

# Navistar Supplier Collaboration Portal Training External Users

**\*\*With Notes for Indirect Suppliers\*\***



# 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



# 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.](#)

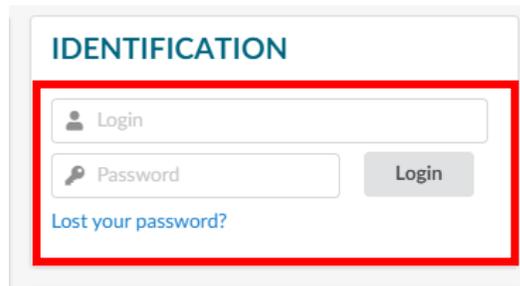
You now have to set a password on the following page [Set password.](#)

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”

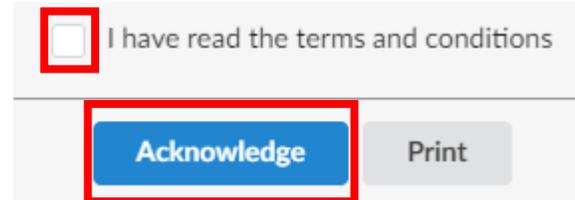


The screenshot shows a login form with the title "IDENTIFICATION". It contains two input fields: "Login" (with a user icon) and "Password" (with a key icon). A "Login" button is positioned to the right of the password field. A link "Lost your password?" is located below the password field. A red rectangular box highlights the "Login" and "Password" fields and the "Login" button.

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*

You have to confirm you read the terms and conditions in order to continue.

**STANDARD TERMS AND CONDITIONS**



The screenshot shows a confirmation form with a checkbox and the text "I have read the terms and conditions". Below this, there are two buttons: "Acknowledge" (highlighted with a red box) and "Print".

# Portal Navigation



# 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

The screenshot shows the Navistar Supplier Portal interface. At the top, there is a navigation bar with the Navistar logo and menu items: General Info, Performance, Sourcing, Contracts, and Items. A search bar is located on the right side of the header. Below the header, the main content area is divided into several sections. On the left, there is a sidebar with icons for Company Profile, Import Catalog, Create Receipt, Create Invoice, and Scorecard. The main content area features an Announcement section, an Onboarding Progress section with a list of steps (Registration, Profile Setup, On-Boarding, Active Supplier) and a warning box about missing information, a Validations section, and a Performance Scoring section. A 'RFX in Progress' section is visible on the right side. Numbered callouts (1-9) are placed over various elements: 1 points to the user profile icon, 2 to the notification bell, 3 to the search bar, 4 to the Validations section, 5 to the main navigation menu, 6 to the home icon, 7 to the navigation sidebar, 8 to the RFX in Progress section, and 9 to the Performance Scoring and Spend Analysis sections.

### 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

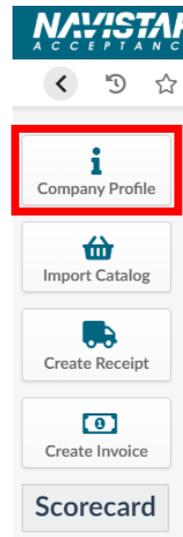
# Profile Updates

Active Suppliers



# 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.

- ⚠️ -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

Notes for Indirect:

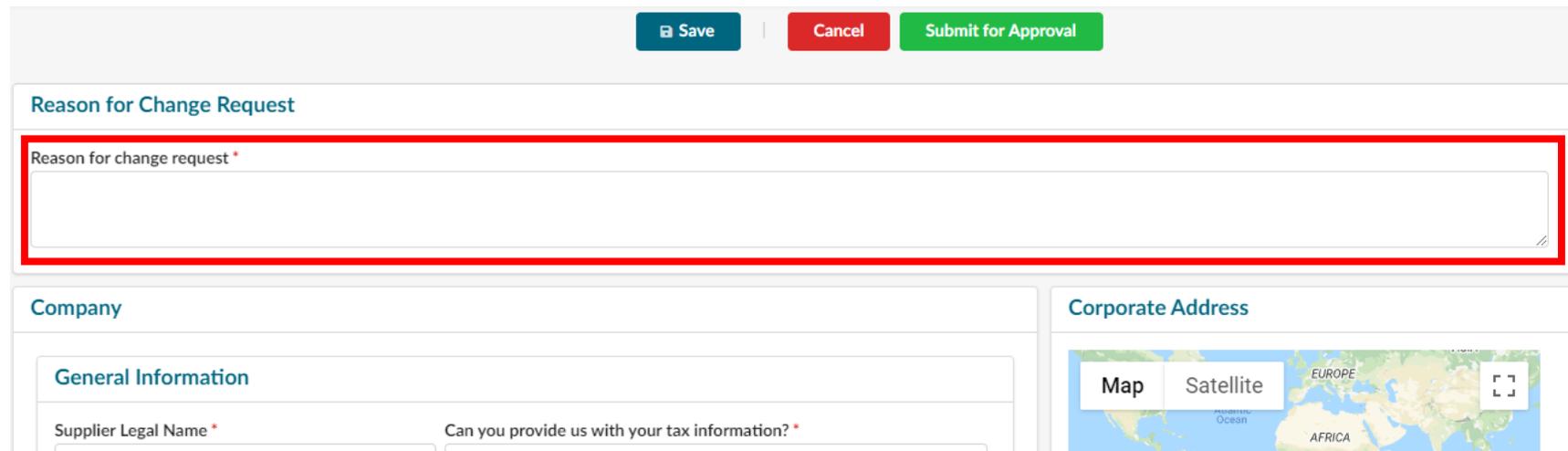
- Indirect Vendors do not need to provide all of these contacts. Indirect needs a PO Contact and the Main Contact for the vendor.

