

Nexperia Supplier Portal

User Guide for Suppliers

NEXPERIA ENTERPRISE APPLICATIONS
GLOBAL PROCUREMENT

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1 Introduction

Welcome to the Nexperia Supplier Portal user manual. This manual is a valuable reference to guide suppliers on how to get started, how to navigate, how to access Purchase Orders, view notifications and how to complete and send invoices to Nexperia, where applicable.

1.1 Benefits of the Nexperia Supplier Portal

Manual communication and transactions will be lessened as these will be done online and real-time: PO document, order confirmation, invoices submission, payment status visibility, RFQs and supplier contact information and document updates.

Using the embedded invoicing capability, there is no need to submit invoices via email. Payments will be based on invoices created by the supplier directly in the portal based on deliveries except for Nexperia China and Nexperia Taiwan due to mandatory hardcopy invoices as required by law.

1.2 Key features

The Nexperia Supplier Portal can be used to:

- Display purchase orders, confirm and check delivery dates.
- Directly update your company details, email-addresses, users.
- Manage Purchase Orders, create confirmations for Purchase Orders to indicate that and when you will deliver.
- Create invoices against purchase orders you receive from Nexperia for countries in which this is legally allowed.
- Upload pdf copies of your invoices
- Manage/View the status of your invoices via the Account Overview
- Receive and Answer RFQs whenever applicable

Further features will be incrementally added in upcoming releases.

1.3 Release notes version 2208

In this release, the Nexperia direct spend portal was upgraded from it.mx DSP version 2006 to version 5

This upgrade enriched the following portal features:


- RFQ module
 - A wizard was built to guide supplier users through steps on submitting a bid.
- Dashboard module
 - Contacts maintenance tile to advise suppliers of any requested maintenance of the information relating to contact person

2 Getting Started

2.1 Browser Requirements

The Nexperia Supplier Portal supports the latest version of these listed browsers

- Microsoft Edge
- Chrome
- Firefox
- Safari

 When using Internet Explorer: please note that SAP is starting to remove support for legacy browsers such as Internet Explorer 11. You may face performance and / or usability issues when using Internet Explorer.

2.2 Pop-Up Blocker Settings

For certain features, such as viewing Purchase Order documents, pop-ups must be allowed for the portal. Please refer to the instructions below to manage pop up blocking settings, if needed.

3 Access to the Nexperia Supplier Portal

3.1 Registration

Before you can access the Nexperia Supplier Portal, you must be:

- ✓ Registered as a Supplier with Nexperia
- ✓ Registered as a Nexperia Portal user

To access the portal, you need to complete a self-registration process, by using the self-registration link of the Supplier Portal. This link will normally be provided to you in an invitation email.

https://supplierportal.nexperia.com/sap/bc/ui5_ui5/sap/zsp_users_app/registration/index.html

To register, you need to provide your Nexperia supplier number with leading zeroes, this number can be found on Nexperia purchasing documents or in the onboarding information.

Please also fill in your name, email address and phone number then click [Register](#).

3.2 Activating your account

After Nexperia review, you will receive an email with information on the status of your user account and an activation link to create your first password. In the notification e-mail, click the one time activation link for a new user.

The Nexperia Supplier Portal will be opened and show a message:

Your account is approved.

Enter a password of your choice. Read the linked terms and conditions for the supplier portal using the View button.

Then check the box **I agree to the terms and conditions and privacy policy**

Click the [Set password](#) button.

A message shows that the account is activated.

To proceed to the login page, click the [Login](#) button.

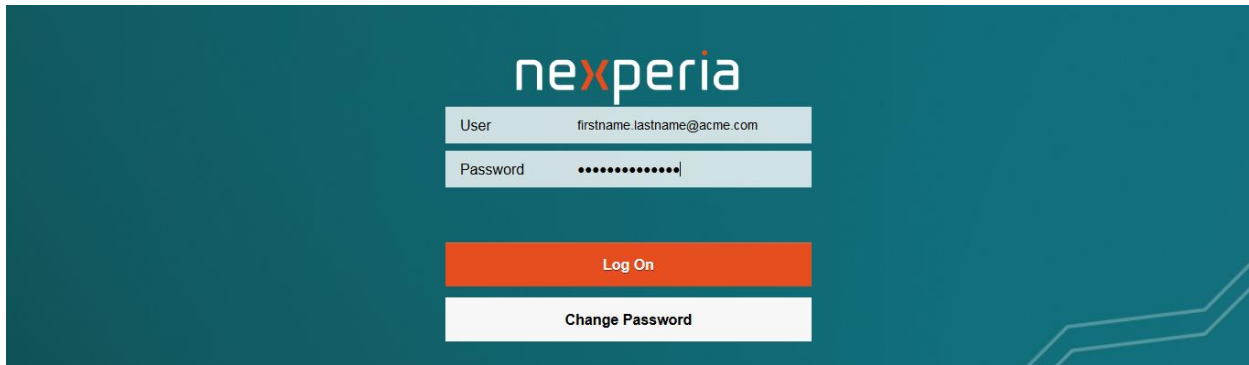
The activation link is valid within 30days after registration approval and can only be used once. If used again, an error will be displayed.

The password must contain upper and lower case characters, contain at least one integer and one special character, and be of minimum 8 characters length.

3.3 Log on Screen for subsequent logins

After registration and account activation you can access the Nexperia Supplier Portal using the email address you registered with, and the password you entered in account activation.

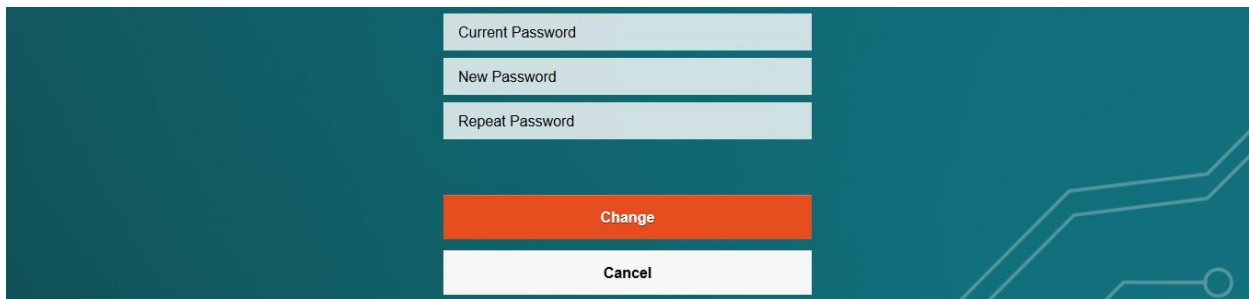
To access the Nexperia Supplier Portal, navigate to the following URL: <https://supplierportal.nexperia.com>



The image shows the login page of the Nexperia Supplier Portal. It features the Nexperia logo at the top center. Below the logo are two input fields: 'User' with the placeholder text 'firstname.lastname@acme.com' and 'Password' with a masked password '.....'. There are two buttons: an orange 'Log On' button and a white 'Change Password' button.

Enter the username and password and click the **Log On** button to proceed to the dashboard page.

To change your password click the **Change Password** button.



The image shows the 'Change Password' form. It has three input fields: 'Current Password', 'New Password', and 'Repeat Password'. Below the fields are two buttons: an orange 'Change' button and a white 'Cancel' button.

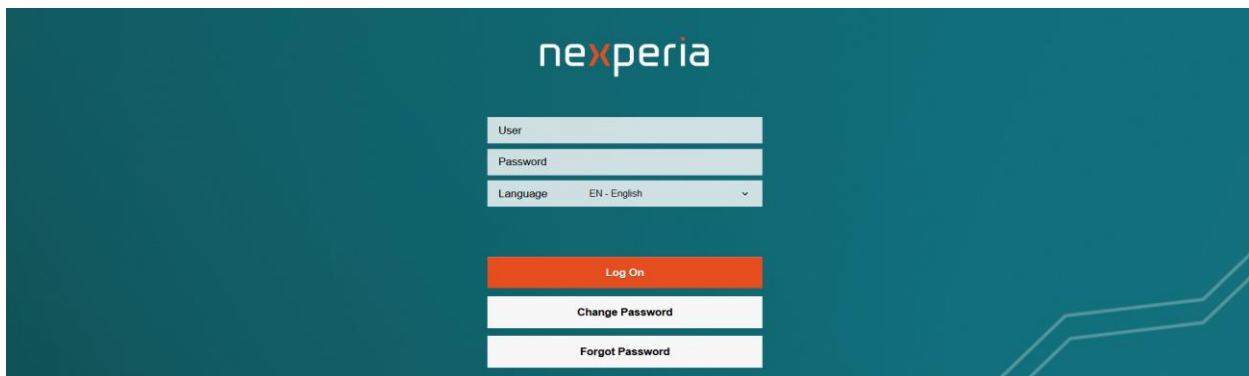
Re-enter your current password, then enter a new password two times.

Click **Change** to save your new password or **Cancel** to abort and logon with the old password.

After logging in, the supplier Dashboard is displayed.

3.4 Using the Forgot Password feature


In case you forgot your password, you can initiate password reset by clicking the forgot password button found in the supplier portal log in page.



The image shows the login page with an additional 'Forgot Password' button. The form includes 'User', 'Password', and 'Language' (set to 'EN - English') fields. The buttons are 'Log On', 'Change Password', and 'Forgot Password'.

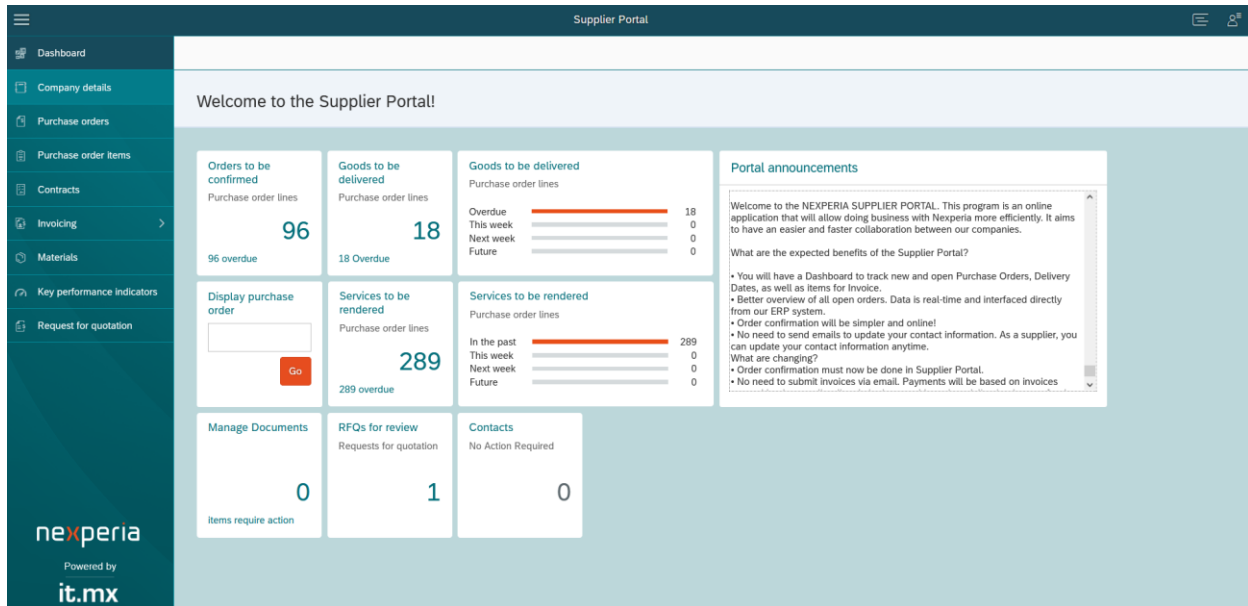
Clicking the button will present you with a new form to enter your email address which will be sent to Nexperia to trigger a password reset. For successful password reset, an email notification will be sent out which includes the activation link and temporary password.

