

Accounts Payable Vendor Portal 应付账款供应商平台

Vendor Functions 供应商功能演示

Accounts Payable Vendor Portal

登陆 Login

- › 当首次打开供应商平台时，系统将提示您输入供应商号（Vendor Number）和密码（Password）进行登录。如果您没有此信息，请联系您对口的大陆集团财务（Continental representative）。
- › 3次及以上的登陆申请失败后，您的账户将被锁定。
- › 如果您想更改密码，或者您的账户被锁定，请联系您对口的大陆集团财务（Continental representative）。

Continental Vendor Self Service Portal
anonymous xxx - anonymous

English ▾

Login Box
登录框

Language
语言

Vendor Number:

Password:

Login

[Reset Password](#)

Attention Suppliers:

To use the Vendor Self Service Portal, it is necessary that you know your vendor number and password.

For problems logging in or for problems with the functionality of the portal, please choose the contact email in the "Contact Us" icon below for your region.

[Legal Notice](#) | [Privacy Notice](#) | [Contact Us](#)

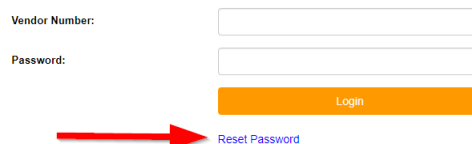
- › Select your Language.
选择您的语言

Accounts Payable Vendor Portal

重置密码 Reset Password

- 您可以重置自己的密码（Password），这时需要您提供您的供应商编号（Vendor Number）和有效的电子邮件才能接收带有验证码的消息。如果您不知道您的指定电子邮件，请联系您的大陆集团财务。请按照以下步骤重置密码：

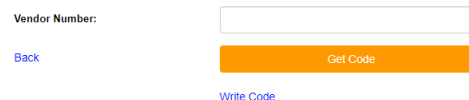
1. 点击“重置密码（Reset password）”。



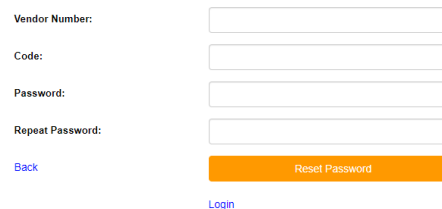
2. 输入您的“供应商编号（Vendor Number）”，然后按“获取验证码（Get Code）”按钮。您将收到一封带有验证码的电子邮件，用以重置密码（注意：此验证码不是您的新密码）。

A code will be generated to reset your password and will be sent to the email registered in our system. If you do not know or have not registered an email, please contact the corresponding AP contact for your region.

