



# Submittal Creation

Agency/Higher-Ed

# Topics

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# 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

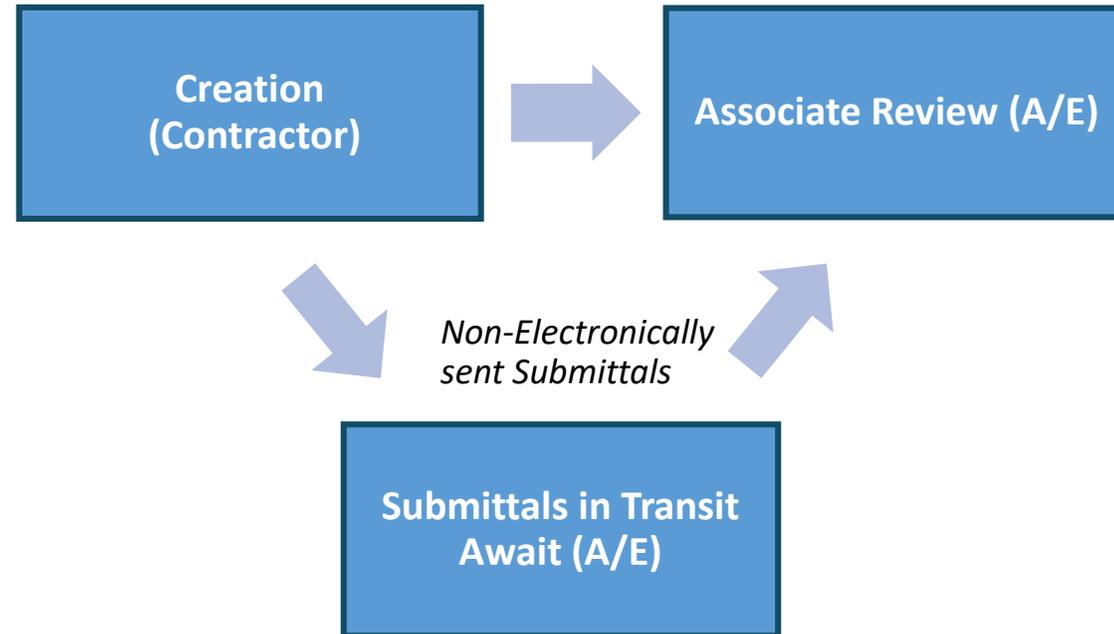
- ▶ Submits documents, samples, etc. to Associate (A/E) for conformance with contract documents

## ▶ 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



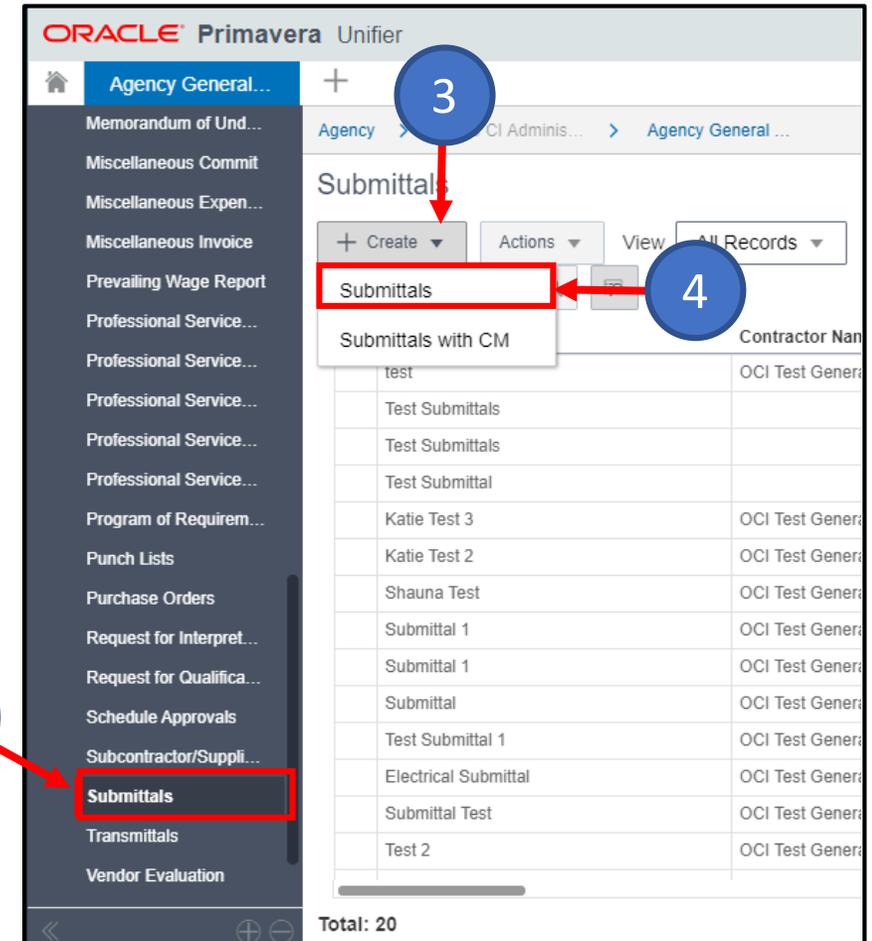
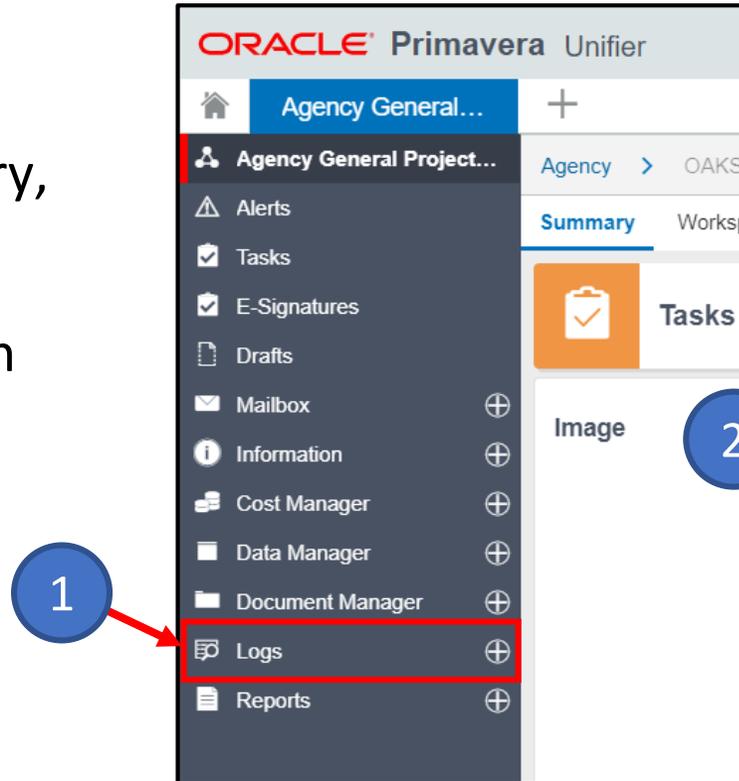
# Create Submittals (Contractor)



