

Nexperia's Supplier Portal

Global Procurement



Objectives of this session

- Training session for both new and existing registered users of the Supplier Portal.
- Topics include: (Links below)

[Functionalities and benefits](#)

[PO confirmation](#)

[Invoice Creation / Uploading](#)

[Contacts Management](#)

What is Nexperia's Supplier Portal?

- It is Nexperia's **collaboration tool** with its Suppliers.

The screenshot displays the Nexperia Supplier Portal dashboard. The interface features a dark teal sidebar on the left with navigation options: Dashboard, Company details, Purchase orders, Purchase order items, Contracts, Invoicing, Materials, Key performance indicators, and Request for quotation. The main content area is titled "Supplier Portal" and includes a welcome message: "Welcome to the Nexperia Supplier Portal!".

The dashboard is organized into several key performance indicator (KPI) cards and a central announcement box:

- Orders to be confirmed:** 35 Purchase order lines, 35 overdue.
- Goods to be delivered:** 5 Purchase order lines, 5 Overdue.
- Goods to be delivered (Purchase order lines):** Overdue: 5 (This week: 0, Next week: 0, Future: 0).
- Services to be rendered (Purchase order lines):** 176 Purchase order lines, 176 overdue.
- Services to be rendered (Purchase order lines):** In the past: 176 (This week: 0, Next week: 0, Future: 0).
- Manage Documents:** 7 Items require action.
- RFQs for review (Requests for quotation):** 1.
- Contacts:** No Action Required (0).

A "Portal announcements" section on the right contains a "Supplier Portal New Feature Announcement" with the text: "Dear Supplier Portal Users. We are pleased to announce some significant enhancements to our supplier portal, aimed at providing you with an even more seamless and efficient experience. Key Upgrades include: 1. Contact Tile: We have introduced a user-friendly contact tile wherein suppliers can easily locate and update your contacts information. 2. RFQ Wizard Style: Navigate through the Request for Quotation (RFQ) process effortlessly with our new RFQ wizard style. It is a more intuitive and guided approach to submitting and managing your quotations. Simply log in to the portal (<https://supplierportal.nexperia.com>) to explore these updates and improved functionalities. Should you encounter any questions in...

The Nexperia logo and "Powered by it.mx" are visible in the bottom left corner of the dashboard.

Functionalities & Benefits



Online

- Order Confirmation
- Invoice upload / creation
- Vendor contact management
- E-RFQ Submission



Transparent

- Payment status
- Submitted quotes
- Uploaded documents



Same View

- Open POs for delivery
- Open Invoices
- Dashboard

Online PO Confirmation

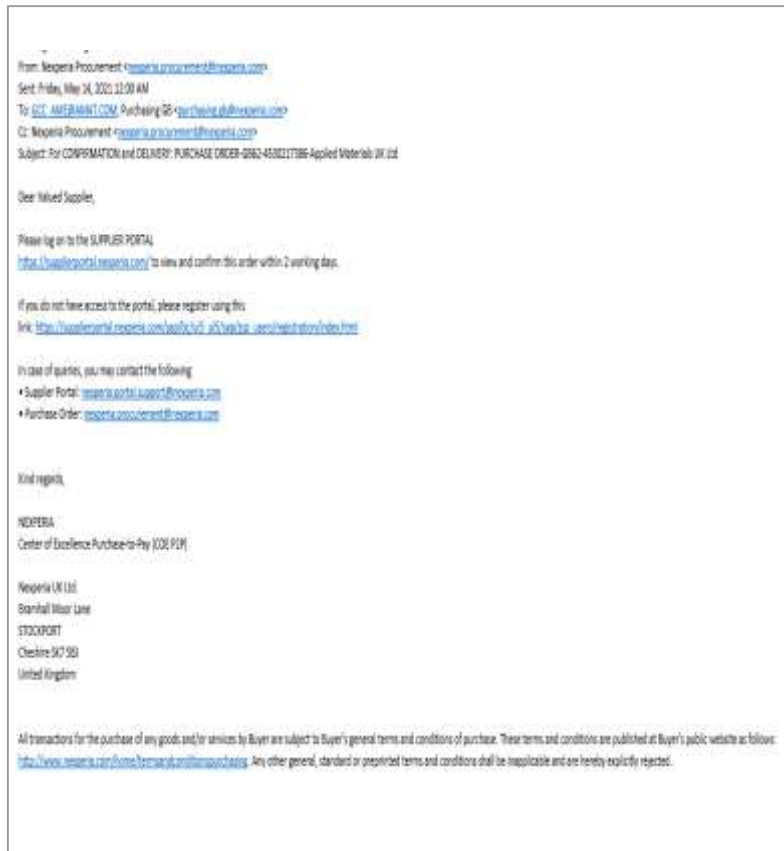
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Easy Online PO Confirmation

