

# ACCOUNTS PAYABLE VENDOR PORTAL



# ACCOUNTS PAYABLE VENDOR PORTAL

## LOGIN

Welcome to the accounts payable vendor portal for Vitesco Technologies! specific accounts payable contacts, invoice submission instructions, announcements and other relevant information will be placed here.

- Please select the appropriate Region Tab and Language
- You will be prompted to login with a Vendor Number and Password, after 3 or more failed login attempts your account will be locked. If you do not have this information or need reset your password, please contact your Vitesco Accounts Payable representative.

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TECHNOLOGIES

Vendor Self Service Portal

English ▾

Language

Vendor Number:   
Password:

Login Box

### 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:

Region Tab

North America Korea China Thailand

AP Contact List

### Accounts Payable Documents

- Portal Vendor Guide (English / Español)
- Contact List
- Payments Calendar
- Invoice Requirements / Requisitos de facturación
- Guía para subir archivos XML al Portal Ediwin
- Guía para subir comprobantes de pago
- Get/Reset/Unblock PASSWORD -  
Obtener/Reiniciar/Desbloquear CONTRASEÑA
- NOTICE OF INVOICES RECEIPT/AVISO DE RECEPCIÓN DE FACUTRAS

### Purchase Order Confirmation

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

# ACCOUNTS PAYABLE VENDOR PORTAL

## HOME PAGE

- After Login, you will be redirected to the Vitesco AP Vendor Portal Home Page.
- All navigation is done by clicking on the menu choices on the tabs across the middle of the screen.

The screenshot shows the Vitesco AP Vendor Portal Home Page. At the top left is the Vitesco Technologies logo. To its right is the text "Vendor Self Service Portal". Further right is the number "1362" and a language dropdown menu set to "English". Below this is a horizontal navigation bar with tabs: Home, Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, Communications, Payment Documentation, Invoice Submission, and Log Out. The "Home" tab is selected. Below the navigation bar is a "Home" section with a header and a list of menu items. The menu items are organized into two columns: "Accounts Payable Documents" and "Purchase Order Confirmation". The background of the menu items is a world map. Red arrows point from yellow callout boxes on the right to specific elements: "Vendor Number" points to "1362", "Menu Tabs" points to the navigation bar, and "General Information" points to the menu items.

1362

Vendor Number

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Vendor Self Service Portal

English

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

Menu Tabs

Home

North America Korea China Thailand

**Accounts Payable Documents**

- Portal Vendor Guide (English / Español)
- Contact List
- Payments Calendar
- Invoice Requirements / Requisitos de facturación
- Guía para subir archivos XML al Portal Ediwin
- Guía para subir comprobantes de pago
- Get/Reset/Unblock PASSWORD - Obtener/Reiniciar/Desbloquear CONTRASEÑA
- NOTICE OF INVOICES RECEIPT/AVISO DE RECEPCIÓN DE FACUTRAS

**Purchase Order Confirmation**

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

General Information

# 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

**vitesco** Vendor Self Service Portal English ▾  
TECHNOLOGIES

Home [Search](#) Vendor Details Open Invoices Payment Details PO Confirmations Communications Payment Documentation Invoice Submission Log Out

### Search

By Reference Document Number

By Vitesco Document Number

By Invoice/Due Date Start  End  Date Presets ▾

Sort By  Search

| Doc Num    | Ref Doc Num | Date        | Table           |
|------------|-------------|-------------|-----------------|
| 5100145384 | 0000699     | 12 Mar 2020 | Payment Details |
| 5100116127 | 0000706     | 12 Dec 2019 | Payment Details |
| 5100119146 | 0000707     | 23 Dec 2019 | Payment Details |
| 5100127826 | 0000723     | 30 Jan 2020 | Payment Details |
| 5100127837 | 0000724     | 30 Jan 2020 | Payment Details |
| 5100128716 | 0000725     | 30 Jan 2020 | Payment Details |
| 5100127836 | 0000726     | 30 Jan 2020 | Payment Details |
| 5100145389 | 0000742     | 12 Mar 2020 | Payment Details |
| 5100155577 | 0000771     | 23 Apr 2020 | Payment Details |
| 5100168631 | 0000822     | 30 Jul 2020 | Payment Details |
| 5100168629 | 0000839     | 30 Jul 2020 | Payment Details |
| 5100185667 | 0000991     | 10 Sep 2020 | Payment Details |
| 5100185666 | 0000992     | 10 Sep 2020 | Payment Details |

# 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.
- If you need any updated for this bank information, please contact your Vitesco Accounts Payable representative

