Creating and Submitting Submittals and Submittal Packages

Sending Submittals in for review is a two-part process made up of Submittal Items and Submittal Packages.

Submittals Items are the individual items general contractors and vendors prepare and submit via a Submittal Package to the design team. Submittal Packages are generally organized by Specification Section and contain all related Submittal Items for that section to facilitate the review and response against the design and specifications.
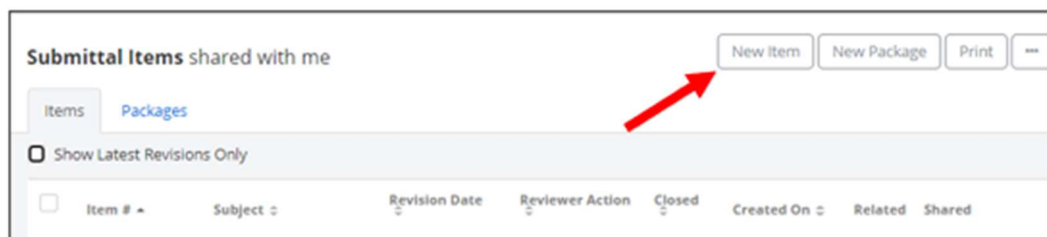
All of the individual Submittal Items that will be required for the project should be entered as Submittal Items and the list of Submittal Items will form the Submittal Register/Log that will be submitted to the design team for review and action at the beginning of construction.

When all related Submittal Items for a work item are ready for submission and review, group the Submittal Items into a Submittal Package and initiate the workflow to submit the Submittal Package for review and action by the design team.

Prior to using this form for the first time, validate that the project specifications, divisions and reviewer's actions are setup by the DGS Project Management.
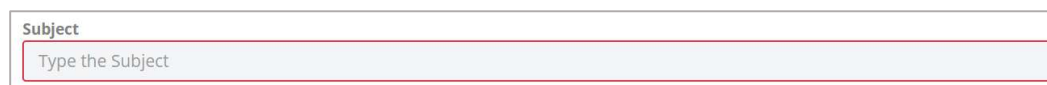
Creating a New Submittal Item

1. Navigate to the Submittals log by selecting the **Submittals** form within a project.

2. Click the **New Item** button on top of the Submittal log.

3. Enter the title of the Submittal item in the **Subject** field. This is one of the three required fields and data must be entered to save the submittal document.

4. Select the **Type** of the Submittal Item, such as Shop Drawing, Product Data, Samples, etc.

Type

5. Enter a **Description** for the submittal.

Description

6. Click inside the **Specification Section** field. A list of project specific specification numbers will appear below. To filter the list, begin typing the specification title or specification number. Once the correct item appears in the list, click to select it to apply it to the submittal. This is the second of the three required fields and data must be entered to save the submittal document.

> **NOTE:** If Specification Sections do not appear in the list, contact the DGS Project Manager to populate this lookup list.

Specification Section ⑦

7. The **Number** field suggests the next available number based on the Specification Section selected above. This is the third of the three required fields and data must be entered to save the submittal document.

Number ⑦

Type the Number

8. The **Revision** number will automatically populate with 0 for the first submittal revision. When a new revision is created, this number will automatically increment.

Revision

0

9. The **Revision Date** is populated with the date that the Revised Submittal Item was submitted for review. Click the Revision Date box to select the date. To change the month and year, click the month and year field.

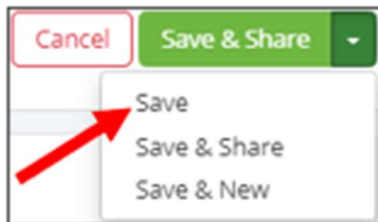10. In the **Materials Needed on Site** field enter the date the materials are required to be delivered to the site.

   NOTE: This is the last data field to enter on this Submittal Item.

11. Click **Save** if there is only one Submittal Item to create or click **Save & New to create another Submittal Item.**

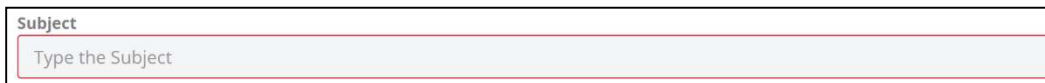12. Attach supporting files to the **Attachments** section prior to submitting for review.

Creating a New Submittal Package

13. To create a Submittal Package, navigate to the Submittal log and click on the **New Package** button.

14. Enter a title for the submittal package in the **Subject** field. This is a required field and will need to be populated to save the record.

Subject

Type the Subject

15. Click inside the **Specification Section** field and start typing the Specification name or number and click on the specification to apply to the submittal package. This is a required field and will need to be populated to save the record.

