



Shell - IQNavigator Status Definitions

This document provides definitions of the different statuses of an object (requisition, assignment, etc.) found in IQNavigator.

The Status Description column is color-coded to highlight differences between status designations used in the Supplier interface (Legacy UI) compared to those found in the Buyer Org interface (Alternate UI).

	No color indicates the Status is the same in both UIs.
	Light blue indicates the Status uses different terminology in each UI.
	Light yellow indicates the Status only exists in the Legacy UI.

Job Opportunities / Requisitions		
Supplier Firm	Description	Buyer Org
Under Development	Requisition has not been submitted for approval yet	Create Requisition
Approval Status - Needs Approval	Requisition has not been submitted for approval yet	Create Requisition
Approval Status - Approval Pending	Waiting to be approved by the approvers in the designated approval workflow	Pending Approval
Active	Approved and actively being distributed to suppliers as configured	Open / Select Candidate
Approval Status – Approved	All approvals on the Buyer side are completed	Open / Select Candidate
Under Contract	A work order/offer has been created and submitted to the supplier for approval OR has been approved by the supplier side and a work order/assignment is AWAITING START DATE or EFFECTIVE	Open / Select Candidate
Closed		N/A
Closed to New Matches	Hiring Manager does not want any matches to be submitted so has closed the requisition to any matches	N/A
Canceled	Requisition has been canceled and will not be utilized for requesting temporary staffing	N/A



Work Order

Supplier Firm	Description	Buyer Org
Not Released	Approval Status may be NEEDS APPROVAL or APPROVAL PENDING – either way the Work Order has not yet been approved by buyer and supplier sides.	Filled
Not Released		Create Assignment
Approval Status – Needs Approval	The Work Order has not yet been submitted for approval	Filled/Create Assignment
Approval Status – Approval not required	No approvals are needed on the buyer side	Filled/Create Assignment
Approval Status – Approved	All approvals on the Buyer side are completed	
Position Offered	Work Order/Assignment have been created and submitted to supplier for their approval	Filled - Pending Supplier Organization Approval
Awaiting Start Date	Work Order/Assignment has been approved by the buyer and supplier sides and is waiting to become EFFECTIVE on the designated start date on the assignment	Awaiting Start Date
Canceled	The Work Order/Assignment has been manually canceled and cannot be used	N/A
Effective	The start date has occurred and the Work Order/Assignment has become ready for the contractor to start logging time on their timecard for this assignment	Filled - Working
Effective – On Board	The contractor has shown up for their first day of work on this assignment and the Onboarding process has been completed	Filled - Working



Assignment

Supplier Firm	Description	Buyer Org
Not Released	Approval Status may be NEEDS APPROVAL or APPROVAL PENDING – either way the Assignment has not yet been approved by buyer and supplier sides.	Filled
Needs Approval	Work Order/Assignment has not been submitted for approval yet OR is waiting to be approved.	Filled/Create Assignment
Position Offered	Work Order/Assignment have been created and submitted to supplier for their approval	Filled - Pending Supplier Organization Approval
Position Offered	Work Order/Assignment have been created and submitted to supplier for their approval	Pending Approval
Awaiting Start Date	Work Order/Assignment has been approved by the buyer and supplier sides and is waiting to become EFFECTIVE on the designated start date on the assignment	Awaiting Start Date
Effective	The start date has occurred and the Work Order/Assignment has become ready for the contractor to start logging time on their timecard for this assignment	Working
Effective – On Board	The contractor has shown up for their first day of work on this assignment and the Onboarding process has been completed	Working
Completed	The assignment has been ended and manually completed in the system	
Terminated	The assignment has been terminated by the Hiring Manager and status has been manually changed for this assignment	
Canceled	The Work Order/Assignment has been manually canceled and cannot be used	



