

# SLM-SELL Side\_106.0\_Potential Supplier Certificate Upload

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

Example: Environmental and Quality certificates are specific to a shipping location address.

## Certificate Type Name

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

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

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

## Key Note

- No certificate Approval process for Potential Supplier.
- 25 MB Maximum size allowed for each attachment (Images or PDF ) .

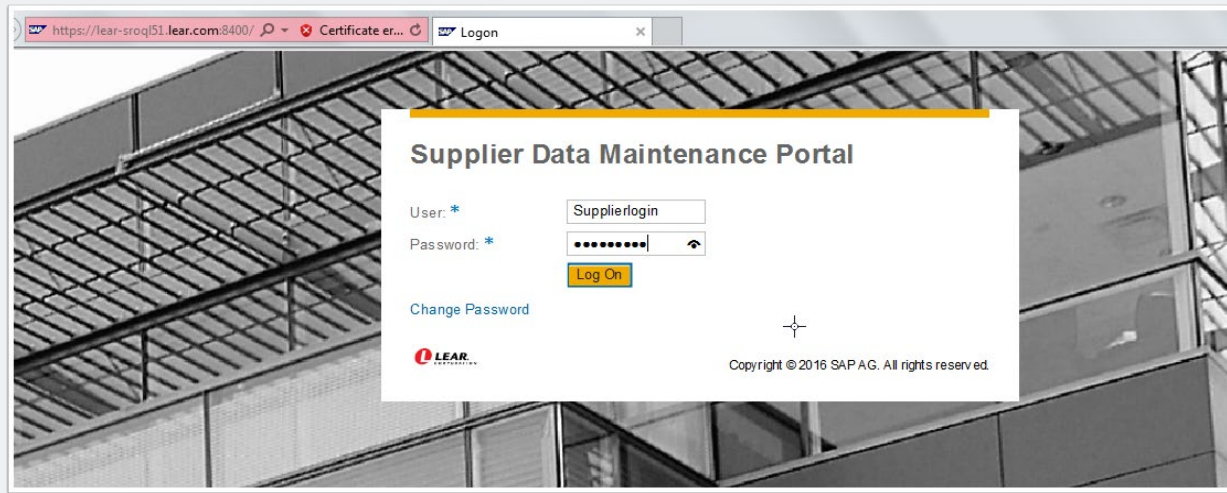
Navigation : Login in SELL side -->Company-->Certificate

# SLM-SELL Side\_106.0\_Potential Supplier Certificate Upload

## Log on to SLM SELL Side

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

<https://slm.lear.com>



## Add Certificates

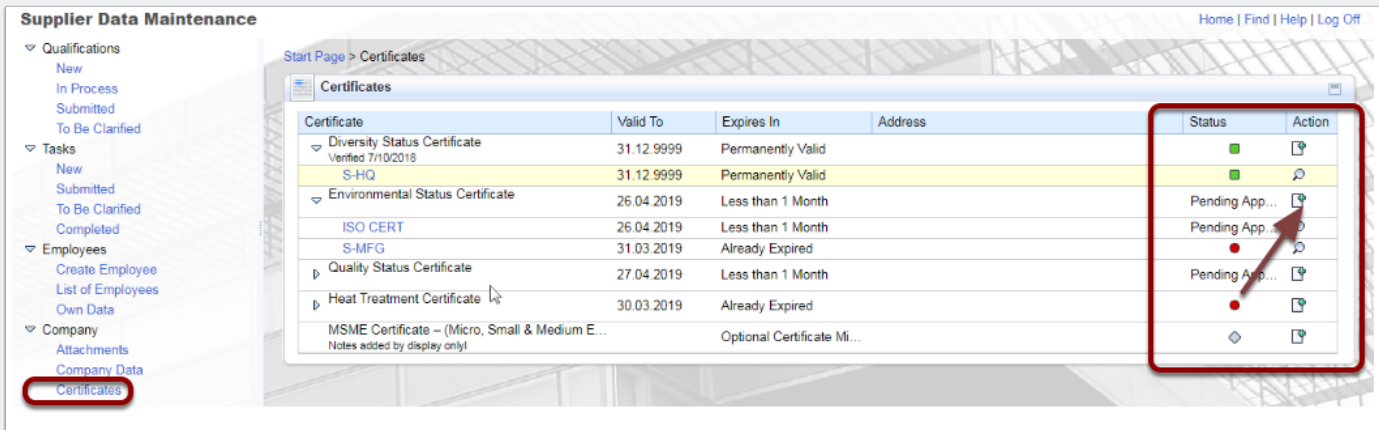
The supplier can add certificates by the following steps.

