

SLM SELL Side - 101.0 Supplier Self Registration

New Supplier need not contact the Lear Buyer directly for registration if they are interested in supplying their products or services to Lear Corporation. This process enables the supplier to self-register with Lear for the products/services they are interested to supply to Lear.

The **Registration of Supplier** process is completed in two steps:

- Supplier-Self Registration
- Supplier Evaluation / Approval

Supplier Self-Registration Process This process enables the supplier to register with Lear using Supplier Self-Registration Form for the products they are interested to supply to Lear.

Supplier Evaluation /Approval Process This process enables the Lear Supplier Approver / Approving committee of Buyers to review the newly registered Suppliers based on the Self-Registration form and Accept or Reject the supplier.

Supplier-Self Registration

When you are using Lear Supplier Lifecycle Management (slm.lear.com) as a supplier, the first step you perform is the supplier self-registration. The initial registration takes place on the web page of Lear Corporation (www.lear.com).

The data you provide is transferred to the Lear system, where it is analyzed. If your registration request is approved, you are listed as a potential supplier. You can then create users for the employees in your company and establish a business relationship with Lear Corporation.

Log on to the web page of Lear and fill out the online form by supplying information about which product or service categories your company offers. You can assign yourself to product categories upon registration and submit your entries.

After your submission, you will receive an email with details if registration request was approved or rejected by Lear.

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Onboarding Procedure

Supplier accesses the Lear's Web page www.lear.com and selects the self-registration link.

Link will direct the supplier to SLM self- registration page. Supplier fills out the online form by supplying the basic details and information about which product or service categories supplier offer, along with Lear buyer email ID and SSC codes.

Fields will be added in self registration page, one for providing the Buyer email id and the other two to show the purchasing organization (Seating, E-Systems).

An e-mail informs Supplier about whether the registration request was approved or rejected by Lear.

Once the Supplier Registration is approved, Supplier will receive two separate e-mails.

- First e-mail contains both an initial temporary User ID and a link
- Second e-mail contains a temporary Password.

Once the Supplier logs into the SLM SELL Side portal, supplier has to make the required entries on the Initial User Registration screen.

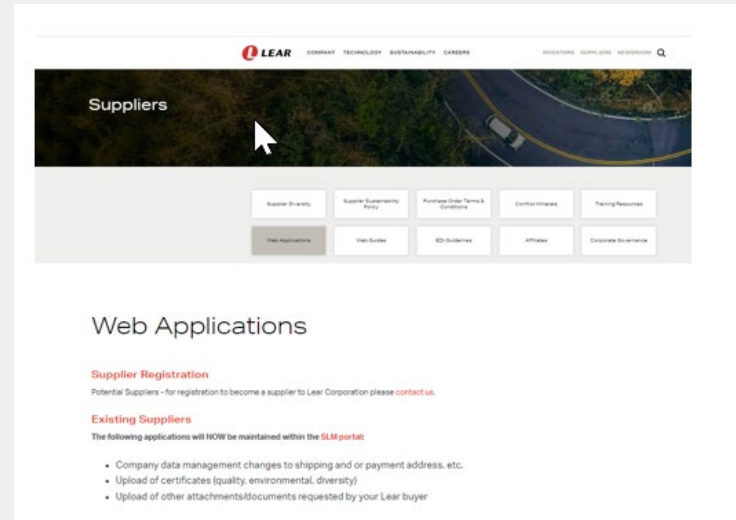
Suppliers needs to create an administrator account. That person will create other users, assign roles to them for accessing Lear specific applications and once onboarded, will allow the administrator to change existing users.

