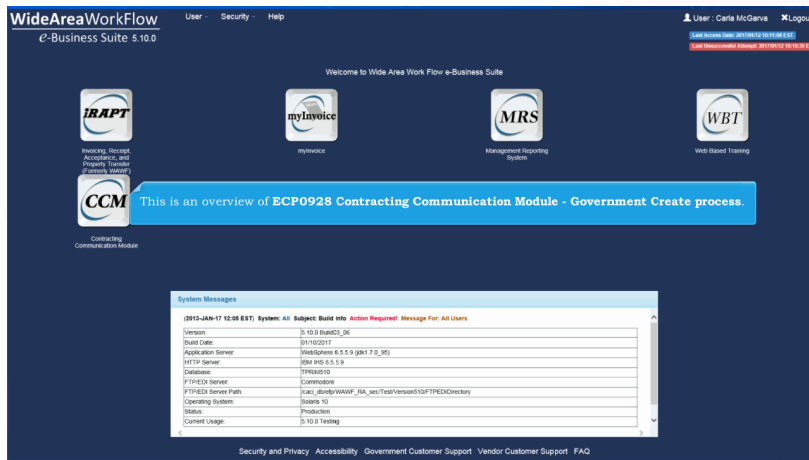Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.
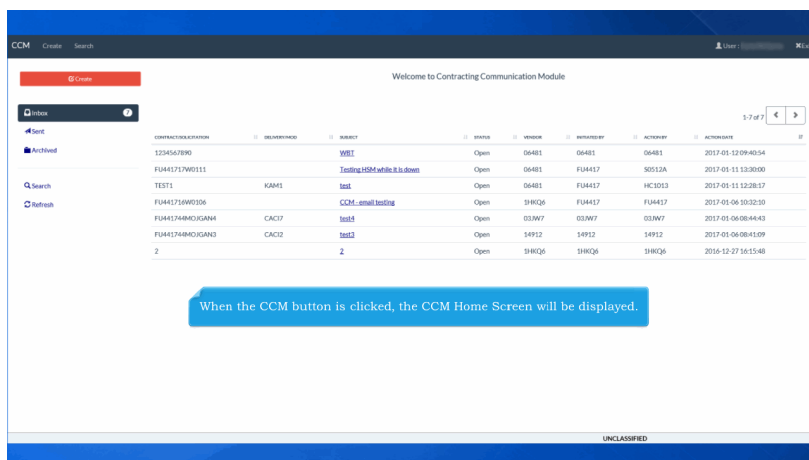

This is an overview of ECP0928 Contracting Communication Module - Government Create process.

The Contracting Communication Module (CCM) will be automatically available if the user has one of the following roles:

- iRAPT Admin By View Only
- iRAPT Acceptor
- iRAPT Vendor
- CORT Tool COR
- CORT Contracting Officer
- CORT Contracting Specialist

When the CCM button is clicked, the CCM Home Screen will be displayed.

Inbox: Displays documents intended for user.
Sent: Documents created/replied by the user.
Archived: Archived documents.
Search: Takes user to the search criteria page.
Refresh: Reload the data.

