

ネクスペリアのサプライヤーポータル
グローバル購買部

Nexperia's Supplier Portal
Global Procurement



Objectives of this session

▽ 新規および既存登録ユーザー向けマニュアル

Training session for both new and existing registered users of the Supplier Portal.

▽ サプライヤーポータル機能概要: (下記リンクご参照ください)

Topics include: (Links below)

Functionalities and benefits

機能と利点

PO confirmation

注文書の確認

Invoice Creation / Uploading

請求書の作成/アップロード

Contacts Management

連絡先の管理

ネクスペリアサプライヤーポータルとは？

What is Nexperia's Supplier Portal?

- これは、サプライヤーとの共有ツールです。
- It is Nexperia's **collaboration tool** with its Suppliers.

Supplier Portal

Welcome to the Nexperia Supplier Portal!

Orders to be confirmed	Goods to be delivered	Goods to be delivered
Purchase order lines: 35	Purchase order lines: 5	Purchase order lines: 5
35 overdue	5 Overdue	Overdue: 5 This week: 0 Next week: 0 Future: 0

Display purchase order	Services to be rendered	Services to be rendered
<input type="text"/> <input type="button" value="Go"/>	Purchase order lines: 176	Purchase order lines: 176
	176 overdue	In the past: 176 This week: 0 Next week: 0 Future: 0

Manage Documents	RFQs for review	Contacts
7	1	0
Items require action	Requests for quotation	No Action Required

Powered by it.mx

Supplier Portal New Feature Announcement

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

オンライン



Online

- ご注文の確認
- 請求書のアップロード/作成
- サプライヤーの連絡先の管理
- 見積もりの提出
- Order Confirmation
- Invoice upload / creation
- Vendor contact management
- E-RFQ Submission

進捗確認



Transparent

- 支払い状況
- 提出済みの見積書
- アップロードされたファイル
- Payment status
- Submitted quotes
- Uploaded documents

