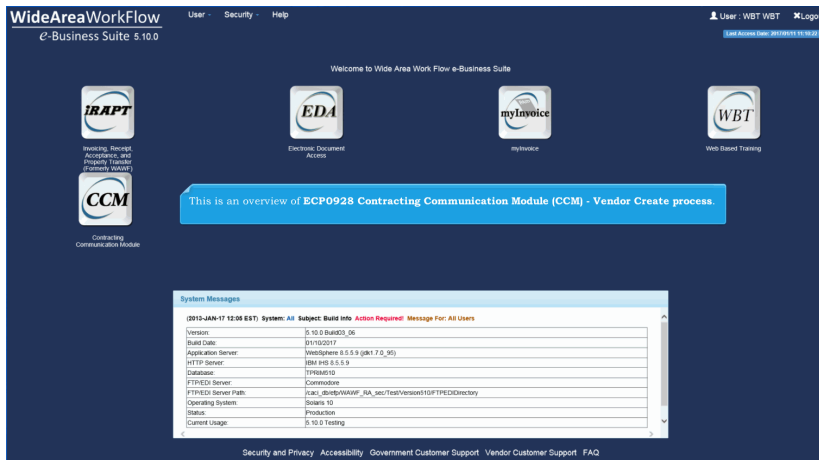


Welcome to Wide Area Workflow e-Business Suite. This demonstration contains audio narrative. Please adjust your volume accordingly.

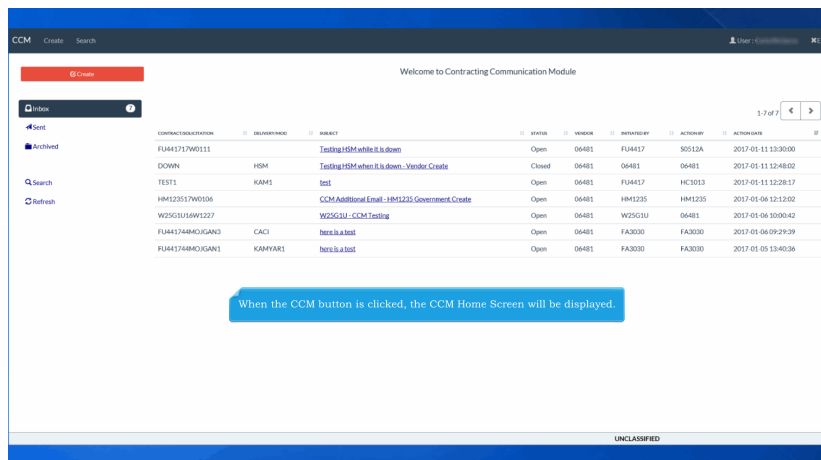


This is an overview of ECP0928 Contracting Communication Module (CCM) - Vendor Create process.

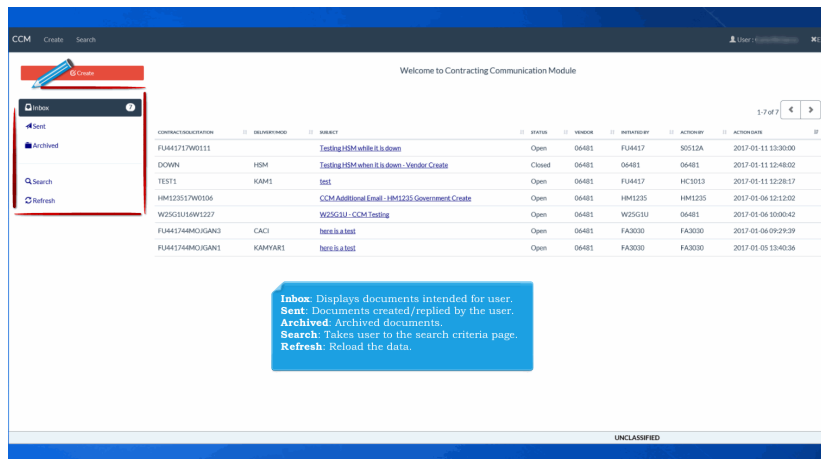


The Contracting Communication Module (CCM) will be automatically available if the user has one of the following roles:

