



Experis™
ManpowerGroup

Experis Online Supplier Guide

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Menu Options

After logging on you will see the below menu options:

Supplier Timesheet Report – This section allows you to pull a report to show all timesheets that have been submitted and authorised within a defined date range.

Supplier Timesheet Report History – This section lists the reports that have previously been extracted from the system.

Remittances - This section lists the remittances relating to payments made or due to be made to you.

Registered Workers - This section allows you to view all your current workers through Experis Online and also the basic personal information held against each worker.



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Home

Chris Malyan, Welcome to the supplier portal

Note: If your contractors do not submit directly onto the Experis portal then their timesheets will not be able to be viewed in the **Supplier Timesheet Report** section. You will however still be able to access the remittance details in the **Remittances** section once these have generated.

Supplier Timesheet Report

In this section you should select the *From* and *To* dates to report on. This will display details of all timesheets that have been submitted and authorised within this range.



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Timesheet Report

From

Extract Report History (96 reports)

< Mar >
<< 2012 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Note: Once you have run a report for a range of days this will be held within *Supplier Timesheet Report History* allowing it to be reviewed at a later stage.

Report

The report displays the below information from each timesheet, this can then be extracted to Microsoft Excel by clicking the icon.



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Timesheet Report

Previously extracted report: 31/10/2011 - 07/11/2011 returned 2 records

To Re-Run the report with new data click

Employee No	Name	Assignment	Timesheet No	Timesheet Date	Weekending Date	Company	Supplier Ref	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Rate1 Desc	Rate1 Value	Rate2 Desc	Rate2 Value	Rate3 Desc	Rate3 Value
			R827685	06/11/2011	06/11/2011			8.25	8.00	8.25	8.25	8.00			Basic Hourly	40.75				
			R828428	04/11/2011	06/11/2011			7.50	7.50	7.50	7.50	7.50			Basic Hourly	37.50				

Supplier Timesheet Report History

Here you can review any past reports that you have run previously.

They will be displayed as followed and you will be able to access the information detailed on these by clicking the *View* button next to the relevant report.



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Timesheet Report History

	From	To	Extracted By	Extract Date	No Of Timesheets
View	31/10/2011	07/11/2011		07/11/2011	2
View	06/06/2011	25/07/2011		25/07/2011	13
View	21/11/2011	28/11/2011		28/11/2011	9
View	23/05/2011	30/05/2011		31/05/2011	2
View	16/05/2011	22/05/2011		23/05/2011	10
View	05/12/2011	12/12/2011		19/12/2011	16
View	23/10/2011	07/11/2011		14/11/2011	9
View	13/06/2011	19/06/2011		20/06/2011	19
View	29/11/2009	06/02/2011		08/02/2011	19
View	10/10/2011	17/10/2011		17/10/2011	2

1 2 3 4 5 6 7 8 9 10

Remittances

Within this section you can view all remittances that have generated relating to payments made or due to be made to you.

Clicking on the relevant *Pay Day* will open up a copy of the corresponding self-bill invoice/remittance advice for reviewing and/or printing.

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Payment History

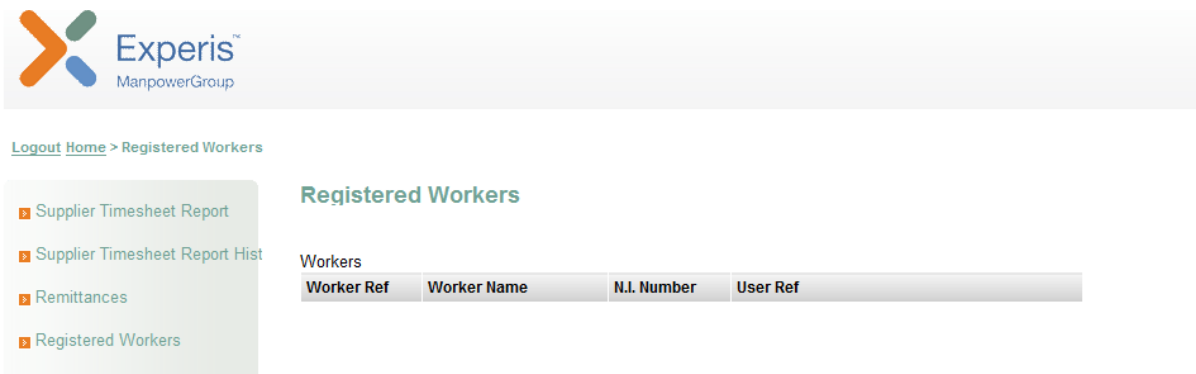
You have 52 Payment item(s)


Pay Day	Tax Year	Tax Period	Tax Session	Pay Method	Pay Amount
20/01/2012	2011	36	1	BACS	
13/01/2012	2011	35	1	BACS	
06/01/2012	2011	34	1	BACS	
30/12/2011	2011	33	1	BACS	
23/12/2011	2011	32	1	BACS	
16/12/2011	2011	31	1	BACS	
09/12/2011	2011	30	1	BACS	
02/12/2011	2011	29	1	BACS	
25/11/2011	2011	28	1	BACS	
18/11/2011	2011	28	1	BACS	
11/11/2011	2011	28	1	BACS	
04/11/2011	2011	28	1	BACS	
28/10/2011	2011	28	1	BACS	
21/10/2011	2011	28	1	BACS	
14/10/2011	2011	28	1	BACS	
07/10/2011	2011	21	1	BACS	
30/09/2011	2011	20	1	BACS	
23/09/2011	2011	20	1	BACS	
16/09/2011	2011	20	1	BACS	
09/09/2011	2011	20	1	BACS	

Registered Workers

Here you able to view all your current workers through Experis Online and some of the basic personal information held against each worker.

Clicking on the worker's reference number (*Worker Ref*) will display their details.





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Registered Workers

Workers

Worker Ref	Worker Name	N.I. Number	User Ref
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Contacting the Helpdesk

For any **technical issues** relating to the portal please contact the Experis Online Helpdesk:

experisonline@experis.co.uk | 0161 924 3932

For **timesheet or expense processing** and **payment queries** relating to the portal please contact the Payroll Helpdesk:

timesheet.query@experis.co.uk | 020 3122 0440