

NAVIGATING FORUM FOR VENDORS

Welcome to Forum, Colorado Judicial’s online marketplace forming the center of judicial and public business.

This document covers account setup, site navigation, task approval and workflows, managing contacts, and home page customization

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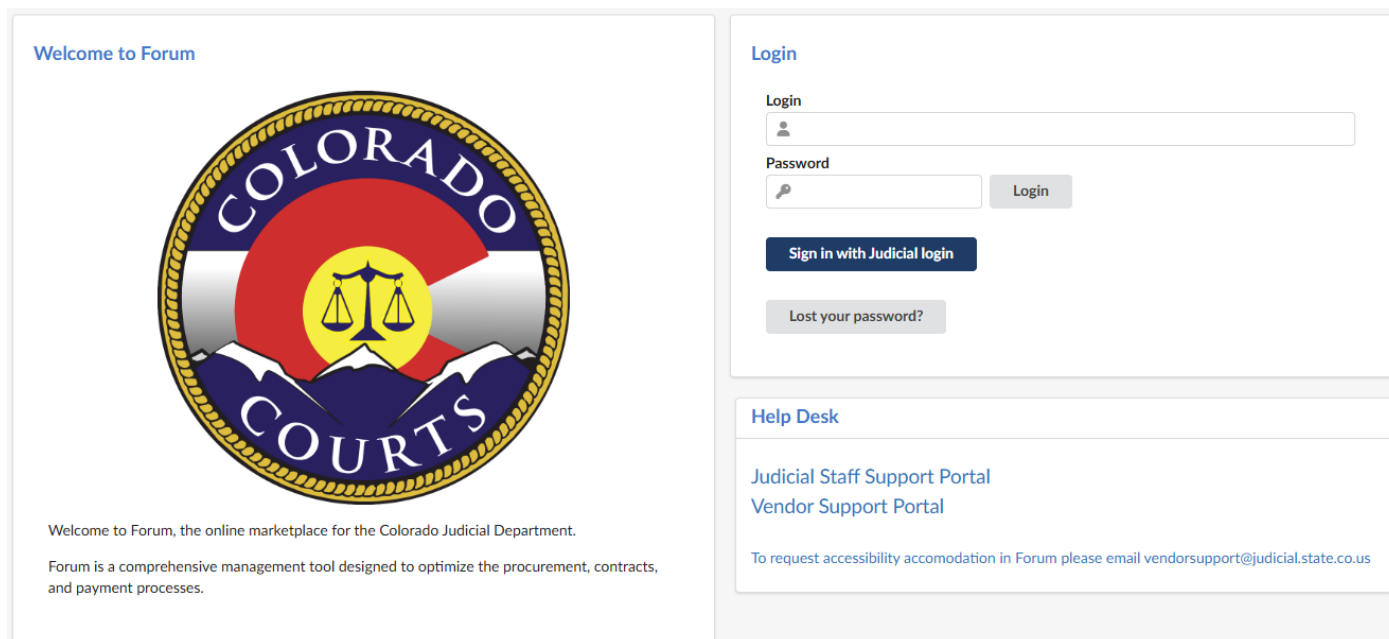
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LOGGING ON TO FORUM

All Judicial Vendors will be invited to join Forum via email sent by no-reply@ivalua.com. Click the link in the email, and use the login credential and one-time password from the email to log in.

NOTE: For the best user experience, use Google Chrome as your browser.

The following screen will appear.



Enter your username and one-time password from the email and click **Submit**.

FIRST USE: ACCEPTING TERMS & CONDITIONS

If you are logging on to Forum for the first time, you must accept the Terms & Conditions of Use.

You should peruse the Terms & Conditions, then select the checkbox **I accept terms and conditions** and click **Acknowledge** to access the system.

FORGOT YOUR PASSWORD?

If you should lose your **login password**, you can request a new temporary password from the *Identification* frame.

The image shows a login form titled "Login". It contains two input fields: "Login" with a person icon and "Password" with a key icon. To the right of the password field is a "Login" button. Below these fields is a dark blue button labeled "Sign in with Judicial login". At the bottom, there is a button labeled "Lost your password?" which is highlighted with a red rectangular border.

