



Welcome to the NSG-Esker Supplier Invoicing Platform

As part of our continuous improvement journey, NSG is moving to the Esker solution for receiving and processing supplier invoices. This new system will provide a faster, more transparent, and more reliable way for you to interact with our Accounts Payable team.

Why this is great news for you

By using the **NSG-Esker Supplier Invoicing Platform**, you will gain:

- **Real-time visibility** into the status of your invoices — no need to email or call for updates
- **Immediate notifications** when invoices are received, approved, or rejected
- **Secure online access** to your documents and correspondence with NSG
- **A simple and intuitive interface** available in multiple languages
- **Faster processing times** and fewer delays caused by manual handling or missing information

Getting Started

When you are onboarded to the **NSG-Esker Supplier Invoicing Platform**, you will receive an **email notification** from NSG inviting you to access the platform.

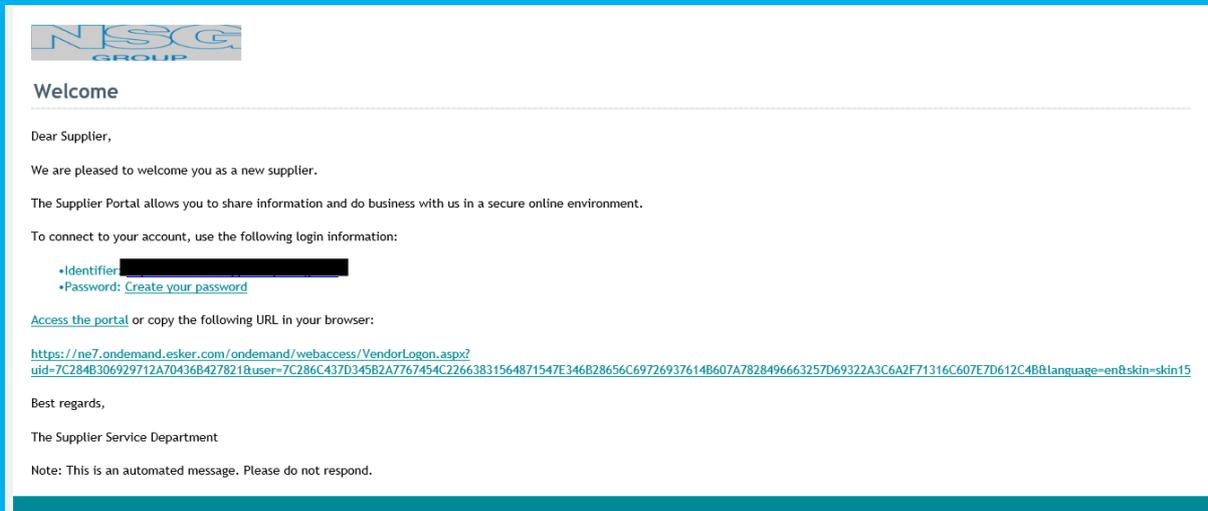
Email Notification

Email subject:

(E) Your account has been created

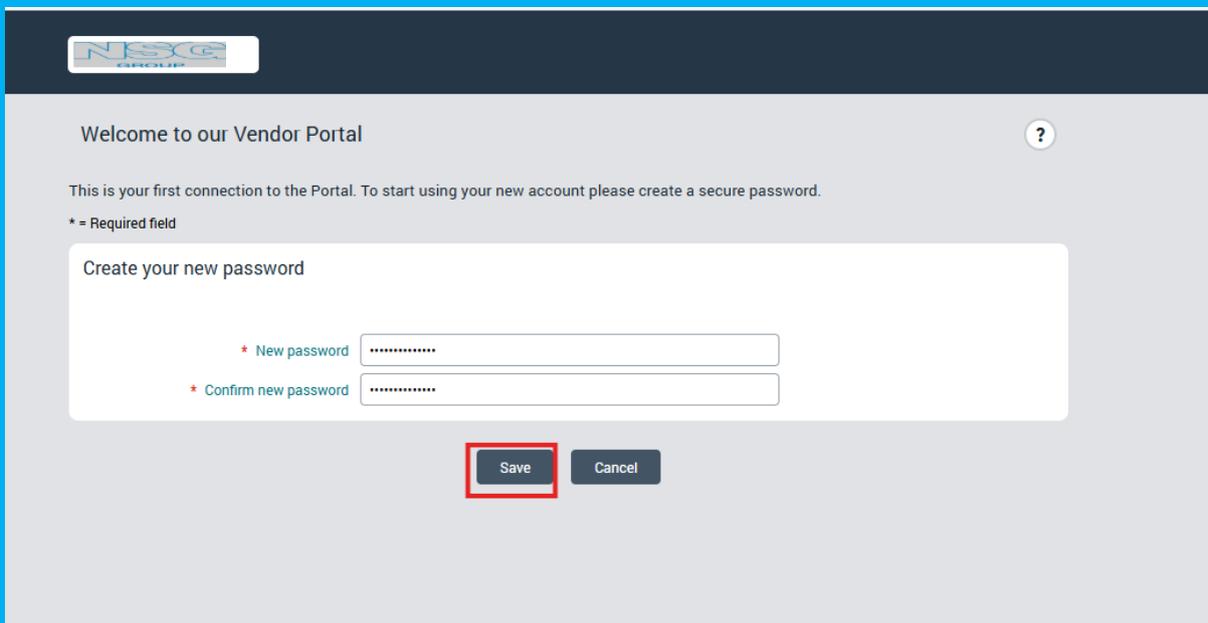
Email Content Example

The email includes a secure link to access the NSG-Esker Supplier Invoicing Platform. Click on “**Access Portal**” or the link provided.



First Login

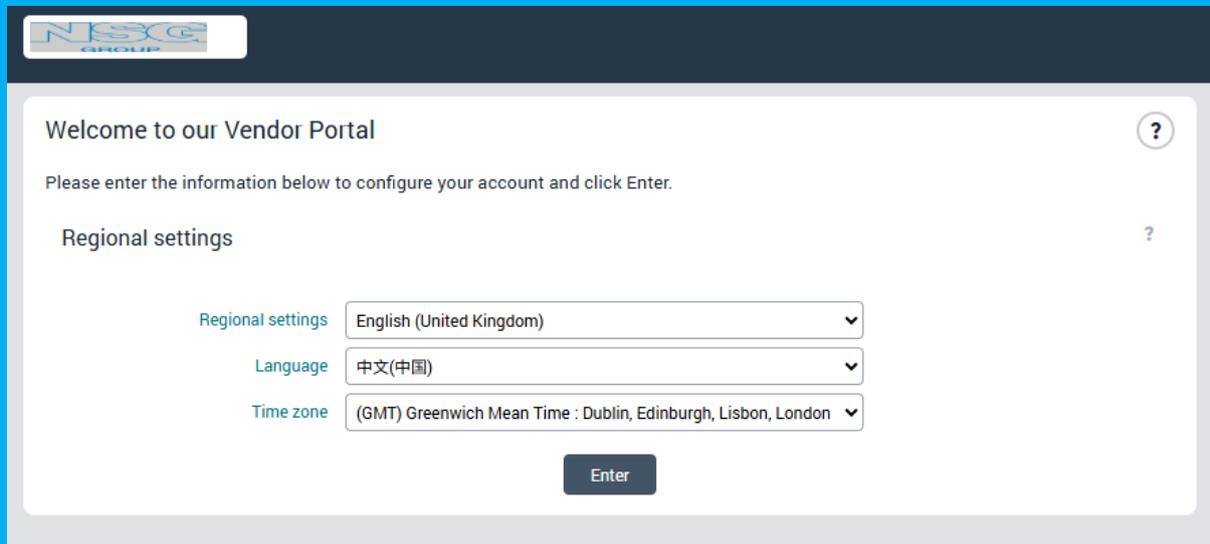
When you open the link for the first time, you will be asked to **set up a password**. Enter your preferred password and click **Save**.



On the next window, please set or review your Regional Settings, including:

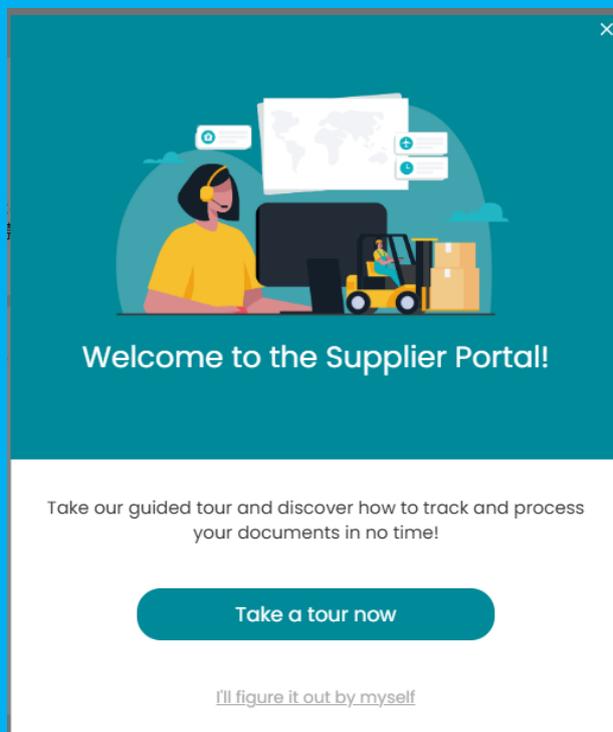
- **Language**
- **Time zone**

You can change these settings later if needed.



