



Submittal Review

K12

Topics

Slide

Purpose and Procedure

3

Roles and Responsibilities

4

Workflow Steps

5

Submittals in Transit Await

6

AE Review

11

Questions/Contact

20

*Click the Home button from
any slide to return to this page*



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



Roles & Responsibilities

▶ Contractor

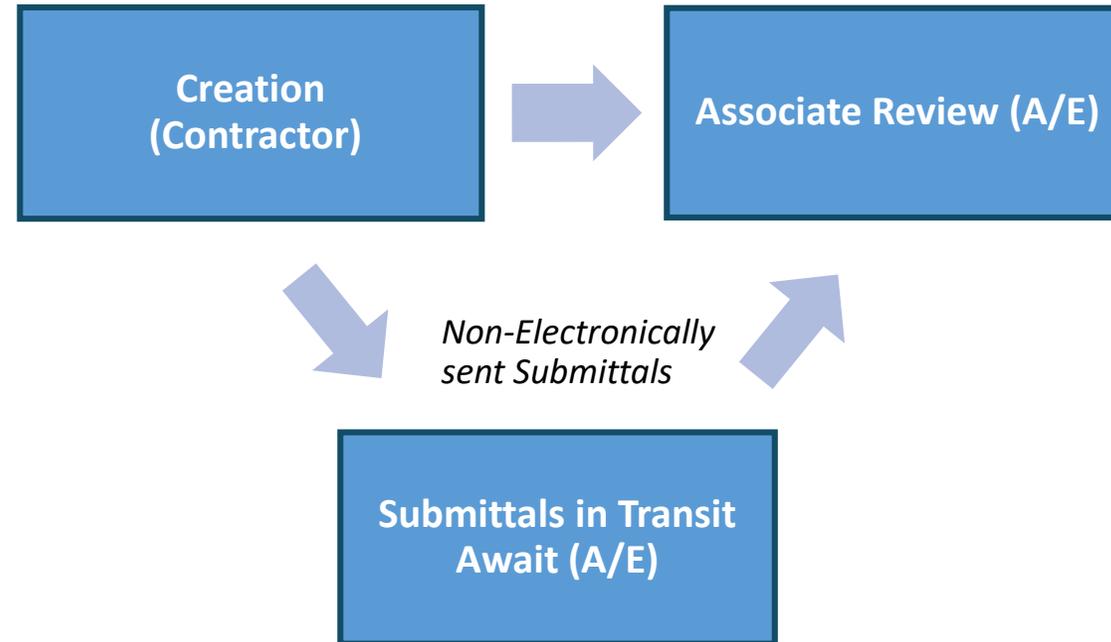
- ▶ Submits documents, samples, etc. to Associate (A/E) for conformance with contract documents

▶ 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



Submittals – Workflow Steps



Submittals in Transit Await (A/E)



Receive Task (A/E)

- ▶ A/E receives an Email
- ▶ Click on the “Unifier Login” button to access the task

This is a system-generated e-mail message. Do not reply to sender.

Project/Shell: Oak Hills Local Building Project

Submittals K12 SUB-0014 is sent to you for **Submittals in Transit Await**.

From :	Matthew Weber
Sent For :	Submittals in Transit Await

Source Name :	Oak Hills Local Building Project
Record No :	Submittals K12 SUB-0014
Title :	Joe's Submittal 08001_07

[Unifier Login](#)



Accept Task (A/E)

