

# Autodesk Construction Cloud (ACC) Guide-Submittals Process

## Submittals-Submit Submittal by GC Project Manager

Navigate to Submittals. Click a submittal.

The screenshot displays the Autodesk Construction Cloud (ACC) interface for the '8182-Public Health Remodel' project. The user is logged in as 'ZM zz GC Project Manager'. The 'Submittals' section is active, showing a list of items under the 'Items' tab. The table includes columns for Status, #, Spec, Rev, Title, Type, Priority, Package, and Ball in court. All items are currently 'Required' and 'Waiting for submission'.

Status	#	Spec	Rev	Title	Type	Priority	Package	Ball in court
Required Waiting for submission	406	12 Furnishings	0	Interior Public Space Furn...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	405	12 Furnishings	0	Interior Public Space Furn...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	404	12 Furnishings	0	Interior Public Space Furn...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	403	12 Furnishings	0	Entrance Floor Mats and F...	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	402	12 Furnishings	0	Simulated Stone Countert...	Samples	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	401	12 Furnishings	0	Roller Window Shades	Product Data	Low	-	zz GC Project (zzGeneral C)
Required Waiting for submission	400	10 Specialties	0	Metal Lockers	Product Data	Low	-	zz GC Project (zzGeneral C)

Add to description or add a file as necessary. Comment to communicate with Manager or watchers. All other fields are locked or should not be modified.

The screenshot displays the Autodesk Construction Cloud interface for a submittal. At the top, the project is identified as '8182-Public Health Remodel'. The submittal title is '#406-12 | Interior Public Space Furnishings', with a status of 'Required' and 'Waiting for submission'. A 'Submit' button is highlighted with a red box. Below the title, a progress bar shows three stages: 'Preparing for review' (completed), 'Review' (in progress), and 'Close and distribute' (pending). The 'Submit' button is associated with the 'Preparing for review' stage.

**General information**

<b>Description</b> Site Furnishing: Bicycle Racks-Product Data	<b>Spec section</b> 12 - Furnishings	<b>Priority</b> Low	<b>Manager</b> zz COM Engineering Construction Manager (City of Madison Engineering - Facilities Management)
	<b>Spec sub section</b> 93 00		<b>Responsible contractor</b> zz GC Project Manager (zzGeneral Contractor Company)
	<b>Type</b> Product Data		<b>Watchers (2)</b> zz COM Owner Agency QM zz COM Owner Agency Representative

**Activity log**

- A file reference was added: 2.pdf (zz GC Project Manager on 6/23/2023 at 2:42 PM)
- Assigned to responsible contractor: Status changed from Draft to Required (Waiting for submission). Ball in court: zz GC Project Manager. Sent to submitter: Jun 23, 2023 (zz COM Engineering C. on 6/23/2023 at 2:36 PM)
- Assigned to responsible contractor: Status changed from Draft to Required (Waiting for submission). Ball in court: zz GC Project Manager.

