



Intelex Technologies

# Supplier 360

Employee Linkage Training Guide

# Employee Linkage Training Guide

## Linking Nexteer Users to their Supplier Locations:

1. Login to Intelex (<https://clients.intelex.com/Login/Nexteer>)
2. Access the Supplier 360 App (Click the red box dropdown arrow, scroll down to Supplier 360)
3. Search for the specific Location's DUNS number desired, click the Record ID (DUNS Number)

The screenshot shows the Nexteer Automotive web application interface. At the top, there is a navigation bar with the Nexteer logo and menu items: HOME, MY TASKS, CALENDAR, and DASHBOARD VIEWER. Below this is a red dropdown menu labeled "Supplier 360". The main content area is titled "Supplier Profile List" and includes a breadcrumb "Home > Supplier Profile List". There are several action buttons: "+ Add Entry", "Archive", "Delete", "List All", "Advanced Search", "Data Import", and "Actions". A table lists supplier profiles with columns for Record ID, Location, Area, City, and State/Province. The second row is highlighted in blue and has a red arrow pointing to the Record ID "T12345678".

Record ID	Location	Area	City	State/Province
<input type="checkbox"/> T12345678	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> <a href="#">T12345678</a>	TEST SUPPLIER - T12345678	NA	SAGINAW	MI

4. Scroll down through the Location's Profile till you see the "Linked Employees" section
5. Click "Add Entry"

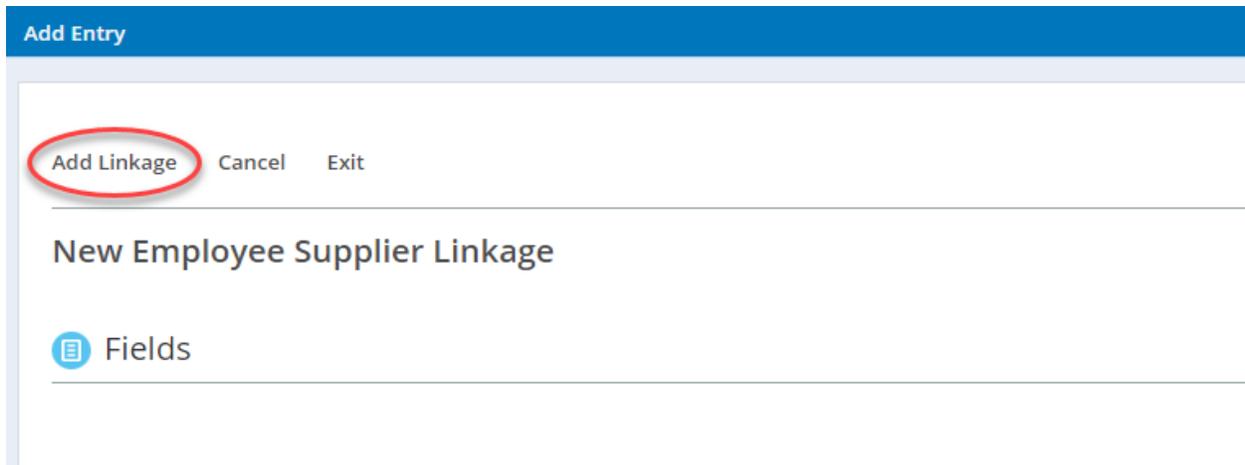
The screenshot shows the "Linked Employees" section of the application. It features a blue header with a document icon and the text "Linked Employees". Below the header are three action buttons: "+ Add Entry" (circled in red), "Delete", and "List All". A table with columns for Employee, Role, and Location is shown below. The table is currently empty, with the text "No records to display." at the bottom left. At the bottom right, there is a dropdown menu for "Items Displayed" set to "20".

Employee	Role	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

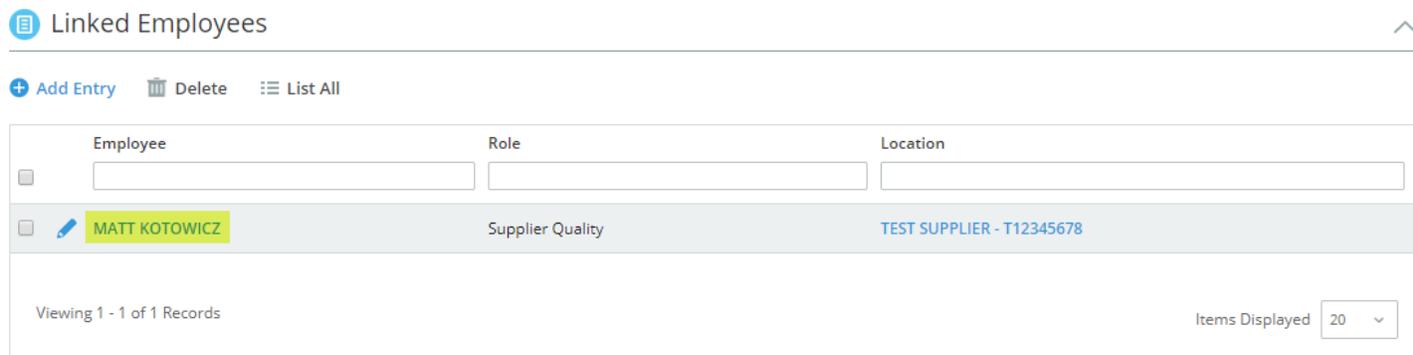
No records to display.

