Subcontractor Portal in Infobric Ease

Working with the Subconctractor Portal...

INVITATION

Invitation to the Subcontractor Portal is sent to choosen administrator at hired contractor.

CONFIRM CONTRACTUAL REALTIONSHIP

The contractual realtionship between the two companies on the site is confirmed.

TERMS AND CONDITIONS

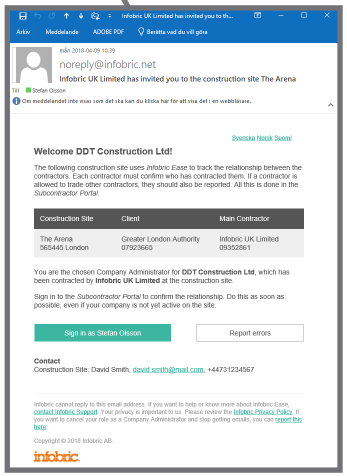
Terms are approved and conditions specific to the site are presented.

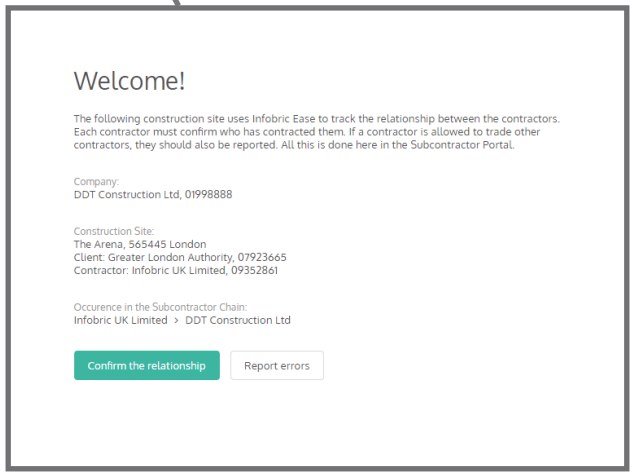
SUBCONTRACTOR CHAIN

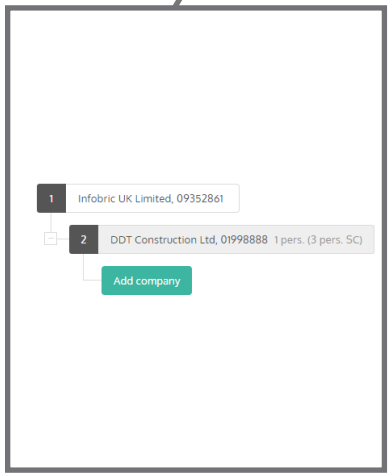
Contractual relationships within the site is shown in the Subcontractor Chain up until the hired company.

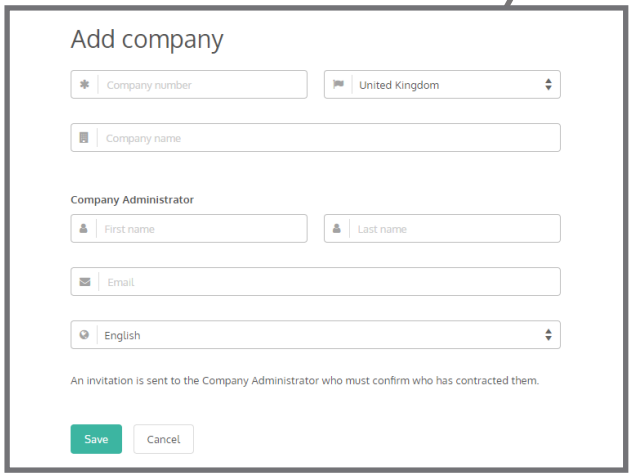
ADD COMPANY

The contractor adds its own hired companies and new invitations to the portal are sent.









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Subcontractor Portal in Infobric Ease

