

TTX Supplier Portal User Guide

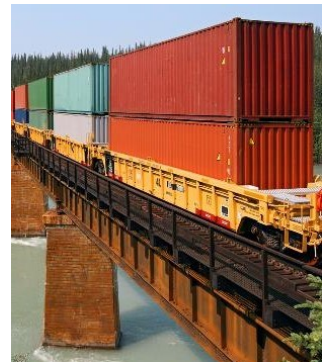


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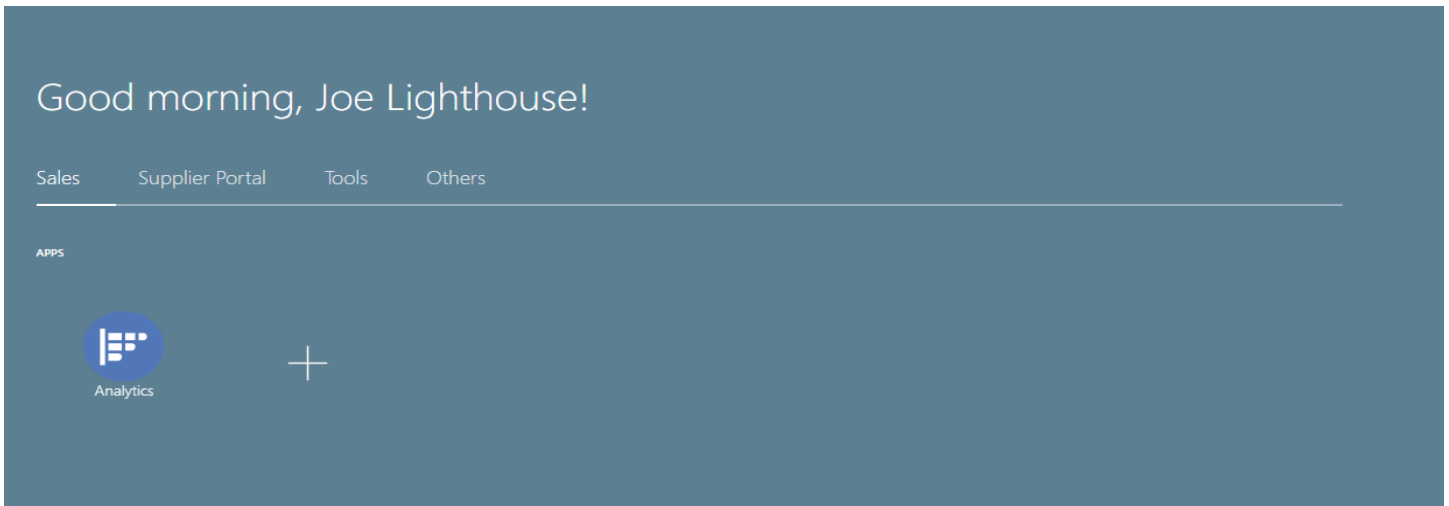
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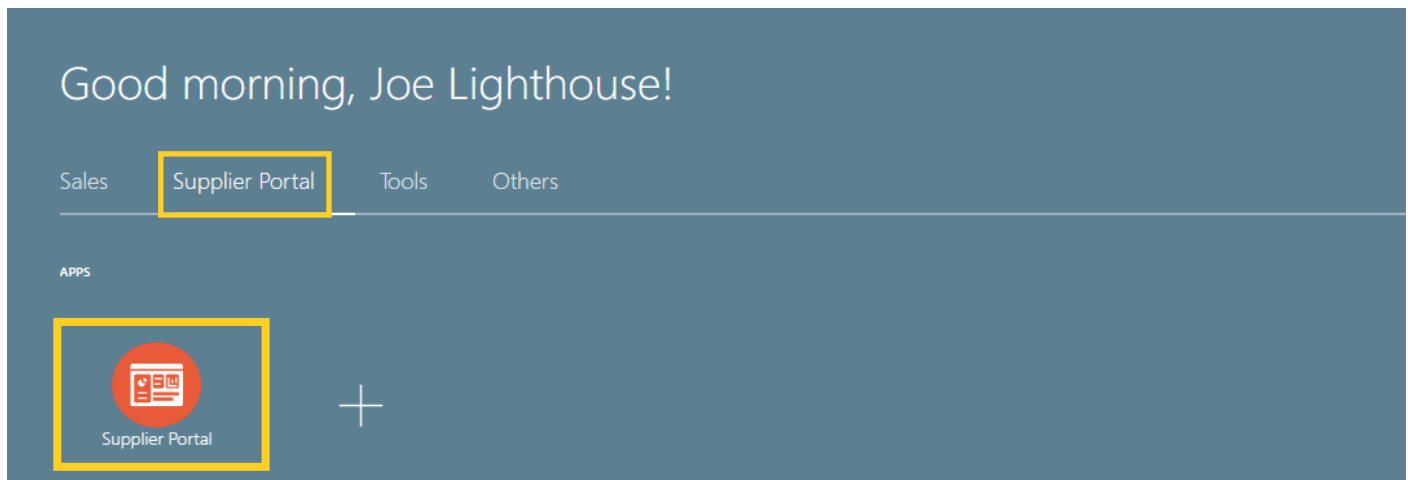
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View Purchase Orders

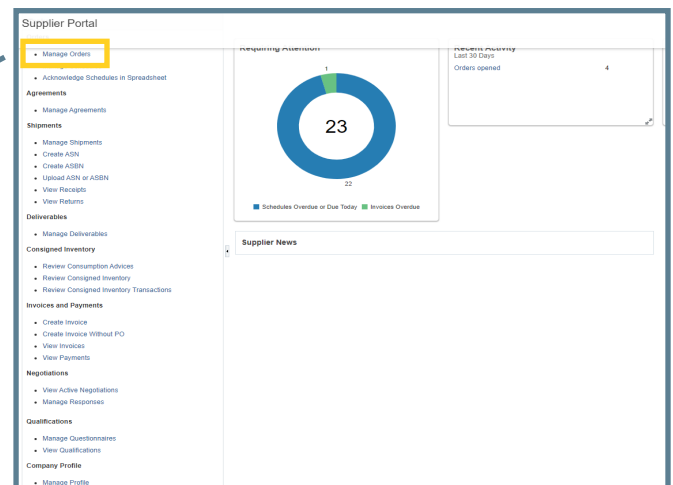
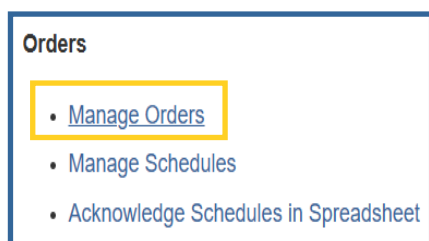
1) First, log into the [TTX Supplier Portal](#). Please note your username is your email address.



2) Under the **Supplier Portal** tab, select the **Supplier Portal** Application.



3) Under the **Orders** subcategory within the **Tasks** pane, click [Manage Orders](#).



4) Enter the PO number in the **Order** text field and then click **Search**.

Manage Orders ? Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order TTX122858

Status

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 28									

5) Under **Search Results**, click the order number.

Manage Orders ? Done

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
TTX122858	10/26/2023		001-CHICA-IL	Tylinski, Katy	389.83	USD	Open		10/26/2023

Columns Hidden 28

6) From this screen, you can view high level PO details. Click the **View Details** button under the **Order Life Cycle** bar graph to dive into the posted good receipts and matched invoices.

