# Supplier: How to Decline a Job Opportunity

This document provides suppliers with the steps necessary to decline a job opportunity. This guide uses standard IQN VMS configuration. Your specific setup may vary slightly based on your client's configuration.

## To decline a job opportunity:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Hover over the **Jobs** menu drop-down arrow located in the Header Menu bar.
3. Click **Job Opportunities**. The Job Opportunities list screen appears. NOTE: This list of available job opportunities is specific to YOUR user role.

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|  | The total number of available jobs displays above the list header row. Use the Results per Page pull-down selection list on the right-hand side of the screen to adjust how many job listings display per screen. Click the adjacent GO arrow () to update the display. The list defaults by Job Submission Date in order of most recent to oldest submission. Click the  Search & Filter (supplier organization active job opportunities) link at the top of your screen for additional search/filter options.  |

1. Review the list.
2. Click either the **Job Title** link or the **GO** arrow () in the Actions column to view the complete job opportunity record. The Job Opportunity summary screen appears.

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|  | If you click either link but end back at your home dashboard, then your current session has timed out. Go back to Step 2 to reactivate your session. |

1. Review the opportunity details. Note any alert statements as designated by the warning () icon. The top portion of the screen highlights key information related to the job along with the associated rates. Additional job information displays in the Job Specifics section at the bottom of the screen.
2. Select **opt out** in the Actions column for any job opportunities you intend to decline; then click the GO arrow () to process your intent. Notification is sent to the PMO/Buyer Organization. An opt out button () is also available at the top and bottom of each job opportunity summary screen.

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