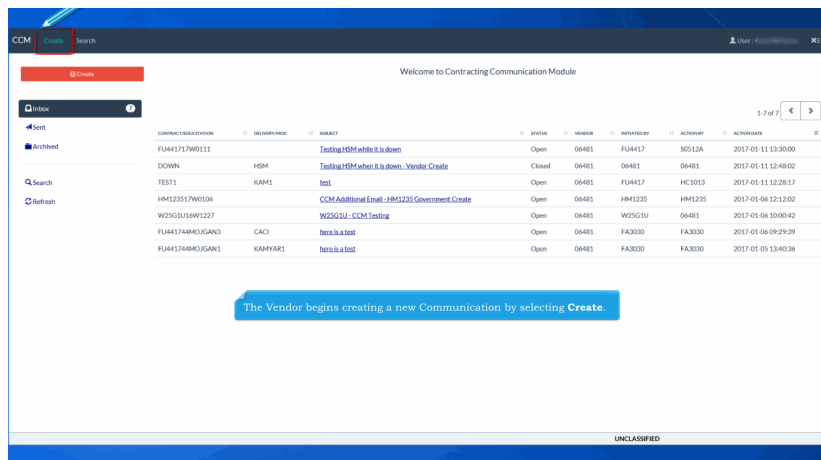
- iRAPT Admin By View Only
- iRAPT Acceptor
- iRAPT Vendor
- CORT Tool COR
- CORT Contracting Officer
- CORT Contracting Specialist



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 Vendor begins creating a new Communication by selecting Create.

Contracting Communication - Create

Recipient/Contract Information Attachments/Communication

Communication Initiator

**RECIPIENTS**

Contracting Office Location Code  Contracting Office Additional Email Addresses

Contracting Officer's Representative Location Code  Contracting Officer's Representative Additional Email Addresses

Accept By Location Code  Accept By Additional Email Addresses

Accept By Extension

Admin By Location Code  Admin By Additional Email Addresses

**CONTRACT INFORMATION**

Contract or Solicitation Number TYPE  Contract or Solicitation Number

Send  Home  Help UNCLASSIFIED

The user will specify which CAGE code they would like to use to create the Communication. This list will include any Vendor role the user is active for without extensions.

Contracting Communication - Create

Recipient/Contract Information Attachments/Communication

Communication Initiator

**RECIPIENTS**

Contracting Office Location Code  Contracting Office Additional Email Addresses

Contracting Officer's Representative Location Code  Contracting Officer's Representative Additional Email Addresses

Accept By Location Code  Accept By Additional Email Addresses

Accept By Extension

Admin By Location Code  Admin By Additional Email Addresses

**CONTRACT INFORMATION**

Contract or Solicitation Number TYPE  Contract or Solicitation Number

Send  Home  Help UNCLASSIFIED

The user must enter at least one Recipient Location Code for the Communication.

For each Location Code entered, there must be at least one active user for that Role/Location Code. If there are no active users, an error message will be given.

Additional email addresses may be entered for each Location Code on the Communication.

Multiple email addresses entered should be separated by commas.

Additional email addresses may only be entered for a role if a location code was entered.

Any email address entered will receive emails for all subsequent actions taken on the Communication

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.

Communication Initiator Vendor - 00481

**RECIPIENTS**

Contracting Office  
Location Code

Contracting Officer's Representative  
Location Code

Accept By Location Code  
Accept By Extension

Admin By Location Code

Contracting Office

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.

**CONTRACT INFORMATION**

Contract or Solicitation Number Type

Contract or Solicitation Number

Delivery Order or Solicitation Mod Number

Contract or Solicitation Number

UNCLASSIFIED

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.

