

General Contractor Utility (GCU) e-Submittal



Presented by
Jose Jacobs & Jamal Wright


eSubmittal

eSubmittal was implemented in an effort to streamline the submittal processes for our General Contractors (GC), Project Officers (PO), and Architects / Engineers of Record (AEOR)

What are the benefits?

- Documents are digitally uploaded.
- Submittal Packages are created electronically by the GC.
- Review Cycle is generated by the GC and forwarded to PO & AEOR electronically for review and comments.
- Real Time results and notifications.

eSubmittal Step by Step GC (a.)

1. Log on to Citrix (external users)
2. Click on GC Utility Icon  in the SCA Application Portal
3. The “GCU Dashboard – To Do List” is displayed
4. From the Dashboard Select the eSubmittal Tab
5. Click on the project icon to display list of projects
6. Select your project

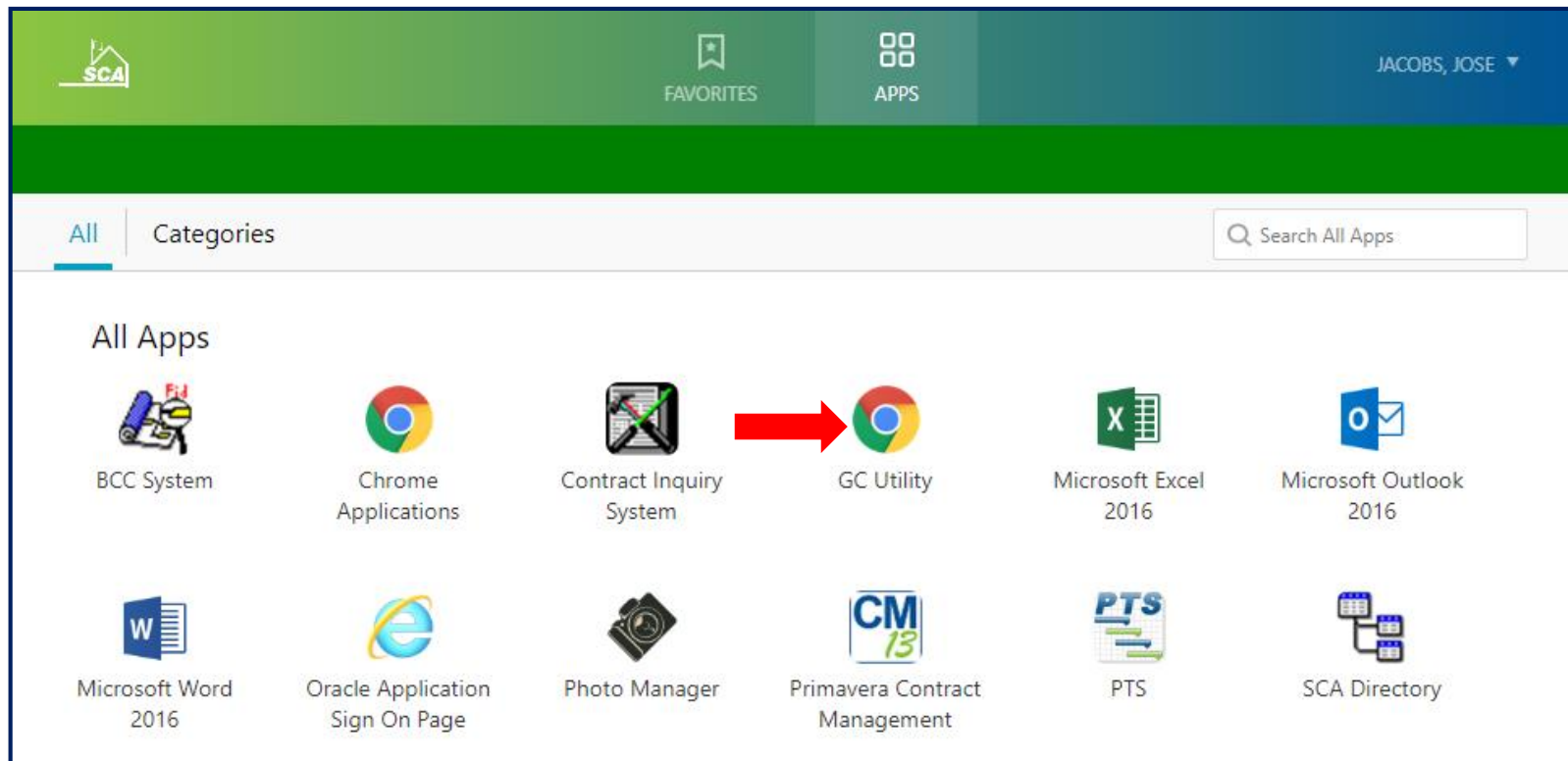
eSubmittal Step by Step GC (b.)

