

Supplier Information Management

With Texas Instruments

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 - Contact Changes
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 - Banking Information Change
 - Financial Indicators

Course Objectives



After completing this course, you should be able to:

- Register and access the application
- Navigate and find your company information within the Ivalua application
- Create and maintain contacts for your company
- Maintain your company's information by performing various change request

Source to Pay Portal for Texas Instruments

Texas Instruments Source to Pay Transformation

- TI is making major improvements in our global Source to Pay processes. This project will be deployed in 3 phases.
- As a key feature of the Supplier Information Management module, supplier engagements will transition from current email and phone call based processes to the maintenance of information within a secure, web based portal.
- Some of the advanced features of this initial deployment include:
 - Automated onboarding, registration and self-maintenance capabilities, such as the ability for multiple supplier contacts, management of banking information, etc.
 - A secure repository for uploading and managing documents

Future Deployments

- Future phases will include:
 - Improved PO issuance & acknowledgement functions
 - Advanced invoicing features for our suppliers (PO to invoice flip) and a centralized invoice hub
 - Broader deployment of eCatalogs for faster, more automated TI/supplier engagements
 - Enhanced MRP collaboration features to improve communications for demand driven material requirements
- To learn more about the Ivalua platform, go to the Ivalua web site by clicking this link, and search for *“Source to Pay”*.

[Ivalua Homepage Link](#)

Benefits of Supplier Portal for Supplier

- Seamless collaboration with TI using platform
- One application for all communications with TI
- Supplier self-management of critical information
 - Company Information
 - Name & Address
 - Tax ID information
 - Banking information
 - Account representation
 - Sales
 - Quality
 - Accounts Payable

Supplier Information Management in Ivalua

Onboarding Process

Create Supplier Request

- Internal TI requester initiates new setup request entering supplier details into Ivalua portal.

Approve or Reject Supplier Request

- Request routes to CPT or Local Site Procurement for approval or rejection.

Supplier Inputs

- Supplier receives invite from portal to create a login.
- Supplier will submit additional information and required documents.

3rd Party Checks

- Supplier information goes through 3rd party validations:
 - D&B
 - Name
 - Tax ID
 - nsKnox
 - Banking

Exception Review

- Request stop for various exception reviews:
 - Name mismatch
 - Tax ID mismatch
 - Non Std Pay Terms
 - Non Std Inco Terms
 - nsKnox exception
 - Bank Beneficiary Name

Document & Tax Review

- Requires a review of documents and tax information provided by the supplier.

Final SIMT Approval

- SIMT performs final review and inputs remaining necessary information.

SAP Interface

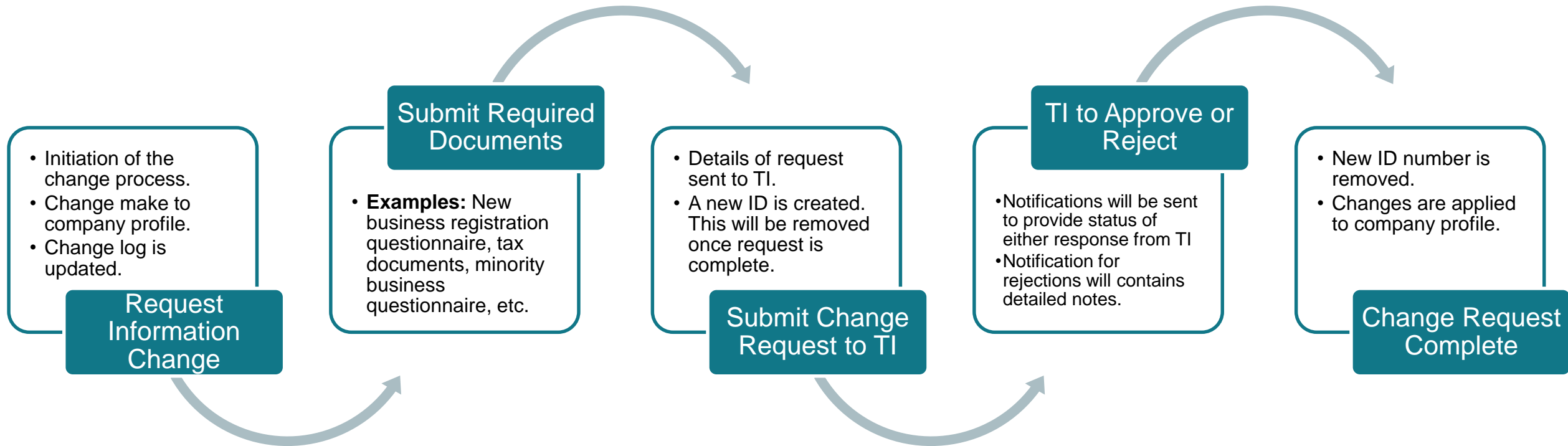
- After the final approval SAP interface will be triggered to create the supplier account in SAP.

Supplier Setup is Complete

- SAP supplier number assigned to the Supplier account in Ivalua.
- Supplier record in Ivalua moved to an Active Supplier status.

Supplier Information Management (SIM)

- Information Change Process



Supplier Information Management (SIM), cont.

The Source to Pay portal enables suppliers to maintain critical information for their company.

Types of Accounts



A different ID number will be assigned to each account type that is needed for your engagement with TI.

- Order Accounts – determines who TI will place an order with
- Payment Accounts – determines where TI will make payments

You can determine the type of account by reviewing the title for the address section and by clicking your company's name in the top right corner of the screen.

Order Address

Address Label

Address Line 1 / PO Box
2324 Street

Address Line 2

Zip Code
75195

City
Houston

Country
UNITED STATES

State/Province/District*
Texas

Payment Address

Address Label

Address Line 1 / PO Box
123 Street

Address Line 2

Zip Code
75126

City
Dallas

Country
UNITED STATES

State/Province/District*
Texas

LIMITED (Payment)

LIMITED (Order)

LIMITED (Payment)

Go to page



You will only see multiple account if your contact information is listed on each account.

Supplier Information Management (SIM), cont.

The Source to Pay portal enables suppliers to maintain critical information for their company.

Types of Updates

- Company Name
- Banking Data
- Tax ID
- Address
- Phone Number
- Contacts
- Certifications



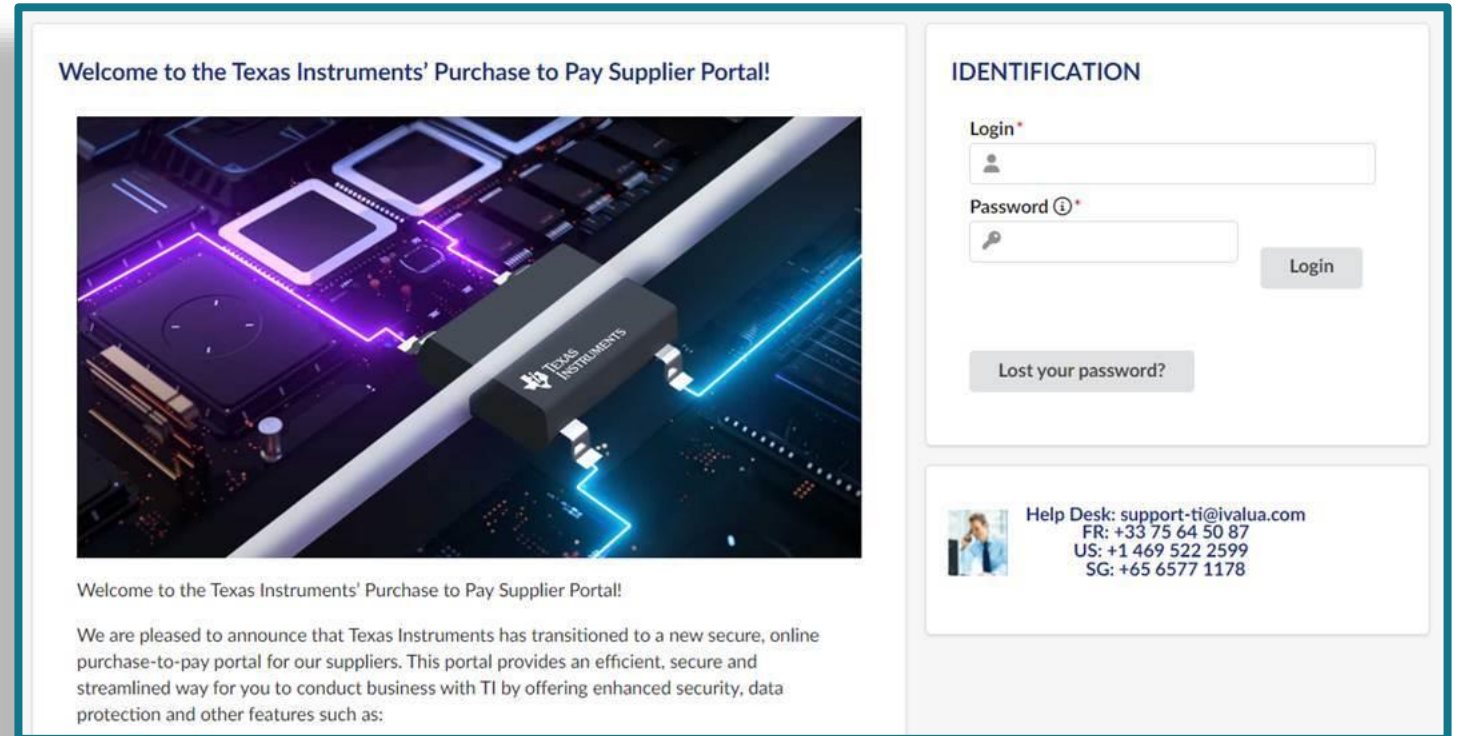
A new ID number will be created for each change request. This number will be removed once the change request is approved by TI.

Accessing the Portal

[Link to Application](#)

Supplier Registration

- In order to access the system, you must complete the registration process
- You will receive an email with details that will direct you to create a password using the user id/email that was provided to TI
- After accessing the application link, enter your email and select “Lost your password?”



Welcome to the Texas Instruments' Purchase to Pay Supplier Portal!

IDENTIFICATION

Login*

Password ⓘ*

Login

Lost your password?

Help Desk: support-ti@ivalua.com
FR: +33 75 64 50 87
US: +1 469 522 2599
SG: +65 6577 1178

Welcome to the Texas Instruments' Purchase to Pay Supplier Portal!

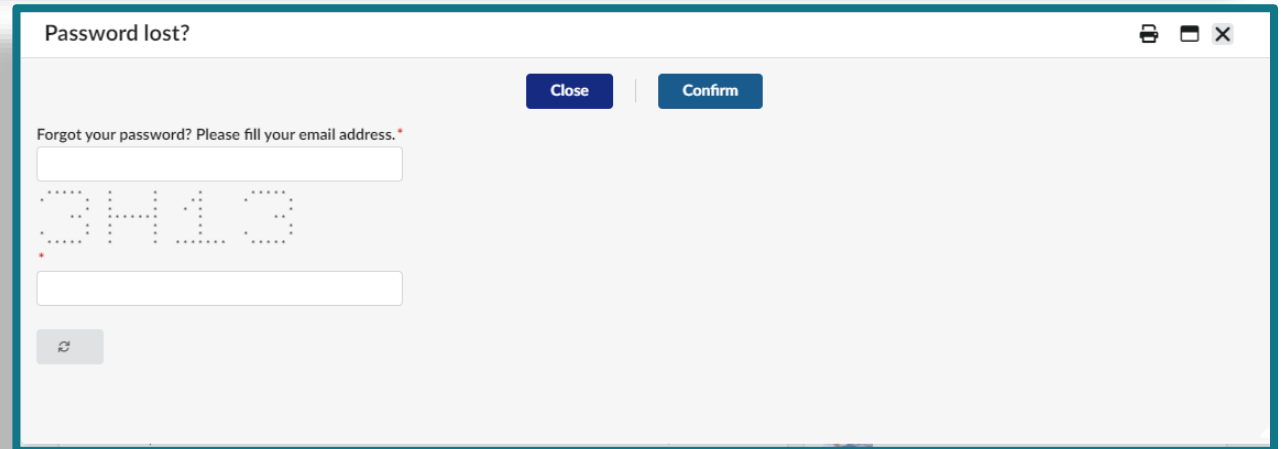
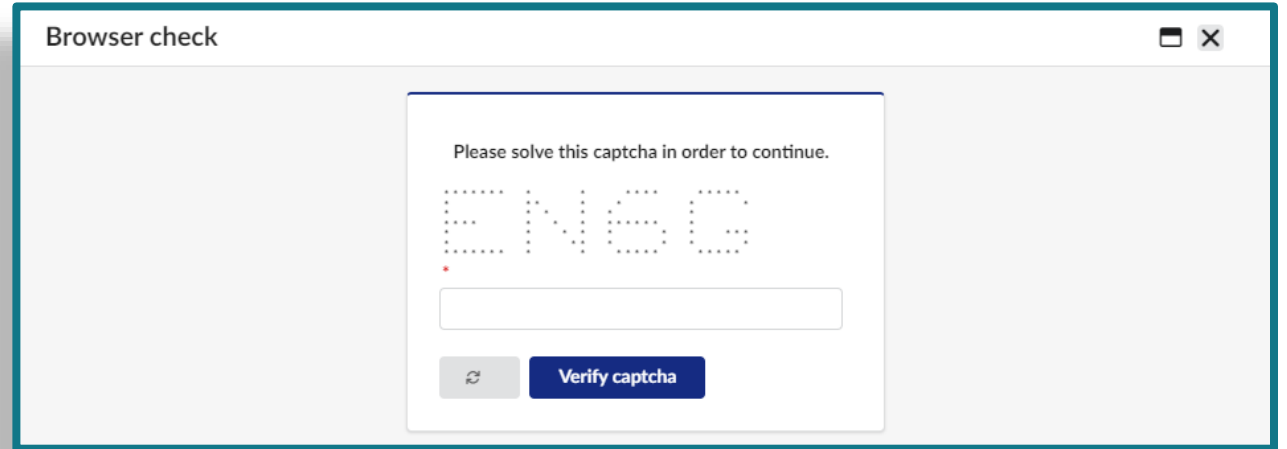
We are pleased to announce that Texas Instruments has transitioned to a new secure, online purchase-to-pay portal for our suppliers. This portal provides an efficient, secure and streamlined way for you to conduct business with TI by offering enhanced security, data protection and other features such as:

Supplier Registration, cont.

- Complete the browser check on the next screen
- Enter your email address and enter a password for your account

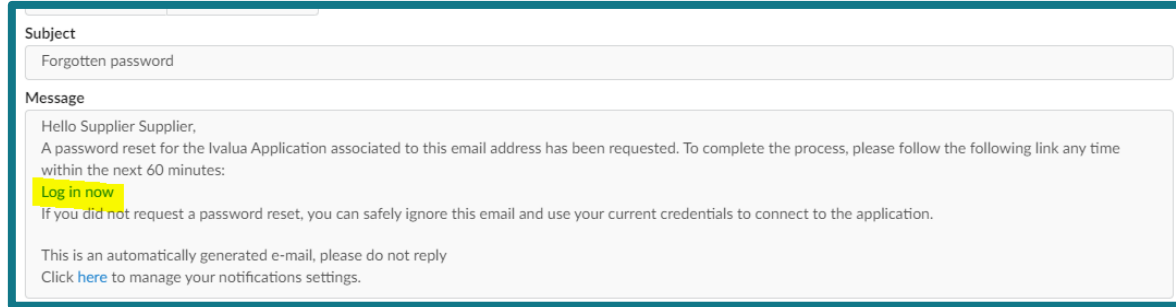
Your password must meet the following requirements:

- Must be a total of 8 characters.
- Must contain at least one upper case letter (A-Z)
- Must contain at least one lower case letter (a-z)
- Must contain at least one number (0-9)
- Must NOT contain any other special characters
- Must be different than your previous 20 passwords

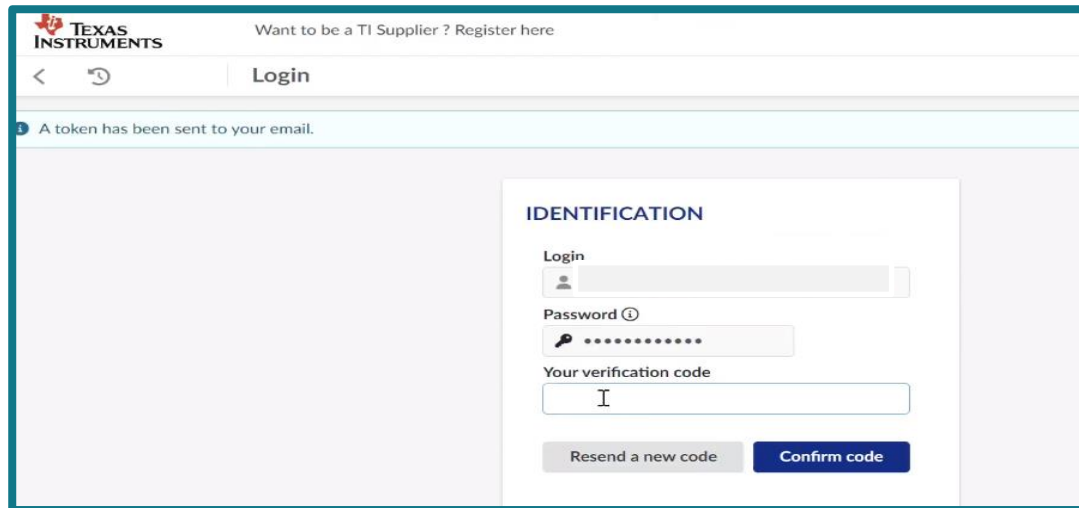


Supplier Registration, cont.

- You will receive the email below.
- Follow the instruction to set a password for your account.

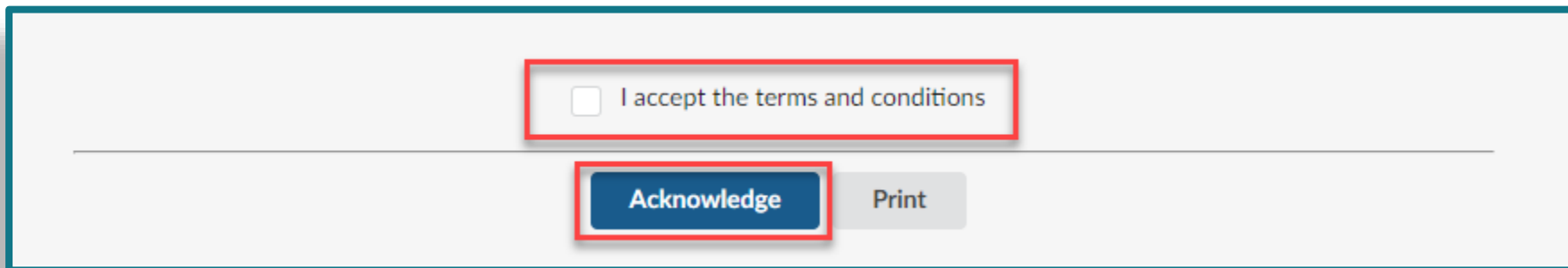


- Two factor authentication required. The token will be sent to your email.



General Terms of Use

- When logging into the system for the first time, you will be required to review and Accept the General Terms of Use.
 - These General Terms of Use are related to the use of the Supplier Portal. **These are not TI's Standard Terms and Conditions.**
- After reviewing, Select “I accept the terms and conditions”
- Press “Acknowledge”



A screenshot of a web form with a light gray background. The form contains a checkbox labeled "I accept the terms and conditions" which is currently unchecked. Below the checkbox, there are two buttons: a blue button labeled "Acknowledge" and a gray button labeled "Print". Red rectangular boxes highlight the checkbox and the "Acknowledge" button. A horizontal line is positioned above the buttons.

Trouble Logging In?

- If you need support logging into the portal, please use the contact information provided below.



Help Desk: support-ti@ivalua.com

FR: +33 75 64 50 87

US: +1 469 522 2599

SG: +65 6577 1178

Additional Contacts

- As the registered contact for your company (Internal Contacts), you will receive all communications related to your company's relationship with TI.
- If additional contacts are needed, you can initiate the account setup process on the Contacts tab.
 - We will cover this in more detail later.
- Client Contacts will contain contact information for resources at TI.

