



Accounts Payable Vendor Portal

Vendor Functions

<https://apportal.aumovio.com/>

Accounts Payable Vendor Portal Login

- When first opening the Accounts Payable Portal you will be prompted to login with a Vendor Number and Password. If you do not have this information, please contact your **AUMOVIO** representative.
- After 3 or more failed login attempts your account will be locked.
- If you would like to change your password, or your account is locked, please contact your local **AUMOVIO** representative, based on the legal entity name.
- Select your Language.

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 dropdown menu set to 'English'. Below the header, the login form is centered. It includes fields for 'Vendor Number' and 'Password', a red 'Login' button, and a 'Reset Password' link. To the right of the login fields, there is a section titled 'Attention Suppliers:' with instructions on how to use the portal and contact support. At the bottom of this section, there are links for 'Legal Notice', 'Privacy Notice', and 'Contact Us'. Annotations include a box labeled 'Language' pointing to the language dropdown, and a box labeled 'Login Box' with an arrow pointing to the 'Login' button.

Language

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.

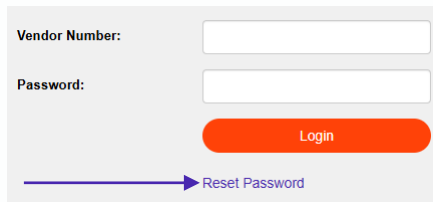
[Legal Notice](#) | [Privacy Notice](#) | [Contact Us](#)

Accounts Payable Vendor Portal

Reset Password

You can reset your own Password and you require your Vendor Number and an active email to receive the message with a code. If you do not know your assigned email, please contact your **AUMOVIO** representative. Follow next steps to reset your password:

1. Press on **“Reset password”**.



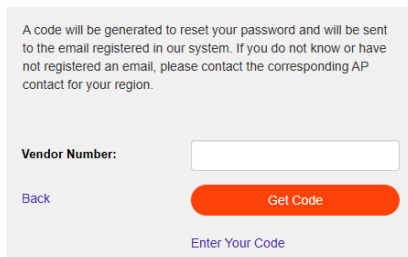
Vendor Number:

Password:

Login

[Reset Password](#)

2. Type your **“Vendor Number”** and press **“Get Code”** button. You will receive an email with the code to reset your password (**This code IS NOT your new password**).



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](#)

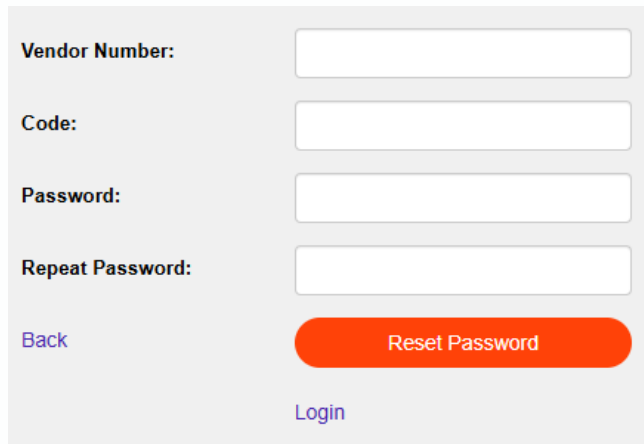
[Enter Your Code](#)

3. Once you have your code, press on **“Enter Your Code”**.

Accounts Payable Vendor Portal

Reset Password

4. Type “**Vendor Number**”, “**Code**” received, “**New Password**” and “**Confirmation**” of your password, then press “**Reset Password**”.



