



Submittals Review

K-12 Cloud

Purpose & Procedure

- ▶ 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** → Sent to: **A/E Review** → Sent to: **Contractor Update, Consultant Review, or Hold Notice Notification**

Roles & Responsibilities

- ▶ Contractor

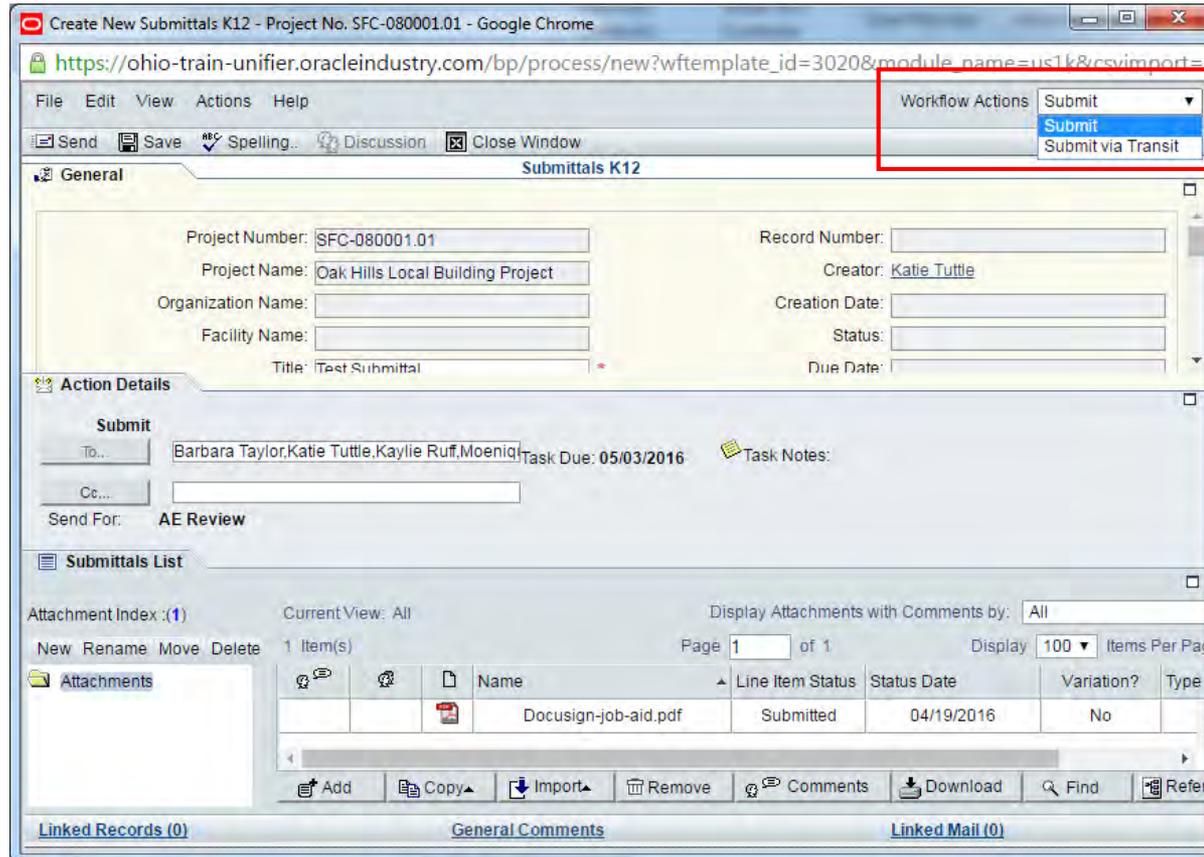
- ▶ Submits documents, samples, etc. to A/E (A/E) for conformance with contract documents

- ▶ 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

Contractor Submission

- ▶ If Submittals are attached to the BP record the contractor will select the Workflow Action: Submit
- ▶ If Submittals are submitted separately they will select Workflow Action: Submit via Transit
- ▶ **A/E will now receive this record as a task**



The screenshot shows a web browser window titled "Create New Submittals K12 - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/new?wftemplate_id=3020&module_name=us1k&csvimport=. The page title is "Submittals K12".

