

SLM-SELL Side_108.0_Supplier-Certification Upload

Suppliers to Lear have a number of addresses. Each of these addresses (shipping) have different certificate requirements.

E.g: * Environmental and Quality certificates are specific to a shipping location.

* Diversity Supplier Certificate is specific to HQ.

Certificate Type Name

- MSME Certificate – (Micro, Small & Medium Enterprises)
- Distributor Certificate
- Heat Treatment Certificate
- Quality Certificate
- Environmental Certificate
- Diversity Certificate

The supplier logs on to SLM system with their ID and uploads their certificates for each address.

If uploading certificates is enabled, you can do the following:

- You can upload new certificates requested by Lear.
- You can upload updates for certificates that have expired or will expire soon.

This feature will have to be included on the “certificates” tab of Supplier having fields :

1. Upload the certificates
2. Display validity of the certificates
3. Issued by
4. Description
5. Valid to/Expiration Date

The supplier certificate approval workflow runs as follows:

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A supplier uploads a new certificate on the sell side. The changes are transferred to the BUY side.

The approver can either accept or reject the workflow item.

- If the approver accepts the work item, the process runs as follows:
 - The certificate is transferred to the supplier data.
 - The workflow is completed and the supplier receives an e-mail approval notification.
- If the approver rejects the work item, the process runs as follows:
 - The certificate is not transferred to the supplier data.
 - The workflow is completed and the supplier receives an e-mail rejection notification.

Key Note

- All Certificate upload routing to Global SRM Administrator for Approvals according to workflow rule
- 25 MB Maximum size allowed for each attachment (Images or PDF)

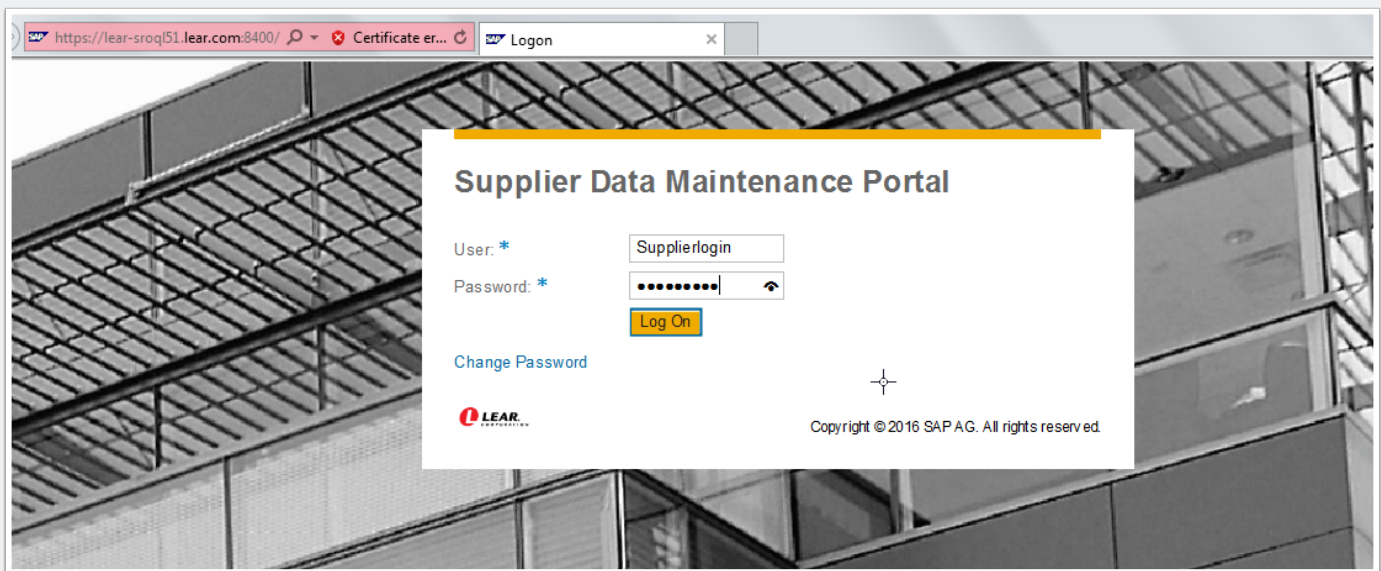
Navigation : Login in SELL side -->Company-->Certificate

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Logon to SLM SELL Side

Log in as Supplier with the SLM SELL Side URL to upload certificates.

