# Supplier SMF Training Guide

## March 12, 2021

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Wabtec CORPORATION

# Registration for SMF

Wabtec CORPORATION

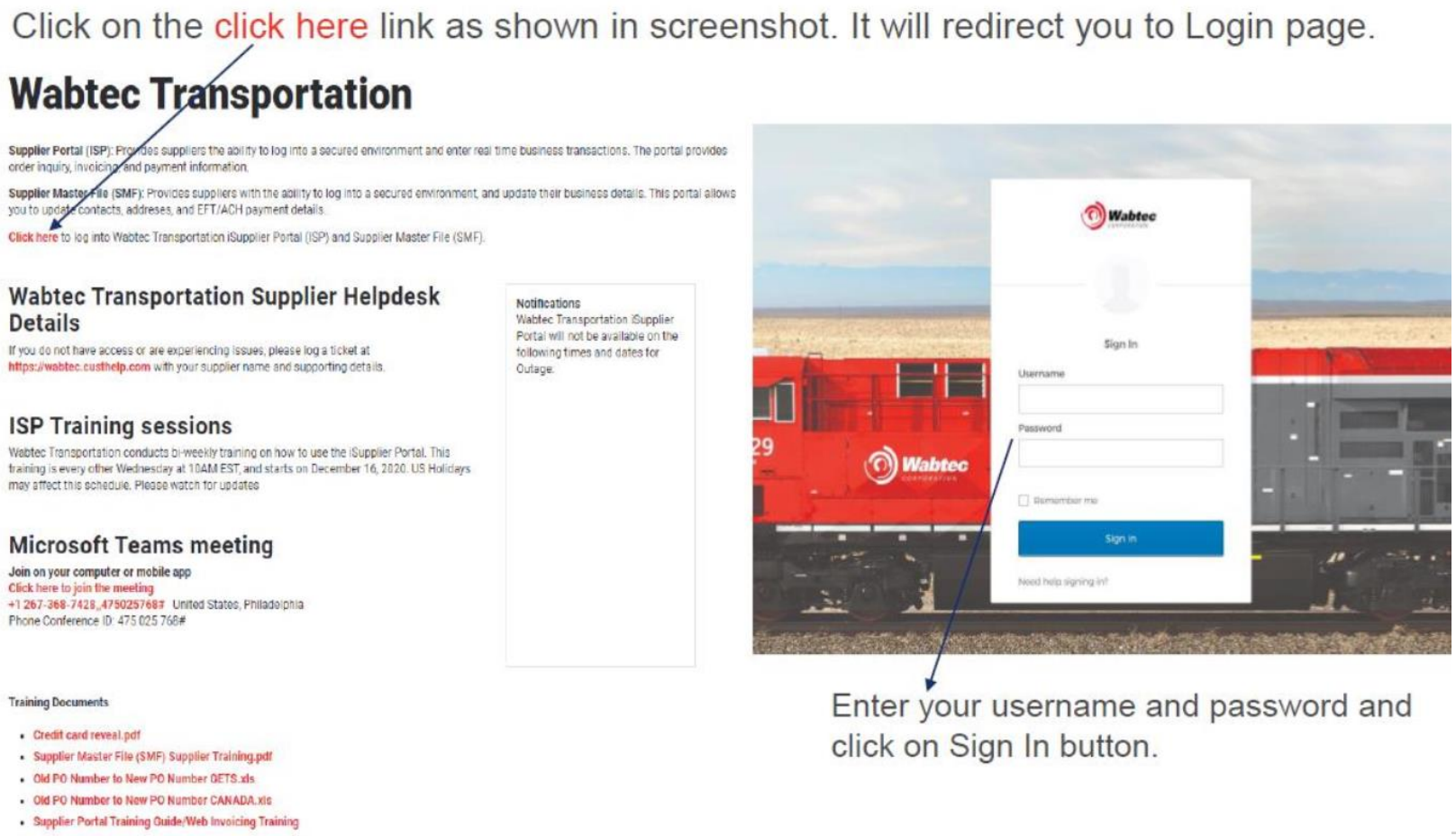
# Registration for SMF- NEW SUPPLIERS

If you are a New Supplier accessing SMF for the first time, you will receive a registration email from Wabtec with a Username and Temporary Password.

Follow the instructions provided in this message for successful account set-up.

# SMF Log-in

Once you have received confirmation of successful registration for SMF, go to the Wabtec iSupplier Portal (www.Wabtec.com/iSupplier) to access the link to SMF.

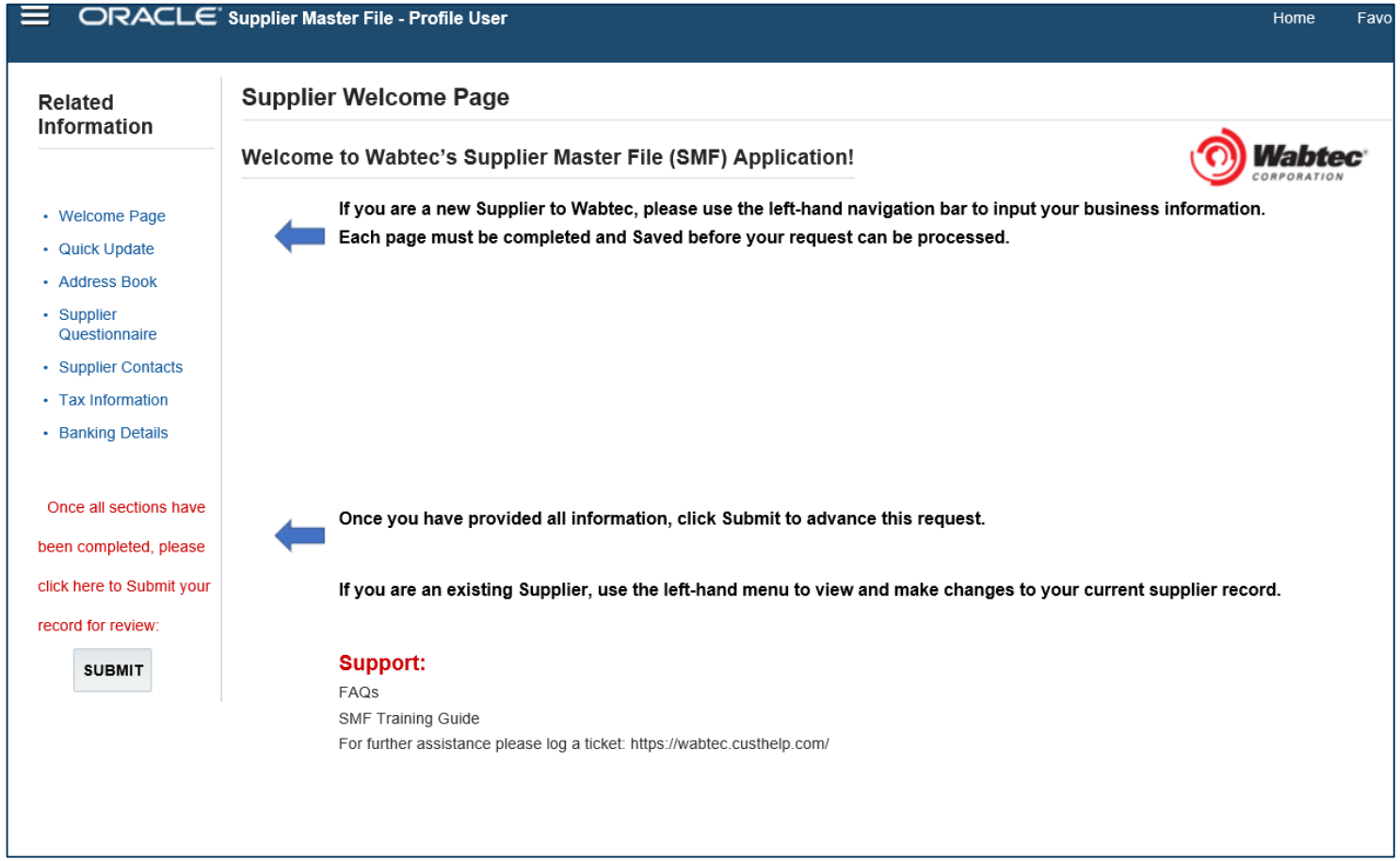


# For New Suppliers- Completing your Supplier Profile

Wabtec CORPORATION

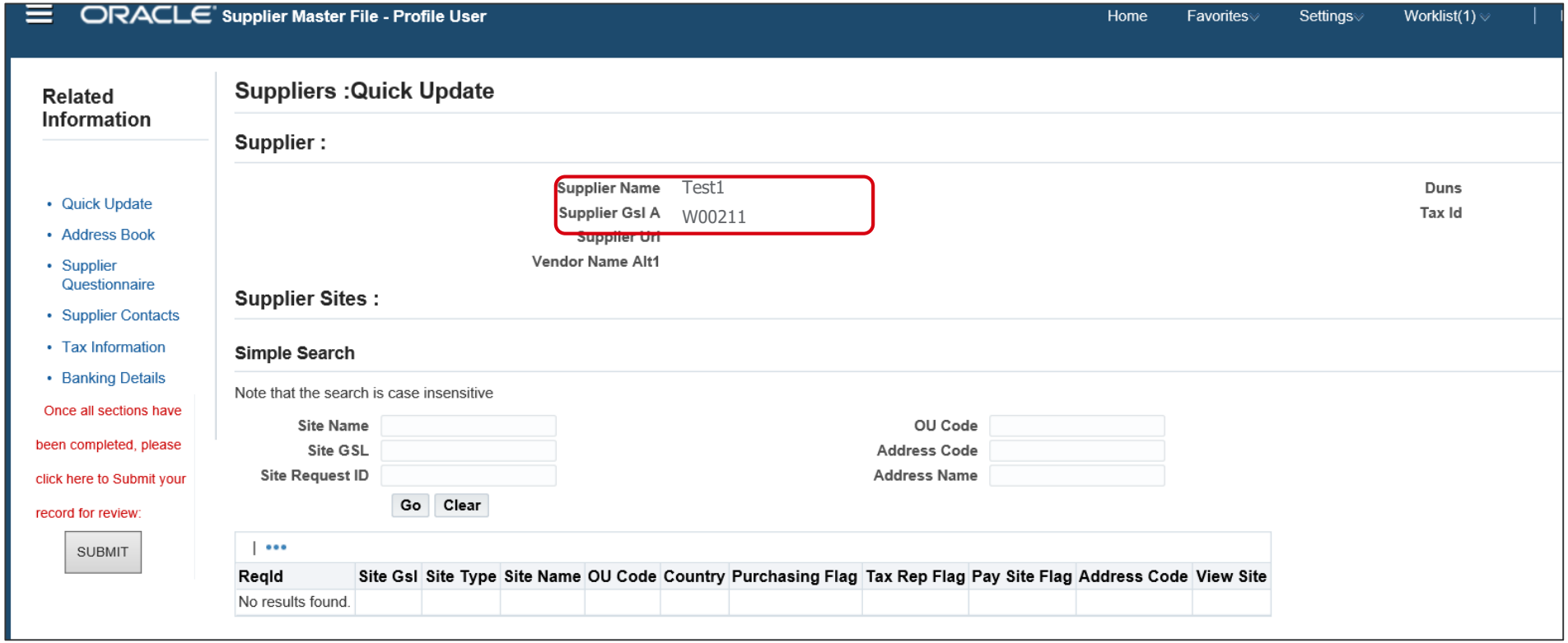
# Supplier Landing Page

Upon first log-in to SMF, you will be taken to a Welcome Page.  You will use the Left Menu to navigate different sections of your Supplier Information.  Once all information is provided, you will hit "Submit" to Submit your information for Wabtec Review.



