



# Submittal Review

## Agency/Higher-Ed

# Topics

## Slide

Purpose and Procedure

3

Roles and Responsibilities

4

Workflow Steps

5

Submittals in Transit Await

6

Associate 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**

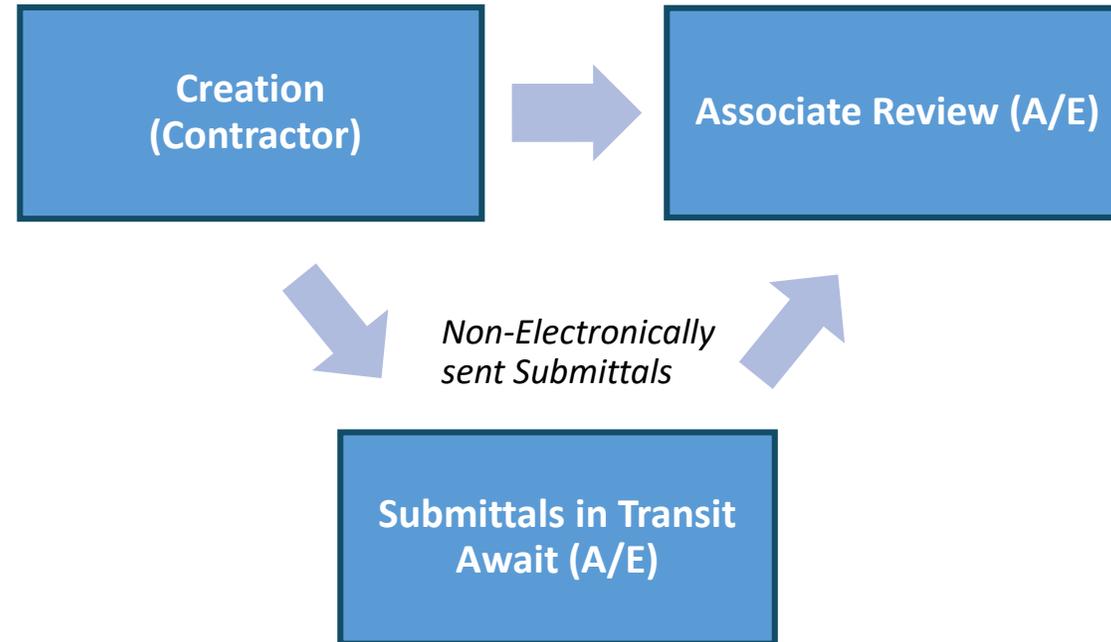
- ▶ Submits documents, samples, etc. to Associate (A/E) for conformance with contract documents

