

Ivalua Supplier Training

External Workforce Management (EWM)

Last Updated: December 15, 2025

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Respond to a Request for Candidates (RFC) as an EWM Supplier Admin

EWM Supplier Admin

EWM Supplier Admin accesses the Request for Candidates (RFC), reviews, and proposes qualified candidates from the talent pool.



Respond to a Request for Candidates (RFC) as an EWM Supplier Admin

EWM Supplier Admin Homepage

When a TI Hiring Manager creates a Contingent Worker Request and submits it for approval, EWM generates a Request for Candidate (RFC) object that requires action from the Supplier Admin.

Log in to the EWM Portal as an EWM Supplier Admin.

Link: [TI Supplier Information Management Portal](#)

There are 2 ways to respond to an RFC.

1. Under the Supplier Homepage, **Validations** Section, Supplier Admins can see pending RFC action items. Click on the **object** link to open it.

2. Navigate to the **Contingent Workforce** Menu and click on the **Manage Requests for Candidates** option.

The screenshot displays the EWM Supplier Admin Homepage. The top navigation bar includes tabs for General Info., Sourcing, Catalogs, Contingent Workforce, Orders, Invoicing, and Performance. The Contingent Workforce tab is active, and a dropdown menu is open, showing options: Manage Requests for Candidates (highlighted with a red box), My Talent Pool, and Browse Work Orders. The main content area is divided into three sections: Announcements, Onboarding Progress, and Validations. The Announcements section contains a message about logging into the supplier portal and a contact email (contact@ivalua.com) and phone number (+1 545 454 XXXX). The Onboarding Progress section shows four steps: Registration (Onboard Pending), Preparation (Gather Information), Enrollment Rev. (Review Information), and Active Supplier (Onboard Complete), each with a green checkmark. A yellow warning box states: 'The following items may require your attention: Main Address is Missing. Main address must be completed in order to define mandatory documents for this supplier.' The Validations section shows a table with columns: Process, Object, Action, and Due date. It lists two pending RFCs: 'RFC000036 - CWR EWM 4IR' and 'RFC000032 - DOA Logic Test Req. 10/18/2025', both with the action 'Initialized'.

Process	Object	Action	Due date
Request for Candidates	RFC000036 - CWR EWM 4IR	Initialized	
Worker Setup Workflow	Jay B - PO000205 - Requisition	Creation	
Request for Candidates	RFC000032 - DOA Logic Test Req. 10/18/2025	Initialized	



Respond to a Request for Candidates as an EWM Supplier Admin

Manage Request for Candidates page

- 3 Using the second method, Supplier Admins will be redirected to the **Manage Request for Candidates** page. Here, you will search through the list of RFC requests.
- 4 Click on the **required RFC object** or click on the **pencil icon** to open the required RFC.

The screenshot shows the 'Manage Requests for Candidates' page in the iValua system. The page has a navigation bar with tabs for General Info, Sourcing, Catalogs, Contingent Workforce, Orders, Invoicing, and Performance. The 'Contingent Workforce' tab is active. Below the navigation bar, there is a search bar and a filter section. The filter section shows 'My RFCs Only' selected. The main table lists RFC requests with columns for Label, Submission End Date, and Status. The first row is highlighted with a red box.

Label	Submission End Date	Status
> Req. 10/15/2025 demo 12 RFC000023		Draft
> Req. 9/2/2025 RFC000003	9/1/2025	Submitted
> Copy of : Req. 9/2/2025 RFC000004		Submitted
> Copy of : Req. 9/2/2025 RFC000009		Submitted
> Req. 9/12/2025 RFC000010		Submitted
> CWR Demo 16_09 RFC000011		Submitted
> Copy of : CWR Demo 16_09 RFC000019		Submitted
> JB Requisition. 9/25/2025 RFC000020		Submitted
Req. SBE Update test 1		



Respond to a Request for Candidates as an EWM Supplier Admin

Request for Candidate page

5 On the RFC page, click on the **Add Candidate** Button.

The Supplier Admin will be redirected to the **Candidate** Page, where you will review the information.

