

Nexperia e-Bidding Tool

Global Procurement Onetime Portal

e-Bidding Process Overview

Nexperia Global Procurement



Note:

RFQ : Request for Quote

Accessing the RFQ Link

Nexperia will send an email invitation to the supplier's email address containing the link to the RFQ. You should click the link and follow the next validation steps.

Dear Sir or Madam,

Nexperia is inviting your organization (represented by you) to answer our request for quotation, reference <Nexperia reference> by <end date>. Buying Organization: <Nexperia Site>

Before accessing the bidding platform, please ensure that all necessary documents are ready and will be provided to the responsible Nexperia Sourcing Manager as needed.

- Business Permit.
- Non-Disclosure Agreement (NDA).

With the documents prepared, please review our request, enter your answer and quotation on our bidding platform.


Link:

<https://supplierportal.nexperia.com/sap/zotv/app/app/index.html?sap-client=510&sap-language=EN#/authentication&/a/email-authentication?objectKey=6200088226&objectType=RFQ>

In case you cannot provide a bid, please decline the bid within the application.

Best regards,
Nexperia Procurement

Sample Link



Login

The screenshot shows the 'Supplier Portal' interface for 'eRFQ processing'. The page features the Nexperia logo and a header with the text 'eRFQ processing'. Below the header, there is a form with the following elements:

- A prompt: "Please enter the email address of this request:"
- A label: "eRFQ recipient email:"
- An input field for the email address, with the placeholder text "Email address".
- A label: "Language:"
- A dropdown menu currently set to "English".
- A checkbox labeled "I agree to the terms and conditions and privacy policy" with a "View" link next to it.
- A "Next" button at the bottom of the form.

Input your email address, select your language, Agree to the terms and condition then click **Next**.

- Only the registered email address assigned by Nexperia can access the RFQ.
- Nexperia Supplier Portal is available in English and Chinese version
- You can read the Terms and Condition by clicking the View button

Access key

You will be required to input the access key to validate your log in. The access key will be sent to your email address. Input the access key in the box and click **Next**.



The screenshot shows the Nexperia eRFQ processing interface. At the top, the Nexperia logo is displayed. Below it, the text "eRFQ processing" is centered. A message states: "A key has been sent to the provided email address. This key is valid for 15 minutes. Please enter the key below to proceed." Below this message, there is a label "Enter access key:" followed by a white input field containing the text "Access key". Below the input field is a red button labeled "Next".

Dear sir or madam,

To proceed accessing our portal for unaccredited suppliers, please enter the following access key:

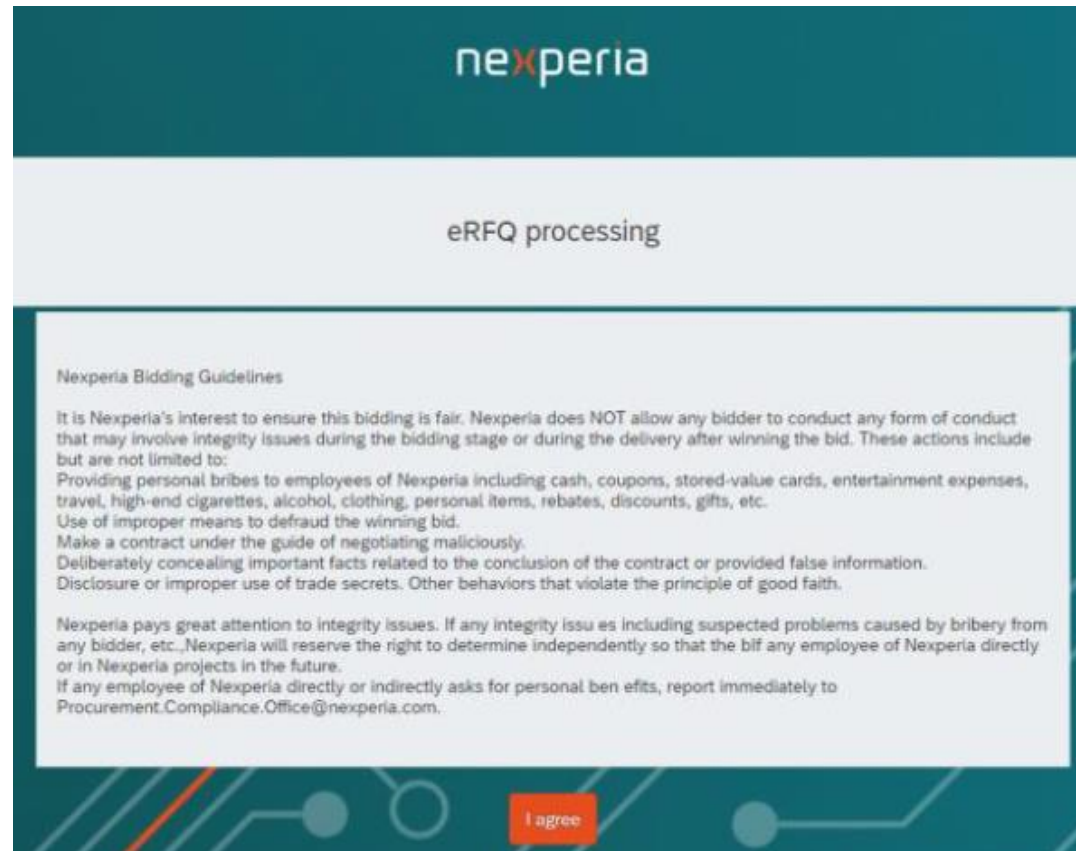
xxxxxxx

The key is valid for 15 minutes after creation.