# 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

A screenshot of a web form for profile updates. At the top, there are three buttons: 'Save' (dark blue), 'Cancel' (red), and 'Submit for Approval' (green). Below the buttons is a section titled 'Reason for Change Request' which contains a large text input field with a red border. Underneath this are two columns. The left column is titled 'Company' and contains a sub-section 'General Information' with two input fields: 'Supplier Legal Name \*' and 'Can you provide us with your tax information? \*'. The right column is titled 'Corporate Address' and contains a map interface with 'Map' and 'Satellite' buttons and a zoom control icon. The map shows parts of Europe and Africa.

# Supplier Registration

## Company

### General Information

Supplier Legal Name *	Can you provide us with your tax information? *
<input type="text" value="Legal Name"/>	<input type="checkbox"/>
Company Name	Why are you not able to provide tax information?
<input type="text" value="en"/>	<input type="text"/>
Website	Tax ID Type *
<input type="text"/>	<input type="checkbox"/>
Legal Structure	Tax ID Number *
<input type="text"/>	<input type="text" value="951874"/>
NAICS Code	Site DUNS *
<input type="text"/>	<input type="text"/>
PO Email ⓘ	Global Ultimate DUNS for Head-Office *
<input type="text"/>	<input type="text"/>
Main Commodity	Year Founded
<input type="text"/>	<input type="text"/>

### Supplier Scorecard

Access Supplier Scorecard [here](#)

### Corporate Address



Address Label ⓘ	
<input type="text"/>	
Address Line 1	
<input type="text" value="search for an address, a place, a monument or longitude..."/>	
Address Line 2	
<input type="text"/>	
Address Line 3	
<input type="text"/>	
Address Line 4	
<input type="text"/>	
Zip Code/ Postal Code	City
<input type="text"/>	<input type="text" value="en"/>
Country *	State/Province
<input type="text" value="UNITED STATES"/>	<input type="text"/>

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

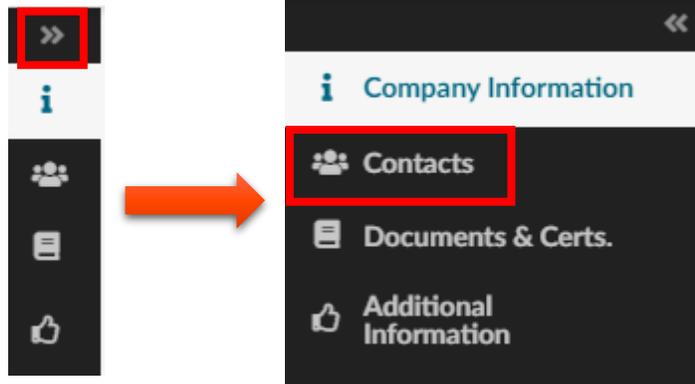
### Notes for Indirect:

- 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”

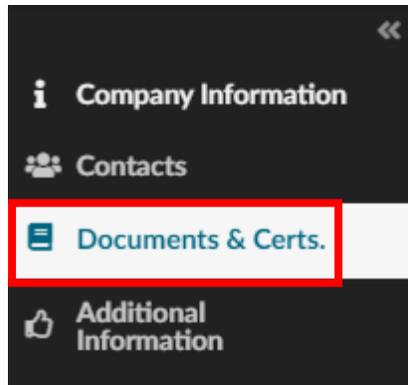


The screenshot shows the 'Internal Contacts' management interface. At the top, there are two buttons: 'Select Existing Contact' and '+ Create Contact'. The '+ Create Contact' button is highlighted with a red box. Below the buttons is a table with columns for Contact, Invite Supplier, Login, Position, Role, and Status. One contact is listed with the email 'SupplierEmail@Email.com' and the role 'Account Manager'.

The screenshot shows the contact creation form. The 'Identity' section includes fields for Title, First Name (John), Last Name (Doe), Email (JDoe@Email.com), and Position. The 'Position' field is highlighted with a red box. Below the 'Identity' section are sections for 'Phone' (Main, Business, Cell, Fax) and 'Photo' (Add a picture). At the top right, there are 'Save' and 'Save & Close' buttons, with the 'Save & Close' button highlighted with a red box. The 'Corporate Address' section is partially visible at the bottom.