## ▶ **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.

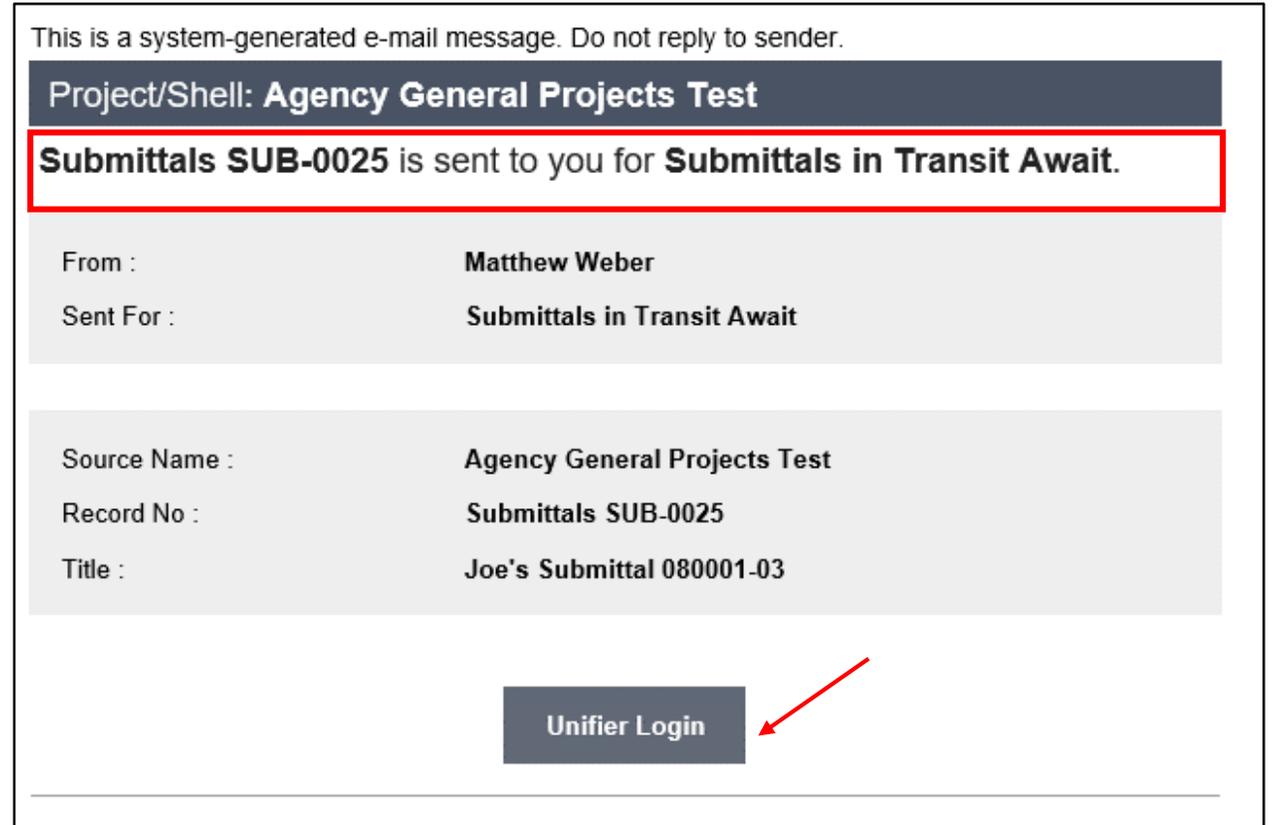
**Project/Shell: Agency General Projects Test**

**Submittals SUB-0025 is sent to you for Submittals in Transit Await.**

From : Matthew Weber  
Sent For : Submittals in Transit Await

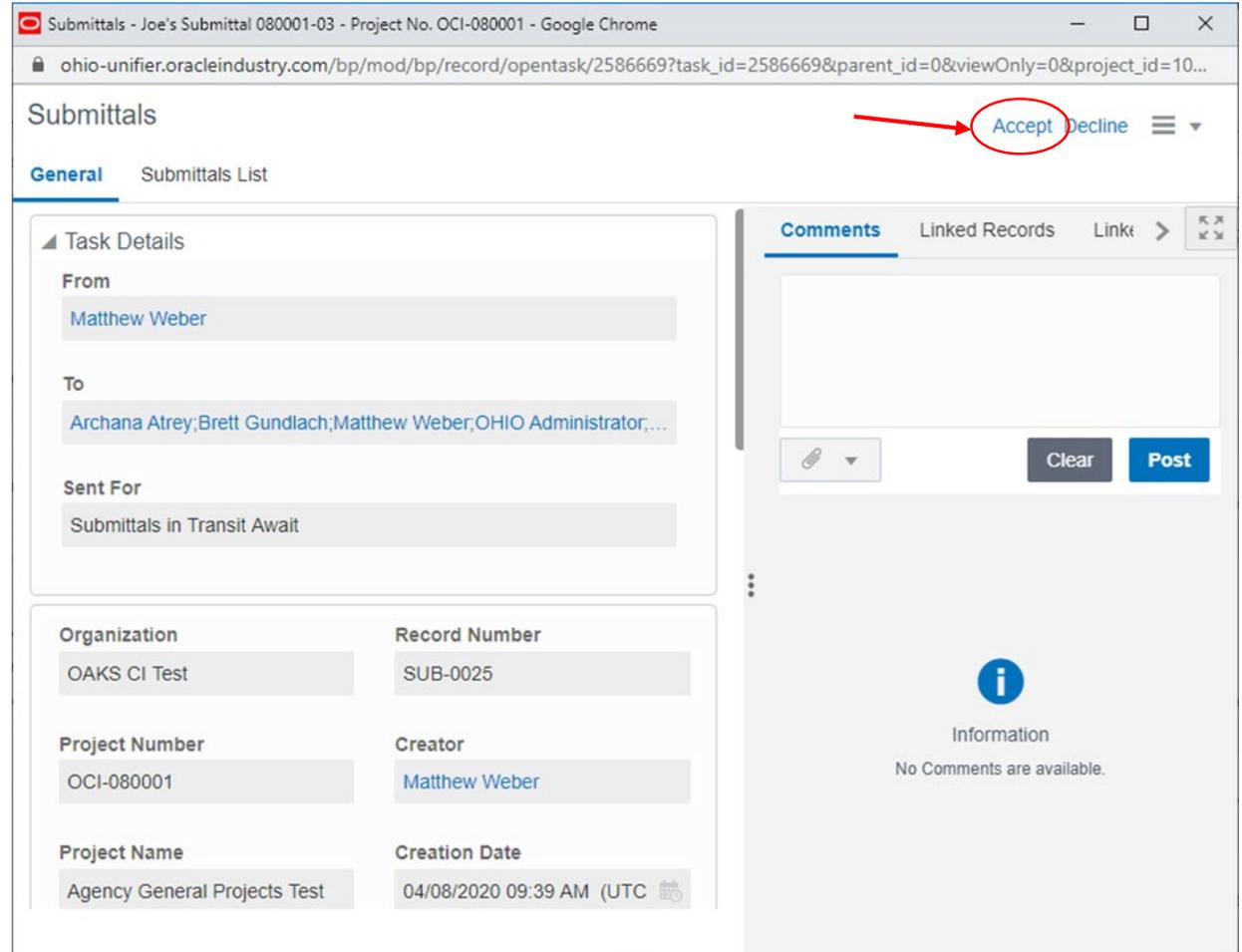
Source Name : Agency General Projects Test  
Record No : Submittals SUB-0025  
Title : Joe's Submittal 080001-03

