Skanska Prequalification

Web Users Guide

DFS 2.4

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AUDIENCE

This guide is intended for users of the Skanska Electronic Prequalification Web Portal

Documentation Notes

INTRODUCTION TO SKANSKA ELECTRONIC PREQUALIFICATION

Invititation to Prequalify

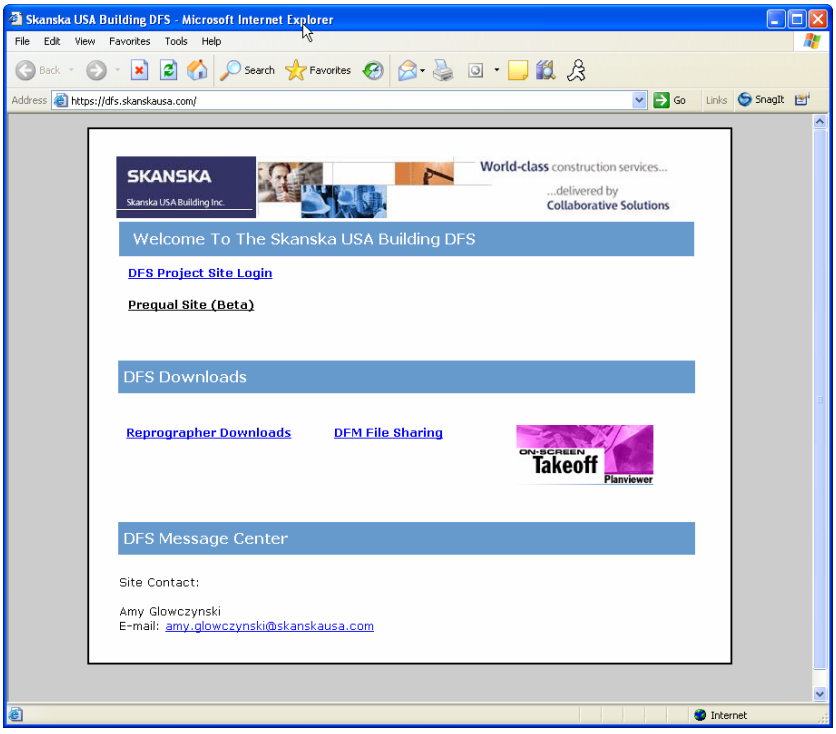
Skanska will send an email or fax to the primary party responsible for prequalification at your company indicating instructions with a login and password for the Prequalification Application.

There will be one email address used per company, it is thereby important to make note of the primary contact responsible for this task and their email address.

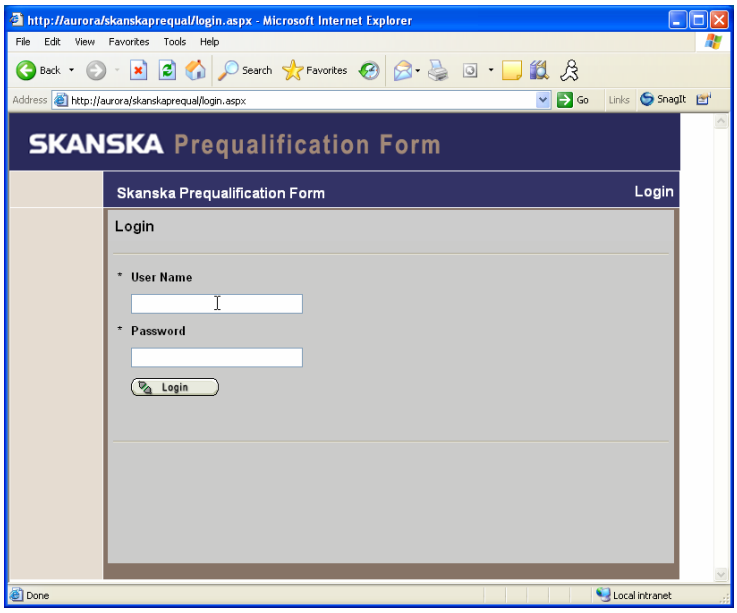
Navigating to the Prequalification Site

Skanska has setup a launch page for plan room and prequalification access. Use the following instructions to navigate to the prequalification application.

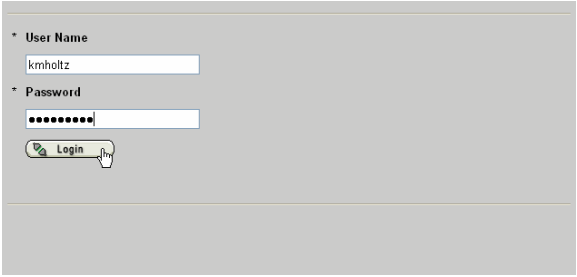
1. Open **Internet Explorer** and navigate to https://dfs.skanskausa.com/
2. This will bring up the **Skanska** launch page.



