

VNDLY Training

Managing Offers

Role: Supplier

This quick reference guide will provide the steps necessary to accept or decline an offer in Workday VNDLY.

When an offer is released, you will receive an email and in app notification (depending on your preferred notification settings). To access the offer, select the link in the email, or select the notification. This will take you to the candidate's profile page.

1. Review the offer details on the candidate's profile page. Details are found in two sections:
 - a. Application Details
 - i. Title
 - ii. Offered bill rate
 - iii. Company name
 - b. Work Order Details
 - i. Start Date
 - ii. End Date
 - iii. Location
2. To accept the offer, select the **Accept** button in the Application Details section of the candidate's profile.
3. To decline the offer, select the **Decline** button in the Application Details section of the candidate's profile. Add relevant comments in the Decline Offer pop-up page and select **Submit**.