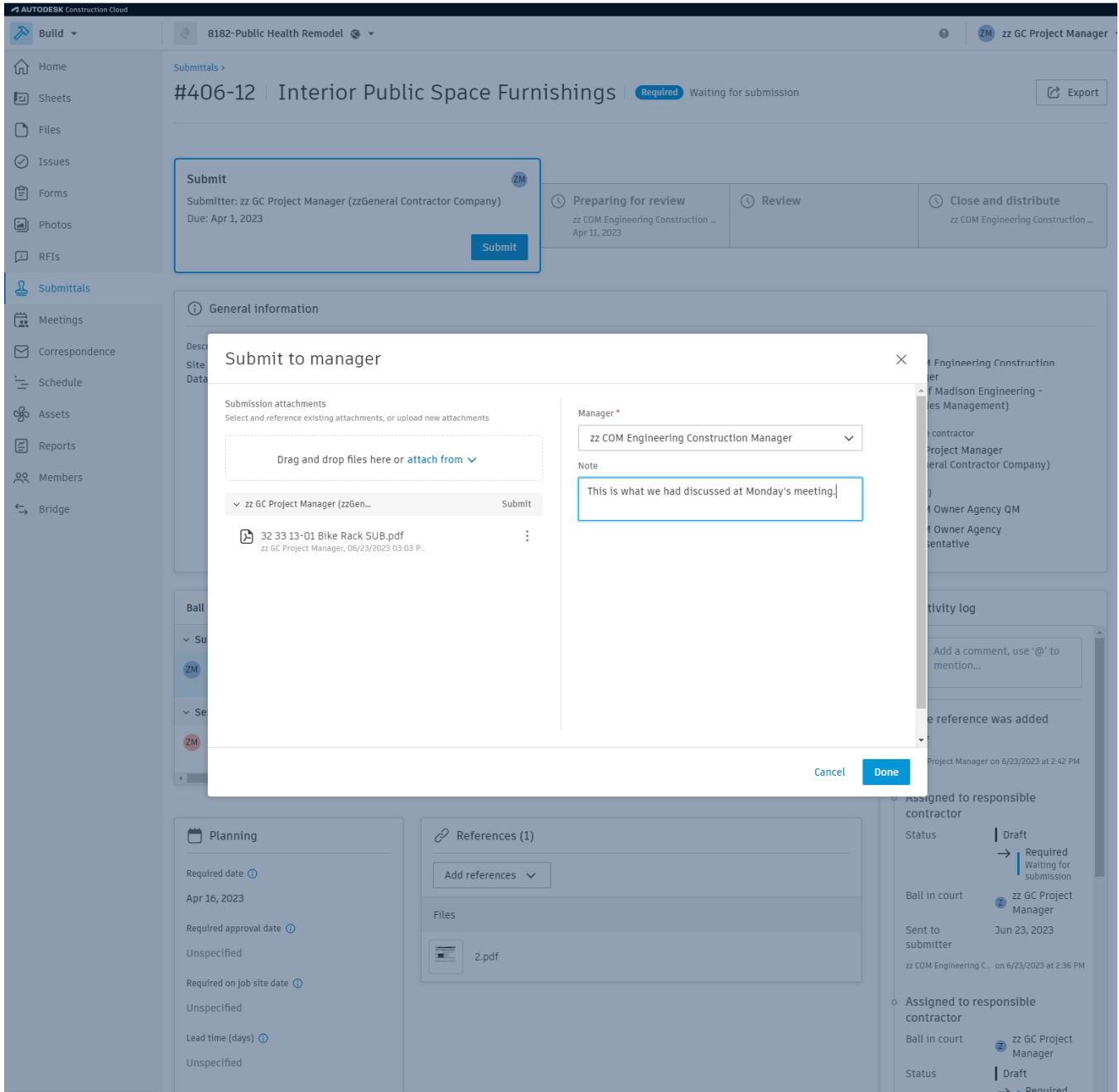
**Planning**

Required date	Apr 16, 2023
Required approval date	Unspecified
Required on job site date	Unspecified
Lead time (days)	Unspecified

**References (1)**

Files	2.pdf
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Click Submit. Select Attachments. **It is critical to include attachments at this stage so that the review team can complete their review.** Add notes as needed. Click Done.



## Submittals-Prepare for review by COM Engineering Construction Manager

Choose a template for the review workflow. Submittal Review is the only option.

The screenshot displays the Autodesk Construction Cloud interface for a submittal titled "#406-12 | Interior Public Space Furnishings". The workflow is currently in the "Submitted" state. A blue box highlights the "Prepare for review" step, which includes a "Submit for review" button. Below this, the "General information" section provides details about the submittal, including the description, spec sections, package, and manager. A table titled "Ball in court" shows the submittal's history, including its submission date and due date. The "Activity log" on the right side of the screen shows a sequence of events, including the submittal being submitted to the manager and assigned to the responsible contractor.

**Submitted**  
Manager: zz COM Engineering Construction Manager (City of Madison Engi...  
Due: Apr 11, 2023

**Prepare for review**  
Manager: zz COM Engineering Construction Manager (City of Madison Engi...  
Due: Apr 11, 2023

**Review**

**Close and distribute**  
zz COM Engineering Construction Ma...

Ball in court	Received	Due	Returned	Response/action	Attachments	Comment
Submitted						
zz GC Project Ma... (zzGeneral Contr...	Jun 23, 2023	Apr 01, 2023	Jun 23, 2023	Submitted	32 33 13...UB.pdf	
Send for review						
zz COM Engineeri... (City of Madison ...	Jun 23, 2023	Apr 11, 2023	-	-	-	-