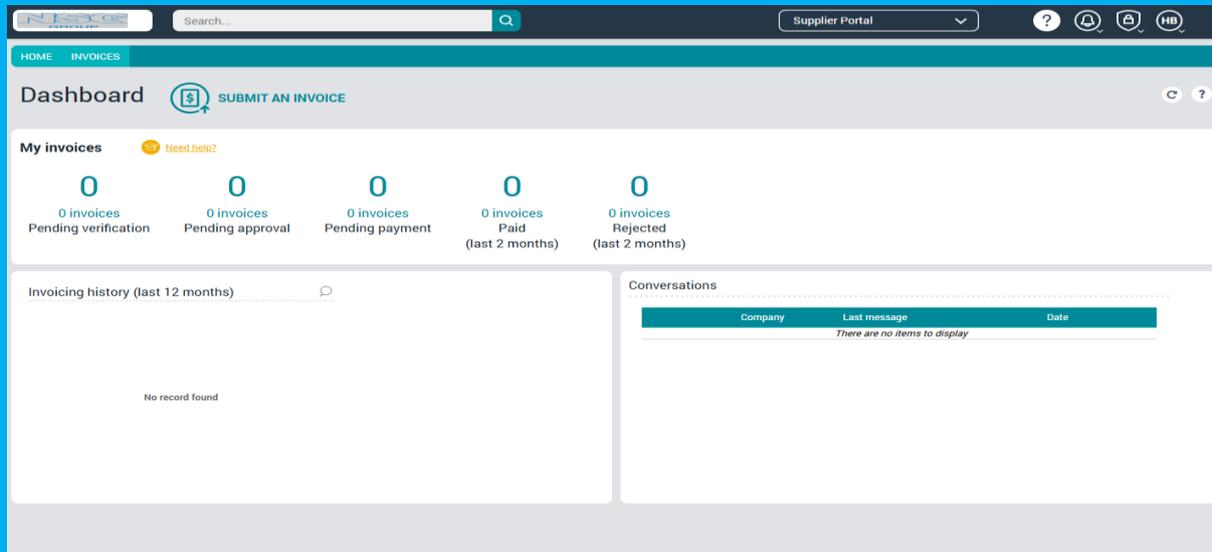
The screenshot shows the NSG Group logo in the top left corner. The main heading is "Welcome to our Vendor Portal" with a help icon (question mark in a circle) to the right. Below the heading is the instruction: "Please enter the information below to configure your account and click Enter." The "Regional settings" section has a help icon to its right. It contains three dropdown menus: "Regional settings" set to "English (United Kingdom)", "Language" set to "中文(中国)", and "Time zone" set to "(GMT) Greenwich Mean Time : Dublin, Edinburgh, Lisbon, London". An "Enter" button is located at the bottom center of the form.

On your first login, the system will automatically start a short, guided tour to help you become familiar with the NSG-Esker Supplier Invoicing Platform layout



NSG-Esker Supplier Invoicing Platform Overview.

Once you have logged in, you will see the Home page, which gives you an overview of your invoice activities and communication with NSG.



When the **Accounts Payable** module is enabled, the following components are available in the **NSG-Esker Supplier Invoicing Platform**:

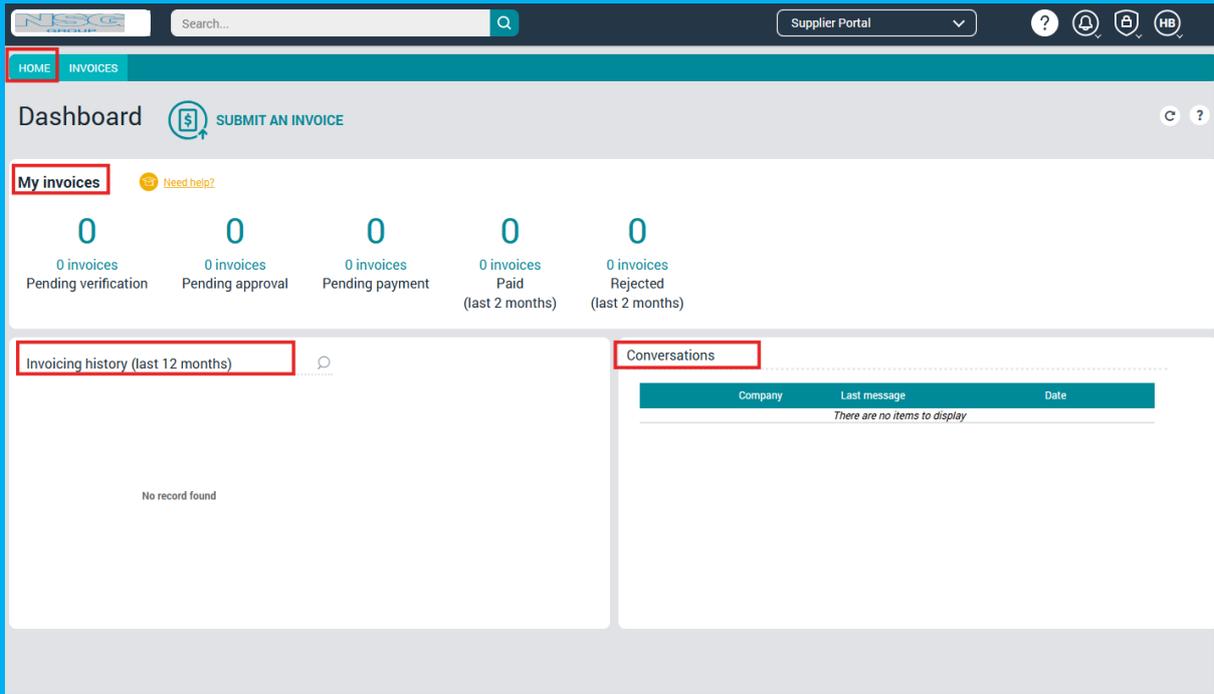
Home Tab

This includes:

- **My Invoices:** View all invoices submitted to NSG
- **Conversations:** Communicate directly with the Accounts Payable team

From here, you can:

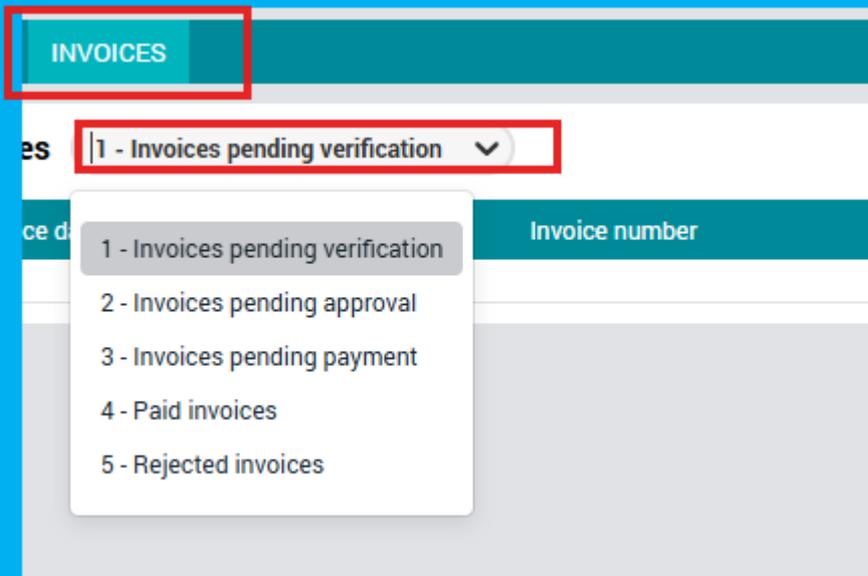
- Submit new invoices
- Track the processing status of existing invoices
- View and respond to messages from NSG



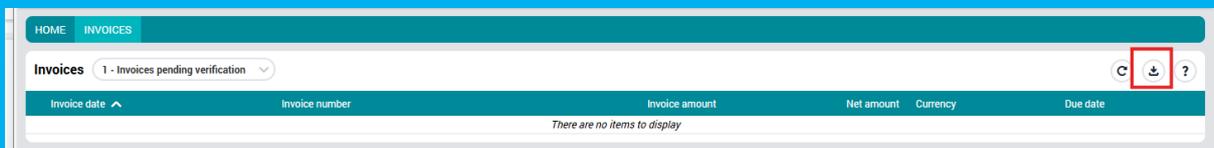
Invoices Tab

This section allows you to:

- Sort and filter invoices by date, status, or amount



- Download or export your invoice list for your own records



Invoice Rejection

If one of your invoices is rejected by the NSG Accounts Payable team, you will automatically receive an **email notification**.

This email includes a short explanation of the rejection along with basic invoice details. It also contains a **direct link to the NSG-Esker Supplier Invoicing Platform**, where you can **log in to review the full details** of the rejected invoice.

The rejection sent from the email address: **DoNotReply-AP@ap-notifications.nsg.com**

Please note that any supplier master data changes should continue to be submitted via the existing process.