



Raising a PO for Temporary staff - Advantage xPO

With the introduction of the Master Vendor programme, we have been able to streamline our processes and reduce some administrative steps when raising a PO for temporary workers employed through Advantage xPO and their associated suppliers. The following guide calls out key changes to the way you need to raise PO's and where the new information will need to be entered in the Beeline system to finalise your temporary staff assignment.

Beeline system – Raising a requisition

Please see separate guides for how to raise a requisition in Beeline. Once you have raised a requisition and have got to the final offer stage, you will need to raise a PO for the value of the assignment.

Information needed from Beeline to raise a Purchase Order (PO)

1. Contractor name – The temporary worker that has accepted the assignment
2. Job title – The job title used to raise the requisition in Beeline
3. Assignment duration – The start and end date of the assignment
4. Pay rate – The agreed rate per hour/day that will be paid to the worker
5. Assignment value - The total value of the assignment in Beeline for the candidate based on the assignment duration and pay rate.

These details can be found under the “My To Do” section by selecting “Candidate- Offer pending action” and scroll until you find the relevant candidate assignment offer .details

The screenshot shows a Beeline system interface. On the left, there is a dropdown menu labeled 'Action' with a downward arrow, and an information icon followed by the text 'Candidate - Offer Pending'. To the right of this is a timestamp '01/03/2021 09:10:25'. On the right side of the screenshot, a red-bordered box contains a list of details for a candidate offer. Five blue circular callouts with white numbers 1 through 5 point to specific lines of text in the list:

- 1. Request Number: 872-1
- 2. Candidate Name: Lamb, Larry
- 3. Job Title: CAM - CAM_Media Relations Officer
- 4. Scheduled Dates: 04/01/2021 - 03/07/2021
- 5. Hiring Manager: Dennis, Heidi
- Department: C14 Human Resources Division
- Pay Rate: £14.00
- Offer Rate Card Max RT Normalized: £21.50
- Offer Estimated Cost: £21,168.63
- BTE Project: C14 HR Division

Note: If you have a contract worker who will work on multiple projects, a requisition will need to be raised in Beeline for each project and a PO per project will need to be raised for the worker. These additional requisitions will be raised using the “Light touch” process in Beeline.

iProcurement system - Raising a PO

There are a few key changes to the format and type of information needed to raise a PO, which has enabled us to remove the need to the need to “goods receive” the PO for this service

PO Narrative/ Item description

When raising the PO, you will need to ensure the following format is used when filling in the Item description:



1. **Post ID – XXXXX** - also known as the Position ID in MyHR, for the role you are backfilling with a temporary worker. If the position is a new role and a position doesn't exist in MyHR you can enter N/A
2. **#DD/MM/YYYY to #DD/MM/YYYY** –The assignment start and end date. If it is a rolling contract we recommend an end date of 3 months from assignment/ renewal date
3. **#£XX.XX per hour** – The rate per hour that will be paid to the worker
4. **#Job Title** – The job title of the worker
5. **#Contractor Name** - The temporary workers name

Worked Examples

Position ID exists:

Post ID – P12345 #27/01/2020 to #31/04/2020 #£26.50 per hour #Personal Assistant #Joe Bloggs

* Item Description Post ID – P12345 #27/01/2020 to #31/04/2020 #£26.50 per hour #Personal Assistant #Joe Bloggs

Position ID doesn't exist:

Post ID – N/A #01/04/2020 to #31/03/2021 #£32.12 per hour #HR Administrator #Joe Bloggs

Note: Please ensure you retain the # between each individual section as per the example, as this ensures the Finance team are able to run more accurate reporting on FTE count and spend and will ensure that invoices can be matched up easily for payment.

Supplier name

All PO's will need to be raised against Advantage xPO Limited, even if the temporary staff member has been booked through a supplier (via the Beeline system).

Search and Select: Supplier Name

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier ADVANTAGE XPO LIMITED Go

Results

Select	Quick Select	Supplier ▲	Site ▲	Address	Contact	Phone
<input type="radio"/>		ADVANTAGE XPO LIMITED	STAMFORD HOUSE	STAMFORD HOUSE NORTHENDEN ROAD SALE MANCHESTER M33 2DH GB		

Cancel Select

All other steps will remain the same when raising the Purchase Order.

Beeline system – Finalising assignment offer

Please see separate guides for details on how to accept a candidate offer in Beeline. Once you have created a PO for the value of the assignment, you will be required to key in specific information in Beeline to firm up the assignment, to ensure invoices can be cross checked.

PO details needed for Beeline

There is specific information needed from the PO system when entering the details into Beeline, please ensure you make a note of these as the details will need to match to ensure the invoices can be cross checked against the PO and be paid without delay.

1. PO number – Please capture the PO number once this is approved
2. Item description – Please copy the content added in the item description, as this will need to be added to the Beeline system in the section labelled “PO Narrative”
3. Position ID/ Post ID - also known as the Position ID in MyHR is for the role you are backfilling with a temporary worker. If the position is a new role and a position doesn't exist in MyHR you can enter N/A

Candidate Offer - Accept Offer ✕

✓ **Accept Offer** ⊗ **Cancel**

Please click the Accept Offer link to complete this action.

Comments:

i * PO Number:

i * PO Narrative:

i * Non-Vatable: 🔍

* Position ID/Post