



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 would like to change your password, or your account is locked, please contact your local Continental representative, based on the legal entity name.

For information related to the region to which you are shipping, select the appropriate Region Tab. Legal entity specific Accounts Payable contacts, invoice submission instructions, announcements, and other relevant documentation will be placed here.

- › Select your Language.

The screenshot shows the 'Vendor Self Service Portal' login interface. At the top left is the Continental logo and the text 'VENDOR SELF SERVICE PORTAL'. In the top right corner, it says 'anonymous' and 'English'. A 'Login Box' is highlighted with a red box and an arrow pointing to the 'Vendor Number:' and 'Password:' input fields, and a 'Login' button. A 'Language' dropdown menu is also highlighted with a red box and an arrow. Below the login fields, there are 'Region Tabs' for 'Automotive' and 'Tire', with 'Automotive' selected. Underneath, there are three tabs for 'North America', 'Asia', and 'Europe'. The 'Accounts Payable' section is highlighted with a red box and an arrow, listing links for 'Accounts Payable Contact List', 'Vendor Guide (English)', and 'Guía del Proveedores (Español)'. The 'Purchase Order Confirmation' section is also highlighted with a red box and an arrow, listing links for 'Vendor Guide (English)' and 'Guía del Proveedores (Español)'. At the bottom, there is a red banner that says '¡IMPORTANTE/IMPORTANT!'.

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

Your Vendor Number

English ▾

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

Home

Automotive Tire

North America Asia Europe

Accounts Payable

- Accounts Payable Contact List
- Vendor Guide (English)
- Guía del Proveedores (Español)

IMPORTANTE/IMPORTANT

Purchase Order Confirmation

- Vendor Guide (English)
- Guía del Proveedores (Español)

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

Search

By Reference Document Number

By Continental Document Number

By Invoice/Due Date Start 01 Jan 2011 End 01 Jan 2014 Date Presets

Sort By Ref Doc Num

Doc Num	Ref Doc Num	Date	Table
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details
<u>123456789</u>		11 Oct 2011	Payment Details

Click the link to see more details about the record

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

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 (SWIFT) & (IB) (IB)
Supporting (IB) (IB)
IB (IB)
IB (IB)

Bank Name	Swift	IBAN/Bank Account	Currency Of Account

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' page in a vendor portal. At the top, there is a navigation bar with tabs: Home, Search, Vendor Details, **Open Invoices**, Payment Details, PO Confirmations, and Log Out. Below the navigation bar, the page title 'Open Invoices' is displayed. There are two buttons for exporting data: 'Export .xlsx' and 'Export .csv', with a note 'For use in Excel or similar spreadsheets'. Below the export buttons is a summary table with columns: 'Total Records', 'Invoice Date Summary', and 'Total Currency'. Below the summary table, it says '8 records, 1 pages'. The main data table has columns: 'Company Name', 'Ref Doc Num', 'Invoice Date', and 'Purchasing Doc'. Each column has a dropdown menu set to 'All'. Red arrows point from text boxes to these elements: 'All records may be downloaded for personal review' points to the export buttons; '1000 records per page Select the current page' points to the '8 records, 1 pages' text; 'Click a heading to sort ascending and click again to sort descending' points to the 'Company Name' column heading; '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 under the column headings; and 'Summary of all records displayed below' points to the summary table.

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



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

All records may be downloaded for personal review



1000 records per page
Select the current page

Total Records	Payment Date	Total Currency
67 records, 1 pages		

Summary of all records displayed below

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

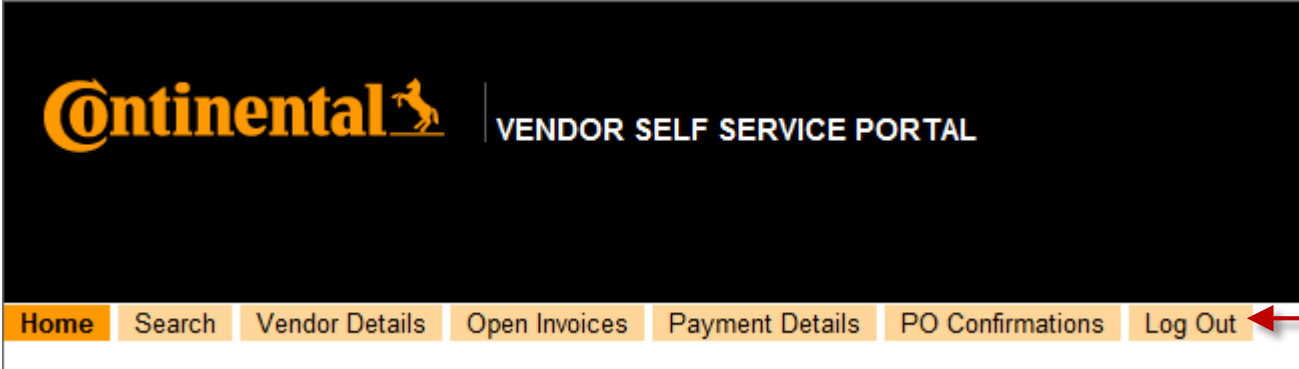
Company Name	Ref Doc Num	PO Num	Additional Info	Invoice Date
All	All	All	All	All

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

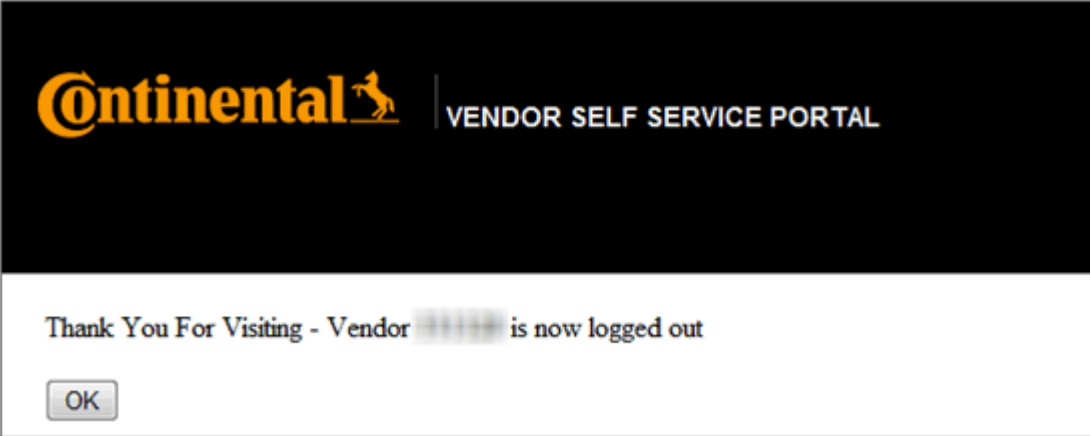
Accounts Payable Vendor Portal

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 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 a red arrow points 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'. Below the message is an 'OK' button.