



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.

Continental Vendor Self Service Portal
anonymous xxx - anonymous

English

Login Box

Vendor Number:

Password:

Login

[Reset Password](#)

Language

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.

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- › Select your Language.

Accounts Payable Vendor Portal

Reset Password

- › You can reset your own Password and you require your Vendor Number and an active email to receive the message with a code. If you do not know your assigned email, please contact your Continental representative. Follow next steps to reset your password:

1. Press on “Reset password”.



Vendor Number:

Password:

[Login](#)

[Reset Password](#)

2. Type your “Vendor Number” and press “Get Code” button. You will receive an email with the code to reset your password (**This code IS NOT your new password**).
3. Once you have your code, press on “Write Code”.

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.



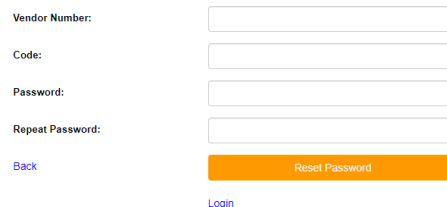
Vendor Number:

[Back](#)

[Get Code](#)

[Write Code](#)

4. Type “Vendor Number”, “Code” received, “New Password” and “Confirmation” of your password, then press “Reset Password”.



Vendor Number:

Code:

Password:

Repeat Password:

[Back](#)

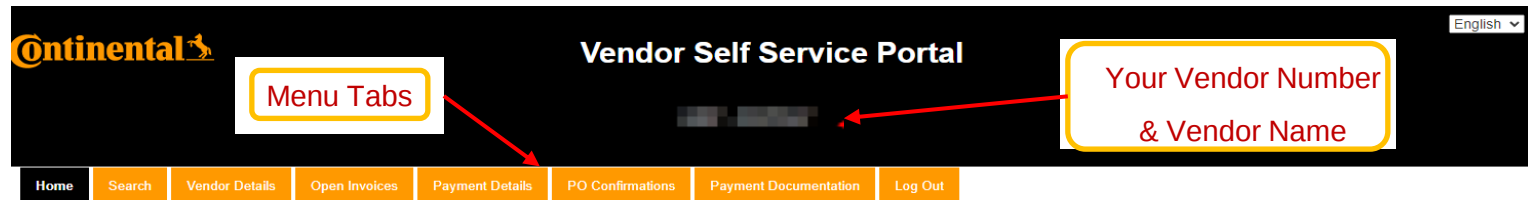
[Reset Password](#)

[Login](#)

Accounts Payable Vendor Portal

Home Page

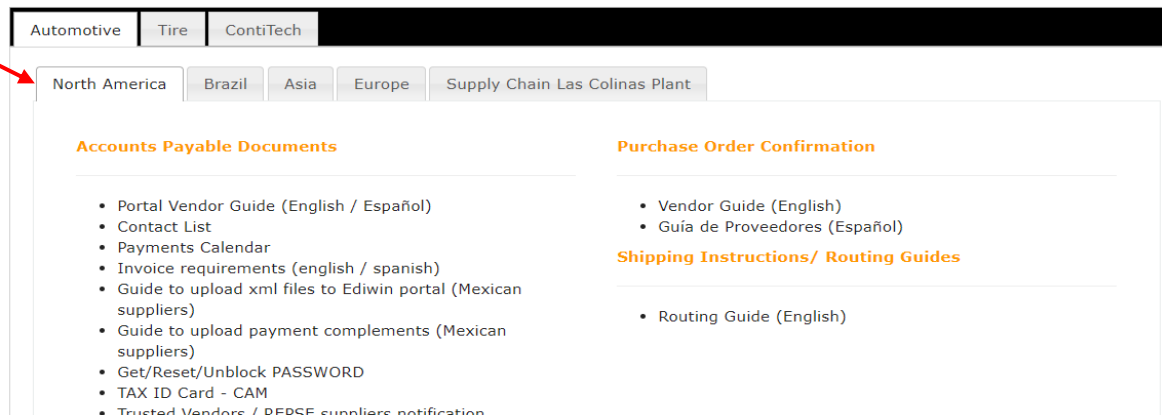
- › After logging in you begin at the AP Portal Home Page.
- › All navigation is done by clicking on the menu choices on the tabs across the middle of the screen.
- › For information related to the region to which you are shipping, select the appropriate Region Tab. Legal entity specific Accounts Payable contacts, invoice submission instructions, announcements, and other relevant documentation will be placed here.



