

VNDLY Training

Accepting Work Order Modifications

Role: Supplier

An icon next to the **Active** status with two opposite facing arrows indicates that the work order is in pending modification status.

Customer Service Representative ACTIVE  WO00103

1. When an update to a work order has been completed, there are several ways to access it:
 - a. Select the link in the email or in app notification OR
 - b. Select the task in the **Tasks** widget OR
 - c. Navigate to **More > Work Orders**.
2. In this example, the **Tasks** widget was used. This takes you to the **Tasks** page to a pre-filtered display of the selected tasks.
3. Select the task. This takes you to the work order.
4. Review the **Pending Revision** section. This provides the details of the changes. In this example, the end date was changed from Aug 31, 2023, to Sept 1, 2023.

Pending Revision

End Date
Aug 31, 2023 → Sep 1, 2023

Status
 Vendor Approval Pending

Submitted By
 Test SU on Jun 15, 2023, 4:26 PM

Revision Reason
 Date Extension

5. To accept the changes, on the top right of the page, select the **Accept** button.
6. To reject the changes, select the **Reject** button at the top right of the page.
 - a. Enter a reason for rejecting the work order change(s).
 - b. Select **Reject Work Order**