



# SUPPLIER COLLABORATION PORTAL TRAINING

# WHY SOURCE TO CONTRACT?



- Cloud-Based Platform
- Helps innovate and achieve best-in-class collaboration with our Suppliers
- Real-Time Access
- Supplier Profile
- Account Information
- RFX and Auctions
- Eliminates email communication for contract authoring, mark up, review, and agreement
- Single Point of Interface between Suppliers and International Procurement
- Free for External Users

# Why Source to Contract?



## Direct Suppliers

Provide parts for manufacturing or servicing our trucks, buses, engines, and/or any other part assemblies.

## Indirect Suppliers

Provide services or material for our locations.  
• i.e., Toilet Paper or Snow Plowing



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- 02 PORTAL NAVIGATION
- 03 ACTIVE SUPPLIER PROFILE UPDATES
- 04 SUPPLIER HIERARCHY
- 05 PROCURE TO PAY (P2P)
- 06 Q & A
- 07 NEW SUPPLIER REGISTRATION



# 01 ACCESS VIA EMAIL LINK

# ACCESS

## VIA EMAIL LINK FROM INTERNATIONAL

**\*\*Note: If you are registering for the first time, please follow the steps starting on Slide 38\*\***

### Step 1

Suppliers will receive an email providing them with a link to “Set password” and another link to “Login”. Click “Set password” and create a password for your “user ID”

If your user ID has your email with “\_ and a number” please contact [S2CHelp@Navistar.com](mailto:S2CHelp@Navistar.com) as these are duplicates and will cause access issues.

**Examples: invite@email.com\_0 or invite@email.com\_1**

**Subject**  
Access to International S2C Buying Portal

**Notification body**  
Dear Contact Name,  
You have just been assigned an access to the application Ivalua Buyer for supplier Supplier Legal Name with the following user ID : email@email.com  
You now have to set a password on the following page [Set password.](#)  
You will then be allowed to connect on Ivalua [Login.](#)

### Please Note:

If you are setup for SSO login access this is not the process to follow. Please see “International Supplier SSO” training material for Single Sign-On instructions.

### Step 2

Click “Login” to go to the Source to Contract Portal Homepage

# ACCESS VIA EMAIL LINK FROM INTERNATIONAL

## Step 3

Login with your “user ID” and “Password”.  
Click “Login”

IDENTIFICATION

Login \*

Password \*

## Step 4

Review the International “General Terms of Use” homepage. Save any documents you might need in the future and click “Continue”.

*You will only have to do this your very first-time logging in*

### Welcome to the International Source to Contract (S2C) Portal

A gateway to communicate and collaborate seamlessly with our supplier partners

The portal gives you the ability to:

- Maintain your company information
- Participate in RFx
- View your contracts
- Execute legal agreements
- Maintain tooling information
- Complete APQP

This portal does **not** handle invoicing or POs – the process for invoices and POs has not changed.

Below are links to training documentation for S2C:

[New Supplier Video Training](#) | [Current Supplier Video Training](#) | [S2C Training Deck](#) | [Indirect Training Deck](#)

[International T&Cs](#) | [Indirect T&Cs](#)

In order to receive & participate in RFx, you must have the following information completed on your HQ

[Download List](#)

If you are a new, US-based supplier to International, please upload a copy of your W9 to the "docs and certs" tab on your company profile.

If you have any questions, please reach out to [S2CHelp@Navistar.com](mailto:S2CHelp@Navistar.com)

**\*\*Please print this page if you'd like to reference later. Once you enter the portal, this will not be available\*\***  
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# 02 PORTAL NAVIGATION



# NAVIGATION PORTAL HOMEPAGE

1. User Profile
2. System Notifications
3. Global Search
4. Pending Validations
5. User Modules
6. Home Icon
7. **Navigation**
  - Go Back
  - History
  - Favorites
8. RFX in Progress
9. Supplier Scorecard and Spend Analysis
10. Broadcasted Alerts/Information
11. Supplier Site List
  - Different Supplier sites listed. If you do not see the supplier's name and different locations, contact your Category Manager. They will need to enter your contact info to link all the sites.
12. WalkMe Menu

**TIPS:**

- Suppliers should make all registration updates on their HQs.
- Under Supplier Name found on the upper right is where you will see the different Supplier Sites listed. If you do not see the Supplier Name and different locations, contact your Category Manager. They will need to enter your contact info to link all the Sites.
- Sites starting with A, M, or E (12345\_AX, 12345\_MX, or 12345\_EX) are used for updating banking information. Mexico Vendor payments are setup under MX and M1.

The screenshot shows the Supplier Portal homepage with the following elements and callouts:

- Callout 1:** User Profile (User Name: Name)
- Callout 2:** System Notifications (Walk Me Through, Bell icon)
- Callout 3:** Global Search (Search bar)
- Callout 4:** Pending Validations (Validations section)
- Callout 5:** User Modules (General Info, Performance, Sourcing, Contracts, Items)
- Callout 6:** Home Icon (INTERNATIONAL)
- Callout 7:** Navigation (Scorecard, Company Profile, Review Client)
- Callout 8:** RFX in Progress (RFP in Progress icon)
- Callout 9:** Supplier Scorecard and Spend Analysis (Performance Scoring, Spend Analysis)
- Callout 10:** Broadcasted Alerts/Information (\*\*Attention Navistar Suppliers\*\*)
- Callout 11:** Supplier Site List (Supplier X | S | P Code Addresses)
- Callout 12:** WalkMe Menu (Walk Me Through)

All of your addresses will display here

NAVIGATION

16/10/2024

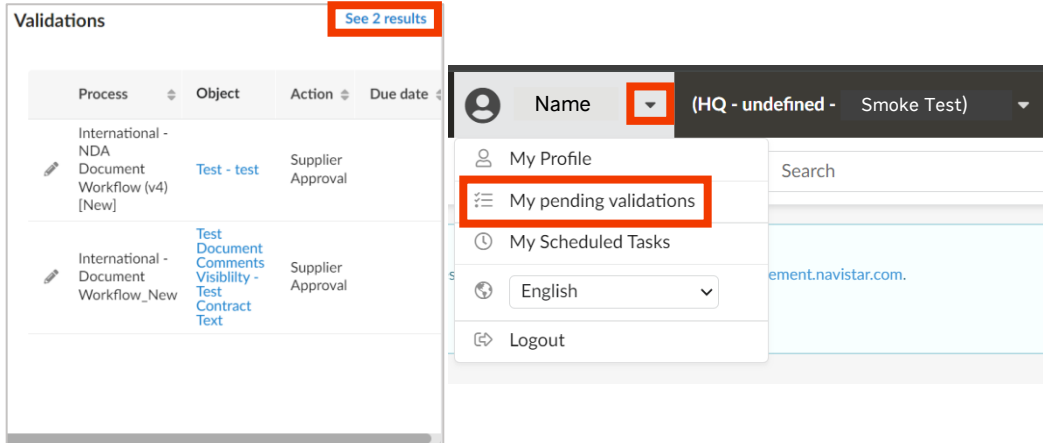
CONFIDENTIAL AND PROPRIETARY TO INTERNATIONAL

# NAVIGATION

## PORTAL NAVIGATION

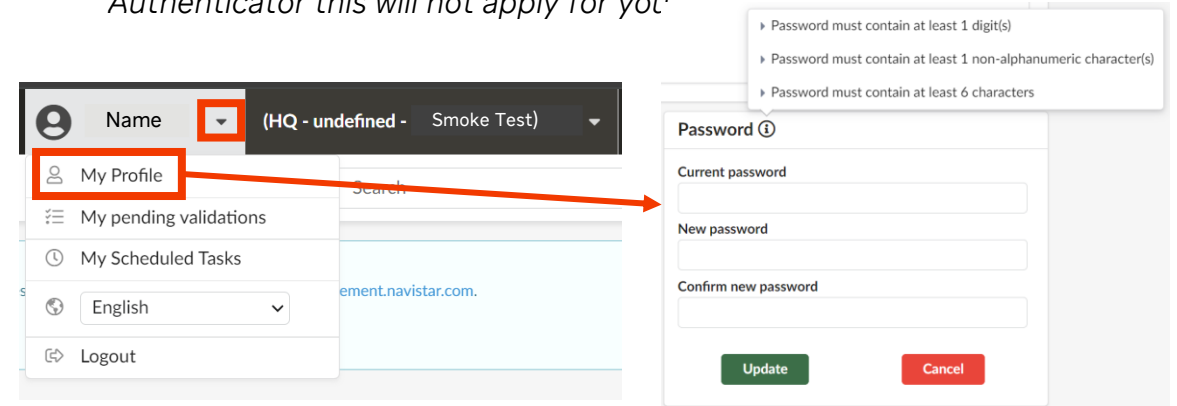
### Reviewing Your Pending Tasks

- Pending Validations located in the *Validations* box.
- Click the **“See results”** to expand or click on your name at the top right of your browser and go to **“My pending validations”**



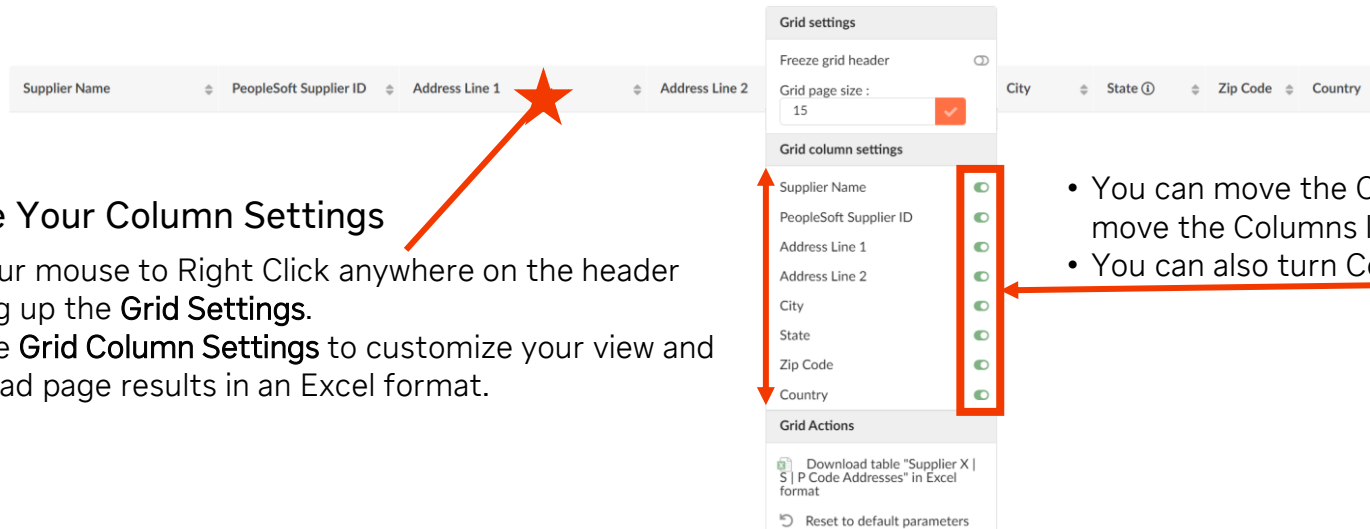
### Updating Your Password

- Click on your name at the top right of your browser and go to **“My Profile”** and scroll to bottom of page to change your password.
- **Please note:** *If you are setup as SSO to login with your Multifactor Authenticator this will not apply for you*



### Customize Your Column Settings

- Use your mouse to Right Click anywhere on the header to bring up the **Grid Settings**.
- Use the **Grid Column Settings** to customize your view and download page results in an Excel format.

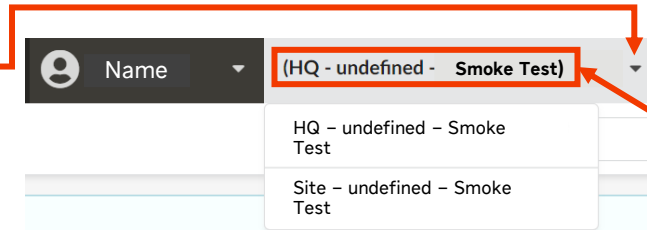


- You can move the Columns up or down in the list to move the Columns left and right in the header.
- You can also turn Columns on or off.

## Switch Your Profile

If you have access to multiple profiles your view would look like this.

- In the upper right corner near your name switch into the appropriate supplier profile using the drop-down menu.
- Reach out to your International contact for additional assistance if you do not see the intended profile.



### TIP:

The dropdown in the black bar shows the profiles you have access to. The one listed with the black background indicates which profile you are currently viewing.

A screenshot of a 'Change request' table in a software application. The table has columns for 'Created on', 'Requester', 'Reason', 'System Status', 'Modified on', and 'Approver'. A row is visible with '1/1/2020' in the 'Created on' column, 'Name' in the 'Requester' column, 'Change Request Reason' in the 'Reason' column, 'Initialized' in the 'System Status' column, and '1/1/2020' in the 'Modified on' column. A red box highlights a double arrow icon in the left sidebar, and a red arrow points from it to the 'Initialized' status in the table.

### TIP:

If you only see symbols and no labels, click the double arrows.

## Review Requested Profile Changes

Reviewing in-flight **Change Requests** to a profile.

You can review if you currently have an in-flight Change Request and what status it is in.

- Go to Company Profile and click Change Log.
  - You may have to scroll down to find the change request you are searching for.
- Check to see what the “System Status” states.
  - If in “Initialized” status & you want to cancel, click the cancel button.
  - If in “Initialized” status & you want to resume, you will need to click the pencil.
  - If in “Approval in progress” status, this change request has been submitted and is going through the International approval process.
  - If in “Cancelled” status, this request was cancelled.
- Changes will not go into effect until “System Status” says Approved.



