REQUISITIONING OVERVIEW

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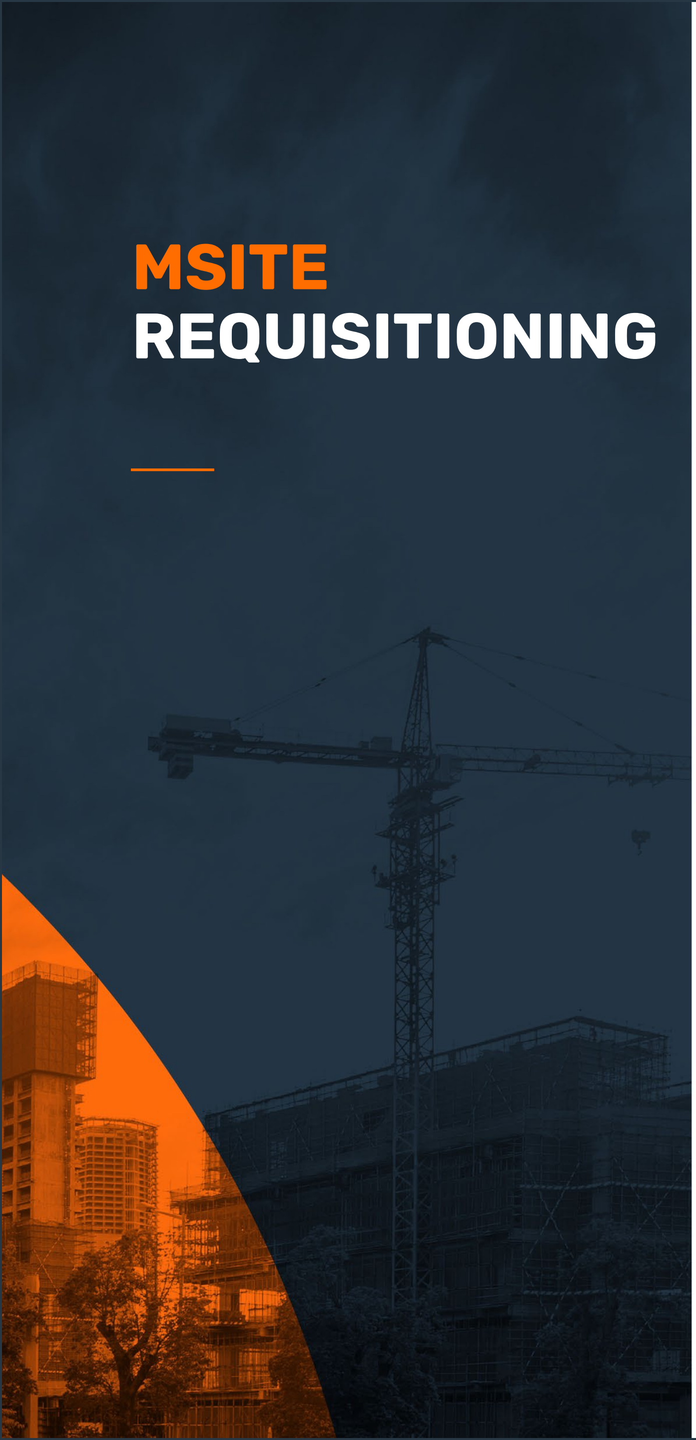
MSITE
REQUISITIONING

What is MSite Requisitioning?

MSite Requisitioning enables project users to advertise specific roles to targeted contractors for designated sites, ensuring each project has the necessary headcount with the required skill set.

