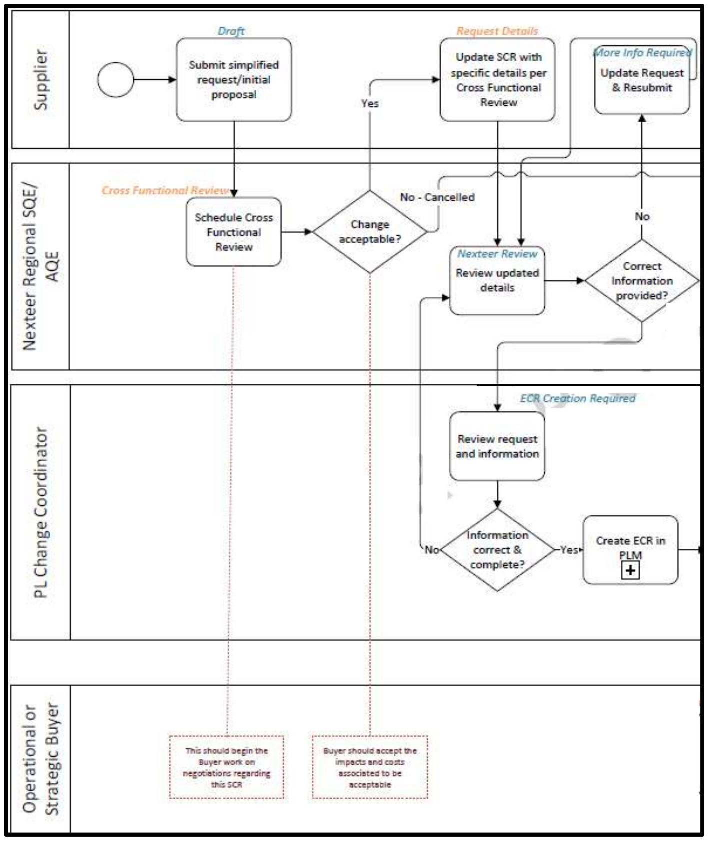


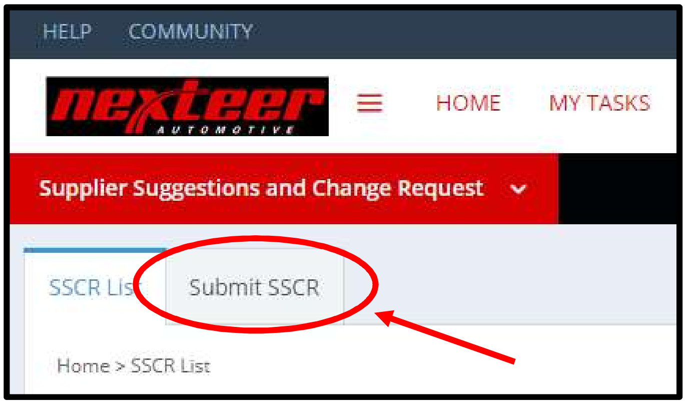
FOR SUPPLIERS:

SUBMITTING SUGGESTIONS /CHANGES REQUESTS

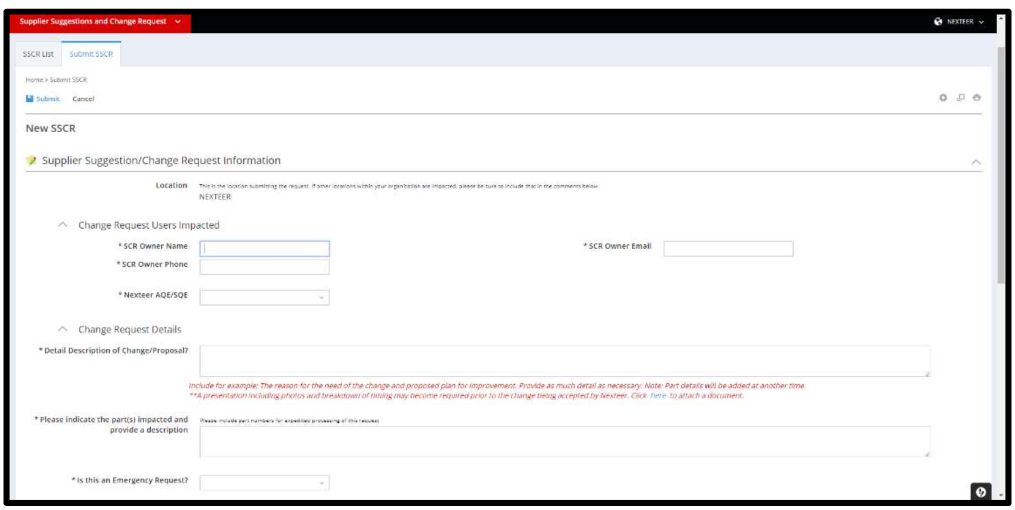
As a supplier you will need submit any suggestions or change requests using Intelex. This will also allow you to track the status of your request up to PPAP requirements. To submit a request, follow the steps below.

