

**FAS Trade Lead System
User Guide
for
U.S. Exporters/Suppliers**

Table of Contents

- WHAT IS TLS 1**
- TLS REGISTRATION 1**
 - REGISTER FOR eAUTH CREDENTIALS 1
 - REGISTER AS NEW SUPPLIER ORGANIZATION 1
 - REGISTER AS NEW USER IN AN EXISTING ORGANIZATION..... 4
 - OPT IN/OUT TO RECEIVE EMAIL NOTIFICATIONS 5
- SELECTING “OTHER” IN YOUR PRODUCTS LIST..... 6**
- VIEW TRADE LEAD DETAILS 7**
- TRADE LEAD COMMENTS SECTION 9**
 - RESPOND TO OR MAKE COMMENTS ABOUT A TRADE LEAD 9
 - SELECTING USERS TO COMMENT TO VIA THE TRADE LEAD COMMENTS SECTION..... 11
 - VIEW COMMENTS DIRECTED TO YOU 12
- VIEW/ EDIT USER PROFILE 13**
- VIEW/EDIT ORGANIZATION DETAILS 14**
- APPENDIX A: TIPS AND TRICKS..... 16**
 - QUICK REFERENCE CARD..... 16
 - COMMENTS SECTION FORMATTING RIBBON 16
 - GROUPING LISTS BY COLUMN HEADER 16
 - COLLAPSE SECTIONS..... 20

What is TLS

The **Trade Lead System (TLS)** is a tool to allow for real-time distribution of FAS approved trade leads from foreign buyers to potential US suppliers. TLS promotes trade lead information to flow through FAS and allows FAS Posts, as well as Washington based staff, to have active oversight and also allows participation from all stakeholders involved with FAS trade leads (States, Industry Cooperators, State & Regional Trade Groups (SRTG's), etc.).

TLS Registration

Supplier organizations may register in the Trade Lead System (TLS). Once a supplier organization is in TLS that organization may also have as many users as they wish.

Before you register in, and use TLS, each user must first register for a Level 1 eAuthentication (eAuth) account. eAuth is a secure path to sign in to USDA FAS applications.

Register For eAuth Credentials:

Each user will need to register themselves for Level 1 eAuth credentials:

1. Please navigate to: <https://www.eauth.usda.gov/mainPages/index.aspx>.
2. Click on "Create an account".
3. Click "Register for a Level 1 Account".
4. Complete the registration and submit.
5. You will receive an email from eAuth. Please follow the instructions provided in that email to complete your eAuth activation.
6. Once you have activated your eAuth account you may then navigate to TLS to begin that registration. See below under "Register As New Supplier Organization" to continue your TLS registration.

Register as New Supplier Organization:

There are a few ways that a new supplier organization may be registered in TLS:

1. Self-register your organization.
2. Have your organization registered by an FAS administrator. To have an FAS administrator register your organization please contact your FAS representative to move forward with registration.

Self-register your organization:

There are two ways to do this. Both require that you have your eAuth credentials before you may register in TLS:

1. After signing in to [TLS](#) choose **Option 1** at the "Welcome Screen" (see image below).

- a. Click the link in option #1 (“To enter a TLS registration request click [here](#). If your required TLS role is not available then please contact TLS administrator”). See “TLS Welcome Screen” image below.
- b. Select Option 1: “Create a new Company/Organization (Buyer, Supplier, SRTG or Industry Cooperator). Select the TLS role you are applying for (“United States Supplier or Exporter” in this case). See “TLS Registration Form” image below.
- c. Click “Continue to Supplier Registration form.
 - i. The system will open the Supplier registration form.
- d. Fill in all of the required information (denoted by a red star *).
 - i. Also, please enter as much additional information as possible regarding your organization (use the text box for “*Additional Organization Details*”). Information such as your organizations export experience, the countries you have worked most closely with, etc. can be very helpful. This information will not only help FAS when reviewing your registration, but also when you begin being matched to trade leads.
- e. Click “Save/Submit”.
- f. Your request will then be reviewed by an FAS administrator.
- g. Once approved or rejected , notification emails will be sent; if approved: you will receive a notification explaining that you can now sign in and begin using TLS.
 - i. If the registration is approved the user that is entering the registration will receive a notification that they may begin using TLS. At the same time, the primary contact (if different than the person entering the registration) will receive an email notification with their personal TLS registration code that they will need to enter the first time they log in. If the person entering the registration and the primary contact are the same, then there will be no personal registration code.