# Supplier Registration

Step 7 – Click the “Documents & Certs” link in the Sidebar



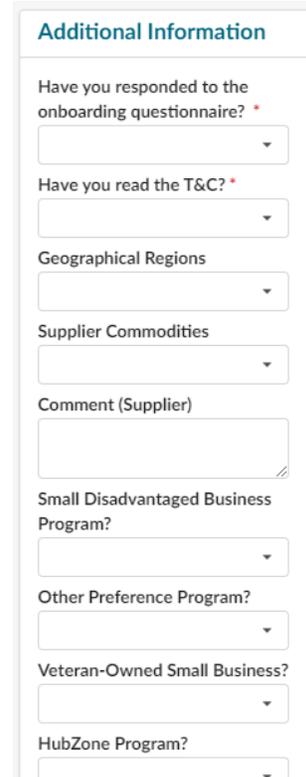
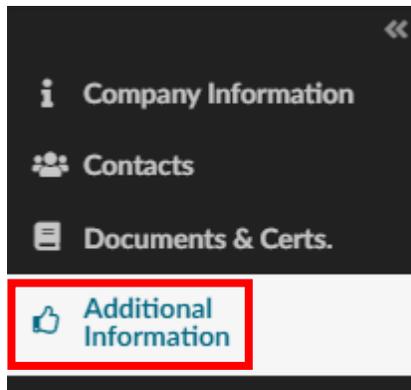
Step 8 – Upload any Supplier/Navistar “Legal Documents”, Supplier “Certifications”, and any “Other Documents”

A screenshot of a web interface for uploading documents. It features three distinct sections, each with a title, an 'Add' button, and a result count. The first section is titled 'Legal Documents' and has a blue 'Add Legal Documents' button and '0 Result(s)'. The second section is titled 'Certifications' and has a blue 'Add Certifications' button and '0 Result(s)'. The third section is titled 'Other Documents' and has a blue 'Add Other Documents' button and '0 Result(s)'. Each section is contained within a light gray border.

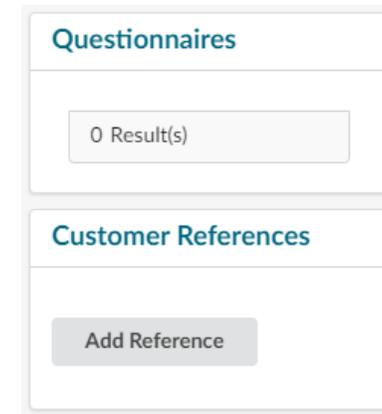
# Supplier Registration

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

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

A screenshot of a form titled 'Additional Information'. It contains several questions with dropdown menus: 'Have you responded to the onboarding questionnaire?' (marked with a red asterisk), 'Have you read the T&C?' (marked with a red asterisk), 'Geographical Regions', 'Supplier Commodities', 'Comment (Supplier)', 'Small Disadvantaged Business Program?', 'Other Preference Program?', 'Veteran-Owned Small Business?', and 'HubZone Program?'. At the bottom, there is a 'Public or Private' dropdown menu.

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

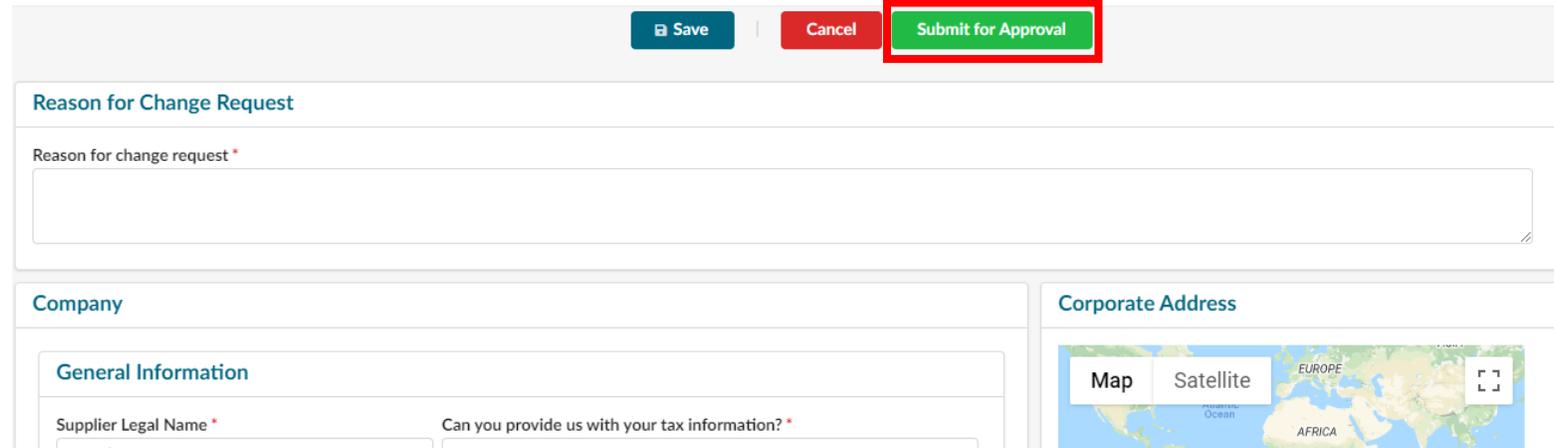
A screenshot of two sections. The top section is titled 'Questionnaires' and shows a search bar with '0 Result(s)'. The bottom section is titled 'Customer References' and features an 'Add Reference' button.

