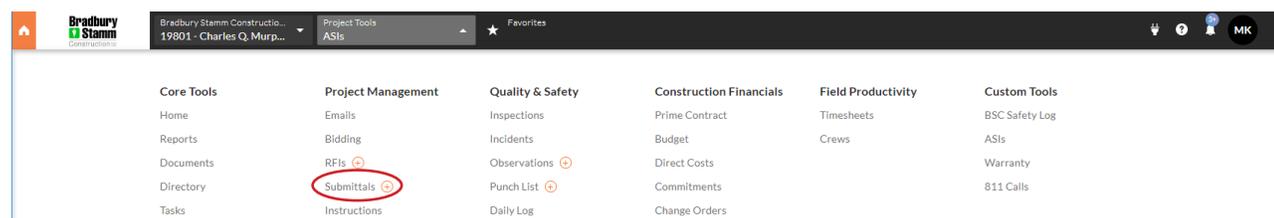




SUBMITTALS: HOW TO

1. Use Procore to submit the packages to the architects/engineers for their approval.
2. Click the “Submittal” tab to view existing Submittals or create new ones.



3. Existing submittals are viewable from this page. To obtain a printer-friendly version of this log, click the “PDF” button.
4. To create a new Submittal, select the “Create Submittal” button.
5. Then fill out the provided fields, select the assignee, attached the reviewed/stamped submittal, and then click the “Create & Send Emails” button at the bottom of the page.
6. This will distribute the Submittal to the approver for their review and response.
7. When the Approver responds, you will receive an email from Procore notifying you of this action.
8. Generally speaking, submittal responses will come back “Approved as Noted” or “Revise and Resubmit”
 - a. If the response is “Revise and Resubmit”, forward to the subcontractor to have them address the architect’s notes and have them resubmit. Review the updated submittal, stamp, and resubmit as a revision to the original submittal. **Note: Avoid issuing submittals to the architect that have not been properly vetted. This will only make more work for yourself, create embarrassment, and frustrate the architect. If you are receiving numerous rejections on submittals, you need to improve your review process.**
 - b. If the response is “Approved as Noted”, review the comments in their entirety. When you are satisfied with the response, close the submittal. **Note: If you find that the architect’s notes request “additional scope” or “a change in the contract documents”, convert that request into a confirming RFI. Submittals are not a contractual avenue to modify the contract documents.**
9. Distribute the submittal by clicking the “email” button.
10. Select the appropriate subcontractor from the drop down. CC other related subcontractors that may need to coordinate with this approved submittal.
11. When you are ready, click “send” to distribute.