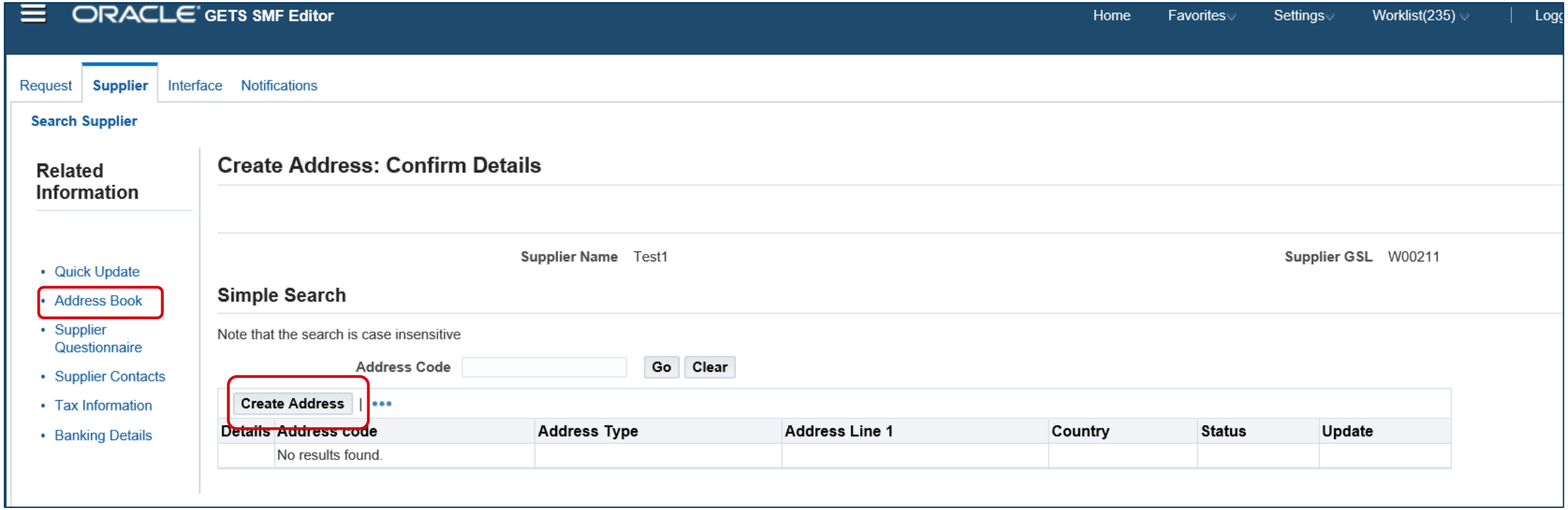
# Quick Update

The Quick Update page initially will show only your Supplier Name and Supplier GSL.  Once your application is approved, you can come back to this page to view a quick summary of all Active Sites that you have set-up for Wabtec.



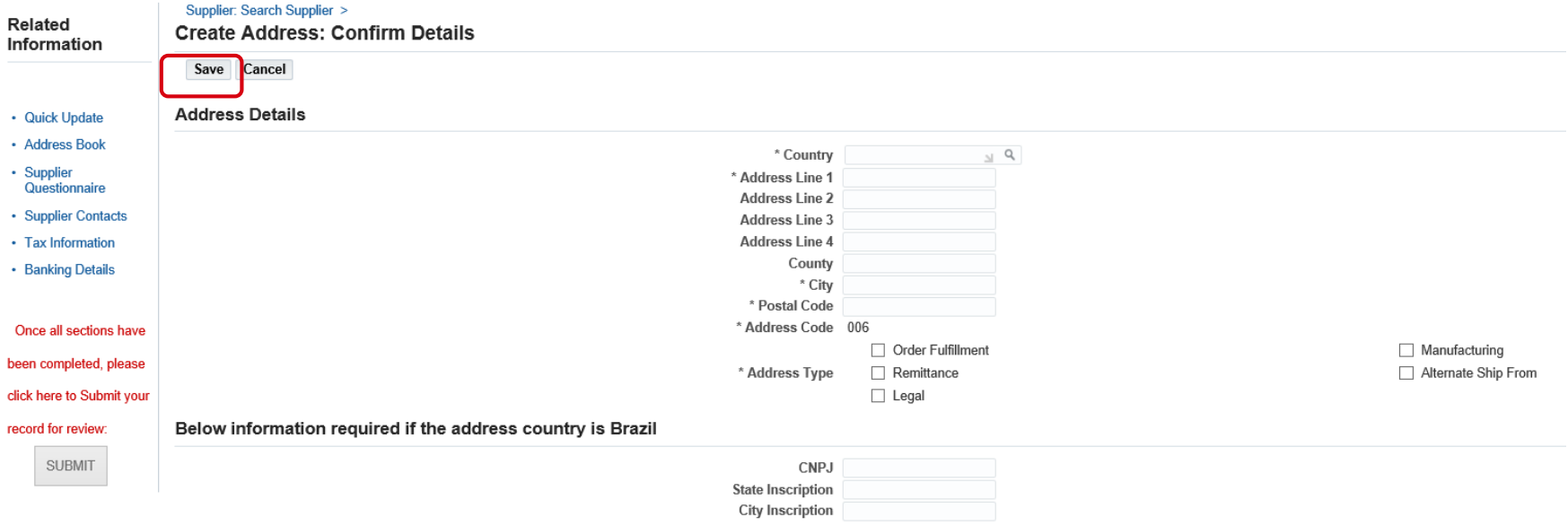
# Address Book

Use "Create Address" to add all applicable addresses to your Supplier Record. You will be required to provide 1 Legal Address and at least 1 Order Fulfillment Address. All addresses that will be used to support Wabtec orders, including Order Fulfillment, Manufacturing, and Alternate Ship From locations should be added here.



# Create Address

Mandatory fields required when adding an Address are identified with a *. If an Address Type is identified as Order Fulfillment or Remittance you will be required to provide a PO and Remittance contact. These are the individuals that will receive Purchase Order and Payment-related information. **Hit "Save" to save the Address.**

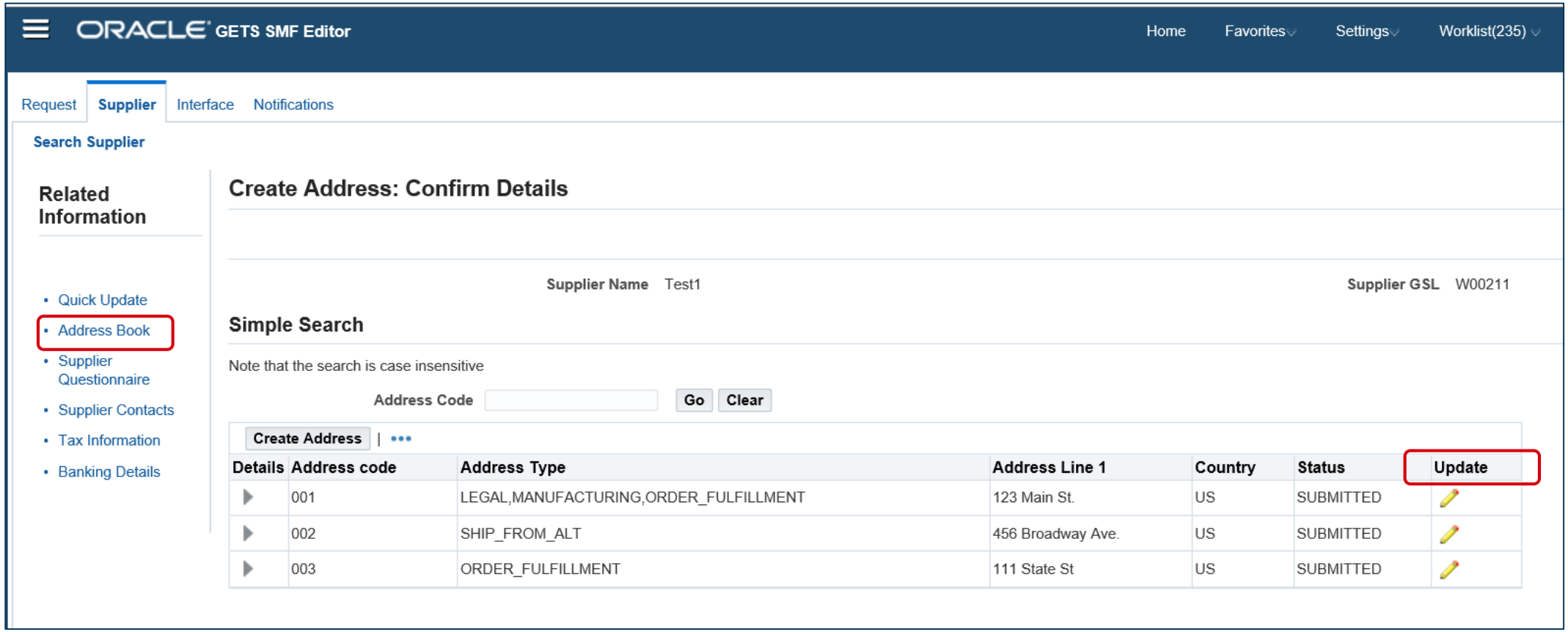



Address Types:

- Legal = Legal Address
- Order Fulfillment = Address to which Purchase Orders are sent
- Manufacturing = Address where goods are produced
- Alt Ship From = Address used for Shipping goods- this will only need to be identified if different than the Order Fulfillment and/or Manufacturing address
- Remittance = Address where Payment will be sent if NOT electing for Electronic Payment

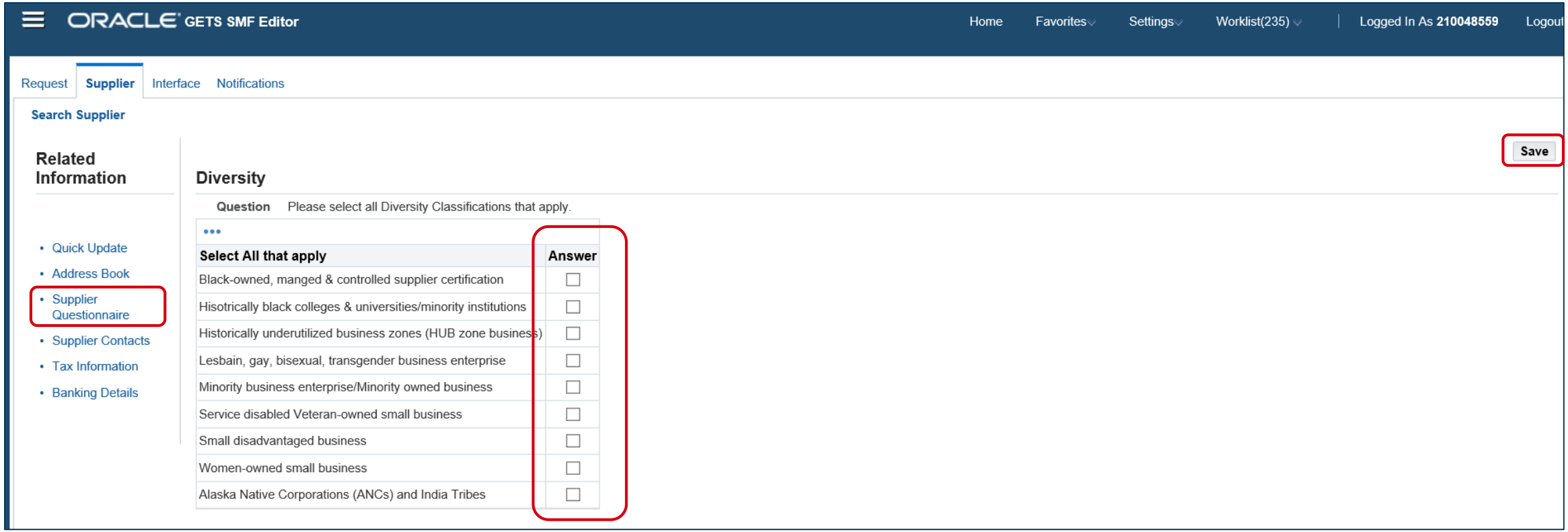
# Viewing Address

As Addresses are added, they can be viewed and updated from the Address Book screen. After Publishing your information, you will be able to Add new addresses but you will not be able to Edit existing addresses.