TLS Welcome Screen:

Welcome to Trade Lead System TLS_Test User_June16

You are successfully authenticated by USDA e-Auth but you are not yet registered with TLS system. Please select one of the following options.

1. To enter a TLS registration request click [here](#). If your required TLS role is not available then please contact TLS administrator.

OR

2. Click [here](#) if you have already received your TLS registration code.

OR

3. Select the appropriate role below to register with TLS.

Register As Buyer Organization / Company

Register As U.S Supplier Organization / Company

TLS Registration Form:

TLS Registration

How do you wish to register with TLS? (Please select an option) *

Create a new Company / Organization (Buyer, Supplier, SRTG or Industry Cooperator)

Join an existing Company / Organization (Buyer, Supplier, SRTG or Industry Cooperator)

Register as an individual user. (FAS Post Admin, FAS Post User, State Dept of Agriculture, Trade Specialist Admin or a TLS User)

Select TLS Role *

United States Suppliers or Exporters

Continue to Supplier Registration Form

2. After logging in to [TLS](#) choose Option 3.

- a. Navigate to TLS: <https://apps.fas.usda.gov/TDMS>
- b. Sign in using your eAuth credentials.
- c. At the welcome screen, click "Register as U.S. Supplier".
- d. The system will open the supplier registration form.
- e. Fill in all of the required information (denoted by a red star *). Also, please see the Note at the end of this section in regards to the "Products" field on the registration page.

3. Please note that the person entering the registration and the Primary Contact entered here will be created as the 1st official users for your organization. Please note that the Primary Contact may be different than the person entering the registration information.

- i. Also please enter as much additional information as possible regarding your organization (use the text box for "Additional Organization Details"). Information such as your organizations export experience, the countries you have worked most closely with, etc. can be very helpful. This information will not only help FAS when reviewing your registration, but also when you begin being matched to trade leads.
- b. Click "Save/Submit".
- c. Your request will then be reviewed by an FAS administrator.
- d. Once approved or rejected notification emails will be sent; you will receive a approved notification explaining that you (the primary contact) can now sign in and begin using TLS.

Supplier Registration Form:

Supplier Registration

Back **Save / Submit** Cancel

Organization Details

Organization Name * Alias Organization Type Organization Sub Type
 Private Sector US Exporter

Supplier / Exporter Type * DUNS Number * Local Business Registration Number * TLS Registration Code
 Select Supplier / Exporter Type [v] [] OR []

Products

Type a product name to view a list of all matching products. Select multiple products to get matched to Trade Leads registered against those products...
 Check here if your desired product is not available in the products list above

Address Details

Address Line 1 * Address Line 2 Address Line 3 Country
 United States

State * City City (If not present in dropdown) Zip
 Select State [v] [v] [] []

Email Address * Website Fax Phone1 *
 [] [] +1 [] +1 []

Phone2
 +1 []

Other Details

Primary Contact's First Name * Primary Contact's Last Name * Primary Contact's Email * Primary Contact's Title *
 [] [] [] []

Primary Contact receives Notifications? * Export Experience
 No [v] []

Additional Organization Details
 []

You may choose multiple products in this list. Start typing the name of the product you are looking for and then select it from the list by clicking on the product name. To add more, simply click in the Products box and begin typing the next product you are looking for. You may do this as many times as you need until you have chosen all of your products.

NOTE: When filling out your organizations registration form please pay special attention to the “Products” field. As a supplier, you may choose as many products as you wish for this field. Add ALL products that you wish to be matched with trade leads. You will be automatically matched to all approved trade leads that are entered using the products that you choose as part of your “Products” list in your organizations details.

If a product that you are looking for is not available in the product list you may select “Other” and enter a new product name and description. See the section titled “Selecting Other In Your Products List” below for more information.

Any registered user under your organization may also update your product list, as well as any other organization data, at any time after registration.

Register as New User in an Existing Organization:

If your Supplier organization/company is already registered in the TLS system and you wish to be a user under that organization please do one of the following:

1. Register yourself as a single user under your already existing TLS Supplier organization/company.
 - a. Please attempt to register yourself before contacting your FAS representative or the TLS administrator.
2. Contact your FAS representative or the TLS Administrator.

