SUPPLIER COLLABORATION PORTAL TRAINING

October 2024

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

TABLE OF CONTENTS

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 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 *

Login

Lost your password?

Connect with SSO

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

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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Continue   Print

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.*

PreProd Acceptance
INTERNATIONAL   General Info.   Performance   Sourcing   Contracts   Items   ? Walk Me Through   🔔   👤   Name ▼   (HQ - undefined -   Smoke Test) ▼

< 🕐 ☆   **Supplier Portal**   🔍 Search

ℹ️ ****Attention Navistar Suppliers****
The customer service email addresses change to system generated reply as early as January 22, 2024: CEPCustomerService@Navistar.com, ProductionCustomerService@N... ...SPCustomerService@Navistar.com, NPPI@Navistar.com. Replies will be sent from ServiceNow@servicemanage... ...vistar.com.
Prepare now to receive email from ServiceNow@servicemanagement.navistar.com. All new requests shou... ...be sent to the original customer service email address.

Scorecard ❓

ℹ️ **Company Profile**

⭐ **Review Client**

Announcement

Welcome to the International Supplier Collaboration Portal

For access to other International applications, please click below:

T A D A ✓ **(x)matters**
Beyond data.

To request an NSCV (TADA) Account click here.

New form to request training or retraining on NSCV (TADA) is now available when you click here.

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...

Onboarding Progress   **Click Errors Below for Automated Help**

✔️ **Registration** Onboard Pending

✔️ **Profile Setup** Gather Information

✔️ **On-Boarding** Review Information

✔️ **Active Supplier** Onboard Complete

⚠️ The following items require your attention:

🚫 **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** Applicable only to Supplier Record - Head Office

⚠️ **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**

Validations   See 2 results

Process	Object	Action	Due date
International - NDA Document Workflow (v4) [New]	Test - test	Supplier Approval	
International - Document Workflow_New	Test Document Comments Visibility - Test Contract Text	Supplier Approval	

④ RFP in Progress

Performance Scoring

Extranet - Scoring

No data was found. Try changing the filter criteria.

Spend Analysis

Spend Analysis

Cube is not available. Process the following cubes buyer_default or contact an administrator.

Supplier X | S | P Code Addresses ℹ️   See 6 results

Supplier Name	PeopleSoft Supplier ID	Address Line 1	Address Line 2	City	State ℹ️	Zip Code	Country

All of your addresses will display here

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"**
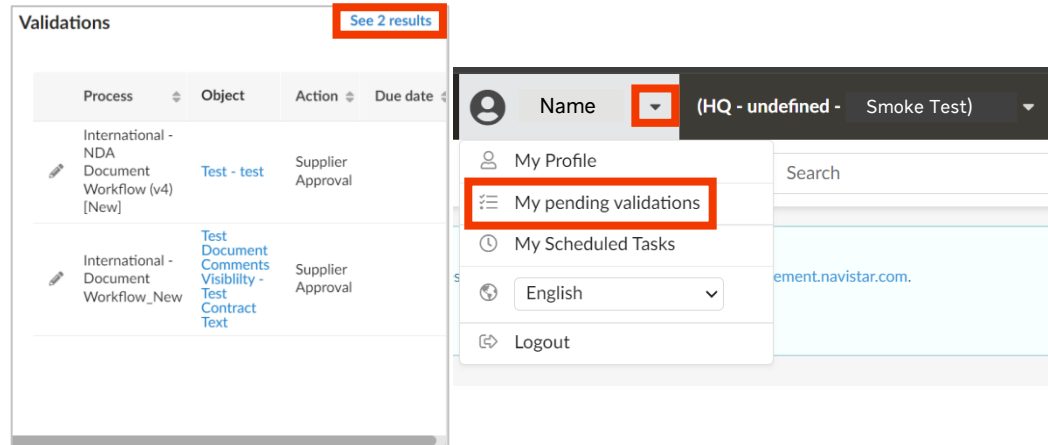

Updating Your Password

- 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*
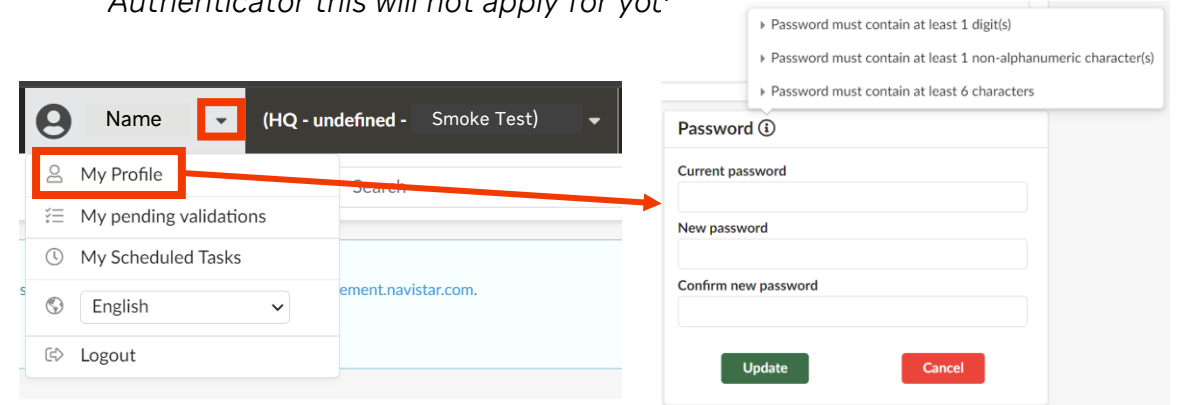
Customize Your Column Settings

