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.

Texas Instruments

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

EWM Supplier Admin Homepage

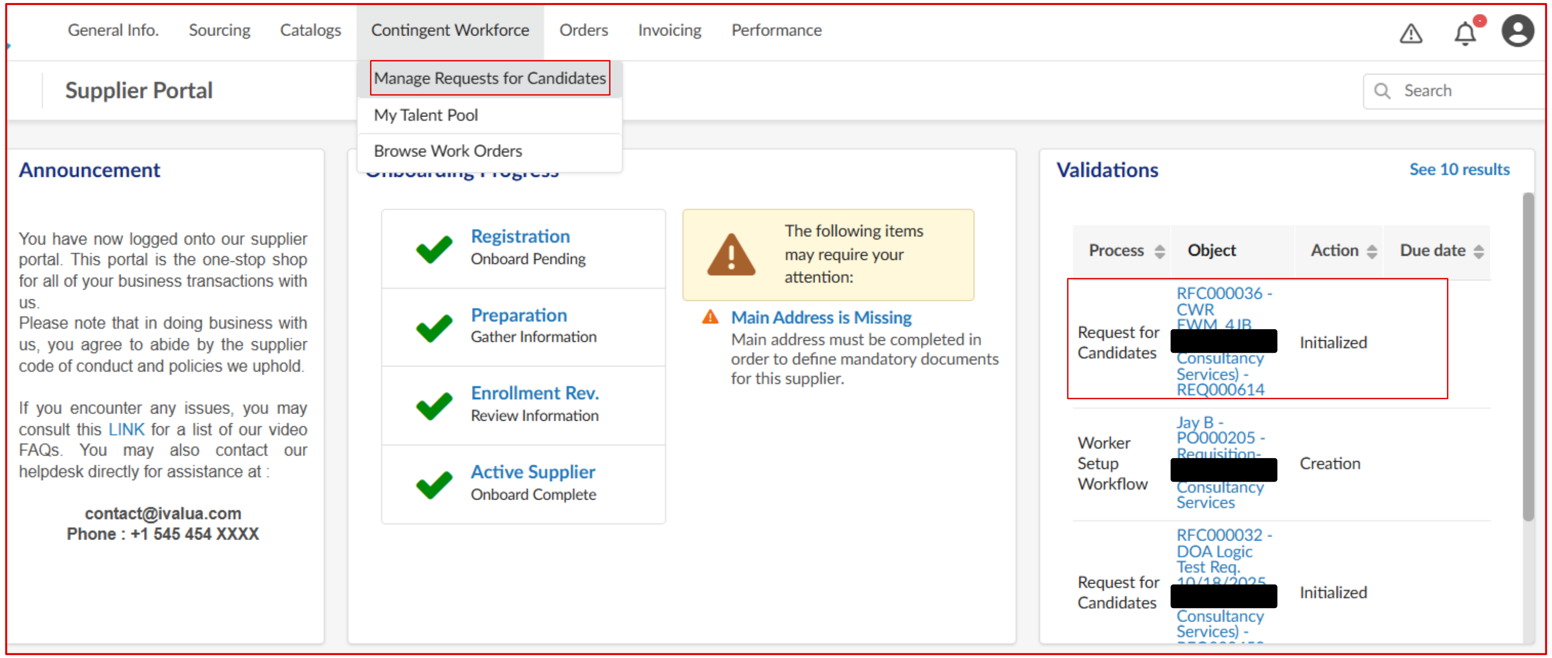
1 When a TI Hiring Manager creates a Contingent Worker Request and submits it for approval, EWM generates a Request for Candidate (RFC) object that requires action from the Supplier Admin.

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.

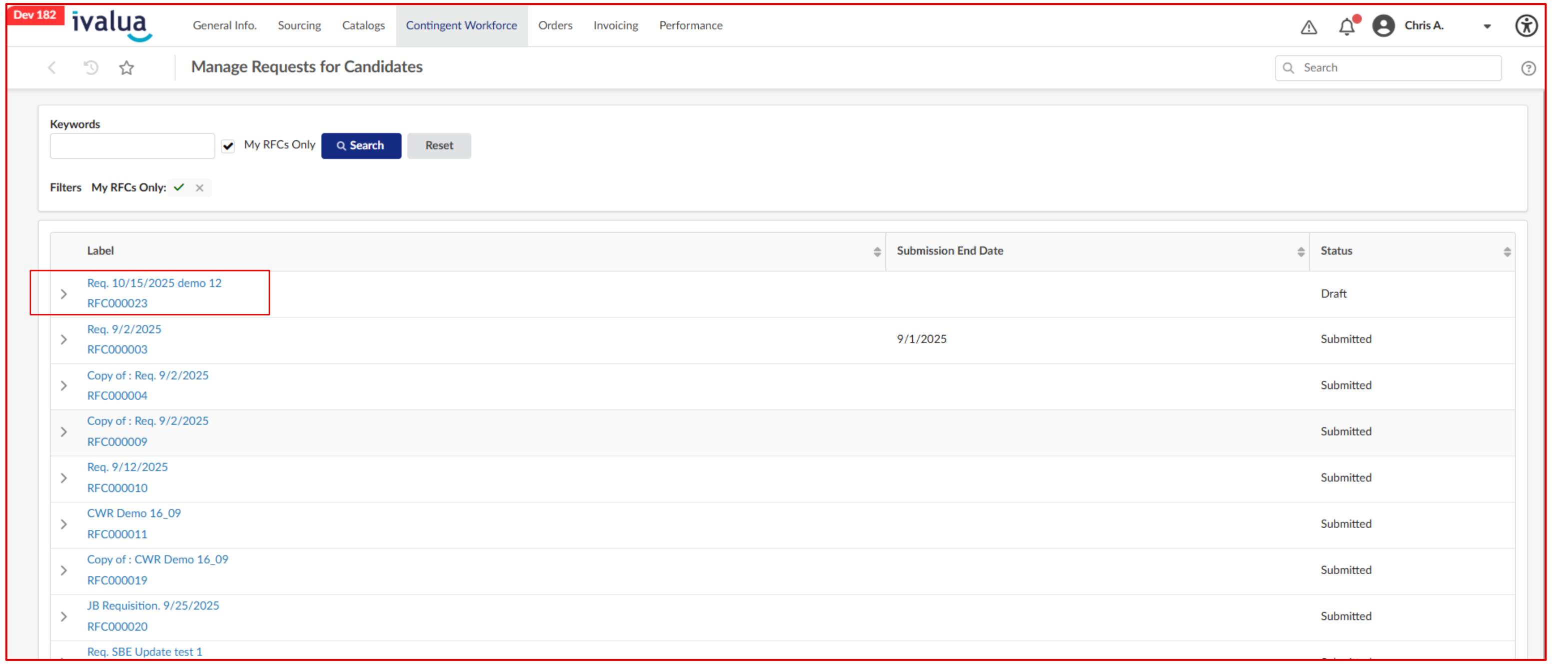


Respond to a Request for Candidates as an EWM Supplier Admin

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.



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.