6. You can also select your project using Link below
 - [Initial Project Log Waiting for Approval](#)
7. Create the submittal log and send it to PO for review
8. The PO sends it to the AEOR for review
9. Upon review by AEOR the log is created in PCM and numbers are assigned to each submittal.
10. The GC can now begin the Submittal process.

General Contractor Utility (GCU) Login

Login Steps: (External Users)

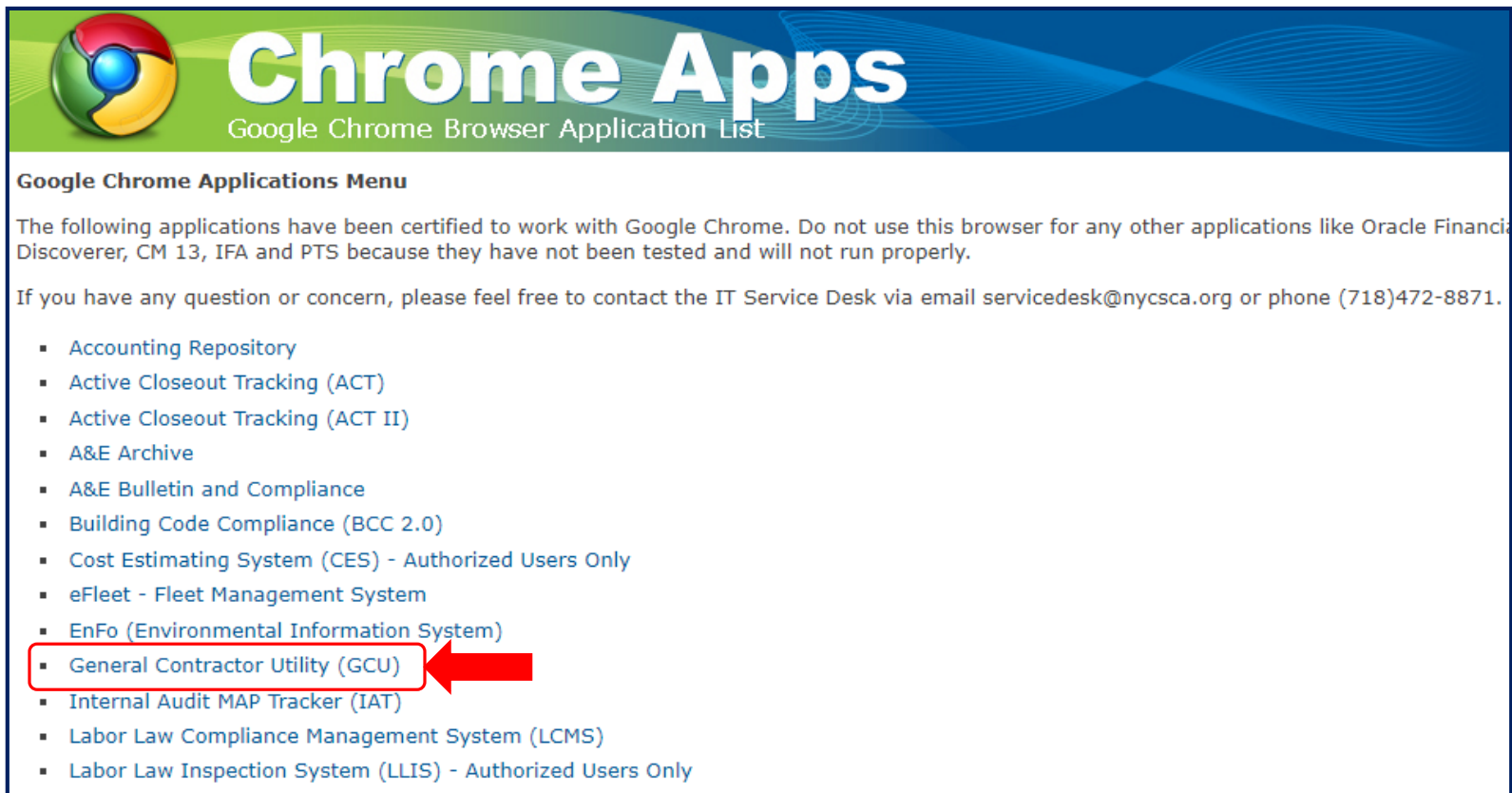
1. Log on to Citrix
2. Click on the GC Utility icon