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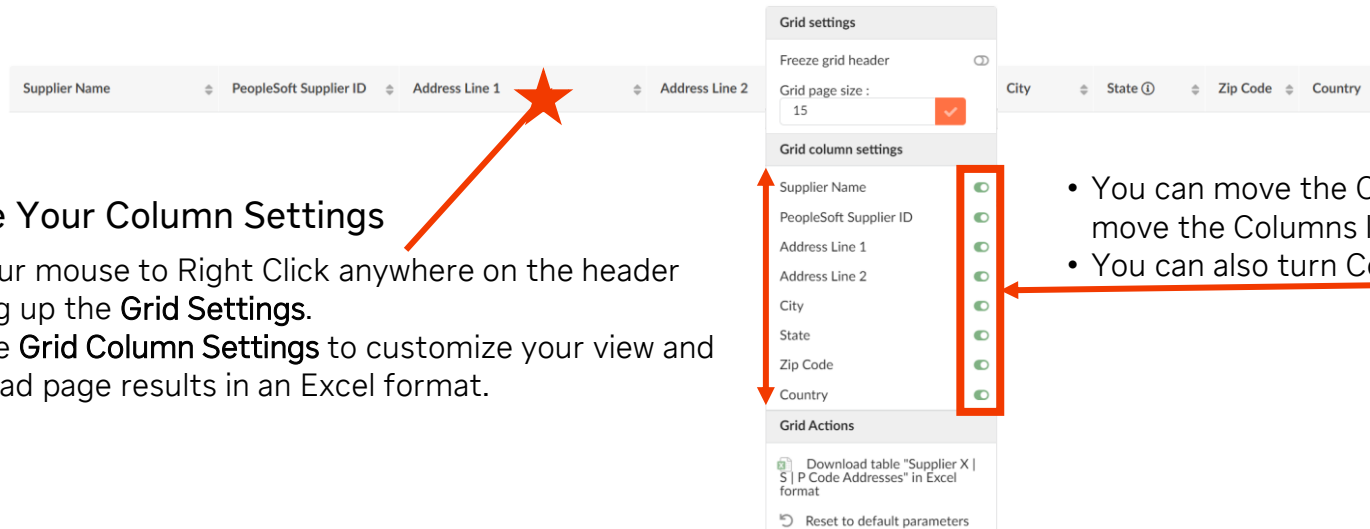
- You can move the Columns up or down in the list to move the Columns left and right in the header.
- You can also turn Columns on or off.

NAVIGATION
PROFILES

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.

Name

(HQ - undefined - Smoke Test)

HQ – undefined – Smoke Test

Site – undefined – Smoke Test
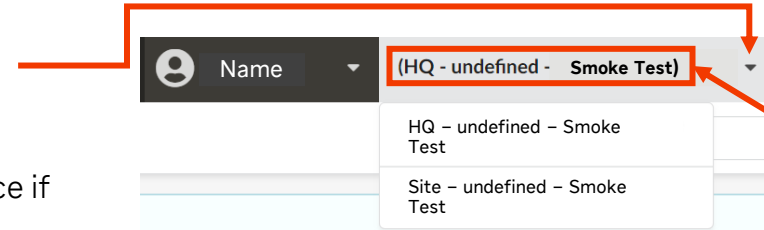
TIP:
The dropdown in the black bar shows the profiles you have access to. The one listed with the black background indicates which profile you are currently viewing.

Save & Close   Save   ≡ Other Actions ▾

Supplier Overview
Company Information
Manufacturing Locations
Contacts
Documents & Certs.
Additional Information
Sub-Tier Network
Activity
Performance
Change Log
Workflow

Change request

Created on	Requester	Reason	System Status	Modified on	Approver ⓘ
1/1/2020	Name	Change Request Reason	Initialized	1/1/2020	

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.

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

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⚠️ - 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.

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.

🚫 - 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

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.

Internal Contacts

	Select Existing Contact	+ Create Contact			
	Contact	Login	Position	Role	Contact status
✏ 🗑	test test	✉ test123abc@gmail.com	test	⊗ ▾	Active
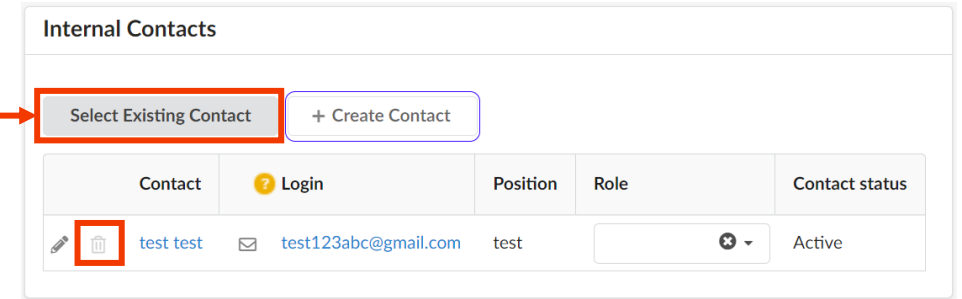
Please Note:

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

Close

Keywords	Supplier		
		🔍 Search	Reset

		Position	Main Phone	Cell Phone	Email
☑	📇	S2Ctesting Dummy			DummyS2Ctesting@gmail.com
☑	📇	a a	a		jeff99@jmayhugh.com
☐	📇	Alshantout Ahmad	CEO	6475703483	abousama1@gmail.com
☑	📇	French Jessica A	System Analyst Sr	000-000-0000	navistarsmoketest@gmail.com
☑	📇	Last First	test	000-000-0000	ScottTesting@gmail.com
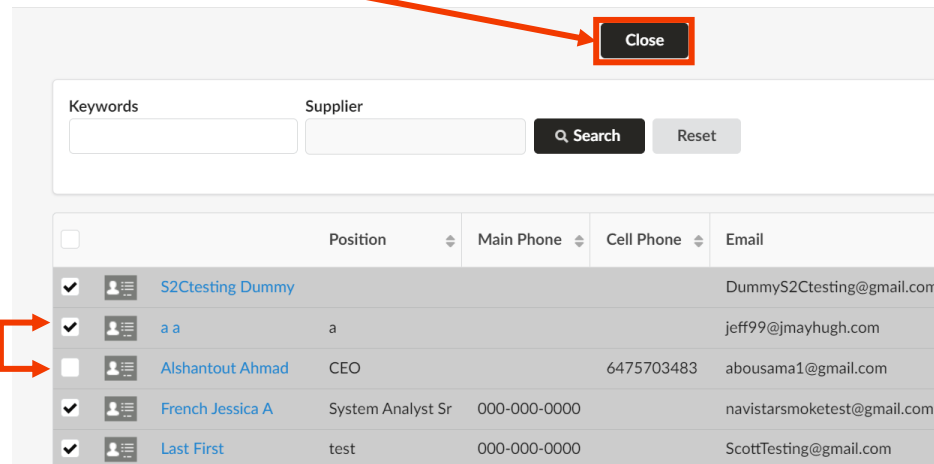
PROFILE UPDATES
ACTIVE SUPPLIERS

Step 7

Click the "Documents & Certs" link in the Sidebar.
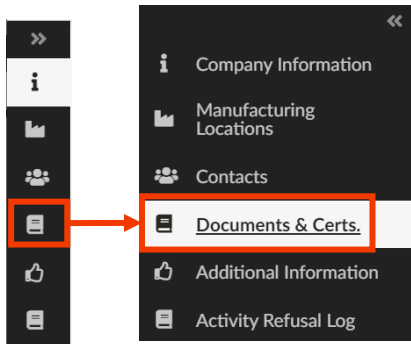
⚠ - Missing Mandatory Document(s)

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.

