



Intelix Technologies

Supplier Suggestions and Change Request System

Nexteer Suppliers

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Logging into Intellex

To start working with the Intellex site and Cost Recovery Management System, follow the steps below:

1. Type the following URL into any Internet browser: <https://clients.intellex.com/login/Nexteer>.
2. You will then be presented with your Intellex login screen.

CLIENT LOGIN

Welcome to the Intellex Client Login!

User Name

Password

LOGIN

Forgot your password?

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INTELEX EXCHANGE

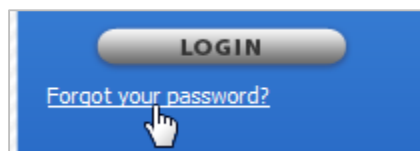
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3. Enter your User Name and Password into the fields provided.
4. Click the **Login** button.

Forget your password

If at any time you forget your password, follow the steps below to have your login information sent to you in order to sign in again.

1. Click on the hyperlink below the login button field, and it will prompt you to enter your user name.



2. Enter your User Name in the space provided and select the **Send My Information** button to have an email sent to you with your login credentials.



Forgot your password?

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INTELEX

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Forgot your password?

InteleX will send you a temporary link which will allow you to reset your password. If you do not receive an email, please contact your System Administrator for assistance.

User Name

[Send My Information](#)

[Return to Logon Screen](#)

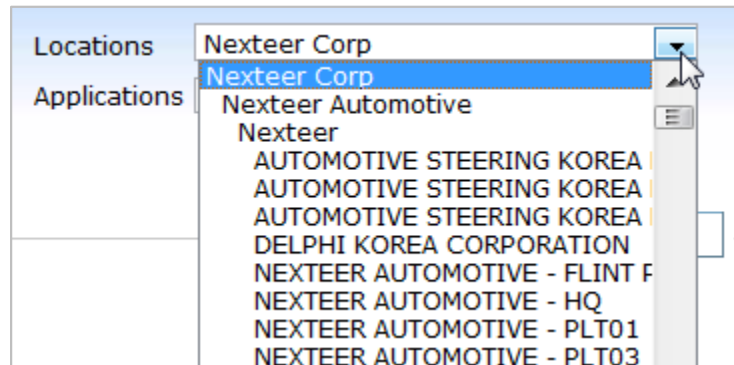
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General Navigation

There are a few areas within the system that you should be aware of in order to navigate yourself through InteleX.

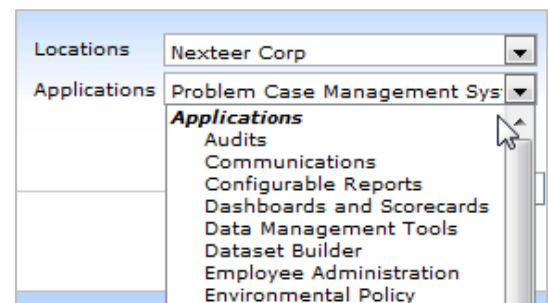
Locations Dropdown

One of the first things you'll notice when you first log in to the InteleX system is the locations dropdown. This is found in the top right hand corner of the screen. From here you should see your logon location. If you select the name hyperlink, this will appear as a dropdown. Open the dropdown to display the location structure for Nexteer. When a Nexteer employee initiates a Cost Recovery record, the location selected in the dropdown here will determine where the record will be routed to. All records are stored within one of these locations.



Applications Dropdown

Beneath the location dropdown you will find the Applications dropdown. This will display all InteleX Application you have access to in the system. Use this to select and navigate to the **Cost Recoveries Application**.



Toolbar

In the center of the page, as part of the header, you will see a toolbar. This toolbar displays icons that are quick links, which will allow you to navigate from page to page within the system. Since it is on the header of the page it will display regardless of the area in the system you are working with and can be used to navigate to another page in the system. Please note that toolbars are configurable and you may see changes made to your default toolbar.



