nexperia

Nexperia’s Supplier Portal

Global Procurement

November 2023

Objectives of this session

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

[Functionalities and benefits]

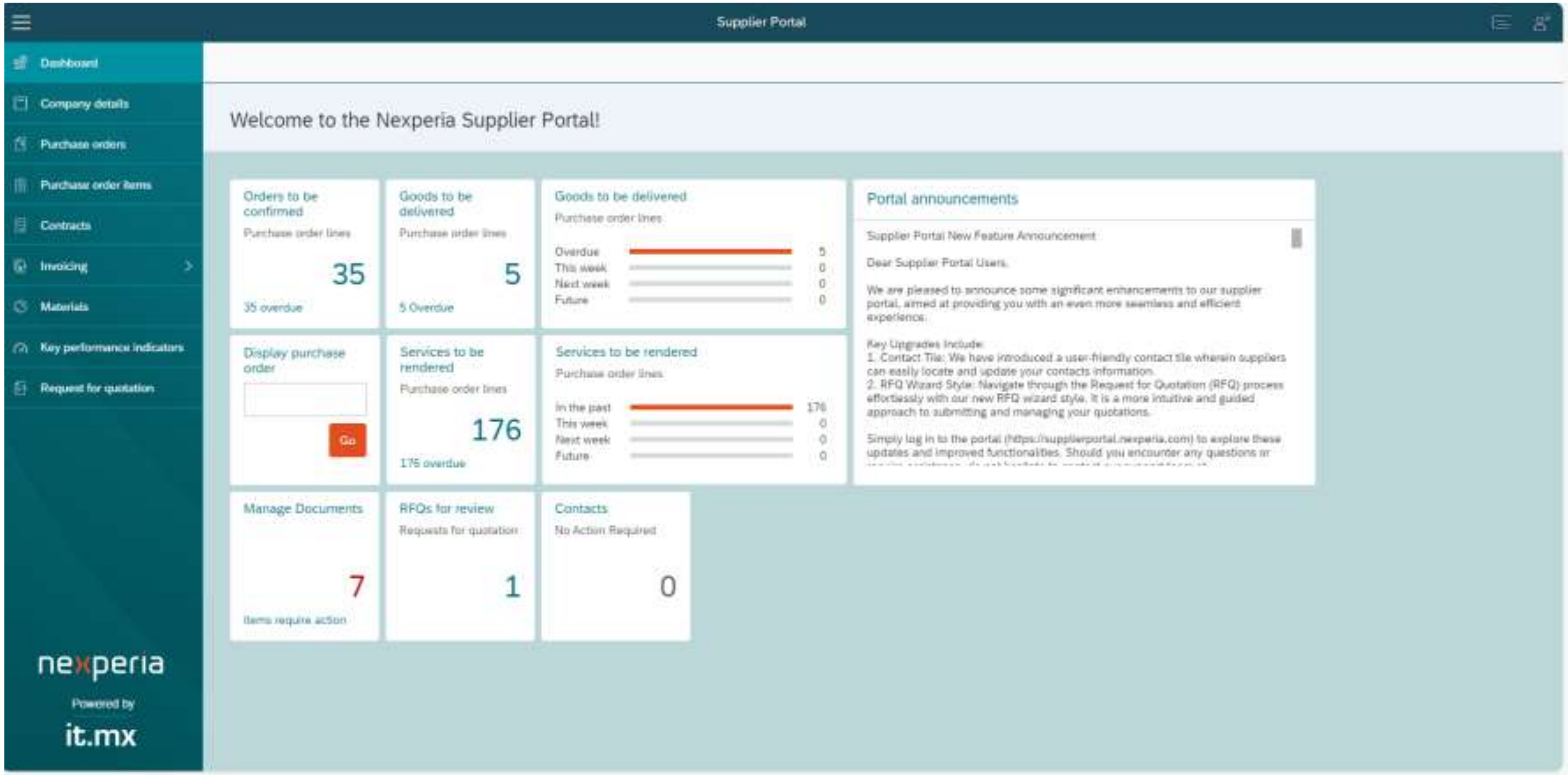
[PO confirmation]

[Invoice Creation / Uploading]

[Contacts Management]

What is Nexperia’s Supplier Portal?

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



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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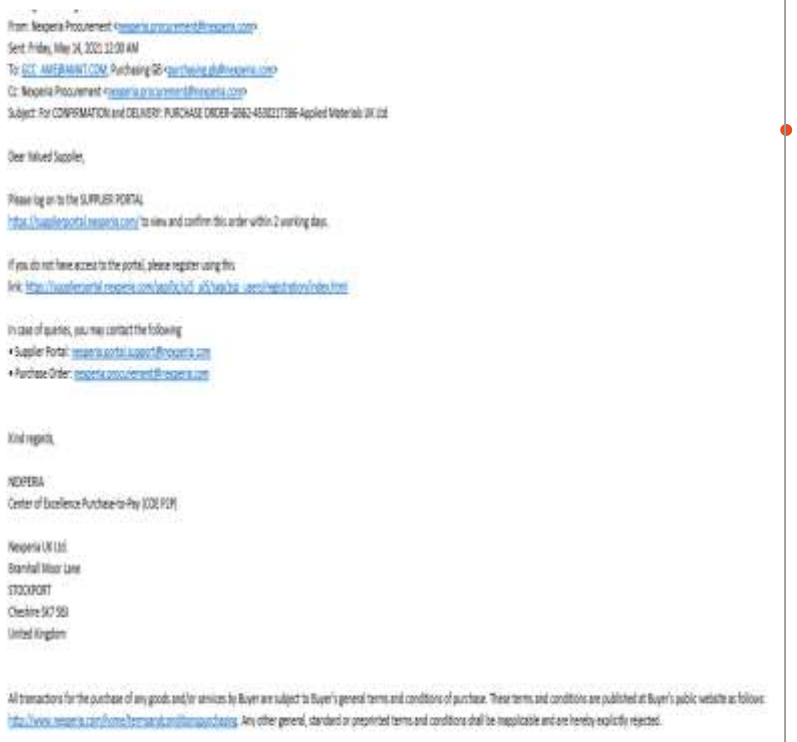
Easy Online PO Confirmation

