



INTERNATIONAL

International Motors LLC*

2701 International Drive, Lisle, IL 60532

To: Suppliers with International Motors-owned tools

Re: International Motors Enhanced Supplier Based Tooling Management System.
The following guidelines pertain to all International Motors Tooling Purchase Orders.

Tooling purchase orders are issued from our Supplier Based Tooling group located in Lisle, IL.

Suppliers are responsible for the tracking and maintenance of International Motors-owned tooling, with periodic audits of tools and their respective locations performed at tiered locations. Asset tags are required, and evidence must be provided as to whether the tools are properly tagged. Tools must have approval from an International Tooling Manager.

- **All tooling invoices and supporting documentation must be submitted as a complete package via email to SBTAPSCAN@international.com**

Invoice packages should be submitted by the following medium

(File Size Limitations – Maximum # of Pages {per attachment} 20 – Maximum size {w/ attachments}: 10 megabytes)

- **Email – Only Method**

TAR or TIM form must be submitted in Excel format as provided.

All other documents should be in PDF or JPEG format

Submit one electronic file containing all documents

Email Address: SBTAPSCAN@international.com

All invoices should include:

- Complete PO number (09900-xxxxxxxxxx) on the invoice
- Each invoice line item should detail specific PO line-item number (applicable to each tool/payment combination)
- Description of the tooling for each line item
- Delivered part number(s) and the tooling tag number
- Only information from a single PO (**DO NOT combine multiple POs on one invoice**)
- Copy of International's PO that was issued

Required supporting documentation for final payment or SINGLE pay invoice includes:

- Copy of International's PO that was issued
- Fully approved Part Submission Warrant (PSW) document
- Tooling Acceptance Report (TAR or TIM document) completed for all purchased tooling which can be found on the Supplier Website www.navistarsupplier.com. **This includes any other related documents.**
- Two (2) pictures per tool: The first showing a readable close-up of the tagging information which should have: Property of International and the Tag Number from the P.O. (which looks like TL XXXXXXXX). This information needs to be permanently affixed to each tool. Any permanent metal tag can be used as long it states "Property of International" or the information can be machined, etched, scribed, stamped, etc., directly into the tool. The second picture should show the overall tool and special features.

Additional details for Photo and Tag Criteria see next page

Photo Criteria:

- The International requirement is: (2 pictures of each tool)
- 1) Close up of the tag, showing “Property of International” and Tag Number or same info stamped or engraved in tool (Numbers must be readable and a close-up of the tag in the photo)
- 2) Picture of the overall tool plus any side views showing attachments, connections, or special features.
- Picture file naming convention: TL0000386_1 (for the tag) TL0000386_2 (for the Tool)
- Ideal picture of tool: Open tool position with associated piece part, also showing International Tool Tag Number.
- Tool Tag Number:
- Tag must be permanently attached to the tool. If space does not allow or tool manufacturing conditions are not suitable for a tag, then stamp or engrave tool number on the tool itself.
- Tag or tool must state “Property of International” and have the assigned Tag Number from the P.O.
- The International tooling tag does not have to be used in all cases.
- Any permanent metal tag can be used, or the information can be machined, etched, scribed, stamped, etc., directly into the tool.