



MINNESOTA STATE

Minnesota State Colleges and Universities

Submittals (SUB)

**For more information contact Minnesota State Colleges and Universities
System Office e-Builder Support Team**

Cherie Coughlin
Cherie.coughlin@minnstate.edu
(651) 201-1586

Mailor Moua
Mailor.moua@minnstate.edu
(651)-201-1782

Website:

<http://www.minnstate.edu/system/finance/facilities/design-construction/index.html>

Contents

Submittals (SUB).....3

Start Submittals process (Contractor starts Submittal Process)3

A/E Review (AE)5

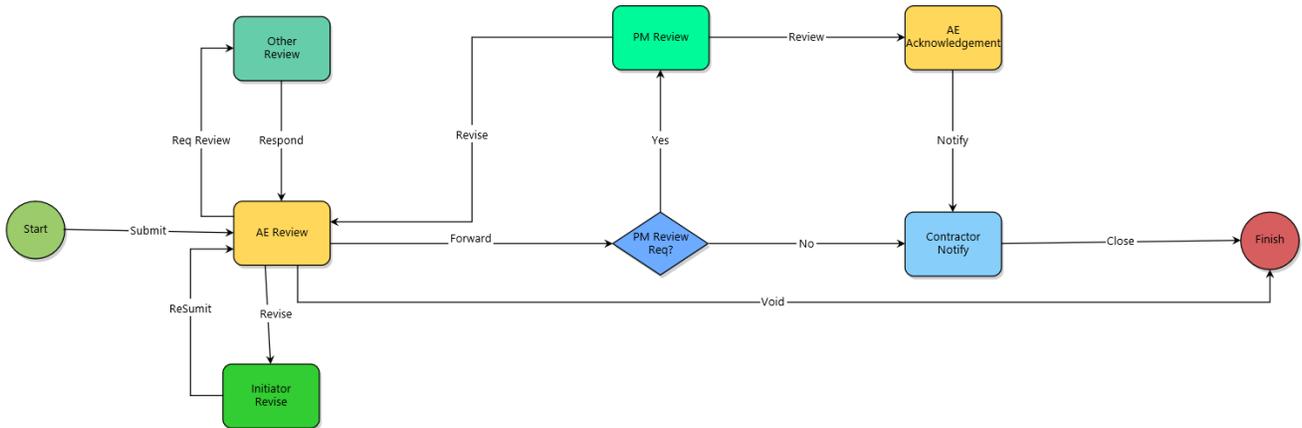
Other Review (AE Sub or Consultant-Other)6

PM Review (PM)7

Contractor Notify (Contractor).....8

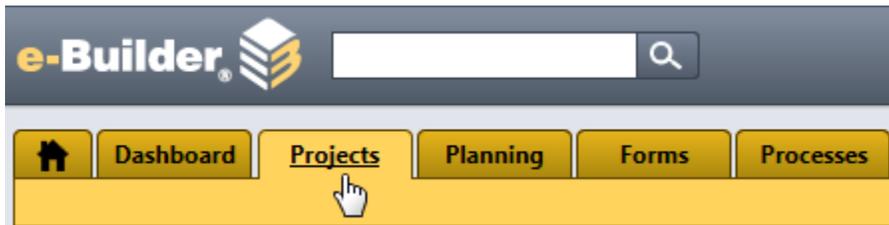
Submittals (SUB)

Process to route submittal from Contractor to AE for review.



Start Submittals process (Contractor starts Submittal Process)

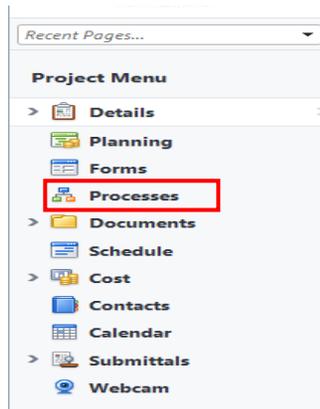
1. Click **Projects** from the Top Navigation tabs.



2. Select the Project



3. Select **Processes** from the Project Menu



4. Select **Start Process**

Processes for *0105Mailor

Filter Processes

Start Selected Process Type Start Process

5. Select the **Submittal (SUB)** Process from the list.

Process Name	Description
Insurance Tracker (INS)	Process used to supply and track insurance coverage information/expiration dates.
Payment Application (PA)	Process for routing Construction Payment Applications (including Final Payment)
Request for Information (RFI2)	NEW RFI Process (w/Spawned PR or CCD): Contractor, Construction Manager, and Haz Mat Contractors shall use this Process to issue a Request for Information (RFI) to Architects. Dependent upon selected "Response Type" this process may spawn CCD or PR.
Submittals (SUB)	Use this workflow to add submittals for your project.

6. Fill out all the fields on the page.

- Enter Subject
- Enter Submittal Number
- Enter Description
- Select Category
- Enter Date Submitted
- Upload Submittal if more than one document, upload the rest into the Attached Documents tab.

Submittals (SUB) Instructions

Start Process Print Check Spelling Submit Save Draft Cancel

Project: *Current Vendor Training Project

Project Number:

Process: Submittals

* Subject:

Details Attached Documents (0) Attached Processes (0) Attached Forms (0)

Details

* Submittal Number:

Description:

Category: -- Please select an option --

* Spec. Section:

Date Details

* Date Submitted:

Attachment

* Upload Submittal: Please attach the Submittal (NOTE: If there are additional attachments, please upload those documents using the "Attach Documents" Tab).

