

Creating a Transmittal

RMS 3.0 Contractor Mode

From the main “Contract Menu”, select “Submittals”.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911K3-10-C-0123

Contractor Mode Home | Contract Selection | Back | Refresh | Help

Contract Menu ★ Mark As Favorite

Contractor Action Items

1,287	917	0
High	Medium	Low

My Action Items

0	0	0
High	Medium	Low

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Contract Description Enter award description and funding sources. Contract location should be entered.	Contract Access Control Control contractor staff access to this contract.	Correspondence Create, edit, and view, Letters and Memos.	Request for Information Respond to RFIs from Contractor.				
Prime Contractor Identify Contractor for payment purposes and view Contractor Staffing.	Subcontractors Identify Subcontractors, POCL, and Trades.	Contractor Insurance Track General, Auto, and Workman's Comp Insurance.	Contractor Payrolls Enter or Review Contractor Payrolls for Department of Labor reporting purposes.				

Client:W911K3-10-C-0123-ContractMenuView



From the submittals screen, select “Transmittal Log”.

RMS - Resident Management System

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Contractor Mode Home | Contract Selection | Back | Refresh | Help

Contract Menu | Mark As Favorite

Contractor Action Items
1,287 High | 917 Medium | 0 Low

My Action Items
0 High | 0 Medium | 0 Low

Administration | Finances | QC | **Submittals** | Schedules | Closeout | Import/Export | Contract Reports

Specification Sections	Submittal Register	Transmittal Log
List of Specification Sections required for this contract.	Required Submittal items to be provided by Contractor.	Record of Submittal items transmitted for Government review or information.



RMS will default to “Draft Transmittals”. Select “Add”.

The screenshot displays the RMS Resident Management System interface for the TR 123 Troop Medical Clinic. The main header shows the clinic name and ID (U4000633) W911KB-10-C-0123. Below this is a 'Transmittal Log' section with a navigation bar containing: Register: 01-Main Submittal Register (12), Draft Transmittals (7), Pending Government Receipt (1), Transmittals in Review (2), Pending Contractor Acknowledgement (5), and Completed Transmittals (5). The 'Draft Transmittals' section is active, showing a table with columns: Section, Transmittal Number, Submittal Items included on Transmittal, Contractor Prepared, and Contractor Sent. The table lists various transmittals, including one for Section 0135 29-2 with 7 items. Below the table is a detailed view for 'Transmittal 01 35 29-2 - DRAFT: Not completed by contractor', showing a table with columns: Item, Description, QA Code, Primary Contractor Reviewer, QC Code, and Variation. The table contains one row: Item 7, Description 'Evacuation Plan', QA Code, Primary Contractor Reviewer, QC Code 'A', and Variation 'No'. At the bottom, there is a 'Contractor Remarks to Government' field.

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent
> 01 35 29	01 35 29-2	7	11/27/2017	03/31/2017
01 35 29	01 35 29-3		12/20/2017	02/08/2018
01 35 29	01 35 29-3.2	1		02/06/2018
01 35 29	01 35 29-5	4,5	11/16/2017	
01 57 23	01 57 23-1		04/25/2017	
01 57 23	01 57 23-2	1	04/26/2017	
01320	01320-1	2	04/04/2017	
01330	01330-1	1	07/18/2017	
01355	01355-3	5	02/06/2018	
01360000	01360000-1.1	1	04/12/2017	
01451	01451-1	1,2	07/10/2017	
01500	01500-1.1	1	06/21/2017	

Item	Description	QA Code	Primary Contractor Reviewer	QC Code	Variation
7	Evacuation Plan			A	No



“Specification Sections with Outstanding Transmittals” will appear. Highlight the specification section the transmittals is for and click “Next”.

Note: If near the end of the project or the required specification section has no outstanding transmittals, clicking the “All Transmittals” button in the left hand corner to include these sections as well.

The screenshot shows the 'Add Transmittal' window in the RMS system. The window title is 'FTB 123 Troop Medical Clinic' with contract ID '000633 W911KB-10-C-0123'. The window contains a table of specification sections with outstanding submittals. The table has two columns: 'Section' and 'Name'. The section 02764, 'Pavement Joint Sealants', is highlighted. A blue arrow points to the 'All Sections' checkbox in the top left corner of the window.