The "Workflow Actions" dropdown menu is highlighted with a red box and a red arrow pointing to it. The dropdown menu shows three options: "Submit", "Submit via Transit", and "Submit via Transit".

The "General" section contains the following fields:

- Project Number: SFC-080001.01
- Record Number: [Empty]
- Project Name: Oak Hills Local Building Project
- Creator: Katie Tuttle
- Organization Name: [Empty]
- Creation Date: [Empty]
- Facility Name: [Empty]
- Status: [Empty]
- Title: Test Submittal
- Due Date: [Empty]

The "Action Details" section contains the following fields:

- Submit To: Barbara Taylor, Katie Tuttle, Kaylie Ruff, Moenig
- Task Due: 05/03/2016
- Task Notes: [Empty]
- Cc: [Empty]
- Send For: AE Review

The "Submittals List" section contains the following information:

- Attachment Index: (1)
- Current View: All
- Display Attachments with Comments by: All
- Page 1 of 1
- Display 100 Items Per Page
- Attachments: [Empty]
- Table with 6 columns: Name, Line Item Status, Status Date, Variation?, Type
- Table with 1 row: Docusign-job-aid.pdf, Submitted, 04/19/2016, No

The bottom of the page shows "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Submittals in Transit Await

- ▶ Submittals not sent to the A/E 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 A/E's 14-day review period until receipt of the documents by the A/E.
- ▶ Upon receipt of delivery, the A/E must move the record into the A/E Review step.

Submittals in Transit Await

- ▶ A/E 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 displays the Oracle Primavera Unifier interface. The top navigation bar shows the user 'Katie Tuttle' and options for 'Sign Out'. The breadcrumb trail indicates the current location: 'School Facilities > Talawanda-CS... > Talawanda- Kra...'. The left sidebar contains a navigation menu with categories like 'User', 'Admin', 'Talawanda- Kramer Elementar...', 'Alerts', 'uMail', 'Collaboration', 'Tasks', 'Messages', 'Drafts', 'Information', 'Cost Manager', 'Data Manager', 'Document Manager', 'Logs', and 'Reports'. The main content area shows a 'Tasks' list with 8 items. The first item, 'Submittals K12', is highlighted with a red box. A red arrow points to the 'Sent for' column of this row, which contains the text 'Submittals in Transit Await'. The table columns are: Type, Number, Title, Re Du, From, and Sent for.

Type	Number	Title	Re Du	From	Sent for
Submittals K12	SUB-0001	Test Submittal #1		Katie Tuttle,soo	Submittals in Transit Await
Miscellaneous Commit K12	MC-0003	Misc. Commit 3		Katie Tuttle,soo	Funding Certification
Miscellaneous Invoice K12	MI-0001	Test Invoice		Katie Tuttle,soo	Payment Processing
Miscellaneous Commit K12	MC-0002	Misc. Commit 2		Katie Tuttle,soo	Funding Certification
Design Reviews K12	DR-001			Katie Tuttle,soo	Detailed Review
Subcontractor/Supplier Declarations	SMSD-003	OAKS Company		Katie Tuttle,soo	Subcontract Attachment
Contract K12	CON-001	Katie's Contracting		Katie Tuttle,soo	School District Contract Execution
Contract Modification K12	CM-0003	Test distribution		Katie Tuttle,soo	Contractor Review

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 K12 - Mailing Submittal - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158791&parent_id=0&viewOnly=0&project_. The interface includes 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**: Project Number: SFC-080001.01, Record Number: SUB-0003, Project Name: Oak Hills Local Building Project, Creator: Katie Tuttle, Organization Name: (empty), Creation Date: 04/19/2016 06:17 AM (UTC-8), Facility Name: (empty), Status: Pending, Title: Mailing Submittal, Due Date: (empty).
- Task Details**: From: Katie Tuttle, Task Due Date: (empty), To: A. E. Barbara Taylor, Task Status: Not Started, Cc: (empty), Sent For: Submittals in Transit Await, Task Notes (0).
- Submittals List**: Attachment Index (1), Current View: All, Display Attachments with Comments by: All, Page 1 of 1, Display 100 Items Per Page.

