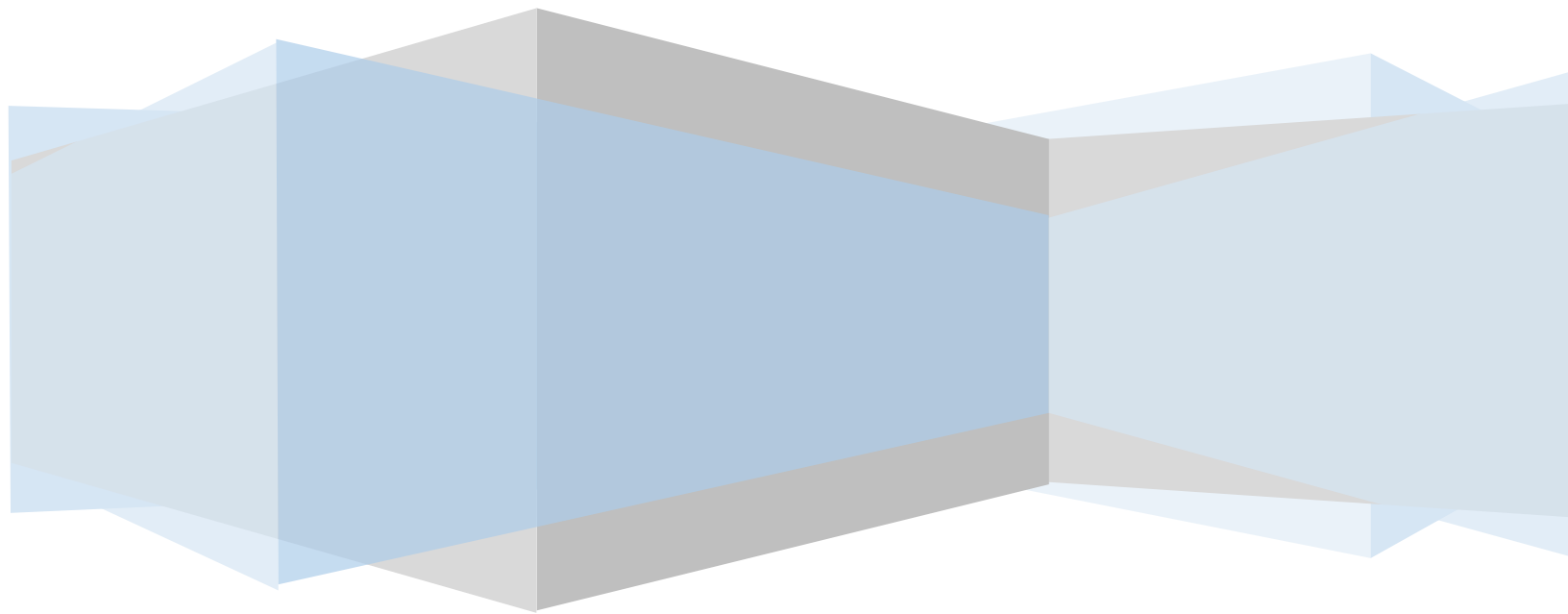


Vertikal Subcontractor Navigation Guide

Version 001: March 2023



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Introduction

Welcome to Turner's third-party prequalification platform, managed and secured by Vertikal RMS, Inc. Here are a few things to note before proceeding:

1. The term "Hiring Client" is the equivalent of the Turner Construction or SourceBlue Business Unit(s) (BU) where a company submits the prequalification form and supporting documents to for review.
2. A user account must have a unique email address.
3. For confidentiality and security reasons, a sole proprietor with their social security number as their tax identification cannot use the prequalification platform. Please contact the local BU for assistance.
4. Be prepared to upload a current W9 or country-specific tax form equivalent and other supporting documents. See a complete list of required documents below.
5. Register with your legal "Company Name" as shown on your company tax returns. DO NOT reference a "dba" name.
6. If a company requires more than one user account, email servicedesk@tcco.com to request additional user accounts. The email must include the following:
 - o A copy of your W9 or country-specific tax equivalent form
 - o The user's first and last name
 - o User's telephone number; and
 - o Unique email address not already in use
7. Although one hiring client is selected at registration as the primary Business Unit to receive the notification when your prequal is submitted, you can choose additional Business Units within the form. We suggest reaching out to the other selected hiring clients with notice of application submission, providing those Procurement departments the opportunity to review your application as well.

