

# Supplier Portal

Onboarding Guide



# Supplier Portal Guide



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Issue: 1

## Change history

| Issue | Change description |
|-------|--------------------|
| 1     | First issue        |
| 2     |                    |

# Welcome to the **Ivalua Hansa** Supplier Portal

*for procurement at Saab*

This user guide provides an overview of the *Ivalua Hansa Supplier Portal* and step-by-step instructions for your **onboarding** as a new supplier.

The portal is used to support **collaboration** between suppliers and Saab's procurement teams, with this guide focusing on **registration** and maintenance of **supplier data**.

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# Access to the Supplier Portal

# Getting Access



An invitation email is sent to designated supplier contacts with a link to activate the account.

Upon first login, the *General Terms of Use* must be accepted.

Supplier Portal access link:

<https://hansaforsuppliers.saab.com>

A screenshot of a web interface titled "General Terms of Use". The main content area is blurred. At the bottom right, there is a checkbox labeled "I accept the terms and conditions" and a dark blue button labeled "Acknowledge". A yellow rectangular box highlights the checkbox and the button.

General Terms of Use

☐ I accept the terms and conditions

Acknowledge

*If no invitation has been received, contact your Saab representative.*

# Email Notifications

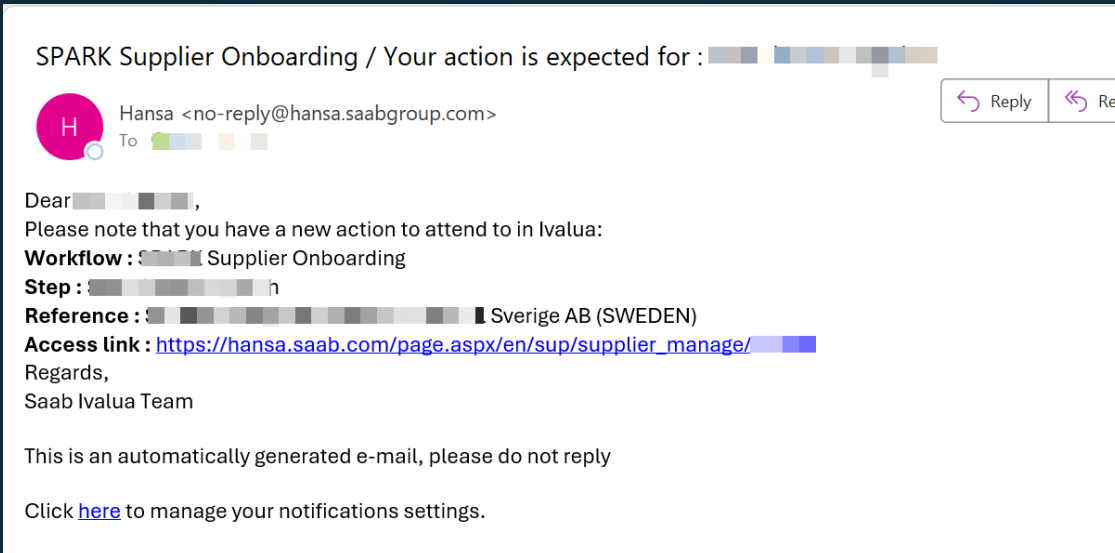


## Important information

- Emails are sent from a **no-reply address**
- Notifications indicate that a task is pending
- Emails may be sent for workflows, updates or actions

## What should you do?

- Check your email regularly
- If no emails are received, check your spam/junk folder
- Log in to the portal to complete pending actions



Sender address: <no-reply@hansa.saabgroup.com>

### *When will you receive emails?*

Notifications are automatically sent via mail when an action requires your attention in the portal.

# Homepage



1

## Announcement:

Important portal information, updates and instructions.

2

## Compliance Requirement:

Displays required certificates and documentation to be uploaded.

3

## My Pending Validations:

Shows actions that require attention. Select to proceed.

The screenshot shows the Supplier Portal interface. At the top, there's a navigation bar with a back arrow, a refresh icon, a star icon, and the text 'Supplier Portal'. Below this, the main dashboard features several circular icons with numbers inside, each representing a different section: 'My Pending Validation' (1), 'RFX in Progress' (0), 'Pending Requests for Info.' (0), 'Orders to Acknowledge' (0), 'Exceptions' (0), and 'Collaboration Plans' (0). A yellow circle with the number '3' highlights the 'My Pending Validation' icon. A yellow circle with the number '2' highlights the 'Compliance Requirement' section, which is a large grey rectangular area. A yellow circle with the number '1' highlights the 'Announcement' section on the right, which contains a welcome message and contact information for the Ivalua Hansa Team at Saab. The left sidebar contains a 'Company Profile' icon and a 'PORTAL INFORMATION' section with text about export control and defence secrecy.

