

CREATING A TRANSMITTAL IN CONTRACTOR MODE

- RMS SUPPORT CENTER
- CONSTRUCTION MANAGEMENT (CM) TECHNOLOGY MODERNIZATION OFFICE (TMO)
- HQUSACE CM INNOVATION OFFICE



US Army Corps
of Engineers®



SUBMITTALS

TRANSMITTAL LOG



- This area maintains the record of submittals made and the corresponding status. A transmittal may contain more than one submittal item.
- A submittal consists of the Transmittal Form ENG Form 4025-R (ENG 4025) identifying submittal items and their supporting documents.
- Transmittals also aid in the generation of the digitally signed ENG 4025 form by both the Government and the Contractor.
- The Submittal Register and Specification Sections for the contract must be set up before submittals can be created and then combined into like types for transmittals that are sent to the Government.

Administration	Finances	QA/QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
Specification Sections <i>List of Specification Sections required for this contract.</i>	Submittal Register <i>Required Submittal items to be provided by Contractor.</i>		Transmittal Log <i>Record of Submittal items transmitted for Government review or information.</i>	Submittal Assignments <i>Assign reviewer, review period and activities to submittal items.</i>			



CREATING A TRANSMITTAL (CM)



- If any information is incorrect or missing from the submittal item, once the transmittal has been submitted to the Government the fields (seen below) can no longer be edited. This may cause issues if the Contractor needs to have due dates based on activity schedule and no activity is linked.
- To avoid these issues, ensure that all information has been added to the submittal item and that information follows contract requirements and standards BEFORE submitting the item to the Government.
- For a full breakdown of the fields in this screen see [Add Submittal Items: GM/CM](#).

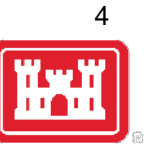
The screenshot shows the 'Submittal Item' form in the RMS Training system. The form is titled 'Submittal Item' and is part of the 'Contractor Mode Home' interface. The form fields are as follows:

- Section No. 2 02 10.1 -
- Item No. 1 . 0
- Description Register item 2 (1)
- Required for Activity <Not Set> (2)
- Paragraph 2 (3)
- Drawing (4)
- Start Date Select a date (15)
- Submittal need dates based on Activity Start Date
- Lag(+)/Lead(-) 0 Days (5)
- Work start date not determined
- Procurement Period 0 Days (6)
- Work start date not determined
- Days to Review 30 Days
- Work start date not determined
- Classification FIO - For Information Only (7)
- Submittal Type 04 - SAMPLES (9)
- Primary Contractor Reviewer <Not Set> (8)
- Office Name: T2 Baltimore Test District

The 'Back' button in the top navigation bar is highlighted with a red box.



CREATING A TRANSMITTAL (CM)



- Transmittals are usually sent by the Contractor to the Government to deliver submittal items.
- The first step in this process is the initiation of the Transmittal Form, ENG Form 4025 (ENG 4025). This is the transmittal document that identifies the items being submitted.

Training Demo Contract
[E1002723] W9128F22C0027

Contractor Mode Home
Contract Selection
Contract Menu

Back Refresh Log Out Help

Transmittal Log

Register 01-Main Register Click to select another Register	Draft Transmittals 0	Pending Government Receipt 1	Transmittals in Review 5	Pending Contractor Acknowledgement 3	Completed Transmittals 2
---	-------------------------	---------------------------------	-----------------------------	---	-----------------------------

Add Edit Delete

Draft Transmittals Search Export

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

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent
---------	--------------------	---	---------------------	-----------------

Transmittal Items

Item	Description	QA Code	Primary Contractor Reviewer	QC Code	Variation
------	-------------	---------	-----------------------------	---------	-----------

Contractor Remarks to Government

• If the contract setup allows, clicking on the **Add** button will begin a transmittal.

These boxes are used to filter by each subset of Transmittal:

- **Draft Transmittals**
- **Pending Government Receipt**
- **Transmittals in Review**
- **Pending Contractor Acknowledgment**
- **Completed Transmittals**



CREATING A TRANSMITTAL (CM)



- The **Specification Sections with Outstanding Transmittals** window will appear when adding a transmittal.
- Highlight the correct specification section and click **Next**.
- Select the correct submittal item and click **Next**.

Note: If near the end of the project or the required specification section has no outstanding transmittals, check the **All Sections** checkbox in the left corner to include these sections as well.

