

Vendor: How to Add and Submit Employees

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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

Never logged in before? Check out [Vendor Portal Quickstart](#) first.

In this article we will talk about how to review order requests and accept or decline them.

Note This article is written for your Vendor Contacts that are using the Vendor WebCenter Portal. For more information on reviewing candidates, check out [Vendors - Assigning Vendor Employees to an Order](#).

Keep in mind you may not have all the features available that are shown here depending on the [system configurations](#).

This article covers:

1. [Adding Employees](#)
2. [Submitting Candidates](#)

Adding Employees

In order to submit candidates to fill orders, you will need to add the employees into the system and provide some basic information.

You can view, add, and manage employees from the employee's tab in WebCenter

WebCenter 6

Home Orders Employees Reports Documents

All Assigned Available (5) All Exact Matches Only

Add New Employee: [+ Upload Resume](#) | [+ Manual Entry](#)

Name	Availability	Rating
Claire Dearing	Available	0
Harry Gilden	Available	0
Jessica Johnson	Available	0
Ian Malcolm	Available	0
Henry Wu	Available	0

Showing 1-5 of 5

« Previous 1 Next »

Claire Dearing Available

Assignments
No Current Assignments

Info Education Work History Skills Documents

EmployeeID: 4295080533
 Phone:
 Email: cdearing@jurassic.xom
 SSN: 123456721
 Address: 123 Main Street
 Address Line 2:
 City: Eagan
 State: MN
 Zip Code: 55123

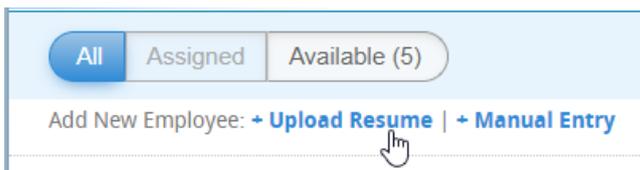
[Edit This Info](#)

There are two ways to add an employee:

Upload a Resume

If you have a recent resume for your employee, you can upload it to create their employee record in the system. You will be able to edit and add information to the employee's record once it's created.

1. Navigate to the Employees tab in the Vendor Portal
2. Select [+ Upload Resume](#) button in the upper left



3. Choose the resume file from your computer



Add New Employee

Create a new employee by uploading a resume and allowing the system to automatically read their details.
After the employee is created, please make sure to double-check all of their info against the original resume, to make sure that the system read it correctly.
Valid document types: .doc, .docx, .rtf, .pdf, .txt, .wps

Resume File: No file chosen

4. Select Upload Resume button

5. Review the information & add any additional details



Add New Employee

The employee record has not been created yet. Please confirm that the basic information below is correct and then press "Create Employee".

First Name:

Middle Initial:

Last Name:

State:

Phone:

Email:

SSN:

Address:

Address Line 2:

City:

Zip Code:

Education records: 2

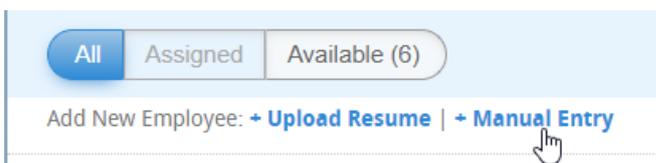
Work History records: 7

- Keep in mind that phone and email can be your preferred method of contact to set up an interview for this employee instead of the employee's phone/email
 - Education and work history records will be able to be reviewed once you create the employee record.
6. When you are ready, click create employee to add the employee into the system

Manual Entry

If you don't have a resume you want to use, you can manually create an employee record.

1. Navigate to the Employees tab in the Vendor Portal
2. Select + Manual Entry button in the upper left



3. Enter the employee details including first and last name and state information

 A screenshot of a form titled 'Add New Employee'. The form has a blue header with a person icon and a close button. The form fields are:

- First Name: Lex
- Middle Initial: (empty)
- Last Name: Murphy
- State: Minnesota (dropdown menu)
- Phone: 8145647812
- Email: (empty)
- SSN: (empty)

 At the bottom of the form, there is a 'Cancel' button on the left and a 'Create Employee' button on the right.

