



Submittals Training Guide (Mentor)

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About

Submittals is a log that tracks information required to be submitted by the CM Firm for SCA's approval during the contract. Information includes but is not limited to plans, reports, logs, tests, product data, material safety data sheets, samples, drawings, diagrams, images, videos, and certificates.

Notes

While the Submittal process is consistent for all project types, the terms CM Firm and CM PM are specific to Requirements projects. The CM Firm acts on behalf of the General Contractor and the CM PM is in the role of the Project Officer.

Process Overview

The members of the CM Firm prepare a Submittal Log to the CM Firm PM and AEoR for approval. Once the log is approved, the CM Firm provides Submittals to the Submittal Coordinator for administrative review. The Submittal is assigned to the Official Reviewer who may accept the Submittal, send to a Secondary Reviewer, or place the Submittal on hold for up to 30 days. Upon completion of the review cycle, the Official Reviewer will provide a response.

Three responses close the Submittal.

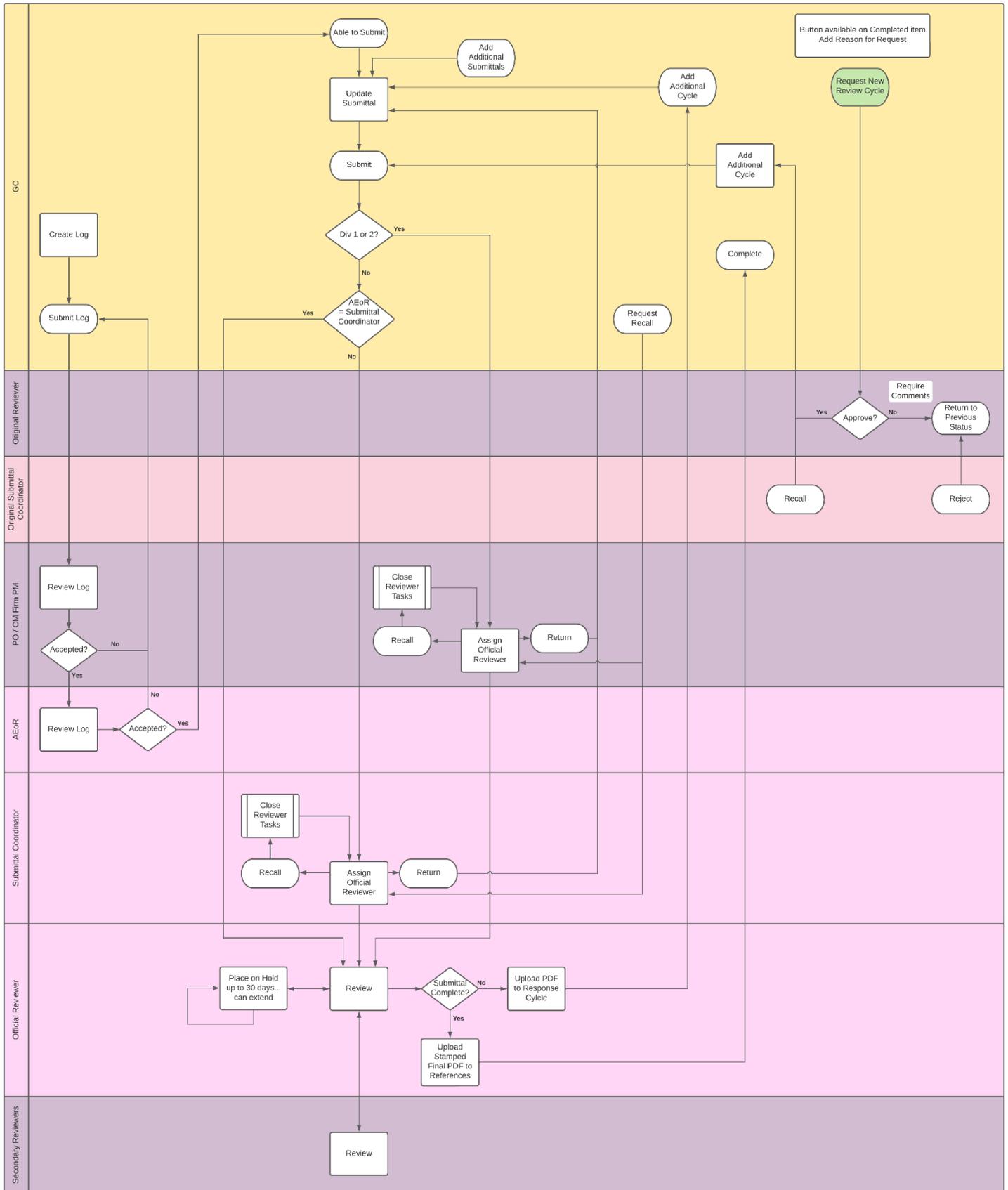
- No Exceptions Taken
- Make Corrections Noted
- Reviewed: No Action Taken

Two responses require the CM Firm to resubmit by starting a new review cycle.

- Revise and Resubmit
- Rejected: Not Approved

After a submittal has been completed, the CM Firm can request a new review cycle when new documentation needs to be sent to the Official Reviewer. If the original reviewer approves this request, then the CM Firm will be able to upload new documentation and submit to the Submittal Coordinator.

Workflow Diagram



Step-by-Step Instructions

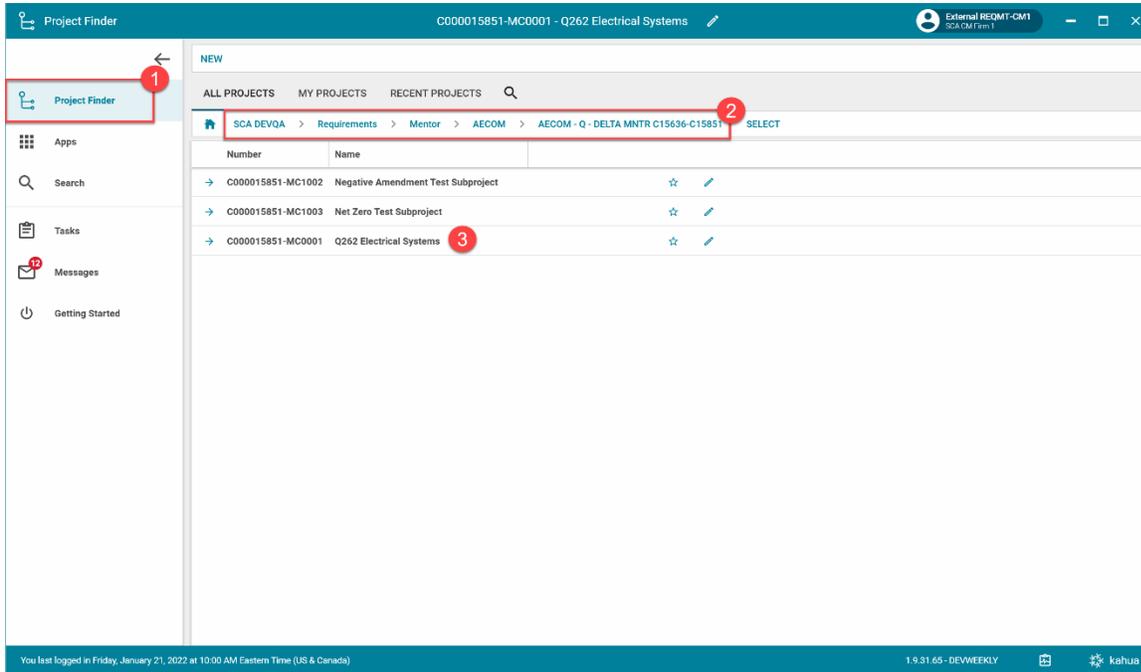
Submittal Log

Create Submittal Item

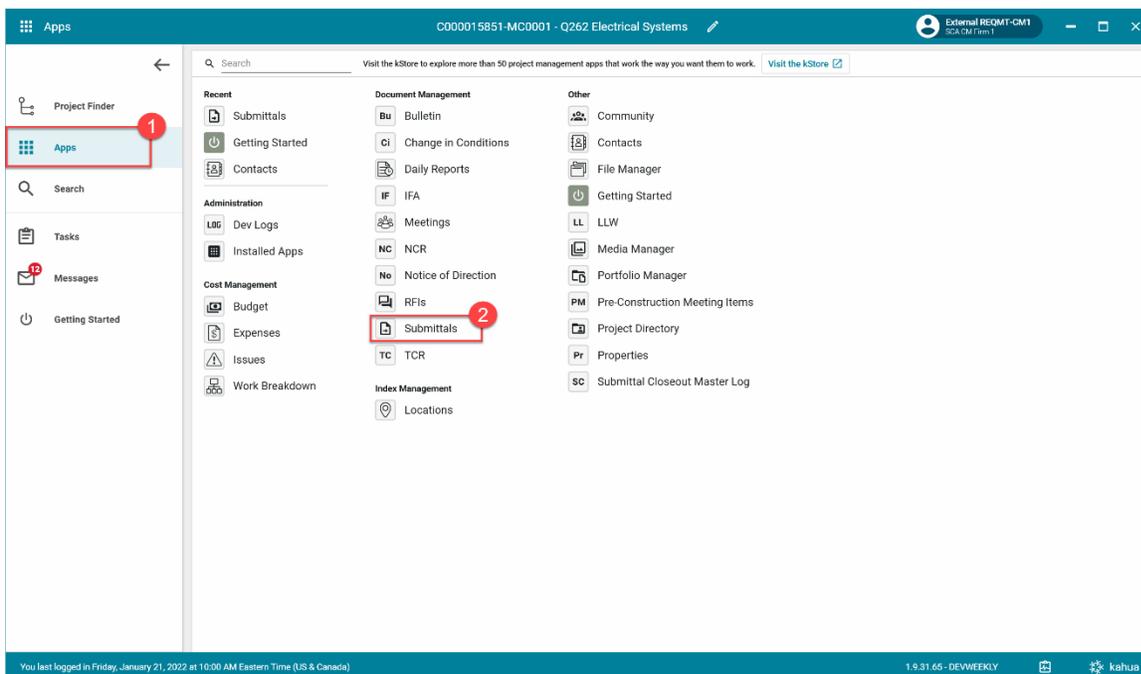
Role	Preceding Steps	Outcome
CM Firm	→ CSI Codes are uploaded.	→ The submittal item is created.

Steps

1. Go to 'Project Finder' > Navigate to the desired Program > Select the desired Subproject

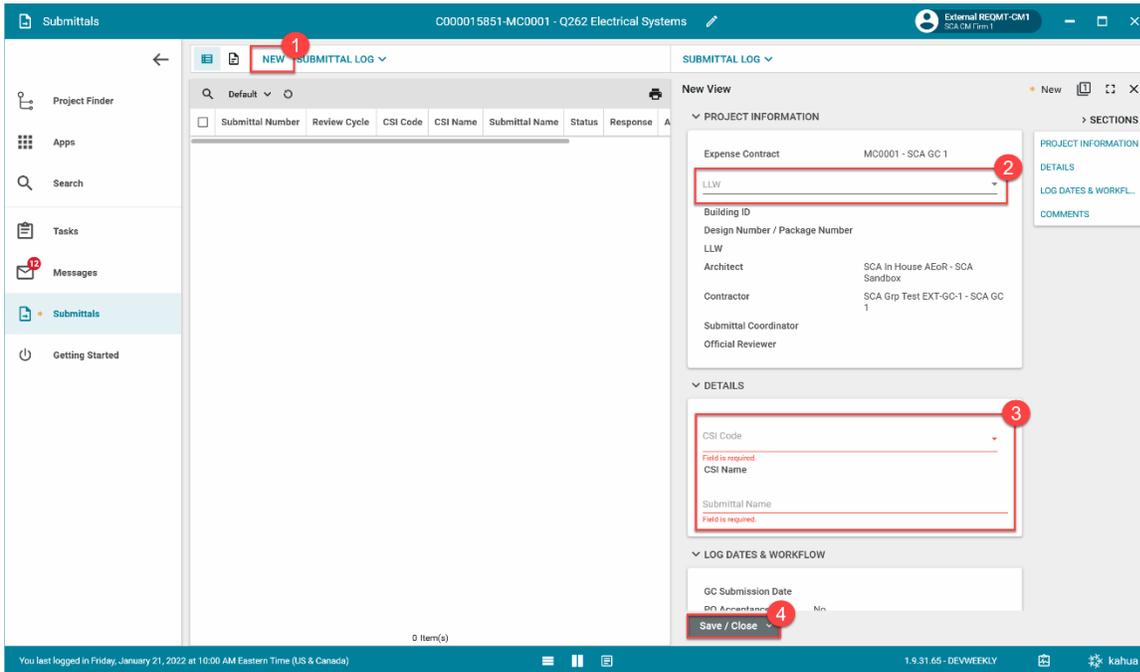


2. Go to 'Apps' > Select 'Submittals'

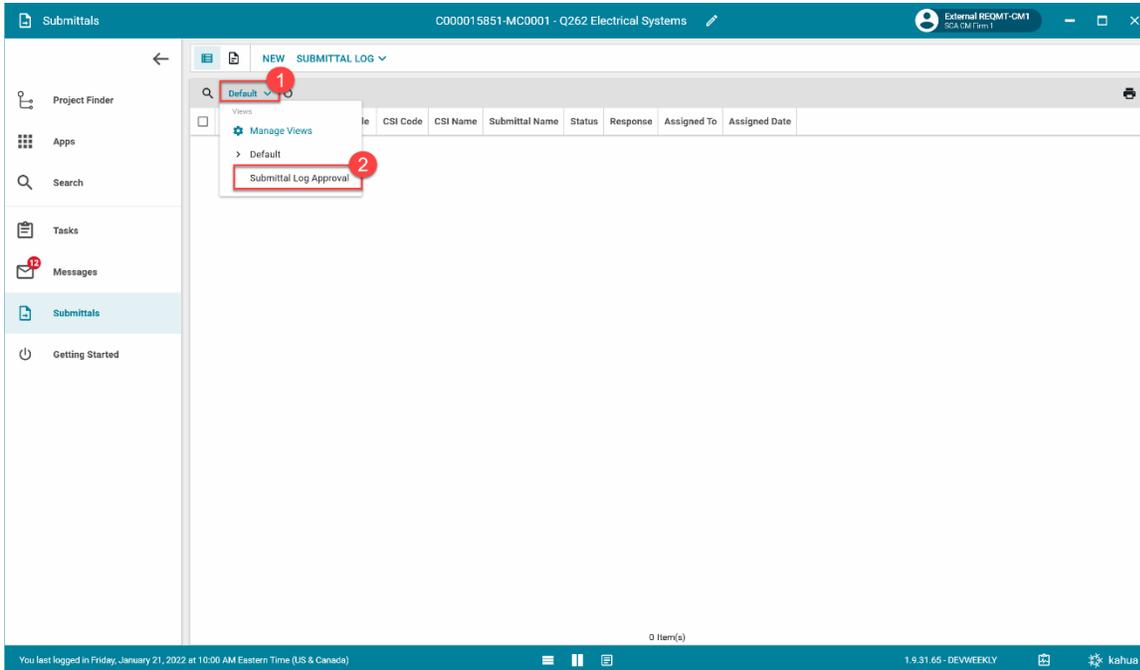


3. Select 'New' > Select Building/LLW > Enter 'CSI Code' and 'Submittal Name' > Click 'Save/Close'

Note: For projects with multiple buildings, enter the building ID associated with the selected LLW at the beginning of the submittal name.



4. If the submittal log has not been approved, the submittal will appear in the Submittal Log Approval view. Select 'Default' view > Change the view to 'Submittal Log Approval'

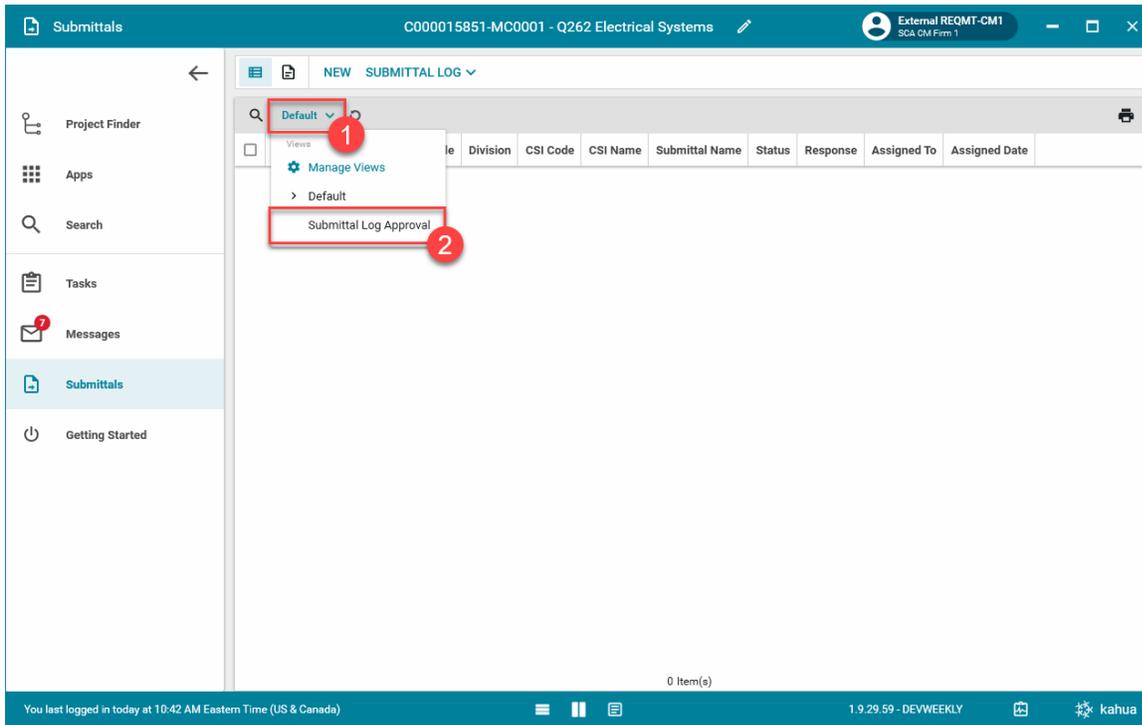


Request for Approval of Submittal Log

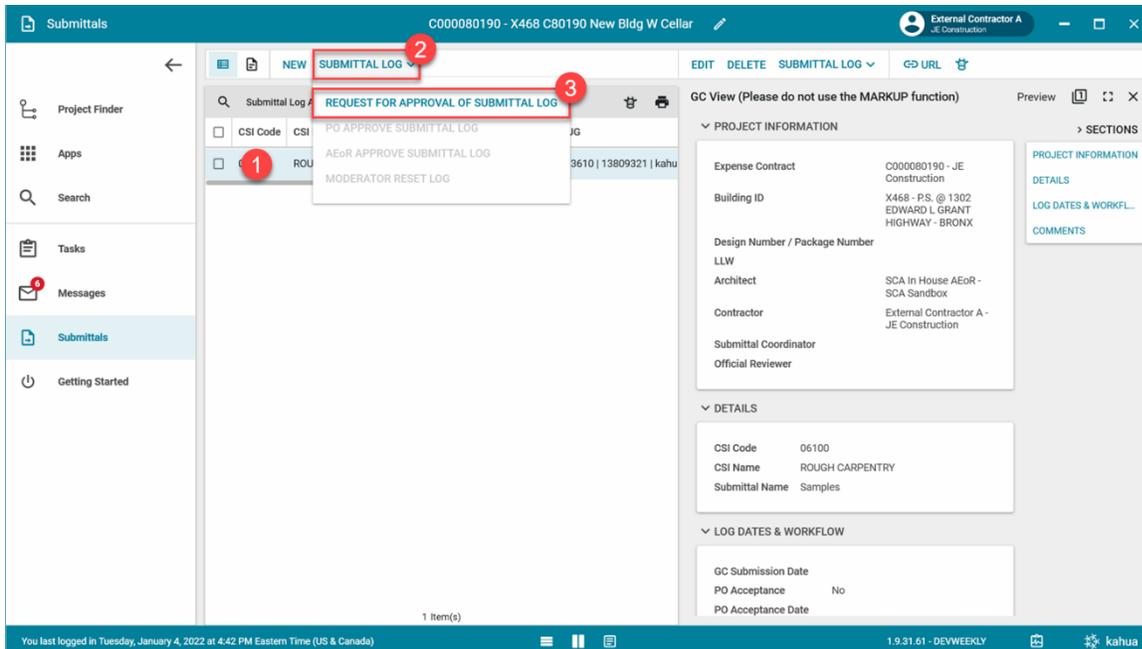
Role	Preceding Steps	Outcome
CM Firm	→ Submittal added for approval.	→ The submittal log is sent to the CM Firm PM for approval.

