



PM4 + Partners Knowledge Articles

Subcontractors Working with Submittals

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Monitoring and Tracking Submittals

You can track and monitor the progress of your company's submittals through your company's collaborative workspace. Your workspace currently offers three filtered lists of your company's submittals where you can perform the following activities:

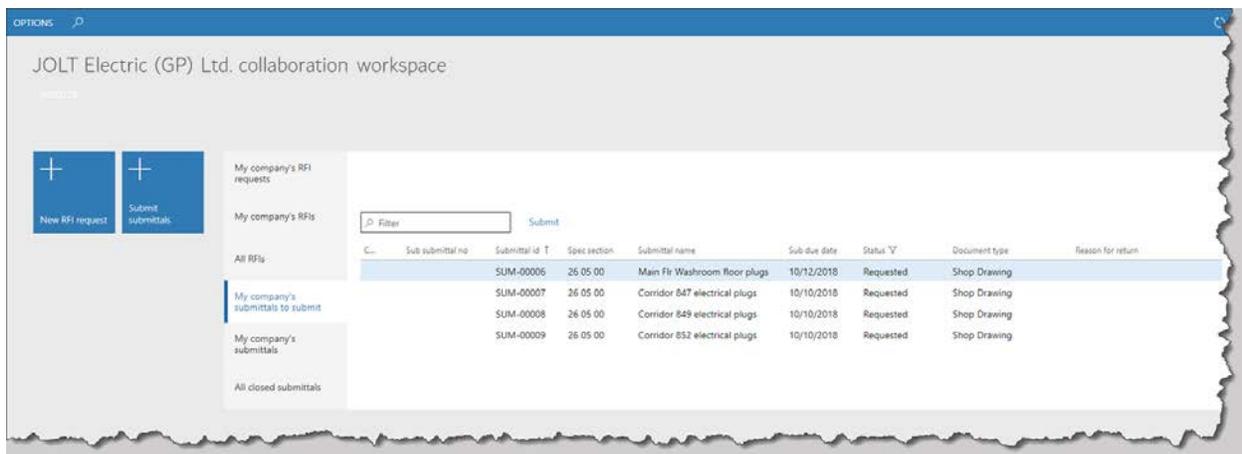
- Monitor the current status of your company's submittals
- Track and view the attachments of your company's submittals
- Search and find specific submittals within a list
- Upload any requested submittals

Navigate to your Company's Workspace

1. By default, when you open PM4+, your only option is to select the **Subcontractor workspace** tile.
2. Selecting the **Subcontractor workspace** tile opens the collaborative workspace for your company.

Note: Your company's name should appear before the words "collaboration workspace".

My company's submittals



C.	Sub submittal no	Submittal id	Spec section	Submittal name	Sub due date	Status	Document type	Reason for return
		SUM-00006	26 05 00	Main Fir Washroom floor plugs	10/12/2018	Requested	Shop Drawing	
		SUM-00007	26 05 00	Corridor B47 electrical plugs	10/10/2018	Requested	Shop Drawing	
		SUM-00008	26 05 00	Corridor B49 electrical plugs	10/10/2018	Requested	Shop Drawing	
		SUM-00009	26 05 00	Corridor B52 electrical plugs	10/10/2018	Requested	Shop Drawing	

My company's submittals to List of your company's submittals filtered by the status "Requested" or "submit" "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, this list will be empty.

My company's submittals This view lists all of the submittals for your company regardless of status. If you use the Filter box at the top of the list, you can search for a specific record in the list.



