

Ivalua Supplier Training

External Workforce Management (EWM)

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Review & Manage Items Associated with EWM Orders

EWM Supplier Admin

A Supplier EWM Admin may need to monitor ongoing engagements or pull reports for reconciliation



Where to Go from the Homepage

EWM Supplier Homepage

1 Login as a Supplier EWM Admin

Areas you may want to navigate to:

1. **Company Profile** – manage your Contacts, Certifications, Pay Details, etc.
2. **Validations** – any Objects or Workflow Approvals needing your attention will be located here. Think of this as your Action Item queue
3. **Texas Instruments logo** – button takes you back to your homepage
4. **Contingent Workforce** – manage or review past activity for contractor requests or Work Orders
 - Manage Request for Candidates (*only for Contingent Worker*)
 - My Talent Pool (*all External Worker details, resumes, etc. for both Contingent Worker & SOW Engagements*)
 - Browse Work Orders (*all active & historic Work Orders for both Contingent Worker & SOW Engagement*) – **Create Invoice after clicking on an Active Work Order**
5. **Orders** – accept any orders & manage Timesheets
6. **Invoicing** – review already submitted Invoices for status
 - **NOTE: Do not Create Invoice from this dashboard. Please navigate to the active Work Order via Browse Work Orders then click the Create Invoice button.**

This screenshot shows the Supplier Portal homepage. The 'Contingent Workforce' menu item is highlighted with a blue box and a circled '3'. The 'Company Profile' icon is highlighted with a blue box and a circled '1'. The 'Validations' section, which contains a table of pending items, is highlighted with a blue box and a circled '2'. The table has columns for Process, Object, Action, and Due date.

Process	Object	Action	Due date
Request for Candidates	RFC000144 - Req. 2/2/2026	Initialized	
ORD Timesheet	Timesheet - January	Supplier Worker Approval	

This screenshot shows the 'Browse Work Orders' page. The 'Contingent Workforce' menu item is highlighted with a blue box and a circled '4'. A dropdown menu is open, showing options: 'Manage Requests for Candidates', 'My Talent Pool', and 'Browse Work Orders'. The 'Browse Work Orders' option is highlighted in yellow.

This screenshot shows the 'Acknowledge Orders' page. The 'Orders' menu item is highlighted with a blue box and a circled '5'. A dropdown menu is open, showing options: 'Acknowledge Orders', 'Manage Mass Confirmations', 'Manage Deliveries', 'Manage Shipments', 'Manage Deliverables', and 'Manage Timesheets'. The 'Acknowledge Orders' option is highlighted in yellow.

This screenshot shows the 'Manage Invoices' page. The 'Invoicing' menu item is highlighted with a blue box and a circled '6'. A dropdown menu is open, showing options: 'Manage Invoices', 'Create Invoice', and 'Early Payment Program'. The 'Create Invoice' option is highlighted in orange.



How to Pull Reports

EWM Supplier Reporting

Navigate to any **Browse** screen

- 1 **Reports** can be pulled from any Browse screen by clicking the gear icon at the bottom of the table

Staging TEXAS INSTRUMENTS General Info. Sourcing Catalogs Contingent Workforce Orders Invoicing Performance

Browse Work Orders

Purchase Order #	Name	Hiring Manager	Order Type	Status	Ordered Amount	Received Amount	Invoiced Amount	Currency	Progress	Delay (d)	PO
PO000757			Work Order	Ordered					Initialized; Suppl		
PO000635			Sow Engagement	Completed					Acknowledged; C		
PO000564			Sow Engagement	Completed					Initialized; Close		
PO000563			Sow Engagement	Completed					Initialized; Close		
PO000552			Sow Engagement	Completed					Initialized; Close		
PO000530			Sow Engagement	Completed					Initialized; Close		
PO000497			Sow Engagement	Completed					Initialized; Close		
PO000470			Sow Engagement	Completed					Initialized; Close		
PO000351			Work Order	Completed					Initialized; Close		
PO000342			Work Order	Completed					Initialized; Close		
PO000309			Sow Engagement	Completed					Initialized; Close		
PO000301			Sow Engagement	Completed					Initialized; Close		
PO000299			Sow Engagement	Completed					Initialized; Close		
PO000297			Sow Engagement	Completed					Initialized; Close		
PO000296			Sow Engagement	Completed					Initialized; Close		