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



From: Nexperia Procurement <nexperia.procurement@nexperia.com>
Sent: Friday, May 14, 2021 12:00 AM
To: [illegible]; Purchasing GB <purchasing.gb@nexperia.com>
Cc: Nexperia Procurement <nexperia.procurement@nexperia.com>
Subject: For CONFIRMATION and DELIVERY: PURCHASE ORDER-[illegible]-Applied Materials UK Ltd

Dear Valued Supplier,

Please log on to the SUPPLIER PORTAL
https://supplierportal.nexperia.com/ to view and confirm this order within 2 working days.

If you do not have access to the portal, please register using this
link: [illegible]

In case of queries, you may contact the following
- Supplier Portal: nexperia.portal.support@nexperia.com
- Purchase Order: nexperia.procurement@nexperia.com

Kind regards,

NEXPERIA
Center of Excellence Purchase-to-Pay (COE P2P)

Nexperia UK Ltd.
Bramhall Moor Lane
STOCKPORT
Cheshire SK7 5BJ
United Kingdom

All transactions for the purchase of any goods and/or services by Buyer are subject to Buyer's general terms and conditions of purchase. These terms and conditions are published at Buyer's public website as follows: [illegible]. Any other general, standard or preprinted terms and conditions shall be inapplicable and are hereby explicitly rejected.

