

Intelex Supplier Purchase Order Portal

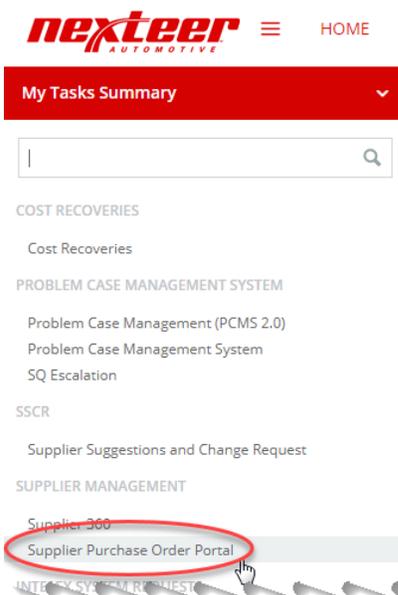
(For Direct Material Suppliers shipping to Nexteer US or Mexico plants only)

1. Log into Intelex using the following URL and any Internet browser: <https://clients.intelex.com/login/Nexteer>.



The screenshot shows the 'Nexteer Application Learning Center' login page. On the left, there is a blue sidebar with the 'INTELEX' logo at the top. Below the logo, it says 'Welcome to the Intelex Client Login!'. There are two input fields: 'User Name' with the text 'zzv3z9' and 'Password' with masked characters. A green 'LOGIN' button is below the fields, with a link 'Forgot your password?' underneath. At the bottom of the sidebar, it says 'Copyright © 1992-2016, Intelex Technologies Inc.'. The main content area has a white background with a red header. It features a photo of a person using a laptop. Below the photo, there is a list of resources: 'Online User Guides', 'Application by Application Training', 'Step-by-step Instruction with Screen captures', and 'Videos'. At the bottom of the main area, there is a red footer with the 'nexteer' logo and navigation links: 'Support | Learning Resources | Community | Contact Us'.

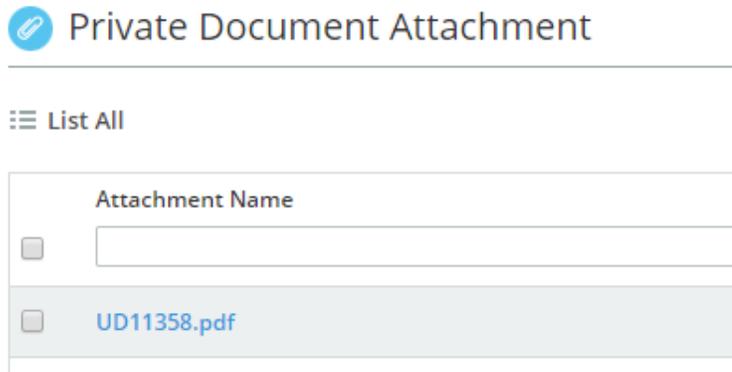
2. Enter your User Name and Password into the fields provided.
 - a. If you were provided a PO Remittance User ID, you will need to use the “Forgot your Password?” link and enter that User ID (NOT Email address) for an email to be sent to you for you to create your Intelex password.
3. Click the Login button.
4. Click the red application menu dropdown in the upper left corner of your screen and select “Supplier Purchase Order Portal” from the application list.



5. Once in the “Supplier Purchase Order Portal” application, select the “[View] or Contract Number” link for the contract file you wish to view/download.
6. This will take you to the Intelex entry for the PO or PO alteration. You must then click the “Download PO” button at the top of the page.

 **Download PO**

7. A .pdf file of the actual PO or PO alteration document will then show under the “Private Document Attachment” section.



8. Click the attachment link to the PO or PO alteration .pdf file to download and open the document.
9. The .pdf document will remain available in Intelex for 30 days, so be sure to download POs in a timely manner. Please note, it is the supplier’s responsibility to keep a copy of all PO or PO alterations for their records.