

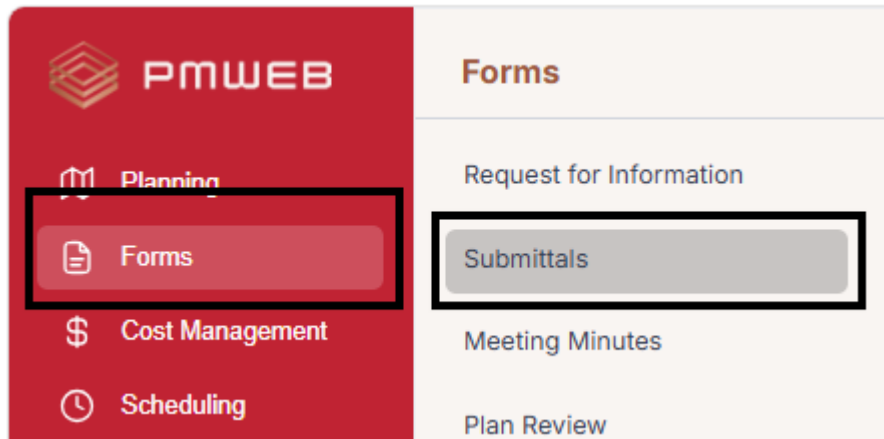
Vendor

Submitting a Submittal

Overview: This guide explains the process for vendors to submit submittals, shop drawings and other documents for review.

Reference: Project plans and specifications.

1- Click on **ENGINEERING FORMS** and select **Submittals**.



S000038 P790676 - 545 SERC HVAC and Roof Project Draft
Submittals: 001-051200-1-0_Structural Steel Framing - Shop Drawings

New Record ▾

Main Attachments 1 Notifications

Header Fields

Project*	Set #*	Description*	Submittal Type	Date
S000038 P790676 - 545 SERC H...	001	051200-1-0_Structural Steel Framing - ...	2 - Shop Drawings Submittals	02-17-2022
Specification*	Status	Revision		
05 - Metals	Draft	1		

- 2- Click on **New Record** to create a new record.
- 3- **Project*** field - Select the project from the Project drop down menu or type in the name of the project.
- 4- **Set #*** field – Defaults to the next sequential number. Edit to reflect vendor set number.
- 5- **Description** field – Add a description of the submittal set.
- 6- **Submittal Type** field – Under the drop down menu, select the appropriate document type.
- 7- **Date** field – Optional field for vendor use. Note, workflow dates within PM Web will be official dates.
- 8- **Specification** field – Select the appropriate specification section from the drop down menu. Select 'N/A' if the document is not associated with a specification section.
- 9- **Status** field – Reflects the current status.
- 10- **Revision** field – optional field for vendor use.
- 11- Click on the **SAVE** icon to save the header.
- 12- To add any attachments, select the **'Attachments'** tab at the top.
- 13- Add attachments by dragging them to the **'Drop files here'** section.

S000059 - S000059 - Core Renovation - Agnes Arnold Draft

Submittals: 117353-test

Main Attachments Notifications

- S000059 - Core Renovation - Agnes Arnold Draft

117353-test

Header Fields

Project* S000059 - S000059 - Core Reno... Set #* 117353

Date 06-18-2026 Specification* 01-7419 - Construction Waste Man...

