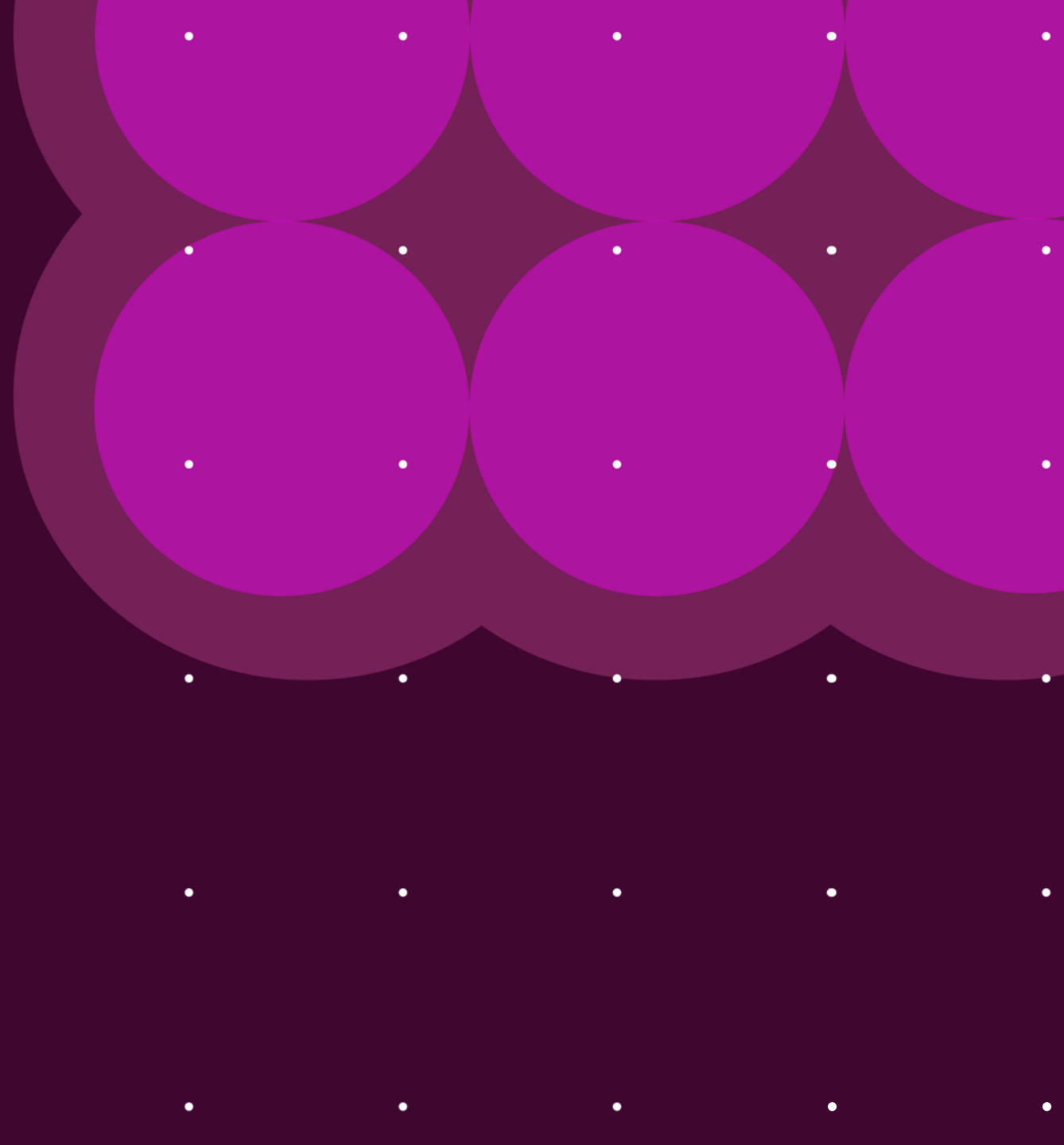


How to access and update your company profile in Ivalua

Supplier Guide



Introduction

Purpose

This guide show you how to log in to the Ivalua Supplier Portal and update your company information.

