How to add a contractor (EN)

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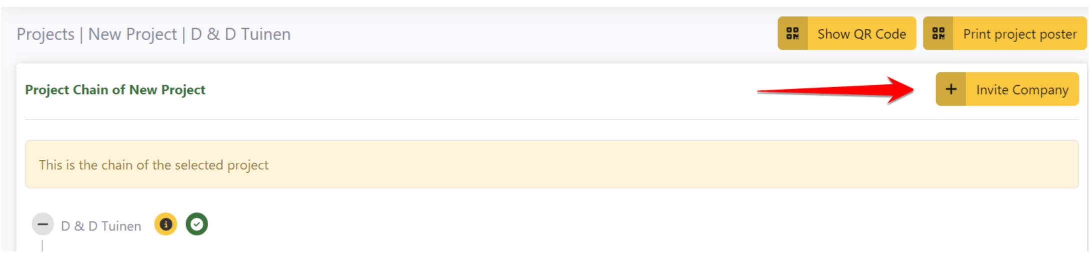
If a Tenant, or Contractor, needs to add a **contractor/subcontractor or a self-employed worker**, or he is hiring employees through an **agency**, it is necessary to invite that company to Compli and the company needs to provide their documentation and the documentation for their employees.

This is done by clicking on the projects module, the project's name, and then **'Invite Company'** button.



After receiving e-mail invitation, the invited Contractor's Company needs to fill out the questionnaire that can be found under the module My Company. The answers to the questionnaire will generate the compliance items Contractor needs to upload in Compli so that Validator can validate them.

Each time the compliance item gets **approved** or **rejected**, the Company's admin should receive an e-mail notification.

Note
A Tenant is not required to upload **compliance items** of his own company. This is only required for de companies he invites for projects.

The project chain can be further extended by adding additional companies by Tenant or by Contractor. It is possible to have various subcontractors on the same project.