

## 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.	Data ila Attau dan sa Assata	Les Nation Desuments Mitiantics Fuents
(Note: A new pop-up window will	Details Attendance Assets	Log Notes Documents Mitigation Events
open.)		
	Work Order	Work Order Status
	W10350739 / Dispatched to Subcor	ASSIGNED: Assigned
	Assignment ID	Assignment Status
	30298978	SUBDISPATCH: Dispatc 🕚 🔀
	Customer	Customer Ref
	Adidas (U.K.) Ltd	Custref01
	Classification	Work Category
	Manual Fire Door - Fault or Failure	REACTIVE

2.	Choose the New Status: SUBACCEPT:	Summary 🖏 W10350739 - 30298978 X
	Accepted by Subcontractor.	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 New Status
		SUBDISPATCH: Dispatched to Subcontractor SUBACCEPT: Accepted by Subcontractor V
		Status date SUBACCEPT: Accepted by Subcontractor SUBRETURNED: Returned by subcontactor (wrong trade etc)
		Ac 06-Jun-2022
		Class
		M Asset work outcomes updated
		Required Prestart Documents Complete
		Prior Required Precomp Documents Complete
		Work Cancel Save
		20-nay-2022 13.30 20-nay-2022 14.30 and Safet

3.	In Status Memo add any relevant	Summary & W10350739 - 30298978 X
	notes.	Change Status ×
	(Note: This step is optional.)	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 New Status
		SUBDISPATCH: Dispatched to Subcontractor     SUBACCEPT: Accepted by Subcontractor
		Status date Status Memo
		06-Jun-2022         15:29         Enter Memo         56
		Class M Asset work outcomes updated Required Prestart Documents Complete Required Precomp Documents Complete 1
		Work Cancel Save
		20-nay-2022

4.	Click Save.	Summary & W10350739 - 30298978 ×	
	(Note: The Assignment Status will	Change Status ×	
	change in SUBPREDOCS: Awaiting Pre- Start Documents from Subcontractor.)	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 New Status	
		SUBDISPATCH: Dispatched to Subcontractor SUBACCEPT: Accepted by Subcontractor V	
		Status date Status Memo	
		06-Jun-2022	
		Asset work outcomes updated	
		Required Prestart Documents Complete	
		Prion Required Precomp Documents Complete	
		Work Cancel Save	
		20+hay+2022 13, 30 20+hay+2022 14, 30 and Safet	