



Intelex Technologies

Supplier 360 System

Supplier User

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Logging into Intellex

To start working with the Intellex site and the Supplier 360 System, follow the steps below:

1. Type the following URL into any Internet browser: <https://clients.intellex.com/login/Nexteer>.
2. You will then be presented with your Intellex login screen.

The screenshot shows the Intellex Client Login interface. On the left, there is a blue login form with the following elements:

- A browser tab labeled 'Nexteer'.
- The heading 'CLIENT LOGIN'.
- A welcome message: 'Welcome to the Intellex Client Login!'.
- Input fields for 'User Name' and 'Password'.
- A 'LOGIN' button.
- A link for 'Forgot your password?'.
- A 'Powered by: INTELEX' logo.

On the right, a promotional banner features the text 'Be part of the Intellex Community' above two overlapping speech bubbles. Below the bubbles, it says: 'Join your fellow Intellex users on Intellex Exchange. Network with other users, ask questions and share insights.' The Intellex Exchange logo is displayed at the bottom of the banner.

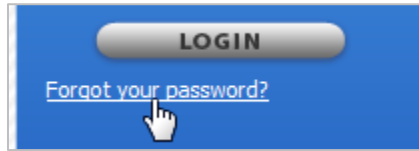
The footer of the page includes the text: 'Copyright © 1992-2010, Intellex Technologies Inc. New to Intellex? | Support & Training | Community & Resources | Contact Us'.

3. Enter your User Name and Password into the fields provided.
4. Click the **Login** button.

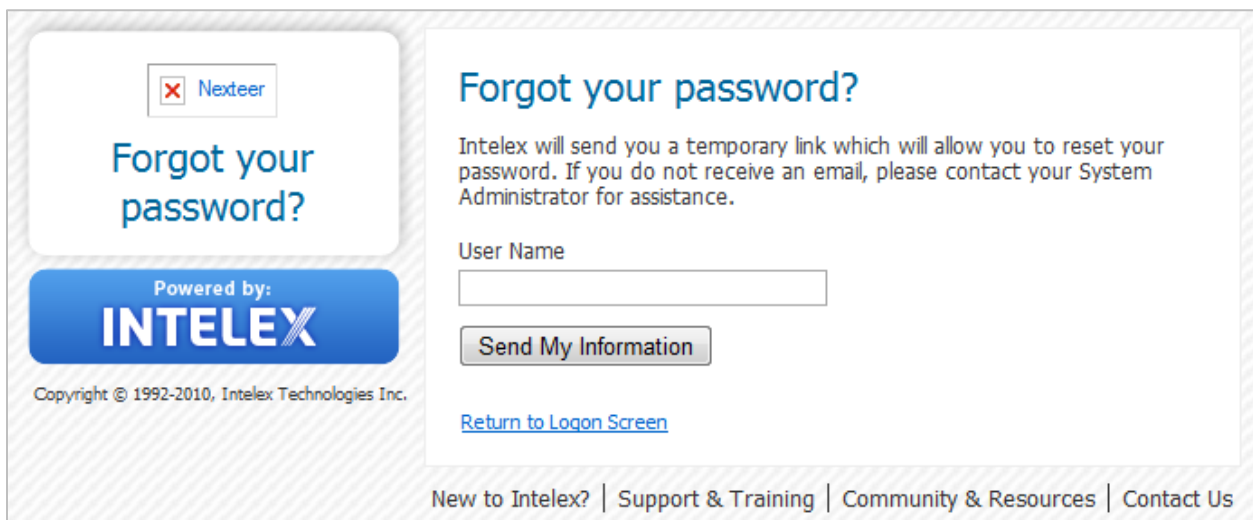
Forget your password

If at any time you forget your password, follow the steps below to have your login information sent to you in order to sign in again.

1. Click on the hyperlink below the login button field, and it will prompt you to enter your user name.



2. Enter your User Name in the space provided and select the **Send My Information** button to have an email sent to you with your login credentials.

