

# 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 1 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, 2 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 shows the EWM Supplier Admin Homepage. At the top, there is a navigation bar with tabs: General Info, Sourcing, Catalogs, Contingent Workforce (which is highlighted in blue), Orders, Invoicing, and Performance. Below the navigation bar, there is a search bar and a notifications area with a bell icon. The main content area is divided into several sections:

- Supplier Portal:** A section with a "Manage Requests for Candidates" button, which is highlighted with a red box.
- Announcement:** A section containing a message about logging onto the supplier portal and a note about agreeing to the supplier's code of conduct.
- Validations:** A section titled "See 10 results" with a table. The table has columns for Process, Object, Action, and Due date. It lists several validation items, with one item for "Request for Candidates" highlighted with a red box. The validation details are as follows:

Process	Object	Action	Due date
Request for Candidates	RFC000036 - CWR FWM 4IB Consultancy Services - REQ000614	Initialized	
Worker Setup Workflow	Jay B - PO000205 - Requisition Consultancy Services	Creation	
Request for Candidates	RFC000032 - DOA Logic Test Req 01/01/2025 Consultancy Services -	Initialized	
- Contingent Workforce:** A menu with options: Manage Requests for Candidates, My Talent Pool, and Browse Work Orders. The "Manage Requests for Candidates" option is also highlighted with a red box.



# 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.

**3** Click on the **required RFC object** or click on the **pencil icon** to open the required RFC.

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.
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  $\times$  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

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

Click on **Submit Candidates Proposal** Button.

Request for Candidate

Cancel **Submit Candidates Proposal**

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

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**.

Dev 182 ivalua

General Info. Sourcing Catalogs Contingent Workforce Orders Invoicing Performance

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

Manage Requests for Candidates

My Talent Pool

Browse Work Orders

Validations

See 4 results

Process Object Action Due date

Request for Candidates RFC000023 - Req. 10/15/2025 demo 12 Initialized Consultancy Services - REQ000455

Order - Fixed Price/SOW\_v1 PO000205 - Requisition- Consultancy Services - Configure Worker Setup Consultancy Services

ORD Timesheet Timesheet - B Jay - October Supplier Account Manager

1 Main Address is Missing

The following items may require your attention:

Registration Onboard Pending

Preparation Gather Information

Enrollment Rev. Review Information

Active Supplier Onboard Complete



# 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.

- 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 shows the iValua software interface. At the top, there are tabs: General Info, Sourcing, Catalogs, Contingent Workforce (which is selected), Orders, Invoicing, and Performance. Below the tabs, there is a search bar with a 'Search' button and a 'Reset' button. The main area is titled 'My Talent Pool'. On the left, there is a sidebar with a 'Keywords' search field, a 'Commodity ID' dropdown, a 'Skills' dropdown, and a button '+ Add New Talent'. Below this are several candidate entries, each with a edit icon and a name: B Jay, test test, test test, S Rash, resume AI R test, and 6 Record(s). A red box highlights the '+ Add New Talent' button. On the right, a modal window titled 'Manage Talent Pool' is open. It contains a 'Talent Information' section with fields for Last Name\*, First Name\*, Email\*, Date of Birth\*, Phone Number, Resume\*, and Other attachments. Each field has a red asterisk indicating it is mandatory. Below these fields are buttons for Save, Save & Close, and Close. A red box highlights the 'Talent Information' section and the 'Save' button.

# **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 top navigation bar includes 'General Info.', 'Sourcing', 'Catalogs', 'Contingent Workforce' (which is highlighted in blue), 'Orders', 'Invoicing', and 'Performance'. The 'Contingent Workforce' menu is expanded, showing 'Manage Requests for Candidates', 'My Talent Pool', and 'Browse Work Orders' (which is highlighted with a red box). The 'Announcement' section contains general information and contact details. The 'Validation' section lists several items: 'Registration' (Onboard Pending), 'Preparation' (Gather Information), 'Enrollment Rev.' (Review Information), and 'Active Supplier' (Onboard Complete), all marked with green checkmarks. A yellow box highlights a warning: 'Main Address is Missing' with the note 'Main address must be completed in order to define mandatory documents for this supplier'. The 'Validations' section shows a table with four results, each with a red box around it, including columns for 'Process', 'Object', 'Action', 'Due date', and 'Status'.