Required Documents

Before starting the prequalification process, gather the following documentation to expedite the completion of the application and be ready to upload where indicated:

<ul style="list-style-type: none"> • Copy of W9 form or country-specific tax equivalent • List of company license numbers • List of state/province sales tax numbers • List of state unemployment insurance numbers (if applicable) • List of current projects • List of recently completed projects • Current financial statement • Under-represented Business Enterprise (UBE) certification information • Bank information (upload a Line of Credit letter from the bank) • Dun and Bradstreet information • Surety information (upload a letter from Surety indicating per project and aggregate bonding limits) • Three supplier references • Three contractor references • Insurance policy information (upload a current sample certificate and additional insured endorsements forms) 	<ul style="list-style-type: none"> • Copy of your Safety Program • Independent verification letter supporting your EMR (US entities only) with the effective date (MM/DD/YEAR) for the last three years* • Safety Data and/or OSHA 300 logs from the last three years* • EGS Program • Published environmental targets • Modern slavery and human trafficking statement and / or policy • Business Ethic Policy <p>*Ontario companies, please provide: WISR, CAD7, and WISB Clearance Certificate *British Columbia companies, please provide: Worksafe BC Clearance Letter, WSBC Employer’s Report, and Evidence of notices issued by WSBC & company response for the past 3 years</p>
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Create an Account

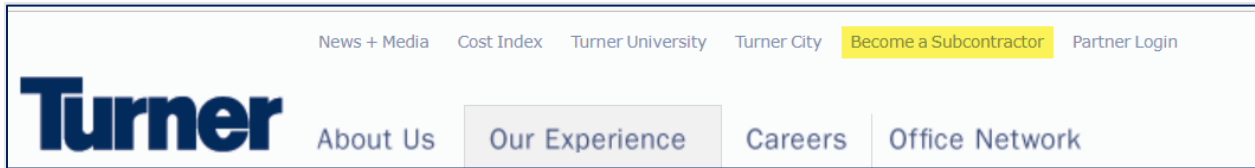
There are two ways a company can create a user account:

- By visiting www.turnerconstruction.com and completing the "Subcontractor **Application** Form" process; or
- By the link in a hiring client's email invitation to complete the "Subcontractor **Registration** Form" process.

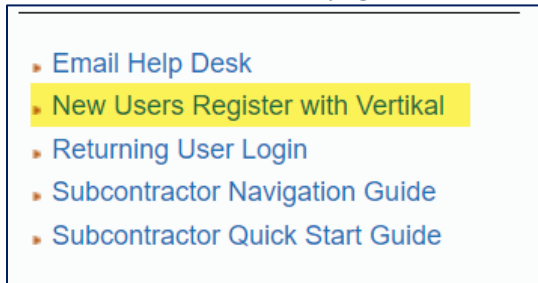
These methods have minor differences, but both follow the same processing guidelines. See below for additional information.

The "Subcontractor Application Form"

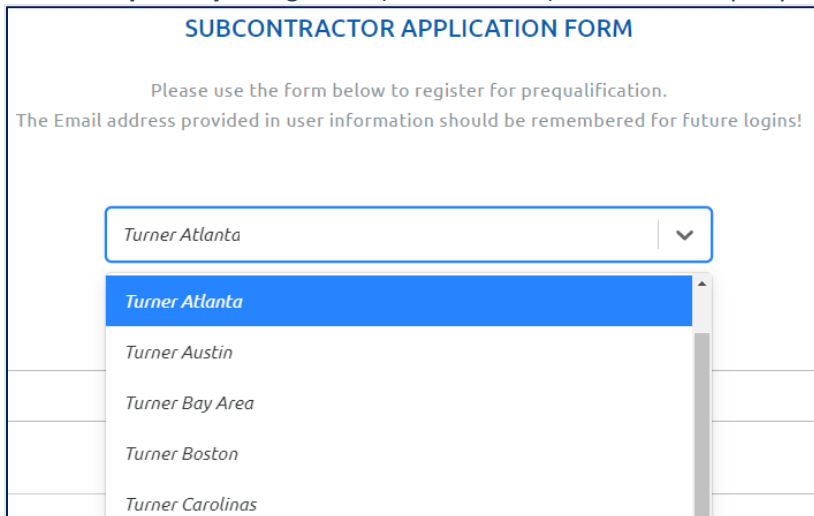
1. Go to turnerconstruction.com and click **Become a Subcontractor**.



