Supplier Portal

Onboarding Guide

Supplier Portal Guide

Document number: CSP-2026-0017

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**.

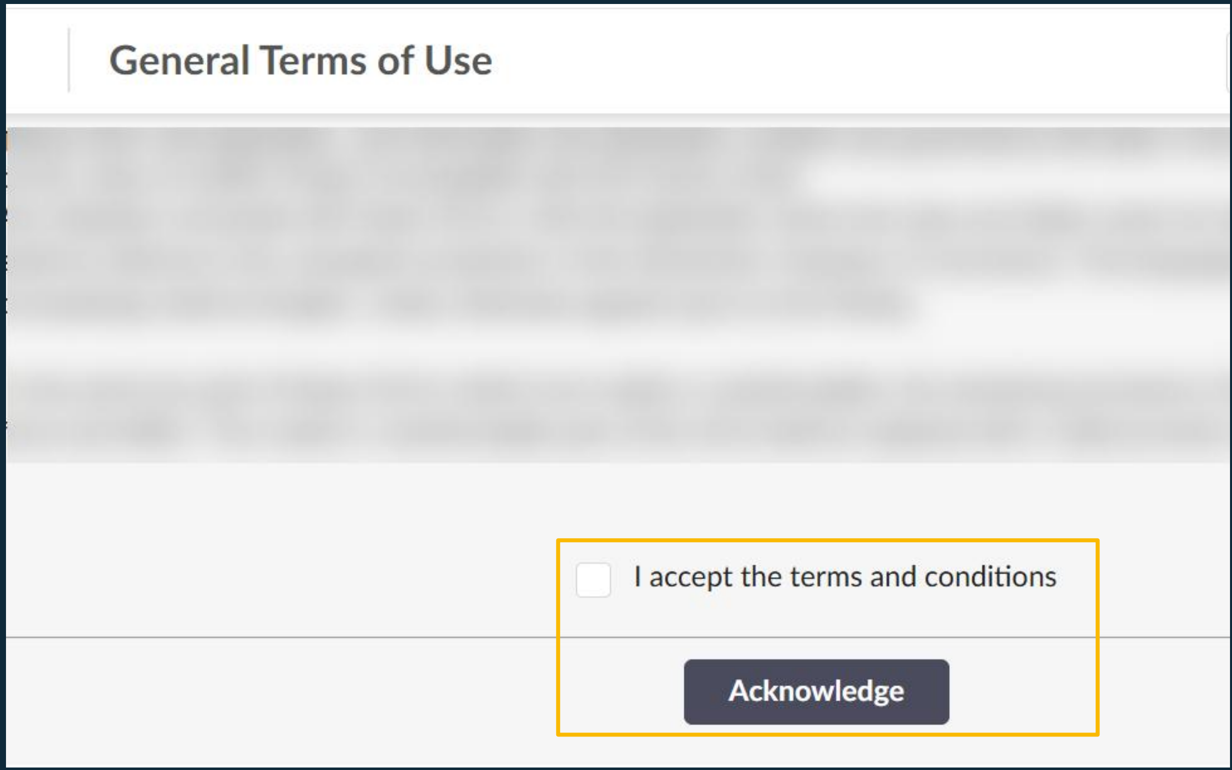
Content

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.



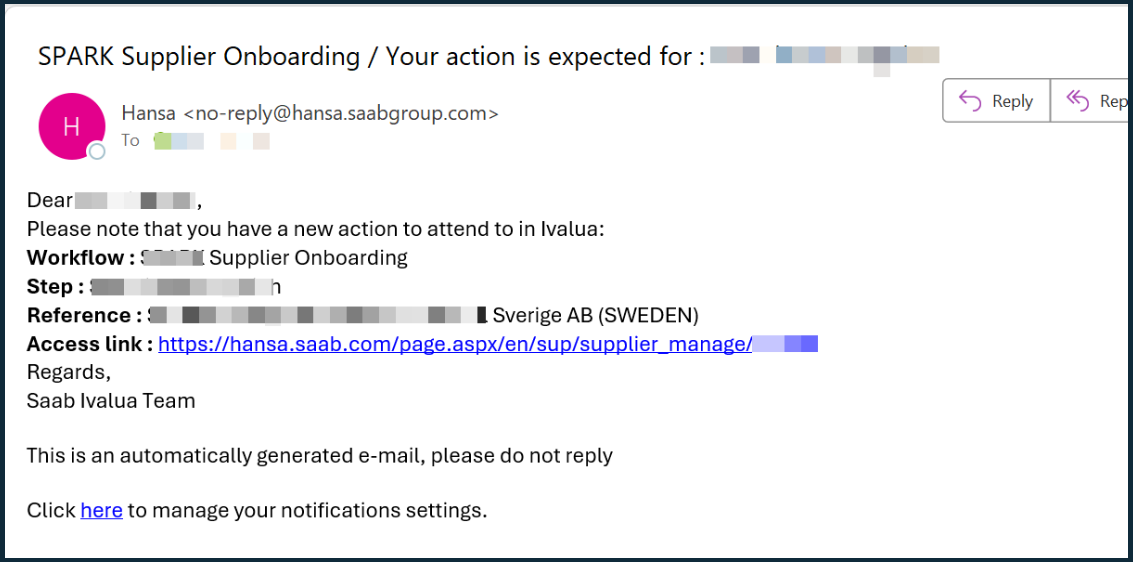
Supplier Portal access link:
https://hansaforsuppliers.saab.com

