

# Contract Closeout Email Notification

## Quick Reference Guide

### Issuing Office Notification Flag

Contract Closeout Criteria

Notification Setup

CO/CS Notifications

Contract Hold

#### Roles

- GAM – Sets up the Issuing Office Notification Flag
- CO/CS – Will receive the email notifications of an upcoming contract closeout and will have access to put a contract on hold

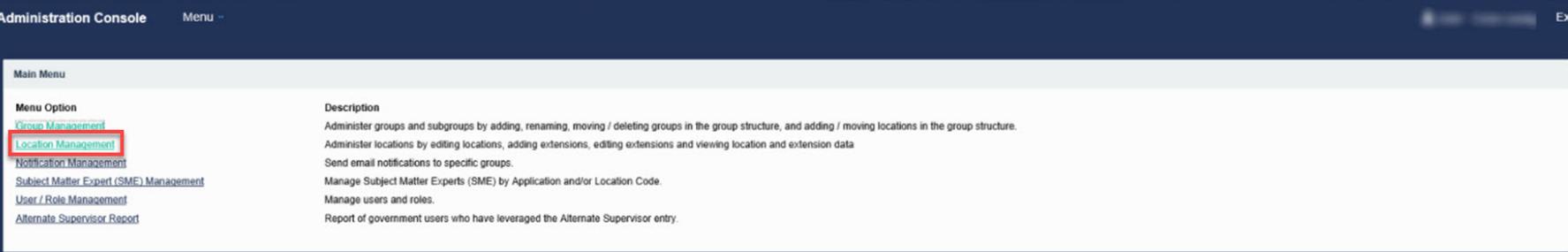
#### Contract Closeout Criteria

When a contract meets the following criteria an Automated Close out is triggered:

- All shipments for a contract must be in a processed status or an extracted status in WAWF
- A final invoice for the contract resides in the WAWF and is in a Paid status
- The Admin office is not DCMA
- The contract stored in the EDA application is in PDS (Procurement Data Standard) format
- Must be Firm Fixed Price and must not exceed \$500,000

#### Setup of the Issuing Office Notification Flag

**Step 1:** The GAM clicks the Location Management link

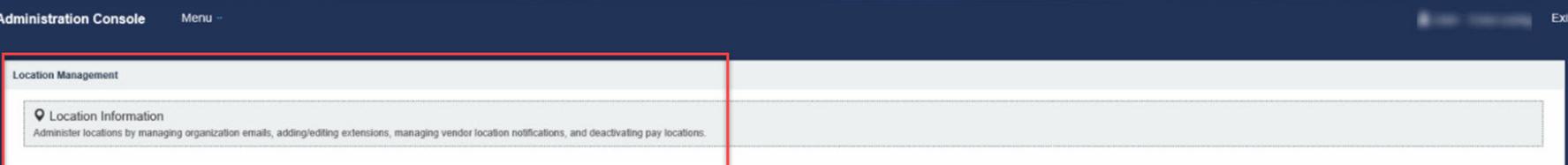


The screenshot shows the 'Administration Console' interface. The 'Main Menu' section contains a table with the following items:

Menu Option	Description
<a href="#">Group Management</a>	Administer groups and subgroups by adding, renaming, moving / deleting groups in the group structure, and adding / moving locations in the group structure.
<b><a href="#">Location Management</a></b>	Administer locations by editing locations, adding extensions, editing extensions and viewing location and extension data
<a href="#">Notification Management</a>	Send email notifications to specific groups.
<a href="#">Subject Matter Expert (SME) Management</a>	Manage Subject Matter Experts (SME) by Application and/or Location Code.
<a href="#">User / Role Management</a>	Manage users and roles.
<a href="#">Alternate Supervisor Report</a>	Report of government users who have leveraged the Alternate Supervisor entry.