Home

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Region Tabs



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

Search

By Reference Document Number

By Continental Document Number

By Invoice/Due Date

Start: 01 Oct 2021 End: 20 Oct 2023 Date Presets

Sort By: Ref Doc Num

Search

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

Click the link to see more details about the record

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.



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

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 displayed boxes can be selected to show only that ones.
- › Filter box can be used to type a filter word for searching specific records.

The screenshot shows the 'Open Invoices' page in the Accounts Payable Vendor Portal. The page has a navigation bar with tabs: Home, Search, Vendor Details, **Open Invoices**, Payment Details, PO Confirmations, Payment Documentation, and Log Out. Below the navigation bar, there's a section titled 'Open Invoices' with a link to 'Click here to see "Payment Calendar"'. A summary table shows 'Total Records' with a bar chart and a table with columns for 'Company', 'Invoice Date', 'Amount', and 'Currency'. A filter box is located below the summary table. Below the filter box, there are 'Search' and 'Clean' buttons, and 'Export .xlsx' and 'Export .csv' buttons. A table of column headings is displayed, with checkboxes to the left of each heading. Below the column headings, there's a table of invoice records. Annotations with red arrows point to various elements: 'Filter box' points to the filter input; '1000 records per page Select the current page' points to the '9 records, 1 pages' text; 'Click a heading to sort ascending and click again to sort descending' points to the 'Amount' heading; 'Summary of all records displayed below' points to the summary table; 'All records can be downloaded for personal review' points to the 'Export .xlsx' and 'Export .csv' buttons; and 'Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes)' points to the checkboxes next to the column headings.

Open Invoices

[Click here to see "Payment Calendar"](#)

Filter box

Summary of all records displayed below

All records can be downloaded for personal review

1000 records per page
Select the current page

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

Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes).

Company Name	Ref Doc Num	Plant Name 2	Invoice Date	Purchasing Doc	WF Description	Approver	Terms	Due Date	Amount	Currency	Plant Name	Plant Name 2	Payment Block Key	Doc Type	Conti Doc Num	Status	Email

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 or displayed boxes can be selected to show only that ones.

The screenshot shows the 'Payment Details' page in the Accounts Payable Vendor Portal. At the top is a navigation bar with tabs: Home, Search, Vendor Details, Open Invoices, **Payment Details**, PO Confirmations, Payment Documentation, and Log Out. Below the navigation bar, the 'Payment Details' section has a 'Payment Date' filter with 'Start' (20 Sep 2023) and 'End' (31 Oct 2023) date pickers, a 'Date Presets' dropdown, and a 'Show' button. A red arrow points from a callout box to the date pickers, stating: 'Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list'. Below the date filter is a summary table with columns: Total Records, Payment Date, Total, and Currency. A red bracket points from a callout box to this table, stating: 'Summary of all records displayed below'. Below the summary table are 'Export .xlsx' and 'Export .csv' buttons. A red arrow points from a callout box to these buttons, stating: 'All records can be downloaded for personal review'. Below the export buttons is a row of checkboxes for various data fields: Company Name / Comp. Code, Ref Doc Num, Payment Ref., PO Num, Additional Info, Invoice Date, Payment Date, Amount, Currency, Payment Doc, Cancelled Doc, Plant, Plant Name 2, and Cont. A red arrow points from a callout box to this row, stating: '1000 records per page Select the current page'. Below the checkboxes is a table with columns: Company Name / Comp. Code, Ref Doc Num, Payment Ref., PO Num, Additional Info, Invoice Date, Payment Date, Amount, Currency, Payment Doc, and Cancelled Doc. A red arrow points from a callout box to the 'Company Name / Comp. Code' column header, stating: 'Click a heading to sort ascending and click again to sort descending'. Another red arrow points from a callout box to the 'Amount' column header, stating: 'Click the filter boxes to filter the data (note that all records will be exported, not just filtered records)'. The table body is currently empty.

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

All records can be downloaded for personal review

1000 records per page
Select the current page

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

Click the filter boxes 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.

