



Submittals Review

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 (if necessary)** → Sent to: **Consultant Review (if necessary)** → Sent to: **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

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 A/E will now receive this record as a Task**

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

File Edit View Actions Help

Workflow Actions: Submit (selected), Submit, Submit via Transit

General

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:

Action Details

Submit

To: Barbara Taylor, Katie Tuttle, Moenique Morris, C
Task Due: 02/04/2016
Cc:
Send For: Associate Review

Submittals List

Attachment Index: (2) Current View: All Display Attachments with Comments by: All

New Rename Move Delete 2 Item(s) Page 1 of 1 Display 100 Items Per Page

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

Add Copy Import Remove Comments Download Find Reference

Linked Records (0) General Comments Linked Mail (0)

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.

Submittals in Transit Await

- ▶ Associate receives and email that they have a task to complete
- ▶ Log into OAKS CI and locate your project
- ▶ Navigate to Collaboration -> Tasks
- ▶ Double click the Submittal record to open

The screenshot shows the Oracle Primavera Unifier interface. The left sidebar contains navigation options like 'Agency General Projects Test - Home', 'Alerts', 'uMail', 'Collaboration', 'Tasks', 'Messages', 'Drafts', 'Information', 'Cost Manager', 'Data Manager', 'Document Manager', 'Logs', and 'Reports'. The main area displays a table of tasks. The table has columns for 'Type', 'Number', 'Title', 'Record Due', 'From', 'Sent for', and 'Task Due Date'. The task 'Submittals in Transit Await' is highlighted with a red box, and a red arrow points to it from the right side of the screen.

Type	Number	Title	Record Due	From	Sent for	Task Due Date
Submittals	SUB-0014	Katie Test 2		Katie Tuttle,soo	Associate Review	09/24
Submittals	SUB-0015	Katie Test 3		Katie Tuttle,soo	Submittals in Transit Await	
Submittals	SUB-0016	Test Submittal		Katie Tuttle,soo	Associate Review	02/04
Subcontractor/Supplier Declaration	SSD-0007	Bob's Concrete		Katie Tuttle,soo	Declaration Review	
Subcontractor/Supplier Declaration	SSD-0008	Bob's Concrete		Katie Tuttle,soo	PM Declaration Review	
Subcontractor/Supplier Declaration	SSD-0009	Consultant SMSD		Katie Tuttle,soo	Declaration Review	
Request for Interpretations	RFI-00008	RFI Test 5		Katie Tuttle,soo	Response Acceptance	01/13
Request for Interpretations	RFI-00009	RFI Test 8		Katie Tuttle,soo	Response Acceptance	02/02
Request for Interpretations	RFI-00010	Request #1		Katie Tuttle,soo	Response Acceptance	03/24
Professional Services Pay Request	PSPR-0008	Tuesday Test		Katie Tuttle,soo	Payment Process	
Professional Services Amendments	Amend-0005	Amendment #1		Katie Tuttle,soo	Amendment Proposal Review	
Professional Services Agreements	Agree-0013	Test Agreement #2		Katie Tuttle,soo	Update	
Professional Services Agreements	Agree-0014	Agreement #3		Katie Tuttle,soo	Acknowledgement	
Design Reviews	DR-0005			Katie Tuttle,soo	Update	
Contractor Pay Request	CPR-0011	PR-004 Test		Katie Tuttle,soo	Payment Processing	
Contract	CON-0002	C Test		Rita Nichols, soo	Notice of Intent To Award	
Change Order	CO-0013	Test Proposal Rec		Katie Tuttle,SOO	PM Review	
Action Items	AI-00017	Action Item Test	10/01/2015	Katie Tuttle,soo	Review	
Action Items	AI-00018	test action item	10/12/2015	Katie Tuttle,soo	Delegate Response	

Submittals in Transit Await

- ▶ Click Accept Task
- ▶ Review the lower form of the Submittal record to confirm receipt of non-electronically submitted documents

The screenshot shows a web browser window titled "Submittals - Katie Test 2 - Project No. OCI-080001 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=12920&model=us1&fromcostlog=1&project_id=1. The page has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar, there are three buttons: "Accept Task" (circled in red), "Decline Task", and "Close Window".

