Accounts Payable Frequently Asked Questions

<u>Who do I contact if I have concerns about my account?</u>

Kindly send an email to <u>nexperia.apqueries@nexperia.com</u> or <u>nexperia.portal.support@nexperia.com.</u>
If you are registered to our Supplier portal, you can check the real-time status of your invoices and payment history at the below link.

<u>Login (nexperia.com)</u>

Submission of invoices via Portal uploading.

Invoicing > Upload invoice > *Receiving Entity > Drop files/click (+) button > Upload Now
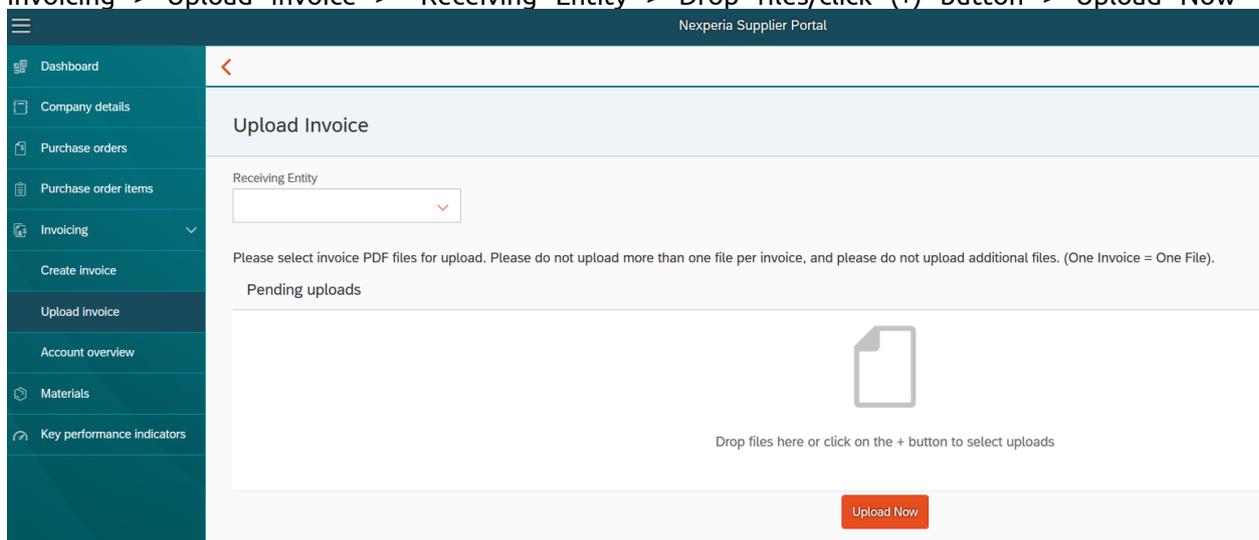
Receiving Entity is the list of Nexperia Entity the vendor wishes to upload the invoice.

<u>How can we check our status?</u>

Invoice status can be checked using the supplier portal. Log on to the supplier portal, click "Invoicing", and choose "Account overview" and in the "Open" tab the list of posted invoices is shown.

For Processing – The tab shows the list of invoices uploaded in the system and waiting in the queue for posting.
Open – The tab shows the list of outstanding invoices that are currently unpaid. It also shows the status of the invoices.
Cleared – The tab shows the list of paid invoices.

Why is my invoice still not posted?

Invoices should be posted within 3-4 business days. If the invoices are not yet posted on said days, please contact the nexperia.apqueries@nexperia.com.

Why is my invoice still not showing the due date in the Portal?

If the invoice in the supplier portal does not show the due date, it means that the invoice is currently on blocked status. And if you need more information about the blocked status, please communicate with the local sourcing team.

How can I get my remittance advice?

Remittance advice is automatically sent by the system to the confirmed email address in the system. If you want to update the email address for remittance advice, please contact nexperia.apqueries@nexperia.com. One email address is only allowed for remittance advice.

Who is the approver of my invoice?

The approver of the invoice is commonly the local sourcing team. Any blocked reason should be communicated to the local sourcing team for more information regarding the reason for the invoice to be blocked.