Supplier Information Management With Texas Instruments

德州仪器供应商信息管理

Agenda目录

- Course Objectives 课程目标
- Source to Pay Portal for Texas Instruments 德州仪器采购到付款一站式系统
- Accessing the Portal 网站访问
- Navigating the Portal 网站导航
- Supplier Self Service Maintenance 供应商自助维护

Course Objectives 课程目标

After completing this course, you should be able to:

完成本课程后，您可以掌握：

- Register and access the application注册并访问软件
- Navigate and find your company information within the application在软件中查找您的公司信息
- Create and maintain contacts for your company
  创建并维护公司联系人
- Maintain your company's information by performing various change requests
  提交各种变更申请以维护公司信息

Source to Pay Portal for Texas Instruments

德州仪器采购到付款一站式系统

Texas Instruments Source to Pay Transformation
德州仪器采购到付款一站式系统变革

- TI is making major improvements in our global Source to Pay processes. This project will be deployed in 3 phases. TI正在对全球的"采购到付款"流程进行重大改进，该项目将分3个阶段开发。
- 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. 未来与供应商的信息管理的模式将从当前电子邮件和电话转换到在一个安全的网站门户内维护信息，这是供应商信息管理系统的一项关键功能。
- Some of the advanced features of this initial deployment include:这个初始的改变包含有一些高级功能：
  - Automated onboarding, registration and self-maintenance capabilities, such as the ability for multiple supplier contacts, management of banking information, etc.自动创建注册账号、账号信息自我维护，例如多供应商联系人管理，银行信息管理等
  - A secure repository for uploading and managing documents上传和管理文档的安全数据存储库

Future Deployments 未来的部署

- Future phases will include:未来的发展将包括
  - Improved PO issuance & acknowledgement functions 采购订单的签发和确认功能改进
  - Advanced invoicing features for our suppliers (PO to invoice flip) and a centralized invoice hub

    为供应商提供的先进的开票功能（由采购订单转向发票），以及集中的发票中心
  - Broader deployment of eCatalogs for faster, more automated TI/supplier engagements

    更广泛地部署电子化采购目录，实现更快、更自动化的 TI/供应商合作
  - Enhanced MRP collaboration features to improve communications for demand driven material requirements

    增强的物料计划的协作功能，以改善物料需求要求的沟通

To learn more about the platform, you can visit the support page and search for “Source to Pay”

要了解有关该平台的更多信息，您可以访问支持页面并搜索“Source to Pay”

Benefits of Supplier Portal for Supplier
对供应商端的优点

- Seamless collaboration with TI using platform. 通过平台与TI进行无缝协作
- One application for all communications with TI. 通过一个程序来简化与TI的沟通
- Supplier self-management of critical information. 对关键信息的自我管理
  - Company Information 公司信息
    - Name & Address 名字，地址
    - Tax ID information 税号信息
    - Banking information 银行账号信息
  - Account representation 账号代理
    - Sales 销售
    - Quality 质量
    - Accounts Payable 应付账款

Supplier Information Management (SIM)供应商信息管理

- Information Change Process 信息变更流程

Request Information Change

申请信息变更

启动变更过程。
更改公司简介。
更改日志更新

- Initiation of the change process.
- Change make to company profile.
- Change log is updated.

Submit Required Documents

文件上传

- **Examples:** New business registration questionnaire, tax documents, minority business questionnaire, etc.

比如：新业务注册的问卷填写、税务文件、少数族裔企业问卷等

Submit Change Request to TI

向TI上传变更申请

给 TI 的申请的详细信息。
将创建一个新 ID。
一旦请求完成，这些都将被删除。

- Details of request sent to TI.
- A new ID is created. This will be removed once request is complete.

TI to Approve or Reject

TI接受或拒绝

- Notifications will be sent to provide status of either response from TI
- Notification for rejections will contains detailed notes.

将会发送通知并告知TI任意人员的回复。
如果是拒绝，详细的拒绝信息也将会显示在通知中

Change Request Complete

更改完成

新的ID将会被删除

更新将会在公司简介中显示

- New ID number is removed.
- Changes are applied to company profile.

Supplier Information Management (SIM)供应商信息管理

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

采购到付款一站式门户使供应商能够维护其公司的关键信息。

Types of Accounts账户类型

- Order Accounts – determines who TI will place an order with

订单帐户 – 确定 TI 将向谁下订单

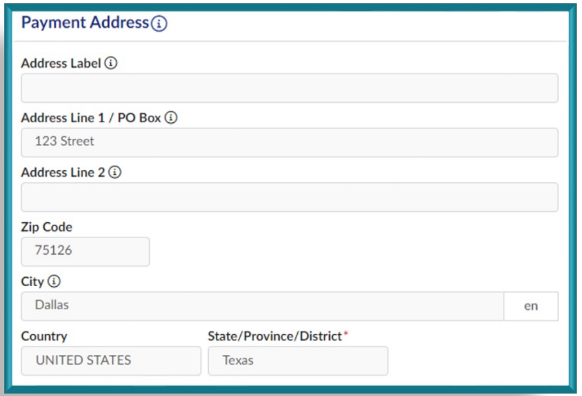
- Payment Accounts – determines where TI will make payments

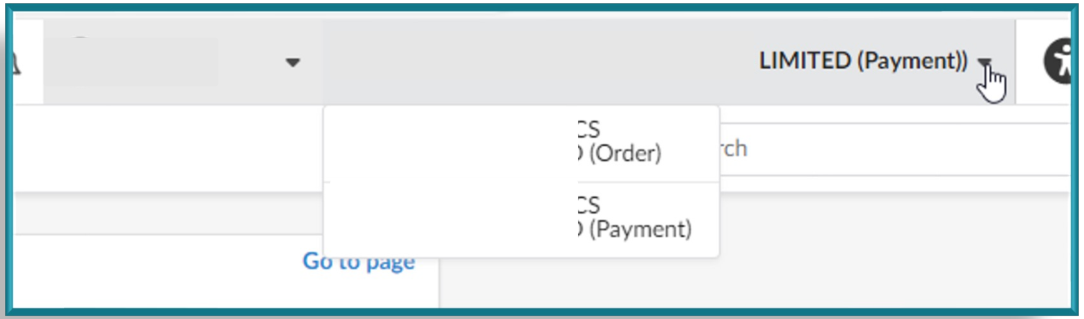
付款帐户 – 确定 TI 将在哪里进行付款

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

系统会为与 TI 合作所需的每种帐户类型分配一个不同的 ID 号。

You can determine the type of account by reviewing the title for the address section and my clicking your company's name in the top right corner of the screen.
您可以通过查看地址部分的标题以及在屏幕右上角单击公司名称来确定帐户类型。





Texas Instruments

Supplier Information Management (SIM)供应商信息管理

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

采购到付款一站式门户使供应商能够维护其公司的关键信息。

Types of Updates更新类型

- Company Name 公司名称
- Banking Data 银行账户信息
- Tax ID 税号
- Address 地址
- Phone Number 联系电话
- Contacts 联系人
- Certifications 相关资质认证

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

系统会为与 TI 合作所需的每种帐户类型分配一个不同的 ID 号。

Accessing the Portal

访问网站

[Link to Application](#)

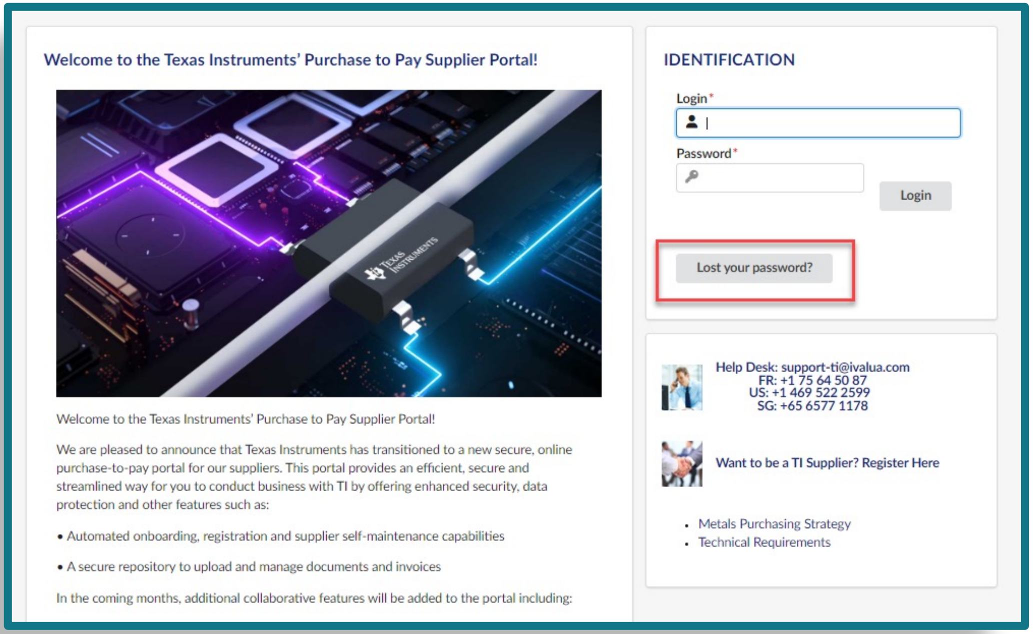
申请链接

(Please note this link will only be accessible *after* the portal is activated. TI will send out an email notice at that time.)请注意，该链接将在系统正式上线后生效，德州仪器会在系统上线时通过邮件通知。

Supplier Registration 供应商注册

- In order to access the system, you must complete the registration process.
- 为了访问系统，您必须完成注册过程。
- 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.
- 您将收到一封包含详细信息的电子邮件，指导您使用提供给 TI 的用户 ID/电子邮件地址创建密码。

- After accessing the application link, enter your email and CLICK Lost you password?
- 访问申请链接后，输入您的电子邮件并单击丢失密码
- Follow the instruction to set a password for your account.
- 按照说明为您的帐户设置密码。

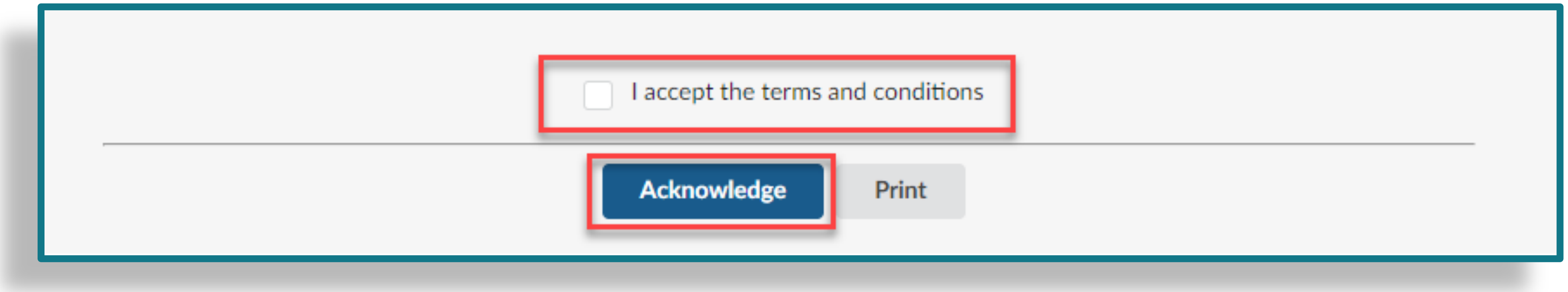


General Terms of Use 一般使用条款

- When logging into the system for the first time, you will be required to review and Accept the General Terms of Use.
- 首次登录系统时，您将需要查看并接受使用条款。
  - After reviewing, Select *I accept the terms and conditions*

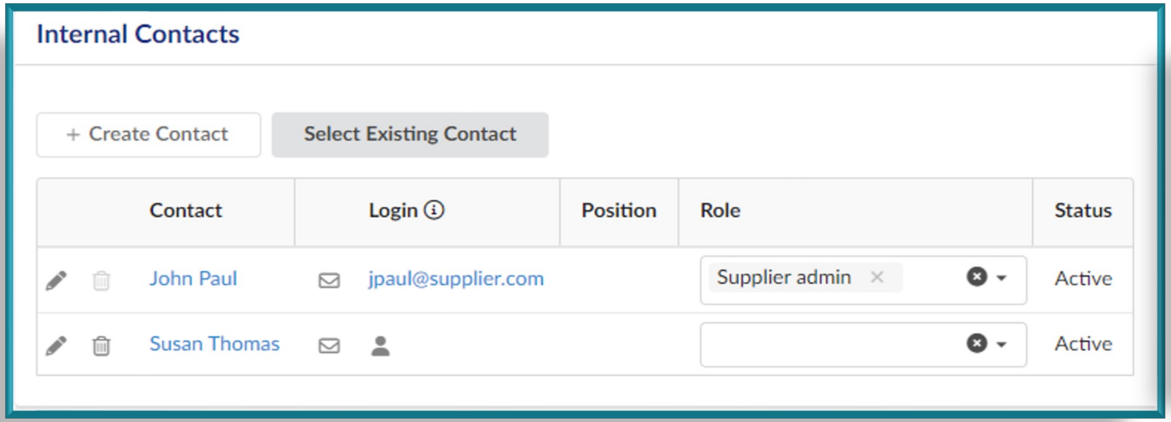
  查看后，选择我接受条款和条件
  - CLICK Acknowledge

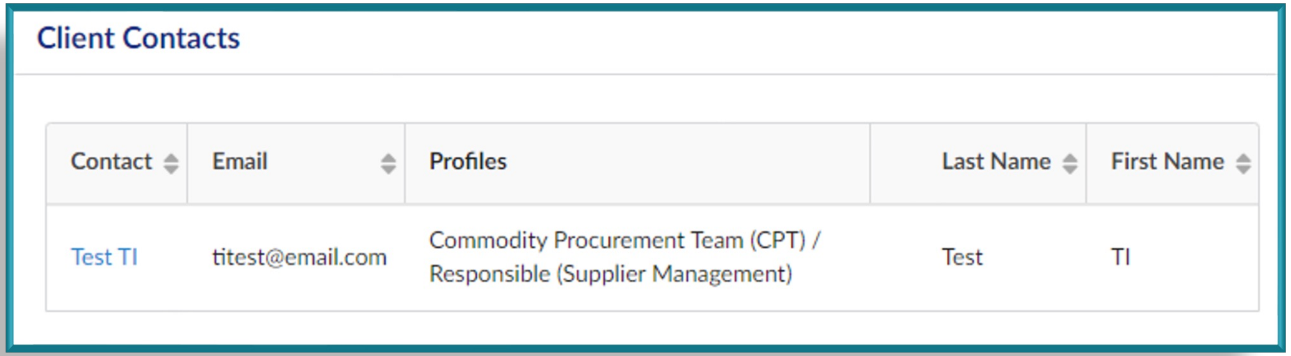
  单击确认



Additional Contacts 其他联系人

- As the registered contact for your company (Internal Contacts), you will receive all communications related to your company's relationship with TI.
- 作为贵公司的注册联系人（内部联系人）， 您将收到所有与贵公司相关的TI通信。
- If additional contacts are needed for your setup for your company, you can initiate the account setup process on the Contacts tab.
- 如果您的公司设置需要其他联系人， 您可以在“联系人”选项卡上启动帐户设置过程。
  - This will be covered in more detail later.
  - 稍后将对此进行更详细的介绍。
- Client Contacts will contain contact information for resources at TI.
- 客户联系人将包含贵司为TI提供人员的联系信息。



