

To: Navistar Suppliers providing Indirect (non-production) Goods and Services, including Prototype Parts, to our Engineering organization

From: Persio V. Lisboa, VP and Chief Procurement Officer

Navistar is upgrading its systems and processes for purchase orders (PO) and for invoice payments, beginning in early November 2011 with Engineering's indirect goods and services.

Note: These changes do not impact the EDI process or systems for production or aftermarket service parts (also known as "direct") parts.

You are receiving this message because you have been identified as an information contact for your company. If you are not the right person to manage the requested changes for your company, please identify the appropriate contact and forward this email to them, copying our mailbox: SupplierEnablement@navistar.com.

Communication with our suppliers is important to ensure a smooth supply chain process. Therefore, Navistar requires that all indirect suppliers adhere to the following three (3) key requirements to facilitate the business transactions between our two organizations:

1. **Ordering email address**: Navistar's new electronic dispatching process will send indirect POs to one email address per location where our orders are received. Should your internal processes require POs to be routed to multiple people within your organization, this will need to be managed internally by your company.
2. **Packing slips**: All packages for indirect goods must contain a packing slip with the following mandatory information:
 - o Navistar PO number, in its entirety, exactly as submitted on the PO;
 - o If more than one package is included in a shipment, each package must have its own packing slip specific to the package's contents. The packing slips must be numbered to indicate that multiple packages are included in the shipment (e.g., 1 of 3, 2 of 3, 3 of 3);
 - o Ship-to and delivery information exactly as listed on the PO; and
 - o Item description, item number or part number, per the PO along with quantity shipped.
3. **Invoice information**: Send invoices to Navistar's Accounting Center at **Navistar, Inc., Caller Service 59007, Knoxville, TN 37950-9007**. All invoices must contain the following information:
 - o Navistar PO number, in its entirety, must be referenced on the face of the invoice; and
 - o PO units of measure and prices must match the invoiced units of measure and prices.

Failure to comply with the above invoice directions will result in **invoices being returned to you**. To avoid delay in payment, it is critical that any discrepancies be communicated to the buyer before the invoice is issued. If changes are required, Navistar will issue a revised PO.

To ensure that Navistar has the correct information for submitting indirect POs, please do the following:

- Access our [Supplier Form](#) (301-B) to submit the necessary information requested per #1 noted above;
- Complete the form on-line and save it to a PDF using your official company name as the title; and
- Email the completed PDF document to SupplierEnablement@navistar.com.

Please complete this form by Wednesday, October 5, 2011. Additional communications will provide more details as our go-live date approaches. If you have any questions, please reply to SupplierEnablement@navistar.com or contact Nirnanjan Venkatesan at 630/753-5828. We look forward to receiving your information and appreciate your support for this important project. Thank you.