1 2 > 20 Record(s)

Grid settings
Freeze grid header
Grid column settings
Editing column
Purchase Order #
Name
Hiring Manager
Order Type
Status
Ordered Amount
Received Amount
Invoiced Amount
Currency
Delay (d)
Progress
Add receipt
Add invoice
PO
Grid Actions
Download table "Browse Work Orders" in Excel format
Reset to default parameters

Monitor & Respond to Action Items in your Validation Queue

EWM Supplier Admin

Any items needing your immediate attention or workflows where you were pinged as an Approver or Responder will be in this queue



Monitor your Validation Queue on the Homepage

EWM Supplier Homepage

1 Login as a **Supplier Worker** or **Supplier EWM Admin**

Check your **Validation** queue

- Any objects needing your Action will be located here
- Types of objects you may see:

- 2
- **RFC** = Request for Candidate (needing your candidate submission)
 - **Timesheet** (needing your Approval)
 - **Work Order** (needing your Acceptance)
 - **Supplier Worker** (needing your worker's information)

Click the Object link to see the action buttons

The screenshot shows the 'Supplier Portal' for Texas Instruments. The 'Validations' section is highlighted with a blue box and contains the following table:

Process	Object	Action	Due date
Request for Candidates	RFC000144 - Req. 2/2/2026 [Redacted]	Initialized	
ORD Timesheet	Timesheet - January [Redacted]	Supplier Worker Approval	

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

1 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.

2 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 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 (highlighted with a red box), My Talent Pool, and Browse Work Orders. Below the navigation, the 'Supplier Portal' header is visible. The main content area is divided into three sections: 1. **Announcement**: A text block providing information about the supplier portal and contact details (contact@ivalua.com, Phone: +1 545 454 XXXX). 2. **Progress**: A vertical list of four items, each with a green checkmark: Registration (Onboard Pending), Preparation (Gather Information), Enrollment Rev. (Review Information), and Active Supplier (Onboard Complete). 3. **Validations**: A section with a yellow warning box stating 'Main Address is Missing' and a table of pending RFCs. The table has columns for Process, Object, Action, and Due date. Two rows are visible, with the first row highlighted by a red box: 'Request for Candidates' with object 'RFC000036 - CWR EWM 4IR' and action 'Initialized'. The second row shows 'Worker Setup Workflow' with object 'Jay B - PO000205 - Requisition' and action 'Creation'. A 'See 10 results' link is present at the top right of the table.



Respond to a Request for Candidates as an EWM Supplier Admin

Manage Request for Candidates page

- 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.
- 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 includes a search bar with 'My RFCs Only' selected, a search button, and a table of RFC requests. 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 displays the 'Request for Candidate' interface. On the left, the 'Request Information' sidebar shows details for 'CWR EWM_4JB', including 'Hiring Manager: Level One', 'Status: Draft', and 'Submission End Date: NA'. The main area features a table with one record for 'Information technology consultation services IT Professional services Engineer Expert' with a rate of 31.00 USD. Below this is a 'Candidates' section with an 'Add Candidate' button. A 'Candidate' modal form is open, containing fields for 'Job Title' (IT IT Professional services Engineer Expert), 'Candidate Information' (Last Name, First Name, Email, Phone Number, Resume*), and 'Other Attachments'. The 'Rate*' is set to 300.00 USD with units 'm.d'. The 'Available' date is 10/15/2025. At the bottom, the 'Requested Skills' section shows a rating for 'ERP - Level1' with radio buttons for 'Does not Meet', 'Partially Meet', 'Meet All', and '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

