



Accounts Payable Vendor Portal

应付账款供应商平台

Vendor Functions

供应商功能演示

Accounts Payable Vendor Portal

登陆 Login

- 当首次打开供应商平台时, 系统将提示您输入供应商号(Vendor Number) 和密码(Password) 进行登录。如果您没有此信息, 请联系您对口的大陆集团财务(**AUMOVIO** representative) 。
- 3次及以上的登陆申请失败后, 您的账户将被锁定。
- 如果您想更改密码, 或者您的账户被锁定, 请联系您对口的大陆集团财务(**AUMOVIO** representative) 。
- Select your Language. 选择您的语言

The screenshot shows the AUMOVIO Vendor Self Service Portal login interface. A purple header bar contains the AUMOVIO logo on the left, the text 'Vendor Self Service Portal' on the right, and a language selector dropdown set to 'English' with a Chinese label 'Language 语言' above it. Below the header, the login form includes fields for 'Vendor Number:' and 'Password:', a red 'Login' button, and a 'Reset Password' link. To the right of the form is a section titled 'Attention Suppliers:' containing instructions and links. A blue box labeled 'Login Box 登录框' with an arrow points to the login form area.

Language
语言

English

AUMOVIO

Vendor Self Service Portal

anonymous
xxx - anonymous

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.

For creating new password you can see next user guide: [Portal Vendor Guide](#)

In case the temporary code is not received, please contact the corresponding Accounts Payable team to update your email address in our system.

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

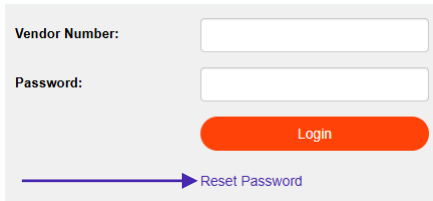
Login Box
登录框

Accounts Payable Vendor Portal

重置密码 Reset Password

您可以重置自己的密码（**Password**），这时需要您提供您的供应商编号（**Vendor Number**）和有效的电子邮件才能接收带有验证码的消息。如果您不知道您的指定电子邮件，请联系您的大陆集团财务。请按照以下步骤重置密码：

1. 点击“重置密码(Reset password)”。



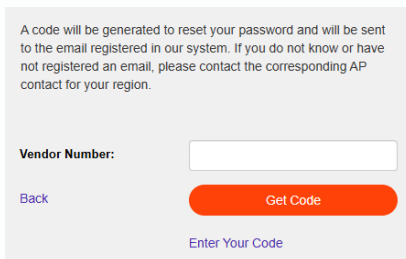
Vendor Number:

Password:

Login

[Reset Password](#)

2. 输入您的“供应商编号（**Vendor Number**）”，然后按“获取验证码（**Get Code**）”按钮。您将收到一封带有验证码的电子邮件，用以重置密码（注意：此验证码不是您的新密码）。



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](#) [Get Code](#)

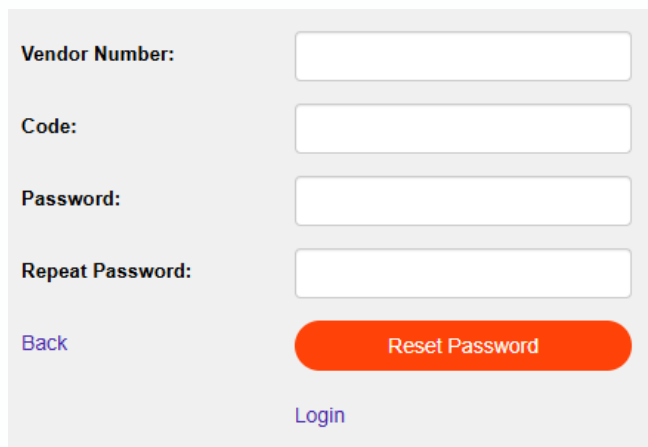
[Enter Your Code](#)

3. 获得代码后，点击“输入验证码（**Write Code**）”。

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Reset Password

4. 输入“供应商编号”、“验证码”、“新密码”和“确认新密码”（“Vendor Number”, “Code” received, “New Password” and “Confirmation”），然后点击“重置密码(Reset Password)”按钮即可。



