

Contractor DoDAAC Request – PCM PMO / PCM Help

Desk View Only

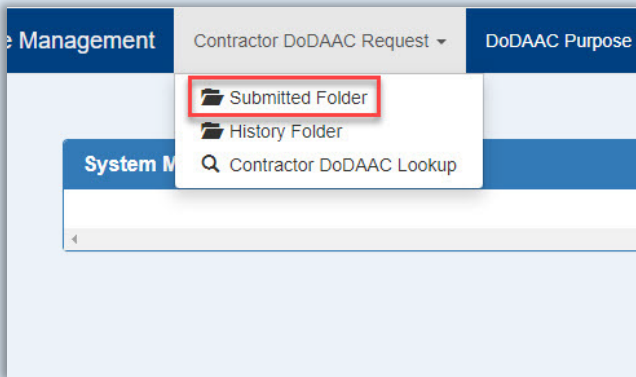
Reference Guide

PCM Homepage

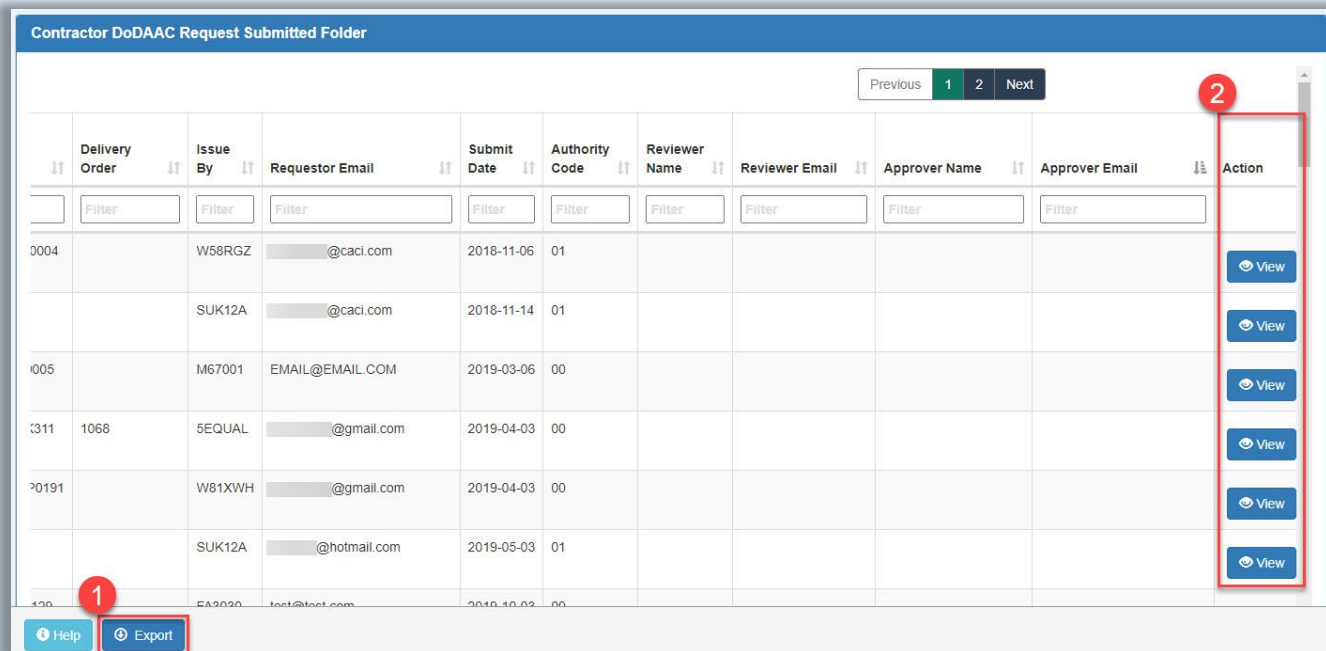
Contractor DoDAAC Request

Submitted Folder

To view submitted Contractor DoDAAC Requests, navigate to the Contractor DoDAAC Request dropdown menu and select **Submitted Folder**.



Submitted Contractor DoDAAC Requests will be displayed, including reviewer and approver information. By default, folder contents will be sorted by Request Tracking Number.

A screenshot of the Contractor DoDAAC Request Submitted Folder table. The table has columns for Delivery Order, Issue By, Requestor Email, Submit Date, Authority Code, Reviewer Name, Reviewer Email, Approver Name, Approver Email, and Action. The 'Action' column contains 'View' buttons. A red box highlights the 'Export' button at the bottom left (labeled '1') and the 'View' buttons in the 'Action' column (labeled '2').

| Delivery Order | Issue By | Requestor Email | Submit Date | Authority Code | Reviewer Name | Reviewer Email | Approver Name | Approver Email | Action |
|----------------|----------|------------------|-------------|----------------|---------------|----------------|---------------|----------------|--------|
| 0004 | W58RGZ | @caci.com | 2018-11-06 | 01 | | | | | View |
| | SUK12A | @caci.com | 2018-11-14 | 01 | | | | | View |
| 0005 | M67001 | EMAIL@EMAIL.COM | 2019-03-06 | 00 | | | | | View |
| 0311 | 1068 | 5EQUAL@gmail.com | 2019-04-03 | 00 | | | | | View |
| 00191 | | W81XWH@gmail.com | 2019-04-03 | 00 | | | | | View |
| | SUK12A | @hotmail.com | 2019-05-03 | 01 | | | | | View |

