

# Nexperia e-Bidding Tool

Global Procurement Supplier Portal

# e-Bidding Process Overview

Nexperia Global Procurement



**Note:**

RFQ : Request for Quote

# (1) Supplier Log-in to Nexperia Supplier Portal

**Generic link :** <https://supplierportal.nexperia.com/>

**Full Link:** [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)

**Username:** Registered e-Mail  
**Password:** User Nominated Password

Dear valued supplier,

Nexperia is inviting you to answer our request for quotation, reference <Nexperia Reference> by <End date>.

Please review our request, enter your response and quotation on our supplier portal:

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

In case you cannot provide a bid, please contact the Nexperia buyer indicated on the request.

Kind regards,  
Nexperia Procurement

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User |  
Password  
Language EN - English

Log On  
Change Password

Interface language can be selected here

omnia  
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# Responding an e-RFQ

## (2) Supplier opens the RFQ on the Supplier Portal

The screenshot displays the Nexperia Supplier Portal dashboard. The left sidebar contains a navigation menu with the following items: Dashboard, Company details, Purchase orders, Purchase order items, Contracts, Invoicing, Materials, Key performance indicators, and Request for quotation. A red circle with the number '2' highlights the 'Request for quotation' menu item. The main content area features a welcome message and several data cards. A red circle with the number '1' highlights the 'RFQs for review' card, which shows '2' requests for quotation. Other cards include 'Orders to be confirmed' (35), 'Goods to be delivered' (5), 'Services to be rendered' (176), and 'Manage Documents' (7 items require action). The dashboard also includes a 'Portal announcements' section with maintenance schedule information. The Nexperia logo and 'Powered by it.mx' are visible at the bottom left of the dashboard.

Upon log-in to the Supplier Portal, new and pending RFQs for response can be accessed from:

- 1 Dashboard
- 2 Request for Quotation on the menu tab

### (3) Supplier will be shown the list of open RFQs for action. Click the RFQ number to view the request.

**Note: List “Open for Response” shows bids not yet submitted.**

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) 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	TEST456	12/26/2023	20 PC

Items Texts Attachments

Respond to RFQ Reject RFQ

ENG 9:57 AM

# (5) Respond to RFQ Wizard (Step 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:

Step 2

Press Step 2 to proceed to next step

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

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

Save progress Cancel progress

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## Note:

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

# (5) Respond to RFQ Wizard (Step 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

Press Step 3 to proceed to 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. 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.  2. Update items quotation response data <small>Bill into 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.  You can still proceed bidding for other RFQ line items that you did not reject.

