

Submittal Definition

Submittals are samples, manufacturer's data, shop drawings, or other such items submitted to the owner or the design professional by the contractor for the purpose of approval or other action, usually a requirement of the contract documents.

The submittal screen enables users to track items submitted at the capital project component level and in some cases return the items submitted.

The related document obviously is very important in this case enabling the attachment of many of the items typically supplied in electronic format as submittals.

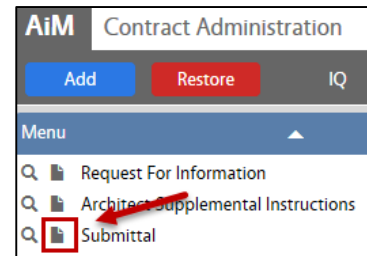
Workflow can be utilized on submittals to ensure the right person receives the submittal.

Responsibility: PROJECT MANAGER

The Project Manager will perform the following procedures in AiM for creating a Submittal in AiM.

Enter a Submittal:

1. From the Workdesk, click: **Contract Administration**
2. Click: **NEW** (Next to **Submittal**)
3. Search for the Construction Contract. If you know the contract number, enter into Contract Field.



AiM Submittal (About Logout)

Save Cancel

View: 1005

Extra Description: Enter a Complete Description of the Submittal

Status: SUBMITTED

Type: 04 MASONRY

DIVISION 04 00 00 MASONRY

Specification Section: 35+16+8 1651

Reference Number: 68+161+35+2682

Responsibility: UNIVERSITY ARCHITECT

Scheduled Date: Nov 02, 2015

Return Date: [Empty]

Due Date: Nov 04, 2015

Capital Project: CP15-0059

Contract Type: Construction Contract

Contractor: V0001775+60 RICHARD S WATTS INC

Address Code: 1

Contract: 1022

Line: 001

Component Group: CONSTRUCTION FMCS

Component: DIRECT CONSTRUCTION

MCELROY 133, 133A FOR VARIOUS WORK

4. Select **Type**, Click: Zoom
5. Enter a Complete **Description** of the Submittal
6. Enter the **Specification Section** and **Reference Numbers**
7. Enter the Contract and Line
8. Select **Responsibility**, Click: Zoom
9. Enter all pertinent dates:
 - a. Schedule Date
 - b. Return Date
 - c. Due Date
10. Review for accuracy, click: **Save**