The Submittals List section contains a table with one row highlighted in red:

Name	Line Item	Status	Status Date	Variation?	Type
Floor Sample		Submitted	04/19/2016	No	

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

Submittals in Transit Await

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

The screenshot displays a web application interface for managing submittals. The browser window title is "Submittals K12 - Mailing Submittal - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158791&mod.... The interface includes a menu bar with "File", "Edit", "View", "Actions", and "Help". The "Workflow Actions" menu is open, showing "Submittal Receive" and "Submittal Received" options. The "General" section displays fields for Project Number (SFC-080001.01), Record Number (SUB-0003), Project Name (Oak Hills Local Building Project), Organization Name, Facility Name, Title (Mailing Submittal), Creator (Katie Tuttle), Creation Date (04/19/2016 06:17 AM (UTC-8)), Status (Pending), and Due Date. The "Action Details" section shows a "Submittal Received" action with a "Task Due" date of 05/03/2016. The "Submittals List" section shows a table with one item: "Floor Sample" with status "Submitted" and date "04/19/2016".

Name	Line Item	Status	Status Date	Variation?	Type
Floor Sample		Submitted	04/19/2016	No	

A/E Review

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

The screenshot displays the Oracle Primavera Unifier web application interface. The top navigation bar includes the Oracle logo, the text 'PRIMAVERA Unifier', and the user name 'Katie Tuttle' with a star icon and a help icon. Below the navigation bar, there are browser tabs for 'Home', 'Talawanda- Kra...', and 'Brown - New K-...'. The main content area shows a 'Tasks' view with a table of 8 items. The first item, 'Submittals K12', is highlighted with a red box. A red arrow points to the 'Sent for' column of this row, which contains the text 'AE Review'. The table columns are: Type, Number, Title, Re Du, From, and Sent for.

Type	Number	Title	Re Du	From	Sent for
Submittals K12	SUB-0001	Test Submittal #1		Katie Tuttle,soo	AE Review
Miscellaneous Commit K12	MC-0003	Misc. Commit 3		Katie Tuttle,soo	Funding Certification
Miscellaneous Invoice K12	MI-0001	Test Invoice		Katie Tuttle,soo	Payment Processing
Miscellaneous Commit K12	MC-0002	Misc. Commit 2		Katie Tuttle,soo	Funding Certification
Design Reviews K12	DR-001			Katie Tuttle,soo	Detailed Review
Subcontractor/Supplier Declarations	SMSD-003	OAKS Company		Katie Tuttle,soo	Subcontract Attachment
Contract K12	CON-001	Katie's Contracting		Katie Tuttle,soo	School District Contract Execution
Contract Modification K12	CM-0003	Test distribution		Katie Tuttle,soo	Contractor Review

A/E Review

- ▶ Click Accept Task

The screenshot shows a web browser window titled "Submittals K12 - Test Submittal - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158762&parent_id=0&viewOnly=0&project. The browser's menu bar includes File, Edit, View, Actions, and Help. Below the menu bar, there are three buttons: "Accept Task" (circled in red and pointed to by a red arrow), "Decline Task", and "Close Window".

The main content area is titled "Submittals K12" and has a "General" tab selected. It contains the following fields:

- Project Number: SFC-080001.01
- Record Number: SUB-0002
- Project Name: Oak Hills Local Building Project
- Creator: Katie Tuttle
- Organization Name: [Empty]
- Creation Date: 04/19/2016 06:13 AM (UTC-8)
- Facility Name: [Empty]
- Status: Pending
- Title: Test Submittal
- Due Date: [Empty]

Below the "General" tab is the "Task Details" section, which includes:

- From: Katie Tuttle
- Task Due Date: 05/03/2016
- Task Notes (0)
- To: A. E. Barbara Taylor [More...]
- Task Status: Not Started
- Cc: [Empty]
- Sent For: AE Review

