

SLM-SELL Side_108.0_Existing 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.

The supplier certificate approval workflow runs as follows:

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 accepted.
 - 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.

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Key Note

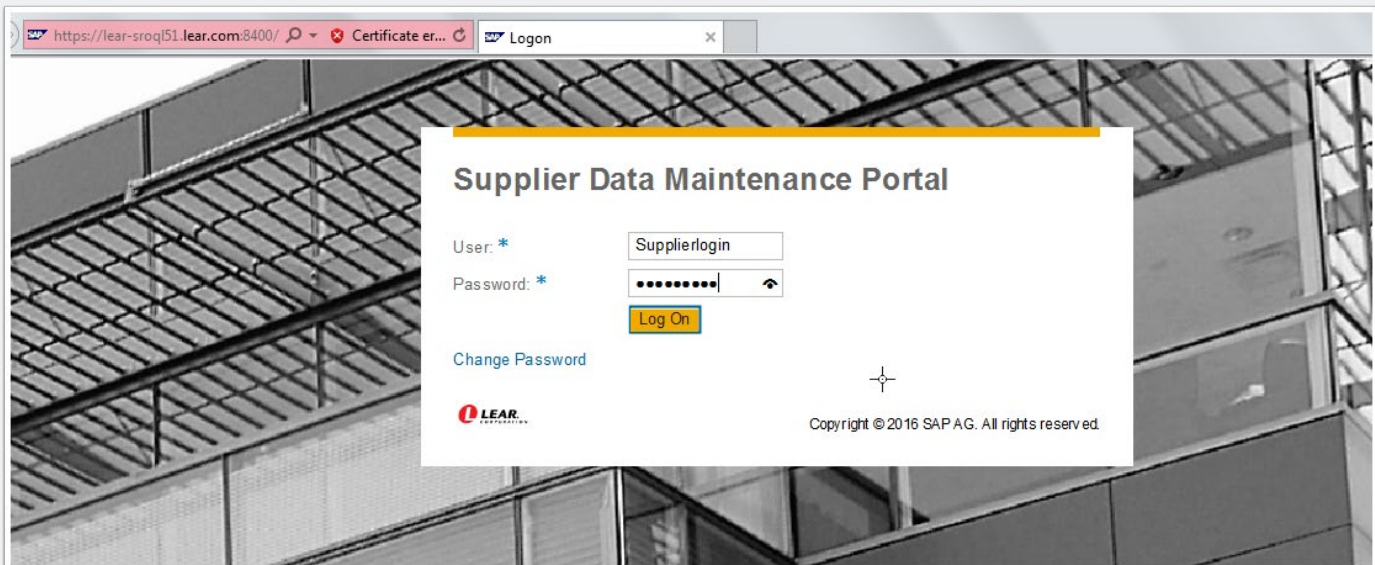
- All Certificates uploaded will route to Global SRM Administrator for Approvals according to workflow rule.
- 25 MB Maximum size allowed for each attachment (Images or PDF).

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

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 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:
 - IATF 16949 / ISO9001 for Quality.
 - ISO14001 Environmental Certificate or Environmental Policy (see new requirements for 2024).

Supplier Data Maintenance Home | Find | Help | Log Off

Start Page > Certificates

Certificate	Valid To	Expires In	Address	Status	Action
▼ Diversity Status Certificate Verified 7/10/2018	31.12.9999	Permanently Valid		■	📄
S-HQ	31.12.9999	Permanently Valid		■	📄
▼ Environmental Status Certificate	26.04.2019	Less than 1 Month		Pending App...	📄
ISO CERT	26.04.2019	Less than 1 Month		Pending App...	📄
S-MFG	31.03.2019	Already Expired		●	📄
▶ Quality Status Certificate	27.04.2019	Less than 1 Month		Pending App...	📄
▶ Heat Treatment Certificate	30.03.2019	Already Expired		●	📄
MSME Certificate – (Micro, Small & Medium E... Notes added by display only!		Optional Certificate Mi...		◆	📄

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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**" address 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**".

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Example Upload-Quality Status Certificate

Follow steps to upload-Quality Status Certificate

Start Page > Certificates

Certificates

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		Optional Certificate Mi...			📄
Heat Treatment Certificate		Optional Certificate Mi...			📄
MSME Certificate - (Micro, Small & Medium E... Notes added by display only!		Optional Certificate Mi...			📄

Click on Action Icon

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 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

Valid To:*

Comment:

Never Expires

File Description:

File Name: No file chosen

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

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 ff 12121 US

Certificate Name:* IATF 16949

Issued By: Quality Dept

Valid To:* 28.04.2019

Comment: [IATF 16949-ISO9001]

Never Expires

File Description: IATF 16949 Quality

File Name: No file chosen

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

Certificates

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...			📄

Newly added Certificate display in list

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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 7/10/2019	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 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...		📄	📄

Step 2: Upload Certificate Form

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

Valid To: [] Comment: []

Never Expires

File Description: []

File Name: Choose File No file chosen

Step 3: Upload Certificate Form (Completed)

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

Never Expires

File Description: ISO14001

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

Step 4: Messages and Certificate List

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	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...		📄	📄

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Log Off from SELL Side system

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