[Unifier Login](#)



# Accept Task (A/E)

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



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

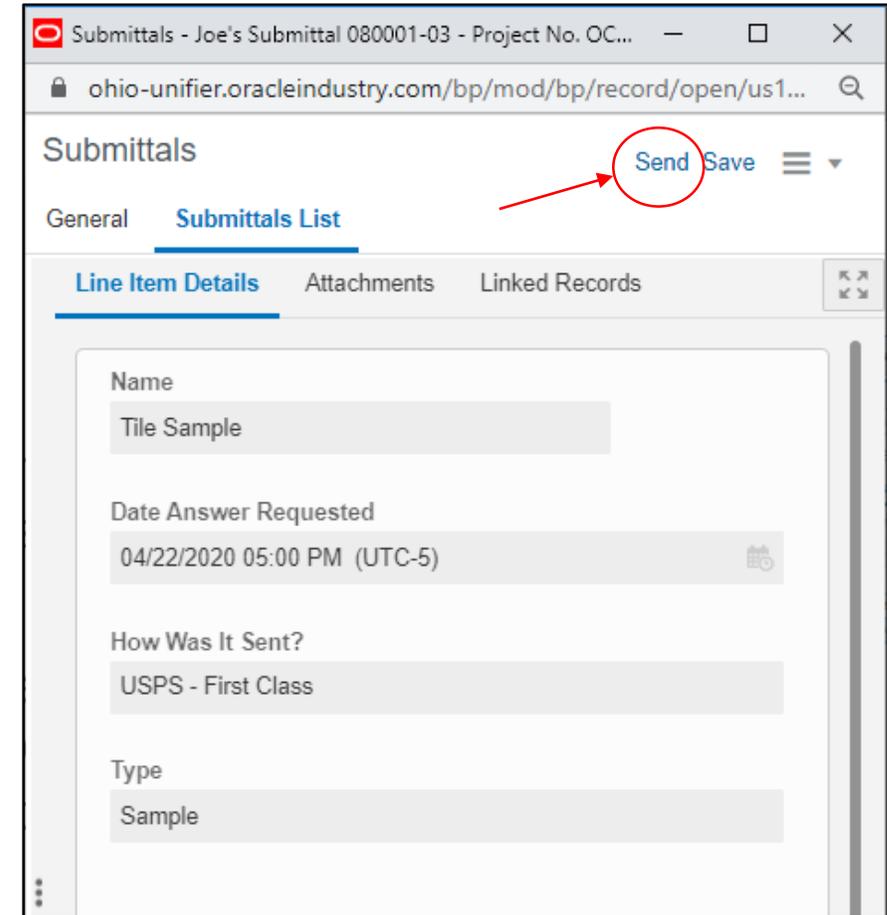
- Browser Tab:** Submittals - Joe's Submittal 080001-03 - Project No. OCI-080001 - Google Chrome
- URL:** ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2586669?task\_id=2586669&parent\_id=0&viewOnly=0&project\_id=10...
- Page Title:** Submittals
- Navigation:** "Accept" and "Decline" buttons are visible in the top right, with "Accept" circled in red and a red arrow pointing to it. A menu icon is also present.
- General Tab:** "Submittals List" is selected.
- Task Details:**
  - From:** Matthew Weber
  - To:** Archana Atrey; Brett Gundlach; Matthew Weber; OHIO Administrator; ...
  - Sent For:** Submittals in Transit Await
- Metadata:**

