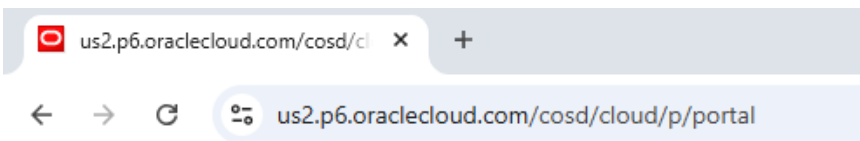
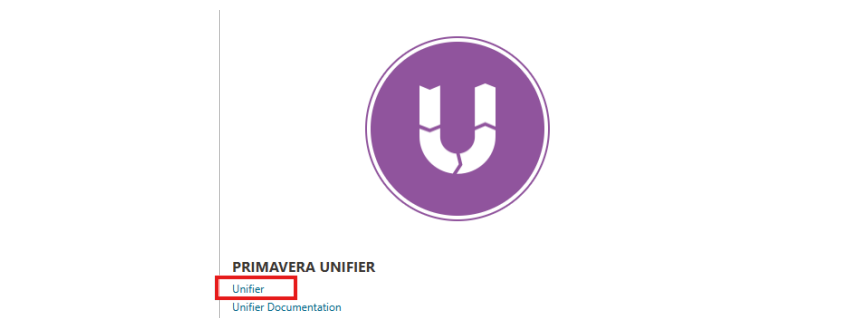
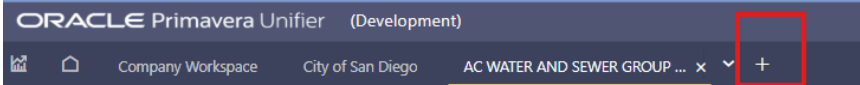
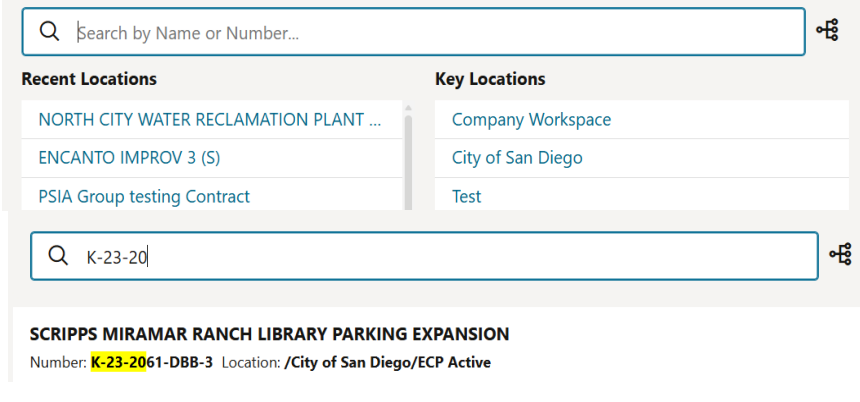
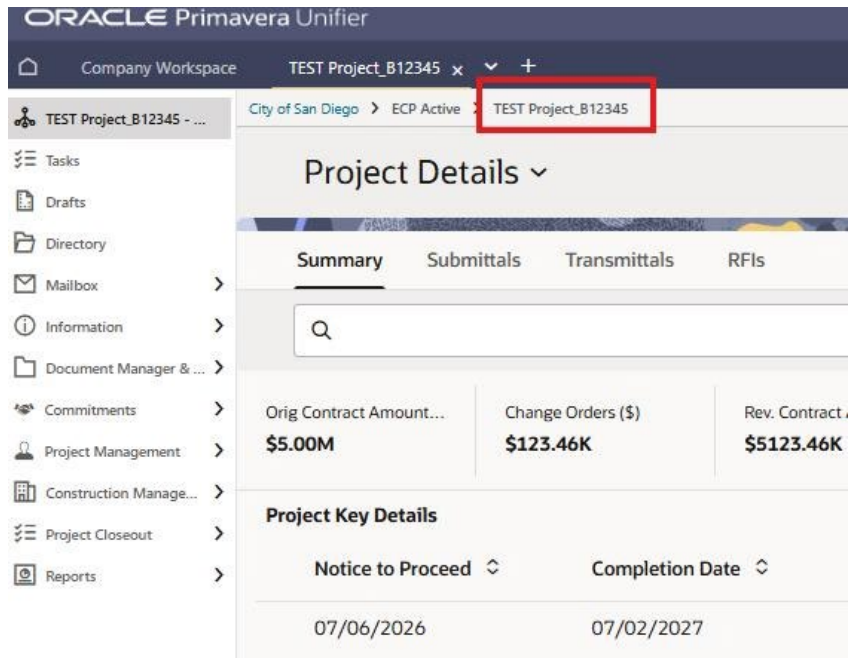
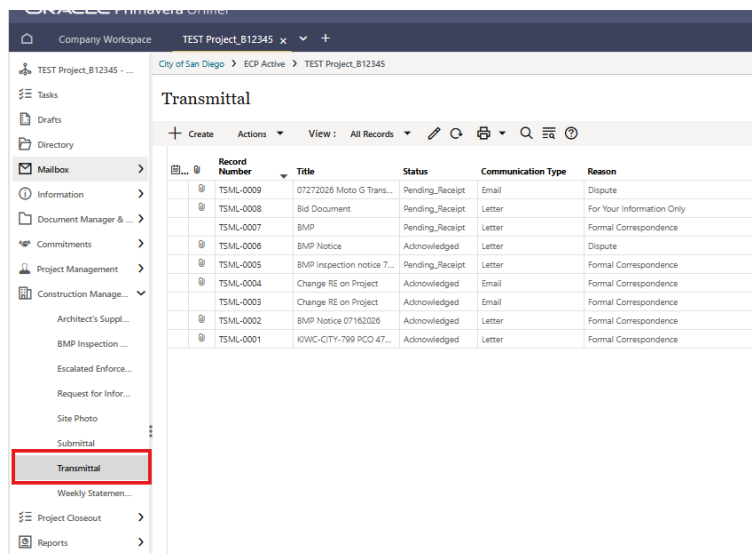


