

# 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.*

## First Time Logging In

If you haven't logged into the system yet, please check your inbox for an **Invitation to Login** email from [ivalua.noreply@baesystems.us](mailto:ivalua.noreply@baesystems.us). These emails, which contain your login credentials, are sent weekly for supplier contacts who have not yet logged into Ivalua.

Hello [Username],

You have been invited to complete the registration process on our Ivalua Source-to-Pay Platform to facilitate potential business opportunities with BAE Systems Inc. Below are the required steps to complete the registration process. Please complete the registration at your earliest convenience to avoid impacting your status as a supplier with BAE Systems, Inc.

**Login Credentials:**  
Your login credentials have been generated as follows:  
**Login:** [Login ID]

**Registration Steps:**

1. Set your password on this page : [Set password](#).
2. Access to the application login to continue the onboarding process : [Login](#).
3. If you have issues setting your password, please use the "lost my password" option on the Ivalua home page

**Required Information:**  
Please have the following information available prior to logging in:

- Company Details (Legal Address, Tax ID number)
- Purchasing and Payment Address
- Primary Contact Details (Name, Telephone, Email address)
- Domestic Tax Form (W9)
- General Capabilities (Products and/or services that you provide)

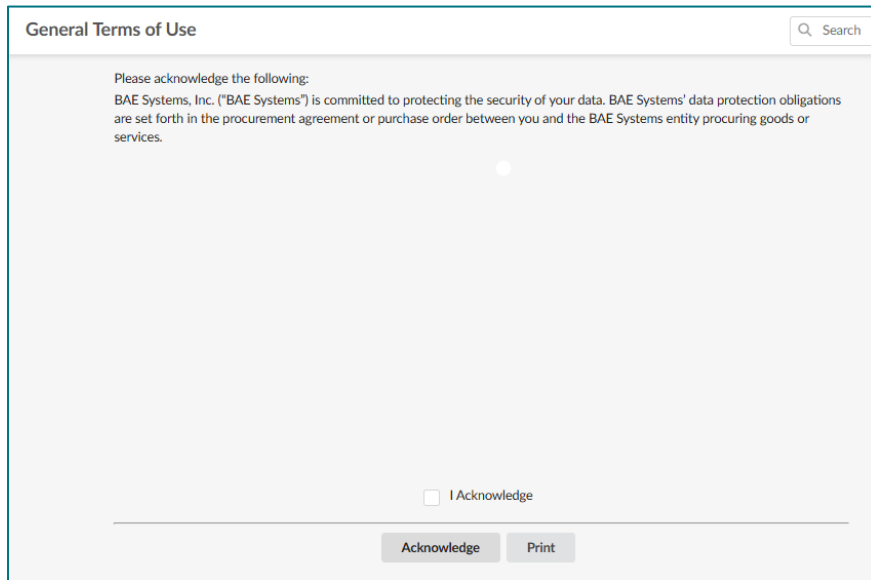
Depending on the BAE Systems business unit that is onboarding you, there may be additional sets of information as well.

**Assistance:**  
A training guide is available in the question mark Help section in Ivalua to assist you with the registration process. If you need further assistance, please

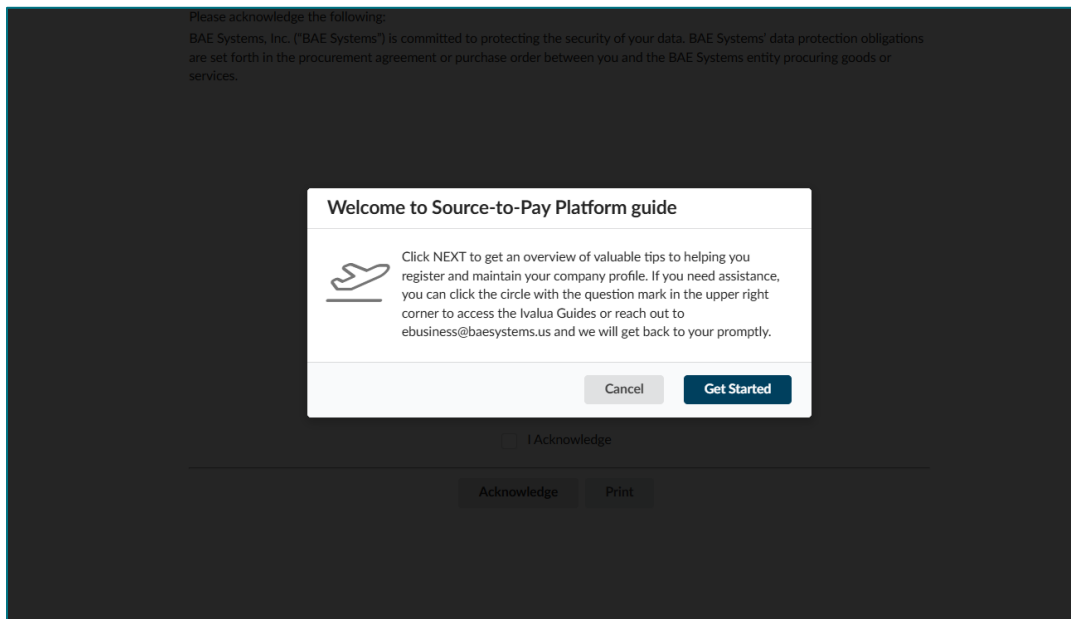
Please note the following:

- Your password is temporary and expires in 7 days, so please ensure you **use the most recent email notification** when attempting to log in for the first time.
- Your login username is typically your email address. However, for some contacts who were migrated from the HICX platform, **your username may not be your exact email address** due to system migration discrepancies. If you notice a variance (typically a login that ends in `_0`, `_1`, etc.) and would like to request a change, please contact your BAE Systems representative for assistance.

