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Nexperia e-Bidding Tool

Global Procurement Supplier Portal

November 2023

e-Bidding Process Overview

Nexperia Global Procurement

Nexperia   **Supplier**   **Nexperia**

Sends eRFQ	Receives email notification	Opens link or Log-in to Supplier Portal	Reviews eRFQ	Checks the submission deadline	Submits quote/ proposal	Receives quote/proposal

Note:

RFQ : Request for Quote

(1) Supplier Log-in to Nexperia Supplier Portal

Generic link : https://supplierportal.nexperia.com/
Full Link: https://supplierportal.nexperia.com/sap/bc/ui5_ui5/sap/zsp_vendor_app/index.html

Username: Registered e-Mail
Password: User Nominated Password

Dear valued supplier,

Nexperia is inviting you to answer our request for quotation, reference <Nexperia Reference> by <End date>.

Please review our request, enter your response and quotation on our supplier portal:

https://supplierportal.nexperia.com/###DEEPLINK #####

In case you cannot provide a bid, please contact the Nexperia buyer indicated on the request.

Kind regards,
Nexperia Procurement

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User		
Password		
Language	EN - English	⌄

Log On

Change Password

Interface language can be selected here

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Responding an e-RFQ

(2) Supplier opens the RFQ on the Supplier Portal

Upon log-in to the Supplier Portal, new and pending RFQs for response can be accessed from:

1 Dashboard

2 Request for Quotation on the menu tab

(3) Supplier will be shown the list of open RFQs for action. Click the RFQ number to view the request.

Note: List "Open for Response" shows bids not yet submitted.

(4) Supplier reviews the RFQ Details and Responds to RFQ

(5) Respond to RFQ Wizard (Step 1)

(5) Respond to RFQ Wizard (Step 2)

RFQ Fields	Description
Supplier Material (if any)	Your Supplier material number
Delivery Date	Date when you can deliver the requested item. You can perform mass update of the delivery date by selecting the line items (ticking the box beside Item no.) and updating the date on the upper right corner and then click the Update delivery date button.
Net price	Quotation price
Price per	Modify the number here if you have group pricing
Rejected	Turn the button on if you will not bid for the item. By turning this to YES, a dropdown list of rejection reason will show, select a reason and click the Reject item button. The RFQ line will turn to non-editable mode. You can still proceed bidding for other RFQ line items that you did not reject.

Press Step 3 to proceed to next step

You may click the calendar icon to manually select in calendar view

You may reject a line item if you will not bid for a specific item

You may click this icon to view the line item texts

Note:

Delivery Date, Net Price and **Per** are mandatory fields. If you are unsure of group pricing, leave **Per** field at **1**

(5) Respond to RFQ Wizard (Step 3)

Note: On this step, provide quotation response comment (if any). You can add notes on your quotation. This will be visible for the buyers when they review the quote you provided.

