



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

Language

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.

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:

[Reset Password](#)

[Login](#)

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”.



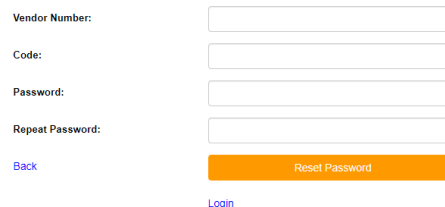
Vendor Number:

[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](#)

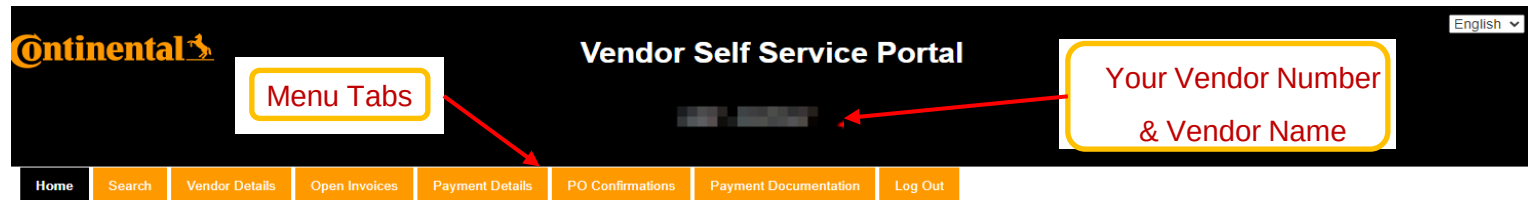
[Reset Password](#)

[Login](#)

Accounts Payable Vendor Portal

Home Page

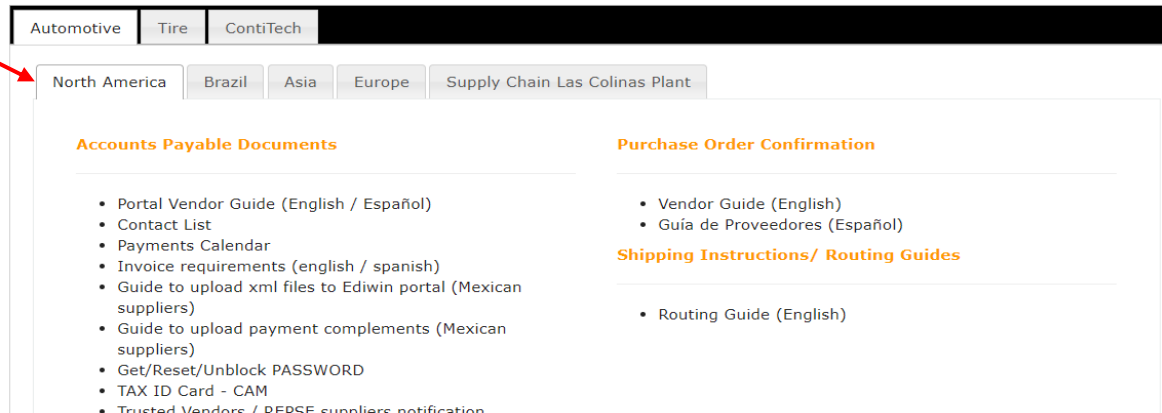
- › After logging in you begin at the AP Portal Home Page.
- › All navigation is done by clicking on the menu choices on the tabs across the middle of the screen.
- › For information related to the region to which you are shipping, select the appropriate Region Tab. Legal entity specific Accounts Payable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



Home

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

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
		13 Apr 2022	Payment Details
		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.

Open Invoices

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

Total Records	Summary of all records displayed below
2	
7	Sep 2023 -0.135.76 USD

All records can be downloaded for personal review

[Export .xlsx](#) [Export .csv](#)

For use in Excel or similar spreadsheets

☒ 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

3 records, 1 pages

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

to

Click the show button to expand the columns (no columns will be expanded if no selected boxes).

