



IATF Oversight

Certification Body Communiqué

Communiqué #2012-005
(Replaces Communiqué # 2011-001)

DATE: October 2012

	Yes	No
Confidential		X
Mandatory content	X	

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

It is critical that CBs manage their auditor ADP invoice payments in a timely manner to prevent auditor deactivation. This includes payment of multiple sponsorship fees, payment of annual fees, and payment of any associated penalty fees, when required.

Wire Transfer Payments:

As previously stated in CB Communiqué 2011-001 (dated February 2011), CBs will incur additional charges 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 (this has been in effect since 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 to the ADP.



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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.

Annual Fee Payments:

All auditors have an annual fee of \$250 USD per sponsoring Certification Body, which is due annually from the payment of the IATF ADP Entry Fee. 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 CB sponsorship of the auditor is then deactivated in the IATF ADP. The reactivation of a CB sponsorship requires a tech support fee of \$100 USD. In addition, auditors whose annual fee payments are **more than 90 calendar days delinquent** will require payment of the \$1500 USD Entry Fee to reactivate the CB sponsorship for the auditor for the requesting CB.

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