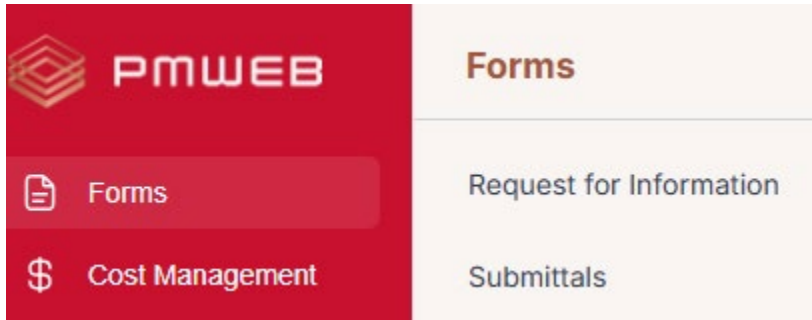


Reviewing Submittals

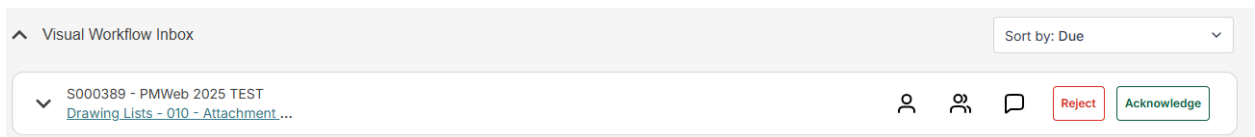
Overview: Submittals submitted by vendors require review prior response. Specification section requiring UH review will automatically be routed to the appropriate UH reviewer for comment.

Reference: N/A

- 1- Click on **FORMS** and **Submittals**



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



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

Design Team Reviewer

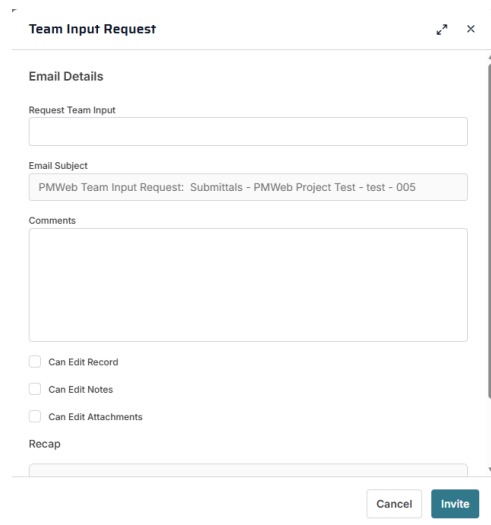
- 4- Select the RFI to be reviewed
- 5- Select the ATTACHMENTS tab and review the submittal documents.
- 6- Download submittal cover sheet.
- 7- If submittal requires UH review, add draft comments to submittal cover sheet and attach in the ATTACHMENTS tab.
- 8- Under the WORKFLOW tab, select the SUBMIT button.
- 9- Select REVIEW COMPLETED from the ACTIONS list, then click on **SAVE**.
- 10- Proceed to Step 26 or 32.
- 11- If submittal does **NOT** require UH review, add final comments to submittal cover sheet and attach in the ATTACHMENTS tab.
- 12- Under the WORKFLOW tab, select the SUBMIT button.
- 13- Select the appropriate action from the ACTION list (RESUBMIT, RETURN, FINAL APPROVE), then click on **SAVE**.

Additional TEAM Input

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



- 15- In the popup window, select team members to receive edit rights for the record.

A screenshot of a web application popup window titled "Team Input Request". The window has a close button (X) in the top right corner. It contains several sections: "Email Details" with a "Request Team Input" text input field; "Email Subject" with a text input field containing "PMWeb Team Input Request: Submittals - PMWeb Project Test - test - 005"; "Comments" with a large text area; and three checkboxes labeled "Can Edit Record", "Can Edit Notes", and "Can Edit Attachments". At the bottom, there is a "Recap" section and two buttons: "Cancel" and "Invite".

- 16- Check boxes for edit rights to be given.
17- Enter any comments in the **Message** box
18- Click on the **Invite** button.

Design Team Reviewer

- 19- Select the 'MAIN' tab at the top.
20- Review any comments provided by UH Reviewers
21- Select all rows to review and click on the **Edit** button in the bottom header bar.
22- In the 'Design Team Response' column, provide comments.
23- In the 'Action Taken' column, select the appropriate action taken.
24- Click the  Update Records icon in the bottom header bar.
25- When all UHS Reviewer comments have been reviewed, update comments on the submittal set cover sheet and include as an attachment labeled as 'Final Design Team Comments'.
26- Select the 'Workflow' tab at the bottom.

- 27-** Select the appropriate action from the ACTION list (RESUBMIT, RETURN, FINAL APPROVE), then click on **SAVE**.
- 28-** Process complete.