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.

3. 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.

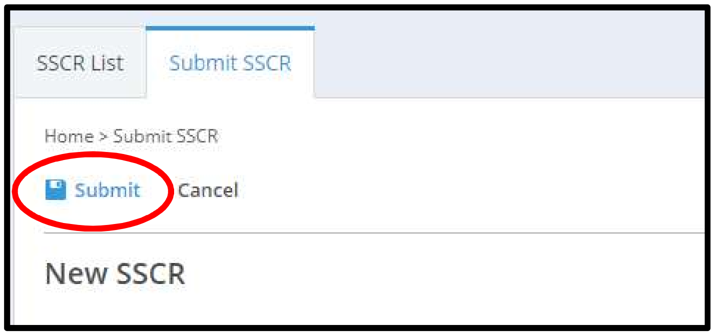


4. Complete the form fields.
Note: Any field that has an asterisk is a mandatory field and must be filled in before you will be able to submit the form. Include as much detail as possible. *Please take note of hints for each section.*



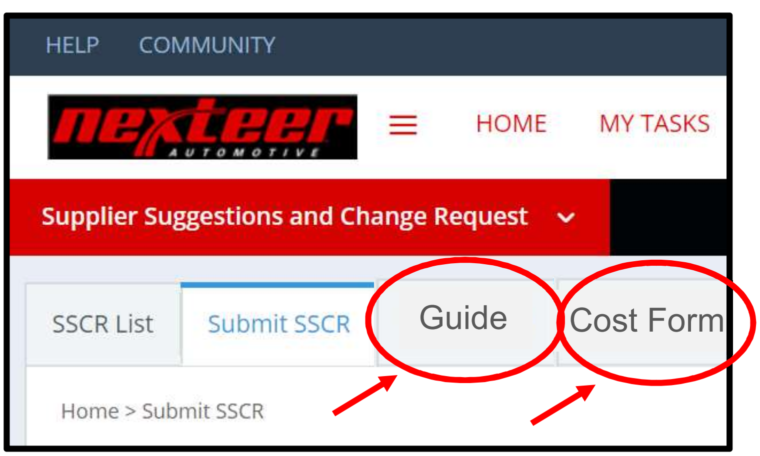
5. If checking yes for emergency request, additional required fields will appear and must be filled in.

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.