- ▶ Click **Accept** to begin work on the record

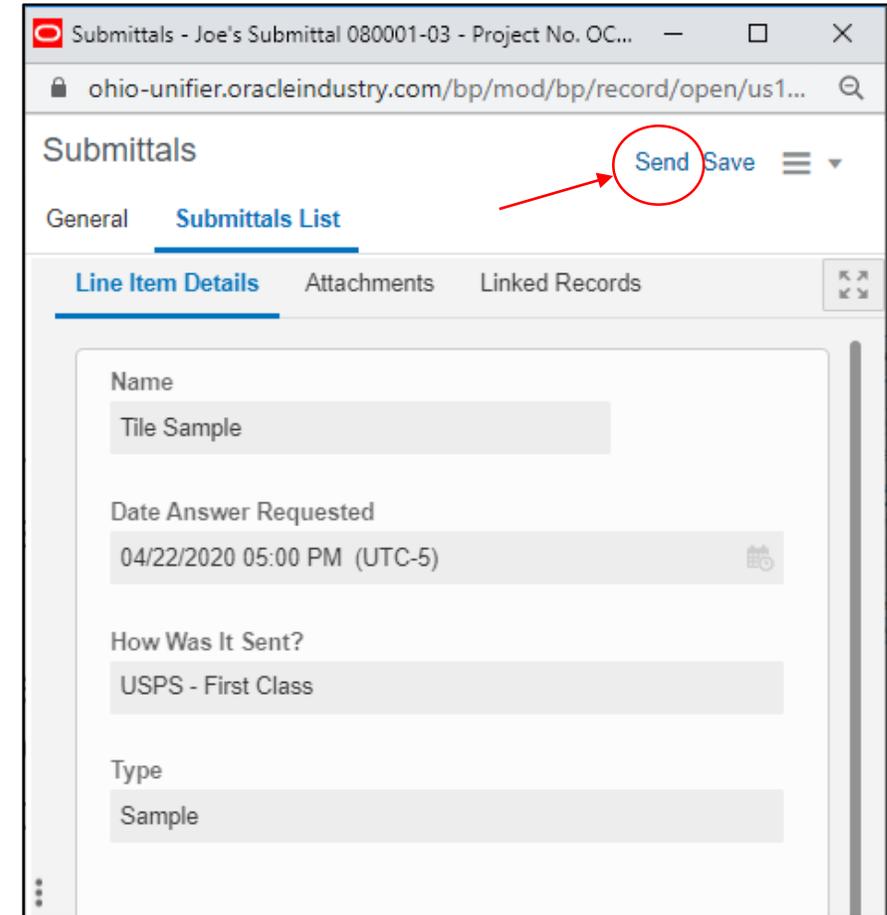
The screenshot displays a web browser window with the following content:

- Page Title:** Submittals K12 - Joe's Submittal 08001_07 - Project No. SFC-080001.01 - Google Chrome
- URL:** ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/207500?task_id=207500&parent_id=0&viewOnly=0&project_id=1086&model=us1k&...
- Page Header:** Submittals K12. On the right, there are buttons for 'Accept' (circled in red with an arrow), 'Decline', and a menu icon.
- General Tab:** Submittals List
- Task Details:**
 - From:** Matthew Weber
 - To:** Archana Atrey; Jordan Zamy; Lance Witcher; Matthew Weber; Purna Irukulapati; ...
 - Sent For:** Submittals in Transit Await
- Metadata:**
 - Project Number:** SFC-080001.01
 - Record Number:** SUB-0014
 - Project Name:** Oak Hills Local Building Project
 - Creator:** Matthew Weber
- Comments Section:** Includes tabs for 'Comments', 'Linked Records', and 'Linked Mail'. Below the tabs is a comment input area with a 'Clear' button and a 'Post' button. A message below the input area reads: 'Information: No Comments are available.'



