



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, if this information has already been provided by your continental analyst, log in with the data.
- › If this information has not been provided, it is suggested that you contact the support emails to request your vendor number and create your password.
- › After 3 or more failed login attempts your account will be locked
- › If you have forgotten your password, or you would like to change your password, or your account is locked, please contact your Continental representative.
- › Select your Language.

Continental Vendor Self Service Portal
anonymous

Language English

Vendor Number:

Password:

Login

[Reset Password](#)

Attention Suppliers:

To use the Vendor Self Service Portal, it is necessary that you know your vendor number and password.

For problems logging in or for problems with the functionality of the portal, please choose the contact email in the "Contact Us" Icon below for your region.

[Legal Notice](#) | [Privacy Notice](#) | [Contact Us](#)

Accounts Payable Vendor Portal

Reset password

- Once you have asked your Continental support contact to reset your password, you will receive 2 emails.
 1. Providing vendor number.
 2. Providing password reset code

1

Dear Valued Vendor —

Your Vendor Number is:

—

The Vendor Self Service A/P Portal provides:

- Access to view the status of your open invoices.
- Access to verify the due date of your payment.
- Access to view details of your payments for the last 12 months.

2



Dear Valued Vendor,

We have received your request to reset your password.

Your Code to reset your password is:

nVmr+bQWuz

Go to 'Reset Password' -> 'Write Code'.

Accounts Payable Vendor Portal

Reset Password

- › The information received will be placed as follows.

1

Vendor Number:

Back

Get Code

Write Code

Vendor number received

- › Complete the requested information by adding your password (password must be contain at least 10 characters), a special carácter and a capital letter.

2

Vendor Number:

Code:

Password:

Repeat Password:

Back

Reset Password

Login

Vendor number received

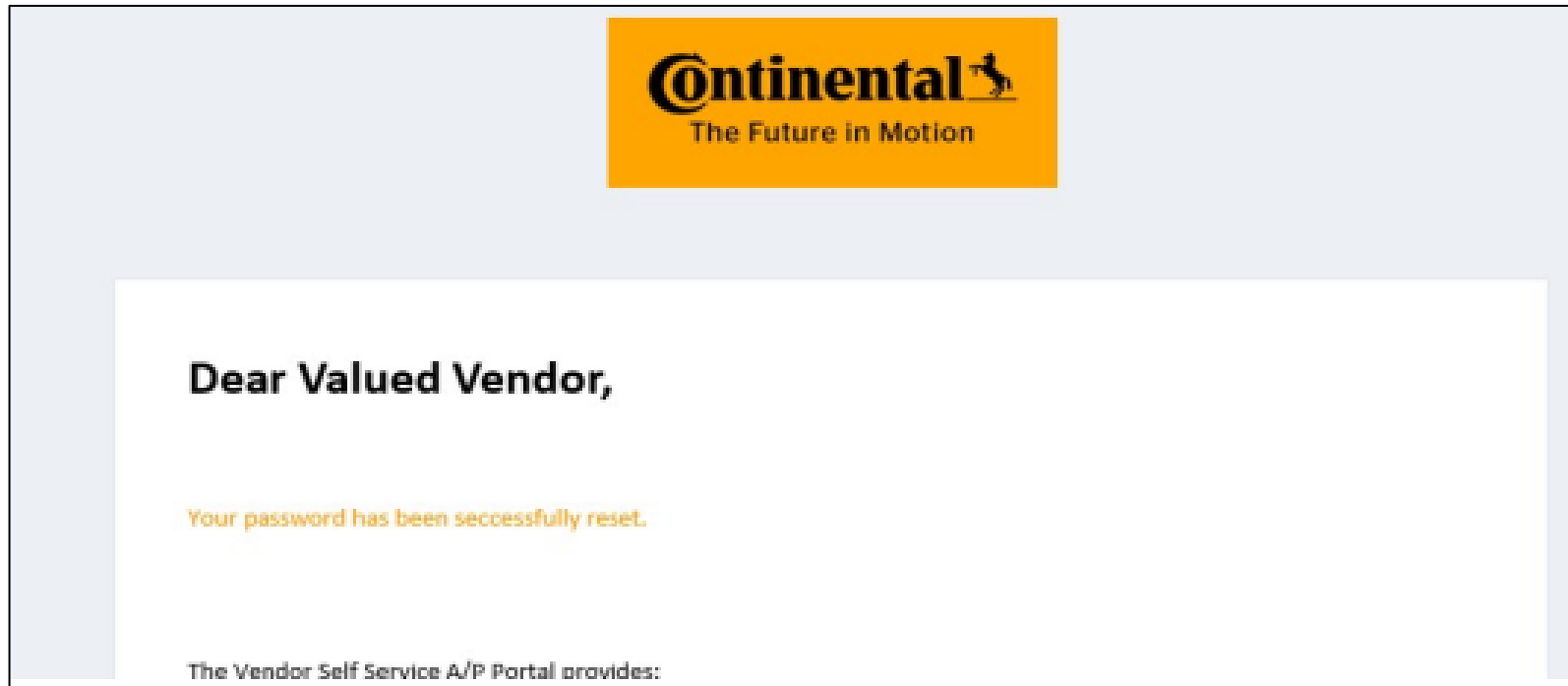
Code received

Accounts Payable Vendor Portal

Reset Password

- › You will receive a third email confirming that the password has been successfully reset and you will be able to access the portal with the provider number and established password.

3



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.
- › Select applicable Company Name “ContiTech”
- › For information related to the region to which you are shipping, select the appropriate Region Tab.
- › Region-specific Accounts Payable contacts, instructions, announcement, and other relevant documentation will be placed here.

Continental Vendor Self Service Portal

CXXXXX ← Your Vendor Number

Menu tabs

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

Home

Legal Notice | Privacy Notice | Contact Us

Region Tabs

Automotive Tire ContiTech

North America Brazil Asia Europe Supply Chain Las Colinas Plant

Accounts Payable Documents Purchase Order Confirmation

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

The screenshot shows the 'Search' tab selected in the top navigation bar. The search form includes fields for 'By Reference Document Number', 'By Continental Document Number', and 'By Invoice/Due Date' (with 'Start' and 'End' date pickers). A 'Sort By' dropdown is set to 'Date'. A 'Search' button is located below the form. A red arrow points from a callout box to the 'End' date picker, stating: 'Manually choose a date with the calendar pop-up or quickly pick a date range from the drop down list'. Below the search form is a table with the following data:

Doc Num	Ref Doc Num	Date	Table
<u>51XXXXXXXX</u>	123ABC456	05 Oct 2023	Open Invoices
51XXXXXXXX	456DEF789	02 Oct 2023	Payment Details
51XXXXXXXX	789HIJ123	02 Oct 2023	Payment Details
51XXXXXXXX	123KLM456	02 Oct 2023	Payment Details

A red arrow points from a callout box to the underlined '51XXXXXXXX' in the first row, stating: 'Click the link to see more details about the record'. A red bracket on the right side of the table groups the 'Table' column entries, with a callout box stating: 'Invoice status'.

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.



Vendor Details

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

Vendor Number:

Vendor Name:

Street:

City:

Country: US

Bank:

Bank Name	Swift	IBAN/Bank Account	Currency Of Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	USD1

VAT:

Accounts Payable Vendor Portal

Open Invoices

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

Total Records	Invoice Date Summary	Total	Currency
1	Oct 2023	-44,013.67	USD
4	Sep 2023	-142,682.41	USD
5	Aug 2023	-176,124.18	USD
9	Jul 2023	-151,992.70	USD

Summary of all records displayed here

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

19 records, 1 pages

Company Name	Ref Doc Num	Plant Name 2	Invoice Date	Purchasing Doc	WF Description	Approver	Terms	Due Date	Amount	Currency
ContiTech USA, Inc.	123ABC	XXXXXXX	05 Oct 2023	XXXXXXX			90 days after inv-date e. o. m. to next Paydate	29 Jan 2024	-44,013.67	USD