Section	Name
01 35 29	Health, Safety, and Emergency Response Proce
01 57 23	Temporary Storm Water Pollution Control
01010	Statement of Work
01320	Project Schedule
01355	Environmental Protection
01451	Contractor Quality Control
01500	Temporary Construction Facilities
01780	Closeout Submittals
01810	Total Building Commissioning
02300	Earthwork
02510	Water Distribution System
02530	Sanitary Sewerage
02741	Asphalt Paving
02751	Cement Concrete Pavement
> 02764	Pavement Joint Sealants
02821	Chain-Link Fences and Gates
02920	Topsoil
02930	Seeding
02950	Trees, Shrubs, Groundcovers
02990	Curbs, Blue Structural Concrete



Start selecting the items that will be included on the transmittal log.
 Note: RMS will remove any item(s) that are not the same classification (FIO, GA, DA, CR, DA/CR) as the one selected.

Outstanding Submittal Items for Section 01730

Item No.	Description	SS No.	Issuance Office Name	Classification	QA Code
1	All-Bid Drawings	02	JEER	FIO	
2	Construction Warranty Management Plan	03	JEER	GA	
3	Warranty Tags	03	JEER	FIO	
4	Final Clearing	03	JEER	FIO	
5	OS&M Draft Outline HNIC	10	JEER	FIO	
6	OS&M Draft Outline Plumbing	10	JEER	FIO	
7	OS&M Draft Outline Fire Detection/Protect	10	JEER	FIO	
8	OS&M Draft Outline DDC	10	JEER	FIO	
9	OS&M Draft Electrical	10	JEER	FIO	
10	OS&M Draft Misc Systems	10	JEER	FIO	
11	OS&M Final HNIC	10	JEER	FIO	
12	OS&M Final Plumbing	10	Final Paid Contracts	FIO	
13	OS&M Final Fire Detection/Protection	10	JEER	FIO	
14	OS&M Final DDC	10	JEER	FIO	
15	OS&M Final Electrical	10	JEER	FIO	
16	OS&M Final Misc Systems	10	JEER	GA	
17	Equipment In-Place	11	JEER	FIO	
18	OS&M Manuals		Alaska District	DA/CR	

Outstanding Submittal Items for Section 01730

Item No.	Description	SS No.	Issuance Office Name	Classification	QA Code
1	All-Bid Drawings	02	JEER	FIO	
17	Equipment In-Place	11	JEER	FIO	
4	Final Clearing	03	JEER	FIO	
5	OS&M Draft HNIC	10	JEER	FIO	
10	OS&M Draft Misc Systems	10	JEER	FIO	
6	OS&M Draft Outline DDC	10	JEER	FIO	
7	OS&M Draft Outline Fire Detection/Protect	10	JEER	FIO	
8	OS&M Draft Outline HNIC	10	JEER	FIO	
9	OS&M Draft Outline Plumbing	10	JEER	FIO	
14	OS&M Final DDC	10	JEER	FIO	
15	OS&M Final Electrical	10	JEER	FIO	
13	OS&M Final Fire Detection/Protection	10	JEER	FIO	
11	OS&M Final HNIC	10	JEER	FIO	
12	OS&M Final Plumbing	10	Final Paid Contracts	FIO	
3	Warranty Tags	03		FIO	



RMS will provide the next transmittal number under the specification section. Use the default, unless replacing a deleted transmittal number. Click “Finish”. Note: If the item(s) being transmitted are a resubmission RMS, will provide the correct “Transmittal Extension”.

The screenshot shows a web application window titled "RMS - Resident Management System". The main content area is titled "Add Transmittal" and displays the following information:

- Contractor Mode Home
- Contract Selection
- Contract Menu
- Back
- Refresh
- Help

FTR 123 Troop Medical Clinic
(J4000633) W911KB-10-C-0123

Add Transmittal

Assign Transmittal Number for New Transmittal

This is not a retransmittal

Section: 01780

Transmittal Prefix: 1

Transmittal Extension: 0

Buttons: < Back, Finish, Cancel



RMS will populate the “Date Prepared” date. If any items are a variation, select the “Variation” box and enter in any comments that may be necessary for this transmittal and are needed on the 4025. Click “Contractor Data Entry Completed-Create 4025”. This will signal RMS to generate the 4025 under the Document Package.

