Navistar Supplier Collaboration Portal Training

External Users

With Notes for Indirect Suppliers

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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 Navistar Procurement
- Free for External Users

Supplier Registration

Via Email Link from Navistar

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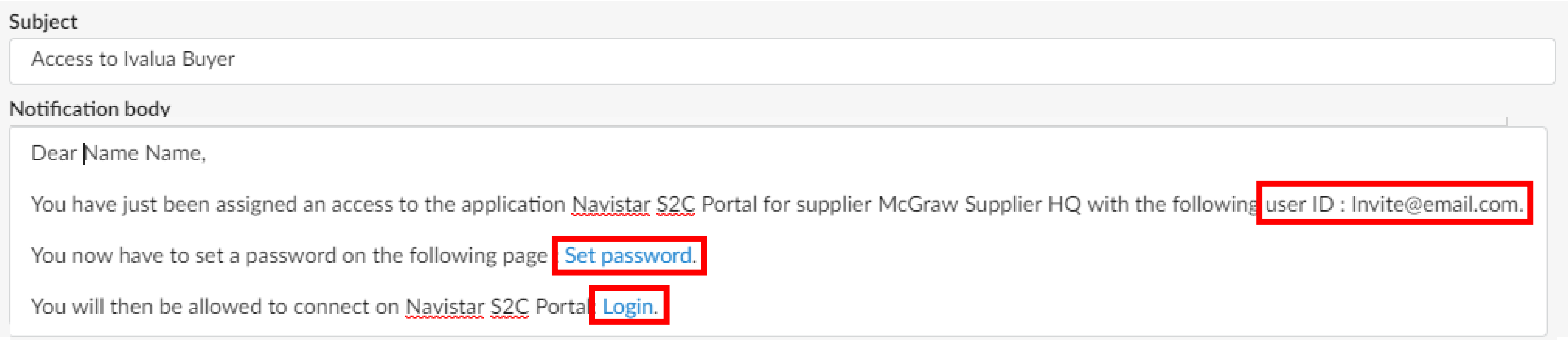
Supplier Registration

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”


Subject

Access to Ivalua Buyer

Notification body

Dear Name Name,

You have just been assigned an access to the application Navistar S2C Portal for supplier McGraw Supplier HQ with the following user ID : Invite@email.com.

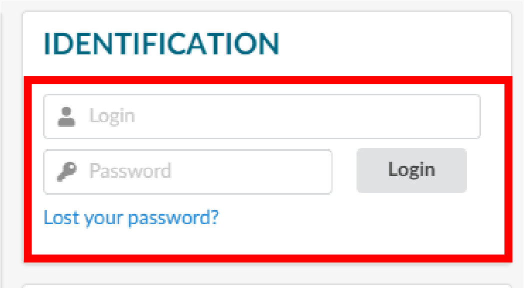
You now have to set a password on the following page : Set password.

You will then be allowed to connect on Navistar S2C Portal: Login.

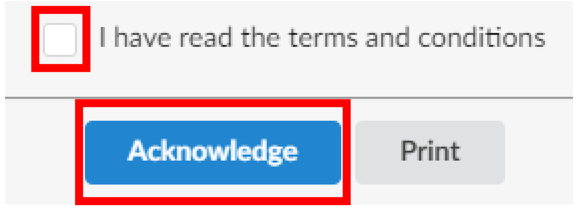
Step 2 – Click “Login” to go to the Source to Contract Portal Homepage

Supplier Registration

Step 3 – Login with your “user ID” and “Password”. Click “Login”



Step 4 – Review the Navistar “Standard Terms and Conditions”. Select “I have read the terms and conditions” and click “Acknowledge”. *You will only have to do this your very first time logging in*



Portal Navigation

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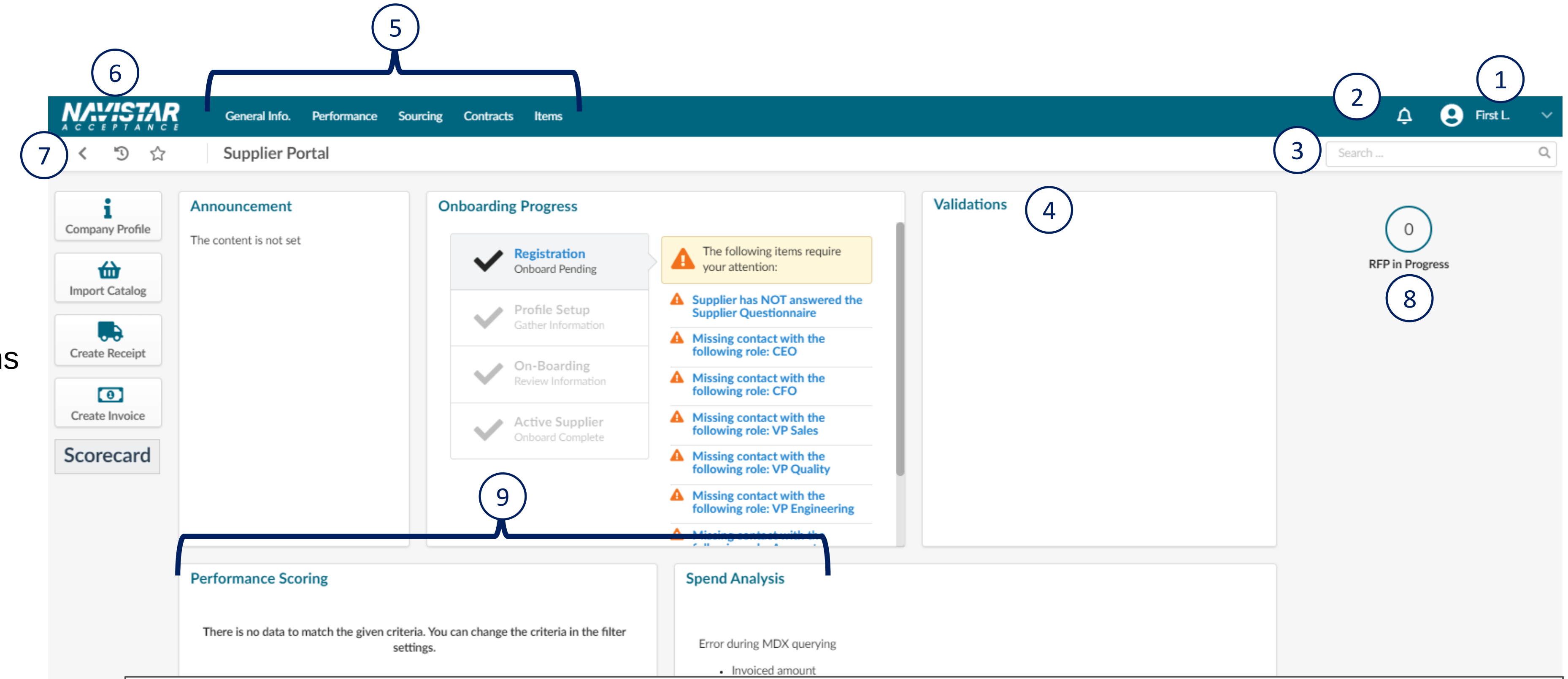
Portal Navigation

Portal Home Page

1. User Profile
2. System Notifications
3. Global Search
4. My Pending Validations
5. User Modules
6. Home Icon
7. **Navigation**
    - Go Back
    - History
    - Favourites
8. RFx in Progress
9. Supplier Scorecard and Spend Analysis



Notes for Indirect:

- Suppliers should make all registration updates on their HQs.
- AX and A1 are used for updating banking information.
- 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.
- Mexico Vendor payments are set up under MX and M1

Profile Updates

Active Suppliers

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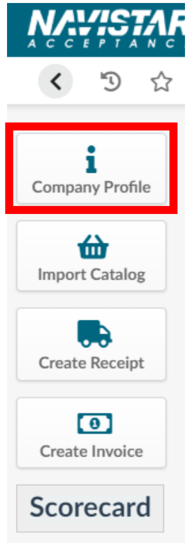
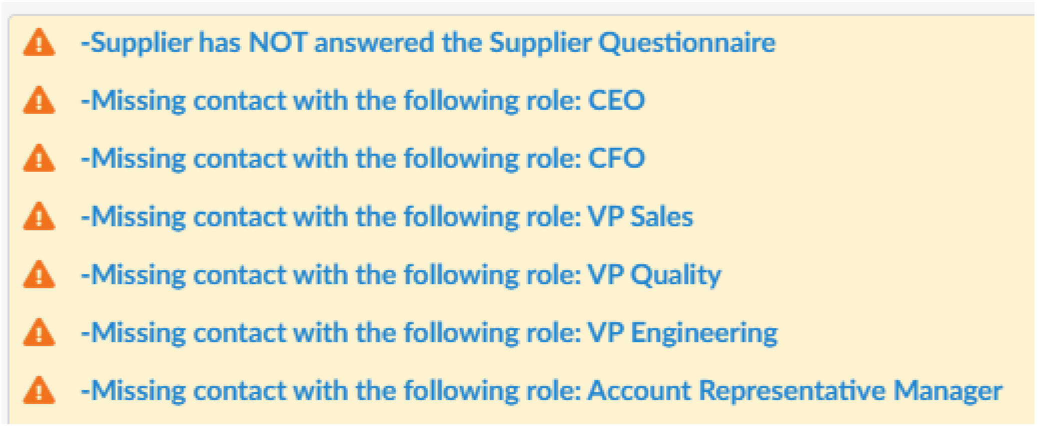
Supplier Registration

Step 1 – Click on “Company Profile”



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.