# Create Submittals

Log into OAKS CI and Follow these steps to Create a new record:

1. Click **Logs** to expand
2. Scroll down if necessary, Select **Submittals**
3. Click the **Create** button
4. Select **Submittals**



# Complete General Tab

- ▶ Fill out all of the information in the General Tab
- ▶ The sections marked with a red \* are required

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/us1/1003/1251?\_uref=uuu89827328t1

### Create New Submittals

Send Save

General Submittals List

Organization: OAKS CI Test

Record Number: [Empty]

Project Number: OCI-080001

Creator: Matthew Weber

Project Name: Agency General Projects Test

Creation Date: [Empty]

Project Location: OAKS CI Administration

Status: [Empty]

Title \* : Joe's Submittal 080001-02

Due Date: [Empty]

Contract Name: Joe's Contracting

Contractor Name: [Empty]

Contract No.: OCI-080001-02

Contractor Name: OCI Test General

Drawing No.: [Empty]

Date Answer Requested: 04/28/2020 05:00 PM (UTC-5)

Specification Section: [Empty]

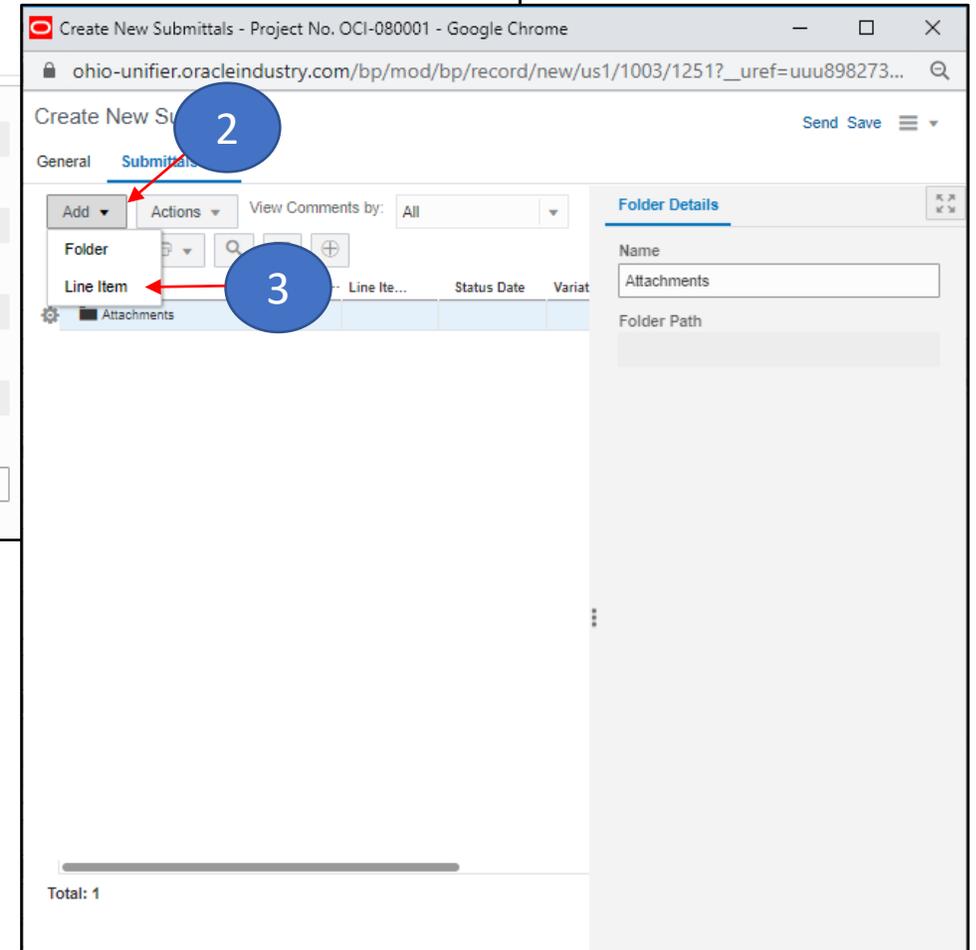
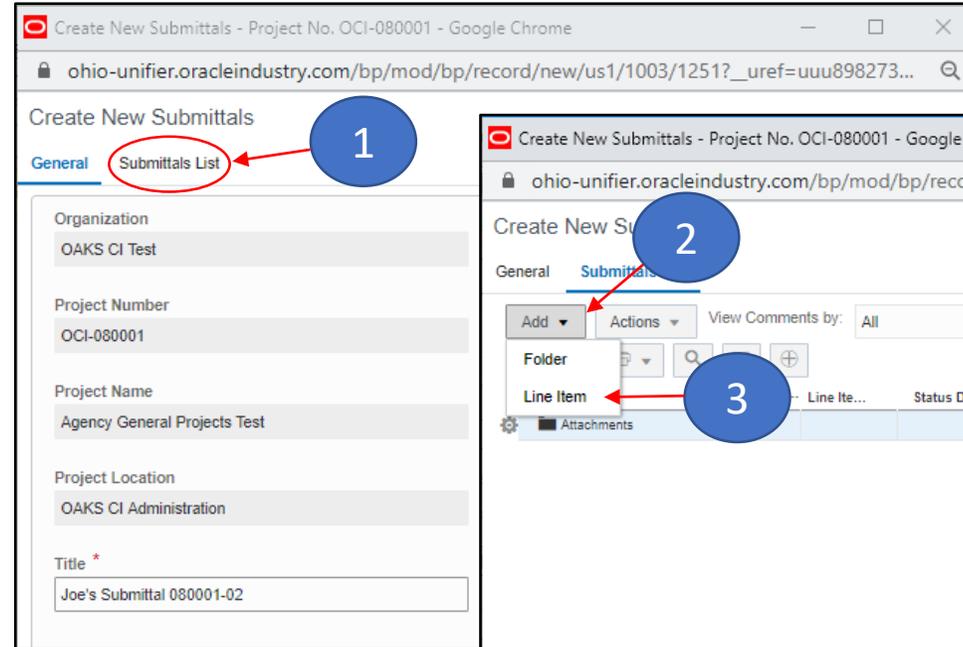
Notes: OAKS CI Submittal - Joe's Contracting