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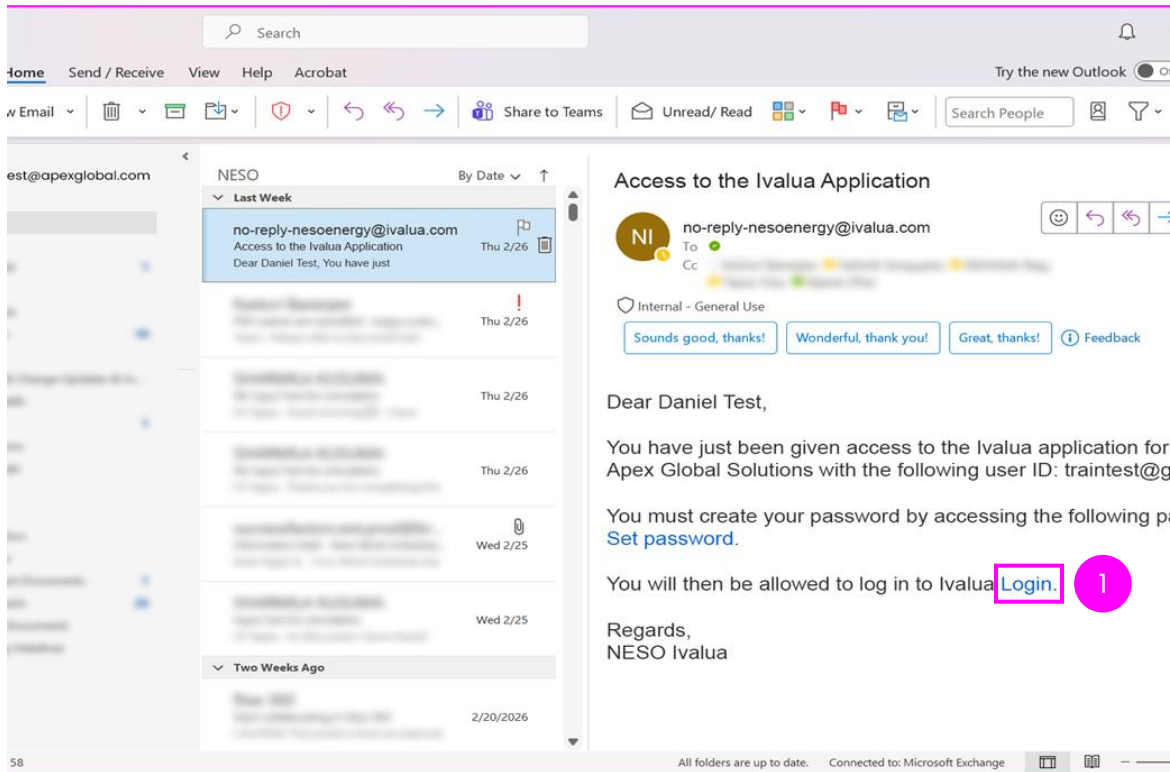
Sr. No	Topic
1.	<u>Log In For The First Time</u>
2.	<u>Keep Company Information Up To Date</u>
3.	<u>Manage User Access & Add Contacts</u>
4.	<u>Upload Documents & Certs</u>
5.	<u>Provide Banking & P2P Information</u>
6.	<u>Add Financial Indicators</u>
7.	<u>Add Qualifications</u>

Click any topic to navigate directly to that section.