共有画面



Same View

- 注文状況
- 有効請求書
- ダッシュボード
- Open POs for delivery
- Open Invoices
- Dashboard

オンライン注文内容の確認

グローバル購買部 - ネクスペリアのサプライヤーポータル

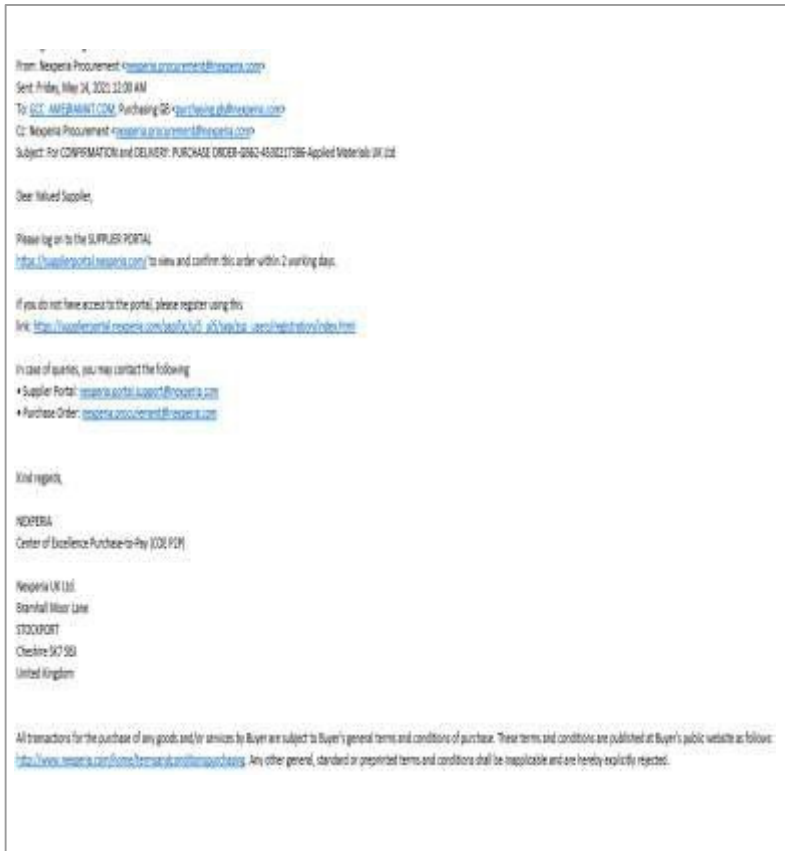
Online PO Confirmation

Global Procurement – Nexperia Supplier Portal

注文内容の簡単な確認方法 Easy Online PO Confirmation

1 新規注文/注文内容の変更がある場合は、メールで通知を受け取ります。

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



2 メール内のリンクをクリックしてログオンしてください

Click the link in the email & log-on

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



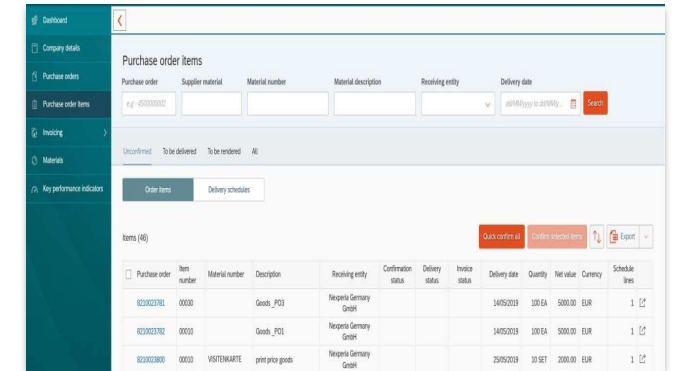
Note: The Portal is available in English & Chinese languages.

注意：ポータルは英語と中国語のみ利用可能です。

3 注文書を確認してください

Check and confirm the PO

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



1. "Purchase Order Items" ボタンをクリックしてください。
2. 注文番号を入力してください
3. 注文書を確認してください

ポータルサイトで注文を確認する簡単な手順 Easy steps to confirm a PO in the Portal...

1. "Purchase Order Items"をクリックしてください

Go to Purchase Order Items

2. 注文番号を入力してください

Enter the PO number

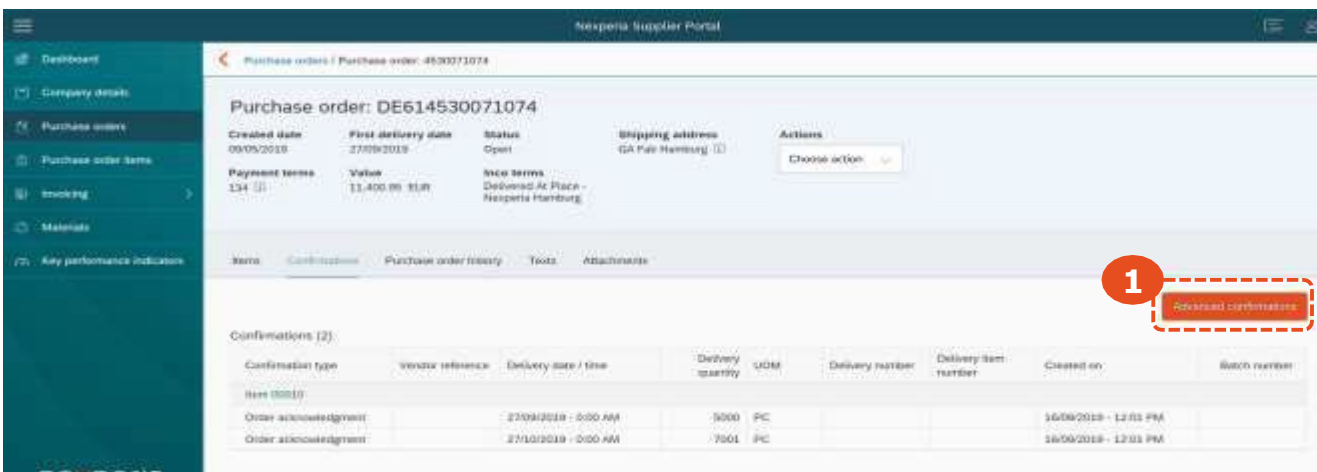
3. 注文書を確認してください

Check items then Confirm PO.

The screenshot shows the 'Purchase order items' page in the Nexperia portal. The sidebar on the left contains navigation options: Dashboard, Company details, Purchase orders, Purchase order items (highlighted with a red circle 1), Invoicing, Materials, and Key performance indicators. The main content area has a search bar for purchase orders with a red circle 2 around the input field. Below the search bar are tabs for 'Unconfirmed', 'To be delivered', 'To be rendered', and 'All'. There are also buttons for 'Order items' and 'Delivery schedules'. A table of items is displayed with columns: 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 contains three rows of data. At the top right of the table, there are buttons for 'Quick confirm all' (highlighted with a red circle 4a) and 'Confirm selected items', along with an 'Export' button. A red circle 4b highlights the 'Schedule lines' column.