<b>Organization</b>	OAKS CI Test	<b>Record Number</b>	SUB-0025
<b>Project Number</b>	OCI-080001	<b>Creator</b>	Matthew Weber
<b>Project Name</b>	Agency General Projects Test	<b>Creation Date</b>	04/08/2020 09:39 AM (UTC)
- Comments Tab:** "Comments" is selected. The area shows "No Comments are available." with a "Post" button.



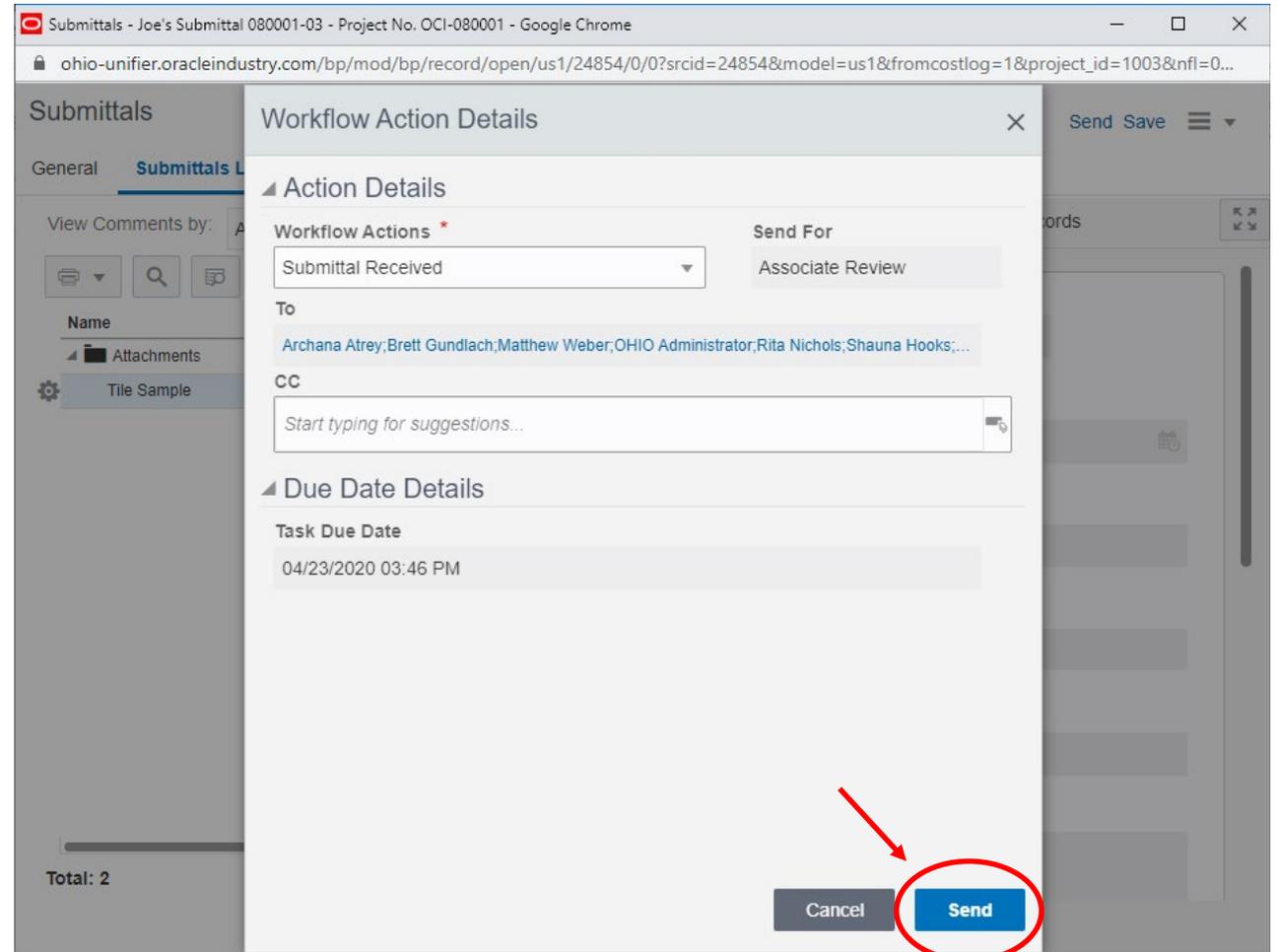
