

How To Respond To A Contract As A NESO Supplier In Ivalua

Quick Reference Guide (QRG)

Introduction

Purpose

This QRG outlines the steps a supplier can follow to access, review and update contract documents on the supplier portal.

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Click any topic to navigate directly to that section.

Accessing the Contract Document

Access the Contract Document

Welcome to the NESO Procurement Portal

1 IDENTIFICATION

Login*

Password*

Login

Lost your password?

Help Desk +442076604276 and Email: support-neso@ivalua.com

New Supplier? Register Now

Show public request for proposals

Step 1: Log in to the Supplier Portal using your credentials.

Supplier Portal

Onboarding Progress

Validations

Process	Object	Action
Contractual Documents Version Workflow	Demo - Contract 1 - Main Document	Supplier Review
Qualification	NESO Supplier Qualification - Apex Ltd	Initializat

2

The Supplier Portal homepage is displayed. The contract document to be reviewed is displayed in the **Validations** section with **Action** as **Supplier Review**.

Step 2: Click the contract document to be reviewed.

Access the Contract Document

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Supplier Portal

Document

Save Save & Close **Edit Document** Proceed for Review Download

Fields marked by an asterisk * are mandatory
Expected date format: dd-MM-yyyy

Document Information

Document Name* Main Document Version V4 Document Status Pending External Review Upload Next Version CTR000577_Main_Document_V4.docx

Document Details

Category Language Effective Date Expiration Date Notification Period Day(s)

Reference URL Visible to Supplier

Summary

Document Comparison

Compare Version With Version See Comparison

Linked to Contract
Demo - Contract 1 - (Test) Outlook Energy Ltd

Preview

The contract **Document** window is displayed.

Step 3: Click **Edit Document**.

You can edit the contract document using either **Native Authoring** or **Word Authoring**.

Note: You can scroll down the page to **Preview** the contract document and if no changes are required, you can directly click **Proceed for Review**.

Editing the Contract Document using Native Authoring

Native Authoring

Native Authoring allows you to edit the contract document directly within the Ivalua platform using its built-in editor.

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Supplier Portal

Document

Save Save & Close Proceed for Review Switch to Word Redlining

Fields marked by an asterisk * are mandatory
Expected date format: dd-MM-yyyy

Document Information

Document Name* Main Document Version V4 Document Status Pending External Review

Document Details

Category Language Effective Date Expiration Date Notification Period (Day(s))

Reference URL Visible to Supplier

Summary

Document Comparison

Compare Version With Version See Comparison Compare in MS Word

Linked to Contract
Demo - Contract 1 - (Test) Outlook Energy Ltd

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Supplier Portal

Document

Save Save & Close Proceed for Review Switch to Word Redlining

Linked to Contract
Demo - Contract 1 - (Test) Outlook Energy Ltd

Contract & Master Clause Library

Select Template
NESO Service Template

+ Add Master Clause

Import/Export

Click or Drag to add a file

Styles

Summary

CONTENTS

1. This Contract is made up of the following parts:

AGREED TERMS

DATED 3/10/2026

SERVICES AGREEMENT
Between
NATIONAL ENERGY SYSTEM OPERATOR LIMITED
and
[[Test] Outlook Energy Ltd]

The contract **Document** window displays key details such as the **Document Name**, **Version** and any additional information related to the contract document.

Scroll down the page to view the contract document.

Step 1: Edit the contract document as required.

Note: The greyed-out text cannot be edited.

Native Authoring

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Supplier Portal

Save Save & Close **Proceed for Review** Switch to Word Redlining

marked by an asterisk * are mandatory
ected date format: dd-MM-yyyy

Document Information

Document Name: Main Document
Version: V4
Document Status: Pending External Review

Document Details

Language: [dropdown]
Effective Date: [calendar]
Expiration Date: [calendar]
Notification Period: [dropdown] Day(s)

Reference URL: [text]
 Visible to Supplier

Document Comparison

Compare Version: [dropdown] With Version: [dropdown]
See Comparison Compare in MS Word

Contract: Demo - Contract 1 - (Test) Outlook Energy Ltd

Step 2: Once the contract document is updated, click **Proceed for Review**.