PROFILE UPDATES
ACTIVE SUPPLIERS

Step 9

At the top of the page, click "**Request Information Change**"

| Save | ☰ Answer Questionnaire ▾ | 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 10

Click "**OK**"

envus06-alt.ivalua.app says

You are starting a Change Request to update your company info. You can only have ONE in process at a time. Continuing with this request will hide the button to initiate a new request until this one is complete. Do you want to proceed?

OK   Cancel
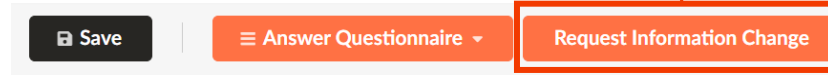
Step 11

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

- Update the information in your "Profile" shown in the next slides.

| Save | Cancel | Submit for Approval |

You have started a Change Request. You can't submit another request until this one is complete. If you DO NOT wish to proceed with this request, you must **CANCEL**. Don't close out of this window

Reason for Change Request

Reason for change request *

Company

General Information

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

Corporate Address

Map   Satellite

ASIA
NORTH   EUROPE

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.

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

Supplier Legal Name*	Does your Country use Tax IDs?*
Company Name [en]	Why are you not able to provide tax information?
Website	Tax ID Type*
Legal Structure	Tax ID Number*
NAICS Code	Site DUNS*
PO Email	Global Ultimate DUNS for Head-Office*
Main Commodity*	Year Founded
Other Commodities	PeopleSoft Supplier ID / 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*

Please Note:

You may enter up to 6 Manufacturing Locations with "DUNS# and Address".
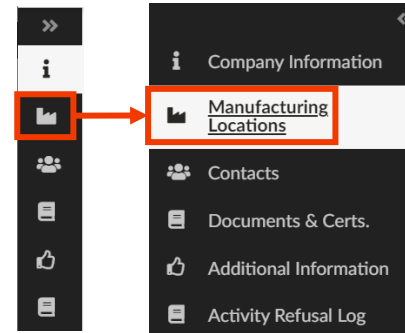
Manage Manufacturing Locations

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

DUNS # *
Address Line 1 *
Address Line 2
Address Line 3
Address Line 4
Zip Code/ Postal Code *   City *
Country *   State/Province *

DUNS #
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Zip Code/ Postal Code   City
Country   State/Province

DUNS #
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Zip Code/ Postal Code   City
Country   State/Province

> Locations DUNS 4
> Location DUNS 5
> Location DUNS 6

PROFILE UPDATES
ACTIVE SUPPLIERS

Step 14

Click the "**Additional Information**" link in the Sidebar.

Company Information
Manufacturing Locations
Contacts
Documents & Certs.
Additional Information
Activity Refusal Log

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**).

Please Note:

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

Additional Information

Have you completed the mandatory onboarding questionnaires? *

Have you read the T&C? *

Regions Served definitions

Supplier Commodities

Comment (Supplier)
en

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? *

Questionnaires

0 Record(s)

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.

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

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".

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.

16/10/2024

PROFILE UPDATES
ACTIVE SUPPLIERS

Step 18

Navigate back to your homepage.
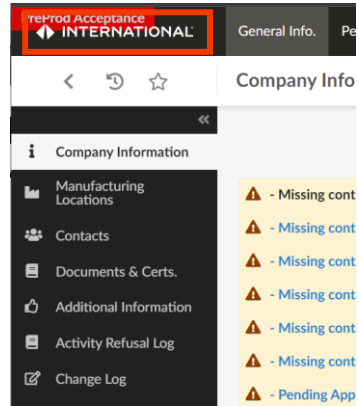
Please Note:

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".

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"

Change request

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

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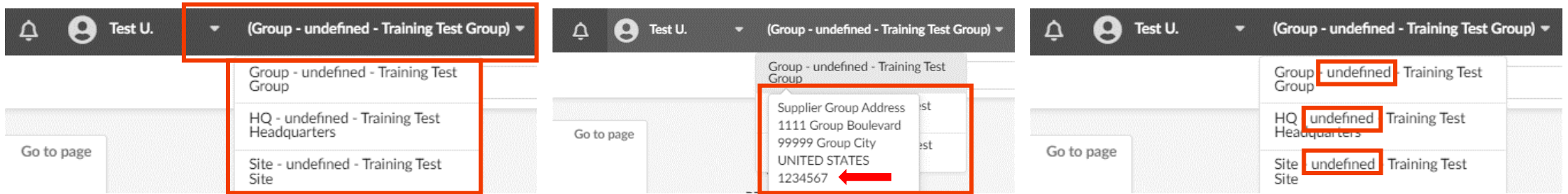
Supplier Site(s) will also have the Location Code.

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

05   PROCURE TO PAY (P2P)

PROCURE TO PAY
LOCATION CODES

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).
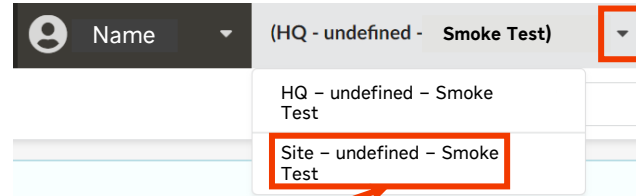
Step 2:

Go to your company profile

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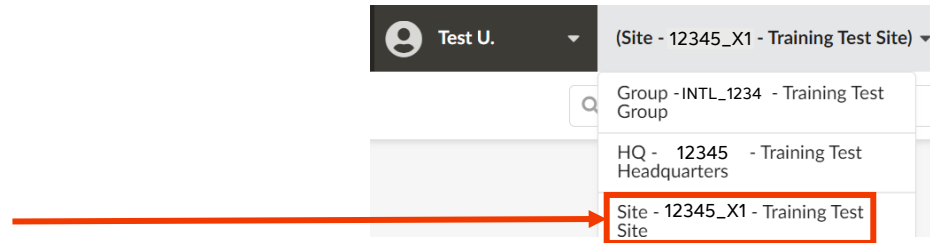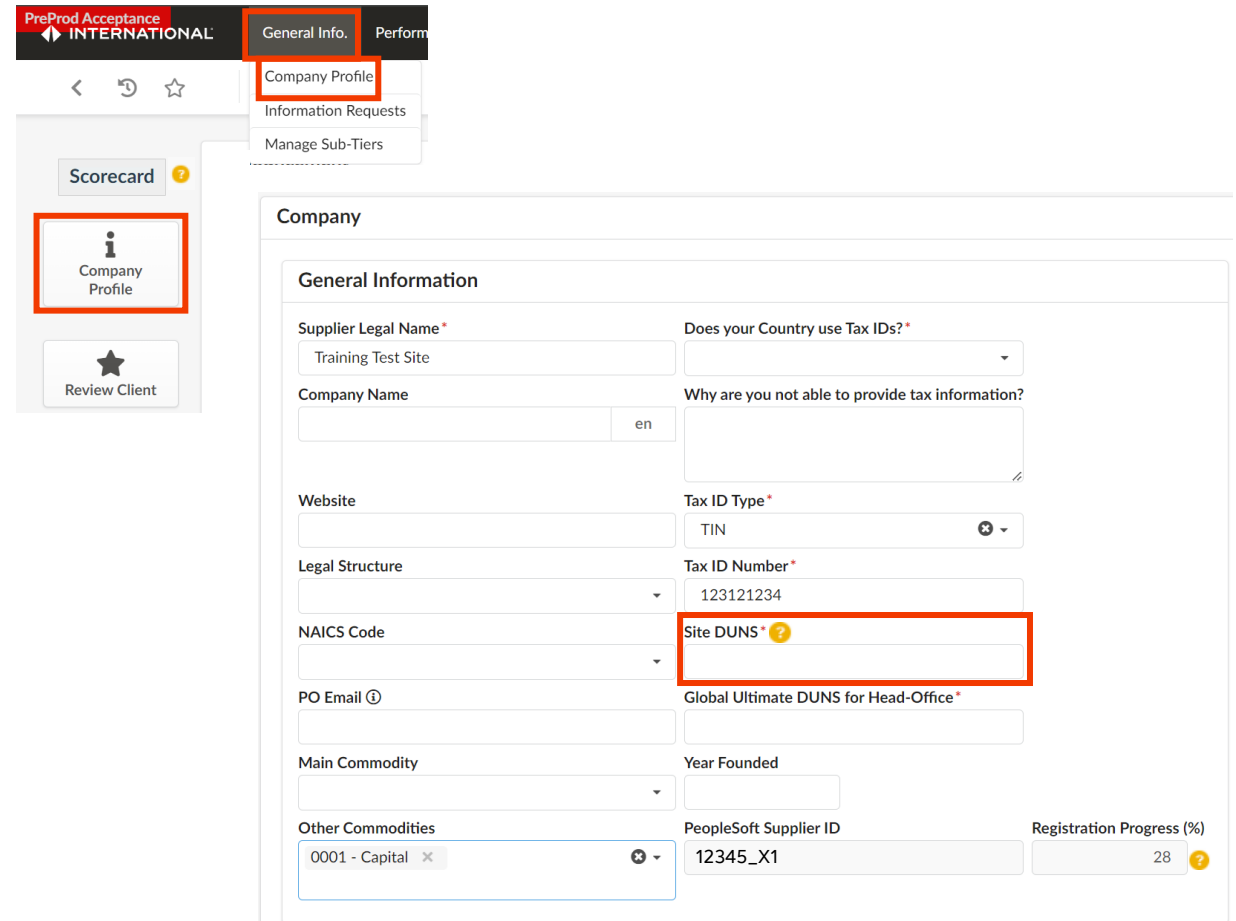- Select "Contacts"
    - Enter any missing required information

TIP:

If your Non-Pay Site profile is already active, you will need to submit a change request to update the existing information.
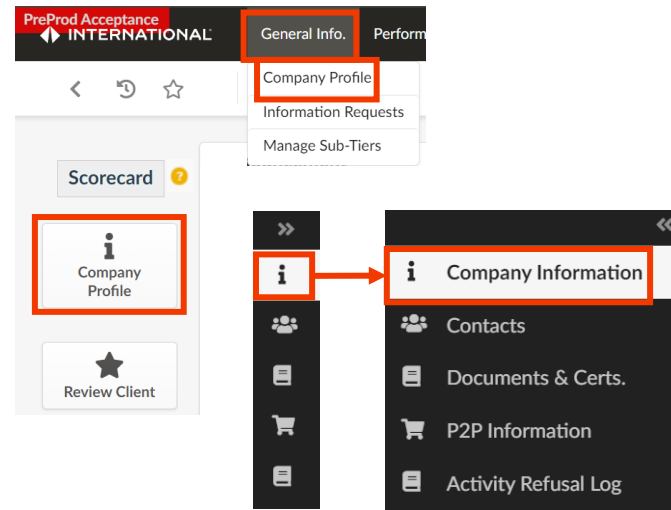
Step 3:

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.
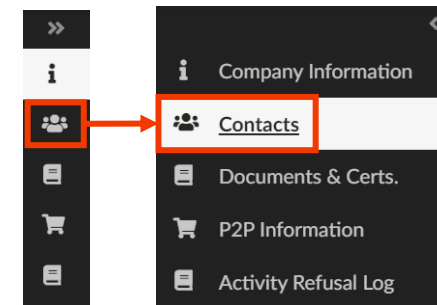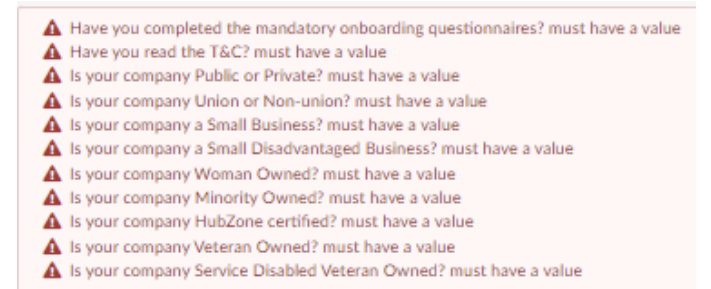
⚠ Have you completed the mandatory onboarding questionnaires? must have a value
⚠ Have you read the T&C? must have a value
⚠ Is your company Public or Private? must have a value
⚠ Is your company Union or Non-union? must have a value
⚠ Is your company a Small Business? must have a value
⚠ Is your company 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