To register yourself as a user under an existing organization/company:

1. Obtain their Level 1 eAuth credentials.

2. Contact your organization/company to obtain the unique registration code.
3. Log in to TLS using your eAuth credentials. (<https://apps.fas.usda.gov/TDMS>)
4. Select Option 2 on the Welcome Screen (see “TLS Welcome Screen” image above).
5. Select the option labeled “Join an existing company/organization (Buyer, Supplier, SRTG or Industry Cooperator)”. (See “TLS Registration” image below)
 - a. The system will then open the form for you to select the appropriate TLS role.
6. Click the drop down list under “Select TLS Role” and select the appropriate role. In this case you will select “United States Suppliers or Exporters” .
7. Fill in your organization/company’s unique registration code in Organization Unique Code field.
 - a. The system will then automatically show the organization/company’s name based on the code you entered.
8. Fill in the remainder of the form with the required information.
9. Click “Submit Request”.
10. An FAS Trade Specialist Admin will review and approve/reject your registration request and you will receive a notification.
11. If approved you will then be able to sign in and begin using TLS as a user for your organization/company.

TLS Registration:

TLS Registration

How do you wish to register with TLS? (Please select an option) *

Create a new Company / Organization (Buyer , Supplier, SRTG or Industry Cooperator)

Join an existing Company / Organization (Buyer , Supplier, SRTG or Industry Cooperator)

Register as an individual user. (FAS Post Admin, FAS Post User, State Dept of Agriculture, Trade Specialist Admin or a TLS User)

Select TLS Role *

Organization Unique Code*

FirstName *

MiddleName

LastName *

E-Mail *

Would you like to receive TLS Email Notifications? *

Opt In/Out to Receive Email Notifications:

When you register, whether as the Primary Contact for a new organization registration or as a new user under an existing organization, you may choose whether or not you wish to receive email notifications from the system.

The email notifications are a very good way to keep you on top on what is happening in TLS that could involve you or your organization. Email notifications are available for many different scenarios, some of which include:

- When your TLS registration has been approved/rejected.
- When a new approved trade lead is available for you.
- When new comments have been made in the system and directed to you.

Email notifications are delivered to the email address in your profile. The notification will give you a brief overview so you can then sign in to TLS to view more information that may be available.

Selecting “Other” In Your Products List

When selecting your products list there is the possibility that a product you are looking for is not available in the extensive list that is currently available.

If this happens, then you have the option to select “Other” and add a new product name and product description. You may select this option during the initial organization registration. You may also use the “Other” product selection if you are a previously registered organization by going to your organizations details page and following the same steps below.

The process for an “Other” product selection is as follows:

1. At the “*Products*” field on the Supplier Registration (or Supplier Information page if previously registered) select the check box labeled: “*Check here if your desired product is not available in the products list above*”.
2. Enter the desired Other Product Name and a Other Product Description.
3. Save a single new product request or add more new products if desired.
 - a. To save a single product request click “*Save Product Request*”.
 - b. To add more new products click “*Save and Add Another Product Request*”. Continue to do this until you have all of your new product requests completed.

Products

Type a product name to view a list of all matching products. Select multiple products to get matched to Trade Leads registered against those products...

Check here if your desired product is not available in the products list above

Other Product Name *

Other Product Description *

Save Product Request Save and Add Another Product Request Cancel

USDA United States Department of Agriculture
Foreign Agricultural Service

Welcome JOHN SEC! [Sign Out](#)

FAS Trade Data Management System

Supplier Registration

Back Save / Submit Cancel

Organization Details

Organization Name * Alias

Supplier / Exporter Type * DUNS Number

Organization Sub Type
US Exporter

Products

Type a product name to view a list of all matching products. Select multiple products to get matched to Trade Leads registered against those products...

Check here if your desired product is not available in the products list above

Other Product Requests:
[Add New Product Request](#)

Product Name	Description	Status	Action
test	test12	New	Edit Delete

Note: Any new product request and changes to existing product requests are not final until you hit the "Save / Submit" link on top / bottom of this page.

4. If there are products that you wish to choose that are already in the products list you may also add those products at this time (start typing your desired product name in the "Products" box and select from the available list. You may add as many products as you wish).
5. Once you are done adding your new product requests click "Save/Submit" at the top of the page. After adding the other products if clicked "Back" or "Cancel" link without saving the form: pop up warning message will be displayed as shown in the image above.
6. An FAS Trade Specialist Administrator must now review your product request for approval. If this was part of a new organization registration that may be reviewed and approved at the same time.
7. If approved, the new product will be added to your available products list as well as the global products list for others to use.
8. You will now be matched to any approved trade leads for all of your approved product(s).

