
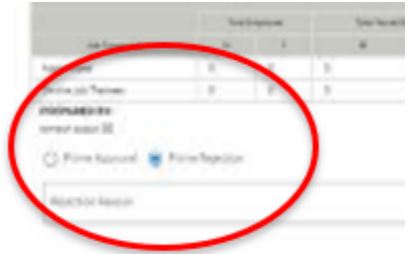


6.3 Prime Contractor – Review / Reject FHWA 1391 Form

The Prime Contractor may reject a Subcontractor (or 2nd Tier Contractor) Form. If rejected, the Subcontractor (or 2nd Tier Contractor) will submit a new Form, which will restart the approval process.

Step	Instruction	Image
6.3.1	Review the data in the 1391 Form.	 <p>The image shows a screenshot of the FHWA 1391 Form. At the top, there are fields for 'CONTRACTOR NAME', 'CONTRACT NAME', 'PROJECT NAME', 'SIC CODE', and 'PROJECT NUMBER'. Below these are several tables. The first table is 'TABLE 1: TABLE 1 - TABLE 1 - TABLE 1' with columns for 'CONTRACTOR', 'CONTRACTOR ADDRESS', 'CONTRACTOR PHONE', 'CONTRACTOR FAX', 'CONTRACTOR EMAIL', 'CONTRACTOR WEBSITE', 'CONTRACTOR SOCIAL MEDIA', 'CONTRACTOR CONTACT PERSON', 'CONTRACTOR CONTACT PHONE', 'CONTRACTOR CONTACT FAX', 'CONTRACTOR CONTACT EMAIL', 'CONTRACTOR CONTACT WEBSITE', 'CONTRACTOR CONTACT TITLE', 'CONTRACTOR CONTACT ADDRESS', 'CONTRACTOR CONTACT CITY', 'CONTRACTOR CONTACT STATE', 'CONTRACTOR CONTACT ZIP', 'CONTRACTOR CONTACT COUNTRY'. The second table is 'TABLE 2: TABLE 2 - TABLE 2 - TABLE 2' with columns for 'CONTRACTOR', 'CONTRACTOR ADDRESS', 'CONTRACTOR PHONE', 'CONTRACTOR FAX', 'CONTRACTOR EMAIL', 'CONTRACTOR WEBSITE', 'CONTRACTOR SOCIAL MEDIA', 'CONTRACTOR CONTACT PERSON', 'CONTRACTOR CONTACT PHONE', 'CONTRACTOR CONTACT FAX', 'CONTRACTOR CONTACT EMAIL', 'CONTRACTOR CONTACT WEBSITE', 'CONTRACTOR CONTACT TITLE', 'CONTRACTOR CONTACT ADDRESS', 'CONTRACTOR CONTACT CITY', 'CONTRACTOR CONTACT STATE', 'CONTRACTOR CONTACT ZIP', 'CONTRACTOR CONTACT COUNTRY'. At the bottom, there are radio buttons for 'Prime Approval' and 'Prime Rejection', and a text box for 'Rejection Reason'. There are also 'PREVIOUS', 'SAVE REPORT AS PDF', and 'SUBMIT' buttons.</p>
6.3.2	<p>Select Prime Reject.</p> <p>A Reason box will appear where you can enter why the Form is being rejected.</p>	 <p>The image is a close-up screenshot of the 'Prime Rejection' button and the 'Rejection Reason' text box. The 'Prime Rejection' button is highlighted with a red circle. Below it is a text box labeled 'Rejection Reason'.</p>

6.3.3 At the bottom of the page, select

- Previous to return to the Form, **before** submitting,
- Save report as PDF **before** submitting,
- Submit

RETURN TO 1391 SAVE REPORT AS PDF SUBMIT

Thank you for submitting FHWA 1391 Data.

Close Tab

6.3.4 The subcontractor will receive an email stating the Form was rejected.

Tinas Traffic Control has rejected the FHWA 1391 form your submitted for Training01

SharePointAdmin@ncdot.gov
 To: Bankar, Pradnya A
 Cc: Bankar, Pradnya A

Start your reply all with: [Ok, thanks for letting me know.](#) [Thank you!](#) [Resubmitted. Thank you.](#) [Feedback](#)

Tinas Traffic Control has rejected the FHWA 1391 form you submitted for Training01.

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

6.3.5 If 'Prime Rejects' Subcontractor Form, Subcontractor will need to submit a new Form, making the necessary corrections.

Once a new Form is submitted, the approval process restarts.

Process ends with RE Approved.

Contract #	Firm	1391 Status	Last Action	Date	Decision By
Training01	NCDOT	RE Approved	RE Accepted	06/07/2022	Pradnya A
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh C
Training01	NCDOT	RE Rejected	RE Rejected	06/07/2022	Pradnya A
Training01	Petunias Paving	Pending RE Review	Prime Accepted	06/07/2022	Daniel W
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh C
Training01	Petunias Paving	Pending	Prime Rejected	06/07/2022	Daniel W
Training01	Tinas Traffic Control	Pending Prime Review	1391 Form Submitted	06/07/2022	Ramesh C