

USER GUIDE

FOR

FLEX BUSINESS PARTNER PORTAL

1.0

Once you have passed the login credentials, requests pending for you action will appear under **My Tasks**.

Step 1: Click on the request number.

flex Business Partner Portal

Menu bar

LOGOUT

My Task

Total: 18

Request Number	Requisition Status	Requisition Type	Requestor Name	Requisition Date
eVMF0004760729	In Process	New Vendor	Enrique Preciado	2016-10-06 14:15:38.18
eVMF0004761360	In Process	Update Vendor	Enrique Preciado	2016-10-06 14:45:23.937
eVMF0004767883	Waiting for TCS Screening	New Vendor	Enrique Preciado	2016-10-07 07:25:47.503
eVMF0004789314	In Process	New Vendor	Enrique Preciado	2016-10-11 07:45:23.783
eVMF0004791676	Completed	Update Vendor	Eny Esmeralda Morales	2016-10-11 13:01:14.183
eVMF0004800948	Completed	Update Vendor	Eny Esmeralda Morales	2016-10-12 07:54:23.11
eVMF0004805737	In Process	New Vendor	Enrique Preciado	2016-10-12 14:12:49.637
eVMF0004806082	Rejected	New Vendor	Enrique Preciado	2016-10-12 15:00:05.52
eVMF0004814453	In Process	New Vendor	Enrique Preciado	2016-10-13 08:54:16.333
eVMF0004814683	In Process	New Vendor	Enrique Preciado	2016-10-13 09:04:20.52
eVMF0004814776	In Process	New Vendor	Enrique Preciado	2016-10-13 09:58:04.857
eVMF0004860848	Completed	Update Vendor	Eny Esmeralda Morales	2016-10-16 12:04:33.883
eVMF0004875510	In Process	New Vendor	Eny Esmeralda Morales	2016-10-17 20:13:41.977

Click over the request you want to access

Step 2: Go thru each tab of the request and fill out all mandatory information marked with a red box.

flex Business Partner Portal

BPP Business Partner Portal

Requestion: eVMF0004875510

LOGOUT

Current step: Vendor Review
Status: In Process

Language

General Vendor Contact Address Finance Purchase / Tax Attachments

1. Go thru each tab and fill out all fields marked with red box

Current step should be **Vendor Review** in order for Supplier to fill out the company data.

Request Type: New Vendor

If supplier is being set up in a flex company for the first time, a New Vendor request will be required.
If a Vendor code already exists and changes are required, an Update Vendor request will be raised.

Action buttons:
Save in case you have not finished filling out the form and need to log out.
Submit once you have finished filling out the form and the request will go back to the flex buyer who initiated it.
Reject in case you are not the proper contact to fill out the information.
Back to my task will send you back to the start where you had the list of requests that are in process.

Click on **Comments** in order to add remarks to the flex buyer

SAVE SUBMIT REJECT Back to my task Comments

Step 2.1: Vendor Tab

BPP Business Partner Portal | Requisition: eVMF0004875510 | Current step: Vendor Review | Status: In Process | Languages

General | **Vendor** | Contact | Address | Finance | Purchase / Tax | Attachments

Main

Vendor Name: Address Line 1:

PO Box: Address Line 2:

Country: Vendor Web Page:

State: City:

Zip Code:

Annotations:

- Once mandatory field is filled out, box will change green.
- Information marked in a red box is mandatory to fill.

SAVE | SUBMIT | REJECT | Back to my task | Comments

Step 2.2: Contacts Tab

BPP Business Partner Portal | Requisition: eVMF0004875510 | Current step: Vendor Review | Status: In Process | Languages

General | Vendor | **Contact** | Address | Finance | Purchase / Tax | Attachments

Finance or Main Contact

First Name: Last Name:

Job Position: Phone:

e-Mail:

Sales Contact or Person who will receive the purchase order

Same as Finance Con... Yes

First Name: Last Name:

Job Position: Phone:

e-Mail:

Annotations:

- The **Finance** contact is the main person that will be used for review purposes and confirmation of bank details and legal company confirmation.
- The **Sales** contact is the person that will be receiving your Purchase Orders and is expected to provide commits to the same.
- Failure to input the correct Sales contact information could result in loss of Purchase Orders or delays in processing your commits, which could eventually result in invoice processing delays.
- Optional:** If it is the case that the same person is in charge of financial affairs and also processes commits to the Purchase Orders, then you can select the option "Same as Finance Contact code", to copy the information from the Finance contact fields into the Sales contact fields.