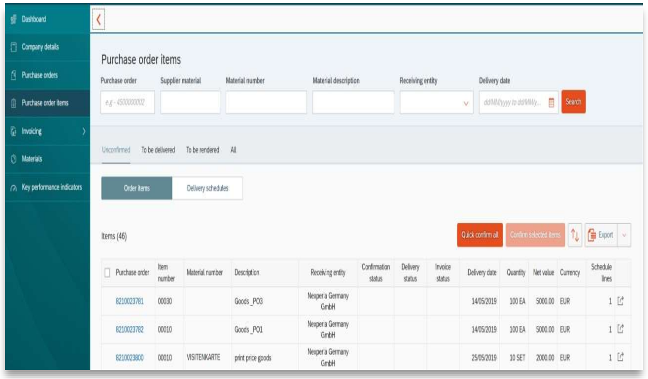
2 Click the link in the email & log-on

- https://supplierportal.nexperia.com/

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

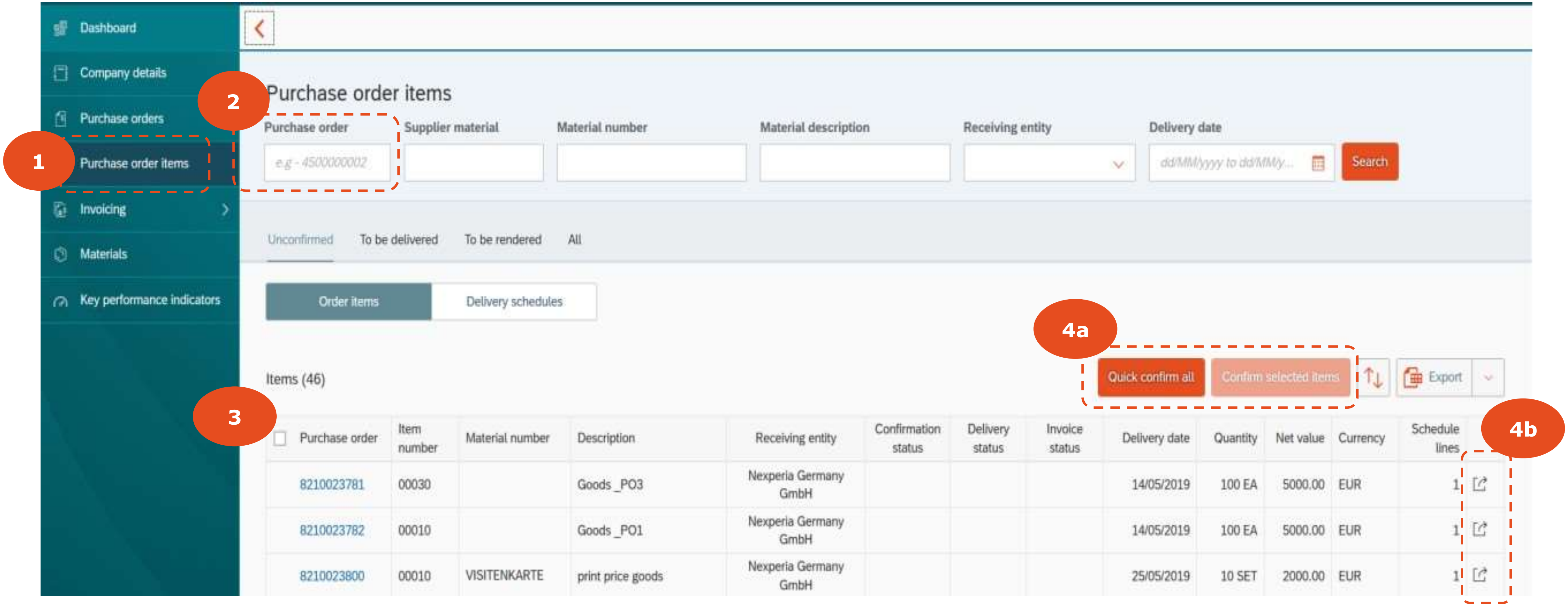
3 Check and confirm the PO

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

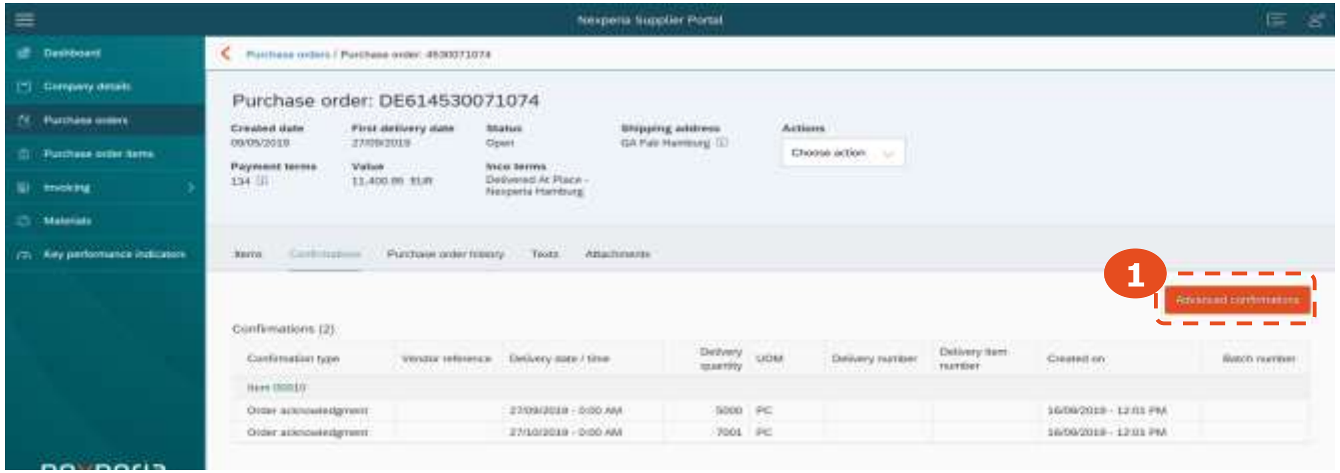


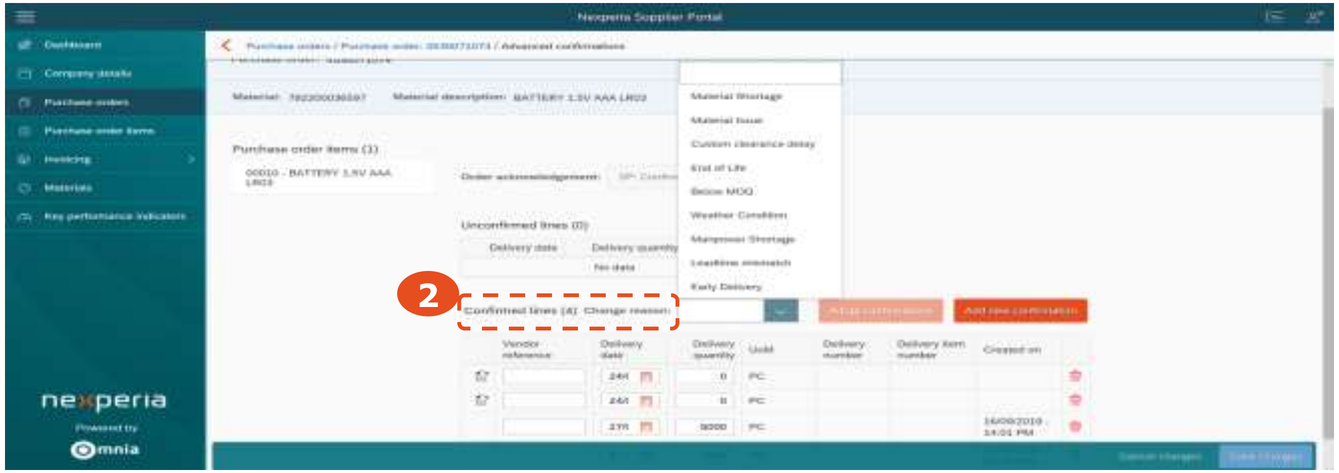
Easy steps to confirm a PO in the Portal…

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



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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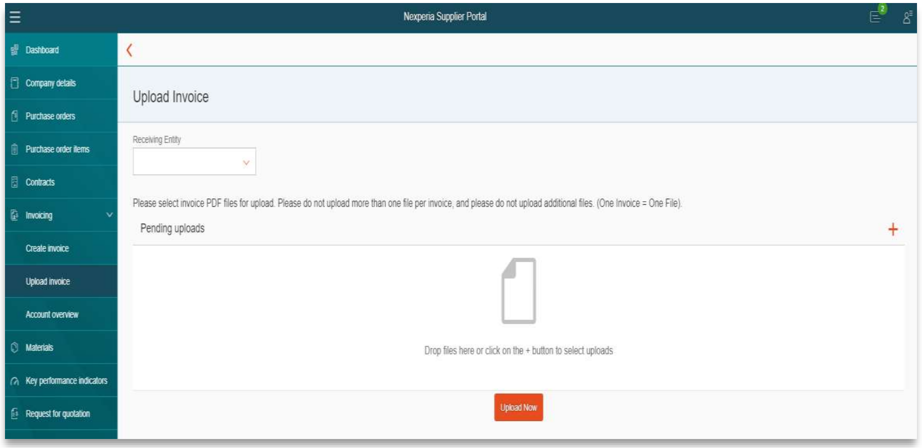
Two (2) Options to submit your invoices

Option 1 Upload your invoice (pdf copy)