Comments: No Comments are available.



# Add Line Items

1. Open **Submittals List**
2. Click **Add**
3. Select **Line Item**



# Submitting Samples by Mail

When sending the Submittal through the mail:

- a) In the top section fill out all fields as necessary
- b) Add **Sent Date** for Non-Electronic Submission
- c) Click **Save** or **Save & Add New**

The screenshot shows the 'Create New Submittals' form with the following fields and annotations:

- Annotation a:** A red bracket groups the top section of the form, including 'Name' (Tile Color Sample), 'Date Answer Requested' (04/20/2020 05:00 PM (UTC-5)), 'How Was It Sent?' (USPS - First Class), 'Type' (Sample), and 'Variation from Contract Documents?' (unchecked).
- Annotation b:** A red box highlights the 'Sent Date' field in the 'Non-Electronic Submissions' section, which is set to 04/08/2020 05:00 PM (UTC-5).
- Annotation c:** A red arrow points to the 'Save' button at the bottom right of the form.

Other visible fields include 'Line Item Status' (Submitted), 'Status Date' (04/08/2020 05:00 PM (UTC-5)), 'Received Date' (MM/DD/YYYY HH:MM AM), and 'Notes' (Samples for lobby).



# Submitting Samples Electronically

First ensure your documents have been uploaded to [Document Manger \(Slide 17\)](#) before proceeding

## When submitting samples electronically:

### a) Complete all necessary fields on the form:

- ▶ Date Answer Requested, How Was it Sent, Type, and Status Date
- ▶ When applicable, select Variation from Contract Documents and provide a Description of Variation
- ▶ Line Item Status is set to Submitted but can be changed by from a drop-down list

a

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/new/us1/1003/1251?\_ure...

Create New Submittals Send Save

General **Submittals List**

Line Item Details

Name

Date Answer Requested  
04/20/2020 05:00 PM (UTC-5)

How Was It Sent?  
Other

Type  
Sample

Variation from Contract Documents?

Description of Variation

Line Item Status  
Submitted

Status Date  
04/09/2020 05:00 PM (UTC-5)