Accounts Payable Vendor Portal

Payment Details

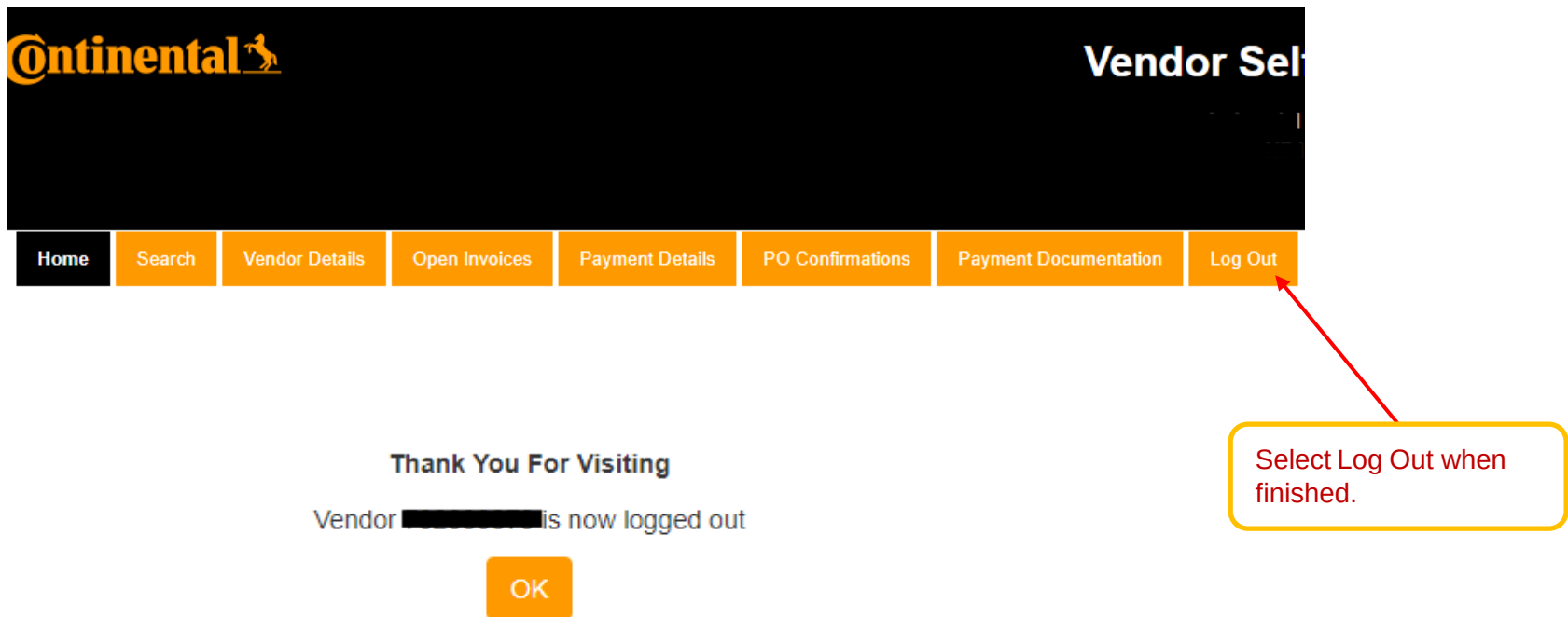
- › By choosing Payment Details from the menu tabs, you must first choose a date range and click Show
- › A summary of records grouped by Payment Date appears at the top
- › The full record details are displayed below, separated into 1000 records per page
- › Column headings can be clicked to sort or displayed boxes can be selected to show only that ones.

The screenshot shows the 'Payment Details' page of the Accounts Payable Vendor Portal. The navigation bar includes tabs: Home, Search, Vendor Details, Open Invoices, **Payment Details**, PO Confirmations, Payment Documentation, and Log Out. Below the navigation bar, the 'Payment Date' section has a 'Start' date of 20 Sep 2023, an 'End' date of 31 Oct 2023, a 'Date Presets' dropdown, and a 'Show' button. A red arrow points from a callout box to the date range selection area, stating: 'Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list'. Below this is a summary table with columns: Total Records, Payment Date, Total, and Currency. A red bracket points from a callout box to this summary 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 the 'Amount' checkbox, 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.

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.



Accounts Payable Vendor Portal

Funciones del Proveedor

Accounts Payable Vendor Portal

Inicio de Sesión

- › Para iniciar sesión en el portal, y poder tener acceso a la información de sus facturas, es necesario que cuenta con un usuario (número de proveedor asignado por Continental) y contraseña. Si no posee esta información, por favor contacte a su representante de cuentas por pagar.
- › Si usted olvidó su contraseña o desea una nueva, o si su cuenta esta bloqueada, por favor póngase en contacto con su representante de cuentas por pagar. NOTA: Después de 3 intentos fallidos de inicio de sesión, la cuenta se bloqueará.
- › En la parte superior derecha puede escoger el idioma de su preferencia.