Purchase Order: TTX122858 ? Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity TTX Company

Supplier ORR SAFETY CORPORATION

Ordered 389.83 USD

Bill-to BU TTX

Supplier Site 001-CHICA-IL

Description

Order TTX122858

Supplier Contact

Source Agreement

Status Open

Additional Contact Email

Negotiation

Buyer Katy Tylinski

Bill-to Location CORHQ-Corporate Headquarters

Supplier Order

Creation Date 10/26/2023

Ship-to Location BNB-Birmingham

Terms Notes and Attachments

Required Acknowledgment None

Shipping Method TMS-Truck-Standard

Payment Terms Net 27

Freight Terms None

FOB None

Requires signature

Pay on receipt

Confirming order

Additional Information

ATTN CONTACT

Purchase Type

Order Life Cycle

Ordered

Received

Delivered

Invoiced

Amount (USD)

View Details

Lines Schedules

Actions View Format Freeze Detach Wrap

Line	Type	Item	Description	Quantity	UOM	Base Price	Discount Type	Discount	Discount Reason	Price	Ordered	Status	Location	Requested Delivery Date	Promised Delivery Date	Shipping Method
1	Goods	Big Jake? Ultimate Protei		1	DZ	184.75				184.75	184.75	Open	BNB-Birmin...	11/02/2023		TMS-Truck<
2	Goods	Unlined Cowhide Leather		12	PR	2.19				2.19	26.28	Closed	BNB-Birmin...	11/02/2023		TMS-Truck<
3	Goods	Unlined Cowhide Leather		24	PR	3.70				3.70	88.80	Closed	BNB-Birmin...	11/02/2023		TMS-Truck<
4	Goods	Grain Pigskin Drivers Glo		1	DZ	90.00				90.00	90.00	Closed	BNB-Birmin...	11/02/2023		TMS-Truck<

7) From this screen, the posted receipts and matched invoices can be viewed individually.

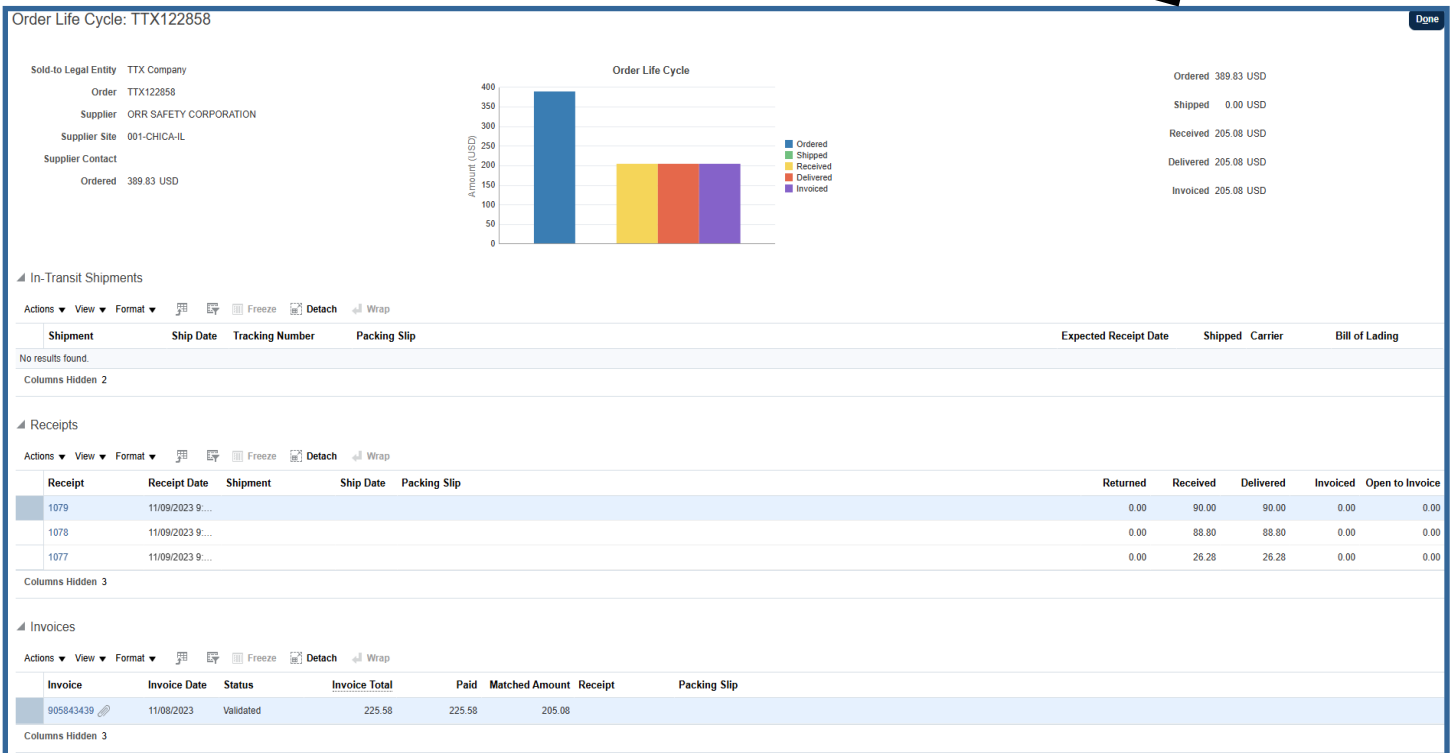
Ordered = total amount of order

Shipped = N/A

Received = total amount of goods receipts posted to PO

Delivered = total amount confirmed delivered

Invoiced = total amount invoiced



Creating an Invoice (With a Purchase Order)

1) Under the **Invoices and Payments** subcategory within the Tasks pane, click **Create Invoice**.

The screenshot displays the Supplier Portal interface. On the left, a 'Tasks' sidebar lists various categories: Orders, Agreements, Shipments, Deliverables, Consigned Inventory, Invoices and Payments, and Negotiations. The 'Invoices and Payments' category is highlighted with a yellow box, and its sub-item 'Create Invoice' is also highlighted. The main content area features a 'Requiring Attention' donut chart showing 6 items (5 Schedules Overdue or Due Today, 1 Invoices Overdue), a 'Recent Activity' table, and a 'Transaction Reports' table. A blue diagonal banner is overlaid on the right side of the main content area, and a white box titled 'Invoices and Payments' is positioned on the right, containing a yellow box around 'Create Invoice' and links for 'View Invoices' and 'View Payments'.

Supplier Portal

Search: Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Create ASN
 - Create ASN
 - Upload ASN or ASN
 - View Receipts
 - View Returns
- Deliverables
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advises
- Invoices and Payments**
 - Create Invoice**
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses

Requiring Attention

6

5 Schedules Overdue or Due Today 1 Invoices Overdue

Recent Activity
Last 30 Days

Agreements changed or canceled	1
Orders opened	18
Receipts	11
Payments	4

Transaction Reports
Last 30 Days

PO Purchase Amount	539810	USD
Invoice Amount	377158	USD
Invoice Price Variance Amount		USD

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

PLEASE PROCEED TO NEXT PAGE

2) Complete the invoice Header accordingly:

2a. In the ***Identifying PO** text field, enter the PO number or select it from the drop-down menu.

2b. ***Supplier Site** and **Supplier Tax Registration Number** should populate upon entering/selecting the ***Identifying PO**.

2c. From the **Remit-to Bank Account** drop-down menu, select your bank account to receive ACH payments. If it is not available, please contact **VendorRequests@ttx.com** to have your profile updated accordingly. Otherwise, payment will be issued via check to the address on file.

2d. To the right of **Attachments** where you see the word **"None"**, click the plus sign. Then, click **Choose file** to attach a copy of the invoice.

2e. In the ***Tax Control Amount** text field, enter the total amount of tax charged on the invoice. (No tax = 0. Please do not leave blank.)

2f. In the ***Number** text field, enter the invoice number.

2g. In the ***Date** text field, enter the invoice date(not the current date).

2h. If you're submitting a credit memo, select "Credit memo" from the ***Type** drop-down menu.

The screenshot shows the 'Create Invoice' form with the following fields highlighted by yellow boxes:

- * Identifying PO** (dropdown menu)
- Remit-to Bank Account** (dropdown menu)
- * Number** (text field)
- * Date** (text field with format mm/dd/yyyy)
- * Type** (dropdown menu, currently set to 'Invoice')
- * Tax Control Amount** (text field)

Other visible fields include:

- Supplier: ORR SAFETY CORPORATION
- Taxpayer ID: 61-0471256
- * Supplier Site (dropdown menu)
- Address (text field)
- Supplier Tax Registration Number (dropdown menu)
- Unique Remittance Identifier (text field)
- Unique Remittance Identifier Check Digit (text field)
- Description (text field)
- Attachments: None + (button)

At the bottom right, there are buttons for 'Invoice Actions': Save, Save and Close, Submit, and Cancel.

PLEASE DISREGARD CUSTOMER SECTION AND PROCEED TO LINES.

3) Under the **Lines** section, click the Select and Add icon.



Lines

View ▾ + ×  Cancel Line

* Number * Type		Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Control Amo
* Number	* Line	* Schedule	Number	Line	Number	Line				
No data to display.										
Total										

4) Open PO lines will populate under **Search Results**. For each PO line you need for the invoice you're submitting, click any blank space along the line to select the row. (It should turn blue or yellow once selected.)

