



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 and includes fields for 'Vendor Number' and 'Password', a red 'Login' button, and a 'Reset Password' link. To the right of the login form, 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](#)

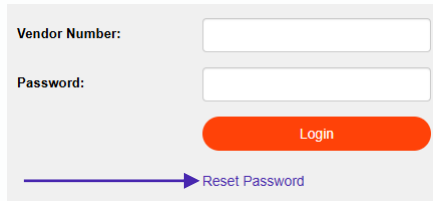
Login Box

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”**.



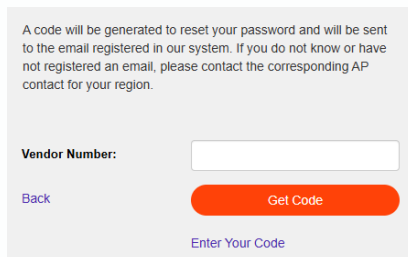
Vendor Number:

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](#)

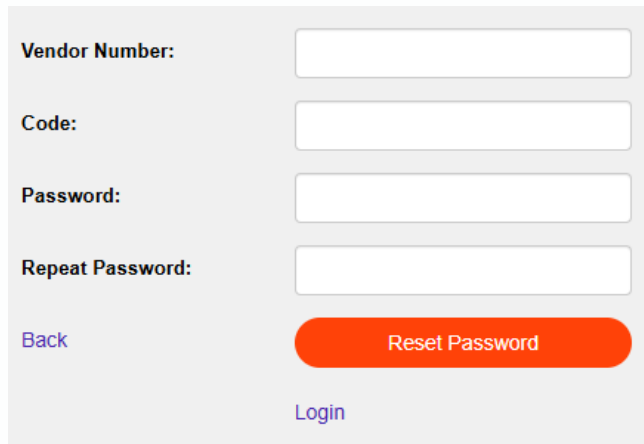
[Enter Your Code](#)

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**”.



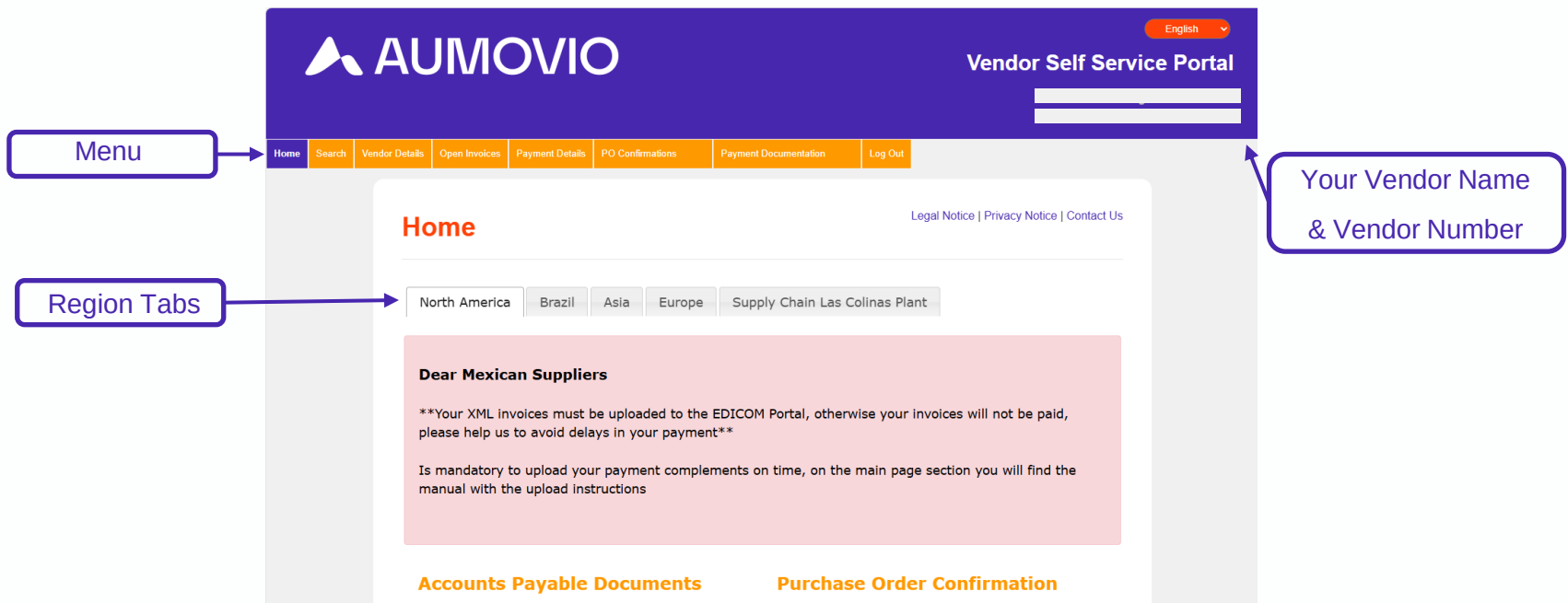
The screenshot shows a web form for resetting a password. It contains four input fields labeled 'Vendor Number:', 'Code:', 'Password:', and 'Repeat Password:'. Below the fields are three links: 'Back' (purple), 'Reset Password' (orange button), and 'Login' (purple).