Non-Electronic Submissions

Sent Date  
MM/DD/YYYY HH.MM AM

Received Date  
MM/DD/YYYY HH.MM AM

Cancel Save Save & Add New

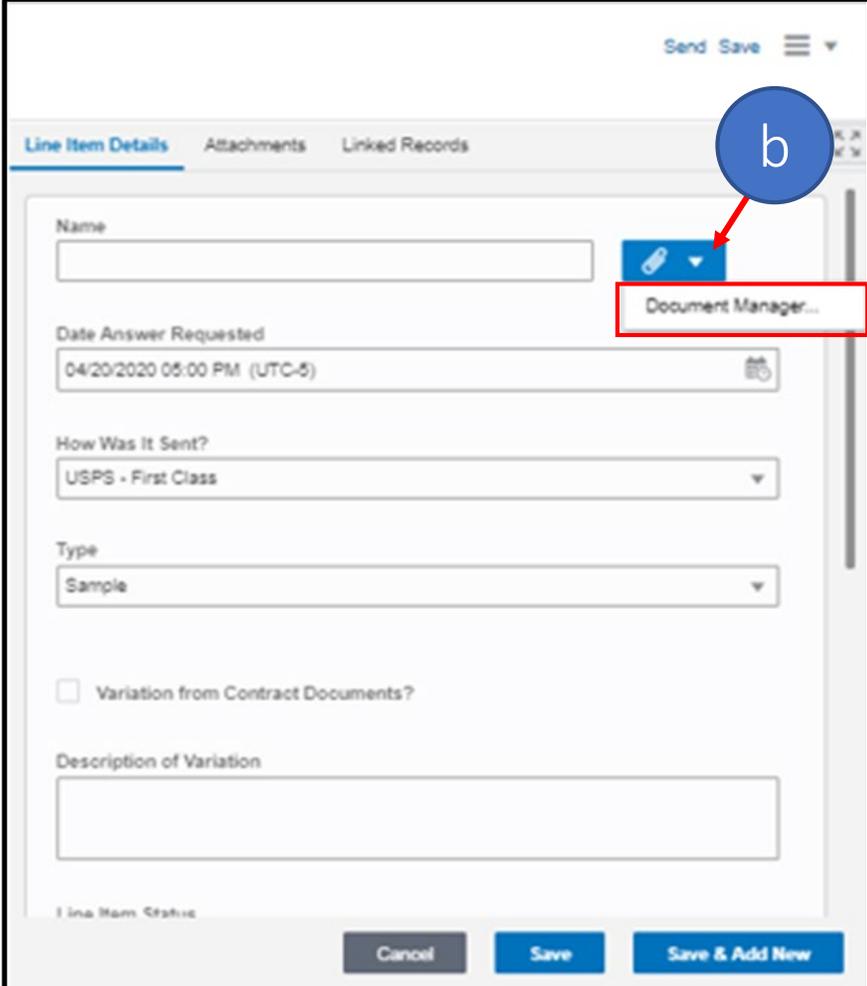


# Submitting Samples Electronically

First ensure your documents have been uploaded to [Document Manger \(Slide 17\)](#) before proceeding

## b) Add an attachment to the Submittal:

- ▶ Click the attachment button
- ▶ Select **Document Manager**



The screenshot shows a web application interface for submitting samples. At the top right, there are 'Send' and 'Save' buttons. Below this, there are three tabs: 'Line Item Details' (selected), 'Attachments', and 'Linked Records'. The main form area contains several fields: 'Name' (empty), 'Date Answer Requested' (04/20/2020 05:00 PM (UTC-5)), 'How Was It Sent?' (USPS - First Class), and 'Type' (Sample). A blue button with a paperclip icon is located to the right of the 'Name' field. A red arrow points from a blue circle containing the letter 'b' to this button. A red box highlights the 'Document Manager...' option in the dropdown menu that appears when the button is clicked. At the bottom of the form, there is a checkbox for 'Variation from Contract Documents?' and a text area for 'Description of Variation'. At the very bottom, there are three buttons: 'Cancel', 'Save', and 'Save & Add New'.



# Adding Attachments in Document Manager

First ensure your documents have been uploaded to [Document Manger \(Slide 17\)](#) before proceeding

- 1) Navigate to the folder where the document is stored
- 2) Click the document you wish to attach
- 3) Click **Select**

The image displays two overlapping screenshots of a web application interface. The left screenshot shows a 'Select Files' dialog with a breadcrumb trail: Home > Project Documents > 0300 Constructi... The file list includes folders like 'Approved Change Orders', '0399 Miscellaneous', '0390 Pictures', '0380 Warranty', and '0375 Record Documents'. A blue circle with the number '1' points to the '0375 Record Documents' folder, and a red arrow points from it to the right screenshot. The right screenshot shows the 'Select Files' dialog with a breadcrumb trail: Home > Project Documents > 0300 Construction > 0375 Record Documents. It displays a table of files:

Name	Location	Owner	Title	Revision...	Issue Date	Size
NEOSOV4.csv	/0300 Construction/...	Shauna Hooks				12 KB
sample.csv	/0300 Construction/...	Shauna Hooks				1 KB
sample.xls	/0300 Construction/...	Shauna Hooks				114 KB
Tile Sample.png	/0300 Constructio...	Matthew Weber				2 KB

A blue circle with the number '2' points to the 'Tile Sample.png' row. At the bottom right of the right screenshot, a blue circle with the number '3' points to the 'Select' button, which is circled in red. A 'Cancel' button is also visible next to it.



# Submitting Samples Electronically

- ▶ The Name field will be automatically populated by the attached file
- ▶ Click **Save** or **Save and Add New**

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

ohio-unifier.oracleindustry.com/bp/mod/bp/record/ne...

Create New Submittals Send Save

General Submittals List

Line Item Details Attachments Linked Records

Name  
Tile Sample.png

Date Answer Requested  
04/20/2020 05:00 PM (UTC-5)

How Was It Sent?  
Other

Type  
Sample

Variation from Contract Documents?

Description of Variation

Line Item Status  
Submitted

Status Date  
04/09/2020 05:00 PM (UTC-5)

Cancel **Save** Save & Add New



# Submittal Record

- ▶ After saving, the details of your submittal record will be added to the Submittals List tab
- ▶ Once both the General and Submittals List sections are complete, click **Send** to submit the record

