

# Supplier Purchasing Manual

Purchasing Department

11/1/2023

NORTH AMERICAN  
**LIGHTING**  
A **Koito** Group Company

## Introduction

This manual is intended to be used by NAL suppliers as a purchasing guideline.

The manual was developed to ensure that the product NAL receives, meets NAL and NAL Customers - safety, quality, cost, and delivery expectations.

It also describes our policies, procedures, and required forms.

The guidelines should serve as a work reference for suppliers and help to clarify questions concerning NAL Purchasing process and requirements.

This manual will be updated on a regular basis; therefore, suppliers of North American Lighting should check the NAL website ([nal.com](http://nal.com)) or portal monthly.



# Supplier Purchasing Manual

1. To access to the manual:

From the Document Control System (DCS) screen click in the folder Supplier Documentation.

The screenshot shows the Document Control System (DCS) interface. The top navigation bar includes the PLEX logo, user information (Supplier, PM Supplier), organization (North American Lighting (CHQ)), and the system name (Document Control System (DCS)). On the right, there are utility icons (clock, star, gear, question mark) and a 'Go to...' search field. Below the navigation bar, there are several filter fields: 'View' (set to Default), 'Document Name', 'Doc ID', 'Owner, Approver, Champion', 'Type', and 'Note'. A 'Hide References' checkbox is also present. At the bottom right of the filter area, there are links for 'Hide Filters', 'Save As Default', and a 'Search' button. Below the filters, there is a status bar with 'Up', 'Download', and 'Pending' options. The main content area is titled 'Documents' and contains a table with the following data:

		Document Name	Doc ID	Note	Rev	Rev Date	Size (KB)
<input type="checkbox"/>		Supplier Documentation <b>1</b>	35703235		0		



# Supplier Purchasing Manual

2. Then, select NAL Supplier Documents. Double click in this folder to access to the manual.

Navigation: PLEX | Supplier, PM Supplier | North American Lighting (CHQ) | Document Control System (DCS)

View: Default | Document Name: [ ] | Doc ID: [ ]

Owner, Approver, Champion: [ ] | Type: [ ] | Note: [ ]

Hide References:

Buttons: Hide Filters | Save As Default | Search

Up | Download | Pending

Documents → Supplier Documentation

		Document Name	Doc ID	Note	Rev	Rev Date	Size (KB)
<input type="checkbox"/>		NAL PLEX UX Training	35877333		0		
<input type="checkbox"/>		NAL Supplier Documents <b>2</b>	35877190		0		
<input type="checkbox"/>		NAL Supplier Forms	35877166		0		
<input type="checkbox"/>		NAL Supplier Notifications	35877149		0		



## Training support:

- Any questions related with access, please send an email to your NAL Purchasing Coordinator or NAL Buyer.
- Production part suppliers that are new to NAL, please request a meeting to your NAL Buyer to go over training sections prior to providing parts to NAL.
- Suppliers that are not new to NAL shall be responsible to review NAL Supplier Portal periodically.

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