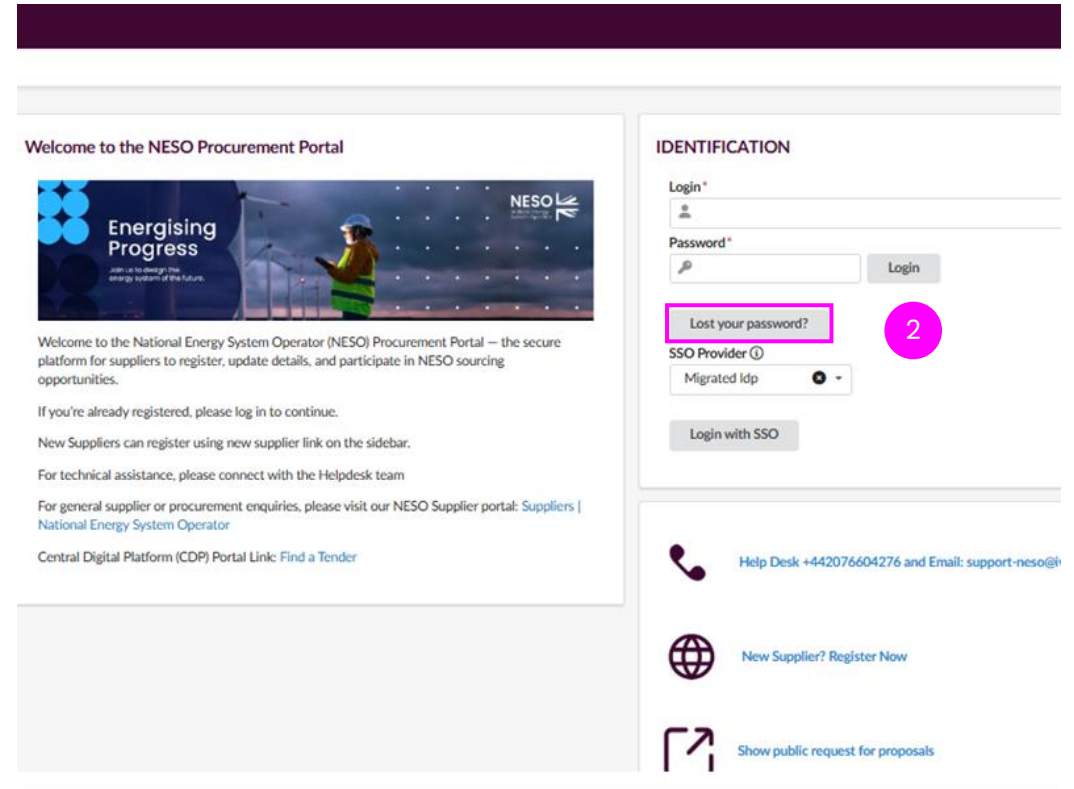
First Time Log In To Ivalua Supplier Portal

First Time Log In To Ivalua Supplier Portal

You will receive an email from NESO (no-reply-nesoenergy@ivalua.com) with your user ID and a Login link to the Ivalua Supplier Portal.



Step 1: Click the **Login** link to navigate to the Ivalua Login page.



Step 2: Click **Lost your password?** to reset your password.

Note: You can enter your **Email address** and click **Confirm**. You will receive a password reset email.



First Time Log In To Ivalua Supplier Portal

Once you have reset your password, you can log in to the Supplier Portal using your login credentials.

Welcome to the NESO Procurement Portal

Energising Progress
Join us to change the energy system of the future.

Welcome to the National Energy System Operator (NESO) Procurement Portal — the secure platform for suppliers to register, update details, and participate in NESO sourcing opportunities.

If you're already registered, please log in to continue.

New Suppliers can register using new supplier link on the sidebar.

For technical assistance, please connect with the Helpdesk team

For general supplier or procurement enquiries, please visit our NESO Supplier portal: [Suppliers | National Energy System Operator](#)

Central Digital Platform (CDP) Portal Link: [Find a Tender](#)

IDENTIFICATION

Login*

Password*

Login

Lost your password?

SSO Provider ⓘ

Migrated Idp

Login with SSO

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

New Supplier? [Register Now](#)

Show public request for proposals

Step 3: Enter your **Login** and **Password** in the **IDENTIFICATION** section, then click **Login**.

General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces

Company Profile Information Requests Manage Sub-Tiers Diversity Reports

Information Requests

Manage Sub-Tiers

Diversity Reports

You must have to accept the terms and conditions in order to continue.