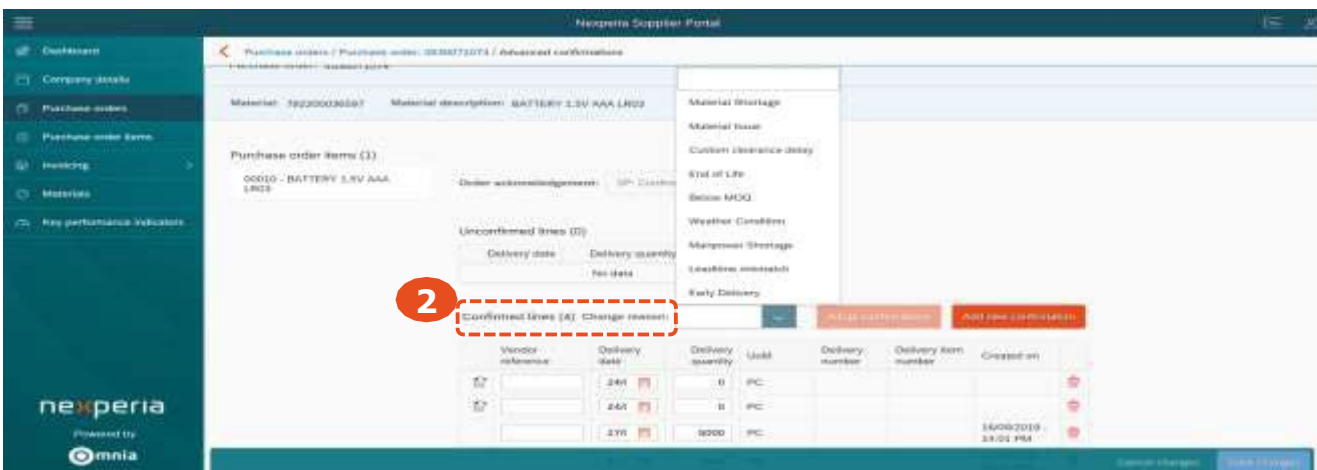
Purchase order	Item number	Material number	Description	Receiving entity	Confirmation status	Delivery status	Invoice status	Delivery date	Quantity	Net value	Currency	Schedule lines
8210023781	00030		Goods_PO3	Nexperia Germany GmbH				14/05/2019	100 EA	5000.00	EUR	1
8210023782	00010		Goods_PO1	Nexperia 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

注文の追加・変更 Adding / Changing PO Confirmation



① "Purchase orders" "Confirmations" タブより "Advanced Confirmations" にアクセスして、日付、数量、参照番号を変更した新しい確認書を作成します

Access the **Advanced Confirmations** screen to create a new confirmation with a change of dates, quantities and your reference number.



注意:
データを追加または変更する場合は、"Advanced Confirmations"、"Change reason" のプルダウンリストから変更理由を指定する必要があります。

② [Save Changes] を押して更新するか、[Cancel changes] を押して中止します。

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.

注文数量

Purchase Order – Open quantity

Dashboard

Company details

Purchase orders

Purchase order items

Contracts

Invoicing

Create invoice

Upload invoice

Account overview

Materials

Key performance indicators

Request for quotation

Purchase order items

Purchase order: e.g - 4500000002

Supplier material: []

Material number: []

Material description: []

Receiving entity: []

Delivery date: MMM d, y to MMM d, y

Search

Unconfirmed To be delivered To be rendered All

Items (39)

Confirm selected items

Export

<input type="checkbox"/>	Purchase order	Item number	Material number	Description	Receiving entity	Confirmation status	Delivery status	Invoice status	Delivery date	Quantity	Open quantity	Net value	Currency	
	4530135122	00010	732210066091	BIM AOI MODULE	Nexperia Hong Kong Ltd				11/26/2019	1 PC	0 PC	4920.00	USD	
	4530135122	00020	732210066091	BIM AOI MODULE	Nexperia Hong Kong Ltd				11/26/2019	9 PC	0 PC	49320.00	USD	
	8210117453	00010		CLAMP FINGER SIDEBAR	ITEC Technologies HK Ltd	✓			02/18/2022	1 EA	0 EA	150.00	USD	
	8210117453	00020		PROCESS COVER LF26.5M BD	ITEC Technologies HK Ltd	✓			02/18/2022	1 EA	0 EA	150.00	USD	
	8210117453	00030		PROCESS COVER LF26.5M BD	ITEC Technologies HK Ltd	✓			02/18/2022	1 EA	0 EA	150.00	USD	
	8210117453	00040		PROCESS COVER LF26.5M FD	ITEC Technologies HK Ltd	✓			02/18/2022	1 EA	0 EA	150.00	USD	
	8210117453	00050		DUAL CLAMP FINGER 0.7MM TIP	ITEC Technologies HK Ltd	✓			02/18/2022	1 EA	0 EA	150.00	USD	
	8210117718	00010		USB3.0 CABLE WITH LOCK 5M LONG	ITEC Technologies HK Ltd	✓			01/31/2022	2 EA	0 EA	70.00	USD	

配送待ちのアイテムの数量を表示します。

Shows the quantity of the item that remains open for delivery.