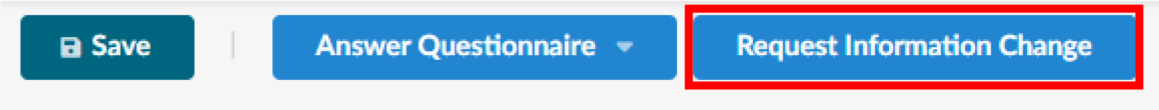


Notes for Indirect:

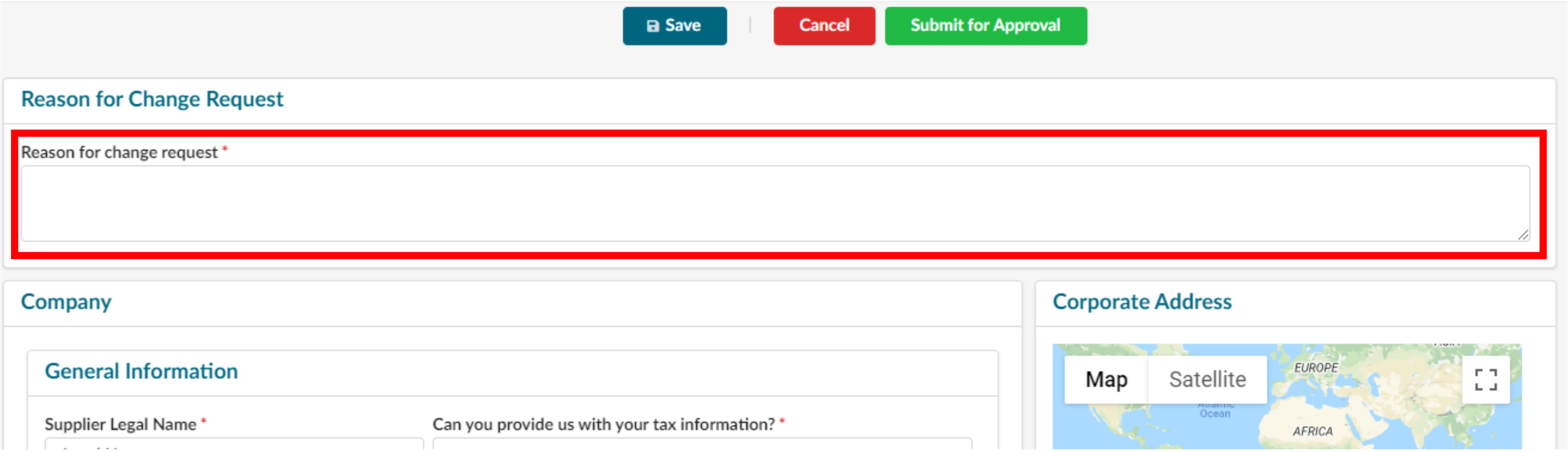
- Indirect Vendors do not need to provide all of these contacts. Indirect needs a PO Contact and the Main Contact for the vendor.

Profile Updates

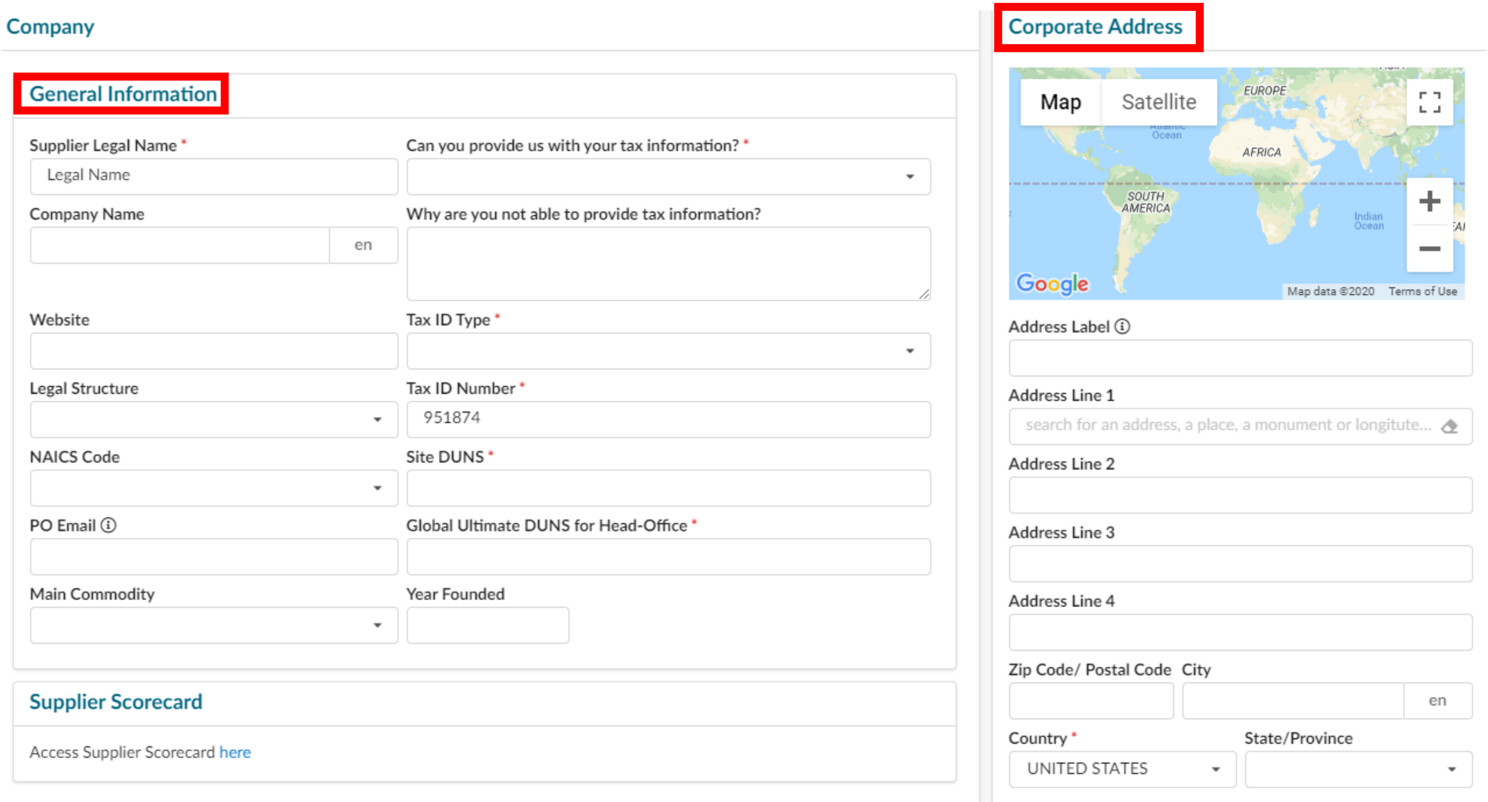
Step 2 – At the top of the page,
click “Request Information Change”



Step 3 – Enter a “Reason for Change Request” that says “Updating Company Profile Information”, update the information in your “Profile” shown in the next slides



Supplier Registration



Company

General Information

Supplier Legal Name *
Legal Name

Can you provide us with your tax information? *

Company Name
en

Why are you not able to provide tax information?

Website

Tax ID Type *

Legal Structure

Tax ID Number *
951874

NAICS Code

Site DUNS *

PO Email ⓘ

Global Ultimate DUNS for Head-Office *

Main Commodity

Year Founded

Supplier Scorecard

Access Supplier Scorecard here

Corporate Address

Address Label ⓘ

Address Line 1
search for an address, a place, a monument or longitute...

Address Line 2

Address Line 3

Address Line 4

Zip Code/ Postal Code

City
en

Country *
UNITED STATES

State/Province

Step 4 – Update your Company’s “General Information” and “Corporate Address”

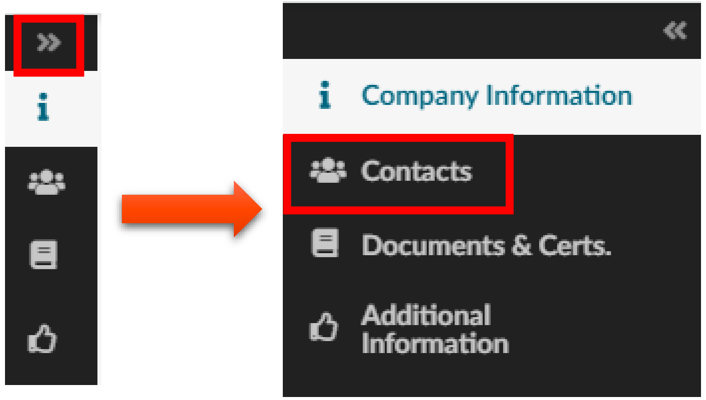
Notes for Indirect:

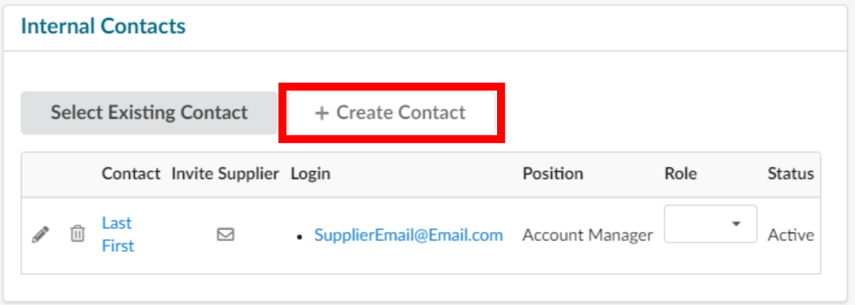
- Tax ID: Mexico has a RFSA/VAT number. Input in to the tax ID at this time.
- DUNS: If Vendor does not have a DUNS number follow this process: Enter 00-000-0000 at this time. Global Ultimate DUNS for Head Office will be "None"