Items Displayed 20

6. A pop up will appear, click “Add Linkage” to link yourself to the Supplier



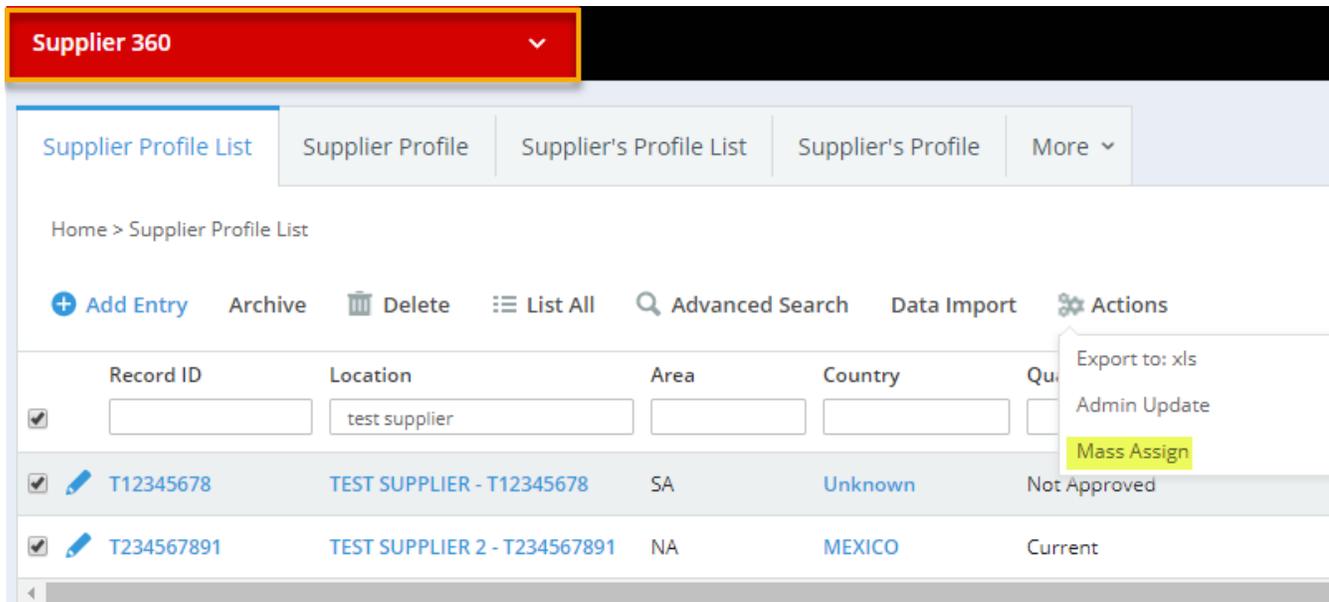
7. You will now see your name listed with your Intelx Role under the Linked Employees section



8. You are all done! You have now been linked to your Supplier location.  
a. Keep in mind you can only add or delete yourself from each Supplier location(s)

Linking Nexteer Users to multiple Supplier locations at once:

1. Login to Intelx (<https://clients.intelx.com/Login/Nexteer>)
2. Access the Supplier 360 App (Click the red box dropdown arrow, scroll down to Supplier 360)
3. Filter for the specific Supplier Locations you would like to be linked to



4. You can also setup an Advanced Search Filter
  - a. Click the “Advanced Search” button
  - b. Click “New Rule”
  - c. Search Location under the first dropdown and then click the triangle next to “Location” which creates a new sub dropdown list and find Nexteer Commodity, the second dropdown column should be set to “Equals” and your specific commodity can be found in the last dropdown. Finally, you will click “Apply”

**Supplier 360**

Supplier Profile List | Supplier Profile | Supplier's Profile List | Supplier's Profile | More ▾

Home > Supplier Profile List

+ Add Entry | Archive | Delete | List All | **Advanced Search** | Data Import | Actions

**New Advanced Filter**

A) **Nexteer Commodity** (Location > Nexteer Commodity) | Equals | **Bearings**

+ New Rule | Clear All | Advanced Filter Formula

**Apply** | Save Filter

Record ID	Location
<input type="checkbox"/>	
<input type="checkbox"/> 000213488	TRELLEBORG PRODYN INC C/O MCCARTHY SALES C
<input type="checkbox"/> 000291567	SECURITY PLASTICS C/O OVERBEEK SALES - 0002915
<input type="checkbox"/> 001024314	BERKSHIRE HATHAWAY INC - 001024314
<input type="checkbox"/> 001025113	ROGERS FOAM CORP - 001025113
<input type="checkbox"/> 001050327	NYE LUBRICANTS INC - 001050327

5. Check the check box next to all the Supplier Locations you would like to be linked to
6. Click the “Actions” button and then click “Mass Assign”

## Updating Selected Records

### Fields

**Employee to Link** You are only allowed to select yourself!

MATTHEW KOTOWICZ assign to me

7. Make sure to check the checkbox next to “Employee to Link” & your Name
8. Finally click the “Save” button



9. You have now been linked to all Supplier locations that you had selected!