

# Supply Chain Submission – Issuing/Pay Office and Admin Office

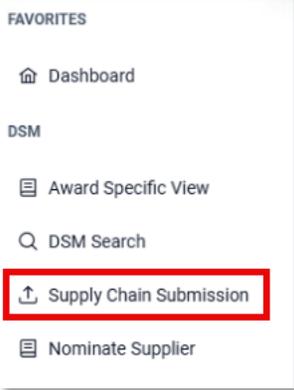
Training Document

DSM

Supply Chain Submission

## Table of Contents

<b>Roles</b> .....	1
<b>Supply Chain Submission</b> .....	1
<b>Submission Tab</b> .....	1
Submission Tab Fields:.....	2
<i>CAGE Code Lookup</i> .....	2
<i>Supplier Code Lookup</i> .....	4
Upload Attachments.....	6
<b>History Tab</b> .....	8
History Tab Tables.....	8
<i>Uploads On Behalf of Vendor Columns:</i> .....	8
<i>Uploads On Behalf of Supplier Columns:</i> .....	9

<b>Roles</b>	Roles with the ability to access the Supply Chain Submission process via the Supply Chain Submission navigation link: <ul style="list-style-type: none"><li>• DSM Admin Office</li><li>• DSM Issuing/Pay Office</li></ul>
<b>Supply Chain Submission</b>	<p>To access the Supply Chain Submission screen, select the Supply Chain Submission option from the DSM Navigation panel.</p>  <p>The Supply Chain Submission screen displays.</p>
<b>Submission Tab</b>	<p>The Submission tab allows for downloading a Supply Chain Template and submitting Supply Chain documents on behalf of a vendor or supplier.</p> <p><i>NOTE: Ensure that Submission actions entered and/or uploaded are in compliance with 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.</i></p> <p>To download a Supply Chain Template, select the “Click <b>Here</b>” link available on the screen. The template downloads locally as an Excel file.</p>

Submission History

Ensure that Submission actions entered and/or uploaded are in compliance with 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).

Click [here](#) to download the latest Supply Chain Template.

### Submission Tab Fields:

- On Behalf Of (*options: Vendor / Supplier*)  
(*fields display if Vendor is the selected option in the "On Behalf Of" field*)
- CAGE Code (*field is a lookup*)
- Contractor Name (*field is auto-populated based on the selected CAGE code and is not editable*)  
(*fields display if Vendor is the selected option in the "On Behalf Of" field*)
- Supplier Code (*field is a lookup*)
- Supplier Business Name (*field is auto-populated based on the selected Supplier code and is not editable*)

### Buttons:

- Submit (*select this button to submit the Supply Chain Submission*)

Submission History

Ensure that Submission actions entered and/or uploaded are in compliance with 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).

Click [here](#) to download the latest Supply Chain Template.

On Behalf Of: Supplier  
Supplier Code: [input field] [Lookup button]  
Supplier Business Name: [input field]

Submit

### CAGE Code Lookup

Select the **Lookup** button next to the CAGE Code field when submitting for a Vendor to display the CAGE Code Lookup screen.

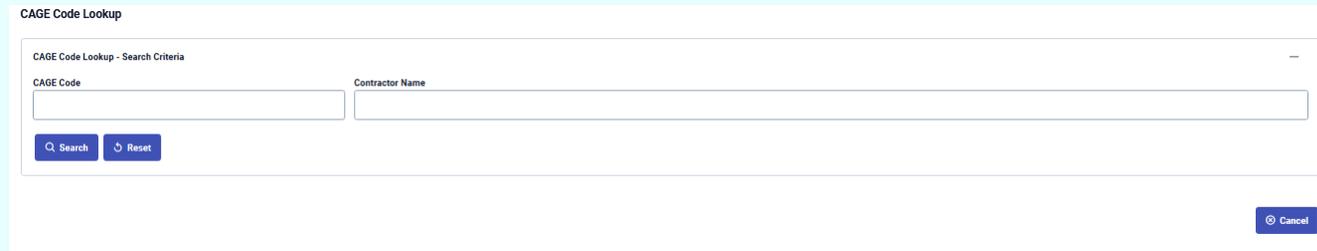
On Behalf Of: Vendor  
CAGE Code: [input field] [Lookup button]  
Contractor Name: [input field]