Access the [Activation link](#) and input the temporary password to validate your account and follow the update password procedure on the next screen. Save your updated password for future log in.

 The self service password reset will only be applicable to basic accounts problems, such as a forgot password. Should your account have been invalidated e.g. by an internal or company administrator, you will still need to contact the Nexperia portal support.

4 General Navigation

The Supplier Portal Dashboard is the access point to a number of features and functions.




The supplier portal application is structured as follows.


Navigation collapse	Title bar	Account options Notifications
Navigation menu	Content Area	

4.1 Navigation Menu



Each available application is represented as a menu item. For certain cases, the menu can be expanded or collapsed as needed.

On small screens, navigation can be collapsed using the  button in the top left corner to free up further content space.


4.2 Notifications

If there are pending notifications for you as supplier, the notification icon on the top right corner will display a number with the count of to be processed notifications. 

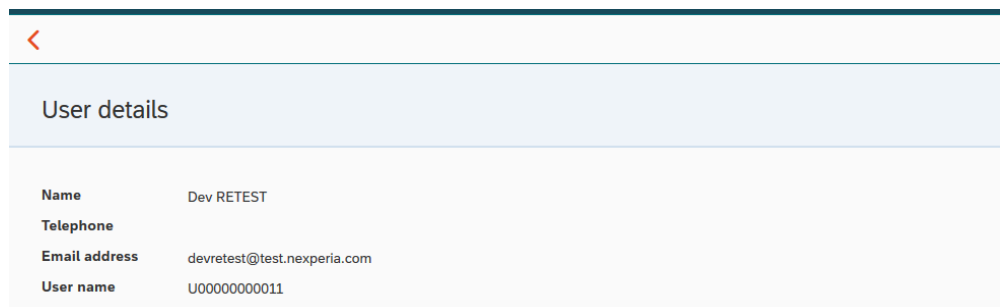
Notifications are triggered to you in case an important change was processed, such as accepting a vendor data change or purchase order confirmation you made.

- Clicking a notification takes you directly to the application area it is related to, such as the purchase order.
- You can flag notifications for tracking using the [Flag this item](#) function. 
- Notifications which have been reviewed can be removed by using the [Close](#) function. 
This will remove it for you and all other users associated with your supplier.
- Filtering options allow you to select a certain notification type, and limit the view to [Flagged](#) notifications.

4.3 User options and application logout

The icon  in the top right corner provides access to the [My Account](#) screen as well as the [Logout](#) command.

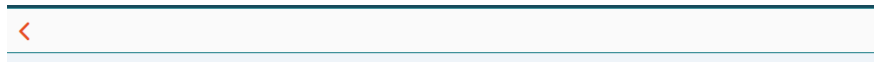
Enter the [My Account](#) section to see the user details you have been registered with. You cannot change this information.




Select [Logout](#) to close your supplier portal session. We recommend that you close your session by properly logging out at the end of your work.

4.4 Content area

The content area is displaying the current function content which is described in the following chapters.



You can press the Back button to get taken back to the previous screen you have worked on.

 Using the browser back / forward navigation controls may send you to a different screen. It is therefore recommended to only use the application internal navigation controls, being the Menu, Notifications and Back buttons provided.

5 Supplier dashboard

The dashboard on the Supplier Portal collates important information in one place. It is a starting point for several activities. The dashboard is designed to provide 'at a glance' information about the status of purchase orders for your business.

Welcome to the Supplier Portal!

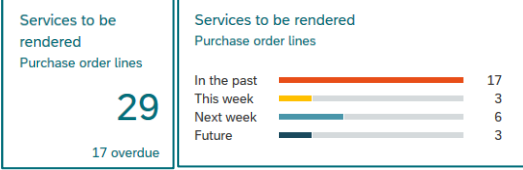
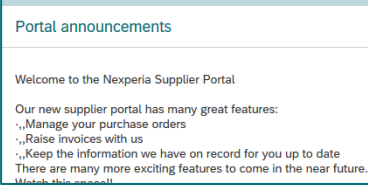
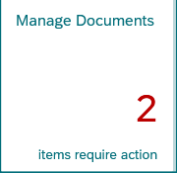

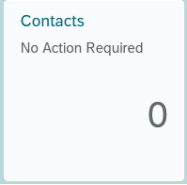
The dashboard is divided into several sections:

- Orders to be confirmed:** 96 Purchase order lines, 96 overdue.
- Goods to be delivered:** 18 Purchase order lines, 18 Overdue.
- Goods to be delivered (breakdown):** Overdue: 18, This week: 0, Next week: 0, Future: 0.
- Services to be rendered:** 289 Purchase order lines, 289 overdue.
- Services to be rendered (breakdown):** In the past: 289, This week: 0, Next week: 0, Future: 0.
- Manage Documents:** 0 items require action.
- RFQs for review:** 1 Requests for quotation.
- Contacts:** No Action Required.
- Portal announcements:** Welcome to the NEXPERIA SUPPLIER PORTAL. This program is an online application that will allow doing business with Nexperia more efficiently. It aims to have an easier and faster collaboration between our companies.
 - You will have a Dashboard to track new and open Purchase Orders, Delivery Dates, as well as items for Invoice.
 - Better overview of all open orders. Data is real-time and interfaced directly from our ERP system.
 - Order confirmation will be simpler and online!
 - No need to send emails to update your contact information. As a supplier, you can update your contact information anytime.
 - What are changing?
 - Order confirmation must now be done in Supplier Portal.
 - No need to submit invoices via email. Payments will be based on invoices

You can return to the dashboard at any time by clicking the [Dashboard](#) menu item.

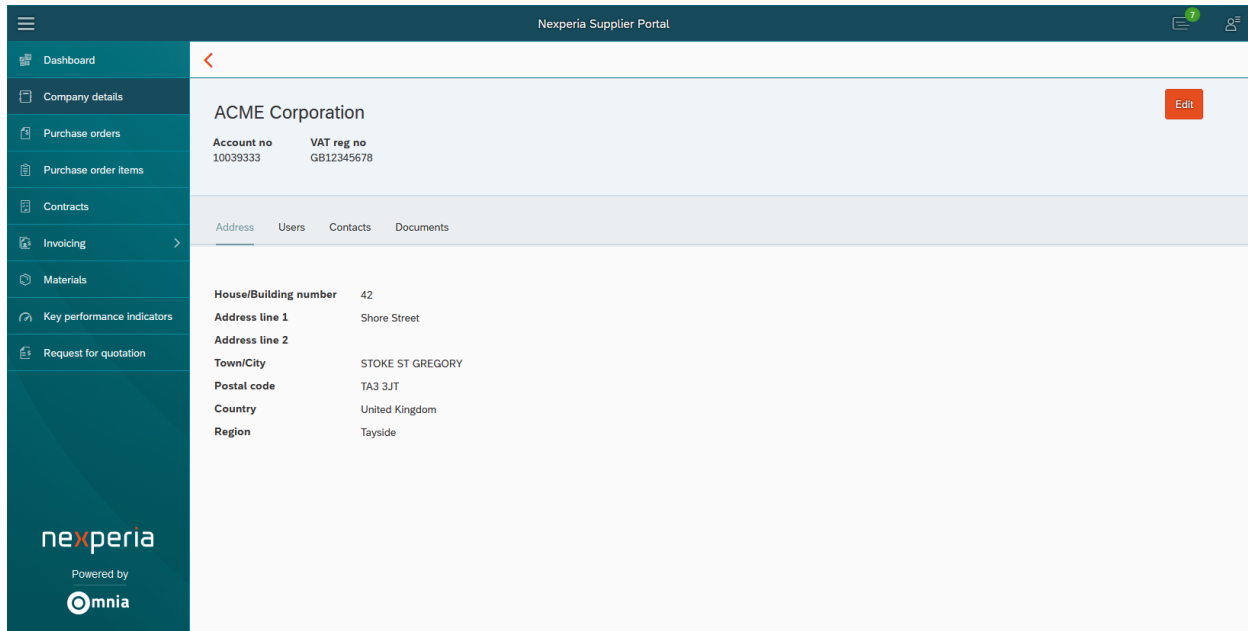
There is no option to adjust the sequence or selection of tiles in the current version of the Nexperia supplier portal.

Tile preview	Tile explanation
	<p>This tile displays the count of purchase order lines which have not been confirmed / confirmed in parts. A confirmation is counted overdue after 48 hours. Clicking the tile takes you to the respective work list</p>
	<p>This tile allows you to directly navigate to a purchase order by entering its 12 digit number, such as 450123456789 or 820123456789. If the number you entered is not found for your supplier, an error message will be displayed.</p>
	<p>The Goods to be delivered tiles show the overall amount of goods purchase order lines which have not been marked as delivery completed by Nexperia, grouped by dates.</p> <p>Clicking the tile takes you to the work list.</p>

Tile preview	Tile explanation
 <p>The tile shows 'Services to be rendered' with a sub-header 'Purchase order lines'. It features a large number '29' and '17 overdue'. A horizontal bar chart breaks down the count by time period: In the past (17), This week (3), Next week (6), and Future (3).</p>	<p>These Services to be rendered tiles show the overall amount of goods purchase order lines which have not been marked as finally invoiced by Nexperia, grouped by dates.</p> <p>Clicking the tile takes you to the work list.</p>
 <p>The tile is titled 'Portal announcements' and contains a welcome message: 'Welcome to the Nexperia Supplier Portal'. It lists features like 'Manage your purchase orders', 'Raise invoices with us', and 'Keep the information we have on record for you up to date'. It concludes with 'There are many more exciting features to come in the near future. Watch this space!'.</p>	<p>The Portal announcement will be used by Nexperia to update you on new features, maintenance times or other important supplier portal related communication.</p>
 <p>The tile is titled 'Manage Documents' and shows a large red number '2' with the text 'Items require action' below it.</p>	<p>The Manage Documents tile notifies you of documents which are missing on your supplier master record, or have expired.</p> <p>Clicking the tile takes you to the list of documents requiring action.</p>
 <p>The tile is titled 'RFQs for review' with the sub-header 'Requests for quotation'. It shows a large blue number '5' and '5 overdue' at the bottom.</p>	<p>The RFQs for review tile shows the count of RFQs shared with you for adding your response.</p> <p>Clicking the tile takes you to the work list of RFQ.</p>
 <p>The tile is titled 'Contacts' and shows 'No Action Required' with a large blue number '0' at the bottom.</p>	<p>The Contacts tile alerts the supplier user if there is no contact saved in the portal.</p> <p>Clicking the tile brings you to the Contacts update page</p>

6 Company Details

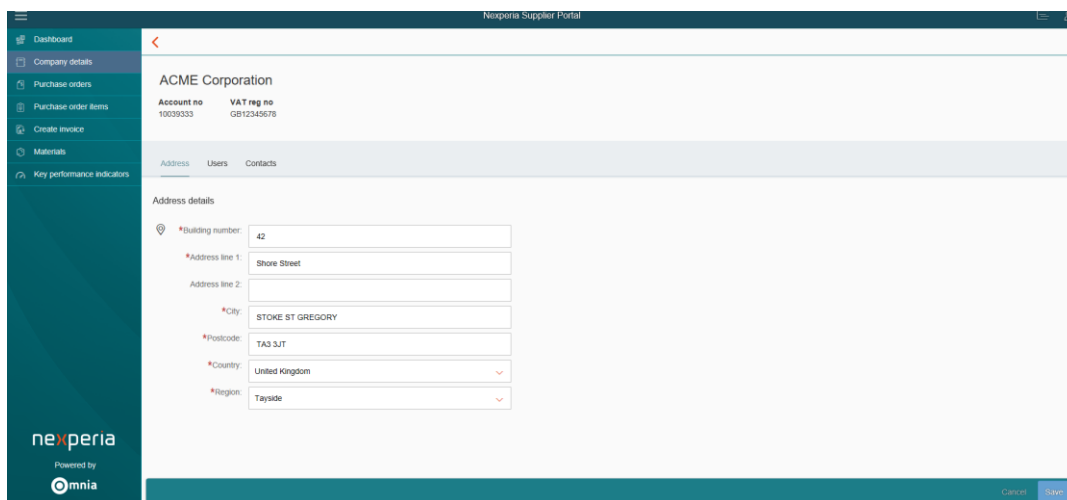
The Company details main menu item, shows company information such as the **Account No.** and **VAT Reg No.** The Company details view contains four tabs; **Address**, **Users**, **Contacts** and **Documents**.