Notes for Indirect:

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

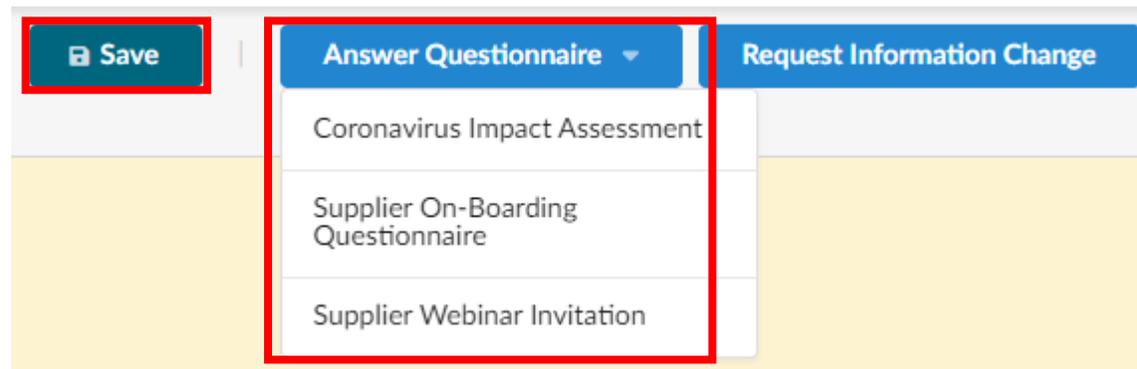
# Profile Updates

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



The screenshot shows a web form for profile updates. At the top right, there are three buttons: 'Save' (blue), 'Cancel' (red), and 'Submit for Approval' (green), with the 'Submit for Approval' button highlighted by a red box. Below the buttons is a section titled 'Reason for Change Request' with a text input field. Underneath is a 'Company' section with a 'General Information' sub-section containing 'Supplier Legal Name' and 'Can you provide us with your tax information?' fields. To the right is a 'Corporate Address' section with a map interface showing 'Map' and 'Satellite' options and a map of Europe and Africa.

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



The screenshot shows a navigation bar with three buttons: 'Save' (blue), 'Answer Questionnaire' (blue), and 'Request Information Change' (blue). The 'Answer Questionnaire' button is highlighted by a red box and has a dropdown menu open, listing three items: 'Coronavirus Impact Assessment', 'Supplier On-Boarding Questionnaire', and 'Supplier Webinar Invitation'. The 'Save' button is also highlighted by a red box.

# 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



# Supplier Hierarchy

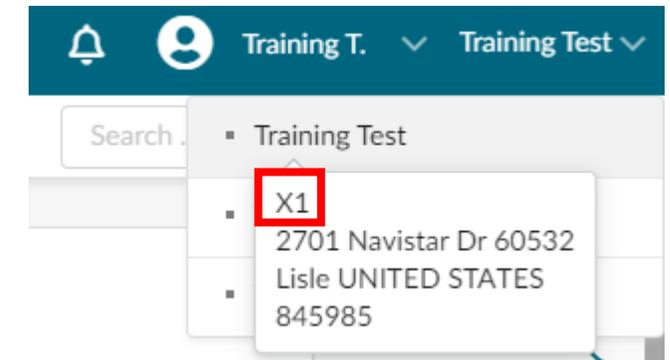
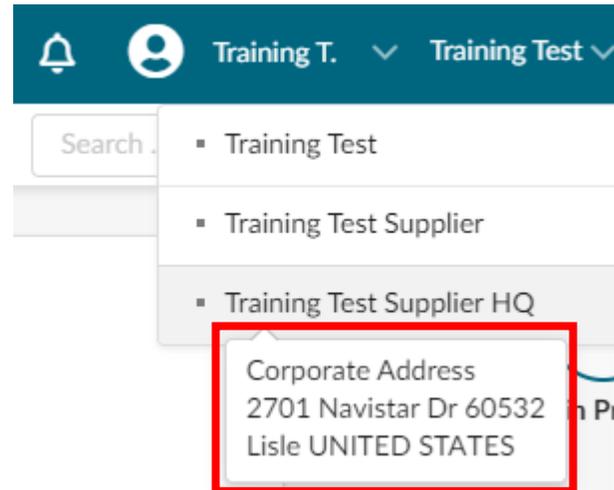
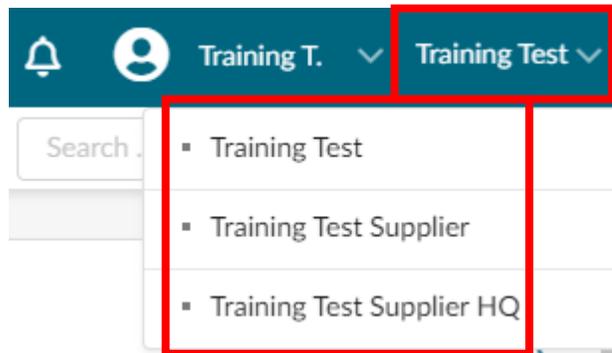
- **Level 1 – Group**
  - Houses all of the Supplier Codes for a Supplier
- **Level 2 – Head Office**
  - Assigned a specific Supplier Code
- **Level 3 – Supplier Site**
  - Assigned specific location codes (X, S, P, etc.)