発注履歴 – 受取/請求書受理確認 Purchase Order history – GR/IR reconciliation

The screenshot displays a software interface for managing purchase orders. On the left is a dark teal sidebar with navigation options: Dashboard, Company details, Purchase orders (selected), Purchase order items, Contracts, Invoicing (with a dropdown arrow), Create invoice, Upload invoice, Account overview, Materials, Key performance indicators, and Request for quotation. The main content area shows the details for purchase order HK644530135122. It includes fields for Created date (03/26/2019), First delivery date (11/26/2019), Status (Unconfirmed), PO reference (-), Shipping address (Nexperia Hong Kong Ltd.), and Actions (Choose action). Below these are Payment terms (124), Value (54,240.00 USD), Inco terms (Delivered duty paid - Hong Kong), and Our reference (-). A breadcrumb trail shows Items > Confirmations > Purchase order history > Texts > Attachments. A search bar labeled 'Search by reference' is present. The 'Purchase order items (20)' section contains a table with columns for Movement type, Quantity, Unit, Posting date, and Reference. The table lists four items, with the first three highlighted by a red border: GR goods receipt (1.000 PC, 03/26/2019, V0113/19), Invoice receipt (1.000 PC, 04/03/2019, V0113/19), and Invoice receipt (-1.000 PC, 12/03/2019, CN-0003/19). The fourth item is an Invoice receipt (1.000 PC, 12/06/2019, V0443/19).

Movement type	Quantity	Unit	Posting date	Reference
Item 00010, Material number 732210066091				
GR goods receipt	1.000	PC	03/26/2019	V0113/19
Invoice receipt	1.000	PC	04/03/2019	V0113/19
Invoice receipt	-1.000	PC	12/03/2019	CN-0003/19
Invoice receipt	1.000	PC	12/06/2019	V0443/19

発注書に登録された在庫移動および請求書の転記に関する情報が表示されます。

Shows information about goods movements and invoice postings which have been registered for the purchase order.

請求書の作成/アップロード

グローバル購買部 - ネクスペリアのサプライヤーポータル

Invoice upload/creation

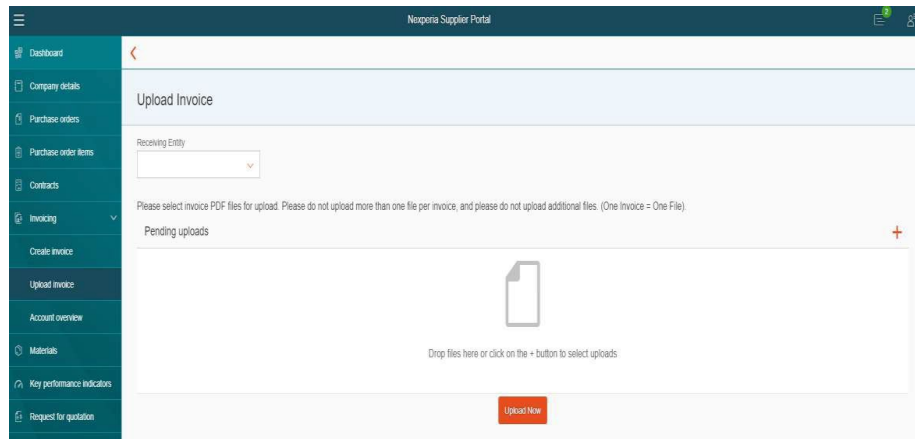
Global Procurement - Nexperia Supplier Portal

請求書の提出方法(2つのオプション) Two (2) Options to submit your invoices

Option 1 : 請求書をアップロードする方法 (PDFファイル) Upload your invoice (pdf copy)

1. 「Invoicing」 → 「Upload invoice」 から請求書をアップロードする
2. 「Receiving entity」を選択する
3. ファイルをドラッグ & ドロップ、または「+」 でファイルを追加する。

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



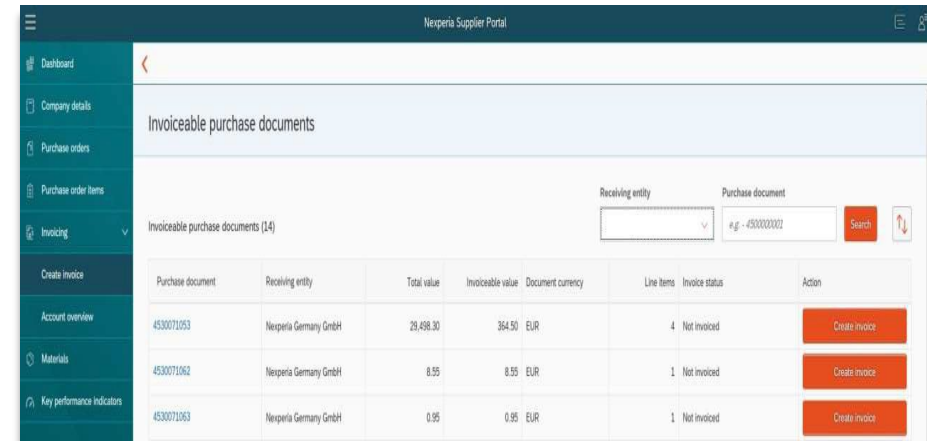
Option 2 : 注文書から請求書を作成する方法 Create invoice from PO

