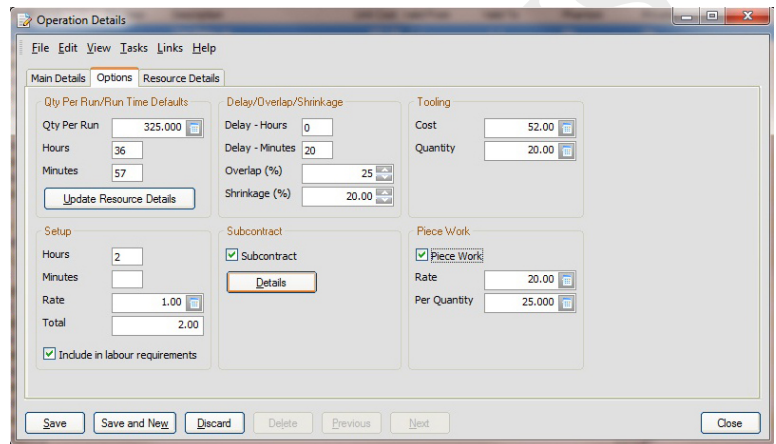# How to Enter Subcontract Details

Sage Manufacturing allows for the full control of Sub Contracting Processes through the Manufacturing Process. To enable the Sub Contracting Operation it should be entered onto the Operation for the Works Order.

Create an operation in the Operation Register and Add to the Bills of Material Operation as an Internal Operation. This is made into a subcontracting operation using the following process.

To enter subcontract details:

1. In the ''Operation Details Options' tab, select the 'Subcontract' check box and then click 'Details'.

2. In "Subcontract details" tab you will have "From, To and Rate" columns. The From & To Column can be broken down to Quantity brackets, and the rate is the Price. E.g. 1 to 20 units could be £50 whereas 21 to 40 could £80 and so on.
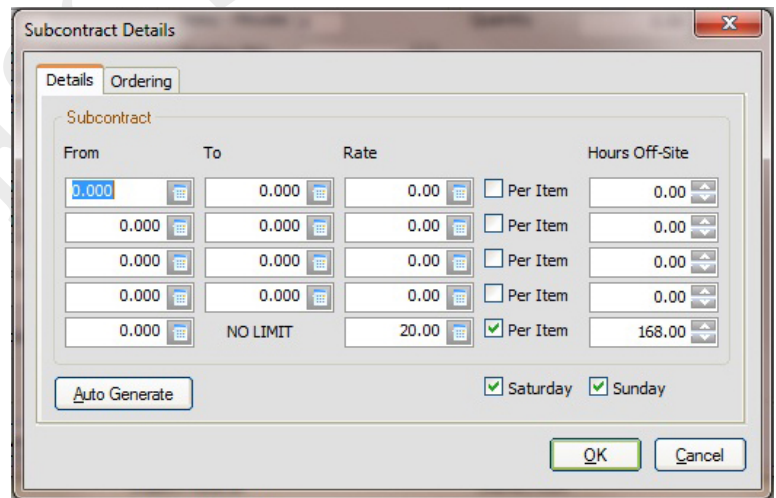
3. Now select the 'Per Item' check boxes as appropriate, to indicate whether the charges shown are for any quantity within the band, or charged for each item.

4. Enter the number of hours for which the items are likely to be off-site.

Note:

This is for scheduling purposes. Select the appropriate 'Saturday' and 'Sunday' check boxes if the 'Hours Off-Site' figure includes Saturday or Sunday.

5. Click the 'Ordering' tab.
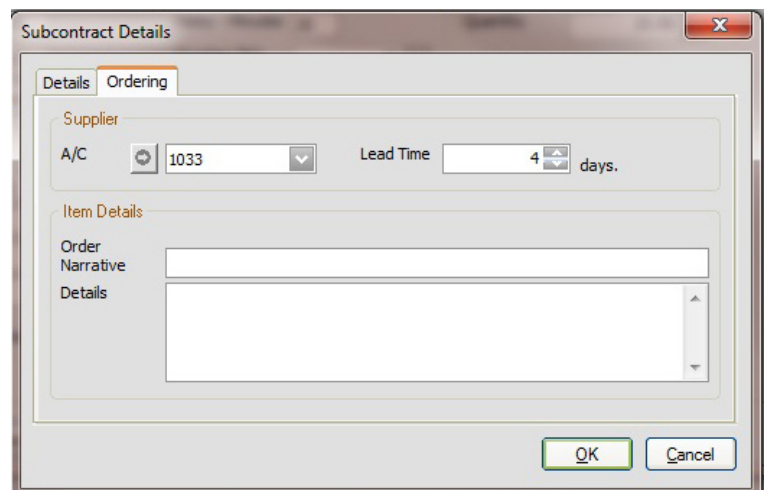
6. Select the account number of the preferred subcontractor.

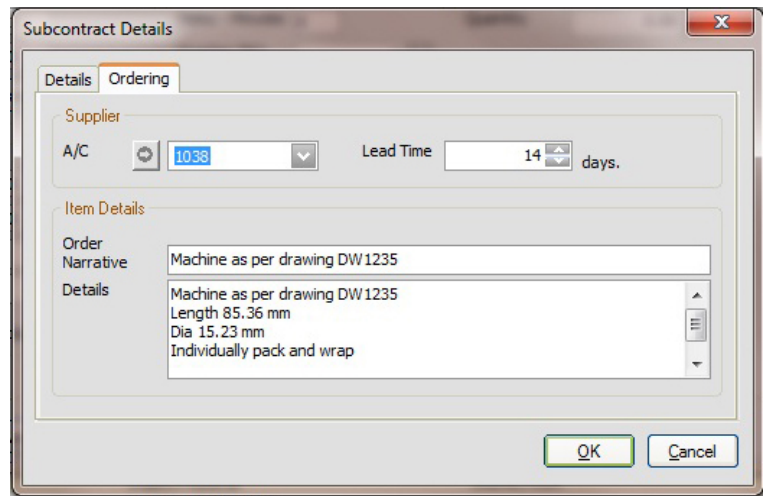7. Enter a 'Lead Time' so that Manufacturing can determine suggested order dates based on job start dates.

8. Enter a standard 'Order Narrative' and additional 'Details' to use on subsequent Purchase Orders.

Note:

Manufacturing automatically adds this item, when appropriate, to your Suggested Orders List. Note that if you specify text in the 'Details' field, it is entered as an S3 item on any Purchase Orders raised by Manufacturing.

9. To save your Subcontract Details, click 'OK'.