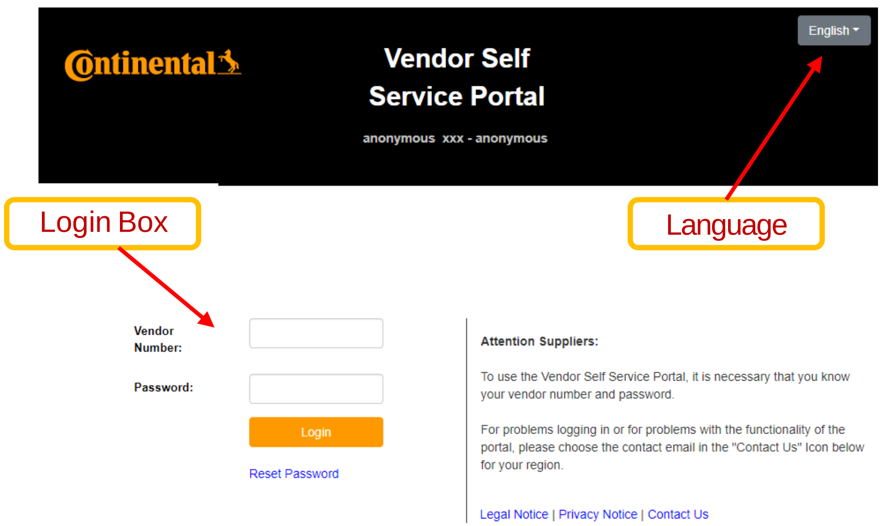
Accounts Payable Vendor Portal

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.



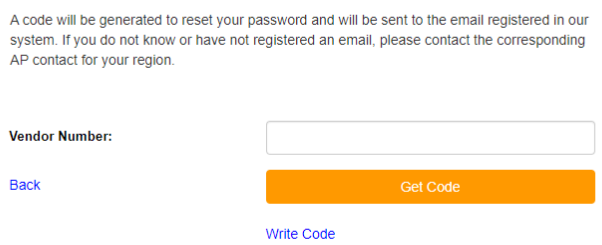
- Select your Language.

Accounts Payable Vendor Portal
Reset Password

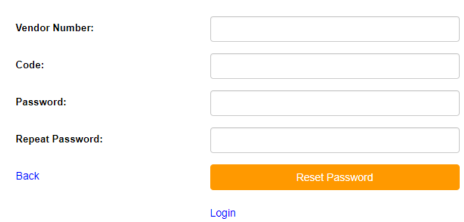
› You can reset your own Password and you require your Vendor Number and an active email to receive the message with a code. If you do not know your assigned email, please contact your Continental representative. Follow next steps to reset your password:

1. Press on “Reset password”.

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”.



