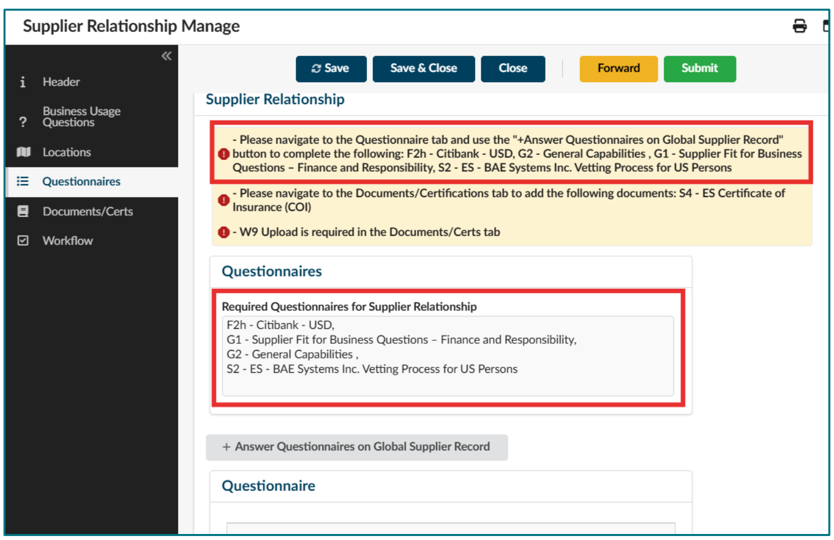
Ivalua Supplier *Onboarding Snapshot*

Prepared for BAE Systems, Inc.

This snapshot is an excerpt from the full Ivalua Supplier Onboarding Guide. Please refer to the full version for more details.

Step 4 – Complete Questionnaires

For each Relationship, you will be assigned specific questionnaire requirements based on your answers to the Business Usage Questions in Step 2. Navigate to the **Questionnaires** tab to view the list of required questionnaires for the selected supplier Relationship. These will also appear in the alert at the top of the screen.



Adding a Questionnaire

Recalling the section on Understand the Global Supplier Record and Relationships from Step 1, the questionnaire requirements are **defined** at the Relationship level and **completed** on the Global Supplier Record level. This approach enables you to share questionnaires shared multiple business units when applicable.

When working through the next steps, the application will navigate you to the Global Supplier Record to answer your questionnaires, **but you only need to complete the requirements related to the relationship you are looking to complete**.

