

CSM – Create a Deliverable & Communication

Training Document

Homepage

CSM

Create Deliverable & Communication

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<p>Roles with Create Access</p>	<p>The role(s) required to Create a Deliverable & Communication document submitted for response by another CSM user in the Delivery Schedule Manager (CSM) application:</p> <ul style="list-style-type: none"> • CSM – WAWF Vendor • CSM – Vendor
<p>How To – Creating a Deliverable & Communication</p>	<p>Abridged Creation Process:</p> <ol style="list-style-type: none"> 1. Log into PIEE and access CSM. 2. Select Award Specific View from the menu 3. Perform Award Specific View Data Search for the Award/Order 4. Select an Award from the results. 5. In the populated Award Specific View screen, select the Submit Award Specific Request/Inquiry to Administration Office link. 6. The Deliverable & Communication – Create page displays. 7. Enter the applicable information. 8. Send the Deliverable & Communication. 9. Success.
<p>Deliverable & Communication Creation – Award Specific View Search</p>	<p>Award Specific View Search</p> <p>Use the Award Specific View Search page to find an Award/Order to create a Deliverable & Communication document in CSM.</p> <p><i>Award Specific View Data Search Fields:</i></p> <ul style="list-style-type: none"> • Award Number (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) • Order Number (<i>with parameters Starts With / Equal to / Is Null / Not Null</i>) <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • Search <p>After entering the search criteria, click the Search button.</p>

Search for Award Specific View

Award Specific View Data Search

Award Number

Starts With

Order Number

Starts With

 Search

Search Results

The search results display in a table below; new searches are performed without leaving the page.

Award Specific View Search Results Columns:

- Award Number (*field is a hyperlink to the Award Specific View page for the specific Award*)
- Order Number
- Contractor Name
- CAGE Code
- Admin By DoDAAC
- Issue By DoDAAC

From the returned search results, select the Award Number hyperlink for the desired Award to open it up.

Award Specific View Search Result

Award Number ↑↓	Order Number ↑↓	Contractor Name ↑↓	CAGE Code ↑↓	Admin By DoDAAC ↑↓	Issue By DoDAAC ↑↓
S0512A20P0609		NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A
S0512A20D1113	0001	TOWN OF DALE	69PP2	FU4417	S0512A
S0512A02D9300		PLEXSYS INTERFACE PRODUCTS, INC.	2AAE1	S0512A	FU4417
S0512A21E0125	1401	NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A
S0512A24D9590		NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	FU4417	S0512A
S0512A22K1027		NORTHROP GRUMMAN SYSTEMS CORPORATION	06481	S0512A	FU4417

The Award Specific View page for the selected Award Number displays with the relevant Award information. Award Details section, locate the **Submit Award Specific Request/Inquiry to Administration Office** link and select it.

Award Specific View

Award Details:

Award Number:
S0512A02D9301

Order Number:

Contractor Name:
PLEXSYS INTERFACE PRODUCTS, INC.

Cage Code:
2AAE1

UEI:

Start Date:
2025-07-18

End Date:
2025-07-19

Last Modification #:

Type of Instrument:
DoD Contract (FAR)

Award Status:
Ready to Start Closeout

POC Details:

Awardee Program Manager:
Test Tester

Government Program Manager:
Test Testing

Government Administration Office:

Government Administration POC:

[Submit Award Specific Request/Inquiry to Administration Office](#)

The Deliverable & Communication – Create page displays.

Deliverable & Communication – Create Screen

The **Deliverable & Communication - Create** screen displays and information for the **Deliverable & Communication** is entered on the tabs below.

Deliverable & Communication Create Tabs:

- Communication
- Deliverables/Reports/Attachments

The **Deliverable & Communication** pre-populated document information is available at the top of the creation screen and is visible on all tabs.

Header Information:

- Award Number
- Order Number
- Admin By
- Issue By
- CAGE

Award Number: S0512A02D9301	Order Number:	Admin By: FU4417	Issue By: FU4417	CAGE: 2AAE1
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Buttons:

- Cancel
- Back
- Send
- Save
- Delete

*NOTE: The **Save** button is available during creation/response of the Deliverable & Communication workflow process. The button saves all information currently input. Take note of the Contract/Order Number at the top of the page; this number is used to locate the saved document via the CSM Deliverable & Communication Search page. Refer to the Save training available on the CSM WBT under General Functions link for more details.*

Communication Tab Information

Enter the Deliverable & Communication information in the fields listed below in their respective sections.