# 03 ACTIVE SUPPLIER PROFILE UPDATES

# PROFILE UPDATES ACTIVE SUPPLIERS

## Please Note:

If your supplier already has an existing profile and you only need login access, please reach out to your International contact or [S2CHelp@Navistar.com](mailto:S2CHelp@Navistar.com).

If you need a new vendor code for any reason, please submit a change request under the existing vendor code with specific details listed in the reason field. Please keep change requests for a new vendor code separate from making updates to your existing profile for the steps noted in this section. These steps should NOT be followed for Suppliers registering for the first time within the portal.

- ! - Missing contact with Role: Pay Site - this role defines who is allowed to have access to your Pay Site, where banking data is stored and can be modified
- ! - Supplier has NOT answered the Supplier Questionnaire
- ! - Missing contact with the following role: CEO
- ! - Missing contact with the following role: CFO
- ! - Missing contact with the following role: VP Sales
- ! - Missing contact with the following role: VP Quality
- ! - Missing contact with the following role: VP Engineering
- ! - Missing contact with the following role: Account Representative Manager
- ! - Missing contact with the following role: Accounts Receivable Manager
- ! - Supplier Registration: There is missing information on the Additional Information tab.
- ! - Supplier Registration Progress is below the threshold (80%) and is not exempt

## Please Note:

When you first log into your Company Information, you may get the following alerts. The next steps will walk you through how to add this information and clear the alerts.

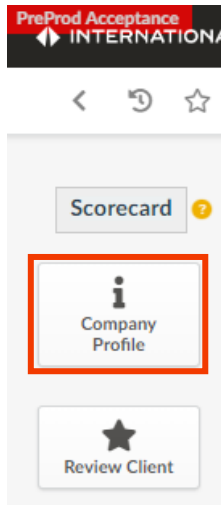
# PROFILE UPDATES

## ACTIVE SUPPLIERS

### Step 1

Click on “Company Profile”

- When you first log into your **Company Information**, you may get the following alerts. The next steps will walk you through how to add this information and clear the alerts.



- ❗ - Missing contact with Role: Pay Site - this role defines who is allowed to have access to your Pay Site, where banking data is stored and can be modified
- ⚠️ - Supplier has NOT answered the Supplier Questionnaire
- ⚠️ - Missing contact with the following role: CEO
- ⚠️ - Missing contact with the following role: CFO
- ⚠️ - Missing contact with the following role: VP Sales
- ⚠️ - Missing contact with the following role: VP Quality
- ⚠️ - Missing contact with the following role: VP Engineering
- ⚠️ - Missing contact with the following role: Account Representative Manager
- ⚠️ - Missing contact with the following role: Accounts Receivable Manager
- ⚠️ - Supplier Registration: There is missing information on the Additional Information tab.
- ⚠️ - Supplier Registration Progress is below the threshold (80%) and is not exempt

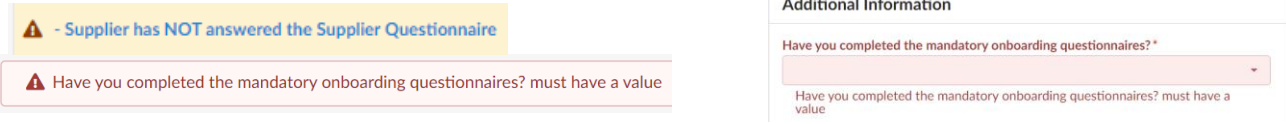
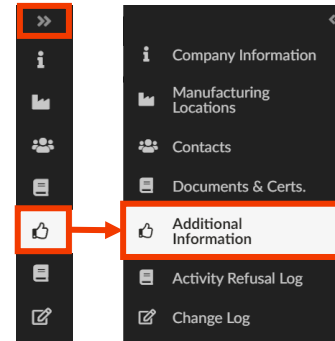
# PROFILE UPDATES ACTIVE SUPPLIERS



## Step 2

Click the two small arrows to expand your “Sidebar”. Click the “**Additional Information**” link in the Sidebar.

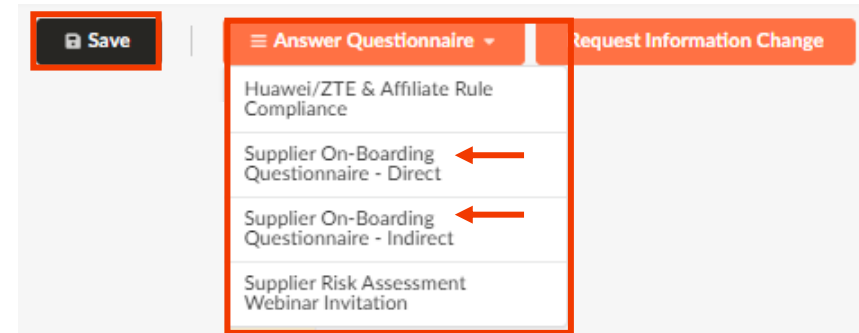
- You must first answer “**Yes**” or “**No**” to this question and click “**Save**”.
  - This question can always be updated during later steps once the change request is initiated.



## Step 3

Which questionnaires do you need to answer?

- If you haven't taken the Onboarding “Questionnaires”, click “Save”, “Answer Questionnaire”, and answer the “**Huawei/ZTE**” and “**Supplier Risk**” Questionnaires.
- If you provide parts or materials used on International products, you will fill out the “**Direct**” Questionnaire, not the “**Indirect**” Questionnaire.
- If you provide equipment, nonproduction material, and/or services to International, you will fill out the “**Indirect**” Questionnaire, not the “**Direct**” Questionnaire.



| Campaign                                    | Progress   | Status      | Date      |
|---|--|-------------|-----------|
| Supplier On-Boarding Questionnaire - Direct | <div style="width: 16%; background-color: red;"></div> 16%     | In progress | 4/29/2021 |
| Huawei Rule Compliance                      | <div style="width: 100%; background-color: green;"></div> 100% | Approved    | 5/26/2021 |
| Supplier On-Boarding Questionnaire - Direct | <div style="width: 94%; background-color: green;"></div> 94%   | Approved    | 4/4/2022  |
| Supplier Risk Assessment Webinar Invitation | <div style="width: 0%; background-color: gray;"></div> 0%      | In progress | 4/4/2022  |

4 Record(s)

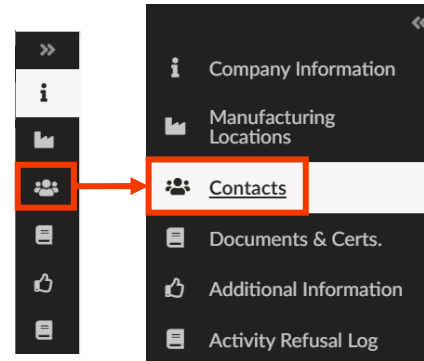
### Please Note:

Already started questionnaire – Scroll to the bottom section “Questionnaires” to check if you are unsure or to resume. Click the pencil icon next to the one you want to resume.

# PROFILE UPDATES ACTIVE SUPPLIERS

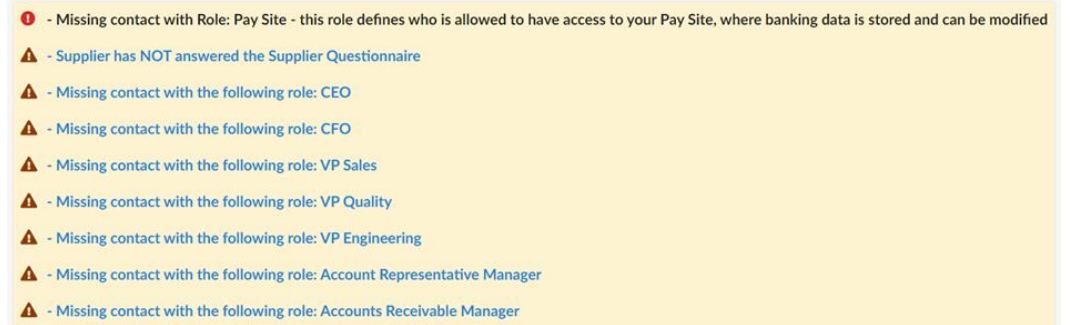
## Step 4

Click the two small arrows to expand your "Sidebar". Click the "Contacts" link in the Sidebar.



## Warning Alert Roles:

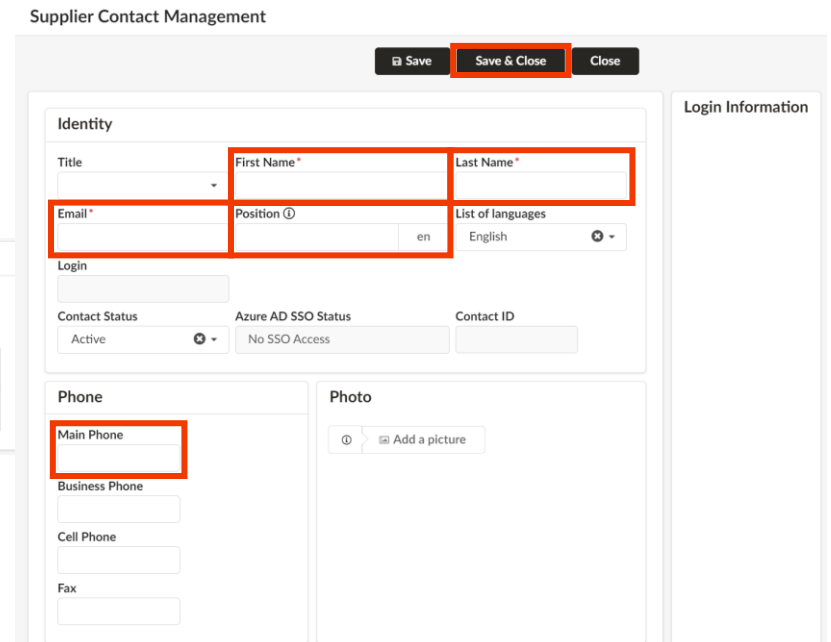
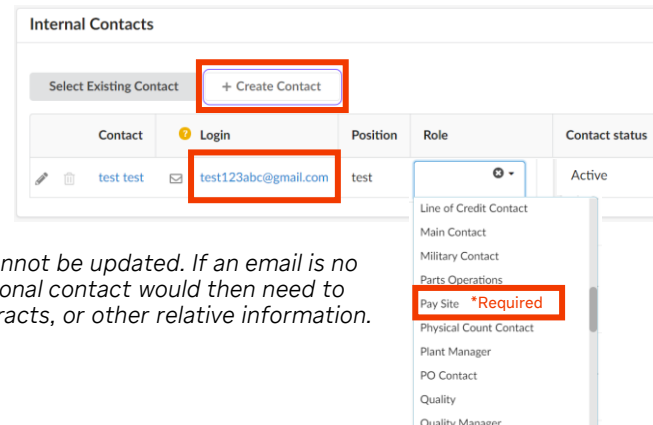
If your company does not have these roles, please assign to the contact that would best be able to answer these types of questions.



## Step 5

You will see your contact information and you can add other members in your company to your "Internal Contacts" by clicking "+ Create Contact", enter the information (including "Position" and "Role"), and press "Save & Close".

- Click the envelope icon ONLY one time to trigger created user contact invitation, you will see their email appear for the "login".
- Please ensure to add a contact with the role of "Pay Site" that will be accountable for your Banking and Payment Information.
- Each contact is allowed multiple role assignments.
  - At minimum 1 contact phone number should be entered.
  - Each contact must have a different email address.
  - Each contact is allowed multiple role assignments.
- **Please note:** a supplier's email is tied to their user ID therefore cannot be updated. If an email is no longer valid, a new contact will need to be created. Your International contact would then need to update the contact for access to previous documents, RFx, contracts, or other relative information.



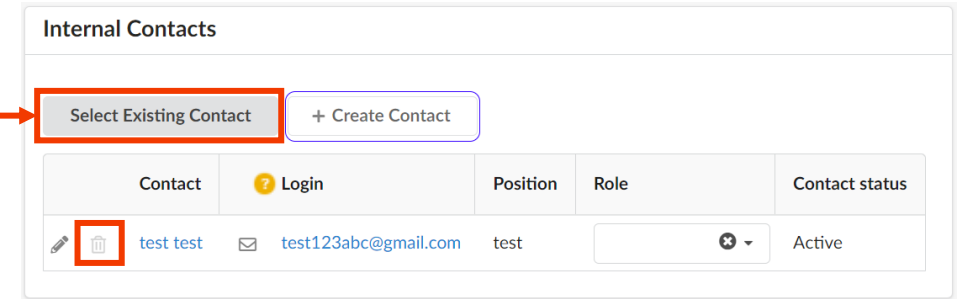


# PROFILE UPDATES ACTIVE SUPPLIERS

## Step 6

Click the “**Select Existing Contact**” button. **Add** or **Remove** any contact no longer relevant for your company for this profile.

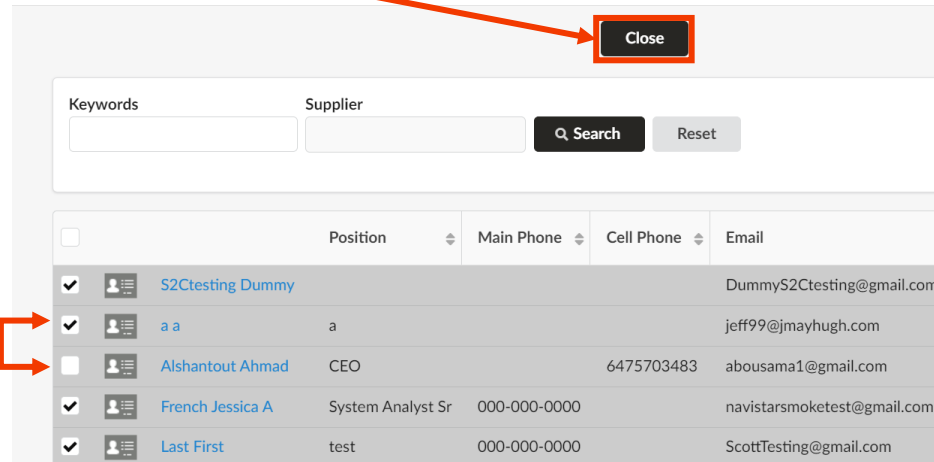
- To **add** an existing user within your hierarchy, click in the box to add the checkmark for them to have access to this profile.
  - *Please note: the added user will need to close out of all browsers and relog in before their access will update.*
- To **remove** an existing user from the profile you are on uncheck their contact from the options.
  - *Please note: this will only remove the user from this profile and access will remain for any other profiles they would still need to access. If this was the only profile which they had access to, then the system will automatically deactivate the user from logging into the portal.*
- Once finished click the “**Close**” button. Next assign any additional roles as needed.