### CAGE Code Lookup – Search Criteria:

- CAGE Code
- Contractor Name

### Buttons:

- Search
- Reset
- Cancel



The screenshot shows a web form titled "CAGE Code Lookup". Inside the form, there is a sub-section "CAGE Code Lookup - Search Criteria". This section contains two input fields: "CAGE Code" and "Contractor Name". Below these fields are two buttons: "Search" (with a magnifying glass icon) and "Reset" (with a circular arrow icon). At the bottom right of the form, there is a "Cancel" button with a close icon.

Enter in the applicable CAGE Code Lookup search criteria and select **Search** to proceed. The Search Results display at the bottom of the screen.

### CAGE Code Lookup – Search Results:

- CAGE Code (*column result is a link, click it to populate the selected CAGE Code information into the Submission tab fields*)
- Contractor Name
- CASD DoDAAC
- City
- State (*field displays when United States is the selected country*)
- Postal Code (*postal code is a five- or nine-digit number*)
- Country

**NOTE:** Columns are sortable and filterable.

**CAGE Code Lookup - Search Results**

CAGE Code 1. 1	Contractor Name 1. 2	CASD DoDAAC 1. 1	City 1. 1	State 1. 1	Postal Code 1. 1	Country 1. 1
	COLOR TECH PRINTING OF BUFFALO LLC		ELKLAND	MO	65644	USA
	GRAYSON OFFICE INTERIORS INC		CHERRY HILL	NJ	08002	USA
	NURSING & HEALTH SERVICES TRAINING CONSULTANTS INC		BALTIMORE	MD	21201	USA

333 Records Returned

Select the desired CAGE Code from the displayed search results to populate the information into the Submission tab fields.

### *Supplier Code Lookup*

Select the **Lookup** button next to the Supplier Code field when submitting for a Supplier to display the Supplier Code Lookup screen.

On Behalf Of:  Supplier Code:   Supplier Business Name:

### *Supplier Code Lookup – Search Criteria:*

- Supplier Code
- Supplier Business Name
- Supplier Email

### *Buttons:*

- Search
- Reset
- Cancel

**Supplier Code Lookup**

Supplier Code Lookup - Search Criteria

Supplier Code

Supplier Business Name

Supplier Email

Enter in the applicable Supplier Code Lookup search criteria and select **Search** to proceed. The Search Results display at the bottom of the screen.

*Supplier Code Lookup – Search Results:*

- Supplier Code (*column result is a link, click it to populate the selected Supplier Codes information into the Submission tab fields*)
- Supplier Business Name
- Supplier Email
- City
- State (*field displays when United States is the selected country*)
- Postal Code (*postal code is a five- or nine-digit number*)
- Country

**NOTE:** Columns are sortable and filterable.

Supplier Code Lookup - Search Results

Supplier Code 1. <input type="checkbox"/>	Supplier Business Name 1. <input type="checkbox"/>	Supplier Email 1. <input type="checkbox"/>	City 1. <input type="checkbox"/>	State 1. <input type="checkbox"/>	Postal Code 1. <input type="checkbox"/>	Country 1. <input type="checkbox"/>
<a href="#">Test</a>				VA	20155-1309	USA
<a href="#">KC Test Supplier 3</a>				VA	20122	USA
<a href="#">Test</a>				VA	24001	USA
<a href="#">Test</a>				VA	20155-1309	USA