CCM Create Search User: CCM000000000000

Contracting Communication Create

Recipients/Contract Information Attachments/Communication

Communication

Subject

Communication

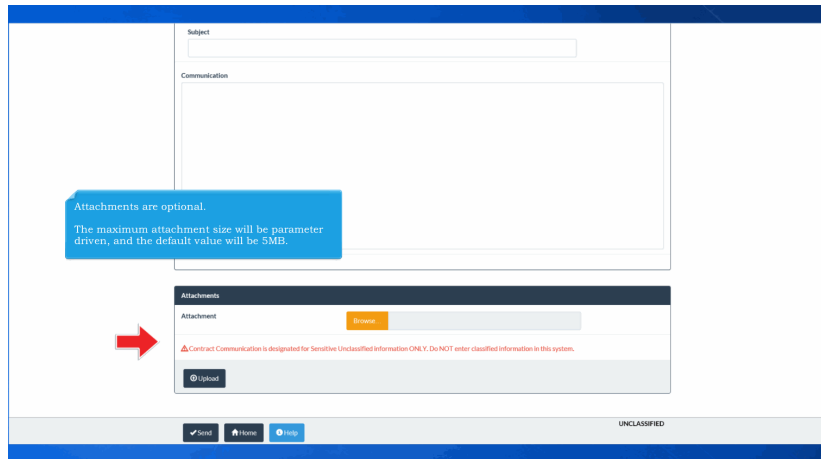
Attachments

UNCLASSIFIED

The user selects the Attachments/Communication tab.  
Subject and Communication are mandatory.

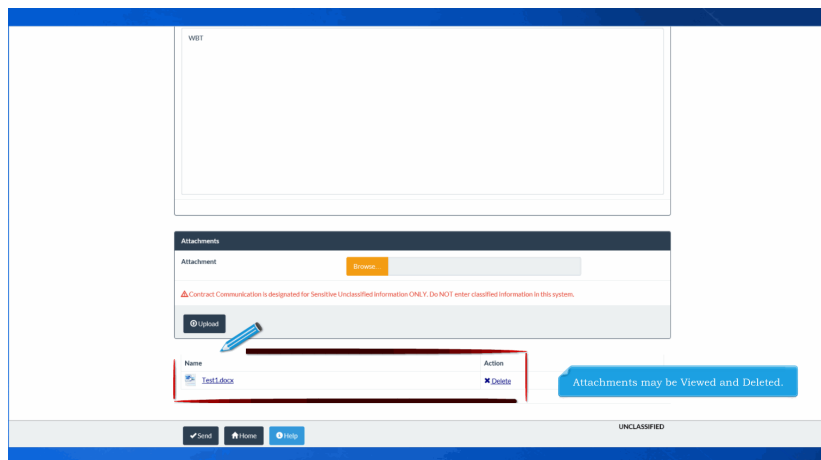
The user selects the Attachments/Communication tab.

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.

Contracting Communication - Create

Recipient/Contract Information Attachments/Communication

Communication

Subject  
WBT

Communication  
WBT

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.

Send Home Help

UNCLASSIFIED

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.

The communication was successfully submitted.

Contract or Solicitation Number	1234567890
Delivery Order or Solicitation Mod Number	
Subject	WBT

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.

Home

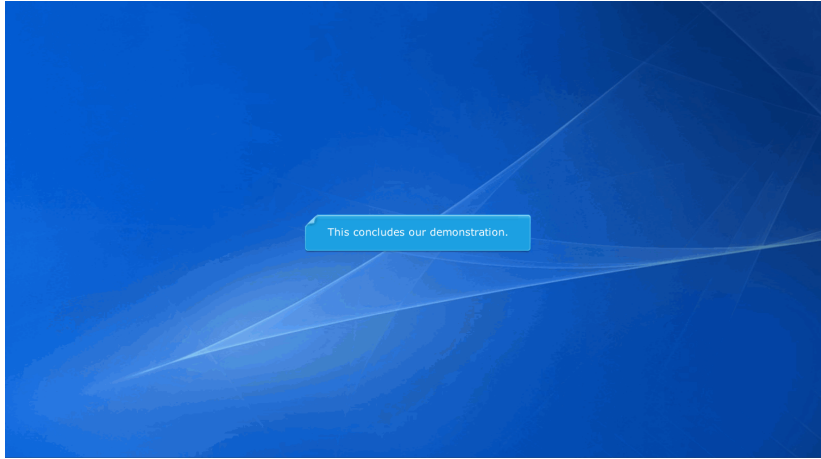
UNCLASSIFIED

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.