Internal Contacts				
+ Create Contact		Select Existing Contact		
Contact	Login ⓘ	Position	Role	Status
John Paul	jpaul@supplier.com		Supplier admin	Active
Susan Thomas				Active

Client Contacts				
Contact ⌵	Email ⌵	Profiles	Last Name ⌵	First Name ⌵
Test TI	titest@email.com	Commodity Procurement Team (CPT) / Responsible (Supplier Management)	Test	TI

Navigating the Portal

Supplier Home Page

- After accessing the system, you will be automatically directed to your Supplier Portal.

UAT TEXAS INSTRUMENTS General Info.

Supplier Portal

Announcement

Company Profile

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

Onboarding Progress

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

The following items may require your attention:

- Change request in progress

Validations [Go to page](#)

0 Active Orders

0 Invoices

Performance Scoring

Extranet - Scoring

No data was found. Try changing the filter criteria.

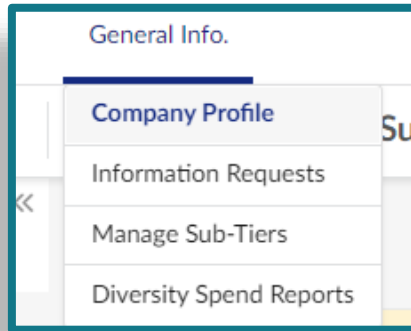
Spend Analysis

Spend Analysis

Cube is not available. Process the following cubes buyer_default or contact an administrator.

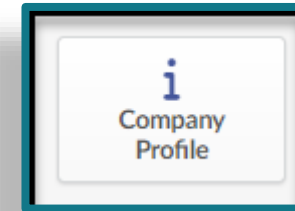
Supplier Home Page, cont.

The option at the top of the screen that will allow you to view information related to your relationship with TI.



There is an additional option on left side of the screen.

- Company Profile will take you to your company's information



Menu Options:

- Company Profile – Your company's information
- Information Request – Documents provided to TI
- Manage Sub Tiers – Will not be used at this time
- Diversity Spend Reports – Will not be used at this time

Supplier Home Page, cont.

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

Announcements will be used by TI to share important information to all suppliers.

Onboarding Progress will show the status of your onboarding process and alerts for change request.

You will have 4 green checkmarks when the onboarding process is complete.

Onboarding Progress

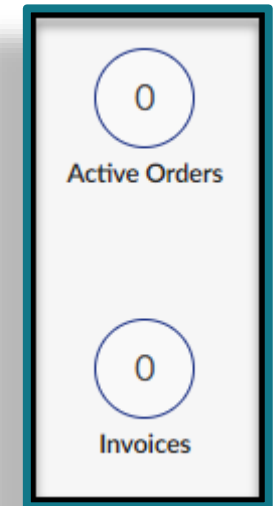
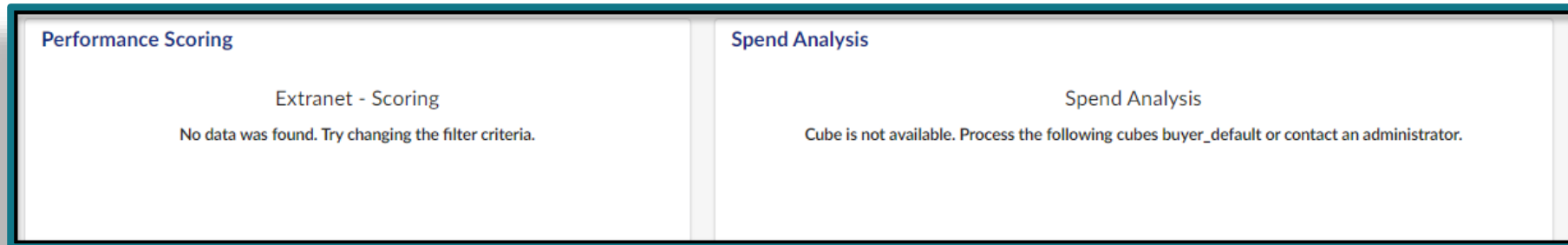
 Registration Onboard Pending	 There is no item requiring your attention at the moment.
 Preparation Gather Information	
 Enrollment Rev. Review Information	
 Active Supplier Onboard Complete	

Validations [Go to page](#)

Validations will display records here when you have pending actions to complete.

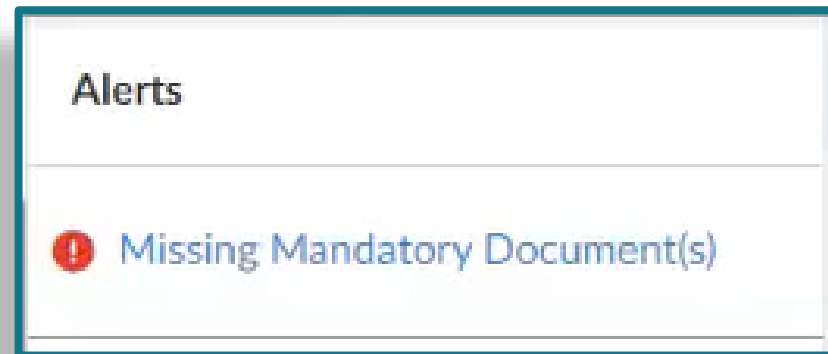
Supplier Home Page, cont.

- The following dashboard are defaults but will not be used at this time.
 - Performance Scoring
 - Spend Analysis
 - Active Order
 - Invoices



Alerts

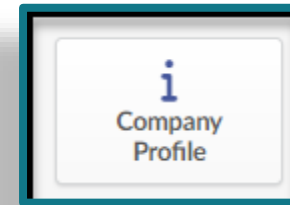
- During the Onboarding or Change Request processes, you may see Alerts on the right side of the screen.
- Alerts will indicate what information is being required from TI.
- Clicking on each alert will take you to the screen where the data must be entered.



- Complete the required information and click Save.

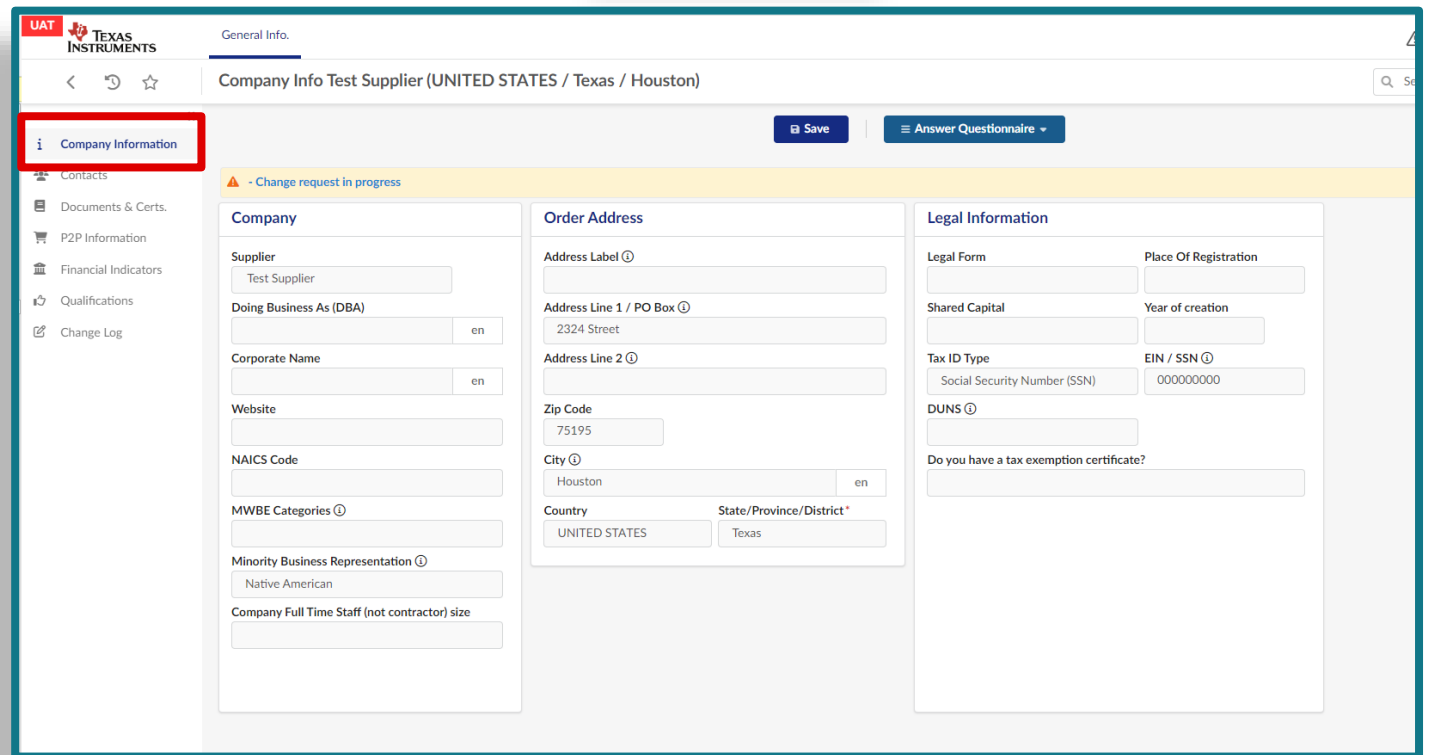
Company Information

- Once you click Company Profile, you will be able to view your company's information.



Information on this tab:

- Company Name
- Order or Payment Address
- Minority Business Identifiers
- Legal Information



The screenshot shows the 'Company Info Test Supplier' form in the UAT system. The 'Company Information' tab is selected and highlighted with a red box. The form is divided into three main sections: Company, Order Address, and Legal Information.

Company Information:

- Supplier: Test Supplier
- Doing Business As (DBA): [Text Field] en
- Corporate Name: [Text Field] en
- Website: [Text Field]
- NAICS Code: [Text Field]
- MWBE Categories: [Text Field]
- Minority Business Representation: Native American
- Company Full Time Staff (not contractor) size: [Text Field]

Order Address:

- Address Label: [Text Field]
- Address Line 1 / PO Box: 2324 Street
- Address Line 2: [Text Field]
- Zip Code: 75195
- City: Houston en
- Country: UNITED STATES
- State/Province/District: Texas

Legal Information:

- Legal Form: [Text Field]
- Place Of Registration: [Text Field]
- Shared Capital: [Text Field]
- Year of creation: [Text Field]
- Tax ID Type: Social Security Number (SSN)
- EIN / SSN: 00000000
- DUNS: [Text Field]
- Do you have a tax exemption certificate?: [Text Field]

Contacts

- **Internal Contacts** – Provides a list of contacts for your company who should access the portal
 - There are 3 primary types of contacts (Only one contact can be assigned to each type):
 - **Supplier Admin** – The contact is required for all account types and that will receive communications from TI.
 - The initial contact for the supplier will be responsible for entering the additional contacts. Instructions provided later.
 - **PO Recipient** – The contact is required for order accounts and will receive communication related to Purchase Orders
 - **Accounts Receivable** – The contact is required for payment accounts and will receive information related to payment.
- **Client Contacts** - Provides a list of contacts from TI who can be contacted with any questions related to your supplier profile.

Internal Contacts

+ Create Contact Select Existing Contact

Contact	Login ⓘ	Position	Role	Status
John Paul	jpaul@supplier.com		Supplier admin	Active
Susan Thomas				Active

Client Contacts

Contact ⌵	Email ⌵	Profiles	Last Name ⌵	First Name ⌵
Test TI	titest@email.com	Commodity Procurement Team (CPT) / Responsible (Supplier Management)	Test	TI

Documents & Certs.

- Will store all documents and certifications for your company.
- There will be Questionnaires that must be completed as part of the onboarding process
 - Note:
 - Red items indicates the document have not been submitted.
 - To archive an uploaded document, click on the pencil icon then click on Archive and click on Save.

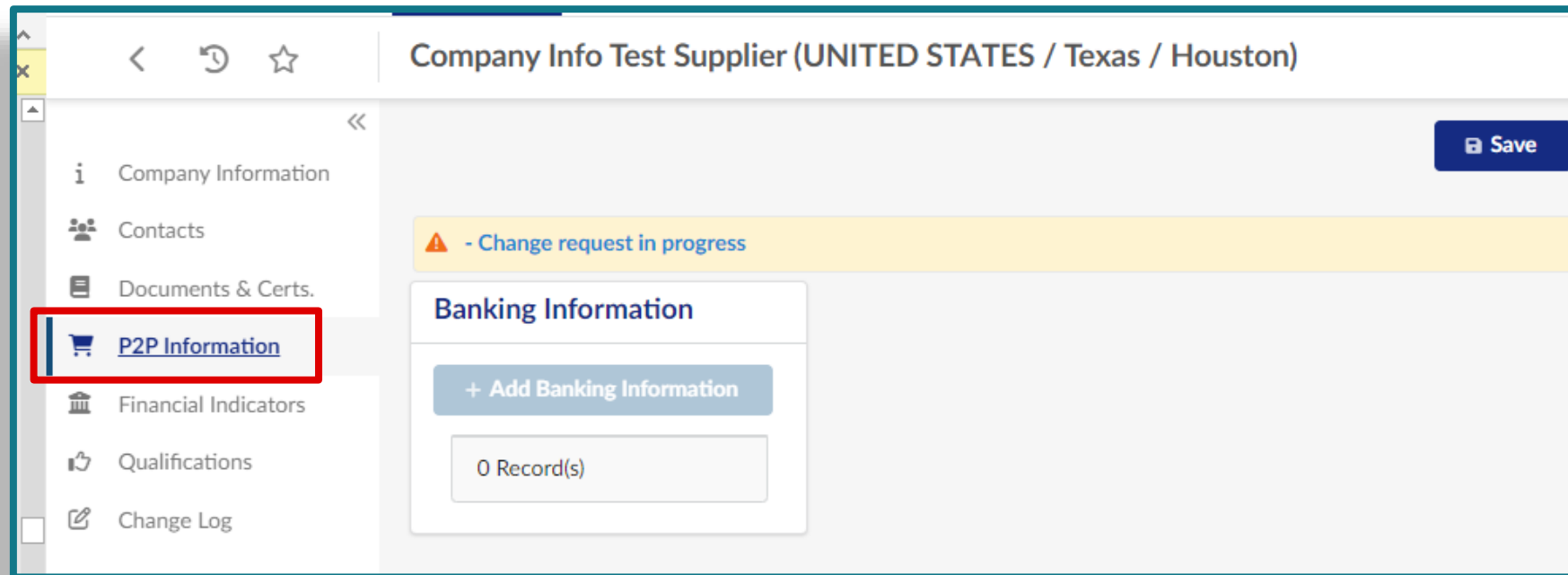
The screenshot shows the UAT portal for Texas Instruments. The main content area is titled 'Company Info Test Supplier (UNITED STATES / Texas / Dallas)'. The sidebar on the left has a red box around the 'Documents & Certs.' link. The main content area has a 'Save' button and an 'Answer Questionnaire' dropdown. Below this is a search bar with 'Keywords' and 'Status' fields, and checkboxes for 'Archived Documents' and 'Missing Required Documents'. The 'Tax Document/Tax Registration Certificate' section has an 'Add Tax Document/Tax Registration Certificate' button and a table with one record: 'Form W9' with a red status. The 'Questionnaire' section has an 'Add Questionnaire' button and a table with two records: 'Questionnaire (Worldwide)' with a green checkmark and 'US Questionnaire' with a red status.

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Form W9 *					

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Questionnaire (Worldwide)				John Paul	✓
	US Questionnaire *					

P2P Information

- P2P Information tab is used to store and update your Banking Information.
 - This is only applicable to Payment accounts.
 - Only one bank account can be linked to a payment account.



Financial Indicators

- This tab will show financial information provided by Dunn & Bradstreet.
 - If financial information is not returned from Dunn & Bradstreet, you will be required to complete a Financial Questionnaire.
- Financial Indicators are only needed for order accounts.
- Your Z-Score will be displayed

Company Info Test Supplier (UNITED STATES / Texas / Houston)

Save Answer Questionnaire

- Change request in progress

Indicators

Code	Values of financial indicators	Bid Currency
Domestic Ultimate DUNS		pers.
Global Ultimate DUNS		pers.
netWorth		
Profit Before Taxes		
Retained Earnings*	10,000.00	(User)
Supplier Evaluation Risk		pers.
Supplier Stability Index		pers.
Total Assets*	10,000.00	(User)
Total Liabilities*	10,000.00	(User)
Working Capital*	10,000.00	(User)
Z Score		
Revenue		USD
Capital		USD

Charts

2023

Revenue Net Income

Year

2023

KPI

Liabilities / Capital	⊖
Operating profit / Revenue	⊖
Cash Flow Margin (CF/CA)	⊖
Dept capacity (Financial debt / CAF)	⊖
Financial debt (liabilities from current) / liabilities (current)	⊖

Qualifications

- Qualifications will provide a list of Questionnaires that have been submitted to TI.
- You can also answer Questionnaires from this tab using the Answer Questionnaire button.
 - Begin Dates for Questionnaire **cannot** be in the future.
- After a questionnaire has been saved, use the Edit (Pencil Icon) to view the answers.
 - **After a questionnaire is saved, it cannot be changed.** A change request is required to complete a new questionnaire.

Company Info Test Supplier (UNITED STATES / Texas / Houston)

Save | Answer Questionnaire

- Change request in progress

Additional Information

Country we are purchasing from

Supplier Commodities

Comment (Supplier)

Customer References

Add Reference

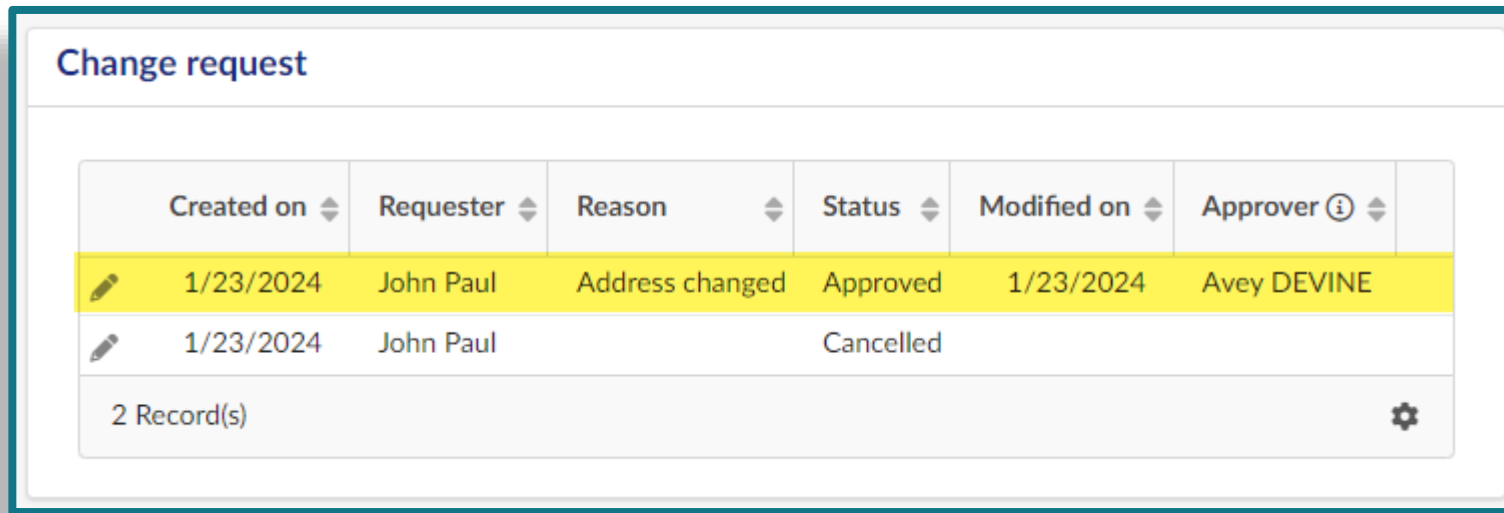
Questionnaires

Campaign	Progress	Status	Date
Anti-Corruption Compliance	100%	Approved	1/23/2024
Confirmations	100%	Approved	1/23/2024



2 Record(s)


Change Log

- Provides log of Change request submitted for your company
 - You can use this tab to monitor the status of your change request



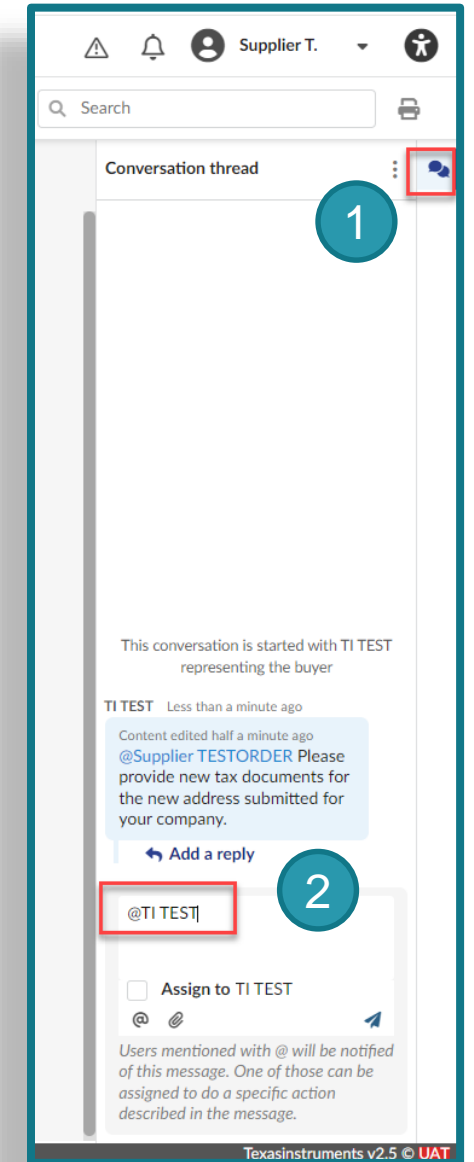
The screenshot shows a table titled "Change request" with the following columns: Created on, Requester, Reason, Status, Modified on, and Approver. The first row is highlighted in yellow and shows a request created on 1/23/2024 by John Paul, with the reason "Address changed", status "Approved", modified on 1/23/2024, and approved by Avey DEVINE. The second row shows a request created on 1/23/2024 by John Paul with the status "Cancelled". Below the table, it indicates "2 Record(s)" and a settings gear icon.

