

Submittal Process

1) Open e-Builder

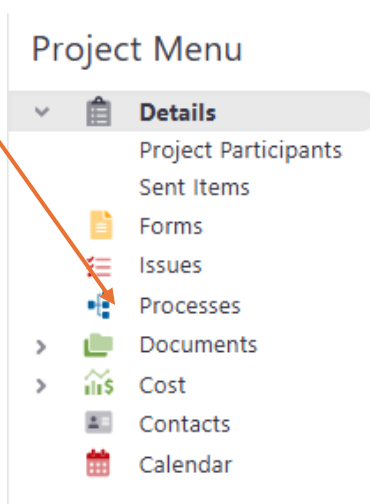
<https://app-us3.e-builder.net/>

2) Select Projects tab on top

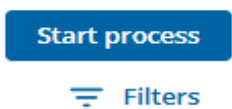
3) Find under Project Name: xxxxxx and select it

4) You will see project details and a Project Menu (left side)

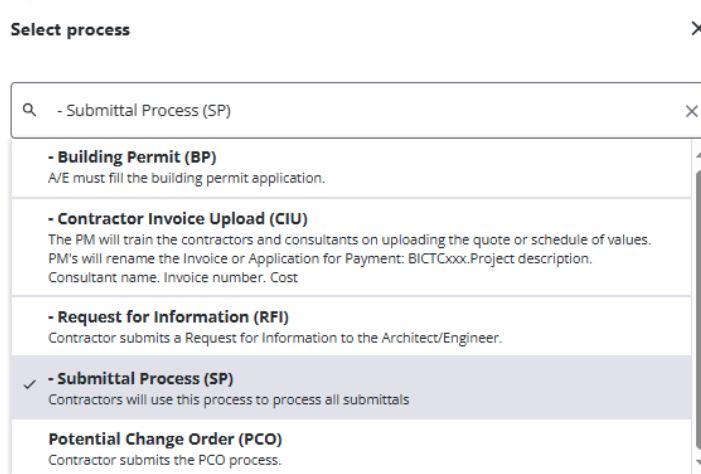
5) On the left menu side select Processes



6) Start Process



7) Highlight RFI and click



8) Fill all the required information *

9) If you need to upload documents. Go to Submittal workbook backup and upload the doc. From your computer.

10) After you entered all information select the action “Submit”

11) You have **finished**

- Submittal Process (SP)

Start Process Print Submit Save Draft Cancel

Project: Reroofing Bwing Dwing, Cafeteria, and connector
 Project Number: BICTC677
 Process: - Submittal Process

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

Expand All | Collapse All

Data

Proposed Submittal:
 Submittal Workbook backup: or Browse Computer Browse e-Builder

Contractor's Request For Information

* Title:
 * Priority Level:
 * Potential Cost Impact:
 * Potential Schedule Impact:
 * Respond Requested from:
 * Category:
 * Specification Section:
 * Drawing(s):
 * Information Requested:

Print Submit Save Draft Cancel