

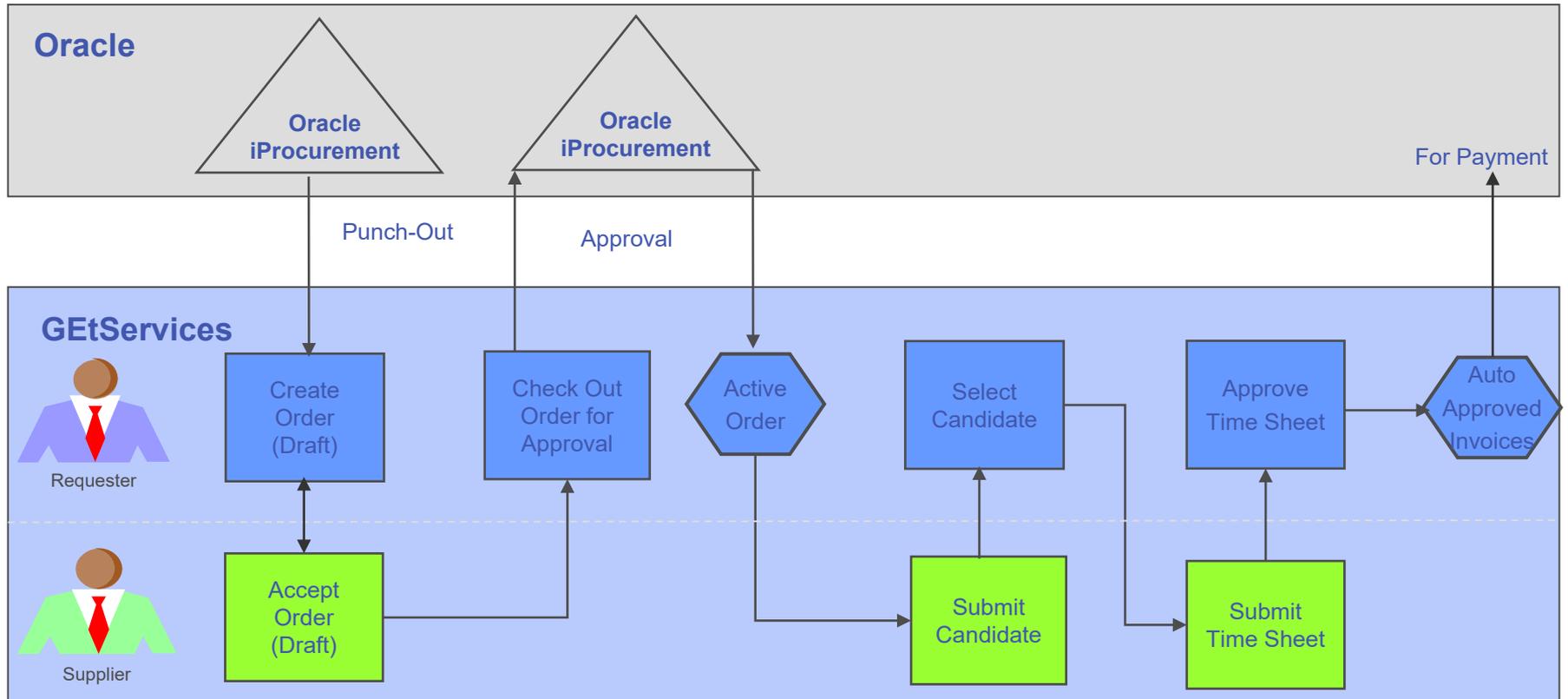
# GEtServices

Contingent Staff Training For  
Suppliers  
Blanket Order



imagination at work

# Overall GEtServices Process



# Table of Contents

1. Review and Accept Draft Order
2. Submit Candidate
3. Submit Time Sheets
4. On Boarding Contractors
5. Audit Trail and Conferencing
6. Create Candidate Profile (Admin Users Only)
7. Edit Candidate Profile (Admin Users Only)
8. Add Supplier User
9. Modify Supplier User

# Login to GEtServices



[SSO LOGIN](#) |

[GE SINGLE SIGN ON LINKS](#) | [MODIFY ACCOUNT](#) | [PASSWORD RESET](#) | [SSO REGISTRATION](#) | [SSO FAQs](#) |

---

**Enter your User ID and Password below to Login to SSO**

**Learn More** »

It's easy to get secure access to all of your GE applications with just one User ID and Password! Find out how GE Single Sign On can simplify your accounts now.

**Sign Up** »

If you don't have a GE Single Sign On User ID and Password yet, sign up now!

SSO User ID

SSO Password

Remember my SSO User ID

Forgotten your SSO Password?  
[Click here to reset it.](#)

