

PEOPLESOFT VENDOR REQUEST FORM INSTRUCTIONS

PLEASE REVIEW SUPPLIER REQUIREMENTS ON OUR SUPPLIER WEBSITE

<http://evaluate.internationaldelivers.com/supplier>

SUPPLIER CORPORATE NAME – please enter your corporate name (as it will appear on invoices) along with any division name. Also required is your company's tax ID (TIN) number if you are located in the U.S. or the VAT registration number if you are located in Canada, Germany or the UK. If you have a parent company, please list that information on the form.

ADDRESSES – please complete all requested address information including where your checks should be sent, where we pick up material, where schedules should be sent and the corporate headquarters locations. Please include contact information including name, phone and/or email.

ELECTRONIC SIGNATURE – Navistar will send documentation via electronic signature. In order to complete the process, we need the name and email address of the person authorized to sign contracts, purchase orders or other documentation.

BANKING FORM – this section is only required if your 'remit to' address is outside the U.S., Canada or Mexico.

Our standard pay terms are Net 60 days. If you require different terms, please contact your supply manager.

SUPPLIER DIVERSITY – Navistar tracks diversity spend. If you are a diverse supplier, please complete the attached Supplier Diversity form. Please contact Fernando Ronderos at 630-753-3419 with any diversity questions.

LABOR UNION AFFILIATION – Navistar tracks union information. If any of your locations that provide material to Navistar are union locations, please fill out this section. If none of your locations are union locations, please type 'NA' in this section.

INSURANCE CERTIFICATES – please follow the link for our insurance requirements. Send a copy of your insurance certificate to Diana Pena at the email address listed.
<http://evaluate.internationaldelivers.com/supplier>

PACKAGING – please provide detail on packaging Navistar's service requirements. For additional information, please follow the link for packaging requirements. If you have any questions about packaging requirements, please contact Penny Pelak or Katie Lynch at the numbers listed.

http://evaluate.internationaldelivers.com/supplier/Documents/PUR_3003_MA_D13.pdf.

EDI – Please answer all questions listed. The information you provide will allow Navistar to test EDI transmissions with your company. Also list the name and contact information for your EDI employee.

SERVICE ORDERS/PLANT DELIVERY – If you will be providing aftermarket requirements to Navistar, who can we contact at your location? Please indicate if you will ship aftermarket requirements to the U.S, Canada or Mexico. For additional information, please review the iSupplier Portal guidelines on the <http://www.navistarsupplier.com> website.

FREIGHT TERMS – Will your freight be shipped collect or delivered (only applies to U.S. suppliers. If you are a non-North American supplier, please contact your supply manager for incoterms.

REQUIREMENTS TO DO BUSINESS – our requirements to do business are listed on our supplier website at: <http://www.navistarsupplier.com>