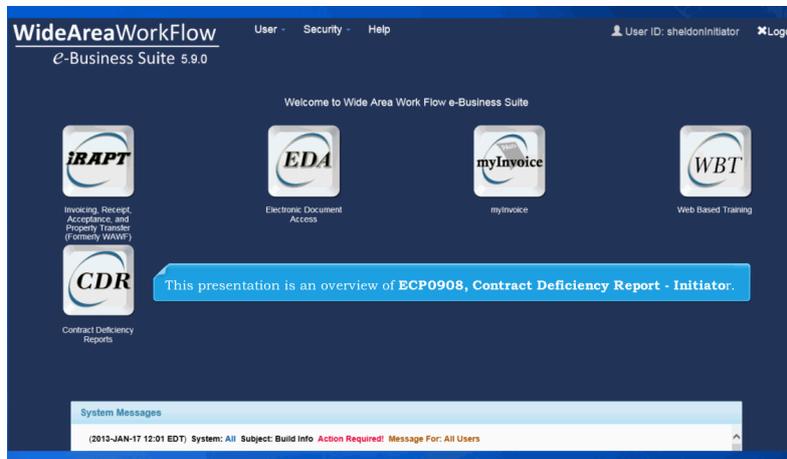


Intro



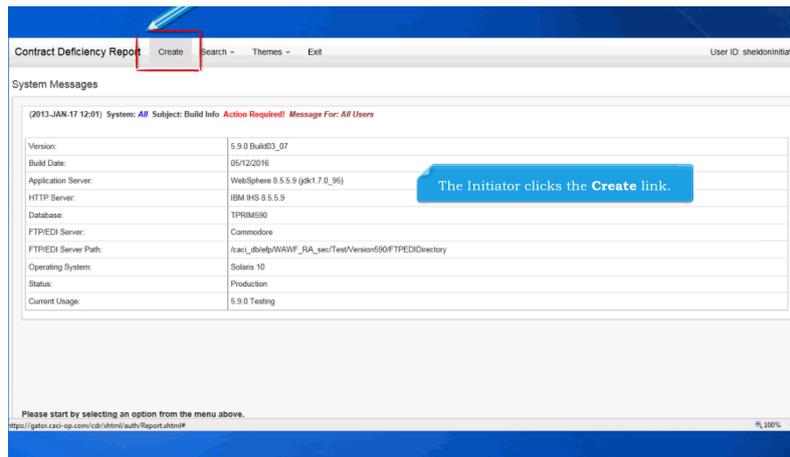
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



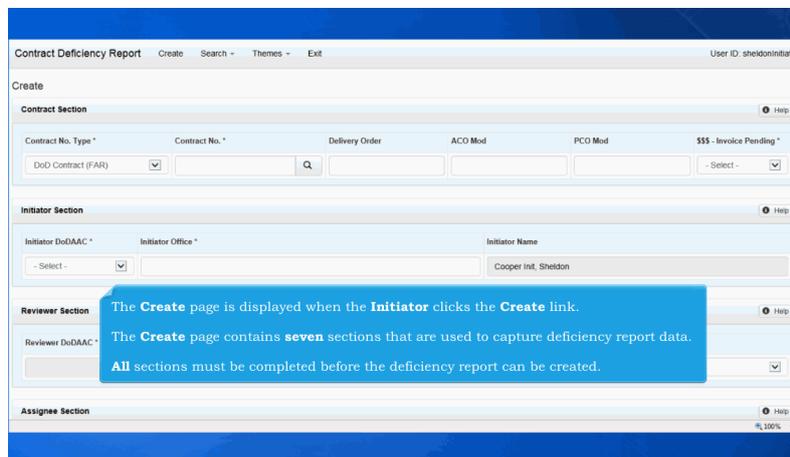
This presentation is an overview of ECP0908, Contract Deficiency Report - Initiator.

## Step 2



The Initiator clicks the Create link.