View Trade Lead Details

When your organization registered a product(s) list was chosen. This is the list of products that your organization provides. Any new approved trade leads, that request any of the products from your list, will be automatically matched to your organization. As a result, you will be able to view those trade leads in TLS.

To view trade leads you have been matched to:

1. Navigate to the Trade Leads page (this is also your landing page when you sign on to TLS).
2. Find the trade lead that you wish to view.
3. There are 2 ways to view the lead (see figure below titled (To View Trade Lead Details")):
 - a. Click in the desired trade lead row to highlight the lead. Click "View/Edit Trade Lead".

OR

- b. Click on the linked # of the lead located in the "Lead No" column.
4. The system will open the trade lead details page for you to view.
5. Please be sure to check the "Additional Lead Details" box for any additional details that may not have been captured in the required fields (see figure below titled "Trade Lead Details").
6. When done viewing click "Cancel" to return to the Trade Leads page.

NOTE: Pay special attention to the "Response Due Date". If you do not respond by that date the system will lock the comments section and you will not be able to respond to that trade lead. If you respond/comment before this date then you will be able to continue to respond/comment on the trade lead even after the date passes.

To View Trade Lead Details:

Trade Leads						
Suppliers My Profile						
Manage Trade Leads						
View/Edit Trade Lead						
Drag a column header and drop it here to group by that column						
Lead No	Organization	Products	Last Modified	Country	Status	
288	FASPOSTADMIN TEST	ANTIDEPRESSANTS, TRANQUILIZERS AND OTHER PSYCH AGT	6/16/2014	Japan	Approved and Matched	
284	FASPOSTADMIN TEST	ATLANTIC SALMON (SALMO SALAR) AND DANUBE SALMON (HUCHO HUCHO), FROZEN	6/12/2014	Japan	Approved and Matched	
283	FASPOSTADMIN TEST	ATLANTIC SALMON (SALMO SALAR) AND DANUBE SALMON (HUCHO HUCHO), FROZEN	6/12/2014	Japan	Approved and Matched	

Trade Lead Details:

Trade Leads Suppliers My Profile ?

Trade Lead Details

Save / Submit Cancel

Trade Lead Details ✖

Trade Lead No.	Status	Buyer	Created By	Match Status
409	Approved and Matched	TLS Org by QA Team0623	Foreign Buyers or Importers	Trade Lead Matched to 10 Suppliers

Buyer Organization *

Required Product *

Quantity * **Response Due Date (EST) ***

Quantity Unit * **Preferred Package Type *** **Preferred Delivery Method ***

Additional Lead Details

[View Additional Lead Details](#)

View any Additional Lead Details by clicking here. If none are available you will not see this link, instead you will see: "There are no additional details for this Trade Lead".

Trade Lead Comments Section

Each trade lead has a dynamic comments section (noted by the title "Trade Lead Response / Comments"). This section is designed to allow all users the opportunity to respond to, comment on, or add any necessary details to a trade lead.

Part of the usability of this section is to allow users the opportunity to choose who receives their responses/comments.

Respond to or Make Comments About a Trade Lead:

1. Navigate to the trade lead you wish to respond to or comment on.
2. At the bottom of the page you will see the comment section ("Trade Lead Response / Comments").
3. You will first choose which other users (that are part of this trade lead) will be able to view your response/comments.
 - a. Click the check box next to the user you wish to view your response/comments.
 - i. If choosing SRTGs, Industry Cooperators, or States you have 2 options:
 - A. You may click the check box next to "All SRTGs", etc which will allow all registered SRTG users to view your comment.
 - B. You may select "Specific SRTGs", etc. When you select this option you must then type the organization name in the box below, or click the dropdown and choose the specific organization/company that you wish to comment to.
 - b. The user role(s) you choose here will be able to view the comments you save.
 - c. Please be aware the TLS administrators will be able to view ALL comments.
4. Insert your response/comments in the box.
 - a. You may also change the font style, enter hyperlinks, enter images, etc. Simply choose your formatting options in the ribbon at the top of the comment box.

- Click “Save/Submit” at the top of the page. This action will save your comments and notification email will be sent to the users who subscribed for comments and allow the users you chose to view those comments and respond back to you as necessary.