## Parent/Child Structure

```
■ SUP067940 95145 - Training Test Supplier - UNITED STATES -  
  ■ SUP067941 98456 - Training Test Supplier HQ - UNITED STATES - Lisle  
    SUP067942 64258 - Training Test - UNITED STATES - Naperville
```

# 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



# Location Code Information

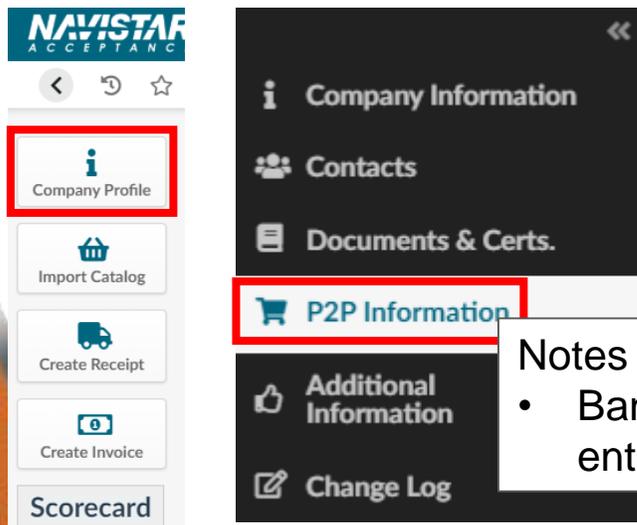
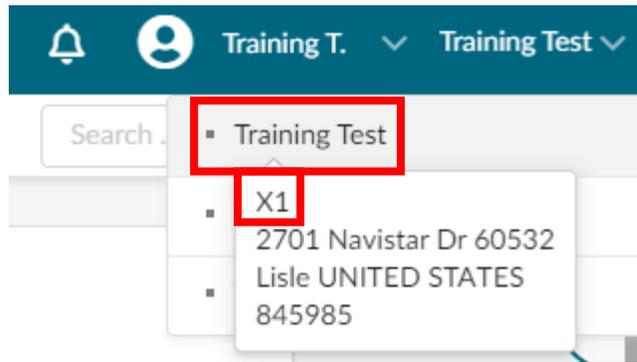
- Addresses to Populate Based on Location Code
  - Order Address – S Code
  - Payment Address – A, M, or E Codes
  - Ship-from Address – X & P Code
  - Return Address – X & P Code
  - Manufacturing Address – X & P Code

