

Navistar
Supplier Information Form - Indirect (301-B)
Instructions and Definitions

For New Suppliers all fields are required

Section 1 – Supplier Information

Supplier Status: Select radio button for New or Revise

If revising Pay/Remit to Address, attached request on supplier company letterhead or invoice with new address.

Supplier Name: Enter the corporate name that it is registered under the applicable government agency

Supplier Number: Identification number given to supplier by Navistar

Supplier Division: Additional company name or dba (doing business as)

Supplier Address: Supplier designated postal address

Tax/Registered ID Number: A U.S. Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number (SSN) is issued by the SSA whereas all other TINs are issued by the IRS.

Taxpayer Identification Numbers

- Social Security Number "SSN"
- Employer Identification Number "EIN"
- Individual Taxpayer Identification Number "ITIN"
- Taxpayer Identification Number for Pending U.S. Adoptions "ATIN"
- Preparer Taxpayer Identification Number "PTIN"

Harmonized Sales Tax (HST): A consumption tax in Canada. It is used in provinces where both the federal Goods and Services Tax (GST) and the regional Provincial Sales Tax (PST) have been combined into a single value added sales tax.

Registro Federal de Contribuyentes (RFC): A Federal Taxpayer Registry required for Mexican entities.

W-9: Form required for all suppliers operating in the United State even if they are owned by a foreign company. The form can be found at link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

W-8BEN: Form required from foreign suppliers who are providing services within the United States. The W8-BEN Form (original - no copies or fax) is completed by the supplier and returned to Navistar (individual requesting the new supplier setup). The form is found at the following link: <http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

SBU Risk Assessment: The [SBU Risk Assessment](#) should be completed by the Navistar businessperson with greatest knowledge of the proposed supplier and its goods or services to be provided. Please complete the form as thoroughly as possible to ensure a prompt review. Even if the answer to a question is “No, N/A or None” please make sure you say that. If a question is left blank or unanswered, it will require a follow up by Navistar’s review team which may delay the review process. The responses will be analyzed to determine the risk, if any, that Navistar will be undertaking by entering into a business relationship with the proposed supplier. Once the review is completed, the Navistar businessperson will be contacted to let them know that no further action is required or that further due diligence is required.

Send the completed SBU Risk Assessment to anticorruption@navistar.com

Supplier DUNS Number:

The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by the company Dun & Bradstreet (D&B). Call D&B at 866-705-5711, or via e-mail to govt@dnb.com, if you do not have a DUNS number.

D&B assigns DUNS numbers for each physical location of a business. The process to request a DUNS number takes about 10 minutes. All entities doing business with the U.S. government can receive a DUNS number FREE of charge and, under normal circumstances, within 1-2 business days when using the D&B web form process.

If you already have a DUNS number, a D&B representative will advise you over the phone.

As a result of obtaining a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want your name/entity included on this marketing list, you must contact D&B at the number noted above to request removal.

SIC Code: Standard Industrial Classification (SIC) codes are four digit numerical codes assigned by the U.S. government to business establishments to identify the primary business of the establishment.

NAICS Code: The North American Industry Classification System (NAICS) is a 2- through 6-digit hierarchical classification system, offering five levels of detail used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Corporate Headquarters Address: Supplier designated street address for the highest parent of a corporate family.

Contact Name: Supplier named Representative

Title: Title of supplier named Representative

Telephone Number: Telephone number of supplier named Representative

Email Address: Email address of supplier named Representative

Section 2 – Supplier Type

If you are a diverse supplier register at navistar.com/supplierdiversityportal

Section 3 – Additional Addresses

Payment/Remit to Address: Supplier designated postal or street address for payments to be received

Street Address: Supplier designated postal address

Payment Terms: If payment terms have been negotiated for less than Net 60, Requestor must attach documentation as required by Purchasing Policy 401 or attach approved Services Agreement Request for Approval (204-B).

If The 'Remit To' Address Is Outside The United States, Canada, Or Mexico, Supplier Must Submit The Navistar Supplier Banking Information Form (301-C) And A Supplier Letter On Company Letterhead Requesting ACH / Wire Transfer Transactions Must Be Signed By The Supplier And Included With This Form. Please request the 301-C form from your Navistar contact.