Select and Add: Purchase Orders

Search

Advanced Saved Search ▾

** At least one is required

** Purchase Order TTX069624 ▾

** Consumption Advice

** Creation Date mm/dd/yyyy h:mm a

Search Reset Save...

Search Results

View ▾  Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
TTX069624	1	1				Welder 123		1

Apply OK Cancel

5) Click **Apply**, and then **OK** to proceed.

View ▾  Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
TTX069624	1	1				Welder 123		1

Apply OK Cancel

6) Review the **Quantity** and **Unit Price** text fields of the PO line(s) and make any necessary changes.

6a. Descriptions are optional.

6b. Leave **Tax Classification** as is.

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

Supplier: ORR SAFETY CORPORATION
Taxpayer ID: 61-0471256
Supplier Site: 001-CHICA-IL
Address: 1266 RELIABLE PARKWAY, CHICAGO, COOKIL 60606
Supplier Tax Registration Number: [dropdown]

Unique Remittance Identifier: [text]
Unique Remittance Identifier Check Digit: [text]
Description: [text]
Attachments: None
Tax Control Amount: [text]

* Date: 05/15/2025
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 23-1554199
Name: TTX Company
Address: 2151 Hawkins Street, CHARLOTTE, NC 28203

Lines

Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Control Amount	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
* Number	* Line	* Schedule	Number	Line									
Item	TTX126...	4	1	MARSL34R	Personal Safety Light	ATSH-Houston	***VENDOR C	7	7	11.02	EA	77.14	Personal Safel
Total												77.14	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount
77.14	0.00	0.00	0.00	0.00	0.00	77.14
						Due 0.00

7) To account for any shipping/handling fees, click the Add icon. +

7a. Select **Freight** from the ***Type** drop-down menu.

7b. Enter the same **Ship-to Location** code as your PO line(s) or select it from drop-down menu.

7c. Enter the total amount of S&A fees charged on the invoice in the ***Amount** text field.

8) To account for any additional fees that are not on the PO, again click the Add icon. +

8a. Select **Miscellaneous** from the ***Type** drop-down menu.

8b. Enter the same **Ship-to Location** code as your PO line(s) or select it from drop-down menu.

8c. Enter the total amount of S&A fees charged on the invoice in the ***Amount** text field.

Note: **Tax Classification** should be left blank in both instances.

Lines

View: + - Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Tax Control Amount
* Number	* Line	* Schedule	Number	Line									
2	Freight												
1	Item	TTX051...	1	1	0366	3 Pound Drilling Hammer	NSNPCK-Package		2	26.68	EA	53.36	
Total												53.36	

Lines

View: + - Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Control Amount	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line									
2	Miscellaneous							***VENDOR C					
1	Item	TTX126...	4	1	MARSL34R	Personal Safety Light	ATSH-Houston	***VENDOR C	7	7	11.02	EA	77.14
Total													77.14

10) Click **Invoice Actions**, and then select **Calculate Tax** from the drop-down menu.

Create Invoice ?

Identifying PO TTX114299

Supplier ORR SAFETY CORPORATION

Taxpayer ID 61-0471256

Supplier Site 001-CHICA-IL

Address 1266 RELIABLE PARKWAY, CHICAGO, COOKIL 60686

Supplier Tax Registration Number

Remit-to Bank Account XXXXXX2952

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments 3472685.pdf + X

* Tax Control Amount 20.00

Invoice Actions

Calculate Tax Ctrl+Alt+X

Cancel Invoice

Delete Invoice

3215

07/09/2025

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

11) Review the **Totals** along the bottom of screen for accuracy.

11a. **Items**, **Freight**(if applicable), **Miscellaneous**(if applicable), and **Exclusive Tax** totals should equate to the correct **Invoice Amount**.

11b. Disregard all other totals. (It's ok if what's Due $\neq$ Invoice Amount.)

Totals					
Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
100.50	0.00	0.00	0.00	20.00	120.50
				Retainage	Due
				0.00	100.50

12) Click the **Submit** button.

12a. If successful, you'll receive a banner notification for confirmation.

12b. **!!Please be aware that clicking the **Save and Close** button puts the invoice in Incomplete status. Incomplete invoices will not process until they have been submitted.!!**

Create Invoice ?

Identifying PO TTX114299

Supplier ORR SAFETY CORPORATION

Taxpayer ID 61-0471256

Supplier Site 001-CHICA-IL

Address 1266 RELIABLE PARKWAY, CHICAGO, COOKIL 60686

Supplier Tax Registration Number

Remit-to Bank Account XXXXXX2952

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments 3472685.pdf + X

* Tax Control Amount 20.00

Invoice Actions

Save

Save and Close

Submit

Cancel

* Number 3215

* Date 07/09/2025

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar



Invoice 9999 has been submitted.

Creating an Invoice Without a PO

1) Under the **Invoices and Payments** subcategory within the **Tasks** pane, click **Create Invoice Without PO**.

The screenshot displays the Supplier Portal interface. On the left, a sidebar lists various tasks under the heading 'Tasks'. The 'Invoices and Payments' section is highlighted with a yellow box, and the 'Create Invoice Without PO' option is also highlighted with a yellow box. A blue arrow points from this option to a larger yellow box on the right side of the page, which contains the following links:

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

The main content area of the portal includes a search bar at the top, a 'Requiring Attention' donut chart showing 17 items (6 Schedules Overdue or Due Today, 11 Invoices Overdue), a 'Recent Activity' section with 'No data available', and a 'Transaction Reports' section showing 'Invoice Amount: 66.1K USD' and 'Invoice Price Variance Amount: 0 USD'. A 'Supplier News' section is also visible, providing a welcome message and a link to a user guide.

PROCEED TO NEXT PAGE

2) Complete the invoice Header accordingly:

****Supplier and Taxpayer ID** will already be populated. Only concern yourself with the text fields mentioned below.

2a. From the ***Supplier Site** drop-down menu, select the site that provided the good and/or service. If it's not available for selection, contact **VendorRequests@ttx.com** to have the profile updated accordingly

2b. From the **Remit-to Bank Account** drop-down menu, select your bank account to receive ACH payments. If it's not available for selection, contact **VendorRequests@ttx.com** to have the profile updated accordingly. Otherwise, payment will be issued via check to the address on file.

2c. To the right of **Attachments** where you see the word "**None**", click the plus sign. Then click **Choose file** to attach a copy of the invoice.

2d. In the ***Tax Control Amount** text field, enter the total amount of taxes charged on the invoice. (No tax = 0. Please do not leave blank.)

2e. Enter the invoice number in the ***Number** text field.

2f. Enter the invoice date(not the current date) in the ***Date** text field.

2g. If you're submitting a credit memo, select "Credit memo" from the ***Type** drop-down menu.

The screenshot shows the 'Create Invoice Without PO' form. Yellow boxes highlight the following fields: Supplier Site (001-CHICA-IL), Remit-to Bank Account (XXXXXX2952), Number (07092025), Date (07/09/2025), Type (Invoice), Attachments (inv 3421307-2007-7.pdf), Tax Control Amount, and Requester Email (jefree.turrentine@ttx.com). Other visible fields include Supplier (ORR SAFETY CORPORATION), Taxpayer ID (61-0471256), Address (1200 RELIABLE PARKWAY, CHICAGO, COOKIL 60686), Supplier Tax Registration Number, Customer Taxpayer ID (23-1554199), Name (TTX Company), Address (2151 Hawkins Street, CHARLOTTE, NC 28203), and Requester Name (Jefree Turrentine). Buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel' are at the top right.

3) Whomever your TTX contact is for the order you're invoicing is what we refer to as the Requester. Enter their email address in the ***Requester Email** text field of the **Customer** section. (TTX email format = First-name.Lastname@ttx.com)

3a. Please disregard all other text fields in the Customer section.

The screenshot shows the 'Customer' section of the form. A yellow box highlights the ***Requester Email** field, which contains 'jefree.turrentine@ttx.com'. Other visible fields include Customer Taxpayer ID (23-1554199), Name (TTX Company), Address (2151 Hawkins Street, CHARLOTTE, NC 28203), and Requester Name (Jefree Turrentine).

