



QUICK REFERENCE GUIDE:

5.2 Adding a Subcontractor

Background:

Sometimes an Amendment should be tied to a particular subcontractor. In order to associate a subcontractor to a specific amendment task they need to be added to the contract.

Roles:

PSA User

Navigation:

Contract Administration Overview > Contract

1. From the Contract Administration Summary
2. Click the **Subcontracts** quick link at the top of the screen
3. Click the Subcontract **Component Actions Menu** and select **Add**
4. Enter the **Subcontractor Number** (Starting with 1 for the first subcontractor and working sequentially upwards)
5. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates
6. Choose a **Subcontract Type** from the dropdown
7. In the Work Classifications collapsible toggle the **Name** dropdown to D-Default
8. Enter the **Parent Subcontractor Number** if you are entering a lower tier subcontractor
9. Enter the Agreement dollar amount of compensation for each Subcontractor, as shown in Compensation section of the PSA in the **Subcontract Total from Self Cert** field.
10. Click **Save**

Next Step:

If an amendment needs to be added see QRG: *5.1 Adding an Amendment*.

If you need further assistance please contact your Module Admin
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