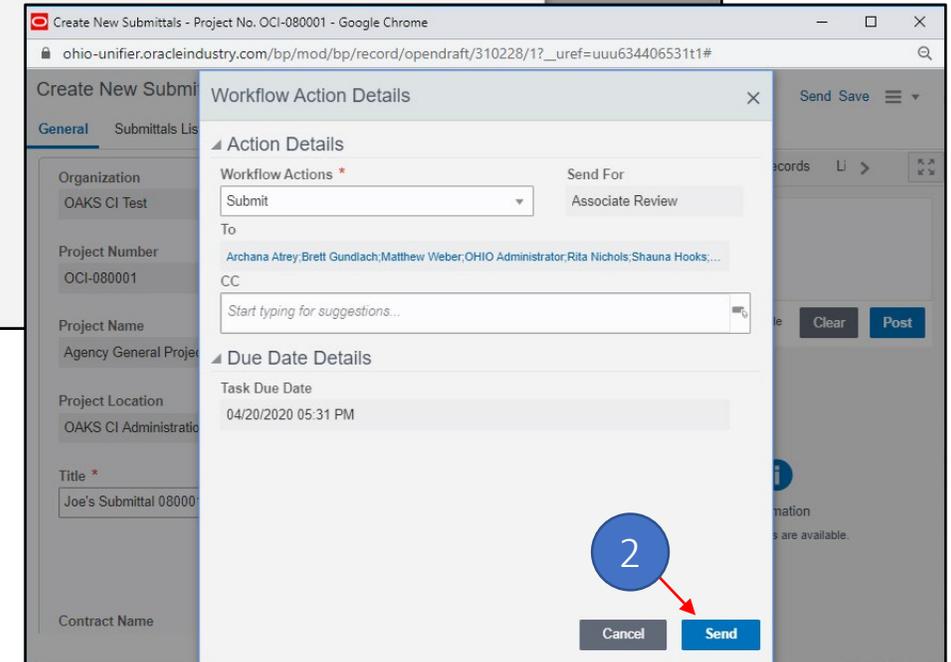
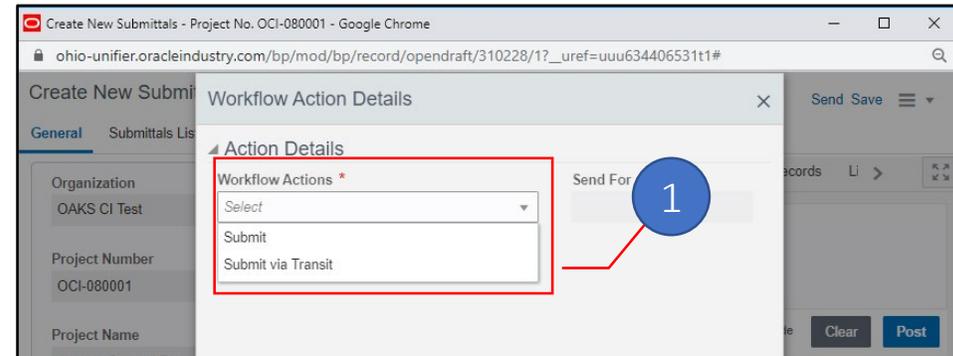
The screenshot displays the 'Create New Submittals' interface. The 'Submittals List' tab is active, showing a table with one row: 'Tile Sample.png' with status 'Submitted' and date '04/09/2020 05...'. The 'Line Item Details' section is also visible, containing fields for 'Name' (Tile Sample.png), 'Date Answer Requested' (04/20/2020 05:00 PM (UTC-5)), 'How Was It Sent?' (Other), and 'Type' (Sample). A red circle highlights the 'Send' button in the top right corner of the interface.

Name	Line Item...	Status	Date
Attachments Tile Sample.png		Submitted	04/09/2020 05...

Total: 2

# Send Record for Approval

- ▶ Select the Workflow Action:
  - ▶ Choose **Submit** if you sent the Submittal electronically. The record will move forward to A/E for Associate Review.
  - ▶ Choose **Submit via Transit** if the Submittal was sent through mail or courier. The record will move the forward to A/E for Submittals in Transit Await.
- ▶ Click **Send**



# Document Manager



# Uploading to Document Manager

If you are using Document Manager to add attachments to the Submittals, this should be done before creating the Submittals Record. The following section will walk you through uploading files to the Document Manager.



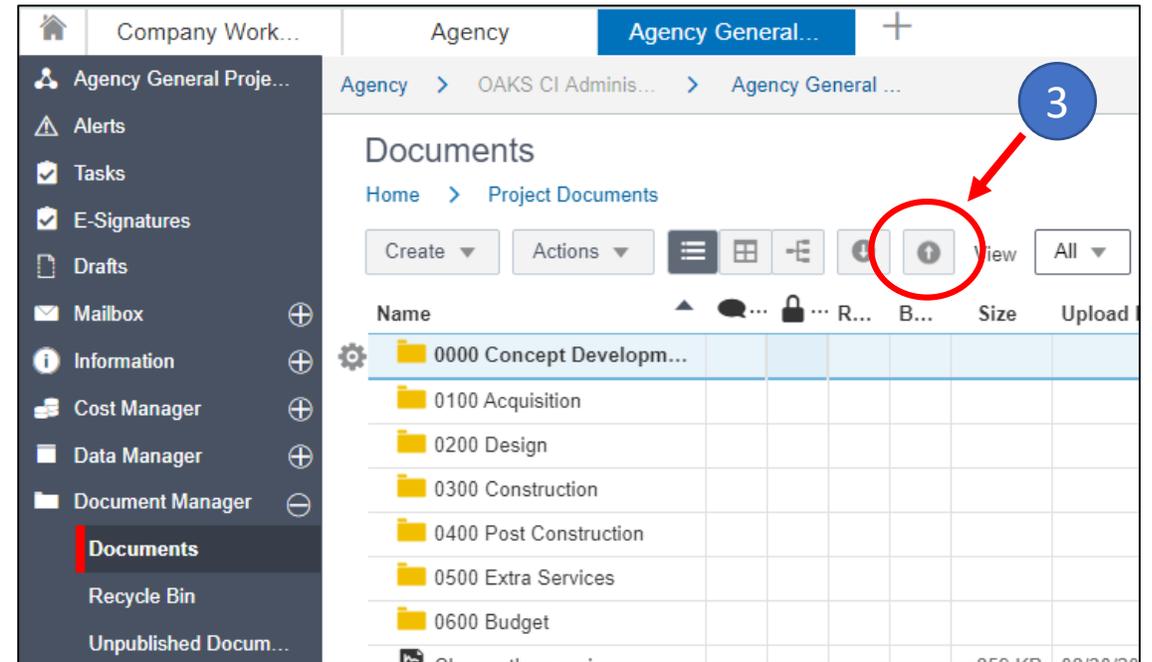
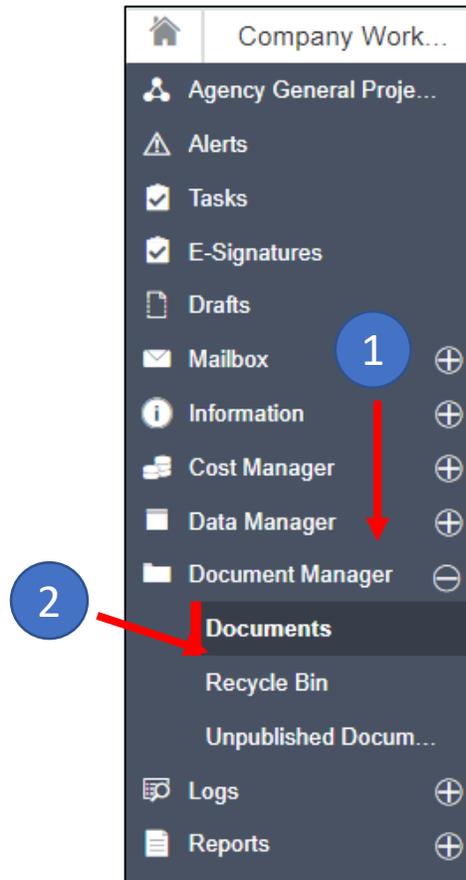
# About Document Manager

