## b2bBuyer™ Login Process

> **You can only access b2bBuyer™ whilst on a JLR 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 JLR 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 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 JLR 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.

### B2B Access Issues

If you are having trouble accessing the B2b website / receiving site restriction error messages, please can you ensure you connect with the JLR NetOps team to allow them to grant you access to the website within the JLR network as the JLR firewall often blocks access to the site.
 If you are still having trouble accessing the site, please try connecting via an Ethernet cable rather than the wifi. Following on from the above, if the errors still occurs, please send a ticket to Feedback-JLR-UK@geometricresultsinc.com and we can look into this further for you.

### Timesheets

> All timesheets must be submitted in B2B. This includes time not worked, whether that be due to sickness or holiday etc.
> You must still enter 'Time In and Time Out' as normal and select the appropriate 'Type'
>
> **Non Billable (misc) – Agreed hours away from work i.e Doctors appointment, Dentist, Jury Service etc. This should NOT be used for holiday or sickness bookings**
>
> **Holiday (Non Billable)' – Approved annual leave, this can be full or part day.**
>
> **All workers must take 224 non billable (holiday) hours during the JLR financial year (20 days + 8 PH) apart from PAYE workers who are subject to day 1 rights of 26 days + 8 PH, 272 non billable (holiday) hours).**
>
> **Sick (Non Billable)' – Agreed sick leave**

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. Timesheets cannot be deleted at any time.
4. Click on **current week-ending date** to access your timesheet.

### Timesheet Entry

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 15-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.
5. After all hours and breaks 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.
3. The Manager must reject the timesheet so that it can be edited.

### Timesheet Approval Delegation

1. If your Supervisor is unavailable, please ask another permanent, D grade or above Manager to email the GRI 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**