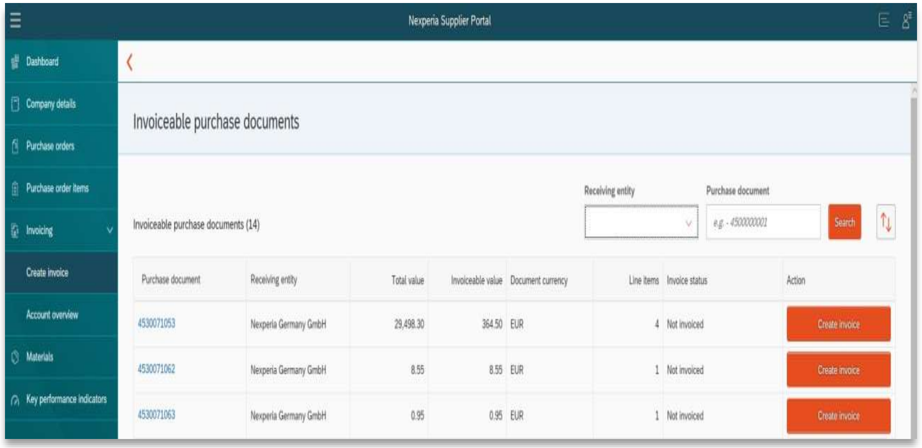
1. Go to Upload Invoice
2. Select Nexperia entity
3. Drag & drop OR Add file



Option 2 Create invoice from PO

1. Select PO to be invoiced
2. Press submit

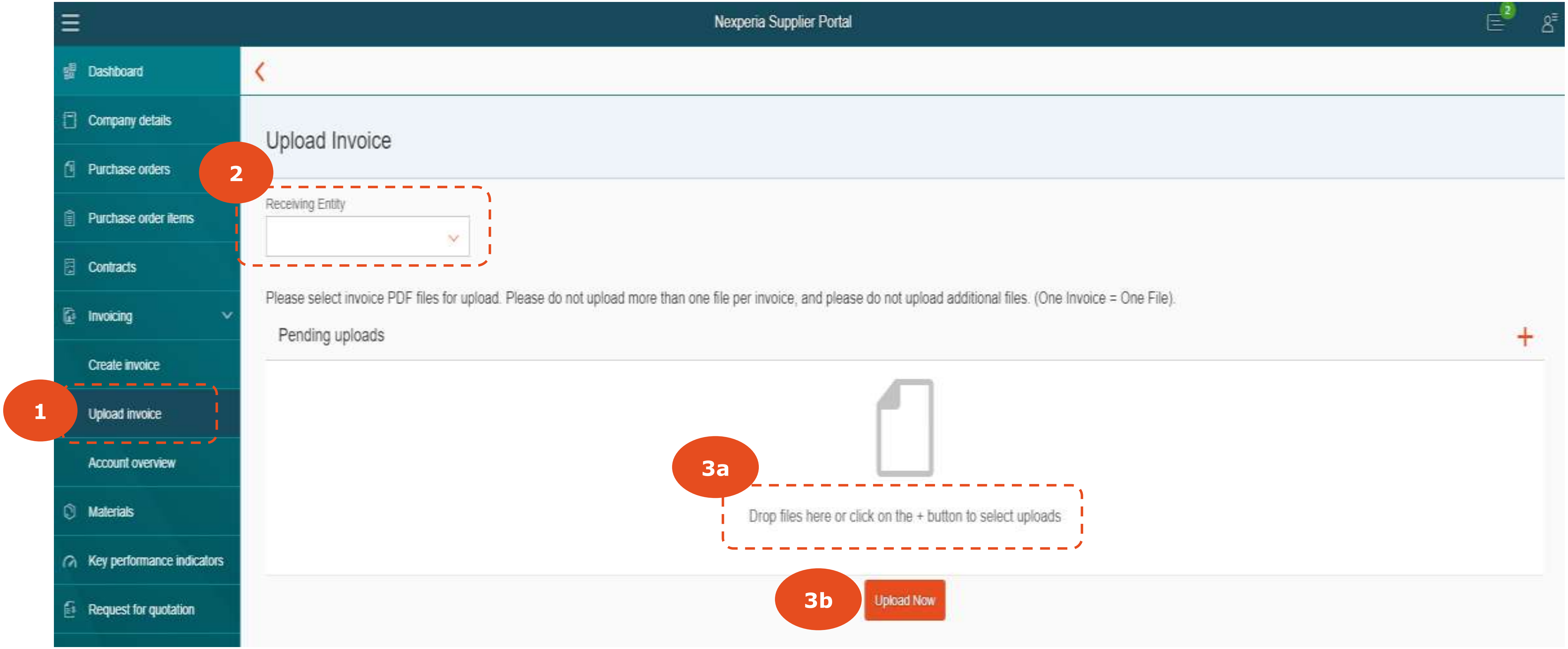
Note: Select Nexperia entity or enter PO number if preferred.