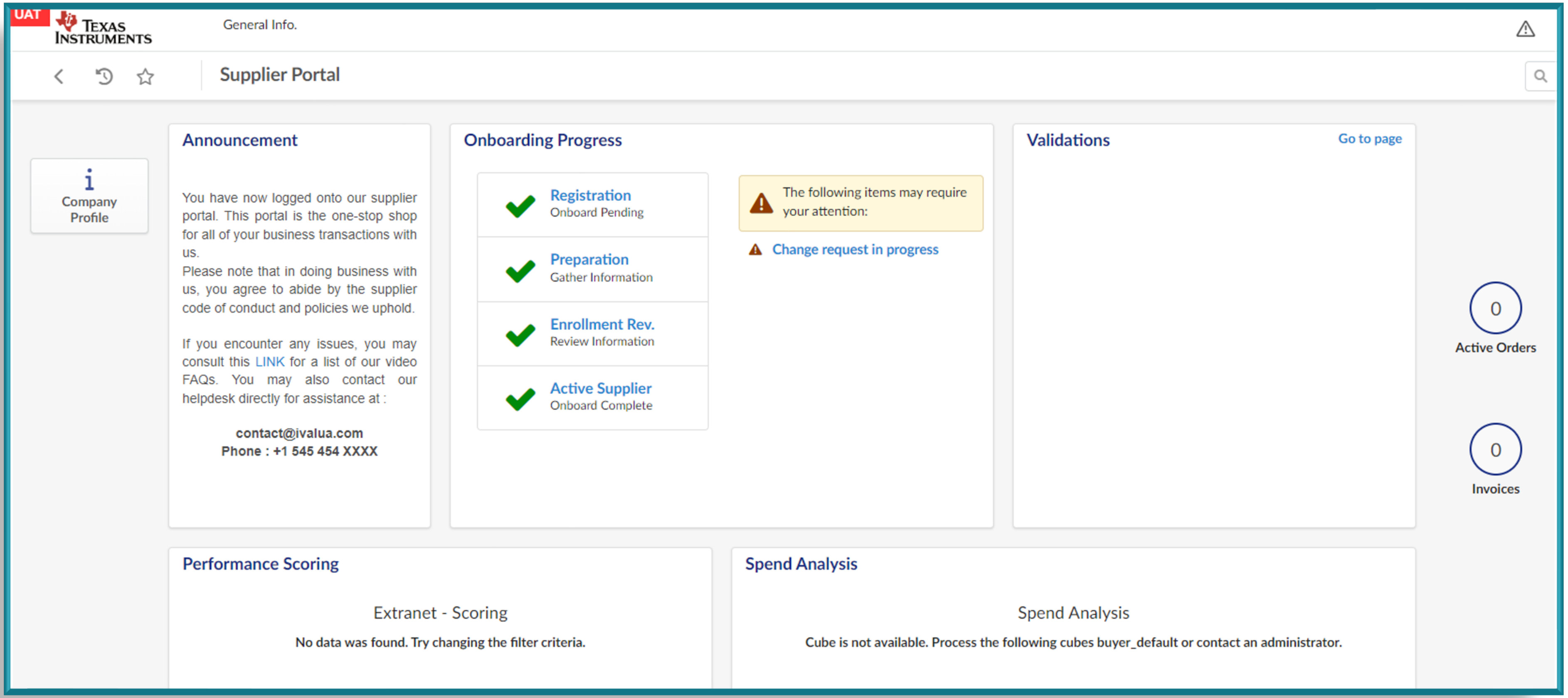


Navigating the Portal

浏览网站

Supplier Home Page 供应商主页

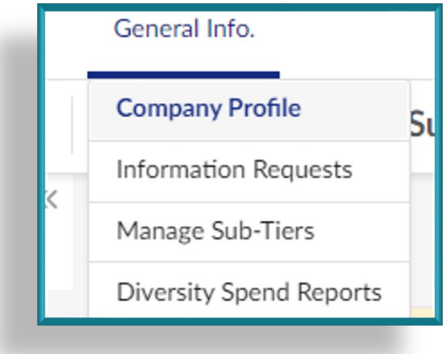
- After accessing the application, you will be automatically directed to your Supplier Portal.
- 访问该应用程序后，您将自动定向到您的供应商门户。



Supplier Home Page, continued 供应商主页

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

屏幕顶部的选项允许您查看贵司与 TI 相关的信息。



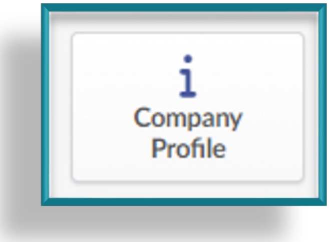
Menu Options 菜单选项:

- Company Profile – Your company's information
- 公司简介 – 您公司的信息
- Information Request – Documents provided to TI
- 信息请求 – 向 TI 提供的文件
- Manage Sub Tiers – Will not be used at this time
- 管理子层 – 目前不会使用
- Diversity Spend Reports – Will not be used at this time
- 多元化支出报告 – 目前不会使用

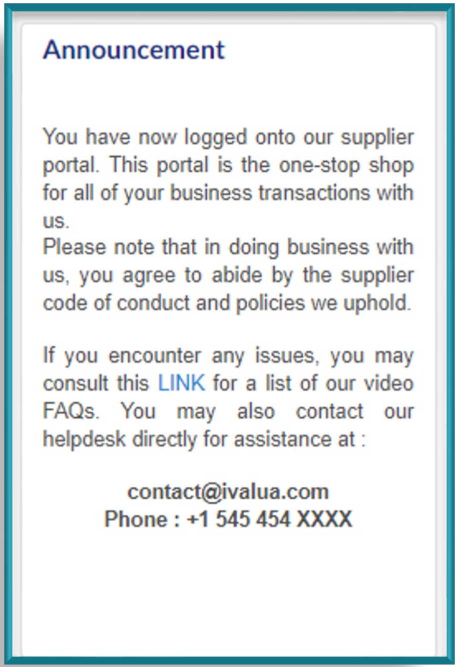
There is an additional options on left side of the screen.

屏幕左侧还有一个附加选项。

- Company Profile will take you to your company's information
- 公司简介将链接到您公司的信息



Supplier Home Page, continued 供应商主页



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

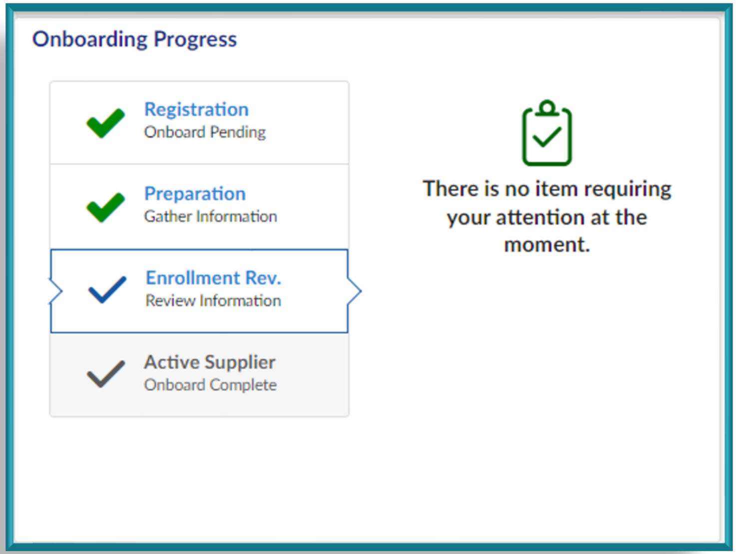
TI 将使用公告与所有供应商共享重要信息。

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

备案进度将显示贵司备案流程的状态以及变更请求的提醒

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

当备案完成后将显示4个绿色复选框

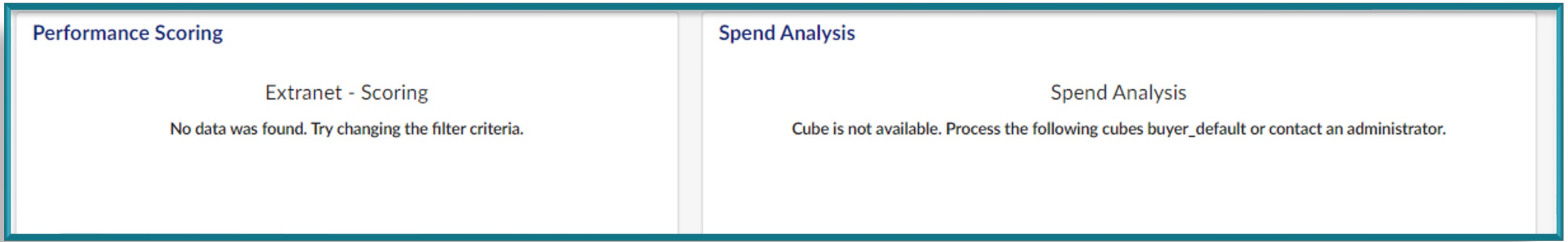


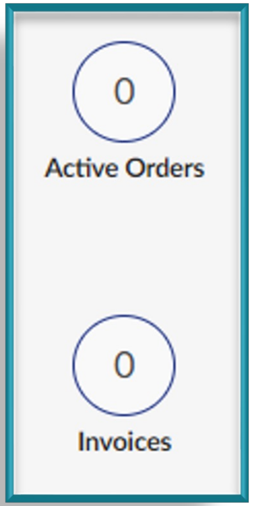
Validations will display records here when you have pending actions to complete.

当您有待完成的操作时，验证将在此处显示记录。

Supplier Home Page, cont. 供应商主页

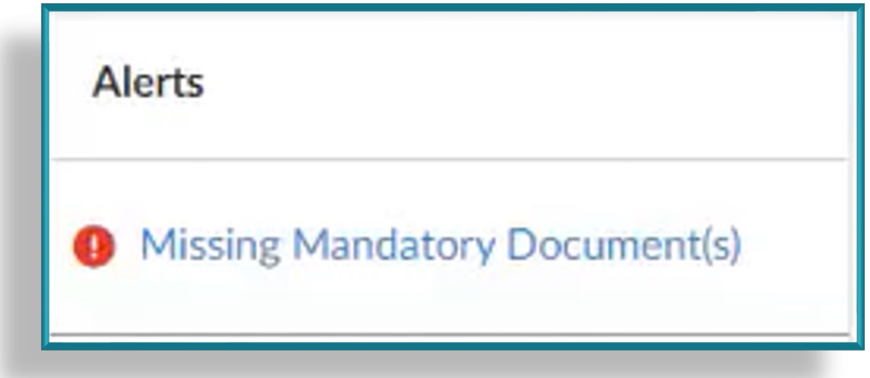
- The following dashboard are defaults but will not be used at this time.
- 以下仪表板是默认的，但目前不会使用。
  - Performance Scoring 表现评分
  - Spend Analysis 支出分析
  - Active Order 生效订单
  - Invoices 发票



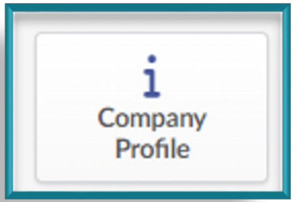


Alerts 提醒

- During the Onboarding or Change Request processes, you may see Alerts on the right side of the screen.
- 在注册或提交信息变更的过程中，你可能会在屏幕右侧看到提醒。
- Alerts will indicate what information is being required from TI.
- 提醒将提示TI所需信息。
- Clicking on each alert will take you to the screen where the data must be entered.
- 点击该提醒将带你进入必填信息缺失的地方。
- Complete the required information and Click Save.
- 完成信息添加并保存。



Company Information公司信息

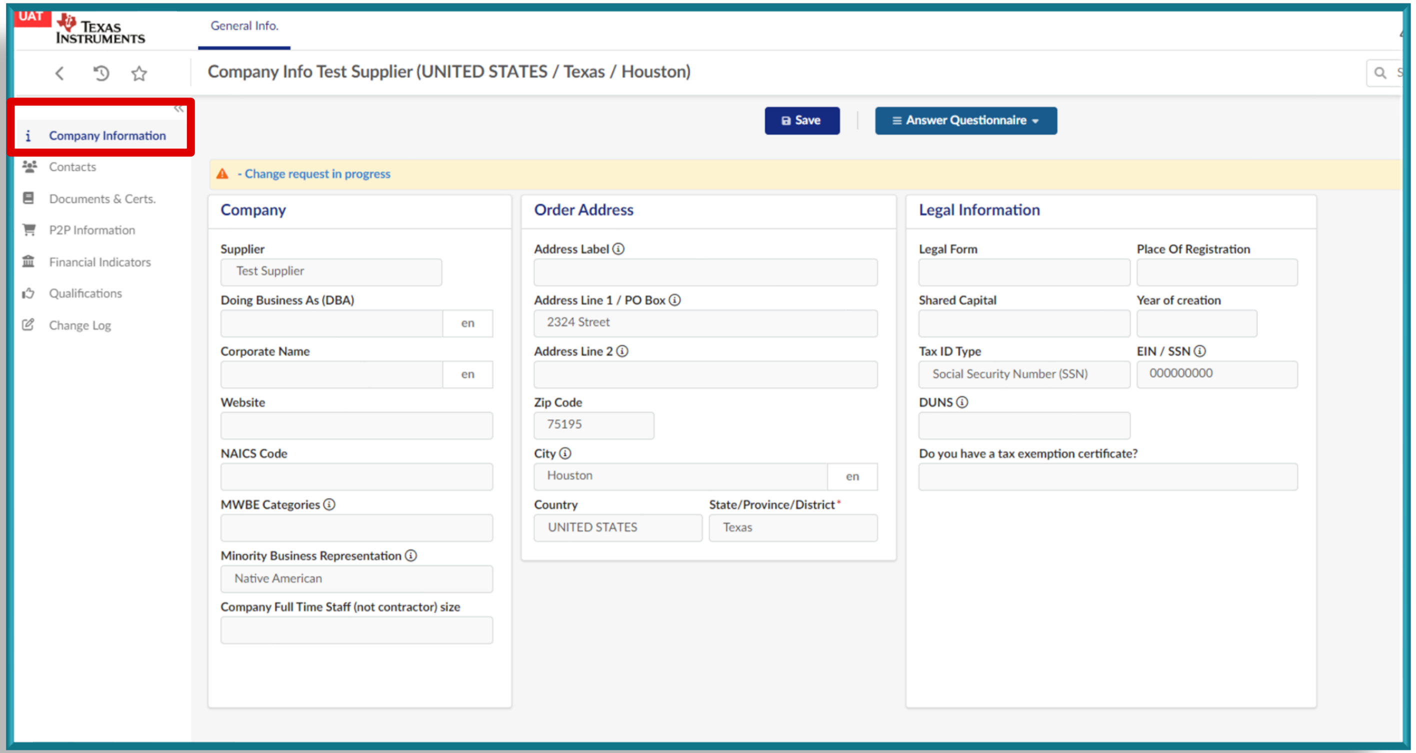


- Once you click Company Profile, you will be able to view your company’s information.
- 点击公司简介标签，可查看公司信息。

