



Flex Vendor Portal – Introduction  
GBS - India

**CONFIDENTIAL**

# Vendor Portal - 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)



**OKTA Link - <https://flex.okta.com/login/default>**

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

**Technical / Access issues – [Vendor.portal@Flextronics.com](mailto:Vendor.portal@Flextronics.com)**

# View of Supplier Portal Home Page



## Supplier Portal

Welcome Guest

[Home](#) | [Contact Us](#) | [FAQ](#)

### Introduction

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.

### Sign In

[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...More](#)

[Flex Supplier Portal is compatible with Internet Explorer, Chrome, Firefox and Safari Web Bro...More](#)

[Help Menu provides video guidelines regarding the usage of Vendor portal ...More](#)

[EDI Testing module has been moved as a separate application called 'Supplier Self Testing Portal'....More](#)

[Flex Vendor portal will be coming up with new features soon in order to submit your invoices ...More](#)

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# Features & Benefits

# Key Features and Benefits

## Key Features

Upload soft copy of invoices online

Unique confirmation ID generated for all uploaded Invoices

Report – Invoice Report in Excel

Help & Contact

## Benefits



- Not required to send invoice copies through Post and Save printing & Postal charges
- Cycle Time Reduction in Invoice Date to Invoice Approval Date
- Better penetration of auto approval of uploaded invoices

- No Missing Invoices
- Quote confirmation id during discussion with Flex team for an easy reference
- Easily Track status of a particular Invoice

- Simply get status of all Invoices through customized “Invoice Report” option
- Suppliers can generate the Report at a convenient time for reconciliation

- Standard Operation Procedure and Videos available for easy navigation and guidance
- Flex AP and Buyer Contacts with Escalation Matrix available



# Access Request Procedure

# Access via Web Portal

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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# Access via Web Portal

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)



# Access via Web Portal

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### Supplier Registration

Note : \* indicates required field (Mandatory)

Supplier Information

**Supplier Name \***

**Address 1 \***  **Address 2**

**City \***  **State \***

**Zip \***  **Country \***

**EU Supplier**  Tick here only if your company supplies goods or services under an EU VAT registration number.

Requestor Information

**First Name \***  **Last Name \***

**Designation \***  **Requestor Email \***

**Requestor Phone #1 \***  **Requestor Phone #2**

Company Access

**Region**  **Currency**

**Available Companies**

**Selected Companies**

Pending Access for Submission

Region	Currency	Company	Actions
--------	----------	---------	---------

**VIJVTS** [Try new code](#)

Type the code shown.

[I have read and acknowledged the terms and conditions](#)

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.



# Access via Web Portal

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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[View All News](#)

**Sign In**

[Existing users click here to LOGIN](#)  
[New users click here to Register](#)  
[Already requested access? Click here to check status](#)

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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**



# Access via Web Portal

Once access request approved by approvers then supplier will receive access status email from portal. Access approved supplier will get email from OKTA application with “user name”. Supplier’s registered email ID will become user name.



Password needs to be set by supplier’s user himself. Password must have at least 8 Characters, minimum one lower case letter, an upper case letter, a number and a symbol and no parts of supplier’s user name.



# Invoice Upload

# Invoice Filing - Overview

Invoice filing section allows the Suppliers to upload invoices to the respective Flex Sites. Under this section first the Supplier has to select the Flex Site (from the available list) to which the invoice is billed to. Depending on the site selected, the system will show multiple options for supplier to upload the invoices.

There are two possible options for uploading the invoices to Flex AP System:

- ❖ **Option 1:-** Upload of Invoice soft copy and Invoice details via Web Form (recommended)
- ❖ **Option 2 :-** Upload of Invoice soft copy and Invoice details via Excel template (Bulk Invoice Upload)

[Go To Option 1](#)

[Go To Option 2](#)



# Invoice Filing – Option 1 ~ Page

## Option 1:- Invoice Input in the Web Page

With this feature, Suppliers will be able to key in invoice information into the web page along with uploading the soft copy invoice. This will help better tracking of invoice (due to availability of information) and also in processing high priority / overdue invoices



**Step 1:** Kindly go to my dash board screen

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**My Dash Board**

- Invoice Filing
- Invoice Report
- My Preferences
- View My Profile
- Manage Access
- EDI Testing

**My Access**

Flex Company	Supplier	Currency	Supplier Code	Status	Upload	View
862 FLEXTRONICS MANUFACTURING (HK) LTD	LEONI SPECIAL CABLES GMBH	USD	SUSG10111	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>
862 FLEXTRONICS MANUFACTURING (HK) LTD	LEONI SPECIAL CABLES GMBH	USD	SUS010111	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>

**My Invoice Status**

Invoice #	Status	Flex Company	TransactionId
<a href="#">62247373</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	
<a href="#">62226071</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	
<a href="#">62247373</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	



# Invoice Filing – Option 1 ~ Page 2

**Step2:** select the respective site and currency, to upload invoice with purchase order click **UPLOAD PO** (as highlighted below)



<a href="#">My Dash Board</a> <a href="#">Invoice Filing</a> <a href="#">Invoice Report</a> <a href="#">My Preferences</a> <a href="#">View My Profile</a>	My Invoice Status						
	No Records Available.						
	My Access						
	Flex Company	Supplier	Currency	Supplier Code	Status	Upload	View
	027 FLEXTRONICS TECHNOLOGY PENANG SDN BHD .	FLEX SUPPLIER TEST 2	HUF	BPTEST02	Approved	<b>PO CN</b>	<a href="#">View</a>
	886 FLEXTRONICS MANUFACTURING (SINGAPORE) PTE LTD	FLEX SUPPLIER TEST 1	SGD	BPTEST01	Approved	<a href="#">PO CN</a>	<a href="#">View</a>
452 FLEXTRONICS INTERNATIONAL KFT	FLEX SUPPLIER TEST 3	USD	BPTEST03	Approved	<a href="#">PO CN</a>	<a href="#">View</a>	

And to upload a credit note click **UPLOAD CN** (as below)

<a href="#">My Dash Board</a> <a href="#">Invoice Filing</a> <a href="#">Invoice Report</a> <a href="#">My Preferences</a> <a href="#">View My Profile</a>	My Invoice Status						
	No Records Available.						
	My Access						
	Flex Company	Supplier	Currency	Supplier Code	Status	Upload	View
	027 FLEXTRONICS TECHNOLOGY PENANG SDN BHD .	FLEX SUPPLIER TEST 2	HUF	BPTEST02	Approved	<b>PO CN</b>	<a href="#">View</a>
	886 FLEXTRONICS MANUFACTURING (SINGAPORE) PTE LTD	FLEX SUPPLIER TEST 1	SGD	BPTEST01	Approved	<a href="#">PO CN</a>	<a href="#">View</a>
452 FLEXTRONICS INTERNATIONAL KFT	FLEX SUPPLIER TEST 3	USD	BPTEST03	Approved	<a href="#">PO CN</a>	<a href="#">View</a>	





# Invoice Filing – Option 1 ~ Page 3

NOTE: you can also reach this step even from invoice filling option. Currency selected should always be as per your Invoice.