6.1 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. See Section 6.4 for the instruction how to upload a document.

After you have submitted an address change, this will be reviewed and approved by Nexperia. A notification is created as soon as changes are approved.

6.2 Manage portal users

Being a portal user, you are able to support your colleagues and also create further supplier accounts for colleagues. You can also display the status of pending user requests and deactivate users from your organization as needed.

ACME Corporation
 Account no: 10039333 | VAT reg no: GB12345678

Address | **Users** | Contacts | Documents

Users (2)

Username	First name	Surname	Email	Telephone	Status
WILLY@ACMECORP.COM	Willy	Loek	willy.loek@acmecorp.com	040/30708	✓
LOEK@ACMECORP.COM	Loek	Schubert	loek.loek@acmecorp.com	040/30708	✓

[Create new user](#)

Pending users (2)

Username	First name	Surname	Email	Telephone	User role	Status
WILLY@ACMECORP.COM	Willy	Loek	willy.loek@acmecorp.com		SUPPLIER	Awaiting Activation
LOEK@ACMECORP.COM	Loek	Loek	loek.loek@acmecorp.com		SUPPLIER	Awaiting Activation

8


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.

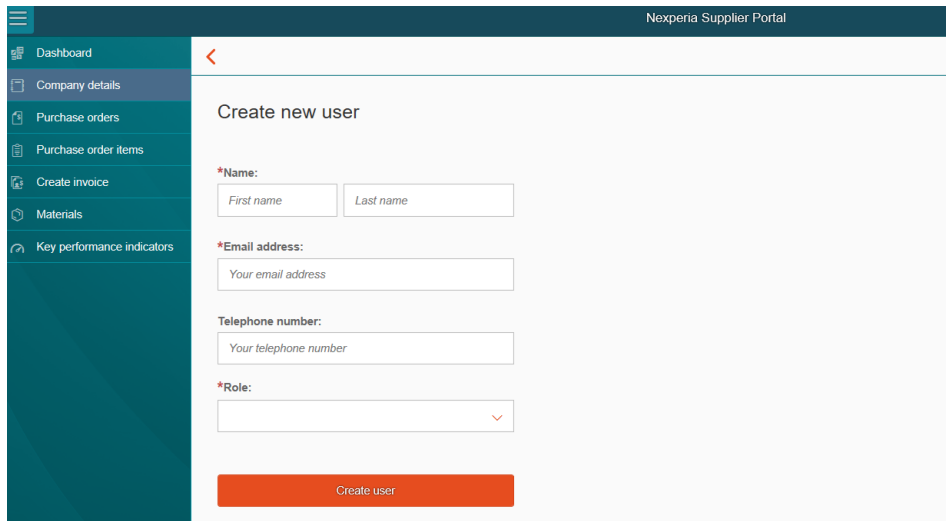
To reset a password for any of these active users, select the command and option **Request password reset**. This will trigger a new activation email to be sent to this user's email address from nexperia.portal.support@nexperia.com with email subject **Nexperia Supplier Portal - Reset Account**.

To deactivate a user, select the command and option **Deactivate User**. Following a confirmation prompt the user is locked.

A locked user cannot be reactivated by you, please contact Nexperia Portal support should this be needed.

 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.

To create new user, select the **Users** tab and press the **Create new user** button




The screenshot shows the 'Create new user' form in the Nexperia Supplier Portal. The form is located on the right side of the page, with a dark teal sidebar on the left containing navigation options: Dashboard, Company details, Purchase orders, Purchase order items, Create invoice, Materials, and Key performance indicators. The form itself has a white background and a dark teal header with a back arrow. The form fields are: *Name (with sub-fields for First name and Last name), *Email address, Telephone number, and *Role (a dropdown menu). A red 'Create user' button is at the bottom of the form.

Fill in the necessary information: (* are mandatory fields). If some mandatory data is missing a pop up will occur with the text **Please check invalid fields**. Press **Create User** again to submit your account request. Accounts created by you are validated and approved by Nexperia. Following approval, an activation link is sent to the user by email.

Until users are approved by Nexperia, they are displayed in the **Pending Users** table. This applies both to accounts registered using the **Self Registration** feature or created by the **Create New User** action.

Withing the **Pending Users** table, you can see whether an account requested is still **Pending approval** by Nexperia or **Awaiting Activation** by the actual user, which means the activation link was successfully created and shared.

 Activation link was sent via email from nexperia.portal.support@nexperia.com with email subject **Nexperia Supplier Portal - Verify Account**.

6.3 Manage company contacts

Company contact information is managed using the functions available on the Contacts Tab of the Company details application.

- ⚠ 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.
- ⚠ Supplier user accounts are not automatically registered as contacts, you need to maintain these email addresses again as a contact to have them receive e.g. purchase order information.


There are three **Roles** (contact types) available in the supplier portal.

- 1) **1st Point Contacts** receive all general information such as purchase orders, reminders, RFQs (if no Sales contact is maintained) and other notifications.
- 2) **Escalation Contacts** are added to overdue and repeated reminders only.
- 3) **Sales Contacts** are assigned to users who are primary in charge for RFQs.

To change information of an existing contact, just update the related field in the table. Once you leave the field, you will be offered to **Save** the edit or **Cancel** the changes made.

💡 No Nexperia approval is required for changes to contact. Your changes are effective immediately.

⚠ If one or more Sales Contacts are maintained, the 1st Point contacts will no longer receive notifications for Nexperia RFQs. However, it is also possible to maintain a certain contact twice, e.g. with roles 1st Point Contact and Sales e.g. contact, to deal with special scenarios.

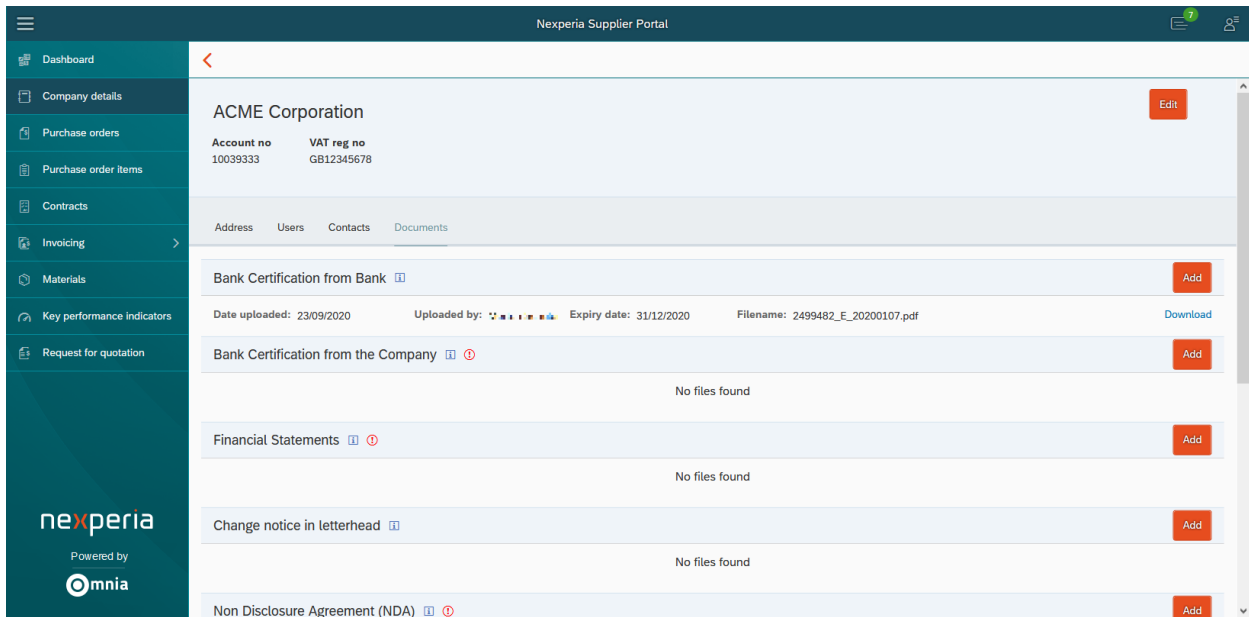
To add a contact, press the **Add contact** button and fill in the necessary information: (* are mandatory fields). You can click the **Delete** icon  to delete contact information while creating.



When finished, click the **Save** button to save the contact data including the added contacts or **Cancel** button to delete the changed.

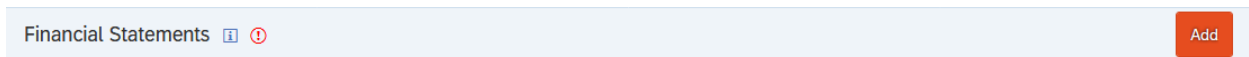
To delete a contact, just hit the **Delete** icon on the line, again then please **Save** or **Cancel** to proceed.

6.4 Manage documents

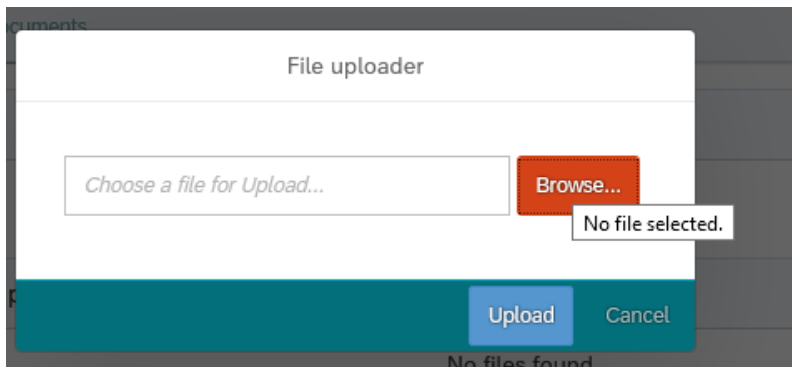
For your ongoing supplier relationship with Nexperia, several documents are required. You can use the **Documents** section to review the documents missing or expiring and conveniently upload them.




Each document type is represented in a group box with an individual description. You can click the  icon to display a longer information. The  indicates a document marked as mandatory.



Press the **Add** button on the box header to add a new upload. **Browse** to the file location and then press **Upload**.



You can download previously uploaded documents at any time using the **Download** links provided.

 Once uploaded, it is not possible to delete a document again from your supplier view.

7 Purchase Orders

The **Purchase Orders** main menu item shows information on all purchase orders that were issued by Nexperia to you as our supplier, such as the PO Number, Receiving Entity, No. of items, Document Date, Delivery Dates, Value and Currency.

PO no.	Receiving entity	No. items	Document date	Requested delivery date	Confirmed date	Value	Currency
4530055027	Nexperia Malaysia Sdn Bhd	1	04/05/2018	23/10/2019		0.00	USD
4530058226	Nexperia Malaysia Sdn Bhd	1	15/05/2018	15/06/2018	18/06/2019	0.00	USD
4530058227	Nexperia Malaysia Sdn Bhd	1	15/05/2018	15/06/2018		0.00	USD

7.1 Purchase Order overviews

On the overview screen, the **Open** tab contains all purchase orders which are not marked as **final delivered** or **final invoiced** by Nexperia. The **All** tab shows all available purchase orders, as far as they have been processed in the current Nexperia ERP environment and not been archived from the live database.

