Intelex Supplier Purchase Order Portal

(For Direct Material Suppliers shipping to Nexteer US or Mexico plants only)

1. Log into Intelex using the following URL and any Internet browser: https://clients.intelex.com/login/Nexteer.

2. Enter your User Name and Password into the fields provided.
   a. If you were provided a PO Remittance User ID, you will need to use the "Forgot your Password?" link and enter that User ID (NOT Email address) for an email to be sent to you for you to create your Intelex password.
3. Click the Login button.
4. Click the red application menu dropdown in the upper left corner of your screen and select "Supplier Purchase Order Portal" from the application list.
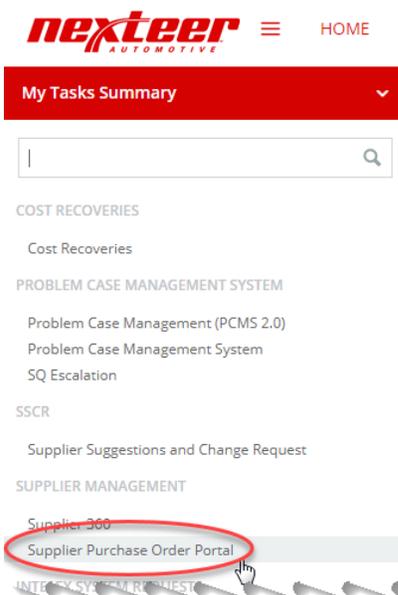
5. Once in the "Supplier Purchase Order Portal" application, select the "[View] or Contract Number" link for the contract file you wish to view/download.
6. This will take you to the Intelex entry for the PO or PO alteration. You must then click the "Download PO" button at the top of the page.

     Download PO

7. A .pdf file of the actual PO or PO alteration document will then show under the "Private Document Attachment" section.

    Private Document Attachment

    List All

	Attachment Name
☐	
☐	UD11358.pdf
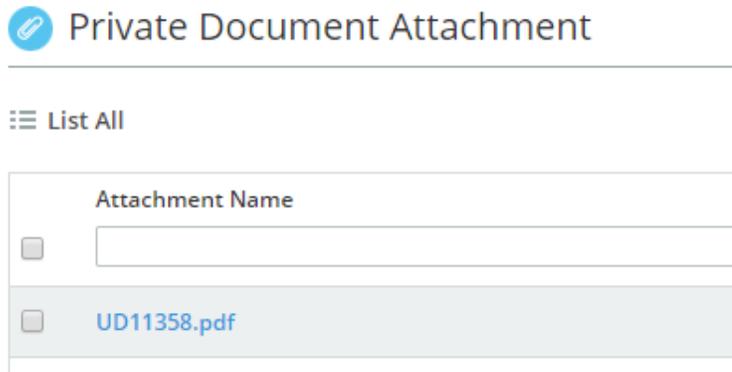
8. Click the attachment link to the PO or PO alteration .pdf file to download and open the document.
9. The .pdf document will remain available in Intelex for 30 days, so be sure to download POs in a timely manner. Please note, it is the supplier's responsibility to keep a copy of all PO or PO alterations for their records.