Steps

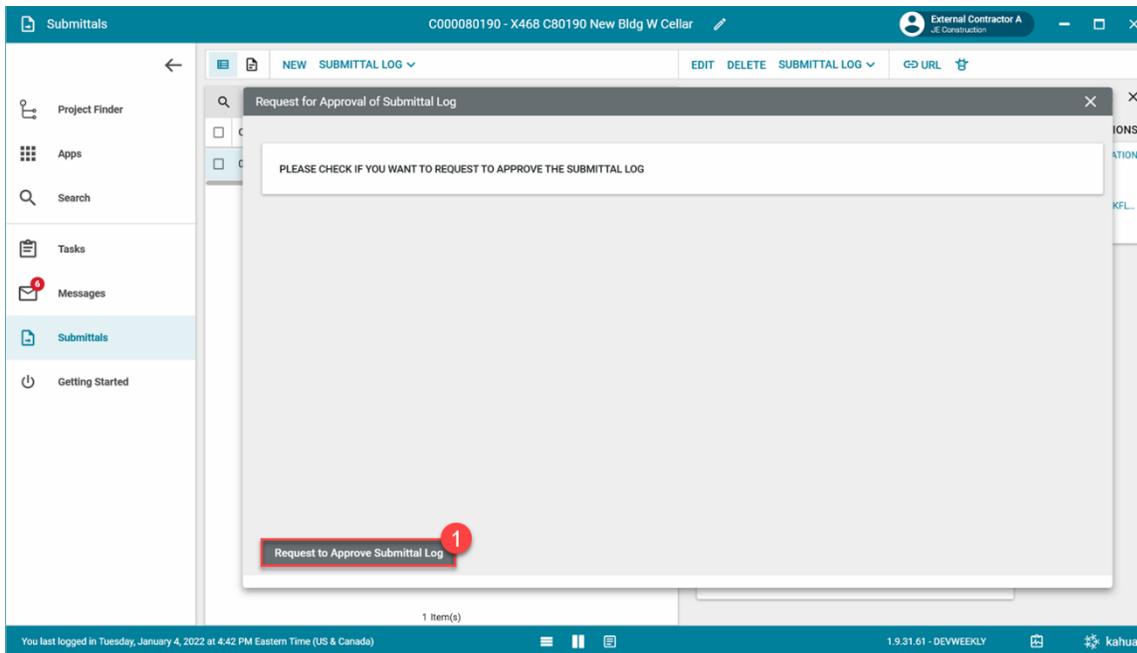
1. Select 'Default ' > Change the view to 'Submittal Log Approval'



2. Select any submittal item > Select 'Submittal Log' > Select 'Request for Approval of Submittal Log'



3. Select 'Request for Approval of Submittal Log'

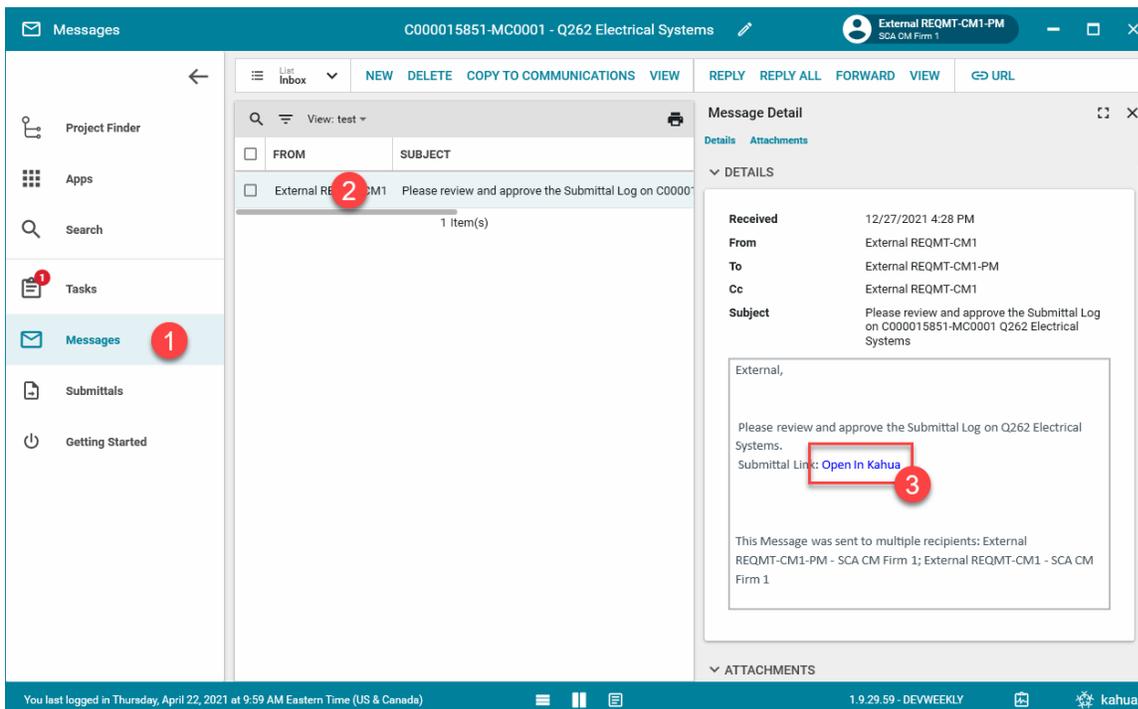


Approve Submittal Log

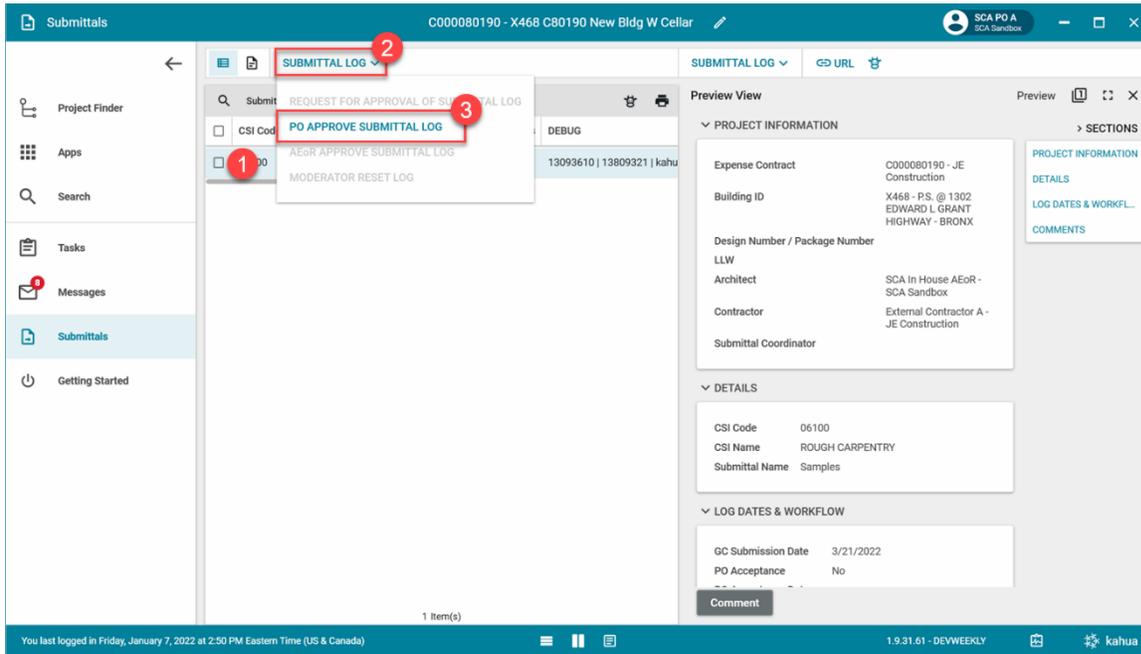
Role	Preceding Steps	Outcome
Order: CM Firm PM > AEoR	→ The submittal log has been submitted for approval.	→ The submittal log is approved.

Steps

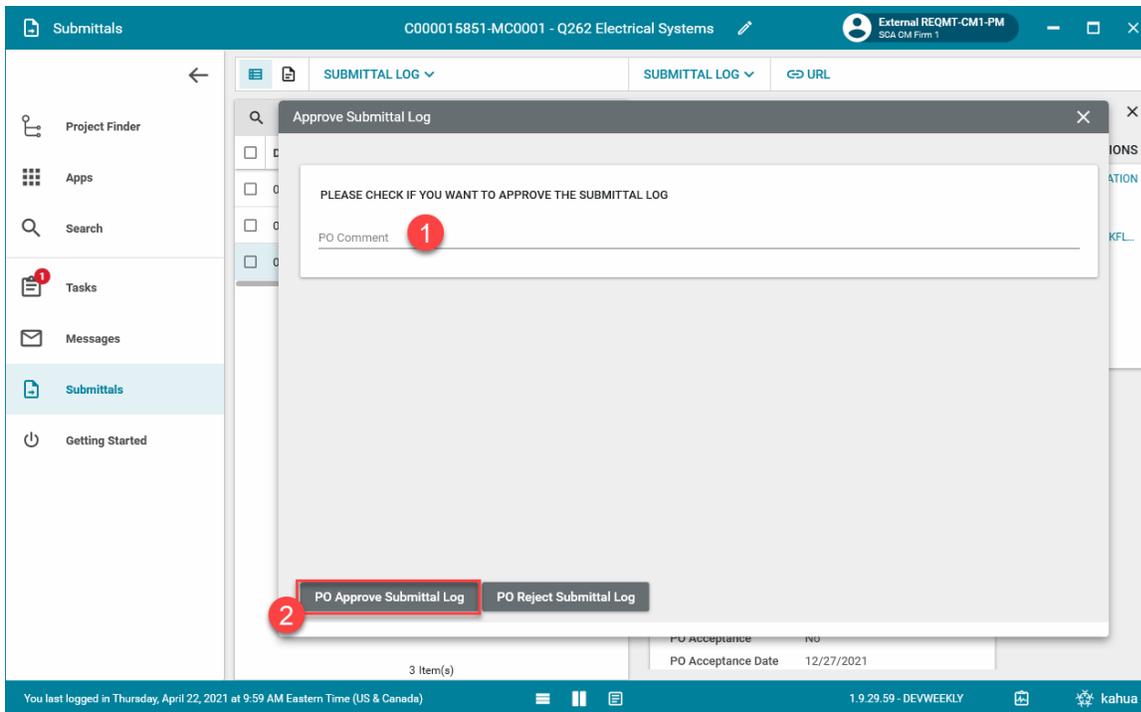
1. Navigate to Messages > Select Submittal Log approval message > Select 'Open in Kahua' link



- Switch to the Submittal Log Approval view (process shown above)
- Select any submittal item > Select 'Submittal Log' > Select 'PO Approve Submittal Log' or 'AEoR Approve Submittal Log'



- Enter comment in PO Comment or AEoR Comment > Select 'PO Approve Submittal Log' or 'AEoR Approve Submittal Log'

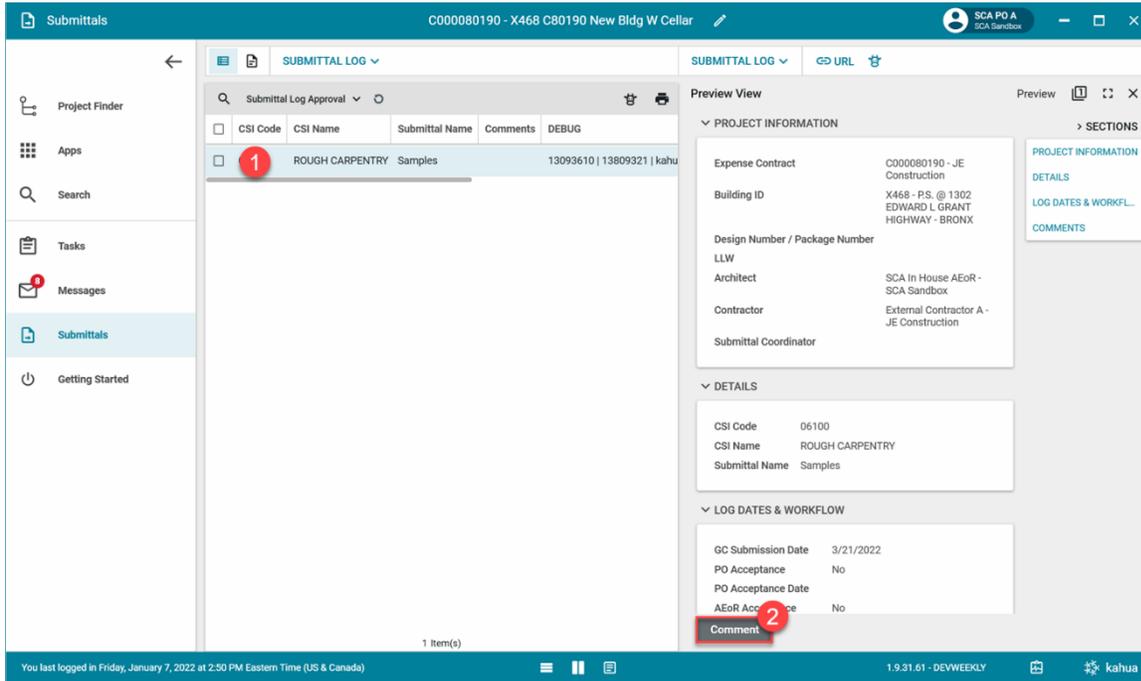


Add Comment to Submittal

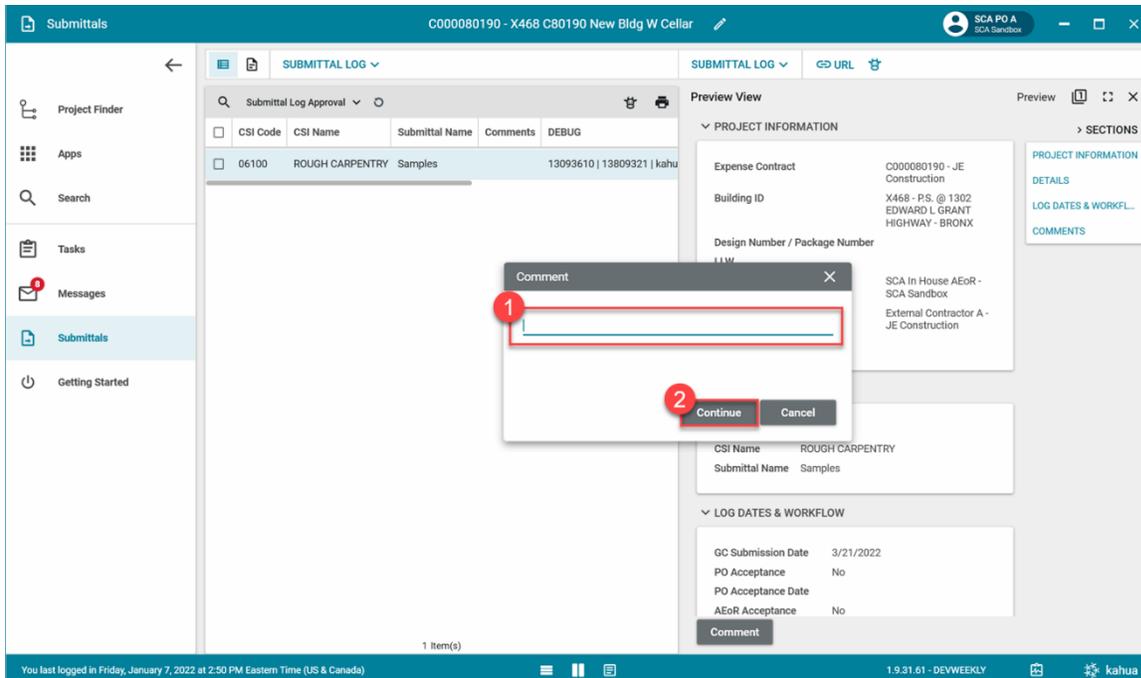
Role	Preceding Steps	Outcome
CM Firm PM, AEoR	→ The submittal log has been submitted for approval and needs to be returned.	→ A submittal is updated with a comment.

Steps

1. Select the desired submittal > Select 'Comment'



2. Enter comment > Select 'Continue'

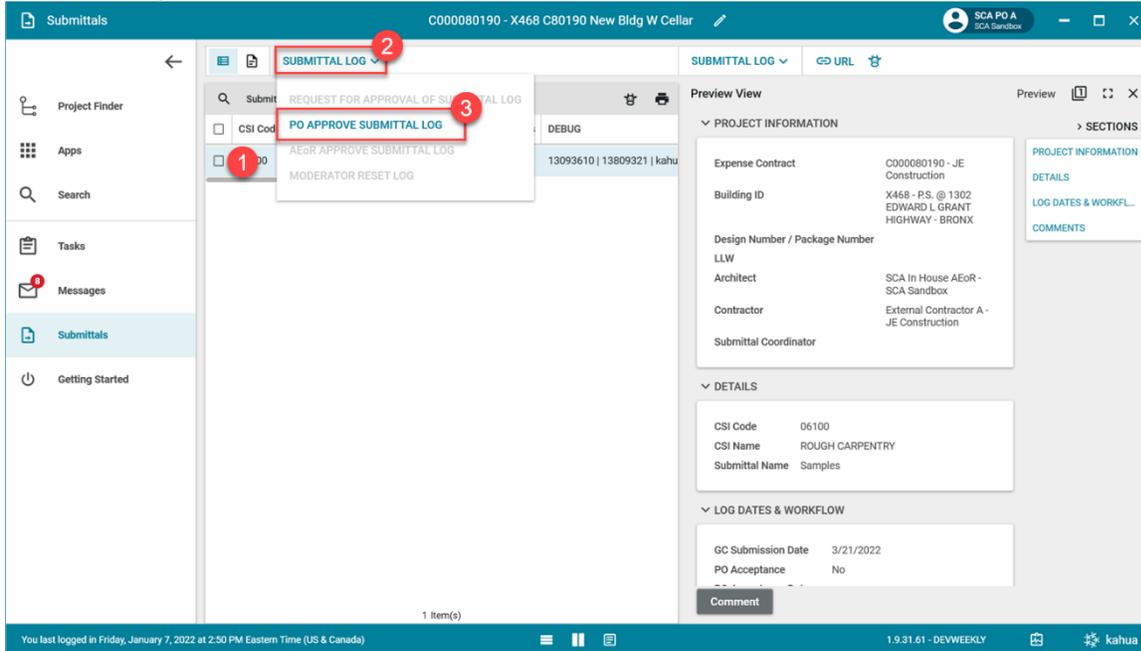


Reject Submittal Log

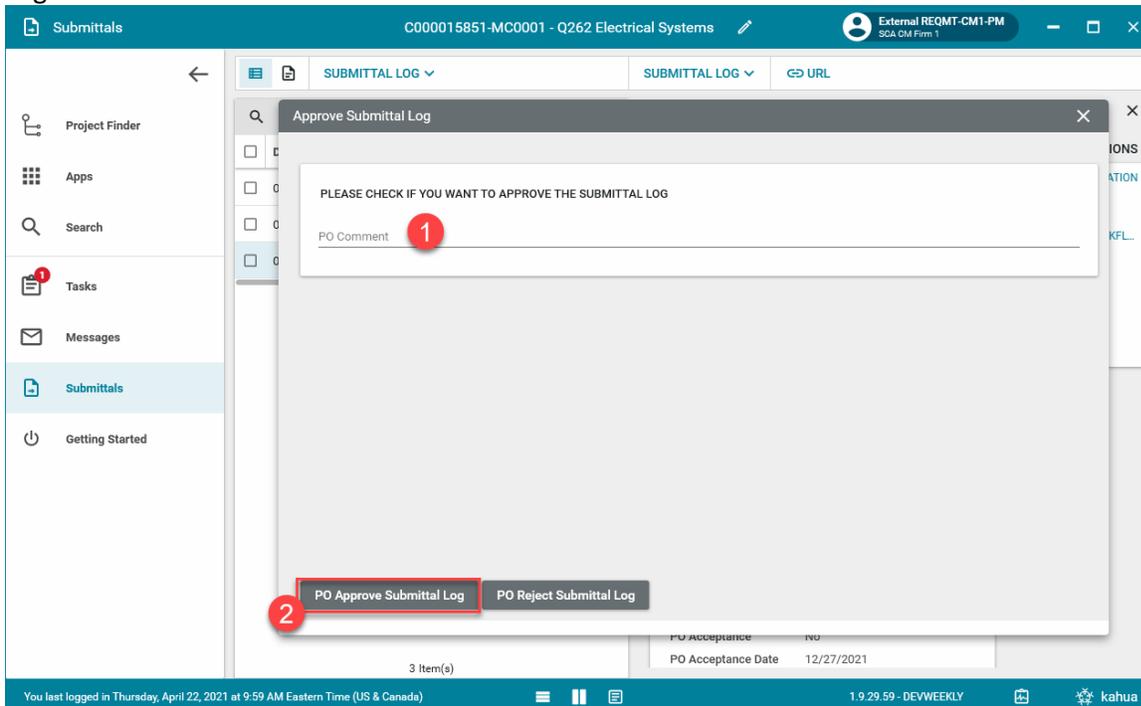
Role	Preceding Steps	Outcome
CM Firm PM, AEoR	→ The submittal log has been submitted for approval and needs to be returned.	→ The submittal log is returned to the CM Firm.