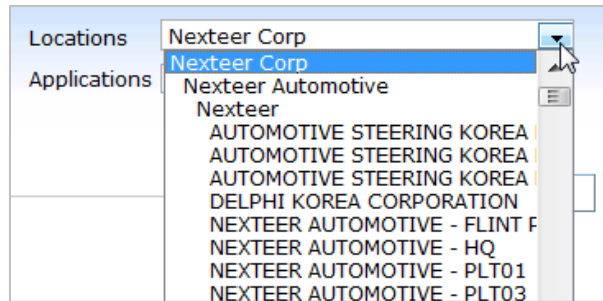
A screenshot of a web form titled "Forgot your password?". The form is set against a light blue and white background with a subtle pattern. On the left side, there is a white box containing the Nexteer logo (a red 'X' in a square) and the text "Forgot your password?". Below this is a blue button with the text "Powered by: INTELEX". At the bottom left of the form area, it says "Copyright © 1992-2010, Intelex Technologies Inc.". The main content area on the right has the title "Forgot your password?" in blue. Below the title is a paragraph of text: "Intelex will send you a temporary link which will allow you to reset your password. If you do not receive an email, please contact your System Administrator for assistance." Below this text is a text input field labeled "User Name". Underneath the input field is a grey button labeled "Send My Information". At the bottom of the form area is a blue underlined link that says "Return to Logon Screen". At the very bottom of the page, there is a navigation bar with the text "New to Intelex? | Support & Training | Community & Resources | Contact Us".

General Navigation

There are a few areas within the system that you should be aware of in order to navigate yourself through Intellex.

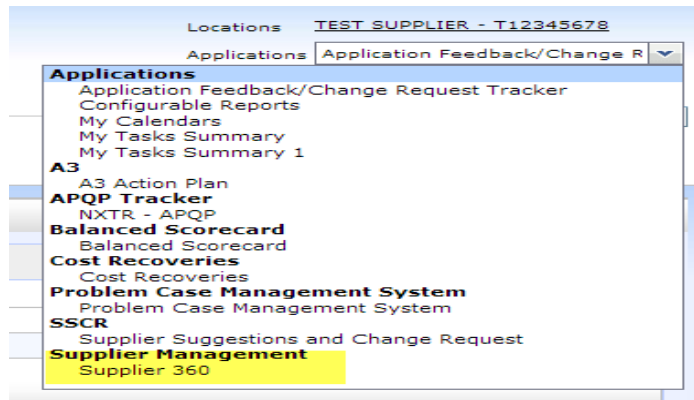
Locations Dropdown

One of the first things you'll notice when you first log in to the Intellex system is the locations dropdown. This is found in the top right hand corner of the screen. From here you should see your logon location. If you select the name hyperlink, this will appear as a dropdown. Open the dropdown to display the location structure for Nexteer. To view a specific Supplier Record, select the Supplier Name in the drop down prior to accessing the Supplier 360 application.

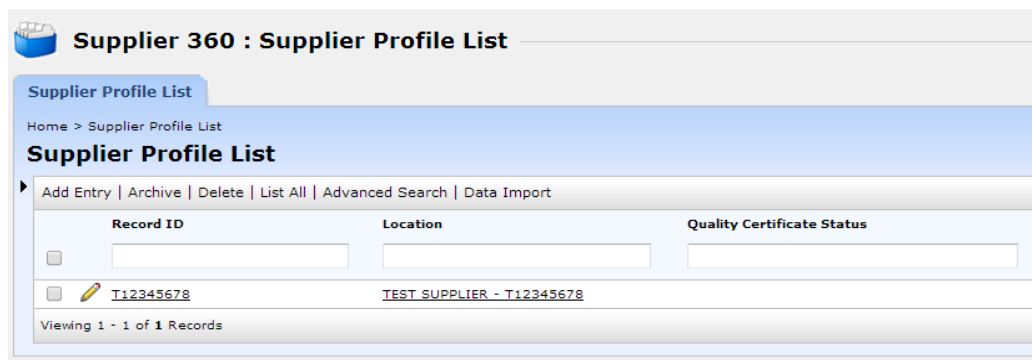


Supplier 360 Profile

To access your Supplier Profile Record, select the Supplier 360 Application from your Applications Dropdown.