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Supplier Portal

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My Dash Board

Invoice Filing

Invoice Report

My Preferences

View My Profile

Manage Access

## Invoice Filing

Flex Company	862 FLEXTRONICS MANUFACTURING (HK) LTD		▼
Supplier	LEONI SPECIAL CABLES GMBH		▼
Invoice Currency	USD	Invoice Type	Invoice with Purchase Order

For Bulk Invoices upload - Please upload the Zip file containing Filled Excel file and Invoice soft copies.

Upload Zip File

Browse...

(Please upload zip file only. Max size is 3 MB)

Extract Zip

[Click here to download Excel Form](#)



# Invoice Filing – Option 1 ~ Page 4

Step 3: Fill your respective invoice details like Invoice#, Invoice Date, Invoice Amount and Attach the invoice PDF by using the Browse option

**Note: Special characters in Invoice # will be ignored after invoice submitted to Flextronics for processing**  
Please enter the below fields to add or save Individual invoice(s). Maximum only 20 invoices can be uploaded. Each invoice can have upto 100 line items

Invoice #	Invoice Date	Invoice Amount	Invoice Soft Copy (Please upload gif, pdf, tif or jpg files only. Max size is 500 KB.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Line Items  
PO #/Packing Slip

- Make sure you are keying PO, PO Position & Packing Slip correctly. If you don't know the PO & PO Position number, please refer to the Purchase Order issued by Flex or contact Buyer.
- If you are G-HUB supplier, make sure you are keying in DB Schenker Sales order Number (10 digits) + Sales order Line number (5 digits) in Packing slip field correctly.
- If above said details are not provided correctly, VPL will reject the Invoice & send a notification by email for you to correct and re-submit the Invoice.

Step 4: please enter your PO # and click Search

**Note: Special characters in Invoice # will be ignored after invoice submitted to Flextronics for processing**  
Please enter the below fields to add or save Individual invoice(s). Maximum only 20 invoices can be uploaded. Each invoice can have upto 100 line items

Invoice #	Invoice Date	Invoice Amount	Invoice Soft Copy (Please upload gif, pdf, tif or jpg files only. Max size is 500 KB.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>

Line Items  
PO #/Packing Slip



# Invoice Filing – Option 1 ~ Page 5

Step 5: Now all your open order lines will be displayed as below, Tick the check box to select the respective lines and click submit

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**Invoice Filing**

Flex Company: 886 FLEXTRONICS MANUFACTURING (SINGAPORE) PTE LTD

Supplier: RAPID MANUFACTURING

Invoice Currency: USD Invoice Type: Invoice with Purchase Order

For Bulk Invoices upload - Please upload the Zip file containing Filled Excel file and Invoice soft copies.

Upload Zip File  Browse... (Please upload zip file only. Max size is 3 MB)

[Click here to download Excel Form](#) | [Click here to download Excel Form with Exchange Rate](#)

**Note: Special characters**  
Please enter the below field

Invoice #

**PO Details** (Have upto 100 line items)

Invoice #	PO #	PO Position	Packing Slip	Shipment Qty
<input type="checkbox"/>	886P01208	10		11.00

(files only. Max size is 500 KB.)



**IMPORTANT NOTE**

Please ensure to select the correct PO position number as per the PO for which you like to Invoice Flex



# Invoice Filing – Option 1 ~ Page 6

- If the pre-populated Packing Slip is not correct, you may edit to do the changes accordingly.
- If the Packing Slip field is blank, then please enter the correct Packing Slip before submitting the Invoice



Line Items

**PO #**

- Make sure you are keying PO, PO Position & Packing Slip correctly. If you don't know the PO & PO Position number, please refer to the Purchase Order issued by Flex or contact Buyer.
- If you are G-HUB supplier, make sure you are keying in DB Schenker Sales order Number (10 digits) + Sales order Line number (5 digits) in Packing slip field correctly.
- If above said details are not provided correctly, VPL will reject the Invoice & send a notification by email for you to correct and re-submit the Invoice.

S.No	PO #	PO Position	Packing Slip	Shipment Qty	Line Amount	Tax Amount	Shipment Country
1	<input type="text" value="475517929"/>	<input type="text" value="10"/>	<input type="text" value="77982"/>	<input type="text" value="12000.00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/> <input type="button" value="v"/> <input type="button" value="x"/>



# Invoice Filing – Option 1 ~ Page 7

[Go to Invoice Filing Overview](#)

Note: In case you get any highlighted pop up message from the system, please reconfirm it before you click submit button. Incase if would like to make any changes use the edit option, then give Add Invoice.

Please confirm the below data and submit.

[Expand All](#) / [Collapse All](#)

S.No	Invoice #	Invoice Date	Invoice Amount	File	HUF Tax Amount	
1	1234	11/5/2014	100.00	<a href="#">test PDF.pdf</a>	2.00	<a href="#">Edit</a>   <a href="#">Delete</a>

Invoice amount does not match with the summation of line amount and tax amount.  
PO [475517929] invoice amount > line amount, this invoice will be blocked for price discrepancy.

S.No	PO Number	PO Position	Packing Slip	Shipment Qty	Line Amount	Tax Amount	Shipment Country
1.1	475517929	10	77982	120.00	120.00	0.00	

[Submit](#)

If you have uploaded the detail correctly then the screen will appear like below.