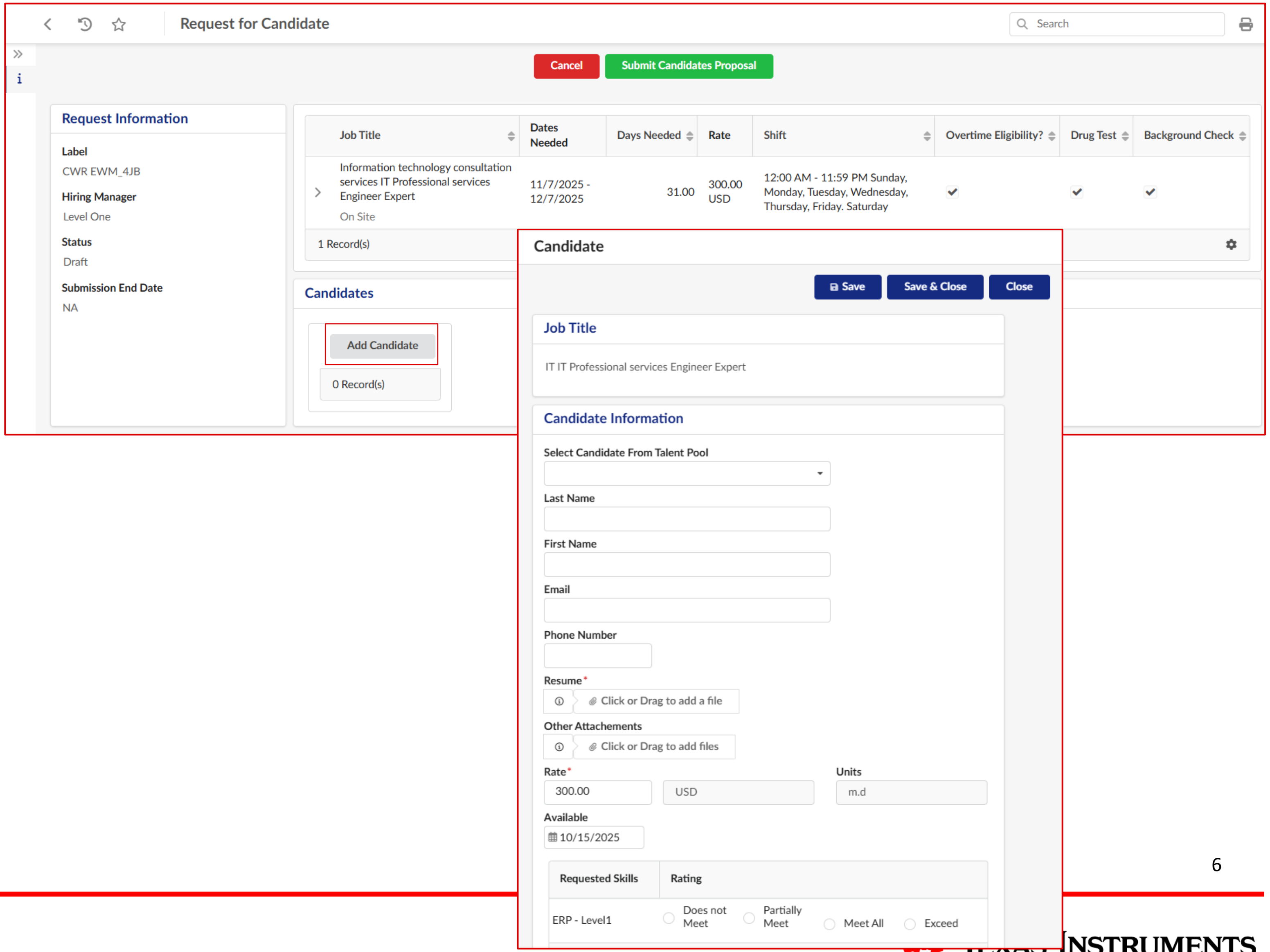
- **Last Name**
- **First Name**
- **Email**
- **Phone Number**
- **Resume**

7 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.**

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.

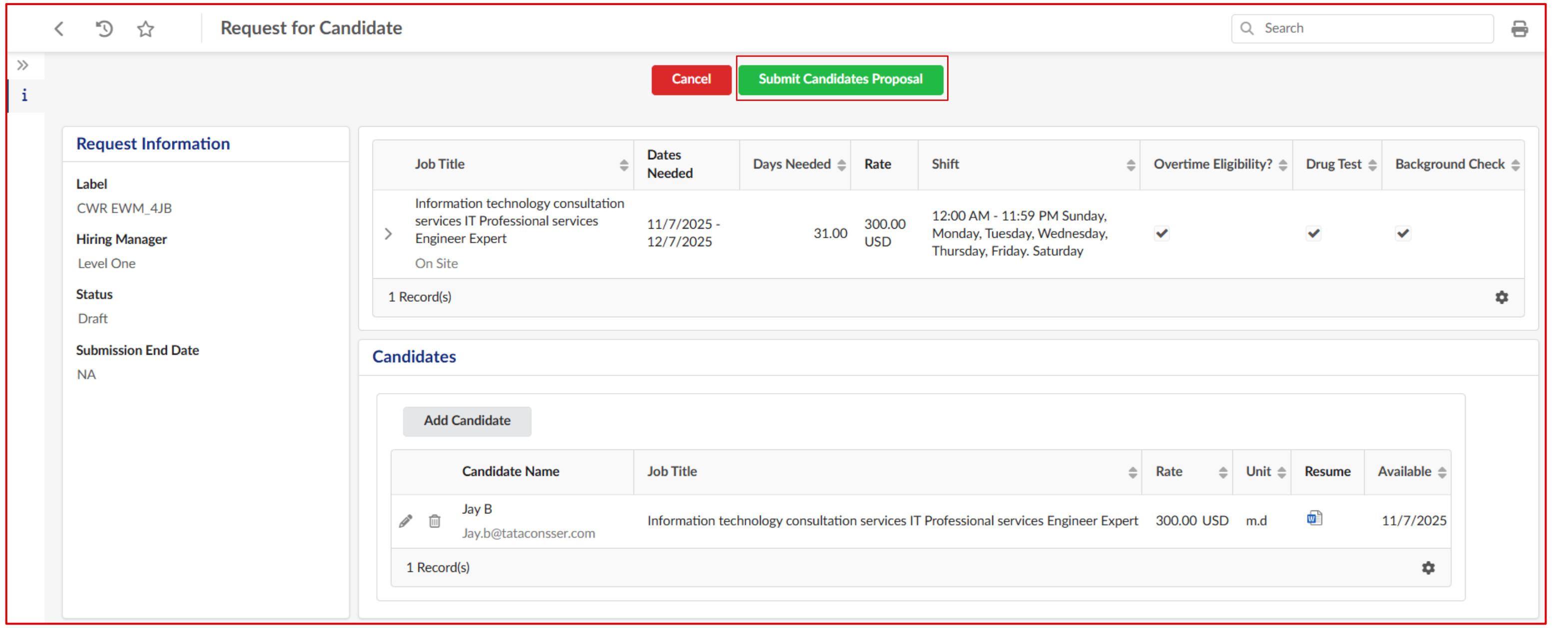


Respond to a Request for Candidates as an EWM Supplier Admin

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.



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

EWM Supplier Admin

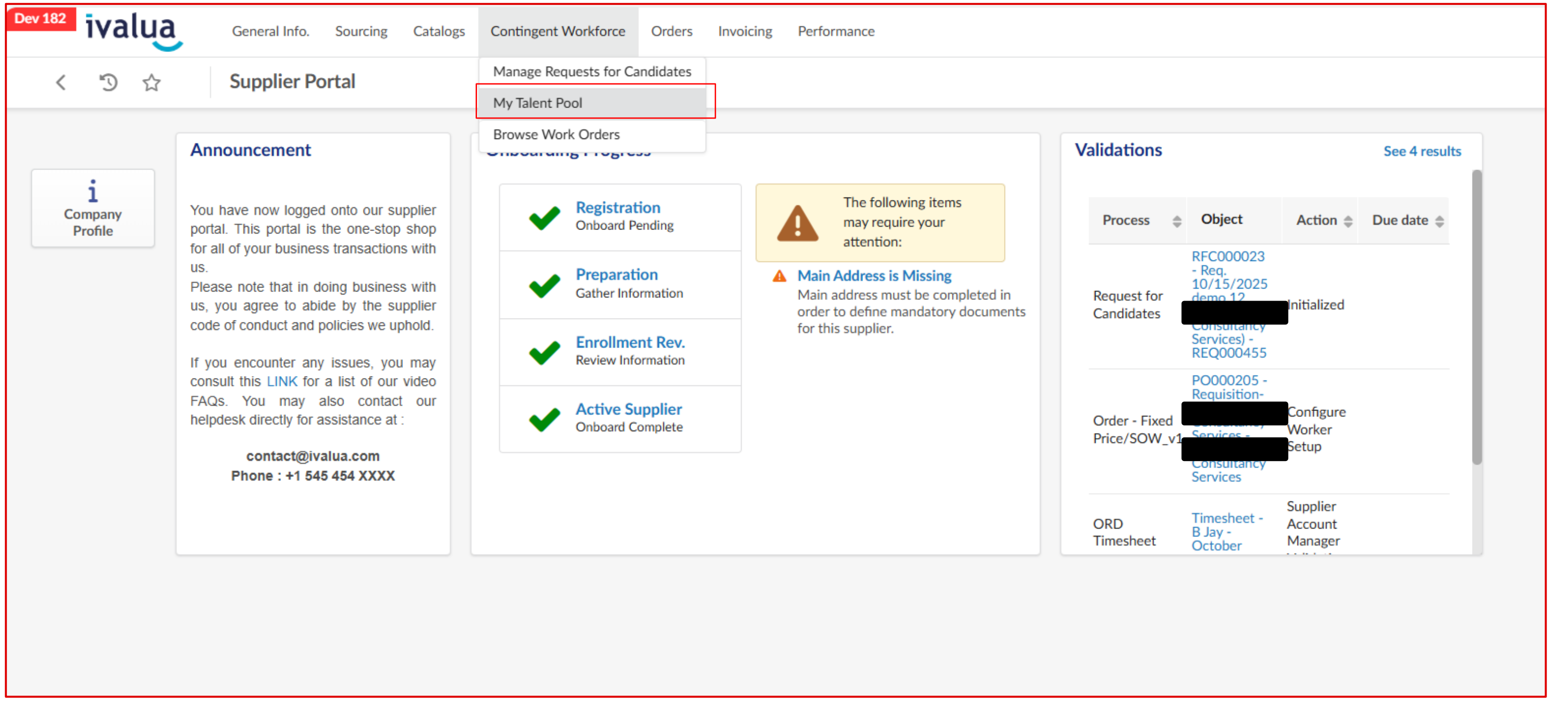
Supplier Account Manager (EWM responsible) adds the candidate to the talent pool

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**.



