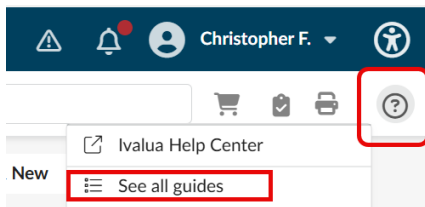


Ivalua Supplier Registration

Quick Reference Guide

This Quick Reference Guide provides an overview of the key steps for completing **Supplier Registration** in Ivalua.

Note: A detailed **Ivalua Guide** is also available within the platform and serves as a supplemental, step-by-step walkthrough of the full registration process. It serves as a supplement to this reference guide for users who prefer on-screen guidance.

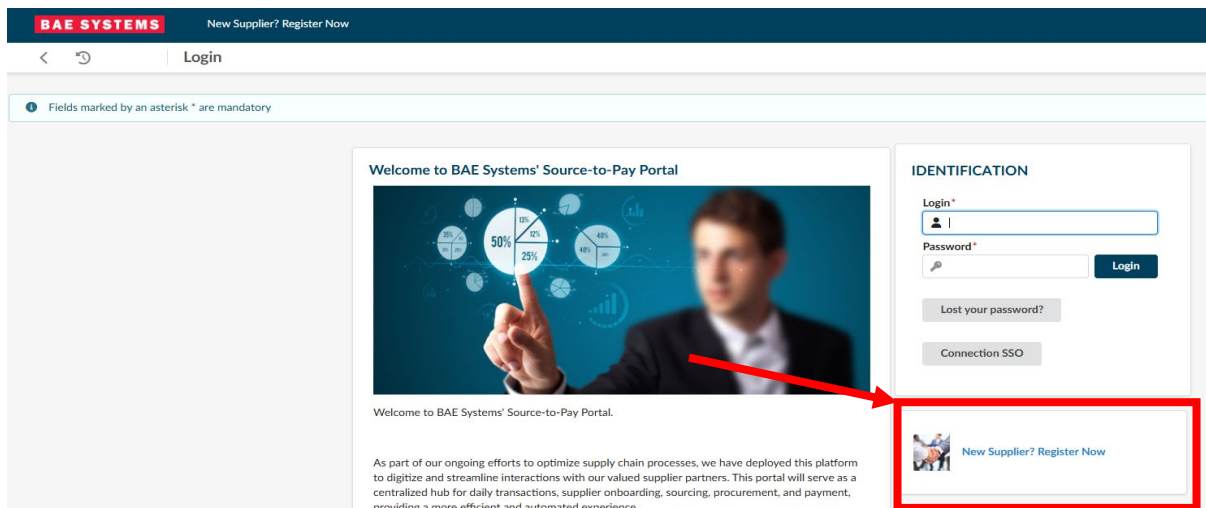


The BAE Systems Procurement Portal enables suppliers to self-register within the Ivalua platform. Suppliers can maintain their company information, ensuring that BAE Systems has access to current and accurate supplier data within the supplier master record. The information provided during registration allows BAE Systems to capture your company's profile within the platform. If you previously had a record within the HICX Supplier Portal, you do not need to self-register.

Please note that the information contained in your registration does not, in and of itself, approve, qualify, or guarantee business with BAE Systems. If one of our BAE Systems businesses is interested in pursuing a potential relationship, they will reach out to you. Please be sure to revisit the site and update your company profile should there be a change in the information you have provided - such as your capabilities, business size, points of contact, locations, etc.

New Supplier Self-Registration

1. From the BAE Systems log-in page, select **New Supplier? Register Now**.



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2. Select the **New Supplier? Register Now** link **in the blue bar** at the top or the link under the Identification cube
3. Complete the Complete the CAPTCHA and select Submit
4. Input the requested mandatory information in the **Global Supplier Record** cubes

BAE SYSTEMS [New Supplier? Register Now](#)