	Created on	Requester	Reason	Status	Modified on	Approver
	1/23/2024	John Paul	Address changed	Approved	1/23/2024	Avey DEVINE
	1/23/2024	John Paul		Cancelled		

2 Record(s) 

Portal Conversation

- TI will use Conversations to communicate information to you.
 - Conversations will take the place of using email to ask questions or respond to request from TI.
 - *Example:* Sharing what documents are required for the address change for your company.
 - Conversations can be found on the right side of the screen. ①
 - It is important to use “@name” to tag the TI contact you are trying to reach or respond to. ②

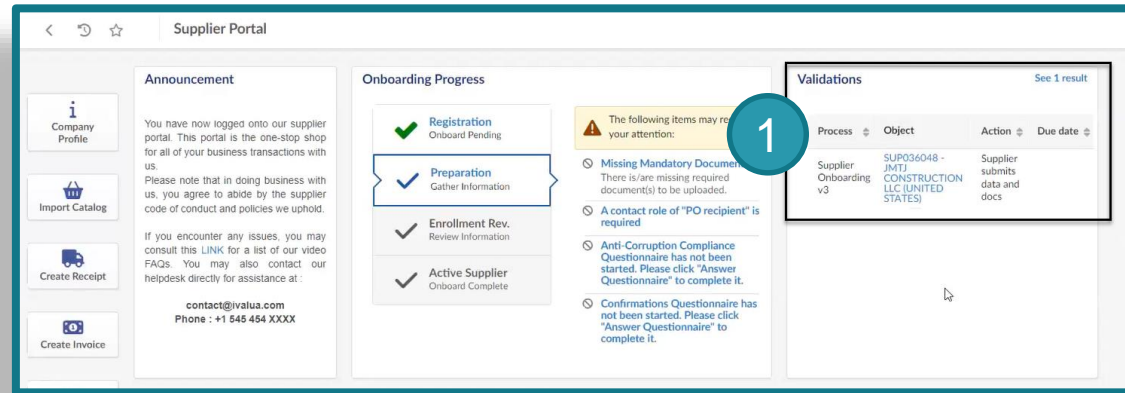


Supplier Onboarding – Order Account

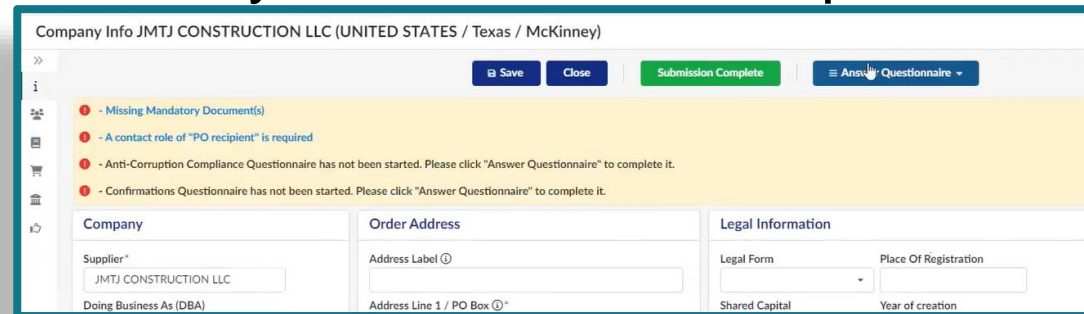
Validations

- During the Onboarding process, you will find actions pending in the Validations section.

Step 1: Click the link under the Object column.



- This will open the company information and you can view the required information at the top of the screen.



Validations, cont.

- Clicking on each requirements will bring you to the screen where that information should be entered.

The screenshot shows a web form with a navigation bar at the top containing buttons for 'Save', 'Close', 'Submission Complete', and 'Answer Questionnaire'. Below the navigation bar is a yellow banner with four red error messages:

- Missing Mandatory Document(s)
- A contact role of "PO recipient" is required
- Anti-Corruption Compliance Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.
- Confirmations Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.

The form is divided into three main sections:

- Company:** Includes a 'Supplier*' text input field and a 'Doing Business As (DBA)' text input field.
- Order Address:** Includes an 'Address Label' text input field and an 'Address Line 1 / PO Box*' text input field.
- Legal Information:** Includes a 'Legal Form' dropdown menu, a 'Place Of Registration' text input field, a 'Shared Capital' text input field, and a 'Year of creation' text input field.

The screenshot shows a web form with a navigation bar at the top containing buttons for 'Save', 'Submission Complete', and 'Answer Questionnaire'. Below the navigation bar is a yellow banner with three red error messages:

- Missing Mandatory Document(s)
- A contact role of "PO recipient" is required
- Anti-Corruption Compliance Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.
- Confirmations Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.

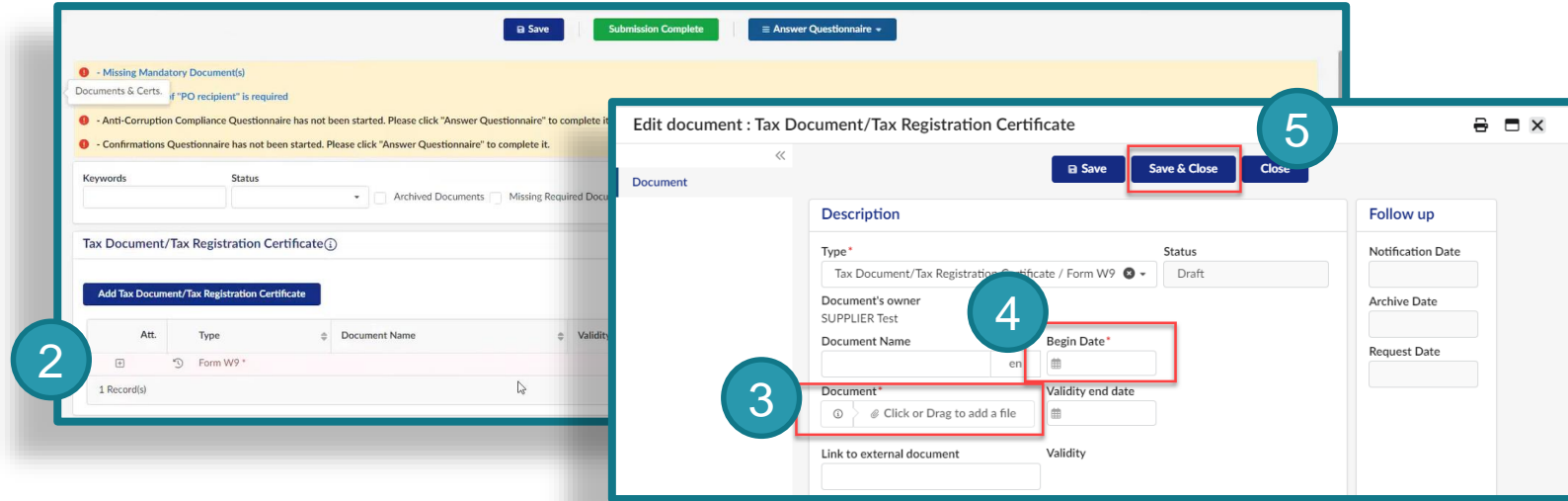
The form includes a search section with 'Keywords' and 'Status' input fields, and checkboxes for 'Archived Documents' and 'Missing Required Documents'. Below this is a section for 'Tax Document/Tax Registration Certificate' with an 'Add Tax Document/Tax Registration Certificate' button.

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Form W9 *					

1 Record(s)

Submitting Documents

Step 2: Click the '+' icon

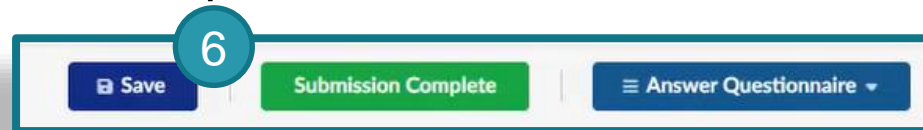
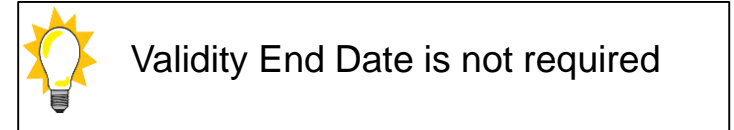


Step 3: Upload document

Step 4: Enter Begin Date for the document. (This is the effective date for the document being provided.)

Step 5: Click Save and Close

Step 6: Click Submission Complete to submit Document to TI.



Submitting Questionnaires

Step 1: Click the '+' icon to open the questionnaire

Att.	Type	Docum
+	Questionnaire (Worldwide) *	
+	US Questionnaire *	

2 Record(s)

• **Step 2:** Respond to all questions.

Edit document : Questionnaire

Document

Save Save & Close Close

Description

Type* Questionnaire / Questionnaire (Worldwide) Status Draft

Document's owner SUPPLIER Test

Follow up

Notification Date

Archive Date

Request Date

Additional Information

Does your company have an Environmental and Social Governance (ESG) sustainability program in place?*

Does your company have an Environmental, Safety and Health (ESH) policy in place?*

Are you ISO Certified?*

Are you C-TPAT or Authorized Economic Operator (AEO) certified?*

Are you IATF 16949 Certified?*

Would your company like help in creating an environmental and social management systems?*

Are you aware of any supplier's owners, officers, or employees (in positions of influence) being current TI Employees or having close family or domestic relationships with current Tiers?*

Are you aware of any supplier's owners, officers, or employees (in positions of influence) being former TI Employees?*

Submitting Questionnaires, cont.

- Important to note: If you answer Yes to the outlined question, you will need to review [this document](#) and respond to the 2nd outlined question.

Step 3: Click Save to save inputs and ensure no fields have been missed.

Step 4: Click Save & Close

The screenshot shows a web form titled "Edit document : Questionnaire". At the top right, there are three buttons: "Save" (with a circular callout '3'), "Save & Close" (with a circular callout '4'), and "Close". The form contains several questions, each with a dropdown menu:

- Are you ISO Certified?*
- Are you IATF 16949 Certified?*
- Are you aware of any supplier's owners, officers, or employees (in positions of influence) being current TI Employees or having close family or domestic relationships with current Tiers?*
- Would you like to receive an e-mail of your Payment (Remittance) Advice?*
- Are you C-TPAT or Authorized Economic Operator (AEO) certified?*
- Would your company like help in creating an environmental and social management systems?*
- Are you aware of any supplier's owners, officers, or employees (in positions of influence) being former TI Employees?*
- Have you used Ozone Depleting Chemicals (ODCs) in the manufacturing of any electronic components supplied to Texas Instruments? ⓘ*
- Do you have items that you produce for TI (from any locations) that are associated with HTS numbers from this list (https://www.govinfo.gov/content/pkg/CFR-2011-title26-vol17/pdf/CFR-2011-title26-vol17-sec52-4682-3.pdf) starting with 84, 85, or 90? ⓘ*
- Do you supply Software to Texas Instruments?

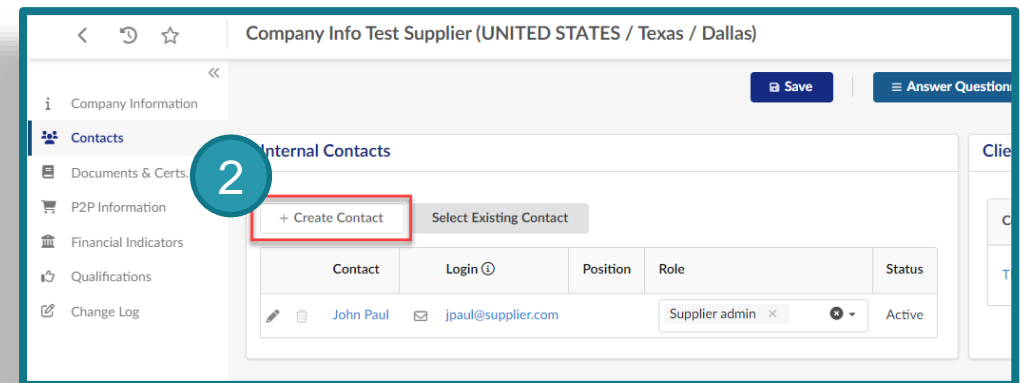
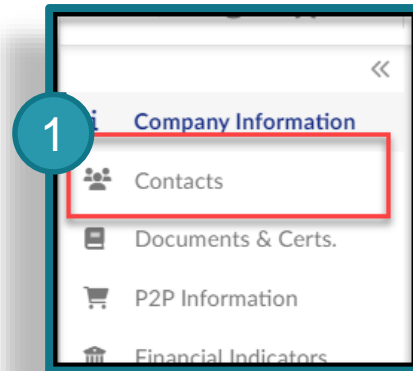
Red boxes highlight the "Have you used Ozone Depleting Chemicals..." question (with "Yes" selected) and the "Do you have items that you produce for TI..." question.

Create a New Contact

- Contacts should be maintained to ensure TI has an active party to reach out to when needed.
- Contacts for your company will be able to access the supplier portal and update critical information for your company. We recommend that you use an individuals' email address and not utilize an email list so security reasons.
- Adding a Contact
 - Create a New Contact – add a contact that is not already existing in the portal
 - Select Existing Contact – select a contact that is already existing in the portal. This contact could also be listed an order account or payment account.

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Create Contact



Create a New Contact, cont.

- **Step 3:** Enter the required details:

- First Name
- Last Name
- Email
- Phone

Supplier Contact Management

Save Save & Close Close

Ident **3**

Prefix First Name* Last Name*
Susan Thomas

Email* Contact Function Position Internal Identifier
sthomas@supplier.com

List of languages
English

Phone Photo
Phone* 555-555-5555 Add a picture
Cell Phone
Fax

- **Step 4:** Click Save and Close



The Supplier Admin role should not be reassigned until that resource has been added as a contact and signed into the portal.

- **Step 5:** Select a Role for the contact (Only one contact can be assigned to each type)

- **PO Recipient** – Required for order accounts to identify who will receive communications related to Purchase Orders
- Accounts Receivable – Required for payment accounts to identify who will receive information related to payments
- Other contacts are optional

Internal Contacts

+ Create Contact Select Existing Contact

Contact	Login	Pr	Role	Status
John Paul	jpaul@supplier.com		Supplier admin	Active
Susan Thomas			PO recipient	Active

Accounts Receivable
Forecast Manager
Quality
Sales person
Supplier admin
Technician

Create a New Contact, cont.

- After creating the contact and assigning a role, you must invite the contact to register.

Step 6: Click the envelope to send the registration invitation email to the additional contacts.

Contact	Login	Position	Role	Status
John Paul	jpaul@supplier.com	Supplier admin	Supplier admin	Active
Susan Thomas		PO recipient	PO recipient	Active

Step 7: On the Invitation to log into the application window, click Send Notification. The contact will receive the email needed to create a password for their account.

Invitation to log into the application

Close Send notification

Invite a contact

First Name: Susan THOMAS

Email: sthomas@supplier.com

Profile code: TI - Supplier

Subject: Access to Ivalua Buyer

Notification body: Dear Susan Thomas, You have just been given access to the Ivalua application for supplier Test Supplier with the following user ID: sthomas@supplier.com. You must create your password by accessing the following page: Set password. You will then be allowed to log in to Ivalua: Login.

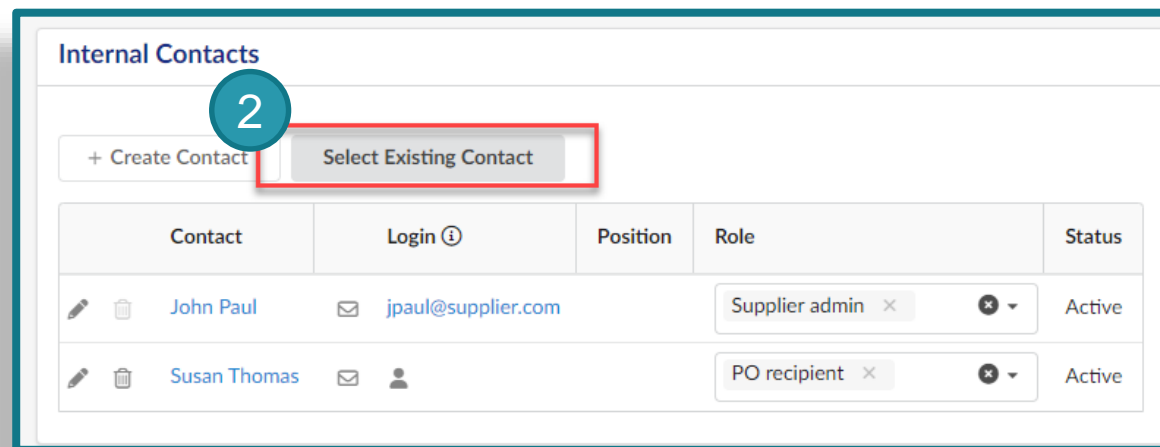
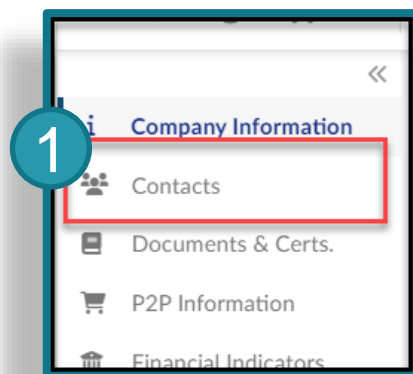
Step 8: Click Submission Complete once all error have been cleared.

