



# Submittal Creation

## Agency/Higher-Ed

# Purpose

- ▶ The purpose of the Submittals BP is to provide a means for managing and tracking the various forms of submittals required for a successful construction project.
- ▶ The Submittals BP is used by contractors for the submission, review and approval of submittals as stipulated in the contract documents
- ▶ **Workflow**  
Created by: **Contractor** → Submitted to: **Associate (A/E) Review** → Sent to: **Contractor Update, Consultant Review, or Hold Notice Notification**

# Roles & Responsibilities

## ▶ Contractor

- ▶ Submits documents, samples, etc. to Associate (A/E) for conformance with contract documents

## ▶ Associate (A/E)

- ▶ Reviews the contractor submittals for conformance with contract requirements
- ▶ Advises contractors of submittals held for coordination of colors, patterns, etc.
- ▶ Returns incomplete or unacceptable submittals to the contractor
- ▶ Coordinates review of submittals with their consultants
- ▶ Advises Lead Contractor (non-CM projects) of submittal review status for scheduling purposes

# Create a Submittal Record- Contractor

- ▶ In Oaks CI navigate to:
  - ▶ Logs -> Submittals
  - ▶ Click New

The screenshot displays the Oracle Primavera Unifier application interface. The top navigation bar includes 'Home', 'Agency General...', 'Campus Resear...', and 'Northcoast Beh...'. Below this is a 'Navigate To...' search bar. The main interface is divided into a left sidebar and a right main area. The sidebar contains a tree view with categories like 'Data Manager', 'Document Manager', and 'Logs'. The 'Logs' category is expanded, showing a list of sub-items including '72 Hour Notice', 'Action Items', 'Advertisements', 'Budget - Initial', 'Budget - Revisions', 'Change Order', 'Closeout - Contractor', 'Closeout - Professional Services', 'Contract', 'Contract Schedule of Values', 'Contractor Evaluation', 'Contractor Pay Request', 'Design Reviews', 'Escrow Accounts', 'Field Reports', 'Financial Risks', 'Fund Allocation', 'Fund Release', 'Fund Transfers', 'Liens', 'Local Administration Authorization R...', 'Meeting Minutes', 'Memorandum of Understanding', 'Miscellaneous Commit', 'Miscellaneous Invoice', 'Prevailing Wage Report', 'Professional Services Acquisition', 'Professional Services Agreements', 'Professional Services Amendments', 'Professional Services Fee Allowance', 'Professional Services Pay Request', 'Professional Services Performance E...', 'Program of Requirements', 'Punch Lists', 'Purchase Orders', 'Request for Interpretations', 'Request for Qualifications', 'Schedule Approvals', 'Subcontractor/Supplier Declaration', 'Submittals', and 'Transmittals'. The 'Submittals' item is highlighted in blue. The right main area shows a 'Submittals' list with columns for 'Title' and 'Contract'. The 'New' button in the top right corner of the main area is circled in red. A red arrow points from the 'Submittals' item in the sidebar to the 'New' button.

Title	Contract
Test Submittal	
Katie Test 3	OCI T
Katie Test 2	OCI T
Shauna Test	OCI T
Submittal 1	OCI T
Submittal 1	OCI T
Submittal	OCI T
Test Submittal 1	OCI T
Electrical Submittal	OCI T
Submittal Test	OCI T
Test 2	OCI T
SAO College Submittal	OCI T
SAO College Submittal	OCI T
Demo Submittal	OCI T
fgfkgfghgh	OCI T
sam	

# Create a Submittal Record

- ▶ Complete the Upper Form (General)

Create New Submittals - Project No. OCI-080001 - Google Chrome

[https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task\\_id=910512&id=105823&sourceId=0&project\\_id](https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=910512&id=105823&sourceId=0&project_id)

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Discussion Close Window

**General** Submittals

Organization: Department of Administrative Services Record Number:

Project Number: OCI-080001 Creator: Katie Tuttle

Project Name: Agency General Projects Test Creation Date:

Project Location: OAKS CI Administration Status:

Title: Test Submittal \* Due Date:

Contract Name: Test - General Select... Contractor Name:

Contract No.: OCI-090002-002 Vendor Name: OCI Test General

Date Answer Requested: 01/29/2016 05:00 PM (UTC-8)  Drawing No.:

Specification Section:

Notes

Notes: Please accept my submittal

Action Details

Submittals List

[Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

# Add Line Item

- ▶ In the Submittals List Tab, Click Add

The screenshot shows the 'Create New Submittals' window in Google Chrome. The browser address bar displays the URL: [https://ohio-unifier.oracleindustry.com/bp/process/new?project\\_id=1003&module\\_name=us1&csvimport=false](https://ohio-unifier.oracleindustry.com/bp/process/new?project_id=1003&module_name=us1&csvimport=false). The window title is 'Create New Submittals - Project No. OCI-080001 - Google Chrome'. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with options like Send, Save, Spelling, Discussion, and Close Window. The 'Submittals' section is active, with the 'Submittals List' tab highlighted and circled in red. Below the tabs, there are controls for 'Attachment Index : (0)', 'Current View: All', and 'Display Attachments with Comments by: All'. A table header is visible with columns: Name, Line Item Status, Status Date, Variation?, and Type. The table currently shows '0 Item(s)'. At the bottom, a toolbar contains several icons, with the 'Add' icon circled in red and a red arrow pointing to it. Other icons include Copy, Import, Remove, Comments, Download, Find, and Reference. The footer shows 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'.

# Submitting Samples by Mail

- ▶ If mailing the sample, complete the fields on this form
- ▶ Click OK

Line Item - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group\_ic

Spelling... Attachment Comments

**Submittals Line Item:**

Name: Submittal Test 4 \*

Date Answer Requested: 09/25/2015 05:00 PM (UTC-8)

How Was It Sent?: UPS

Type: Sample

Variation from Contract Documents?:

Variation From Contract Doc Description:

Line Item Status: Submitted

Status Date: 09/15/2015 05:00 PM (UTC-8)

**Non-Electronic Submissions**

Sent Date: 09/15/2015 05:00 PM Received Date:

**Notes**

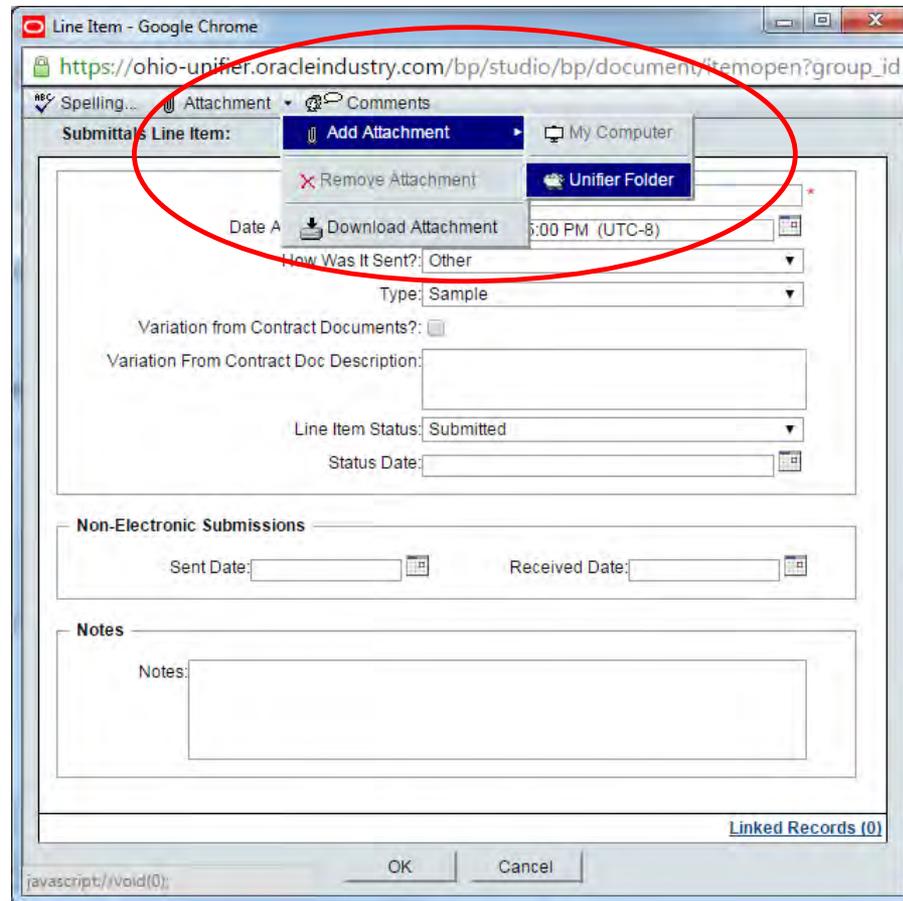
Notes:

[Linked Records \(0\)](#)

OK Cancel

# Submitting Samples Electronically

- ▶ Complete the necessary fields on the form
- ▶ Ensure your files have been uploaded into Document Manager
- ▶ Click Attachment, Add Attachment, choose Unifier Folder



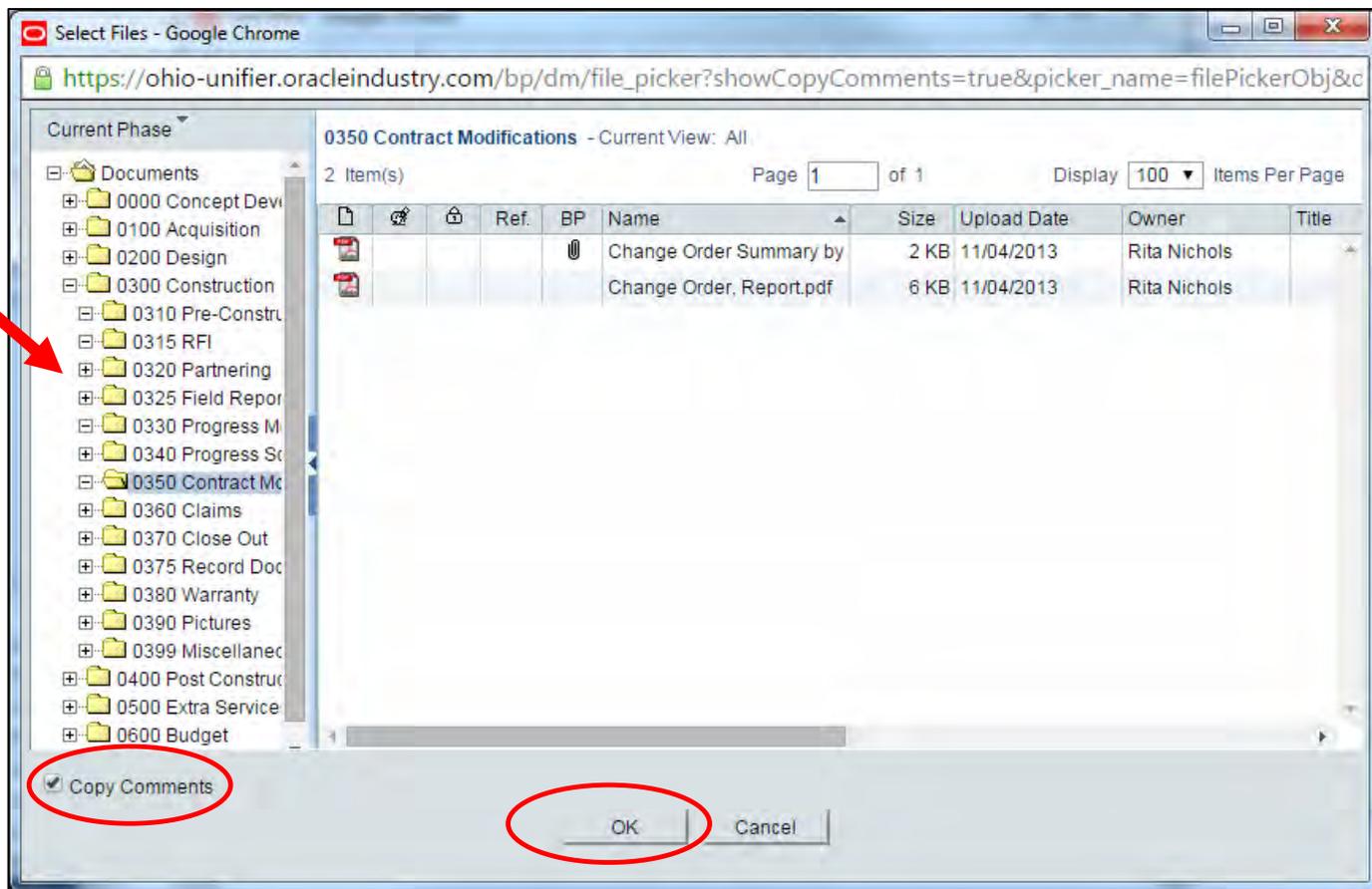
The screenshot shows a web browser window titled "Line Item - Google Chrome" with the URL [https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group\\_id](https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group_id). The browser's attachment menu is open, showing options: "Add Attachment" (with a sub-menu for "My Computer"), "Remove Attachment", and "Unifier Folder". A red circle highlights this menu. Below the menu, the form contains the following fields:

- Submittal Line Item:** A dropdown menu.
- Date Added:** A date field showing "10:00 PM (UTC-8)".
- How Was It Sent?:** A dropdown menu with "Other" selected.
- Type:** A dropdown menu with "Sample" selected.
- Variation from Contract Documents?:** A checkbox.
- Variation From Contract Doc Description:** A text input field.
- Line Item Status:** A dropdown menu with "Submitted" selected.
- Status Date:** A date field.
- Non-Electronic Submissions:** A section with "Sent Date:" and "Received Date:" fields.
- Notes:** A large text area for notes.

At the bottom of the form, there is a "Linked Records (0)" link and "OK" and "Cancel" buttons.

# Attaching Files

- ▶ Navigate to the folder containing your document(s)
- ▶ Check the Copy Comments box, if appropriate
- ▶ Click OK



# Submitting Samples Electronically

- ▶ You'll see your attached document at the top of your Line Item window
- ▶ Click OK

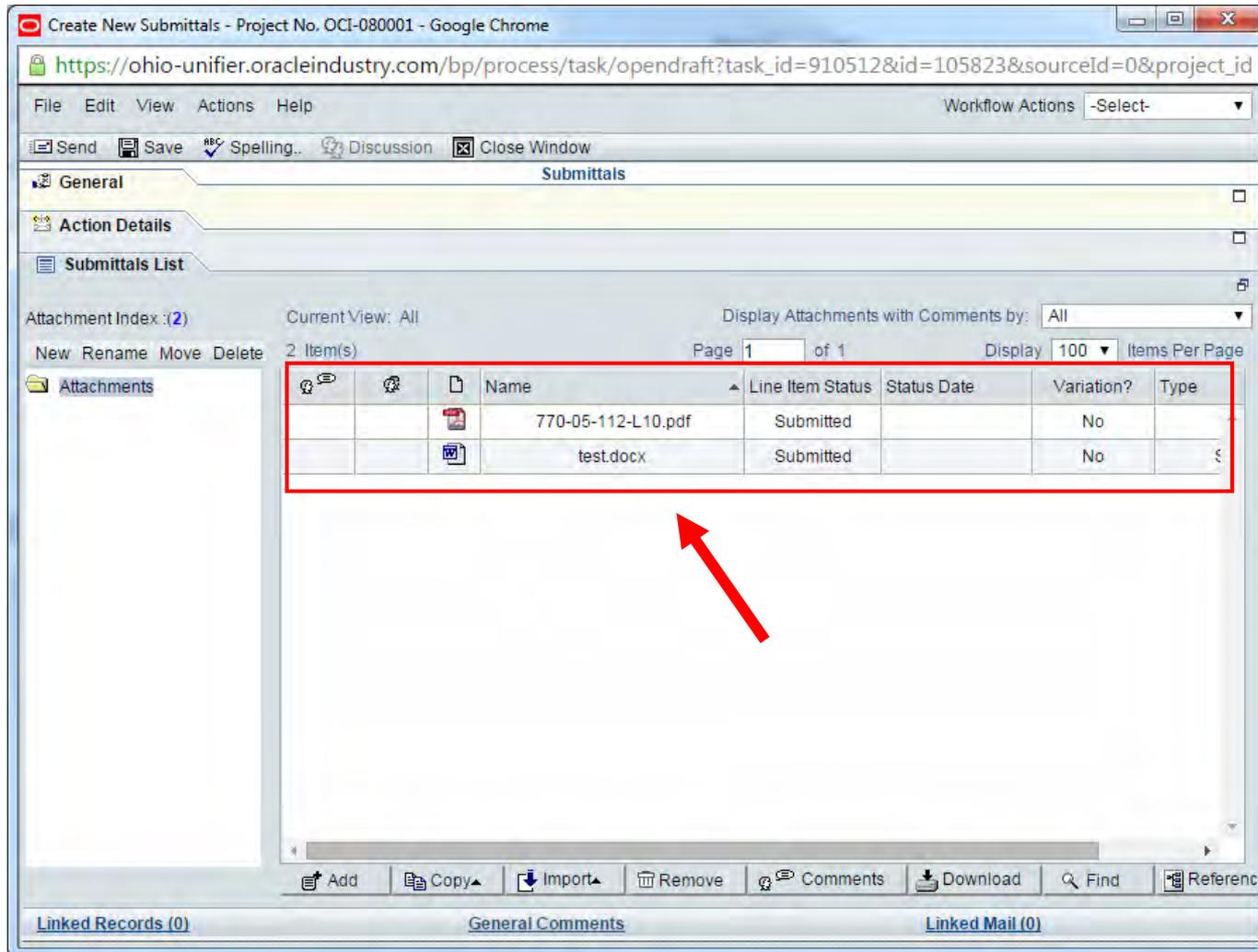
The screenshot shows a web browser window titled "Line Item - Google Chrome" with the URL [https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group\\_id](https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group_id). The browser's address bar shows "Spelling...", "Attachment", and "Comments" icons. The main content area is titled "Submittals Line Item:" and contains a form with the following fields:

- Name:** test.docx (circled in red with a red arrow pointing to it)
- Date Answer Requested:** 01/29/2016 05:00 PM (UTC-8)
- How Was It Sent?:** Other
- Type:** Sample
- Variation from Contract Documents?:**
- Variation From Contract Doc Description:** [Empty text box]
- Line Item Status:** Submitted
- Status Date:** [Empty date field]

Below the main form is a section titled "Non-Electronic Submissions" with two date fields: "Sent Date:" and "Received Date:". Below that is a "Notes" section with a "Notes:" label and a large empty text area. At the bottom right of the form is a link for "Linked Records (0)". At the bottom of the browser window are "OK" and "Cancel" buttons.

# Submittal Record

- ▶ You'll see the lines on your submittal record in the Submittals List tab



The screenshot shows a web browser window titled "Create New Submittals - Project No. OCI-080001 - Google Chrome". The URL is [https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task\\_id=910512&id=105823&sourceId=0&project\\_id](https://ohio-unifier.oracleindustry.com/bp/process/task/opendraft?task_id=910512&id=105823&sourceId=0&project_id). The page has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar are buttons for "Send", "Save", "Spelling...", "Discussion", and "Close Window". The main content area is divided into tabs: "General", "Action Details", and "Submittals List". The "Submittals List" tab is active, showing a table of attachments. The table has columns for "Name", "Line Item Status", "Status Date", "Variation?", and "Type". Two items are listed: "770-05-112-L10.pdf" and "test.docx", both with a status of "Submitted". A red arrow points to the table. The bottom of the page has a footer with "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Name	Line Item Status	Status Date	Variation?	Type
770-05-112-L10.pdf	Submitted		No	
test.docx	Submitted		No	

# Routing for Approval

- ▶ If Submittals are attached to the BP record Select Workflow Action: Submit
- ▶ If Submittals are submitted separately select Workflow Action: Submit via Transit
- ▶ The (To) field is auto populated with Associate (A/E)
- ▶ Click Send

Organization: Department of Administrative Service  
Project Number: OCI-080001  
Project Name: Agency General Projects Test  
Project Location: OAKS CI Administration  
Title: Test Submittal

Record Number:   
Creator: Katie Tuttle  
Creation Date:   
Status:   
Due Date:

**Submit**  
To...: Barbara Taylor, Katie Tuttle, Moenique Morris, C...  
Cc...:   
Send For: Associate Review

Task Due: 02/04/2016

Name	Line Item	Status	Status Date	Variation?	Type
770-05-112-L10.pdf		Submitted		No	
test.docx		Submitted		No	

# Submittals in Transit Await

- ▶ Submittals not sent to the Associate electronically may take one or more days in transit. This step allows the record to account for submittals in transit and delay the start of the Associate's 14-day review period until receipt of the documents by the Associate.
- ▶ Upon receipt of delivery, the Associate must move the record into the Associate Review step.

# Questions?

Please contact OAKS CI Support Desk:

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