1. In the window that displays, enter your email address and click Confirm

The image shows a "Forgot Password" dialog box. At the top right are icons for print, save, and close. Below these are "Close" and "Confirm" buttons. A light blue information bar states: "Fields marked by an asterisk * are mandatory". The main content area has the text "Forgot your password? Please fill your email address. *" above an email input field with an envelope icon.

2. Click the **Confirm** button.

HOW TO RECEIVE HELP

While using Forum you may run into instances where you need help to proceed. Training documents have been created to cover general problems and solutions you may experience. To find the training documents first click Vendors Click Here in the Help Desk section of the login screen.

The image shows a "Help Desk" section. It has a header "Help Desk" in blue. Below it are two links: "Judicial Staff Support Portal" and "Vendor Support Portal". The "Vendor Support Portal" link is highlighted with a red rectangular border. At the bottom, there is a text line: "To request accessibility accomodation in Forum please email vendorsupport@judicial.state.co.us".

This will take you to the Forum page of the Colorado Judicial Branch website. Scrolling down you will see sections for pre-recorded training videos and training documents

Forum is a dedicated tool for collaborative management of Judicial spend and allows users to access the life cycle of the procurement process. This includes the ability to request and manage contracts, place orders, receive order confirmations and invoices and approve payments.

The system also allows vendors to manage and update their profiles, submit certifications, insurance and tax information, upload catalog items, accept orders and invoice against orders.

Forum allows for greater collaboration, visibility and efficiency in the procurement, contract and payment process.

Forum Contacts and Support

Login to Forum

Pre-recorded Vendor Training Sessions

- [Registering and Onboarding for Vendors](#)
- [Reviewing and Approving Contracts](#)
- [Order Review and Acknowledgement](#)
- [Creating and Submitting an Invoice](#)
- [Navigating Forum](#)

Forum Training Documents

- [Registering and Onboarding in Forum](#)
- [Navigating Forum](#)
- [Orders and Invoices in Forum](#)
- [Reviewing and Approving Contracts in Forum](#)
- [FAQ](#)
- [Change Default Browser](#)
- [Updating Your Password in Forum](#)

Another way to receive help is to reach out to your Judicial contact. To view who your Judicial contact is navigate to the Contacts screen of your company information. Your Judicial contact(s) will be listed under the Client Contacts section.

«

Save

Request Information Change

Contacts

Criminal History

Check Status

Documents & Certs.

IC status

Qualifications

Change Log

Addresses

	Position	Role	Contact status
t.com			Active

Client Contacts

Contact	Email	First Name	Last Name
ADMIN - Probation ADMIN	PA@cjdadmin.com	ADMIN - Probation	Admin

An additional place to find a Judicial contact to reach out to is on the Forum page of the Colorado Judicial Branch website. Clicking the Forum Contacts and Support link will open a new tab with Judicial contacts by district along with their contact information.

Forum

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[Forum Contacts and Support](#)

Pre-recorded Vendor Training Sessions

[Registering and Onboarding for Vendors →](#)

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Forum Training Documents

[Registering and Onboarding in Forum →](#)

[Navigating Forum →](#)

[Orders and Invoices in Forum →](#)

[Reviewing and Approving Contracts in Forum →](#)

[FAQ →](#)

[Change Default Browser →](#)

UPDATING YOUR PASSWORD

All users must update their password every 90 days. Users will see an alert after logging in if their password is within 14 days from expiring. This alert will be present until your password is updated and will provide a link to your settings page to update your password. Your password can be updated after you have logged in or by following the steps in the Forgot your Password? section of this document.

UPDATING YOUR PASSWORD ONCE LOGGED IN

Your password can be updated from your My settings page.

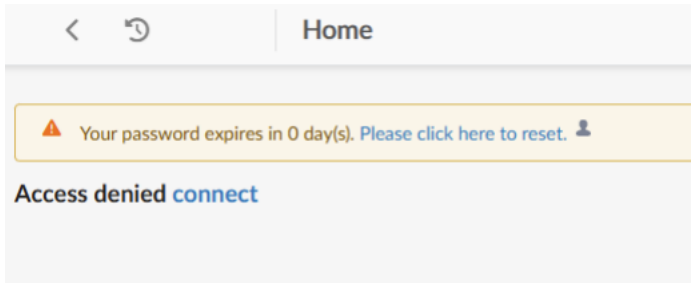
In the upper right corner first click your name, then click My settings. In the password section enter your current password in the current password field and your new password in the new password and confirm new password fields.