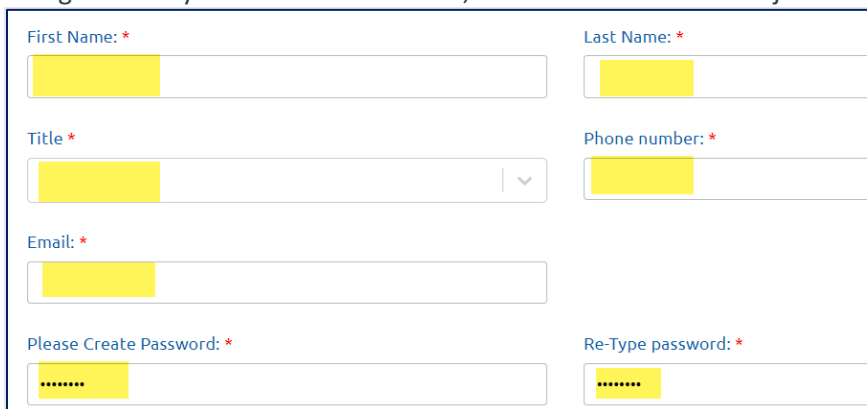
2. Scroll to the bottom of the page, and click **"New Users Register with Vertikal."**



3. Select the **primary** hiring client (Business Unit) to submit the prequalification form and documents to review.



4. Begin entering your user-specific information. This user will have access to the prequalification form with this hiring client. If your title does not exist, select a title in the same job family.



5. Enter your company's legal name as it appears on your W-9 or country-specific tax equivalent form. Refer to the information on page 2 for detailed instructions.

Legal Name of Company: *

Company Name ABC

(per your W-9 or country specific equivalent)

- Note: For a disregarded entity company,
- Register with the disregarded entity name and tax identification number.
 - One main disregarded entity branch office can register as the "headquarters office."
 - Upload a W9 or country-specific tax equivalent form with the following:
 - The holding company's legal name on line 1 with their tax identification number listed on Part I; and
 - The disregarded entity's name, without reference to a "dba," on line 2 with their tax identification number. See the example below.

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Holding Company Name		
2 Business name/disregarded entity name, if different from above Disregarded Entity Name - DE Tax ID ##-#####		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
Social security number [] [] [] - [] [] - [] [] [] []		or Employer identification number # # - # # # # # # # #
Part II Certification		

6. For the **Main Trade**, please select the most general description of your company's trade and up to four additional trades from the predefined list.

Legal Name of Company: * Company Name ABC (per your W-9 or country specific equivalent)	Main Trade * Select...
Second Trade Select...	Third Trade Select...
Fourth Trade Select...	Fifth Trade Select...

7. Enter your company's **headquarters** address, **not** a branch office. For international companies, **FIRST** change the **Country** before entering the **State/Province**.

State / Province: * Select...	Country: * United States
City: * Anytown	Address: * 123 Main Street
Postal Code: * *****	Tax ID * 00-0000000

8. For US companies, enter your nine-digit tax identification number without the dash "-". For Canadian companies, enter your fifteen-digit Sales Tax Registration Number (GST). The format must be **#####RT####**.

Country: * <input type="text" value="United States"/>	Country: * <input type="text" value="Canada"/>
Address: * <input type="text" value="123 Main Street"/>	Address: * <input type="text" value="123 Main Street"/>
Tax ID * <input type="text" value="11-1111111"/>	Sales Tax Reg. Number (GST) * <input type="text" value="111111111RT0001"/>

9. Please review Vertikal's user agreement, check the "I agree to the User Agreement" box, and click **Submit** to proceed.