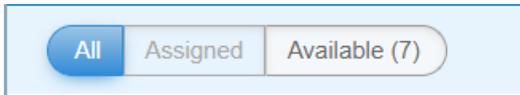
- Keep in mind that phone and email can be your preferred method of contact to set up an interview for this employee instead of the employee's phone/email
4. When you are ready, click on the "Create Employee" button

Reviewing Available Employees

You can review and add additional details to any employee you have in your system. Keep in mind that when you

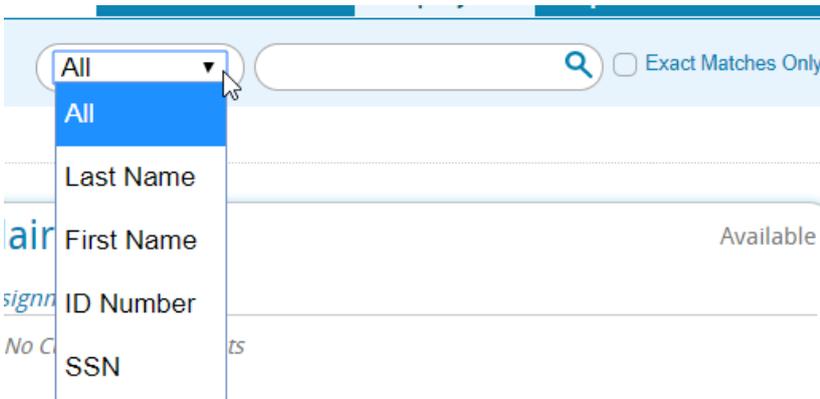
submit candidates for review, the staffing company's team will review your submission to consider for the open position.

On the employees tab, you will see filter options in the upper left to see:



- **All** - all employees you have added into the system regardless of whether they are currently assigned
- **Assigned** - only those currently being sent to work (attached to an order)
- **Available** - only those that are not assigned to a current order

There are additional filter options on the right if you are looking for a particular employee:



When you select an employee record, you will be able to see their details on the right in 5 different tabs:

The screenshot shows an employee management interface. At the top, there are filter buttons for 'All', 'Assigned', and 'Available (7)'. Below this is a search bar with a magnifying glass icon and a checkbox for 'Exact Matches Only'. The main content area is divided into two sections. On the left, there is a table of employees with columns for 'Name', 'Availability', and 'Rating'. The table shows 7 employees, with 'Lex Murphy' highlighted. On the right, there is a detailed view for 'Lex Murphy', which is currently 'Available'. This view includes tabs for 'Info', 'Education', 'Work History', 'Skills', and 'Documents'. The 'Info' tab is active, displaying fields for 'EmployeeID', 'Phone', 'Email', 'SSN', 'Address', 'Address Line 2', 'City', 'State', and 'Zip Code'. The 'State' field is set to 'MN'. There is also a link to 'Edit This Info'.

Name	Availability	Rating
Claire Dearing	Available	0
Harry Gildden	Available	0
Jessica Johnson	Available	0
Ian Malcolm	Available	0
Lex Murphy	Available	0
Peter Parker	Available	0
Henry Wu	Available	0

Lex Murphy Available

Assignments
No Current Assignments

Info Education Work History Skills Documents

EmployeeID: 4295083545
Phone: 6518158153
Email:
SSN:
Address:
Address Line 2:
City:
State: MN
Zip Code:

[Edit This Info](#)

- **Info** - Shows basic information including contact information, address, and employee id number you can use when talking with the staffing agency you are working with

Lex Murphy Available

Assignments

No Current Assignments

Info Education Work History Skills Documents

EmployeeID: 4295083545
Phone: 6518158153
Email:
SSN:
Address:
Address Line 2:
City:
State: MN
Zip Code:

[Edit This Info](#)

- **Education** - This will show any education items from the employee's resume or manually entered. Select the Add Education option to add another education item

Peter Parker Available

Assignments

No Current Assignments

Info Education Work History Skills Documents

(+) Add Education Info

School: Finance and Supply Chain, SUNY
Degree: Masters of Business Administration
Dates Attended: From: 1/1/0001
To: 1/1/0001
GPA:

[Edit This Info](#)

- **Work History** - shows any work history items from the employee's resume or manually entered. Click Add Work History to add a new work history experience or edit this info to edit an existing item:

Peter Parker

Available

Assignments

No Current Assignments

Info

Education

Work History

Skills

Documents

(+) Add Work Experience

Employer: Nexen Inc

Job Title: SAP FICO Consultant

Job Type:

Compensation:

Address:

Dates Worked: From: 3/1/2006

To: 1/1/0001

Duties: Nexen Inc, Calgary, Canada Mar 06 to Present SAP FICO Consultant Nexen is a Canadian-based, global energy company on a mission to grow value responsibly. Nexen is strategically positioned in some of the world's most exciting regions: the North Sea, deep-water Gulf of Mexico, Middle East, offshore West Africa and the Canadian Athabasca oil sands. I was responsible for configuration of GL, AP, AR, CCA, Product Costing. Also provided production support in FICO • Defined new Account Groups, Number Ranges(External), Posting Keys, Document Types(for External No. Range Specific), Posting Period, Fiscal Year Variants, and Field Status Groups(for External No. Range Specific) • Mapped G/L Accounts for Company Specific Financial Statement Version for multiple company codes. Gathered and documented business requirements, conducted discussions with consultants and drafted business blueprint documentation. • Created Account Assignment Models for recurring entries. • Configured G/L Account Master Rec

