Vendor: Accepting/Rejecting Work Order Revisions

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:

- Accept or reject work order revisions in Workday VNDLY.

Process

Step 1: When a change order has been created, there are several ways to access it:

> **Step 1a:** Select the link in the email or in-app notification.
>
> **Step 1b:** Select the task in the **Tasks** widget.
>
> **Step 1c:** Navigate to **More > Work Orders**.

Step 2: For this guide, the **Tasks** widget was used. This takes you to the Tasks page to a pre-filtered display of the selected tasks.

Step 3: Select the Work Order task. This takes you to the work order.

Step 4: Review the **Pending Revision** section. This provides the details of the changes.

NOTE: An icon next to the active status with two opposite facing arrows indicates that the work is in a pending modification status.

Step 5: To accept the changes, on the top right of the page, select the **Accept** button.

Step 6: To reject the changes, select the **Reject** button.

> **Step 6a:** From the pull-down menu, select a **Vendor Work Order Mod Rejection Reason**.
>
> **Step 6b:** Select **Reject Work Order**.