The Government user begins creating a new Communication by selecting Create.
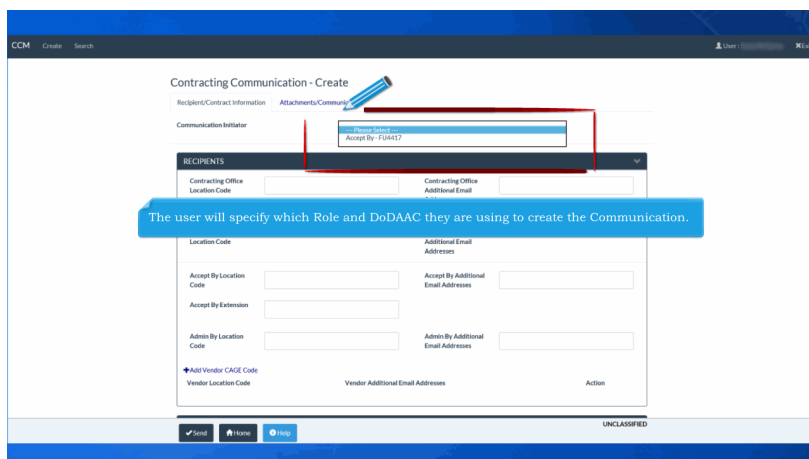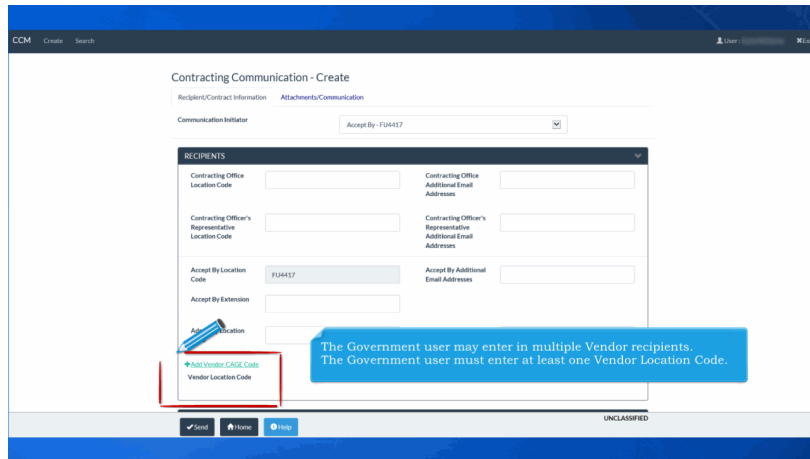
The user will specify which Role and DoDAAC they are using to create the Communication.
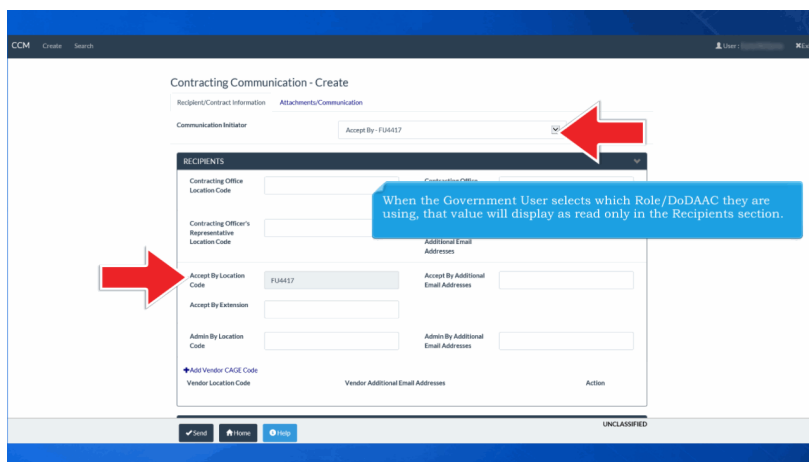
When the Government User selects which Role/DoDAAC they are using, that value will display as read only in the Recipients section.