Kind regards,
Nexperia Procurement

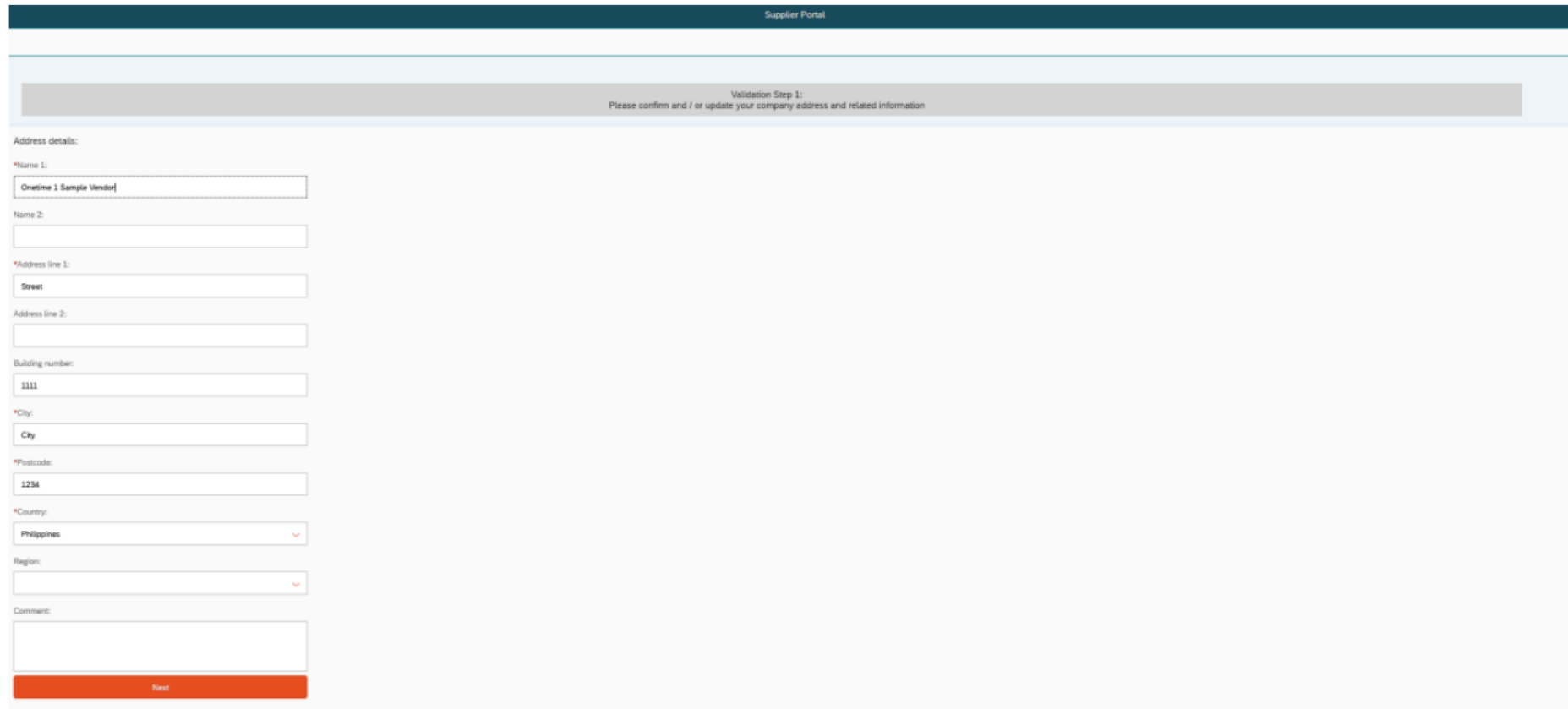
Nexperia Bidding Guidelines

The Nexperia Bidding Guidelines will display. Next is to click **I Agree** after reading the guidelines.



Validating the Supplier Information

VALIDATION STEP 1: Please validate and update (if needed) the vendor information as presented in the screen. Click **Next** once done.



The screenshot shows a web form titled "Supplier Portal" with a sub-header "Validation Step 1: Please confirm and / or update your company address and related information". The form is labeled "Address details:" and contains the following fields:

- *Name 1:
- Name 2:
- *Address line 1:
- Address line 2:
- Building number:
- *City:
- *Postcode:
- *Country:
- Region:
- Comment:

At the bottom of the form is a red button labeled "Next".

Validating the Supplier Information


VALIDATION STEP 2. Provide your **Business Permit** and **Non Disclosure Agreement (NDA)**. You can drag and drop your files here or you can use the + button to upload your documents in the system. Click **Next** when you have provided the required documentation.

Supplier Portal

Validation Step 2:
Please upload your self information

Please provide ALL required documents to proceed:
Business Permit / Business License
Non Disclosure Agreement (NDA)

Add ...


No files found.
Drop files here for pending upload

Next

Supplier reviews the RFQ Details and Responds to RFQ

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: ...

Shows the reference files which Nexperia has shared

Shows the text content for the RFQ created by Nexperia

Shows the items required to bid

Click "Respond to RFQ" to participate or "Reject RFQ" if you will not participate

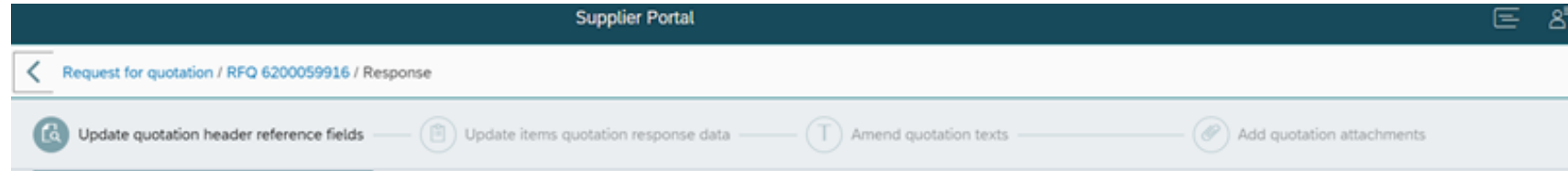
Note: If "Reject RFQ" button is clicked, it cannot be retracked

Item no.	Material	Requested delivery date	Total qty
00010	TEST123	12/26/2023	10 PC
00020	TEST124	12/26/2023	10 PC

Items Texts Attachments

Respond to RFQ Reject RFQ

Respond to RFQ Wizard (Step 1)



1. Update quotation header reference fields

Your reference: **1**

Salesperson:

Telephone:

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

Step 2 **2**

Press Step 2 to proceed to next step

You may save your progress at any step if you cannot continue to respond to the ERFQ

Save progress Cancel progress

Note:

- The fields are not mandatory, however we encourage to fill out this information.

Respond to RFQ Wizard (Step 2)

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.