## 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”



## Order Address

Address Label ⓘ

## Payment Address

Address Label ⓘ

## Ship-from Address

Address Label

## Return Address

Address Label

## Purchasing Information

▼ EDI

▼ Shipping

▼ Packaging

▼ Other

## Banking Information

0 Result(s)

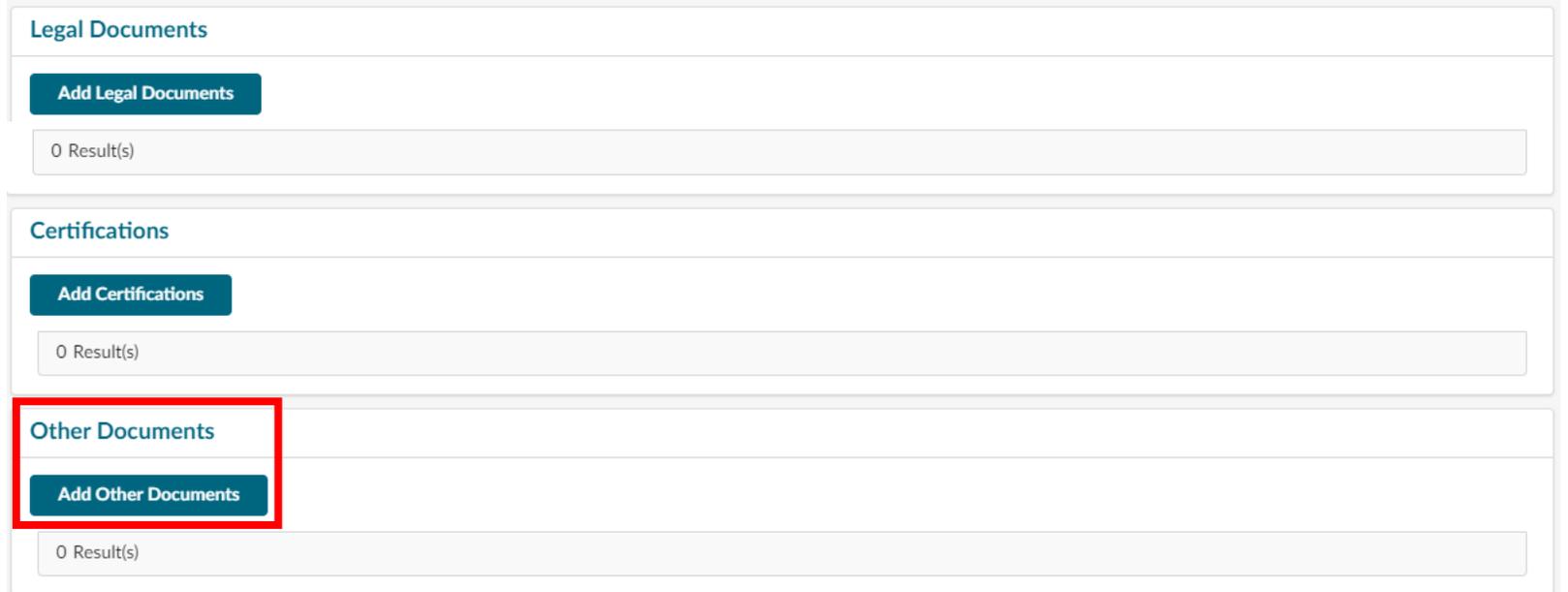
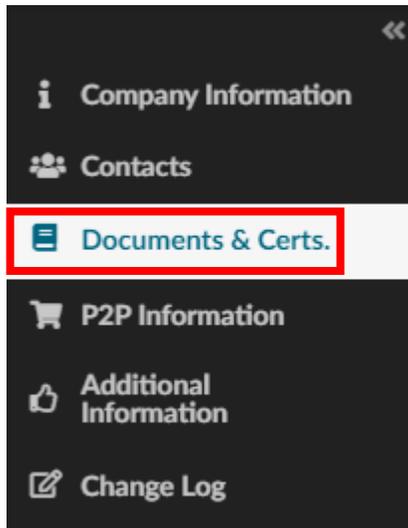
## Payment Information

### 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



# 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](mailto:S2CHelp@Navistar.com)
- Supplier Link to Portal
  - <https://navistar-supplier.ivalua.app/>

# Q&A



# Appendix 1

## New Supplier Registration



# Supplier Registration

## Self-Registration



# Supplier Registration

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

## Welcome to Navistar’s Source to Contract 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 Navistar Supplier Management Team

### IDENTIFICATION

[Lost your password?](#)



[Help Desk  
www.navistarsupplier.com](http://www.navistarsupplier.com)



[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

### 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

### Security Control

TEEN

Retype Characters Here \*

### Corporate Address



Address Label

Address Line 1

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 \*

- 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

Regions Served

Commodities

NAICS Code

Comment  en

# 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.

The screenshot shows a registration form with two main sections. At the top right, there are two buttons: "Register" (highlighted with a red box) and "Cancel". Below the buttons, the form is divided into two columns. The left column is titled "Help us identify your company. It is mandatory to populate at least one of these fields \*". It contains four input fields: "Tax ID Type" (a dropdown menu), "Tax ID Number", "Global Ultimate DUNS for Head-Office", and "Site DUNS". The right column is titled "Security Control" (highlighted with a red box) and contains a CAPTCHA image showing the word "TEEN" and a text input field labeled "Retype Characters Here" with a red asterisk indicating it is mandatory.

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

## Example Blocking Alert

 Country must have a value 



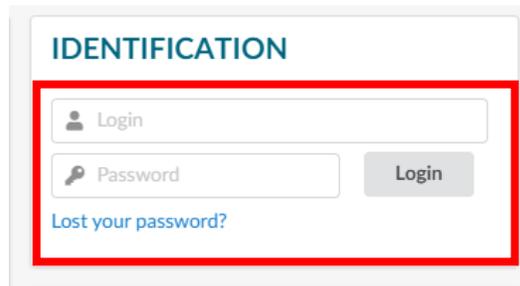
We thank you for your visit.

Your request for registration has been taken into account. You will receive soon an e-mail from us with the next steps.