1. 「Invoicing」 → 「Create invoice」 を選択する
2. "Create invoice より 作成する。

1. Select PO to be invoiced
2. Press submit

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

注：必要に応じて検索欄にて検索してください。



* Created invoice can be downloaded for book keeping purposes

* 作成された請求書は保存用にダウンロードもできます

Option 1: 請求書をPDFファイルでアップロードする方法

Upload pdf copy of invoice

1. "Upload Invoice" を選択する
Go to Upload Invoice
2. "Receiving Entity" を選択する
Select Nexperia Entity
3. ファイルをドラッグ&ドロップ または「+」より追加する
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 'Nexperia Supplier Portal' logo 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, there 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)'. A 'Pending uploads' section contains a large white box with a red '+' icon in the top right corner and a file icon in the center. This box is highlighted with a red dashed box and a red circle containing the number '3a'. Below the box, there is an 'Upload Now' button, which is highlighted with a red dashed box and a red circle containing the number '3b'.

Option 2: 注文書から請求書を作成する (GOODS POのみ)

Create invoice from PO (For GOODS only)

1. "Create Invoice" を選択する
Go to Create Invoice
2. "Create Invoice" ボタンをクリックする
Click Create Invoice

Nexperia Supplier Portal

Invoiceable purchase documents

Invoiceable purchase documents (14)

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.

注:
必要に応じて注文番号
(Purchase document) を入力するか、
Receiving entity を
選択して検索してください

請求書の作成機能を使用すると、数回のクリックでネクスペリアの 商品購入注文に請求書に「フリップ」することができます

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

Easy to follow steps:

Invoice header

*Invoice number:

*Invoice reference date:

*Date of supply:

Tax code:

Bank details:

Unplanned delivery cost: EUR

Item	Quantity	Invoiceable
00020 Product name: BATTERY LVV AAA LR03 Material: 73233030297	20,000 PC Net 20,000	Invoice history Delivery history

Create Invoice

簡単な手順:

1. 請求書番号を入力する
2. 請求書の発行日を入力する
3. 納品日を入力する
4. 税率区分を選択する
5. 銀行情報の詳細を選択する
6. 商品内容と数量を追加し、必要に応じて送料を追加する
7. “Create Invoice” ボタンをクリックする

支払状況 Accounts Overview

The screenshot displays the 'Account overview' section of the Nexperia portal. It includes a sidebar with navigation options like 'Dashboard', 'Company details', 'Purchase orders', and 'Account overview'. The main content area shows 'Account overview' with a 'Payment Schedules' notice and a table of 'Open (91)' invoices. A 'Cleared (48)' section is also visible, containing a table of processed documents with columns for document number, reference, receiving entity, document type, document date, amount, currency, clearing date, and clearing document. Red circles and numbers 1, 2, and 3 are overlaid on the screenshot to highlight specific features: 1 points to the 'Open' filter, 2 points to the 'Open' count, and 3 points to the 'Cleared' filter.

1. まだ決済されていない、または Nexperia によりまだ処理されていない文書。サプライヤーポータルにアップロードしてから AP チームの処理には3~4日かかるため、正常にアップロードされた請求書が開いたタブに表示されます。

2. 計算された支払期日は、支払いの準備ができた請求書の表に表示されます。空白の場合は、請求書が何らかの理由でブロックされていることを意味しており、詳細については AP チームにお問い合わせください。ただし、請求書が転記された後、内部承認のため一時的にブロックされることがよくあります。

3. すべての完了した書類を見ることができます。日付フィルターを使って確認することができます。

1. Posted documents which are not yet cleared / sent for payment by Nexperia. Invoices that are successfully uploaded should appear in open tab after 3-4 days you've uploaded in supplier portal since that is the processing days of AP team.

2. The calculated **Net due date** is visible in the table for invoices that are ready for payment. In case it is "**blank**" it means the invoice is blocked for a reason and you may contact AP team for details. It is however quite normal for invoices to be temporarily blocked after their posting while internal approvals are still being performed.

3. All cleared documents. To display older results, you can adjust the Document date filter.

支払状況 Accounts Overview

Account overview

1 Payment Schedules are every 5th and 21st day of the month, or the following day if it falls on a weekend or holiday.

If Due Date information in the portal is available, payment will be made on the nearest payment schedule.
If Due Date information is unavailable, invoice is currently blocked and is undergoing validation. Once cleared, Due date Information will be available and payment will be made on the next payment schedule.
Note: This is not applicable for suppliers under the Supply Chain Financial (SCF) program.
For more information, contact your Nexperia Procurement partner.