The main content area is divided into sections:

- General**: Organization: Department of Administrative Services; Record Number: SUB-0014; Project Number: OCI-080001; Creator: Katie Tuttle; Project Name: Agency General Projects Test; Creation Date: 09/10/2015 06:52 AM (UTC-8); Project Location: OAKS CI Administration; Status: Pending; Title: Katie Test 2; Due Date: (empty).
- Task Details**: From: Katie Tuttle; Task Due Date: (empty); To: Associate Project Administrators; More... Task Status: Not Started; Cc: (empty); Sent For: Submittals in Transit Await.
- Submittals List**: Attachment Index: (1); Current View: All; Display Attachments with Comments by: All; 1 Item(s); Page 1 of 1; Display 100 Items Per Page.

The "Submittals List" section contains a table with the following data:

Name	Line Item Status	Status Date	Variation?	Type
Line Item test	Submitted		No	

At the bottom of the page, there are buttons for "Comments", "Download", "Find", and "References".

Submittals in Transit Await

- ▶ Record will remain in Associate (A/E) Hold step until submittal is received by the Associate (A/E)
- ▶ Select Workflow Action: Submittal Received
- ▶ Record will now be sent to the Associate Review Step

The screenshot displays the Oracle Primavera P6 Submittals interface. The browser window title is "Submittals - Katie Test 3 - Project No. OCI-080001 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=910546&parent_id=0&viewOnly=0&project_id=1. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar (Send, Save, Spelling, Discussion, Close Window). The main content area is divided into sections: "General" (Submittals), "Action Details", and "Submittals List".

General (Submittals) Section:

Organization: Department of Administrative Services	Record Number: SUB-0015
Project Number: OCI-080001	Creator: Katie Tuttle
Project Name: Agency General Projects Test	Creation Date: 09/10/2015 10:00 AM (UTC-5)
Project Location: OAKS CI Administration	Status: Pending
Title: Katie Test 3	Due Date:

Action Details Section:

Submittal Received ([Click here to view latest content](#))

To... Barbara Taylor, Katie Tuttle, Moenique Morris, R. Task Due: 05/10/2016

Cc... [Empty]

Send For: Associate Review

Submittals List Section:

Attachment Index :(0) Current View: All Display Attachments with Comments by: All

New Rename Move Delete 0 Item(s) Page 1 of 1 Display 100 Items Per Page

Name	Line Item	Status	Status Date	Variation?	Type
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Bottom toolbar: Add, Copy, Import, Remove, Comments, Download, Find, Reference

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

Associate Review

- ▶ Navigate to Collaboration -> Tasks
- ▶ Double click the Submittal record to open

The screenshot displays the Oracle Primavera Unifier web application. The interface includes a top navigation bar with the Oracle logo and 'PRIMAVERA Unifier' text. Below this is a breadcrumb trail: 'Home > Agency General... > Campus Resear... > Northcoast Beh... > Agency > OAKS CI Adm... > Agency Genera...'. A left sidebar contains a navigation menu with categories like 'Agency General Projects Test - Home', 'Alerts', 'uMail', 'Collaboration', 'Tasks', 'Messages', 'Drafts', 'Information', 'Cost Manager', 'Data Manager', 'Document Manager', 'Logs', and 'Reports'. The 'Tasks' category is currently selected. The main content area shows a table of tasks with columns: 'Type', 'Number', 'Title', 'Record Due', 'From', 'Sent for', and 'Task D'. The table contains 19 items. The third row, representing a 'Submittals' task with number 'SUB-0016' and title 'Test Submittal', is highlighted with a red rectangular box. A red arrow points from the right side of the image towards this highlighted row. The 'Sent for' column for this row shows 'Associate Review'.