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

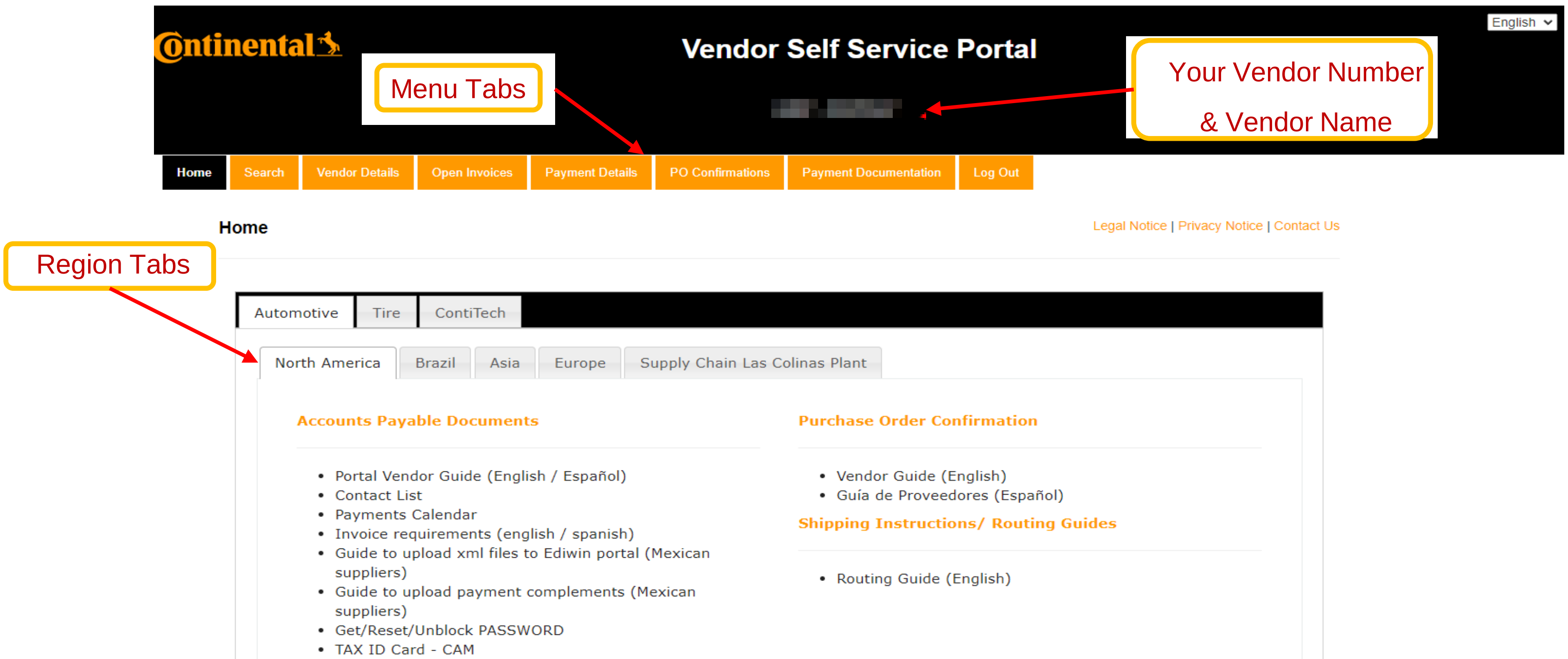


Accounts Payable Vendor Portal
Home Page

› After logging in you begin at the AP Portal Home Page.

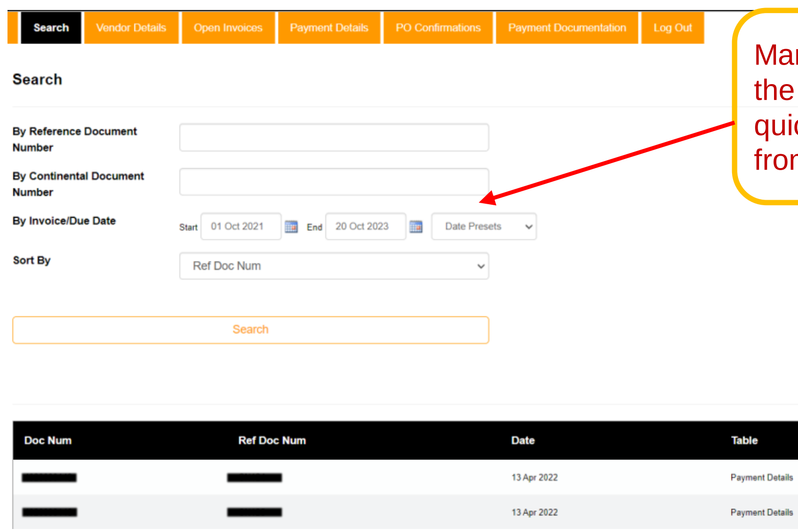
› All navigation is done by clicking on the menu choices on the tabs across the middle of the screen.

› 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.



