

SLM-SELL Side_106.0_Potential - Certification Upload

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

E.g: * Environmental and Quality certificates are specific to a shipping location.

* Diversity Supplier Certificate is specific to HQ.

Certificate Type Name

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

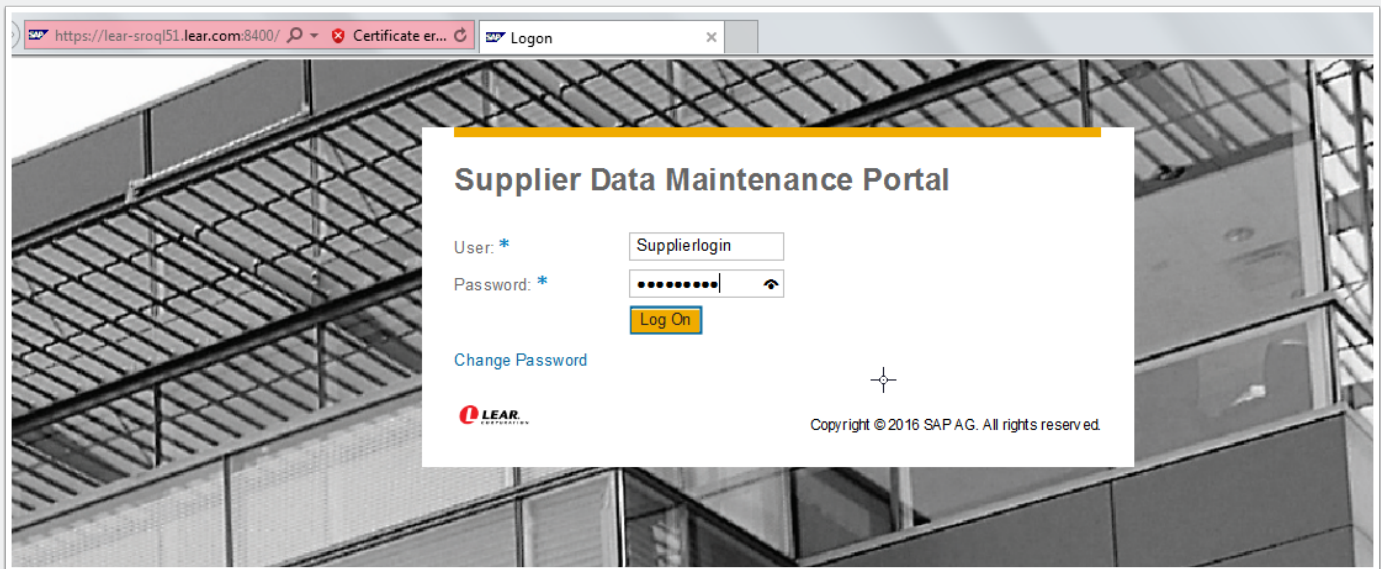
Navigation : Login in SELL side -->Company-->Certificate

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Log on to SLM SELL Side

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

<https://slm.lear.com>

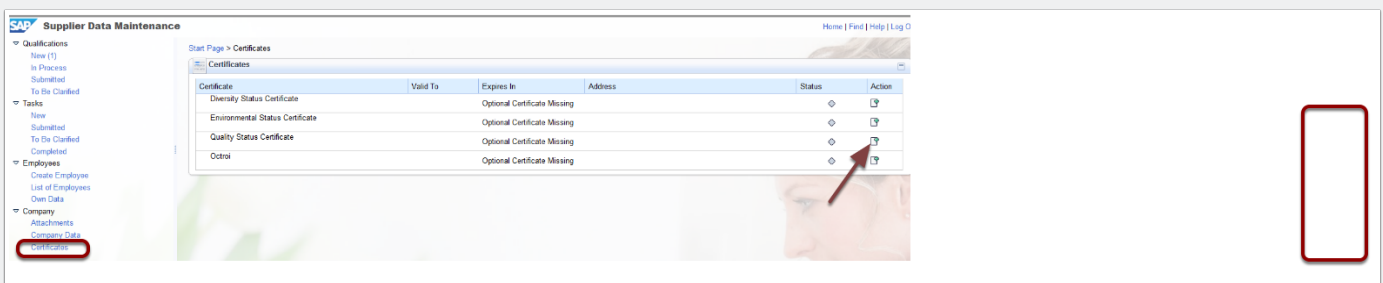


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Add Certificates

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.



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Upload Certificates

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

- Select Address Type
- Select Address Name
- Enter the name in the field: Certificate Name
- Enter field: Issued By
- Enter the field: Valid To:
- Key in field: File Description
- Browse the certificate to upload them by clicking on Browse and locating the file.
- Once the certificate is selected, click on "Upload Certificate".

Supplier Data Maintenance

Start Page > Certificates > Upload Certificate

Upload Certificate

Certificates : Diversity Status Certificate

Certificate Name: Document
Issued By: ISO
Valid To:
File Description: Diversity
File Name: C:\Users\kumdgo\ Browse...
Comment: Comments on Training documents.
Address Type: HQ
Address Name:

Start Page > Certificates

Messages

Certificate has been created, still pending approval

Certificate	Valid To	Expires In	Address	Status	Action
Diversity Status Certificate	30.06.2016	Less than 1 Month		Pending Approval	
Training	30.06.2016	Less than 1 Month		Pending Approval	
Environmental Status Certificate		Optional Certificate Missing			
Quality Status Certificate		Optional Certificate Missing			
Octroi		Optional Certificate Missing			

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Log Off from SELL Side system

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

