

GEtServices

Contingent Staff Training For Suppliers



imagination at work

Overall GEtServices Process

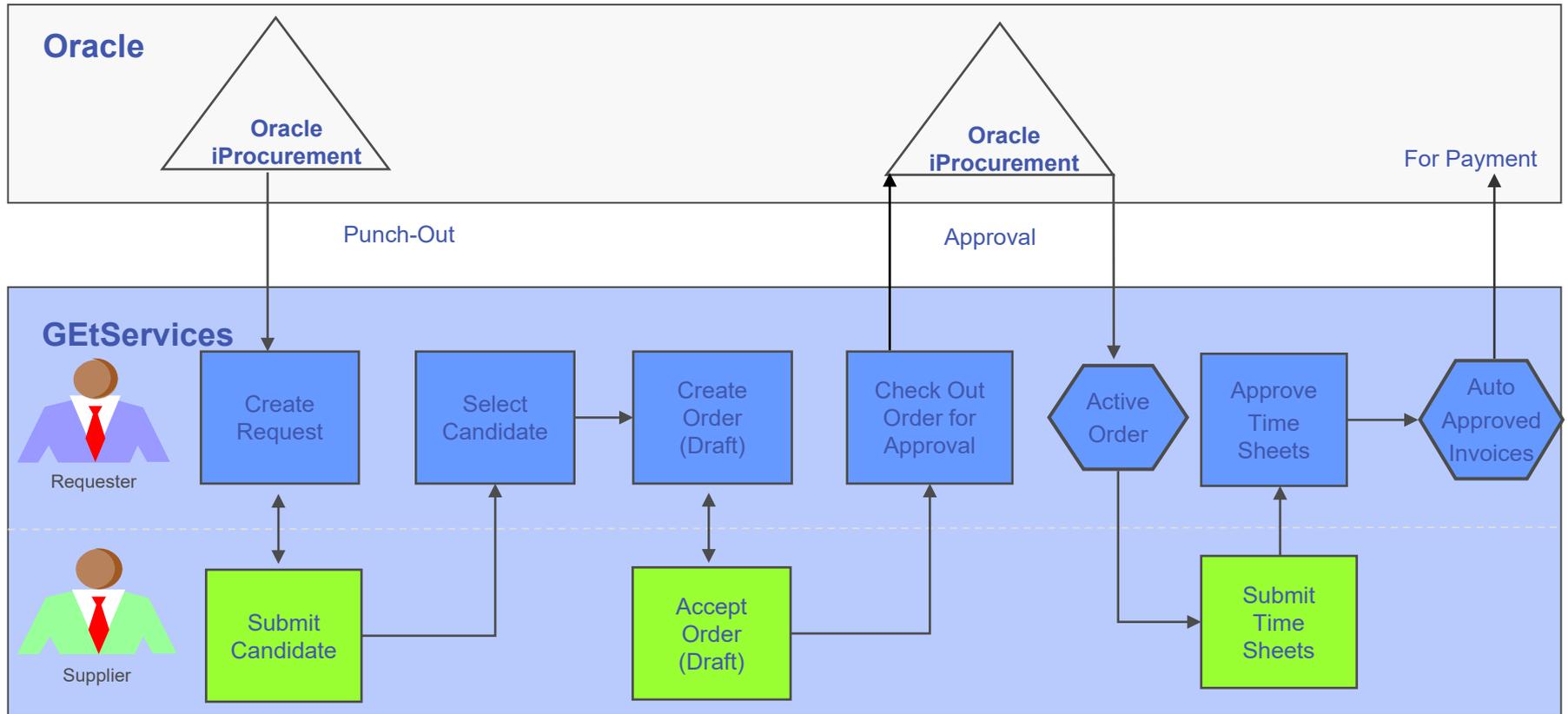


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9. Create Candidate Profile (Admin Users Only)
10. Edit Candidate Profile (Admin Users Only)
11. Add Supplier User (Admin Users Only)
12. Modify Supplier User (Admin Users Only)

