

How can I check the status of my requested authorizations?


This instruction assumes that you are the Supplier Manager Workforce of a supplier.


You can check the status of requested authorizations by going to 'Authorization (IAM)' -> 'Reporting' -> 'Authorisations' in IAM.

Then search for the external employee by entering his/her personal details and click on search. You will now get an overview of all authorizations of this employee, both active and inactive.

In the 'Status' column you can see whether the authorization is active, still being processed or rejected. In addition, you can see the expiry date of the authorization.

Status

 050 Provisioning

 100 Active