### Please Note:

ONLY click on the “**trash can**” icon for a contact, to entirely deactivate the user’s access to all the profiles, all RFX events, all legal documents, etc. This should be used in situations where this contact would no longer need access to this portal i.e., contact has left your company.

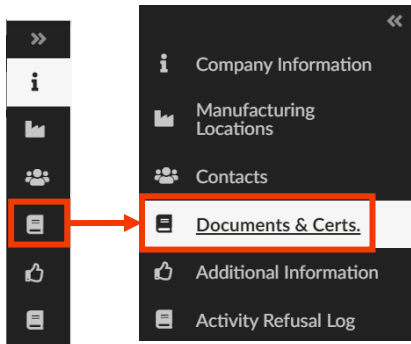
### Select Contacts




# PROFILE UPDATES ACTIVE SUPPLIERS

## Step 7

Click the “Documents & Certs” link in the Sidebar.



 - Missing Mandatory Document(s)

## Please Note:

All documents uploaded will be reviewed by International. After the review, this alert message will disappear.

 - Pending Approval on Mandatory Document(s)

## Step 8

Upload any Supplier/International “Legal Documents”, Supplier “Certifications”, and any “Other Documents”.

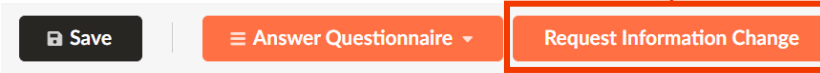
- Please note: a “Non-Disclosure Agreement” (NDA) signed by both your company and an International representative is mandatory to do business with International.
- If you do not have one that is signed by both companies, your International contact will need to start the process within the portal for you.

A screenshot of the 'Legal Documents' section in a web portal. It features a table with columns: Att., Document Type, Document Name, Begin Date, Expiration Date, Owner, Status, and Valid. A single record is shown with 'Non-Disclosure Agreement' in the Document Name column, highlighted with a red box. Below the table is a '1 Record(s)' summary. Underneath are sections for 'Certifications' and 'Other Documents', each with an 'Add' button and a '0 Record(s)' summary.

# PROFILE UPDATES ACTIVE SUPPLIERS

## Step 9

At the top of the page, click “Request Information Change”



- If you do not see this button, you may have a change request in flight. Please see **slide 11 or 24**.

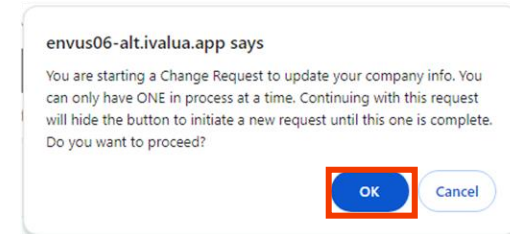
## Step 11

Enter a “Reason for Change Request” that says, “Updating Company Profile Information”

- Update the information in your “Profile” shown in the next slides.

## Step 10

Click “OK”



## Please Note:

- If you are registering for the first time, you do not need a “Request Information Change”. Please see **slide 38**.
- If you DO NOT have any warning alerts to clear out and ONLY need a new vendor code for any reason, please submit a change request under the existing vendor code with specific details listed in the reason field. DO NOT make updates to other fields as those details will be entered on a newly created profile.

# PROFILE UPDATES ACTIVE SUPPLIERS



## Step 12

Update your Company's "General Information" and "Corporate Address". Please see the field labeled as "Registration Progress (%)" to review your registration status based on mandatory information that you have provided. This will need to reach 100% completion to be registered.

- Fill in the mandatory fields with a red asterisk (\*) by it.
- Fill in the rest of the fields to add the information to your Supplier Profile
  - You will only be able to reach 92% with your submission if you do not have a fully executed NDA. The remaining 8% will be completed by International (Slide 18).
  - If your address for Head Office is different than your site location or manufacturing location each address will have its own separate DUNS number.

- Supplier Registration: There is missing information on the Company Information tab.

### Please Note:

DUNS: All suppliers need to include their "Global Ultimate DUNS for Head-Office" and "Site DUNS".

- Tax ID: Mexico has a RFSA/Vat Number.
- Input into the "Tax ID Type" field.

### Company

General Information

|   |   |
|---|---|
| <p><b>Supplier Legal Name*</b></p> <input type="text"/>                               | <p><b>Does your Country use Tax IDs?*</b></p> <input type="text"/>                  |
| <p><b>Company Name</b></p> <input type="text"/> <span style="float: right;">en</span> | <p><b>Why are you not able to provide tax information?</b></p> <input type="text"/> |
| <p><b>Website</b></p> <input type="text"/>  | <p><b>Tax ID Type*</b></p> <input type="text"/>                                     |
| <p><b>Legal Structure</b></p> <input type="text"/>                                    | <p><b>Tax ID Number*</b></p> <input type="text"/>                                   |
| <p><b>NAICS Code</b></p> <input type="text"/>   | <p><b>Site DUNS*</b></p> <input type="text"/>                                       |
| <p><b>PO Email</b></p> <input type="text"/>   | <p><b>Global Ultimate DUNS for Head-Office*</b></p> <input type="text"/>            |
| <p><b>Main Commodity*</b></p> <input type="text"/>                                    | <p><b>Year Founded</b></p> <input type="text"/>                                     |
| <p><b>Other Commodities</b></p> <input type="text"/>                                  | <p><b>PeopleSoft Supplier ID</b></p> <input type="text"/>                           |

Registration Progress (%) 35

#### Supplier Scorecard

[Access Supplier Scorecard here](#)

Corporate Address

Map
Satellite

Sequence # ?

Address Label ?

Address Line 1 ?

Address Line 2

Address Line 3

Address Line 4

Zip Code/ Postal Code City

 en

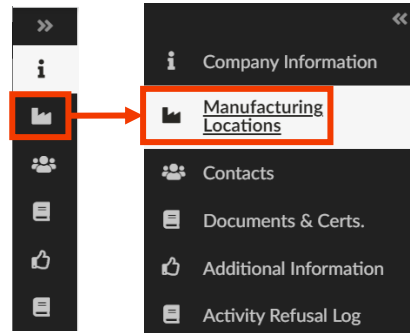
Country\* State/Province

 ?

# PROFILE UPDATES ACTIVE SUPPLIERS

## Step 13




Click “Manufacturing Locations” in the Sidebar.



- Direct suppliers must enter at minimum the Main Location DUNS.
  - *If your address for Head Office is different than your site location or manufacturing location each address will have its own separate DUNS number*

### Manage Manufacturing Locations

International would like to gather the manufacturing locations from our suppliers so that we can better manage supply chain disruptions on a global scale. Please provide the addresses of the locations that manufacture International parts (either now or in the future) in the fields below.

| Main Location DUNS   | Location DUNS 2   | Location DUNS 3  |
|--|---|--|
| <br>DUNS # ⓘ*<br>Address Line 1 ⓘ*<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Zip Code/ Postal Code* City* en<br>Country* State/Province* | <br>DUNS # ⓘ<br>Address Line 1 ⓘ<br>Search for an address...<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Zip Code/ Postal Code City en<br>Country State/Province | <br>DUNS # ⓘ<br>Address Line 1 ⓘ<br>Search for an address...<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Zip Code/ Postal Code City en<br>Country State/Province |
| > Locations DUNS 4   | > Location DUNS 5   | > Location DUNS 6  |

### Please Note:

You may enter up to 6 Manufacturing Locations with “DUNS# and Address”.

# PROFILE UPDATES ACTIVE SUPPLIERS

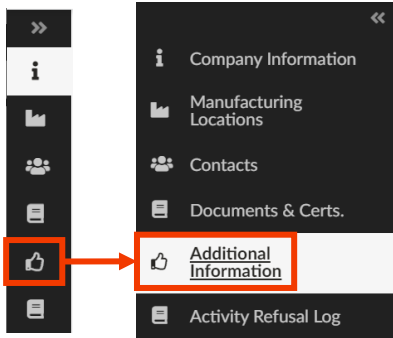


## Please Note:

After you have completed all 3 questionnaires make sure the answer to the first question has been updated appropriately.

### Step 14

Click the “Additional Information” link in the Sidebar.



### Step 15

Complete the “Additional Information” on the left side, as well as “Opt-In” or “Opt-Out” of the “International Early Payment Program”.

- Supplier has NOT answered the Supplier Questionnaire

### Step 16

Ensure you have completed the Onboarding “Questionnaires” (see slide 15).

**Additional Information**

Have you completed the mandatory onboarding questionnaires? \*

Have you read the T&C? \*

Regions Served definitions

Supplier Commodities

Comment (Supplier)

Is your company Public or Private? \*

Is your company Union or Non-union? \*

Company Headcount

Supplier Diversity Information

How do I know if I am a Diverse Supplier? [Click here.](#)

If you are a diverse supplier, please register [here.](#)

For the Small Business Size Standards NAICS Table, [click here.](#)

Is your company a Small Business? \*

Is your company a Small Disadvantaged Business? \*

Is your company Woman Owned? \*

Is your company Minority Owned? \*

Is your company HubZone certified? \*

Is your company Veteran Owned? \*

Is your company Service Disabled Veteran Owned? \*

**International Early Payment Program**

International is pleased to announce that it has partnered with C2FO, a global leader in working capital solutions, to deliver the International Early Payment Program, which provides the option to receive early payment on your International invoices.

What this means for you  
The International Early Payment Program is simple and provides many advantages, such as:  
Access to cash flow when you need it  
No changes to existing payment terms  
No maintenance fees or paperwork to complete  
Flexible use (use it as often or as little as you want)

How it works  
Through the C2FO platform, you can make an offer on your outstanding invoices, which allows you the option to receive early payment on these invoices. If your offer is accepted, the early payment will be initiated on the next applicable scheduled payment run. You will receive this payment through your current payment method.

The program allows you to determine which invoices, from one to all, to offer a discount and the amount of the discount, keeping you in control of the working capital in your accounts receivable.

How to get started  
To learn more about the program and activate your account, please visit [navistar.c2fo.com](#). After you activate your account, a C2FO representative will follow up to answer questions and help you get started with the platform. If you are already registered on C2FO, the platform will have an option for you to add International to your account. After you add International to your account, you will be able to review International invoices.

Please note that participation in this program is entirely voluntary. If you would like to opt-out of information sharing between International and C2FO, follow instructions in this link.

The program will currently cover all suppliers paid in USD with exception of entities paid via Mexico operations. For any questions regarding the program and its working please email [Navistar@C2FO.com](mailto:Navistar@C2FO.com).

Are you planning to Opt-In or Opt-Out through the C2FO platform?

**Questionnaires**

0 Record(s)

# PROFILE UPDATES ACTIVE SUPPLIERS

## Step 17

Double check all information has been updated.

- Click “Save”
- Click “Submit for Approval”
  - If you there is any missing mandatory information you will receive similar warning alerts. This indicates there is a mandatory field which still has not been entered. The missing required field will also highlight in red.
  - Make the necessary updates, click “Save” again and click “Submit for Approval”.

Save | Cancel | Submit for Approval

**Reason for Change Request**

Reason for change request \*

**Company**

**General Information**

Supplier Legal Name \* Does your Country use Tax IDs? \*

**Corporate Address**

- ⚠ Does your Country use Tax IDs? must have a value
- ⚠ Site DUNS must have a value
- ⚠ Global Ultimate DUNS for Head-Office must have a value
- ⚠ Have you read the T&C? must have a value
- ⚠ Is your company Public or Private? must have a value
- ⚠ Is your company Union or Non-union? must have a value
- ⚠ Is your company a Small Business? must have a value
- ⚠ Is your company a Small Disadvantaged Business? must have a value
- ⚠ Is your company Woman Owned? must have a value
- ⚠ Is your company Minority Owned? must have a value
- ⚠ Is your company HubZone certified? must have a value
- ⚠ Is your company Veteran Owned? must have a value
- ⚠ Is your company Service Disabled Veteran Owned? must have a value

### Please Note:

A summary of the changes you are about to submit are listed within the “Changes Requested”.

- Old Value = current information on your profile.
- New Value = changes you have entered requesting to be updated to your profile.

