Submittal Exchange Instructions

Thank you for using our Share File FTP site for the exchange of project Submittals and shop drawings.

The website address is https://cutterenterprises.sharefile.com

Whenever you upload a file, an email will be sent to Cutter's Project Manager. If the submittal item is urgent, please follow up with an email directly to the PM advising him of your upload.

- Each Bid Package has its own folder. Please do not place submittal files in another company's folder. If you have been awarded multiple Bid Packages, be sure to use the correct folder
- Each Bid package has three folders:
  - "APP or AAN" this is used when Cutter places a submittal that has been Approved, or Approved as Noted and is released for construction. *The Subcontractor can only Download from this folder.*
  - "Initial or Revision" this is used by the Subcontractor to upload new or revised submittals. *The Subcontractor can only upload to this folder.*
  - "R&R or REJ" This is used when Cutter places a submittal that has been marked Revise and Resubmit, or has been rejected. *The Subcontractor can only download from this folder.*
  - Samples Transmittal: Subcontractors should upload copies of transmittals that show delivery of Product samples to this folder. *Subcontractor can only upload to this folder*
- All submittals should be formatted in PDF. paper copies are not required and will not be accepted.
  - *At the conclusion of the project, hard copy signed and sealed As-Built Drawings and O&M Manuals will be required.*
- All submittal PDF files should be titled as follows:
  - Specification Section–Paragraph # - Revision # - Product Name
    - Ex. **042000-2.03b-0 Brick** (this is an example of the initial submittal)
    - Or **042000-2.03b-1 Brick** (this is an example of a revision)

- Once the file has been reviewed and action taken, the submittal will be placed in the appropriate folder and you will receive a notification automatically.

- If you have delivered product Samples directly to Cutter or to the Project Site, you should follow up with a transmittal posted to the Share File site for record.