Tips for Expediting Submittals

Acceptance of some Submittals are more critical than others to ensure that materials and equipment are delivered on time. The following tips can be utilized to help expedite those critical Submittals.

Packaging Submittals by Priority

If it is known in advance that a Submittal Item or small group of items need to be fast tracked through the review process, then package them accordingly. Do not include other items that are less critical that may slow the review process. Consider the following to highlight the urgency.

1. When populating the subject, prefix it with "URGENT:".
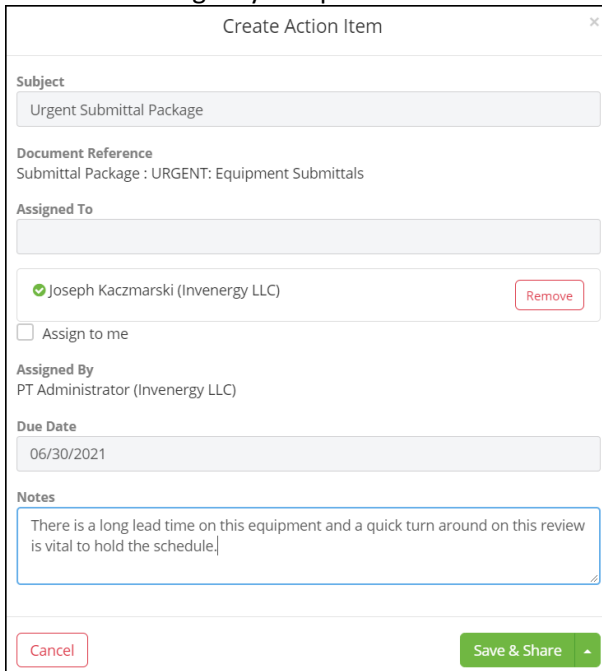
2. After initiating the workflow for the Submittal Package create an Action Item to the reviewer to reinforce the urgency and provide a due date.

Proceeding with a Partial Submittal Package

If there are less critical items in a Submittal Package that are slowing the review do not let them hold up the more critical items. The following options can be used to eliminate these delays.

1. Reviewer can provide direction, via Comments, to procced with an item or items while completing the review of the rest of the package. The Comments are a part of the audit history of the project and protect all parties by recording the direction provided.

2. Alternately, the reviewer or contractor can remove an item or items from the package and re-submit them in a future package. This will allow those critical items that have already been reviewed to be finished leaving a clean record of the review and completed workflow. To remove an item:
   a. Edit the Submittal Package
   b. Click the arrow to the left of the item
   c. Click remove
   d. Follow this up with a Comment letting others know why it was removed.

	Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
⌄	33.71.00-2.0	Transformer B		Accepted ✖	Type the Action Notes	✅	🔗 0
⌄	33.71.00-3.0	Transformer c		Accepted as Noted ✖	Type the Action Notes	✅	🔗 0
⌄	33.71.00-01.0	Transformer A	6/9/21		Type the Action Notes	☐	🔗 1

Submittal Items — Add Existing — Create New

Remove

NOTE: Unlike rejecting a Submittal Item, **Removing** a Submittal Item does not increment the item to the next version. It makes that same version of the item available for attachment to another Submittal Package.