1. Use **Select a Candidate from the Talent pool** selector to select any existing candidates, and the mandatory fields will auto-populate.

6 2. Supplier Admin's can add a new candidate by filling in the fields below: Fields marked with an asterisk (*) are mandatory input fields.

- Last Name
- First Name
- Email
- Phone Number
- Resume

The **Rate** Field auto-populates from the Job Title. If required, then the Supplier Admin can change the Rate and submit a Candidate, which initiates the **rate negotiation process**.

7 **Note:** Rate card rates are daily rates. The unit is **man-days**, which is hourly rate × 8 hours.

8 Now, navigate to the **Skills** section, and you can provide ratings to the proposed candidate against the requested skills.

9 Click on **Save and Close** button.

The screenshot shows the 'Request for Candidate' page and a modal form for adding a candidate. The RFC page has a sidebar with 'Request Information' and a main table with columns: Job Title, Dates Needed, Days Needed, Rate, Shift, Overtime Eligibility?, Drug Test, and Background Check. The 'Add Candidate' button is highlighted in the 'Candidates' section. The modal form contains the following fields:

- Job Title:** IT IT Professional services Engineer Expert
- Candidate Information:**
 - Select Candidate From Talent Pool (dropdown)
 - Last Name (text field)
 - First Name (text field)
 - Email (text field)
 - Phone Number (text field)
 - Resume* (file upload)
 - Other Attachments (file upload)
- Rate*:** 300.00 USD, Units: m.d
- Available:** 10/15/2025
- Requested Skills:** ERP - Level1
- Rating:** Does not Meet, Partially Meet, Meet All, Exceed



Respond to a Request for Candidates as an EWM Supplier Admin

Request for Candidate page

10 Supplier Admins will be redirected to the RFC page and can view a list of proposed candidates under the candidate section.

11 Click on **Submit Candidates Proposal** Button.

Request for Candidate

Search

>>

i

Cancel

Submit Candidates Proposal

Request Information

Label

CWR EWM_4JB

Hiring Manager

Level One

Status

Draft

Submission End Date

NA

Job Title

Information technology consultation services IT Professional services Engineer Expert

Dates Needed

11/7/2025 - 12/7/2025

Days Needed

31.00

Rate

300.00 USD

Shift

12:00 AM - 11:59 PM Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Overtime Eligibility?

✓

Drug Test

✓

Background Check

✓

1 Record(s)

Candidates

Add Candidate

Candidate Name

Job Title

Rate

Unit

Resume

Available

Jay B

Information technology consultation services IT Professional services Engineer Expert

300.00 USD

m.d

11/7/2025

Jay.b@tataconsser.com

1 Record(s)

Add a Supplier Worker to the talent pool as an EWM Supplier Admin

EWM Supplier Admin

Supplier Account Manager (EWM responsible) adds the candidate to the talent pool



Add the Supplier Worker to the talent pool as an EWM Supplier Admin

EWM Supplier Admin Homepage

- 1 On the Ivalua Supplier Portal, as **EWM Supplier Admin**, follow the steps below:
- 2 From the **Contingent Workforce** drop-down menu at the top of the screen, click on **My Talent Pool**.

