

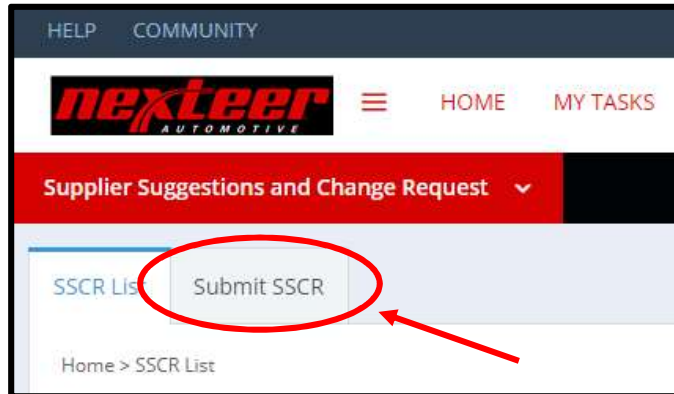
FOR SUPPLIERS:

SUBMITTING SUGGESTIONS /CHANGES REQUESTS

As a supplier you will need submit any suggestions or change requests using Intelix. This will also allow you to track the status of your request up to PPAP requirements. To submit a request, follow the steps below.

1. Start by **selecting your correct location** in the Location dropdown in the top right-hand corner. This is the location your suggestion/request will be issued under.
2. Select **Supplier Suggestions and Change Request** from the My Tasks Summary drop in the top left corner: This will take you to a view of your suggestions submitted for your location.

- Then select the **Submit SSCR** tab on the left. This will bring you to a new blank form for you to start entering the details.



- Complete the form fields.
Note: Any field that has an asterisk is a mandatory field and must be filled in before you will be able to submit the form. Include as much detail as possible. *Please take note of hints for each section.*

A screenshot of the 'New SSCR' form in the Nexteer Automotive web application. The form is titled 'New SSCR' and is under the 'Supplier Suggestion/Change Request Information' section. It contains several fields and sections:

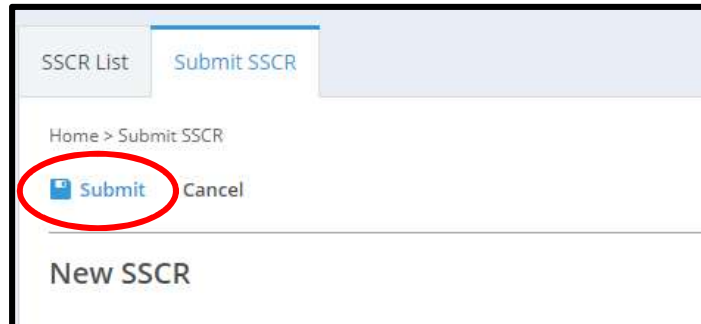
- Location:** A text field with the value 'NEXTEER'.
- Change Request Users Impacted:** A section containing three fields: '* SCR Owner Name', '* SCR Owner Phone', and '* Nexteer AQE/SQE' (a dropdown menu).
- Change Request Details:** A section containing two text areas: '* Detail Description of Change/Proposal?' and '* Please indicate the parties impacted and provide a description'. Below the second text area is a small note: 'Please include a timeline for expected processing of the request'.
- Emergency Request:** A dropdown menu for '* Is this an Emergency Request?'.

- If checking yes for emergency request, additional required fields will appear and must be filled in.

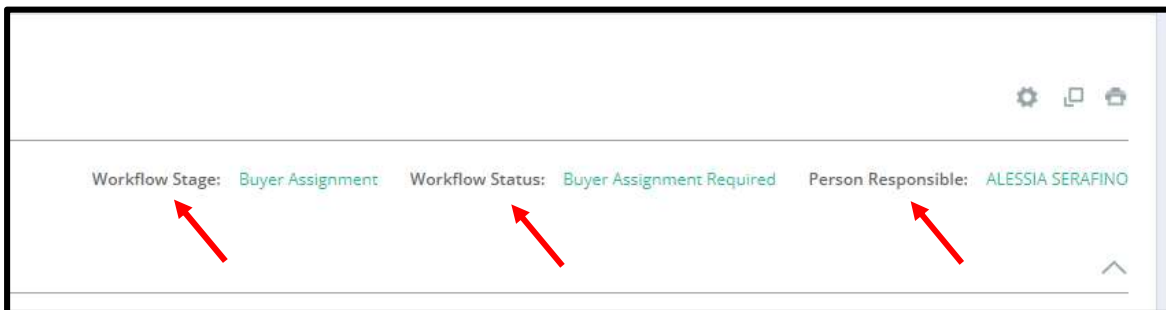
A screenshot of the emergency request form fields. It shows three mandatory fields:

- * Is this an Emergency Request? (Dropdown menu with 'Yes' selected)
- * Please provide details as to WHY this change is considered an Emergency (Text area)
- * Date change to be completed (Date picker)

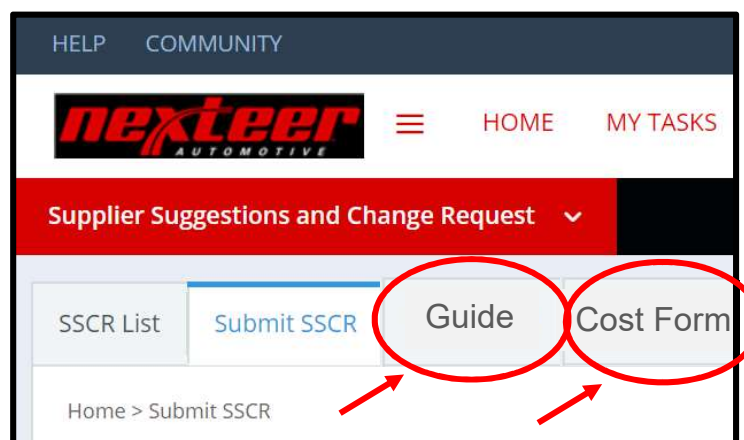
6. Once you have filled all boxes, scroll to the top of the page and click **Submit**. This will forward the request to Nexteer Quality Contact for a cross functional review. If you have made a mistake and no longer need this request/suggestion you can click the **Cancel** button.



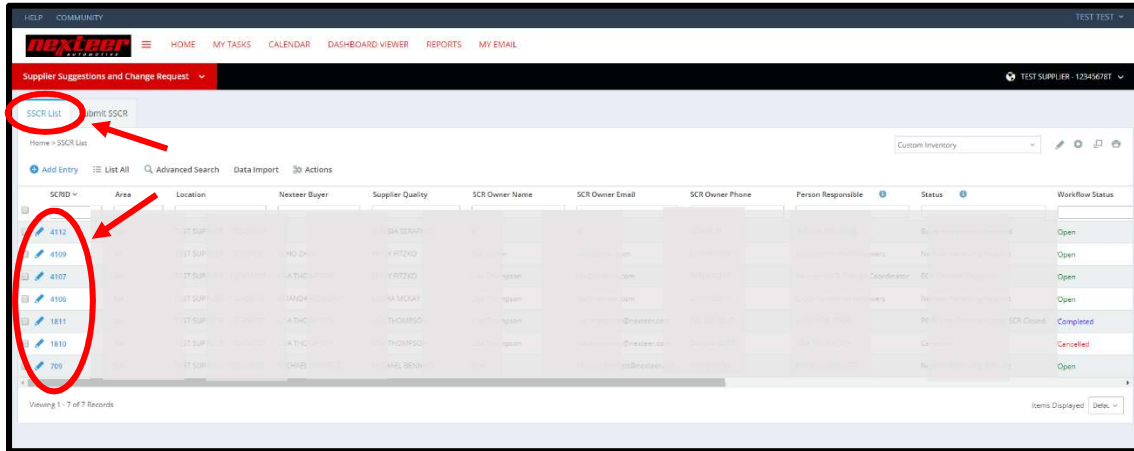
7. Your suggestion/request has now been submitted to the Nexteer Supplier Quality Contact for review. A summary sheet of your submission will appear. The top of the form will show workflow stage, workflow status and person responsible.



