Packaged Submittals
(Items and Packages)

Links for Post-Training Resources

▲ **Kahua Support Form**
▲ **GSA User Resources**
▲ **External User Resources**

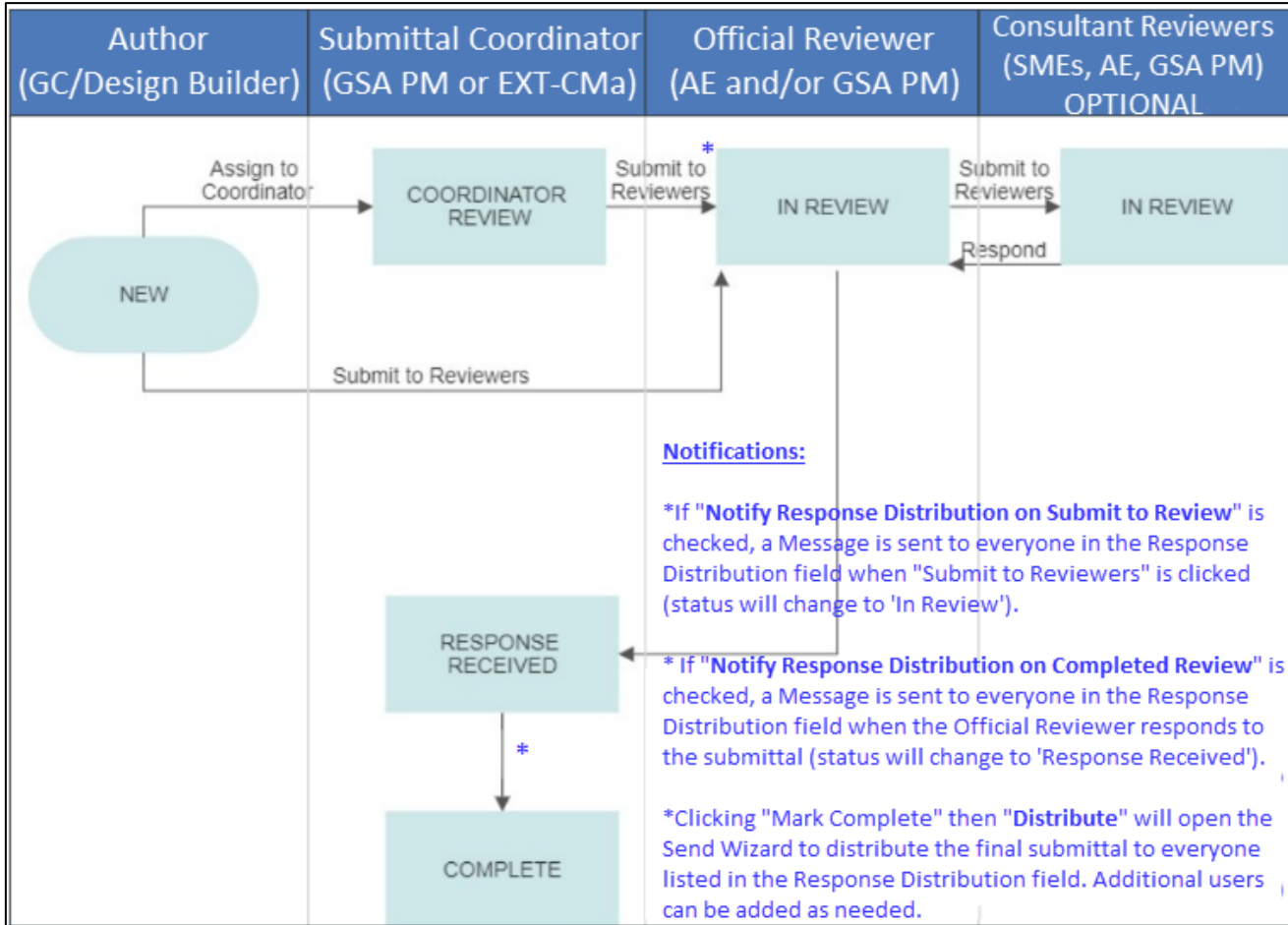*You can access the links from the Chat box.*