---

Copyright 2001 General Electric

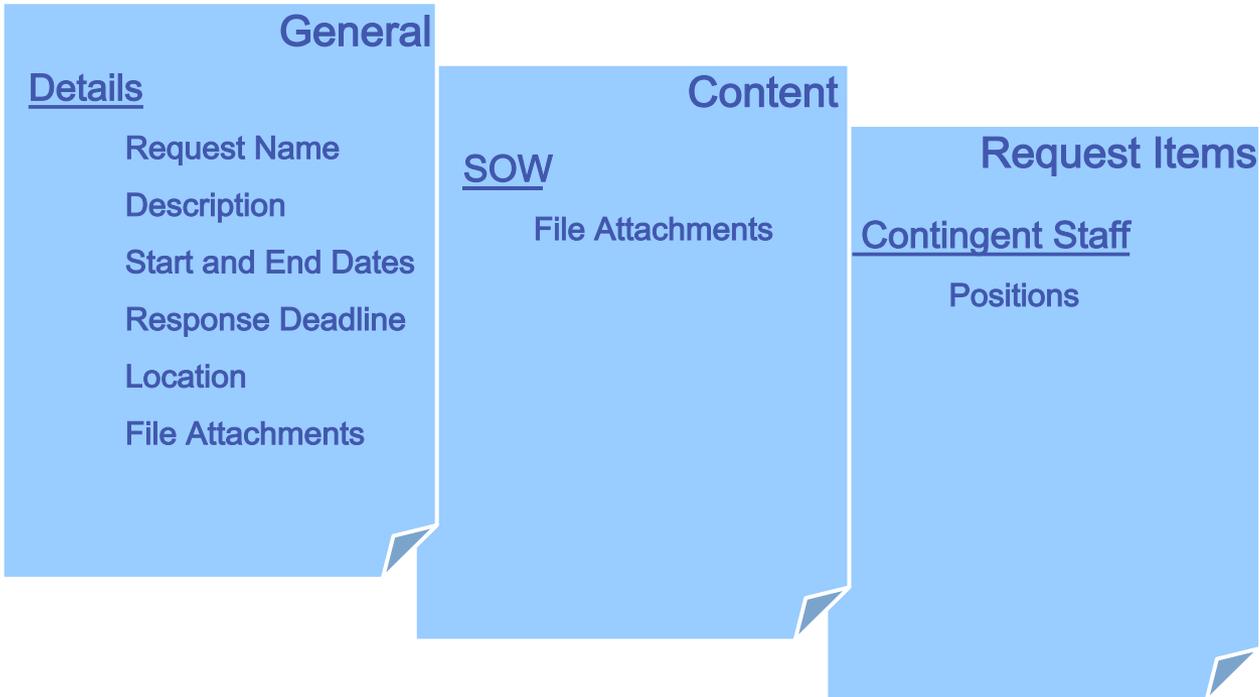
<http://getservices.gesupplier.com>

# Supplier Contingent Staff Tasks: Step 1



# What is a Blanket Order?

A Blanket Order is sent to a single supplier for their review and acceptance.



# Accept Draft Order

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Access "Submitted Draft Order" from Message Center or select "Orders" from top menu and then "Order Name"

**Quick Links**

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

**Message Center**

Review message alert ! = may require action

! Woods, Debora has submitted the Draft Order Holiday Call Center II, 7669 for your review.	07 Oct 2004
! Order 474E-T02360094-47, 474E-T02360094-47 has expired.	07 Oct 2004
! Contingent Staff Rebecca Howard, 1042 assignment on Order 4714-T08410078-46, 1035 has expired.	07 Oct 2004
! Invoices were auto-created	06 Oct 2004
! Order Holiday Call Center Coverage, 7666 is now active.	06 Oct 2004

**User Assistance**

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

**System Set Up**

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

# Accept Draft Order

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

NOTE: Order can be forwarded to a different registered contact

Forward Order | **Accept Draft Order**

Click "Accept Draft Order"

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	Pending Supplier Review (Editable by Supplier)	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	0.00 USD				

**Details** ▶

Order Items

Accounting

Review items. If changes are necessary, "Send to Buyer for Review" will be the only option

<b>Details</b> <input type="button" value="Edit"/>			
Order ID:	7669	Owner:	Woods, Debora
Order Name:	Holiday Call Center II	Sponsor:	
Category:	Temporary Staffing without Expenses	Created By:	Woods, Debora
Order Type(s):	Contingent Staff	Created On:	07 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	07 Oct 2004
Operating Company:	GEPS	End Date:	18 Oct 2004
Organization:	GEPS America	Receipt Amount:	0.00 USD
Location:	AL-ATHENS	Invoiced Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Accrued Amount:	0.00 USD
Master Agreement:	<a href="#">7490</a>	Billable Amount:	0.00 USD
Request ID:	N/A	Currency:	USD

# Accept Draft Order

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

<b>Order ID:</b> 7669	<b>Start Date:</b> 07 Oct 2004	<b>Organization:</b> GEPS America
<b>Status:</b> Pending Supplier Review (Editable by Supplier)	<b>End Date:</b> 18 Oct 2004	<b>Request ID:</b> N/A
<b>Owner:</b> Woods, Debora	<b>Supplier Contact:</b>	
<b>Estimated Amount:</b> 0.00 USD		

Details

Order Items

**Accounting** ▶

Supplier Info	
Supplier Name:	GEPS
Address:	Ed
Contact Name:	Woods, Debora
Phone:	(216) 277-4440
Email:	notification_gemini2@elance.com

Accounting Summary			
PO ID:			-
Receipts Amount:	0.00 USD	Accrued Amount:	0.00 USD
Invoiced Amount:	0.00 USD	Billable Amount:	0.00 USD

**Microsoft Internet Explorer**

?

You will be unable to modify this draft order once you accept it.

Click OK to accept.

Click "OK"

# Draft Order Accepted

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	<u>Supplier Accepted Draft</u>	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	0.00 USD				

*Note: A yellow callout bubble points to the status "Supplier Accepted Draft" with the text: "Status update to 'Supplier Accepted Draft'"*

---

**Details** ▶

- Order Items
- Accounting

Details			
Order ID:	7669	Owner:	Woods, Debora
Order Name:	Holiday Call Center II	Sponsor:	
Category:	Temporary Staffing without Expenses	Created By:	Woods, Debora
Order Type(s):	Contingent Staff	Created On:	07 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	07 Oct 2004
Operating Company:	GEPS	End Date:	18 Oct 2004
Organization:	GEPS America	Receipt Amount:	0.00 USD
Location:	AL-ATHENS	Invoiced Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Accrued Amount:	0.00 USD
Master Agreement:	<a href="#">7490</a>	Billable Amount:	0.00 USD
Request ID:	N/A	Currency:	USD

# Supplier Contingent Staff Tasks: Step 2



# Submit Candidate

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Re (Supplier) Help Log Out

### Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

### Message Center [manage]

Review message alerts ! = may require action

! Order Holiday Call Center II, 7669 is now active.	07 Oct 2004
! Order Holiday Call Center II, 7669 expires in 10 days.	07 Oct 2004
! Order 474E-T02360094-47, 474E-T02360094-47 has expired.	07 Oct 2004
! Contingent Staff Rebecca Howard, 1042 assignment on Order 4714-T08410078-46, 1035 has expired.	07 Oct 2004
! Invoices were auto-created	06 Oct 2004

### User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

### System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

# Submit Candidate

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help | Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

[Terminate](#)

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	Active	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	0.00 USD				

**Details**

- Order Items**
- Accounting
- Receipts

**Order Details**

Order ID:	7669	Owner:	Woods, Debora
Order Name:	Holiday Call Center II	Sponsor:	
Category:	Temporary Staffing without Expenses	Created By:	Woods, Debora
Order Type(s):	Contingent Staff	Created On:	07 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	07 Oct 2004
Operating Company:	GEPS	End Date:	18 Oct 2004
Organization:	GEPS America	Receipt Amount:	0.00 USD
Location:	AL-ATHENS	Invoiced Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Accrued Amount:	0.00 USD
Master Agreement:	<a href="#">7490</a>	Billable Amount:	0.00 USD
Request ID:	N/A	Currency:	USD

Click "Order Items"

# Submit Candidate

Services Procurement and Management Eclance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

[Terminate](#)

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	Active	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	0.00 USD				

Details  
**Order Items** ▶  
Accounting  
Receipts

**Contingent Staff**

[+ Add Ad Hoc Candidate](#)

Click "Add Ad Hoc Candidate"

No consultants have been added. Click the [Add Consultant](#) button to add consultant.