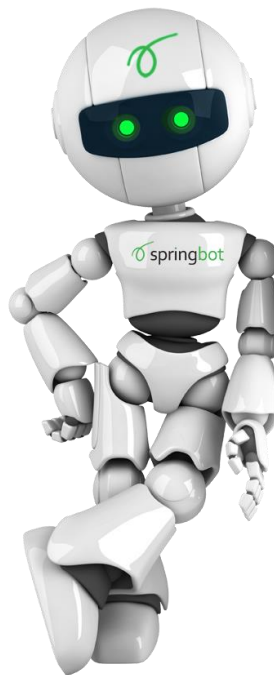
Please confirm the below data and submit.

[Expand All](#) / [Collapse All](#)

S.No	Invoice #	Invoice Date	Invoice Amount	File	HUF Tax Amount	
1	1234	11/11/2014	100.00	<a href="#">test PDF.pdf</a>	1.00	<a href="#">Edit</a>   <a href="#">Delete</a>

S.No	PO Number	PO Position	Packing Slip	Shipment Qty	Line Amount	Tax Amount	Shipment Country
1.1	475517929	10	77982	12000.00	100.00	0.00	

[Submit](#)



# Invoice Filing – Option 2 ~ Page 1

With this feature, Suppliers will be able to key in invoice information into the web page along with uploading the soft copy invoice.

Please follow the below steps to upload bulk invoices in new portal

**Step 1:** Kindly go to my dash board screen



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**My Dash Board**

Invoice Filing

Invoice Report

My Preferences

View My Profile

Manage Access

EDI Testing

Change Password

Help

Logout

### My Access

Flex Company	Supplier	Currency	Supplier Code	Status	Upload	View
862 FLEXTRONICS MANUFACTURING (HK) LTD	LEONI SPECIAL CABLES GMBH	USD	SUSG10111	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>
862 FLEXTRONICS MANUFACTURING (HK) LTD	LEONI SPECIAL CABLES GMBH	USD	SUS010111	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>

### My Invoice Status

Invoice #	Status	Flex Company	TransactionId
<a href="#">62247373</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	
<a href="#">62226071</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	
<a href="#">62247373</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	
<a href="#">62247373</a>	Rejected	862 FLEXTRONICS MANUFACTURING (HK) LTD	
<a href="#">62184166</a>	Pending	862 FLEXTRONICS MANUFACTURING (HK) LTD	86214032805869
<a href="#">62202796</a>	Pending	862 FLEXTRONICS MANUFACTURING (HK) LTD	86214031707791
<a href="#">62199227</a>	Pending	862 FLEXTRONICS MANUFACTURING (HK) LTD	86214031707790
<a href="#">62202797</a>	Pending	862 FLEXTRONICS MANUFACTURING (HK) LTD	86214031707792



# Invoice Filing – Option 2 ~ Page 2

**Step2:** select the respective site and currency, to upload invoice with purchase order click **UPLOAD PO** (as highlighted below)

<b>My Dash Board</b>	<b>My Invoice Status</b>						
<b>Invoice Filing</b>	No Records Available.						
<b>Invoice Report</b>	<b>My Access</b>						
<b>My Preferences</b>	<b>Flex Company</b>	<b>Supplier</b>	<b>Currency</b>	<b>Supplier Code</b>	<b>Status</b>	<b>Upload</b>	<b>View</b>
<b>View My Profile</b>	027 FLEXTRONICS TECHNOLOGY PENANG SDN BHD .	FLEX SUPPLIER TEST 2	HUF	BPTEST02	Approved	<b>PO CN</b>	<a href="#">View</a>
	886 FLEXTRONICS MANUFACTURING (SINGAPORE) PTE LTD	FLEX SUPPLIER TEST 1	SGD	BPTEST01	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>
	452 FLEXTRONICS INTERNATIONAL KFT	FLEX SUPPLIER TEST 3	USD	BPTEST03	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>

And to upload a credit note click **UPLOAD CN** (as below)

<b>My Dash Board</b>	<b>My Invoice Status</b>						
<b>Invoice Filing</b>	No Records Available.						
<b>Invoice Report</b>	<b>My Access</b>						
<b>My Preferences</b>	<b>Flex Company</b>	<b>Supplier</b>	<b>Currency</b>	<b>Supplier Code</b>	<b>Status</b>	<b>Upload</b>	<b>View</b>
<b>View My Profile</b>	027 FLEXTRONICS TECHNOLOGY PENANG SDN BHD .	FLEX SUPPLIER TEST 2	HUF	BPTEST02	Approved	<a href="#">PO</a> <b>CN</b>	<a href="#">View</a>
	886 FLEXTRONICS MANUFACTURING (SINGAPORE) PTE LTD	FLEX SUPPLIER TEST 1	SGD	BPTEST01	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>
	452 FLEXTRONICS INTERNATIONAL KFT	FLEX SUPPLIER TEST 3	USD	BPTEST03	Approved	<a href="#">PO</a> <a href="#">CN</a>	<a href="#">View</a>

# Invoice Filing – Option 2 ~ Page 3

**Step 3** Click the highlighted link (**Click here to download Excel Form**) for Bulk uploading which is mandatory

The screenshot shows a web interface for invoice filing. On the left is a navigation menu with buttons for 'Manage Access', 'AP Contacts', 'PSS Contacts', 'EDI Testing', 'Change Password', and 'Help'. The main area has a section for 'Upload Zip File' with a 'Browse...' button and a note: '(Please upload zip file only. Max size is 3 MB)'. Below this is an 'Extract Zip' button and a link 'Click here to download Excel Form' which is highlighted with a green box. A red note states: 'Note: Special characters in Invoice # will be ignored after invoice submitted to Flextronics for processing'. Below the note, it says 'Please enter the below fields to add or save Individual invoice(s). Maximum only 20 invoices can be uploaded. Each invoice can have upto 100 line items'. There is a table with columns: 'Invoice #', 'Invoice Date', 'Invoice Amount', and 'Invoice Soft Copy (Please upload gif, pdf, tif or jpg files only. Max size is 500 KB.)'. Each column has an input field, and the 'Invoice Soft Copy' column has a 'Browse...' button.