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Supplier Portal

Document

Save Save & Close Download

Validated successfully

Document Information

Document Name: Main Document
Version: **V5**
Document Status: Pending Internal Review
Upload Next Version: Main Document_V5.docx

Document Details

Category: [dropdown] Language: [dropdown]
Effective Date: [calendar] Expiration Date: [calendar]
Notification Period: [dropdown] Day(s)

Reference URL: [text]
 Visible to Supplier

Summary: [text area]

Document Comparison

Compare Version: [dropdown] With Version: [dropdown]
See Comparison

Linked to Contract: Demo - Contract 1 - (Test) Outlook Energy Ltd

Preview

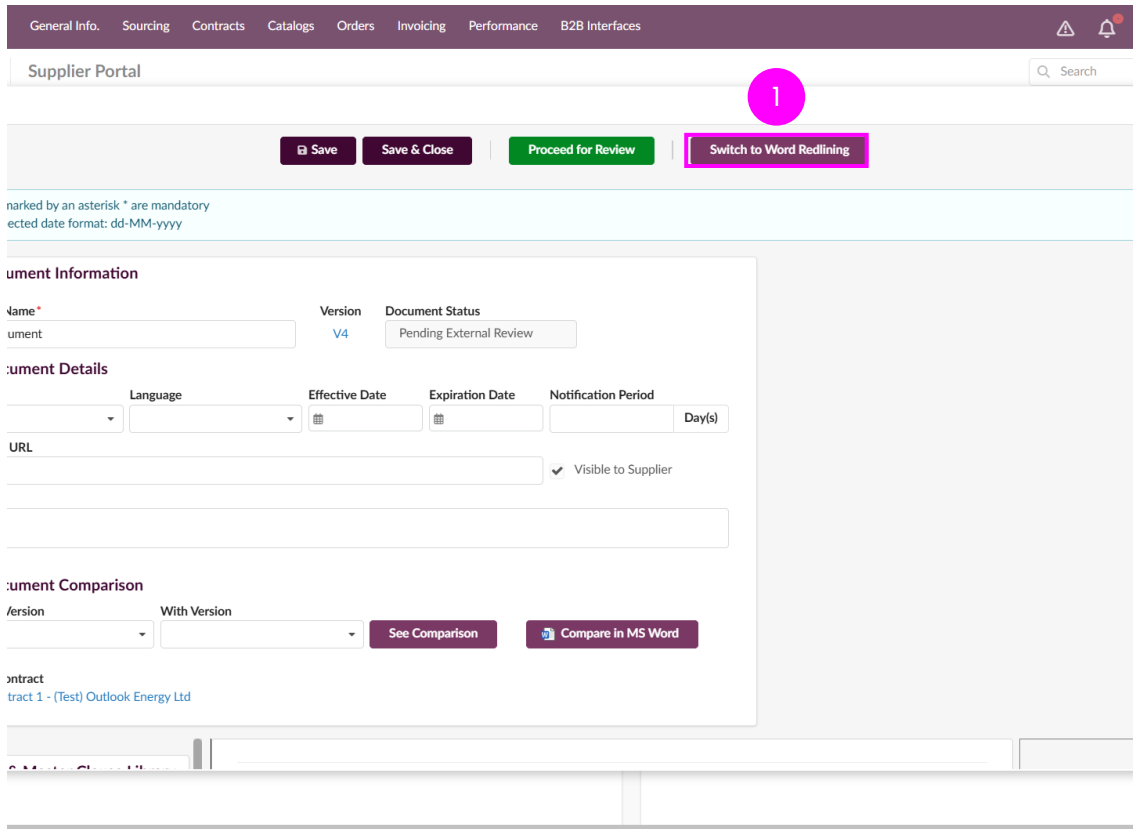
The document **Version** is updated, and the fields are no longer editable.

Step 3: Click **Save & Close**.