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


SPARK Supplier Onboarding / Your action is expected for : [redacted]

Hansa <no-reply@hansa.saabgroup.com>
To [redacted]

Reply | Rep

Dear [redacted],
Please note that you have a new action to attend to in Ivalua:
Workflow : [redacted] Supplier Onboarding
Step : [redacted]
Reference : [redacted] Sverige AB (SWEDEN)
Access link : https://hansa.saab.com/page.aspx/en/sup/supplier_manage/[redacted]
Regards,
Saab Ivalua Team

This is an automatically generated e-mail, please do not reply

Click here to manage your notifications settings.

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

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

When will you receive emails?

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

Homepage

1

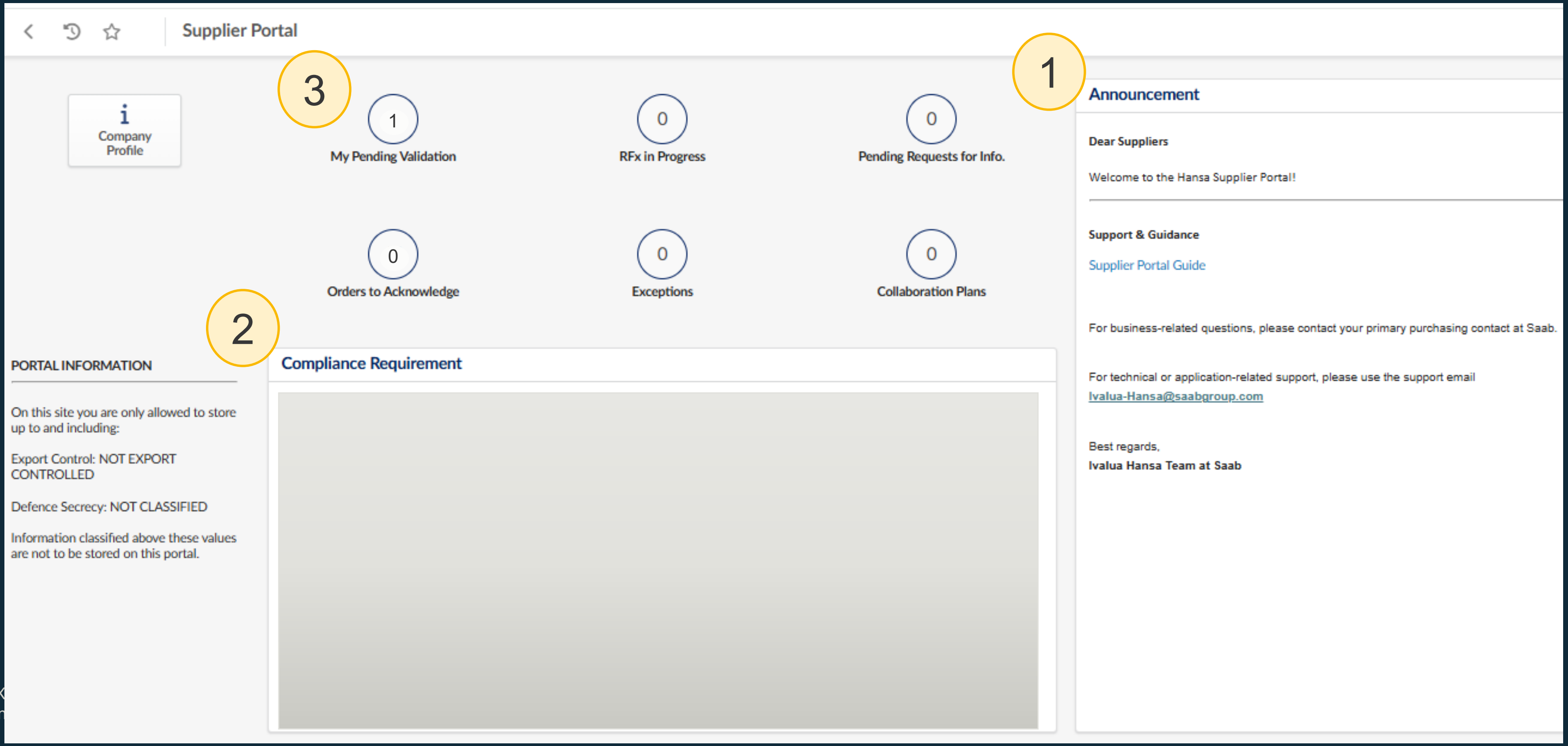
Announcement:
Important portal information, updates and instructions.

