

Kahn Electronic Submittals & RFIs System

Newforma Info Exchange

User Instructions

Kahn is utilizing Newforma Info Exchange to send, receive, and track electronic submittals & RFIs. In order to access Kahn's Info Exchange portal, go to infox.akahn.com, or via Kahn's website at: www.albertkahn.com > Get in Touch > Project Access > Submittals and RFIs. At the Info Exchange home screen, log-in with your email address and password. If you forgot your password, click "Password Reminder" next to the "Login" button. If you do not have access to Kahn's project portal, please contact Kahn's Project Manager.

To send a submittal and/or RFI from the Info Exchange Home page, follow the steps below:

1. Log into Info Exchange and select the relevant project from the list (if multiple projects listed)
2. From the menu on the left, go to:
Contract Management > Submittals / RFIs > Send Submittal / Send RFI
3. In the "To..." field, choose the "Submittal Distribution" or "RFI Distribution" as the recipient(s)
4. Fill out the Submittal/RFI form as instructed on the page
5. Add the file(s) you'd like to transfer in the **Contents** field
 - a. Please use **descriptive file names** for uploaded files
 - b. Include an "**I**" (for information) or an "**R**" (for review) as the file name prefix (e.g. "R – External Lighting.pdf")
 - c. Kahn requires that all files be sent in PDF format. Drawings should be submitted to Kahn as **full size PDF's**
6. Click **Send** to transfer the content to Kahn's team

The submittal/RFI will be delivered to Kahn's project manager for follow-up. Once Kahn's review is complete, you will get a response via email, including a hyperlink to download any relevant content (as applicable).

Should you have any questions or need assistance, please contact Kahn's project manager.