

# Extending CausewayOne to Suppliers and Portal Users

From 21st July, the way your suppliers access Causeway's e-Invoicing and Supplier Management solutions will change.

As the next phase of our CausewayOne journey, we're extending the platform to e-Invoicing and Supplier Management portal users, bringing buyers, suppliers and portal users together within a single connected experience.

From **21st July**, portal users will begin signing in through **CausewayOne** at **one.causeway.com**.

Causeway will manage the transition in full, including all communications, guidance and support for affected portal users. No action is required from customers. However, we'll provide information and supporting resources should you wish to communicate the change within your own organisation or wider supply chain.



## What's changing

From **21<sup>st</sup> July**, portal users will no longer be able to access e-Invoicing and Supplier Management services through [tradex.causeway.com](https://tradex.causeway.com). Instead, they'll sign in through **CausewayOne** at **one.causeway.com**.

The way users access the platform is changing, but existing functionality, integrations, data and business processes will continue as normal.

e-Invoicing users will continue to access the same functionality they use today, including:

- Invoice submission
- PO Flip

Supplier Management users will continue to access the same functionality they use today, including:

- PQQ submissions
- Supplier information management

Causeway will manage the transition in full, including communications, guidance and support for affected portal users.



## Key dates

Date	Activity
W/C 6 <sup>th</sup> July	<p>Notifications added to the Tradex portal to help raise awareness of the upcoming change for users accessing the platform.</p> <p>Resource Hub goes live, providing access to key dates, FAQs, guidance and support information.</p> <p>Communications programme begins for affected portal users.</p>
W/C 13 <sup>th</sup> July	<p>Updated guidance and supporting resources made available, including any updates requested to existing customer-facing materials.</p>
W/C 20 <sup>th</sup> July	<p>Portal users begin accessing services through CausewayOne.</p>
Post go-live	<p>Confirmation shared once the transition has taken place, alongside ongoing support and updated guidance where required</p>
Throughout the programme / ongoing	<p>FAQs and support content will continue to be updated as questions and feedback are received.</p>



## Key Messages

- From 21st July, suppliers and portal users will begin accessing Tradex through CausewayOne
- Buyers do not need to take action
- Existing functionality, integration and data will continue as normal
- Causeway will communicate directly with affected users through the migration



## Supporting Resources

To support the transition, we'll provide a dedicated Resources Hub for both customers and their supply chain. This will be the central place to access the latest information throughout the migration, including key dates, FAQs, support information and communications updates.

In addition, Causeway will provide:

- Direct communications, guidance and ongoing support for portal users throughout the transition
- Updated microsite content reflecting the new CausewayOne experience



## Additional Resources and Materials

If you're aware of any Causeway-branded guides, training materials, support documentation or internal resources that reference Tradex supplier access or portal logins, please let us know.

We'll be happy to review them and advise on any updates that may be required.