

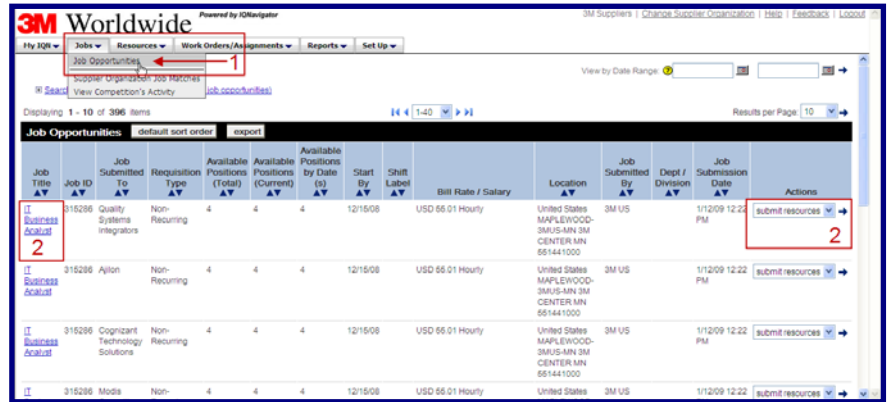
Submit Resources

The intent of this job aid is to highlight key steps required to submit a resource to an express requisition in the N3M Workforce System. When a requester has a Contingent Labor need, he/she will create a job request (requisition) and release that to supplier(s) for resource sourcing. Once a requisition has been released to the supplier, it will be visible in the form of a job opportunity and supplier(s) can begin submitting resources.

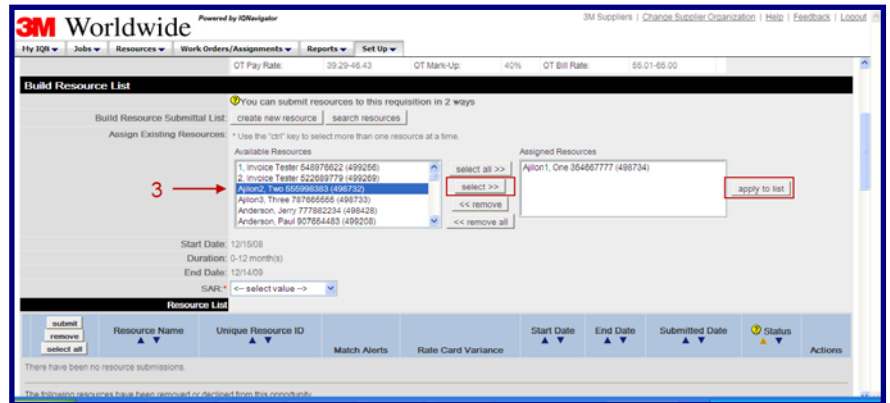
In order to login to the N3M Workforce System web-based application, see 'Login to the N3M Workforce System' job aid for instructions.

Submit Resources (Fields with a red asterisk* are required):

- 1 Under **Jobs** tab choose the **Job Opportunities** sub-menu link.
- 2 The system will present the Job Opportunities screen. From within this screen, select the **Job Title** hyperlink or 'submit resource' from the action column and the **blue go arrow** for the particular job opportunity you would like to submit the resource to.

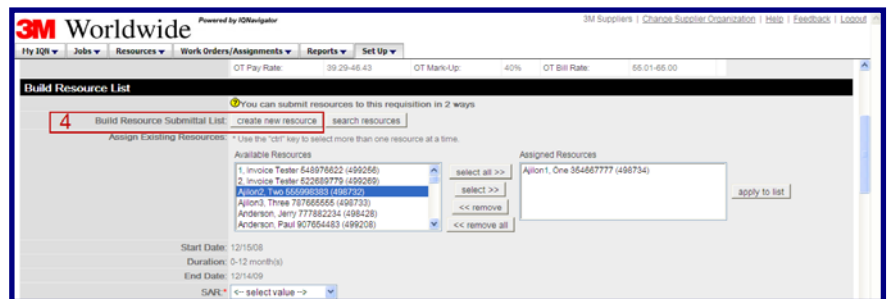


- 3 The system will present you the specific Job Opportunity information screen. The top section of this screen presents critical job information, the middle section presents the Building Resource List or resource submittal area, and the bottom section shows misc. job details.



