Subcontractor Portal - Access & Configuration

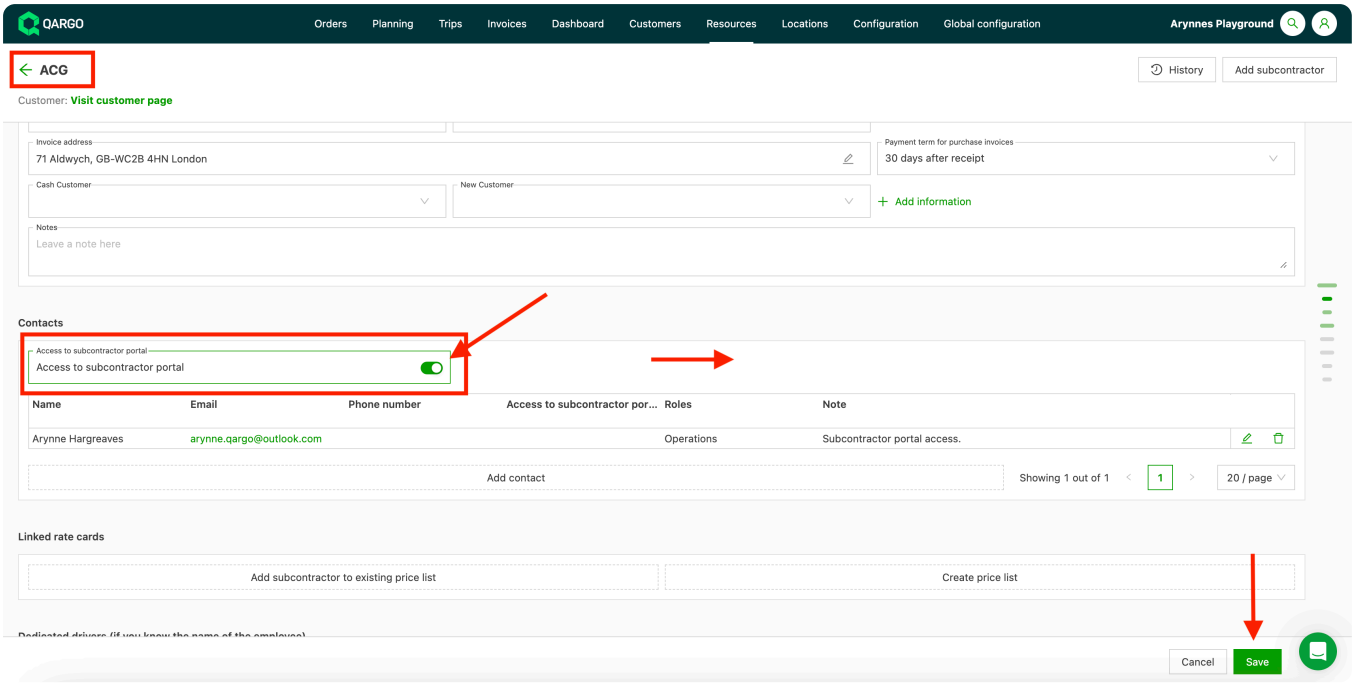
Enable seamless communication via the Qargo Subcontractor Portal: grant access, assign tasks, and manage trips from dispatch to documentation.

