

Flex Vendor Portal – Access Request Procedure GBS - India

## Introduction



#### Vendor Portal - Introduction

- > Flex Supplier Portal is an Internet based Web application for the suppliers of Flex across the globe
- > This portal can be accessible from any external network by using set of User Id and Password for logging into portal.
- > Our Portal is compatible with all commonly used browsers (IE, Chrome, Firefox and Safari)



Vendor Portal Link - <u>https://supplierportal.flextronics.com/SupplierPortal/public/login.aspx</u>

Technical / Access issues – <u>https://supplierportal.flextronics.com/SupplierPortal/Public/ContactUs.aspx</u>



#### Key Features and Benefits





# Access Request Procedure



## View of Supplier Portal Home Page

flex	Supplier Portal
Velcome Guest	Home   Contact Us   FA
Introduction	Sign In
Welcome to Flex Vendor Portal. You are now accessing the Updated version of Flex Vendor Portal with additional tools and features. The New Vendor portal facilitates Flex suppliers to upload their invoices, track their invoices status, reports and many more features. To access this Portal you should either have a valid user credentials or you can register for new user access through this Portal.	Existing users click here to LOGIN New users click here to Request Access Already requested access? Click here to check status
Latest News	
Flex Okta integration is coming soon <u>More</u>	
Flex Supplier Portal is compatible with Internet Explorer, Chrome, Firefox and Safari Web BroMore	
Help Menu provides video guidelines regarding the usage of Vendor portal <u>More</u>	
EDI Testing module has been moved as a separate application called 'Supplier Self Testing Portal' <u>More</u>	
Flex Vendor portal will be coming up with new features soon in order to submit your invoices <u>More</u>	
<u>View All News</u>	

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New Suppliers can browse to the Portal home page to register themselves for getting the access by clicking on the **Request Access** link as shown in the below screen.



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The Sign Up link will open up the registration form where the Supplier is required to fill in Supplier Company information, user information and the list of Flex site for which access is required. All the fields marked with asterisk are mandatory to be filled in.

Following are the fields that a Supplier needs to fill in to request for access to the Portal:

Field Name	Description	
Supplier Name	Supplier Company Name	
Address 1	Address Line 1	
Address 2	Address Line 2 (Non Mandatory)	
City	City	
State	State	
Zip	Zip Code	
Country	Country	
EU Supplier	User Check this only if the company supplies goods or services under an EU VAT registration number	
First Name	Requestor First Name	
Last Name	Requestor Last Name	
Designation	Requestor Designation	
Requestor Email	Requestor Email Address (This email address will be used by Portal to send out the account credentials and invoice information)	
Requestor Phone 1	Contact Number 1	
Requestor Phone 2	Contact Number 2 (Non Mandatory)	

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Design. Build. Ship. Service.				Supplier Po	JUPČ
Icome Guest				Home   Contact Us   F	AQ
		Supplier Registration			
Supplier Information			Note:*	indicates required field (Mandatory)	
Supplier Name *					
Address 1 *		Address 2			
City *		State *			
Zip *		Country *	-Select-	~	
EU Supplier 🗌 Tio	ck here only if your company supplies	s goods or services under an EU VA	AT registration num	ber.	
Requestor Information					
First Name *		Last Name *			
Designation *		Requestor Email *			
Requestor Phone #1 *		Requestor Phone #2			
Company Access					
	rency Available Comp lect-	Region/Currency	Selected Con	npanies	
			>>		
				Add To Access	
Pending Access for Submission	C	C		Actions	
Region	Currency	Compan	iγ	Actions	
Type the code shown.	TS Try new code				
I have read and acknowledged t	he terms and conditions				

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After entering the above information, please select the Flex Sites for which you have business or require access and submit the request by clicking on Submit Access Request button.

Upon submission, the system will send the request for approval based on access requested and upon approval the system will grant access to the user and will send the notification email to the user along with the login details for the Supplier Portal to the email address which is provided during the registration.

Note: Each supplier will have a unique user id through which they can access all the Flex companies in which they do business with.

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Once you have submitted your access request-you can click on "My Registration Status" link in the login section to check the status of your request.

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This will open up the registration status page where you can enter your email address and click on Check Status button – which will display the status of your

registration request.

		Registration Status		
Status can be In Approval Process, Rejected, Not Available or Account Created.				
Email Id				
	Check Status			

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# Thank You



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