

Vendors by Managing Organization Report

Description:

This QRC describes how to determine the managing dispatch organization for Vendor Web Status Accounts

Vendor Web Status

All vendor web status accounts must be established under the Managing Dispatch Organization. In most cases the managing organization is **NOT** the dispatch center that dispatches the resources.

How to find the Managing Dispatch Org

To determine the managing dispatch organization for Vendor Web Status Accounts, Navigate to ROSS Reports and run the "Vendors by Managing Organization" Report. This report can be found by searching "Vendors" in the search menu.

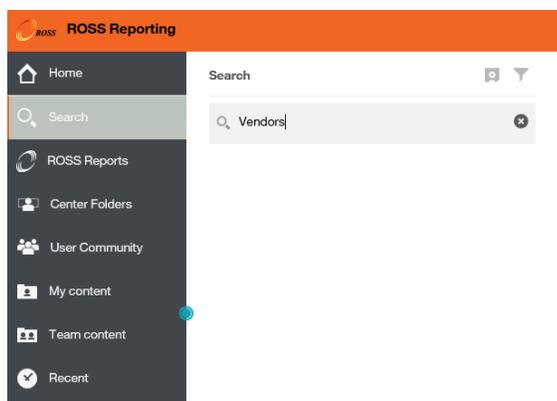


FIGURE 1 ROSS REPORTING SEARCH MENU

Select the format in which you would like the report to display. Excel 2007 Data or PDF are preferred.

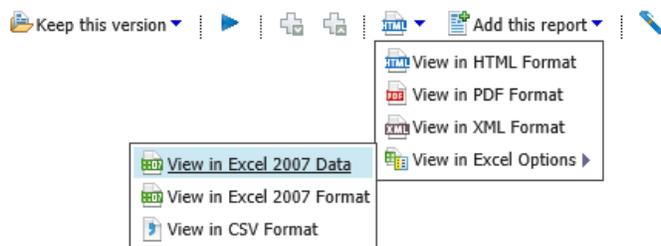


FIGURE 2 EXPORT FORMAT OPTIONS

Locate the Vendor Organization by either sorting or utilizing the "Find" functionality. Keep in mind that ROSS Data will sort mix case and upper case separate. Searches can be performed by Org name or DUNS number. Once that vendor is found on the report, note the Managing Org. The Vendor Web Status Accounts **MUST** be set up under this Managing Organization/Dispatch Center or they cannot be tied to the company in the ROSS User Accounts screen.

These vendors may have several contracts that are not related. If the account is not established in the correct Managing Organization/Dispatch Center, the vendors will not be able to status any of their resources.