Updated 13 January 2025

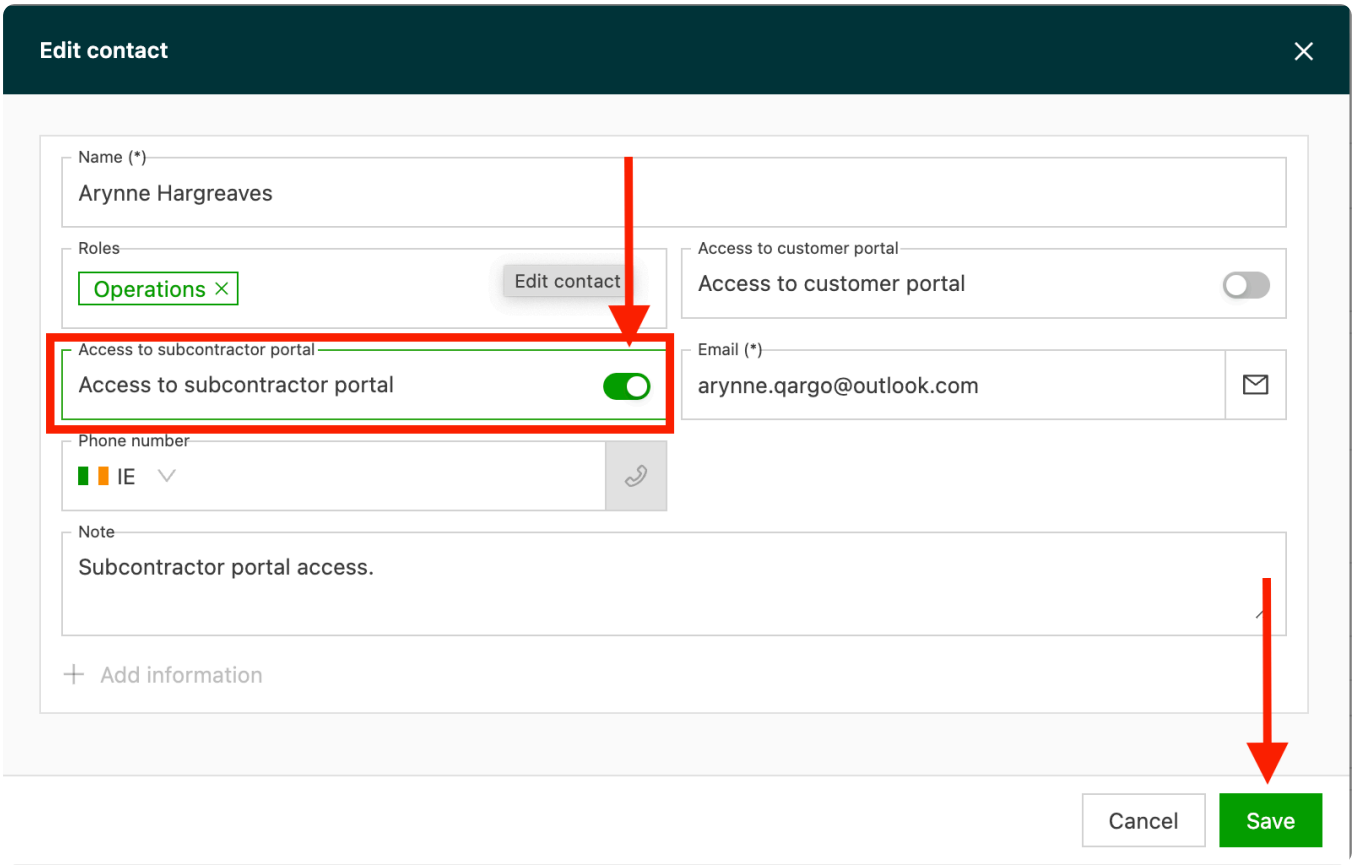
The Qargo Subcontractor portal provides seamless communication between you and your subcontractors, to aid with task management through the life of the trip, from dispatch to uploading documentation.

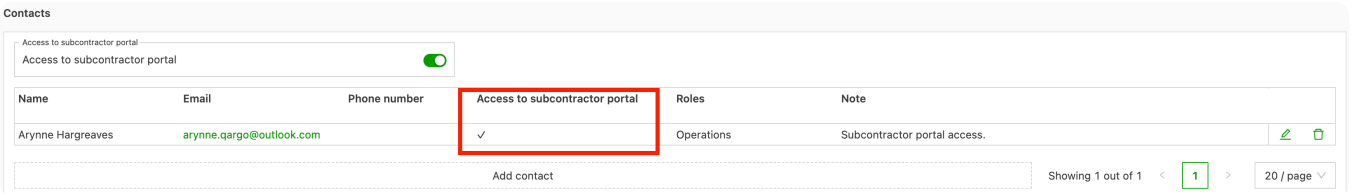
Giving Access to the Subcontractors

Select your subcontractor (Resources > Subcontractors) and enable access to subcontractor portal on the subcontractor. **SAVE** the profile.



Add a contact or edit an existing contact, switch the toggle on to enable the subcontractor portal access. **SAVE** the contact.



