## SUPPLIER ONBOARDING INSTRUCTIONS

\*If any issues arise completing this process, contact <a href="mailto:complianceteam@nddefense.com">complianceteam@nddefense.com</a>

\*\*Primary contact will be the person to receive Purchase Orders and receive Compliance Documents

\*Copy the Registration Key and click the link below

## Invitation to bid with ND Defense LLC



Hi Example,

We are excited to begin a relationship with your firm. Please supply the requested documents as outlined in this onboarding wizard. Please use Microsoft Edge for your browser when onboarding. Please review these instructions at this URL: <a href="https://www.nddefense.com/supplier">https://www.nddefense.com/supplier</a>

Registration Key: aByGJAWchNLQulP68oEygJPlnWOplV//1089fGxr9Z4=

URL: https://se-1-app-prd.se.inforgov.com/se-ui/#/ob/authenticate?
tenant=NAVISTARDEFENSE TST&v=iOpEjJnvqklFB1arJOWENf3CKQyBOQsgjSGYfPjwQqYRR/34qJ55O8iGGZozJitt8BIDjlox8TTlliKE5lv86FQ==

ND Defense L.L.C.

1675 E. Whitcomb

Madison Heights, MI 48071

https://www.nddefense.com/

<sup>\*</sup>Paste the Registration key and click Submit

Supplier Exchange - Vendor Authentication	
Welcome	
We appreciate your interest in joining our Supplier Network.	
The Wizard will take you through an online interview process to help us gather all relevant information to streamline the decision making process.	
Enter Registration Key received in Invitation Email.	
	Registration Key
	aByGJAWchNLQulP68oEygJPlnWOplV//10
	Submit

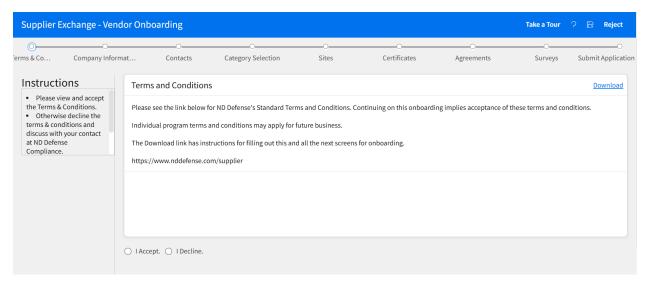
#### \*Click Next

# Introduction

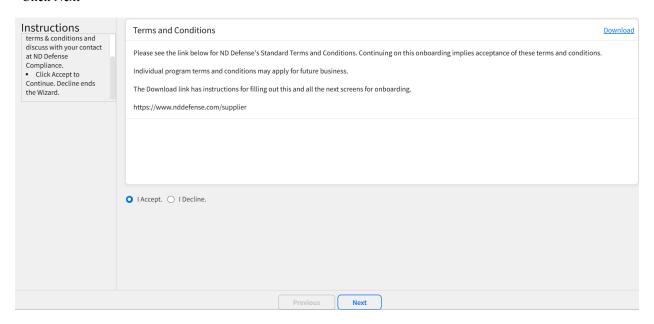
Welcome to the Supplier Onboarding Wizard. We appreciate your interest in joining our supplier network. This wizard includes several steps to provide more information about your organization and the products and services you can provide. Questions? email: ComplianceTeam@nddefense.com

