

# Kahn Shop Drawing Transmittal Instructions

## Submitter

### Albert Kahn Web Page

1. Go to the Kahn website: [www.albertkahn.com](http://www.albertkahn.com)
2. Choose Get In Touch, Project Access and then Electronic Submittals
3. In the Electronic Submittals page, go to the Submit a New Transaction area
4. Enter the Kahn Project Number
5. Enter your name
6. Enter your 10 digit phone number
7. Enter your email address
8. Click next to go the Contractor Transmittal Form page

### Contractor Transmittal Page

#### Submittals for Review by Kahn Detroit or Kahn Birmingham

Each submittal should contain items that will be reviewed by the same discipline with each attached PDF covering a single specification section. Submittals that contain items for multiple disciplines will not be accepted. PDF attachments that contain items covering multiple specification sections will be reviewed at the discretion of Kahn and may result in it being rejected.

1. Select the appropriate radio button, Kahn Detroit or Kahn Birmingham to indicate which Kahn subsidiary the submittal is to be reviewed by.
2. Select the appropriate radio button for a new Submittal or Re-submittal and enter the Submittal Number in the corresponding field (e.g. 02 - 001 for a new submittal or 02- 001A for re-submittal). The prefix of the submittal number should be the first two numbers of the specification section being submitted to Kahn. Be sure to keep track of numbers being assigned to your submittals. You will need to reference them when assigning numbers to a new or previously sent submittal (Re-submittal). Duplicate submittal numbers will not be accepted.
3. Enter Submitter Name (contractor/supplier performing the work).
4. Enter Transmitter Name(firm submitting to the architect/engineer).
5. Using the drop down menu, choose the Type for the submittal data (I – Information or R – Review)
6. Enter the item's description (e.g. Data Sheet, Brochure, Sample) or the Drawing Number(s) using one line for each item or drawing being submitted. (You can use the Copy and Paste function to avoid having to type this into multiple lines.)
7. Enter a Submittal Description. (You can use the Copy and Paste function to avoid having to type this into multiple lines.)
8. Enter the company name of the manufacturer or supplier of the item. (You can use the Copy and Paste function to avoid having to type this into multiple lines.)
9. Attach the file of the item being submitted by clicking on the Browse button and going to its location on your network. Kahn requires that all files being attached electronically be sent in a PDF format. Convert the submittal data into a PDF format prior to attaching the file to the Transmittal Form. **Drawings should be submitted to Kahn as full size PDF's.** Drawings submitted that have been reduced in size will be rejected.
10. Add any comments you may have in the Transmitter Comments area
11. Choose the appropriate radio button for the submittal document size.

Note: All drawings larger than 11 x 17 should contain a 3" x 7" blank area adjacent to the title block to accommodate the Kahn shop drawing stamp. Samples, drawings and documents 11 x 17 and larger should be forwarded to Kahn as hard copies. When sending hard copies only, two copies are required. Drawings and documents 11 x 17 and larger may also be submitted in a PDF format with two hard copies sent to Kahn. An electronic Contractor

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Transmittal Form should be submitted to Kahn for samples and documents that are 11 x 17 and larger. The form will be held by Kahn until the hard copy has been received. Please attach a printed copy of the Contractor Transmittal Form to your hard copy or sample before sending it to Kahn.

12. After all submittal information has been added to the Contractor Transmittal Form, click Submit at the bottom of the page to send the submittal to Kahn. After the transmittal has been sent to Kahn, you will be taken to a confirmation page where you can print a copy of the Contractor Transmittal Form for your records or to attach to a hard copy.

\* If additional lines are needed for items being submitted, choose [click here](#) under the Submittal Description section and another page with 5 additional lines will be added. This may be repeated as necessary with a maximum of 208 lines per submittal.

### Rejected Submittals

If a submittal has been rejected by Kahn, you will receive an email from Kahn that will contain the reason(s) for the rejection of the submittal (e.g. file is not attached). The following steps must be taken to correct and resubmit the Contractor Transmittal Form.

1. Click on the link to the Electronic Submittals web page contained in the email.
2. Go to the Modify a Transaction area.
3. Enter the Kahn Project Number.
4. Enter the Submittal Number.
5. Enter the Submittal ID (contained in the rejection email.)
6. Click next to display the Contractor Submittal Form that needs corrections.
7. Make the necessary corrections to the Contractor Submittal Form or file requested by Kahn.
8. Once the corrections have been made to the Contractor Submittal Form or file, click Submit at the bottom of the page to re-send the submittal to Kahn.

