

AP Portal Registration Guide

Contents

1. Technical requirements
2. How to register to AP Portal? (New user registration, Request access)
3. How to submit a query to Issue Resolution Team/AP Portal Support team?
4. How to change your password and login email address?
5. How to change your company details?
6. How to use the Invoice Address Search tool (Address Search tab)?
7. Whom to contact for technical support?

1. Technical requirements

- Microsoft Internet Explorer 8 or newer
- Mozilla Firefox 4 or newer
- Google Chrome
- 1280 pixels wide monitor or wider
- 1 Mbps wired Internet connection or faster
- JavaScript enabled
- Microsoft Silverlight 5 or newer for multi-upload

2. How to register to AP Portal?

Suppliers need to complete a **two-step registration** to be able to start submitting invoices via AP Portal:

1. Complete the **New user registration** page (slides 5-6) **and**
2. **Request access** rights (slides 7-8).

New user registration

Registration on the „New user - Registration page”:

1. Visit AP Portal webpage at <https://apportal.nokia.com>
2. Fill the registration form (enter e-mail address; provide and confirm password*) in
3. Read & accept „*Site terms*” and „*Privacy policy*”
4. Press „*Continue registration*”

* It is recommended to enter a 8-20 character long **password** which contains numbers and letters, without any special character



5. Enter your personal details and press continue registration

6. Check your personal details, finish registration

A screenshot of the Nokia AP Portal registration form. The header shows the Nokia logo and 'AP Portal'. The form is titled 'Register' and '4. Personal information'. It contains several input fields: 'First name *', 'Last name *', 'Company *', 'Department *', 'Job title *', 'Phone number (Please use international format)*', 'Address *', 'Postal code *', 'City *', and 'Country *'. A blue button at the bottom says 'Continue registration'.

You will receive an email to your email address from AP Portal Support team which contains an activation link.

Within 24 hours you need to activate your user account by clicking on the link provided in the e-mail.



Please check for Activation e-mail in your Spam/Junk folder as well.

A screenshot of an email from 'apportal_noreply@nokia.com'. The subject is 'Activation Link'. The body of the email says: 'Hello, You're just one step away from opening your Nokia AP Portal account. All you need to do is confirm that we have your correct email address. To do so please click on the link below or copy and paste it into your browser address window: http://ap-gs.nsn.com/APPortal/activate.aspx?ID=ms83e18851896878818a8c1479e882f280a Thank you for registering to the Nokia AP Portal. Best regards, AP Portal support'.

Request Access

Registration and account activation only creates a user account on the Portal. You need to separately request access rights for the supplier company/companies) you are representing.

1. Login to AP Portal
2. Go to **Company / Request Access** tab
3. Fill the request details in. You need to provide **one** of informaiton:

- **Supplier ID** (vendor code): your identification number in our system (6 digits number)
- **Purchase order number**: one of your previous purchase order number
- **Invoice number**: one of your previous invoice number



The screenshot shows the Nokia AP Portal login interface. At the top, it says "NOKIA AP Portal". Below that, there's a section titled "Nokia AP Portal" with a brief description: "AP Portal provides access to suppliers to log in and submit information such as electronic invoices & other queries through the browser." There are two input fields: "Email address*" and "Password*", followed by a "Sign In" button. To the right, there are two links: "Invoice Address Search" (with a sub-link "+ All - Invoice Address Search tool") and "User Guide" (with a sub-link "+ AP Portal Registration Guide"). At the bottom, there are two links: "+ Reset your password!" and "+ New user - Registration page".



The screenshot shows the Nokia AP Portal "Request Access" page. At the top, it says "NOKIA AP Portal". Below that, there's a navigation bar with tabs: "Home page", "Business", "Purchase Orders", "Queries", "Invoices", "Account", "Company", "AP Portal", "Address Search", and "Support". The "Company" tab is selected, and the sub-tab "Request Access" is active. There are two main sections: "Request Details" and "Company details". The "Request Details" section has a sub-section "Request details" with the following text: "Please provide at least one of the following: Nokia Supplier ID (vendor code), purchase order number, or invoice number of a previously submitted invoice based to our company. In case none of this information is available, kindly state whether you are a new supplier and provide the email address of your contact person at Nokia in the email address field." There are three input fields: "Supplier ID", "Purchase order number", and "Invoice number", each with a "Go" button. There is also a checkbox for "Are you a new supplier?". At the bottom right, there are "Cancel" and "Next" buttons.

4. Fill your company details in and click *Next*.

The screenshot shows the 'Company Details' form in the Nokia AP Portal. The form is titled 'Company Details' and includes a sub-header 'Provide the company details you requested in AP in Company name, VAT ID if your company has one, alternate name (name), street address, Postal code, City and Country details.' The form fields are: Company name *, VAT registration number (with a checkmark icon), Street address *, Postal code *, City *, and Country *. There are 'Cancel', 'Previous', and 'Next' buttons at the bottom right.