Does your Country use Tax IDs? \*

Does your Country use Tax IDs? must have a value

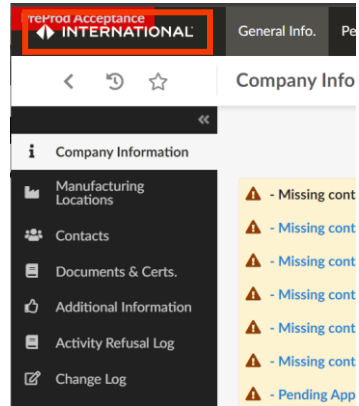
- Company Information
- Manufacturing Locations
- Additional Information
- Changes Requested

| Object label                 | Old Value | New Value |
|------------------------------|-----------|-----------|
| <b>Manufacturing Address</b> |           |           |
| Address Line 2               |           |           |
| City                         |           |           |
| Status                       |           |           |
| Zip Code                     |           |           |
| Country                      |           |           |
| State/Province               |           |           |
| Region Level                 |           |           |
| Address Line 1               |           |           |
| DUNS #                       |           |           |
| <b>Suppliers</b>             |           |           |
| Manufacturing Location 4     |           |           |
| Manufacturing Location 5     |           |           |
| Registration Progress (%)    |           |           |
| Manufacturing Location 3     |           |           |

# PROFILE UPDATES ACTIVE SUPPLIERS

## Step 18

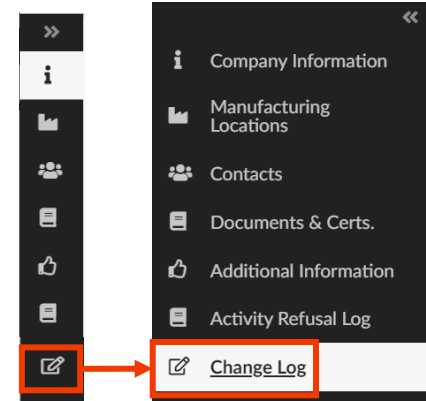
Navigate back to your homepage.



### Please Note:

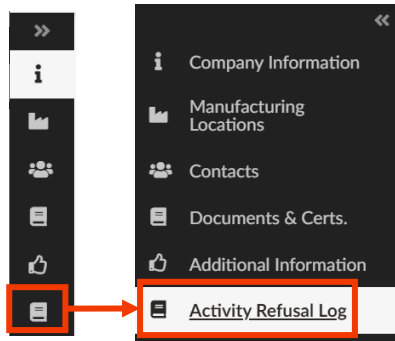
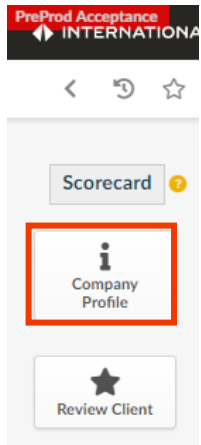
You can review if you currently have an inflight change request and what status it is in. Only 1 change request per profile is allowed to be inflight at a time.

- Click on Company Profile
- Click Change Log
  - You may have to scroll down to find the change request you are searching for.
- Check to see what the “System Status” states:
  - If in “Initialized” status & you want to cancel, click the cancel button
  - If in “Initialized” status & you want to resume, you will need to click the pencil
  - If in “Approval in progress” status, this change request has been submitted and is going through the International approval process.
  - If in “Cancelled” status, this request was cancelled
- Changes will not go into effect until System Status says “Approved”.



Change request

| Created on | Requester | Reason                | System Status        | Modified on | Approver |
|------------|-----------|-----------------------|----------------------|-------------|----------|
| 1/1/2020   | Name      | Change Request Reason | Approval in progress | 1/1/2020    |          |



Activation

| Activity Step | Date Activity was Refused | User | Reason of Refusal |
|---------------|---------------------------|------|-------------------|
| Creation      | 9/10/2024                 |      |                   |
| 1 Record(s)   |                           |      |                   |

Change Request

0 Record(s)

### Please Note:

If your Changes Request is rejected, you can find the reason why by clicking on “Company Profile” and review in the “Activity Refusal Log”

### Next Steps:

- The “Change Request” will be sent to International’s Business Services Team.
- The NBS Team will update the “Supplier Profile” and send it to the Category Manager for approval.
- The Supplier Profile will be updated once “Approved” by the Category Manager for final approval.





# 04 SUPPLIER HIERARCHY

# HIERARCHY

## LEVEL 1, LEVEL 2, & LEVEL 3

### Level 1 – Group

- Houses all of the Supplier Codes for a Supplier

### Level 2 – Head Office

- Assigned a specific Supplier Code

### Level 3 – Supplier Site

- Assigned specific location codes
  - (X, S, P, etc.)

## Parent/Child Structure

- ☐ SUP080086 - Training Test Group - UNITED STATES - Group City
  - ☐ SUP079724 - Training Test Headquarters - UNITED STATES - HQ City
    - SUP077824 - Training Test Site - UNITED STATES - Site City

# HIERARCHY

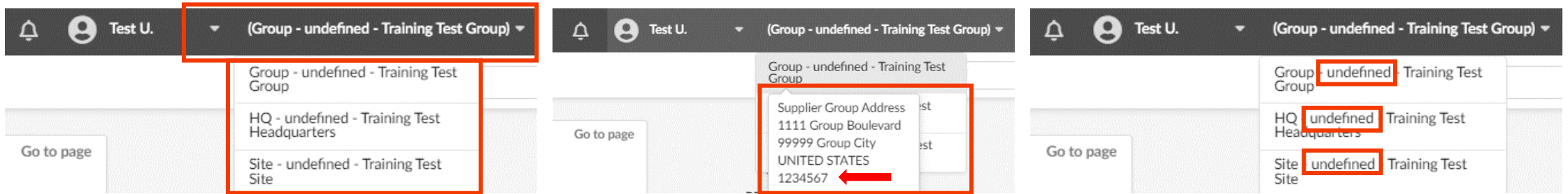
## LEVEL 1, LEVEL 2, & LEVEL 3



### Switch Your Profile

When you are in your profile, you can see your Supplier Hierarchy by clicking the dropdown next to your name. This will have your Group, Head-Office, and Supplier Site(s) listed.

- If you hover over the Group, Head-Office, or Supplier Site(s) it will show you the address for that location, as well as the Tax ID Number.
  - If you are a new supplier, you will see “undefined” next to each location. This will eventually be replaced by your Vendor Code (12345) or your Vendor Code with the Site Code (12345\_X1).
- If you are missing a Head-Office or Site(s), please contact your International contact to get them added.



Supplier Site(s) will also have the Location Code.

Go to **Slide 28** for more information about Procure to Pay (P2P).



# 05 PROCURE TO PAY (P2P)



## Addresses to Populate based on Location Code

- Order Address – S Code
- Payment Address – A, M, or E Codes
- Ship-from Address – X & P Code
- Return Address – Suppliers return shipping address
- Manufacturing Address – X & P Code
  - (Manufacturing Address is setup on your HQ profile under “Manufacturing Locations” and NOT on your Site profile under “P2P Information”)

## Tips

- Locations code AX, MX, or EX should be used for updating Banking and Payment Information.
- Be sure you are updating the correct location code when entering Banking/Remit To Information.
- If a Vendor has multiple currencies or Remit To Addresses, an A1, M1, or E1 location code will be visible to the Vendor as well.

# PROCURE TO PAY PAY SITE

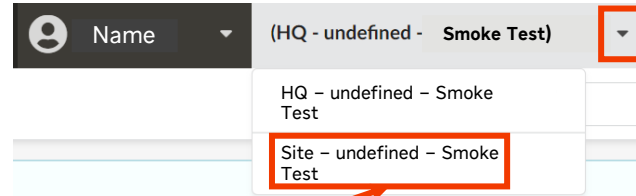
## NEW Pay Site Updates

**\*\*Only "Pay Site" contacts would have access to Pay Site Profiles\*\***

### Step 1:

In the upper right corner near your name switch into the appropriate supplier location using the drop-down menu.

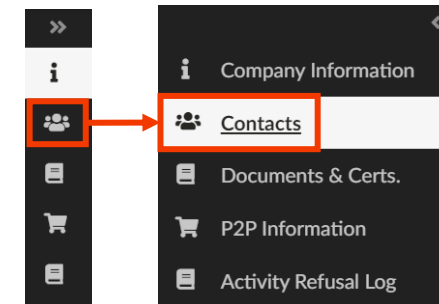
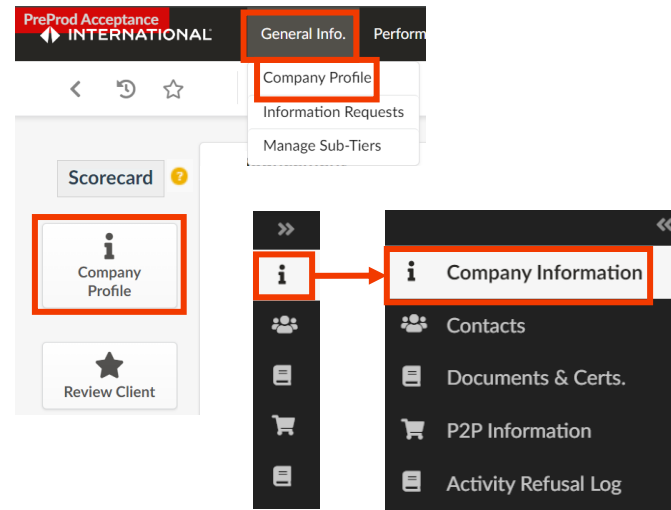
- This must be a "Site" and not your HQ.
- Click on the appropriate site Location.
  - This will be the **undefined** site until the profile becomes active then it will update typically to **AX**, and/or **MX**, **EX** site(s).



### Step 2:

Go to your company profile

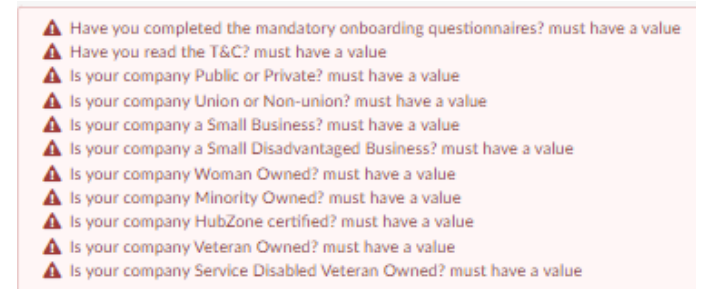
- Select "Company Information"
  - Enter any missing required information
- Select "Contacts"
  - Enter any missing required information



### Step 3:

Click "Save"

- If you missed any required information at this point you will receive red warning messages and fields highlighted of areas missing.
- If you made additional updates to clear the error(s) click "Save" again.



### TIP:

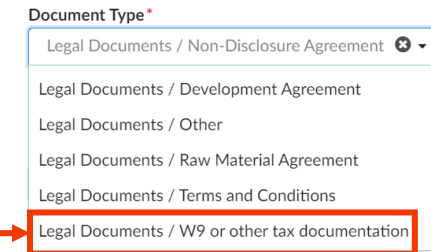
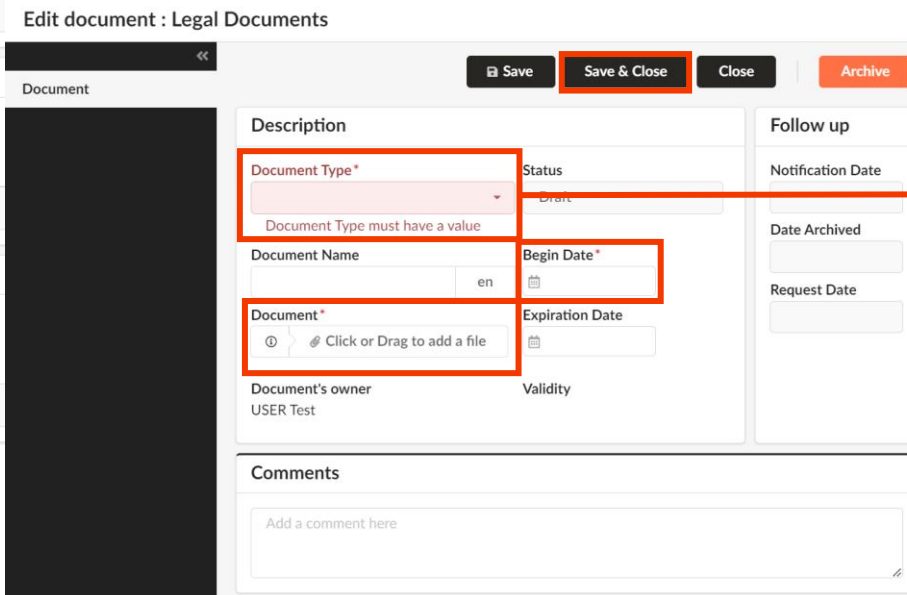
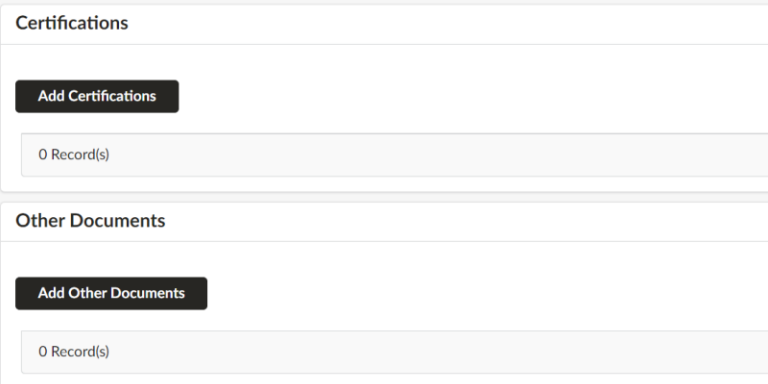
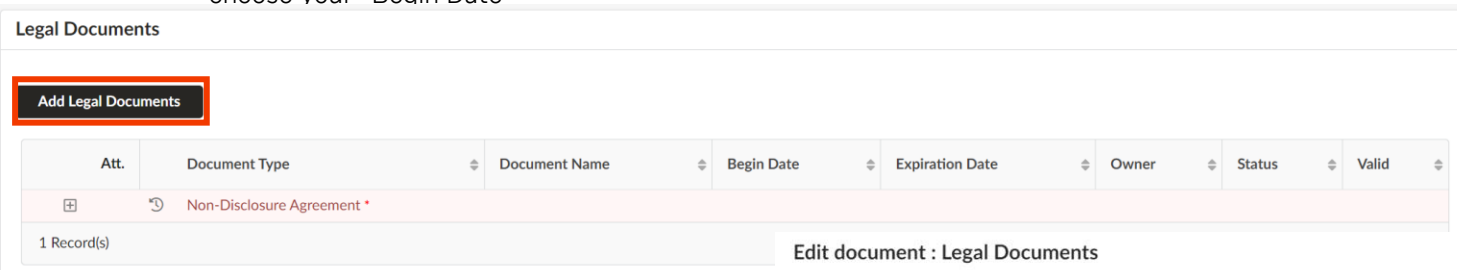
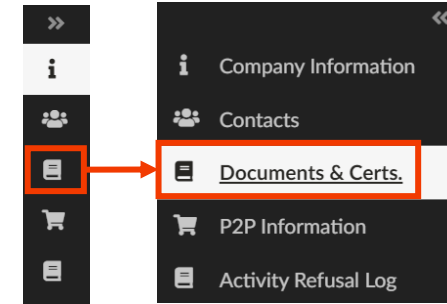
*If your Non-Pay Site profile is already active, you will need to submit a change site request to update the existing information.*

# PROCURE TO PAY LEGAL DOCUMENTS

## Step 4:

When you are in your Supplier Pay Site 12345\_AX

- Click the “Documents & Certs” link in the side bar
- Click “Add Legal Documents”
- Click the box for “Document Type”
  - Scroll all the way down, and choose “Legal Documents/W9 or other tax documentation”
  - Upload your tax documentation under “Document”
  - choose your “Begin Date”

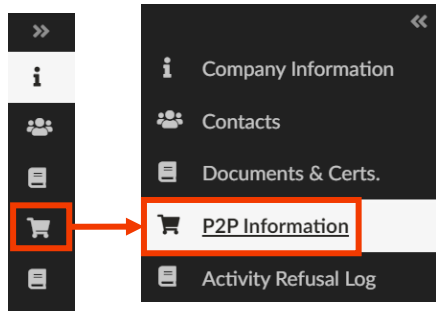


- TIP:**  
Possible Pay Site Profile(s)
- 12345\_AX
  - 12345\_MX
  - 12345\_EX

# PROCURE TO PAY SHIPPING & BANKING

## Step 5:

Click "P2P Information" in the sidebar.