2

Compliance Requirement:
Displays required certificates and documentation to be uploaded.

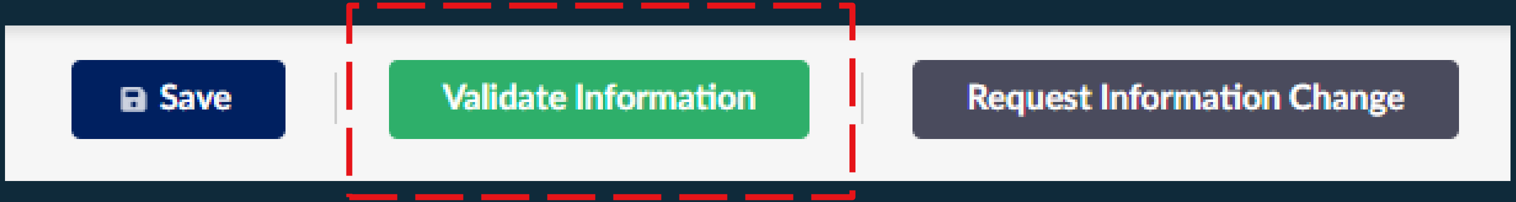
3

My Pending Validations:
Shows actions that require attention. Select to proceed.



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

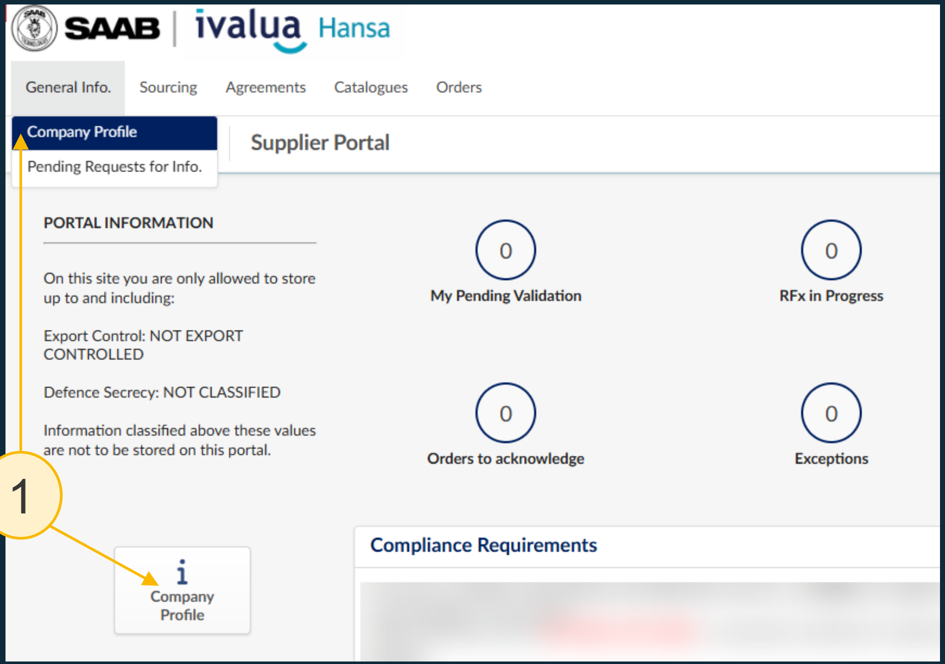
Go to “General Info.” → “Company Profile” or Select the “Company Profile” icon to access your company information.

