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b2bBuyer

http://www.b2bbuyerforduk.warley.ford.com

b2bBuyer™ Login Process

You can only access b2bBuyer™ whilst on a Ford site. If you are not on site for any reason, your Agency can input your timesheets on your behalf.

1. A CDS ID and Password are required to access b2bBuyer™ to enter your timesheet. If you do not have a CDS ID, please contact your Ford Supervisor.
2. Go to your Intranet and type in the b2bBuyer™ web address above or click the link above.
3. On the Homepage, you will see: If you are a Contractor or a Customer User please click on the link **below: Click Here to Login Using WSL**
4. Click link and enter your **CDS ID** and **Password** in Ford Web Hub.
5. You cannot login using the white Supplier boxes at any time, as b2bBuyer™ will not work.
6. If there is no Web Hub Logo in the top left hand corner of the screen, Web Single Login is not working. Please contact your IT Helpdesk to resolve.

First Time Login

1. The 'User Profile' screen is displayed. Enter all required fields indicated with asterisk, including your Ford email account.
2. Click **Timesheets.** The 'Candidate Information' screen is displayed. Enter your last name and File ID only. (File *ID* is given to you by **your Supplier.)**

Important Information

1. It is the responsibility of your Supplying agency to train you in how to use b2bBuyer™ and how to input your timesheets.
2. Please pay attention to the News and Updates section of b2bBuyer on the home page.

Timesheets

All timesheets must be submitted in b2bBuyer™, even for time not worked, which must be submitted as zero hour, non-billable.

1. After clicking **Timesheets** again, the 'Timesheet Completion List' screen will display all of your outstanding timesheets.
2. From now on, please complete ALL timesheets and submit for approval. Timesheets cannot be deleted at any time. You must submit zero hour, non-billable timesheets for hours not worked, including holiday and sickness.
3. Click on current **week-ending** date to access your timesheet.

Quick Fill option

1. Click Quick **Fill** to automatically populate timesheet for standard workweek (Monday to Friday) with time in/ time out/standard hours/standard day shift. Break time will default to 0.45.
2. Manually amend type, if anything other than billable.
3. If more lines are needed, click **Save** and more will be generated.
4. After all hours have been entered for the week, click **Summarise and** Submit to submit your timesheet.
5. The 'Timesheet Summarisation' screen will be displayed. Carefully review timesheet for accuracy. Click **Submit for Approval.**
6. A dialog box will be displayed asking if you are sure you want to submit the timesheet.
7. Once submitted, you will receive a 'Timesheet Submission Confirmation'. If you do not, your timesheet has not been submitted correctly.

Manual Timesheet Entry option

1. Click down arrow to select day of the week from the drop down menu.
2. Complete **time in** and **time out** fields using a **24-hour** clock. Enter time in 1-minute increments and break time details.
3. Click down arrow to select **shift data** from dropdown menu.
4. Click down arrow to select **type of hours worked** from dropdown menu field.

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5. After all hours have been entered for the week; click **Save** to record and save all entries.

Incorrect Timesheet Entered

1. If incorrect data has been submitted on a timesheet, the Contractor can correct and re-submit.
2. The only time a timesheet cannot be amended is when in 'Pending' status. The Manager must reject the timesheet so that it can be edited.

Timesheet Approval Delegation

1. **If your Supervisor is unavailable, please ask another LL6 or above Manager to email the Helpdesk requesting timesheet approval be delegated to their** CDS **ID**.

Timesheet Rejection by Supervisor

1. If the Supervisor rejects a timesheet, the rejected Timesheet will appear on your 'Timesheet Completion List' page, marked with a 'Rejected' status with the reason for the rejection inside the timesheet.
2. You will need to click **Adjust Timesheet** to amend the timesheet accordingly and resubmit.

View Archived timesheets

1. Select **Timesheets,** then **View Archived Timesheets**.
2. Enter week ending date, PO number or status type and click **Submit.**
3. To view an archived timesheet, click on the **relevant week ending date.**

Further Assistance

Please see the Help section of b2bBuyer™
Alternatively, please contact the VMS Helpdesk,
Monday to Friday, 8am to 5pm GMT.
Email: feedback@msxi-euro.com
Tel: +44 (0) 1206 20 20 30