You use this NESO Sourcing Platform (the "Platform") you agree to be bound by these Terms and Conditions (the "Terms"). If you do not agree to these Terms, you must not use the Platform and you agree to stop doing so immediately.

Using the Platform

By clicking on accept, you are accepting NESO's Acceptable User Policy (the "Policy") and agree to be bound by these Terms. If you do not agree to these Terms, please immediately discontinue access and do not click accept.

Wherever you are asked to provide information in connection with the Platform or the services, you agree to provide true, accurate, current and complete details.

You agree to abide by all applicable laws, regulations and codes of conduct and you agree to be solely responsible for all things arising from your use of the Platform and the Services.

You agree that you will always respect the privacy of your fellow internet users.

Availability

NESO reserve the right at any time to modify or discontinue, temporarily or permanently, any of the services or your access to or use of the Platform and/or services or any of your logins or passwords with or without notice. NESO have no liability under these Terms for any loss or damage in respect of any action it takes pursuant to this paragraph.

Your continued use of this Platform and/or services following revisions of the Terms implies your acceptance of the changes. All changes made are at the sole discretion of NESO and are effective immediately upon posting.

Confidentiality

You agree not to disclose any security details, such as logins or passwords, to any third parties and keep such information secure. The information on this Platform is of a commercial nature and must be kept confidential at all times and the disclosure of information must be in line with our internal policies and procurement best practice.

Breaching this Policy

Failure to comply with the Terms of this Policy constitutes a material breach of the agreement upon which you are permitted to use our site and may result in us:

1. Withdrawing your right to use the services;
2. Suspending your ability to use the Platform for sourcing or other procurement services;
3. Issuing a warning.

We exclude our liability for all action we may take in response to breaches of NESO's Acceptable User Policy. The actions we may take are not limited to those described above, and we may take other action we reasonably deem appropriate.

I accept the terms and conditions

Acknowledge Print

Step 4: On first login, read the site's terms & conditions click the checkbox against **I accept the terms and conditions** and click **Acknowledge** to access the portal..

Step 5: Go to **General Info.** > **Company Profile**.

Update Company Information

The **Company Information** tab opens by default. It shows your organisation's details. Make sure this information is always complete and up to date.

The screenshot shows the 'Company Information' tab in the ivalua system. The form is divided into several sections:

- Company:** Supplier Legal Name* (Test Supplier_S2C), Supplier name (Test Supplier_S2C), Website, Supplier size (Public), Registered for VAT in the UK (Yes), NAICS Code, Staff Headcount.
- Address:** Address Label (London Address), Address Line 1 (London), Address Line 2, Zip Code (382418), City (London), Country (UNITED KINGDOM), State/Province (England), Map (The National Gallery, Charing Cross, Embankment, Southba).
- Legal Information:** Legal Structure, Place Of Registration (London), Annual Turnover (300000), Year Founded, Balance sheet total, VAT (GB166544433), Central Digital Platform Identifier, DUNS, Companies House Number.
- Sites:** Create Site button, 0 Record(s).
- Contact:** AR First Name, AR Last Name, AR Email, AR Cell Phone, Remittance Email.

A red circle with the number '6' highlights the 'Save' button. A red asterisk (*) is visible next to the 'Supplier Legal Name' field.

Step 6: Enter or review details in:

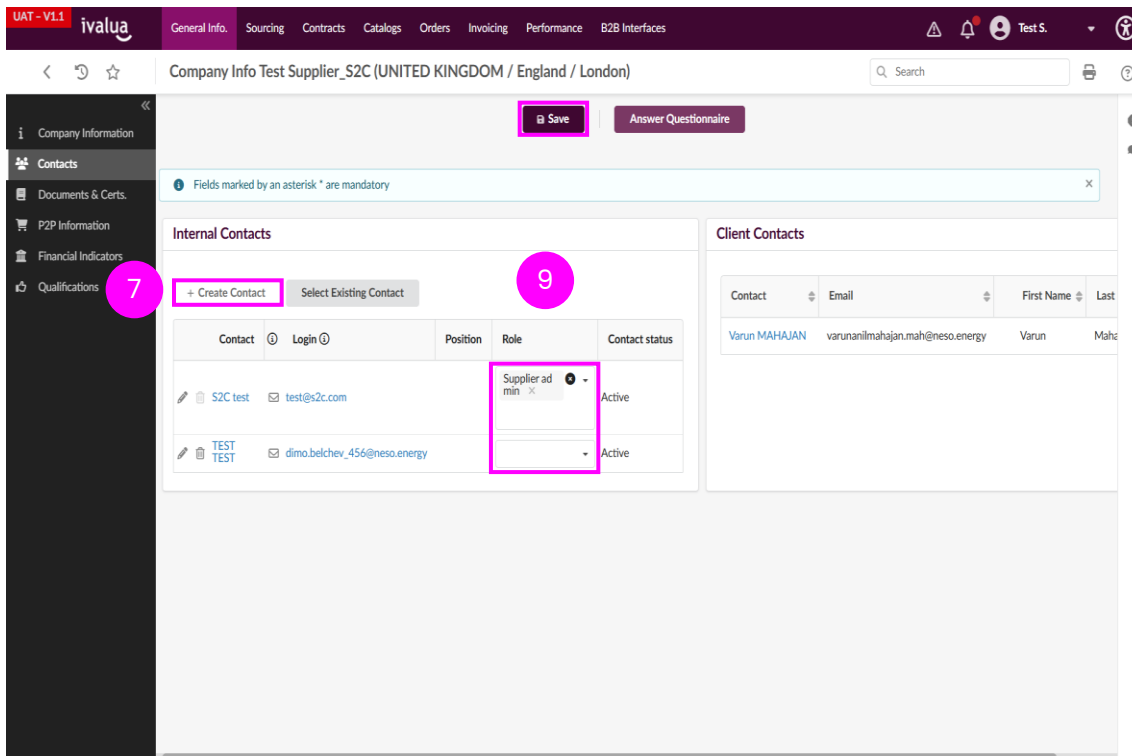
- **Company Information,**
- **Address,**
- **Legal Information,**
- **Sites**
- **Contact**

Always click **Save**.

Note: Fields marked with a red asterisk (*) are mandatory.

How to add contacts

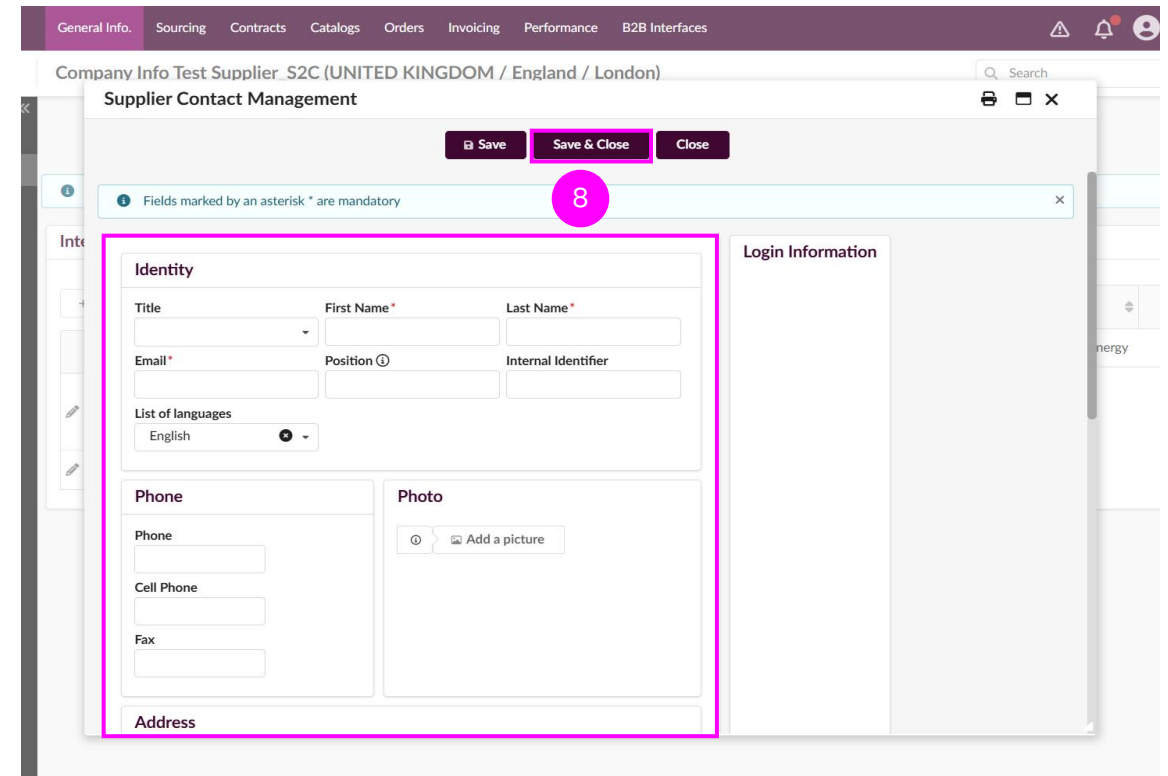
The **Contacts** tab lets you to add key people from your organisation and their roles, so NESO knows who to contact when needed. You can also view your assigned NESO contacts under **Client Contacts**. Multiple users in your organization can have Ivalua access.