# Submittal Received

- ▶ 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 Associate Review

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



# Associate Review (A/E)



# Receive Task – Associate Review (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.

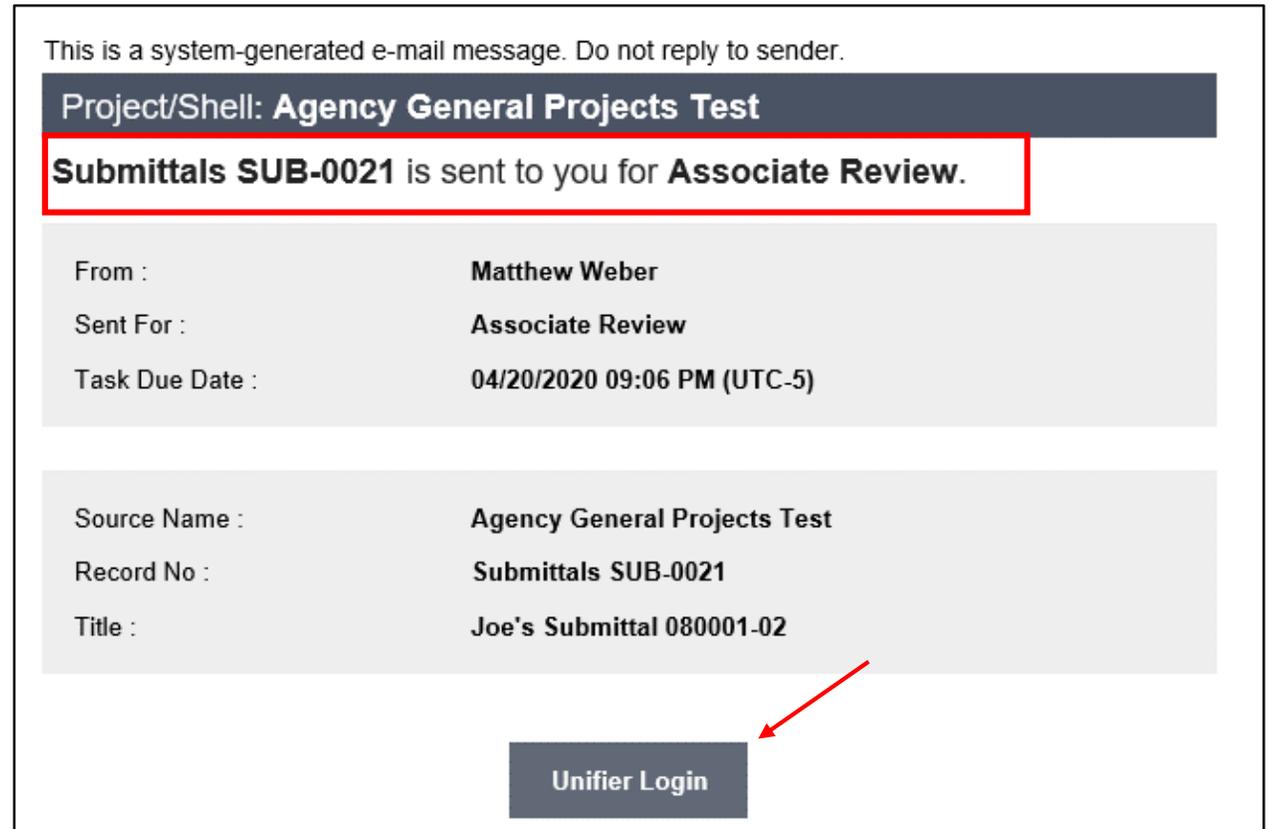
**Project/Shell: Agency General Projects Test**