MSITE REQUISITIONING



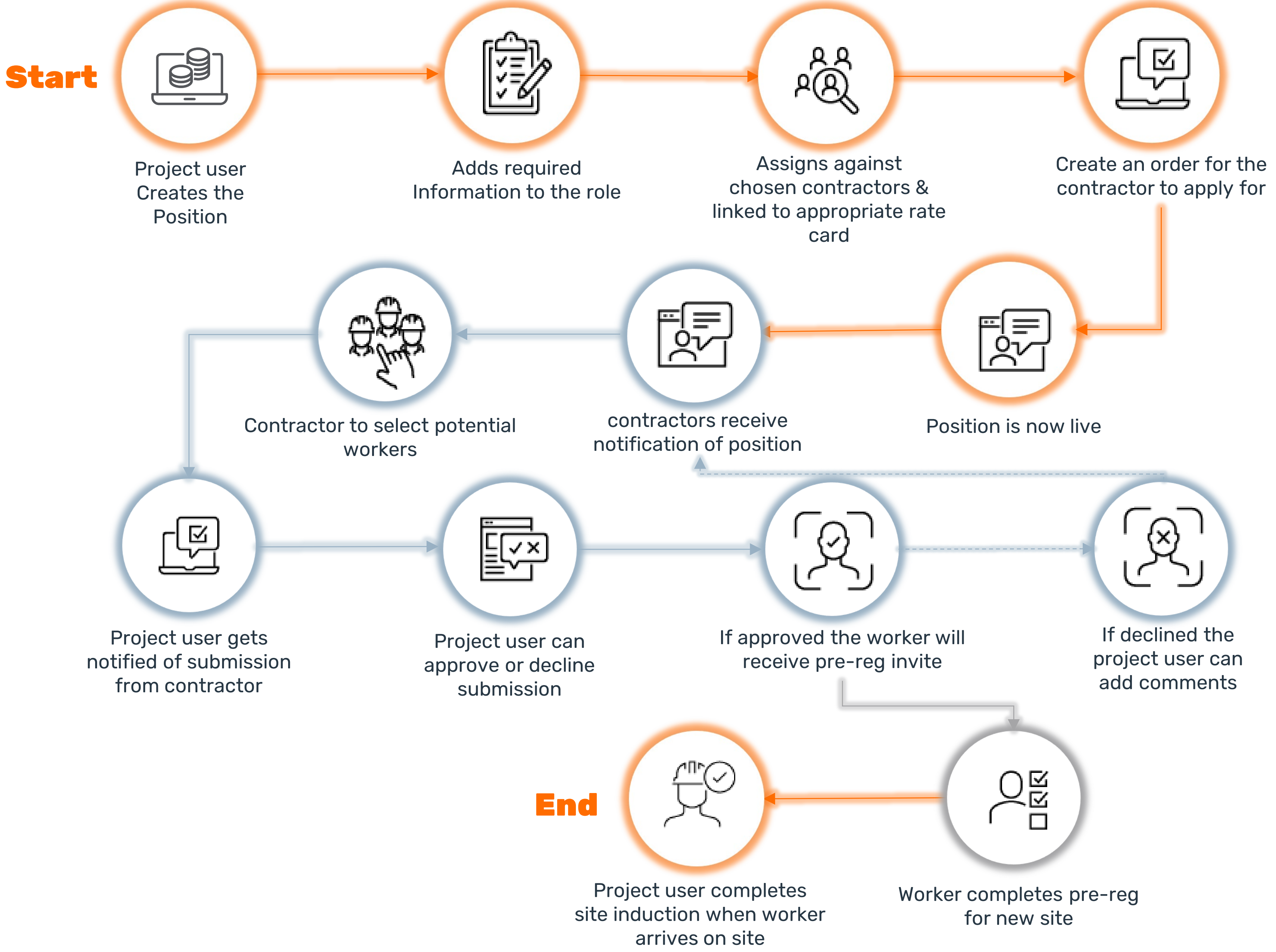
How it works

- The project user can create an available position by specifying the site, contractor, and required skill set for the role.
- Contractors can then review the available roles and propose suitable members of their workforce for consideration.
- The project user will be notified and can assess whether the proposed worker meets the requirements.
- If the worker meets the criteria, the project user can approve them. If not, they can decline the application or request additional information.

REQUISITIONING MODEL

Full Requisitioning Journey

The steps in Orange are associated to the Project User, Blue are Contractor related and the step in Grey refers to the worker.



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REQUISITIONING MODEL

Contractor Journey Process

These are the steps in which are associated to the Subcontractor in order to apply for a position.

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ADDING A POSITION

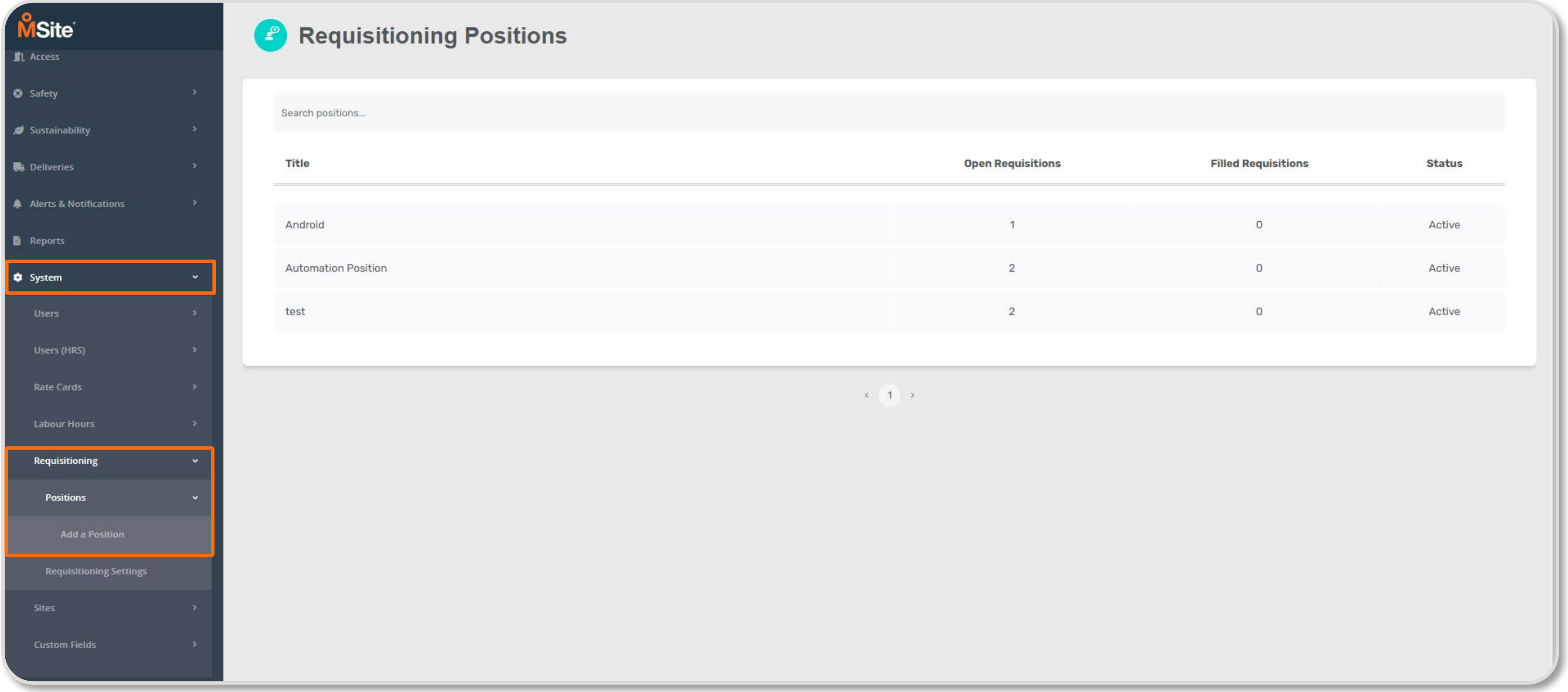
ADDING A POSITION

Add A Position

This is how the **Project User** will add position that the requisition will be aligned against.