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.
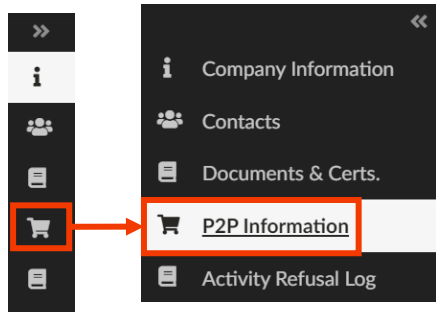
TIP:
- *Your "Payment Address" is your "Remit-To Address"*

Purchasing Information

| > EDI | > Shipping |
| > Packaging | > Other |

Order Address

Payment Address

Ship-from Address

Return Address

Map | Satellite

Sequence #

Address Label

Address Line 1

Search for an address...

Address Line 2

Address Line 3

Address Line 4

Zip Code/ Postal Code   City

Country   State/Province

Sidebar:
- Company Information
- Contacts
- Documents & Certs.
- **P2P Information**
- Activity Refusal Log
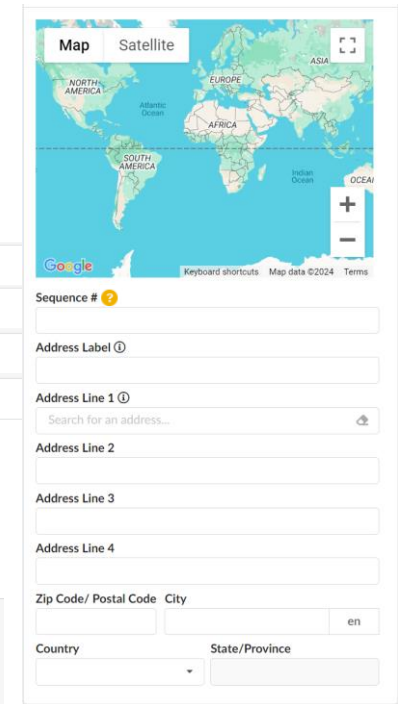
Step 6:

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

Banking Information

Save   Save & Close   Close

Banking Information

Financial Institution

Clearance Agency

BIC Code

Bank Country *

Bank Currency *

☑ 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 ❓

Banking Information

+ Add Banking Information

0 Record(s)

Payment Information

0 Record(s)

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

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
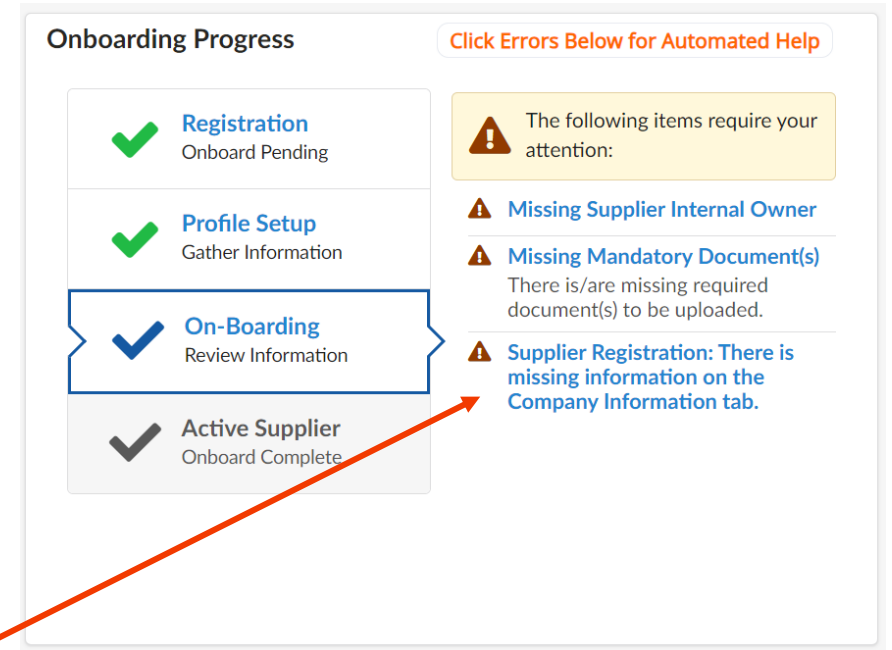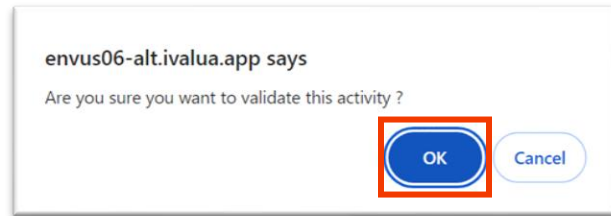
Please Note:

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".
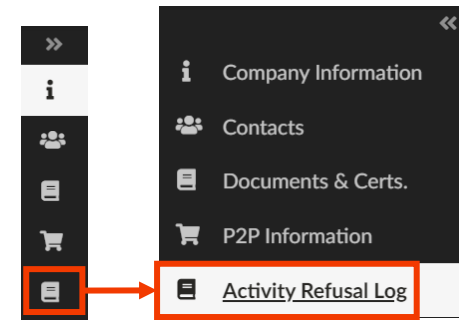
PROCURE TO PAY
NON-PAY SITES

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

— This mailbox can also assist with any support of the system automations.