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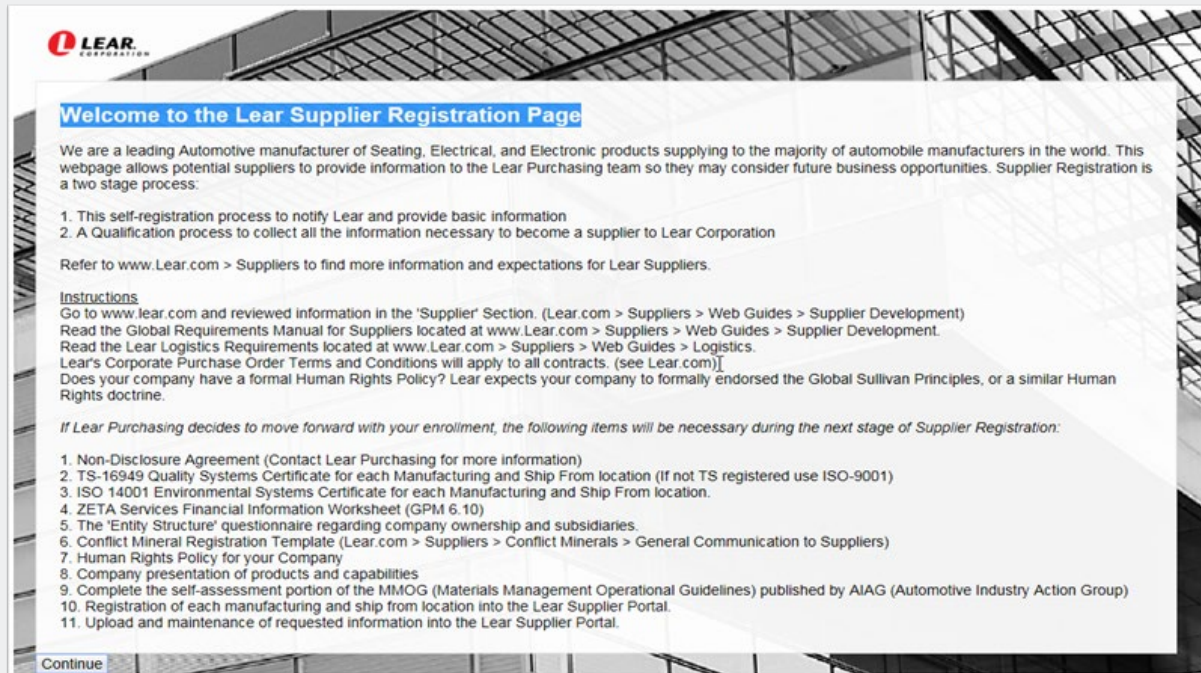
Web Applications

Supplier Registration

Potential Suppliers - for registration to become a supplier to Lear Corporation please [contact us](#) (click on)



This will open the "Welcome to the Lear Supplier Registration Page". You must read the instructions and fill in the fields identified below to complete your registration.



Details on Self - Service Screen

NOTE:

- " * " Fields marked with an asterisk are mandatory
- ALL ENTRIES MUST BE MADE USING UPPER CASE LETTERS (Note: Drop down menu selections will not be in upper case.)

General Company Information

- 1. Company Name :**Company Name (LEGAL ENTITY) to be entered for which supplier would like to register their company with Lear. This field is required.
- 2. D-U-N-S Number :**If you do not know your D-U-N-S Number, leave this field blank.
DO NOT ENTER YOUR SOCIAL SECURITY NUMBER.
- 3. Language:**Default should be set to “English”.
- 4. Homepage:** Enter your company web site, if available.
- 5. Tax Jurisdiction Code:** Leave this field blank.
- 6. Currency:** Select Your Currency.

Address

- 7. Country:** Select the Country of your Company. This field is required.
- 8. Region:** This field is required. If you selected “USA” as your Country, please select the appropriate state for this field. Example : Michigan.
- 9. District:** If applicable

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10. City/Postal Code: Enter the Postal Code of the City where your company is registered / office is located. Fill in the City field first and the Postal Code field next.Length of Postal code varies by Country. Both fields are required.

PO Box Address: Use this section if a physical address is not applicable.

11. PO Box

12. Other City/Postal Code

13. Other Country

Communication

14. Phone number/ Extension: Enter the Mobile No./ Telephone No. for further official communications. This field is required. Enter your company phone number in the “xxx-xxx-xxxx” format only. If you do not have an extension, leave that field blank.

15. E-Mail: Enter the E-mail ID in which you want to receive the future correspondence from Lear. This field is required.

