

Bank Account Updates in the Taulia Portal

Click **My Details > Bank Accounts** to review, update, remove, or add a bank account.

Update or Add

Click **My Details > Bank Accounts > Update** to update your existing bank information or add a new bank account.

After updating your information you will be asked to verify your changes and attach a pdf file.

This pdf file must be on your bank's letterhead confirming bank account ownership. Per Adient policy, voided checks or bank statements are not sufficient.

Review and submit your changes. Your requested changes will be sent directly to Adient. You will be notified via email when the changes have been approved/rejected.

Remove

Click **My Details > Bank Accounts > Remove Account** to remove an outdated or incorrect bank account.

Please note that you must always have at least one bank account saved in the portal.

If you only have one bank account, you will first need to add your new bank account and then delete the outdated account.



Bank Account Update Rejections:

Please check your email for notifications if a bank update is rejected.

Common Reasons for Rejected Bank Updates:

- 1) The pdf attachment is missing for a bank add or modification.
- 2) The pdf filename should be named the same as the bank account number.
- 3) The pdf attachment does not contain your bank's letterhead confirming bank ownership. (refer to examples following)
- 4) You have attached more than one pdf document for an update. Updates with more than one document are automatically rejected by our system.
- 5) The attachment should not be password protected.
- 6) Bank account data entered is not in the correct format for the country.
- 7) The SWIFT code entered is missing or incorrect.
- 8) Adient does not have your bank institution set up in our system.

If your bank update has been rejected, you will need to resubmit your data in the Taulia portal.



Tips to Resubmit Bank Updates:

When you are ready to resubmit your bank updates, keep these tips in mind.

- 1) Accept all changes in Taulia even if they are not the changes you want to make. This will sync the Taulia portal up with Adient's SAP system. (see example on next page)
- 2) If you have one bank account to delete and one bank account to add, add the bank account, wait for it to be accepted, then delete the other bank account.
- 3) If you have more than one bank account to update, please update one at a time, wait for the update to be accepted and then proceed with the next one.



Example of Bank change not accepted in Adient's SAP system:

Bank Accounts

View your Bank Information

Below you can see your bank information. You can change your information and your customer will be notified of your update.

[+ Add Bank Account](#)

Bank information for **XXXX** at Adient Quality HANA (AEQ)

Your customer has deleted the following Bank Account from their files. Click the "Apply Change" button below to accept these changes.

Bank Name	FIFTH THIRD BANK, US
Bank Address	MD# 1MOC24, CINCINNATI, Ohio
Routing Number	086300041
Account Number	*****4214
Bank Currency	USD
Account Holder	
International Bank Information	

[✔ Apply Change](#)

Supplier should click on Apply Change to put Taulia and Adient SAP back in sync

Examples of acceptable attachments on signed letterhead issued by your bank:



Dolphin BANK®

Dolphin Bank's Details
Name: Dolphin Bank
SWIFT Code TRKAUF77
ABA #: 055061858

Supplier LLC Banking information
Acct. #: 41004112
Acct. Name: Supplier LLC
Address: 20152 Washington street
City: Hoboken
State: NJ
Zip: 19003



Peter Miles - Vice President - 2601 Hollywood Dr Suite 405 - Coconut Grove, FL 331



Dolphin BANK®

Relevé d'Identité Dolphin BANK

Ce relevé est destiné à être remis, sur leur demande, à vos créanciers ou débiteurs appelés à faire inscrire des opérations à votre compte (virement, paiement de quittance, etc.).
 Son utilisation vous garantit le bon enregistrement des opérations en cause et vous évite ainsi des réclamations pour erreurs ou retards d'imputation.

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IBAN

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