# Submit Candidate

**Services Procurement and Management** Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

**Blanket Order:** Holiday

Terminate

**Order ID:** 766  
**Status:** Acti  
**Owner:** Wo  
**Estimated Amount:** 0.0

Details  
**Order Items** |>  
Accounting  
Receipts

**https://gemini2.elance.com - adhocCandidateInfoScreen - Microsoft Internet Explorer**

**Add Ad Hoc Candidate**

**Candidate Details**

\* indicates required field

Candidate Name: \* Candidate  \* One

Candidate ID: \* 999888777  
(9-digit SSN or National Insurance ID (UK), without hyphens)

Candidate ID - Issuing Country: \* UNITED STATES OF AMERICA

Address Line 1:

Address Line 2:

Address Line 3:

City:

State/Province:

Postal code:

Country: --Click to Select--

Personal Email Address:

Home Phone:

Mobile Phone:

Help | **Next** | Cancel

Done | Internet

# Submit Candidate

**Services Procurement and Management** Eclance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

**Blanket Order: Holiday Call Center II** | Print | Conferencing | Audit Trail | ?

Order ID: 7669  
Status: Active  
Owner: Woods, De  
Estimated Amount: 0.00 USD

Details | **Order Items** | Accounting | Receipts

**Add Ad Hoc Candidate**

*\* indicates required field*

Position Group: \* Administrative  
Position Class: \* Call Center Representative I  
Hiring Manager: Woods, Debora  
Start Date: \* 07 Oct 2004  
End Date: \* 18 Oct 2004  
Location: \* AL-ATHERS  
Location Address: \* Building W  
Contractor Classification: \* W2  
Shift Information: First, 8:30 - 5:30 pm  
Additional Information:  
Overtime Exempt?  Yes  No

Buttons: Help | Back | **Next** | Cancel

Callouts:  
- "Enter Required Information" (yellow bubble pointing to the form fields)  
- "Click 'Next'" (yellow bubble pointing to the Next button)

# Submit Candidate

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Blanket Order: Holiday Cal  
Terminate

Order ID: 7669  
Status: Active  
Owner: Woods,  
Estimated Amount: 0.00 US

Details  
**Order Items**  
Accounting  
Receipts

Interferencing | Audit Trail | ?

GEPS America  
N/A

tant.

**Add Ad Hoc Candidate**

**Rate Information**

\* indicates required field

Contractor Pay Rate		Supplier Mark Up Rate	
Standard Pay Rate (Hourly):	* 17 USD	Standard Supplier Markup Rate:	* 20 %

Enter Required Information

Click "Next"

Help Back **Next** Cancel

javascript:next() Internet

# Submit Candidate

The screenshot displays the Elance Services Procurement and Management interface. A modal window titled "Add Ad Hoc Candidate" is open, showing a "Preview Ad Hoc Candidate" screen. The candidate details are as follows:

Candidate Name:	Candidate One
Candidate ID:	999888777
Candidate Type:	Contractor
Position Class:	Call Center Representative I - Inbound
Hiring Manager:	Woods, Debora
Start Date:	07 Oct 2004
End Date:	18 Oct 2004
Location:	AL-ATHENS
Location Address:	Building W
Shift Information:	First, 8:30 - 5:30 pm
Regular Rate (Hourly):	17.00 USD

At the bottom of the modal window, there are three buttons: "Back", "Finish", and "Cancel". The "Finish" button is highlighted with a red rectangular box. A yellow callout bubble with a pointer to the "Finish" button contains the text "Review and Click 'Finish'".

# Submit Candidate

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

[Terminate](#)

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	Active	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	0.00 USD				

---

Details | **Order Items** | Accounting | Receipts

**Contingent Staff**

[+ Add Ad Hoc Candidate](#)

Click "Add Ad Hoc Candidate" and repeat process to add more candidates

---

[Candidate One](#) [Remove](#)

<b>Position:</b>	Call Center Representative I - Inbound	<b>Start Date:</b>	07 Oct 2004	<b>Rate:</b>	20.40 USD/hour
<b>Location:</b>	AL-ATHENS	<b>End Date:</b>	18 Oct 2004	<b>Amount:</b>	1,305.60 USD

[Submit](#)

# Submit Candidate

Services Procurement and Management Clance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

[Terminate](#)

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	Active	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	0.00 USD				

Details

**Order Items** ▶

Accounting

Receipts

---

**Contingent Staff**

[+ Add Ad Hoc Candidate](#)

<input checked="" type="checkbox"/>	<a href="#">Candidate One</a>	<a href="#">Remove</a>	
Position:	Call Center Representative IV - Inbound	Start Date: 07 Oct 2004	Rate: 20.40 USD/hour
Location:	AL-ATHENS	End Date: 18 Oct 2004	Amount: 1,305.60 USD
<input checked="" type="checkbox"/>	<a href="#">Candidate Two</a>	<a href="#">Remove</a>	
Position:	Call Center Representative IV - Inbound	Start Date: 07 Oct 2004	Rate: 33.60 USD/hour
Location:	AL-ATHENS	End Date: 18 Oct 2004	Amount: 2,150.40 USD

[Submit](#)

Check the Candidates that you would like to submit

Click "Submit"

# Supplier Contingent Staff Tasks: Step 3



# Submit Time Sheets

Services Procurement and Management Elance

Home Master Agreements Requests Orders **Time and Expense** Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

**Quick Links**

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

**Message Center** [manage]

Review message alerts ! = may require action

! On Order Holiday Call Center II, 7669 the Contingent Staff Candidate Two, 7671 has never had a timesheet submitted against it.	07 Oct 2004
! On Order Holiday Call Center II, 7669 the Contingent Staff Candidate One, 7670 has never had a timesheet submitted against it.	07 Oct 2004
! Contingent Staff 7671, Candidate Two on Blanket Order 7669, Holiday Call Center II was Accepted.	07 Oct 2004
! Contingent Staff 7670, Candidate One on Blanket Order 7669, Holiday Call Center II was Accepted.	07 Oct 2004
! Contingent Staff 7671, Candidate Two on Blanket Order 7669, Holiday Call Center II was Submitted.	07 Oct 2004

**User Assistance**

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

**System Set Up**

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

# Submit Time Sheets

Services Procurement and Management elance

Home Master Agreements Requests Orders **Time and Expense** Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

### Time and Expense

Import Timesheets ?

