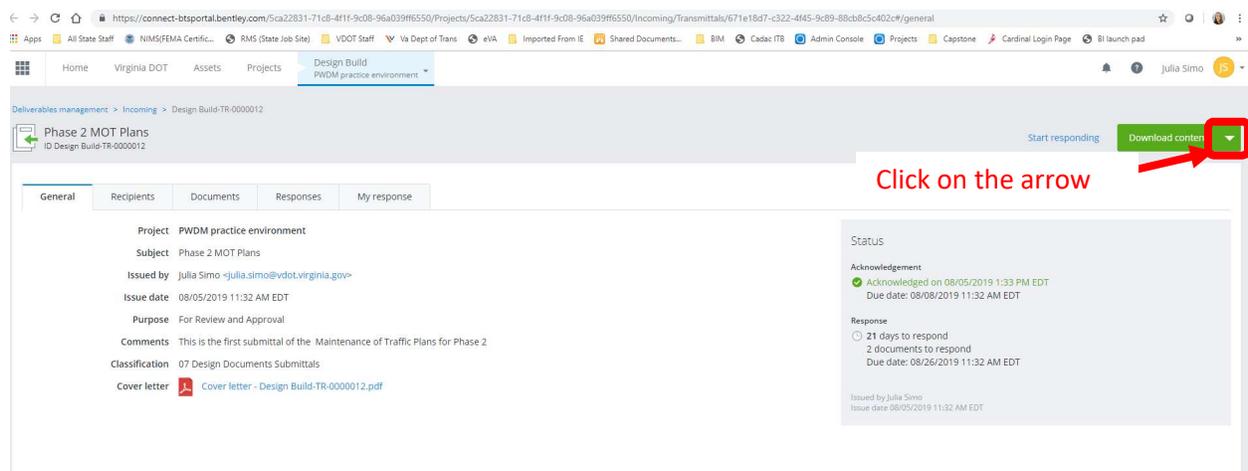
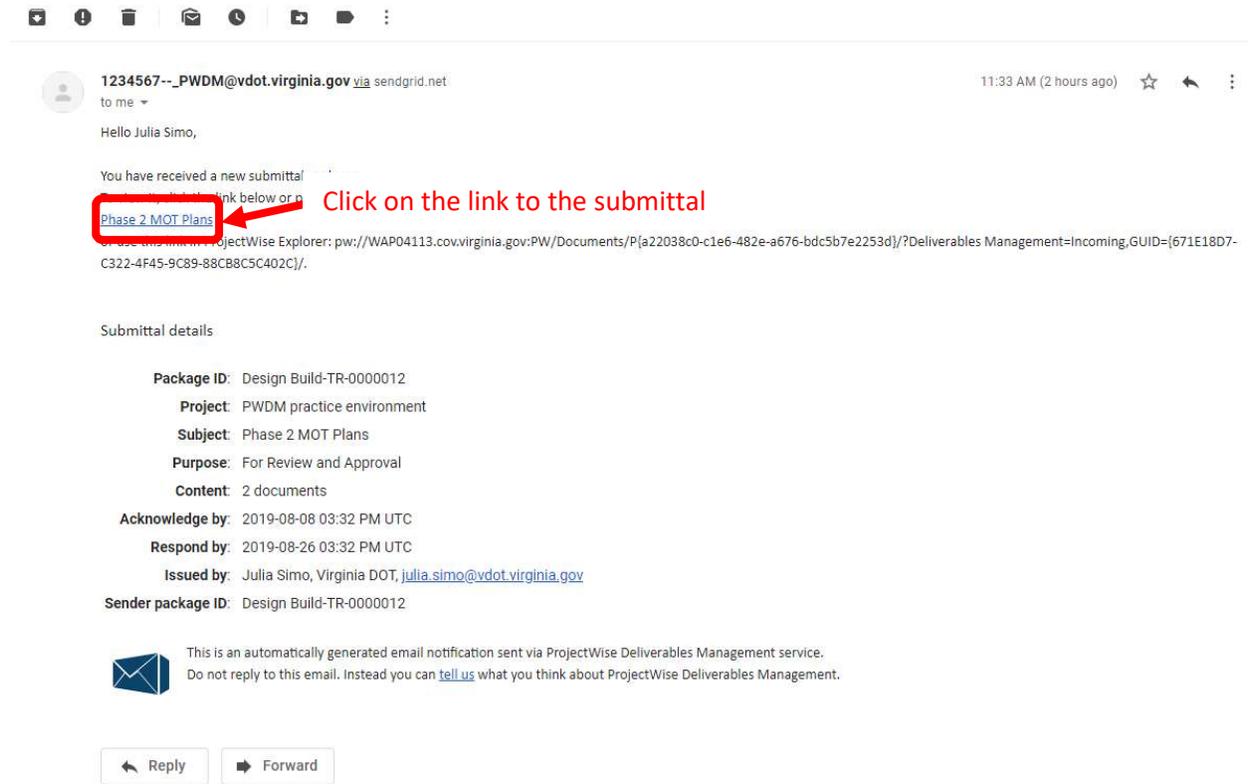