My Tasks

My Tasks Summary page is the first page that will be loaded when you log in to Intelex. This page will display all actions that you are responsible to complete. From here you will be able to see the due date, task type and description of a task. You will also be able to complete a task right from this page by selecting the description hyperlink. Whenever you are assigned a task you will also receive an email notification informing you of this new task. If you navigate away from this page and would like to be directed back, simply select **My Tasks** icon from your toolbar.

My Tasks Summary : My Tasks

My Tasks | My Staff's Tasks | All Tasks | My Training | My Staff's Training | My Email | More ▾

My Tasks Custom Inventory: ...

List All | Reassign Employees | Advanced Search

Location	Description	Type	Stage	Person Responsible	Due Date ▾	Overdue/Upcoming
<input type="checkbox"/> Nexteer Corp	147	Problem Case Form	Final Approval	Intelex Support	01/02/2013 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	122	Problem Case Form	Final Approval	Intelex Support	12/29/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	631092749	Problem Case Form	Final Approval	Intelex Support	12/26/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	141	Problem Case Form	Initial Approval	Intelex Support	12/19/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	136	Problem Case Form	Initial Approval	Intelex Support	12/18/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	130	Problem Case Form	Initial Approval	Intelex Support	12/15/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	114	Problem Case Form	Initial Approval	Intelex Support	12/15/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	107	Problem Case Form	Initial Approval	Intelex Support	12/14/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	dsaf	Problem Case Form	Initial Approval	Intelex Support	12/13/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	ILx	Problem Case Form	Initial Approval	Intelex Support	12/13/2012 00:00:00	Upcoming
<input type="checkbox"/> Nexteer Corp	ILx	Problem Case Form	Initial Approval	Intelex Support	12/13/2012 00:00:00	Upcoming
<input type="checkbox"/> AUTOMOTIVE STEERING KOREA LTD	631092749	Problem Case Form	Initial Approval	Intelex Support	12/12/2012 00:00:00	Upcoming


Application Lists (Inventory Record Views)

Within the each application you will notice a List tab which lists all records that have been submitted by/to your location. This will allow you view records to your location even though you may not have an outstanding action. From this tab you can see a summary of all records, search, open and view the detailed information. Follow the steps below to locate a Cost Recovery case in the system

1. Start by selecting the Application you want to view info for from your Applications Dropdown.



2. Once the application loads select the List tab. This will display an inventory page listing all existing application records.



