



# Accounts Payable

## Taulia portal, Invoicing instructions and AP contacts

(applicable to Adient North America & EMEA region)

Adient Global Business Services (GBS)/ November 2021



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# Taulia: Supplier Self-Service Portal



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# Taulia: Supplier Self-Service Portal

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## 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)



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## 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)

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

# Taulia: Supplier Self-Service Portal

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## 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 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](#)

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!](#)

### 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 [here](#)



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# Electronic Invoicing



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- > 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:        | <a href="mailto:ap-ae-eu-bbc-einvoice@adient.com">ap-ae-eu-bbc-einvoice@adient.com</a>             |
|  | USA, Canada:                 | <a href="mailto:ap-ae-na-bbc-invoice-copies@adient.com">ap-ae-na-bbc-invoice-copies@adient.com</a> |
|  | Mexico - foreign suppliers:  | <a href="mailto:ap-ae-na-bbc-invoice-copies@adient.com">ap-ae-na-bbc-invoice-copies@adient.com</a> |
|  | Mexico - domestic suppliers: | <a href="#">Pegaso portal</a>  |

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/ ERS](#).





# Electronic Invoicing



Requirements for sending invoices in PDF format:

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



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# AP Supplier Help Desk



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## 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

# 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                     | <a href="mailto:corp-bbc-ptp-ae-helpdesk-US@adient.com">corp-bbc-ptp-ae-helpdesk-US@adient.com</a> |
| Canada                  |  |

| Adient AP Mexico |  |
|------------------|--|
| Plant country    | E-mail   |
| Mexico           | <a href="mailto:corp-bbc-ptp-ae-helpdesk-MX@adient.com">corp-bbc-ptp-ae-helpdesk-MX@adient.com</a> |

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



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# Appendix

[Find the details on the Purchase order](#)  
[Taulia portal: Data search & Export](#)



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# 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: \_\_\_\_\_ Page of \_\_\_\_\_ Version: \_\_\_\_\_

Order Date: \_\_\_\_\_  
Change Date: \_\_\_\_\_  
Supplier No : \_\_\_\_\_  
Tel : \_\_\_\_\_  
Email : \_\_\_\_\_  
Contact : \_\_\_\_\_  
Supplier Name : \_\_\_\_\_

Payment Terms : \_\_\_\_\_  
Incoterms : \_\_\_\_\_

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: \_\_\_\_\_

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

Delivery Address :

Contact:

ADIANT

Automotive Group



# 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

### 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                   | ?                       |

| Document Amount | Status | Payment    | Actions |
|-----------------|--------|------------|---------|
| £11,125.18      | Paid   | 1500009782 |         |

# 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

**Invoice Search** Hide Search Parameters

Invoice Number:

Purchase Order:

Supplier:

Business Unit: All Business Units

From Amount:

Invoice Date:

Invoice Status: All

Results per Page: 10

**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   |         |         |

**Payment Search** Hide Search Parameters

Payment Reference: 1500001090

Supplier:

Business Unit: All Business Units

Check Number:

Invoice Number:

From Amount:  to

Pay Date:  to

Results per Page: 10

**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 ISO2002 (EFT) |           | 0.00 €          | 1,666.00 €     |         |





End of the presentation, thank you!



Find another useful information on Adient website:

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