NOTE: Pay special attention to the “Response Due Date”. If you do not respond by that date the system will lock the comments section and you will not be able to respond to that trade lead. If you respond/comment before this date then you will be able to continue to respond/comment on the trade lead even after the date passes.

You will see the following message(see below image labeled “Response Due Date Passed”) if the Response Due Date has passed and you have not responded or added comments to a trade lead: **You can't respond to or comment on this Trade Lead because its Response due date has passed and you did not previously respond to it. Please contact TLS Administrator for assistance.**

The screenshot shows the 'Trade Lead Response / Comments' interface. At the top, there is a header with the title 'Trade Lead Response / Comments' and a link 'View Lead Responses / Comments'. Below the header, there is a section titled '1. Select user role(s) that you wish to share Trade Lead Response / Comments with.' This section contains four checkboxes: 'Everyone', 'Trade Specialist Admins Only', 'FAS Post', and 'Buyer'. Below these are three selection boxes: 'SRTGs', 'Industry Cooperators', and 'State Dept. of Agriculture'. Each box has a 'Click here to select one or more...' link. A note below this section states: 'Note: All comments / lead responses will be visible to TLS System Administrator and Trade Specialist Administrator.' Below this is section '2. Enter Trade Lead Response / Comments below:' which features a rich text editor with a ribbon containing various formatting options (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, insert image, insert link, insert table, insert video, insert code) and a text area for entering the response. Three green callout boxes provide instructions: one points to the 'View comments directed to you.' link, another points to the user role selection boxes, and a third points to the rich text editor ribbon.

View comments directed to you.

Choose Users you wish to share your comments with by clicking in the box next to the user role.

Choose any formatting options in the ribbon above and then insert your comments in the provided space.

Response Due Date Passed:

Trade Lead Details

Save / Submit Cancel

Trade Lead Details ✖

Trade Lead No.	Status	Buyer	Created By	Match Status
446	Approved and Matched	test Buyer0924	Foreign Buyers or Importers	Trade Lead Matched to 7 Suppliers

Buyer Organization *
test Buyer0924

Required Product *
SOUP ENHANCER

Quantity * **Response Due Date (EST) ***
126 10/9/2014 11:59 P

Quantity Unit * **Preferred Package Type *** **Preferred Delivery Method ***
Kilograms - KG Fragile Packing FCA - Free Carrier

Additional Lead Details

[View Additional Lead Details](#)

You can't respond to or comment on this Trade Lead because its Response due date has passed and you did not previously respond to it. Please contact TLS Administrator for assistance.

Save / Submit Cancel

Selecting Users to Comment to Via the Trade Lead Comments Section

Selecting users to respond to or comment to in the *“Trade Lead Response / Comments”* section.

The idea behind this section on a trade lead is to allow each user the opportunity to communicate and work with whichever user(s) they wish. Select only the user roles for those users you wish to share your comments/responses.

Once you select the desired users, you may then enter your comments in the dynamic comments box and then *“Save/Submit”*.

The users that you may choose to comment/respond to include:

- **Everyone** - If you select this option every user that is tied to this trade lead will be able to view the comments you are making. Selecting this option will also disable all other options.
- **Trade Specialist Administrator Only** - Washington D.C. based FAS trade specialist that can monitor all trade leads and assist in any way necessary. Selecting this option will also disable all other options.
- **Post Admin & Post User (FAS Post)** - FAS overseas offices that typically assist foreign buyers with trade leads. Each buyer is connected to one FAS Post in their region. Both the Post Admin and Post User can assist from the FAS Post perspective.
- **Buyer** - Foreign buyer for the trade lead you are currently looking at.
- **SRTG's** - State and Regional Trade Groups help facilitate trade from U.S. suppliers and foreign buyers from around the world. SRTG's typically work on the supplier side. You may choose to respond to *“All”* SRTG's or respond to one particular SRTG by choosing that SRTG from the SRTG dropdown list.
 - To send your comment to all SRTG's, select the check box next to *“All SRTGs”*.

