

DSM Award Specific View

Reference Guide

Homepage

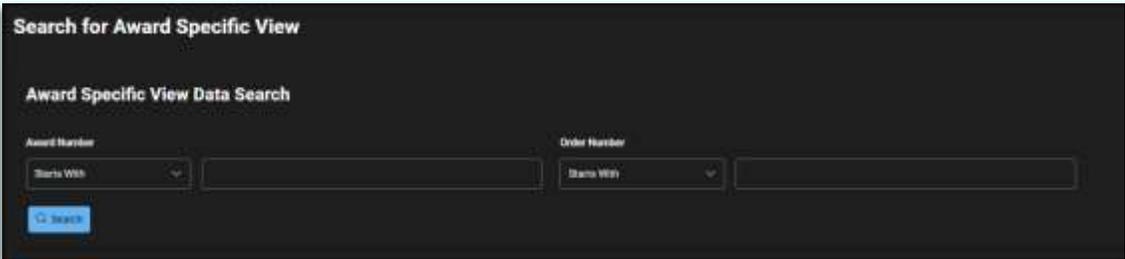
DSM Homepage

Award Specific View

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<p>Overview</p>	<p>The DSM Award Specific View allows DSM users to search and view specific deliverable reporting data of Awards within the user's span of control (Admin By for DSM Admin Office users, Issue By for DSM Issuing/Pay Office users, and CAGE Code for Vendor and WAWF Vendor users).</p>
<p>Role Access</p>	<p>DSM roles with the capability to access Delivery Forecast:</p> <ul style="list-style-type: none"> • DSM Admin Office • DSM Issuing/Pay Office • DSM View Only • DSM Vendor • DSM WAWF Vendor <p><i>NOTE: DSM View Only users may only view Award and POC details, Communications, and Interim and Final Reports.</i></p>
<p>Search for Award Specific View</p>	<p>On the Search for Award Specific View page, enter search criteria.</p> <p>Award Specific View Data Search:</p> <ul style="list-style-type: none"> • Award Number (<i>parameters: Starts With / Equal To / Is Null</i>) • Order Number (<i>parameters: Starts With / Equal To / Is Null</i>) <p><i>Button(s):</i></p> <ul style="list-style-type: none"> • Search <p>Select the Search button to retrieve desired data.</p> 
<p>Search Results</p>	<p>The search results populate on the same page. Select the Award Number hyperlink to open the Award Specific View.</p> <p>Award Specific View Search Results:</p> <ul style="list-style-type: none"> • Award Number • Order Number • Contractor Name • CAGE Code • Admin by DoDAAC • Issue by DoDAAC



To access the Award Specific View, select the desired **Award Number** in the Award Number column of the search results. The user will be navigated to the Award Details page to view the award specific data populated from EDA.

Award Specific View

Award Details:

- Award Number (*field populates with information pulled from the award*)
- Order Number (*field populates with information pulled from the award*)
- Contractor Name (*field populates with information pulled from the award*)
- CAGE Code (*field populates with information pulled from the award*)
- UEI
- Start Date (*field populates with information pulled from the award*)
- End Date (*field populates with information pulled from the award*)
- Last Modification #
- Type of Instrument (*field populates with information pulled from the award*)
- Award Status (*field populates with information pulled from the award*)
 - Active
 - Expired
 - Physically Complete
 - Ready to Start Closeout
 - Closed

Award Specific View



POC Details:

- Awardee Program Manager (*field populates with information pulled from the award*)
- Government Program Manager (*field populates with information pulled from the award*)
- Government Administration Office (*field populates with information pulled from the award*)
- Government Administration POC (*field populates with information pulled from the award*)
- [Submit Award Specific Request/Inquiry to Administration Office](#) (*field is a link to the Deliverable & Communication – Create screen*)



Communications with Government Administration Office:

(*Section populates with information pulled from the award*)

- Request Type
- Status
- Date Submitted
- Date Resolved

Interim Reports Due

(Field populates with information pulled from the award)

- Report Type/CDRL Title
- Data Item Number
- Reporting Interval
- Compliance
- Total Interim Reports Required
- Total Interim Reports Not Delivered
- Action
 - [Submit/View Reports](#) (button leads to the Interim Report Upload/Entry Dashboard screen)
 - [Submit/View CDRL\(s\)](#) (button leads to the Interim CDRL Upload/Entry Dashboard screen)

Report Type/CDRL Title	Data Item Number	Reporting Interval	Compliance	Total Interim Reports Required	Total Interim Reports Not Delivered	Action
Final Report		Once	0.0%	1	1	[Action]
Health Report		Monthly	0.00%	2	1	[Action]
Priority Report		Monthly	0.0%	0	0	[Action]
Technical/Performance Report		Monthly	0.0%	0	0	[Action]
Interim Report		Monthly	0.0%	0	0	[Action]
Final	2341	12/31 (Annual)	0.0%	4	4	[Action]
Final	2344	12/31 (Annual)	0.0%	17	17	[Action]

NOTE: Interim Report/CDRLs with no Due Date will populate N/A in the table for Compliance, Total Interim Reports Required, Total Interim Reports Not Delivered Fields.