Steps

1. Select any submittal item > Select 'Submittal Log' > Select 'PO Approve Submittal Log' or 'AEoR Approve Submittal Log'



2. Enter comment in PO Comment or AEoR Comment > Select 'PO Reject Submittal Log' or 'AEoR Reject Submittal Log'



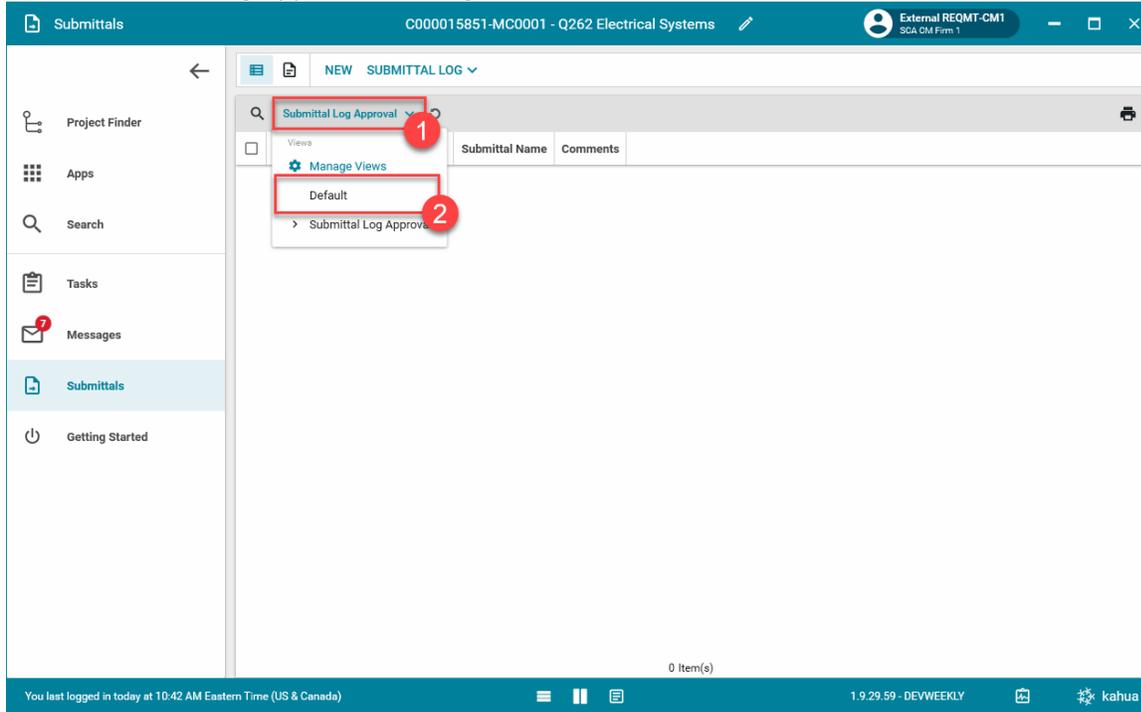
Submittals

Update Approved Submittal

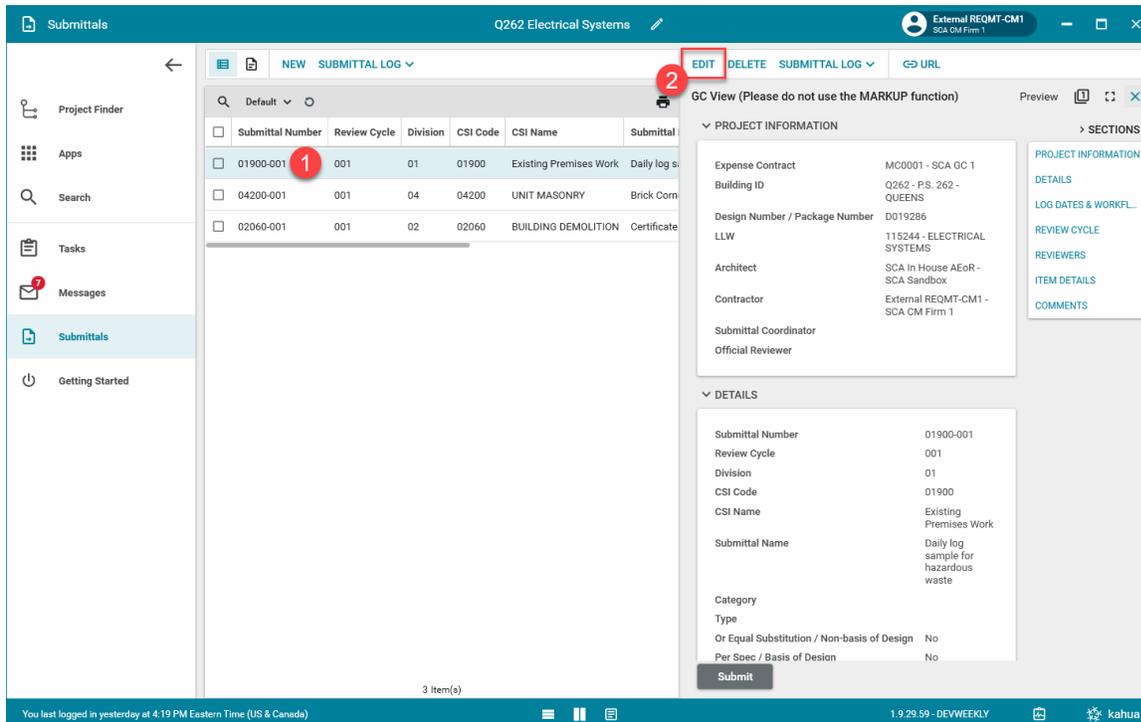


Steps

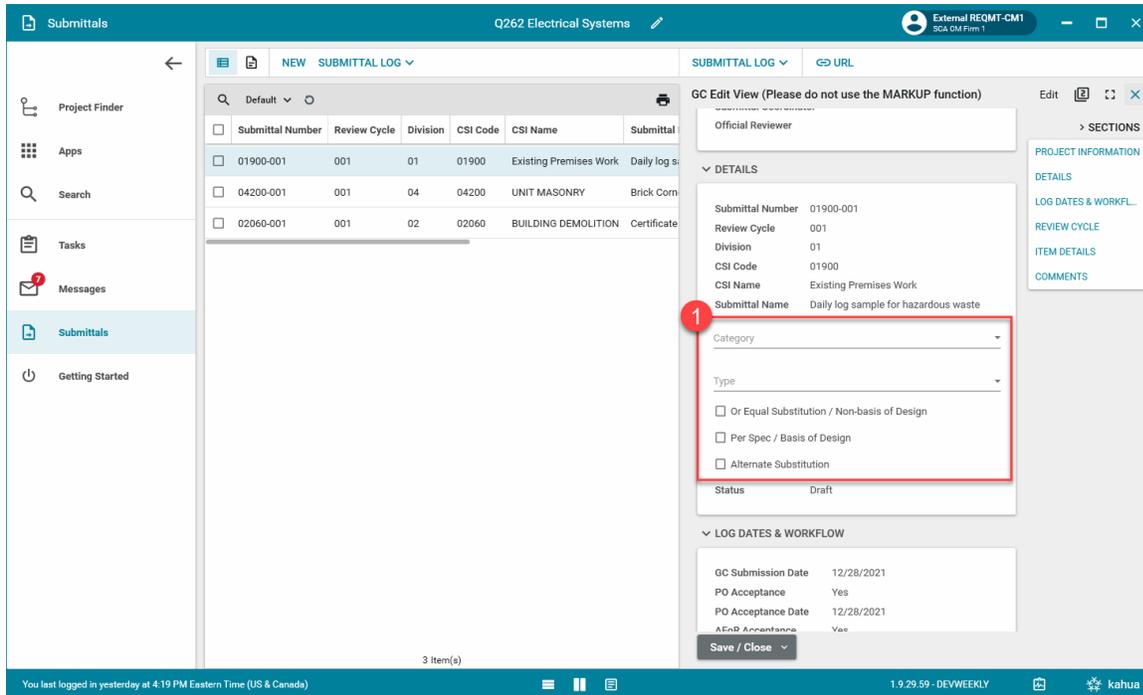
1. Select 'Submittal Log Approval' > Change view to 'Default'



2. Select Submittals > Select the desired Submittal > Select 'Edit'

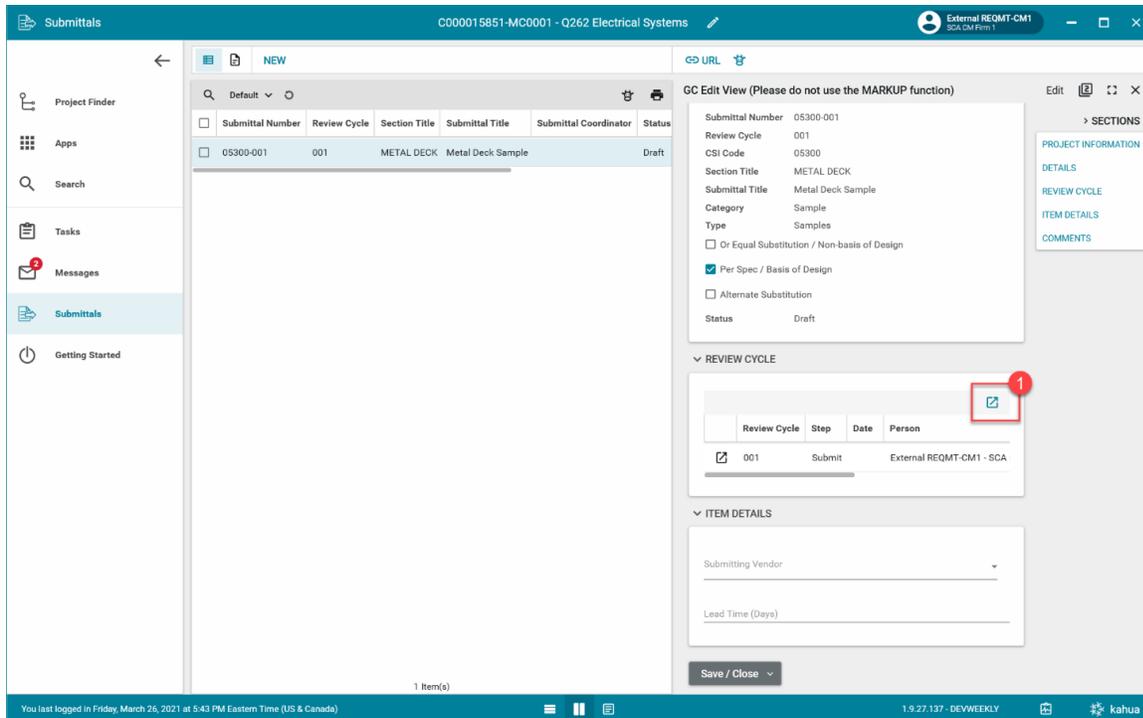


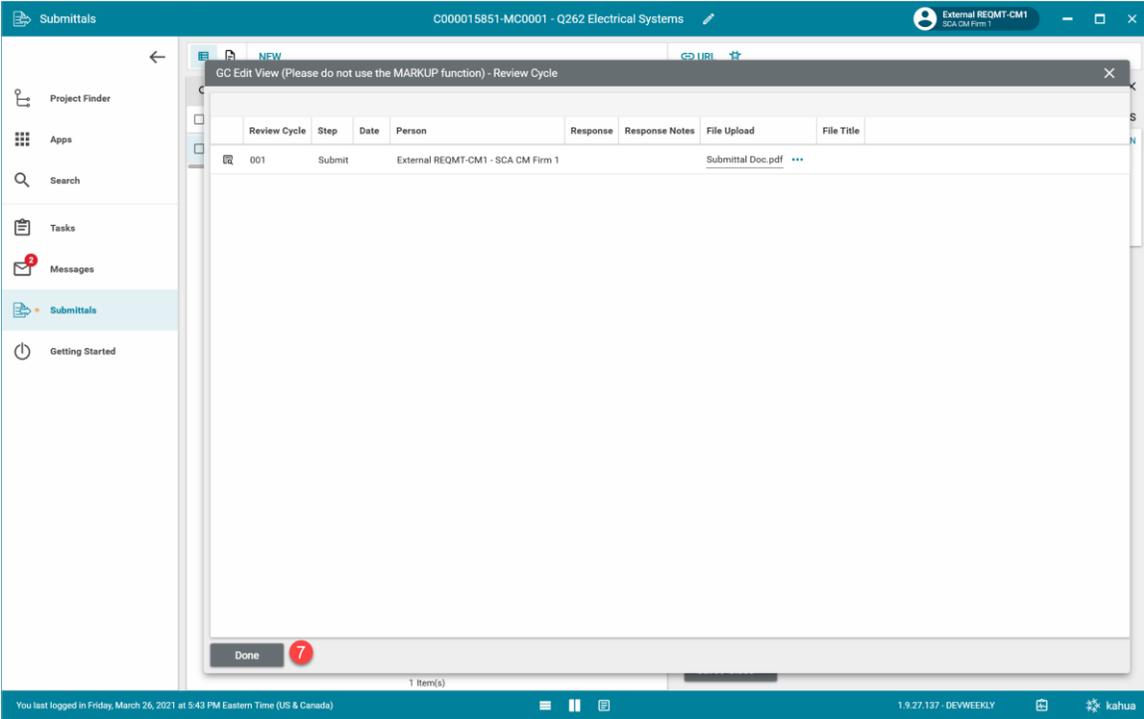
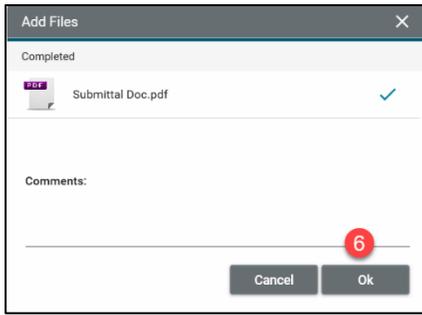
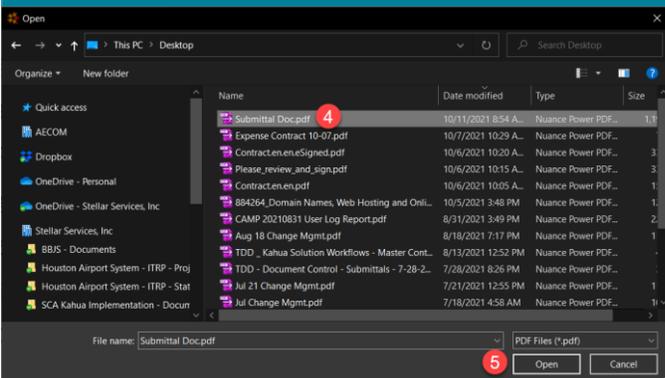
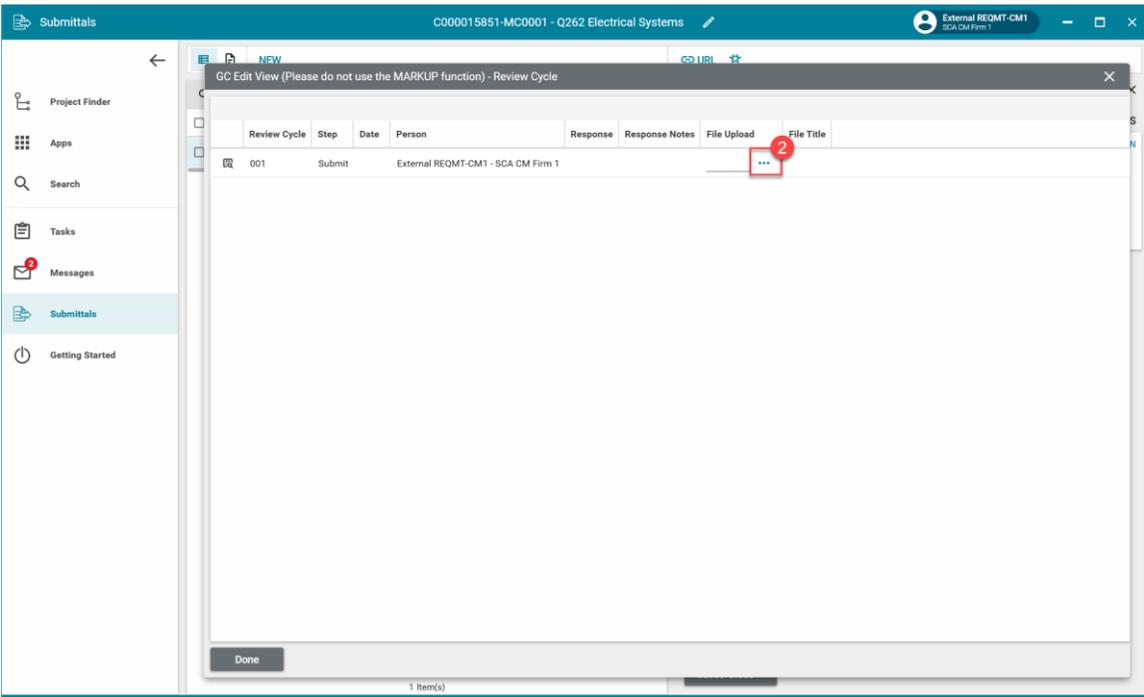
3. Select 'Category', 'Type', and one of the three checkboxes



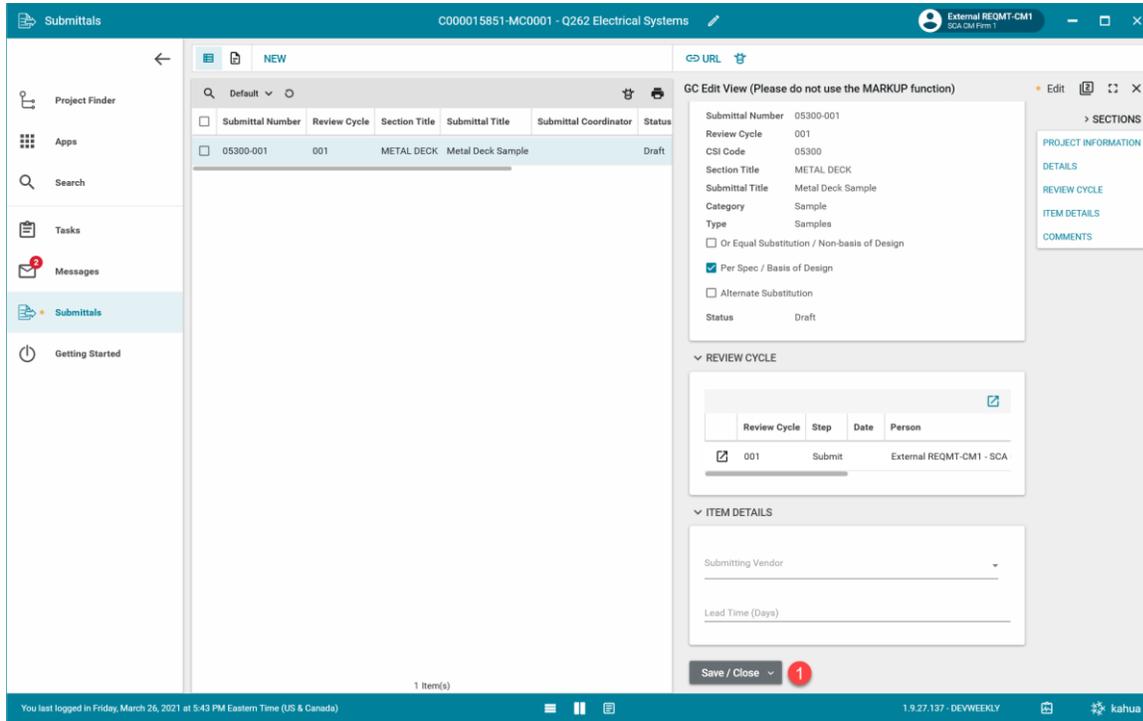
4. Select the pop-out icon in the 'REVIEW CYCLE' section> Select the '...' icon to upload a File > Select the file to upload > Click 'Open' > Click 'Ok' > Click 'Done'

Note: The name of the uploaded file should start with the building ID (for example, Q262).