 [Go back to login page](#)

# Supplier Registration

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

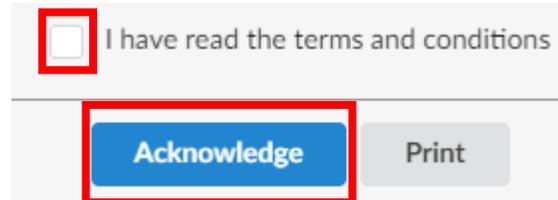


The screenshot shows a login form with the title "IDENTIFICATION" in blue. It contains two input fields: "Login" (with a person icon) and "Password" (with a key icon). A "Login" button is positioned to the right of the password field. Below the password field is a blue link that says "Lost your password?". A red rectangular box highlights the "Login" and "Password" fields and the "Login" button.

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

You have to confirm you read the terms and conditions in order to continue.

**STANDARD TERMS AND CONDITIONS**



The screenshot shows a confirmation form with a checkbox and the text "I have read the terms and conditions". Below this is a blue "Acknowledge" button and a grey "Print" button. A red rectangular box highlights the checkbox, and another red rectangular box highlights the "Acknowledge" button.

# Supplier Registration

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

NAVISTAR  
ACCEPTANCE

General Info. Performance Sourcing Contracts Items

Supplier Portal

Company Profile

Import Catalog

Create Receipt

Create Invoice

Scorecard

Announcement  
The content is not set

Onboarding Progress

Registration Onboard Pending

Profile Setup Gather Information

On-Boarding Review Information

Active Supplier Onboard Complete

The following items require your attention:

- 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

- 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 *	Can you provide us with your tax information? *
<input type="text" value="Legal Name"/>	<input type="text"/>
Company Name	Why are you not able to provide tax information?
<input type="text" value="en"/>	<input type="text"/>
Website	Tax ID Type *
<input type="text"/>	<input type="text"/>
Legal Structure	Tax ID Number *
<input type="text"/>	<input type="text" value="951874"/>
NAICS Code	Site DUNS *
<input type="text"/>	<input type="text"/>
PO Email ⓘ	Global Ultimate DUNS for Head-Office *
<input type="text"/>	<input type="text"/>
Main Commodity	Year Founded
<input type="text"/>	<input type="text"/>

### Supplier Scorecard

Access Supplier Scorecard [here](#)

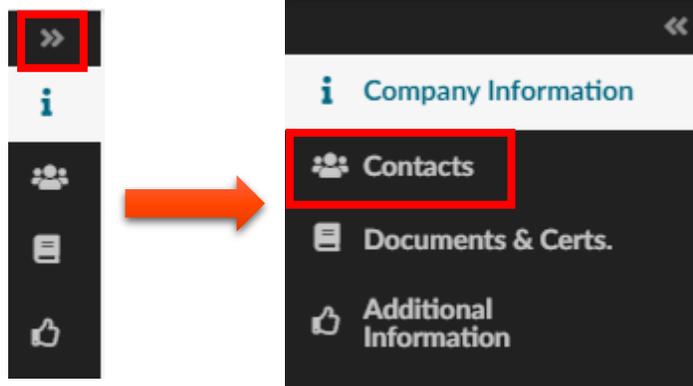
### Corporate Address



Address Label ⓘ	
<input type="text"/>	
Address Line 1	
<input type="text" value="search for an address, a place, a monument or longitude..."/>	
Address Line 2	
<input type="text"/>	
Address Line 3	
<input type="text"/>	
Address Line 4	
<input type="text"/>	
Zip Code/ Postal Code	City
<input type="text"/>	<input type="text" value="en"/>
Country *	State/Province
<input type="text" value="UNITED STATES"/>	<input type="text"/>

# Supplier Registration

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



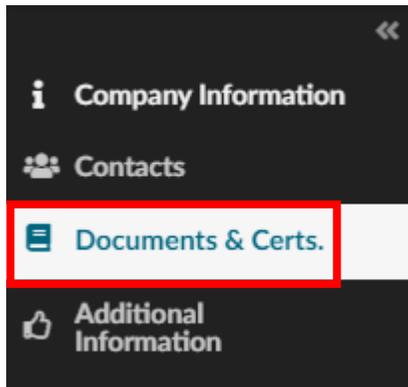
Step 10 – You will see your contact information and can add other members of your company to your “Internal Contact” by clicking “+ Create Contact”, entering the information (including “Position”), and press “Save & Close”

The image shows the 'Internal Contacts' interface. At the top, there are two buttons: 'Select Existing Contact' and '+ Create Contact'. The '+ Create Contact' button is highlighted with a red box. Below the buttons is a table with columns for Contact, Invite Supplier, Login, Position, Role, and Status. The table contains one row with the following data: Contact (Last First), Invite Supplier (SupplierEmail@Email.com), Login (Account Manager), Position (empty), Role (empty), and Status (Active).

