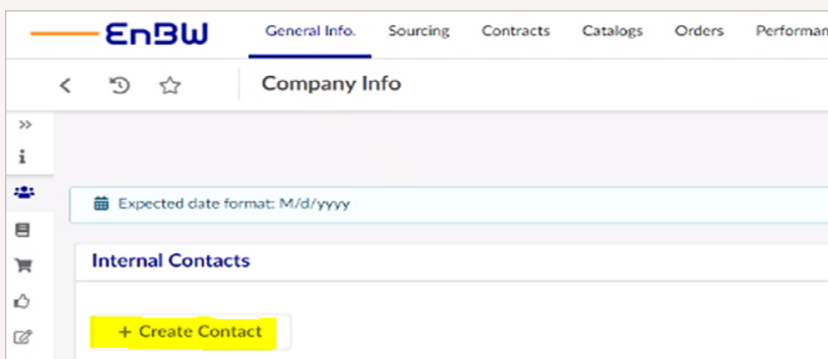


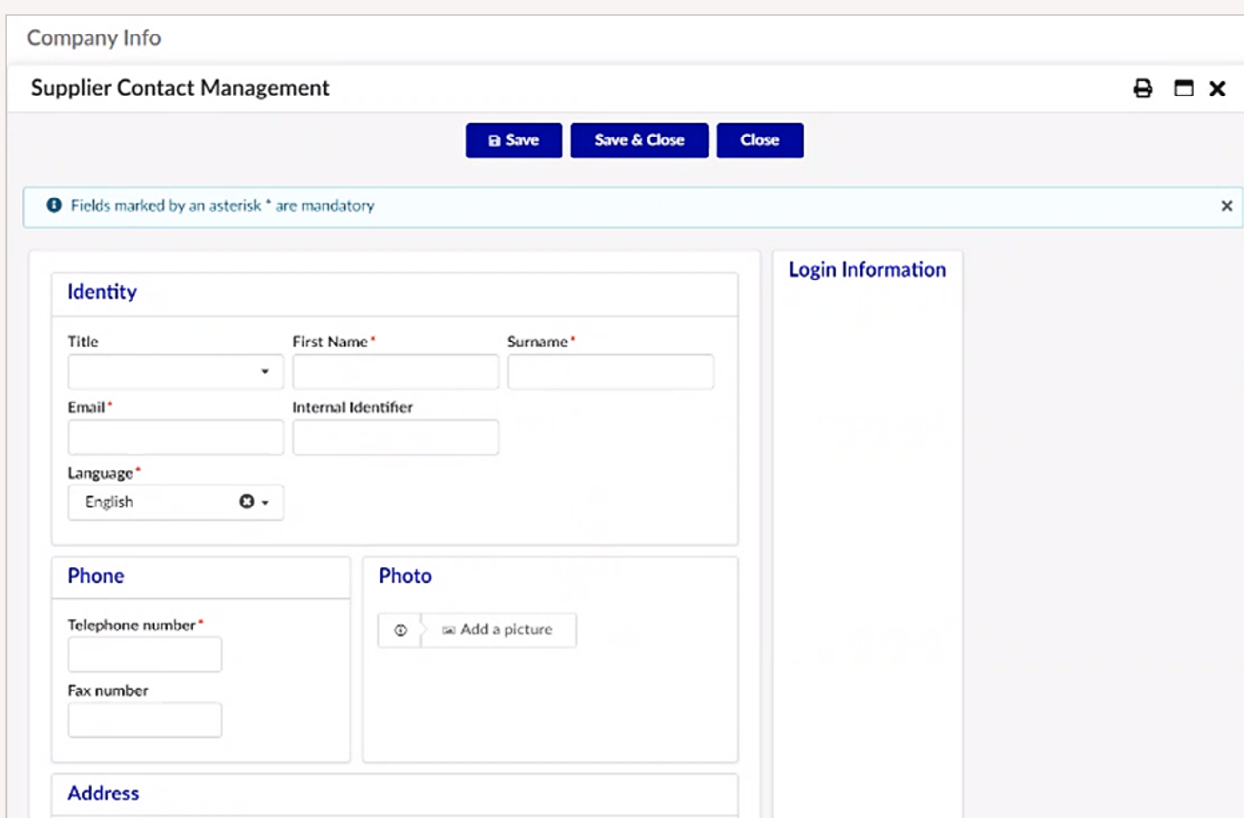
# How can I invite other colleagues to collaborate on Ivalua?

Simply create a new contact, enter your colleague's details, and send them an invitation.

After logging in at <http://www.Einkauf.EnBW.com> select General information > My supplier card to view your company information. Select "Contacts" from the menu bar on the left to create a new contact. (The menu bar on the left can be opened and collapsed.)








Click the "+ Create Contact" button to open the pop-up window for managing contact information. Enter the required information here.



The screenshot shows the 'Supplier Contact Management' pop-up window. The title bar reads 'Company Info' and 'Supplier Contact Management'. There are three buttons: 'Save', 'Save & Close', and 'Close'. A message bar states 'Fields marked by an asterisk \* are mandatory'. The form is divided into several sections:
 

- Identity:** Fields for Title (dropdown), First Name\* (text), Surname\* (text), Email\* (text), Internal Identifier (text), and Language\* (dropdown set to English).
- Phone:** Fields for Telephone number\* (text) and Fax number (text).
- Photo:** A button labeled 'Add a picture'.
- Address:** A section for entering address details.
- Login Information:** A section for login details.

Once you have entered all the information, close the window by clicking "Save & close."  
The new contact will appear in "Supplier contacts":

Internal Contacts			
+ Create Contact			
Contact	Login	Role	Status
  <b>Musterfrau Max</b>	 	<input type="text"/>	 Active

The new contact is not able to log in until a "Login" entry exists. Please send an invitation to the contact by clicking on the envelope icon. This opens a preview of the email that will be sent. Click "Send notification" to proceed.

Invitation to log into the application 🔒 🗂 ✕

Close | Send notification

### Invite a contact

**First Name**  
Max Musterfrau

**Email**  
Max.Musterfrau@Firma.com

**Profile code\***  
 Supplier

**Subject**  
Einkauf.EnBW.com: Your Login Credentials

**Notification body**

Hello Max Musterfrau,

You have just been registered as a contact person for the company "Test\_IIVALUA". This has given you access to the portal <https://www.einkauf.enbw.com/>.

Your user ID for the login is: "Max.Musterfrau@Firma.com"

Please set a password on the following page: [Activate Password](#)

You can then access the portal via the following link: [Login](#)

Kind regards

EnBW Procurement  
Procurement for EnBW and its subsidiaries

The new contact can now log in.