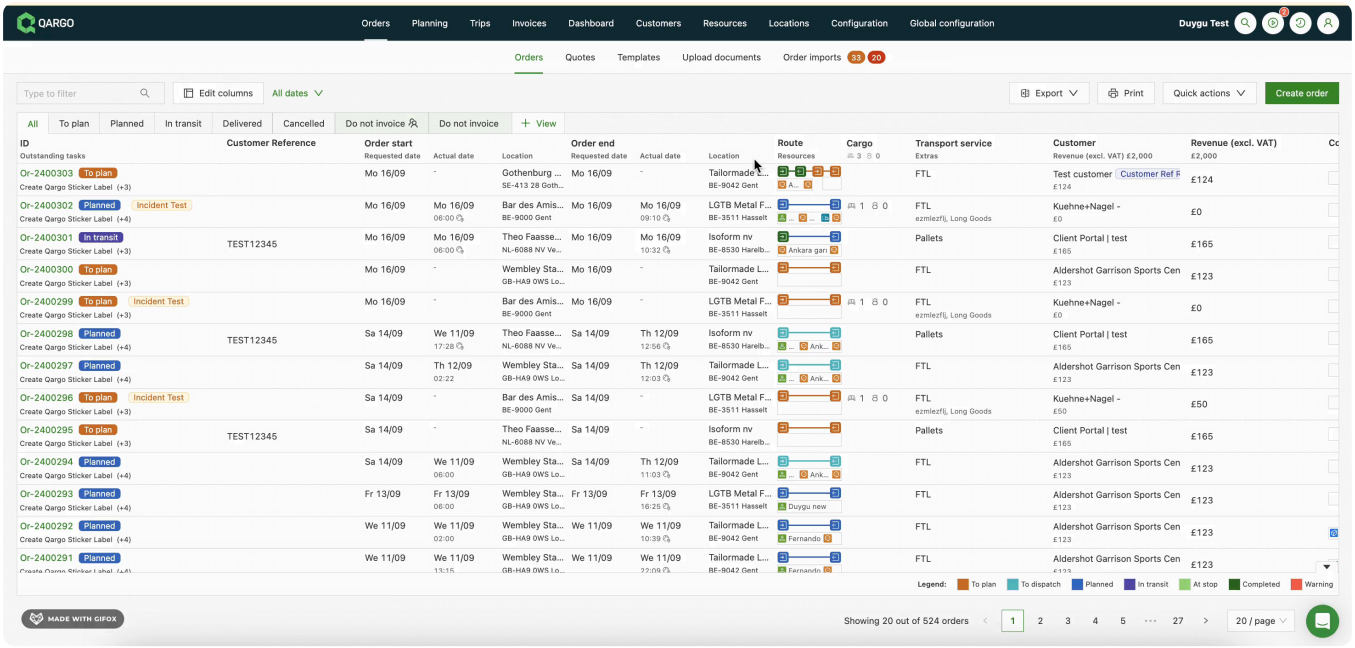


TASKS

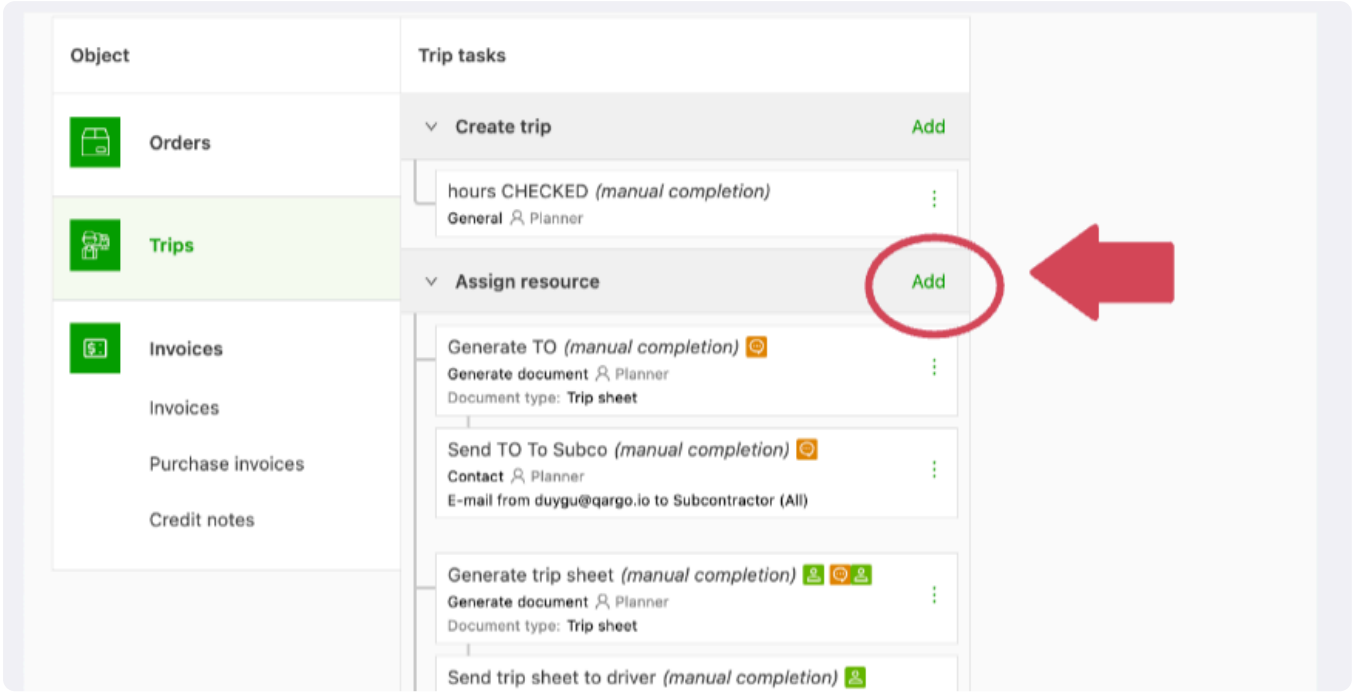
You will need to create the **DISPATCH** task to be able to make your trips visible on the subcontractor portal.