In the **MSite Toolbar** on the left, select:

- **System ➡ Requisitioning ➡ Positions ➡ Add Position**



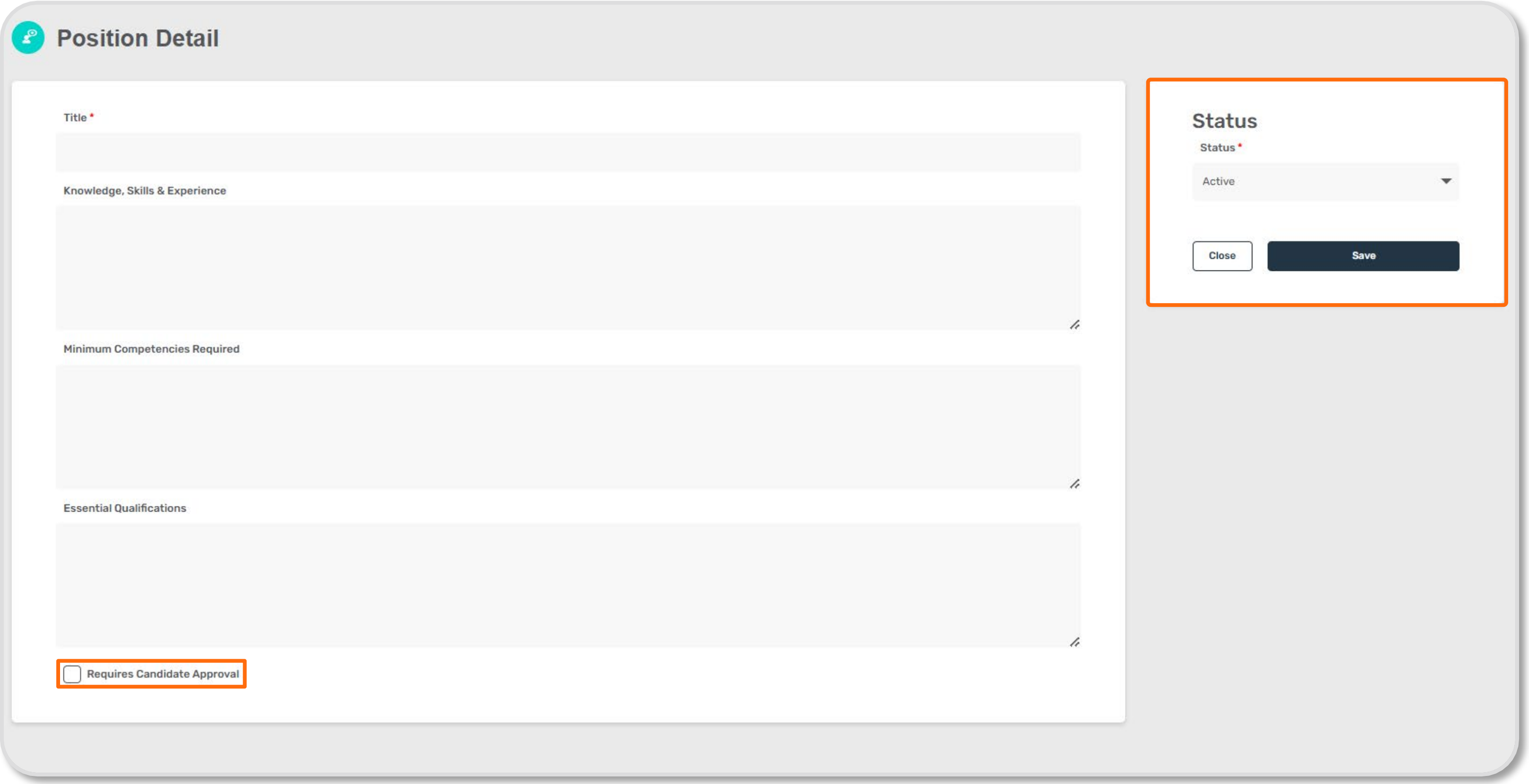
ADDING A POSITION

Position Detail

Here you will enter the necessary information relating to the desired position.

Here, you will need to state all the desired information relating to the position you wish to create, including information such as:

- **Knowledge, Skills** & **Experience**
- **Minimum competencies** that are required
- **Essential qualifications** that are required to apply for the created position



Once you have entered all the all the desired information, you can select whether the roles require each candidate to be approved or not.

Then, click **Save** to complete the position.