4. Confirm the details and click *Send*.

The screenshot shows the 'Confirm' page in the Nokia AP Portal. The page is titled 'Confirm' and includes a sub-header 'CompanyAccessConfirm'. It displays an email confirmation from 'apportal-noreply@nokia.com' with the subject 'Accepted'. The email content reads: 'Dear supplier, Thank you for requesting access to AP Portal. Your vendor request is now approved and you can now fully start using AP Portal. In AP Portal related questions, please use the Query functionality to contact our support team.' The form fields are: Supplier ID (765032), Purchase order number, Invoice number, Contact person email, New supplier, Company name *, VAT registration number, Street address *, Postal code *, City *, and Country *. There are 'Cancel', 'Previous', 'Send and request new', and 'Send' buttons at the bottom right. A red arrow points from the 'New supplier' field to the email content.

Within 2 business days you will receive a confirmation email from AP Portal Support team.

You can start using the Portal **in 15 minutes** after receiving this confirmation.

3. How to submit a query to Issue Resolution Team/AP Portal Support team?

Go to the **Queries/New** tab and fill the details

The screenshot shows the 'Query details' form in the NOKIA AP Portal. The form includes the following fields and annotations:

- from:** A dropdown menu with a red arrow pointing to it labeled 'Select vendor'.
- to:** A dropdown menu.
- type:** A dropdown menu with a red arrow pointing to it labeled 'Select issue type'.
- Subject:** A text input field with a red arrow pointing to it.
- Message:** A large text area with a red arrow pointing to it labeled 'Enter subject and message'.

At the bottom of the form, there is a blue box with the text: 'Add attachment (optional). Up to five attachments are allowed. Maximum size per file is 10 MB. Supported file types: bmp, doc, docx, gif, jpg, msg, pdf, png, ppt, txt, xls, xlsx.' Below this box are 'Cancel' and 'Next' buttons.

Query status can be followed under *Queries/Inbox*

Query status can be followed under *Queries - Inbox*

NOKIA AP Portal **CONFIDENTIAL**
(VendorUser) | Log out | Feedback

Frontpage Invoices Purchase Orders **Queries** Payments Account Company AP Online Address Search Support

Inbox New

Inbox ?

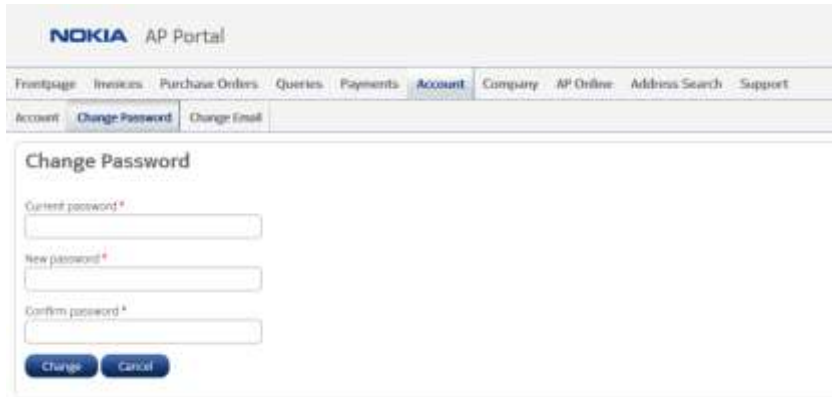
- Query was successfully created with ID 29386

Query ID: Supplier:
Created: from to Supplier ID:
Updated: order by ascending descending Customer:
Status:

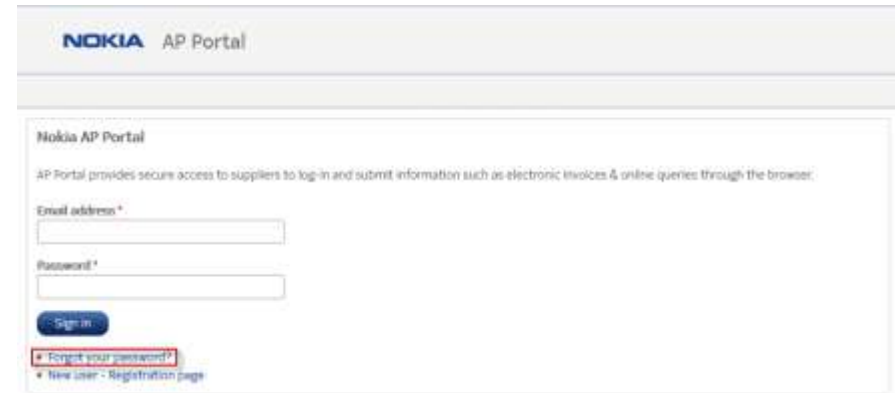
ID	#	Created	Updated	Type	Subject	Supplier	Customer	Status	
Show	29386	1	2015-02-17	2015-02-17	Invoice status	Please modify invoice amount	765832 - Dummy for AP portal	Nokia Solutions and Network...	Waiting

