

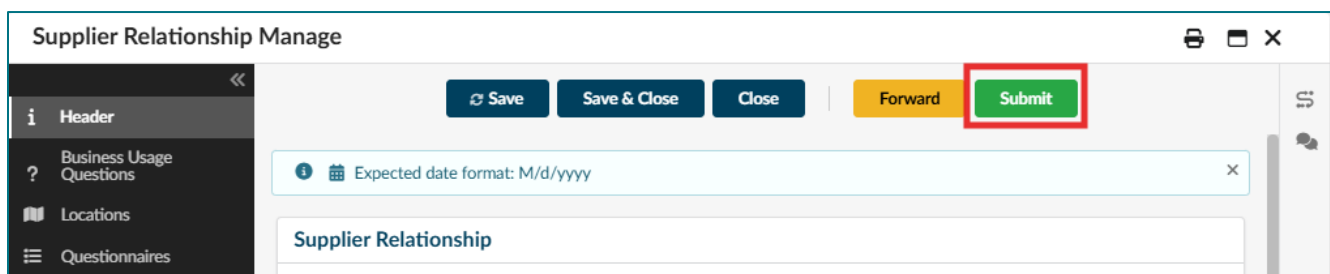
# Ivalua Supplier Onboarding Snapshot

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 6 – Submit Record

Once you've completed steps 1-5 and cleared all the alerts, you can click the **Submit** button to send the Relationship to the business unit for review.

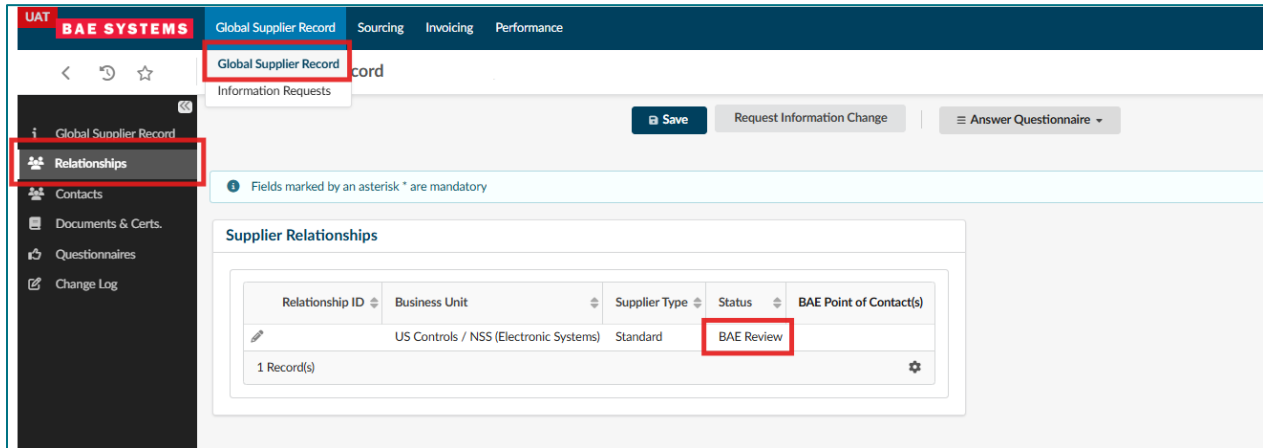


If any questions or issues arise during the review process, you will receive an email notification that further updates are required. This may involve:

- A task being returned to your **Validations** queue, or
- A message sent through a **Conversations** screen.

Please respond promptly to these notifications to keep the onboarding process moving forward.

You can always check your onboarding status by navigating to the **Global Supplier Record** and clicking on the **Relationships** menu option to see the status by Relationship. If you have multiple Relationships with BAE, you will be able to access each one from this menu.



## Ongoing Supplier Maintenance

After completing the onboarding process, we ask that you continue to maintain your supplier contacts in the system. This ensures that they receive important communications about upcoming features, updates, and other relevant information.

Refer to the Updating your Contacts section of Step 1 for more details.