



## QUICK REFERENCE GUIDE:

# Adding a Subcontractor

## Background:

Prior to adding a subcontractor the Contractor Self Certification for Subcontractors and Lower Tier Subcontractors (25D- 042) should be submitted to the Department and approved, or received by the RCCL.

## Roles:

Construction Office & Project Engineer, RCCL User, CRO User

## Navigation:

Construction -> Contract Administration

1. From the Dashboard select the **Contract Administration** link
2. Enter the contract in the Search field
3. Select the **Contract** link
4. Click the **Subcontracts** quick link at the top of the screen
5. Click the Subcontract **Component Actions Menu** and select **Add**
6. Enter the **Subcontractor Number** (Number should match the Submission Number on the 25D-042 Self Certification form)
7. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates
8. Choose a **Subcontract Type** from the dropdown (Try to find the most appropriate Subcontract Type, based on the Description of Subcontract Work on the 25D-042 or the Subcontractor List, 25D-5)
9. Enter the date the Self Certification 25D-042 was received or approved by the RCCL in the **Sub Cert Received Date** field. This field **MUST** be populated to enable a subcontractor the ability to submit payroll for a contract.
10. In the Work Classifications collapsible toggle the **Name** dropdown to D-Default
11. Enter the **Parent Subcontractor Number** if you are entering a lower tier subcontractor (box 2. on the 25D-042 Self Cert)

12. Enter the Agreement dollar amount from the 25D-042 in the **Subcontract Total from Self Cert** field.
13. Click **Save**
14. Click the **Component Actions Menu** and select **Attachments**
15. Click the **Select File** button and choose the PDF of the 25D-042 from your computer and click **Open** and then click **Save**.
16. Click **Previous** to navigate back to the Subcontractor
17. Select the **Items** tab from the left-hand side of the screen.

*If this is a trucking only subcontractor (a truck broker for instance):*

- a. Check the **Trucker** checkbox and enter the **Trucker Amount**.
  - b. Click **Save**
18. Press the **Select Items** button
  19. From the modal window select all of the items that the subcontractor will be working on (from the Contractor Self Certification - 25D-042 or in the Subcontractor List - 25D-5). Press **Add to Subcontract**
  20. Click **Save**
  21. If known, enter the **Item Quantity, Unit of Measure, and Self Cert Unit Price** for each item. The **Self Cert Unit Price** will default to 0 until manually entered.
  22. Click **Save**

*Note(s):* On the items tab you will be able to see the Subcontract Total from Self Cert that you entered on the detail screen as well as a running total of what you have entered on the items tab in the Calculated Subcontract Total

If a subcontractor is working in multiple capacities (e.g. as a subcontractor and a lower tier subcontractor) make sure that there are multiple entries for which each capacity of work is reflected.

## Next Step:

Add any known Owner Operators (see QRG to Add an Owner Operator)

If you need further assistance please contact your **Module Admin**  
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