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

Manage Talent Pool Page

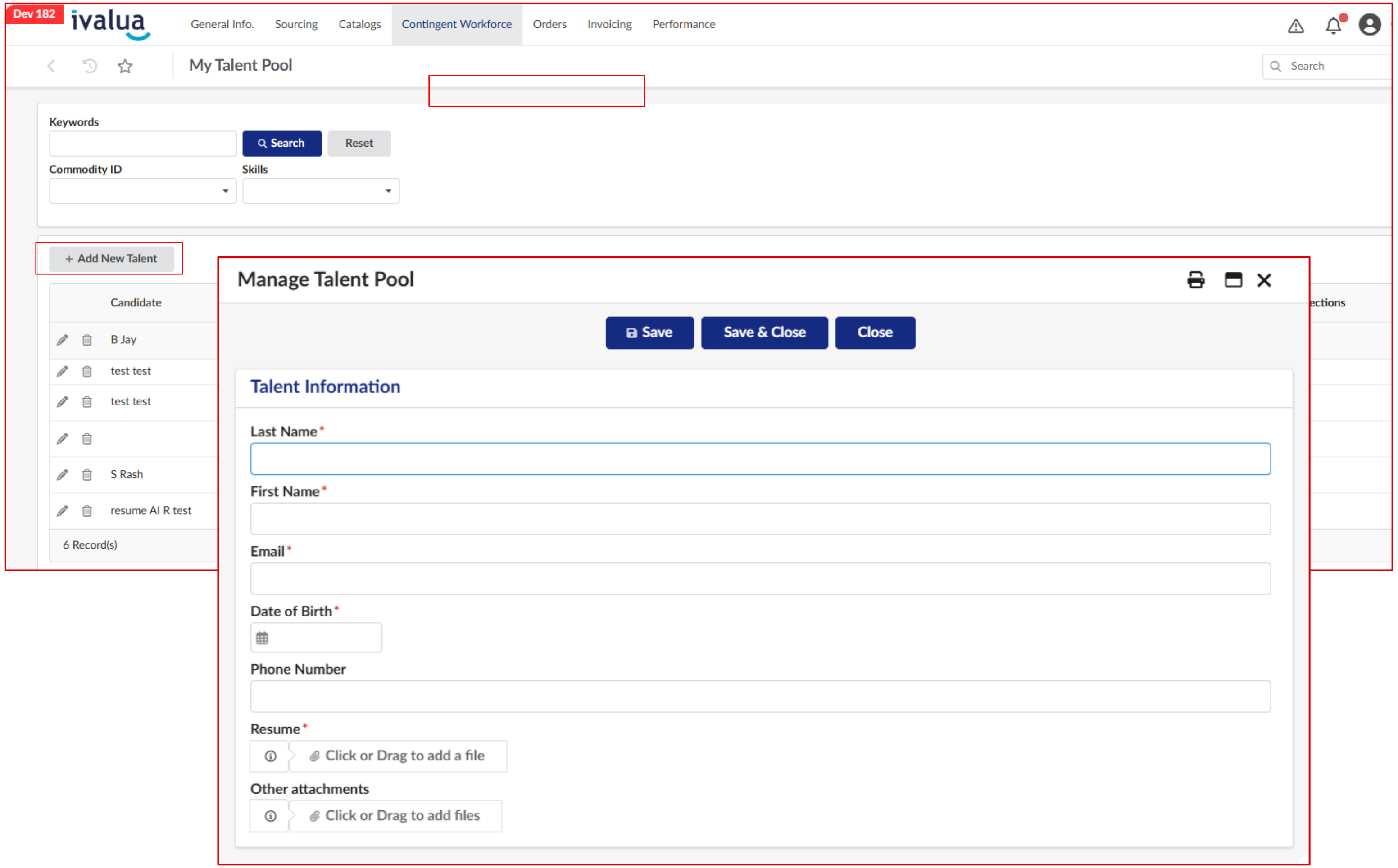
3 Click on the **Add New Talent** Button to create a new talent pool.

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.



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

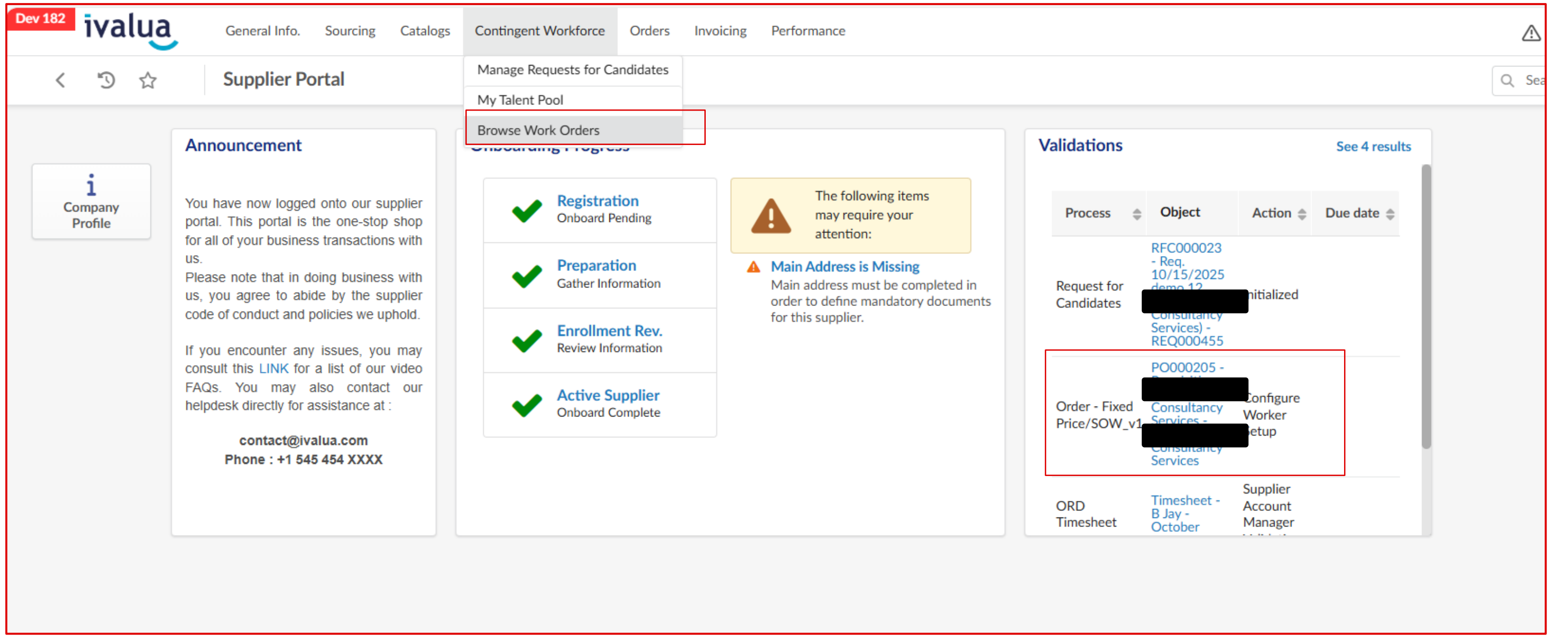
When a Work order is generated by a TI Hiring Manager:

