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1. OBJECTIVE:

The purpose of this document is to define and provide a reference for the general functionality of the supplier portal. The company will use this manual as an operational guide. It should always be available to all company members.


2. SCOPE:

Any platform user can follow the steps in this document to be guided through the process on the platform.

The main function of the supplier portal is to offer a user-friendly way for suppliers to enter their information. It includes the necessary fields and options to upload required documents.

Main features of the portal:

- Log in using your company or personal account.
- Upload files.
- Register your information.
- Check the status of your request.

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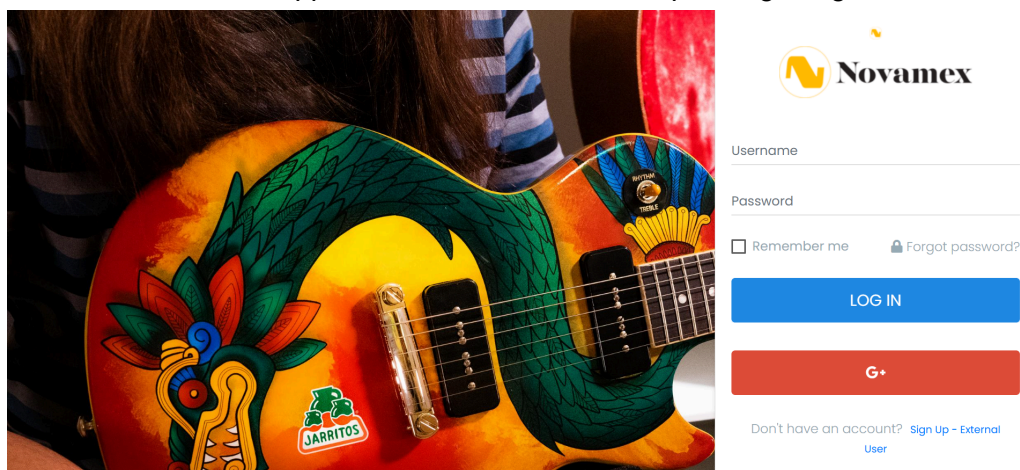
3. PROCESS:

Portal access

The portal can be accessed from any internet browser by entering the following address in the navigation bar or by clicking on it:

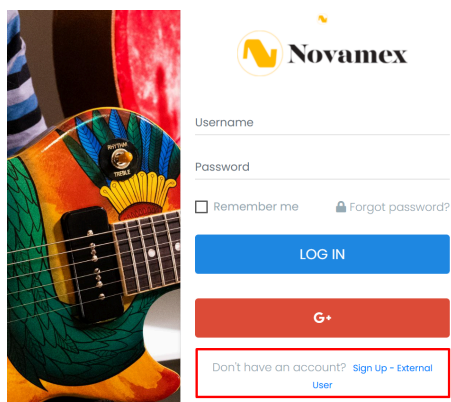
<https://apps.novamex.com/PortalSuppliers/Login.aspx>


The main screen will appear as shown in the corresponding image.



Sign up new user

In the login window, if you don't have a user, you'll need to create a new account by clicking "Sign up – External User."



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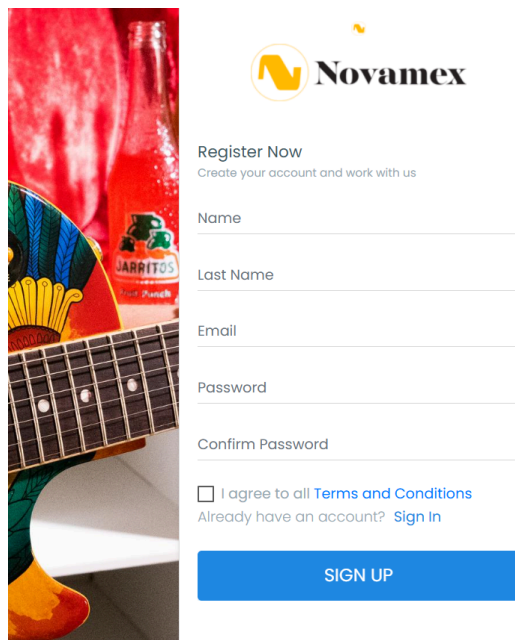
Login and registration for external users

From the main screen, on the right side, you'll find the portal login section. Before accessing the client area, you must register by clicking the "Sign up – External User" link. This will allow you to register as a new client.