You must agree to our [User Agreement](#) before continuing


I agree to the User Agreement

SUBMIT

The "Subcontractor Registration Form"

Use the registration link in the email you received to access Turner's third-party prequalification platform. Follow the guidelines outlined in the **Subcontractor Application Form** instructions. Because the hiring client sent you an invitation, item No 2 from the above does not apply.

With the successful registration, you will see the pop-up below. Click **Accept**, and you'll be redirected to your company's Subcontractor Prequalification Account.




Success

The registration was successful. Please log in and complete the prequalification process.

Accept

If registration is unsuccessful, the pop-up below will appear; email servicedesk@tcco.com with a copy of your W9 or country-specific tax equivalent form and request additional assistance.



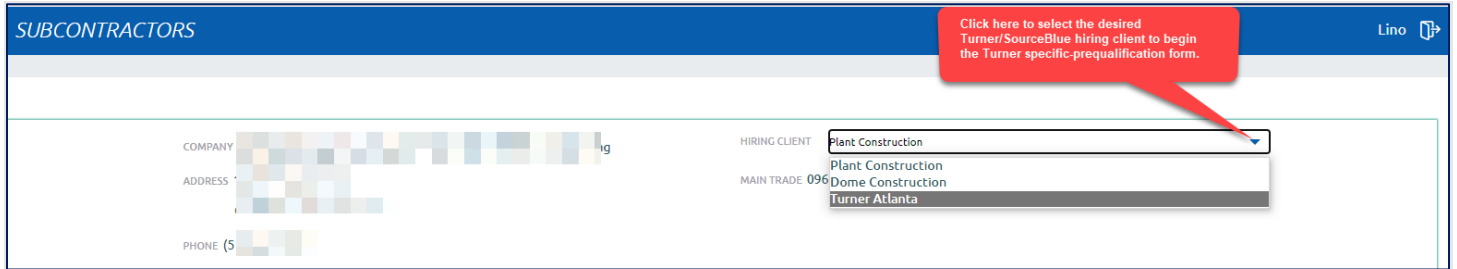
Error

The company is already registered with "Turner Atlanta", please contact your admin.

Accept

Subcontractor Prequalification Account

After completing the registration process successfully, you will be redirected to your company's prequalification account. If your company already utilizes Vertikal's prequalification platform with another general contractor ("Hiring Client"), click the arrow next to the Hiring Client to toggle and select the desired Turner/ SourceBlue hiring client to complete and submit Turner's specific-prequalification form.

