

Turner Subcontractor Prequalification System Log-in Guide

Before proceeding with the online prequalification process contact the Procurement Department of the Turner business unit you are seeking to do business with to validate if your company may have a pre-existing prequalification number assigned to your company - be prepared to email a copy of an updated W9 Form (W-8BEN-E Form for an international company)

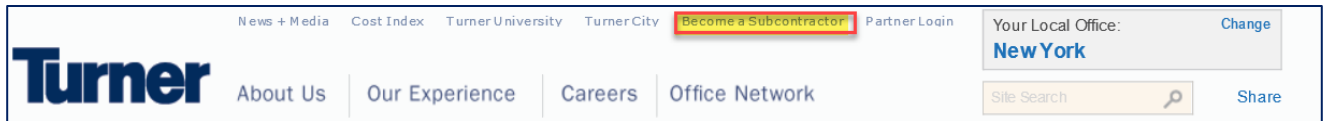
Providing your W9 Form will allow Turner to perform a validation process ensuring your data remains private to your company, in addition to preventing the possibility of duplicate prequalification record from being created if your company does exist in our prequalification system (duplicate of a prequalification record will be rejected therefore carefully follow instructions given).

DO NOT proceed until you have received further instructions from Turner's Procurement Department.

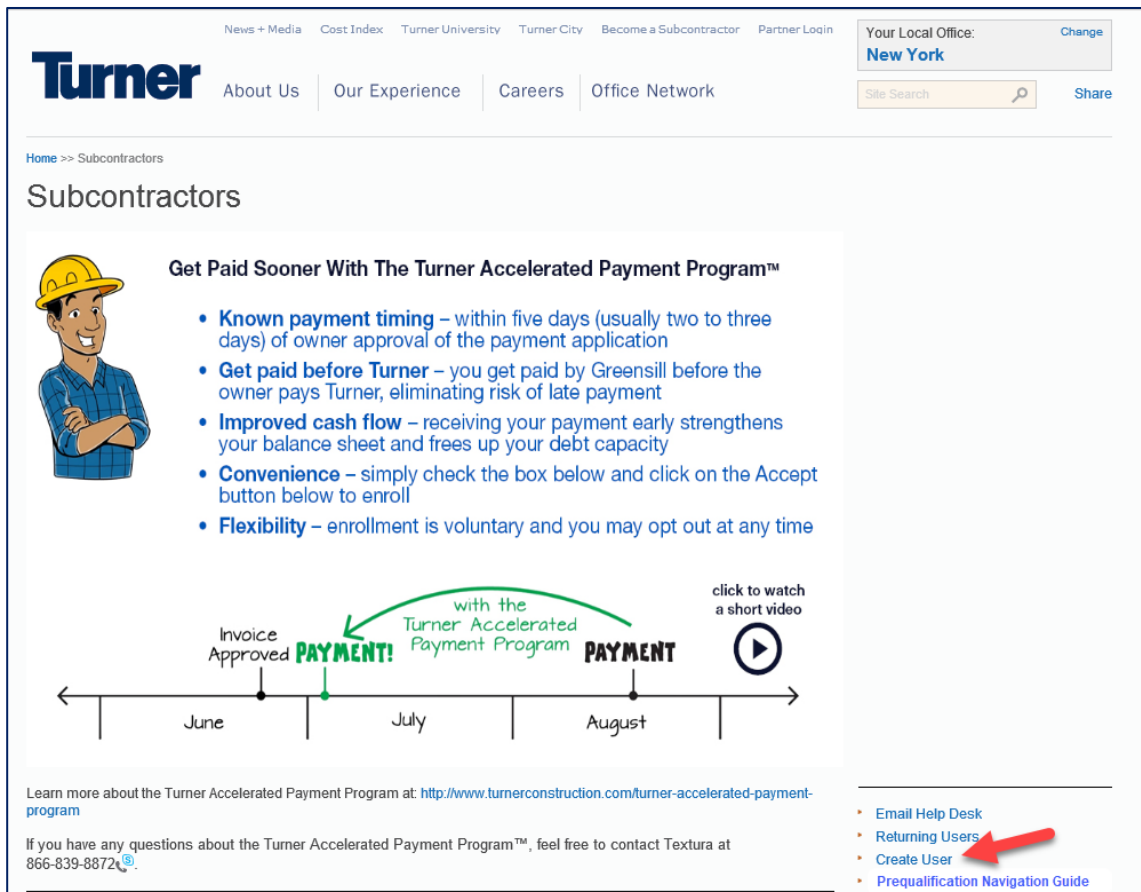
Below are instructions for a **NEW** company that has received validation to proceed from Turner's Procurement Department with no existing prequalification application on record.

