

Nexperia's Supplier Portal

Global Procurement



Objectives of this session

- Training session for both new and existing registered users of the Supplier Portal.
- Topics include: (Links below)

[Functionalities and benefits](#)

[PO confirmation](#)

[Invoice Creation / Uploading](#)

[Contacts Management](#)

What is Nexperia's Supplier Portal?

- It is Nexperia's **collaboration tool** with its Suppliers.

The screenshot displays the Nexperia Supplier Portal dashboard. The interface includes a dark teal sidebar with navigation options: Dashboard, Company details, Purchase orders, Purchase order items, Contracts, Invoicing, Materials, Key performance indicators, and Request for quotation. The main content area features a welcome message and several data cards:

- Orders to be confirmed:** 35 Purchase order lines, 35 overdue.
- Goods to be delivered:** 5 Purchase order lines, 5 Overdue.
- Goods to be delivered (Purchase order lines):** Overdue: 5, This week: 0, Next week: 0, Future: 0.
- 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):** 1.
- Contacts:** No Action Required.

A 'Portal announcements' section on the right contains a 'Supplier Portal New Feature Announcement' with a 'Go' button and a detailed message about portal enhancements and key upgrades.

At the bottom left of the dashboard, it says 'nexperia Powered by it.mx'.

Functionalities & Benefits



Online

- Order Confirmation
- Invoice upload / creation
- Vendor contact management
- E-RFQ Submission



Transparent

- Payment status
- Submitted quotes
- Uploaded documents



Same View

- Open POs for delivery
- Open Invoices
- Dashboard



Online PO Confirmation

Global Procurement – Nexperia Supplier Portal

Easy Online PO Confirmation

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

2 Click the link in the email & log-on

3 Check and confirm the PO

From: Nexperia Procurement <nexperia.procurement@nexperia.com>
Sent: Friday, May 14, 2021 12:00 AM
To: GEC AMF@AMAT.COM; Purchasing GB <purchasing.gb@nexperia.com>
Cc: Nexperia Procurement <nexperia.procurement@nexperia.com>
Subject: For CONFIRMATION and DELIVERY: PURCHASE ORDER-G862-4530217386-Applied Materials UK Ltd

Dear Valued Supplier,

Please log on to the SUPPLIER PORTAL
<https://supplierportal.nexperia.com/> to view and confirm this order within 2 working days.

If you do not have access to the portal, please register using this
link: https://supplierportal.nexperia.com/sap/bc/u5_u5/sap/ssp_users/registration/index.html

In case of queries, you may contact the following:

- Supplier Portal: nexperia.portal.support@nexperia.com
- Purchase Order: nexperia.procurement@nexperia.com

Kind regards,

NEXPERIA
Center of Excellence Purchase-to-Pay (COE P2P)

Nexperia UK Ltd.
Bramhall Moor Lane
STOCKPORT
Cheshire SK7 5BJ
United Kingdom

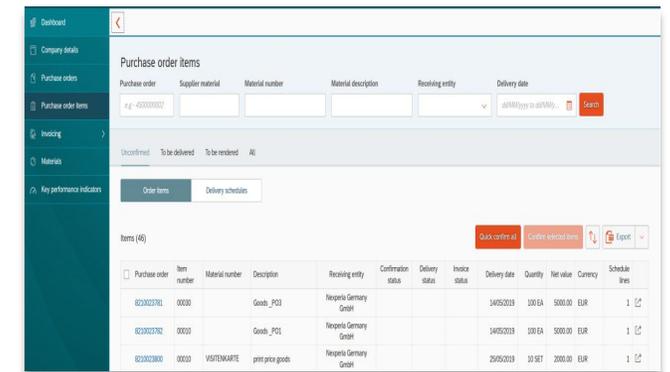
All transactions for the purchase of any goods and/or services by Buyer are subject to Buyer's general terms and conditions of purchase. These terms and conditions are published at Buyer's public website as follows:
<http://www.nexperia.com/home/termsandconditions/purchasing>. Any other general, standard or preprinted terms and conditions shall be inapplicable and are hereby explicitly rejected.