\* If there are any questions pertaining to the rejection of your submittal, contact Kahn using the phone number provided in the email or by sending an email to [esubmittals@akahn.com](mailto:esubmittals@akahn.com).

### Submittals for Review by a Consultant

1. Select the radio button next to Kahn Consultant to indicate that the submittal has been forwarded to a consultant for review.
2. Select the appropriate radio button for a new Submittal or Re-submittal and enter the Submittal Number in the corresponding field (e.g. 02- 001 for a new submittal or 02- 001A for re-submittal). The prefix of the submittal number should be the first two numbers of the specification section being submitted to Kahn. Be sure to keep track of numbers being assigned to your submittals. You will need to reference them when assigning numbers to a new or previously sent submittal (Re-submittal). Duplicate submittal numbers will not be accepted.
3. Enter Submitter Name (contractor/supplier performing the work).
4. Enter Transmitter Name (firm submitting to the architect/engineer).
5. Using the drop down menu, choose the Type for the submittal data (I – Information or R – Review)

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- Using the drop down menu, choose the appropriate Specification Number or type in the Specification Number.
  - Enter the item's description (e.g. Data Sheet, Brochure, Sample) or the Drawing Number(s) using one line for each item or drawing being submitted.
  - Enter a Submittal Description.
  - Enter the company name of the manufacturer or supplier of the item.
  - Add any comments you may have in the Transmitter Comments area including the manner in which the submittal data is being sent to the consultant (e.g. Kahn Info Exchange, mail, ect.) This will be agreed upon by the submitter and the consultant prior to any submittals being sent.
  - Choose the appropriate radio button for the submittal document size.
  - After all submittal information has been added to the Contractor Transmittal Form, click Submit at the bottom of the page to send the transmittal to Kahn. After the transmittal has been sent to Kahn, you will be taken to a confirmation page where you can print a copy of the Contractor Transmittal Form for your records or to attach to the hard copy being sent to the consultant.
- \* If additional lines are needed for items being submitted, choose [click here](#) under the Submittal Description section and another page with 5 additional lines will be added. This may be repeated as necessary with a maximum of 208 lines per submittal.

### Sending Submittals to a Consultant Using Info Exchange

- If you have not done so, open the email sent to you from Newforma informing you that you have been added to a Kahn project team.
- Copy the password provided in the Account Information section of the email.
- Click on the link above the Account Information section to log into Info Exchange.
- The Login window will appear. Please bookmark this page as a favorite to make it easier to get back to in the future.
- In the Login in window, paste your password into the password line. Click Login.  
Note: If you forget your password in the future, you can click on the Password Reminder link and Newforma will send you an email containing your password. Help and Tutorial links are also available in this window to assist you in using Info Exchange.
- In the Change Password window, paste your password into the Old Password line. Create a new password and confirm it. Click Change.
- Accept the Kahn disclaimer. If you do not accept the disclaimer, you will not be granted access to the Kahn Info Exchange site.
- You will then be taken to the Newforma site for your project. In the Quick Transfer section, select the Kahn project that you would like to send a file for. If you are a member of more than one Kahn project team, each project will be listed in this area. Click on the arrow next to the Kahn project and select the project you wish to send a file transfer for and click Go.
- The Send File Transfer page will be displayed. In this page, add the following information:
  - Subject** – Enter the Submittal Number. This should be the same number used when you filled out the Kahn Consultant Contractor Transmittal Form. (i.e. Submittal 02-001 for a new transmittal or Submittal 02-001A for a re-submittal)
  - To** – Click on the "To" and a list of external team members will appear. Select the project team member from the consultant you would like to send the file transfer to.
  - Cc** – Click on the "Cc" and choose the Kahn Project Manager from the list of external team members.
  - Remarks** – Add any remarks regarding the submittal.

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- **Reminders** – If you would like a reminder sent if the recipient has not downloaded the transmittal. click on the arrow and choose the type of reminder you would like to be sent.
- **Contents** – Click on Browse and select the file you would like to transfer to the consultant. If more than one file is to be sent in your transfer, a .zip file should be created that contains all necessary files. You should then browse to the .zip file and attach it to your transfer.

10. Click Send to begin the file transfer.

**Note:** File transfers will expire 30 days after you have sent you file transfer and will no longer be available for download. The expiration date will be displayed at the bottom of the Send file Transfer page.