NOTE: CDRLs associated with the Award are included in the Interim Reports Due table.

Final Reports Due

(Field populates with information pulled from the award)

- Report Type/CDRL Title
- Line Item Number
- Data Item Number
- DD-250REQ
- Due Date
- Days Until Due
- Status (field is based off the due date)
- Action
 - [Submit/View Reports](#) (button populates an Upload Final Report module)
 - [Submit/View CDRLs](#) (button populates an Upload Final Report module)

Report Type/CDRL Title	Line Item Number	Data Item Number	DD-250REQ	Due Date	Days Until Due	Status	Action
Technical/Performance Report				2023-01-01	0	Not Yet Due	[Action]
Priority Report				2023-01-01	0	Not Yet Due	[Action]
Final	2341	2341		2023-01-01	0	Not Yet Due	[Action]
Final	2344	2344		2023-01-01	0	Not Yet Due	[Action]

NOTE: Final Reports Due table includes CDRLs associated with the award.

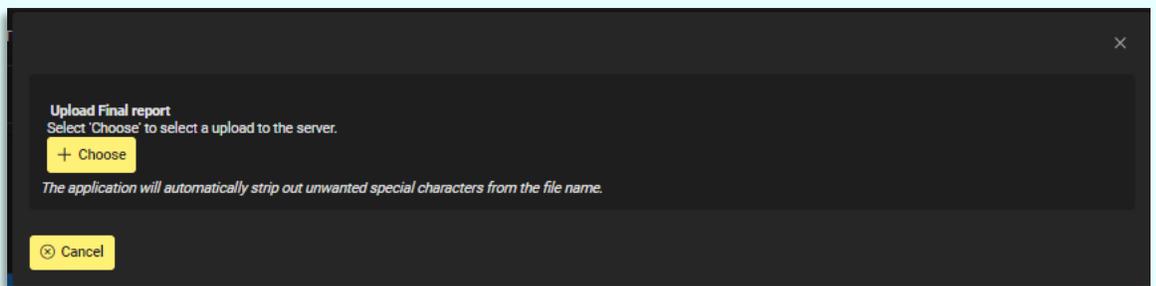
NOTE: When a Final Report is uploaded to the Final Reports Due Table and is received on time, received late, or accepted, the Days Until Due column is blank.

Upload Final Report

To upload a Final Report, select the **Upload** button. An Upload Final Report module displays. Select the **Choose** button and the local file explorer displays. Select the desired report and select Open. The report is now visible in the Report table.

Upload Final CDRL

To upload a Final CDRL, select the **Upload** button. An Upload Final CDRL module displays. Select the **Choose** button and the local file explorer displays. Select the desired CDRL and select Open. The report is now visible in the Report table.



Button(s):

- Back
- Save

Submit Award Specific Request/Inquiry to Administration Office

Selecting the Submit Award Specific Request/Inquiry to Administration Office link populates the Deliverable & Communication – Create page.



Contract Data:

(Fields populate with information associated with the selected contract)

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

Deliverable & Communication – Create

Enter data into the applicable fields.

Communication Screen:

- [Award Number](#) (field is a link, select the Award Number to see additional information) (field populates with information pulled from the award)
- Order Number (field populates with information pulled from the contract)
- [Contractor Name](#) (field is a link, select the Contractor Name to see additional information) (field populates with information pulled from the award)
- CAGE Code (field populates with information pulled from the contract)
- Admin By DoDAAC (field populates with information pulled from the contract)
- Issue By DoDAAC (field populates with information pulled from the contract)
- Initiator (field populates with information pulled from the contract)
- Submission Type *
 - Communication
 - Request Final Report(s)
 - Request Interim Report(s)
- Reminder Date Follow Up *
- Reminder Date *
- Due Date Follow Up *
- Due Date *

Communication:

- From (field pre-populates with the user's ID)
- To * (select the Add Email button to populate an email lookup screen)
- CC (select the Add Email button to populate an email lookup screen)
- Message *

Add Email:

- Select One or More User Emails (field is a dropdown and a search)

Button(s):

- Add
- Cancel

User Email Addresses

Select one or more user emails:

✓ Add X Cancel

Contract Information Pop-Up Screen:

- 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

Contract Information		Contract MCOID	Remarks / Closeout Info	Shipments
Contract Number		USD Total Contract Amount		Foreign Total Contract Amount
Delivery Order Number		USD Obligated Amount	0.00	Foreign Obligated Amount
Contract		USD ULO Amount		Foreign ULO Amount
Administered By		AWI		Contract Inference
Plant Delivery Zone		DMS Billing		Effective Date
Payment Office	USD CA	Facility Code		AWCAD Section
Kind of Contract		Type of Contract		AWCAD Part
Inspection	See individual CLIN	Acceptance	See individual CLIN	Production Surveillance Term
Residence Address		Discount 1		Quality Agreement
		Discount 2		OS Remarks

Contractor Information Pop-Up Screen:

- CAGE Code
- Contractor Name
- Address 1
- City
- Address 2
- State
- Address 3
- Postal Code
- Country

Contractor Info X

<p>CAGE Code 05401</p> <p>Address 1 [Redacted]</p> <p>Address 2 [Redacted]</p> <p>Address 3 [Redacted]</p>	<p>Contractor Name [Redacted]</p> <p>City [Redacted]</p> <p>State CA</p> <p>Postal Code 91367</p> <p>Country USA</p>
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Button(s):

- Cancel
- Back
- Send (*submits the communication*)
- Save
- Delete

View Interim Report

When the **View** button is selected, the report is exported to the user's local file downloads.

Upload Interim Report

To upload an Interim Report, select the **Upload** button. An Upload Interim Report module displays. Select the **Choose** button and the local file explorer displays. Select the desired report and select **Open**. The report is now visible in the Report table.

Delete Interim Report

To delete an Interim Report, select the **Delete** button in the Action column. A Confirm Delete message displays. Select **Yes** to proceed with deleting the report, or **No** to return to the previous screen.

Button(s):

- Back
- Save

Select **Save** to submit the Interim Report Upload changes. A success message displays.



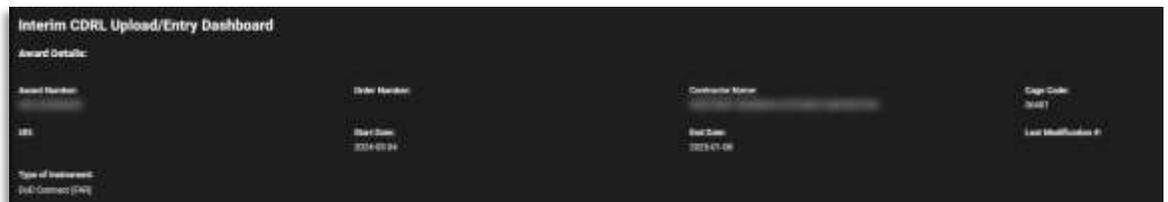
In the Interim Report section, when the Submit/View CDRLs button is selected, the Interim CDRL Upload/Entry Dashboard displays.

Interim CDRL Upload/Entry Dashboard

(Fields populate with information pulled from the Award)

Award Details:

- Award Number
- Order Number
- Contractor Name
- CAGE Code
- UEI
- Start Date
- End Date
- Last Modification #
- Type of Instrument



POC Details:

- Awardee Program Manager
- Government Program Manager

Interim CDRL Upload/Entry Dashboard

- Government Administration Office
- Government Administration POC



CDRL Details:

- CDRL Title
- Submission Type
- Frequency
- Line Item Number
- Data Item Number
- DD-250REQ
- CDRL #
- Due Date
- Received Date
- Acceptance Date
- Status
- Action
 - View (*button populates when a CDRL is uploaded*)
 - Delete (*button populates when a CDRL is uploaded*)
 - Add Additional CDRL (*button displays for an ASREQ, ASGEN, ONE/R, or R/ASR report*)
 - Delete Additional CDRL (*button displays when an additional CDRL has been added to an ASREQ, ASGEN, ONE/R, or R/ASR report*)
 - Upload



NOTE: ASREQ, ASGEN, ONE/R, and R/ASR Report Types can have more than one CDRL uploaded to them.

View Interim CDRL

When the **View** button is selected, the report is exported to the user’s local file downloads.

Upload Interim CDRL

To upload an Interim CDRL, select the **Upload** button. An Upload Interim CDRL module displays. Select the **Choose** button and the local file explorer displays. Select the desired report and select **Open**. The CDRL is now visible in the CDRL table.

Delete Interim CDRL

To delete an Interim CDRL, select the **Delete** button in the Action column. A Confirm Delete message displays. Select **Yes** to proceed with deleting the report, or **No** to return to the previous screen.

Button(s):

- Back
- Save

Select **Save** to submit the Interim Report Upload changes. A success message displays.