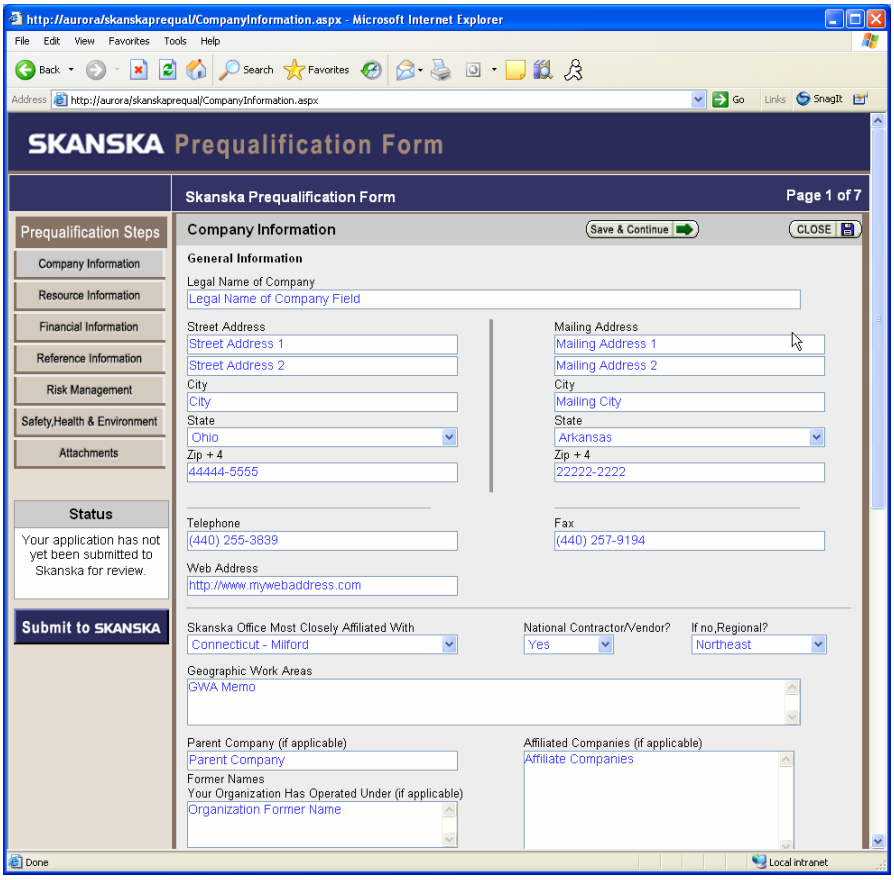
3. Click on the link **Prequal Site**. The **Skanska Prequalification** application will launch.



4. Login with the username and password provided to you by Skanska.



5. You will be presented with step 1 of the prequalification process.



Prequalification Process

The Prequalification Process has been broken down into 8 steps. These steps relate to the different information areas Skanska requires in order to qualify a sub contractor for project work.

Any one of these areas can be filled out and saved so you can come back at a later time to finish. You must finish at lease one page in order to save and close.

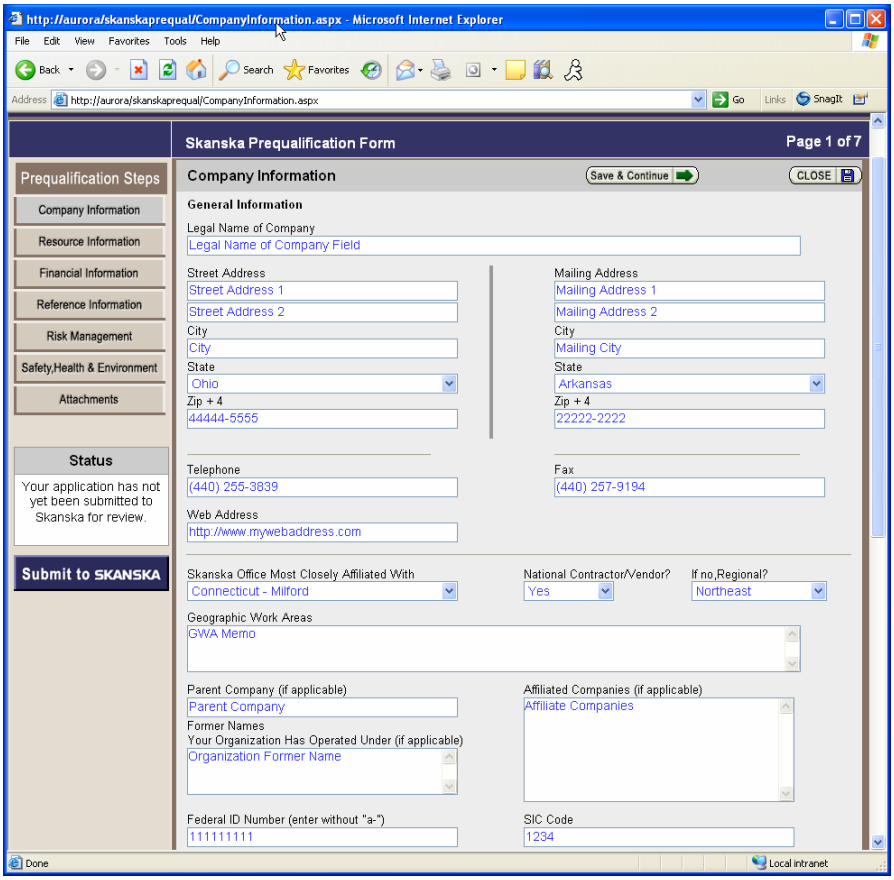
Once all of the areas are filled in correctly and the **Submit to Skanska** button is pressed Skanska will begin reviewing your information and notify you for prequalification.

