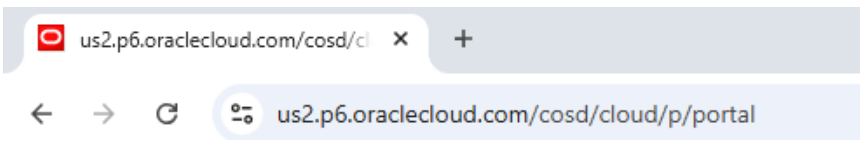
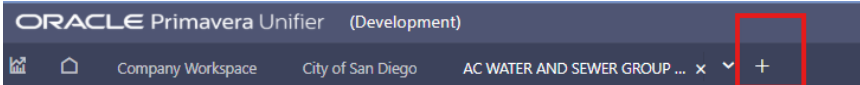
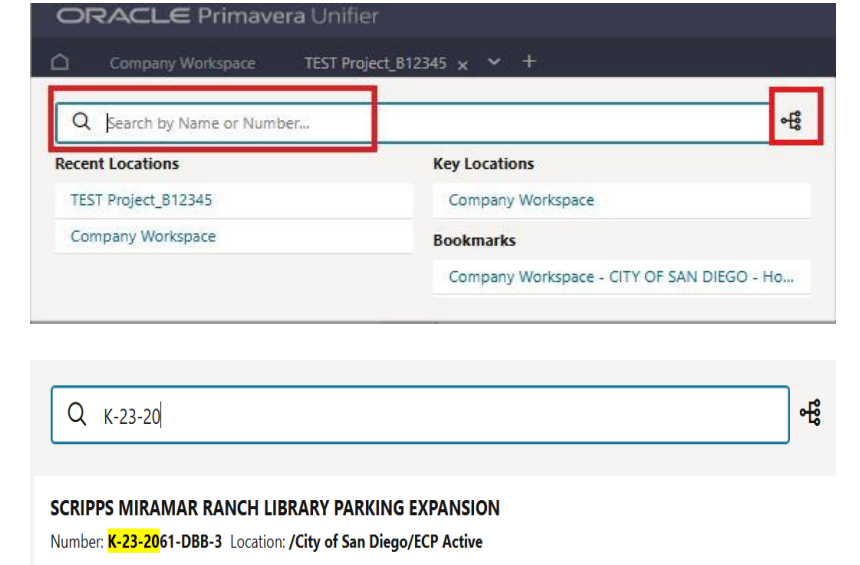
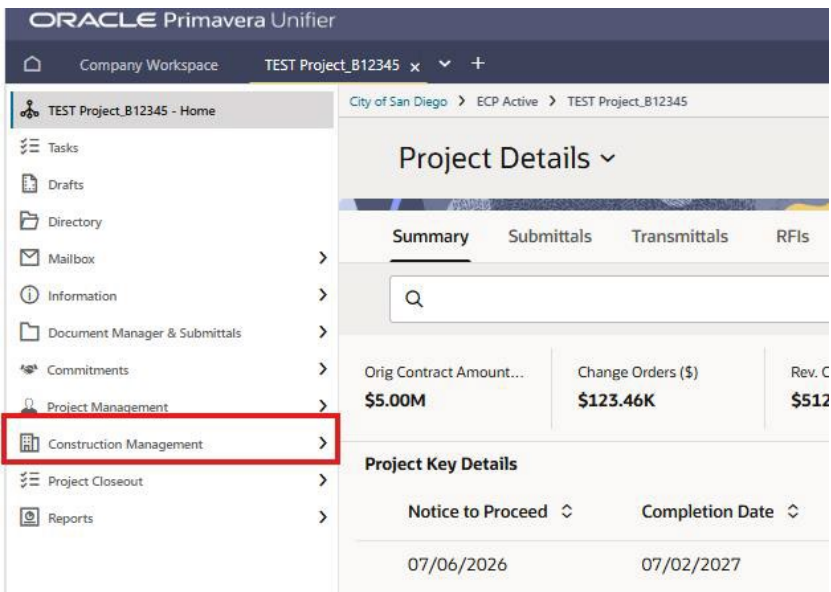
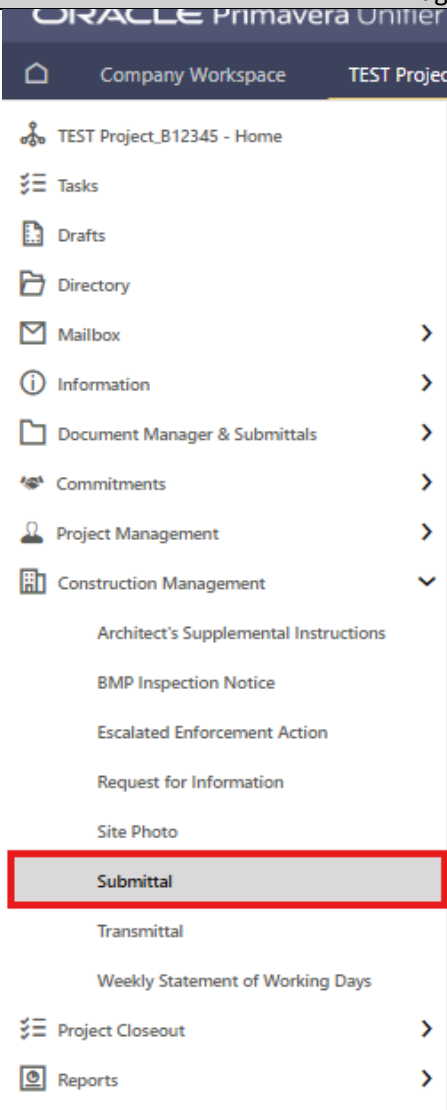
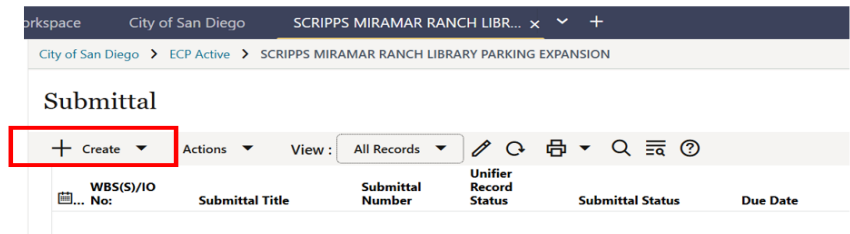


