

Submittal Package Management & Completion

What is a Submittal Package?

A submittal package represents a collection of submittals that will be sent to a series of reviewers for feedback. A designated manager of the package reviews the feedback and makes a final determination on each item in the package when he or she completes the package.

The Project Manager and/or Construction Manager will have the opportunity to create an initial submittal schedule in the submittal module. A submittal schedule is populated with all the required submissions for a project per specifications with due dates.

Submittals can be added to a submittal package for review. The submittal package can be thought of as a transmittal used to send one or multiple submittals on a workflow. Although a package could have multiple submittals, the reviewer approves or rejects them individually. As submittals are rejected new versions of the records are created automatically, in order to preserve the history of that document.

Please refer to the following QRGs: QRG.14_ Submittal_Creation and QRG.15_ Submittal Review.

Who Will Use This?

- √ General Contractor
- √ Construction Manager
- √ Architect/Engineer
- √ Project Manager

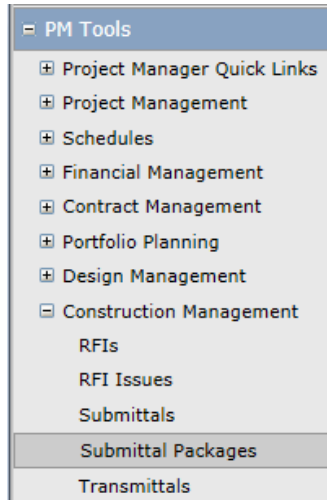
Steps to Create a Submittal Package

1. Log into ePM as a user with the Submittal Submitter security role, then navigate to the appropriate project.



ePM Quick Reference Guide #016

2. Navigate to PM Tools > Construction Management > Submittal Packages to display the Submittal Packages register.





ePM Quick Reference Guide #016

- Click the 'New' button to open a blank Submittal Package document. In the Details section, enter a Title and Package Name for the package. The first segment of the number field is available for Contractor number, the second segment will auto number, the Revision number will also auto number. In the 'More Details' section, at minimum enter a Due Date for the package.

NOTE: The Submitted Date field is populated automatically when the document transitions to the Submitted workflow state

The screenshot displays the 'SUBMITTAL PACKAGE: 01546- Safety and Health Manual (00001)' interface. It features a top navigation bar with tabs for General, References, Workflow, Activity Log, and Attachments. Below the navigation is a breadcrumb trail: Main | Submittals | Review Steps | Reviewer Feedback | Properties. The form is divided into three main sections: SUMMARY, DETAILS *, and MORE DETAILS. The SUMMARY section shows the Current State as Draft, Title as '01546- Safety and Health Manual', and Number as '00001'. The DETAILS * section includes fields for Current State (Draft), Title * (01546- Safety and Health Manual), Number (RML001 - 00001), Package Name * (Safety and Health Manuals), System Revision Number (0), and Revision Number * (0). The MORE DETAILS section contains fields for Content Provider Contract, Manager Contract, Submitted Date, Actual Completion Date, Rejection Date, Due Date (07/31/2013), Shipping Information, Alternate Identifier #1, Storage Location, and Purpose (REQ : Required).