Reason for Leaving:

[Edit This Info](#)

- **Skills** - add any important skill sets this employee has. Select the Add Skill button on the right to add more skills

Claire Dearing Available

Assignments

No Current Assignments

Info Education Work History Skills Documents

(+) Add Skill

Skill	Years Experience	
Data Entry	2.00	Edit
Chemist	5.00	Edit
Analyst	3.00	Edit

- **Documents** - This section allows you to attach additional documents such as a new resume, etc. to be displayed for the staffing company's team to review. Employees created by uploading a resume will automatically have the resume added here

Peter Parker Available

Assignments

No Current Assignments

Info Education Work History Skills Documents

(+) Add Document

Document Title: Peter_Parker_Resume.doc.doc - Uploaded 5/6/2020

Document Type: Resume

Description: Resume - Peter Parker

[Edit This Document](#)

Submitting Candidates

Once you have added employees into the system and accepted your first order, you will want to begin submitting your best employees to fulfill orders.

1. Navigate to an order you have accepted

Job Title	Company	Assigned	Candidates Submitted	Pay Rate	
Details Warehouse Worker	Trees & Leaves	0	0 of 20	\$19.00 per hour	Accepted Reset

No More Orders

- Click on details to see more order information at the bottom of the page
- Select the Add/Edit Employees option in the upper right

[Hide Details](#) ▼

Warehouse Worker

Trees & Leaves • Primary Department • Primary Worksite

Order 4295092487 (Unfilled) [Add / Edit Employees](#) Accepted [Reset](#)

Job Info	Shift:	2nd Shift	Date Created:	3/12/2020	Job Description: Will be needed for at least 3 weeks helping with assembly and organization in the warehouse. Need to be able to lift 30 lbs.
Employees	Start Time:	2:00 PM	Order Type:	TE	
Candidates	End Time:	8:30 PM	Start Date:	6/1/2020	
	Duration:	Indef	Est End Date:		

- Review the job description at the top and be mindful of the number of candidates you can select:

Warehouse Worker

Job description:

Will be needed for at least 3 weeks helping with assembly and organization in the warehouse. Need to be able to lift 30 lbs.

Max Number of Candidates: 20

- Select your candidates

Warehouse Worker

Job description:

Will be needed for at least 3 weeks helping with assembly and organization in the warehouse. Need to be able to lift 30 lbs.

Max Number of Candidates: 20

Please select all employees that you would like to add as candidates on the order.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

2 of 20 Selected [Remove All](#)

Select ALL

- Dearing, Claire
- Gilden, Harry
- Johnson, Jessica
- Malcolm, Ian
- Murphy, Lex
- Parker, Peter
- Wu, Henry

- Murphy, Lex ✘
- Parker, Peter ✘

- When you have finished, select Save and Close

Submitted candidates will be reviewed by the staffing agency before they are approved to send to work. Work with

the staffing company to determine what the exact review process will look like and when employee's will need to show up for work.

Viewing Submitted Candidates

You can review which candidates and where they are in the selection process by navigating to the candidates tab on the order:

Warehouse Worker Order 4295092487 (Unfilled) Add / Edit Employees Accepted Reset

Trees & Leaves • Primary Department • Primary Worksite

Job Info	Status	Date Added	Comment	Messages	Save Candidate(s)
Murphy, Lex	VCandidate Select...	5/6/2020		No Messages	Save Candidate(s)
Parker, Peter	VCandidate Select...	5/6/2020		No Messages	

- Change a Status - You may have the ability to update a candidate's status if one refuses the position, etc.

Status	Date Added	Comment	Messages	Save Candidate(s)
Murphy, Lex VCandidate Refused	5/6/2020		No Messages	Save Candidate(s)

- You can choose the new candidate status from the drop down and select Save Candidates to update the status for the staffing company
- The staffing company will also be updating candidate statuses as they go through their review process.

- Add a Message -

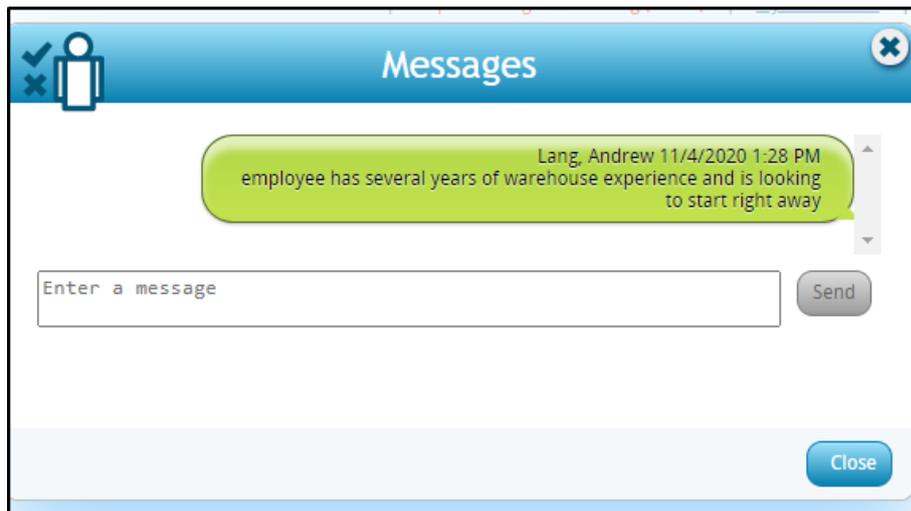
- By adding a message your vendor contact will have the ability to communicate directly with your customer contact.