Information on this tab:

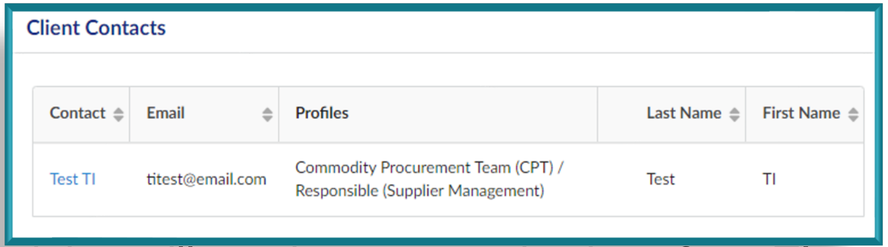
所含信息包括：

- Company Name
- 公司名称
- Order or Payment Address
- 订单及付款地址
- Minority Business Identifiers
- 少数族裔企业标识符
- Legal Information
- 法律信息

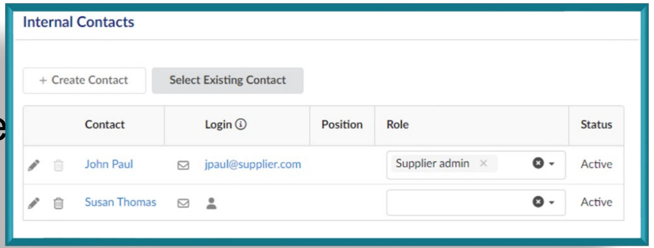


Contacts 联系人

- **Internal Contacts** – Provides a list of contacts for your company who should access the portal
- 内部联系人-记录贵司需要访问此门户网站的联系人清单



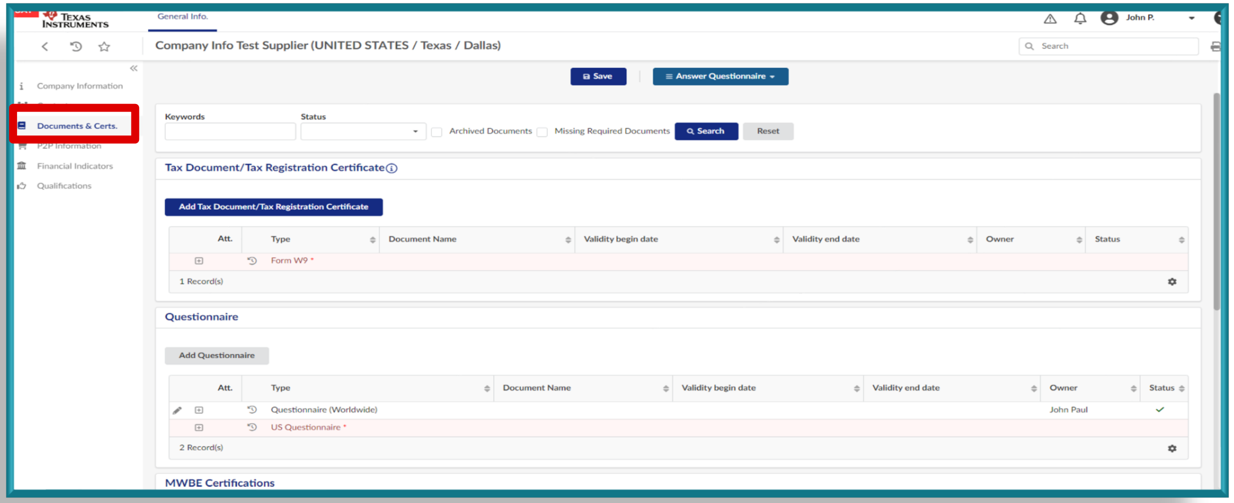
  - There are 3 primary types of contacts:
  - 联系人主要有3种类型：
    - **Supplier Admin** – The contact is required for all account types and that will receive communications from TI.
    - 供应商管理员-所有账户类型都需要设立该联系人，此账户将接收TI所有与贵司的沟通信息。
      - The initial contact for the supplier will be responsible for entering the additional contacts. Instructions provided later.
      - 供应商的初始联系人将负责其他联系人信息输入。稍后将提供进一步说明。.
    - **PO Recipient** – The contact is required for order accounts and will receive communication related to Purchase Orders
    - 采购订单联系人-该联系人作为采购订单联络人将会收到订单相关的信息。
    - **Accounts Receivable** – The contact is required for payment accounts and will re payment.
    - 应收账款负责人-该联系人作为应收账款联络人将会收到付款相关的信息。



- **Client Contacts** - Provides a list of contacts from TI who can be contacted with any questions related to your supplier profile.
- 客户联系方式-提供 TI 的联系人列表，如有任何与贵司资料相关的问题，可以联系这些联系人。

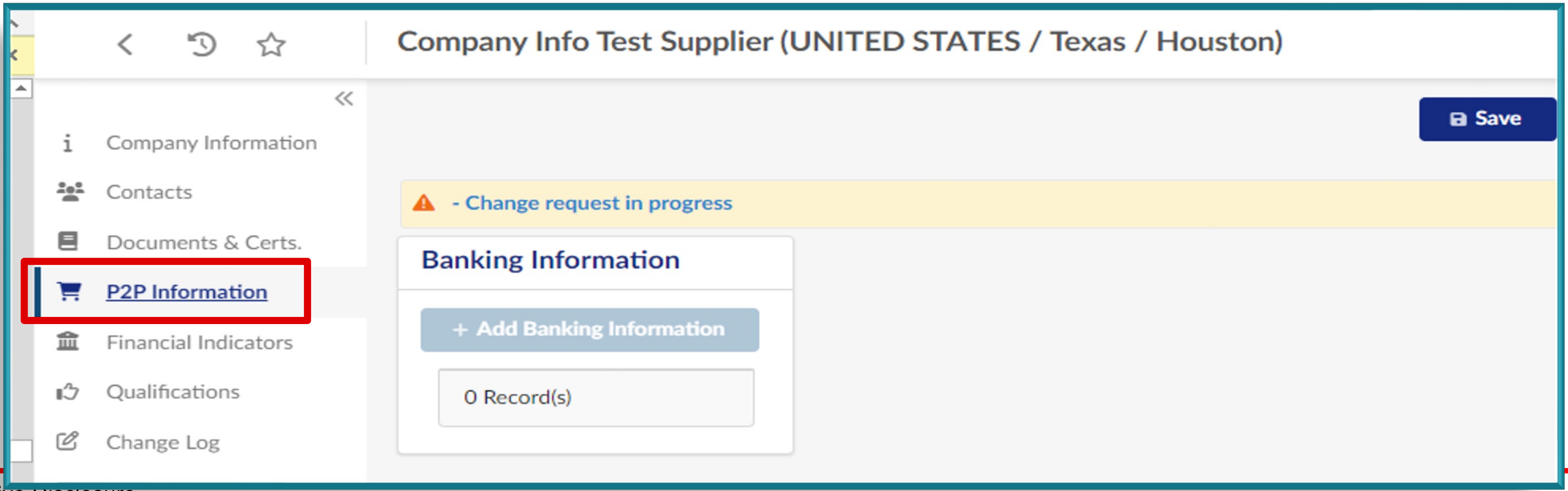
Documents & Certs 文件及证书

- Will store all documents and certifications for your company.
- 系统将记录贵司所有文件及证书。
- There will be Questionnaires that must be completed as part of the onboarding process
- 完成问卷调查， 以便注册程序顺利完成。
  - Note: Red items indicates the document have not been submitted.
  - 注意：标红项表示文件尚未提交。



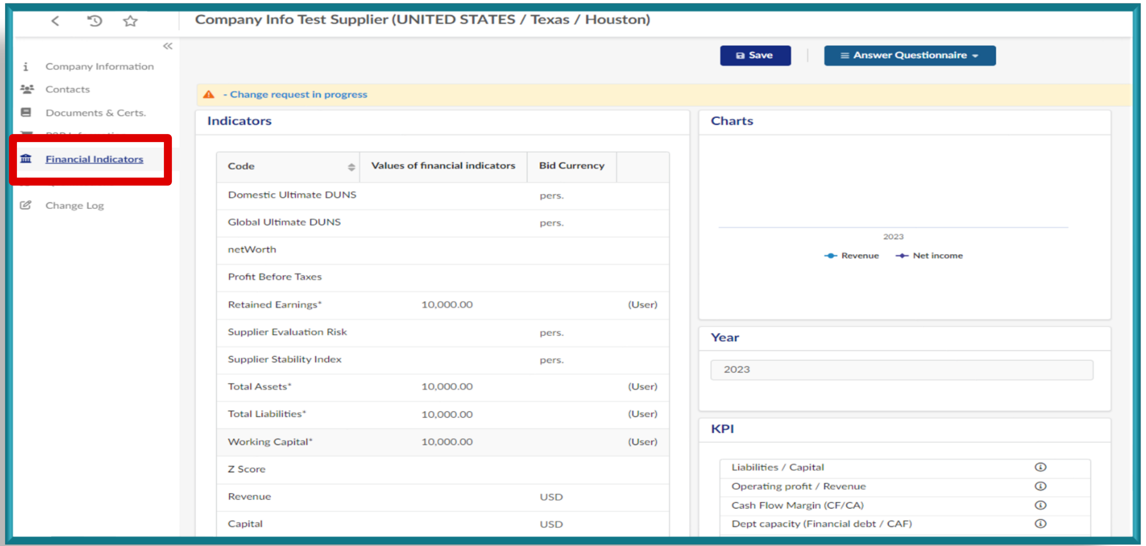
P2P Information 购买支付信息

- P2P Information tab is used to store and update your Banking Information.
- P2P信息栏位用于储存和更新贵司银行信息。
  - This is only applicable to Payment accounts.
  - 仅适用于付款账户。
  - Only one bank account can be linked to a payment account.
  - 一个付款账户只能关联一个银行账户。



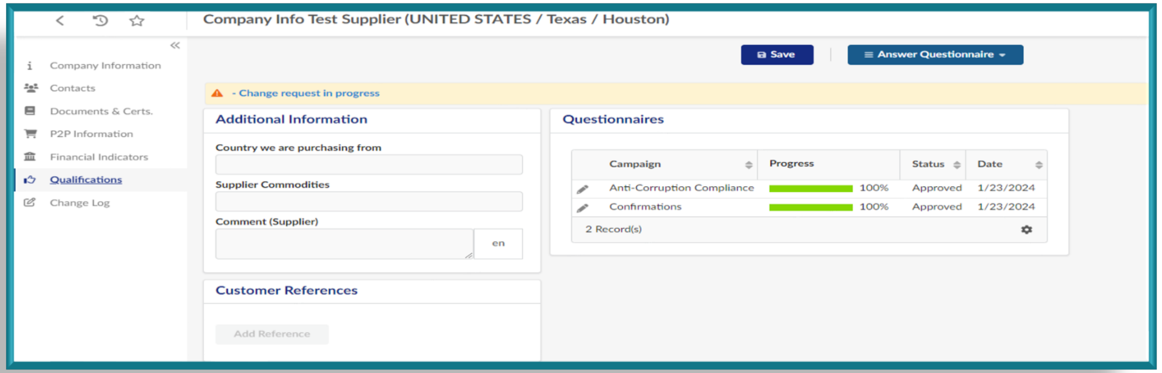
Financial Indicators 财务指标

- This tab will show financial information provided by Dunn & Bradstreet.
- 此栏位将显示 Dunn & Bradstreet 提供的财务信息
  - If financial information is not returned from Dunn & Bradstreet, you will be required to complete a Financial Questionnaire.
  - 如果 Dunn & Bradstreet 未返回财务信息，您将需要填写财务调查问卷。
- Financial Indicators are only needed for order accounts.
- 仅订单账户需要财务指标。
- Your Z-Score will be displayed
- 贵司财务状况信息将在此栏位进行显示



Qualifications 认证

- Qualifications will provide a list of Questionnaires that have been submitted to TI.
- 认证系统将提供已提交TI 的调查问卷。
- You can also answer Questionnaires from this tab using the Answer Questionnaire button.
- 您还可以使用“回答问卷”按钮从此选项卡回答问卷。
  - Begin Dates for Questionnaire cannot be in the future.问卷起始时间不能在将来。
- After a questionnaire has been saved, use the Edit (Pencil Icon) to view the answers.
- 保存调查问卷后，使用编辑（铅笔图标）查看答案。
  - **After a questionnaire is saved, it cannot be changed.** A change request is required to complete a new questionnaire.
  - 调查问卷保存后将无法更改。需要提交变更请求才能完成新的调查问卷。



Change Log 变更日志

- Provides log of Change request submitted for your company
- 记录贵司变更请求日志。
  - You can use this tab to monitor the status of your change request
  - 您可以使用此选项卡来监控变更请求的状态。

Change request

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)

Supplier Self Service Maintenance

供应商信息自助维护

Maintaining your Data

维护您的数据

Change Request vs New Account Setup 变更需求 vs 新账户注册

Change Request

变更需求

- There are many types of changes that can be performed:
- 可实现多种类的变更
  - Company Name 公司名称变更
  - Banking Data 银行信息变更
  - Tax ID 税号变更
  - Phone Number 电话号码变更
  - Address 地址变更
  - Contact 联系人变更
  - New Document or Certifications 文件及证书变更