- ▶ Document Manager houses all your supporting documentation
- ▶ All documents must be uploaded into Document Manager **first** before they can be attached to a record
- ▶ Provides a platform for maintaining a wide variety of files and documents
- ▶ Ensures that project participants are always working on the most current versions
- ▶ Provides ready access to all documents from anywhere at any time



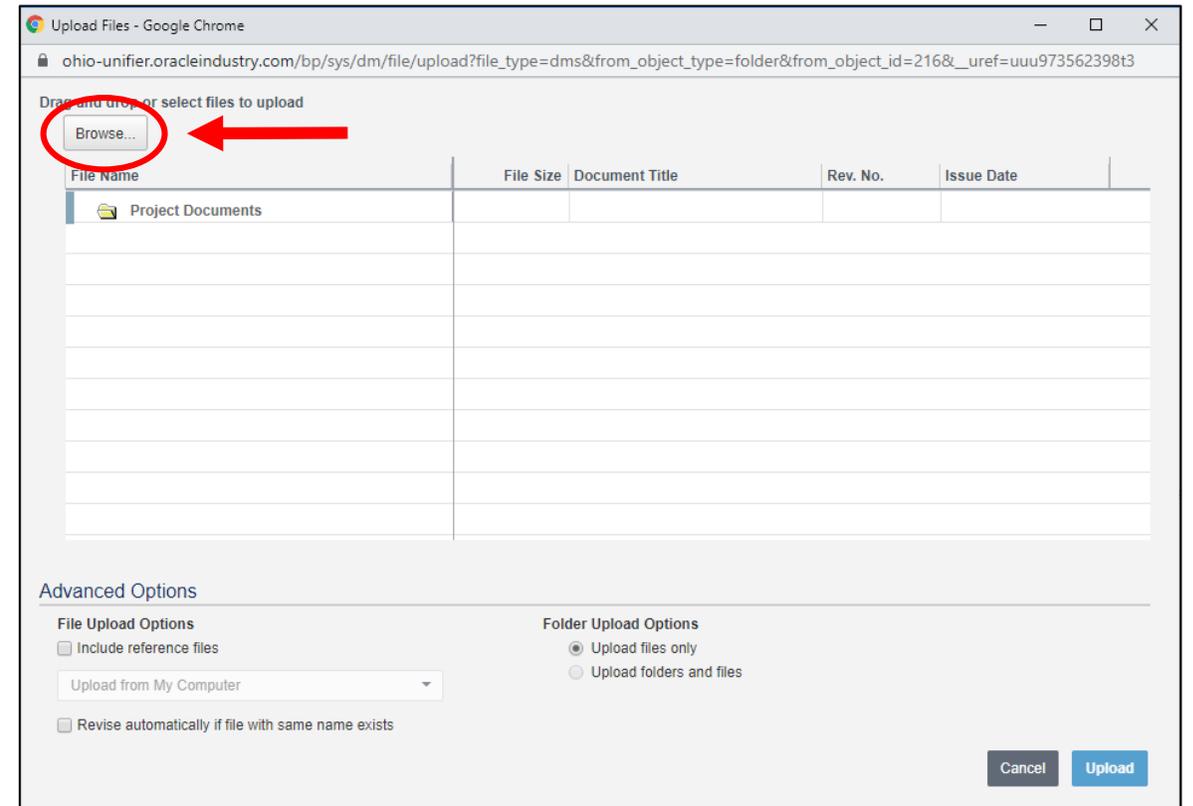
# Document Upload

1. Navigate to Document Manager
2. Click on Documents
3. Click the **Upload Arrow** button



# File Upload Window

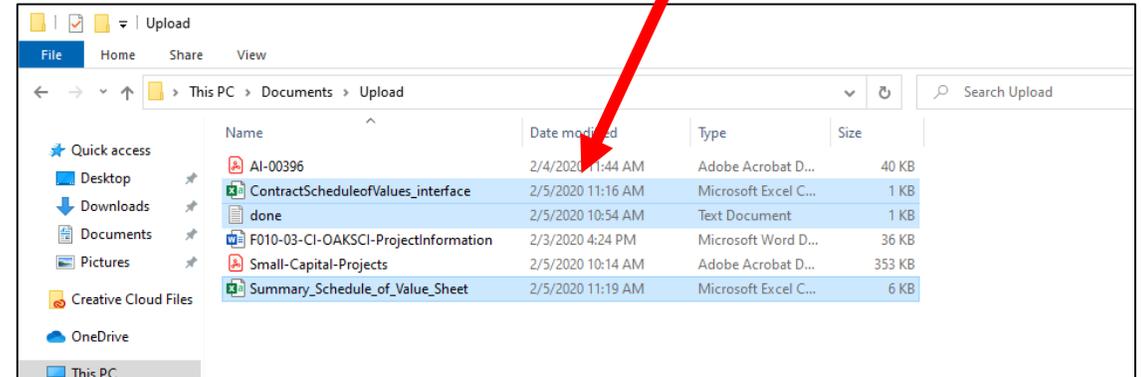
- ▶ A new window will appear for you to add files
- ▶ Click **Browse** to choose files for upload