CONSTRUCTION LEADERS



There are two action items:

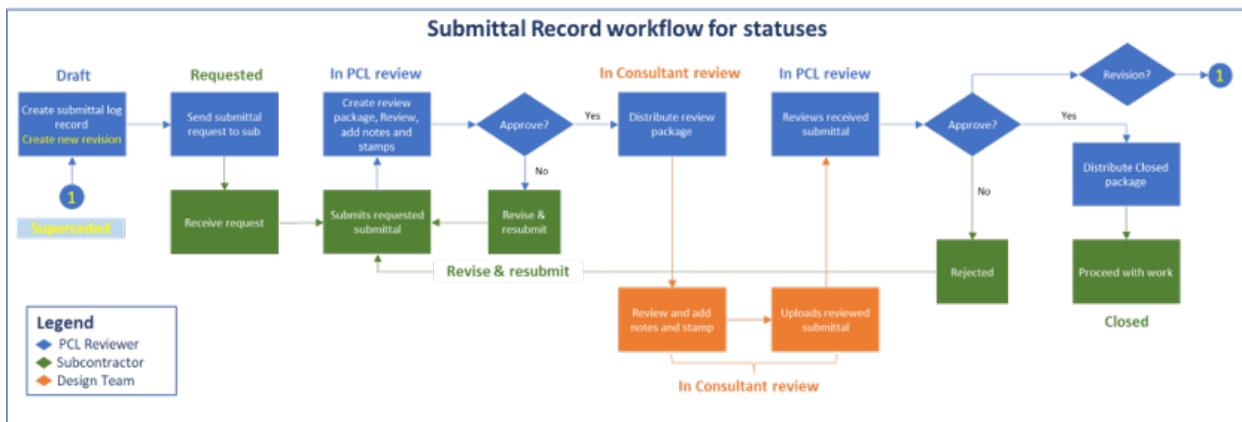
View submitted documents: View a list of the documents you have submitted to PCL. You can select and download an attachment.

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



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:

1. 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.

Submittal

Status	Handled by ...	Action to take ...
		<ol style="list-style-type: none"> 2. The second review occurs after the Design team has completed their review, and provided their markup, comments and stamps. The Design 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.
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.
Closed	PCL Reviewer	<p>No action required</p> <p>This status is obtained when a submittal has successfully passed all reviews, a Close Package has been generated and distributed.</p>
Revise and resubmit	Subcontractor	<p>Make the recommended changes to the submission and resubmit it.</p> <p>This status might occur several times but it will always be set by the PCL Reviewer.</p> <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.



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 meta-data for a submittal. The status of all new records is “Draft”.

The next step in the review process is to request the submittals from the subcontractors. 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.

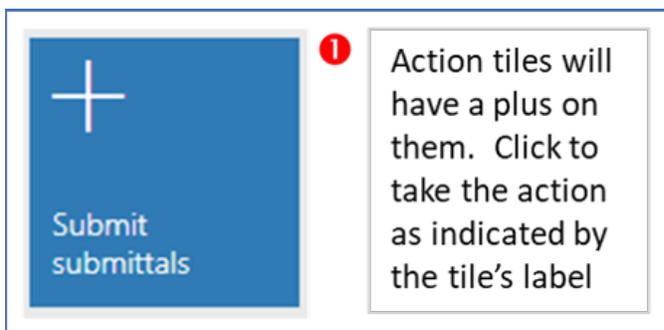
Submitting a requested Submittal to PCL

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.

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

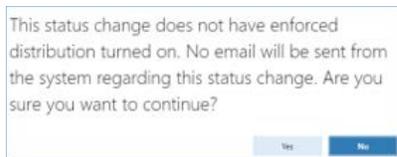


The "In PCL review" status informs the PCL Reviewer that the record is ready for them to review.

8. Choose **OK** to continue.

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

Note: The system might display the "No Enforced distribution" confirmation dialog (show below). This message tells you the system will not send an email confirmation to notify the PCL reviewer that the document submission is complete.



9. Choose **Yes** to confirm this action.

Choosing **No** returns you to the Status Change confirmation dialog pane.

10. Continue attaching your submittal documents until they are all attached to the submittal records.

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.

The Submittal field in the Attach a submittal document dialog is filled in automatically.

4. Attach the submittal documents as described above in steps 5-10 for "[Attaching a document to a submittal record using the action tile](#)".