<https://slm.lear.com>

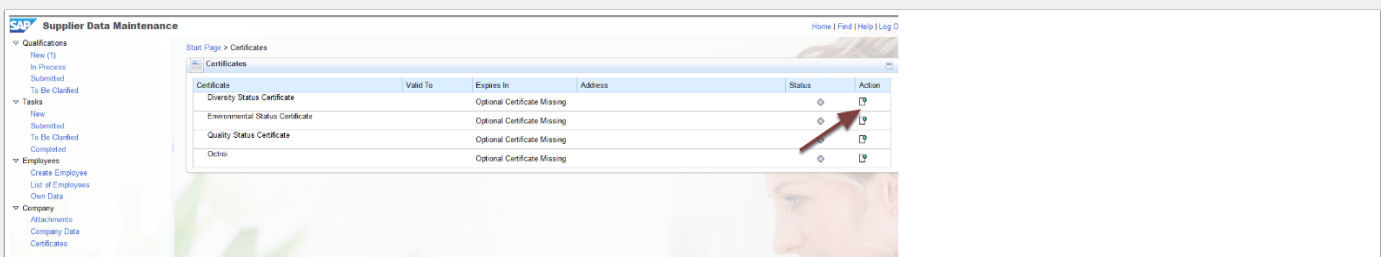


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Add Certificates

The supplier can add certificates by the following steps.

1. Click on Certificates url on the left side menu. The section opens.
2. Click on the icon "Action" to upload certificates.



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Upload Certificates

Click on the icon to upload certificates. A new screen/window opens.

- Select Address Type
- Select Address Name
- Enter the name in the field: Certificate Name
- Enter field: Issued By
- Enter the field: Valid To:
- Key in field: File Description
- Browse the certificate to upload them by clicking on Browse and locating the file.
- Once the certificate is selected, click on "Maintain Workflow Route" to maintain workflow routing .
- Then click on "Upload Certificate".

The screenshot shows the SAP Supplier Data Maintenance interface. The left sidebar has a red box around the 'Certifications' menu item. The main area displays the 'Upload Certificate' form with the following fields and annotations:

- 8: Start Page > Certifications > Upload Certificate
- 7: Certificate Name* (Document)
- 6: Issued By (ISO)
- 5: Valid To*
- 4: File Name: C:\Users\kundoj\ Browse...
- 3: Address Name*
- 2: Address Type: HQ
- 1: Maintain Workflow Route button

Workflow

Click on "Maintain Workflow Route". Enter the details of the below fields as needed.

1. Product Type (SSC): Select the product type that needs to be entered from the drop down . This field is required.
2. Region: Select the Region from the drop down arrow. This field is required.

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3. Company Code: Select Lear Specific division (Seating/E-Systems). This field is required.

4. Buyer Email: Lear Buyer Email (To route approval request directly to specific buyer) . This field is required.

Click on OK.

The system returns to "Supplier Data Maintenance" screen.

Click on "Upload Certificate". System will show a message confirming that the certificates are uploaded.

The screenshot displays the 'Request Approval' dialog box with the following fields and values:

- Product Type (SSC): ACCESSORIES
- Region: Seating North America
- Company Code: Seating
- Buyer Email: jyaramala@hpe.com

The 'Messages' section shows a confirmation message: "Certificate has been created; still pending approval".

Certificate	Valid To	Expires In	Address	Status	Action
▼ Diversity Status Certificate	30.06.2016	Less than 1 Month		Pending Approval	📄
Training	30.06.2016	Less than 1 Month		Pending Approval	📄
Environmental Status Certificate		Optional Certificate Missing		◇	📄
Quality Status Certificate		Optional Certificate Missing		◇	📄
Octroi		Optional Certificate Missing		◇	📄

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Log Off from SELL Side system

Click on "Log Off" to log off from the system.