Note: 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/> and click on "Become a Subcontractor."



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 Turner’s 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

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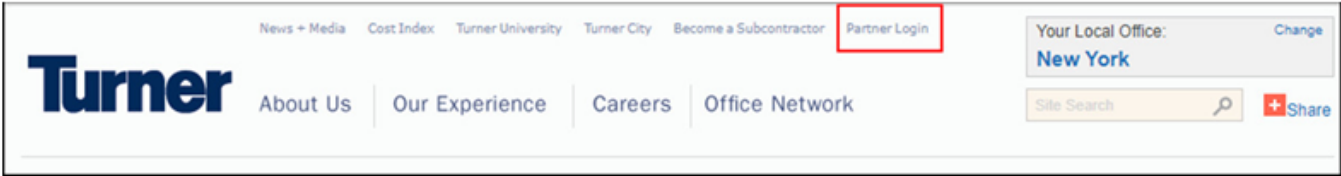
- 5. Once your external user information has been submitted, you will receive an email (example below) with your username and password.

****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:

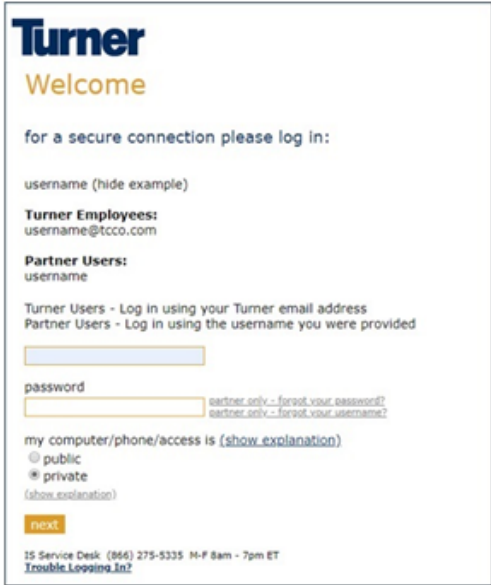
Note: Kindly wait 15 minutes before attempting to log in to give the system time to complete the setup process. Logging in immediately may cause an error.

Your user name and password are as follows:

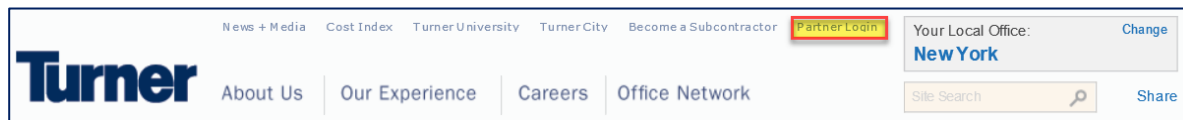
User Name: testuser
Password: Dv9DPp!

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 **Logon**.



- 6. After the required time has passed, go back to <http://www.turnerconstruction.com>. This time click on “**Partner Login**.”



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- 7. Enter the username provided from the welcome email, password, select "PRIVATE" and click "NEXT" to log in to the Turner 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?](#)

****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 IN THE 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 OWN AND THAT YOU HAVE FULL POWER AND AUTHORITY TO ASSUME THE RESPONSIBILITIES DESCRIBED HEREIN. THE PROVISIONS OF THIS AGREEMENT, DO NOT ACCESS OR USE THE APPLICATION OR ANY OTHER COMPONENT OF THE TURNER SOLUTION.

1. DEFINITIONS.

1.1 "Turner Content" shall mean information, materials, databases and/or other content owned by or licensed to Turner, whether or not such content is part of the 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.