Specification Section ⑦

> **Note:** Refer to the QRGs for Specifications and Specification Packages for more information on how to set up the project specifications.

16. The **Number** field will auto populate based on the number of prior Submittal Packages for the selected Specification Section. This is a required field and will need to be populated to save the record.

Number

Type the Number

17. The **Revision No** field will automatically populate with 0 for the first revision of the submittal package. If new revisions of the submittal package are created, the Revision No field will update with the next sequential number. There is no need to update this field unless the submittal package revision number is different from the one entered.

Revision

0

18. Enter the **Description** for the submittal package document.
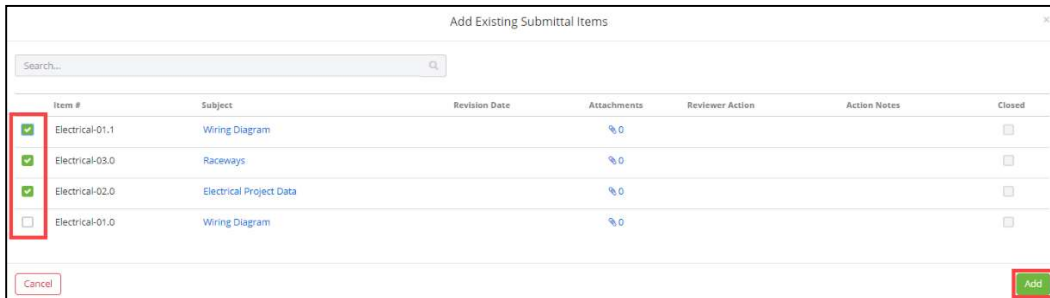
Description

Type the Description

19. To add Submittals to the package, click the **Add Existing** button.

Click the **checkbox** beside the title of each Submittal Item to add to the package and click the **Add** button.

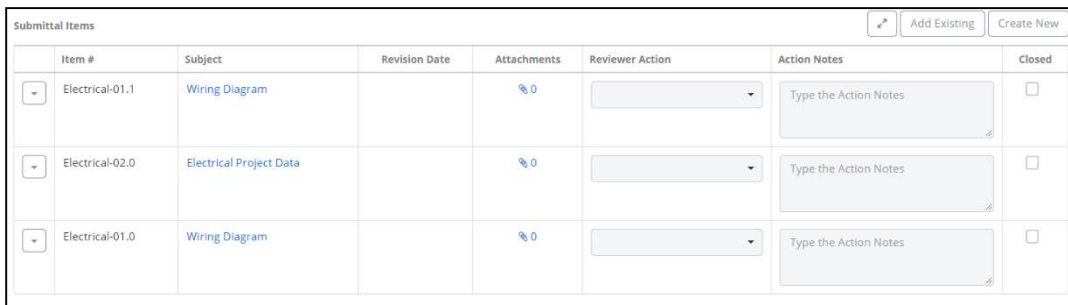20. The Submittal Package form will show all **Submittal Items** added to the package.
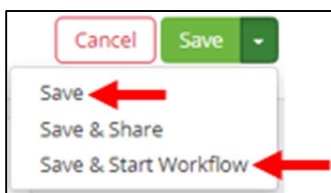
21. Save the Submittal Package by selecting the **Save** button.

