	900-500-170	REGAL iSUPPLIER POLICY MANUAL		
CORPORATE STRATEGIC SOURCING & SUPPLIER DEVELOPMENT	Document Owner:	Strategic Sourcing & Supplier Development		
	Effective Date:	June 3, 2021	Rev: 00	Page 1 of 4

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1.0 Scope and Purpose

This Regal iSupplier Policy Manual is designed to provide a structured document that sets forth requirements, expectations and policies governing the process execution through iSupplier portal. This manual is applicable both to Regal internal stakeholders and any Regal supplier providing direct and indirect materials to any of our facilities.

This manual is not applicable for Expense or Capital Purchase Order Documents, since they do not utilize the PO dates and quantities change nor require visibility of material in-transit.

This iSupplier policy manual tackles five main areas:

- a. Supplier End-user
- b. Supplier Forecast Sharing
- c. PO Management
- d. ASN Generation
- e. Finance Invoice & Payment Inquiry

2.0 Internal References


- 2.1 Document 900 500 130 iSupplier Internal Functions Standard Operating Procedure
- 2.2 Document 900 500 140 iSupplier External Functions Standard Operating Procedure
- 2.3 Document 900 500 160 iSupplier Schedule/Forecast Process Guidelines
- 2.4 Document 900 500 170 iSupplier – Supplier On Boarding Process Guidelines
- 2.5 Regal Internal Training (Commodity Managers, Material Planners and Buyers)
- 2.6 Tutorial Training Videos for External Training (Suppliers)

3.0 Definitions

- 3.1 **ASN – Advance Shipment Notice**, is the electronic signal in iSupplier wherein Regal can identify those PO lines that have been shipped. ASN provides visibility into the item number, quantities and expected delivery dates.
- 3.2 **ASN Shipment Number** – a unique ID number that identifies the shipment. This ID is unique and unrepetitive.
- 3.3 **Direct Material** – materials that are used as part of Regal manufacturing process that is identified as at the make BOM as Make or Buy.
- 3.4 **Indirect Material** – materials that are outside of the BOM. These are usually identified as spares and supplies.


4.0 Regal iSupplier Policy

- 4.1 Supplier End-user
 - 4.1.1 Utilization of iSupplier is not an option once identified as prospective supplier to be on-board in the platform.

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- 4.1.2 It is a requirement for a supplier to complete the registration form, undergo an onboarding process and utilize the system for procure-to-pay transactions.
- 4.1.3 Supplier should escalate to iSupplier Help – isupplierhelp@regalbeloit.com if any questions or technical issues occur within the iSupplier tool.
- 4.1.4 Supplier shall always maintain proper coverage of Supplier End Users to conduct the iSupplier business process.
- 4.2 Supplier Forecast Sharing
 - 4.2.1 Prior to forecast sharing with suppliers, Regal stakeholders shall review and approve attributes affecting the monthly forecast results.
 - 4.2.2 If Regal agrees to use iSupplier platform in sharing supplier forecast, Planning function shall be available.
 - 4.2.3 If Regal will share forecast data through iSupplier, then Regal will publish information every second Monday of each month.
 - 4.2.4 Auto-generated forecast shall only be accessible through iSupplier portal. The supplier end user is required to log in into iSupplier portal and visualize the forecast data. In addition, the supplier can export information to Excel.
 - 4.2.5 Supplier end user shall use this forecast information for strategic purposes to sustain the Supplier Chain process.
 - 4.2.6 If the supplier end user detects any abnormality with the shared forecast data, then they should contact immediately the commodity manager or plant material planner in charge of the item part numbers. The Material planner should be able to help define the root cause of the issue and fix the data as needed.
- 4.3 Purchase Order (PO) Management
 - 4.3.1 Regal requires the PO Acknowledgment process as mandatory with the objective to have Supplier recognizes the conditions of each PO number (delivery quantity, promise date and price). These are the key elements to evaluate in each PO document, submitted either new or under PO revision change.
 - 4.3.2 Acknowledgment process suggested lead time is of 3 days. This allows Regal ERP system to capture the most accurate and recent information to be used for planning calculations.
 - 4.3.3 The PO Acknowledgment process does not mean that supplier fully accepts the conditions covered. However, it is required to do the acceptance to record the PO document was reviewed by the supplier. This serves as confirmation of the receipt by the supplier.
 - 4.3.4 If supplier does not agree with any PO conditions such as price, date or quantities, then supplier should generate a Change request.

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- 4.3.5 If there is a disagreement with promise date or quantity, then supplier should generate change request proposing new dates/quantities to resolve.
- 4.3.6 Regal plant material planner or buyer is required to take an action of reviewing and accepting/rejecting the change request within 5-7 working days.
- 4.3.7 If there is a disagreement with the price, indicate in the comment section the details of concern. Price change is disabled in iSupplier to avoid price variance issue.
- 4.3.8 All of the updated transactions done through iSupplier platform reflects on Regal system and in supplier's scorecards.
- 4.3.9 Management of purchase orders' notifications through iSupplier platform daily or multiple times per week is highly recommended. This is to avoid getting overwhelmed with emails from isupplier notification.
- 4.4 ASN Generation
 - 4.4.1 ASN generation process is a mandatory for supplier to execute. This is required to provide visibility to the shipment and a record once the PO lines has been shipped.
 - 4.4.2 To generate an ASN, it is required to provide shipment information at the header level. The information at the header will be applicable for all PO lines that has been shipped.
 - 4.4.3 iSupplier cannot generate an ASN where different PO lines will be shipped to different Regal plants/facilities. The ASN is always dedicated to one Regal plants only.
 - 4.4.4 In cases that supplier mistakenly enters a wrong information in the shipment details, supplier must notify the material planner and explain the situation. After the communication, a supplier may cancel the shipment line or the entire shipment as needed.
 - 4.4.5 If the material planner is notified properly that any ASN or shipment will modify substantially the expected receipt date. Afterwards, the material planner should decide whether to modify or not the Expected Receipt Date to update the ERP system.
- 4.5 Finance Invoice and Payment Inquiry
 - 4.5.1 Finance tab in iSupplier is strictly for checking of status of invoices and payments.
 - 4.5.2 Creation of invoice is disabled for iSupplier Finance function.

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5.0 RECORDS

Policy Author(s):	Riza Puentespina, Supplier Development Engineer	Riza.Puentespina@regalbeloit.com
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