	REQUIRED INVOICE INFORMATION(RII)		
	Work Instruction		
			Rev 3.0

Revision	Release Date	Description of Changes
1.0	01-Mar-2021	<ul style="list-style-type: none"> Initial Release
2.0	01-Oct-2021	<ul style="list-style-type: none"> 3.0 Removed factoring requirements as it is stated in section 4.0. Updated wording. 4.0 Updated to include specific details related to Invoicing Requirements for the America's and EMEA. Added in Foam Tool Requirements for America's 5.0 Updated wording
3.0	01-Nov-2021	<ul style="list-style-type: none"> 4.0 Added requirements for Machinery and Equipment Tools

1.0 Purpose


- The purpose of the document is to communicate Adient requirements to the suppliers in our Automotive Experience Division and Corporate Worldwide Headquarters. It is the expectation of Adient that all suppliers of Tooling comply with all the requirements and expectations documented below.
- Adient expects this document to provide the foundation for our working relationship with our Suppliers. We will strive for excellence through continuous improvement in the products and services we receive through close working relationships with our suppliers.

2.0 Scope

- This policy applies to the Adient manufacturing locations that are involved in the purchase of products and services for use internally or resale. The required invoice information may differ by region. Please contact the invoice approver that is identified on the purchase order.

3.0 General Expectations

- All required documentation must be submitted through Taulia, which is the preferred method for sending invoices to Adient.
- Submitting invoices and the Required Invoice information (RII) outside of Taulia will result in delays in processing the invoice.
- All of the documents need to be submitted in the original/converted PDF format.
- The order of the required documents is critical as shown below in the Required Invoice Information (RII) section to ensure prompt invoice processing.

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4.0 Required Invoice Information (RII): Click or copy and paste link below. RII is located under Adient Web Guides/Tooling.


<http://www.adient.com/suppliers/supplier-expectations>

1. 1st and 2nd payments


- a.) A copy of the invoice itemized per the PO lines and states **Adient US LLC for Americas and Adient Interior for EMEA**. It must have the PO number and factored amount (if applicable). Please reference partial payments in the comments section in Taulia or on the invoice (Example: Payment 1 of 2).
- b.) A copy of the PO.
- c.) A copy of the factoring schedule (if applicable).

2. Final payments

- a.) A copy of the invoice itemized per the PO lines and states **Adient US LLC for Americas and Adient Interior for EMEA**. It must have the PO number and factored amount (if applicable). Please reference final payment in the comments section in Taulia or on the invoice.
- b.) A copy of the PO.
- c.) A copy of the factoring schedule (if applicable).
- d.) A copy of the Plant Sign Off **(Metals Machinery and Equipment Tools Only)**
- e.) **Tool Sign Off (TSO) (In-House Tools and EMEA only)**
- f.) A copy of the Runoff Sheets when required. **(Machinery Tools, Equipment Tools and Foam Tools are Exempt and America's Only)**
- g.) **A copy of the signed scanned data cover sheet. (Foam Tools and America's Only – Not needed for Engineering Changes)**

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- h.) Tool Information Sheets (TIS). **These only need to be filled out for NEW TOOLS, REFURBISHED TOOLS, CAPACITY TOOLS, ILD BLOCKS AND TEMPLATES. (EMEA requires this for 3rd Party Only) (Machinery Tools and Equipment Tools are Exempt)**
- 1.) Digital photos clearly showing the required items (Close up picture of the tool tag. Picture of entire tool with the tool tag). The photos are to be in a JPEG format, in COLOR and inserted into the Tooling Information Sheets. **If Pictures are not Clear and in Color, invoice will be rejected.**
 - 2.) Tool identification (tagging) as specified in the latest Adient tooling standards. Tool tags must be legible and clear in photos. Contact Adient Program Manager for specific customer tool tagging requirements as it is different for each OEM. **OEM Asset Tags to be provided by the Business Unit if needed before shipment. These Tags are needed for Tooling, ILD Blocks and Templates.**
 - 3.) When submitting final invoice, Tooling Information Sheets are to be converted to an original PDF Form before attaching in Taulia
- i.) PSW/PPAP for **New Tools and Engineering Changes** (must be a level 3 to 5) Full service suppliers or suppliers who procure their own tooling and provide parts/components from these tools to Adient may also be required to include an Adient approved PSW/PPAP with matching Adient part number(s). The PSW/PPAP approval must be for the parts that correspond to the tooling and equipment per the invoice. Contact the invoice approver as identified on the purchase order if you have any questions regarding PSW/PPAP requirements. **(Machinery Tools, Equipment Tools, Foam Tools, ILD Blocks, Templates and Gages are Exempt and EMEA requires this for 3rd Party Only).**

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5.0 Sending Invoices and Inquiries to Adient

1. Taulia – Click or copy and paste link below.

<https://www.adient.com/suppliers/online-resources>

- Taulia offers a variety of services to the external supply base such as invoice and payment verification, e-invoicing, purchase order visibility, and vendor master data management.
- To register, or if you are already registered or would like to review frequently asked questions please click link above.

2. Email – Please review email addresses below.

[For USA, Mexico and Canada: AP-AE-NA-BBC-Invoice-Copies@adient.com](mailto:AP-AE-NA-BBC-Invoice-Copies@adient.com)

[For European Union \(excl. France\): ap-ae-eu-bbc-einvoice@adient.com](mailto:ap-ae-eu-bbc-einvoice@adient.com)

- Please click on the above links to email invoice packages if you do not have access to Taulia

3. Invoice Inquiries should be sent directly to

CORP-BBC-RTR-AE-Tooling-AP@adient.com