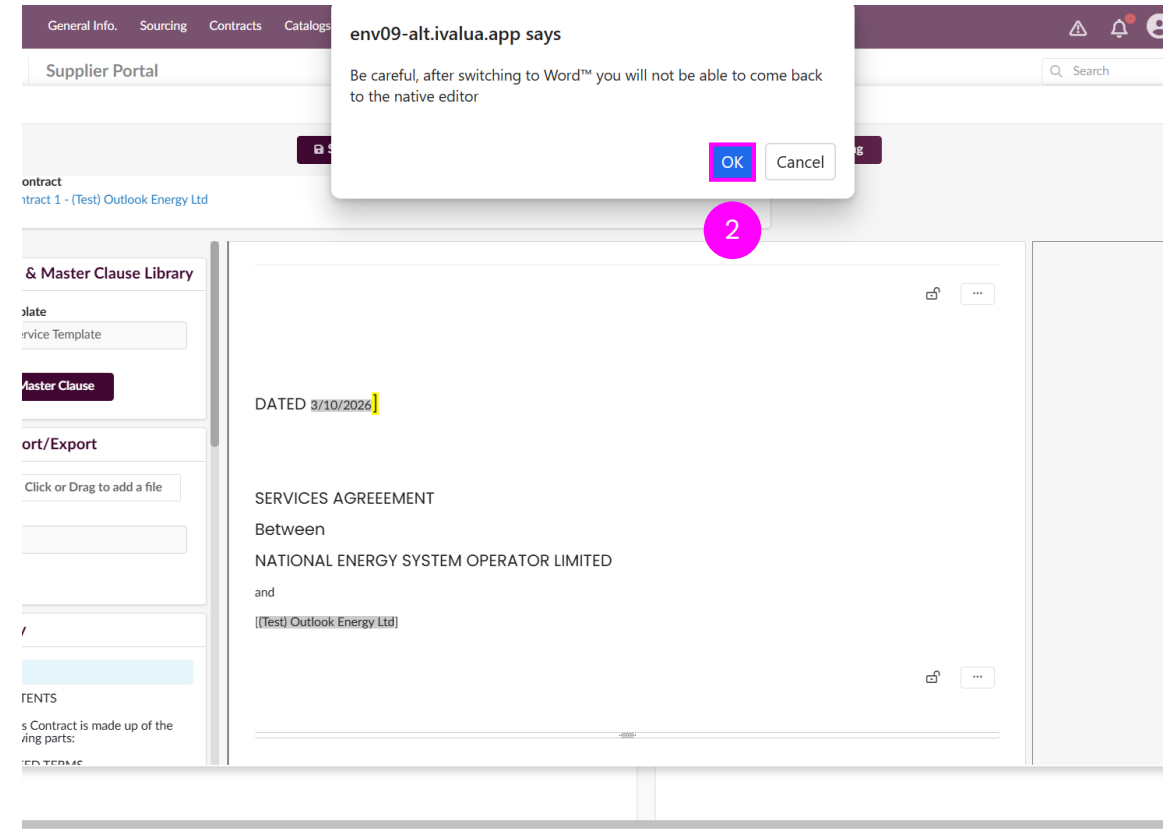
Editing the Contract Document using Word Authoring

Word Authoring

Word Authoring allows you to edit the contract in Microsoft Word using track changes.



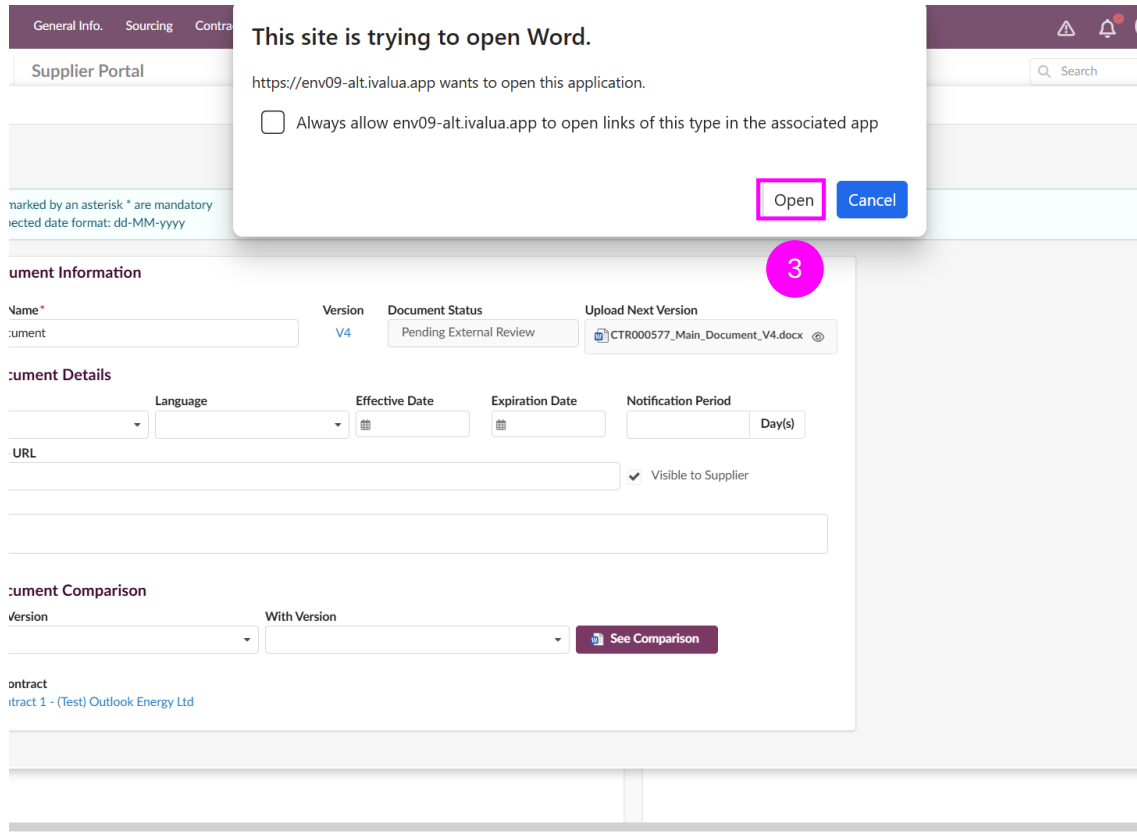
Step 1: Click **Switch to Word Redlining**.