How To Create Submittals in Unifier (Contractor)

	Instruction	Images
1	Open Unifier from the Oracle Primavera Portal https://us2.p6.oraclecloud.com/cosd/cloud/p/portal	
2	Choose Unifier	
3	Click the "+" to see projects list for selection by clicking on it.	
4	Enter enough of the project name or the K-Number for it to start populating under "Recent Locations" or just choose the project under "Recent Locations" if you already see it there. (If you do not see your project in the Recent list, you can also select the Hierarchy symbol on the far right of the search box and search there. After the first time you do this, the project will appear in your Recent locations list as shown)	

	Instruction	Images																
5	Once the project is selected, you'll see the screen in the screenshot on the right. Click the arrow just to the right of Construction Management in navigation area, on the bottom left side of the screen.	 The screenshot shows the ORACLE Primavera Unifier interface. The top navigation bar includes 'Company Workspace' and 'TEST Project_B12345'. The left sidebar lists various project management tools, with 'Construction Management' highlighted by a red box and an arrow pointing to its right. The main content area displays 'Project Details' for the selected project, including a summary table with contract amounts and key dates. <table><tr><th>Summary</th><th>Submittals</th><th>Transmittals</th><th>RFIs</th></tr><tr><td>Orig Contract Amount...</td><td>Change Orders (\$)</td><td>Rev. C</td><td></td></tr><tr><td>\$5.00M</td><td>\$123.46K</td><td>\$512</td><td></td></tr></table> Project Key Details <table><tr><th>Notice to Proceed</th><th>Completion Date</th></tr><tr><td>07/06/2026</td><td>07/02/2027</td></tr></table>	Summary	Submittals	Transmittals	RFIs	Orig Contract Amount...	Change Orders (\$)	Rev. C		\$5.00M	\$123.46K	\$512		Notice to Proceed	Completion Date	07/06/2026	07/02/2027
Summary	Submittals	Transmittals	RFIs															
Orig Contract Amount...	Change Orders (\$)	Rev. C																
\$5.00M	\$123.46K	\$512																
Notice to Proceed	Completion Date																	
07/06/2026	07/02/2027																	

	Instruction	Images
6	Then click where it says "Submittal"	
7	Click on "+ Create".	