General Contractor Utility (GCU) Login

Login Steps: (Internal Users)

1. Open your Chrome Browser
2. Click on the GC Utility icon



The screenshot shows the Chrome Apps interface. At the top, there is a header with the Chrome logo and the text "Chrome Apps" and "Google Chrome Browser Application List". Below this is a section titled "Google Chrome Applications Menu". The text below the title reads: "The following applications have been certified to work with Google Chrome. Do not use this browser for any other applications like Oracle Financials Discoverer, CM 13, IFA and PTS because they have not been tested and will not run properly." Below this is a line of text: "If you have any question or concern, please feel free to contact the IT Service Desk via email servicedesk@nycsca.org or phone (718)472-8871." A list of applications follows, with "General Contractor Utility (GCU)" highlighted by a red box and a red arrow pointing to it.

Google Chrome Applications Menu

The following applications have been certified to work with Google Chrome. Do not use this browser for any other applications like Oracle Financials Discoverer, CM 13, IFA and PTS because they have not been tested and will not run properly.

If you have any question or concern, please feel free to contact the IT Service Desk via email servicedesk@nycsca.org or phone (718)472-8871.

- Accounting Repository
- Active Closeout Tracking (ACT)
- Active Closeout Tracking (ACT II)
- A&E Archive
- A&E Bulletin and Compliance
- Building Code Compliance (BCC 2.0)
- Cost Estimating System (CES) - Authorized Users Only
- eFleet - Fleet Management System
- EnFo (Environmental Information System)
- **General Contractor Utility (GCU)**
- Internal Audit MAP Tracker (IAT)
- Labor Law Compliance Management System (LCMS)
- Labor Law Inspection System (LLIS) - Authorized Users Only

eSubmittal Dashboard – To Do List

- Click on the eSubmittal Tab to display the eSubmittal Dashboard,

GC Utility
General Contractor Utility - PCM

Welcome Tsahas, Gus
Switch User

Environment: Training (version:4.0.0.0)

Dash **eSubmittal** UTP

GCU Dashboard - To Do List

eSubmittal

Category	No of Items
Initial Project Log waiting for approval	1
In Progress Submittals	1

eSubmittal Dashboard – To Do List

- Click on the link 'Initial Project Log waiting for approval' to view and select your project.
- If the project is not listed, click on the projects icon to view and select the project

Dashboard eSubmittal UTP

ESU Dashboard - To Do List

Se 🔍

Dashboard

Projects

MB025782

Settings

eSubmittal	
Category	No of Items
Initial Project Log waiting for approval	1
In Progress Submittals	1

eSubmittal - Initial Project Log waiting for approval

Project	Status	Last Action By	Action Required From	Due By
MB025782	Log Returned by AEoR	Chian, Remi	GC - Tarasis Electric Corp	

