

# SUPPLIER ONBOARDING INSTRUCTIONS

\*If any issues arise completing this process, contact [compliance@nddefense.com](mailto:compliance@nddefense.com)

**\*\*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



noreply-SupplierExchange@infor.com

To ● Smith, Athena

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: <https://www.nddefense.com/supplier>

**Registration Key** : aByGJAWchNLQulP68oEygJPlnWOpIV//1089fGxr9Z4=

**URL** : [https://se-1-app-prd.se.infor.gov.com/se-ui/#/ob/authenticate?tenant=NAVISTARDEFENSE\\_TST&v=iOpEjJnvqklFB1arJOWENf3CKQyBOQsgjSGYfPjwQqYRR/34qJ55O8iGGZozJitt8BIDjKx8TTliiKE5lv86FQ==](https://se-1-app-prd.se.infor.gov.com/se-ui/#/ob/authenticate?tenant=NAVISTARDEFENSE_TST&v=iOpEjJnvqklFB1arJOWENf3CKQyBOQsgjSGYfPjwQqYRR/34qJ55O8iGGZozJitt8BIDjKx8TTliiKE5lv86FQ==)

ND Defense L.L.C.

1675 E. Whitcomb

Madison Heights, MI 48071

<https://www.nddefense.com/>

\*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

aByGJAWchNLQulP68oEygJPlnWOpIV//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

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Co...

Company Informat...

Contacts

Category Selection

Sites

Certificates

Agreements

Surveys

Submit Application

Instructions

- Please view and accept the Terms & Conditions.
- Otherwise decline the terms & conditions and discuss with your contact at ND Defense Compliance.

Terms and Conditions

[Download](#)

Please see the link below for ND Defense's Standard Terms and Conditions. Continuing on this onboarding implies acceptance of these terms and conditions.

Individual program terms and conditions may apply for future business.

The Download link has instructions for filling out this and all the next screens for onboarding.

<https://www.nddefense.com/supplier>

☐ I Accept.

☐ I Decline.

\*Click Next

Instructions

terms & conditions and discuss with your contact at ND Defense Compliance.

Click Accept to Continue. Decline ends the Wizard.

Terms and Conditions

[Download](#)

Please see the link below for ND Defense's Standard Terms and Conditions. Continuing on this onboarding implies acceptance of these terms and conditions.

Individual program terms and conditions may apply for future business.

The Download link has instructions for filling out this and all the next screens for onboarding.

<https://www.nddefense.com/supplier>

☒ I Accept.

☐ I Decline.

Previous

Next

\*Select Business Type

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions

Company Information

Contacts

Category Selection

Sites

Certificates

Agreements

Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

Company

Address

Company Name \*

Example1

Doing Business As

Business Type \*

Commercial and Defense

Commercial

Defense

Unique Identifier Type \*

Duns Number

Tax ID Type

VAT Registration Number

VAT/Tax Country

Currency \*

Phone

Employees

Revenue

Additional Information

\*Select Tax ID

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions Company Information Contacts Category Selection Sites Certificates Agreements Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

Company Address

Company Name \*

Example1

Doing Business As

Business Type \*

Commercial and Defense

Unique Identifier Type \*

Duns Number

Tax ID

VAT Registration Number

Duns Number

Tax ID Type

Tax ID

VAT/Tax Country

Currency \*

WebSite URL

VAT Registration Number

Employees

Revenue

Additional Information

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

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions Company Information Contacts Category Selection Sites Certificates Agreements Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

Company Address

Company Name \*

Example1

Doing Business As

Business Type \*

Commercial and Defense

Unique Identifier Type \*

Tax ID

Duns Number

Tax ID Type \*

VAT

UEI

USTAX

Tax ID \*

VAT Registration Number

VAT/Tax Country \*

WebSite URL

Phone

Employees

Revenue

Additional Information

\*Select Tax Country

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions Company Information Contacts Category Selection Sites Certificates Agreements Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

