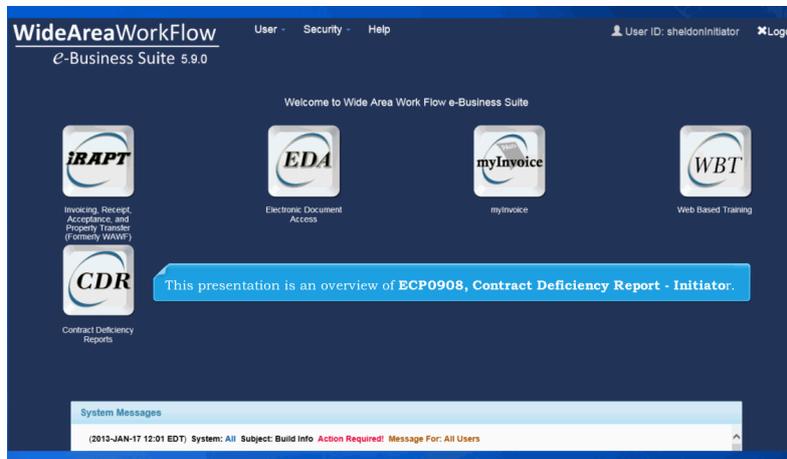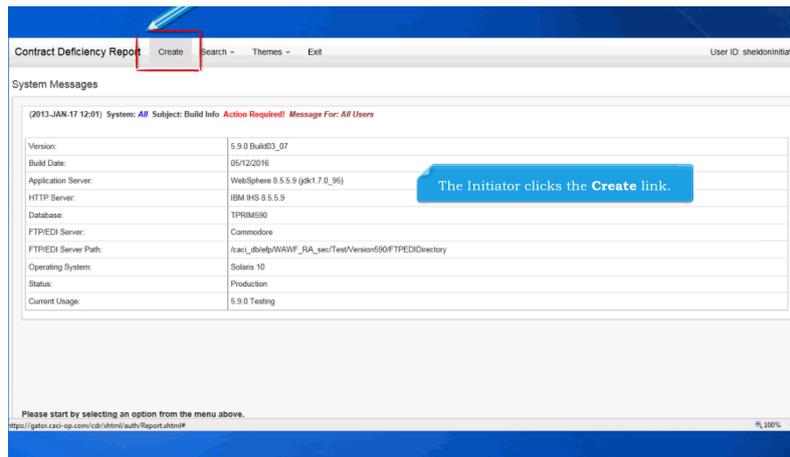Intro