1 10 items per page 1-1 from 1 specifications

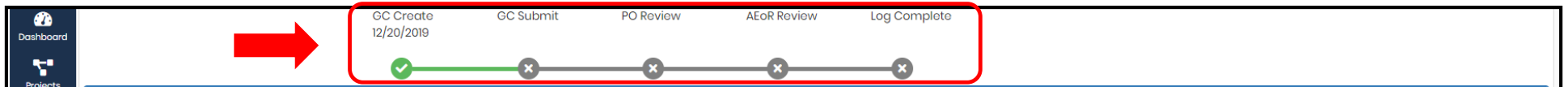
* Click on the Project name to open the project

eSubmittal – Project Detail Window

Project header:

ESUBMITTAL					
Project:	PS557K02	Description:	PS557K New 4 Story School	Contract#:	C000015330
Design#:	104559	LLW#:	104559	PO:	Jessie Molina - SCA - Construction Management
GC:	Aditya Thaker - Plaza Construction LLC	AEoR:	Matthew McLain - Rawlings Architects, P.C.	A&E Coord:	Matthew McLain - Rawlings Architects, P.C.

Progress Bar:



Master & Submittal Log

Master & Submittal Log									
Excel Row	Division	Package No	Package Name	Package Abbrev	Submittal	Submittal Abbrev	Category	Type	Remarks

eSubmittal Step by Step GC (1.)

Create Submittal Log

1. Download SCA Master Submittal log by clicking of the excel icon
2. Open the downloaded MasterLogs file
3. Save file on to your computer.
4. Expand columns to fit text
5. Do not remove any columns

eSubmittal Step by Step GC (2.)

Create Submittal Log

6. Remove rows that are not applicable to your project
7. Remove rows that have blank Submittal Titles
8. Do not change data from the following columns
(Project Name, Division, Package Name and Package Name Abbreviation)
9. Change Only Data in the following columns*
(Submittal Name, Submittal Name Abbreviation)

eSubmittal Step by Step GC

Create Submittal Log

If submittal pkg is not in the master log provided, you can add rows to the log by filling the following columns.

(Project Name, Division, Package Name, and Package Name Abbreviation, Submittal Name, Submittal Name Abbreviation)


Upon completion of the changes Save File As Text (Tab delimited) (*.txt)

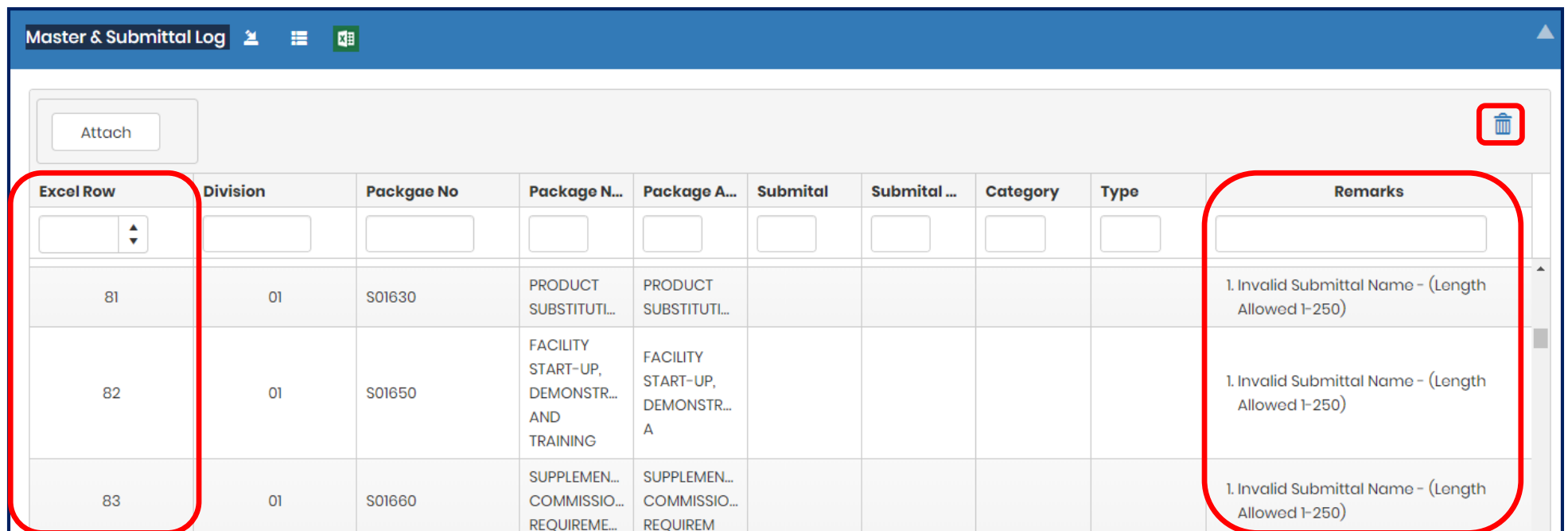
You can now **import** the updated text file into the e-Submittal module by clicking on the Attach button.