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ADDING A REQUISITION

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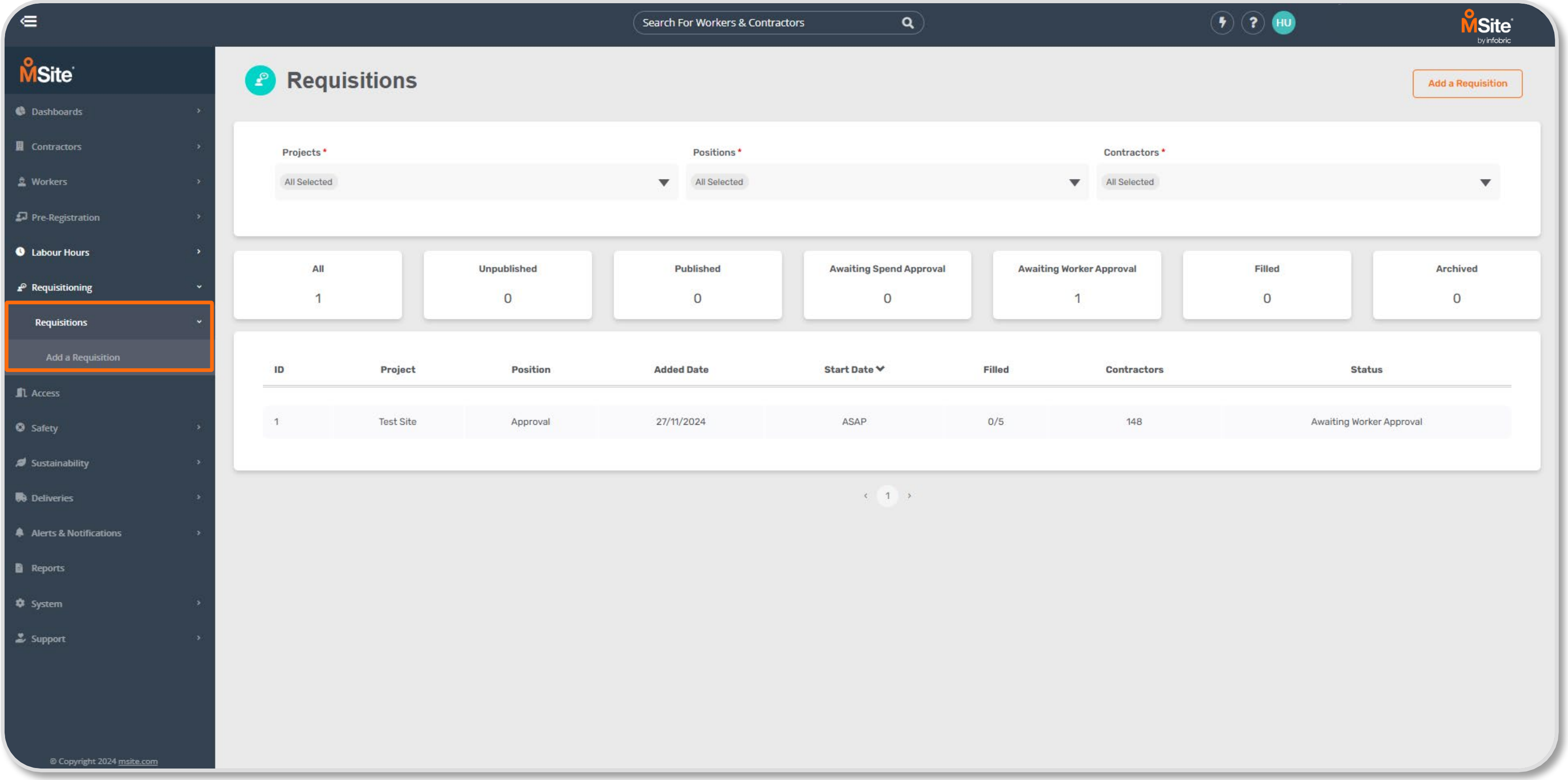
ADDING A REQUISITION

Add A Requisition

This is how the **Project User** will create a position that the selected contractors can submit their workforce for.

In the **MSite Toolbar** on the left, select:

- **Requisitioning ➡ Add a Requisition**
- Enter the required **Experience**, **Knowledge**, **Skills** and **Essential Qualifications** that are desired for this position