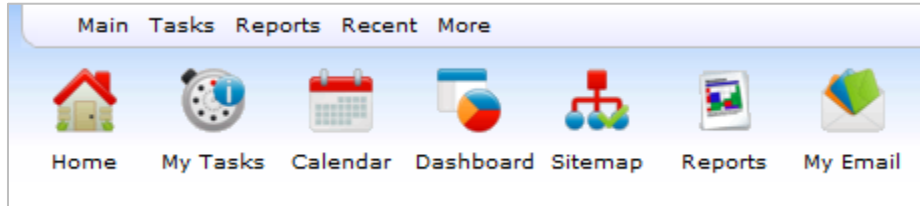


Once the application loads, the Supplier Profile List tab will be active. This displays an inventory page listing all Supplier Profile records. Note: There should only be one Supplier Profile per Supplier Location.



Toolbar

In the center of the page, as part of the header, you will see a toolbar. This toolbar displays icons that are quick links, which will allow you to navigate from page to page within the system. Since it is on the header of the page it will display regardless of the area in the system you are working with and can be used to navigate to another page in the system. Please note that toolbars are configurable and you may see changes made to your default toolbar.



My Tasks

My Tasks Summary page is the first page that will be loaded when you log in to Intellex. This page will display all actions that you are responsible to complete. From here you will be able to see the due date, task type and description of a task. You will also be able to complete a task right from this page by selecting the description hyperlink. Whenever you are assigned a task you will also receive an email notification informing you of this new task. If you navigate away from this page and would like to be directed back, simply select **My Tasks** icon from your toolbar.

My Tasks Summary : My Tasks

My Tasks | My Staff's Tasks | All Tasks | My Training | My Staff's Training | My Email | More ▾

My Tasks Custom Inventory: ...

List All | Reassign Employees | Advanced Search

Location	Description	Type	Stage	Person Responsible	Due Date ▾	Overdue/Upcoming
<input type="checkbox"/>						▾
<input type="checkbox"/> Nexteer Corp	147	Problem Case Form	Final Approval	Intellex Support	01/02/2013 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	122	Problem Case Form	Final Approval	Intellex Support	12/29/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	631092749	Problem Case Form	Final Approval	Intellex Support	12/26/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	141	Problem Case Form	Initial Approval	Intellex Support	12/19/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	136	Problem Case Form	Initial Approval	Intellex Support	12/18/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	130	Problem Case Form	Initial Approval	Intellex Support	12/15/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	114	Problem Case Form	Initial Approval	Intellex Support	12/15/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	107	Problem Case Form	Initial Approval	Intellex Support	12/14/2012 00:00:00	Upcoming

Supplier 360 Overview

The Supplier 360 Application is used for suppliers and Nexteer personnel to have a single access point for all Supplier Information, including Quality Certificate information, Address Information and Contacts. The Application is will be used to help Nexteer Global Supply Management determine sourcing strategies and track Supplier Performance information. The Supplier 360 Profile will show the following information:

- a. **Compliance:** Quality Certificate Status, Quality Cert Expiration Date, Top Focus Supplier (TFS) Flag, New Business Hold (NBH) Flag, Minority Supplier Identifier (for US based suppliers), and C-TPAT Acknowledgement (for Non-US based suppliers).
- b. **Location:** Supplier Name and Address
- c. **Supplier Information:** Commodity and Product Line(s) supplied (Nexteer user edit only)
- d. **Financials:** Supplier Total Revenue and Nexteer Spend
- e. **Annual Profile Review:** When the Annual Review of the Profile has been completed.

Supplier Details	
△ Compliance	
TFS Flag	
Quality Certificate Status	
CTPAT Acknowledged	
△ Location Information	
Supplier Name	TEST SUPPLIER - T12345678
DUNS	T12345678
Street Address 1	3900 E. HOLLAND ROAD
City	SAGINAW
Country	BRAZIL

Edit Supplier Information

Information such as **Supplier Total Revenue** and **Nexteer Supplier Spend** can be edited by a Supplier user at anytime. To edit this information, follow the steps below:

1. Navigate to your Supplier 360 Profile.
2. Click **Edit**.
3. Enter/update the pertinent information.
4. Click Save

△ Financials			
Supplier Total Revenue	<input type="text"/>	Nexteer Supplier Spend	<input type="text"/>