> **NOTE:** At this time, if the Submittal Package is complete and ready to be reviewed, then select the Save & Start Workflow, choose the appropriate Workflow Name, Click on Start Workflow and the Workflow process will start.
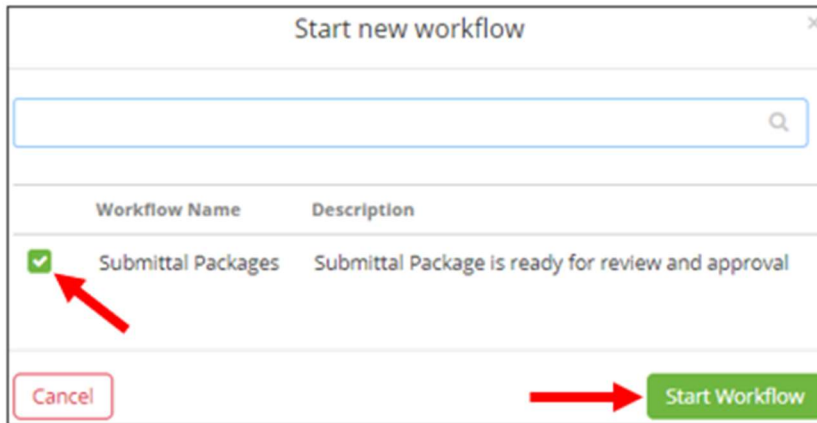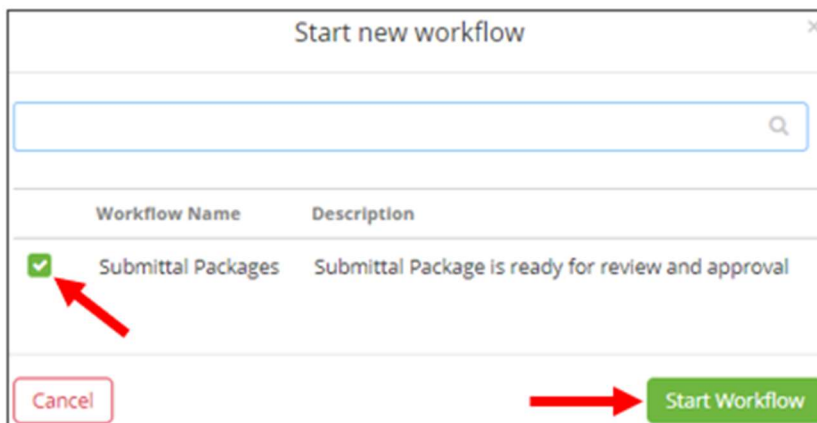
Start the Submittal Package Workflow

22. To start the **Workflow** from the Workflow section, scroll down to the Workflow section and click on Start.

23. Choose the appropriate **Workflow Name**, Click on **Start Workflow** and the Workflow process will start.

Create a New Revision of a Submittal Package with Open Submittal Items

Submittal Package revisions are helpful because they help track the lifecycle of the package. They are created after a member of the design team takes action on all Submittal Items included in the package and has indicated that at least one item still needs work.

Creating new submittal packages is easy and automatically creates new revisions to all Submittal Items not marked "Closed".

1. Open the newly reviewed Submittal Package and click on the **Edit** button.

2. Scroll down to the **Submittal Items** section and review the "Reviewer Action" and "Action Notes".
   > **NOTE:** If additional review is needed, open the reviewer's markups by clicking on the **Attachments paperclip** icon for each Submittal Item.

3. After reviewing the comments and Actions, click the **Closed** check box for Submittal Items that do not need additional resubmission for review.

4. When all changes have been made, click the **Save** button.

5. When the Submittal Package is ready to have the next Revision created for it and the "Open" Submittal Items, click on the **Create Revision** button.

6. Confirm creating a new Submittal Package Revision and revisions to all Submittal Items NOT checked as Closed by clicking **Yes**.

7. The **Revision** field will automatically increment to the next revision number in the sequence. Update the other fields as needed.

8. The **Submittal Item** that was not marked as Closed now has a new revision number at the end of its Item #, and the Reviewer Action and the Action Notes are blank.

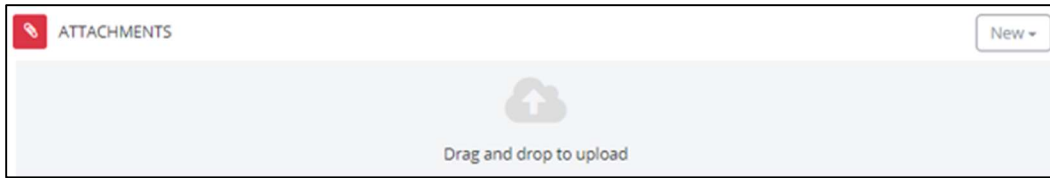9. When all changes are complete, click the **Save** button.

10. To upload new Attachment files to the Submittal Item(s), either go to the Submittal Item log and open them from the log or click on their **Hyperlink** in the Submittal Item **Subject** field.
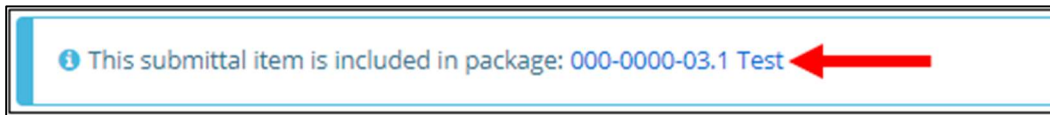

11. Upload the revised files to the **Attachments** section to the revised Submittal Item.

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12. To return to the Submittal Package, click on the Submittal Package **hyperlink** at the top of the Submittal Item.

Start the Revised Submittal Package Workflow

1. To start the **Workflow**, scroll down to the Workflow section and click on **Start New**.

2. Choose the appropriate **Workflow Name**, Click on **Start Workflow** and the Workflow process will start.