

## **Prime**

### **Request to Add SB Subs**

Prime contractor can successfully request subcontractor addition

#### **Step Detail**

1. From the left menu, expand the View menu item.
2. Click "My Contracts" from the sub-menu.
3. Click the "View" link in the Actions column for the contract to add Subcontractor
4. Click the "Subcontractors" tab.
5. Click the "Add First Tier Subcontractor" or Click "Add Tier 2 Sub" in the Actions column.
6. Click "Get Vendor"
7. Enter search parameters for the subcontracting vendor.
8. Click "Select Vendor" in the Actions column for the desired subcontractor.
9. Complete all required (\*) fields.
10. Click the "Review" button.
11. Click the "Save" button.