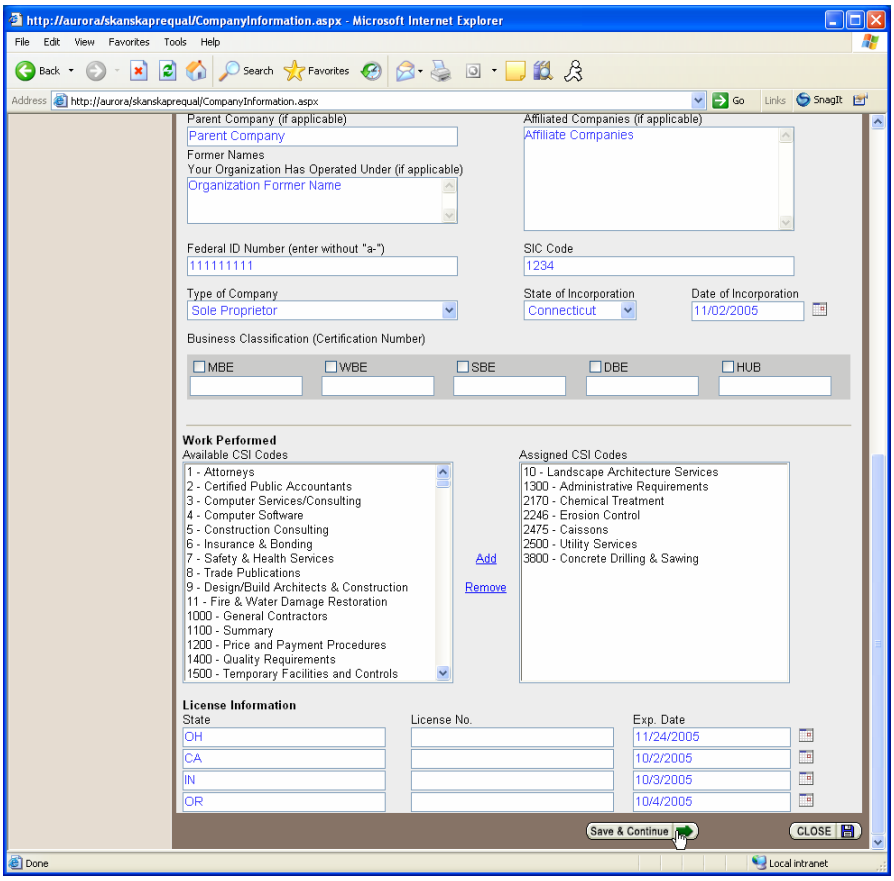
If for any reason you need to log back in and change your information, your prequalification will need to be re-submitted and reviewed.

Follow the instructions below for each area.

