Vendor: Management

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Daily Webinar - The WebCenter Vendor Portal from TempWorks Training on Vimeo.

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:

- 1. Logging in to WebCenter
- 2. Navigation Overview
- 3. Next Steps

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	E
Welcome to WebCenter. Please log in.	

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.

WebCenter 6	Home	Orders Employees Rep	oorts Docur
Your To Do List	Messages (92)		
	Message	From	Received
Orders - All - New (1) Accepted - Refused (2) Filled - Closed (21)	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
	Showing 1-10 of 102	« Previous 1 2 3	4 5 Next

Tabs

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

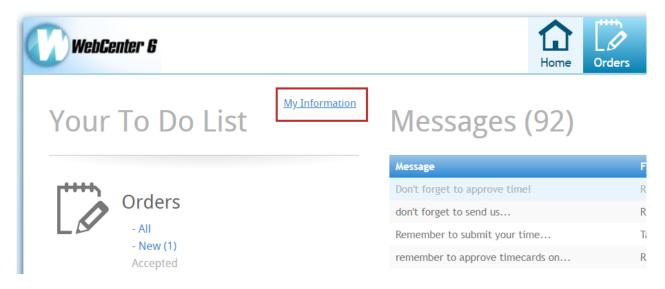
Along the top of your page, you will see different tabs for navigating to different sections of WebCenter.



- 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:



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

My Information General Info						
Email Address						
Currer	nt email address: simon@jurassic.xom	- Update Email Address				
Pas	sword					
	e Your Password					
Not	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.						
	PasswordRequest	Sent when a user requests to change their password				
	UpdateCandidateStatus	Sent when a candidates status is updated				
	VendorOrderDistribution	Sent when a service rep sends a vendor an order from Enterprise				
	VendorOrderStatusChange	Sent when a vendor accepts or rejects an order or the order status is changed by a service rep from Enterprise				
	WebCenterInvitationForCustomer	Sent when a customer contact or vendor is given WebCenter login credentials by a service rep through Enterprise				
Check	All - Uncheck All					
Upda	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

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