



# IATF Oversight

## Certification Body Communiqué

Communiqué # 2011-001

DATE: 14<sup>th</sup> February 2011

|                   | Yes | No |
|-------------------|-----|----|
| Confidential      |     | X  |
| Mandatory content | X   |    |

SUBJECT: Auditor Development Process (ADP) – Payment of Invoices/Wire Transfers and Timely Payment of Annual Fees

IATF-contracted Certification Bodies need to be aware of the importance that all IATF auditors are scheduled in the IATF ADP for a proctored assessment session before their credential expiration date. No credential extensions will be granted for those auditors expiring on 30 June 2011. The IATF has decreased the number of venues available for IATF ADP proctored assessments. However, available testing dates have been greatly increased at many of the remaining global testing locations to accommodate the auditors who require testing before 30 June 2011.

### **Wire Transfer Payments:**

This CB Communiqué also serves to notify CBs of potential additional charges that will be incurred by the CB for wire transfer payments that are submitted to the IATF ADP without proper invoice referencing included.

Without referencing the invoice number(s) with the payment, the supplier must research these transfers and communicate with the bank(s) to determine the source of the transfer and communicate with the CB contacts in order to identify how to appropriately apply the payment. The invoices provided by the IATF ADP have very clear instructions that state the need to reference the invoice number with the payment. CBs who fail to reference the appropriate invoice number(s) with their payment, or provide incomplete information such as missing auditor name, country or CB, will incur technical support charges up to \$200 USD for each invoice that requires investigation effective 1 March 2011.

### **Purchase Orders:**

All CBs should ensure that the name of the account they are sending the payment to matches exactly what is indicated in the "Name on Account" section of the Purchase Order Invoice. The name that must be used is: **"TGBP / (PC4900) Plexus International"** (as indicated on the invoice). This allows the intermediary banks to quickly and efficiently route the funds to the appropriate account, which allows the funds to be processed much more quickly and avoids any delays in auditor access.

There is also an option on the IATF ADP Invoice Management Site <https://invoice.iatfadp.com/> that allows CBs/Auditors to notify Plexus once a payment has been sent. When CBs/Auditors utilize this function, it further expedites processing.



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### **Timely Annual Fee Payments:**

All auditors have an annual fee of \$250 which is due one year from the payment of the IATF ADP Entry Fee. The IATF waived that Annual Fee in 2010, however, Annual Fees are now due in 2011. CBs receive email notification 45 days before these fees are due for the auditor. The CB or the auditor can pay this fee. If the CB wishes to pay the fee, they may submit a purchase order or credit card payment to the IATF ADP. If the auditor is to pay the fee, they may do so by accessing the “Store” located within the IATF ADP. If the CB or auditor does not pay the annual fee 15 days before the due date, an additional email reminder is sent to the auditor as an effort to ensure they do not become deactivated due to non-payment. After the 15 day time period, if the Annual Fee is not paid, the auditor is then deactivated in the IATF ADP and will require re-entry including a tech support fee for reinstatement.

If you have any questions or concerns about the IATF ADP, please contact either IATF ADP Technical Support at: [techsupport@iatfadp.com](mailto:techsupport@iatfadp.com) or the IATF ADP Project Manager, Cherie Reiche at: [creiche@iaob.org](mailto:creiche@iaob.org)