The screenshot shows the 'My settings' page for a 'Training VENDOR'. The page has a top navigation bar with links: 'General Info.', 'Contracts', 'Catalogs', 'Orders', and 'Invoicing'. A red box highlights the 'Training V.' user profile in the top right corner, with a dropdown menu showing 'My settings' and 'Logout'. The main content area is titled 'My settings : Training VENDOR'. It contains several sections: 'Supplier' (with a text field), 'Phone' (with fields for Phone, Cell Phone, and Fax), 'Photo' (with an 'Add a picture' button), and 'Last Connection' (showing '7/9/2026 at 11:03 AM with IP address: 71.237.0.93'). A 'Save' button is at the top right of the settings area. The 'Password' section is highlighted with a red box and contains fields for 'Current password', 'New password', and 'Confirm new password', along with 'Update password' and 'Cancel' buttons. The 'Two-Factor Authentication' section shows it is currently 'DISABLED' and provides an 'Enable Two-Factor Authentication' button.

The new password must follow the same rules as described in the Updating Your Password From the Login Page section. After you have entered your new password click Update password.

UPDATING AN EXPIRED PASSWORD

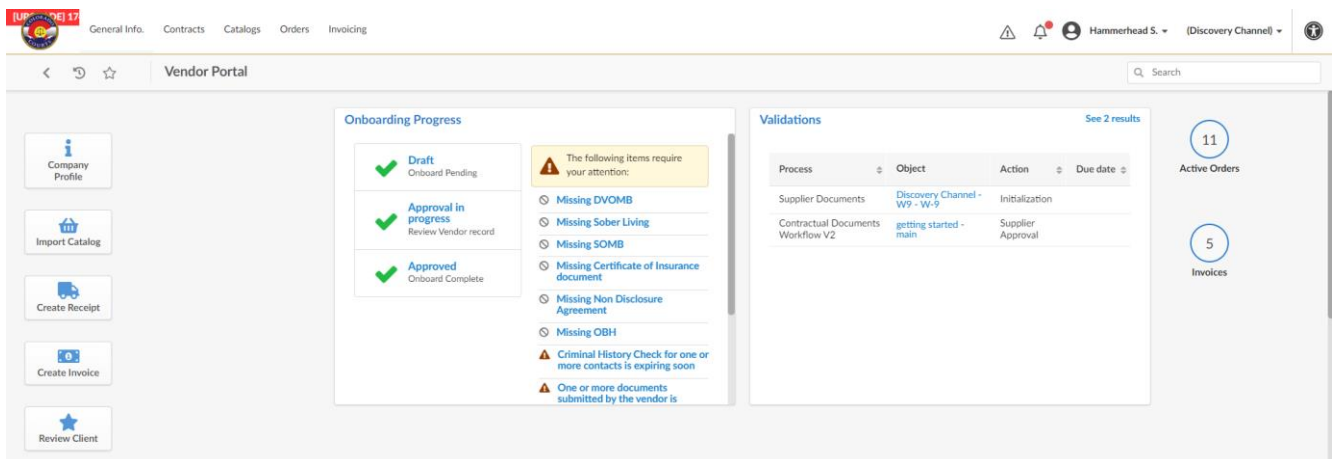
If your password has expired, you will see a message to reset it when you log in.



Click the reset link and enter your new password.

