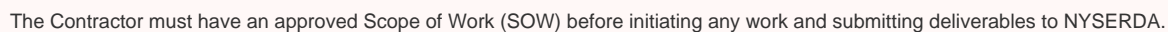


Contractors will be allowed to submit deliverables once the Purchase Order has been executed in NEIS and the project status is auto-updated to Approved. These instructions are intended for Portal User Contractors or External Stakeholders when submitting deliverables to confirm project Tasks or Milestones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



1

2

Home

Submit a New Application

Projects

Project Invoices

Manage Users

Project Inspections

Dashboards










Generate Campaign

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 	000005994	Support the installation of a training ...		PO8530-1	PO8530-1	Paula	Hayes		
Edit 	0000186447	Clean Technology Training Pipeline ...				Cheryl	Beauchamp		
Edit 	0000207534	TBD							
Edit 	0000209888	Hudson Valley Community Center ...				Bonnie	Wells		
Edit 	0000292785	TBD							
Edit 	0000293240	HVCC Welding & Fabrication Workf...		000000000000000000000000162069	78294	Penny	Hill		
Edit 	0000300652	SUNY: Hudson Valley Community ...							
Edit 	0000300653	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				

6

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

Home

Projects

Project Invoices

Manage Users

Project Inspections

Dashboards

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>

8

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.

Home

Projects

Project Invoices

Manage Users

Project Inspections

Dashboards

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


9

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	

10

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.

11

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.