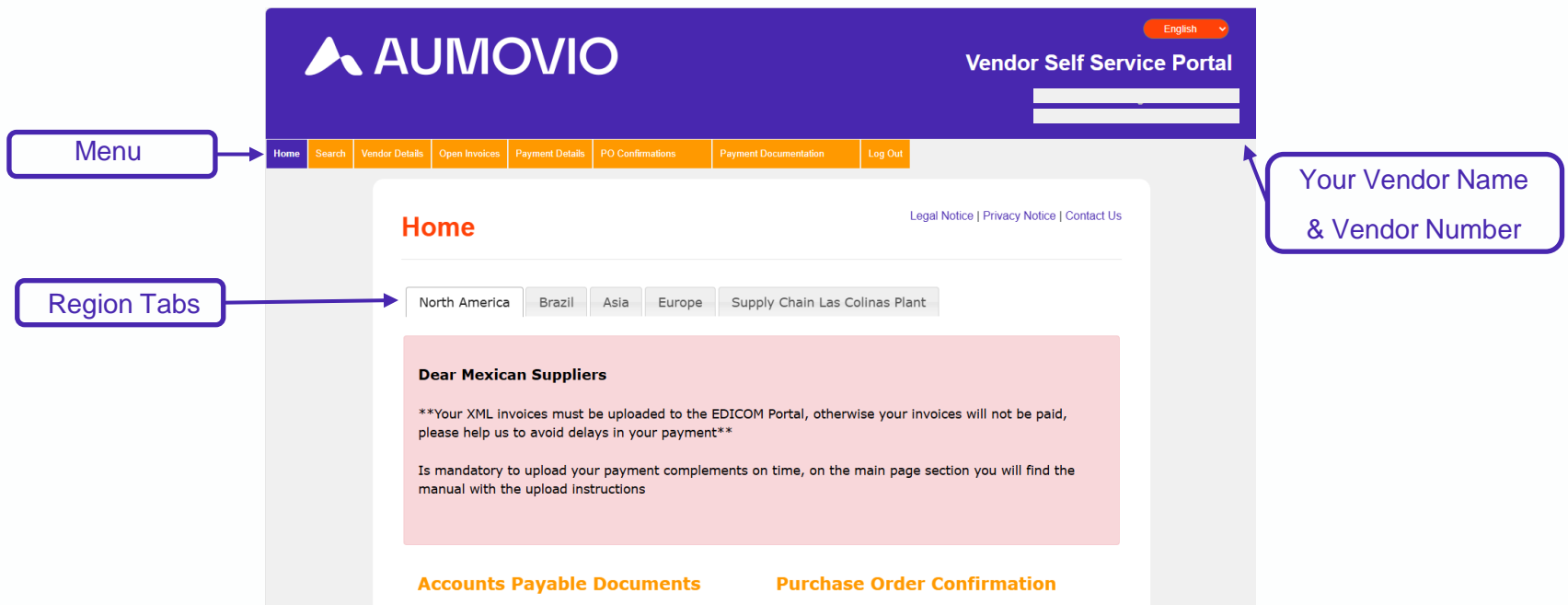
The screenshot shows a web form for resetting a password. It features four input fields stacked vertically, each with a label to its left: 'Vendor Number:', 'Code:', 'Password:', and 'Repeat Password:'. Below these fields are three interactive elements: a blue 'Back' link on the left, a prominent orange 'Reset Password' button in the center, and a blue 'Login' link on the right.

Vendor Number:	<input type="text"/>
Code:	<input type="text"/>
Password:	<input type="password"/>
Repeat Password:	<input type="password"/>

[Back](#) [Reset Password](#) [Login](#)

Accounts Payable Vendor Portal Home Page

- After logging in you begin at the AP Portal Home Page.
- All navigation is done by clicking on the menu choices on the tabs across the middle of the screen.
- For information related to the region to which you are shipping, select the appropriate Region Tab. Legal entity specific Accounts Payable contacts, invoice submission instructions, announcements, and other relevant documentation will be placed here.



Accounts Payable Vendor Portal Search

- If you are unsure of the current status of a payment, you may choose Search from the menu tabs.
- All fields are optional.
- Document Numbers accept partial entries:
 - Searching for the starting number enter: 123 and search will return: 123, 1234, 12345
 - Searching for a containing number enter: *89 and search will return: 789, 1892, 123890A
- Results are limited to the first 100 records found.
- To view the full details of a record, click on the underlined Doc Num.

Search

By Reference Document Number

By AUMOVIO Document Number

By Invoice/Due Date Start End Date Presets

Sort By

Search

Doc Num	Ref Doc Num	Date	Table
[Redacted]	[Redacted]	[Redacted]	Payment Details
[Redacted]	[Redacted]	[Redacted]	Payment Details

Click the link to see more details about the record

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

Accounts Payable Vendor Portal

Vendor Details

- By choosing Vendor Details from the menu tabs, the vendor's Name and Address details are displayed.
- One or more IBAN/bank accounts may be listed.
- One or more VAT codes may be listed.