Example 1:
Invoice Date: February 16, 2024
Payment Terms: Net 120 Days

2 For Processing Open Cleared

Document number	Reference	Receiving entity	Document date	Date entered
For Processing (1)				
Document number	Reference	Receiving entity	Document date	Date entered
000000713542	85621	Nexperia Malaysia Sdn Bhd	07/10/2024	07/10/2024

1. Nexperia の支払いスケジュールに関する情報。
2. Nexperiaのデータ抽出、検証、ワークフローを通過に対して、新しくアップロードされたドキュメントを示します。

Nexperia はアップロードされた請求書は OCR (光学文字認識) を採用しております。ファイルの品質が高く鮮明なファイルの場合は、24 時間後に処理タブに表示されます。

1. Information banner on the payment schedule of Nexperia.
2. Shows newly uploaded documents which are passing through the Nexperia data extraction, validation and posting workflow.

*There are cases where invoices will appear in **for processing** tab after 24 hrs if files are of good, readable quality, and do not contain handwriting or other elements which will obstruct the validation process since Nexperia applies OCR (optical character recognition) on uploaded invoices.*

連絡先の管理

グローバル購買部- ネクスペリアのサプライヤーポータル

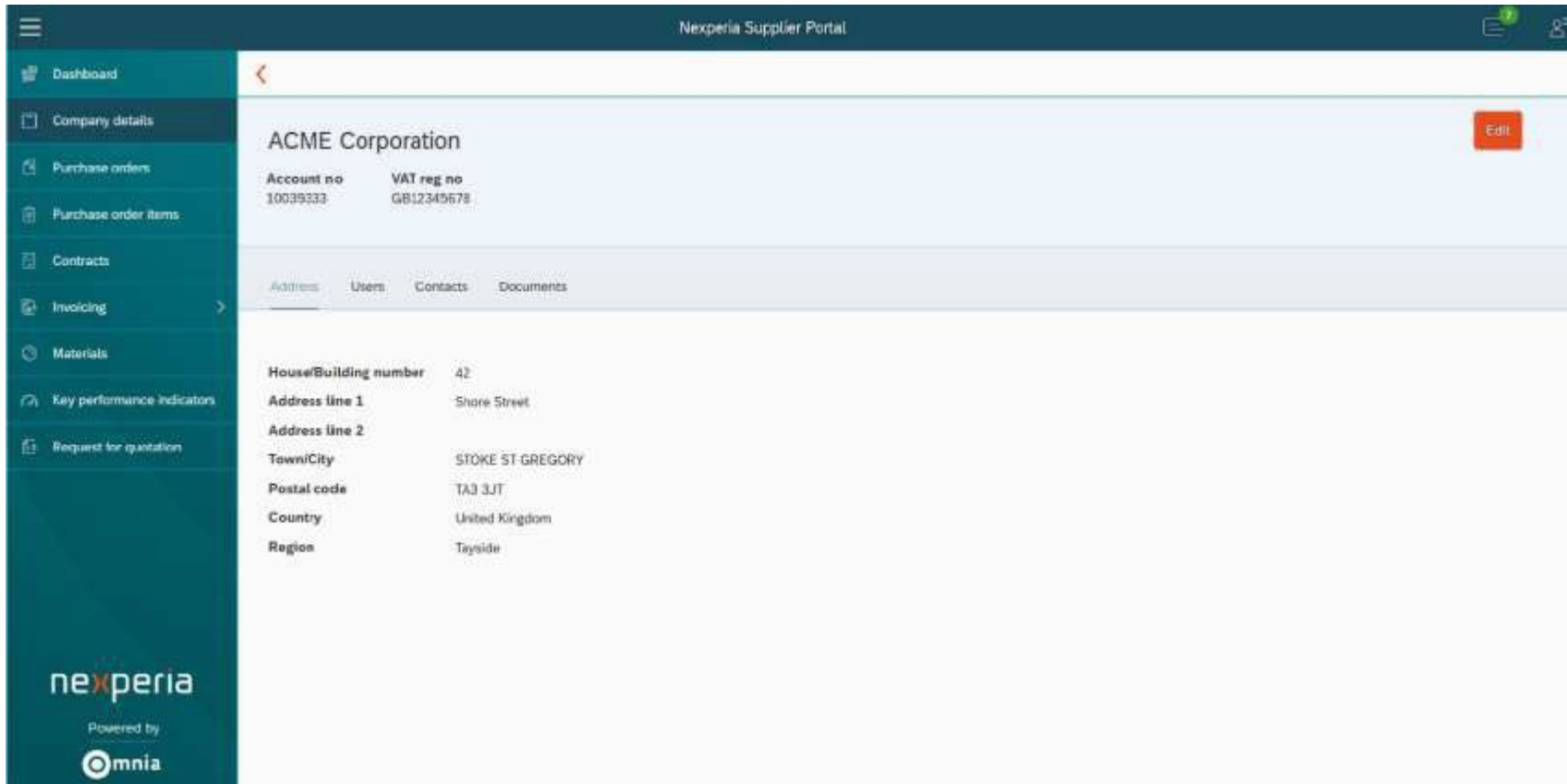
Vendor Contact Management

Global Procurement – Nexperia Supplier Portal

会社の登録情報 Company Details

メインメニュー「Company details」には、銀行口座番号や課税事業者登録番号などの会社の登録情報が表示されます。詳細ビューには、「Address」、「Users」、「Contact」、「Documents」の4つのタブがあります。

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**.