The Government user may enter in multiple Vendor recipients.
The Government user must enter at least one Vendor Location Code.
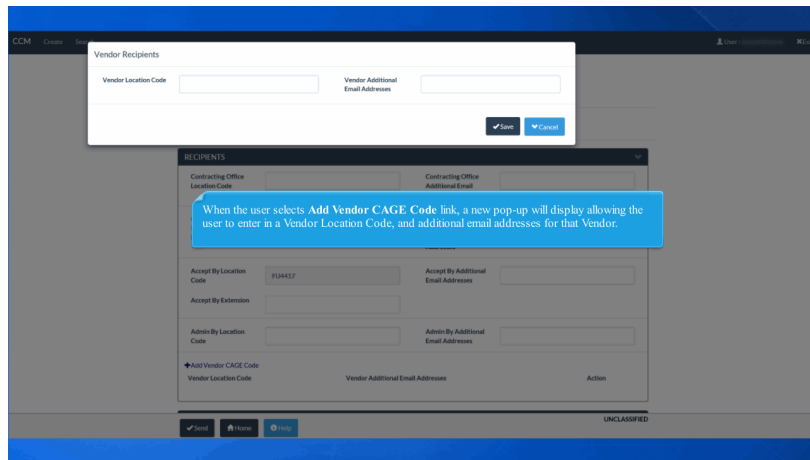
When the user selects Add Vendor CAGE Code link, a new pop-up will display allowing the user to enter in a Vendor Location Code, and additional email addresses for that Vendor.
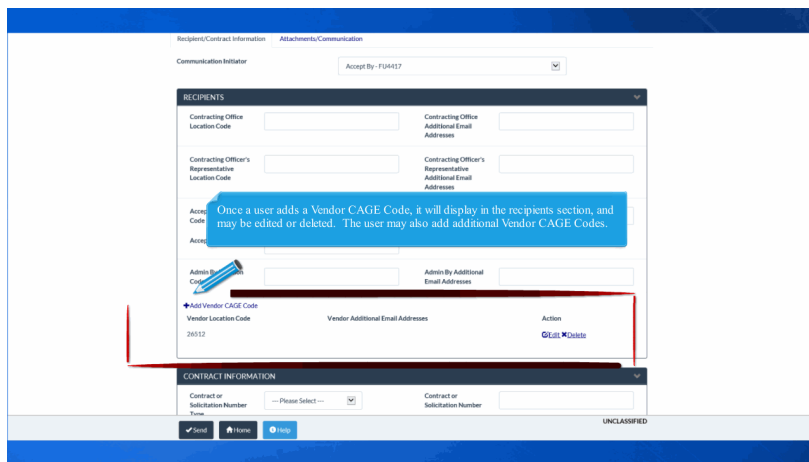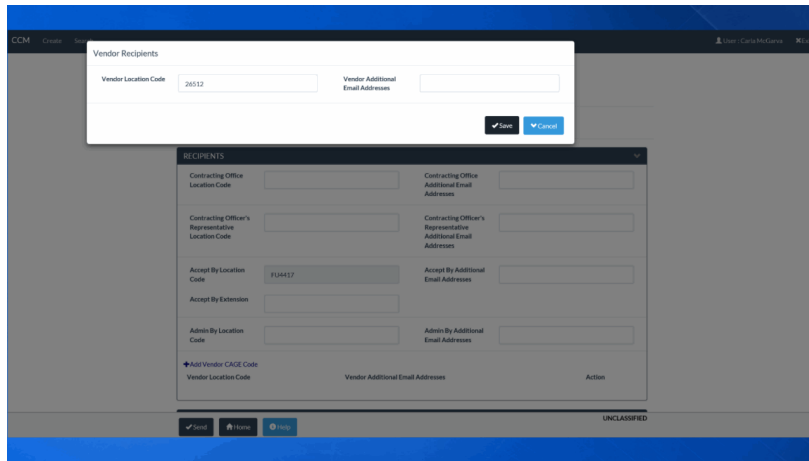
Once a user adds a Vendor CAGE Code, it will display in the recipients section, and may be edited or deleted. The user may also add additional Vendor CAGE Codes.

The user must enter the Contract information.

Contract Number Type will default to DOD Contract (FAR) if not entered.

Current iRAPT Contract Number edits will apply.

Two new Contract Number Types will be added which only apply to the Contracting Communication Module.

The new types are:
Solicitation – DoD and Solicitation – Federal.

If Solicitation is selected, the Contract Number field must be 13 characters in the following format –
First 6 valid DoDAAC + FY + Letter + 4 Numeric.
The ninth position must be B, Q, R, or U.