The screenshot shows the 'Add Transmittal' window with the 'Specification Sections with Outstanding Submittals' tab selected. A red circle highlights the 'All Sections' checkbox, which is currently unchecked. A red callout box points to this checkbox with the text: 'Check this box to see all specification sections.' The table below shows various specification sections, with '23 00 00 AIR SUPPLY, DISTRIBUTION, VENTILATION, AND EXHAUST SYSTEMS' highlighted. The 'Next >' button is also highlighted with a red box.

Section	Name
09 90 00	PAINTS AND COATINGS
10 21 13	TOILET COMPARTMENTS
10 44 16	FIRE EXTINGUISHERS
12 32 00	MANUFACTURED WOOD CASEWORK
22 00 00	PLUMBING, GENERAL PURPOSE
22 07 19	Plumbing Piping Insulation
> 23 00 00	AIR SUPPLY, DISTRIBUTION, VENTILATION, AND EXHAUST SYSTEMS
23 05 15	
23 05 93	Testing, Adjusting, and Balancing for HVAC
23 07 00	THERMAL INSULATION FOR MECHANICAL SYSTEMS
23 09 23	DIRECT DIGITAL CONTROL FOR HVAC AND OTHER LOCAL BUILDING SYSTEMS

The screenshot shows the 'Add Transmittal' window with the 'Submittal Items to Include on New Transmittal' tab selected. A red callout box points to the 'QA Code' column with the text: 'Code G, resubmittal still required.' The table below lists submittal items, with item 8 'Automatic Smoke-Fire Dampers' highlighted. The 'Next >' button is highlighted with a red box.

Item No	Description	SD No	Reviewing Office Name	Classification	Last Transmittal	QA Code
1	Detail Drawings	02		GA		
2	Metallic Flexible Duct	03		FIO	23 00 00-10.1	G
5	Duct Access Doors	03		GA		
7	Manual Balancing Dampers	03		GA		
8	Automatic Smoke-Fire Dampers	03		FIO		
12	In-Line Centrifugal Fans	03	Capital Area Integrated Pro	FIO	23 00 00-5	X
16	Test Procedures	03		FIO		
17	Diagrams	03		GA		
18	Performance Tests	06		GA		
19	Damper Acceptance Test	06		GA		
20	Bolts	07		FIO		
21	Manufacturer's Installation Instructions	08		FIO		
22	Operation and Maintenance Training	08		FIO		
23	Operation and Maintenance Manuals	10		FIO		
24	Fire Dampers	10		GA		
25	Manual Balancing Dampers	10		GA		
26	In-Line Centrifugal Fans	10		GA		
27	Ceiling Exhaust Fans	10		GA		
28	Variable Volume, Single Duct Terminal Un	10		GA		

The screenshot shows a filtered view of the submittal items table. A red arrow points from the previous screenshot to this one. A red callout box points to the 'QA Code' column with the text: 'Only items classified FIO are available to select.' The table below shows only items with 'FIO' classification. The 'Next >' button is highlighted with a red box.

Item No	Description	SD No	Reviewing Office Name	Classification	Last Transmittal	QA Code
> 8	Automatic Smoke-Fire Dampers	03		FIO		
16	Test Procedures	03		FIO		
20	Bolts	07		FIO		
21	Manufacturer's Installation Instructions	08		FIO		
22	Operation and Maintenance Training	08		FIO		
23	Operation and Maintenance Manuals	10		FIO		



CREATING A TRANSMITTAL (CM)



- RMS will provide the next transmittal number under the specification section. Use the default value, unless replacing a deleted transmittal number.
- If the item(s) will be transmitted as a resubmission, RMS will provide the correct ***Transmittal Extension***.
- Click ***Finish***.

Assign Transmittal Number for New Transmittal

This is a retransmittal of 11111-11

Section

Transmittal Prefix

Transmittal Extension



CREATING A TRANSMITTAL (CM)



- RMS will populate the **Date Prepared** date.
- Enter any comments that may be necessary for this transmittal and are needed on the 4025 in the **Contractor Remarks to Government** field.

Set **Primary Contractor Reviewer**.

Items can still be added or deleted using the buttons provided.

Enter additional comments/notes to the Government here.