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

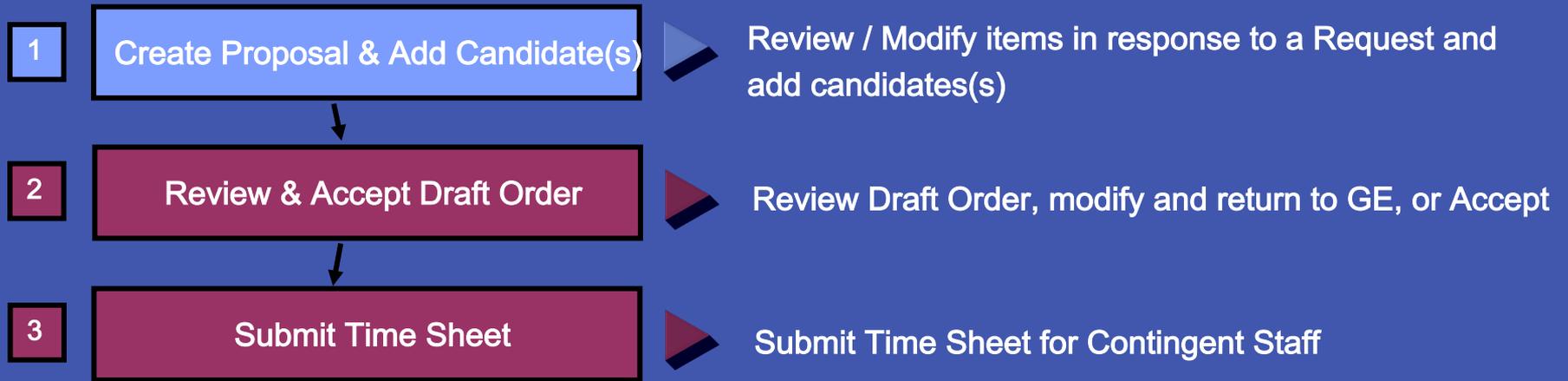
Remember my SSO User ID

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

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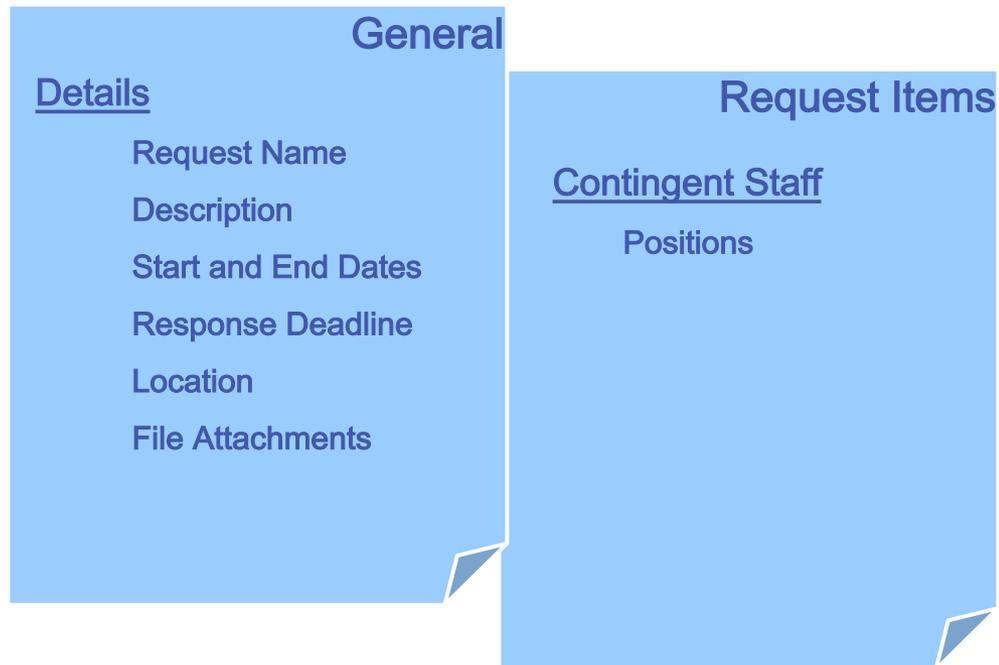
<http://getservices.gesupplier.com>

Supplier Contingent Staff Tasks: Step 1



What is a Request?

A Request is a detailed explanation of the services to be provided. It is sent from the GE user to the supplier(s) to respond with a proposal



Review Request

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices

Log Out (Supplier) Help

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

! You have received a new Request 2142, Project Administrator I for review	06 Oct 2004
! Order 4714-T08410078-46, 4714-T08410078-46 has expired.	06 Oct 2004
ReceiptsImportSample.csv (1283) has been imported successfully.	05 Oct 2004
! jchiu (test) 2 has submitted the Draft Order Test Order - CO Role - (jc), 7655 for your review.	05 Oct 2004
! jchiu (test) 2 has submitted the Draft Order Test Order - CO Role - (jc), 7655 for your review.	05 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

Review Request

Services Procurement and Management Elance

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

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

Request: Project Administrator I Conferencing | ?

[Create Proposal](#) [Forward Request](#) [Decline Request](#)

ID:	2142	Start Date:	06 Oct 2004	Owner:	Woods, Debora
Status:	New	End Date:	17 Oct 2004	Organization:	GEPS America
Category:	Temporary Staffing				

Details

Contingent Staff ▶

Review items

Contingent Staff

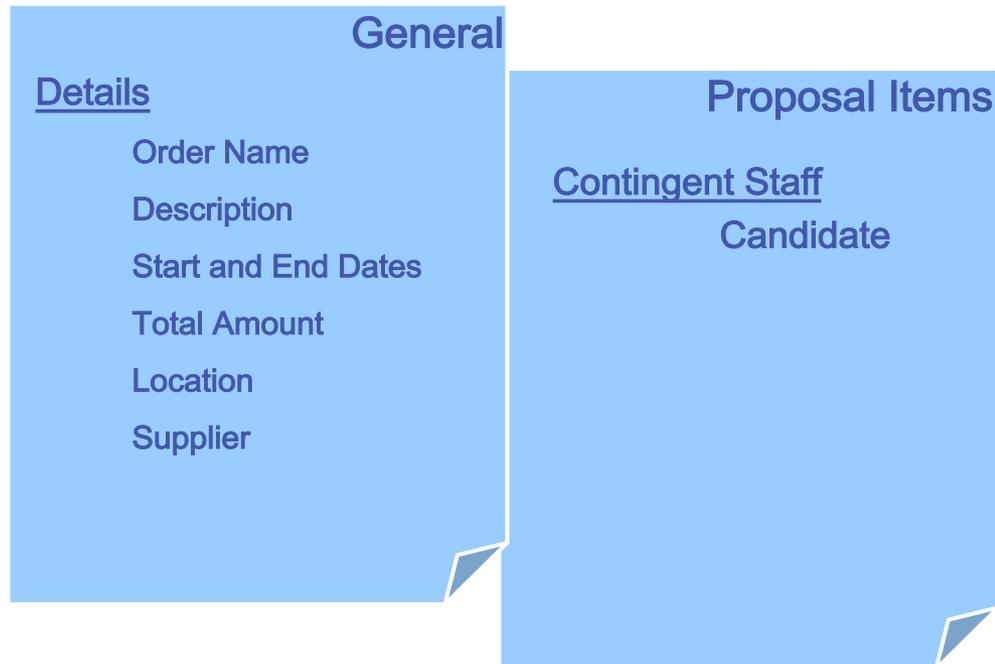
Contingent Staff

Project Administrator I

Location: AL-ATHENS	Start Date: 06 Oct 2004	Est. Amount: 0.00 USD
Quantity: 1	End Date: 17 Oct 2004	

What is a Proposal?

A proposal is a supplier's response to a request.