Search Contingent Staff using keyword(s) one GO

--Click to Select--

107 records found [1] 2 3

ID	Contingent Staff	Status	Start Date	End Date	Manager	Order ID	Order	Actions
3732	<a href="#">Alabiso, Audry</a>	Active	21 Jun 2004	31 Dec 2004	<a href="#">Clarke, Lucas L</a>	3731	<a href="#">Audrey Alabiso (v. 1.0)</a>	
1906	<a href="#">Alexander, Mildred</a>	Active	18 Mar 2004	17 Mar 2005	<a href="#">Pijanowski, Walter P (Parts)</a>	1904	<a href="#">2193-A0041, A0042, A0043, A0044 (v. 1.0)</a>	
632	<a href="#">Bailoni, Pamela</a>	Active	02 Dec 2003	30 Nov 2004	<a href="#">Victoria Fleming-PGS</a>	431X-T0006-01	<a href="#">431X-T0006-01 (v. 1.0)</a>	
2419	<a href="#">Barone, Danielle</a>	Active	May 2004	30 May 2005	<a href="#">Sayer, Samantha</a>	2418	<a href="#">431F-A0222 Danielle Barone (v. 1.0)</a>	
3033	<a href="#">Beck, Debra</a>	Active	2004	30 May 2005	<a href="#">Phil Ham</a>	3031	<a href="#">Admin for Richmond office (v. 1.0)</a>	
1773	<a href="#">Best, Toneshia</a>	Active	15 Mar 2004	11 Mar 2005	<a href="#">De Vita, Paula</a>	1772	<a href="#">Receptionist (v. 1.0)</a>	
634	<b>Candidate One</b>	Active	02 Dec 2003	30 Nov 2004	<a href="#">Victoria Fleming-PGS</a>	431X-T0007-03	<a href="#">431X-T0007-03 (v. 1.0)</a>	
5104	<a href="#">Binder, Mary Ann</a>	Active	15 Jan 2004	15 Jan 2005	<a href="#">Stewart, Patricia (GE Energy)</a>	5103	<a href="#">Administrative (v. 1.0)</a>	
2319	<a href="#">Bolding, Kevin</a>	Active	26 Apr 2004	22 Apr 2005	<a href="#">John Gorman-Packaging</a>	5467-A0002	<a href="#">5467-A0002 (v. 1.0)</a>	
633	<a href="#">Borthwick, Sidney</a>	Active	02 Dec 2003	30 Nov 2004	<a href="#">Victoria Fleming-PGS</a>	431X-T0008-05	<a href="#">431X-T0008-05 (v. 1.0)</a>	

Click the contingent staff name that you would like to submit a time sheet for

# Submit Time Sheets

Services Procurement and Management Elance

Home Master Agreements Requests Orders **Time and Expense** Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

https://gemini2.elance.com - contractor\_contract\_basic - Microsoft Internet Explorer

Candidate: Candidate One Register Candidate Terminate Close Window

Details Skills Requirements On Boarding Asset Tracking

**Contingent Staff Information**

Contingent Staff ID:	7670	3331
Position Class:	Call Center Representative Inbound	s, Debra
Start Date:	07 Oct 2004	07 Oct 2004
Location:	AL-ATHENS	Location address: Building W
Regular Hours:	40 / week	Shift Information: First, 8:30 - 5:30 pm
Estimated Overtime:	- N/A -	Estimated Doubletime: - N/A -
Overtime Exempt:	Y	Timesheet Template: WeeklyTaskTime

Key: M View MA Rate

**Costing** View Applied Rates

Estimated Contingent Staff Amount:	1,305.60 USD	Number of Hours:	64
Approved Contingent Staff Amount:	1,305.60 USD	Tax Percentage:	0.0%
Approved T&E Amount:	0.00 USD	Expense Amount:	0.00 USD
		Regular Negotiated Rate:	20.40 USD /hour
		Regular Estimated Amount:	1,305.60 USD (Negotiated Rate x
		Overtime Negotiated Rate:	- N/A -
		Overtime Estimated Amount:	- N/A - (Negotiated Rate x

107 records found

ID	Contingent Staff
3732	<a href="#">Alabiso, Audry</a>
1906	<a href="#">Alexander, Mildred</a>
632	<a href="#">Bailoni, Pamela</a>
2419	<a href="#">Barone, Danielle</a>
3033	<a href="#">Beck, Debra</a>
1773	<a href="#">Best, Toneshia</a>
634	<a href="#">Candidate One</a>
5104	<a href="#">Binder, Mary Ann</a>
2319	<a href="#">Bolding, Kevin</a>
633	<a href="#">Borthwick, Sidney</a>

Click "Time & Expense"

A user can also click the highlighted box to pull up a new time sheet for the candidate

# Submit Time Sheets

The screenshot displays the Elance Services Procurement and Management interface. The top navigation bar includes links for Home, Master Agreements, Requests, Orders, Time and Expense, Invoices, and Reporting. The user is logged in as DAN CZECH (Supplier). The main content area shows the 'Time and Expense: Candidate One' section. A red box highlights the 'Create Time Sheet' button, with a callout bubble stating 'Click "Create Time Sheet"'. Another callout bubble points to the 'Expense Sheets' link, stating 'A user can click "Expense Sheets" to submit expenses'. Below the navigation, there is a table with 26 records found, with columns for ID, Time Period, Manager, Approver, and Total Hours.

Services Procurement and Management Elance

Home Master Agreements Requests Orders **Time and Expense** Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

**Time and Expense: Candidate One** Create Time Sheet | [Export Time Sheet](#) | ?

| **Time Sheets** | [Expense Sheets](#) |

26 records found

ID	Time Period	Manager	Approver	Total Hours	ns
----	-------------	---------	----------	-------------	----

# Submit Time Sheets

Services Procurement and Management Elance

Home | **Time and Expense** | User Profile

Logged in as **Candidate One (Contractor)** | Help | Log Out

---

**Time Sheet for** Candidate One ?

**Sheet ID:** --      **Creator:** Candidate One      **Order:** Holiday Call Center II  
**Status:** --      **Modified:**      **Manager:** Woods, Debora  
**Duration:** 07 Oct 2004 - 18 Oct 2004

| [Time Sheets](#) | [Expense Sheets](#) |

Time Period: 07 Oct 2004 - 10 Oct 2004 ◀ ▶ Search

---

**Time Sheet Entry**

Line Items

Bill Type	Task Code	Comments	Time Entry				Total
			Thu-7	Fri-8	Sat-9	Sun-10	
Billable <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	7:00	9:00	<input type="text"/>	<input type="text"/>	16:00
Billable <input type="button" value="v"/>	<input type="text"/>						
<b>Daily</b>			7:00	9:00	<input type="text"/>	<input type="text"/>	16:00