**Submittals SUB-0021 is sent to you for Associate Review.**

From : Matthew Weber  
Sent For : Associate Review  
Task Due Date : 04/20/2020 09:06 PM (UTC-5)

Source Name : Agency General Projects Test  
Record No : Submittals SUB-0021  
Title : Joe's Submittal 080001-02

[Unifier Login](#)



# Accept Task – Associate Review (A/E)

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

The screenshot shows a web browser window with the following details:

- Browser Tab:** Submittals - Joe's Submittal 080001-02 - Project No. OCI-080001 - Google Chrome
- URL:** ohio-unifier.oracleindustry.com/bp/mod/bp/record/opentask/2584892?task\_id=2584892&parent\_id=0&viewO...
- Page Title:** Submittals
- Navigation:** General (selected), Submittals List
- Task Details:**
  - From:** Matthew Weber
  - To:** Archana Atrey; Brett Gundlach; Matthew Weber; OHIO Ad...
  - Sent For:** Submittals in Transit Await
- Metadata:**
  - Organization:** OAKS CI Test
  - Record Number:** SUB-0021
  - Project Number:** OCI-080001
  - Creator:** Matthew Weber
  - Project Name:** (empty)
  - Creation Date:** (empty)
- Comments Section:** Includes tabs for Comments, Linked Records, and Linked Mail. The 'Accept' button is circled in red, and a red arrow points to it from the right.
- Information:** A blue 'i' icon with the text 'Information' and 'No Comments are available.'



# Associate Review – Review Submittal (A/E)

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

The screenshot displays a web application interface for reviewing submittals. The browser address bar shows the URL: [ohio-unifier.oracleindustry.com/record/opendraft/310277/1?\\_uref=uuu994980492t1](http://ohio-unifier.oracleindustry.com/record/opendraft/310277/1?_uref=uuu994980492t1). The page title is "Submittals". The "General" tab is selected, and the "Submittals List" tab is circled in red. A red circle labeled "a" is positioned over the "General" tab, and a red circle labeled "b" is positioned over the "Submittals List" tab. A red bracket connects the two circles. The main content area displays a form with the following fields:

Organization	Record Number
OAKS CI Test	SUB-0021
Project Number	Creator
OCI-080001	Matthew Weber
Project Name	Creation Date
Agency General Projects Test	04/06/2020 09:00 PM (UTC-5)
Project Location	Status
OAKS CI Administration	Pending
Title	Due Date
Joe's Submittal 080001-02	
Contractor Name	
Contract Name	
Joe's Contracting	

The "Comments" section on the right shows "No Comments are available." and includes buttons for "Hide", "Clear", and "Post".



# Associate Review – Review Submittal (A/E)

- ▶ 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 shows a 'Submittals' list with columns for Name, Attachments, Status, Date, and Variations. A red arrow points to the 'Tile Sample.png' entry in the list. A modal window titled 'Line Item Details' is open on the right, showing the following information:

- 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: (empty text box)

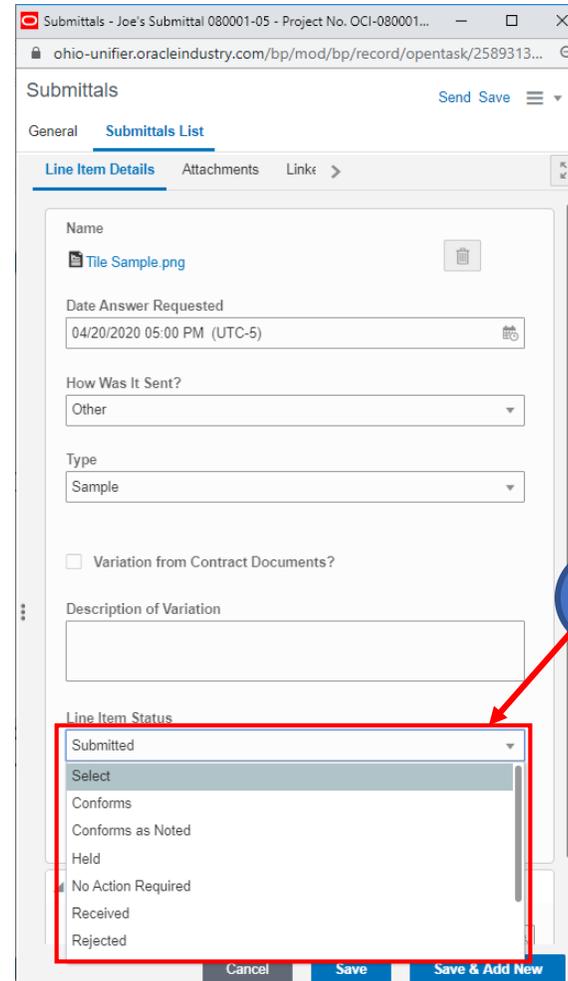
Buttons for 'Cancel' and 'Save' are visible at the bottom of the modal.