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

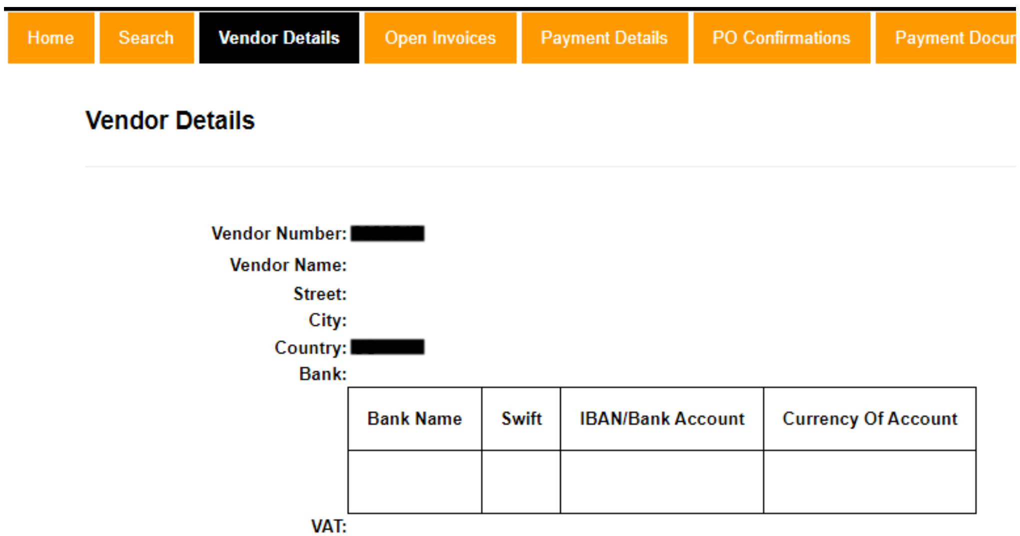


Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list

Click the link to see more details about the record

Accounts Payable Vendor Portal
Vendor Details

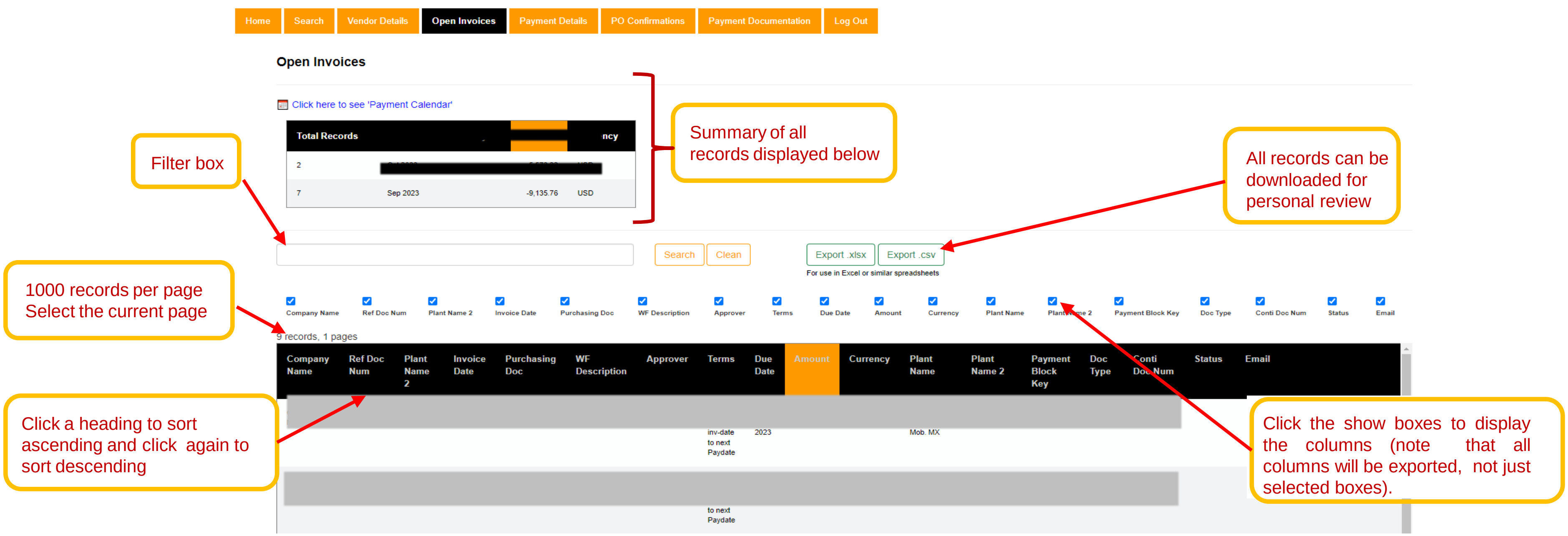
- By choosing Vendor Details from the menu tabs, the vendor’s Name and Address details are displayed.
- One or more IBAN/bank accounts may be listed.
- One or more VAT codes may be listed.



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

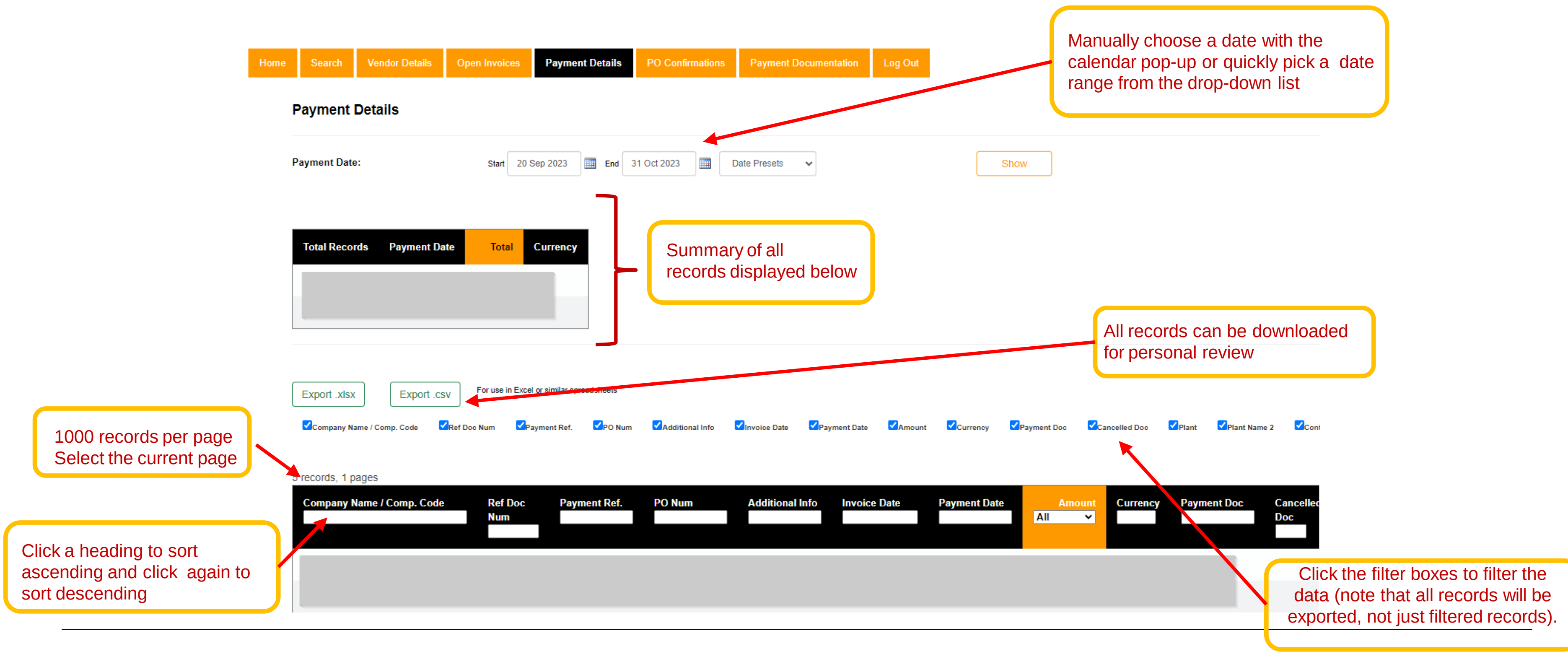
Accounts Payable Vendor Portal
Open Invoices

