

ネクスペリアの入札ツール
グローバル購買部 - サプライヤーポータル

Nexperia e-Bidding Tool
Global Procurement Supplier Portal

プロセス概要 e-Bidding Process Overview

ネクスペリアグローバル購買部 Nexperia Global Procurement



RFQ : Request for Quote 見積依頼書の略語

e-RFQ : システムを利用した見積依頼

(1) ネクスペリアのサプライヤーポータルにログインする Supplier Log-in to Nexperia Supplier Portal

下記いずれかのリンクをクリックしてユーザー名・パスワードを入力する。

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

登録済のメールアドレス

Password: User Nominated Password

任意のパスワード

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

見積書のリクエスト確認・回答方法 Responding an e-RFQ

(2) サプライヤーポータルでRFQを開く Supplier opens the RFQ on the Supplier Portal

Supplier Portal

Welcome to the Nexperia Supplier Portal!

Orders to be confirmed
Purchase order lines
35
35 overdue

Goods to be delivered
Purchase order lines
5
5 Overdue

Goods to be delivered
Purchase order lines
Overdue: 5
This week: 0
Next week: 0
Future: 0

Portal announcements
ATTENTION: MAINTENANCE SCHEDULE
Please be informed that Supplier Portal will NOT be available on the following dates due maintenance window.
18th of November 2023 between 04:00 CET and 13:00 CET
19th of November 2023 between 08:00 CET and 18:00 CET
Please plan your actions based on this schedule accordingly.
Portal team

ATTENTION: MAINTENANCE SCHEDULE
Please be informed that Supplier Portal will NOT be available on the following dates due maintenance window.
18th of November 2023 between 04:00 CET and 13:00 CET

Display purchase order
Go

Services to be rendered
Purchase order lines
176
176 overdue

Services to be rendered
Purchase order lines
In the past: 176
This week: 0
Next week: 0
Future: 0

Manage Documents
7
items require action

RFQs for review
Requests for quotation: 2

Contacts
No Action Required
0

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サプライヤーポータルにログインすると、いずれかの方法で新規および保留中のRFQにアクセスできます。

- 1 「RFQs for review」から確認
- 2 メニュータブ「Request for quotation」から確認

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)アクションが必要なオープンRFQのリストが表示されます。

番号をクリックしてリクエストを表示してください。

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

注意:「Open for Response」というリストには、まだ提出されていない入札項目が表示されます。

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

Supplier Portal

Request for quotation

Open for Response Responded Closed

Material Response required MMM d, y to MMM d, y

Request for quotation - with us for review (1)

Reference	Project short description	Date requested	Response required	Created by	Overall Status
6200059916	TESTNOV28	11/28/2023	12/12/2023	Juner Hart Legion	Open

(4) Request for quotation の詳細を確認し、Request for quotationに対する回答を行います Supplier reviews the RFQ Details and Responds to RFQ

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

Payment terms:

References and Contacts

Our reference: TESTNOV28

Your reference: -

Salesperson: -

Telephone: -

Warranty: -

入札に参加する場合は「Respond to RFQ」をクリックし、参加しない場合は「Reject RFQ」をクリックしてください。
Click "Respond to RFQ" to participate or "Reject RFQ" if you will not participate

注：「Reject RFQ」ボタンを押すと元に戻すことはできません
Note: If "Reject RFQ" button is clicked, it cannot be retracked

Item no.	Material	Requested delivery date	Total qty
00010	TEST123	12/26/2023	10 PC
00020	TEST156	12/26/2023	20 PC

Respond to RFQ Reject RFQ

(5) RFQへの回答方法 (ステップ1) Respond to RFQ Wizard (Step 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:

Salesperson:

Telephone:

Step 2

ステップ 2 を押して次のステップに進みます
Press Step 2 to proceed to next step

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

どの段階でも途中保存ができます。
You may save your progress at any step if you cannot continue to respond to the ERFQ

Save progress Cancel progress

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注意:

← 必須項目ではありませんが、この情報を入力することをお勧めします。
入力完了後、「Step2」ボタンをクリックして次のステップへ進みます。

Note:

- The fields are not mandatory; however, we encourage to fill out this information.