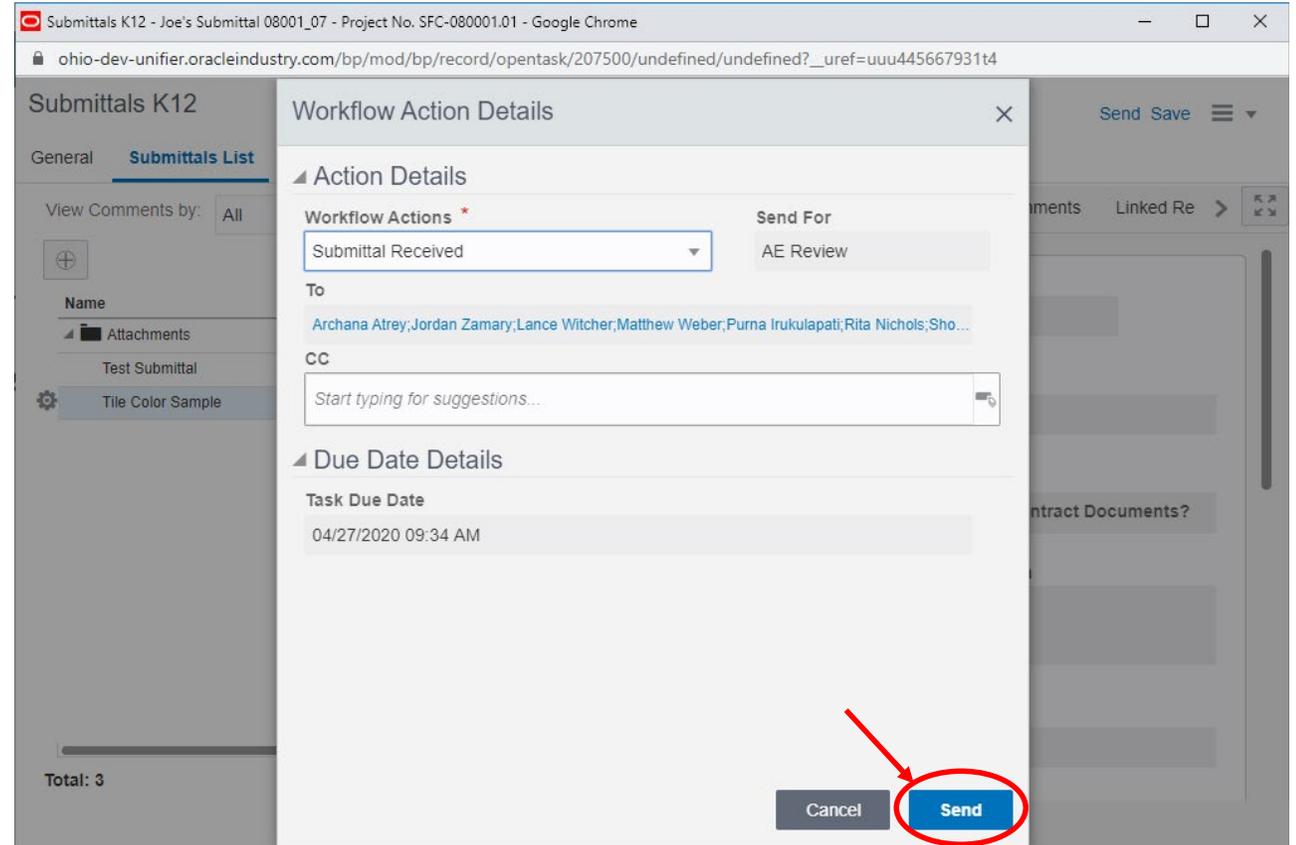
Submittal Received

- ▶ The record will remain in this step until the submittal is received.
- ▶ **Do not send record forward until sample has been received**
- ▶ Once received, confirm by sending the record forward
 - ▶ Click the **Send** button in the top right corner of the record



Send Record for AE Review

- ▶ Verify the Workflow Action:
 - ▶ Submittal Received
- ▶ Click **Send**
 - ▶ The A/E will receive the record for the AE Review step



AE Review (A/E)



Receive Task – AE Review

- ▶ A/E receives an Email
- ▶ Click on the “Unifier Login” button to access the task

Project/Shell: Oak Hills Local Building Project

Submittals K12 SUB-0014 is sent to you for AE Review.

From : **Matthew Weber**
Sent For : **AE Review**
Task Due Date : **04/24/2020 11:35 AM (UTC-5)**

Source Name : **Oak Hills Local Building Project**
Record No : **Submittals K12 SUB-0014**
Title : **Joe's Submittal 08001_07**

[Unifier Login](#)



Accept Task – AE Review

- ▶ Click **Accept** to begin work on the record

Submittals K12 - Joe's Submittal 08001_07 - Project No. SFC-080001.01 - Google Chrome

ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/207468?task_id=207468&parent_id=0&viewOnly=0...

Submittals K12

Accept Decline

General Submittals List

Task Details

From
Matthew Weber

To
Archana Atrey; Jordan Zamary; Lance Witcher; Matthew ...

Sent For
AE Review

Task Due Date
04/24/2020 11:35 AM (UT)

Project Number	Record Number
SFC-080001.01	SUB-0014
Project Name	Creator
Oak Hills Local Building Pi	Matthew Weber

Comments Linked Records Link

Clear Post

Information
No Comments are available.