**Activity log**

- Submitted to manager  
Note: This is what we had discussed at Monday's meeting.  
Ball in court: zz COM Engineering Construction Manager  
Status: Required (Waiting for submission) → Open (Submitted)  
Received from submitter: Jun 23, 2023  
Attachments: 32 33 13...UB.pdf (zz GC Project Manager on 6/23/2023 at 3:04 PM)
- A file reference was added  
z.pdf (zz GC Project Manager on 6/23/2023 at 2:42 PM)
- Assigned to responsible contractor  
Status: Draft → Required

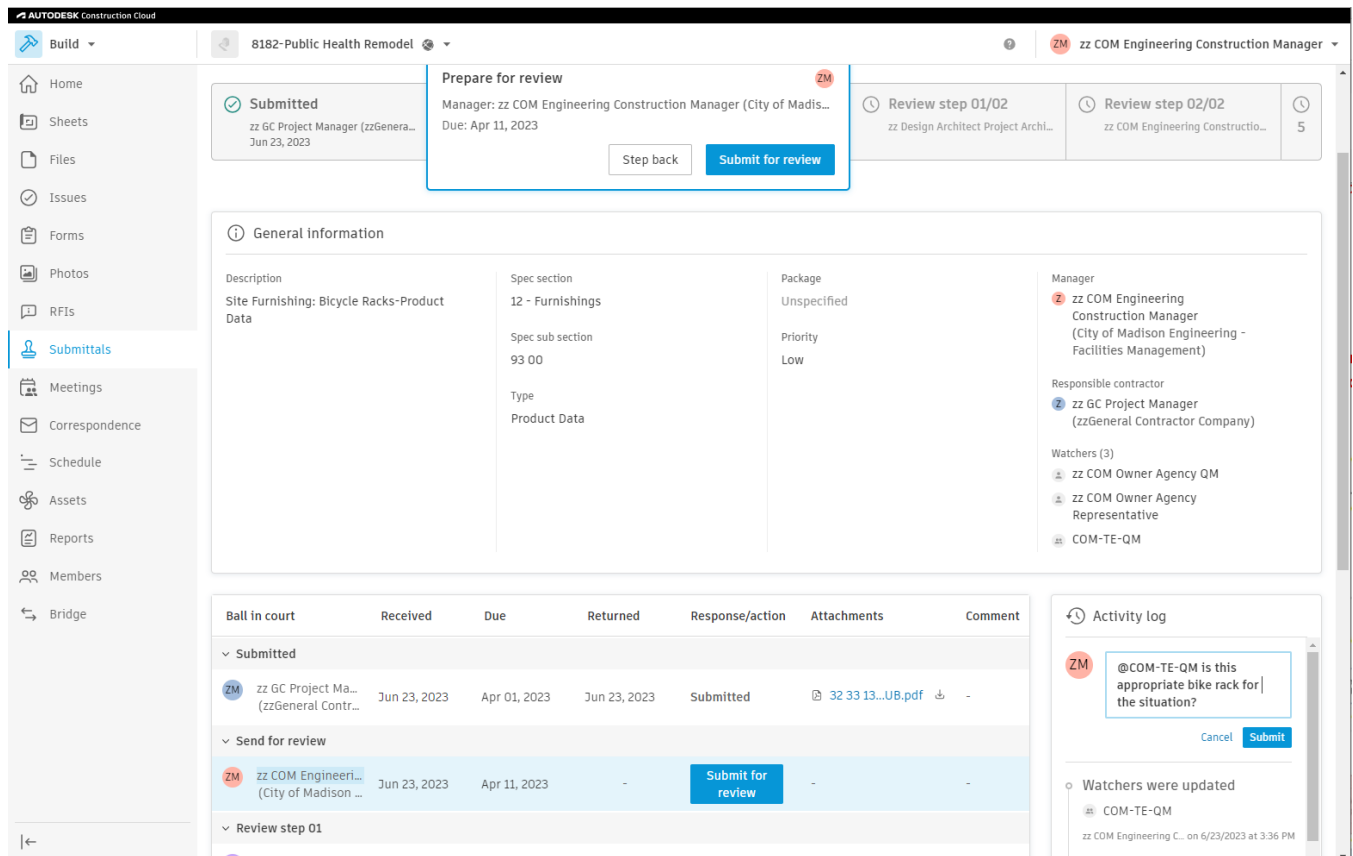
From this stage, there are many paths a submittal can take. They can step forwards and back or be revised or be commented on by many users. 3 main types to consider:

- (A) Step back and request contractor to make changes. Simply click Step Back in the image above.
- (B) Submit for review, make markups, use @ functionality to get others to review, architect review.
- (C) Same as B, but with a revision to request a new submittal.

