1. Please fill out the following fields with the appropriate information from the certificate.
2. Insert the PDF of the certificate by following the directions on the second page of this document. Only one certificate can be attached. If you are submitting multiple certificates, submit a separate Word document for each certificate.
3. Save this file and use this link to send an email with this file attached.

If your default email is not set-up, send this document as an attachment to ISQ@navistar.com with “New QMS/EMS Certification” as the subject.

|  |  |
| --- | --- |
| Supplier Name | [Supplier Name] |
| Navistar Supplier Code(s) – 7 Digit\*Separate Multiple Codes with Comma | [Supplier Code(s)] |
| Street Address | [Street Address] |
| City | [City] |
| State | [State] |
| Country | [Country] |
| Type of Certification | [Type the appropriate certification type if yours is not available in the list] |
| Certification Number | [IATF Number if TS 16949, Registrar Number Otherwise] |
| Certification Expiration Date | [Certification Expiration Date] |
| Registrar | [Registrar] |
| Primary Contact Email Address | [Primary Contact Email Address] |
| Primary Contact Name | [Primary Contact Name] |
| Secondary Contact Email Address | [Secondary Contact Email Address] |
| Secondary Contact Name | [Secondary Contact Name] |

Insert the PDF of the certificate below using the following steps:

1. Use your cursor to select anywhere below the green line
2. Click on the “Insert” tab in the Microsoft Word ribbon
3. Click on “Object”
4. Select the “Create From File” tab in the Object window
5. Click “Browse”, choose the PDF file, then click OK