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General Company Information

Company Name:*	<input type="text" value="Training Document"/>
D-U-N-S Number:	<input type="text"/>
Language:*	<input type="text" value="English"/>
Homepage:	<input type="text"/>
Tax Jurisdiction Code:	<input type="text"/>
Currency:	<input type="text" value="United States Dollar"/>

Address

Country:*	<input type="text" value="India"/>
Region:	<input type="text" value="Karnataka"/>
District:	<input type="text" value="Bengaluru"/>
City:*/ Postal Code:*	<input type="text" value="Bengaluru"/> <input type="text" value="560100"/>
Company Postal Code:	<input type="text"/>
House Number: / Street:	<input type="text" value="44"/> <input type="text" value="HP Avenue"/>
Building: / Floor: / Room:	<input type="text" value="Space"/> <input type="text" value="2"/> <input type="text" value="31"/>

PO Box Address

PO Box:

PO Box Without Number

Other City: / Postal Code:

Other Country:

Communication

Phone Number:*/ Extension:

Fax Number: / Extension:

E-Mail:*

Suppliers General Company Information : Address ,Po Box Address ,Communication details

Contact Details

The Supplier will have to enter the fields that appear on the screen. Ideally, it is advised to filling all the fields with respective values.

NOTE: * Fields marked with an asterisk are mandatory

Important fields that need to be entered are as below:

Contact Details:

1. Title: Enter the Title Contact person of Company
2. First Name: Enter the First Name Contact person of Company
3. Last Name: Enter the Last Name Contact person of Company

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4. Academic Title: Enter the Academic Title Contact person of Company
5. Phone Number/Extension : Enter the Phone Number/Extension Contact person of Company
6. Fax Number/Extension: Enter the Fax Number/Extension for further official communications of Contact person of Company
7. E-Mail: Enter the Email ID of Contact person of Company. This field is required
8. Language: Default should be set to “English”.
9. Country: Select the Country of Contact person of Company. This field is required

Suppliers Contacts Details

Contact Details

Title:*	Mr. <input type="text"/>	Phone Number:*/ Extension:	123456789	12345
First Name:*	Training <input type="text"/>	Fax Number:*/ Extension:	<input type="text"/>	<input type="text"/>
Last Name:*	Document <input type="text"/>	E-Mail:*	raining document@hotmail.com	
Academic Title:	Doctor of Philosophy <input type="text"/>	Language:*	English <input type="text"/>	
Department:	<input type="text"/>	Country:*	India <input type="text"/>	
Role:	<input type="text"/>			

Request Approval

The Supplier will have to enter the fields that appear on the screen. Ideally, it is advised to complete all the fields with the respective values.

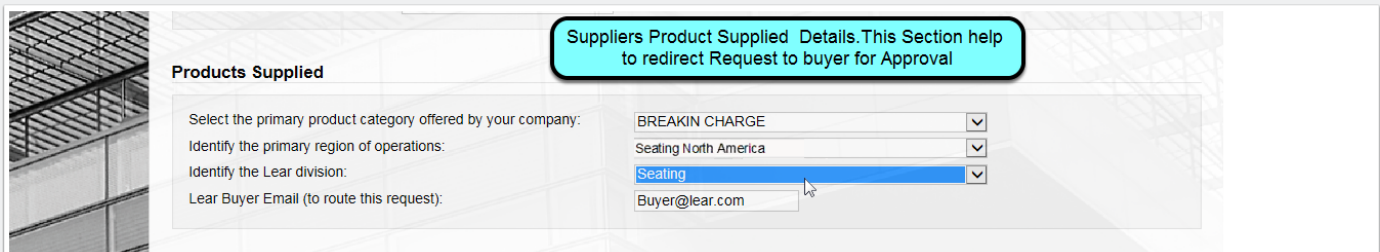
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NOTE:

- * Fields marked with an asterisk are mandatory
- This Information is only for Supplier Approval routing. Once Supplier is Approved, Supplier eligible for both divisions (Seating/E-Systems).