Create Proposal

The screenshot displays the 'Services Procurement and Management' web application. The top navigation bar includes '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 a request titled 'Request: Project Administrator I'. Below the title are three buttons: 'Create Proposal' (highlighted with a red box), 'Forward Request', and 'Decline Request'. A yellow callout bubble points to the 'Create Proposal' button with the text 'Click "Create Proposal"'. Another yellow callout bubble points to the 'Forward Request' and 'Decline Request' buttons with the text 'User can forward or decline a request'. Below the buttons, a summary table provides key details:

ID:	2142	Start Date:	06 Oct 2004	Owner:	Woods, Debora
Status:	New	End Date:	17 Oct 2004	Orga:	America
Category:	Temporary Staffing without Expenses				

On the left, a 'Details' sidebar is expanded to show 'Contingent Staff'. The main 'Details' section contains the following information:

Request ID:	2142	Owner:	Woods, Debora
Request Name:	Project Administrator I	Sponsor:	
Category:	Temporary Staffing without Expenses	Created By:	Woods, Debora
Order Type(s):	Contingent Staff	Created On:	06 Oct 2004
Operating Company:	GEPS	Start Date:	06 Oct 2004
Organization:	GEPS America	End Date:	17 Oct 2004
Location:	AL-ATHENS	Proposal Due Date:	06 Oct 2004
Base Currency:	USD	External Reference ID:	
		Scheduled Closure Date:	16 Oct 2004

Create Proposal

The screenshot displays the Elance web application interface. At the top, the title bar reads "Services Procurement and Management" with the Elance logo on the right. A navigation menu includes "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 a "Request: Project Administration" with the following details:

- ID:** 2142
- Status:** New
- Category:** Temporary Staff

A "Details" section is visible with a dropdown menu currently showing "Contingent Staff".

A modal message box is open, titled "https://gemini2.elance.com - ProjectProposalCreatedMessage - ...". The message text reads: "You have successfully created a draft Proposal. All line items in the Request are automatically copied to the Proposal. Please go to each of the Proposal sections, review the line items that have been copied and make any changes necessary. Click **OK** to close this window and view your new Proposal." The "OK" button is highlighted with a red square, and a yellow callout bubble points to it with the text "Click 'OK'".

Below the message box, a "Done" button is visible. At the bottom of the page, the "Base Currency" is set to "USD" and the "Scheduled Closure Date" is "16 Oct 2004".

Create Proposal

The screenshot shows the 'Services Procurement and Management' web application. The user is logged in as DAN CZECH (Supplier). The main navigation bar includes Home, Master Agreements, Requests (selected), Orders, Time and Expense, Invoices, and Reporting. The current page is titled 'Proposal: Project Administrator I'. It features a 'View original Request' link, a 'Print' icon, and 'Cancel' and 'Submit Proposal' buttons. A summary table displays the following information:

Proposal ID:	2144	Start Date:	06 Oct 2004	Request ID:	2142
Status:	Draft	End Date:	17 Oct 2004		
Supplier:	KELLY SERVICES (GCO)*TROY107	Estimated Amount:	0.00 USD		

On the left, a 'Details' sidebar shows 'Contingent Staff' as the active section. The main content area is titled 'Contingent Staff' and contains the text: 'Candidates are listed by requested position and location.' Below this, a row for 'Project Administrator I / AL-ATHENS (1)' is shown with a dropdown menu labeled '- Candidate Options -'. A red box highlights this dropdown, and a yellow callout bubble points to it with the text 'Click "Candidate Options"'. Below the dropdown, a message states: 'No candidates have been added. Please select a Candidate Option to add candidate(s).'

Create Proposal

Services Procurement and Management Elance

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

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

Proposal: Project Administrator I [View original Request](#) Print | ?

[Cancel](#) [Submit Proposal](#)

Proposal ID:	2144	Start Date:	06 Oct 2004	Request ID:	2142
Status:	Draft	End Date:	17 Oct 2004		
Supplier:	KELLY SERVICES (GCO)*TROY107	Estimated Amount:	0.00 USD		

Details

Contingent Staff ▶

Contingent Staff

Candidates are listed by requested position and location.

Project Administrator I / AL-ATHENS (1)

No candidates have been added. Please [add new candidates](#).

— Candidate Options —

Add Existing Candidates

Add New Candidate

To select a candidate that is already existing in the system, click "Add Existing Candidate"

Click "Add New Candidate"

Icon Key: = View MA Rate

Create Proposal

Services Procurement and Management Elance

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

Proposal: Project Adminis

Proposal ID: 2144
Status: Draft
Supplier: KELLY SE

Details
Contingent Staff ▶

https://gemini2.elance.com - Contractor_Add_Candidate - Microsoft Internet Explorer

Add Candidate

* indicates required fields

Employment Details

First Name: * Jessica
Middle Initial:
Last Name: * Banks
Candidate ID: * 5551234444
(Candidate ID is for candidate prior placement checks only and will not be shown to the Buyer.)
(9-digit SSN or National Insurance ID (UK), without hyphens)

Candidate ID - Issuing Country: * UNITED STATES OF AMERICA

Years of Experience: 7

Ex-Retiree of Buyer?

Referred By Hiring Manager?

Contractor Classification: * W2

Available Immediately? Yes No

Availability Start Date: 06 Oct 2004

Rate and Availability

Save Cancel

Print | ?
Submit Proposal
2142
Options - ▾

Enter Required Information

Click "Save"

Create Proposal

The screenshot displays the 'Services Procurement and Management' interface. At the top, there is a navigation menu with options: Home, Master Agreements, Requests (selected), Orders, Time and Expense, Invoices, and Reporting. The user is logged in as 'DA' and has a 'Log Out' button. The main content area shows a proposal titled 'Project Administrator I' with a 'View original Request' link and 'Print' and '?' icons. Below this, there are 'Cancel' and 'Submit Proposal' buttons, with the latter highlighted by a red box and a yellow callout bubble that says 'Click "Submit Proposal"'. A summary table provides details: Proposal ID: 2144, Status: Draft, Supplier: KELLY SERVICES (GCO)*TROY107, Start Date: 06 Oct 2004, End Date: 17 Oct 2004, Request ID: 2142, and Estimated Amount: 3,744.00 USD. On the left, a sidebar menu has 'Details' and 'Contingent Staff' (highlighted with a red box and a yellow callout bubble that says 'Review items and make changes where necessary'). The main area under 'Contingent Staff' shows a list of candidates for 'Project Administrator I / AL-ATHENS (1)'. A dropdown menu for 'Candidate Options' is visible. The first candidate is 'Jessica Banks' with a trash icon. Her details are: Status: New, Attached: 06 Oct 2004, Rate: 58.50 USD/hour, Location: AL-ATHENS, Submitted: (blank), and Amount: 3,744.00 USD.

