



Navistar, Inc.  
Attention: Supplier Based Tooling  
2701 Navistar Drive  
Lisle, IL 60532 USA

**To: Suppliers with Navistar-owned tools**

Re: Navistar's Enhanced Supplier Based Tooling Management System.  
The following instructions pertain to all Navistar Tooling Purchase Orders.

Tooling purchase orders are issued from our Supplier Based Tooling group located in Lisle, IL.

Suppliers are responsible for the tracking and maintenance of Navistar-owned tooling, with periodic audits of tools and their respective locations performed at tiered locations. Asset tags are required, and evidence must be provided as to whether the tools are properly tagged. Tools must have approval from a Navistar Tooling Manager.

- **All tooling invoices and supporting documentation must be submitted as a complete package via email to [SBTAPScan@Navistar.com](mailto:SBTAPScan@Navistar.com).**
  - **Any incomplete package will not be considered for approval**
  - If submitting more than one packet, it is acceptable to submit one email with multiple zip files

**Required on Invoice:**

- Complete PO number (09900-xxxxxxxxxx)
  - Do not combine multiple POs on one invoice
- Specific details from PO:
  - Follow format of PO- separate invoice lines for each PO line
  - Line number and description of tooling for each line
  - Delivered part number(s) and tag number (TLxxxxxxx) for each line
  - Any invoices submitted with a lump sum line when the PO is more than one line will be rejected.

## **Required supporting documentation includes:**

- Copy of Navistar PO (PDF) (with both multi-pay and final invoices)
- Fully approved Part Submission Warrant (**PSW**) in PDF format
  - If arrangements were made that this is being waived, the correspondence from tooling manager must also be included.
- Tooling Acceptance Report (**TAR**) must be in Excel format
  - Completed entirely for all purchased tooling.
  - Please find and use latest version of this file on the Supplier website @ [www.navistarsupplier.com](http://www.navistarsupplier.com) under the “Supplier Tooling” section
    - Note as of January 1, 2021 we are utilizing version 3.0.
- Two pictures per tool at least (in PDF format)(Powerpoint or Word document is acceptable)
  - One showing readable close-up of tooling tag
    - “Property of Navistar” and tag number from PO (TLxxxxxxx)
    - This information should be permanently affixed to each tool via Navistar tag (or other metal tag) or etched, inscribed, stamped, etc. directly on the tool.
  - Second picture should show overall tool and special features
    - Any side views showing attachments, connections, etc.
    - Ideal picture of tool: Open tool position with associated piece part
  - If multi-line PO, compile pictures into a PDF, following the order of the PO.