## How to re-submit documents that have been previously completed (approved)

08/14/2025 7:56 am MDT

When a document it is returned by the customer with a status that have "stage complete" and this is the last or only stage, the cards it is marked as complete:

Care	d List							
	Required	Tools	Card Name(Auto)	Doc Code 🛧	Title	Status (Combined)	Status Group 🛛	Stage
	~	1 🔂 🖬 🖉 🕑	B01 AE-1340-1	B01	General Arrangement Drawings	1	Complete	IFI
		1 🔂 🗖 🖉 🕗	B01_PIT-17-16-1	B01	General Arrangement Drawings	1	Complete	IFI
	~	1 🔂 🗖 🖉 🕗	B01_PIT-17-16-2	B01	General Arrangement Drawings	1	Complete	IFI
		1 🔂 🖬 🖋 🕗	B01_PIT-17-36-1	B01	General Arrangement Drawings	1	Complete	IFI
	~	1 🕼 🗖 🖉 🕗	B01 PIT-17-36-2	B01	General Arrangement Drawings	1	Complete	IFI
	$\checkmark$	10 🕼 🖬 🖉 🖸	B01_PIT-17-36-11	B01	General Arrangement Drawings	1	Complete	IFI

Once a card it is marked as complete, there is no further workflow expected.

If there is a new file uploaded and assigned to a completed card, the system will just replace the last assigned file with the most recent one but the status of the card will remain unchanged.

If it is required to re-submit a completed card to the customer, first the status of the cards should be modified to NULL or to X.

ME Doc Cod	le IN (B01 General Arrangemen	nt Drawings ×)				
ME Doc Code	Select or type ahead -	✓ Reference: -	Select Reference - 🗸 🗸	Level: - Select Level - 🗸	IFI	~
age:	- Select Stage -	✓ ACME Status: -	Select Status - 🗸 🗸	State: - Select State - 🗸	St. Stage *	
		Location: -	Select Location - 🗸 🗸	Routing: - Select Routing - V Cor	sila IFI	~
Due to ACME:						
Expected Retu	urn to Wolfe PA:				Doc Status *	
ays since last re	equest:	Keyword: 🕜			1 - No Comments - Certified Final	~
					- Select Doc Status -	_
Grid Rows Col	lors I How to use auto-ge	enerated values for Doc No	. (ACME) and Doc No. (Wolfe	e PA)		
Card List					1 - No Comments - Certified Final	
	Tools	Carri Name(Auto)	Dec Code 🛧	Title	2 - Revise as noted	
Required	Tools	Card Name(Auto) B01_AF-1340-1	Doc Code ↑ B01		2 - Revise as noted	
Required	C S B B C	Card Name(Auto) <u>B01 AE-1340-1</u> B01 PIT-17-16-1	Doc Code ↑ 801 801	Title General Arrangement Drawings General Arrangement Drawings	2 - Revise as noted 3 - Revise as noted and re-submit for review Work may not proceed	
Required		B01_AE-1340-1	B01	General Arrangement Drawings	2 - Revise as noted 3 - Revise as noted and re-submit for review Work may not proceed 4 - Review Not Required	
Required  Required  C C C C C C C C C C C C C C C C C C		<u>B01_AE-1340-1</u> B01_PIT-17-16-1	B01 B01	General Arrangement Drawings General Arrangement Drawings	2 - Revise as noted 3 - Revise as noted and re-submit for review Work may not proceed	
Required		B01_AE-1340-1 B01_PIT-17-16-1 B01_PIT-17-16-2	B01 B01 B01	General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings	2 - Revise as noted 3 - Revise as noted and re-submit for review Work may not proceed 4 - Review Not Required	
Required P P P P P P P P P P P P P P P P P P		B01_AE-1340-1 B01_PIT-17-16-1 B01_PIT-17-16-2 B01_PIT-17-36-1	B01 B01 B01 B01	General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings	2 - Revise as noted 3 - Revise as noted and re-submit for review Work may not proceed 4 - Review Not Required NULL - NULL status	
Required	0670 0670 0670 0670 0670	BO1         AE-1340-1           BO1         PIT-17-16-1           BO1         PIT-17-16-2           BO1         PIT-17-36-1           BO1         PIT-17-36-2	B01 B01 B01 B01 B01 B01	General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings	2 - Revise as noted 3 - Revise as noted and re-submit for review Work may not proceed 4 - Review Not Required NULL - NULL status	
Required	0670 0670 0670 0670 0670	BO1         AE-1340-1           BO1         PIT-17-16-1           BO1         PIT-17-16-2           BO1         PIT-17-36-1           BO1         PIT-17-36-2	B01 B01 B01 B01 B01 B01	General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings General Arrangement Drawings	<ul> <li>2 - Revise as noted</li> <li>3 - Revise as noted and re-submit for review Work may not proceed</li> <li>4 - Review Not Required</li> <li>NULL - NULL status</li> <li>X - Required for Order but Initial Submission not yet made</li> </ul>	

- Set to NULL - if there will be a new file uploaded and assigned to the card

If there are several stages, once NULL is selected and Save button is clicked, in the confirmation message will give you the options to Keep Existing Stage and Reset to Start (which will allow you start again from first stage).

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			Confirmation		0	×
Keyw	ord 🕜	(	You have asked to set thi	· · · · · · · · · · · · · · · · · · ·	out it is not in the first	
		Doc Code IN: M00 Manuals		ld you like to keep the ca entire document workf		
		Card Name(Auto)				
					low?	
				entire document workf	low?	
		Card Name(Auto)		entire document workf	low?	

- Set to X - Required for Order but Initial Submission not yet made - if the last assigned file to the card should be sent to the selected target on the stage ie. customer, sub-supplier or internal (in this case the card will be automatically placed in the Outgoing Submittals).