

Accounts Payable Taulia portal, Invoicing instructions and AP contacts (applicable to Adient North America & EMEA region)

Adient Global Business Services (GBS)/ November 2021





> <u>Taulia</u>: <u>Supplier Self-Service Portal</u>

- > Electronic Invoicing
- > AP Supplier Help Desk

Appendix:

Find the details on the Purchase order

Taulia portal: Data search & Export





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 <u>e-mail notification</u> (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*

(Not applicable to ERS/ Self-billing Purchase orders and to countries requiring invoice certification)

 <u>eFlip</u> (PO flip) – turn your purchase orders directly into invoices

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 <u>for following Adient entities:</u> Adient Hungary Kft., Mór (HU); Adient Components Ltd. & Co. KG, Kaiserslautern and Remscheid (DE); Adient Poland Sp. z o.o., Swiebodzin and Skarbinierz (PL)



Get started!



In case you have more supplier numbers with

Adient the registration process needs to be initiated for each of them. Once you are invited

you can merge your Taulia accounts into one!

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 invitation email which contains the activation code
- > Find the email that says "It's time to activate your account" and follow the instructions to complete your enrollment

Taulia login and technical support:

- After completion of the enrollment, you can 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 <u>here</u>



Electronic Invoicing



Electronic Invoicing



> Invoice reception to the Adient ERP is fully automated. Follow general **Requirements for sending invoices in PDF format** to ensure your invoices are successfuly 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:

USA, Canada:

Mexico - foreign suppliers:

Mexico - domestic suppliers:

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

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

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

Pegaso portal

Please, do not submit invoices for ERS/ Self-billing Purchase orders (delivery selfinvoiced by Adient).

Feel free to reach out to your Buyer for more details about the Self-billing process.

Electronic Invoicing



Requirements for sending invoices in PDF format:

Document requirements	General	 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	 Only format PDF will be accepted and processed Do not use a passwort protection 	
	Doc name	> Omit special characters (e.g. ? _ , : > #)	
	Doc content	 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	 Only invoices/ credit notes in PDF No additional attachments/ file formats (e.gzip, 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	> Maximum 20 MB	

AP Supplier Help Desk



AP Supplier Help Desk



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 <u>Taulia portal</u> 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/

AP Supplier Help Desk



Accounts Payable Help Desk contact

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



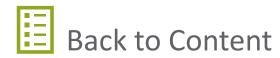
Adient AP North America				
Plant country	E-mail			
USA	corn bha ntn ag halndack US @adiont com			
Canada	corp-bbc-ptp-ae-helpdesk-US@adient.com			

