



# Submittals

# 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

# Roles & Responsibilities

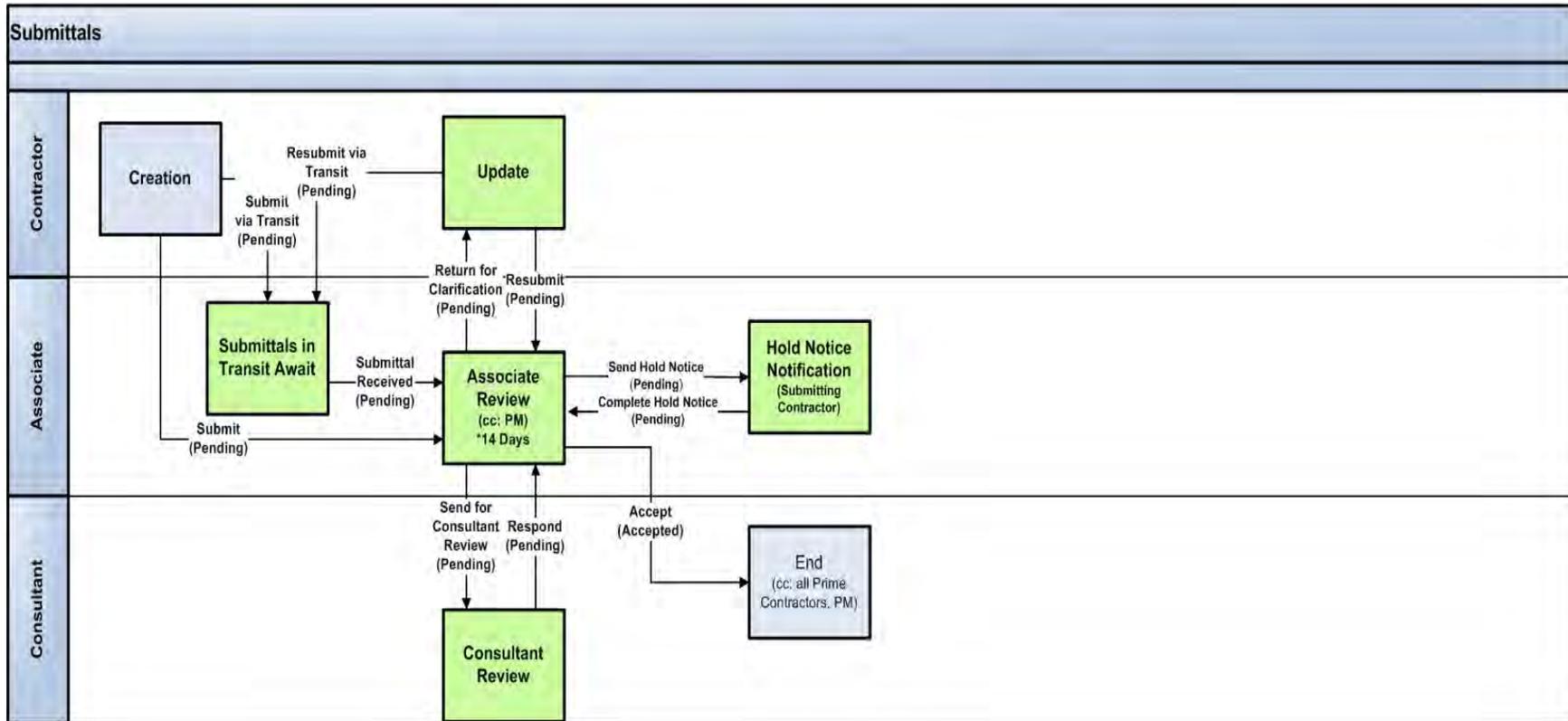
## ▶ Contractor

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

## ▶ Associate (A/E)

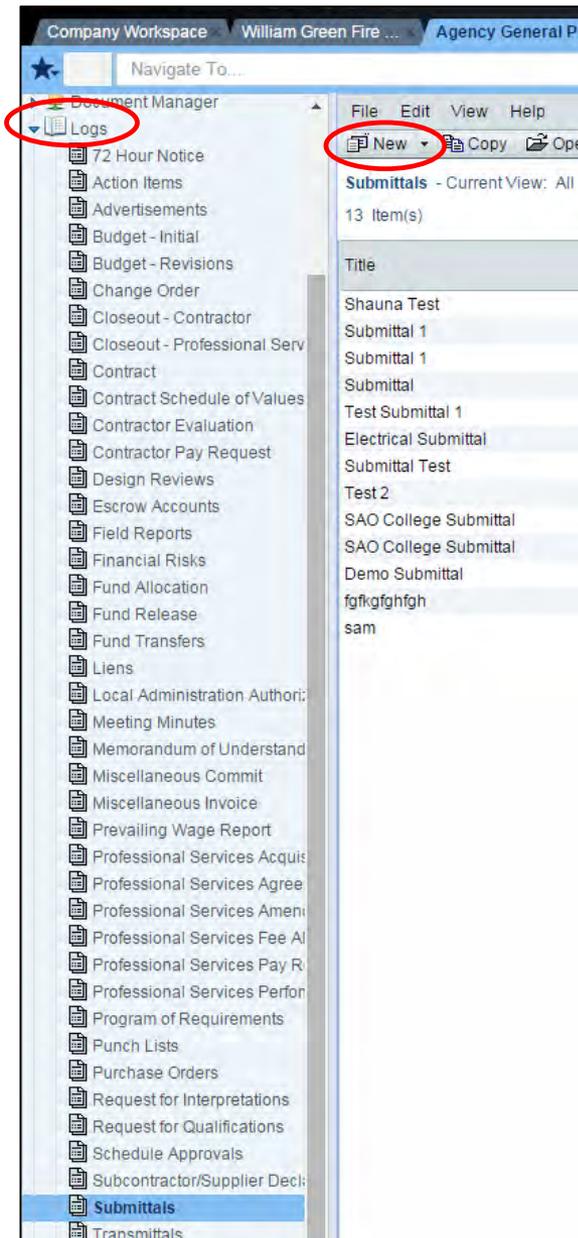
- ▶ Reviews the contractor submittals for conformance with contract requirements
- ▶ Advises contractors of submittals held for coordination of colors, patterns, etc.
- ▶ Returns incomplete or unacceptable submittals to the contractor
- ▶ Coordinates review of submittals with their consultants
- ▶ Advises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

# Workflow



# Create a Submittal Record- Contractor

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



# Create a Submittal Record

- ▶ Complete the Upper Form (General)

Organization: Department of Administrative Services  
Project Number: OCI-080001  
Project Name: Agency General Projects Test  
Project Location: OAKS CI Administration  
Title: Test Submittal \*  
Contract Name: Test - General Select...  
Contract No.: OCI-090002-002  
Date Answer Requested: 01/29/2016 05:00 PM (UTC-8)

Record Number:   
Creator: Katie Tuttle  
Creation Date:   
Status:   
Due Date:   
Contractor Name:   
Vendor Name: OCI Test General  
Drawing No.:   
Specification Section:

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 Oracle EBS 'Create New Submittals' interface. The browser title is 'Create New Submittals - Project No. OCI-080001 - Google Chrome'. The URL is 'https://ohio-unifier.oracleindustry.com/bp/process/new?project\_id=1003&module\_name=us1&csvimport=false'. 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 'Submittals' section has three tabs: 'General', 'Action Details', and 'Submittals List', with the last one 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. At the bottom, a toolbar contains buttons for 'Add', 'Copy', 'Import', 'Remove', 'Comments', 'Download', 'Find', and 'Reference'. The 'Add' button is circled in red, with a red arrow pointing to it. At the very bottom, there are links for '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 (UTC-8) Received Date:

**Notes**

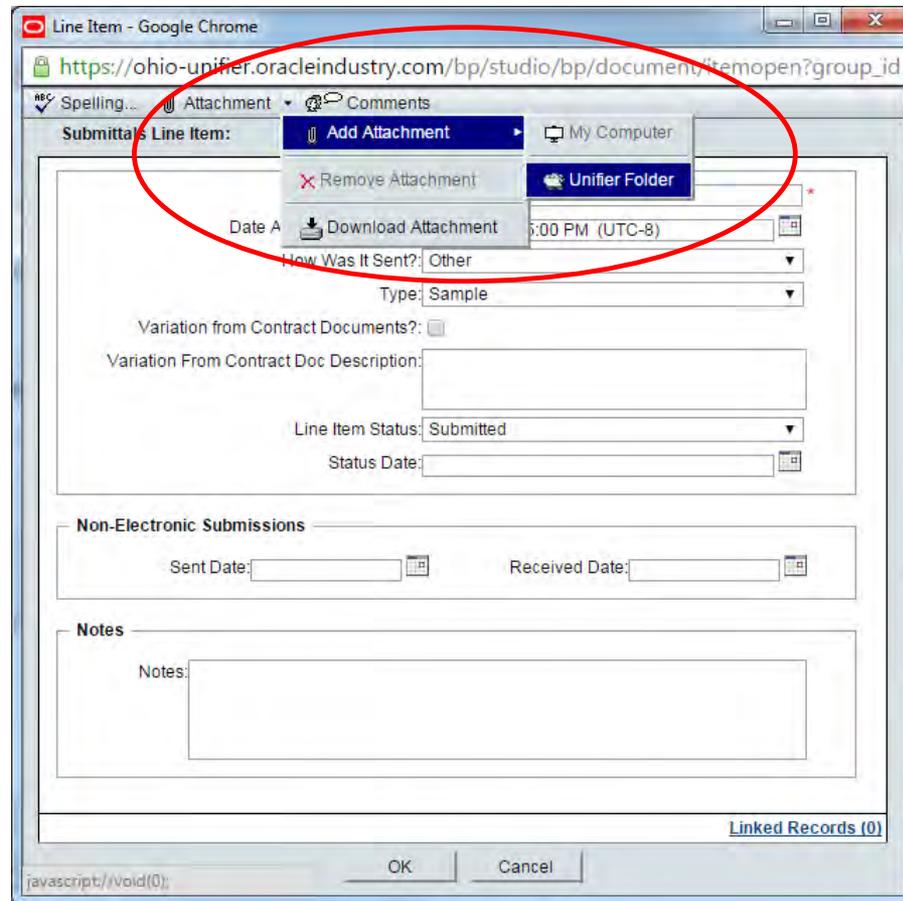
Notes:

[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



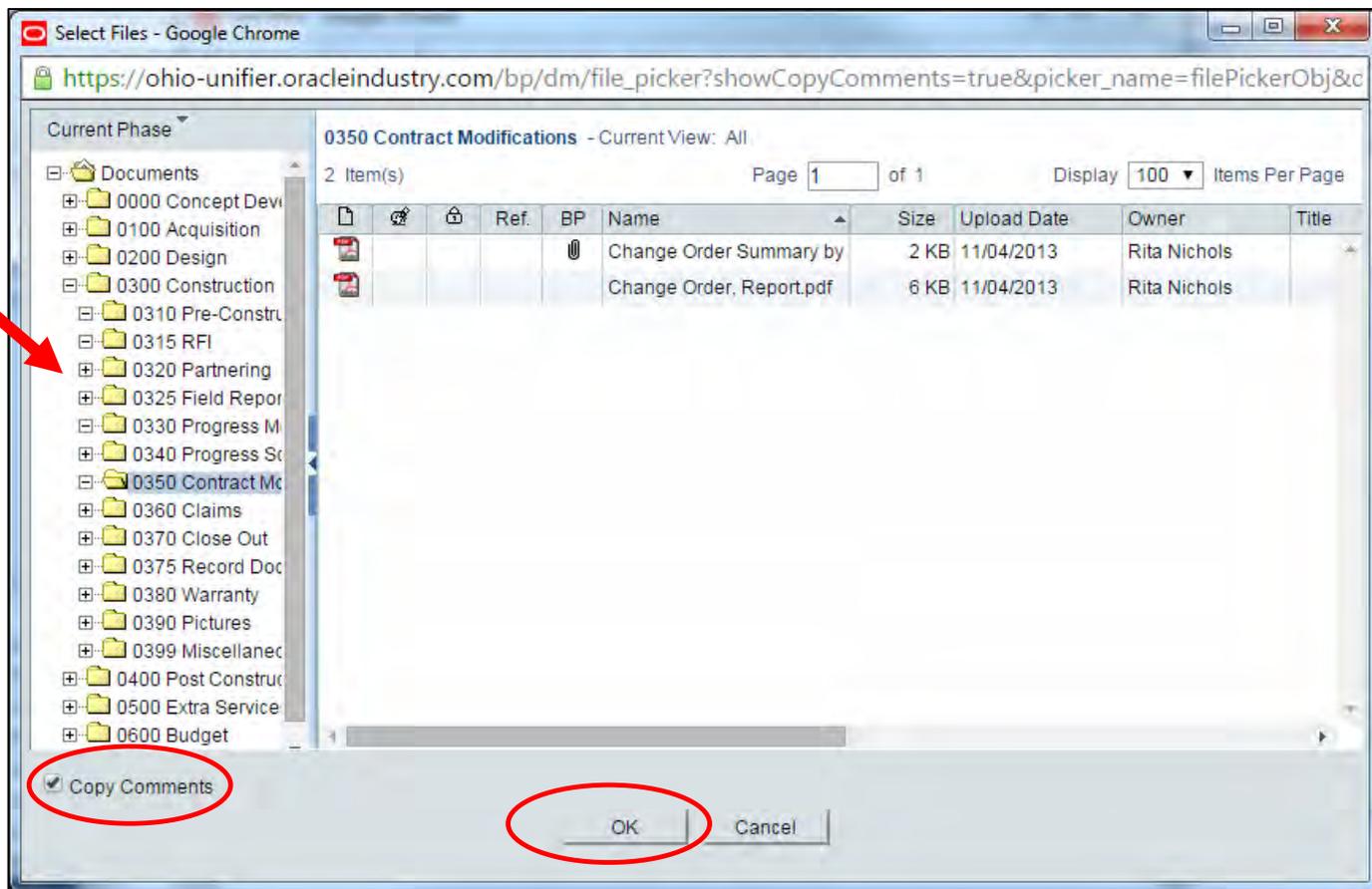
The screenshot shows a web browser window titled "Line Item - Google Chrome" with the URL [https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group\\_id](https://ohio-unifier.oracleindustry.com/bp/studio/bp/document/itemopen?group_id). The browser's attachment menu is open, showing 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 set to "Other".
- Type:** A dropdown menu set to "Sample".
- Variation from Contract Documents?:** A checkbox that is unchecked.
- Variation From Contract Doc Description:** A text input field.
- Line Item Status:** A dropdown menu set to "Submitted".
- Status Date:** A date field.
- Non-Electronic Submissions:** A section with "Sent Date:" and "Received Date:" fields.
- Notes:** A large text area for entering 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

Line Item - Google Chrome

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

Spelling... Attachment Comments

**Submittals Line Item:**

Name: test.docx

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:

Line Item Status: Submitted

Status Date:

**Non-Electronic Submissions**

Sent Date: Received Date:

**Notes**

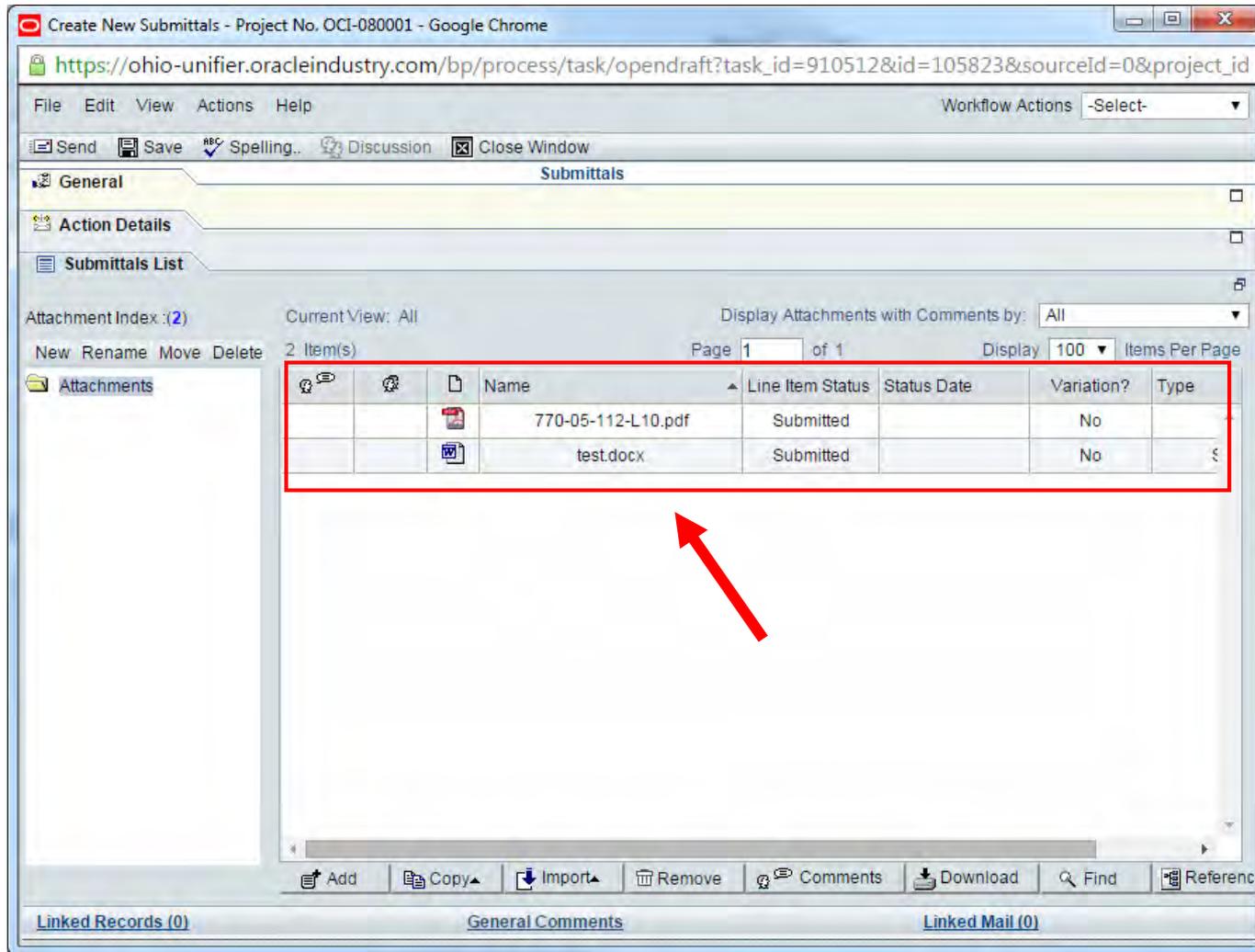
Notes:

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

OK Cancel

# 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

The screenshot shows the 'Create New Submittals' interface in Google Chrome. The browser address bar shows the URL: [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 'Send' button is circled in red. The 'Workflow Actions' dropdown menu is open, showing 'Submit' selected, also circled in red. The 'Action Details' section shows the 'Submit' action with the 'To' field populated with 'Barbara Taylor, Katie Tuttle, Moenique Morris, C...' and 'Send For' set to 'Associate Review'. A red arrow points to the 'Workflow Actions' dropdown.