1 You will receive an alert via email if there are new / changes in PO

2 Click the link in the email & log-on

3 Check and confirm the PO

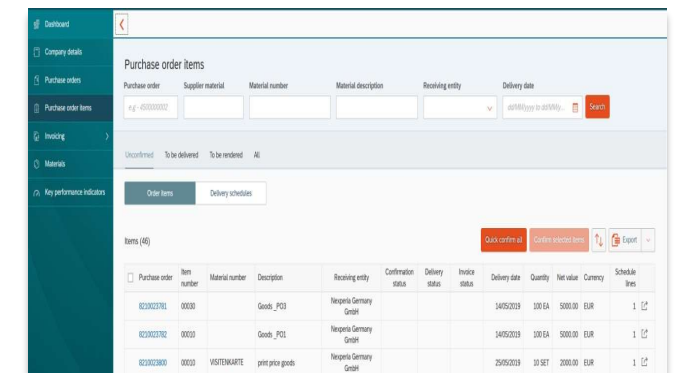


<https://supplierportal.nexperia.com/>



Note: The Portal is available in English & Chinese languages.

1. Go to Purchase Order Items
2. Enter the PO number
3. Check items then Confirm PO.



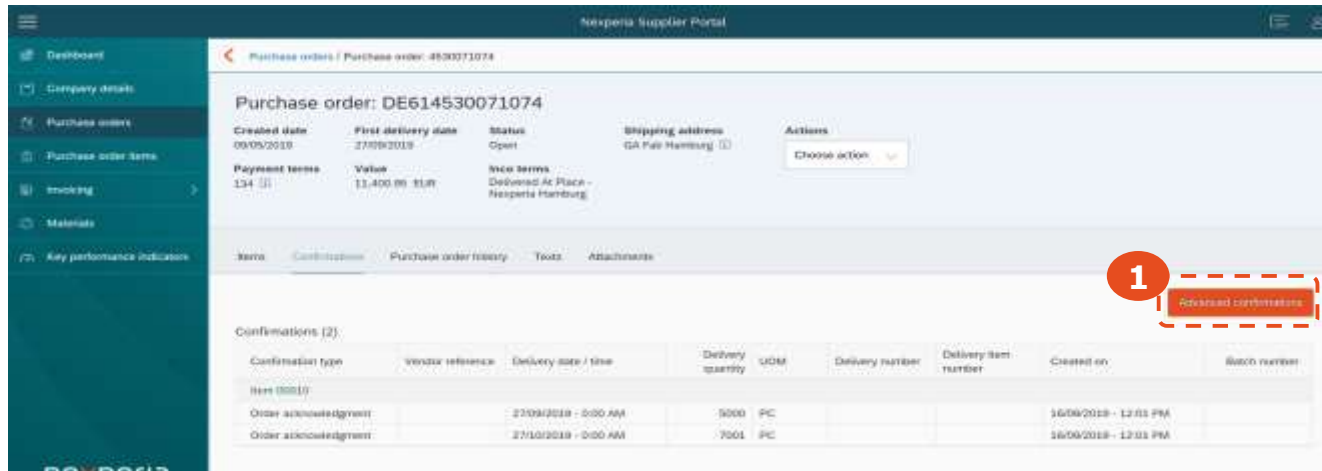
Easy steps to confirm a PO in the Portal...

