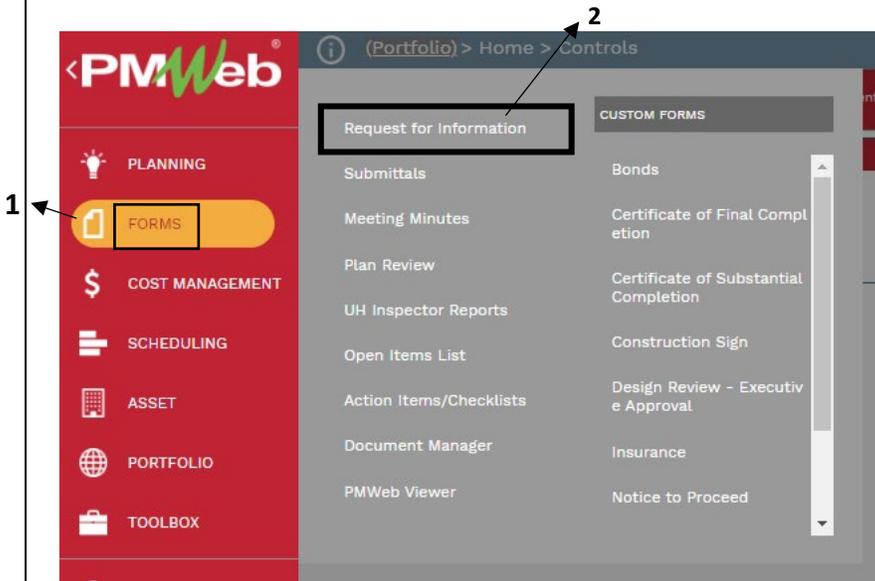


### **Reviewing Requests for Information (RFIs)**

Overview: RFIs submitted by vendors require review prior response. The process includes the ability for A/Es to get UH reviewer comments use the TEAM INPUT feature.

Reference: N/A

1- Click on **FORMS**



2- Click on **Request for Information**

3- OR, click on the link provided in the PM Web notification e-mail.



4- OR, select from the Workflow Inbox in your PM Web home screen

### Design Team Reviewer

- 5- Select the MAIN tab and review the QUESTION and PROPOSED SOLUTION boxes submitted.
- 6- Select the ATTACHMENTS tab and review any attached documents.
- 7- If the RFI requires UH review, use the TEAM INPUT feature in workflow – go to step 12 for TEAM INPUT steps.
- 8- When review is complete, enter a response in the ANSWER box on the MAIN tab.
- 9- Add any necessary attachments in the ATTACHMENTS tab.
- 10- Under the WORKFLOW tab, select the SUBMIT button.
- 11- Select the appropriate action from the ACTION list (RESUBMIT, RETURN, FINAL APPROVE), then click on **SAVE**.

### TEAM INPUT

- 12- To forward the submittal for input from additional team members with PM Web accounts, under the **WORKFLOW** tab, select the **TEAM INPUT** button

ACTIONS

- APPROVE Please review comments and proceed as directed
- RETURN
- REJECT
- WITHDRAW
- FINAL APPROVE
- DELEGATE
- COMMENT

 SAVE

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 TEAM INPUT (0)

**13-** In the popup window, select team members to receive edit rights for the record. You can start typing a name to refine the list.

**TEAM INPUT**

**16**   

Step

Approver

Request Team Input **13**

Can Edit Record **14**

Can Edit Notes

Can Edit Attachments

Message **15**

**14-** Check boxes for edit rights to be given.

**15-** Enter any comments in the **Message** box

**16-** Click on the **Save & Exit** button.

**17- IMPORTANT,** you MUST then click on the **SAVE** button under **ACTIONS** for the **TEAM INPUT** to be sent.