17 Records Returned

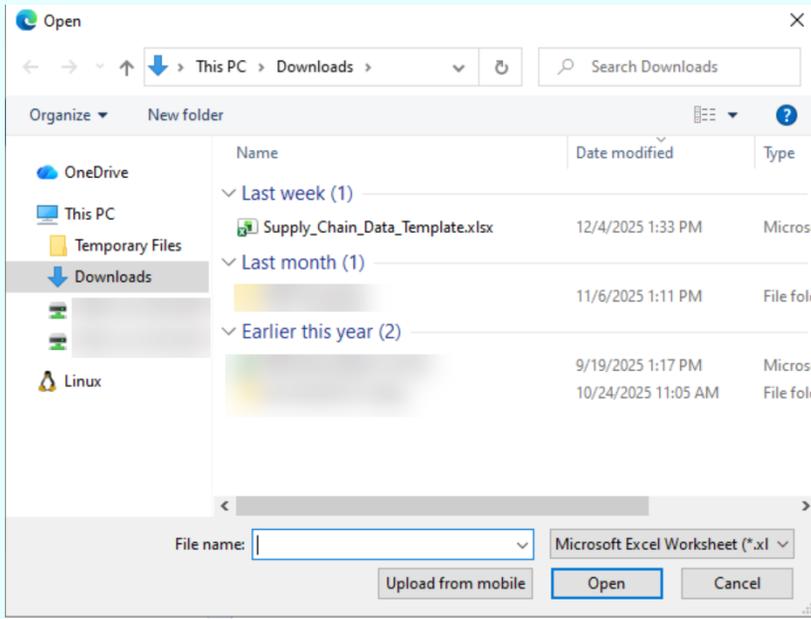
Select the desired Supplier Code from the displayed search results to populate the information into the Submission tab fields.

## Upload Attachments

Selecting a valid Supplier Code or CAGE Code displays the attachments section. To upload a template to the server, drag and drop a file within the section or select the **Choose** button to select one or more documents.

The screenshot shows a web interface with a navigation bar at the top containing 'Submission' and 'History' tabs. Below the navigation bar is a warning message in a yellow box: 'Ensure that Submission actions entered and/or uploaded are in compliance with 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)'. Below the warning is a link: 'Click [here](#) to download the latest Supply Chain Template.' The main form area contains three input fields: 'On Behalf Of' with a dropdown menu showing 'Vendor', 'CAGE Code' with a search icon, and 'Contractor Name' with the text 'NORTHROP GRUMMAN SYSTEMS CORPORATION'. Below these fields is a large white box containing a blue '+ Choose' button and the text 'Drag a file or select 'Choose' to upload Supply Chain Template.' At the bottom of this box is a small note: 'The application automatically renames files to a consistent format.'

The local file explorer displays. Select the desired file and click the **Open** button to proceed with the upload.



*NOTE: The upload functionality only accepts Excel files. If a non-Excel file is selected, an error message appears stating, “Attachment Failure. Only Excel files with extension of “.xlsx” can be uploaded. Please choose a valid Excel file.”*

*NOTE: The application automatically renames files to a consistent format.*

The file information is available within the File Information table upon upload.

*NOTE: If the CAGE or Supplier Code changes after uploading an attachment, the attachment is cleared out.*

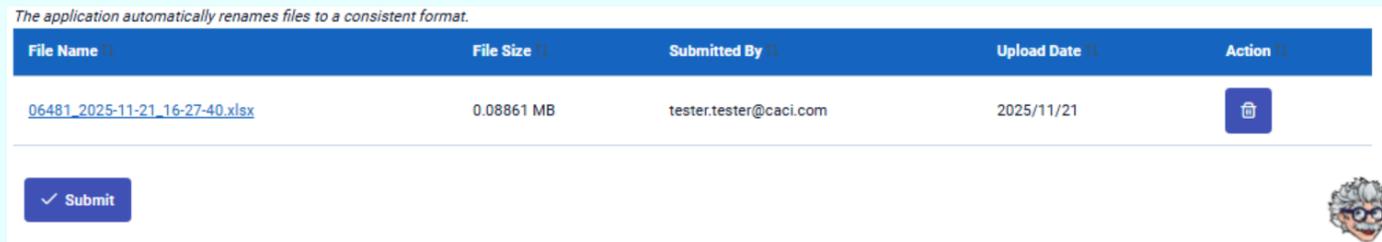
#### *Attachment Columns:*

- File Name (*file is a link to view the uploaded template*)
- File Size
- Submit Date
- Submitted By
- Action (*option: Delete*)

