

Subcontractor RFIs

The Subcontractor RFIs application is where a subcontractor creates and submits an RFI to the general contractor

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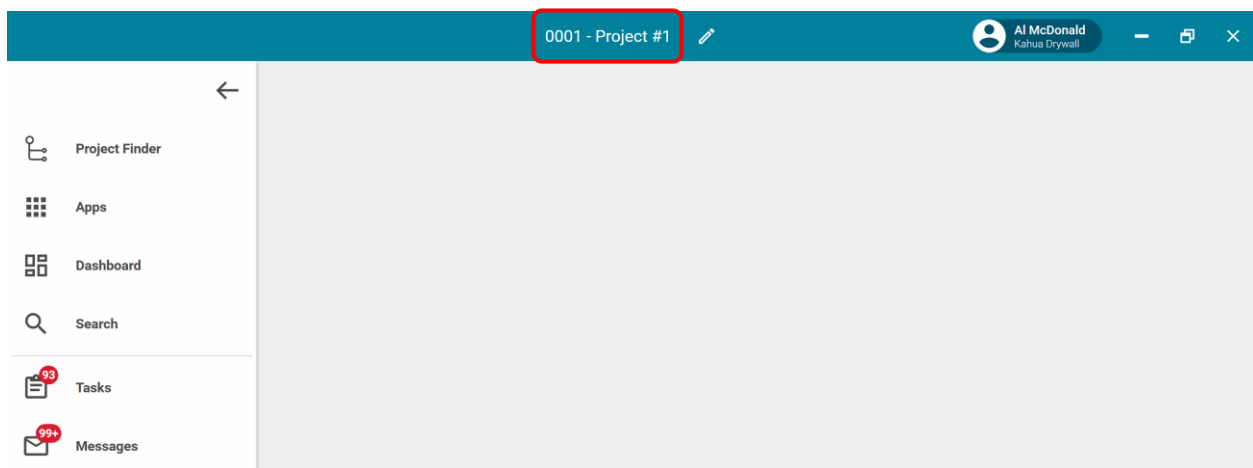
[Creating and Submitting an RFI](#)

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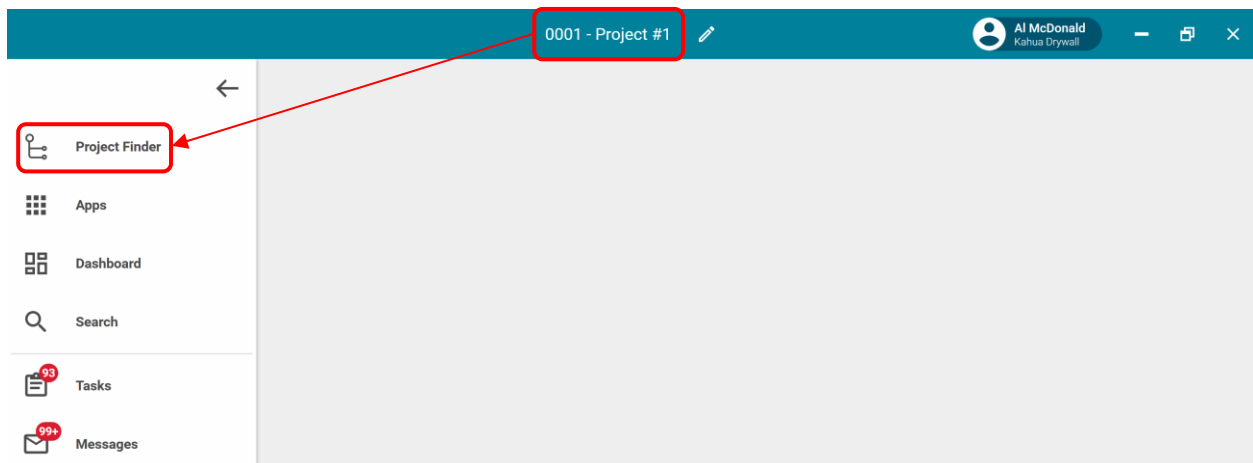
Selecting the Correct Project

Before getting started, make sure the correct project is selected.