## Step 3



The Create page is displayed when the Initiator clicks the Create link.

The Create page contains seven sections that are used to capture deficiency report data.

All sections must be completed before the deficiency report can be created.

## Step 4

The screenshot shows the 'Contract Deficiency Report' form. The 'Contract Section' is highlighted with a red box. A dropdown menu for 'Contract No. Type' is open, showing options like 'Cooperative Agreement', 'DoD Contract (FAR)', 'DoD Contract (Non-FAR)', etc. A blue callout box contains the following text:

The **Contract Section** captures contract information for the deficiency report. Select an entry from the **Contract Number Type** drop down list. This is a required entry. **NOTE:** 'DoD Contract(FAR)' is the default selection.

The Contract Section captures contract information for the deficiency report. Select an entry from the Contract Number Type drop down list. This is a required entry. **NOTE:** 'DoD Contract(FAR)' is the default selection.

## Step 5

The screenshot shows the 'Contract Deficiency Report' form. The 'Initiator Section' is highlighted with a red box. The 'Contract No.' field is highlighted with a red box and a magnifying glass icon. A blue callout box contains the following text:

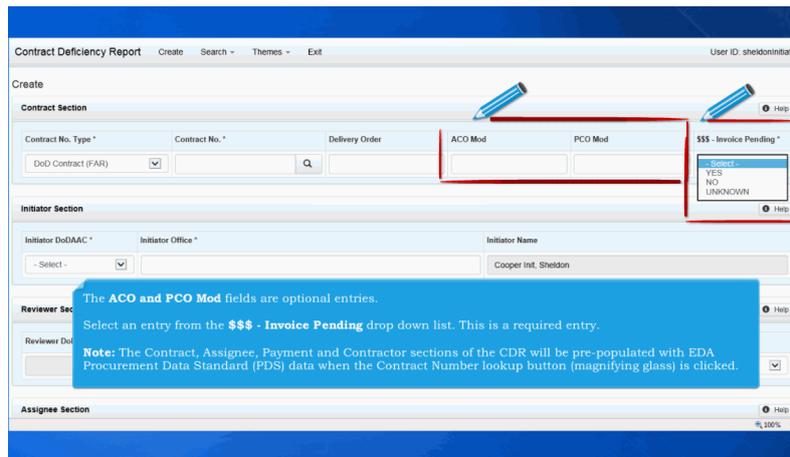
Enter the **Contract Number**. This is also a required entry. **NOTE:** The Initiator can pre-populate the deficiency report from the EDA Procurement Data Standard (PDS) and Procurement Business Instrument Standard (PBIS) by clicking the lookup icon (magnifying glass) next to the Contract Number. Next, enter the Delivery Order. This is an optional entry.

Enter the Contract Number. This is also a required entry.

**NOTE:** The Initiator can pre-populate the deficiency report from the EDA Procurement Data Standard (PDS) and Procurement Business Instrument Standard (PBIS) by clicking the lookup icon (magnifying glass) next to the Contract Number.

Next, enter the Delivery Order. This is an optional entry.

## Step 6

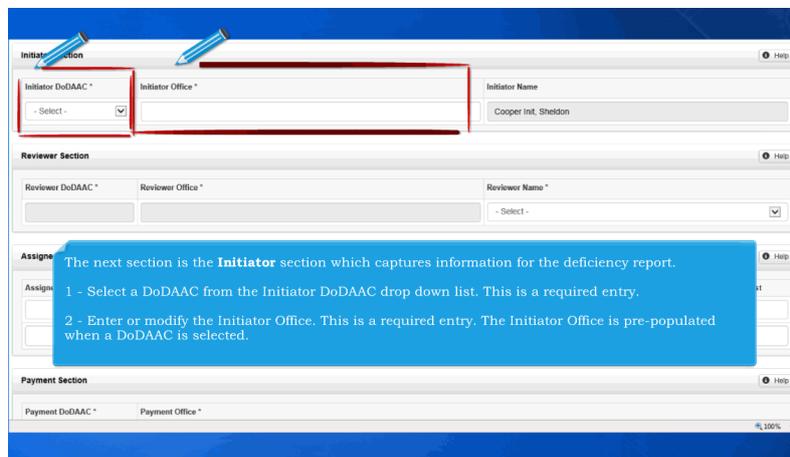


The ACO and PCO Mod fields are optional entries.

