

Supply Chain Submission - Vendor

Training Document

DSM

Supply Chain Submission

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This training document goes over the Supply Chain Submission functionality for Vendors.

Roles

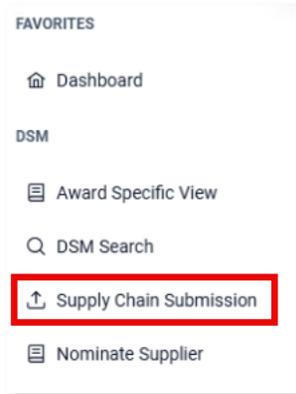
Roles with the ability to access the Supply Chain Submission process via the Supply Chain Submission navigation link:

- DSM Vendor (*users can only submit Supply Chain templates against their own registered CAGE Code*) (*users can only see submissions submitted against their CAGE Code*)
- WAWF Vendor (*users can only submit Supply Chain templates against their own registered CAGE Code*) (*users can only see submissions submitted against their CAGE Code*)

NOTE: DSM government roles cannot see submissions in DSM. Submission data is only available in Advana.

Supply Chain Submission

To access the Supply Chain Submission screen, select the Supply Chain Submission option from the DSM Navigation panel.



The Supply Chain Submission screen displays.

Submission Tab

The Submission tab allows for downloading a Supply Chain Template, uploading submissions, and saves information regarding the uploads in the table.

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.

To download a Supply Chain Template, select the “Click **Here**” link available on the screen. The template downloads locally as an Excel file.

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.

CAGE Code:

Contractor Name: NORTHROP GRUMMAN SYSTEMS CORPORATION

+ Choose

Drag a file or select 'Choose' to upload Supply Chain Template.

The application automatically renames files to a consistent format.

Submit

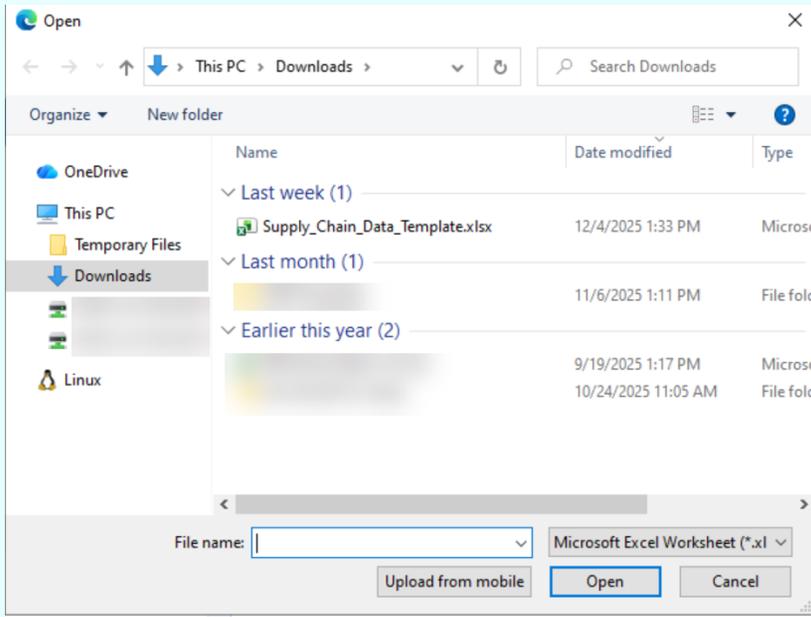
Submission Tab Fields:

- CAGE Code (*field is a drop-down of the registered CAGE Codes*)
- Contractor Name (*field is auto-populated and is not editable*)

Buttons:

- Choose (*select this button to upload a template*)
- Submit (*select this button to submit the uploaded templates*)

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 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: DSM Vendors and WAWF Vendors can only submit templates against their own registered CAGE Code.

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 Code changes after uploading an attachment, the attachment is cleared out.

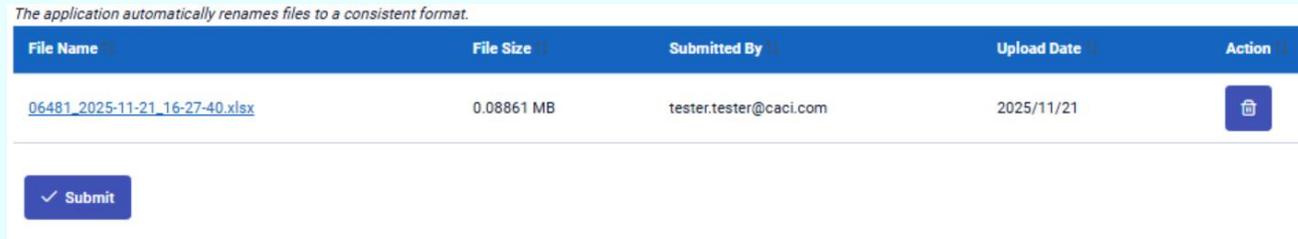
Attachment Columns:

- 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 uploaded file. A success message displays stating, "The Supply Chain Document has been uploaded successfully."



History Tab

After submitting a Supply Chain Template on the Submission tab, the uploaded templates are available to view on the History tab. Submissions made under the user's registered CAGE Code are also available.

History Tab Columns:

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

NOTE: Columns are sortable.

Submission History

CAGE Code ↑	File Name ↑	File Size ↑	Submitted By ↑	Initiator ↑	Submit Date ↑
	06481_2025-12-12_13-50-22.xlsx	0.018224 MB		Government	2025-12-12 1:50:25 PM
	06481_2025-12-12_13-50-14.xlsx	0.018224 MB		Government	2025-12-12 1:50:17 PM
	06481_2025-12-12_13-49-52.xlsx	0.018224 MB		Government	2025-12-12 1:49:54 PM
	06481_2025-12-12_13-49-43.xlsx	0.018224 MB		Government	2025-12-12 1:49:45 PM
	06481_2025-12-12_13-49-35.xlsx	0.018224 MB		Government	2025-12-12 1:49:38 PM
	06481_2025-12-12_13-49-23.xlsx	0.018224 MB		Government	2025-12-12 1:49:25 PM
	06481_2025-12-12_13-49-15.xlsx	0.018224 MB		Government	2025-12-12 1:49:18 PM

Records: 1 to 10 << < 1 2 3 4 5 > >> 10 42 Records Returned

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

NOTE: DSM Vendors and WAWF Vendors only see submissions submitted against their own CAGE Code.