Type	Number	Title	Record Due	From	Sent for	Task D
Submittals	SUB-0014	Katie Test 2		Katie Tuttle,soo	Associate Review	09/2
Submittals	SUB-0015	Katie Test 3		Katie Tuttle,soo	Submittals in Transit Await	
Submittals	SUB-0016	Test Submittal		Katie Tuttle,soo	Associate Review	02/04
Subcontractor/Supplier Declaration	SSD-0007	Bob's Concrete		Katie Tuttle,soo	Declaration Review	
Subcontractor/Supplier Declaration	SSD-0008	Bob's Concrete		Katie Tuttle,soo	PM Declaration Review	
Subcontractor/Supplier Declaration	SSD-0009	Consultant SMSD		Katie Tuttle,soo	Declaration Review	
Request for Interpretations	RFI-00008	RFI Test 5		Katie Tuttle,soo	Response Acceptance	01/13
Request for Interpretations	RFI-00009	RFI Test 8		Katie Tuttle,soo	Response Acceptance	02/02
Request for Interpretations	RFI-00010	Request #1		Katie Tuttle,soo	Response Acceptance	03/24
Professional Services Pay Request	PSPR-0008	Tuesday Test		Katie Tuttle,soo	Payment Process	
Professional Services Amendments	Amend-0005	Amendment #1		Katie Tuttle,soo	Amendment Proposal Review	
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Design Reviews	DR-0005			Katie Tuttle,soo	Update	
Contractor Pay Request	CPR-0011	PR-004 Test		Katie Tuttle,soo	Payment Processing	
Contract	CON-0002	C Test		Rita Nichols, soo	Notice of Intent To Award	
Change Order	CO-0013	Test Proposal Rec		Katie Tuttle,SOO	PM Review	
Action Items	AI-00017	Action Item Test	10/01/2015	Katie Tuttle,soo	Review	
Action Items	AI-00018	test action item	10/12/2015	Katie Tuttle,soo	Delegate Response	

Associate Review

- ▶ Click Accept Task



Submittals - Test Submittal - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=977661&model=us1&project_id=1003&fromRefl...

File Edit View Actions Help

Accept Task Decline Task Close Window

Submittals

General

Organization: Department of Administrative Service Record Number: SUB-0016
Project Number: OCI-080001 Creator: Katie Tuttle
Project Name: Agency General Projects Test Creation Date: 01/21/2016 11:41 AM (UTC-5)
Project Location: OAKS CI Administration Status: Pending
Title: Test Submittal Due Date:

Task Details

From: [Katie Tuttle](#); Task Due Date: 02/04/2016 **Late** Task Notes (0)
To: [Associate.Project Administrators](#); [More..](#) Task Status: **Not Started**
Cc:
Sent For: **Associate Review**

Submittals List

Attachment Index (2) Current View: All Display Attachments with Comments by: All

New Rename Move Delete 2 Item(s) Page 1 of 1 Display 100 Items Per Page

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

Comments Download Find References

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

Associate Review

- ▶ Review the Submittal record, Attachments and any submittal items received by courier or other means for conformance with Contract requirements.
- ▶ The submitted items may be part of the electronic record or may be a hard copy document, sample, etc.
- ▶ If the submittal item is not attached to the record, record the Received Date of each item in the lower form Non-Electronic Submissions Block.
- ▶ All electronic submissions will automatically record the Sent and Received Dates.

Submittals - Test Submittal - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=977661&model=us1&project_id=1003&initiateBP

File Edit View Actions Help Workflow Actions -Select-

Send Save Spelling... Discussion Close Window

Submittals

General

Organization: Department of Administrative Service Record Number: SUB-0016
Project Number: OCI-080001 Creator: Katie Tuttle
Project Name: Agency General Projects Test Creation Date: 01/21/2016 11:41 AM (UTC-5)
Project Location: OAKS CI Administration Status: Pending
Title: Test Submittal Due Date:

Action Details

(Click here to view latest content)

To...
Cc...
Send For:

Task Notes:

Submittals List

Attachment Index (2) Current View: All Display Attachments with Comments by: All

New Rename Move Delete 2 Item(s) Page 1 of 1 Display 100 Items Per Page

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

Add Copy Import Remove Comments Download Find Reference

Linked Records (0) General Comments Linked Mail (0)

Associate Review

- ▶ When the review of a submittal item is completed, in the lower form, open the Submittal Line Item record for the submitted item and enter the appropriate review determination in the Line Item Status field.
- ▶ The default status will read Submitted.
- ▶ Enter Conformed, Conformed as Noted, Revise and Resubmit or No Action Required.
- ▶ Enter the Status Date when one of the four final review determinations is entered.