< ↻ | **New Supplier? Register Now**

Register **Cancel**

Global Supplier Record

DBA Name*

Legal Name en

Legal Structure

Address

Address Label

Address Line 1 ↕

Address Complement

Zip Code City en

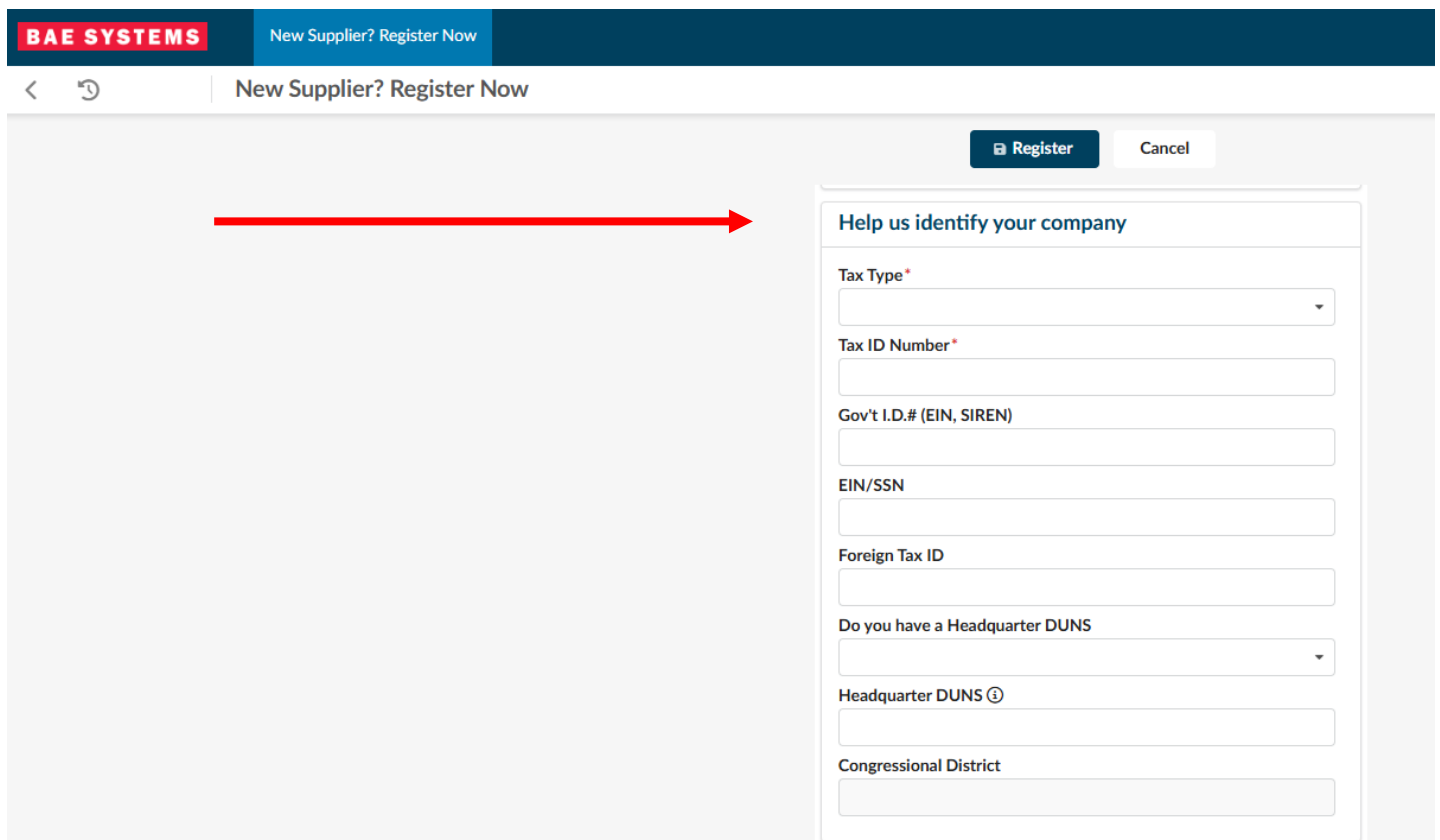
Country* State/Province

Fields marked by an asterisk * are mandatory

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5. Help us identify your company



