



Accept or Reject an Offer

This job aid describes the steps necessary for the supplier to accept or reject an offer once the hiring manager has reviewed and selected the candidate(s) of their choice.

To View Offers Submitted for Approval:

1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.
2. Click the **Offers to Approve** hyperlink located in the Work Orders/Assignments section of the Status column on the right-hand side of your dashboard. The number in the right-hand column is the total number of offers ready for review.

The screenshot shows the IQNavigator dashboard with a navigation menu on the left and a main content area. The navigation menu includes sections for Activities, Jobs, Matches, Work Orders, Resources, Reports, and Invoicing. The main content area displays a welcome message and two update boxes. On the right, a 'Status' column shows various metrics, with 'Offers To Approve' highlighted in blue and circled in red, showing a count of 128. A red arrow points from the 'Offers To Approve' link to the circled number.

Section	Item	Count
Jobs	Available Jobs	7249
	Matches	
Supplier Organization	Resources In Draft State	944
	Work Orders/Assignments	
Assignments	Awaiting Start Date	101
	Current Active Contractors	11657
Effective Assignments	Amendments To Approve	16402
	Offers To Approve	108
Targeted Offers To Approve	Offers To Approve	128
	Targeted Offers To Approve	119
Reports	Expiring Reports	0

Your screen refreshes to display your **Work Orders – offers to approve** list.

NOTE: This list is specific to YOUR user role and reflects Work Orders/Assignment Amendments for which you are the designated contact person. Work Orders include the **contractual** terms of the offer. All **non-contractual** fields are included in the assignment record.

The screenshot shows a table of 'Offers to Approve' with columns for 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, and Work Order Actions. The first row shows a work order with ID 11331961, titled 'Consultant 4', with a status of 'Position Offered'.

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
11331961		Consultant 4		Consultant	Hiring Manager	Buyer Organization		7/20/18 11:42 AM	7/23/18	12/31/18	Position Offered	view assignment

3. Review the list.



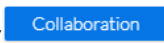
- Use the *Results per Page* pull-down selection option on the right-hand side of the screen to adjust how many records display per screen. Make your selection then click the GO arrow → to update your list.



- Click any column header to change the sort order. The default sort order is by *Start Date*, oldest first.
- Click the column header a second time to sort in reverse order.
- Click the *Search & Filter (offers to approve)* link at the top of your screen for additional search/filter options.

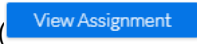
4. Click the **Work Order number** hyperlink in the **Work Order / Effective Amend. #** column to view the complete offer record. The Work Order Summary screen displays.
5. Verify that the terms and conditions are correct.

Review the Work Order (contractual terms):

- Click any section tab to go directly to a specific tab. Sections include: Position and Resource Detail, Buyer Organization Detail, Supplier Organization Detail, and the Work Order Summary.
- Contact the Shell SBSC-Contractor-Service-Desk@shell.com or Hiring Manager if adjustments are needed to “read only” content.
- *Optional:* You can use the collaboration () feature to send a message to the Buyer Organization. NOTE: Visibility to this content will be “public” based on system settings.



Make sure to review the content in ALL tabs for accuracy, especially those related to the 3 Ds – Dollars, Dates, and Duration. Once you accept the offer, any changes to contractual fields require a submitted amendment.

6. Click **view assignment** () on the Work Order Summary tab to review the assignment fields. The Assignment Management Summary screen displays.

Review the Assignment (non-contractual fields):

- Update the General Supplier Organization tab if adjustments are needed for:
 - ✓ Managing Supplier Agent
 - ✓ Supplier Accounting Representative
 - ✓ Supplier Organization Resource ID (used to track a supplier's unique identifier for reporting purposes).
 - ✓ Resource Email



Work Order Summary - Assignment Management

Assignment Management information is viewable by all users who have access to this Work Order or Work Order Amendment.

Validation Message(s) A Supplier Accounting Representative must be selected [Go to field](#)

[General Buyer Organization](#) [Cost Codes](#) [General Supplier Organization](#) [Assets](#) [Assignment Management Summary](#)

Contacts

Supplier Organization Name (ID): [Supplier Organization Name \(ID\)](#)

Managing Supplier Agent <-- select value -->

Supplier Accounting Representative: <-- select value -->

Resource

Name: [Name](#)

Supplier Organization Resource ID: [Supplier Organization Resource ID](#)

Resource Email: [Resource Email](#)

- Review the entries on all tabs.
- Contact the Shell SBSC-Contractor-Service-Desk@shell.com or Hiring Manager if adjustments are needed to “read only” content.
- Click **save** () on the Assignment Management Summary tab if you made ANY changes/adjustments on ANY tab. NOTE: This is the only “save” option for the ASSIGNMENT record.

7. Click the **back arrow** to return to the Work Order Summary screen.

To approve the offer:

- Complete Steps 1 through 7 as described above.
8. Review the Acceptance Terms and Conditions statement at the top of the Work Order Summary tab. This is the contractual agreement. **Approval of the offer “constitutes the binding agreement between the parties with respect to the subject matter contained herein”.**
 9. Click **approve** () to accept the offer as stated. A dialog window opens to confirm your action
 10. Enter the Resource email as indicated and click **OK** to continue.
 11. Click **yes** or **no** to Confirm Inactivate Resource.



Any candidate submitted using the Quick Resource profile method automatically has an ‘inactive’ status.

12. The screen refreshes and returns to the Work Orders – offers to approve list.



To reject an offer:

- Complete Steps 1 through 7 as described above.
- 8. Click **reject** to decline the offer. A dialog window opens. Use the checkboxes to indicate your reason(s) for declining. (Multiple selections are permitted.) Use the Other Reason text field if there is no reason match. Click **OK** to confirm and exit.
- 9. *Optional.* Click **collaboration** to send a message to the Buyer Organization. NOTE: Visibility to this content will be “public” based on system settings.