 **Supplier Suggestions and Change Request : SSCR List**

SSCR List
Submit SSCR

Home > SSCR List

SSCR List

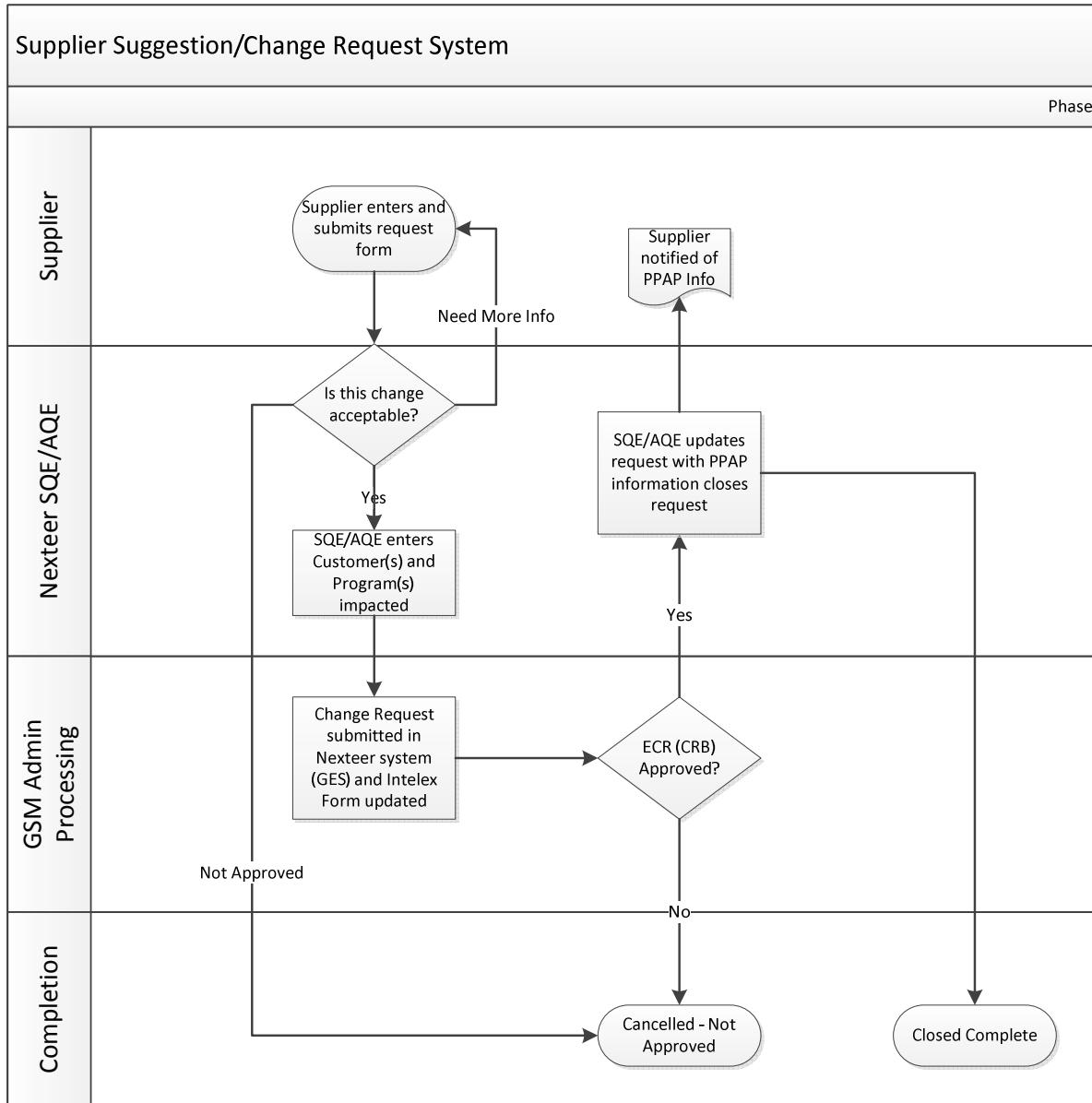
[Add Entry](#) |
 [Delete](#) |
 [List All](#) |
 [Advanced Search](#)

	SCRID	Location	Nexteer Buyer	Supplier Quality
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 	<u>10</u>	<u>TEST SUPPLIER - T12345678</u>	<u>MICHAEL BENNETT</u>	<u>MICHAEL BENNETT</u>
<input type="checkbox"/> 	<u>12</u>	<u>TEST SUPPLIER - T12345678</u>	<u>MICHAEL BENNETT</u>	<u>MICHAEL BENNETT</u>

Viewing 1 - 2 of 2 Records

3. From this page you will be able to search and sort by any column on the view.
 - a. To Search, type a key word into any of the column fields directly below the header column name. Then press enter to apply the filter.
 - b. To Sort, select the header name. This will display an arrow to the right of the heard name. Select that arrow to indicate if you would like to sort ascending or descending.
4. Once you have located record that you would like to view, simply click on the record number/id to view more details.