Step 7: To add a new user, click **Create Contact**.

Step 8: Fill in the mandatory fields and click **Save & Close**.

Step 9: Select the appropriate role from the **Role** drop-down list and click **Save**.



Important:

Each organisation must have a **Supplier Admin**. This role has the ability to manage their users access to the supplier portal.

Upload Documents & Certs

The **Documents & Certs** tab allows you to provide and update legal or regulatory documents as well as other documents required by NESO such as the **Certification of Incorporation, Non Disclosure Agreement, Bank Evidence** document and **Diversity Certifications**.

UAT - V1.1 NESO National Energy System Operator

General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces

Company Info Test Supplier_S2C (UNITED KINGDOM / England / London)

Save Answer Questionnaire

Keywords Status Archived Documents Missing Required Documents Search Reset

View Parent's Documents

Legal Documents

Add Legal Documents

Att.	Document Type	Document Name	Begin Date	Expiration Date	Owner	Status
	Certificate of Incorporation *					

1 Record(s)

Climate Change Documents

Add Climate Change Documents

0 Record(s)

Step 10: To add documents

Click **Add Documents** under the required header.

Or

Click the **Plus (+)** icon against the required document type.

Note: Document types marked with a red asterisk (*) are mandatory.

Mandatory Document:
The **Certification of Incorporation** is a mandatory document and must be uploaded to proceed.

Upload Documents & Certs

The **Edit document** window is displayed.

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General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces

Company Info Test Supplier_S2C (UNITED KINGDOM / England / London)

Search

Edit document : Legal Documents 12

Save Save & Close Close Archive

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

Description

Document Type * Status
Draft

Document Name Begin Date *
Expiration Date

Document *
Click or Drag to add a file

Link to external document

Document's owner S2C test Validity

Follow up

Notification Date

Date Archived

Request Date

Comments

Add a comment here

0 Record(s)

Step 11: Update the following.

- Select the **Document Type**
- Add **Document Name**
- Add **Begin Date**
- Upload the **Document** file

Step 12: Click **Save & Close**.

Add P2P Information

The **P2P Information** tab allows you to provide information that is critical to enabling the smooth processing of orders.

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General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces

Company Info Test Supplier_S2C (UNITED KINGDOM / England / London)

13 Use Company Information Address

Address Label

Address Line 1

Address Line 2

Zip Code City

Country State/Province

14 Use Company Information Address

Payment Address

Purchasing Information

Incoterm

Incoterm Location

Catalog Access

Map Satellite

NORTH AMERICA SOUTH AMERICA EUROPE AFRICA ASIA OCEANIA

Google Keyboard shortcuts Map data ©2026 Terms

Step 13:

- Deselect the **Use Company Information Address** checkbox
- Enter the **Order Address** and/or **Payment Address** only if they differ from the address in the **Company Information** tab.