Save Submission Complete Answer Questionnaire

Select Existing Contact

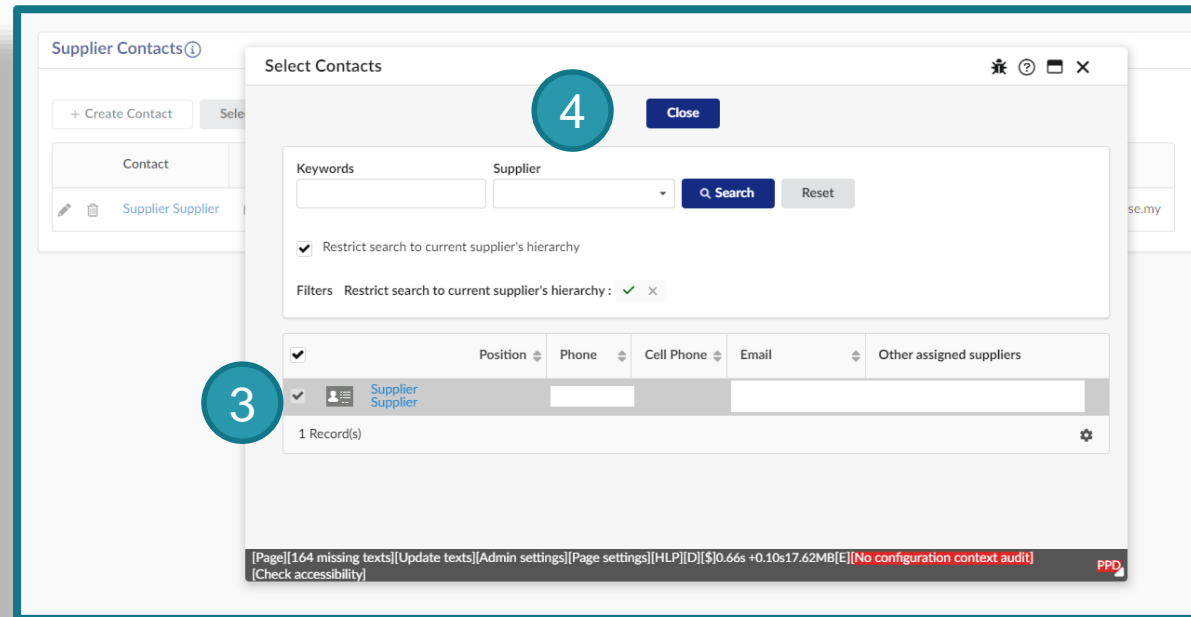
Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Select Existing Contact



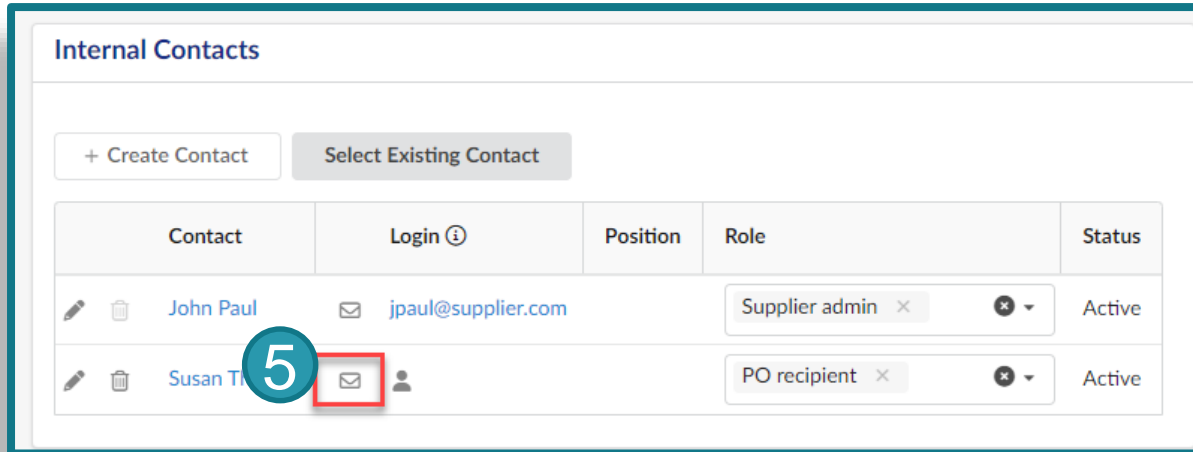
Select Existing Contact

- A window will appear with a list of contact that are available for selection for your company.
- **Step 3:** Make a selection by clicking the checkbox next to the contact name.
- **Step 4:** Click Close

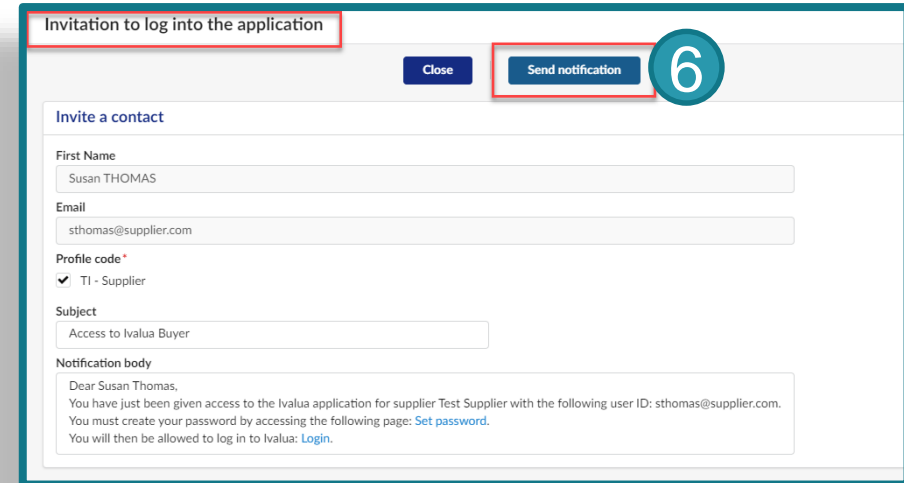


Select Existing Contact

Step 5: Click the envelope to send the registration invitation email to the additional contacts.



Step 6: On the Invitation to log into the application window, Click Send Notification



The contact will receive the email needed to create a password for their account.

Financial Questionnaire

- If financial information is not returned from Dunn & Bradstreet, you will be required to complete the Financial Questionnaire.
- In Validations, you will see an action, as listed below. Click your company's name under Object.
- The system will take you to the screen where the data is required.

The screenshot displays the Supplier Portal interface. The top navigation bar includes a search bar and the text "Supplier Portal". The main content area is divided into several sections:

- Announcement:** A text block providing information about the supplier portal and contact details (contact@ivalua.com, Phone: +1 545 454 XXXX).
- Onboarding Progress:** A vertical list of steps: "Registration" (Onboard Pending), "Preparation" (Gather Information), "Enrollment Rev." (Review Information), and "Active Supplier" (Onboard Complete). A yellow warning box highlights that several financial indicators are required.
- Validations:** A table with columns for Process, Object, Action, and Due date. One validation is listed: "Supplier Onboarding v3" for "SUP036048 - JMTJ CONSTRUCTION LLC (UNITED STATES)" with the action "Submit Financial Questionnaire".
- Performance Scoring** and **Spend Analysis** sections are partially visible at the bottom.

Process	Object	Action	Due date
Supplier Onboarding v3	SUP036048 - JMTJ CONSTRUCTION LLC (UNITED STATES)	Submit Financial Questionnaire	

Financial Indicators

- Financial Indicators are only needed for order accounts.
- Financial Indicators will populate from Dun & Bradstreet where available.
- When it is not available, TI will initiate a request for you to submit a Financial Questionnaire

Step 1: Click Financial Indicators

Step 2: Enter financial information

Step 3: Click Submit Financial Questionnaire



Once your request is submitted, TI will review and respond.

Company Info Test Supplier (UNITED STATES / Texas / Houston)

Save | Answer Questionnaire

Change request in progress

1

Indicators

Code	Values of financial indicators	Bid Currency
Domestic Ultimate DUNS		pers.
Global Ultimate DUNS		pers.
netWorth		
Profit Before Taxes		
Retained Earnings*	10,000.00	(User)
Supplier Evaluation Risk		pers.
Supplier Stability Index		pers.
Total Assets*	10,000.00	(User)
Total Liabilities*	10,000.00	(User)
Working Capital*	10,000.00	(User)
Z Score		
Revenue		USD
Capital		USD

2

Charts

2023

Revenue | Net income

Year

2023

KPI

Liabilities / Capital	
Operating profit / Revenue	
Cash Flow Margin (CF/CA)	
Debt capacity (Financial debt / CAF)	
Financial debt (liability/current) / liability/current	

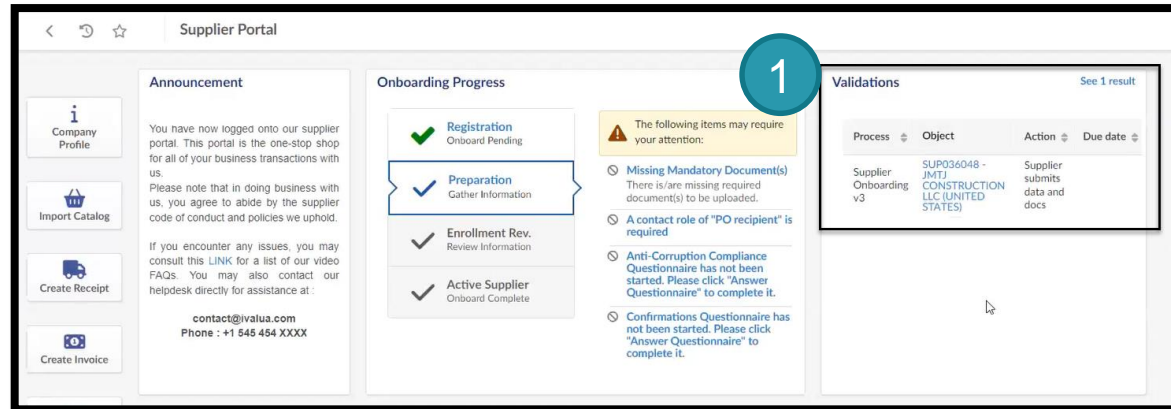
3

Supplier Onboarding – Payment Account

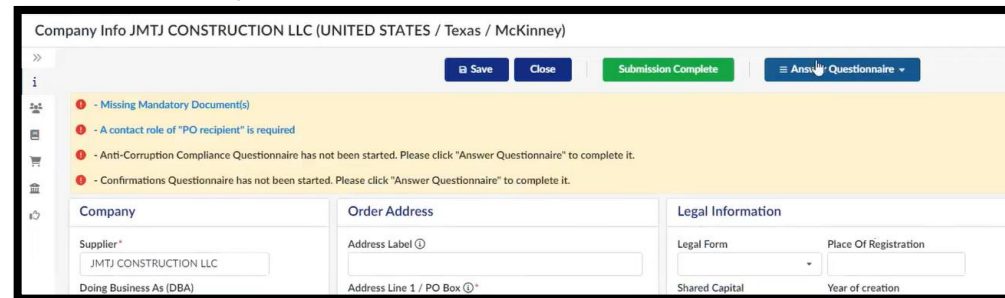
Validations

- During the Onboarding process, you will find actions pending in the Validations section.

Step 1: Click the link under the Object column.



- This will open the company information and you can view the required information at the top of the screen



Validations, cont.

- Clicking on each requirements will bring you to the screen where that information should be entered.

Company Info JMTJ CONSTRUCTION LLC (UNITED STATES / Texas / McKinney)

Save Close Submission Complete Answer Questionnaire

- Missing Mandatory Document(s)
- A contact role of "PO recipient" is required
- Anti-Corruption Compliance Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.
- Confirmations Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.

Company	Order Address	Legal Information
Supplier* JMTJ CONSTRUCTION LLC Doing Business As (DBA)	Address Label Address Line 1 / PO Box	Legal Form Place Of Registration Shared Capital Year of creation

Save Submission Complete Answer Questionnaire

- Missing Mandatory Document(s)
Documents & Certs. if "PO recipient" is required
- Anti-Corruption Compliance Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.
- Confirmations Questionnaire has not been started. Please click "Answer Questionnaire" to complete it.

Keywords Status Archived Documents Missing Required Documents Search Reset

Tax Document/Tax Registration Certificate

Add Tax Document/Tax Registration Certificate

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Form W9 *					

1 Record(s)

Submitting Documents

Step 2: Click the '+' icon

The screenshot shows a web interface for submitting documents. In the background, a table lists documents, with a blue button labeled 'Add Tax Document/Tax Registration Certificate' circled with a '2'. In the foreground, an 'Edit document' form is open. The form has a 'Document' field with a file upload icon, circled with a '3'. A 'Begin Date' field is also circled with a '4'. At the top of the form, a 'Save & Close' button is circled with a '4'. The form also includes fields for 'Type', 'Status', 'Document's owner', 'Document Name', 'Validity end date', and 'Link to external document'.

Step 3: Upload document

Step 4: Enter Begin Date for the document. (This is the effective date for the document being provided.)

Step 5: Click Submission Complete to submit Document to TI.

A close-up of the submission buttons at the bottom of the interface. The 'Submission Complete' button is highlighted in green and circled with a '5'. The other buttons are 'Save' and 'Answer Questionnaire'.

Submitting Questionnaires, cont.

Step 1: Click the '+' icon to open the questionnaire

Questionnaire

Add Questionnaire

Att.	Type	Docum
+	Questionnaire (Worldwide) *	
+	US Questionnaire *	

2 Record(s)

• **Step 2:** Respond to all questions.

Edit document : Questionnaire

Save Save & Close Close

Document

Description

Type * Questionnaire / Questionnaire (Worldwide) Status Draft

Document's owner SUPPLIER Test

Follow up

Notification Date

Archive Date

Request Date

2 Additional Information

Does your company have an Environmental and Social Governance (ESG) sustainability program in place? *

Does your company have an Environmental, Safety and Health (ESH) policy in place? *

Are you ISO Certified? *

Are you C-TPAT or Authorized Economic Operator (AEO) certified? *

Are you IATF 16949 Certified? *

Would your company like help in creating an environmental and social management systems? *

Are you aware of any supplier's owners, officers, or employees (in positions of influence) being current TI Employees or having close family or domestic relationships with current Tiers? *

Are you aware of any supplier's owners, officers, or employees (in positions of influence) being former TI Employees? *

Submitting Questionnaires

- Important to note: If you answer Yes to the outlined question, you will need to review [this document](#) and respond to the 2nd outlined question.

Step 3: Click Save to save inputs and ensure no fields have been missed.

Step 4: Click Save & Close

Edit document : Questionnaire

Document

3 Save Save & Close Close 4

Are you ISO Certified?*

Are you IATF 16949 Certified?*

Are you aware of any supplier's owners, officers, or employees (in positions of influence) being current TI Employees or having close family or domestic relationships with current Tiers?*

Would you like to receive an e-mail of your Payment (Remittance) Advice?*

Are you C-TPAT or Authorized Economic Operator (AEO) certified?*

Would your company like help in creating an environmental and social management systems?*

Are you aware of any supplier's owners, officers, or employees (in positions of influence) being former TI Employees?*

Have you used Ozone Depleting Chemicals (ODCs) in the manufacturing of any electronic components supplied to Texas Instruments? ⓘ*

Yes

Do you have items that you produce for TI (from any locations) that are associated with HTS numbers from this list (<https://www.govinfo.gov/content/pkg/CFR-2011-title26-vol17/pdf/CFR-2011-title26-vol17-sec52-4682-3.pdf>) starting with 84, 85, or 90? ⓘ*

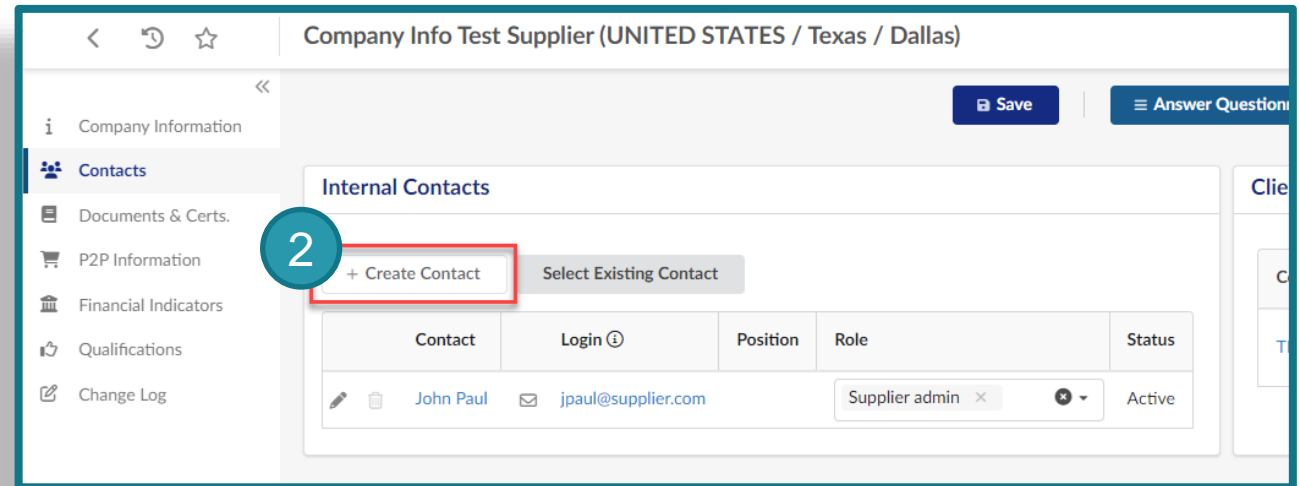
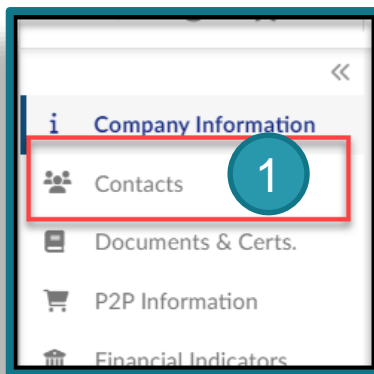
Do you supply Software to Texas Instruments?

Create a New Contact

- Contacts should be maintained to ensure TI has an active party to reach out to when needed.
- Contacts for your company will be able to access the supplier portal and update critical information for your company. We recommend that you use an individual's email address and not utilize email list so security reasons.

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Create Contact



Create a New Contact, cont.

- **Step 3:** Enter the required details:

- First Name
- Last Name
- Email
- Phone

Supplier Contact Management

Save Save & Close Close

Identity

Prefix First Name* Last Name*

Susan Thomas

Email* Contact Function Position Internal Identifier

stomas@supplier.com

List of languages

English

Phone

Phone*

555-555-5555

Cell Phone

Fax

Photo

Add a picture

- **Step 4:** Click Save and Close



The Supplier Admin role should not be reassigned until that resource has been added as a contact and signed into the portal.

- **Step 5:** Select a Role for the contact (Only one contact can be assigned to each type)

- PO Recipient – Required for order accounts to identify who will receive communications related to Purchase Orders
- **Accounts Receivable** – Required for payment accounts to identify who will receive information related to payments
- Other contacts are optional

Internal Contacts

+ Create Contact Select Existing Contact

Contact	Login	Position	Role	Status
John Paul	jpaul@supplier.com		Supplier admin	Active
Susan Thomas			PO recipient	Active

Accounts Receivable

Forecast Manager

Quality

Sales person

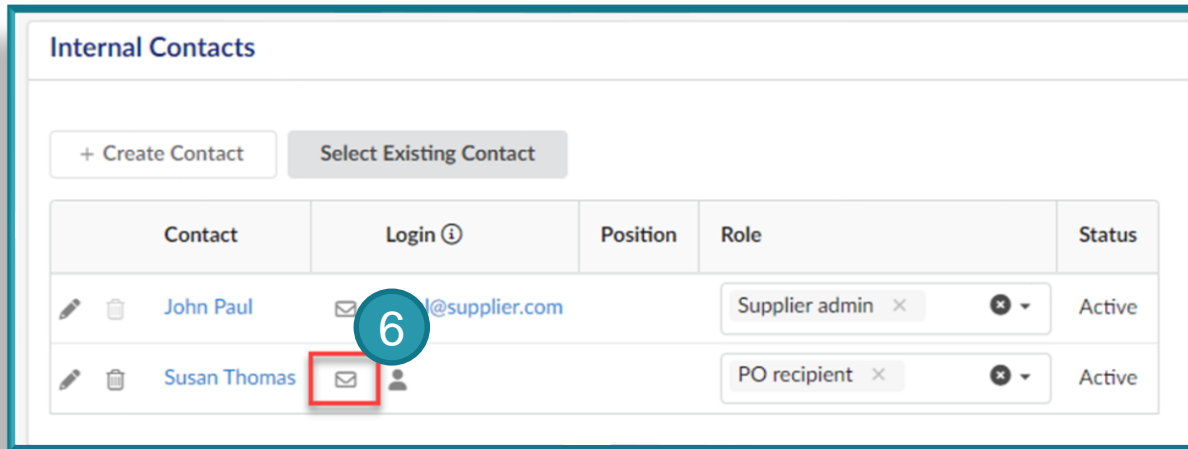
Supplier admin

Technician

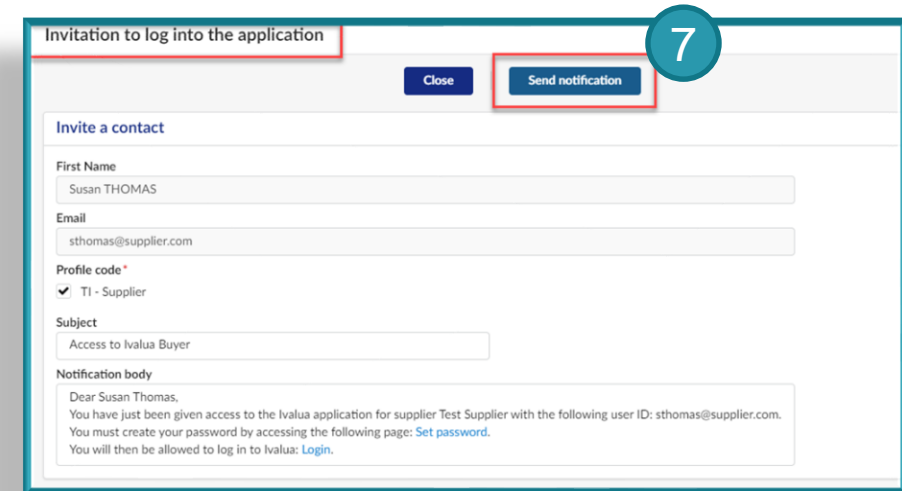
Create a New Contact, cont.