Select an entry from the \$\$\$ - Invoice Pending drop down list. This is a required entry.

Note: The Contract, Assignee, Payment and Contractor sections of the CDR will be pre-populated with EDA Procurement Data Standard (PDS) data when the Contract Number lookup button (magnifying glass) is clicked.

## Step 7



The next section is the Initiator section which captures information for the deficiency report.

1 - Select a DoDAAC from the Initiator DoDAAC drop down list. This is a required entry.

2 - Enter or modify the Initiator Office. This is a required entry. The Initiator Office is pre-populated when a DoDAAC is selected.

## Step 8

Initiator DoDAAC \* Initiator Office \* Initiator Name

FU4417 FU4417 1 SOCS SOCS ATTN BECO Cooper Intl, Sheldon

**Reviewer Section**

Reviewer DoDAAC \* Reviewer Office \* Reviewer Name \*

FU4417 FU4417 1 SOCS SOCS ATTN BECO - Select -

**Assignee Section**

3 - The Reviewer DoDAAC, Reviewer Office and Reviewer Name drop down list in the Reviewer section is pre-populated when the DoDAAC is selected.

**Note:** The Initiator DoDAAC dropdown list is populated with every active DoDAAC the Initiator has registered for. There must be at least one active Reviewer role for the Initiator DoDAAC.

**Payment Section**

Payment DoDAAC \* Payment Office \*

3 - The Reviewer DoDAAC, Reviewer Office and Reviewer Name drop down list in the Reviewer section is pre-populated when the DoDAAC is selected.

**Note:** The Initiator DoDAAC dropdown list is populated with every active DoDAAC the Initiator has registered for. There must be at least one active Reviewer role for the Initiator DoDAAC.

## Step 9

**Reviewer Section**

Reviewer DoDAAC \* Reviewer Office \* Reviewer Name \*

FU4417 FU4417 1 SOCS SOCS ATTN BECO - Select -

**Assignee Section**

Assignee DoDAAC \* Assignee Type Assigned \* Assignee Office \* Primary Point of Contact Alternate Point of Contact Contracting Officer / Specialist

PCO  - Select - - Select -

The **Reviewer** section captures reviewer information for the deficiency report.

Select a name from the **Reviewer Name** drop down list. This is a required entry.

**Note:** The Reviewer Name drop down list is populated with every user who has an active Reviewer role for the Reviewer DoDAAC.

**Payment Section**

Payment DoDAAC \*

**Contractor Section**

CAGE Code \* Vendor View \* D.U.N.S Number Company Name \* Address \*

The Reviewer section captures reviewer information for the deficiency report.

Select a name from the Reviewer Name drop down list. This is a required entry.

**Note:** The Reviewer Name drop down list is populated with every user who has an active Reviewer role for the Reviewer DoDAAC.

## Step 10

The Assignee section captures the assignee information for the deficiency report.

**If the deficiency report is going to be assigned to the PCO's office follow these steps:**

Enter the Assignee DoDAAC for the PCO Assignee Type, then click the lookup icon to pre-pop the Assignee data.

Select the Assigned check box for the PCO Assignee Type.

Enter the Assignee Office for the PCO Assignee Type.

The Primary Point of Contact for the PCO Assignee Type and the Alternate Point of Contact for the PCO Assignee Type are both optional entries.

Enter the Contracting Officer / Specialist email address for the PCO Assignee Type. This is an optional entry.

The Assignee section captures the assignee information for the deficiency report.