The screenshot shows the 'Browse Work Orders' page under the 'Contingent Workforce' menu. The top navigation bar is identical to the homepage. The page includes a search bar with 'Keywords' and 'Search' and 'Reset' buttons. Below is a table of work orders:

ID	Name	Hiring Manager	Status	Ordered	Received	Invoiced	Currency	Progress	Delay (d)	Actions		
PO000211	Requisition OT DT SP Demo 8/10	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_09 [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)



# Review and acknowledge a work order as an EWM Supplier Admin

## Work Order Page

Either of these methods will redirect the EWM Supplier Admin  
**3** 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**.

Work Order: PO000298 - CWR EWM\_4JB [REDACTED] Services - [REDACTED]ancy...

Header

Name: CWR EWM\_4JB-[REDACTED] Services

Supplier Order Point: [REDACTED] 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

Buttons: Reject, Confirm, Create Credit Note, Create Advanced Shipping Notice, Create Invoice



# 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.

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

The TI Hiring Manager will need to approve the Worker.

The screenshot shows a 'Worker Setup' pop-up window. At the top, there are buttons for 'Save', 'Save & Close', 'Close', and 'Submit Worker Setup' (which is highlighted with a red box). The window is divided into sections: 'Worker Information' (PO Item: te, Job Title: Consulting Resource - ENG Analog Design, Worker: 10 Shobha A, First Name: Shobha, Last Name: A, Email: [REDACTED], Phone #: [REDACTED]), 'Conditions' (Start Date: 11/9/2025, End Date: 11/10/2025), and 'Deliverables' (with a file attachment: Dummy\_doc\_for\_demo\_v1.docx). The 'Add New' button on the main page is also highlighted with a red box.

The screenshot shows the 'Worker Setup' list on the work order page. The 'Submit Worker Setup' button is highlighted with a red box. The list table has columns: Job Title, Candidate, Start date - End date, Deliverable, Status, and Action. One record is listed: Consulting Resource - ENG Analog Design, 2025-11-09 - 2025-11-10, Deliverable, To Be Validated, and a gear icon for actions. A red line connects this screenshot to the 'Add New' button in the previous screenshot.

# **Supplier Worker creates a timesheet and submits it for approval**

## **Supplier Worker & EWM Admin**

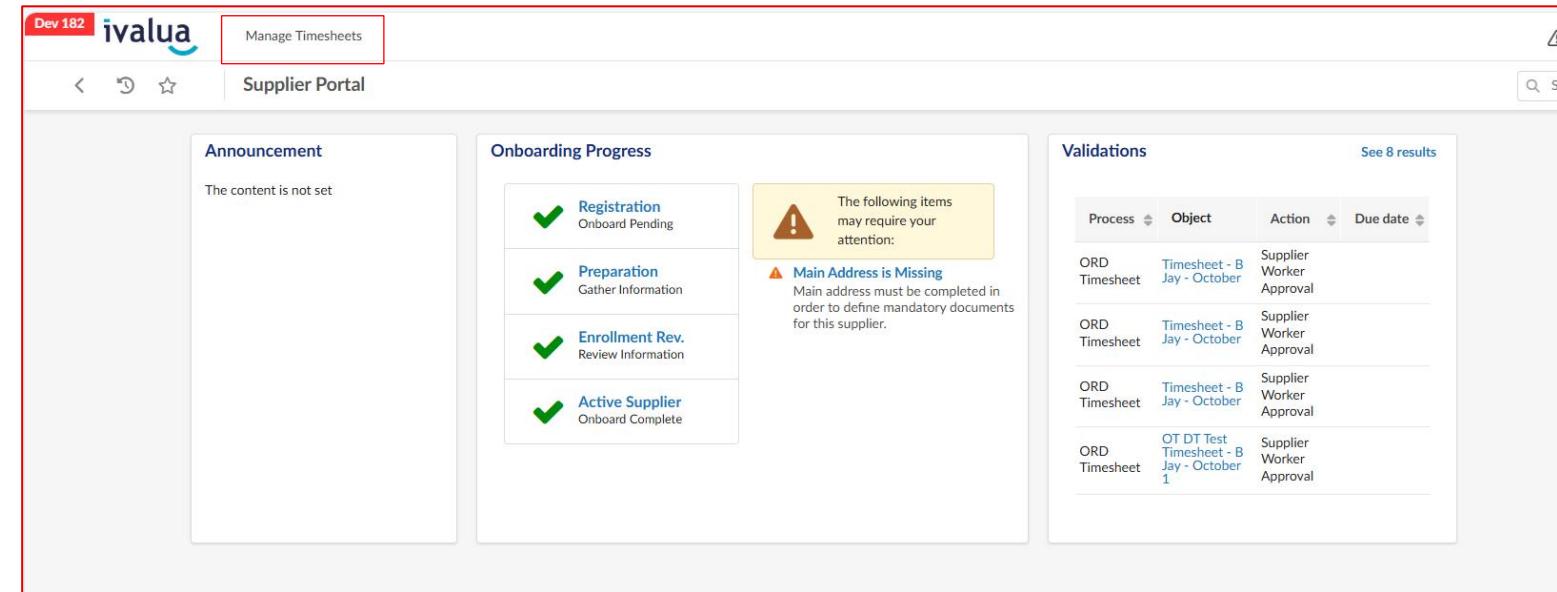
Supplier Worker creates a timesheet and submits it to the Supplier Account Manager (EWM Manager) for approval. The Supplier EWM Manager reviews and submits it further for TI - PM/Hiring Manager approval