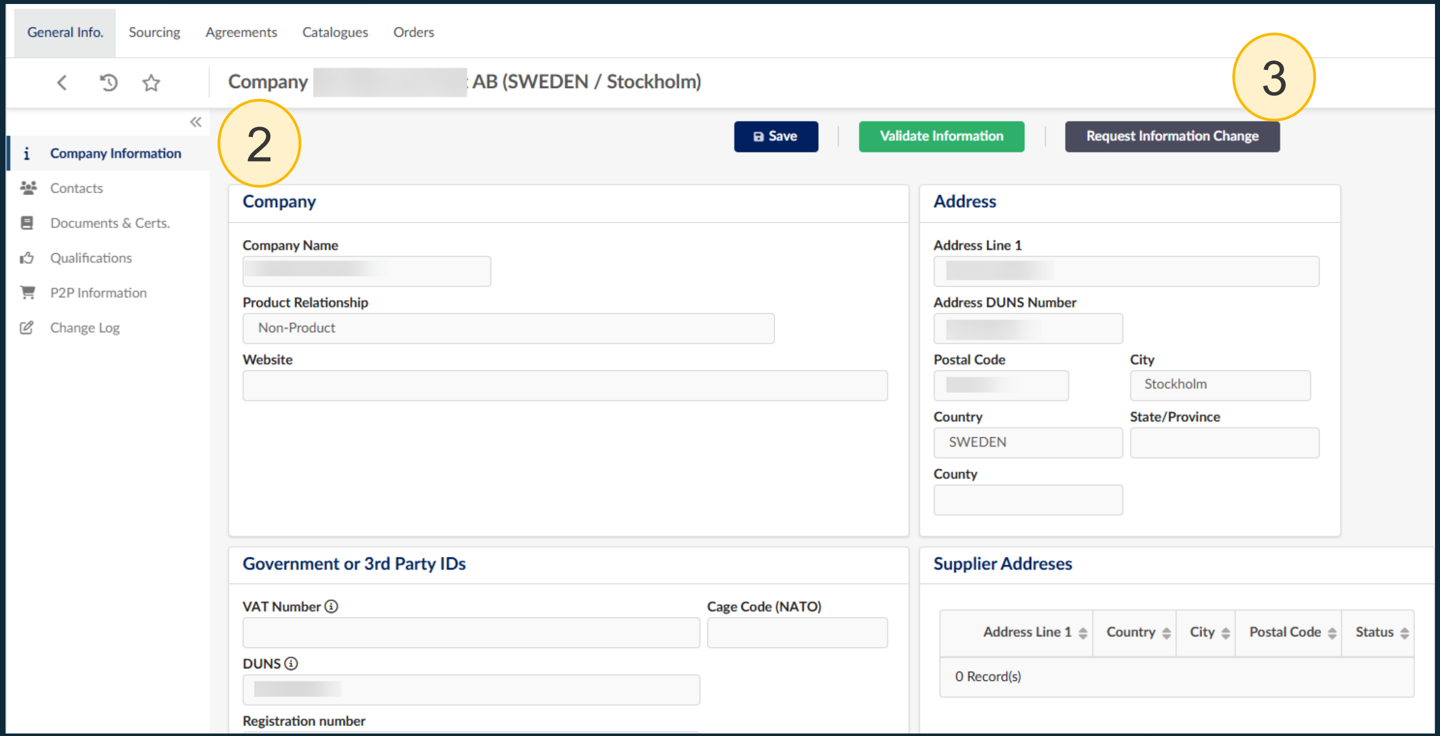
2

Review your company information.

3

Select “Request Information Change” if updates are needed.





Manage a Change Request

1

Update company information.