Supplier Suggestion Change Request Workflow



Task Summary

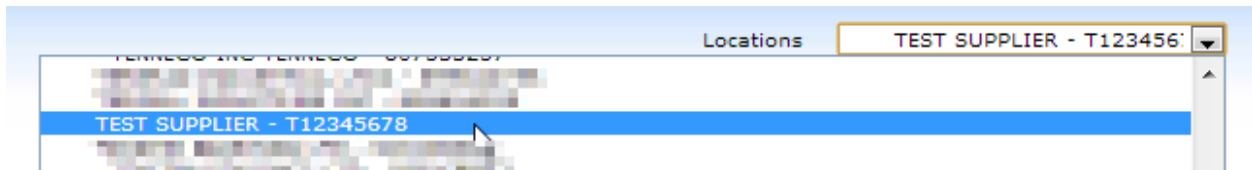
Stage	Person Responsible	Task	Completion Timing
Draft	Supplier (originator)	Submit	
Nexteer Review	Nexteer Supplier Quality Engineer	Approved for CR Creation, Request Not Approved, More Info Required	5 days
More Info Required	Supplier Owner	Resubmit, Cancel CR	
ECR Creation Required	Nexteer Suggestion Admin	ECR Created	
ECR Created - Waiting for Decision	Nexteer Suggestion Admin	ECR Rejected, ECR Approved	2 Days
PPAP Information Required	Nexteer Supplier Quality Engineer	Submit information to Supplier for PPAP	5 Days

Supplier Suggestion Change Request Application

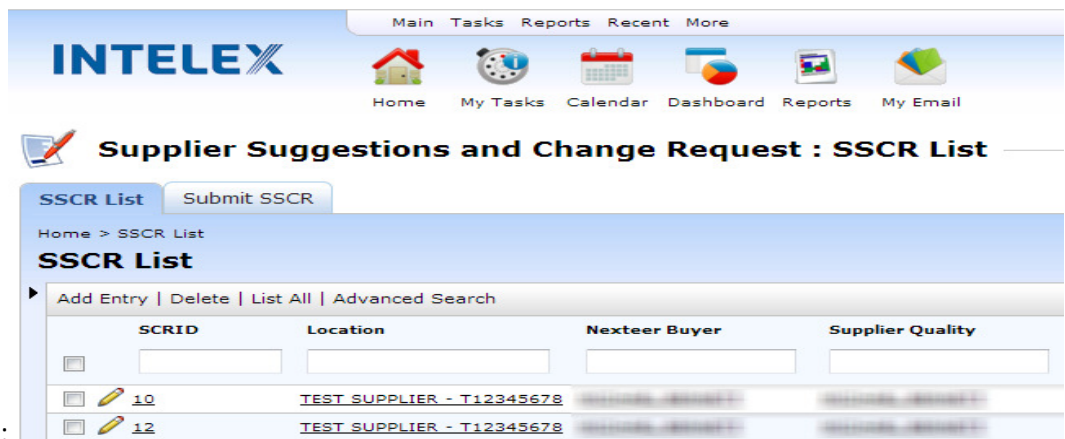
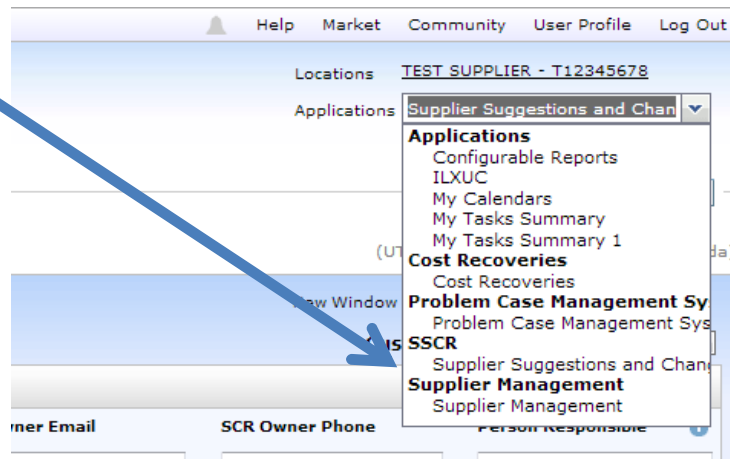
Submit Suggestion / Change Request

As a supplier you will need submit any suggestions or change requests using Intelex. This will also allow you to track the status of your request up to PPAP requirements. To submit a request, follow the steps below.

1. Start by selecting the making sure your correct location is displayed in the Location dropdown in the top right hand corner. This is the location your suggestion/request will be issued under. Note the DUNS number next to the supplier name. If not, click on your location name and pick from the list (if you have additional values available (not greyed out). If you do not then you may have to log into the correct location.