Picker/Packer Order 4295112881 (Unfilled) Add / Edit Employees Accepted Reset

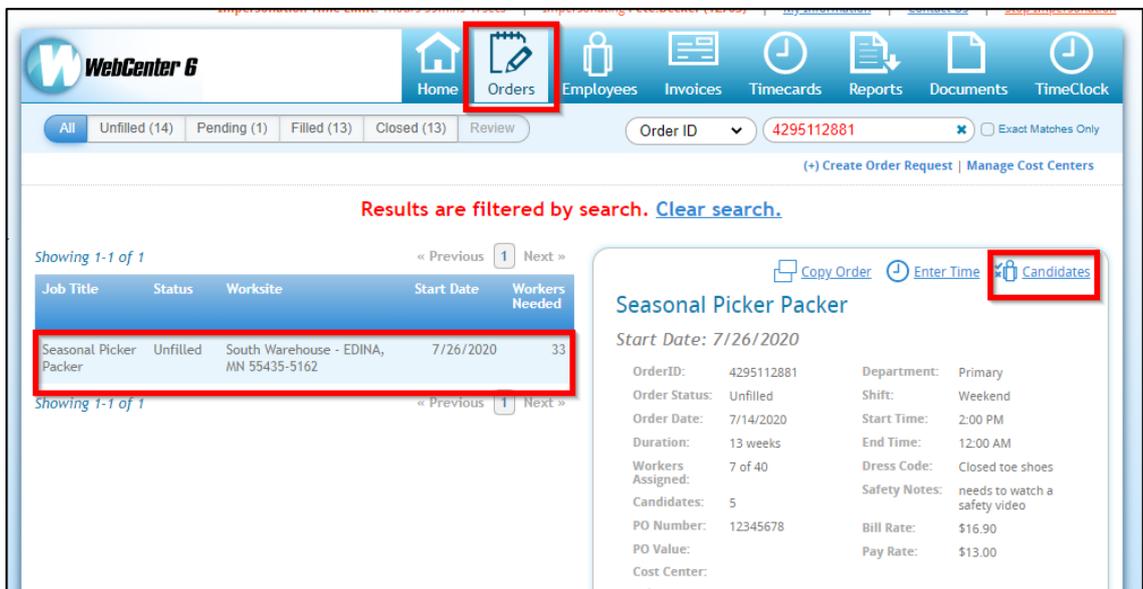
Central Perk Packaging • Primary Department • South Warehouse Worksite

Job Info	Status	Date Added	Comment	Messages	Save Candidate(s)
Betty, John	Placed Select...	7/20/2020		Warehouse experient...	Save Candidate(s)
Cleary, Sandy	Placed Select...	7/16/2020	we would like to offer her the position	looking to interview...	
jackson, leigh	Placed Select...	7/20/2020		No Messages	
Route, Steve	VCandidate Select...	11/4/2020		employee has several...	

- Click on blue hyperlink under their messages category to open message. Once you select it you should see the following pop up (seen below). Type in your message!



- When the vendor contact leaves a message the contact from your customer will be able to view it under the candidates hyperlink under the order tab (screenshot below is the viewed from the perspective of the contact of the customer record).



- After selecting the candidates hyperlink your customer contact should see the following appear (seen below):

- They can then click on the message (will be a red hyperlink if it is a new unseen message) to view the entire message (as seen below). Your customer contact would also have the ability to send a message back to your vendor contact by entering in their response in the "enter a message" box and then selecting send.

- Please note that this config works directly with messaging. It is located under the Miscellaneous tab in WebCenter Configs.

Allow Vendor/Customer Messaging	Default: false	Show Rules (3)
If set to true, this will allow two-way messaging between vendor and customer contacts for a given order candidate.		

Candidate Related Notifications

You can choose to receive email notifications when candidate status is changed including when they are assigned to an order by navigating to the "My Information" section from the home page. To learn more, check out [Vendor Portal Quickstart](#).

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](#)

Below is an example of what that email notification will look like:



Related Articles