



# Accounts Payable Vendor Portal

## Vendor Functions

<https://extra-na.continental-corporation.com/apportal/>

# Accounts Payable Vendor Portal Login

- › When first opening the Accounts Payable Portal you will be prompted to login with a Vendor Number and Password. If you do not have this information please contact your Continental representative.
- › After 3 or more failed login attempts your account will be locked
- › If you would like to change your password, or your account is locked, please contact your local Continental representative, based on the legal entity name.

For information related to the region to which you are shipping, select the appropriate Region Tab. Legal entity specific Accounts Payable contacts, invoice submission instructions, announcements, and other relevant documentation will be placed here.

- › Select your Language.

The screenshot shows the 'Vendor Self Service Portal' login interface. At the top left is the Continental logo and the text 'VENDOR SELF SERVICE PORTAL'. In the top right corner, it says 'anonymous' and 'English'. A 'Login Box' is highlighted with a red box and an arrow pointing to the 'Vendor Number:' and 'Password:' input fields, and a 'Login' button. A 'Language' dropdown menu is also highlighted with a red box and an arrow. Below the login fields, there are 'Region Tabs' for 'Automotive' and 'Tire', with 'Automotive' selected. Underneath, there are three tabs for 'North America', 'Asia', and 'Europe'. The 'Accounts Payable' section is highlighted with a red box and an arrow, listing links for 'Accounts Payable Contact List', 'Vendor Guide (English)', and 'Guía del Proveedores (Español)'. The 'Purchase Order Confirmation' section is also highlighted with a red box and an arrow, listing links for 'Vendor Guide (English)' and 'Guía del Proveedores (Español)'. At the bottom, there is a red banner that says 'IMPORTANTE/IMPORTANT'.

# Accounts Payable Vendor Portal Home Page

- › After logging in you begin at the AP Portal Home Page.
- › All navigation is done by clicking on the menu choices on the tabs across the middle of the screen.

**Continental** VENDOR SELF SERVICE PORTAL

Your Vendor Number

English

Home Search Vendor Details Open Invoices Payment Details PO Confirmations Communications Log Out

### Home

Automotive Tire

North America Asia Europe

**Accounts Payable**

- Accounts Payable Contact List
- Vendor Guide (English)
- Guía del Proveedores (Español)

**IMPORTANTE/IMPORTANT**

**Purchase Order Confirmation**

- Vendor Guide (English)
- Guía del Proveedores (Español)

# Accounts Payable Vendor Portal Search

- › If you are unsure of the current status of a payment, you may choose Search from the menu tabs.
- › All fields are optional
- › Document Numbers accept partial entries
  - › Searching for the starting number enter: 123 and search will return: 123, 1234, 12345
  - › Searching for a containing number enter: \*89 and search will return: 789, 1892, 123890A
- › Results are limited to the first 100 records found
- › To view the full details of a record, click on the underlined Doc Num

Home Search Vendor Details Open Invoices Payment Details PO Confirmations

**Search**

By Reference Document Number

By Continental Document Number

By Invoice/Due Date Start 01 Jan 2011  End 01 Jan 2014  Date Presets

Sort By Ref Doc Num

Doc Num	Ref Doc Num	Date	Table
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details

Click the link to see more details about the record

Manually choose a date with the calendar pop-up or quickly pick a date range from the drop down list

# Accounts Payable Vendor Portal

## Vendor Details

- › By choosing Vendor Details from the menu tabs, the vendor's Name and Address details are displayed.
- › One or more IBAN/bank accounts may be listed.
- › One or more VAT codes may be listed.