Before loading data, you can filter purchase orders by **Purchase order number** (10 digits), **Receiving entity** (the Nexperia entity that issued the order and **Document date** (date the purchase order was created). To display a purchase order result list, click the **Search** button.

Attempting to load all purchase orders may lead to Time Out errors being displayed to you. In this case please limit your selection further by applying filters.

7.2 Purchase Order header

Individual Purchase Orders may be displayed by clicking on the Purchase Order number.

Purchase order: DE618210023765

Created date: 17/04/2019 | First delivery date: 15/05/2019 | Status: Delivered | PO reference: - | Shipping address: Site Services Hamburg | Actions: Choose action

Payment terms: 124 | Value: 4,500.00 EUR | Inco terms: Delivered duty paid - Hamburg | Our reference: -

Purchase order items (4)

Item number	Material number	Description	Confirmation status	Delivery status	Invoice status	Acknowledgement reference	Quantity	Net value (EUR)	Schedule lines
00010		Goods-Item				8210023765	1 EA	1000.00	1
00020		Goods-Item					5 EA	500.00	1
00030		Goods-Item					2 EA	2000.00	1
00040		Goods-Item					10 EA	1000.00	1

The Purchase Order screen displays: Nexperia PO reference and your reference, Created date, Payment terms, Status, Shipping Address, First delivery date, Value, Inco terms. To see the full details, in some cases press the Information Icon shown.

Next to the PO header information, a drop down box **Actions** is shown. From here, you can access applicable quick actions such as **Download the purchase order** or **Create an invoice**.

The Purchase Orders screen contains five (5) tabs: **Items**, **Confirmations**, **Purchase order history**, **Texts**, **Attachments**.

7.3 Purchase Order Items tab

The **Items** tab shows item by item number, material, description, quantity, value, requested delivery, delivery date.

To change the view of the Purchasing order you can select **Order items** or **Delivery schedules**.

Just below on the right the screen contains the button **Quick confirm all items**. It allows all the purchase order items on the screen to be confirmed by one single click.

Using the "Quick Confirm" button will confirm all positions with dates, times and pricing as ordered by Nexperia. To create more complex feedback, use the "Advanced Confirmation" explained in this guide.

Displayed columns in the items tab:

- 1) **Item number**: specifies the document line number that uniquely identifies an item.
- 2) **Material number**: Uniquely identifies a material. This can be clicked to access further info, if it is registered in the Nexperia ERP. See the **Materials** section of this guide for details to the screens.
- 3) **Description**: short description about the material / service
- 4) **Confirmation status**. This will display if Nexperia has stored a confirmation record. The icon will show if the item was delivered without Order Confirmation. In case the confirmation is still in review, additionally is shown.
- 5) **Delivery status** will be displayed as if deliveries have been stored for this item.

- 6) **Invoice status** will be displayed as if invoices have been posted for this item.
- 7) **Quantity** displays the order quantity
- 8) **Net value** displays the total line value as ordered
- 9) **Schedule lines** show the count of schedule lines.

7.4 Purchase order “Confirmations” tab

The confirmations tab shows more details about purchase order acknowledgement given to Nexperia.

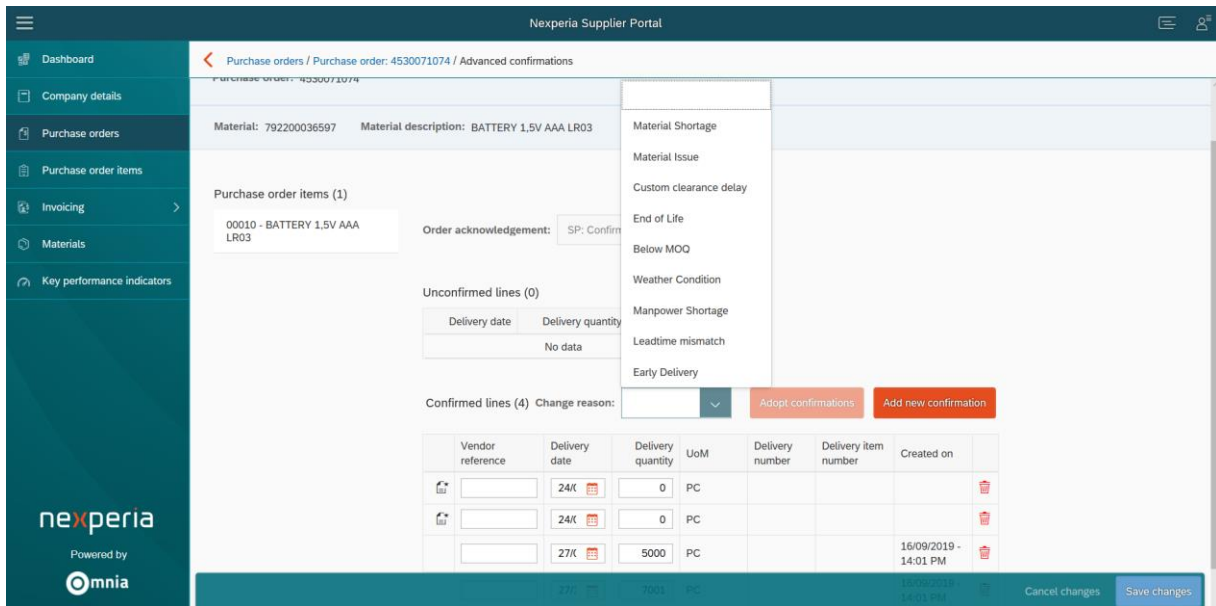
Confirmation type	Vendor reference	Delivery date / time	Delivery quantity	UOM	Delivery number	Delivery item number	Created on	Batch number
Item 00010								
Order acknowledgment		27/09/2019 - 0:00 AM	5000	PC			16/09/2019 - 12:01 PM	
Order acknowledgment		27/10/2019 - 0:00 AM	7001	PC			16/09/2019 - 12:01 PM	

- 1) **Confirmation type**, such as Order Acknowledgement
- 2) **Vendor reference** provided by you (only for advanced confirmations)
- 3) **Delivery date/time** confirmed
- 4) **Delivery quantity** confirmed
- 5) **UOM** ordered
- 6) **Delivery number / Delivery item number** (future use)
- 7) **Created on** with the date the confirmation was created
- 8) **Batch number** (future use)

Above the table of existing confirmation data you can access the **Advanced confirmations** screen to create a new confirmation with a change of dates, quantities and your reference number.

Confirmations are created per **Purchase order item**, which is selected in the left side of the user interface.

When adding or changing advanced confirmation data, you must provide a **Change Reason** from the list of provided options.



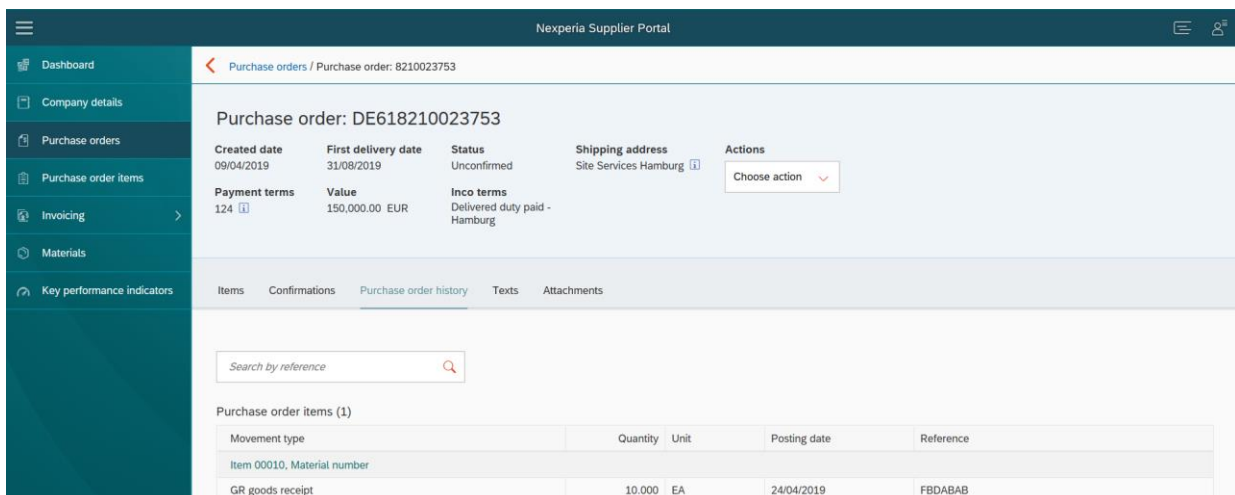
To ease the process, you can select **Adopt confirmed lines** which will copy the open quantities to the details table. Alternatively you can use **Add new confirmation** to add a new additional line.

Press **Save changes** to create the new confirmation, or **Cancel changes** to abort.

⚠ Depending on the tolerance settings of the purchase order, you may be able to confirm higher quantities than ordered. As these confirmations are relevant to supply chain planning, please take care to have confirmations reflect the actual shipments you will be making.

7.5 Purchase order history

The **Purchase order history** tab shows information about goods movements and invoice postings which have been registered for the purchase order.



A **Search by reference** option is able to filter the list on delivery references as posted by Nexperia.

7.6 Purchase Order Texts

The **Texts** tab allows to access header and item texts which are linked to the purchase order. Two controls allow to switch between **Purchase order texts** (header) and **Purchase order items** display.

When a long text is maintained, section is flagged with a checkmark. To see all texts, browse the texts or items / texts using provided controls.

7.7 Purchase Order Attachments

The **Attachments** tab shows externally visible files attached to the purchase order, mainly the Nexperia Purchase Order PDF document.

8 Purchase order items

To help manage the overall order book that you as supplier have with Nexperia, the [Purchase Order Items](#) section allows to access order lines by line status, spanning across the purchase orders.

This section is also accessed via many of the supplier dashboard tiles as explained in the [Dashboard](#) section of this guide. Most of the features on the purchase order items screen are also accessible from the purchase order level and explained in detail from the [Purchase Orders](#) section of this guide.

The items are clustered by status, in 4 different tabs.


- 1) **Unconfirmed** orders are items for which Nexperia has not posted an order confirmation.
- 2) **To be delivered** orders are goods order lines which are not marked **final delivered**.
- 3) **To be rendered** orders are service order lines which are not marked final invoiced.
- 4) **All** items regardless of the status.

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				14/05/2019	100 EA	5000.00	EUR	1 [🔗]
8210023782	00010		Goods_PO1	Nexperia Germany GmbH				14/05/2019	100 EA	5000.00	EUR	1 [🔗]
8210023800	00010	VISITENKARTE	print price goods	Nexperia Germany GmbH				25/05/2019	10 SET	2000.00	EUR	1 [🔗]

Search filters on the top of the list allow you to filter each list by Purchase order, Supplier material, Material number / description, Receiving entity and delivery date.

Items can be sorted by [Purchase order number](#), [description](#) and [delivery date](#).

For the items which must / can still be confirmed, confirmation can be done in several ways.