### TIP:

- Your "Payment Address" is your "Remit-To Address"

**Purchasing Information**

> EDI      > Shipping

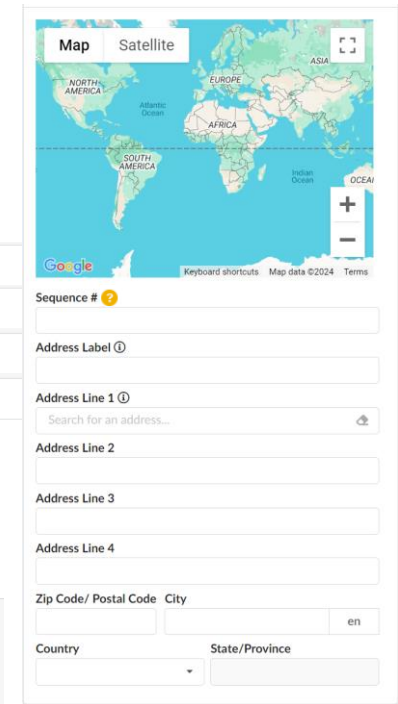
> Packaging      > Other

**Order Address**

Payment Address

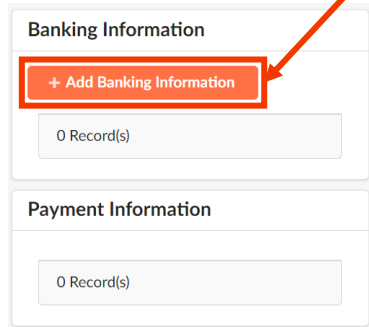
Ship-from Address

Return Address



## Step 6:

- Update your Purchasing Information and Addresses
- Scroll down to "Banking Information"
  - Click "+Add Banking Information"
  - Add your Banking Info.



### TIP:

- Banking Account Number:** If your account number exceeds 11 characters it needs to be entered in the IBAN field.

**Banking Information**

Save Save & Close Close

**Banking Information**

Financial Institution

Clearance Agency

BIC Code

Default

**RIB**

RIB - Bank Code      RIB teller number      RIB - Account Number      RIB key

**IBAN**

IBAN Country code      IBAN key      IBAN - BBAN Code

**ABA**

Account Number      Routing Number

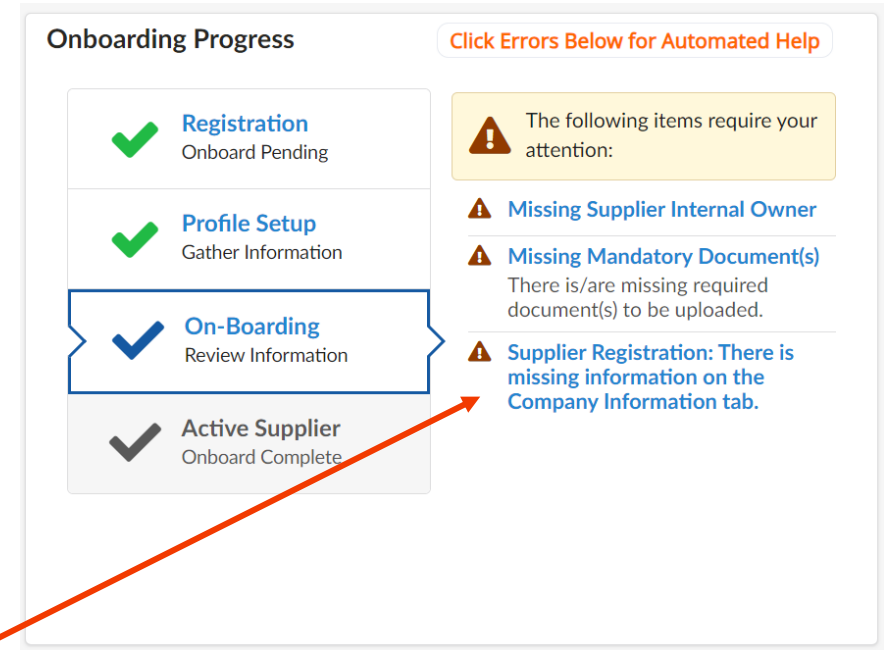
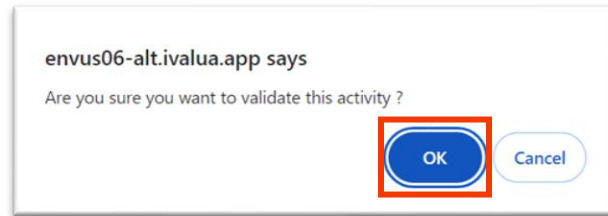


# PROCURE TO PAY COMPLETE SITE



## Step 7:

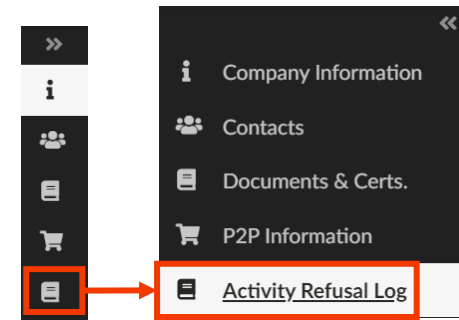
- Click “Save”
  - If there are error messages, update the information and click “Save” again
- Click “Send for Approval”
- A popup message will appear
  - Click “OK” if you are ready to send the information back to International for review
  - Click “Cancel” if you need to edit further details



## Please Note:

### Remaining Warning Alerts:

- These are displayed for your awareness and will be resolved by International.
  - Once completed these will no longer display.
- If your Pay Site profile is rejected, you can find the reason why by clicking on “Company Profile” and review in the “Activity Refusal Log”.

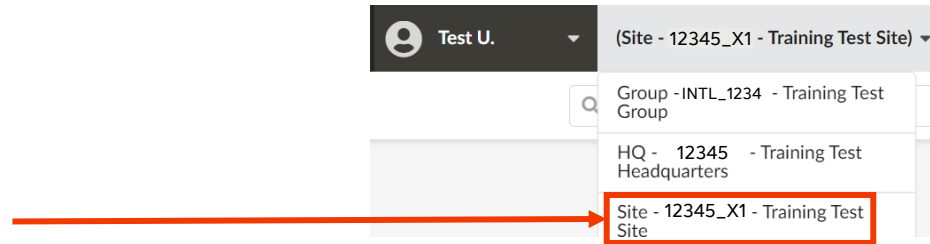


# PROCURE TO PAY NON-PAY SITES

## Step 1:

In the upper right corner near your name switch into the appropriate supplier location using the drop-down menu.

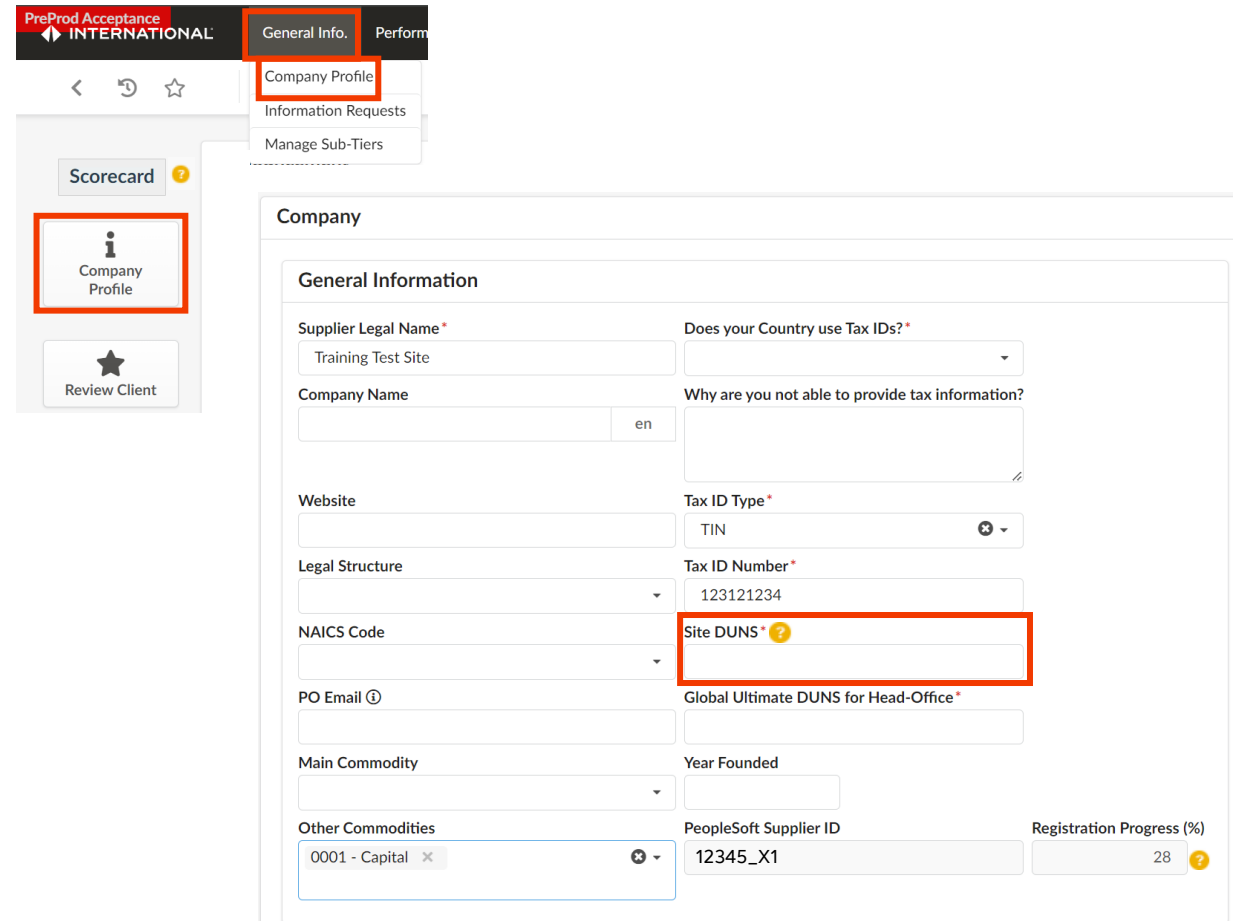
- This must be a “Site” and not your HQ.
- Click on the appropriate site Location.
  - Ensure your supplier’s X & P code location profile(s) are accurate with Site DUNS information
  - Typically displayed as X1, X2, etc. and/or 60, 90 site(s).



## Step 2:

Go to your company profile

- Navigate to the Site Profile setup:
  - The drop-down from “General Info” and “Company Profile”
  - “Company Profile” button
- Ensure your supplier’s X & P code location profile(s) are accurate with Site DUNS information
  - Typically displayed as X1, X2, etc. and/or 60, 90 site(s).



### TIP:

*If your Non-Pay Site profile is already active, you will need to submit a change request to update the existing information.*



# 06 Q & A

# Q&A

## HELPFUL INFO

- Supplier Link to Portal
  - <https://navistar-supplier.ivalua.app/>
- If you have any Portal questions:
  - Email [S2CHelp@Navistar.com](mailto:S2CHelp@Navistar.com)
    - This mailbox can also assist with any support of the system automations.
- If you have any TADA questions:
  - Email [NSCVHelp@Navistar.com](mailto:NSCVHelp@Navistar.com)
- If you have any Scorecard questions:
  - Email [EnterpriseScorecard@Navistar.com](mailto:EnterpriseScorecard@Navistar.com)

**TIP:**

- Always open Ivalua in Google Chrome for the full access functionality.
- If your company does not allow this browser, an alternate browser option is Microsoft Edge.