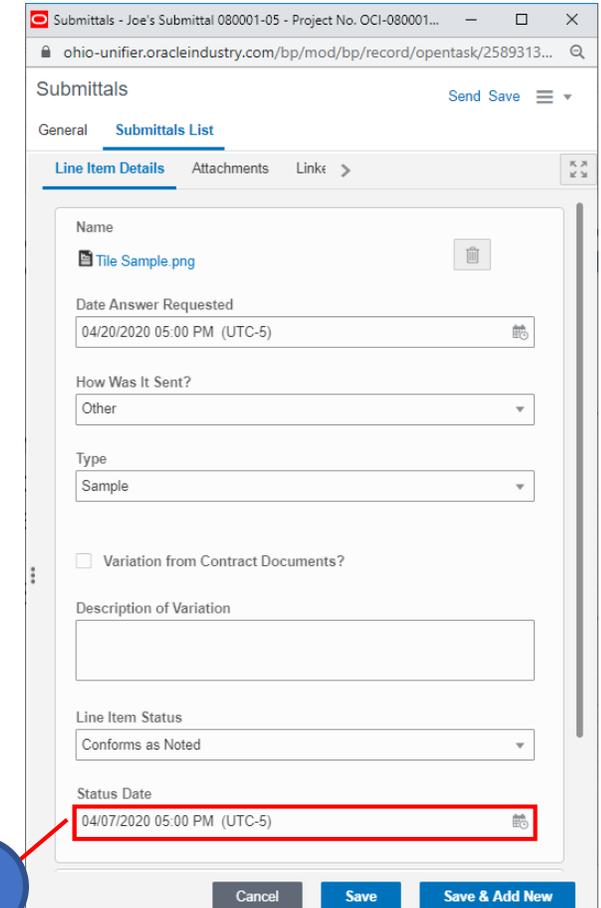
# Associate Review – Review Submittal (A/E)

- ▶ 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 'Line Item Details' section of a submittal form. The 'Line Item Status' dropdown menu is open, displaying a list of status 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 same 'Line Item Details' section. The 'Line Item Status' dropdown is now set to 'Conforms as Noted'. The 'Status Date' field is highlighted with a red box and a red arrow from a blue circle labeled 'b'. The status date is updated to '04/07/2020 05:00 PM (UTC-5)'. The 'Date Answer Requested' field remains '04/20/2020 05:00 PM (UTC-5)'.



# Associate Review – Review Submittal (A/E)

- 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 a software interface with the following elements:

- Line Item Status:** A dropdown menu set to "Conforms as Noted".
- Status Date:** A date field showing "04/10/2020 05:00 PM (UTC-5)".
- Non-Electronic Submissions:** A section containing:
  - Sent Date:** "04/06/2020 05:00 PM (UTC-5)".
  - Received Date:** "04/10/2020 05:00 PM (UTC-5)", highlighted with a red box.
- Notes:** A text area with a right-pointing arrow.
- Buttons:** "Cancel", "Save" (highlighted with a red box), and "Save & Add New".

Annotations:

- A blue circle with the letter "C" is placed over the "Received Date" field.
- A red line connects the "C" circle to the "Save" button.
- A blue circle with the letter "d" is placed below the "Save" button.