The middle of the screen is the Build Resource List section. From here you can highlight the names of existing resources (existing resource profiles) in the Available Resources select box and click **select** button to move them into the 'Assigned Resources' select box. Specify who the SAR is by choosing from individuals in the drop-down field. Then click **apply to list** which will move the resource(s) below and into the 'Resource List' section below in a 'draft' status. (Note: A resource in the draft status has not been submitted to the opportunity yet).

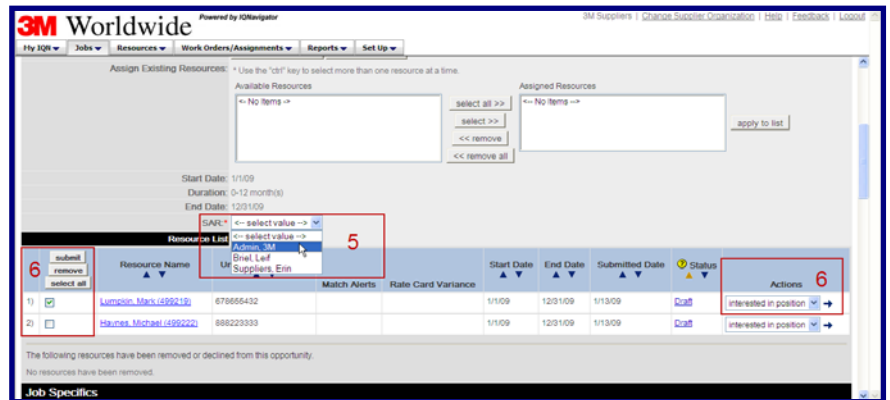
- 4 You may also create a new resource profile within the Job Opportunity screen by selecting the **create new resource** button. (Note: Refer to the Create Resource Profile job aid for more details on this activity).



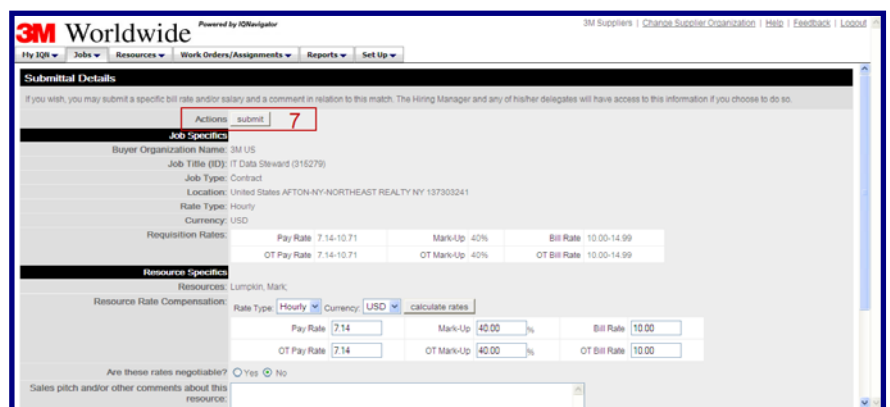
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5 Next, select a **SAR** from the drop down list.

6 Next, you can either choose to submit resources individually by selecting the 'interested in position' from the 'Actions' drop down on the right and clicking the **blue go arrow** button OR to submit resources in mass by selecting the check boxes in the left column and then selecting the **submit** button, which will bring you to the submittal details page.



7 The system will present you the 'Submittal Details' screen for the resource(s) you are submitting. You may edit any of the rates (Bill Rate, Pay Rate and Markup) that you are submitting the resource(s) at for this particular requisition; otherwise the rates will default to the rate card on the original job requisition. You may also specify submittal comments for this resource. Once your edits are complete select the **Submit** button to submit the resource(s) for the job opportunity.



8 When the page refreshes, you will see the resource(s) status has been updated to a 'Job Seeker Interested' status. The requester for this particular opportunity will be notified electronically that your resource has been submitted to the opportunity.