1. Go to Purchase Order Items
2. Enter the PO number
3. Check items then Confirm PO.

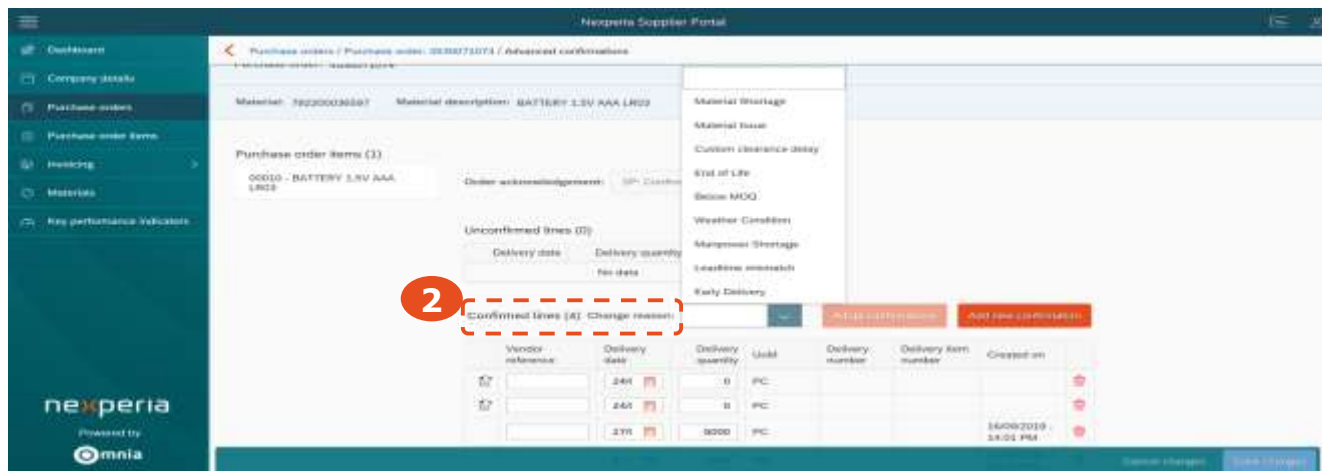
The screenshot displays the 'Purchase order items' page in the Nexperia portal. The sidebar on the left contains navigation links: Dashboard, Company details, Purchase orders, Purchase order items (highlighted with callout 1), Invoicing, Materials, and Key performance indicators. The main content area has a search bar for purchase orders (highlighted with callout 2) and a table of items (highlighted with callout 3). The table has columns for Purchase order, Item number, Material number, Description, Receiving entity, Confirmation status, Delivery status, Invoice status, Delivery date, Quantity, Net value, Currency, and Schedule lines. The table shows three items, all with a confirmation status of 'Unconfirmed'. Callout 4a points to the 'Quick confirm all' and 'Confirm selected items' buttons, and callout 4b points to the 'Export' button.

Purchase order	Item number	Material number	Description	Receiving entity	Confirmation status	Delivery status	Invoice status	Delivery date	Quantity	Net value	Currency	Schedule lines
8210023781	00030		Goods_PO3	Nexperia Germany GmbH	Unconfirmed			14/05/2019	100 EA	5000.00	EUR	1
8210023782	00010		Goods_PO1	Nexperia Germany GmbH	Unconfirmed			14/05/2019	100 EA	5000.00	EUR	1
8210023800	00010	VISITENKARTE	print price goods	Nexperia Germany GmbH	Unconfirmed			25/05/2019	10 SET	2000.00	EUR	1

Adding / Changing PO Confirmation



Access the [Advanced Confirmations](#) screen to create a new confirmation with a change of dates, quantities and your reference number.



Note:

When adding or changing advanced confirmation data, you must provide a [Change Reason](#) from the list of provided options.

Press [Save](#) changes to create the new confirmation, or [Cancel](#) changes to abort.

