Vendor Setup Application

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Create Request: (Nexteer Buyer)

This is the initial stage of the Vendor Setup application. This stage is meant to allow any organization not currently doing business with Nexteer to request access to Nexteer's Financial and Purchase Order system(s) and begin the process of becoming a Nexteer Vendor. The Buyer will be responsible for creating a new request.

1. First on the New vendor setup page click the "add entry" button to start a new vendor application.
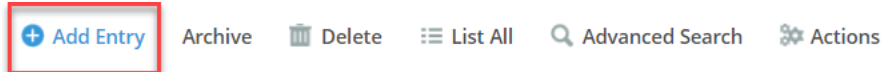
2. Complete the remaining **required** fields on the form (denoted with an asterisk *):
   a. Nexteer Location requesting setup
   b. Is the supplier already in QAD for your site
      i. Note: If "yes" is answered than the supplier will be added to intelex only without going through the rest of the process to get added into QAD.
   c. Organization Name
   d. Supplier Type (Direct or Indirect)
   e. Location Type – select the type of location that pertains to the location in this request
   f. DUNS Number – (required if Direct Material Supplier)
   g. Commodity type.
   h. The Organizations Physical Address which includes: Address, City, Country, State/Province (if required), and Region

   i. Contact name and email address. **Note**: The information will be used to provide the supplier access to Nexteer's Intelex system (a requirement for doing business with Nexteer). The information can be changed after the request is completed, if necessary.

Supplier Main Contact Information

* **Supplier Contact Name**	Enter the contact name with the organization listed above.
* **Supplier Email Address**	Note: This email address will be the original main point of contact for this organization. This can be changed later.
* **Supplier Contact Phone Number**	Enter the phone number associated with the contact name listed above.

Comments ⌄

Nexteer GSM Comments	

Note: If it is a direct supplier type then a DUNS Number will be required

* **Supplier Type**	Direct = Raw materials & goods for production; Indirect = Material & Service to support Operations	* **Location Type**	
	Direct ▾		▾
* **DUNS Number**	DUNS numbers must be 9 digits long. Please enter any leading zeros to make the number a full 9 digits		
* **Commodity**	-- select -- ▾		

3. Complete any optional fields as desired, comments may be added in the "Nexteer GSM Comments" box if necessary.
4. Carefully review the information you have entered when you are finished then click *Submit*.

The form will be directed to the GSM Systems team for review. If the request is approved, the form will be returned to the supplier contact provided for more data to be submitted.

Location Add: (GSM Systems Team)

*This stage is used by the Nexteer GSM Systems team to add the supplier into the Intelex system. The contact name and email provided in the request becomes the initial main point of contact. This data can be changed in the future. **No action is required by Nexteer or the Supplier.** After clicking Location Updated, the supplier email that was listed will be sent a user ID and the proper steps to reset their password and access the Intelex system.*

Complete Form Data (Direct or Indirect): (Supplier)

This stage allows the supplier to enter the remaining data required by Nexteer to be completely setup in Nexteer's Financial and Purchase Order system(s).

1. Access the form using the login ID sent to you via email. You may need to reset your password.
2. Click *Edit*

Home > All Requests > Muneeb Test

🖥 Submit Form   📝 Add Comment   ✏ **Edit**   Bank & Tax forms   Exit

3. Complete the **required** fields on the form (denoted with an asterisk *): First the supplier will need to confirm they have read the terms for Data privacy notice and Sustainability requirements before proceeding.

   a. Data Privacy Notice

   b. Sustainability Requirements

   c. Supplier Location Address Information

      i. Note: you may also add an optional mailing and remittance address if different from the physical street address.

   d. Bank Information

    i. Primary Bank Name

    ii. Bank Country, Address, State/Province (if required), City

    iii. Payment Currency. If more than one is needed, please add to the comments section.

    iv. SWIFT Code

    v. Account Number (**Note**: Account number must be entered twice for verification purposes)

    vi. Any required bank forms necessary for the impacted region/country

1. Note: A second banking account associated with the primary may be added if desired.

Note: Additional information may have to be entered after form is marked complete as you will need provide a Voided Check (or letter from bank) and an EFT Payment authorization form Be sure to fill out all information marked with the asterisk *.

e. Tax Information

   i. Required Tax fields will display based on the region/country requirements

f. Contact Information

   i. Sales Contact Name, Email address and Phone Number

   ii. Financial Contact Name, Email address and Phone Number

   iii. Remittance Email Address

Contact Information

Sales Contact

| *Sales Contact Name | | *Sales Contact Phone Number | |

*Sales Contact Email Address

Finance Contact

| *Finance Contact Name | | *Finance Contact Phone Number | |

*Finance Contact Email Address

*Remittance Email Address

4. Finally provide AVIC information by confirming if there are connected persons in relation to AVIC and provide a document showing the affiliated enterprise structure for the organization. Then click the checkbox that says "mark this form as complete".