eSubmittal Step by Step GC

Create Submittal Log

If there are errors in the file uploaded they will show in the screen below. See Remarks Column for description of error. Use row number below to make corrections on the Master log. Once all corrections are made click on the Delete Icon  to clear screen and start over the upload



Excel Row	Division	Packgae No	Package N...	Package A...	Submittal	Submittal ...	Category	Type	Remarks
81	01	S01630	PRODUCT SUBSTITUTL...	PRODUCT SUBSTITUTL...					1. Invalid Submittal Name - (Length Allowed 1-250)
82	01	S01650	FACILITY START-UP, DEMONSTR... AND TRAINING	FACILITY START-UP, DEMONSTR... A					1. Invalid Submittal Name - (Length Allowed 1-250)
83	01	S01660	SUPPLEMEN... COMMISSIO... REQUIREME...	SUPPLEMEN... COMMISSIO... REQUIREM					1. Invalid Submittal Name - (Length Allowed 1-250)

eSubmittal Step by Step GC

Submittal Process

1. Once the file is uploaded with no errors the log can be submitted for review to the Project Officer.
2. Project Officers reviews the log
 - Can return the log to the GC for corrections
 - or they forward the log to the architect for review
3. The AOR
 - Can return the log to the GC for corrections
 - or they Concur
4. Once concurred the log is created in PCM and submittals numbers are issued.
5. This will enable the GC to start the submittal process.

eSubmittal Step by Step GC Submittal Process

To Add New Review Cycle Click on the pencil Icon

The screenshot shows the 'ESUBMITTAL' system interface. At the top, there are fields for Project (PS206Q06), Design# (108814), GC (George Pipergias - Technico Constructic), Description (PS206Q New Three Story Addition), LLW# (108814), AEOR (Alanna Jaworski - CTA Architects P.C.), Contract# (C000015492), PO (Cornel Heghes - SCA - Construction Man), and A&E Coord (Alanna Jaworski - CTA Architects P.C.). Below this is a section for 'PS206Q06 - Submittal Details' with a 'New Submittal' button and a 'Status' dropdown set to 'All'. A table lists submittals with columns for Division, Package, Submittal No, Submittal Title, Category, and Type. The first row is '01 | S01010 - S01010 | S01010-001 | Coordination Drawings'. A red box highlights the pencil icon in the right-hand column of this row.

Division	Package	Submittal No	Submittal Title	Category	Type			
01	S01010 - S01010	S01010-001	Coordination Drawings					+
01	S01010 - S01010	S01010-002	Final Lot Survey					+
01	S01300 - SUBMITTALS	S01300-001	Submittal Schedule					+

Add Category and Type from the dropdown menu.

The screenshot shows a form titled 'Interior Air Quality Management Plan (HVAC Work)'. It contains the following fields:

- Category:** Shop Drawing
- Type:** DRAWING
- Submittal Number:** S01550-005
- Submittal Name:** Interior Air Quality Management Plan (HVAC Work)
- Submittal Abbreviation:** HVAC IAQ Plan

At the bottom right, there are two buttons: 'Update' and 'Cancel'.

