



<https://b2bbuyer-uk.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.
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 timesheet.
2. Please pay attention to the News and Updates section of b2bBuyer™ on the home page & Help Section.
3. Any queries should be routed to your agency.

Timesheets

All timesheets must be submitted in b2bBuyer™

1. After clicking **Timesheets** again, the 'Timesheet Completion List' screen will display all of your outstanding timesheets.

2. You will **NEED** to complete ALL timesheets starting from the oldest first. You will not have the function to submit any additional timesheets until this has been actioned. Error message will display the following:
This current timesheet cannot be completed as there are previous timesheets needing completion. Please complete the earlier timesheet/s first.
3. Click on **current week-ending date** to access your the Create / Edit Timesheet page and enter your time accordingly in the relevant fields.
4. Click the down arrow to select day of the week from the drop down menu.
5. Complete **time in** and **time out** fields using a **24-hour clock**.
6. Click down arrow to select **shift data** from dropdown menu.
7. Click down arrow to select **type of hours worked** from dropdown menu field. Be certain to select the correct hour type (see definitions below).
8. If more lines per day are required, click **Save** and additional input fields will be generated. For example if you worked half a day.
9. After all hours have been entered for the week; click **Summarise and Submit** to submit your timesheet.
10. The 'Timesheet Summarisation' screen will be displayed. Carefully review timesheet for accuracy. Click **Submit for Approval**.
11. A dialog box will be displayed asking if you are sure you want to submit the timesheet.
12. Once submitted, you will receive a 'Timesheet Submission Confirmation'. If you do not, your timesheet has not been submitted correctly.
13. You may obtain a printed copy of the timesheet summarisation by clicking on the Printable Version button

Quick Fill option

1. Click **Quick Fill** (bottom of timesheet) to automatically populate timesheet for standard workweek (Monday to Friday) with time in 08.00/ time out 16.15 / standard hours/standard day shift. Break time will default to 0.45.
2. Manually amend type, if anything other than billable (ensure using the 24-hour clock).
3. If more lines are needed, click **Save** and more will be generated.
4. To submit your quick fill timesheet, follow on from step 10 above.

Types of Hours

1. The types of hours are:
Billable – This is a worked hour and is billable to the client
Holiday – Hours taken as holiday
Sick – Hours taken as sick leave
Non-Billable – Any other hours **not billable** to the client
2. Overtime hours are in addition to billable hours, and **must** be approved by a Manager.
3. For further clarity on hours, please contact your agency.

Incorrect Timesheet Entered

4. If incorrect data has been submitted on a timesheet, the Contractor can correct and re-submit.
5. The only time a timesheet cannot be amended is when in 'Pending' status.
6. 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 MSXI Helpdesk or to contact the Customer Team on site requesting timesheet approval to 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**.

Contact

1. Please contact your recruitment agency if you have any queries.