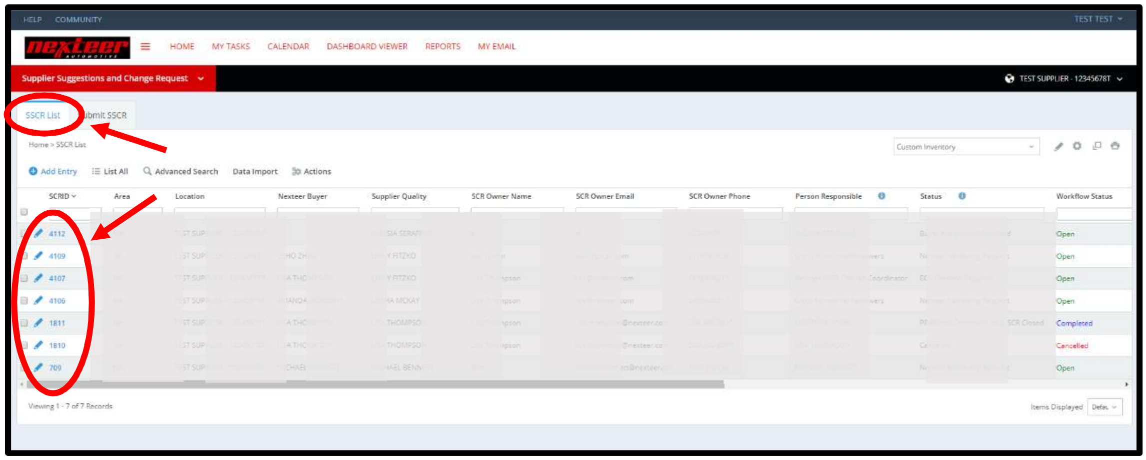


7. Your suggestion/request has now been submitted to the Nexteer Supplier Quality Contact for review. A summary sheet of your submission will appear. The top of the form will show workflow stage, workflow status and person responsible.

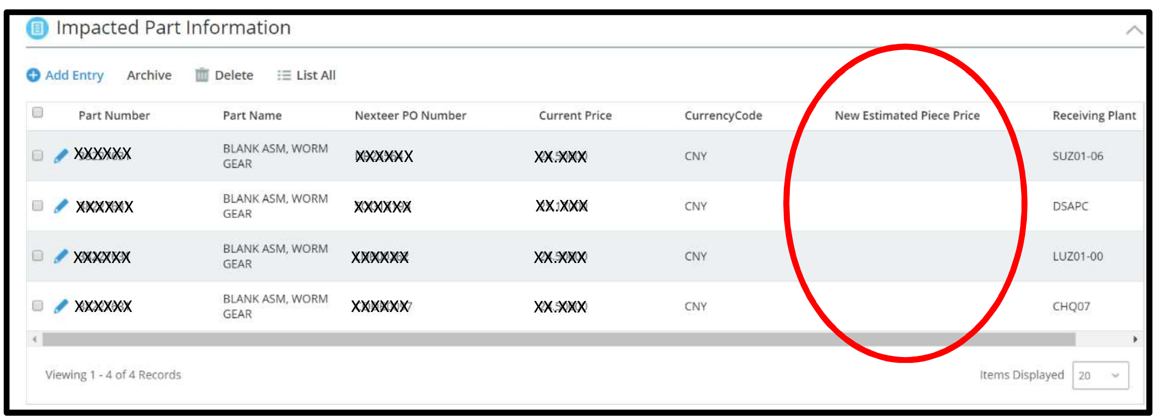
8. You should be contacted by the Nexteer Supplier Quality Contact to schedule a cross function team meeting. This meeting will include everyone involved in the process of approving an SCR, including the supplier. To prepare for this meeting, please review the information under the **GUIDE** tab at the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



9. 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.



10. 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.

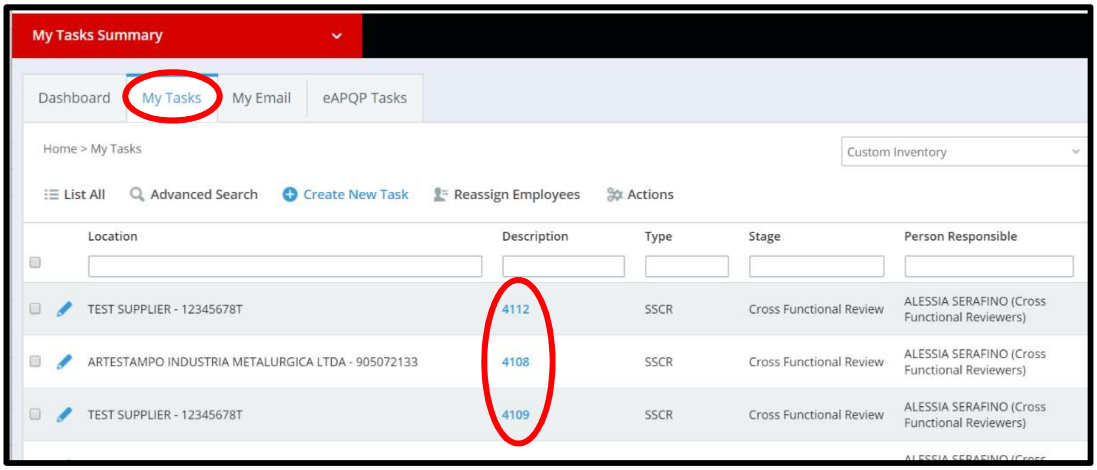


11. Once ECR is created, the Nexteer team must present this change at (CRB) Change Review Board. If approved, you will receive a request for PPAP. Until you receive that request for PPAP you are not authorized to proceed with your change.