Vendor Number:	
Code:	
Password:	
Repeat 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.

The screenshot shows the 'Search' page of the Accounts Payable Vendor Portal. The top navigation bar includes tabs for Search, Vendor Details, Open Invoices, Payment Details, PO Confirmations, Payment Documentation, and Log Out. The 'Search' tab is active. The search form has three main sections: 'By Reference Document Number' with a text input field, 'By AUMOVIO Document Number' with a text input field, and 'By Invoice/Due Date' with 'Start' and 'End' date pickers (showing 01 Oct 2023 and 02 Oct 2025) and a 'Date Presets' dropdown. Below these is a 'Sort By' dropdown set to 'Ref Doc Num'. A red 'Search' button is at the bottom of the form. Below the form is a table with columns: Doc Num, Ref Doc Num, Date, and Table. The first two rows of the table are highlighted in red and labeled 'Payment Details' in the 'Table' column. A callout box on the left points to the underlined 'Doc Num' in the first row, stating 'Click the link to see more details about the record'. A callout box on the right points to the 'Date Presets' dropdown, stating 'Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list'.

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

Doc Num	Ref Doc Num	Date	Table
<u>123456</u>	123456	01 Oct 2023	Payment Details
789012	789012	02 Oct 2025	Payment Details

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

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' interface. At the top, there are navigation tabs: 'Open Invoices', 'Payment Details', 'PO Confirmations', 'Payment Documentation', and 'Log Out'. Below the tabs, the title 'Open Invoices' is displayed. A link 'Click here to see "Payment Calendar"' is present. A summary table is shown with columns: 'Total Records', 'Invoice Date Summary', 'Total', and 'Currency'. Below the summary, there are buttons: 'Search', 'Clean', 'Export xls', and 'Export csv'. A status legend on the right indicates: 'Processed, invoice free for payment' (green dot), 'Not processed, Pending for invoice validation / clarification' (red dot), and 'Invoice locked for payment' (yellow dot). A table of columns is shown with checkboxes for each: 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 records(s) on 1 page(s). The first record is partially visible 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:

- Filter box
- Summary of all records displayed below
- 1000 records per page
Select the current page
- 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

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 summary table is displayed below the filter, with columns: 'Total Records', 'Payment Date', 'Total', and 'Currency'. Below the summary table, there are 'Export .xlsx' and 'Export .csv' buttons, with a note 'For use in Excel or similar spreadsheets'. 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'. 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 with 'All' selected. Annotations with arrows point to various elements: '1000 records per page Select the current page' points to the 'Payment Date' filter; 'Summary of all records displayed below' points to the summary table; 'Manually choose a date with the calendar pop-up or quickly pick a date range from the drop-down list' points to the 'Date Presets' dropdown; 'Click the show boxes to display the columns (note that all columns will be exported, not just selected boxes)' points to the checkboxes; 'All records can be downloaded for personal review' points to the 'Export .xlsx' and 'Export .csv' buttons; and 'Click a heading to sort ascending and click again to sort descending' points to the 'Company Name / Comp. Code' dropdown.

