

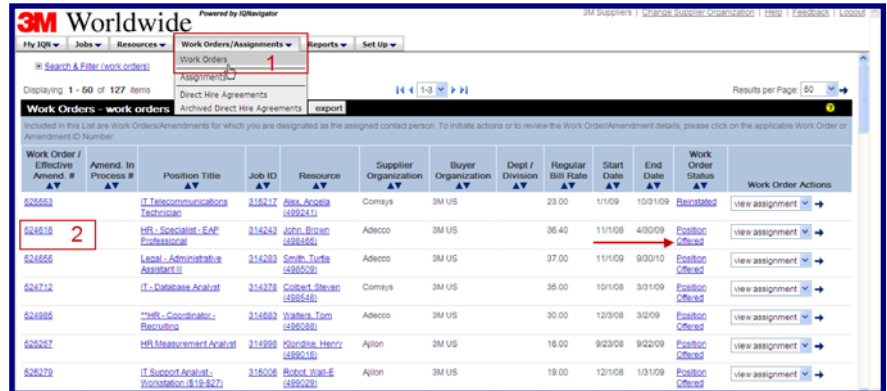
Accept Work Orders

The intent of this job aid is to highlight key steps required in accepting work orders. Once a requester selects a resource(s), the position will be offered to the supplier in the form of a work order. A work order is an agreement which contains the contractual details of the assignment and must be reviewed and either approved or rejected by the supplier.

In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

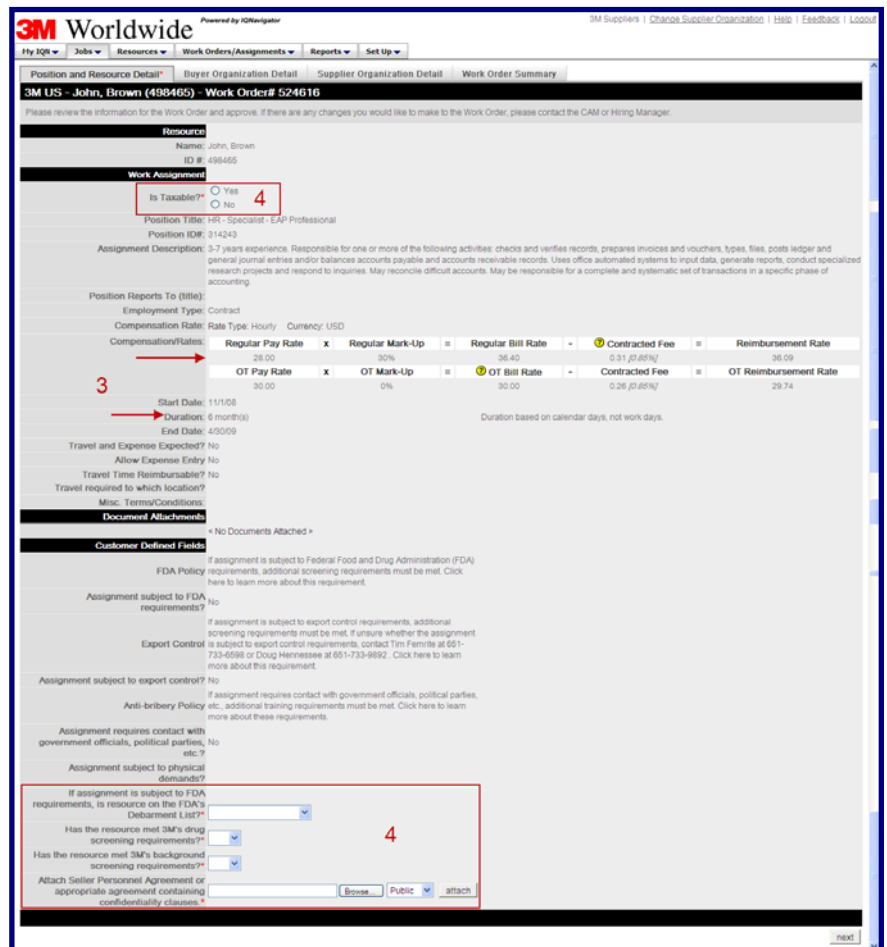
Accept a Work Order (Fields with a red asterisk* are required):

- Under the **Work Orders/Assignments** tab choose the **Work Orders** sub-menu link.
- Work Orders requiring approval will be in a 'position offered' status. To review the terms of the work order, click on the **Work Order / Effective Amend #** hyperlink.



- Review the terms of the work order, specifically the rates and the dates of the assignment.
- Complete the required fields. Fields with a red asterisk* are required.

- Is Taxable? – yes or no
(Note: This relates to sales tax. Service may be taxable in some states. 3M holds Direct Pay Permits in the following states: AL, AR, IA, MN, NE, NC, TX, WI and WV. Please do not bill sales tax in these states. 3M will be responsible for paying all sales tax due on taxable purchase orders. 3M also holds an Enterprise Zone exemption in Cordova, Illinois and Tonawanda, New York. Please do not bill tax on purchases orders for these locations. Direct Pay Permit forms can be found at www.3M.com/suppliers or by calling the 3M Tax Department Helpline at 651/733-4316.)
- If assignment is subject to FDA requirements, is resource on the FDA Debarment List?
- Has the resource met 3M's drug screening requirements?
- Has the resource met 3M's background screening requirements?
- Attach Seller Personnel Agreement or appropriate agreement containing confidentiality clauses.



Accept Work Orders/Targeted Work Orders

- Once you have completed all required fields and reviewed the entire work order, choose **approve** or **reject** from the **Work Order Summary** tab. If the work order is rejected, the system will prompt a reason code be provided. If approved, the work order will become effective once the start date is reached.

The screenshot displays the 'Work Order Summary' page in the IQNavigator 8 system. The page title is '3M Worldwide' and the user is logged in as '3M Suppliers | Change Supplier Organization | Help | Feedback | Logout'. The navigation menu includes 'My IQN', 'Jobs', 'Resources', 'Work Orders/Assignments', 'Reports', and 'Set Up'. The main content area shows the work order details for '3M US - John, Brown (498466) - Work Order# 524616'. A red box highlights the 'Work Order Actions' section, which includes buttons for 'approve', 'reject', 'collaboration', 'view assignment', and 'return to work orders'. The 'approve' and 'reject' buttons are highlighted with a red box and a red number '5'. Below this, the 'General Information' section shows 'Buyer Organization Name: 3M US', 'Work Order#: 524616', and 'Work Order Status: Position Offered'. The 'Work Assignment' section shows 'Position Title: HR - Specialist - EAP Professional', 'Position ID#: 314243', 'Employment Type: Contract', 'Compensation Rate: Rate Type: Hourly Currency: USD', and 'Rate Card Identifier: 3M'. The 'Rate Card Rates' section shows 'Regular Hours Pay Rate: 30.00 - 55.00', 'Regular Hours Mark-Up: 0% - 0%', 'Regular Hours Bill Rate: 30.00 - 55.00', 'Overtime Hours Pay Rate: 30.00 - 55.00', 'Overtime Hours Mark-Up: 0% - 0%', and 'Overtime Hours Bill Rate: 30.00 - 55.00'. The 'Compensation/Rates' section shows 'Regular Pay Rate', 'Regular Mark-Up', 'Regular Bill Rate', 'Contracted Fee', and 'Reimbursement Rate'.