

# PURCHASE ORDER CONFIRMATION



# PURCHASE ORDER CONFIRMATION

1. Open vendor self service portal <https://vendorportal.vitesco-technologies.services>
2. Enter vendor number and password as indicated. If you don't have this information, please contact your buyer to get it.
3. Click on "Login". If you have three failed attempts your account will be locked, please contact your buyer to unlock your account.



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

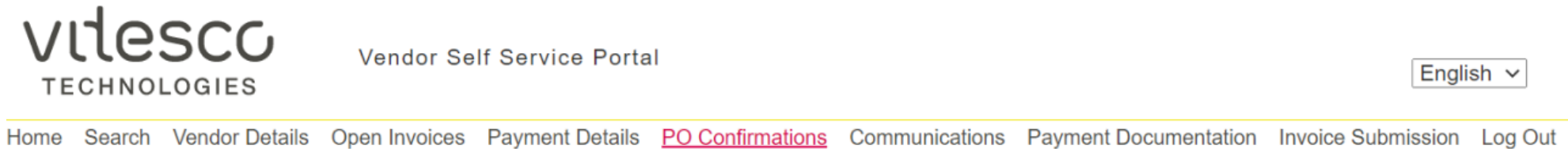
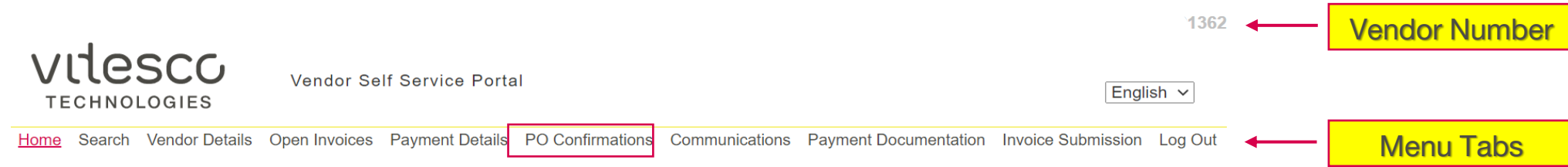
- Portal Vendor Guide (English / Español)
- Contact List
- Payments Calendar
- Invoice Requirements / Requisitos de facturación
- Guía para subir archivos XML al Portal Ediwin
- Guía para subir comprobantes de pago
- Get/Reset/Unblock PASSWORD - Obtener/Reiniciar/Desbloquear CONTRASEÑA
- NOTICE OF INVOICES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

#### Purchase Order Confirmation

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

# PURCHASE ORDER CONFIRMATION

4. Verify the vendor number is correct and select the PO confirmation box on the menu tabs



## 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
+ 4510663861				26 Jul 2021	Seguin

# PURCHASE ORDER CONFIRMATION

5. Open a PO from the list
6. Mark “Confirm receipt of purchase order” box
7. Select “Agree” or “Disagree” option for “Item Details” column. If a change on delivery date is needed, click on calendar icon to change it.
8. Click on “Save”



Vendor Self Service Portal

English ▾

[Home](#) [Search](#) [Vendor Details](#) [Open Invoices](#) [Payment Details](#) [PO Confirmations](#) [Communications](#) [Payment Documentation](#) [Invoice Submission](#) [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					
4510663861	ST SEGUIN			26 Jul 2021	Seguin					
<b>Confirm Receipt of Purchase Order</b> <input checked="" type="checkbox"/>										
<b>Change All Delivery Dates</b> <input type="text"/>										
Item Number	Item Description	POOrder Quantity	Unit of Measure	Delivery Date	Unit Price	Currency	PerOrder Price	Unit of Measure	Item Details	Change Delivery Date
10	hexagon socket key Ball End Hex Key L Wr	30	ST	28 Jul 2021			1	ST	Agree ▾	<input type="text"/>
20	hexagon socket key 9/64 - 12908	10	ST	28 Jul 2021			10	ST	Agree ▾	<input type="text"/>
<b>Total Amount \$31.27 USD</b> <input type="button" value="Save"/>										

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# PURCHASE ORDER CONFIRMATION

## 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.

**Any questions or comments related to the portal or process, please contact your buyer.**

# CONFIRMACION DE ORDEN DE COMPRA



# CONFIRMACION DE ORDEN DE COMPRA

1. Abrir el portal de proveedores de cuentas por pagar <https://vendorportal.vitesco-technologies.services>
2. Ingrese su número de proveedor y contraseña como se indic. Si usted no cuenta con esta información, favor de contactar a su comprador para obtenerla.
3. Dar click en "Login". En caso de tres intentos fallidos, su cuenta será bloqueada; pongase en contacto con su comprador para poder desbloquearla.

