What are the default submittal responses in Procore?

Answer

Procore provides users of the Submittals tool with nine (9) default submittal responses.

For responses marked with an asterisk (*) below, you can only change the default value in Procore to one (1) custom value. For responses not marked with an asterisk, you can create up to twelve (12) custom values. By default, the system provides nine (9) submittal responses, which include the following:

- **APPROVED**
  Indicates that work may proceed. Some organizations might want to rename this ‘REVIEWED’.

- **APPROVED AS NOTED**
  Indicates that work may proceed provided that it complies with the notations or corrections on the submittal and contract documents. Some organizations might want to rename this ‘APPROVED AS CORRECTED’ or ‘FURNISH AS NOTED’ or ‘REVIEWED CORRECTIONS NOTED’.

- **FOR RECORD ONLY**
  Indicates that the submittal has been received and is being retained for record-keeping purposes. Some organizations may want to rename this ‘RECORD’ or ‘RECORD ONLY’.

- **PENDING**
  Indicates the submittal is not ready to move to the next person or step in the submittal workflow.

- **REJECTED**
  Indicates that the submittal is not in compliance with the contract documents and work may NOT proceed on the submittal. Some organizations may want to create responses with more detail, such as ‘DISAPPROVED’ or ‘REJECTED INCOMPLETE’.

- **REVISE AND RESUBMIT**
  Indicates that the submittal is NOT in compliance with the contract documents and work may NOT proceed until a revision of the submittal is resubmitted to the approval process. Some organizations may want to create responses such as, ‘AMEND AND RESUBMIT’.

- **SUBMITTED**
  Indicates that the submittal and all of its supporting documentation has been submitted and that the Submittal Manager can now submit it to the design team for review.

- **VOID**
  Indicates that an official response on the item has been discharged. For example, a reviewer might choose this option if submittal duplicates an existing submittal. Some organizations may want to create responses such as, ‘INVALID’ or ‘NO ACTION TAKEN’.

**Important!** It is important for your organization to define, in legal terms, your own definition for each submittal response. The definitions provided here are solely intended to be used as a guideline for specifying your definitions for each response.

https://support.procore.com/faq/what-are-the-default-submittal-responses-in-procore

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- How do I customize submittal responses?