



PAVES Basic Navigation *For Suppliers*

Navigation Overview

The Basic Navigation course will cover the following topics/functions.



Accessing PAVES



Login



Welcome to PAVES, the pathway to doing business with TRS! As a registered supplier, you have access to an integrated portal that can save you time and money as well as increase visibility into your TRS purchase orders and contracts. Features include:

- Real-time access to purchase orders and contracts
- Electronic invoice submission
- Invoice status tracking
- Online submission of bids and proposals
- Managing your contacts and users
- Deliverable notifications and reminders

IDENTIFICATION

Login*

Password*

Login

[Lost your password?](#)



[Contact Info for Help Desk 1-800-XXX-XXXX](#)



[New Supplier Registration](#)



[Show public request for proposals](#)

- Log in with your User ID and Password that you created during the registration process.

Navigation Overview



Homepage Interface

The screenshot displays the TRSPAVES Supplier Portal homepage. At the top, a dark blue navigation bar contains the TRSPAVES logo on the left and a menu with options: General Info., Solicitation, Contracts, Orders, and Invoicing. On the right side of this bar are a notification bell icon, a user profile dropdown for 'Alex P.', and a user icon. Below the navigation bar is a light gray header area with a search bar on the right and a navigation area on the left containing back, refresh, and star icons. The main content area is divided into three sections. The leftmost section is a sidebar with three items: 'Company Profile' with an information icon, 'RFP in Progress' with a circular counter showing '0', and 'Invoices' with a circular counter showing '0'. The middle section, titled 'Onboarding Progress', features a list of four items, each with a green checkmark icon: 'Confirmed Bidder' (Onboard Pending), 'Preparation' (Gather Information), 'Approval in Progress' (Review Information), and 'Activated' (Onboard Complete). To the right of this list is a large green checkmark icon on a clipboard, with the text 'There is no item requiring your attention at the moment.' The rightmost section is titled 'Validations' and is currently empty.

The homepage contains the following sections:

1. Menu Options
2. Dashboard
3. User Options
4. Navigation Icons

Menu Options

The screenshot displays the TRSPAVES application interface. At the top, a dark blue navigation bar contains the TRSPAVES logo on the left and a user profile 'Abc T.' on the right. Below the navigation bar, a horizontal menu bar features several tabs: 'General Info.', 'Solicitation', 'Contracts', 'Orders', and 'Invoicing'. The 'General Info.' tab is selected, and a dropdown menu is visible below it, containing 'Company Profile' and 'Sub-Tier Network'. To the left of the main content area is a sidebar with three widgets: 'Company Profile', 'RFP in Progress' (showing 0), and 'Invoices' (showing 0). The main content area is divided into two sections: 'Onboarding Progress' and 'Validations'. The 'Onboarding Progress' section shows a list of steps: 'Confirmed Bidder' (Onboard Pending), 'Preparation' (Gather Information), 'Approval in Progress' (Review Information), and 'Activated' (Onboard Complete). A central message states: 'There is no item requiring your attention at the moment.' The 'Validations' section is currently empty.

The menu bar displays the different tabs within PAVES. Clicking on the options will display a drop down menu associated with the selected tab.

Homepage Dashboard

Onboarding Progress

✓ Confirmed Bidder
Onboard Pending

✓ Preparation
Gather Information

✓ Approval in Progress
Review Information

✓ Activated
Onboard Complete

⚠ The following items require your attention:

⚠ Change request in progress

Validations

1 Results

Process	Object	Action	Due date
Contract (For TRS)	DK Test Contract 4/8/2021 - TRS Test Supplier A	Vendor final approval and Signature	

