



Vendor Quick Start – Contract Review & Redlining

Who Is This For?

Use this guide if ATB has shared a **contract** with you and requested that you **review or redline contract terms** in the ATB Ivalua Vendor Portal.

What You Need to Do

- Log in to the ATB Ivalua Vendor Portal using the link in the notification email from ATB Ivalua <no-reply@ivalua.atb.com>
- Review and redline the contract as requested
- Submit your feedback through the portal

Note: For a visual walkthrough of these steps, refer to the Contract Review Details (Reference) section of this document, which includes screenshots of the portal interface.

Need Help?

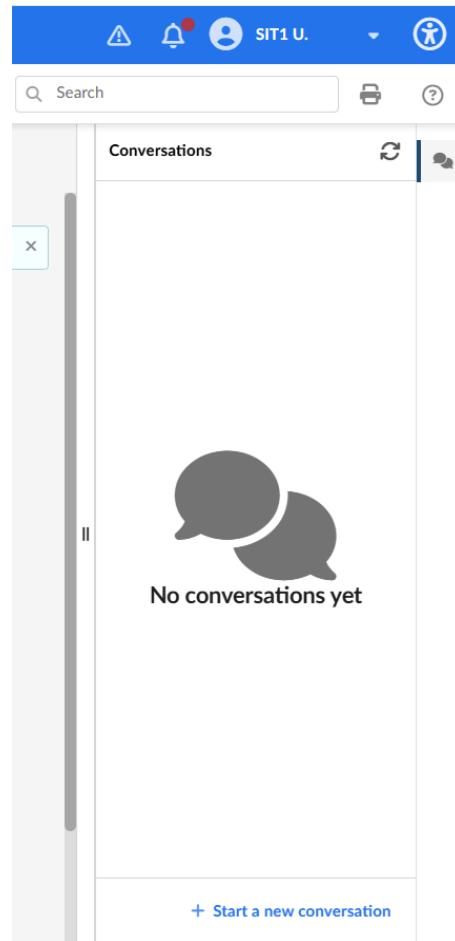
Contract Support

- Contact your **ATB representative** using the **Conversation feature** in the **right-hand panel** of the contract workspace or the **Notifications** feature in the **header bar**

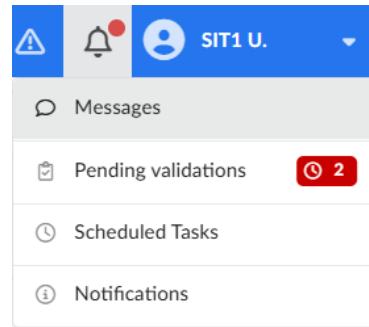


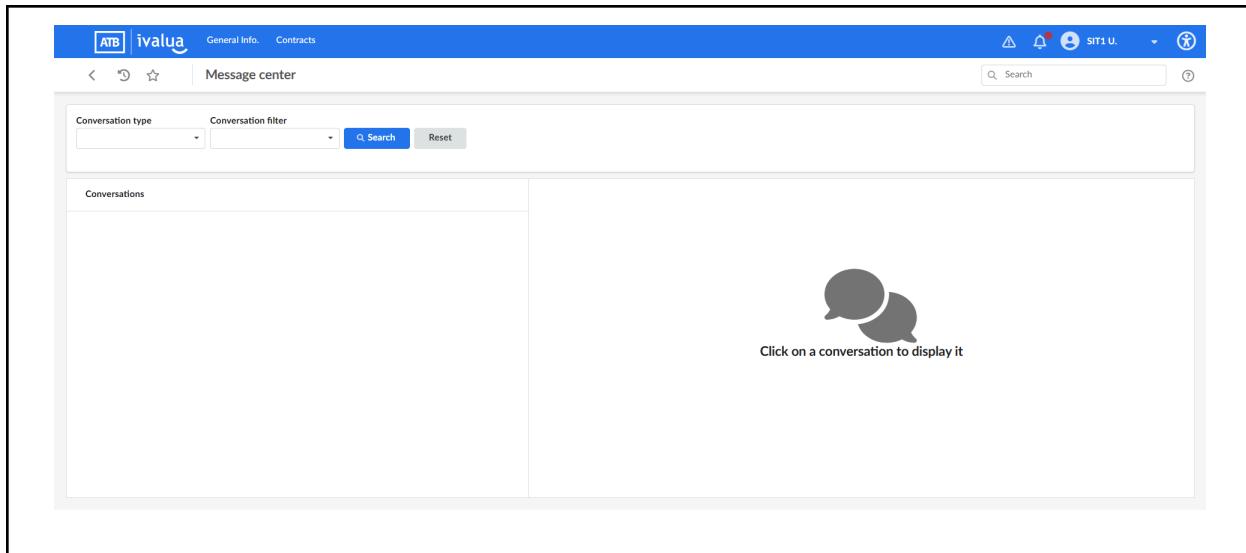
Click on the **Conversations**  icon in the right-hand panel to open the Conversations panel.

Click on the **+ Start a new conversation** link at the bottom of the Conversations panel to begin a discussion.



Alternatively, click the **Notifications**  icon in the header bar and select **Messages** to open the **Message Center**. Here you can view past conversations, and/or select a conversation to continue.





