



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 have forgotten your password, or you would like to change your password, or your account is locked, please contact your Continental representative.
- › 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.
- › Select your Language.

The screenshot shows the Continental Vendor Self Service Portal. At the top left is the Continental logo. To its right is the text 'VENDOR SELF SERVICE PORTAL'. In the top right corner, it says 'anonymous' and 'English'. Below this is a 'Login Box' containing two input fields: 'Vendor Number:' and 'Password:', followed by a 'Login' button. To the right of the login box is a 'Language' dropdown menu. Below the login box are 'Region Tabs' for 'Automotive', 'Tire', and 'ContiTech'. Under the 'ContiTech' tab, there are four sub-tabs: 'USA / Canada', 'Mexico', 'Europe', and 'Africa / Asia'. At the bottom of the page, there are two links: 'Accounts Payable' and 'Purchase Order Confirmation'. Red arrows point from text boxes to these elements: 'Region Tabs' points to the 'ContiTech' tab, 'Language' points to the 'Language' dropdown, and 'Login Box' points to the login fields.

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

CXXXXX

Menu Tabs

Your Vendor Number

English ▾

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

Home

Automotive Tire ContiTech

North America Asia Europe

Accounts Payable

- AP Portal Vendor Guide (English / Español)

Purchase Order Confirmation

- Vendor Guide (English)

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 Communications Payment Documentation Log Out

Search

By Reference Document Number

By Continental Document Number

By Invoice/Due Date Start End Date Presets

Sort By

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

Click the link to see more details about the record

Doc Num	Ref Doc Num	Date	Table
<u>51XXXXXXXXXX</u>	51XXXXXXXXXX	02 Oct 2018	Open Invoices
<u>51XXXXXXXXXX</u>	51XXXXXXXXXX	02 Oct 2018	Open Invoices
<u>51XXXXXXXXXX</u>	51XXXXXXXXXX	01 Oct 2018	Open Invoices
<u>51XXXXXXXXXX</u>	51XXXXXXXXXX	01 Oct 2018	Payment Details
<u>51XXXXXXXXXX</u>	51XXXXXXXXXX	01 Oct 2018	Payment Details

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.

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

Vendor Details

SWIFT: SWFTDE33
BUNDESBANK AG
Königsplatz 11
10117
Berlin

Bank Name	Swift	IBAN/Bank Account	Currency Of Account
SWIFT: SWFTDE33	BUNDESBANK AG	Königsplatz 11	10117 Berlin

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' section of the Accounts Payable Vendor Portal. At the top, there is a navigation menu with tabs: Home, Search, Vendor Details, **Open Invoices**, Payment Details, PO Confirmations, and Commu. Below the menu, the title 'Open Invoices' is displayed. There are two buttons: 'Export .xlsx' and 'Export .csv', with the text 'For use in Excel or similar spreadsheets' below them. A summary table is shown with columns: Total Records, Invoice Date Summary, and TotalCurrency. The data rows are: 3 (Oct 2018), 29 (Sep 2018), 38 (Aug 2018), and 2 (Jul 2018). Below the summary, it says '70 records, 1 pages'. The main table has columns: Company Name, Ref Doc Num, Invoice Date, and Purchasing Doc. Each column has a filter box with a dropdown arrow. The filter boxes are currently set to 'All'. The data rows show: 51XXXXXXXXXX (31 Jul 2018) and 51XXXXXXXXXX (03 Aug 2018).

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

Open Invoices - Details

- › Company Name
- › Ref Doc Num = Invoice number
- › Invoice Date
- › Purchasing Doc = PO Number

Company Name	Ref Doc Num	Invoice Date	Purchasing Doc
All	All	All	All
ContiTech USA, Inc.	51XXXXXXXXXX	31 Jul 2018	51XXXXXXXXXX
ContiTech USA, Inc.	51XXXXXXXXXX	03 Aug 2018	51XXXXXXXXXX

- › Terms of Payment, Due Date, Amount and Currency

Terms	Due Date	Amount	Currency
All	All	All	All
60 days after inv-date to next Paydate	29 Sep 2018	51XXXXXXXXXX	USD
60 days after inv-date to next Paydate	02 Oct 2018	51XXXXXXXXXX	USD

- › 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 waiting for approval
- › Doc Type