Note: If the same address applies, keep the checkbox selected to avoid re-entering the details.

Step 14: Click **Save**.

Add P2P Information

Banking details:

Company Info Test Supplier_S2C (UNITED KINGDOM / England / London)

Save Answer Questionnaire

Zip Code City

Country State/Province

Map Satellite

Banking Information

+ Add Banking Information 15

Bank Name	Clearance Agency	IBAN	Account Number	Routing Number	Status
HSBC Bank		GB33BUKB20201555555555	67876426		Validated

1 Record(s)

Step 15: Click **Add Banking Information**.

Company Info Test Supplier_S2C (UNITED KINGDOM / England / London)

Save Close

Fields marked by an asterisk * are mandatory 16

Bank Information

Country* UNITED KINGDOM Currency GBP

Bank Name* BIC/SWIFT*

Bank Branch Address

Clearance Agency

Sort Code*
Sort Code must have a value

Alternate payee?

Account Information

Account Information Details*
Click or Drag to add a file Default

Name on Account*

IBAN*
IBAN must have a value

Account Number*
Account Number must have a value

HSBC BANK GB33BUKB20201555555555 67876426 validated

1 Record(s)

Step 16: Enter all mandatory details and click **Save** in the Banking Information window.

Add Financial Indicators

The **Financial Indicators** tab allows you to update your company's financial information.

The screenshot displays the 'Financial Indicators' interface. The 'Indicators' table is as follows:

Code	Values of financial indicators	Units
Revenue	<input type="text"/>	EUR
Capital	<input type="text"/>	EUR
Operating profit (EBIT)	<input type="text"/>	EUR
Net income	<input type="text"/>	EUR
Liabilities (non current)	<input type="text"/>	EUR
Liabilities (current)	<input type="text"/>	EUR
Cash	<input type="text"/>	EUR
Number of employees	<input type="text"/>	ea.
Preface rating	<input type="text"/>	ea.
Cash Flow(CAF)	<input type="text"/>	EUR
Gearing	<input type="text"/>	%
Rating	<input type="text"/>	

The 'Charts' section shows a line chart for the year 2025, with Revenue and Net income data points. The 'Year' dropdown is set to 2025. The 'KPI' section lists various financial ratios such as Liabilities / Capital, Operating profit / Revenue, and Cash Flow Margin (CF/CA).

Step 17: Select the year for which you want to edit the financial indicators.

Step 18: Enter the **Values of financial indicators** and **Units** in the Indicators section.

Step 19: Click **Save**.

Note: The **Charts** and the **KPI** sections are updated based on the new values you entered.

Add Qualifications

The **Qualifications** tab allows you to specify the regions you serve and the commodities you sell, capture customer testimonials and access the questionnaires assigned to you by NESO. This tab is available only for PO suppliers.

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General Info. Sourcing Contracts Catalogs Orders Invoicing Performance B2B Interfaces

Company Info Test Supplier_S2C (UNITED KINGDOM / England / London)

Fields marked by an asterisk * are mandatory

20 Additional Information

Regions Served definitions

Supplier Commodity (CPV code)

- 03110000-5 - Crops, products of market gardening and horticulture.
- 03111000-2 - Seeds.
- 03112000-9 - Unmanufactured tobacco.
- 03113000-6 - Plants used for sugar manufacturing.
- 03114000-3 - Straw and forage.

Comment (Supplier)

Customer References

22 Add Reference

23 Save

21 Answer Questionnaire

Questionnaires

Campaign	Progress	Status	Date
NESO Supplier Qualification	100%	In progress	15-01-2026
NESO Supplier Qualification	88%	Review in progress	03-02-2026

2 Record(s)

Step 20: Select **Regions Served definitions** and **Supplier Commodity (CPV code)**.

Step 21: Click **Answer Questionnaire** to submit responses to the Supplier Qualification Questionnaire.

Step 22: Click **Add Reference** to add customer testimonials, if any.

Step 23: Click **Save**.

Thank You