(5) Respond to RFQ Wizard (Step 4)
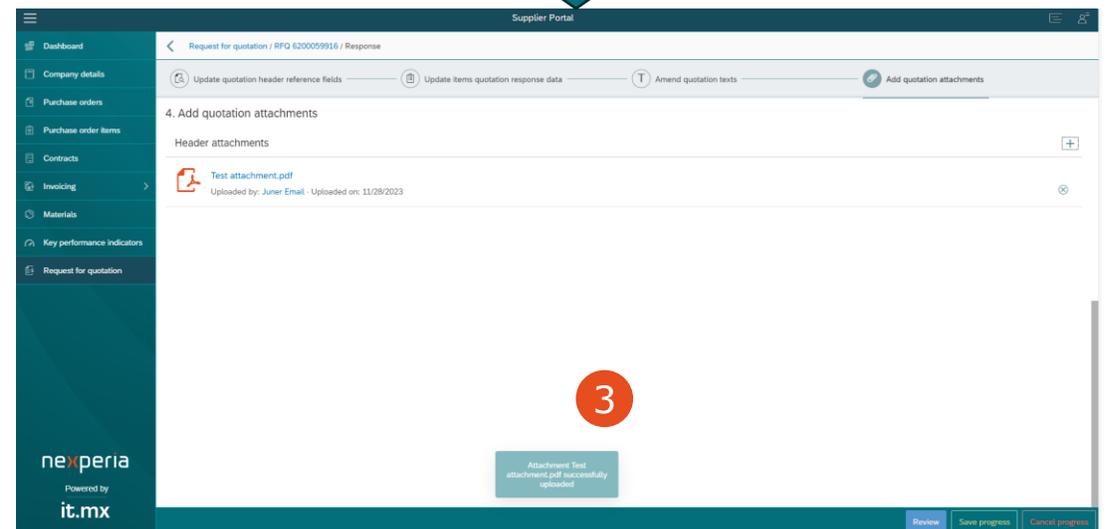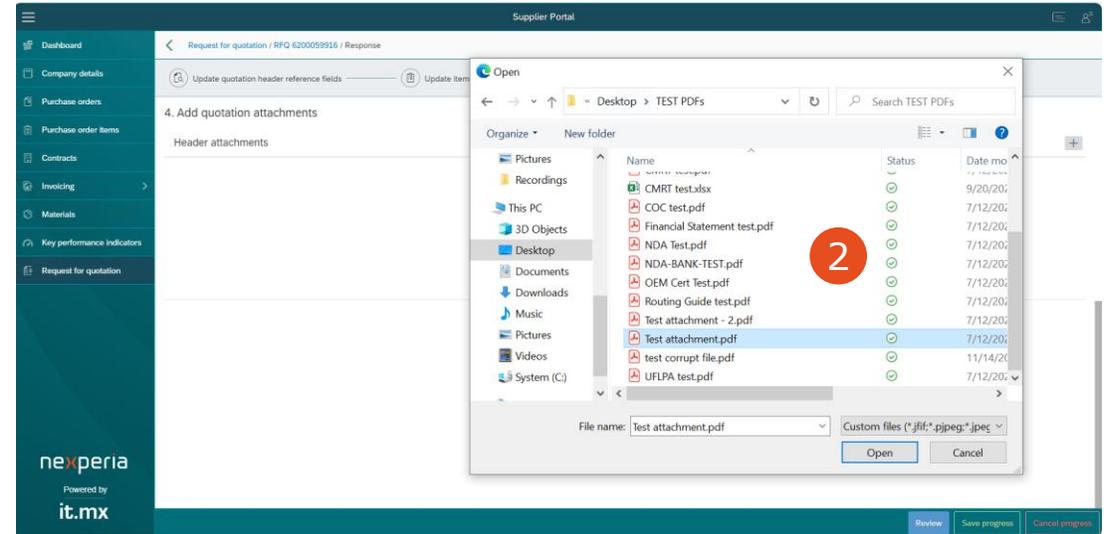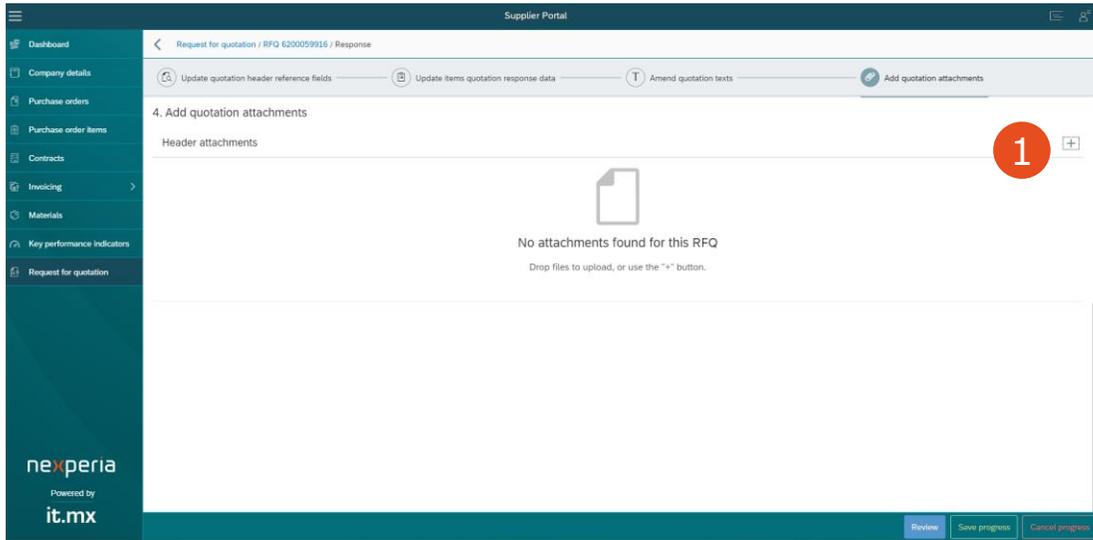
You are required to attach the hardcopy of your quotation before submitting the RFQ:

1. Drop files to upload, or use the "+" button.
2. A dialog/pop up menu will open. Select the file/s you wish to upload and press Open.
3. The file/s should show in the header attachments and a small notice to inform the file is successfully uploaded.
4. To proceed to the last step, press **Review**.

Action Button	Description
Review	Review the quotation before submission
Save Progress	Save your progress but not yet submit your quotation
Cancel Progress	Discard any input you have given

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(5) Respond to RFQ Wizard (Review)

By clicking Review, the page will show you the summary of your Quotation details.

You have 2 options at the end of the page: Edit Response or Submit Response.

By clicking Edit Response, you will go back to the edit Quotation page where you can amend your data.

And when details are complete, click **Submit Response** to finish your bid.

(6) Rejecting an e-RFQ

By clicking **Reject RFQ** instead of Respond to RFQ in the eRFQ details screen, you are presented with a drop-down menu to select a reason for rejecting the e-RFQ.

Once you have selected a reason, click Reject RFQ in the pop-up menu to finalize.

Note: If "Reject RFQ" button is clicked, it cannot be retracked

Thank you.

In case of questions, do not hesitate to contact our support team at
nexperia.portal.support@nexperia.com.

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EFFICIENCY WINS.