

BAE Systems, Inc. Source to Pay (S2P)

Information for Suppliers – February 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 Requested

In an effort to improve the user experience with the transition to Ivalua, we are asking for your feedback on the initial registration and onboarding process for the new platform. Your feedback will help shape our approach to future training, enhance resources, and improve deployment of future procurement processes. Please take three minutes to complete the survey here: [Supplier Survey Request](#)

HICX Retirement Notice

As part of our ongoing efforts to streamline procurement processes, the HICX platform will be retired as of March 15 and no longer be available for use. All HICX-related activities will transition to the Ivalua platform.

We encourage suppliers to complete the registration and onboarding process to ensure business continuity of procurement events. A variety of resources are available within the platform, along with hands-on support through office hours and our dedicated support mailbox to assist with a smooth transition.

Login Help and Reminders

We understand that some of you may still be experiencing difficulties accessing your Ivalua account or may need assistance with login credentials. Our team is working diligently to ensure a smooth experience. If you're having trouble accessing your account, you can:

- Check your email for weekly token refreshes, which will help maintain access to your supplier account. These weekly reminders go out every Monday, so be sure to check your email.
- Visit our [Source to Pay](#) webpage to access references such as demos, user guides, and our latest program updates.
- Reach out to us at ebusiness@baesystems.com if you need assistance.

Managing Contacts: You can manage contacts on your supplier record in Ivalua without needing to contact BAE Systems. To add additional users, please follow these simple steps:

1. Log into your Ivalua account
2. Click on "Global Supplier Record"
3. Click on "Contacts"
4. Create a new user
5. Fill in the required fields and save
6. Add a role and save
7. Click the envelope icon to send an invitation to the new contact

Submitting Completed Questionnaires: As a reminder, please ensure that you submit completed questionnaires once all actions are marked as complete. To do this:

1. Click the green "Submit" button at the top of the validation page.
2. This will trigger the information to be sent to BAE Systems for review and approval.

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	March 11, 11 a.m.-12 p.m. ET	Office Hours March 11th
Office Hours	March 25, 11 a.m.-12 p.m. ET	Office Hours March 25th

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.