Once you click the link you will get the below POP up, click **open** and you can view the excel sheet in your screen

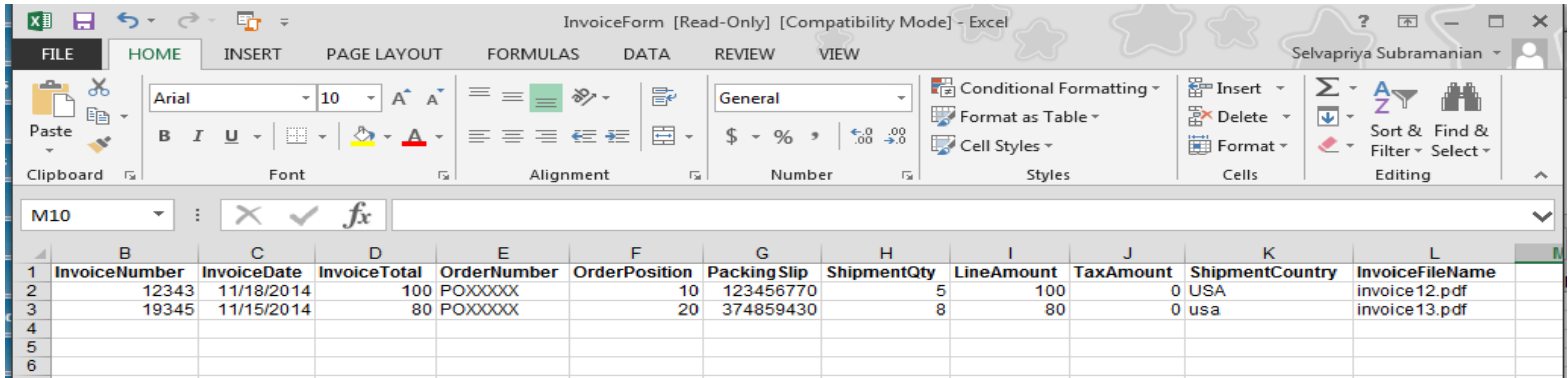
This screenshot shows the same interface as above, but with a Windows Internet Explorer dialog box open in the foreground. The dialog box title is 'Windows Internet Explorer' and the main text asks 'What do you want to do with InvoiceForm.xls?'. It provides file details: 'Size: 19.5 KB', 'Type: Microsoft Excel 2003', and 'From: sacnte16.americas.ad.flextronics.com'. There are three options: 'Open' (with a green arrow icon), 'Save', and 'Save as' (with a green arrow icon). The 'Open' option has a sub-note: 'The file won't be saved automatically.'. A 'Cancel' button is at the bottom right. In the background, the 'Click here to download Excel Form' link is still visible and highlighted.





# Invoice Filing – Option 2 ~ Page 4

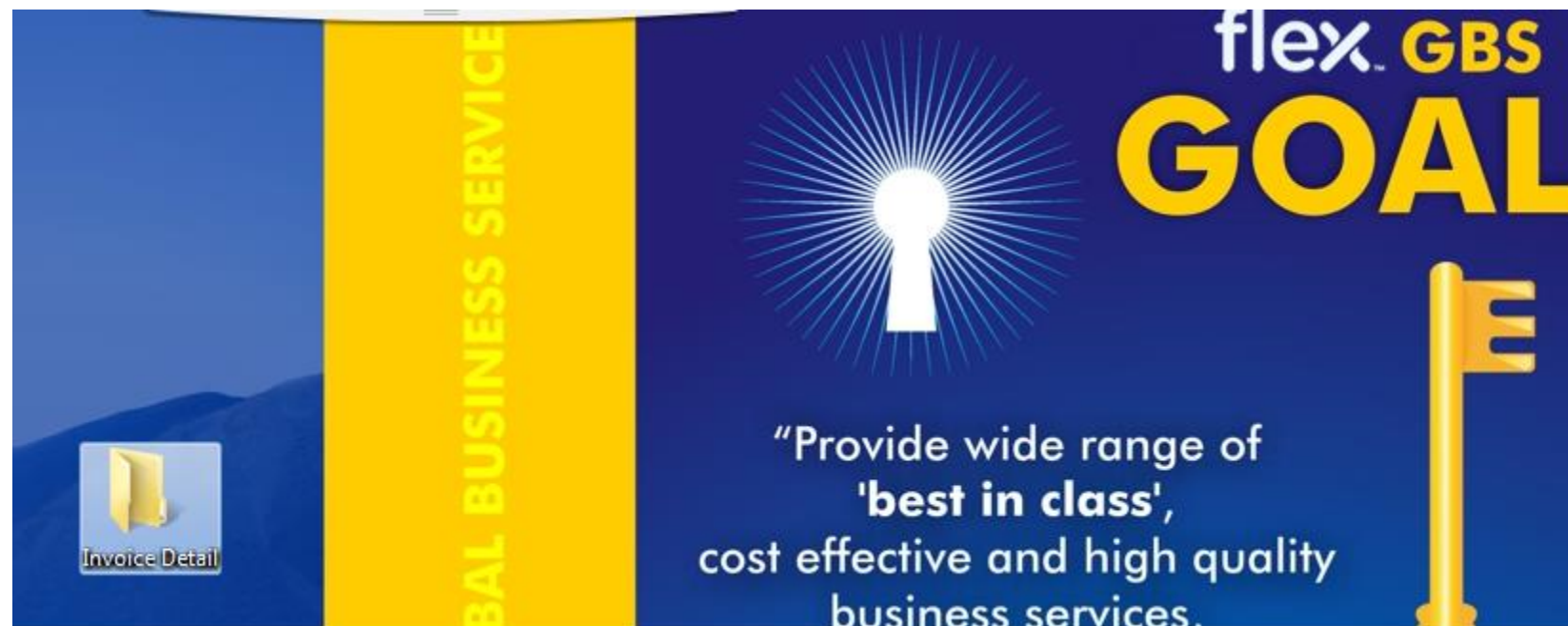
Step 4: Kindly fill your invoice detail in the excel sheet. For example



The screenshot shows the Microsoft Excel interface with the following data table:

	B	C	D	E	F	G	H	I	J	K	L
1	InvoiceNumber	InvoiceDate	InvoiceTotal	OrderNumber	OrderPosition	PackingSlip	ShipmentQty	LineAmount	TaxAmount	ShipmentCountry	InvoiceFileName
2	12343	11/18/2014	100	POXXXXX	10	123456770	5	100	0	USA	invoice12.pdf
3	19345	11/15/2014	80	POXXXXX	20	374859430	8	80	0	usa	invoice13.pdf
4											
5											
6											

