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Supplier Contact Directory (SCD)

Key Point(s):

- The Supplier Contact Directory is the document which gives the contact details of the multi-function team members named by the Supplier's Senior Management. It demonstrates that all the necessary resources to achieve the Nissan targets are in place.
- The Supplier Contact Directory has three pages and covers;
  - Head Office
  - Project Team
  - Manufacturing Plant

Minimum Content Requirement(s):

- The Supplier Contact Directory shall be provided at the start of a project. A re-submission of the document is required every time any of the information changes.
- The supplier shall add all useful contacts to this format.

Output Document Description:

Item	Completion Instructions
N Project	The Nissan Vehicle/Power train project for which the product is being developed/manufactured.
Special characteristics	Tick all boxes that apply to the product being developed/manufactured.
Document Reference No./Version	The suppliers reference No. and version No. for the document.
Document Revision Date	The date of the latest revision of the document.
Document Origin Date	The date when the document was first issued.
Supplier Name	The supplier name.
Supplier Plant	The location at which the product will be manufactured.
Supplier Code	A unique code to each supplier, issued by Nissan purchasing department.
Author	The name of the person who created/revised the document.
e-mail	The e-mail address of the person who created/revised the document.
Tel	The telephone number of the person who created/revised the document.
Head Office Contacts	
Address	Address for the location corresponding to the supplier code.
Post Code	Post Code of the above location.
Telephone	Telephone number of the above location.
Fax	Facsimile number of the above location
EDI Number	Supplier registration number for Electronic Data Interchange (EDI) purposes.

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Supplier to Nissan		Tick appropriate box(es).
Logistics Partner		Company (if any) who provides logistics service between the manufacturing location and the customer plant.
Delivery Type		Agreement terms in place for delivery of the product to the customer plant (e.g. Ex-works, CIF, etc.).
Annual Holidays		Dates and duration of all annual holidays (e.g. Summer, Winter etc.).
Contacts	Name	Name of the person in this position or responsible for this contact area.
	Telephone	Telephone number for the above.
	Mobile	Mobile telephone number for the above.
	E-mail	E-mail address for the above.
	Fax	Facsimile number for the above.
	Job Title	The job title of the above.
Provided by		Name of the person who completed the form.
Signed		Signature of the person who completed the form.
Position		Position of the person who completed the form.
Date		Date when the form was completed.
Project Team Contacts		
(Complete as above plus)		(Complete as above plus)
Working Patterns	Shift	Name of each production shift in operation at the manufacturing location.
	From	Start time of each production shift in operation at the manufacturing location.
	To	End time of each production shift in operation at the manufacturing location.
Pay Negotiations	3rd Party Rep.	Third Party representing the production workers at the manufacturing location.
	Start	Start date of the pay negotiations for production workers at the manufacturing location.
	End	End date of the pay negotiations for production workers at the manufacturing location.
	Frequency	Frequency of the pay negotiations for production workers at the manufacturing location.
Manufacturing Plant Contacts		
(Complete as above)		(Complete as above)

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