Company Information

1. Fill in and correct and pertinent **Company Information**.

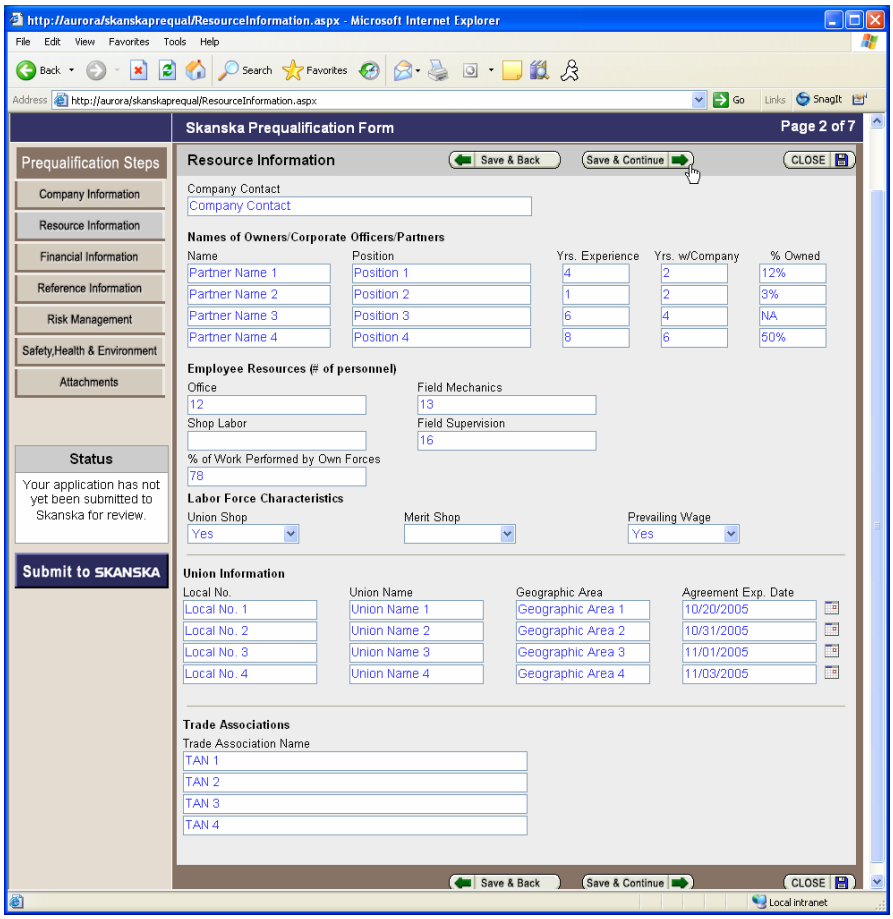




2. You can select multiple **CSI Codes**.
3. Click **Save & Continue** to move onto the **Resource Information** section.

Resource Information

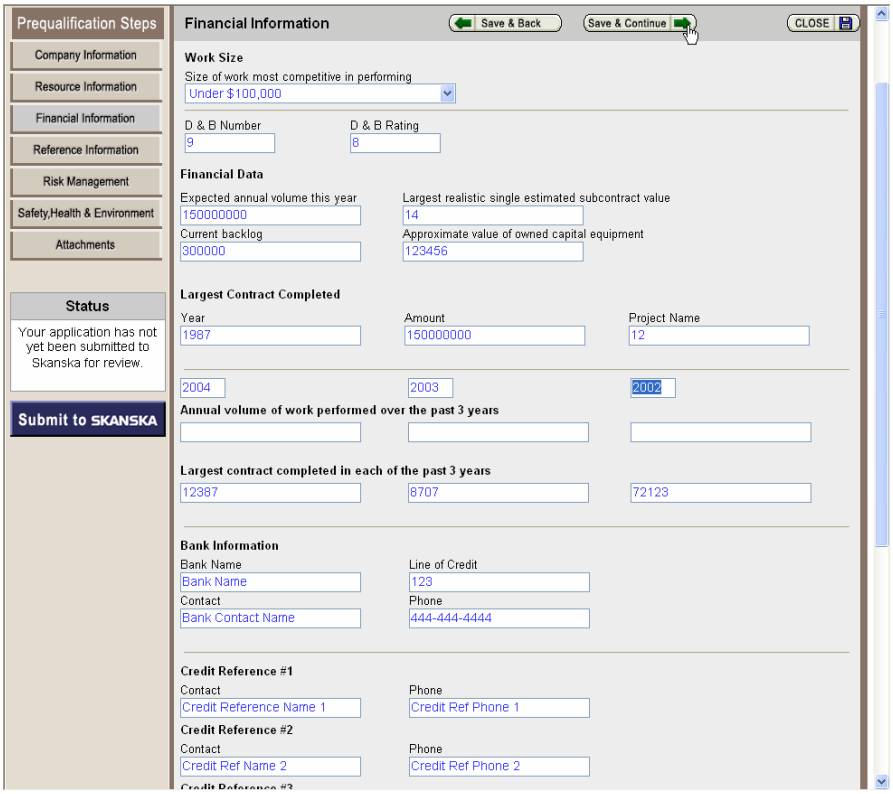
1. Fill in all pertinent **Resource Information**.