- To send your comment to one or more specific SRTG's select the check box for "Specific SRTGs". Then either type the SRTG name or select it from the drop down list. You may select as many SRTG's as you wish.
- **Industry Cooperators** - Organizations that represent suppliers based on U.S. agricultural products that they supply. You may choose to respond to "All" Industry Cooperator's or respond to one particular Industry Cooperator by choosing that cooperator from the cooperator dropdown list.
 - To send your comment to all Industry Cooperators, select the check box next to "All Industry Cooperators".
 - To send your comment to one or more specific Industry Cooperators select the check box for "Specific Industry Cooperators". Then either type the Industry Cooperator name or select it from the drop down list. You may select as many Industry Cooperators as you wish.
- **State Departments of Agriculture** – state offices that promote the growth and development of agriculture at the state level. You may choose to respond to "All" states or respond to one particular state by choosing that state from the state dropdown list.
 - To send your comment to all States, select the check box next to "All States".
 - To send your comment to one or more specific States select the check box for "Specific States". Then either type the State name or select it from the drop down list. You may select as many States as you wish.

View Comments Directed to You

There are 2 quick ways to view comments that have been directed to you about a trade lead.

1. While viewing a trade leads details you can click on the link "*View Lead Responses / Comments*" (see image on previous page). The system will open a fly out for you to view all comments directed to you.
2. On the main Trade Leads page, find the trade lead that you wish to view the comments. In the last column of that trade leads row click on the comments icon (see image below). The system will open a fly out for you to view all comments directed to you.

Lead No	Organization	Products	Last Modified	Country	Status	
288	FASPOSTADMIN TEST	• ANTIDEPRESSANTS, TRANQUILIZERS AND OTHER PSYCH AGT	6/16/2014	Japan	Approved and Matched	

Click comments icon.

Comments Fly Out:

The screenshot shows a web interface with a 'Manage Trade Leads' table and a 'View Comments' flyout window. The table has columns for 'Lead No' and 'Organization'. The flyout window displays two email messages:

6/16/2014
From: TLS Supplier (United States Suppliers or Exporters) Supplier-Self(Test)
FAS Post: N/A
To: Buyer: FASPOSTADMIN TEST, Post Admin(s) SRTGs Industry Cooperators
Comments: RESPONDED AT 6/16/14 AT 6:42AM
 *****End of Message*****

6/13/2014
From: TLS TradeSpecialist Administrator (Trade Specialist Administrator) CLEMTEST ONE INC
FAS Post: Agricultural Trade Office, Hong Kong
Comments: TEST DUE DATE
 *****End of Message*****

The flyout window also shows a 'Status' column with 'Approved and Matched' entries and a pagination indicator '1 - 10 of 29 items'.

View/ Edit User Profile

1. Click "My Profile" at the top of the page.
2. If you don't wish to make any changes click "Cancel". If you wish to make changes continue to step 3.
3. If you wish to update the information make any necessary changes to available user details.
4. Click "Save/Submit"

FAS Trade Data Management System

Trade Leads Suppliers **My Profile**

Add / Edit User (Role: SUPPLIER)

Save / Submit Cancel

FirstName *
 T.LSfirst supplier

MiddleName
 mii

LastName *
 Suppliereleven edited

E-Mail *
 swetha.korupolu@Fas.usda.gov

User recieves Email Notifications? *
 Yes

User is Active? *
 Yes

Select Organization *
 supplier created 1002

View/Edit Organization Details

Any TLS user for your organization has the ability to change/update that organizations information.

1. Click on the “Suppliers” tab at the top of the page.
2. Click on your linked organizations name in the “Organization Name” column.
 - a. Your organization should be the ONLY one listed here.
3. The system will open the supplier information page showing your organizations details.
4. If you do not wish to make any changes click “Cancel”. If you wish to make changes continue to step 5.
5. Make the necessary changes to any available information.
 - a. NOTE: You may also update your organizations product list at this time.
6. Click “Save/Submit” and your organizations information will be saved with the new changes.

Trade Leads **Suppliers** My Profile

View / Manage Suppliers

Drag a column header and drop it here to group by that column

Organization Name	Status	Date Created	State	Products
Supplier-Self(Test)	Approved	01/09/2014	DistrictofColumbia	<ul style="list-style-type: none"> • ATLANTIC SALMON (SALMO SALAR) AND DANUBE SALMON (HUCHO HUCHO), FROZEN • YELLOW CORN SEED • TOMATO PASTE (KG) • ANTIDEPRESSANTS, TRANQUILIZERS AND OTHER PSYCH AGT

Click your linked organizations name to open the details to view or make changes.