(5) RFQへの回答方法 (ステップ2 : 見積内容の入力) Respond to RFQ Wizard (Step 2)

Supplier Portal

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: Test12345
Salesperson: Juner Legion
Telephone: 9276545677

2. Update items quotation response data

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

Item no.	Material	Requested delivery date	Total qty	Supplier material	*Delivery date	*Net price	*Per	Rejected
<input type="checkbox"/>	00010	TEST123	12/26/2023	10	PC			
<input type="checkbox"/>	00020	TEST456	12/26/2023	20	PC			

Step 3

5

ステップ 3 を押して次のステップに進みます
Press Step 3 to proceed to next step

- ① サプライヤー-マテリアル番号 (もしあれば)
- ② 納期日
- ③ 税抜き価格
- ④ 数量

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.

このアイコンをクリックすると、明細項目のテキストが表示されます。
You may click this icon to view the line item texts

注：配達日、Net Price、および単価は必須入力です。“Group pricing”がわからない場合は、“Per” フィールドを 1 のままにしてください。

カレンダー アイコンから、カレンダー ビューより選択できます。
You may click the calendar icon to manually select in calendar view

特定のアイテムに入札しない場合は、行ごとで拒否することができます
You may reject a line item if you will not bid for a specific item

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



(5) RFQへの回答方法 (ステップ3 : コメントを記入する) Respond to RFQ Wizard (Step 3)

Supplier Portal

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

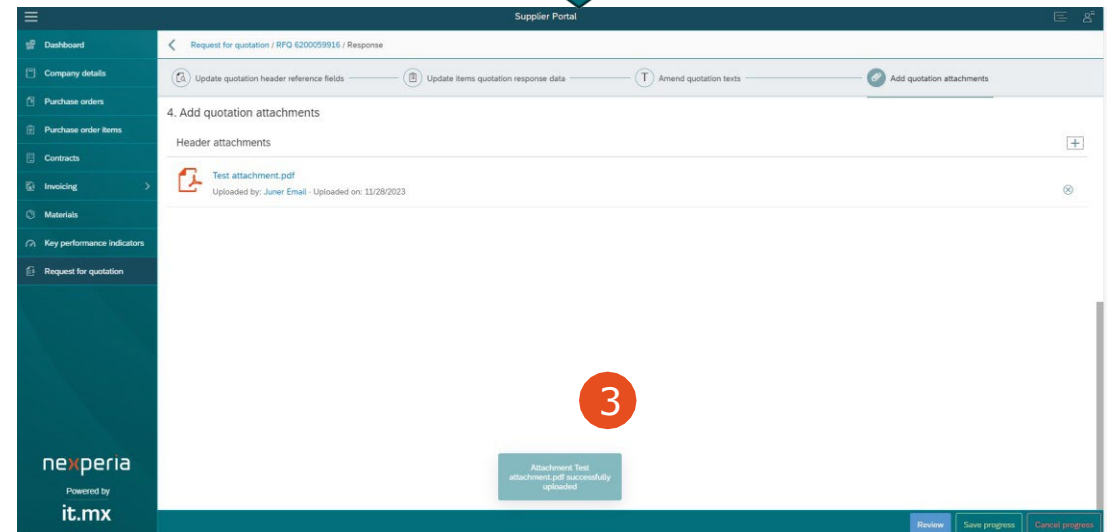
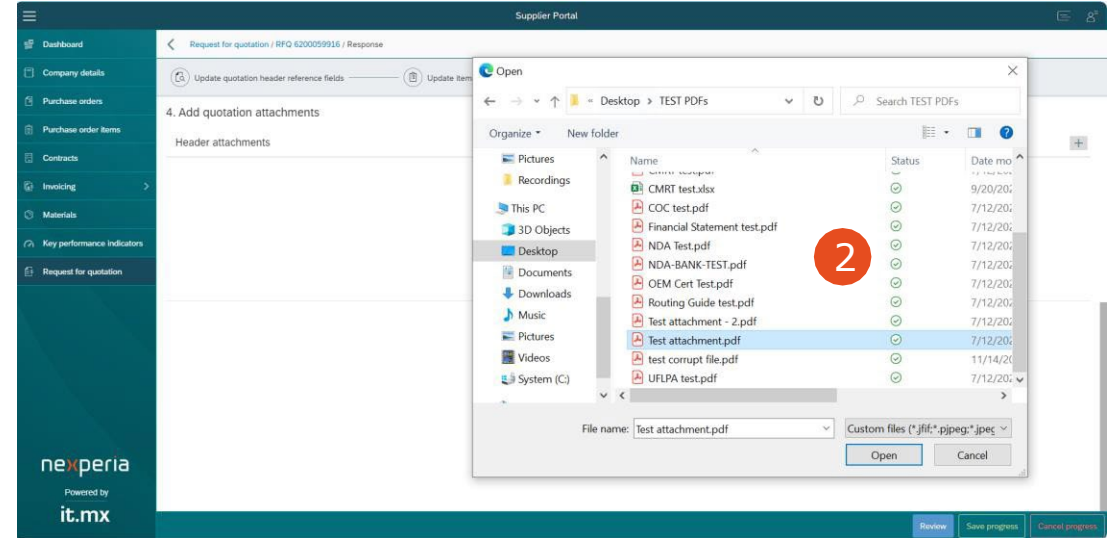
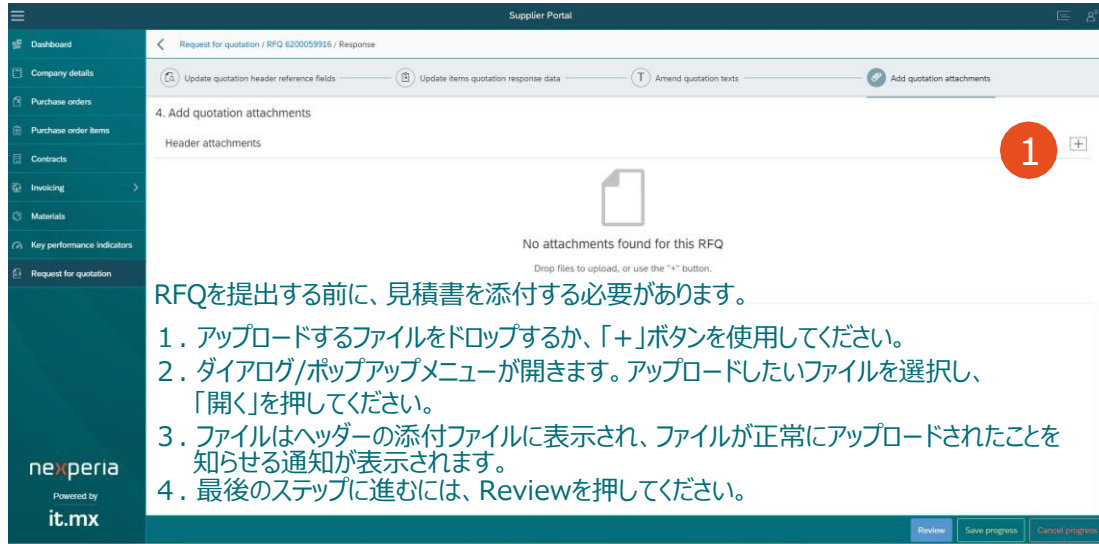
Step 4 2