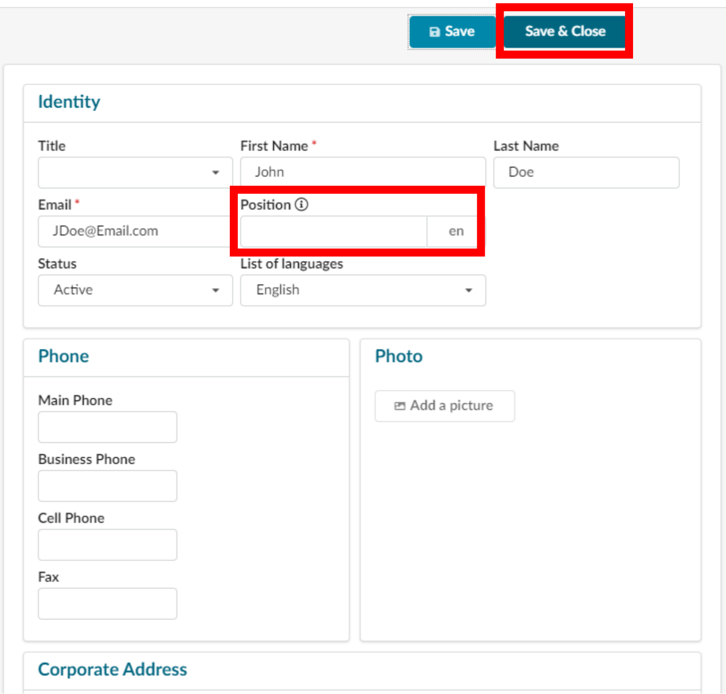
Supplier Registration

Step 6 – 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”

Step 5 – Click the two small arrows to expand your “Sidebar” and click “Contacts”

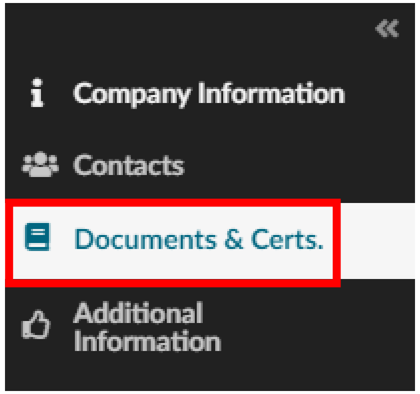




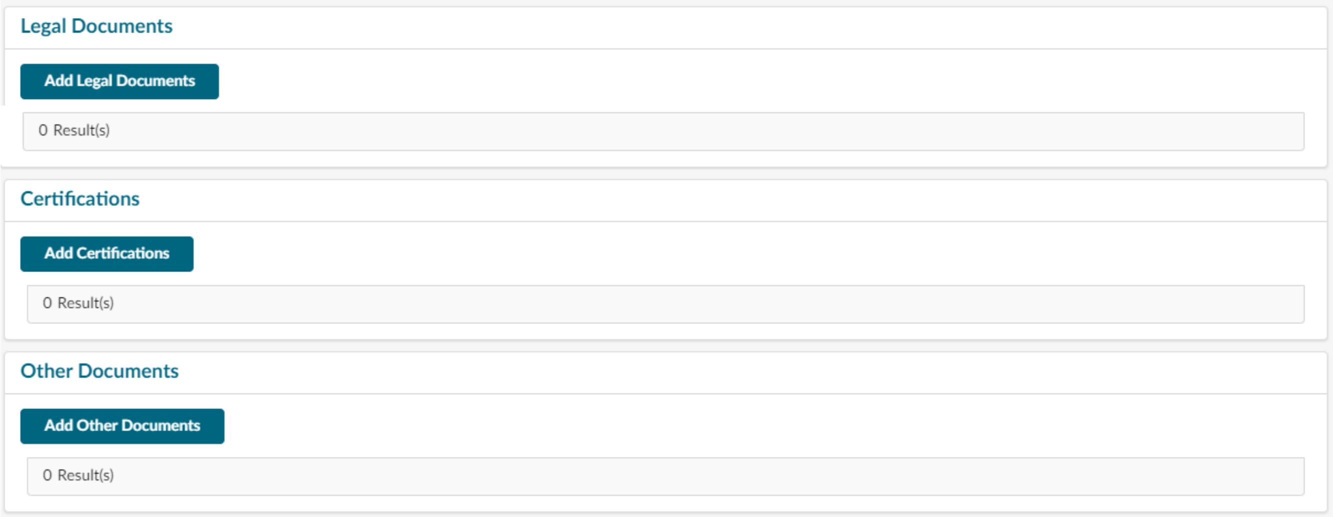


Supplier Registration

Step 7 – Click the "Documents & Certs" link in the Sidebar

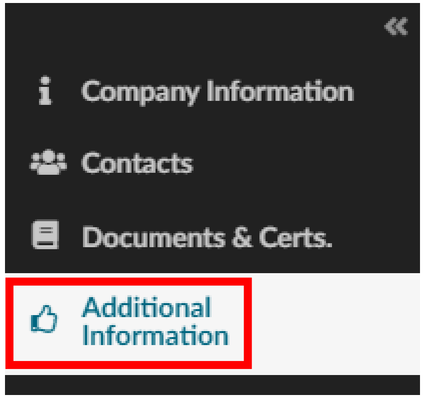


Step 8 – Upload any Supplier/Navistar "Legal Documents", Supplier "Certifications", and any "Other Documents"

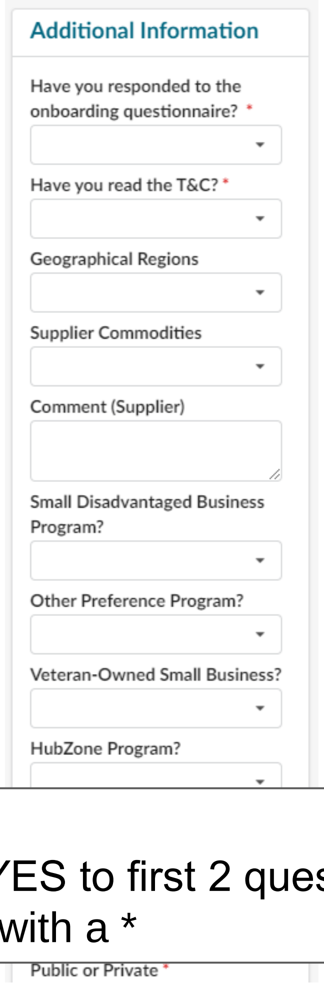


Supplier Registration

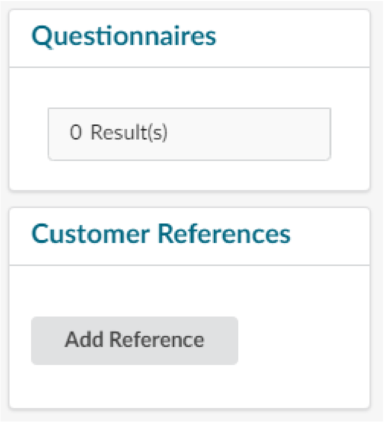
Step 9 – Click the “Additional Information” link in the Sidebar



Step 10 – Complete the “Additional Information” on the left side.



Step 11 – Ensure you have completed the Onboarding “Questionnaires” and upload “Customer References”

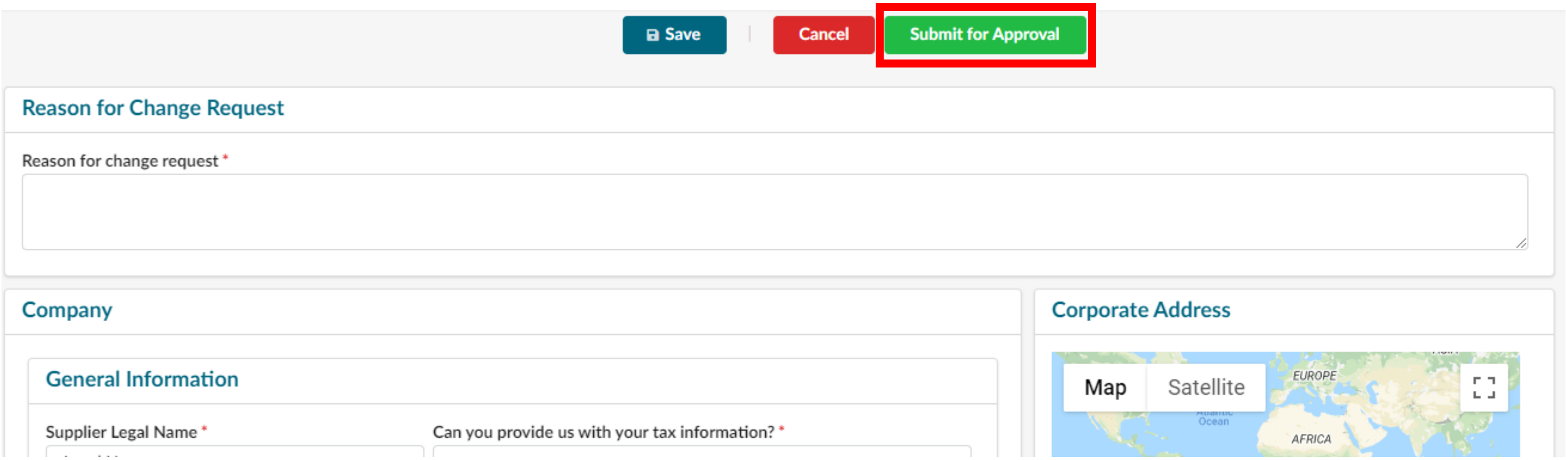


Notes for Indirect:

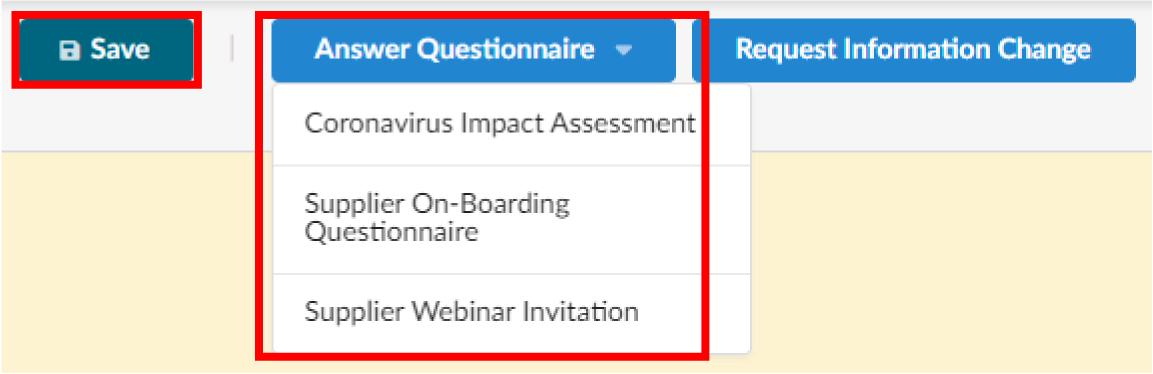
- Vendors can answer YES to first 2 questions under “Additional Information” and then answer anything else with a *

Profile Updates

Step 12 – Double check all information has been updated and click “Submit for Approval”



Step 13 – If you haven’t taken the Onboarding “Questionnaires”, click “Save”, “Answer Questionnaire”, and answer each “Questionnaire” provided



Next Steps

- The “Change Request” will be sent to Navistar’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”

Supplier Hierarchy

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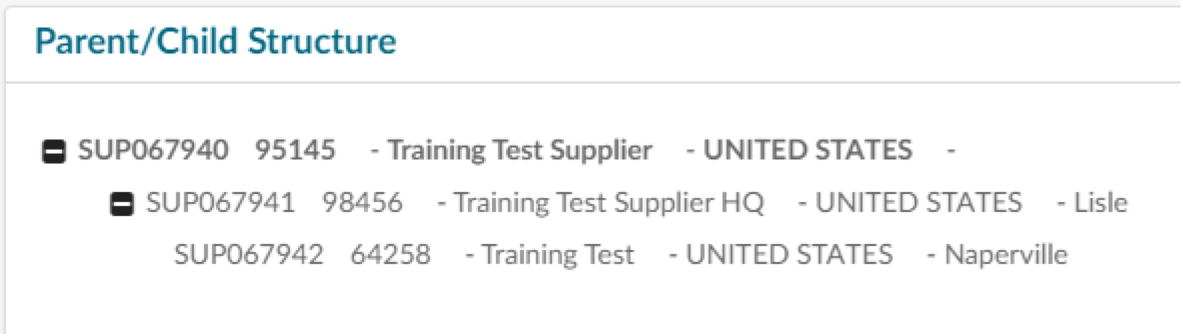
Supplier Hierarchy

- **Level 1 – Group**
  - Houses all of the Supplier Codes for a Supplier

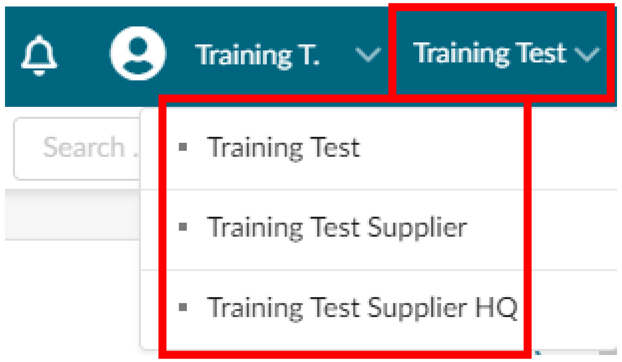
  - **Level 2 – Head Office**
    - Assigned a specific Supplier Code

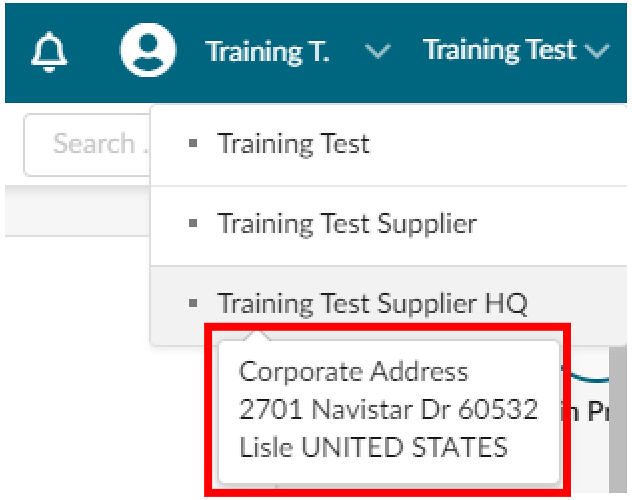
    - **Level 3 – Supplier Site**
      - Assigned specific location codes (X, S, P, etc.)

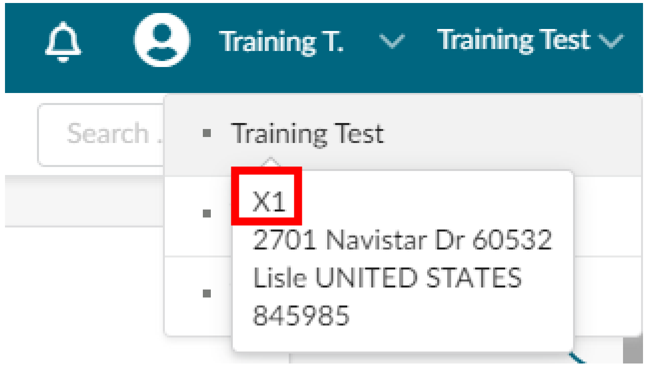


Supplier Hierarchy

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 Head-Office or Supplier Site(s) it will show you the address for that location.







Supplier Site(s) will also have the Location Code.
Go to **Slide 20** for more information about Location Codes.

Location Code Information

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Location Code Information

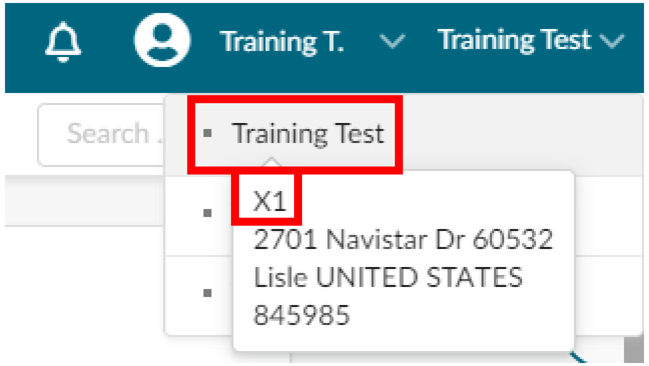
- Addresses to Populate Based on Location Code
  - Order Address – S Code
  - Payment Address – A, M, or E Codes
  - Ship-from Address – X & P Code
  - Return Address – X & P Code
  - Manufacturing Address – X & P Code

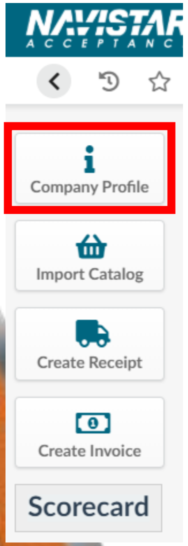
Notes for Indirect:

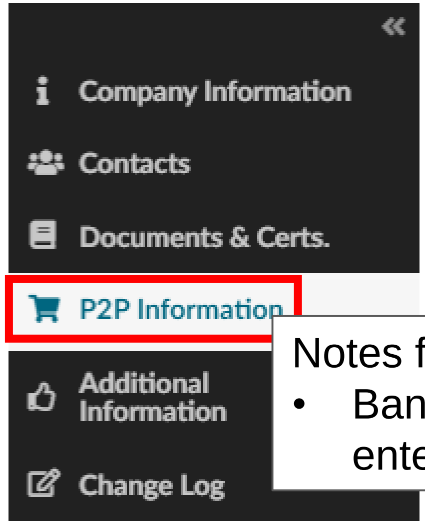
- Locations code AX should be used for updating banking information.
- If an Indirect vendor has multiple currencies or remit to addresses, an A1 location code will be visible to the supplier as well.
- Be sure you are updating the correct location code when entering banking/remit to info.