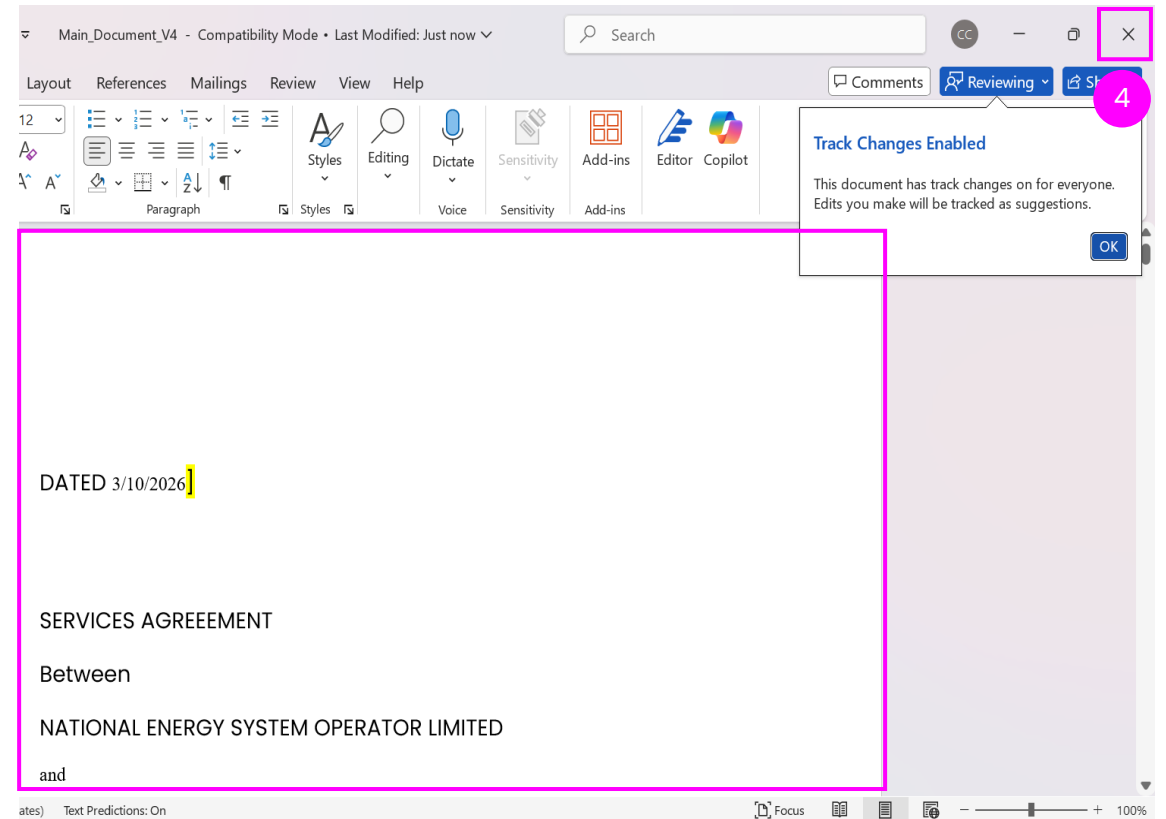
Step 2: Click **OK** in the pop-up message.