The screenshot shows the Ivalua Supplier Portal interface. At the top, there is a navigation bar with tabs: General Info, Sourcing, Catalogs, Contingent Workforce, Orders, Invoicing, and Performance. The 'Contingent Workforce' tab is active, and a dropdown menu is open, showing options: Manage Requests for Candidates, My Talent Pool (highlighted with a red box), and Browse Work Orders. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Company Profile' section with an information icon. In the center, there is an 'Announcement' section with text about logging onto the portal and a link to FAQs. To the right of the announcement, there is a 'Registration' section with a green checkmark and the text 'Onboard Pending'. Below that, there is a 'Preparation' section with a green checkmark and the text 'Gather Information'. Below that, there is an 'Enrollment Rev.' section with a green checkmark and the text 'Review Information'. Below that, there is an 'Active Supplier' section with a green checkmark and the text 'Onboard Complete'. To the right of these sections, there is a yellow warning box with a triangle icon and the text 'Main Address is Missing' and 'Main address must be completed in order to define mandatory documents for this supplier.' On the far right, there is a 'Validations' section with a 'See 4 results' link. Below this, there is a table with columns: Process, Object, Action, and Due date. The table contains three rows of data.

Process	Object	Action	Due date
Request for Candidates	RFC000023 - Req. 10/15/2025 demo 12	Initialized	
Order - Fixed Price/SOW_v1	PO000205 - Requisition- [redacted] Services - [redacted] Setup	Configure Worker	
ORD Timesheet	Timesheet - B Jay - October	Supplier Account Manager	



Add the Supplier Worker to the talent pool as an EWM Supplier Admin

Manage Talent Pool Page

3 Click on the **Add New Talent** Button to create a new talent pool.

4 Under the **Contingent Workforce** tab at the top of the screen, click on the **My Talent Pool** button.

You will be directed to the **Manage Talent Pool** Page. Fill in the Mandatory field details mentioned below. Fields marked with an asterisk (*) are mandatory input fields.

- 5
- Last Name
 - First Name
 - Email
 - Date of Birth
 - Phone Number
 - Resume
 - Other Attachments (optional)

6 Click on the **Save** Button, and the candidate will be added to the supplier talent pool.

The screenshot displays the Ivalua system interface for managing a talent pool. The top navigation bar includes tabs for General Info, Sourcing, Catalogs, Contingent Workforce, Orders, Invoicing, and Performance. The 'Contingent Workforce' tab is selected, and the 'My Talent Pool' button is highlighted. Below this, there is a search bar with 'Keywords', 'Commodity ID', and 'Skills' filters. A '+ Add New Talent' button is visible. The main area shows a list of candidates on the left and a 'Manage Talent Pool' form on the right. The form has fields for Last Name, First Name, Email, Date of Birth, Phone Number, Resume, and Other attachments, all marked as mandatory with an asterisk. The 'Save' button is highlighted.

Review and acknowledge a work order as an EWM Supplier Admin

EWM Supplier Admin

Supplier Account Manager (EWM responsible) reviews and acknowledges the work order



Review and acknowledge a work order as an EWM Supplier Admin

EWM Supplier Admin Homepage

When a Work order is generated by a TI Hiring Manager:

1 As an **EWM Supplier Admin**, log in to the Ivalua Supplier Portal and follow the steps below.

The EWM Supplier Admin can access the required work order to be acknowledged using the **Validate** section on the homepage, or by navigating to the **Contingent Workforce** menu at the top of the screen and selecting the **Browse Work Orders** option.

2 **Note:**
If the EWM Supplier Admin uses the **Browse Work Orders** page, click on the pencil icon/object link to open the work order.

If accessing the work order through the Homepage **Validate** section, click on the work order object link.

The screenshot shows the Ivalua Supplier Portal homepage. The 'Contingent Workforce' menu is open, and 'Browse Work Orders' is highlighted. The 'Validations' section on the right displays a table with the following data:

Process	Object	Action	Due date
Request for Candidates	RFC000023 - Req. 10/15/2025 demo 12 [redacted] initialized		
Order - Fixed Price/SOW_v1	PO000205 - [redacted] Configure Worker Setup		
ORD Timesheet	Timesheet - B Jay - October	Supplier Account Manager	

The screenshot shows the 'Browse Work Orders' page. The table below lists the work orders:

ID	Name	Hiring Manager	Status	Ordered	Received	Invoiced	Currency	Progress	Delay (d)
PO000211	Requisition OT DT SP Demo 8/10 [redacted] services	Jaykumar Bhalani	Completed	9,600.00			USD	Acknowledged; Close Work Order	+13
PO000205	Requisition- [redacted] services	Jaykumar Bhalani	Ordered	10,200.00			USD	; Configure Worker Setup	-77
PO000204	Req. SBE Update test [redacted] services	Jaykumar Bhalani	Completed	27,900.00			USD	Acknowledged; Close Work Order	+15
PO000177	Requisition [redacted] services	Jaykumar Bhalani	Completed	1,000.00			USD	Acknowledged	-9
PO000176	CWR Demo 16_0 [redacted] services	Jaykumar Bhalani	Completed	9,000.00	1,200.00		USD	Acknowledged	+35
PO000174	Req. 9/12/202 [redacted] Services	Jaykumar Bhalani	Completed	2,100.00	300.00	600.00	USD	Acknowledged	+39
PO000170	Req. 9/2/202 [redacted] services	Jaykumar Bhalani	Completed	4,200.00		4,200.00	USD	Acknowledged; Close Work Order	+49



Review and acknowledge a work order as an EWM Supplier Admin

Work Order Page

- 3

Either of these methods will redirect the EWM Supplier Admin to the **Work Order** page, where you will review the Work Order information.
- 4

To agree to and acknowledge the Work Order details, click on the **Confirm** button at the top.
- 5

In the case of a **Contingent Work Order**, the status will change to “**Ordered**,” and the work order will move to the TI hiring manager for further approvals.
- In the case of an **SOW Work Order**, it will be assigned back to the Supplier Admin to complete the **Worker setup**.

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Work Order: PO000298 - CWR EWM_4JB- [REDACTED] ncy Services - [REDACTED] ncy...

Q Search

Purchase Order

Deliveries

Invoices

Reject

Confirm

Create Credit Note

Create Advanced Shipping Notice

Create Invoice

Header

Name

CWR EWM_4JB- [REDACTED] ncy Services

Supplier Order Point

[REDACTED] ncy Services

Supplier Pay Point

Plant

TI ADMIN FOR SC GROUP

Company Code

Texas Instruments Inc

Order Date

11/7/2025

Hiring Manager

Jaykumar Bhalani

Supplier Contact

[REDACTED]

Currency

USD



Review and acknowledge the work order as an EWM Supplier Admin

Applicable only to SOW Work Order

6 After the **Acknowledgement** of an SOW Work Order, an additional tab, '**Worker Setup**', will be available.

Click '**Add New**' button, and the worker setup pop-up page will open.

7 Fill in the required Worker details and click '**save**'.
Next, click '**Submit Worker Setup**' to validate the supplier worker.

Supplier Admins can add as many resources/workers as desired by following the above steps.

8 Once all Worker setup is complete, click the '**Submit Worker Setup**' button at the top of the screen of the work order page.

9 On the submission, the Worker setup will be assigned to the TI Hiring Manager for Review and further approval.

The TI Hiring Manager will need to approve the Worker.

The screenshot shows the Texas Instruments SOW Work Order page for PO: PO000001 - Requisition. The 'Worker Setup' tab is active, and the 'Add New' button is highlighted. The 'Worker Setup' pop-up is open, showing the 'Worker Information' section with fields for PO Item, Job Title, Worker, First Name, Last Name, Email, and Phone #. The 'Submit Worker Setup' button is highlighted.

The screenshot shows the Texas Instruments SOW Work Order page for PO: PO000001 - Requisition. The 'Worker Setup' tab is active, and the 'Submit Worker Setup' button is highlighted. The table below shows the worker setup details.