4) Under the **Lines** section, click the Add icon(+) and then complete the line that populates as follows:

4a. Under the ***Type** column, select **Item** from the drop-down menu for all goods and/or services(if not already populated).

4b. Your **Ship-to Location** coincides with the ship-to address on the invoice. Please utilize the [FMO Contact Detail](#) spreadsheet to determine the correct code to enter or select from the drop-down menu. All corporate invoices should have a Ship-to Location of **CORNC**.

4c. Disregard Ship-from Location and Tax Classification columns.

4d. In the ***Amount** text field, enter the total of the invoice minus any taxes. (Please do not break out charges. All but tax should be entered on a single Item line.)

4e. **Description** is optional.

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Invoice Line Description
1	Item			***VENDOR C		
Total						

5) To account for any shipping/handling fees, click the Add icon.

5a. Select **Freight** from the ***Type** drop-down menu.

5b. Enter the same **Ship-to Location** code as your PO line(s) or select it from drop-down menu.

5c. Enter the total amount of S&A fees charged on the invoice in the ***Amount** text field.

6) To account for any additional fees that are not on the PO, again click the Add icon.

6a. Select **Miscellaneous** from the ***Type** drop-down menu.

6b. Enter the same **Ship-to Location** code as your PO line(s) or select it from drop-down menu.

6c. Enter the total amount of S&A fees charged on the invoice in the ***Amount** text field.

Note: Tax Classification should be left blank in both instances.

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Tax Control Amount
2	Freight													
1	Item	TTX051...	1	1	0366	3 Pound Drilling Hammer	NSNPCK-Package			2	26.68	EA	53.36	
Total													53.36	

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Control Amount	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
2	Miscellaneous													
1	Item	TTX126...	4	1	MARSL34R	Personal Safety Light	ATSH-Houston			7	7	11.02	EA	77.14
Total														77.14

7) Click **Invoice Actions**, and then select **Calculate Tax** from the drop-down menu.

Create Invoice ?

Identifying PO TTX114299

Supplier ORR SAFETY CORPORATION

Taxpayer ID 61-0471256

Supplier Site 001-CHICA-IL

Address 1266 RELIABLE PARKWAY, CHICAGO, COOKIL 60686

Supplier Tax Registration Number

Remit-to Bank Account XXXXXX2952

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments 3472685.pdf + X

* Tax Control Amount 20.00

Invoice Actions

Calculate Tax Ctrl+Alt+X

Cancel Invoice

Delete Invoice

3215

07/09/2025

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

8) Review the **Totals** along the bottom of screen for accuracy.

8a. **Items**, **Freight**(if applicable), **Miscellaneous**(if applicable), and **Exclusive Tax** totals should equate to the correct **Invoice Amount**.

8b. Disregard all other totals. (It's ok if what's Due $\neq$ Invoice Amount.)

Totals					
Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
100.50	0.00	0.00	0.00	20.00	120.50
				Retainage	Due
				0.00	100.50

9) Click the **Submit** button.

9a. If successful, you'll receive a banner notification for confirmation.

9b. **!!**Please be aware that clicking the **Save and Close** button puts the invoice in Incomplete status. Incomplete invoices will not process until they have been submitted.**!!**

Create Invoice ?

Identifying PO TTX114299

Supplier ORR SAFETY CORPORATION

Taxpayer ID 61-0471256

Supplier Site 001-CHICA-IL

Address 1266 RELIABLE PARKWAY, CHICAGO, COOKIL 60686

Supplier Tax Registration Number

Remit-to Bank Account XXXXXX2952

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments 3472685.pdf + X

* Tax Control Amount 20.00

Invoice Actions

Save

Save and Close

Submit

Cancel

* Number 3215

* Date 07/09/2025

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar



Invoice 9999 has been submitted.

View Invoices

1) Under the **Invoices and Payments** subcategory within the **Tasks** pane, click **View Invoices**.

The screenshot shows the Supplier Portal interface. On the left is a 'Tasks' pane with a sidebar menu. The 'Invoices and Payments' section is expanded, and 'View Invoices' is highlighted with a yellow box. The main content area includes a 'Requiring Attention' donut chart showing 41 total items (30 Invoices Overdue, 11 Schedules Overdue or Due Today), 'Recent Activity' for Payments (1), and 'Transaction Reports' for the last 30 days (Invoice Amount: 4.51K USD, Invoice Price Variance Amount: 0 USD). A 'Supplier News' section at the bottom provides a welcome message and contact information.

2) Feel free to search your invoices by any of the text fields shown on this screen. They are designed to be used as filters for you to easily locate and view invoices. For example:

- Enter an ****Invoice Number** and then click **Search** to view a specific invoice.
- Select your company's name from the ****Supplier** drop-down menu and then click **Search** to view all invoices in the system for the supplier.
- Enter a ****Purchase Order** number and then click **Search** to populate all invoices in the system associated with that PO.

The screenshot shows the 'View Invoices' search interface. It includes a 'Search' section with filters for Invoice Number, Supplier (a dropdown menu showing 'ORR SAFETY CORPORATION 402710'), Purchase Order, Consumption Advice, Invoice Status, Paid Status, and Payment Number. A 'Search' button is highlighted with a yellow box. Below the search fields is a 'Search Results' section with a table header and a 'No search conducted.' message.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

3) Under **Search Results**, click any invoice number to open it up and view details beyond what's already showing(Invoice Date, Type, Purchase Order, Supplier, etc).

View Invoices

Search

Advanced Saved Search All Invoices

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
22334	12/03/2019	Standard			001-Nashv-TN	1 000.00 USD	1 000.00 USD	Approved	

Status Legend:

- ⇒ **Approved**—fully approved and ready for payment
- ⇒ **In process**— invoice making its way through approval workflow
- ⇒ **On hold**—missing information required for processing. For PO invoices, this means the goods receipt is missing(Contact PO Requester). For non-PO invoices, this means the distribution is missing(Contact assigned Requester).
- ⇒ **Incomplete**—needs to be completed and submitted or canceled
- ⇒ **Pending import**—in assigned requester's queue awaiting coding and approval into the system
- ⇒ **Pending payment**—payment in process, will pay out when due
- ⇒ **Canceled**(self explanatory)

4) Click **Done** to return to the previous screen.

Invoice: TCA PO 001 DEV5

Business Unit TTX

Legal Entity Name TTX Company

Supplier or Party ORR SAFETY CORPORATION

Supplier Site 001-CHICA-IL

Address 1266 RELIABLE PARKWAY, CHICAGO, COOKIL 60686

Invoice Date 06/23/2025

Invoice Amount 8.41 USD

Unpaid Amount 8.41 USD

Payment Currency USD

Tax Control Amount 0.10

Invoice Type Standard

Description

Funds Status Reserved

Attachment Invoice 2025-06-09-001.pdf

Lines Payments

Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants	
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location	
1	8.31	Class 2 Breakaway Safety ...	06/23/2025	Reserved	1	8.31	EA	TTX126503	4	1						TACO-Tacoma

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX...	Standard	STD	11.8		0.1		No shipping and handling.	
2	VERTEX US TAX	CITY	TACOMA	Standard	STD	1.7		0.14			
3	VERTEX US TAX	COUNTY	PIERCE	Standard	STD	0		0			
4	VERTEX US TAX	SALES_TAX_DISTRICT	PUBLIC TRANS...	Standard	STD	0.6		0.05			
5	VERTEX US TAX	SALES_TAX_DISTRICT	TRANSPORTAT...	Standard	STD	0.1		0.01			

View Payments

1) Under the **Invoices and Payments** subcategory of the Tasks pane, click **View Payments**.

Supplier Portal

Search

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advises

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Requiring Attention

Category	Count
Schedules Overdue or Due Today	5
Invoices Overdue	1

Recent Activity

Last 30 Days

Agreements changed or canceled	1
Orders opened	18
Receipts	11
Payments	4

Transaction Reports

Last 30 Days

PO Purchase Amount	539810	USD
Invoice Amount	377158	USD
Invoice Price Variance Amount		USD

Supplier News

2) In the ****Supplier** text field, enter or select your company name from the drop-down menu. Then, click **Search**. (Feel free to utilize other text fields to filter results.)

View Payments

Search

Advanced

Saved Search

All Payments

** At least one is required

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

mm/dd/yyyy

Search

Reset

Save...

Search Results

View

Detach

3) Click any payment number to view remittance details.