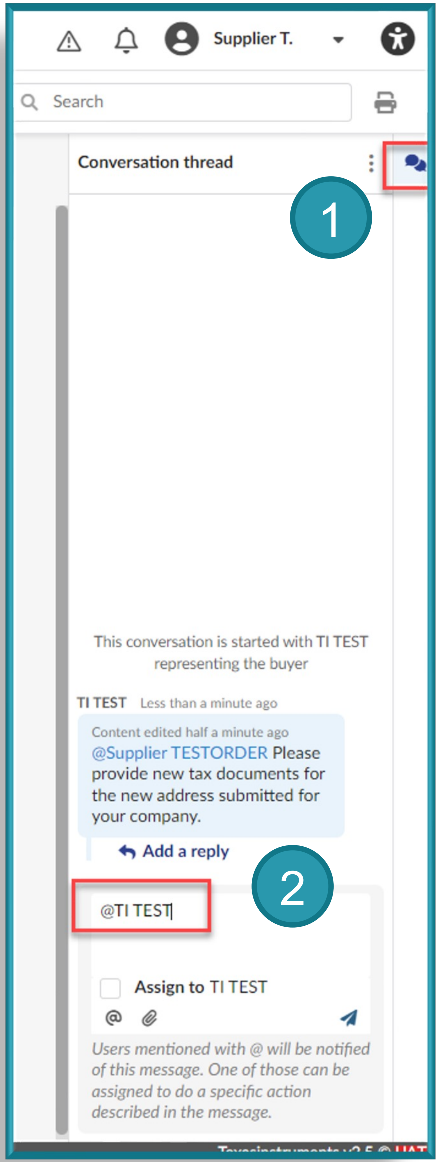
New Account Setup

新账户注册

- However, if you need to change both your **company name** and **tax ID** you will need to setup a new account.
- 若贵司需要同时变更公司名称和税号，将不能按照变更需求处理，此时应选择新账户注册。
  - You must also request to deactivate the account that is no longer valid.
  - 贵司必须申请停用不再有效的帐户。
- If you attempt to submit this type of change request, the system will cancel the request and direct you to contact TI to start new request.
- 如果您尝试提交此类变更请求，系统将取消该请求并引导您联系 TI 联络人以发起新的注册请求。

Portal Conversation 网站对话功能

- TI will use Conversations to communicate information to you.
- TI 将使用网站中对话功能来与您沟通
  - Conversations will take the place of using email to ask questions or respond to request from TI.任何提问或者对TI需求的回复， 都将采用对话功能取代现在的电子邮件。
    - *Example:* Sharing what documents are required for the address change for your company.例如： 分享贵司地址变更所需的文件
  - Conversations can be found on the right side of the screen.对话功能可以在屏幕右侧找到 1
  - It is importation to use “@name” to tag the TI contact you are trying to reach or respond to.请务必使用“@姓名”来标记您尝试联系或回复的 TI 联系人。2



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Supplier Self Service Maintenance

供应商信息自助维护

Company Information Changes

公司信息变更

Company Information Change 公司信息变更

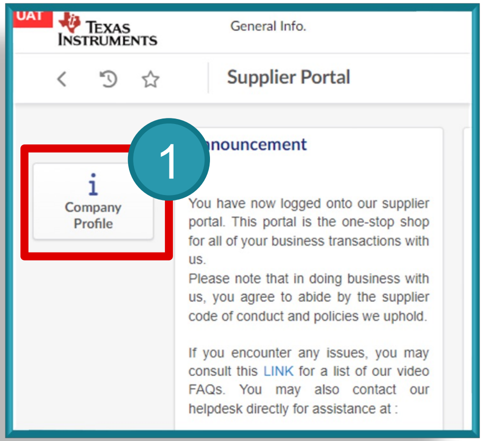
- Types of Information Changes:信息变更类型:
  - Company Name公司名称
  - Address地址
  - Tax ID/SSN税号（纳税人识别号）
  - Minority Business Indicator 少数民族裔业务标记
  - Doing Business As (DBA) Information 经营别称

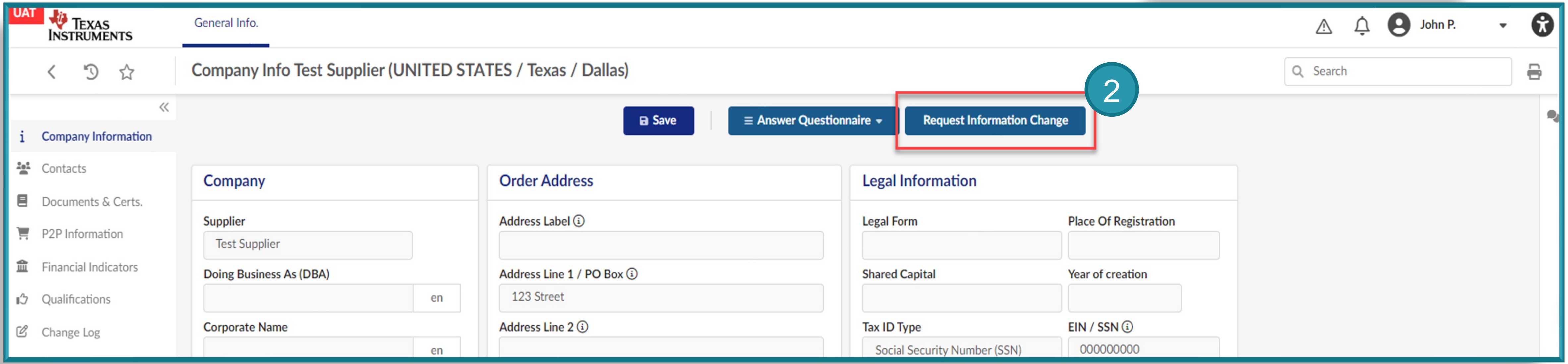
- The following slides will share two examples of Information Change Request: Address Change and Tax ID Change
- 以下幻灯片将分享信息变更请求的两个示例：地址变更和税号变更

Address Change 地址变更

Step 1: Click Company Profile from the Supplier Portal home page.
第 1 步：从供应商门户主页单击“公司简介”/“Company Profile”。

Step 2: Click Request Information Change
第 2 步：单击“请求信息更改”/“Request Information Change”





Address Change 地址变更

Step 3: Select a Change Request Type

第3步：选择变更请求类型

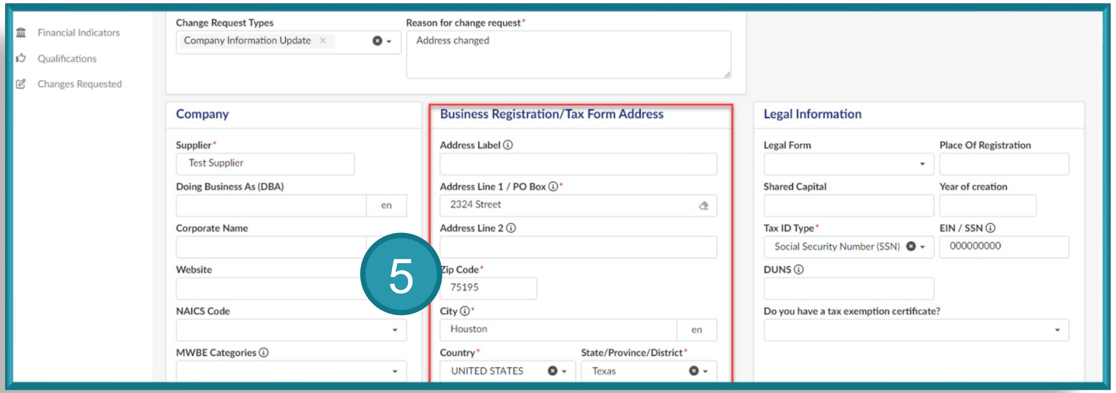
– Change Request Type is used for reporting purposed only. It will not drive any functionality in the system.变更请求类型仅用于报告目的。它不会驱动系统中的任何功能。

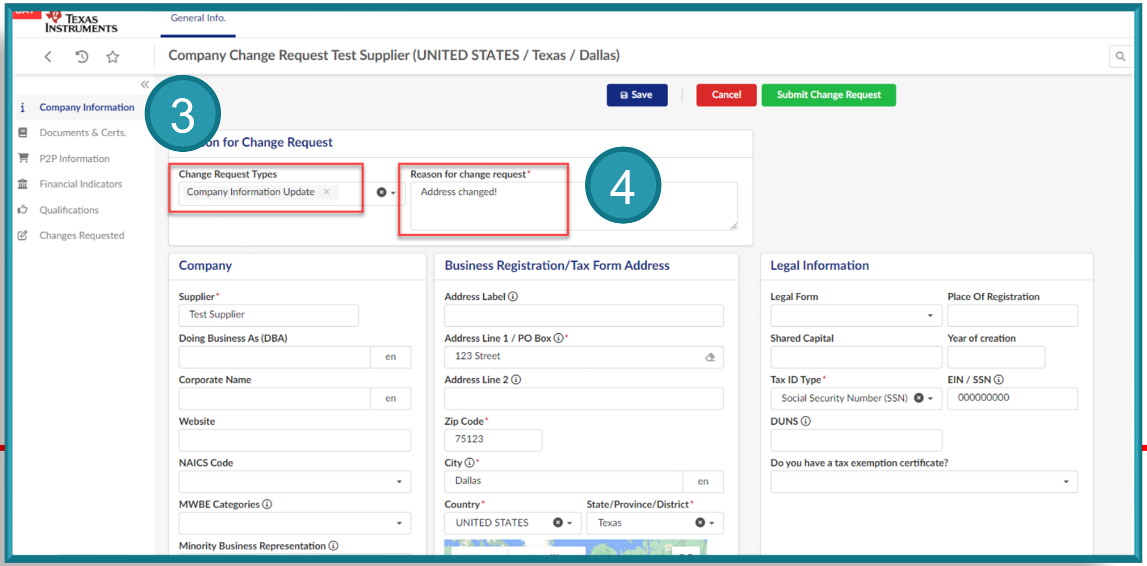
Step 4: Enter a Reason for change request

第4步：输入变更请求的原因

Step 5: Update address

第5步：更新地址





Address Change 地址变更

Once you address information has been updated:您的地址变更后:

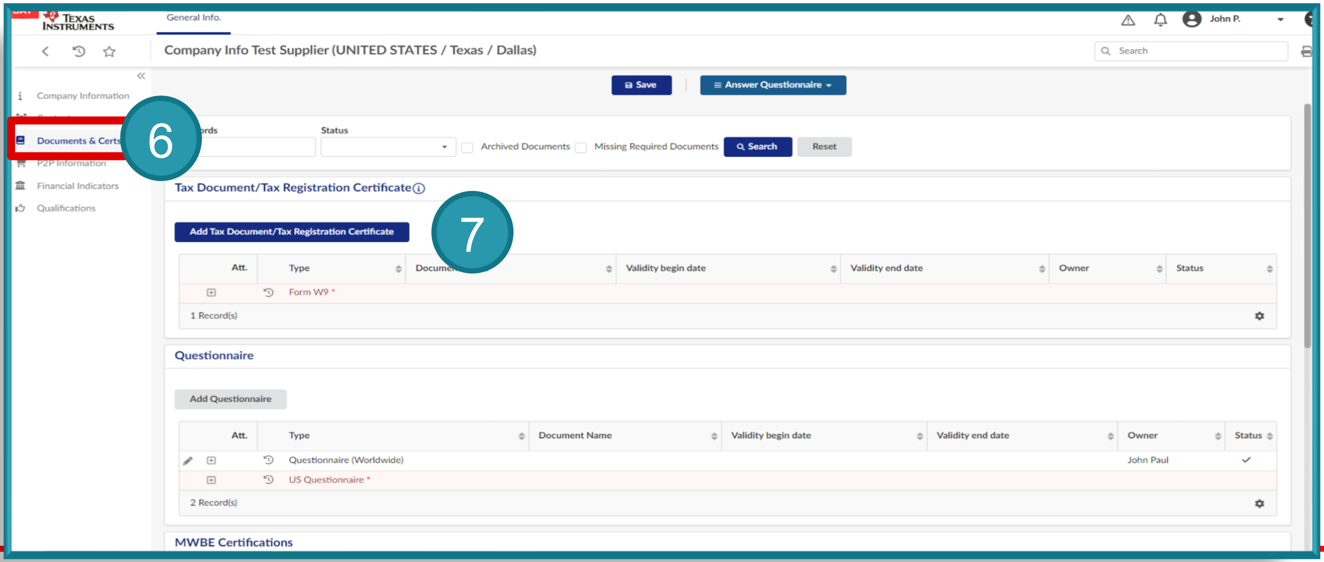
Step 6: CLICK the Documents & Certs tab

第6步: 单击“资料和证书”选项

Step 7: Provide updated business registration and Tax documents

第7步：提供更新的商业登记和税务文件

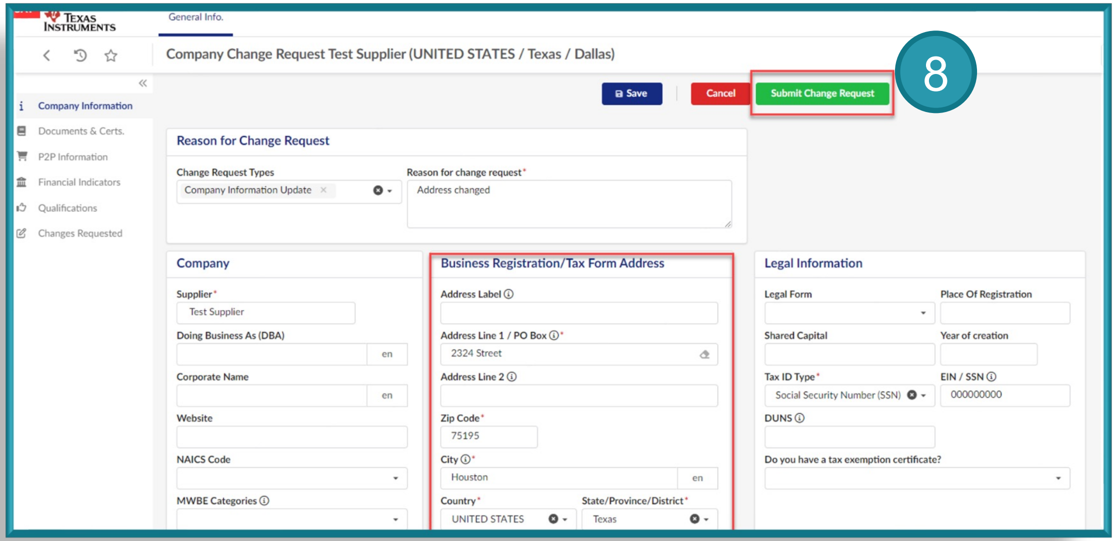
If you have questions about what information is required, please use conversations to reach your contact at TI.如果您对需要哪些信息有疑问，请通过对话(Conversation)联系您在 TI 的联系人。



Address Change 地址变更

Step 8: Click Submit Change Request

第8步：单击“提交更改请求”



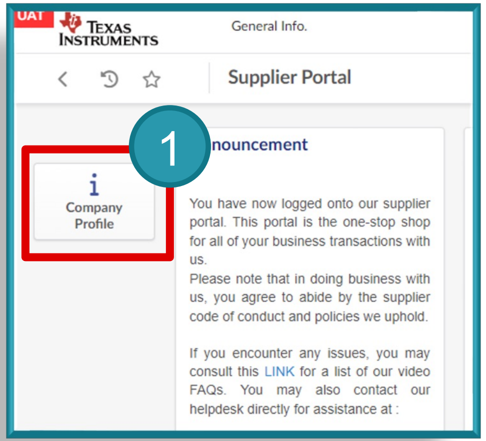
Once your request is submitted, TI will review and approve/reject this change request. Any additional information will be shared using Conversations.