5. Select 'Save / Close'

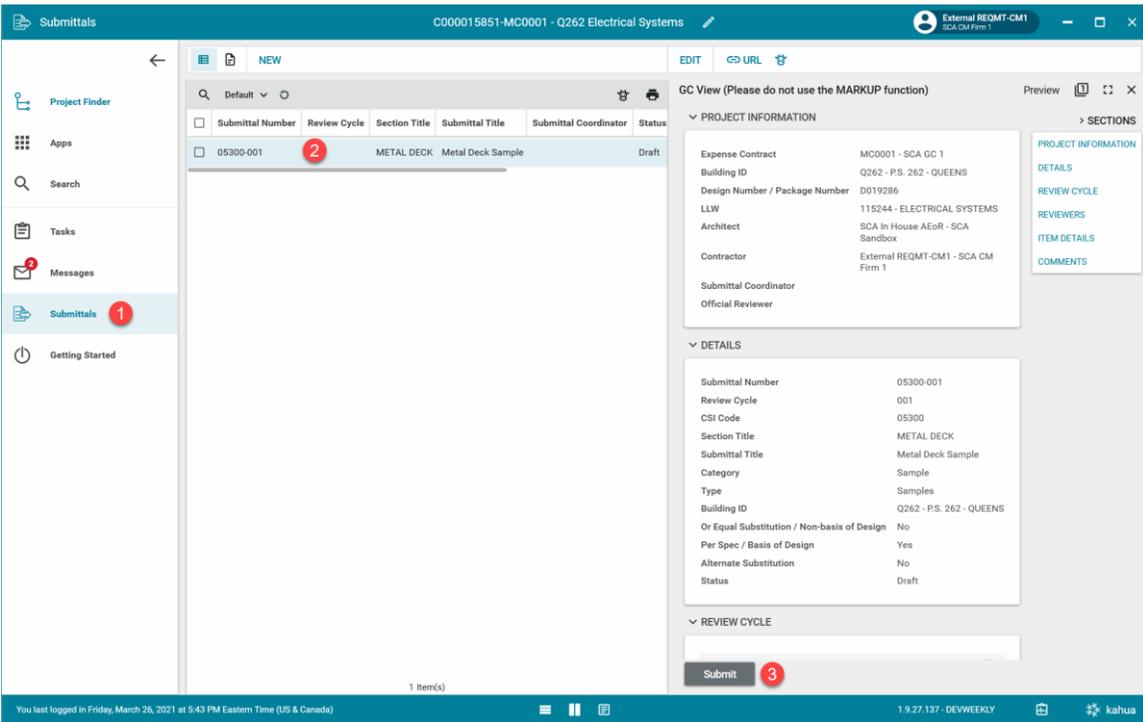


Submit Submittal

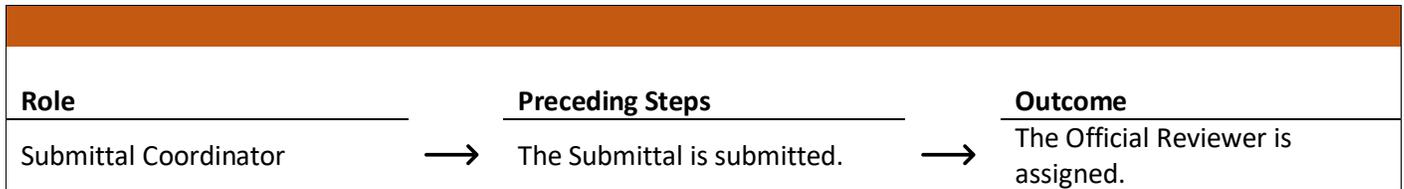
Role	Preceding Steps	Outcome
CM Firm	<p>→ The Submittal is created but has not been submitted.</p>	<p>→ Sends the Submittal to the Submittal Coordinator.</p> <ul style="list-style-type: none"> • If the CSI Code begins with 01 or 02, the Submittal Coordinator is the CM Firm PM. • If CSI Code begins with 03 to 16, the Submittal Coordinator is Submittal Coordinator selected in the Portfolio Manager Roster • If CSI Code begins with 03 to 16 and the AEO and Submittal Coordinator are the same person, the submittal is assigned to the AEO

Step

Select 'Submittals' > Select the desired Submittal > Click 'Submit'

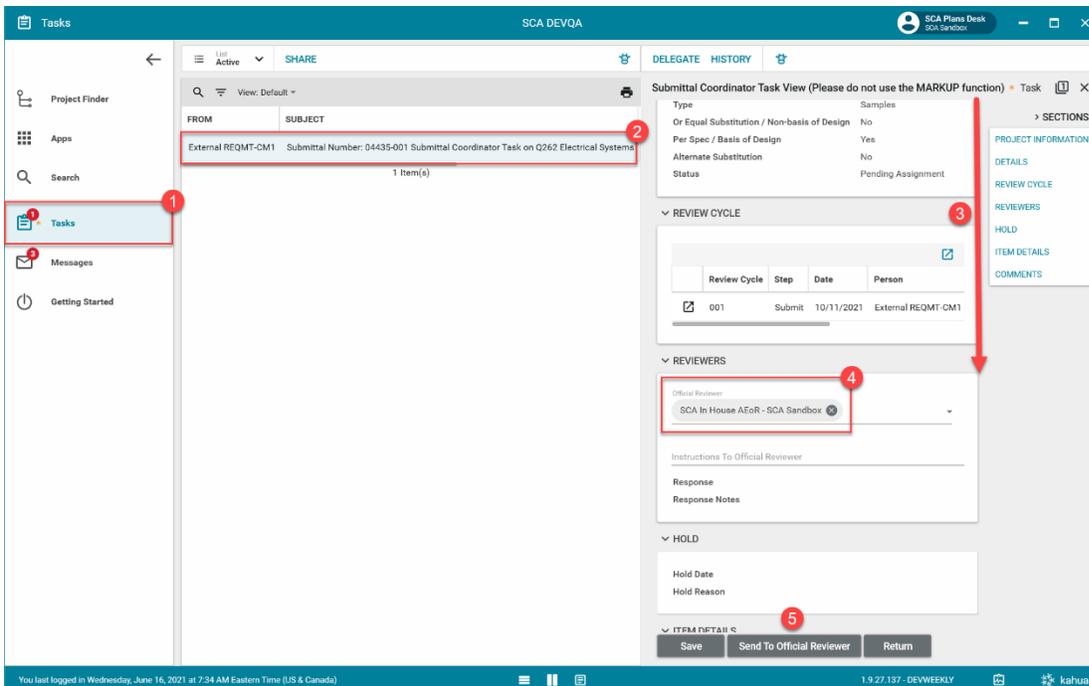


Submittal Coordinator – Assign Official Reviewer



Step

1. Navigate to 'Tasks' > Select the task > Scroll down to the 'REVIEWERS' section > Select the Official Reviewer > Click 'Send to Official Reviewer'

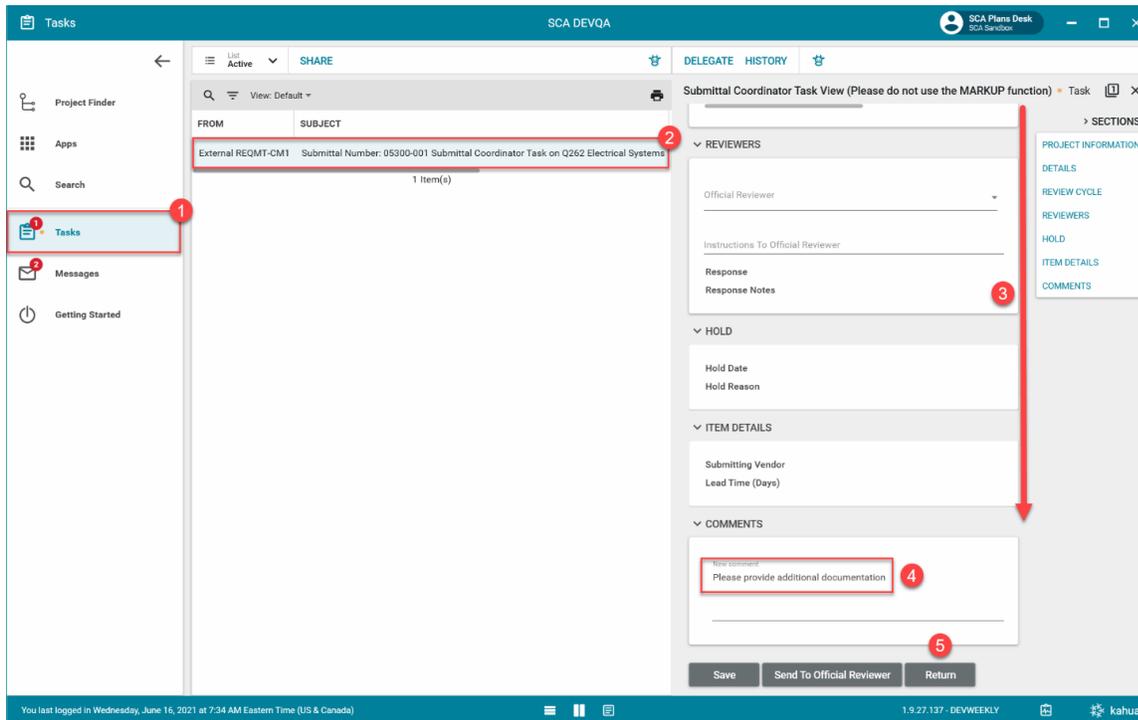


Submittal Coordinator – Return Submittal

Role	Preceding Steps	Outcome
Submittal Coordinator	→ A Submittal is received; however additional or corrected information is needed.	→ The Submittal is returned to the CM Firm.

Step

1. Navigate to 'Tasks' > Select the task > Navigate to the 'COMMENTS' section > Enter comments > Click 'Return'



Official Reviewer – Download/View Submittal File

Role	Preceding Steps	Outcome
Official Reviewer	→ A Submittal with an attached file.	→ The Submittal file is downloaded to markup or send to a Secondary Reviewer.

Step

1. Navigate to 'Tasks' > Select the task > Scroll down to the 'REVIEW CYCLE' section > Select the pop-out icon > Select 'DOWNLOAD' > Click 'Save'

Official Reviewer Task View (Please do not use the MARKUP function)

Submittal Title: Metal Deck Sample
 Category: Sample
 Type: Samples
 Or Equal Substitution / Non-basis of Design: No
 Per Spec / Basis of Design: Yes
 Alternate Substitution: No
 Status: In Review

REVIEW CYCLE

Review Cycle	Step	Date	Person	Re
<input checked="" type="checkbox"/>	001	Submit	10/11/2021	External REQMT-CM1 - SCA CM Firm 1
<input checked="" type="checkbox"/>	001	Respond		SCA In House AEoR - SCA Sandbox

REVIEWERS

Instructions To Official Reviewer

Response: _____

Response Notes: _____

SECONDARY REVIEWERS

Buttons: Save, Place On Hold, Submit Response, Send To Secondary Reviewers, Add Responses to Official Response Notes

Footer: You last logged in Tuesday, June 22, 2021 at 4:29 PM Eastern Time (US & Canada) | 1.9.27.137 - DEVWEEKLY | kahua

Official Reviewer Task View (Please do not use the MARKUP function) - Review Cycle

Review Cycle	Step	Date	Person	Response	Re
<input checked="" type="checkbox"/>	001	Submit	10/11/2021	External REQMT-CM1 - SCA CM Firm 1	
<input checked="" type="checkbox"/>	001	Respond		SCA In House AEoR - SCA Sandbox	

Submittal Doc.pdf [VIEW] [DOWNLOAD (5)]

Buttons: Previous, Next, Done

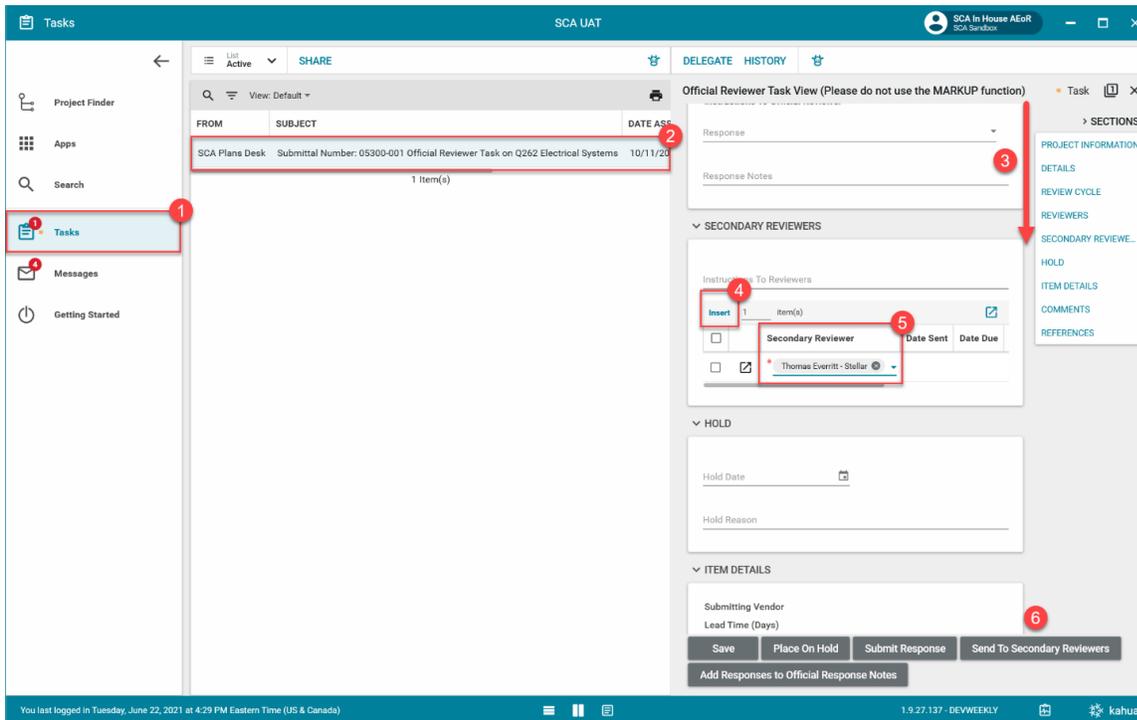
Footer: You last logged in Tuesday, June 22, 2021 at 4:29 PM Eastern Time (US & Canada) | 1.9.27.137 - DEVWEEKLY | kahua

Official Reviewer – Send to Secondary Reviewer

Role	Preceding Steps	Outcome
Official Reviewer	→ The Submittal is assigned but a response has not been provided.	→ The Submittal is sent to a Secondary Reviewer for response.

Step

Select 'Tasks' > Select the task > Scroll down to the 'SECONDARY REVIEWERS' section > Select 'Insert' > Select 'Secondary Reviewer' > Click 'Send to Secondary Reviewers'



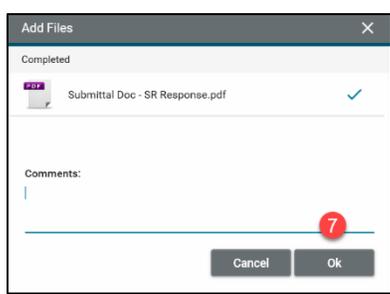
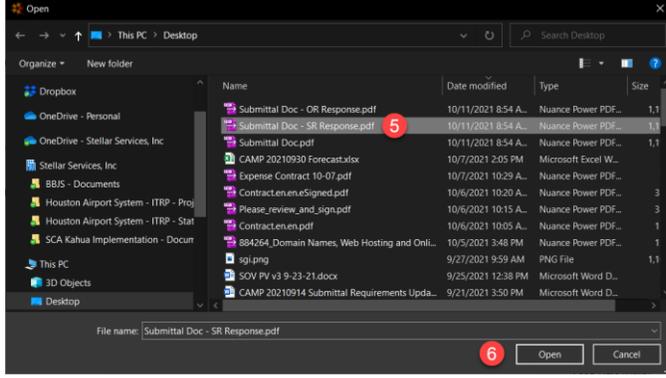
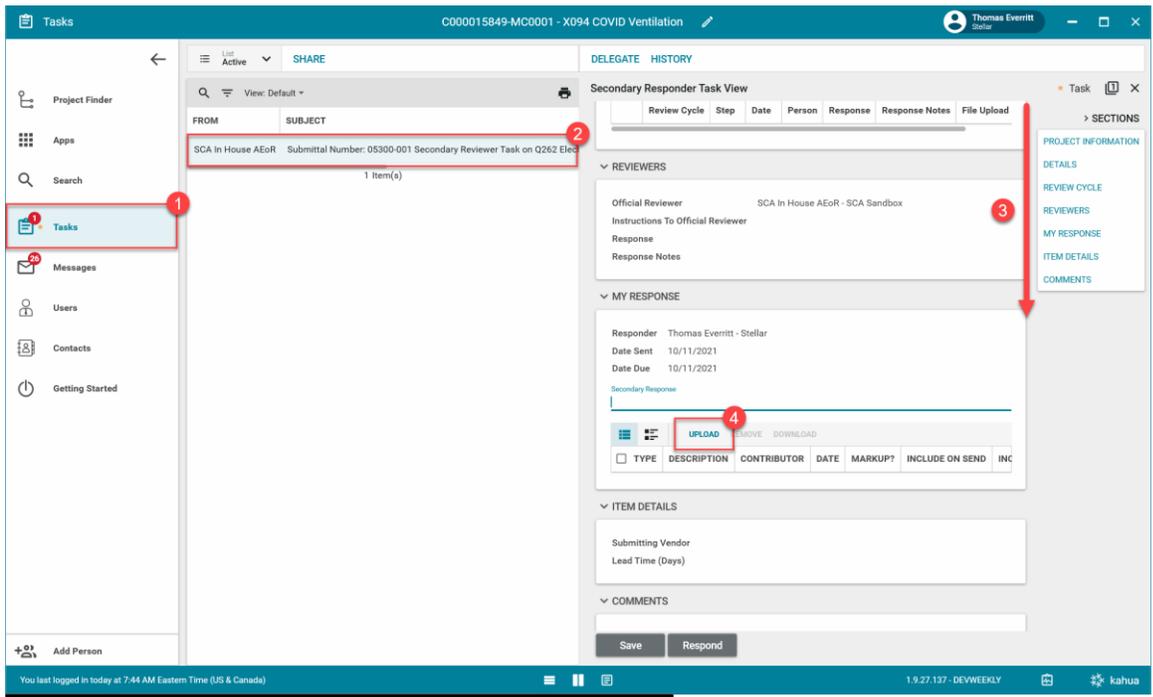
Secondary Reviewer – Response

Role	Preceding Steps	Outcome
Secondary Reviewer	→ The Submittal is assigned but a response has not been provided.	→ Response provided to the Official Reviewer.

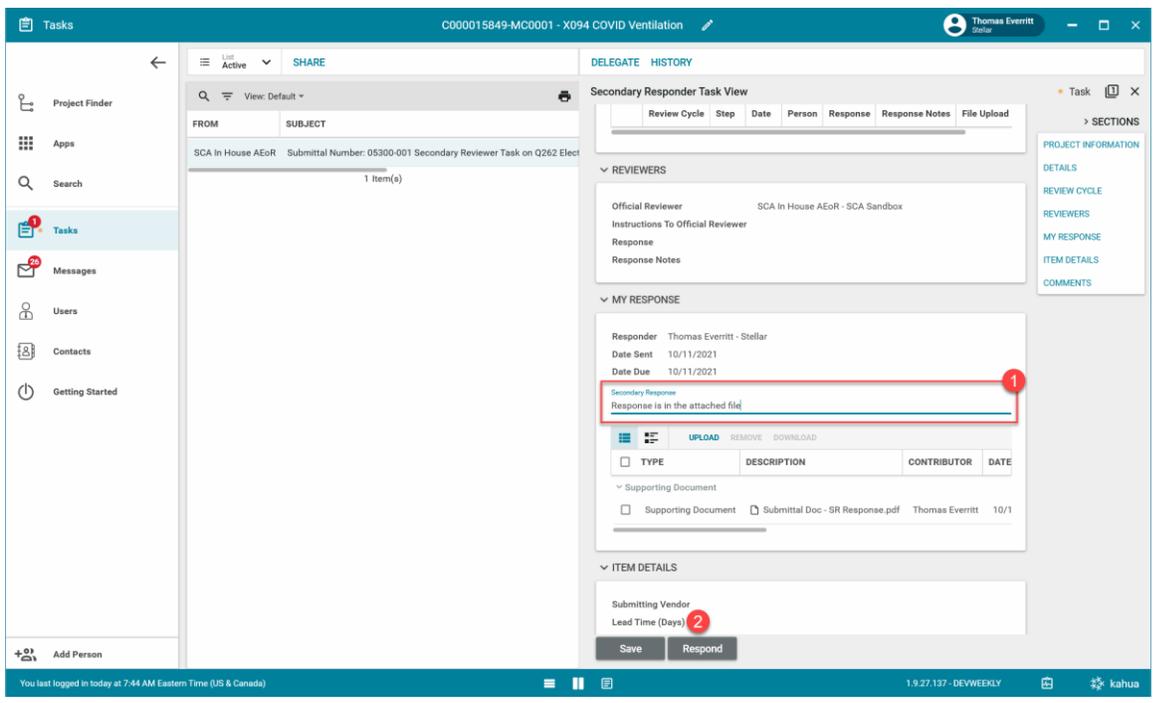
Steps

1. Select 'Tasks' > Select the task > Scroll down to the 'MY RESPONSE' section > Select 'UPLOAD' > Select the file to upload > Click 'Open' > Click 'OK'

Note: The name of the uploaded file should start with the building ID (for example, Q262).