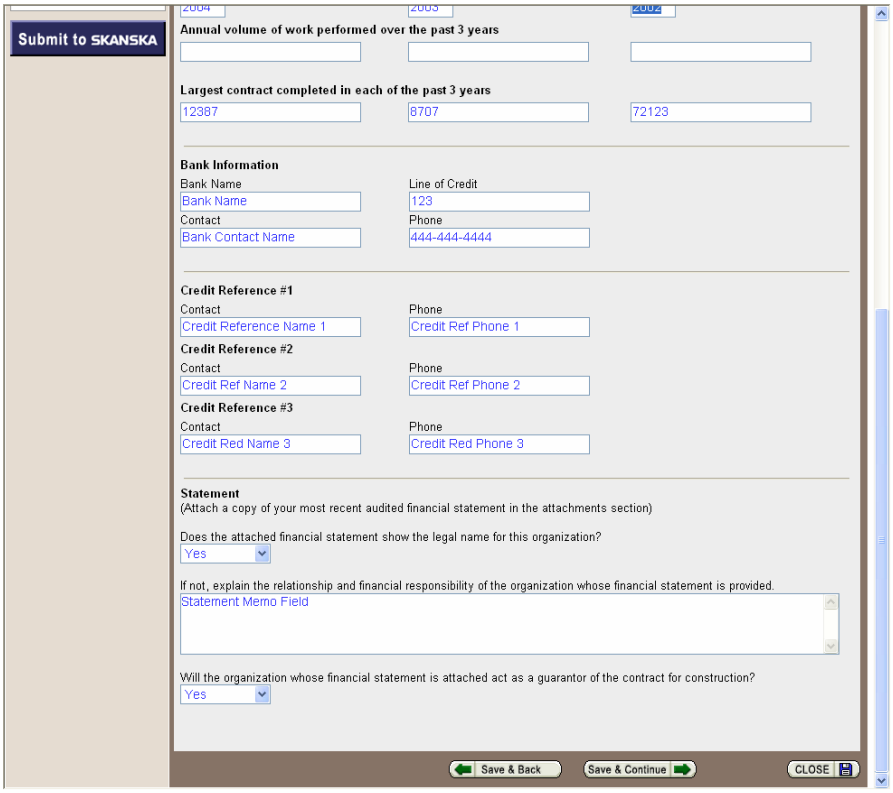


2. Click **Save & Back** to go back to the **Company Information** screen.
3. Click **Save & Continue** to move onto the **Financial Information** section.