# 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 shows the Supplier Worker homepage for the 'ivalua' system. The top navigation bar includes 'Dev 182', the 'ivalua' logo, and a 'Manage Timesheets' button, which is highlighted with a red box. The main content area is titled 'Supplier Portal' and contains three main sections: 'Announcement' (with the message 'The content is not set'), 'Onboarding Progress' (listing four steps: 'Registration' (Onboard Pending), 'Preparation' (Gather Information), 'Enrollment Rev.' (Review Information), and 'Active Supplier' (Onboard Complete), each with a green checkmark), and 'Validations' (listing four validation items: 'Main Address is Missing' (warning icon), 'Timesheet - B Jay - October' (Status: Supplier Worker Approval), 'Timesheet - B Jay - October' (Status: Supplier Worker Approval), and 'OT DT Test Timesheet - B Jay - October 1' (Status: 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

The screenshot shows the 'Manage Timesheets' page with a list of 16 timesheets. The columns include Timesheet Label, Start Date, End Date, Contact, Status, QTY Ordered, Imputed Days, Created on, Created By, Modified on, and Created By. The 'Timesheet Label' column shows labels like 'DEMO Test Order 202', 'DEMO Timesheet.JB', 'OT DT Test Timesheet - B Jay - October 1', etc. The 'Status' column shows 'Validated', 'Draft', and 'Supplier Approval in progress'. The 'Created By' column shows 'Jay B' for most entries. A red box highlights the '+ Create Timesheet' button at the top of the list.

The screenshot shows the 'Timesheet Manage' page. It has fields for Timesheet Label (with 'Timesheet - B Jay - October' entered), Status (Draft), Timesheet ID, Entry Mode (Entry In Hours (Manual)), Supplier (TATA Consultancy Services), Contact (Jay B), Begin Date, and End Date. A red box highlights the 'Timesheet Label' field.



# 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' page. At the top, there are fields for 'Timesheet Label' (Timesheet - B Jay - November), 'Status' (Draft), 'Timesheet ID' (27), 'Supplier' (redacted), 'Contact' (Jay B), 'Begin Date' (11/10/2025), and 'End Date' (11/14/2025). Below these are sections for 'Service' (PO000298 - Information technology consultation services IT Professional services Engineer Expert) and 'Day Off'. The main area is a grid for 'Monday (11/10/2025)' through 'Friday (11/14/2025)'. Each day has a row with columns for 'Service', 'Program', 'Task', and time entries (8.00 h). A red box highlights the Monday through Friday columns. At the bottom, it shows '2 Record(s)', 'Total Charged Timesheet Hours' (44.00), and a note: 'Click on 'Save' button after entering timesheet hours to populate 'Total Charged Timesheet Hours''. The right side of the grid shows 'Weekend' and 'Bank Holiday' columns.