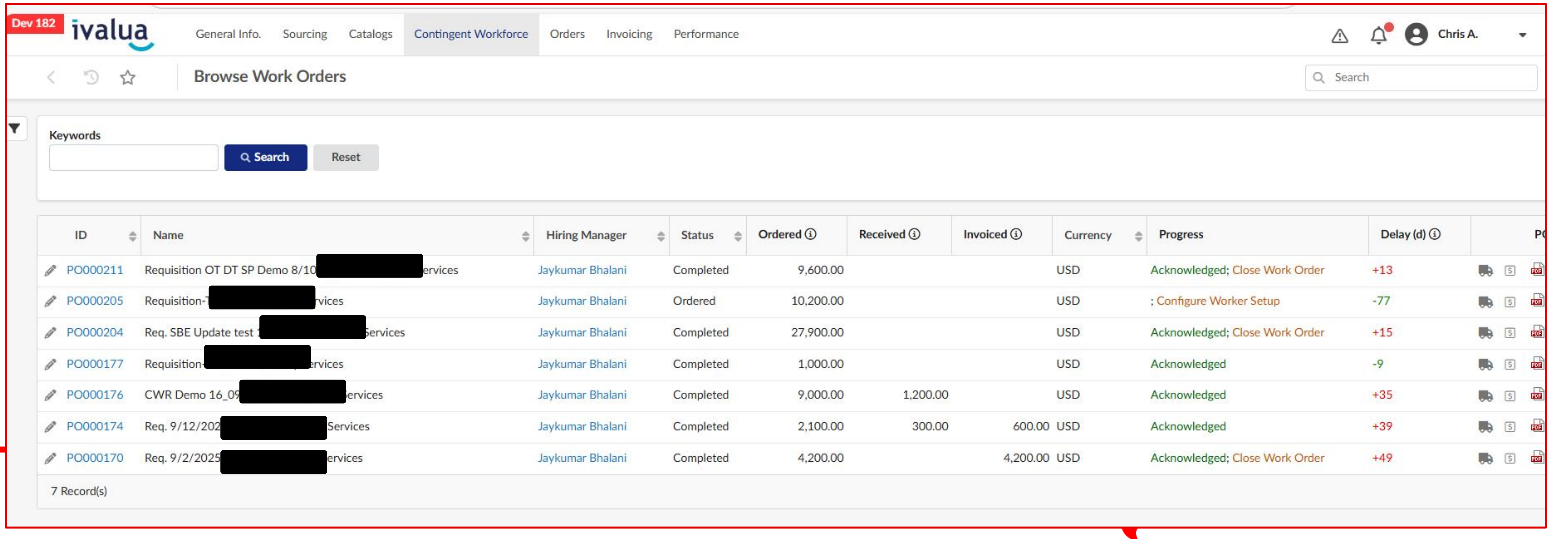
1 As an **EWM Supplier Admin,** log in to the Ivalua Supplier Portal and follow the steps below.

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.





Review and acknowledge a work order as an EWM Supplier Admin

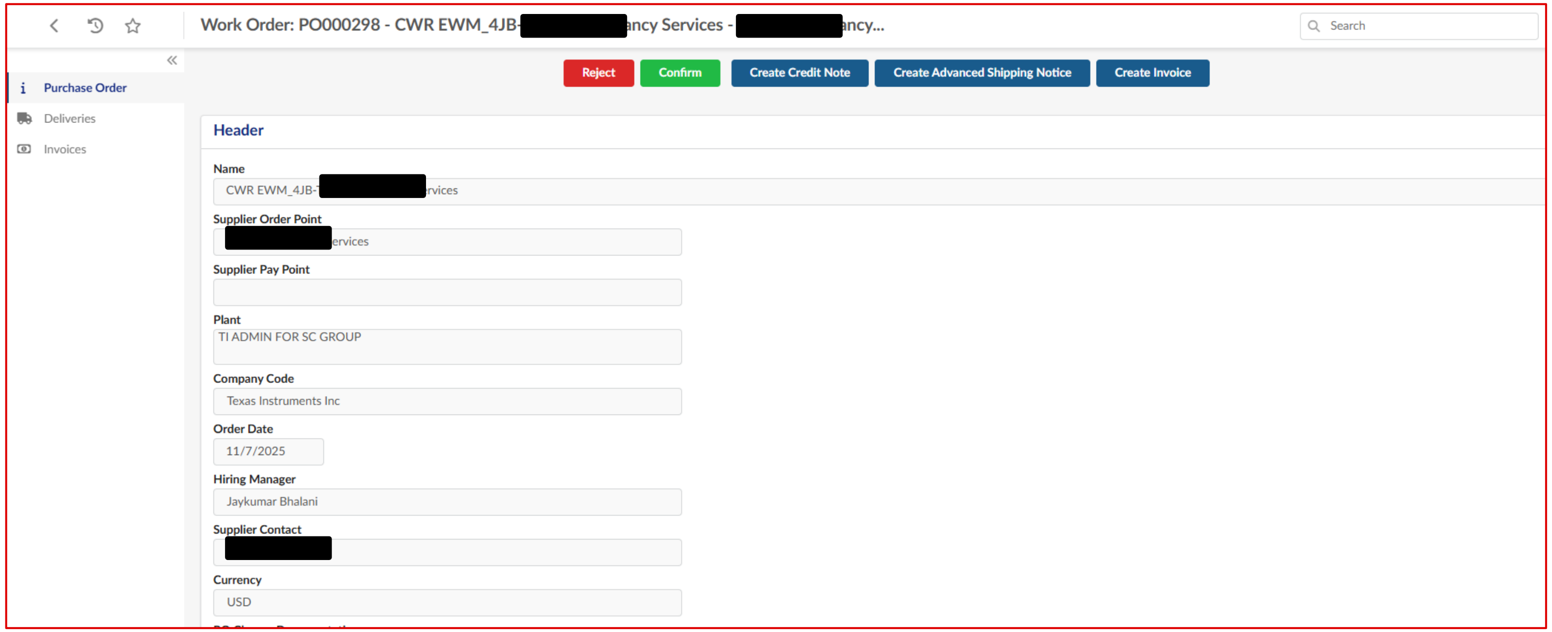
Work Order Page

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**.



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.

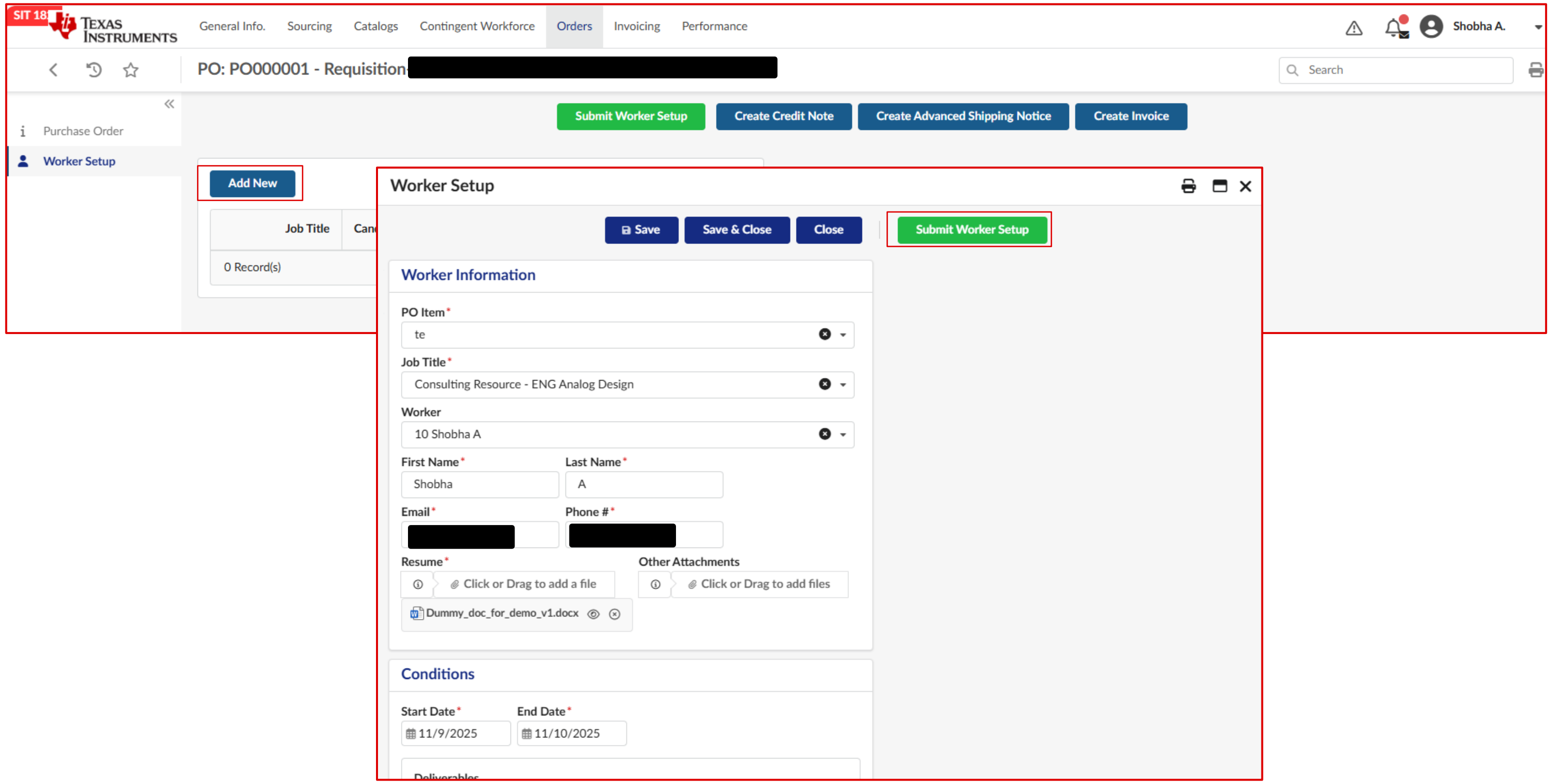
7 Fill in the required Worker details and click '**save**'. Next, click '**Submit Worker Setup**' to validate the supplier worker.