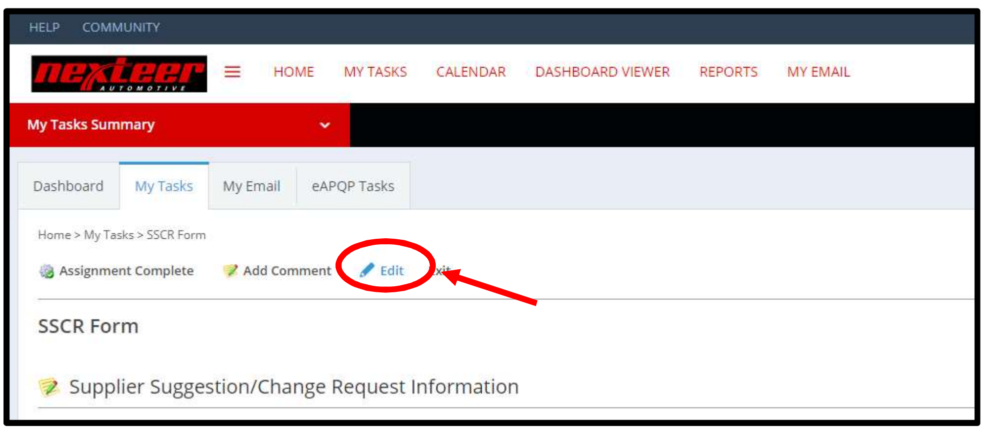
FOR NEXTEER:

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

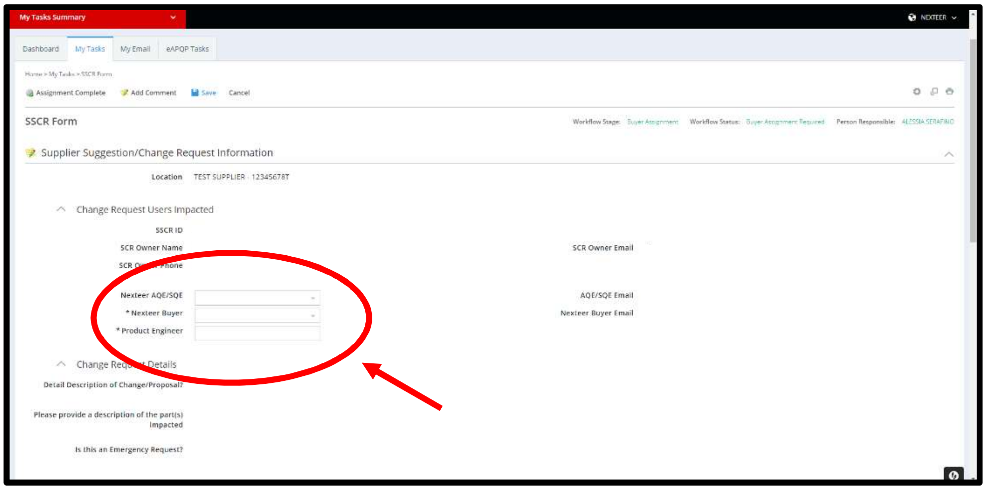
To perform your actions click on the id of the item in My Tasks area, click on the link in the email, or go into the application list and search for the request:



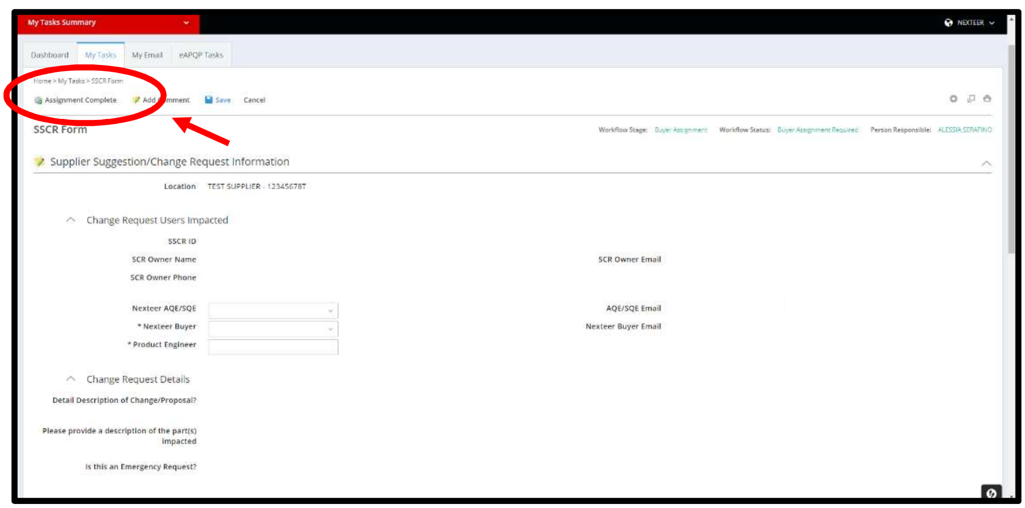
1. When viewing the initial SCR submission, click **edit**



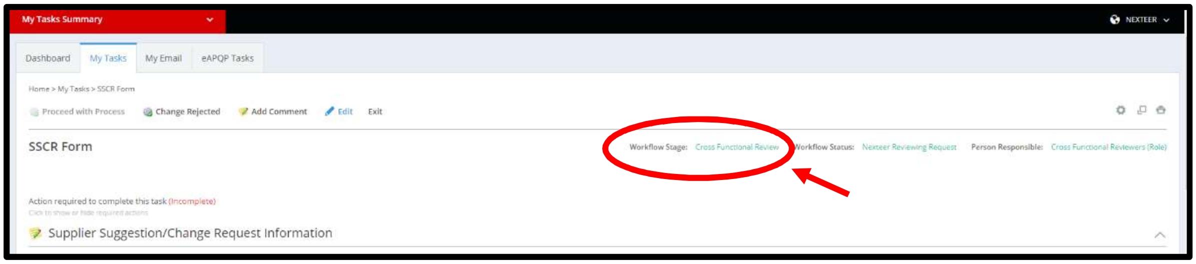
2. You are required to choose the Nexteer buyer corresponding to the supplier and fill in the product engineer associated with the parts impacted (if you don't know the PE you are looking for, click here). You are also able to change the Nexteer AQE/SQE initially submitted by the supplier if need be.



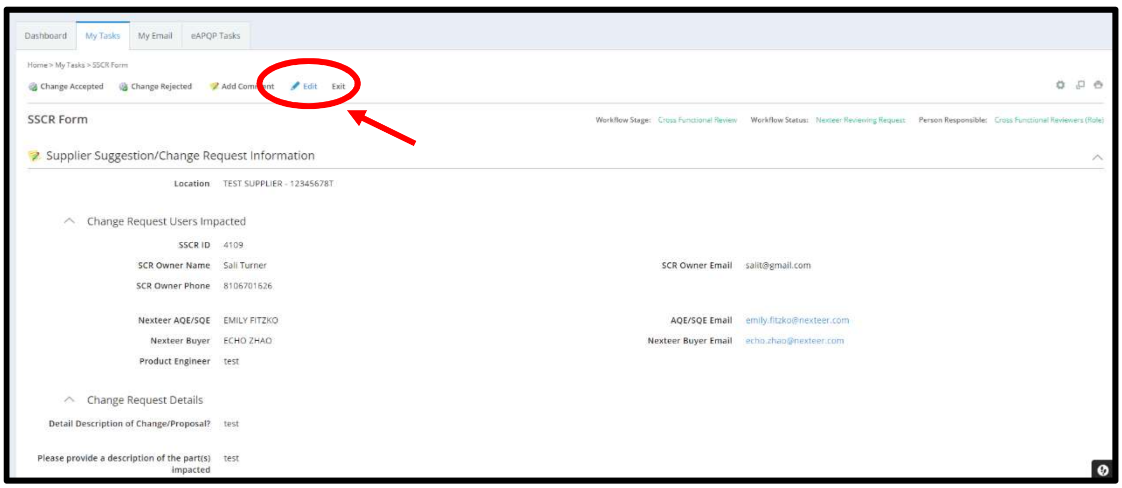
3. When you have finished inputting this information, click **Assignment Complete** in order to forward the SSCR on to the cross functional review step.