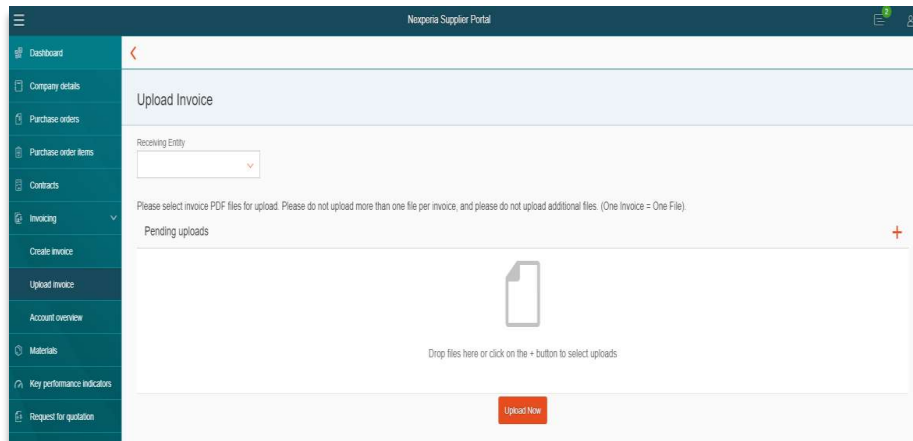
Invoice upload/creation

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Two (2) Options to submit your invoices

Option 1 Upload your invoice (pdf copy)

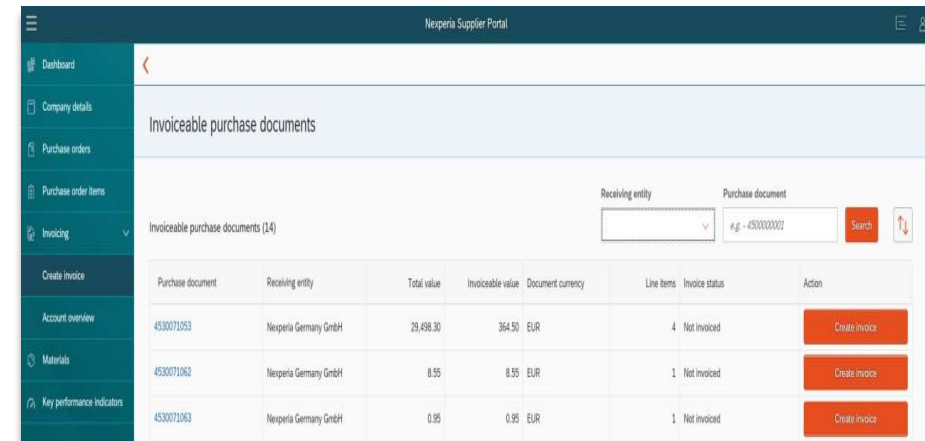
1. Go to Upload Invoice
2. Select Nexperia entity
3. Drag & drop OR Add file



Option 2 Create invoice from PO

1. Select PO to be invoiced
2. Press submit

Note: Select Nexperia entity or enter PO number if preferred.



** Created invoice can be downloaded for book keeping purposes*

Option 1: Upload pdf copy of invoice

1. Go to Upload Invoice
2. Select Nexperia Entity
3. Drag & Drop file OR Add file to Upload

The screenshot shows the 'Upload Invoice' page in the Nexperia Supplier Portal. The page has a dark teal header with the text 'Nexperia Supplier Portal' and a user profile icon. A sidebar on the left contains navigation items: Dashboard, Company details, Purchase orders, Purchase order items, Contracts, Invoicing, Create invoice, Upload invoice, Account overview, Materials, Key performance indicators, and Request for quotation. The 'Upload invoice' item is highlighted with a red dashed box and a red circle containing the number '1'. The main content area is titled 'Upload Invoice' and features a 'Receiving Entity' dropdown menu, which is also highlighted with a red dashed box and a red circle containing the number '2'. Below the dropdown is a text instruction: 'Please select invoice PDF files for upload. Please do not upload more than one file per invoice, and please do not upload additional files. (One Invoice = One File)'. Underneath is a 'Pending uploads' section with a red '+' icon. A large file upload area contains a document icon, a red circle with '3a', and a red dashed box containing the text 'Drop files here or click on the + button to select uploads'. At the bottom of the page is a red circle with '3b' and a red 'Upload Now' button.