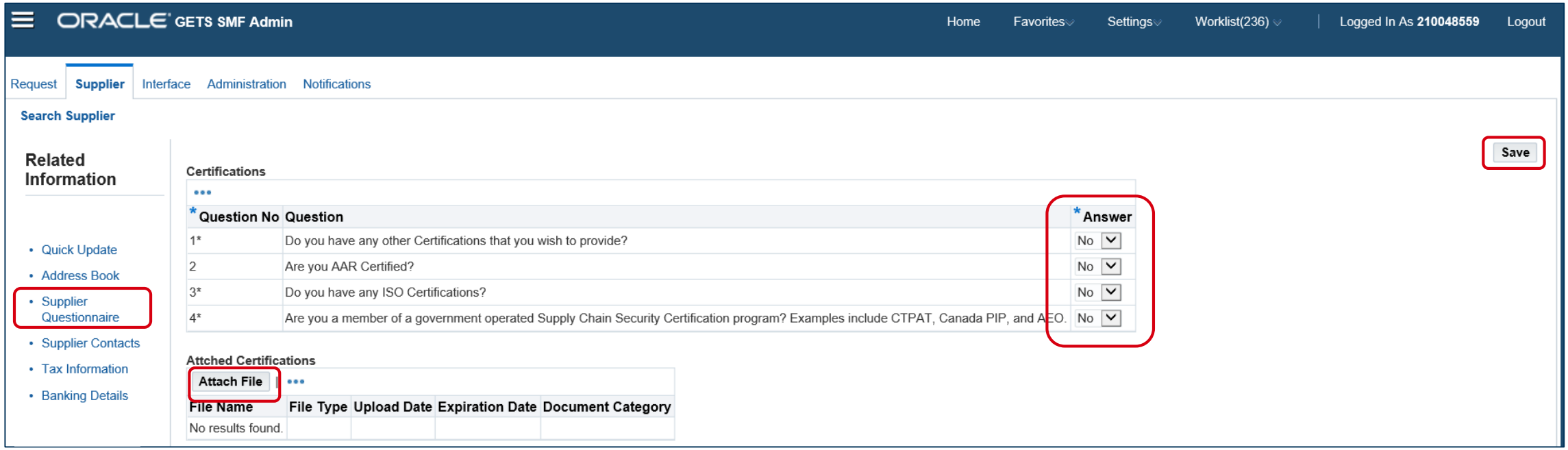
# Supplier Questionnaire

The Supplier Questionnaire will differ based on the type of goods/services you will be supplying to Wabtec. All suppliers can use this section to notify Wabtec if you identify with any of the below listed Diversity Classifications. **Hit "Save" after making your elections.**



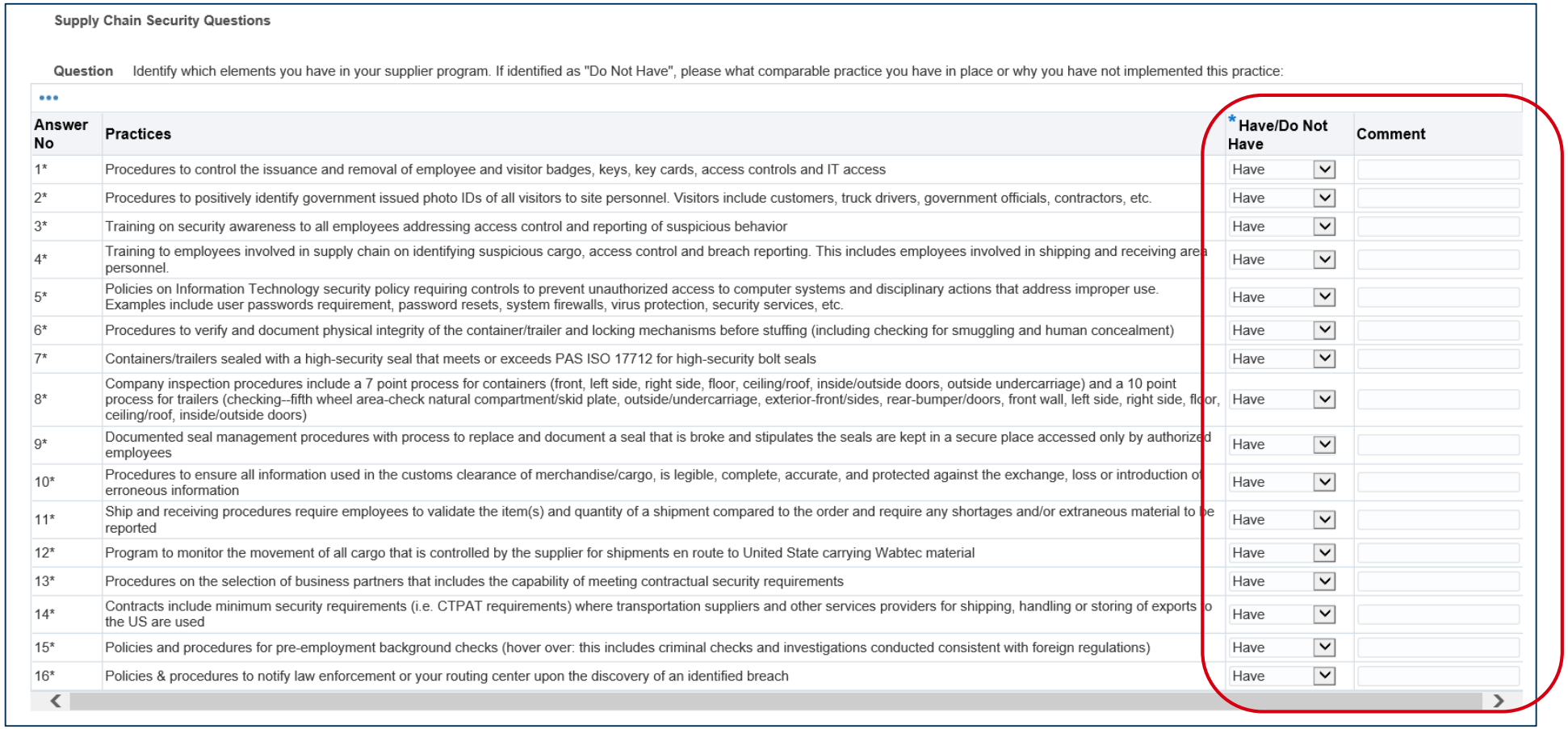
# Supplier Questionnaire Cont'd

If you will be supplying goods that will go on a Wabtec product, you will also have the opportunity to notify Wabtec of any manufacturing certifications that your company has as well as attach supporting documentation. **Hit "Save" after making your elections.**



# Supply Chain Security Questions

If you will be supplying goods that will go on a Wabtec product from outside of the United States, you will also be prompted to complete a Supply Chain Security Survey. All questions are Mandatory and Comments are required for any negative answers.



**Supply Chain Security Questions**

**Question** Identify which elements you have in your supplier program. If identified as "Do Not Have", please what comparable practice you have in place or why you have not implemented this practice:

| Answer No | Practices | *Have/Do Not Have | Comment |
|---|---|---|---|
| 1* | Procedures to control the issuance and removal of employee and visitor badges, keys, key cards, access controls and IT access | Have | |
| 2* | Procedures to positively identify government issued photo IDs of all visitors to site personnel. Visitors include customers, truck drivers, government officials, contractors, etc. | Have | |
| 3* | Training on security awareness to all employees addressing access control and reporting of suspicious behavior | Have | |
| 4* | Training to employees involved in supply chain on identifying suspicious cargo, access control and breach reporting. This includes employees involved in shipping and receiving area personnel. | Have | |
| 5* | Policies on Information Technology security policy requiring controls to prevent unauthorized access to computer systems and disciplinary actions that address improper use. Examples include user passwords requirement, password resets, system firewalls, virus protection, security services, etc. | Have | |
| 6* | Procedures to verify and document physical integrity of the container/trailer and locking mechanisms before stuffing (including checking for smuggling and human concealment) | Have | |
| 7* | Containers/trailers sealed with a high-security seal that meets or exceeds PAS ISO 17712 for high-security bolt seals | Have | |
| 8* | Company inspection procedures include a 7 point process for containers (front, left side, right side, floor, ceiling/roof, inside/outside doors, outside undercarriage) and a 10 point process for trailers (checking--fifth wheel area-check natural compartment/skid plate, outside/undercarriage, exterior-front/sides, rear-bumper/doors, front wall, left side, right side, floor, ceiling/roof, inside/outside doors) | Have | |
| 9* | Documented seal management procedures with process to replace and document a seal that is broke and stipulates the seals are kept in a secure place accessed only by authorized employees | Have | |
| 10* | Procedures to ensure all information used in the customs clearance of merchandise/cargo, is legible, complete, accurate, and protected against the exchange, loss or introduction of erroneous information | Have | |
| 11* | Ship and receiving procedures require employees to validate the item(s) and quantity of a shipment compared to the order and require any shortages and/or extraneous material to be reported | Have | |
| 12* | Program to monitor the movement of all cargo that is controlled by the supplier for shipments en route to United State carrying Wabtec material | Have | |
| 13* | Procedures on the selection of business partners that includes the capability of meeting contractual security requirements | Have | |
| 14* | Contracts include minimum security requirements (i.e. CTPAT requirements) where transportation suppliers and other services providers for shipping, handling or storing of exports to the US are used | Have | |
| 15* | Policies and procedures for pre-employment background checks (hover over: this includes criminal checks and investigations conducted consistent with foreign regulations) | Have | |
| 16* | Policies & procedures to notify law enforcement or your routing center upon the discovery of an identified breach | Have | |

# Supply Chain Security Questions Cont'd

## Hit "Save" after making your elections.

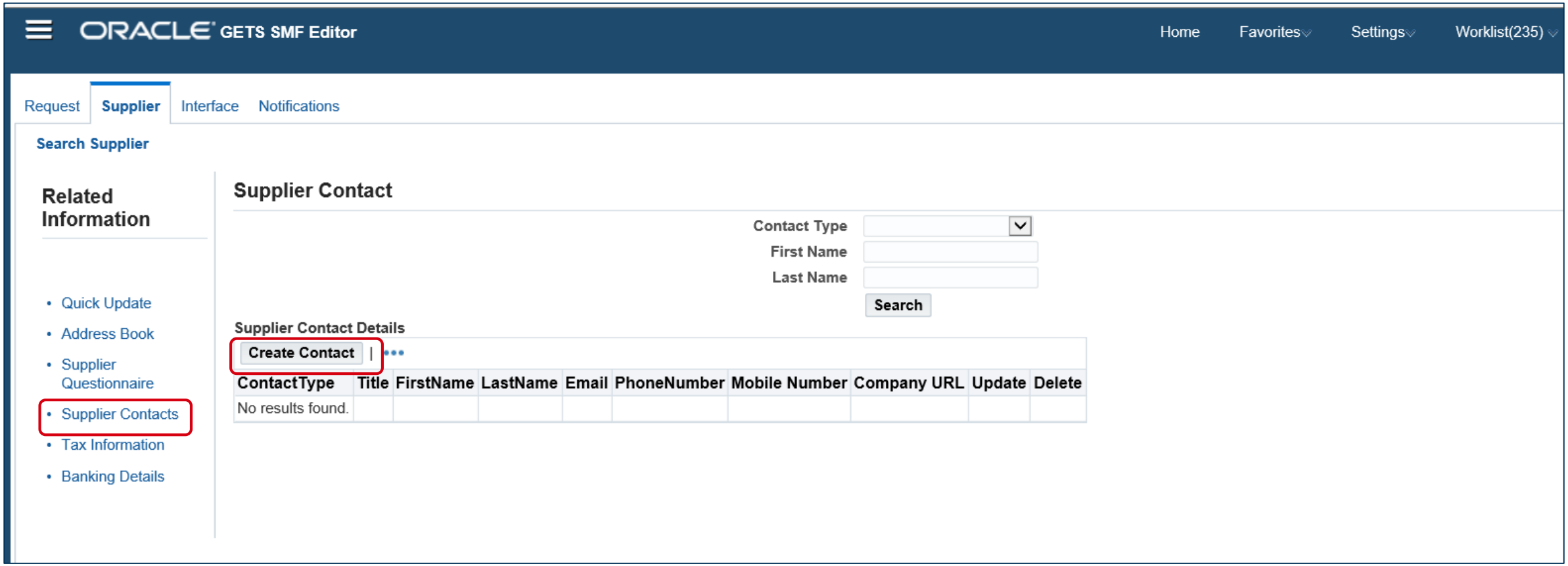
**Question** Please select which practices occur at your supplier site. If identified as "No", please what comparable practice you have in place or why you have not implemented this practice:

| Answer No | Practices | * Yes/No | Comment |
|---|---|---|---|
| 1* | Employee identification system to positively identify individuals and for access control purposes | Yes | |
| 2* | Internal reviews conducted of all security operations of shipping, receiving, manufacturing and cargo storage | Yes | |
| 3* | Steps to prevent unauthorized individuals from entering the facility (i.e. shipping and receiving docks; cargo areas, trailers, trucks and containers). Examples include: are entrances manned or otherwise controlled by employees or covered by electronic access or with Closed Circuit Television) | Yes | |
| 4* | Secured perimeter fencing around cargo handling and storage facilities with periodic inspection to ensure perimeter integrity | Yes | |
| 5* | Building constructed of materials that are resistant to unlawful entry and building is periodically inspected | Yes | |
| 6* | Locks in good and working condition around all external and appropriate internal doors, gates and fences. This includes any sensitive internal areas such as human resources, information technology, shipping and receiving, etc. | Yes | |
| 7* | Exterior of facility is adequately lit with lights in good & working condition | Yes | |
| 8* | Functioning Closed Circuit Television or similar monitor of exterior building with records and recordings kept for a minimum of 30 days. This includes personnel entrances, interior and exterior of the docks, and yards where trailers and containers are loaded/unloaded and stored | Yes | |
| 9* | Containers (hover over: loaded or empty) in a secure location controlled by your company. Security assumes all requirements for physical security meet CTPAT requirements which may include fencing, security officers/guards, secured entrances, gates and gate houses, electronic access control devices, Closed Circuit Television, etc. | Yes | |

Save

# Supplier Contacts

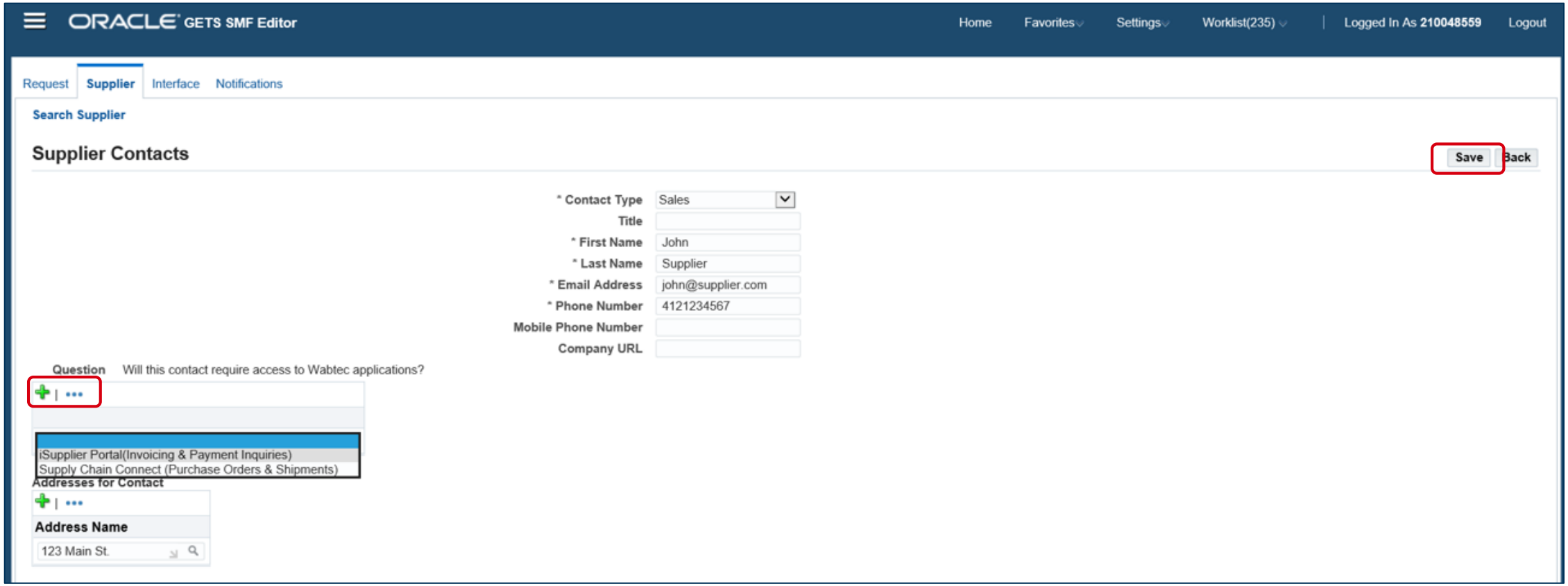
Use "Create Contacts" to add contacts to your supplier record.  Contacts will be used for reference on Wabtec Supplier communications.  Multiple Contacts can be added for each supplier.



# Create a Contact

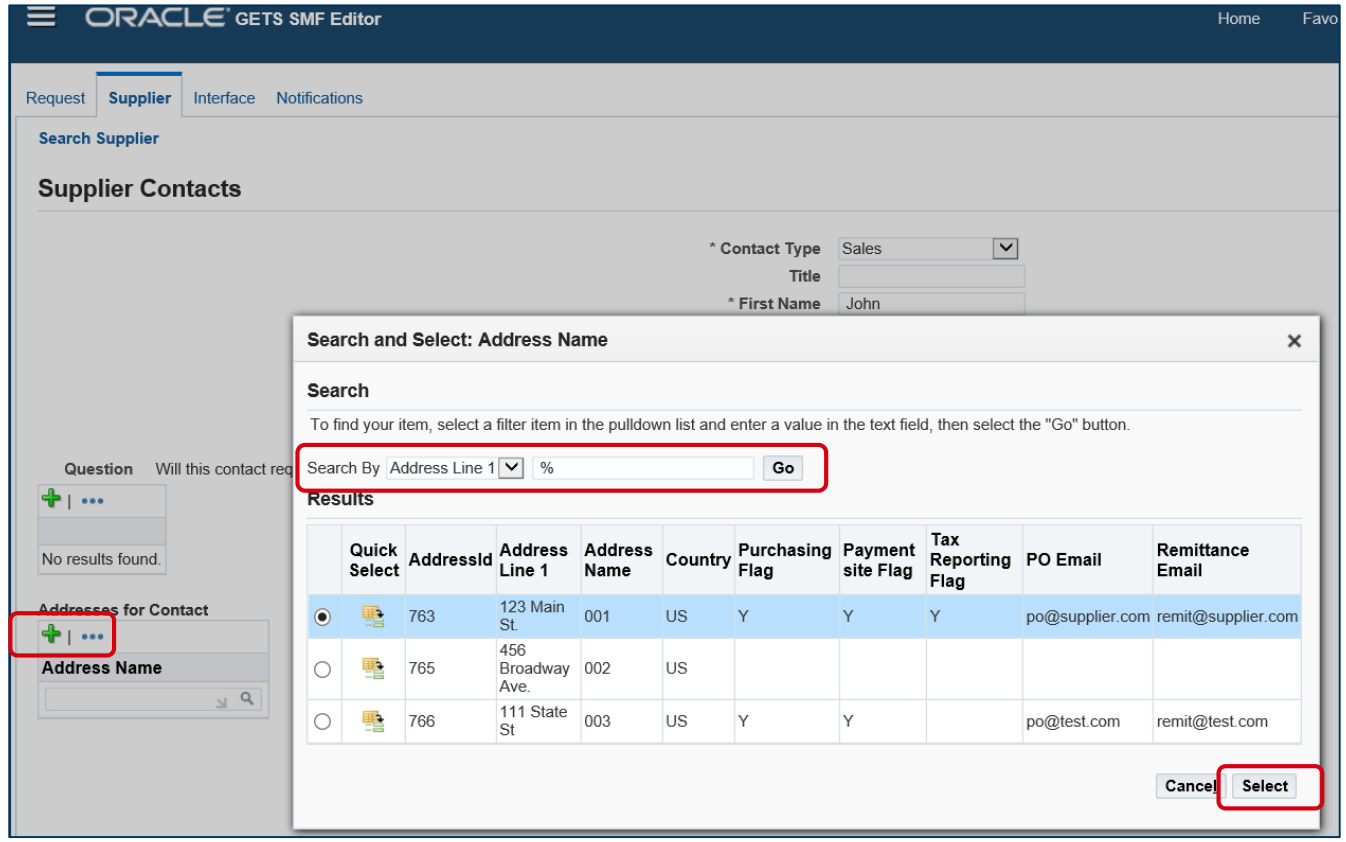
Mandatory fields required when adding a Contact are identified with a *. If the contact will require access to Wabtec systems to view PO or Payment information that can also be identified here.

**Hit "Save" to save the Contact.**



# Associating a Contact with an Address

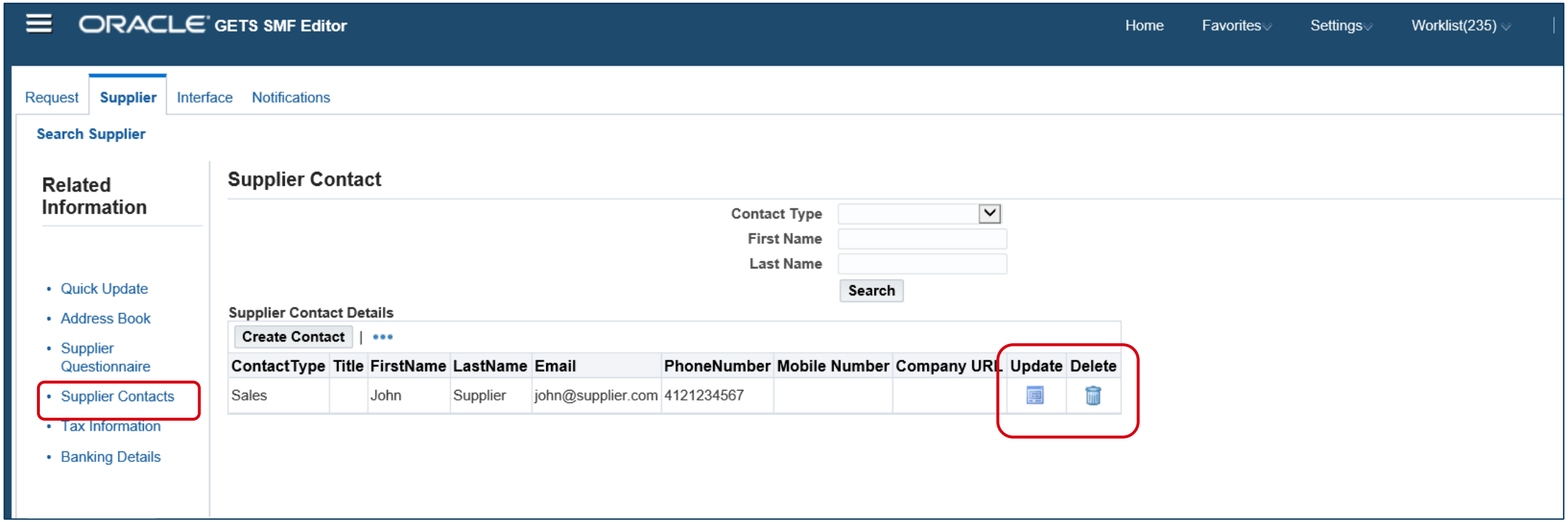
If you have multiple Contacts and multiple Addresses, you can associate your contacts to the appropriate address(es) by selecting the green "+" sign.  This is not a required step, but can serve as a useful reference.




