

Sub Contract Vendor (Contra)

Sub Contract (aka Contra) Definition – A Vendor that we contract to perform Services on our behalf where we are up charging our invoice to the Customer. These are Port Captains that are not on our Payroll, Transportation Companies we hire, etc. These vendors do not send Disbursement Accounts, they send regular Invoices. These invoices do not get included in our Billing to the Customers.

DBA Vendors (“Oceanic”) have been preset in the Vendor Master to allow for the usage of a Sub Contract Vendors. When you choose a DBA Vendor the Use Sub Contract Vendor Checkbox is enabled. By clicking the Use Sub Contract Vendor checkbox you may then select from a list of available Vendors to Sub Contract the selected Service Item to.

+ INSERT ROW
Cancel changes
Show Cancelled Items

☐	Code	Vendor Name	Use S...	Sub Contract Vendor	Sales A...	Cur
☒	TRANSPORT / TWIC ESCORT (2070) LAGNIAPPE MARITIME SERVICES (60677)	LAGNIAPPE MARITIME SERVICES (60677)	☒	ALBERT'S TRANSPORTATION SERVICE, INC. U.S. MARITIME SECURITY SA Test Vendor 2 NORTON LILLY INTERNATIONAL-CREDIT CARD Prestige Maritime DOCKSIDE TRANSPORTATION	0.00	US Dollar

Header - Services/Proforma

Vessel File	Description	Vendor Name	Profit Center	Cell Type
2123172-P	CREW CHANGES (LUMP SUM) (4071C)	NORTON LILLY INTL (60500)	2231-JACKSONVILLE, FL	PWA

Vendor Gross Amount \$0.00
Less Principal Discount -
File Amount \$0.00
Less Agent Discount -
Net Amount \$0.00

Send Email
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SAVE SAVE & CLOSE

+ INSERT ROW
Cancel changes

Tariff Item #	Tariff Item Description	Tariff Item Remarks	Std/Opt	Invoice Description	Quantity	Vend Rate Input	Prin Rate
11230	Crew Change Fee	Credit Card Purchase	STD		1.00000	393.48	\$0.00

In the Line Item Details screen enter the Quantity and Rate for the Sub Contract Vendor. After you have entered you will see the grey columns are displaying how much will be billed to the Principal. You can adjust this amount by editing the Markup columns (below).

Header - Services/Proforma

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2123172-P	CREW CHANGES (LUMP SUM) (4071C)	NORTON LILLY INTL (60500)	2231-JACKSONVILLE, FL	FWA	Less Princip
					File Amou
					Less Agent
					Net Amou

Send Email

NE ITEMS

SAVE

+ INSERT ROW Cancel changes											
Prin Disc(\$)	Prin Net Sales Amt	Cur	Markup Type	Markup Rate/Unit	Vend Rate	Vend Gross Amount	Agent Disc(%)	Agent Disc(\$)	Vend Ar		
0%	\$0.00	\$0.00	Dollar	-\$393.48	\$393.48000	\$393.48	0.00%	\$0.00			

When you scroll to the right in the Line Item Details screen you will see purple headers, these are the Markup columns and also the Sub Contract Vendor Amounts (contra). If you do a negative markup, like above, then you are reducing the Amount that will be billed to the Principal.

Contra Invoice with nothing to be billed to the Principal. As in the above example we \$0.00 the Principal Amounts so that nothing gets billed to the Principal but we still process/pay the Sub Contract Vendor for their Service. This method is particularly useful with the G2 agreement where we are billing G2 lump sum amounts.