\* Asterisk indicates required on  
† Only one field is requir

**Step 2:** Click the Location Information link.



The screenshot shows the 'Location Management' page. The 'Location Information' link is highlighted with a red box. The description for this link is: 'Administer locations by managing organization emails, adding/editing extensions, managing vendor location notifications, and deactivating pay locations.'

**Step 3:** Select Closeout from the Application drop-down and click the Search button.

## Location Information - Search

Are you deactivating Pay Location Codes? \*

No

Are you deactivating Non-Pay Location Codes? \*

No

Location Code

Equal To

Group Name

Equal To

Application

CLOSEOUT

**NOTE:** Deactivation of Pay and Non-Pay Location Codes is only applicable to the following application: WAWF - Wide Area Workflow.

Search

Return

Reset

\* Asterisk indicates required entry

↑ Only one field is required

**Step 4:** Click the Edit link.

## Search Result - Found 1 Records

Show 10 entries

Search:

Application	Location Code	Extension	Location Type	Primary Org. Email	Secondary Org. Email(s)	KS Release Flag	Action(s)
CLOSEOUT	S0512A	NA	DoDAAC			Y	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

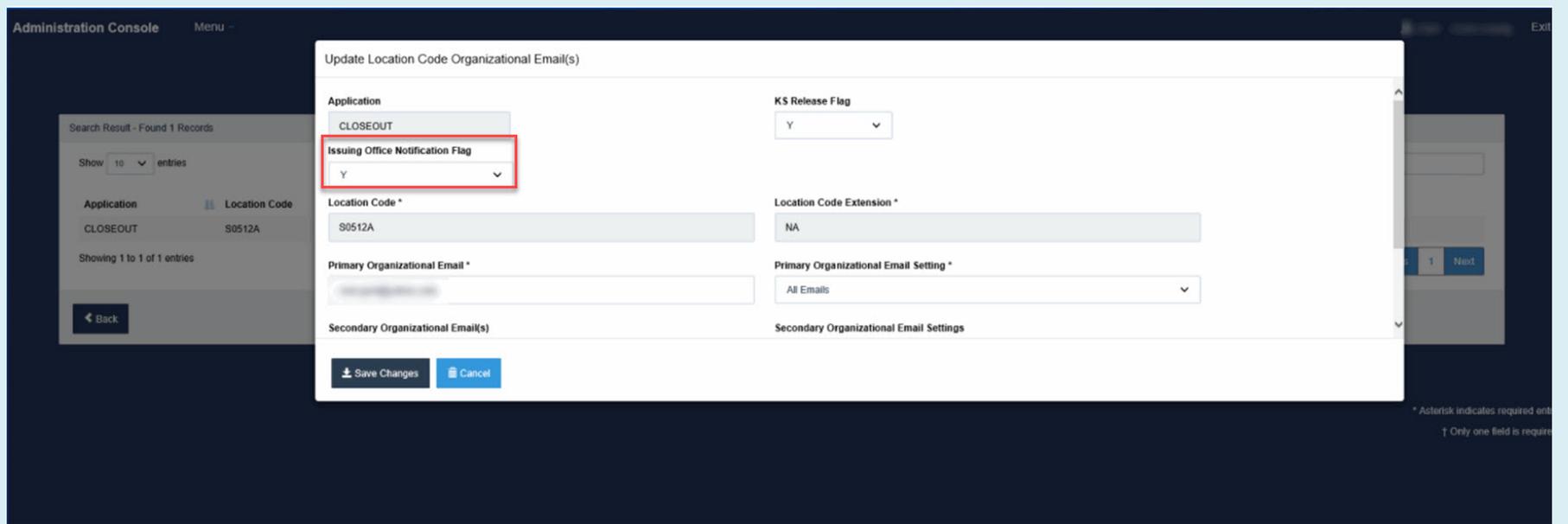
Previous 1 Next

Back

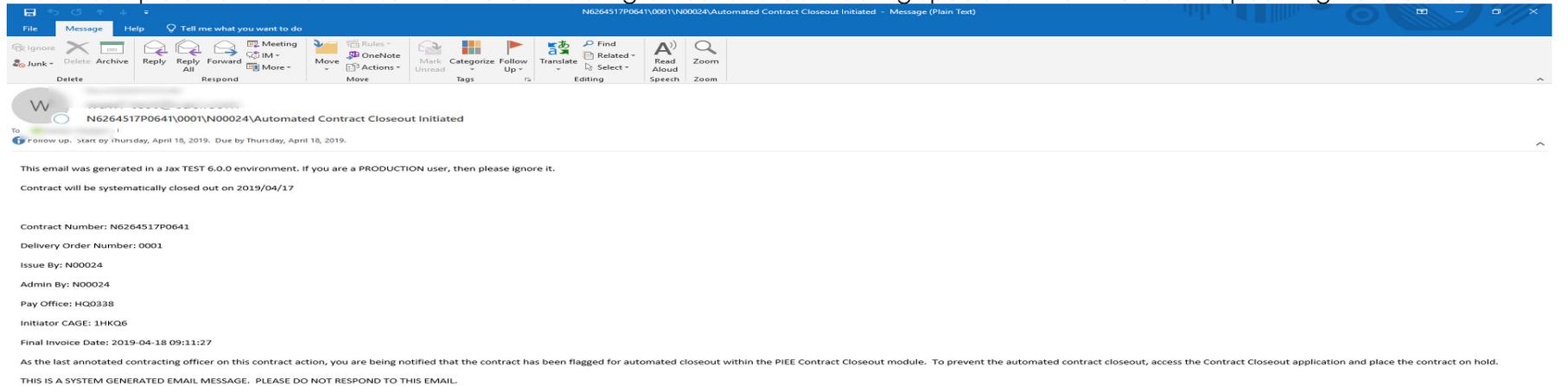
\* Asterisk indicates required entry

↑ Only one field is required

**Step 5:** Select Y or N in the Issuing Office Notification Flag field.



This is a sample email notification sent to the Contracting Officer and Contracting Specialist when there is an upcoming Auto Close.



Sample  
CO/CS  
Notification

Contract  
Hold

**Step 1:** If the Contracting Officer or Contracting Specialist would like to place a contract on hold to prevent a Contract Closeout, they will log into the Contract Closeout module.

Welcome to the Procurement Integrated Enterprise Environment

Award



Solicitation



Systems for Award Management

Post Award Admin



Surveillance and Performance Monitoring



Contracting Communication Module



Contract Deficiency Reports



Electronic Data Access



Contract Closeout

Payment



Wide Area Workflow



myInvoice

Operational Support



Joint Appointment Module



Purpose Code Management

Other



Web Based Training

Step 2: The CO or CS searches for the contract flagged for a Contract Closeout by clicking the Search link.