Supplier Information

[Back](#) [Save / Submit](#) [Cancel](#)

Organization Details

Organization Name * Supplier-Self(Test)	Alias test	Organization Type Private Sector	Organization Sub Type US Exporter
Supplier / Exporter Type * Grower	DUNS Number * <input type="text"/>	Local Business Registration Number * OR 5668899898	TLS Registration Code S)-47P-03696

Products

* BUCKWHEAT x * TOMATO PASTE (KG) x * ANTIDEPRESSANTS, TRANQUILIZERS AND OTHER PSYCH AGT x

Check here if your desired product is not available in the products list above

Other Product Requests:

[Add New Product Request](#)

Product Name	Description	Status	Action
KOABI	SALTED SUNDRIED TILA...	New	 Edit , Delete

Note: Any new product request and changes to existing product requests are not final until you hit the "Save / Submit" link on top / bottom of this page.

Appendix A: Tips and Tricks

Quick Reference Card

The quick reference card gives a brief explanation of some of the supplier functions in TLS. Click the help icon

 on any page in TLS to open the quick reference card(Figure 1).

Comments Section Formatting Ribbon

The comments section of trade leads is dynamic giving users many formatting options (much like a Microsoft Word document). Some of the more used formatting options include:

- **Bold text**
- *Italics for text*
- underlining text

A few of the more advanced options include:

- Insert hyperlink
- Insert image
- Subscript_{test_subscript}
- Superscript^{test_superscript}

To view what each of the formatting options is you can hover your mouse pointer over the desired option and a help bubble will tell you what you are looking at.

Comments Formatting Bar:



Grouping Lists by Column Header

You can group by ANY column.

1. Left mouse click on the column you wish to group by.
2. Drag the column header to the space provided above the columns.
3. The system will automatically group the list by that column. You may add more columns to the grouping if you wish.
4. To remove a grouping simply click on the "X" in the grouped column (Figure 2).

Figure 1: Grouping Lists

Trade Leads Suppliers My Profile

Manage Trade Leads

View/Edit Trade Lead

Drag a column header and drop it here to group by that column

Lead No	Organization	Products	Last Modified	Country	Status
317	FASPOSTADMIN TEST	• TOMATO PASTE (KG)	6/20/2014	Japan	Approved and Matched
316	ABC 123, Inc.	• TOMATO PASTE (KG)	6/20/2014	Japan	Approved and Matched

Figure 2: Ungroup a Grouped List

Manage Trade Leads

View/Edit Trade Lead

Country X

Lead No	Organization	Products	Last Modified	Country	Status
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Filtering by Column Header

See Figure 3 below. To filter your results by each column header:

1. Click the funnel shaped icon on the right of the column header you wish to filter.
2. Choose from the available dropdowns to pin point your filtering.
3. Enter your filter criteria.
4. Click "Filter"
5. The system will automatically filter based on your criteria.
6. When done with that filter click on the funnel shaped icon again.
7. Click "Clear" and the list will return to its original state.

Figure 3: Filtering by Column Header

Trade Leads Suppliers My Profile

Manage Trade Leads

View/Edit Trade Lead

Country X

Lead No	Organization	Products	Last Modified	Country	Status
288	FASPOSTADMIN TEST	ANTIDEPRESSANTS, TRANQUILIZERS AND OTHER PSYCH AGT	6/16/2014	Japan	
284	FASPOSTADMIN TEST	ATLANTIC SALMON (SALMO SALAR) AND DANUBE SALMON (HUCHO HUCHO), FROZEN	6/12/2014	Japan	
283	FASPOSTADMIN TEST	ATLANTIC SALMON (SALMO SALAR) AND DANUBE SALMON (HUCHO HUCHO), FROZEN	6/12/2014	Japan	

Country: Japan

Show items with value that:

Is equal to

And

Is equal to

Filter Clear

Sorting by Columns

To sort by a specific column you simply click on that underlined column header name once to sort by ascending, click a second time to sort by descending, and click a third time undo the sort.