The screenshot displays the Vitesco Vendor Self Service Portal interface. At the top left is the Vitesco Technologies logo. To its right is the text 'Vendor Self Service Portal'. On the far right is a language selection dropdown menu set to 'English'. Below the header is a navigation menu with links: Home, Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, Communications, Payment Documentation, Invoice Submission, and Log Out. The main content area is titled 'Vendor Details' and contains a table with the following structure:

| Bank Name | Swift | IBAN/Bank Account | Currency Of Account |
|-----------|-------|-------------------|---------------------|
|           |       |                   |                     |

# 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 displays the Vitesco Technologies Vendor Self Service Portal. At the top left is the Vitesco Technologies logo. To its right is the text "Vendor Self Service Portal". On the far right is a language dropdown menu set to "English". Below the header is a navigation menu with links: Home, Search, Vendor Details, **Open Invoices**, Payment Details, PO Confirmations, Communications, Payment Documentation, Invoice Submission, and Log Out.

### Open Invoices

Export .xlsx    Export .csv    For use in Excel or similar spreadsheets

| Total Records | Invoice Date Summary | TotalCurrency |
|---------------|----------------------|---------------|
| 3             | Jun 2021             | -5,602.45USD  |
| 3             | May 2021             | -114.16USD    |
| 1             | Apr 2021             | -1,353.00USD  |
| 1             | Nov 2020             | -363.60USD    |

8 records, 1 pages

| Company Name | Ref Doc Num | Invoice Date | Purchasing Doc | WF Description | Approver |
|--------------|-------------|--------------|----------------|----------------|----------|
| All          | All         | All          | All            | All            | All      |

# 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

**vitescco** Vendor Self Service Portal English ▾  
TECHNOLOGIES

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

### Payment Details

Payment Date: Start  End

For use in Excel or similar spreadsheets

| Total Records     | Payment Date | Total | Currency |
|-------------------|--------------|-------|----------|
| [Blurred content] |              |       |          |

28 records, 1 pages

| Company Name      | Ref Doc Num | PO Num | Additional Info | Invoice Date | Payment Date | Amount | Currency | Payment Doc |
|-------------------|-------------|--------|-----------------|--------------|--------------|--------|----------|-------------|
| All ▾             | All ▾       | All ▾  | All ▾           | All ▾        | All ▾        | All ▾  | All ▾    | All ▾       |
| [Blurred content] |             |        |                 |              |              |        |          |             |

# 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.

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TECHNOLOGIES

Vendor Self Service Portal

English ▾

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

Log out

### Payment Details

Payment Date: Start  End   ▾



Vendor Self Service Portal

Thank You For Visiting - Vendor is now logged out

OK



# ACCOUNTS PAYABLE VENDOR PORTAL



# ACCOUNTS PAYABLE VENDOR PORTAL

## INICIO DE SESIÓN

¡Bienvenidos al portal de proveedores de cuentas por pagar de Vitesco Technologies! Contactos específicos de cuentas por pagar, instrucciones de envío de facturas, avisos e información revelante será publicada aquí.

- Por favor seleccione la región y el idioma en quiere que se muestra la información
- Para iniciar session, será necesario tener su número de proveedor y su contraseña; después de 3 o más intentos fallidos su cuenta será bloqueada. Sí usted no conoce esta información o necesita resetear su contraseña, por favor pongase en contacto con su Analista de cuentas por pagar.

anonymous

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Portal de Proveedores

español ▾

Número de Proveedor:

Contraseña:

Iniciar Sesión

Idioma

Inicio de Sesión

### Attention Suppliers:

Para usar el Portal de Proveedores, es necesario que conozca su número de proveedor y contraseña. Si tiene problemas para iniciar sesión, o sobre el contenido y funcionamiento del portal, por favor contacte a la persona correspondiente de acuerdo a la locación a la que esta dando servicio:

North America Korea China Thailand

**Accounts Payable Documents**

- Portal Vendor Guide (English / Español)
- Contact List
- Payments Calendar
- Invoice Requirements / Requisitos de facturación
- Guía para subir archivos XML al Portal Ediwin
- Guía para subir comprobantes de pago
- Get/Reset/Unblock PASSWORD - Obtener/Reiniciar/Desbloquear CONTRASEÑA
- NOTICE OF INVOICES RECEIPT/AVISO DE RECEPCIÓN DE FACUTRAS

**Purchase Order Confirmation**

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

Regiones

Lista de Contactos

# ACCOUNTS PAYABLE VENDOR PORTAL

## PÁGINA DE INICIO

- Después de iniciar session, será direccionado a la pantalla de inicio del portal de proveedores de cuentas por pagar.
- Para la navegación del portal solo será necesario dar click en la barra de menu que desea consultar en cualquier parte de la pantalla