You may click this icon to view the line item texts

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**

# (5) Respond to RFQ Wizard (Step 3)

Supplier Portal

Request for quotation / RFQ 6200059916 / Response

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

### 3. Amend quotation texts

Quotation Response Comment **1**

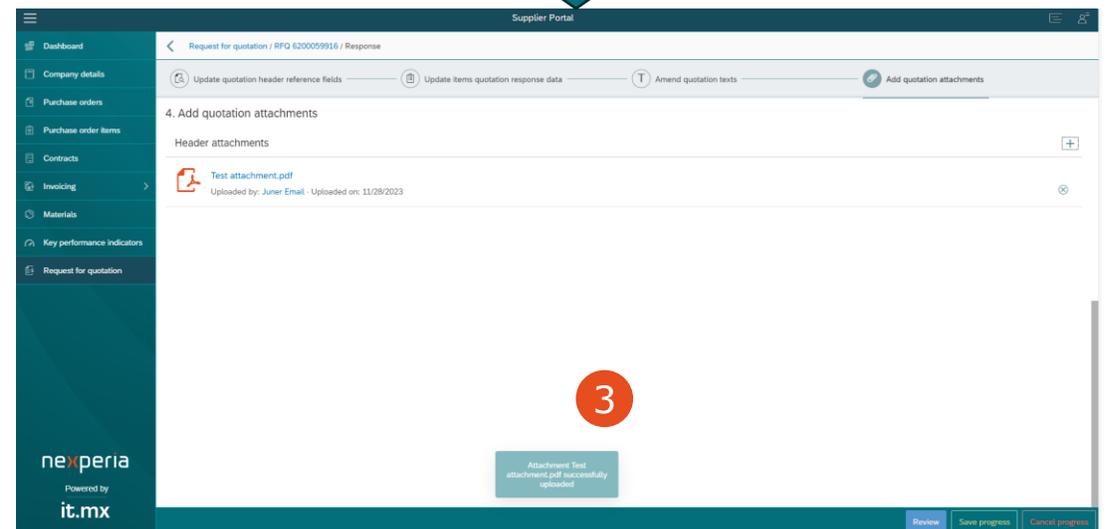
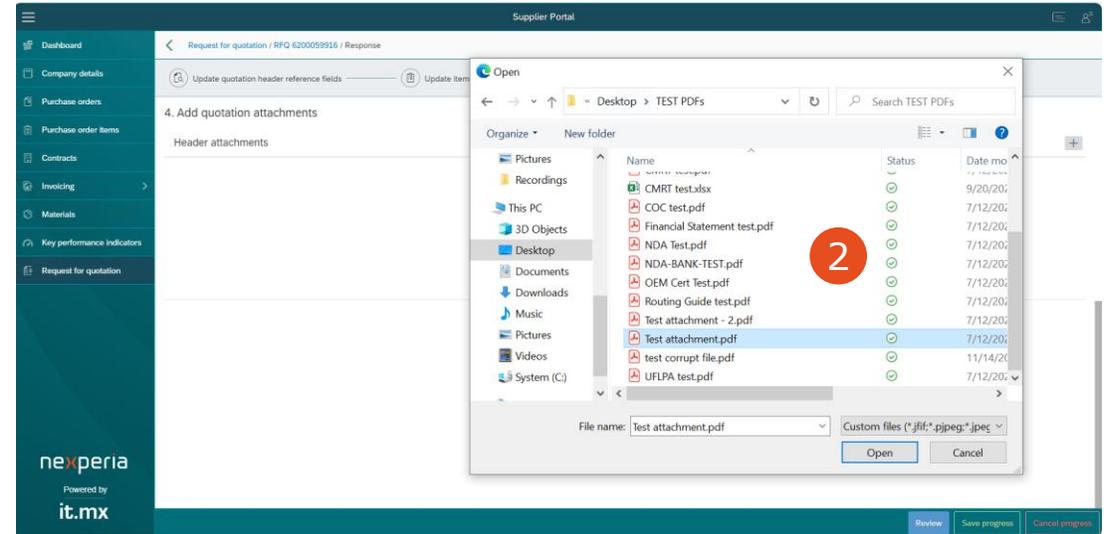
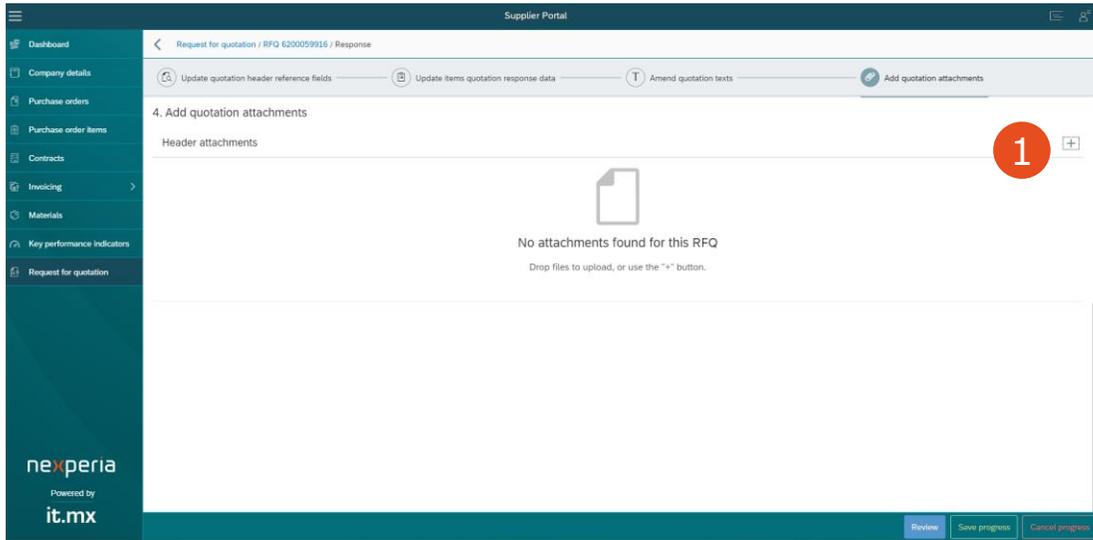
Test Comment

**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.

# (5) 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)

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

Press Submit Response to finalize the bid

Edit response | Submit response

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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

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

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1 Click "Reject RFQ" if you will not participate

2

3

Reject RFQ    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](mailto:nexperia.portal.support@nexperia.com).



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