— If you have any TADA questions:

— Email NSCVHelp@Navistar.com

— If you have any Scorecard questions:

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

HELPFUL INFO

— 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.
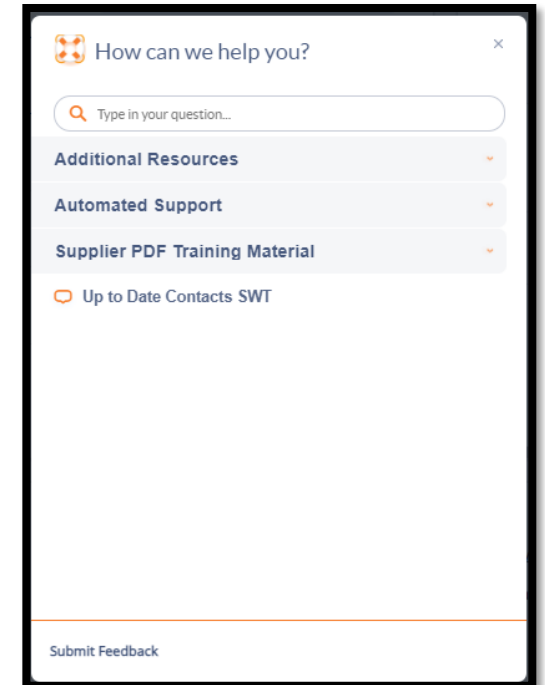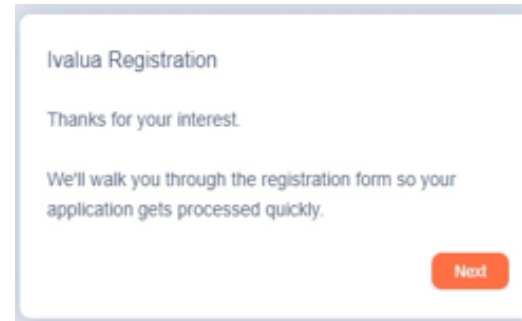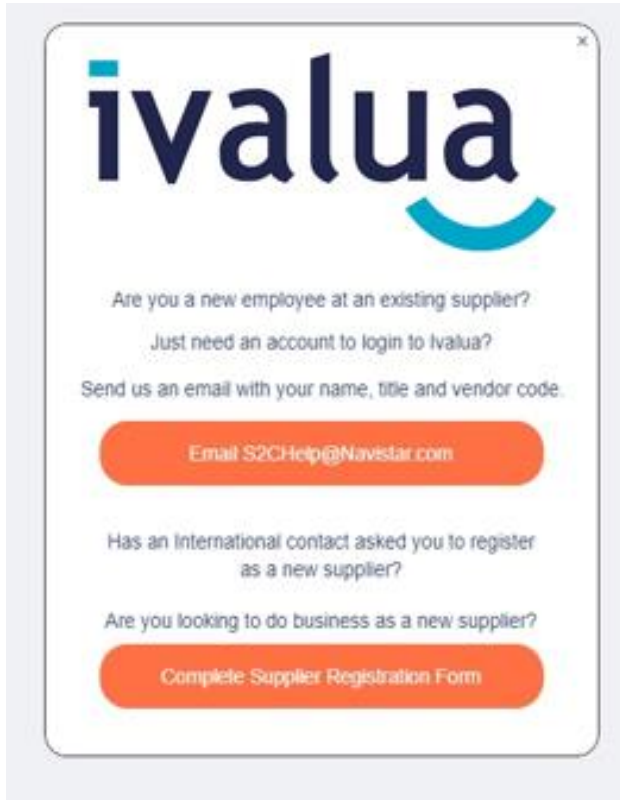
07 NEW SUPPLIER REGISTRATION

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. 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.

ivalua

Are you a new employee at an existing supplier?

Just need an account to login to Ivalua?

Send us an email with your name, title and vendor code.

Email S2CHelp@Navistar.com

Has an International contact asked you to register as a new supplier?

Are you looking to do business as a new supplier?

Complete Supplier Registration Form
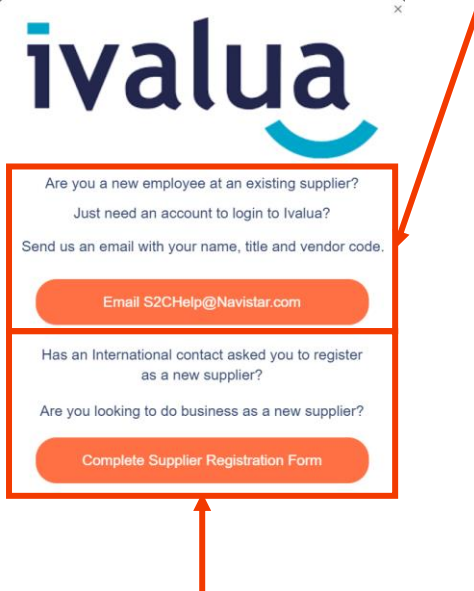
Step 1:

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

- Click on "New Supplier? Register Now"

International's Supplier Collaboration Portal

Welcome to the Group Purchasing Portal.

As part of optimizing procurement processes and supply chain management, our group offers a dedicated tool for collaboration.

As the main tool for exchange between buyer and suppliers, the portal gives you the ability to access the life cycle of e-procurement, from the consultation phase (RFx) through the management of contracts, tooling, and PPAP. It also allows suppliers to update their profile and respond online to requests for proposal.

With this portal you will save time, have greater visibility and increase efficiency for the whole organization.

The International Supplier Management Team

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IDENTIFICATION

Login*

Password*

Login

Lost your password?

Connect with SSO

If you have been enrolled with SSO, you will need to click "Connect with SSO" above.

If you have any issues with access, please email S2CHelp@Navistar.com

If you have any more questions, please reach out to International Help Desk www.navistarsupplier.com

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.

Ivalua Registration

Thanks for your interest.

We'll walk you through the registration form so your application gets processed quickly.

Next

Register   Cancel

Company information

Legal Name*

Company Name   en

Legal Form

PO Email ?

Help us identify your company. It is mandatory to populate at least one of these fields *

Tax ID Type   Tax ID Number

Global Ultimate DUNS for Head-Office   Site DUNS ?

ONLY for NEW suppliers to fill out. Email S2CHelp@navistar.com with questions.

Security Control

ESLA

Retype Characters Here

*

Main Location DUNS

Map   Satellite

Address Label ?

Address Line 1 ?

Search for an address...

Address Line 2

Address Line 3

Address Line 4

Zip Code/ Postal Code   City
                                en

Country*   State/Province

Contact Information

First Name*

Last Name*

Position*   en

Email* ?

Password*

Confirm password*

✔ Passwords should match.
✘ Password must contain at least 1 digit(s)
✘ Password must contain at least 1 non-alphanumeric character(s)
✘ Password must contain at least 6 characters

First time registration ? Please tell us more

Category Manager Referral ⓘ*

Regions Served

Main Commodity*

Other Commodities

NAICS Code ?