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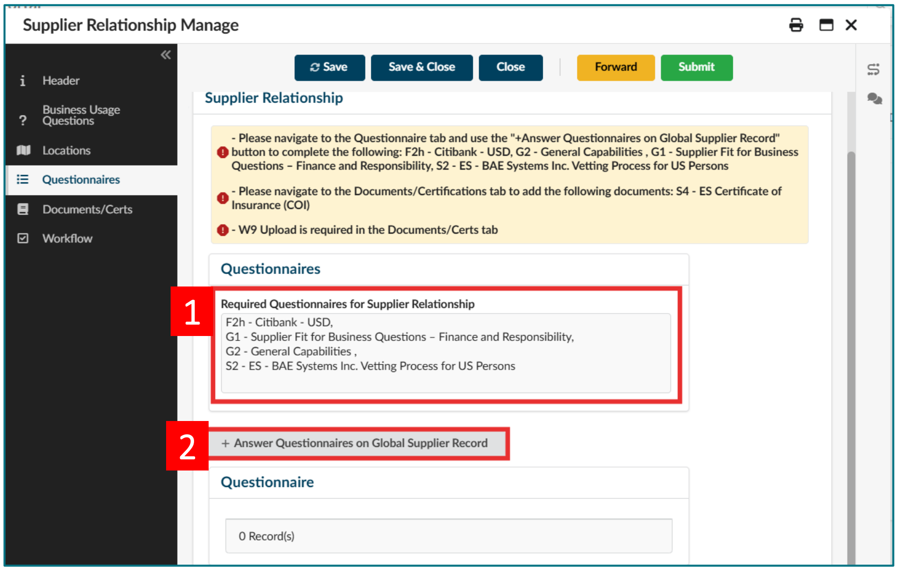
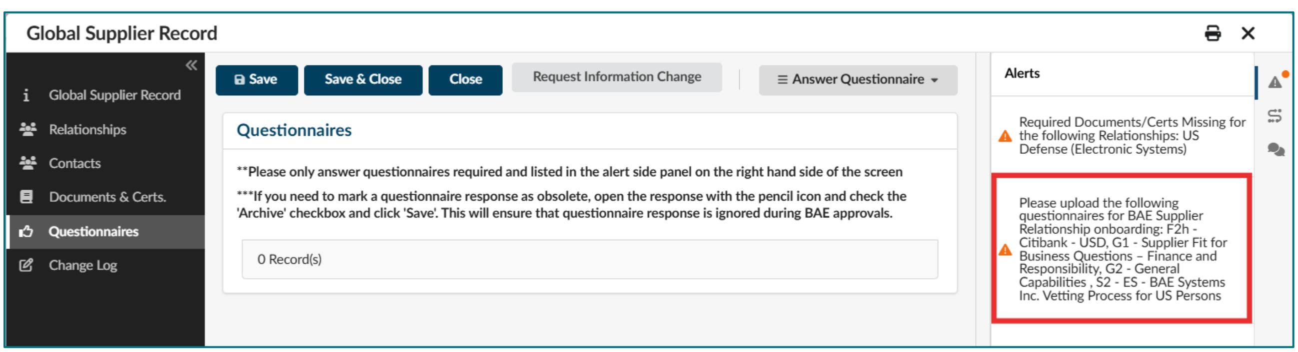
To best manage this process:

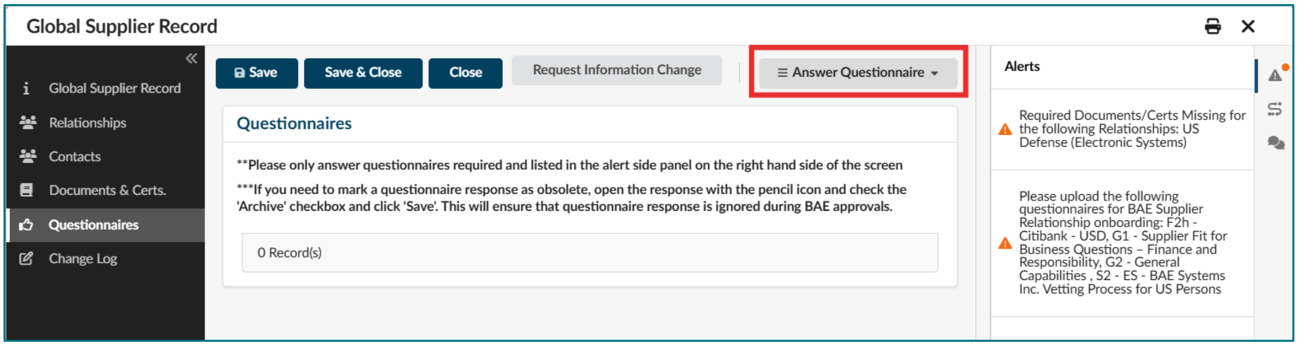
1. Copy the information from the **Required Questionnaires for Supplier Relationship** into a separate document, as the blocking alerts on the next screen will be for all relationships you have in process, and they are not be presented in a list format that is easy to review.
2. Click the **Answer Questionnaires on the Global Supplier Record** button to proceed.



3. This will open the Questionnaires menu on the Global Supplier Record. If you are focusing on completing a single relationship, please disregard the list in the Alerts menu on this screen, as it will reference your required questionnaires across **all Relationships**. Refer to the Questionnaire tab on the Relationship screen (shown above) to understand your requirements by Relationship.

