

# Nexperia 电子投标工具

全球采购供应商门户

# 电子投标流程概述

Nexperia全球采购



注:

RFQ: Request for Quote / 询价单

# (1) 供应商登录Nexperia供应商门户

通用链接: <https://supplierportal.nexperia.com/>

完整链接: [https://supplierportal.nexperia.com/sap/bc/ui5\\_ui5/sap/zsp\\_vendor\\_app/index.html](https://supplierportal.nexperia.com/sap/bc/ui5_ui5/sap/zsp_vendor_app/index.html)

用户名: 注册电子邮件  
密码: 用户指定的密码

尊敬的供应商,

Nexperia邀请您于<结束日期>之前回复我们的询价单(RFQ), 请参考<Nexperia参考>。

请查看我们的要求, 并在我们的供应商门户输入您的回复和报价:

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

如果您无法报价, 请联系询价单中注明的Nexperia买家。

顺颂商祺。

Nexperia采购部门

nexperia

User |

Password

Language EN - English

Log On

Change Password

可在此处选择界面语言

omnia

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# 回复e-RFQ

## (2) 供应商在供应商门户网站中打开询价单

Supplier Portal

Welcome to the Nexperia Supplier Portal!

Orders to be confirmed  
Purchase order lines  
35  
35 overdue

Goods to be delivered  
Purchase order lines  
5  
5 Overdue

Goods to be delivered  
Purchase order lines  
Overdue 5  
This week 0  
Next week 0  
Future 0

Portal announcements  
ATTENTION: MAINTENANCE SCHEDULE  
Please be informed that Supplier Portal will NOT be available on the following dates due maintenance window.  
18th of November 2023 between 04:00 CET and 13:00 CET  
19th of November 2023 between 08:00 CET and 18:00 CET  
Please plan your actions based on this schedule accordingly.  
Portal team

ATTENTION: MAINTENANCE SCHEDULE  
Please be informed that Supplier Portal will NOT be available on the following dates due maintenance window.  
18th of November 2023 between 04:00 CET and 13:00 CET

Display purchase order  
Go

Services to be rendered  
Purchase order lines  
176  
176 overdue

Services to be rendered  
Purchase order lines  
In the past 176  
This week 0  
Next week 0  
Future 0