Services Procurement and Management Elance

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

Logged in as DA Log Out

Proposal: Project Administrator I View original Request Print | ?

Proposal ID:	2144	Start Date:	06 Oct 2004	Request ID:	2142
Status:	Draft	End Date:	17 Oct 2004		
Supplier:	KELLY SERVICES (GCO)*TROY107	Estimated Amount:	3,744.00 USD		

Details
Contingent Staff

Contingent Staff

Candidates are listed by requested position and location.

Project Administrator I / AL-ATHENS (1) Candidate Options

Jessica Banks		
Status: New	Attached: 06 Oct 2004	Rate: 58.50 USD/hour
Location: AL-ATHENS	Submitted:	Amount: 3,744.00 USD

Proposal Created

Services Procurement and Management Elance

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

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

Proposal: Project Administrator I [View original Request](#) Print | ?

[Withdraw Proposal](#)

Proposal ID: 2144	Start Date: 06 Oct 2004	Submitted By: DAN CZECH
Status: <u>Submitted</u>	End Date: 17 Oct 2004	Request ID: 2142
Supplier: KELLY SERVICES (GCO)*TROY107	Estimated Amount: 3,744.00 USD	

Status updates to "Submitted"

Details

Contingent Staff ▶

Contingent Staff

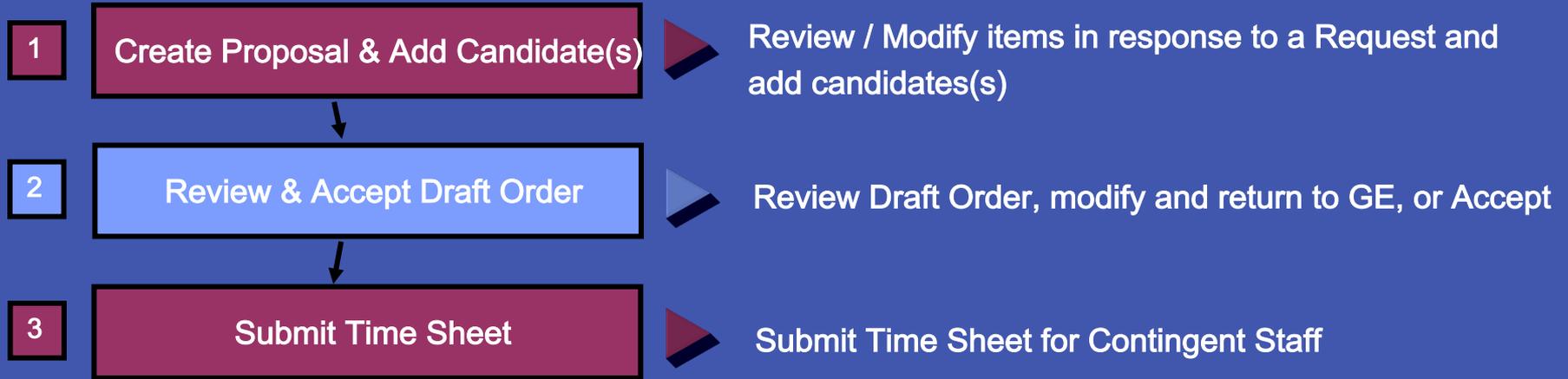
Candidates are listed by requested position and location.

Project Administrator I / AL-ATHENS (1) — Candidate Options — ▾

[Jessica Banks](#) [Interviews](#)

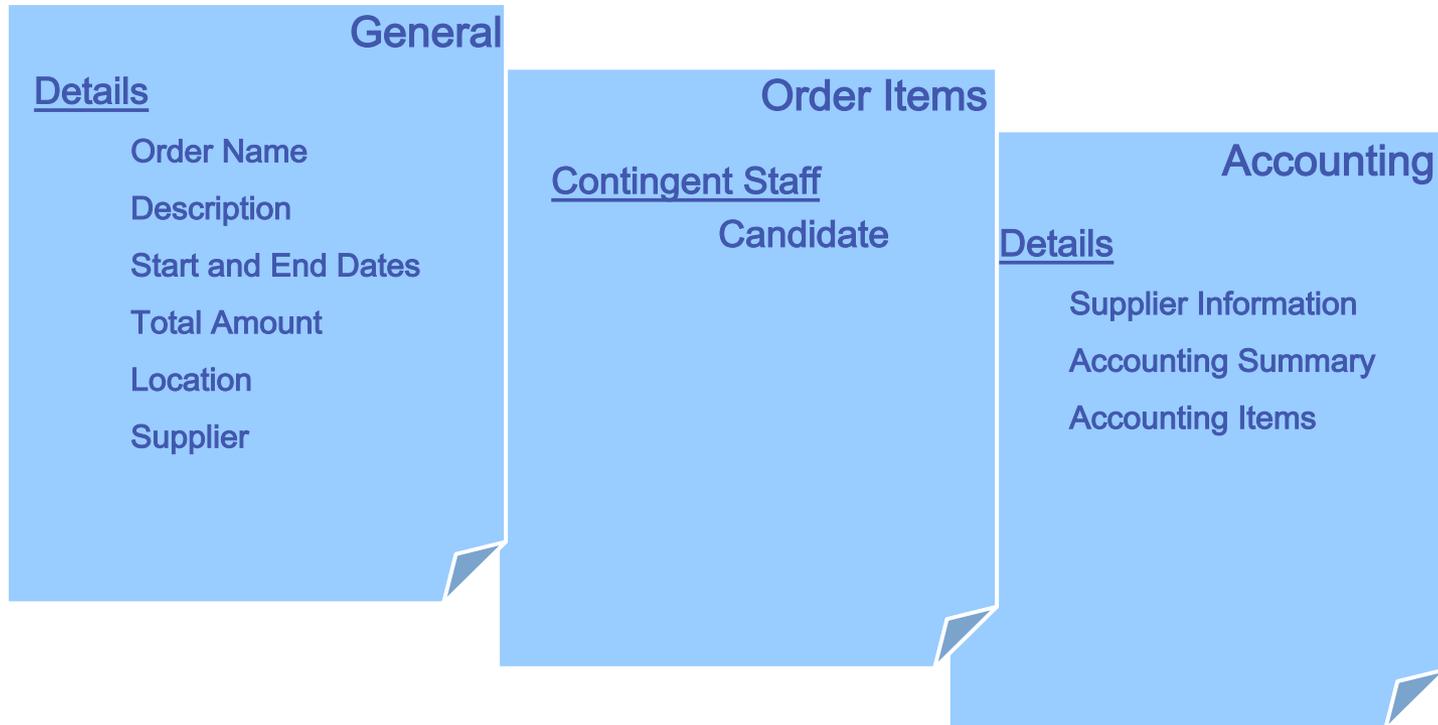
Status: Submitted	Attached: 06 Oct 2004	Rate: 58.50 USD/hour
Location: AL-ATHENS	Submitted: 06 Oct 2004	Amount: 3,744.00 USD