Comment

en

NEW SUPPLIERS
REGISTRATION

Step 3:

Fill out the "Security Control". This is **not** case sensitive but **is** sensitive to the number "O" 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.

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".
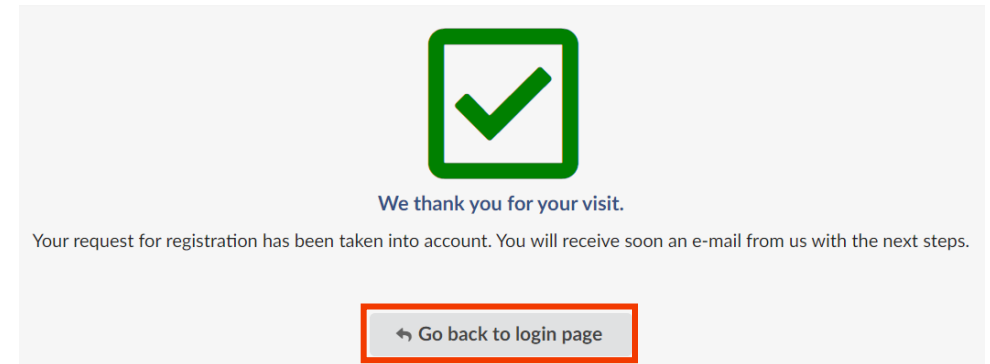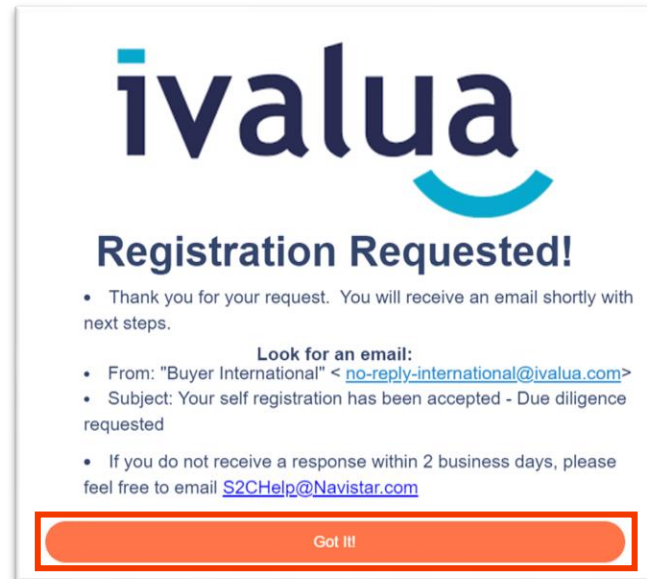
NEW SUPPLIERS
REGISTRATION

Step 5:

Login under "Identification" with your "Login" email and "Password"

- These were what you created while registering.
- Click "Login"

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

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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[Continue] [Print]

NEW SUPPLIERS
REGISTRATION

Step 7:

Click on "Company Profile" or "Registration" to complete your "Company Profile".

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.

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

Supplier Legal Name*	Does your Country use Tax IDs?*
Company Name	Why are you not able to provide tax information?
Website	Tax ID Type*
Legal Structure	Tax ID Number*
NAICS Code	Site DUNS*
PO Email	Global Ultimate DUNS for Head-Office*
Main Commodity*	Year Founded
Other Commodities	PeopleSoft Supplier ID	Registration Progress (%): 35

Supplier Scorecard

Access Supplier Scorecard here

Corporate Address

Map | Satellite

Sequence #

Address Label

Address Line 1

Address Line 2

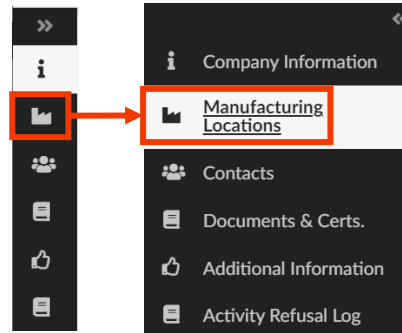Address Line 3

Address Line 4

Zip Code/ Postal Code | City

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*

Please Note:

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

16/10/2024

NEW SUPPLIERS
REGISTRATION

Step 11

Click the "**Contacts**" link in the Sidebar.

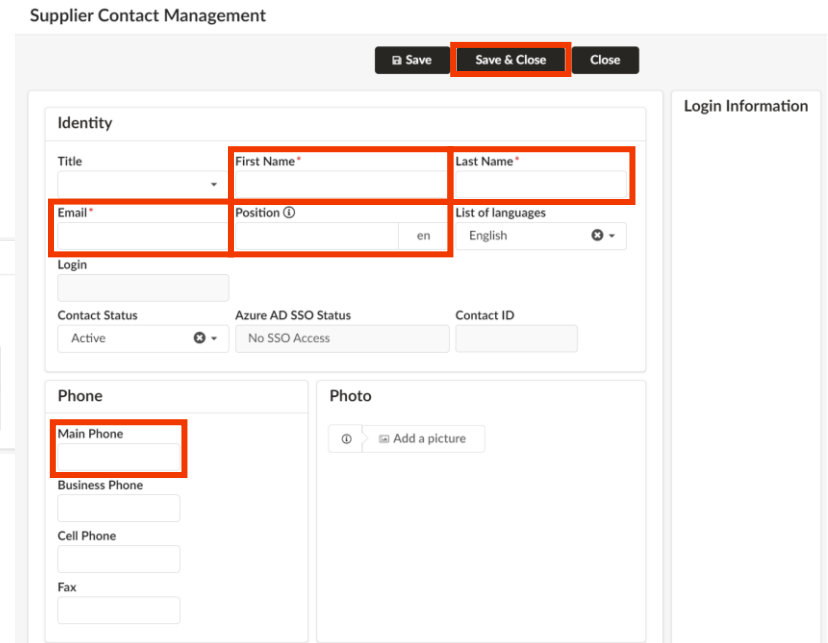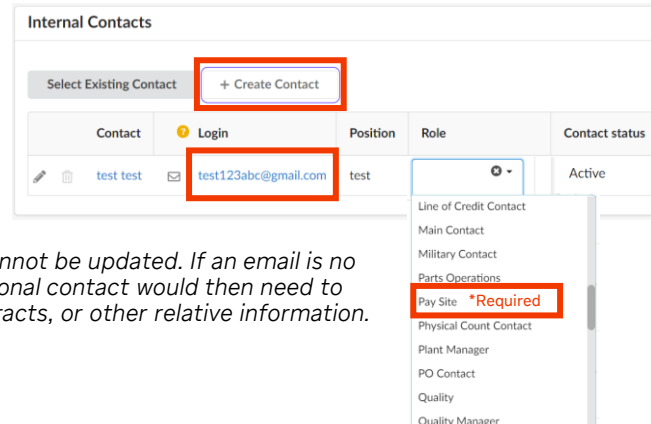|	
i	Company Information
	Manufacturing Locations
👥	**Contacts**
	Documents & Certs.
👍	Additional Information
	Activity Refusal Log

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.