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



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

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



Purchase order	Item number	Material number	Description	Receiving entity	Confirmation status	Delivery status	Invoice status	Delivery date	Quantity	Net value	Currency	Schedule lines
822002570	0003		Goods_PO3	Nexperia Germany GmbH				14052019	100 EA	5000.00	EUR	1
822002570	0003		Goods_PO3	Nexperia Germany GmbH				14052019	100 EA	5000.00	EUR	1
822002880	0003	VISTENKAPTE	print price goods	Nexperia Germany GmbH				29052019	10 SET	2000.00	EUR	1

Easy steps to confirm a PO in the Portal...

1. Go to Purchase Order Items
2. Enter the PO number
3. 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 callout 1), Invoicing, Materials, and Key performance indicators. The main content area has a search bar for purchase orders (highlighted with callout 2) and a table of items (highlighted with callout 3). The table has columns for 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 shows three items: 8210023781 (Goods_PO3), 8210023782 (Goods_PO1), and 8210023800 (VISITENKARTE). Callout 4a points to the 'Quick confirm all' and 'Confirm selected items' buttons, and callout 4b points to the 'Export' button.

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

Adding / Changing PO Confirmation

Nexperia Supplier Portal

Purchase orders / Purchase order: 4530071074

Purchase order: DE614530071074

Created date: 09/05/2019 | First delivery date: 27/09/2019 | Status: Open | Shipping address: GA Fab Hamburg

Payment terms: 134 | Value: 11,400.95 EUR | Inco terms: Delivered At Place - Nexperia Hamburg

Actions: Choose action

Items | **Confirmations** | Purchase order history | Texts | Attachments

Confirmations (2)

Confirmation type	Vendor reference	Delivery date / time	Delivery quantity	UOM	Delivery number	Delivery item number	Created on	Batch number
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	

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

Nexperia Supplier Portal

Purchase orders / Purchase order: 4530071074 / Advanced confirmations

Material: 792200036597 | Material description: BATTERY 1.5V AAA LR03

Purchase order items (1): 00010 - BATTERY 1.5V AAA LR03

Order acknowledgement: SP: Confirm

Unconfirmed lines (0): No data

Confirmed lines (4) Change reason: [Dropdown]

- Material Shortage
- Material Issue
- Custom clearance delay
- End of Life
- Below MOQ
- Weather Condition
- Manpower Shortage
- Leadtime mismatch
- Early Delivery

Vendor reference	Delivery date	Delivery quantity	UoM	Delivery number	Delivery item number	Created on
	24K	0	PC			
	24K	0	PC			
	27K	5000	PC			16/09/2019 - 14:01 PM

Buttons: Adopt confirmations, Add new confirmation, Cancel changes, Save changes

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.

Purchase Order – Open quantity

The screenshot displays a web application interface for managing purchase orders. On the left is a dark teal sidebar with navigation options: Dashboard, Company details, Purchase orders, Purchase order items (selected), Contracts, Invoicing, Create invoice, Upload invoice, Account overview, Materials, Key performance indicators, and Request for quotation. The main content area is titled 'Purchase order items' and includes a search bar with fields for Purchase order (e.g., -4500000002), Supplier material, Material number, Material description, Receiving entity, and Delivery date (format: MMM d, y to MMM d, y). Below the search bar are tabs for Unconfirmed, To be delivered, To be rendered, and All. The 'To be delivered' tab is active. A table of 39 items is shown, with columns for Purchase order, Item number, Material number, Description, Receiving entity, Confirmation status, Delivery status, Invoice status, Delivery date, Quantity, Open quantity, Net value, and Currency. The 'Open quantity' column is highlighted with a red box. The table data is as follows:

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

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

Purchase Order history – GR/IR reconciliation

The screenshot shows the SAP Purchase Order history for purchase order HK644530135122. The left sidebar contains navigation options: 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 displays the purchase order details and a table of purchase order items.

