

# Nexperia Onetime Portal

## User Guide for Suppliers

NEXPERIA ENTERPRISE APPLICATIONS  
GLOBAL PROCUREMENT

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# 1 Introduction

Welcome to the Nexperia Onetime Portal user manual. This manual is a valuable reference to guide you on how to get started, how to navigate and how to complete and send answers to Nexperia, where applicable.

## 1.1 Benefits of the Nexperia Onetime Portal

The Nexperia Onetime Portal can be used to:

- Display and answer request for Quotation / RFQ
- Attach documents related to the Quotation / RFQ
- Input quotation comments in the text tab of the Quotation / RFQ
- Input supplier name and contact number


## 1.2 Release notes version 2308

Implementation of wizard-style Request for Quotation (RFQ) navigation. This is a more intuitive and guided approach to submitting and managing the quotations.

## 1.3 Browser Requirements

The Nexperia Onetime Portal supports the latest version of these listed browsers

- Microsoft Edge
- Chrome
- Firefox

 When using Internet Explorer : please note that SAP is starting to remove support for legacy browsers such as Internet Explorer 11. You may face performance and / or usability issues when using Internet Explorer.

## 1.4 Pop-Up Blocker Settings

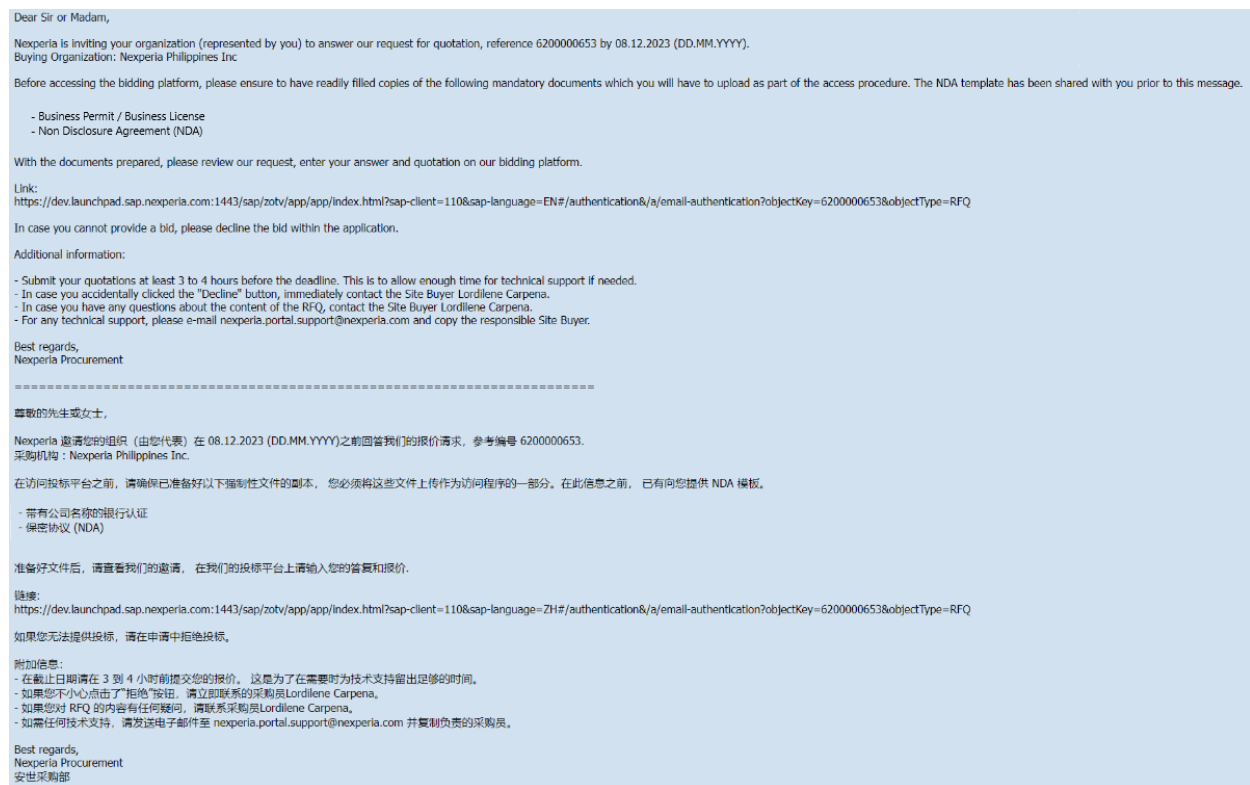
For certain features, such as viewing attached documents, pop-ups must be allowed for the portal. Please refer to the instructions below to manage pop up blocking settings, if needed.

