

Nidec Motor Corporation (NMC)
Supplier Portal
Frequently Asked Questions

REV 00

Welcome to the Nidec Motor Corporation (NMC) Supplier Portal

To constantly provide you support in using the NMC Supplier Portal, these Frequently Asked Questions have been developed based on the different queries we had received from our users.

After reading this document and you still have questions in mind or feedback on the portal as well as to suggest enhancement, please email SupplierPortal@nidec-motor.com .

Thank you for your continued support in the Portal and our initiatives at Nidec Motor Corporation.

Kind regards,
The NMC Supplier Portal Support Team

General Supplier Portal FAQs:

1. What is Nidec Motor Corporation Supplier Portal?

The NMC Supplier Portal, commonly refer as Supplier Single-Sign-On Portal or SSO is a web-based application that provides our suppliers with customized and secured access to NMC content and applications. By logging in, suppliers gain access to the documents and applications they need to conduct business with NMC.

The URL for the Portal is <https://supplier.nidec-motor.com>

2. What applications I can access on the portal?

The NMC Supplier Portal has several tools for supplier access:

- **Supplier Scorecard** to see monthly performance rating.
- **Barcode Generator** to generate barcode label online.
- **Certificate of Origin/NAFTA** to create and submit country of origin certificates online.
- **Supplier Corrective Action Report (SCAR)** to communicate quality defects and solicit corrective and preventive actions.
- **Oracle iSupplier Portal** to view purchase orders, invoice status and payment details as well as to interact with e-Kanban system.
- **CIM Forecasting** to view and export plant and commodity level forecast for the Commercial and Industrial Motor plants.
- **CIM CSR** (Component Sequencing Report) to view and export actual production's daily requirements for the Commercial and Industrial Motor plants.

3. Who can access the NMC Supplier Portal?

Anyone who has access with the internet can access the NMC Supplier Portal public pages. However secured pages can only be accessed by registered user. Refer to Registration and Log-in FAQs section for a step-by-step instruction on how to request an account.

Both existing suppliers and potential suppliers can create a profile for their company using the online Request an Account form. Potential suppliers who are interested in doing business with NMC can use this site to identify themselves and the products they supply.

4. Can multiple people at the same company have access to the portal?

Yes. The only limitation to access is to have approval and be setup with a login account by Nidec Motor Corporation.

5. Can I access portal information from any computer?

Yes. Because the portal is accessed via the Internet, it can be accessed from any location.

6. Does it cost me in registering in the portal?

Registering on the NMC Supplier Portal does not cost you anything.

Registration and Log-in FAQs:

1. How to register for an account?

To sign up for an account, follow these simple steps:

- Click “**Request An Account**” link
- Complete the form; fill in all fields denoted with asterisks as they are mandatory.
- Click “Submit” button. You will receive an email from Supplier Portal acknowledging your request.

2. How long would it take for my account request to be approved?

Maximum approval of account request takes 72 hours.

3. I am not receiving emails from the NMC Supplier Portal, what is the likely issue?

Check your email spam filter setting. If you are using a spam filter, add SupplierPortal@nidec-motor.com to your safe contact list.

4. Do I need to update the information I have entered in the portal and how I can update it?

Yes. As necessary, please keep your account profile always updated to have accurate profile information in our Supplier Contact Database. Once you log-in with your username and password, on the top left of the page, there is a “Manage” Profile link.

5. I forgot my password, what should I do to retrieve it?

- On the log-in page, click “**Forgot Password**” link.
- Enter your **registered** email address.
- You will receive an email from Supplier Portal with your password.

6. I can't access my account, who should I contact for help?

Please email SupplierPortal@nidec-motor.com