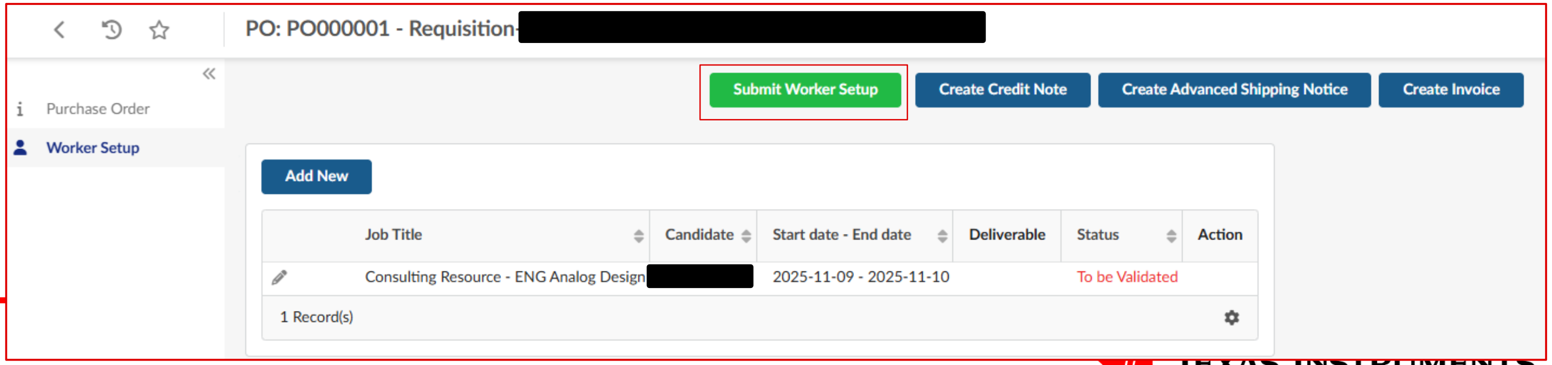
Supplier Admins can add as many resources/workers as desired by following the above steps.

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.





Supplier Worker creates a timesheet and submits it for approval

Supplier Worker & EWM Admin

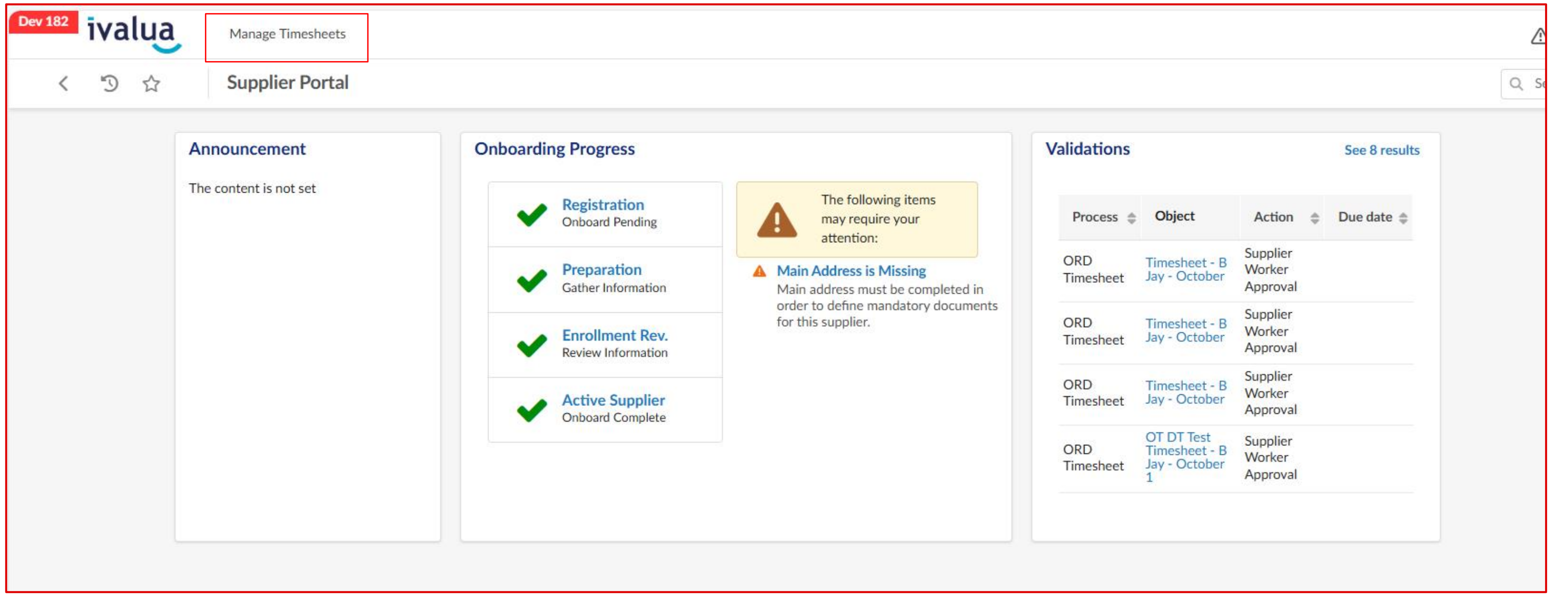
Supplier Worker creates a timesheet and submits it to the Supplier Account Manager (EWM Manager) for approval. The Supplier EWM Manager reviews and submits it further for TI - PM/Hiring Manager approval

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.



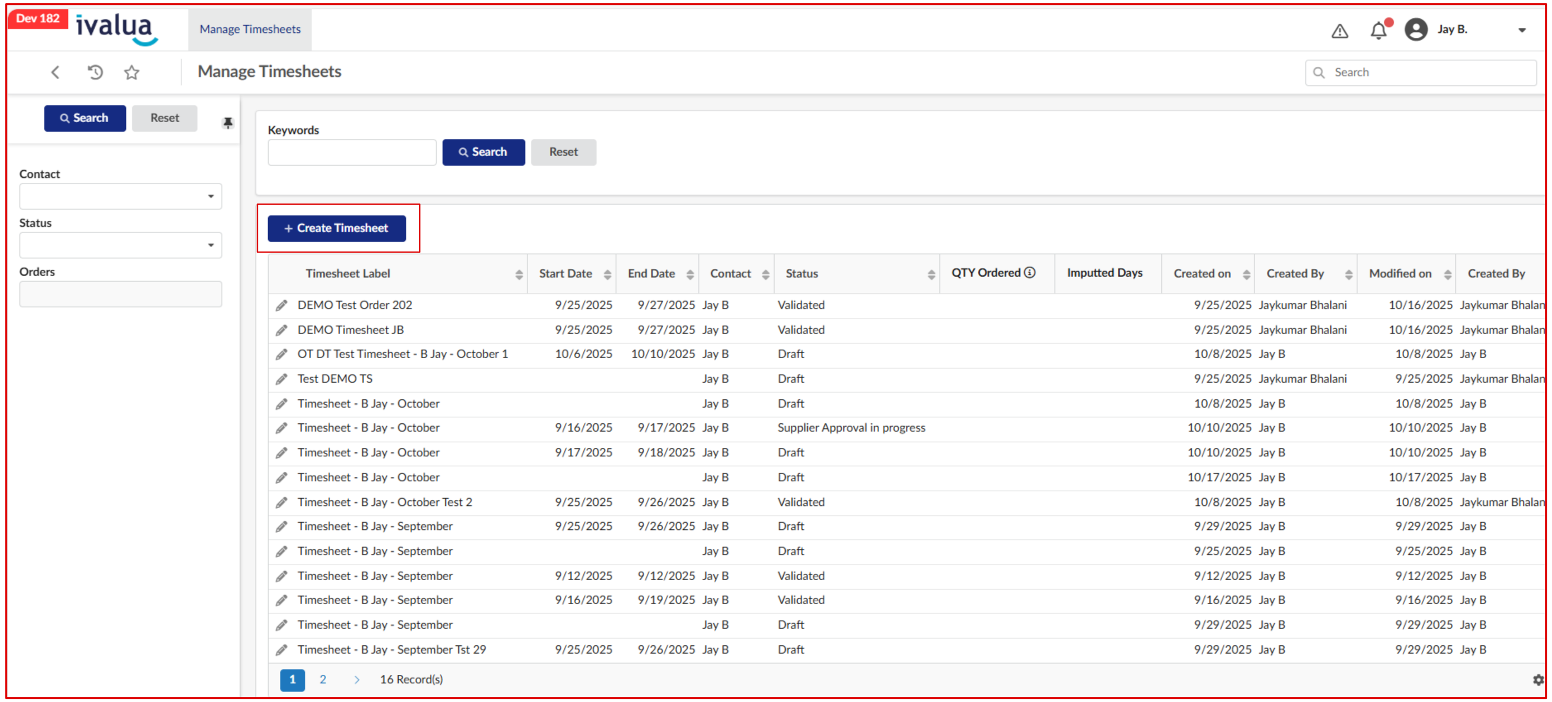
Supplier Worker creates a timesheet and submits it for approval

