

BAE Systems, Inc. Source to Pay (S2P)

Information for Suppliers – March 2026

As we continue to work together to enhance our procurement processes, we wanted to take a moment to share some important updates and reminders.

Survey Feedback Thank You!

Last month we asked for your feedback on our S2P journey by conducting a quick survey in an effort to improve the user experience with the transition to Ivalua. We wanted to share our appreciation with the 700+ suppliers who responded. We are working hard to capture your feedback and find ways to answer your concerns and utilize your feedback in how we enhance your Ivalua experience.

Ivalua Onboarding Enhancements

You answered and we listened! We are excited to announce that in our next planned update we will introduce two enhancements to the Ivalua onboarding process that will make it easier for your team to collaborate and complete questionnaires. We appreciate your feedback on the onboarding process and look forward to future enhancements. To learn more please read below for the latest updates:

Streamlined Questionnaire Process

What's Changing:

- The questionnaire selection step has been minimized.
- Going forward, required questionnaires will be presented in a single list, making it easier for you to review and complete them.

What This Means for You:

- A more streamlined and efficient onboarding experience.
- Less complexity and easier navigation.
- You'll be able to focus on completing the necessary questionnaires without having to select all individually.

Flexible Questionnaire Collaboration

What's Changing:

- Previously, if a supplier team member started answering a questionnaire, they were required to complete it or have someone else start a new one.

- Now, you have the ability to **Forward** a questionnaire to another eligible team member, making it easier to collaborate and distribute tasks.

Eligibility to Forward:

- The contact you want to forward to must be on the relationship.

How to Forward a Questionnaire:

- Log in to Ivalua and navigate to the questionnaire.
- Click on the "Forward" option.
- Select the eligible team member from the relationship.
- Confirm that you want to forward the questionnaire.
- Notify your team member who you forwarded it to using the messaging feature in Ivalua or your preferred method of communication with team members.

What This Means for You:

- More flexibility in managing questionnaire tasks.
- Easier collaboration among team members.
- Reduced administrative burden.

HICX retirement

As a friendly reminder HICX was decommissioned this month as part of our ongoing efforts to streamline our procurement processes. All HICX-related activities have been transitioned to Ivalua, and we encourage you to familiarize yourself with the new platform for all activities previously done through HICX.

Support

Office Hours: Office hours will continue to be hosted, allowing you to connect with us and get the help you need. The schedule is provided below. To access the meeting, simply click on the event link or copy the hyperlink from the invite and paste it into your web browser.

Session Type	Date/Time	Event Link
Office Hours	April 8, 11 a.m.-12:30 p.m. ET	Office Hours April 8th
Office Hours	April 22, 11 a.m.-12:30 p.m. ET	Office Hours April 22nd

Thank you!

Once again, thank you for your partnership, support, and collaboration throughout our Ivalua implementation. We're proud to work with you and look forward to many more successful collaborations in the future. As a friendly reminder if you need support please visit our [Source to Pay](#) webpage to access references such as demos, user guides, and our latest program updates. Additionally, please reach out to us at ebusiness@baesystems.com if you need assistance.