

## Nexperia 电子投标工具

Global Procurement Onetime Portal

# 电子投标流程概述

Nexperia全球采购



注：

RFQ : Request for Quote / 询价单

# Accessing the RFQ Link 访问RFQ链接

Nexperia will send an email invitation to the supplier's email address containing the link to the RFQ. You should click the link and follow the next validation steps.

Nexperia将通过电子邮件向供应商发送邀请，其中包含RFQ的链接。您可以点击链接并执行下一个验证步骤。

Dear Sir or Madam, 尊敬的先生/女士:

Nexperia is inviting your organization (represented by you) to answer our request for quotation, reference <Nexperia reference> by <end date>.

Buying Organization: <Nexperia Site>

Nexperia邀请您于<结束日期>之前回复我们的询价单(RFQ)，请参考<Nexperia参考>。

采购组织: <Nexperia>

Before accessing the bidding platform, please ensure that all necessary documents are ready and will be provided to the responsible Nexperia Sourcing Manager as needed.

在进入招标平台之前，请确保所有必要的文件已准备好，并将被提供给负责Nexperia的采购经理。

- Business Permit. 营业执照
- Non-Disclosure Agreement (NDA). 保密协议

With the documents prepared, please review our request, enter your answer and quotation on our bidding platform.

文件准备好后，请审阅我们的询价单，输入您的在我们的投标平台上的问题和报价。

Link: 链接

<https://supplierportal.nexperia.com/sap/zotv/app/app/index.html?sap-client=510&sap-language=EN#/authentication&/a/email-authentication?objectKey=6200088226&objectType=RFQ>

In case you cannot provide a bid, please decline the bid within the application.

如果您无法报价，请在投标截止前点击拒绝

Best regards,  
Nexperia Procurement



Sample Link 链接试样

# Login 登录

The screenshot shows the 'Supplier Portal' interface for 'eRFQ processing'. The page features the Nexperia logo at the top. Below the logo, the text 'eRFQ processing' is displayed. The main content area prompts the user to 'Please enter the email address of this request:'. There are three input fields: 'eRFQ recipient email:' with a text box containing 'Email address', 'Language:' with a dropdown menu set to 'English', and a checkbox for 'I agree to the terms and conditions and privacy policy' with a 'View' link. A 'Next' button is located at the bottom of the form.

Input your email address, select your language, Agree to the terms and condition then click **Next**.

输入您的电子邮件地址，选择您的语言，同意条款和条件，然后单击下一步。

- Only the registered email address assigned by Nexperia can access the RFQ. 只有Nexperia指定的注册邮箱才能访问RFQ。

- Nexperia Supplier Portal is available in English and Chinese version

Nexperia供应商门户网站提供中英文两种版本

- You can read the Terms and Condition by clicking the View button

您可以点击查看按钮阅读条款和条件

# Access key 访问验证码

You will be required to input the access key to validate your log in. The access key will be sent to your email address. Input the access key in the box and click **Next**.

您需要输入验证码以验证您的登录。验证码将发送到您的电子邮箱。在方框中输入访问验证码，然后单击**Next**。



The screenshot shows the Nexperia eRFQ processing interface. At the top, the Nexperia logo is displayed. Below it, the text "eRFQ processing" is centered. A message states: "An access key has been sent to the provided email address. This key is valid for 15 minutes. Please enter the key below to proceed." Below this message, there is a label "Enter access key:" followed by a white input field containing the text "Access key". Below the input field is an orange button labeled "Next".