Comments:

*Enter number of hours worked for each day*

*Click "Next"*

# Submit Time Sheets

Services Procurement and Management Elance

Home **Time and Expense** User Profile

Logged in as **Candidate One** (Contractor) [Help](#) [Log Out](#)

---

**Time Sheet for** Candidate One ?

<b>Sheet ID:</b> 84699	<b>Creator:</b> Candidate One	<b>Order:</b> Holiday Call Center II
<b>Status:</b> Draft	<b>Modified:</b> 07 Oct 2004	<b>Manager:</b> Woods, Debora
<b>Duration:</b> 07 Oct 2004 - 18 Oct 2004		

| [Time Sheets](#) | [Expense Sheets](#) |

**Time Period:** 07 Oct 2004 - 10 Oct 2004

---

**Time Sheet Preview**

Line Items			Time Entry				
Bill Type	Task Code	Comments	Thu-7	Fri-8	Sat-9	Sun-10	Total
Billable			7:00	9:00			16:00
Billable							0:00
		<b>Daily</b>	7:00	9:00	0:00	0:00	16:00

Comments:

---

**Task Code Summary**

Task Code	Standard Time	Overtime	Double Time
	16.0	0.0	0.0
<b>Total Hours:</b>	16.0	0.0	0.0

[< Back](#) [Submit for Approval](#) [Cancel](#)

Review and click  
"Submit for  
Approval"

# On Boarding Contractors

# On Boarding Contractors

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

### Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

### Message Center [manage]

Review message alerts ! = may require action

! On Order Holiday Call Center II, 7669 the Contingent Staff Candidate Two, 7671 has never had a timesheet submitted against it.	07 Oct 2004
! On Order Holiday Call Center II, 7669 the Contingent Staff Candidate One, 7670 has never had a timesheet submitted against it.	07 Oct 2004
! Contingent Staff 7671, Candidate Two on Blanket Order 7669, Holiday Call Center II was Accepted.	07 Oct 2004
! Contingent Staff 7670, Candidate One on Blanket Order 7669, Holiday Call Center II was Accepted.	07 Oct 2004
! Contingent Staff 7671, Candidate Two on Blanket Order 7669, Holiday Call Center II was Submitted.	07 Oct 2004

### User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

### System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management

Access "Blanket Order Accepted" from Message Center or select "Orders" from top menu and then "Order Name"

# On Boarding Contractors

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

---

**Blanket Order:** Holiday Call Center II Print | Conferencing | Audit Trail | ?

[Terminate](#)

<b>Order ID:</b>	7669	<b>Start Date:</b>	07 Oct 2004	<b>Organization:</b>	GEPS America
<b>Status:</b>	Active	<b>End Date:</b>	18 Oct 2004	<b>Request ID:</b>	N/A
<b>Owner:</b>	Woods, Debora	<b>Supplier Contact:</b>			
<b>Estimated Amount:</b>	3,456.00 USD				

---

Details  
**Order Items** ▶  
Accounting  
Receipts

**Contingent Staff**

[+ Add Ad Hoc Candidate](#)

[Candidate One](#)

Position:	Call Center Representative I - Inbound	Start Date:	07 Oct 2004	Rate:	20.40 USD/hour
Location:	AL-ATHENS	End Date:	18 Oct 2004	Amount:	1,305.60 USD

[Candidate Two](#)

Position:	Call Center Representative IV - Inbound	Start Date:	07 Oct 2004	Rate:	33.60 USD/hour
Location:	AL-ATHENS	End Date:	18 Oct 2004	Amount:	2,150.40 USD

Click "Contingent Staff Name"

# On Boarding Contractors

**Services Procurement and Management** Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices

as DAN CZECH (Supplier) | Help | Log Out

**Blanket Order:** Holiday Call

Terminate

**Order ID:** 7669  
**Status:** Active  
**Owner:** Woods, D  
**Estimated Amount:** 3,456.00

Details  
**Order Items**  
Accounting  
Receipts

[https://gemini2.elance.com - contractor\\_contract](https://gemini2.elance.com - contractor_contract)

**Candidate:** Candidate One | **Register Candidate** | Terminate | Close Window

Details | Skills | Requirements | On Boarding | Asset Tracking

**Contingent Staff Information**

Contingent Staff ID:	7670	User ID:	3331
Position Class:	Call Center Representative I - Inbound	Hiring Manager:	<a href="#">Woods, Debora</a>
Start Date:	07 Oct 2004	End Date:	18 Oct 2004
Location:	AL-ATHENS	Location Address:	Building W
Regular Hours:	40 / week	Shift Information:	First, 8:30 - 5:30 pm
Estimated Overtime:	- N/A -	Estimated Doubletime:	- N/A -
Overtime Exempt:	Y	Timesheet Template:	WeeklyTaskTime

Time & Expense

Key: View MA Rate

**Costing** [View Applied Rates](#)

Estimated Contingent Staff Amount:	1,305.60 USD	Number of Hours:	64
Approved Contingent Staff Amount:	1,305.60 USD	Tax Percentage:	0.0%
Approved T&E Amount:	0.00 USD	Expense Amount:	0.00 USD
		Regular Negotiated Rate:	20.40 USD /hour
		Regular Estimated Amount:	1,305.60 USD (Negotiated Rate x Total Hours)
		Overtime Negotiated Rate:	- N/A -
		Overtime Estimated Amount:	- N/A - (Negotiated Rate x Total Hours)

# On Boarding Contractors

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting Log Out

**Blanket Order: Holiday Ca**  
Terminate

Order ID: 7669  
Status: Active  
Owner: Woods  
Estimated Amount: 3,456.

Details  
**Order Items**  
Accounting  
Receipts

https://gemini2.elance.com - CONTRACTOR\_REGISTRATION\_FORM - Microsoft Internet Explorer

**Register Contractor** Close Window

**Self registration :** For Contractors that can register themselves, please verify the email address and click on the button, for the system to send a registration email to them.

Candidate:	Candidate One
Status:	Engaged
Submitted On:	
Candidate ID:	999888777
Years of Exp:	0
Email Address (Personal) :	
Email Address (Work) :	
Email Address :	<input type="text"/>

**Register User** **Cancel**

**On-behalf registration :** For Contractors that wish to register yourself or for the ones without access to email, please enter username and password.