# Associate Review – Review Submittal (A/E)

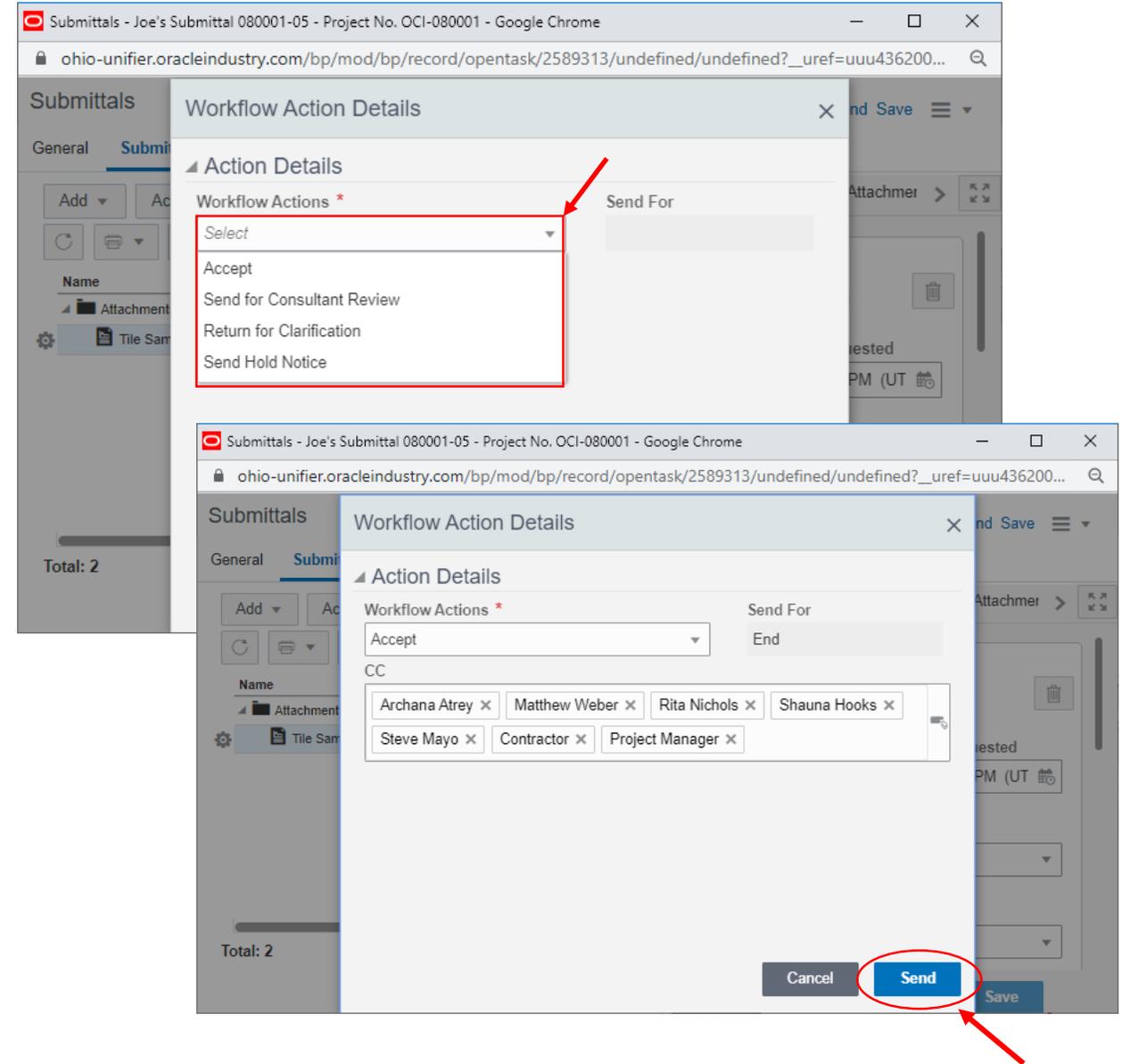
- ▶ After saving, you will see the updated Line Item Status and Status Date in the Submittals List section of the record
- ▶ When the all items have been updated and the record is ready to move forward, click **Send**

The screenshot displays a web application interface for reviewing submittals. The main section is titled 'Submittals' and includes a 'Submittals List' table. The table has columns for 'Name', 'Line Item', 'Status Date', and 'Variations'. A red dashed box highlights the 'Line Item' and 'Status Date' columns for the 'Tile Sample.png' item. A red arrow points to a 'Send' button in the top right corner. The 'Line Item Details' panel on the right shows fields for Name, Date Answer Requested, How Was It Sent?, and Type.

Name	Line Item	Status Date	Variations
Attachments			No
Tile Sample.png	Conforms a...	04/10/2020 05...	No

# 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:

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

614.644.2211