Important fields that need to be entered are as below:

1. Select the primary product category offered by your company--> Select the product type that needs to be entered from the drop down. This field is required.
2. Identify the primary region of operation --> Select the Region from the dropdown arrow. This field is required.
3. Identify the Lear division--> Select Lear Specific Division. This field is required.
4. Lear Buyer Email (To route this request)--> The request of registration will go to Buyer directly for approval.



Products Supplied

Select the primary product category offered by your company: BREAKIN CHARGE

Identify the primary region of operations: Seating North America

Identify the Lear division: Seating

Lear Buyer Email (to route this request): Buyer@lear.com

Suppliers Product Supplied Details. This Section help to redirect Request to buyer for Approval

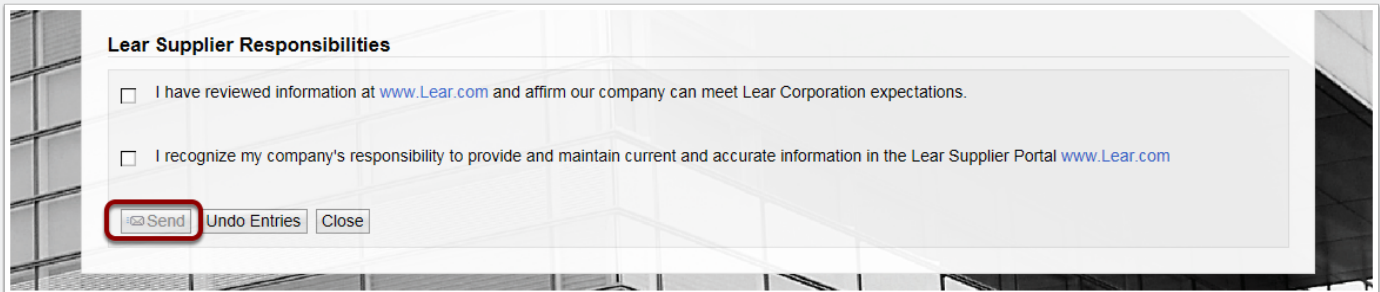
Data Privacy Statement and Terms and Conditions

The Supplier will have to click on the check boxes that appear on the form. This means that the supplier agrees to the Lear Corporation Terms and Conditions and will agree to abide by them.

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Note: The details of the Terms and Conditions can be read by clicking on the URLs (data privacy statement AND terms and conditions).

After agreeing to the Terms and Conditions, the supplier needs to click on "**Submit**" button.



Lear Supplier Responsibilities

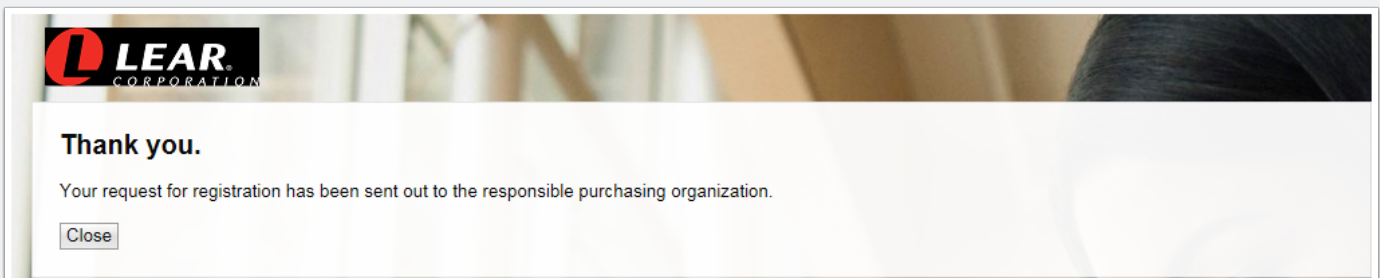
I have reviewed information at www.Lear.com and affirm our company can meet Lear Corporation expectations.

I recognize my company's responsibility to provide and maintain current and accurate information in the Lear Supplier Portal www.Lear.com

Form Submission

Once the Supplier clicks on "Submit" button, a new screen appears informing that the form is sent to the responsible person.

To close the screen click on "Close' button.



LEAR
CORPORATION

Thank you.

Your request for registration has been sent out to the responsible purchasing organization.