Financial Information

1. Fill in all pertinent **Financial Information**.

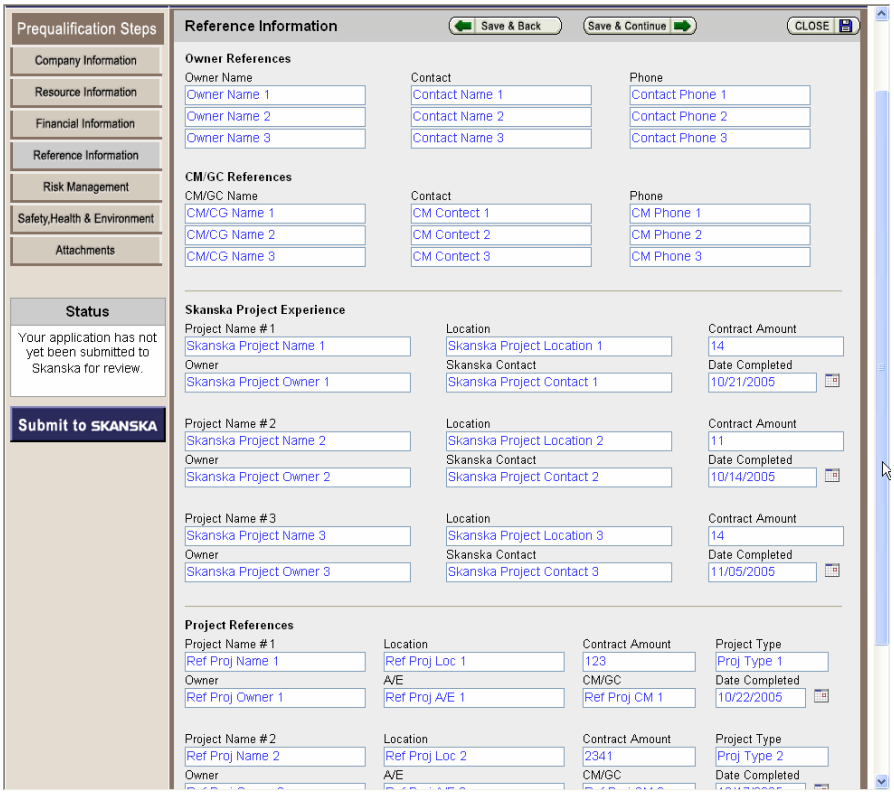


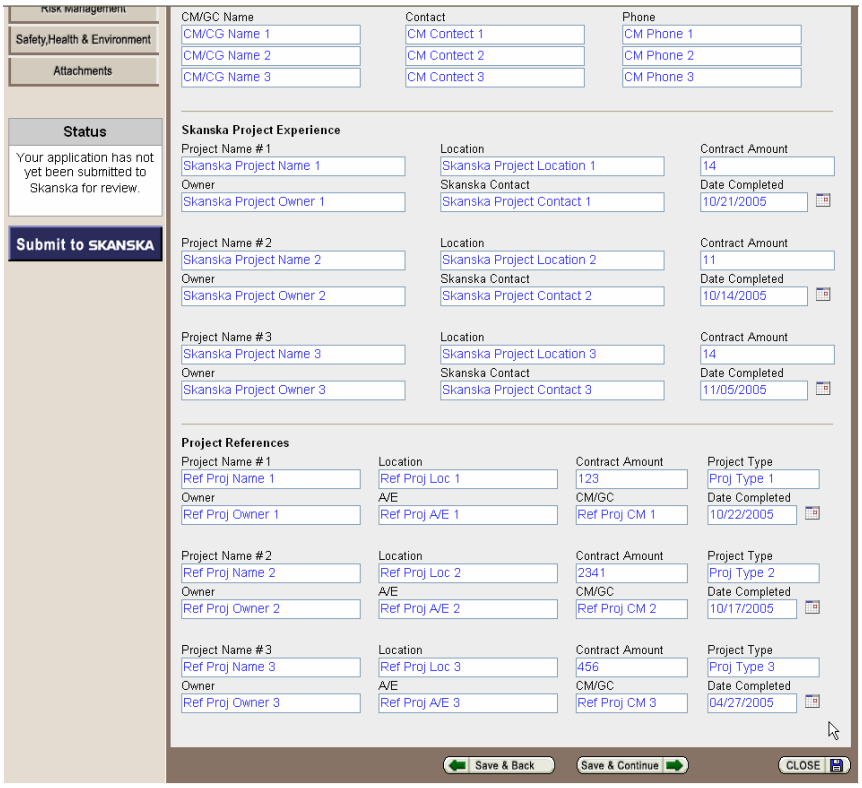


2. Click **Save & Back** to return to the **Resource Information** screen.
3. Click **Save & Continue** to move onto the **Reference Information** screen.

Reference Information

1. Fill in all pertinent **Reference Information**.

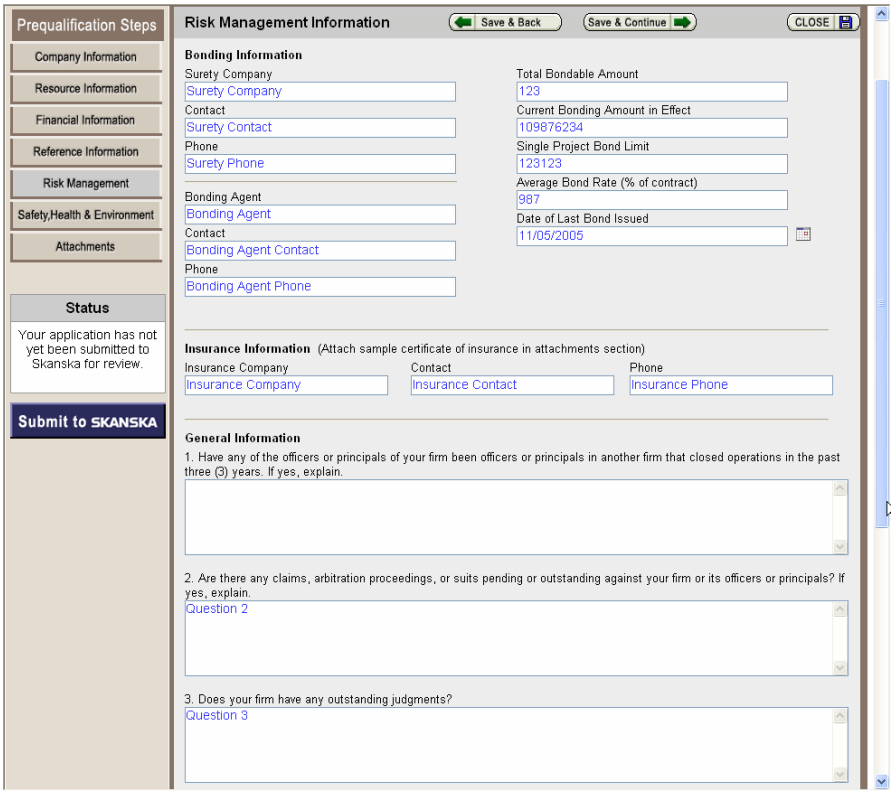




2. Click **Save & Back** to return to the **Financial Information** section.
3. Click **Save & Continue** to move onto the **Risk Information** section.