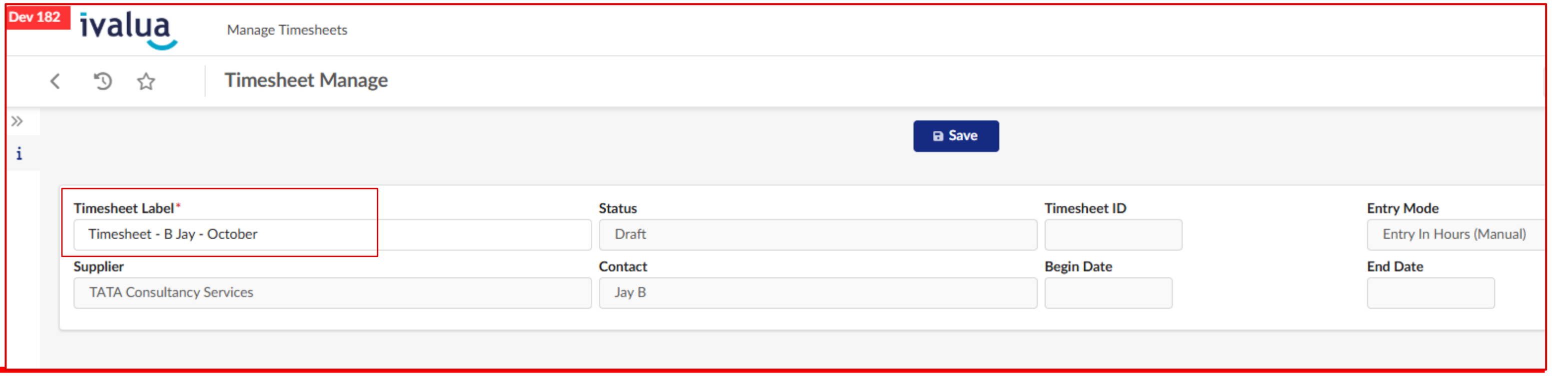
Manage Timesheet Page

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





Supplier Worker creates a timesheet and submits it for approval

Manage Timesheet Page

5 After save, confirm that the new Section is visible.

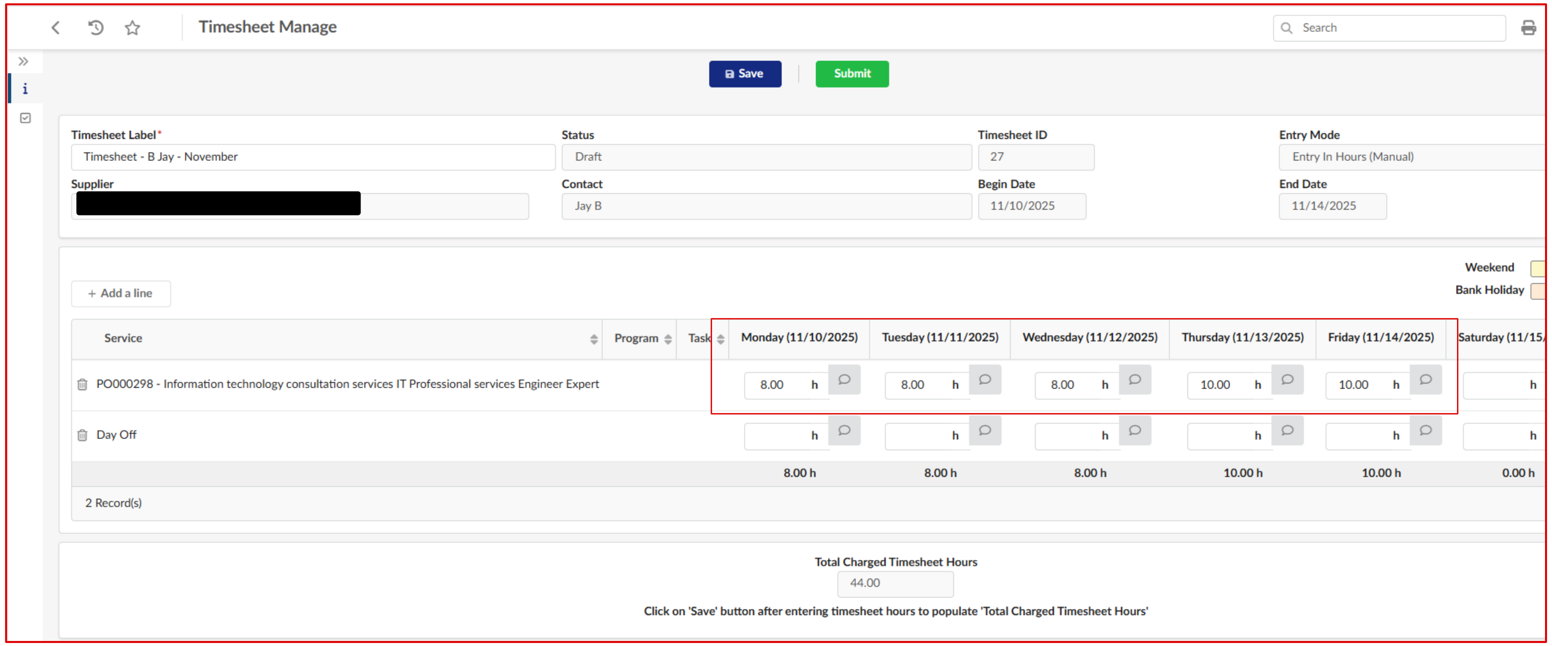
In the newly visible Section:

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.



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:

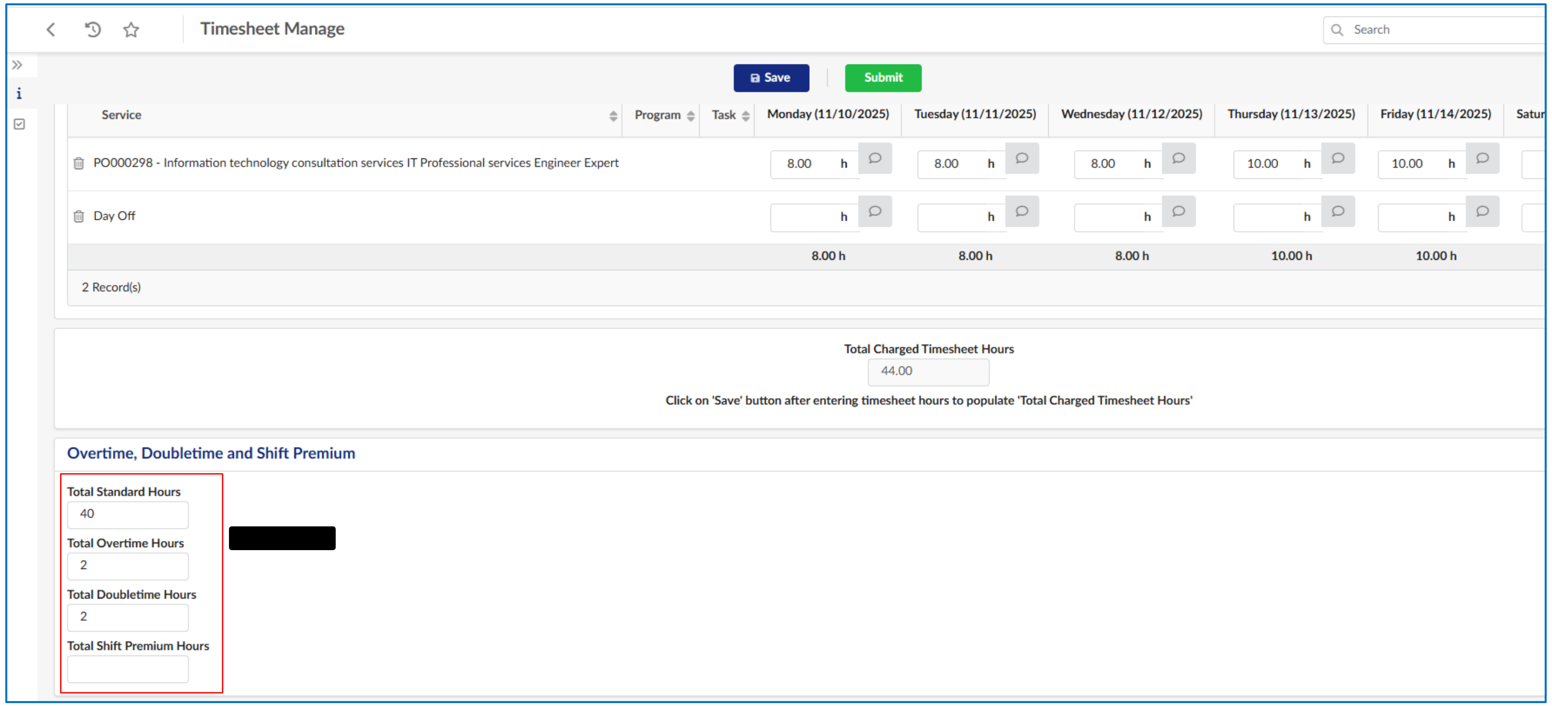
10 **- Total Standard hours**
- Total Overtime hours
- Total Double-time hours
- Total Shift Premium hours