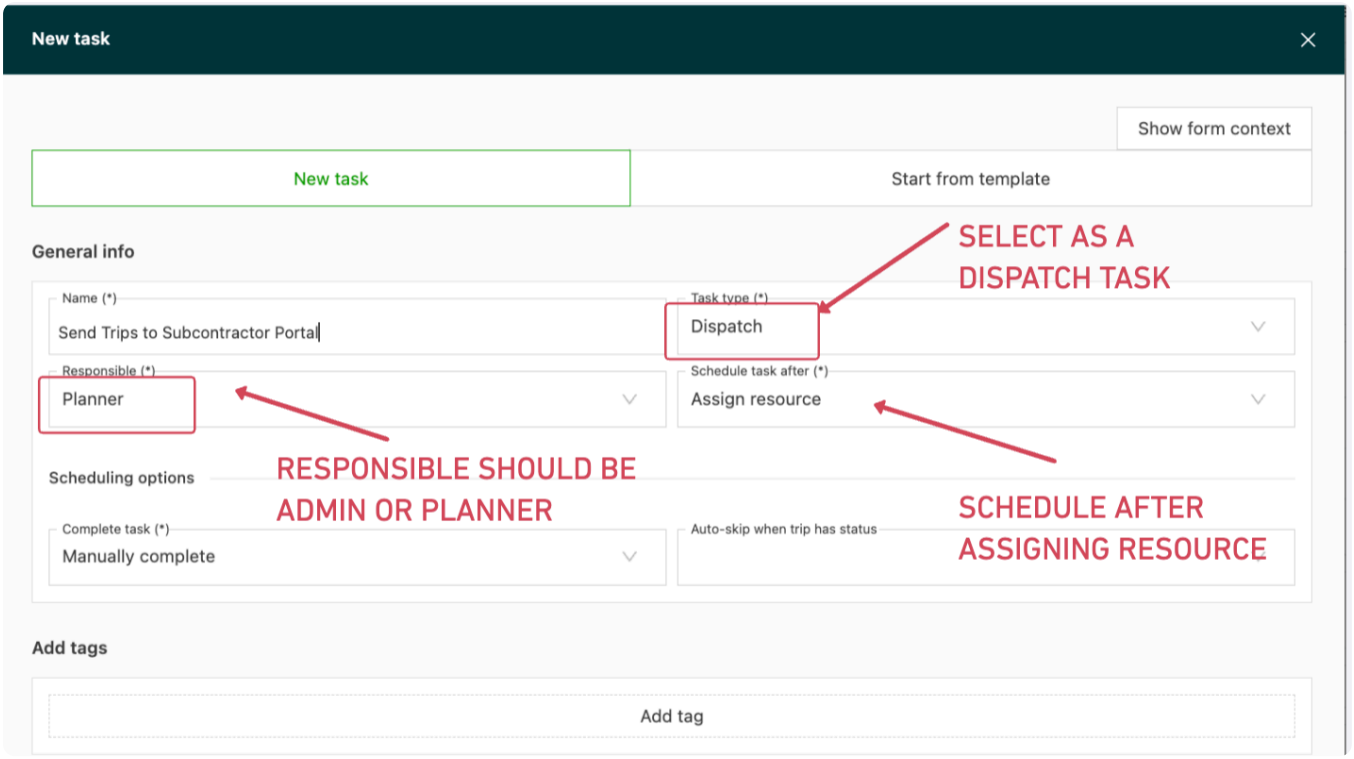
This can be be created at the Subcontractor level, or if you use dedicated resources (drivers / vehicles) these can also be added.