- At the top center of the Kahua window, notice that the currently selected project is identified



- If necessary, change the currently selected project using Project Finder



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General Contractor Contact Information

- Before creating an RFI, ensure the general contractor's information is added to Contacts so that the To field can be populated

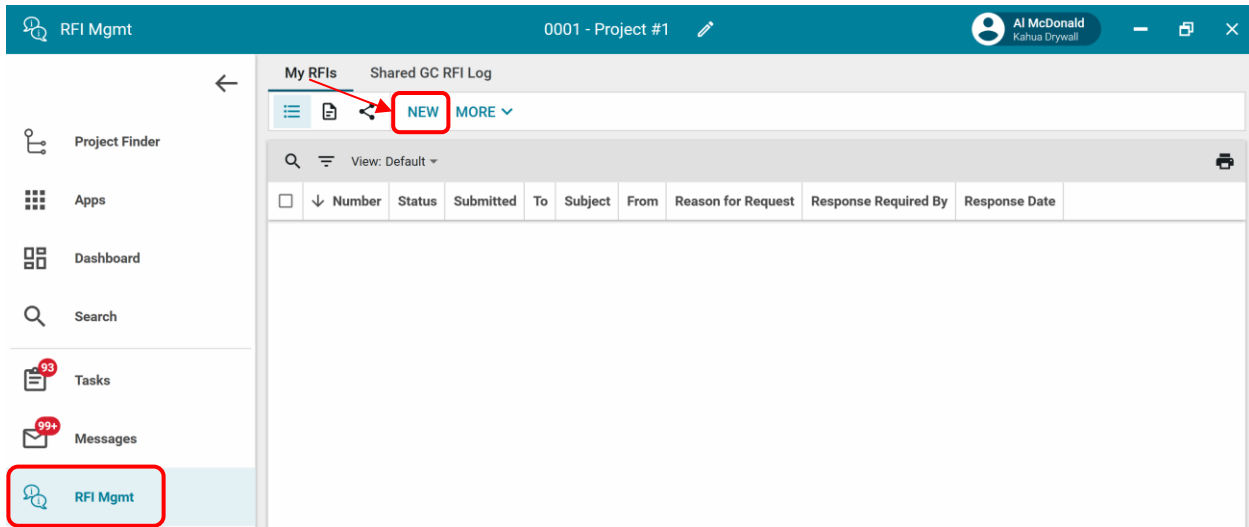
The screenshot displays the 'Contacts' section of a software interface. The top navigation bar includes 'Contacts', '0001 - Project #1', and a user profile for 'Al McDonald, Kahua Drywall'. Below the navigation bar, there are tabs for 'People', 'Companies', 'Community', and 'Employee Profile'. The main content area shows a table of contacts with columns for 'NAME', 'COMPANY', and 'EMAIL'. The contact 'Pat Williams' from 'Pat's General Contracting' is highlighted with a red box. A red arrow points from the 'Contacts' icon in the left sidebar to the highlighted contact row.

	NAME	COMPANY	EMAIL
	Al McDonald	Kahua Drywall	testkahua+DomainAdmin@gmail.com
	No Kahua Account	No Kahua Account	testkahua+nokahuaaccount@gmail.com
	Pat Williams	Pat's General Contracting	kahuadevx+domainadmin@gmail.com
	QA Admin	Kahua Drywall	testkahua+Admin@gmail.com
	QA App Role 1	Kahua Drywall	testkahua+approle1@gmail.com
	QA App Role 2	Kahua Drywall	testkahua+approle2@gmail.com
	QA App Role 3	Kahua Drywall	testkahua+approle3@gmail.com