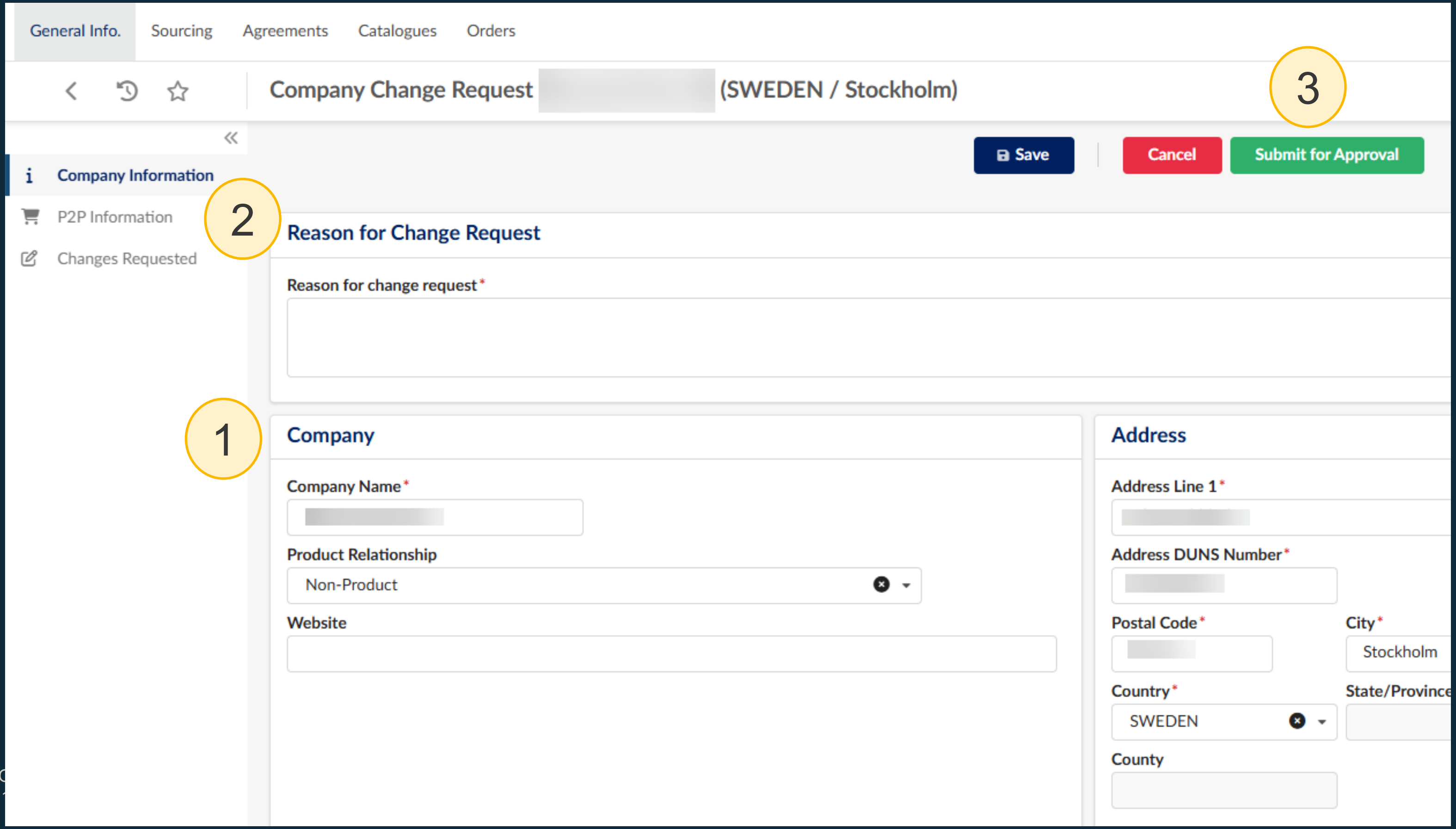
2

Enter a reason for change request.

3

Submit for Saab approval.

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



Manage Contacts

1

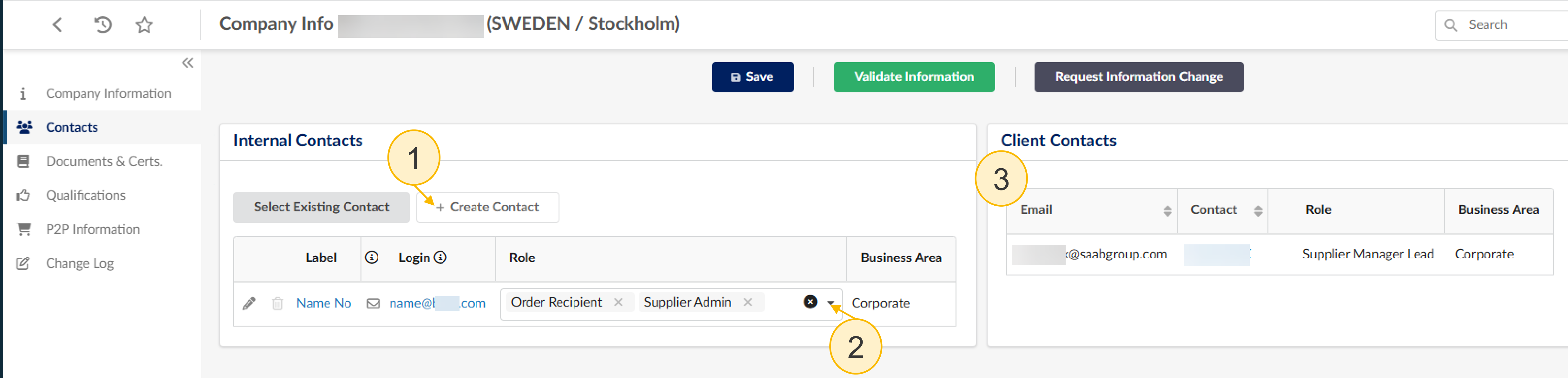
Select “**+ Create Contact**” to add a new contact.

