Buffalo Bills New Stadium Construction
Subcontractor Prequalification System Guide

Gilbane | Turner

IN ASSOCIATION WITH 34 GROUP

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**"

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3. 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 * `00-0000000`

Non US companies should enter nine zeros for the FEIN

Company Name * `New Company, Inc.`

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 # `(leave blank)`

Leave Blank

Submit   Cancel

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.

OK   Cancel

4. 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

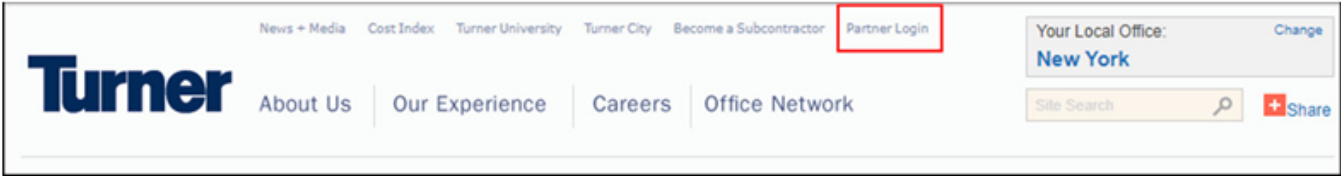☐ Click here to accept Turner's Terms of Service *

Submit   Cancel

5. 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.

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   Turner About Us | Our Experience | Careers | Office Network   New York   Site Search 🔍   ➕ Share

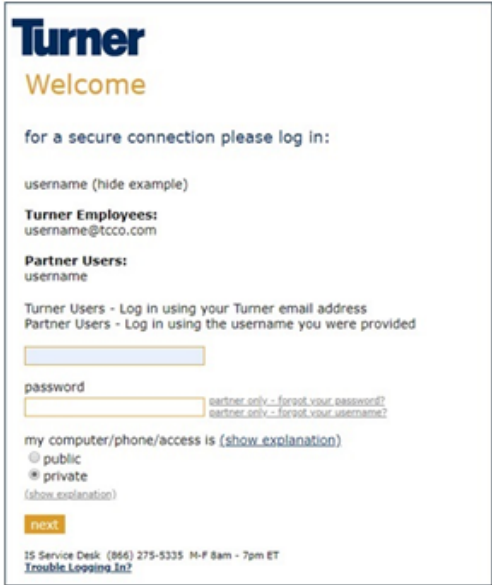   ## Logging into the Turner Collaboration Portal:

   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.

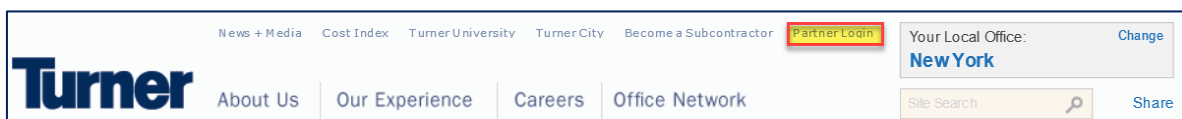   Your user name and password are as follows:

   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.)

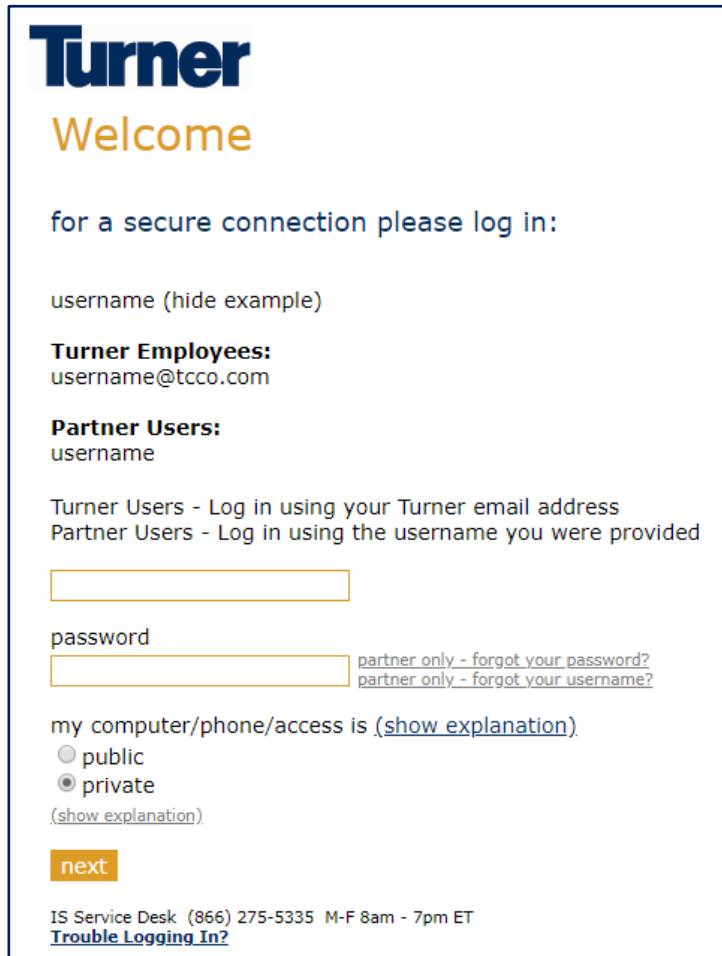   Finally, make sure to choose **Private** and then click on **Logon**.