Step 5: Create new folder in your desktop

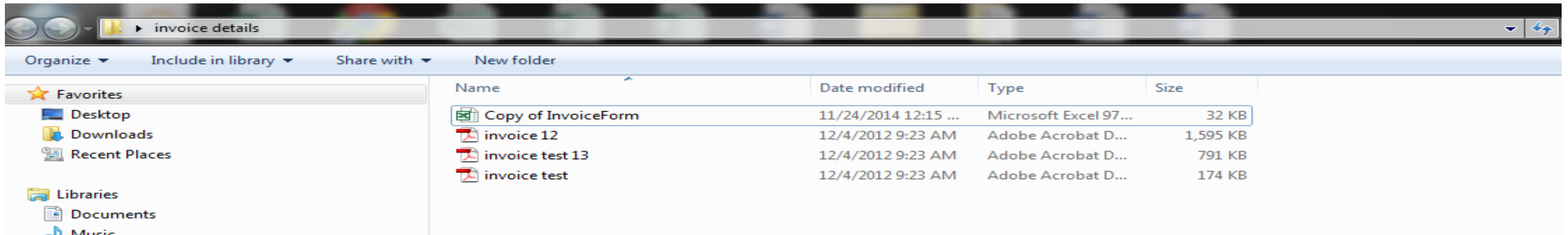


The advertisement features a blue background with a yellow keyhole and a large yellow key. The text reads: "flex GBS GOAL" and "Provide wide range of 'best in class', cost effective and high quality business services,". A yellow folder icon labeled "Invoice Detail" is shown on the left side.

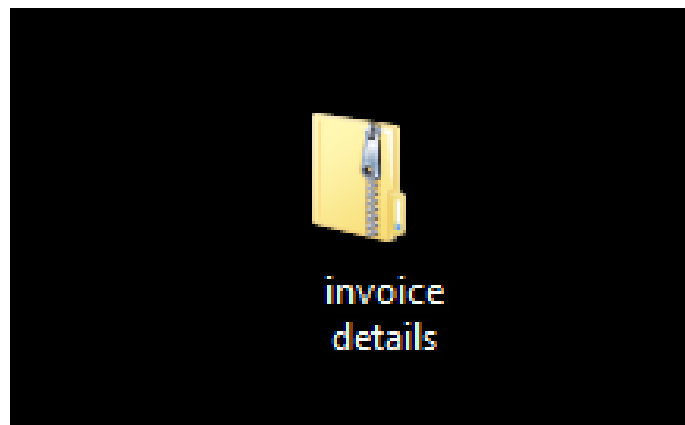


# Invoice Filing – Option 2 ~ Page 5

Save your invoice copies PDF and also paste your excel sheet where you have entered the invoice details in the new folder



**Step 6 :** Zip the new folder which contains the excel sheet and the invoice copies .  
The Zip file should not exceed 3mb



# Invoice Filing – Option 2 ~ Page 6

**Step 7 :** Click on Browse button to select the Zip file created in step “ 6” and Click on ‘Extract Zip’ button, this will load the content of Zip file

### Invoice Filing

**Flex Company** 027 FLEXTRONICS TECHNOLOGY PENANG SDN BHD .

**Supplier** FLEX SUPPLIER TEST 2

**Invoice Currency** HUF **Invoice Type** Invoice with Purchase Order

For Bulk Invoices upload - Please upload the Zip file containing Filled Excel file and Invoice soft copies.

**Upload Zip File** C:\Users\gssselvs\Desktop\invoice details.zip **Browse...** (Please upload zip file only. Max size is 3 MB)

**Extract Zip** [Click here to download Excel Form](#)

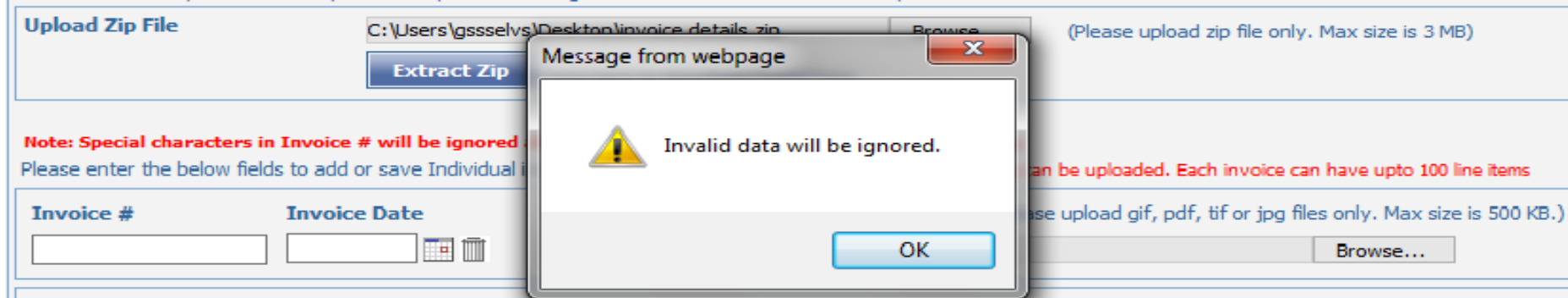
Once you click extract ZIP there will be a Pop up saying “Invalid data will be ignored”

Note : If you have entered any invalid details like PO number, then system will not include the respective line item in the add invoice field