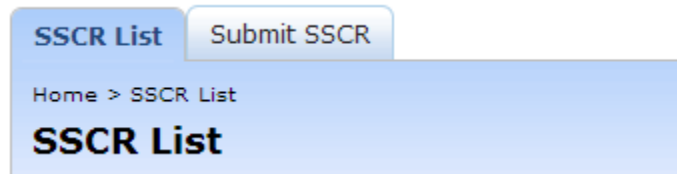


2. Select Supplier Suggestion Change Request from the Applications drop down under the location in the top right corner: This will take you to a view of your suggestions submitted for your location.



Inventory View:

- Then select the **Submit SSCR** tab on the left. This will bring you to a new blank form for you to start entering the details.



- Complete the form fields and save. This will go to a draft stage.
Step 4 notes:

Any field that has an asterisk is a mandatory field and must be filled in before you will be able to save the form.

You may also notice some fields have already been auto populated and some will populate once you save the record.

- Once you save the form you now need to add the part information to the suggestion/request. To do this scroll down to the Part Information section and click Add Entry.

Step 5 note: You will now notice that the workflow buttons are not available (greyed out). These will become available when you add at least 1 part as per the Action required task.

The screenshot shows a workflow status bar with the following elements:

- Buttons:** Submit, Cancel SSCR, Add Comment, Edit, Delete, Exit.
- Workflow Stage:** Draft
- Workflow Status:** Draft
- Person Responsible:** TEST TEST
- Action required to complete this task (incomplete):** Click to show or hide required actions

Blue arrows point from the text above to the 'Submit' button, the 'Cancel SSCR' button, and the 'Person Responsible' field.

- A screen will be displayed for you to enter part specific information. Complete the form and Save.

The 'Add Entry' form contains the following sections:

- Fields:**
 - Location: TEST SUPPLIER - T12345678
 - * Part Number: [Dropdown]
 - Name: This will update when you save.
 - * Part Rev: [Text]
 - Nexteer PO Number: [Text]
 - Supplier Part Number: [Text]
- Receiving Plant Information** (Select 1 or More)
 - * Nexteer Receiving Plant(s):

<input type="checkbox"/> PLT01 - SAGINAW	<input type="checkbox"/> PLT03 - SAGINAW
<input type="checkbox"/> PLT04 - SAGINAW	<input type="checkbox"/> PLT05 - SAGINAW
<input type="checkbox"/> PLT06 - SAGINAW	<input type="checkbox"/> PLT07 - SAGINAW
<input type="checkbox"/> PLT30 - FLINT C/O	<input type="checkbox"/> PLT36 - AYR C/O
<input type="checkbox"/> GENESEE PACKAGING	<input type="checkbox"/> BENDALL
<input type="checkbox"/> PLT41 - SAGINAW C/O	<input type="checkbox"/> PLT53 - SUZHOU
<input type="checkbox"/> BLISSFIELD	<input type="checkbox"/> PLT65 - QUERETARO
<input type="checkbox"/> PLT66 - QUERETARO	<input type="checkbox"/> PLT68 - JUAREZ
<input type="checkbox"/> PLT72 - SOMMERTON	<input type="checkbox"/> PLT77 - TYCHY
<input type="checkbox"/> PLT79 - GLIWICE	<input type="checkbox"/> PLT81 - BANGALORE
<input type="checkbox"/> PLT82 - GURGAON	<input type="checkbox"/> PLT89 - PORTO
<input type="checkbox"/> PLT99 - SAGINAW HQ	<input type="checkbox"/> ALEGRE
- Cost Savings Information**
 - Cost: Yes
 - * Current Volume: [Text]
 - * Current Price: [Text]
 - * New Estimated Volume: [Text]
 - * New Estimated Piece Price: [Text]
 - Estimate Annual Savings: 0
 - * Savings Explanation: [Text Area]

Buttons at the bottom: Save, Save & Add Entry, Cancel.

