

## JHL Constructors Subcontractor Submittal Process

Submittal request/details will be sent via email from JHL Constructors/CMiC ([hikuuio@hikuucloud.com](mailto:hikuuio@hikuucloud.com)). You can reply to the email and attach the requested submittal or click on the link within the email to access CMiC directly.

Example of email:

JHL Constructors <[hikuuio@hikuucloud.com](mailto:hikuuio@hikuucloud.com)>

1821DM SBMT 33000-PD-001A test

To Carla Letendre

### Submittal 33000-PD-001A

Name	test
Project	Metro Wastewater
From	Carla Letendre
To	Dave Messerli
CC	
Responsibility	Dave Messerli

Please note that Submittal Number 33000-PD-001A for test is currently in your responsibility, and is due to be returned on 26-NOV-18.

[Click here](#) to access this submittal on-line, or simply reply to this email with your comments and any required attachments.

Note: Please ensure that you leave "1821DM SBMT 33000-PD-001A" in the subject line of all emails you send related to this Submittal. Replies must be above the original message. Attachments will also be accepted.

Submittal Status and Responsibility will only be updated if an Attachment is included in your response.

### Access CMiC and upload submittal

1. Expand the Document Management Folder and select Submittals
2. Go to the referenced submittal ID from the submittal log on the right side and click on the Submittal No. to open.

**Note:** in the search bar enter the submittal no or part of the number to filter/search

The screenshot shows the 'Collaboration Suite' interface. On the left, the 'Collaboration Manager' sidebar is visible with a search bar and a 'Go' button. Below the search bar, a tree view shows the project structure: 'Project: Metro Wastewater (1821)' expanded to show 'Communication Management', 'Communications', 'RFI's', 'Transmittals', 'Project Calendar', 'My Actions', 'Project Contact Directory', 'Document Management', and 'Submittals'. A red arrow labeled '1' points to the 'Submittals' folder. On the right, a table displays submittal information:

Submittal No.	Name
33000-PD-001A	test
Total (1 row)	

A red arrow labeled '2' points to the '33000-PD-001A' submittal number in the table.

## Go to the Attachments Tab

The screenshot shows the software interface with the 'Attachments' tab selected. A red arrow points to the 'Attachments' tab header. Below the tab, there are sections for 'Submittal Detail', 'Schedule', and 'History Summary'.

Cycle	Action	Due Date	Action Date	Days Diff	From	Contact	To	Contact	Status
1	Received	2018-11-26					JHL Constructors, Inc.	Carla Letendre	
1	Sent	2018-12-03			JHL Constructors, Inc.	Carla Letendre	JHL Constructors, Inc.	Tanya Padilla	
1	Returned	2019-01-10			JHL Constructors, Inc.	Tanya Padilla	JHL Constructors, Inc.	Carla Letendre	
1	Forwarded	2019-01-10			JHL Constructors, Inc.	Carla Letendre			

1. Select Add/Upload New or Upload Multiple
2. Enter the Title of the Submittal
3. Choose file to upload
4. Save

JHL will receive notification the submittal has been uploaded. When submittal has been approved, JHL will send via email or notification will be sent that it is available for download.

The screenshot shows the software interface with the 'Attachments' tab selected. A red arrow points to the 'Add/Upload New' button. Below the tab, there is a table with columns: Description, Notes, User, Status, Attachment, Signings, ESign Status, and Approved. Below the table, there is a browser window showing the upload form. The form has a 'Number' field with value '00000002', a 'Title' field, and a 'Choose File' button. The 'Revision Info' table below the form shows a single revision with 'Status' 'Open' and 'Attachment' 'No file chosen'.

Number	Designer Ref.	Revision Date	Received Date	Status	Description	URL	Attachment
0		2019-01-14	2019-01-14	Open	Original Version		No file chosen