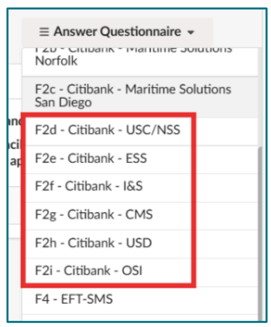


4. To add questionnaires to your record, click the **Answer Questionnaire** button at the top of the screen. This will open a dropdown list of available questionnaires.



5. To find the correct questionnaires, refer to the list you copied from the requirements screen. Be sure to pay attention to the full name of the questionnaire, as some are duplicated for each business unit.

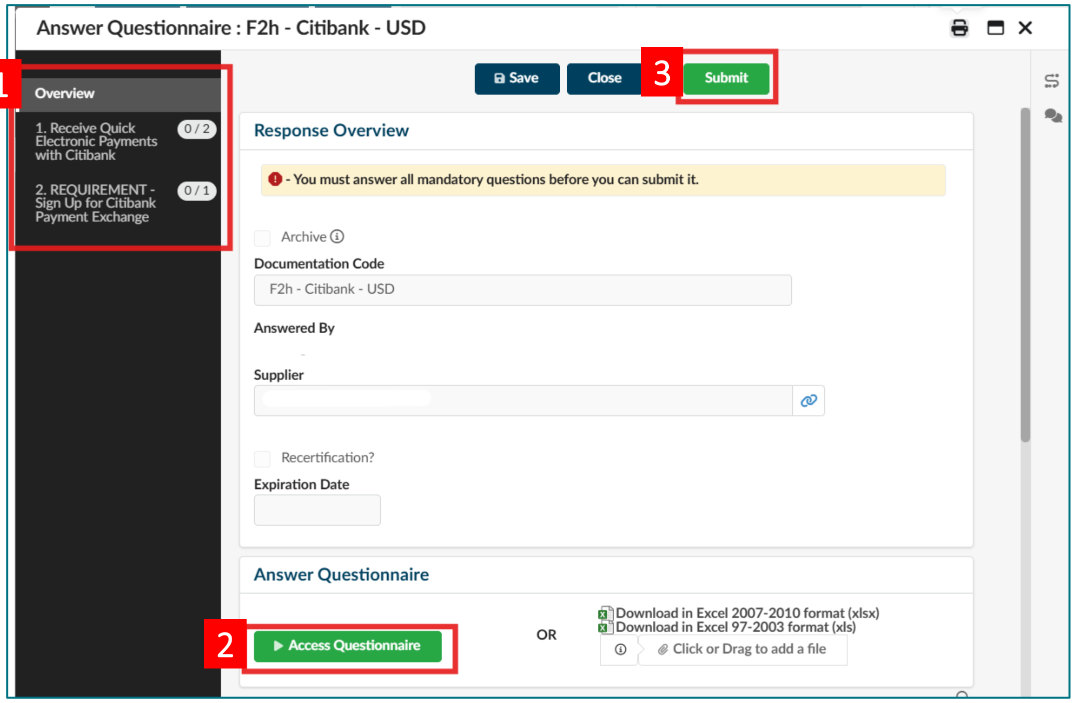
   For example – the Citibank questionnaire has multiple versions, each with a unique ID (e.g., F2d, F2e) and business unit suffix (e.g., USS/NSS, ESS). You must complete the specified questionnaire to establish the Relationship with BAE Systems.



