



Many contractors carry out small or minor works. This is often maintenance work, and is usually carried out under some form of period based agreement: such as a 5-year framework agreement.

The contractor, or the representative of the contractor's client, or both, can be required to provide condition surveys of the client's assets and prepare Job Requests when some form of maintenance or repair work is required.

Streamline, automate, track and record Minor Works and Work Orders, via WebContractor

WebContractor can streamline and automate Minor Works Orders, providing greater visibility for all parties involved, with comprehensive tracking, logging and documentation available for audit by clients.

Within WebContractor, the receipt of the Job Request starts the process of recording and tracking that some form of work needs to be carried out, and flows right through to the issue of a detailed Work Order Instruction to a subcontractor to execute the works.

The progress of the works is tracked, with WebContractor collecting and logging all the documents necessary to evidence the successful completion of the works. Documents submitted can range from pre-to post work condition photographs, work estimates, on-site submitted worksheets, and subcontractor invoices.

WebContractor will then manage the matching and approval of the subcontractor invoices, submitting an approved subcontractor invoice message for each submission to the contractor's back-office system for payment.

Benefits of Minor Works functionality for contractors

- Reduces admin with automated clearance, approval, and submission for payment of all subcontractor invoices fully matched to a Work Order Instruction
- WebContractor automatically issues all necessary Payment Notices to ensure compliance with the UK Construction Act
- WebContractor ensures that comprehensive documentary evidence supporting the work is collected, and is available for audit

Benefits of Minor Works functionality for subcontractors

- The subcontractor receives all Work Order Instructions electronically via WebContractor and can track the status of all outstanding work and payments
- The subcontractor submits their own invoices and has complete visibility of their status as they progress through the submission to payment process
- It reduces administration effort and standardises the process, with easy online submission of multiple documents and formats