8

From the form below, scroll through and fill out the editable fields "Title", "Drawing No.", "Specify Provisions", etc.

Create New Submittal

Submittal Documents

Key Information

Project Name SCRIPPS MIRAMAR RANCH LIBRARY PARKING EX	Unifier Project ID. K-23-2061-DBB-3
Submittal Title Submittal 1 Sample	WBS(S)/IO No: S00811
Contractor Name	Project Manager Name
Drawing No. (s) Sheets 7, 14 and 19	Resident Engineer Name Ken Igancio
Submittal Number Submittal-001.1	Date Submitted 01/08/2026 07:33 AM
	Due Date

Specify sections

Special Provisions	Whitebook
Greenbook	ASTM
AWWA	UL
Other	
What standards govern this product's installation?	

List name, type, purpose and quantity of product to be used (include model number if applicable):

List location on job product is to be used (Specify locations, sheets, stations, as applicable):

Has this product been used at other municipalities for similar projects?

Select

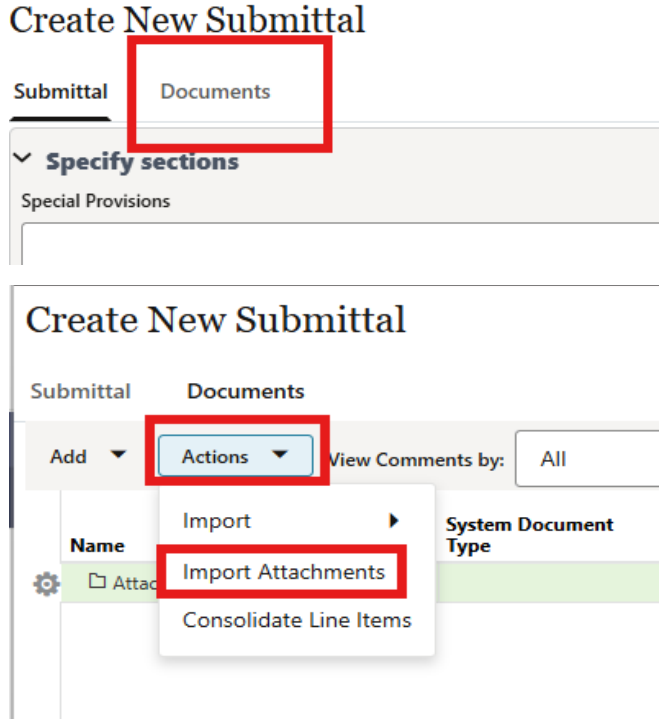
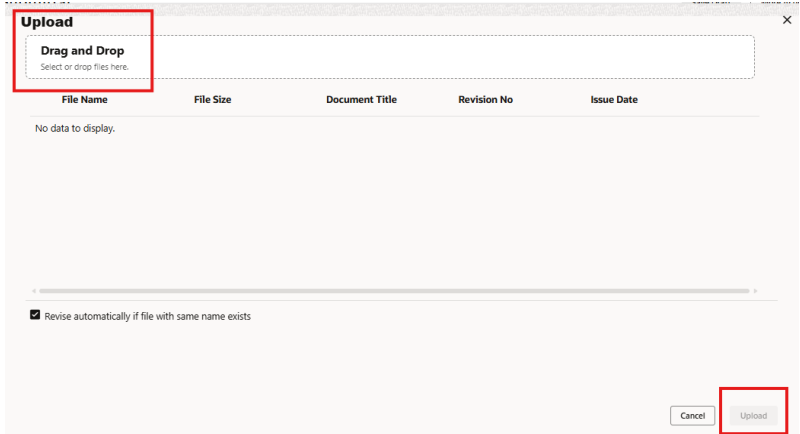
If yes, provide details (Municipality name, project name, and contact person including, email address and phone number).