Company Address

Company Name \*

Example1

Doing Business As

Business Type \*

Commercial and Defense

Unique Identifier Type \*

Tax ID

Duns Number

Tax ID Type \*

Tax ID \*

NAX6BAMAUNG9

VAT Registration Number

VAT/Tax Country \*

REUNION - REU

TANZANIA, UNITED REPUBLIC OF - TZA

TUNISIA - TUN

UNITED ARAB EMIRATES - ARE

UNITED KINGDOM - GBR

UNITED STATES - USA

UNITED STATES MINOR OUTLYING ISLANDS - UMI

WebSite URL

Phone

Employees

Revenue

Additional Information

\*Select Currency

Supplier Exchange - Vendor Onboarding
Take a Tour
Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

Company

Address

Company Name \*

Example1

Doing Business As

AUD-Australian Dollar

BYR-Belarusian Ruble

CYP-Cyprus Pound

LTL-Lithuanian Litus

MUR-Mauritius Rupee

RUR-Russian Ruble

USD-United States Dollar

us

Business Type \*

Commercial and Defense

Unique Identifier Type \*

Tax ID

Duns Number

Tax ID \*

NAX6BAMAUNG9

VAT Registration Number

VAT/Tax Country \*

UNITED STATES - USA

WebSite URL

Phone

Employees

Additional Information

\*Enter Company Website

\*Enter Company Phone

\*Select Employee Size

Supplier Exchange - Vendor Onboarding
Take a Tour
Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

1 - 4

5 - 9

10 - 19

20 - 49

50 - 99

1000 - 999999999

500 - 999

250 - 499

100 - 249

Doing Business As

Business Type \*

Commercial and Defense

Unique Identifier Type \*

Tax ID

Tax ID Type \*

UEI

Tax ID \*

NAX6BAMAUNG9

VAT Registration Number

Currency \*

USD-United States Dollar

WebSite URL

https://www.nddefense.com/

Phone

248-680-7600

Revenue

Additional Information

\*Select Revenue

Supplier Exchange - Vendor Onboarding
Take a Tour
?
Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

Instructions

- Enter Company Name.
- Select the Business Type.
- Select a Unique Identifier Type.
- If you select Tax ID, then under Tax ID Type,

Company
Address

Company Name \*
Example1

Duns Number

VAT/Tax Country \*
UNITED STATES - USA

Employees
50 - 99

500000000 - 999999999
100000000 - 499999999
10000000 - 99999999
5000000 - 9999999
2500000 - 4999999
1000000 - 2499999
500000 - 999999
0 - 499999
500000000 - 999999999

Business Type \*
Commercial and Defense

Tax ID \*
NAX6BAMAUNG9

WebSite URL
https://www.nddefense.com/

Unique Identifier Type \*
Tax ID

VAT Registration Number

Phone
248-680-7600

Additional Information

\*Enter Company Address

Supplier Exchange - Vendor Onboarding
Take a Tour
?
Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

Instructions

- Enter the main company website and main phone number.
- Select the Employees and Revenue ranges.
- Select the Address tab and complete.

Company
Address

Company Address

Line 1 \*
Enter Address Line1

Line 2

Line 3

Line 4

Line 5

Line 6

City \*
Enter City

Postal Code \*
Enter Postal Code

Country \*

State/Province

Remit To
☐ Same as Company Address

Line 1 \*
Enter Address Line1

Line 2

Line 3

Line 4

Line 5

Line 6

City \*
Enter City

Postal Code \*
Enter Postal Code

Country \*

State/Province

\*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)

Supplier Exchange - Vendor Onboarding

Terms & Co... Company Informat... **Contacts** Category Selection Sites Certificates Agreements Surveys Submit Application

### Instructions

- Please enter primary contact persons within your company.