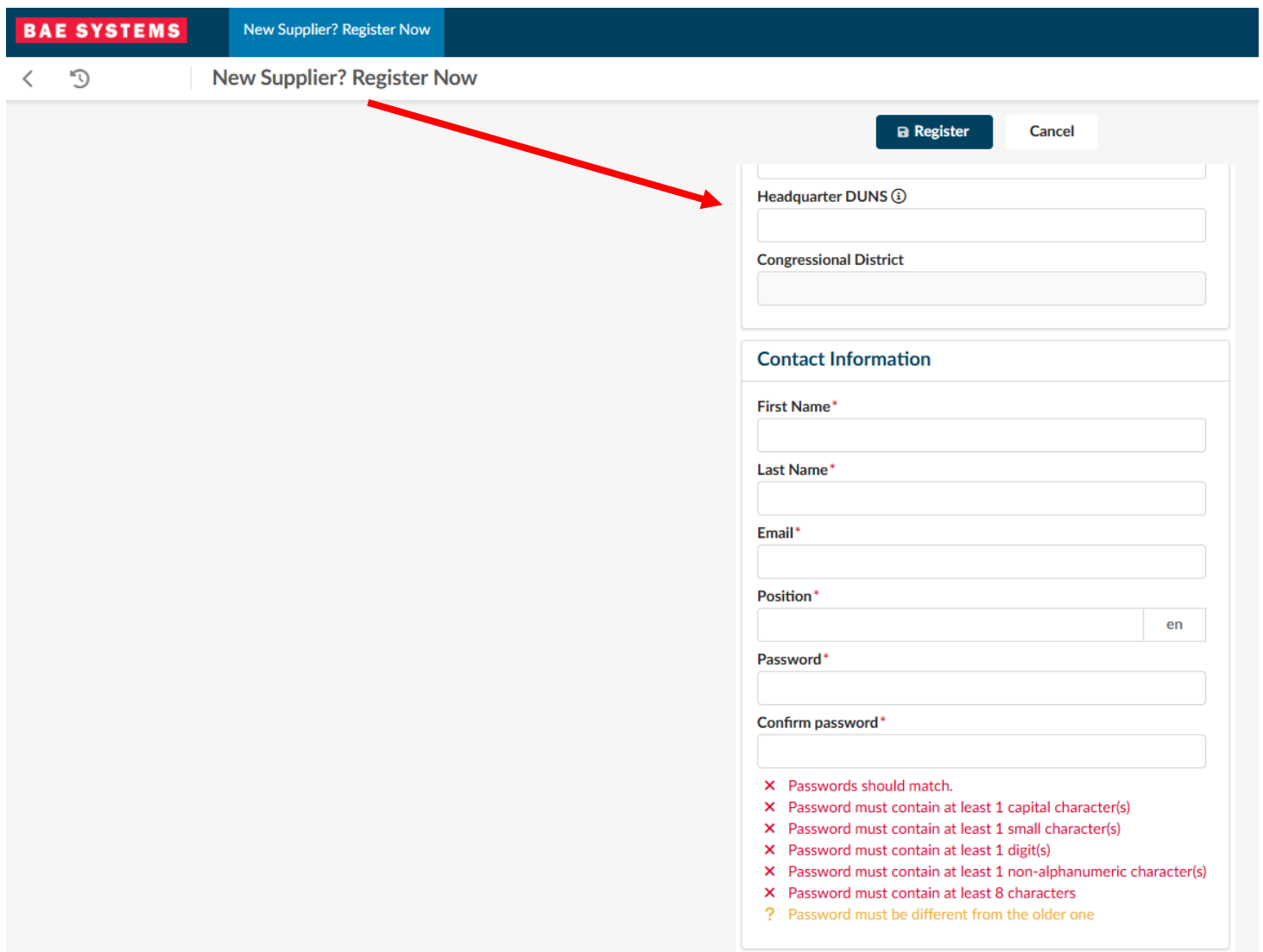
The screenshot shows the 'New Supplier? Register Now' page. At the top, there is a dark blue header with the 'BAE SYSTEMS' logo on the left and a 'New Supplier? Register Now' button on the right. Below the header, there is a navigation bar with a back arrow, a refresh icon, and the text 'New Supplier? Register Now'. In the top right corner of the main content area, there are two buttons: 'Register' and 'Cancel'. The main content area is a light gray background. On the right side, there is a white-bordered box titled 'Help us identify your company'. A red arrow points from the left towards this box. The form contains the following fields:

- Tax Type* (dropdown menu)
- Tax ID Number* (text input)
- Gov't I.D.# (EIN, SIREN) (text input)
- EIN/SSN (text input)
- Foreign Tax ID (text input)
- Do you have a Headquarter DUNS (dropdown menu)
- Headquarter DUNS ⓘ (text input)
- Congressional District (text input)

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6. Enter the contact information



The screenshot shows the Ivalua Supplier Registration form. The top navigation bar includes the BAE SYSTEMS logo and a "New Supplier? Register Now" button. The page title is "New Supplier? Register Now". A red arrow points from the "New Supplier? Register Now" button in the navigation bar to the "Register" button in the form. The form contains the following fields:

- Headquarter DUNS ⓘ
- Congressional District
- Contact Information**
- First Name *
- Last Name *
- Email *
- Position * (with a language dropdown set to "en")
- Password *
- Confirm password *

Below the password fields, there are several error messages:

- × Passwords should match.
- × Password must contain at least 1 capital character(s)
- × Password must contain at least 1 small character(s)
- × Password must contain at least 1 digit(s)
- × Password must contain at least 1 non-alphanumeric character(s)
- × Password must contain at least 8 characters
- ? Password must be different from the older one