The screenshot shows the Vitesco Technologies Vendor Self Service Portal. At the top left is the logo "vitesco TECHNOLOGIES" and the text "Vendor Self Service Portal". On the top right, there is a language dropdown menu set to "English", with a yellow box labeled "Language" and an arrow pointing to it. Below the header, there is a login form with fields for "Vendor Number:" and "Password:", and a "Login" button. A yellow box labeled "Login Box" has an arrow pointing to the login form. Below the login form, there is a section titled "Attention Suppliers:" with instructions: "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:". Below this, there is a "Region Tab" with buttons for "North America", "Korea", "China", and "Thailand". A yellow box labeled "Region Tab" has an arrow pointing to the "North America" button. Below the region tabs, there are two columns of links. The left column is titled "Accounts Payable Documents" and includes links for "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". A yellow box labeled "AP Contact List" has an arrow pointing to the "Contact List" link. The right column is titled "Purchase Order Confirmation" and includes links for "Vendor Guide (English)" and "Guía de Proveedores (Español)".

# CONFIRMACION DE ORDEN DE COMPRA

4. Verifique que el número de proveedor sea el correcto y selección la perstaña “Confirmación de orden de compra” en la barra de menu.

vitescco  
TECHNOLOGIES

Vendor Self Service Portal

English ▾

1362 ← N° Proveedor

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

vitescco  
TECHNOLOGIES

Vendor Self Service Portal

English ▾

Home Search Vendor Details Open Invoices Payment Details PO Confirmations Communications Payment Documentation Invoice Submission 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
+ 4510663861				26 Jul 2021	Seguin



# CONFIRMACION DE ORDEN DE COMPRA

5. Abrir una orden de compra de la lista desplegada
6. Marcar la casilla “Confirm receipt of purchase order”
7. Seleccionar “Agree (De acuerdo)” ó “Disagree (Desacuerdo)” en la columna “Item Details” column. Sí es necesario cambiar la fecha de entrega, dar clic en el icono del calendario para modificarla.
8. Dar clic en “Save”



Vendor Self Service Portal

English ▾

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## 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					
4510663861	ST SEGUIN			26 Jul 2021	Seguin					
<b>Confirm Receipt of Purchase Order</b> <input checked="" type="checkbox"/>										
<b>Change All Delivery Dates</b> <input type="text"/>										
Item Number	Item Description	POOrder Quantity	Unit of Measure	Delivery Date	Unit Price	Currency	Per Order Price	Unit of Measure	Item Details	Change Delivery Date
10	hexagon socket key Ball End Hex Key L Wr	30	ST	28 Jul 2021			1	ST	Agree ▾	<input type="text"/>
20	hexagon socket key 9/64 - 12908	10	ST	28 Jul 2021			10	ST	Agree ▾	<input type="text"/>
<b>Total Amount \$31.27 USD</b>										
<b>Save</b>										

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# PURCHASE ORDER CONFIRMATION

## NOTAS

- Cualquier cambio de información será reflejado en un periodo no mayor a 24 hrs.
- Después de tres días sin confirmación en una orden de compra, se enviarán recordatorios vía e-mail.

## SI LA OPCIÓN “DISAGREE” ES SELECCIONADA EN CUALQUIER LÍNEA

- El campo de fecha de entrega “change delivery date” será bloqueado automáticamente.
- Si existe alguna inconformidad con la orden de compra, se deberá contactar al comprador mencionado en la misma. Una vez que ésta haya sido modificada en el portal, deberá de confirmarla según los pasos antes mencionados.
- Cabe mencionar que la orden se mantendrá en estatus “abierto” hasta que la discrepancia se haya resuelto.
- Es responsabilidad del proveedor contactar al comprador mencionado en la orden de compra. No hay notificación automática generada por el sistema.

## SI LA OPCIÓN “AGREE” ES SELECCIONA EN CUALQUIER LINEA

- El sistema tomará en automático la fecha de entrega establecida en la orden de compra, si no existiera cambio en la misma.
- El sistema no permitirá cambios adicionales en aquellas líneas donde se haya seleccionado “Agree” y “Save”.
- Si la opción “Agree” es seleccionada en todas las líneas de la orden de compra, ésta desaparecerá de la lista que se muestra en el portal.

**Cualquier duda o comentario relacionado con el portal o el proceso, por favor contacte a su comprador.**