Manage Documents  
7  
items require action

RFQs for review  
Requests for quotation 2

Contacts  
No Action Required  
0

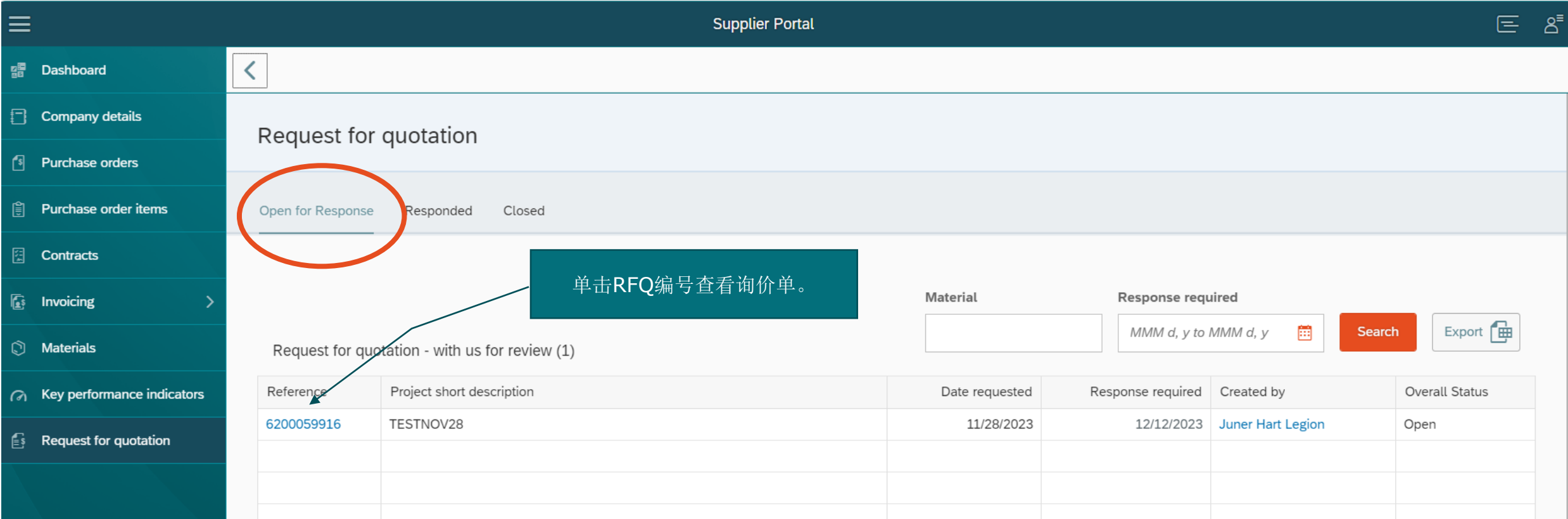
nexperia  
Powered by  
it.mx

登录到供应商门户后，可以从以下访问新的和待处理的RFQ:

- 1- Dashboard (看板)
- 2- 菜单选项卡的“询价单”

### (3) 供应商将看到待处理的RFQ。 单击RFQ编号查看询价单。

注：“待回应(Open for Response)”列表显示尚未提交报价的询价单。



Supplier Portal

Request for quotation

Open for Response Responded Closed

Material  Response required

Request for quotation - with us for review (1)

| Reference                  | Project short description | Date requested | Response required | Created by        | Overall Status |
|----------------------------|---------------------------|----------------|-------------------|-------------------|----------------|
| <a href="#">6200059916</a> | TESTNOV28                 | 11/28/2023     | 12/12/2023        | Juner Hart Legion | Open           |
|                            |                           |                |                   |                   |                |
|                            |                           |                |                   |                   |                |

## (4) 供应商查看RFQ详细信息并回复

Supplier Portal

Request for quotation / RFQ 6200059916

RFQ 6200059916

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

RFQ Header

Response status: **Response required**

Date requested: 11/28/2023

Response required: 12/12/2023

RFQ status: Open

References and Contacts

Our reference: TESTNOV28

Your reference: -

Salesperson: -

Telephone: -

Warranty: -

显示Nexperia分享的参考文件

显示Nexperia创建的询价单文本内容

显示投标所需的项目

点击“回复RFQ (Respond to RFQ)”参与投标；若不参与，请点击“拒绝RFQ (Reject RFQ)”

注：点击“拒绝RFQ (Reject RFQ)”按钮后即无法恢复访问

| Item no. | Material | Requested delivery date | Total qty |
|----------|----------|-------------------------|-----------|
| 00010    | TEST123  | 12/26/2023              | 10 PC     |
| 00020    | TEST456  | 12/26/2023              | 20 PC     |

Respond to RFQ Reject RFQ

ENG 9:57 AM

# (5) 回复RFQ向导 (步骤1)

Supplier Portal

Request for quotation / RFQ 6200059916 / 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:

Salesperson:

Telephone:

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

Step 2

点击“步骤2 (Step 2)”进行下一步

如果您无法继续回复e-RFQ, 可在任意步骤保存您的进度。

Save progress Cancel progress

注:  
- 这些字段不是必填字段, 但我们建议您填写相应信息。

# (5) 回复RFQ向导 (步骤2)

Supplier Portal

Request for quotation / RFQ 6200059916 / Response

Update quotation header reference fields | Update items quotation response data | Amend quotation texts

### 1. Update quotation header reference fields

Your reference:

Salesperson:

Telephone:

### 2. Update items quotation response data

Drill into line items to add texts and attachments to your response.

| Item no.                 | Material | Requested delivery date | Total qty  | Supplier material | *Delivery date | *Net price           | *Per       | Rejected |     |   |                          |
|--------------------------|----------|-------------------------|------------|-------------------|----------------|----------------------|------------|----------|-----|---|--------------------------|
| <input type="checkbox"/> | 00010    | TEST123                 | 12/26/2023 | 10                | PC             | <input type="text"/> | 12/26/2023 | 0.00     | PHP | 1 | <input type="radio"/> NO |
| <input type="checkbox"/> | 00020    | TEST456                 | 12/26/2023 | 20                | PC             | <input type="text"/> | 12/26/2023 | 0.00     | PHP | 1 | <input type="radio"/> NO |

Step 3

5

Click "Step 3 (Step 3)" to proceed to the next step.

