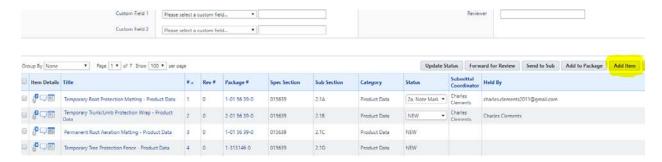
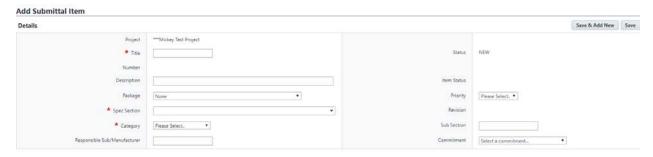
Within the submittal register, click the "add item" button.



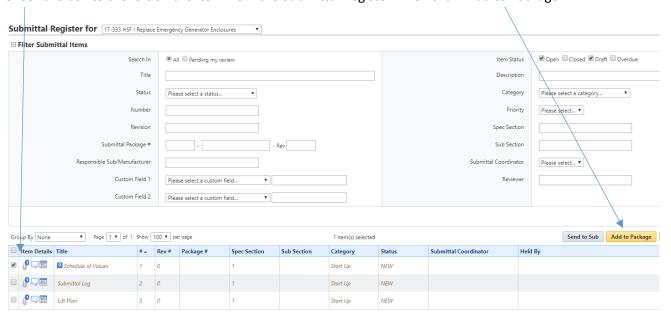
A new screen will prompt you to enter pertinent submittal information such as the name of the item, spec section, and the category.



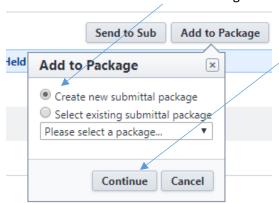
Then use the drag and drop feature to upload the submittal pdf that will be reviewed.



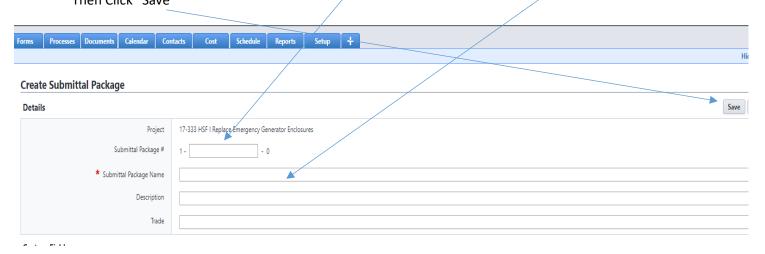
Check the box to the left on the item from the Submittal Register. Then click "Add to Package"



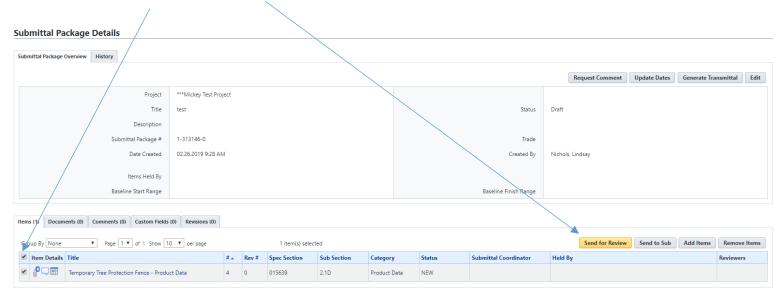
Click the "Create new Submittal Package" Then click "Continue"



Fill in the fields shown below. Put the spec section number here. And the same title as the item here. Then Click "Save"

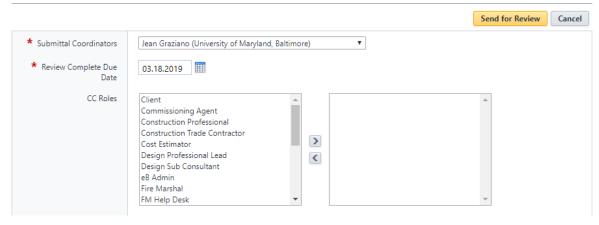


Check the box and click "Send for Review".



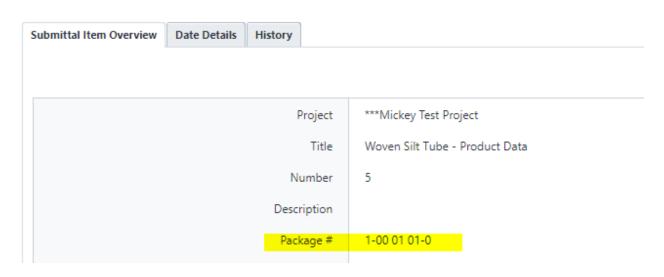
You will see the AE's name under submittal coordinator and a review complete date. Do not copy others on this submittal. Finally click "Send for Review"

Send for Review

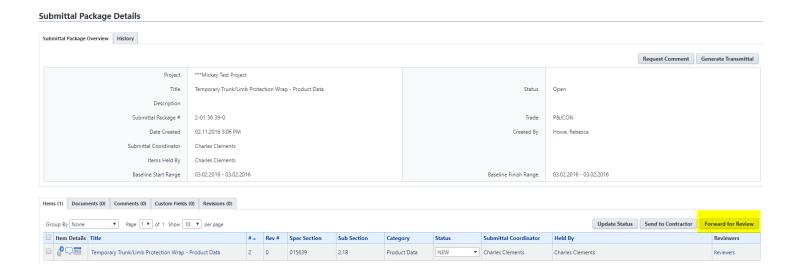


The AE will receive an email notification that a submittal is in their court, and will download the pdf and mark up the document. The AE will attach a new version into e-Builder, click on the submittal package link to forward it to UMB for review.