FTR 123 Troop Medical Clinic
 (J4000633) W911KB-10-C-0123

Transmittal 01780-1 4025 Report

Date Prepared: 2/8/2018

Submittal Items Included on this Transmittal

Item	Description	Primary Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
5	O&M Draft Outline HVAC	Falcone, Joe	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A
6	O&M Draft Outline Plumbing	Falcone, Joe	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A
7	O&M Draft Outline Fire Detection/	Hansen, Sabrina	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A
8	O&M Draft Outline DDC	Falcone, Joe	5	FIO	A	<input type="checkbox"/>		0 Attachments: N/A

Contractor Data Entry Completed - Create 4025

Transmittal 01780-1 CONTRACTOR: Complete a document package for the transmittal package and submit it using this document package manager. The document package should include the signed 4025 and all supporting documents.

Document Packages

	Title of Package	Package No.	Status

Contractor / Government Remarks

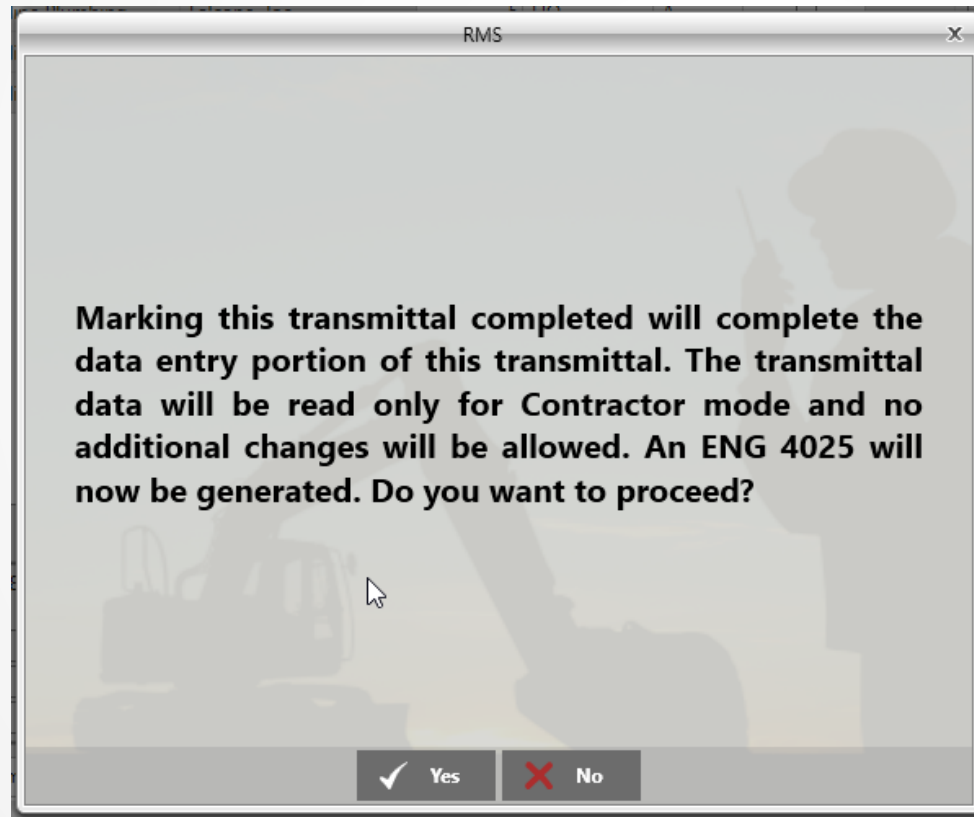
Contractor Remarks to Government

Government Remarks to Contractor

Contractor Completed - Locked and Sent to Government



RMS will advise that, after marking the transmittal complete, no more data entry can be entered for the 4025 and this area will become read only.
Click “Yes”.



RMS will advise the 4025 has been added to the document package. Click “OK” to acknowledge. Then highlight the document package and either double click or click “Edit”.