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|                            |  |
|----------------------------|--|
| RFQ Fields                 | Description  |
| Supplier Material (if any) | Your Supplier material number  |
| Delivery Date              | Date when you can deliver the requested item.<br>You can perform mass update of the delivery date by selecting the line items (ticking the box beside Item no.) and updating the date on the upper right corner and then click the <b>Update delivery date</b> button.<br><br>2. Update items quotation response data<br><small>Bill no. line items to add texts and attachments to your response.</small> |
| Net price                  | Quotation price  |
| Price per                  | Modify the number here if you have group pricing   |
| Rejected                   | Turn the button on if you will not bid for the item. By turning this to YES, a dropdown list of rejection reason will show, select a reason and click the <b>Reject item</b> button. The RFQ line will turn to non-editable mode.<br><br>You can still proceed bidding for other RFQ line items that you did not reject.   |

您可以点击该图标查看行项目文本

注:

“交付日期(Delivery Date)”、“净价(Net Price)”和“每件(Per)”均为必填字段。若您不确定团体定价, 请将“每件(Per)”字段填写为“1”

点击“步骤3 (Step 3)”进行下一步

您可以点击日历图标, 在日历视图中手动选择

若您不对某个行项目进行投标, 可拒绝该行项目

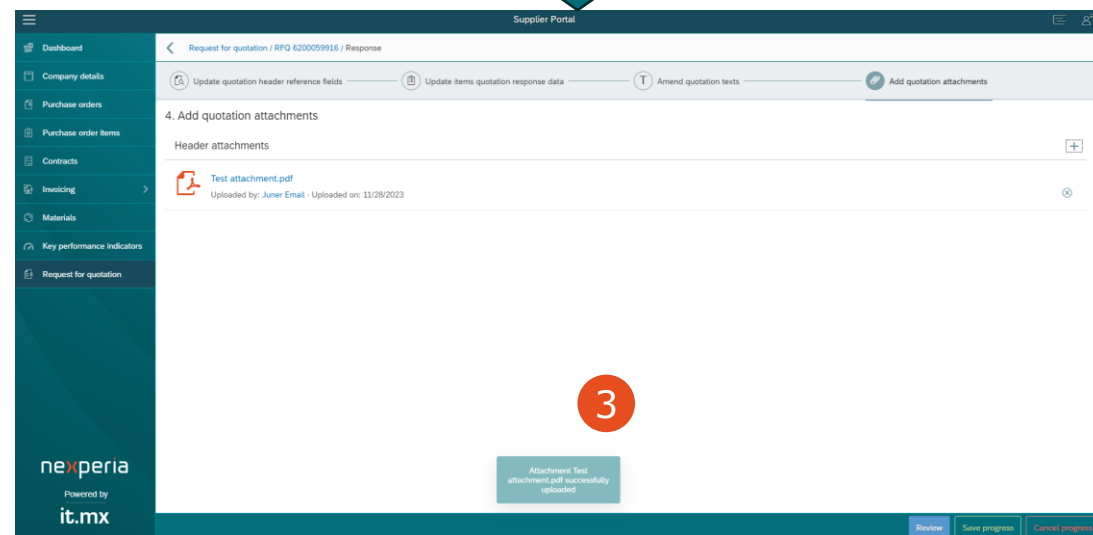
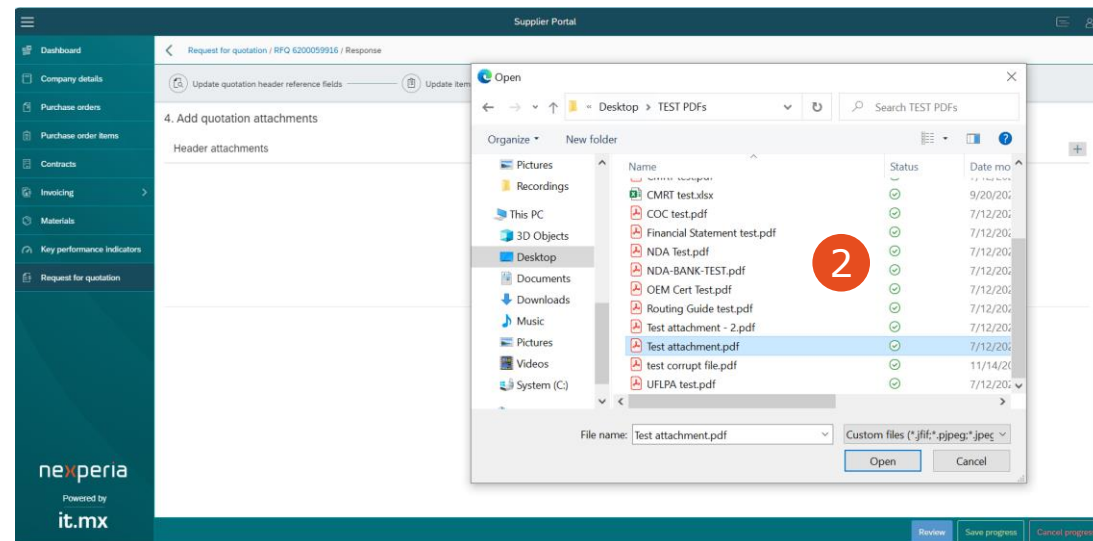
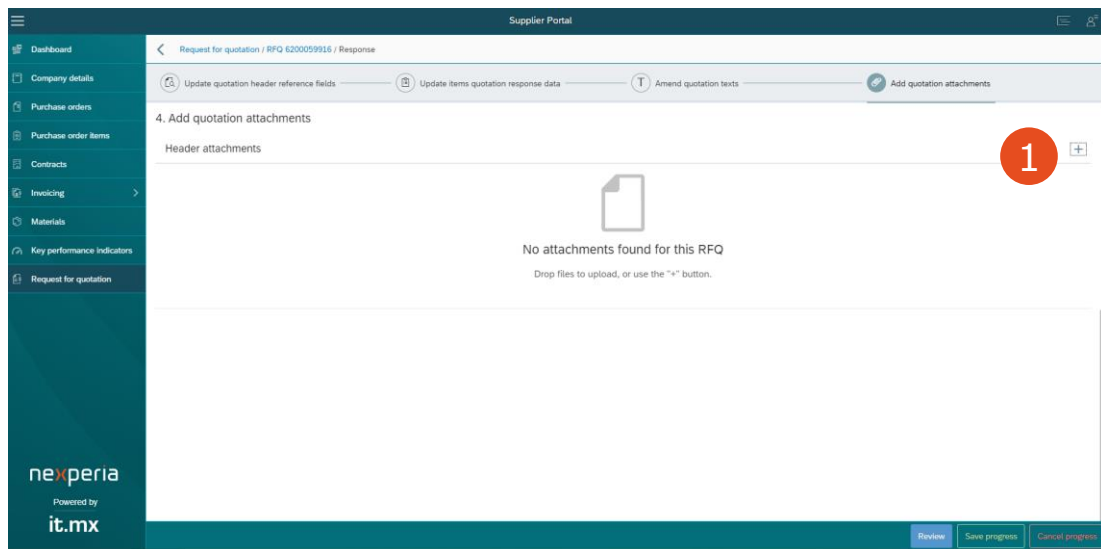