4. How to change your password and login email address?

You can change your password on **Account/ Change Password** tab or on the Login page at „**Forgot your password**”

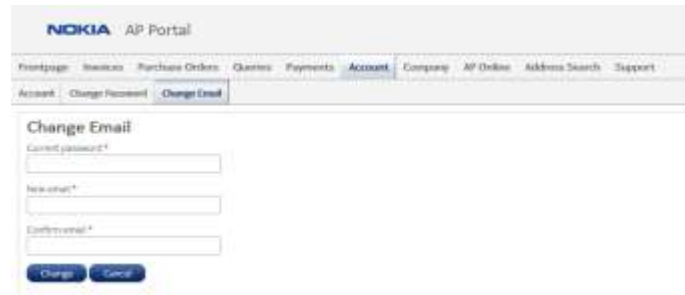


The screenshot shows the 'Change Password' form in the Nokia AP Portal. The page header includes 'NOKIA AP Portal' and a navigation menu with 'Account' selected. Below the navigation, there are tabs for 'Account', 'Change Password', and 'Change Email'. The 'Change Password' form contains three input fields: 'Current password *', 'New password *', and 'Confirm password *'. At the bottom of the form are two buttons: 'Change' and 'Cancel'.



The screenshot shows the login page of the Nokia AP Portal. The page header includes 'NOKIA AP Portal'. Below the header, there is a description: 'Nokia AP Portal provides secure access to suppliers to log-in and submit information such as electronic invoices & online queries through the browser.' The login form contains two input fields: 'Email address *' and 'Password *'. Below the input fields is a 'Sign in' button. At the bottom of the form, there are two links: 'Forgot your password *' and 'New user - Registration page'.

You can change your e-mail address on **Account/ Change E-mail** tab



The screenshot shows the 'Change Email' form in the Nokia AP Portal. The page header includes 'NOKIA AP Portal' and a navigation menu with 'Account' selected. Below the navigation, there are tabs for 'Account', 'Change Password', and 'Change Email'. The 'Change Email' form contains three input fields: 'Current password *', 'New email *', and 'Confirm email *'. At the bottom of the form are two buttons: 'Change' and 'Cancel'.

5. How to change your company details?

You can submit a request to update your company's master data (company name, address, bank data etc.) on **Company** tab.

1. Click on **Edit** by the relevant company
2. Enter the new data* into the „**New data**” field, then click on *Next*
3. Confirm and **Send** the request

* Please note that in case of **bank data change** a supporting document is also required (e.g. official letter, bank statement, invoice image which contains the bank data)



My Company

ID	Company Name	Users	Edit
765832	Dummy for AP portal		<input type="button" value="Edit"/>



The screenshot shows the 'Bank Details - Dummy for AP portal (765832)' form. The form is divided into two sections: 'Current data' and 'New data'. The 'New data' section is highlighted with a red box. The form includes fields for Bank account, Bank name, Bank account number, and Date. A 'Send' button is visible at the bottom right of the form. A 'Help' section is visible on the right side of the form.

6. How to use the Invoice Address Search tool (Address Search tab)?

You can check the legal address, invoice requirements and invoice sending options of the relevant customer company under Address Search tab

1. Select „Country”
2. Select customer „Company”

In case e-invoicing is allowed, click on „*Show options*” for further information about the available electronic invoice sending options

NOKIA AP Portal

Invoice Address Search

Company: Nokia Group Services & Network

Country: FINLAND

Company: NBS - Nokia Solutions and Network Oy

Company Information
Nokia Solutions and Network Oy

Legal Address (Invoices must be submitted to addresses listed in **Invoice Sending Methods** section)
Nokia Solutions and Network Oy
Rampport 1
P.O. Box
FI-00010
FINLAND
WEB: www.nbs.nokia.com, www.nbs.nokia.com, c/o: 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

Invoice Requirements

Country requirements Finland

Invoice sending requirements

Invoice Sending Methods

Electronic Invoice - Options

Electronic Invoice - AP Portal

7. Whom to contact for technical support?

If you need any **technical support** related to AP Portal, please login to the Portal and submit a query („Technical issue”).

In case of **login problems**, feel free to contact apportal.support@nokia.com via email.