Drag and drop file here or Browse Computer Browse e-Builder

Print Check Spelling Submit Save Draft Cancel

A/E Review (AE)

1. Review all information on the page including documents in the **Attached Documents** tab.
2. Click **“Please select an action”** and select **an action**. Click **Take Action** to move to the next step.
 - a. Actions:
 - i. **Req Review** – Action to route workflow to AE Sub to review.
 - Choose a user to add to next step.
 - Select User from the **Available Users** box.
 - Click the arrow to move user to the **Selected Users** box
 - Click **Req Review**

Submittals (SUB) - 4

Please choose users to add to next step:

Available Users	Selected Users
AE Sub, mm (System)	
ae, mm ae (Tester)	
cm, mm (system office)	
con, mm contractor (Tester)	
Moua, Mailor (MinnState System Office)	
other, mm consultant (System Office)	
Pavable, MM Accounts (System Office)	

Req Review Cancel

- ii. **Forward** – If “PM Review Req?” is “Yes” Forward action will route workflow to PM Review.
If “PM Review Req?” is “No” Forward action will route to Contractor to review and Close
- iii. **Revise** – Action to route workflow back to the initiator to revise.
- iv. **VOID** – Action to void the workflow process

Other Review (AE Sub or Consultant-Other)

AE Sub or Consultant-Other review and comment on the submittal then respond back to the AE.

1. Review all information on the page including documents in the **Attached Documents** tab.
2. Add comment under the **Comments** tab
3. Click **Take Action** on Respond to route it back to the AE.

Submittals (SUB) - 4

Workflow Override All Fields View Instructions

Respond Take Action Check Spelling Print Copy Delegate Save Cancel

Project:	*Current Vendor Training Project	Project Number:	
Process Document:	SUB - 4 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Other Review Show Workflow Diagram	Step Due Date:	
* Subject:	<input type="text" value="for training material"/>		
Status:	Submitted		

Details Comments (0) Attached Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

Submittal Number:	002
Description:	
Spec. Section:	32154
Category:	Shop Drawings
Date Submitted:	03.12.2019
Upload Submittal:	Please attach the Submittal (NOTE: If there are <i>additional</i> attachments, please upload those documents using the "Attach Documents" Tab).
	 PI.01 Project Naming Structure.pdf (version 1) Properties Download (161.9KB) Redline Remove

Respond Take Action Check Spelling Print Copy Delegate Save Cancel

PM Review (PM)

1. Review all information on the page including documents in the **Attached Documents** tab. Add comments in the **Comment** tab.
2. Select “**Review**” action, Click **Take Action** to route to the AE.

Submittals (SUB) - 4

[Workflow Override](#) [All Fields View](#) [Instructions](#)

-- Please select an action -- [Take Action](#) [Check Spelling](#) [Print](#) [Copy](#) [Delegate](#) [Save](#) [Cancel](#)

Project:	*Current Vendor Training Project	Project Number:	
Process Document:	SUB - 4 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	PM Review Show Workflow Diagram	Step Due Date:	
* Subject:	<input type="text" value="for training material"/>		
Status:	Pending		

Details [Comments \(0\)](#) [Attached Documents \(1\)](#) [Attached Processes \(0\)](#) [Attached Forms \(0\)](#) [Attached To \(0\)](#)

Submittal Number:	002
Description:	
Spec. Section:	32154
Category:	Shop Drawings
Is PM review req?:	Yes
Date Submitted:	03.12.2019
Upload Submittal:	Please attach the Submittal (NOTE: If there are <i>additional</i> attachments, please upload those documents using the "Attach Documents" Tab).  PI.01 Project Naming Structure.pdf (version 1) Properties Download (161.9KB) Redline Remove

-- Please select an action -- [Take Action](#) [Check Spelling](#) [Print](#) [Copy](#) [Delegate](#) [Save](#) [Cancel](#)

Contractor Notify (Contractor)

1. Contractor review all information on the page including documents under the Attached Documents tab. Review comments under the Comments tab.
2. Click **Take Action** to close the Submittal.

Submittals (SUB) - 3

Workflow Override All Fields View Instructions

Close **Take Action** Check Spelling Print Copy Delegate Save Cancel

Project:	*Current Vendor Training Project	Project Number:	
Process Document:	SUB - 3 Show History Current Actors	Overall Due Date:	
Current Workflow Step:	Contractor Notify Show Workflow Diagram	Step Due Date:	
* Subject:	<input type="text" value="for training materials"/>		
Status:	Pending		

Details **Comments (0)** **Attached Documents (1)** **Attached Processes (0)** **Attached Forms (0)** **Attached To (0)**

Submittal Number:	001
Description: ?	
PO No.: ?	
Spec. Section: ?	123456
Category: ?	Shop Drawings
Submittal Document Status: ?	Select one
Is PM review req?:	No

Date Submitted:	03.12.2019
-----------------	------------

Upload Submittal:	Please attach the Submittal (NOTE: If there are <i>additional</i> attachments, please upload those documents using the "Attach Documents" Tab).  PI.01 Project Naming Structure.pdf (version 1) Properties Download (161.9KB) Redline
-------------------	---

Close **Take Action** Check Spelling Print Copy Delegate Save Cancel