

Maximo 7.6 – Subcontractor Portal

How to use the Subcontractor Portal

How to request an uplift.

The details on the next page will help you:

- **to request 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 (An upward-pointing arrow icon is highlighted with a red box next to this field.)
- Reported By:** BLOGGSJ1
- Affected User:** BLOGGSJ1
- Purchase Order Type:** Subcontracted Services - Framework Agreement
- Appointment Entitlement:** REQUIRED
- Failure Reason:** Choose a failure reason (dropdown menu)
- Failure Class:** HDOORS: Doors (dropdown menu)
- Problem:** (empty field)
- Permit Required
- Reported as Business Critical

2. Add the Uplift Amount.

Uplift Request ✕

Please enter the details and describe the reason for the uplift request

Uplift Date	Current Purchase Order Value
Jun 6, 2022 5:56 PM	250
Uplift Status	Uplift Amount
	45
	Total
	295

Uplift Description

Enter description

Cancel **Save**

14 : 30 reported as risk to Health and Safety

3. Check the Total to be correct.

Uplift Request ✕

Please enter the details and describe the reason for the uplift request

Uplift Date	Current Purchase Order Value
Jun 6, 2022 5:56 PM	250
Uplift Status	Uplift Amount
	45
	Total
	295

Uplift Description

Enter description

Cancel **Save**

14 : 30 reported as risk to Health and Safety

4. Add the Uplift Description.

The screenshot shows a software interface for an 'Uplift Request'. The form is titled 'Uplift Request' and has a close button (X) in the top right corner. It contains several input fields and a text area:

- Uplift Date:** Jun 6, 2022 5:56 PM
- Current Purchase Order Value:** 250
- Uplift Status:** (empty field)
- Uplift Amount:** 45
- Total:** 295
- Uplift Description:** A text area containing:
 - Call out fee - £125
 - 1 hr. OOH labour - £140
 - Door Closer - £30

At the bottom of the form, there are two buttons: 'Cancel' (grey) and 'Save' (purple). Below the buttons, there is a checkbox labeled 'Reported as risk to Health and Safety' which is checked. The background of the application shows a list of items with columns for 'Mitigation', 'Status', 'In progress', 'Status', 'RG: In', 'Ref', '01', 'ory', 'VE', 'quest C', '-2022', 'Target', and '-2022'. The system clock shows 14:30.

5. Click Save.
(Note: The uplift request has been sent to Mitie Supply Chain to be reviewed. The new Assignment Status is SUBUPLIFT: Awaiting uplift. If the cost is approved the Purchase Order Value will change.)

Uplift Request [X]

Uplift Date	Current Purchase Order Value
Jun 6, 2022 5:56 PM	250
Uplift Status	Uplift Amount
	45
	Total
	295

Uplift Description

Call out fee - £125
1 hr. OOH labour - £140
Door Closer - £30

Cancel Save