i
Company Profile

0
RFP in Progress

0
Invoices

0
Active Orders

Announcement

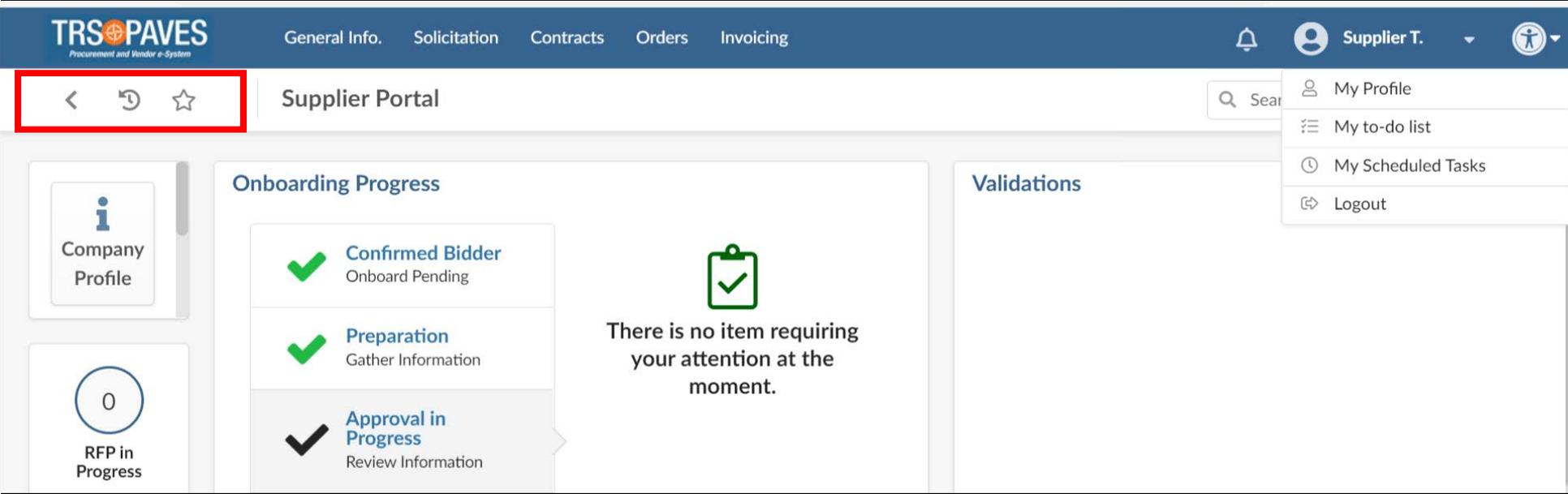
Dashboard displays tasks which are awaiting your review and approval. Clicking the hyperlinks will reroute you to the associated screen to complete your task.

User Options

Click on your **User Name** to display the following options:

- **My Profile:** Displays your account profile, and enables you to update your personal information default settings and preferences.
- **My to-do list:** Contains anything assigned to you for action, such as acknowledging orders. In addition, you will receive an email whenever you have been invited to participate in a solicitation.
- **My Scheduled Tasks:** Displays open scheduled tasks assigned to you.

Navigation Icons



To the left of the page name are several navigational icons which can help you quickly access recently or frequently visited pages.

	Back Arrow: Returns you to the previous page.
	History: Allows you to return to previously viewed pages.
	Favorites: Enables you to create “shortcut” links to frequently visited items. These links are accessible from any page in PAVES.

Homepage Interface

The screenshot displays the TRSPAVES Supplier Portal homepage. At the top left, the TRSPAVES logo is highlighted with a red box. The navigation bar includes links for General Info., Solicitation, Contracts, Orders, and Invoicing. On the right, there is a user profile for 'Supplier T.' with a dropdown menu containing 'My Profile', 'My to-do list', 'My Scheduled Tasks', and 'Logout'. Below the navigation bar, the 'Supplier Portal' title is visible. The main content area is divided into three sections: 'Onboarding Progress', 'Validations', and a central message. The 'Onboarding Progress' section lists three items: 'Confirmed Bidder' (Onboard Pending), 'Preparation' (Gather Information), and 'Approval in Progress' (Review Information). The central message states: 'There is no item requiring your attention at the moment.' The 'Validations' section is currently empty.

The PAVES logo works like most Webpages. No matter which screen you are on, you will see the logo in the upper left-hand corner. Click on this logo to return to the homepage.

Navigation Overview



Page Elements

The screenshot displays the TRSPAVES web application interface. At the top, there is a navigation bar with tabs for 'General Info.', 'Solicitation', 'Contracts', 'Orders', and 'Invoicing'. The 'Contracts' tab is currently selected. To the right of the navigation bar, there is a user profile for 'John S.' and a dropdown menu for '(TRS Test Supplier A)'. Below the navigation bar, there is a search bar and a breadcrumb trail showing the current record: 'Contract : DK Test Contract 4/8/2021'. On the left side, there is a sidebar with a list of functional tabs: 'General info', 'Hierarchy', 'Documents', 'Team', 'Sub-Contractors', and 'Deliverables'. The 'General info' tab is currently selected. At the top of the main content area, there are four action buttons: 'Save', 'Save & Close', 'Return', and 'Approve'. The main content area is divided into two panels: 'Contract Header' and 'Contract Term'. The 'Contract Header' panel contains fields for 'Contract' (DK Test Contract 4/8/2021), 'Code' (CTR000021), 'Type' (Master Agreement), 'Validity' (Active), 'Reference', 'Status' (Vendor Signature), 'Contracting Entity' (TRS), and 'Supplier' (TRS Test Supplier A). The 'Contract Term' panel contains fields for 'Effective Date' (4/8/2021), 'Signature Date', and 'Original End Date' (4/7/2022).