Purchase Order Receipt Address: Supplier designated postal or street address where purchase orders are to be sent.

Purchase Order Dispatch Receipt Email: Supplier designated email address where purchase orders will be sent

Ship From Address: Supplier designated address products are shipped

Return Product Address: Supplier designated street address where product is returned

Section 4 – Navistar Requestor

THIS SECTION MUST BE COMPLETED BY THE NAVISTAR REQUESTOR

ALL FIELDS ARE REQUIRED

Name of Requestor: Name of Navistar employee that is requesting the new supplier information form

Title: Title of Navistar Requestor

Telephone Number: Telephone number of Navistar Requestor

Email Address: Email address of Navistar Requestor

Category Code: Classification for defining products or services being purchased

Projected Annual Spend: Amount of products/services the Navistar Requestor anticipates spending with the designated supplier

Product/Service being Purchased: Designated product/service that Navistar Requestor is purchasing

Payment Terms: Indicate if payment terms are to be set up as stretch or non-stretch

Agreement in Place to Govern the Purchase: (MUST ATTACH DOCUMENTATION)

(Examples include Master Service Agreements, Terms & Conditions)

Competitive Bid Conducted: (PER NAVISTAR PURCHASING POLICY)

Yes: Competitive bid documentation must be attached

No: Sole Source documentation must be attached, unless under \$10,000

NAVISTAR

Supplier Information Form – Indirect (301-B)

New Suppliers all fields are required
Revisions to existing suppliers complete applicable fields

Send completed forms to dataentry.supplier@accenture.com

Section 1
Supplier Information

Supplier Status **New** **Revise** Reason for Revision *:

*If revising Pay/Remit to Address, attach supplier request on supplier company letterhead or invoice with new address.

Supplier Name: _____ Supplier Number: _____

Supplier Division: _____

Supplier Address: _____ Suite Number: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Tax/Registered ID Number: _____

HST ID (Harmonized Sales Tax *Canada Only*): _____

RFC ID (Registro Federal de Contribuyentes *Mexico Only*): _____

Companies registered in the United States attach W-9

Companies registered in the United States: Will services ever be provided outside of the United States? Yes (Complete [SBU Risk Assessment](#)) No

Companies registered outside of the United States: Is the service being provided in the United States? Yes (Attach W-8BEN) No (Complete [SBU Risk Assessment](#))

Are goods provided, acquired, or manufactured outside of the United States? Yes (Complete [SBU Risk Assessment](#)) No

Supplier DUNS Number: _____

SIC Code: _____ NAICS Code: _____

Corporate Headquarters Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Contact Name: _____ Title: _____

Telephone Number: _____ Email Address: _____

Section 2 Supplier Type	If you are a diverse supplier register at navistar.com/supplierdiversityportal	
	Section 3 Additional Addresses	Payment/Remit to Address
Purchase Order Receipt Address		Street Address: _____ Suite Number: _____ City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____ Purchase Order Dispatch Receipt Email: (required) _____ (This is the email where purchase orders will be sent)
Ship from Address		ADDRESS FROM WHERE YOUR PRODUCTS ARE SHIPPED (If applicable) Street Address: _____ Suite Number: _____ City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____
Return Product Address		ADDRESS WHERE NAVISTAR SHOULD RETURN PRODUCT (If applicable) Street Address: _____ Suite Number: _____ City: _____ State/Province: _____ Zip/Postal Code: _____ Country: _____

Internal Use Only – All fields required

**Section 4
To be completed by Navistar Requestor**

Name of Requestor: _____ Title: _____

Telephone Number: _____ Email Address: _____

Category Code: _____

Projected Annual Spend: _____

Product/Service being Purchased: _____

Payment terms: Stretch Non-Stretch

Agreement in Place to Govern the Purchase?

Yes (MUST ATTACH DOCUMENTATION)

No

Comments:

Competitive Bid Conducted:

Yes (MUST ATTACH COMPETITIVE BID DOCUMENTATION)

No (MUST ATTACH SOLE SOURCE DOCUMENTATION IF OVER \$10,000)