Note that a "%" can be used as a wildcard character when completing Searches

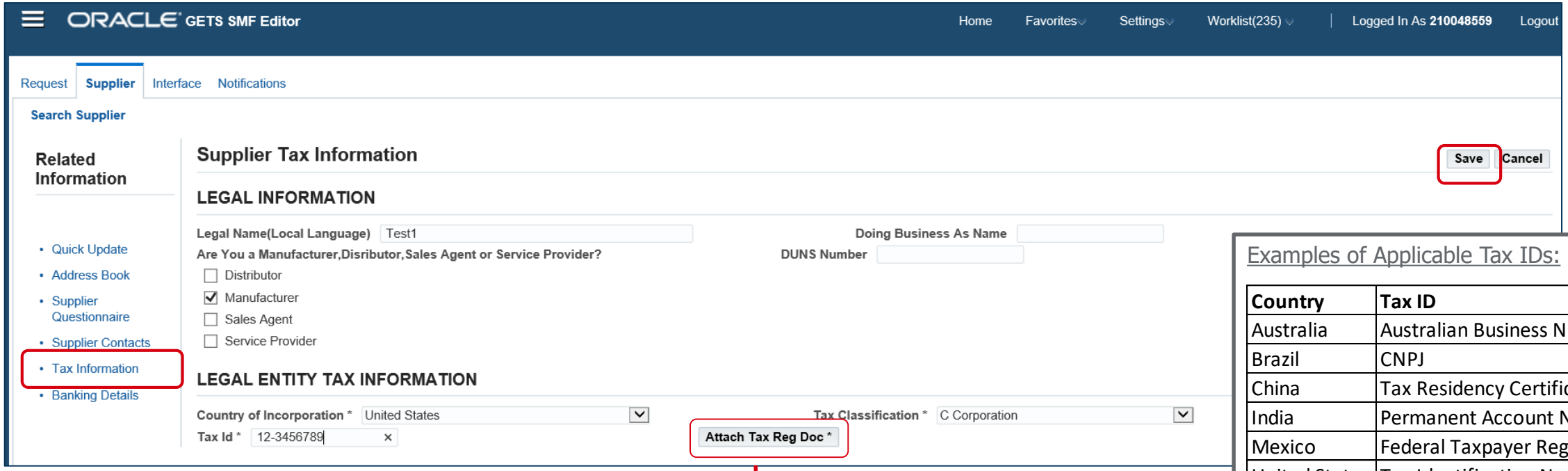
# Viewing Contacts

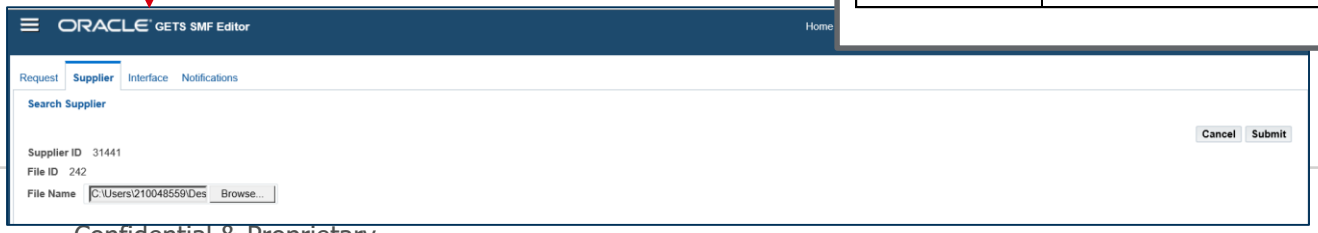
As Contacts are added, they can be viewed and updated from the Supplier Contacts screen. After Publishing your information, you will be able to Add, Edit, and Delete Contacts.



# Tax Information

Basic Legal Entity Tax information is required for all suppliers. The Legal Name provided here must match the Legal Entity that is named on your Tax Registration Document. If your Legal Name contains non-English characters, please include an English Translation in the "Doing Business As Name" field. **Hit "Save" after all Tax Information is completed.**



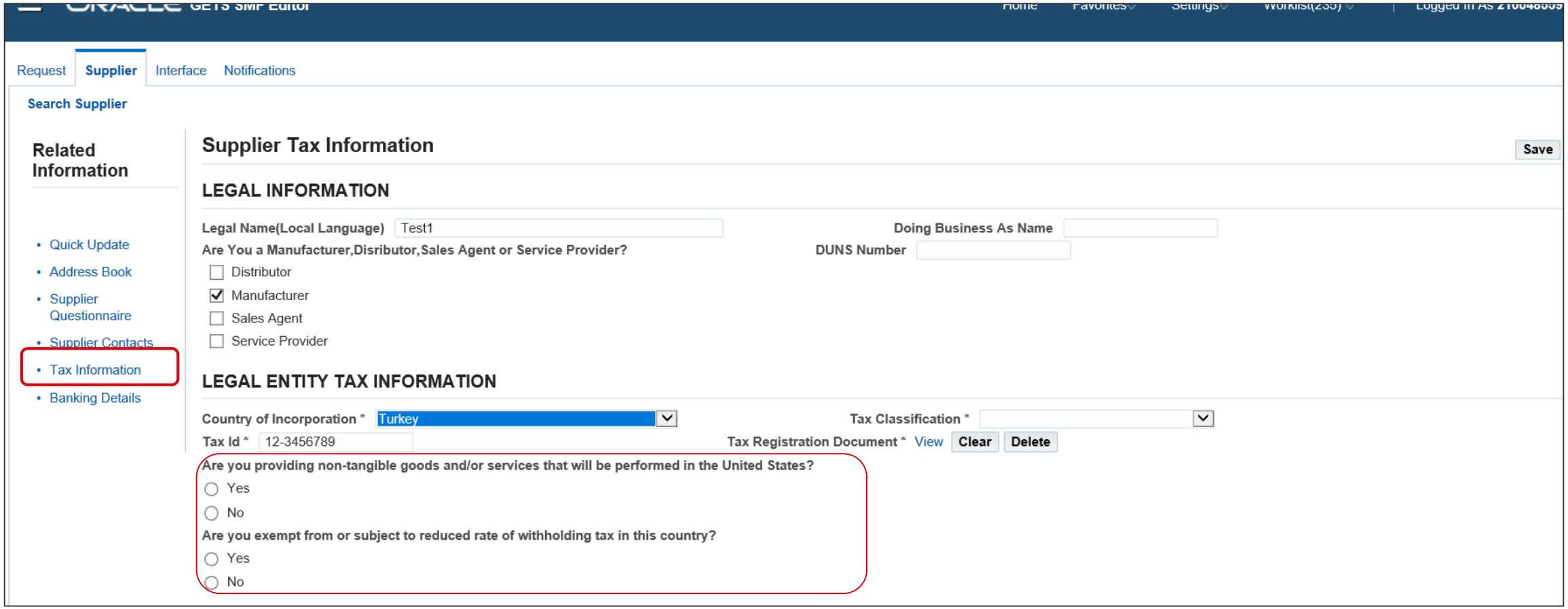




Examples of Applicable Tax IDs:

| Country | Tax ID |
|---|---|
| Australia | Australian Business Number |
| Brazil | CNPJ |
| China | Tax Residency Certificate |
| India | Permanent Account Number |
| Mexico | Federal Taxpayer Registry Code |
| United States | Tax Identification Number |

# Tax Information Cont'd

If your Country of Incorporation is outside of the United States, additional Tax questions will appear and will need to be answered with supporting documentation provided (if applicable).



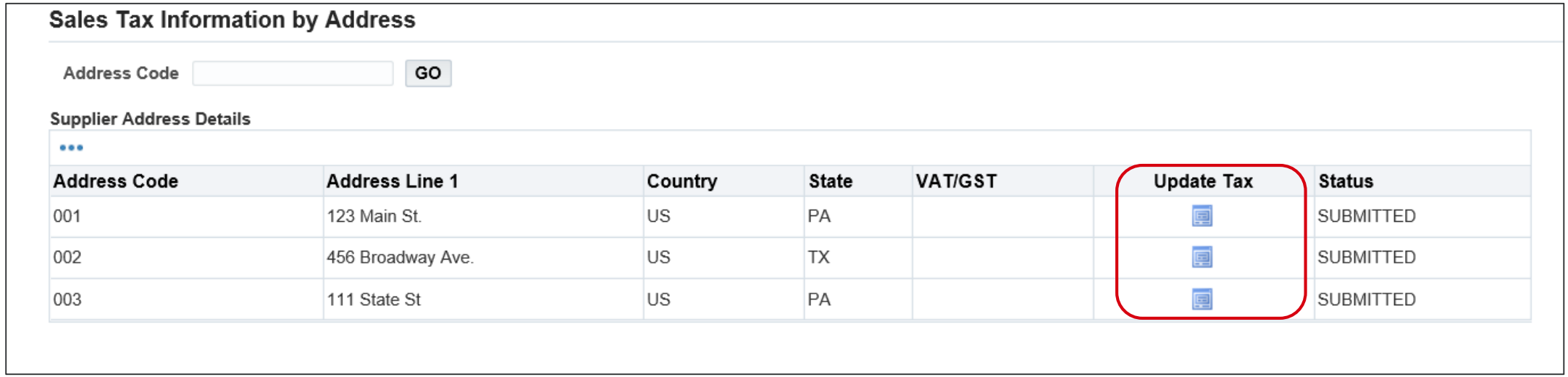
# Tax Information- MSME Details

If your Country of Incorporation is India, you will need to select if you identify as an MSME business.  If selecting "Yes", additional details including an MSME Certificate are required.

If your Country of Incorporation is outside of India, you do not need to complete this section.

# Sales Tax Information by Address

For countries where VAT or GST are applicable, VAT or GST details must be provided and associated with each Address under the Sales Tax Information by Address section.  Select "Update Tax" to enter this information.