Since (C) is the most complicated, it will be the focus of the rest of the guide.

For example, we need the COM-TE-QM role to verify the bike rack. First, add as a Watcher.

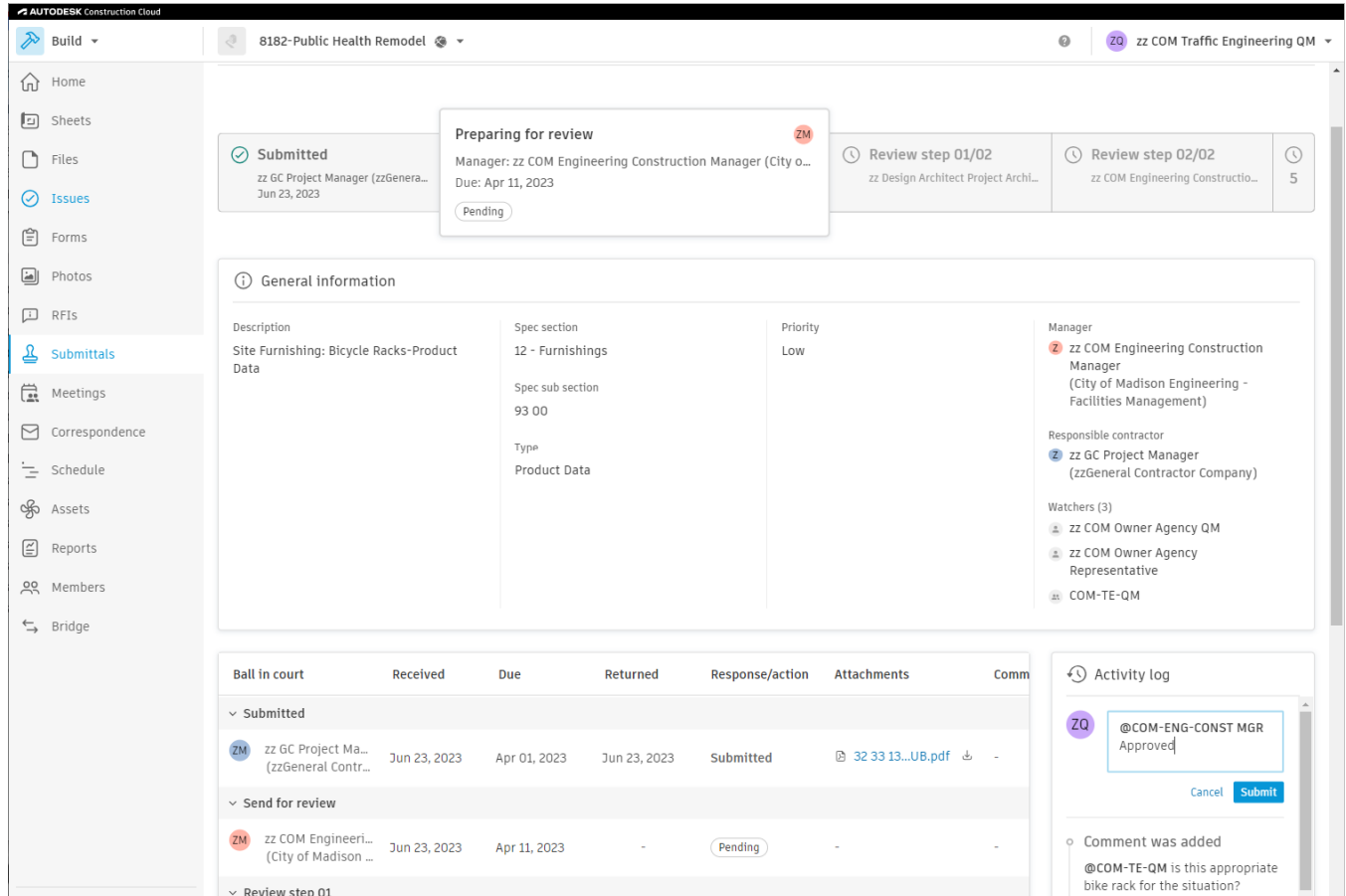
Use the @ functionality to request the COM-TE-QM role to review.