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

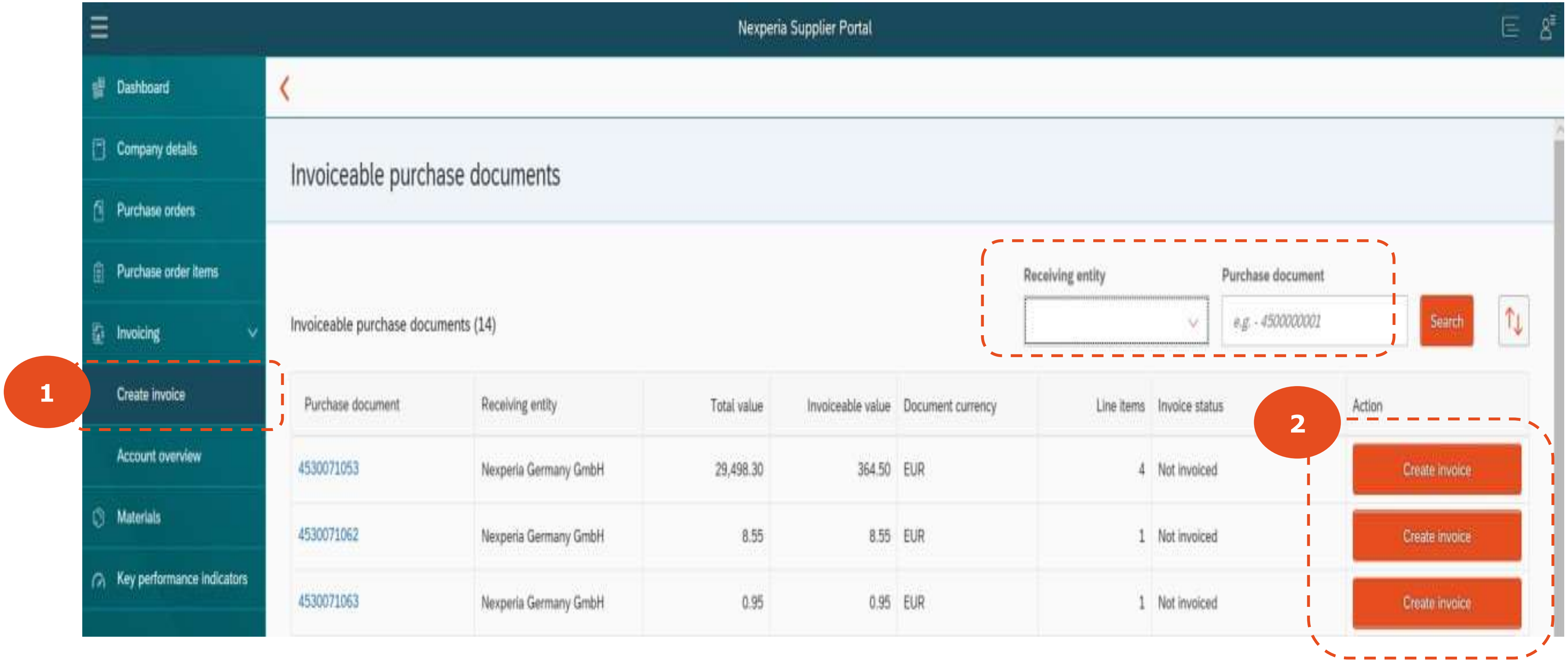
Option 1: Upload pdf copy of invoice

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



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

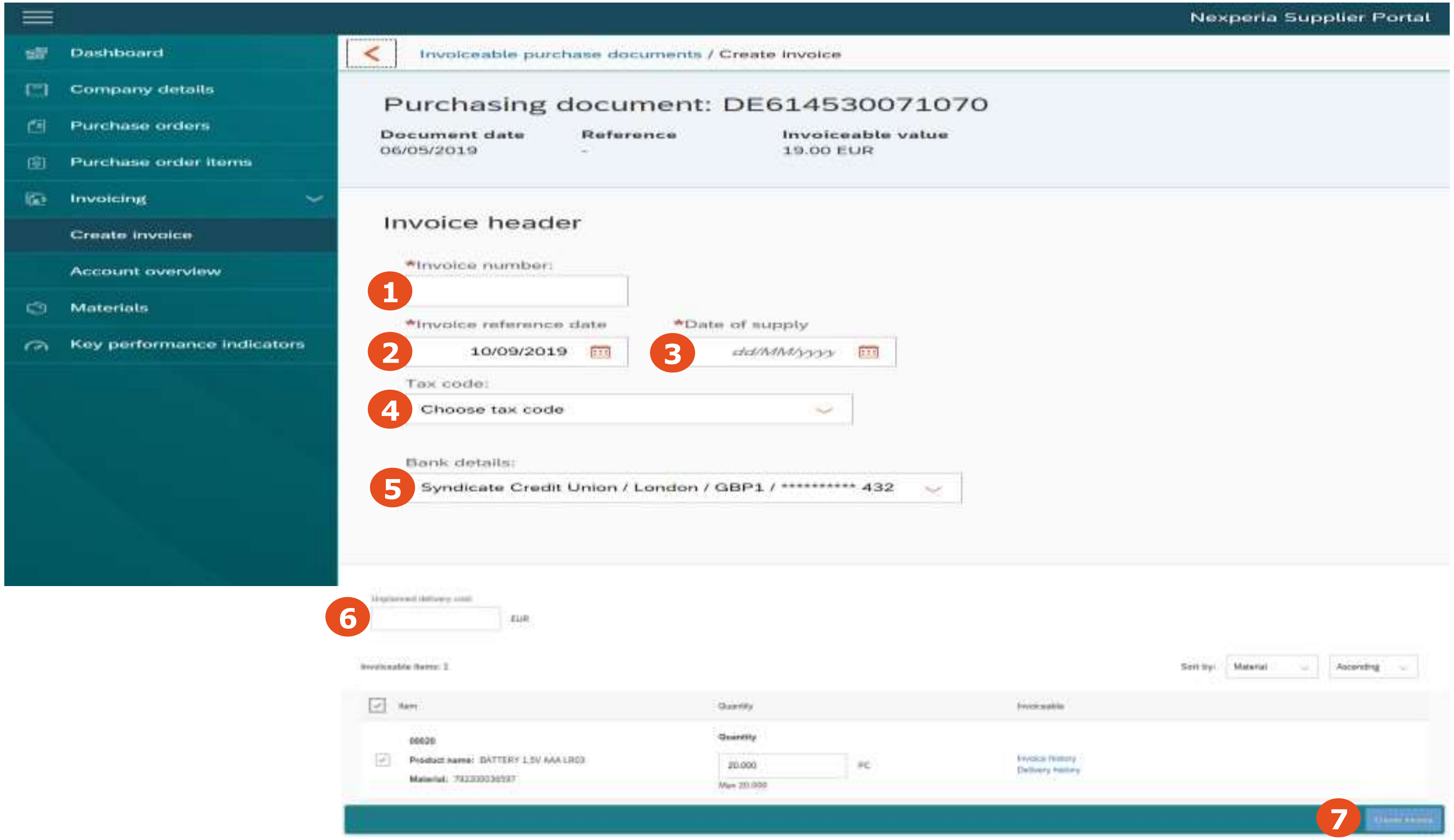
1. Go to Create Invoice
2. Click Create Invoice



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.