- **Functional tabs** are on the left-hand side of the screen and vary depending on the record. You can access all of the tabs or sections of the record by clicking on these options. To see the full name of the tab, click the arrow (>>) above the tab list to expand the view.
- **Action buttons** appear at the top of the screen and also vary by record. Examples of action buttons include, Save, Approve, Reject, Other Actions, etc.

Page Elements

The screenshot displays the TRSPAVES web application interface. At the top, a dark blue navigation bar contains the TRSPAVES logo on the left, followed by menu items: General Info., Solicitation, Contracts (highlighted), Orders, and Invoicing. On the right side of this bar, there is a notification bell, a user profile for John S., and a dropdown menu for (TRS Test Supplier A). Below the navigation bar, a breadcrumb trail shows 'Contract : DK Test Contract 4/8/2021', which is highlighted with a red box. To the right of the breadcrumb is a search bar with the text 'Search' and a printer icon. Below the breadcrumb, there are four action buttons: 'Save' (blue), 'Save & Close' (blue), 'Return' (red), and 'Approve' (green). On the left side, a dark sidebar menu lists: General info, Hierarchy, Documents, Team, Sub-Contractors, and Deliverables. The main content area is divided into two panels: 'Contract Header' and 'Contract Term'. The 'Contract Header' panel contains fields for Contract (DK Test Contract 4/8/2021), Code (CTR000021), Type (Master Agreement), Validity (Active), Reference, Status (Vendor Signature), Contracting Entity (TRS), and Supplier (TRS Test Supplier A). The 'Contract Term' panel contains fields for Effective Date (4/8/2021), Signature Date, and Original End Date (4/7/2022).

- The **Page Name** is displayed on the top left corner of each screen. Clicking on one of the menu options will take you to a specific page.

Page Elements

The screenshot displays the TRSPAVES Invoicing interface. The top navigation bar includes the TRSPAVES logo, menu items (General Info., Solicitation, Contracts, Orders, Invoicing), a user profile (John S.), and a dropdown menu (TRS Test Supplier A). Below the navigation bar, the page title is "Invoice". The main content area features three columns of form fields:

- Invoice header:** Supplier Invoice Number* (with a red box around the asterisk), Currency (USD), Invoice Date* (5/25/2021), Contact, Supplier (TRS Test Supplier A), Supplier Remit-To Address*, Department, and Requisitioner.
- Payment Information:** Payment Terms (30 days invoice date) and Due Date.
- Orders/Contracts:** Order and Contract dropdown menus.

At the top of the form area, there are buttons for "Save", "Save & Close", "Validate", and "Cancel Invoice". A search bar is located in the top right corner of the form area.

- **Required fields** are indicated with an asterisk (*) next to the field name. These fields must be filled in prior to saving a record. A warning message will appear for any required field that is not filled in.

Viewing Records

	Code	Supplier Invoice #	Supplier	Currency	Ordered ⓘ	Received ⓘ	Invoiced ⓘ	Invoice Date	Due Date	Payment Date	Status
	INV000106	Test NO PO	TRS Test Supplier	USD	0.00	0.00	0.00	5/24/2021	6/30/2021		Draft
	INV000105	Test NO PO	TRS Test Supplier	USD	0.00	0.00	0.00	5/24/2021	6/30/2021		Draft
	INV000104	Test NO PO	TRS Test Supplier	USD	0.00	0.00	0.00	5/24/2021	6/30/2021		Draft
	INV000103	TESTAJL 05/21/21	TRS Test Supplier	USD	0.00	0.00	250.00	5/21/2021	6/19/2021		Draft
	INV000102	INV B234	TRS Test Supplier	USD	0.00	0.00	1,240.00	5/21/2021	6/19/2021		Draft

Certain fields can be clicked to view the detailed record.

Note the following:

- Depending on the field, the record displayed will vary.
- You can click on the pencil icon to edit / view the record, if you have been assigned that role.

