

CWOC Candidate Form Submissions

Quick Reference Guide

Supplier
Central

JPMORGAN CHASE & CO.

Click **Submit New Candidate** to create a new form

Saved candidate forms can be found under **Draft Submissions**

Click **Edit** to finalize and submit draft forms

Supplier Central

SPOC Name ▾

Contingent Worker Operations Center

Candidate Form Submissions ⓘ

Individuals contracted to provide services to JPMC who require unescorted building access and/or access to JPMC systems must be submitted to CWOC to initiate contingent worker onboarding. Note: In instances where candidate selection and onboarding occurs within the Beeline tool, individuals should only be submitted in Beeline and not via the Candidate Submission tool below.

For additional information regarding Privacy, Code of Conduct, etc. please reference [JPMC Supplier Website](#).

Draft Submissions

Submit New Candidate

Last Saved Date	Status	Candidate Name	Assignment Start Date	Assignment Sponsor SID ▾	Assignment Sponsor Name ▾	Supplier Name ▾	Subcontracting Company Name ▾	
2/14/20	NOT SUBMITTED	JOHNSON JOSEPH	2/25/20	V600936	FRANCINE HOGGARD	CWOC SUPPLIER CENTRAL CO	CWOC SUBCONTRACTOR	Edit
2/13/20	NOT SUBMITTED	TARA ANDERS	3/10/20	V600936	FRANCINE HOGGARD	CWOC SUPPLIER CENTRAL CO	CWOC SUBCONTRACTOR	Edit Delete

Submissions ⓘ

Submission Date	Status ▾	Candidate Name	Assignment Start Date	Assignment Sponsor SID ▾	Assignment Sponsor Name ▾	Supplier Name ▾	Subcontracting Company Name ▾	
2/13/20	PENDING	ADDISON HILL	3/14/20	D549294	ERIN WALLENTINE	CWOC SUPPLIER CENTRAL CO	CWOC SUBCONTRACTOR	
2/13/20	SID CREATED: A123456	JESSICA SABOGAL	3/14/20	V685673	FATIMA OLIVEIRA	CWOC SUPPLIER CENTRAL CO	CWOC SUBCONTRACTOR	
2/13/20	ONBOARDED: X123456	TOBIAS WILLIAMS	3/14/20	F548586	RONALD CANNEDY JR.	CWOC SUPPLIER CENTRAL CO	CWOC SUBCONTRACTOR	
2/13/20	REJECTED	ROSE HARDEN		F536449	SYLVIA SANTOS	CWOC SUPPLIER CENTRAL CO		

Export Report

All SPOCs have the ability to edit a draft form. The SPOC who created the draft form will also have the ability to delete the form.

Select a column header to sort the data within the table. Select the icon next to the header(s) to filter the data within the table.

Use this report to view the detailed onboarding status for contingent workers active in the onboarding process.

Candidates pending onboarding can be found under **Submissions**



Pending
Candidate pending CWOC review and processing



SID Created
Candidate pending clearance and/or additional approvals



Onboarded
Ready to Work email has been sent

Questions, access requests, or access issues may be submitted to cwoc.group@jpmchase.com.

CWOC Candidate Form Submissions

Quick Reference Guide – Frequently Asked Questions

Q. How do I get access to the CWOC Candidate Form?

Access to the CWOC Candidate Form Submission within Supplier Central is provided at the end of the Supplier Point of Contact (SPOC) setup. Please email CWOC (cwoc.group@jpmchase.com) if you need to be added as SPOC to gain access.

Q. How do I reset my password for Supplier Central?

There is a self service *Forget Password* link on the log-in screen that will help you complete this task.

Q. How should I submit a returning candidate?

Submit New Candidate can be used for both new and returning workers. Be sure to provide the Prior SID (if available) in the Prior SID field on the Candidate Information page.

Q. Can I submit more than one candidate on the form?

Yes. On the *Candidate Information* page, there is the option to 'Add Another Candidate'. This will allow the user to submit up to 20 resources, with the same *Engagement Details*, in a single form.

Q. How do I obtain the information required to submit candidates?

The *Candidate Form Submission User Guide* has detailed information on each field, including who should provide it.

Q. When will my submission be processed?

CWOC has a one business day SLA for reviewing submissions. The request will be processed, or rejected and submitter notified, within one business day.