



# PO Confirmation Vendor Portal

## Vendor Functions

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

# PO Confirmation Process “Work Instruction”

› 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 administrator to get it

› Step 3.- Click in “Login”

**Vendor Number:**

**Password:**

Login

English

2

3

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

**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 | ContiTech

USA / Canada | Mexico | Europe | Africa / Asia

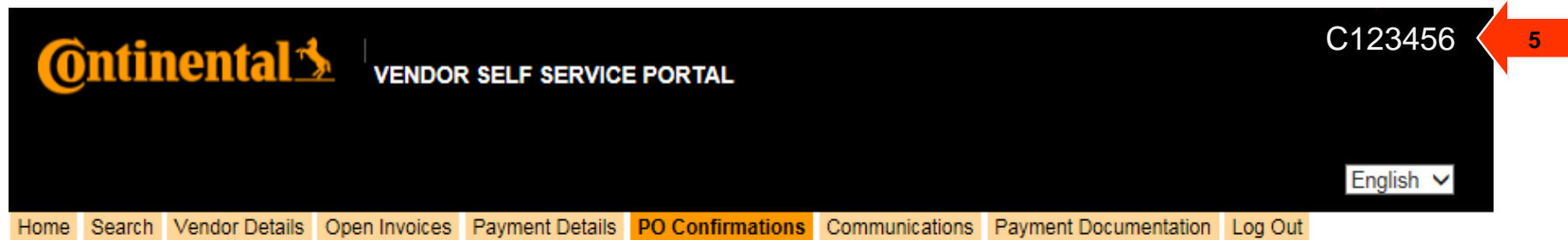
# PO Confirmation Process

- › Step 4. Select PO Confirmations tab.



# PO Confirmation Process

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



The screenshot shows the top navigation bar of the Continental Vendor Self Service Portal. On the left is the Continental logo. In the center, it says 'VENDOR SELF SERVICE PORTAL'. On the right, the vendor ID 'C123456' is displayed, with a red arrow pointing to it from a red box containing the number '5'. Below the navigation bar is a menu with the following items: Home, Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations (highlighted in orange), Communications, Payment Documentation, and Log Out. A language dropdown menu is set to 'English'.

## Purchase Order Confirmations

### Vendor Contact:


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
<input type="checkbox"/>	Den Legada		Raw Material	18 Oct 2018	Norfolk Plant

# PO Confirmation Process

- › Step 6. Open a PO from the list.
- › Step 7. Mark “Confirm Receipt of Purchase Order” box.


C123456

**VENDOR SELF SERVICE PORTAL**

English ▼

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

### Purchase Order Confirmations

**Vendor Contact:**

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
6	Den Legada		Raw Material	18 Oct 2018	Norfolk Plant
					Confirm Receipt of Purchase Order <input type="checkbox"/>

Item Number	Item Description	POOrder Quantity	Unit of Measure	Delivery Date	UnitCurrencyPer Order Price	Unit of Measure	Item DetailsChange	Delivery Date
10		900LB		17 Oct 2018		1000LB		

Total Amount \$3,015.00 USD
Save

# PO Confirmation Process

- › 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”

## Purchase Order Confirmations

### Vendor Contact:

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				
	Den Legada		Raw Material	18 Oct 2018	Norfolk Plant				
Confirm Receipt of Purchase Order <input checked="" type="checkbox"/>									
Change All Delivery Dates <input type="text"/>									
Item Number	Item Description	POOrder Quantity	Unit of Measure	Delivery Date	Unit Price	Per Order Price	Unit of Measure	Item Details	Change Delivery Date
10		900LB		17 Oct 2018			1000LB	Agree	03 Oct 2018
Total Amount \$3,015.00 USD									Save



# PO Confirmation Process

## 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.

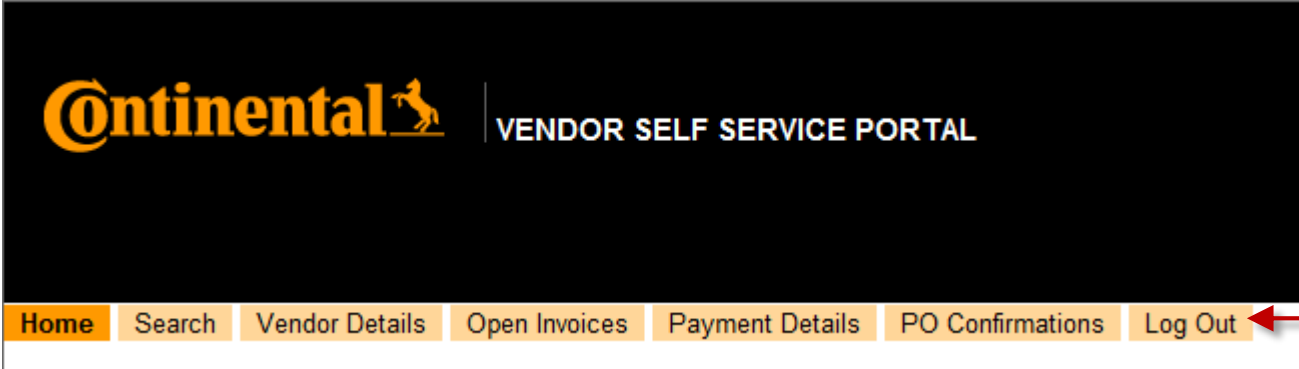
### If “Agree” in any line item

- › 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.

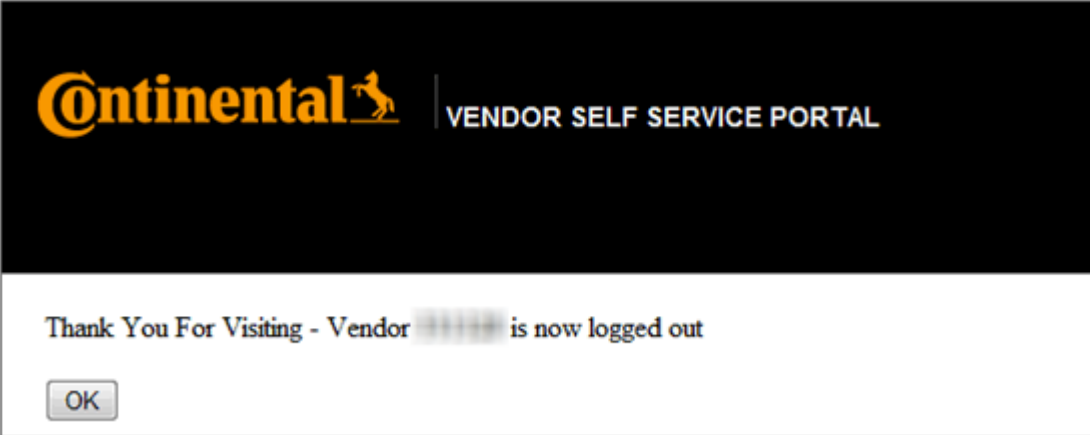
# PO Confirmation Process

## 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 has a red arrow pointing 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' with an 'OK' button below it.