3. 获得代码后，点击“输入验证码（Write Code）”。



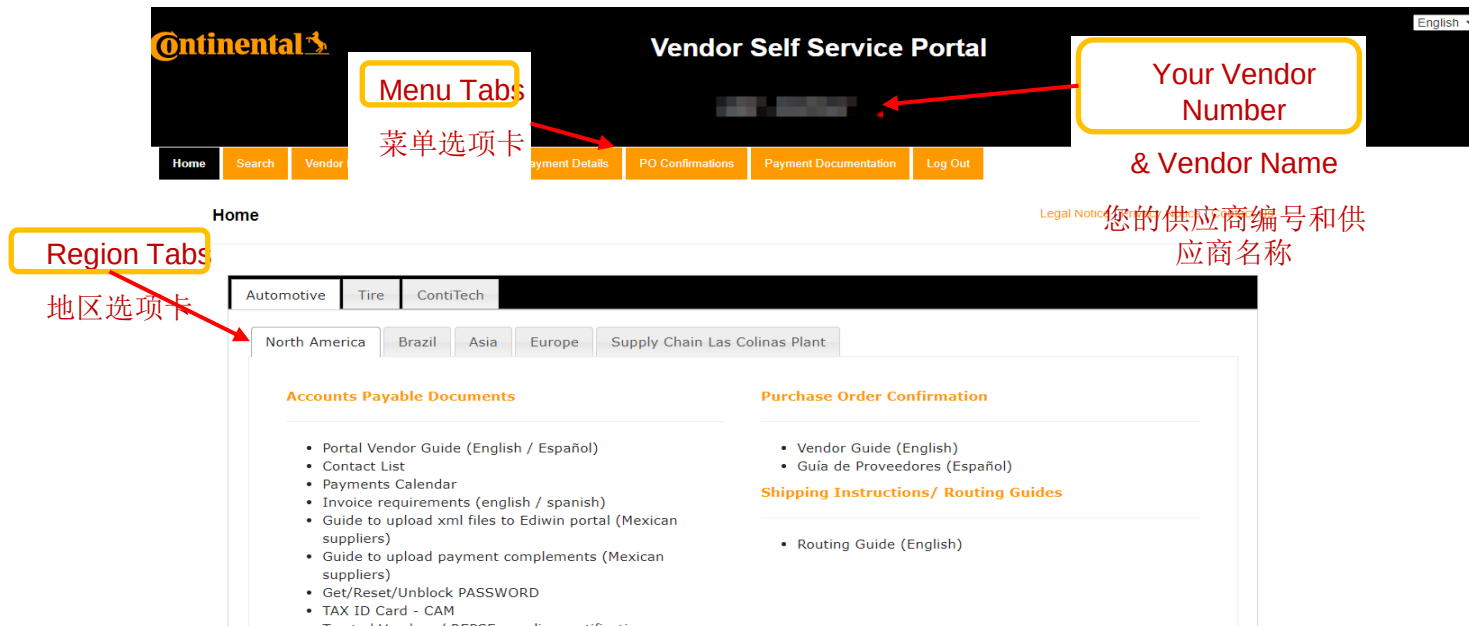
4. 输入“供应商编号”、“验证码”、“新密码”和“确认新密码”（“Vendor Number”, “Code” received, “New Password” and “Confirmation”），然后点击“重置密码（Reset Password）”按钮即可。



Accounts Payable Vendor Portal

主页 Home Page

- › 登录后，您将进入 AP 门户主页。
- › 所有操作都可通过单击屏幕中间选项卡上的菜单选项来完成。
- › 如果您想查询有关您运输目的地区的相关信息，请选择相应的地区选项卡（Region Tab）。法人特定的应付账款联系人、发票提交说明指导、公告和其他相关文档（specific Accounts Payable contacts, invoice submission instructions, announcements, and other relevant documentation）将在此选项卡下呈现。



Accounts Payable Vendor Portal

搜索 Search

- › 如果您不确定当前的付款状态，您可以从菜单选项卡中选择“搜索（Search）”选项。
- › 所有字段均为可选字段
- › 文件编号（Document Numbers）接受部分输入
 - › 对于起始号码字段的搜索，例如输入：123，搜索结果将返回：123、1234、12345
 - › 对于包含号码字段的搜索，例如输入：*89，搜索结果将返回：789、1892、123890A
- › 结果仅限于找到的前 100 条记录
- › 要查看记录的完整详细信息，请单击带下划线的文档编号（Doc Num）

Doc Num	Ref Doc Num	Date	Table
[Redacted]	[Redacted]	13 Apr 2022	Payment Details
[Redacted]	[Redacted]	13 Apr 2022	Payment Details

Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list
使用日历弹出窗口手动选择日期，或从下拉列表中快速选择日期范围

Click the link to see more details about the record

点击链接查看记录的更多详情

Accounts Payable Vendor Portal

供应商详情 Vendor Details

- › 从菜单选项卡中选择供应商详情，将显示供应商的名称和地址的详细信息。
- › 可能列出一个或多个 IBAN/银行账户。
- › 可能列出一个或多个增值税代码（VAT codes）。



Vendor Details

Vendor Number: [Redacted]

Vendor Name:

Street:

City:

Country: [Redacted]

Bank:

Bank Name	Swift	IBAN/Bank Account	Currency Of Account

VAT:

Vendor Name, Address, Bank, and VAT For corrections please contact your Continental representative

供应商名称、地址、银行和增值税如需更正，请联系您的大陆集团代表

Accounts Payable Vendor Portal

未结发票 Open Invoices

- › 从菜单选项卡中选择未结发票（Open Invoice）后，将立即显示所有可访问记录
- › 按发票日期分组的记录摘要会显示在顶部
- › 完整记录详情将展示在下方，每页可显示1000 条记录
- › 可以单击列标题进行排序，也可以选择展示框从而仅显示该框下的情况。
- › 筛选器框(Filter box)可键入筛选词来搜索特定记录。

The screenshot shows the 'Open Invoices' page with a navigation bar at the top containing links: Home, Search, Vendor Details, Open Invoices (active), Payment Details, PO Confirmations, Payment Documentation, and Log Out.