Option 2: Create invoice from PO (For GOODS only)

- 1. Go to Create Invoice
- 2. Click Create Invoice

The screenshot shows the 'Nexperia Supplier Portal' interface. The left sidebar contains navigation options: Dashboard, Company details, Purchase orders, Purchase order items, Invoicing, **Create Invoice** (highlighted with a red circle '1'), Account overview, Materials, and Key performance indicators. The main content area is titled 'Invoiceable purchase documents' and shows a search filter for 'Invoiceable purchase documents (14)'. The search filters include 'Receiving entity' (a dropdown menu) and 'Purchase document' (a text input field containing 'e.g. - 4500000001'), with a 'Search' button and a refresh icon. Below the search filters is a table with the following data:

Purchase document	Receiving entity	Total value	Invoiceable value	Document currency	Line items	Invoice status	Action
4530071053	Nexperia Germany GmbH	29,498.30	364.50	EUR	4	Not invoiced	Create invoice
4530071062	Nexperia Germany GmbH	8.55	8.55	EUR	1	Not invoiced	Create invoice
4530071063	Nexperia Germany GmbH	0.95	0.95	EUR	1	Not invoiced	Create invoice

Note:
Select Nexperia entity
or enter PO number if
preferred.



Create invoice from PO

The Create Invoice function allows you to “flip” a Nexperia goods purchase order to an invoice in a matter of a few clicks.

Nexperia Supplier Portal

Invoiceable purchase documents / Create Invoice

Purchasing document: DE614530071070

Document date	Reference	Invoiceable value
06/05/2019	-	19.00 EUR

Invoice header

*Invoice number: 1

*Invoice reference date: 2

*Date of supply: 3

Tax code: 4

Bank details: 5

Registered delivery cost: 6

Invoiceable items: 1

Item	Quantity	Invoiceable
<input checked="" type="checkbox"/> 00020 Product name: BATTERY LVV AAA LR03 Material: 73230030937	<input type="text" value="20,000"/> PC Max 20,000	Invoice history Delivery history

7 Create Invoice

Easy to follow steps:

1. Enter Invoice Number
2. Enter Invoice Reference Date
3. Enter Date of Supply
4. Select Tax Code
5. Select Bank Details
6. Add Items and Quantity to be Invoiced; and Unplanned Delivery Cost as needed
7. Click Create Invoice

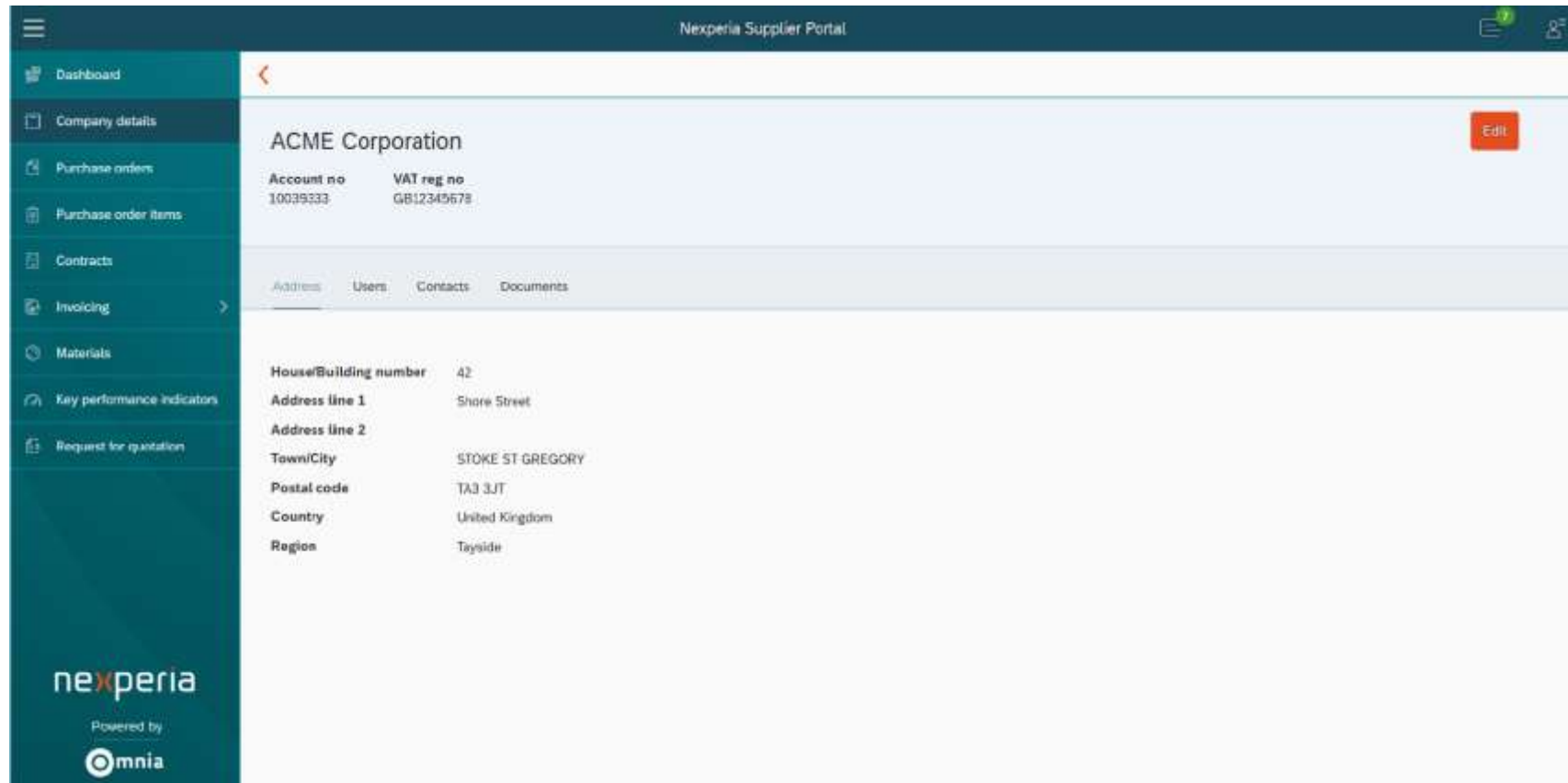
The background features a large, stylized white 'X' shape on the left side, set against a solid orange background. The 'X' is formed by two white, rounded rectangular shapes that intersect in the center. The overall design is clean and modern.