If the deficiency report is going to be assigned to the PCO's office follow these steps:

Enter the Assignee DoDAAC for the PCO Assignee Type, then click the lookup icon to pre-pop the Assignee data.

Select the Assigned check box for the PCO Assignee Type.

Enter the Assignee Office for the PCO Assignee Type.

The Primary Point of Contact for the PCO Assignee Type and the Alternate Point of Contact for the PCO Assignee Type are both optional entries.

## Step 11

**If the CDR is going to be assigned to the ACO's office follow these steps:**

Enter the Assignee DoDAAC for the ACO Assignee Type, then click the lookup icon to pre-pop the Assignee data.

Select the Assigned check box for the ACO Assignee Type.

Enter the Assignee Office for the ACO Assignee Type.

The Primary Point of Contact for the ACO Assignee Type and the Alternate Point of Contact for the ACO Assignee Type are both optional entries.

Enter the Contracting Officer / Specialist email address for the ACO Assignee Type. This is an optional entry.

If the CDR is going to be assigned to the ACO's office follow these steps:

Enter the Assignee DoDAAC for the ACO Assignee Type, then click the lookup icon to pre-pop the Assignee data.

Select the Assigned check box for the ACO Assignee Type.

Enter the Assignee Office for the ACO Assignee Type.

The Primary Point of Contact for the ACO Assignee Type and the Alternate Point of Contact for the ACO Assignee Type are both optional entries.

Enter the Contracting Officer / Specialist email address for the ACO Assignee Type. This is an optional entry.

## Step 12

**Assignee Section**

Assignee DoDAAC *	Assignee Type	Assigned *	Assignee Office *	Primary Point of Contact	Alternate Point of Contact	Contracting Officer / Specialist
FU2027	PCO	<input checked="" type="checkbox"/>	FU2027 75 CS SCXP	CDR POC, Rick	Jeffries POC, Arthur	email@email.com
	ACO	<input type="checkbox"/>		- Select -	- Select -	

**Payment Section**

Payment DoDAAC \*

**Contractor Section**

CAGE Code

**Deficiency Section**

No Deficiencies Selected

Add Deficiency

**Note:** The Assignee Office, Primary Point of Contact and Alternate Point of Contact are automatically pre-populated when the Assignee DoDAAC for the PCO Assignee type is changed.

**Note:** The Primary Point of Contact and Alternate Point of Contact dropdown lists are populated with users who have an active CDR POC role with a location code that matches the Assignee DoDAAC for the PCO Assignee Type.

**Note:** ACO data is optional when the deficiency report is assigned to the PCO's office.

Note: The Assignee Office, Primary Point of Contact and Alternate Point of Contact are automatically pre-populated when the Assignee DoDAAC for the PCO Assignee type is changed.

Note: The Primary Point of Contact and Alternate Point of Contact dropdown lists are populated with users who have an active CDR POC role with a location code that matches the Assignee DoDAAC for the PCO Assignee Type.

Note: ACO data is optional when the deficiency report is assigned to the PCO's office.

## Step 13

**Assignee Section**

Assignee DoDAAC *	Assignee Type	Assigned *	Assignee Office *	Primary Point of Contact	Alternate Point of Contact	Contracting Officer / Specialist
FU2027	PCO	<input checked="" type="checkbox"/>	FU2027 75 CS SCXP	CDR POC, Rick	Jeffries POC, Arthur	email@email.com
	ACO	<input type="checkbox"/>		- Select -	- Select -	

**Payment Section**

Payment DoDAAC \* HQ2048

Payment Office \* DFAS-ROME

**Contractor Section**

CAGE Code

**Deficiency Section**

No Deficiencies Selected

Add Deficiency

**The Payment Section captures the payment information for the deficiency report. Enter the Payment DoDAAC. This is a required entry and must be six alphanumeric characters. The Payment Office is automatically pre-populated when the Payment DoDAAC is changed. Enter or modify the Payment Office.**

The Payment Section captures the payment information for the deficiency report.