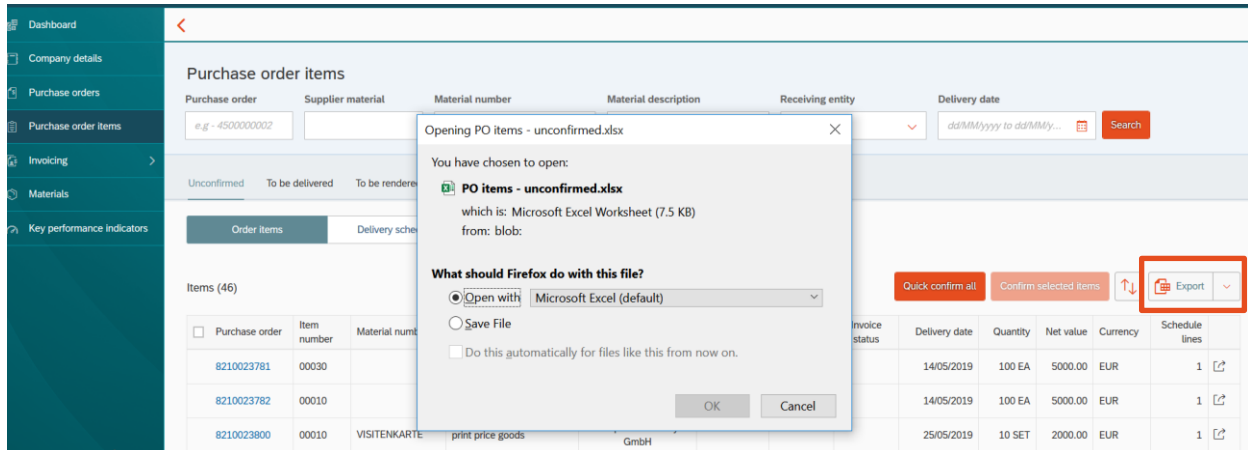
- 1) For item displayed in the result table, which are still possible to be “quick confirmed” (which have no existing confirmation and date of delivery in the future), all these items can be confirmed with the **Quick confirm all** action. An **Are you sure?** request is presented to you to prevent errors.
- 2) If you would like to quickly confirm certain items, mark the check boxes in front of the applicable items, then select **Confirm selected items**.
- 3) To confirm an individual item (quick or advanced), click the  action at the end of the line. Depending on the line, you will be offered the option to **Quick confirm** or create an **Advanced confirmation** which is explained in detail in the [Purchase Orders](#) section.

8.1 Exporting Purchase Order Item Views

By clicking the **Export...** button above the results table, you are able to save a copy of the data to your local device for further internal purposes. Downloads are served in a Microsoft Excel compliant format.

- 💡 The lines of downloaded content will be equal to the filters you have set on the Purchase Order Items e.g. [Receiving Entity](#) or [Date](#).
- 💡 Formatting of the data in the downloaded file may differ from the visual display in the portal application, as your spreadsheet application will use your system settings for data formatting.

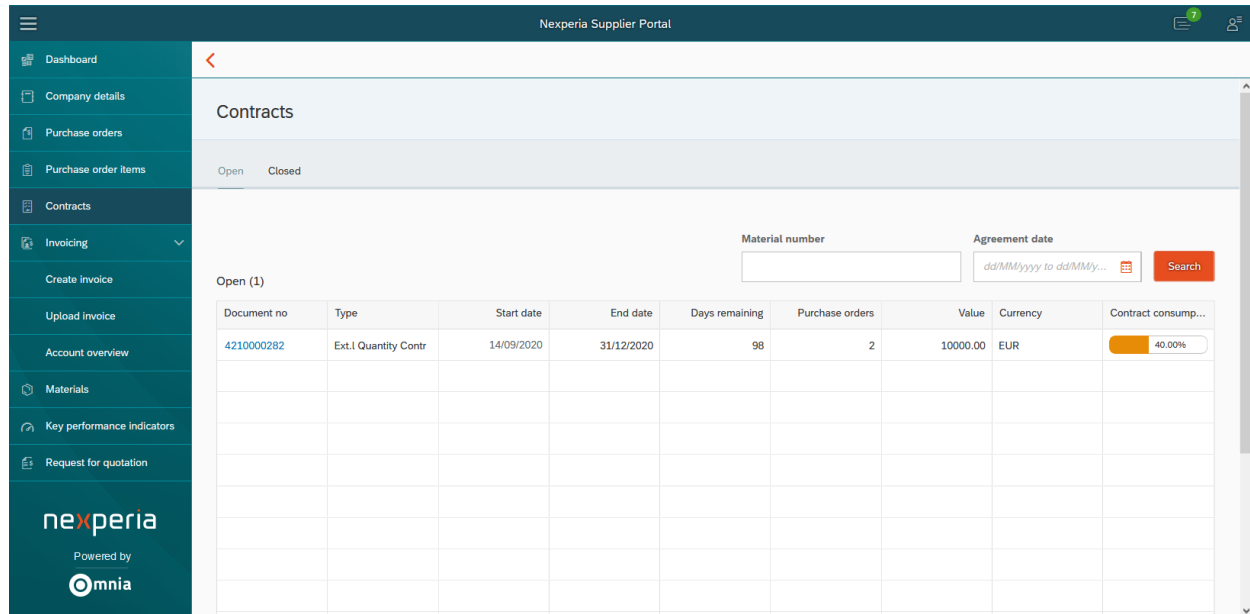
After clicking [Export...](#) you can provide a filename in the [Export As...](#) dialogue, then press Export to start the download process. The resulting file can be saved or opened depending on your browser and local device settings.



9 Contracts

In the Contracts section, you have the option to display existing value or quantity contracts that Nexperia has created to manage large volume purchases agreed over a certain period.

The contracts are used to group purchase orders, which call off quantities / values presented in the contract.



The screenshot shows the 'Contracts' section of the Nexperia Supplier Portal. The interface includes a sidebar with navigation options such as 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 main content area is titled 'Contracts' and has two tabs: 'Open' and 'Closed'. Below the tabs, there is a search bar with fields for 'Material number' and 'Agreement date' (format: dd/MM/yyyy to dd/MM/yy...), and a 'Search' button. The 'Open (1)' tab is active, displaying a table with the following data:

Document no	Type	Start date	End date	Days remaining	Purchase orders	Value	Currency	Contract consump...
4210000282	Ext.l Quantity Contr	14/09/2020	31/12/2020	98	2	10000.00	EUR	40.00%

The contracts application has two tabs to display **open** / **closed** contracts. On the overview table you can review the key dates, remaining calendar days in validity, count of purchase orders, value, and the percentage of consumption.



The contracts application is not meant to share or store master agreements or other legal documents you have exchanged with Nexperia.

9.1 Contract details

To display details of a contract, click any **Document number**. The details screen offers two tabs with the Items overview of the contract and the full list of Purchase Orders released against any contract item.

Contract: 4210000282

Start date: 14/09/2020 End date: 31/12/2020 Target value: 10,000.00 EUR

Item no.	Material	Supplier material	Description	Target quantity	UoM	Target value	Currency	Outstanding qu...	Purchase orders
00010	132250891404		MOLYKOTE D321-R, 400ML	100.000	PC	10000.00	EUR	60.000	2

To review the purchase orders created against a specific item, click the number shown in the **Purchase orders** column of the **Items** Table.

Contracts

Open Closed

Document no	Type	Start date	End date	Days remaining	Purchase orders	Value	Currency	Contract consumption
4210000614	Ext.1 Quantity Contr	10/09/2020	31/12/2021	435	1	33200000.00	EUR	0.01%
4210000615	Ext.1 Quantity Contr	14/09/2020	31/12/2022	800	0	13818000.00	EUR	0.00%

From all places within the contracts app, it is possible to jump into the **Purchase Orders** application by clicking a purchase order number.

The usage of contracts is gradually introduced, so you may not yet find your contracts listed in this application immediately.

10 Invoicing

In the **invoicing** menu section, three submenu items are available, allowing you to create invoices for goods purchase orders, uploading PDF invoices generated by your billing systems as well as displaying Nexperia accounts payable information towards you as supplier.

10.1 Create Invoice

The **Create Invoice** function allows you to “flip” a Nexperia goods purchase order to an invoice in a matter of a few clicks, directly registering it in the Nexperia ERP system and creating the legally binding invoice document, which can be downloaded by you for your own book keeping purposes.

The use of the Create Invoice feature is subject to an additional whitelisting of your supplier number. If you are not yet whitelisted, you will see an information message when accessing this feature.



The submission of invoices via our PO flipping feature is not yet activated for you. Please contact our catalogue support team in case you are interested to use this feature.

Click on the **Create invoice** main menu to access a list of invoiceable purchase documents.

If you cannot find a certain document in this list, it is not possible to flip it to an invoice. Such documents are (for example) purchase orders with special payment arrangements, differing invoice and ordering address and service purchase orders. These documents must be billed normally as instructed on the Nexperia purchase order.

From the list of invoiceable purchase documents, select the purchase document to be invoiced.

You can filter your documents by **Receiving entity** or search for a certain purchase document by entering the purchase order number in the **Purchase document** field and then press Submit.

Results can be sorted using the provided **Sort** option . In case Nexperia is still processing a previous invoice created by you against the same purchase order, the Invoice Status column will display In Review and you will not be able to proceed with the invoice creation.

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

To start the invoicing process against a displayed result, click the **Create Invoice** button.

It is not possible to mix purchase orders in one invoice.

In certain cases where order currency is not the local currency, the law requires to use official currency exchange rates to be used for calculating a local currency tax value. For these conditions, an error message will be displayed. Please invoice these items as instructed on the Nexperia purchase order.

When checks are passed, the **invoice header** will appear for validation and completion.

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

Invoice header

*Invoice number:

*Invoice reference date: *Date of supply:

Tax code:

Bank details:

Please enter an **Invoice number** as per your ongoing invoice number range and legal regulations. This number must be unique and is validated for uniqueness in the submission process.

Please enter / select the **Invoice Reference Date** and **Date of Supply** that apply for this invoice.

Back dating of invoices is possible in case of need, however will be closely monitored by Nexperia.

Next, choose the **Tax Rate** from the provided drop down list of options.

Finally, choose / confirm the **Bank details** which will be used to settle your invoice.

If the bank details shown are incorrect, please stop the process and approach Nexperia Procurement team for correction.

Create Invoice

Account overview

Materials

Key performance indicators

nexperia

Powered by

Bank details:
 Syndicate Credit Union / London / GBP1 / ***** 432

Chargeable items

Unplanned delivery cost:
 EUR

Invoiceable items: 1 Sort by:

<input type="checkbox"/>	Item	Quantity	Invoiceable
<input type="checkbox"/>	00020	Quantity	
<input type="checkbox"/>	Product name: BATTERY 1.5V AAA LR03 Material: 792200036597	<input type="text" value="20.000"/> PC Max 20.000	Invoice history Delivery history

In the **Chargeable items** section, you are adding the items / quantities to be invoiced. You can also add **Unplanned delivery costs** if they occurred.

The list of invoiceable items is displayed to you. For viewing, the list can be sorted by **Material** or **Item number** used in the **Sort by** controls.

Select the item/s to be invoiced and change the quantity if needed. The quantity entered must be less than or equal to the maximum quantity displayed. To help confirm the quantity, you can click the **Invoice history** or **Delivery history**. A pop up will show the history data.

Nexperia will only pay invoices for goods which have been received. Invoicing higher quantities than delivered / shipped may result in later payment of your invoice.

When finished, press the **Create Invoice** button which will take you to the confirmation and review screen.

Chargeable items

Unplanned delivery cost:
 EUR

Invoiceable items: 1 Sort by:

<input type="checkbox"/>	Item	Quantity	Invoiceable
<input checked="" type="checkbox"/>	00020	Quantity	
<input checked="" type="checkbox"/>	Product name: BATTERY 1.5V AAA LR03 Material: 792200036597	<input type="text" value="20.000"/> PC Max 20.000	Invoice history Delivery history

Create invoice

After clicking **Create invoice**, the invoice is created and displayed for review. You must carefully review the invoice data, calculations and totals shown to you.

When changes are needed to the invoice use the button [Revise invoice](#). When the invoice is reviewed and correct, press the button [Submit invoice](#).

After submitting the invoice, a confirmation screen is displayed.

