



Accounts Payable

Taulia portal, Invoicing instructions and AP contacts

(applicable to Adient North America & EMEA region)

Adient Global Business Services (GBS)

May 2021

Improving the experience of a world in motion

Content

[Taulia: Supplier Self-Service Portal](#)

[Electronic Invoicing](#)

[AP Supplier Help Desk](#)

APPENDIX

[Find the details on the Purchase order](#)

[Taulia portal: Data search & Export](#)

Taulia: Supplier Self-Service Portal



Back to Content

Introduction



Adient's supplier self-services portal, powered by Taulia, is a free solution that offers you a real-time view into your invoice status, payment remittance, and even your current business information!

With Taulia, you have access to a hub of information when you need it most.

- > Registration and further usage is **free of charge**
- > Available anytime to the supplier - **24/7**
- > No need to install any additional software, its totally secure and accessible with support of Web Browsers
- > Taulia is available to be used in **multiple languages**
- > Suppliers are automatically informed of updates – via **e-mail notification** (new Purchase order, invoice rejection, payment remittance)



Features



Purchase order (PO) view*

- > View PO online including respective PO lines, quantities and prices, invoiced value, open value

Invoice submission online*

- > PO flip - turn your purchase orders directly into invoices
(not applicable to ERS/ Self-billing Purchase orders and to countries requiring invoice certification)

Invoice status*

- > Real-time status of your invoices (in process, approved, paid, rejected)

Payment details and history*

- > Receive payment details by e-mail or download the remittance advice from the portal

Supplier information management

- > Company address and central E-mail contact
- > Other company contacts
- > Bank account/ information ([training video](#))
- > Certifications

*Functionality not available **for following Adient entities:** Adient Hungary Kft, Mor (HU); Adient Turkey Seating Otomotiv Limited Şirketi, Kocaeli, (TR); Adient S.R.L., Jimbolia (RO); Adient Components Ltd. & Co. KG, Kaiserslautern and Remscheid (DE); Adient Poland Sp. z o.o., Swiebodzin and Skarbinierz (PL)



Get started!

Registration process for new suppliers:

- > Start with providing us your contact details by filling in the [Enrollment Form](#)
- > Your supplier number necessary for the registration can be found on the Purchase order
- > Submit the Form and await the Taulia invitation



In case you have more supplier numbers with Adient the registration process has to be initiated for each of them. Once you are invited you can [merge your Taulia accounts into one!](#)

Taulia login and technical support:

- > Accept the invitation and start using the portal
- > Taulia portal access: <https://portal.taulia.com/login>
- > Taulia Help & Technical support (*Contact Support*): <https://support.taulia.com/>

Training material:

- > Taulia Experience Center/ FAQ: click [here](#)
- > Taulia Success Guide: click [here](#)
- > Webinar: click [here](#)



Electronic Invoicing



Back to Content



- > Invoice reception to the Adient ERP is fully automated. Follow general [Requirements for sending invoices in PDF format](#) to ensure your invoices are successfully received.
- > In order to facilitate prompt processing and payment for your invoices, ensure invoices submitted via PDF meet [Adient Quality Standards for Invoices](#).
- > Other financial documents such as statement of account or reminders need to be addressed to [AP Supplier Help Desk](#). Packing slip/ bill of lading should be a part of the invoice attachments or addressed to respective plant receiving the goods.

E-mail address (non-human) for invoice receipt according to Adient plant location:



Europe, South Africa:

ap-ae-eu-bbc-invoice@adient.com

USA, Canada:

ap-ae-na-bbc-invoice-copies@adient.com

Mexico - foreign suppliers:

ap-ae-na-bbc-invoice-copies@adient.com

Mexico - domestic suppliers:

[Pegaso portal](#)

Please, do not submit invoices for **ERS/ Self-billing Purchase orders** (delivery self-invoiced by Adient). Feel free to reach out to your Buyer for more details about [the Self-billing process](#).