## 2 RFQ for Non Nexperia Registered Supplier

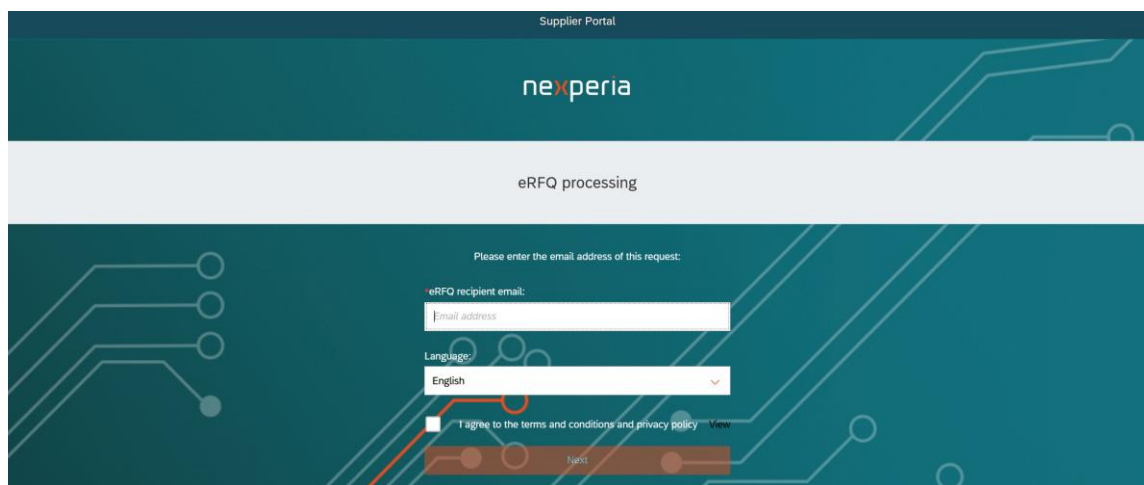
A supplier who is not yet accredited by Nexperia can participate in the RFQ. Supplier will be notified by receiving the system generated email with link to the RFQ page.

### 2.1 Accessing the RFQ Link

Nexperia will send an email invitation to the supplier's email address containing the link to the RFQ. You should click the link and follow the next validation steps.



Input your email address, select your language, Agree to the terms and condition then click Next.