# 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	Program	Task	Monday (11/10/2025)	Tuesday (11/11/2025)	Wednesday (11/12/2025)	Thursday (11/13/2025)	Friday (11/14/2025)	Satur
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			h	h	h	h	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	

TEXAS INSTRUMENTS

General Info. Sourcing Catalogs Contingent Workforce Orders Invoicing Performance

Supplier Portal

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

Onboarding Progress

<b>Registration</b> Onboard Pending
<b>Preparation</b> Gather Information
<b>Enrollment Rev.</b> Review Information

There is no item requiring your attention at the moment.

Validations

See 10 results

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

# **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.

The screenshot shows the Ivalua Supplier Portal homepage. The top navigation bar includes links for General Info, Sourcing, Catalogs, Contingent Workforce (which is highlighted in blue), Orders, Invoicing, and Performance. A sub-menu for Contingent Workforce is open, showing options like 'Manage Requests for Candidates' and 'My Talent Pool'. The main content area features an 'Announcement' box with a company profile icon and a 'Browse Work Orders' button, which is highlighted with a red box. To the right, there is a 'Validations' section showing four results, and a 'Work Orders' section with a table of work order details.

The screenshot shows the 'Browse Work Orders' page. The top navigation bar is identical to the previous screenshot. The main content area features a search bar with 'Keywords' and buttons for 'Search' and 'Reset'. Below is a table of work orders with the following columns: ID, Name, Hiring Manager, Status, Ordered, Received, Invoiced, Currency, Progress, Delay (d), and a series of icons for each row. The table shows 7 Record(s).

ID	Name	Hiring Manager	Status	Ordered	Received	Invoiced	Currency	Progress	Delay (d)
PO000211	Requisition OT DT SP Demo 8/10-11/2025	Jaykumar Bhalani	Completed	9,600.00			USD	Acknowledged; Close Work Order	+13
PO000205	Requisition-Consultancy Services	Jaykumar Bhalani	Ordered	10,200.00			USD	; Configure Worker Setup	-77
PO000204	Req. SBE Update test	Jaykumar Bhalani	Completed	27,900.00			USD	Acknowledged; Close Work Order	+15
PO000177	Requisition-Consultancy Services	Jaykumar Bhalani	Completed	1,000.00			USD	Acknowledged	-9
PO000176	CWR Demo 16/09/2025	Jaykumar Bhalani	Completed	9,000.00	1,200.00		USD	Acknowledged	+35
PO000174	Req. 9/12/2025	Jaykumar Bhalani	Completed	2,100.00	300.00	600.00	USD	Acknowledged	+39
PO000170	Req. 9/2/2025	Jaykumar Bhalani	Completed	4,200.00		4,200.00	USD	Acknowledged; Close Work Order	+49



# 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**

The screenshots illustrate the process of creating an invoice. The top screenshot shows the 'Purchase Order' screen with the 'Create Invoice' button highlighted. The bottom screenshot shows the 'Invoice' creation screen with various sections like Legal Invoice, Attached Files, and Buyer Information, and a table for adding invoice lines.

**Invoice Header:**

- Supplier Invoice Number: PO000177
- Invoice Date: 10/21/2025
- Payment Terms: Net 30
- Due Date: 10/21/2025
- Linked Invoice: PO000177 - Requisition-TATA Consultancy Services
- Currency: USD

**Supplier Information:**

- Order Supplier: TATA Consultancy Services
- Contact: Chris ALEXANDER
- Invoicing Supplier: TATA Consultancy Services
- Supplier VAT ID: 1234567890
- Order ID: PO000177 - Requisition-TATA Consultancy Services
- Contract: 1003 - Texas Instruments Inc
- Shipping Number: 1003 - Texas Instruments Inc

**Buyer Information:**

- Organization: 1003 - Texas Instruments Inc
- Requisitioner: Jaykumar Bhalani
- Ship to: 1003 - Texas Instruments Inc
- Bill to: 1003 - Texas Instruments Inc

**Invoice 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	SOW Engagement 1	SOW Milestone 1	1.00	ea.		1,000.00	1,000.00		1,000.00	IT - IT		



# 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.

Click on the **Submit** button to complete the invoice creation

8 process.

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

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

For EWM Support, please email:

[TI\\_Supplier\\_Portal\\_Support@ti.com](mailto:TI_Supplier_Portal_Support@ti.com)