7. Follow the guidance for creating your new password

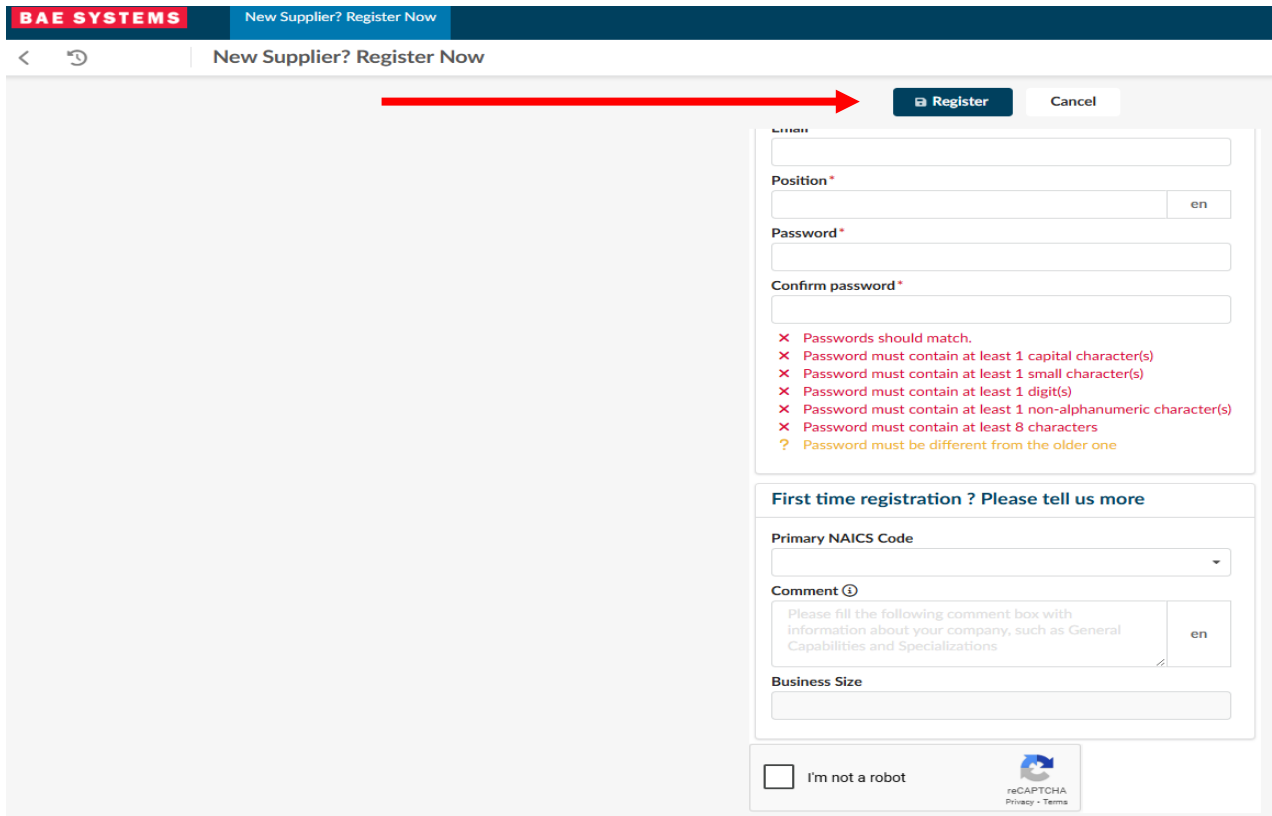
- Password must contain at least 1 digit
- Password must contain at least 1 non-alphanumeric character(s)
- Password must contain at least 8 characters

8. Complete the CAPTCHA at the bottom of the screen

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9. Click **Register** at the top of the screen



The screenshot shows the Ivalua Supplier Registration form. At the top, there is a navigation bar with the BAE SYSTEMS logo and a button labeled "New Supplier? Register Now". Below this, the page title is "New Supplier? Register Now". The main form area contains several fields: "Email", "Position", "Password", and "Confirm password". A red arrow points to the "Register" button at the top right of the form. Below the password fields, there are several error messages in red and yellow text, indicating that the passwords do not match and do not meet the required criteria (at least 1 capital character, 1 small character, 1 digit, 1 non-alphanumeric character, and at least 8 characters). Below the error messages, there is a section titled "First time registration ? Please tell us more" which includes a dropdown for "Primary NAICS Code", a "Comment" field with a placeholder text "Please fill the following comment box with information about your company, such as General Capabilities and Specializations", and a "Business Size" field. At the bottom of the form, there is a checkbox for "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms".

Registration is Complete!

Once registered, the system will route to the supplier login page. Be sure to **bookmark this page** <https://ivalua.us.baesystems.com> for future access.

If additional assistance is required during the registration process or if you have any questions, please email ebusiness@baesystems.us for assistance. Be sure to indicate that you are registering as a new supplier in your email.