## Submittals-Comment by commenter

Click the filename in attachments to view the submittal.

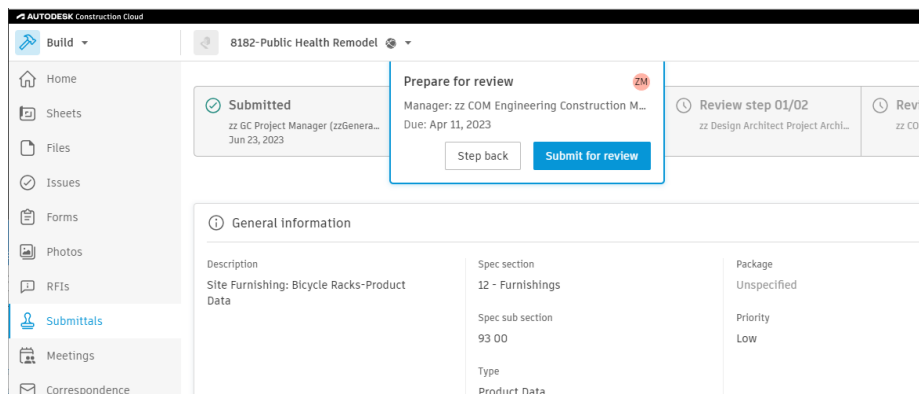
Commenter (COM-TE-QM) makes comment back approving or rejecting the design. Use @ functionality to ensure that the COM-ENG-CONST MGR gets the notification.



## Submittals-Review by COM Engineering Construction Manager

If additional changes are needed, COM-ENG-CONST MGR will step it back to CONTRACTOR-GC-PROJ MGR.

Otherwise, select Submit for Review.




Copy file submitted by contractor to the next stage by clicking copy icon. Click Done.

### Submit for review

Select and reference existing attachments, or upload new attachments

Drag and drop files here or [attach from](#) ▼

▼ zz GC Project Manager (zzGen... Submitted

32 33 13-01 Bike Rack SUB.pdf  
zz GC Project Manager, 06/23/2023 03:03 P...  ⋮

▼ zz COM Engineering Construct... Send for review

32 33 13-01 Bike Rack SUB.pdf  
Copied attachment ⋮

View and edit the review workflow using workflow builder panel

Required reviewer(s)

zz Design Architect Proj... ▼

Optional reviewer(s)

No reviewers selected ▼

Review due date \*

6/26/2023

Note

Watchers ⓘ

zz COM Owner Agency QM ×

zz COM Owner Agency Repr... × COM-TE-QM × ▼

Cancel **Done**

## Submittals-Review by Design Architect Project Architect

You will receive an Action Required email to review a submittal. Follow link. Use @ comment process as needed. Once ready, click review.

The screenshot displays the Autodesk Construction Cloud interface for a submittal review. The main header shows the project name '8182-Public Health Remodel' and the user 'zz Design Architect Project Architect'. The submittal title is '#406-12 Interior Public Space Furnishings' with an 'Open' status and 'In review' label. A progress bar at the top indicates the current step: 'Submit review step 01/02' (highlighted with a blue box and a 'Review' button), followed by 'Review step 02/02' and 'Close and distribute'.