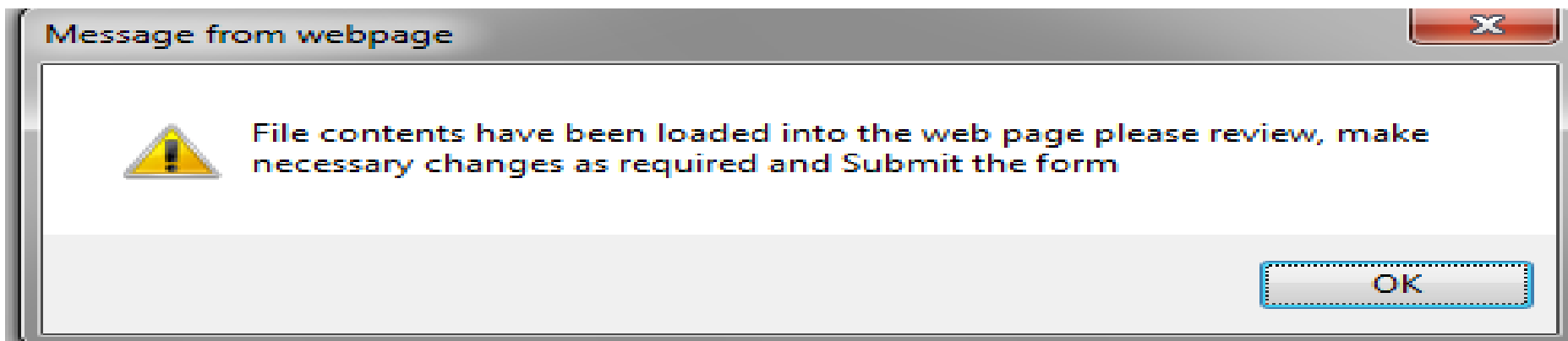


# Invoice Filing – Option 2 ~ Page 7

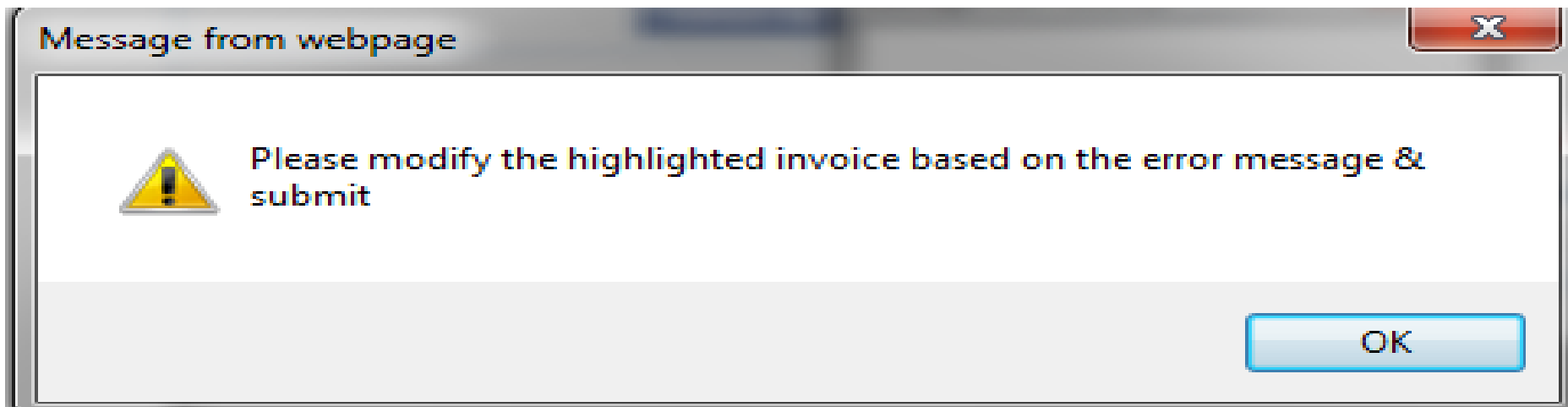
Click **OK** for the following POP UP !



The screenshot shows a web form titled "Upload Zip File" with a file path "C:\Users\gssselvs\Desktop\invoice\_details.zip" and a "Browse" button. A "Message from webpage" popup is overlaid on the form, displaying a yellow warning icon and the text "Invalid data will be ignored." with an "OK" button. The background form includes a note: "Note: Special characters in Invoice # will be ignored" and fields for "Invoice #" and "Invoice Date".



The screenshot shows a "Message from webpage" popup with a yellow warning icon and the text: "File contents have been loaded into the web page please review, make necessary changes as required and Submit the form". An "OK" button is located at the bottom right of the popup.



The screenshot shows a "Message from webpage" popup with a yellow warning icon and the text: "Please modify the highlighted invoice based on the error message & submit". An "OK" button is located at the bottom right of the popup.



# Invoice Report

# Invoice Report Procedure

**flex** Supplier Portal

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**Invoice Report**

Region: ASIA  
Supplier: LEONI SPECIAL CABLES GMBH  
Status: -ALL-  
Invoice #:   
Flex Company: 862 FLEXTRONICS MANUFACTURING (HK) LTD  
Currency: -ALL-  
Transaction Id:   
PO #:   
From Invoice Date:   
To Invoice Date:   
From Payment Date:   
To Payment Date:   
Min Invoice Amount:   
Max Invoice Amount:   
**Generate Report**  
[Export Report To Excel](#)

Invoice Details

Trans Id	Supplier	BP Code	Company	
86214011306117	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6
86214011306118	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6
86214011306119	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6
86214011306120	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6
86214011306121	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6
86214011306122	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6
86214011306123	LEONI SPECIAL CABLES GMBH	SUS010111	862 FLEXTRONICS MANUFACTURING (HK) LTD	6

1 This module allows Suppliers to search and check the status of their invoices..

2 Suppliers will have the option to select the report filtering parameters

3 Click on **Generate Report** button to view the data based on the selected filters.

4 The report output can be exported to excel file by clicking on **Export Report to Excel** link.



# Invoice Report Output

Status of Invoice



Approved

OR

Paid

OR

Blocked

Invoice Number	PO Number	Invoice Status	Invoice Currency	Invoice Amount	Payment Amount	Balance Due	Invoice Date	Payment Date
304226931	304226931	Approved - Unpaid	USD	199.80		199.80	3/20/2015	
50396888	304206894	Paid	USD	1,366.64	-1,366.64	0.00	1/2/2015	4/6/2015
50397320	304210272	Paid	USD	162.40	-162.40	0.00	1/8/2015	4/10/2015
50397321	304210273	Paid	USD	435.04	-435.04	0.00	1/8/2015	4/10/2015
50397337	304210271	Paid	USD	292.80	-292.80	0.00	1/8/2015	4/10/2015
50397347	304203560	Paid	USD	296.28	-296.28	0.00	1/8/2015	4/10/2015
50397348	304203561	Paid	USD	411.50	-411.50	0.00	1/8/2015	4/10/2015
50397349	304208471	Paid	USD	6.75	-6.75	0.00	1/8/2015	4/10/2015
50397426	304201697	Blocked - Unpaid	USD	2,825.80		2,825.80	1/9/2015	
50397427	304201698	Blocked - Unpaid	USD	3,008.88		3,008.88	1/9/2015	