From this screen, two options are provided. The button [Create Another](#) takes you back to the overview screen of invoiceable items. Before doing so, if you would like to retain a copy of the invoice for your records, press the [Download Invoice](#) button.

After pressing [Download invoice](#) a download file dialog will be shown, please follow instructions to save a PDF copy of the created document for your own archives.

10.2 Uploading PDF invoices

For cases in which you are unable to use the embedded invoice creation, and in countries which are legally accepting electronic (PDF) documents as valid invoices, you can upload the PDF based invoices generated by your billing system using the Nexperia supplier portal.

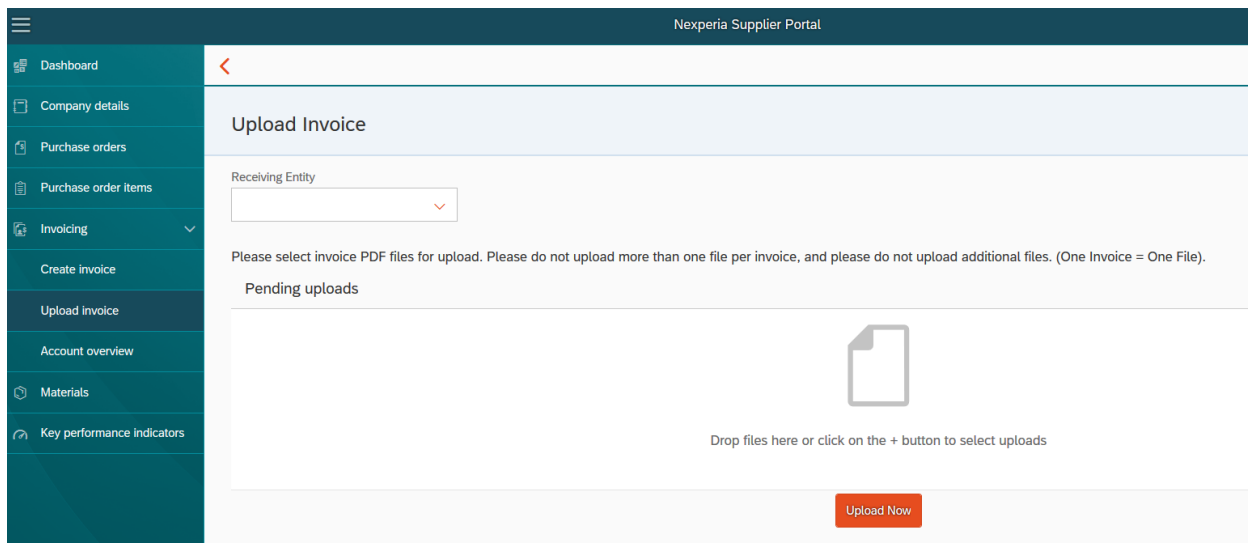
- Nexperia currently supports invoice uploads in PDF format only.
- When preparing your invoices for upload, please ensure that each invoice number is saved as an individual file and includes any additional references such as time sheets etc on the same file
- Nexperia applies [Optical Character Recognition \(OCR\)](#) on uploaded invoices. Please ensure the uploaded files are of good, readable quality, and do not contain stamps, handwriting or other elements which will obstruct the validation process.

To start the uploading process, click on the **Upload Invoice** menu item. On the next screen, select the **Nexperia legal entity** you intend to upload invoice(s) to. You will only see entities which your supplier account is registered against.

Then add one or multiple invoices using drag & drop or the **Add file** dialogue as needed. Press Upload to start the uploading process.

Do not split the invoice and reference as separate files, this will cause errors in Nexperia Invoice validation.

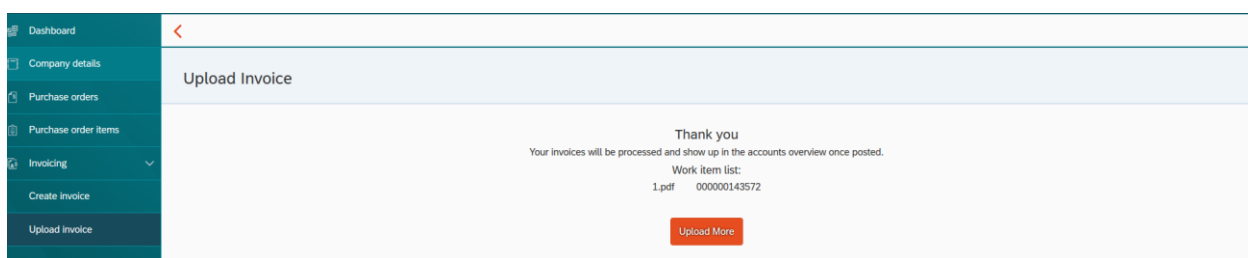
Upload speed will be dependent on the connection between your client and the Nexperia infrastructure, it is therefore recommended to only make mass uploads using a stable and fast network connection.



Once all files have been uploaded, you will be displayed a confirmation screen showing the **Success** per item uploaded and a processing reference number.

The uploaded documents will be processed by Nexperia using image recognition techniques then validated by a clerk before posting.

Only after recognition and validation steps are completed, you will see the invoice reference being displayed in the **Account overview** application.



10.3 Invoicing: Account overview

The Account overview section displays all Accounts Payable positions against your supplier record. There is a general information banner on top of the page to inform you on the payment schedule of Nexperia.

Account overview

Payment schedules are on the 5th and 21st day of the month or the next day if these dates fall on a weekend or holiday. If Due Date information is unavailable, Invoice is blocked for verification. For more information, contact the local sourcing team.
 Note: This is not applicable for suppliers under the Supply Chain Financial (SCF) program.

For Processing (11)

Document number	Reference	Receiving entity	Document date	Date entered
000000299821	42000227	Nexperia Germany GmbH	12/02/2020	17/12/2020
000000299676	42000227	Nexperia Germany GmbH	12/02/2020	01/12/2020
000000299700	KS_NED_001	Nexperia Germany GmbH	03/12/2020	03/12/2020
000000299167	42001322	Nexperia Germany GmbH	11/09/2020	11/09/2020

The **For Processing** tab shows newly uploaded documents which are passing through the Nexperia data extraction, validation and posting workflow.

The **Open** tab shows all posted documents which are not yet cleared / sent for payment by Nexperia. The calculated **Net due date** is visible in the table for invoices that are ready for payment. For payment schedule, please refer to the information banner found on top of the page for the payment schedule.

💡 In case the **Net Due Date** is “blank” it means the invoice is blocked for a reason and you may contact the Nexperia AP Queries for details. It is however quite normal for invoices to be temporarily blocked after their posting, while internal approvals are still being performed.

The **Cleared** tab shows all cleared documents. To display older results, you can adjust the **Document date** filter.

Account overview

Payment schedules are on the 5th and 21st day of the month or the next day if these dates fall on a weekend or holiday. If Due Date information is unavailable, Invoice is blocked for verification. For more information, contact the local sourcing team.
 Note: This is not applicable for suppliers under the Supply Chain Financial (SCF) program.

Cleared (34)

Document number	Reference	Receiving entity	Document type	Document date	Amount	Currency	Clearing date	Clearing document	
39M12466A	77-3	Nexperia Philippines Inc	Invoice	01/05/2023	1,175,156	PHP	02/07/2023	2100000003	Download Invoice
31113	75-7	Nexperia Philippines Inc	Invoice	11/12/2022	46,400.84	PHP	12/21/2022	2100000001	Download Invoice
52M11446L	7-13	Nexperia Philippines Inc	Invoice	11/22/2022	5,200,000	PHP	01/05/2023	2100000001	Download Invoice
5a00_32_367	7-2P	Nexperia Philippines Inc	Invoice	11/22/2022	2,000,000	PHP	01/05/2023	2100000001	Download Invoice

By clicking the **Export...** button above the results table, you are able to save a copy of the data to your local device for further internal purposes. Downloads are served in a Microsoft Excel compliant format.

Account overview

Information shown are not final and may change due to some unforeseen circumstances.

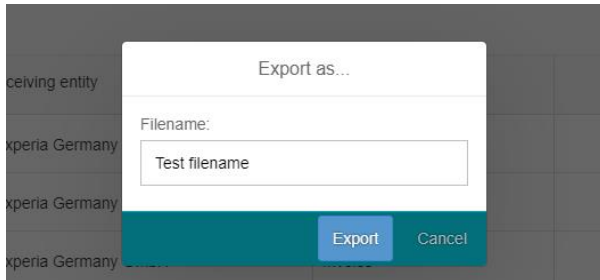
Open Cleared

Open (44)

Export

- 💡 The lines of downloaded content will be equal to the filters you have set on the Purchase Order Items e.g. **Receiving Entity** or **Date**.
- 💡 Formatting of the data in the downloaded file may differ from the visual display in the portal application, as your spreadsheet application will use your system settings for data formatting.

After clicking **Export...** you can provide a filename in the **Export As...** dialogue, then press Export to start the download process. The resulting file can be saved or opened depending on your browser and local device settings.



For any result of type **Invoice** you can download the corresponding invoice document, which is either the invoice document created by the **Create Invoice** feature, or the PDF / paper invoice which you provided to Nexperia, for further checking.

To do so, hit the **Download Invoice** button on the respective position and follow your web browser dialogue to save and open the file you get served.

Document number	Reference	Receiving entity	Document type	Document date	Amount	Currency	Clearing date	Clearing document	
294025466A	17-3	Nexperia Philippines Inc	Invoice	01/05/2023	11,751.56	PHP	02/07/2023	2100000011	Download Invoice
1-941-31-113	7947	Nexperia Philippines Inc	Invoice	11/12/2022	4,646.34	PHP	12/21/2022	2100000011	Download Invoice
5C4114446L	7113	Nexperia Philippines Inc	Invoice	11/22/2022	4,236.00	PHP	01/05/2023	2100000011	Download Invoice
5a05-31-367	1-2P	Nexperia Philippines Inc	Invoice	11/22/2022	21,111.70	PHP	01/05/2023	2100000011	Download Invoice

11 Materials

The **Materials** main menu button is used to access a list of materials. When opened, the list of materials is automatically loaded.

The screenshot shows the 'Materials' main menu. On the left is a navigation sidebar with options: Dashboard, Company details, Purchase orders, Purchase order items, Create invoice, **Materials**, and Key performance indicators. The main area has a search bar with three input fields: 'Material number' (1), 'Vendor material number' (2), and 'Material description' (3). A 'Search' button (4) is to the right. Below the search bar, a table titled 'Materials (161)' is displayed. A red circle (5) highlights the first row of the table.

Info record n...	Material number	Vendor materi...	Purchasing...	Plant	Info record categ...	Net price	Currency	Price per	Price unit	Countr...	Planned deli...
5300041036	282205806006	CONTPS-911	Purch. org. Hamburg	Site Services Hamburg	Standard	5.89	USD	1	PC	DE	35
5300048422	790010104695	112-4307	Purch. org. Hamburg	GA Fab Hamburg	Standard	95.00	USD	1	BOX	DE	21
5300048421	790010104696	112-4305	Purch. org. Hamburg	GA Fab Hamburg	Standard	95.00	USD	1	BOX	DE	21
5300048420	790010104697	112-4304	Purch. org. Hamburg	GA Fab Hamburg	Standard	95.00	USD	1	BOX	DE	7

You can narrow down your results by using the available filters for **Material number**, **Vendor material number** or **Material description**. Click **Enter** or press **Search** to reload the data with filters applied.

💡 The search filters support entering partial information, e.g. entering "card" will also show results named "business card".

By clicking on a **Info record number**, all details will be displayed, including the **Net Price** Nexperia has currently stored for this item.