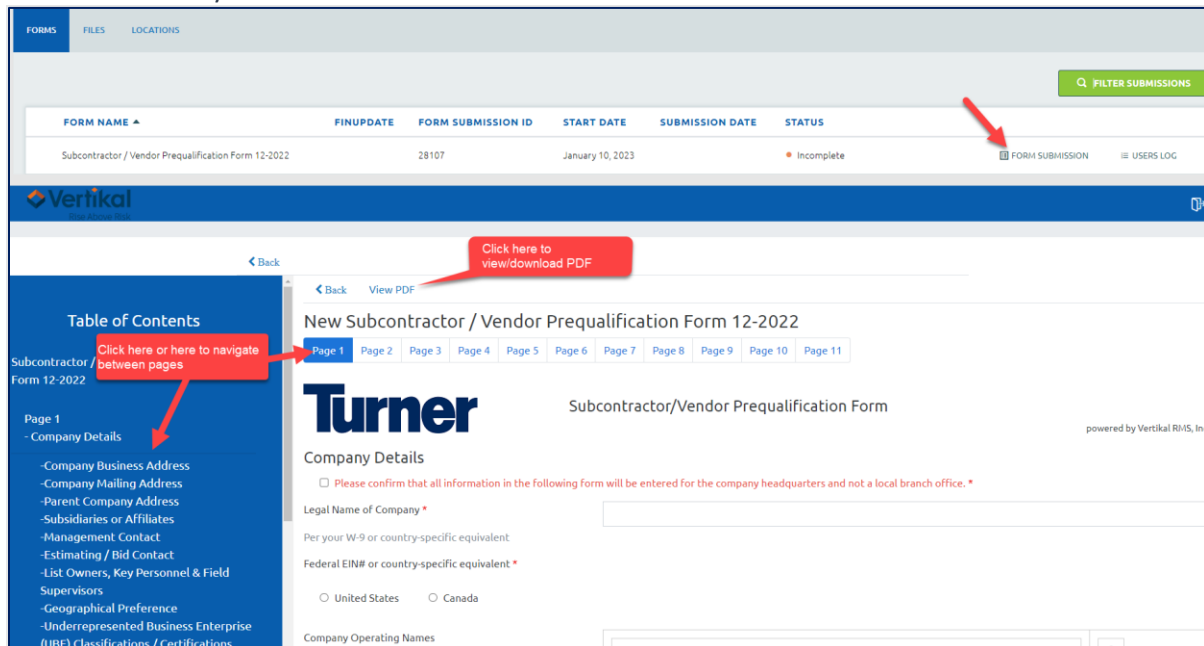


The screenshot shows the 'SUBCONTRACTORS' account page. On the right side, there is a 'HIRING CLIENT' dropdown menu. The current selection is 'Plant Construction'. The dropdown menu is open, showing three options: 'Plant Construction', 'Dome Construction', and 'Turner Atlanta'. A red callout box with a white border and a red arrow points to the dropdown arrow, containing the text: 'Click here to select the desired Turner/SourceBlue hiring client to begin the Turner specific-prequalification form.'

Complete the Prequalification Form

The system auto-saves your entries every two minutes. However, a best practice is to click **Save** at the end of each page before proceeding further.

1. Click the **Form Submission** button of the most recent form with the status "Incomplete."
2. Start entering data into the form.
3. At the bottom of the page, click **Save** and **Next**.
4. Click **View PDF** if you want to download a PDF version of the form.



The screenshot shows the Vertikal prequalification form interface. At the top, there is a table of submissions with columns: FORM NAME, FINUPDATE, FORM SUBMISSION ID, START DATE, SUBMISSION DATE, STATUS. A red arrow points to the 'FORM SUBMISSION' button for the 'Subcontractor / Vendor Prequalification Form 12-2022' which has a status of 'Incomplete'. Below the table is the form itself, titled 'New Subcontractor / Vendor Prequalification Form 12-2022'. A 'Table of Contents' sidebar is visible on the left. A red callout box points to the 'View PDF' button with the text: 'Click here to view/download PDF'. Another red callout box points to the 'Table of Contents' with the text: 'Click here or here to navigate between pages'.

5. When clicking the **Next** button, the page will freeze if a required field is missed, or a document is not uploaded. Scroll up to review the missed required field or document to resolve and proceed to the next page.

Supervisors
-Geographical Preference
-Underrepresented Business Enterprise (UBE) Classifications / Certifications

Page 2
- Safety Details
-EMR Rates (US)
-OSHA Information
-Safety Questionnaire

Page 3
- For Canadian Companies Only

Page 4
- Trade Details
-Union Information

Underrepresented Business Enterprise (UBE) Classifications / Certifications

Do you have any UBE classification? *

Yes No

Do you have any UBE classification? is required

Did you graduate from Turner's School of Construction Management? *

Yes No

Did you graduate from Turner's School of Construction Management? is required

Save Next

Before you can proceed to the next page, all fields with an asterisk must be filled

Click "Save" at the bottom of each page before moving to a new page

6. To upload a file, you can drag and drop files or click the **Browse** button to select a file. The max file size is 30 MB.

Please attach your company's W-9 or country specific equivalent. British Columbia: Provide a sample Invoice showing GST/HST Number & Legal Name. Ontario: Provide a Form 1000 or Sample Invoice showing HST number & Legal Name. *

File Name	Size
✕ File 2.pdf	33.35 kB

Delete file

Drop files to attach, or [browse](#)

Click here to upload a file

Example GST Registry Form and Form 1000

7. After completing all the required fields and uploading documents where indicated, complete the **Certification** section and click **Submit Form**.

