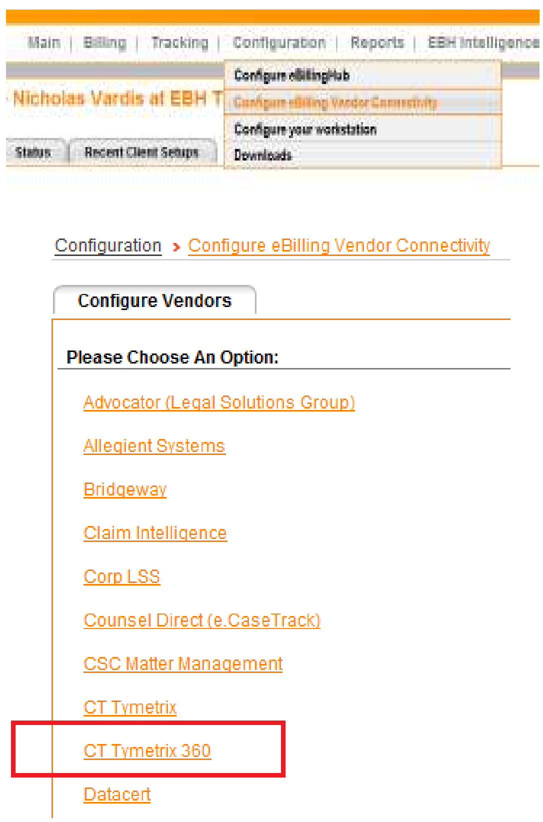
EBILLINGHUB

MANUAL SUBMISSION TO TYMETRIX360

MANUALLY SUBMIT YOUR INVOICE TO TYMETRIX360

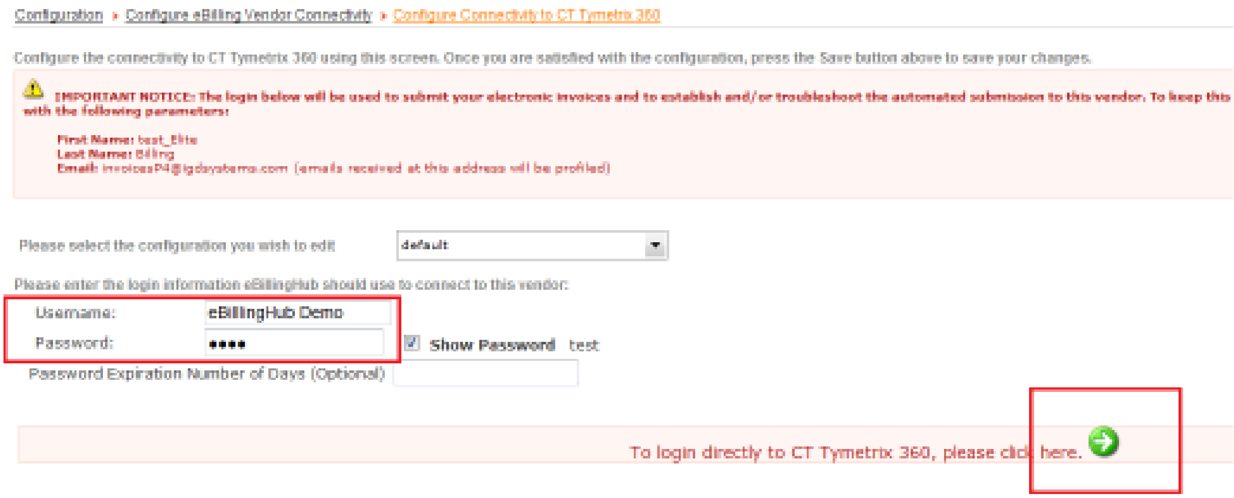
eBillingHub Support

1. Locate your Tymetrix360 credentials and URL to the Tymetrix360 website.
    a. Click Configuration, Configure eBilling Vendor Connectivity, and then select CT Tymetrix 360.

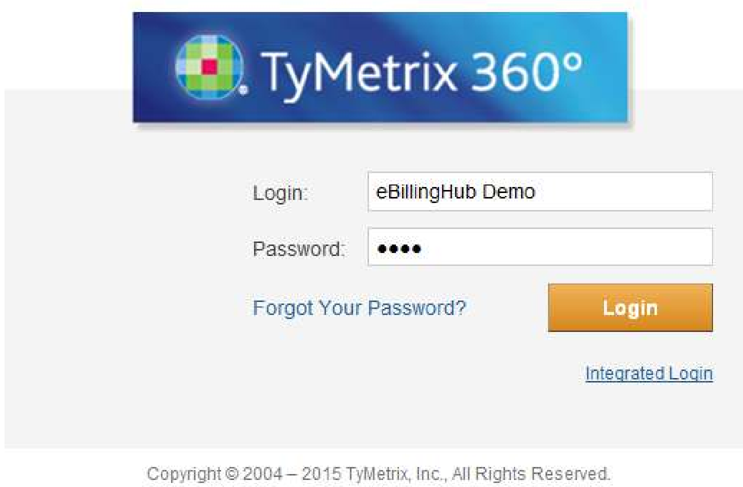


THOMSON REUTERS™

b. Take note of your credentials on this page and click the green arrow to be directed to the vendor's website.



2. Log into Tymetrix360's website with the credentials you have retrieved from the vendor connectivity page.



** Please note that for the steps 3 – 7, we are unable to provide screenshots as we do not have access to this vendor's website.

3. On the Main Menu, select Invoices – Submit Invoice Files (in the Create & Submit section). The Submit Invoice Files page appears.

4. Click the Browse button to open an invoice file that you want to submit. When you navigate to the file on the Choose File Dialog, and then click open.

5. Click to add the invoice file to the “Files to submit” section of the screen. Take note of the Total Size of your submission versus the Maximum Allowed listing, which displays the maximum size that you can submit at once for one or multiple files, as well as the Maximum File Size that denotes the maximum size per individual file.

6. Repeat steps 2 and 3 for each invoice file that requires submission.

7. Click Submit. A confirmation dialog comes up and, when you click OK, the invoices are sent.

You will receive an email notification stating whether the submission passed or failed. If it fails, the notification will include the reason for the failure. Use this information to correct the LEDES file, then resubmit it if necessary. If you have logged in with your IGDSystems account, your invoice should be tracked properly.

.