The transmittal data entry has been completed. The 4025 report has been generated and added to the document package. You should now complete the document package by adding any other relevant attachments and signing the included documents as appropriate. Once complete, click the button in the document package to submit it to the Government. Then finally return to this screen to mark the Transmittal Package as completed.

OK

Item	Description	Priority Review	Pub. No.	Classification	Date	Status	Attachment
1	OSM Draft Outline-1142	False	5	FO	A		0 Attachments N/A
6	OSM Draft Outline-1143	False	5	FO	A		0 Attachments N/A
7	OSM Draft Outline Fire Detection/	False	5	FO	A		0 Attachments N/A
8	OSM Draft Outline DDC	False	5	FO	A		0 Attachments N/A



The 4025 will be available for signature. Click “Sign Selected Documents”.

The screenshot displays the RMS Resident Management System interface for a document package titled "Transmittal 01780-1". The interface includes a top navigation bar with "Contract Mode Home", "Contract Selection", and "Contract Menu" buttons, along with "Back", "Refresh", and "Help" icons. A summary table shows the following counts:

All Attachments	PDF Documents	Word Documents	Excel Files	Powerpoint Files
1	1	0	0	0

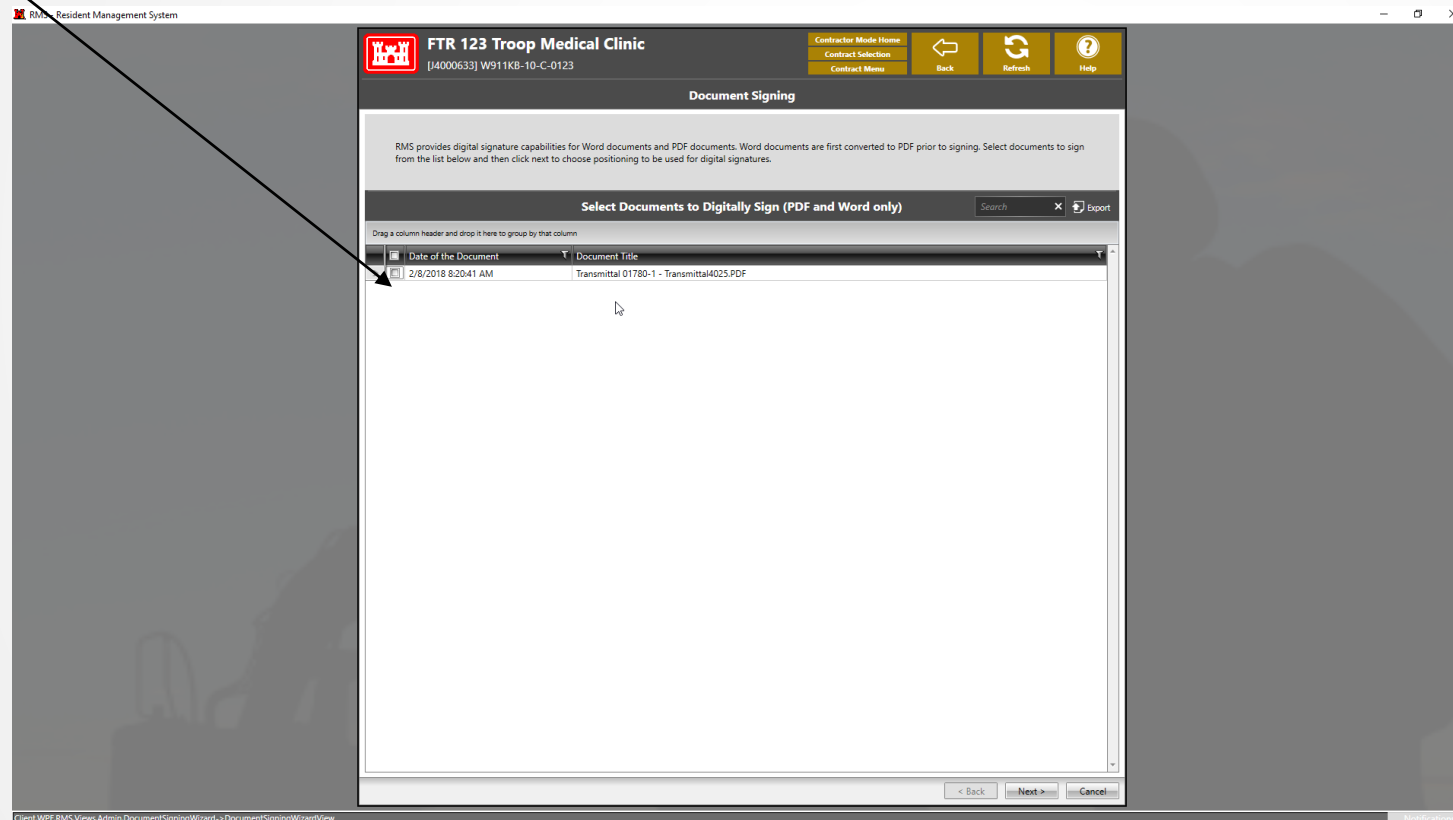
Below the summary table, there are buttons for "Sign Selected Documents" and "Export Selected Documents". A blue arrow points to the "Sign Selected Documents" button. The main area contains a table of attachments:

Primary	Date of the Document	Document Title	Contractor Signature Status	Government Signature Status	Sharing Mode
>	2/8/2018 8:20:41 AM	Transmittal 01780-1 - Transmittal4025.PDF	Not signed	Not signed	Shared with Contractor

At the bottom, there is a form for document details, including fields for "Document Date" (2/8/2018), "Document Title" (Transmittal 01780-1 - Transmittal4025.PDF), and "Description". There are also checkboxes for "Manually signed by Contractor" and "Manually signed by Government". The "Document Package Status" is "Not Complete", and there is a "Submit for Review" button. The bottom status bar shows "CONTRACTOR: Attach documents, sign as appropriate and then submit this document package for Government Review".



“Document Signing” will appear. Click the white box next to the 4025. Click “Next”.



RMS - Resident Management System

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(J4000633) W911KB-10-C-0123

Contractor Mode Home
Contract Selection
Contract Menu

Back Refresh Help

Document Signing

RMS provides digital signature capabilities for Word documents and PDF documents. Word documents are first converted to PDF prior to signing. Select documents to sign from the list below and then click next to choose positioning to be used for digital signatures.

Select Documents to Digitally Sign (PDF and Word only) Search X Export

Drag a column header and drop it here to group by that column

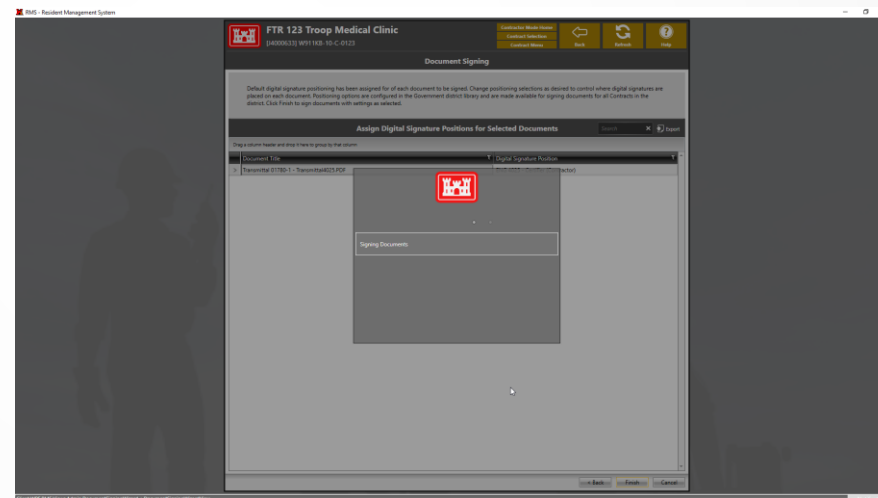
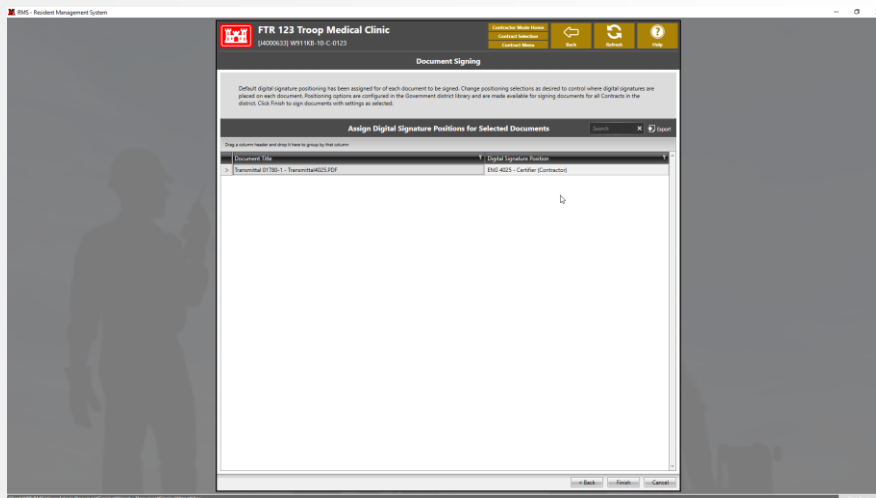
Date of the Document	Document Title
2/8/2018 8:20:41 AM	Transmittal 01780-1 - Transmittal4025.PDF

