

Arkad SpA

Ivalua Training Material

Vendor Management – User Guide – Supplier Access
February 2021



Agenda

1

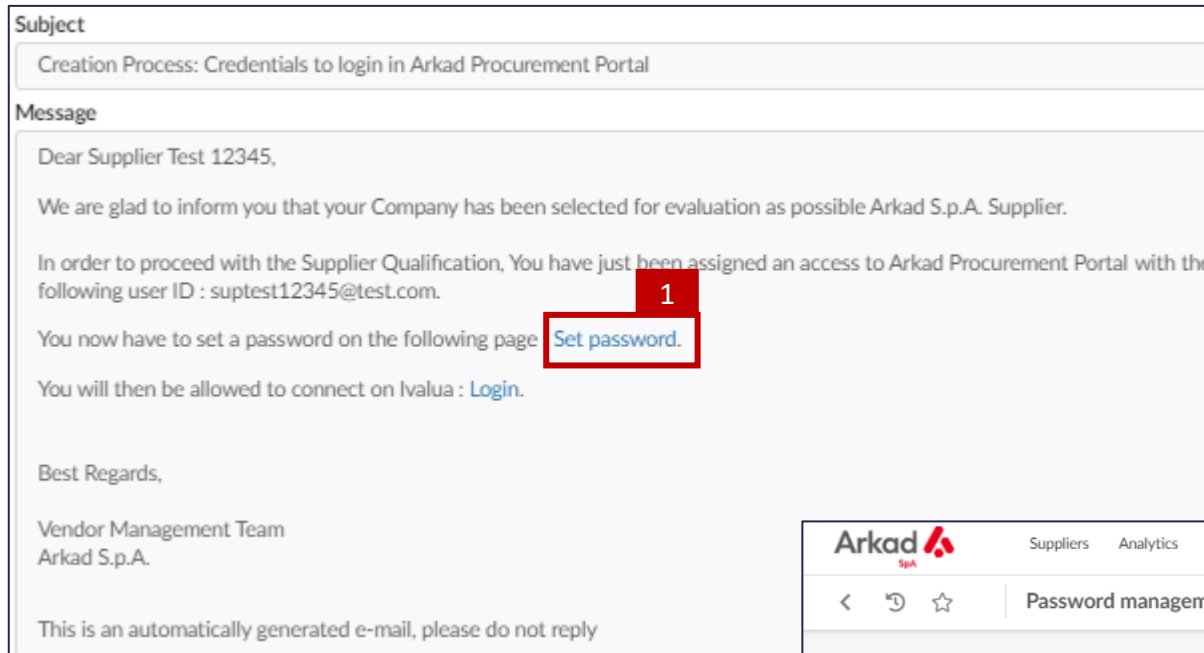
Supplier Access

3

1

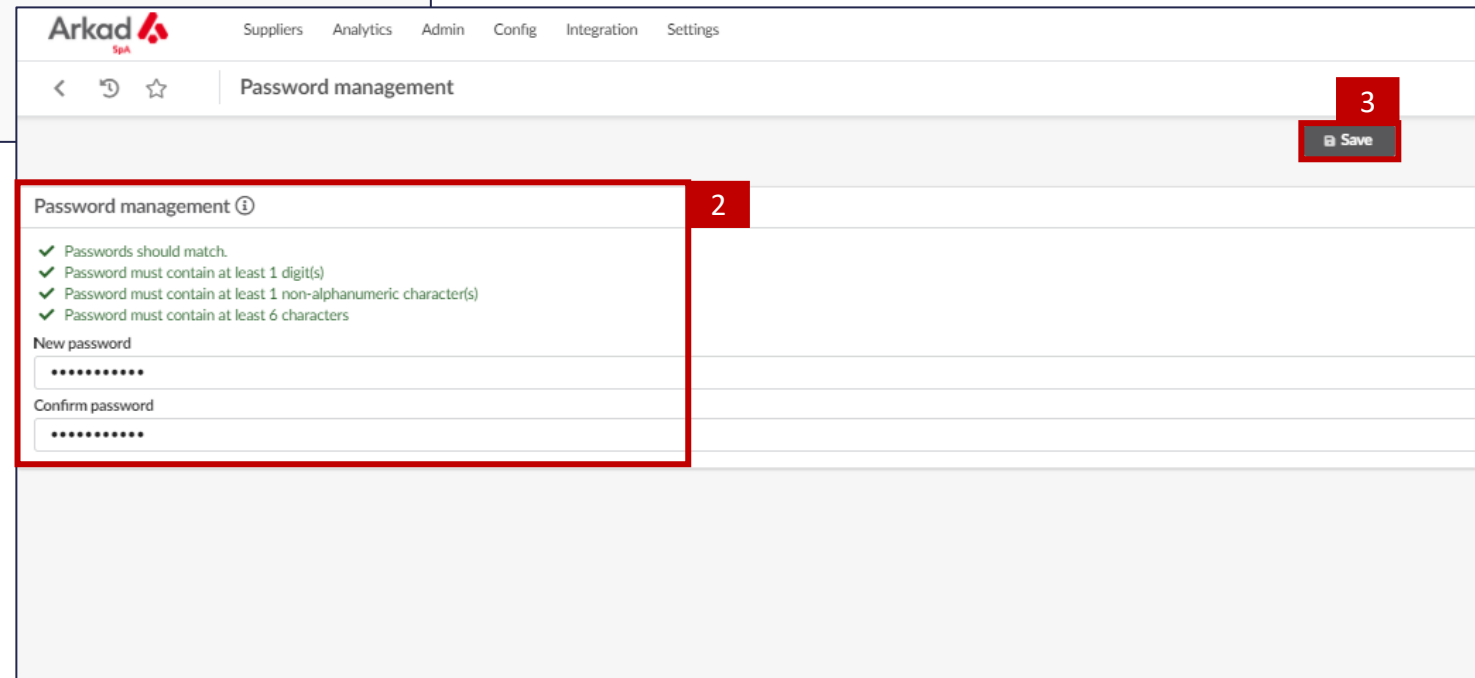
Supplier Access

Supplier Access – Supplier Contact | Password Change



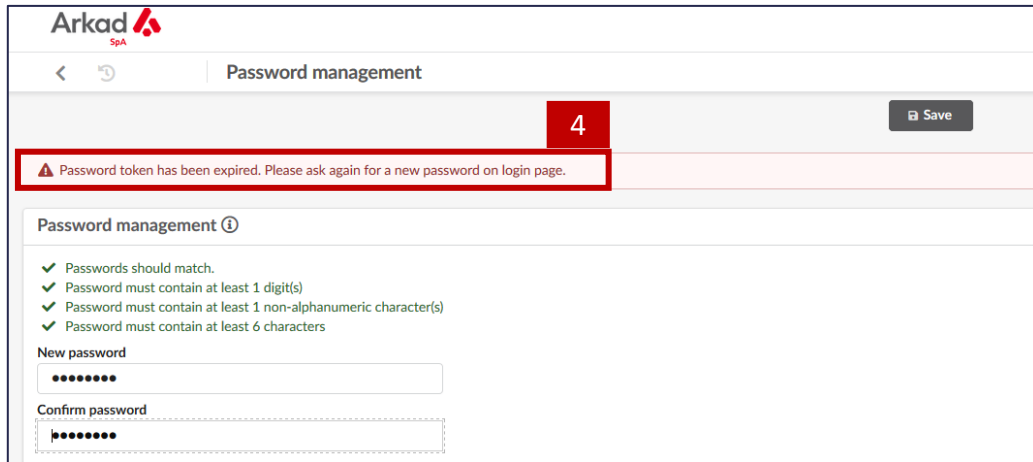
The supplier will receive an invitation e-mail to join the EasyDeal platform.

- Click on the “Set password” hyperlink; **1**
- The user will be automatically redirected to the Password Management page;
- Here, the user must set manually a password to access the platform. The password must meet certain security criteria, that are displayed on the screen; **2**
- Click on “Save” to save the chosen password. **3**



*N.B: For security reasons, the “Set password” link provided in the e-mail has a **validity of 60 minutes**. In case of expiration, follow the procedure described in the following slide.*