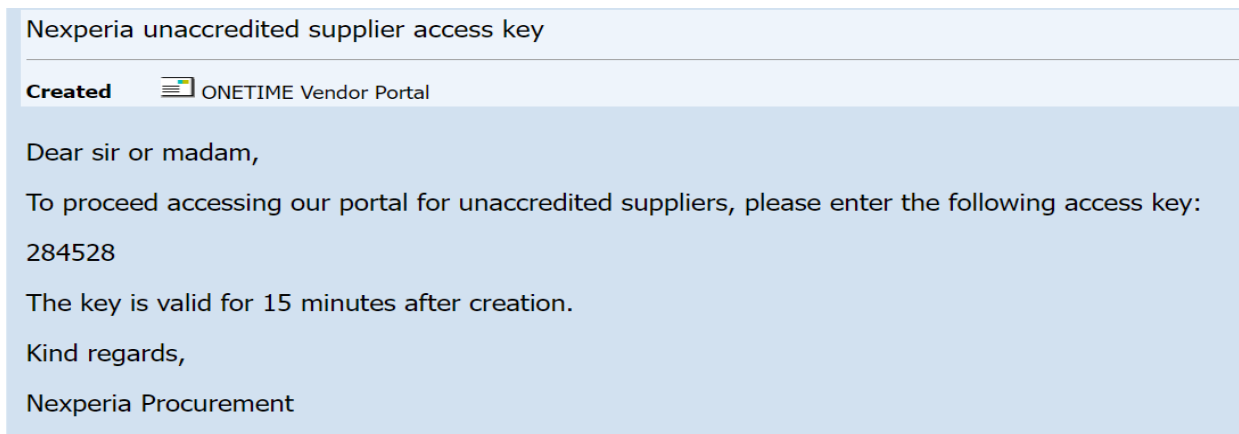


- 💡 Only the registered email address assigned by Nexperia can access the RFQ.
- 💡 Nexperia Supplier Portal is available in English and Chinese version
- 💡 You can read the Terms and Condition by clicking the [View](#) button

You will be required to input the access key to validate your log in. The access key will be sent to your email address.



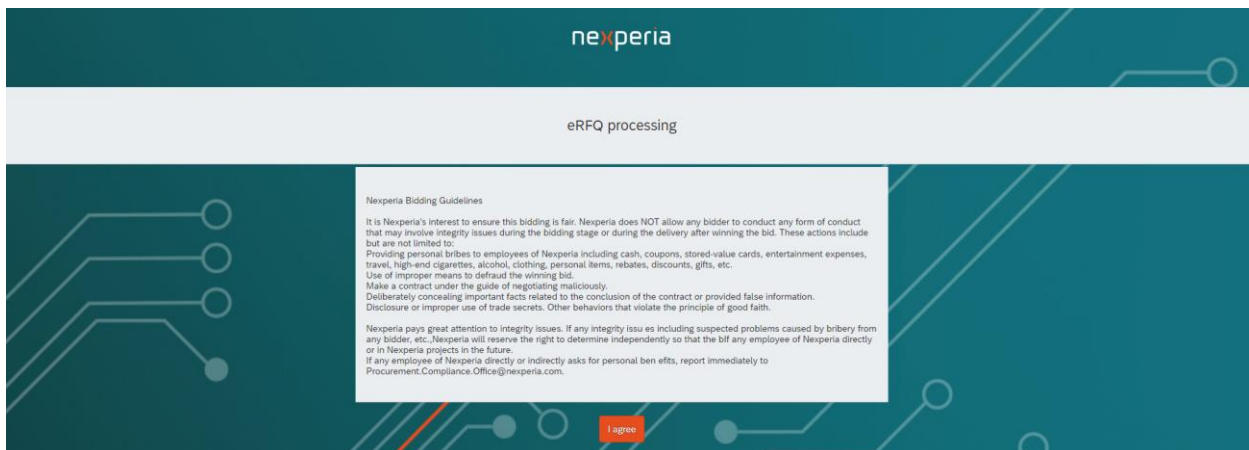
Sample Access Key mail:



- 💡 Access key is valid for 15 minutes and is unique in every log in

Input the access key in the box and click [Next](#).

The [Nexperia Bidding Guidelines](#) will display. Next is to click [I Agree](#) after reading the guidelines.



## 2.2 Validating the Supplier Information

There are two validation steps on your vendor details.

VALIDATION STEP 1: Please validate and update (if needed) the vendor information as presented in the screen. Click [Next](#) once done.

The screenshot shows the 'Supplier Portal' interface for 'Validation Step 1: Please confirm and / or update your company address and related information'. The form is titled 'Address details:' and contains the following fields: \*Name 1 (with a placeholder 'Online 1 Sample Vendor'), Name 2, \*Address line 1 (with a placeholder 'Street'), Address line 2, Building number (with a placeholder '1111'), \*City, \*Postcode (with a placeholder '1234'), \*Country (with a dropdown menu showing 'Philippines'), Region (with a dropdown menu), and Comment. A red 'Next' button is located at the bottom of the form.

VALIDATION STEP 2. Provide your [Business Permit](#) and [Non Disclosure Agreement \(NDA\)](#). You can drag and drop your files here or you can use the + button to upload your documents in the system.