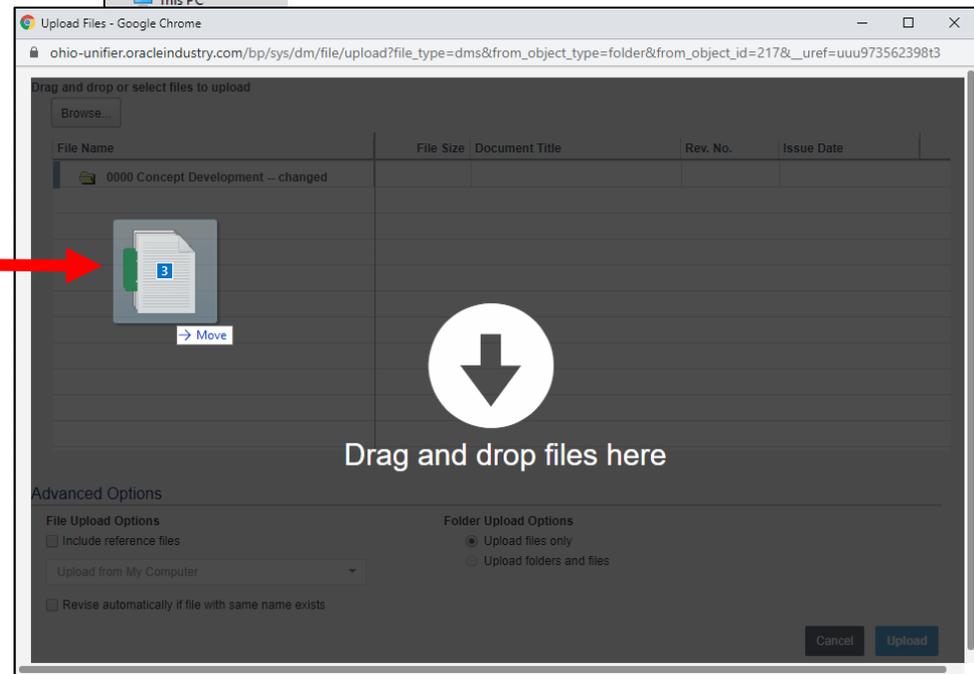
# Drag and Drop files

- ▶ Find the document(s) on your computer you want to upload
- ▶ Drag and Drop the documents into the Upload Files window