Page 1 Page 2 Page 3 Page 4 Page 5 Page 6 Page 7 Page 8 Page 9 Page 10 Page 11

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 (including those answers that may have been copied in from an earlier submission) 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. Additionally, we agree to promptly notify Turner in writing of any events or circumstances that make any of the foregoing answers, attachments, or representations untrue, incomplete, or inaccurate in any material respect.

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

Officer: * Date: *

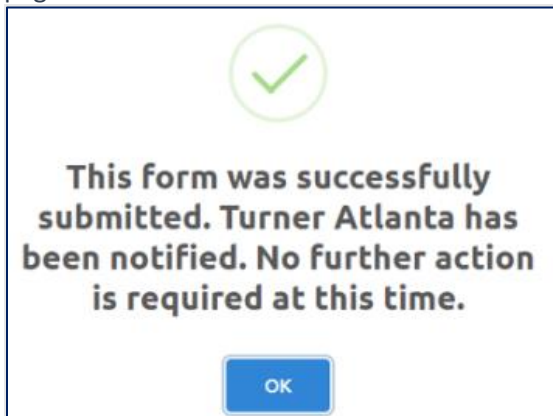
Title: *

Save

Cancel Previous Submit Form

Once submitted, the form and uploaded files are locked from further edits or deletions. If additional modifications are needed, the hiring client(s) can unlock the form for you to edit and resubmit.

8. If the submission is successful, the below message will show. Click **OK** to exit the form and get back to the home page.



Upload / Download Files

After submitting a form, you can upload additional files if needed.

1. Go to the **Files** tab.
2. Click the **Upload File** button.
3. Select the new file for upload.
4. Check the box if this is a financial file (Financial Statement) to restrict viewing to limited users in the Vertikal system.
5. If the file belongs to a specific Prequalification Form, select the form in the drop-down.
6. Add a brief file description, such as the file name.
7. Click **Upload File**.

The screenshot shows the 'UPLOAD NEW FILE' form. It includes a file selection area with a callout 'Click to select/upload a file' pointing to a dashed box containing 'Please select a file'. Below this is a checkbox for 'This file contains financial data:' with a callout 'Check this box to identify a confidential file'. A dropdown menu for 'Please select a Form this file belongs to:' has 'No Form' selected, with a callout 'If the file is to a specific form, use the dropdown. Otherwise, no action is needed.' A text area for 'File Description:' has a callout 'Enter a brief description of file'. An 'UPLOAD FILE' button is at the bottom right.

To view or download files, use the following steps below:

1. If you want to open one individually file, click **View**.
2. If you want to download multiple files at once, mark the files you wish to download and then click **Download**.

The screenshot shows the 'FILES' tab in the system interface. It features a table with columns for 'FILE NAME', 'FILE DESCRIPTION', 'UPLOAD DATE', 'EXPIRATION DATE', and 'UPLOAD TYPE'. A 'DOWNLOAD' button is in the top right corner. A red circle with the number '1' is next to the first row's checkbox, and a red circle with the number '2' is next to the 'DOWNLOAD' button.