Amendment

Supplier Firm	Description	Buyer Org
Amendment in Process	The Amendment has been created and is pending approval on the buyer side	Filled / Amendment in Process
Amendment Offered	The Amendment has been created and submitted to supplier for their approval	Filled / Pending Supplier Org Approval
Amendment Canceled	The Amendment has been manually canceled and cannot be used	N/A
Approved	The Amendment has been approved by buyer and supplier sides and all changes are effective	Filled / Pending Supplier Org Approval
Rejected	The Amendment was not approved/rejected by either the buyer side or supplier side	Filled / Rejected
Reinstated	Revisions were made to the Amendment then it was sent to the supplier for approval again	Filled / Amendment Reinstated
Completed	The Work Order has been ended and manually completed in the system	N/A
Terminated	The Work Order has been manually terminated in the system	N/A
Effective	The Amendment has been approved by the buyer and supplier sides and all changes are in effect	Off Boarding
Effective – On Board	The contractor has shown up for their first day of work on this work order and the Onboarding process has been completed	Off Boarding
Off boarding is only applicable to Effective assignments with End Dates in the past.		



Timecards

Supplier Firm	Description	Buyer Org
Approval Pending	The timecard has been submitted and is pending approval on the buyer side by the Timecard Approver	Approval Pending
Approved	The timecard has been approved by the Timecard Approver	Approved
Canceled	The timecard has been canceled and cannot be used	Canceled
Pending Payment Request Association	Timecard has been submitted but not yet consolidated to submit for a Project Payment Request.	Pending Payment Request Association
Rejected	The Timecard Approver has rejected/not approved the timecard and it has been returned to the contractor to make revisions	Rejected
Retracted	The contractor has retracted the request for approval for their timecard in order to make revisions prior to approval	Retracted
Submitted	The timecard has been submitted by the contractor or supplier on behalf of the contractor for approval	Submitted
Under Development	Timecard has been created but not submitted for approval	N/A



Expense Reports

Supplier Firm	Description	Buyer Org
Approval in Process	The expense report has been created and is pending approval on the buyer side by the Expense Approver	Approval in Process
Approved	The expense report has been approved by the Expense Approver and submitted for invoicing	Approved
Canceled	The expense report has manually been canceled and cannot be used	Canceled
Reapproving	A modified/adjusted expense report is pending approval on the buyer side by the Expense Approver	Reapproving
Rejected	The expense report was rejected/ not approved by the Expense Approver and returned to the contractor for revisions and to resubmit	Rejected
Retracted	The contractor has retracted the request for approval for their expense report in order to make revisions prior to approval	Retracted
Under Development	The expense report has been created but not submitted for approval.	Under Development

Payment Requests

Supplier Firm	Description	Buyer Org
Approved	The payment request has been approved and submitted for invoicing	Approved
Editing	The payment request is in draft mode by the Supplier prior to submit to Buyer Org	Editing
Rejected	The payment request was not approved	Rejected
Submitted for Approval	The payment request has been submitted to the Payment Request Approver for approval	Submitted for Approval
Submitted for Invoicing	The payment request has been approved and is ready for invoice processing	Submitted for Invoicing



Resource/Candidate Status

Each status reflects the state of the match (i.e., job opportunity) or the current state of the assignment. The following are some common statuses:

Status	Description
Draft	Resource is ready to submit.
Draft Removed	Resource was removed prior to being submitted.
Job Seeker Interested	Resource was submitted and is being evaluated by the customer.
Evaluating	Customer has indicated interest in the resource and is still evaluating the resource.
Job Seeker Not Interested	Resource statused as not being interested in filling the position.
Hiring Manager Not Interested	Customer has declined interest in the resource.
Awaiting Start Date	Resource has been assigned to a job opportunity and has a start date in the future.
Effective	Resource is assigned to a job opportunity that is currently active.
Complete/Terminate	Resource had an assignment to a job opportunity that is no longer active.
Auto-matched	The system identified a resource profile as a match for the job opportunity but the resource has not been submitted.