Supplier ERS / Self-Billing Process

Adient 2021

Improving the experience of a world in motion

ERS Definition & Benefits

ADIENT

ERS Definition

ERS stands for "Evaluated Receipt Settlement," and is an automated invoice and payment process. Adient creates an invoice on your behalf once the goods are received into Adient's inventory. You do not need to send an invoice as Adient's Self-Billing Invoice will be used to make the payment to you.

ERS Benefits

As a Supplier on ERS, you will receive on-time payments on a regular basis, resulting in better cash flow. ERS invoices never go on hold, as the Scheduling Agreement price and the invoice always match. This means no invoices being delayed for payment, which allows you to more reliably predict your incoming cash flow. Another advantage of ERS is that you will no longer need to send invoices to Adient. The elimination of this clerical task will save administrative time.

Timing

The Self-Billing Invoices are sent to you **in PDF via email immediately**, after they are generated in the system. You can confirm, add, or change the receiving email address by contacting your buyer or Adient's AP department. You can also track all Self-Billing Invoices and payments via **Supplier Portal Taulia**.

The key tool used for ERS is the Self-Billing Invoice (SBI)
- The SBI is a legal document created by Adient on your behalf
- The SBI takes precedence in case of discrepancies and tax issues
- Do not send your own invoices to Adient for ERS orders, as they would be rejected in the system to avoid duplicate invoices
- Contains all the necessary legal verbiage for an invoice
- Contains information that will enable you to reconcile our payments against your deliveries

ERS Process Steps

ADIENT

SA			
Step 1	**Step 2**	**Step 3**	**Step 4**
Adient raises an ERS Scheduling Agreement (SA) and sends this to the Supplier	The Supplier delivers the goods to Adient Adient books the goods into their inventory system	The Self-Billing Invoice (SBI) is created based on the Scheduling Agreement price and Goods receipt quantity The SBI is sent to the Supplier	Adient pays the Supplier against the SBI invoice within the agreed payment terms

Details of Process Steps

1. Standard Scheduling Agreement is created with Self-Billing process.
2. The Supplier delivers the goods to Adient. The receiving department verifies the materials to ensure the proper quantity and no obvious signs of damage, and then books the goods into stock against the Adient SA number. If a packing slip or shipping document are sent with the goods, that number will be recorded with the receipt.
3. An automated program runs on a daily basis, which posts all goods received against ERS Scheduling Agreements. The program creates the Self-Billing Invoices for the receipts using the current PO price and received quantity. The Self Billing Invoice contains your Packing Slip number and is sent to you immediately via email.
4. Adient will pay the Self-Billing Invoice, per agreed payment terms.

Quantity/Quality Discrepancies

Self-Billing Invoices and payments will be automatically created for goods, based on a standard Scheduling Agreement that are physically received by the Adient Facility Receiving Department. However, there may be situations where a debit memo is created by Adient to register a return of goods or damaged parts (DMR or RTV). Such documents will be generated as a Self-Billing credit note on your behalf and will be sent to you via PDF in an email as any other Self Billing invoice. Any goods that are returned will have a Credit Memo created, which will net against the total payment that you receive.

Reconciliation and Resolving ERS Discrepancies
When you receive the Self-Billing Invoice, discrepancies may be noticed between the expected payment and what is on the Self-Billing Invoice. Please work with your Adient contacts to correct these issues as quickly as possible, so there is minimal disruption of the payment.

1. **Verify that the quantity Adient has received matches what you believe was sent**
   If the quantity received is different, contact the applicable Adient facility to correct the quantity received.
   - If you believe the quantity Adient received is less than what you sent, Adient can receive the additional quantity. This may result in the creation of an additional Self-Billing Invoice, but it should not result in a late payment for the goods.
   - If you believe Adient has received more than you sent, Adient will perform a DMR or RTV. This will generate a Credit Memo in the system, which will reverse what we pay you.
2. **Verify the unit price of the goods on the Self-Billing Invoice**
   - If you believe the unit price on the SBI is too low or too high, notify your Adient buyer immediately to initiate a correction of the prices, which may trigger the retro-billing process.
3. **Verify that the tax shown on the SBI is correct**
   - The tax amount is calculated from the tax code in Adient's Scheduling Agreement. If this is incorrect, notify your Adient buyer immediately.

Example of a Self-Billing Invoice

Invoice Number
(corresponds to delivery note or shipping document reference)

Vendor name, Address, & VAT ID and Vendor number & Scheduling Agreement (SA)

Invoice Details
(Material No., Delivery Number, and Date, Quantity, Net Price from SA)

Invoice Amount & VAT Amount

Adient Buying Entity Name, Address, & VAT ID
(payer of the invoice)

Self Billing Invoice

5 Sender (Company Code)

2 Vendor Remarks		In case you have a question related to price, please contact your purchaser. In case you have a question related to quantity or quality, please contact the plant logistics. In any other case or concern, please contact your assigned AP helpdesk.
Due Date	Discount %	Account

1 Invoice no.

Vendor name
Address
VAT ID

Date of Posting   Document   No.

MM-Doc-No.

9 Date

10 Vendor Id.(SAP)	11 Order-No.,Date	15 Vendor addit.Data	12 Supplier Department	13 Tel.Extent.	14 Supplier Reference

19 Type of Shipment	Paid	Unpaid	21 Packing	22 Payment Reference	23 Gross	24 Net

25 Ship to Address (if different from 1)	26 Unloading Location

27 Pos.	28 Material 29 Item Description Item Part-No. PO reference	30 Del Note	31 Del Date	32 Quantity	18 Unit	34 Price	35 PU	36 Ext-Price

Payment terms	Shipping and Handling Charge
	Sub Total
	Total Tax
	Tax rate %
Vendor VAT ID:	Total

BUYER NAME

Adient entity name
Address
VAT ID

AUTOMOTIVE GROUP

Supplier Portal - Taulia

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Taulia: Adient Supplier Self-Service Portal

Get Started!

Registration process for new suppliers:

− Start by providing your contact details to Adient by completing the Enrollment Form

− Your supplier number necessary for registration can be found on the Purchase Order

− Submit the Form and wait for the Taulia invitation

> If you have several supplier numbers with Adient, the registration process has to be initiated for each number. 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

Taulia portal: Data Search & Export

How to Perform an Invoice Search in Taulia

Invoice Search

ERS Invoices:

- **Search based on the packing slip / delivery note number**
  - (only use letters and digits without a zero at the beginning, no special characters e.g. /, _, #, -, etc.)

- **Search based on other criteria**
  - Delivery Date
  - Amount
  - Purchase Order number

Field	Value
Invoice Number	
Purchase Order	
Supplier	
Business Unit	All Business Units
From Amount	to
Invoice Date	to
Invoice Status	All
Results per Page	10

Non-ERS invoices:

- Use Invoice Number for non-ERS invoices

Payment detail:

- To search for remittance advices, click **Payments** from the main portal menu and enter the **Payment Reference** field
  - To view more details about the payment record, click the Payment Reference
- You can also find the **Payment Reference** in the **Payment** column of invoices in "Paid" status

Document Amount	Status	Payment	Actions
£11,125.18	Paid	1500009782	

Due Date Verification:

- You can verify payment terms on each Purchase Order by clicking the **PO number;** payment details will be displayed