Electronic Submittal Review Process Guideline with Flowchart (SharePoint)

National Park Service (NPS) - Denver Service Center (DSC) | 10-13-17

Use this guideline to ensure a timely review of submittals. A flowchart followed with step-by-step details are provided.

*ACRONYMS used in this guideline:* ***A/E****: Architect/Engineer,* ***CMR****: Construction Management Representative,* ***CO****: Contracting Officer (DSC),* ***COR****: Contracting Officer Representative (DSC)*



| **Responsible****Party** | Electronic Submittal Review Process (SharePoint)**Steps and Description of Tasks** | **Time Schedule** |
| --- | --- | --- |
| Contractor | 1. Prepare submittal package.
	1. Attach all related documents in Portable Document Format (PDF).
2. SharePoint Project website:
	1. Upload completed submittal package.
		1. Hover over **Construction** to view its menu, then hover over **Submittals**.
		2. Under **Uploads/Forms**, click **Submittals** to create a new electronic submittal review form.
	2. **Submittal Type** drop down menu - choose **Action** or **Information.**
	3. Complete required fields shown with a red asterisk.
	4. Much of the top fields will be filled in automatically upon submitting the form.
	5. Attach files as needed following these file requirements:
		1. File size must be smaller than 50 megabytes.
		2. Do not include special characters in file name. For details, view Microsoft Support’s [Information about the characters that you cannot use in site names, folder names, and file names in SharePoint](https://support.microsoft.com/en-us/help/905231/information-about-the-characters-that-you-cannot-use-in-site-names--fo) and scroll to the **File names** section.
	6. **Update Responsible Party** drop-down menu - select **CMR** or **COR** per COR.
	7. Add comments as needed.
	8. **Contractor Sign** field - add your username. Click outside the field. Click **Sign** button.
	9. Click **Submit** button. An automatic notification is e-mailed to the **responsible party** listed on the workflow notification list.
 | Not Applicable |
| CO, COR,or CMR | **ACTION SUBMITTAL**1. Review submittal for completeness.
2. SharePoint Project website:
	1. If **incomplete:**
		1. Does not require a new submittal number.
		2. **CMR Submission Complete** drop-down menu - change option to **Rejected**.
		3. **Update Responsible Party** drop-down menu - change option to **Contractor**.
		4. Add notification comments providing reasons for incomplete submittal.
		5. Click **Save** button. An automatic notification is e-mailed to **Contractor** listed on the workflow notification list.
	2. If **complete:**
		1. **Update Responsible Party** drop-down menu - change option to **A/E** or **COR** per COR.
		2. **CMR Submission Complete** drop-down menu - select **Accepted**.
		3. Add comments as needed.
		4. Click **Save** button. An automatic notification is e-mailed to **A/E** or **COR** listed on the workflow notification list.

**INFORMATIONAL SUBMITTAL**1. Review submittal for completeness.
2. Add comments as needed and attach in PDF.
3. SharePoint Project website:
	1. If **rejected**:
		1. **Update Responsible Party** drop-down menu - change option to **Contractor**.
		2. Add notification comments as needed.
		3. Click **Save** button. An automatic notification is e-mailed to **Contractor** listed on the workflow notification list.
	2. If **accepted:**
		1. **Update Responsible Party** drop-down menu - change option to **COR**.
		2. Add notification comments as needed.
		3. Click **Save** button. An automatic notification is e-mailed to **COR** listed on the workflow notification list.
 | Maximum 3 days |
| A/E | 1. Review submittal.
2. Add comments as needed in PDF.
3. SharePoint Project website:
	1. Attach PDF comments.
	2. **Update Responsible Party** drop-down menu - change option to **COR**.
	3. Add additional comments as needed.
	4. **Recommended Submittal Status** drop-down menu - select appropriate option.
	5. **Recommended Sign** field - add your username. Click outside the field. Click **Sign** button.
	6. Click **Save** button. An automatic notification is e-mailed to **COR** listed on the workflow notification list.
 | Maximum 12 days |
| CO or COR | 1. Review submittal, A/E comments, and recommended status.

Add comments as needed and attach in PDF.1. SharePoint Project website:
	1. Attach PDF comments as needed.
	2. **Update Responsible Party** drop-down menu - change option to **Contractor**.
	3. Add notification comments as needed.
	4. **Permission** drop-down menu(s), located left of comments to Contractor - change option to **Project Team**.
	5. **Action Sign** field - add your username. Click outside the field. Click **Sign** button.
	6. Click **Save** button. An automatic notification is e-mailed to **Contractor** listed on the workflow notification list informing submittal is processed.
 | Not applicable |
| Contractor | **IF APPROVED OR APPROVED WITH NOTATION**1. Reconcile all review comments and implement.

**IF DISAPPROVED**1. If COR disapproves, a new electronic submittal review form is automatically created. Append submittal number by adding **A**, **B**, **C**, etc. Examples: 1**A**, 1**B**, 1**C**
2. Attach additional information to appended electronic submittal review form and process using same steps.
 | Not applicable |