Continental Vendor Self Service Portal
anonymous xxx - anonymous

English ▾

Inicio de sesion

Idioma

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](#)

Accounts Payable Vendor Portal

Página de inicio

- › Después de iniciar sesión aparecerán las opciones para la consulta de facturas.
- › Simplemente de click en el menú que desee consultar

The screenshot shows the 'Vendor Self Service Portal' interface. At the top, there is a dark header with the Continental logo on the left, the text 'Vendor Self Service Portal' in the center, and a language dropdown set to 'English' on the right. Below the header is a navigation bar with buttons: Home, Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, Payment Documentation, and Log Out. A red arrow points from a yellow box labeled 'Menú' to the 'Home' button. Another red arrow points from a yellow box labeled 'Número y Nombre de Proveedor' to a blurred input field in the header. Below the navigation bar, the main content area has a 'Home' link and links for 'Legal Notice', 'Privacy Notice', and 'Contact Us'. A yellow box labeled 'Regiones' has a red arrow pointing to a tabbed interface. The tabs include 'Automotive', 'Tire', 'ContiTech', 'North America', 'Brazil', 'Asia', 'Europe', and 'Supply Chain Las Colinas Plant'. The 'North America' tab is selected, showing two columns of links: 'Accounts Payable Documents' and 'Purchase Order Confirmation'. The 'Accounts Payable Documents' column lists links like 'Portal Vendor Guide (English / Español)', 'Contact List', 'Payments Calendar', 'Invoice requirements (english / spanish)', 'Guide to upload xml files to Ediwin portal (Mexican suppliers)', 'Guide to upload payment complements (Mexican suppliers)', 'Get/Reset/Unblock PASSWORD', 'TAX ID Card - CAM', and 'Trusted Vendors / PEDSE suppliers notification'. The 'Purchase Order Confirmation' column lists 'Vendor Guide (English)' and 'Guía de Proveedores (Español)'. Below these is a section for 'Shipping Instructions/ Routing Guides' with a link to 'Routing Guide (English)'.

Accounts Payable Vendor Portal

Restablecer Contraseña

- › Es posible restablecer la contraseña y es requerido el número de proveedor y un correo electrónico activo para recibir un código para el restablecimiento de la contraseña. En caso de no contar con algún requerimiento es necesario contactar a tu representante de Continental. Sigue los siguientes pasos para restablecer tu contraseña:

1. Presiona en “Reset password”.



Vendor Number:

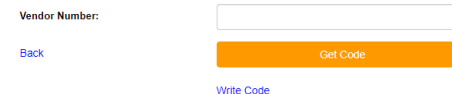
Password:

[Reset Password](#)

2. Escribe tu “Número de Proveedor” (Vendor Number) y presiona el botón “Get Code”. Recibiras un correo electrónico con un Código para restablecer tu contraseña (**Este Código no es tu contraseña**).

3. Una vez recibido el Código presiona sobre “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.

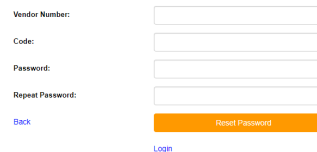


Vendor Number:

[Back](#)

[Write Code](#)

4. Escribe tu Número de Proveedor (Vendor Number), Código recibido (Code), Contraseña nueva (Password) y la confirmación de tu contraseña nueva (Repeat Password) y presiona “Reset Password” para restablecer tu contraseña.



Vendor Number:

Code:

Password:

Repeat Password:

[Back](#)

[Reset Password](#)

Accounts Payable Vendor Portal

Búsqueda General

- › Si no se está seguro del estatus de su factura (pendiente de pago, programada para pago, etc) puede hacer una búsqueda general
- › Los números de documentos aceptan 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, etc.
 - › 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.

The screenshot shows the 'Search' section of the Accounts Payable Vendor Portal. At the top, there is a navigation bar with links: Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, Payment Documentation, and Log Out. The 'Search' section contains several input fields and a search button. A red arrow points from a yellow callout box to the 'Date Presets' dropdown menu, with the text: 'Elija manualmente una fecha con la ventana emergente del calendario o elija rápidamente un rango de fechas de la lista desplegable'. Another red arrow points from a yellow callout box to the 'Ref Doc Num' column in the results table, with the text: 'Click para detalles del documento'. The results table has four columns: Doc Num, Ref Doc Num, Date, and Table. It shows two rows of results, both dated 13 Apr 2022, with the 'Table' column containing the text 'Payment Details'.