Job Title	Candidate	Start date - End date	Deliverable	Status	Action
Consulting Resource - ENG Analog Design		2025-11-09 - 2025-11-10		To be Validated	

1 Record(s)

Supplier Worker creates a timesheet and submits it for approval

Supplier Worker & EWM Admin

Supplier Worker creates a timesheet and submits it to the Supplier Account Manager (EWM Manager) for approval. The Supplier EWM Manager reviews and submits it further for TI - PM/Hiring Manager approval



Supplier Worker creates a timesheet and submits it for approval

Supplier Worker Homepage

- 1 Log in to the Supplier Portal as a **Supplier Worker**.
- 2 Click on the **Manage Timesheet** menu at the top of the screen.

Dev 182 ivalua Manage Timesheets

< ⌂ ☆ Supplier Portal

Announcement

The content is not set

Onboarding Progress

✓ **Registration**
Onboard Pending

✓ **Preparation**
Gather Information

✓ **Enrollment Rev.**
Review Information

✓ **Active Supplier**
Onboard Complete

⚠ The following items may require your attention:

⚠ **Main Address is Missing**
Main address must be completed in order to define mandatory documents for this supplier.

Validations [See 8 results](#)

Process	Object	Action	Due date
ORD Timesheet	Timesheet - B Jay - October	Supplier Worker Approval	
ORD Timesheet	Timesheet - B Jay - October	Supplier Worker Approval	
ORD Timesheet	Timesheet - B Jay - October	Supplier Worker Approval	
ORD Timesheet	OT DT Test Timesheet - B Jay - October 1	Supplier Worker Approval	



Supplier Worker creates a timesheet and submits it for approval

Manage Timesheet Page

3 From the **Manage Timesheet** page, navigate and click on the **Create Timesheet Button**.

The Supplier Worker will be redirected to the **Timesheet Creation** Page:

- 4 - Update the timesheet label (other fields are in read-only mode)
- Click on the **save** button

Timesheet Label	Start Date	End Date	Contact	Status	QTY Ordered	Imputed Days	Created on	Created By	Modified on	Created By
DEMO Test Order 202	9/25/2025	9/27/2025	Jay B	Validated			9/25/2025	Jaykumar Bhalani	10/16/2025	Jaykumar Bhalani
DEMO Timesheet JB	9/25/2025	9/27/2025	Jay B	Validated			9/25/2025	Jaykumar Bhalani	10/16/2025	Jaykumar Bhalani
OT DT Test Timesheet - B Jay - October 1	10/6/2025	10/10/2025	Jay B	Draft			10/8/2025	Jay B	10/8/2025	Jay B
Test DEMO TS			Jay B	Draft			9/25/2025	Jaykumar Bhalani	9/25/2025	Jaykumar Bhalani
Timesheet - B Jay - October			Jay B	Draft			10/8/2025	Jay B	10/8/2025	Jay B
Timesheet - B Jay - October	9/16/2025	9/17/2025	Jay B	Supplier Approval in progress			10/10/2025	Jay B	10/10/2025	Jay B
Timesheet - B Jay - October	9/17/2025	9/18/2025	Jay B	Draft			10/10/2025	Jay B	10/10/2025	Jay B
Timesheet - B Jay - October			Jay B	Draft			10/17/2025	Jay B	10/17/2025	Jay B
Timesheet - B Jay - October Test 2	9/25/2025	9/26/2025	Jay B	Validated			10/8/2025	Jay B	10/8/2025	Jaykumar Bhalani
Timesheet - B Jay - September	9/25/2025	9/26/2025	Jay B	Draft			9/29/2025	Jay B	9/29/2025	Jay B
Timesheet - B Jay - September			Jay B	Draft			9/25/2025	Jay B	9/25/2025	Jay B
Timesheet - B Jay - September	9/12/2025	9/12/2025	Jay B	Validated			9/12/2025	Jay B	9/12/2025	Jay B
Timesheet - B Jay - September	9/16/2025	9/19/2025	Jay B	Validated			9/16/2025	Jay B	9/16/2025	Jay B
Timesheet - B Jay - September			Jay B	Draft			9/29/2025	Jay B	9/29/2025	Jay B
Timesheet - B Jay - September Tst 29	9/25/2025	9/26/2025	Jay B	Draft			9/29/2025	Jay B	9/29/2025	Jay B