Supplier Portal

Company Profile

My Pending Validation

RFX in Progress

Pending Requests for Info.

Orders to Acknowledge

Exceptions

Collaboration Plans

PORTAL INFORMATION

On this site you are only allowed to store up to and including:

Export Control: NOT EXPORT CONTROLLED

Defence Secrecy: NOT CLASSIFIED

Information classified above these values are not to be stored on this portal.

Compliance Requirement

Announcement

Dear Suppliers

Welcome to the Hansa Supplier Portal!

Support & Guidance

[Supplier Portal Guide](#)

For business-related questions, please contact your primary purchasing contact at Saab.

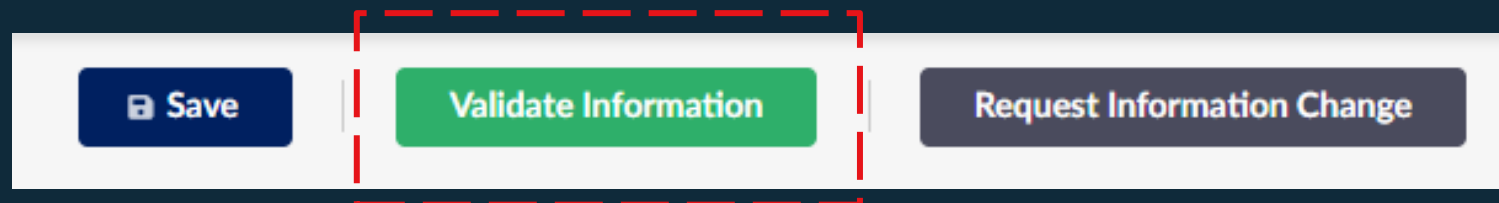
For technical or application-related support, please use the support email [ivalua-hansa@saabgroup.com](mailto:ivalua-hansa@saabgroup.com)

Best regards,

Ivalua Hansa Team at Saab

# Onboarding

Complete all steps before selecting “**Validate Information**”



*Before validating, ensure you have completed:*

- Company information completed
- Contacts added and updated
- Documents & Certificates uploaded

# Validate Company Information



1

Go to “General Info.” → “Company Profile” or Select the “Company Profile” icon to access your company information.

2

Review your company information.

3

Select “Request Information Change” if updates are needed.

The screenshot shows the SAAB iValua Hansa Supplier Portal. The top navigation bar includes 'General Info.', 'Sourcing', 'Agreements', 'Catalogues', and 'Orders'. The 'General Info.' tab is active, showing a 'Company Profile' icon circled with a yellow circle and the number 1. Below the navigation bar, there are sections for 'PORTAL INFORMATION' and 'Compliance Requirements'. The 'PORTAL INFORMATION' section includes 'My Pending Validation' (0), 'RFX in Progress' (0), 'Orders to acknowledge' (0), and 'Exceptions' (0). The 'Compliance Requirements' section is partially visible.

The screenshot shows the SAAB iValua Hansa Company Information page. The top navigation bar includes 'General Info.', 'Sourcing', 'Agreements', 'Catalogues', and 'Orders'. The 'General Info.' tab is active, showing the 'Company Information' section. The 'Company Information' section includes fields for 'Company Name', 'Product Relationship', 'Website', 'Address', 'Government or 3rd Party IDs', and 'Supplier Addresses'. The 'Request Information Change' button is circled with a yellow circle and the number 3.

# Manage a Change Request



1

Update company information.

2

Enter a reason for change request.

3

Submit for Saab approval.

*Any changes must be approved by Saab's Supplier Manager.*

General Info. Sourcing Agreements Catalogues Orders

< ↻ ☆ Company Change Request (SWEDEN / Stockholm)

Save Cancel Submit for Approval

Company Information

P2P Information

Changes Requested

Reason for Change Request

Reason for change request\*

Company

Company Name\*

Product Relationship

Non-Product

Website

Address

Address Line 1\*

Address DUNS Number\*

Postal Code\* City\*

Stockholm

Country\* State/Province

SWEDEN

County

# Manage Contacts



1

Select “+ Create Contact” to add a new contact.

2

Update contact roles in the drop-down list.

3

View your Saab contact information.

Company Info (SWEDEN / Stockholm)

Save Validate Information Request Information Change

**Internal Contacts**

Select Existing Contact + Create Contact

| Label   | Login     | Role                               | Business Area |
|---------|-----------|------------------------------------|---------------|
| Name No | name@.com | Order Recipient x Supplier Admin x | Corporate     |

**Client Contacts**

| Email          | Contact | Role                  | Business Area |
|----------------|---------|-----------------------|---------------|
| @saabgroup.com |         | Supplier Manager Lead | Corporate     |

At least one contact must be assigned as **Supplier Admin**.