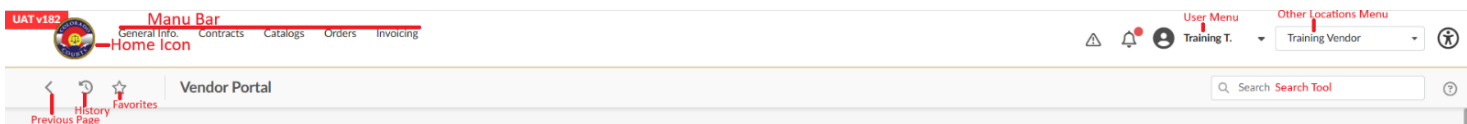
HOMEPAGE TOUR

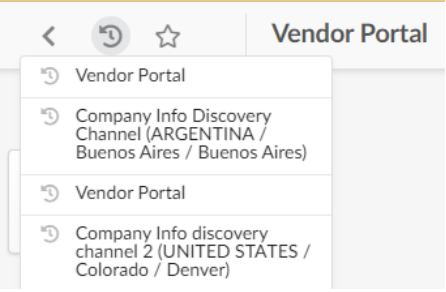
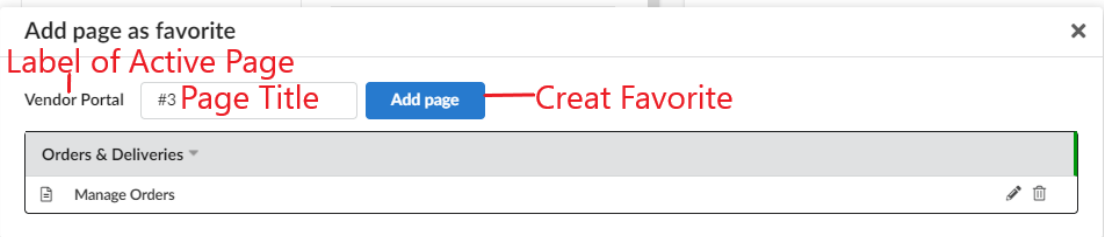
Once logged on to Forum, you will access your home page. This page allows you to manage your company information, view Judicial orders, create invoices, and add your catalog items or services to Forum.



NAVIGATION AND ACCESS

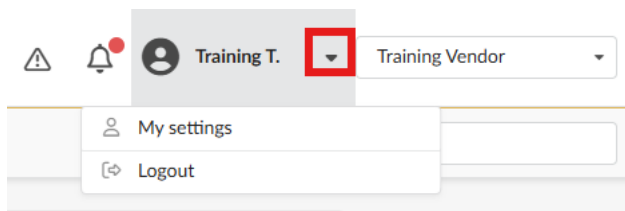
Navigation controls are grouped in the navigation header:



NAVIGATION CONTROL	DESCRIPTION
Home Icon (logo)	Returns to home page from any page in the application.
Menu Bar	These menu options provide you with access to the different Forum modules and functionalities that fall within the scope of your user profile. The display of menus and menu options may also vary according to the modules that have been activated in your application.
Previous Page/History	Use the back arrow button  to go back to the previous screen. Click history  for a list of the screens you have recently visited. You can click on any of the items in the list to go directly to that screen. 
Search Tool	Quick search searches the keywords entered across the entire site to give you quick, direct access to invoices, contract, client name, etc.  Hover your mouse over the text input box to display user assistance on the appropriate keywords and syntax for this tool.
Favorites	Favorites management  When adding a search page as a favorite, all the selected search filters will be saved with the favorite. Once created, the favorite can be recalled using the same Star icon. On a page that has already been saved as a favorite, the Star icon will be yellow . Use the edit  or delete  icons to edit or delete a favorite.

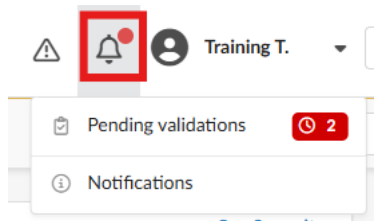
USER OPTIONS MENU

On the upper right side of the Forum window will display your username. Clicking on your username presents the following options:



Menu Option	Description	More Information on Page:
My Settings	View your Account Settings and Preferences	10
Logout	Click to exit Forum	

Pending Validations can be found by clicking on the Bell icon next to your name.