Timesheet Label *

Timesheet - B Jay - October

Status

Draft

Timesheet ID

Entry Mode

Entry In Hours (Manual)

Supplier

TATA Consultancy Services

Contact

Jay B

Begin Date

End Date



Supplier Worker creates a timesheet and submits it for approval

Manage Timesheet Page

- 5 After save, confirm that the new Section is visible.
- In the newly visible Section:
- 6 - Click on **Add Line**.
- Select the **Work Order** from the dropdown.
- Click on **Save** again.
- 7 After save, enter the required hours for each day manually in the timesheet grid.
- 8 Click on **Save** again to update the changes.
- 9 Verify that the **Total Charged Timesheet Hours** are displayed in the summary box based on the entered time.

Timesheet Manage

Save Submit

Timesheet Label* Status Timesheet ID Entry Mode

Timesheet - B Jay - November Draft 27 Entry In Hours (Manual)

Supplier Contact Begin Date End Date

[Redacted] Jay B 11/10/2025 11/14/2025

+ Add a line

Service	Program	Task	Monday (11/10/2025)	Tuesday (11/11/2025)	Wednesday (11/12/2025)	Thursday (11/13/2025)	Friday (11/14/2025)	Saturday (11/15/2025)
PO000298 - Information technology consultation services IT Professional services Engineer Expert			8.00 h	8.00 h	8.00 h	10.00 h	10.00 h	
Day Off								
			8.00 h	8.00 h	8.00 h	10.00 h	10.00 h	0.00 h
2 Record(s)								

Total Charged Timesheet Hours

44.00

Click on 'Save' button after entering timesheet hours to populate 'Total Charged Timesheet Hours'



Supplier Worker creates a timesheet and submits it for approval

Manage Timesheet Page

Add the **required weekly hours**, splitting details in the respective fields if applicable:

- 10** - Total Standard hours
- Total Overtime hours
- Total Double-time hours
- Total Shift Premium hours
- 11** Click on the **Save** Button. Next, click on the **Submit** Button to submit the timesheet for approval.
- Next, the **Timesheet Workflow approval** is assigned to the EWM Supplier Admin for review and approval.
- 12** The EWM Supplier Admin must log in and open the above-created timesheet from the homepage validation section by accessing the object link.
- 13** After the Supplier Admin approves, the **Workflow** will be assigned to the TI Hiring Manager for final review and approval.

Service	Monday (11/10/2025)	Tuesday (11/11/2025)	Wednesday (11/12/2025)	Thursday (11/13/2025)	Friday (11/14/2025)	Saturday (11/15/2025)
PO000298 - Information technology consultation services IT Professional services Engineer Expert	8.00 h	8.00 h	8.00 h	10.00 h	10.00 h	
Day Off						
Total	8.00 h	8.00 h	8.00 h	10.00 h	10.00 h	

2 Record(s)

Total Charged Timesheet Hours: 44.00

Click on 'Save' button after entering timesheet hours to populate 'Total Charged Timesheet Hours'

Overtime, Doubletime and Shift Premium

Total Standard Hours: 40

Total Overtime Hours: 2

Total Doubletime Hours: 2

Total Shift Premium Hours:

Announcement

You have now logged onto our supplier portal. This portal is the one-stop shop for all of your business transactions with us. Please note that in doing business with us, you agree to abide by the supplier code of conduct and policies we uphold.

If you encounter any issues, you may consult this [LINK](#) for a list of our video

Onboarding Progress

- Registration: Onboard Pending
- Preparation: Gather Information
- Enrollment Rev.: Review Information

There is no item requiring your attention at the moment.