The screenshot shows the details for material 'BATTERY 1,5V AAA LR03'. The breadcrumb is 'Materials / 5300070470'. The main header shows the material name. Below are key fields: Material number (792200036597), Supplier material (BATT-AAA), Supplier mat grp, Country of origin (GB), UoM (PC), Description (BATTERY 1,5V AAA LR03), Supplier subrange, EAN, and Gross weight (0.000 KG). A 'Details' link is present. Below is a 'Purchasing data (1)' table.

Purchasing org...	Category	Plant	Net price	Currency	Per	Price unit	Min qty	Max qty	Undelivered tole...	Overdelivered t...
Purch. org. Hamburg	Standard	GA Fab Hamburg	0.95	EUR	1	PC	0.000	1.000	0.0	5.0

In the current release of the Nexperia supplier portal, there are no interactions possible in this section. The information provided is for display purposes only. If you discover incorrect data, please reach out to the Nexperia Procurement Team using regular channels.

12 Key performance indicators

The Key performance indicators section is currently empty and reserved for future use by Nexperia.

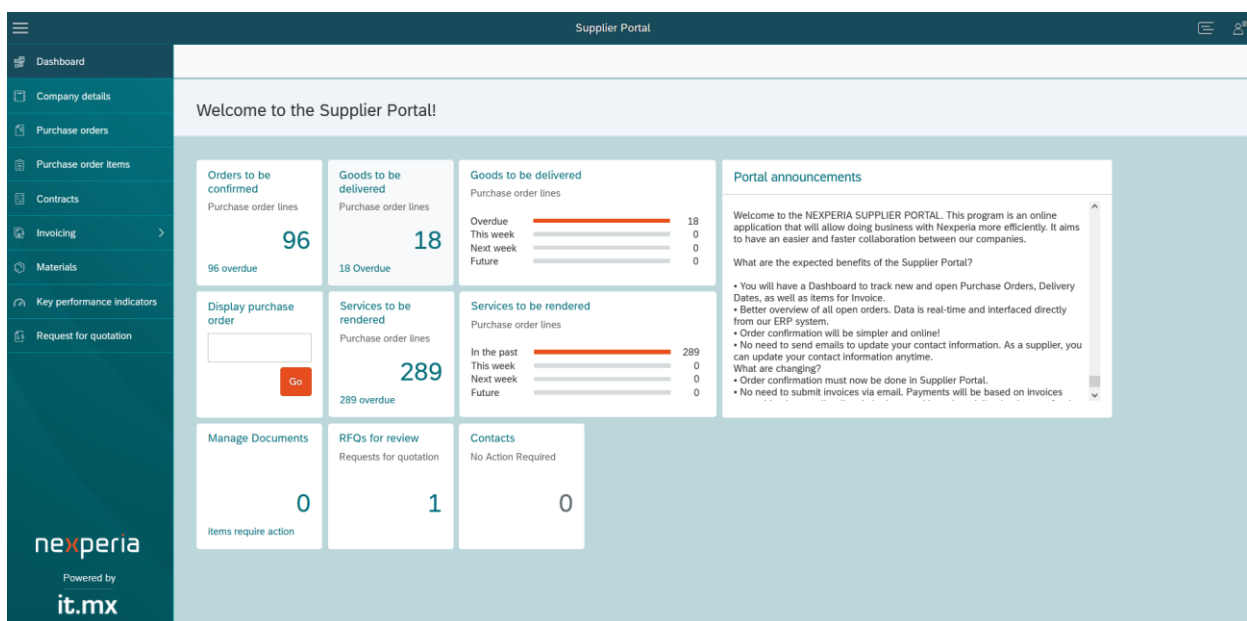
13 Requests for Quotation

To allow integral collaboration across the Source to Pay process, Nexperia utilizes the supplier portal to issue **Requests for Quotations** (RFQ) with its supplier. These RFQ are replacing any manual, email based form of quotations.

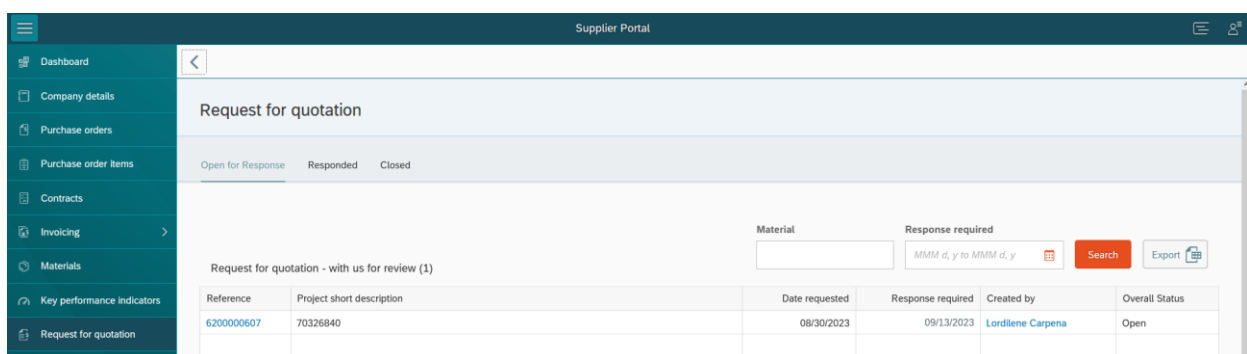
Within the RFQ response, you have the option to quote prices and dates against the items requested, as well as share further information as text / attachments with Nexperia.

13.1 RFQ for Nexperia Accredited Suppliers

When logging in, a dashboard tile will notify you of any RFQ which are not yet responded to. Click this tile or the corresponding menu item to display the RFQ application.



After clicking the RFQs for review tile, you will land on the Request for Quotation page.



RFQs are grouped by status.

Status	Description
Open for Response	All RFQs not yet answered by supplier and are still within the RFQ validity date range

Responded	All RFQs which have been responded and still in the editable time
Closed	All RFQs which are beyond the editable time

The data columns in the RFQ summary table show you the RFQ Reference Number, Project Short Description, Date Requested, Response Required, Created by and the overall status.

Click any RFQ [Reference](#) to enter the details.

RFQs can be filtered by doing right mouse click on the top of each column. Use this function to narrow down your search in case of long list.

Reference	Project short description	Date requested	Response required	Created by	Overall Status
Sort Ascending		16/12/2020	17/12/2020	Min Chee Eng	Open
Sort Descending		16/12/2020	30/12/2020	LORDILENE CARPENA	Open
Filter					

A red date reference shows the answer to Nexperia is overdue and may no longer be considered.

13.2 Displaying the RFQ details

When entering an RFQ, you are directly shown key header information as well as a table of all RFQ [items](#) which Nexperia would like you to answer for.

RFQ 6200000607

Important: You must adhere to Nexperia bidding guidelines. [View Bidding Rules](#)

RFQ Header

Response status: Response required

Date requested: 09/30/2023

Response required: 09/13/2023

RFQ status: Open

Created by: Lordilene Carpena

Payment terms: 134

Incoterms: DDP

References and Contacts

Our reference: 70326840

Your reference: -

Salesperson: Lyn Ramirez

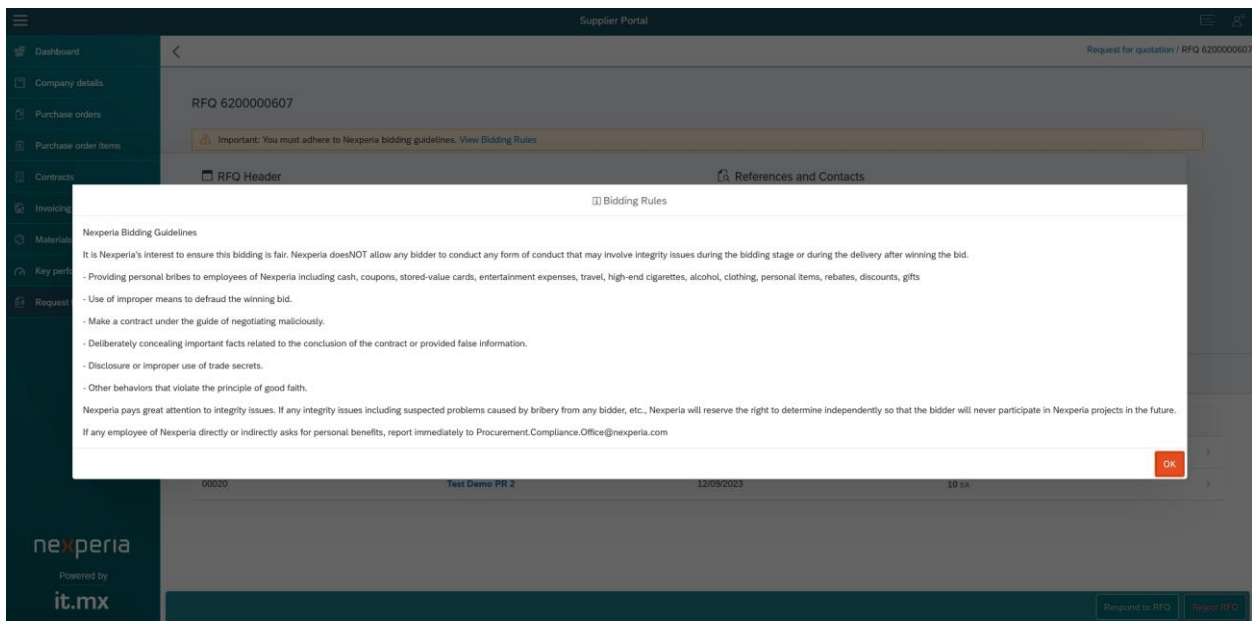
Telephone: 63 2 8445139

Warranty: -

Item no.	Material	Requested delivery date	Total qty
00010	Test Demo PR	12/09/2023	10 EA
00020	Test Demo PR 2	12/09/2023	10 EA

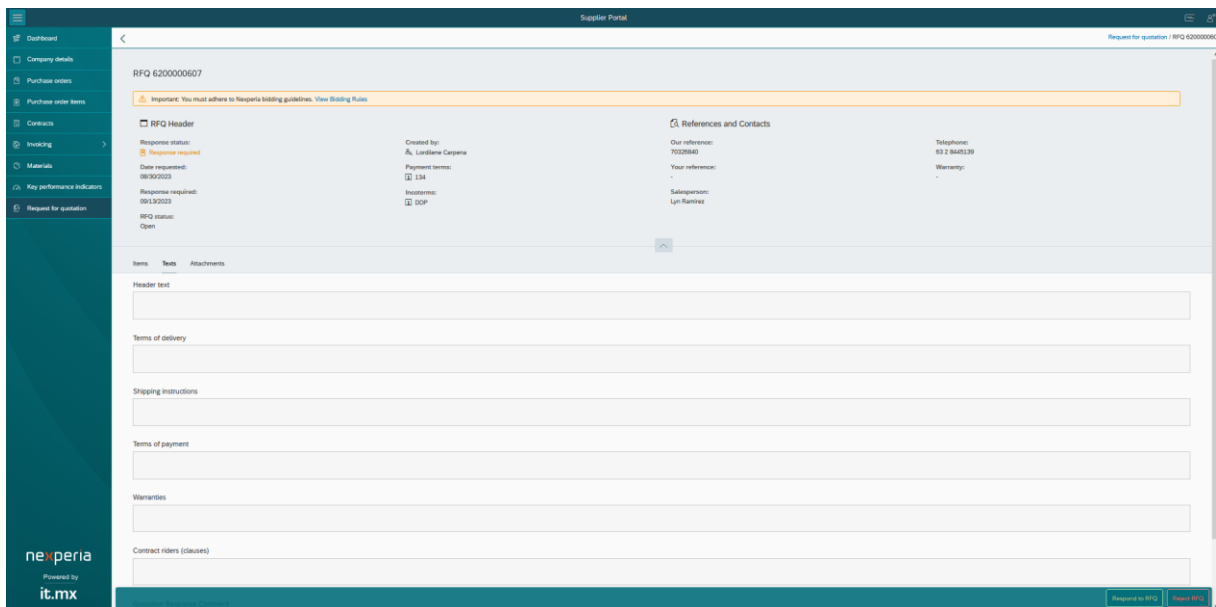
[Respond to RFQ](#) [Reject RFQ](#)

The [Nexperia Bidding Rules](#) is displayed on top of the screen, you can click the link to view the complete details.

