# nexperia

## Accounts Payable Frequently Asked Questions

### Who do I contact if I have concerns about my account?

Kindly send an email to <u>nexperia.apqueries@nexperia.com</u> or <u>nexperia.portal.support@nexperia.com</u>. If you are registered to our Supplier portal, you can check the real-time status of your invoices and payment history at the below link.

#### Login (nexperia.com)

Submission of invoices via Portal uploading.

Invoicing > Upload invoice > *Receiving Entity > Drop files/click (+) button > Upload Now	Invoicing >	>	Upload	invoice	>	*Receiving	Entity	>	Dгор	files	/click	(+)	button	>	Upload	Now
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g튐 Dashboard	<									
Company details	Upload Invoice									
Purchase orders										
Purchase order items	Receiving Entity									
🕼 Invoicing										
Create invoice	Please select invoice PDF files for upload. Please do not upload more than one file per invoice, and please do not upload additional files. (One Invoice = One File). Pending uploads									
Upload invoice										
Account overview										
Materials										
Key performance indicators	Drop files here or click on the + button to select uploads									
	Upload Now									

Receiving Entity is the list of Nexperia Entity the vendor wishes to upload the invoice.

How can we check our status?

Invoice status can be checked using the supplier portal. Log on to the supplier portal, click "Invoicing", and choose "Account overview" and in the "Open" tab the list of posted invoices is shown.

**For Processing** – The tab shows the list of invoices uploaded in the system and waiting in the queue for posting.

**Open** – The tab shows the list of outstanding invoices that are currently unpaid. It also shows the status of the invoices.

**Cleared** – The tab shows the list of paid invoices.

≡				Nexperia Supplier Portal									
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	Company details	Account overview											
	Purchase orders		the 5th an	d 21st day of the	month or the next day if the	y. If Due Date information is un	ue Date information is unavailable, invoice is blocked for verification. For more information, contact the ic						
	Purchase order items	sourcing team.	t applicable for suppliers under the Supply Chain Financial (SCF) program.										
ā	Contracts	For Processing Open Cleared											
	Invoicing $\checkmark$												
	Create invoice		Documer	nt number	Reference	Receiving entity	Document date	Date entered					
	Upload invoice		Reference			~	dd/MM/yyyy to dd/MM/y		liyyyy to dd/MM/y	🖽 Search 🔂 Ex		ort 🗸	
	Account overview	For Processing (11)				Receiving entity	Document date	<u>^</u>	Date entered				
	Materials				~		-		-			^	
	Key performance indicators	000000299821		42000227		Nexperia Germany GmbH		12/02/2020		01/12/2020		-1	
	Request for quotation	000000299676	42000227			Nexperia Germany GmbH		12/02/2020				4	
		000000299700	KS_NED_001		Nexperia Germany GmbH		03/12/2020		03/12/2020				
		000000299167	42001322		Nexperia Germany GmbH		11/09/2020		11/09/2020				

#### Why is my invoice still not posted?

Invoices should be posted within 3-4 business days. If the invoices are not yet posted on said days, please contact the <u>nexperia.apqueries@nexperia.com</u>.

#### Why is my invoice still not showing the due date in the Portal?

If the invoice in the supplier portal does not show the due date, it means that the invoice is currently on blocked status. And if you need more information about the blocked status, please communicate with the local sourcing team.

#### How can I get my remittance advice?

Remittance advice is automatically sent by the system to the confirmed email address in the system. If you want to update the email address for remittance advice, please contact <u>nexperia.apqueries@nexperia.com. One email address is only allowed for remittance advice.</u>

#### Who is the approver of my invoice?

The approver of the invoice is commonly the local sourcing team. Any blocked reason should be communicated to the local sourcing team for more information regarding the reason for the invoice to be blocked.