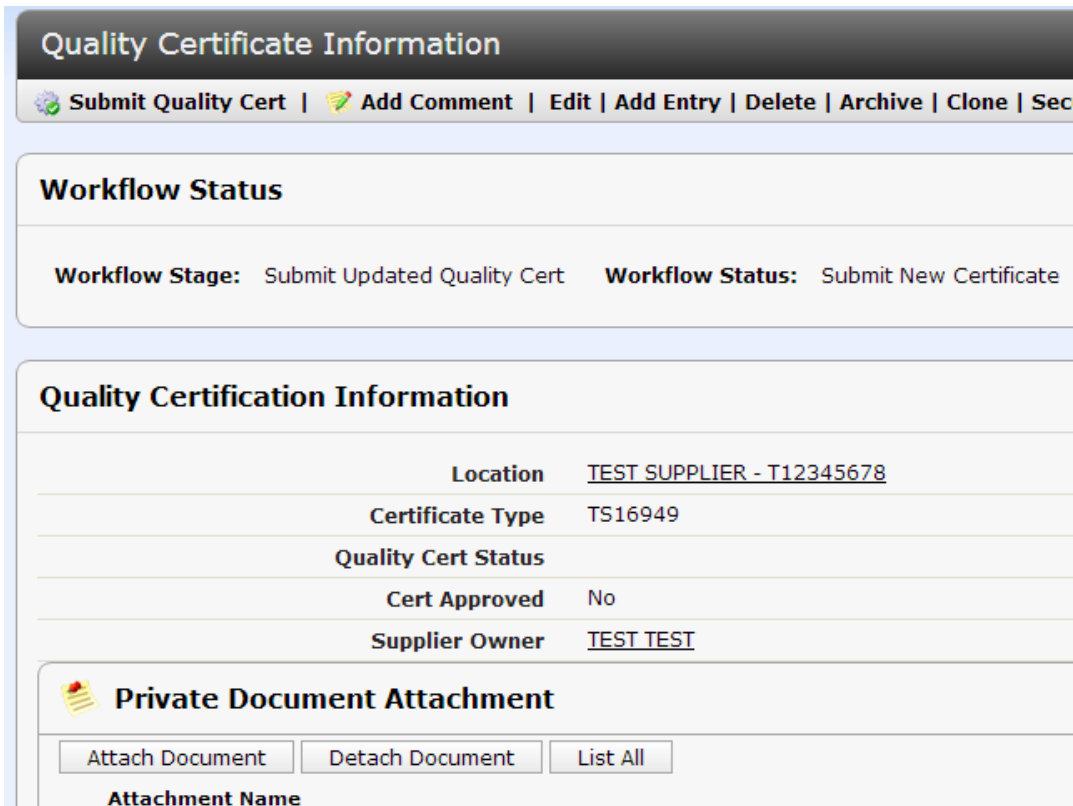
Quality Certificate Update

If your **Quality Cert Status** shows “Missing” or “Expired”, then you are non-compliant to providing a copy of your Quality Certificate to Nexteer Automotive. A Quality Certificate can be uploaded directly to the Supplier 360 Profile by completing the following steps:

1. Within the Supplier 360 Profile, click on the **Update Quality Certificate** button.



2. Complete the **Certificate Type** and **Certificate Expiration Date** fields.
3. Click **Save**.
4. In **Private Document Attachment**, click on Attach Document
5. Browse to the current Quality Certificate document that should be attached. Click OK.
6. Click on **Submit Quality Cert**.

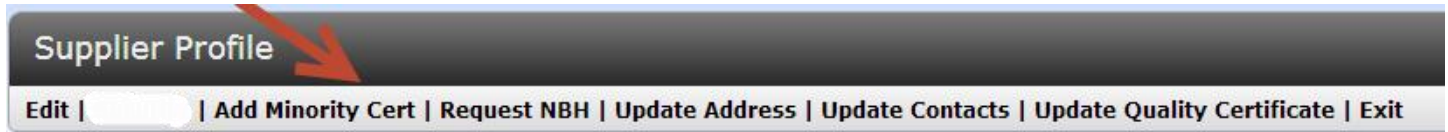
A screenshot of the 'Quality Certificate Information' form. The form has a dark header with the text 'Quality Certificate Information'. Below the header is a light-colored menu bar containing several options: 'Submit Quality Cert', 'Add Comment', 'Edit', 'Add Entry', 'Delete', 'Archive', 'Clone', and 'Sec'. The form is divided into several sections: 'Workflow Status' with 'Workflow Stage: Submit Updated Quality Cert' and 'Workflow Status: Submit New Certificate'; 'Quality Certification Information' with fields for 'Location' (TEST SUPPLIER - T12345678), 'Certificate Type' (TS16949), 'Quality Cert Status', 'Cert Approved' (No), and 'Supplier Owner' (TEST TEST); and 'Private Document Attachment' with buttons for 'Attach Document', 'Detach Document', and 'List All'. Below the buttons is a table with the header 'Attachment Name'.