Connected Parties Transactions

Please confirm whether the Company you represent and its owners and/or executives are Connected Persons in relation to AVIC or any of its subsidiaries or affiliates as defined b
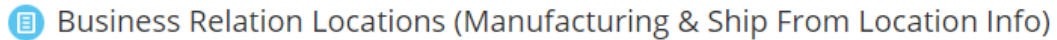
* I confirm: No, there are NO Connected Per ˅

Corporate Organization Structure   Please provide a document showing the Affiliated Enterprise Structure for this organization

Upload file...

* Note: Nexteer is listed on the Stock Exchange of Hong Kong Limited ("HKSE") through Nexteer Automotive Group Limited and is required to comply with listing rules of the HKSE ("Listing Rules"), one of which is the identification of Connected Persons, as defined by the Listing Rules. As a part of this compliance, Nexteer must identify individuals and companies (Persons) who may be connected to Nexteer and it's controlling shareholder, Aviation Industry Corporation of China, Ltd. ("AVIC").

Check this box to mark form as ☐
complete

5. After the form is marked complete, review the Bank and Tax information and complete remaining required fields if any.

6. Complete any optional fields as desired. *Note: For China location bank enter bank name in Chinese language in "Local Language Bank Name" field, otherwise Nexteer can't process payment to you.*

7. Click *Save*

🔲 Submit Form   📝 Add Comment   💾 Save   ✏ Edit Read-Only   Cancel   Bank & Tax forms

8. If an Indirect Supplier, **skip step 9**

9. If a Direct Material Supplier, you are required to enter a Manufacturing Location to associate with this main request. If the main request is already a Manufacturing Location, enter the same information.
   a. Scroll to bottom of form under heading *"Business Relation Locations (Manufacturing & Ship From Location Info)"*

Business Relation Locations (Manufacturing & Ship From Location Info)

➕ Add Entry   ≔ List All

b. Click on *Add Entry*

c. Complete the **required** fields (note: the information entered on this form pertains to this secondary location).

   i. Location Type – at least 1 Manufacturing location must be provided

   ii. Location Name

   iii. Location Address

   iv. DUNS number

d. Click *Save & Exit*

e. If you would like to associate more than one location, **repeat steps a-d above**.

10. Click on *Submit Form* to send the form to Nexteer.

🐞 Submit Form   📝 Add Comment   💾 Save   ✏ Edit Read-Only   Cancel   Bank & Tax forms

GSM Data Submission: (Nexteer Buyer)

This stage is used for the GSM Contact, selected in the GSM Initial Review stage, to submit pertinent information for the supplier location to be setup within Nexteer's Financial and Purchase Order system(s).

1. Open the supplier request from the Vendor Setup Application

2. Click *Edit* and *carefully* review the data entered

Home > Requests In Process > Muneeb Test

🐞 GSM Data Complete   🐞 Request Data Correction   📝 Add Comment   ✏ Edit   Bank & Tax forms   Exit

a. If any data discrepancies or issues, enter comments in and Click *Request Data Correction* to send back to the supplier.

3. Complete **required** fields on the form (denoted with an asterisk *):

a. Nexteer Finance Contact (available contacts from Finance for your region will be listed)

   ∧ Nexteer GSM Contact

   | GSM Contact Name | Current value ▾ | assign to me |

   GSM Contact Email   muneeb.khan@nexteer.com

   ∧ Nexteer Finance Contact

   | * Finance Contact Name | ▾ |

   Nexteer Finance Email

b. Purchase Type; **Note**: Direct Material Suppliers will default to DIR – Direct (Productive) Material

c. PO Language

d. Supplier Payment Terms

e. Supplier Primary Currency

f. If your region is Europe, you must confirm that the VAT number entered by the supplier is active

4. Confirm Supplier provided company structure does not include AVIC affiliated organizations according to the Nexteer Connected Parties file.