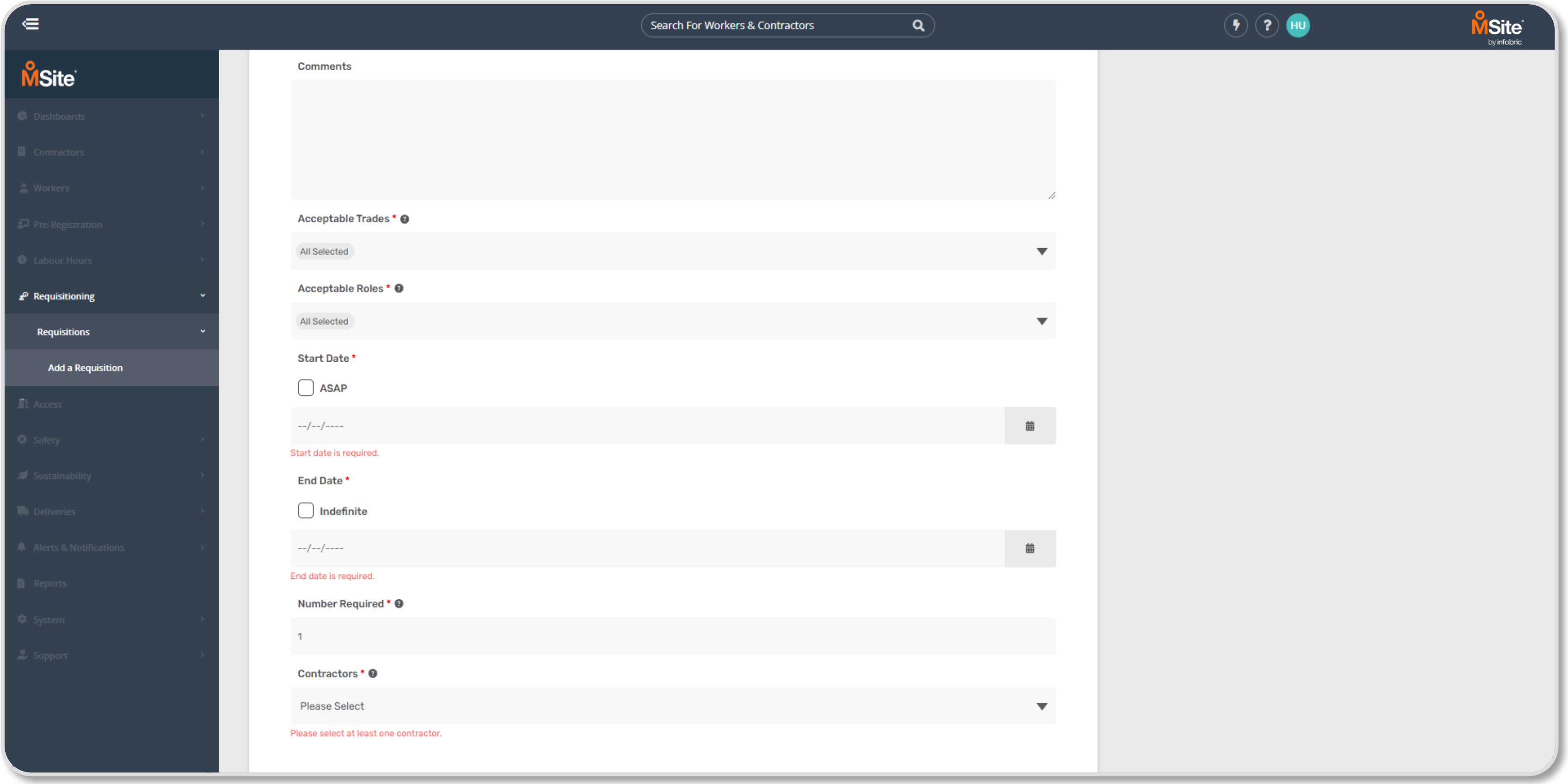


ADDING A REQUISITION

Requisition Details

The **Project User** can select any acceptable trades that they want the position to be open to, along with position specific **start/end dates**.

- Select the **Trades** & **Roles** that you want this position to be open to
- Provide the **start and end dates**, the **number of positions** needed, and the **Contractors** these positions will be assigned to



- To finalise the position, select the **rate card** that it will be assigned against and change the status to **Published**
- Then, click **Save**

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ADDING AN ORDER

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ADDING AN ORDER

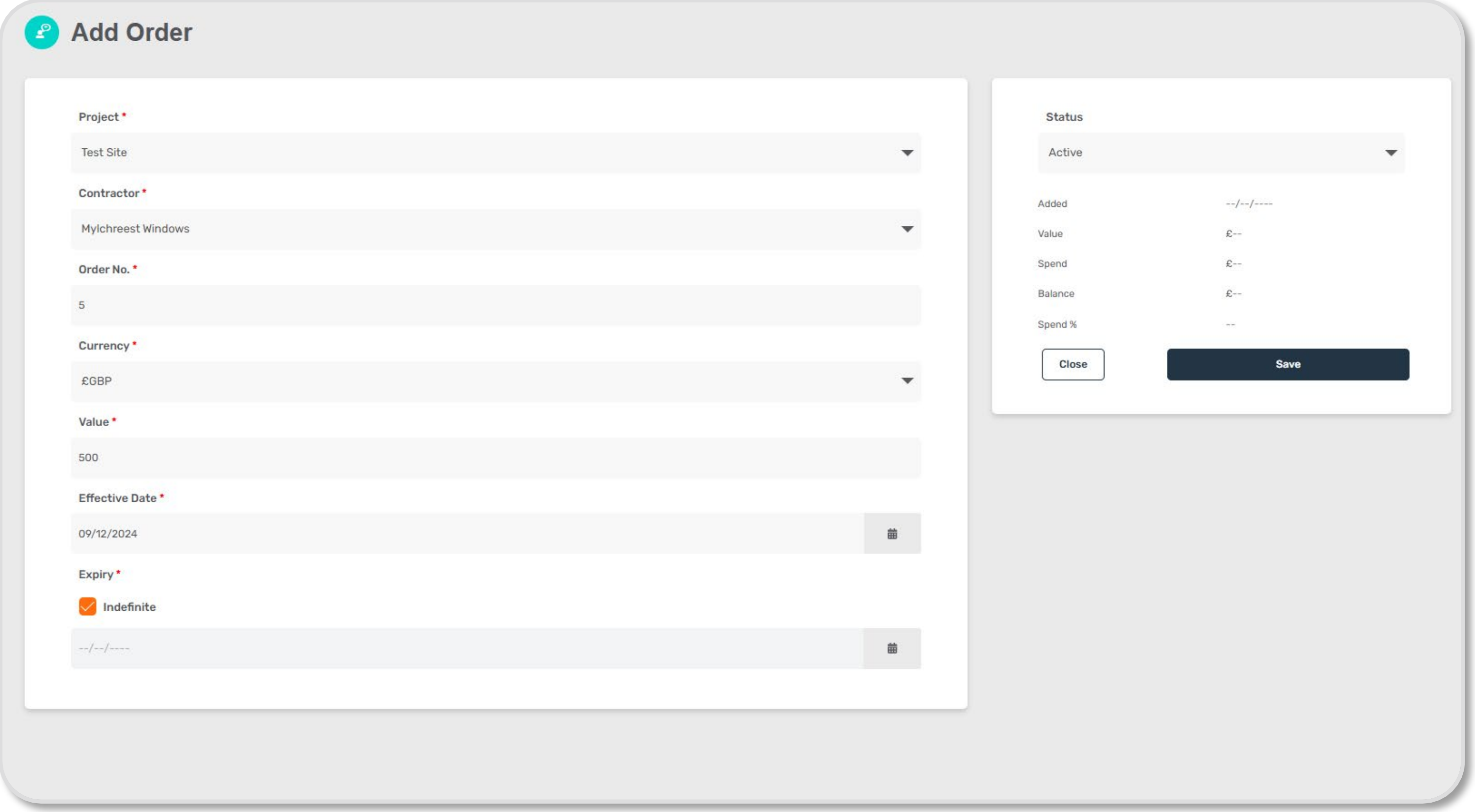
Add Order

The **Project User** will add an order and select the desired **contractors** that can invite their workforce to apply for the positions.