- After creating the contact and assigning a role, you must invite the contact to register.

Step 6: Click the envelope to send the registration invitation email to the additional contacts.



Step 7: On the Invitation to log into the application window, Click Send Notification

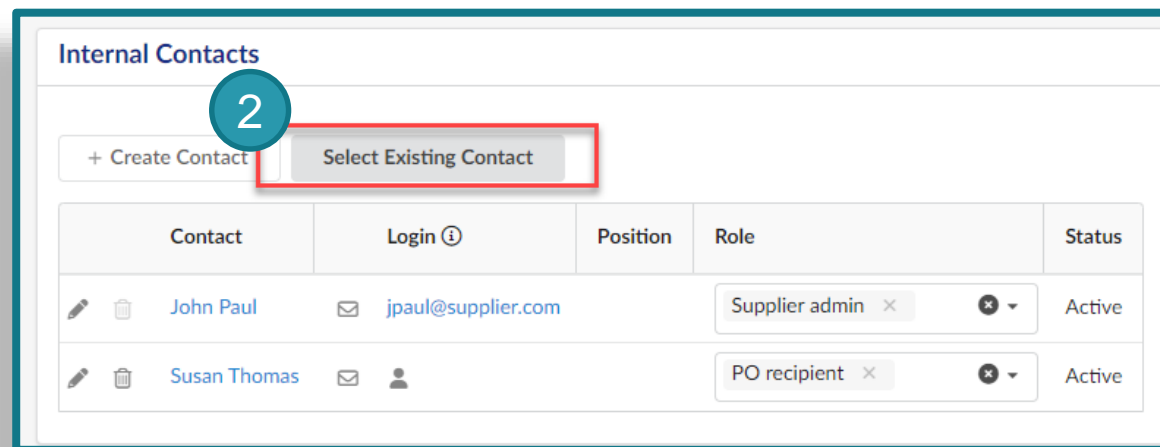
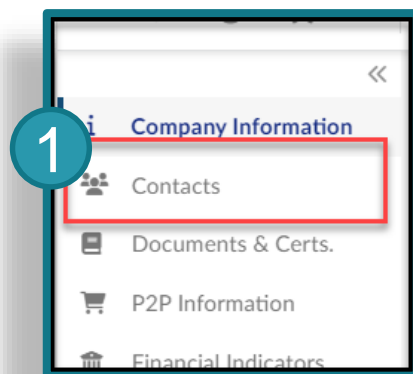


The contact will receive the email needed to create a password for their account.

Select Existing Contact

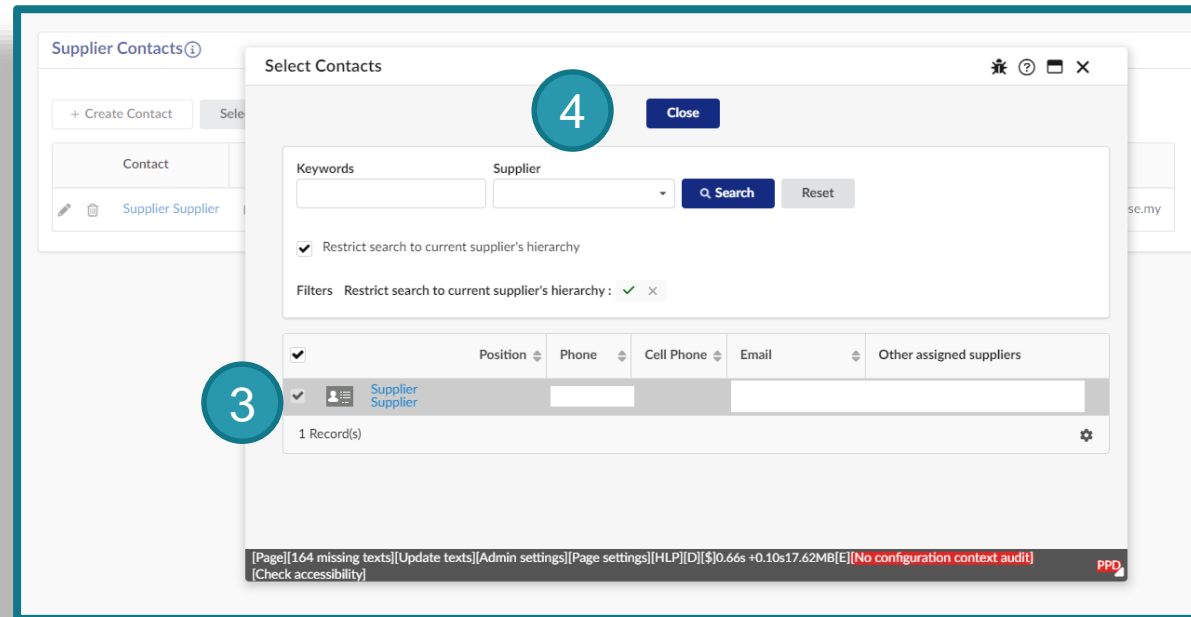
Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Create Contact



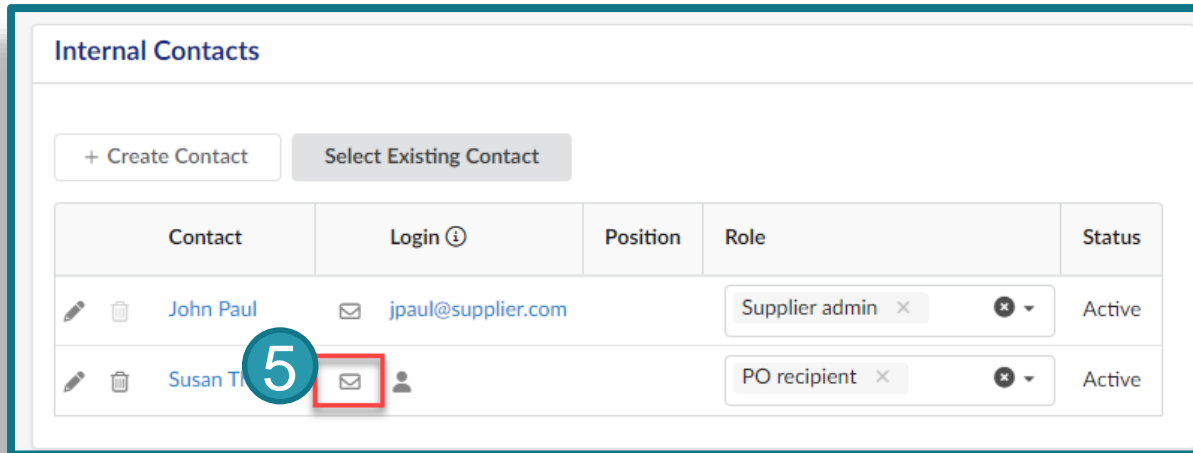
Select Existing Contact

- A window will appear with a list of contact that are available for selection for your company.
- **Step 3:** Make a selection by clicking the checkbox next to the contact name.
- **Step 4:** Click Close

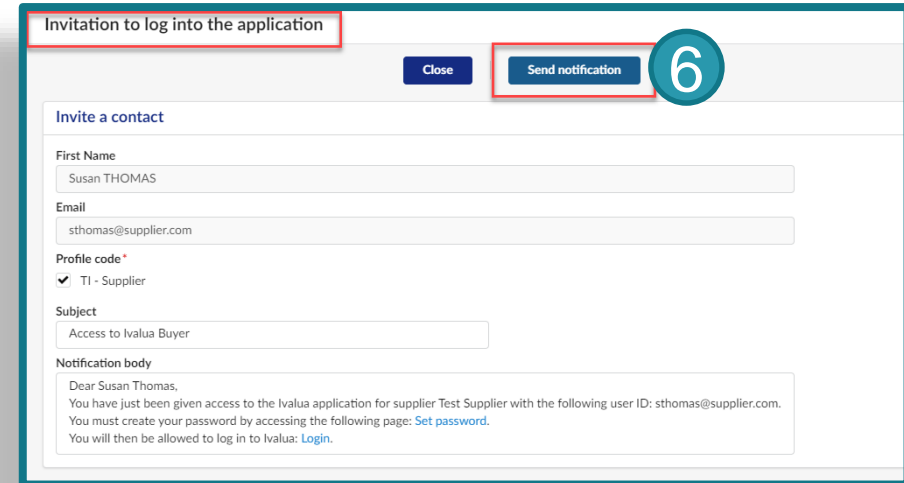


Select Existing Contact

Step 5: Click the envelope to send the registration invitation email to the additional contacts.



Step 6: On the Invitation to log into the application window, Click Send Notification



The contact will receive the email needed to create a password for their account.

Review Tax ID

- Check if tax ID/VAT ID field has been completed.
- If Tax information has not been completed, enter those details and Click Save.

The image shows a screenshot of a web form titled "Legal Information". The form contains several input fields: "Place Of Registration", "Shared Capital", "Year of creation", "Tax ID Type", "EIN / SSN", "Tax Jurisdiction", and "DUNS". A red rectangular box highlights the "Tax ID Type" field, which contains the text "Tax Identification Number (TIN)".

Field Label	Field Content
Place Of Registration	
Shared Capital	
Year of creation	
Tax ID Type	Tax Identification Number (TIN)
EIN / SSN	
Tax Jurisdiction	
DUNS	

Add Banking Information

- Banking information is only applicable to payment accounts.
- Only one bank account can be linked to a payment account

Step 1: Click Company Profile

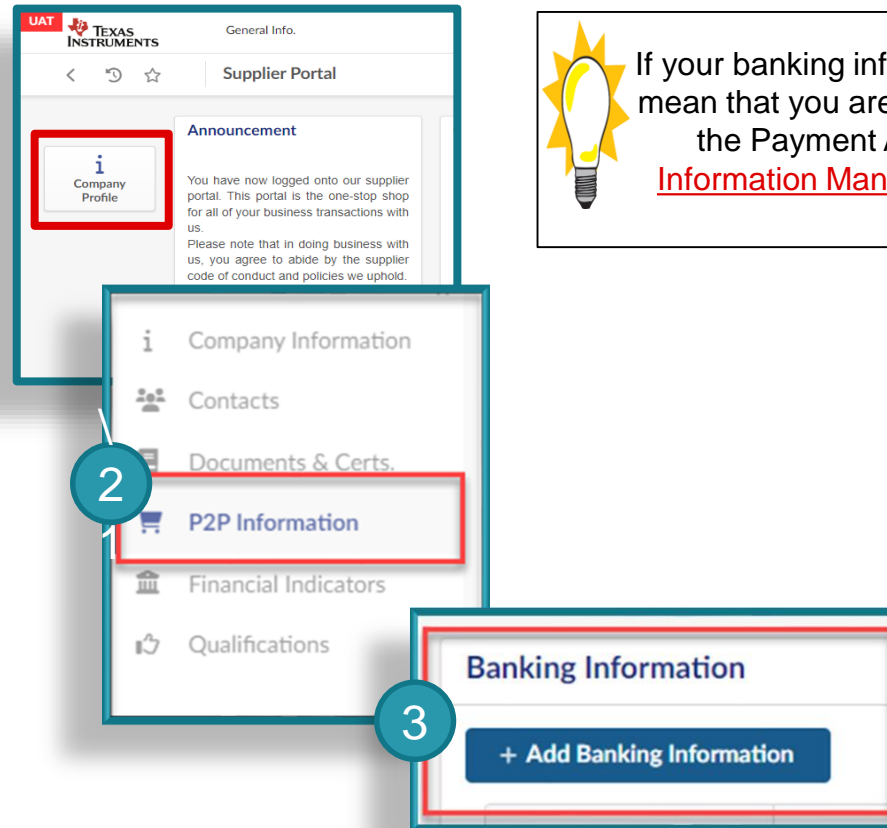
1


Step 2: Click P2P Information

2

Step 3: Click Add Banking Information

3

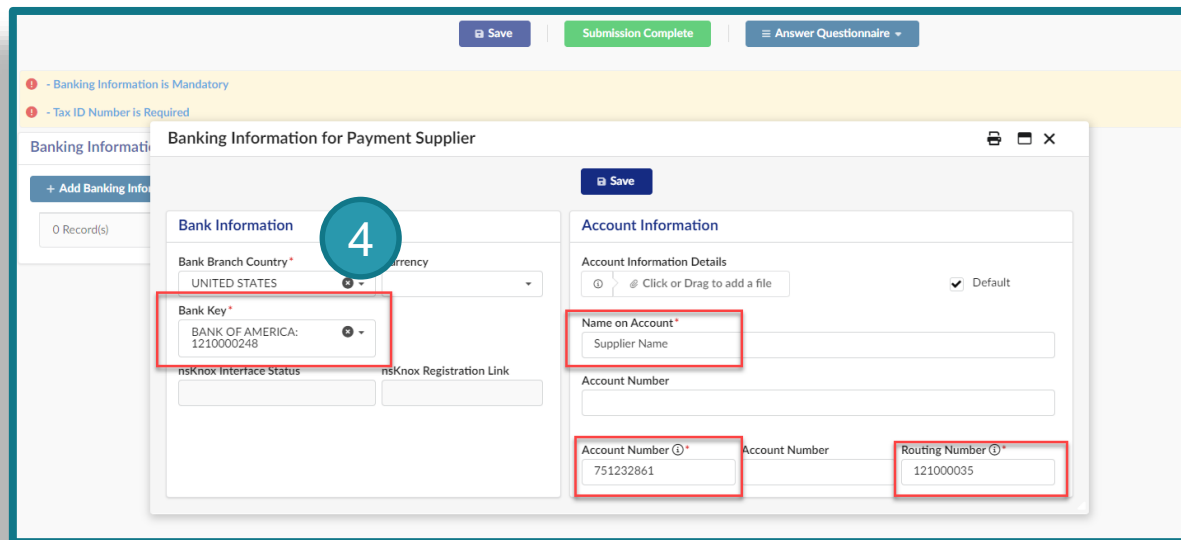


 If your banking information is grayed out, it might mean that you are on the Order Account and not the Payment Account. See the [Supplier Information Management \(SIM\)](#) slide for more details.

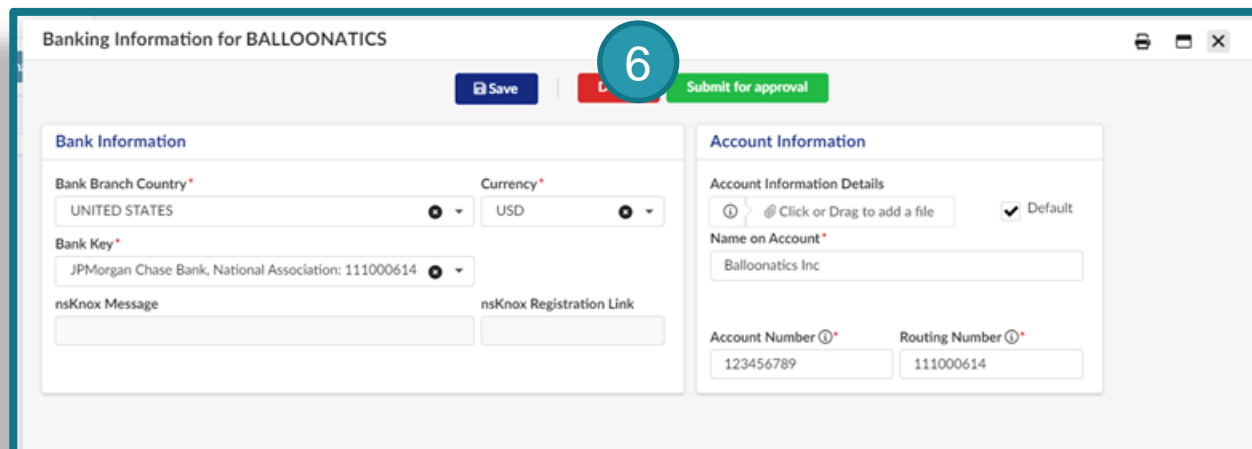
Add Banking Information, cont.

Step 4: Provide Banking Information

Step 5: Click Save



Step 6: Click Submit for Approval



Add Banking Information, cont.

- **Step 7:** Click the link from nsKnox Registration Link field.

You will see this screen

Banking Information for NELSON PROPERTY SERVICES INC

Bank Information

Bank Branch Country: UNITED STATES | Currency: USD

Bank Key: Maine Community Bank: 211274395

nsKnox Message: TI partners with nsKnox, a 3rd-Party company, to validate bank information and prevent cybercrime losses to both you and TI. Click on the link to the right to start the nsKnox process.

nsKnox Registration Link: <https://accountvalidatio...>

Account Information

Account Information: Nelson Property

Account Number: 12345678

Welcome to the nsKnox Account Validation Service

Protecting payments against cyber-fraud

To prevent attempts by cyber criminals to divert funds, which were intended for you, to their fraudulent accounts, nsKnox integration 3 has engaged nsKnox to validate your bank account details.

Easy 2-Step Process

Step 1: Complete your company and account information

Step 2: Follow specific instructions to complete validation

GET STARTED

Note: If the nsKnox link is not generated, delete the existing bank information and click Save. Next, add tax ID and click on Save. Finally, add bank information again.