Communication fields:

- Award Number ([hyperlink to a pop-up with Award information](#))
- Order Number
- Contractor Name ([hyperlink to a pop-up with Contractor information](#))
- CAGE Code
- Admin By DoDAAC
- Issue By DoDAAC
- Initiator
- Submission Type* (options: [Communication](#) / [Request Final Report\(s\)](#) / [Request Interim Report\(s\)](#))
- Reminder Date Follow Up* (options: [7 Calendar Days](#) / [15 Calendar Days](#) / [None](#) / [Once](#))
- Reminder Date*
- Due Date Follow Up* (options: [7 Calendar Days](#) / [15 Calendar Days](#) / [None](#) / [Once](#))
- Due Date*

Deliverable & Communication - Create

Communication Attachments

Award Number S0512A20D0608	Order Number 0001	Contractor Name NORTHROP GRUMMAN SYSTEMS CORPORATION	CAGE Code 06481
Admin By DoDAAC FU4417	Issue By DoDAAC FU4417	Initiator Government	Submission Type* -Select- <small>Submission Type is required to send.</small>
Reminder Date Follow Up* None	Reminder Date* 📅	Due Date Follow Up* None	Due Date* 📅

Award Information Pop-up

The Contract Number is a hyperlink to a pop-up that displays Award information. The information is not editable.

Award Information Pop-up Fields:

- Contract
 - Contract Number
 - Delivery Order Number
 - Contractor
 - Administered By

- Final Delivery Date
- Payment Office
- Kind of Contract
- Inspection
- Remittance Address
- USD Total Contract Amount
- USD Obligated Amount
- USD ULO Amount
- ACO
- DMS Rating
- Facility Code
- Type of Contract
- Acceptance
- Discount 1
- Discount 2
- Foreign Total Contract Amount
- Foreign Obligated Amount
- Foreign ULO Amount
- Currency Indicator
- Effective Date
- MOCAS Section
- MOCAS Part
- Production Surveillance Code
- Criticality Designator
- R9 Remarks
- ACRN(s)
- Special Provisions
- Line Item(s)
 - CLIN
 - Noun
 - Order Quantity
 - Purchase Unit
 - USD Unit Price
 - Foreign Unit Price
 - USD Total Line Item Amount
 - Foreign Total Item Amount
- Schedule(s)
 - CLIN
 - NSN
 - Ship To
 - Mark For
 - Scheduled Quantity
 - Delivery Date
- Contract MOD(s)
 - Date
 - Contract MOD
 - Mod Type
 - Obligated Amount Change

- Cumulative Obligated Amount
- Remarks/Closeout Info
 - ACO Remarks
 - Closeout Dates
- Shipments
 - CLIN
 - Shipment Number
 - Shipment Date
 - Shipment Qty
 - Mark For
 - ACO
 - Scheduled Qty
 - Milstrip Number

Award Information X

Contract	0 ACRN(s)	Special Provisions	0 Line Item(s)	0 Schedule(s)	Contract MOD(s)	Remarks / Closeout Info	Shipments
Contract Number	FA303011A0091				USD Total Contract Amount		Foreign Total Contract Amount
Delivery Order Number	S0512A18F6688				USD Obligated Amount	0.00	Foreign Obligated Amount
Contractor	NORTHROP GRUMMAN SYSTEMS CORPORATION				USD ULO Amount		Foreign ULO Amount
Administered By	FA3030				ACO	ARZ998	Currency Indicator
Final Delivery Date					DMS Rating		Effective Date
Payment Office	H00338				Facility Code		MOCAS Section
Kind of Contract					Type of Contract		MOCAS Part
Inspection	See Individual CLIN				Acceptance	See Individual CLIN	Production Surveillance Code
Remittance Address					Discount 1		Criticality Designator
					Discount 2		R9 Remarks

Contractor Information Pop-up

The Contractor field is a hyperlink to a pop-up that displays Contractor information.

Contractor Information Pop-up Fields:

- CAGE Code
- Address 1
- Address 1
- Address 3
- Contractor Name
- City
- State
- Postal Code
- Country

Contractor Info	
CAGE Code 36126	Contractor Name RAYTHEON CANADA LIMITED
Address 1 450 LEITZ RD	City MIDLAND
Address 2	State ON
Address 3	Postal Code L4R 5B8
	Country CAN

Communication Information:

- From
- To* (*Add Email button is available and displays an email lookup pop-up when selected*)
- CC (*Add Email button is available and displays an email lookup pop-up when selected*)
- Message*

Buttons:

- Add Email

Communication

<p>From</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	<p>To*</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> Q Add Email
<p>Message*</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>CC</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> Q Add Email

User Email Addresses Pop-up

Select one or more user emails from the available drop-down list. Select the **Add** button to proceed.