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

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

All records can be downloaded for personal review

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

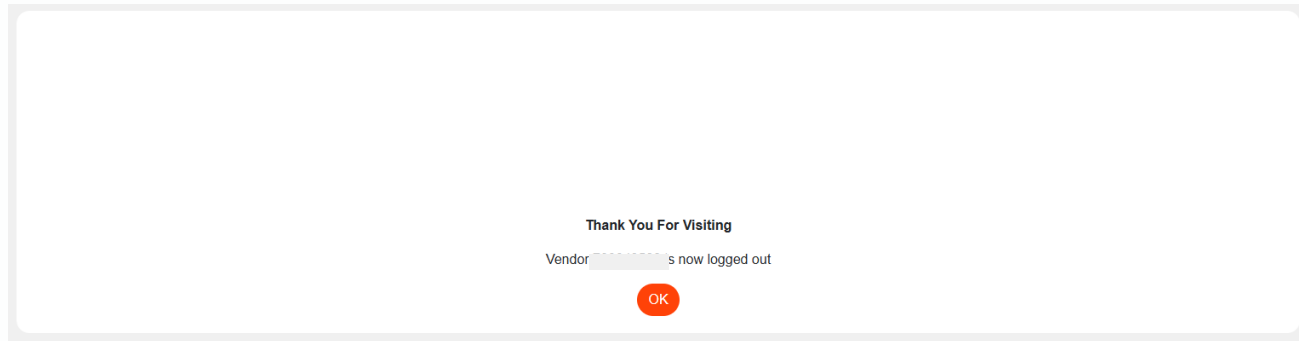
Accounts Payable Vendor Portal

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.





Accounts Payable Vendor Portal

Funciones del Proveedor

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

Accounts Payable Vendor Portal

Inicio de Sesión

- Para iniciar sesión en el portal, y poder tener acceso a la información de sus facturas, es necesario que cuenta con un usuario (número de proveedor asignado por **AUMOVIO**) y contraseña. Si no posee esta información, por favor contacte a su representante de cuentas por pagar.
- Si usted olvidó su contraseña o desea una nueva, o si su cuenta esta bloqueada, por favor póngase en contacto con su representante de cuentas por pagar. NOTA: Después de 3 intentos fallidos de inicio de sesión, la cuenta se bloqueará.
- En la parte superior derecha puede escoger el idioma de su preferencia.

Idioma

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.

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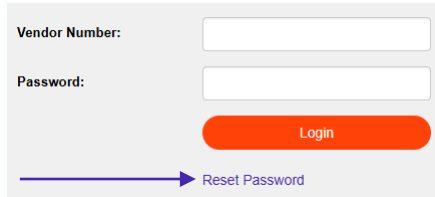
Inicio de Sesión

Accounts Payable Vendor Portal

Restablecer Contraseña

Es posible restablecer la contraseña y es requerido el número de proveedor y un correo electrónico activo para recibir un código para el restablecimiento de la contraseña. En caso de no contar con algún requerimiento es necesario contactar a tu representante de **AUMOVIO**. Sigue los siguientes pasos para restablecer tu contraseña:

1. Presiona en “**Reset password**”.



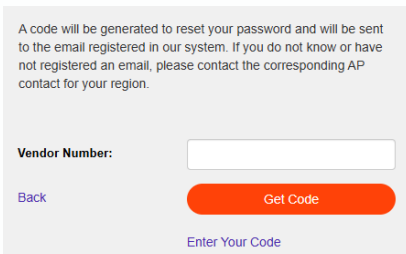
Vendor Number:

Password:

Login

Reset Password

2. Escribe tu “Número de Proveedor” (Vendor Number) y presiona el botón “**Get Code**”. Recibiras un correo electrónico con un Código para restablecer tu contraseña (**Este código no es tu contraseña**).



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

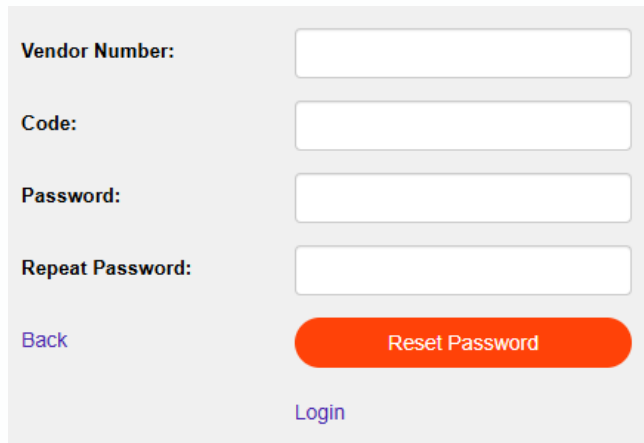
Enter Your Code

3. Una vez recibido el Código presiona sobre “**Write Code**”.

Accounts Payable Vendor Portal

Restablecer Contraseña

4. Escribe tu Número de Proveedor (**Vendor Number**), Código recibido (**Code**), Contraseña nueva (**Password**) y la confirmación de tu contraseña nueva (**Repeat Password**) y presiona “**Reset Password**” para restablecer tu contraseña.



