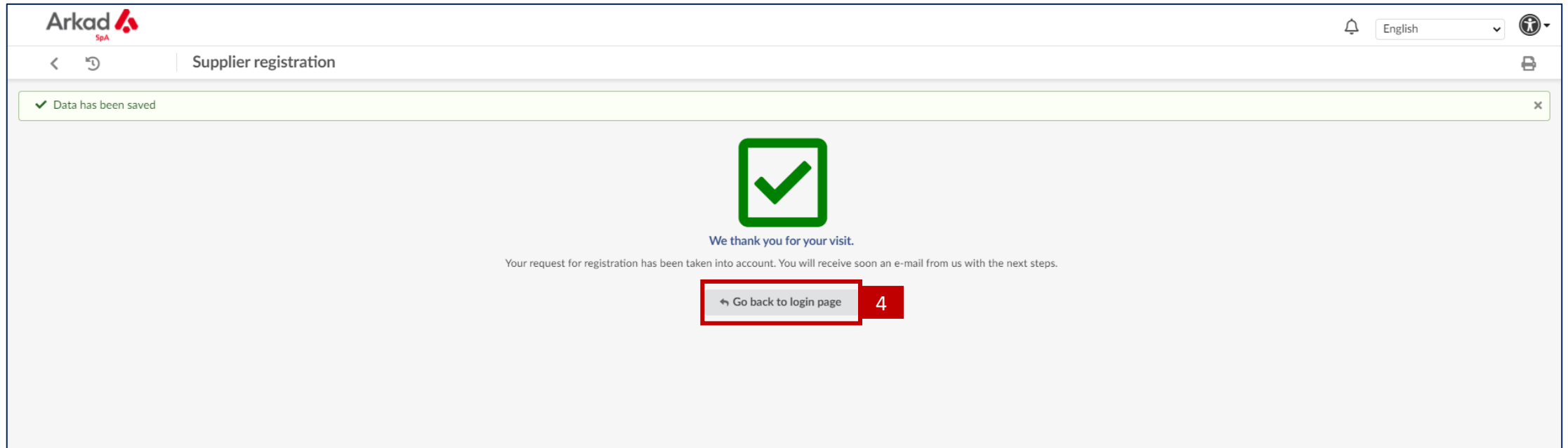
# Supplier Self Registration – External User | Initialization

A confirmation page appears after the Registration confirmation.

The user should click the on “Go back to login page” and wait for some news from the Client. **4**

The user won't be able to login into the platform until the Self Registration request has been approved internally.

After the internal validation of the Self Registration request, the Contact inserted in the registration form will be notified via e-mail of the confirmed or rejected request.



Thank you