



Vendor Setup Application





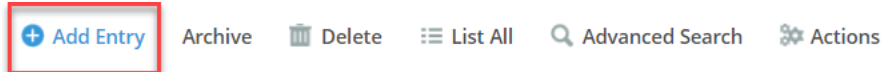
Table of Contents

Create Request: (Nexteer Buyer)	3
Location Add: (GSM Systems Team)	4
Complete Form Data (Direct or Indirect): (Supplier)	4
GSM Data Submission: (Nexteer Buyer)	8
Finance Data Submission: (Nexteer Finance)	9
Organization Screening: (Nexteer Trade Compliance)	10
Screening Reject: (Nexteer Buyer)	11
QAD Review: (Nexteer QAD)	11
QAD Review Verification: (Nexteer QAD)	12

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 intelx 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

New Setup Form

Note: This setup form has not been saved.

* Nexteer Location requesting Setup

* Is the Supplier already in QAD for your site? Answering Yes will add the supplier to Intelx only!

Supplier Details

* Full Supplier Organization Name

Local Language Organization Name

Alternative/Secondary Name

* Supplier Type Direct = Raw materials & goods for production; Indirect = Material & Service to support Operations

* Location Type

DUNS Number DUNS numbers must be 9 digits long. Please enter any leading zeros to make the number a full 9 digits

Organization's Physical Address

* Physical Street Address

Physical Street Address 2

* Physical City

Physical State/Province

* Physical Country

* Physical Region

- i. Contact name and email address. **Note:** The information will be used to provide the supplier access to Nexteer’s Intelx 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

* DUNS Number DUNS numbers must be 9 digits long. Please enter any leading zeros to make the number a full 9 digits

* Commodity

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

Data Privacy Notice

All personal information (i.e. data which relate to a living individual who can be identified) will be processed in accordance with Nexteer Global Overarching Privacy Policy; specifically, collection and/or use of any personal information shall (save any regulatory or legal requirement) be at the option of the individual with the purpose for collection and/or use being clearly stated at time of request. Retention of said personal information shall be limited to no longer than necessary for the identified purpose for which it was collected and/or used and reasonable actions will be taken to ensure the implementation of appropriate cross functional controls and strategies, consistent with applicable law, to protect the information. At any time, individuals may request access to their personal information and may choose to request the discontinuation of use of said information (save any regulatory or legal derogations).

For more information, please refer to Nexteer's Privacy Policy found at: www.nexteer.com/privacy-policy/

Click here to acknowledge you have read the terms listed above.

b. Sustainability Requirements

Sustainability Requirements

Nexteer is committed to acting in accordance with all applicable laws and conducting our business in a socially and environmentally responsible manner with the highest degree of integrity.

As part of this commitment, our Corporate Social Responsibility (CSR) Supplier Principles extend to Nexteer's global supply base. Nexteer's Global Supply Chain Management expects the entire supply chain to specifically adhere to the principles. These CSR Supplier Principles should be reviewed prior to doing business with Nexteer and can be found on our [website](#). To ensure you have reviewed and are in alignment with these principles, please check the box below.

Please note: for each non-compliance, the supplier must implement corrective action plans to remain compliant with Nexteer CSR Supplier Principles. In the event the supplier fails to respect these principles, Nexteer reserves the right to impose penalties up to the exclusion of the supplier from Nexteer's supply base.

Click here to acknowledge you have read the terms listed above.

c. Supplier Location Address Information

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

Supplier Location Address Information

Physical Address

DUNS Number DUNS numbers must be 9 digits long. Please enter any leading zeros to make the number a full 9 digits

* Physical Street Address	1234 Sample Street
Physical Street Address 2	
* Physical City	Sample City
* Physical Country	UNITED STATES OF AMERICA
* Physical Postal Code	12345

* Physical State/Province	MI - MICHIGAN
* Physical Region	United States

- ✓ Mailing Address
- ✓ Remittance Address
- ✓ Remittance Mailing 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.

Primary Account

****Full Bank Name** 12345 Bank

Local Language Bank Name

*** Bank Country** UNITED STATES OF AMERICA

*** Payment Currency** US Dollar

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 *.

