

PO Confirmation Process “Work Instruction”

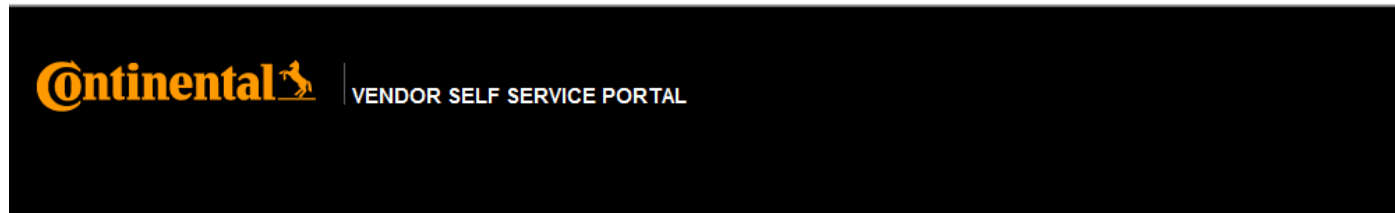
Work Instruction: Previous confirmation process has been replaced.

Step 1.- Open Vendor Self Service portal Link <https://extra-na.continental-corporation.com/apportal/>

Step 2.- Enter vendor number and password as indicated.

Note: if password has not been assigned, contact your buyer to get it

Step 3.- Click in “Login”



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 contact:

Accounts Payable Contact List

- [Click here for the Accounts Payable contact list, phone number and email address](#)
- [Vendor Guide \(English\)](#)
- [Guía del Proveedores \(Español\)](#)

Purchase Order Confirmation Contact

- [Vendor Guide \(English\)](#)
- [Guía del Proveedores \(Español\)](#)

After three attempts on login, the system will block the user.
Contact the assigned buyer to unlock it.

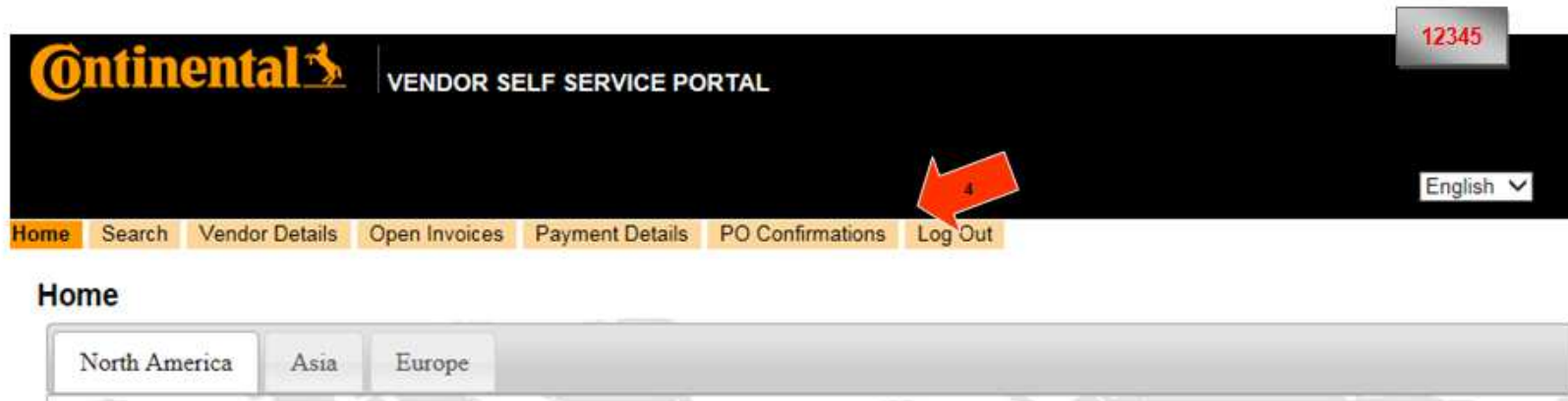
Vendor Number:


Password:

Red arrow 2 points to the Password field.

Red arrow 3 points to the Login button.

Step 4. - Select PO Confirmations box.



Continental  VENDOR SELF SERVICE PORTAL

12345

English ▾

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

Home

North America Asia Europe

Step 5. - Verify if the vendor number shown is correct.



[Home](#)

Purchase Order Confirmations

Please confirm that you have received a copy of these purchase orders. If you have failed to receive a copy of the purchase order, please contact the buyer listed.