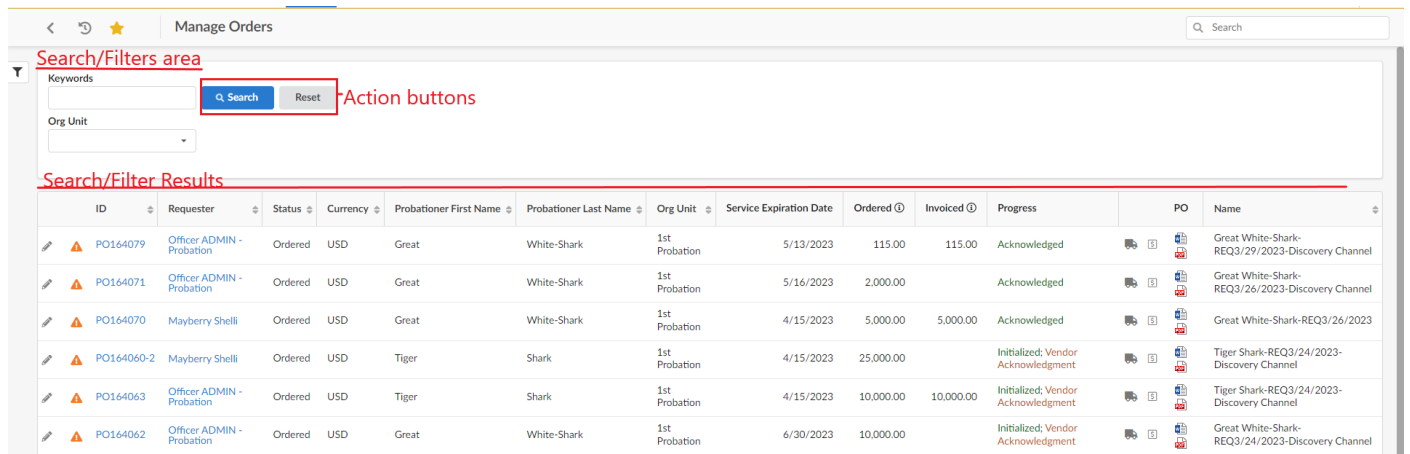
Menu Option	Description	More Information on Page:
My Pending Validations	Shows items that you must act on as part of an approval process; allows you to delegate items to others.	12

ERGONOMICS OF COMMON PAGES

Forum has two types of pages that are used and that work the same way throughout the application. These are search (or browse) pages and data record pages.

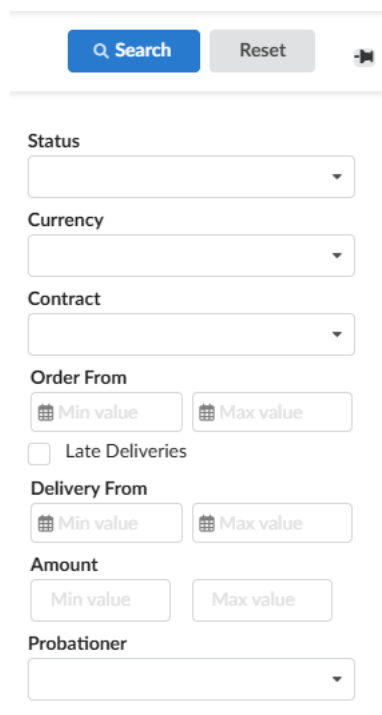
SEARCH PAGES

Search pages are typically comprised of the following parts:



SEARCH FILTERS AREA

Available on all search pages, this area contains the search filters or criteria that help you easily retrieve an item or a group of items from a list. Open the filter list by clicking the filter icon  on the upper left.



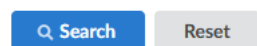
The screenshot shows a search filters panel. At the top, there are two buttons: a blue 'Search' button with a magnifying glass icon and a grey 'Reset' button. To the right of the 'Reset' button is a small icon of a list with a minus sign. Below these buttons, the filters are organized into sections: 'Status' with a dropdown menu; 'Currency' with a dropdown menu; 'Contract' with a dropdown menu; 'Order From' with two date range input fields labeled 'Min value' and 'Max value'; a checkbox labeled 'Late Deliveries'; 'Delivery From' with two date range input fields labeled 'Min value' and 'Max value'; 'Amount' with two input fields labeled 'Min value' and 'Max value'; and 'Probationer' with a dropdown menu.

SEARCH AND RESET BUTTONS

When you are done defining your search filters, use the following buttons to:

Launch the search, while applying the selected filters. The search results list is updated according to found items.