1. Click on Company -->certificates on the left side menu. The section opens.
2. Click on the icon "**Action**" to upload certificates. Based on the certificate type selected, address type will be populated in the next screen.

### NOTE:

1. If any newly added address location does not show up in the list, user will have to close browser, deleted cookies and log back again into the SLM lear system.
2. Every address that ships to Lear must have valid certificate on file:
  - o IATF 16949 / ISO9001 for Quality.
  - o ISO14001 Environmental Certificate or Environmental Policy (see new requirements for 2024).

# SLM-SELL Side\_106.0\_Potential Supplier Certificate Upload



## Upload Certificates

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

- **Address Type** : Select "Address Type" from list.
  - This is a mandatory field.
  - Address Type is defaulted to "HQ", if is Certificate type selected "Quality Certificate". All other certificate type selected; it is defaulted to "MFG/SHIP TO" address type.
- **Address Name**: Select "Address Name" from List.
  - This is a mandatory field.
  - Based on address type selected, address names will appear in the list of values.
  - If "Quality Certificate" is selected, only "HQ" addresses is displayed in the list.
  - For all other certificate types selected, manufacturing location address will be displayed in the list.
- **Certificate Name**: Enter the "Certificate name" in the field.
  - This is a mandatory field.
- **Issued By**: Value for "Issued By" is optional.
- **Valid To or Never Expires** : Enter values for the "Valid To" or "Never Expires".
  - User can enter either "Valid To" or "Never Expires". Selecting both values is not allowed.
- **File Description**: Value for "File Description" is optional.
- **File Name**: Enter the "File Name".
  - This is a mandatory field.
  - Click on "Chose File" to upload them by clicking on Browse and locating the file.
- **Comment**: Value for "Comment" is optional.
- **Upload Certificate**: Once the Certificate is selected, click on "Upload Certificate".

# SLM-SELL Side\_106.0\_Potential Supplier Certificate Upload

## Example Upload-Quality Status Certificate

Follow steps to upload-Quality Status Certificate

Start Page > Certificates

Certificate	Valid To	Expires In	Address	Status	Action
▼ Diversity Status Certificate Verified 7/10/2019	27.04.2019	Less than 1 Month		Pending App...	🔍
Diversity Status Certificate	27.04.2019	Less than 1 Month		Pending App...	🔍
Environmental Status Certificate		Optional Certificate M...		🔍	🔍
Quality Status Certificate		Optional Certificate M...		🔍	🔍
Heat Treatment Certificate		Optional Certificate M...		🔍	🔍
MSME Certificate - (Micro, Small & Medium E... Notes added by display only!		Optional Certificate M...		🔍	🔍

Click on Action Icon

Start Page > Certificates > Upload Certificate

Upload Certificate

Certificates : Quality Status Certificate

Every address that ships to Lear must have valid certificate on file. Select your address

Address Type: MFG/SHIP TO

Address Name: MFG-location - Beta Road H1 Alaska city # 12121 US

Certificate Name: MFG-location - Beta Road H1 Alaska city # 12121 US

Issued By: MFG-2-location - Cali Str H4 Cali-City Dist of cali 32121 US

Valid To:

Never Expires

File Description:

File Name:  No file chosen

Comment:

Start Page > Certificates > Upload Certificate

Upload Certificate

Certificates : Quality Status Certificate

Address Type: MFG/SHIP TO

Address Name: MFG-location - Beta Road H1 Alaska city # 12121 US

Certificate Name: IATF 16949

Issued By: Quality Dept

Valid To: 28.04.2019

Never Expires

File Description: IATF 16949 Quality

File Name:  No file chosen

Comment: IATF 16949-ISO9001

Fill all required information -->  
Click on "Chose File" to upload by clicking on Browse and locating the file then Click on "Upload Certificate".