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

Vendor Contact Management

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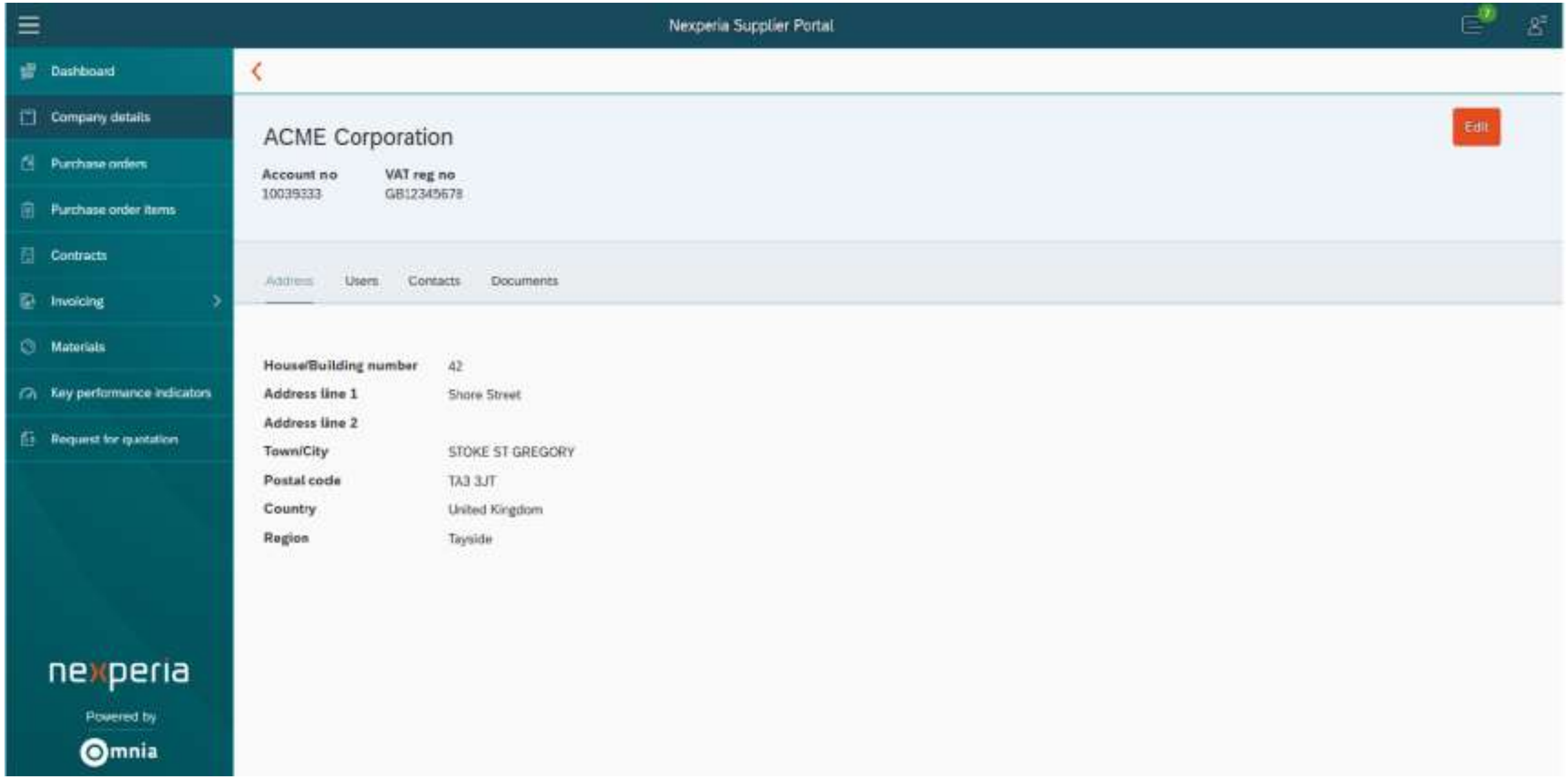
Company Details

The Company details main menu item, shows company information such as the **Account No.** and **VAT Reg No.**