#### Next

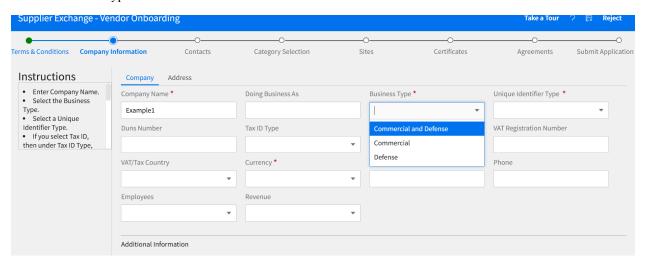
## \*Click Accept



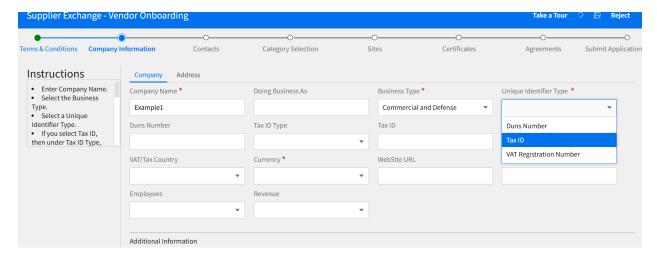
#### \*Click Next



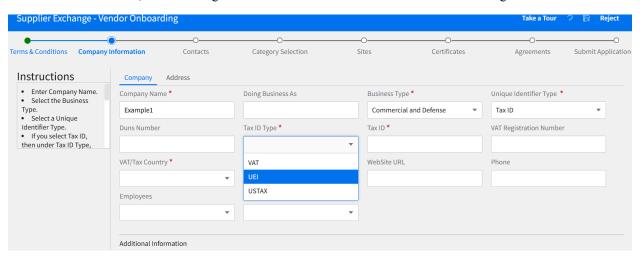
## \*Select Business Type



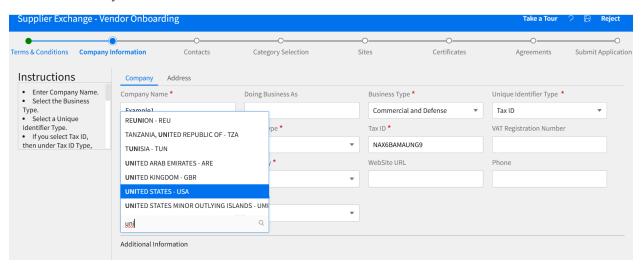
\*Select Tax ID



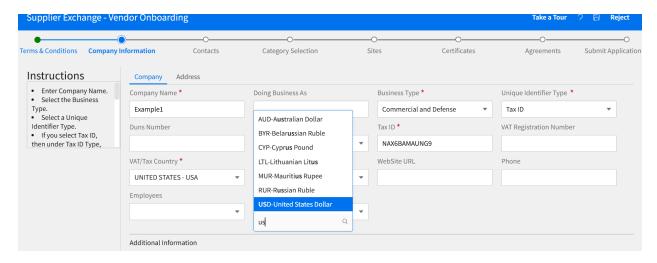
\*Select UEI if Domestic, VAT if Foreign – Enter UEI in Tax ID field / Enter VAT in VAT Registration Number