Buttons:

- Add
- Cancel



Attachments Tab Information

NOTE: The Deliverables/Reports/Attachments Tab is mandatory when a WAWF Vendor user selects the Submission Type as 'Deliverables/Reports/Attachments Submission' or 'Request Award Change(s)' on the Communication Tab.

NOTE: Delivery Schedule Manager (CSM) users ensure that Deliverable & Communication actions entered and/or uploaded are following applicable security protocols and are handled in accordance with information Security requirements including those for classified materials, Controlled Unclassified Information (CUI), proprietary information, and Personally Identifiable Information (PII). This also includes all modifications, delivery orders, and associated attachments.

Attachments for CSM Deliverable & Communications

Select the **Choose** button to select one or more documents to upload to the server.

Buttons:

- Choose (*select Choose to upload a file*)

NOTE: The application automatically strips out unwanted special characters from the file name.

The local file explorer displays, select the desired file, and click the **Open** button to upload. The file information displays in the table below.

File Information Columns:

- File Name
- File Type
- File Size (**MB**)
- [Attachment Type](#) (*refer to Attachment Type Drop-down*)

- [Submission Type](#) (refer to *Submission Type Drop-down*)
- Notes
- Upload Date
- Name
- Action (*option: Delete*)

File Name	File Type	File Size	Attachment Type	Submission Type	Notes	Upload Date	Name	Action
MAC Maintenance 2025-09-23_16-51-36.pdf	application/pdf	0.854433 MB	--Select--	--Select--		2025/09/23		

Attachment Type Drop-Down:

- Assignment & Release
- Cost
- Other Attachment
- Other Deliverable
- Patent
- Patent Disclosure
- Performance/Equipment
- Property
- Request No Funds/Cost Extension
- Request Rebudget
- Request PI Change
- Security
- Subcontract
- Technical

Submission Type Drop-Down:

- Communication
- Final
- Interim
- Request

Deliverable and Communication Attachments Buttons:

- Cancel
- Back
- Send
- Save
- Delete

Delete Attachment

To delete an attachment, select the **Delete** button under the Actions column. A pop-up displays asking, “Are you sure you want to delete this attachment?”. A mandatory Reason comment box displays. Fill in the comment and select **Yes** to proceed or **No** to return to the previous screen.



Delete Attachment

Are you sure that you want to delete this attachment?

Reason*

✓ Yes X No

Send for Response

After the information is input, the document is ready to be sent. Click the **Send** button to continue the workflow process. Document validation runs displaying soft warnings/errors; make any necessary corrections before sending.

Send Success

Successfully **Sending** a Deliverable & Communication directs the user to the Dashboard with a success message that states, “**Send Success:** Deliverable & Communication was sent”. The document is in the ‘**Sent**’ status and assigned to the selected **CSM users**. An email is sent to the users associated with the document, informing them the document has been **submitted** for response.

What Happens Next?

The document is sent to the receivers indicated on the document and is ready for their response. The document is still editable for the initiator. For more information on locating a Sent Deliverable & Communication document review the Search training on the WBT for CSM documents under General Information.

Additional Information

Additional Information

Allowable Attachment Type and Submission Type Selections:

Attachment Type	Submission Type Allowed
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Cost	Interim Final
Patent	Interim Final
Technical	Interim Final
Property	Interim Final
Subcontract	Interim Final
Security	Interim Final
Performance/Equipment	Interim Final
Assignment & Release	Final
Patent Disclosure	Interim Final
Request No Funds/Cost Extension	Request
Request Rebudget	Request
Request PI Change	Request
Other Deliverable	Interim Final
Other Attachment	Communication

Notes Pre-Pop based on Attachment Type and Submission Type Selection:

Attachment Type	Submission Types	Notes Pre-Pop
Subcontract	Interim	Interim Subcontract
Security	Interim	Interim Security
Performance/Equipment	Interim	Interim Performance/Equipment
Request No Funds/Cost Extension	Request	No Funds/Cost Extension
Patent Disclosure	Final	Patent Disclosure
Request PI Change	Request	PI Change
Other Attachment	Communication	

Other Deliverable	Interim	Interim
Other Deliverable	Final	Final