View Payments

Search

Payment Number

Payment Status

Payment Amount

Supplier

Supplier Site

Payment Date

Advanced

Saved Search

All Payments

** At least one is required

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
169	10/17/2019	Payment Process Re...	Multiple		001-Nashv-TN	31,393.72 USD	Negotiable	XXXXXXXX9943

Actioning Incomplete Invoices

Note: Incomplete invoices must be submitted or canceled.

1) Under the **Invoices and Payments** subcategory within the Tasks pane, click **View Invoices**.

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Deliverables

- Manage Deliverables

Consigned Inventory

- Review Consumption Advances
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Requiring Attention

22

1 Schedules Overdue or Due Today 21 Invoices Overdue

Recent Activity
Last 30 Days

Orders opened 4
Receipts 1

Transaction Reports
Last 30 Days

Invoice Amount 406544 USD
Invoice Price Variance Amount USD

Supplier News

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

2) In the ****Supplier** text field, enter or select your company name from the drop-down menu. Then, select "Incomplete" from the **Invoice Status** drop-down menu.

View Invoices

Search

** Invoice Number

** Supplier Welding Associates

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status Incomplete

Paid Status

Payment Number

Advanced Saved Search All Invoices

** At least one is required

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Pa Nu	Commer
5555	07/28/2022	Standard	TTX076173	Welding Associates	001-CHICA-IL	USD	25.00 USD	Incomplete		

3) Click the Invoice Number to open the invoice.

View Invoices

Search

** Invoice Number

** Supplier Welding Associates

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status Incomplete

Paid Status

Payment Number

Advanced Saved Search All Invoices

** At least one is required

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Pa Nu	Commer
5555	07/28/2022	Standard	TTX076173	Welding Associates	001-CHICA-IL	USD	25.00 USD	Incomplete		

4) To cancel an invoice, click **Invoice Actions** and then select **Cancel Invoice** from the drop-down menu.

The screenshot shows the 'Edit Invoice' form. In the top right corner, the 'Invoice Actions' dropdown menu is open, and 'Cancel Invoice' is highlighted. The form contains various fields for identifying the invoice, including PO number, supplier, taxpayer ID, supplier site, address, and registration number. It also includes fields for remittance information, unique remittance identifier, and tax control amount. The customer information section includes the customer taxpayer ID and company name. The 'Lines' section shows a table with one line item: 'Welding Rod' with a quantity of 1 and a unit price of 25 EA, totaling 25.00.

5) Click **OK** to confirm the cancellation or **Cancel** to withdraw it.

Please note: **Invoice numbers can never be reused even if canceled.** If you need to submit a new invoice in place of one that's been previously submitted, you must add at least one additional character to the new invoice number.

This screenshot shows the 'Edit Invoice' form with a warning dialog box in the center. The dialog box has a yellow warning icon and the text: 'Warning: You can't update the invoice number or reuse the number once it's canceled. Do you want to continue and cancel the invoice?'. It has 'OK' and 'Cancel' buttons. The 'OK' button is highlighted. The background form is dimmed, showing the same fields as the previous screenshot. The 'Invoice Actions' dropdown menu is still open, and 'Cancel Invoice' is selected.

6) To return to the previous screen, click **Cancel**.

This screenshot shows the 'Edit Invoice' form with the 'Cancel' button in the top right corner highlighted with a yellow box. The form is in the same state as the previous screenshots, with the 'Invoice Actions' dropdown menu open and 'Cancel Invoice' selected. The 'Lines' section shows the same line item: 'Welding Rod' with a quantity of 1 and a unit price of 25 EA, totaling 25.00.

7) The invoice will show [Canceled](#) under the **Invoice Status** column. (The invoice statuses are hyperlinks that you can click to view details.)

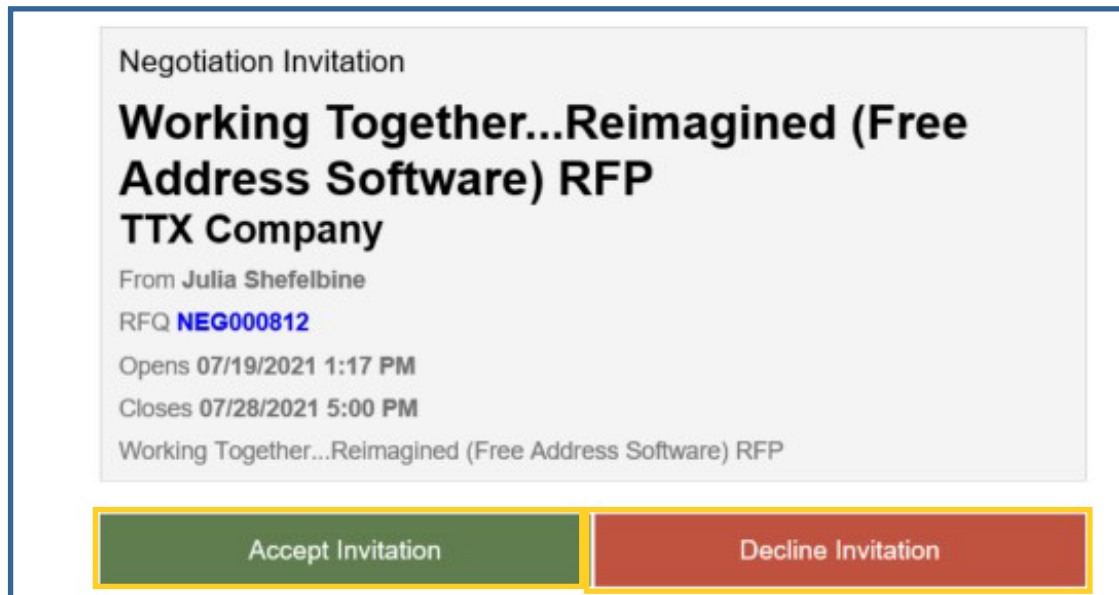
Search Results

View   Detach

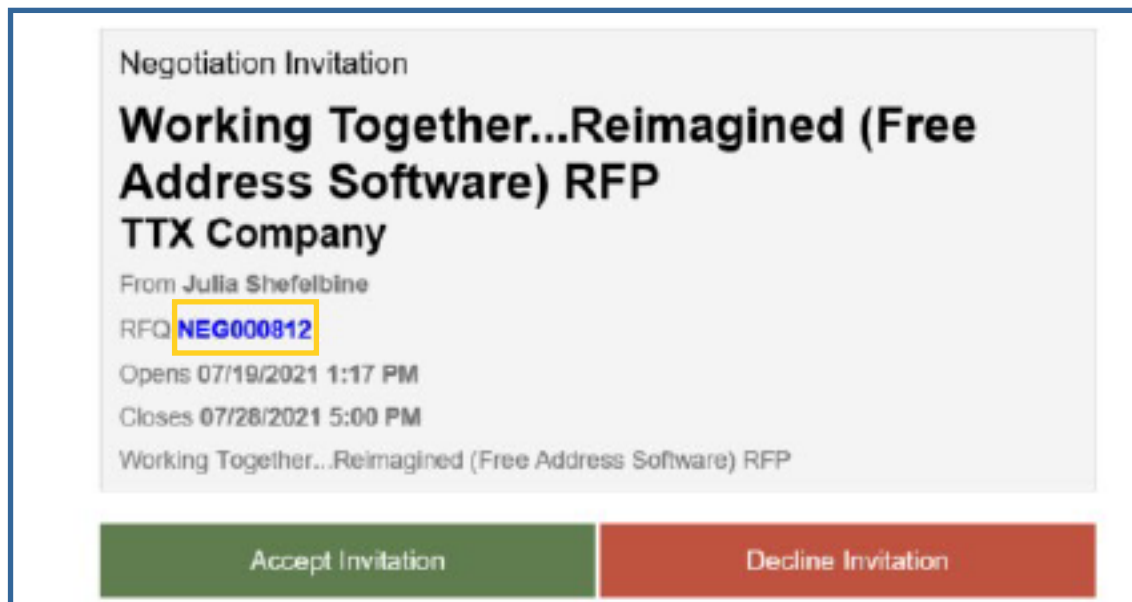
Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
1111	07/28/2022	Standard	TTX076174	Welding Associates	001-CHICA-IL	27.56 USD	27.56 USD	On hold
3333	07/28/2022	Standard	TTX076175	Welding Associates	001-CHICA-IL	33.08 USD	33.08 USD	On hold
5555	07/28/2022	Standard	TTX076173	Welding Associates	001-CHICA-IL	0.00 USD	0.00 USD	Canceled