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Introduction

PACKAGED SUBMITTALS

Submittal Items **OR** Submittal Packages are submitted to the **Official Reviewer** and *optional* **Consultant Reviewers**.
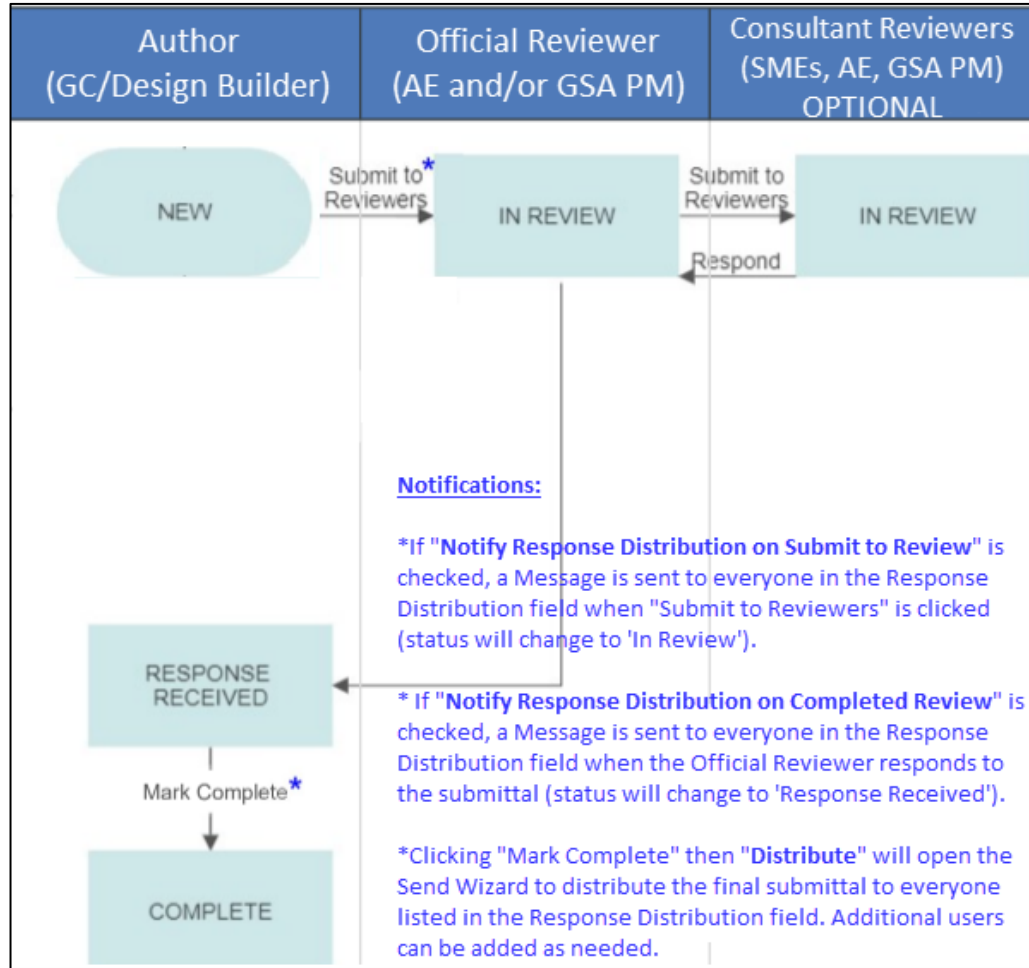
The **Consultant Reviewer's** response is filtered back through the **Official Reviewer.**

The **Official Reviewer** submits the Official Response to the **Submittal Coordinator** who marks the submittal *Complete* and *Distributes* to the **Response Distribution** list.

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Submittal Workflow With Submittal Coordinator

Submittal Workflow Without Submittal Coordinator

Author (GC/Design Builder)	Official Reviewer (AE and/or GSA PM)	Consultant Reviewers (SMEs, AE, GSA PM) OPTIONAL

NEW → Submit to Reviewers* → IN REVIEW → Submit to Reviewers → IN REVIEW

Respond

Notifications:

*If "**Notify Response Distribution on Submit to Review**" is checked, a Message is sent to everyone in the Response Distribution field when "Submit to Reviewers" is clicked (status will change to 'In Review').

* If "**Notify Response Distribution on Completed Review**" is checked, a Message is sent to everyone in the Response Distribution field when the Official Reviewer responds to the submittal (status will change to 'Response Received').

*Clicking "Mark Complete" then "**Distribute**" will open the Send Wizard to distribute the final submittal to everyone listed in the Response Distribution field. Additional users can be added as needed.

RESPONSE RECEIVED

Mark Complete*

COMPLETE

To request to turn off the Submittal Coordinator workflow for your project, please submit a Kahua Support Ticket.

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Training Objectives

Packaged Submittals
- ◢ Create a Submittal Item
- ◢ Step through the Review Workflow

- ◢ Create a Submittal Package
- ◢ Revision Process

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Document Archives

When the record is *Mark*ed *Complete*, the files uploaded to the **References** section of the Submittal **Item** will integrate into CFR/BDR.

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