Vendor Contact Management

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Company Details

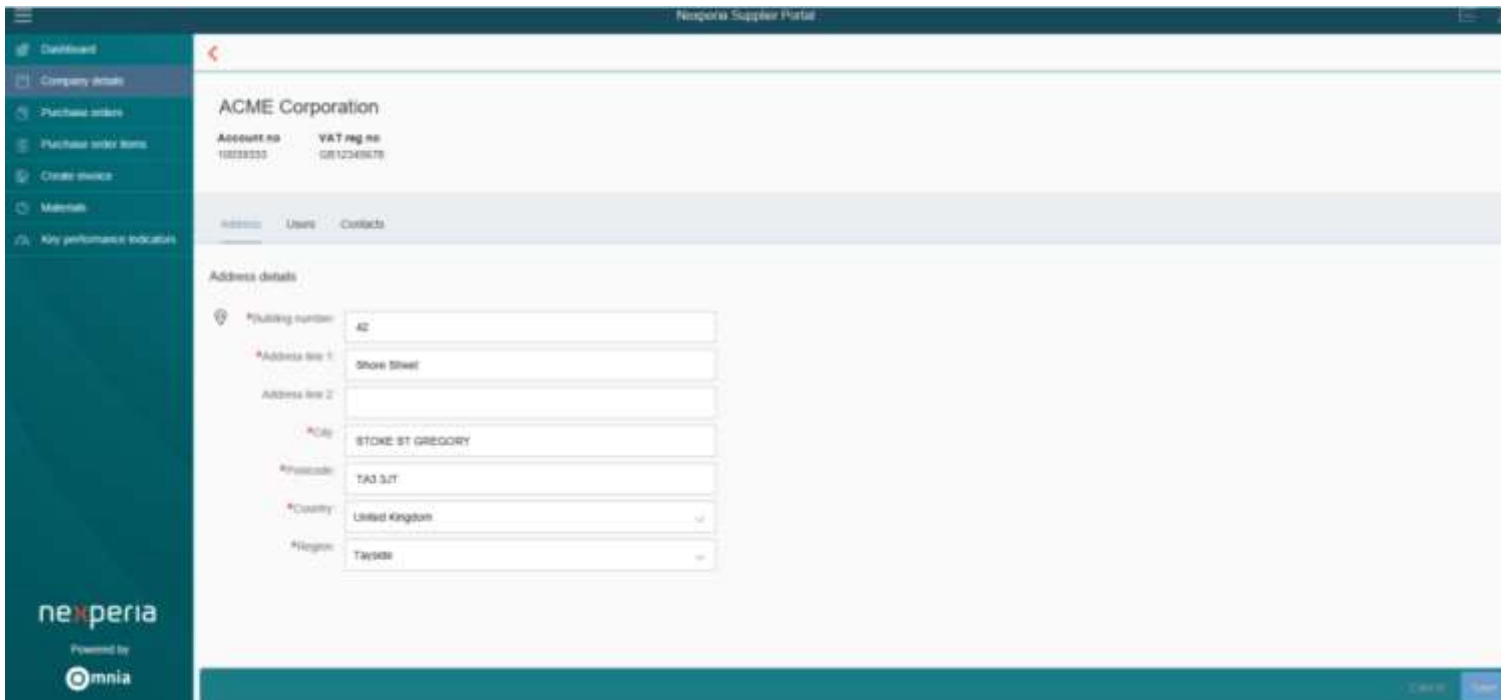
The Company details main menu item, shows company information such as the **Account No.** and **VAT Reg No.** The Company details view contains four tabs; **Address, Users, Contacts** and **Documents**.