7. The **Quality Cert Status** field will change to “Pending Approval” until Nexteer has had a chance to review the Certificate. If approved, the **Quality Certificate Status** and **Quality Certificate Expiration Date** will be updated on your Supplier 360 Profile screen.
8. A notification will be sent to you once the **Quality Certificate Expiration date** has been met, indicating that a new Quality Certificate must be uploaded. You will have one month to upload a new Quality Certificate before being placed on New Business Hold.

Minority Certificates

If your organization is located within the United States and are certified as a Minority Supplier, your Minority Certificate may be entered on the Supplier 360 Profile. To add/update a Minority Certificate, follow the steps below:

1. Within the Supplier 360 Profile, click on the **Add Minority Cert** button.



2. Select any or all of the following options:
 - a. Veteran Owned Supplier
 - b. Women Business Enterprise
 - c. Minority Type (for other types of Minority Certificates)

Minority Information	
Location	<u>NEXTEER CORP</u>
Veteran Owned Supplier	<input type="checkbox"/>
Women Owned Business Enterprise	<input type="checkbox"/>
Minority Type	<input type="text"/>

3. Enter the Certificate expiration date(s) for any option(s) selected.
4. Click Save
5. In **Private Document Attachment**, click on Attach Document
6. Browse to the current Quality Certificate document that should be attached. Click OK.
7. Click on **Submit Minority Cert.**

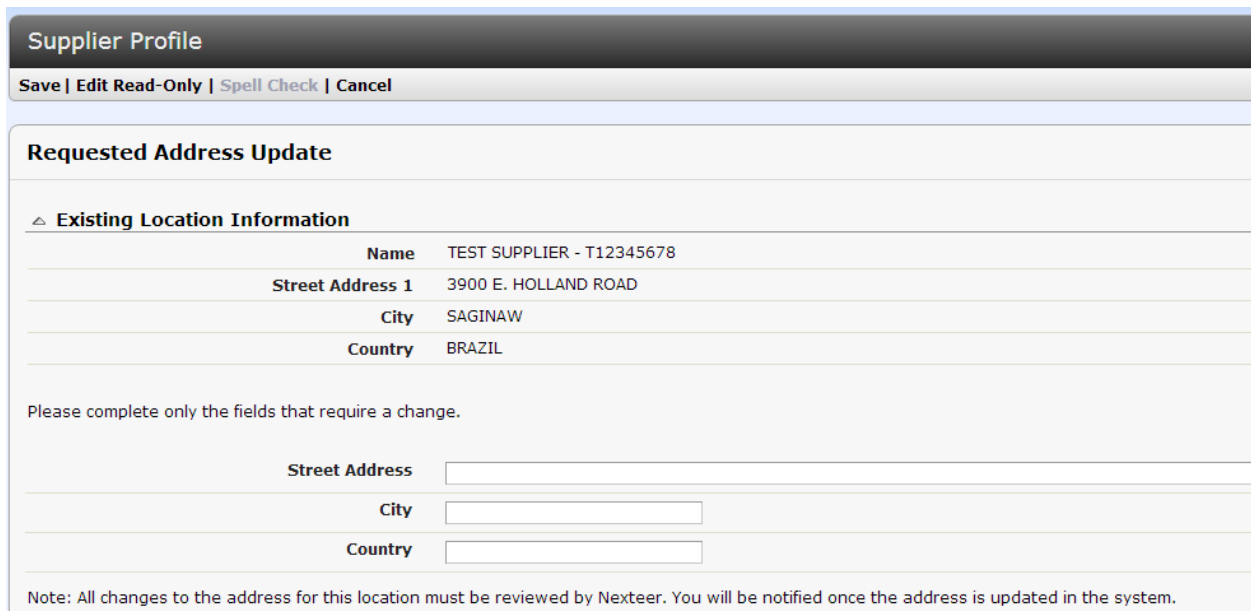
Address Update

Upon reviewing your Supplier 360 Profile, if the address information is incorrect, the following steps can be taken to request an update to the address:

1. Navigate to your Supplier 360 Profile.
2. Click the **Update Address** button.



3. Enter the information that needs to be updated (Street Address City, State/Province, Country, or Zip/Postal Code)

A screenshot of the 'Requested Address Update' form. The form has a dark grey header with the text 'Supplier Profile' and a light grey bar with navigation options: 'Save | Edit Read-Only | Spell Check | Cancel'. The main content area is titled 'Requested Address Update' and contains a section for 'Existing Location Information'. This section is a table with the following data:

Name	TEST SUPPLIER - T12345678
Street Address 1	3900 E. HOLLAND ROAD
City	SAGINAW
Country	BRAZIL

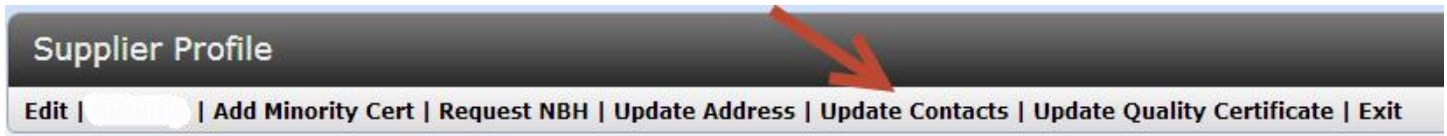
Below the table, there is a note: 'Please complete only the fields that require a change.' and three input fields for 'Street Address', 'City', and 'Country'. At the bottom of the form, there is a note: 'Note: All changes to the address for this location must be reviewed by Nexteer. You will be notified once the address is updated in the system.'

4. Click **Save**. A notification will be sent to the Nexteer Supplier Admin for review. Note: Address information in the Nexteer system is pulled from Dun & Bradstreet (D&B). If the address request does not match D&B records, then the address will not be updated.

Contacts Update

Contact Information for your organization is required to be entered within your Supplier 360 Profile. To add/update the Contact Information, follow the steps below:

1. Navigate to your Supplier 360 Profile.
2. Click the **Update Contacts** button.



3. The following information is required for the Contact Types: Sales, Quality, CEO, Plant Manager.
 - a. Contact Name
 - b. Email Address
 - c. Contact Phone
 - d. Cell Phone

A screenshot of a web form titled 'Contacts'. The form is organized into several sections, each with a dropdown arrow icon on the left. The sections are: 'Sales Contact', 'Quality Contact', 'CEO/President Contact', 'Plant Manager Contact', and 'Additional Contact'. Each section contains four input fields: 'Name', 'Email Address', 'Phone', and 'Cell Phone'. The 'Name' and 'Email Address' fields are marked with an asterisk (*). The form is set against a light grey background with a white border.

4. Click **Save**.

Annual Review

As a part of the Nexteer Supplier Requirements, we require that you maintain your Supplier 360 Profile within the Intellex system. To help with this, we created a flag in the system to indicate whether an Annual Review has been completed. At the beginning of each year, the Annual Review Completed flag on your profile will reset to “No”. It is your responsibility to ensure that this Profile Review is completed. Note: If this Annual Review Completed flag is marked “No”, you will receive a 5 point deduction per month on your Scorecard until the Annual Review Completed flag is marked “Yes”. To perform your Annual Review, please follow the steps below:

1. Navigate to your Supplier 360 Profile.
2. Review/Update your Supplier 360 Profile details
3. Review/Update your Contacts (see Contacts Update section)
4. Click **Edit** button.
5. Check the box next to **Annual Profile Review Complete**
6. Click **Save**

△ **Annual Profile Review**

Annual Profile Review Complete Your Profile must be fully completed before you can check this box.