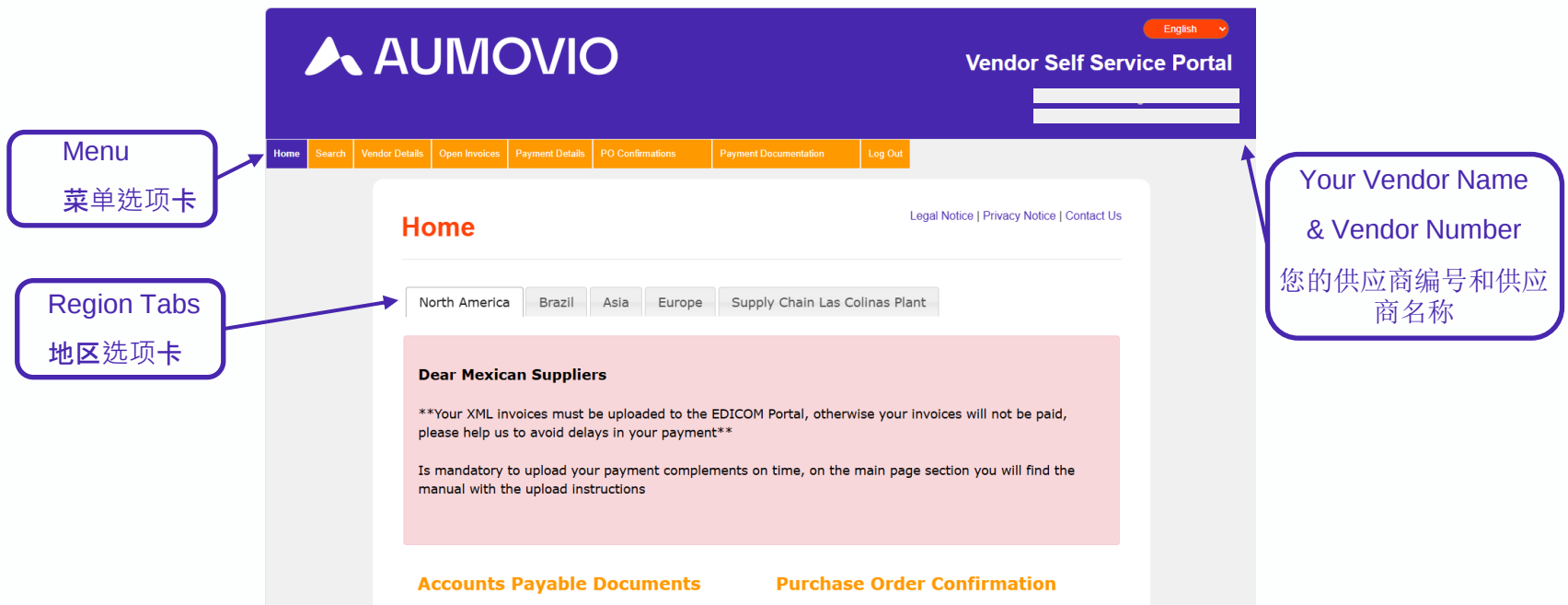
The screenshot shows a web form for resetting a password. It contains four input fields for 'Vendor Number', 'Code', 'Password', and 'Repeat Password'. Below the fields are three buttons: a blue 'Back' button, a red 'Reset Password' button, and a blue 'Login' button.

Vendor Number:	
Code:	
Password:	
Repeat Password:	
Back	Reset Password
Login	

Accounts Payable Vendor Portal

主页 Home Page

- 登录后，您将进入 AP 门户主页。
- 所有操作都可通过单击屏幕中间选项卡上的菜单选项来完成。
- 如果您想查询有关您运输目的地区的相关信息，请选择相应的地区选项卡 (Region Tab)。法人特定的应付账款联系人、发票提交说明指导、公告和其他相关文档 (specific Accounts Payable contacts, invoice submission instructions, announcements, and other relevant documentation) 将在此选项卡下呈现。



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搜索 Search

- 如果您不确定当前的付款状态，您可以从菜单选项卡中选择“搜索（Search）”选项。
- 所有字段均为可选字段
- 文件编号(Document Numbers) 接受部分输入
 - 对于起始号码字段的搜索，例如输入：123，搜索结果将返回：123、1234、12345
 - 对于包含号码字段的搜索，例如输入：*89，搜索结果将返回：789、1892、123890A
- 结果仅限于找到的前 100 条记录
- 要查看记录的完整详细信息，请单击带下划线的文档编号（Doc Num）

Search

By Reference Document Number

By AUMOVIO Document Number

By Invoice/Due Date

Start 01 Oct 2023 End 02 Oct 2025 Date Presets

Sort By Ref Doc Num

Search

Doc Num	Ref Doc Num	Date	Table
			Payment Details
			Payment Details

Click the link to see more details about the record

点击链接查看记录的更多详情

Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list

使用日历弹出窗口手动选择日期，或从下拉列表中快速选择日期范围

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供应商详情 Vendor Details

- 从菜单选项卡中选择供应商详情，将显示供应商的名称和地址的详细信息。
- 可能列出一个或多个 IBAN/银行账户。
- 可能列出一个或多个增值税代码 (VAT codes) 。