2. Enter the 'Secondary Response' > Click 'Respond'



Official Reviewer – Add Secondary Response to Official Response

Role	Preceding Steps	Outcome
Official Reviewer	→ Submittal received.	→ Response is completed if the Official Reviewer approves.

Steps

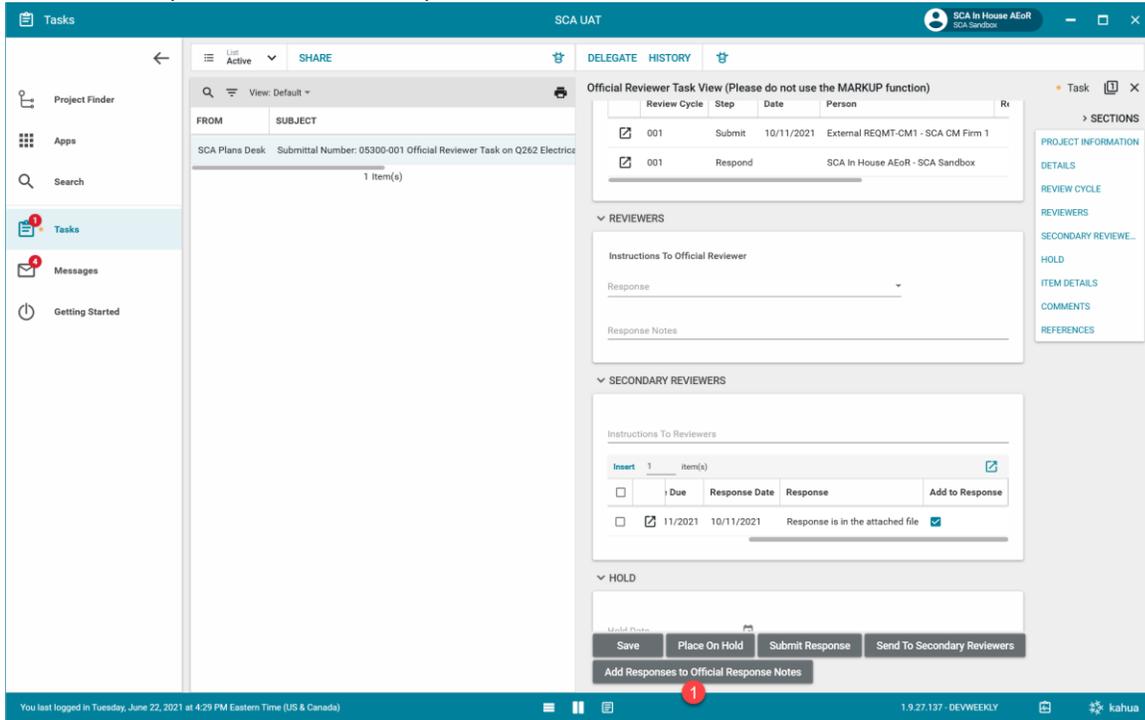
1. Select 'Tasks' > Select the task > Scroll down to the 'SECONDARY REVIEWERS' section > Select the pop-out icon > Scroll to the right > Click the 'Add to Response' checkbox > Click 'Done'

Note. As needed, download the Secondary Responder's file to provide additional markup or upload as the official response file. See the 'DOWNLOAD' link on the second image.

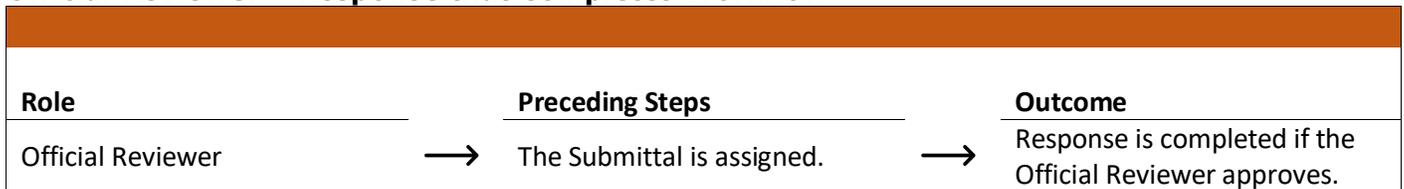
The first screenshot shows the 'Official Reviewer Task View' in the SCA UAT system. The interface includes a left sidebar with 'Tasks' selected, a search bar, and a main content area. The 'Official Reviewer Task View' displays a table of tasks and a 'SECONDARY REVIEWERS' section. A red box highlights the 'Tasks' sidebar (1), a search bar (2), and the 'SECONDARY REVIEWERS' section (3). A red arrow points to the 'Add to Response' checkbox (4) in the secondary reviewer table. The table has columns for 'Secondary Reviewer', 'Date Sent', 'Date Due', 'Response Date', and 'R'. The 'Add to Response' checkbox is checked for the reviewer 'Thomas Everitt - Stellar'. Below the table are buttons for 'Save', 'Place On Hold', 'Submit Response', and 'Send To Secondary Reviewers'. A 'Done' button is at the bottom.

The second screenshot shows a pop-out window for the 'Secondary Reviewers' section. The window has a title bar and a 'Done' button. It displays a table with columns for 'FR', 'SC', 'Insert', 'Date Sent', 'Date Due', 'Response Date', 'Response', and 'Add to Response'. A red arrow points to the 'Add to Response' checkbox (6) which is checked. The response text is 'Response is in the attached file'. A red arrow (5) points from the 'Add to Response' checkbox back to the 'Done' button. The window also shows a 'DETAILS' section with fields for 'Date Sent', 'Date Due', 'Response Date', and 'Response'. Below this is a 'Reference' section with 'VIEW' and 'DOWNLOAD' buttons. A table below shows 'Supporting Document' with columns for 'TYPE', 'DESCRIPTION', and 'CONTI'. The 'Supporting Document' table has one row: 'Supporting Document', 'Submittal Doc - SR Response.pdf', 'Thom'. A 'Done' button is at the bottom left of the pop-out window.

2. Click 'Add Responses to Official Response Notes'

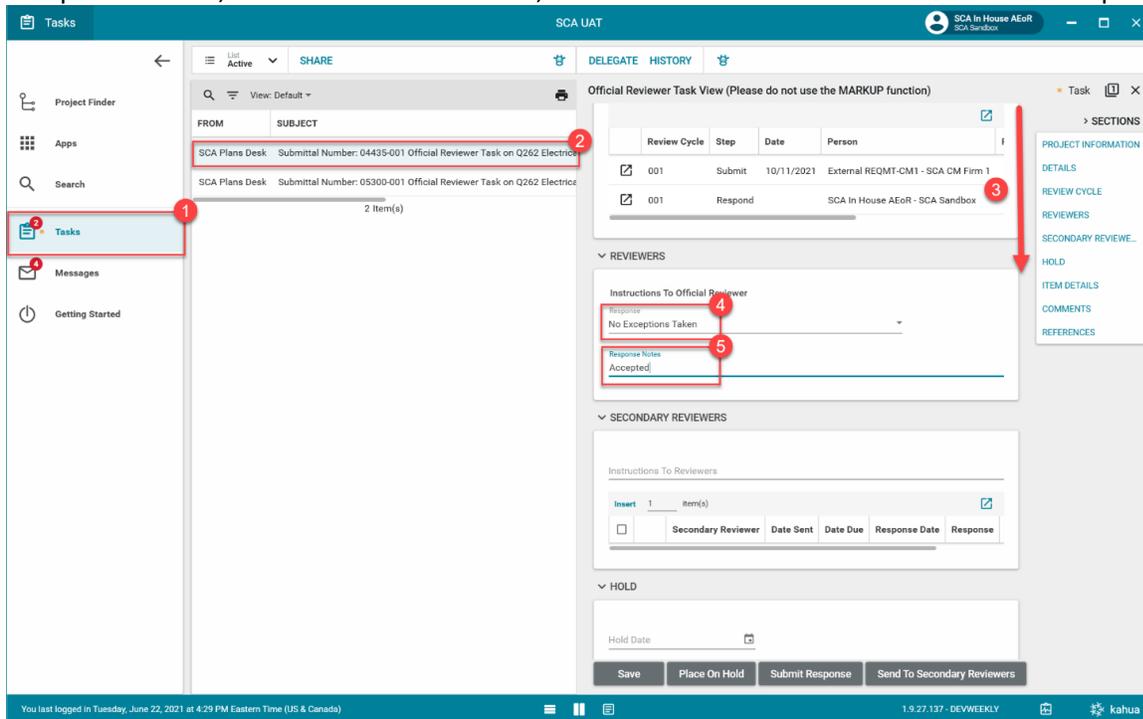


Official Reviewer – Response that Completes Workflow

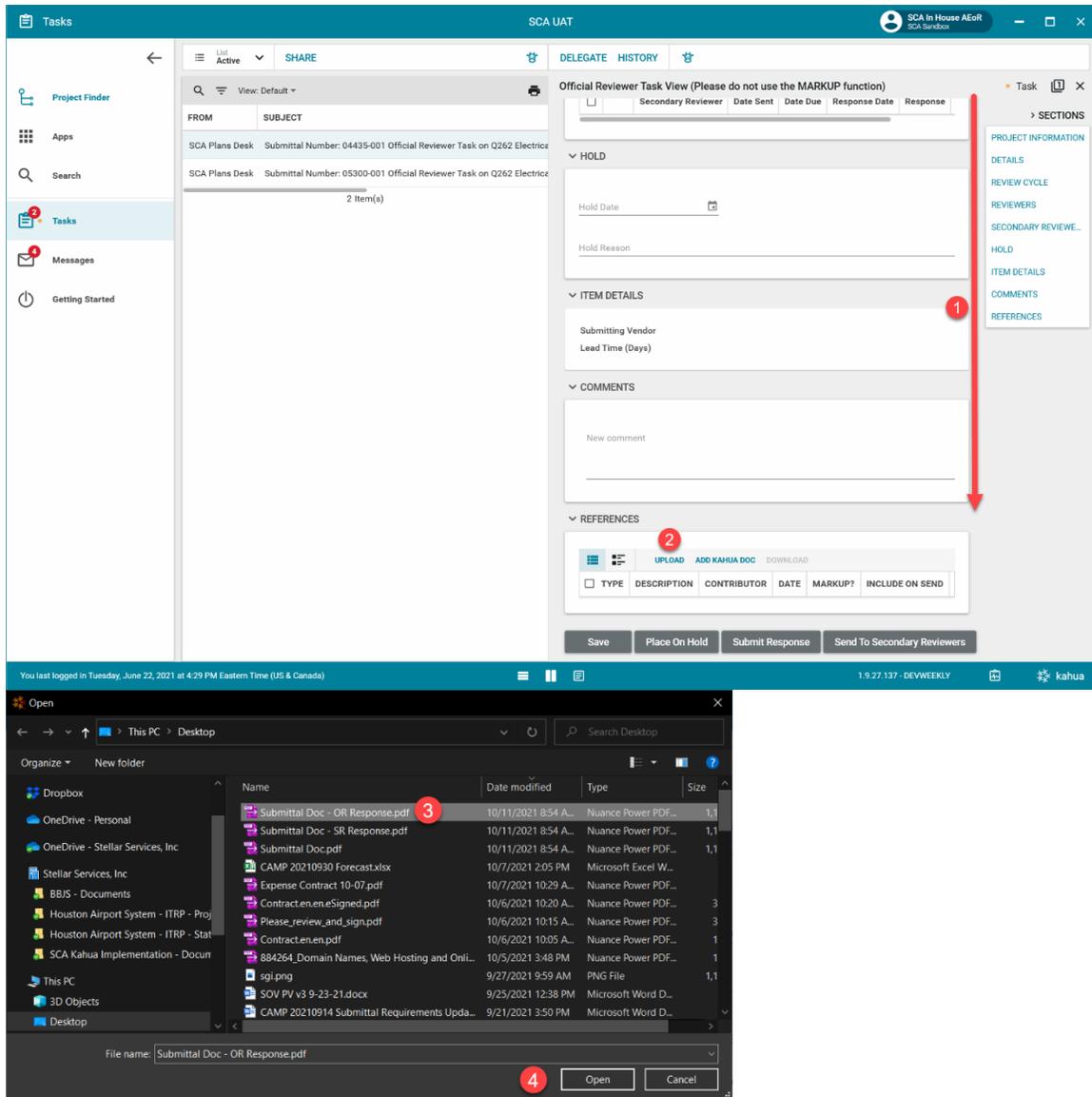


Steps

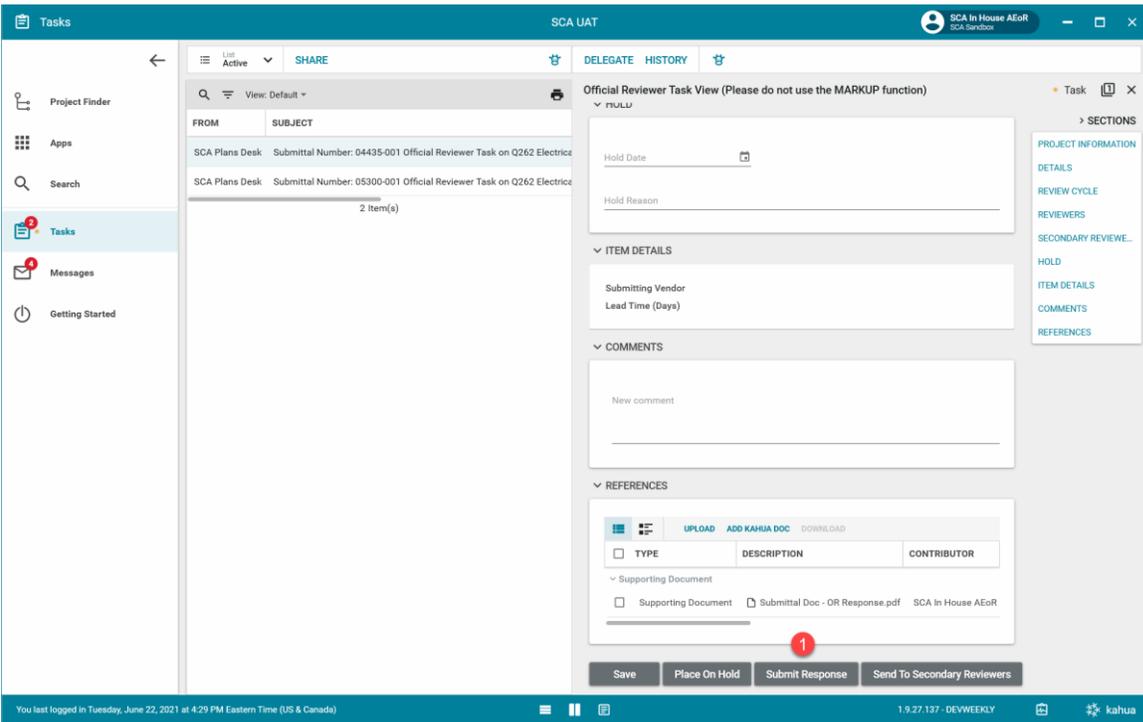
1. Navigate to 'Tasks' > Select the task > Navigate to the 'REVIEWERS' section > Select the response of 'No Exceptions Taken', 'Make Corrections Noted', or 'Reviewed: No Action Taken' > Enter the response notes



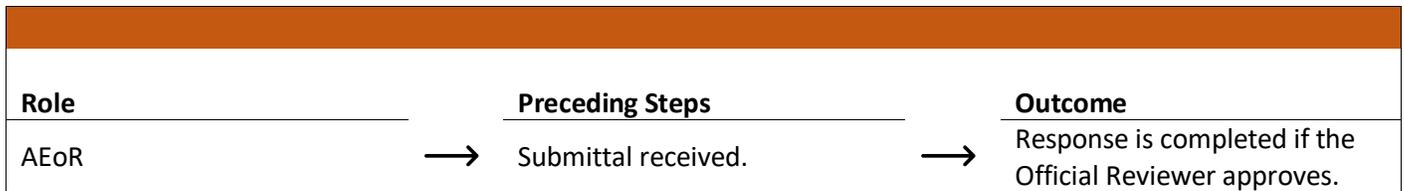
2. Scroll down to the 'REFERENCES' section > Select 'UPLOAD' > Select the file to upload > Click 'Open'



3. Click 'Submit Response'

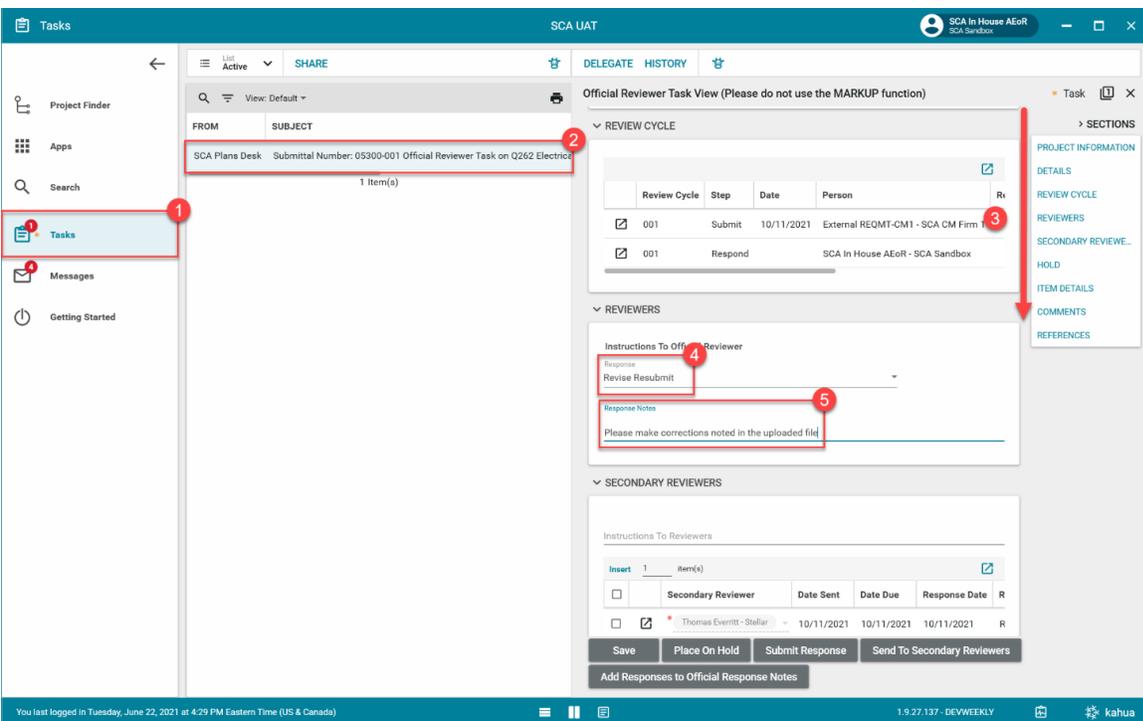


Official Reviewer – Response that Requires New Cycle

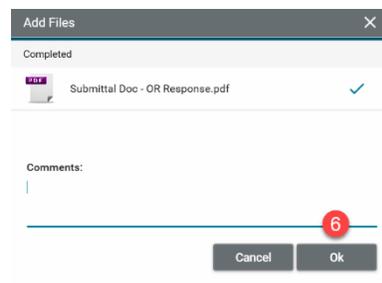
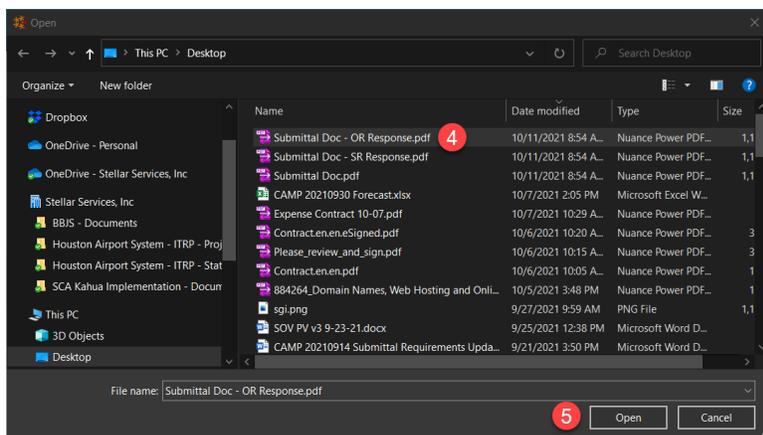
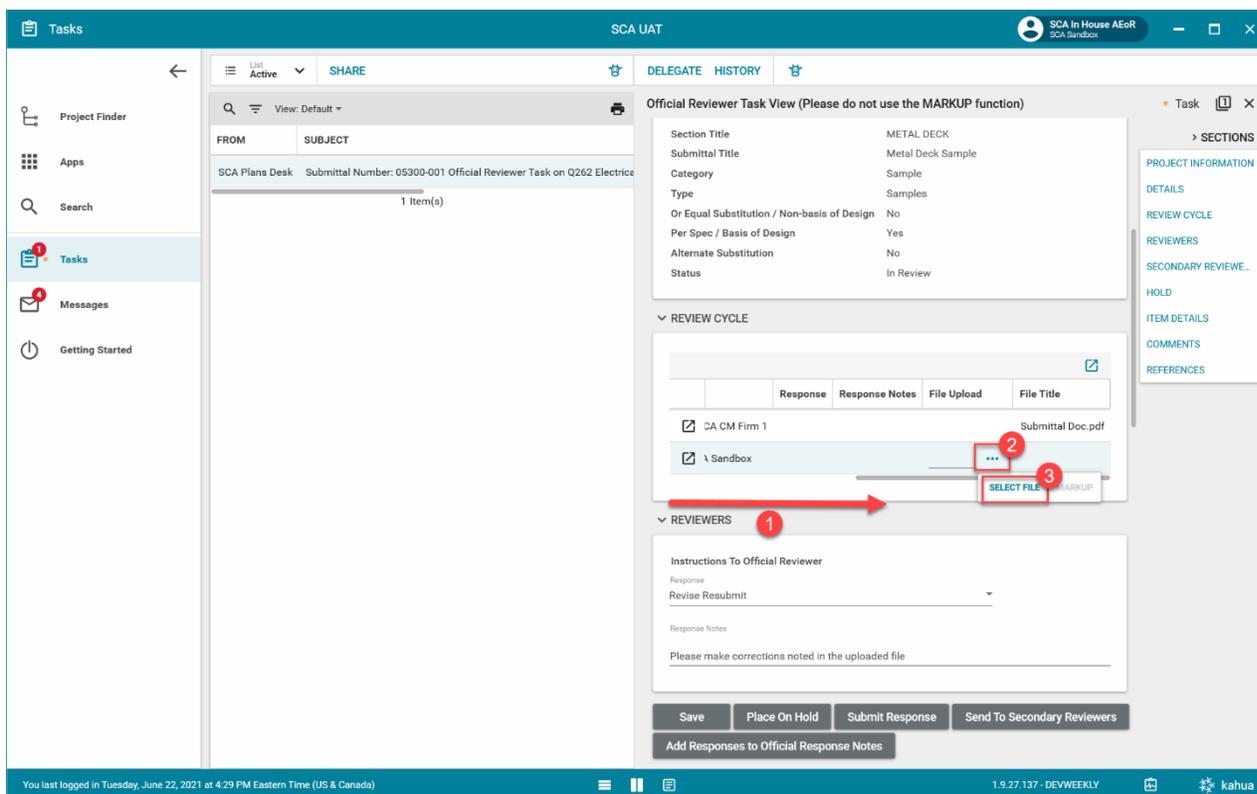