The screenshot shows the 'Supplier Portal' interface for 'Validation Step 2: Please upload your self information'. It instructs the user to 'Please provide ALL required documents to proceed: Business Permit / Business License, Non Disclosure Agreement (NDA)'. There is an 'Add' button with a plus sign. Below this is a large white area with a document icon, the text 'No files found.', and the instruction 'Drop files here for pending upload'. A red 'Next' button is at the bottom left.

Click [Next](#) when you have provided the required documentation.

## 2.3 Displaying the Quotation

When entering the RFQ, you are directly shown the RFQ details which Nexperia would like you to answer.

The screenshot shows the Supplier Portal interface for RFQ 6200000653. At the top, there is a navigation bar with a back arrow and the text 'Supplier Portal'. Below this, the RFQ number 'RFQ 6200000653' is displayed. A prominent orange warning banner reads: 'Important: You must adhere to Nexperia bidding guidelines. View Bidding Rules'. The main content area is divided into two columns. The left column, titled 'RFQ Header', contains the following information: Response status: 'Response required' (with a red icon); Date requested: '24/11/2023'; Response required: '08/12/2023'. The right column, titled 'References and Contacts', contains: RFQ status: 'Active'; Our reference: 'ONETIMERFQ'; Your reference: '-'; Salesperson: '-'; Telephone: '-'. Below these columns is a table with tabs for 'Items', 'Texts', and 'Attachments'. The 'Items' tab is active, showing a table with columns: 'Item no.', 'Material', 'Requested delivery date', and 'Total qty'. One item is listed: '00010' with material 'Onetime RFQ demo', requested delivery date '22/12/2023', and total quantity '10 PC'. At the bottom right, there are two buttons: 'Respond to RFQ' and 'Reject RFQ'.

The Nexperia Bidding Rules is displayed on top of the screen, you can click the link to view the complete details.

This screenshot shows the 'Bidding Rules' modal window overlaid on the RFQ details. The modal title is 'Bidding Rules'. The content includes the heading 'Nexperia Bidding Guidelines' and a paragraph: 'It is Nexperia's interest to ensure this bidding is fair. Nexperia does NOT allow any bidder to conduct any form of conduct that may involve integrity issues during the bidding stage or during the delivery after winning the bid.' Below this, there is a list of prohibited behaviors: '- Providing personal bribes to employees of Nexperia including cash, coupons, stored-value cards, entertainment expenses, travel, high-end cigarettes, alcohol, clothing, personal items, rebates, discounts, gifts'; '- Use of improper means to defraud the winning bid.'; '- Make a contract under the guise of negotiating maliciously.'; '- Deliberately concealing important facts related to the conclusion of the contract or provided false information.'; '- Disclosure or improper use of trade secrets.'; '- Other behaviors that violate the principle of good faith.' At the bottom of the modal, there is a paragraph: 'Nexperia pays great attention to integrity issues. If any integrity issues including suspected problems caused by bribery from any bidder, etc., Nexperia will reserve the right to determine independently so that the bidder will never participate in Nexperia projects in the future. If any employee of Nexperia directly or indirectly asks for personal benefits, report immediately to Procurement.Compliance.Office@nexperia.com'. An 'OK' button is located at the bottom right of the modal.



Additional information is visible in the other tabs of the details screen:

The **Texts** tab allows you to see general text for the RFQ as created by Nexperia.

Supplier Portal

RFQ 6200000653

Important: You must adhere to Nexperia bidding guidelines. [View Bidding Rules](#)

**RFQ Header**

Response status: <b>Response required</b>	RFQ status: Active	Our reference: ONETIMERFQ	Salesperson: -
Date requested: 24/11/2023	Created by: Lordlene Carpena	Your reference: -	Telephone: -
Response required: 08/12/2023	Payment terms: -		
	Incoterms: -		

**References and Contacts**

Our reference: ONETIMERFQ

Your reference: -

Salesperson: -

Telephone: -

Items **Texts** Attachments

Header text

This is an RFQ Test for Onetime vendor

Terms of delivery

Shipping instructions

[Respond to RFQ](#) [Reject RFQ](#)

The **Attachments** tab allows you to access any reference files which Nexperia has shared.