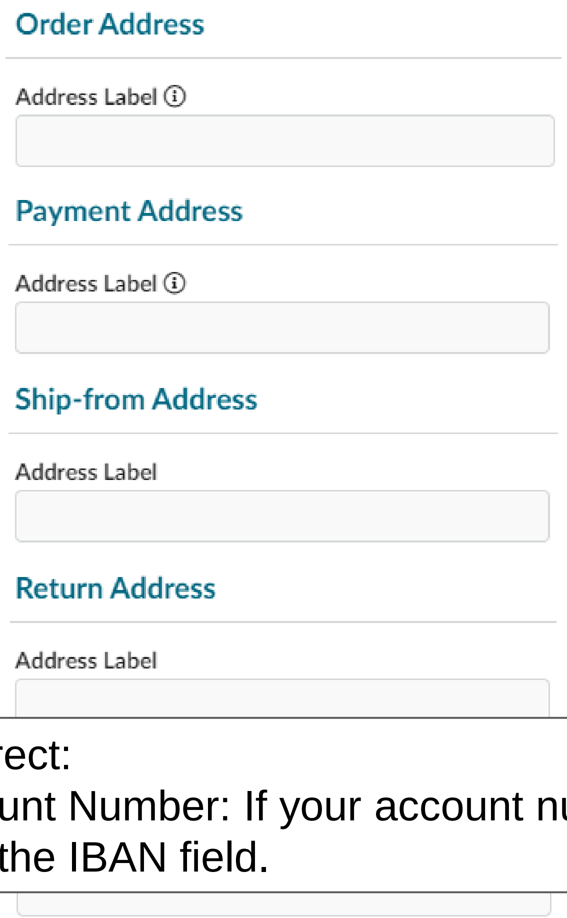
Location Code Information

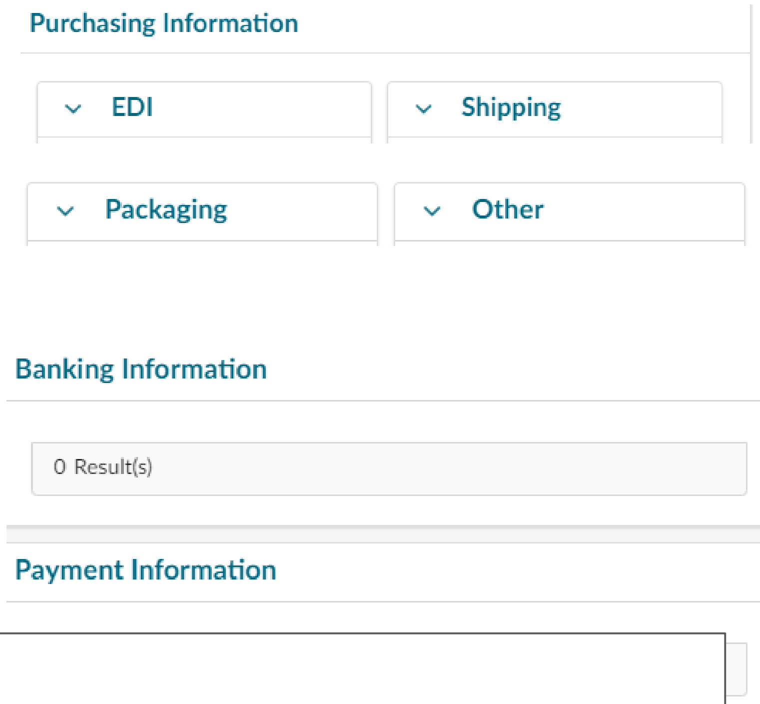
.When you select your Supplier Site, you will need to update your “P2P Information”. Go to your “Company Profile” and click “P2P Information” in the sidebar. Based on the Location Code for your Supplier Site (X1 shown below), please update the addresses accordingly. You will also need to update your “Purchasing Information”, “Banking Information, and “Payment Information”









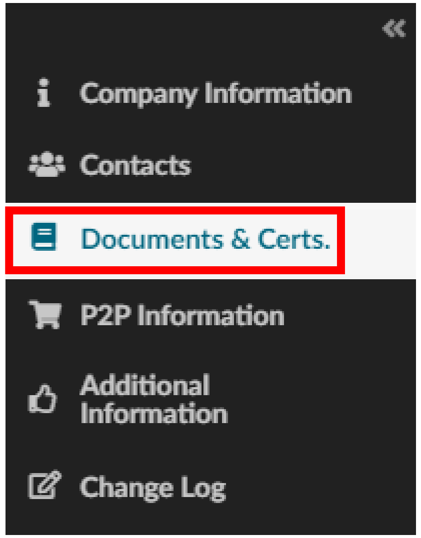


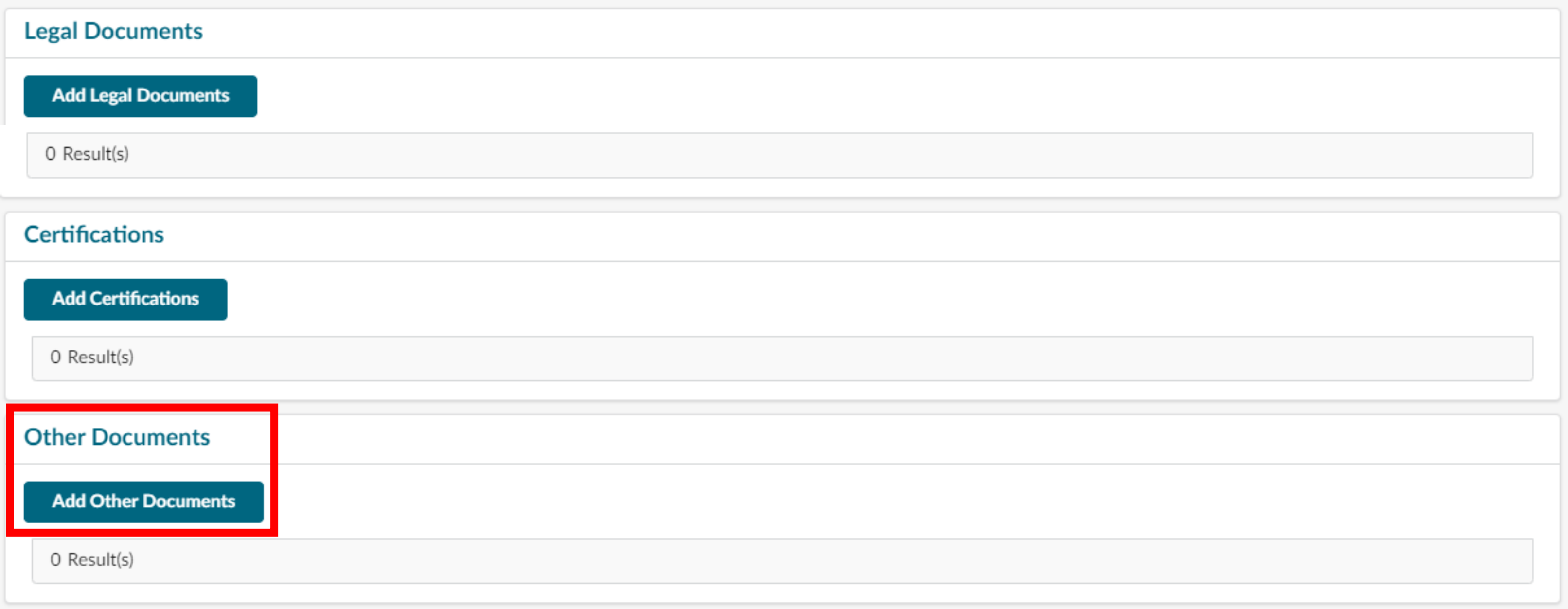
Notes for Indirect:

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

Location Code Information

.While you are still in your Supplier Site, click the “Documents & Certs” link in the side bar. Make sure to upload your W8 or W9 in “Other Documents”





Next Steps for Suppliers

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Next Steps for Suppliers

- Complete the Registration process within **2 weeks of Invitation**
- Update your Company's Profile within **2 weeks of Invitation**
  - You **will not** be able to participate in any RFx events without updating this information