Total Lines 0 % Closed 0.00 %

Details

Group by: None Layout: Submittals Layout

Sub # UH Re... UH Reviewer's Comm... Design Team Response

Attachments Notifications

No attachments found

Select files... Drop files here to upload

Add From Document Manager

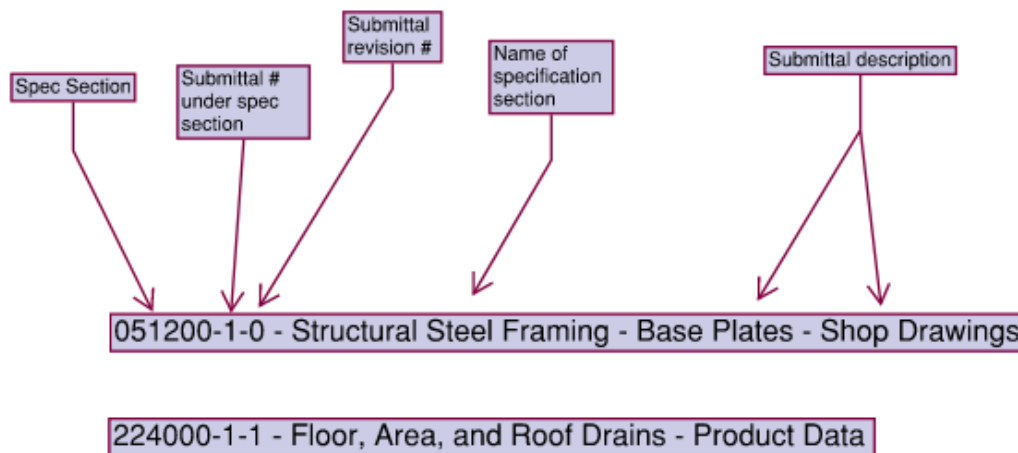
Link PMWEB Record

Link Project Email

Link Web URL

SharePoint

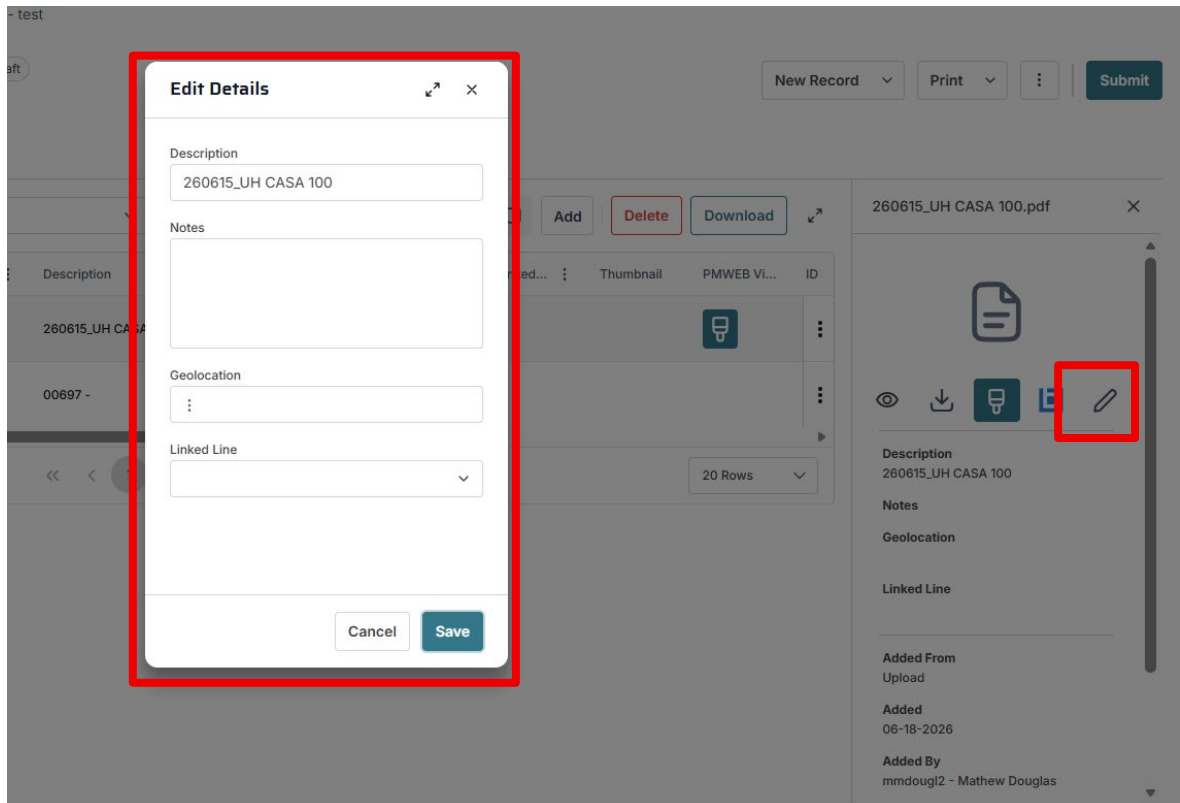
14- The **description** field autofills with the file name. Edit the description field to only include the submittal description. Use standard submittal naming format:



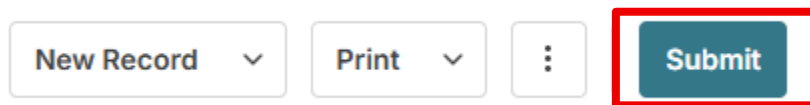
15- Click on the check mark to the left of the attachment to see/edit additional details and notes.

16- Confirm, review or edit attachment details. Click on the **'pencil'** icon to make edits

17- In the **description** field, provide a brief description of the attachment. Add notes or comments if needed.



- 18- Click on the **Save** button.
- 19- Repeat the process for additional back up files.
- 20- **A submittal set cover sheet shall also be included as an attachment**
- 21- Additional submittals within the same specification section can be added by repeating previous process steps.
- 22- When all attachments have been uploaded, click on the **Submit** button.



- 23- Add any desired comments to the "Comments" box.
- 24- Click on the **Next** button.
- 25- Review pop up draft e-mail then click on the **Submit** button.