The **Project User** will also stipulate the **Currency**, **Effective** & **Expiry Dates** of the position.

In the **MSite Toolbar** on the left, select:

- **System ➡ Labour Hours ➡ Orders ➡ Add Order**



- Fill in requested information, including the **contractors** you wish the order to be sent to.
- Once complete, **click** **Save**

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REQUISITIONING SETTINGS

In the **MSite Toolbar** on the left, select:

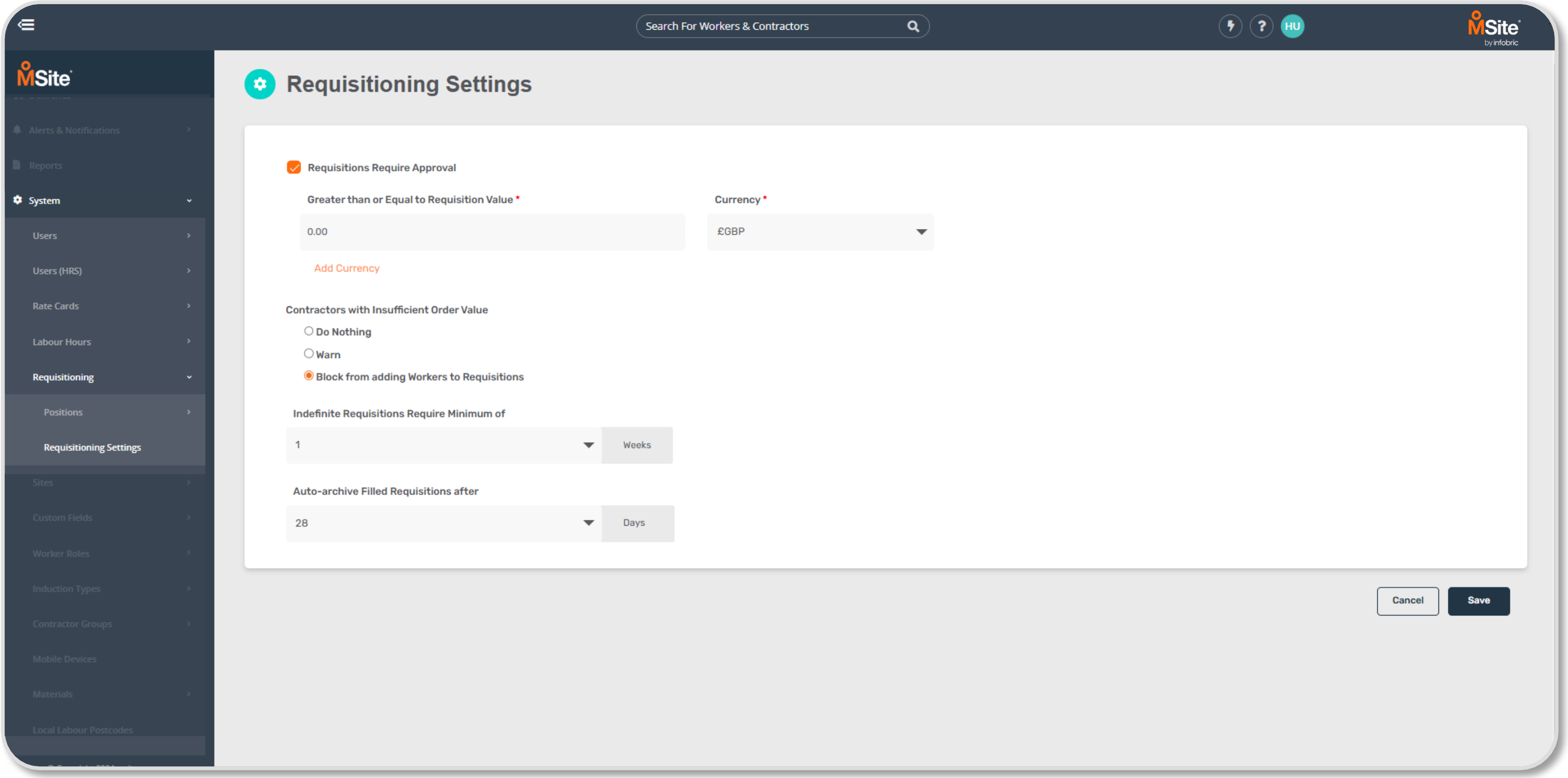
- **System ➡ Requisitioning ➡ Requisitioning Settings**

- Set whether Requisitions require approval and the value that an order will require approval
- Choose if contractors with insufficient order value can apply & minimum time required

REQUISITIONING SETTINGS

Settings

Here, you can set some specific settings relating to Requisitioning.