Navigation Overview



PAVES provides two options to search for information:

- 1. Universal Search** – This option searches across the entire solution and can be accessed on the top right corner of any page.
 - Results are organized by type (*Supplier, contracts, page, etc.*)
- 2. Browse Search** – This option searches within a specific page, such as the Browse Items page, and the results are displayed in a table at the bottom of the page.
 - Keywords and filters can be applied to narrow search results
 - Columns in the search results table can be reordered to display specific fields in the search results

Search Function

The screenshot displays the TRSPAVES Supplier Portal interface. At the top, there is a navigation bar with the TRSPAVES logo on the left and user information (John S., (TRS Test Supplier A)) on the right. Below the navigation bar, the main content area is titled "Supplier Portal". On the left side, there are two widgets: "Company Profile" and "RFP in Progress" (showing 0). The central area is titled "Onboarding Progress" and contains three items: "Confirmed Bidder" (Onboard Pending), "Preparation" (Gather Information), and "Approval in Progress" (Review Information). To the right of these items is a yellow warning box stating "The following items require your attention:" followed by a blue link "Change request in progress". On the far right, there is a "Validations" section with a table listing contract details. A red box highlights a search bar in the upper right corner of the page, which contains the text "contract". Below the search bar, a dropdown menu is visible, showing "Pages" (Contracts > Manage Contracts) and "Contracts" (DK Test Contract 4/8/2021 - TRS Test Supplier A).

Universal Search option is available in the upper right-hand corner of the each screen, and can be used to search for all records in the system.

Once you enter a search term, a drop-down will appear with the relevant records in the system that match the search term.

Search Function

Keywords

Type

Status

Search

Reset

Filters

	Code	Contract	Type	End Date	Currency	Status
	CTR000021	DK Test Contract 4/8/2021	Master Agreement	4/7/2022	USD	Vendor Signature

1 Result(s)



Browse Search option searches within a specific page and the results are displayed in a table at the bottom of the page.

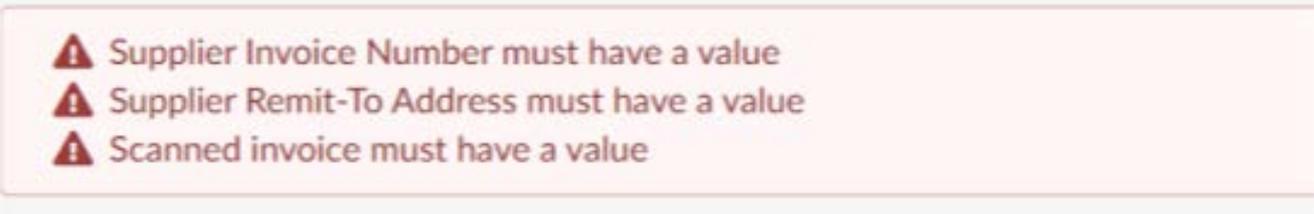
- Keywords and filters can be applied to narrow search results
- Columns in the search results table can be reordered to display specific fields in the search results

Navigation Overview



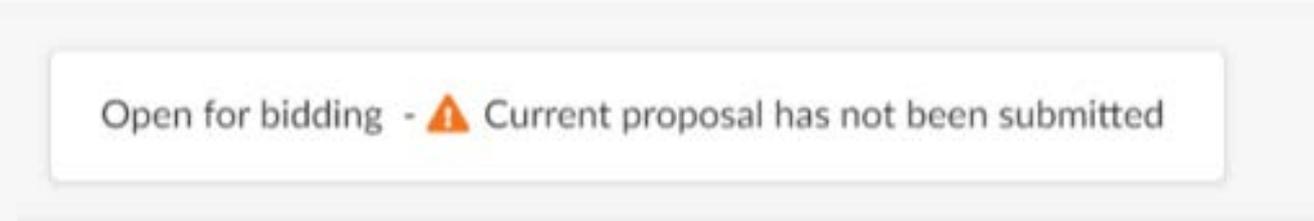
Alerts/Messages Alerts will notify you of missing information, expiring documents, or new data required for a particular task. There are two types of alerts:

- **Blocking Alerts** Prevents you from completing a particular task until action is taken to resolve the alert.



⚠ Supplier Invoice Number must have a value
⚠ Supplier Remit-To Address must have a value
⚠ Scanned invoice must have a value

- **Non-Blocking Alerts** Serves as a warning and is usually a request for additional information or documentation.



Open for bidding - ⚠ Current proposal has not been submitted

Thank You