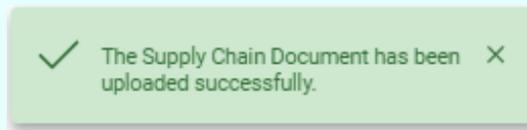
*NOTE: An error message displays when a non-approved template is used saying, “Attachment Failure. The uploaded document was not validated as the correct Supply Chain Template. Try again with the most up to date Supply Chain Template.”*

*NOTE: An error message displays when no attachment is selected stating, "Attachment Failure. Failed to upload attachment. Please select 'Choose' and navigate to the document you wish to upload or drag and drop it into the field below."*

To delete a file, select the **Delete** button within the Action column.



Select the **Submit** button to submit the Supply Chain Submission. A success message displays stating, "The Supply Chain Document has been uploaded successfully."



## History Tab

After submitting a Supply Chain Submission on the Submission tab, the uploaded templates are available to view on the History tab. The user can only view their own submission history. Files uploaded by the Vendor or Supplier are not available.

### History Tab Tables

*Uploads On Behalf of Vendor Columns:*

- File Name (*a link is available to download the file locally as an Excel file*)
- File Size
- CAGE Code
- Contractor Name
- Submit Date

*NOTE: Columns are sortable.*

Submission History

**Uploads On Behalf of Vendor**

File Name ↑↓	File Size ↑↓	CAGE Code ↑↓	Contractor Name ↑↓	Submit Date ↑↓
<a href="#">06481_2025-12-09_13-49-43.xlsx</a>	0.018224 MB		NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-12-09 1:49:45 PM
<a href="#">06481_2025-12-09_13-45-16.xlsx</a>	0.018224 MB		NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-12-09 1:45:18 PM
<a href="#">06481_2025-12-08_18-35-57.xlsx</a>	0.018224 MB		NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-12-08 6:36:11 PM
<a href="#">06AE0_2025-12-08_15-50-43.xlsx</a>	0.018224 MB		JBG/TYSONS HOTEL, L.L.C.	2025-12-08 3:50:57 PM
<a href="#">06481_2025-12-08_14-54-12.xlsx</a>	0.018224 MB		NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-12-08 2:54:17 PM
<a href="#">06481_2025-12-07_16-24-29.xlsx</a>	0.018224 MB		NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-12-07 4:24:44 PM
<a href="#">06481_2025-12-04_18-33-57.xlsx</a>	0.018224 MB		NORTHROP GRUMMAN SYSTEMS CORPORATION	2025-12-04 6:34:03 PM

Records: 1 to 7      << < 1 > >> 10      7 Records Returned

**Uploads On Behalf of Supplier Columns:**

- File Name (a link is available to download the file locally as an Excel file)
- File Size
- Supplier Code
- Supplier Business Name
- Submit Date

*NOTE: Columns are sortable.*

**Uploads On Behalf of Supplier**

File Name ↑↓	File Size ↑↓	Supplier Code ↑↓	Supplier Business Name ↑↓	Submit Date ↑↓
<a href="#">SC2H67V60H_2025-12-08_15-55-39.xlsx</a>	0.018224 MB		Test	2025-12-08 3:56:13 PM
<a href="#">SC1VD0ZDYU_2025-12-08_15-51-53.xlsx</a>	0.018224 MB			2025-12-08 3:52:02 PM
<a href="#">SC1000000K_2025-12-08_14-56-18.xlsx</a>	0.018224 MB			2025-12-08 2:56:20 PM
<a href="#">SC10000003_2025-12-07_16-25-19.xlsx</a>	0.018224 MB		Supplier Business Name 25	2025-12-07 4:25:23 PM

Records: 1 to 4      << < 1 > >> 10      4 Records Returned 

To view the previously uploaded file, select the hyperlinked file name in the table. The file downloads locally.