Note: You cannot switch back to the Native editor after switching to Microsoft Word.

Word Authoring



Step 3: Click **Open** in the pop-up message.



The contract document opens automatically in **Microsoft Word** with track changes enabled.

Step 4: Edit the contract document as required, save and click the **Close (X)** option, once done.

Word Authoring

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Supplier Portal

Save Save & Close Edit Document **Proceed for Review** Download

marked by an asterisk * are mandatory
ected date format: dd-MM-yyyy

Document Information

Name* Document Version Document Status Upload Next Version

Document Pending External Review Main Document_V5.docx

Document Details

Language Effective Date Expiration Date Notification Period

URL Visible to Supplier

Document Comparison

Version With Version See Comparison

Contract
Contract 1 - (Test) Outlook Energy Ltd

Step 5: Once the contract document is updated, click **Proceed for Review**.

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Supplier Portal

Save **Save & Close** Download

Updated successfully

Document Information

Name* Document Version Document Status Upload Next Version

Document Pending Internal Review Main Document_V5.docx

Document Details

Language Effective Date Expiration Date Notification Period

URL Visible to Supplier

Document Comparison

Version With Version See Comparison

Contract
Contract 1 - (Test) Outlook Energy Ltd

The document **Version** is updated, and the fields are no longer editable.

Step 6: Click **Save & Close**.

Accessing Signed Contract Documents

Access Signed Contract Documents

Once all reviews and approvals are completed, you can access and view the signed contract documents.

Step 1: Navigate to **Contracts** > **Manage Contracts**.

Code	Contract Name	Contract Record Type	End Date	Contract Amount Excl. Tax	Curr
CTR000554	Copy of Test 0203	Parent Agreement	3/31/2026	10,000.00	GBP
CTR000587	Copy of Test Skip Defect Amendment #1	Parent Agreement	3/31/2026	10,000.00	GBP
CTR000577	Demo - Contract 1	Parent Agreement	4/27/2026	5,000.00	GBP
CTR000545	Hosted Catalogue Contract Do Not Use!	Parent Agreement	12/31/2027	500,000,000.00	GBP
CTR000523	TC_11_Vijay_Data New	Parent Agreement	3/31/2026	100,000.00	GBP
CTR000549	Test 0203	Parent Agreement	3/31/2026	10,000.00	GBP
CTR000602	Test Legal	Parent Agreement	3/31/2026	10,000.00	GBP
CTR000582	Test Skip Defect	Parent Agreement	3/10/2026	10,000.00	GBP
CTR000582-1	Test Skip Defect Amendment #1	Parent Agreement	3/10/2026	10,000.00	GBP
CTR000582-2	Test Skip Defect Amendment #2	Parent Agreement	3/31/2026	10,000.00	GBP
CTR000589	Test Terminate	Parent Agreement	4/30/2026	100,000.00	GBP

Step 2: Select the required contract from the list.

Note: You can use the filters to narrow down your search.

Access Signed Contract Documents

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Contract : Demo - Contract 1

Create a non-PO Invoice

3 Fields marked by an asterisk * are mandatory

General Information

Code
CTR000577

Reference

Contract Name
Demo - Contract 1

Contract Record Type
Parent Agreement

Contracting Entity
CEO - L2

Governing Law

Language

Contract Workflow Status
Signed

Contract Validity
Active

The Contract details are displayed.

Step 3: Navigate to the **Documents** tab from the navigation panel.

General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfa

Contract : Demo - Contract 1

Create a non-PO Invoice

Fields marked by an asterisk * are mandatory

Documents

0 Selected Add Download documents (ZIP)

<input type="checkbox"/>	Document Name	Supplier	Organization	Document Version	Last Modified Date	Document Type	Status	Download	Pe Va
<input type="checkbox"/>	Main Document	(Test) Outlook Energy Ltd	CEO - L2	V7	3/30/2026	Main Contract	Approved		

1 Record(s)

The contract document details are displayed and the **Status** is **Approved**.

Thank You