Registration information

Required information:

- First name
- Last name
- Valid email address (for verification)
- Password



Novamex

Register Now
Create your account and work with us

Name

Last Name

Email


Password

Confirm Password

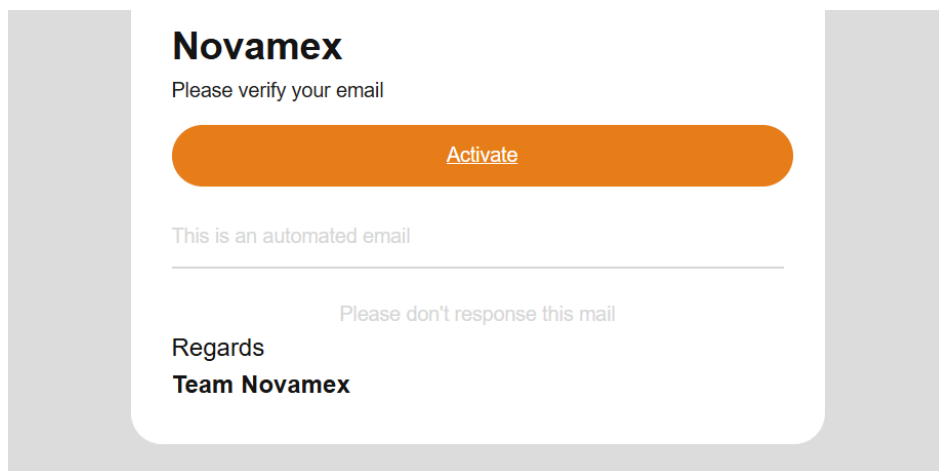
☐ I agree to all [Terms and Conditions](#)
Already have an account? [Sign In](#)

SIGN UP

You must accept the terms and conditions and click 'Sign Up'.

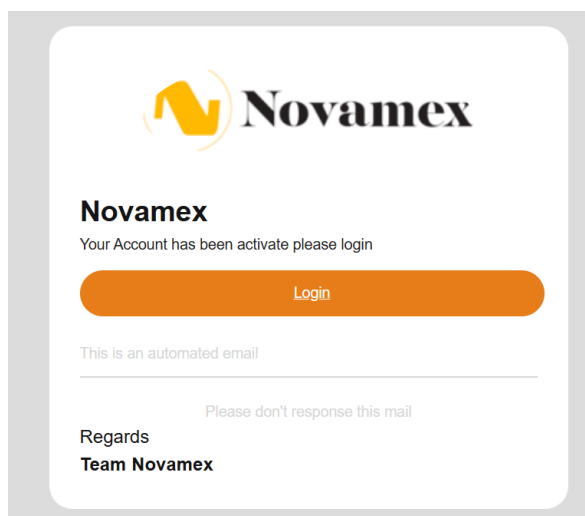
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You'll receive an email with a verification link. Clicking it will validate your email.



Confirmation email

Once your email is verified, your account will be ready to log in. You'll receive an email confirming verification.



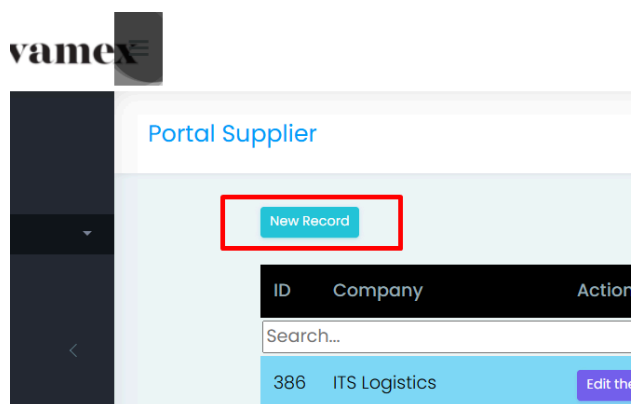
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Login for internal users

Internal users can log in using the red G+ button to access their company accounts. The system supports two-step verification using Google Authenticator or a code sent to a registered phone.


Supplier Entry (New registration)

To enter a new supplier (new registration), we must select the “New Record” button on the main page of the portal.



The pre-registration screen will appear, where you must enter the following information:

- Company
- Novamex contact
- Type of service
- Nationality
- Billing currency
- Country
- State
- City
- Address
- Postal code
- Telephone

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Portal Supplier

Register the information to continue

Company name or Employee name:

Company name or Employee name missing

Novamex Contact email:

Novamex Contact email missing or incorrect

Type of service:

Freight name missing

Nationality:

Nationality missing

Invoice Currency:

Invoice Currency missing

Country:

Country missing

State:

State missing

City:

City missing

Address:

Address missing


Zip Code:

ZipCode missing

Phone:

Phone missing

Then, click on 'Register Supplier Information'.

