01 SUPPLIER EXPECTATIONS

International Supplier Expectations

1 **All International Suppliers must be registered in eQ2**

- **How to Register?** **Completion of International eQ2 Administrator Form**

2 **Maintain an Assigned eQ2 Administrator at each Manufacturing Site**

- Main & Substitute Administrator required at all times
- eQ2 Supplier Administrator Responsibilities include:
    - Adding new users & assigning system permissions at your location
    - Main contact person for eQ2 enhancements
    - Responsible for zero-mileage claims & PPAPs if no other users are assigned

3 **Ensure Supplier Information is up to date in S2C**

- Manufacturing DUNS Number must be accurate and up to date for all International Supplier ERP Codes
- Note: This information is integrated in eQ2 System from S2C/Ivalua for each site.
- Instructions on how to update information in S2C here (see page 34)

4 **On-time Delivery of PPAP Submissions**

- **PPAPs must be accepted or rejected within 5 days**
- If requested PPAP cannot be completed by the required date, PPAP must be rejected
    - o SQE & assigned Buyer must be notified ASAP.
- If a process/element cannot be completed by due date, SQE must be notified due to interim approval needed.

02   EQ2 ADMINISTRATOR RESPONSIBILITIES

eQ2 Administrator Responsibilities

For each Manufacturing Location

ADD/REMOVE USERS

- Add new users at your location
  - Remove users as needed)

ASSIGN/MAINTAIN USER PERMISSIONS

- Assign users to each eQ2 modules (main contact & back-up)
- Assign PPAP responsible users and PSW signing privileges

Use of Future Modules

- Remain up to date on upcoming eQ2 modules & their launch dates
- Ensure team is ready to handle all cases in eQ2 upon their launch

PERFORMANCE AND FEEDBACK

- Ensure team meets all deadlines
- Provide feedback on system enhancements or improvements (as needed)

TRAINING AND DEVELOPMENT

- Complete all International eQ2 training
- Ensure users are trained on eQ2 modules and review User Guides & Training Videos