Supplier Contingent Staff Tasks: Step 2



What is an Order?

An Order is an agreement between GE and the supplier to provide a candidate for a position.



Accept Draft Order

The screenshot displays the Elance Services Procurement and Management web application. 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 is divided into three columns: Quick Links, Message Center, and User Assistance. The Message Center contains a list of alerts, with one alert highlighted in red: "Woods, Debora has submitted the Draft Order Jessica Banks, 7659 for your review." A yellow callout bubble points to this alert, containing the text: "Access 'Submitted Draft Order' from Message Center or select 'Orders' from top menu and then 'Order Name'".

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

- ! Candidate(s) have been selected from proposals for Request ID 2142
- ! Woods, Debora has submitted the Draft Order Jessica Banks, 7659 for your review. 06 Oct 2004**
- ! Jessica Banks candidate interview requested 06 Oct 2004
- ! Order 4714-T08410078-46, 4714-T08410078-46 has expired. 06 Oct 2004
- ReceiptsImportSample.csv (1283) has been imported successfully. 05 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

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

Order: Jessica Banks Print | Conferencing | Audit Trail | ?

Forward Order **Accept Draft Order**

Order ID: 7659 **Start Date:** 06 Oct 2004 **Organization:** GEPS America
Status: Pending Supplier Review (Editable by Supplier) **End Date:** 17 Oct 2004 **Request ID:** 142
Owner: Woods, Debora **Supplier Contact:** DAN CZECH **Total Amount:** 4,992.00 USD

NOTE: Order can be forwarded to a different registered contact

Click "Accept Draft Order"

Details Contingent Staff | Accounting

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

Details Edit

Order ID:	7659	Owner:	Woods, Debora
Order Name:	Jessica Banks	Sponsor:	
Category:	Temporary Staffing without Expenses	Created By:	Woods, Debora
Order Type(s):	Contingent Staff	Created On:	06 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	06 Oct 2004
Operating Company:	GEPS	End Date:	17 Oct 2004
Organization:	GEPS America	Total Amount:	4,992.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	7490	Accrued Amount:	0.00 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

Order: Jessica Banks Print | Conferencing | Audit Trail | ?

Forward Order | **Accept Draft Order**

Order ID: 7659	Start Date: 06 Oct 2004	Organization: GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 17 Oct 2004	Request ID: 2142
Owner: Woods, Debora		Total Amount: 4,992.00 USD

Details ▶

- Contingent Staff
- Accounting

Details | Edit

Order ID:	7659	Woods, Debora
Order Name:	Contingent Staff	
Category:	Contingent Staff	By: Woods, Debora
Order Type(s):	Contingent Staff	Created On: 06 Oct 2004
Enforce Payment Limit?	Yes	Start Date: 06 Oct 2004
Operating Company:	GEPS	End Date: 17 Oct 2004
Organization:	GE	Total Amount: 4,992.00 USD
Location:	AL-ATLANTA	Receipt Amount: 0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount: 0.00 USD
Master Agreement:	7490	Accrued 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"

Accept Draft Order

Elance
Services Procurement and Management

Home | Master Agreements | Requests | **Orders** | Time and Expense | Invoices | Reporting
Logged in as DAN CZECH (Supplier) | Help | Log Out

Order: Jessica Banks Print | Conferencing | Audit Trail | ?