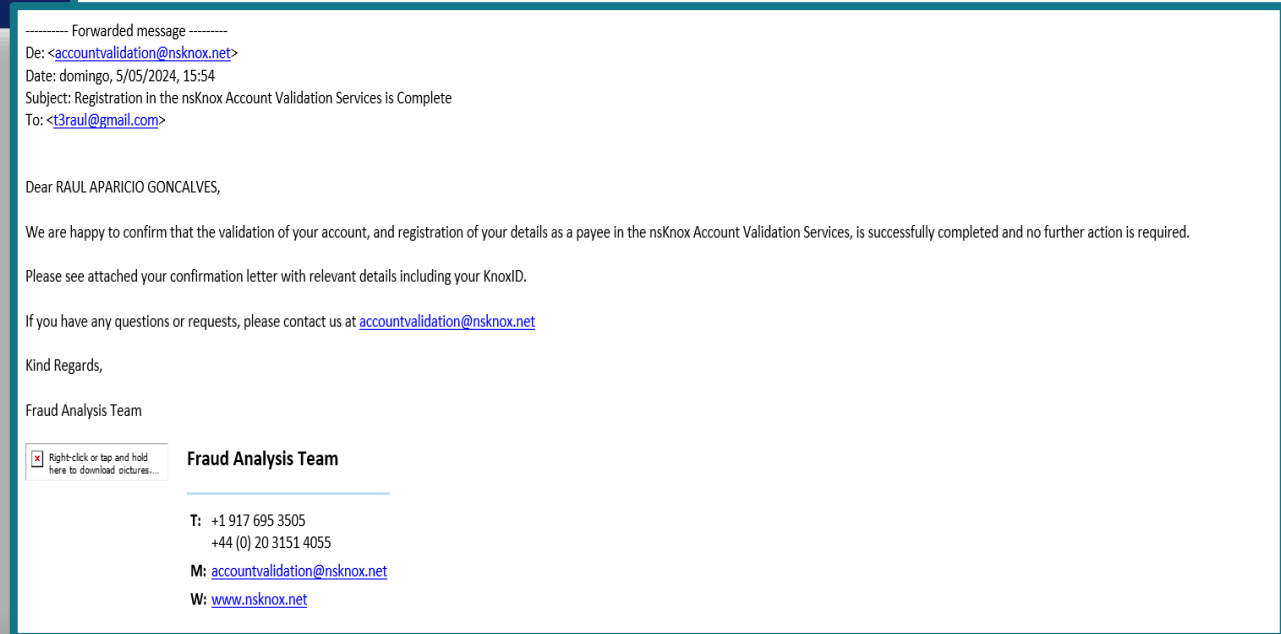
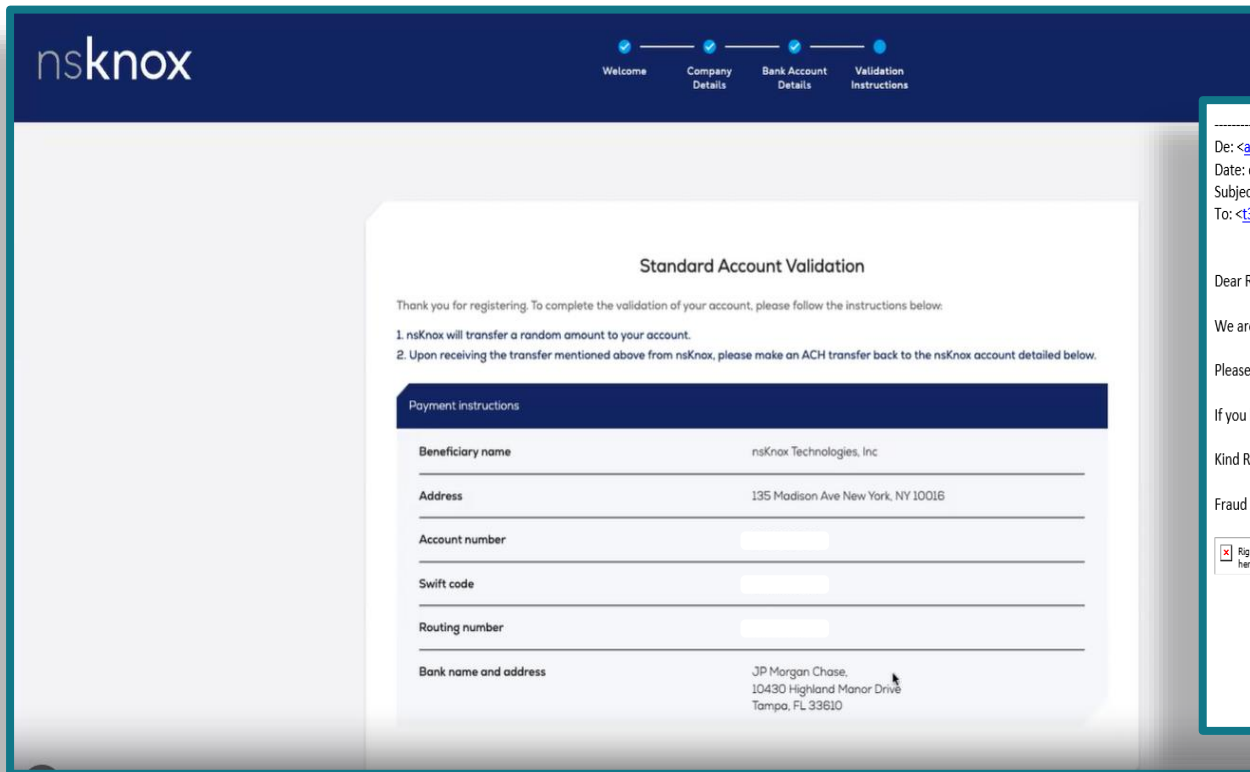
Add Banking Information, cont.

- After clicking the link from Ivalua, you can complete the registration process by reviewing the banking and company information that was carried over from Ivalua.
- Depending on the bank country, there could be additional fields to complete. Ensure that you review the form in its entirety before moving forward.

The image displays two screenshots of the nsKnox registration process. The left screenshot shows the 'Complete Registration' form, which includes a progress indicator at the top with steps: Welcome, Company Details, Bank Account Details, and Validation Instructions. The 'Company Details' step is currently active. The form includes a 'BACK' link and a 'Complete Registration' heading. Below the heading, there is a note: 'Complete missing company details. Details already provided to nsKnox integration 3 are prefilled. To modify any of these, please contact nsKnox integration 3.' The form has two radio buttons for 'Company' (selected) and 'Individual'. Below these are several input fields: 'Country' (United States), 'Company name' (Ja*), 'Tax ID number' (77), 'Tax ID type' (Other), and 'Company address' (12*). There is also a 'Company website (Optional)' field. The right screenshot shows the 'Bank Account Details' form, which also has the same progress indicator. The 'Bank Account Details' step is active. It includes a 'BACK' link and a heading 'Bank Account Details'. Below the heading, there is a note: 'Complete missing bank account details. Details already provided to nsKnox integration 3 are prefilled. To modify any of these, please contact nsKnox integration 3.' The form has several input fields: 'Account country' (United States), 'Account currency' (USD), 'SWIFT', 'Account number' (*B2), 'ACH Routing number for US accounts', and 'Fedwire (ABA) Routing'. There is also a section for 'For further credit to (Optional)'. Below the form, there is a question: 'The ACH payment scheme is available for US accounts. Is your account eligible to send out payments using ACH?' with 'Yes' (selected) and 'No' radio buttons. At the bottom, there is a checkbox for 'By completing this form and clicking "Register", I confirm that I am authorized to do so, and authorize nsKnox to process the details I provide, subject to the nsKnox terms of use and nsKnox privacy policy.'

Add Banking Information, cont.

- Once you have completed the registration process you will see this confirmation screen. You will also receive a Welcome Letter from nsKnox that will also confirm your registration is complete.



Add Banking Information, cont.

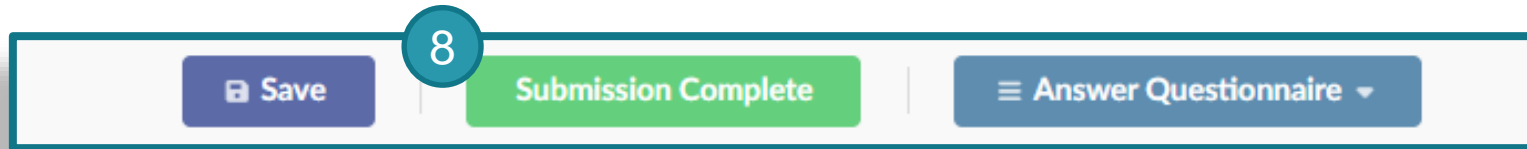
- Once registration is complete, it could take up to 48 hours for verification. Once validated, a confirmation will be received.
- that nsKnox will verify if there is any action required, even if bank country is listed as exempt.
- If there is any mismatch of information provided, nsKnox will initiate the Global Wire validation.

Payee	No action required	Planned	US, CA: ACH/EFT validation	EU: SEPA validation	Global: Wire validation	
	<ul style="list-style-type: none"> • UK • Poland • South Africa • Some US • India • China (CNY) • Japan (JPY) • Brazil • Mexico (MXN) 	<ul style="list-style-type: none"> • Chile (CLP) • Argentina (ARS) • Vietnam (VND) • Israel • France • Netherland • Italy • Indonesia 	<ul style="list-style-type: none"> • South Korea • Sweden • Other 	<ul style="list-style-type: none"> • PaymentKnox transfers a random amount • Payee returns same amount to nsKnox validation account over ACH/EFT 	<ul style="list-style-type: none"> • Payee transfers 1 EUR to nsKnox validation account over SEPA 	<ul style="list-style-type: none"> • Payee wires 10 USD or equivalent in any currency to nsKnox validation account

- nsKnox will transfer a random amount as part of the validation process. The process and amounts are based on Country as outlined below.

Add Banking Information, cont.

Step 8: Click Submission Complete



Supplier Self Service Maintenance

Maintaining your Data

Change Request vs New Account Setup

Change Request

- There are many types of changes that can be performed in Ivalua:
 - Company Name
 - Banking Data
 - Tax ID
 - Phone Number
 - Address
 - Contact
 - New Document or Certifications

New Account Setup

- However, if you need to change both your **company name** and **tax ID** you will need to setup a new account.
 - You must also request to deactivate the account that is no longer valid.
- If you submit this type of change request, you will be required to cancel the request and initiate the deactivation process.

Supplier Self Service Maintenance

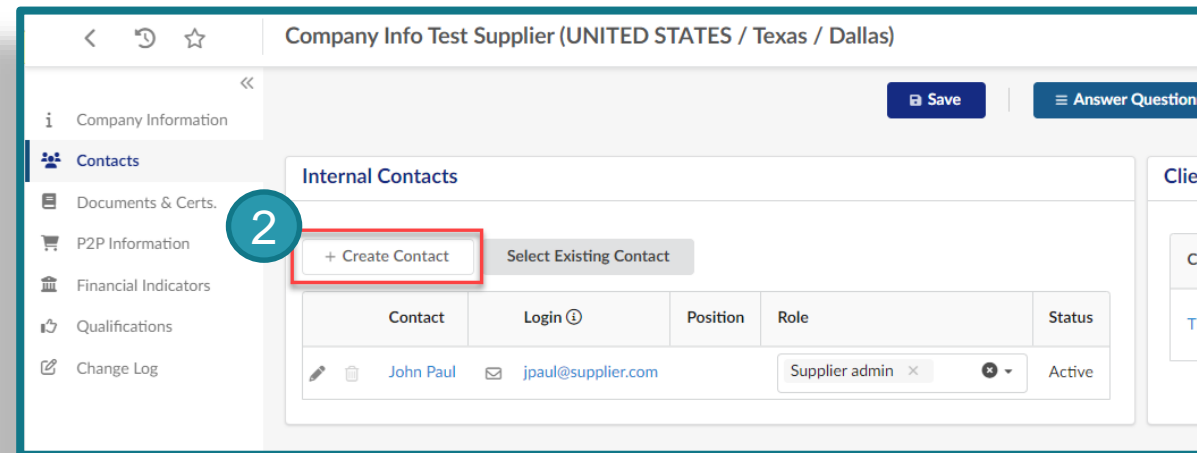
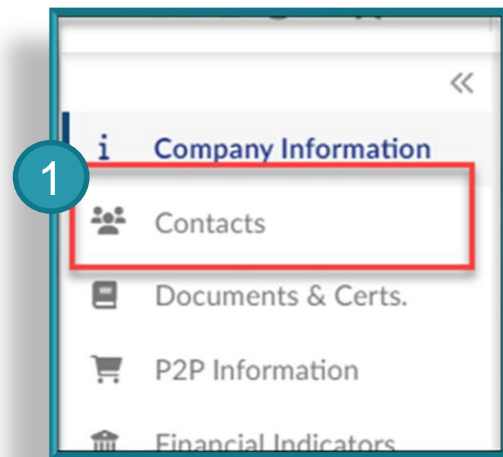
Contacts

Create a New Contact

- Contacts should be maintained to ensure TI has an active party to reach out to when needed.

Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Create Contact



Note: If you initiate a change request, you may not have visibility to the Contacts tab.

Create a New Contact, cont.

- **Step 3:** Enter the required details:

- First Name
- Last Name
- Email
- Phone

Supplier Contact Management

Identity

Prefix First Name* Last Name*

Susan Thomas

Email* Contact Function Position Internal Identifier

stthomas@supplier.com en

List of languages

English

Phone

Phone*

555-555-5555

Cell Phone

Fax

Photo

Add a picture

Save Save & Close Close

- **Step 4:** CLICK Save and Close



- **Step 5:** Select a Role for the contact

- PO Recipient – Required for order accounts to identify who will receive communications related to Purchase Orders
- Accounts Receivable – Required for payment accounts to identify who will receive information related to payments
- Other contacts are optional

Internal Contacts

+ Create Contact Select Existing Contact

Contact	Login	Pr	Role	Status
John Paul	jpaul@supplier.com		Supplier admin	Active
Susan Thomas			PO recipient	Active

Accounts Receivable

Forecast Manager

Quality

Sales person

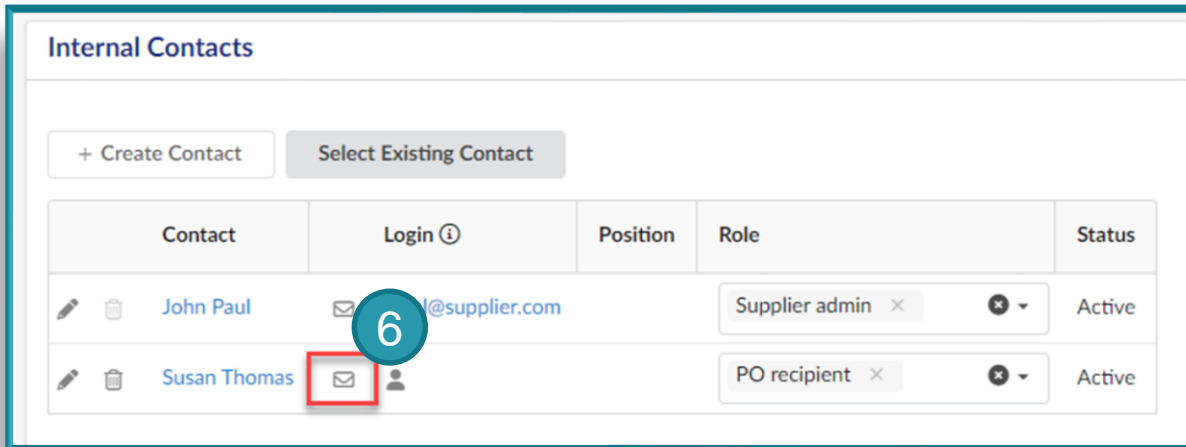
Supplier admin

Technician

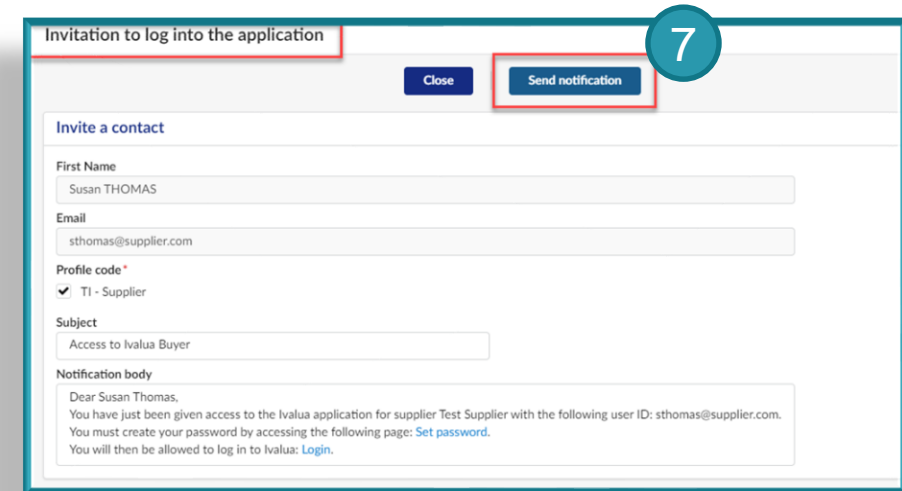
Create a New Contact, cont.

- After creating the contact and assigning a role, you must invite the contact to register.

Step 6: Click the envelope to send the registration invitation email to the additional contacts.



Step 7: On the Invitation to log into the application window, Click Send Notification

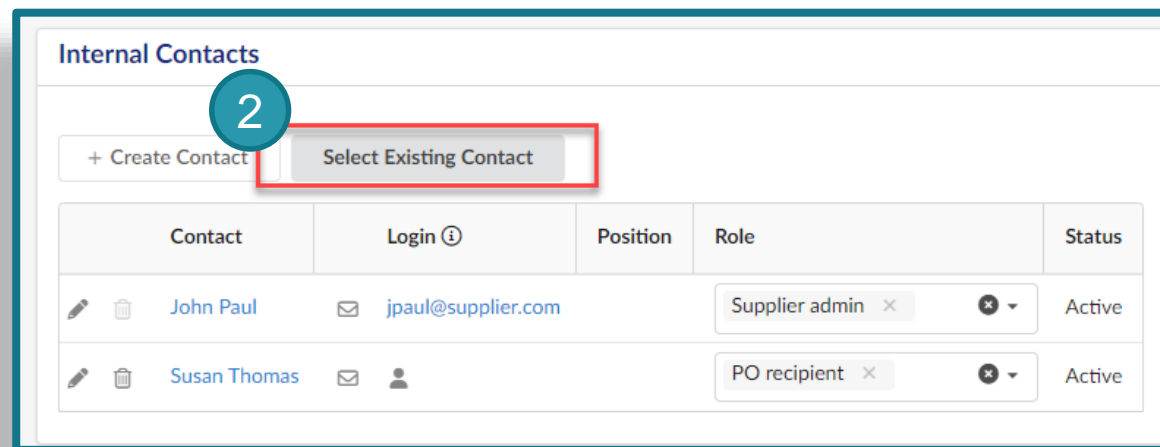
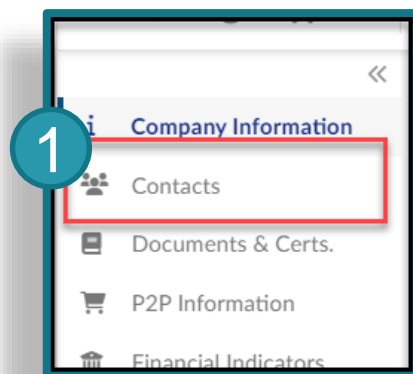


The contact will receive the email needed to create a password for their account.

Select Existing Contact

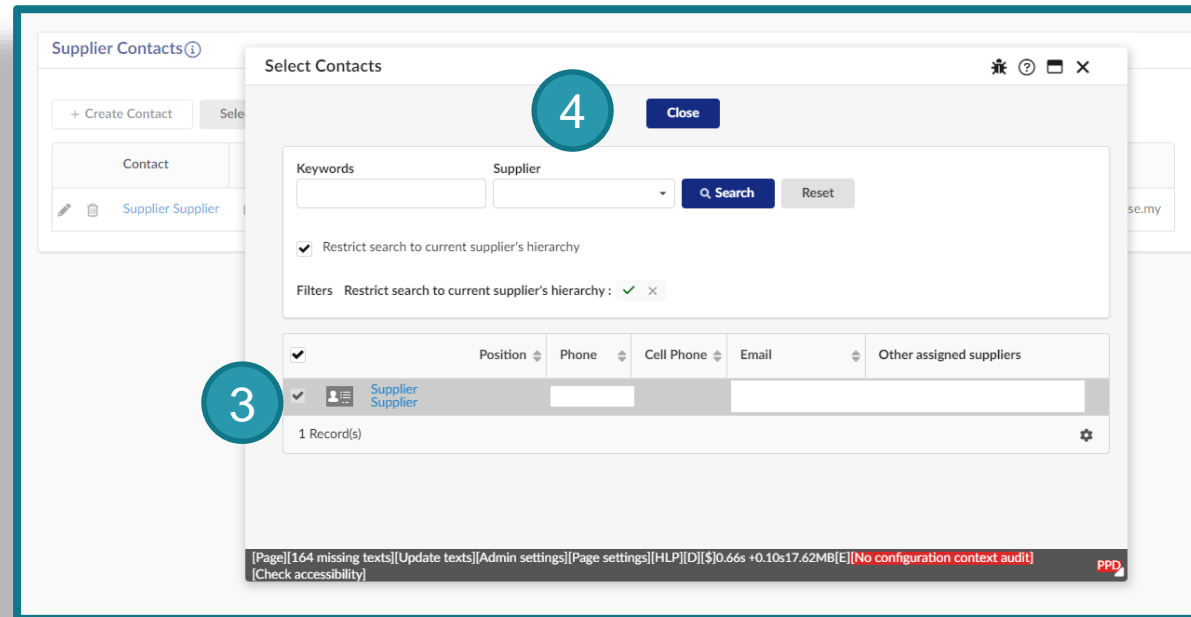
Step 1: Click the Contacts tab on the left side of the screen

Step 2: Click Select Existing Contact



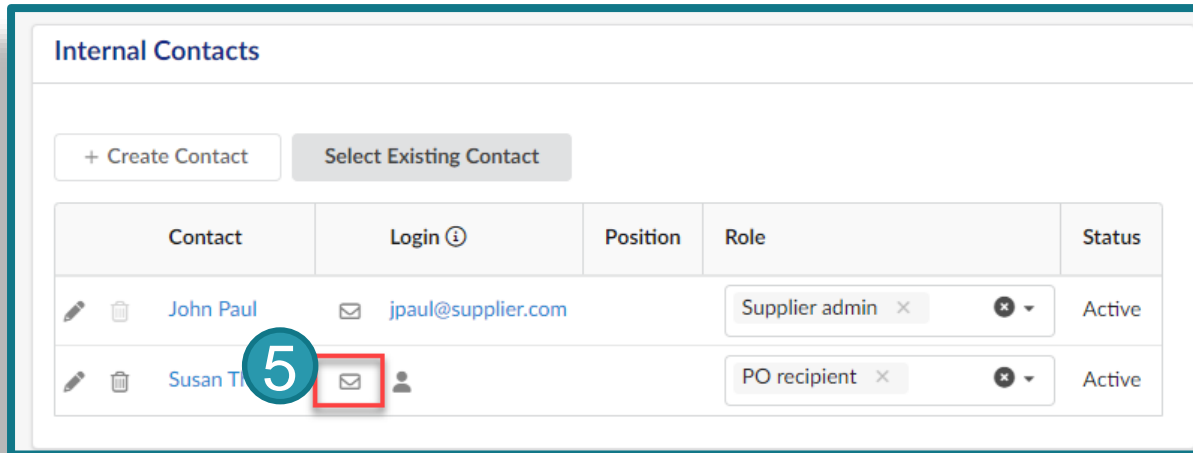
Select Existing Contact

- A window will appear with a list of contact that are available for selection for your company.
- **Step 3:** Make a selection by clicking the checkbox next to the contact name.
- **Step 4:** Click Close

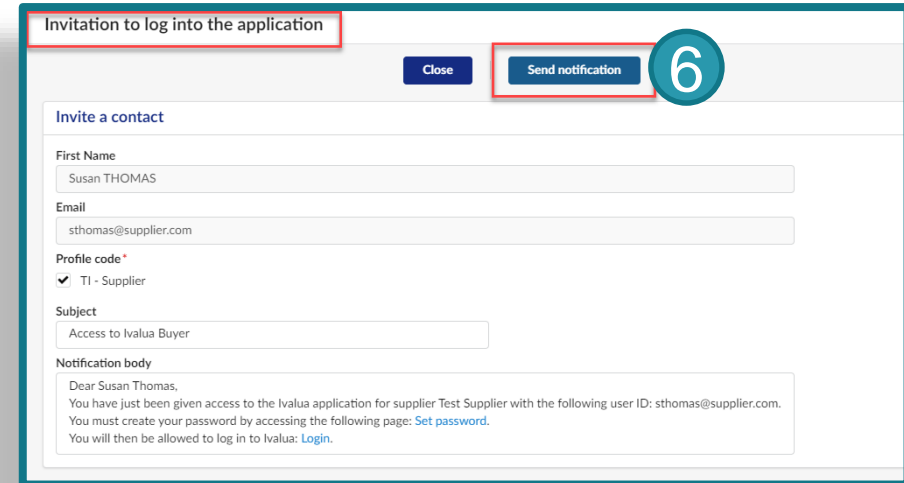


Select Existing Contact

Step 5: Click the envelope to send the registration invitation email to the additional contacts.



