

Subcontractor Roles Overview

Subcontractor Roles:

There are six different Subcontractor roles in WebContractor.

These are:

- Subcontractor Admin
- Subcontractor Commercial Management
- Subcontractor Commercial User
- Subcontractor Finance Management
- Subcontractor Finance User
- Subcontractor User

Subcontractor Roles Summary

The table below summaries each of the Subcontractor Roles:

	Updating the Subcontractor Record	Managing Subcontractor User Pool	Adding & Removing Users from Projects	Visibility of Projects		Visibility of Subcontract Orders		Create & Edit Applications for Payment		View Applications for Payment		Visibility of Payment Certificates	
				All Projects	Allocated Projects	All Projects	Allocated Projects	All Projects	Allocated Projects	All Projects	Allocated Projects	All Projects	Allocated Projects
Subcontractor Admin	X	X	X	X		X		X		X		X	
Subcontractor Commercial Management			X	X		X				X		X	
Subcontractor Commercial User			X		X		X		X		X		X
Subcontractor Finance Manager				X		X				X		X	
Subcontractor Finance User			X	X		X				X			
Subcontractor User					X		X				X		X

Subcontractor Admin

This user oversees the general administration of WebContractor for the Subcontractor.

Main responsibilities include:-

- Updating the Subcontractors Record within WebContractor
- Managing Subcontractor User Pool (Add new users / Make users inactive)

Additional responsibilities include:-

- Ability to see all Projects / Subcontract Orders / Applications for Payment / Payment Certificates
- Ability to Add and Remove Subcontractor Users from a Project
- Ability to Create and Edit Applications for Payment

Subcontractor Commercial Management

This role is usually for those in a senior commercial role (i.e. Commercial Directors or Managers).

Main responsibilities include:-

- Ability to see all Projects / Subcontract Orders / Applications for Payment / Payment Certificates

Additional responsibilities include:-

- Ability to Add and Remove Subcontractor Users from a Project

Subcontractor Commercial User

This role is usually for those specifically working on a project and liaising with the Contractor on projects.

Main responsibilities include:-

- Ability to Create and Edit Applications for Payment for projects they are allocated to
- Ability to see Projects / Subcontract Orders / Payment Certificates they are allocated to

Additional responsibilities include:-

- Ability to Add and Remove Subcontractor Users from a Project

Subcontractor Finance Management

This role is usually for overseeing the Finance function for the Subcontractor.

Main responsibilities include:-

- Ability Edit Self-billing Agreements (Note: this is a future release)

Additional responsibilities include:-

- Ability to see all Projects / Subcontract Orders / Applications for Payment / Payment Certificates

Subcontractor Finance User

This role is usually for overseeing the Finance function for the Subcontractor.

Main responsibilities include:-

- Ability to see all Projects / Subcontract Orders / Applications for Payment

Additional responsibilities include:-

- Ability to Add and Remove Subcontractor Users from a Project

Subcontractor User

This role is a basic view only role, allows the user visibility of information only.

Main responsibilities include:-

- Not applicable

Additional responsibilities include:-

- Ability to see Projects / Subcontract Orders / Applications for Payment / Payment Certificates they are allocated to