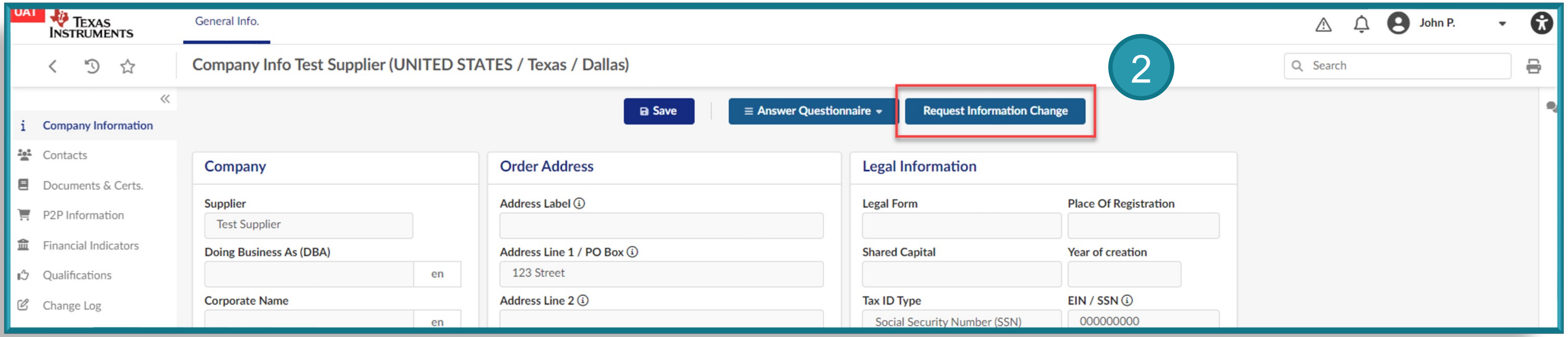
提交请求后，TI 将审核并批准/拒绝此变更请求。任何其他信息都将通过对话(Conversation)进行共享。

Tax ID Change 税号变更

Step 1: CLICK Company Profile from the Supplier Portal home page.
第 1 步：从供应商门户主页单击“公司简介”

Step 2: CLICK Request Information Change
第 2 步：单击“请求信息更改”





Tax ID Change 税号变更

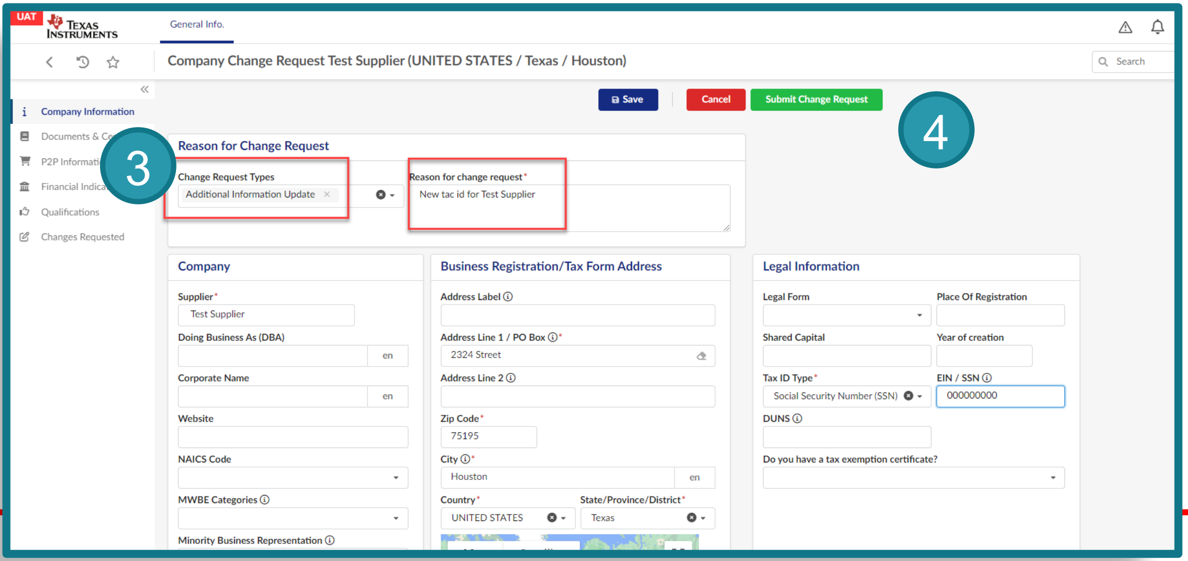
Step 3: Select a Change Request Type

第3步：选择变更请求类型

- Change Request Type is used for reporting purposed only. It will not drive any functionality in the system.
- 更改请求类型仅用于报告目的。它不会驱动系统中的任何功能。

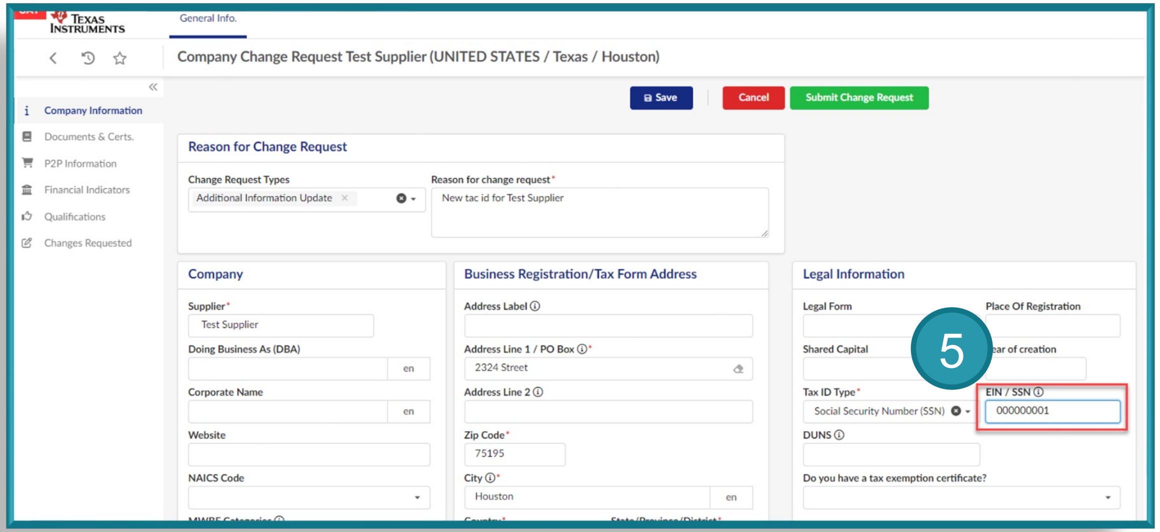
Step 4: Enter a Reason for change request

第4步：输入变更请求的原因



Step 5: Update Tax ID

第5步：更新税号



Tax ID Change 税号变更

Once your address information has been updated:您的税号变更后:

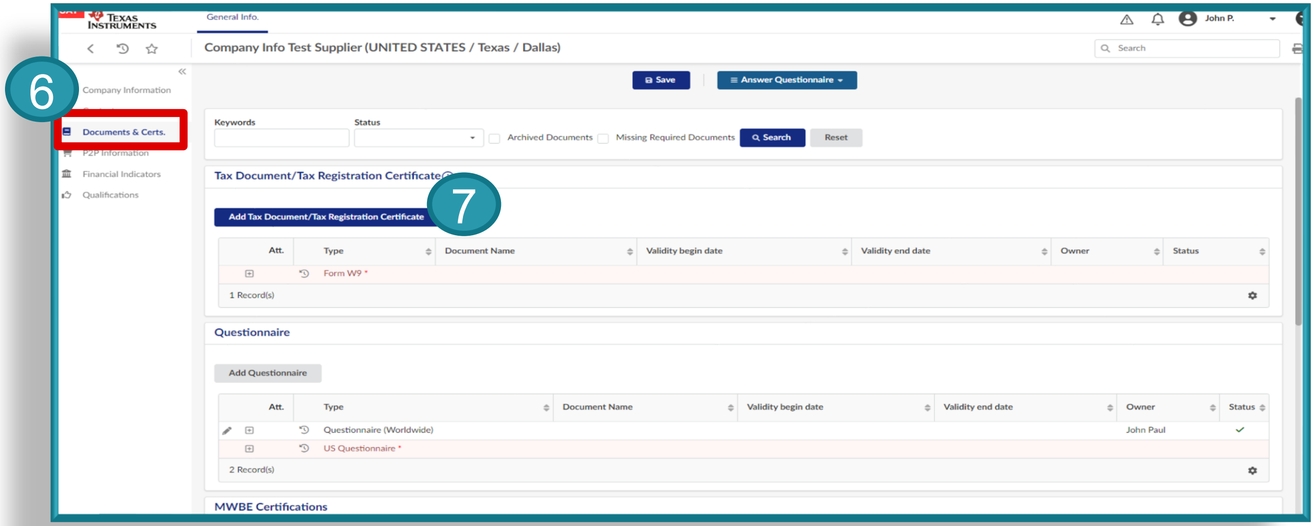
Step 6: CLICK the Documents & Certs tab

第6步: 单击“资料和证书” 选项

Step 7: Provide new Tax documents

第7步 ：提供新的税务资料

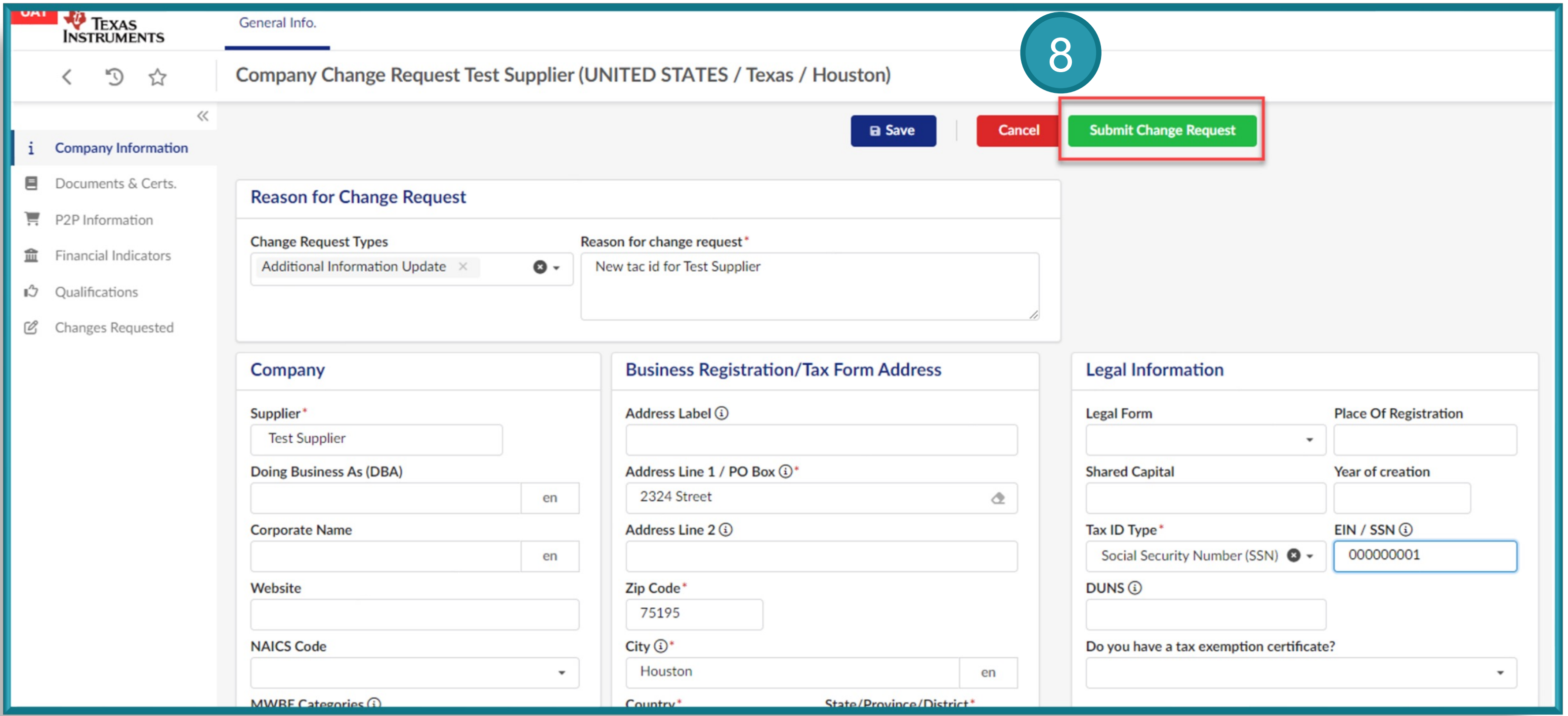
If you have questions about what information is required, please use conversations to reach your contact at TI.如果您对需要哪些信息有疑问，请通过对话(Conversation)联系您在 TI 的联系人。



Tax ID Change 税号变更

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

  第8步: 点击提交修改的需求



Once your request is submitted, TI will review and determine what new tax documents must be provided. This information will be shared using Conversations. 一旦需求提交完成，TI将审核和决定哪一份税务文件必须被提交，该信息将通过对话功能被分享。