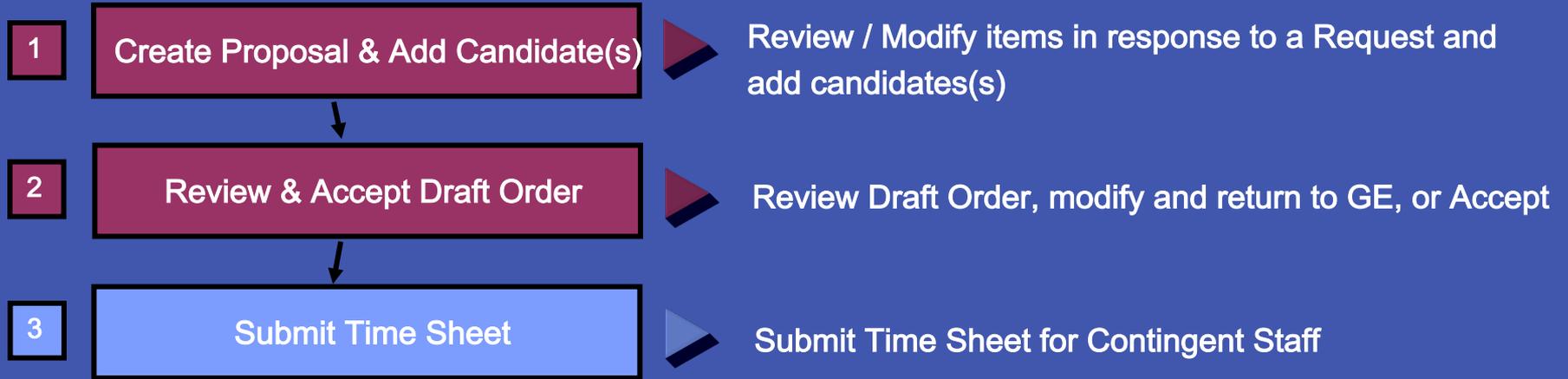
Order ID: 7659	Start Date: 06 Oct 2004	Organization: GEPS America
Status: <u>Supplier Accepted Draft</u>	End Date: 17 Oct 2004	Request ID: 2142
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 4,992.00 USD

Details ▶
 Contingent Staff
 Accounting

Details	
Order ID:	7659
Order Name:	Jessica Banks
Category:	Temporary Staffing without Expenses
Order Type(s):	Contingent Staff
Enforce Payment Limit?	Yes
Operating Company:	GEPS
Organization:	GEPS America
Location:	AL-ATHENS
Supplier:	KELLY SERVICES (GCO)*TROY107
Master Agreement:	7490
Request ID:	2142

Owner:	Woods, Debora
Sponsor:	
Created By:	Woods, Debora
Created On:	06 Oct 2004
Start Date:	06 Oct 2004
End Date:	17 Oct 2004
Total Amount:	4,992.00 USD
Receipt Amount:	0.00 USD
Invoiced Amount:	0.00 USD
Accrued Amount:	0.00 USD
Billable Amount:	0.00 USD

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

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

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

Time and Expense

Search Contingent Staff

--Click to Select--

107 records found

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

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	Debra
Start Date:	07 Oct 2004	07 Oct 2004
Location:	AL-ATHENS	Building W
Regular Hours:	40 / week	First, 8:30 - 5:30 pm
Estimated Overtime:	- N/A -	Estimated Doubletime: - N/A -
Overtime Exempt:	Y	Timesheet Template: WeeklyTaskTime

Time & Expense

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)

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 'Services Procurement and Management' interface. The top navigation bar includes 'Home', 'Master Agreements', 'Requests', 'Orders', 'Time and Expense', 'Invoices', and 'Reporting'. The user is logged in as 'DAN CZECH (Supplier)'. The main content area is titled 'Time and Expense: Candidate One' and features a 'Create Time Sheet' button (highlighted in red) and an 'Export Time Sheet' link. Below this, there are tabs for 'Time Sheets' and 'Expense Sheets'. A table header is visible with columns: ID, Time Period, Manager, Approver, Total Hours, and Status. A callout bubble points to the 'Expense Sheets' link, stating 'A user can click "Expense Sheets" to submit expenses'. Another callout bubble points to the 'Create Time Sheet' button, stating 'Click "Create Time Sheet"'. The table currently shows '26 records found' but no data rows are visible.

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 Sheet for Candidate One ?

Sheet ID: -- **Creator:** DAN CZECH **Order:** Holiday Call Center II
Status: -- **Modified:** 19 Oct 2004 **Manager:** Woods, Debora
Duration: 07 Oct 2004 - 18 Oct 2004

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

Time Period: 07 Oct 2004 - 10 Oct 2004 Search GO

Time Sheet Entry

Line Items + Add Line Item

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"/>	<input type="text" value="7:00"/>	<input type="text" value="9:00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16:00"/>
Billable <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily			<input type="text" value="7:00"/>	<input type="text" value="9:00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="16:00"/>

Comments:

Enter number of hours worked for each day

Click "Next"

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 Sheet for Candidate One ?

Sheet ID: 84699	Creator: DAN CZECH	Order: Holiday Call Center II
Status: Draft	Modified: 19 Oct 2004	Manager: Woods, Debora
Duration: 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
		Daily	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
Total Hours:	16.0	0.0	0.0

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

Review and click "Submit for Approval"

On Boarding Contractors

On Boarding Contractors

The screenshot displays the Elance Services Procurement and Management interface. The top navigation bar includes tabs 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 is divided into three sections: Quick Links, Message Center, and User Assistance. The Message Center section contains a list of alerts, with the following table:

Message	Date
! On Order Jessica Banks, 7659 the Cont... has never had a timesheet submitted again.	06 Oct 2004
! Order Jessica Banks, 7659 expires in 10 days.	06 Oct 2004
! Order Jessica Banks, 7659 is now active.	06 Oct 2004
! New topic has been created in conferencing section for order, 7659	06 Oct 2004
! Candidate(s) have been selected from your Proposal ID 2144 for Request ID 2142	06 Oct 2004

A yellow callout bubble points to the highlighted row, containing the text: "Access 'Order Active' 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

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

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](#)

Order: Jessica Banks Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7659	Start Date: 06 Oct 2004	Organization: GEPS America
Status: Active	End Date: 17 Oct 2004	Request ID: 2142
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 4,992.00 USD

Details

- Contingent Staff**
- Accounting
- Receipts

Details

Order ID:	7659	Owner:	Woods, Debora
Order Name:	Jessica Banks	Sponsor:	
Category:	Temporary Staffing without Expenses	Created By:	Woods, Debora
Order Type(s):	Contingent Staff	Created On:	06 Oct 2004
Enforce Payment Limit?	Yes	Start Date:	06 Oct 2004
Operating Company:	GEPS	End Date:	17 Oct 2004
Organization:	GEPS America	Total Amount:	4,992.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	7490	Accrued Amount:	0.00 USD
Request ID:	2142	Billable Amount:	0.00 USD
		Currency:	USD

Click "Contingent Staff"

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

Order: Jessica Banks Print | Conferencing | Audit Trail | ?