2

Update contact roles in the drop-down list.

3

View your Saab contact information.



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

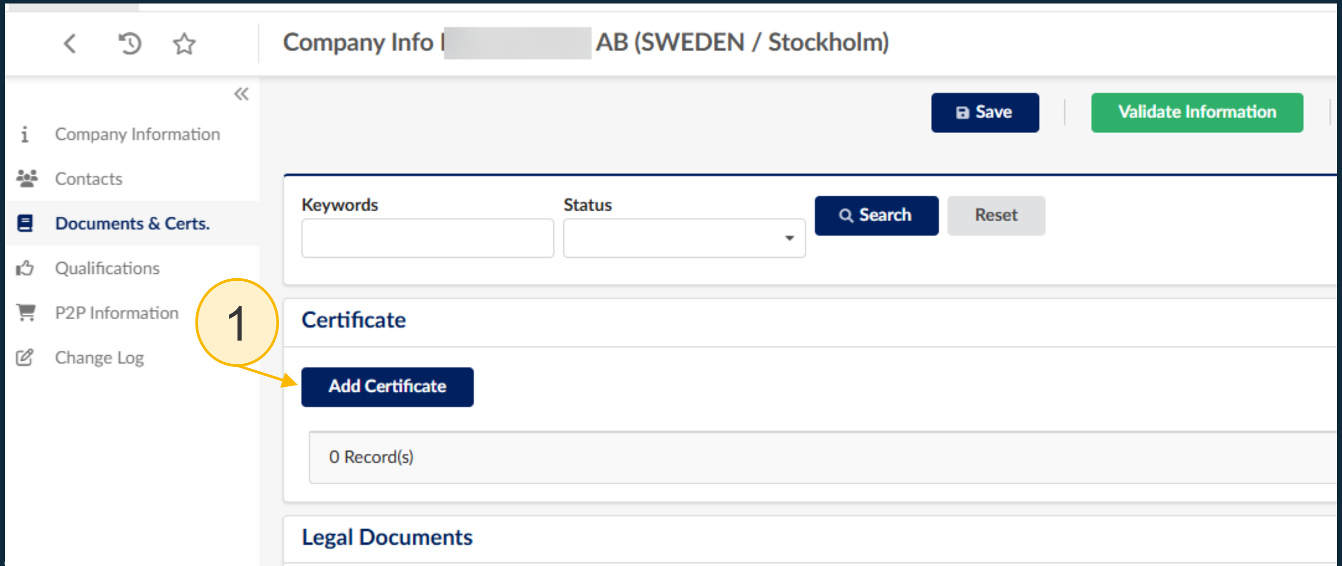
Select “Add Certificate”