Dear sir or madam, 尊敬的先生/女士:

To proceed accessing our portal for unaccredited suppliers, please enter the following access key:

XXXXXX

为继续进入未经认证的供应商门户，请输入以下访问验证码:XXXXXX

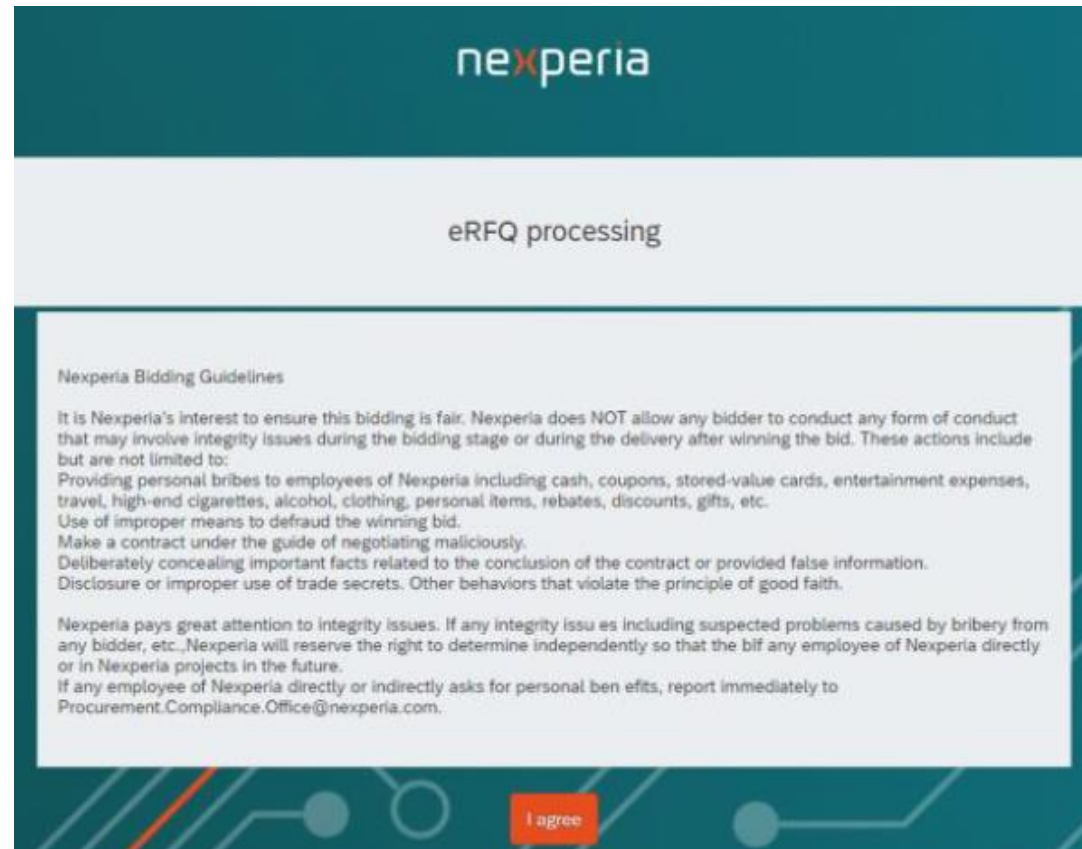
The key is valid for 15 minutes after creation.  
验证码在创建后15分钟内有效。

Kind regards,  
Nexperia Procurement

# Nexperia Bidding Guidelines Nexperia 报价单上传指引

The Nexperia Bidding Guidelines will display. Next is to click **I Agree** after reading the guidelines.

Nexperia 报价单上传指引将显示如下界面。接下来在阅读指引后单击 **I Agree**。



# Validating the Supplier Information 验证供应商信息

VALIDATION STEP 1: Please validate and update (if needed) the vendor information as presented in the screen. Click **Next** once done.

验证步骤1:请验证并更新(如果需要)屏幕上显示的供应商信息。完成后单击 **Next**。

The screenshot shows a web form titled "Supplier Portal" with a sub-header "Validation Step 1: Please confirm and / or update your company address and related information". The form is labeled "Address details:" and contains the following fields:

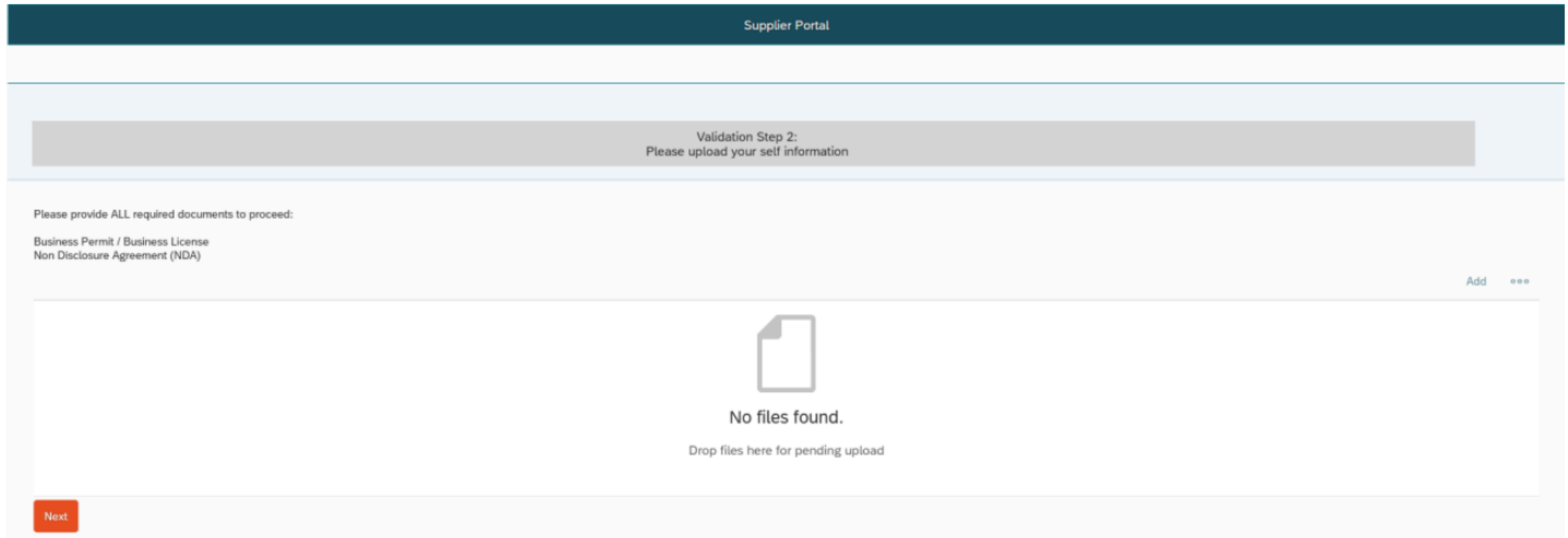
- \*Name 1:
- Name 2:
- \*Address line 1:
- Address line 2:
- Building number:
- \*City:
- \*Postcode:
- \*Country:
- Region:
- Comment:

At the bottom of the form is a red button labeled "Next".

# Validating the Supplier Information 验证供应商信息

VALIDATION STEP 2. Provide your **Business Permit** and **Non Disclosure Agreement (NDA)**. You can drag and drop your files here or you can use the + button to upload your documents in the system. Click **Next** when you have provided the required documentation.

验证步骤2。提供您的营业执照和保密协议(NDA)。你可以在这里拖放你的文件，或者你可以使用+按钮上传你的文件到系统中。当您提供了所需的文档后，单击**Next**。



The screenshot shows a web interface for a 'Supplier Portal'. At the top, there is a dark teal header with the text 'Supplier Portal'. Below this is a light blue section containing a grey bar with the text 'Validation Step 2: Please upload your self information'. Underneath, a white box contains the instruction 'Please provide ALL required documents to proceed:' followed by a list of required documents: 'Business Permit / Business License' and 'Non Disclosure Agreement (NDA)'. To the right of this list is an 'Add' button and a three-dot menu icon. The main area of the interface is a large white box with a document icon and the text 'No files found.' and 'Drop files here for pending upload'. At the bottom left of this white box is an orange 'Next' button.



