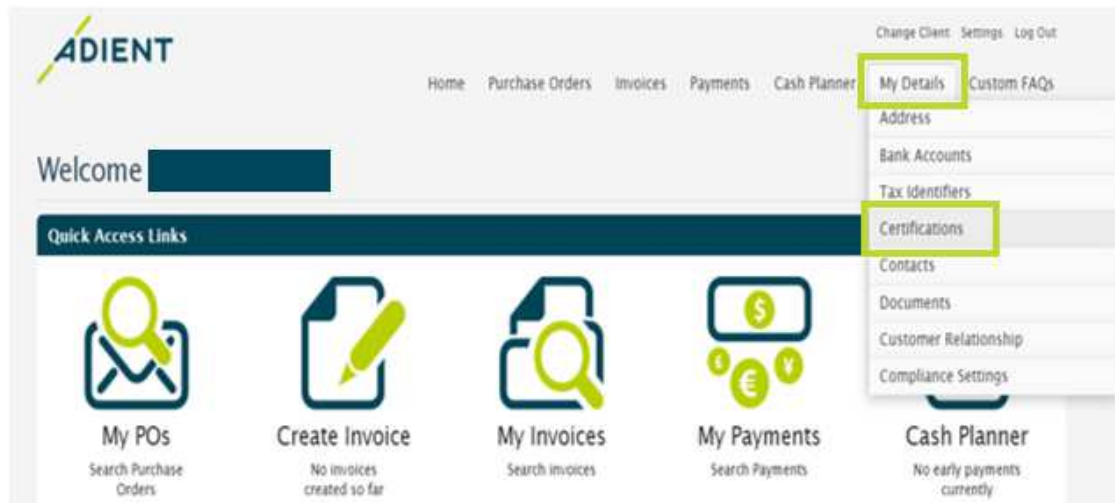


Taulia Certificates Updates



Certification Updates in the Taulia Portal

Click on **My Details** → **Certifications** to review and update QMS/ EMS/ HS/ EnMS certificates.



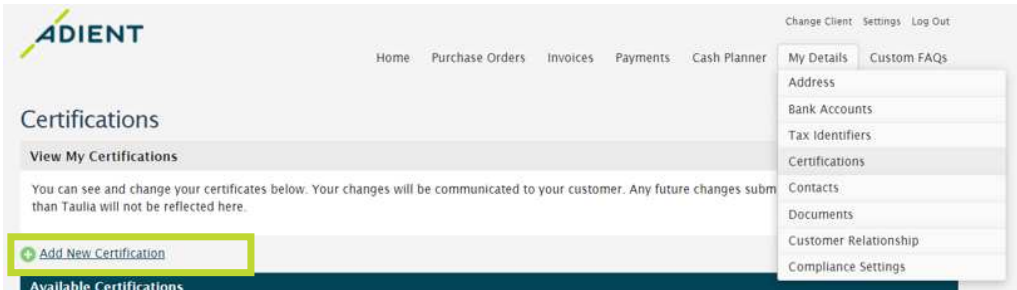
Taulia Certificates Updates



Certification Updates in the Taulia Portal

Add

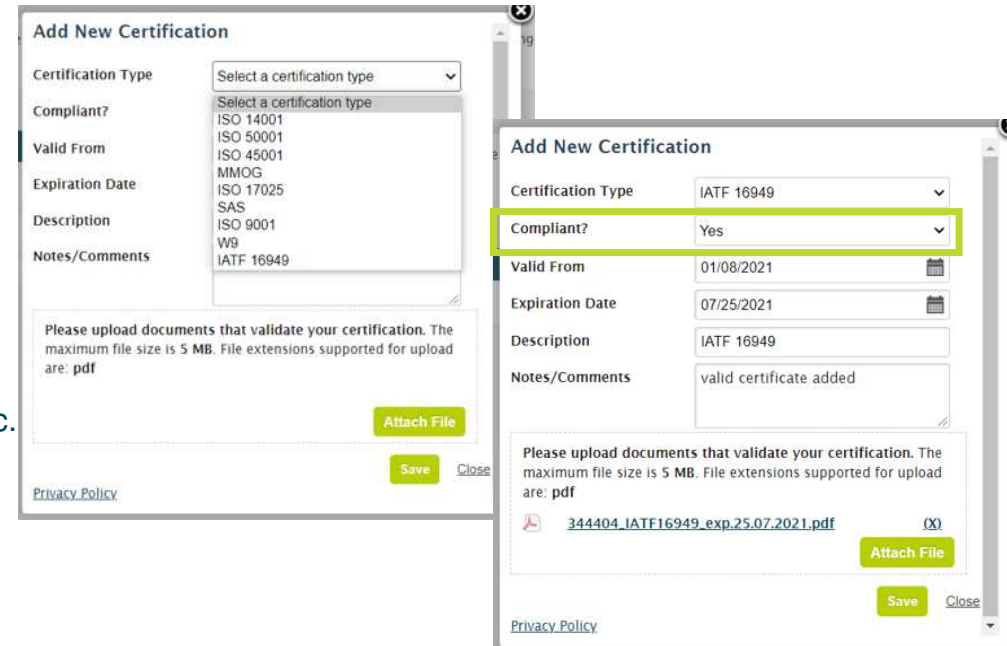
Click on **My Details** → **Certifications** → **Add New Certification** to add new QMS/EMS/HS/ EnMS certification.