Purchase order: HK644530135122

Created date: 03/26/2019 | First delivery date: 11/26/2019 | Status: Unconfirmed | PO reference: - | Shipping address: Nexperia Hong Kong Ltd. | Actions: Choose action

Payment terms: 124 | Value: 54,240.00 USD | Inco terms: Delivered duty paid - Hong Kong | Our reference: -

Items | Confirmations | **Purchase order history** | Texts | Attachments

Search by reference

Purchase order items (20)

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

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

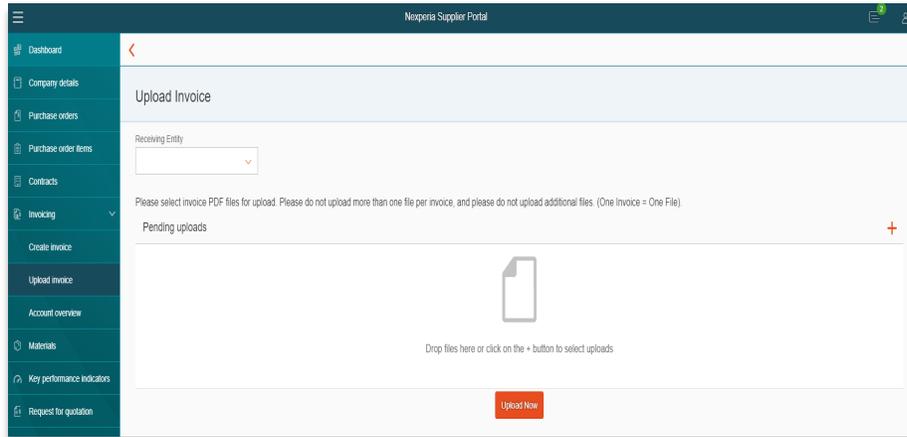
Invoice upload/creation

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Two (2) Options to submit your invoices

Option 1 Upload your invoice (pdf copy)

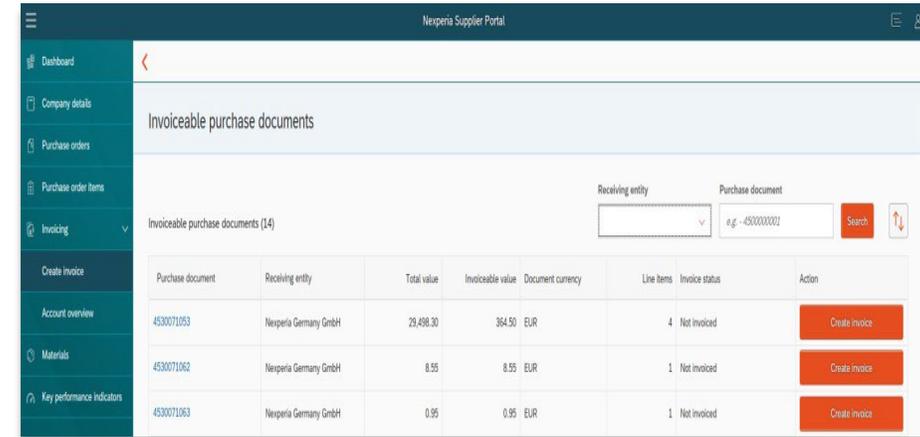
1. Go to Upload Invoice
2. Select Nexperia entity
3. Drag & drop OR Add file



Option 2 Create invoice from PO

1. Select PO to be invoiced
2. Press submit

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



** Created invoice can be downloaded for book keeping purposes*

Option 1: Upload pdf copy of invoice

1. Go to Upload Invoice
2. Select Nexperia Entity
3. Drag & Drop file OR Add file to Upload

The screenshot shows the 'Nexperia Supplier Portal' interface. On the left is a navigation menu with 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 circle labeled '1'. The main content area is titled 'Upload Invoice' and features a 'Receiving Entity' dropdown menu, which is highlighted with a red circle labeled '2'. Below this 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)'. Underneath is a 'Pending uploads' section with a large dashed box containing a document icon and the text 'Drop files here or click on the + button to select uploads', highlighted with a red circle labeled '3a'. At the bottom right of this section is an 'Upload Now' button, highlighted with a red circle labeled '3b'.