Validations

See 10 results

Validation	Details	Status
ORD Timesheet	Timesheet - A Shobha - November	Supplier Account Manager Validation
TI Invoice	509.76 USD - Services India Pvt Ltd - 48467702 - 11/20/2025	Hold

EWM Supplier Admin creates an invoice and submits it for approval

EWM Supplier Admin

EWM Supplier Admin creates an invoice and submits it for TI - PM/Hiring Manager approval



Supplier Account Manager (EWM responsible) creates an invoice and submits it for approval

Supplier EWM Manager Homepage

- 1
- From the Ivalua supplier portal as **EWM Supplier Admin**, follow the steps below.
- Navigate to the **Contingent Workforce** menu and select the **Browse Work Orders** option.
- 2
- Browse the SOW Work Order at the Close Work Order step. Open it by clicking the pencil icon/Object link.
- Note:** Check the **Progress** column from the Browse Work Orders page to identify the current step of the Work Order.

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General Info. Sourcing Catalogs Contingent Workforce Orders Invoicing Performance

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Supplier Portal

Manage Requests for Candidates
My Talent Pool
Browse Work Orders

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Company Profile

Announcement

You have now logged onto our supplier portal. This portal is the one-stop shop for all of your business transactions with us.
Please note that in doing business with us, you agree to abide by the supplier code of conduct and policies we uphold.

If you encounter any issues, you may consult this [LINK](#) for a list of our video FAQs. You may also contact our helpdesk directly for assistance at :

contact@ivalua.com
Phone : +1 545 454 XXXX

✓ Registration
Onboard Pending

✓ Preparation
Gather Information

✓ Enrollment Rev.
Review Information

✓ Active Supplier
Onboard Complete

⚠

The following items may require your attention:

⚠ Main Address is Missing
Main address must be completed in order to define mandatory documents for this supplier.

Validations

See 4 results

Process	Object	Action	Due date
Request for Candidates	RFC000023 - Req. 10/15/2025 demo 12 Consultancy Services - REQ000455	Initialized	
Order - Fixed Price/SOW_v1	PO000205 - Requisition Consultancy Services - Consultancy Services	Configure Worker Setup	
ORD Timesheet	Timesheet - B Jay - October	Supplier Account Manager	

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General Info. Sourcing Catalogs Contingent Workforce Orders Invoicing Performance

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Browse Work Orders

Q Search

Keywords

Q Search Reset

ID	Name	Hiring Manager	Status	Ordered	Received	Invoiced	Currency	Progress	Delay (d)	
PO000211	Requisition OT DT SP Demo 8/10/2025 - Services	Jaykumar Bhalani	Completed	9,600.00			USD	Acknowledged; Close Work Order	+13	
PO000205	Requisition - Services	Jaykumar Bhalani	Ordered	10,200.00			USD	; Configure Worker Setup	-77	
PO000204	Req. SBE Update test - Services	Jaykumar Bhalani	Completed	27,900.00			USD	Acknowledged; Close Work Order	+15	
PO000177	Requisition - Services	Jaykumar Bhalani	Completed	1,000.00			USD	Acknowledged	-9	
PO000176	CWR Demo 16 - Services	Jaykumar Bhalani	Completed	9,000.00	1,200.00		USD	Acknowledged	+35	
PO000174	Req. 9/12/2025 - Services	Jaykumar Bhalani	Completed	2,100.00	300.00	600.00	USD	Acknowledged	+39	
PO000170	Req. 9/2/2025 - Services	Jaykumar Bhalani	Completed	4,200.00		4,200.00	USD	Acknowledged; Close Work Order	+49	

7 Record(s)



Supplier Account Manager (EWM responsible) creates an invoice and submits it for approval

Create Invoice Page

3 On the **Work Order** page, click on the **Create Invoice** button at the top of the page

You will be redirected to the Invoice Creation page. Verify the fields that are auto-populated from the Work Order or fill in the missing mandatory field details. Fields marked with an asterisk (*) are mandatory input fields.

