

# Buffalo Bills New Stadium Construction Subcontractor Prequalification System Guide



## Please Read:

The instructions on the following pages are for companies with no existing prequalification on record in the Turner Procurement System.

# Subcontractor Prequalification System Guide

**IMPORTANT:** The Subcontractor Prequal system is currently only accessible using the **Internet Explorer** browser. Please make sure that you are using **Internet Explorer** to access the application.

1. Go to <http://www.turnerconstruction.com/sub-contractors>
2. Click on “Create User”

News + MediaCost IndexTurner UniversityTurner CityBecome a SubcontractorPartner Login


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Home >> Subcontractors

## Subcontractors



### Get Paid Sooner With The Turner Accelerated Payment Program™

- **Known payment timing** – within five days (usually two to three days) of owner approval of the payment application
- **Get paid before Turner** – you get paid by Greensill before the owner pays Turner, eliminating risk of late payment
- **Improved cash flow** – receiving your payment early strengthens your balance sheet and frees up your debt capacity
- **Convenience** – simply check the box below and click on the Accept button below to enroll
- **Flexibility** – enrollment is voluntary and you may opt out at any time

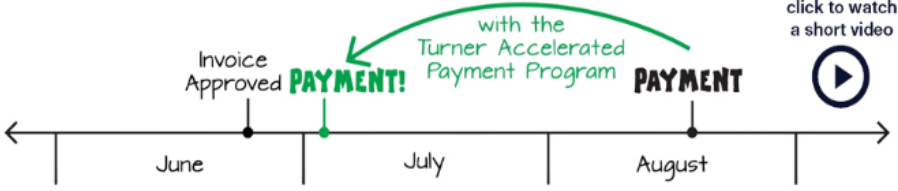
Invoice Approved

**PAYMENT!**


with the Turner Accelerated Payment Program


**PAYMENT**

click to watch a short video



Learn more about the Turner Accelerated Payment Program at: <http://www.turnerconstruction.com/turner-accelerated-payment-program>

If you have any questions about the Turner Accelerated Payment Program™, feel free to contact Textura at 866-839-8872 

- Email Help Desk
- Returning Users
- **Create User** 
- Prequalification Navigation Guide

- Enter your Federal Employer Identification Number (FEIN) and legal company name (as it appears on your W9 Form). Upon completion of the requested information, click **"Submit."**

### COMPANY LOOKUP

Please enter the information below to see if your company already exists in our system.

FEIN \*

Company Name \*

*Non US companies should enter nine zeros for the FEIN*

*Please enter your Company Name exactly as it appears on your W-9*

If your company has already been issued a Subcontractor Prequalification number please enter it below.

Subcontractor Prequalification #

If you receive the error message below, please confirm that the FEIN you entered is correct and 9 digits long. If it is correct, click 'Ok' to the warning to proceed. If not, click on 'Cancel' to correct it.

Message from webpage

**Warning Message**

WARNING – You have not entered a valid FEIN. If you do not have one (i.e., non US company) then click OK to continue. Incorrect entry of your FEIN could result in duplicate records and require you to reenter your prequal data.

Click OK to continue or Cancel to go back to screen and enter number.

- On the next screen, check the information showing for the Company Name and FEIN. Your company name and FEIN must match the information that was entered on the previous screen. If this is incorrect, please go back to the prior screen and correct the information before continuing. Complete the information on the following Create External User screen, check the **"Click here to accept the Terms of Service"** box and click **"Submit."**

### CREATE EXTERNAL USER

Please Enter the following information to create a user account to access the Subcontractor Prequalification application. All information is required.

Company Name
New Company, Inc.

FEIN
00-0000000

Subcontractor Prequalification #

Company Street Address \*

Company City \*

Company State \*

Company Zip / Postal Code \*

Country / Region \*

Contact Email Address \*

Confirm Email Address \*

Contact First Name \*

Contact Last Name \*

Contact Work Phone \*

[Click here to view Turner's Terms of Service](#)

☐ Click here to accept Turner's Terms of Service \*

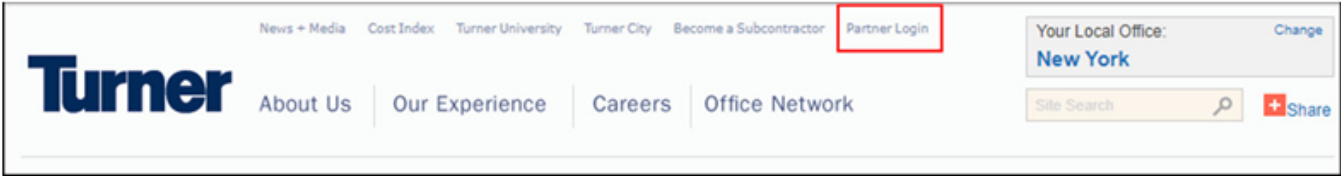
- Once your external user information has been submitted, you will receive an email (example below) with your username and password.

