

In this manual you will find answers to the following questions:

1. How to register for the hiring desk?
2. How to update your general and financial information?
3. How to propose candidates to an open position?
4. Which MSP fee is applicable?
5. How to receive and approve contract documentation?
6. How to enter timesheets?
7. When do I receive an invoice?

## 1. How to register for the hiring desk?

Go to <https://hiringdesk.nouryon.com/inschrijven/> for your registration. If you're an independent professional, choose for *I am a Professional*. If you're a supplier, choose for *I am a supplier*.

Fill out your chamber of commerce number and select the segments where you are applying services. For Nouryon we will use several segments based on the open request. Complete all fields with a red stripe and register for the hiring desk. With your registration you have the possibility to see all open request of the customers of Staffing MS due to the multi-tenant environment.

## 2. How to update your general and financial information?

Your general and financial information must be completed before we can start the invoicing procedure. Go to your personal settings or supplier settings (top right of the screen), click edit to update your information. Both the red and blue stripes are mandatory.

Supplier? Do not forget to enter your g-rekening details.

! Without complete financial information we are not able to create a reversed billing invoice.

## 3. How to propose candidates to an open position?

- Go to job requisitions in the hiring desk tool
- Open the request by clicking on the SRQ number
- Do not forget to *display all details* (halfway your page) to see the complete information
- Scroll down until you see the button propose (2), the number indicates how many resumes you may propose
- By clicking on propose a new screen will open. You have two options: 1) add a new flex worker to the pool, 2) propose flex worker from your pool.  
Are you an independent professional? You have only one way to propose your resume
- Add all required information in the proposal form and attach the Nouryon template resume and continue

- Your proposal is not yet submitted, but in the status: *concept, not yet submitted*
- Do not forget to send your final proposal

Important information:

- Always use the template resume Nouryon, which you can find attached in the open request
- Ask your questions about the open the request in the tooling (bottom of the screen)
- Always answer the evaluation criteria in the proposal form
- Maximum amount of proposals is determined, no deviation possible
- Maximum rates will not be published nor answered by the MSP consultants

#### 4. Which MSP fee is applicable?

You can find the applicable MSP fee in the evaluation criteria in the open request. It may occur that MSP fees differ because of the type of sourcing or contracting. You can always contact the hiring desk to inform about the amount of fee.

#### 5. How to receive and approve contact documentation?

As soon as your proposal has been accepted, you will be notified to add some extra information. We will initiate the assignment details in the hiring desk tool and as soon as we finished the internal procedure you will receive an automatic email to inform you that the contract documentation is ready in the tooling.

Go to job requisitions and open the JOB number which is linked to the name of the professional. Scroll down and you will find the digital file. There you will find the following documentation:

#### Supplier

- Supplier agreement
- Brokerage assignment confirmation
- Data processing agreement
- NDA (needs approval of professional)
- Code of conduct (needs approval of professional)

#### Independent professional

- Independent professional brokerage agreement
- Hiring conditions Nouryon independent professional
- Brokerage assignment confirmation
- NDA
- Code of conduct

Open and read the documents one by one and approve or reject. As soon as you have approved all documents, we will finalize the contract and the timesheets will be released.

## 6. How to enter timesheets?

The professional or independent professional will receive every Friday weekly timesheets in draft. Go to the tooling or use the direct link in the email. Open the timesheet in the timesheet overview in the tooling. Edit the timesheet, add the hours, and submit for approval.

In case we finalized your contract later than your originally start date you can always create your timesheets by using the button *create a timesheet*.

We strongly advise to submit timesheets every week to prevent a broken invoice due to the fact that some timesheets are approved, and some aren't. We can only invoice timesheets that are approved by the responsible timesheet approver within Nouryon.

## 7. When do I receive an invoice?

Every 4<sup>th</sup> working day of the new month we will create a reversed billing invoice based on the approved timesheets. As soon as the invoice is ready for you, you will be notified.

Go to the tooling and go to the tab invoices. There you will find two invoices.

- 1) Invoice with hours and expenses from your company to Staffing MS
- 2) Invoice with the MSP fee from your company to Staffing MS

You can change your invoice number within 72 hours to open the invoice, edit and submit for approval.

Invoice 1) and 2) will be settled automatic by Staffing MS. We will comply the payment term as agreed in the contract documentation.