Supplier Self Service Maintenance

供应商信息自助维护

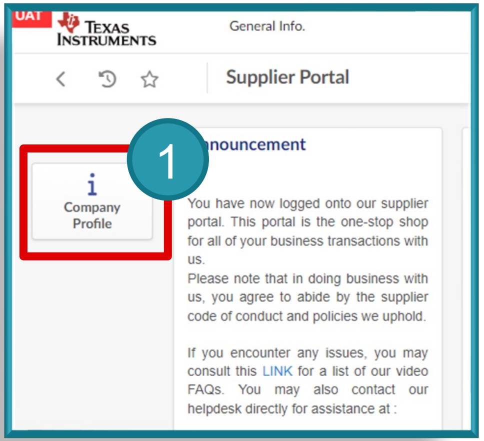
Contacts

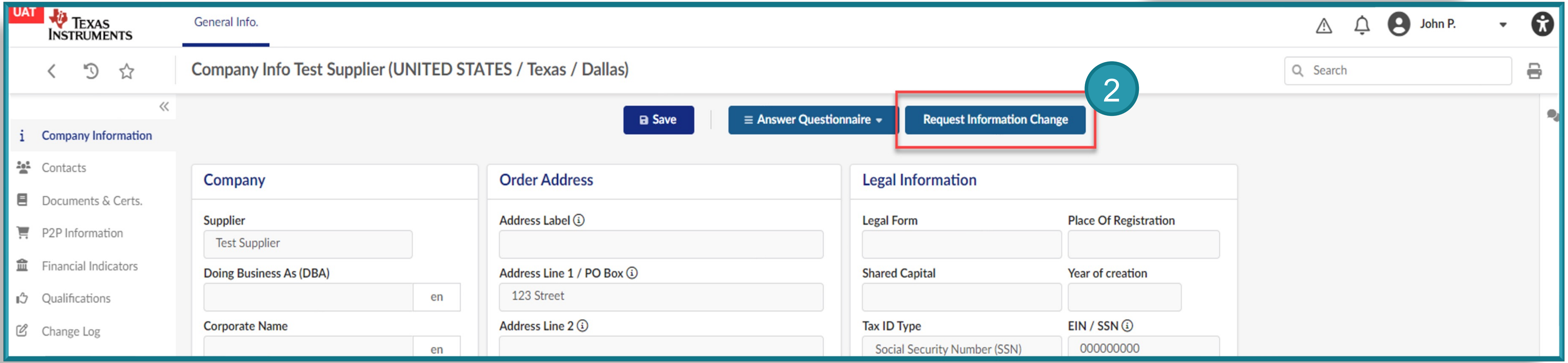
联系方式

Create a New Contact 创建新的联系方式

Step 1: Click Company Profile from the Supplier Portal home page.
第1步：从供应商主页，点击 “公司主页” 按钮

Step 2: Click Request Information Change
第2步：点击 “修改信息”按钮





TEXAS INSTRUMENTS

Create a New Contact 创建新的联系方式

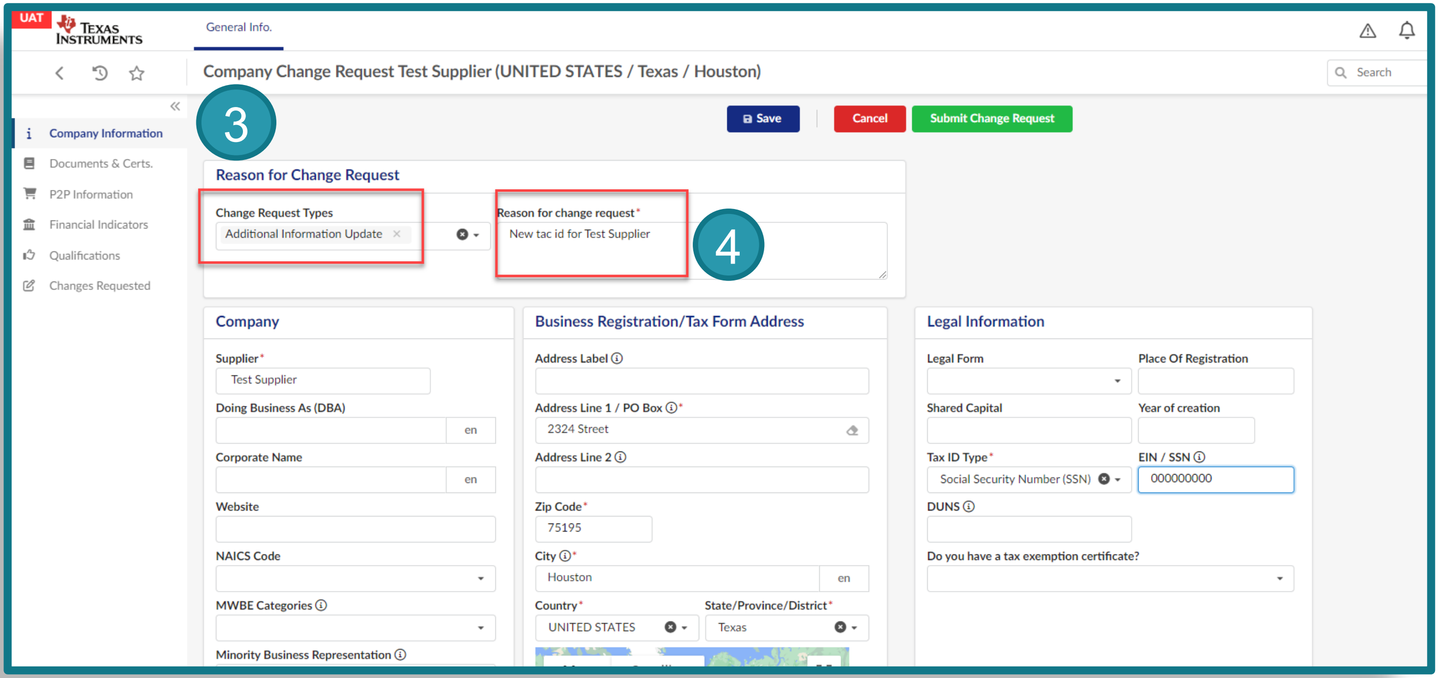
Step 3: Select a Change Request Type

第3步: 选择所要修改信息的类型

- Change Request Type is used for reporting purposed only. It will not drive any functionality in the system. 选择所要修改信息的类型仅仅被用于报告的目的， 不会对系统有任何功能性改变

Step 4: Enter a Reason for change request

第4步: 输入需要修改信息的原因

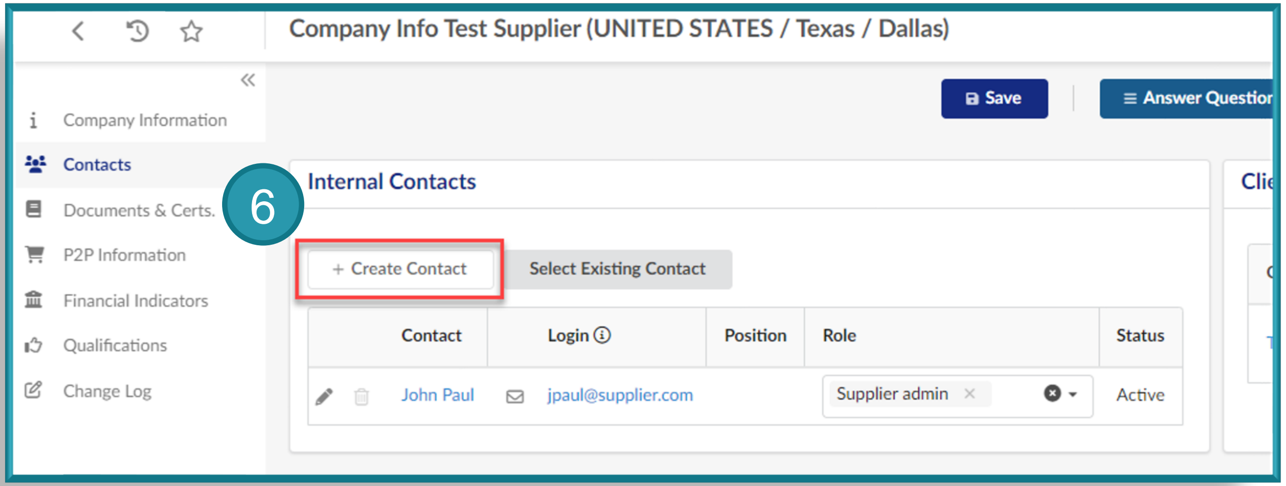


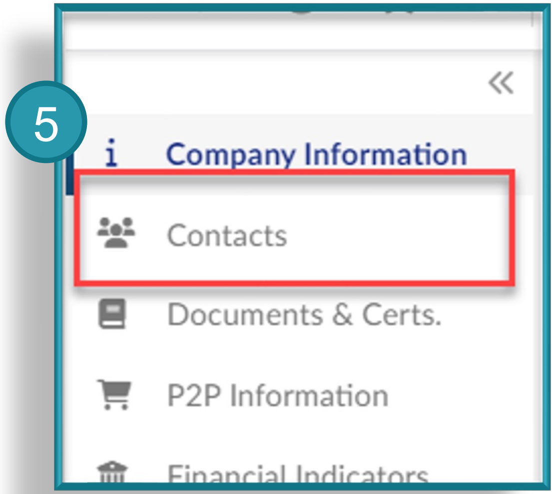
Create a New Contact 创建新的联系方式

- Contacts should be maintained to ensure TI has an active party to reach out to when needed. 应当填写有效的联系方式， 以确保德州仪器在需要时可以顺利联系到您。

Step 5: CLICK the Contacts tab on the left side of the screen
第5步：点击屏幕左侧的“联系方式”

Step 6: CLICK Create Contact
第6步：点击“创建联系方式”





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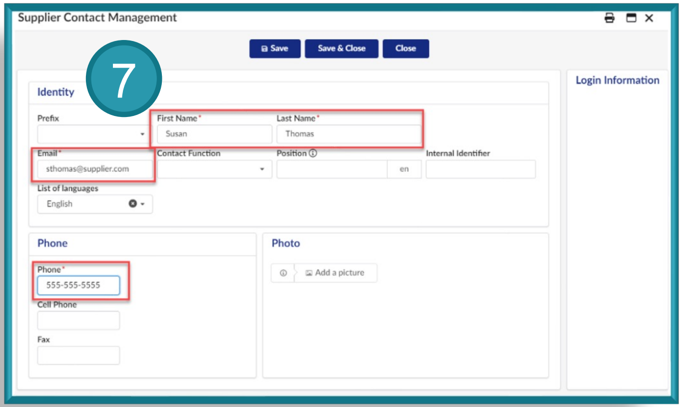
Create a New Contact 创建新的联系方式

Step 7: Enter the required details:
第7步: 输入必要细节信息

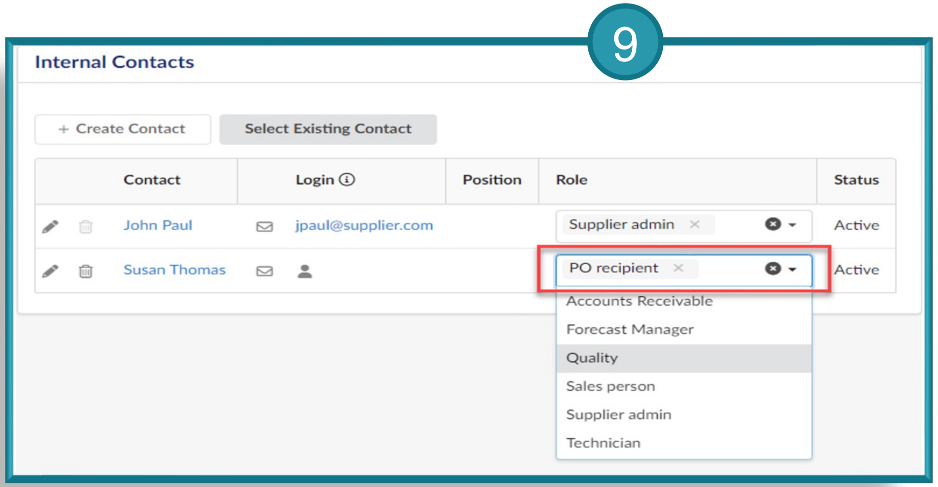
- First Name 名
- Last Name 姓
- Email 邮箱
- Phone 电话



Step 8: CLICK Save and Close
第8步: 点击保存和关闭

Step 9: Select a Role for the contact
第9步 ：选择联系方式的角色

- PO Recipient – Required for order accounts to identify who will receive communications related to Purchase Orders
  订单接收者 - 订单帐户需要确定谁将收到与采购订单相关的通知
- Accounts Receivable – Required for payment accounts to identify who will receive information related to payments
  应收账款 - 需要识别谁将收到与付款相关的信息
- Other contacts are optional
  设置其他联系方式作为备选项

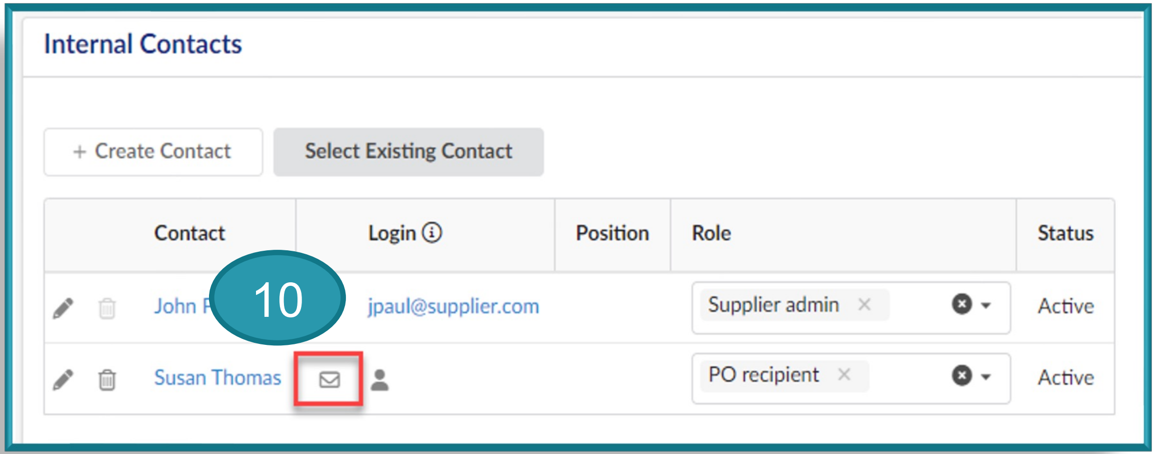


TEXAS INSTRUMENTS

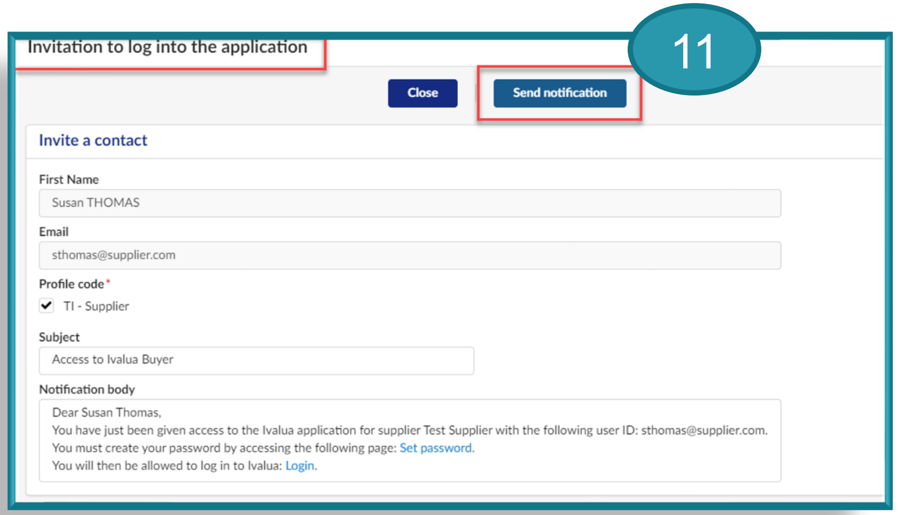
Create a New Contact 创建新的联系方式

- After creating the contact and assigning a role, you must invite the contact to register.
- 创建联系人并分配角色后，您必须邀请联系人注册