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			

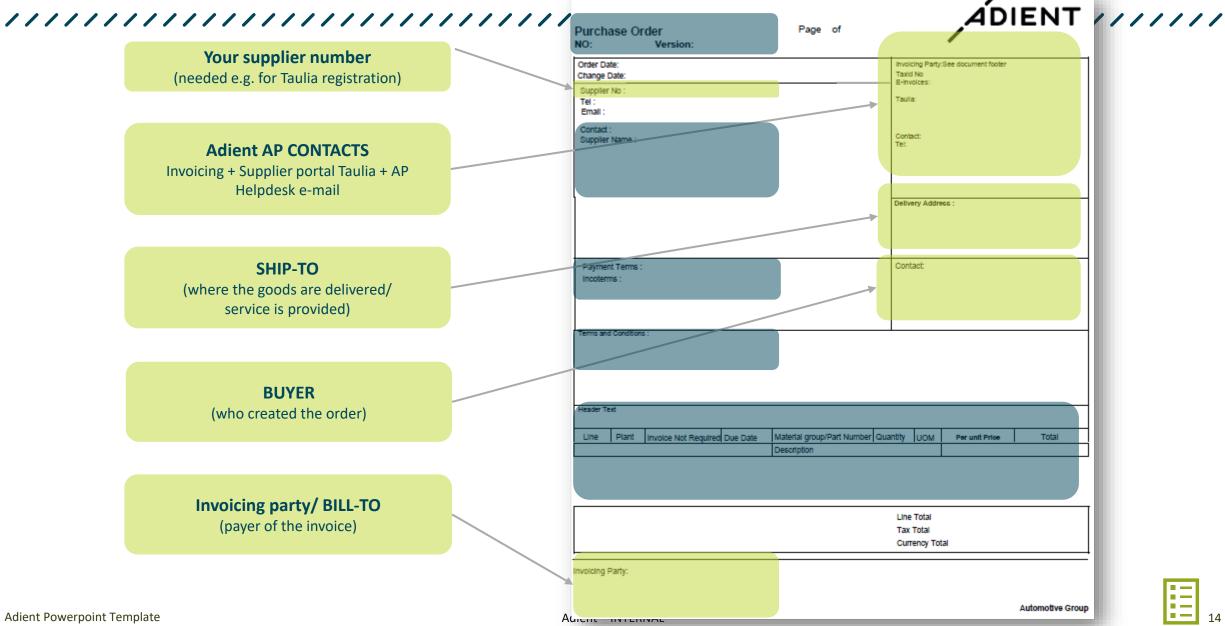
Appendix

Find the details on the Purchase order Taulia portal: Data search & Export



Find the contacts and invoicing instructions on your Purchase order

Adient PO layout example



ADIENT

Taulia portal: Data search & Export

Tips for statement reconciliation



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

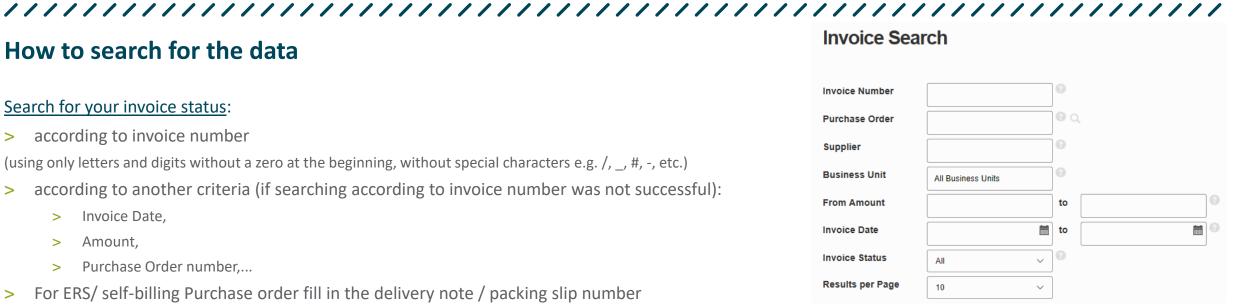
Search for your payment details:

- 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"



Due date confirmation:

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



Taulia portal: Data search & Export

Tips for statement reconciliation

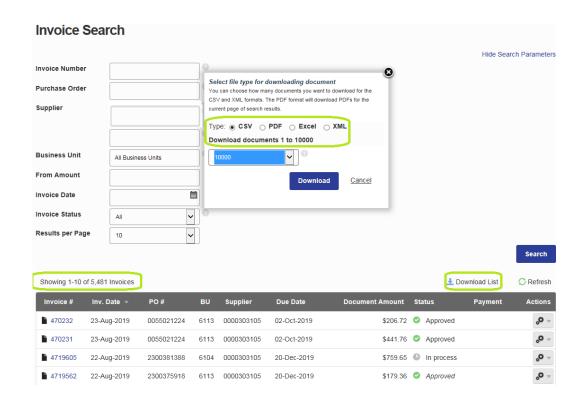


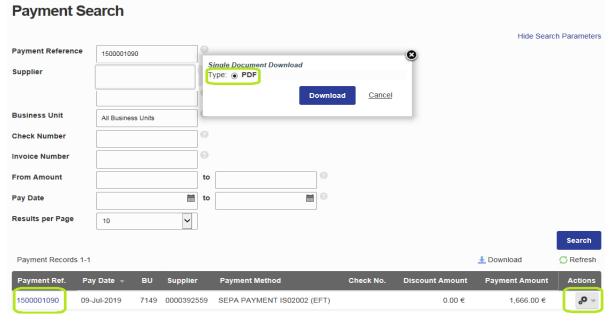
How to download the payment details or invoice list along with the statuses

- 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

> In PDF format only

> Click the "Payment Reference" or "Actions" icon





End of the presentation, thank you!



Find another useful information on Adient website:

https://www.adient.com/suppliers