**Sales Tax Information by Address**

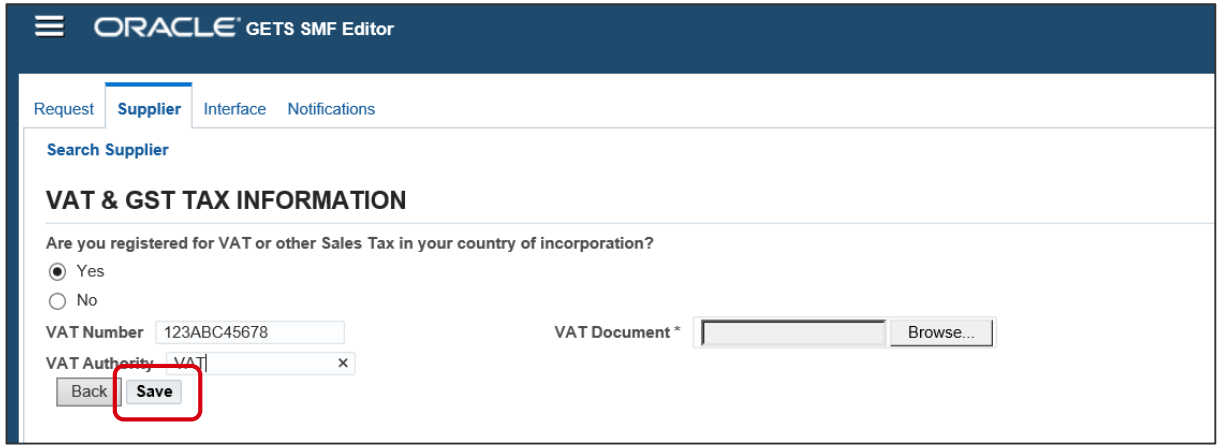
Address Code GO

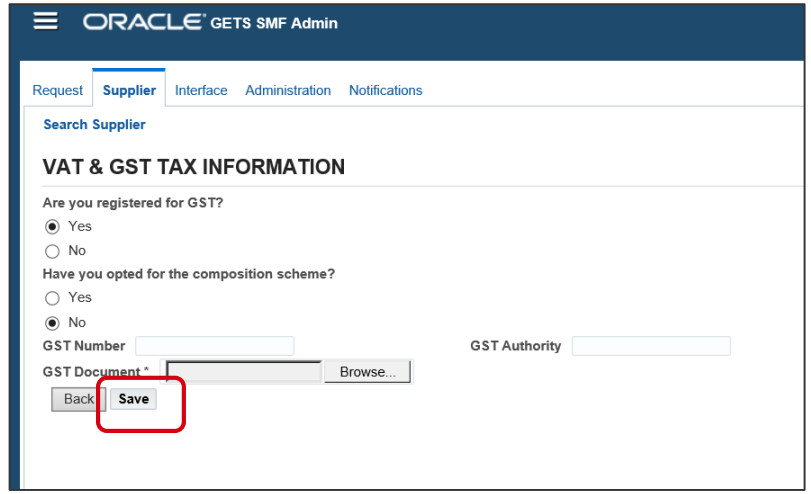
**Supplier Address Details**

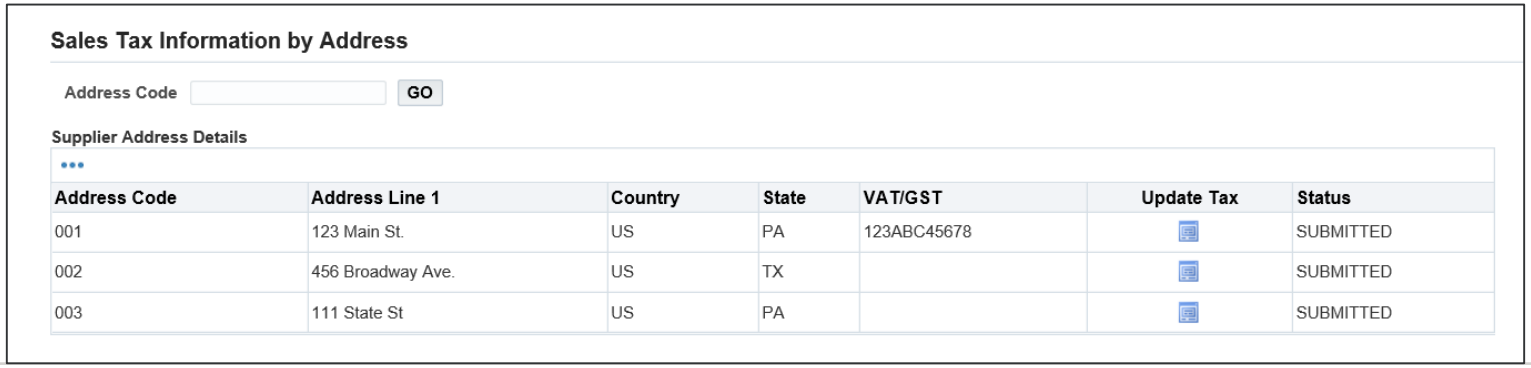
| Address Code | Address Line 1 | Country | State | VAT/GST | Update Tax | Status |
|---|---|---|---|---|---|---|
| 001 | 123 Main St. | US | PA | | | SUBMITTED |
| 002 | 456 Broadway Ave. | US | TX | | | SUBMITTED |
| 003 | 111 State St | US | PA | | | SUBMITTED |

# Adding Sales Tax Information by Address

Based on your Country of Incorporation, one of the below boxes will appear when you select "Update Tax". VAT/GST Numbers and Authority can be entered here along with a supporting Tax Document. **Hit "Save" to save the VAT/GST details.** All VAT/GST details will then be visible under the VAT/GST Column and can be updated in the future.



**Sales Tax Information by Address**

Address Code GO

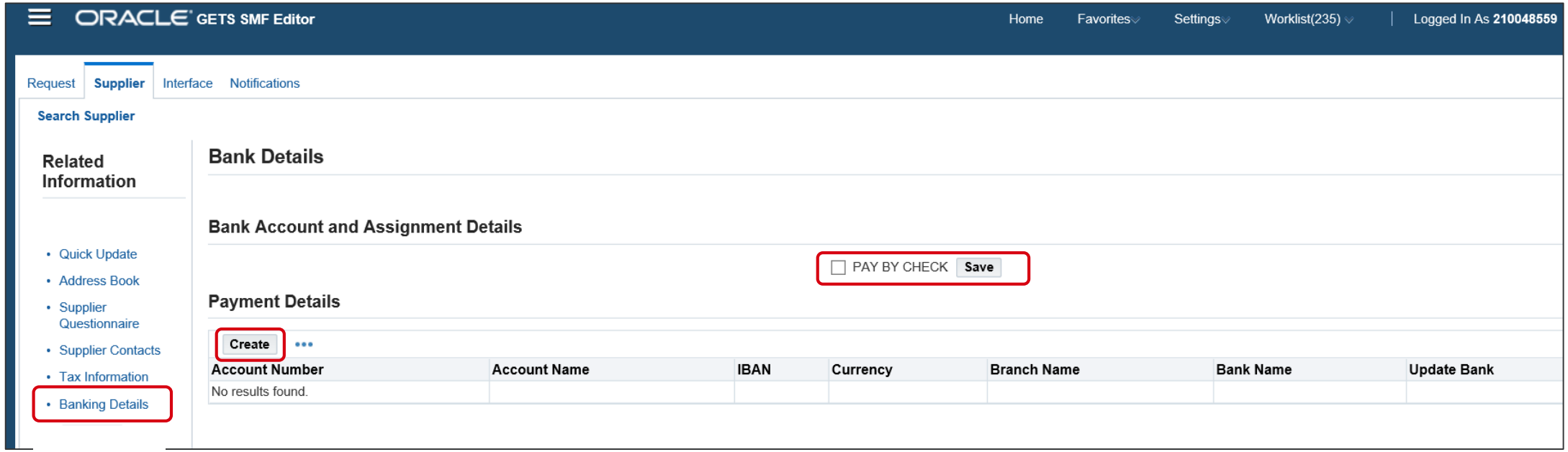
Supplier Address Details

| Address Code | Address Line 1 | Country | State | VAT/GST | Update Tax | Status |
|---|---|---|---|---|---|---|
| 001 | 123 Main St. | US | PA | 123ABC45678 | | SUBMITTED |
| 002 | 456 Broadway Ave. | US | TX | | | SUBMITTED |
| 003 | 111 State St | US | PA | | | SUBMITTED |

# Banking Details

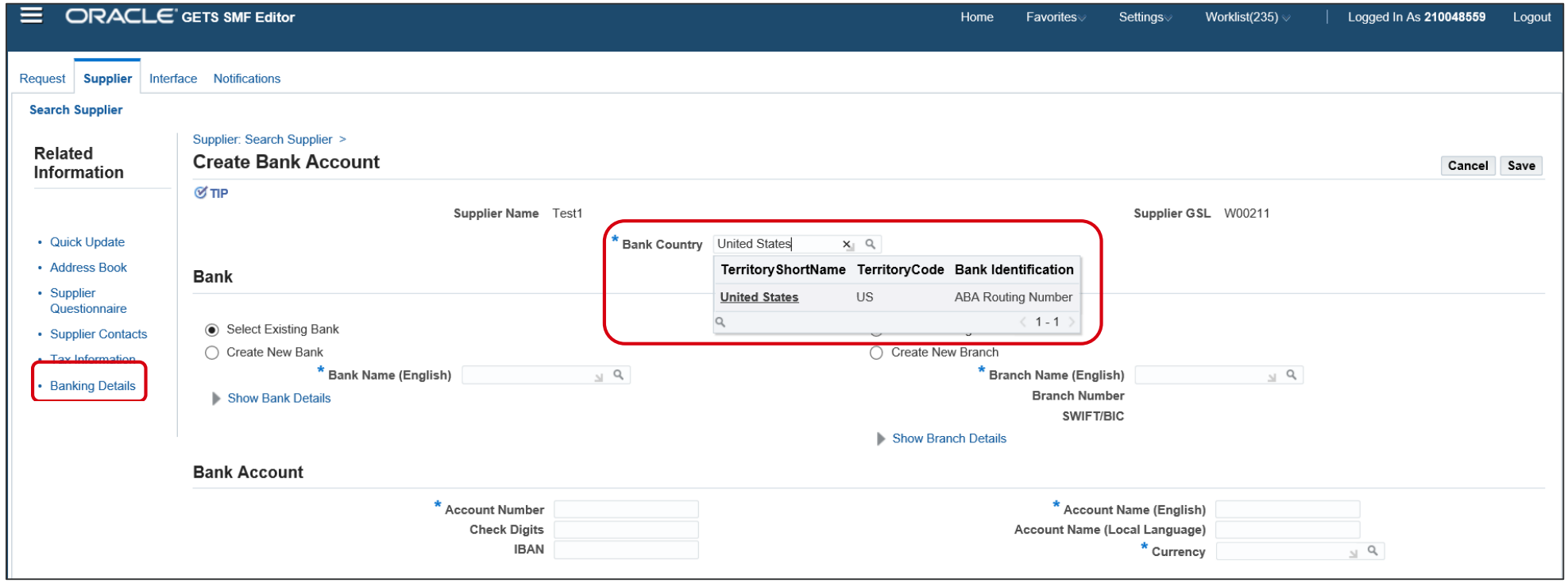
Use "Create" to add all applicable Bank Accounts to your Supplier Record.  If you will have multiple Bank Accounts that will be used for different Wabtec purchases, include all of those Bank Accounts here.  You will be prompted later to associate a Bank Account to each Order Fulfillment Address.

If you are unable to receive Electronic Payment and require Payment by Check, select the "PAY BY CHECK" box then hit "Save".  Please note that Check Payments can only be made within the United States and must be approved by Wabtec's Finance Team before proceeding.



# Creating a Bank Account

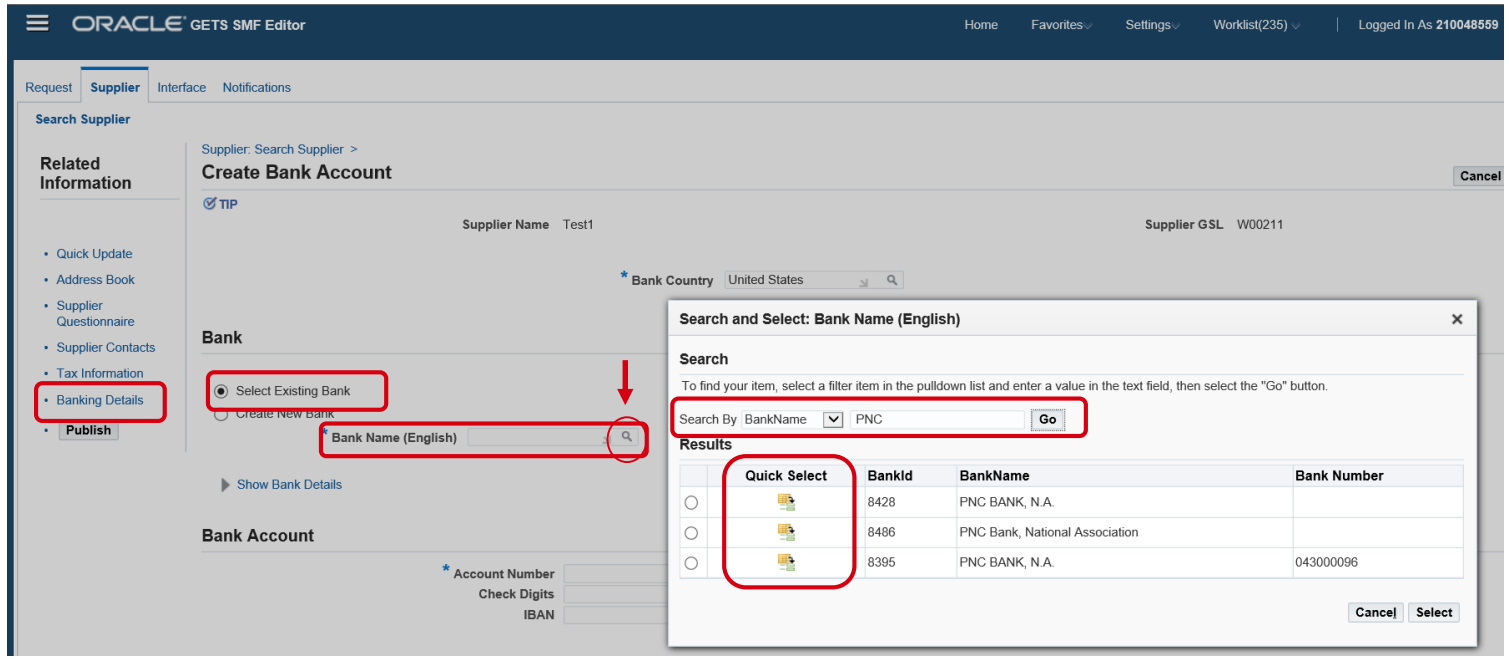
All Mandatory Fields when creating a Bank Account are identified with a "*". Begin by identifying the Bank Country first as Mandatory Fields will be identified based on Bank Country



# Identifying the Bank

Search for your Bank Name by typing the name in the Bank Name box and selecting the Look-up icon. This will open a box with all matches on Bank Name. A search can also be completed on Bank Number from within this Box to identify the correct Bank Institution.