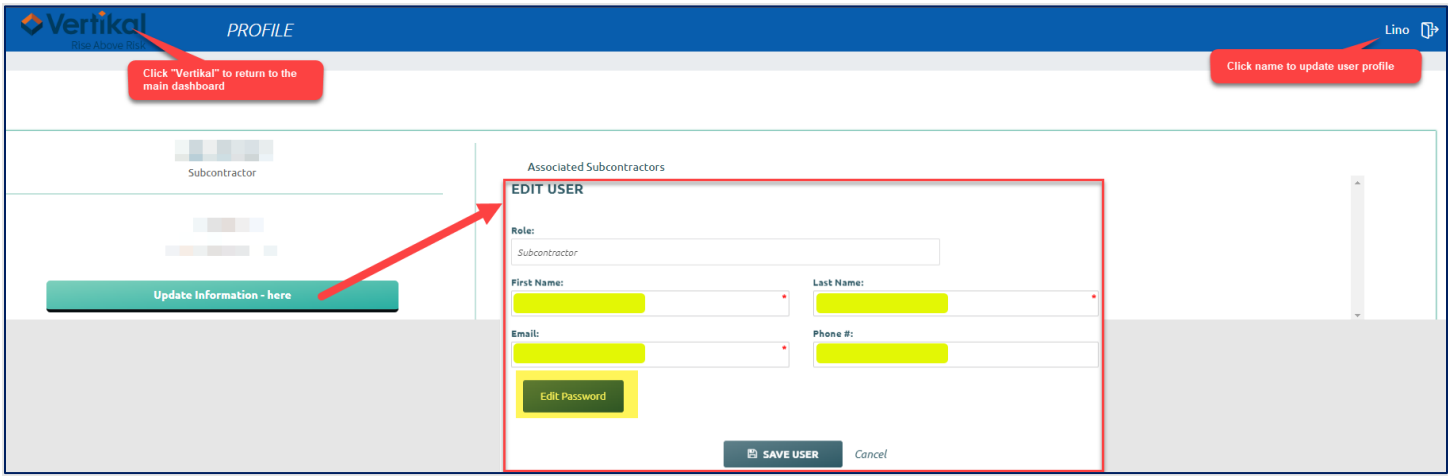
	FILE NAME ▲	FILE DESCRIPTION	UPLOAD DATE	EXPIRATION DATE	UPLOAD TYPE
<input type="checkbox"/>	Bank Credit Letter.docx	Field Name:BankCreditLetterAttachment	September 14, 2022 @ 22:0:51	N/A	Form
<input checked="" type="checkbox"/>	EMR 09 2021 - 09 2022.pdf	Field Name:EMRLetterAttachment	September 14, 2022 @ 21:46:53	N/A	Form
<input checked="" type="checkbox"/>	Financial PDF File.pdf	Field Name:FinAuditReviewAttachment	September 14, 2022 @ 21:57:37	N/A	Form
<input type="checkbox"/>	OSHA Logs - 2020.xlsx	Field Name:OSHA300aAttachmentBefore	September 14, 2022 @ 21:48:54	N/A	Form

Change Your User Information

To change your user information, first, log into Vertikal. Click your name in the top right corner of the screen. And click the **Update Information – here** button.

To update your password, click **Edit Password**. Click **Save User** to save your changes and exit the window.

To return to the Main Page, click the Vertikal logo at the top left of the screen.



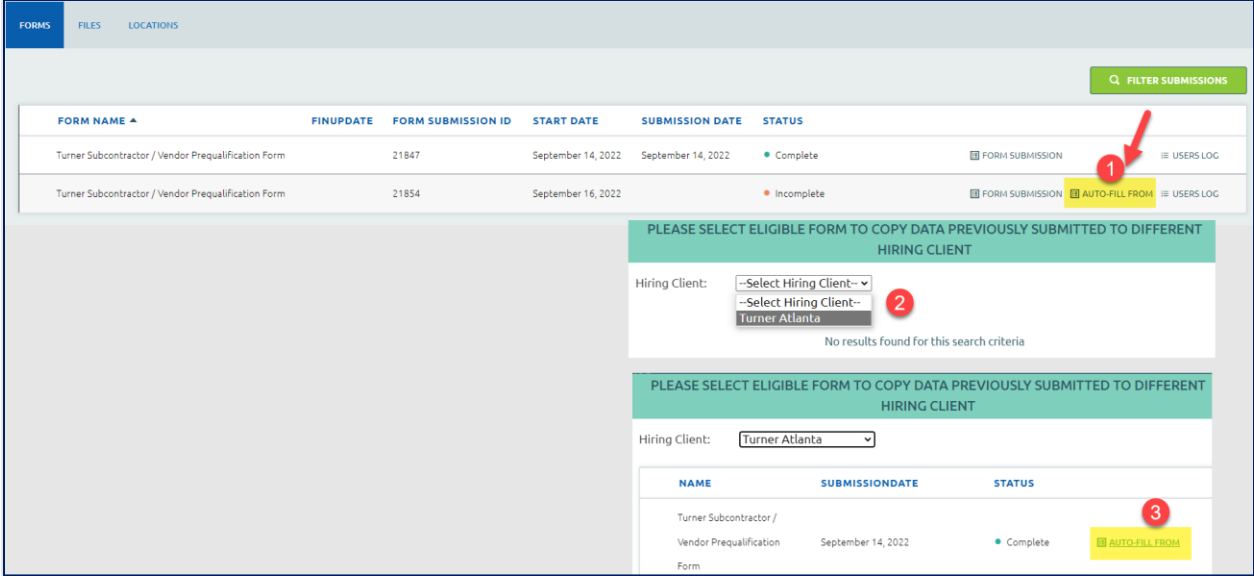
Prequalification Form Renewal – Auto-Fill From Option