[Terminate](#)

Order ID: 7659	Start Date: 06 Oct 2004	Organization: GEPS America
Status: Active	End Date: 17 Oct 2004	Request ID: 2142
Owner: Woods, Debora	Supplier Contact: DAN CZECH	Total Amount: 4,992.00 USD

Details

Contingent Staff ▶

Accounting

Receipts

Contingent Staff

+ Add Consultant

[Jessica Banks](#)

Position:	Project Administrator I	Start Date:	06 Oct 2004	Rate:	78.00 USD/hour
Location:	AL-ATHENS	End Date:	17 Oct 2004	Amount:	4,992.00 USD

Click "Contingent Staff Name"

On Boarding Contractors

The screenshot displays the Elance web application interface. The main window is titled "Candidate: Jessica Banks" and has a "Register Candidate" button highlighted with a red box. A yellow speech bubble points to this button with the text "Click 'Register Candidate'". The interface includes a navigation menu on the left with options like "Order: Jessica Banks", "Terminate", "Order ID: 7659", "Status: Active", and "Owner: Woods". The main content area is divided into tabs: "Details", "Skills", "Requirements", "On Boarding", and "Asset Tracking". The "On Boarding" tab is active, showing "Contingent Staff Information" and "Costing" sections. The "Contingent Staff Information" section includes fields for Contingent Staff ID (7660), User ID (3330), Position Class (Project Administrator I), Hiring Manager (Woods, Debora), Start Date (06 Oct 2004), End Date (17 Oct 2004), Location (AL-ATHENS), Location Address (Building 5), Regular Hours (40 / week), Shift Information, Estimated Overtime (- N/A -), Estimated Doubletime (- N/A -), Overtime Exempt (Y), and Timesheet Template (WeeklyTaskTime). The "Costing" section includes "View Applied Rates" and a table with fields for Estimated Contingent Staff Amount (4,992.00 USD), Approved Contingent Staff Amount (4,992.00 USD), Approved T&E Amount (0.00 USD), Number of Hours (64), Tax Percentage (0.0%), Expense Amount (0.00 USD), Regular Negotiated Rate (78.00 USD /hour), Regular Estimated Amount (4,992.00 USD), Overtime Negotiated Rate (- N/A -), and Overtime Estimated Amount (- N/A -). A "Key: View MA Rate" button is also visible.

Services Procurement and Management Elance

Home Master Agreement Log Out

https://gemini2.elance.com - contractor_contract... Explorer

Candidate: Jessica Banks **Register Candidate** Terminate Close Window

Order: Jessica Banks

Terminate

Order ID: 7659
Status: Active
Owner: Woods,

Details

Contingent Staff

Accounting

Receipts

Details Skills Requirements **On Boarding** Asset Tracking

Contingent Staff Information

Contingent Staff ID:	7660	User ID:	3330
Position Class:	Project Administrator I	Hiring Manager:	Woods, Debora
Start Date:	06 Oct 2004	End Date:	17 Oct 2004
Location:	AL-ATHENS	Location Address:	Building 5
Regular Hours:	40 / week <input type="button" value="Time & Expense"/>	Shift Information:	
Estimated Overtime:	- N/A -	Estimated Doubletime:	- N/A -
Overtime Exempt:	Y	Timesheet Template:	WeeklyTaskTime

Key: View MA Rate

Costing [View Applied Rates](#)

Estimated Contingent Staff Amount:	4,992.00 USD	Number of Hours:	64
Approved Contingent Staff Amount:	4,992.00 USD	Tax Percentage:	0.0%
Approved T&E Amount:	0.00 USD	Expense Amount:	0.00 USD
		Regular Negotiated Rate:	78.00 USD /hour
		Regular Estimated Amount:	4,992.00 USD (Negotiated Rate x Total Hours)
		Overtime Negotiated Rate:	- N/A -
		Overtime Estimated Amount:	- N/A - (Negotiated Rate x Total Hours x Estimated Overtime)

Internet

On Boarding Contractors

The screenshot shows the Elance 'Services Procurement and Management' interface. The main window is titled 'Register Contractor' and contains the following information:

Candidate:	Jessica Banks
Status:	Engaged
Submitted On:	06 Oct 2004
Candidate ID:	555123444
Years of Exp:	7
Email Address (Personal):	
Email Address (Work):	
Email Address:	

Annotations on the form include:

- A yellow speech bubble pointing to the 'Email Address' field: "Enter 'Email Address'"
- A yellow speech bubble pointing to the 'Register User' button: "Click 'Register User'"
- A red box around the 'Register User' button.
- A large red 'X' over the 'On-behalf registration' section.
- A yellow speech bubble pointing to the 'On-behalf registration' section: "On-behalf registration is NOT allowed. Please fill in information for self registration"

The 'On-behalf registration' section includes fields for Username, Password, and Confirm Password, with a note: "* All fields required".

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 Clance

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

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

Order: Add Consultant Testing Print | Conferencing | **Audit Trail** | ?

[Accept Draft Order](#)

Order ID: 7738	Start Date: 09 Nov 2004	GEPS America
Status: Pending Supplier Review (Editable by Supplier)	End Date: 20 Nov 2004	N/A
Owner: Woods, Debora	Supplier Contact:	20,000.00 USD

Details ▶

- Statement of Work
- Order Items
- Accounting

Details Edit			
Order ID:	7738	Owner:	Woods, Debora
Order Name:	Add Consultant Testing	Sponsor:	
Category:	Healthcare	Created By:	Woods, Debora
Order Type(s):	Contingent Staff Fixed Deliverables	Created On:	09 Nov 2004
Enforce Payment Limit?	Yes	Start Date:	09 Nov 2004
Operating Company:	GEPS	End Date:	20 Nov 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

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

Conferencing

Services Procurement and Management Clance

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

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

Order: Add Consultant Testing Print **Conferencing** Audit Trail | ?