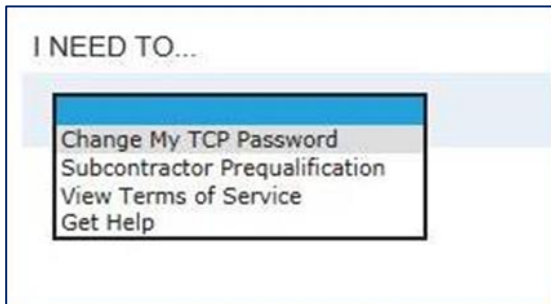
I Agree Disagree

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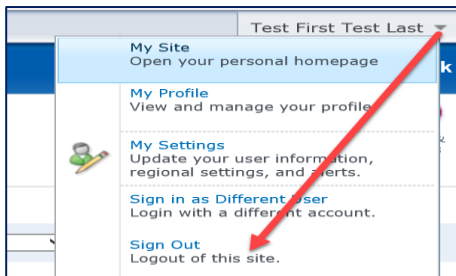
9. Right side under “I NEED TO” select the dropdown list for a list of functions you can perform:

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

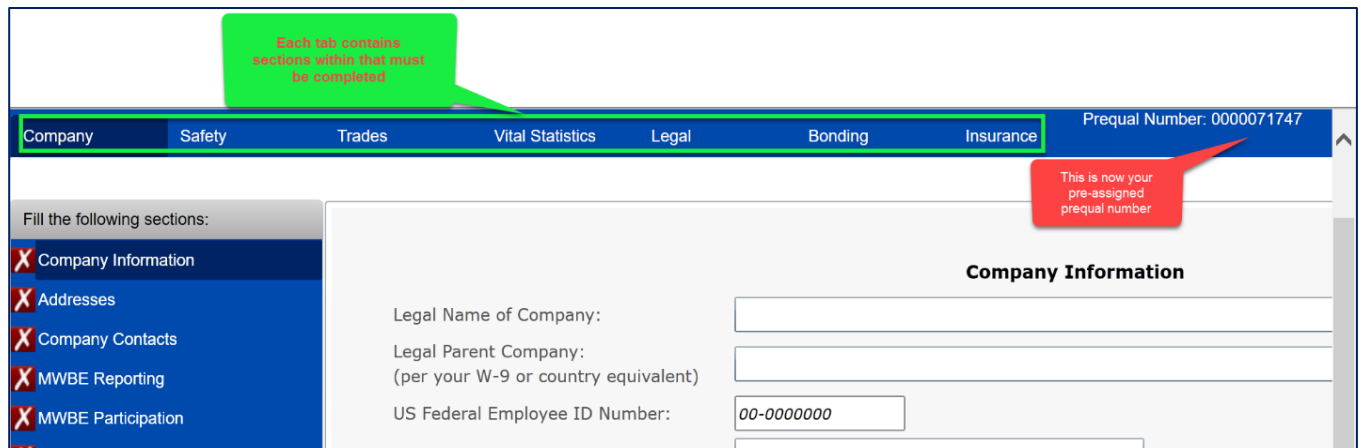
Begin the application by selecting **Subcontractor Prequalification** from the “I NEED TO” dropdown, which will then redirect you to the Subcontractor Prequalification application itself.



Tip: Top right corner under your Profile Name provides you the ability to completely sign-out of Turner’s Collaborative Portal when you are ready to exit.



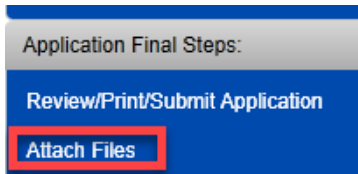
10. Begin completing the application process.



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Important Information/Useful tips to expedite the process:

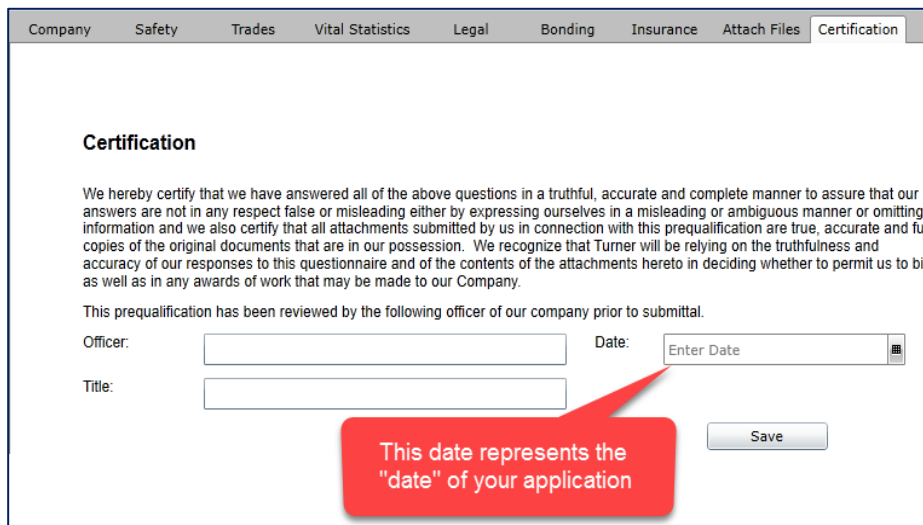
1. Before beginning the online application, download a blank copy of the application by clicking on **Export to PDF Document** to preview, research, and expedite data for entry.
 - ❖ Information entered on the application itself must be based upon your **headquarters** office - **not** a local office.
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 these **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**.