\* All fields required

Username:	candidateone
Password:	.....
Confirm Password:	* .....

**On-behalf registration is NOT allowed. Please fill in information for self registration**

Done Internet

# Audit Trail

View changes / actions performed on the order.

# Conferencing

Centralized messaging forum for team members and/or suppliers.

# Audit Trail

Services Procurement and Management Elance

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting | Suppliers | System Administration

Logged in as Woods, Debora Help Log Out

**Order:** Marketing Campaign and Services Print Conferencing **Audit Trail** ?

Cancel Copy Check Out for Approval

**Order ID:** 7643 **Start Date:** 01 Oct 2004 **Supplier:** GEPS America  
**Status:** Supplier Accepted Draft **End Date:** 12 Oct 2004 **Location:** AL  
**Owner:** Woods, Debora **Supplier Contact:** **Total Amount:** 21,000.00 USD

**Details** Edit

Order ID:	7643	Owner:	Woods, Debora
Order Name:	Marketing Campaign and Services	Sponsor:	
Category:	Marketing and Sales	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?:	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	21,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	<a href="#">KELLY SERVICES (GCO)*TROY107</a>	Invoiced Amount:	0.00 USD
Master Agreement:	<a href="#">5432</a>	Accrued Amount:	0.00 USD
Request ID:	N/A	Currency:	USD
		External Reference ID:	

**Details** Team Statement of Work Order Items Accounting

**Details** Edit

Order ID: 7643  
Order Name: Marketing Campaign and Services  
Category: Marketing and Sales  
Order Type(s): Fixed Deliverables  
Enforce Payment Limit?: Yes  
Operating Company: GEPS  
Organization: GEPS America  
Location: AL-ATHENS  
Supplier: [KELLY SERVICES \(GCO\)\\*TROY107](#)  
Master Agreement: [5432](#)  
Request ID: N/A

Owner: Woods, Debora  
Sponsor:  
Created By: Woods, Debora  
Created On: 01 Oct 2004  
Start Date: 01 Oct 2004  
End Date: 12 Oct 2004  
Total Amount: 21,000.00 USD  
Receipt Amount: 0.00 USD  
Invoiced Amount: 0.00 USD  
Accrued Amount: 0.00 USD  
Currency: USD  
External Reference ID:

User can click "Audit Trail" to see changes / actions performed on the order

# Conferencing

Services Procurement and Management Elance

Home Master Agreements Requests **Orders** Time and Expense Invoices Reporting Suppliers System Administration

Logged in as Woods, Debora Help Log Out

---

**Order:** Marketing Campaign and Services Print Conferencing Audit Trail ?

Cancel Copy Send to Supplier for Review Check Out for Approval

<b>Order ID:</b> 7643	<b>Start Date:</b> 01 Oct 2004	<b>Organization:</b>
<b>Status:</b> Supplier Accepted Draft	<b>End Date:</b> 12 Oct 2004	<b>Request ID:</b>
<b>Owner:</b> Woods, Debora	<b>Supplier Contact:</b>	<b>Total Amount:</b>

A user can click "Conferencing" to centralize a messaging forum with team members and/or suppliers for all to view

**Details** Edit

Order ID:	7643	Owner:	
Order Name:	Marketing Campaign and Services	Sponsor:	
Category:	Marketing and Sales	Created By:	Woods, Debora
Order Type(s):	Fixed Deliverables	Created On:	01 Oct 2004
Enforce Payment Limit?:	Yes	Start Date:	01 Oct 2004
Operating Company:	GEPS	End Date:	12 Oct 2004
Organization:	GEPS America	Total Amount:	21,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	<a href="#">KELLY SERVICES (GCO)*TROY107</a>	Invoiced Amount:	0.00 USD
Master Agreement:	<a href="#">5432</a>	Accrued Amount:	0.00 USD
Request ID:	N/A	Currency:	USD
		External Reference ID:	

# Create Candidate Profile

# Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

### Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

### Message Center

[\[manage\]](#)

Review message alerts ! = may require action

! Order 5467-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
! Order IT - GDC Order Survey, 7685 has expired.	24 Oct 2004
! Order 4714-T0844T0814-49, 4714-T0844T0814-49 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

### User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

### System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management**

Access "Candidate Management" from System Set Up

# Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Log in as DAN CZECH (Supplier) Help Log Out

**Candidates** Create Candidate Profile ?

Search using name or keyword(s)  GO

490 records found [1] 2 3 4 5 6 7 8 9 10

Name	Location	Date Available	Experience	Base Bill Rate	Regular Bill Rate
<a href="#">444_60222</a>		29 Sep 2004		20.00 USD	20.00 USD
<a href="#">Abdul Sheikh</a>		01 Jan 2004		22.77 USD	22.77 USD
<a href="#">Abdul Sheikh</a>		01 May 2004		19.00 USD	19.00 USD
<a href="#">Adam Stempler</a>	White Stone New York	06 Jul 2004		18.13 USD	18.13 USD
<a href="#">Adnan Mahmood</a>		03 Mar 2003		25.90 USD	25.90 USD
<a href="#">Alain Kouadio</a>		12 Dec 2003		21.51 USD	21.51 USD
<a href="#">Alain Kouadio</a>		19 Feb 2004		21.50 USD	21.50 USD
<a href="#">Alain Kouadio</a>		24 Feb 2004		21.50 USD	21.50 USD
<a href="#">Alethea Russell</a>		28 May 2003		24.90 USD	24.90 USD
<a href="#">ALEX_CHERWONIK</a>		15 Mar 2004		20.21 USD	20.21 USD
<a href="#">Alexander Huebenthal</a>				19.54 USD	19.54 USD
<a href="#">Alice Burton</a>		03 Nov 2003		23.96 USD	23.96 USD
<a href="#">Amanda Kroll</a>		03 Aug 2004		19.42 USD	19.42 USD

490 records found [1] 2 3 4 5 6 7 8 9 10

Click "Create Candidate Profile"

Create Candidate Profile

# Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Go to Candidate Index **Candidate Management: Add New Candidate**

**Personal Details**

\* indicates required field

First Name: \* Kennedy

Middle Initial:

Last Name: \* Benson

Candidate ID: \* 999888666 (9-digit SSN or National Insurance ID (UK), without hyphens)

Candidate ID - Issuing Country: \* UNITED STATES OF AMERICA

Contractor Classification: \* 1099

Default Currency: \* US DOLLAR (USD)

**Contact Details**

Address Line 1: 123 Main Street

Save Cancel

Enter Required Information

Click "Save"

# Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Go to Candidate Index

**Profile**

Skills

Candidate: Kennedy [Click "Edit" to modify](#)

