



PM4 + Partners Knowledge Articles

Subcontractors Working with Submittals

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Working with submittals

During the planning process PCL will have determined all the required submittals for a project. In PM4+ a record is created in the Submittal log that contains all the descriptive information for a submittal.

When PCL completes this step the status changes to “Requested” and you will be notified through your company’s workspace of any submittals that you will be required to submit.



CONSTRUCTION LEADERS



Quick start

What you need to know to get started without delay.

The main action you will take in PM4+ related to Submittal documents is to review and return submittals that are assigned to your company. You can use these steps for both the **Requested** status or **Revise and Resubmit** status.

Step	Action
Open workspace	
Start submission process	
Complete attachment dialog	<p>In the Attach a submittal document dialog complete:</p> <ul style="list-style-type: none"> • Submittal drop-down – choose the submittal record from list • Browse – find a select submittal attachment • Attachment notes – complete as necessary
Send to PCL for review	<p>Select OK to start upload, then select OK at the status warning.</p> <p>PCL will receive notification of your attached Submittal and will start the review process.</p>



Monitoring and Tracking Submittals

In your company's workspace in PM4+ you can track and monitor the progress of your company's submittals. In the 3 tabbed lists of your company's submittals you can perform the following activities:

- Monitor the status of your company's submittals
- Track and view the attachments of your company's submittals
- Search and find specific submittals within a list
- Upload any requested submittals

C. ...	Sub submittal no	Submittal id ↑	Rev	Spec section	Submittal name	Sub due date
		SUM-00001	0	08 00 50	Fiberglass Window Colour Sam...	11/29/2018
	14ED0002 Sub-012	SUM-00002	0	A0 04B	SpecSeal Series AS200 Elastome...	12/20/2018
		SUM-00002	1	A0 04B	SpecSeal Series AS200 Elastome...	12/20/2018
		SUM-00003	0	08 80 00	Glass and Glazing	11/18/2018

My company's submittals to submit

List of your company's submittals filtered by the status "Requested" or "Revise and resubmit". Use this list to review all the submittals that have not yet been received by PCL or you have not submitted.

This view allows you to select the submittal record from the list and then click the Submit button (next to the Filter field at the top of the list) to start the submit action. If all your submittals are submitted, or PCL has not yet created the submittal log record, this list will be empty.

My company's submittals

This view lists all the submittals for your company regardless of status. You can search for a submittal by using the filter box at the top.

There are two action items:

View submitted documents - list of the documents you have submitted to PCL. You can select and download an attachment.

View and add comments: View existing comments and add new comments to a selected record.

All closed submittals

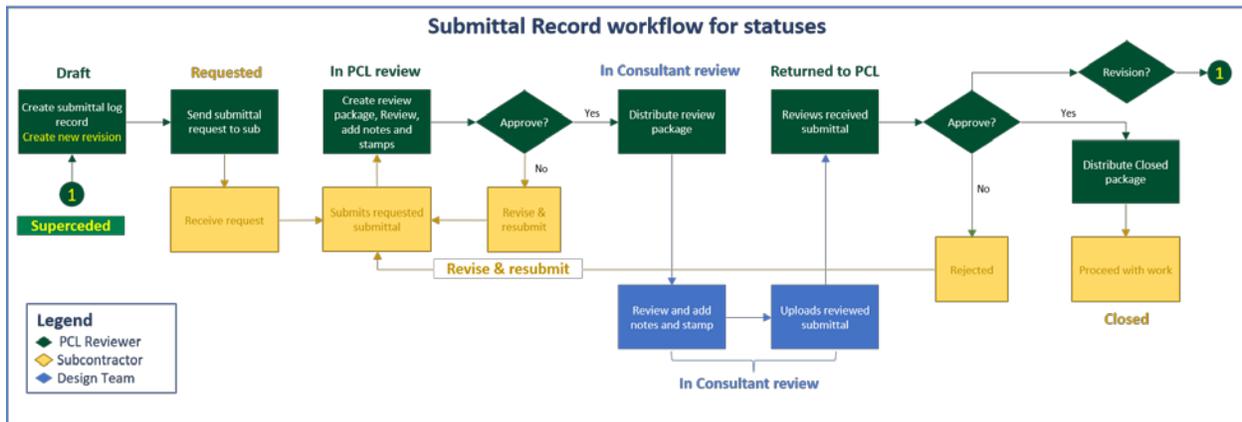
This view lists all your company's submittals with a status of "Closed". You can select a record and download the "Closed package" from here. The closed package for a submittal contains the cover sheet with the PCL and Consultant stamps as well as the submittal document, which may have comments from PCL and the Consultant.



Submittal statuses

When PCL creates a submittal log record the status is in Draft. If the Subcontractor has not yet submitted their submittal for review then PCL will change the status to Requested and it will be up to the Subcontractor to upload the requested submittal thereby moving the submittal to the next step in the review process.

If PCL has already received and reviewed the submittal, when they create the log record and attach the submittal the submittal will be move directly to the Consultant for the next step in the review process. There are exceptions to either of these two process, for example an FYI submittal, but generally the submittal will track along the review process as indicated by the chart below.