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
1234	1234	13 Apr 2022	Payment Details
12345	12345	13 Apr 2022	Payment Details

Accounts Payable Vendor Portal

Detalles del Proveedor

- › En detalles del proveedor, podrá ver la información que Continental tiene en su cuenta, tales como nombre y dirección.
- › Los datos bancarios no están visibles, pero eso no significa que no estén registrados en el sistema de Continental.



Vendor Details

Vendor Number: [redacted]

Vendor Name:

Street:

City:

Country: [redacted]

Bank:

Bank Name	Swift	IBAN/Bank Account	Currency Of Account

VAT:

Nombre del proveedor, dirección, banco e IVA. Para correcciones, comuníquese con su representante de Continental.

Accounts Payable Vendor Portal

Facturas Abiertas

- › Al escoger el menú facturas abiertas, se despliegan inmediatamente todas las facturas en este estatus.
- › Un resumen de facturas por mes y por monto está disponible.
- › También se tienen los registros completos, separados por cada 1000.
- › Los encabezados de las columnas pueden ser usados para ordenar los registros.
- › En la caja de búsqueda puedes escribir una palabra para filtrar los registros.

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

Open Invoices

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

Total Records	Invoice Date Summary	Total	Currency
2	Oct 2023	-5,573.22	USD
7	Sep 2023	-9,135.76	USD

Resumen por mes y monto

Puede descargar los reportes a Excel u otras hojas de cálculo

La caja de búsqueda

Puede ordenar los registros haciendo click en los encabezados

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

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

☒ 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

9 records, 1 pages

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

Puede seleccionar las columnas que se despliegan. NOTA, todas las columnas se exportan, no sólo las seleccionadas en esta vista.

Accounts Payable Vendor Portal

Detalles de Pago

- › En la pestaña Detalles de Pago, podrá consultar los pagos que se le han hecho. Para esto debe seleccionar las fechas correspondientes al periodo de tiempo que desee consultar. Después debe dar click en Mostrar.
- › Al igual que en Facturas Abiertas, aparecerá un resumen por fechas y monto.
- › La lista con todos los registros será desplegada y separada por cada mil.
- › De igual manera las columnas pueden ser filtradas y ordenadas dando click en los

encabezados.

Payment Details

Payment Date: Start 20 Sep 2023 End 31 Oct 2023 Date Presets Show

Resumen

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

☒ 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 ☒ Cont

5 records, 1 pages

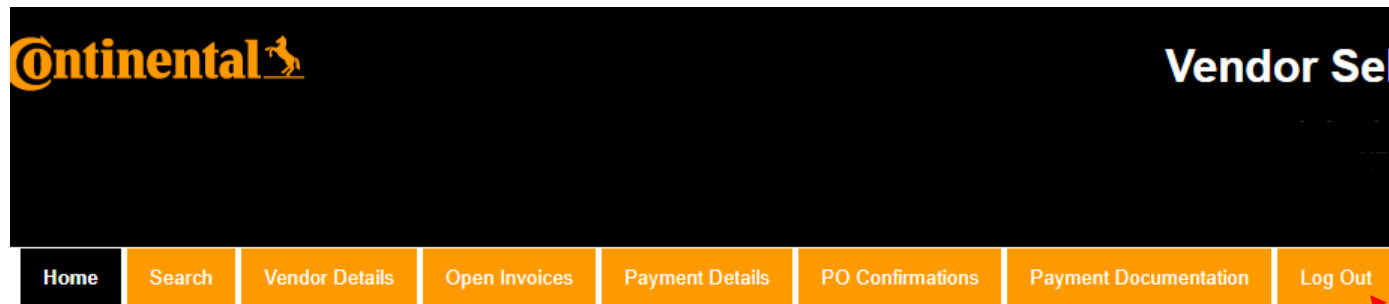
Company Name / Comp. Code	Ref Doc Num	Payment Ref.	PO Num	Additional Info	Invoice Date	Payment Date	Amount	Currency	Payment Doc	Cancelled Doc
---------------------------	-------------	--------------	--------	-----------------	--------------	--------------	--------	----------	-------------	---------------

Seleccione las fechas correspondientes al periodo de tiempo que desea consultar. De Click en Mostrar.

Accounts Payable Vendor Portal

Log Out

- › Para salir del portal, de click en el botón Cerrar Sesión.
- › › Si usted deja alguna página abierta sin actividad por mas de 30 minutos, su sesión caducará automáticamente.



Thank You For Visiting
Vendor [REDACTED] is now logged out

OK

Seleccione Cerrar session para salir.