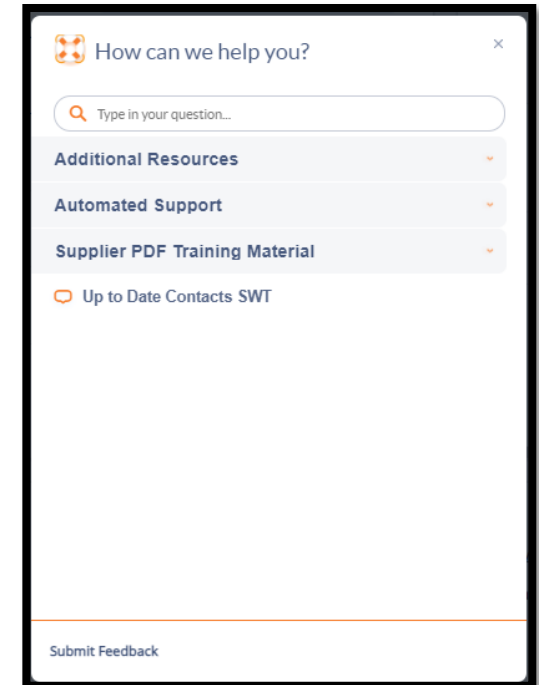
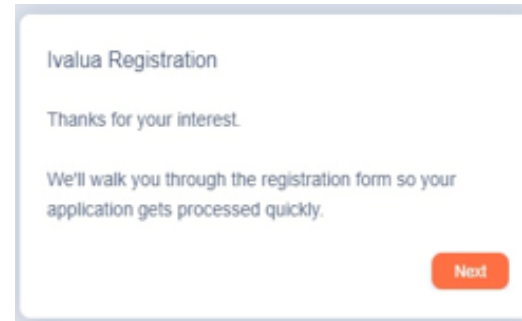
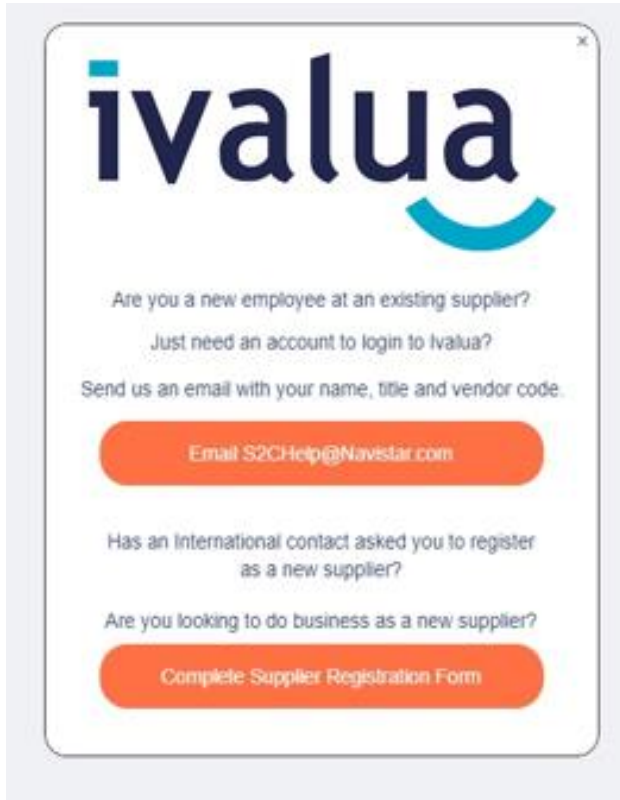
- Invoices or POs
  - Reach out to the contacts below as this is not part of Ivalua and the S2C team is unable to assist.

| Mailbox                                | NBS Portal Category      | NBS Portal Sub-Category   |
|--|--------------------------|---------------------------|
| CEPCustomerService@Navistar.com        | AP CEP                   | ACH/Check Status Inquiry  |
|  |                          | Credit Hold               |
|  |                          | General Inquiry/Other     |
|  |                          | Invoice Inquiry           |
|  |                          | Spreadsheet Review        |
| ProductionCustomerService@Navistar.com | AP Enterprise-Production | Statement Reconciliation  |
|  |                          | 407A Aged Invoices        |
|  |                          | ACH/Check Status Inquiry  |
|  |                          | Credit Hold               |
|  |                          | General Inquiry/Other     |
|  |                          | Invoice Inquiry           |
|  |                          | Spreadsheet Review        |
| SPCustomerService@Navistar.com         | AP Service Parts         | Statement Reconciliation  |
|  |                          | Supplier Debit Dispute    |
|  |                          | 407A Aged Invoices        |
|  |                          | ACH/Check Status Inquiry  |
|  |                          | Credit Hold               |
|  |                          | Dealer Invoicing          |
|  |                          | Invoice Inquiry           |
| NPPI@Navistar.com                      | AP Portal Inquiry        | General Inquiry/Other     |
|  |                          | Spreadsheet Review        |
|  |                          | Statement Reconciliation  |
| IndirectExceptions@Navistar.com        | Velocity                 | Supplier Debit Dispute    |
|  |                          | Audit Confirmation        |
| TermsMaintenance@Navistar.com          | Terms Maintenance        | Debit Memo Copy           |
|  |                          | Remittance Inquiry        |
|  |                          | MWB                       |
|  |                          | Verification Inquiry      |
|  |                          | Terms Maintenance Request |



– Automated Support

- There will be automated support throughout your registration process that will pop up in order to assist you with submitting mandatory requirements to reach 100% registration.



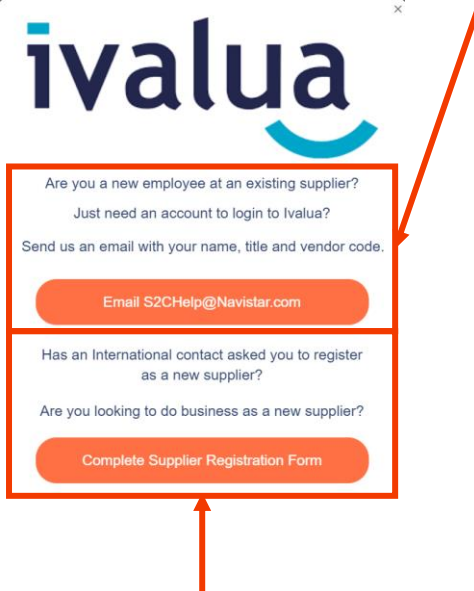


# 07 NEW SUPPLIER REGISTRATION

# NEW SUPPLIERS REGISTRATION

## Please Note:

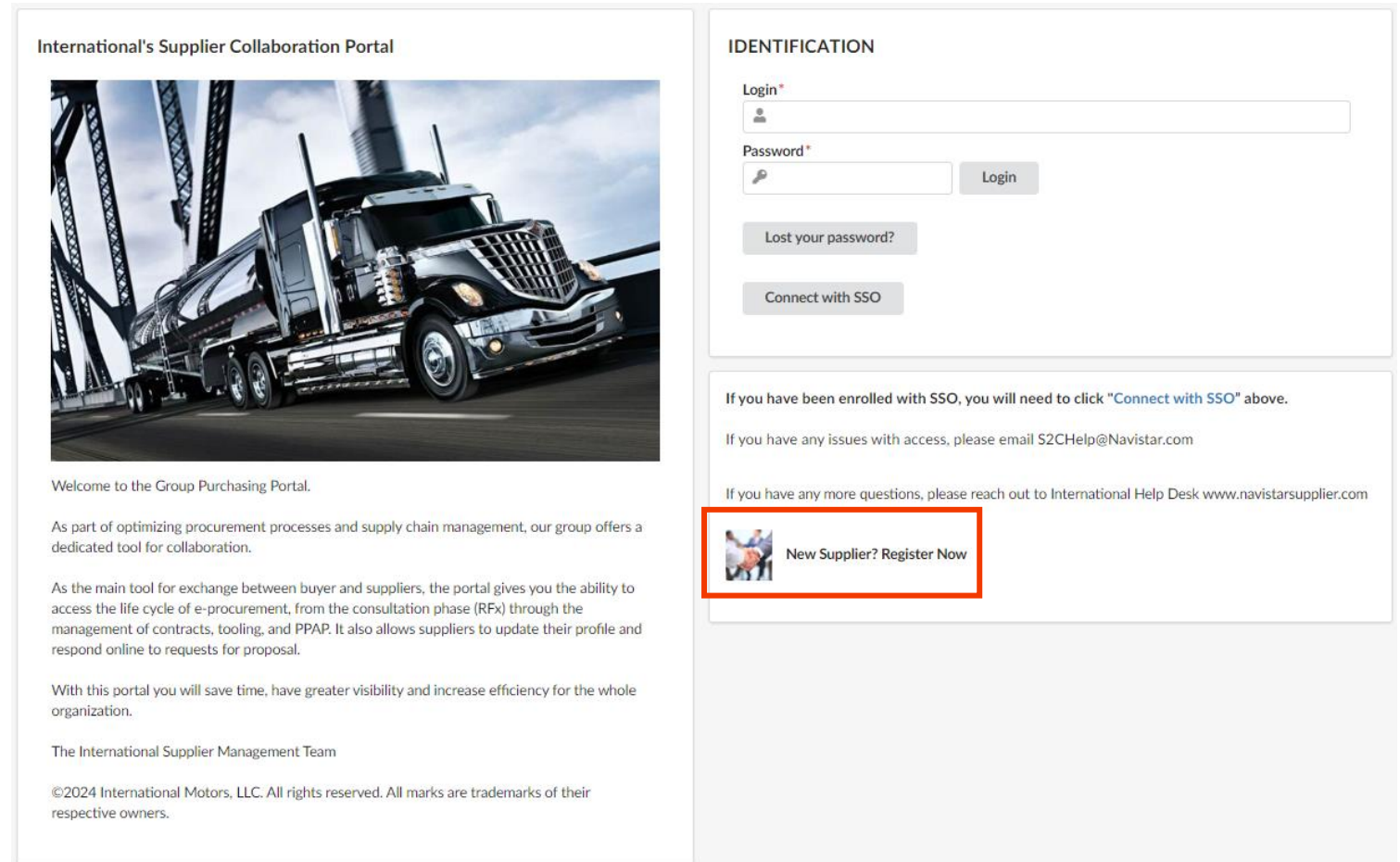
If your supplier already has an existing profile and you only need login access, please reach out to your International contact or [S2CHelp@Navistar.com](mailto:S2CHelp@Navistar.com). If you need a new vendor code for any reason, please submit a change request under the existing vendor code with specific details listed in the reason field. These steps should NOT be followed for existing supplier profiles.



## Step 1:

Suppliers will receive an email providing them with a link to the S2C Homepage.

- Click on "New Supplier? Register Now"

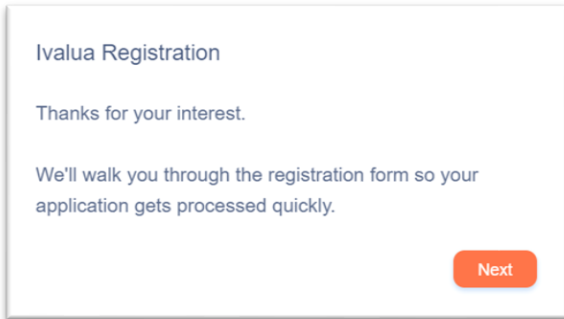


# NEW SUPPLIERS REGISTRATION


## Switch Your Profile

Our Walk Me solution with guide you through registration.

- Fill in the mandatory fields with a red asterisk (\*) by it, including either a “Tax ID Type” or “Global Ultimate DUNS for Head-Office”.
- Fill in the rest of the fields to add the information to your Supplier Profile.



Register Cancel

|  |   |  |
|--|---|--|
| <p><b>Company information</b></p> <p>Legal Name *</p> <p>Company Name <span style="float: right;">en</span></p> <p>Legal Form</p> <p>PO Email ?</p>  | <p><b>Help us identify your company. It is mandatory to populate at least one of these fields *</b></p> <p>Tax ID Type <span style="float: right;">Tax ID Number</span></p> <p>Global Ultimate DUNS for Head-Office <span style="float: right;">Site DUNS ?</span></p> <p style="text-align: center; border: 1px solid #ccc; padding: 5px; margin-top: 10px;">ONLY for NEW suppliers to fill out. Email S2CHelp@navistar.com with questions.</p>                | <p><b>Security Control</b></p> <p>EGLA</p> <p>Retype Characters Here</p>   |
| <p><b>Main Location DUNS</b></p>  <p>Address Label ?</p> <p>Address Line 1 <span style="float: right;">Search for an address...</span></p> <p>Address Line 2</p> <p>Address Line 3</p> <p>Address Line 4</p> <p>Zip Code/ Postal Code <span style="float: right;">City</span></p> <p>Country * <span style="float: right;">State/Province</span></p> | <p><b>Contact Information</b></p> <p>First Name *</p> <p>Last Name *</p> <p>Position * <span style="float: right;">en</span></p> <p>Email * ?</p> <p>Password *</p> <p>Confirm password *</p> <ul style="list-style-type: none"> <li>✓ Passwords should match.</li> <li>✗ Password must contain at least 1 digit(s)</li> <li>✗ Password must contain at least 1 non-alphanumeric character(s)</li> <li>✗ Password must contain at least 6 characters</li> </ul> | <p><b>First time registration ? Please tell us more</b></p> <p>Category Manager Referral ? *</p> <p>Regions Served</p> <p>Main Commodity *</p> <p>Other Commodities</p> <p>NAICS Code ?</p> <p>Comment <span style="float: right;">en</span></p> |



# NEW SUPPLIERS REGISTRATION

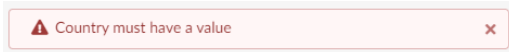


## Step 3:

Fill out the “Security Control”. This is **not** case sensitive but is sensitive to the number “0” and letter “O”. Click “Register”. If you are missing any mandatory information, you will receive a red “Blocking Alert” or automated popup support system. If you click the red alert, it will bring you to the field that needs to be updated.