5. Complete any optional fields as desired

6. Click on *GSM Data Complete*

Finance Data Submission: (Nexteer Finance)

This stage is used for the Finance Contact, selected by the GSM Contact in the previous stage, to submit pertinent information for the supplier location to be setup with Nexteer's Financial and Purchase Order system(s).

1. Open the supplier request from the Vendor Setup Application

2. Click *Edit* and *carefully* review the data entered

a. If any data discrepancies or issues, enter comment and Click *Request Data Correction* to send back to GSM for resolution.

3. Complete **required** fields on the form (denoted by an asterisk *):

    a. QAD Supplier Type

    b. QAD Invoice Status Codes

    c. QAD Bank Format; **Note**: A Secondary field will display if the supplier completed a Secondary bank account

    d. QAD Payment Format with Nexteer Account

    e. Taxable Supplier

    f. Tax Zone

    g. Tax Class

4. Complete any optional fields as desired then click "save" when finished

5. Click on *Finance Data Complete*

Organization Screening: *(Nexteer Trade Compliance)*

This stage is used by the US Trade Compliance team to perform Organizational Screening of the supplier. **No action is required by Nexteer or Supplier**. *If Organizational Screening returns an issue, the request will be rejected by Trade Compliance to the GSM Contact for resolution or cancellation of the request.*

If the Organizer chooses to Reject the request, they will need to specify under "trade compliance comments" as to why they choose to reject. Otherwise if the information is valid the organizer will click "save" and then click "screening complete" to send to QAD for final verification.

![Nexteer Automotive logo]

Screening Reject: (Nexteer Buyer)

This stage is used when the Organization Screening is rejected due to an issue with the screening. The GSM contact will be responsible to resolve the issue or cancel the request from the supplier based on the severity of the issue.

1. Open the supplier request from the Vendor Setup Application
2. Determine if the issue is correct and/or can be resolved
    a. If not, Click *Close Request* to cancel the request
3. Click *Edit*
4. Enter a comment to explain how the issue is resolved
5. Click *Resubmit*

QAD Review: (Nexteer QAD)

This stage is used by the Nexteer Vendor Master Team to review all data and enter supplier location(s) into the shared QAD environment. If a region is not yet on the shared QAD environment, then the Nexteer Vendor Master Team will provide a Vendor number for the regional representatives to add the location to the appropriate QAD environment.

1. Open the supplier request from the Vendor Setup Application.
2. Click *Edit* and **carefully** review the data entered
    a. If any data discrepancies or issues, enter comment and Click *Reject* to send back to GSM for resolution.
3. Complete **required** fields on the form (denoted by an asterisk *):
    a. QAD Supplier Code
    b. QAD Business Relation Code
    c. Submit evidence of Background Check (if Direct supplier)

4. Complete any optional fields as desired then click "save" when finished

5. Click on *Location(s) Updated in QAD*

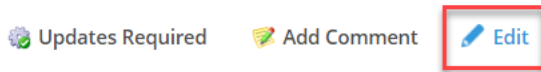Home > Muneeb Test

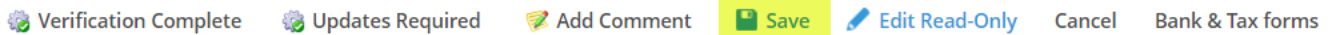🔲 Location(s) Updated in QAD   Request Data Correction

QAD Review Verification: *(Nexteer QAD)*

*This is the **final** stage that is used for confirming that the data entered from Intelex into the shared QAD environment was properly completed. If a region is not yet on the shared QAD environment, then this verification stage will be bypassed.*

1. Open the supplier request from the Vendor Setup Application
2. ***Carefully*** review the data entered by clicking *Edit*

Updates Required   Add Comment   🔲 Edit

a. After reviewing the data click "Save"

Verification Complete   Updates Required   Add Comment   🟨 Save   Edit Read-Only   Cancel   Bank & Tax forms

b. If updates are required, Click *Updates Required* to send back to the Nexteer Vendor Master Team for resolution.

Home > All Requests > Muneeb Test

Verification Complete   🔲 Updates Required

3. Otherwise if the information is valid click *Verification Complete*

Home > All Requests > Muneeb Test

🔲 Verification Complete   Updates Required

4. The workflow tracker will now show the request is "completed" and the supplier is added to Intelex and QAD.