Step 10: CLICK the envelope to send the registration invitation email to the additional contacts.
第10步：点击信封，将注册邀请电子邮件发送给其他联系人。



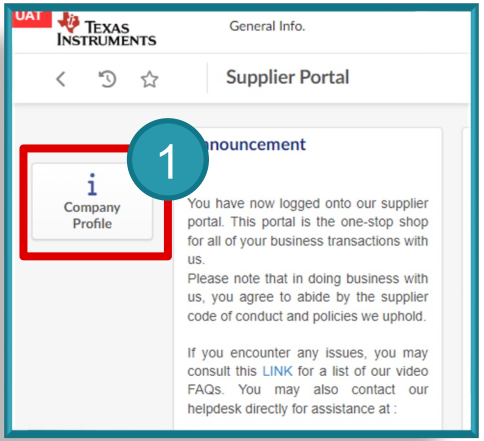
Step 11: On the Invitation to log into the application window, CLICK Send Notification
第 11 步：在“邀请登录应用程序”窗口中，单击“发送通知”



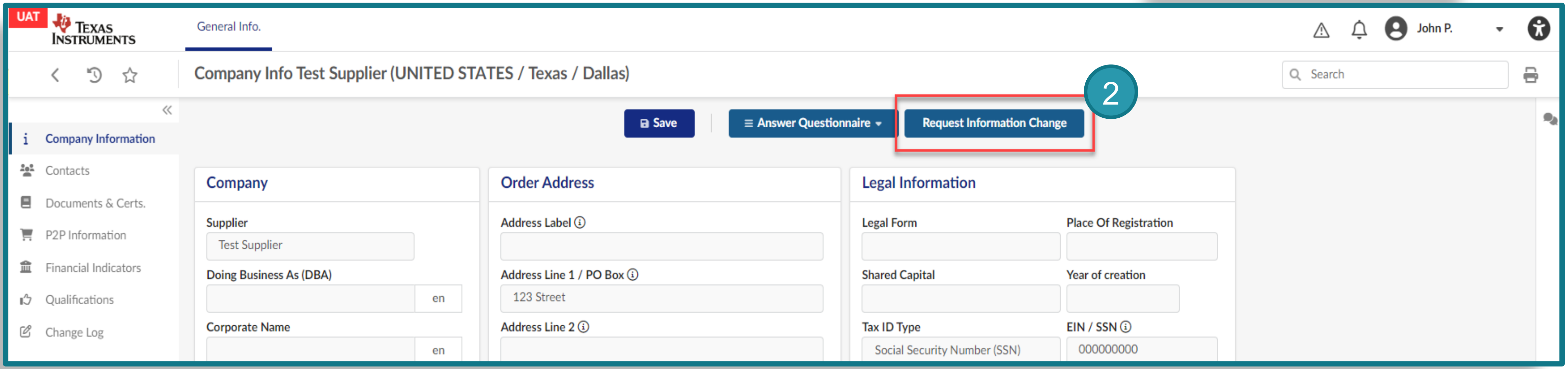
The contact will receive the email needed to create a password for their account. 联系人将收到为其帐户创建密码所需的电子邮件。

Edit or Delete a Contact 修改或删除联系方式

Step 1: Click Company Profile from the Supplier Portal home page.
第 1 步: 从供应商主页单击公司简介。



Step 2: Click Request Information Change
第 2 步: 单击“请求信息更改”。



Edit or Delete a Contact 修改或删除联系方式

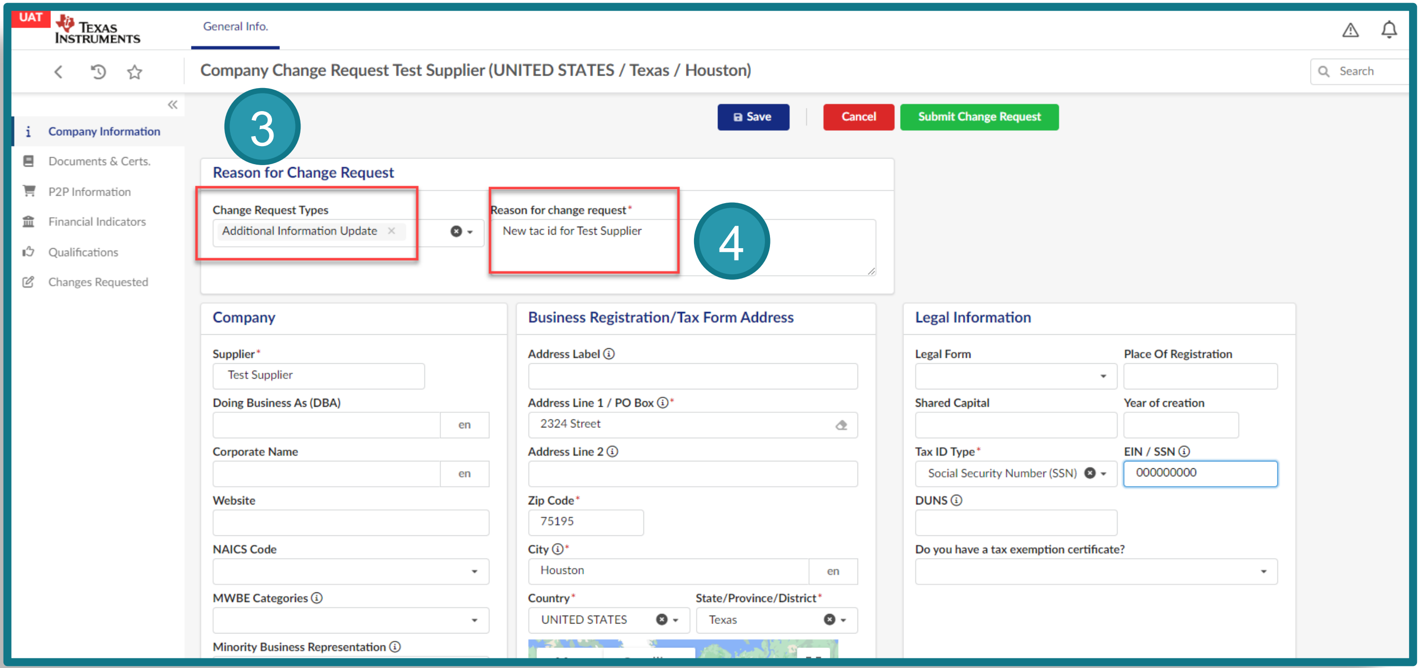
Step 3: Select a Change Request Type

第 3 步: 选择变更请求类型

– Change Request Type is used for reporting purposed only. It will not drive any functionality in the system. 更改请求类型仅用于报告目的, 它不会驱动系统中的任何功能。

Step 4: Enter a Reason for change request

第 4 步: 输入变更请求的原因



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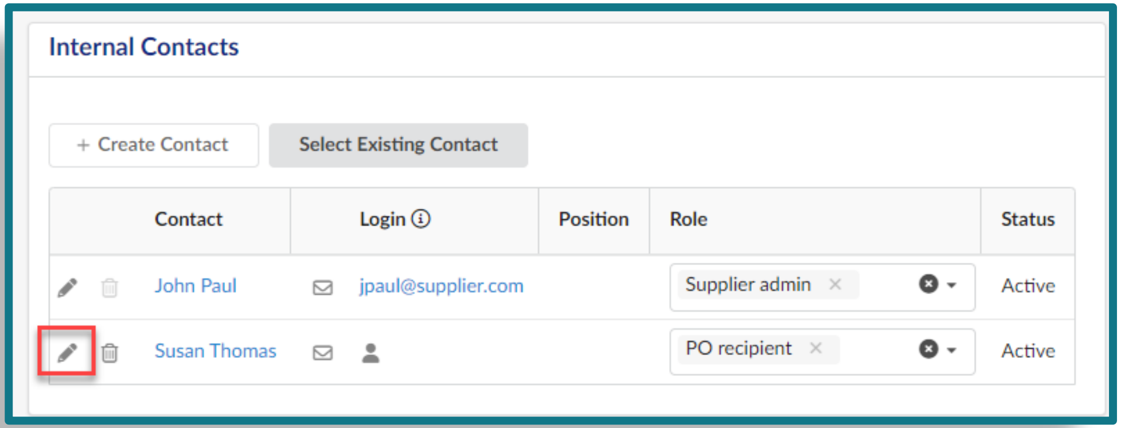
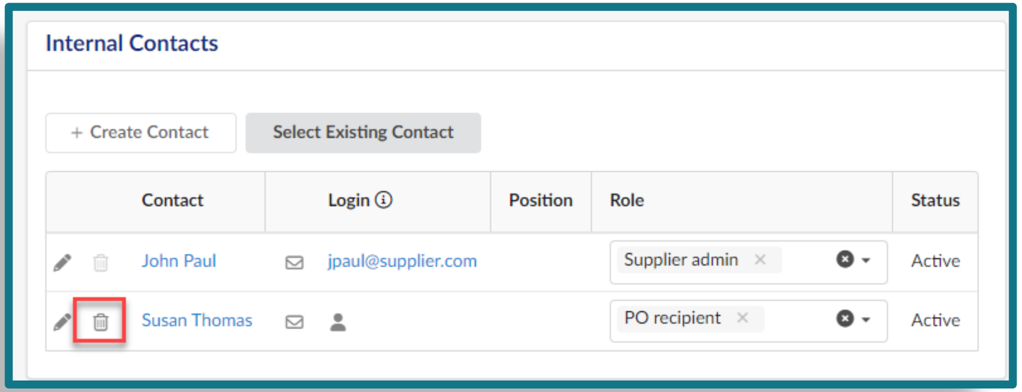
Edit or Delete a Contact 修改或删除联系方式

- To Edit an existing contact, CLICK Edit (Pencil Icon) 编辑现有联系人, 请单击“编辑”按钮 (铅笔图标)
  - Examples of changes would be last name, email or phone number. 更改的示例包括姓氏、电子邮件或电话号码



- To Delete a contact CLICK Delete (Trash Can Icon). 要删除联系人, 请单击“删除”按钮 (垃圾桶图标)



Supplier Self Service Maintenance

供应商信息自助维护

Banking Information

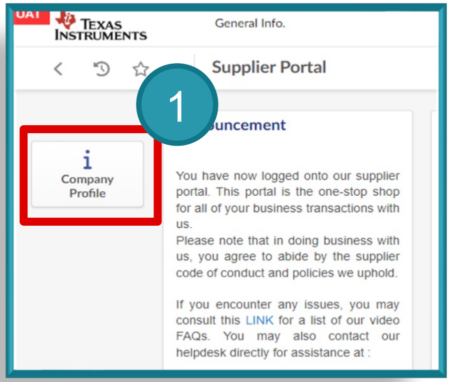
银行账户信息

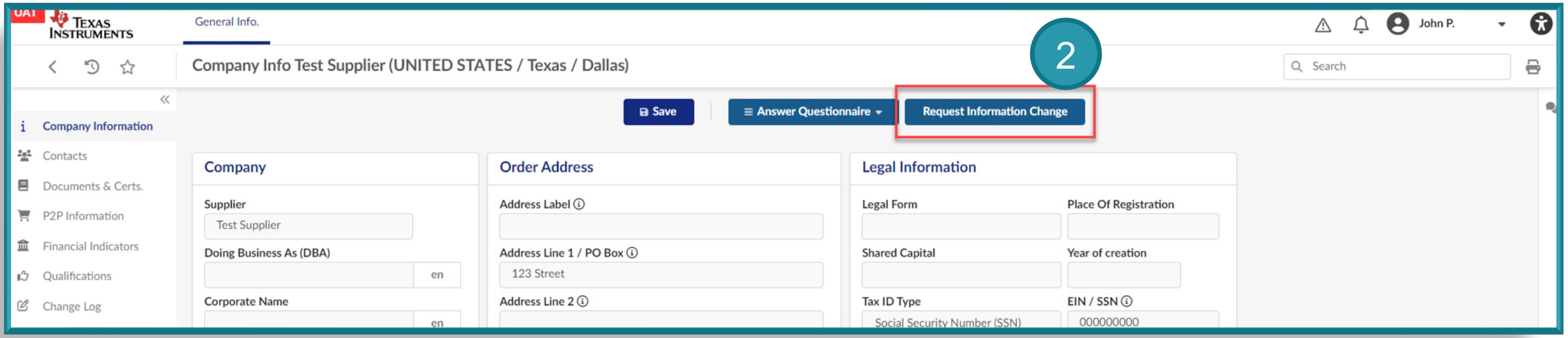
Update Banking Information 更新银行账户信息

- Banking information is only applicable to payment accounts.
- 银行账户信息仅适用于付款账户。
- Only one bank account can be linked to a payment account
- 一个付款账户只能关联一个银行账户。
- To initiate a banking information change, you must first delete the existing banking information.
- 要发起银行账户信息变更，您必须先删除现有的银行账户信息。

Step 1: Click Company Profile
第1步：单击 “Company Profile” (“公司资料”)

Step 2: Click Request Information Change
第2步：单击“Request Information Change” （“请求信息变更”）



