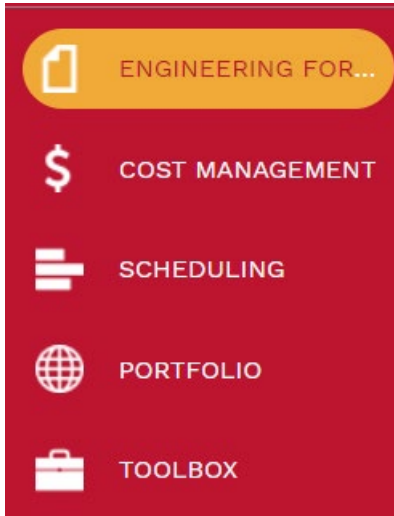


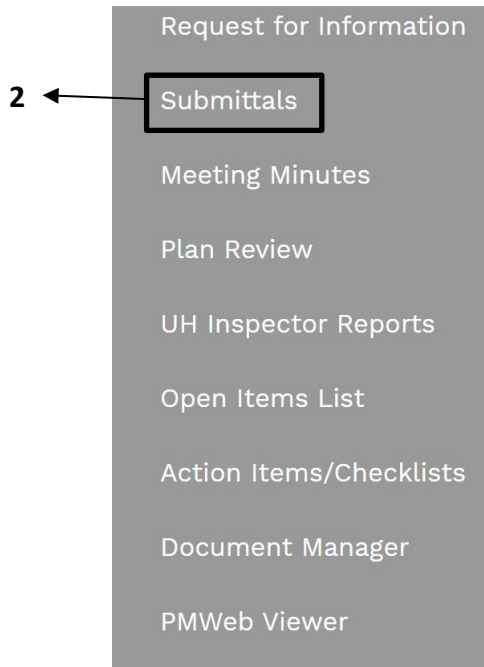




**Vendor**  
**Submitting a Submittal**

1- Click on **ENGINEERING FORMS** from the buttons on the left.




2- Under Engineering Forms, select **Submittals**.



- 3- Click on  to create a new record.
- 4- **Project** field - Select the project from the Project drop down menu or type in the name of the project.
- 5- **Submittal Type** field – Under the drop down menu, select the appropriate document type.
- 6- **Set #** field – Defaults to the next sequential number. Edit to reflect vendor set number.
- 7- **Description** field – Add a description of the submittal set.
- 8- **Status** field – Reflects current status.
- 9- **Date** field – Optional field for vendor use. Note, workflow dates within PM Web will be official dates.
- 10- **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.
- 11- On the top bar, click on the  icon to save the header.



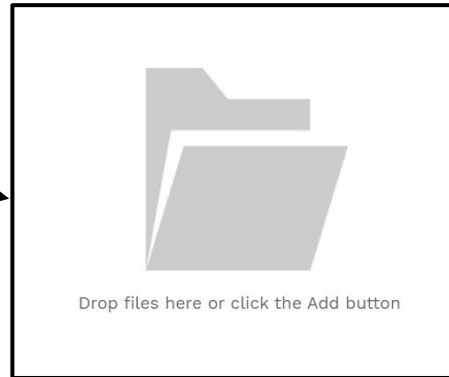

---

Project*		<b>4</b>	▼
Submittal Type		<b>5</b>	▼
Set #*		<b>6</b>	
Description		<b>7</b>	
Status / Revision		Draft <b>8</b>	▼
Date		<b>9</b>	
Specification		<b>10</b>	▼

- 12- To add submittals and submittal set cover sheet, select the '**Attachments**' tab at the top.
- 13- Add attachments by dragging them to the 'Drop files here' section.

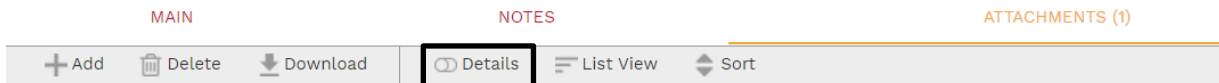


13



- 14- The description field autofills with the file name. Edit the description field to only include the submittal description.

- 15- Click on **Details** to show the details for attachments.





15

**16-** Review attachment details. Click on the 'Edit' icon to make edits

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

W 63157 - Vendor- Submitting Online Chang...

 **16** 

Description\*  **17**

Linked Line

Notes

Geolocation

Version	1
Added From	Upload
Added	01-02-2023
Added By	Vendor - Vendor

**18-** Click on the save icon.

**19-** Repeat the process for additional back up files.

**20-** Click the **Save** icon.

**21- A submittal set cover sheet shall also be included as an attachment**


**22-** Additional submittals within the same specification section can be added by repeating previous.

**23-** When all attachments have been uploaded, select the **'Workflow'** tab at the bottom.

**24-** Click on the **Submit** button in the 'Actions' box.

**25-** Add any desired comments to the "Comments" box.



**26-** Click on  **SAVE** the button in the 'Actions' box.

**27- Process Complete**

**Standard submittal file naming format:**