The 'General information' section provides details about the submittal:

- Description:** Site Furnishing: Bicycle Racks-Product Data
- Spec section:** 12 - Furnishings
- Spec sub section:** 93 00
- Type:** Product Data
- Priority:** Low
- Manager:** zz COM Engineering Construction Manager (City of Madison Engineering - Facilities Management)
- Responsible contractor:** zz GC Project Manager (zzGeneral Contractor Company)
- Watchers (3):** zz COM Owner Agency QM, zz COM Owner Agency Representative, COM-TE-QM

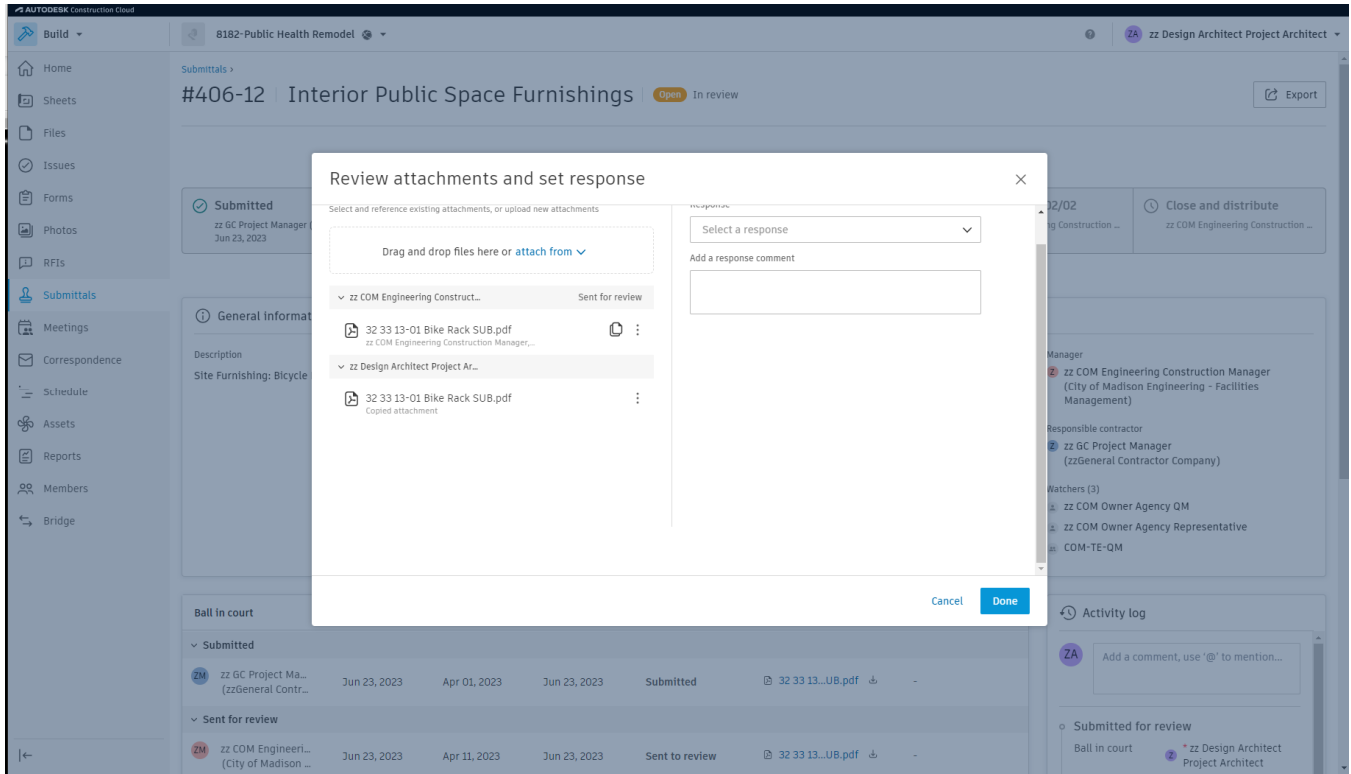
The 'Ball in court' table shows the submittal history:

Ball in court	Received	Due	Returned	Response/action	Attachments	Comment
Submitted						
zz GC Project Ma... (zzGeneral Contr...)	Jun 23, 2023	Apr 01, 2023	Jun 23, 2023	Submitted	32 33 13...UB.pdf	-
Sent for review						
zz COM Engineeri... (City of Madison ...)	Jun 23, 2023	Apr 11, 2023	Jun 23, 2023	Sent to review	32 33 13...UB.pdf	-

The 'Activity log' section shows a comment from 'zz Design Architect Project Architect' regarding the submittal.



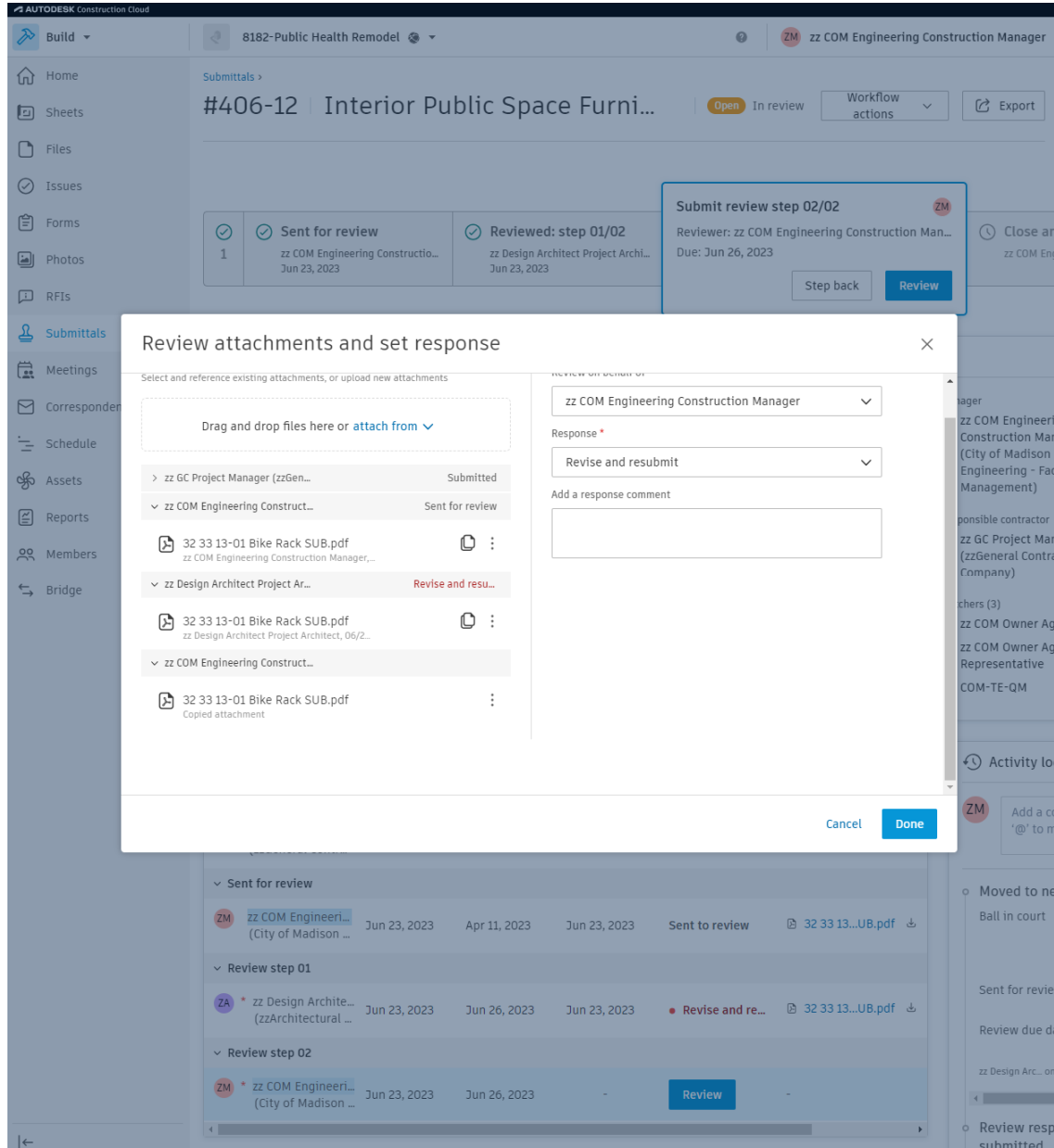
Copy the file from the previous stage. Open and add markups or approval stamp as needed.



For this example, changes are needed, so the response “revise and resubmit” is selected.

## Submittals-Close and Distribute by COM Engineering Construction Manager

The Construction Manager can make comments, markups on file and step it back to Architect to attempt to resolve. Otherwise, simply copy forward and provide response “Revise and resubmit”.



Next, the option to either Step back or Create a new revision becomes available. Select Create new revision for contractor to make corrections per review comments.

## Submittals-Resubmit Submittal by GC Project Manager

Follow link in email. Proceed to the beginning of this document to resubmit the corrected submittal.