Plant	Payment Block Key	Doc Type
All	All	All
ContiTech USA, Inc.	Free for payment	Invoice receipt
ContiTech USA, Inc.	Free for payment	Invoice receipt

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

The screenshot shows the 'Payment Details' page in the Accounts Payable Vendor Portal. The navigation bar includes 'Home', 'Search', 'Vendor Details', 'Open Invoices', 'Payment Details' (highlighted), 'PO Confirmations', 'Communications', and 'Payment D'. Below the navigation bar, there is a 'Payment Date' section with 'Start' and 'End' date pickers (01 Sep 2018 and 30 Sep 2018), a 'Date Presets' dropdown, and a 'Show' button. Below this are 'Export .xlsx' and 'Export .csv' buttons, with a note 'For use in Excel or similar spreadsheets'. A summary table shows 'Total Records' (15 and 17) and 'Payment Date' (17 Sep 2018 and 04 Sep 2018) with 'TotalCurrency' (51XXXXXXXXXX). Below the summary is a table of 32 records, 1 page, with columns for 'Company Name', 'Ref Doc Num', 'PO Num', 'Additional Info', 'Invoice Date', and 'Payment Date'. Each column has a dropdown menu set to 'All'. The first two rows of the table show 'ContiTech USA, Inc.' with various reference numbers and dates.

Callout Boxes:

- All records may be downloaded for personal review**: Points to the 'Export .xlsx' and 'Export .csv' buttons.
- 1000 records per page. Select the current page**: Points to the '32 records, 1 pages' text.
- Click a heading to sort ascending and click again to sort descending**: Points to the 'Total Records' and 'Payment Date' headings in the summary table.
- Click the filter boxes below the headings to filter the data (note that all records will be exported, not just filtered records)**: Points to the dropdown menus in the main table headers.
- Manually choose a date with the calendar pop-up or quickly pick a date range from the drop down list**: Points to the 'Start' and 'End' date pickers.
- Summary of all records displayed below**: Points to the summary table.

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

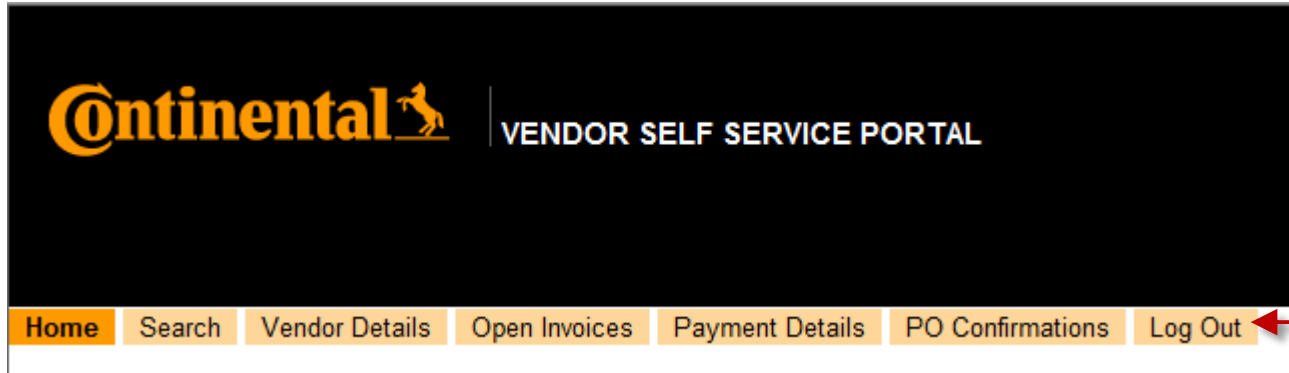
Company Name	Ref Doc Num	PO Num	Additional Info	Invoice Date	Payment Date	Amount
All	All	All	All	All	All	All
ContiTech USA, Inc.	51XXXXXXXXXX			18 Jun 2018	04 Sep 2018	51XXXXXXXXXX
ContiTech USA, Inc.	51XXXXXXXXXX			18 Jun 2018	04 Sep 2018	51XXXXXXXXXX

Currency	Payment Doc	Cancelled Doc	Plant	Conti Doc Num
All	All	Doc	All	All
		All		
USD	51XXXXXXXXXX		ContiTech USA, Inc.	51XXXXXXXXXX
USD	51XXXXXXXXXX		ContiTech USA, Inc.	51XXXXXXXXXX

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.



Select Log Out when finished.