Payment Amount	Balance Due	Invoice Date	Payment Date	Payment Method	Check Number	Buyer Email	Blocking Code Desc
	199.80	3/20/2015					
-1,366.64	0.00	1/2/2015	4/6/2015	E01			
-162.40	0.00	1/8/2015	4/10/2015	E01			
-435.04	0.00	1/8/2015	4/10/2015	E01			
-292.80	0.00	1/8/2015	4/10/2015	E01			
-296.28	0.00	1/8/2015	4/10/2015	E01			
-411.50	0.00	1/8/2015	4/10/2015	E01			
-6.75	0.00	1/8/2015	4/10/2015	E01			
	2,825.80	1/9/2015				Joel.Ordonez@flextronics.com	No receipts available
	3,008.88	1/9/2015				Joel.Ordonez@flextronics.com	No receipts available





# My Preferences

Here the Supplier can select the maximum number of invoices to be shown under My Dashboard page and can also add / remove additional fields to be shown for each invoice. Three fields (Invoice number, Amount and Status) are set as mandatory and cannot be removed from the My Dashboard section

Supplier Portal

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**My Preferences**

Dash Board

No of Invoices to be shown in Dashboard: 10

Selectable Columns

- Invoice Date
- Currency
- Flex Comp #
- TransactionId

Please Select the columns for My Dash Board

Note: Invoice #, Amount, & Status are mandatory selected columns

Selected Columns

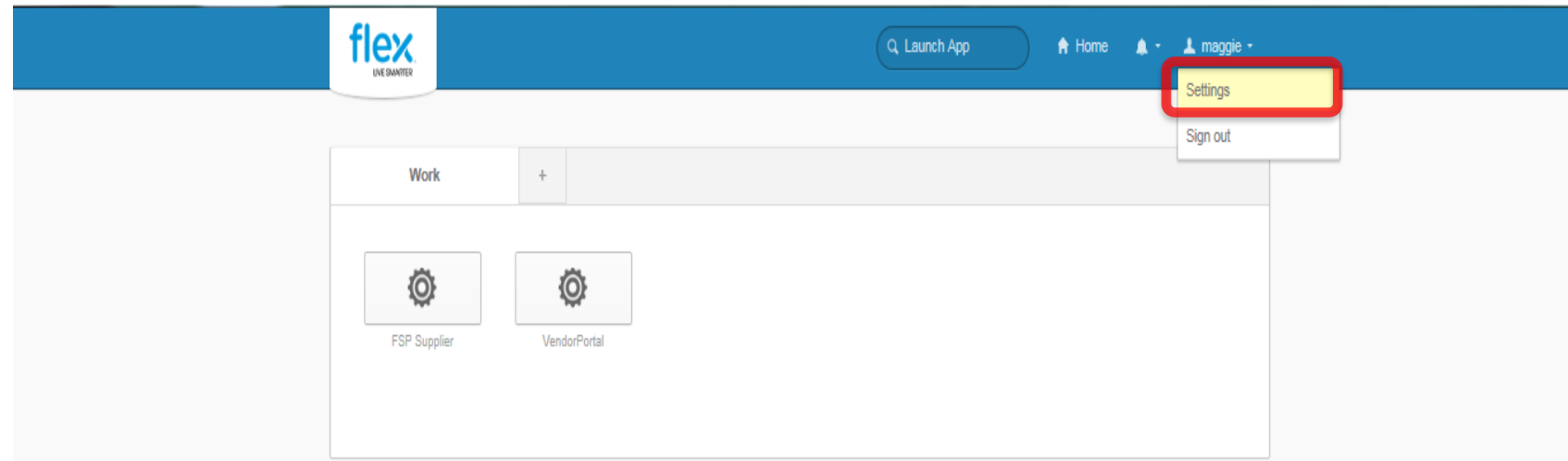
- Invoice #
- Amount
- Status



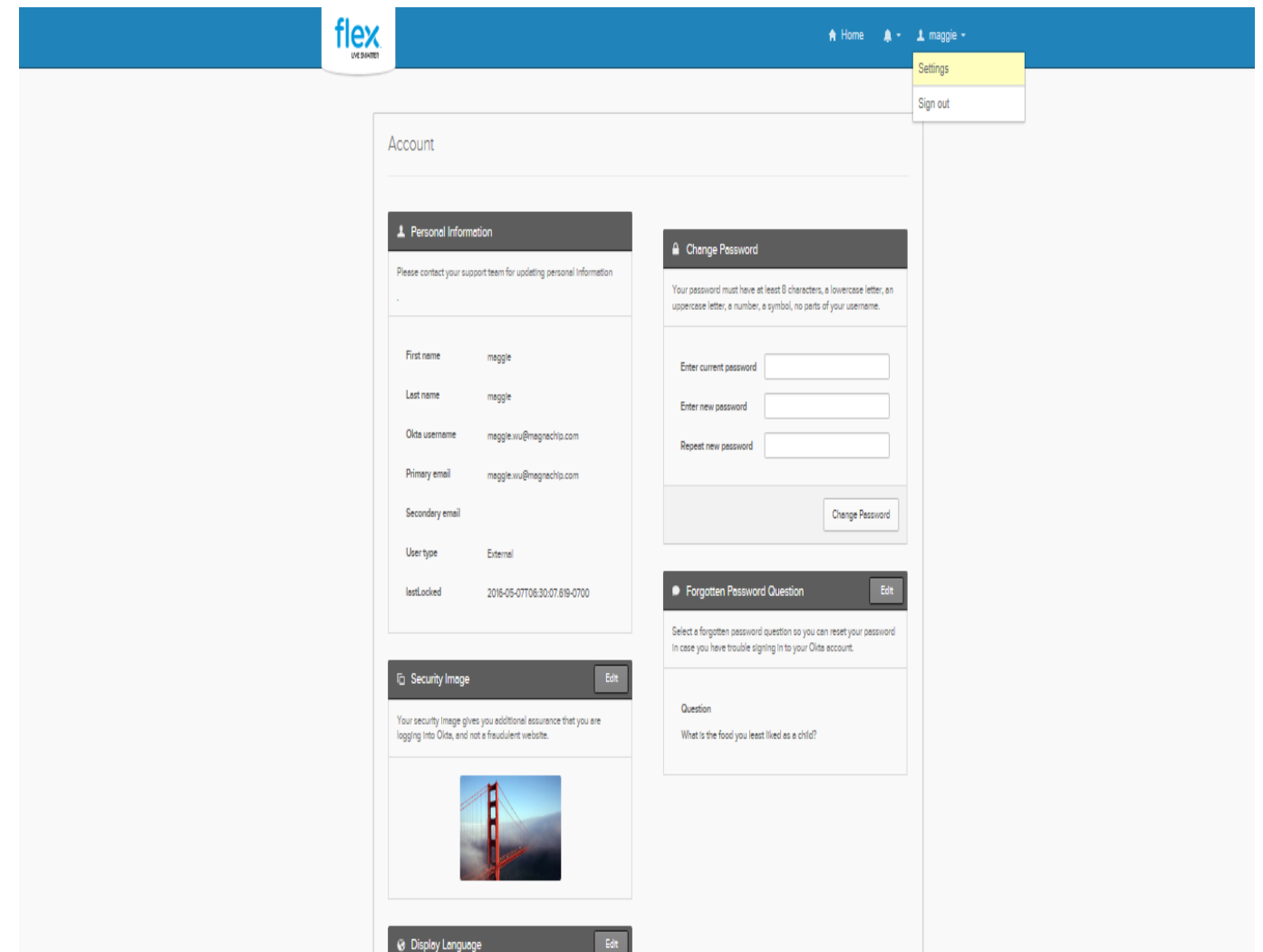
# Change Password & FAQ's

# Change Password

This section allows Suppliers to change their login password.

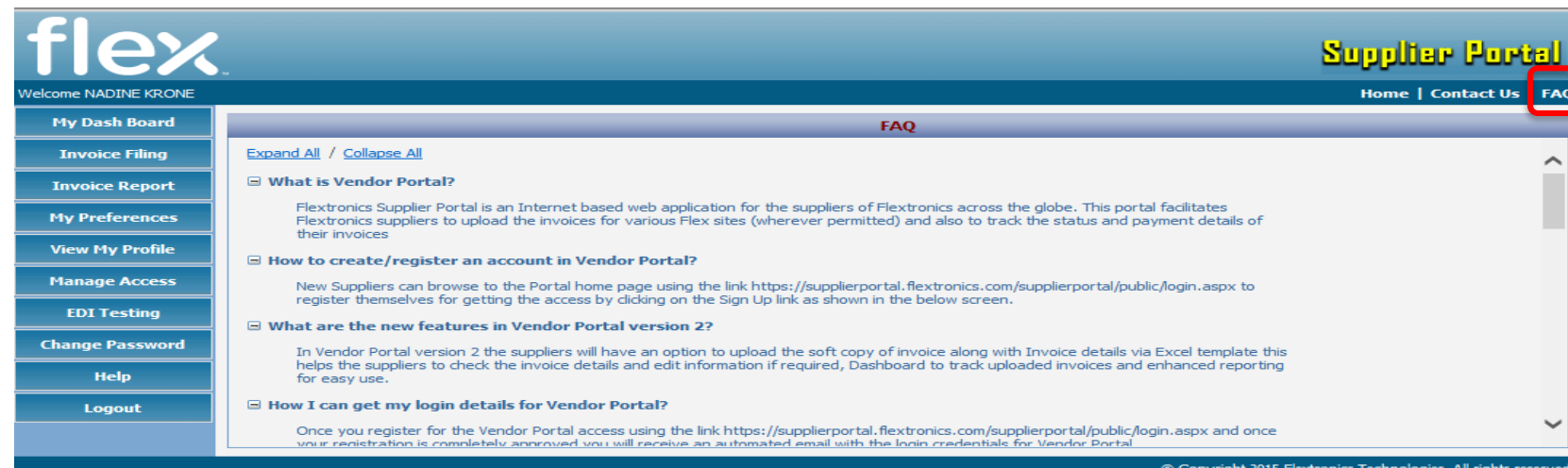


The system will ask Supplier to enter the Old Password, New Password and confirm New Password. Once the details are entered - click on Change Password button.



## FAQ's

Under FAQ's we have a list of frequently asked questions for Supplier Portal.



# Error Messages

# Error Message during Invoice upload

Sl#	Error Message	Solution
1	"Invalid PO number"	
	- Invoices would have already booked in Flex Books (Duplicate Invoice)	Please check the status of invoice in "Invoice Report" option Or check with your <b>AP Contact person</b>
	- Keyed Incorrect PO number / Different PO number	Please enter the PO number as mentioned in PO
	- Line item or PO would have been cancelled	Please Contact Flex Buyer for new PO number or for solution
2	"User does not have access to BP Code" "User does not have access to Site" "User does not have access to Currency"	Please use "Manage Access" to gain access Or contact Vendor Portal Team
