

Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to recall an uplift.

The details on the next page will help you:

- to recall an uplift.

1. Click the arrow icon next to Purchase Order Value.
(Note: A new pop-up window will open.)

The screenshot displays a software interface with the following fields and controls:

- Work Order Description:** Automatic doors broken
- Purchase Order / Line:** 5400001076
- Purchase Order Status:** APPR: Approved
- Assignment Description:** Automatic doors broken
- Purchase Order Value:** 250.00
- Reported By:** BLOGGSJ1
- Affected User:** BLOGGSJ1
- Purchase Order Type:** Subcontracted Services - Framework Agreement
- Appointment Entitlement:** REQUIRED
- Failure Reason:** Choose a failure reason
- Failure Class:** HDOORS: Doors
- Problem:** (empty field)
- Permit Required
- Reported as Business Critical

A red box highlights the upward-pointing arrow icon next to the Purchase Order Value field.

2. Change the Uplift Description with a relevant recall comment.

Uplift Request [X]

Uplift Date	Current Purchase Order Value
Jun 6, 2022 6:03 PM	250
Uplift Status	Uplift Amount
PENDING	45
	Total
	295

Uplift Description

Uplift not needed. Parts covered by the PO value.

Cancel Recall Save

14 : 36 Reported as risk to Health and Safety

3. Check Recall.
(Note: The Assignment Status will return to SUBINPRG: In progress (Subcontractor) and the Purchase Order Value will remain unchanged.)

The screenshot shows a software interface with a modal dialog box titled "Uplift Request". The dialog contains the following fields and values:

Field	Value
Uplift Date	Jun 6, 2022 6:03 PM
Current Purchase Order Value	250
Uplift Status	PENDING
Uplift Amount	45
Total	295

Below these fields is a text area for "Uplift Description" containing the text: "Uplift not needed. Parts covered by the PO value."

At the bottom of the dialog are three buttons: "Cancel", "Recall", and "Save". The "Recall" button is highlighted with a red rectangular box.

Background elements visible in the screenshot include a sidebar with labels like "Mitigation", "Order Status", "G: In progress", "Assignment Status", "UPLIFT: A", "Order Ref", "ref01", "Category", "ACTIVE", "Request C", "May-2022", "Order Target", and "May-2022". At the bottom of the background, there is a system tray showing a clock at "14:30" and a notification for "Requirements (1) Health and Safety".