Home Search **Vendor Details** Open Invoices Payment Details PO Confirmations Log Out

### Vendor Details

SWIFT (SWIFT) & (IB) (IB)  
Supporting (1)  
VAT  
VAT

Bank Name	Swift	IBAN/Bank Account	Currency Of Account

Vendor Name, Address, Bank, and VAT  
For corrections please contact your  
Continental representative

# Accounts Payable Vendor Portal

## Open Invoices

- › By choosing Open Invoices from the menu tabs, all available records are immediately displayed
- › A summary of records grouped by Invoice Date appears at the top
- › The full record details are displayed below, separated into 1000 records per page
- › Column headings can be clicked to sort or filter boxes can be clicked to filter the data

The screenshot shows the 'Open Invoices' page in a vendor portal. At the top, there is a navigation bar with tabs: Home, Search, Vendor Details, **Open Invoices**, Payment Details, PO Confirmations, and Log Out. Below the navigation bar, the page title 'Open Invoices' is displayed. There are two buttons for exporting data: 'Export .xlsx' and 'Export .csv', with a note 'For use in Excel or similar spreadsheets'. Below the export buttons is a summary table with columns: 'Total Records', 'Invoice Date Summary', and 'Total Currency'. Below the summary table, it says '8 records, 1 pages'. The main data table has columns: 'Company Name', 'Ref Doc Num', 'Invoice Date', and 'Purchasing Doc'. Each column has a dropdown menu set to 'All'. Red arrows point from text boxes to these elements: 'Export .xlsx', 'Export .csv', the summary table, the 'Company Name' heading, the 'Ref Doc Num' dropdown, and the 'Company Name' filter box.

Home Search Vendor Details **Open Invoices** Payment Details PO Confirmations Log Out

### Open Invoices

Export .xlsx Export .csv For use in Excel or similar spreadsheets

Total Records	Invoice Date Summary	Total Currency
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8 records, 1 pages

Company Name	Ref Doc Num	Invoice Date	Purchasing Doc
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All records may be downloaded for personal review

1000 records per page  
Select the current page

Click a heading to sort ascending and click again to sort descending

Click the filter boxes below the headings to filter the data (note that all records will be exported, not just filtered records).

Summary of all records displayed below

# Accounts Payable Vendor Portal

## Payment Details

- › By choosing Payment Details from the menu tabs, you must first choose a date range and click Show
- › A summary of records grouped by Payment Date appears at the top
- › The full record details are displayed below, separated into 1000 records per page
- › Column headings can be clicked to sort

Home Search Vendor Details Open Invoices **Payment Details** PO Confirmations Log Out

Payment Details

Payment Date: Start 01 Jan 2015 End 31 Mar 2015 Date Presets Show

Manually choose a date with the calendar pop-up or quickly pick a date range from the drop down list

All records may be downloaded for personal review

Export .xlsx Export .csv For use in Excel or similar spreadsheets

1000 records per page  
Select the current page

Summary of all records displayed below

Total Records	Payment Date	Total Currency
67 records, 1 pages		

Click a heading to sort ascending and click again to sort descending

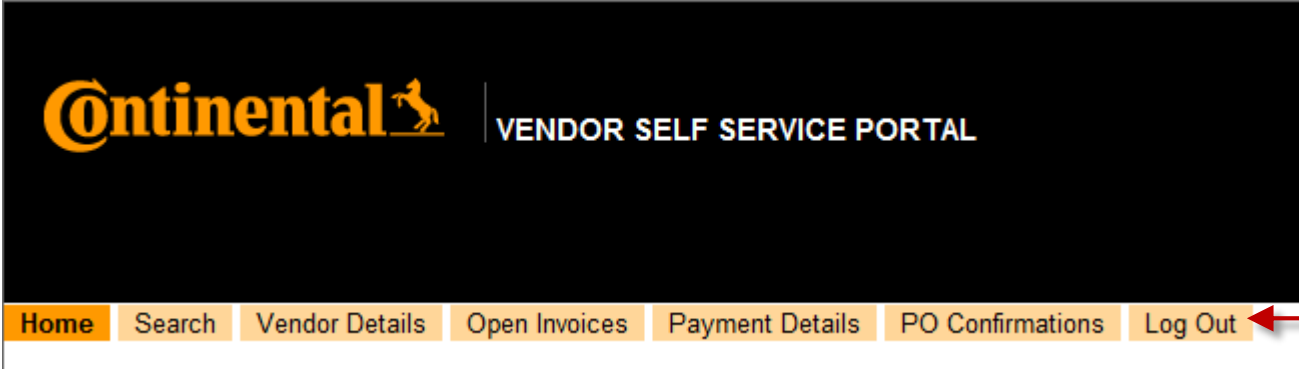
Company Name	Ref Doc Num	PO Num	Additional Info	Invoice Date
All	All	All	All	All

Click the filter boxes below the headings to filter the data (note that all records will be exported, not just filtered records).