AE Review – Review Submittal

- a) Review **General** tab
- b) Click **Submittals List** tab

The screenshot shows a web browser window with the URL `ohio-dev-unified...stry.com/bp/mod/bp/record/opentask/207530/undefined/undefined?__uref=uuu44566...`. The page title is "Submittals K12". There are two tabs: "General" (circled in red) and "Submittals List". A blue circle with the letter "a" is positioned to the left of the form fields, and a blue circle with the letter "b" is positioned above the "Submittals List" tab. The form fields are as follows:

Project Number	Record Number
SFC-080001.01	SUB-0014
Project Name	Creator
Oak Hills Local Building	Matthew Weber
Organization Name	Creation Date
	04/10/2020 11:35 A
Facility Name	Status
	Pending
Title	Due Date
Joe's Submittal 08001_	
Contract Name	
Test - CMR	
Contract No.	Contractor Name
072215	Joe General Contractor

On the right side of the form, there is a "Comments" section with a "Post" button and a "Hide" checkbox. Below the comments section is an "Information" icon and the text "No Comments are available."



AE Review – Review Submittal

- ▶ Select a Line Item from the Submittals List to view its details

The screenshot displays a web application interface for managing submittals. The main window is titled "Submittals K12" and shows a "Submittals List" tab. A table lists submittal items, with "Tile Color Sample" selected. A red arrow points to the gear icon next to this row. To the right, a "Line Item Details" panel is open, showing fields for Name, Type, Variation from Contract Documents, Description of Variation, Line Item Status, and Status Date. The "Tile Color Sample" row in the table is highlighted in blue, and a red arrow points to the gear icon next to it. The "Line Item Details" panel is outlined in red and contains the following information:

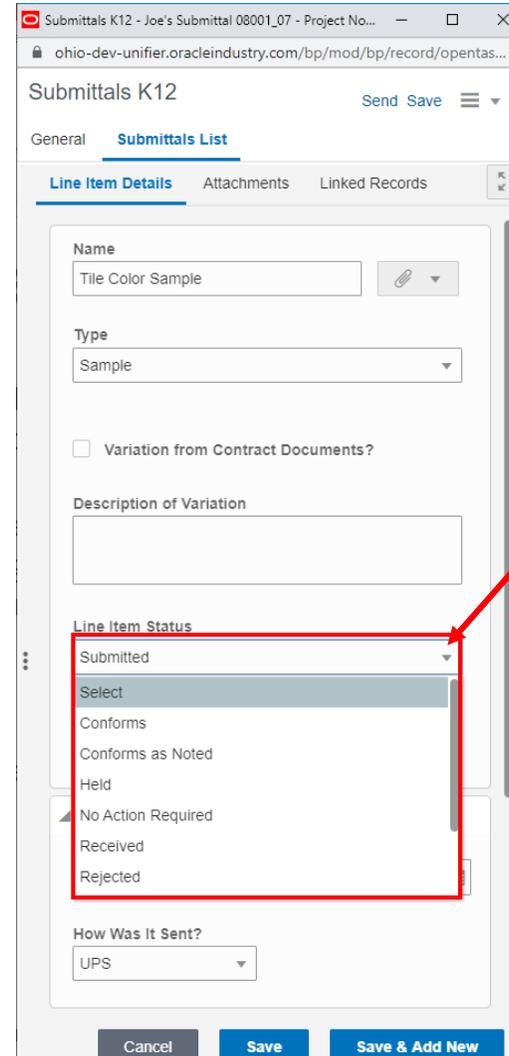
Name	Type	Variation from Contract Documents?	Description of Variation	Line Item Status	Status Date
Tile Color Sample	Sample	<input type="checkbox"/>		Submitted	MM/DD/YYYY