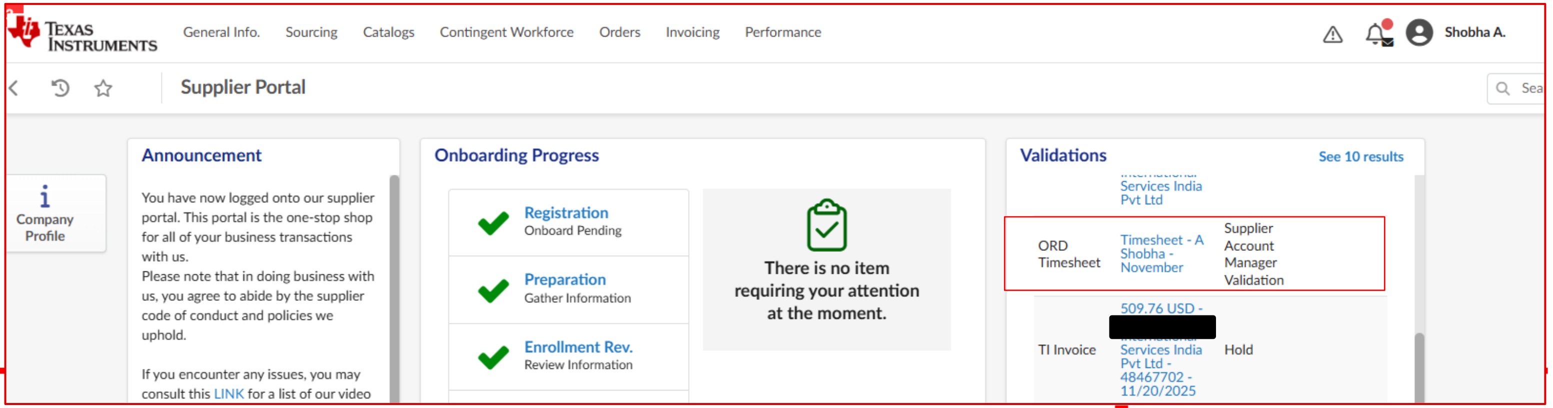
11 Click on the **Save** Button. Next, click on the **Submit** Button to submit the timesheet for approval.

12 Next, the **Timesheet Workflow approval** is assigned to the EWM Supplier Admin for review and approval.

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.





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

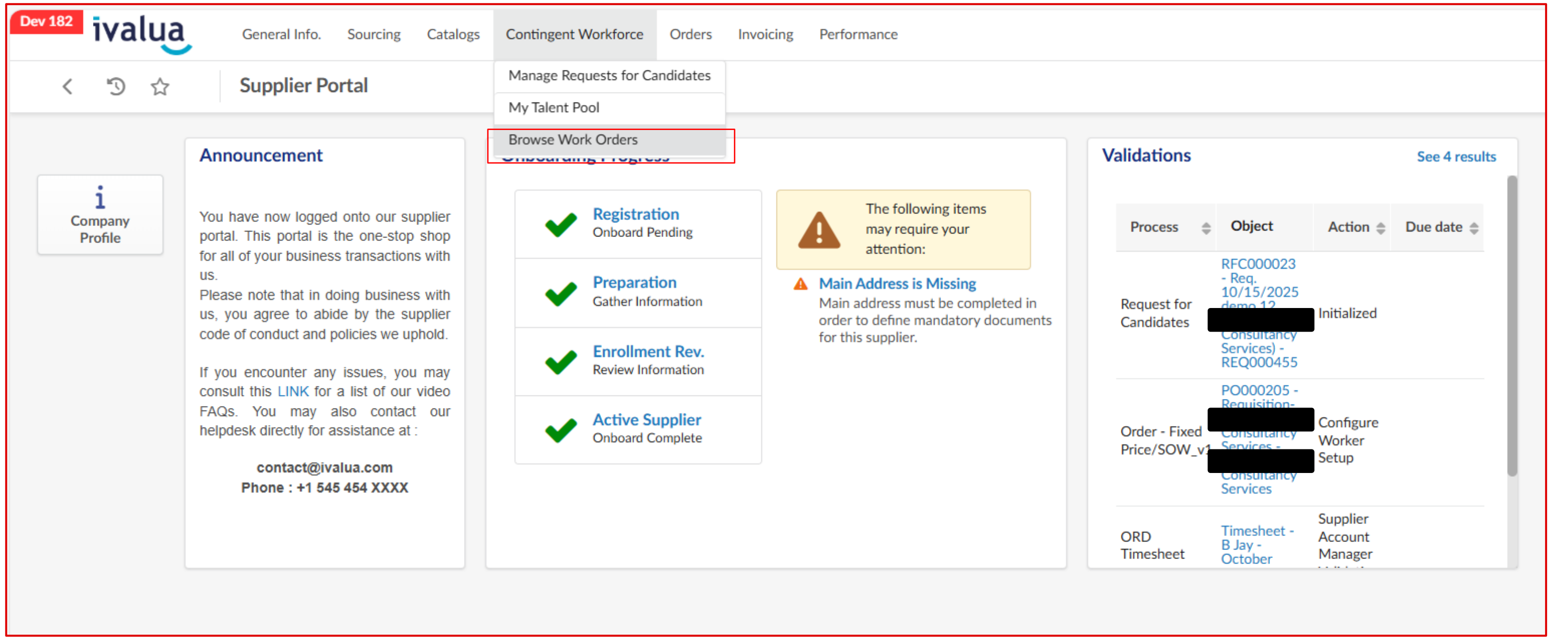
Supplier EWM Manager Homepage

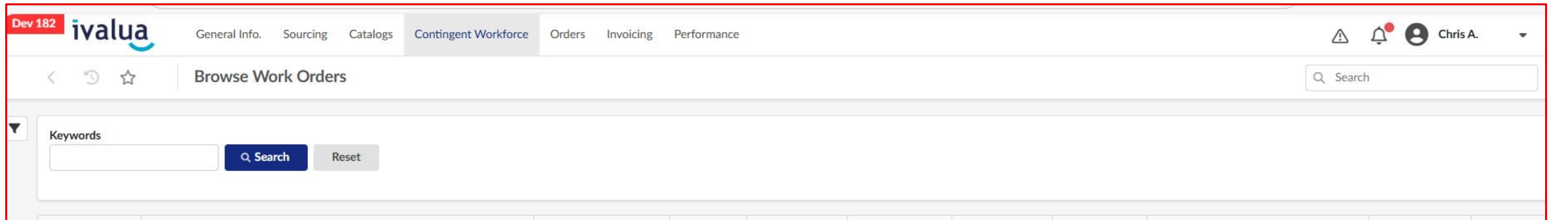
1 From the Ivalua supplier portal as **EWM Supplier Admin,** follow the steps below.

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.





ID	Name	Hiring Manager	Status	Ordered	Received	Invoiced	Currency	Progress	Delay (d)
PO000211	Requisition OT DT SP Demo 8/10-[redacted]rvices	Jaykumar Bhalani	Completed	9,600.00			USD	Acknowledged; Close Work Order	+13
PO000205	Requisition-[redacted]rvices	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	Requisi[redacted]y 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. 9/12/2025[redacted]ervices	Jaykumar Bhalani	Completed	2,100.00	300.00	600.00	USD	Acknowledged	+39
PO000170	Req. 9/2/2025[redacted]rvices	Jaykumar Bhalani	Completed	4,200.00		4,200.00	USD	Acknowledged; Close Work Order	+49

7 Record(s)

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.