- 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.



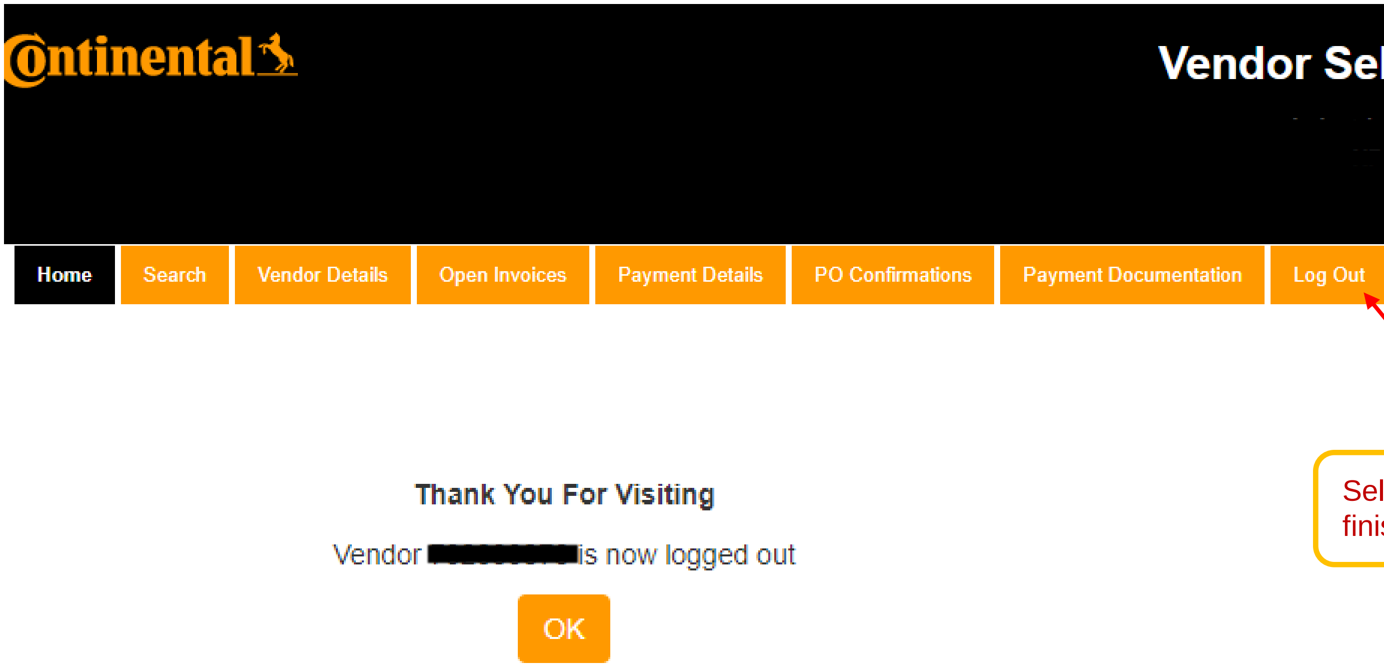
Accounts Payable Vendor Portal
Payment Details

- 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.



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.



Select Log Out when finished.