RFQ Fields	Description
Supplier Material (if any)	Your Supplier material number
Delivery Date	Date when you can deliver the requested item. 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 Update delivery date button.
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 Reject item button. The RFQ line will turn to non-editable mode. You can still proceed bidding for other RFQ line items that you did not reject.

<input type="checkbox"/>	Item no.	Material	Requested delivery date	Total qty	1 Supplier material	2 *Delivery date	3 *Net price	4 *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

Update delivery date

Step 3

Save progress Cancel progress

You may click this icon to view the line item texts

5 Press Step 3 to proceed to next step

You may click the calendar icon to manually select in calendar view

You may reject a line item if you will not bid for a specific item

Note:
Delivery Date, Net Price and Per are mandatory fields. If you are unsure of group pricing, leave **Per** field at **1**

Respond to RFQ Wizard (Step 3)

Request for quotation / RFQ 6200059916 / Response

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

3. Amend quotation texts

Quotation Response Comment **1**

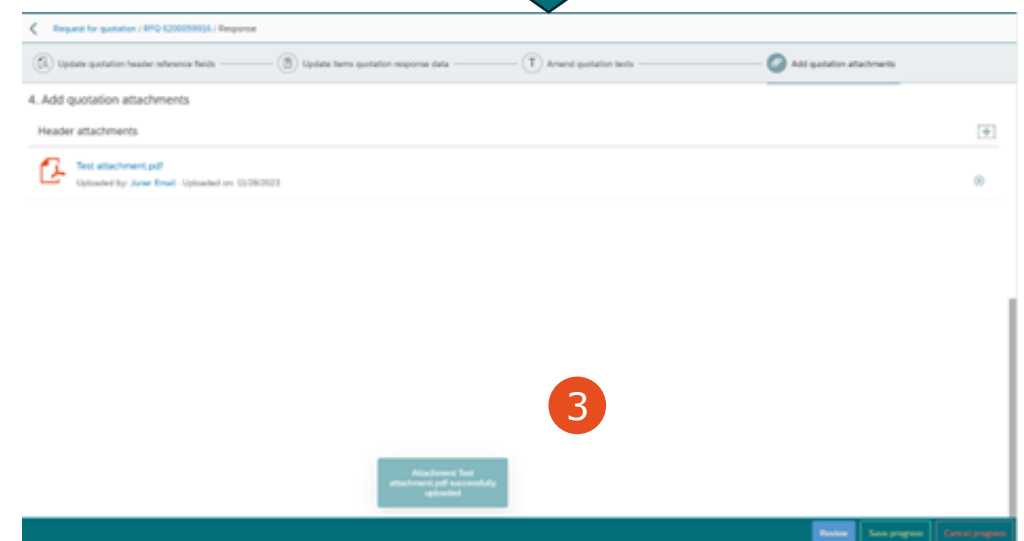
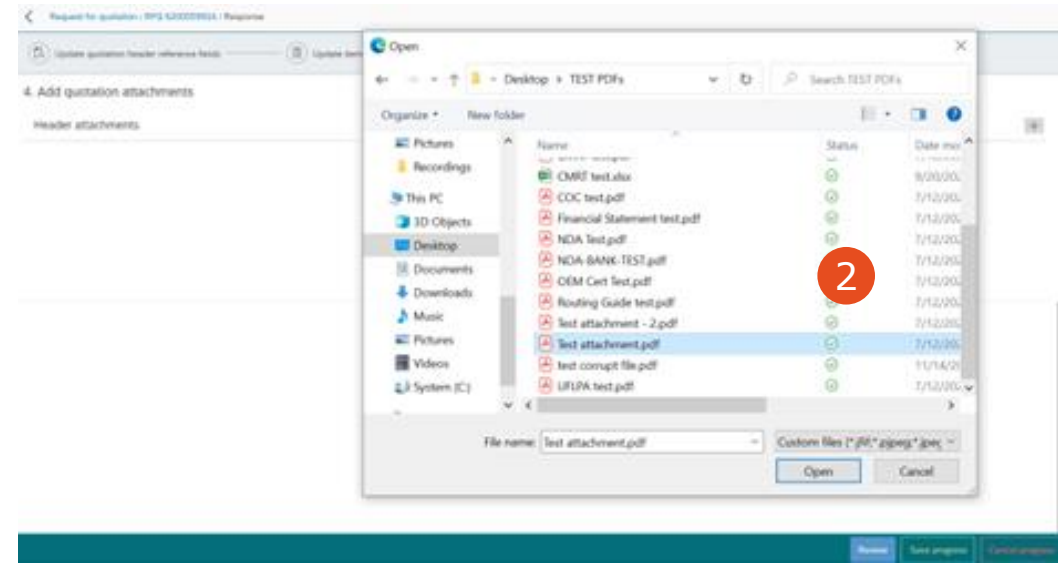
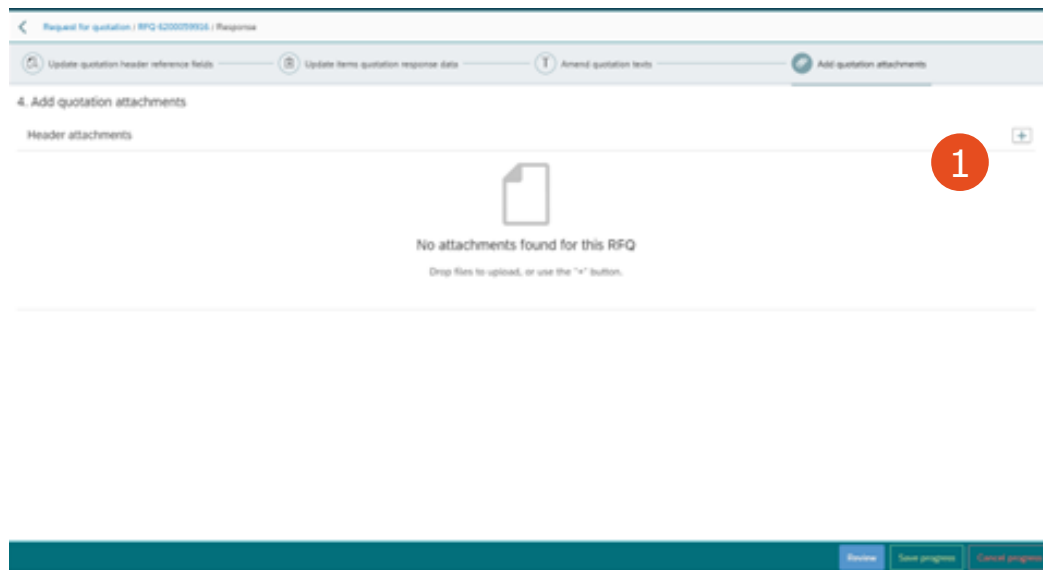
Test Comment