**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...  
Cc:   
Send For: Associate Review

Task Due: 02/04/2016

**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	

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

- ▶ Click Accept Task
- ▶ Review the lower form of the Submittal record to confirm receipt of non-electronically submitted documents
- ▶ Select Workflow Action: Submittal Received
- ▶ Record will remain in Associate (A/E) Hold step until submittal is received by the Associate (A/E)

Accept Task Decline Task Close Window

Submittals

Organization: Department of Administrative Service 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:

Task Details

From: Katie Tuttle Task Due Date:  
To: Associate, Project Administrators, More Task Status: Not Started  
Cc:  
Sent For: Submittals in Transit Await

Submittals List

Attachment Index (1) Current View: All Display Attachments with Comments by: All

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

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

Comments Download Find References

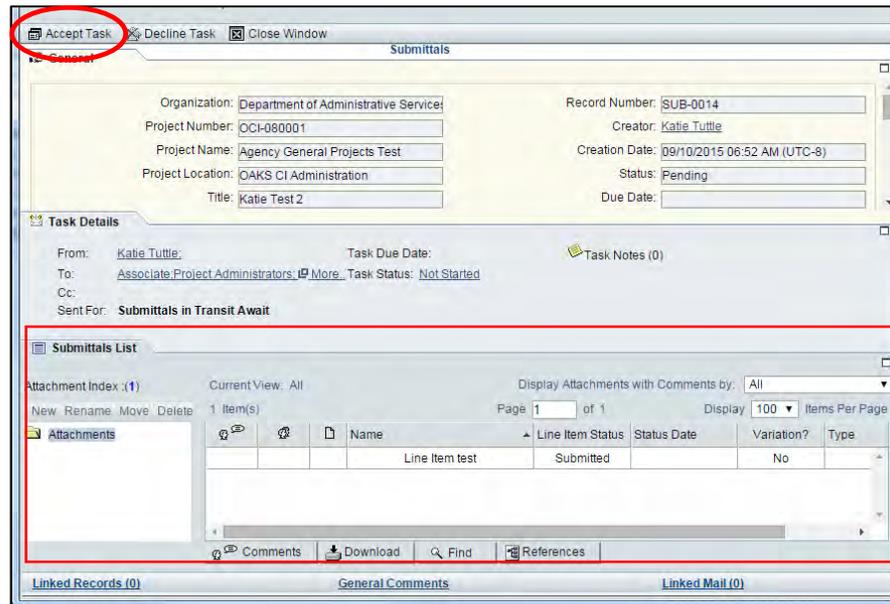
Linked Records (0) General Comments Linked Mail (0)

del=us1&project\_id=1003&initiateBP

Workflow Actions -Select-  
-Select-  
Submittal Received

# Associate Review

- ▶ Click Accept Task
- ▶ 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.



# 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](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 is visible below the main form. 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”
- ▶ Select a Workflow Action and Click Send to move the record to the end step

Submittals - Katie Test 2 - Project No. OCI-080001 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=12920&model=us1&fromcostlog=1&project\_id=1003

File Edit View Actions Help

Workflow Actions: Accept

Send Save Spelling... Discussion Close Window

General Submittals

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:

Action Details

Accept (Click here to view latest content)

To...

Cc... Katie Tuttle, Moenique Morris, Rita Nichols, Sara

Send For: End

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?
Line Item test	Conforms as Noted		No
test.docx	Conforms as Noted		No

Add Copy Import Remove Comments Download Find References

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

# Associate Review

- ▶ Important Note: If the line items of a submission receive a varying determination in the status (conforms vs. revise and submit, etc.) select the corresponding worst case workflow action when forwarding the record and communicate this information with the Contractor for scheduling and coordination purposes.

# Questions?

Please contact OAKS CI Support Desk:

[oaksci@ofcc.ohio.gov](mailto:oaksci@ofcc.ohio.gov)

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