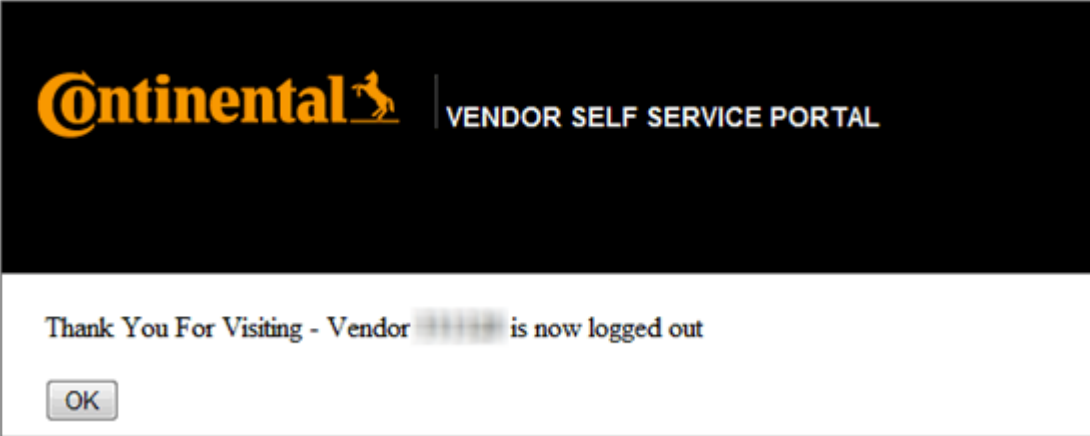
# Accounts Payable Vendor Portal

## Log Out

- › When you are finished, please choose “Log Out” from the main menu.
- › If you leave any page open without any activity for more than 30 minutes, you will automatically log out.



The screenshot shows the top navigation bar of the Continental Vendor Self Service Portal. The navigation items are: Home, Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, and Log Out. The 'Log Out' button is highlighted in orange, and a red arrow points to it from a callout box that says 'Select Log Out when finished.'



The screenshot shows a confirmation message: 'Thank You For Visiting - Vendor [REDACTED] is now logged out'. Below the message is an 'OK' button.





# Accounts Payable Vendor Portal

## Vendor Functions

<https://extra-na.continental-corporation.com/apportal/>

# Accounts Payable Vendor Portal

## Inicio de Sesión

- › Para iniciar sesión en el portal, y poder tener acceso a la información de sus facturas, es necesario que cuenta con un usuario (número de proveedor asignado por Continental) y contraseña. Si no posee esta información, por favor contacte a su representante de cuentas por pagar.
- › Si usted olvidó su contraseña o desea una nueva, o si su cuenta esta bloqueada, por favor póngase en contacto con su representante de cuentas por pagar. **NOTA:** Después de 3 intentos fallidos de inicio de sesión, la cuenta se bloqueará.
- › Seleccione la pestaña correspondiente a la región a la que provee. Ejemplo, si usted envía material a Cuautla o Silao seleccione North America. En cada region hay información específica para dichas localidades.
- › En la parte superior derecha puede escoger el idioma de su preferencia.

anonymous

**Continental** VENDOR SELF SERVICE PORTAL

Inicio de sesión

English

Vendor Number:

Password:

Login

Regiones

Idioma

Attention Suppliers:  
To use the Vendor Self Service Portal, it is necessary that you know your vendor number and password.  
For problems logging in, functionality or content of the portal, please see the contacts for the region to which you are shipping:

Automotive Tire

North America Asia Europe

**Accounts Payable**

- Accounts Payable Contact List
- Vendor Guide (English)
- Guía del Proveedores (Español)

**Purchase Order Confirmation**

- Vendor Guide (English)
- Guía del Proveedores (Español)

**IMPORTANTE/IMPORTANT**

# Accounts Payable Vendor Portal

## Página de inicio

- › Después de iniciar sesión aparecerán las opciones para la consulta de facturas.
- › Simplemente de click en el menú que desee consultar

**Continental** VENDOR SELF SERVICE PORTAL

Search Su número de proveedor English

Home Search Vendor Details Open Invoices Payment Details PO Confirmations Communications Log Out

### Home

Automotive Tire

North America Asia Europe

**Accounts Payable**

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**IMPORTANTE/IMPORTANT**

**Purchase Order Confirmation**

- Vendor Guide (English)
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# Accounts Payable Vendor Portal

## Búsqueda General

- › Si no se está seguro del estatus de su factura (pendiente de pago, programada para pago, etc) puede hacer una búsqueda general
- › Los números de documentos aceptan entradas parciales:
  - › Si se busca por ejemplo por el número con que inicia la factura, y usted pone 123, le dará la opción de autocompletar 1234,12345, etc.
  - › Igual puede buscar por el número contenido en la referencia. Ejemplo, si busca \*89, le saldrán los records que tengan el 89 contenido : 789, 1892, 123890A, etc.
- › Los resultados están limitados a 100 elementos.
- › Para ver los detalles completos de un documento, haga click sobre el numero de documento.

Home Search Vendor Details Open Invoices Payment Details PO Confirmations Log Out

### Search

By Reference Document Number

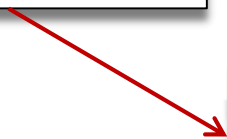
By Continental Document Number

By Invoice/Due Date Start  End  Date Presets

Sort By Ref Doc Num

Doc Num	Ref Doc Num	Date	Table
123456789	123456789	11 Oct 2011	Payment Details
123456789	123456789	11 Oct 2011	Payment Details
123456789	123456789	11 Oct 2011	Payment Details
123456789	123456789	11 Oct 2011	Payment Details

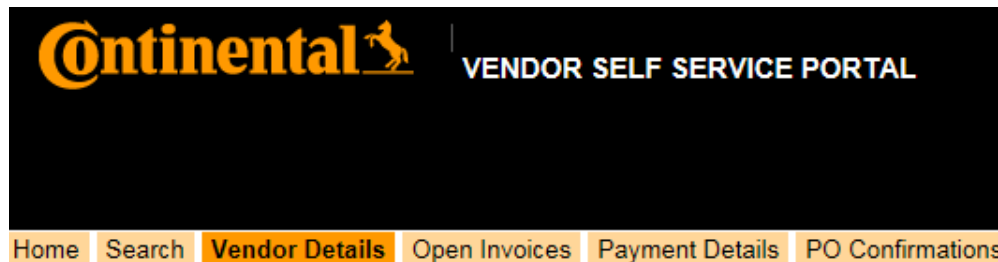
Click para detalles del documento



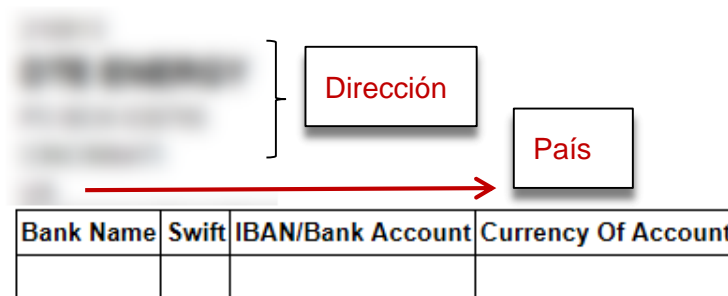
# Accounts Payable Vendor Portal

## Detalles del Proveedor

- › En detalles del proveedor, podrá ver la información que Continental tiene en su cuenta, tales como nombre y dirección.
- › Los datos bancarios no están visibles, pero eso no significa que no estén registrados en el sistema de Continental.



