

Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to accept a job on the Subcontractor Portal.

The details on the next page will help you:

- **to accept 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: W10350739 / Dispatched to Subcor

Work Order Status: ASSIGNED: Assigned

Assignment ID: 30298978

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: SUBACCEPT: Accepted by Subcontractor.

Summary W410350739_30298978 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 15:29

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

Enter Memo

Cancel Save

3. In Status Memo add any relevant notes.
(Note: This step is optional.)

Summary W10350739_30298978 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 15:29

Status Memo: Enter Memo

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

Cancel Save

4. Click Save.
(Note: The Assignment Status will change in SUBPREDOCS: Awaiting Pre-Start Documents from Subcontractor.)

Summary W10350739_30298978 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 15:29

Status Memo: Enter Memo

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

Buttons: Cancel, Save