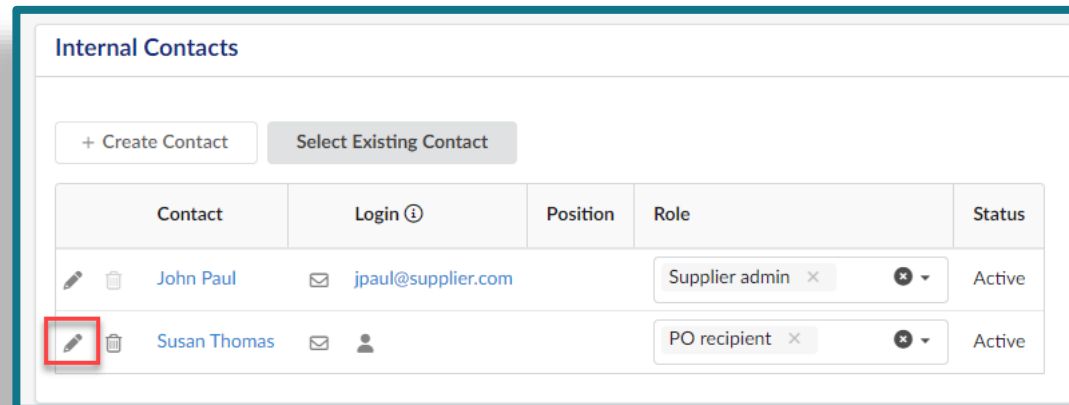
Step 6: On the Invitation to log into the application window, Click Send Notification



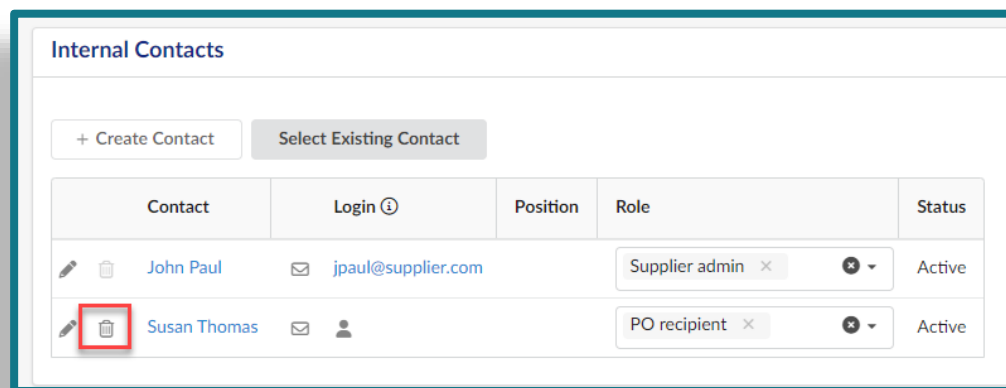
The contact will receive the email needed to create a password for their account.

Edit or Delete a Contact

- To Edit an existing contact, Click Edit (Pencil Icon)
 - Examples of changes would be last name, email or phone number



- To Delete a contact Click Delete (Trash Can Icon)



Supplier Self Service Maintenance

Company Information Changes

Company Information Change

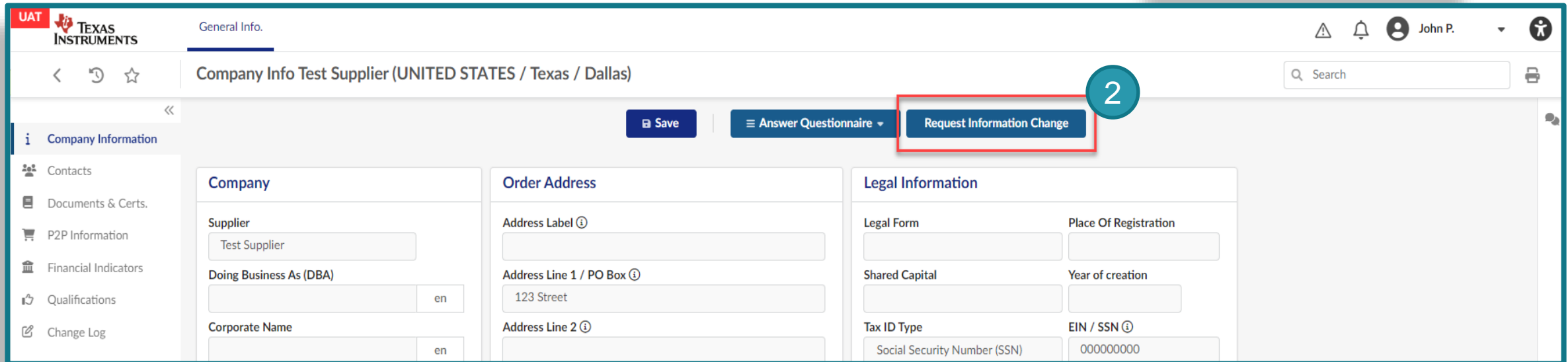
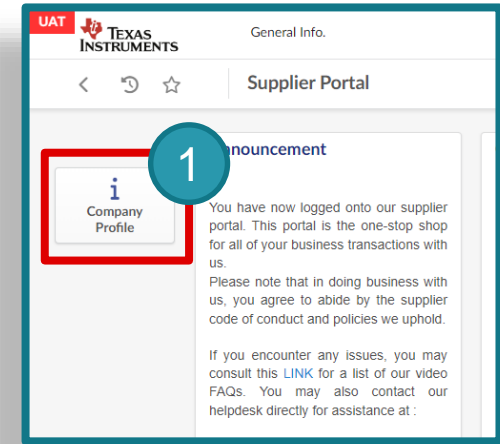
- Types of Information Changes:
 - Company Name
 - Address
 - Tax ID/SSN
 - Minority Business Indicator
 - Doing Business As (DBA) Information

- This portion of the training will talk through 2 examples of Information Change Request: Address Change and Tax ID Change

Address Change

Step 1: Click Company Profile from the Supplier Portal home page.

Step 2: Click Request Information Change



Address Change, cont.

Step 3: Select a Change Request Type

- Change Request Type is used for reporting purposes only. It will not drive any functionality in the system.

Step 4: Enter a Reason for change request. This should include what changes were made and justification for that change.

The screenshot shows the 'Company Change Request Test Supplier (UNITED STATES / Texas / Dallas)' form. A blue circle with the number '3' highlights the 'Change Request Types' dropdown menu, which is set to 'Company Information Update'. A second blue circle with the number '4' highlights the 'Reason for change request*' text area, which contains the text 'Address changed!'. The form also displays fields for 'Company', 'Business Registration/Tax Form Address', and 'Legal Information'.

Step 5: Update address

The screenshot shows the 'Business Registration/Tax Form Address' section of the form. A blue circle with the number '5' highlights the 'Address Line 1 / PO Box' field, which contains the text '2324 Street'. The form also displays fields for 'Address Label', 'Address Line 2', 'Zip Code', 'City', 'Country', and 'State/Province/District'.

Address Change, cont.

Once you address information has been updated:

Step 6: Click the Documents & Certs tab

Step 7: Provide updated business registration and Tax documents

If you have questions about what information is required, please use conversations to reach your contact at TI.

The screenshot shows the UAT (User Access Tool) interface for Texas Instruments. The left sidebar contains navigation tabs: Company Information, Documents & Certs (highlighted with a red box and a blue circle containing the number 6), P2P Information, Financial Indicators, and Qualifications. The main content area is titled 'Company Info Test Supplier (UNITED STATES / Texas / Dallas)'. It features a search bar and a table of documents. The 'Tax Document/Tax Registration Certificate' section is highlighted with a blue circle containing the number 7, and the 'Add Tax Document/Tax Registration Certificate' button is also highlighted. Below this, a table lists existing documents:

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
<input type="checkbox"/>	Form W9 *					

1 Record(s)

Below this, the 'Questionnaire' section is visible, with an 'Add Questionnaire' button and a table of existing questionnaires:

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
<input type="checkbox"/>	Questionnaire (Worldwide)				John Paul	✓
<input type="checkbox"/>	US Questionnaire *					

2 Record(s)

Address Change, cont.

Step 8: Click Submit Change Request

The screenshot shows the 'Company Change Request' form for 'Test Supplier' in the Texas Instruments Supplier Portal. The form is titled 'Company Change Request Test Supplier (UNITED STATES / Texas / Dallas)'. A blue circle with the number '8' is positioned above the 'Submit Change Request' button, which is highlighted with a red box. The form includes sections for 'Reason for Change Request', 'Company', 'Business Registration/Tax Form Address', and 'Legal Information'. The 'Reason for Change Request' section shows 'Change Request Types' as 'Company Information Update' and 'Reason for change request*' as 'Address changed'. The 'Company' section includes fields for 'Supplier*', 'Doing Business As (DBA)', 'Corporate Name', 'Website', 'NAICS Code', and 'MWBE Categories'. The 'Business Registration/Tax Form Address' section includes fields for 'Address Label', 'Address Line 1 / PO Box', 'Address Line 2', 'Zip Code', 'City', and 'Country'. The 'Legal Information' section includes fields for 'Legal Form', 'Place Of Registration', 'Shared Capital', 'Year of creation', 'Tax ID Type', 'Social Security Number (SSN)', 'EIN / SSN', 'DUNS', and 'Do you have a tax exemption certificate?'. The 'Submit Change Request' button is located at the top right of the form, next to 'Save' and 'Cancel' buttons.

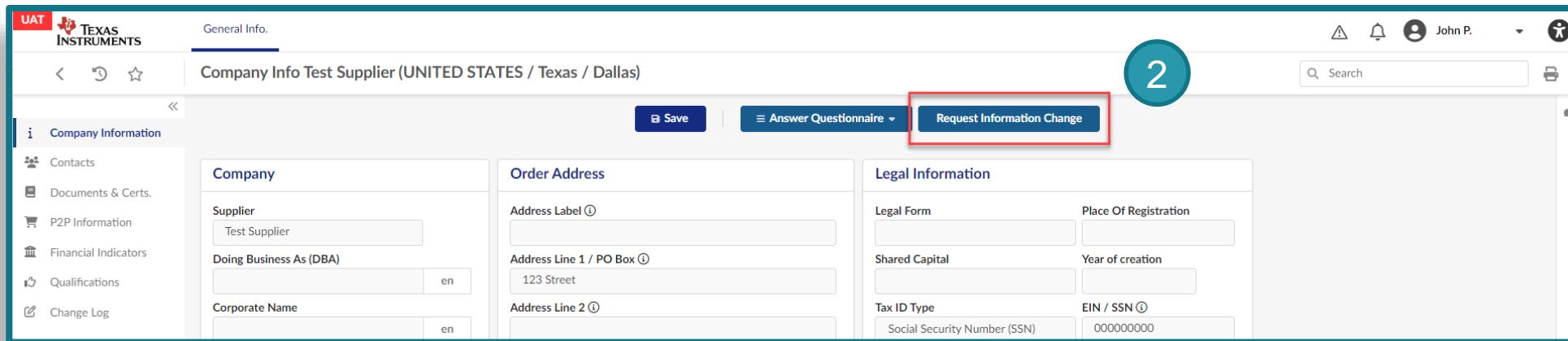
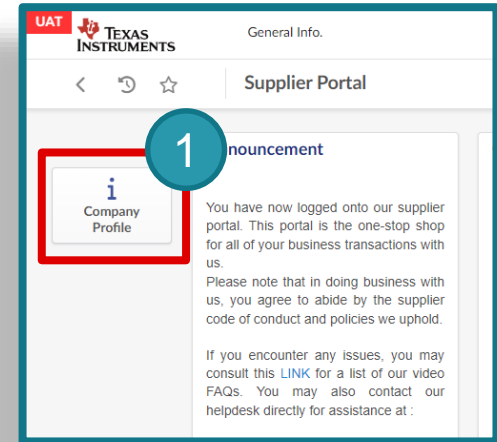


Once your request is submitted, TI will review and approve/reject this change request. Any additional information will be shared using Conversations.

Tax ID Change

Step 1: Click Company Profile from the Supplier Portal home page.

Step 2: Click Request Information Change



Tax ID Change, cont.

Step 3: Select a Change Request Type

- Change Request Type is used for reporting purposes only. It will not drive any functionality in the system.

Step 4: Enter a Reason for change request

UAT TEXAS INSTRUMENTS General Info. Company Change Request Test Supplier (UNITED STATES / Texas / Houston)

Reason for Change Request

Change Request Types: Additional Information Update

Reason for change request*: New tac id for Test Supplier

Company Information

Supplier*: Test Supplier

Doing Business As (DBA): en

Corporate Name: en

Website:

NAICS Code:

MWBE Categories:

Minority Business Representation:

Business Registration/Tax Form Address

Address Label:

Address Line 1 / PO Box: 2324 Street

Address Line 2:

Zip Code: 75195

City: Houston

Country: UNITED STATES

State/Province/District: Texas

Legal Information

Legal Form:

Place Of Registration:

Shared Capital:

Year of creation:

Tax ID Type*: EIN / SSN

Social Security Number (SSN): 00000000

DUNS:

Do you have a tax exemption certificate?:

Step 5: Update Tax ID

UAT TEXAS INSTRUMENTS General Info. Company Change Request Test Supplier (UNITED STATES / Texas / Houston)

Reason for Change Request

Change Request Types: Additional Information Update

Reason for change request*: New tac id for Test Supplier

Company Information

Supplier*: Test Supplier

Doing Business As (DBA): en

Corporate Name: en

Website:

NAICS Code:

MWBE Categories:

Business Registration/Tax Form Address

Address Label:

Address Line 1 / PO Box: 2324 Street

Address Line 2:

Zip Code: 75195

City: Houston

Country: UNITED STATES

State/Province/District: Texas

Legal Information

Legal Form:

Place Of Registration:

Shared Capital:

Year of creation:

Tax ID Type*: EIN / SSN

Social Security Number (SSN): 00000000

DUNS:

Do you have a tax exemption certificate?:

Tax ID Change, cont.

Once your address information has been updated:

Step 6: Click the Documents & Certs tab

Step 7: Provide new Tax documents

If you have questions about what information is required, please use conversations to reach your contact at TI.

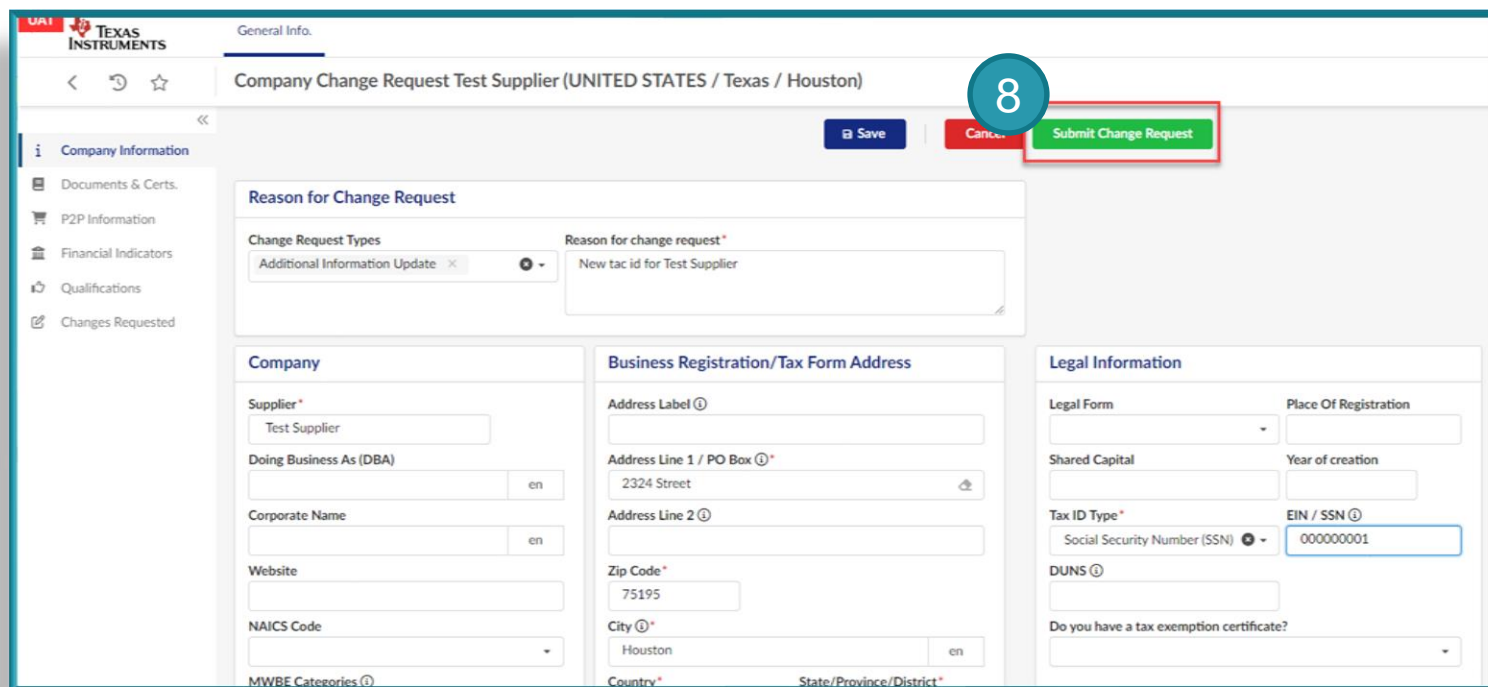
The screenshot displays the UAT (User Access Tool) interface for Texas Instruments. The page title is 'Company Info Test Supplier (UNITED STATES / Texas / Dallas)'. The left sidebar shows navigation options: 'Company Information', 'Documents & Certs.', 'P2P Information', 'Financial Indicators', and 'Qualifications'. The 'Documents & Certs.' tab is highlighted with a red box and a blue circle containing the number '6'. The main content area is divided into sections: 'Keywords' with search filters, 'Tax Document/Tax Registration Certificate' with an 'Add Tax Document/Tax Registration Certificate' button (circled in blue with a '7'), and a table listing existing documents. Below this is a 'Questionnaire' section with an 'Add Questionnaire' button and another table listing questionnaires. The bottom section is 'MWBE Certifications'.