Cancel the filters you have selected (and go back to the default filters).



This image shows the 'Search' and 'Reset' buttons from the search filters area. The 'Search' button is blue with a magnifying glass icon and the text 'Search'. The 'Reset' button is grey with the text 'Reset'.

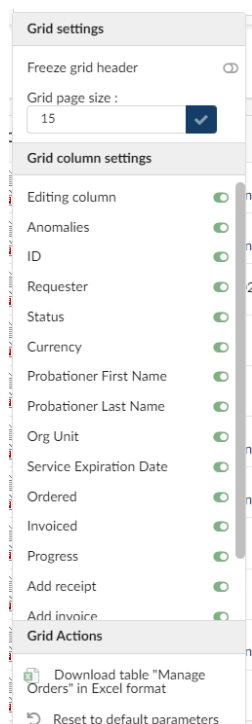
RESULTS LIST

The results list presents the data that match the selected search filters.

Lists may be sorted using column headers. Not all columns are sortable. You can determine if a column is sortable by hovering your mouse cursor over its header, and if your cursor turns into a hand and the header label is underlined you can sort by that column. Once the list is sorted by a column, this is indicated by the presence of a triangle to the right of the header label. The triangle orientation indicates the sort order: ▼ (ascending or alphabetical order is shown by a downward facing triangle) or ▲ (descending or counter-alphabetical order is shown by an upward facing triangle); click the label again to change the sort order.

SHOWING, HIDING, AND REORDERING COLUMNS; DOWNLOADING IN EXCEL FORMAT

When you are viewing a list of results you may customize the columns that you can see, or reorder any of the columns. Right-click any of the column headers of the results list to access a menu that enables you to perform the following actions:

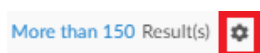


Showing/Hiding columns: Select/Unselect a column label's checkbox in the menu to show/hide the column in the results list.

Reordering columns: Use drag-and-drop on column labels in the menu to reorder columns in the results list.

You can revert anytime to original settings by selecting **Reset to default parameters**.

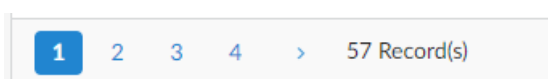
The right-click menu also allows you to **download the displayed list in Excel format**.



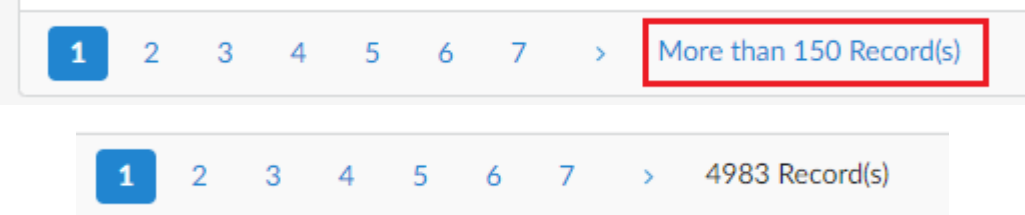
These functions can also be accessed by clicking the gear icon in the lower right corner of the grid.

NUMBER OF RESULTS

The number of found results is indicated in the bottom left corner of the list; when found results are numerous, they are split up into various pages; these may be accessed using the links located in the bottom left corner of the list:



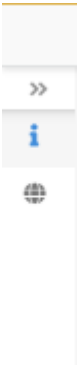
To maximize performance, the number of displayed results is limited to 150 by default. When found results exceed this limit, the number of results indicates: +150 Results. Click this link to access the full number of results.



DATA RECORD PAGES

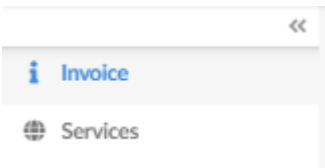
TABS

Tabs structure data into coherent, thematic sets.

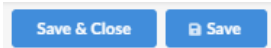


Tabs are laid out vertically in a collapsible panel that is docked on the left-hand side of the window. By default, the panel is collapsed to its minimal size and only shows tab icons.

Clicking the right facing double arrow icon » expands the panel to show tab labels. Clicking the left facing double arrow icon « collapses the panel to show tab icon.