# 供应商查看RFQ详细信息并回复

Supplier Portal

Request for quotation / RFQ 6200059916

RFQ 6200059916

Important: You must adhere to Nexperia bidding guidelines. View Bidding Rules

**RFQ Header**

Response status: **Response required**

Date requested: 11/28/2023

Response required: 12/12/2023

RFQ status: Open

**References and Contacts**

Our reference: TESTNOV28

Your reference:

Salesperson:

Telephone:

Warranty:

显示Nexperia分享的参考文件

显示Nexperia创建的询价单文本内容

显示投标所需的项目

点击“回复RFQ (Respond to RFQ)”参与投标；若不参与，请点击“拒绝RFQ (Reject RFQ)”

注：点击“拒绝RFQ (Reject RFQ)”按钮后即无法恢复访问

Item no.	Material	Requested delivery date	Total qty
00010	TEST123	12/26/2023	10 PC
00020	TEST123	12/26/2023	10 PC

Respond to RFQ Reject RFQ

# 回复RFQ向导 (步骤1)

Supplier Portal

Request for quotation / RFQ 6200059916 / Response

Update quotation header reference fields | Update items quotation response data | Amend quotation texts | Add quotation attachments

1. Update quotation header reference fields

Your reference:  1

Salesperson:

Telephone:

RFQ Fields	Description
Your Reference	Your reference quotation number
Salesperson	Sales contact name
Telephone	Contact number

Step 2 2

点击“步骤2 (Step 2)”进行下一步

如果您无法继续回复e-RFQ, 可在任意步骤保存您的进度。

Save progress Cancel progress

注：  
- 这些字段不是必填字段，但我们建议您填写相应信息。

# 回复RFQ向导 (步骤2)

Request for quotation / RFQ 6200059916 / Response

Update quotation header reference fields    Update items quotation response data    Amend quotation texts

### 1. Update quotation header reference fields

Your reference:

Salesperson:

Telephone:

### 2. Update items quotation response data

Drill into line items to add texts and attachments to your response.

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 <b>Update delivery date</b> button. <small>2. Update items quotation response data</small> <small>Fill in the items to add texts and attachments to your response.</small>
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 <b>Reject item</b> 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.

<input type="checkbox"/>	Item no.	Material	Requested delivery date	Total qty	1 Supplier material	2 *Delivery date	3 *Net price	4 *Per	Rejected
<input type="checkbox"/>	00010	TEST123	12/26/2023	10 pc	<input type="text"/>	12/26/2023	0.00 PHP	1	<input type="radio"/> NO
<input type="checkbox"/>	00020	TEST456	12/26/2023	20 pc	<input type="text"/>	12/26/2023	0.00 PHP	1	<input type="radio"/> NO

Update delivery date

Step 3

Save progress    Cancel progress

您可以点击该图标查看行项目文本

5 点击“步骤3 (Step 3)”进行下一步

您可以点击日历图标，在日历视图中手动选择

若您不对某个行项目进行投标，可拒绝该行项目

注：  
“交付日期(Delivery Date)”、“净价(Net Price)”和“每件(Per)”均为必填字段。若您不确定团体定价，请将“每件(Per)”字段填写为“1”



## 回复RFQ向导 (步骤3)

Request for quotation / RFQ 6200059916 / Response

Update quotation header reference fields — Update items quotation response data — **Amend quotation texts** — Add quotation attachments