< Back Next > Cancel

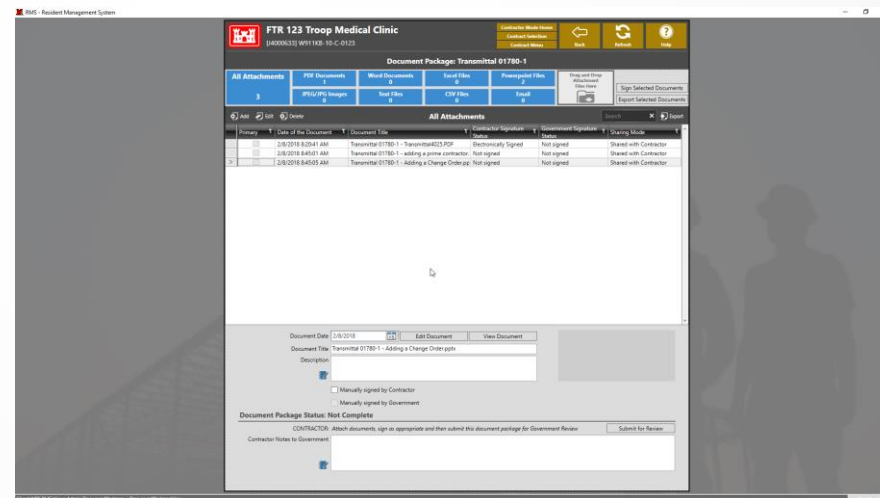
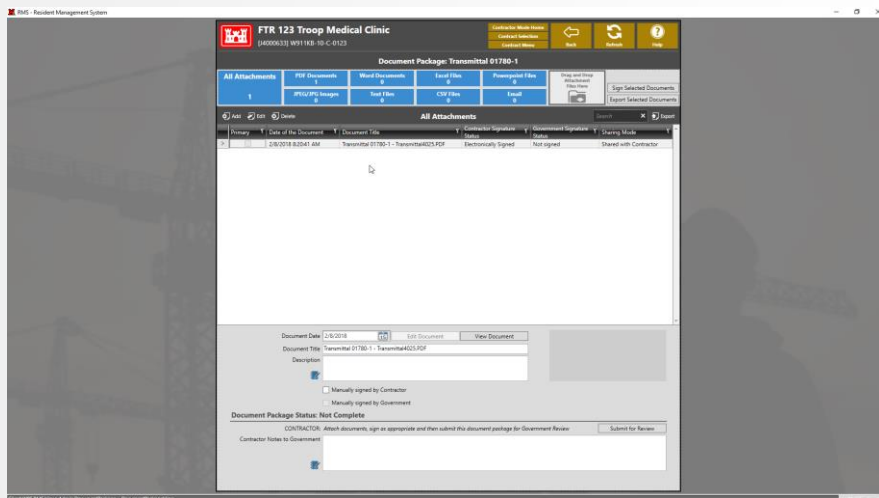
Client: \\P1-RMS-View-Admin\Documents\SigningWizard->DocumentSigningWizardView