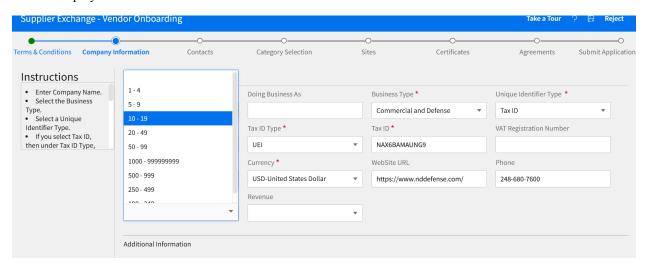
\*Select Tax Country



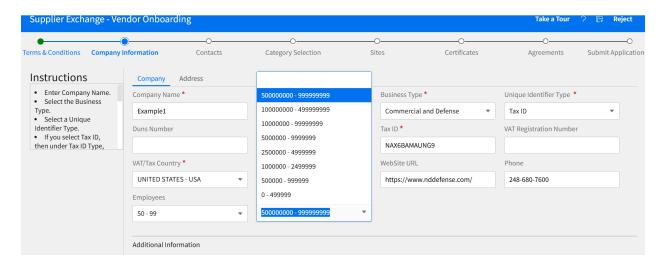
\*Select Currency



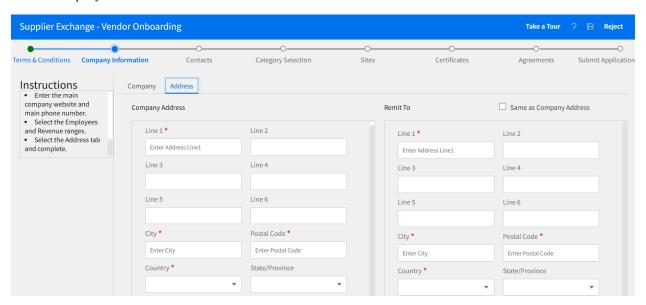
- \*Enter Company Website
- \*Enter Company Phone
- \*Select Employee Size



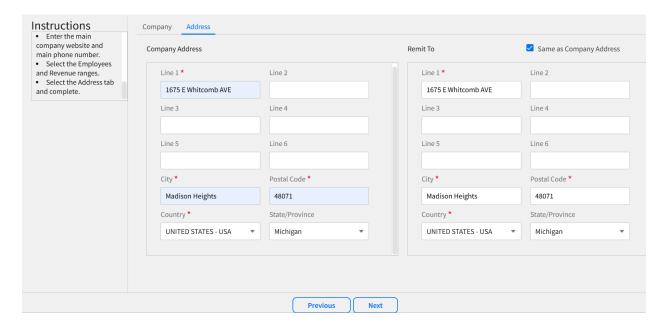
\*Select Revenue



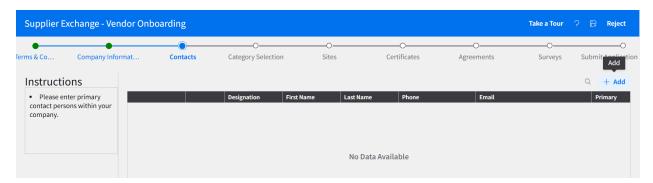
\*Enter Company Address



<sup>\*</sup>Enter Remit to if different from Company Address, if same, Select check box

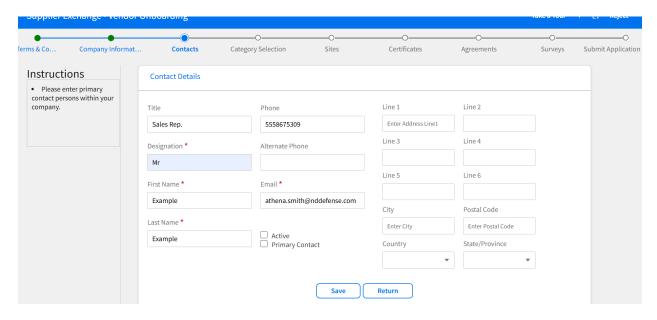


## \*Click Add



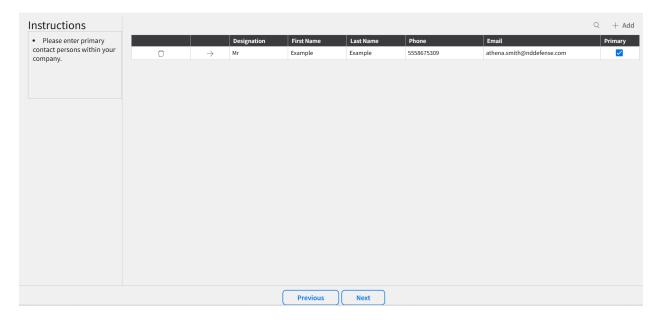
#### \*Add Contact information

- Select (1) Primary and Active for each additional contact
- Primary contact will be the person to receive Purchase Orders and Compliance Documents (Reps and Certs)