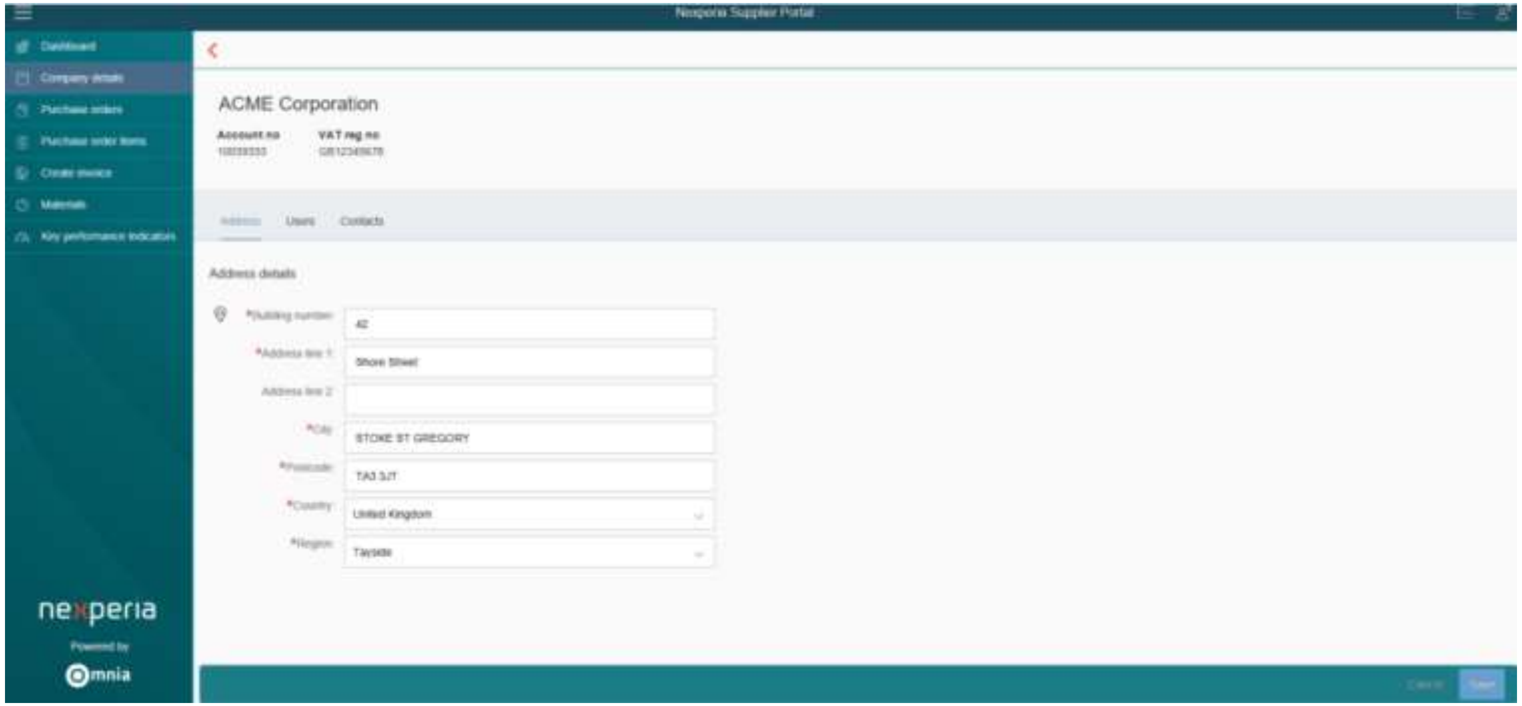
The Company details view contains four tabs; **Address, Users, Contacts** and **Documents.**



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.

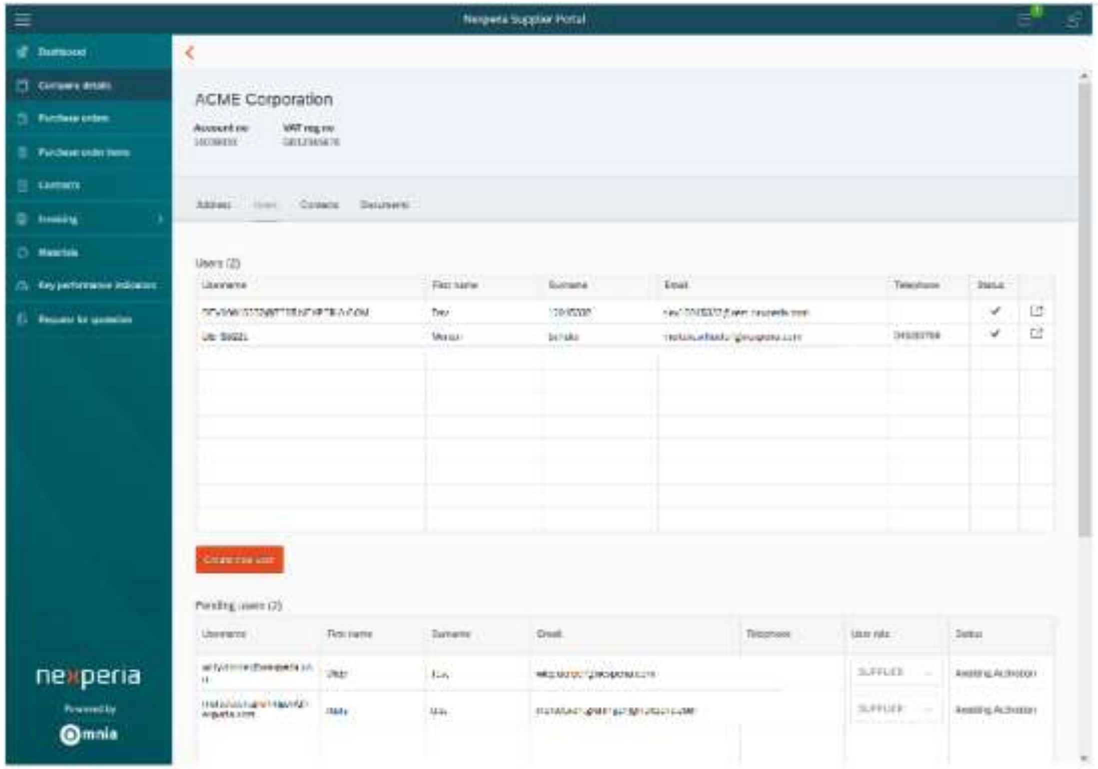


- Vendor name, Bank data, VAT Registration Number and Tax number are not changeable through the supplier portal.
- Formal change notice printed in company's letterhead is required as supporting document.