Navigate to **Configuration > Tasks > Trips**

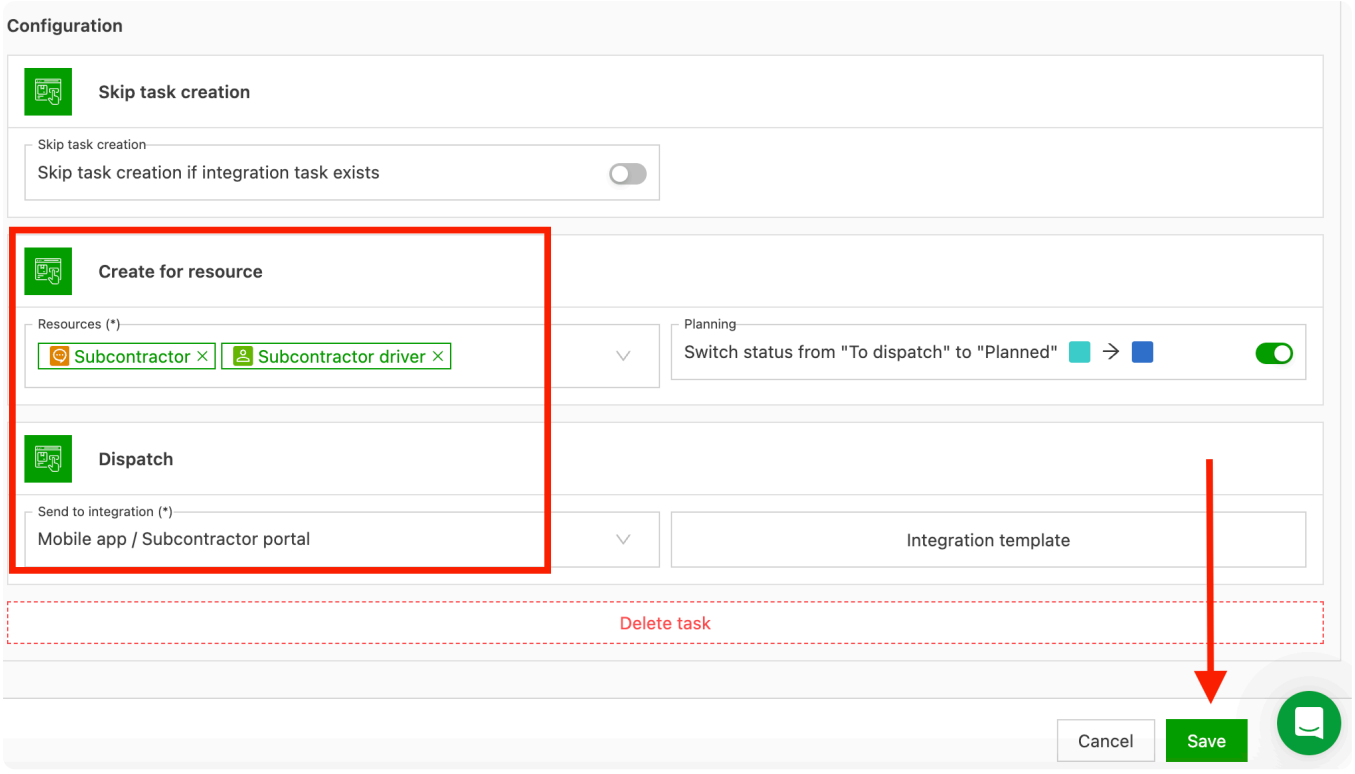


Click on add button on the “**Assign resource” line**





This can be be created at the Subcontractor level, or if you use dedicated resources (drivers / vehicles) these can also be added.



Once you assign a Subcontractor that you have given access to the portal in your trip, you will have this new task appearing on your trip page as shown below. After executing the dispatch task this trip will be visible on the

Subcontractor portal as described **HERE**