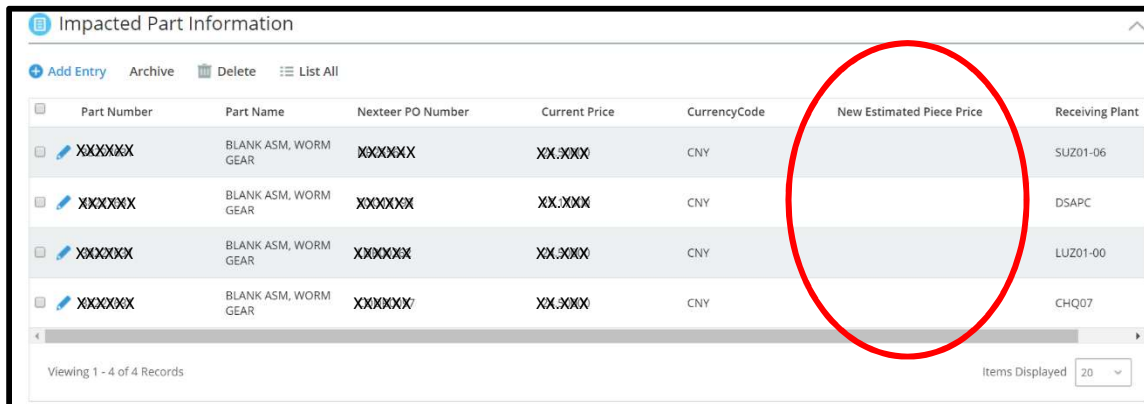
8. You should be contacted by the Nexteer Supplier Quality Contact to schedule a cross function team meeting. This meeting will include everyone involved in the process of approving an SCR, including the supplier. To prepare for this meeting, please review the information under the **GUIDE** tab at the top and follow the template under Cost Form for the cost breakdown.



- You may track your suggestions/requests throughout the process by clicking the **SSCR List** tab at the top left and then clicking on the **SCRID** of the request you want to view.



- Once the cross functional review is completed and the SCR has been approved, you will receive the SCR in order to fill in the new estimated piece price for a final submission before approval for ECR creation.

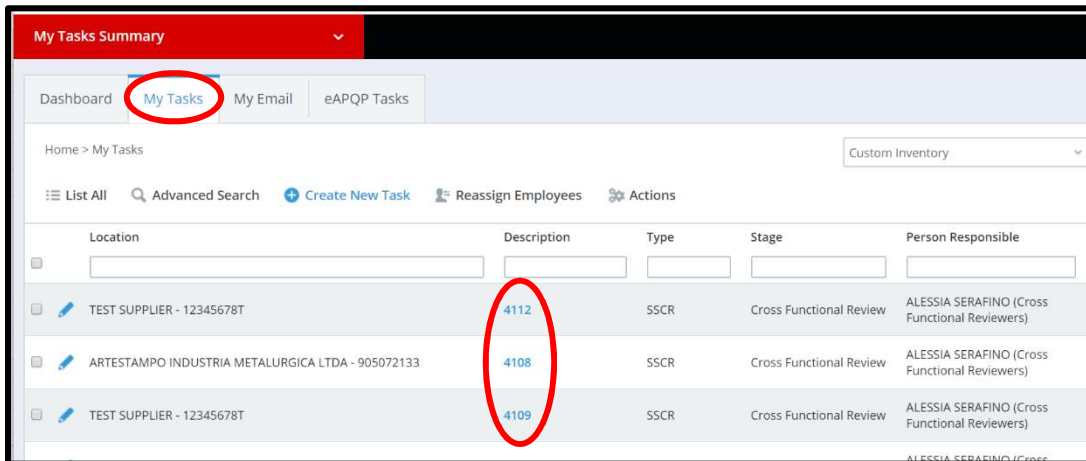


- Once ECR is created, the Nexteer team must present this change at (CRB) Change Review Board. If approved, you will receive a request for PPAP. Until you receive that request for PPAP you are not authorized to proceed with your change.

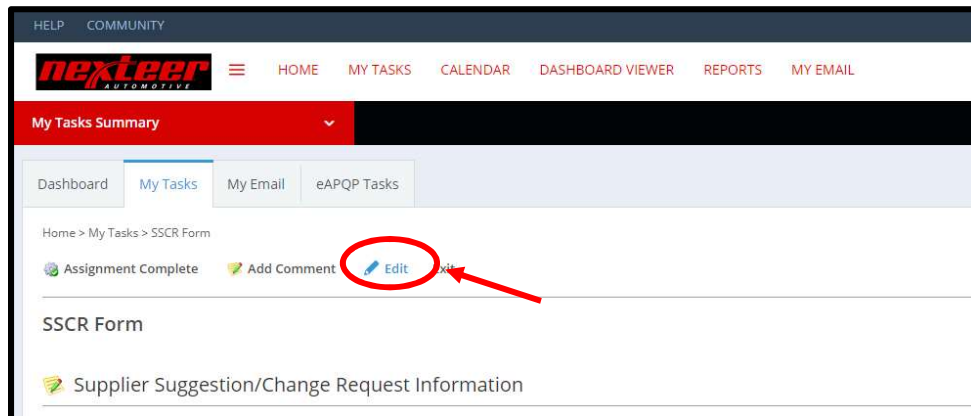
FOR NEXTEER:

RESPONDING TO INITIAL SUGGESTION/CHANGE REQUEST (SQE/AQE)

To perform your actions click on the id of the item in My Tasks area, click on the link in the email, or go into the application list and search for the request:



1. When viewing the initial SCR submission, click **edit**



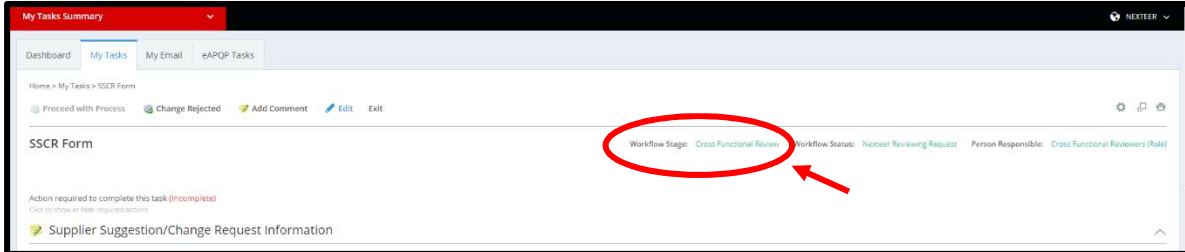
2. You are required to choose the Nexteer buyer corresponding to the supplier and fill in the product engineer associated with the parts impacted (if you don't know the PE you are looking for, [click here](#)). You are also able to change the Nexteer AQE/SQE initially submitted by the supplier if need be.

The screenshot shows the 'SSCR Form' interface. At the top, there are navigation tabs: 'Dashboard', 'My Tasks', 'My Email', and 'eAPQP Tasks'. Below the navigation, there are buttons for 'Assignment Complete', 'Add Comment', 'Save', and 'Cancel'. The main content area is titled 'SSCR Form' and includes a 'Supplier Suggestion/Change Request Information' section. This section contains a 'Location' field with the value 'TEST SUPPLIER - 12345678T'. Below this, there is a 'Change Request Users Impacted' section with fields for 'SSCR ID', 'SCR Owner Name', 'SCR Owner Email', 'SCR Owner Phone', 'SCR Owner Email', 'Nexteer AQE/SQE', '* Nexteer Buyer', '* Product Engineer', 'AQE/SQE Email', and 'Nexteer Buyer Email'. The 'Nexteer AQE/SQE' dropdown menu is highlighted with a red circle and an arrow pointing to it. Below this, there is a 'Change Request Details' section with a 'Detail Description of Change/Proposal?' field and a 'Please provide a description of the part(s) impacted' field. At the bottom, there is a checkbox for 'Is this an Emergency Request?'.

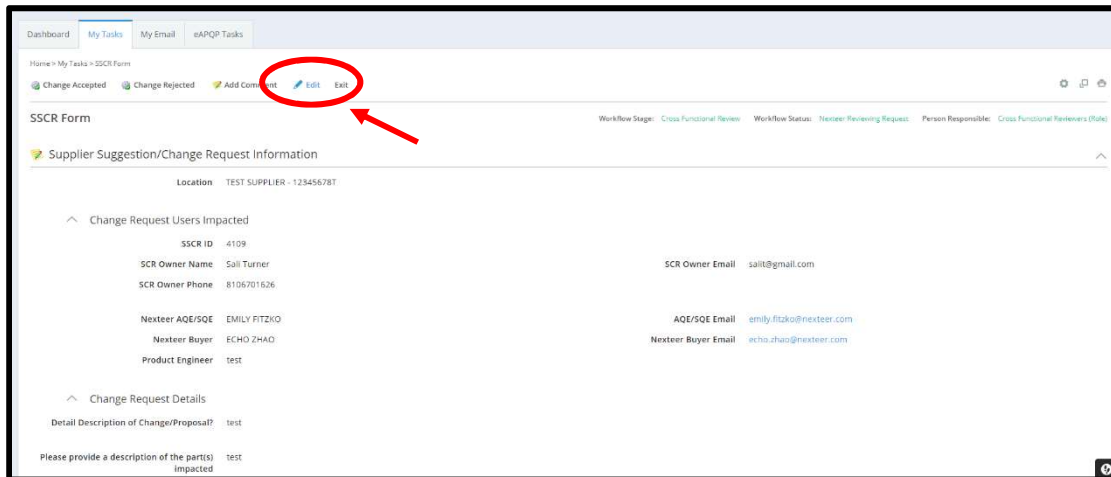
3. When you have finished inputting this information, click **Assignment Complete** in order to forward the SSCR on to the cross functional review step.