Option 2: Create invoice from PO (For GOODS only)

- 1. Go to Create Invoice
- 2. Click Create Invoice

The screenshot shows the 'Nexperia Supplier Portal' interface. The left sidebar contains navigation options: Dashboard, Company details, Purchase orders, Purchase order Items, Invoicing, **Create invoice** (highlighted with a red circle and '1'), Account overview, Materials, and Key performance indicators. The main content area is titled 'Invoiceable purchase documents' and includes a search filter for 'Receiving entity' and 'Purchase document' (with a search button and a refresh button). Below the search filters is a table with 14 invoiceable purchase documents. The table has columns: Purchase document, Receiving entity, Total value, Invoiceable value, Document currency, Line items, Invoice status, and Action. The 'Action' column contains 'Create invoice' buttons for each row. A red dashed box highlights the 'Create invoice' buttons in the table (labeled with a red circle and '2').

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.



Create invoice from PO

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

Invoice header

*Invoice number:

*Invoice reference date:

*Date of supply:

Tax code:

Bank details:

Unplanned delivery cost: EUR

Invoiceable items: 1

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

Sort by: Material Ascending

Create Invoice

Easy to follow steps:

1. Enter Invoice Number
2. Enter Invoice Reference Date
3. Enter Date of Supply
4. Select Tax Code
5. Select Bank Details
6. Add Items and Quantity to be Invoiced; and Unplanned Delivery Cost as needed
7. Click Create Invoice

Accounts Overview

The screenshot shows the 'Accounts Overview' dashboard. On the left is a dark teal sidebar with navigation items: Dashboard, Company details, Purchase orders, Purchase order items, Contracts, Invoicing (with a dropdown arrow), Create invoice, Upload invoice, Account overview (highlighted), Materials, Key performance indicators, and Request for quotation. The main content area has a light blue header 'Account overview' and a white information banner. The banner contains a red circle with the number '1' and text explaining payment schedules and due dates. Below the banner is a filter bar with a red circle with the number '2' over the 'For Processing' tab, and buttons for 'Open' and 'Cleared'. A table below the filter bar shows document details with columns for Document number, Reference, Receiving entity, Document date, and Date entered. The table has one row of data.

Account overview

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

1 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
000000713542	85621	Nexperia Malaysia Sdn Bhd	07/10/2024	07/10/2024

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 an invoice 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.*

Accounts Overview

Account overview

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
 Document Type: Mat 120 Due

1

For Processing **Open** Cleared

Open (91)

2

Document number	Reference	Receiving entity	Document type	Document date	Due date	Amount	Currency	
5112002304	V0024/24	ITEC Technologies HK Ltd	Invoice	01/31/2024	03/30/2024	612.75	USD	
5350161892	V0018/24	Nexperia Malaysia Sdn Bhd	Invoice	01/19/2024	03/30/2024	2,345.00	USD	Download invoice
5350152923	V0520/23-R1	Nexperia Malaysia Sdn Bhd	Invoice	09/05/2023		1,868.76	USD	Download invoice

3

For Processing Open **Cleared**

Cleared (48)