- If you have any questions email:
  - S2CHelp@Navistar.com

- Supplier Link to Portal
  - https://navistar-supplier.ivalua.app/

Q&A

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Appendix 1

New Supplier Registration

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Supplier Registration

Self-Registration

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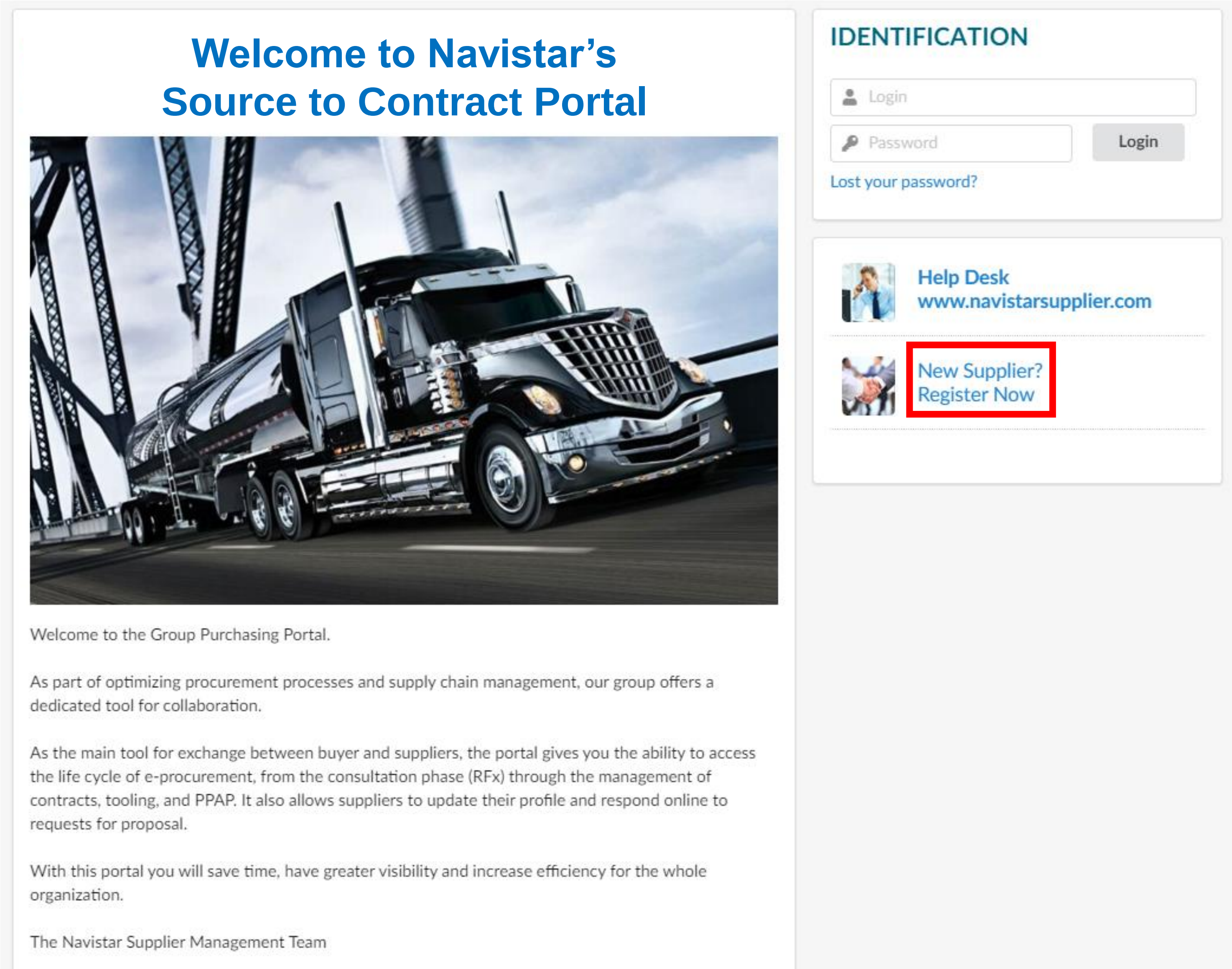
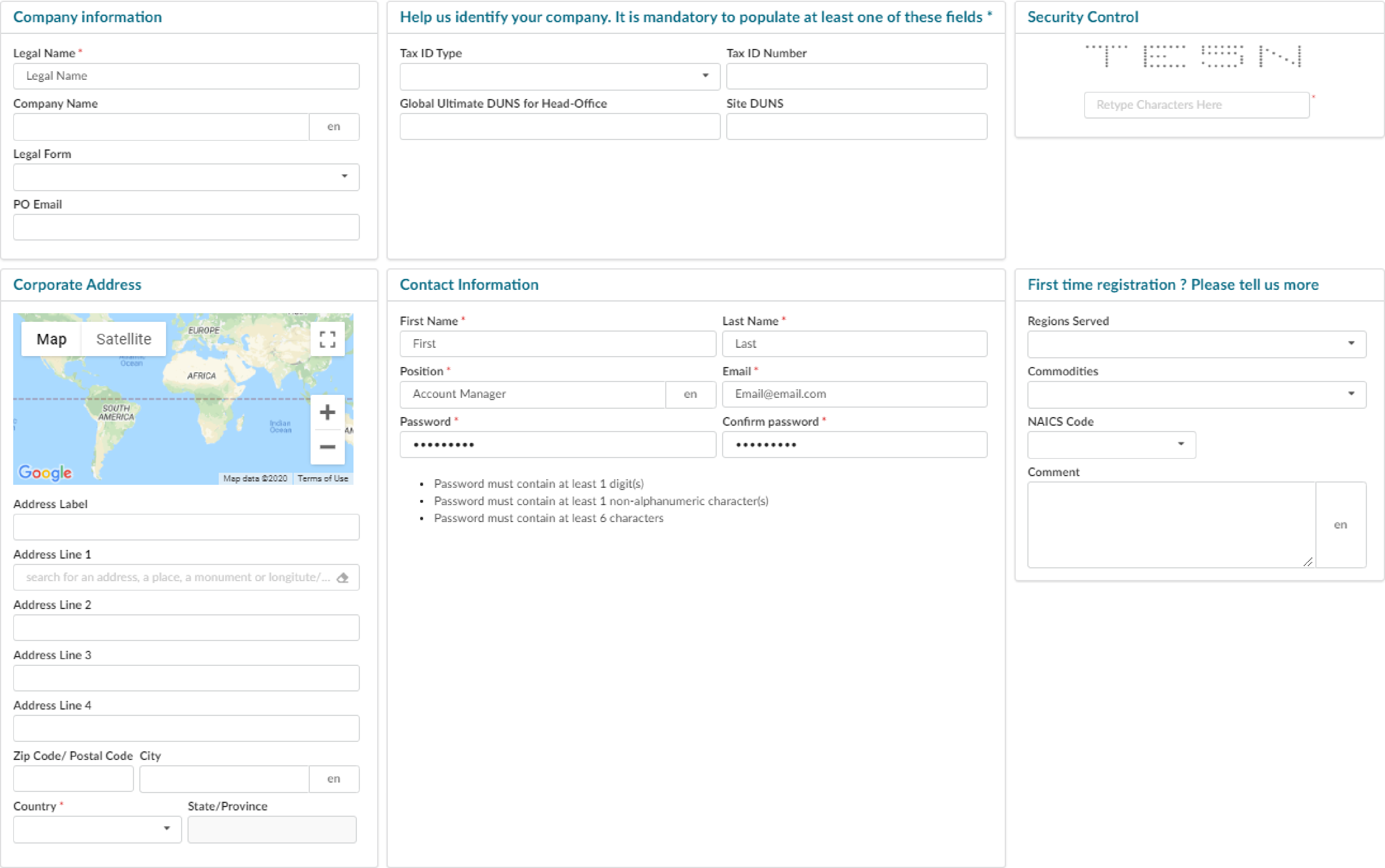
Supplier Registration

Step 1 – Suppliers will receive an email providing them with a link to the S2C Homepage. Click on "New Supplier? Register Now"



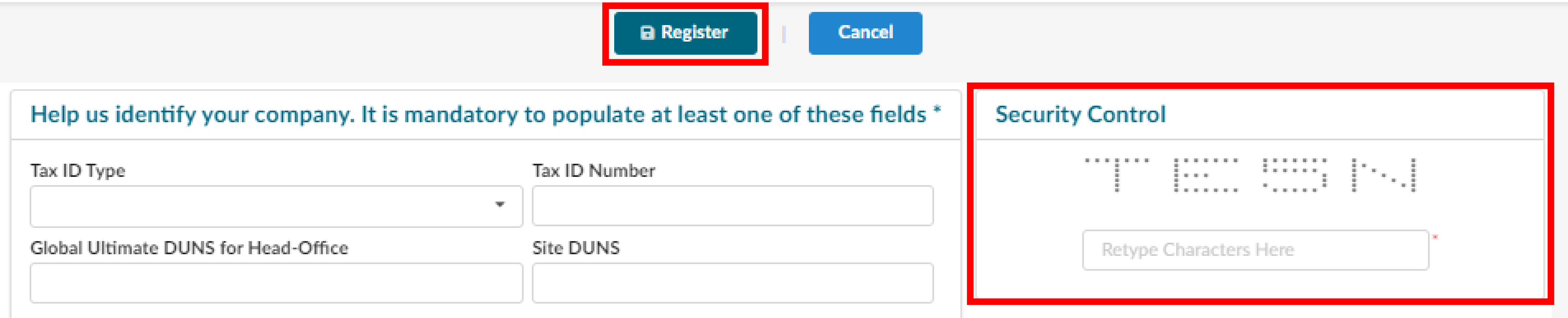
Supplier Registration

Step 2 – 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



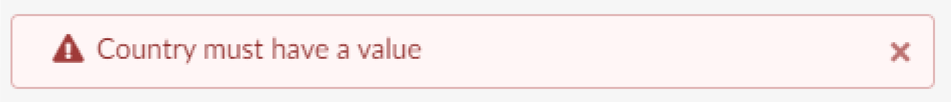
Supplier Registration

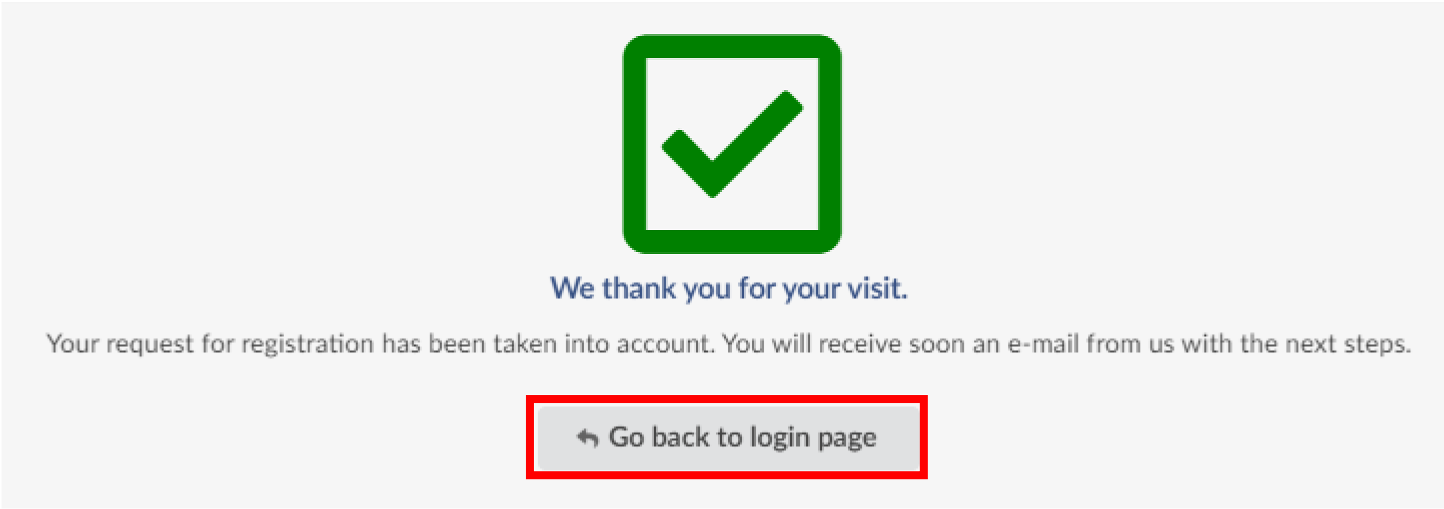
Step 3 – Fill out the “Security Control”. This is **not** case sensitive. Click “Register”. If you are missing any mandatory information, you will receive a red “Blocking Alert”. If you click the alert, it will bring you to the field that needs to be updated.



