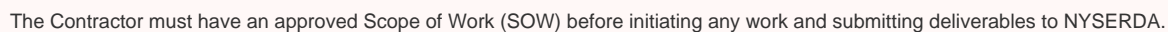


Contractors will be allowed to submit deliverables once the Purchase Order has been executed in NEIS and the project status is auto-updated to Approved. These instructions are intended for Portal User Contractors or External Stakeholders when submitting deliverables to confirm project Tasks or Milestones have been completed.



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My Tasks

Overdue

You have no open tasks scheduled for this period.



All GPM Projects								List	Feed
Action	Application Number	Project Name	Contract Number	NEIS Contract ID	NEIS PO ID	Primary Contractor First Name	Primary Contractor Last Name		
Edit	000005594	Support the installation of a training ...		PO8530-1	PO8530-1	Paula	Hayes		
Edit	0000186447	Clean Technology Training Pipeline ...				Cheryl	Beauchamp		
Edit	0000207534	TBD							
Edit	0000209668	Hudson Valley Community Center ...				Bonnie	Wells		
Edit	0000292785	TBD							
Edit	0000293240	HVCC Welding & Fabrication Workf ...		000000000000000000000000162069	78294	Penny	Hill		
Edit	0000300662	SUNY: Hudson Valley Community ...							
Edit	0000300663	SUNY: Hudson Valley Community ...							
Edit	0000306691	Test		162069	78294	Cheryl	Beauchamp		



Project

CUNY Career Pathways in Offshore Wind

Feed

Details

[Project Roles \(5\)](#) | [Project Site \(0\)](#) | [Project Invoices \(4\)](#) | [Project Milestones \(3\)](#) | [Project Deliverables \(5\)](#) | [Activity History \(2\)](#) | [Approval History \(0\)](#)

Project Detail

Edit

Application Wizard

Milestones & Deliverables



Page 1

Component 1 Project Plan

NYSDA Cost: \$10,000.00

^

Deliverables

DELIVERABLE NAME	STATUS	DUE DATE	PENDING RESPONSE	SUBMITTED DOCUMENT	EDIT / REMOVE / EMAIL
Test Project Deliverable	Scheduled	5/30/2020	<input type="checkbox"/>		NA

MANAGE DELIVERABLES

Milestones

MILESTONE NAME	NYSDA SHARE	COST SHARE	BILLED TO DATE	START DATE	END DATE	STATUS	EDIT / REMOVE
Component 1 Project Plan	\$10,000.00	\$10,000.00	\$0.00	5/5/2020	5/5/2021	Scheduled	NA
Total	\$10,000.00	\$10,000.00	\$0.00				

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Click **Choose File**, then locate and select the file on your computer.

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Component 1 Project Plan - Deliverables (Documents)

DELIVERABLE NAME	STATUS	UPLOADED DOCUMENT	ADD / UPDATE DOCUMENT
Test Project Deliverable	Scheduled		<div>Choose File</div> <div>No file chosen</div>

PREVIOUS

UPLOAD

7

Change the version **drop-down** to:

New	Select when submitting a deliverable for the first time or submitting an additional file.
Version	Select if you are replacing a previously submitted file with an updated one.

Milestone 1 - Deliverables (Documents)

Deliverable name	Status	Uploaded document	Add / update document
Executed Contract	Approved	raw-spiced-cashew-cheese-3.jpg	<div> <div>Version</div> <div>New</div> </div> <div>Choose File</div> <div>No file chosen</div>

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Click the **Upload** button to upload the file. The page will refresh, and the **Status** will change from **Unsubmitted** to **Submitted**. Your Project Manager and the external reviewer will be notified.

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Component 1 Project Plan - Deliverables (Documents)


DELIVERABLE NAME	STATUS	UPLOADED DOCUMENT	ADD / UPDATE DOCUMENT
Test Project Deliverable	Scheduled		<div>Choose File</div> <div>No file chosen</div>

PREVIOUS

UPLOAD

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Once submitted, the Project Manager and External Reviewers will review the deliverable documents you provided. Project Managers and External Reviewers may provide feedback and request revisions in the **Salesforce Chatter Feed**. If so, they will leave a comment for each deliverable. You can review these comments by clicking the **Eye** icon next to each deliverable on the **Milestone & Deliverables** page.

Component 1 Project Plan					NYSERDA Cost: \$10,000.00	
Deliverables						
DELIVERABLE NAME	STATUS	DUE DATE	PENDING RESPONSE	SUBMITTED DOCUMENT	EDIT / REMOVE / EMAIL	
Test Project Deliverable	Submitted	5/30/2020	<input type="checkbox"/>	Test Doc for CEC Guides.docx		

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If revisions are required, repeat the instructions for submitting deliverables (steps 1-4 on this page) and re-submit the deliverable as a **Version** to the original deliverable.

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Once a deliverable is approved, the Project Manager will approve the **Milestone** and you will receive an automated email confirming the approved **Milestone**. Approved **Milestones** can also be viewed on the [Milestones and Deliverables](#) page.