The screenshot shows the 'Transmittal 11111-12 - Draft' interface. At the top, the 'Date Prepared' is set to 8/16/2024. Below this is a table titled 'Submittal Items Included on this Transmittal' with columns: Item, Description, Primary Contractor Reviewer, No. of Copies, Classification, QC Code, Variation, QA Code, and Attachment. The first row shows Item 69, Description 'Added First', Primary Contractor Reviewer '<Not Set>', No. of Copies '6', Classification 'GA', QC Code 'A', Variation with an unchecked checkbox, and Attachment '0 Attachments: N/A'. Below the table are sections for 'Contractor / Government Remarks', 'Contractor Remarks to Government', and 'Government Remarks to Contractor'. At the bottom, there is a 'Complete and Submit 4025' section with instructions and a checkbox for 'Include digital signature title'. A 'Shared Package' section at the very bottom contains an 'Add' button, which is highlighted by a red callout box.

Check **Variation** to enable the Variation Review Period, if applicable.

Add the necessary attachments for the submittal item, and if needed, add supporting documents to the Shared Document Package.

Add



CREATING A TRANSMITTAL (CM)



- Most importantly, add supporting attachment as needed for the transmittal.
- Click on the button in the **Attachment** column to go to the Document Package area for the attached submittal(s).
- Click on **Add** to add a Document Package and upload documents within, as needed.

Submittal Items Included on this Transmittal

Item	Description	Primary Contractor Reviewer	No. of Copies	Classification	QC Code	Variation	QA Code	Attachment
> 69	Added First	<Not Set>	6	GA	A	<input type="checkbox"/>		0 Attachments: N/A

Transmittal 11111-12 - Item 69

NOTE: These docs are only for Submittal Item 69. Your 4025 should be added to the main transmittal doc package.

Transmittal 11111-12
Item 69

CONTRACTOR: Complete a document package for the transmittal of this submittal item and submit it using this document package manager. The document package should include all documents necessary for the review of this item.

Document Packages

Add
Edit
Delete

Title of Package	No.	Status
------------------	-----	--------



COMPLETING A TRANSMITTAL (CM)



- One-click options are available to complete and submit to the transmittal to Government.
- To submit the transmittal and the ENG 4025 with digital signatures, click on the **Create and Digitally Sign 4025** button.
- After authentication, the digital signature of the logged in User will be added to the 4025. The transmittal and all associated Document Packages (4025 and submittal items) will also be submitted to the Government for review.

Complete and Submit 4025
To complete and submit the Transmittal, click to create and sign a 4025; or, click to manually attach a signed copy.
Ensure all files are added before completing.

Include digital signature title

Create and Digitally Sign 4025
Manually Attach Signed 4025

Transmittal 11111-12 *Shared Package: 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.*

Add Edit Delete

Title of Package	No.	Status
------------------	-----	--------

RMS

Generating and digitally signing the ENG 4025 will complete this transmittal making it read-only in Contractor Mode. No additional changes will be allowed. Do you want to proceed?

Click on YES to continue or NO to cancel.

Yes No

Transmittal 11111-12 *Shared Package: 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.*

Add Edit Delete

Title of Package	No.	Status
> Transmittal 11111-12	1	In Review; documents will be marked 'Ready to Send'



COMPLETING A TRANSMITTAL (CM)



- The **Manually Attach Signed 4025** button is also available for completing transmittals without adding digital signatures within RMS.
- After proceeding past the prompt, the local file explorer window will be presented to find and select the signed ENG 4025 to manually attach.
- Once the document is selected for upload, RMS will present a **Contractor Staff** lookup to select the username of the person who signed the ENG 4025 outside RMS. Use the checkbox at the bottom of this screen to type the name instead.

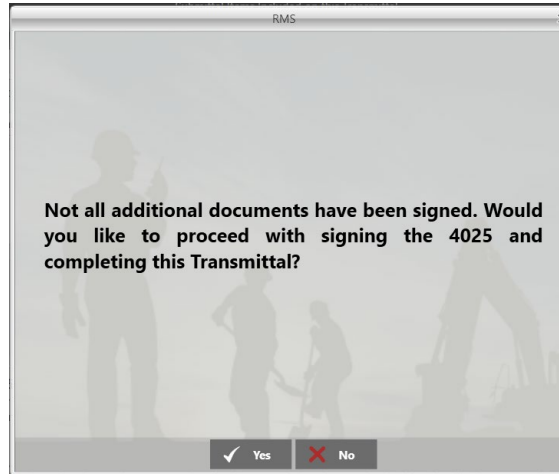
The screenshot displays the RMS interface for completing a transmittal. At the top, the 'Complete and Submit 4025' section offers two options: 'Create and Digitally Sign 4025' and 'Manually Attach Signed 4025', with the latter highlighted by a red box. Below this, a table for 'Transmittal 11111-12' is visible, with 'Add', 'Edit', and 'Delete' buttons. A modal dialog box in the center asks: 'Attaching a manually signed copy of the ENG 4025 will complete this transmittal making it read-only in Contractor Mode. No additional changes will be allowed. Do you want to proceed?' with 'Yes' and 'No' buttons, 'Yes' being highlighted. At the bottom, the 'Contractor Staff Member Lookup' window is shown, featuring a table with columns for 'Last Name', 'First Name', and 'Account ID (work email)'. A checkbox labeled 'Use entered name instead of selection' is circled in red at the bottom of this window.