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 buton 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.



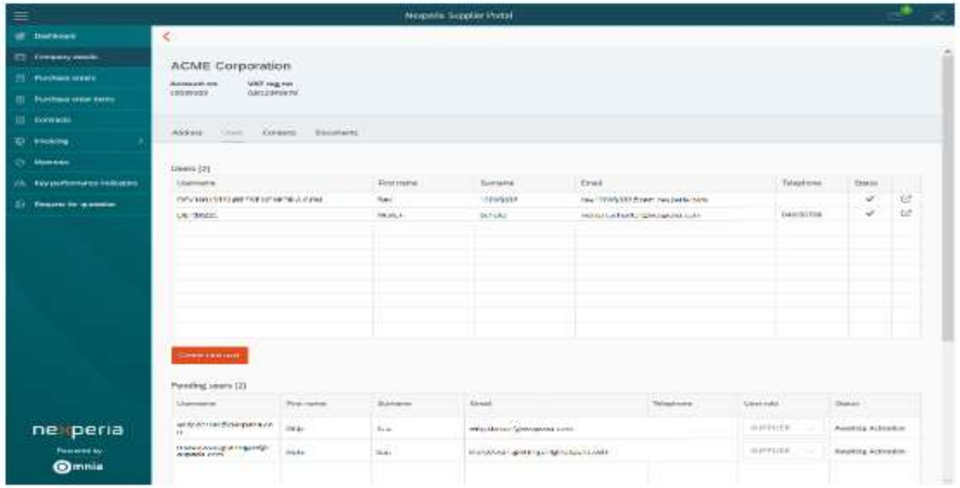
Two (2) Options to Add Users

Option 1 Self-Registration (New User)

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

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



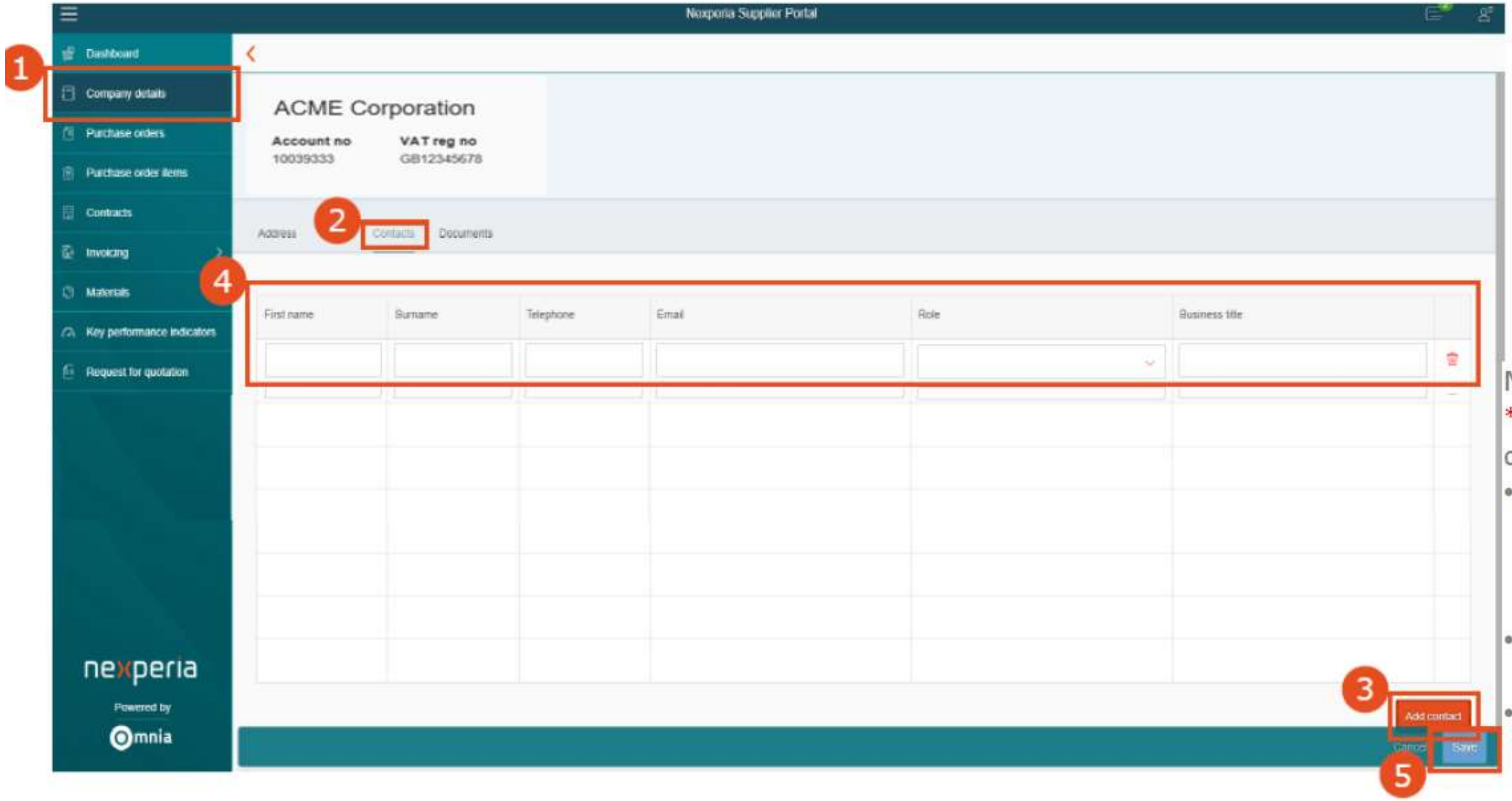
NOTE: 1. Registered users will be approved first by Nexperia, link for activation by Supplier will be sent via email after approval.

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)



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.