3	"PO does not have valid line item"	Please contact <b>Flex AP Contact</b>
4	"Invoice will be blocked for Price Discrepancy" "Invoice will be blocked for Quantity Discrepancy"	Please correct the unit price or quantity matched. If entered details are correct, then please submit the invoice and then contact respective <b>Buyer</b> for solution.



# User Manuals

# User Manuals

The screenshot displays the Flex Supplier Portal interface. On the left is a vertical navigation menu with the following items: My Dash Board, Invoice Filing, Invoice Report, My Preferences, View My Profile, Manage Access, AP Contacts, PSS Contacts, EDI Testing, Change Password, Help, and Logout. The 'Help' item is highlighted with a red circle and a red arrow pointing to it, labeled with a '1'. The main content area contains three sections:

- Documents:** A red dashed box encloses the text "Please click on the desired topic to download help document." followed by three links: "Supplier Portal User Manual", "Supplier Portal User Manual - Chinese", and "EDI Self Testing User Manual". An orange callout bubble with the number '2' is positioned to the right of these links.
- Videos:** A green dashed box encloses the text "Please click on the desired topic to view training video." followed by a sub-section header "Getting Started with Supplier Portal" and three video links with durations: "An Introduction to Supplier Portal Workflow (4:00)", "How to Get Access to Supplier Portal (17:00)", and "How to Access Your Profile in Supplier Portal (6:00)". A green callout bubble with the number '3' is positioned to the right of these links.
- Using the Supplier Portal:** A yellow dashed box encloses a sub-section header "Using the Supplier Portal" and five video links with durations: "How to Submit Invoices (15:30)", "How to Track the Status of Your Invoices (8:00)", "How to Request Access to New Flextronics Companies (5:00)", "How to Set User Preferences (6:30)", and "How to Get Help and Support for Supplier Portal (6:30)". A yellow callout bubble with the number '4' is positioned to the right of these links.

- 1 Select "Help" for Documents
- 2 This section is helpful for you to download Supplier Portal user manual in pdf.
- 3 Second section for Videos about Flex Supplier Portal
- 4 In third section, you can view the Videos for using the Supplier Portal



**Thank You**