**\*\*IMPORTANT: Please wait 15 minutes before you proceed to log into the prequalification system.**

**Welcome to the Turner Network**

You have been invited to collaborate with Turner Construction. Please follow the steps below to access the Turner Subcontractor Prequalification form and/or any projects you have been invited to by logging into the Turner Collaboration Portal.

To access the **Turner Collaboration Portal**, go to <http://www.turnerconstruction.com/> and click on Partner Login at the upper-right corner of the site.



**Logging into the Turner Collaboration Portal:**

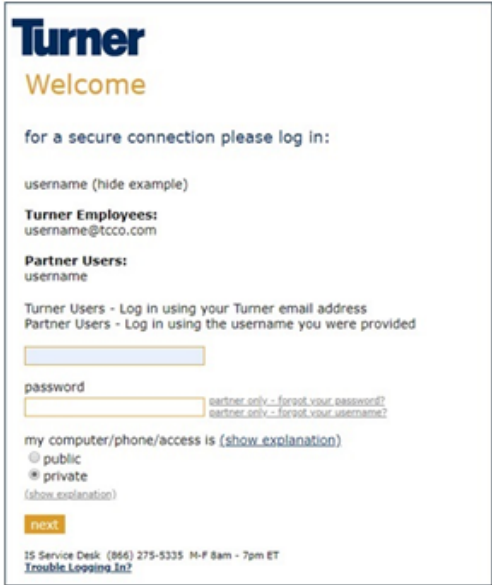
**Note:** Kindly wait 15 minutes before attempting to log in to give the system time to complete the setup process. Logging in immediately may cause an error.

Your user name and password are as follows:

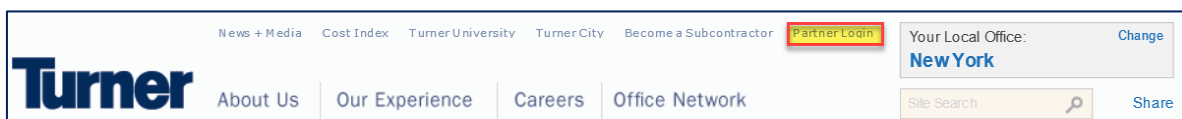
**User Name:** testuser  
**Password:** Dv9DPp!

To login to the Turner Collaboration Portal, please enter your username and password, making sure to include all characters (inclusive of special characters such as \*, -, \$, !, etc.)

Finally, make sure to choose **Private** and then click on **Login**.