Annotations:

- Filter box:** A yellow box labeled 'Filter box' with the Chinese text '筛选器框' points to a search input field.
- Summary of all records displayed below:** A yellow box with the Chinese text '下方所有记录的摘要' points to a summary table showing 'Total Records' (2) and a list of records with columns: Company, Ref Doc Num, Plant Name 2, Invoice Date, Purchasing Doc, WF Description, Amount, Currency, Plant Name, Plant Name 2, Payment Block Key, Doc Type, Cont'd Doc Num, Status, and Email.
- All records can be downloaded for personal review:** A yellow box with the Chinese text '所有记录均可下载供个人查阅' points to 'Export .xlsx' and 'Export .csv' buttons.
- 1000 records per page Select the current page:** A yellow box with the Chinese text '每页1000条记录 选择当前页' points to a dropdown menu.
- Click a heading to sort ascending and click again to sort descending:** A yellow box with the Chinese text '单击标题可升序排序，再次单击可降序排序' points to the 'Amount' column header.
- Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes):** A yellow box with the Chinese text '单击显示框以显示列（请注意，将导出所有列，而不仅仅是选中的框）' points to a 'Show' checkbox for the 'Plant Name 2' column.

Table Data:

Company	Ref Doc Num	Plant Name 2	Invoice Date	Purchasing Doc	WF Description	Amount	Currency	Plant Name	Plant Name 2	Payment Block Key	Doc Type	Cont'd Doc Num	Status	Email
			Sep 2023			-9,135.76	USD							

Accounts Payable Vendor Portal

付款详情 Payment Details

- 从菜单选项卡中选择付款详情，您首先需要选择一个日期范围，然后单击“显示（Show）”按钮
- 按付款日期分组的记录摘要会显示在顶部（Payment Date）
- 完整记录详情展示在下方，每页可显示 1000 条记录
- 可以单击列标题进行排序，也可以选择展示框以仅显示该框下的情况。

The screenshot shows the 'Payment Details' page in the Accounts Payable Vendor Portal. The top navigation bar includes links for Home, Search, Vendor Details, Open Invoices, Payment Details (active), PO Confirmations, Payment Documentation, and Log Out. Below the navigation bar, the 'Payment Date' section allows users to select a date range from '20 Sep 2023' to '31 Oct 2023' using a calendar icon or a drop-down list of 'Date Presets'. A 'Show' button is next to the date range. A summary table is displayed below the date range, showing 'Total Records', 'Payment Date', 'Total', and 'Currency'. The main table displays a list of records with columns for 'Company Name / Comp. Code', 'Ref Doc Num', 'Payment Ref.', 'PO Num', 'Additional Info', 'Invoice Date', 'Payment Date', 'Amount', 'Currency', 'Payment Doc', and 'Cancelled Doc'. The 'Amount' column has a dropdown menu set to 'All'. Below the table, there are 'Export .xlsx' and 'Export .csv' buttons. The page also shows '1000 records per page' and '1 pages'.

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

Summary of all records displayed below
下方所有记录的摘要

1000 records per page
Select the current page
每页1000条记录
选择当前页

Click a heading to sort ascending and click again to sort descending
单击标题可升序排序，再次单击可降序排序

All records can be downloaded for personal review
所有记录均可下载供个人查阅

Click the filter boxes to filter the data (note that all records will be exported, not just filtered records).
单击筛选框来筛选数据（请注意，将导出所有记录，而不仅仅筛选的记录）。

Accounts Payable Vendor Portal

登出 Log Out

- › 当您完成操作后，请从主菜单中选择“登出（Log Out）”。
- › 若您打开任何页面超过 30 分钟无操作，将自动登出。