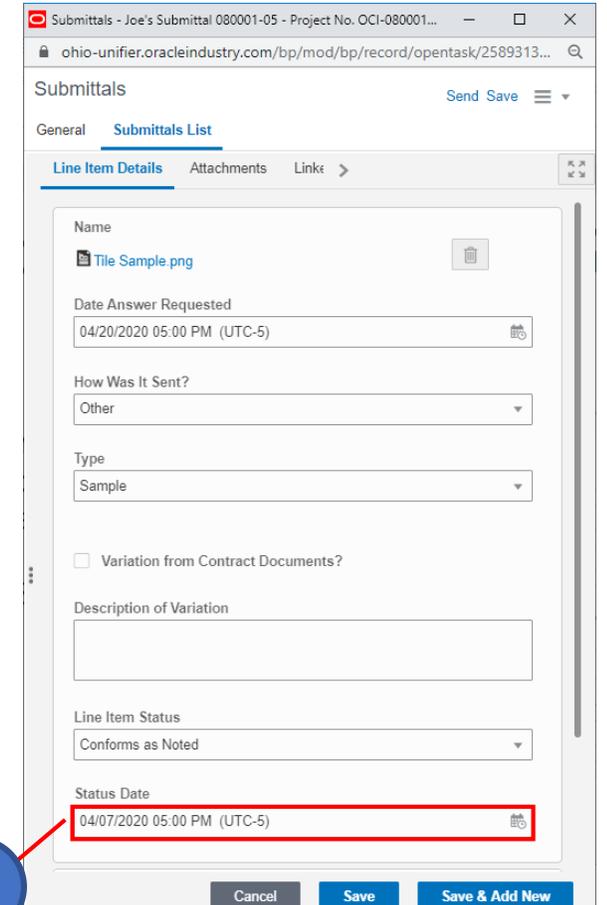
AE Review – Review Submittal

- ▶ The default Line Item Status will be set to **Submitted**

- Change the status by clicking the line and selecting one of the options from the drop-down list
- Change the **Status Date**



This screenshot shows the 'Submittals K12' form in a web browser. The 'Line Item Details' tab is active. The 'Name' field contains 'Tile Color Sample' and the 'Type' is set to 'Sample'. The 'Line Item Status' dropdown menu is open, showing options: Submitted, Select, Conforms, Conforms as Noted, Held, No Action Required, Received, and Rejected. A red box highlights the dropdown menu, and a red arrow points from a blue circle labeled 'a' to the 'Submitted' option.



This screenshot shows the 'Submittals' form in a web browser. The 'Line Item Details' tab is active. The 'Name' field contains 'Tile Sample.png' and the 'Type' is set to 'Sample'. The 'Line Item Status' is set to 'Conforms as Noted'. The 'Status Date' field is highlighted with a red box, and a red arrow points from a blue circle labeled 'b' to it. The 'Status Date' is '04/07/2020 05:00 PM (UTC-5)'.



AE Review – Review Submittal

- c) 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
- d) Click the **Save** button

The screenshot shows the 'Line Item Details' form with the following fields and annotations:

- Line Item Status:** Conforms as Noted
- Status Date:** 04/13/2020
- Non-Electronic Submissions:**
 - Sent Date:** 04/10/2020
 - Received Date:** 04/13/2020 (highlighted with a red box and labeled 'd')
 - How Was It Sent:** UPS (with a blue circle 'C' next to the dropdown)
- Buttons:** Cancel, Save (highlighted with a red box and labeled 'd'), Save & Add New

AE Review – Review Submittal

- ▶ After saving, you will see the updated Line Item Status and Status Date in the Submittals List section of the record
- ▶ When the all items have been updated and the record is ready to move forward, click **Send**

The screenshot shows a web browser window displaying a submittal record. The browser title is "Submittals K12 - Joe's Submittal 08001_07 - Project No. SFC-080001.01 - Google Chrome". The URL is "ohio-dev-unifier.oracleindustry.com/bp/mod/bp/record/opentask/207530/undefined/undefined?_uref=uuu445667931t4#".

The main content area is titled "Submittals K12" and has a "Send" button circled in red. Below this is a "General" section with a "Submittals List" tab. The list contains one item: "Tile Color Sample" with a status of "Conforms a..." and a status date of "04/13/2020". A red dashed box highlights this row.