Start Page > Certificates

Messages

✓ Certificate has been created. still pending approval

Certificate	Valid To	Expires In	Address	Status	Action
▼ Diversity Status Certificate Verified 7/10/2019	27.04.2019	Less than 1 Month		Pending App...	🔍
Diversity Status Certificate	27.04.2019	Less than 1 Month		Pending App...	🔍
Environmental Status Certificate		Optional Certificate M...		🔍	🔍
Quality Status Certificate	28.04.2019	Less than 1 Month		Pending App...	🔍
IATF 16949	28.04.2019	Less than 1 Month		Pending App...	🔍
Heat Treatment Certificate		Optional Certificate M...		🔍	🔍
MSME Certificate - (Micro, Small & Medium E... Notes added by display only!		Optional Certificate M...		🔍	🔍

Newly added Certificate display in list

# SLM-SELL Side\_106.0\_Potential Supplier Certificate Upload

## Example Upload-Environmental Status Certificate

Follow steps to upload-Environmental Status Certificate

**Step 1: Certificate List**

Certificate	Valid To	Expires In	Address	Status	Action
▼ Diversity Status Certificate Verified 7/10/2018	27.04.2019	Less than 1 Month		Pending App...	📄
Diversity Status Certificate	27.04.2019	Less than 1 Month		Pending App...	📄
Environmental Status Certificate		Optional Certificate Mi...			📄
▼ Quality Status Certificate	28.04.2019	Less than 1 Month		Pending App...	📄
IATF 16949	28.04.2019	Less than 1 Month		Pending App...	📄
Heat Treatment Certificate		Optional Certificate Mi...			📄
MSME Certificate – (Micro, Small & Medium E... Notes added by display only)		Optional Certificate Mi...			📄

**Click on Action Icon**

**Step 2: Upload Certificate Form (Address Selection)**

Every address that ships to Lear must have valid certificate on file. Select your address

Address Type: MFG/SHIP TO  
Address Name: MFG-location - Beta Road H1 Alaska city ff 12121 US  
Certificate Name: MFG-location - Beta Road H1 Alaska city ff 12121 US  
Issued By: MFG-2-location - Cali Str H4 Cal-City Dist of cali 32121 US

**Step 3: Upload Certificate Form (Details)**

Address Type: MFG/SHIP TO  
Address Name: MFG-2-location - Cali Str H4 Cal-City Dist of cali 32121 US  
Certificate Name: ISO14001  
Issued By: ISO-DEPT  
Valid To: 27.04.2019  
Comment: ISO 14001 Environmental Status Certificate

File Description: ISO14001  
File Name: Choose File CRB 2019-04-04.xlsx

Fill all required information --> Click on "Chose File" to upload by clicking on Browse and locating the file then Click on "Upload Certificate".

**Step 4: Confirmation and Updated List**

Messages  
✓ Certificate has been created, still pending approval

Certificate	Valid To	Expires In	Address	Status	Action
▼ Diversity Status Certificate Verified 7/10/2018	27.04.2019	Less than 1 Month		Pending App...	📄
Diversity Status Certificate	27.04.2019	Less than 1 Month		Pending App...	📄
Environmental Status Certificate	27.04.2019	Less than 1 Month		Pending App...	📄
ISO14001	27.04.2019	Less than 1 Month		Pending App...	📄
Quality Status Certificate	28.04.2019	Less than 1 Month		Pending App...	📄
Heat Treatment Certificate		Optional Certificate Mi...			📄
MSME Certificate – (Micro, Small & Medium E... Notes added by display only)		Optional Certificate Mi...			📄

**Newly added Certificate display in list**

# SLM-SELL Side\_106.0\_Potential Supplier Certificate Upload

## Log Off from SELL Side system

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