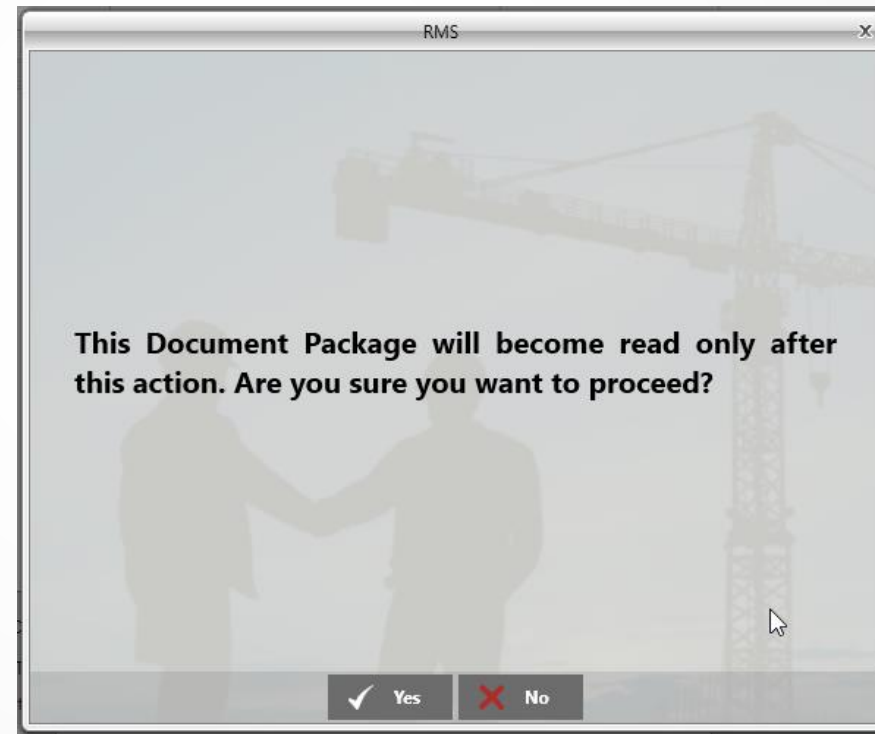
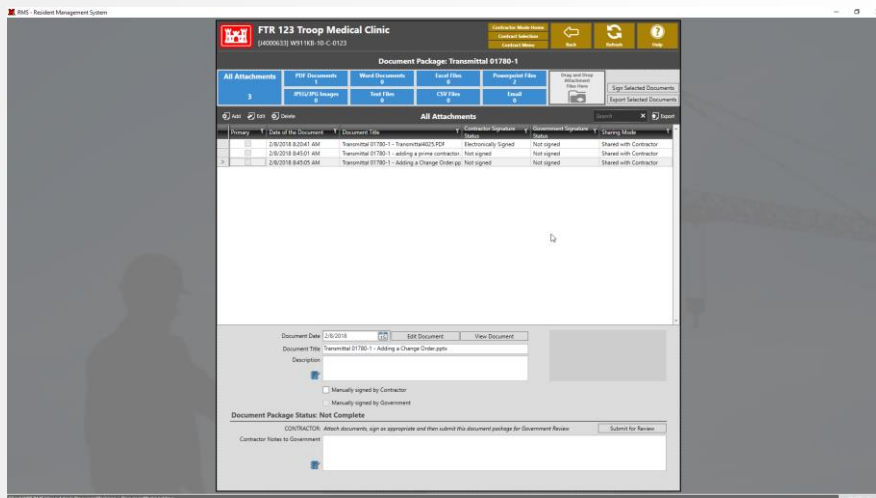
RMS will provide the default for the electronic signature. Click “Finish”.



RMS will show under “Contractor Signature Status” that the transmittal has been signed. From a working file, drag and drop any documents into the main white area of the screen to add back up data for the transmittal item(s).
Note: If the 4025 is signed outside of RMS, select “Manually Signed by Contractor”. Consult your local Resident Office for file size limitations, i.e. Alaska District has a 40mb file size.