Click on the Update button to save.

eSubmittal Step by Step GC

Submittal Process

1. From the Dashboard To Do List click on the Project Icon to view the project
2. Click on the project to view the submittal details window.
3. The GC can add a new submittal or add a new review cycle.
4. Click on the pencil (edit) icon to add Category and Type from the dropdown menu. Click on the Update button to save.
5. To add a new review cycle click on the Plus icon at the end of the row.
6. The GC can also delete a Submittal if a review cycle hasn't been created.*

eSubmittal Step by Step GC Submittal Process – New Review Cycle

- To add a new review cycle click on the Plus icon at the end of the row.
- Select Yes to the Prompt

The screenshot displays the 'ESUBMITTAL' system interface. At the top, there is a header bar with the title 'ESUBMITTAL'. Below this, a navigation sidebar on the left contains icons for 'Dashboard', 'Projects', and 'PS208Q06'. The main content area is titled 'PS206Q06 - Submittal Details' and features a search bar with a 'New Submittal' button and a 'Status' dropdown menu set to 'All'. A table lists submittals with columns for 'Division', 'Package', 'Submittal No', 'Submittal Title', 'Category', and 'Type'. The first row is '01 | S01010 - S01010 | S01010-001 | Coordination Drawings'. A red box highlights the action icons in the 'Type' column for this row, including a plus sign icon. A red arrow points to this plus sign icon.

Division	Package	Submittal No	Submittal Title	Category	Type
01	S01010 - S01010	S01010-001	Coordination Drawings		
01	S01010 - S01010	S01010-002	Final Lot Survey		
01	S01300 - SUBMITTALS	S01300-001	Submittal Schedule		

eSubmittal Step by Step GC

Submittal Process – New Review Cycle

Add New Review Cycle (continue)

- GC will select a submittal type from the drop down menu – same selection as indicated in the transmittal
- Submittal file should include the transmittal with information as required by contract documents. (PDF Format ONLY)
- Click Submit for Review button.
- Optional Comments Box – Click OK
- Close review cycle window.

Note

- When submitting a sample, follow all the above steps including the transmittal and a picture of the sample (optional)
- Upon receipt of physical sample the submittal coordinator will send it to reviewer

eSubmittal Review Cycle

PS206Q06 - S01550-005 - Interior Air Quality Management Plan (HVAC Work) 5. → [X]

001

GC Create GC Submit PO/Coordinator AEOR/PO Review Forward to GC

Submitted Sent To Reviewer Forward To GC Coordinator Alanna Jaworski 1. * Submittal Type "Alternate Substitution" Reviewer

2. * GC Attachments: Attach Done

M10-Layout.pdf 484.79 KB

[_M10-Layout.pdf](#)

* Reviewer Attachments:

3. Submit for Review

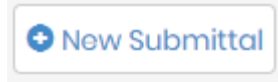
Are you sure you want submit S01550-005 - Interior Air Quality Management Plan (HVAC Work) for review?

4.

eSubmittal Process

Add New Submittal

- GC will click on the new Submittal button.



Key Fields:

1. **Division** Select Division number from Dropdown menu
2. **Package No** Type in first few number and select from menu
3. **Package Title** If its an existing package the title and abbreviation will be auto populated.
4. **Package Title Abbrev** Auto populated from Master Log or type in abbreviated package title
5. **Submittal Title** Manually enter submittal title
6. **Submittal Title Abbrev** Enter Abbreviation for submittal title (max 35 characters)

Note

- If a new package was added Submittal Coordinator will need to approve the package before the GC start submitting.
- If added to an existing package, a number will need to be issued before the GC can start the submittal.