The screenshot shows the 'Nexperia Supplier Portal' interface. The left sidebar contains a menu with items: Dashboard, Company details (selected), Purchase orders, Purchase order items, Contracts, Invoicing, Materials, Key performance indicators, and Request for quotation. The main content area displays 'ACME Corporation' with an 'Edit' button. Below the company name, the 'Account no' is 10039333 and the 'VAT reg no' is GB12345678. A tabbed interface is shown with 'Address' selected, displaying the following details:

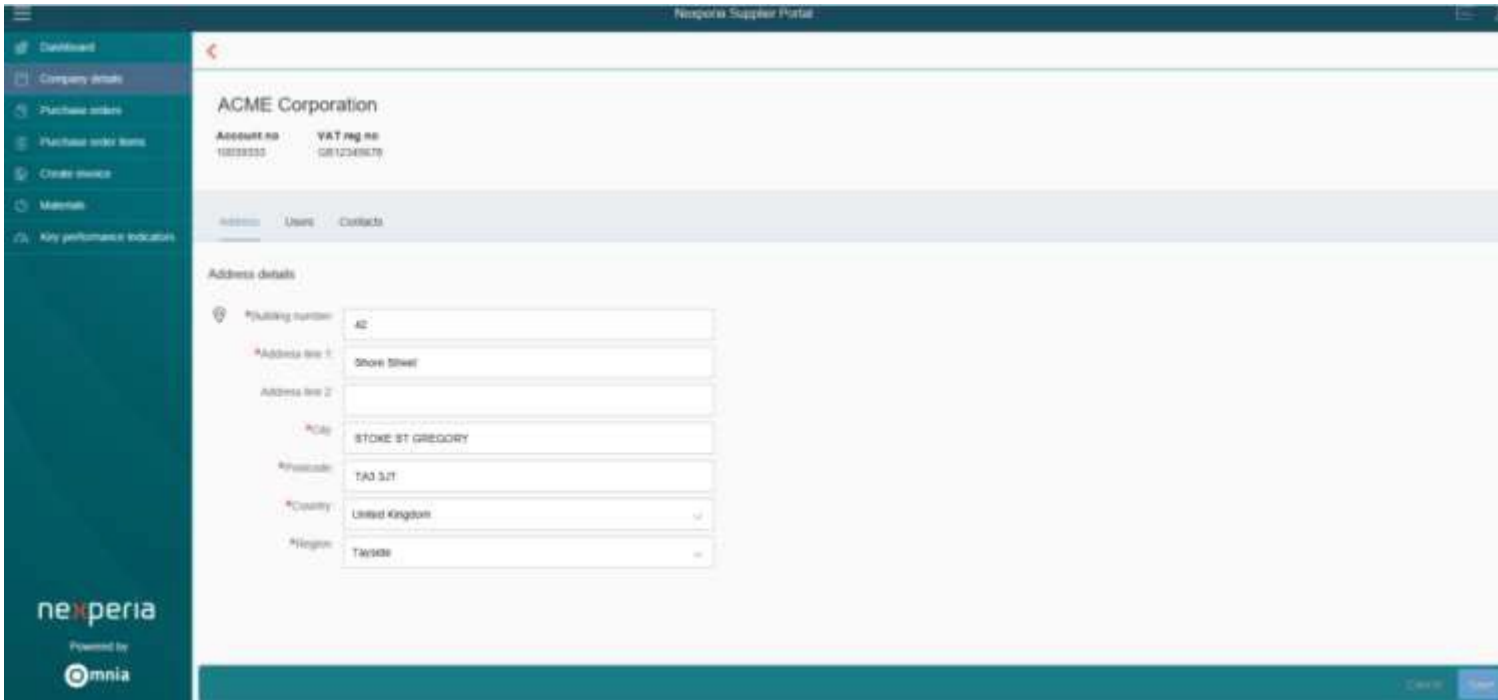
House/Building number	42
Address line 1	Shore Street
Address line 2	
Town/City	STOKE ST GREGORY
Postal code	TA3 3JT
Country	United Kingdom
Region	Tayside

The footer of the sidebar shows the 'nexperia' logo and 'Powered by omnia'.