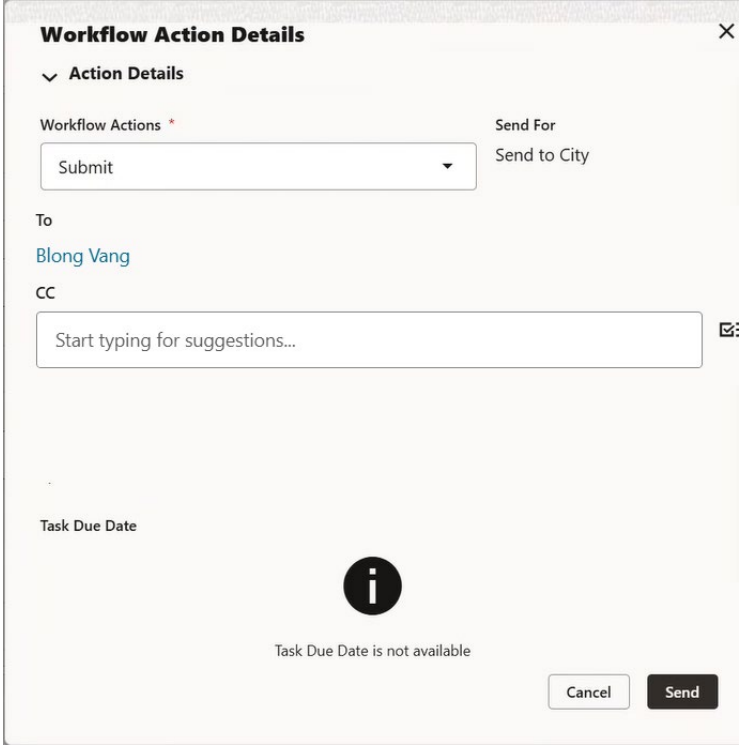
Independent Certified Lab Test Provided?

Select

Certified or authorized Installer:

Select

	Instruction	Images
9	To add attachments, click on the second tab "Documents", then Actions, Import Attachments.	 The screenshot shows the 'Create New Submittal' page. The 'Documents' tab is highlighted with a red box. Below it, the 'Actions' dropdown menu is open, and 'Import Attachments' is highlighted with a red box.
10	Drag and drop your attachment then click on Upload	 The screenshot shows the 'Upload' dialog box. The 'Drag and Drop' area is highlighted with a red box. The 'Upload' button is highlighted with a red box.

	Instruction	Images
11	When you have completed filling out your submittal, click "Send" in the upper right corner. Or click "Save Draft" to work on later.	 The screenshot shows a submittal form with a 'Save Draft' button highlighted by a purple box and a 'Send' button highlighted by a red box. Arrows point from a central point above the 'More Actions' dropdown to both the 'Save Draft' and 'Send' buttons. Below the buttons are tabs for 'Comments', 'Linked Records', and 'Linked Mail'. The 'Comments' tab is active, showing a text input area and a 'Post' button. There are also 'Hide', 'Clear', and 'Post' buttons at the bottom right of the comments section.
12	If you click on Send, the screen on the right will show up. Click the "Send," and it will automatically be sent to the RE of the project. Note: Sometimes when some of these pop-up dialog boxes appear, for a few seconds the old information is displayed, then the update appears.	 The screenshot shows a 'Workflow Action Details' pop-up dialog box. It has a 'Workflow Actions' dropdown menu with 'Submit' selected. To the right, it says 'Send For' and 'Send to City'. Below this, it says 'To' followed by 'Blong Vang' in blue text. Underneath is a 'CC' field with a placeholder 'Start typing for suggestions...'. At the bottom, there is a 'Task Due Date' field, an information icon, and a message 'Task Due Date is not available'. There are 'Cancel' and 'Send' buttons at the bottom right.

	Instruction	Images
13	After you hit the "Send" button, you should get a screen a notification (see screenshot on right) and your Submittal will then be shown in the "Submittals" section and will no longer be in the "Drafts". ----- Tips and Tricks, Helpful Links: The Unifier record number could be different than the Submittal number since we have revisioning records.	