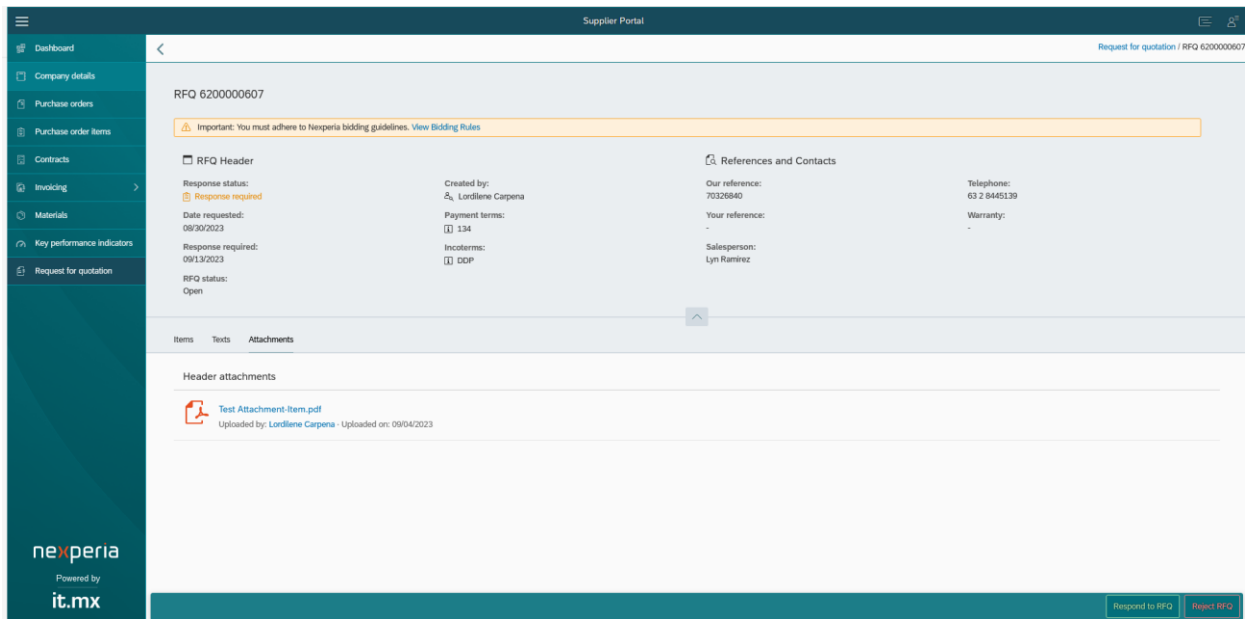


Additional information is visible in the other tabs of the details screen:

The **Texts** tab allows you to see (and edit some) general text for the RFQ as created by Nexperia and you or your colleagues.



The **Attachments** tab allows you to access any reference files which Nexperia has shared and upload any additional files adding to your RFQ response.



13.3 Entering your quote

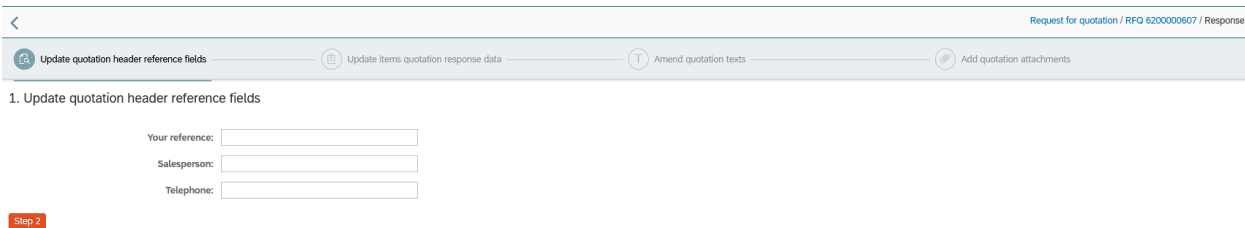
When you open an RFQ, you have two decision buttons found on the lower right part of the screen which is either “Respond to RFQ” or “Reject RFQ”.

If you click “Reject RFQ” it means you are not interested to submit your bid. A pop-up box will appear asking you to select the Rejection reason. Please select any of the reason in the dropdown list provided, then click Reject RFQ. The screen will become disabled for editing.

By clicking “Respond to RFQ” it means you are accepting the request of Nexperia to participate in the bidding process by responding to the list of items requested for quotation. Once you click “Respond to RFQ”, you will be guided by a step-by-step procedure to finish you bids.

Step 1. Update quotation header reference fields

Provide the following information (non-mandatory)



RFQ Fields	Description
Your Reference	Your reference quotation number
Salesperson	Sales contact name
Telephone	Contact number

RFQ 6200000607
Item 00010

Supplier material: *Delivery date: 12/09/2023 Material: Test Demo PR Total qty: 10
*Net price: 0.00 PHP Requested delivery date: 12/09/2023
*Per: 1 EA Rejected: NO

Texts Attachments

Response texts
Additional text for item

RFQ texts
Item text

Additional text for item

Save progress Cancel progress

Once you are done with step 2, click the [Step 3](#) button.

Step 3. Amend quotation texts

On this step, provide quotation response comment (if any). You can add notes on your quotation. This will be visible for the buyers when they review the quote you provided.

Request for quotation / RFQ 6200000607 / Response

1 Update quotation header reference fields 2 Update items quotation response data 3 Amend quotation texts 4 Add quotation attachments

3. Amend quotation texts

Quotation Response Comment

Step 4

Click [Step 4](#) when you are done adding your comments.

Step 4. Add quotation attachments

You are required to attach the hardcopy of your quotation before submitting the RFQ.

Drop files to upload, or use the "+" button.

Request for quotation / RFQ 6200000607 / Response

1 Update quotation header reference fields 2 Update items quotation response data 3 Amend quotation texts 4 Add quotation attachments

4. Add quotation attachments

Header attachments +

No attachments found for this RFQ
Drop files to upload, or use the "+" button.

Once attachment is uploaded, you may [Review](#), [Save progress](#) or [Cancel Progress](#).

Action Button	Description
Review	Review the quotation before submission
Save Progress	Save your progress but not yet submit your quotation
Cancel Progress	Discard any input you have given

By clicking [Review](#), the page will show you the summary of your Quotation details. You have 2 options at the end of the page: [Edit Response](#) or [Submit Response](#). By clicking [Edit Response](#), you will go back to the edit Quotation page where you can amend your data. And when details are complete, click [Submit Response](#) to finish your bid.

Request for quotation / RFQ 6200000607 / Response

Update quotation header reference fields Update items quotation response data Amend quotation texts Add quotation attachments

1. Update quotation header reference fields

Your reference: TestQuote101
Salesperson: Salesman Name
Telephone: 12345

2. Update items quotation response data

Item no.	Material	Requested delivery date	Total qty	Supplier material	Delivery date	Net price	Per	Rejected
00010	Test Demo PR	12/09/2023	10 EA	ABC	12/09/2023	0.00 PHP	1	No >
00020	Test Demo PR 2	12/09/2023	10 EA		12/09/2023	0.00 PHP	1	No >

3. Amend quotation texts

Quotation Response Comment

Quotation Response Comment

4. Add quotation attachments

Header attachments

[Sample Quote 001.pdf](#)
Uploaded by: U00000000009 - Uploaded on: 09/04/2023

[Edit response](#) [Submit response](#)

- 💡 Any RFQ will be referring to your standard Payment and Inco Term which is agreed and maintained by Nexperia.
- 💡 The currency of the RFQ is fixed to the currency shown.
- 💡 Note: There will be a pop up warning message to remind you about RFQ attachments. Click **OK** if you have uploaded the necessary supporting documents in the RFQ, otherwise click **NO** to go back to the attachment tab which will allow you to upload your documents.

14 FAQ

Purpose of menu 'notifications' ?

Answer: The notifications menu shows messages that are waiting for you to review.

I forgot my password for login. How can I get a new password?

Answer: In the portal log on screen, click the "Forgot Password" button then provide your email address in the next screen. A new one time activation link and temporary password will be sent to change your password. Note that this feature is valid only on basic account problems, such as forgot password, if your account has been invalidated e.g. by an internal or company administrator, you will still need to contact the Nexperia portal support.

If a contact person leaves the company, what should I do?

You have to add, edit or remove contacts in the menu Company Details / Contacts / Add or Delete

Locked accounts because of incorrect password entries

Answer: Accounts which are locked due to incorrect passwords are unlocked after max 24 hours. Even a reset will only work after this time is expired.

Locked accounts due to inactivity?

Answer: Users who do not logon to the portal for more than 180 days are automatically locked and need to contact portal support to get their access back.



15 Help and Support

For any inquiries related to the Nexperia Supplier Portal, please send an email to nexperia.portal.support@nexperia.com.

16 Earlier release notes

Version 2112

Enhancements has been implemented to address the improvement requests in the current procurement web applications. Below are the enhancements implemented.

- eRFQ Dashboard
 - Vendor factsheet tool on the buyer dashboard
 - Add individual RFQ check in Dashboard showing ME43
 - Option in dashboard to select what POrg and Pgrp to show in the RFQ Statistics
 - Enhancement of ME49/ME4S to include RFQ selection
- eRFQ User Profile
 - User profile validation check on PORG/PGrp
 - Rapid (5 min) Auto refresh of eRFQ and SE-P2P dashboard
- eRFQ Creation
 - Put Control Logic between Validity End and Quotation Deadline
 - RFQ date, Language and Creation date set as read only
 - Provision for entering multiple line items in RFQ >10lines
 - Trap extra layout setup on user level
 - Error message if user has no authorization to convert RFQ into a PO
 - Add Vendor material Number in the SE-RFQ view - Item level (write access for buyers)
 - Copy PR Header note to RFQ Header Note - D2P
 - Show the delivery date in the Item Overview when adopting details of copied RFQ
- eRFQ email Notification
 - Include RFQ Number to the Subject of the eMail Notification

Version 2109

In release 2109, the email notification set up of the RFQs is now built within SAP via message outputs. Also, RFQ reminder mails has been set up to send notification towards supplier contact to remind RFQ submission deadlin

Version 2106

- A Supplier self-service password management function has been added to reset passwords.
- A "For Processing" tab has been added to the Account overview, displaying invoices in processing and validation
- The additional data elements net due date and clearing date are shown in the Account Overview
- The data element warranty date was added to the RFQ
- A new contacts role "Sales Contact" is added for targeted email communication in RFQ

Version 2012 improved feature

- Functionality improvements to the RFQ module

Version 2009 added or improved features

- Support for displaying and responding to requests for quotations (RFQ) is added
- Support for displaying (system based) outline agreements is added
- Support for document management (static documents) is added
- Small corrections and bugfixes across all modules

Version 1912 added or improved features

- A new menu item Invoicing – Upload Invoice allows to securely upload your PDF invoices to Nexperia.
- The views of Purchase Order Items and the Invoicing Account overview can now be exported as a Spreadsheet for further use in other applications.

Version 1910 added or improved features

- The confirmation of purchase orders and items was completely redesigned, allowing you to create simple confirmations quicker, and adding further options for advanced / split confirmations.
- The invoice option has been restricted to white listed suppliers, which allow Nexperia to roll out the portal to further suppliers.
- An accounts overview section has been added to allow displaying your accounts payable positions.
- User account management is now involving a review by Nexperia global procurement.