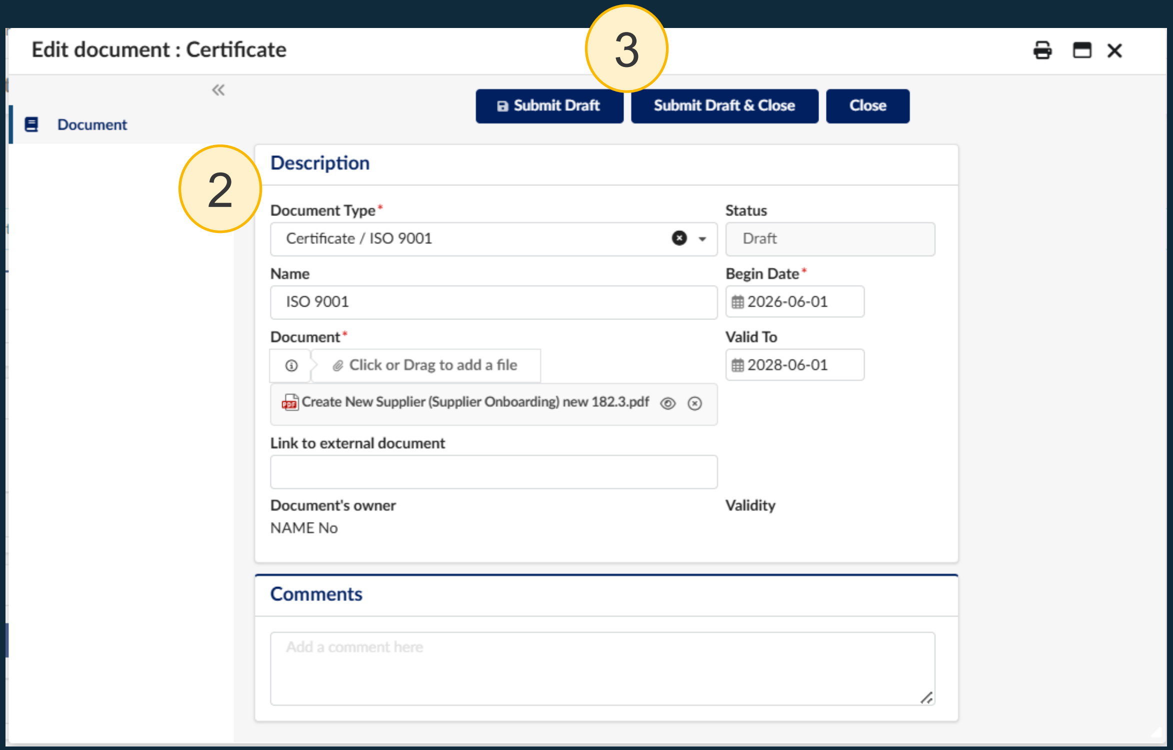
2

Enter required information and upload the document.

3

Submit the Draft document for Saab validation.

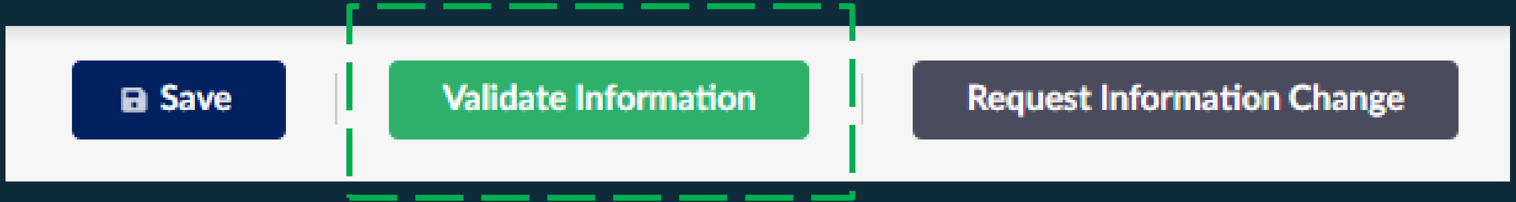




Ensure all required certificates and documents are uploaded to complete onboarding.

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

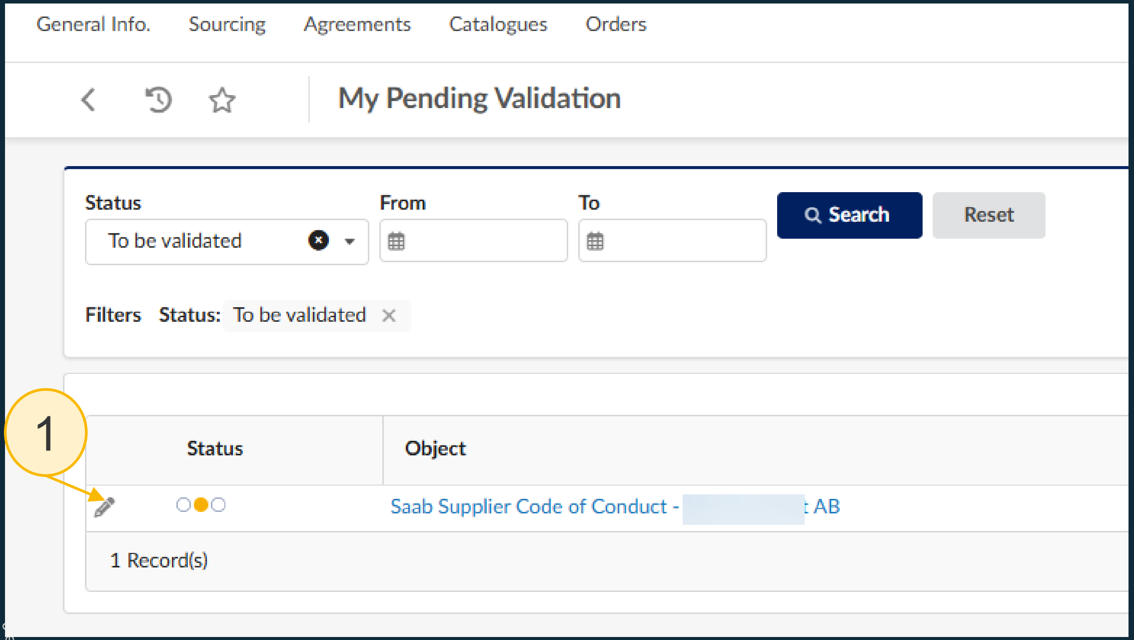
Select the edit (pen) icon to open the questionnaire in “My Pending Validation”.