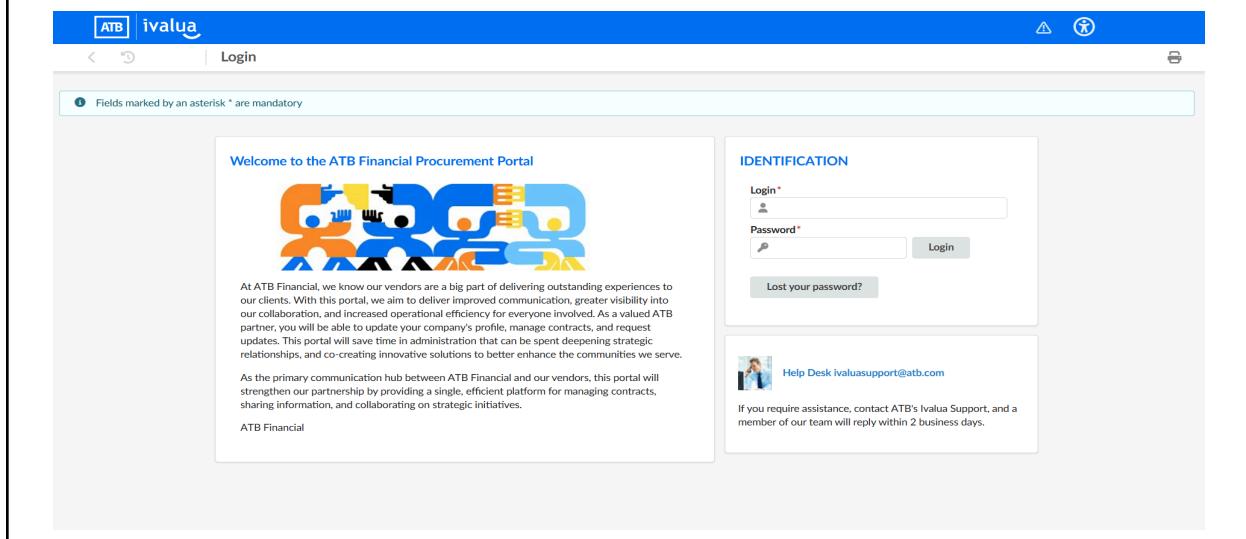
Technical Support

- If you are experiencing technical difficulties or are unable to log in, contact ATB at ivaluasupport@atb.com

Contract Review Details (Reference)

Contract Review Steps

Step	What You Need to Do	Where to Go
1	Log in to the ATB Ivalua Vendor Portal using the link provided by ATB	ATB Ivalua Vendor Portal Login Page





Step	What You Need to Do	Where to Go
2	Review and acknowledge the General Terms of Use (first login only)	General Terms of Use page

You have to accept the terms and conditions in order to continue. ATB is committed to observing the high standards of ethics, fairness and prudent business management. We seek to engage vendors who share our values and are equally committed to such standards. To that extent, the [ATB Financial Vendor Code of Conduct](#) sets out our principles and expectations for vendors with a view to ensuring that their behavior aligns with ATB standards. ATB Vendors are expected to share ATB's commitment to ethics and integrity by observing the [ATB Financial Vendor Code of Conduct](#) or by adopting comparable principles and standards.

I accept the terms and conditions

[Acknowledge](#) [Print](#)

3	Navigate to the Contracts Menu and access the contract	Vendor Portal Home Page → Contracts → Manage Contracts
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Announcement

You have now logged onto our vendor portal. As a trusted vendor, this portal is your one stop-shop for maintaining all aspects of your relationship with us. ATB is committed to observing the highest standards of ethics, fairness and prudent business management. We seek to engage vendors who share our values and are equally committed to such standards. To that extent, the [ATB Financial Vendor Code of Conduct](#) sets out our principles and expectations for vendors with a view to ensuring that their behavior aligns with ATB standards. ATB Vendors are expected to share ATB's commitment to ethics and integrity by observing the [ATB Financial Vendor Code of Conduct](#) or by adopting comparable principles and standards.

If you encounter any issues, please reach out to your ATB contact for support. If you require further assistance, contact our helpdesk directly at ivalusupport@atb.com.

Onboarding Progress

- ✓ Registration Onboard Pending
- ✓ Preparation Gather Information
- ✓ Enrollment Rev. Review Information
- ✓ Active Vendor Onboard Complete

Missing Mandatory Document(s)

The following items require your attention:

⚠ Missing Mandatory Document(s)
There is/are missing required document(s) to be uploaded.

My To-Do List

Process	Object	Action
ATB Contractual Documents Workflow		External Review



Step	What You Need to Do	Where to Go
4	Review the contract details and attached documents	From the Manage Contracts page, select the contract to open the contract workspace
5	Review and edit the contract directly by adding redlines or comments, if required	Contract Workspace → Documents tab → Contract document



Step	What You Need to Do	Where to Go
6	<p>After completing your edits, submit your review:</p> <ul style="list-style-type: none"> Use Send Back if you've added changes or comments that require further discussion Use Approve if you're comfortable with the document in its current form, including any changes you've made 	Contract Workspace → Document Actions (top of page)