In addition, please also confirm item details agreement and your ability to meet delivery date requirements. Any discrepancy must be addressed with the buyer listed.

Purchase Order Number	Buyer Name	Buyer Contact	Recipient	Purchase Order Date	Ship To Location
	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	18 Sep 2013	Morganton
	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	23 Sep 2013	Henderson
	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	24 Sep 2013	Morganton

Step 6. - Open a PO from the list.

Step 7. - Mark "Confirm Receipt of Purchase Order" box.

1234

VENDOR SELF SERVICE PORTAL

[Home](#)

Purchase Order Confirmations

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In addition, please also confirm item details agreement and your ability to meet delivery date requirements. Any discrepancy must be addressed with the buyer listed.

Purchase Order Number	Buyer Name	Buyer Contact	Recipient	Purchase Order Date	Ship To Location			
-	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	18 Sep 2013	Morganton			
					Confirm Receipt of Purchase Order <input type="checkbox"/>			
Item Number	Item Description	PO Order Quantity	Unit of Measure	Delivery Date	Net Currency Price	Per Order Price Unit of Measure	Item Details Change	Delivery Date
10	Sensor BGL30A-001-S49 BGL0016	4	ST	25 Sep 2013	100.00000	1 ST		
20	BES516-356-S4-C Inductive Sensor	6	ST	25 Sep 2013	86.17000	1 ST		
30	SWITCH,PROXIMITY	4	ST	25 Sep 2013	177.88000	1 ST		
40	SENSOR,CYLINDER BMF005H	20	ST	25 Sep 2013	88.00000	1 ST		
50	Switch,	4	ST	25 Sep 2013	60.00000	1 ST		
60	Switch BMF307K-PS-C-2-SA2-S49-00.3	4	ST	25 Sep 2013	162.24000	1 ST		
						<input type="button" value="Save"/>		
+	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	23 Sep 2013	Henderson			
+	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	24 Sep 2013	Morganton			



Step 8. - Select “Agree” or “Disagree” option for “Item Details” column.

Step 9. - If a change on delivery date is needed, click on calendar icon to change it.

Note: Will not be possible to select a date after 2 months from the original purchase order date, otherwise contact the listed buyer.

Step 10. - Click “Save”.



[Home](#)

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Purchase Order Number	Buyer Name	Buyer Contact	Recipient	Purchase Order Date	Ship To Location
	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	18 Sep 2013	Morganton

Item Number	Item Description	PO Order Quantity	Unit of Measure	Delivery Date	Net Currency Price	Per Order of Measure	Item Details	Change Delivery Date
10	Sensor BGL30A-001-S49 BGL0016	4	ST	25 Sep 2013		1	Disagree	
20	BES516-356-S4-C Inductive Sensor	6	ST	25 Sep 2013		1	Disagree	
30	SWITCH, PROXIMITY	4	ST	25 Sep 2013		1	Agree	08 Nov 2013
40	SENSOR, CYLINDER BMF005H	20	ST	25 Sep 2013		1	Agree	08 Nov 2013
50	Switch	4	ST	25 Sep 2013		1	Agree	
60	Switch BMF307K-PS-C-2-SA2-S49-00.3	4	ST	25 Sep 2013		1	Agree	

	Buyer Name	Buyer Contact	Recipient	Purchase Order Date	Ship To Location
	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	23 Sep 2013	Henderson
	Salvador Blanquet	Salvador.blanquet-Ext@continental-corporation.com	OPERATING SU	24 Sep 2013	Morganton

To do a fast change on all line items please use “Change All Delivery Dates” box.



REMARKS

- Any information changed will be reflected in a period no longer than 24 hrs.
- After three days without confirmation in a PO, e-mail reminders will be automatically sent.

If “Disagree” in any line item

- The delivery date box will be automatically blocked.
- The system will keep the Purchase Order as “open” until the listed buyer is contacted to solve the discrepancy.
- It is the responsibility of the supplier to contact the buyer listed on the purchase order; to send an email to the buyer, just click in the email. There is no automatic notice generated by the system.

If “Agree” in any line item

- If there are not changes on delivery dates the system will take as default the one established in the Purchase Order.
- For those line items already agreed and saved, system will not allow to make any additional changes.
- If all line items are selected as “Agree” the Purchase Order will disappear from the original list.

Any questions or comments related to the portal or the process please contact your buyer

Thank you in advance for your support !