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CONTRACTOR VIEW

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CONTRACTOR VIEW

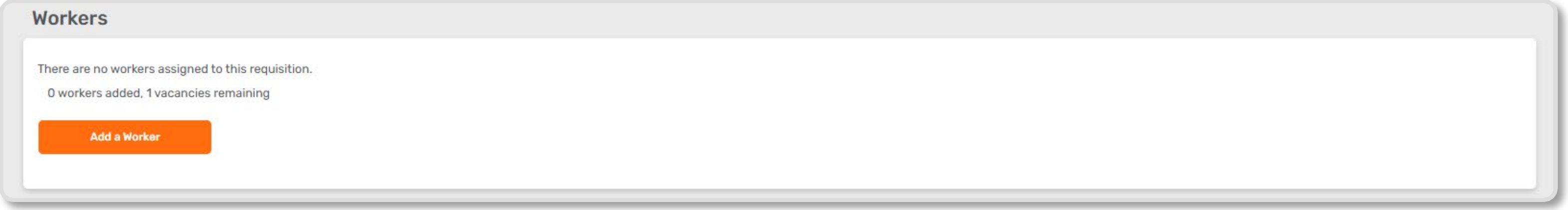
Requisition Email

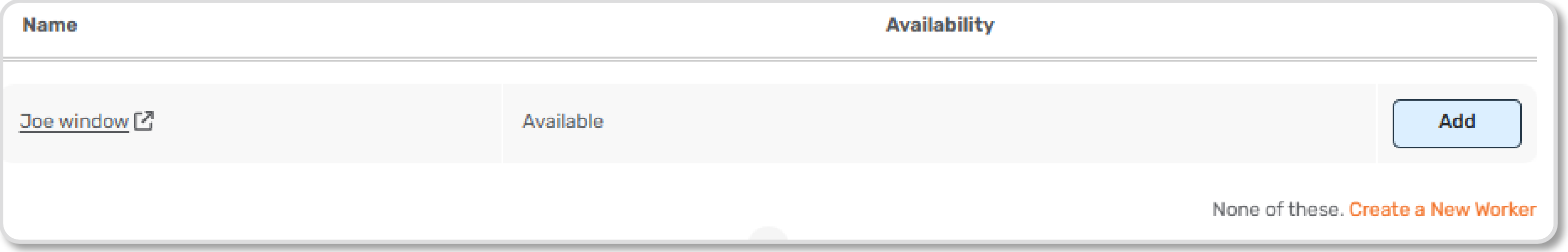
Once the **Project User** has completed the **Position** & **Order**, the selected contractors will receive an email notification to inform that they can propose workers for a new requisition.

Once the contractor has clicked on the **invitation link**, they will be presented with the **Requisition Detail** screen on MSite. Containing information such as:

- **Project Name**
- **Position**
- **Knowledge**, **Competencies** & **Essential Qualifications**
- **Start Date & Expected End Date**

The **contractor** can now add workers who are eligible for the advertised position for review by the **Project User.**





If the worker already has an **MSite account**, they will be listed. You can also create a new worker from this stage if required.

RECEIVING AN APPLICATION

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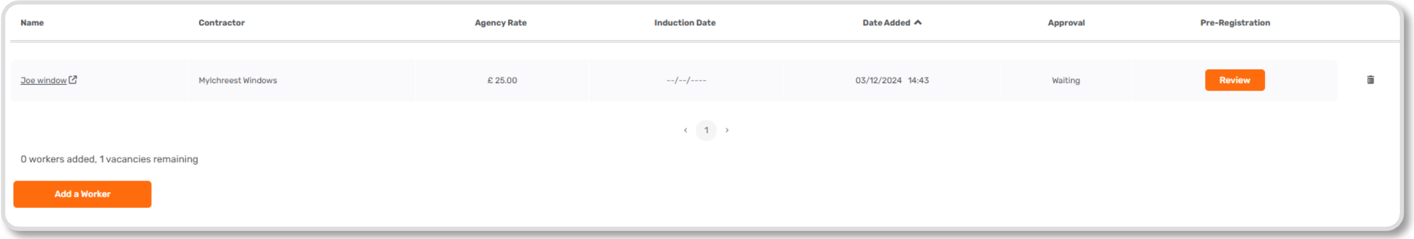
RECEIVING AN APPLICATION

Accept or Decline

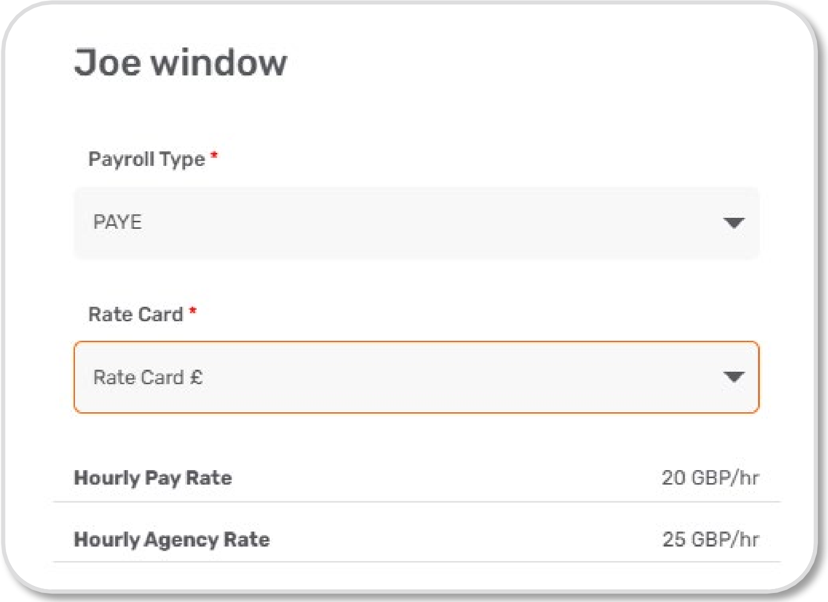
Now that the **Contractor** has listed a worker against the position, the **Project User** can review the recommended worker and **accept** or **decline**.