Select

- Certification type
- Compliant?: **Yes**
- Issue and Expiration date of the certificate
- Description
- Notes/ Comments (e.g. remote location comment; extension confirmed by the certification body due to extraordinary circumstances (i.e. COVID-19) etc.
- Attach a pdf-file of max. 5 MB.

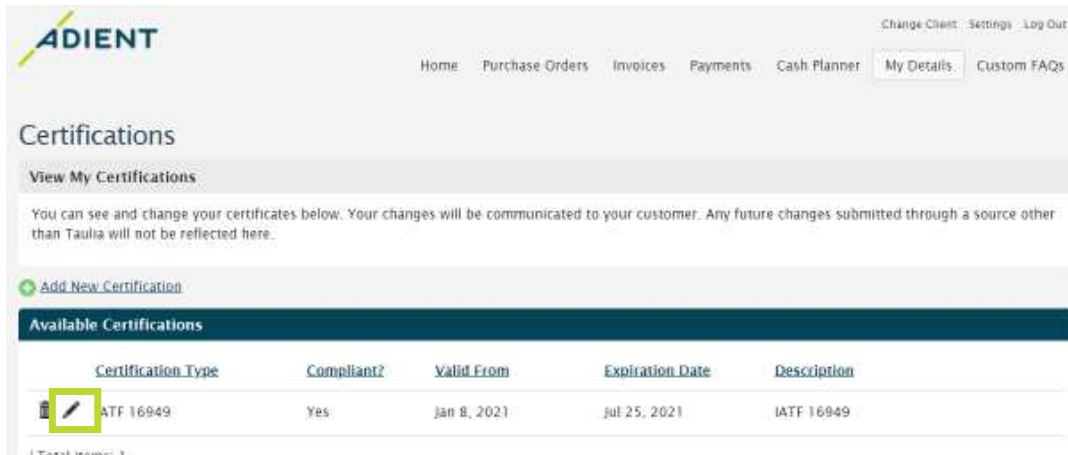
Save.



Certification Updates in the Taulia Portal

Update

Click on **My Details** → **Certifications** to update already available QMS/EMS/HS/ EnMS certificate through clicking on the pencil icon for the respective certificate.



The same selection options are available as if a new certificate is added.

To Add or Update a certificate a change request will be sent directly to Adient. You will be notified via email when the changes have been approved.

If “No” or “Not Applicable” selected for “Compliant?”, the attached certificate will not be processed to Adient’s system.

Certification Update Rejections:

Please check your email for notifications, if a certification update is rejected.

Reasons for Rejected Certification Updates:

- Issue date not correct
- Expiration date not correct
- Issues with Certification Body (e.g. CB not accredited by a recognized IAF MLA member; CB not authorized by AIAG;
- Address on the certificate deviating from company address in the Adient system
- Remote location missing on the submitted certificate
- You haven't selected "Compliant?: Yes". If you select "Compliant?: Not applicable", the system automatically puts the request as a draft and there will be no update of certification data.
- Wrong file attached

If your request has been rejected, you have to update again your certification details in the Taulia portal.

Any Certification Body issues can be addressed to the Adient Central Supplier Development Mailbox:

ae_eu_supplier_development@adient.com