### Contact Details

Title	Phone	Line 1	Line 2
Sales Rep.	5558675309	Enter Address Line1	
Designation *	Alternate Phone	Line 3	Line 4
Mr			
First Name *	Email *	Line 5	Line 6
Example	athena.smith@nddefense.com		
Last Name *	<input type="checkbox"/> Active <input type="checkbox"/> Primary Contact	City	Postal Code
Example		Enter City	Enter Postal Code
		Country	State/Province

Save
Return

\*Each additional contact will have Active status

\*Click Next

### Instructions

- Please enter primary contact persons within your company.

Add

		Designation	First Name	Last Name	Phone	Email	Primary
	→	Mr	Example	Example	5558675309	athena.smith@nddefense.com	<input checked="" type="checkbox"/>

Previous
Next

\*Select Product Category

— Can select multiple if needed / Defense will also cover Commercial

\*Scroll down and click Next



Supplier Exchange - Vendor Onboarding Take a Tour ? Reject

Terms & Co... Company Informat... **Contacts** **Category Selection** Sites Certificates Agreements Surveys Submit Application

### Instructions

- Select which product categories your company would like to supply.
- You must select from product category tree or utilize the search function.

### Available Categories

Categories

☐ Defense / Foreign
 ☒ Defense / Domestic
 ☐ Commercial / Domestic
 ☐ Commercial / Foreign

### Selected Categories

Categories

☐ Defense / Domestic

\*Click arrow for first item (Buy From)

Supplier Exchange - Vendor Onboarding Take a Tour ? Reject

Terms & Conditions Company Information **Contacts** **Category Selection** **Sites** Certificates Agreements Submit Application

### Instructions

- Buy From - Where our Purchase Order should be sent.
- Ship From - Where product will ship from
- Bill From - Where a sales invoice will originate

		Category	Site Type	Site Name	Address	City	State	Country
	→	Defense / Domestic	Buy From					
	→	Defense / Domestic	Ship From					
	→	Defense / Domestic	Bill From					
	→	Defense / Domestic	Remit To					

<<
<
Page **1** of 1
 >
>>

50 Records per page ▼

\*Assign a Site Name

\*Enter Description

\*Fill in your address for *Buy From* location

\*Click Save

Supplier Exchange - Vendor Onboarding Take a Tour ? Reject

Terms & Conditions Company Information **Contacts** **Category Selection** **Sites** Certificates Agreements Submit Application

### Instructions

- Buy From - Where our Purchase Order should be sent.
- Ship From - Where product will ship from
- Bill From - Where a sales invoice will originate

Category

Defense / Domestic ▼

Site Type \*

Buy From ▼

Site Name \*

1 ▼

Description \*

Buy From

Line 1 \*

1675 E Whitcomb AVE

Line 3

Line 5

City \*

Madison Heights

Country \*

Line 2

Line 4

Line 6

Postal Code \*

48071

State/Province

Save

Return

\*Click arrow for next item (Ship From)

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
**Sites**
Certificates
Agreements
Submit Application

Instructions

- Buy From - Where our Purchase Order should be sent.
- Ship From - Where product will ship from
- Bill From - Where a sales invoice will originate

		Category	Site Type	Site Name	Address	City	State	Country
🗑	→	Defense / Domestic	Buy From	1	1675 E Whitcomb AVE	Madison Heights	Michigan	UNITED STATES
🗑	→	Defense / Domestic	Ship From					
🗑	→	Defense / Domestic	Bill From					
🗑	→	Defense / Domestic	Remit To					

Page 1 of 1
50 Records per page

\*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

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
**Sites**
Certificates
Agreements
Submit Application

Instructions

- Buy From - Where our Purchase Order should be sent.
- Ship From - Where product will ship from
- Bill From - Where a sales invoice will originate

Category
Defense / Domestic
Site Type \*
Ship From
Site Name \*
2
Description \*
SHIP FROM

Line 1 \*
1675 E Whitcomb AVE
Line 3
Line 5
City \*
Madison Heights
Country \*
UNITED STATES - USA