Enter the Payment DoDAAC. This is a required entry and must be six alphanumeric characters. The Payment Office is automatically pre-populated when the Payment DoDAAC is changed.

Enter or modify the Payment Office.

## Step 14

The **Contractor Section** captures contractor information for the deficiency report.

Enter the CAGE Code. This is a required entry. The CAGE Code data will automatically pre-populate when the CAGE Code is changed. Select an entry from the Vendor Access drop down list. This is a required action.

**Note:** The Vendor Access drop down list controls vendor access to CDRs. If 'Yes' is selected vendors can view this CDR if the CAGE Code on the CDR matches the vendor's CAGE Code. If 'No' is selected vendors cannot view this CDR even if the CAGE Code on the CDR matches the vendor's CAGE Code.

The Reviewer can modify the Vendor Access when the Reviewer approves or rejects the CDR.

CAGE Code \* 05491 Vendor Access \* Selected  
 YES  
 NO

D.U.N.S Number 039134218 Company Name \* NORTHROP GRUMMAN SYSTEMS CORP/CF Address \* 21240 BURBANK BLVD WOODLAND HILLS, CA 91367

Deficiency Section  
 No Deficiencies Selected  
 Add Deficiency

Submit Cancel Help

The Contractor Section captures contractor information for the deficiency report.

Enter the CAGE Code. This is a required entry. The CAGE Code data will automatically pre-populate when the CAGE Code is changed. Select an entry from the Vendor Access drop down list. This is a required action.

**Note:** The Vendor Access drop down list controls vendor access to CDRs. If 'Yes' is selected vendors can view this CDR if the CAGE Code on the CDR matches the vendor's CAGE Code. If 'No' is selected vendors cannot view this CDR even if the CAGE Code on the CDR matches the vendor's CAGE Code.

The Reviewer can modify the Vendor Access when the Reviewer approves or rejects the CDR.

## Step 15

Invalid CAGE Code

Warning: The CAGE Code you have entered is invalid. Ensure the CAGE Code you entered matches the CAGE Code on the contract. If the CAGE Code is incorrect click the "Cancel" button. If the CAGE Code is correct enter the D-U-N-S Number (optional), Company Name (required) and Address (required) then click the "Ok" button.

CAGE Code \* 02LUZ D.U.N.S Number Company Name \* Address \*

Ok Cancel

The Invalid CAGE code dialog is displayed when the Initiator enters an invalid CAGE code.

The Initiator can click the Cancel button if the CAGE coded was entered incorrectly.

The Initiator can enter the DUNS (optional), Company Name (required) then click the Ok button if the CAGE Code was entered correctly.

The Invalid CAGE code dialog is displayed when the Initiator enters an invalid CAGE code.

The Initiator can click the Cancel button if the CAGE coded was entered incorrectly.

The Initiator can enter the DUNS (optional), Company Name (required) then click the Ok button if the CAGE Code was entered correctly.

## Step 16

The screenshot displays the 'Add Deficiency' form in the ECP0908 Overview Initiator. The form is divided into three sections: Payment Section, Contractor Section, and Deficiency Section. The Payment Section includes fields for 'Payment DoDAAC' and 'Payment Office'. The Contractor Section includes fields for 'CAGE Code', 'Vendor View', 'D.U.N.S Number', 'Company Name', and 'Address'. The Deficiency Section includes a 'No Deficiencies Selected' message and an 'Add Deficiency' button. A blue callout box points to the 'Add Deficiency' button with the text: 'Click the Add Deficiency button to display the Add Deficiency popup dialog.'

Click the Add Deficiency button to display the Add Deficiency popup dialog.