Figure 4: Sort by Column

Trade Leads Suppliers My Profile

Manage Trade Leads

View/Edit Trade Lead

Drag a column header and drop it here to group by that column

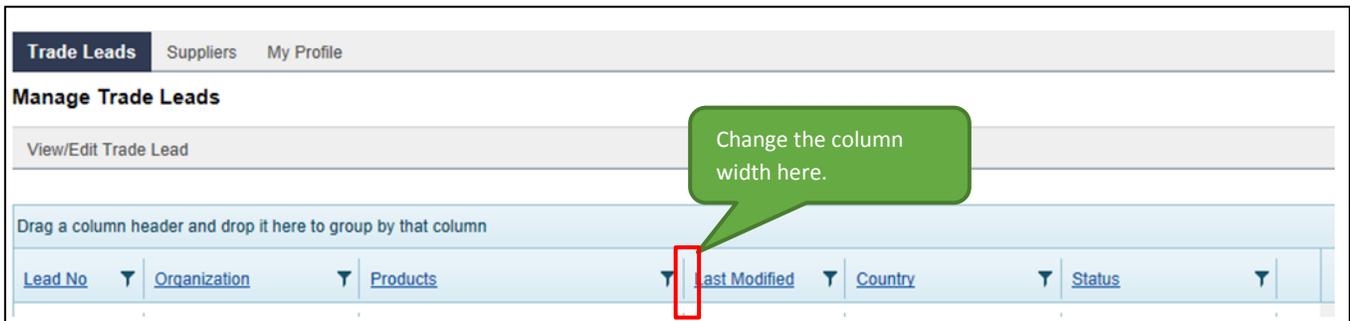
Lead No	Organization	Products	Last Modified	Country	Status
---------	--------------	----------	---------------	---------	--------

Change Column Width

To change the column width:

1. Hover your mouse pointer over the lines on either side of the desired column that you could like to adjust.
2. When the mouse pointer changes to this (); click your left mouse button and drag the column line to the desired width.

Figure 5: Change Column Width



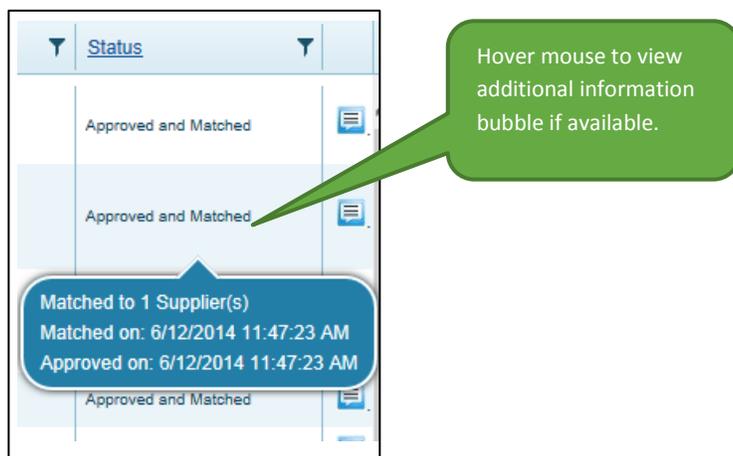
Change the Order of Columns

To change the order of the columns you can choose the column you wish to move by left clicking (and holding) on that column header and then dragging it to your desired position.

Information Bubbles

Throughout the application, there may be places where more information would be helpful or even where a brief explanation may be available to help the user. To help facilitate giving the users as much information as possible, information bubbles have been placed throughout the entire application. To see if there is any more information or explanations available for what you are looking at you can simply hover your mouse pointer over that information. If there is any additional information or direction available, a blue bubble with the available information will appear.

Figure 6: View Info. By Hovering Mouse



Collapse Sections

1. To help consolidate some screens you may have the option to collapse certain sections. Where ever you see this icon, , you can simply click on it and the system will collapse that section. The system will also change the icon (see #2 below).
2. If you wish to expand that section to return it to its original state simply click on this icon, , and the system will open that section up again.

Trade Lead Details

Save / Submit Cancel

Trade Lead Details 

Trade Lead No.	Status	Buyer	Created By	Match Status
457	Approved and Matched	test buyer created 0926	Trade Specialist Administrator	Trade Lead Matched to 16 Suppliers

Buyer Organization *

test buyer created 0926 ▼

Required Product *

SOUPS, BROTHS AND OTHER PREPARATIONS THEREOF, NESOI, EXCEPT DRIED (KG) ▼

Quantity * **Response Due Date (EST) ***

126 10/20/2014 11:59  

Quantity Unit * **Preferred Package Type *** **Preferred Delivery Method ***

Kilograms - KG ▼ Fragile Packing ▼ FCA - Free Carrier ▼

Additional Lead Details

There are no additional details available for this Trade Lead.

Trade Lead Response / Comments * [View Lead Responses / Comments](#) 

Save / Submit Cancel