The screenshot shows the 'SSCR Form' interface. At the top, there are navigation tabs: 'Dashboard', 'My Tasks', 'My Email', and 'eAPQP Tasks'. Below the navigation, there are buttons for 'Assignment Complete', 'Add Comment', 'Save', and 'Cancel'. The main content area is titled 'SSCR Form' and includes a 'Supplier Suggestion/Change Request Information' section. This section contains a 'Location' field with the value 'TEST SUPPLIER - 12345678T'. Below this, there is a 'Change Request Users Impacted' section with fields for 'SSCR ID', 'SCR Owner Name', 'SCR Owner Email', 'SCR Owner Phone', 'SCR Owner Email', 'Nexteer AQE/SQE', '* Nexteer Buyer', '* Product Engineer', 'AQE/SQE Email', and 'Nexteer Buyer Email'. The 'Assignment Complete' button is highlighted with a red circle and an arrow pointing to it. Below this, there is a 'Change Request Details' section with a 'Detail Description of Change/Proposal?' field and a 'Please provide a description of the part(s) impacted' field. At the bottom, there is a checkbox for 'Is this an Emergency Request?'.

4. You can see the new workflow stage as cross functional review near the top of the page. In this step, the cross functional team is to be assembled to review the SSCR while discussing its implications together. This meeting may include but is not limited to the AQE/SQE, buyer, supplier, Product engineer, core engineer, PLM Owner, etc. This meeting should be either via Skype, teams, or in person.



5. To begin preparing the SSCR for final submission for ECR, click **Edit** at the top of the page. The first half of the page will now display information previously entered by the supplier and buyer/SQE.



6. The **Cross functional Review Data** section will have sections to be populated by the cross functional team.

The screenshot shows a software interface for a change request. At the top, there are buttons for 'Change Accepted', 'Change Rejected', 'Add Comment', 'Save', and 'Cancel'. Below these is a section titled 'Cross Functional Review Data' which is circled in red. This section contains several input fields: a text box for 'Product Application' with a red arrow pointing to it, a dropdown for 'Estimated Lead Time to PPAP', two dropdowns for 'Is this suggestion/change request being used by an OEM?' and 'Is this suggestion/change request being used by another Tier 1 Supplier?', text boxes for 'Customer(s) impacted' and 'Program(s) Affected', a list of checkboxes for 'PLM Owner Group / Product Line' (including CIS, EPS Manual Gear, Future Engineering, EPS Powerpack, HPS R/R Gear, HPS Hoses, Alternative Energy, Quasiraaster, EPS CEPS, EPS PEPS, EPS REPS, HPS Integral Gear, HPS Pumps, Halfshafts, Miscellaneous, and Materials), a dropdown for 'Type of Improvement', a dropdown for 'Is there a Cost Impact to this change?', and a dropdown for 'Does this change Impact Quality?'. A note at the bottom of the form reads: 'Include Product Line (CIS, EPS, HPS) Regions affected. Specific use for Part Name. Example: O-rings - Used in Motors, PVA, Adjuster Plug, Rack Bearing, Assist Cover'.

7. If the supplier listed the SSCR as an emergency request, the first section for the cross functional team will be to confirm the emergency status. If the supplier did not list this as an emergency this drop down box will not appear and is not required.

The screenshot shows a section of the software interface for an emergency request. It includes buttons for 'Change Accepted', 'Change Rejected', 'Add Comment', 'Save', and 'Cancel'. Below these are the following fields: 'Is this an Emergency Request?' with a 'Yes' selection, 'Please provide details as to WHY this change is considered an Emergency' with the text 'test', and 'Date change to be completed' with the date 'Wednesday, July 31, 2019'. Below this is the 'Cross Functional Review Data' section, which is circled in red. It contains a dropdown menu for '* Confirm the change is an Emergency' and a text box for '* Product Application'. A red arrow points to the 'Product Application' text box. A note at the bottom of the form reads: 'Include Product Line (CIS, EPS, HPS) Example: O-rings - Used in Motors'.