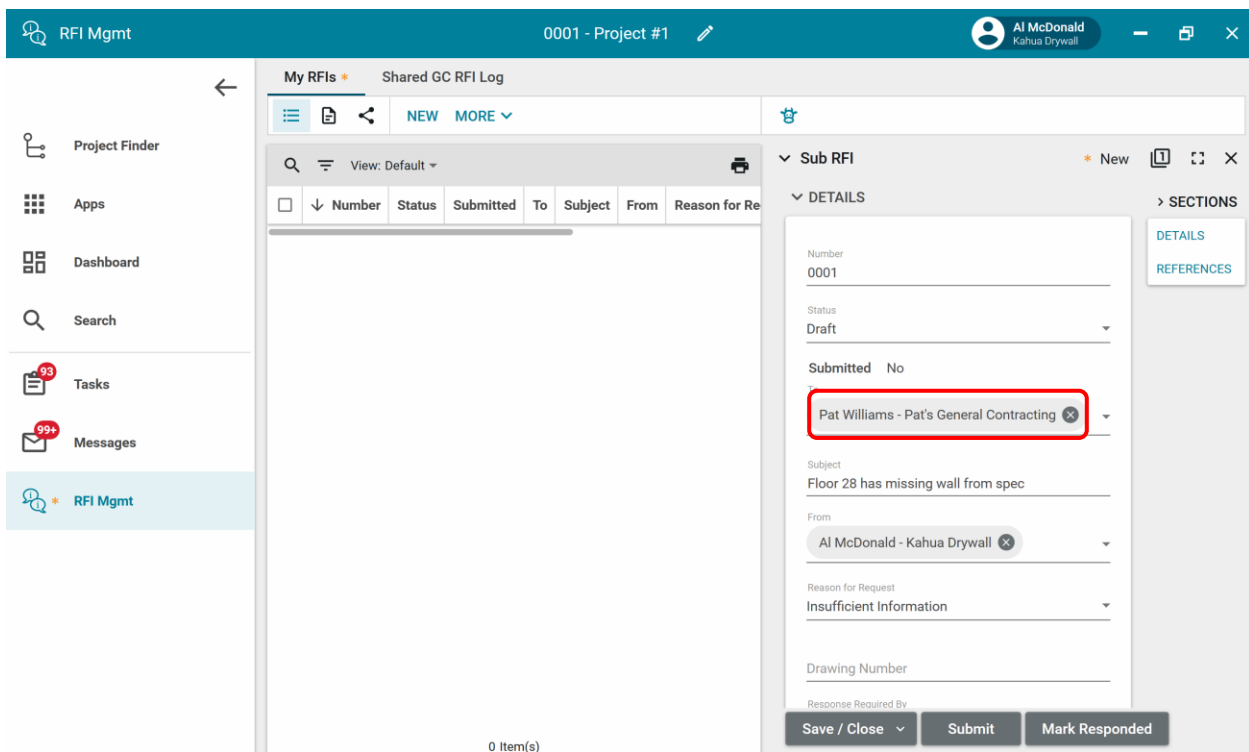
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Creating and Submitting an RFI