To the right of the list is a "Line Item Details" panel. It contains the following fields:

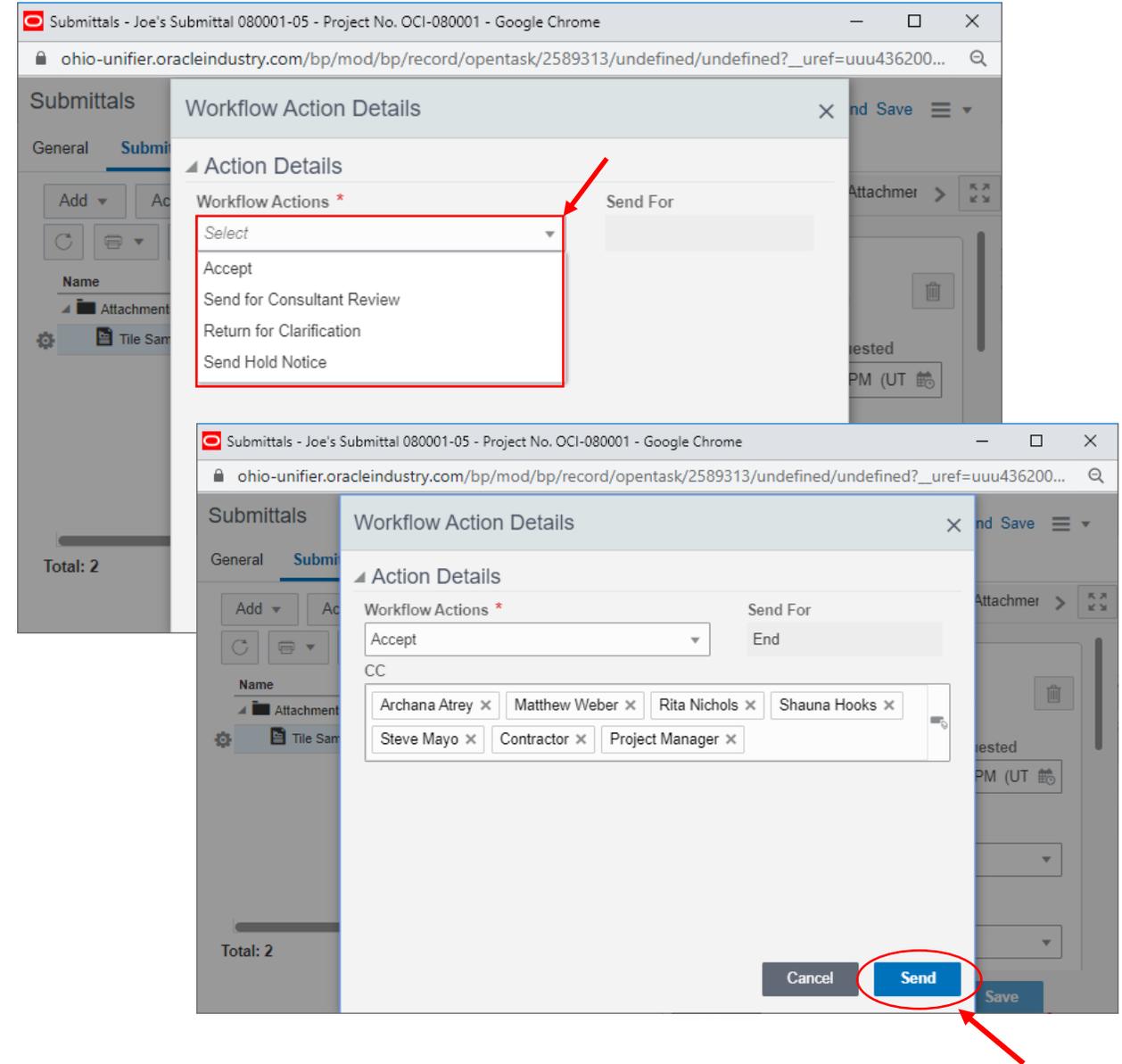
- Name: "Tile Color Sample"
- Type: "Sample"
- Variation from Contract Documents?
- Description of Variation: (empty text area)
- Line Item Status: "Conforms as Noted"

At the bottom of the panel are "Cancel" and "Save" buttons. The bottom of the main interface shows "Total: 2".



Send Record

- ▶ Select the Workflow Action:
 - ▶ **Accept** will complete the workflow and end the record
 - ▶ **Send for Consultant Review** will send the record to a consultant to review the record. You will need to select the recipient from a list of consultants that have been given access to OAKS CI and your project. See job aid to
 - ▶ **Return for Clarification** will send the record back to Contractor for Update
 - ▶ **Send Hold Notice** will send the record to A/E and notify all project users of hold
- ▶ Click **Send**



Questions?

Please contact OAKS CI Support Desk:

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614.644.2211