Steps

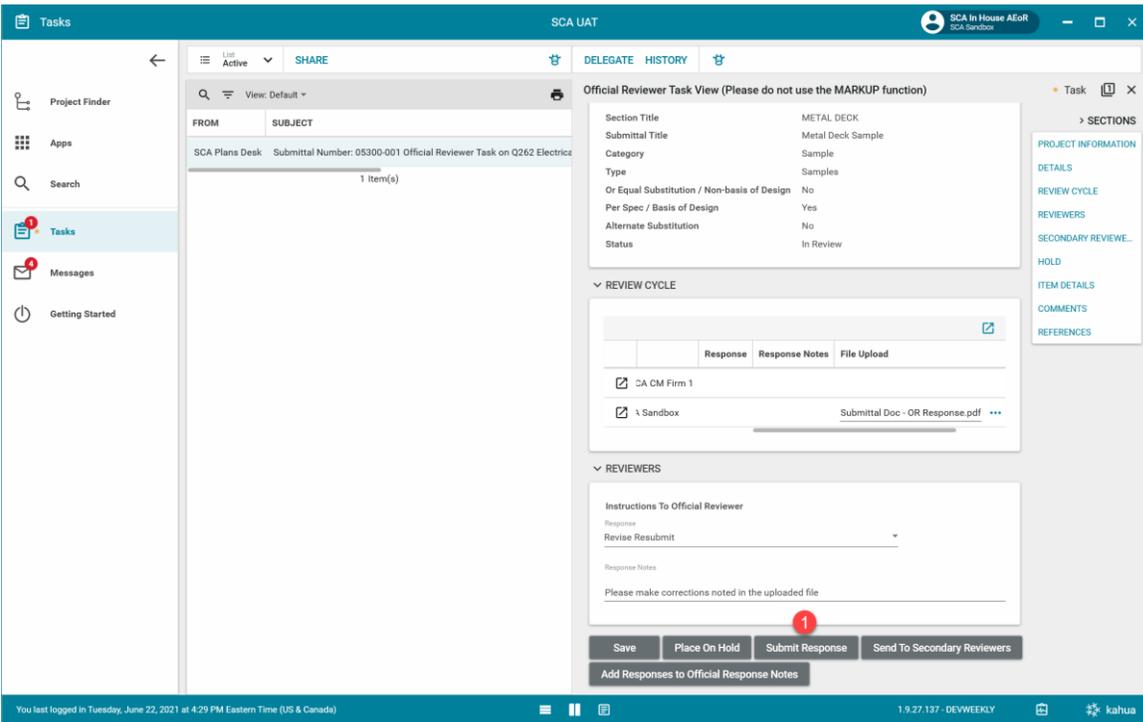
1. Navigate to 'Tasks' > Select the task > Navigate to the 'REVIEWS' section > Select the response of 'Revise Resubmit' or 'Rejected: Not Approved' > Enter the response notes



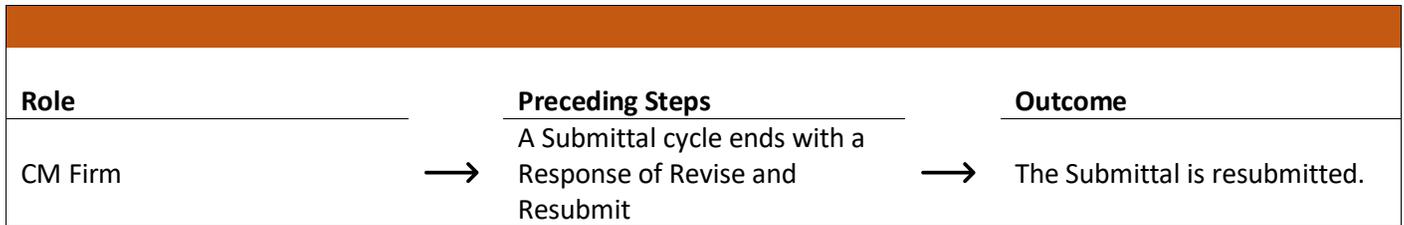
- Navigate to the 'REVIEW CYCLE' section > Scroll right > Select the '...' icon > Select the file to upload > Select 'Open' > Select 'Ok'



- Click 'Submit Response'

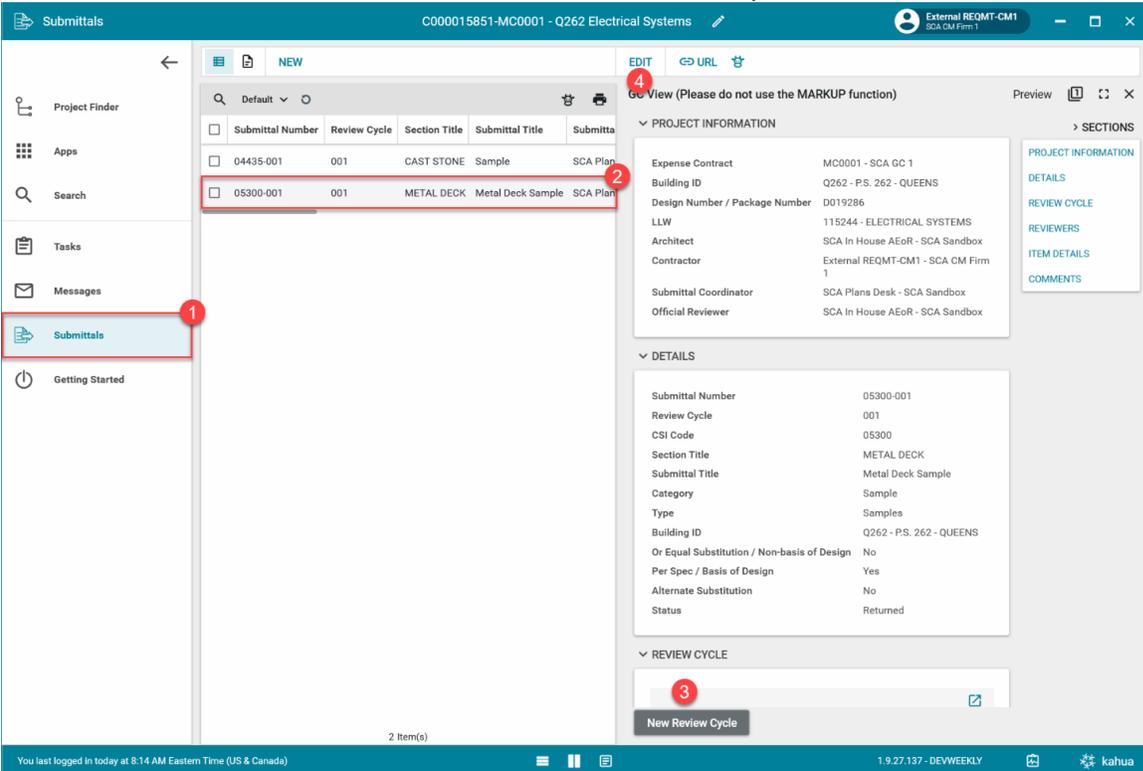


Resubmit Submittal

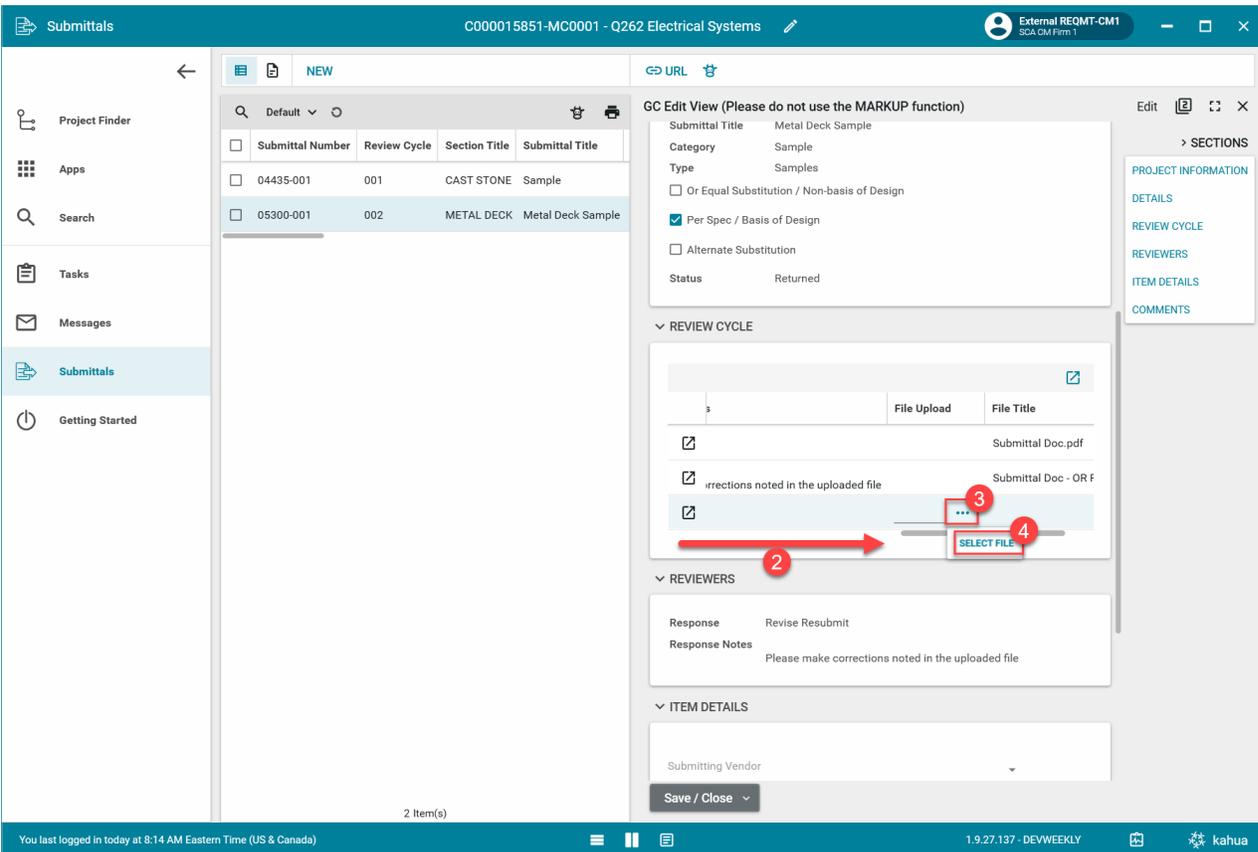
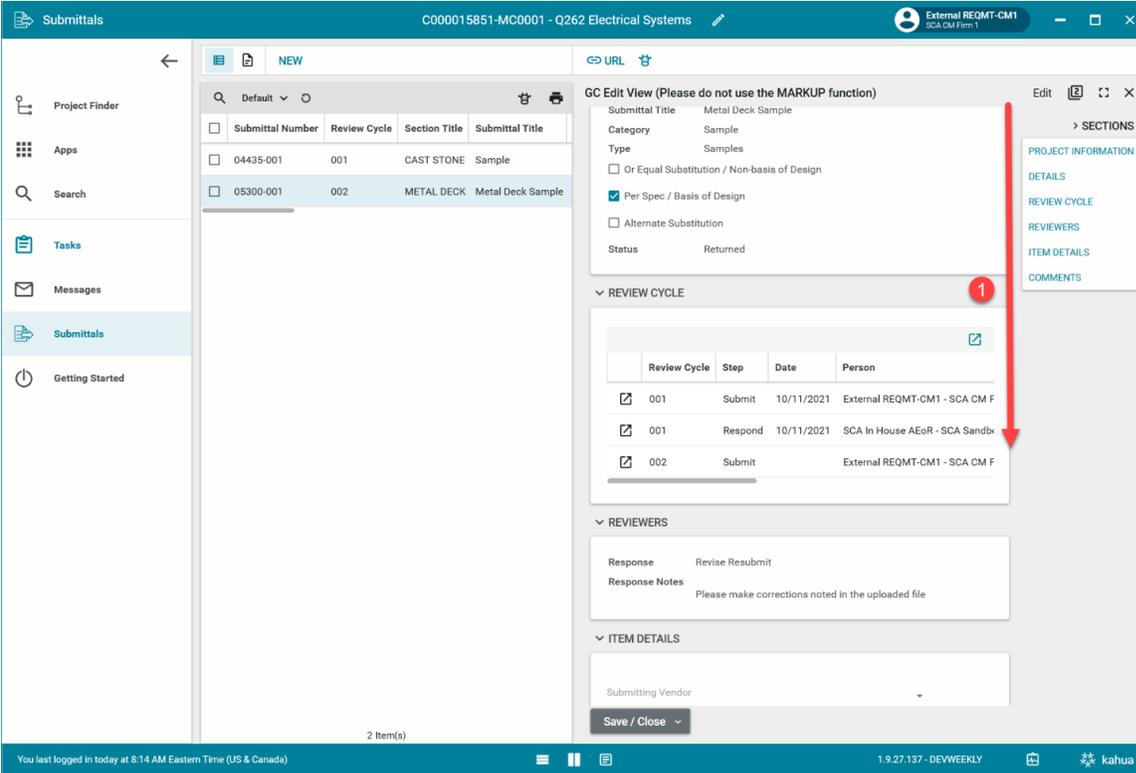


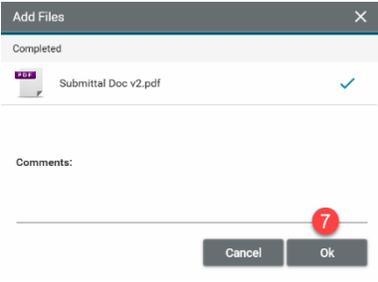
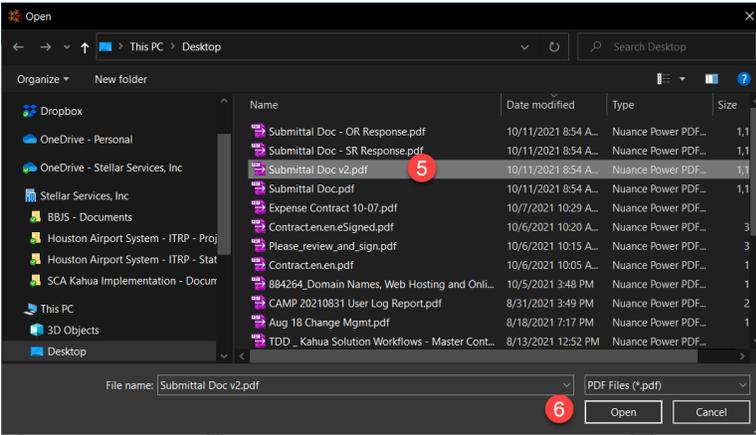
Steps

1. Select 'Submittals' > Select the Submittal > Click 'New Review Cycle' > Select 'EDIT'

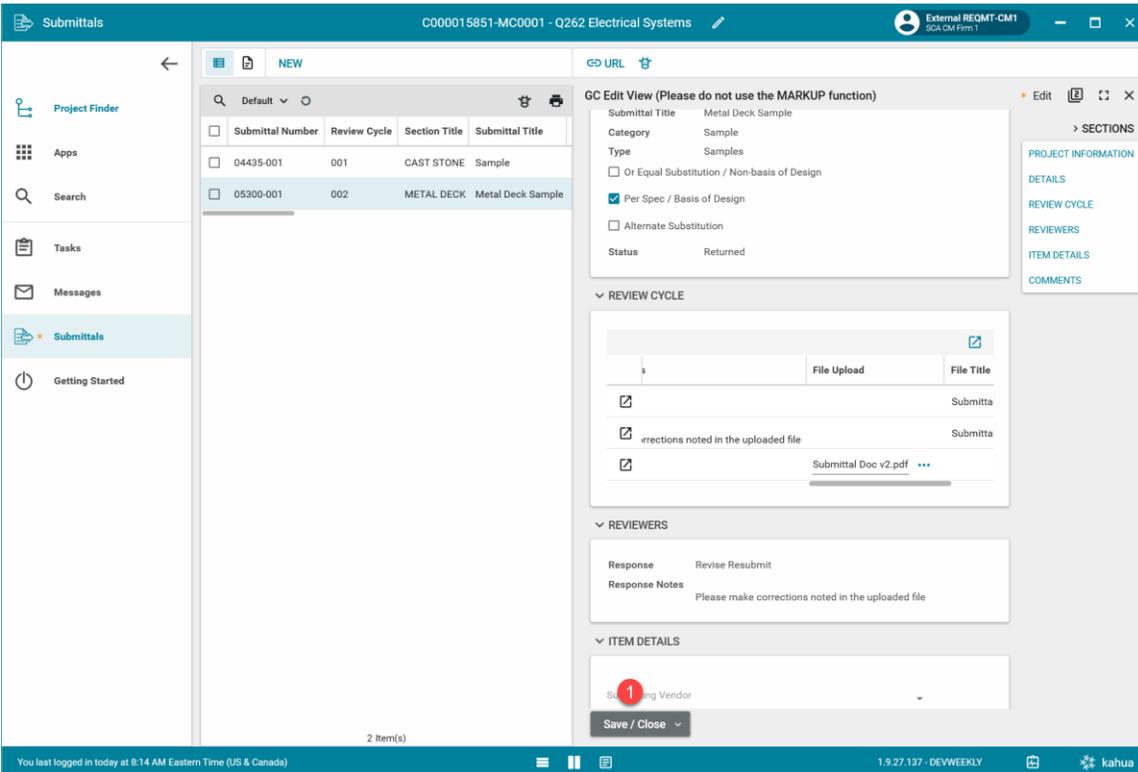


2. Scroll down to the new review cycle > Scroll Right to see the '...' icon > Select the '...' icon > Select 'SELECT FILE' > select the file to upload > Select 'Open' > Select 'OK'