How To Create Transmittals in Unifier (Contractor)

	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	Type the Project Name or the K-Number in to "Search by Name or Number..." field or just choose a project under "Recent Locations" if you already see it there.	

	Instruction	Images																																																		
5	Your construction project should now be selected, and you'll see the screen on the right. Click the “Arrow” to the right of “Construction Management” in Navigation area, on the bottom left side of the screen.																																																			
6	Click on "Transmittal".	 <table><tr><th>Record Number</th><th>Title</th><th>Status</th><th>Communication Type</th><th>Reason</th></tr><tr><td>TSML-0009</td><td>07272026 Moto G Trans...</td><td>Pending_Receipt</td><td>Email</td><td>Dispute</td></tr><tr><td>TSML-0008</td><td>Bid Document</td><td>Pending_Receipt</td><td>Letter</td><td>For Your Information Only</td></tr><tr><td>TSML-0007</td><td>BMP</td><td>Pending_Receipt</td><td>Letter</td><td>Formal Correspondence</td></tr><tr><td>TSML-0006</td><td>BMP Notice</td><td>Acknowledged</td><td>Letter</td><td>Dispute</td></tr><tr><td>TSML-0005</td><td>BMP Inspection notice 7...</td><td>Pending_Receipt</td><td>Letter</td><td>Formal Correspondence</td></tr><tr><td>TSML-0004</td><td>Change RE on Project</td><td>Acknowledged</td><td>Email</td><td>Formal Correspondence</td></tr><tr><td>TSML-0003</td><td>Change RE on Project</td><td>Acknowledged</td><td>Email</td><td>Formal Correspondence</td></tr><tr><td>TSML-0002</td><td>BMP Notice 07162026</td><td>Acknowledged</td><td>Letter</td><td>Formal Correspondence</td></tr><tr><td>TSML-0001</td><td>KWC-CITY-799 PCO 47...</td><td>Acknowledged</td><td>Letter</td><td>Formal Correspondence</td></tr></table>	Record Number	Title	Status	Communication Type	Reason	TSML-0009	07272026 Moto G Trans...	Pending_Receipt	Email	Dispute	TSML-0008	Bid Document	Pending_Receipt	Letter	For Your Information Only	TSML-0007	BMP	Pending_Receipt	Letter	Formal Correspondence	TSML-0006	BMP Notice	Acknowledged	Letter	Dispute	TSML-0005	BMP Inspection notice 7...	Pending_Receipt	Letter	Formal Correspondence	TSML-0004	Change RE on Project	Acknowledged	Email	Formal Correspondence	TSML-0003	Change RE on Project	Acknowledged	Email	Formal Correspondence	TSML-0002	BMP Notice 07162026	Acknowledged	Letter	Formal Correspondence	TSML-0001	KWC-CITY-799 PCO 47...	Acknowledged	Letter	Formal Correspondence
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	Instruction	Images
7	Click the "+ Create" button.	
8	Fill in the editable fields: Title, Communication Type, and Reason (with the information for the Transmittal). Generally, you will attach a document and then use the "Key Information" section to describe the document.	
9	Upload your attachment by clicking on the arrow just below "Attachments".	
10	Click the "Send" button in the upper right corner when you have completed your transmittal. Or click "Save Draft" if you need to finish the Transmittal later.	

	Instruction	Images
11	The screen to the right will be rendered and the RE's Name will be preassigned automatically. Press the "Send" button.	Workflow Action Details ▼ Action Details Workflow Actions * Submit for Acknowledgement ▼ Send For Review To Muroog Kabro CC David Engel × Hiba Abdulahad × Ishani Banerjee × ✉ ▼ Due Date Details Task Due Date i Task Due Date is not available Cancel Send
12	Transmittal has now been created, and you will be returned to the Transmittal Log view.	ORACLE Primavera Unifier (Development) Company Workspace City of San Diego Symphony at Del Sur AC WATER AND SEWER GROUP ... × City of San Diego > ECP Active > AC WATER AND SEWER GROUP 1056 Transmittal + Create Actions Bulk Update View : All Records Record Number Title Status Communication Type Reason TSML-0011 Transmittal Test_2026-0... Pending_Receipt Email Other TSML-0010 test Pending_Receipt TSML-0009 New Test MK Pending_Receipt Letter Formal Co TSML-0008 Test_MK Pending_Receipt Letter Formal Co TSML-0007 new Pending_Receipt TSML-0006 new 2/4 Acknowledged Letter TSML-0005 new Acknowledged Letter Meeting TSML-0004 PK2 Copper and Copper... Acknowledgement Letter Event TSML-0003 Coating Inspection Report Acknowledgement Other TSML-0002 PK2 Copper and Copper... Acknowledged Letter Training TSML-0001 Test #1 Acknowledgement Mail Event