



## **OEM/A Supplier FAQ's**

### **What is OEM/A?**

- OEM/A is a File Based Transfer tool that Ford has selected as the tool to be used by Ford and Suppliers who are using File Based Transfer. Normally, these are Suppliers who are not directly connected to Team Center.

### **Do I have to use OEM/A?**

- No. Most direct connected Suppliers will not need to use OEM/A. However, if you work with a Ford program that sends data via File Based Transfer, you may need to get it. As a rule of thumb, if you used Ford's previous File Based Transfer system, you probably do need to get OEM/A.

### **Do I have to Sign Up?**

- Yes. Suppliers must register to set up an account on the OEM/A system. If you previously used Ford's File Based Transfer system, your account WILL NOT be migrated to OEM/A. You must take the appropriate steps to sign up (please see the Sign Up process below)



## Is there a cost?

- Yes. OEM/A is a fee based service. You pay an annual fee. The amount is based on the number of sites you have and the number of users you require.
- **Overview:**
  - Supplier Licenses are divided first by location. Each business location must purchase a license.
  - The base location license covers up to (5) users for that location.
  - The cost of the base license is \$775.00 annually.
  - The supplier will provide Capitol with an "Administrator" user for each business location. This user will have the ability to add/remove/suspend the company's users as needed. This allows each company to be compliant with both Ford and their own internal security policies regarding control of access.
  - Should a supplier's business location need additional users, they can be added in blocks of (5) at an additional cost of \$775.00 annually. The Supplier administrator can apply for the additional licenses directly on line. Once an updated Supplier contract is completed, the administrator will be able to assign the additional users to the account.



## Is additional information available on the web?

- Yes. For new, **unregistered users**, there are several documents available covering OEM/A.
- If you are already a **registered user**, you will find additional documents such as the User Manual, Training Material and additional products available to you.
- To access the site, go to: <https://ford.oem-advantage.net>

## How can I contact somebody at Capitol regarding OEM/A?

- Our customer service representatives and system engineers are available to help you.
  - **Via phone at:**
    - 1-313-564-4820 (press 1)
  - **Via email at:**
    - [support@oem-advantage.net](mailto:support@oem-advantage.net)



## What is the Application Process?

- For Suppliers, the Registration process is as follows:
- Go to the web site at: <https://ford.oem-advantage.net>
- Under "Not a Registered User?" click on the "Suppliers Click Here" link.
- Click on the **"Standard Supplier Registration"** option, in which you fill out an online application and submit it. Our Supplier Support Team then supplies you a formal proposal with the terms & conditions and total price.
  - You sign and return the contract
  - You complete your payment
  - Your service is then activated.