

Basic Navigation

Ivalua Quick Reference Guide

This Quick Reference Guide provides instructions for some **Basic Navigation** features in Ivalua. It covers key features on the Homepage, overview of the access point to different modules in the system, and an explanation of basic icons.

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.

Basic Navigation – Ivalua Homepage

1. Home Page View (Note – your view may vary slightly based on your profile)

The screenshot shows the Ivalua Supplier Portal homepage. At the top, there is a navigation bar with the BAE SYSTEMS logo and menu items: Global Supplier Record, Sourcing, Invoicing, and Performance. The user's name 'John A.' and the current location '1.01.02 - Routers' are also visible. Below the navigation bar, there is a search bar and a notification banner stating 'Fields marked by an asterisk * are mandatory'. The main content area is divided into several sections: 'Announcement' with instructions on using the Invoicing Portal, 'Validations' with a table of pending items, and 'RFP in Progress' with a count of 0. On the left side, there are four quick action buttons: 'Company Profile', 'Import Catalog', 'Create Receipt', and 'Suggest Collaboration Plan'. Two green arrows are overlaid on the image: one pointing from the 'Company Profile' button to the 'Announcement' section, and another pointing from the 'RFP in Progress' button to the 'RFP in Progress' section.

Process	Object	Action	Due date
Supplier Documents V2	1.01.02	- Certificate of Insurance (ES)	Confirm Insurance Requirements

The Home Page has several useful hyperlinks:

- **Company Profile** – link to the Global Supplier Record
- **RFP in Progress** – link to the Sourcing Module

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Basic Navigation – Accessible System Modules

2. Tabs across the top of the page open different modules in the Ivalua system

The screenshot shows the top navigation bar of the Ivalua system. The 'BAE SYSTEMS' logo is on the left. The navigation tabs are 'Global Supplier Record', 'Sourcing', 'Invoicing', and 'Performance'. The 'Global Supplier Record' tab is highlighted with a green box and a green arrow pointing to it. Below the tabs, there is a search bar with a dropdown menu showing 'Global Supplier Record' and 'Information Requests'. The main content area includes a notification: 'Fields marked by an asterisk * are mandatory'. There are two main sections: 'Announcement' and 'Validations'. The 'Announcement' section contains a 'Company Profile' icon and an 'Import Catalog' icon. The 'Validations' section contains a table with the following data:

Process	Object
Supplier Documents V2	1.01.02 - Certificate of Insurance (ES)

Each module allows the user to access more information. Click on each module to find:

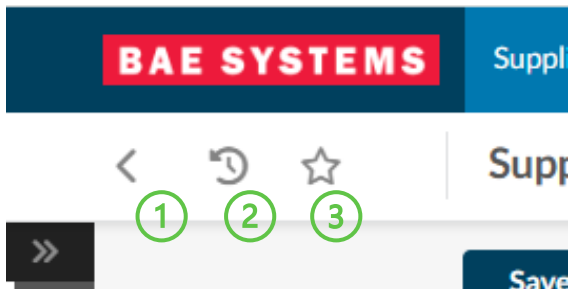
- **Global Supplier Record** – Company Profile, Relationships, and Supplier Information Management
- **Sourcing** – RFQs, Proposals, and Responses
- **Invoicing** – Invoices, Payments, and assistance with Payables
- **Performance** – Collaboration Plans and Supplier Scorecards

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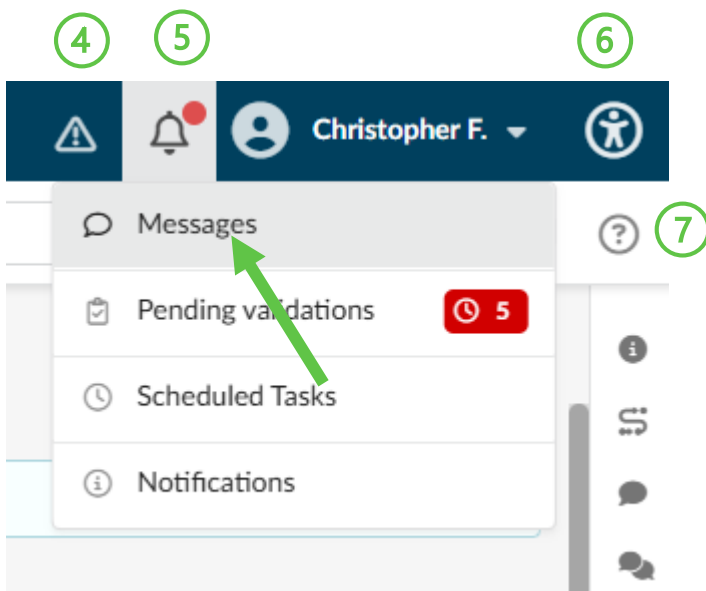
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Basic Navigation – Basic Icons

3. Understanding basic icons



1. **Back Arrow:** Navigates back one page at a time; an alternative to using the browser back button.
2. **Clock Half Circle:** Displays recent page history.
3. **Star:** Saves page as Favorite or Provides list of previously saved Favorites.



4. **Triangle:** System alert that indicates issues with system performance
5. **Bell:** Allows users to view and address any Messages, Pending validations, Scheduled Tasks, and/or Notifications
6. **Van Gogh man:** System accessibility and platform contrast
7. **Question Mark in Circle:** This is a critical icon that you may use often. Small but mighty, clicking this icon allows you to access several Ivalua Help Guides

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Additional Resources

If additional assistance is required, please visit the Ivalua Resource Hub or send an email to ebusiness@baesystems.us for assistance. Be sure to indicate that you are requesting training and additional resources.