The registration form includes fields for Tax ID Type, Tax ID Number, Global Ultimate DUNS for Head-Office, and Site DUNS. A 'Register' button is highlighted with a red box. A 'Security Control' overlay is also highlighted with a red box, showing the characters 'EGLA' and a 'Retype Characters Here' field. A note at the bottom of the form states: 'ONLY for NEW suppliers to fill out. Email S2CHelp@navistar.com with questions.'

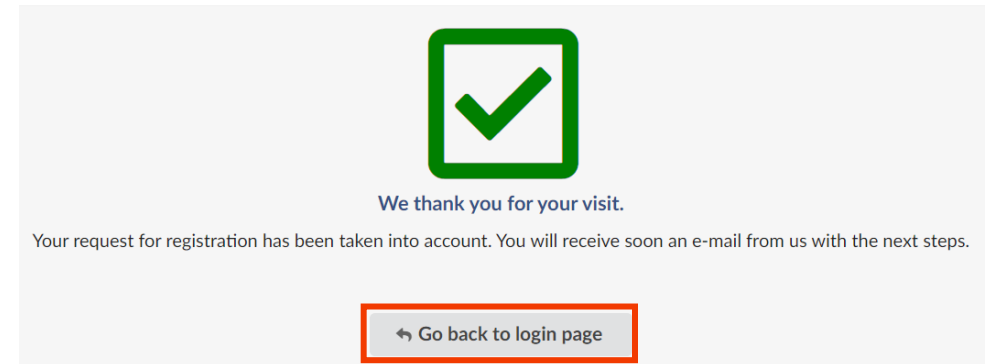
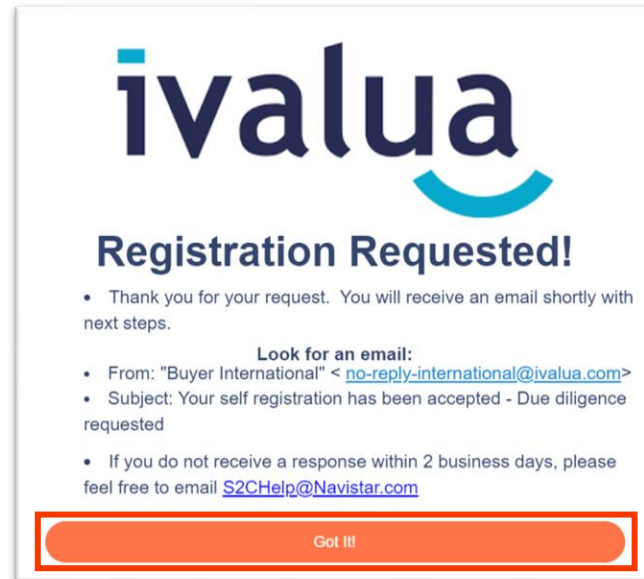
Example Blocking Alert



## Step 4:

You will be brought to a screen with a confirmation of the requested registration.

- Click “Got It!”
- You’ll see a green check mark
  - Click “Go back to login page”.



# NEW SUPPLIERS REGISTRATION

## Step 5:

Login under “Identification” with your “Login” email and “Password”

- These were what you created while registering.
- Click “Login”

IDENTIFICATION

Login\*

Password\*

Login

Lost your password?


Connect with SSO

## Step 6:

Review the International “General Terms of Use” homepage. Save any documents you might need in the future and click “Continue”.

- You will only need to do this your first time logging in.

To enter the portal, you must scroll to the bottom of this page and click "Continue"



# INTERNATIONAL®

## Welcome to the International Source to Contract (S2C) Portal

A gateway to communicate and collaborate seamlessly with our supplier partners

The portal gives you the ability to:

- Maintain your company information
- Participate in RFX
- View your contracts
- Execute legal agreements
- Maintain tooling information
- Complete APQP

This portal does **not** handle invoicing or POs – the process for invoices and POs has not changed.

Below are links to training documentation for S2C:

[New Supplier Video Training](#) | [Current Supplier Video Training](#) | [S2C Training Deck](#) | [Indirect Training Deck](#)

[International T&Cs](#) | [Indirect T&Cs](#)

In order to receive & participate in RFX, you must have the following information completed on your HQ

[Download List](#)

If you are a new, US-based supplier to International, please upload a copy of your W9 to the "docs and certs" tab on your company profile.

If you have any questions, please reach out to [S2CHelp@Navistar.com](mailto:S2CHelp@Navistar.com)

**\*\*Please print this page if you'd like to reference later. Once you enter the portal, this will not be available\*\***  
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# NEW SUPPLIERS REGISTRATION

## Step 7:

Click on “Company Profile” or “Registration” to complete your “Company Profile”.

The screenshot shows the 'Supplier Portal' interface. On the left, a 'Scorecard' sidebar contains 'Company Profile' (highlighted with a red box) and 'Review Client'. The main content area is divided into 'Announcement' and 'Onboarding Progress'. The 'Onboarding Progress' section shows 'Registration' as 'Onboard Pending' (highlighted with a red box), while 'Profile Setup', 'On-Boarding', and 'Active Supplier' are marked as complete. A yellow warning box on the right lists several error messages that require attention.

- ⚠ - Missing Supplier Internal Owner
- ⓘ - Missing contact with Role: Pay Site - this role defines who is allowed to have access to your Pay Site, where banking data is stored and can be modified
- ⚠ - Supplier has NOT answered the Supplier Questionnaire
- ⚠ - Missing contact with the following role: CEO
- ⚠ - Missing contact with the following role: CFO
- ⚠ - Missing contact with the following role: VP Sales
- ⚠ - Missing contact with the following role: VP Quality
- ⚠ - Missing contact with the following role: VP Engineering
- ⚠ - Missing contact with the following role: Account Representative Manager
- ⚠ - Missing contact with the following role: Accounts Receivable Manager
- ⚠ - Missing Mandatory Document(s)
- ⚠ - Supplier Registration: There is missing information on the Additional Information tab.
- ⚠ - Supplier Registration: There is missing information on the Company Information tab.

## Please Note:

When you first log into your Company Information, you will get the following alerts. The next steps will walk you through how to add this information and clear the alerts.

# NEW SUPPLIERS REGISTRATION

## Step 8

Click the two small arrows to expand your “Sidebar”. Click the “Additional Information” link in the Sidebar.

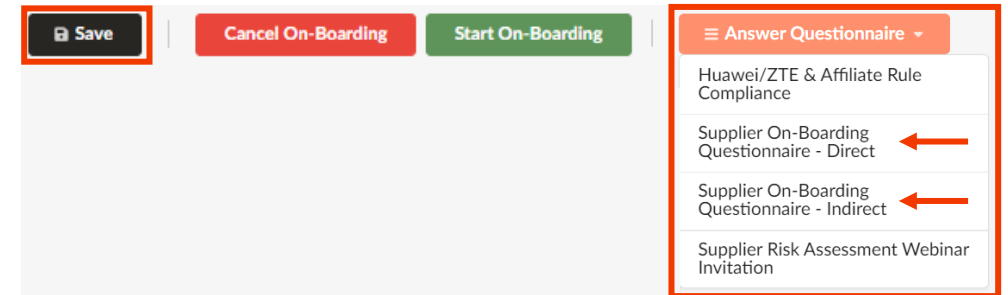
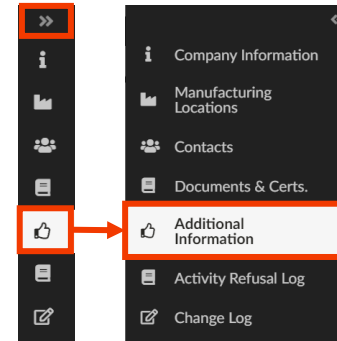
- You must first answer “Yes” or “No” to this question and click “Save”.
  - This question can always be updated during later steps once the change request is initiated.





Which questionnaires do you need to answer?


- If you haven’t taken the Onboarding “Questionnaires”, click “Save”, “Answer Questionnaire”, and answer the “Huawei/ZTE” and “Supplier Risk” Questionnaires.
- If you provide parts or materials used on International products, you will fill out the “Direct” Questionnaire, not the “Indirect” Questionnaire.
- If you provide equipment, nonproduction material, and/or services to International, you will fill out the “Indirect” Questionnaire, not the “Direct” Questionnaire.

### Please Note:

Already started questionnaire – Scroll to the bottom section “Questionnaires” to check if you are unsure or to resume. Click the pencil icon next to the one you want to resume.



| Campaign  | Progress  | Status      | Date      |
|---|---|-------------|-----------|
|  Supplier On-Boarding Questionnaire - Direct   | <div style="width: 16%;"><div style="width: 16%;"></div></div> 16%    | In progress | 4/29/2021 |
|  Huawei Rule Compliance                      | <div style="width: 100%;"><div style="width: 100%;"></div></div> 100% | Approved    | 5/26/2021 |
|  Supplier On-Boarding Questionnaire - Direct | <div style="width: 94%;"><div style="width: 94%;"></div></div> 94%    | Approved    | 4/4/2022  |
|  Supplier Risk Assessment Webinar Invitation | <div style="width: 0%;"><div style="width: 0%;"></div></div> 0%       | In progress | 4/4/2022  |

4 Record(s) 

# NEW SUPPLIERS REGISTRATION



## Step 9

Update your Company's "General Information" and "Corporate Address". Please see the field labeled as "Registration Progress (%)" to review your registration status based on mandatory information that you have provided. This will need to reach 100% completion to be registered.

- Fill in the mandatory fields with a red asterisk (\*) by it.
- Fill in the rest of the fields to add the information to your Supplier Profile
  - You will only be able to reach 92% with your submission if you do not have a fully executed NDA. The remaining 8% will be completed by International (Slide 48).
  - If your address for Head Office is different than your site location or manufacturing location each address will have its own separate DUNS number.

- Supplier Registration: There is missing information on the Company Information tab.

### Please Note:

DUNS: All suppliers need to include their "Global Ultimate DUNS for Head-Office" and "Site DUNS".

- Tax ID: Mexico has a RFSA/Vat Number.
- Input into the "Tax ID Type" field.

### Company

General Information

|   |   |
|---|---|
| <p><b>Supplier Legal Name*</b></p> <input type="text"/> | <p><b>Does your Country use Tax IDs?*</b></p> <input type="text"/>                  |
| <p><b>Company Name</b></p> <input type="text"/> en      | <p><b>Why are you not able to provide tax information?</b></p> <input type="text"/> |
| <p><b>Website</b></p> <input type="text"/>              | <p><b>Tax ID Type*</b></p> <input type="text"/>                                     |
| <p><b>Legal Structure</b></p> <input type="text"/>      | <p><b>Tax ID Number*</b></p> <input type="text"/>                                   |
| <p><b>NAICS Code</b></p> <input type="text"/>           | <p><b>Site DUNS*</b></p> <input type="text"/>                                       |
| <p><b>PO Email</b></p> <input type="text"/>             | <p><b>Global Ultimate DUNS for Head-Office*</b></p> <input type="text"/>            |
| <p><b>Main Commodity*</b></p> <input type="text"/>      | <p><b>Year Founded</b></p> <input type="text"/>                                     |
| <p><b>Other Commodities</b></p> <input type="text"/>    | <p><b>PeopleSoft Supplier ID</b></p> <input type="text"/>                           |

**Registration Progress (%)**  
35

Supplier Scorecard

Access Supplier Scorecard [here](#)

### Corporate Address

Sequence #

Address Label

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Zip Code/ Postal Code  City  en

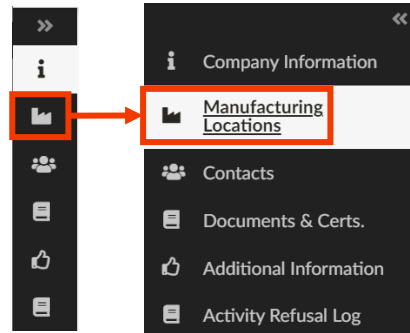
Country\*  State/Province

# NEW SUPPLIERS REGISTRATION



## Step 10




Click “Manufacturing Locations” in the Sidebar.



- Direct suppliers must enter at minimum the Main Location DUNS.
  - *If your address for Head Office is different than your site location or manufacturing location each address will have its own separate DUNS number*

### Manage Manufacturing Locations

International would like to gather the manufacturing locations from our suppliers so that we can better manage supply chain disruptions on a global scale. Please provide the addresses of the locations that manufacture International parts (either now or in the future) in the fields below.

| Main Location DUNS   | Location DUNS 2   | Location DUNS 3  |
|--|---|--|
| <br>DUNS # ⓘ*<br>Address Line 1 ⓘ*<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Zip Code/ Postal Code* City* en<br>Country* State/Province* | <br>DUNS # ⓘ<br>Address Line 1 ⓘ<br>Search for an address...<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Zip Code/ Postal Code City en<br>Country State/Province | <br>DUNS # ⓘ<br>Address Line 1 ⓘ<br>Search for an address...<br>Address Line 2<br>Address Line 3<br>Address Line 4<br>Zip Code/ Postal Code City en<br>Country State/Province |
| > Locations DUNS 4   | > Location DUNS 5   | > Location DUNS 6  |

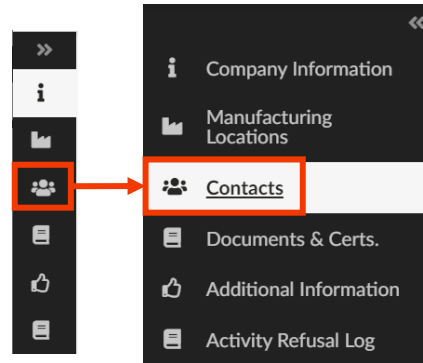
### Please Note:

You may enter up to 6 Manufacturing Locations with “DUNS# and Address”.