Supplier Portal

RFQ 6200000653

Important: You must adhere to Nexperia bidding guidelines. [View Bidding Rules](#)

**RFQ Header**

Response status: <b>Response required</b>	RFQ status: Active	Our reference: ONETIMERFQ	Salesperson: -
Date requested: 24/11/2023	Created by: Lordlene Carpena	Your reference: -	Telephone: -
Response required: 08/12/2023	Payment terms: -		
	Incoterms: -		

**References and Contacts**

Our reference: ONETIMERFQ

Your reference: -

Salesperson: -

Telephone: -

Items **Texts** **Attachments**

Header attachments

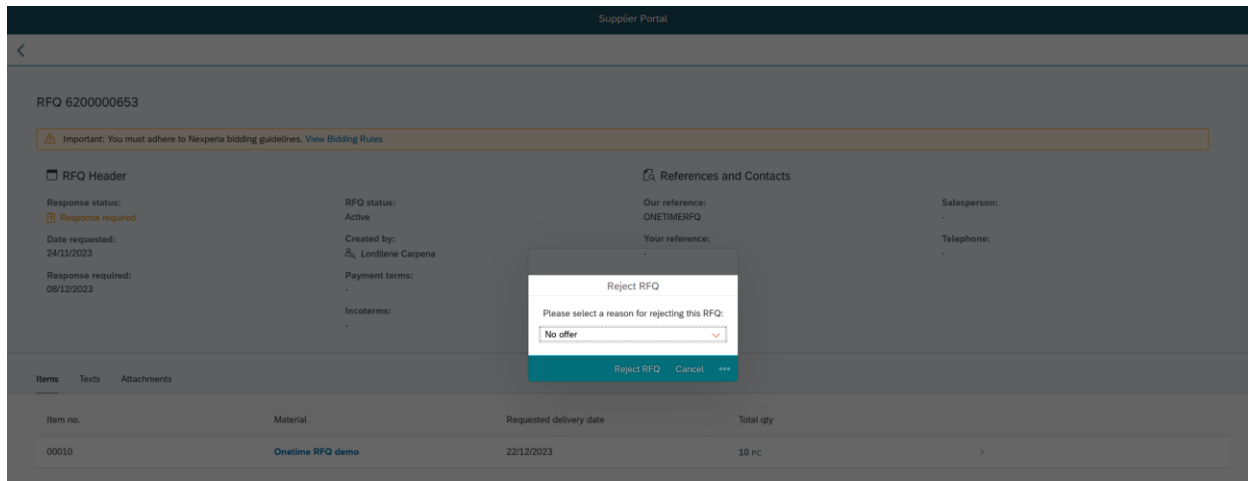
No attachments found for this RFQ

## 2.4 Entering your quote

When you open an RFQ, you have two decision buttons found on the lower right part of the screen which is [Respond to RFQ](#) or [Reject RFQ](#) the RFQ.

### 2.4.1 Reject RFQ

If you click [Reject RFQ](#), it means you are not participating in the bid and will not submit any quotation. You will be asked to provide a [Rejection reason](#) which is selectable from the dropdown list.



Finally, click the [Reject RFQ](#) button once more to confirm your Rejection reason.

### 2.4.2 Respond to RFQ

By clicking [Respond to RFQ](#) it means you are accepting the request of Nexperia to participate in the bidding process, and you have read the Nexperia Bidding guidelines. Clicking [Respond to RFQ](#) means you will proceed with submitting your quotation.

Once you click [Respond to RFQ](#), the RFQ you will be guided by a step-by-step procedure to finish you bids.

#### Step 1. Update quotation header reference fields

Provide the following information (non-mandatory)

RFQ Fields	Description
Your Reference	Your reference quotation number
Salesperson	Sales contact name
Telephone	Contact number

If data has been entered, please click [Step 2](#).