Change your company address

To update address information, select the Address tab and press the Edit button to fill in all address details.

Press Save tab to save address details, or press Cancel to abort the process.



The screenshot displays the 'Nexperia Supplier Portal' interface. The main content area shows the 'Address details' form for 'ACME Corporation'. The form includes the following fields:

- Account no: 10023333
- VAT no: GB12345678
- Address details section with the following fields:
 - Postal number: 42
 - Address line 1: Stone Street
 - Address line 2: (empty)
 - Post: STONE ST GREGORY
 - Postcode: TA3 3JT
 - Country: United Kingdom
 - Region: Yorkshire

The Nexperia logo and 'Powered by omnia' are visible in the bottom left corner of the interface.

- Vendor name, Bank data, VAT Registration Number and Tax number are not changeable through the supplier portal.
- Formal change notice printed in company's letterhead is required as supporting document.

Manage Portal Users

To see the overview of all users which are active or pending approval by Nexperia, select the Users tab. Two tables are displayed. The Users table displays all active user accounts for your supplier with the basic information

- Within the Users table, the Status column shows whether an account is active or locked.
- To reset a password for any of these active users, select the arrow button and option Request password reset. This will trigger a new activation email to be sent to this user's email address from nexperia.portal.support@nexperia.com with email subject Nexperia Supplier Portal - Reset Account.
- To deactivate a user, select the arrow button and option Deactivate User. Following a confirmation prompt the user is locked
- A user who did not log in the portal for the past 180 days will be automatically locked. Status icon will not be changed if this is a system/admin locked. Contact Nexperia Portal support to unlock your access.

The screenshot shows the 'Nexperia Supplier Portal' interface for 'ACME Corporation'. The page is divided into a sidebar on the left and a main content area. The sidebar contains navigation links: Dashboard, Company details, Purchase orders, Purchase orders items, Logistics, Incoming, Materials, Key performance indicators, and Requests to quotation. The main content area shows the 'Users' tab for 'ACME Corporation'. It displays two tables: 'Users (2)' and 'Pending users (2)'. The 'Users' table has columns for Username, First name, Surname, Email, Telephone, and Status. The 'Pending users' table has columns for Username, First name, Surname, Email, Telephone, User role, and Status. The interface includes a sidebar with navigation options like Dashboard, Company details, Purchase orders, and a footer with the Nexperia logo and 'Powered by Omnia'.

Username	First name	Surname	Email	Telephone	Status
XXXXXXXXXXXXXXXXXXXX	John	DOE	XXXXXXXXXXXX@acme.com		Active
US-S002	John	DOE	XXXXXXXXXXXX@acme.com	012345678	Active

Username	First name	Surname	Email	Telephone	User role	Status
XXXXXXXXXXXXXXXXXXXX	John	DOE	XXXXXXXXXXXX@acme.com		SUPPLIER	Pending Activation
XXXXXXXXXXXXXXXXXXXX	John	DOE	XXXXXXXXXXXX@acme.com		SUPPLIER	Pending Activation

Two (2) Options to Add Users

Option 1 Self-Registration (New User)

