Gentex Prospective Supplier Registration - Quick Reference Guide
Hints and key instructions

General

Contact Information
- Questions: Address to *purchasing_admin@gentex.com*
- Documents: Forward requested documents to *supplier_cert@gentex.com.* Include company name in subject line.
  - ● W-9 or W-8 Form   ● Business Classification Certificates   ● ISO Certificates

Web Browser
- Internet Explorer should be used to access the registration form (minimizes potential compatibility issues).

Session time outs & Registration
Sessions time out in approximately 10-minute intervals. You are advised to save your registration forms.

- **Save For Later** (p. 2) - Click this button to receive a link via e-mail to re-access your saved application. The URL will also be displayed on the screen.

- **Register** (p. 2) - Click this button to submit the completed application. Once a confirmation message has been displayed, you will not be able to access the registration page again.

Page 1

Company Details
- Full Legal Company Name: Enter full legal company name
- Tax Country: Mandatory field, based on country of supplier. ***Note***: Field is a validated field. To see a listing, click on the 🔍 icon next to the field. Search with '%' as the wildcard character, and select choice via the '**Quick Select**' button.
- Taxpayer ID: Mandatory for US supplier

Note: *If you cannot provide tax or DUNS information as required, enter your Company Name in the DUNS field to proceed.*

Contact Information
- Complete ***ALL*** information for the Primary Contact. (Primary Contact is the person authorized by the supplier to submit this application on its behalf. This should be the contact person Gentex buyers will negotiate with on an ongoing basis in the future.)

Page 2

Address Book
- Both a ***purchase order*** and ***remittance address*** are required.
  - If they are the same, enter the address once and name it "**MAIN.**"
  - If they are different, enter both addresses and name as follows:
    - ***Purchase order address*** = "**MAIN**"
    - ***Remittance address*** = "**AP**"
- For each address entered, check the applicable purpose(s) ***and*** uncheck '**RFQ Only Address**.'

  ☑ Purchasing Address
  ☑ Payment Address
  ☐ RFQ Only Address

Contact Directory
- The primary contact entered on page one will appear in the directory. Please enter the title for this contact, and proceed to create additional contacts (order contacts, etc.) as needed. Enter all fields as appropriate.

Business Classifications
- Check classifications applicable to your company. Enter certificate numbers, agencies, and expiration dates, as appropriate. For minority-owned, include the Minority Type, as well.

  Important Note: *Copies of all certifications checked as applicable must be sent to Gentex at supplier_cert@gentex.com before your registration can be approved.*

Products and Services
- Check all products and services that most closely align with your product and service offerings.

- − 'Browse' radio button – Use to browse codes, select, and apply. Use navigation links to right of screen.
- − 'Search' radio button – Search with '%' as the wildcard character. After making selections from a search, click on the 'Apply' button before starting another search. Click the 'Create' button to add more codes.

At this Point – the initial Supplier Registration Approval Process is complete, and you can hit "Submit" in the Upper-Right Corner to finalize this portion of the process.

After getting this point – you will be soon (1-3 days) receiving an email asking you to fill out the "Supplier Pre-Qualification Questionnaire".

- Below is an example of the Email.

Fri 3/17/2017 11:02 AM

ERPQA Workflow Mailer <wfnm.erp.qa@gentex.com>

FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire

To   □ email@test.com

Notification Detail.html
651 bytes

Time Zone (GMT -04:00) Eastern Time

From	Mesman, Darlynn	Company	GENTEX CORPORATION
To	email@test.com	Title	Work Instructions
Sent	17-MAR-17 11:00:07	Number	1007
ID	119793260		

GENTEX CORPORATION has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

1. Click here to view the registration status page.
2. Click on Respond.
3. Navigate to 'Assessment' page.
4. Click on Update icon for Assessment: 1007, Work Instructions.
5. Answer questions and submit your response.

Note: This questionnaire expires on April 17, 2017 02:54 pm Eastern Time.

- Under step "1" in the email (sample above), please click the "here" link to be taken to the Supplier Registration Status Page.
- Click "Respond" to start the Questionnaire.
- Click "Next" on the "Prospective Supplier Registration" Page.
- Click "Next" on the Prospective Supplier Registration: Additional Details" Page.
- Click the "Pencil" 🖉 Icon under "Update" on the "Pre-Qualification and Evaluation Assessment" Page.
- From here, please fill out the Questionnaire.
  - o Note: You can click "Save Draft" at any time and return to the Questionnaire later by clicking "Here" within the initial email noted above.
  - o Note: The "Respond by Spreadsheet" – Please do not use this option and only respond directly within the web page.
- When you are finished completing the Questionnaire – Please click "Continue" in the Upper- Right Corner.
- The next page will warn you to "submit a Single, Best Response". As long as you are ready to submit, please click "Submit" in the Upper-Right Corner.
- You will then be redirected back to the "Pre-Qualification and Evaluation Assessment" Page. **Click "Submit" a second time** in the Upper-Right Corner to finalize the Questionnaire.

You will be directed to a "Confirmation" page that will let you know your RFI has been submitted. Please click "Close" to log out of the session.

- The Progress of the Approval after submitting the Questionnaire can be found by following the link in the email you will receive upon Completion of the Questionnaire.