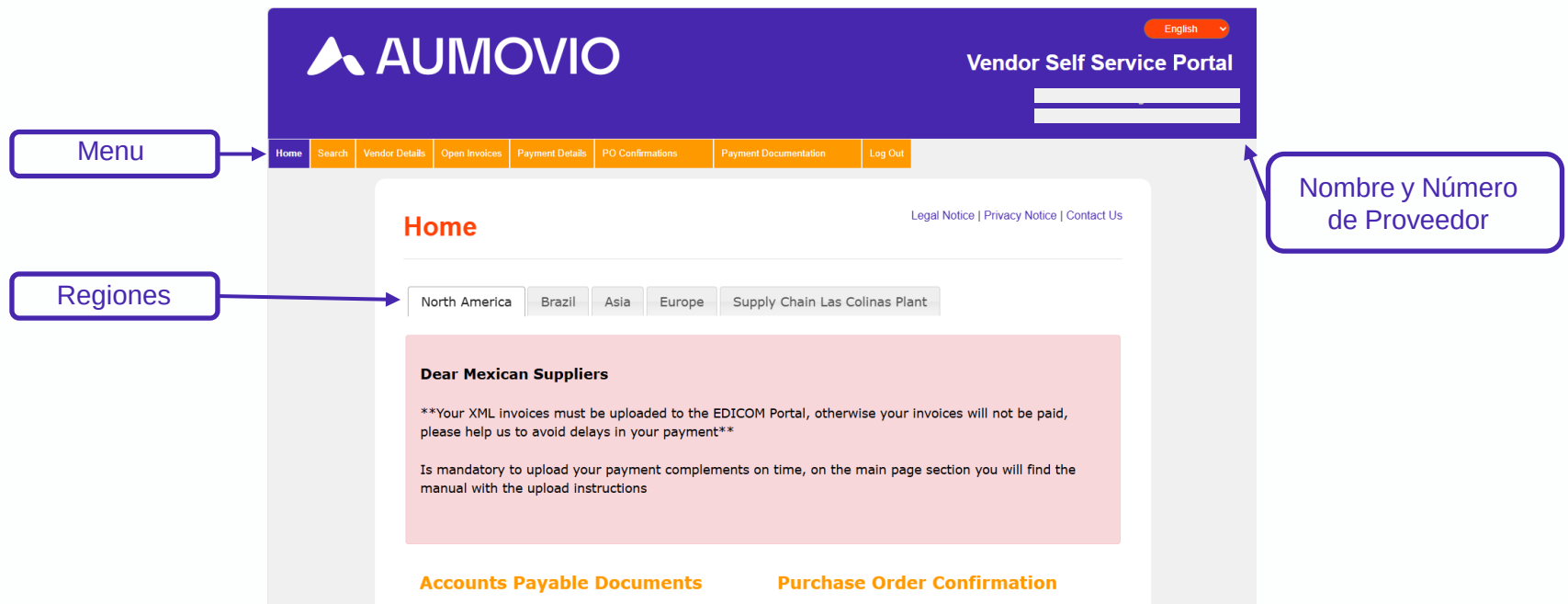
The screenshot shows a password reset form with the following fields and buttons:

- Vendor Number:** A text input field.
- Code:** A text input field.
- Password:** A text input field.
- Repeat Password:** A text input field.
- Back:** A blue text link.
- Reset Password:** An orange button.
- Login:** A blue text link.

Accounts Payable Vendor Portal

Página de inicio

- Después de iniciar sesión aparecerán las opciones para la consulta de facturas.
- Simplemente de click en el menú que desee consultar.



Accounts Payable Vendor Portal

Búsqueda General

- Si no se está seguro del estatus de su factura (pendiente de pago, programada para pago, etc.) puede hacer una búsqueda general.
- Los números de documentos aceptan entradas parciales:
 - Si se busca por ejemplo por el número con que inicia la factura, y usted pone 123, le dará la opción de autocompletar 1234,12345, etc.
 - Alguien puede buscar por el número contenido en la referencia. Ejemplo, si busca *89, le saldrán los registros que tengan el 89 contenido : 789, 1892, 123890A, etc.
- Los resultados están limitados a 100 elementos.