Step 4 – You will be brought to a screen with a green checkmark. Click “Go back to login page”

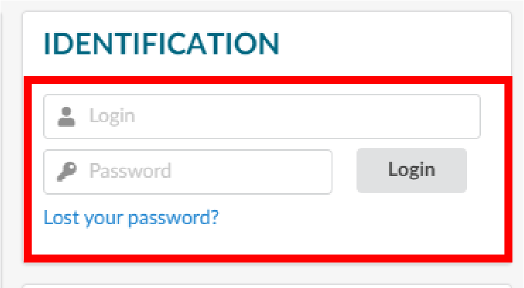
Example Blocking Alert



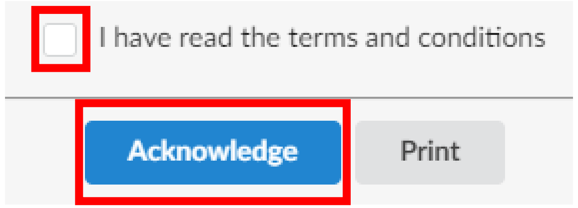


Supplier Registration

Step 5 – Login with your “user ID” and “Password”. Click “Login”

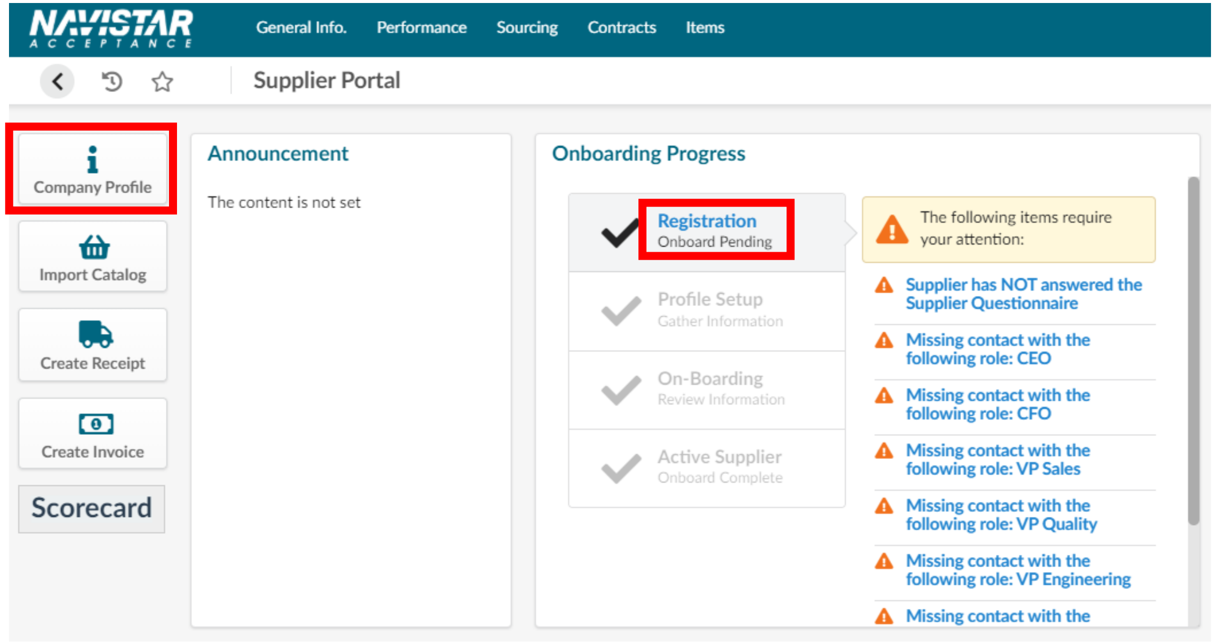


Step 6 – Review the Navistar “Standard Terms and Conditions”. Select “I have read the terms and conditions” and click “Acknowledge”. You will only have to do this your very first time logging in



Supplier Registration

Step 7 – Click on “Company Profile” or “Registration” to complete your “Company Profile”

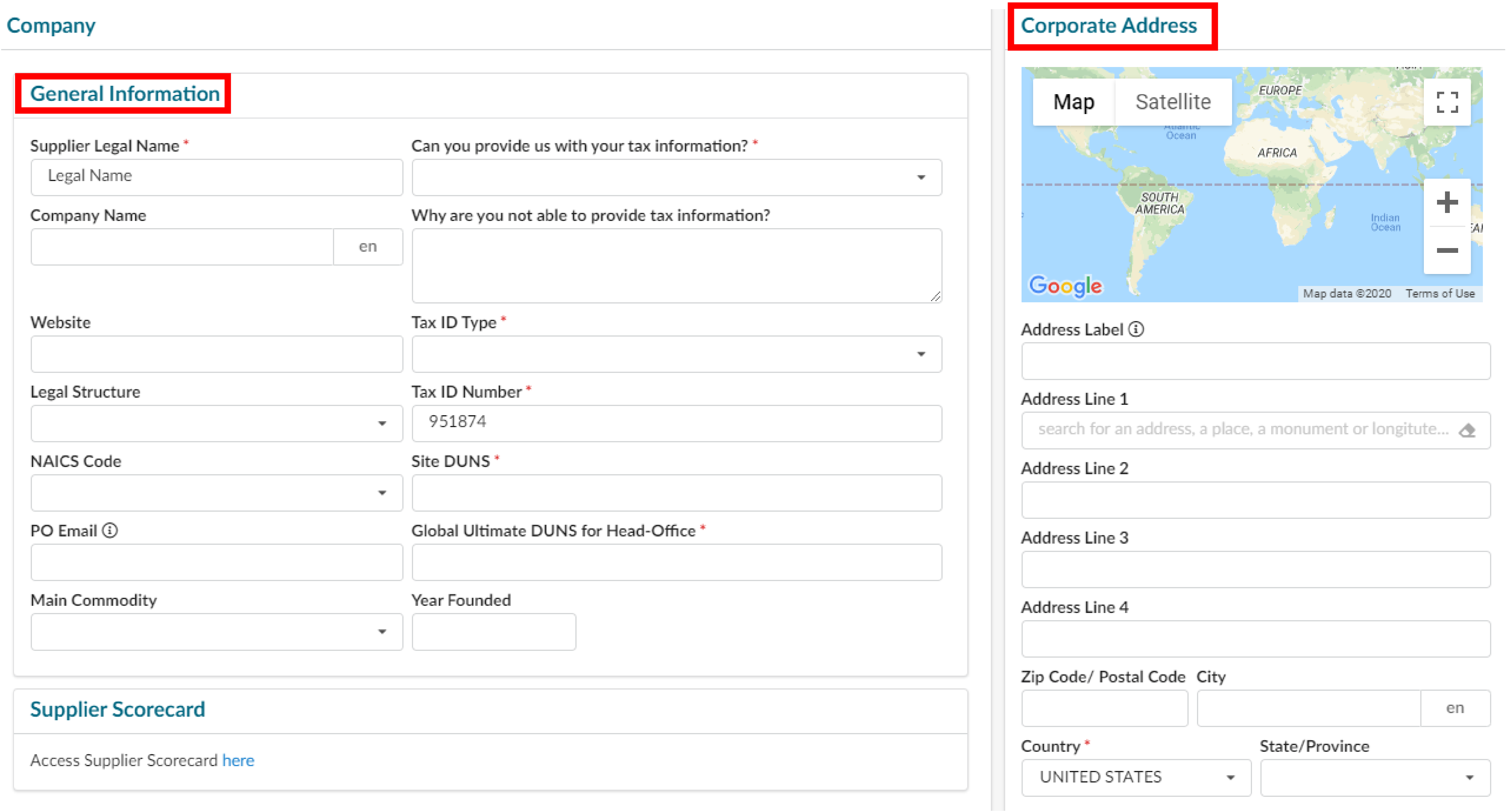


- -Supplier has NOT answered the Supplier Questionnaire
- -Missing contact with the following role: CEO
- -Missing contact with the following role: CFO
- -Missing contact with the following role: VP Sales
- -Missing contact with the following role: VP Quality
- -Missing contact with the following role: VP Engineering
- -Missing contact with the following role: Account Representative Manager

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.

Supplier Registration

Step 8 – Update your Company's "General Information" and "Corporate Address"



Company

General Information

Supplier Legal Name *

Legal Name

Can you provide us with your tax information? *

Company Name

en

Why are you not able to provide tax information?

Website

Tax ID Type *

Legal Structure

Tax ID Number *

951874

NAICS Code

Site DUNS *

PO Email ⓘ

Global Ultimate DUNS for Head-Office *

Main Commodity

Year Founded

Supplier Scorecard

Access Supplier Scorecard here

Corporate Address

Map Satellite

Address Label ⓘ

Address Line 1

search for an address, a place, a monument or longitute...