The completed prequalification form itself is valid for 24 months. In the “Forms” tab, if you only have a form with “Complete” status, **NO** action is needed on the prequal form.

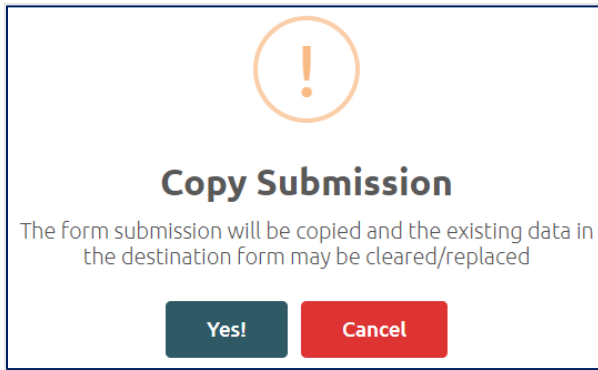
At the time of renewal, a system-generated email will be sent to all applicants’ company staff with a user account. Click on the URL link in the renewal email to access the login page to begin the renewal process.

The **Auto-Fill Form** option will show automatically if the renewal is eligible to autofill specific fields in the new form. If the auto-fill option is unavailable, complete the form from the beginning.

1. Click **Auto-Fill Form**.
2. Select the **Turner** Hiring Client's prequalification form from which you want to copy data.
3. Click **Auto-Fill From** on the current **Complete** form.

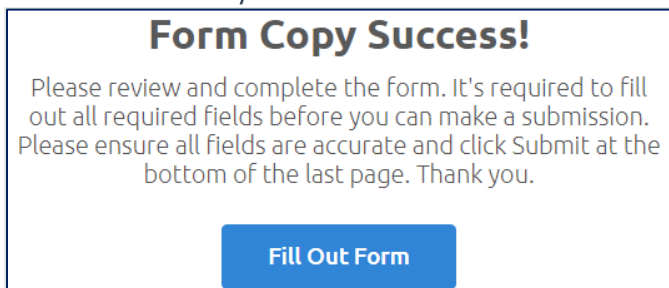


4. Click **Yes** to confirm you want to copy data from the selected source form.



5. Click **Fill Out Form** for the system to take you to the new form with eligible pre-filled data fields populated. Please review all auto-populated data to ensure no changes need to be made, complete any cleared field with updated information, and upload new files where applicable before submitting the renewal form for review.

Note: The fields may take a few seconds to load with the copied data.



CRITICAL: If you are not ready to complete the renewal form, the company name and tax id must be entered at the bare minimum, and click the SAVE button. Failure to enter/save new information clears the auto-filled fields. If the auto-filled areas cleared when you log back in, you can either perform the auto-fill form process again or complete the prequal from scratch.

Yearly Documentation Renewal

Information such as your company's financial statements, EMR, UBE certifications, etc., may require yearly renewal. At the time of renewal for these specific documents, an automated email from Vertikal will be sent as a reminder to all user accounts associated with your company with instructions to upload the renewal documents. Follow the instructions in the email to upload the updated file(s) to support renewal.

The hiring client will email your company for other files, such as OSHA logs if needed.

***** END *****