## Step 17

The screenshot displays the 'Add Deficiency' form with the 'Add Deficiency' button highlighted. A white popup dialog titled 'Add Deficiency' is open, showing a 'Category' dropdown list. The list contains the following items: 'Contract', 'Administration, Payment or Inspection Office Issues', 'CAGE, Facility Code, Place of Performance Issues', 'Contract Clauses or Provision Issues - Add Clauses to the Contract', 'Contract Clauses or Provision Issues - Remove Clauses from the Contract', 'Contract Line Item or Delivery Schedule Issues', 'Contract/Delivery Order/Mod Number and Calculation/Math Errors/Issues', 'EDA Issues Corrupt, Missing, Wrong or Documents or Attachments', 'FMS Issues', 'Government Property Issues', 'Line of Accounting, Payment Instruction Issues', 'Product/Quality Assurance and Inspection/Acceptance Term Issues', 'Specification of Standards Issues', 'Test Adding Category Code - 4/1/16', 'Test Adding Category Code - 4/15/16 @10 10', and 'Transportation or Packaging Issues'. A blue callout box points to the dropdown list with the text: 'Select a category form the Category dropdown list, this is a required field.'

Select a category form the Category dropdown list, this is a required field.

## Step 18

Contract Deficiency Report

Create Search Themes Exit

User ID: sje@donInitiator

Create Add Deficiency

Contract Administration, Payment or Inspection Office Issues

Deficiency Codes and Descriptions \*

Add	Code	Description
<input type="checkbox"/>	ADMINPAY-1	THE CONTRACT ADMINISTRATION OFFICE CITED IS INCORRECT FOR THE CAGE/AWARD/EE LOCATION - MUST MATCH CAS DIRECTORY AND DLIS CAGE CAO/ADP ASSIGNMENT, PLEASE CORRECT AND UPLOAD MODIFICATION
<input type="checkbox"/>	ADMINPAY-2	THE MOCAS PAYMENT OFFICE CITED IS INCORRECT FOR THE CAGE/AWARD/EE AND CONTRACT ADMINISTRATION OFFICE - MUST MATCH CAS DIRECTOR AND DLIS CAGE CAO/ADP ASSIGNMENT, PLEASE CORRECT AND UPLOAD MODIFICATION
<input type="checkbox"/>	INSPACPT-1	THE INSPECTION ACCEPTANCE SITE IS WRONG, AMBIGUOUS, OR MISSING, PLEASE CORRECT AND UPLOAD MODIFICATION
<input type="checkbox"/>	INSPACPT-2	THE CONTRACT DOES NOT MEET THE CRITERIA FOR SOURCE INSPIACCEPTANCE BY DCMA, DFARS 246.402, PLEASE CORRECT AND UPLOAD MODIFICATION
<input type="checkbox"/>	PAY-1	LINE OF ACCOUNTING CANNOT BE DISBURSED BY THE PAYMENT OFFICE CITED ON THE CONTRACT, PLEASE CORRECT AND UPLOAD MODIFICATION
<input type="checkbox"/>	WAWF-1	WAWF ROUTING INSTRUCTIONS ARE MISSING OR INCORRECT OR CONFLICTING, PLEASE CORRECT AND UPLOAD MODIFICATION

Select one or more Deficiency Codes. This is a required action.  
 Click the Ok button to add the selected Deficiency Codes to the CDR.  
 Click the Cancel button to return to the CDR without adding Deficiency Codes.

Select one or more Deficiency Codes. This is a required action.  
 Click the Ok button to add the selected Deficiency Codes to the CDR.  
 Click the Cancel button to return to the CDR without adding Deficiency Codes.

## Step 19

Payment DoDAAC \*

Payment Office \*

Contractor Section

CAGE Code \*

06481

RBANK BLVD WOODLAND HILL

Deficiency Section

Delete	Code	Description
<input type="checkbox"/>	WAWF-1	WAWF ROUTING INSTRUCTIONS ARE MISSING OR INCORRECT OR CONFLICTING, PLEASE CORRECT AND UPLOAD MODIFICATION

The deficiency codes have been added to the deficiency report.  
 Optional comments may be added to clarify the deficiency codes.  
 Check the Delete checkbox and click the Delete Selected Deficiencies button to remove the deficiency code from the deficiency report.