Cancel Submit Candidates Proposal

Request Information

Label
CWR EWM_4JB

Hiring Manager
Level One

Status
Draft

Submission End Date
NA

Job Title	Dates Needed	Days Needed	Rate	Shift	Overtime Eligibility?	Drug Test	Background Check
Information technology consultation services IT Professional services Engineer Expert On Site	11/7/2025 - 12/7/2025	31.00	300.00 USD	12:00 AM - 11:59 PM Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	✓	✓	✓

1 Record(s)

Candidates

Add Candidate

Candidate Name	Job Title	Rate	Unit	Resume	Available
Jay B Jay.b@tataconsser.com	Information technology consultation services IT Professional services Engineer Expert	300.00 USD	m.d		11/7/2025

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 the Ivalua logo and several menu items: General Info, Sourcing, Catalogs, Contingent Workforce, Orders, Invoicing, and Performance. The 'Contingent Workforce' menu is open, and 'My Talent Pool' is highlighted. Below the navigation bar, the page is divided into several sections:

- Announcement:** A message stating that the user has logged onto the supplier portal and providing contact information: `contact@ivalua.com` and Phone: +1 545 454 XXXX.
- Registration Status:** A list of four items, each with a green checkmark:
 - Registration: Onboard Pending
 - Preparation: Gather Information
 - Enrollment Rev.: Review Information
 - Active Supplier: Onboard Complete
- Alerts:** A yellow warning box with a triangle icon stating: "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:** A table with columns for Process, Object, Action, and Due date. It lists several validation items, including "Request for Candidates" and "Order - Fixed Price/SOW_v1".



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 web interface. At the top, there's 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, there's a 'My Talent Pool' section with a search bar and filters for 'Keywords', 'Commodity ID', and 'Skills'. A '+ Add New Talent' button is highlighted. A modal window titled 'Manage Talent Pool' is open, showing a form for entering candidate details. The form includes fields for 'Last Name*', 'First Name*', 'Email*', 'Date of Birth*', 'Phone Number', 'Resume*', and 'Other attachments'. There are 'Save', 'Save & Close', and 'Close' buttons at the top of the modal. A candidate list is visible on the left side of the modal, showing entries like 'B Jay', 'test test', and 'S Rash'.

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.

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

Supplier Portal

Manage Requests for Candidates
My Talent Pool
Browse Work Orders

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 [Redacted]	Initialized	
Order - Fixed Price/SOW_v1	PO000205 - [Redacted] Consultancy Services - Worker Setup	Configure	
ORD Timesheet	Timesheet - B Jay - October	Supplier Account Manager	

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

Browse Work Orders

Keywords

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

7 Record(s)



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.

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.

5 In the case of an **SOW Work Order**, it will be assigned back to the Supplier Admin to complete the **Worker setup**.

The screenshot displays the SAP EWM Work Order page for PO000298. The page title is "Work Order: PO000298 - CWR EWM_4JB- [redacted] ncy Services - [redacted] ncy...". The page features a navigation bar with a search field and a "Confirm" button highlighted in green. The main content area is titled "Header" and contains the following fields:

- Name: CWR EWM_4JB- [redacted] ncy Services
- Supplier Order Point: [redacted] ncy Services
- Supplier Pay Point: [redacted]
- 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. The 'Worker Setup' tab is active, and the 'Add New' button is highlighted. A pop-up form titled 'Worker Setup' is open, containing the following fields:

- PO Item*: te
- Job Title*: Consulting Resource - ENG Analog Design
- Worker: 10 Shobha A
- First Name*: Shobha
- Last Name*: A
- Email*: [Redacted]
- Phone #: [Redacted]
- Resume*: Dummy_doc_for_demo_v1.docx
- Other Attachments: [None]
- Start Date*: 11/9/2025
- End Date*: 11/10/2025

The 'Submit Worker Setup' button is highlighted in the pop-up form.

The screenshot shows the Texas Instruments SOW Work Order page for PO: PO000001. 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	[Redacted]	2025-11-09 - 2025-11-10		To be Validated	

The table indicates 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.

