



Accept or Reject a Targeted Order

This job aid details the steps necessary to approve targeted orders. A targeted order skips the requisition process and sends the work order directly to a specified supplier. This process is used when the sourcing step is not necessary because there is a known resource or supplier for the contracted work. Targeted orders are used for “Services Outside Iraq”, “Home Based Work” and “Expenses Only” assignments.

You must be the Supplier Agent listed on the Work Order to have visibility to the Targeted Order. To be listed as the Supplier Agent on an existing Work Order, please notify the Supplier Manager for the Work Order or your Supplier Firm Administrator.

To accept or reject a targeted order:

1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.
2. Click the **Targeted Offers to Approve** link located in the Status column on the right-hand side under Work Orders/Assignments. The **Work Orders – targeted offers to approve** list screen displays.
Optional: Hover over the **Work Orders/Assignments** tab in the Header Menu bar and click **Work Orders**. The **Work Orders** list screen displays. Use the Search & Filter feature to create a list of Targeted Orders waiting for approval. (Set Filter to “targeted offers to approve” and then click **search**.)

The screenshot shows the IQNavigator dashboard. The top navigation bar includes 'My IQN', 'Jobs', 'Resources', 'Work Orders/Assignments', 'Time/Expense', 'Reports', and 'Set Up'. The 'Work Orders/Assignments' dropdown menu is open, showing 'Work Orders', 'Assignments', and 'Payment Requests'. The 'Status' column on the right lists various metrics, with 'Targeted Offers To Approve' highlighted in blue and having a count of 23. A red arrow points from the 'Work Orders' menu item to the 'Targeted Offers To Approve' link.

Status	Count
Jobs	
Available Jobs	63
Matches	
My Resources In Draft State	0
Supplier Organization Resources In Draft State	7
Work Orders/Assignments	
Assignments Awaiting Start Date	0
Current Active Contractors	123
Effective Assignments	133
Amendments To Approve	0
Offers To Approve	0
Targeted Offers To Approve	23
Reports	
Expiring Reports	0

NOTE: This list is specific to YOUR user role and reflects Targeted Orders/Assignments for which you are the designated Supplier Agent.



- Review the list. Notice that the resource name for a targeted order displays in plain text until the targeted order is filled. (This updates to a hyperlink once the targeted order is filled.) The status for a new targeted order is **Position Offered**.

Search & Filter (offers to approve)

Displaying 1 - 14 of 14 items Results per Page: 50

Work Orders - Offers To Approve [Restore Default Sort Order](#) [Export](#)

Included in this list are Work Orders/Amendments for which you are designated as the assigned contact person. To initiate actions or to review the Work Order/Amendment details, please click on the applicable Work Order or Amendment ID Number.

Select All	Approve	Work Order / Effective Amend. #	Amend. In Process #	Position Title	Job ID	Resource	Hiring Manager	Buyer Organization	Regular Bill Rate	Last Modified	Start Date	End Date	Work Order Status	Work Order Actions
<input type="checkbox"/>	11331961			Consultant 4		Suzanne Wallet	World Bank	Saudi International	W/S	7/20/18 11:42 AM	7/23/18	12/31/18	Position Offered	view assignment

- Click on the number hyperlink in the Assignment ID column to view the targeted work order record. The **Work Order** screen displays.

Position and Resource Detail* Buyer Organization Detail Supplier Organization Detail Work Order Summary

Please review the information for the Work Order and approve. If there are any changes you would like to make to the Work Order, please contact the CAM or Hiring Manager. * Indicates a required field.

Resource

Requested Resource: Suzanne Wallet

Name: *

<-- select value -->

[Search Resources](#)

ID #:

Supplier Organization Resource ID

OR

Create Quick Resource

Name: * (First, Middle, Last)

Unique Resource ID : Date of Birth (DDMM) - Four of First - Four of

Date of Birth: *

[Generate Unique Id](#)

Action: [Create New](#) [Duplicate Search](#)

- Enter/validate data on the **Position and Resource Detail** tab of the **Work Order** screen as detailed below.
 - Requested Resource** – Find whether the requested resource already has a resource profile record with your agency by checking the drop-down selection list of names or by clicking the **search resources** button ([Search Resources](#)). **NOTE:** The search resources list includes both active and inactive resources.
 Scroll through the resource list to see if it is one single alphabetical list or several separate alphabetical lists based on text format. (Names in all-capital letters list before names in upper-and-lower case letters and before names in all-lowercase letters.)
 - Create Quick Resource** – **It is critical that you use the existing resource profile record if one exists. Take care not to create duplicate resource profiles for the same person.** If you cannot find a matching profile using the pull-down selection list or the search resources list, then use the **Create Quick Resource** form. Required fields are marked with a **red asterisk (*)**.
 - Name:** Enter the Requested Resource name.
 - Unique Resource ID:** Use the selection lists to enter the Date of Birth, then click the **generate unique id** button. The system will auto-populate the Unique Resource ID.
 - Complete the additional fields as indicated. Required fields are marked with a **red asterisk (*)**.



- Click the **create new** button in the Action section to continue. The system creates a new profile for the resource and assigns it to the targeted order.
- Review the proposed bill rates, the start and end dates, and other relevant data on the work order.

Work Assignment

Position Title: Dedicated Support
Position ID#: 8794359

Assignment Description: As an Executive JML/CAR Coordinator you will be responsible for the coordination of the Executive Client Asset Relationship as primary focal point for all parties involved in case of technical issues, ability to coordinate and delegate effectively. You will translate the environment. This means you will have to be able to communicate in a clear and concise manner. Documenting and structuring are important aspects of the job.

Position Reports To (title):
Job Type: Contract

Compensation Rate: Rate Type: Hourly Currency: EUR
Fee Classification: Contract Labour

Compensation/Rates:	Regular Pay Rate	x Regular Mark-Up
	41.55	0%
	OT Pay Rate	x OT Mark-Up
	0.00	0%
	DT Pay Rate	x DT Mark-Up
	0.00	0%

Start Date: 11/26/18
Duration: 4 month(s) - Duration based on calendar days, not work days.
End Date: 3/31/19

Travel and Expense Expected? Yes

- Navigate to the **Work Order Summary** tab.

To approve the targeted order:

- Click the **approve** button in the Work Order Actions section. The Work Order will become effective on the start date.

To reject the targeted order:

- Click the **reject** button in the Work Order Actions section. The system prompts for a rejection reason which will be sent to the Shell Manager and the CWS team when you click **OK** to confirm your intent.

Position and Resource Detail* Buyer Organization Detail Supplier Organization Detail **Work Order Summary**

This Work Order entered into between the Buyer Organization and the Supplier Organization referenced below constitutes the binding agreement between the parties with respect to the Statement of Work listed in the detail sections of this Work Order and cannot be modified without the mutual consent of the parties. This Work Order supercedes any prior Work Orders. For greater detail on a particular section, select the appropriate tab(s) above.

As a precondition to the commencement of the work assignment described in this Work Order, Supplier Organization shall cause the Resource Identified below to execute and deliver an assignment cover following Supplier Organization Approval of this Work Order.

Work Order Actions: [Cancel Changes](#) [Approve](#) [Reject](#) [View Assignment](#) [Return To Work Orders](#)