**Personal Details** [Edit](#)

First Name:	Kennedy	Issuing Country:	UNITED STATES OF AMERICA
Middle Name:		Years of Experience:	5
Last Name:	Benson		
Candidate ID:	999888666		
Contractor Classification:	1099		
Default Currency:	USD		

**Rate & Availability Details**

Available Immediately:	Yes	Regular Bill Rate:	23.00 USD (Hourly)
Availability Start Date:	01 Nov 2004	Overtime Bill Rate:	23.00 USD (Hourly)
Overtime Exempt:	Yes	Doubletime Bill Rate:	46.00 USD (Hourly)
Base Bill Rate:	23.00 USD (Hourly)		

**Other Details**

Additional Info:

*Click "Skills" to add position classes and skills*

# Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

Go to Candidate Index  
Profile  
**Skills**

**Candidate:** Kennedy Benson

**Position Classes** + Add Position Classes

Position Class	Description
----------------	-------------

**Skills** + Add Skills

Skill	Proficiency Level	Experience	Last Used Date
-------	-------------------	------------	----------------

Click "Add Position Classes"

# Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

https://gemini2.elance.com - Contractor\_Candidate\_New\_PositionClass - Microsoft Internet Expl...

Log Out

**Add Position Class** [Close Window]

Position Classes	Description	Add Associated Skills
<input checked="" type="checkbox"/> Security Guard	Periodically patrols buildings and grounds of industrial plants, commercial establishments, docks, logging camp areas, or work sites. Requires a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is expected.	<input type="checkbox"/>
<input type="checkbox"/> Security Guard, Sr	Inspects, monitors, controls, and patrols work sites, an assigned location, property, and/or people. May be expected to collect and complete paperwork. Requires a high school diploma or its equivalent. May have to complete an apprenticeship and/or formal training in area of specialty with 3-5 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish tasks. Performs a variety of complicated tasks. Requires a certain degree of creativity and latitude. Typically reports to a	<input type="checkbox"/>

Go to Candidate Index

Profile

Skills

After reviewing the description, place a check mark next to the "Position Classes" you would like to select

Click "Add Selected Position Classes"

Add Selected Position Classes

Internet

# Edit Candidate Profile

# Edit Candidate Profile

Services Procurement and Management elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

### Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

### Message Center

[\[manage\]](#)

Review message alerts ! = may require action

! Order 5467-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
! Order IT - GDC Order Survey, 7685 has expired.	24 Oct 2004
! Order 4714-T0844T0814-49, 4714-T0844T0814-49 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

### User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

### System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management
- Candidate Management**

Access "Candidate Management" from System Set Up

# Edit Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

### Candidates [Create Candidate Profile](#) | [?](#)

Search using name or keyword(s)

490 records found [1] 2 3 4 5 6 7 8 9 10

Name	Location	Date Available	Experience	Base Bill Rate	Regular Bill Rate
<a href="#">444_60222</a>		29 Sep 2004		20.00 USD	20.00 USD
<a href="#">Abdul Sheikh</a>		01 Jan 2004		22.77 USD	22.77 USD
<a href="#">Abdul Sheikh</a>		01 May 2004		19.00 USD	19.00 USD
<a href="#">Adam Stempler</a>	White Stone New York	06 Jul 2004		18.13 USD	18.13 USD
<a href="#">Adnan Mahmood</a>		03 Mar 2003		25.90 USD	25.90 USD
<a href="#">Alain Kouadio</a>		12 Dec 2003		21.51 USD	21.51 USD
<a href="#">Alain Kouadio</a>		19 Feb 2004		21.50 USD	21.50 USD
<a href="#">Alain Kouadio</a>		24 Feb 2004		21.50 USD	21.50 USD
<a href="#">Alethea Russell</a>		28 May 2003		24.90 USD	24.90 USD
<a href="#">ALEX_CHERWONIK</a>		15 Mar 2004		20.21 USD	20.21 USD
<a href="#">Alexander Huebenthal</a>				19.54 USD	19.54 USD
<a href="#">Alice Burton</a>		03 Nov 2003		23.96 USD	23.96 USD
<a href="#">Amanda Kroll</a>		03 Aug 2004		19.42 USD	19.42 USD

490 records found [1] 2 3 4 5 6 7 8 9 10

*Note: A yellow callout bubble points to the name 'Alethea Russell' in the table, with the text 'Click "Candidate Name"'.*

# Edit Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

Go to Candidate Index

**Profile** ▶

Skills

**Candidate:** Alethea Russell ?

**Personal Details** [Edit](#) Click "Edit"

First Name:	Alethea		
Middle Name:			
Last Name:	Russell		
Candidate ID:	100002894	Issuing Country:	
Contractor Classification:	Not Specified	Years of Experience:	0
Default Currency:	USD		

**Rate & Availability Details**

Available Immediately:	No	Regular Bill Rate:	24.90 USD (Hourly)
Availability Start Date:	28 May 2003	Overtime Bill Rate:	37.35 USD (Hourly)
Overtime Exempt:	No	Doubletime Bill Rate:	37.35 USD (Hourly)
Base Bill Rate:	24.90 USD (Hourly)		

**Other Details**

Additional Info:

# Edit Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

https://gemini2.elance.com - Contractor\_Candidate\_Edit\_Profile - Microsoft Internet Explorer Log Out

### Edit Candidate Profile Close Window

**Personal Details**

\* indicates required field

First Name: \* Alethea

Middle Name:

Last Name: \* Sloan

Candidate ID: \* 100002894 (9-digit SSN or National Insurance ID (UK), without hyphens)

Candidate ID - Issuing Country: \* --Click to Select--

Contractor Classification: \* Not Specified

Default Currency: \* US DOLLAR (USD)

**Rate & Availability Details**

Available Immediately?  Yes

Overtime Exempt?  Yes

Experience: 0 Years

Availability Start Date: 28 May 2003

Base Bill Rate: 24.9 (Hourly)

Regular Bill Rate: 24.9 (Hourly)

Save Cancel

Done Internet

# Add Supplier User

# Add Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

### Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

### Message Center

 [manage]

Review message alerts ! = may require action

! Order 5467-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
! Order IT - GDC Order Survey, 7685 has expired.	24 Oct 2004
! Order 4714-T0844T0814-49, 4714-T0844T0814-49 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