Invoice header

- **Supplier Invoice number**
- **Invoice date**
- **Currency**

The Attached Files section can be used to attach the Supplier invoice copies.

4 Buyer Information

- **Organization**

Add line

- **Type**
- **Item name**
- **Amount**
- **Tax**
- **Commodity ID**

Payment Info

- **Payment date**
- **Payee**
- **Banking info**
- **Payment type**
- **Payment address**

Dev 182 iValua General Info. Sourcing Catalogs Contingent Workforce **Orders** Invoicing Performance

PO: PO000177 - Requisition [REDACTED]

Create Credit Note Create Advanced Shipping Notice **Create Invoice** Change request

Purchase Order Worker Setup

Header

Name Requisition [REDACTED] Services

Supplier [REDACTED] Services

Invoice

Save Save & Close Validate Cancel Invoice Other Actions

Legal Invoice Click or Drag to add a file

Attached Files Click or Drag to add files

Compliance Requirement Set

Invoice Header

Supplier Invoice Number* Invoice Date* 10/21/2025

Payment Terms Due Date

Linked Invoice

Currency USD

Supplier Information

Order Supplier [REDACTED] Services Contact Chris ALEXANDER

Invoicing Supplier [REDACTED] Services Supplier VAT ID

Order PO000177 - Requisition-TATA Consultancy Services Contract

Shipping Number

Buyer Information

Organization 1003 - Texas Instruments Inc Requisitioner Jaykumar Bhalani

Ship to [REDACTED]

Bill to [REDACTED]

Add Lines

Order	Type	Item Name	Due	QTY	UOM	UP Excl. Tax	Amount (Excl. Tax)	Tax	Amount (Incl. Tax)	Commodity ID	Gap	Final Invoice
PO000177 - Requisition-TATA Consultancy Services/1	Service	SOW Engagement 1	SOW Milestone 1	1.00	ea.	1,000.00	1,000.00		1,000.00	IT - IT		

0 Record(s)

Total Amount (Excl. Tax) 1,000.00 USD



Supplier Account Manager (EWM responsible) creates an invoice and submits it for approval

Create Invoice Page

5 Review the details auto-populated from the Work Order.

Under the line items section:

6 - If there are multiple milestone lines auto-flipped from Work Order, then only keep the Milestones you want to invoice. Delete any unnecessary or extra milestone lines.
- Add a new milestone if required by using the 'Add Lines' button.

7 Click on the **Save** button.

8 Click on the **Submit** button to complete the invoice creation process.

9 The invoice submission is assigned to the Hiring Manager for Review and approval.

The screenshot displays the 'Create Invoice' page in the iValua system. The page is divided into several sections:

- Legal Invoice:** Includes a field for 'Click or Drag to add a file'.
- Attached Files:** Includes a field for 'Click or Drag to add a file'.
- Compliance Requirement Set:** Includes a field for 'Click or Drag to add a file'.
- Invoice Header:** Includes fields for 'Supplier Invoice Number*', 'Invoice Date*' (10/21/2025), 'Payment Terms', 'Due Date', 'Linked Invoice', and 'Currency' (USD).
- Supplier Information:** Includes fields for 'Order Supplier', 'Invoicing Supplier', 'Order', 'Contract', and 'Shipping Number'.
- Buyer Information:** Includes fields for 'Organization' (1003 - Texas Instruments Inc), 'Requisitioner' (Jaykumar Bhalani), 'Ship to', and 'Bill to'.
- Line Items:** A table with columns: Order, Type, Item Name, Due, QTY, UOM, UP Excl. Tax, Amount (Excl. Tax), Tax, Amount (Incl. Tax), Commodity ID, Gap, and Final Invoice. The table contains one line item: 'SOW Engagement 1' with a quantity of 1.00 and an amount of 1,000.00.
- Total Amount (Excl. Tax):** 1,000.00 USD.

For EWM Support, please email:
TI_Supplier_Portal_Support@ti.com