## (5) 回复RFQ向导 (步骤3)

The screenshot displays the 'Supplier Portal' interface for a 'Request for quotation / RFQ 6200059916 / Response'. The breadcrumb trail is 'Request for quotation / RFQ 6200059916 / Response'. The main navigation bar includes four actions: 'Update quotation header reference fields', 'Update items quotation response data', 'Amend quotation texts' (which is the active step), and 'Add quotation attachments'. The current step is '3. Amend quotation texts', with a sub-section for 'Quotation Response Comment'. A text input field contains 'Test Comment'. A red circle with the number '1' highlights the input field. In the left sidebar, the 'Request for quotation' menu item is highlighted, and a red circle with the number '2' highlights a 'Step 4' button. A callout box with a red arrow pointing to the 'Step 4' button contains the text: '点击“步骤4 (Step 4)”进行下一步'.

**注：**在此步骤中，请填写关于报价的意见或注释（如有）。您可以在报价单上添加备注，买家在查看您的报价时就会看到这些备注。

# (5) 回复RFQ向导 (步骤4)



提交报价之前应附上报价单的可打印版:

1. 拖动文件上传, 或点击“+”按钮。
2. 此时将显示一个对话框/弹出窗口。选择要上传的文件并点击“打开”。
3. 文件应显示在标题附件栏中, 并通知您文件已成功上传。
4. 如需进入最后一步, 请点击“查看(Review)”。



| 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                     |

## (5) 回复RFQ向导 (查看)

Supplier Portal

Request for quotation / RFQ 6200059916 / 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: Test12345  
Salesperson: Juner Legion  
Telephone: 9276545677

2. Update items quotation response data

| Item no. | Material | Requested delivery date | Total qty | Supplier material | Delivery date | Net price | Per | Rejected |
|----------|----------|-------------------------|-----------|-------------------|---------------|-----------|-----|----------|
| 00010    | TEST123  | 12/26/2023              | 10 PC     |                   | 12/26/2023    | 10.00 PHP | 1   | No       |
| 00020    | TEST456  | 12/26/2023              | 20 PC     |                   | 12/26/2023    | 20.00 PHP | 1   | No       |

3. Amend quotation texts

Quotation Response Comment

Test Comment

4. Add quotation attachments

Header attachments

请点击“提交回复 (Submit Response)”完成投标

Edit response    Submit response

点击“查看(Review)”，  
页面将显示报价详情摘要。

页面下方有2个选项：“编辑回复(Edit Response)”  
和“提交回复(Submit Response)”。

点击“编辑回复(Edit Response)”后，将返回  
编辑报价页面，您可以在  
此修改您的数据。

填写完详细信息后，点击  
“提交回复(Submit Response)”即可完成  
投标。

## (6) 拒绝e-RFQ

Supplier Portal

Request for quotation / RFQ 6200059917

RFQ 6200059917

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

RFQ Header

Response status: **Response required**

Created by: Juner Hart Legion

Our reference: 12345

Date requested: 11/28/2023

Payment terms: -

Your reference: -

Response required: 12/12/2023

Incoterms: -

Person: -

RFQ status: Open

Items    Texts    Attachments

| Item no. | Material | Requested delivery date | Total qty |
|----------|----------|-------------------------|-----------|
| 00010    | TEST123  | 12/26/2023              | 10 PC     |

Reject RFQ

Reject RFQ

Respond to RFQ

Reject RFQ

在eRFQ详情页面点击“**拒绝RFQ (Reject RFQ)**”而非“**回复RFQ (Respond to RFQ)**”，则会出现一个下拉菜单，用于选择拒绝e-RFQ的理由。

选择相应的理由后，单击弹出菜单中的“**拒绝RFQ (Reject RFQ)**”即可完成。

1 若不参与投标，请点击“**拒绝RFQ (Reject RFQ)**”

注：点击“**拒绝RFQ (Reject RFQ)**”按钮后即无法恢复访问

谢谢。

如有疑问，请随时发送电子邮件至[nexperia.portal.support@nexperia.com](mailto:nexperia.portal.support@nexperia.com)，联系我们的支持团队。



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