## Step 2. Update items quotation response data

On this step, provide your bid and other information as needed

RFQ Fields	Description
------------	-------------

Supplier Material (if any)	Your Supplier material number
----------------------------	-------------------------------

Delivery Date	Date when you can deliver the requested item. You can perform mass update of the delivery date by selecting the line items (ticking the box beside Item no.) and updating the date on the upper right corner and then click the <b>Update delivery date</b> button.
---------------	---

Net price	Quotation price
-----------	-----------------

Price per	Modify the number here if you have group pricing
-----------	--

Rejected	Turn the button on if you will not bid for the item. By turning this to <b>YES</b> , a dropdown list of rejection reason will show, select a reason, and click the <b>Reject item</b> button. The RFQ line will turn to non-editable mode. You can still proceed bidding for other RFQ line items that you did not reject.
----------	--

To show the line item details, click the arrow button beside the Rejected column. You can find here the Texts or Attachments specific for each RFQ line item (if available). Press the Back button on the upper left part of the screen to go back to the RFQ line item page.

Once you are done with step 2, click the **Step 3** button.

### Step 3. Amend quotation texts

On this step, provide quotation response comment (if any). You can add notes on your quotation. This will be visible for the buyers when they review the quote you provided.

Request for quotation / RFQ 6200000607 / Response

Update quotation header reference fields | Update Items quotation response data | **Amend quotation texts** | Add quotation attachments

3. Amend quotation texts

Quotation Response Comment

Step 4

Click [Step 4](#) when you are done adding your comments.

### Step 4. Add quotation attachments

You are required to attach the hardcopy of your quotation before submitting the RFQ.

Drop files to upload, or use the "+" button.

Request for quotation / RFQ 6200000607 / Response

Update quotation header reference fields | Update Items quotation response data | Amend quotation texts | **Add quotation attachments**

4. Add quotation attachments

Header attachments +

No attachments found for this RFQ  
Drop files to upload, or use the "+" button.

Once attachment is uploaded, you may [Review](#), [Save progress](#) or [Cancel Progress](#).

Request for quotation / RFQ 6200000607 / Response

Update quotation header reference fields | Update items quotation response data | Amend quotation texts | **Add quotation attachments**

4. Add quotation attachments

Header attachments +

**Sample Quote 001.pdf**  
Uploaded by: U0000000009 · Uploaded on: 09/04/2023

Review | Save progress | Cancel progress

Action Button	Description
Review	Review the quotation before submission
Save Progress	Save your progress but not yet submit your quotation
Cancel Progress	Discard any input you have given

By clicking **Review**, the page will show you the summary of your Quotation details. You have 2 options at the end of the page: **Edit Response** or **Submit Response**. By clicking **Edit Response**, you will go back to the edit Quotation page where you can amend your data. And when details are complete, click **Submit Response** to finish your bid.

Request for quotation / RFQ 6200000607 / Response

Update quotation header reference fields | Update items quotation response data | Amend quotation texts | Add quotation attachments

1. Update quotation header reference fields

Your reference: TestQuote101  
Salesperson: Salesman Name  
Telephone: 12345

2. Update items quotation response data

Item no.	Material	Requested delivery date	Total qty	Supplier material	Delivery date	Net price	Pier	Rejected
00010	Test Demo PR	12/09/2023	10 EA	ABC	12/09/2023	0.00 PHP	1	No
00020	Test Demo PR 2	12/09/2023	10 EA		12/09/2023	0.00 PHP	1	No

3. Amend quotation texts

Quotation Response Comment

Quotation Response Comment

4. Add quotation attachments

Header attachments

Sample Quote 001.pdf  
Uploaded by: U000000000009 - Uploaded on: 09/04/2023

Edit response | Submit response

- 💡 Any RFQ will be referring to your standard Payment and Inco Term which is agreed and maintained by Nexperia.
- 💡 The currency of the RFQ is fixed to the currency shown.
- 💡 Note: There will be a pop up warning message to remind you about RFQ attachments. Click **OK** if you have uploaded the necessary supporting documents in the RFQ, otherwise click **NO** to go back to the attachment tab which will allow you to upload your documents.

## 3 Help and Support

For any inquiries related to the Nexperia Onetime Portal, please send an email to [nexperia.portal.support@nexperia.com](mailto:nexperia.portal.support@nexperia.com).

## 4 Previous Release Notes

### 4.1 Release notes version 2012

With the current release, the following features have been added or improved.

- Functionality improvements to the RFQ module