Purchase to Pay Supplier Portal
Frequently Asked Questions (FAQs)

TEXAS INSTRUMENTS

Q: **Why is TI using a new portal?**
A: TI is developing an integrated purchase-to-pay portal to support efficiency, execution and growth. The portal will make it more efficient and streamlined for suppliers to do business with TI. The portal is an easy, online way of engaging that also provides enhanced security and data protection.

Q: **How will suppliers benefit by using TI's portal?**
A: The portal automates manual transactions across most purchase-to-pay activities and reduces manual errors through greater connectivity with suppliers. It also lowers fraud risk due to improved system security, which is especially important as cybercrime continues to escalate worldwide.

Q: **How will the portal change the way TI does business with suppliers?**
A: The portal automates manual processes for both TI and suppliers through smart workflows and by replacing disconnected email communications and SharePoint sites. In Phase 1, the portal will go live for supplier onboarding and maintenance functions. As additional functionality becomes available in 2024 and 2025, suppliers will use the portal for procurement and invoicing functions, including the ability to acknowledge and update delivery dates, prices and quantities.

Q: **When will the portal become fully functional?**
A: Although subject to revision, at this time we anticipate deployment of Phase 1 before the end of March 2024. Follow-on additional phase deployments will take place throughout 2024 and mid-2025. Expect additional communications about planned deployments as we progress through this effort.

Phase 1: Supplier Onboarding and Maintenance	Global	Phase 1
Phase 2: Procurement, eCatalog, Accounts Payable & Invoicing	U.S., Canada, Mexico	Phase 2
	EMEA	Phase 2
	Asia, Japan	Phase 3
Phase 3: Purchase Order Acknowledgement and Collaboration (MRP)	Global	Phase 3

Q: **Will all suppliers be required to use the portal?**
A: Yes. All suppliers will be required to use the portal when it becomes available to conduct business with TI. Suppliers will be required to use the portal for account maintenance activities, which includes providing information about account representatives (i.e., relationship manager, quality manager, accounts payable contacts) and making information updates (contacts, bank data, company name, legal entity changes, etc.)

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Q: **What actions do suppliers need to take to access the portal?**
A: Suppliers must complete training which will walk through the registration steps, as well as basic portal usage. Then they can go to the portal to register. Once registered, suppliers should confirm that all of their company information is correct.

Q: **Does the portal provide translation for languages besides English?**
A: The portal has translation support for six languages including English, French, German, Japanese, Simplified Chinese, and Spanish. These languages are included as a part of the Phase 1 deployment. Two additional languages or dialects, Traditional Chinese and Korean, will be available at a later date.

Q: **Will suppliers be able to use the portal to manage their security access?**
A: Yes. The portal has functionality for suppliers to securely update login information and to add or change portal access for team members that serve in various functions across their organizations. Two-factor authentication will also be enabled as an additional security safeguard to minimize the risk of unauthorized access.

Q: **Will suppliers be charged to use the portal?**
A: No. The portal will be available for TI suppliers at no charge.

Q: **Will the portal be used as a platform to conduct business in situations when suppliers pays TI for services such as material recycling, reclaimation services, etc.?**
A: Yes, at a future stage of the deployment, the portal will be used as the solution for suppliers to submit credit memos and payments to TI. Processes currently used for these activities will continue until the neccessary portal functionality is available.

Q: **How will legal bills submitted through Legal Tracker be handled?**
A: It will not affect the Legal Tracker process currently in place. The portal is a separate system and will not impact TI's Law Department processes managed through Legal Tracker.

Q: **Will current e-catalogs (punch out) be functional within TI's SAP SRM system?**
A: Supplier catalogs will remain as in SAP and are not impacted by this Phase 1 deployment. As a deliverable for Phase II, catalogs will be transitioning to the portal on a region by region basis. Communications on the timing for this change will be provided prior to Phase II deployment.

Q: **When will the portal be available?**
A: TI will send notice once the portal goes live.

Q: **When will I be able to register in the portal?**
A: Each company has been assigned a System Administrator (Sys Admin), customarily an Accounts Receivable contact. Once the portal is live, Sys Admins will also receive a separate email with login information prompting them to complete registration.

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Q: I thought I was the Sys Admin, but did not receive an additional email with registration details, what should I do?
A: Please contact us at p2pauto_reply_ext@list.ti.com

Q: How do I access training?
A: The training is available at https://www.ti.com/about-ti/suppliers/supplier-overview.html.

Q: If I have questions, who can I contact receive more information about this project?
A: If you have additional questions or concerns related to this project, contact your TI representative. If you do not know your TI representative, send a message to: p2pauto_reply_ext@list.ti.com.