### User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

### System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management**
- Candidate Management

Access "User Management" from System Set Up

# Add Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting (Supplier) Help Log Out

**User Management** Create Supplier User

Search by --Click to Select-- using keyword(s)  GO

36 records found

Employee Name	Title	E-Mail	Phone Number	Status
<a href="#">Anagela Baker</a>	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
<a href="#">APC ROBOT</a>	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
<a href="#">APC ROBOT</a>	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
<a href="#">Brett Benadum</a>	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
<a href="#">Cindy Guss</a>	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
<a href="#">Cindy Guss</a>	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
<a href="#">Colleen Bessinger</a>	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
<a href="#">DAN CZECH</a>	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
<a href="#">Dara Sanders</a>	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
<a href="#">Dara Sanders</a>	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
<a href="#">Debbie Winters</a>	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
<a href="#">Debbie Winters</a>	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
<a href="#">Diane Farrell</a>	Special Handling	notification_gemini2@elance.com	(248) 273-4449	Not Registered

36 records found

*Note: A yellow callout bubble points to the 'Create Supplier User' button with the text: 'Click "Create Supplier User"'*

# Add Supplier User

Services Procurement and Management Elance

Home | Master Agreements | Requests | Orders | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

### Supplier Users: Create Supplier User

[Create Supplier User](#) | [User Management List](#) | ?

---

#### User Information

List this user as a contact in your profile.

\* indicates required field

Employee Name:	* <input type="text" value="David Jones"/>
Title:	<input type="text" value="Processing Administrator"/>
Email Address:	* <input type="text" value="djones@abc.com"/>
Phone Number:	<input type="text" value="(555) 123-4567 x3452"/>
Primary Contact:?	<input type="checkbox"/>
Display contact in list:?	<input checked="" type="checkbox"/>
Administrative Permissions?	<input checked="" type="checkbox"/> Yes
Financial Permissions?	<input type="checkbox"/> Yes

**Administrative Users:** Have full access to supplier functionality including the ability to create new users, proposals, submittals, and invoices (for all locations).

**Financial Users:** Users with financial permissions have full access to invoice functionality.

Enter Required Information

Note: Administrative Permission gives users access to "User Management" and "Candidate Management"

Click "Save"

# Supplier User Added

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

**Supplier User:** David Jones ?

Click 'Edit' to modify

**Supplier User Information** Edit

Listed as contact in profile?	N
Employee Name:	David Jones
Title:	Processing Administrator
Email Address:	djones@abc.com
Phone Number:	(555) 123-4567
Primary Contact?	N
Show as Location Contact:?	Y
Administrative Permissions?	Y
Financial Permissions?	N

**Location contact for Locations: (0)**

**Selected Locations:**

All locations

Note: Locations assigned will determine access to Requests and Orders

# Modify Supplier User Change Primary Contact

# Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

### Quick Links

Access shortcuts

- View new requests
- View requests with proposals
- View proposals I've submitted
- View My Orders
- View All Active Orders
- View/run reports

Create new documents

- Master Agreement

### Message Center

 [manage]

Review message alerts ! = may require action

! Order 5467-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
! Order IT - GDC Order Survey, 7685 has expired.	24 Oct 2004
! Order 4714-T0844T0814-49, 4714-T0844T0814-49 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004
! Contingent Staff Robert Spirko, 1040 assignment on Order 4714-T0844T0814-49, 1037 expires in 29 days.	23 Oct 2004

### User Assistance

Find help and support

- Support Contact Information
- Online Help
- Support and Training

View training information

- Online Training Tool
- Quick Reference Guide

### System Set Up

Change application settings

- User Profile
- Supplier Profile
- User Management**
- Candidate Management

Access "User Management" from System Set Up

# Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) Help Log Out

### User Management Create Supplier User

Search by --Click to Select-- using keyword(s)  GO

36 records found

Click "Employee Name"

Employee Name		E-Mail	Phone Number	Status
<b>Anagela Baker</b>	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
<a href="#">APC ROBOT</a>	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
<a href="#">APC ROBOT</a>	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
<a href="#">Brett Benadum</a>	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
<a href="#">Cindy Guss</a>	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
<a href="#">Cindy Guss</a>	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
<a href="#">Colleen Bessinger</a>	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
<a href="#">DAN CZECH</a>	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
<a href="#">Dara Sanders</a>	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
<a href="#">Dara Sanders</a>	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
<a href="#">Debbie Winters</a>	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
<a href="#">Debbie Winters</a>	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
<a href="#">Diane Farrell</a>	Special Handling	notification_gemini2@elance.com	(248) 273-4449	Not Registered

36 records found

# Modify Supplier User

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Logged in as DAN CZECH (Supplier) [Help](#) [Log Out](#)

**Supplier User:** Anagela Baker [Reset Password](#) | [Expire User](#) | [?](#)

Click "Edit"

Supplier User Information	
Listed as contact in profile?	N
Employee Name:	Anagela Baker
Title:	Accounts Receivable Analyst
Email Address:	notification_gemini2@elance.com
Phone Number:	248-273-8069
Primary Contact?	N
Show as Location Contact:?	Y
Administrative Permissions?	N
Financial Permissions?	Y

**Location contact for Locations: (0)**

**Selected Locations:**

- AK-ANCHORAGE
- AL-ATHENS
- AL-BIRMINGHAM
- AL-BURKEVILLE
- AL-COLUMBIA
- AL-MOBILE

# Modify Supplier User

Services Procurement and Management Elance

Home | Master Agreements | Requests | Orders | Time and Expense | Invoices | Reporting

Logged in as DAN CZECH (Supplier) | Help | Log Out

**Supplier User:** Anagela Baker Expire User | ?

---

**Supplier User Information**

List this user as a contact in your profile.

\* indicates required field

Employee Name:	* Anagela Baker	Modify information as needed
Title:	Accounts Receivable Analyst	
Email Address:	* notification_gemini2@elance.com	
Phone Number:	248-273-8069	e.g. (800) 800-8000 x1000
Primary Contact:	<input type="checkbox"/> Yes	Place a check in the "Primary Contact" box to make this user the Primary Contact
Show as Location Contact:	<input checked="" type="checkbox"/> Yes	

Administrative Permissions?  Yes **Administrator Users:** Have full access to supplier functionality including the ability to create new users, proposals, submittals, and invoices (for all locations).  
**Financial Users:** Have full access to invoice functionality.

Financial Permissions?  Yes **Financial Users:** Users with financial permissions have full access to invoice functionality.

Location Contact:

WA-TUKWILA WI-APPLETON WI-MILWAUKEE WV-EASTPARKERSBURG WV-PARKERSBURG	WV-EASTPARKERSBURG WV-PARKERSBURG
Add Selected >>	Remove Selected

Click "Save"