

# Vendor: Management

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[Daily Webinar - The WebCenter Vendor Portal](#) from TempWorks Training on [Vimeo](#).

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## What is the Vendor Portal?

The Vendor portal of WebCenter will allow you, a subcontractor vendor, to access important information and communicate with the staffing company you are partnered with. This includes having access to accept or decline order requests and submit candidates all in one place.

When we talk about subcontractor vendors we mean:

- 3rd party staffing agencies or other providers that are sending their employees to fill orders with a partnered staffing agency

**This article covers:**

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## Logging in to WebCenter

The staffing company will need to provide you with the exact URL to log into WebCenter. They will either provide you with log in information or send you an email to have you set up your credentials.

**\*Note\*** Each login page can be customized so your log in screen may look different than the picture below. Each vendor contact can be given their own set of credentials.



# tempworks

S O F T W A R E

Welcome to WebCenter. Please log in.

Username:

Password:

Keep me logged in

[Forgot username?](#) | [Forgot password?](#)

## Navigation Overview

### Home Screen

Each time you log into WebCenter as a Vendor, you will be greeted with the home page. Here you will see messages from the staffing company and quick navigation links to important information.

The screenshot shows the WebCenter 6 interface. At the top, there is a navigation bar with icons for Home, Orders, Employees, Reports, and Documents. Below the navigation bar, the main content area is divided into two sections. On the left, under 'Your To Do List', there is a section for 'Orders' with a list of filters: - All, - New (1), Accepted, - Refused (2), Filled, and - Closed (21). On the right, under 'Messages (92)', there is a table of messages with columns for Message, From, and Received. The messages are listed in a table format, and at the bottom of the messages section, there is a pagination control showing 'Showing 1-10 of 102' and navigation buttons for 'Previous', '1', '2', '3', '4', '5', and 'Next'.

Message	From	Received
Don't forget to approve time!	Rachel Langehough	4/29/2020
don't forget to send us...	Rachel Langehough	4/23/2020
Remember to submit your time...	Tamara Czapiewski	4/15/2020
remember to approve timecards on...	Rachel Langehough	4/15/2020
Reminder to approve time from...	Rachel Langehough	4/8/2020
reminder to send us time...	Rachel Langehough	4/2/2020
Remember we are closed on...	alexander.swanson	4/1/2020
Please remember to review timecards...	Rachel Langehough	3/31/2020
We're looing forward to working...	Andrew Haas	3/10/2020
Don't forget to approve timecards...	Rachel Langehough	2/26/2020

## Tabs

**\*Note\*** Keep in mind that WebCenter is customizable so the look and feel as well as the tabs available to you might differ slightly depending on the access given to you by the staffing agency.

Along the top of your page, you will see different tabs for navigating to different sections of WebCenter.



- The Home tab will bring you back to the home page
- The Orders tab will show you any open or filled orders that you have been requested to help with. You can choose to accept or decline any order request
- The Employee tab will allow you to enter pertinent information about your employees that you want to submit as candidates to fill an order request
- The Reports tab can give you access to different reporting tools to help you manage your partnership with this staffing company
- The Documents tab will show you downloadable documents from the staffing company if they have any release forms, quick sets of information etc. they may have you fill out or use for reference

## Updating Your Information

If you want to update your contact information or notification preferences, you can do so from the home page by selecting the "My Information" button:

## Your To Do List

[My Information](#)

## Messages (92)



### Orders

- All
- New (1)
- Accepted

#### Message

Don't forget to approve time!	R
don't forget to send us...	R
Remember to submit your time...	Ti
remember to approve timecards on...	R

Here you can change your email address, update your password and change your email notification preferences

## My Information

### General Info

#### Email Address

Current email address: simon@jurassic.xom - [Update Email Address](#)

#### Password

[Change Your Password](#)

#### Notifications

Place a check next to each notification that you would like to receive. Remove a check from each notification that you would like to be unsubscribed from. Then click "Update" to save the choices.

- |                                     |                                |   |
|-------------------------------------|--------------------------------|---|
| <input checked="" type="checkbox"/> | PasswordRequest                | Sent when a user requests to change their password  |
| <input checked="" type="checkbox"/> | UpdateCandidateStatus          | Sent when a candidates status is updated  |
| <input checked="" type="checkbox"/> | VendorOrderDistribution        | Sent when a service rep sends a vendor an order from Enterprise   |
| <input checked="" type="checkbox"/> | VendorOrderStatusChange        | Sent when a vendor accepts or rejects an order or the order status is changed by a service rep from Enterprise  |
| <input checked="" type="checkbox"/> | WebCenterInvitationForCustomer | Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise |

[Check All](#) - [Uncheck All](#)

[Update](#)

The term "Service Rep" will mean a user from the staffing company such as a staffing specialist or admin.

## Next Steps

Now that you are logged in and understand how to navigate through this portal, check out the following links to learn more about the different tabs and actions you can take.

1. [Accept or Decline Order Requests](#)
2. [Create and Submit Employee Candidates](#)

## Related Articles