The image shows the contact form. At the top right, there are two buttons: 'Save' and 'Save & Close'. The 'Save & Close' button is highlighted with a red box. The form is divided into sections: 'Identity', 'Phone', and 'Photo'. The 'Identity' section contains fields for Title, First Name (John), Last Name (Doe), Email (JDoe@Email.com), Position (empty), and List of languages (English). The 'Position' field is highlighted with a red box. The 'Phone' section contains fields for Main Phone, Business Phone, Cell Phone, and Fax. The 'Photo' section contains an 'Add a picture' button. The 'Corporate Address' section is partially visible at the bottom.

# 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”

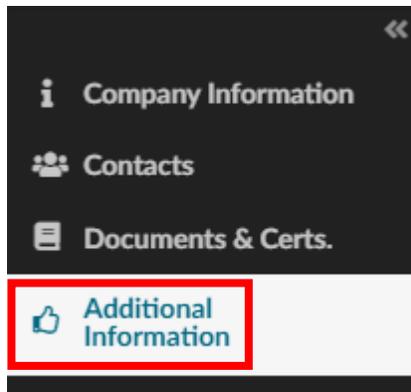
A screenshot of a web interface for uploading documents. It features three distinct sections, each with a title, an 'Add' button, and a result count:

- Legal Documents:** Contains a blue button labeled 'Add Legal Documents' and a light gray box below it showing '0 Result(s)'.
- Certifications:** Contains a blue button labeled 'Add Certifications' and a light gray box below it showing '0 Result(s)'.
- Other Documents:** Contains a blue button labeled 'Add Other Documents' and a light gray box below it showing '0 Result(s)'.

# Supplier Registration

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

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



**Additional Information**

Have you responded to the onboarding questionnaire? \*

Have you read the T&C? \*

Geographical Regions

Supplier Commodities

Comment (Supplier)

Small Disadvantaged Business Program?

Other Preference Program?

Veteran-Owned Small Business?

HubZone Program?

Emerging Small Business? \*

Woman owned? \*

Public or Private \*

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

**Questionnaires**

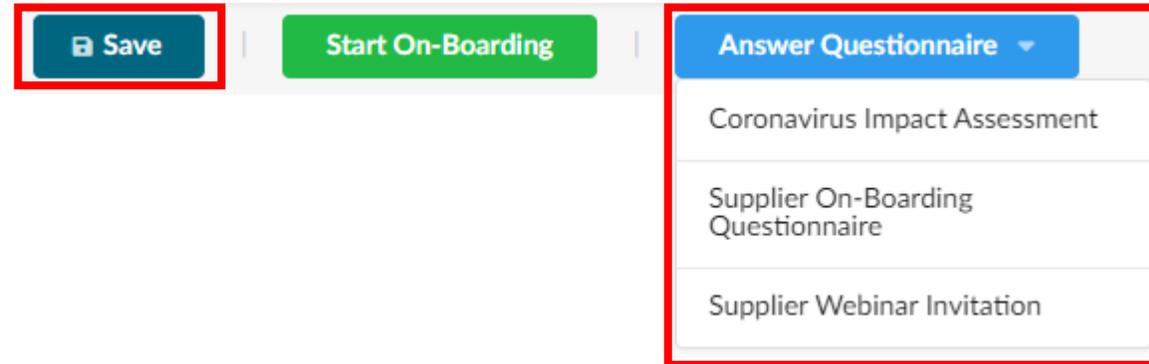
0 Result(s)

**Customer References**

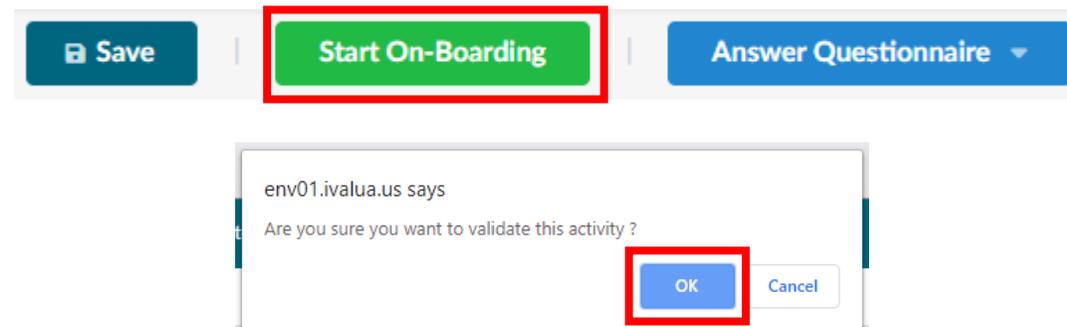
Add Reference

# 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”

## Onboarding Progress

✓	<b>Registration</b> Onboard Pending
✓	<b>Profile Setup</b> Gather Information
✓	<b>On-Boarding</b> Review Information
✓	<b>Active Supplier</b> Onboard Complete