### 3. Amend quotation texts

Quotation Response Comment

1

Test Comment

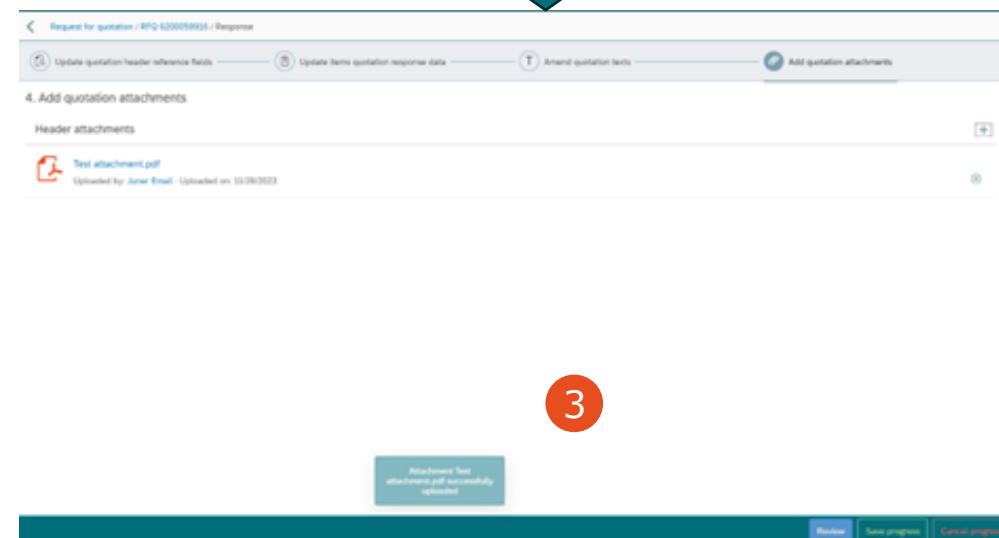
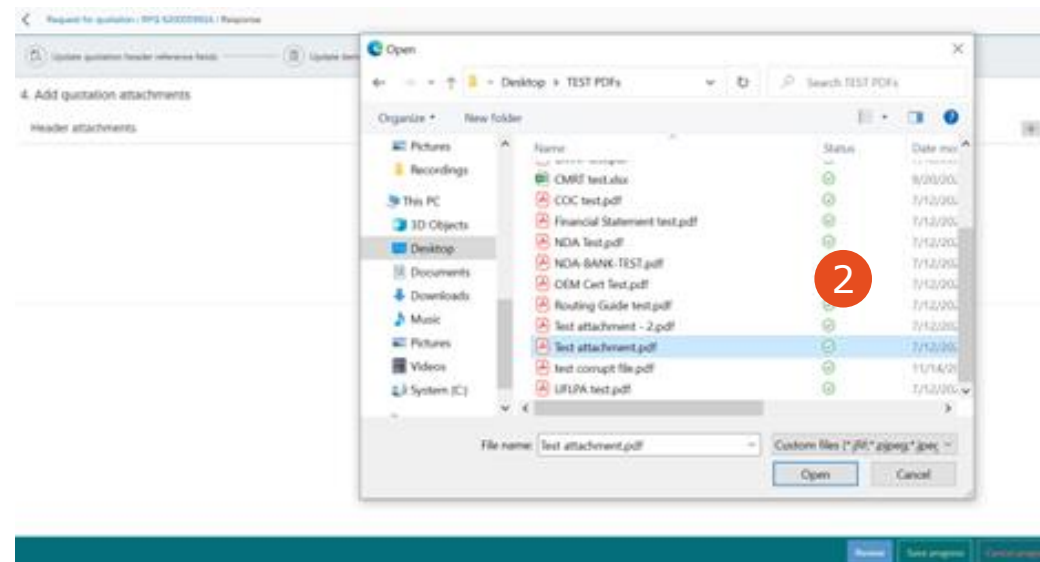
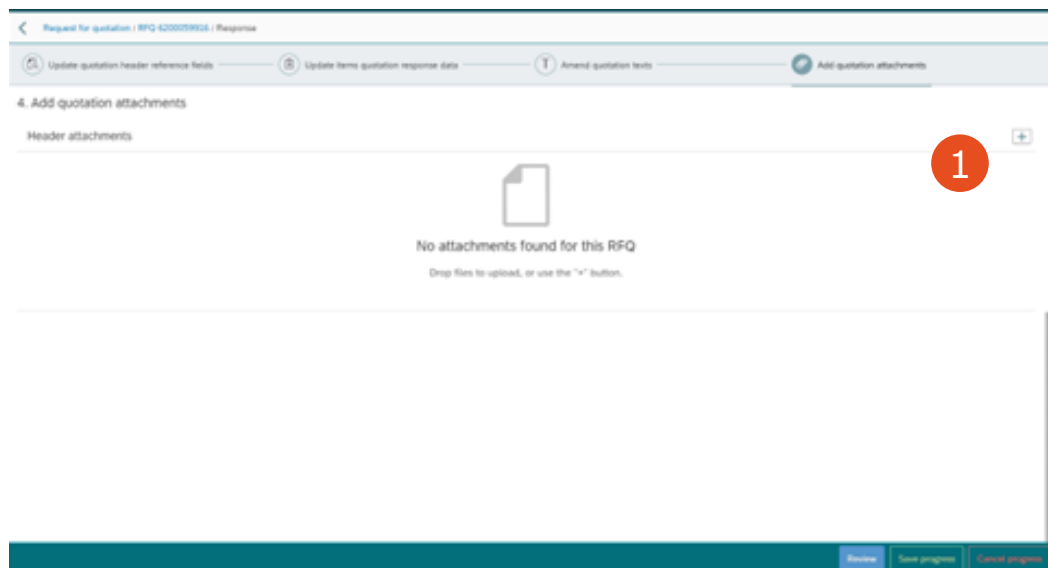
2

