

Frequently Asked Questions about the Supplier self service application

GENERAL

What is the Supplier self service application and what features does it offer?

YANFENG Automotive Interiors has chosen Taulia, Inc., to provide a web portal that enables electronic communications, invoicing, and payment features for YANFENG Automotive Interiors and our suppliers. Enrollment with Taulia is easy and information is secure. Some of the features and benefits include:

- 24/7 online access to Invoice status, PO details, and Payment remittance details
- Free electronic invoice creation and submission
- Review, download, or print Purchase Order, Invoice, and Payment Details
- Maintain and update the bank account information, tax identification number, and address that YANFENG Automotive Interiors has on file for your organization.
- It is 100% FREE to use and only requires access to the internet

Are there fees associated with enrolling into the Supplier self service application?

Participation in the Supplier self service application is completely free to all suppliers.

Do I need to install any software?

No software is required, aside from a standard internet browser where suppliers can upload electronic files created by your existing accounting system.

Is enrollment in the Supplier self service application required?

Yes – This is an important initiative for YANFENG Automotive Interiors and we are expecting all of our suppliers to support us.

How do I enroll?

Later this year, YANFENG Automotive Interiors will begin sending e-mails to our suppliers inviting them to enroll in the Supplier self service application. Please carefully monitor your e-mail accounts for this invitation.

How can I ensure the invitation to the portal is sent to the correct e-mail address at my organization?

Please “click here” to complete a short form that will provide us with the correct contact information for sending an invitation to the Supplier self service application.

Will YANFENG Automotive Interiors make payments using the Supplier self service application?

No, YANFENG Automotive Interiors will continue to use your current payment method independent of the Supplier self service application.

E-Invoicing

When will eInvoicing be available?

eInvoicing will be part of second phase rollout of the software to our suppliers. The initial rollout will focus on Purchase Order Visibility, Payment Visibility, and Invoice Visibility for ERS suppliers. Non-ERS suppliers will begin to enroll at a later date to be determined.

What is electronic invoicing?

Electronic invoicing (e-Invoicing) is a communication methodology that utilizes the Internet to allow YANFENG Automotive Interiors to receive invoice information directly from suppliers without the need to print and mail paper invoice copies. The Supplier self service application service was chosen because it is free to suppliers and offers the most flexibility to suppliers with the least disruption to normal business.

Why is YANFENG Automotive Interiors moving to e-Invoicing?

Taulia's E-Invoicing solution provides many benefits to our suppliers including: immediate invoice submission, flipping a PO to a pre-populated invoice, on-line data validations so exceptions will be reduced thus increasing data accuracy. This new process will allow for better tracking of invoices, reduce unnecessary errors and result in a more efficient process for YANFENG Automotive Interiors and our suppliers.

How do I submit my invoices electronically?

YANFENG Automotive Interiors has contracted with Taulia, Inc., a third-party service provider, to facilitate the move to e-Invoicing. Taulia, Inc. runs a Supplier self service application – a system that enables organizations to electronically deliver invoices from their accounting systems in the format of their choice without the need to install any proprietary hardware or software. The Supplier self service application seamlessly connects multiple billing and accounting platforms enabling the automation of key back office invoice processing functions for both buyers and suppliers.

What if I don't have a system capable of creating electronic invoices?

If you print invoices generated by any invoicing system, you can send invoice data files to the Supplier self service application. If you create invoices manually (Word, Excel etc.) you may access the Supplier self service application secure web site and create invoices online using the standard web based web form. All you need is an Internet connection and standard browser.

Can I send electronic invoices using the Supplier self service application to all of my customers?

Yes, once you are enrolled to the Supplier self service application, you will be enabled to send electronic invoices to any other customers that are subscribed to the Supplier self service application.

Why should I use the Supplier self service application to send my invoices?

The Supplier self service application will be our required method of receiving invoices in the future. It reduces costs associated with printing and mailing paper invoices. In addition, it improves our accounts payable process and your cash flow as a result.

Are all countries in scope for eInvoicing?

Currently, the following countries are **not** in scope for eInvoicing: Argentina, Brazil, Macedonia, Mexico, Russia, Slovenia, and Tunisia. These countries are still pending changes to their tax requirements by their local tax authorities or are not in scope due to technical constraints. Please continue to use your current process for invoicing YANFENG Automotive Interiors if your Purchase Order is tied to any of these countries.

Can I submit a Non-PO invoice?

YFAI only allows invoicing with an associated PO. This is also true for Invoice Upload which will be available.

Product Functions – Home Page

What does the term “New” and “Latest” Purchase Orders mean?

The Quick Link details that says "X new POs in the last week" looks at any POs that have been transferred to the portal from the current date to 7 days in the past (basically 1 week in the past). The "Latest Purchase Orders" at the bottom of the screen gets the 7 most recent POs (by date) and displays them. It caps at 7.

Product Functions – Purchase Order Search

Why can't I find my PO?

YFAI Purchase Order numbers are typically 8 digits long. Taulia requires that a user input 10 digits. Thus, please enter the PO number with either a preceding 00 or a *. For example, the YFAI Purchase Order number of 12345678 should be entered as 0012345678 or *12345678 in Taulia.

Product Functions – eInvoicing

What invoice statuses does YFAI use?

Invoices can be in a status of In Process, Rejected, Approved, Draft, Incomplete, or Paid.

Why can't I find my invoice against a Consignment Purchase Order?

Invoices against a Consignment PO must be searched for by the Accounting Number.

Product Functions – Early Payment/Dynamic Discounting

Please note, YFAI does not currently utilize this Taulia product feature. You may see references to this feature on the portal, but it is not used in any way by YFAI at this time.

General Info

How much history is shown on the portal?

There is 12 months of Invoice and payment history on the portal and 24 months of POs. Then there is an additional 6 years of open Scheduling Agreements. Scheduling Agreements are rarely closed. Instead new line items are added as needed. Scheduling Agreements show up in the PO list and look just like a regular PO.