

GCU eSubmittals and eClosout Training 5/27/21

Q&A

Q: Would we be able to upload or attached document?

A: After the log has been accepted by the PO and AEO, you will be able to upload documents.

Q: do we have to assign the submittal no in the log, can you explain on the submittal no aspect?

A: You do not have assign submittal numbers. You will have to indicate the CSI Code upon creation of the log. The system will assign numbers before you start your submission process.

Q: Please confirm we are saving as "text (tab delimited)"

A: Yes you are.

Q: Maybe I missed something... is this only for the log? Are the actual submittals attached?

A: Once the log has been accepted, you will be able to upload the actual submittals.

Q: For the Submittal Pkgs. Is it still created in CM13? Is that the Master Submittal List?

A: The accepted submittal log will be automatically uploaded to CM13. Every submittal entry will be reflected in CM13

Q: So we will create the initial log?

A: General Contractor is responsible to create the initial log.

Q: Can we start Master log with some of submittals and get approval and keep moving add submittals get approval ... continuously or we have to make log for all items at once?

A: You cannot start the submittal process without completing the log.

Q: Can the GC edit the AEOR contact? For my project the name is not the correct person.

A: You need to contact SCA Help Desk to make changes to the names of the responsible parties in GCU.

Q: As the reviewer, do we still need to use the shop drawing stamp?

A: Yes, an electronic stamp needs to be used on the submittal/shop drawing. External design firms should use one with company/firm Logo. For In-house, a template is in standards library. A sample of what the stamp should look like is on the SCA website under Design/Forms.

Q: After i receive a submittal as a main reviewer, how can i forward it to other engineer to review if necessary?

A: You will need to send the submittal back to the coordinator with instructions to reassign to a different reviewer. If the submittal will require multiple reviewers, you will need to download the submittal and get the secondary reviewer's comments offline, add your own comments and then upload it to return back to the GC.

Q: Doesn't the clock run on the submittal stuck with AEOR?

A: Once the AEOR is assigned a submittal, their clock starts.

Q: 90 percent submittals must include, If i need to add one more item then can i download and edit excel sheet and upload. Will PO will know which one i added?

A: Once a log has been accepted at 90% accuracy, submittals can be added to it, without needing to upload them from excel.

Q: how do i print master log?

A: download the master log to excel and print. Please note, you need to format the file for printing in excel.

Q: How is eSubmittal connected to CM 13?

A: Data entered in GCU, including links to the attachments is reflected in CM13

Q: What will we see in CM 13?

A: Everything.