

Prime

Subcontractor Substitution Request

Prime contractor can successfully request subcontractor substitution

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 on the Contract Management page.
5. Click "Substitute" in Actions column from the Subcontractors List section.
6. Click "OK" button on confirmation pop-up.
7. Complete all required (*) fields in the Substitution Information section
8. Attach supporting files
9. Click the "Submit" button.