Submittal Item Details



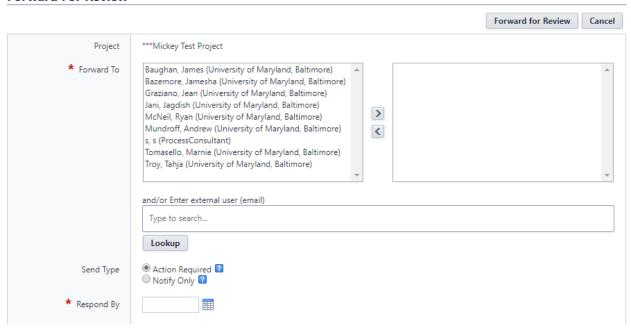
The submittal package details screen will appear with a place for the AE to change the e-Builder status to correspond its submittal action listed on the pdf to the e-Builder submittal options (See below). Once the status has been changed, the AE will check the submittal item box and click "Forward for Review".



Description	Prefix	Req. Rev	For Rec. Only	Auto-Close Status
1. No Exceptions Taken	Submission appears to comply with CD's. Work can proceed.	NET		
2a. Note Markings/Attachments	Submission will appear to comply with CD's when noted comments are incorporated. Work can then proceed.	NMA		
2b. Note Markings/Resubmit for Record	Submission will appear to comply with CD's when noted comments are incorporated. Work can then proceed. Resubmit corrected copy.	RFR	V	
3. Amend & Resubmit	Submission has deficiencies which cannot be easily field corrected and does not comply with CD's. Work cannot proceed. Amend & Resubmit.	A&R	✓	
4. Rejected/Resubmit	Submission has fundamental deficiencies and does not comply with CD's. Work cannot proceed. Resubmit.	REJ	V	
5. Received, No Action Required	Used for submittals which do not require review	NAR		✓

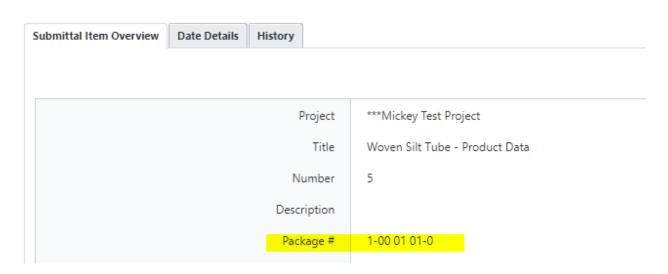
A pop up screen will appear for the AE to select the UMB PM to forward the submittal to and include a respond by date.

Forward For Review

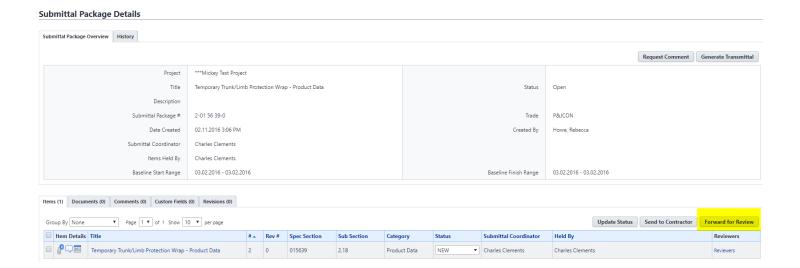


The UMB PM will receive an email notification that a submittal is in their court, and will either make comments and upload a new version, or forward for review to the UMB reviewers. If the UMB PM is forwarding to the reviewers they will click the package link highlighted below. If the UMB PM is answering the submittal themselves, they will upload a new version and click "Review Complete" to send back to the AE.

Submittal Item Details



The submittal package details screen will appear with a place for the UMB PM to check the submittal item box and click "Forward for Review" to send to clients, UMB Reviewers, Fire Marshall, etc.



The individuals will receive the submittal, download the pdf, make comments, and upload a new version. Then they will click the "Review Complete" button to send the submittal back to the UMB PM.

When the submittal finally gets back to the AE, they will go into the submittal package and click the "Send to Contactor" button to return the submittal back to the Contractor to close. The AE must make sure the final submittal action stamps in e-Builder and in the pdf correspond. If an e-Builder status requires a revision, you will not be able to close out the submittal.

In order to create a revision, the contractor will need to click the "Create Revision" button. Then proceed to follow the steps above.