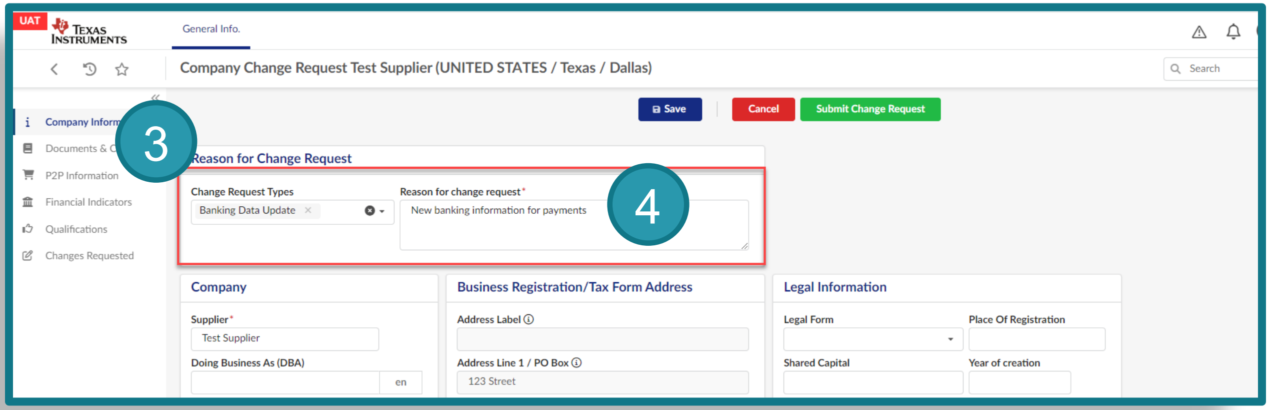


Update Banking Information 更新银行账户信息

Step 3: Select a Change Request Type

第3步：选择变更请求类型

- Change Request Type is used for reporting purposed only. It will not drive any functionality in the system.
- 变更请求类型仅用于报告目的，不会驱动系统中的任何功能。

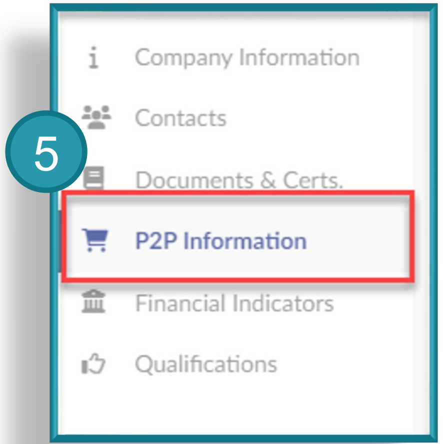


Step 4: Enter a Reason for change request

第4步：输入变更请求的原因

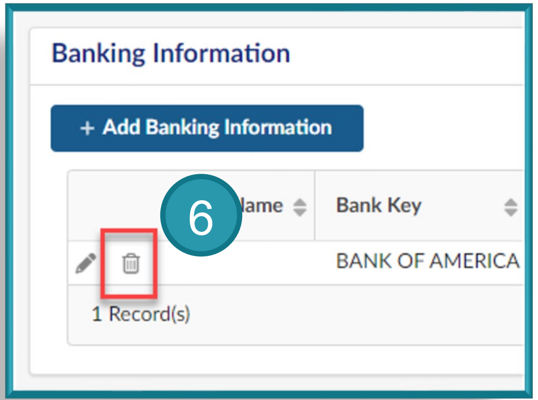
Step 5: CLICK P2P Information

第5步：单击 “P2P Information”（ “P2P信息”）



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

第6步：单击删除（垃圾桶图标）以删除现有银行账户信息



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Update Banking Information 更新银行账户信息

Step 7: CLICK Add Banking Information

第7步：单击“添加银行账户信息"

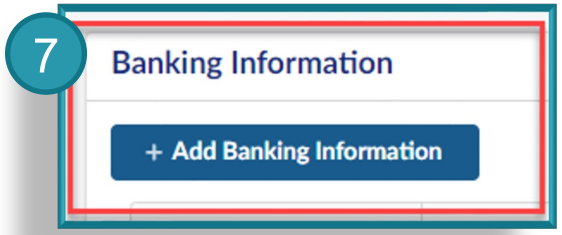
Step 8: Provide Banking Information

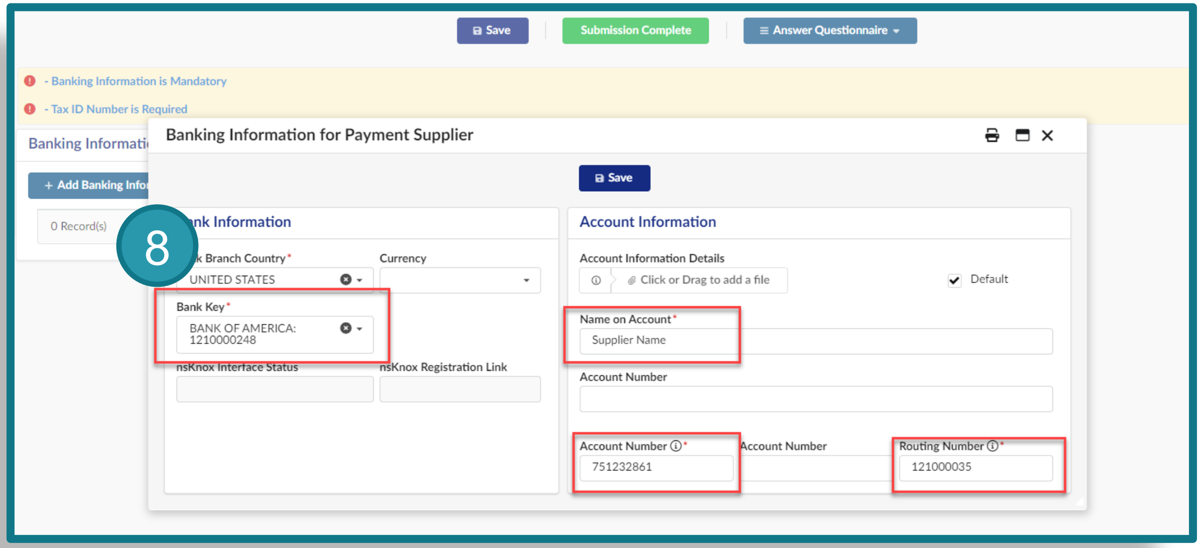
第8步：提供银行账户信息

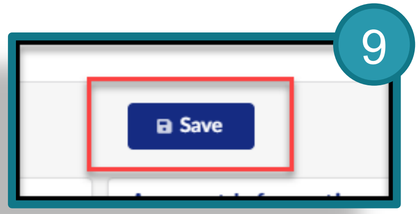
– Bank Key
– 开户行银行代码
– Name on Account
– 帐户名称
– Account Number
– 银行账号
– Routing Number
– 路由号码

Step 9: CLICK Save

第9步：单击保存







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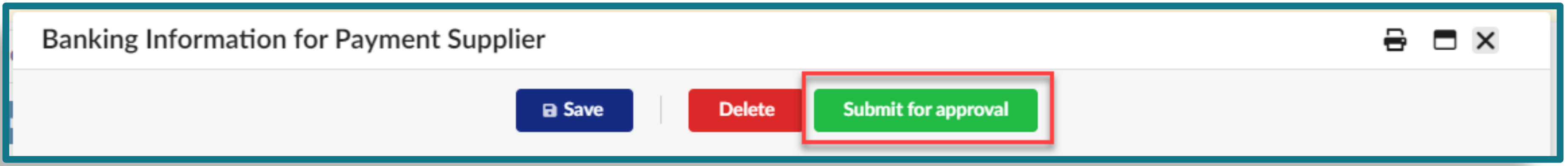
Update Banking Information 更新银行账户信息

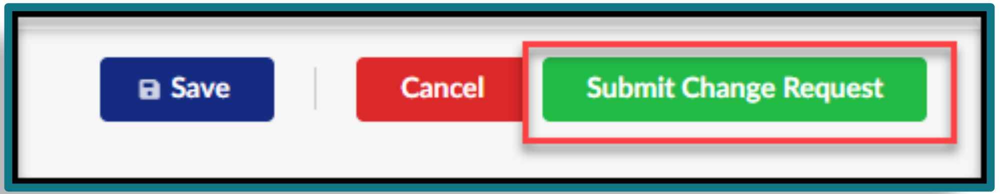
Step 10: Click Submit for approval

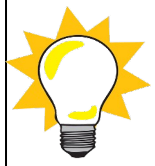
第10步：单击 “Submit for approval”（“提交审批”）



Step 11: Click Submit Change Request

第11步：单击 “Submit Change Request”（“提交变更请求”）





Once your request is submitted, nsKnox will be called to validate the new banking information. TI will review and approve your request. Additional information will be shared using Conversations.
申请提交后，nsKnox 将验证新的银行账户信息。 TI 将审核并批准您的申请。 其他信息将通过“Conversations”(对话功能)进行分享。

Supplier Self Service Maintenance

供应商信息自助维护

Financial Indicators

财务指标

Financial Indicators 财务指标

- Financial Indicators are only needed for order accounts.
- 仅订单账户需要财务指标。
- Financial Indicators will populate from Dun & Bradstreet where available.
- 财务指标将从Dun & Bradstreet （如有的话）自动导入。
- When it is not available, TI will initiate a request for you to submit a Financial Questionnaire
- 如果不能从Dun & Bradstreet 中导入， TI 将要求您提交一份财务调查表。

Step 1: CLICK Risk Center & Financial Indicators

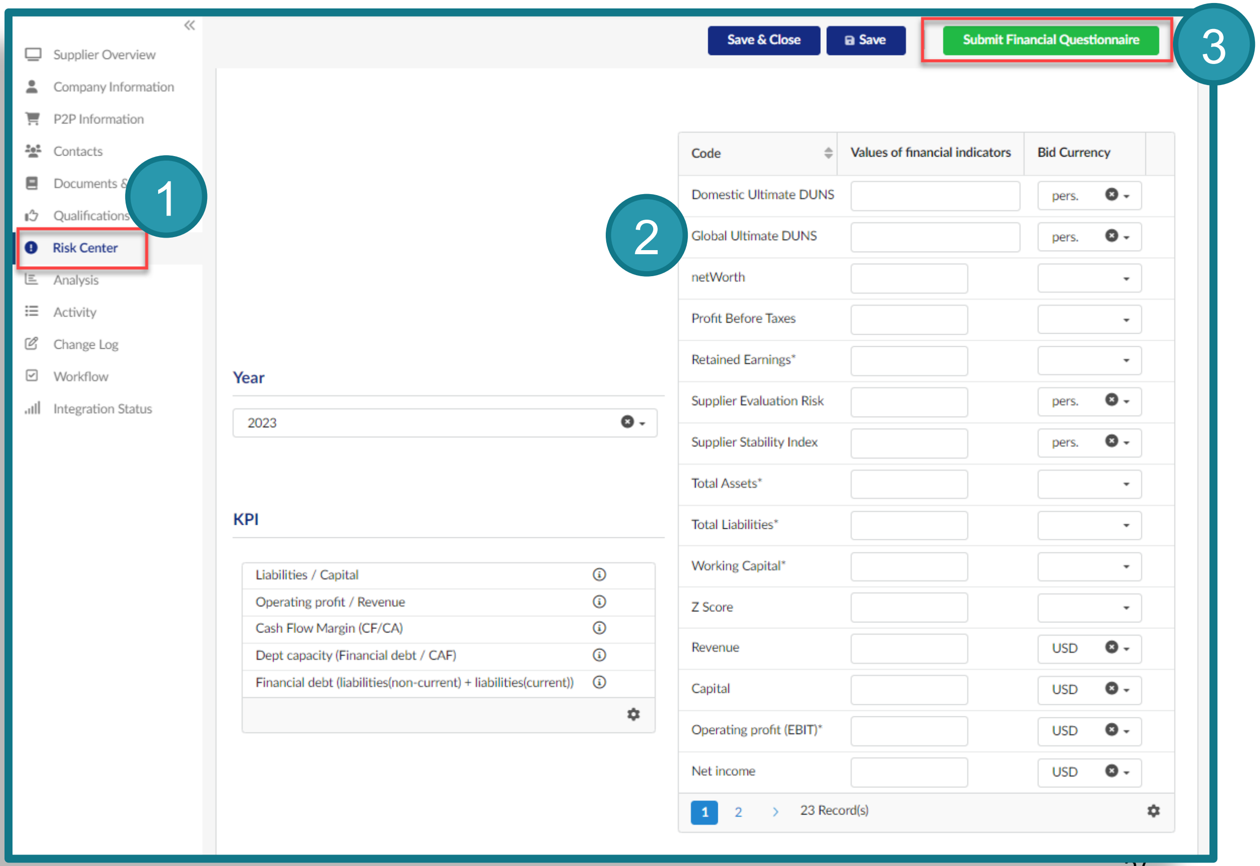
第1步：单击 “Risk Center & Financial Indicators”（“风险中心和财务指标”）

Step 2: Enter financial information

第2步：输入财务信息

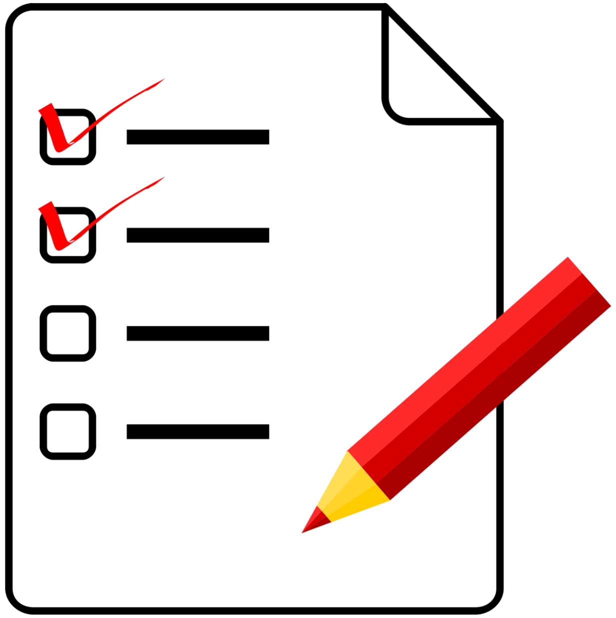
Step 3: CLICK Submit Financial Questionnaire

第3步：单击“Submit Financial Questionnaire ” （“提交财务调查表”）



> Once your request is submitted, TI will review and respond.
> 您的申请提交后， TI 将进行审查并作出答复。

Course Summary 课程总结



Thank you for your participation in this course.

感谢您参与本次课程

Now, you should be able to:

现在，你应该能够：

- Register and access the application
- 注册并访问此应用程序
- Navigate to find your company information
- 从导航栏查找公司信息
- Create and maintain contacts for your company
- 创建和维护公司联系人
- Maintain your company’s information
- 维护公司信息

Thank you!

感谢观看！