The screenshot shows the Vitescco Accounts Payable Vendor Portal home page. The page features the Vitescco logo and the text 'Portal de Proveedores'. A search bar contains the number '10785', which is annotated with a yellow box labeled 'N° de Proveedor'. A language dropdown menu is set to 'español', annotated with a yellow box labeled 'Menu de consulta'. A navigation menu includes links for 'Página de inicio', 'Búsqueda de', 'Datos de proveedor', 'Facturas abiertas', 'Detalles de pago', 'Confirmaciones de ordenes de compra', 'Comunicación', 'Documentos de Pagos', 'Invoice Submission', and 'Cerrar sesión'. Below the navigation menu, there is a section titled 'Inicio' with tabs for 'North America', 'Korea', 'China', and 'Thailand'. The main content area is divided into two columns: 'Accounts Payable Documents' and 'Purchase Order Confirmation'. The 'Accounts Payable Documents' column lists: Portal Vendor Guide (English / Español), Contact List, Payments Calendar, Invoice Requirements / Requisitos de facturación, Guía para subir archivos XML al Portal Ediwin, Guía para subir comprobantes de pago, Get/Reset/Unblock PASSWORD - Obtener/Reiniciar/Desbloquear CONTRASEÑA, and NOTICE OF INVOICES RECEIPT/AVISO DE RECEPCIÓN DE FACUTRAS. The 'Purchase Order Confirmation' column lists: Vendor Guide (English) and Guía de Proveedores (Español). A yellow box labeled 'Información General' points to the right side of the main content area.

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Portal de Proveedores

10785 ← N° de Proveedor

español

← Menu de consulta

**Inicio**

North America Korea China Thailand

**Accounts Payable Documents**

- Portal Vendor Guide (English / Español)
- Contact List
- Payments Calendar
- Invoice Requirements / Requisitos de facturación
- Guía para subir archivos XML al Portal Ediwin
- Guía para subir comprobantes de pago
- Get/Reset/Unblock PASSWORD - Obtener/Reiniciar/Desbloquear CONTRASEÑA
- NOTICE OF INVOICES RECEIPT/AVISO DE RECEPCIÓN DE FACUTRAS

**Purchase Order Confirmation**

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

← Información General

# ACCOUNTS PAYABLE VENDOR PORTAL

## BÚSQUEDA GENERAL

- Sí no esta Seguro del estatus de su factura (pendiente de pago, programada para pago, etc.) puede hacer una búsqueda general.
- Todos los campos son opcionales
- El campo de “Número de documento” acepta entradas parciales
  - Si se busca por ejemplo por el número con que inicia la factura, y usted pone 123, le dará la opción de autocompletar 1234,12345.
  - Igual puede buscar por el número contenido en la referencia. Ejemplo, si busca \*89, le saldrán los records que tengan el 89 contenido: 789, 1892, 123890A, etc
  - Los resultados están limitados a 100 elementos.
  - Para ver los detalles completos de un documento, haga click sobre el numero de documento.

The screenshot shows the Vitesco Technologies Accounts Payable Vendor Portal search interface. The header includes the Vitesco Technologies logo, the text "Portal de Proveedores", and a language dropdown menu set to "español". A navigation bar contains links for "Página de inicio", "Búsqueda de", "Datos de proveedor", "Facturas abiertas", "Detalles de pago", "Confirmaciones de ordenes de compra", "Comunicación", "Documentos de Pagos", "Invoice Submission", and "Cerrar sesión".

The search section is titled "Search" and includes the following fields and controls:

- By Reference Document Number**: A text input field.
- By Vitesco Document Number**: A text input field.
- By Invoice/Due Date**: A date range selector with "Start" (01 Jul 2019) and "End" (27 Jul 2021) fields, each with a calendar icon, and a "Date Presets" dropdown menu.
- Sort By**: A dropdown menu currently set to "Ref Doc Num".
- Search**: A button to execute the search.

The search results are displayed in a table with the following columns: Doc Num, Ref Doc Num, Date, and Table.

| Doc Num    | Ref Doc Num | Date        | Table           |
|------------|-------------|-------------|-----------------|
| 5100065008 | 10766206-00 | 11 Jul 2019 | Payment Details |
| 5100065009 | 10775442-01 | 11 Jul 2019 | Payment Details |
| 5100103079 | 10817722-00 | 14 Nov 2019 | Payment Details |
| 5100103081 | 10842198-00 | 14 Nov 2019 | Payment Details |
| 5100053915 | 10854686-00 | 11 Jul 2019 | Payment Details |
| 5100096344 | 10867684-00 | 10 Oct 2019 | Payment Details |
| 5100123953 | 10876276-00 | 30 Jan 2020 | Payment Details |
| 5100123951 | 10876779-00 | 30 Jan 2020 | Payment Details |
| 5100125533 | 10926590-00 | 30 Jan 2020 | Payment Details |

# ACCOUNTS PAYABLE VENDOR PORTAL

## DETALLES DEL PROVEEDOR

- En detalles de proveedor, podrá visualizar la información que Vitesco tiene registrada en su cuenta tales como nombre y dirección.
- Aquí también podrá visualizar la información bancaria que tenemos registrada.
- En caso de requerir alguna actualización de datos bancarios, póngase en contacto con el analista asignado a su cuenta.