Step 6 notes:

The Part number will only contain parts that we show as having on contract with you, if you cannot find a part number there should be an *Other* option. Select this and it will show 2 more fields for you to manually add part number and description:

Fields

Location: TEST SUPPLIER - T12345678

* Part Number: Other

* Other Part Number:

* Part Rev: 2w

Name: TEST PART (This will update when you save.)

* Other Part Description:

Also if you checked Cost as an option in the main screen in step 4, you will have some additional required fields to enter cost details.

Cost Savings Information

Cost: Yes

Current Volume:

* Current Price:

* New Estimated Volume:

* New Estimated Piece Price:

Estimate Annual Savings: 0

* Savings Explanation:

- If more than one part is needed for this suggestion/request, repeat steps 5 and 6 for each additional part.
- Once you have added your parts you now need to submit the request to Nexteer for review. To do this click on Submit. If you have made a mistake and no longer need this request/suggestion you can click the Cancel SSCR button.

13

Submit | Cancel SSCR | Add Comment | Edit | Delete | Exit

Workflow Status

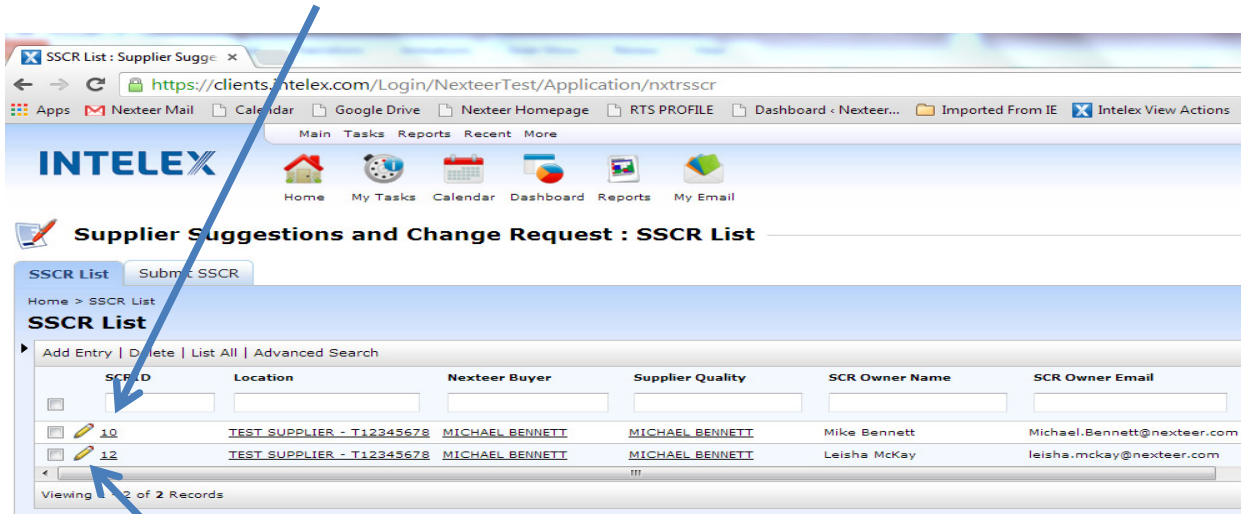
Workflow Stage: Draft Workflow Status: Draft Person Responsible: TEST TEST

Action required to complete this task (completed)
Click to show or hide required actions

Your suggestion/request has now been submitted to the Nexteer Supplier Quality Contact for review. If it has been approved internally at Nexteer you SQE/AQE will communicate any PPAP information to you as the final step and close out the suggestion/request. If it is rejected during any of the Nexteer internal stages you will be notified via email of the rejection.

Tracking and viewing your Suggestion/Request after submission

You may track your suggestions/requests throughout the process using the inventory view and clicking on the id of the request you want to view:



If there is a pencil icon next to the record in this view, which means you also may edit that suggestion/request.

This inventory view also shows you who the current owner is, status, and what the workflow stage is:

