

Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to reject a job on the Subcontractor Portal.

The details on the next page will help you:

- to reject a job that was assigned to you on the Subcontractor Portal



1. Click the icon next to Assignment Status.
(Note: A new pop-up window will open.)

Details	Attendance	Assets	Log Notes	Documents	Mitigation Events
Work Order	W10350738 / Dispatched to Subcor		Work Order Status	ASSIGNED: Assigned	
Assignment ID	30298977		Assignment Status	SUBDISPATCH: Dispatc	
Customer	Adidas (U.K.) Ltd		Customer Ref	Custref01	
Classification	Manual Fire Door - Fault or Failure		Work Category	REACTIVE	

2. Choose the New Status:
SUBRETURNED: Returned by
subcontractor (wrong trade etc).

Summary W10350738 - 30298977 X

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBDISPATCH: Dispatched to Subcontractor

New Status: SUBACCEPT: Accepted by Subcontractor

Status date: 06-Jun-2022 15:06

Asset work outcomes updated
 Required Prestart Documents Complete
 Required Precomp Documents Complete

Enter Memo

Cancel Save

3. Choose the Reason Code from the Drop-Down Options

Summary W10350740 - 30298979 W10337365 - 30288037 W10298128 - 30252422 W10272930

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBDISPATCH: Dispatched to Subcontractor

New Status: SUBRETURNED: Returned by subcontractor (w)

Status date: 06-Jun-2022 15:17

Asset work outcomes updated

Reason Code: INCORRECT: Incorrect Assignment

- INCORRECT: Incorrect Assignment
- INCORRECT CONTRACTOR: Incorrect Contractor
- INCORRECT SLA: Incorrect SLA
- SLAMISSING: SLA is missing

Cancel Save

28-Apr-2022 13:09 29-Apr-2022 09:09 reported as risk to health and safety

4. In Status Memo explain why the job is rejected.

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBDISPATCH: Dispatched to Subcontractor

New Status: SUBRETURNED: Returned by subcontractor (w)

Status date: 06-Jun-2022 15:17

Reason Code: INCORRECT: Incorrect Assignment

Asset work outcomes updated

Status Memo: We don't cover this post code.

Cancel Save

5. Click Save.
(Note: The job will disappear from your list and will be sent to Mitie to be reassigned.)

Summary W10350740 - 30298979 W10337365 - 30288037 W10298128 - 30252422 W10272930

Change Status

Please choose the new status and provide any additional information. Ensure that you have added any required documents, mitigation events, and the required asset information

Current Assignment Status: SUBDISPATCH: Dispatched to Subcontractor

New Status: SUBRETURNED: Returned by subcontractor (w...)

Status date: 06-Jun-2022 15:17

Reason Code: INCORRECT: Incorrect Assignment

Asset work outcomes updated

Status Memo: We don't cover this post code.

Cancel Save