If Solicitation is selected, Mod Number is optional, and must be 4 numeric if entered. 0000 is not valid.
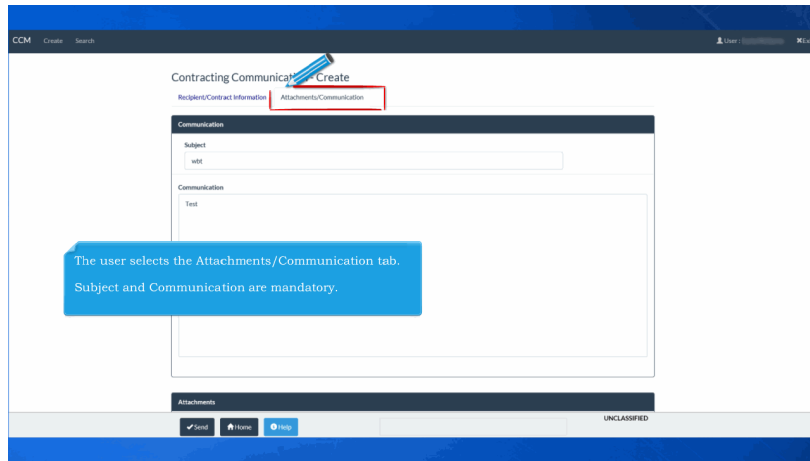
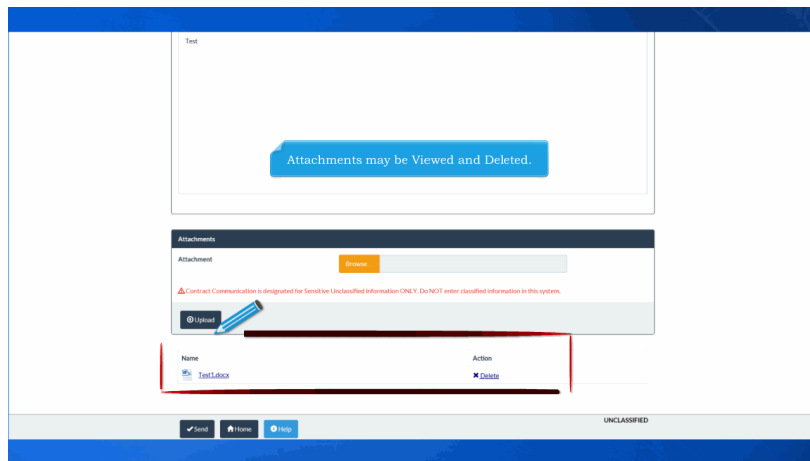The user selects the Attachments/Communication tab.

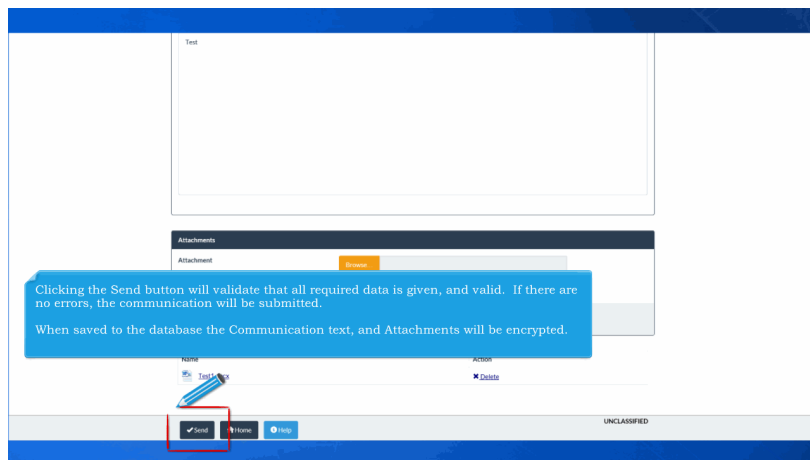Subject and Communication are mandatory.
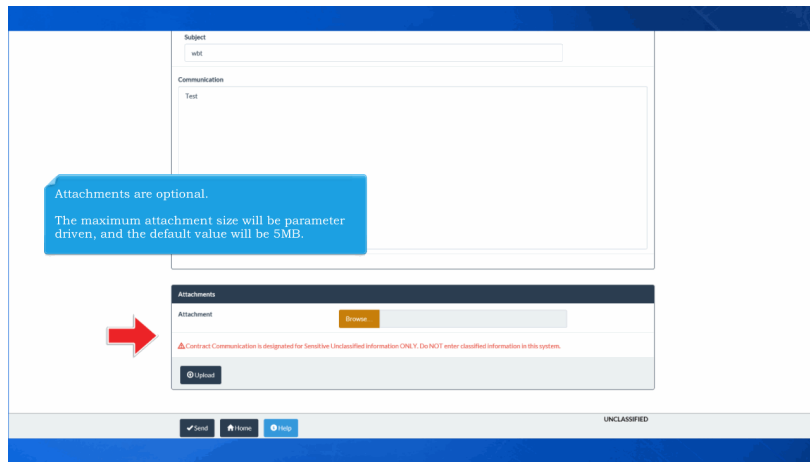
Attachments are optional.