Portal de Proveedores

español ▾

[Página de inicio](#) [Búsqueda de](#) [Datos de proveedor](#) [Facturas abiertas](#) [Detalles de pago](#) [Confirmaciones de ordenes de compra](#) [Comunicación](#)  
[Documentos de Pagos](#) [Invoice Submission](#) [Cerrar sesión](#)

### Vendor Details

| Bank Name | Swift | IBAN/Bank Account | Currency Of Account |
|-----------|-------|-------------------|---------------------|
|           |       |                   |                     |

# ACCOUNTS PAYABLE VENDOR PORTAL

## FACTURAS ABIERTAS

- Al escoger el menu facturas abiertas, sedespliegan inmediatamente todas las facturas que estan pendientes de pago.
- Un resumen de facturas por mes y por monto está disponible en esta pestaña. Los registros completos se muestran separados por 1,000 registros por página.
- Los encabezados de las columnas pueden ser filtrados y ordenados para tener una mejor vision de los registros y también pueden ser descargados en un archivo de excel.

The screenshot displays the Vitesco Technologies Vendor Self Service Portal. The header includes the Vitesco Technologies logo, the text "Vendor Self Service Portal", and a language dropdown menu set to "English". The navigation menu contains links for Home, Search, Vendor Details, **Open Invoices**, Payment Details, PO Confirmations, Communications, Payment Documentation, Invoice Submission, and Log Out.

### Open Invoices

Export .xlsx    Export .csv    For use in Excel or similar spreadsheets

| Total Records | Invoice Date Summary | TotalCurrency |
|---------------|----------------------|---------------|
| 3             | Jun 2021             | -5,602.45USD  |
| 3             | May 2021             | -114.16USD    |
| 1             | Apr 2021             | -1,353.00USD  |
| 1             | Nov 2020             | -363.60USD    |

8 records, 1 pages

| Company Name | Ref Doc Num | Invoice Date | Purchasing Doc | WF Description | Approver |
|--------------|-------------|--------------|----------------|----------------|----------|
| All          | All         | All          | All            | All            | All      |

# ACCOUNTS PAYABLE VENDOR PORTAL

## DETALLES DE PAGO

- En la pestaña de detalles de pago, podrá consultar todos los pagos que han sido realizados en cierto periodo de tiempo. Primero deberá seleccionar el rango de fechas a consultar y después dar click en mostrar.
- Al igual que en la pestaña de facturas abiertas, aparecerá un resumen por fechas y montos.
- La lista con todos los registros será desplegada y separada por cada 1,000 registros por página. Las columnas pueden ser filtradas y ordenadas dando click en los encabezados.

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Vendor Self Service Portal

English ▾

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

### Payment Details

Payment Date: Start  End  Date Presets ▾ Show

Export .xlsx Export .csv For use in Excel or similar spreadsheets

| Total Records | Payment Date | Total | Currency |
|---------------|--------------|-------|----------|
|---------------|--------------|-------|----------|

28 records, 1 pages

| Company Name | Ref Doc Num | PO Num | Additional Info | Invoice Date | Payment Date | Amount | Currency | Payment Doc |
|--------------|-------------|--------|-----------------|--------------|--------------|--------|----------|-------------|
| All ▾        | All ▾       | All ▾  | All ▾           | All ▾        | All ▾        | All ▾  | All ▾    | All ▾       |

# ACCOUNTS PAYABLE VENDOR PORTAL

## CERRAR SESION

- Para salir del portal, deberá dar click en el botón Cerrar Sesión.
- En caso de que la página se mantenga abierta sin actividad por más de 30 minutos, sesión caducará automáticamente.

The screenshot shows the Vitesco Vendor Self Service Portal interface. At the top left is the Vitesco Technologies logo. To its right is the text 'Vendor Self Service Portal'. Further right is a language dropdown menu set to 'English'. Below this is a navigation menu with links: Home, Search, Vendor Details, Open Invoices, **Payment Details**, PO Confirmations, Communications, Payment Documentation, Invoice Submission, and Log Out. A red arrow points from a yellow box labeled 'Cerrar Sesión' to the 'Log Out' link. Below the navigation menu is a 'Payment Details' section with a date range filter: 'Payment Date: Start 01 Jan 2021 End 31 Jul 2021 Date Presets Show'. Below this is a large modal dialog box with the Vitesco Technologies logo and the text 'Vendor Self Service Portal'. The message inside the dialog reads: 'Thank You For Visiting - Vendor is now logged out'. There is an 'OK' button at the bottom left of the dialog.