Step 4

点击“步骤4 (Step 4)”进行下一步

**注：**在此步骤中，请填写关于报价的意见或注释（如有）。您可以在报价单上添加备注，买家在查看您的报价时就会看到这些备注。

# 回复RFQ向导 (步骤4)



提交报价之前应附上报价单的可打印版:

1. 拖动文件上传, 或点击“+”按钮。
2. 此时将显示一个对话框/弹出窗口。选择要上传的文件并点击“打开”。
3. 文件应显示在标题附件栏中, 并通知您文件已成功上传。
4. 如需进入最后一步, 请点击“查看(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

## (5) 回复RFQ向导 ( 查看 )

Request for quotation / RFQ 6200059916 / Response

Update quotation header reference fields — Update items quotation response data — Amend quotation texts — Add quotation attachments

### 1. Update quotation header reference fields

Your reference: Test12345  
Salesperson: Juner Legion  
Telephone: 9276545677

### 2. Update items quotation response data

Item no.	Material	Requested delivery date	Total qty	Supplier material	Delivery date	Net price	Per	Rejected
00010	TEST123	12/26/2023	10 PC		12/26/2023	10.00 PHP	1	No
00020	TEST456	12/26/2023	20 PC		12/26/2023	20.00 PHP	1	No

### 3. Amend quotation texts

Quotation Response Comment

Test Comment

### 4. Add quotation attachments

Header attachments

Edit response Submit response

请点击“提交回复 (Submit Response)”完成投标

点击“查看(Review)”，页面将显示报价详情摘要。

页面下方有2个选项：“编辑回复(Edit Response)”和“提交回复(Submit Response)”。

点击“编辑回复(Edit Response)”后，将返回编辑报价页面，您可以在这里修改您的数据。

填写完详细信息后，点击“提交回复(Submit Response)”即可完成投标。

# 拒绝e-RFQ

Request for quotation / RFQ 6200059917

RFQ 6200059917

Important: You must adhere to Nexperia bidding guidelines. View Bidding Rules

RFQ Header

Response status: Response required

Date requested: 11/28/2023

Response required: 12/12/2023

RFQ status: Open

Created by: Juner Hart Legion

Our reference: 12345

Payment terms: -

Your reference: -

Incoterms: -

Person: -

References and Contact

Reject RFQ

Please select a reason for rejecting this RFQ:

No offer

No offer

No capacity/resources

Inadequate information

Unfavorable terms

Cannot meet required quality standard

Reject RFQ Cancel

Item no.	Material	Requested delivery date	Total qty
00010	TEST123	12/26/2023	10 PC

Respond to RFQ Reject RFQ

在eRFQ详情页面点击“**拒绝RFQ (Reject RFQ)**”而非“回复RFQ (Respond to RFQ)”，则会出现一个下拉菜单，用于选择拒绝e-RFQ的理由。

选择相应的理由后，单击弹出菜单中的“拒绝RFQ (Reject RFQ)”即可完成。

1 若不参与投标，请点击“拒绝RFQ (Reject RFQ)”

注：点击“拒绝RFQ (Reject RFQ)”按钮后即无法恢复访问

谢谢。

如有疑问，请随时发送电子邮件至[nexperia.portal.support@nexperia.com](mailto:nexperia.portal.support@nexperia.com)，联系我们的支持团队。





EFFICIENCY WINS.