The maximum attachment size will be parameter driven, and the default value will be 5MB.
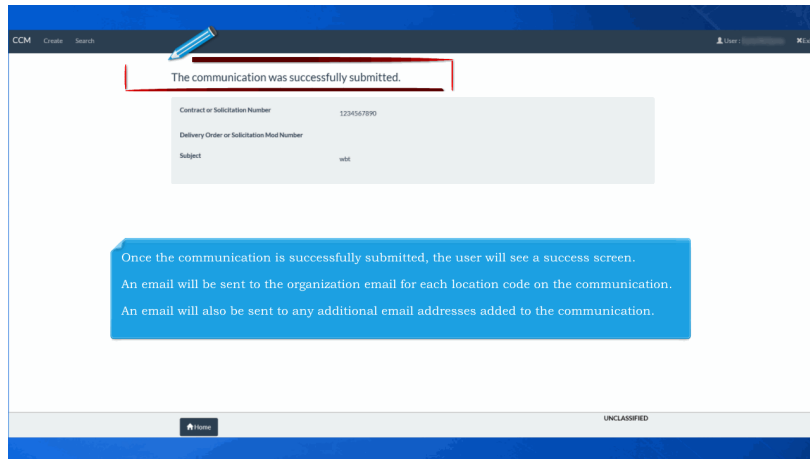
Attachments may be Viewed and Deleted.

Clicking the Send button will validate that all required data is given, and valid. If there are no errors, the communication will be submitted.
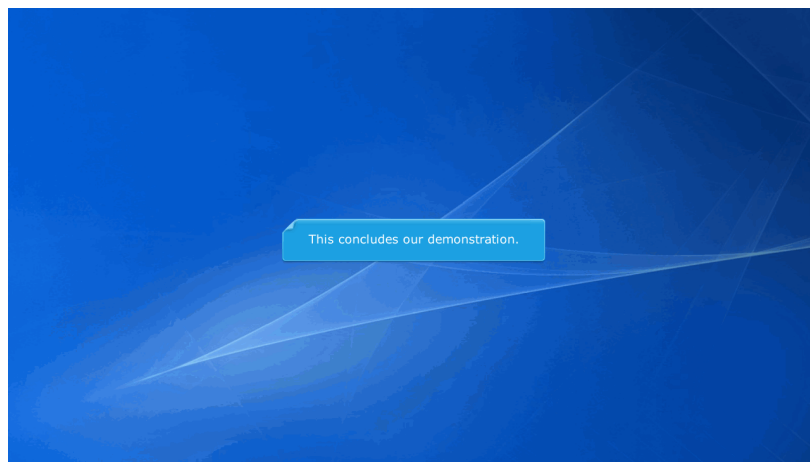
When saved to the database the Communication text, and Attachments will be encrypted.

Once the communication is successfully submitted, the user will see a success screen.

An email will be sent to the organization email for each location code on the communication.

An email will also be sent to any additional email addresses added to the communication.

This concludes our demonstration.