会社の住所を変更する Change your company address

住所情報を更新するには、"Company details"より、[Address]タブを選択し、[Edit]ボタンを押して、住所の詳細を入力します。「Save」を押してアドレスの詳細を保存するか、「Cancel」を押して変更を中止します。

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 shows the 'Nexperia Supplier Portal' interface. The main content area displays 'ACME Corporation' with 'Account no.' 10000000 and 'VAT reg no.' GB12345678. Below this, there are tabs for 'Address', 'Users', and 'Contacts'. The 'Address details' section is active, showing a form with the following fields: Phone number (42), Address line 1 (Shove Street), Address line 2 (empty), City (STOKE ST GREGORY), Postcode (TA0 3JT), Country (United Kingdom), and Region (Tavish).

- サプライヤポータル上では、ベンダー名、銀行データ、登録番号、および課税事業者登録番号の変更はできません。変更が必要な場合は、Nexperia.portal.support@nexperia.comまでご連絡ください。
- 変更依頼には、会社名がレターヘッドに印字された正式な文書通知の提出が必要です。
- 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.

ユーザーを追加登録する2つのオプション Two (2) Options to add users

Option1 新規ユーザー登録 Via Existing Registered User

1. メールで送られたサプライヤーポータルへのリンクをクリックする
2. 情報を入力する
3. 「Register」をクリックする

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

Supplier Registration

Vendor number:
0010012345

Name:
Jane Doe

Email:
jane.doe@acme.com

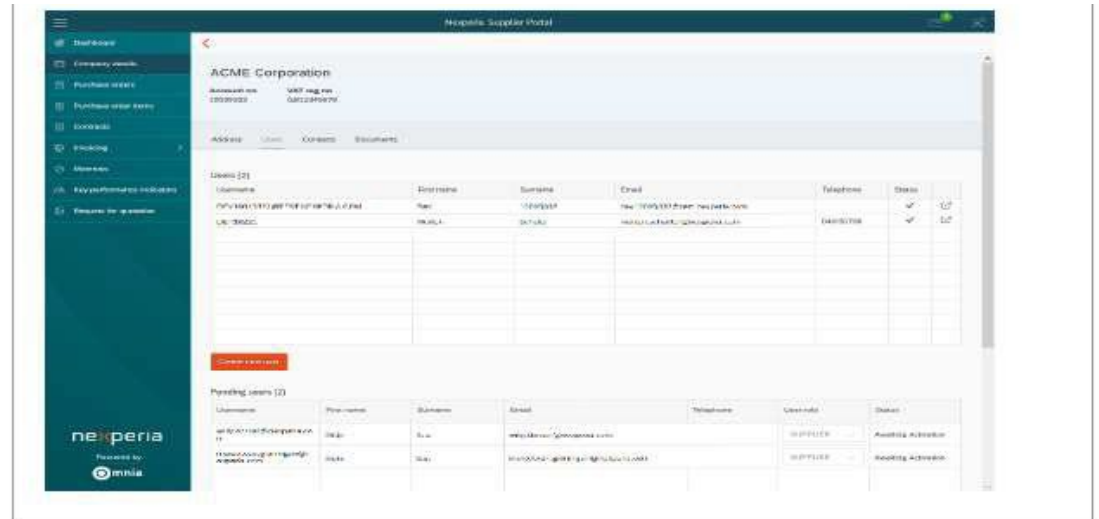
Telephone:
001 234 56789

Register

Option2 既存の登録ユーザーを介して追加登録 Via Existing Registered User

1. 「Company details」に移動し、Usersタブを選択してください。
2. 「Create new user」をクリックしてください。
3. 必要な情報を入力し、「Create userd」を選択します。

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



- 注意:**
1. ユーザー登録は、ネクスペリアによって承認された後、登録ユーザーにリンクがメールで送信されます。
 2. 最大10人のユーザーが登録許可されています。

- 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.

会社の連絡先を管理する Manage your company contacts

お客様の連絡先情報を最新の状態に保つことは、購入注文、リマインダー、その他のお知らせなどの重要な電子メールを確実に配信できるようにするために不可欠です。

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.

注: 「Contacts」に記載されているサプライヤーのメールアドレスのみが通知（発注書、見積もりなど）を受け取ります。

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

サプライヤーポータルサイトにログイン:

- 1 Company detailsを選択
- 2 「Contacts」タブをクリックしてください
- 3 「Add contact」をクリックしてください
- 4 名前、姓、電話番号、メールアドレス、役職、部署名を入力してください
- 5 「Save」をクリックしてください

注意:

Roleで割り当てられた役割に応じて、受信する通知内容が異なります

- 1st Point Contact: 最初の窓口担当者、注文書を含む一般的な情報、リマインダー、その他の通知を受け取れます。
- Sales Contact : 見積もり連絡通知に特化しています。
- Escalation Contact : 遅延、延滞、および繰り返しのリマインダーのみを受け取ります

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.
ありがとうございます

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

質問がある場合は、お気軽にサポートチームまでお問い合わせください。
Nexperia.portal.support@nexperia.com

マニュアルを添付した自動返信メールが配信されることがありますが、
数日中に別途担当者より返信いたします。



EFFICIENCY WINS.