For suppliers managing orders in the portal, at least one **Order Recipient** must be assigned.

# Documents & Certificates



1

Select “Add Certificate”

2

Enter required information and upload the document.

3

Submit the Draft document for Saab validation.

The screenshot shows the 'Company Info' page for 'AB (SWEDEN / Stockholm)'. The left sidebar contains navigation links: Company Information, Contacts, Documents & Certs. (highlighted), Qualifications, P2P Information, and Change Log. The main content area has a 'Certificate' section with an 'Add Certificate' button (highlighted with a yellow circle and the number 1). Below it, there is a table with 0 records. The 'Legal Documents' section is also visible.

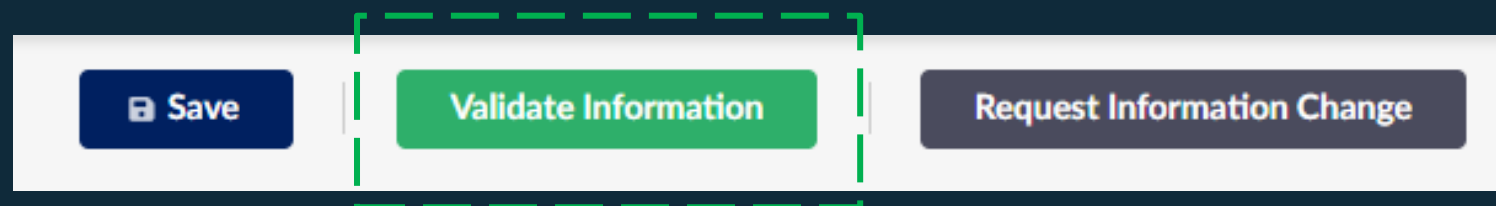
The screenshot shows the 'Edit document : Certificate' form. The top right has buttons for 'Submit Draft' (highlighted with a yellow circle and the number 3), 'Submit Draft & Close', and 'Close'. The form contains the following fields:

- Description**
  - Document Type\***: Certificate / ISO 9001
  - Status**: Draft
  - Name**: ISO 9001
  - Begin Date\***: 2026-06-01
  - Document\***: Click or Drag to add a file
  - Valid To**: 2028-06-01
  - Link to external document**: (empty field)
  - Document's owner**: NAME No
  - Validity**: (empty field)
- Comments**: Add a comment here

Ensure all required certificates and documents are uploaded to complete onboarding.

# Complete Onboarding

You can now select “**Validate Information**” to submit your information for approval.



To continue working on your onboarding, return to ‘My Pending Validations’ from the homepage.

# Working with Questionnaires



- All **questionnaires** in the portal are completed in the **same way**.
- You may receive multiple questionnaires **depending** on the **process** or **requirements**.
- **Complete** each **questionnaire requested** for you to proceed with your **onboarding**.
  - **The next slide shows an example.**

# Complete Supplier Questionnaire



1

Select the edit (pen) icon to open the questionnaire in “My Pending Validation”.

2

Select “Acceptance of Saab Supplier Code of Conduct”.

3

Select **Yes** or **No** and submit the questionnaire.

General Info. Sourcing Agreements Catalogues Orders

< ↻ ☆ My Pending Validation

Status From To

To be validated [icon] [calendar] [calendar] [Search] [Reset]

Filters Status: To be validated x

| Status                     | Object                                        |
|----------------------------|-----------------------------------------------|
| [pen icon] [radio buttons] | Saab Supplier Code of Conduct - [redacted] AB |

1 Record(s)

General Info. Sourcing Agreements Catalogues Orders

< ↻ ☆ Answer Questionnaire : Saab Supplier Code of Conduct

Overview

Acceptance of Saab Supplier Code of Conduct 0/1

Acceptance of Saab Supplier Code of Conduct

[SCoCQ1] I as a Supplier has reviewed and understood the Supplier Code of Conduct (the Code).  
I as a Supplier are committed to uphold the standards, principles and requirements set out in the Code in the course of their relationship with Saab.  
I as a Supplier are committed to refrain from any actions, omissions, or negligence that may breach, contravene or be inconsistent with the Code.  
I as a Supplier Accept the Saab Supplier Code of Conduct

[Saab Supplier Code of Conduct](#)

Answer\*

☐ Yes

☐ No

[Save] [Submit]

**You are now part of Saab's onboarding process and collaboration can continue through the portal.**

**Thank you** for using the portal to support faster and more efficient collaboration.