[Forward Order](#) [Accept Draft Order](#)

Order ID: 7738	Start Date: 09 Nov 2004	Organization:
Status: Pending Supplier Review (Editable by Supplier)	End Date: 20 Nov 2004	Request:
Owner: Woods, Debora	Supplier Contact:	Total:

Details [Edit](#)

Order ID:	7738	Owner:	
Order Name:	Add Consultant Testing	Sponsor:	
Category:	Healthcare	Created By:	Woods, Debora
Order Type(s):	Contingent Staff Fixed Deliverables	Created On:	09 Nov 2004
Enforce Payment Limit?	Yes	Start Date:	09 Nov 2004
Operating Company:	GEPS	End Date:	20 Nov 2004
Organization:	GEPS America	Total Amount:	20,000.00 USD
Location:	AL-ATHENS	Receipt Amount:	0.00 USD
Supplier:	KELLY SERVICES (GCO)*TROY107	Invoiced Amount:	0.00 USD
Master Agreement:	5432	Accrued Amount:	0.00 USD
Request ID:	N/A	Billable Amount:	0.00 USD
		Currency:	USD
		External Reference ID:	
		Annotations:	

Details

- Statement of Work
- Order Items
- Accounting

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

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-O0002-09, 5467-T0223-O0002-09 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

Search using name or keyword(s)

Click "Create Candidate Profile"

[Create Candidate Profile](#) ?

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

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

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

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 Benson [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

The screenshot displays the Elance Services Procurement and Management interface. At the top, the navigation bar includes 'Home', 'Master Agreements', 'Requests', 'Orders', 'Time and Expense', 'Invoices', and 'Reporting'. The user is logged in as 'DAN CZECH (Supplier)'. The candidate profile for 'Kennedy Benson' is shown, with a sidebar on the left containing 'Go to Candidate Index', 'Profile', and 'Skills'. The main content area features a 'Position Classes' section with a red-bordered '+ Add Position Classes' button. A yellow callout bubble points to this button with the text 'Click "Add Position Classes"'. Below this is a table with columns 'Position Class' and 'Description'. The 'Skills' section has a '+ Add Skills' button and a table with columns 'Skill', 'Proficiency Level', 'Experience', and 'Last Used Date'.

Create Candidate Profile

Services Procurement and Management Elance

Home Master Agreements Requests Orders Time and Expense Invoices Reporting

Go to Candidate Index
Profile
Skills

https://gemini2.elance.com - Contractor_Candidate_New_PositionClass - Microsoft Internet Expl...

Add Position Class [Close Window]

Position Classes	Description	Add Associated Skills
<input type="checkbox"/> Position Class		<input type="checkbox"/>
<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 initiative as well as the ability to identify problems, analyze data, and make decisions. Typically reports to a supervisor or manager.	<input type="checkbox"/>

Add Selected Position Classes

After reviewing the description, mark the appropriate "Position Classes"

Click "Add Selected Position Classes"

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

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- 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
444_60222		29 Sep 2004		20.00 USD	20.00 USD
Abdul Sheikh		01 Jan 2004		22.77 USD	22.77 USD
Abdul Sheikh		01 May 2004		19.00 USD	19.00 USD
Adam Stempler	White Stone New York	06 Jul 2004		18.13 USD	18.13 USD
Adnan Mahmood		03 Mar 2003		25.90 USD	25.90 USD
Alain Kouadio		12 Dec 2003		21.51 USD	21.51 USD
Alain Kouadio		19 Feb 2004		21.50 USD	21.50 USD
Alain Kouadio		24 Feb 2004		21.50 USD	21.50 USD
Alethea Russell		28 May 2003		24.90 USD	24.90 USD
ALEX_CHERWONIK		15 Mar 2004		20.21 USD	20.21 USD
Alexander Huebenthal				19.54 USD	19.54 USD
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Amanda Kroll		03 Aug 2004		19.42 USD	19.42 USD

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



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	Issuing Country:	
Middle Name:		Years of Experience:	0
Last Name:	Russell		
Candidate ID:	100002894		
Contractor Classification:	Not Specified		
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)

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
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[\[manage\]](#)

Review message alerts ! = may require action

! Order 5467-T0223-00002-09, 5467-T0223-00002-09 has expired.	25 Oct 2004
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- 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
Anagela Baker	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
Brett Benadum	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
Cindy Guss	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
Cindy Guss	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
Colleen Bessinger	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
DAN CZECH	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
Dara Sanders	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
Dara Sanders	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Diane Farrell	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:	* David Jones
Title:	Processing Administrator
Email Address:	* djones@abc.com
Phone Number:	(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"

Save Cancel

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

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- View proposals I've submitted
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- 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
Anagela Baker	Accounts Receivable Analyst	notification_gemini2@elance.com	248-273-8069	Active
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	5183527883	Not Registered
APC ROBOT	APC-ROBOT DO NOT USE	notification_gemini2@elance.com	(518) 352-7883	Active
Brett Benadum	On-site	notification_gemini2@elance.com	(678) 579-0199	Not Registered
Cindy Guss	PBAR	notification_gemini2@elance.com	(248) 273-4434	Not Registered
Cindy Guss	Senior Account Specialist	notification_gemini2@elance.com	248-273-4434	Active
Colleen Bessinger	ePayroll	notification_gemini2@elance.com	(248) 273-4139	Active
DAN CZECH	eCenter Supervisor	notification_gemini2@elance.com	(248) 244-4443	Active
Dara Sanders	GEPS On-site	notification_gemini2@elance.com	(864) 254-4910	Active
Dara Sanders	On-site	notification_gemini2@elance.com	(864) 254-4910	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Debbie Winters	Global Service Coordinator	notification_gemini2@elance.com	(248) 244-4343	Not Registered
Diane Farrell	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 [Edit](#)

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
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[Add Selected >>](#) [Remove Selected](#)

Click "Save"

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