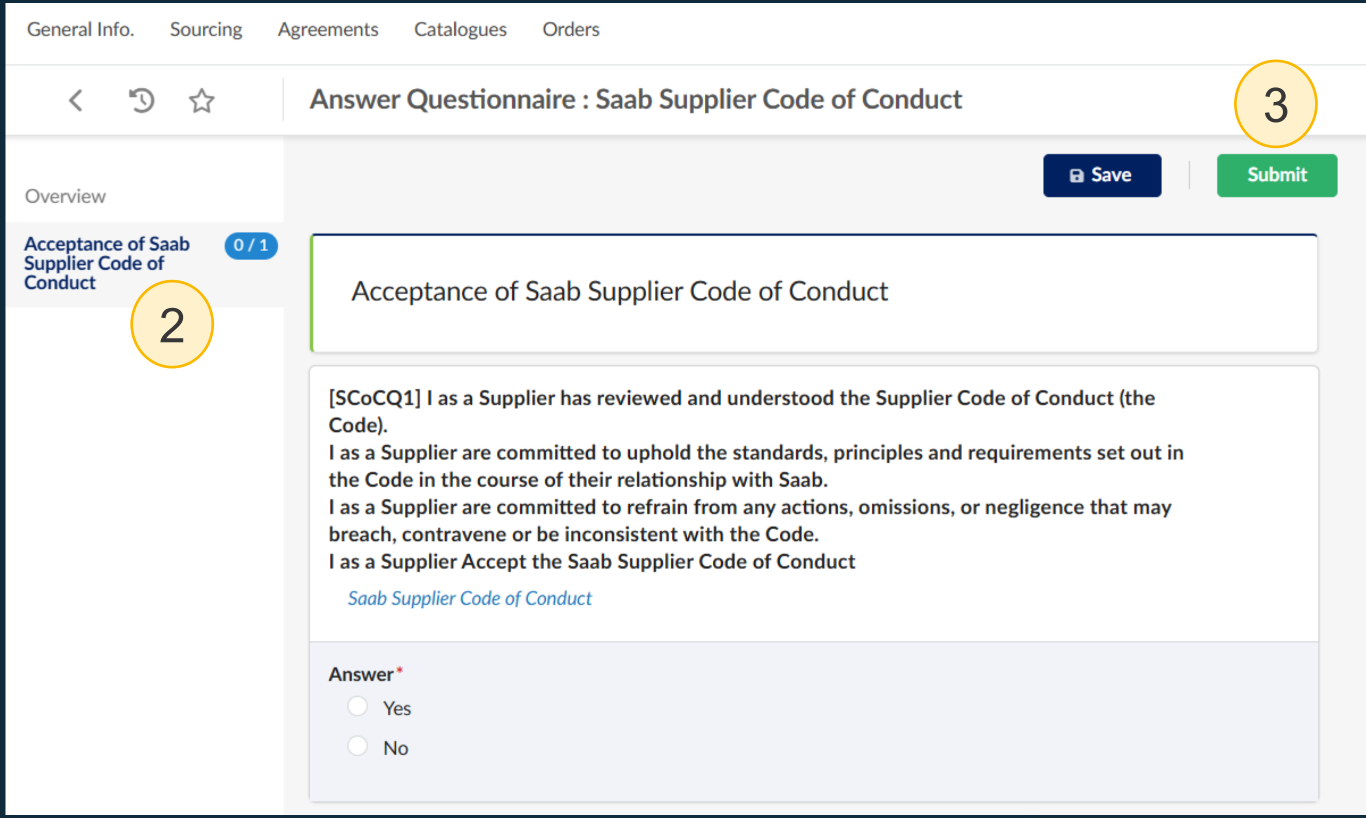
2

Select “**Acceptance of Saab Supplier Code of Conduct**”.

3

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





The questionnaire must be completed to proceed with onboarding.

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.