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

Accounts Payable Vendor Portal

Open Invoices - Details

- › Company Name
- › Ref Doc Num = Invoice number
- › Invoice Date
- › Purchasing Doc = PO Number
- › Terms of Payment, Due Date, Amount and Currency
- › Plant = Company Name
- › Payment Block key
 1. Free for Payment – Invoice has no issue and for payment based on terms and method
 2. Invoice Verification – Invoice has discrepancy either in Price or Qty
 3. Blocked for Payment – Invoice needs approval
- › Doc Type = Invoice Receipt

You may untick if column details is not required

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Name	Ref Doc Num	Plant Name 2	Invoice Date	Purchasing Doc	WF Description	Approver	Terms	Due Date	Amount	Currency	Plant Name	Plant Name 2	Payment Block Key	Doc Type	Conti Doc Num	Status	Email

12 records, 1 pages

Company Name	Ref Doc Num	Plant Name 2	Invoice Date	Purchasing Doc	WF Description	Terms	Due Date	Amount	Currency	Plant Name	Plant Name 2	Payment Block Key	Doc Type	Conti Doc Num
ContiTech USA, Inc.	123ABC	XXXXXXXX	10 Aug 2023	XXXXXXXX		75 days after inv-date e. o. m. to next Paydate	14 Nov 2023	-46,310.22	USD	ContiTech USA, Inc.	XXXXXXXX	Free for payment	Invoice receipt	XXXXXXXX

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

Payment Details

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

Payment Date: Start 01 Sep 2023 End 31 Oct 2023 Date Presets Show

Total Records	Payment Date	Total	Currency
21	02 Oct 2023	-22,077.60	USD
5	16 Oct 2023	-5,705.50	USD
20	01 Sep 2023	-23,858.80	USD
5	06 Oct 2023	-5,537.87	USD

Summary of all records displayed here

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

51 records, 1 pages

You may untick if column details is not required

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

Click a heading to sort ascending and click again to sort

Company Name / Comp. Code	Ref Doc Num	Payment Ref.	PO Num	Invoice Date	Amount
ContiTech USA, Inc. / 109	123ABC	XXXXXXXX	XXXXXXXX	10 Jul 2023	-2,116.80

Accounts Payable Vendor Portal

Payment Details

- > Company Name
- > Ref Doc Num = Invoice number
- > PO Num = PO Number
- > Additional Info = PO Number and Plant number (Ship to Code)
- > Invoice Date
- > Payment Date
- > Amount
- > Currency
- > Payment Doc
- > Cancelled Doc
- > Plant = Company Name
- > Conti Doc Number

Company Name / Comp. Code	Ref Doc Num	Payment Ref.	PO Num ▲	Additional Info	Invoice Date	Payment Date
ContiTech USA, Inc. / 109	123ABC		XXXXXXXXXX	XXXXXXXXXX	20 Mar 2023	05 May 2023
ContiTech USA, Inc. / 109	456DEF	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	09 Jun 2023	28 Jul 2023

Amount All ▼	Currency	Payment Doc	Cancelled Doc	Plant	Plant Name 2	Conti Doc Num
-8,200.00	USD	XXXXXXXXXX		ContiTech USA, Inc.	XXXXXXXXXX	XXXXXXXXXX
-8,200.00	USD	XXXXXXXXXX		ContiTech USA, Inc.	XXXXXXXXXX	XXXXXXXXXX

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 Continental Vendor Self Service Portal interface. The header is black with the Continental logo on the left and the text "Vendor Self Service Portal" and "anonymous" on the right. Below the header is a navigation bar with several orange buttons: Home, Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, Payment Documentation, and Log Out. A red arrow points from a callout box to the "Log Out" button. The callout box contains the text "Select Log Out when finished". Below the navigation bar, a white box with a blue border contains the text "Thank You For Visiting" and "Vendor [redacted] is now logged out", with an orange "OK" button below it.