Requirements for sending invoices in PDF format:

Document requirements	General	<ul style="list-style-type: none"> > The correct Adient purchase order is stated on the invoice unless your buyer instructed you differently > The bill-to entity and address is identical to the billing details quoted on the purchase order incl. the VAT/ Tax ID
	Doc type	<ul style="list-style-type: none"> > Only format PDF will be accepted and processed > Do not use a password protection
	Doc name	<ul style="list-style-type: none"> > Omit special characters (e.g. ? _ , : > #)
	Doc content	<ul style="list-style-type: none"> > Preferably original PDF file not scanned documents > Only one invoice per PDF file along with any supporting documentation > Content is typed, not handwritten
E-mail requirements	Content	<ul style="list-style-type: none"> > Only invoices/ credit notes in PDF > No additional attachments/ file formats (e.g. .zip, xls., txt, .msg, .xml) > Additional text or instructions in body of the e-mail are not taken into consideration as these are not read by the automated process that imports invoices into our system
	Size	<ul style="list-style-type: none"> > Maximum 20 MB



AP Supplier Help Desk



Back to Content



Accounts Payable Help Desk for Adient Suppliers

Key contact point for Adient suppliers regarding AP related inquiries.



Before contacting AP Help Desk, please make sure:

- > Your invoices have been sent to [the proper E-mail address](#) for invoice receipt
- > You are using [Taulia portal](#) as a first source of information regarding status of your invoices/ payments

Types of queries AP team can support You with:

- > Statement of account
- > Processing of reminders
- > Balance confirmation
- > Unpaid overdue invoices
- > Rejected invoices
- > Invoice/ Payment status
- > Payment confirmation
- > Remittance details
- > Incorrect payment (*wrong currency, wrong bank account, double payment, over/short-payment*)
- > Deductions copies
- > E-mail contact update (*used for distribution of accounting documents issued by Adient*)
- > Taulia portal navigation
- > Update of bank details in case of technical issues with Taulia portal (*signed bank letterhead is mandatory*)

Types of queries requiring another teams' involvement:

- > Purchase order
 - > Payment terms
 - > Prices
 - > Quantity Deductions
 - > Quality Deductions
 - > Supplier Chargebacks
- Please consult with your Adient Buyer
- Please consult with your contact at the plant Materials/ Quality department

Accounts Payable Help Desk contact



> Address your inquiry to the E-mail address according to bill-to location

Adient AP North America

Plant country	E-mail
USA	corp-bbc-ptp-ae-helpdesk-US@adient.com
Canada	corp-bbc-ptp-ae-helpdesk-CA@adient.com

Adient AP Mexico

Plant country	E-mail
Mexico	corp-bbc-ptp-ae-helpdesk-MX@adient.com

Adient AP EMEA

Plant country	E-mail	Plant country	E-mail
Austria	corp-bbc-ptp-ae-helpdesk-AT@adient.com	Romania	corp-bbc-ptp-ae-helpdesk-RO@adient.com
Belgium	corp-bbc-ptp-ae-helpdesk-BE@adient.com	Serbia/ Macedonia	corp-bbc-ptp-ae-helpdesk-RS-MK@adient.com
Czech Republic	corp-bbc-ptp-ae-helpdesk-CZ@adient.com	South Africa	corp-bbc-ptp-ae-helpdesk-SAF@adient.com
France	corp-bbc-ptp-ae-helpdesk-FR@adient.com	Slovakia	corp-bbc-ptp-ae-helpdesk-SK@adient.com
Germany	corp-bbc-ptp-ae-helpdesk-DE@adient.com	Slovenia	corp-bbc-ptp-ae-helpdesk-SI@adient.com
Hungary	corp-bbc-ptp-ae-helpdesk-HU@adient.com	Spain	corp-bbc-ptp-ae-helpdesk-E@adient.com
Italy	corp-bbc-ptp-ae-helpdesk-IT@adient.com	Sweden	corp-bbc-ptp-ae-helpdesk-SE@adient.com
Poland	corp-bbc-ptp-ae-helpdesk-PL@adient.com	United Kingdom	corp-bbc-ptp-ae-helpdesk-UK@adient.com



APPENDIX

[Find the details on the Purchase order](#)

[Taulia portal: Data search & Export](#)



Back to Content



Find the contacts and invoicing instructions on your Purchase order

Adient PO layout example

Your supplier number
(needed e.g. for Taulia registration)