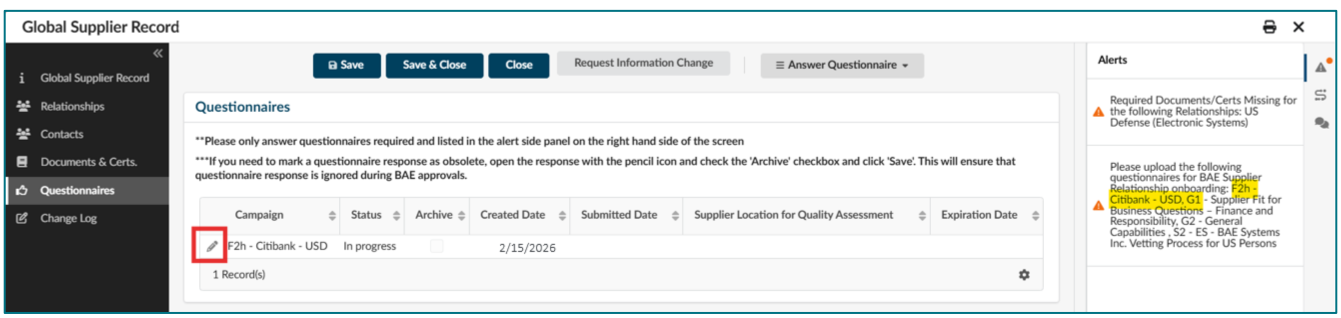
Completing your Questionnaire

When you select the desired questionnaire, a new screen will appear. To complete your questionnaire:

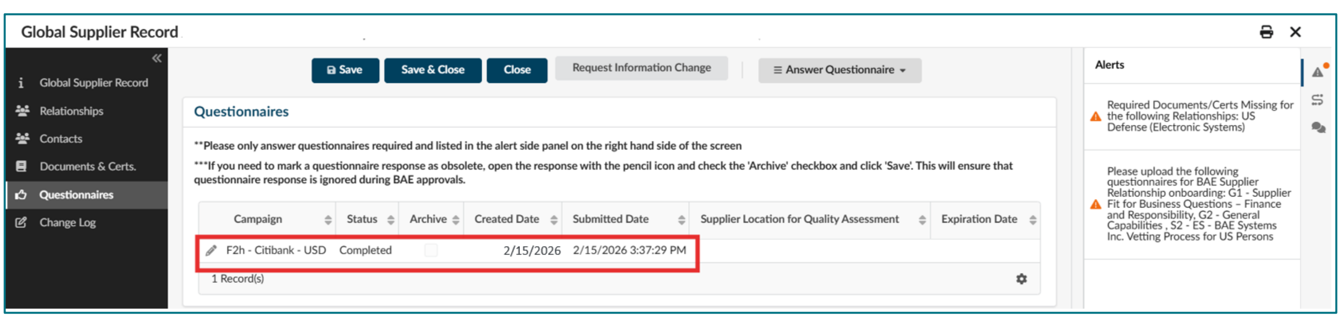
1. Review the **Menu Bar** to check the overall status of the questionnaire completions and navigate to different sections of the questionnaire. The section headers display the number of questions completed vs. the total number of questions.
2. Click the **Access Questionnaire** button to open the questionnaire.
3. When the questions are all completed, click the **Submit** button to send your response to BAE Systems. If you are not ready to submit, you can save and close the record to complete it later.



If you save a record without submitting it, you can edit it later by clicking the **pencil icon**. The checklist name will remain on your **Alerts** menu until you submit the record.



When you submit a record, the status will change to Completed and the line will be removed from your **Alerts** menu.



Click the close button to return to the Relationship level, where you can verify that the blocking alerts have been cleared for the relationship. You may need to refresh the screen to view the updates you made on the previous screen.

As a reminder, you will not be able submit your record to BAE Systems until all alerts have been cleared for the Relationship.

Troubleshooting Questionnaire Issues

If you run into issues or have questions when completing your questionnaires, please don't hesitate to contact your BAE Systems representative for assistance.

For reference, here are some common questionnaire issues and their resolutions:

- Questionnaires added in error
    - If you accidentally click on a questionnaire option on the dropdown, a BAE Systems representative can remove it from your record.
- Duplicate questionnaires
    - If you initiated a questionnaire and later found that it has also been started by someone else in your company:
        - Determine who is the correct contact to complete the questionnaire
        - Contact your BAE Systems representative to remove the duplicate questionnaire. Be sure to specify the name of the person who started the questionnaire you'd like to remove so we can remove the right record.

Please note that if you do not resolve these issues, you can still submit your record to BAE Systems if the blocking alerts have been cleared. However, you will continue to see email notifications on the incomplete questionnaires.