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File upload

After pre-registration, you must upload the required documents. These will depend on the information provided:

- W-9 form (US supplier)
- W-8BEN or W-8BEN-E form (foreign suppliers)
- Bank statement
- Optional files

Required documents
Please upload the required documents

Documents

W-9 Document
Only PDF format allowed

Seleccionar archivo

Sin archivos seleccionados

File Attached

#	File Name	Action
---	-----------	--------

Bank Statement, Bank letter or voided check Document
Only PDF format allowed

Seleccionar archivo

Sin archivos seleccionados

File Attached

#	File Name	Action
---	-----------	--------

Optional Document
Only PDF format allowed

Elegir archivos

Sin archivos seleccionados


File Attached

#	File Name	Action
---	-----------	--------

Upload attached files

Accepted formats are: .pdf, .img, .png, .doc

Click 'Upload attached files' once selected.

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Filling in the information

Detailed supplier information must be completed, starting with the date, then the priority fields such as:

- Tax ID
- Type of service
- Brand (optional)

Priority Information

Tax ID or SSN

Tax ID or SSN

Payment term


Payment terms are 30 days by default

Service Type

Service Type

Brand

Brand

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Vendor information

Include:

- Company name (auto-filled)
- DBA (optional)
- Country, state, city, ZIP code (auto-filled)
- Return address (if different)
- Contact emails, PO, and remittance address

Vendor Information

Company Name

ITS Logistics

DBA

DBA ✓

Country

United States ✓

State

City

Zip

✗

⌵

✓

⌵

76107

✓

Remit to Address (If different from above)

Address ✓

State

City

Zip

Select State

✓

⌵

Select City

✓

⌵

Zip

✓

A/R Contact

A/R Contact ✗

A/R Telephone

A/R Telephone ✗

A/R E-mail

PO Receiver E-mail

A/R E-mail

✗

PO Receiver E-mail


✓

Remittance Advice E-mail

Remittance Advice E-mail ✓

Additional Email

Additional Email ✓

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Bank information (optional)

Optional section. Fields to complete:

- Bank name
- Address
- Country, state, city, zip code
- Beneficiary name
- Currency
- Account number
- ABA/Routing number

Bank Information (ACH Payment)

Bank Name

Bank Name ✓

Address

Address ✓

Country

Select Country ✓ ↕

State

Select State ✓ ↕

City

Select City ✓ ↕

Zip

Zip ✓

Beneficiary Name

Beneficiary Name ✓

Bank Account Currency


Bank Account Currency ✓

Bank Account Number

Bank Account Number ✓

ABA / Routing Number

ABA / Routing Number ✓

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Additional information

Tax Classification to Select:

- Individual / Sole Proprietor
- C Corporation
- S Corporation
- Partnership
- Trust / Estate
- Limited Liability Company (C, S, or P)
- Other

Additional Information

Check appropriate box for federal tax classification of the company. (W9 -Box no. 3)

☐ Individual/sole proprietor or single-member LLC
 ☐ C Corporation
 ☐ S Corporation
 ☐ Partnership
 ☐ Trust/estate

☐ Limited liability company. Enter the tax classification(C=C corporation, S=S corporation, P=Partnership)


☐ Other

Save and Send

Once the information is completed, it must be saved and then submitted. This will generate an email to the administrators for validation. If the information is not complete, it can be saved to continue later.

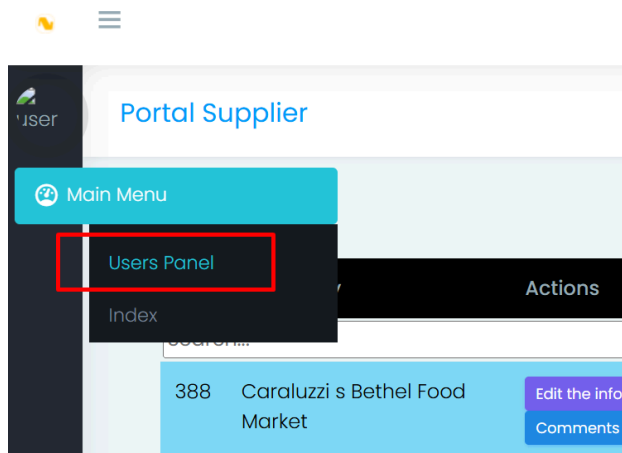
☐ Limited liability company. Enter
 ☐ Other

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Users Panel

Administrators can assign permissions to users through the User Dashboard. They can edit users' status (Active/Inactive) and roles (Administrator, Super User, User).



Portal Supplier				
ID	Email	Access	Active	Actions
Search...				
345	josue.torres@novamex.com	Admin	true	Edit
381	josue.88.torres@gmail.com	Admin	true	Edit
514	syanezp@gmail.com	Admin	true	Edit
533	dario.quintero@novamex.com	User	true	Edit

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4. CHANGE CONTROL

Version No.	Date	Details	Requested by
1.0	04 26 2024	Creation of user manual	Salvador Yañez
1.1	05 22 2025	Format update	Iram Valdes