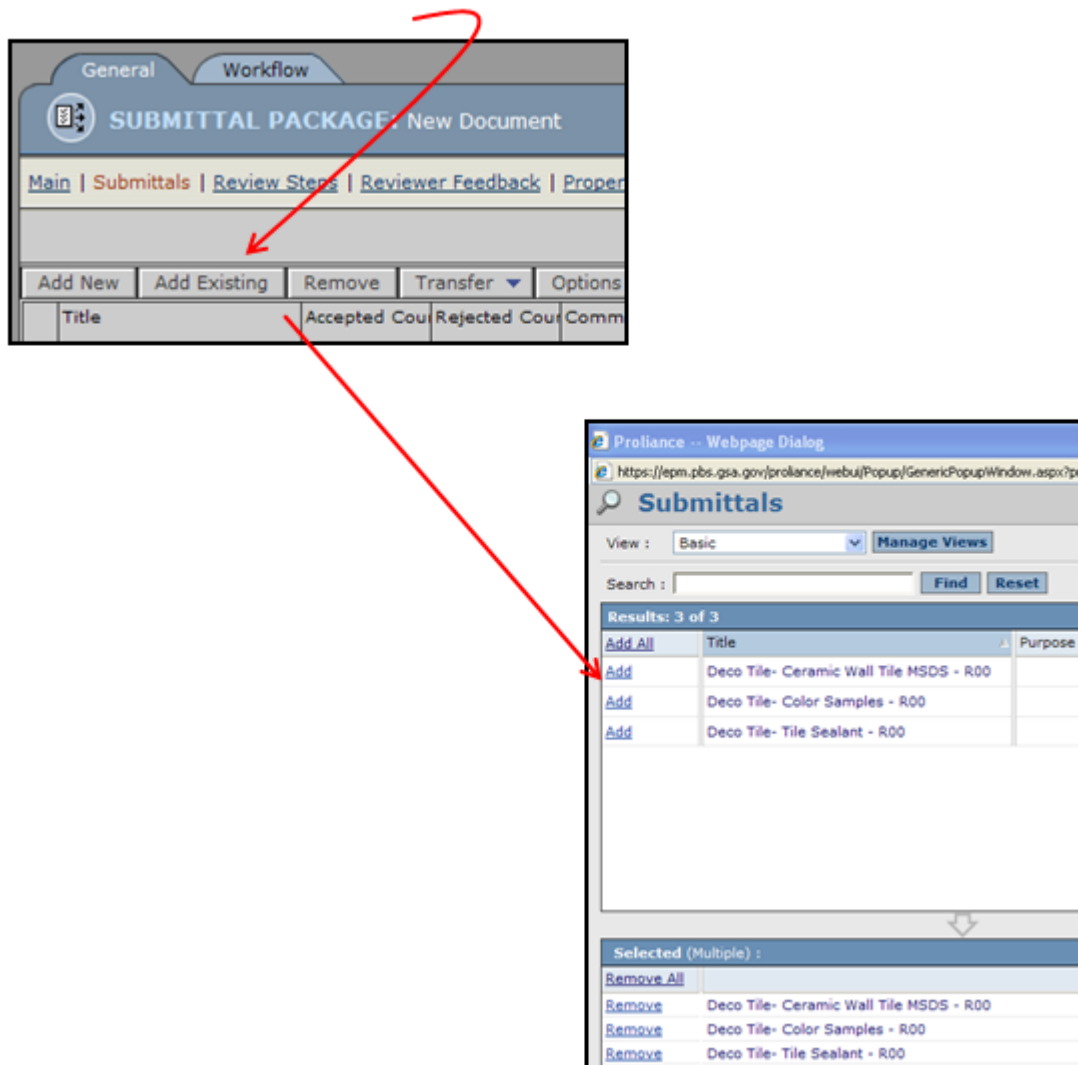
SUMMARY	
Current State	Draft
Revision Number	0
Title	01546- Safety and Health Manual
Number	00001

DETAILS *	
Current State	Draft
Title *	01546- Safety and Health Manual
Number	RML001 - 00001
Package Name *	Safety and Health Manuals
System Revision Number	0
Revision Number *	0

MORE DETAILS	
Content Provider Contract	<input type="text"/>
Manager Contract	<input type="text"/>
Submitted Date	<input type="text"/>
Actual Completion Date	<input type="text"/>
Rejection Date	<input type="text"/>
Due Date	07/31/2013
Shipping Information	<input type="text"/>
Alternate Identifier #1	<input type="text"/>
Storage Location	<input type="text"/>
Purpose	REQ : Required



4. Click the 'Submittals' page, then click the 'Add Existing' button to see a list of available submittals that can be added to the package
5. Select one, multiple, or all submittals to add to the package



Click Workflow button to Submit the package. The workflow dialog box should show at least one user in the To box. If not, use the lookup button to select a user. The recipient must have security permissions that will allow him or her to edit the package in the 'Submitted' state, as well as execute workflow to put the package into Review.

The Submitted Date field on the main page of the submittal page will auto populate when the package transitions to the submitted workflow state. All submittals in the package will also be updated. The Hcc field will be populated with the adapter that manages the autopopulation of the submitted date field.

The image shows two screenshots from the ePM system. The top screenshot is the 'Execute Workflow' dialog box. It has a title bar 'Execute Workflow' and a 'Submit' checkbox. Below the checkbox is a note: 'To complete the workflow action and notify people, select recipients and click "Execute". If you don't wish to notify people, click "Execute" with no recipients selected (Note: "HCC" recipients cannot be removed)'. The form contains fields for 'To:' (Jim Harrington; Robert Taylor), 'Cc:' (Kari Meyers), 'Hcc:' (GSA.SUBMITTAL.ADAPTER - PBS), 'Recipient Action:' (Start Review), 'Custom Message:', 'Priority:' (Normal), and 'Due Date:' (07/25/2013). A red box highlights the 'Hcc:' field with the text: 'Hcc: This is the adapter that manages autopopulating date fields'. At the bottom are 'Execute', 'Clear Fields', and 'Cancel' buttons.

The bottom screenshot shows the 'SUBMITTAL PACKAGE: 03 3000-2 (00018)' page in the 'Submitted' state. The page has tabs for 'General', 'References', 'Workflow', 'Activity Log', and 'Attachments'. The 'Workflow' tab is active, and the 'Submitted' status is highlighted in a red box. The page shows a summary table with 'Current State' as 'Submitted' and 'Revision Number' as '0'. Below is a 'DETAILS' section with a table of fields: 'Current State', 'Title', 'Number', 'Package Name', 'System Revision Number', 'Revision Number', 'Content Provider Contract', 'Manager Contract', 'Submitted Date' (24-Oct-2013), 'Actual Completion Date', 'Rejection Date', and 'Due Date'. A red box highlights the 'Submitted Date' field with the text: 'The Submitted Date will be auto populated when the Package transitions to the Submitted Workflow state.' A red arrow points from the 'Submitted' status box in the top screenshot to the 'Submitted Date' field in this screenshot.

