



# Vendor Setup Application 供应商维护





## Table of Contents 内容

Create Request (Public Form) 提交申请 (公开表单) : (Supplier 供应商) .....	3
Complete Form Data 完成表单填写 (Direct or Indirect 直接或间接): (Supplier 供应商) .....	4

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

提交申请单(公开表单): (供应商)

*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.*

这是供应商维护的第一步。这一步是为了允许目前与耐世特没有业务的供应商申请进入耐世特财务和采购订单系统并且开始成为耐世特供应商的流程。

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

接受数据隐私声明和可持续型要求声明。如果不接受，则**无法**提交申请给耐世特。

### 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 to complete the request. 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, information will be discontinued 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 and standards will be 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, the supplier may be removed 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 \*):

在表单上填写完成**必填**字段。（用星号\*表示）

a. Organization Name

公司名称

- 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.

联系人姓名和电子邮箱地址。**注意:** 这个信息将被用于给供应商开放耐世特 Intelex 系统权限（与耐世特合作的要求之一）。申请完成后如有必要，这个信息可以变更。

c. Supplier Type (Direct or Indirect)

供应商类型（直接物料 或 间接物料）

- d. Location Type – select the type of location that pertains to the location in this request  
地址类型 – 选择该申请对应的所在地类型（总部/制造工厂/销售/其他）
  - 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.  
申请加入耐世特哪个地区。如该申请不是由耐世特员工提出，请直接选择供应商希望与耐世特哪个地区开展业务。申请需要被批准。
  - f. DUNS Number – required if you are a Direct Material Supplier  
邓白氏编码 – 如果供应商是直接物料供应商，则要求填写邓白氏编码
  - g. Address, City, Country, State/Province (if required), Region  
地址，城市，国别，州/省(如要求填写)，地区
4. Complete any optional fields as desired  
按需填写其他选填字段
  5. Confirm if Company is a Connected Persons in relation to AVIC or any subsidiaries or affiliates  
确认供应商是否为中航工业或任何子公司或附属公司的关联人员
  6. Click **Submit**.  
点击 **Submit (提交)**

*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.*

*耐世特相应负责人会收到并评审供应商申请。如被批准，供应商填写的联系人会收到通知要求提供更多信息。*

## **Complete Form Data (Direct or Indirect): (Supplier)**

完成表单填写（直接物料 或间接物料）：(供应商)

*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).*

*这一步允许供应商填写耐世特要求的其他信息，以完成在耐世特财务和采购订单系统的维护。*

1. Access the form using the login ID sent to you via email. You may need to reset your password.  
用邮件通知里的登录账号进入申请单。供应商可能需要重置密码。
2. Click **Edit**  
点击 **Edit(编辑)**
3. Complete the **required** fields on the form (denoted with an asterisk \*):  
填写表单上的**必填**字段（用星号\*表示）
  - a. Bank Information  
银行信息
    - i. Primary Bank Name

默认收款银行名称

- ii. Bank Country, Address, State/Province (if required), City

收款银行国别，地址，州/省(如要求填写)，城市

- iii. Payment Currency. If more than one is needed, please add to the comments section.

收款币种。如果收款币种不止一种，请在申请单备注字段添加。

- iv. SWIFT Code

SWIFT (环球同业银行金融电讯协会) 代码

- v. Account Number (**Note:** Account number must be entered twice for verification purposes)

收款银行账号 (注意: 收款银行账号需要填写两次, 用于验证输入的正确性)

- vi. Any required bank forms necessary for the impacted region/country

申请加入的耐世特工厂所要求的银行信息相关的支持文件。

b. Tax Information

税信息

- i. Required Tax fields will display based on the region/country requirements

申请加入的耐世特工厂所要求的税信息字段

c. Contact Information

联系方式

- i. Sales Contact Name, Email address and Phone Number

销售联系人姓名, 电子邮箱地址, 电话号码

- ii. Financial Contact Name, Email address and Phone Number

财务联系人姓名, 电子邮箱地址, 电话号码

- iii. Remittance Email Address

汇款联系人邮箱地址

- 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.**

完成其他要求的选填字段。**注意: 所在地在中国的供应商, 请在“Local Language Bank Name”字段填写收款银行的中文名称, 否则耐世特无法付款给供应商。**

- 5. Click **Save**

点击 **Save (保存)**

- 6. If an Indirect Supplier, **skip to step 8**

如果供应商是间接物料供应商, **跳过步骤 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.

如果供应商是直接物料供应商, 供应商必须按下面步骤在申请单里增加相应的制造地址信息。如果申请表填写的地址已经是制造地址, 仍需按下面步骤增加相同的地址信息。

- a. Scroll to bottom of form under heading “*Business Relation Locations (Manufacturing & Ship From Location Info)*”

页面拖到表单最下方，“*Business Relation Locations (Manufacturing & Ship From Location Info)*”



 

- b. Click on **Add Entry**  
点击 “**Add Entry**” （“**添加条目**”）
  - c. Complete the **required** fields (note: the information entered on this form pertains to this secondary location).  
填写表单上的**必填**字段（注意：这里填写的信息是供应商的第二地址）
    - i. Location Type – at least 1 Manufacturing location must be provided  
地址类型 – 至少必须增加制造地址信息
    - ii. Location Name  
地址对应供应商名称
    - iii. Location Address  
具体地址
    - iv. DUNS number  
邓白氏编码
  - d. Click **Save & Exit**  
点击 **Save(保存)** 和 **Exit(退出)**
  - e. If you would like to associate more than one location, **repeat steps a-d above**.  
如果供应商需要添加其他地址信息，重复上述 a~d 步骤。
8. Click on **Form Completed**  
点击 **Form Completed(完成表单)**