If you are unable to find the correct Bank, proceed to the "Creating a Bank and Branch" slide for further direction.

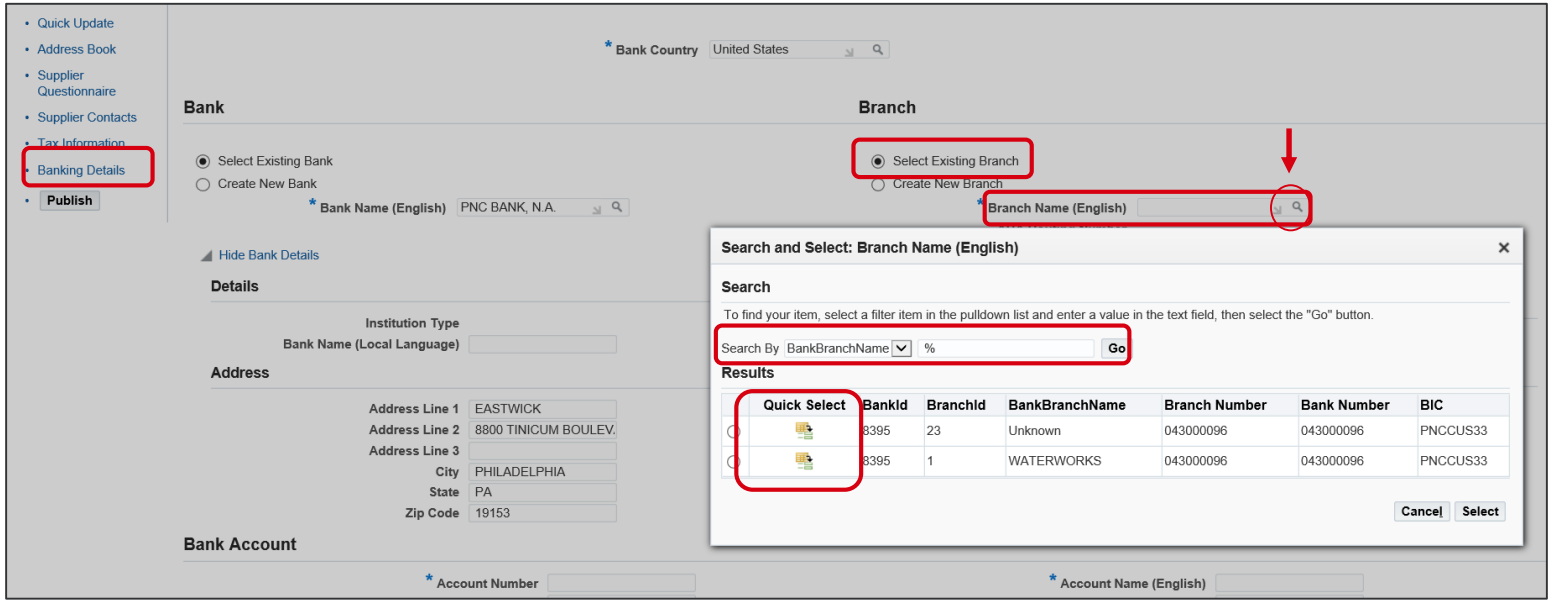


# Identifying the Bank Branch

A Bank must first be selected before identifying a Bank Branch.

Search for your Branch Name by typing the name in the Branch Name box and selecting the Look-up icon. This will open a box with all matches on Branch Name for the given Bank. A search can also be completed on Branch Number or SWIFT/BIC code to identify the correct Branch.

If you are unable to find the correct Bank, proceed to the "Creating a Bank and Branch" slide for further direction.

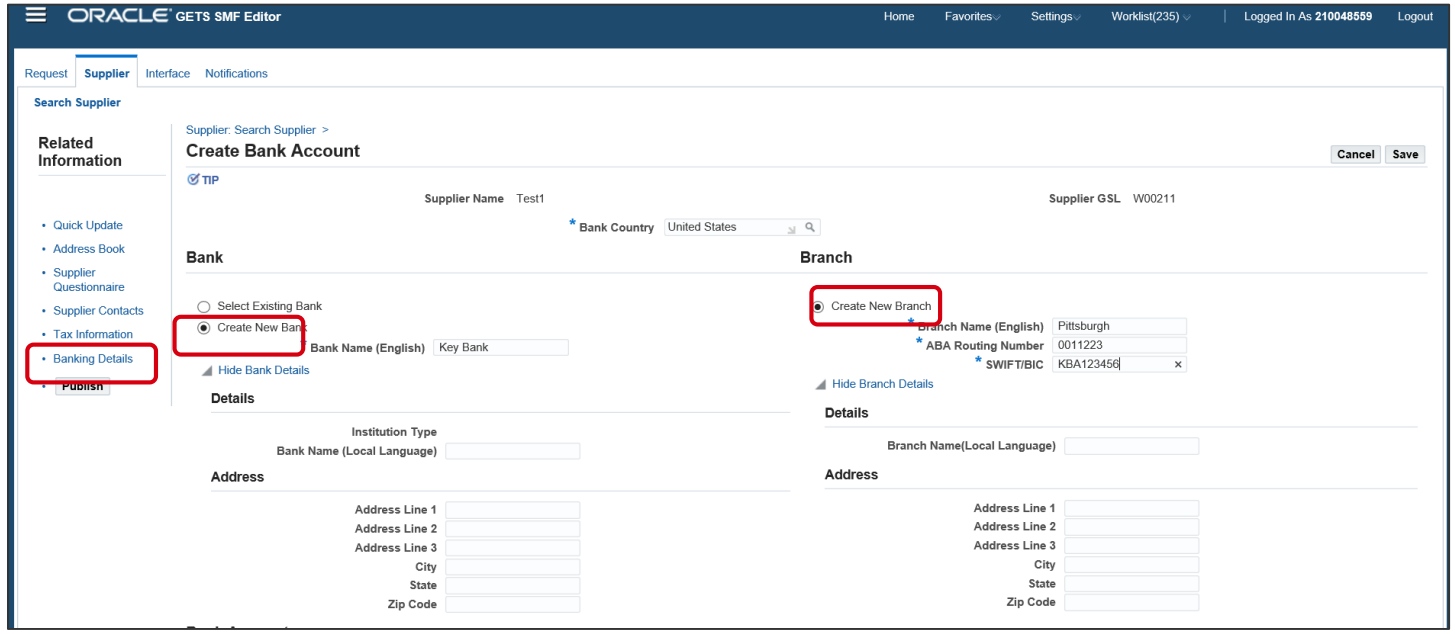


# Creating a Bank and Branch

If you are unable to find the correct Bank and/or Branch, you can select “Create New Bank” or “Create New Branch” to manually input Bank and/or Branch details.

When Creating a Bank, Bank Name in both English and Local Language (if applicable) are required.  Bank address is highly recommended but not mandatory.

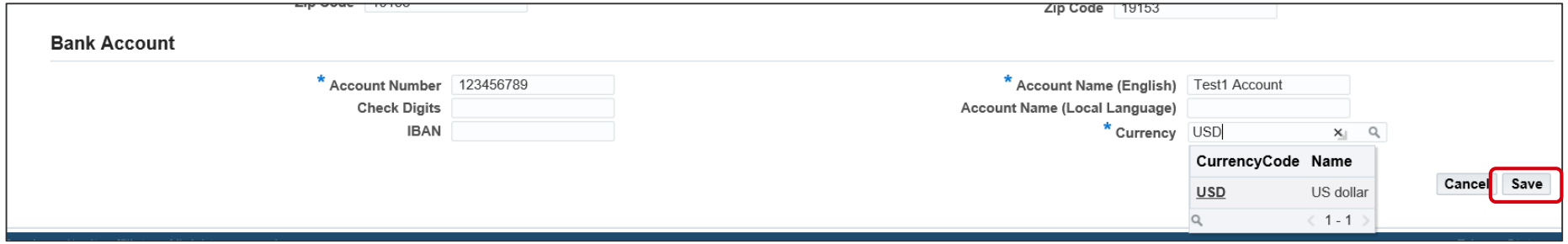
When Creating a Branch, Branch Name in both English and Local Language (if applicable), as well as Routing Number and SWIFT/BIC code are required. Branch address is highly recommended but not mandatory.



# Adding Bank Account Details

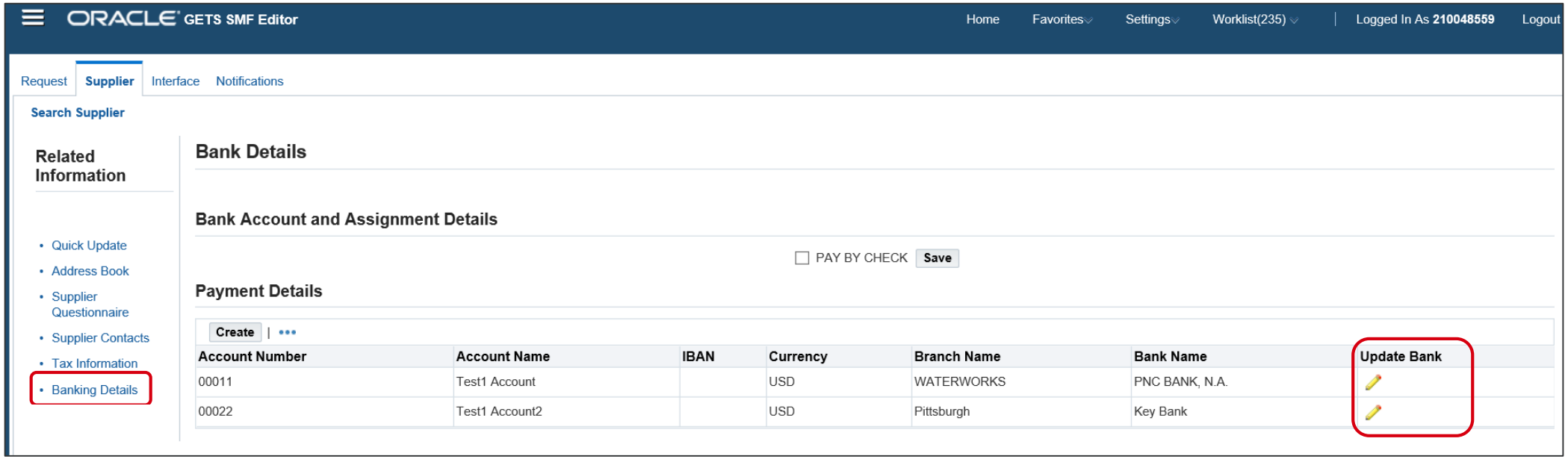
Bank Account details can be added at the bottom of the Create Bank screen. All Mandatory Fields are identified with a "*" and non-applicable fields can be left blank.