Setting Up Submittal Package Reviews

1. Log into ePM as a user with the Submittal Manager security role, then navigate to the appropriate project and to the My Notices register. Click the link for the appropriate package to open the submittal package.
2. In the 'Parties' section, select a contact as Manager who will manage the submittal package. This person is responsible for 'Completing' the package, which will change the state of all the items within the package. This person must have a security role which grants them full permissions to Submittal Packages. This will normally be the Lead Architect. The Source contact is the person responsible for providing the content of the package.

PARTIES			
	Company	Contact	Contact
Manager	AE Training Company	Archie Tech	
Source	GC Training Company	Bob Builder	

3. Click the 'Submittals' page and confirm that the appropriate individual submittals are included in the package.
4. Click the 'Review Steps' page. Click the 'Add' button for each reviewer who will receive the submittal package to review. Step Number indicates whether the reviews will be done in sequence or parallel. Number the steps 1,2,3, etc. to make the first reviewer to finish before the next reviewer is notified. Number the steps 1,1,1, etc to make the reviewers to do their reviews concurrently. Select each reviewer from the 'Contact' lookup list.

SUBMITTAL PACKAGE: Title (00001)								
Main Submittals Review Steps Reviewer Feedback Properties								
Add Remove Calculate Backward Calculate Forward								
*Step Numb	*Reviewing Contact	*Reviewing Company	Reviewing Contract	Sent For Reason	Original Planned Start Date	Original Planned Finish Date	Original Planned Review Days	
1	Pauline Manager	RS	click button		09/01/2009	09/08/2009	7	
2	Rob Hovey	Meridian Systems	click button		09/08/2009	09/15/2009	7	

In the fields 'Original Planned Start Date', 'Original Planned Finish Date' and 'Original Planned Review Days', enter information in each field, or simply enter an Original Planned Start Date for the first reviewer, then enter Original Planned Review Days for each reviewer, and click the 'Calculate Forward' button and ePM will automatically calculate and fill in the start and finish dates for the remaining reviews. Or enter the Original Planned Finish Date for the last reviewer, enter Original Planned Review Days for each reviewer, then click the 'Calculate Backward' button.

- Execute workflow to 'Start Review'. Notices are sent to the package Manager and Source (the contacts selected in step 8). Also, the first reviewer will receive a notice to begin their review.

For instruction on reviewing submittal packages, see the Quick Reference Guide titled QRG.015 Submittal Review.

Completing Submittal Packages

- Log into ePM as a user with the Submittal Manager role, open the appropriate project, then navigate to the Received Notices page. Find the notice related to completing a submittal package, and click on it to open the package.
- Click on the 'Reviewer Feedback' page to view the comments and recommendations made by each reviewer.
- Click on the Submittals page. The 'Accepted Count', 'Rejected Count' and 'Comments Count' columns show results summaries from the reviews of each submittal in the package. In the 'Change Status on Completion' field, choose either 'Accepted', 'Rejected' or 'Cancelled'. The choice will become the workflow state for the selected submittal.

Title	Accepted Count	Rejected Count	Comments Count	Workflow Status	Change Status On Completion	Due Date
Deco Tile- Ceramic Wall Tile MSDS - R00	2	0	0	InReview	Accepted	10/01/2009 12:00:00
Deco Tile- Color Samples - R00	1	1	1	InReview	Rejected	10/11/2009 12:00:00
Deco Tile- Tile Sealant - R00	2	0	0	InReview	<input type="text" value="Accepted"/> <ul style="list-style-type: none"> Accepted Rejected Cancelled 	10/01/2009 12:00:00

Note: If an individual submittal is rejected, upon completion of the package, two things will happen:

- ePM automatically creates a new submittal (in Draft state) with the next revision number, and sets the workflow state of the previous revision to Cancelled.
- ePM automatically creates a new submittal package with the next revision number

Tips

- ✓ Required fields are marked with an asterisk.

- ✓ Use the 'Forward' button if collaboration required from other users.

- ✓ Submitted Date field will auto populate when the package transitions to the submitted workflow state. All submittals in the package will also be updated.

- ✓ Submittal Managers have the ability to move Submittal Packages in the Submitted state back to the Draft state.

- ✓ Click on the Activity Log tab to view the audit trail of the document.

- ✓ Clicking the online help button provides generic help related to contracts, NOT for the specific uses of GSA's submittal documents.

- ✓ To explode or collapse sections in a document, click on the double headed arrow buttons.

- ✓ Notices with yellow icons require action; blue means a document was forwarded; white means the user was cc'd.

- ✓ If the Submittal requires more attachments than what can be attached in the 'File/URL Information' section, use the 'Attachments' tab, which appears after saving the Submittal.

- ✓ For additional help and support, contact the ePM Regional Point of Contact.