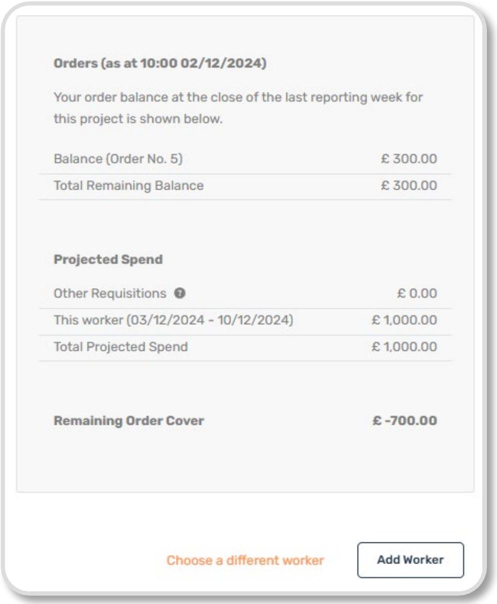
This can be set to automatically approve if required.

The **Project User** will be able to see the workers recommended for the **Position,** where they can **accept** or **decline** the recommendation from the contractor.

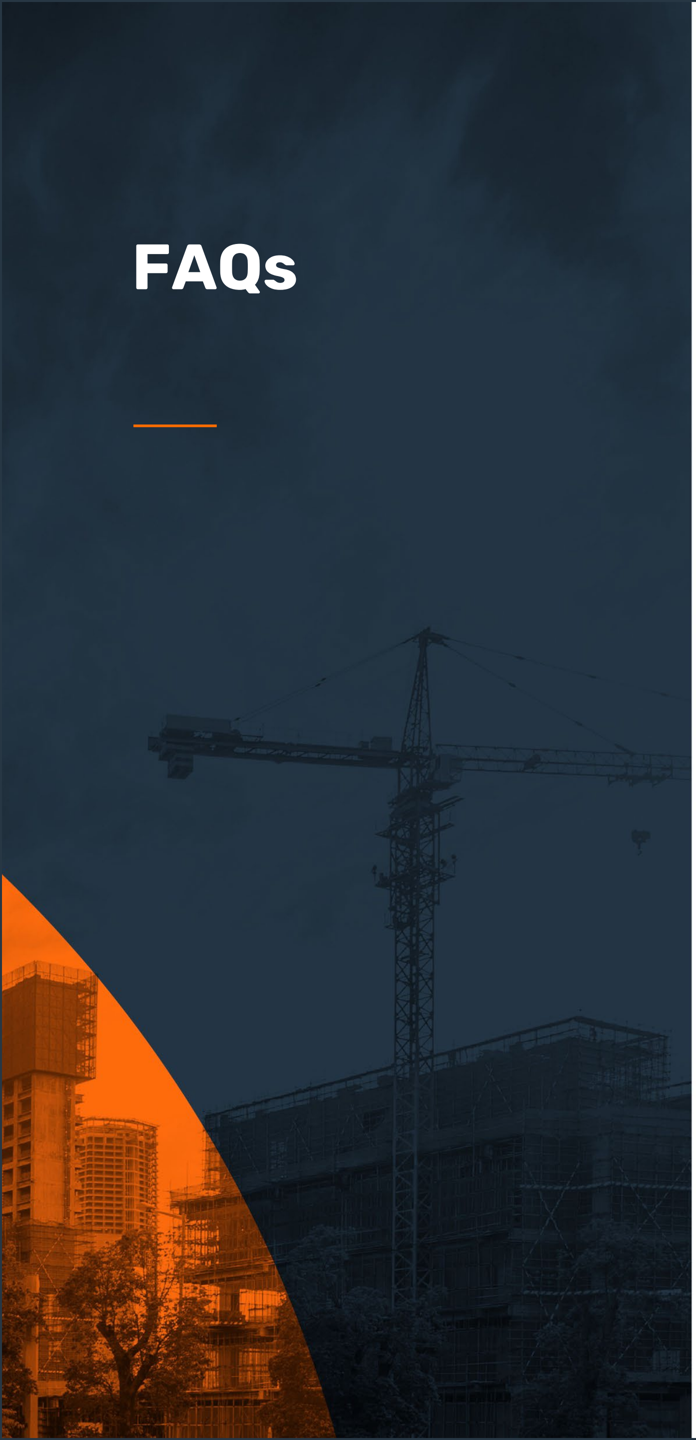


Accepting the worker will lead the **Project User** to confirm the **Rate Card** and **Payroll Type** for the worker as well as giving an insight into the projected spend of the order.





FAQs



Q. When all the vacancies for a requisition have been filled, can more workers be added?

A. No. When all vacancies have been filled, users will no longer be able to add workers to the requisition, unless a worker is removed from one of the vacancies, at which point, that vacancy will become available again.

Q. Can contractors add orders to the system?

A. No - orders can only be opened by users belonging to the principal contractor.

Q. Is it possible to add more than one contractor to a requisition?

A. Yes - multiple contractors can be added to a single requisition.

Q. Is it possible to block contractor users with an insufficient order value from adding workers to requisitions?

A. Yes - It is possible to block contractors from adding workers to requisitions if they have an insufficient order value. This can be configured on the Requisitioning Settings page.

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