Step 2.3: Address Tab

BPP Business Partner Portal Requisition: eVMF0004875510 Current step: Vendor Review Status: In Process

Languages

General Vendor Contact **Address** Finance Purchase / Tax Attachments

Buy From

Address Same as: -- Select --
-- Select --
 Vendor Name: Same as common address Address Line 1:

PO Box: Address Line 2:

Country: -- Select -- State: -- Select --

City: Zip Code:

Ship From

Address Same as: -- Select --

Vendor Name: Address Line 1:

PO Box: Address Line 2:

When Vendor name and address information is the same filled out the Vendor tab, you can use the drop down option to copy the data.

In the **Address** tab, its required to confirm in case the Vendor name and address if different from the one filled out in the main Vendor tab.

For example some cases our main vendor may be a Corp entity and the actual party shipping may be a Supplier branch with a different name and address.

Use the scroll bar to go all the way down and not miss any mandatory field.

Step 2.4: Finance Tab

flex Business Partner Portal LOGOUT

BPP Business Partner Portal Requisition: eVMF0004875510 Current step: Vendor Review Status: In Process

Languages

General Vendor Contact Address **Finance** Purchase / Tax Attachments

Payment Information

Payment Term: 070 - 070 - Net 60 Days Currency Code: -- Select -- Payment Method: ACH

Bank Information

In this section it is required for you to confirm the currency flex should use on the Purchase orders that will be sent and the same for future payments.

Click here to add Bank Information

BPP Business Partner Portal Requisition: eVMF0004875510 Current step: Vendor Review Status: In Process

Languages

General Vendor Contact Address Finance **Purchase / Tax** Attachments

Payment Information

Payment Term: 070 - 070 - Net 60 Days

Bank Information

Bank information is always sensitive, make sure correct data is captured in order to avoid future payment issues.

Bank Account Information

Bank Country: -- Select -- Bank State: -- Select --

Bank Name: Bank Currency: -- Select --

Bank Address: Bank Zip code:

Beneficiary Name: Vendor Name test 01 Bank Account #:

Intermediate Bank: Preferred Bank Acco... Yes

Bank Account Information

Swift Code: ABA #:

1. Click on Add button, a new window will open for you to fill out the Bank Account Information.

2. Once information has been filled out, click on the Add button of the Bank Account window.

Step 2.5: Purchase / Tax Tab

BPP Business Partner Portal Requisition: eVMF0004875510 Current step: Vendor Review Status: In Process Languages

General Vendor Contact Address Finance Purchase / Tax Attachments

Del. / Inco. + City: DDU - DELIVERY DUTY UNP Tax Number/Tax ID:

DUN ID: VAT TIN #:

CST TIN #: Central Excise Tax #:

Section to confirm tax information

Step 2.6: Attachments Tab

BPP Business Partner Portal Requisition: eVMF0004875510 Current step: Vendor Review Status: In Process Languages

General Vendor Contact Address Finance Purchase / Tax Attachments

File: No file selected

Document Type: -- Select --

File	Type	User	Date
<p>Once finished click on Submit button. A message should display indicating Request has successfully been submitted.</p>			

Supporting documents.

- W9 form - applicable for US vendors supplying goods/services for US sites.
- W8 form_ applicable for Foreign vendors supplying goods/services to US sites.
- IAT form_ applicable for electronic vendor payments from US sites to US Vendors.

for RMB vendors supplying material to a flex China site the below supporting documentation is required:

- a) Company's letterhead. Document must include Company's seal, Stamp or chop.
- b) Bank statement or Bank Account Certificate from the Supplier's Bank institution in Chinese with Company seal or Finance seal in PDF or other read-only format.
- c) Supplier's Finance controller or General Manager Hand written Signature.
- d) Business License Certificate and Annual Review Record.

Step 3: LOGOUT.