Supplier Access – Supplier Contact | Password Change

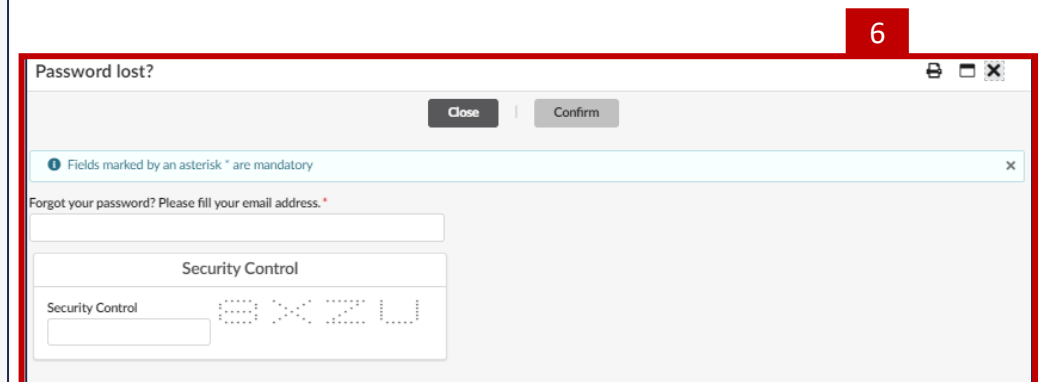
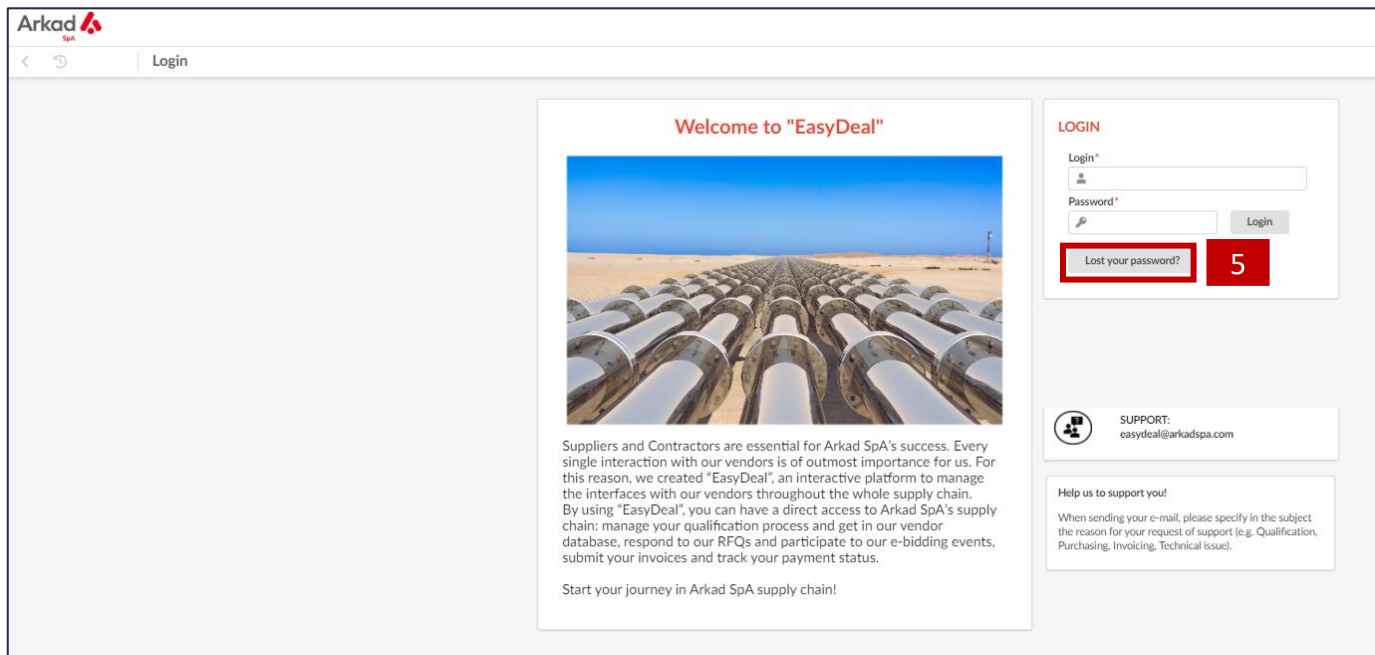


If the validity of the password link (60 minutes) is exceeded, a blocking alert won't allow the user to save the new password. **4**

In this case:

- go to the login page by clicking on the **“Login”** hyperlink in the e-mail received
- click on **“Lost your password?”**; **5**
- a pop-up page automatically opens; **6**
- fill in your e-mail address and the security code in the dedicated boxes;
- click on **“Confirm”**.

A new invitation e-mail will be generated and sent to the user.



Supplier Access – Supplier Contact | Login

Once the password has been successfully modified and saved, the user is automatically redirected to the login page.

To access the platform, the User must enter its credentials in the **Identification tab**. **7**

The password is the same the user has set in the previous step.

N.B. The invitation e-mail contains the link which redirects to the “login page”;

Arkad SpA

Login

Welcome to "EasyDeal"

Suppliers and Contractors are essential for Arkad SpA's success. Every single interaction with our vendors is of utmost importance for us. For this reason, we created "EasyDeal", an interactive platform to manage the interfaces with our vendors throughout the whole supply chain. By using "EasyDeal", you can have a direct access to Arkad SpA's supply chain: manage your qualification process and get in our vendor database, respond to our RFQs and participate to our e-bidding events, submit your invoices and track your payment status.

Start your journey in Arkad SpA supply chain!

LOGIN **7**

Login*

Password*

Login

Lost your password?

SUPPORT:
easydeal@arkadspa.com

Help us to support you!

When sending your e-mail, please specify in the subject the reason for your request of support (e.g. Qualification, Purchasing, Invoicing, Technical Issue).

Thank you