Risk Management

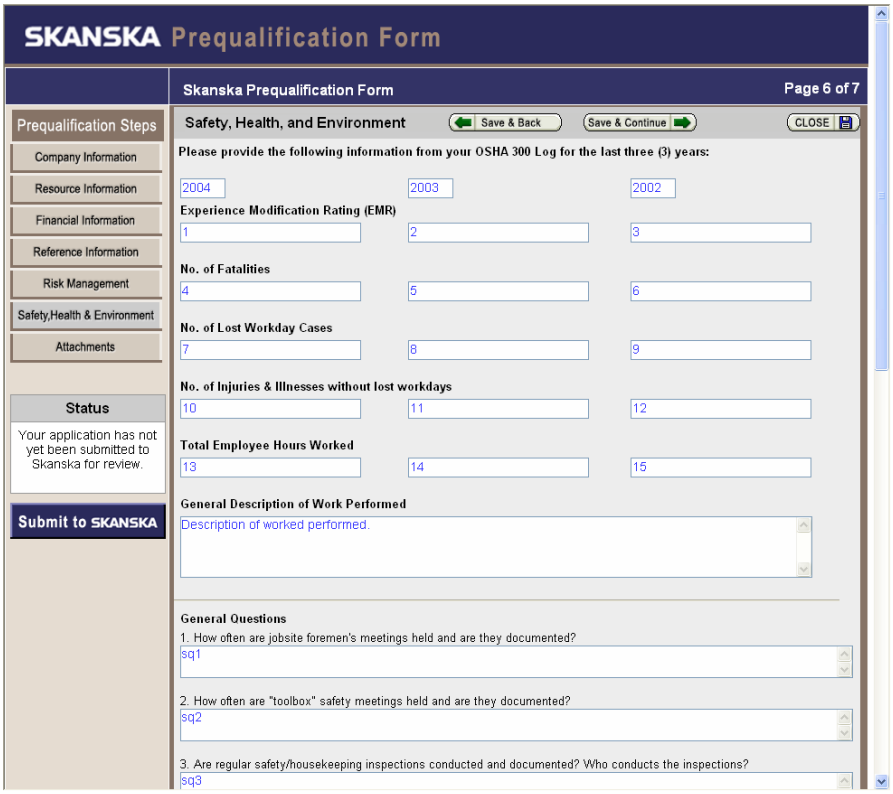
1. Fill in all pertinent **Risk Management** information.

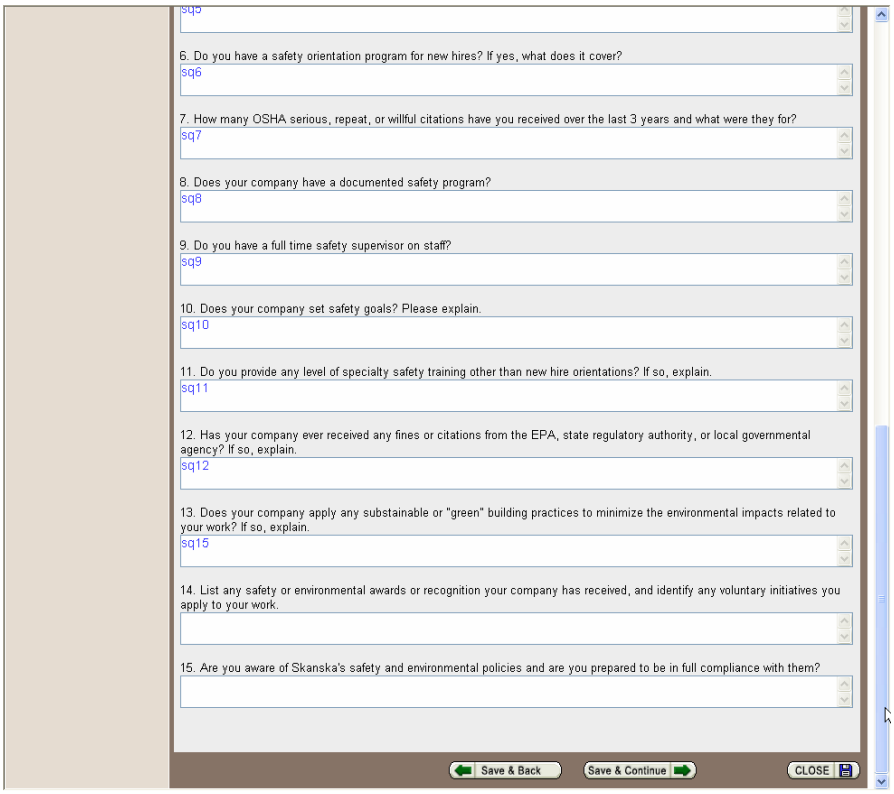


2. Click **Save & Back** to return to the **Reference Information** section.
3. Click **Save & Continue** to move onto the **Safety, Health, & Environment** section.

