

Vendor: Complete Checklist Items

Overview

This guide provides vendors an overview of the Workday VNDLY program as implemented by the Oklahoma Office of Management and Enterprise Services (OMES).

This guide covers:

- Access checklist items in Workday VNDLY.
- Complete checklist items in Workday VNDLY.

Process

How to access checklists.

Step 1: There are several ways to access checklists.

Step 1a: Select the link in the email or in-app notification.

Step 1b: Navigate to **More > Manage Checklist Items**.

Step 1c: From the contractor's profile, select the **Checklists** tab.

How to complete checklists.

Step 1: Review the following for each checklist item.

Step 1a: Title.

Step 1b: Workflow: this indicates if the checklist item is required before or after onboarding.

Step 1c: Status.

Step 1d: Actions.

Step 2: Select the **Take Action** button.

Step 3: Select either **Pass** or **Fail**.

Step 4: Use the calendar functionality to enter the **Last Completed Date**.

Step 4a: If required, upload a copy of the checklist item by selecting **+Add an attachment**.

Step 5: Select Save.

Step 6: Once completed, the client will review the checklist items. Then the contractor will move to Onboarded status.