

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 3 – Verify Locations

For each Relationship, you will need to specify and categorize the locations relevant to the business unit. This involves linking the locations you created or reviewed in Step 1 to the Relationship.

Navigate to the **Locations** menu, where you will see the options for location types. You'll be required to add at least one Purchasing Location and one Pay Location to submit your record to BAE Systems. Click the dropdowns under each header to select the relevant locations, and then click the **Save** button.

The screenshot displays the 'Supplier Relationship Manage' interface. On the left is a navigation menu with options: Header, Business Usage Questions, Locations (selected), Questionnaires, Documents/Certs, and Workflow. The main content area is titled 'Supplier Relationship' and includes a 'Save' button highlighted with a red box and the number '2'. Below this is a 'Locations' section with a '+ Add Supplier Location' button and several dropdown menus: 'Purchasing Locations', 'Pay Locations', 'Manufacturing', 'No-Site Use', and 'RFQ Only Locations'. The 'Purchasing Locations' and 'Pay Locations' dropdowns are highlighted with a red box and the number '1'. A yellow information box contains instructions: '- Please navigate to the Questionnaire tab and use the "+Answer Questionnaires on Global Supplier Record" button to complete the following: G2 - General Capabilities , G1 - Supplier Fit for Business Questions – Finance and Responsibility, S2 - ES - BAE Systems Inc. Vetting Process for US Persons', '- Please navigate to the Documents/Certifications tab to add the following documents: S4 - ES Certificate of Insurance (COI)', and '- W9 Upload is required in the Documents/Certs tab'. A date format warning 'Expected date format: m/d/yyyy' is also visible.

If your location is not on this list, click the **Add Supplier Location** button to create a new location, and then return to add the location to the appropriate category.

Note for Quality Relevant Suppliers

If your Supplier Type is listed as Quality Relevant on the Header tab, you will need to complete a Quality questionnaire for **each Purchasing and Manufacturing location** you've added above. The Quality questionnaire is a requirement at the location level. Therefore, if you have multiple Purchasing and Manufacturing locations, you will need to complete a separate questionnaire for each one in the next step.

A distinct blocking alert will appear at the top of your screen, detailing which locations require the Quality questionnaire.