You may navigate from one tab to the other without losing unsaved data. However, you must save the data you wish to keep before leaving the page; to save all tabs at once, use the **Save** or **Save and close** buttons.



To save a page, you must first fill in the required fields, these are marked with a red asterisk *. If you try to save a page when required fields have not been filled out, the field will turn red and alerts will appear at the top of the page.

Supplier Invoice Number must have a value
Organization must have a value

> Legal Invoice

Invoice Header

Supplier Invoice Number*

Supplier Invoice Number must have a value

Invoice Date*

9/8/2025

Payment Terms

Due Date

Linked Invoice

Currency*

USD

> Attached Files

Supplier Information

Vendor ⓘ

Training Vendor

Contact

Supplier VAT ID

100000001

Order ⓘ

Contract

Shipping Number

> Compliance Requirement Set

Buyer Information

Organization ⓘ*

Organization must have a value

Requisitioner

Ship to

Bill to

ACTION BUTTONS

In a data record, available action buttons depend on context: for instance, the **Save** button may become unavailable once an item has approved and has become read-only.

In some cases, possible actions may be too numerous to display them all as buttons. In such cases, part of available actions will be grouped together under the **Other Actions** button.

Available action buttons are displayed in the upper mid-section of the page.

Red and green buttons are generally linked to approval workflows.

OVERVIEW: SETTING UP YOUR USER PREFERENCES

MY SETTINGS

Your settings section is divided into three pages: My preferences, General preferences, and Notifications.

PROFILE

Use the page to set your name and contact information as well as your password.

Page | 11

Identity

First Name *

Vendor

Last Name *

Contact

Email *

test1@test.com

Internal Identifier

Position ⓘ

Daily Working Time (hours)

Supplier

training vendor 2, training vendor 4, training vendor 4, training vendor 5, training vendor 6, Training Vendor for Vendors

Phone

Phone

Cell Phone

Fax

Photo

ⓘ

Add a picture

Last Connection

Last Connection

9/8/2025 at 10:45 AM with IP address: 73.78.103.172

Password ⓘ

Current password

New password

Confirm new password

Update password

Cancel

GENERAL PREFERENCES

Here you can set your accessibility settings as well as settings like language and time zone.

Page | 12

<
↺
☆

My settings : Vendor CONTACT

Profile
General preferences
Notifications

Accessibility Settings

☐ High contrast level

☐ Display passive notifications on pages

☒ Display the contrast settings button in header

My preferences

Default lang

English

Default country

Time Zone

Currency

USD

Format lang

English (United States)

Date format

9/8/2025 2:29:09 PM (M/d/yyyy h:mm tt)

Number format

-1,234,567.89

NOTIFICATIONS

Here you can see what notifications you will receive.

<
↺
☆

My settings : Vendor CONTACT

Search

Profile
General preferences
Notifications

Save

Subscription frequency settings

Choose here the frequency you want to be notified:

- Minimal - Important notifications only
- Medium - Important notifications on the fly, informative once per day
- Maximal - All notifications on the fly

Contract management This category includes the notifications linked to the contract lifecycle (renewal, notification date reached...), its clauses (New version of Master Clause...) and its documents (New Document to Approve...)	Maximal
eProcurement This category includes the notifications specific to the eProcurement objects: requisitions, orders, receipts, payments	Maximal
Invoicing This category includes the notifications linked to the invoice and invoice data capture objects: Workflow to approve, workflow step rejected...	Maximal
Product and price management This category includes the notifications linked to the product and price objects like workflow validation or rejection alerts.	Maximal
Supplier management This category includes the notifications linked to supplier registration, approval and activation, evaluation campaigns, collaboration plans, and exceptions.	Maximal

MY PENDING VALIDATIONS

My Pending Validations is your “To do list”. Any items requiring action on your part will be displayed here.

To do list

Search

Status

To be validated

From

To

Search

Reset

Filters Status : To be validated

Process	Object	Action	Forwarded on	Action's date (UTC-6)	Due date	Status
Supplier Documents	Discovery Channel - W9 - W-9	Initialization	4/14/2023			
Contractual Documents Workflow V2	getting started - main	Supplier Approval	4/14/2023			

2 Record(s)