

# RFI and Submittal Process Workflow

## (User Guide)

**Contractor**

1. Create a New RFI or Submittal.
2. Save and send to CM/COH project manager.

Note: CM/COH project managers can also create a new RFI or Submittal. if they want to.

**CM/COH Project Manager**

1. Review the new RFI or Submittal.
2. Select a firm and responder from the dropdown.
3. Save and Send to responder for input.
4. Resend to responder if it is for Return/Clarification or Accepted after responder sends back.
5. Go to the closing action if it is accepted.

**Responder**

1. Enter/modify required data.
2. Save and send back to CM/COH project manager .

Accepted

A responder won't see a right screen until he/she gets an email from his/her project manager.

**CM/COH Project Manager**  
**(Closing Action)**

1. Enter/modify required data.
2. Save and send (note: email will be sent to all contractors ).