ステップ 4 を押して次のステップに進みます
Press Step 4 to proceed to next step

注: 見積書に関するコメント（特記事項等あれば）を記入できます。
追記されたコメントは、弊社グローバル購買部にて見積書を確認する際、確認します。

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) RFQへの回答方法 (ステップ4 : 見積書を添付する) 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**.

4



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) RFQへの回答方法 (レビュー : アップロードした見積書を確認する) Respond to RFQ Wizard (Review)

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: 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**

Submit Response を押して 入札を確定します。
Press Submit Response to finalize the bid

「レビュー」をクリックすると、見積詳細の概要が表示されます。

ページの最後には2つのオプションがあります: Submit response または Edit response。

Edit Response をクリックすると、見積りの編集ページに戻り、データを修正できます。詳細の確認が完了したら「Submit response」をクリックして入札を完了してください。

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) e-RFQを拒否するRejecting an e-RFQ

Supplier Portal

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: -

Reject RFQ

Please select a reason for rejecting this RFQ:

No offer

Reject RFQ Cancel

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

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Respond to RFQ Reject RFQ

Request for quotationの詳細画面で「Respond to RFQ」の代わりに「Reject RFQ」をクリックすると、拒否する理由を選択するためのドロップダウンリストが表示されます。理由を選択したら、ポップアップメニューの「Reject RFQ」をクリックして完了します

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.

1 参加しない場合は「RFQを拒否する」をクリックしてください
Click "Reject RFQ" if you will not participate

注意:「Reject RFQ」ボタンが押すと再追跡することはできません

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

Thank you.

ありがとうございます

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

質問がある場合は、お気軽にサポートチームまでお問い合わせください。
Nexperia.portal.support@nexperia.com

マニュアルを添付した自動返信メールが配信されることがありますが、
数日中に別途担当者より返信いたします。