🛇 - 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

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.*

NEW SUPPLIERS
REGISTRATION

Step 13

Click the "Documents & Certs" link in the Sidebar.
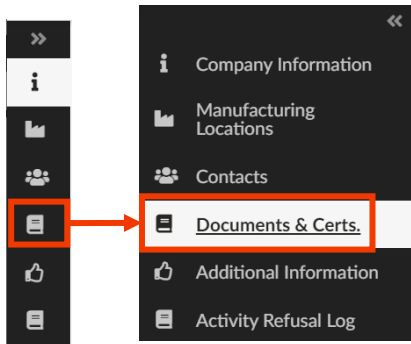
⚠ **- Missing Mandatory Document(s)**

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.

NEW SUPPLIERS
REGISTRATION

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".

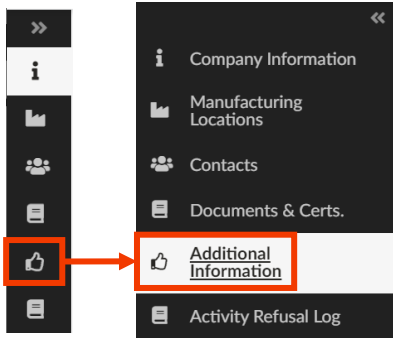## Step 17

Ensure you have completed the Onboarding "Questionnaires" (**see slide 44**) .

Please Note:

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

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.

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"
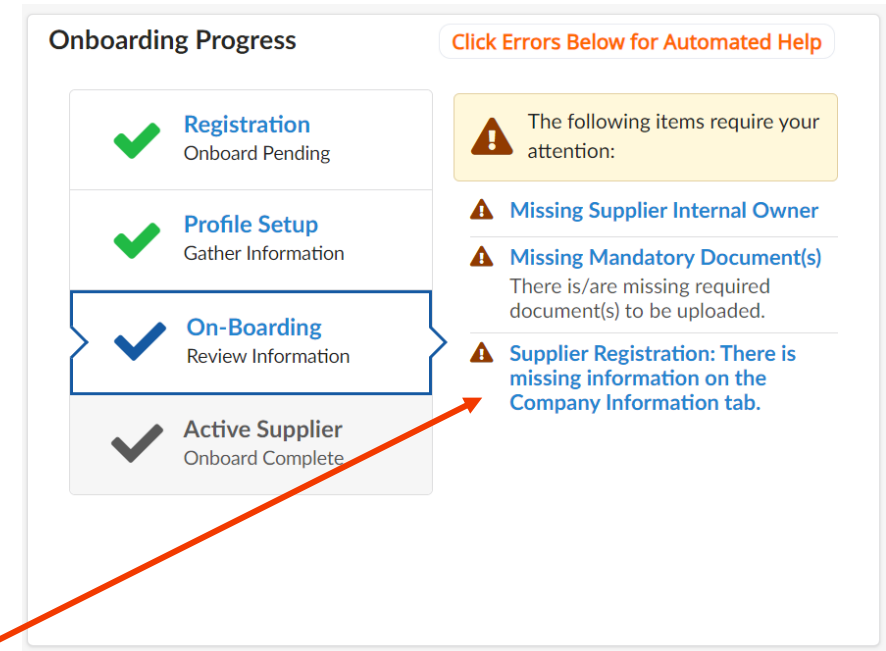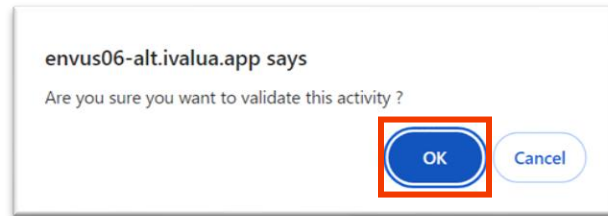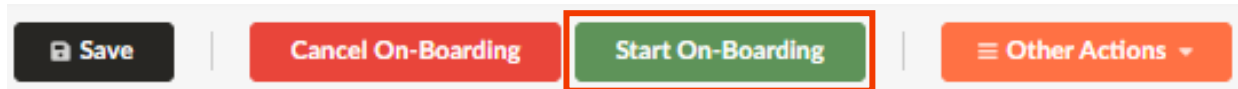
Please Note:

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".
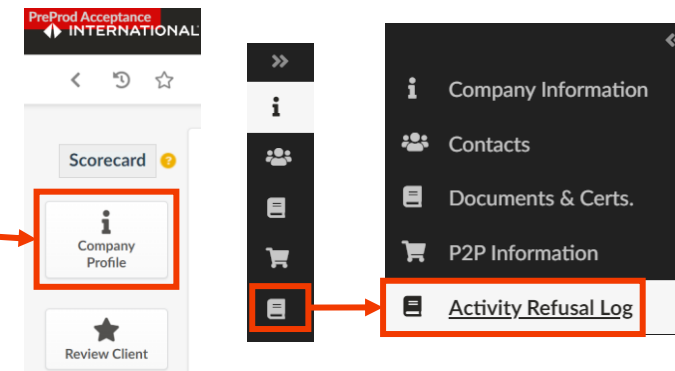
NEW SUPPLIERS
REGISTRATION

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

✓ **Registration**
  Onboard Pending

✓ **Profile Setup**
  Gather Information

✓ **On-Boarding**
  Review Information

✓ **Active Supplier**
  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
Regards,
Webmaster

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

THANK YOU

16/10/2024

Supporting information
Second line