



Intelex Technologies

Supplier 360

Supplier Contacts Training Guide

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Adding a Supplier Contact to a Supplier Location Record:

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 Supplier 360 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 displays supplier records with columns for Record ID, Location, Area, City, and State/Province. The second row is highlighted in blue and contains the Record ID 'T12345678', Location 'TEST SUPPLIER - T12345678', Area 'NA', City 'SAGINAW', and State/Province 'MI'. A red arrow points to the Record ID 'T12345678'.

4. Scroll down through the Location's Profile till you see the "Contacts List" section

The screenshot shows the 'Contact List' section of the Nexteer Supplier 360 interface. It features a table with columns for Contact Type, First Name, Last Name, Email Address, and Nexteer Sales Region. The first row is highlighted in blue and contains the Contact Type 'Logistics', First Name 'Lisa', Last Name 'Thompson', Email Address 'lisa.thompson@nexteer.com', and Nexteer Sales Region 'Global'. The 'Add Entry' button is circled in red.

5. Click Add Entry to add a new Contact

The screenshot shows the 'New Contacts' form in the Nexteer Supplier 360 interface. The 'Add Entry' button is highlighted in yellow. The form fields for 'Contact Type', 'Nexteer Buying Region', 'First Name', and 'Last Name' are highlighted in red. The 'Location' field is set to 'NEXTEER CORP'. The 'Nexteer Buying Region' field is set to 'Global'. The 'Email Address' field is empty. The 'Phone Number' field is empty.

6. Fill in the Required fields and click the "Save & Exit" button
There may only be one Contact Type per Nexteer Buying Region

- To edit an Existing Contact(s), simply click the Pencil icon next to the desired contact name and update the contact info as necessary

Contact List ^

[+ Add Entry](#) [Archive](#) [List All](#)

Contact Type	First Name	Last Name	Email Address	Nexteer Sales Region
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Logistics	Lisa	Thompson	lisa.thompson@nexteer.com	Global

- You can also click on the contact's first name, last name, email address or Nexteer sales region and perform an inline edit of the contact and click anywhere off the field(s) to save the change(s)