Hughston Homes
Builders

VENDOR ONBOARDING & ACCOUNT ACTIVATION

Hughston Homes: Georgia & Alabama Operations

6053 Veterans Parkway, Suite 300 · Columbus, GA 31909 · Office 706-568-7650 · Fax 706-568-7471

Dear Subcontractor / Vendor:

Thank you for being a valued part of the Hughston Homes team. Due to the nature of our business and clientele, we are required to maintain current records on file for every new and existing vendor. To activate your account and remain eligible for work, please provide each of the following. (Hughston Homes is a trade name of Edgar Hughston Builder, Inc.; insurance and legal documents should name “Edgar Hughston Builder, Inc.”)

1. **General Liability Insurance,** A current Certificate of General Liability Insurance with minimum limits of $1,000,000 per occurrence and $2,000,000 aggregate. Edgar Hughston Builder, Inc. must be listed as the certificate holder and named as an additional insured for all work performed, including completed operations. Your policy must be primary and non-contributory to any insurance maintained by Edgar Hughston Builder, Inc., and no residential-work exclusions may apply. Your agent or carrier can usually issue this within 24 to 48 hours; please request it immediately and have a copy emailed to us. (The full insurance requirements are set forth in the Master Subcontract Agreement, which governs.)

2. **Automobile / Vehicle Liability Insurance,** A current certificate with a minimum coverage of $1,000,000.

3. **Workers' Compensation or Independent Contractor Status Form,** Submit a current Certificate of Workers' Compensation Insurance that includes a waiver of subrogation in favor of Edgar Hughston Builder, Inc. If you do not carry workers' compensation coverage, submit the Independent Contractor Status Form instead.

4. **IRS Form W-9,** A completed W-9 showing your current business address and your Taxpayer Identification Number, your EIN if you are a registered business, or your Social Security Number if you are not.

5. **Current Business License,** A copy of your current-year business license for our annual audit.

6. **Signed Master Subcontract Agreement,** This agreement governs all work and is required for every subcontractor. Please read it in full, complete, initial, and sign all required fields.

7. **Signed Scope of Work,** Every subcontractor is required to sign the Scope of Work for your trade. It incorporates the Master Subcontractor General Requirements and the trade Specification, which set the standards your work must meet. Please read the entire package and complete, initial, and sign where indicated.

8. **Accepted Pricing (Bid Sheet),** Your pricing is established from your completed bid sheet(s), once negotiated and accepted by Hughston Homes. The accepted pricing becomes the Pricing Schedule (Exhibit A) to the Master Subcontract Agreement, and the Purchase Orders you receive through JobCloser reflect and use that pricing.

9. **Invoicing Deadline,** All invoices must be submitted no later than six (6) months after the job completion date. Invoices submitted more than six months after the job completion date will not be paid.

Please email all documentation listed above in PDF format to **billing@hughstonhomes.com** and **jledford@hughstonhomes.com**.

Once we receive your documents, we will set up your profile and send you a JobCloser invitation via email or text. Please sign in and complete your profile. JobCloser is our vendor portal (within the ThreadKore ERP) and is the system you are required to use to receive and accept Purchase Orders, view and maintain your work schedule, and communicate with us. Training is available on request.

All of the items above must remain in full effect for as long as you work with us, and Edgar Hughston Builder, Inc. must be notified of any change within 48 hours of its occurrence. Thank you for your time and effort as we continue building the best possible team of subcontractors and suppliers. If you have any questions about our policies, standards, or requirements, or anything else, please don't hesitate to reach out.

Thank you,

Jennifer Ledford
Accounts Payable Supervisor, Hughston Homes
6053 Veterans Parkway, Ste 300, Columbus, GA 31909
Phone: 706-568-7650 ext. 1115 · Direct cell: 706-570-4681
Email: jledford@hughstonhomes.com · Invoicing: billing@hughstonhomes.com

Vendor Acknowledgment

By signing below, the vendor acknowledges receipt of and agreement with the onboarding requirements set forth above.

Vendor Signature	Date
Printed Name / Company	Title