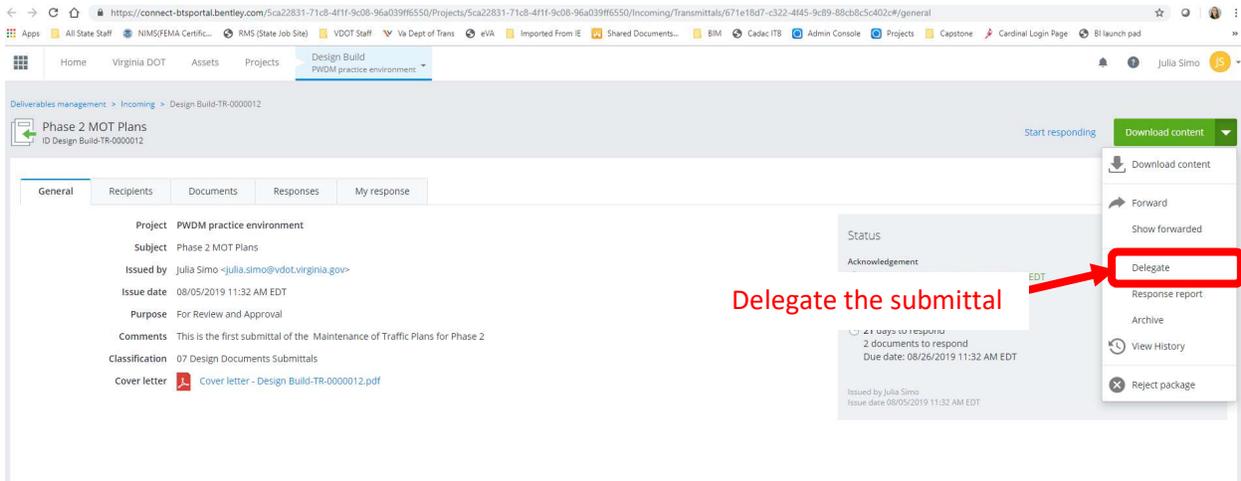
Delegating Response Responsibility

If you received an email notification that a submittal came through, and the person responsible to acknowledge and respond is not available, you can delegate the responsibility by following the steps below:

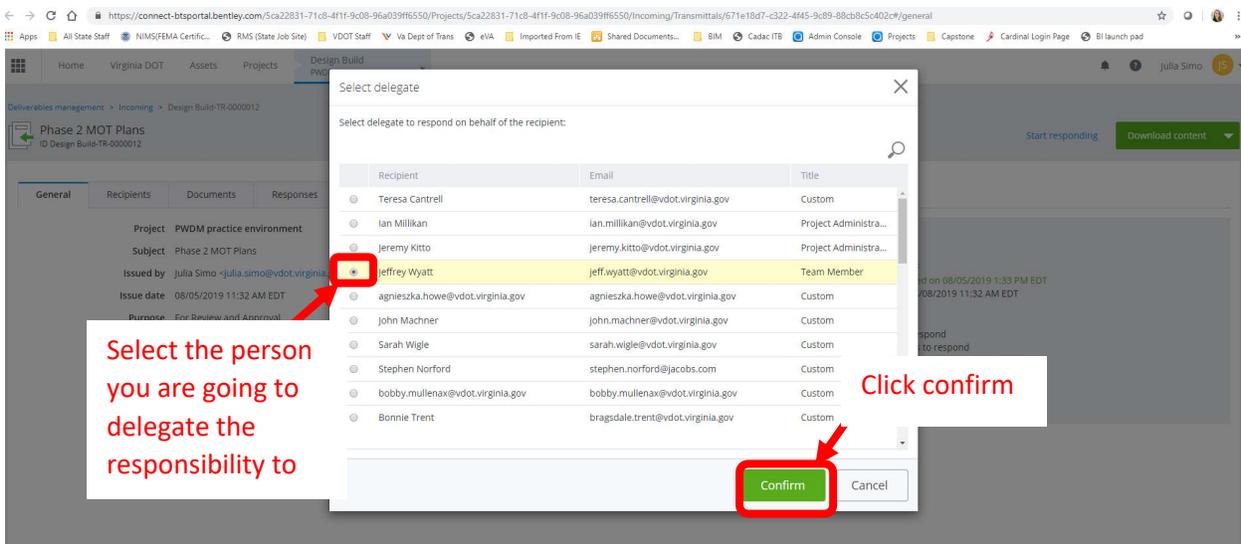
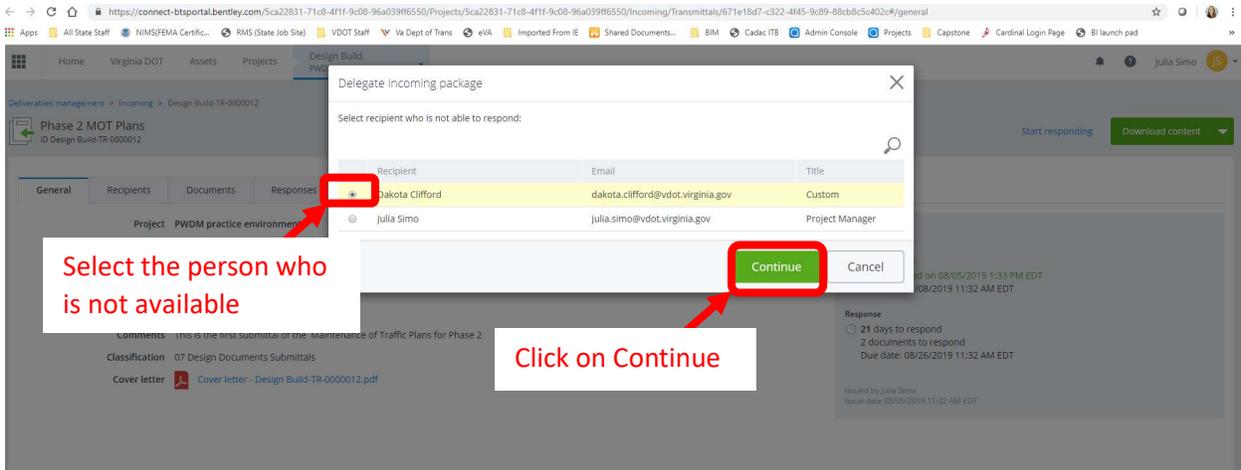
Follow the link in the email to the submittal or navigate to the submittal via the Deliverables Management portal.



Delegating Response Responsibility



Delegate the submittal



Note: You can only select a person that has not already been asked to take an action on this transmittal. For example, if someone has been asked to Acknowledge or Response. You cannot delegate to them.