# NEW SUPPLIERS REGISTRATION

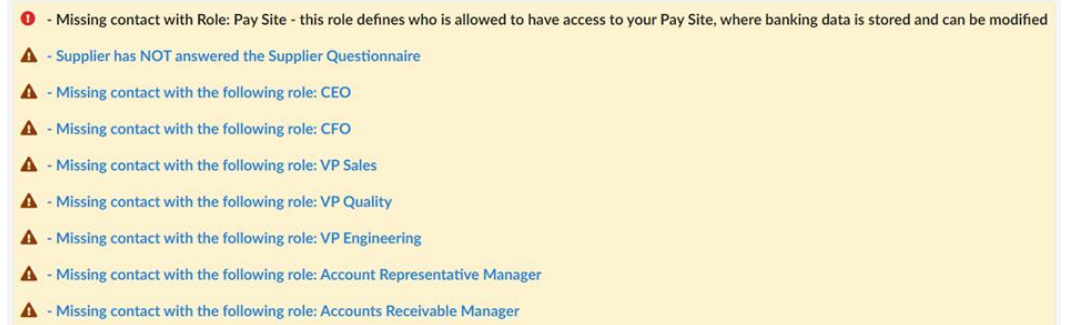
## Step 11

Click the “Contacts” link in the Sidebar.



## Warning Alert Roles:

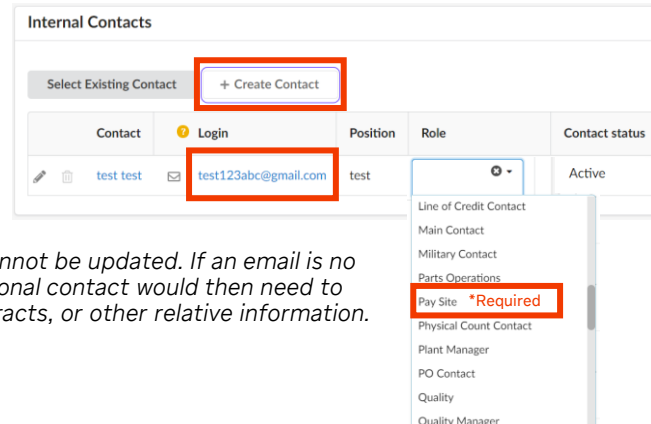
If your company does not have these roles, please assign to the contact that would best be able to answer these types of questions.



## Step 12

You will see your contact information and you can add other members in your company to your “Internal Contacts” by clicking “+ Create Contact”, enter the information (including “Position” and “Role”), and press “Save & Close”.

- Click the envelope icon ONLY one time to trigger created user contact invitation, you will see their email appear for the “login”.
- Please ensure to add a contact with the role of “Pay Site” that will be accountable for your Banking and Payment Information.
- Each contact is allowed multiple role assignments.
  - At minimum 1 contact phone number should be entered.
  - Each contact must have a different email address.
  - Each contact is allowed multiple role assignments.
- **Please note:** a supplier’s email is tied to their user ID therefore cannot be updated. If an email is no longer valid, a new contact will need to be created. Your International contact would then need to update the contact for access to previous documents, RFx, contracts, or other relative information.



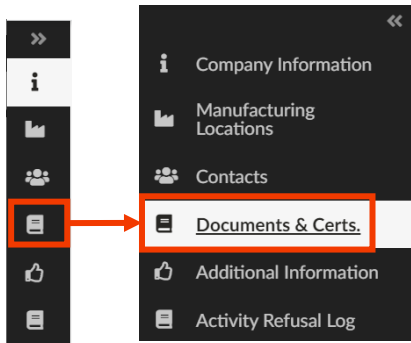
## Supplier Contact Management


A screenshot of the 'Supplier Contact Management' form. The 'Save & Close' button is highlighted in red. The form has several sections: Identity (Title, First Name, Last Name, Email, Position, List of languages), Login (Login field), Contact Status (Active), Azure AD SSO Status (No SSO Access), Contact ID, Phone (Main Phone, Business Phone, Cell Phone, Fax), and Photo (Add a picture). The 'Main Phone' field is highlighted with a red box.

# NEW SUPPLIERS REGISTRATION

## Step 13


Click the “Documents & Certs” link in the Sidebar.



 - Missing Mandatory Document(s)

## Please Note:

All documents uploaded will be reviewed by International. After the review, this alert message will disappear.

 - Pending Approval on Mandatory Document(s)

## Step 14

Upload any Supplier/International “Legal Documents”, Supplier “Certifications”, and any “Other Documents”.

- Please note: a “Non-Disclosure Agreement” (NDA) signed by both your company and an International representative is mandatory to do business with International.
- If you do not have one that is signed by both companies, your International contact will need to start the process within the portal for you.

A screenshot of the 'Legal Documents' section in a web portal. It features a table with columns: Att., Document Type, Document Name, Begin Date, Expiration Date, Owner, Status, and Valid. A single record is shown with 'Non-Disclosure Agreement' in the Document Name column, highlighted with a red box. Below the table is a '1 Record(s)' summary. Underneath are sections for 'Certifications' and 'Other Documents', each with an 'Add' button and a '0 Record(s)' summary.



# NEW SUPPLIERS REGISTRATION

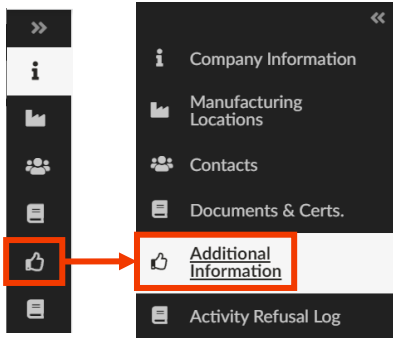


## Please Note:

After you have completed all 3 questionnaires make sure the answer to the first question has been updated appropriately.

### Step 15

Click the “Additional Information” link in the Sidebar.



### Step 16

Complete the “Additional Information” on the left side, as well as “Opt-In” or “Opt-Out” of the “International Early Payment Program”.

- Supplier has NOT answered the Supplier Questionnaire

### Step 17

Ensure you have completed the Onboarding “Questionnaires” (see slide 44) .

**Additional Information**

Have you completed the mandatory onboarding questionnaires? \*

Have you read the T&C? \*

Regions Served definitions

Supplier Commodities

Comment (Supplier)

Is your company Public or Private? \*

Is your company Union or Non-union? \*

Company Headcount

Supplier Diversity Information

How do I know if I am a Diverse Supplier? [Click here.](#)

If you are a diverse supplier, please register [here.](#)

For the Small Business Size Standards NAICS Table, [click here.](#)

Is your company a Small Business? \*

Is your company a Small Disadvantaged Business? \*

Is your company Woman Owned? \*

Is your company Minority Owned? \*

Is your company HubZone certified? \*

Is your company Veteran Owned? \*

Is your company Service Disabled Veteran Owned? \*

**International Early Payment Program**

International is pleased to announce that it has partnered with C2FO, a global leader in working capital solutions, to deliver the International Early Payment Program, which provides the option to receive early payment on your International invoices.

What this means for you  
The International Early Payment Program is simple and provides many advantages, such as:  
Access to cash flow when you need it  
No changes to existing payment terms  
No maintenance fees or paperwork to complete  
Flexible use (use it as often or as little as you want)

How it works  
Through the C2FO platform, you can make an offer on your outstanding invoices, which allows you the option to receive early payment on these invoices. If your offer is accepted, the early payment will be initiated on the next applicable scheduled payment run. You will receive this payment through your current payment method.

The program allows you to determine which invoices, from one to all, to offer a discount and the amount of the discount, keeping you in control of the working capital in your accounts receivable.

How to get started  
To learn more about the program and activate your account, please visit [navistar.c2fo.com](#). After you activate your account, a C2FO representative will follow up to answer questions and help you get started with the platform. If you are already registered on C2FO, the platform will have an option for you to add International to your account. After you add International to your account, you will be able to review International invoices.

Please note that participation in this program is entirely voluntary. If you would like to opt-out of information sharing between International and C2FO, follow instructions in this link.

The program will currently cover all suppliers paid in USD with exception of entities paid via Mexico operations. For any questions regarding the program and its working please email [Navistar@C2FO.com](mailto:Navistar@C2FO.com).

Are you planning to Opt-In or Opt-Out through the C2FO platform?

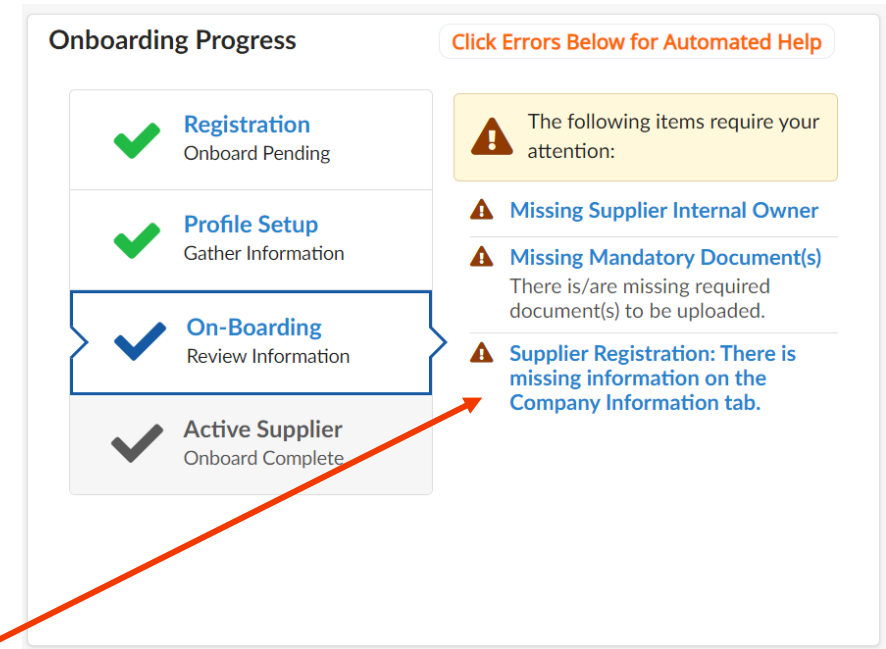
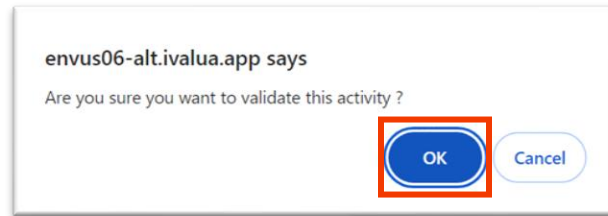
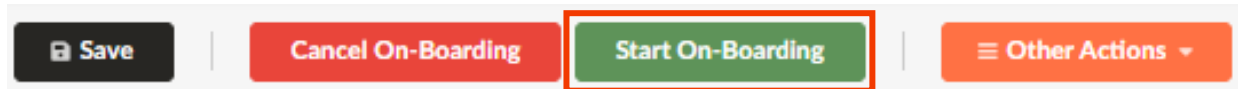
**Questionnaires**

0 Record(s)

# NEW SUPPLIERS REGISTRATION

## Step 18:

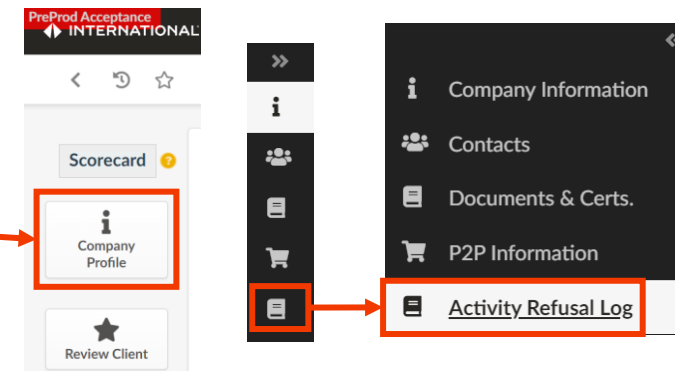
- Once the “Questionnaires” & Mandatory information have been completed, click “Start On-Boarding”.
- A popup message will appear
  - Click “OK” if you are ready to send the information back to International for review
  - Click “Cancel” if you need to edit further details
  - If there are error messages, update the information and click “Save” again
- Click “Start On-Boarding”



## Please Note:

### Remaining Warning Alerts:

- These are displayed for your awareness and will be resolved by International.
  - Once completed these will no longer display.
- If your Registration is rejected, you can find the reason why by clicking on “Company Profile” and review in the “Activity Refusal Log”.



# NEW SUPPLIERS REGISTRATION





## Next Steps

- You will **not** be able to participate in any RFx events without updating this information.
- Your Supplier Profile will be sent to International Procurement to Review
- Once your profile has been “Approved”, International Procurement Team will create your “Supplier Site” profile(s) and activate your “Supplier HQ”

## Please Note:

During your approval process for On-Boarding your supplier HQ your pay site contact will receive notification to “Finalize the Profile” on your Supplier Site(s). When this occurs refer to Procure to Pay (P2P) **Slide 28** for more information.

### Onboarding Progress

|   |  |
|---|--|
|    | <b>Registration</b><br>Onboard Pending     |
|    | <b>Profile Setup</b><br>Gather Information |
|    | <b>On-Boarding</b><br>Review Information   |
|  | <b>Active Supplier</b><br>Onboard Complete |

### Subject

International - Supplier Activation (v2) [Old] / Your action is expected for : Finalize the Profile

### Message

Dear Test User,  
Please note that you have a new validation to do :  
**Workflow** : International - Supplier Activation (v2) [Old]  
**Step** : Finalize the Profile  
**Reference** : SUP077824 (Training Test Site (UNITED STATES))  
**Access link** : [/buyer/navistar/prepevol10/ws45z/page.aspx/en/sup/supplier\\_manage/77824](/buyer/navistar/prepevol10/ws45z/page.aspx/en/sup/supplier_manage/77824)  
Regards,  
Webmaster

This is an automatically generated e-mail, please do not reply

# THANK YOU