Document date: Aug 30, 2023 to Aug 30, 20... Search Export

Document number	Reference	Receiving entity	Document type	Document date	Amount	Currency	Clearing date	Clearing document	
5112002074	V0510/23	ITEC Technologies HK Ltd	Invoice	08/31/2023	259.00	USD	11/06/2023	2100000633	
5112002111	V0528/23	ITEC Technologies HK Ltd	Invoice	08/31/2023	160.00	USD	11/06/2023	2100000633	
5112002204	V0616/23	ITEC Technologies HK Ltd	Invoice	11/21/2023	304.90	USD	02/06/2024	2100000048	
5112002221	V0624/23	ITEC Technologies HK Ltd	Invoice	11/29/2023	133.00	USD	02/06/2024	2100000048	
5350154720	CN-0007/23	Nexperia Malaysia Sdn Bhd	Credit Note	08/31/2023	-103,935.58	USD	11/07/2023	2000000835	
5350154399	CN-0008/23	Nexperia Malaysia Sdn Bhd	Credit Note	09/20/2023	-120.60	USD	11/07/2023	2000000835	Download invoice
5350154600	CN-0009/23	Nexperia Malaysia Sdn Bhd	Credit Note	09/20/2023	-741.11	USD	11/07/2023	2000000835	Download invoice

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.

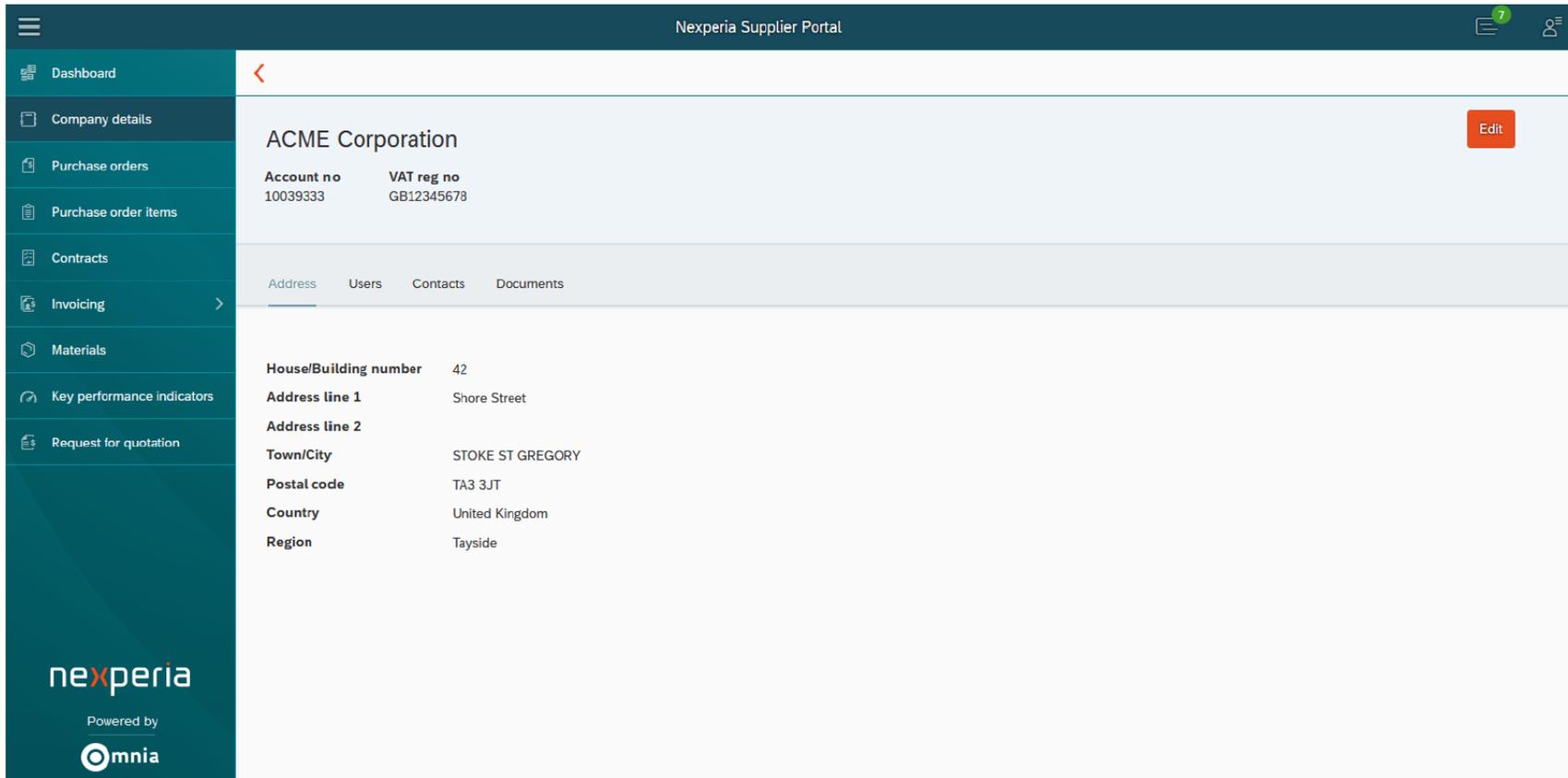
The background features a large, stylized white 'X' shape on the left side, set against a solid orange background. The 'X' is formed by two white, rounded rectangular shapes that intersect in the center. In the bottom right corner, there is a white semi-circle.