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?dg_fo. The page displays the "Submittals Line Item" form. The form includes fields for "Name" (770-05-112-L10.pdf), "Date Answer Requested", "How Was It Sent?", "Type", "Variation from Contract Documents?", and "Variation From Contract Doc Description". A dropdown menu for "Line Item Status" is open, showing options: Submitted, Conforms, Conforms as Noted (highlighted), Held, No Action Required, Received, Rejected, Requested, Revise & Resubmit, and Submitted. The "Status Date" field is highlighted with a red box. The "Notes" field is circled in red, and the "Notes" text area contains the text "I have reviewed and verify that this conforms." The "Notes" label is also circled in red. The "Non-Electronic Submissions" section includes a "Sent Date" field. At the bottom, there are "OK" and "Cancel" buttons, and a "Linked Records (0)" link.

Associate Review

- ▶ Notice that the line item status has changed from “Submitted” to “Conforms as Noted”

The screenshot shows a web browser window titled "Submittals - Test Submittal - Project No. OCI-080001 - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=977661&model=us1&project_id=1003&initiateBP. The interface includes a menu bar (File, Edit, View, Actions, Help) and a toolbar with icons for Send, Save, Spelling, Discussion, and Close Window. The main content area is divided into sections: "General", "Action Details", and "Submittals List".

The "General" section contains the following information:

Organization:	Department of Administrative Service	Record Number:	SUB-0016
Project Number:	OCI-080001	Creator:	Katie Tuttle
Project Name:	Agency General Projects Test	Creation Date:	01/21/2016 11:41 AM (UTC-5)
Project Location:	OAKS CI Administration	Status:	Pending
Title:	Test Submittal	Due Date:	

The "Action Details" section includes a link "(Click here to view latest content)", a "To..." field, a "Cc..." field, and a "Send For:" field. There is also a "Task Notes:" section.

The "Submittals List" section shows a table with 2 items. A red arrow points to the "Line Item Status" column, which is highlighted with a red box. The status for both items is "Conforms as Noted".

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

The "Submittals List" section also includes a toolbar with icons for Add, Copy, Import, Remove, Comments, Download, Find, and Reference. At the bottom, there are links for "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Associate Review

- ▶ Choose the appropriate workflow action:
 - ▶ Accepted -> Record goes to the End step
 - ▶ Send for Consultant Review
 - ▶ Return for Clarification -> Goes back to the Contractor
 - ▶ Send Hold Notice
- ▶ Click Send

The screenshot shows a web browser window titled 'Submittals - Katie Test 2 - Project No. OCI-080001 - Google Chrome'. The URL is https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=12920&model=us1&fromcostlog=1&project_id=1003. The interface includes a menu bar with 'File', 'Edit', 'View', 'Actions', and 'Help'. A toolbar contains icons for 'Send', 'Save', 'Spelling...', 'Discussion', and 'Close Window'. A 'Workflow Actions' dropdown menu is open, showing options: 'Accept', 'Accept', 'Send for Consultant Re', 'Return for Clarification', and 'Send Hold Notice'. The 'Send' icon in the toolbar and the 'Accept' option in the dropdown are circled in red. Below the toolbar, the 'General' tab is active, displaying fields for Organization (Department of Administrative Services), Project Number (OCI-080001), Project Name (Agency General Projects Test), Project Location (OAKS CI Administration), Title (Katie Test 2), Record Number (SUB-0014), Creator (Katie Tuttle), Creation Date (09/10/2015 06:52 AM (UTC-8)), Status (Pending), and Due Date. The 'Action Details' section shows an 'Accept' button with a link to view latest content, and a 'Task Notes' section. The 'Submittals List' section shows an attachment index with 2 items. The table below lists the attachments:

Name	Line Item Status	Status Date	Variation?
Line Item test	Conforms as Noted		No
test.docx	Conforms as Noted		No

At the bottom of the interface, there are links for 'Linked Records (0)', 'General Comments', and 'Linked Mail (0)'. A toolbar at the very bottom includes icons for 'Add', 'Copy', 'Import', 'Remove', 'Comments', 'Download', 'Find', and 'References'.

Questions?

Please contact OAKS CI Support Desk:

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