Line 2
Line 4
Line 6
Postal Code \*
48071
State/Province
Michigan

Save
Return

\*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

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
**Sites**
Certificates
Agreements
Submit Application

Instructions

- Buy From - Where our Purchase Order should be sent.
- Ship From - Where product will ship from
- Bill From - Where a sales invoice will originate

		Category	Site Type	Site Name	Address	City	State	Country
→	→	Defense / Domestic	Buy From	1	1675 E Whitcomb AVE	Madison Heights	Michigan	UNITED STATES
→	→	Defense / Domestic	Ship From	2	1675 E Whitcomb AVE	Madison Heights	Michigan	UNITED STATES
→	→	Defense / Domestic	Bill From	3	1675 E Whitcomb AVE	Madison Heights	Michigan	UNITED STATES
→	→	Defense / Domestic	Remit To	4	1675 E Whitcomb AVE	Madison Heights	Michigan	UNITED STATES

Page 1 of 1
50 Records per page

\*Attach completed signed copy of ND Defense's Reps and Certs (blank copy can be found [ND Defense Reps and Certs](#))

\*SAM.GOV Reps and Certs are not mandatory but please upload a copy if registered

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
**Sites**
**Certificates**
Agreements
Submit Application

Instructions

- Please upload all specified certificates as well as their corresponding Effective dates and Expiration Dates.
- If No Certificates are

	Certificate Name	Assigned for Type	Assigned for Name	Certificate	Effective Date	Expiry Date	Mandato
→	SAM Reps and Certs Doc	Category	Defense / Domestic	<a href="#">Attachment</a>			<input type="checkbox"/>
→	ND Defense Reps and Certs Doc	Category	Defense / Domestic	<a href="#">Attachment</a>			<input checked="" type="checkbox"/>

Page 1 of 1
25 Records per page

\*Upload your file and select the Effective and Expiry date

\*Click Save

Supplier Exchange - Vendor Onboarding

Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
**Sites**
**Certificates**
Agreements
Submit Application

Instructions

- Please upload all specified certificates as well as their corresponding Effective dates and Expiration Dates.
- If No Certificates are

Certificate Name

ND Defense Reps and Certs

Assigned For

Category

Signed Certificate \*

Drag and Drop or [Select Fi...](#)

Notes

Effective Date \*

Expiry Date \*

Save

Return

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

Supplier Exchange - Vendor Onboarding
Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

### Instructions

- Download Agreement and upload signed copy for each specified Agreement.

	Agreement	Type	AssignedFor	Signed Agreements	Mandatory	Expiry Date
→	NDA-Military Domestic	Category	Defense / Domestic		<input checked="" type="checkbox"/>	

Page 1 of 1
50 Records per page

\*Attached document and click Save

Supplier Exchange - Vendor Onboarding
Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

### Instructions

- Download Agreement and upload signed copy for each specified Agreement.

Agreement Code \*
NDA-Military Domestic

Document \*

Description

Expiry
No Expiry

Characters left 250

Save
Return

\*Click Submit

Supplier Exchange - Vendor Onboarding
Take a Tour ? Reject

Terms & Conditions
Company Information
Contacts
Category Selection
Sites
Certificates
Agreements
Submit Application

### Instructions

- Please click Submit button to complete the Onboarding process.
- Submit button will be displayed only after providing all the mandatory information

Company Information
Contacts
Category Selection
Sites
Certificates
Agreements

Rate your Onboarding Experience
☆☆☆☆☆
Comments

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



noreply-SupplierExchange@infor.com  
To: Smith, Athena

Reply Reply All Forward

Thu 6/26/2025 11:25 AM

**Caution:** This email originated from outside of ND Defense or is from a non-trusted source. Do not click links 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](https://se-seprd1203-us-east-1.se.inforcloudsuite.com/supplyWeb/account/supplierLogin?tenant=G7SYDKNU5ZWV8VRQ_TRN)