



NUCLEUS: SUBCONTRACTOR PORTAL

Welcome to Dewick & Associates subcontractor portal! This information sheet will guide you through the simple steps of using our platform for submitting your handover documents. With individual login details provided for each project and an easy document upload interface, our portal streamlines the process, saving builders and subcontractors time and reducing email correspondence.

How Does it Work?

Receive Invitation:

Upon being assigned to a project, you will receive an invitation email with your individual login details for the subcontractor portal.

Access Portal:

Using the provided login credentials, access the subcontractor portal via the link provided in the invitation email.

Wait & Submit:

Upload the required documents by dropping them into the designated boxes. Please note that document loading may take some time.

Key Features:



User-Friendly Interface

Drag and drop documents or upload directly from your folders.



Email Notifications:

Receive timely reminders and updates on required documents and deadlines.



Document Tracking:

Allows D&A to easily track and approve your document submissions within the portal.



Visual Document Tracking

Builders can easily sight uploaded documents, understand progress and refer to our simple tracking portal.



Efficient Upload Platform

Our online platform enables easy document submission anytime, anywhere, with no file size limitations.



Optimised for PDFs

Maximise compatibility and readability by uploading documents in PDF format for seamless processing.

SUBCONTRACTOR PORTAL – FAQ

Welcome to Dewick & Associates FAQ brochure, your essential guide to navigating our streamlined handover process tailored for builders. At D&A, we understand the unique challenges builders face in managing handover requirements efficiently. We have therefore developed a comprehensive approach that provides personalized solutions to simplify your experience from start to finish.

▶ **What documents do I need to upload for handover?**

Each project will have specific requirements outlined in your project email. These typically include literature, care guides, completion certificates, as-built drawings, warranties, and any other relevant documentation.

▶ **What if I encounter difficulties with uploading documents?**

If you encounter any issues, please email our Client Coordinator team detailing the problem and attach the problematic files. We're here to help streamline the process for you.

▶ **Can I stop receiving reminder emails once I've uploaded all required documents?**

Yes, once all necessary documents are uploaded, reminder emails will cease. However, automatic notifications from trades will continue until the documents are processed. If you incorrectly continue to receive notifications please contact the Client Coordinator.

▶ **Is there a limit to file sizes for uploads?**

No, our platform accommodates uploads of all sizes, ensuring you can submit documents without constraints.

▶ **Can I upload documents at any time?**

Absolutely! Our platform allows for 24/7 document submission, providing flexibility to meet deadlines on your schedule.

▶ **What if my project is still pending construction?**

Simply file our emails until construction is complete, then upload the required documents. If there's a timeline for completion, please inform our Client Coordinator team.

▶ **What should I do if I'm unsure about which documents to upload or didn't realise certain requirements existed?**

If you're unsure about required documents or overlooked certain requirements, reach out to your builder for clarification. Often, necessary documents are outlined in your contract. Clear communication with your builder ensures all essential documents are submitted, minimising delays in the handover process.

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OUR BESPOKE SUBCONTRACTOR PORTAL