### Vendor Details



# Accounts Payable Vendor Portal

## Facturas Abiertas

- › Al escoger el menú facturas abiertas, se despliegan inmediatamente todas las facturas en este estatus.
- › Un resumen de facturas por mes y por monto está disponible.
- › › También se tienen los registros completos, separados por cada 1000.
- › › Los encabezados de las columnas pueden ser usados para filtrar y ordenar los registros.

Home Search Vendor Details **Open Invoices** Payment Details PO Confirmations Log Out

### Open Invoices

Puede descargar los reportes a Excel u otras hojas de cálculo

Export .xlsx Export .csv For use in Excel or similar spreadsheets

Total Records	Invoice Date Summary	Total Currency

Resumen por mes y monto

8 records, 1 pages

Company Name	Ref Doc Num	Invoice Date	Purchasing Doc
All	All	All	All

Puede ordenar los registros haciendo click en los encabezados

Puede filtrar los registros que se despliegan. NOTA, todos los registros se exportan, no sólo los filtrados en esta vista.

# Accounts Payable Vendor Portal

## Detalles de Pago

- › En la pestaña Detalles de Pago, podrá consultar los pagos que se le han hecho. Para esto debe seleccionar las fechas correspondientes al periodo de tiempo que desee consultar. Después debe dar click en Mostrar.
- › Al igual que en Facturas Abiertas, aparecerá un resumen por fechas y monto.
- › La lista con todos los registros será desplegada y separada por cada mil.
- › De igual manera las columnas pueden ser filtradas y ordenadas dando click en los encabezados.

Seleccione las fechas correspondientes al periodo de tiempo que desea consultar. De Click en Mostrar.

Resumen

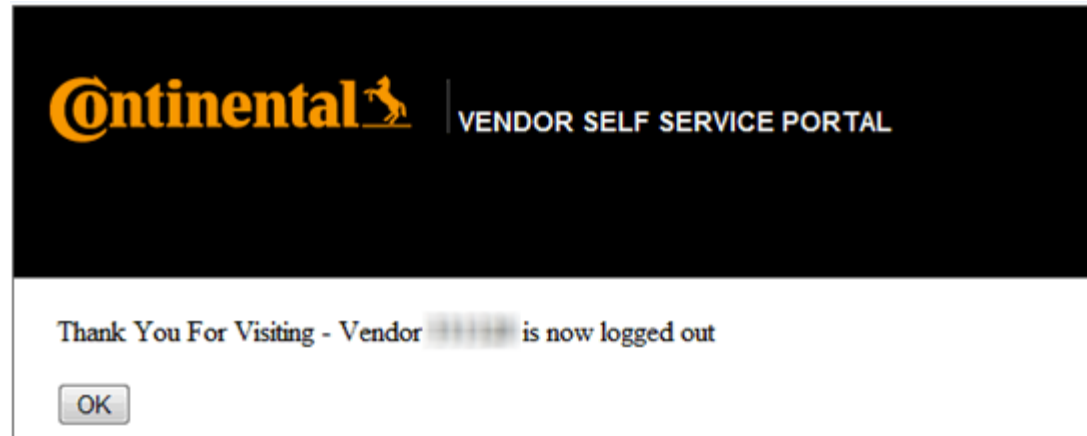
Total Records	Payment Date	Total Currency
67 records, 1 pages		

Company Name	Ref Doc Num	PO Num	Additional Info	Invoice Date
All	All	All	All	All

# Accounts Payable Vendor Portal

## Log Out

- › Para salir del portal, de click en el botón Cerrar Sesión.
- › › Si usted deja alguna página abierta sin actividad por mas de 30 minutos, su sesión caducará automáticamente.



Seleccione Cerrar session para salir.