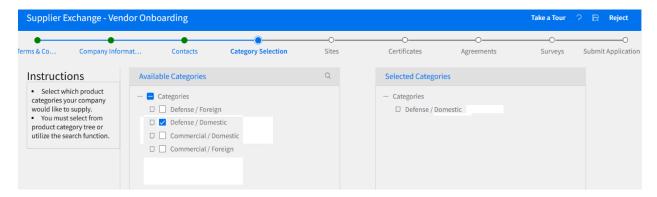


\*Each additional contact will have Active status

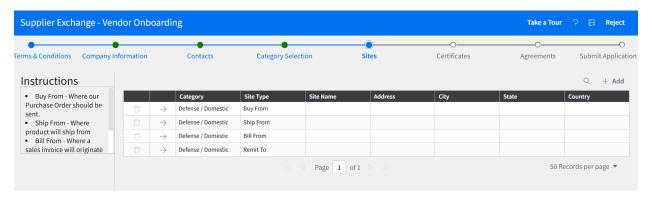
#### \*Click Next



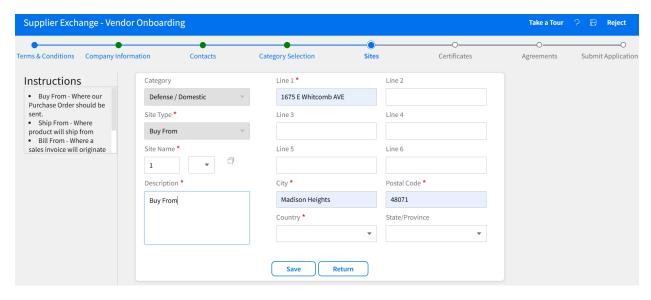
- \*Select Product Category
  - Can select multiple if needed / Defense will also cover Commercial
- \*Scroll down and click Next



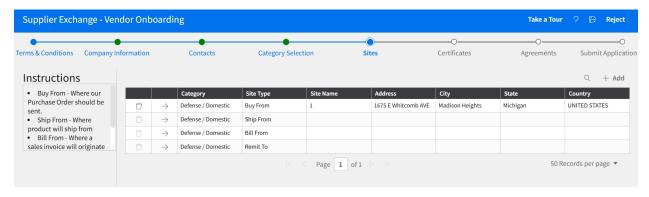
\*Click arrow for first item (Buy From)



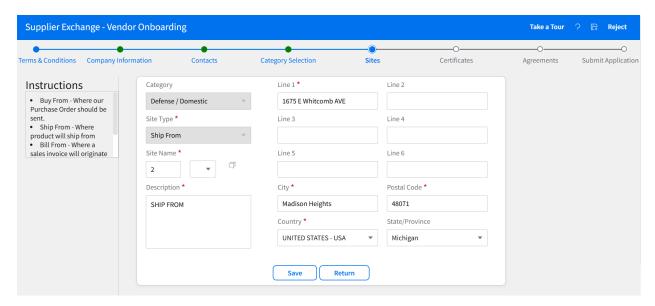
- \*Assign a Site Name
- \*Enter Description
- \*Fill in your address for Buy From location
- \*Click Save



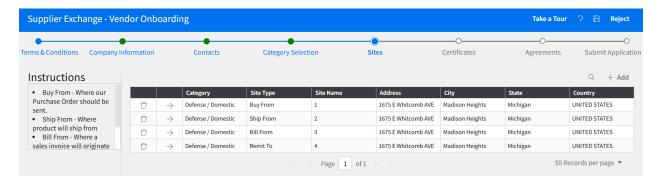
\*Click arrow for next item (Ship From)



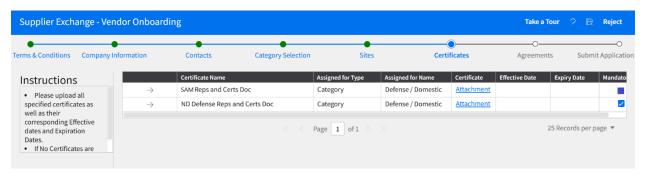
- \*If address is the same as last entry, click drop down menu and select Buy From. Click copy
- \*Assign a Site Name (change if copied)
- \*Enter Description (or change if copied)
- \*Fill in your address for *Ship From* location (if not copied)
- \*Click Save