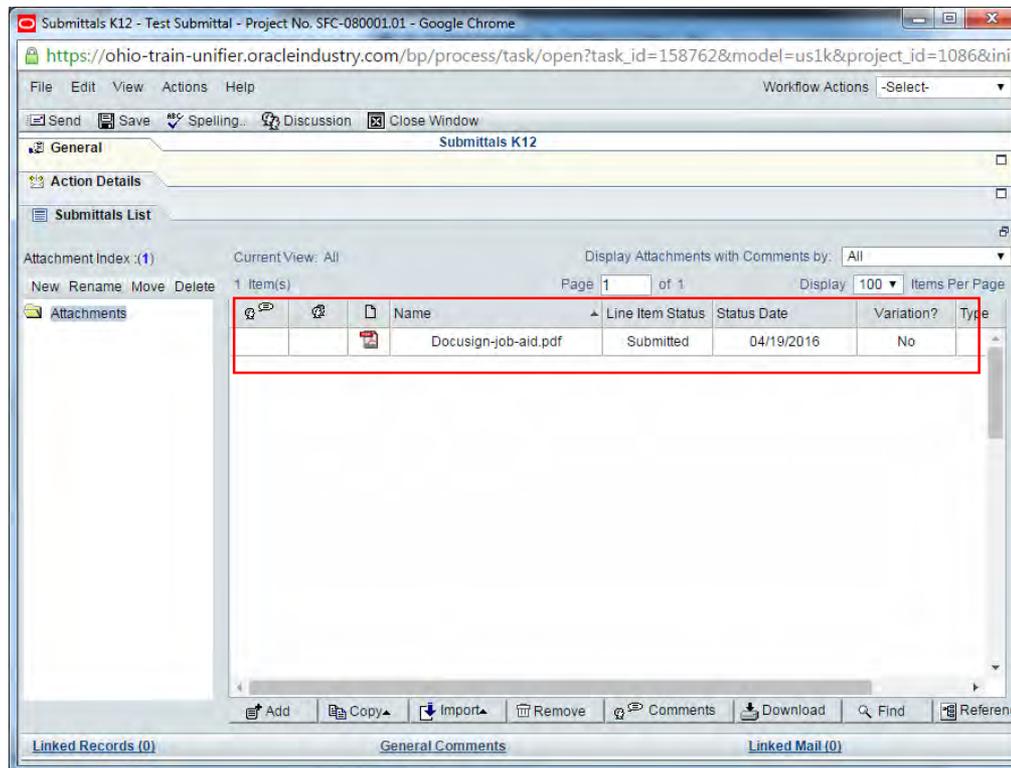
At the bottom is the "Submittals List" section. It shows "Attachment Index : (1)" and "Current View: All". The "Display Attachments with Comments by:" dropdown is set to "All". The "Page 1 of 1" and "Display 100 Items Per Page" are also visible. The "Attachments" list contains one item:

Name	Line Item Status	Status Date	Variation?	Type
Docusign-job-aid.pdf	Submitted	04/19/2016	No	

At the bottom of the interface, there are buttons for "Comments", "Download", "Find", and "References". The footer shows "Linked Records (0)", "General Comments", and "Linked Mail (0)".

A/E 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.



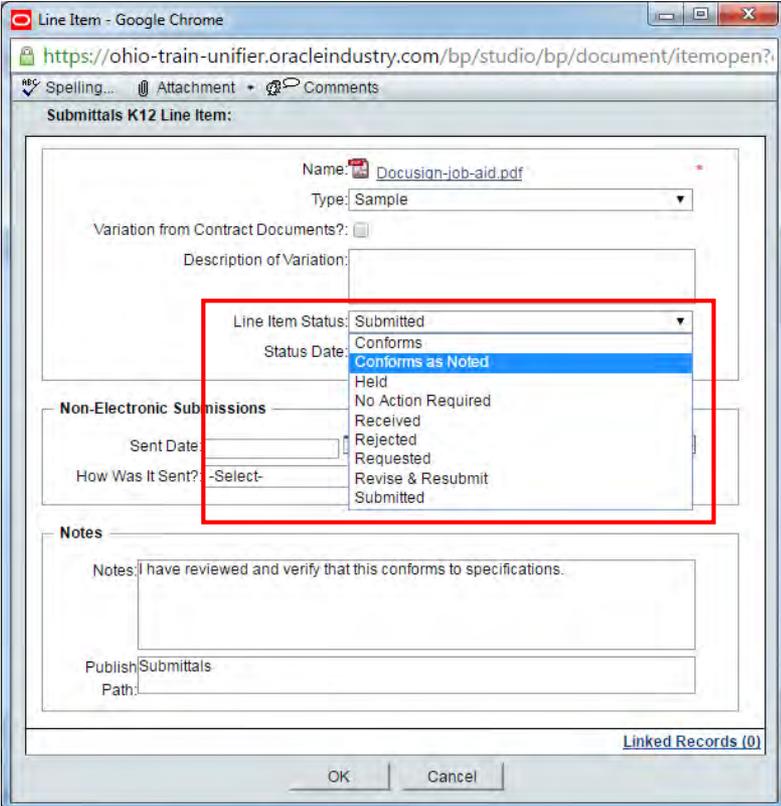
The screenshot displays a web browser window titled "Submittals K12 - Test Submittal - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158762&model=us1k&project_id=1086&init. The interface includes a menu bar (File, Edit, 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" (Submittals K12), "Action Details", and "Submittals List". The "Submittals List" section shows "Attachment Index : (1)" and "Current View: All". Below this, there are options for "New", "Rename", "Move", and "Delete", and a "Page 1 of 1" indicator. The "Attachments" section contains a table with one row highlighted in red:

	Name	Line Item Status	Status Date	Variation?	Type
	DocuSign-job-aid.pdf	Submitted	04/19/2016	No	

At the bottom of the interface, there are buttons for "Add", "Copy", "Import", "Remove", "Comments", "Download", "Find", and "Referenc". The footer shows "Linked Records (0)", "General Comments", and "Linked Mail (0)".

A/E 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-train-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?>. The page displays a form for "Submittals K12 Line Item:". The form includes fields for "Name" (DocuSign-job-aid.pdf), "Type" (Sample), and a checkbox for "Variation from Contract Documents?". 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. Other fields include "Status Date", "Non-Electronic Submissions", "Sent Date", "How Was It Sent?" (-Select-), and "Notes" (I have reviewed and verify that this conforms to specifications.). The form also has "Publish Submittals" and "Path:" fields, and "OK" and "Cancel" buttons at the bottom.

A/E Review

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

The screenshot displays a web application interface for managing submittals. The browser window title is "Submittals K12 - Test Submittal - Project No. SFC-080001.01 - Google Chrome". The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158762&parent_id=0&viewOnly=0&project_. 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" (Submittals K12) with fields for Project Number, Record Number, Project Name, Organization Name, Facility Name, Title, Creator, Creation Date, Status, and Due Date; "Action Details" with a link to view latest content and input fields for To, Cc, and Send For; and "Submittals List" which shows a table of attachments. The table has columns for Name, Line Item Status, Status Date, and Variation?. The status "Conforms as Noted" is highlighted with a red box and pointed to by a red arrow.

Name	Line Item Status	Status Date	Variation?
DocuSign-job-aid.pdf	Conforms as Noted	04/19/2016	No

A/E 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 K12 - Test Submittal - Project No. SFC-080001.01 - Google Chrome'. The URL is https://ohio-train-unifier.oracleindustry.com/bp/process/task/open?task_id=158762&parent_id=0&viewOnly=0&project.... 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 titled 'Submittals K12' and contains a 'General' section with fields for Project Number (SFC-080001.01), Record Number (SUB-0002), Project Name (Oak Hills Local Building Project), Organization Name, Facility Name, Title (Test Submittal), Creator (Katie Tuttle), Creation Date (04/19/2016 06:13 AM (UTC-8)), Status (Pending), and Due Date. Below this is an 'Action Details' section with an 'Accept' button and a link to view latest content, along with 'To...' and 'Cc...' fields. A 'Task Notes' section is also present. At the bottom, there is a 'Submittals List' section with an 'Attachment Index' showing one item: 'Docusign-job-aid.pdf' with a status of 'Conforms as Noted' and a date of '04/19/2016'. A red box highlights the 'Workflow Actions' dropdown menu, which is open and shows options: 'Accept', 'Send for Consultant Re', 'Return for Clarification', and 'Send Hold Notice'. A red arrow points to this dropdown menu.

Questions?

Please contact OAKS CI Support Desk:

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