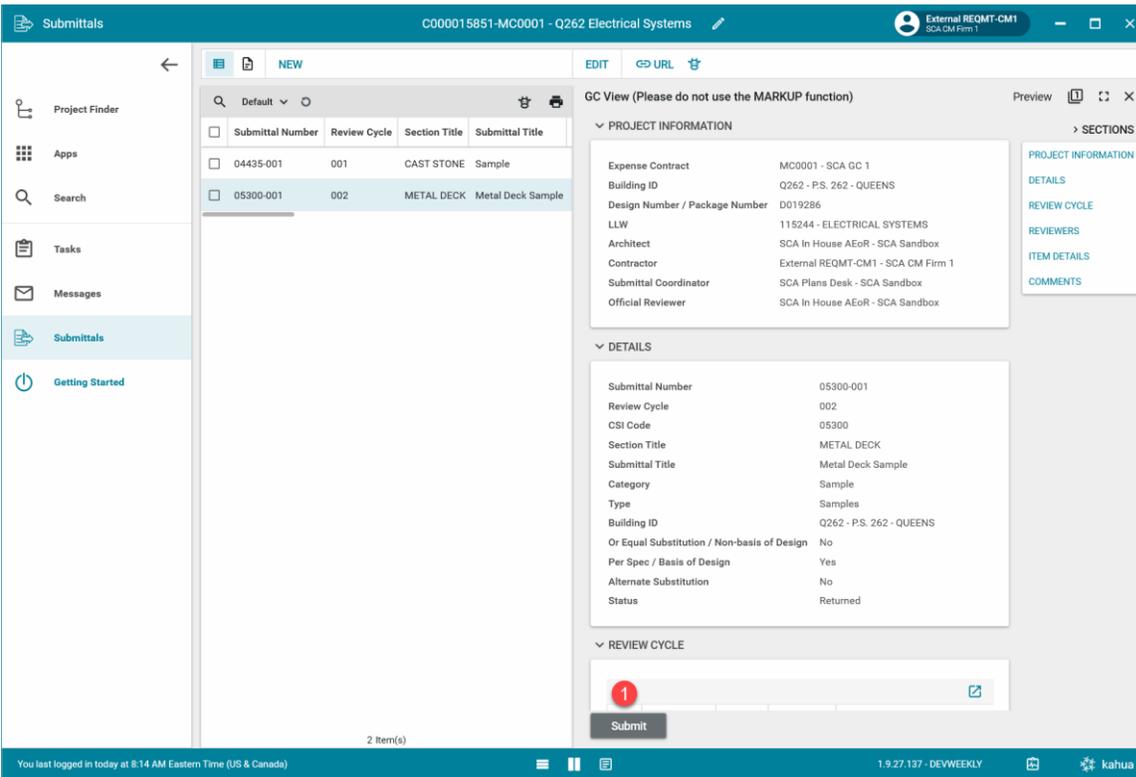




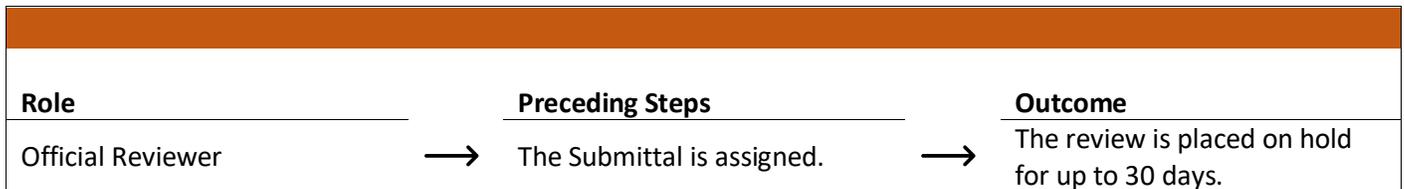
3. Click 'Save / Close'



4. Click 'Submit'

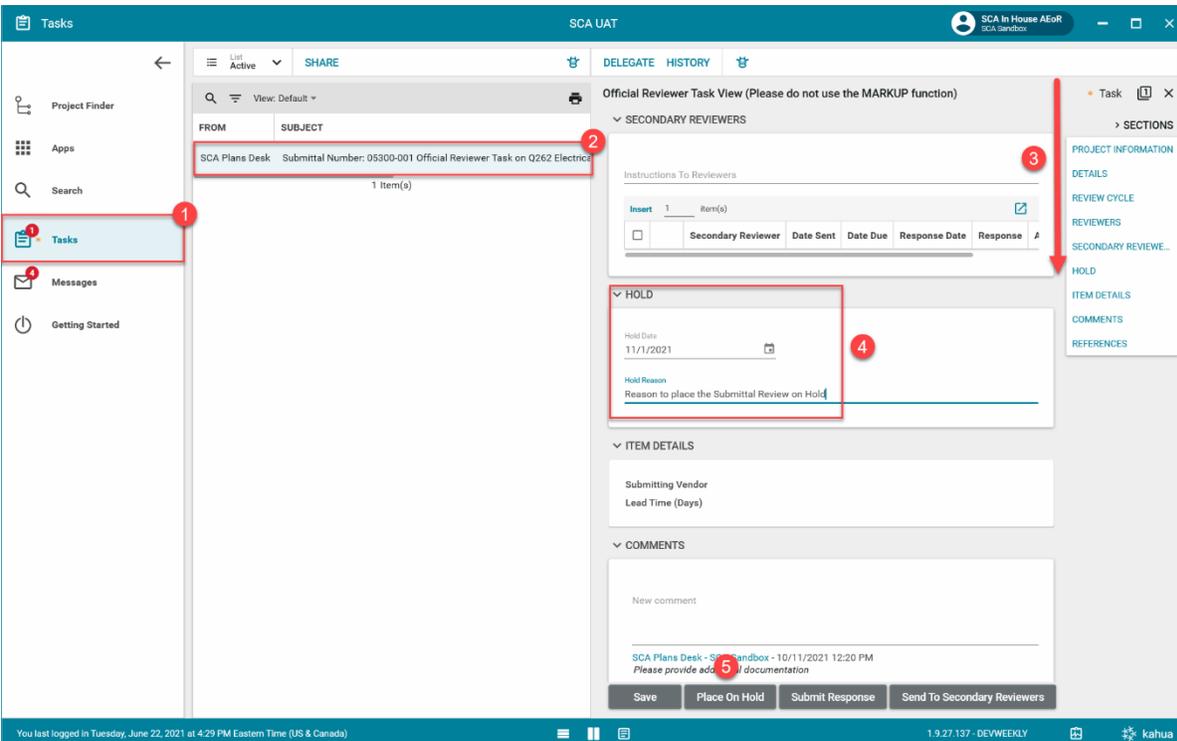


Official Reviewer - Place Submittal Review on Hold



Step

Navigate to 'Tasks' > Select the task > Scroll down to the 'HOLD' section > Enter the hold information > Click 'Place on Hold'

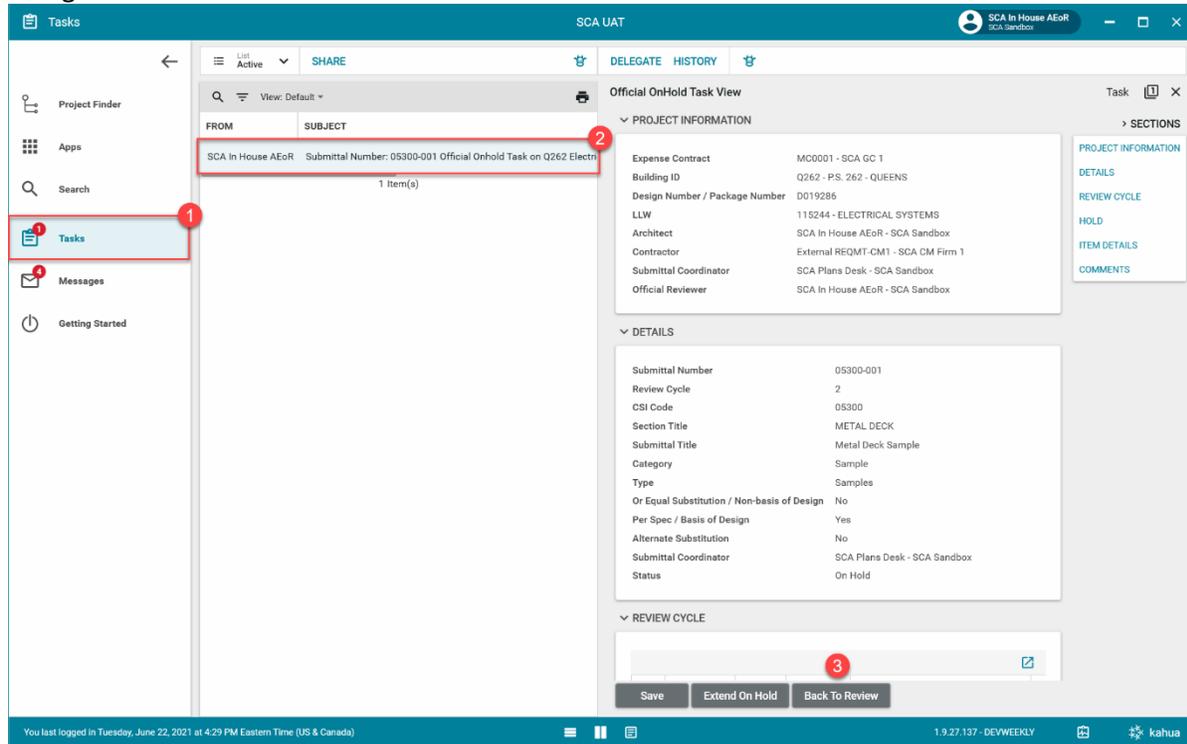


Official Reviewer – Bring On Hold Back to Review

Role	Preceding Steps	Outcome
Official Reviewer	→ Submittal review was placed on hold.	→ Submittal review brought back to the Official Reviewer.

Step

Navigate to 'Tasks' > Select the task > Click 'Back to Review'

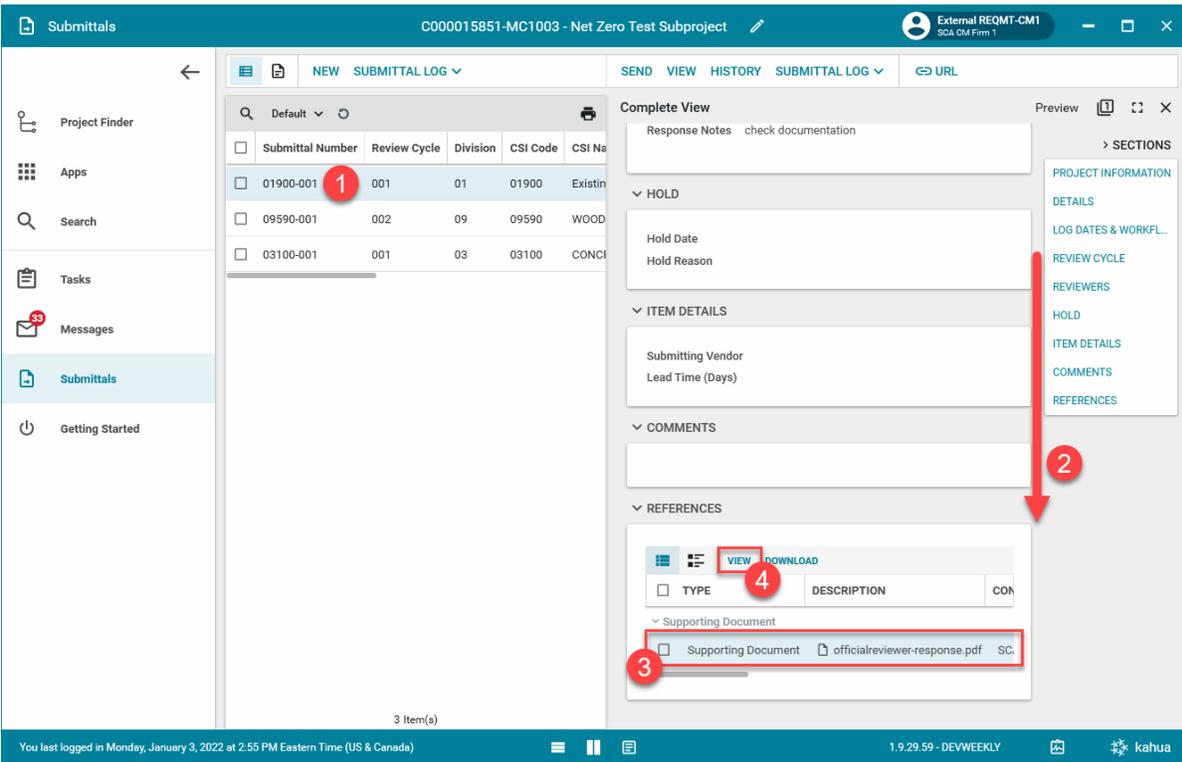


View Completed Submittal File

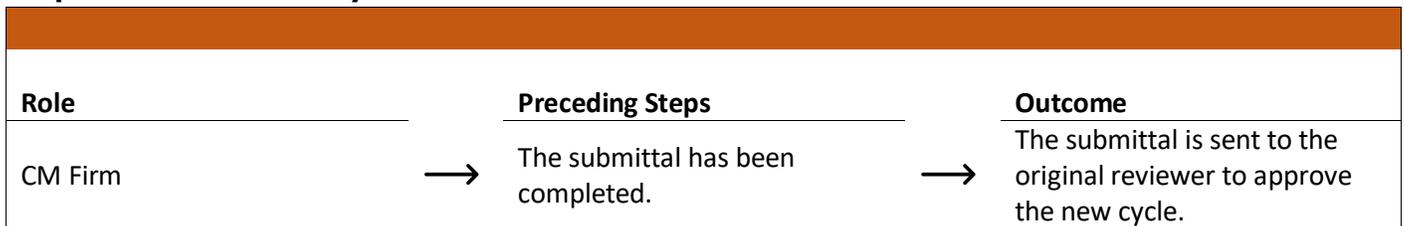
Role	Preceding Steps	Outcome
CM Firm, CM PM, AEoR	→ Submittal is complete.	→ View the documentation for the completed submittal.

Step

Click on a completed submittal > Scroll down to References section > Click on the file to view > Click 'View'

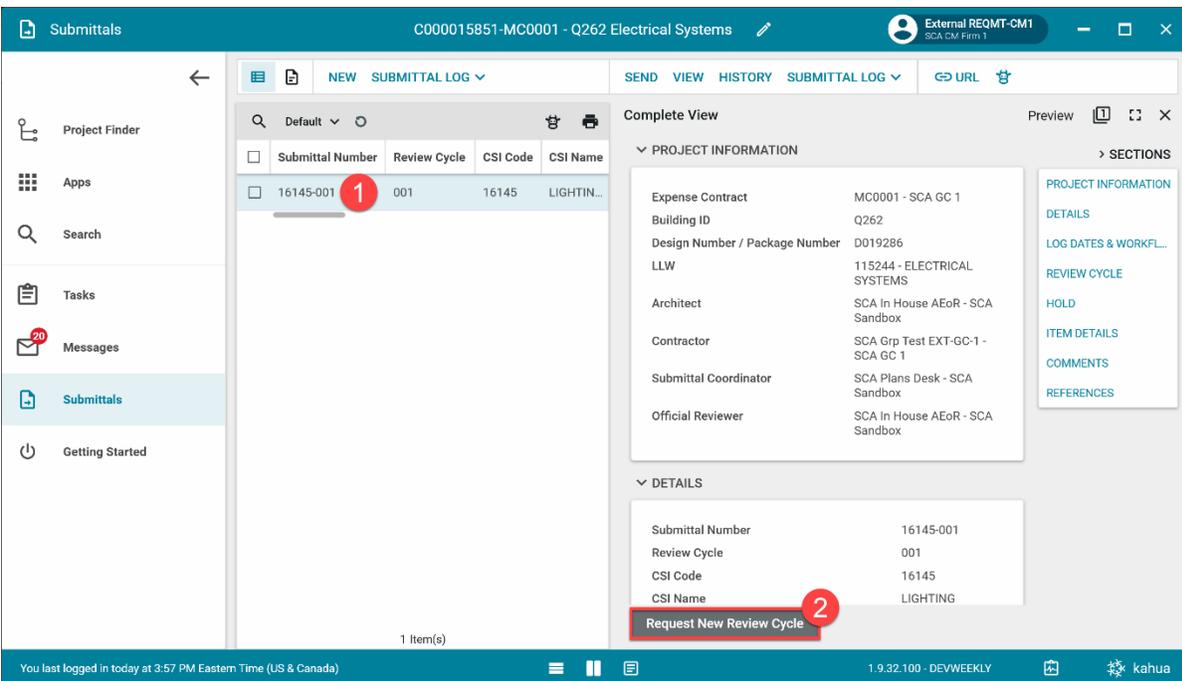


Request New Review Cycle

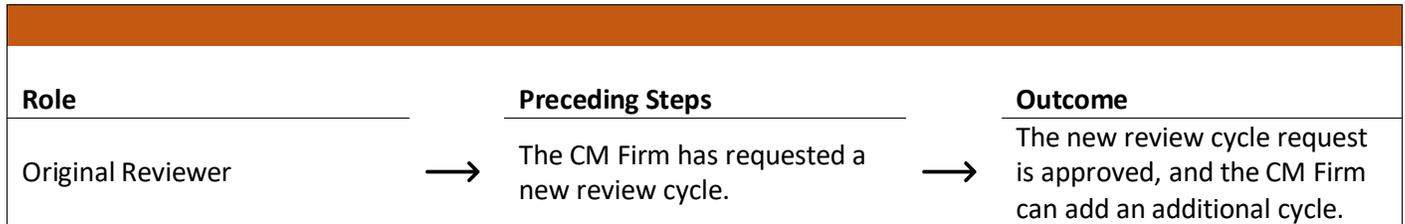


Step

In the Submittals application, select the desired submittal > Click 'Request New Review Cycle'