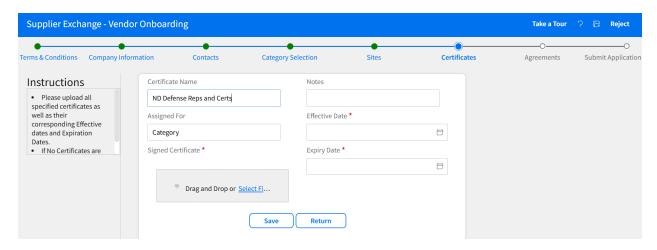
- \*Repeat steps above until all are complete. Scroll down and click Next.
- \*Bill From will have an extra step
  - Select 140 Net 60 for Payment Term



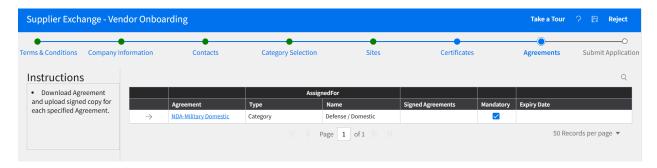
- \*Attach completed signed copy of ND Defense's Reps and Certs (blank copy can be found <u>ND Defense Reps and Certs</u>)
- \*SAM.GOV Reps and Certs are not mandatory but please upload a copy if registered



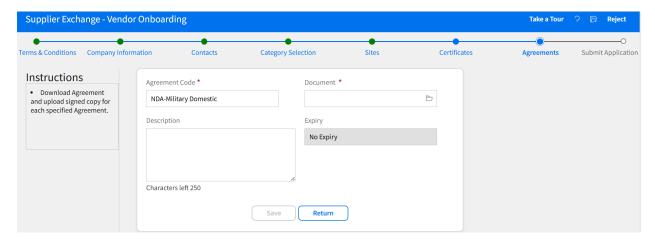
- \*Upload your file and select the Effective and Expiry date
- \*Click Save



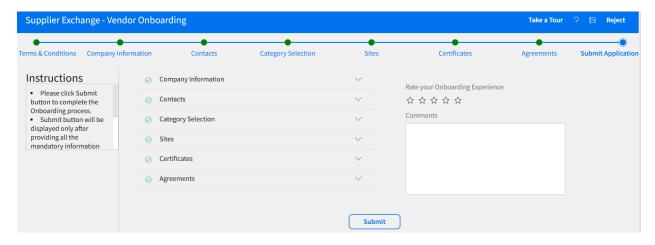
\*Click arrow to upload a fully signed copy of the NDA that was executed with your company



#### \*Attached document and click Save



#### \*Click Submit



\*Final Messages after completion

## Supplier Exchange - Vendor Onboarding

Thank you for submitting your application to become a member of our supplier network. We will review your information and decide on whether we would like to include you as a supplier. Questions? email: ComplianceTeam@nddefense.com

#### ND Defense: Onboarding application submitted





Caution: This email originated from outside of ND Defense or is from a non-trusted source. <u>Do not click links</u> or open attachments unless you verify the sender and know the content is safe.

#### AUTOMATICALLY GENERATED ALERT FROM SupplierExchange - DO NOT REPLY

Thank you for submitting your application to become a member of our supplier network. We will review your information and decide on whether we would like to include you as a supplier.

Application Code : OB196 Company Name : Example1

Please use above code for future references.

Best Regards, Procurement Team at ND Defense LLC 1675 E. Whitcomb Ave Madison Heights, MI 48071 800-999-9999

#### Portal Access:

https://se-seprd1203-us-east-1.se.inforcloudsuite.com/supplyWeb/account/supplierLogin?tenant=G7SYDKNU5ZWV8VRQ\_TRN