Vendor Contact Management

Global Procurement – Nexperia Supplier Portal

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**.



The screenshot displays the 'Company details' page in the Nexperia Supplier Portal. The page is titled 'ACME Corporation' and features an 'Edit' button in the top right corner. The page is divided into four tabs: 'Address', 'Users', 'Contacts', and 'Documents'. The 'Address' tab is currently selected, showing the following information:

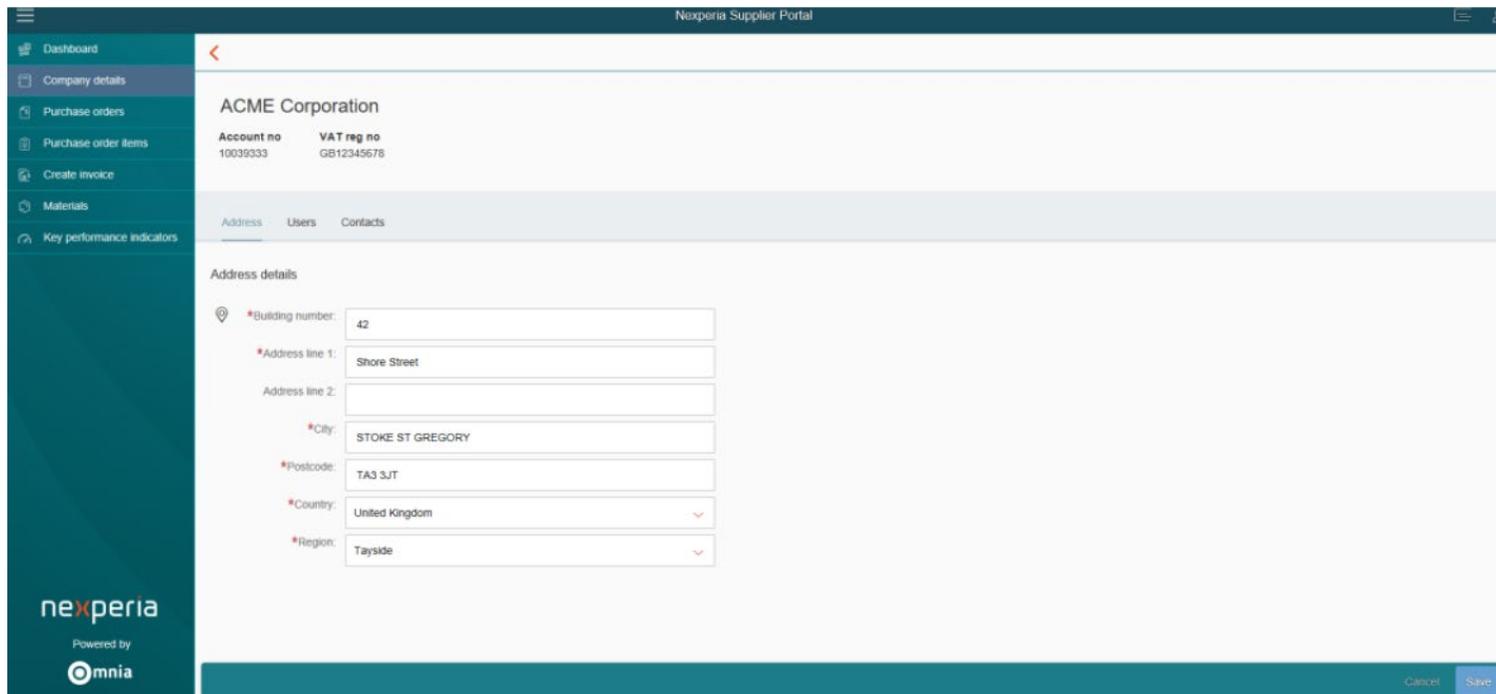
Account no	VAT reg no
10039333	GB12345678
House/Building number	42
Address line 1	Shore Street
Address line 2	
Town/City	STOKE ST GREGORY
Postal code	TA3 3JT
Country	United Kingdom
Region	Tayside