Accept/Reject RFP Negotiation Invitation

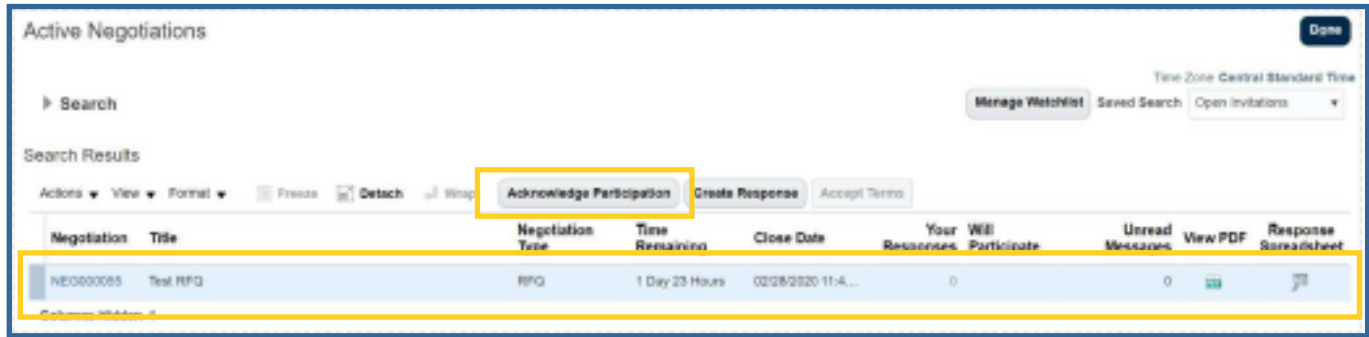
1) Once the RFP is published, you'll receive an email prompting you to accept or decline the invitation. Click the **Accept Invitation** or **Decline Invitation** button to make your selection.



2) Click the negotiation number to access the RFP/Negotiation.

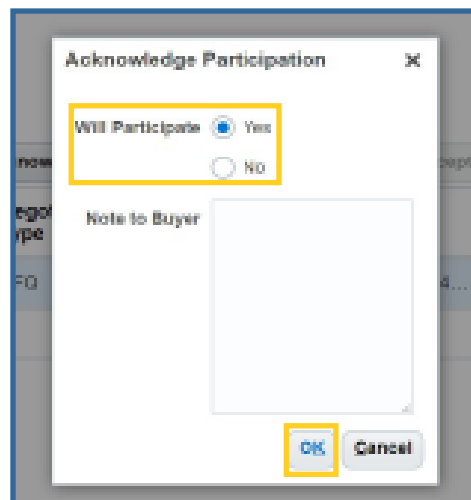


3) Select the row that previews the negotiation details(should turn blue), then click the **Acknowledge Parti-**

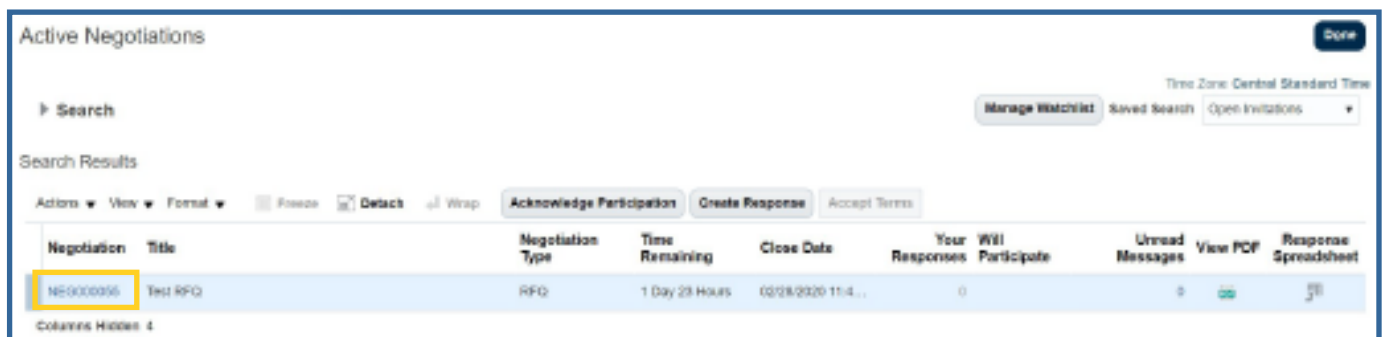


4) Beside **Will Participate**, select Yes or No. **Note to Buyer** is optional.

4a) Click **OK** when you're done.



5) To view the RFP, click the negotiation number hyperlink.



Submitting a Negotiation Response

1) Under the **Negotiations**, click **View Active Negotiations**.

Supplier Portal

Search Orders Order Number

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations**
 - Manage Responses
- Qualifications**
- Company Profile**
 - Manage Profile

Supplier News
Welcome to the TTX Company Supplier Portal.
An updated user guide and training video is available at <https://www.ttx.com/suppliers/supplier-portal/>. (released 02/20/2024)
If you have any questions, please contact the AP Department at 312-853-3223.

2) Click the **Create Response** button.

Active Negotiations

Search

Time Zone: Central Standard Time

Manage Watchlist Saved Search Open Invitations

Search Results

Actions View Format Freeze Detach Wrap Acknowledge Participation **Create Response** Accept Terms

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
NEG000065	Test RFQ	RFQ	1 Day 23 Hours	02/28/2020 11:4...	0	Yes	0	PDF	Spreadsheet

Columns Hidden: 4

3) Review and complete each section of the negotiation accordingly:

Note: Use **Next** and **Back** buttons to navigate between sections.

1. Overview:

1a. Complete **Request Valid Until** and **Attachments** fields at minimum. Other fields optional.

Create Response (Quote 20001): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 02/26/2020 12:37 PM
Time Zone: Central Standard Time

Title: Test RFQ
Close Date: 02/28/2020 11:49 AM

Time Remaining: 1 Day 23 Hours

General

Supplier: Supplier Portal Testing
Negotiation Currency: USD
Response Currency: USD
Price Precision: 2 Decimals Minimum

Response Valid Until: 02/28/2020 11:00 AM

Reference Number:
Note to Buyer:
Attachments: capture20191016004100603.png

2. Requirements:

2a. Complete all fields marked with an asterisk(*)

2b. Be sure to use the arrow to navigate between the different sections for **Requirements**

Create Response (Quote 20001): Requirements

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 02/26/2020 12:37 PM
Time Zone: Central Standard Time

Time Remaining: 1 Day 23 Hours
Close Date: 02/28/2020 11:49 AM

Section 1: Company Information

1. Company Name
Supplier Portal Testing

2. Parent Company/Holding Company Name (if applicable)
Supplier Portal Testing

3. Complete Address (Street, City, Postal Code)
501 N Wacker Dr. Chicago IL 60606

4. State
IL

3. Lines:

3a. Complete **Response Price** field at minimum and **Promised Delivery Date** when/if applicable.