Address Line 2

Address Line 3

Address Line 4

Zip Code/ Postal Code

City

en

Country *

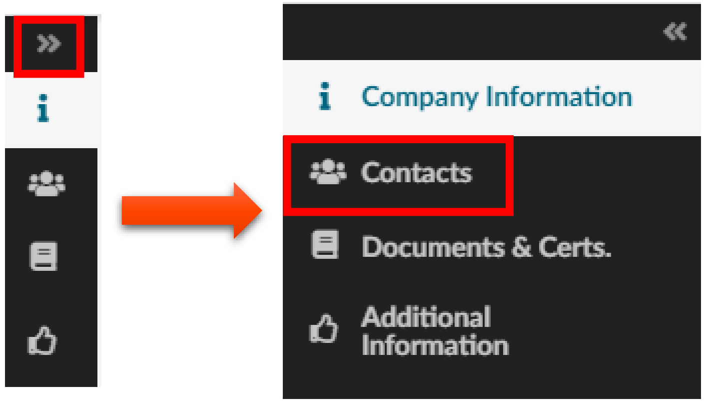
UNITED STATES

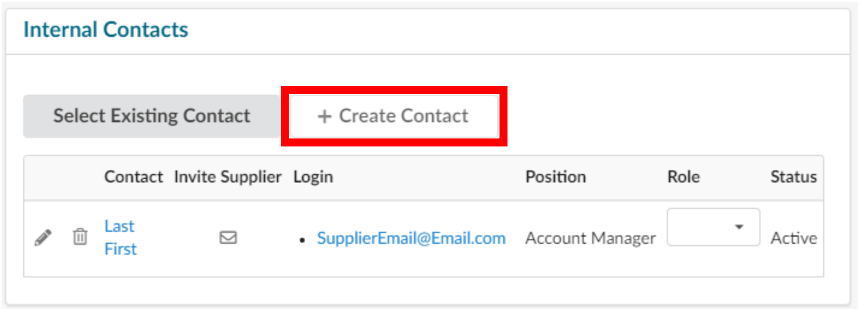
State/Province

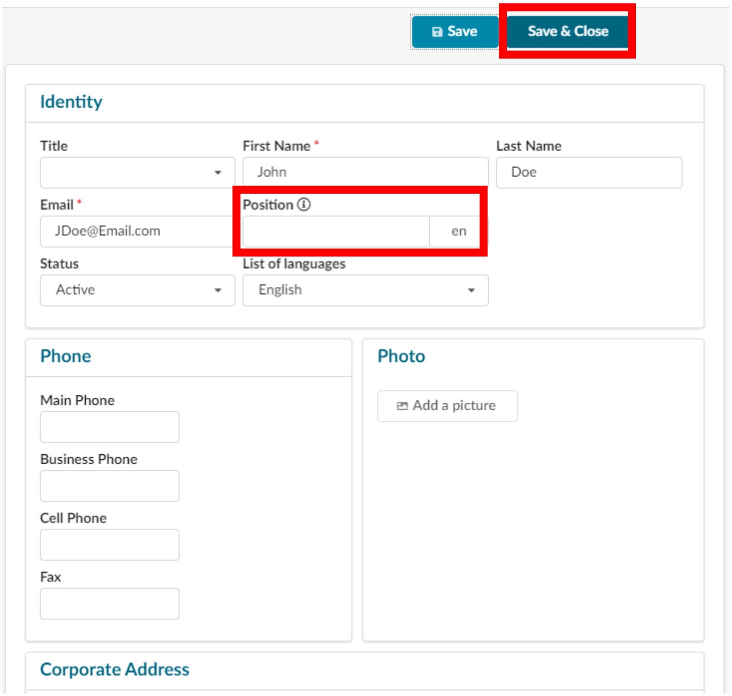
Supplier Registration

Step 10 – You will see your contact information and can add other members of your company to your “Internal Contact” by clicking “+ Create Contact”, entering the information (including “Position”), and press “Save & Close”

Step 9 – Click the two small arrows to expand your “Sidebar” and click “Contacts”

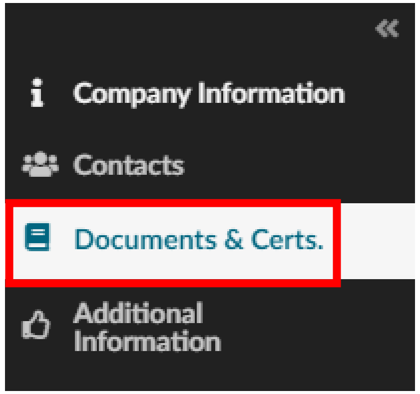




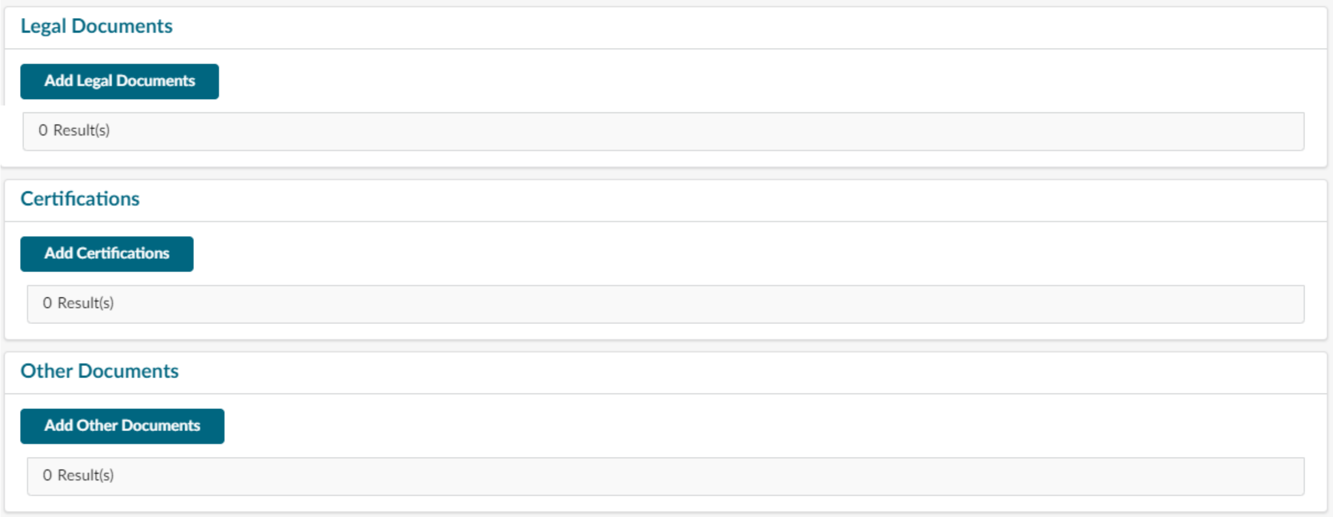


Supplier Registration

Step 11 – Click the “Documents & Certs” link in the Sidebar

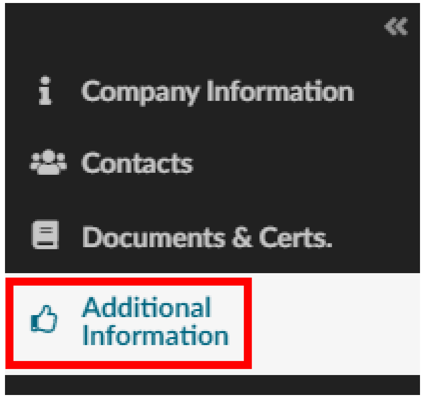


Step 12 – Upload any Supplier/Navistar “Legal Documents”, Supplier “Certifications”, and any “Other Documents”

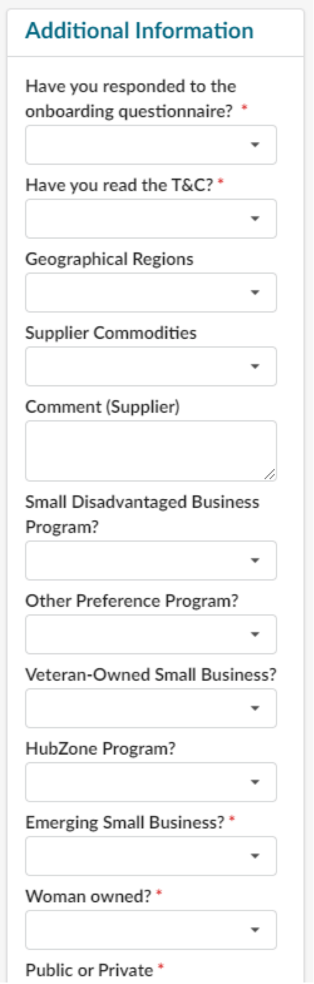


Supplier Registration

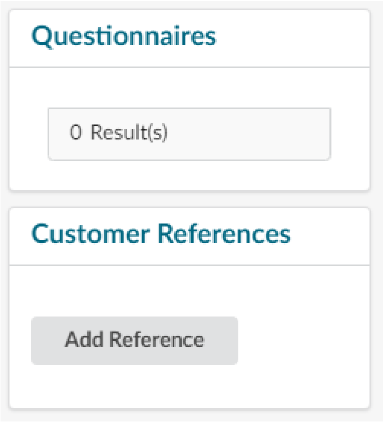
Step 13 – Click the “Additional Information” link in the Sidebar



Step 14 – Complete the “Additional Information” on the left side.

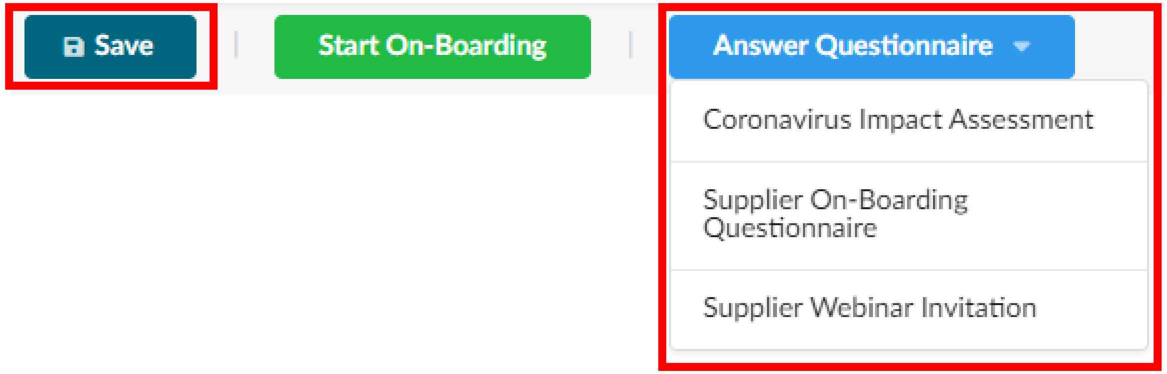


Step 15 – Ensure you have completed the Onboarding “Questionnaires” and upload “Customer References”

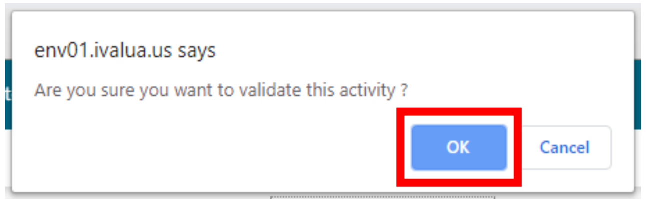


Supplier Registration

Step 16 – If you haven’t taken the Onboarding “Questionnaires”, click “Save”, “Answer Questionnaire”, and answer each “Questionnaire” provided



Step 17 – Once all of the “Questionnaires” have been completed, click “Start On-Boarding” and click “OK” in the popup



Next Steps

- You **will not** be able to participate in any RFx events without updating this information
- Your Supplier Profile will be sent to Navistar Procurement to Review
- Once your profile has been "Approved", Navistar Procurement Team will create and activate your "Supplier HQ"