Adient AP CONTACTS
Invoicing + Supplier portal Taulia + AP Helpdesk e-mail

SHIP-TO
(where the goods are delivered/ service is provided)

BUYER
(who created the order)

Invoicing party/ BILL-TO
(payer of the invoice)

Purchase Order NO: _____ Version: _____ Page of _____

Order Date: _____
Change Date: _____
Supplier No : _____
Tel : _____
Email : _____
Contact : _____
Supplier Name : _____

Invoicing Party: See document footer
Taxid No : _____
E-Invoices: _____
Taulia: _____
Contact: _____
Tel: _____

Delivery Address : _____

Payment Terms : _____
Incoterms : _____

Contact: _____

Terms and Conditions : _____

Header Text

Line	Plant	Invoice Not Required	Due Date	Material group/Part Number	Quantity	UOM	Per unit Price	Total
				Description				

Line Total
Tax Total
Currency Total

Invoicing Party: _____

ADIANT



How to search for the data

Search for your invoice status:

> according to invoice number

(using only letters and digits without a zero at the beginning, without special characters e.g. /, _, #, -, etc.)

> according to another criteria (if searching according to invoice number was not successful):

- > Invoice Date,
- > Amount,
- > Purchase Order number,...

> For ERS/ self-billing Purchase order fill in the delivery note / packing slip number into the field Invoice Number

Invoice Search



Invoice Number	<input type="text"/>	?
Purchase Order	<input type="text"/>	? Q
Supplier	<input type="text"/>	?
Business Unit	All Business Units	?
From Amount	<input type="text"/>	to <input type="text"/>
Invoice Date	<input type="text"/>	to <input type="text"/>
Invoice Status	All	?
Results per Page	10	?

Search for your payment details:

> To search for remittance advices, click the **Payments** from the main portal menu and fill the **Payment Reference** field

- > To view more details about the payment record, click the Payment Reference

> You can find the **Payment Reference** also in the **Payment** column of your invoice which is in status „Paid“

Document	Amount	Status	Payment	Actions
	£11,125.18	 Paid	1500009782	

Due date confirmation:

> For checking payment terms set on your Purchase Order, click the **PO number** and the details will be instantly displayed



How to download the payment details or invoice list along with the statuses

> **In various formats**

- > Click the „Download List“ icon and choose the preferred option
- > Select also count of documents to be downloaded based on the total volume displayed

Invoice Search Hide Search Parameters

Invoice Number:

Business Unit:

From Amount:

Invoice Date:

Invoice Status:

Results per Page:

[Search](#)

Select file type for downloading document

You can choose how many documents you want to download for the CSV and XML formats. The PDF format will download PDFs for the current page of search results.

Type: CSV PDF Excel XML

Download documents 1 to 10000

[Download](#) [Cancel](#)

Showing 1-10 of 5,481 Invoices [Download List](#) [Refresh](#)

Invoice #	Inv. Date	PO #	BU	Supplier	Due Date	Document Amount	Status	Payment	Actions
470232	23-Aug-2019	0055021224	6113	0000303105	02-Oct-2019	\$206.72	Approved		
470231	23-Aug-2019	0055021224	6113	0000303105	02-Oct-2019	\$441.76	Approved		
4719605	22-Aug-2019	2300381388	6104	0000303105	20-Dec-2019	\$759.65	In process		
4719562	22-Aug-2019	2300375918	6113	0000303105	20-Dec-2019	\$179.36	Approved		

> **In PDF format only**

- > Click the „Payment Reference“ or „Actions“ icon

Payment Search Hide Search Parameters

Payment Reference:

Supplier:

Business Unit:

Check Number:

Invoice Number:

From Amount: to

Pay Date: to

Results per Page:

[Search](#)

Single Document Download

Type: PDF

[Download](#) [Cancel](#)

Payment Records 1-1 [Download](#) [Refresh](#)

Payment Ref.	Pay Date	BU	Supplier	Payment Method	Check No.	Discount Amount	Payment Amount	Actions
1500001090	09-Jul-2019	7149	0000392559	SEPA PAYMENT IS02002 (EFT)		0.00 €	1,666.00 €	



End of the presentation, thank you!



Find another useful information on Adient website:

<https://www.adient.com/suppliers>