When you first log in, you will be prompted to acknowledge the terms of use for Ivalua. These govern your use of the Ivalua platform only and are separate and independent to terms set forth in your procurement agreements or purchase orders.



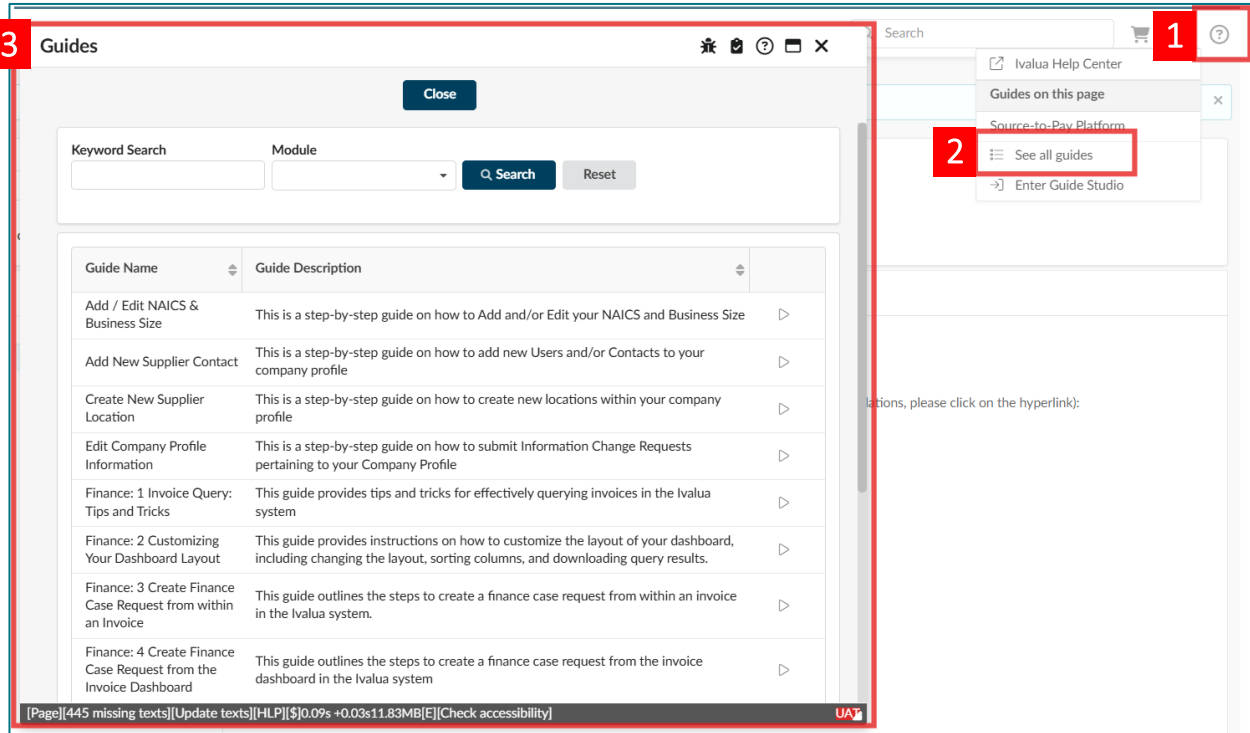
As you acknowledge the terms of use, you may also see a pop-up to launch the Source to Pay Platform guide. This is one of the interactive Quick Reference Guides that are built into the system to provide step-by-step walkthroughs of various features in Ivalua.



## Accessing User Guides

For now, we will skip this guide, but you can access these later using the following steps:

1. Click help icon (question mark) at the top right of the screen
2. Click the menu option to “See all guides”
3. Select the desired guide from the popup window and click the play icon



## Supplier Portal Homepage

The Ivalua homepage serves as your central hub for managing your business with BAE Systems. For onboarding as a new supplier to Ivalua, we will focus on the following sections:

1. Global Supplier Record – contains the company profile, Relationships, and supplier information management
2. Notifications – contains messages, pending validations, scheduled tasks, and email notifications
3. Linked Supplier Accounts – dropdown to navigate between your accounts, if applicable
4. Validations – contains tasks that have been assigned to you

The screenshot shows the BAE Systems Supplier Portal interface. At the top, the navigation bar includes 'UAT', 'BAE SYSTEMS', and a menu with 'Global Supplier Record', 'Sourcing', 'Invoicing', and 'Performance'. A search bar is located on the right. A sidebar on the left contains icons for 'Company Profile', 'Import Catalog', 'Create Receipt', 'Suggest Collaboration Plan', and 'Review Client'. The main content area is divided into two sections: 'Announcement' and 'Validations'. The 'Validations' section contains a table with the following data:

Process	Object	Action	Due date
Supplier Questionnaire Response V3	E4 - TSCA -	Initialization	
Global Supplier Record v2	81255	Creation	
Global Supplier Record v2	81247	Creation	
Supplier Relationship v2	REL43279 - Intelligence & Security (I&S) - Quality Relevant	Document Upload	

On the right side of the dashboard, there are two circular indicators: '+150 Invoices' and '0 RFP in Progress'.

We will dive into details in these sections as we navigate the onboarding process. For guidance on other aspects of the homepage and system navigation, please refer to the Quick User guide called **Source to Pay Platform guide** (refer to the section on Accessing User Guides for more details).