The left sidebar contains the following menu items: Dashboard, Company details, Purchase orders, Purchase order items, Contracts, Invoicing, Materials, Key performance indicators, and Request for quotation. The Nexperia logo and 'Powered by omnia' are visible at the bottom of the sidebar.

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.



The screenshot displays the 'Nexperia Supplier Portal' interface. On the left is a navigation menu with options: Dashboard, Company details (selected), Purchase orders, Purchase order items, Create invoice, Materials, and Key performance indicators. The main content area shows 'ACME Corporation' with 'Account no 10039333' and 'VAT reg no GB12345678'. Below this are tabs for 'Address', 'Users', and 'Contacts'. The 'Address details' section contains the following fields:

- *Building number: 42
- *Address line 1: Shore Street
- Address line 2: (empty)
- *City: STOKE ST GREGORY
- *Postcode: TA3 3JT
- *Country: United Kingdom (dropdown)
- *Region: Tayside (dropdown)

At the bottom right of the form are 'Cancel' and 'Save' buttons. The footer includes the Nexperia logo and 'Powered by omnia'.

- 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.

Manage Portal Users

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 arrow button 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 arrow button and option Deactivate User. Following a confirmation prompt the user is locked
- 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.

Nexperia Supplier Portal

ACME Corporation

Account no: 10039333 | VAT reg no: GB12345678

Address | Users | Contacts | Documents

Users (2)

Username	First name	Surname	Email	Telephone	Status	
10039333@nexperia.com	John	10039333	john.10039333@nexperia.com		✓	🔗
10039333	Mark	10039333	mark.10039333@nexperia.com	04030708	✓	🔗

Create new user

Pending users (2)

Username	First name	Surname	Email	Telephone	User role	Status
10039333@nexperia.com	John	10039333	john.10039333@nexperia.com		SUPPLIER	Awaiting Activation
10039333@nexperia.com	Mark	10039333	mark.10039333@nexperia.com		SUPPLIER	Awaiting Activation

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omnia

Manage your company contacts

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.

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

The screenshot shows the 'Nexperia Supplier Portal' interface. On the left is a dark teal sidebar with navigation items: Dashboard, Company details (highlighted with a red box and '1'), Purchase orders, Purchase order items, Contracts, Invoicing, Materials, Key performance indicators, and Request for quotation. The main content area is for 'ACME Corporation' and has tabs for Address, Contacts (highlighted with a red box and '2'), and Documents. Below the tabs is a table with columns: First name, Surname, Telephone, Email, Role, and Business title. The table is currently empty. At the bottom right of the table area, there are buttons for 'Add contact' (highlighted with a red box and '3'), 'Cancel', and 'Save' (highlighted with a red box and '5'). A red box and '4' also highlight the table area.

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.

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



EFFICIENCY WINS.

