

AP eConnect

External user registration

NOKIA

About AP eConnect Tool

AP eConnect is created with new technologies, it is interfaced to multiple ERP systems and it will allow you to use one harmonized tool for invoice submission, besides other useful features.

Benefits of using our new tool:

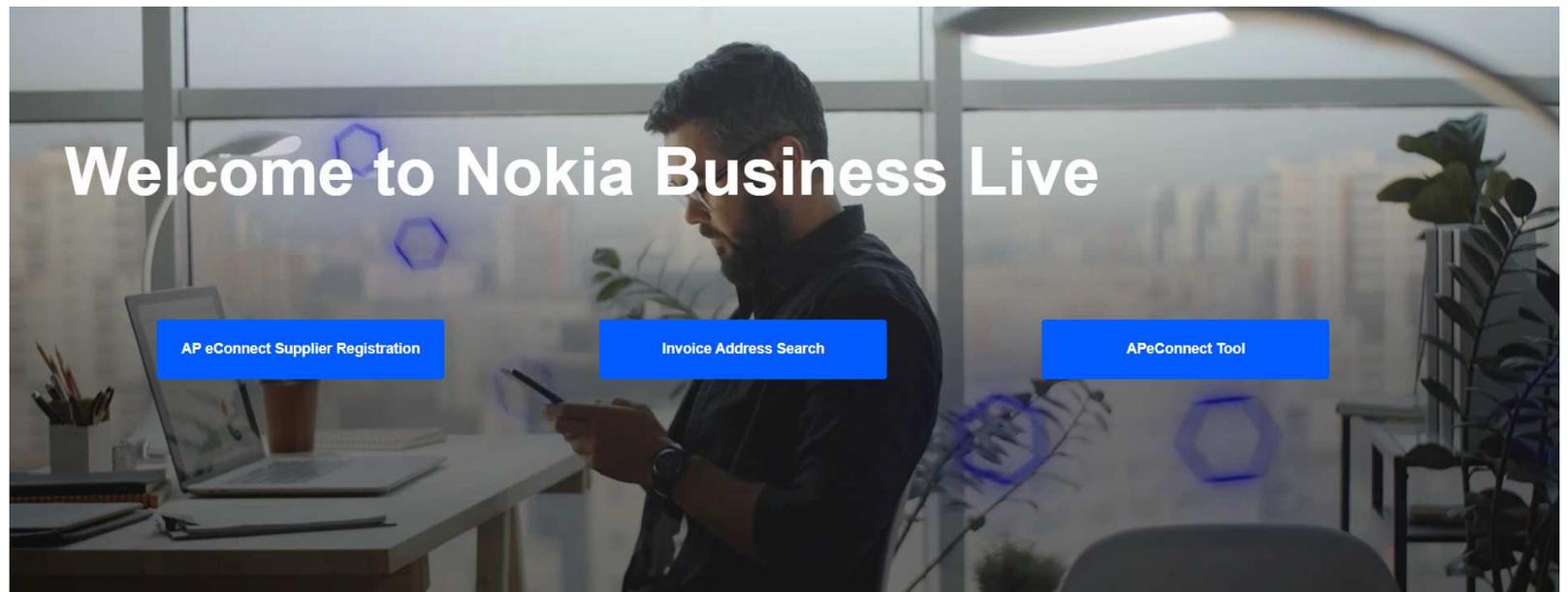
- Free of charge
- Fast and easy set up – only quick registration required
- Possibility to validate and request changes in your company details existing in Nokia system
- Access to remittance advices online
- Invoice Status Visibility: invoice processing status for ALL your invoices in Nokia system

AP eConnect

Link to the new AP eConnect tool: <https://nblpublic.nokia.com/>

- [AP eConnect Supplier Registration](#)
- [Invoice Address Search](#)
- [AP eConnect Tool](#)

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How to register on AP eConnect?

AP eConnect Registration form

Mandatory fields are highlighted with yellow

If a mandatory item is missing, request submission is not possible

User data:

- User e-mail (for login to AP eConnect)
- Confirm e-mail address
- First Name
- Last Name

Your e-mail ID will be used as an authenticator to login to AP eConnect, only individual e-mail address can be accepted.

Data to identify your company

- Supplier ID
- PO Number
- Invoice Number

Please provide at least one of them

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Supplier Registration

Email (Functional email is not supported)

Confirm Email

First Name Last Name

Supplier Profile

PO Supplier Non-PO Non-Freight Supplier

Freight Supplier Service Provider (only for Nokia employees)

Supplier Id

PO Number

Invoice Number

AP eConnect Registration form

Supplier Profile

- **PO Supplier**

Invoices for **8 digits PO's** (3xxxxxxx, 4xxxxxxx or 9xxxxxxx) or **10 digits PO's** (39xxxxxxxx, 4200xxxxxx, 4501xxxxxx, 454xxxxxxx, 501xxxxxxx, 502xxxxxxx, 63xxxxxxx, 74xxxxxxx, 82xxxxxxx, 85xxxxxxx, 9xxxxxxx) or **Contracts** (BPOxxx)

- **Freight Supplier**

Invoices with **shipping reference numbers** (Delivery Note, OTM number, Airwaybill number, Refence PO number, Other shipping refence number)

- **Non-PO Non Freight Supplier**

Invoices without any PO or shipping reference number

- Service Provider -> only for Nokia local team without Nokia credentials

At least one supplier profile has to be selected, if you have more invoice types, multiple selection is possible.

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Supplier Registration

Email (Functional email is not supported)

Confirm Email

First Name Last Name

Supplier Profile

PO Supplier Non-PO Non-Freight Supplier

Freight Supplier Service Provider (only for Nokia employees)

Supplier Id

PO Number

Invoice Number

AP eConnect Registration form

Primary Nokia Contact

Please provide the valid e-mail address of your Nokia business partner/Supplier Manager/Nokia Procurement - who can validate and confirm your registration in our AP eConnect tool.

Company data

Supplier Company Name (mandatory)

VAT Number (or tax ID, GSTN)

Adress

Postal Code

City

Country (mandatory)

Department

If your registration is complete, please submit your request



Legal Entity	▼
Justification for access	✎
Primary Nokia Contact	
Supplier Company Name	
VAT Number	
Address	✎
Postal Code	
City	
Country	▼
Department	

Submit

Access request approval process

Your request will be assigned for approval to your Primary contact (provided in the registration form)

Approval process could take a few days (depending on the availability of your Primary contact)

- Once your request is **approved**, an automatic e-mail will be sent to your registered e-mail address with the activation link.
- In case of any issue, your request might be **rejected** along with a rejection reason. For further clarification you can contact your Primary contact or [AP eConnect Support Team](#)

In one request you can request access only for one legal entity (supplier ID)

If you need access to another Company (supplier ID), you need to raise a new request

A registered user request access rights to multiple supplier ID's

For one supplier ID, multiple users can have access.

How to login to AP eConnect?

How to login to AP eConnect tool?

If your registration is approved, the activation link will be sent to your registered e-mail address.

Please activate your account.

Please note that there is no password, your registered e-mail will be the single authenticator to login to AP eConnect tool.

- If you already have Azure AD, we will use your existing Azure AD and we grant access to AP eConnect tool.

When you login to AP eConnect, your company credentials have to be provided (what is used for the already existing Azure AD)

- If you don't have Azure AD yet, we will automatically create it for you.

When you open [AP eConnect tool](#), you will receive an automatic e-mail with a control code, please enter this code on APeConnect to be able to login to the tool.

After authentication, you can use the functions on AP eConnect tool.