COMPLETING A TRANSMITTAL (CM)



- If RMS detects unsigned documents within the transmittal when attempting to complete and submit to the Government, a prompt will be provided. Click **No** to return to the transmittal and add the necessary signatures.



- The transmittal will move to the **Pending Government Receipt** tile once submitted.

The transmittal can now be viewed in Pending Government Receipt.

Transmittal Log						
Register 01-Main Register <small>Click to select another Register</small>	Draft Transmittals	Pending Government Receipt	Deleted Transmittals			
	1	1	6	2	68	
Transmittals Pending Government Receipt						
Drag a column header and drop it here to group by that column						
Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Contractor Sent	Date Received by Government	
23 00 00	23 00 00-11	8,16	06/03/2019	06/03/2019		



COMPLETING A TRANSMITTAL (CM)



- When the Government has completed review and applies a resubmittal QA Code, the transmittal is returned to the **Pending Contractor Acknowledgement** tile.
- Take note of the QA Code assigned to each item and any comments that may have been entered in the **Government Remarks to Contractor** field.
- Enter a date in the **Contractor Received** column to acknowledge receipt of the transmittal. This will move the transmittal to **Completed Transmittals**.

- A - Approved as submitted [Completed]
- B - Approved, except as noted on drawings [Completed]
- C - Approved, resubmission required [Resubmit]
- D - Returned by correspondence [Completed]
- E - Disapproved (See attached) [Resubmit]
- F - Receipt acknowledged [Completed]
- G - Other (Specify) [Resubmit]
- X - Receipt acknowledged, does not comply [Resubmit]
- R - Acceptable for Release for Construction [Completed]
- K - Government concurs with Interim Design [Completed]

Submittals classified GA

Submittals classified FIO

Submittals classified DA, CR, DA/CR or DA/GA

Transmittal Log

Register 01-Main Register <small>Click to select another Register</small>	Draft Transmittals 2	Pending Government Receipt 1	Transmittals in Review 6	Pending Contractor Acknowledgement 13	Completed Transmittals 149
--	--------------------------------	--	------------------------------------	--	--------------------------------------

Returned Transmittals Search Export

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

Section	Transmittal Number	Submittal Items included on Transmittal	Contractor Prepared	Government Received	Government Returned	Contractor Received
00 80 00	00 80 00-1	1	04/06/2023	06/02/2023	06/02/2023	
00 80 00	00 80 00-2	2	06/29/2023	06/29/2023	06/29/2023	Enter date
01 33 00	01 33 00-7	7	03/29/2023	03/29/2023		
011000	011000-9.1	13	05/05/2023	05/05/2023		
08 11 16	08 11 16-1	7,8,9	03/28/2023	04/25/2023	26	25 26 27 28 29 30 1
08 11 16	08 11 16-2	1,2,3,4,5,6,10,11,12	05/03/2023	05/03/2023	27	2 3 4 5 6 7 8
08 51 13	08 51 13-15	5,6	04/26/2023	04/27/2023	28	9 10 11 12 13 14 15
08 51 13	08 51 13-16	7,8	05/03/2023	05/03/2023	29	16 17 18 19 20 21 22
					30	23 24 25 26 27 28 29
					31	30 31 1 2 3 4 5

Transmittal 00 80 00-2 - Pending Contractor Acknowledgment

Item	Description	QA Code	Primary Contractor Reviewer	QC Code	Variation
2	Project Schedule	E		A	No

Government Remarks to Contractor

Note: See Section 8.4.5 Resubmittals in the RMS Contractor Mode Manual for instruction on resubmittals.