   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)
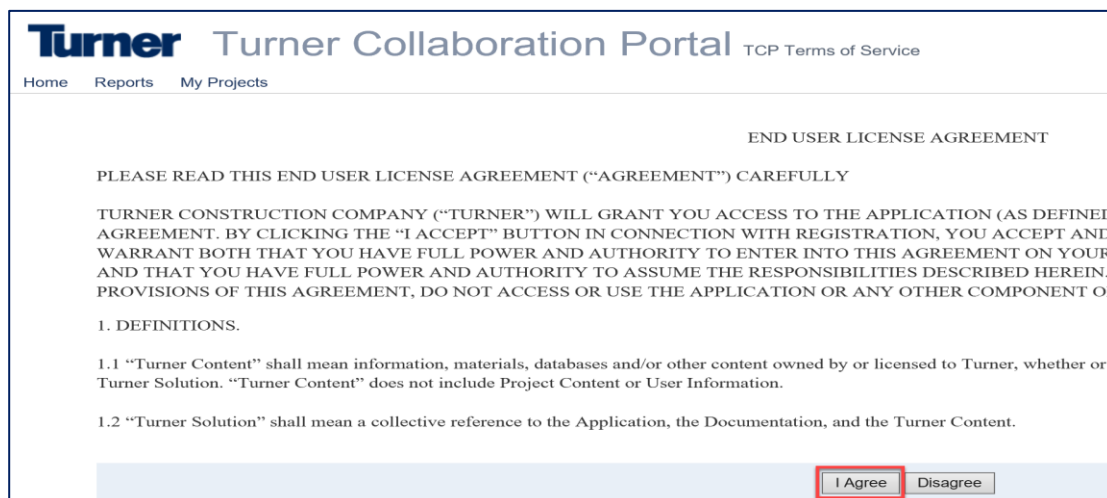   ○ public
   ● private
   (show explanation)

   next

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

6. 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"

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

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

8. Accept the End User Licenses Agreement.

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 Services*
    ➢ *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.
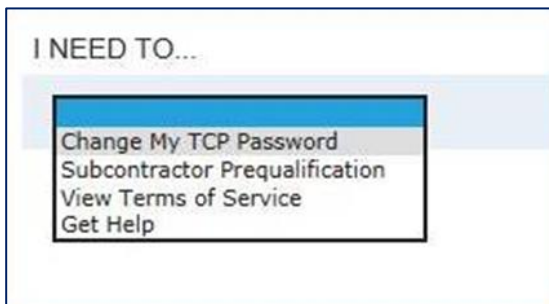
    Tip: Top right corner under your Profile Name provides you the ability to completely sign-out of the collaboration portal when you are ready to exit.
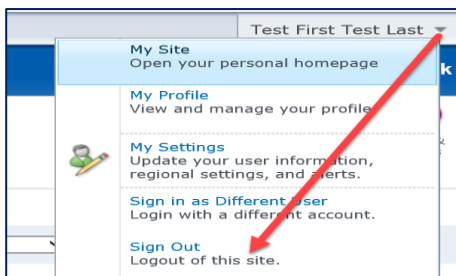
10. Begin completing the application process.

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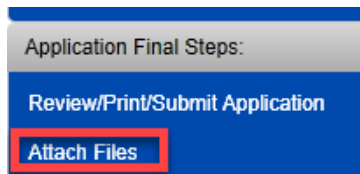
   b. Proceed to click on "**Review/Print/Submit Application**". On the gray toolbar, click on "**Certification**".

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

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.