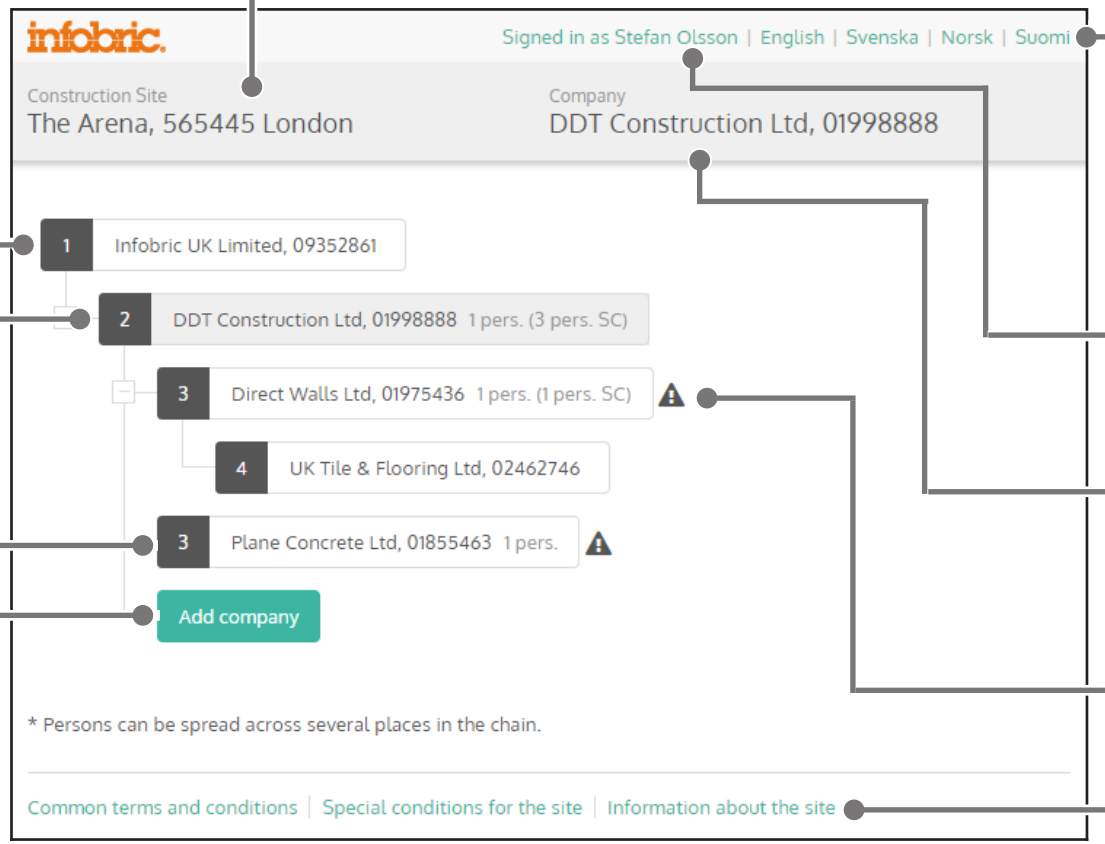
Overview of the Subcontractor Portal

Subcontractor Chain
The contractual relationships on the site are displayed up until your company, and further down the chain.

Your company in the chain
The company you represent is shown in grey in the chain.
Number of active workers are also displayed.
Within the brackets the number of active workers among your subcontractors are displayed.

Hired companys
In the level directly below your company your subcontractors are displayed.

Add company to the chain
Click Add company to add subcontractor.
Companies added by you are placed below you in the chain.



Site
The name of the construction site is displayed with name, project number and location.

Language
The portal can be displayed in different languages.

Personal information
Click your name to show personal information.

Your company
The company you represent in the portal and have confirmed contractual relationships for.

Open company
Click company to show details.

Terms and Conditions
If terms and conditions apply for the site they can be linked here.

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Subcontractor Portal in Infobric Ease

Subcontractor Chain in Infobric Ease

Construction sites that use Infobric Ease can use Subcontractor Chain to track contractual relationships between contractors. Each contractor confirms who has been procured. If a contractor is allowed to hire other contractors in turn, they should also be reported. This is done in the Subcontractor portal.

Confirm contractual relationship

In the Subcontractor portal, the contractual relationship between your company and the contracting company must be confirmed. This is done on the welcome page in the portal via the **Confirm the relationship** button. If any information is incorrect or for some reason you do not want to confirm the relationship, please press the **Report errors** button and then describe why you refuse to confirm.

Terms and Conditions

If certain **Terms and Conditions** apply for the site, these will be displayed after the contractual relationship has been confirmed. You can approve the terms or decline and then describe why you choose to decline. The site can also choose to publish **Site Information** that you must confirm to have taken part of.

Add company

1. Click the **Add Company** button.
2. Enter the **Organization number** of the company to add.
3. Choose **Country.** The country where the site is located is preselected.
4. Type the **Company name.**

   NOTE If the organization number is already registered, the previously verified company name will overwrite the one you suggest when the company is saved.

   HINT If the company will appear several times in the Subcontractor chain, a short description can be added to distinguish the different occurrences in the chain. This is done by clicking **Open company** once the company is added.
5. Enter the **First Name** and **Surname** of the person to be invited as an administrator for the company and thus confirm the relationship.
6. Enter the company administrator's **E-mail address.**
7. Click **Save.**
8. The company is now added to the Subcontractor chain and the invitation is sent to the administrator.

Status added companies

When companies are added, the status of the contractual relationship appears as an icon with the associated description. Companies that lack status icon have confirmed their relationship.

- Awaiting confirmation of the relationship between contractors.
- Refused contractual relationship between contractors or delinquent terms.
- Company administrator is missing and the contractual relationship can not be confirmed.

Open company

All companies in the Subcontractor chain can be accessed by clicking on the company name. For companies located above your company or one of your listed companies, only organization number, country, and company name are shown. For your company and directly procured business, corporate administrators can also be managed. Directly procured companies can also be removed from the chain.

Personal information

Click on your name to view and possibly change your personal information.

HINT If you need to change your email address, instead, add a new company administrator and then remove the old one.

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