Contract Closeout Create Search

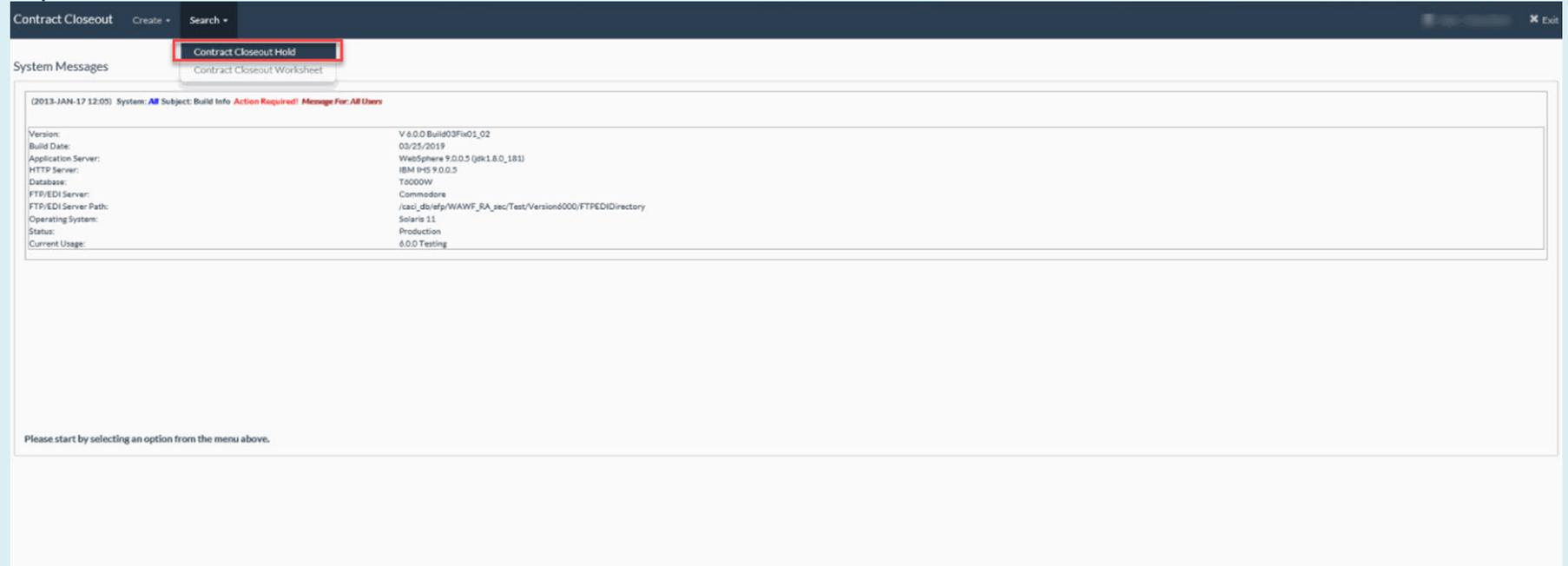
System Messages

(2013-JAN-17 12:05) System: All Subject: Build Info Action Required! Message For: All Users

Version:	V 6.0.0 Build03F01_02
Build Date:	03/25/2019
Application Server:	WebSphere 9.0.0.5 (jdk1.8.0_181)
HTTP Server:	IBM IHS 9.0.0.5
Database:	T6000W
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/cac_idb/ftp/WAWF_RA_sec/Test/Version6000/FTPEID/Directory
Operating System:	Solaris 11
Status:	Production
Current Usage:	6.0.0 Testing