Create Response (Quote 20001): Lines

Currency = US Dollar

Time Remaining: 1 Day 23 Hours

Close Date: 03/06/2020 11:40 AM

Actions View Format + X Filter Details TT T2 T3 T4 T5 T6 T7 T8 T9 T10 T11 T12 T13 T14 T15 T16 T17 T18 T19 T20 T21 T22 T23 T24 T25 T26 T27 T28 T29 T30 T31 T32 T33 T34 T35 T36 T37 T38 T39 T40 T41 T42 T43 T44 T45 T46 T47 T48 T49 T50 T51 T52 T53 T54 T55 T56 T57 T58 T59 T60 T61 T62 T63 T64 T65 T66 T67 T68 T69 T70 T71 T72 T73 T74 T75 T76 T77 T78 T79 T80 T81 T82 T83 T84 T85 T86 T87 T88 T89 T90 T91 T92 T93 T94 T95 T96 T97 T98 T99 T100 T101 T102 T103 T104 T105 T106 T107 T108 T109 T110 T111 T112 T113 T114 T115 T116 T117 T118 T119 T120 T121 T122 T123 T124 T125 T126 T127 T128 T129 T130 T131 T132 T133 T134 T135 T136 T137 T138 T139 T140 T141 T142 T143 T144 T145 T146 T147 T148 T149 T150 T151 T152 T153 T154 T155 T156 T157 T158 T159 T160 T161 T162 T163 T164 T165 T166 T167 T168 T169 T170 T171 T172 T173 T174 T175 T176 T177 T178 T179 T180 T181 T182 T183 T184 T185 T186 T187 T188 T189 T190 T191 T192 T193 T194 T195 T196 T197 T198 T199 T200 T201 T202 T203 T204 T205 T206 T207 T208 T209 T210 T211 T212 T213 T214 T215 T216 T217 T218 T219 T220 T221 T222 T223 T224 T225 T226 T227 T228 T229 T230 T231 T232 T233 T234 T235 T236 T237 T238 T239 T240 T241 T242 T243 T244 T245 T246 T247 T248 T249 T250 T251 T252 T253 T254 T255 T256 T257 T258 T259 T260 T261 T262 T263 T264 T265 T266 T267 T268 T269 T270 T271 T272 T273 T274 T275 T276 T277 T278 T279 T280 T281 T282 T283 T284 T285 T286 T287 T288 T289 T290 T291 T292 T293 T294 T295 T296 T297 T298 T299 T300 T301 T302 T303 T304 T305 T306 T307 T308 T309 T310 T311 T312 T313 T314 T315 T316 T317 T318 T319 T320 T321 T322 T323 T324 T325 T326 T327 T328 T329 T330 T331 T332 T333 T334 T335 T336 T337 T338 T339 T340 T341 T342 T343 T344 T345 T346 T347 T348 T349 T350 T351 T352 T353 T354 T355 T356 T357 T358 T359 T360 T361 T362 T363 T364 T365 T366 T367 T368 T369 T370 T371 T372 T373 T374 T375 T376 T377 T378 T379 T380 T381 T382 T383 T384 T385 T386 T387 T388 T389 T390 T391 T392 T393 T394 T395 T396 T397 T398 T399 T400 T401 T402 T403 T404 T405 T406 T407 T408 T409 T410 T411 T412 T413 T414 T415 T416 T417 T418 T419 T420 T421 T422 T423 T424 T425 T426 T427 T428 T429 T430 T431 T432 T433 T434 T435 T436 T437 T438 T439 T440 T441 T442 T443 T444 T445 T446 T447 T448 T449 T450 T451 T452 T453 T454 T455 T456 T457 T458 T459 T460 T461 T462 T463 T464 T465 T466 T467 T468 T469 T470 T471 T472 T473 T474 T475 T476 T477 T478 T479 T480 T481 T482 T483 T484 T485 T486 T487 T488 T489 T490 T491 T492 T493 T494 T495 T496 T497 T498 T499 T500 T501 T502 T503 T504 T505 T506 T507 T508 T509 T510 T511 T512 T513 T514 T515 T516 T517 T518 T519 T520 T521 T522 T523 T524 T525 T526 T527 T528 T529 T530 T531 T532 T533 T534 T535 T536 T537 T538 T539 T540 T541 T542 T543 T544 T545 T546 T547 T548 T549 T550 T551 T552 T553 T554 T555 T556 T557 T558 T559 T560 T561 T562 T563 T564 T565 T566 T567 T568 T569 T570 T571 T572 T573 T574 T575 T576 T577 T578 T579 T580 T581 T582 T583 T584 T585 T586 T587 T588 T589 T590 T591 T592 T593 T594 T595 T596 T597 T598 T599 T600 T601 T602 T603 T604 T605 T606 T607 T608 T609 T610 T611 T612 T613 T614 T615 T616 T617 T618 T619 T620 T621 T622 T623 T624 T625 T626 T627 T628 T629 T630 T631 T632 T633 T634 T635 T636 T637 T638 T639 T640 T641 T642 T643 T644 T645 T646 T647 T648 T649 T650 T651 T652 T653 T654 T655 T656 T657 T658 T659 T660 T661 T662 T663 T664 T665 T666 T667 T668 T669 T670 T671 T672 T673 T674 T675 T676 T677 T678 T679 T680 T681 T682 T683 T684 T685 T686 T687 T688 T689 T690 T691 T692 T693 T694 T695 T696 T697 T698 T699 T700 T701 T702 T703 T704 T705 T706 T707 T708 T709 T710 T711 T712 T713 T714 T715 T716 T717 T718 T719 T720 T721 T722 T723 T724 T725 T726 T727 T728 T729 T730 T731 T732 T733 T734 T735 T736 T737 T738 T739 T740 T741 T742 T743 T744 T745 T746 T747 T748 T749 T750 T751 T752 T753 T754 T755 T756 T757 T758 T759 T760 T761 T762 T763 T764 T765 T766 T767 T768 T769 T770 T771 T772 T773 T774 T775 T776 T777 T778 T779 T780 T781 T782 T783 T784 T785 T786 T787 T788 T789 T790 T791 T792 T793 T794 T795 T796 T797 T798 T799 T800 T801 T802 T803 T804 T805 T806 T807 T808 T809 T810 T811 T812 T813 T814 T815 T816 T817 T818 T819 T820 T821 T822 T823 T824 T825 T826 T827 T828 T829 T830 T831 T832 T833 T834 T835 T836 T837 T838 T839 T840 T841 T842 T843 T844 T845 T846 T847 T848 T849 T850 T851 T852 T853 T854 T855 T856 T857 T858 T859 T860 T861 T862 T863 T864 T865 T866 T867 T868 T869 T870 T871 T872 T873 T874 T875 T876 T877 T878 T879 T880 T881 T882 T883 T884 T885 T886 T887 T888 T889 T890 T891 T892 T893 T894 T895 T896 T897 T898 T899 T900 T901 T902 T903 T904 T905 T906 T907 T908 T909 T910 T911 T912 T913 T914 T915 T916 T917 T918 T919 T920 T921 T922 T923 T924 T925 T926 T927 T928 T929 T930 T931 T932 T933 T934 T935 T936 T937 T938 T939 T940 T941 T942 T943 T944 T945 T946 T947 T948 T949 T950 T951 T952 T953 T954 T955 T956 T957 T958 T959 T960 T961 T962 T963 T964 T965 T966 T967 T968 T969 T970 T971 T972 T973 T974 T975 T976 T977 T978 T979 T980 T981 T982 T983 T984 T985 T986 T987 T988 T989 T990 T991 T992 T993 T994 T995 T996 T997 T998 T999 T1000 T1001 T1002 T1003 T1004 T1005 T1006 T1007 T1008 T1009 T1010 T1011 T1012 T1013 T1014 T1015 T1016 T1017 T1018 T1019 T1020 T1021 T1022 T1023 T1024 T1025 T1026 T1027 T1028 T1029 T1030 T1031 T1032 T1033 T1034 T1035 T1036 T1037 T1038 T1039 T1040 T1041 T1042 T1043 T1044 T1045 T1046 T1047 T1048 T1049 T1050 T1051 T1052 T1053 T1054 T1055 T1056 T1057 T1058 T1059 T1060 T1061 T1062 T1063 T1064 T1065 T1066 T1067 T1068 T1069 T1070 T1071 T1072 T1073 T1074 T1075 T1076 T1077 T1078 T1079 T1080 T1081 T1082 T1083 T1084 T1085 T1086 T1087 T1088 T1089 T1090 T1091 T1092 T1093 T1094 T1095 T1096 T1097 T1098 T1099 T1100 T1101 T1102 T1103 T1104 T1105 T1106 T1107 T1108 T1109 T1110 T1111 T1112 T1113 T1114 T1115 T1116 T1117 T1118 T1119 T1120 T1121 T1122 T1123 T1124 T1125 T1126 T1127 T1128 T1129 T1130 T1131 T1132 T1133 T1134 T1135 T1136 T1137 T1138 T1139 T1140 T1141 T1142 T1143 T1144 T1145 T1146 T1147 T1148 T1149 T1150 T1151 T1152 T1153 T1154 T1155 T1156 T1157 T1158 T1159 T1160 T1161 T1162 T1163 T1164 T1165 T1166 T1167 T1168 T1169 T1170 T1171 T1172 T1173 T1174 T1175 T1176 T1177 T1178 T1179 T1180 T1181 T1182 T1183 T1184 T1185 T1186 T1187 T1188 T1189 T1190 T1191 T1192 T1193 T1194 T1195 T1196 T1197 T1198 T1199 T1200 T1201 T1202 T1203 T1204 T1205 T1206 T1207 T1208 T1209 T1210 T1211 T1212 T1213 T1214 T1215 T1216 T1217 T1218 T1219 T1220 T1221 T1222 T1223 T1224 T1225 T1226 T1227 T1228 T1229 T1230 T1231 T1232 T1233 T1234 T1235 T1236 T1237 T1238 T1239 T1240 T1241 T1242 T1243 T1244 T1245 T1246 T1247 T1248 T1249 T1250 T1251 T1252 T1253 T1254 T1255 T1256 T1257 T1258 T1259 T1260 T1261 T1262 T1263 T1264 T1265 T1266 T1267 T1268 T1269 T1270 T1271 T1272 T1273 T1274 T1275 T1276 T1277 T1278 T1279 T1280 T1281 T1282 T1283 T1284 T1285 T1286 T1287 T1288 T1289 T1290 T1291 T1292 T1293 T1294 T1295 T1296 T1297 T1298 T1299 T1300 T1301 T1302 T1303 T1304 T1305 T1306 T1307 T1308 T1309 T1310 T1311 T1312 T1313 T1314 T1315 T1316 T1317 T1318 T1319 T1320 T1321 T1322 T1323 T1324 T1325 T1326 T1327 T1328 T1329 T1330 T1331 T1332 T1333 T1334 T1335 T1336 T1337 T1338 T1339 T1340 T1341 T1342 T1343 T1344 T1345 T1346 T1347 T1348 T1349 T1350 T1351 T1352 T1353 T1354 T1355 T1356 T1357 T1358 T1359 T1360 T1361 T1362 T1363 T1364 T1365 T1366 T1367 T1368 T1369 T1370 T1371 T1372 T1373 T1374 T1375 T1376 T1377 T1378 T1379 T1380 T1381 T1382 T1383 T1384 T1385 T1386 T1387 T1388 T1389 T1390 T1391 T1392 T1393 T1394 T1395 T1396 T1397 T1398 T1399 T1400 T1401 T1402 T1403 T1404 T1405 T1406 T1407 T1408 T1409 T1410 T1411 T1412 T1413 T1414 T1415 T1416 T1417 T1418 T1419 T1420 T1421 T1422 T1423 T1424 T1425 T1426 T1427 T1428 T1429 T1430 T1431 T1432 T1433 T1434 T1435 T1436 T1437 T1438 T1439 T1440 T1441 T1442 T1443 T1444 T1445 T1446 T1447 T1448 T1449 T1450 T1451 T1452 T1453 T1454 T1455 T1456 T1457 T1458 T1459 T1460 T1461 T1462 T1463 T1464 T1465 T1466 T1467 T1468 T1469 T1470 T1471 T1472 T1473 T1474 T1475 T1476 T1477 T1478 T1479 T1480 T1481 T1482 T1483 T1484 T1485 T1486 T1487 T1488 T1489 T1490 T1491 T1492 T1493 T1494 T1495 T1496 T1497 T1498 T1499 T1500 T1501 T1502 T1503 T1504 T1505 T1506 T1507 T1508 T1509 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Manage Profile