Step 4 **2**

Press Step 4 to proceed to next step

Note: 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.

Respond to RFQ Wizard (Step 4)



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

1. Drop files to upload, or use the "+" button.
2. A dialog/pop up menu will open. Select the file/s you wish to upload and press Open.
3. The file/s should show in the header attachments and a small notice to inform the file is successfully uploaded.
4. To proceed to the last step, press **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) Respond to RFQ Wizard (Review)

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

Edit response Submit response

Press Submit Response to finalize the bid

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.

(6) Rejecting an e-RFQ

Request for quotation / RFQ 6200059917

RFQ 6200059917

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

Created by: Juner Hart Legion

Our reference: 12345

Payment terms: -

Your reference: -

Incoterms: -

Person: -

References and Contact

Reject RFQ

Please select a reason for rejecting this RFQ:

No offer

No offer

No capacity/resources

Inadequate information

Unfavorable terms

Cannot meet required quality standard

Reject RFQ Cancel

1 Click "Reject RFQ" if you will not participate

2

3

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

Respond to RFQ Reject RFQ

By clicking **Reject RFQ** instead of Respond to RFQ in the eRFQ details screen, you are presented with a drop-down menu to select a reason for rejecting the e-RFQ.

Once you have selected a reason, click Reject RFQ in the pop-up menu to finalize.

Note: If "Reject RFQ" button is clicked, it cannot be retracked

Thank you.

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



EFFICIENCY WINS.