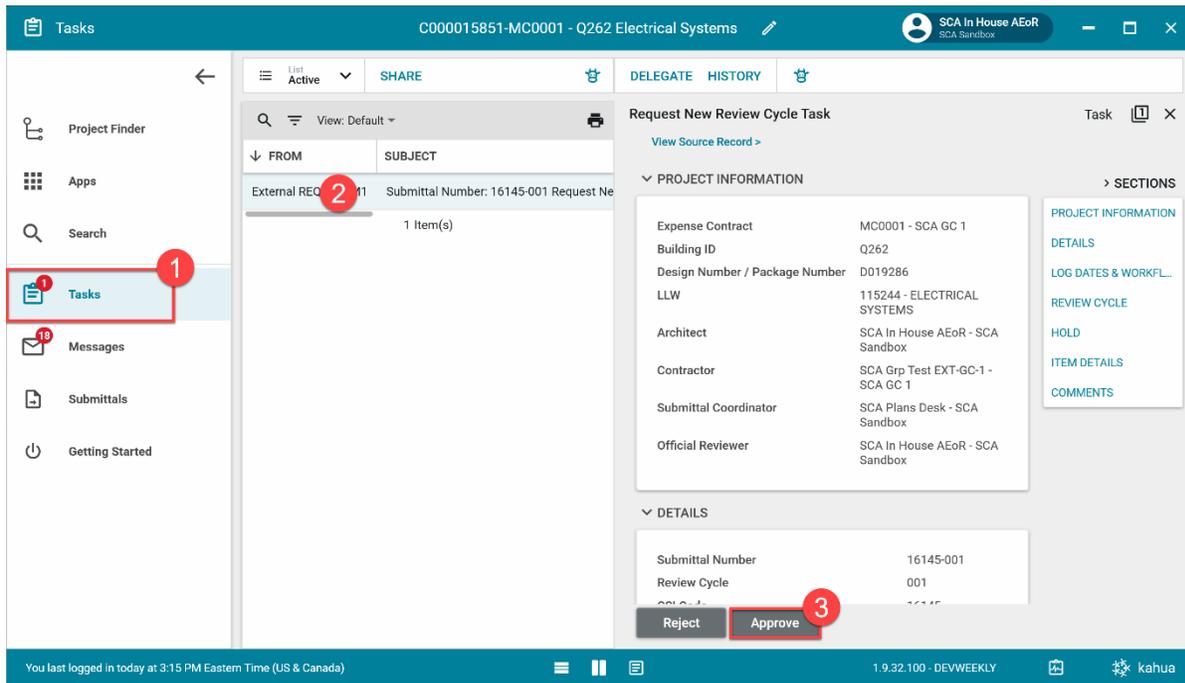


Approve New Review Cycle

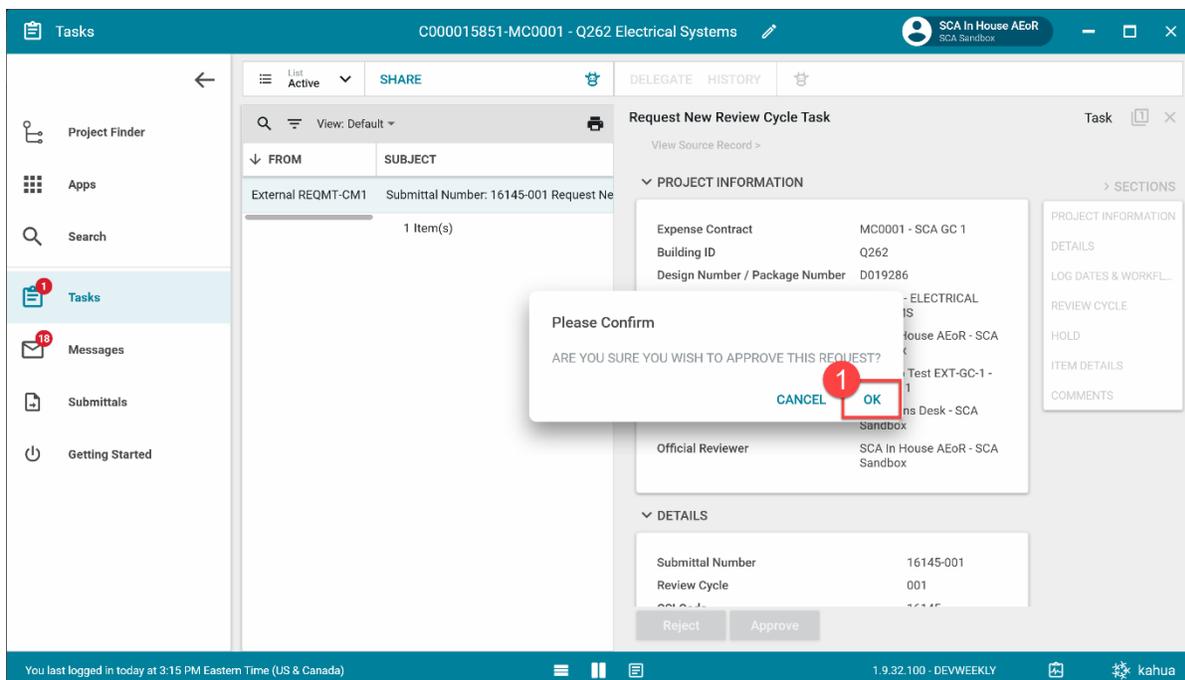


Step

1. Go to Tasks > Select the Request New Review Cycle task > Select 'Approve'



2. Click 'OK' to confirm

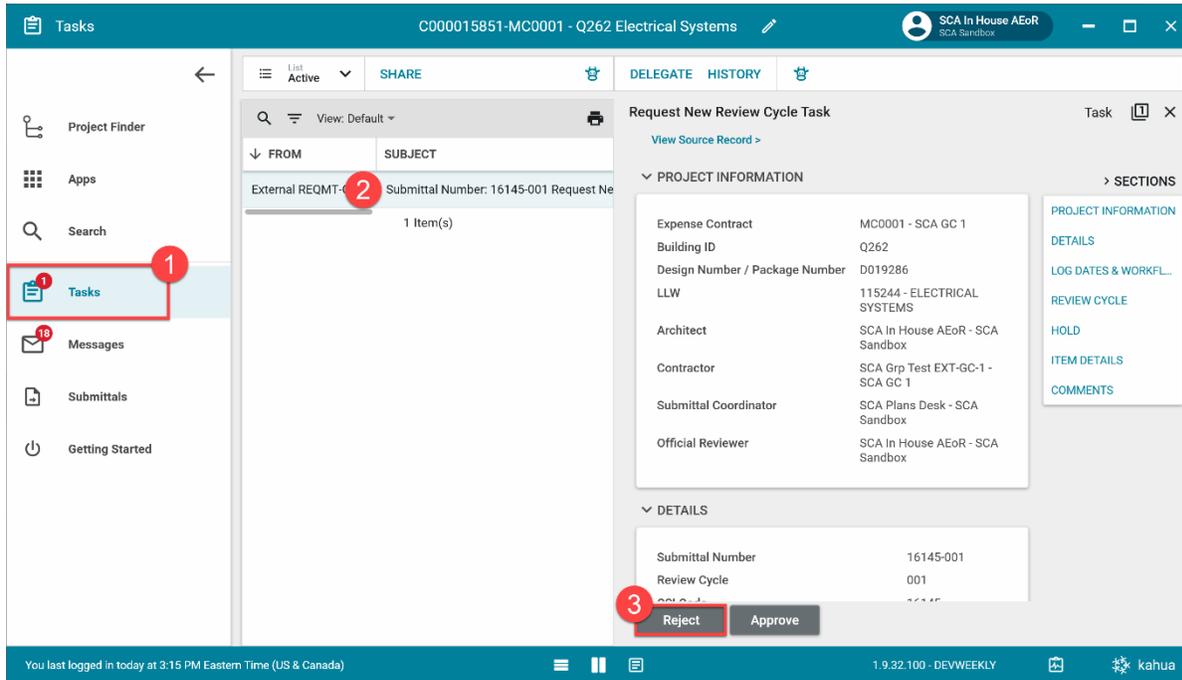


Reject New Review Cycle

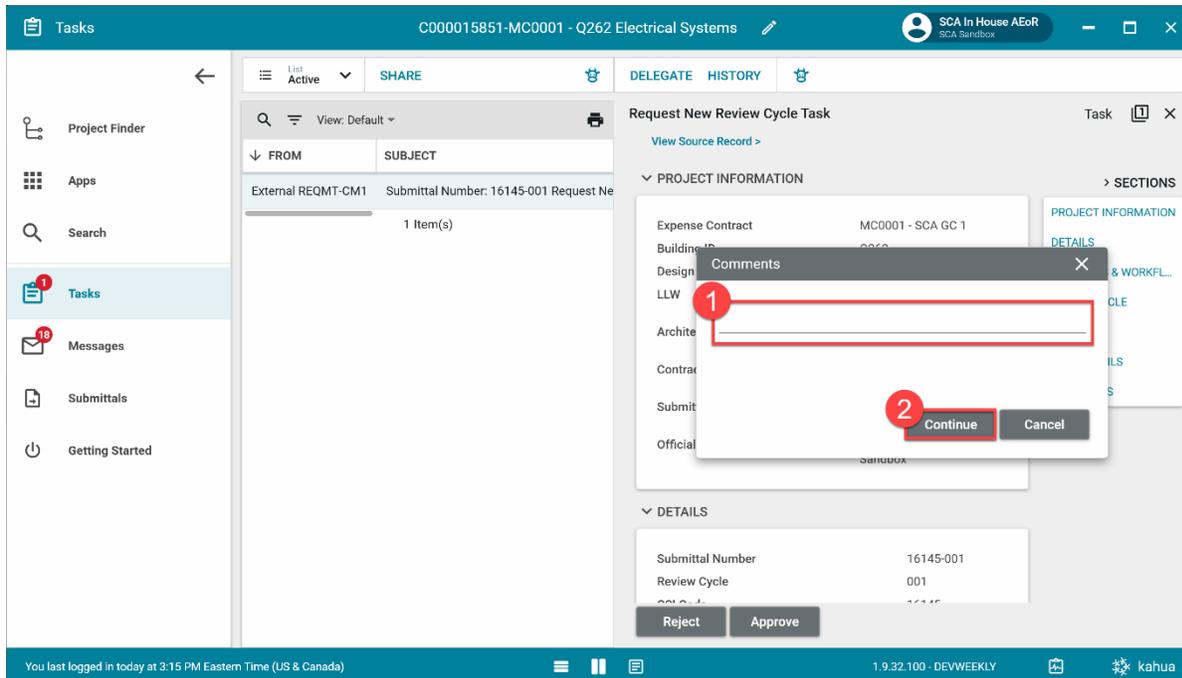


Steps

1. Go to Tasks > Select the Request New Review Cycle task > Select 'Reject'



2. Enter a comment > Select 'Continue'



Add Additional Review Cycle

Role	Preceding Steps	Outcome
CM Firm	→ The request for a new review cycle has been approved by the original reviewer.	→ The CM Firm can update and resubmit the submittal.

Step

In the Submittals application, select the submittal > Select 'Add Additional Cycle'

The screenshot shows the 'Submittals' application interface. The top navigation bar includes 'Submittals', 'C000015851-MC0001 - Q262 Electrical Systems', and user information 'External REQMT-CM1 SCA CM Firm 1'. The left sidebar contains navigation options: Project Finder, Apps, Search, Tasks, Messages (20), Submittals (selected), and Getting Started. The main content area is divided into a table and a 'Complete View' panel.

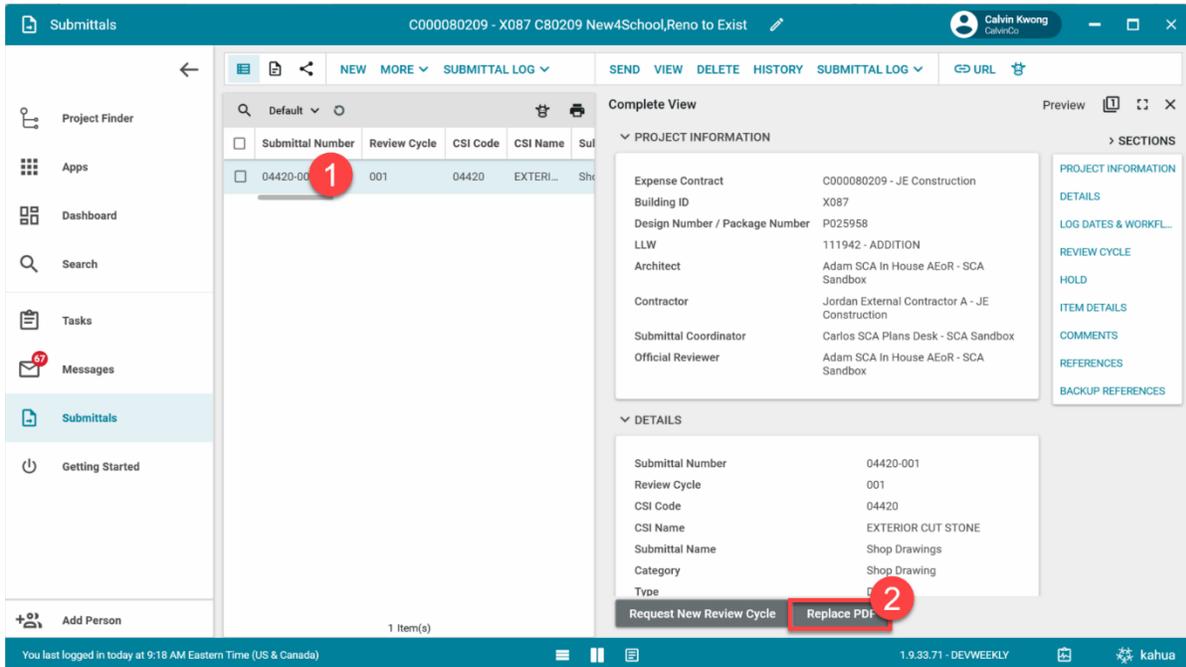
The table has columns: Submittal Number, Review Cycle, CSI Code, and CSI Name. A single row is visible with the submittal number '16145-001' circled in red with a '1'. Below the table, it says '1 Item(s)'. The 'Complete View' panel shows 'PROJECT INFORMATION' and 'DETAILS' sections. The 'DETAILS' section includes fields for Submittal Number, Review Cycle, CSI Code, and CSI Name. The 'Add Additional Cycle' button is highlighted with a red box and a red circle '2'.

Replace PDF of Completed Submittal

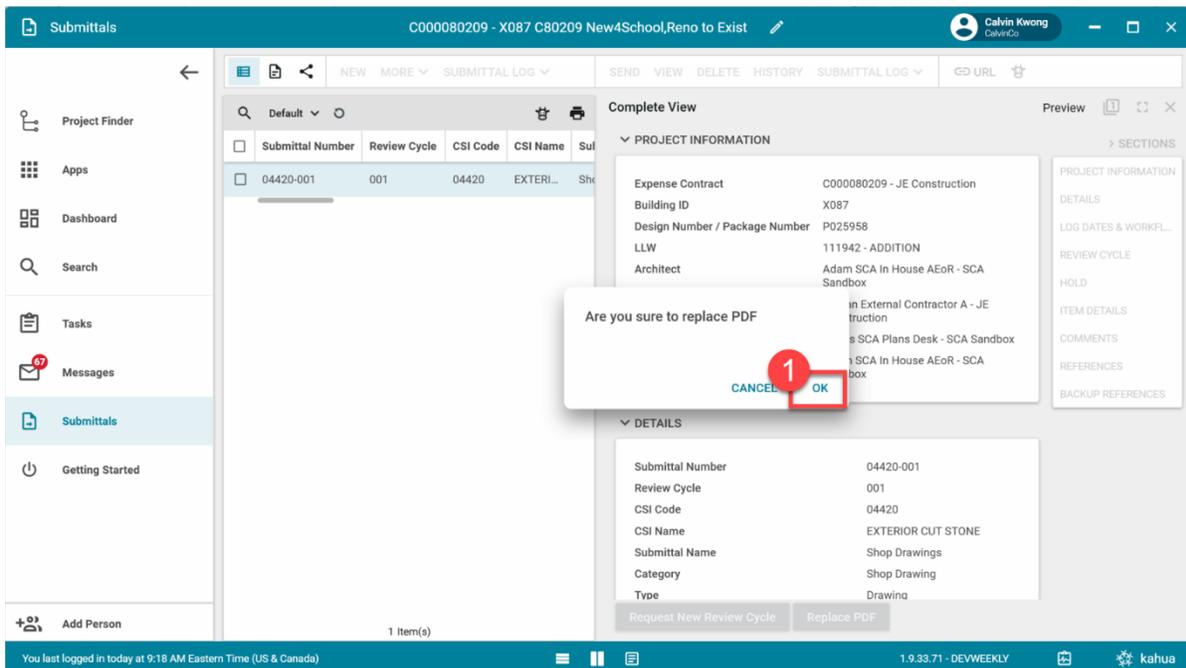
Role	Preceding Steps	Outcome
Official Reviewer	→ Submittal is complete.	→ The documentation in the References section is updated.

Step

1. In the Submittals application, select the desired record > Select 'Replace PDF'

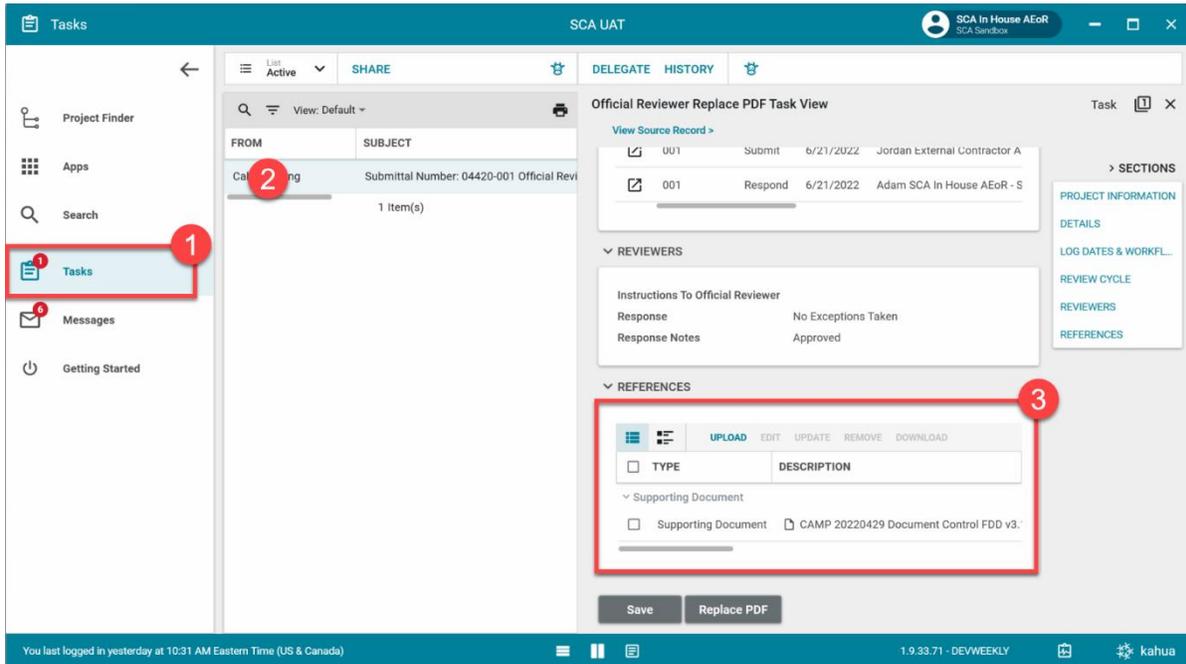


2. Click 'OK' to confirm

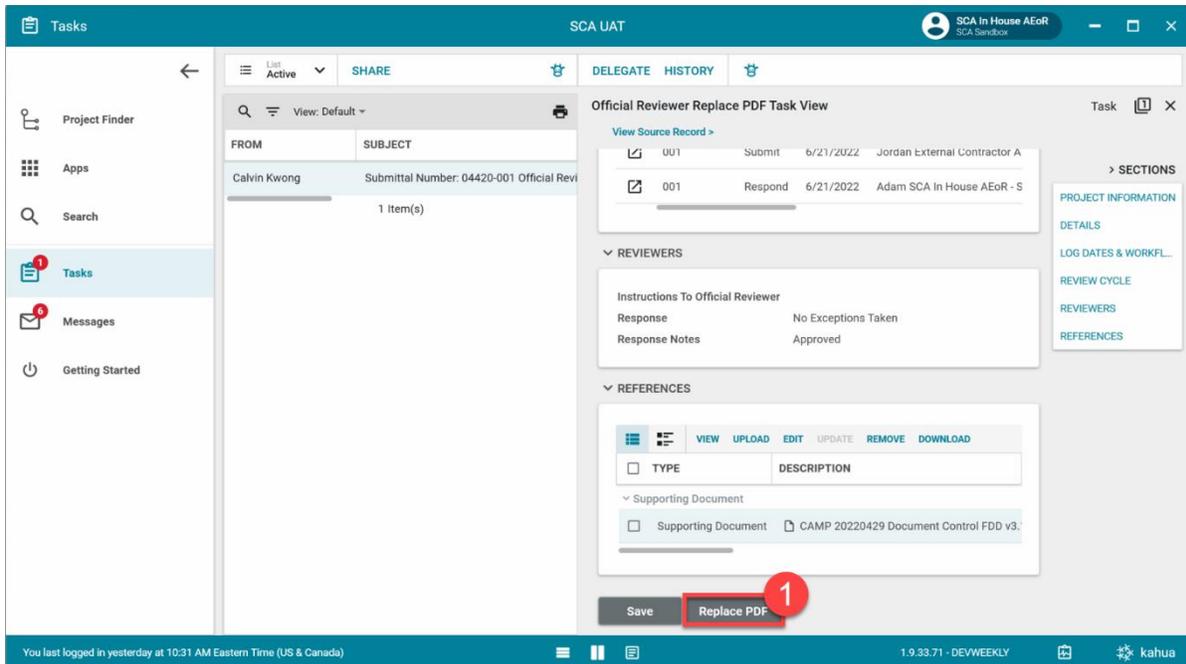


- Go to Tasks > Select the Official Reviewer Replace PDF task > Update documentation in the References section

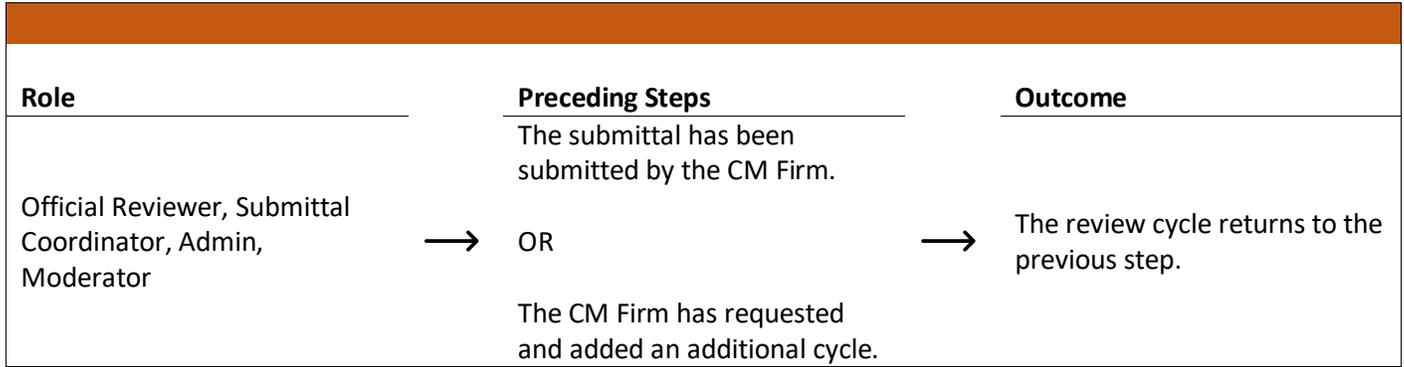
Note: To remove a file, click on the file description and then select 'Remove' at the top of the table. Add a file by selecting 'Upload'.



- Select 'Replace PDF'



Recall Submittal



Step

In the Submittals application, select the desired submittal > Select 'Recall' > Click 'OK' to confirm