The screenshot displays the Supplier Worker Homepage in the iValua system. The page features a navigation bar at the top with the iValua logo and a 'Manage Timesheets' menu item. Below the navigation bar, the page is divided into three main sections:

- Announcement:** A section with the text 'The content is not set'.
- Onboarding Progress:** A section showing the status of various onboarding steps:
 - Registration: Onboard Pending (indicated by a green checkmark)
 - Preparation: Gather Information (indicated by a green checkmark)
 - Enrollment Rev.: Review Information (indicated by a green checkmark)
 - Active Supplier: Onboard Complete (indicated by a green checkmark)A warning message is displayed: 'Main Address is Missing. Main address must be completed in order to define mandatory documents for this supplier.'
- Validations:** A section with a 'See 8 results' link and a table of validation items:

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

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

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

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

Dev 182 ivalua Manage Timesheets

Manage Timesheets

Keywords

+ Create Timesheet

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

1 2 > 16 Record(s)

Dev 182 ivalua Manage Timesheets

Timesheet Manage

Save

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.

The screenshot shows the 'Timesheet Manage' interface. At the top, there are navigation icons, a search bar, and 'Save' and 'Submit' buttons. Below this, a form displays the following details:

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

Below the form is a table for adding lines. A red box highlights the first line entry:

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	h	
Day Off	h	h	h	h	h	h	
2 Record(s)		8.00 h	8.00 h	8.00 h	10.00 h	10.00 h	0.00 h

At the bottom, a summary box shows 'Total Charged Timesheet Hours' as 44.00. A note below it says: '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.

Timesheet Manage

Save Submit

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						
	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: 0

TEXAS INSTRUMENTS

General Info. Sourcing Catalogs Contingent Workforce Orders Invoicing Performance

Supplier Portal

Announcement

Onboarding Progress

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

Validations: See 10 results

Timesheet - A Shobha - November: Supplier Account Manager Validation

509.76 USD - [Redacted]

TI Invoice: Services India Pvt Ltd - 48467702 - 11/20/2025

Supplier EWM Admin creates a timesheet and submits it for approval *[on behalf of a Worker]*

Supplier EWM Admin

Supplier EWM Admin creates a timesheet and submits it to the TI – PM/Hiring Manager for approval.



Supplier Admin creates a Timesheet for a Worker

Supplier EWM Admin Homepage

1 Log in to the Supplier Portal as a **Supplier Worker**.

Click on the **Manage Timesheet** menu at the top of the screen.

2 Start a new **Timesheet**, in the **Contact** dropdown select the Worker who you want to submit a timesheet on behalf of

Click **Save**

Start filling in relevant Timesheet hours

The screenshot displays the 'Timesheet Manage' interface. At the top, there is a navigation bar with the 'Texas Instruments' logo and various menu items: General Info., Sourcing, Catalogs, Contingent Workforce, Orders, Invoicing, and Performance. A 'Staging' indicator is visible in the top left corner. The main content area features a 'Timesheet Manage' header with a search bar and a 'Save' button highlighted in yellow. Below the header, there is a form with several fields: 'Timesheet Label*' (containing 'Timesheet'), 'Status' (set to 'Draft'), 'Timesheet ID', 'Entry Mode' (set to 'Entry In Hours (Manual)'), 'Supplier' (with a dropdown menu), 'Contact' (with a dropdown menu), 'Begin Date', and 'End Date'. A 'See All' link is located at the bottom of the 'Contact' dropdown menu.

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

- 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.
- 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.

Supplier Portal

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

Contingent Workforce

- Registration Onboard Pending
- Preparation Gather Information
- Enrollment Rev. Review Information
- Active Supplier Onboard Complete

Validations See 4 results

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

Browse Work Orders

Keywords:

ID	Name	Hiring Manager	Status	Ordered	Received	Invoiced	Currency	Progress	Delay (d)
PO000211	Requisition OT DT SP Demo 8/10/2025 [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 [Redacted] Services	Jaykumar Bhalani	Completed	9,000.00	1,200.00		USD	Acknowledged	+35
PO000174	Req. 9/12/2025 [Redacted] Services	Jaykumar Bhalani	Completed	2,100.00	300.00	600.00	USD	Acknowledged	+39
PO000170	Req. 9/2/2025 [Redacted] 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**

Note: the **Attached Files** section can be used to attach the Supplier invoice copies.