The deficiency codes have been added to the deficiency report.  
 Optional comments may be added to clarify the deficiency codes.  
 Check the Delete checkbox and click the Delete Selected Deficiencies button to remove the deficiency code from the deficiency report.

## Step 20

The screenshot shows the 'Contract Deficiency Report' form. The 'Contract Section' contains two red error messages: 'Error : Contract Number is a required entry.' and 'Error : Invoice Pending is a required entry.' The 'Initiator Section' shows fields for 'Initiator DoDAAC' (FU4417), 'Initiator Office' (FU4417 1 SOCS SOCS ATTN BECO), and 'Initiator Name' (Cooper Int, Sheldon). A blue callout box with white text states: 'Error messages will be displayed in the appropriate sections when the deficiency report contains errors. The errors must be corrected before the deficiency report can be created.'

Error messages will be displayed in the appropriate sections when the deficiency report contains errors. The errors must be corrected before the deficiency report can be created.

## Step 21

The screenshot shows the 'Contract Deficiency Report' form. The 'Payment Section' shows 'Payment DoDAAC' (FU4417) and 'Payment Office' (FU4417 1 SOCS SOCS ATTN BECO). The 'Contractor Section' shows 'CAGE Code' (02LJLZ), 'Vendor View' (YES), 'D-U-N-S Number' (039134218), 'Company Name' (NORTHROP GRUMMAN SYSTEMS CORP), and 'Address' (21240 BURBANK BLVD WOODLAND HILL). The 'Deficiency Section' shows a table with one row: 'WAWF-1' with description 'WAWF ROUTING INSTRUCTIONS ARE MISSING OR INCORRECT OR CONFLICTING. PLEASE CORRECT AND UPLOAD MODIFICATION'. A red arrow points to the 'Submit' button. A blue callout box with white text states: 'The Initiator clicks the Submit button to validate the report.'

The Initiator clicks the Submit button to validate the report.

## Step 22

The Initiator can enter comments. This is an optional entry.  
The Initiator clicks the Ok button to confirm the report submission.

The Initiator can enter comments. This is an optional entry.

The Initiator clicks the Ok button to confirm the report submission.

## Step 23

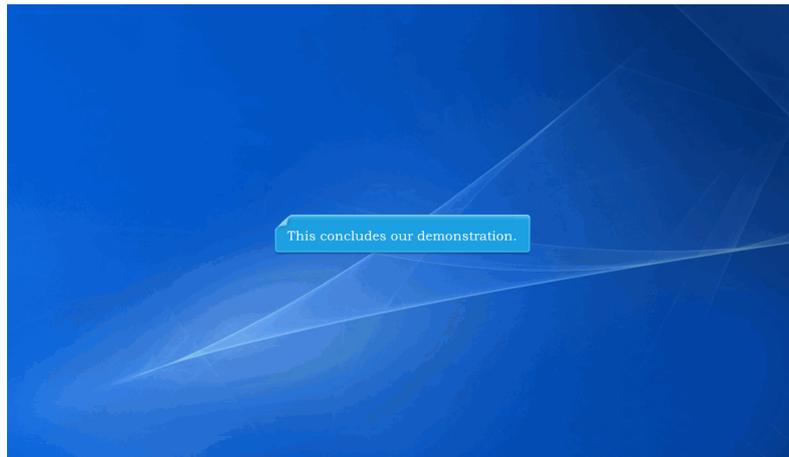
The deficiency report is displayed in view only mode.

1. An information message is displayed at the top of the page.
2. The report status is set to SUBMITTED.
3. The report history is updated.
4. Email notifications are sent to the Reviewer's individual and organizational email addresses.

The deficiency report is displayed in view only mode.

1. An information message is displayed at the top of the page.
2. The report status is set to SUBMITTED.
3. The report history is updated.
4. Email notifications are sent to the Reviewer's individual and organizational email addresses.

End



This concludes our demonstration.