Safety, Health & Environment

1. Fill in all pertinent **Safety, Health, and Environment** information.

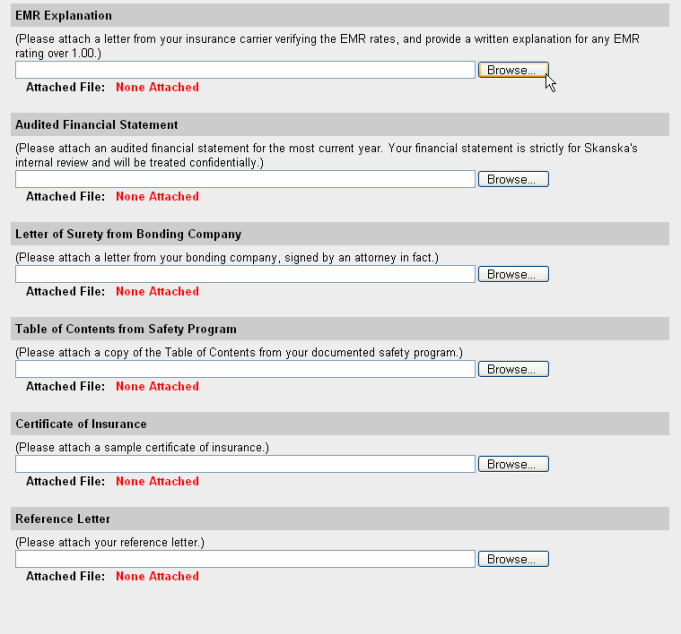




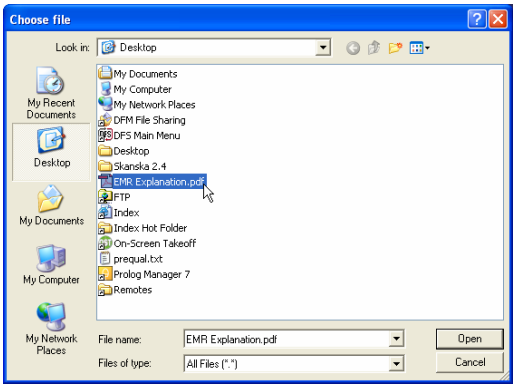
2. Click **Save & Back** to return to the **Risk Management** section.
3. Click **Save & Continue** to move onto the **Attachments** section.

Attachments

1. Click **Browse** to attach the pertinent **Required Attachments**.



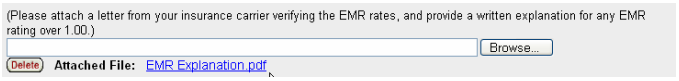
2. Browse to find the file. It should be in PDF format.



3. Attach all remaining files

4. Click the **Save & Update** button to upload the files.

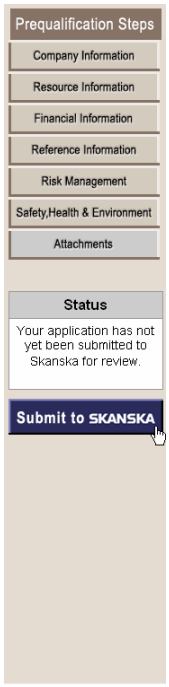
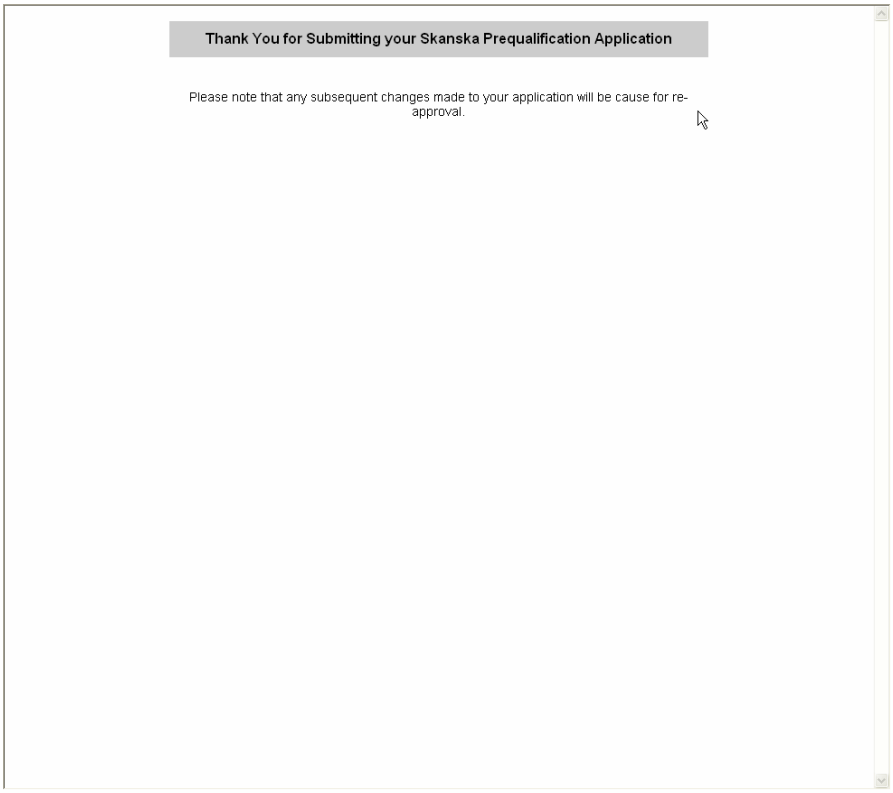
5. Your file has now been uploaded and attached. You can click the **delete** button to un-attach the document.



Submit to Skanska for Review

Once all field and attachments have been made, you are now ready to submit your electronic prequalification to Skanska for approval.

1. To submit the prequalification form to Skanska, click the **Submit to SKANSKA** button.



2. The system will present you with a thank you screen.