

Supplier notice:

Valued YFAI Suppliers,

Through 2019, Yanfeng Automotive Interiors (YFAI) will be migrating/converting to a new, global Enterprise Resource Planning (ERP) system.

- This new system is QAD Enterprise Edition.
- YFAI will transition from multiple, existing/legacy ERP systems to ONE ERP system.
- We will also transition from the Adient-managed ERP systems and the Bratislava Business Center (BBC) Accounts Payable to one YFAI-managed system and the Automotive Business Center (ABC) Accounts Payable department.
- The global migration/conversion will take place in various waves, so please review and follow the specified timing per plant/legal entity.
- Go to <https://www.yfai.com/suppliers> then the + Accounts Payable Tab for further information/access.

Please notice the specific dates when each YFAI site will migrate from the "Legacy" (old) system(s) to the NEW QAD system. Please contact your lead YFAI buyer or AP help desks with additional questions.

- Please CONTINUE to utilize the "legacy" invoice and helpdesk e-mail address(es) UNTIL the specified migration dates.

Specific Expectations/Details

Regarding the NEW QAD conversion/ migration:

Legacy/existing PO's (from legacy/old systems):

- With the migration/conversion to QAD (New ERP system), you should automatically receive new vendor code(s). This new vendor code will show on any new, QAD Purchase Order (PO). Please review the information and confirm the details are correct. Immediately contact your YF buyer with any corrections. Please use this vendor codes on invoices sent after the specified migration/conversion dates listed on the "Plant and ABC Information."
- Go to <https://www.yfai.com/suppliers> then the + Accounts Payable Tab for further information/access.
- As each migration/conversion occurs, YFAI will automatically create NEW, QAD PO's for the remaining, open balance of the legacy YFAI PO's.
- Invoice(s) sent to legacy AP departments prior to the migration/conversion dates should be automatically forwarded by BBC to ABC for 30 days after the migration/conversion. Please be aware, these invoices MAY show as rejected w/in the Adient Taulia system. In most cases you should receive a notice the invoice(s)

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will be re-routed or re-scanned as they are moved to the new ABC team for processing.

- Upon specific plant migration/conversion(s), if you have questions about your invoices, please e-mail the specified ABC help desk identified w/in the "Plant and ABC Information.
- After the specified plant migration/conversion date(s), PLEASE send all future invoices to the specified ABC invoice e-mail address(es). This will help avoid any delays in payment through ABC.
- Please carefully review each YFAI PO to determine the specific, YFAI legal entity issuing the PO. The legal entity generally listed on the bottom of each YFAI PO. Please note certain PO's (like tooling-funded PO's for example) MAY be funded by a "central" legal entity. Tooling-funded PO's that are shipped to a specific plant WILL be different from the plant migration/conversion.
- In order to properly identify the "SAP/Legacy Plant #" please review the legacy PO carefully. This information/plant number is often listed in the PO line item detail. Contact your YFAI lead buyer if this information is not clearly identified within the legacy (old system) PO.
- Indirect Purchase Orders (expense, tooling, capital purchases):
- YFAI will NOT send the QAD (New) conversion PO's since these will serve as an internal document to pay the legacy (old/original) PO's.
- You should reference the ORIGINAL PO number(s) on your invoice(s). ABC will cross-reference legacy PO's with the NEW QAD PO's.

Direct Material Purchase Orders/contracts only:

- Suppliers that have an EDI connection asked to validate a new EDI connection. Prior to plant migration/conversions, suppliers should receive specific communications regarding EDI changes. If suppliers have not received this communication, please contact your YFAI buyer.
- Shortly prior to migration/conversion, YFAI should e-mail new QAD (New) PO's to the supplier contact on record. Please contact the appropriate YFAI buyer if these conversion PO's are not received.

AP Help and Supplier Self Service Portal (SSSP):

- YFAI launched the SSSP for certain QAD plants throughout October, 2018. Please see the posted documents at <https://www.yfai.com/suppliers> then the + Accounts Payable Tab for system features, access instructions, and included plant data. All suppliers are encouraged to use this tool for invoice and payment information.
- Upon each plant migration/conversion please submit all AP-related questions to the specified e-mail help/query address(es).
- When submitting general inquires to YFAI include all key data such as YFAI PO number(s), invoice number(s), plant number(s), ship to address(es), supplier number(s) as well as other relevant information such as tax ID, Legal entity/name, Bill to/Ship to address(es)...

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- When submitting inquiries related to missing remittance, please provide the details outlined above as well as the related payment date(s), bank account etc.) and any bank statement information.
- Utilize these help/query e-mails to submit other requested financial documents such as statements, reminders...

Invoice expectations:

- Upon each plant migration/conversion suppliers should e-mail invoices to the e-mail address(es) (dropbox) identified on the YFAI PO and/or latest YFAI ABC communication.
- Please note that the invoice e-mail address(es) are non-human email dropboxes. Please do not attempt to communicate or ask questions with the invoice dropbox(es). For questions/inquiries utilize the associated helpdesk/"query" e-mail address(es) provided on each NEW QAD YF PO and/or latest YFAI ABC communication found at <https://www.yfai.com/suppliers> then the + Accounts Payable Tab, then click on the YFAI Plant summary
- Please ensure you are submitting invoices to the correct email inbox and not sending multiple times as this may delay response time.
- If your Purchase Order is set up as ERS (Evaluating Receipt Settlement), please do not send a paper or electronic invoice as it is not necessary.
- In order to process your invoices as quickly as possible, please ensure that electronic invoices fulfill the following requirements - otherwise ABC may not be able to properly process the invoices:
 - PDF or TIF-file format of electronic invoices.
 - Secured PDF files and packed/compressed documents (e.g. .zip folder) files are not accepted.
 - A maximum of 3 PDF files per email should be attached.
 - One invoice per file (multiple-page invoice = one file). To be clear, do not split ONE invoice into multiple file(s).
 - Ensure invoice data is complete, accurate and readable, additional text in body of the email is not taken into consideration.
 - Do not combine multiple YFAI plants into one file/invoice.
 - Send electronic originals only. Please do not indicate the word "copy" on the invoices.
 - If sending invoice by e-mail, please do not send paper invoice anymore – this will lower your costs and also save the environment.
 - **Specific Invoice requirements for YFAI.** Please note - the following information **MUST** be provided w/in the supplier invoice (found on each, specific YFAI PO). Missing information may cause payment delays and/or rejections.
 - YFAI PO number.
 - YFAI part number(s)
 - YF Legal Entity name/address (must match the specific YFAI PO)
 - YFAI Tax code (per local requirements)
 - Supplier Legal Entity name/address
 - Supplier number (from YFAI PO)

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- Quantity, Price, Currency (items provided only)
- Description of product(s) and/or service(s) provided.

Special Expectations/Details by region:

MEXICO:

- Specific to transactions occurring from suppliers located in Mexico and invoicing to a YFAI Mexico entity: YFAI has now developed and released its own YFAI Addenda structure as a part of the XML documents. To ensure fastest processing time and avoid payment issues/delays, please utilize the YFAI Addenda immediately and at latest, December 31, 2018.
- Please refer to the announcement with the Addenda formats that are posted on <https://www.yfai.com/suppliers> then the + Accounts Payable Tab.