1. Click on the Supplier Portal Registration Link
2. Provide information
3. Click register



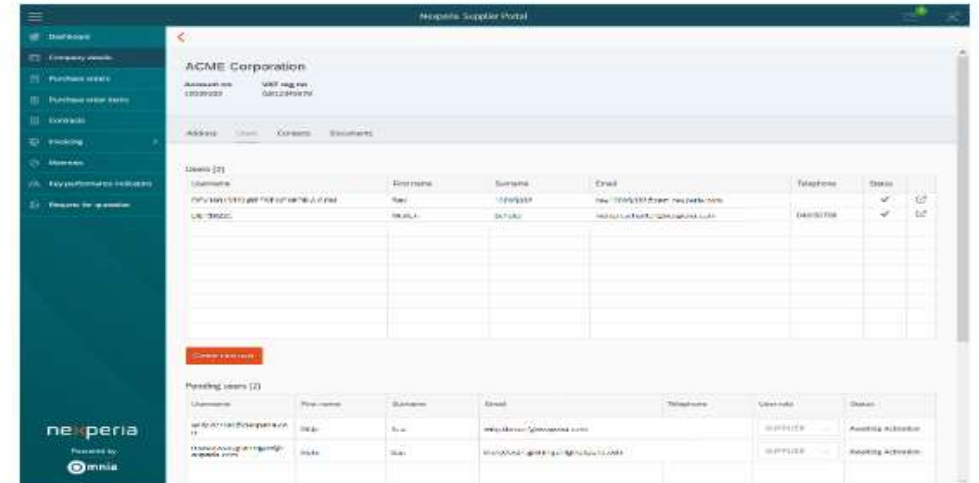
The screenshot shows a 'Supplier Registration' form with the following fields and values:

- Vendor number: 0010012345
- Name: Jane Doe
- Email: jane.doe@acme.com
- Telephone: 001 234 56789

A red circle highlights the 'Telephone' field, and a red arrow points to the 'Register' button at the bottom.

Option 2 Via Existing Registered User

1. Go to Company Details and Select Users Tab
2. Click Create New User
3. Provide required information and select Create User



The screenshot shows the 'Nexperia Supplier Portal' interface for 'ACME Corporation'. The 'Users' tab is selected, displaying a table of users:

Username	First name	Surname	Email	Telephone	Status
John.Doe@acme.com	John	Doe	john.doe@acme.com	00123456789	Active
Jane.Doe@acme.com	Jane	Doe	jane.doe@acme.com	00123456789	Active

Below the table, there is a 'Create new user' button and a 'Pending users' section with a table of users waiting for approval:

Username	First name	Surname	Email	Telephone	Status
John.Doe@acme.com	John	Doe	john.doe@acme.com	00123456789	Pending Approval
Jane.Doe@acme.com	Jane	Doe	jane.doe@acme.com	00123456789	Pending Approval

NOTE: 1. Registered users will be approved first by Nexperia, link for activation by Supplier will be sent via email after approval.

2. Maximum of 10 Users are allowed.

Manage your company contacts

Keeping your contact information up to date is vital to ensure that Nexperia will be able to deliver important emails, such as purchase orders, reminders and other announcements to you.

Note: Only Supplier's email address that are on the "Contacts List" will receive the notification* (PO, e-RFQ, etc)

The screenshot shows the Nexperia Supplier Portal interface. On the left, a navigation menu is visible with 'Company details' highlighted (1). The main content area shows 'ACME Corporation' with account and VAT registration numbers. Below this, there are tabs for 'Address', 'Contacts' (2), and 'Documents'. A table for adding contacts is shown with columns for 'First name', 'Surname', 'Telephone', 'Email', 'Role', and 'Business title' (4). At the bottom right, there are buttons for 'Add contact' (3), 'Cancel', and 'Save' (5).

Upon log-in to the Supplier Portal:

1. Go to Company Details
2. Click the "Contacts Tab"
3. Click "Add Contact"
4. Input Name, Surname, Telephone Number, Email, Role and Business Title
5. Click "SAVE"

NOTE:

* Notification to be received is dependent on the assigned ROLES:

- 1st Point of Contact - receives all general information such as PO, reminders and other notifications
- Sales Contact - specific for RFQ notifications
- Escalation Contact - receives overdue and repeated reminders only

Thank you.

In case of questions, do not hesitate to contact our support team at Nexperia.portal.support@nexperia.com.



EFFICIENCY WINS.