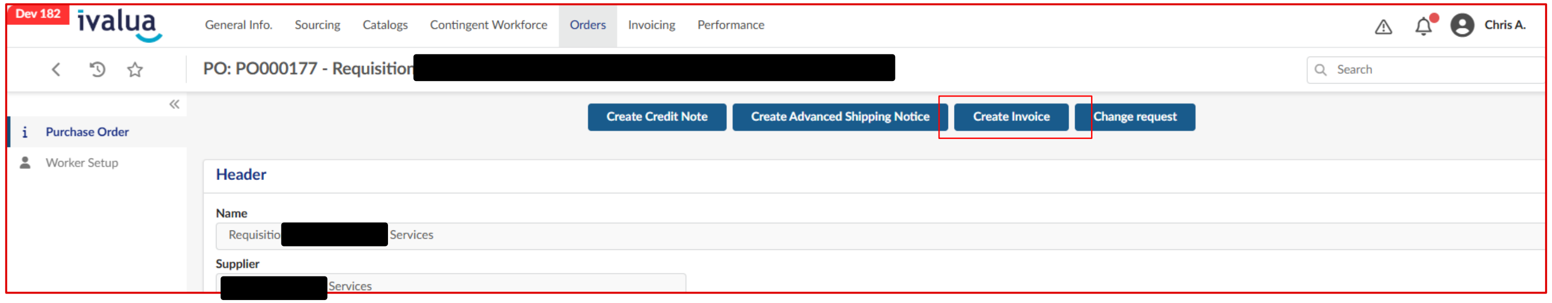
Invoice header
- **Supplier Invoice number**
- **Invoice date**
- **Currency**

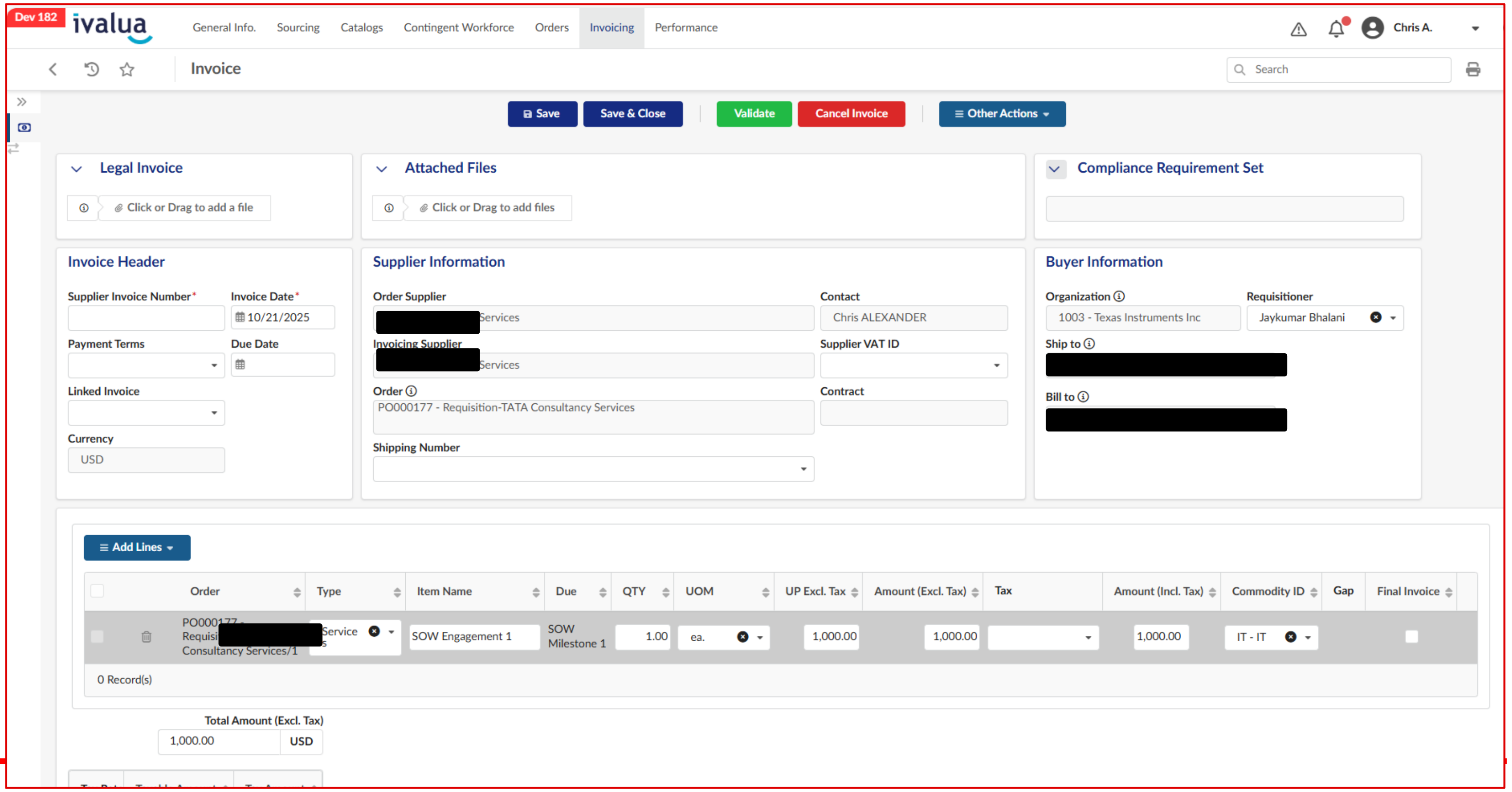
The Attached Files section can be used to attach the Supplier invoice copies.

4 Buyer Information
- **Organization**

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

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





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.

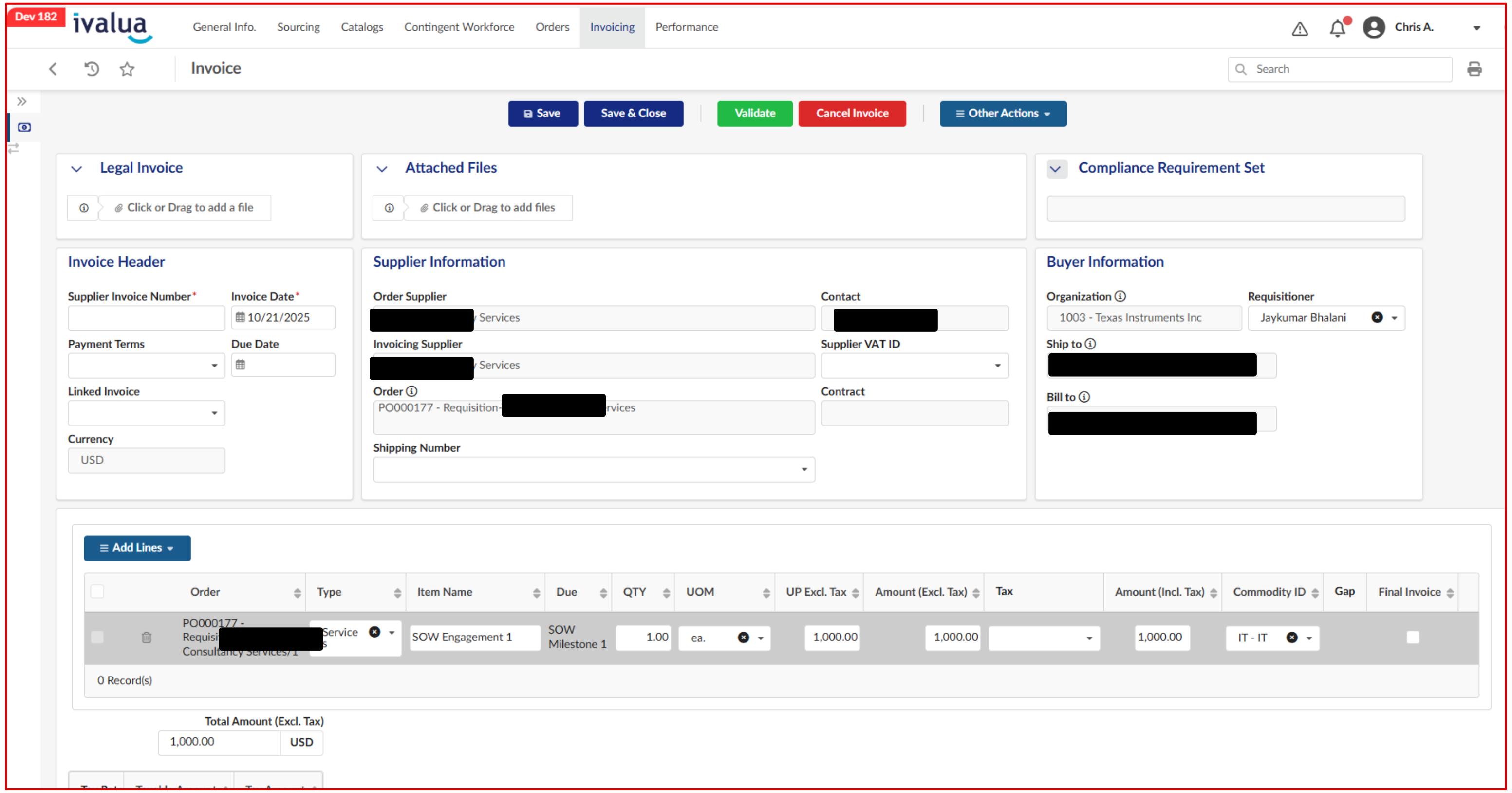
Under the line items section:

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.



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For EWM Support, please email:

TI_Supplier_Portal_Support@ti.com