



# Vendor Setup Application





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## Create Request (Public Form): (Supplier)

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.

1. Access Public Form from Nexteer's Webpage at <https://www.nexteer.com/doing-business-with-nexteer/>
2. Acknowledge the Data Privacy Notice & Sustainability Requirements statements. *If you do not acknowledge this information, a request **cannot** be submitted to Nexteer.*

### 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, 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 purpose for which it was collected. Nexteer will take appropriate cross functional controls and strategies, consistent with applicable law, to protect the information. At any time, Nexteer will take appropriate actions to ensure the implementation of appropriate cross functional controls and strategies, consistent with applicable law, to protect the information. At any time, Nexteer will take appropriate actions to ensure 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/](http://www.nexteer.com/privacy-policy/)

Click here to acknowledge the terms listed above. Note: Acknowledgement of these terms is required to complete this form.

### 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 expectations are 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 do so, Nexteer reserves the right to remove the supplier from Nexteer's supply base.

Click here to acknowledge the terms listed above. Note: Acknowledgement of these terms is required to complete this form.

3. Complete the remaining **required** fields on the form (denoted with an asterisk \*):
  - a. Organization Name
  - b. Contact name and email address. **Note:** The information will be used to provide you access to Nexteer's Intelex system (a requirement for doing business with Nexteer). The information can be changed after the request is completed, if necessary.
  - c. Supplier Type (Direct or Indirect)
  - d. Location Type – select the type of location that pertains to the location in this request
  - e. Nexteer Location requesting Setup. If the request has not been requested by someone at Nexteer, please just select the one you wish to do business with. Request will need to be approved.
  - f. DUNS Number – required if you are a Direct Material Supplier
  - g. Address, City, Country, State/Province (if required), Region
4. Complete any optional fields as desired
5. Confirm if Company is a Connected Persons in relation to AVIC or any subsidiaries or affiliates
6. Click **Submit**.

The form will be directed to someone within Nexteer for review. If the request is approved, the form will be returned to the supplier contact provided for more data to be submitted.



## GSM Initial Review: (Nexteer)

This stage allows for Nexteer GSM to review the initial form submitted by the supplier to determine the validity of the data and confirm that the supplier is one that Nexteer wishes to do business with.

1. Open the supplier request from the Vendor Setup Application
2. Click **Edit** and review the data entered
3. Verify if the supplier is already listed as active in QAD (follow work aid provided <https://www.nexteer.com/wp-content/uploads/Verify-if-Existing-Supplier.pdf>)
4. Confirm Supplier provided company structure does not include AVIC affiliated organizations according to the Nexteer Connected Parties file.
5. Select the GSM Contact that will be responsible to continue reviewing this form through completion.

## Location Add: (Nexteer)

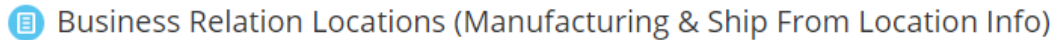
This stage is used by the Nexteer GSM Systems team to add the supplier into the Intelex system. The contact name and email provided in the request becomes the initial main point of contact. This data can be changed in the future. **No action is required by Nexteer or the Supplier.** Supplier will be sent a user ID to 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**
3. Complete the **required** fields on the form (denoted with an asterisk \*):
  - a. 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
  - b. Tax Information
    - i. Required Tax fields will display based on the region/country requirements
  - c. Contact Information
    - i. Sales Contact Name, Email address and Phone Number
    - ii. Financial Contact Name, Email address and Phone Number
    - iii. Remittance Email Address

4. Complete any optional fields as desired. **Note: For China location bank, pls enter bank name in Chinese language in “Local Language Bank Name” field, otherwise Nexteer can’t process payment to you.**
5. Click **Save**
6. If an Indirect Supplier, **skip to step 8**
7. 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.
  - a. 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**.
8. Click on **Form Completed**

## GSM Data Submission: (Nexteer)

*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
  - a. If any data discrepancies or issues, enter comments in and Click **Reject** 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)
  - b. Commodity
  - c. Purchase Type; **Note:** Direct Material Suppliers will default to DIR – Direct (Productive) Material
  - d. PO Language
  - e. Supplier Payment Terms
  - f. Supplier Primary Currency
  - g. If your region is Europe, you must confirm that the VAT number entered by the supplier is active
4. Complete any optional fields as desired
5. Click on **GSM Data Added**

## Finance Data Submission: (Nexteer)

*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
  - 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 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
  - e. Taxable Supplier
  - f. Tax Zone
  - g. Tax Class
4. Complete any optional fields as desired
5. Click on **Finance Data Added**

## Organization Screening: (Nexteer)

*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.*

## Screening Reject: (Nexteer)

*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)

*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
4. Complete any optional fields as desired
5. Click on **Location(s) Updated**

## QAD Review Verification: (Nexteer)

*This stage 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
  - a. If updates are required, Click **Updates Required** to send back to the Nexteer Vendor Master Team for resolution.
3. Click **Verification Complete**

## Locations Added: (Nexteer)

*This stage is used by the Nexteer GSM Systems team to add any additional locations entered by the supplier into the InteleX system. No main point of contact will be added to these locations and must be properly registered by the supplier.*

**No action is required by Nexteer or Supplier.**