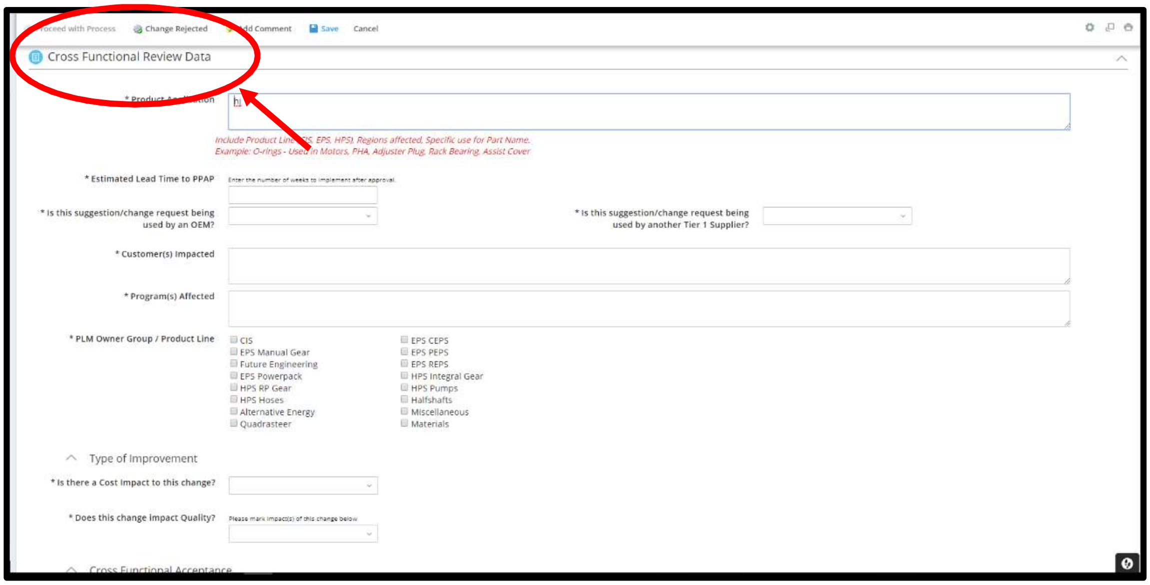
4. You can see the new workflow stage as cross functional review near the top of the page. In this step, the cross functional team is to be assembled to review the SSCR while discussing its implications together. This meeting may include but is not limited to the AQE/SQE, buyer, supplier, Product engineer,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



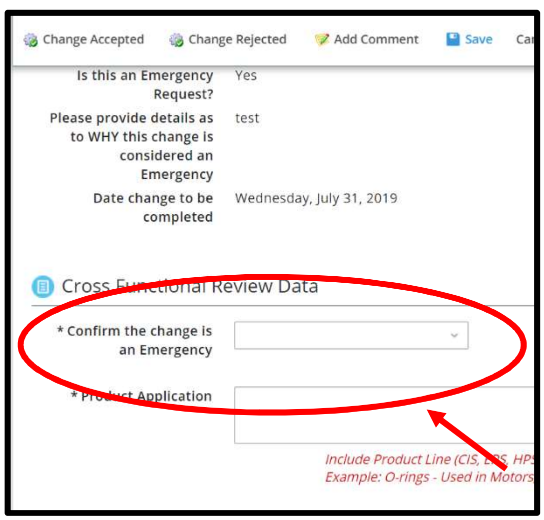
5. To begin preparing the SSCR for final submission for ECR, click **Edit** at the top of the page. The first half of the page will now display information previously entered by the supplier and buyer/SQE.



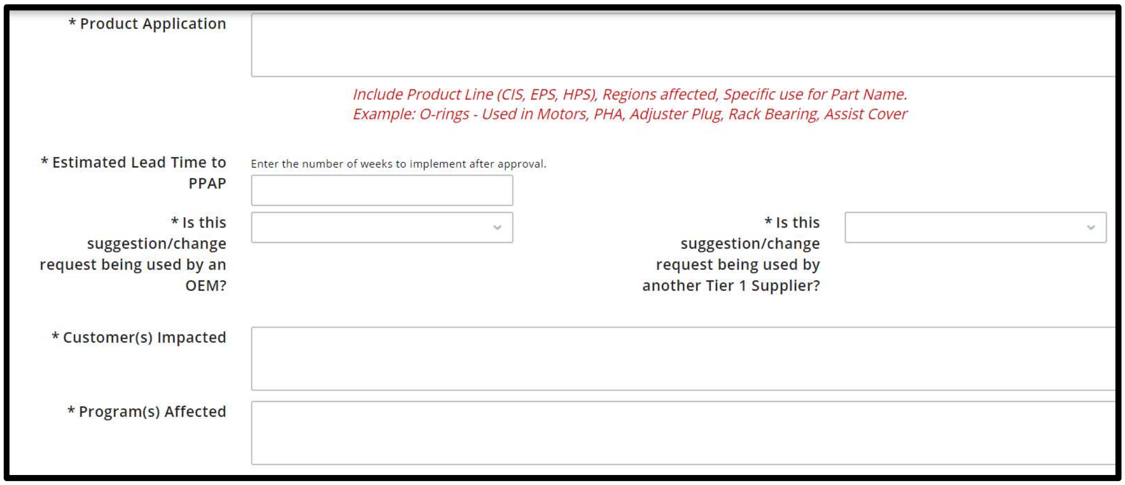
6. The **Cross functional Review Data** section will have sections to be populated by the cross functional team.



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.



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


* Product Application

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

* Estimated Lead Time to PPAP

Enter the number of weeks to implement after approval.

* Is this suggestion/change request being used by an OEM?

* Is this suggestion/change request being used by another Tier 1 Supplier?

* Customer(s) Impacted

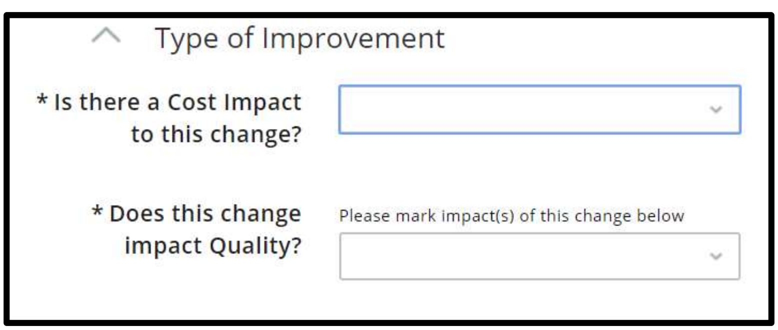
* Program(s) Affected

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


* PLM Owner Group / Product Line

- CIS
- EPS Manual Gear
- Future Engineering
- EPS Powerpack
- HPS RP Gear
- HPS Hoses
- Alternative Energy
- Quadrasteer
- EPS CEPS
- EPS PEPS
- EPS REPS
- HPS Integral Gear
- HPS Pumps
- Halfshafts
- Miscellaneous
- Materials

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

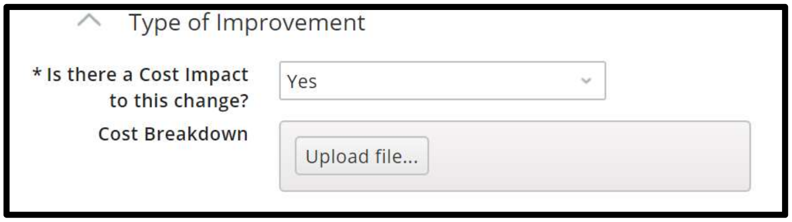

Type of Improvement

* Is there a Cost Impact to this change?

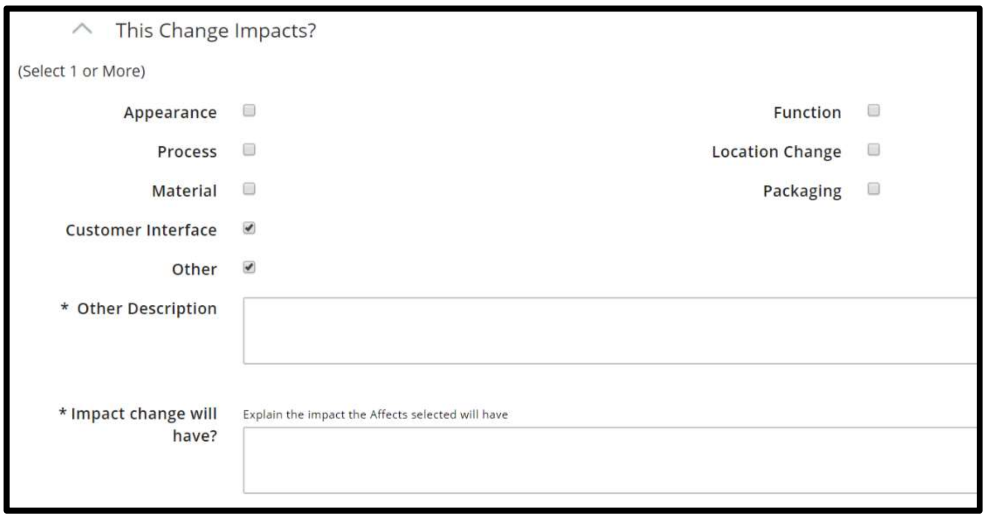
* Does this change impact Quality?

Please mark impact(s) of this change below

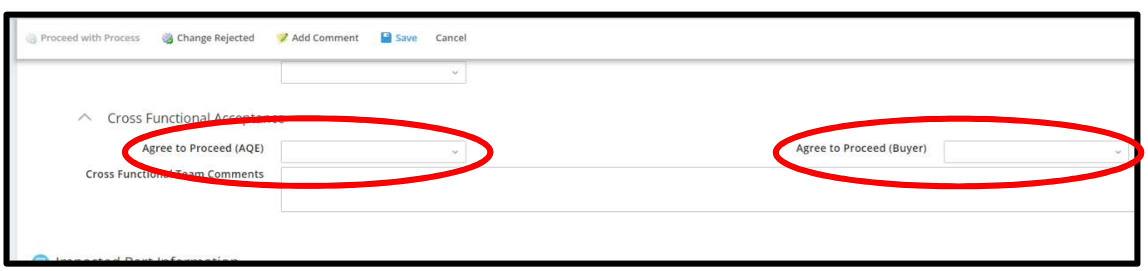
11. When **Yes** is selected for cost impact the option to upload a cost breakdown file appears. This is not a requirement to submit SSCR.



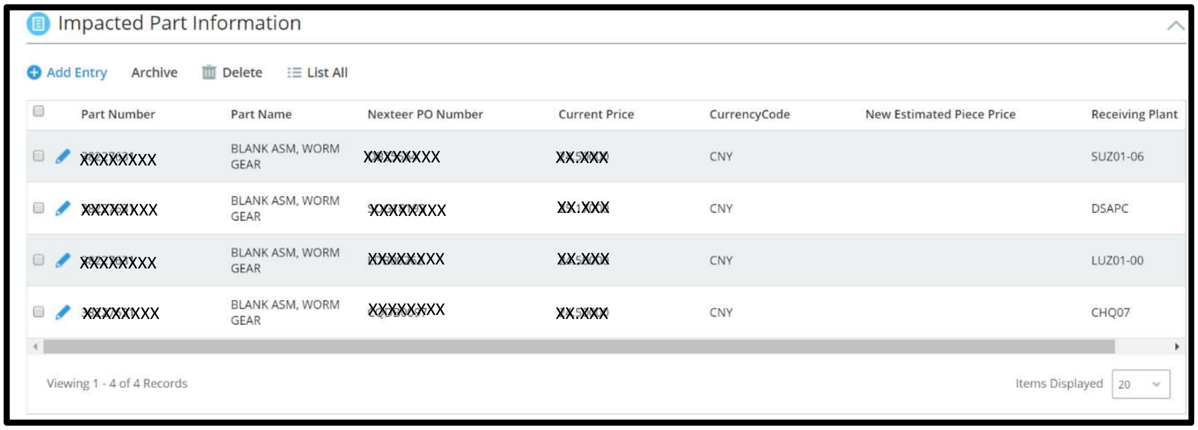
12. Select 1 or more catergories of change impacts. When selecting any category, a text box will appear to describe the impact in further detail. If other is selected a supplementary text box will appear to describe a change that does not fall under any of the above catergories.



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.



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.