8. Proceed through the form. All sections with asterisks are required to be able to submit the change for review.

* Product Application	<input type="text"/>		
	<i>Include Product Line (CIS, EPS, HPS), Regions affected, Specific use for Part Name. Example: O-rings - Used in Motors, PHA, Adjuster Plug, Rack Bearing, Assist Cover</i>		
* Estimated Lead Time to PPAP	Enter the number of weeks to implement after approval.	<input type="text"/>	
* Is this suggestion/change request being used by an OEM?	<input type="text"/>		
		* Is this suggestion/change request being used by another Tier 1 Supplier?	<input type="text"/>
* Customer(s) Impacted	<input type="text"/>		
* Program(s) Affected	<input type="text"/>		

9. For PLM Owner Group/Product Line, **select all** product lines that will be impacted by this SSCR

* PLM Owner Group / Product Line	<input type="checkbox"/> CIS	<input type="checkbox"/> EPS CEPS
	<input type="checkbox"/> EPS Manual Gear	<input type="checkbox"/> EPS PEPS
	<input type="checkbox"/> Future Engineering	<input type="checkbox"/> EPS REPS
	<input type="checkbox"/> EPS Powerpack	<input type="checkbox"/> HPS Integral Gear
	<input type="checkbox"/> HPS RP Gear	<input type="checkbox"/> HPS Pumps
	<input type="checkbox"/> HPS Hoses	<input type="checkbox"/> Halfshafts
	<input type="checkbox"/> Alternative Energy	<input type="checkbox"/> Miscellaneous
	<input type="checkbox"/> Quadrasteer	<input type="checkbox"/> Materials

10. Next select **Yes/No** from the drop down menus whether this change will impact cost, quality, or both.

^ Type of Improvement

* Is there a Cost Impact to this change?

* Does this change impact Quality? Please mark impact(s) of this change below

11. When **Yes** is selected for cost impact the option to upload a cost breakdown file appears. This is not a requirement to submit SSCR.

^ Type of Improvement

* Is there a Cost Impact to this change? Yes

Cost Breakdown Upload file...

12. Select 1 or more categories of change impacts. When selecting any category, a text box will appear to describe the impact in further detail. If other is selected a supplementary text box will appear to describe a change that does not fall under any of the above categories.

^ This Change Impacts?

(Select 1 or More)

Appearance Function

Process Location Change

Material Packaging

Customer Interface

Other

* Other Description

* Impact change will have? Explain the impact the Affects selected will have

13. After reviewing with the cross functional team, the AQE and Buyer will need to each agree to proceed for the submission to move forward. There is a drop down menu to select Yes/No. There is also a comment box in order to document further comments from the team. Both AQE/SQE and Buyer must say yes prior to clicking Proceed with Process, otherwise the change is rejected or further meetings need to be scheduled.

Proceed with Process Change Rejected Add Comment Save Cancel

^ Cross Functional Approvals

Agree to Proceed (AQE)

Agree to Proceed (Buyer)

Cross Functional Team Comments

14. Impacted parts information is to allow specific part numbers to be submitted with relation to the SSCR. When a part number is submitted, the system will automatically populate every part with a PO associated to this location.

Impacted Part Information							
Add Entry Archive Delete List All							
Part Number	Part Name	Nexteer PO Number	Current Price	CurrencyCode	New Estimated Piece Price	Receiving Plant	
XXXXXXXX	BLANK ASM, WORM GEAR	XXXXXXXX	XX:XXX	CNY		SUZ01-06	
XXXXXXXX	BLANK ASM, WORM GEAR	XXXXXXXX	XX:XXX	CNY		DSAPC	
XXXXXXXX	BLANK ASM, WORM GEAR	XXXXXXXX	XX:XXX	CNY		LUZ01-00	
XXXXXXXX	BLANK ASM, WORM GEAR	XXXXXXXX	XX:XXX	CNY		CHQ07	

Viewing 1 - 4 of 4 Records Items Displayed 20

15. Once everyone agrees, click Change Accepted at the top of the SSCR form. This will send the complete form to the supplier for them to upload their cost breakdown sheet as well as the new estimated piece price.

16. Once the supplier submits their cost and price information, the complete request is sent to the buyer for a final review before submission to PLM change owner for ECR creation.

17. After ECR is created, it is sent to CRB. Once approved, PPAP request to be sent to supplier.