4 **Note:** **Do not submit any \$0 Line Items, click the Trashcan icon to remove any \$0 Line Items adopted over**

Buyer Information

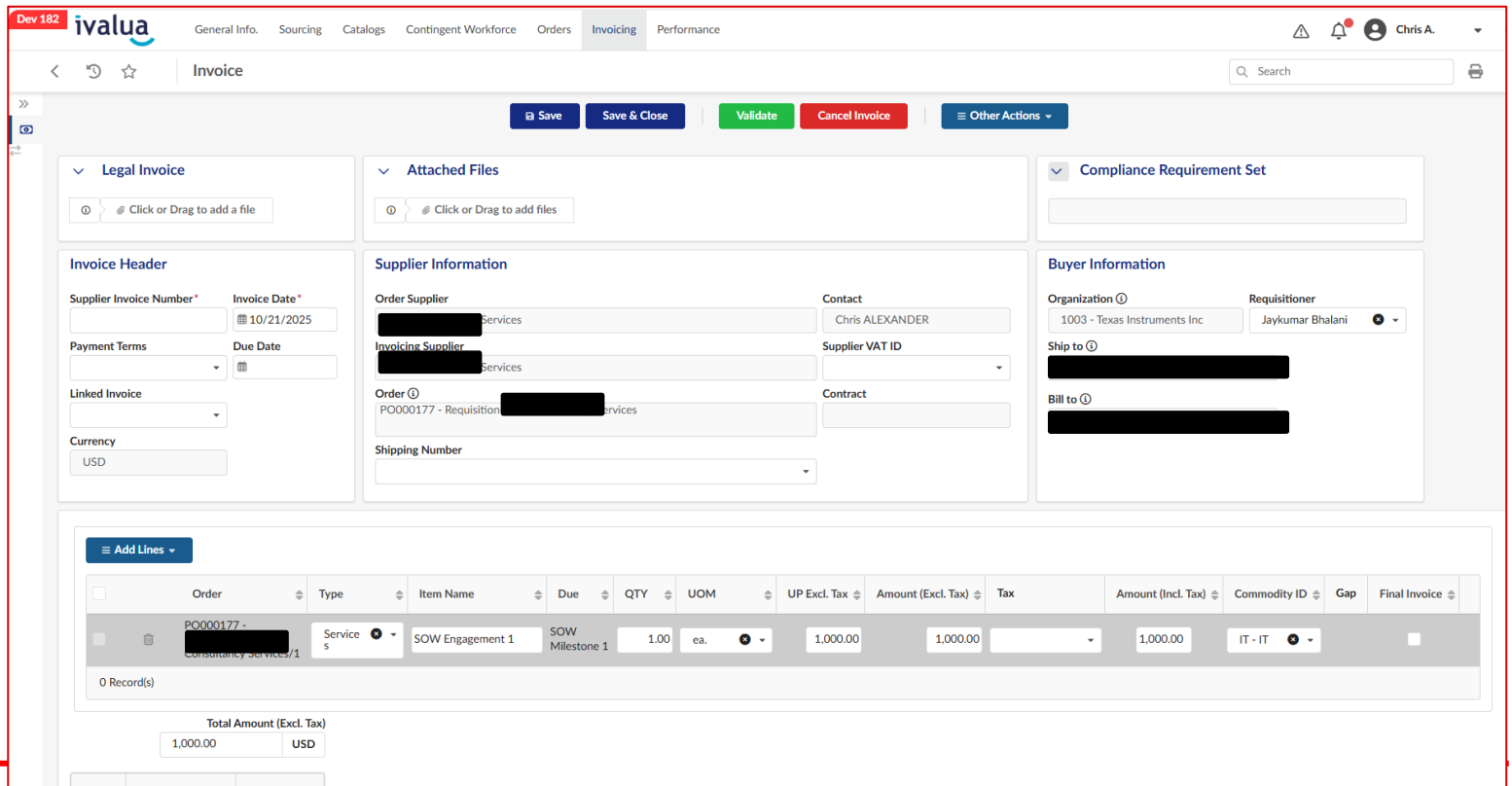
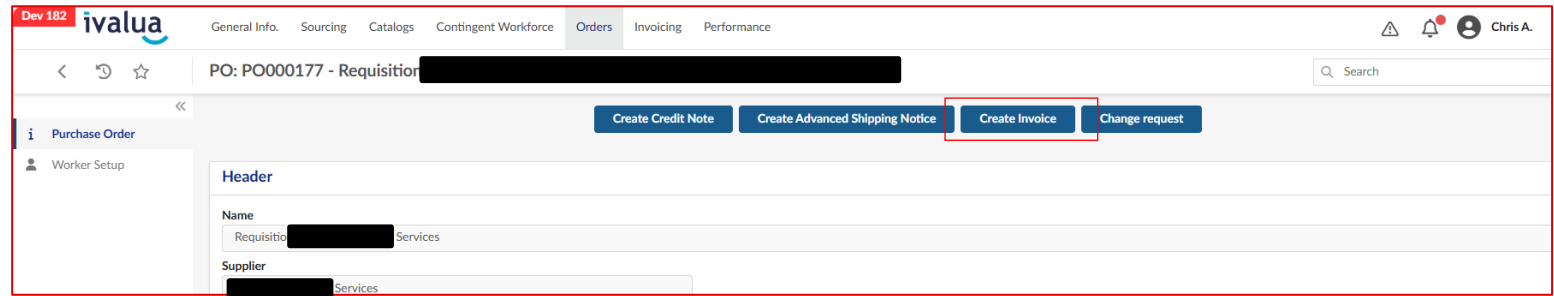
- **Organization**