Submittal

Status	Handled by ...	Action to take ...
Draft	Submittal Coordinator	Complete and send to Subcontractor. Might receive submittal manually; in that case submittal request will not go Subcontractor but rather on to the Design team for review.
Requested	Subcontractor	Review all requested submittals. Upload the submittal documents and submit.
In PCL review	PCL Reviewer	Review the submittal package received from the Subcontractor or Design team. A submittal has a status of "In PCL Review" when the submittal requires review. The initial review occurs when the subcontractor submits their submittal. PCL reviews the submission and/or supporting documents to ensure their completeness. If the submission does not pass the review, the PCL reviewer returns it to the subcontractor to revise and resubmit. If submission passes the PCL review, they send the submittal package to the Design team for their review.
In Consultant review	Design team	Review the submission and/or supporting documents to ensure compliance, accuracy and completeness. Whether the submission passes the review, the package with its markup and notes is returned to the PCL reviewer. The stamp indicates what status the submittal moves to.
Returned to PCL	PCL Reviewer	The second review occurs after the Design team has completed their review, and provided their markup, comments and stamps. The Design

Submittal**Status Handled by ... Action to take ...**

Status	Handled by ...	Action to take ...
		team sends their review back to PCL. If the submission does not pass this review, the PCL Reviewer sends it back to the subcontractor to revise as detailed in any notes or comments from the Design team. When the subcontractor addresses the concerns, they resubmit the submittal to PCL. If the submission passes the review, the PCL Reviewer generates and distributes a Closed Package. The work is approved to proceed as per the schedule.
Closed	PCL Reviewer	No action required This status is obtained when a submittal has successfully passed all reviews, a Close Package has been generated and distributed.
Revise and resubmit	Subcontractor	Make the recommended changes to the submission and resubmit it. This status might occur several times but it will always be set by the PCL Reviewer. <ol style="list-style-type: none"> 1. If the PCL Reviewer has not passed either the initial review of the submittal or, 2. The subsequent reviews when a submittal has been revised and resubmitted or, 3. Has received a review from the Design Team with a 'Rejected' or 'Revise and Resubmit' stamp.
Superseded	PCL Reviewer	If a submittal, in its entirety, requires a revision the submittal record is marked as 'Superseded' when a new version is created. The new submittal is given the same Submittal ID but with a version number greater than zero. (For example, Submittal SUM00016-00 status=Superseded, Submittal SUM00016-01 status=Draft). The new version goes through the same status workflow as the superseded version.



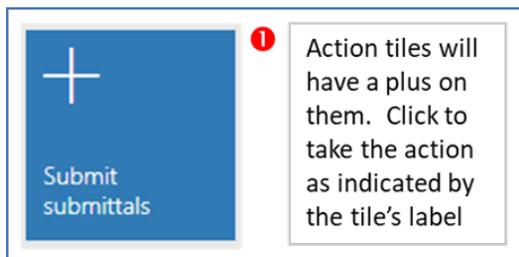
Submitting a requested Submittal to PCL

Finding your requested submittals

From your PM4+ workspace, you can view which submittals are due/overdue, add comments and view all closed submittals that belong to your company. To submit new submittals to PCL, a corresponding submittal record in PM4+ must exist. These records are created by PCL. If you run into the situation where you have a submittal but no record to upload it to, contact the PCL Submittal coordinator. A list of requested submittals can be found in the tabbed list "My company's submittals to submit".

Attach a document to a submittal record using the action tile

This procedure shows how to use the "Submit submittals" action tile to attach a document to a submittal record.



1. Select the **Submit submittals** tile.

Note: If the tile is 'greyed' out, there are no submittals to submit.

2. The system opens the **Attach a submittal document** dialog (as shown below).

The **Received date**, **Rev** and **Stamp** fields are for display only and cannot be edited.

3. In the **Submittal** field, open the drop-down list to view the list of available submittal records.

4. Select the submittal record for attaching your submittal document.

5. Click the **Browse** button and find the document to submit.

6. Input any pertinent notes about the submittal in the **Attachment notes** field.

7. Click **OK** to attach the submittal document to the submittal record.

8. A confirmation dialog notifies you that the status of the record will change.

Document: GFCI Wiring to Multiple Outlets - 1.pdf is now attached to record ID: SUM-00006 - 0 - Main Flr Washroom floor plugs and is ready for review. The status of the record will change to 'In PCL review'. Are you sure you want to continue?

The "In PCL review" status informs the PCL Reviewer that the record is ready for them to review.

9. Choose **OK** to continue.

Choosing **Cancel** will take you back to the **Attach a submittal document** dialog.



10. Continue attaching your submittal documents until they are all attached to the submittal records.
11. As you complete attaching documents to submittal records, the records are no longer displayed in the **My company's submittals to submit** list.

Attach a document to a submittal record using the tabbed list.

You can also complete the submittal process using the tabbed list.

1. Select the list **My company's submittals to submit**
2. Select the submittal from the list.
3. Click **Submit** next to the filter field.
4. The **Submittal** field in the **Attach a submittal document** dialog is filled in automatically.
5. Attach the submittal documents as described above in steps 5-10 for "[Attaching a document to a submittal record using the action tile](#)".