Accounts Payable Vendor Portal

Detalles del Proveedor

- En detalles del proveedor, podrá ver la información que **AUMOVIO** tiene en su cuenta, tales como nombre y dirección.
- Los datos bancarios no están visibles, pero eso no significa que no estén registrados en el sistema de **AUMOVIO**.

Vendor Details

Vendor Number:

Vendor Name:

Street:

City:

Country:

Bank:

Bank Name	Swift	IBAN/Bank Account	Currency Of Account

VAT:

Vendor Number:

Nombre del proveedor, dirección, banco e IVA. Para correcciones, comuníquese con su representante de **AUMOVIO**.

Accounts Payable Vendor Portal

Facturas Abiertas

- Al escoger el menú Facturas Abiertas, se despliegan inmediatamente todas las facturas en este estado.
- Un resumen de facturas por mes y por monto está disponible.
- También se tienen los registros completos, separados por cada 1000.
- Los encabezados de las columnas pueden ser usados para ordenar los registros.
- En la caja de búsqueda puedes escribir una palabra para filtrar los registros.

The screenshot shows the 'Open Invoices' interface. At the top, there are navigation tabs: 'Open Invoices', 'Payment Details', 'PO Confirmations', 'Payment Documentation', and 'Log Out'. Below the tabs, the title 'Open Invoices' is displayed. A link 'Click here to see "Payment Calendar"' is present. A summary table shows 'Total Records', 'Invoice Date Summary', 'Total', and 'Currency'. Below this is a search bar labeled 'Caja de Búsqueda'. To the right of the search bar is a 'Resumen por mes y monto' section. Below the search bar are buttons for 'Search', 'Clean', 'Export xls', and 'Export csv'. A note '1000 registros por página.' points to the search bar. Below the buttons is a table with columns for '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'. A note 'Puede ordenar los registros haciendo click en los encabezados' points to the table headers. Below the table is a note 'Puede descargar los reportes a Excel u otras hojas de cálculo' pointing to the 'Export xls' and 'Export csv' buttons. To the right of the table is a legend with three items: 'Processed, invoice free for payment' (green dot), 'Not processed, Pending for invoice validation / clarification' (red dot), and 'Invoice locked for payment' (yellow dot). A note 'Puede seleccionar las columnas que se despliegan. NOTA, todas las columnas se exportan, no sólo las seleccionadas en esta vista.' points to the legend.

Caja de Búsqueda

Resumen por mes y monto

1000 registros por página.

Puede ordenar los registros haciendo click en los encabezados

Puede descargar los reportes a Excel u otras hojas de cálculo

Puede seleccionar las columnas que se despliegan. NOTA, todas las columnas se exportan, no sólo las seleccionadas en esta vista.

Accounts Payable Vendor Portal

Detalles de Pago

- En la pestaña Detalles de Pago, podrá consultar los pagos que se le han hecho. Para esto debe seleccionar las fechas correspondientes al periodo de tiempo que desee consultar. Después debe dar click en Mostrar.
- Al igual que en Facturas Abiertas, aparecerá un resumen por fechas y monto.
- La lista con todos los registros será desplegada y separada por cada mil.
- De igual manera las columnas pueden ser filtradas y ordenadas dando click en los encabezados.

Payment Details

Payment Date: Start 01 Sep 2025 End 31 Oct 2025 Date Presets **Show**

Seleccione las fechas correspondientes al periodo de tiempo que desea consultar. De Click en Mostrar.

Total Records	Payment Date	Total	Currency

Resumen

Export .xlsx **Export .csv**

For use in Excel or similar spreadsheets

☒ 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 ☒ Contr Doc Num

3 records, 1 pages

Company Name / Comp. Code	Ref Doc Num	Deliv. Note	Payment Ref.	PO Num	Additional Info	Invoice Date	Payment Date	Amount	Currency
All	All	All	All	All	All	All	All	All	All

Accounts Payable Vendor Portal

Cerrar Sesión

- Para salir del portal, de click en el botón Cerrar Sesión.
- Si usted deja alguna página abierta sin actividad por mas de 30 minutos, su sesión caducará automáticamente.



Seleccione Log Out para salir.