1) Under **Company Profile** at the bottom of the Tasks Pane, click **Manage Profile**.

Supplier Portal

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advances

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

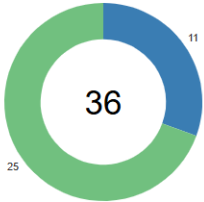
- View Active Negotiations
- Manage Responses

Qualifications

Company Profile

- Manage Profile**

Requiring Attention



36

■ Schedules Overdue or Due Today ■ Invoices Overdue

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

Invoice Amount	1.24M USD
Invoice Price Variance Amount	0 USD

Supplier News

Welcome to the TTX Company Supplier Portal.

An updated user guide and training video is available at <https://www.ttx.com/suppliers/supplier-portal/>. (released 02/20/2024)

If you have any questions, please contact the AP Department at 312-853-3223.

2) Click over to the **Contacts** tab. Then, click **Edit** in the top right corner of the screen.

Company Profile ⓘ

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

View ▼ Format ▼ Status Active ▼ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
[REDACTED]		[REDACTED]		✓	✓	Active
[REDACTED]		[REDACTED]		✓	✓	Active
[REDACTED]		[REDACTED]		✓	✓	Active
[REDACTED]	TTX	[REDACTED]		✓	✓	Active
[REDACTED]		[REDACTED]			✓	Active
[REDACTED]		[REDACTED]				Active

Columns Hidden 7

Edit Done

3) Click **Yes** to proceed in creating a Profile Change Request.

The screenshot shows the 'Company Profile' page with a warning dialog box in the center. The dialog box has a yellow warning icon and the text: 'Warning POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?'. There are 'Yes' and 'No' buttons at the bottom of the dialog. The 'Yes' button is highlighted with a yellow box. The background shows a table with columns: Name, Job Title, Email, Phone, Administrative Contact, User Account, and Status. The table contains several rows of data, some of which are redacted with black bars.

4) Click **Actions**, and then select **Create** from the drop-down menu. (**Change Description** is optional.)

The screenshot shows the 'Edit Profile Change Request: 2001' page. At the top right, there are buttons: 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below these is a 'Change Description' text area. The 'Contacts' section is expanded, showing a table with columns: Job Title, Email, Phone, Administrative Contact, User Account, and Status. The 'Actions' dropdown menu is open, and the 'Create' option is highlighted with a yellow box. The table contains one row of data with the email 'jighthouse@nomail.com'.

5) Complete the ***First Name**, ***Last Name**, and **Email** text fields at minimum. All other fields are optional.

The screenshot shows the 'Profile Change Request' form. The form has several sections: 'Salutation' (dropdown), 'First Name' (text field, highlighted with a yellow box), 'Middle Name' (text field), 'Last Name' (text field, highlighted with a yellow box), 'Job Title' (text field), 'Administrative contact' (checkbox), 'Phone' (text field), 'Mobile' (text field), 'Fax' (text field), 'Email' (text field, highlighted with a yellow box), and 'Status' (dropdown). Below these is the 'Contact Addresses' section, which is currently empty. The 'User Account' section has a 'Request user account' checkbox. At the bottom, there is a 'Roles' section with a table that has columns: Role, Description, and Status. The table is currently empty.

6) To give the contact administrative privileges over the profile allowing them to submit profile change requests, check the **Administrative contact** box.

7) To create a user account for the contact, check the **Request user account** box.

Please note that under **User Account, you can customize their [Roles](#) and [Data Access](#) as well. Options to Select and Add and Remove can be found under the **Actions** drop-down menu. You can also utilize the Select and Add icon. **

8) Once you're done, click **OK**.

Create Contact

Salutation

* First NameJohnny

Middle Name

* Last NameAppleseed

Job Title

Phone

Mobile

Fax

EmailJohnny.Appleseed@ttx.com

StatusActive

☒ Administrative contact

Contact Addresses

ActionsViewFormatFreezeDetachWrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				
Columns Hidden 5				

User Account

☒ Request user account

RolesData Access

ActionsViewFormatFreezeDetachWrap

Remove

Select and Add

	Description
Variable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include ...

Create Another

OK

Cancel

9) Click **Review Changes**.

Edit Profile Change Request: 723023

Change Description

Contacts

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Appleseed, Johnny		Johnny.Appleseed@ttx.com		✓		Active

10) After reviewing your changes, click **Submit**. If you need to go back and change anything, click **Edit**.

Review Changes

Change Description

Contacts

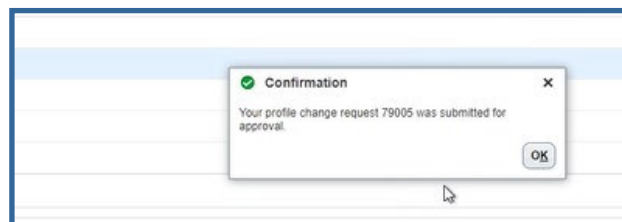
View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+ Appleseed, Johnny		Johnny.Appleseed@ttx.com		✓		Active	

Columns Hidden: 7

11) You'll receive a pop up confirming submission if done correctly.

11a. Click **OK**, then **Done** to return to the previous screen.



****Our Vendor Request team(VendorRequests@ttx.com) will process the request. Please allow them 24-48 hours.****