

TK-IO-PORTAL

NEW PORTAL FEE PART NUMBER

Federal Signal is announcing a new portal fee part number, **TK-IO-PORTAL**, for use when 3rd party portals are required to retrieve purchase orders, submit invoices, or complete questionnaires.

Why are we charging a fee?

Administrative burden to process orders/invoices outside of our typical practices and to cover 3rd part registration fees.

What is the fee?

\$150

Process for using TK-IO-PORTAL

1. BEFORE quoting, ask the customer if a portal is required. If yes, continue.
2. Add **TK-IO-PORTAL** to quotes when a portal is to be accessed.
3. An internal report is populated when the part number is entered.
4. Appropriate personnel will be notified.
5. Portal credentials and training will be secured.

NOTE: If you do not ask about the portal, we will require you to redo the quote and reissue a PO.