

## Vertikal Subcontractor Quick Start Guide

Below we have highlighted the essential functions of Vertikal's Prequalification Platform. For more detailed instructions on the navigation of Vertikal's platform and completion of the Prequalification form, please <u>click here review the Vertikal Navigation guide</u>.

Click on your name to update your profile.

Vertikal PROFILE		Carrie 🕞
Subcontractor	Associated Subcontractors	*

Utilize the **Hiring Client** dropdown arrow to switch between, view, and renew existing prequalification forms with other general contractors that utilizes Vertikal's platform.

COMPANY API HIRING CLIENT ADDRESS MAIN TRADE 21 Centennial, Colorado, 80112 PHONE Upload new files						Turner Atlanta Crossland Construction Big-D Construction GE Johnson Construction CE Johnson Construction PENTA Clark Richardson and Biskup Adolfson & Peterson Construction Turner Atlanta			
	company ations							Q FILTER SUBMISSIONS	
FORM NAME	FINUPDATE	FORM SUBMISSION ID	START DATE	SUBMISSION DATE	STATUS				
Turner Subcontractor / Vendor Prequalification Form		21847	September 14, 2022	September 14, 2022	• Complet	e	II FORM SUBMISSION	i≡ USERS LOG	
Turner Subcontractor / Vendor Prequalification Form		21854	September 16, 2022		• Incomple	ite	FORM SUBMISSION II	AUTO-FILL FROM IE USERS LOG	

Time for renewal? If available, click on the **AUTO-FILL FROM** feature to copy over some information from the current "**Complete**" status form.

AS FILES LOCATIONS						Most current			
						"Complete" form		Q FILT	ER SUBMISSI
FORM NAME A	FINUPDATE	FORM SUBMISSION ID	START DATE	SUBMISSION DATE	STATUS				
Subcontractor / Vendor Prequalification Form 11-2022		25648	December 30, 2022		<ul> <li>Incomplete</li> </ul>	i r	ORM SUBMISSION	AUTO-FILL FROM	I USERS LO
Turner Master		21535	June 30, 2020	July 4, 2022	<ul> <li>Complete</li> </ul>	11 F	ORM SUBMISSION		≡ USERS LO
Turner Master		21593	May 9, 2018	September 3, 2019	Complete	II F	ORM SUBMISSION-EXPIRED		I USERS LO

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 are cleared when you log back in, you can either perform the auto-fill form process again or complete the prequal from scratch.