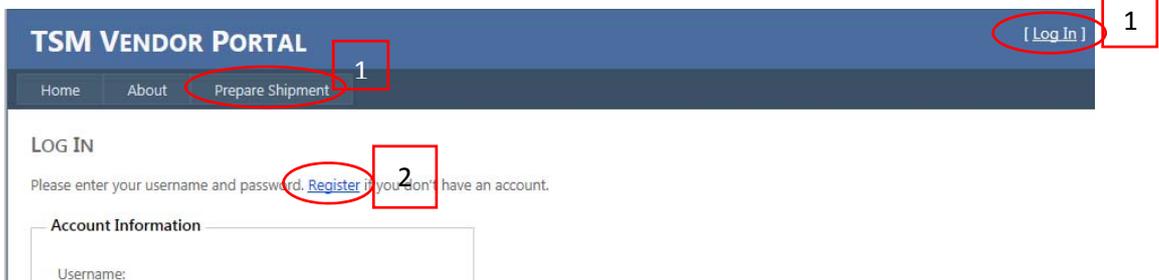**MITSUBA**

TSM Vendor Portal Help

How To Register For A New Username/Password

1. You can go to register page through [Log in] on the top right of page or on Prepare Shipment
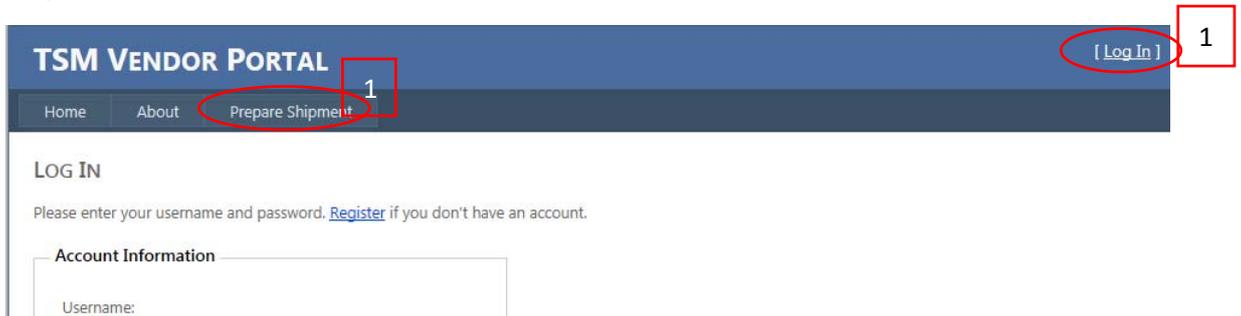

2. When go to Log in page click on Register

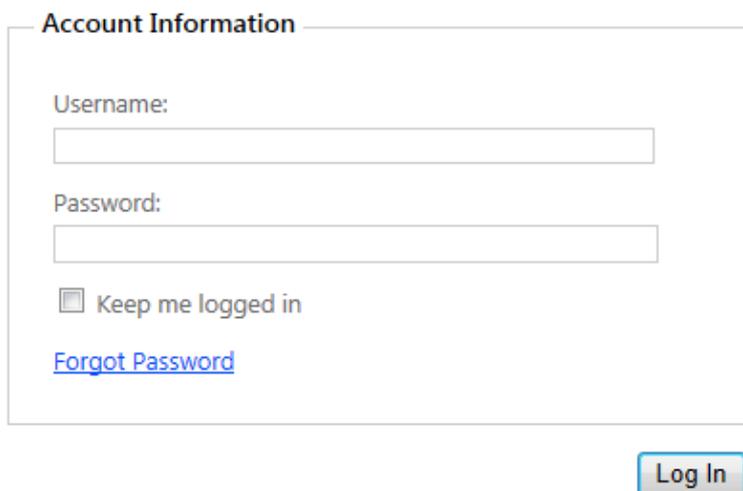3. On Register page you will see box like below

Details:

1) Username	You will create with yourself but it will not same other username on system.
2) E-mail	This is Email that you sent to TSM for use to register.
3) Secret	Code that TSM sent to you (5 characters)
4) Password	Rules of password are: - Password must minimum length 6 characters. - Password must contain with Non-Alphanumeric at least one character
5) Confirm Password	Enter Same Password

4. Click **Create User** button if Register Complete Web will redirect to Prepare Shipment page

![MITSUBA logo]

How To Login

1. You can go to Login page through [Log in] on the top right of page or on Prepare Shipment

2. When go to Log in Page you will see box like below

Details:
1) Username   This is username that you register
2) Password   This is password that you create for this username
3) Keep me logged in Tick on this check box if you want program to remember that you log in.
Remarks: This function will remember your login status for one day that mean on the next day you will login again.
4) Forgot Password   If you didn't remember your password you can click on this link system will sent your password to your email that you use to register.

How To Prepare Your Shipping Document

1. When you login successful go to Prepare Shipment page you will see table like below

Details:

|	
1) Filter	You can filter you data by PO No, Item, Order Date, Due Date
2) Qty Ordered	Ordered Quantity.
3) Qty O/S	Outstanding Quantity is the remain quantity that you not sent to TSM yet.
	Outstanding will change after TSM received your item and receive to ERP System for a few minutes.
4) Shipping Qty	Quantity that you want to delivery to TSM. It must not greater than Qty O/S
5) Invoice Number	Your invoice number same invoice number you sent to TSM on that delivery.
REMARKS:	Data on website will update after in TSM ERP System update for a few minutes.

2. Select check box at the line you want to delivery or if you want to select all you can check box on top.

3. If you want to change Shipping Qty you will enter new qty on Shipping Qty.

4. Enter Invoice Number.

5. Click Generate button.

6. Program will generate Purchase Order Delivery Sheet like below you must print this page and sent to TSM on this Delivery. You can save this page for print later. (You can print or save with tool bar like in picture or Press keyboard with CTRL+P.)

How To Change Password

1. On top right of page click on Change Password.
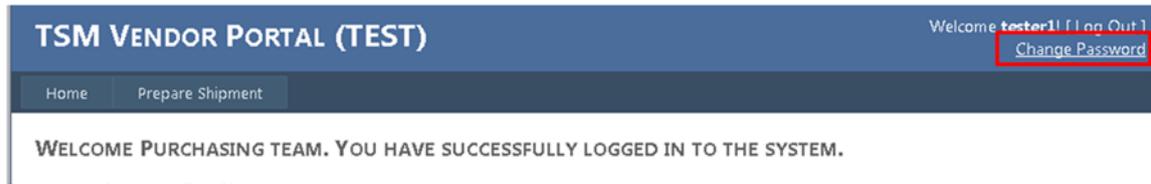
2. Input your old password, new password and confirm new password.