eSubmittal Review Cycle

Add New Submittal window


Add New Submittal

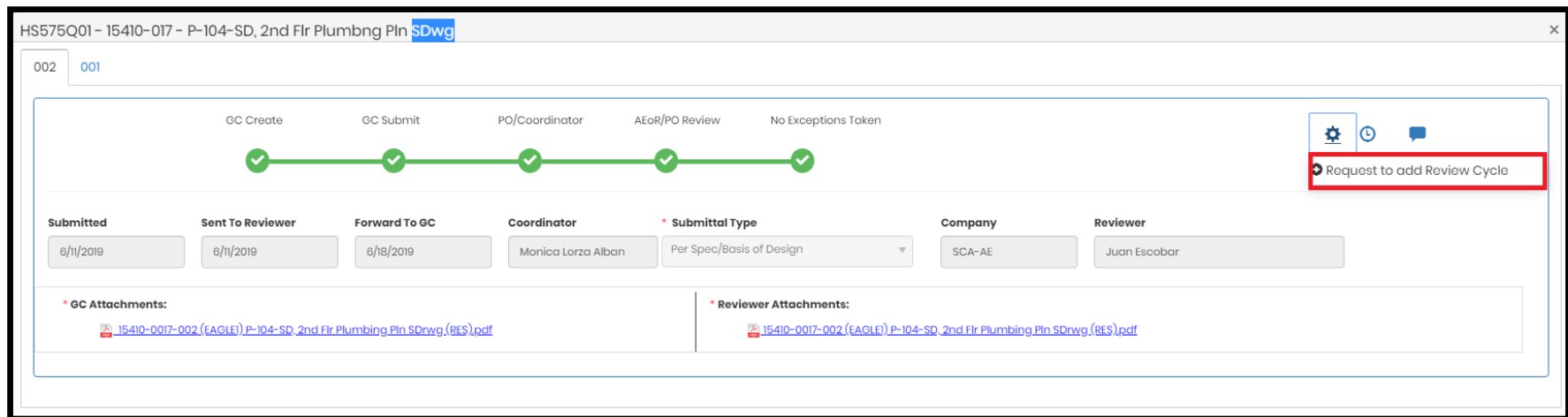
- 1. * Division:** 5 Structural Steel
- 2. * Package No:** 05120
- 3. * Package Title:** STRUCTURAL STEEL
- 4. * Package Title Abbrev:** STRUCTURAL STEEL **Max 35 Characters**
- 5. * Submittal Title:** Rebar Shop Drawing for East Side of the Building
- 6. * Submittal Title Abbrev:** Rebar Shop Draw for ESide of the Bldg **Max 35 Characters**
- 7.**

eSubmittal Step by Step GC

Submittal Process

Request a New Review Cycle for an approved submittal

- GC would request to add a new review cycle to a submittal that has been Approved with the status NET or MCN
- Click on the  icon and select Request to Add Review Cycle
- In the comments box enter the reason why a review cycle needs to be added to an approved Submittal
- Upon approval of the request from Submittal Coordinator, GC will be able to add a new review cycle



The screenshot displays the eSubmittal system interface for a submittal titled "HS575Q01 - 15410-017 - P-104-SD, 2nd Flr Plumbing Pln SDwng". The submittal ID is 002, and the current cycle is 001. A progress bar shows five steps: GC Create, GC Submit, PO/Coordinator, AEoR/PO Review, and No Exceptions Taken, all of which are marked with green checkmarks. A red box highlights the "Request to add Review Cycle" button in the top right corner. Below the progress bar, a table provides details for the submittal:

Submitted	Sent To Reviewer	Forward To GC	Coordinator	* Submittal Type	Company	Reviewer
6/11/2019	6/11/2019	6/18/2019	Monica Lorza Alban	Per Spec/Basis of Design	SCA-AE	Juan Escobar

Below the table, there are sections for "GC Attachments" and "Reviewer Attachments", both containing a PDF file named "15410-0017-002 (EAGLE) P-104-SD, 2nd Flr Plumbing Pln SDwng.(RES).pdf".

Questions?

Questions or Technical Support

- SCA Service Desk
 - Phone: 718.472.8871
 - email: HelpDesk@nycsca.org
- **Additional Training**
 - Jose Jacobs
 - Jamal Wright } scaitraining@nycsca.org