If your Bank Account Name includes non-English characters, both your Account Local Language Name as well as English Translation must be provided to ensure successful payment. **Hit "Save" once all Bank Account Details are entered.**



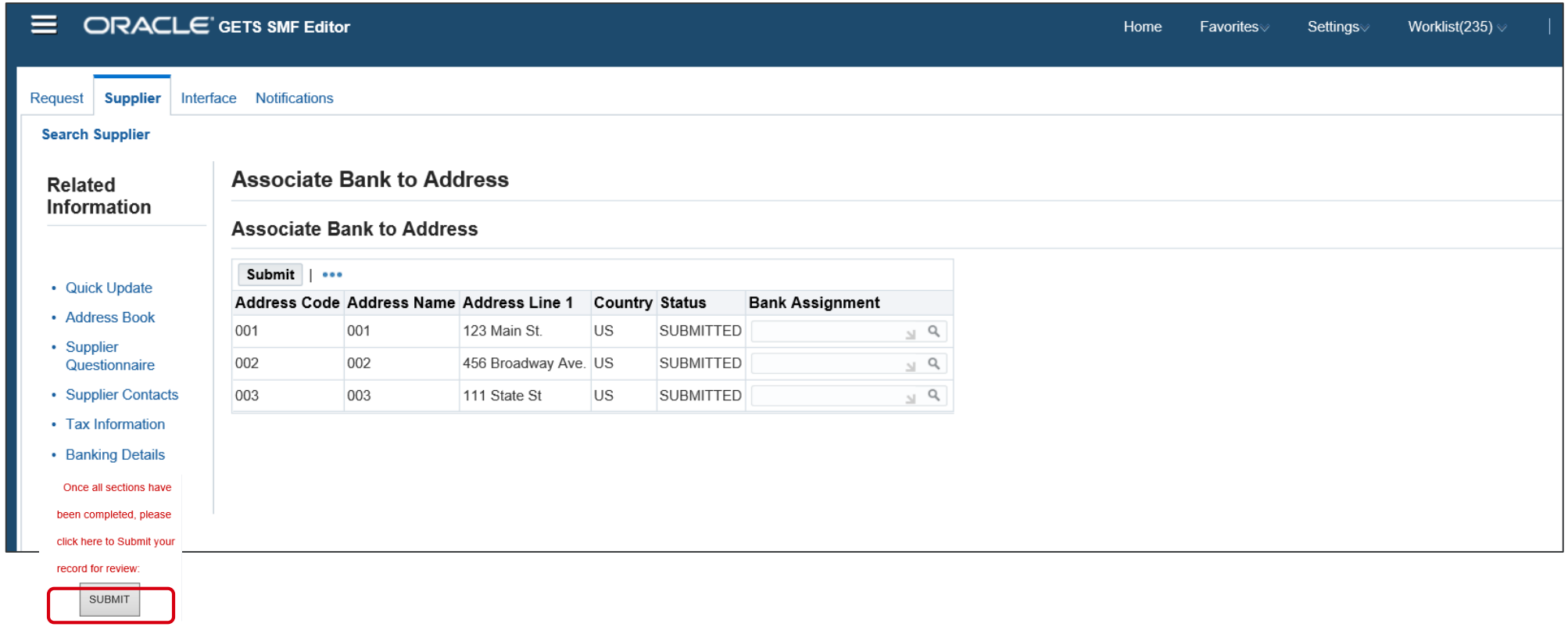
# Viewing Banks

As Banks are added, they can be viewed and updated from the Banking Details screen. After Publishing your information, you will be able to Add new banks but you will not be able to Edit existing banks.



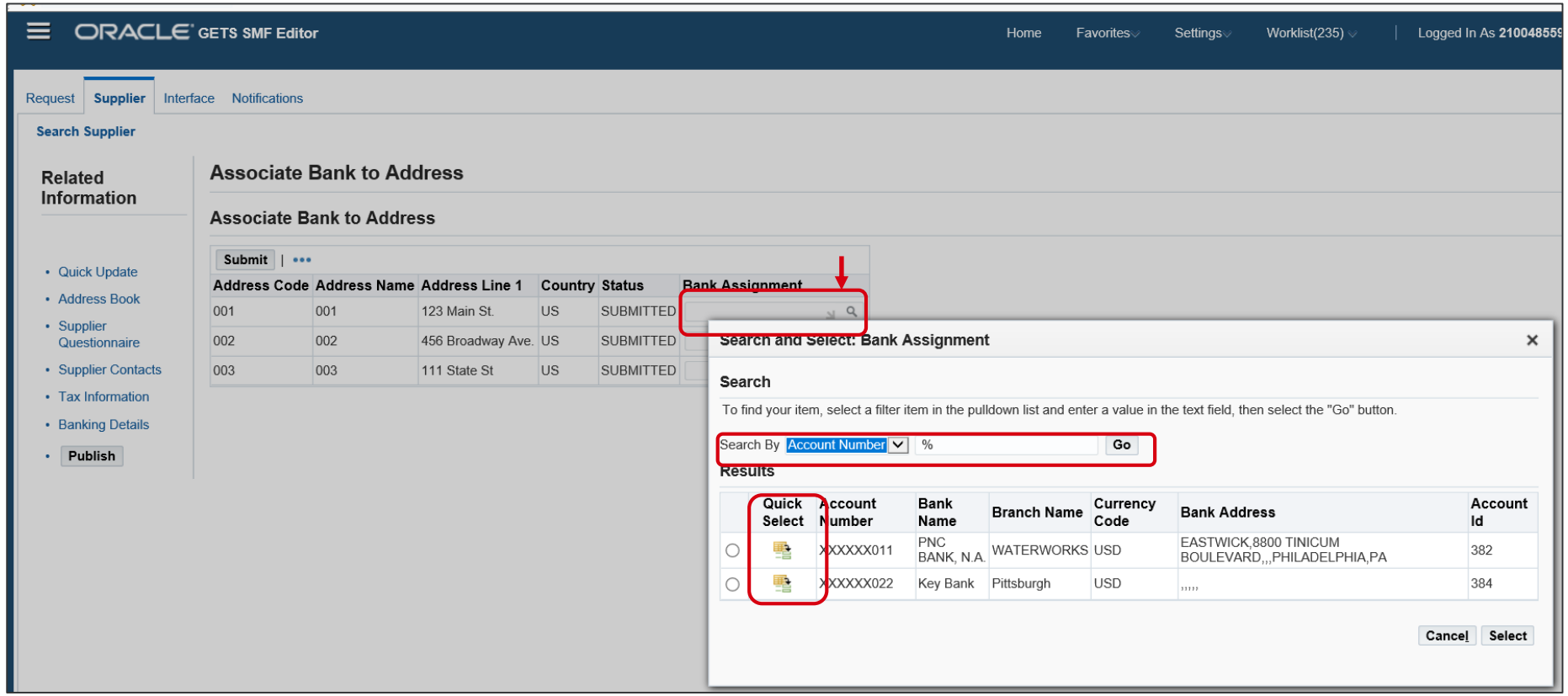
# Publishing Supplier Record

Once all information has been completed on your Supplier Record, select the "Submit" button. You will be able to view a summary of all Addresses and be prompted to assign a Bank to these addresses. All Order Fulfillment or Remittance Addresses require a Bank Assignment. Only 1 bank can be assigned per address. If you require multiple banks for a single address, this can be completed after initial Supplier Set-up.



# Assigning a Bank to an Address

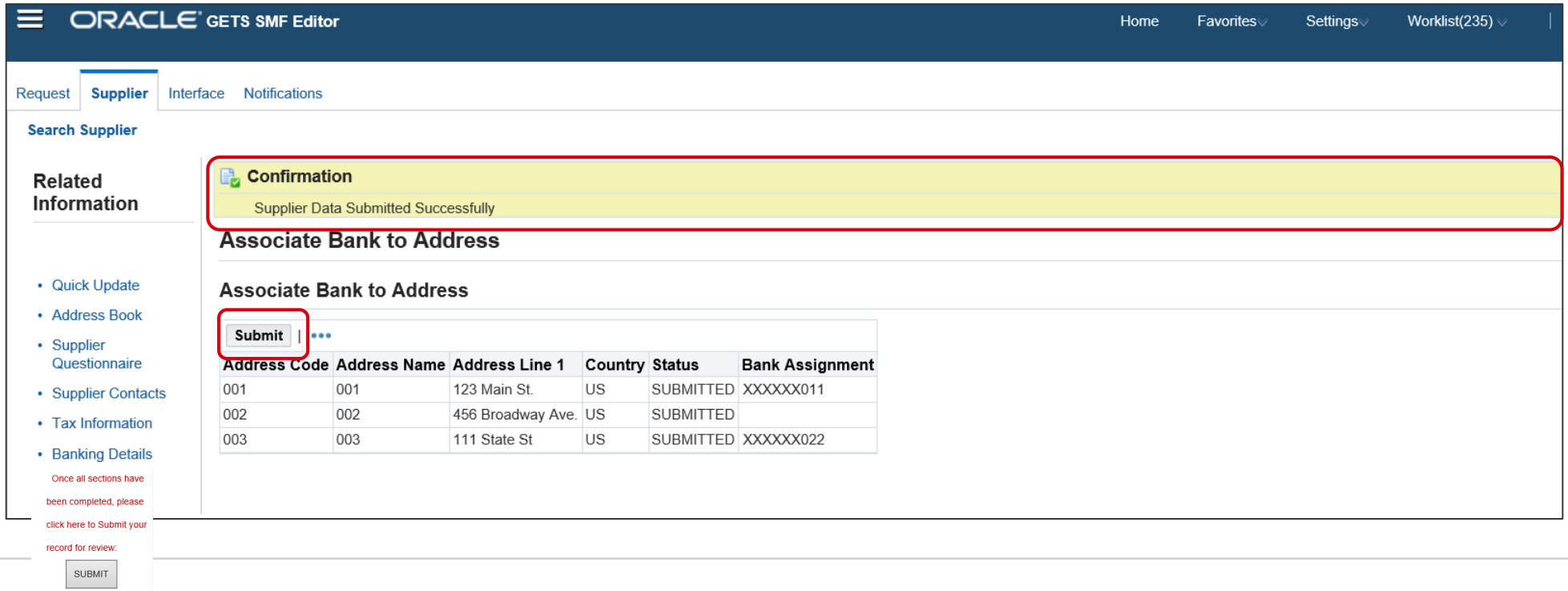
For each address requiring a Bank Assignment, select the Look-up Icon to prompt the Search and Select screen. You can search by Account Number or use "%" as a wildcard character to search and return all Bank Accounts. Select the appropriate Bank Account for the given address.



# Final Submission of Supplier Record

Once all Bank Assignments are complete, select the "Submit" button. A validation will be performed to ensure that all Mandatory Fields have been completed. Once the validation is complete, you will receive a Confirmation message such as below and the Publish button will no longer be active.

If your Supplier Records is missing Mandatory information, a detailed Error Message will display here. You must update your information then select the "Submit" button again once complete.



# Next Steps

Based on the information that has been provided, an Account Verification and Supplier Screening will be completed by Wabtec after the Final Submission of your Supplier Record.  If you have any questions regarding the status of your submission, please reach out to the Requestor that initiated the request or the Commodity Leader/Buyer that you have been working with.

Once the  Supplier Screening is complete, you will receive an e-mail notification alerting you of the disposition (Approved or Rejected).  If Approved, pay attention to the details in this message as they will notify you if any next steps are required to register for other Wabtec applications.

After your record is Approved, you may log in to SMF at any time to view or update your Supplier Record.

# Help & Support

If Support is required throughout the process and the Requestor or your Commodity Leader/Buyer is unable to assist, please reach out to our Supply Chain Support team through one of the below options:

- E-mail: ebusiness.helpdesk@Wabtec.com
- Phone: 1-877-249-8848

The Supply Chain Support Team operates Monday – Friday from 8 am to 5 pm EST.  Please allow 48 hrs for a response.

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