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Form W9 *					

Att.	Type	Document Name	Validity begin date	Validity end date	Owner	Status
	Questionnaire (Worldwide)				John Paul	✓
	US Questionnaire *					

Tax ID Change, cont.

- **Step 8:** Click Submit Change Request



The screenshot displays the 'Company Change Request Test Supplier (UNITED STATES / Texas / Houston)' page. The 'Submit Change Request' button is highlighted with a red box and a blue circle containing the number 8. The form includes sections for 'Reason for Change Request', 'Company', 'Business Registration/Tax Form Address', and 'Legal Information'. The 'Reason for Change Request' section shows 'Change Request Types' as 'Additional Information Update' and 'Reason for change request' as 'New tac id for Test Supplier'. The 'Company' section includes fields for 'Supplier', 'Doing Business As (DBA)', 'Corporate Name', 'Website', 'NAICS Code', and 'MWBE Categories'. The 'Business Registration/Tax Form Address' section includes fields for 'Address Label', 'Address Line 1 / PO Box', 'Address Line 2', 'Zip Code', 'City', and 'Country'. The 'Legal Information' section includes fields for 'Legal Form', 'Place Of Registration', 'Shared Capital', 'Year of creation', 'Tax ID Type', 'EIN / SSN', 'Social Security Number (SSN)', 'DUNS', and 'Do you have a tax exemption certificate?'.



Once your request is submitted, TI will review and determine what new tax documents must be provided. This information will be shared using Conversations.

Supplier Self Service Maintenance

Banking Information

Review Tax ID

- Check if tax ID/VAT ID field has been completed.
- If Tax information has not been completed, enter those details and click Save.

The image shows a screenshot of a web form titled "Legal Information". The form contains several input fields. A red rectangular box highlights the "Tax ID Type" field, which contains the text "Tax Identification Number (TIN)". Other fields include "Place Of Registration", "Shared Capital", "Year of creation", "EIN / SSN", "Tax Jurisdiction", and "DUNS".

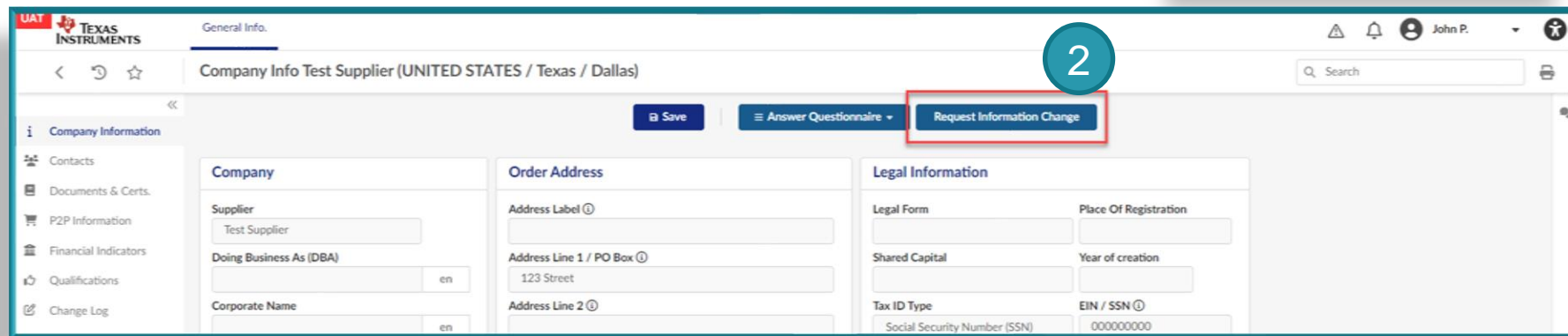
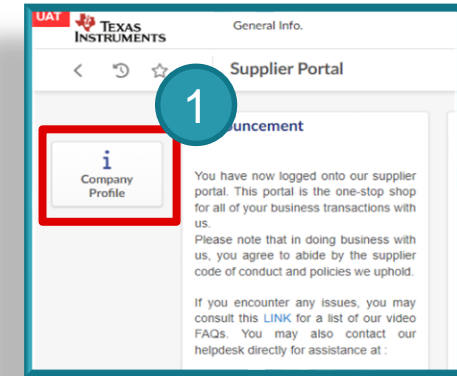
Field Label	Field Content
Place Of Registration	
Shared Capital	
Year of creation	
Tax ID Type	Tax Identification Number (TIN)
EIN / SSN	
Tax Jurisdiction	
DUNS	

Update Banking Information

- Banking information is only applicable to payment accounts.
- Only one bank account can be linked to a payment account
- To initiate a banking information change, you must first delete the existing banking information.

Step 1: Click Company Profile

Step 2: Click Request Information Change



Update Banking Information, cont.

Step 3: Select a Change Request Type

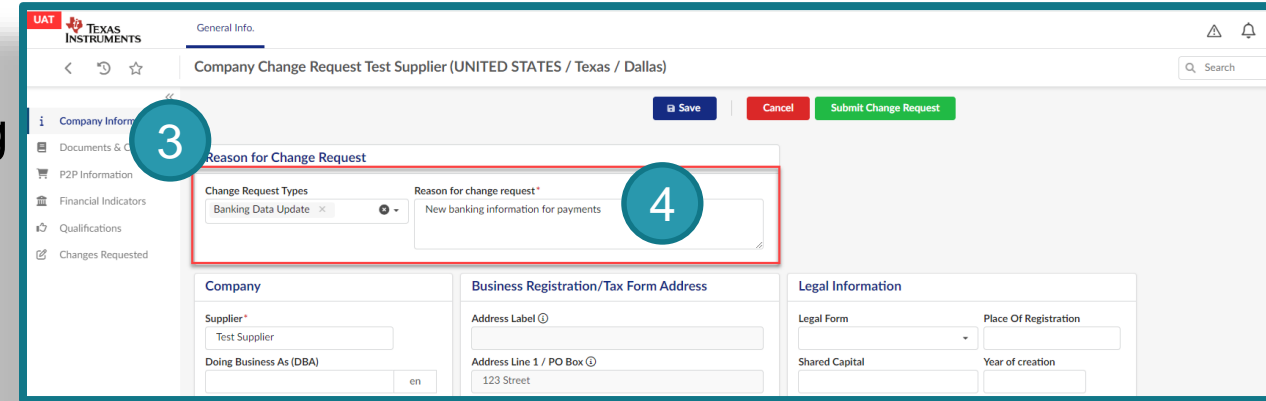
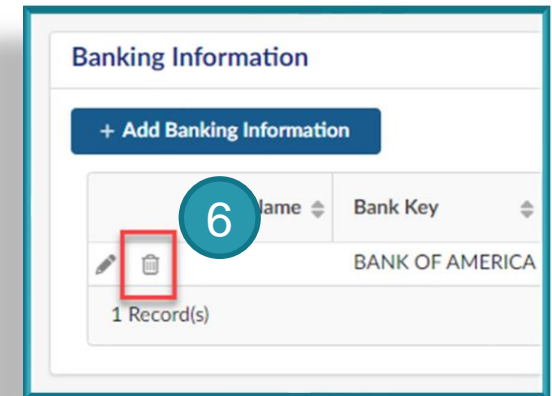
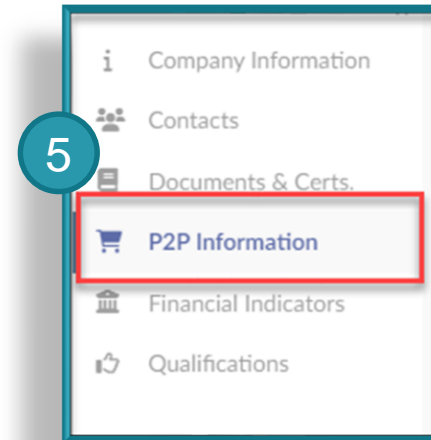
- Change Request Type is used for reporting purposes only.

Step 4: Enter a Reason for change request

Step 5: Click P2P Information

Step 6: Click Delete (trash can icon) to remove the existing banking information

Step 7: Click Save

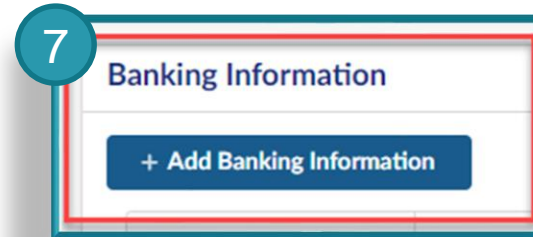
A screenshot of a web application interface for a "Company Change Request". The page title is "Company Change Request Test Supplier (UNITED STATES / Texas / Dallas)". There are buttons for "Save", "Cancel", and "Submit Change Request". A sidebar on the left lists various information categories. The main content area is titled "Reason for Change Request" and contains a "Change Request Types" dropdown menu with "Banking Data Update" selected, and a text input field for "Reason for change request*" containing "New banking information for payments". Below this are sections for "Company", "Business Registration/Tax Form Address", and "Legal Information".

Update Banking Information, cont.

Banking information is only applicable to payment accounts.

Only one bank account can be linked to a payment account

Step 7: Click Add Banking Information

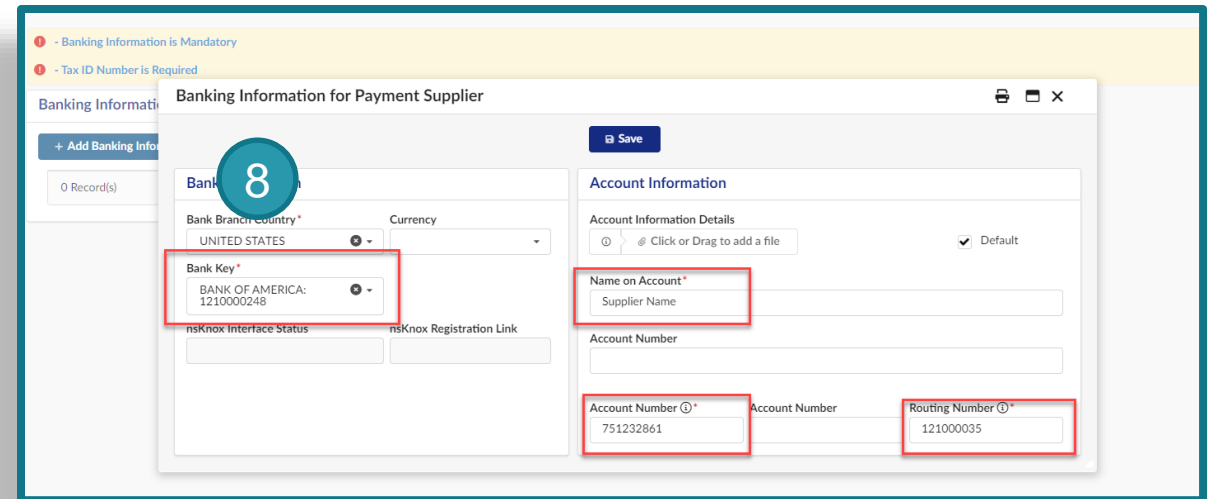
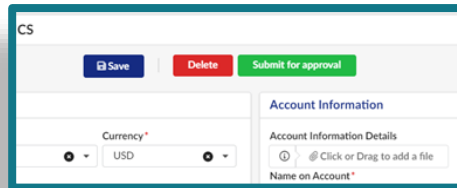


Step 8: Provide Banking Information

Step 9: Click Save



Step 10: Click Submit for Approval



Update Banking Information, cont.

Step 10: Click the link from nsKnox Registration Link field.

You will see this screen

The image displays two overlapping screenshots. The left screenshot shows a form titled "Banking Information for NELSON PROPERTY SERVICES INC". It has two main sections: "Bank Information" and "Account Information". In the "Bank Information" section, there are fields for "Bank Branch Country" (UNITED STATES), "Currency" (USD), "Bank Key" (Maine Community Bank: 211274395), and "nsKnox Message". In the "Account Information" section, there are fields for "Name on Account" (Nelson Property), "Account Number" (12345678), and "nsKnox Registration Link" (https://accountvalidatio...). A blue circle with the number "10" is overlaid on the "nsKnox Registration Link" field. The right screenshot shows the "Welcome to the nsKnox Account Validation Service" page. It features a dark blue header with the nsKnox logo and a progress bar with four steps: Welcome, Company Details, Bank Account Details, and Validation Instructions. The main content area has a white background with the heading "Welcome to the nsKnox Account Validation Service" and the sub-heading "Protecting payments against cyber-fraud". Below this, there is a paragraph explaining the purpose of the service. A section titled "Easy 2-Step Process" shows two steps: "Step 1: Complete your company and account information" and "Step 2: Follow specific instructions to complete validation". A blue "GET STARTED" button is located at the bottom of the page.

Note: If the nsKnox link is not generated, delete the existing bank information and click Save. Next, add tax ID and click on Save. Finally, add bank information again.

Update Banking Information, cont.

- After clicking the link from Ivalua, you can complete the registration process by reviewing the banking and company information that was carried over from Ivalua.
- Bank country will determine what additional fields must be completed. Ensure that you review the form in its entirety before moving forward.

The image displays two screenshots of the nsKnox registration process. The left screenshot shows the 'Complete Registration' form, which includes a progress indicator at the top with steps: Welcome, Company Details, Bank Account Details, and Validation Instructions. The form has a 'BACK' link and a title 'Complete Registration'. Below the title is a note: 'Complete missing company details. Details already provided to nsKnox integration 3 are prefilled. To modify any of these, please contact nsKnox integration 3.' There are two radio buttons for 'Company' (selected) and 'Individual'. Below are several input fields: 'Country' (United States), 'Company name' (Ja*), 'Tax ID number' (77), 'Tax ID type' (Other), and 'Company address' (12*). The right screenshot shows the 'Bank Account Details' form, also with a progress indicator and a 'BACK' link. The title is 'Bank Account Details'. Below the title is a note: 'Complete missing bank account details. Details already provided to nsKnox integration 3 are prefilled. To modify any of these, please contact nsKnox integration 3.' There are several input fields: 'Account country' (United States), 'Account currency' (USD), 'SWIFT', 'Account number' (*B2), 'ACH Routing number for US accounts', and 'Fedwire (ABA) Routing'. Below the fields is a question: 'The ACH payment scheme is available for US accounts. Is your account eligible to send out payments using ACH?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom, there is a checkbox for terms and conditions: 'By completing this form and clicking "Register", I confirm that I am authorized to do so, and authorize nsKnox to process the details I provide, subject to the nsKnox terms of use and nsKnox privacy policy.'

Update Banking Information, cont.

- Once you have completed the registration process you will see this confirmation screen. You will also receive a Welcome Letter from nsKnox that will also confirm your registration is complete.

nsKnox

Welcome Company Details Bank Account Details Validation Instructions

Standard Account Validation

Thank you for registering. To complete the validation of your account, please follow the instructions below.

1. nsKnox will transfer a random amount to your account.
2. Upon receiving the transfer mentioned above from nsKnox, please make an ACH transfer back to the nsKnox account detailed below.

Payment instructions	
Beneficiary name	nsKnox Technologies, Inc
Address	135 Madison Ave New York, NY 10016
Account number	
Swift code	
Routing number	
Bank name and address	JP Morgan Chase, 10430 Highland Manor Drive Tampa, FL 33610

----- Forwarded message -----

De: <accountvalidation@nsknox.net>

Date: domingo, 5/05/2024, 15:54

Subject: Registration in the nsKnox Account Validation Services is Complete

To: <t3raul@gmail.com>

Dear RAUL APARICIO GONCALVES,


We are happy to confirm that the validation of your account, and registration of your details as a payee in the nsKnox Account Validation Services, is successfully completed and no further action is required.

Please see attached your confirmation letter with relevant details including your KnoxID.

If you have any questions or requests, please contact us at accountvalidation@nsknox.net

Kind Regards,

Fraud Analysis Team

 Right-click or tap and hold here to download pictures...

Fraud Analysis Team

T: +1 917 695 3505
+44 (0) 20 3151 4055

M: accountvalidation@nsknox.net

W: www.nsknox.net

Add Banking Information, cont.

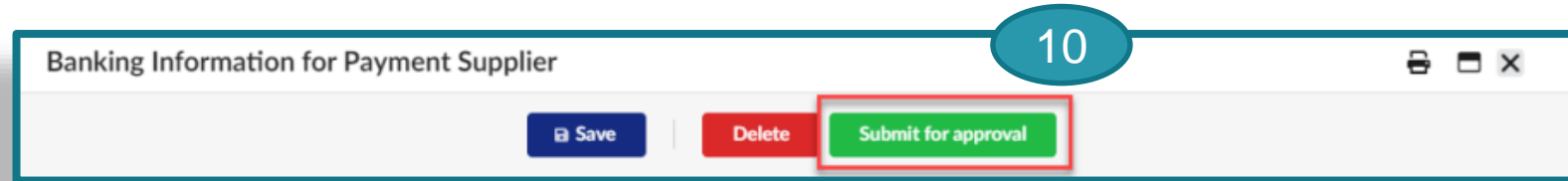
- Once registration is complete, it could take up to 48 hours for verification. Once validated, a confirmation will be received.
- that nsKnox will verify if there is any action required, even if bank country is listed as exempt.
- If there is any mismatch of information provided, nsKnox will initiate the Global Wire validation.

Payee	No action required	Planned	US, CA: ACH/EFT validation	EU: SEPA validation	Global: Wire validation	
	<ul style="list-style-type: none">• UK• Poland• South Africa• Some US• India• China (CNY)• Japan (JPY)• Brazil• Mexico (MXN)	<ul style="list-style-type: none">• Chile (CLP)• Argentina (ARS)• Vietnam (VND)• Israel• France• Netherland• Italy• Indonesia	<ul style="list-style-type: none">• South Korea• Sweden• Other	<ul style="list-style-type: none">• PaymentKnox transfers a random amount• Payee returns same amount to nsKnox validation account over ACH/EFT	<ul style="list-style-type: none">• Payee transfers 1 EUR to nsKnox validation account over SEPA	<ul style="list-style-type: none">• Payee wires 10 USD or equivalent in any currency to nsKnox validation account

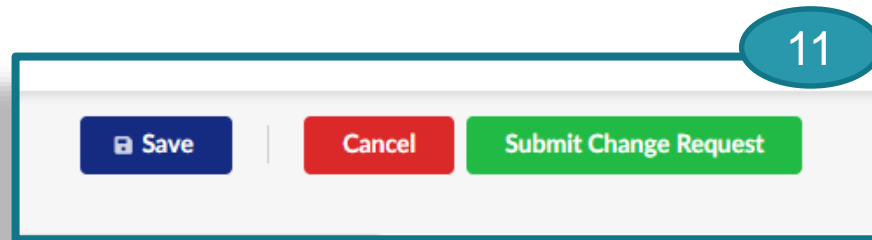
- nsKnox will transfer a random amount as part of the validation process. The process and amounts are based on Country as outlined below.

Update Banking Information, cont.

Step 10: Click Submit for Approval



Step 11: Click Submit Change Request



Supplier Self Service Maintenance

Financial Indicators

Financial Indicators

- Financial Indicators are only needed for order accounts.
- Financial Indicators will populate from Dun & Bradstreet where available.
- When it is not available, TI will initiate a request for you to submit a Financial Questionnaire

Step 1: Click Financial Indicators

Step 2: Enter financial information

Step 3: Click Submit Financial Questionnaire



Once your request is submitted, TI will review and respond.

Company Info Test Supplier (UNITED STATES / Texas / Houston)

Save | Answer Questionnaire

- Change request in progress

Indicators

Code	Values of financial indicators	Bid Currency
Domestic Ultimate DUNS		pers.
Global Ultimate DUNS		pers.
netWorth		
Profit Before Taxes		
Retained Earnings*	10,000.00	(User)
Supplier Evaluation Risk		pers.
Supplier Stability Index		pers.
Total Assets*	10,000.00	(User)
Total Liabilities*	10,000.00	(User)
Working Capital*	10,000.00	(User)
Z Score		
Revenue		USD
Capital		USD

Charts

2023

Revenue | Net income

Year

2023

KPI

Liabilities / Capital	ⓘ
Operating profit / Revenue	ⓘ
Cash Flow Margin (CF/CA)	ⓘ
Dept capacity (Financial debt / CAF)	ⓘ
Financial debt (liabilities(non-current) + liabilities(current))	ⓘ

Course Summary



Thank you for your participation in this course.

Now, you should be able to:

- Register and access Ivalua for Texas Instruments
- Navigate to find your company information within the Ivalua application
- Create and maintain contacts for your company
- Maintain your company's information

Thank you!