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

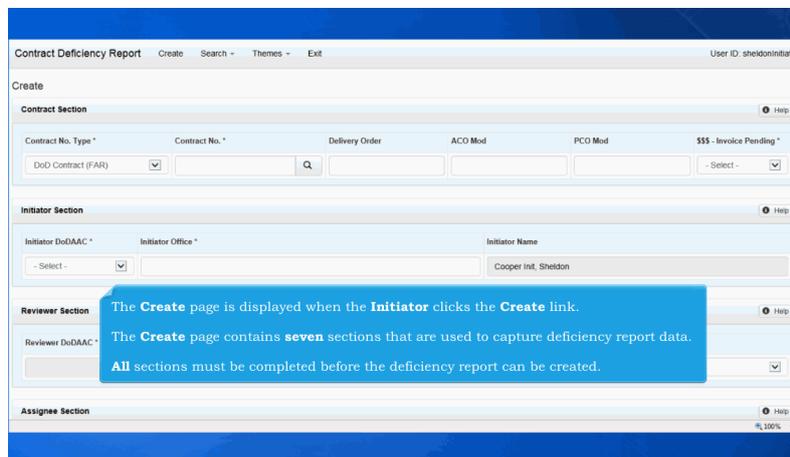Step 1

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 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.
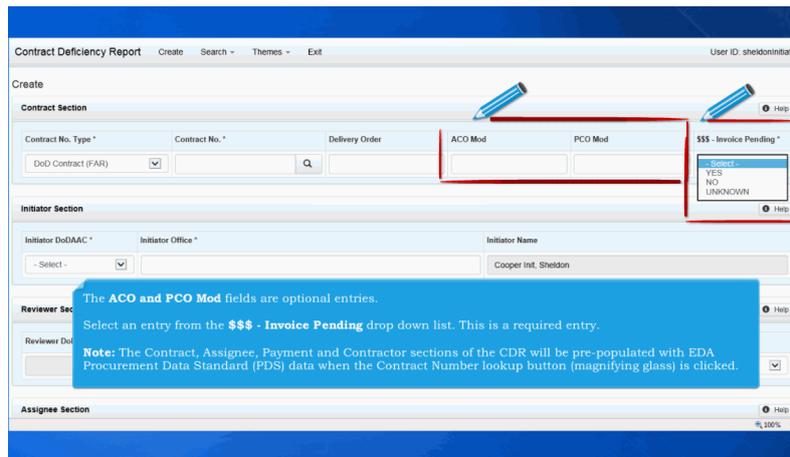NOTE: 'DoD Contract(FAR)' is the default selection.

Step 5

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.

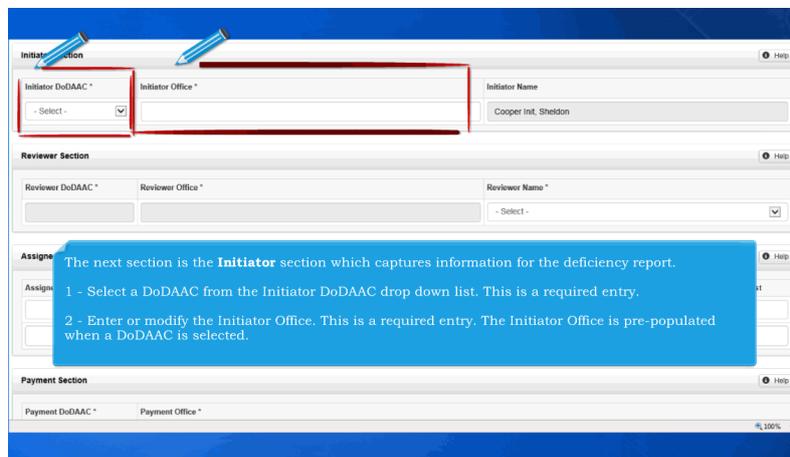Next, enter the Delivery Order. This is an optional entry.

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

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

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.

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.

Step 12

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

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.

Step 15

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

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

Step 17

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

Step 18

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

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

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 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.
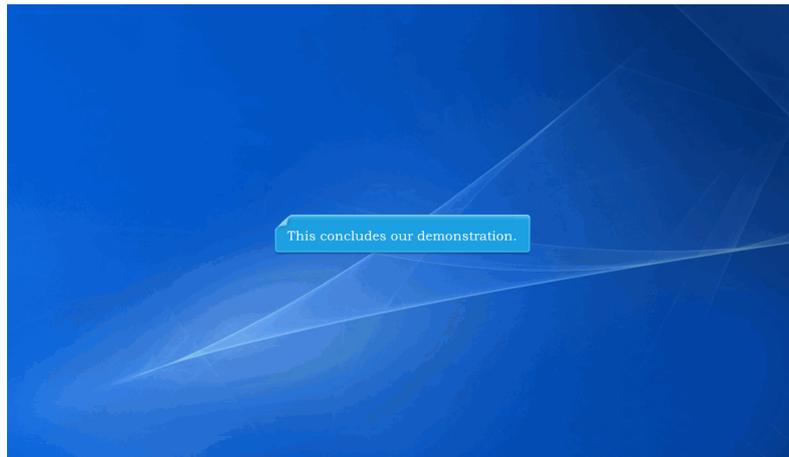
Step 23

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.

End

This concludes our demonstration.