Vendor Details

Vendor Number:

Vendor Name:

Street:

City:

Country:

Bank:

Bank Name	Swift	IBAN/Bank Account	Currency Of Account
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VAT:

Vendor Number:

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

Accounts Payable Vendor Portal

Open Invoices

- By choosing Open Invoices from the menu tabs, all available records are immediately displayed.
- A summary of records grouped by Invoice Date appears at the top.
- The full record details are displayed below, separated into 1000 records per page.
- Column headings can be clicked to sort or displayed boxes can be selected to show only that ones.
- Filter box can be used to type a filter word for searching specific records.

The screenshot shows the 'Open Invoices' page in the Accounts Payable Vendor Portal. The page has a navigation bar with tabs: 'Open Invoices', 'Payment Details', 'PO Confirmations', 'Payment Documentation', and 'Log Out'. The main content area is titled 'Open Invoices' and includes a link to 'Click here to see "Payment Calendar"'. Below this is a summary table with columns: 'Total Records', 'Invoice Date Summary', 'Total', and 'Currency'. A search bar is present with buttons for 'Search', 'Clear', 'Export xls', and 'Export csv'. A legend on the right indicates three status categories: 'Processed, invoice free for payment' (green dot), 'Not processed, Pending for invoice validation / clarification' (red dot), and 'Invoice locked for payment' (yellow dot). The main table displays invoice details 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'. Annotations with arrows point to various features: 'Filter box' points to the search bar; 'Summary of all records displayed below' points to the summary table; 'All records can be downloaded for personal review' points to the 'Export xls' and 'Export csv' buttons; 'Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes)' points to the checkboxes above the table columns; 'Click a heading to sort ascending and click again to sort descending' points to the 'Amount' column header; and '1000 records per page Select the current page' points to the pagination controls at the bottom of the table.

Filter box

Open Invoices

Click here to see "Payment Calendar"

Total Records Invoice Date Summary Total Currency

Summary of all records displayed below

1000 records per page
Select the current page

Search Clear Export xls Export csv

All records can be downloaded for personal review

Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes).

Click a heading to sort ascending and click again to sort descending

Processed, invoice free for payment

Not processed, Pending for invoice validation / clarification

Invoice locked for payment

2 record(s), 1 page(s)

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	Posted Status

Accounts Payable Vendor Portal

Payment Details

- By choosing Payment Details from the menu tabs, you must first choose a date range and click Show.
- A summary of records grouped by Payment Date appears at the top.
- The full record details are displayed below, separated into 1000 records per page.
- Column headings can be clicked to sort or displayed boxes can be selected to show only that ones.

The screenshot shows the 'Payment Details' page in the Accounts Payable Vendor Portal. The page has a navigation bar with tabs: 'Details', 'Open Invoices', 'Payment Details' (selected), 'PO Confirmations', 'Payment Documentation', and 'Log Out'. Below the navigation bar, the 'Payment Details' section is titled. It includes a 'Payment Date' filter with 'Start' (01 Sep 2025) and 'End' (31 Oct 2025) date pickers, a 'Date Presets' dropdown, and a 'Show' button. A callout points to the 'Show' button: 'Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list'. Below the filter, there is a summary table with columns: 'Total Records', 'Payment Date', 'Total', and 'Currency'. A callout points to this table: 'Summary of all records displayed below'. Below the summary table, there are 'Export .xlsx' and 'Export .csv' buttons. A callout points to these buttons: 'All records can be downloaded for personal review'. Below the export buttons, there is a row of checkboxes for various columns: '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 'Conti Doc Num'. A callout points to these checkboxes: 'Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes)'. Below the checkboxes, it says '3 records, 1 pages'. At the bottom, there is a table with columns: 'Company Name / Comp. Code', 'Ref Doc Num', 'Deliv. Note', 'Payment Ref.', 'PO Num', 'Additional Info', 'Invoice Date', 'Payment Date', 'Amount', and 'Currency'. Each column has a dropdown menu. A callout points to these dropdowns: 'Click a heading to sort ascending and click again to sort descending'. A callout points to the '1000 records per page' text: '1000 records per page Select the current page'.

1000 records per page
Select the current page

Summary of all records displayed below

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

All records can be downloaded for personal review

Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes).

Click a heading to sort ascending and click again to sort descending

Accounts Payable Vendor Portal

Log Out

- When you are finished, please choose “Log Out” from the main menu.
- If you leave any page open without any activity for more than 30 minutes, you will automatically log out.



Select Log Out when finished.