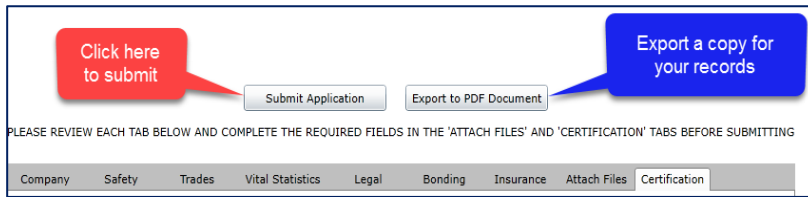


- c. Enter the name of the person completing the application, date, title, and save.

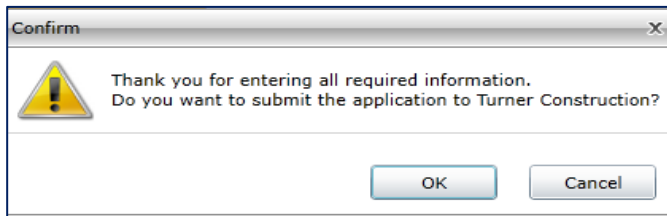
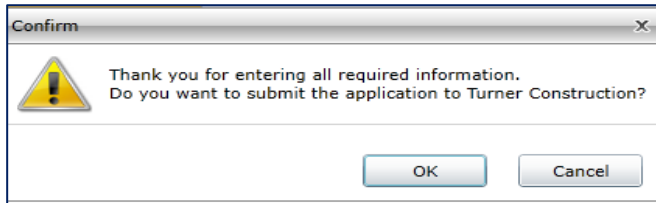


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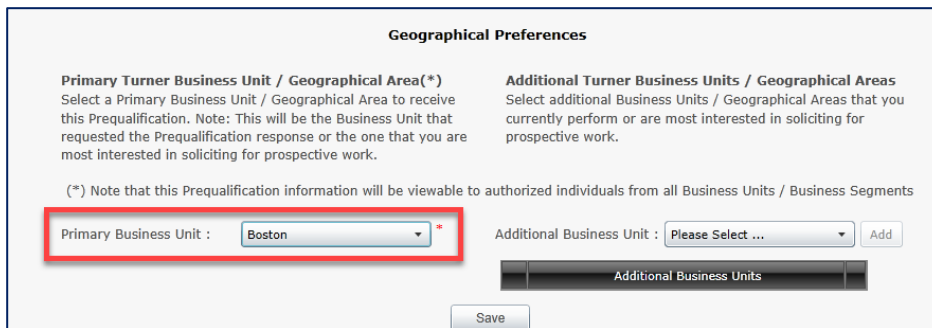
d. Above the gray toolbar, click on **Submit Application**.



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 Turner Procurement Department of the business unit you had selected as the **Primary Business Unit** in the Geographical Preferences section for review and consideration of approval to be added to their business unit bidders list.



Although the application is sent to that primary business unit's Procurement Manager if you had selected additional business units to do business with, it is the discretion of each business unit's Procurement Manager to approve your application to be added to their own approved bidders list - one business unit's approval does not guarantee the approval for another.

Recommendation to reach-out to other Turner business units not selected as the primary with notification of application submission giving them the opportunity to also review your application.

Note:

- ✓ The prequalification application itself is valid for two years from the Certification date, and in combination with Turner's Procurement Manager's internal approval date.
- ✓ Information such as i.e. EMR verification, Financial Statements, OSHA logs, etc. are required to be updated yearly.