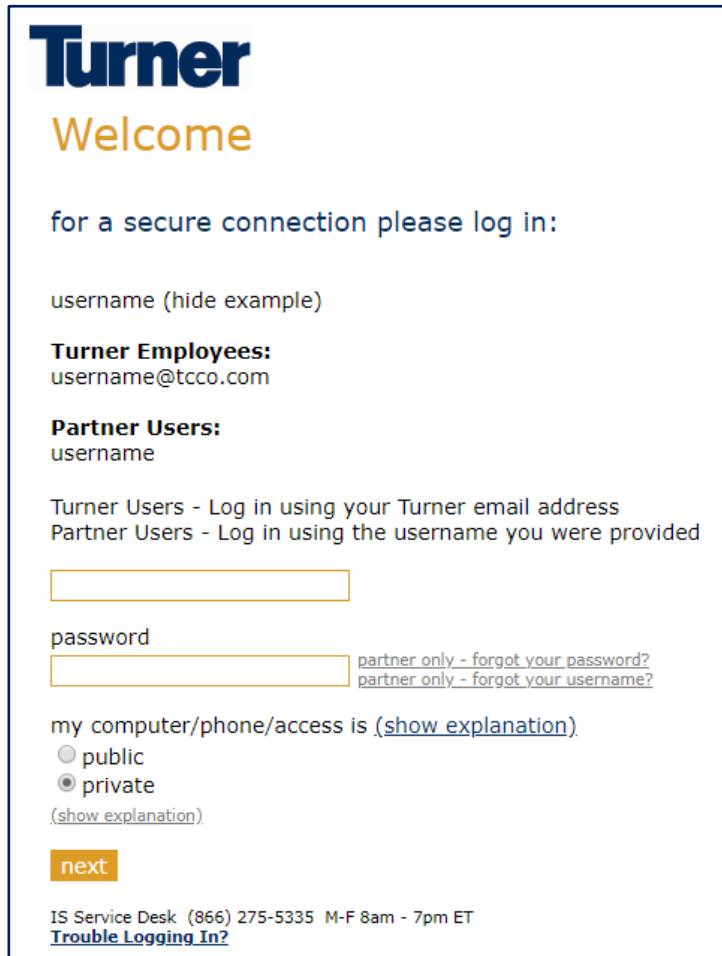


- After the required time has passed, go to <https://external.tcco.com/my.policy> OR <http://www.turnerconstruction.com> and select "Partner Login at the top right corner of the webpage"



## Subcontractor Prequalification System Guide

7. Enter the username provided from the welcome email, password, select **"PRIVATE"** and click **"NEXT"** to log in to the Collaboration Portal:



**Turner**  
Welcome

for a secure connection please log in:

username (hide example)

**Turner Employees:**  
username@tcco.com

**Partner Users:**  
username

Turner Users - Log in using your Turner email address  
Partner Users - Log in using the username you were provided

password [partner only - forgot your password?](#)  
[partner only - forgot your username?](#)

my computer/phone/access is ([show explanation](#))

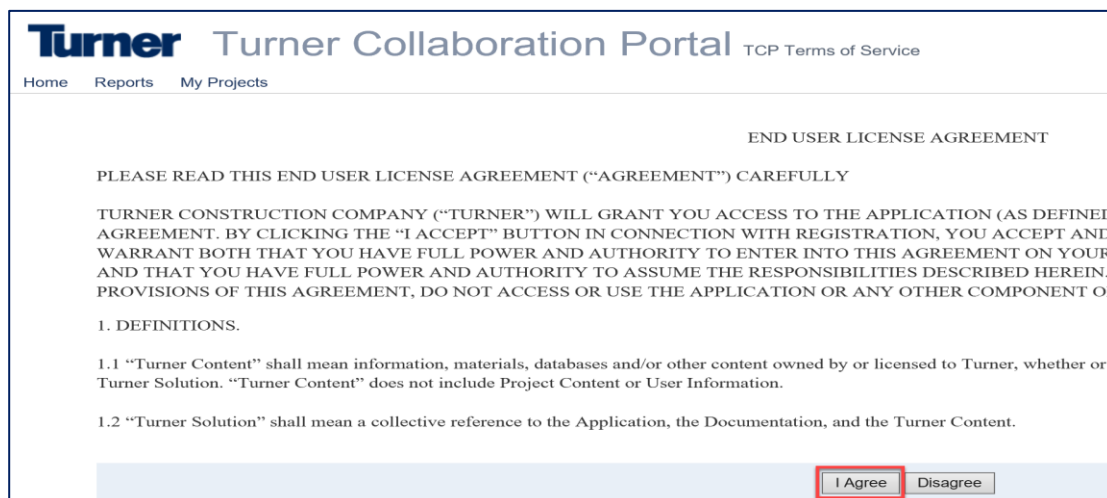
☐ public  
☒ private  
([show explanation](#))

**next**

IS Service Desk (866) 275-5335 M-F 8am - 7pm ET  
[Trouble Logging In?](#)

**\*\*IMPORTANT: Failure to check Private could result in loss of data when you begin the application.**

8. Accept the End User Licenses Agreement.



**Turner** Turner Collaboration Portal TCP Terms of Service

Home Reports My Projects

END USER LICENSE AGREEMENT

PLEASE READ THIS END USER LICENSE AGREEMENT ("AGREEMENT") CAREFULLY

TURNER CONSTRUCTION COMPANY ("TURNER") WILL GRANT YOU ACCESS TO THE APPLICATION (AS DEFINED AGREEMENT. BY CLICKING THE "I ACCEPT" BUTTON IN CONNECTION WITH REGISTRATION, YOU ACCEPT AND WARRANT BOTH THAT YOU HAVE FULL POWER AND AUTHORITY TO ENTER INTO THIS AGREEMENT ON YOUR AND THAT YOU HAVE FULL POWER AND AUTHORITY TO ASSUME THE RESPONSIBILITIES DESCRIBED HEREIN. PROVISIONS OF THIS AGREEMENT, DO NOT ACCESS OR USE THE APPLICATION OR ANY OTHER COMPONENT OF

1. DEFINITIONS.

1.1 "Turner Content" shall mean information, materials, databases and/or other content owned by or licensed to Turner, whether or Turner Solution. "Turner Content" does not include Project Content or User Information.