Choose your folder of Documents or Select Multiple Documents

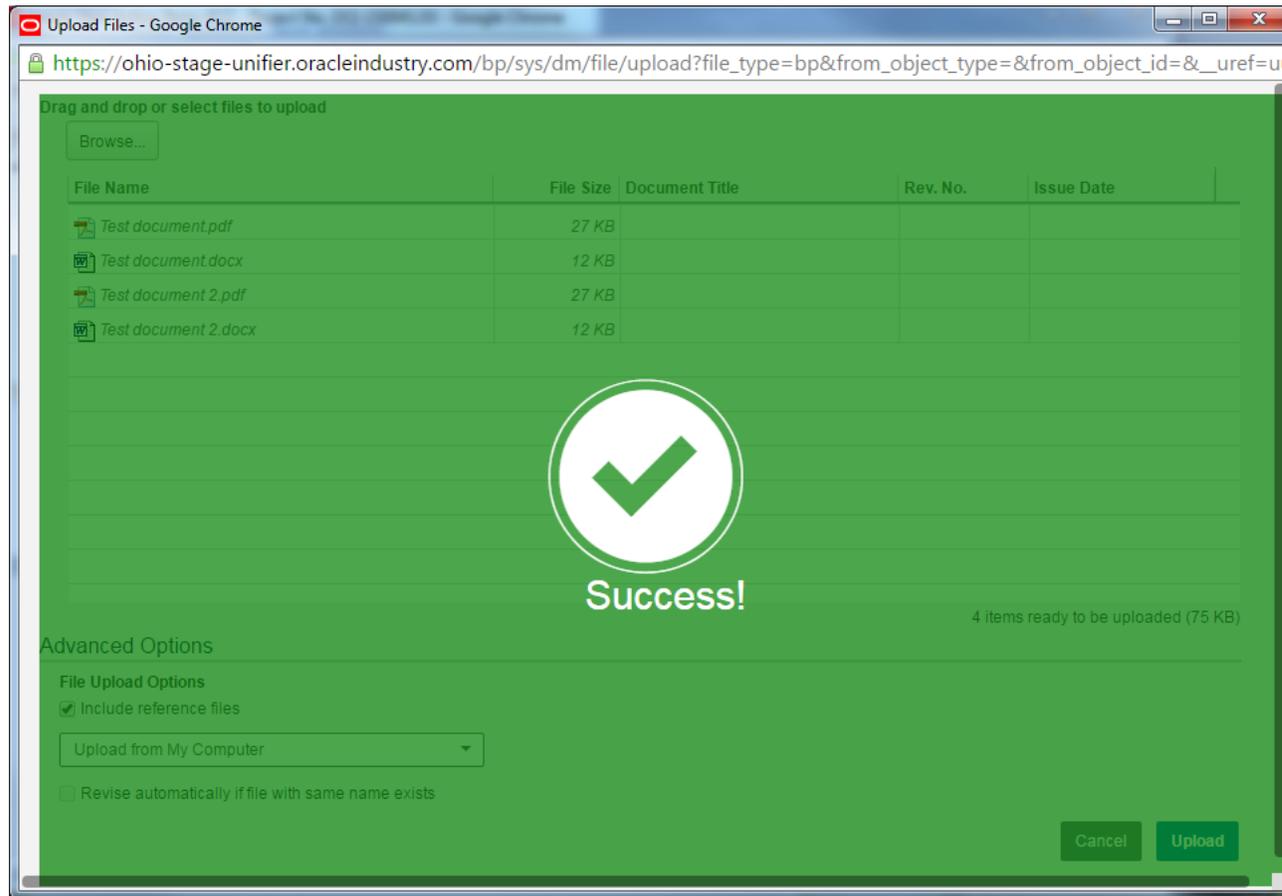


Drag and Drop the documents into the Upload Files window



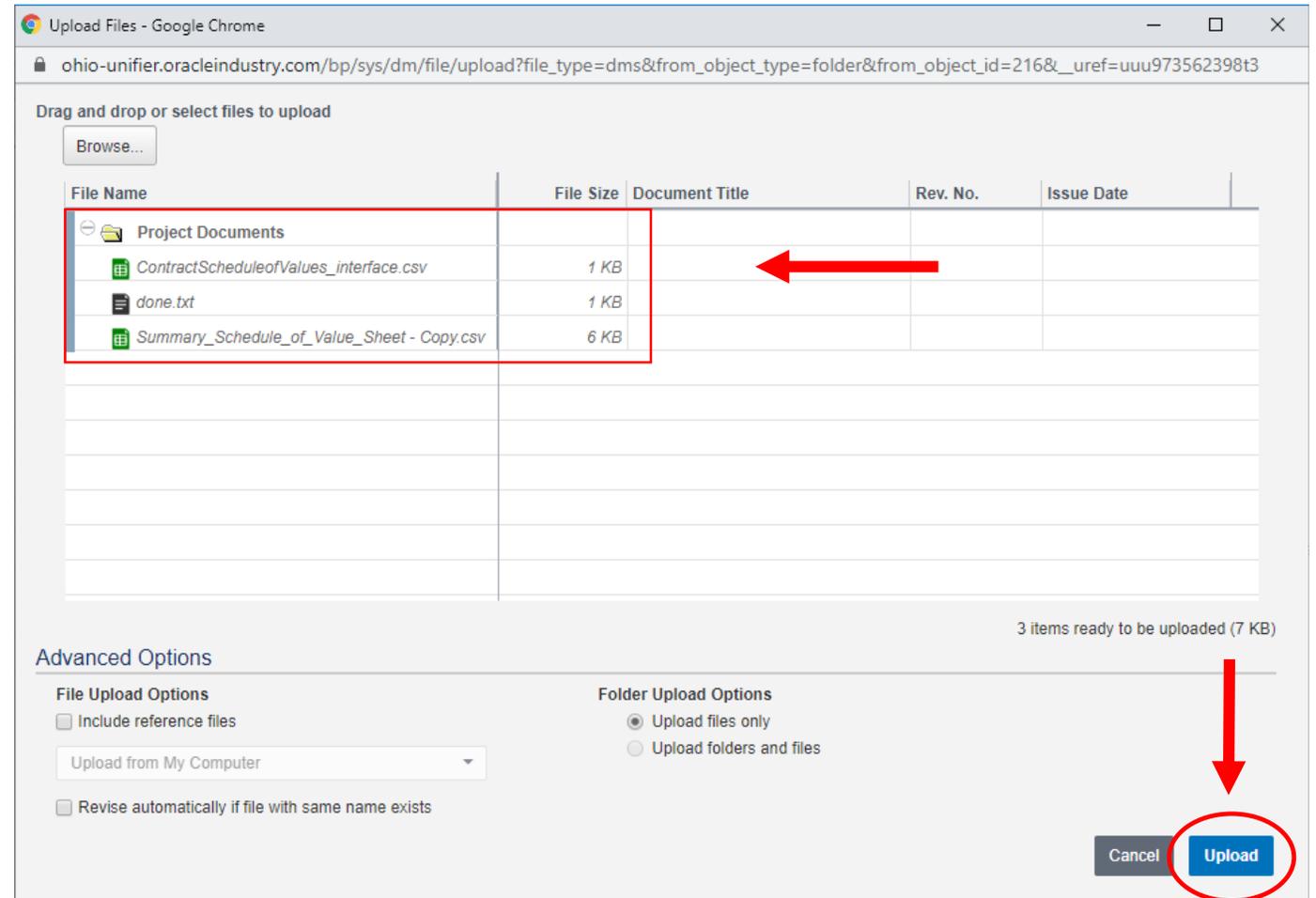
# Adding Documents

- ▶ If all folders and files have been added, you will see a green “Success!” screen



# Upload Documents

- ▶ You should see all your documents in the Upload Files window
- ▶ Click **Upload** button



# View Documents

- ▶ The window will close, and you will receive a message that your files have been uploaded
- ▶ Click the **Refresh** button to see the new files

The screenshot displays the Oracle Primavera Unifier interface. The top navigation bar shows 'ORACLE Primavera Unifier' and the current path: 'Company Work... > Agency > Agency General...'. The left sidebar contains various navigation options, with 'Documents' selected. The main content area is titled 'Documents' and shows a list of folders and files. A red box highlights the toolbar area, which includes a 'Refresh' button (circular arrow icon). A tooltip message is displayed over the Refresh button, stating: 'Files or folders have been successfully uploaded to the currently open Document Manager. To see the changes, click Refresh'. Below the toolbar, a table lists documents with columns for Name, Size, Date, and User.

Name	Size	Date	User
0000 Concept Developme...			
0100 Acquisition			
0200 Design			Steve Mayo
0300 Construction			Steve Mayo
0400 Post Construction			Steve Mayo
0500 Extra Services			Steve Mayo
0600 Budget			Steve Mayo
Chrysanthemum.jpg	859 KB	08/30/2016 12...	Katie Tuttle
Clear Browsing Data.docx	886 KB	09/01/2016 12...	Katie Tuttle
Construction Phase DB Tr...	26 MB	02/09/2017 06...	Katie Tuttle
Desert.jpg	827 KB	08/30/2016 12...	Katie Tuttle
Penguins.jpg	760 KB	09/02/2016 11...	Katie Tuttle



# Questions?

Please contact OAKS CI Support Desk:

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

614.644.2211