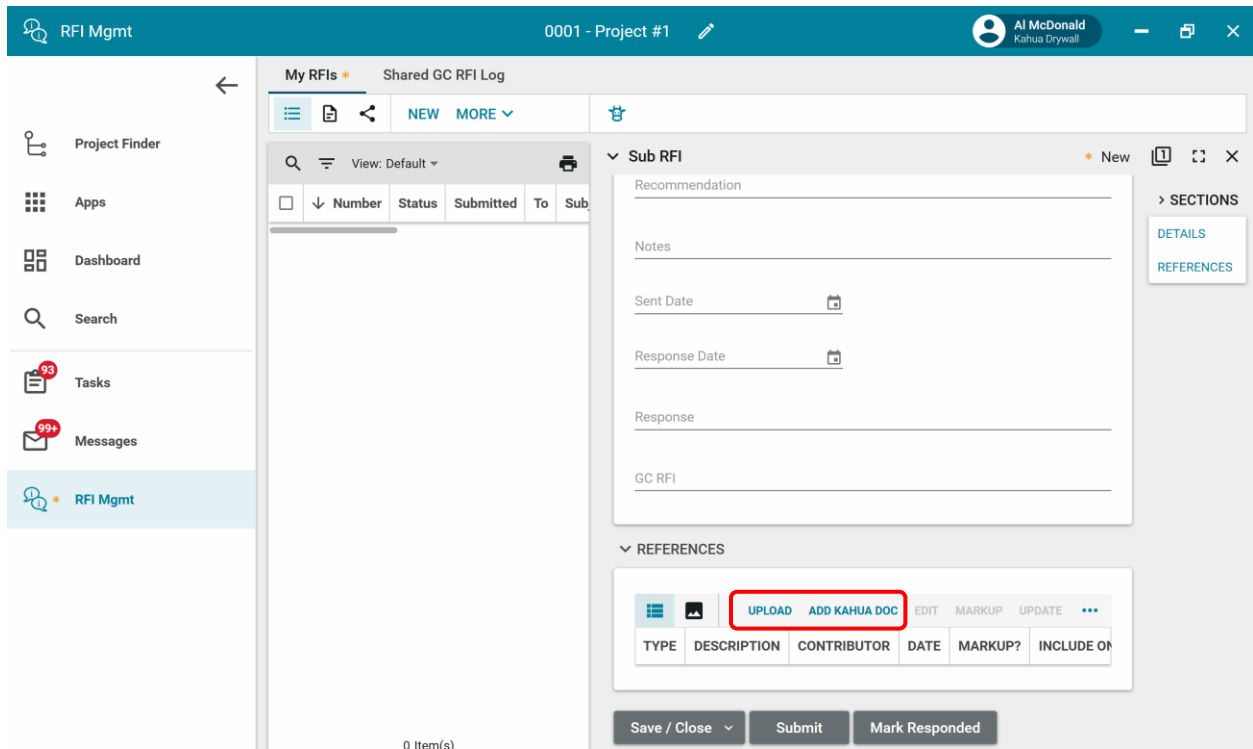
- Open RFIs, and on the My RFIs tab, click New



- In the Details section, enter all necessary information
- In the To field, search for and select the general contractor



- In the References section, attach any necessary documents
 - Click the Upload button to attach an external document
 - Click the Add Kahua Doc button to attach a document that already exists in the Kahua platform



- When complete, click Submit
- Alternatively, click Save/Close in case more time is needed to gather information and submit the RFI later

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Status Updates

- Once submitted, the general contractor will be notified of the new RFI in Messages
 - A new entry will appear in the general contractor's RFI app

Sub RFIs Project #1 Pat Williams Pat's General Contracting

NEW MORE

View: Received

Number	Status	Received	Subject	From	Reason for Request	Response Required By
0002	Received	Yes	Floor 28 has missing wall from spec	Al McDonald - Kahua Drywall	Insufficient Information	4/24/2020

- The status in the subcontractor's RFIs app will be **Submitted**

RFI Mgmt 0001 - Project #1 Al McDonald Kahua Drywall

My RFIs Shared GC RFI Log NEW MORE

View: Default

Number	Status	Submitted	To	Subject	From	Reas
0001	Submitted	Yes	Pat Williams - Pat's General Contracting	Floor 28 has missing wall from spec	Al McDonald - Kahua Drywall	Insuf

- Once the general contractor has acknowledged receipt of the RFI, the status in the subcontractor's RFIs app will change to **In Review**

The screenshot shows the 'My RFIs' section of the RFI Mgmt application. The interface includes a sidebar with navigation options: Project Finder, Apps, Dashboard, Search, Tasks (93), Messages (99+), and RFI Mgmt. The main content area displays a table titled 'Shared GC RFI Log' with columns: Number, Status, Submitted, To, Subject, From, and Reas. A single row is visible with the following data: Number: 0001, Status: In Review, Submitted: Yes, To: Pat Williams - Pat's General Contracting, Subject: Floor 28 has missing wall from spec, From: Al McDonald - Kahua Drywall, Reas: Insuf. A red box highlights the 'In Review' status, and a red arrow points to it from below.

- Upon receiving a response to the RFI:
 - The subcontractor will be alerted to the arrival of the RFI in Messages
 - The status in the subcontractor's RFIs app will change to **Responded**

This screenshot is identical to the one above, but the status of the RFI (0001) has changed to 'Responded'. A red box highlights the 'Responded' status, and a red arrow points to it from below.

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