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## **Notice to Suppliers Changes to the Dana Supplier Self-Registration Tool Effective December 14, 2009**

Dana Holding Corporation is pleased to announce changes made to the Supplier Self-Registration Tool.

The purpose of the on-line registration tool is to allow potential and existing suppliers to submit basic company data such as addresses, certifications, and contact information. And, if chosen to be a Dana preferred supplier, the tool is used to request login accounts for those supplier contacts who require access to the Dana Supplier Network (DSN) to view their performance rating information invoice payment detail, and nonconforming material reports (NCMR).

The recent changes implemented will make the registration process and maintenance of company and contact information more efficient and accurate.

The following enhancements have been made:

### **Supplier Administrator Role**

- This is a new role created within the tool and is required for each supplier registration.
- This role has editing access and is responsible for maintaining company information such addresses, certifications, contact names, email addresses, and requesting access to DSN for other users.
- For initial implementation, the primary Quality/NCMR contact on existing registrations was granted this new role.
- A backup user for the Supplier Administrator Role must also be designated.
- *If a different user from your company should be granted the Supplier Administrator Role, please contact your Dana Buyer.*

### **Periodic Review**

- A system generated email notice will be sent annually to the Supplier Administrator and Backup Administrator on record. The notice will instruct the Supplier Administrator to perform a review of company and contact information, make necessary updates, and confirm the review was completed.

Please see the Supplier Self-Registration Guide posted on this site for complete instructions on how to use the tool.