

# Intelex Supplier Contract 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>.



2. Enter your User Name and Password into the fields provided.
3. Click the Login button.
4. Click the red application menu dropdown in the upper left corner of your screen and select "Supplier Purchase Orders" from the application list.



## My Tasks Summary

SSCR

Supplier Suggestions and Change Request

### SUPPLIER MANAGEMENT

Supplier 360

Commodity Management

Supplier Conferences

Supplier Purchase Orders

5. Once in the "Supplier Purchase Orders" application, select the "View" link for the contract file you wish to view.

- This will take you to the Intelex entry for the PO or PO alteration. A .pdf file of the actual PO or PO alteration document will show under the “Private Document Attachment” section.

## Private Document Attachment

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 List All

Attachment Name	
<input type="checkbox"/>	
<input type="checkbox"/>	<a href="#">UD11358.pdf</a>

- Click the attachment link to the PO or PO alteration .pdf file to download and open the document.
- The .pdf document will remain available in Intelex for 60 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.