*** Bank Street Address** If physical street address is not known, please enter 'Not Known' or 'N/A'
123 Sample Street

*** Bank City** Sample city

*** SWIFT Number** 1234567890

IBAN Number

*** Account Number** 1234567890

*** Voided Check or Letter from Bank**
Upload file...
Sample Document.docx 0 Bytes x

Bank State

CLABE Number

*** Routing/Transit Number** 12345567890

*** Account Number Verification** 1234567890

*** EFT Payment Authorization Form**
Upload file...
Sample Document.docx 0 Bytes x

e. Tax Information

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

Tax Information

Federal Tax ID# or RFC

W-9 or W-8 Form
Upload file...

State Tax ID#

Other Tax ID#

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

- 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 by the Listing Rules.

* I confirm:

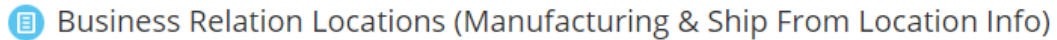
Corporate Organization Structure Please provide a document showing the Affiliated Enterprise Structure for this organization

* 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 its controlling shareholder, Aviation Industry Corporation of China, Ltd. ("AVIC").

Check this box to mark form as complete

- After the form is marked complete, review the Bank and Tax information and complete remaining required fields if any.
- 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.**
- Click **Save**

- If an Indirect Supplier, **skip step 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.
 - Scroll to bottom of form under heading “Business Relation Locations (Manufacturing & Ship From Location Info)”



- 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.



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

- 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 [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

Nexteer Internal Information

GSM Supplier Data

Commodity Direct - General Fabrication

* Purchase Type

* Supplier Payment Terms

* Supplier Primary Currency

* PO Language

1099 Classification

- 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.

Connected Parties Transactions

Please review the provided Organization Structure and confirm whether the Company represented and its owners and/or executives are Connected Persons in relation to AVIC or its subsidiaries or affiliates as defined below*.

* Nexteer Confirms: Review Supplier provided Corporate Structure against Nexteer Connected Parties List for match(es) and confirm if any Connected Parties exist

* Vendor Response: No, there are NO Connected Persons

Submitted Corporate Organization Structure [Sample Document.docx \(0 Bytes\)](#)

Connected Parties Comments

* 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 its controlling shareholder, Aviation Industry Corporation of China, Ltd. ("AVIC").

- 5. Complete any optional fields as desired
- 6. Click on **GSM Data Complete**

Home > Requests In Process > Muneeb Test

GSM Data Complete Request Data Correction Add Comment

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

Add Comment **Edit** Bank & Tax forms Exit

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

Finance Data Complete **Request Data Correction**

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

Nexteer Internal Finance Data

* QAD Supplier Type	<input type="text"/>	* QAD Invoice Status Codes	SPOI - SUPPLIER INV WITH PO BI
* QAD Bank Format (Primary)	<input type="text"/>		
* QAD Payment Format with Nexteer Account	Select from drop down <input type="text"/>		

- e. Taxable Supplier
- f. Tax Zone
- g. Tax Class

Nexteer Internal Tax Data

* Taxable Supplier	<input type="text"/>	* Tax Zone	<input type="text"/>
* Tax Class	<input type="text"/>		

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.

Home > Muneeb Test

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.

Comments

Supplier Comments

Nexteer GSM Comments

Nexteer Finance Comments

Trade Compliance Comments

QAD Vendor Master Team Comments

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)

Nexteer Location requesting Setup United States

Additional Nexteer Ship To Regions

- Global
- China
- Indonesia
- Mexico
- Poland

- Brazil
- India
- Korea
- Morocco
- United States

* QAD Supplier Code

QAD Business Relation Code

Background Check Information

Attach Document Detach Document List All

Attachment Name	URL
<input type="checkbox"/>	<input type="text"/>

No records to display.

Items Displayed 10

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

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

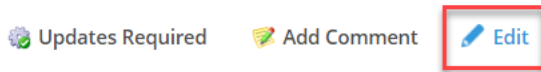
Home > Muneeb Test



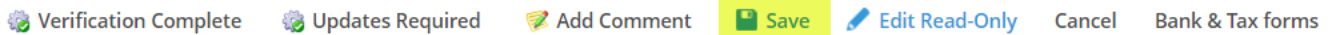
QAD Review Verification: (Nexteer QAD)

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**



- a. After reviewing the data click "Save"



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

Home > All Requests > Muneeb Test



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

Home > All Requests > Muneeb Test



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