

Comparison

Function	Traditional paper process	Electronic submittals by e-mail	Electronic submittals via FTP site	Submittal Exchange™
Markups & notations	Time spent hand copying notes to 6-10 copies; or multiple photocopies, incurring cost	One PDF copy, marked electronically or scanned from single paper copy	One PDF copy, marked electronically or scanned from single paper copy	One PDF copy, marked electronically or scanned from single paper copy
Sending submittals	Paper copies, packed in a box, with time delay waiting for delivery and cost of shipping	Instant transfer, but maximum 10 MB file size	Instant transfer, no maximum size	Instant transfer, no maximum size
Logging & tracking	Performed manually, takes significant time	Performed manually, takes significant time	Performed manually, takes significant time	Automatic ✓
Standardized process for entire office	No, can vary by individual project manager	No, can vary by individual project manager	No, can vary by individual project manager	Yes ✓
Automatic reminders of outstanding items	No	No	No	Yes ✓
Central list of all required submittals for project team to work from	No	No	No	Yes ✓
Easy access for all team members to monitor submittal status & progress	No	No	No	Yes ✓
Clear version history with record of changes at each step	No	No	No	Yes ✓
Partnerships with local scanning services to scan & upload PDFs	No	No	No	Yes ✓
Automatic CD archive of all documents once construction is complete	No	No	No	Yes ✓
Education, training & support for use of electronic documents	—	No	No	Yes, including training session for entire project team & unlimited technical support by phone and email

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