1.2 "Turner Solution" shall mean a collective reference to the Application, the Documentation, and the Turner Content.

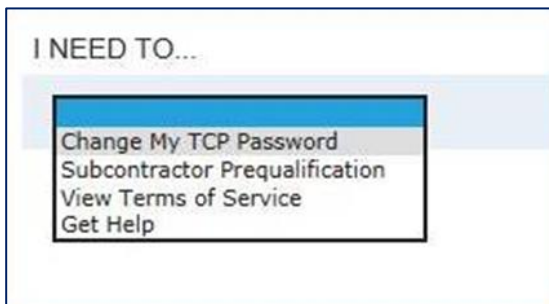
**I Agree** Disagree

## Subcontractor Prequalification System Guide

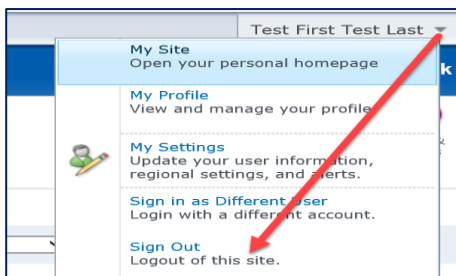
9. Beneath "I NEED TO" select the dropdown menu for a list of functions you can perform:

- *Change My TCP Password*
- ***Subcontractor Prequalification***
- *View Terms of Service*
- *Get Help (more for project-related items)*

Begin the application by selecting "**Subcontractor Prequalification**" from the dropdown, which will then redirect you to the **Subcontractor Prequalification Application** itself.



**Tip:** Top right corner under your Profile Name provides you the ability to completely sign-out of the collaboration portal when you are ready to exit.



10. Begin completing the application process.

Each tab contains sections within that must be completed

Prequal Number: 0000071747

This is now your pre-assigned prequal number

Fill the following sections:

- ☒ Company Information
- ☒ Addresses
- ☒ Company Contacts
- ☒ MWBE Reporting
- ☒ MWBE Participation

**Company Information**

Legal Name of Company:

Legal Parent Company:   
(per your W-9 or country equivalent)

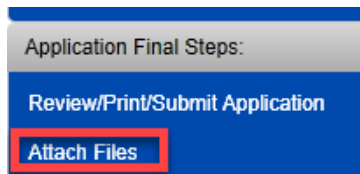
US Federal Employee ID Number:



## Subcontractor Prequalification System Guide

### Important information/useful tips to expedite the process:

1. Before beginning the online application, download a blank copy of the application by clicking on **Export to PDF Document** to preview, research, and expedite data for entry.
  - ❖ Information entered on the application itself must be based upon your **headquarters office** - **not** a local office.
2. Gather applicable backup documentation for upload.
3. When you are ready, carefully follow the login instructions that were emailed to you to access the application, and begin data entry of the online application.
4. Save frequently, as you go through each tab and each section.
5. When you are ready to upload/finalize/submit the application, follow the **"Application Final Steps"** (left-hand side):
  - a. Click on **"Attach Files"**, and upload all applicable documentation;



- b. Proceed to click on **"Review/Print/Submit Application"**. On the gray toolbar, click on **"Certification"**.



- c. Enter the name of the person completing the application, date, title, and save.

**Certification**

We hereby certify that we have answered all of the above questions in a truthful, accurate and complete manner to assure that our answers are not in any respect false or misleading either by expressing ourselves in a misleading or ambiguous manner or omitting information and we also certify that all attachments submitted by us in connection with this prequalification are true, accurate and full copies of the original documents that are in our possession. We recognize that Turner will be relying on the truthfulness and accuracy of our responses to this questionnaire and of the contents of the attachments hereto in deciding whether to permit us to bid as well as in any awards of work that may be made to our Company.

This prequalification has been reviewed by the following officer of our company prior to submittal.

Officer:  Date:

Title:

**This date represents the "date" of your application**

## Subcontractor Prequalification System Guide

- d. Above the gray toolbar, click on **Submit Application**.

- e. You will receive two messages similar to the ones shown below, click Ok for each.

Once an application is submitted, a system-generated email will be sent directly to the Gilbane | Turner Procurement Team for review and consideration of approval.

Note: The prequalification application itself is valid for the duration of the project from the certification date, and in combination with the Gilbane | Turner Procurement Team's internal approval date. Information such as i.e. EMR verification, Financial Statements, OSHA logs, etc. are required to be updated annually.