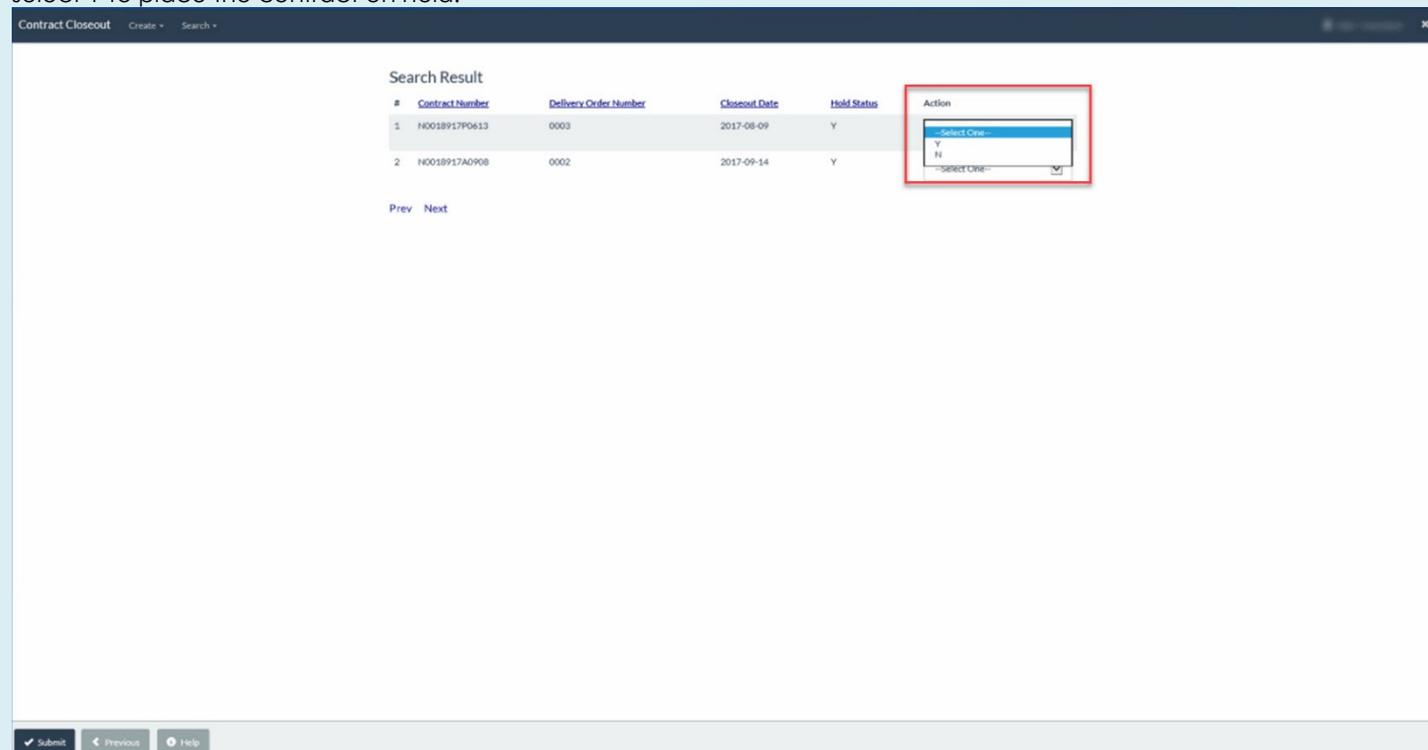
Please start by selecting an option from the menu above.

**Step 3:** The user would then click on Contact Closeout Hold.



The screenshot shows the 'Contract Closeout' application interface. At the top, there is a navigation bar with 'Contract Closeout', 'Create', and 'Search' options. A dropdown menu is open, showing 'Contract Closeout Hold' (highlighted with a red box) and 'Contract Closeout Worksheet'. Below the navigation bar, the 'System Messages' section displays a message from (2013-JAN-17 12:05) with the subject 'Build Info' and 'Action Required! Message For: All Users'. The message content includes system details such as Version (V 6.0.0 Build03Fw01\_02), Build Date (03/25/2019), Application Server (WebSphere 9.0.0.5 (jtk1.8.0, 181)), HTTP Server (IBM IHS 9.0.0.5), Database (T0000W), FTP/EDI Server (Commodore), FTP/EDI Server Path (/cacj\_db/efp/WAWF\_RA\_sec/Test/Version6000/FTPEDI/Directory), Operating System (Solaris 11), Status (Production), and Current Usage (6.0.0 Testing). At the bottom of the message area, it says 'Please start by selecting an option from the menu above.'

**Step 4:** The system will provide a list of contracts that have been flagged for Contract Closeout, the user will select Y or N from the dropdown. They will select Y to place the contract on hold.



The screenshot shows the 'Search Result' table in the 'Contract Closeout' application. The table has columns for '#', 'Contract Number', 'Delivery Order Number', 'Closeout Date', 'Hold Status', and 'Action'. Two rows of data are visible. The 'Action' column for the first row has a dropdown menu open, showing options 'Y', 'N', and '--SELECT ONE--'. The 'Y' option is highlighted. Below the table, there are 'Prev' and 'Next' navigation links. At the bottom of the page, there are 'Submit', 'Previous', and 'Help' buttons.

#	Contract Number	Delivery Order Number	Closeout Date	Hold Status	Action
1	H0018917P0613	0003	2017-08-09	Y	Y N --SELECT ONE--
2	H0018917A0908	0002	2017-09-14	Y	