Vendor Details

Open Invoices

Payment Details

PO Confirmations

Payment Documentation

Log Out

Vendor Details

Vendor Number:

Vendor Name:

Street:

City:

Country:

Bank:

Bank Name	Swift	IBAN/Bank Account	Currency Of Account

VAT:

Vendor Number:

Vendor Name, Address, Bank, and VAT For corrections please contact your **AUMOVIO** representative

供应商名称、地址、银行和增值税 如需更正，请联系您的大陆集团代表

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未结发票 Open Invoices

- 从菜单选项卡中选择未结发票（Open Invoice）后，将立即显示所有可访问记录
- 按发票日期分组的记录摘要会显示在顶部
- 完整记录详情将展示在下方，每页可显示1000 条记录
- 可以单击列标题进行排序，也可以选择展示框从而仅显示该框下的情况。
- 筛选器框(Filter box)可键入筛选词来搜索特定记录。

The screenshot shows the 'Open Invoices' interface with several key components and annotations:

- Filter box 筛选器框:** A search bar at the top left for filtering records.
- Summary of all records displayed below 下方所有记录的摘要:** A section showing a summary of records, including 'Total Records', 'Invoice Date Summary', and 'Total'.
- All records can be downloaded for personal review 所有记录均可下载供个人查阅:** A note indicating that all records can be downloaded for personal review.
- 1000 records per page Select the current page 每页1000条记录 选择当前页:** A note indicating that 1000 records are displayed per page and that the current page can be selected.
- Click a heading to sort ascending and click again to sort descending 单击标题可升序排序，再次单击可降序排序:** A note indicating that clicking a column heading sorts the data in ascending order, and clicking it again sorts it in descending order.
- Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes): 单击显示框以显示列（请注意，将导出所有列，而不仅仅是选中的框）:** A note indicating that clicking the 'show' boxes for columns will display all columns, not just the selected ones.

The interface includes a table with columns: Claim Goods Receipt, Company Name, Reference, Deliv. Note, Invoice Date, Purchase Order, Issue Description, Requestor, Payment Terms, Due Date, Amount, Currency, Plant Name, Plant Name 2, Payment Status, Doc Type, Status, and Posted Status. The table shows 2 record(s) on 1 page(s).

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付款详情 Payment Details

- 从菜单选项卡中选择付款详情，您首先需要选择一个日期范围，然后单击“显示（Show）”按钮
- 按付款日期分组的记录摘要会显示在顶部（Payment Date）
- 完整记录详情展示在下方，每页可显示 1000 条记录
- 可以单击列标题进行排序，也可以选择展示框以仅显示该框下的情况。

The screenshot shows the 'Payment Details' page with the following components and annotations:

- Navigation Bar:** Stalls, Open Invoices, **Payment Details**, PO Confirmations, Payment Documentation, Log Out.
- Payment Date:** Start (01 Sep 2025), End (31 Oct 2025), Date Presets, and a **Show** button.
 - Annotation: "Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list" (使用日历弹出窗口手动选择日期，或从下拉列表中快速选择日期范围)
- Summary Table:** A table with columns: Total Records, Payment Date, **Total**, and Currency.
 - Annotation: "Summary of all records displayed below" (下方所有记录的摘要)
- Export Options:** **Export .xlsx** and **Export .csv** buttons.
 - Annotation: "All records can be downloaded for personal review" (所有记录均可下载供个人查阅)
 - Annotation: "1000 records per page. Select the current page. 每页1000条记录. 选择当前页"
- Checkboxes:** A row of checkboxes for various fields: Company Name / Comp. Code, Ref Doc Num, Deliv. Note, Payment Ref., PO Num, Additional Info, Invoice Date, Payment Date, Amount, Currency, Payment Doc, Cancelled Doc, Plant, Plant Name 2, and Cost Doc Num.
 - Annotation: "Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes)." (单击筛选框来筛选数据（请注意，将导出所有记录，而不仅仅筛选的记录）。)
- Records:** A table showing 3 records, 1 pages. The table has columns: Company Name / Comp. Code, Ref Doc Num, Deliv. Note, Payment Ref., PO Num, Additional Info, Invoice Date, Payment Date, **Amount**, and **Currency**.
 - Annotation: "Click a heading to sort ascending and click again to sort descending" (单击标题可升序排序，再次单击可降序排序)

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登出 Log Out

- 当您完成操作后，请从主菜单中选择“登出（Log Out）”。
- 若您打开任何页面超过 30 分钟无操作，将自动登出。



Select Log Out when finished.
操作完成后选择登出

