

## The validation process explained

This instruction describes the validation process of external workers. It assumes that you are Supplier Manager Workforce.

Once you have registered a new external worker, the selected KPN-manager needs to validate and complete this request. The KPN-manager can approve and reject the request.

### The request is approved

Once the new external worker has been approved by the KPN-manager, all relevant process will be automatically started. For example, if you have requested an access card, the process for this will be started. The credentials for KPN-accounts will be sent to the KPN-manager. The KPN-manager needs to forward these credentials to the external worker.

### The request is rejected

Please contact your KPN-contact if the request has rejected by the KPN-manager. If you want to update your request and resend it to KPN, please follow this instruction:

Go to **“Report”** -> **“Employees”**.

Leave the search criteria blank and press **“Search”**. You will get an overview of all employees registered on behalf of your organization. Search for the applicable external worker. Press the pencil. By pressing the button **“Copy employment data”** you will be able to update and start the validation again. If you use this option, it is not needed to provide all data of the particular external worker again.

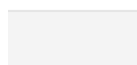


## How can I monitor the progress of the validation process?

Go to **“Report”** -> **“Employees”**.

Leave the search criteria blank and press **“Search”**. An overview of all employees registered on behalf of your organization is retrieved. In the column **“Status”** the progress of the validation process is shown. If this column indicates a **“P”**, it means that the registration is still **“Pending”** and the validation process is not yet completed and approved.

**Status**



**P**