Add line **(if you adopt correctly from Work Order these should pre-populate automatically after you click Save)**

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

Payment Info

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





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 titled 'Invoice' and includes a search bar and a user profile for 'Chris A.'. The main content area is divided into several sections:

- Legal Invoice:** A field for 'Click or Drag to add a file'.
- Attached Files:** A field for 'Click or Drag to add files'.
- Compliance Requirement Set:** A field for 'Click or Drag to add a file'.
- Invoice Header:** Fields for 'Supplier Invoice Number*', 'Invoice Date*' (10/21/2025), 'Payment Terms', 'Due Date', 'Linked Invoice', and 'Currency' (USD).
- Supplier Information:** Fields for 'Order Supplier', 'Invoicing Supplier', 'Order', 'Shipping Number', 'Contact', and 'Supplier VAT ID'.
- Buyer Information:** Fields for 'Organization' (1003 - Texas Instruments Inc), 'Requisitioner' (Jaykumar Bhalani), 'Ship to', and 'Bill to'.

Below these sections is a table for 'Add Lines'. The table has columns for Order, Type, Item Name, Due, QTY, UOM, UP Excl. Tax, Amount (Excl. Tax), Tax, Amount (Incl. Tax), Commodity ID, Gap, and Final Invoice. A single line item is visible:

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

At the bottom, the 'Total Amount (Excl. Tax)' is 1,000.00 USD.



Supplier Overview and Training Information

Help Desk: support-ti@ivalua.com

EMEA (Europe, Middle East, and Africa)

Phone: +33 75 64 50 87 (France)

Languages: English, Français, Italiano, Español, Deutsch, Português

Hours: 8 AM - 6 PM CET, Monday to Friday



AMERICAS

Phone: +1 469 522 2599 (US)

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Hours: 8:30 AM - 8 PM EST, Monday to Friday

ASIA PACIFIC

Phone: +65 6577 1178 (Singapore)

Languages: English, Hindi, हिंदी, 中文, 日本, عربي

Hours: 6:30 AM - 6 PM IST, Monday to Friday