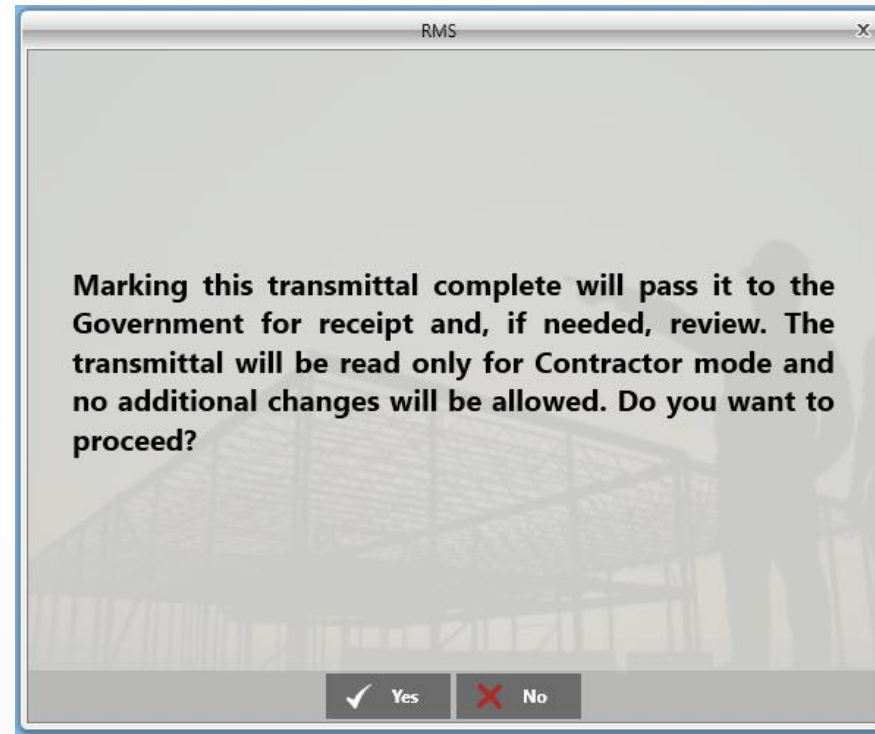
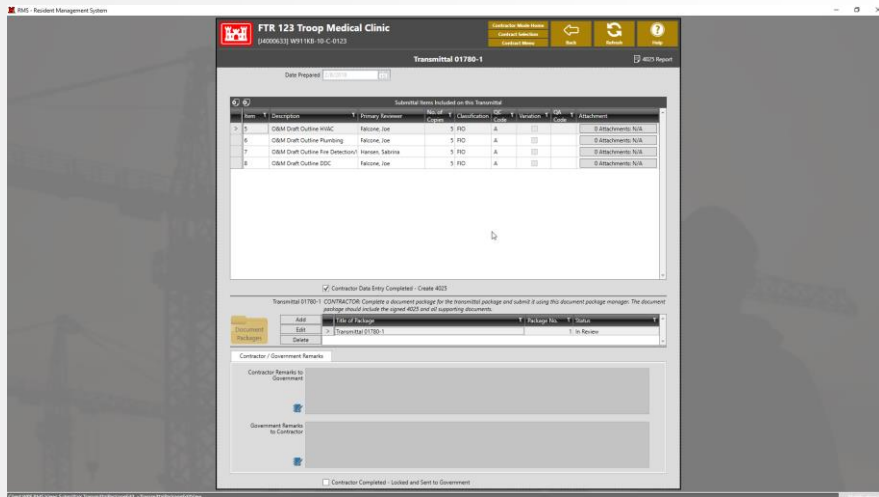
When all the necessary documents have finished downloading, click “Submit for Review”. RMS will inform you that the Document Package will become read only. Click “Yes” if the information is ready to submit. Click the “Back” arrow.



At the bottom of the screen, click the white box “Contractor Completed-Locked and Sent to the Government”.

RMS will advise you that the transmittal will move from draft to Pending Government Receipt. Click “Yes” to submit the transmittal.

Per District/Office policy notify the Government Project Delivery Team that the transmittal is awaiting their acknowledgment.



RMS will advise that the 4025 is has been generated. Click “OK” as the 4025 and document package have already been completed. These items are not being generated a second time.

Note: Once the transmittal has been sent to the Government, it cannot be reviewed until the Government has out-processed it.