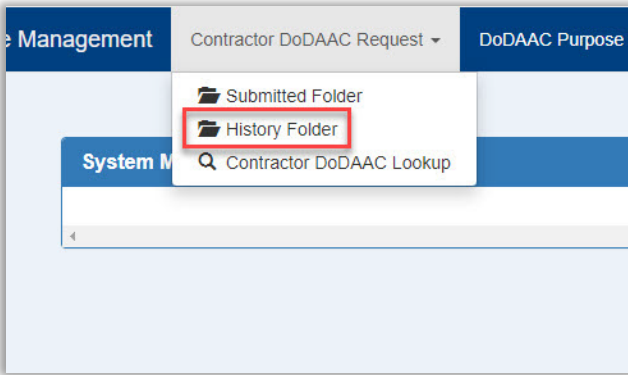
1. All folder contents, including a list of all approvers, can be exported to a spreadsheet by selecting the **Export** button.
2. To view further details of a Contractor DoDAAC Request record, select the **View** button in the Actions column.

Requests with multiple approvers will include links within the Approver Name and Approver Email columns. To view additional approver information, select the **+ [number] more** link. A modal will display with a list of all approvers who have taken action on the request.



History Folder

To view the history of submitted Contractor DoDAAC Requests, navigate to the Contractor DoDAAC Request dropdown menu and select the History Folder.



The History Folder contents will be displayed, including reviewer and approver information. By default, folder contents will be sorted by Request Tracking Number. The Action Date column indicates the last action taken on the request, whether reviewal, approval, or rejection.

| Request Tracking Number | CAGE Code | Contract Number | Delivery Order | Issue By | Requestor Email | Submit Date | Action Date | Authority Code | Action By | Reviewer Name | Re... |
|-------------------------|-----------|-----------------|----------------|----------|-----------------|-------------|-------------|----------------|------------|---------------|-------|
| 5122042 | 06481 | FA303022A1234 | S0512A18F1983 | S0512A | @caci.com | 2018-11-07 | 2019-04-03 | 01 | @gmail.com | | |
| 5122063 | 1HKQ6 | N6095117C3025 | | W56JUG | @gmail.com | 2019-03-08 | 2019-03-08 | 00 | @caci.com | | |
| 5122064 | 3BU11 | M0014606P9005 | | M67001 | @gmail.com | 2019-03-08 | 2019-03-08 | 00 | @caci.com | | |
| 5122067 | 5S145 | HQ000603C0002 | | HQ0006 | @gmail.com | 2019-04-03 | 2019-04-03 | 00 | @gmail.com | | |
| 5122077 | 06481 | FA303022A1234 | S0512A18F1983 | S0512A | @gmail.com | 2019-05-08 | 2019-05-08 | 01 | @gmail.com | | |
| 5122078 | 13207 | GS28F8029H | N6264914F0143 | N62649 | @gmail.com | 2019-05-08 | 2019-05-08 | 01 | @gmail.com | | |
| 5122086 | 47238 | F0863798M7181 | | S0512A | tester@test.com | 2019-10-01 | 2020-04-13 | 00 | @caci.com | | |

Contractor DoDAAC Request History Folder

Previous **1** 2 Next

| Submit Date | Action Date | Authority Code | Action By | Reviewer Name | Reviewer Email | Approver Name | Approver Email | Status | Action |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------------------|
| <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | <input type="text" value="Filter"/> | |
| 2018-11-07 | 2019-04-03 | 01 | [REDACTED]@gmail.com | | | [REDACTED] | [REDACTED]@gmail.com | Approved | View |
| 2019-03-08 | 2019-03-08 | 00 | [REDACTED]@caci.com | | | [REDACTED] | [REDACTED]@caci.com | Approved | View |
| 2019-03-08 | 2019-03-08 | 00 | [REDACTED]@caci.com | | | [REDACTED] | [REDACTED]@caci.com | Approved | View |
| 2019-04-03 | 2019-04-03 | 00 | [REDACTED]@gmail.com | | | [REDACTED] | [REDACTED]@gmail.com | Approved | View |
| 2019-05-08 | 2019-05-08 | 01 | [REDACTED]@gmail.com | | | [REDACTED] | [REDACTED]@gmail.com | Approved | View |
| 2019-05-08 | 2019-05-08 | 01 | [REDACTED]@gmail.com | | | [REDACTED] | [REDACTED]@gmail.com | Approved | View |
| 2019-11-07 | 2020-04-13 | 00 | [REDACTED]@caci.com | | | [REDACTED] | [REDACTED]@caci.com | Approved | View |

[Help](#) [Export](#)

1. All folder contents, including a list of all approvers, can be exported to a spreadsheet by selecting the **Export** button.
2. The Status column will indicate Reviewed, Approved, Rejected, or Rejected to Approver statuses.
3. To view further details of a Contractor DoDAAC Request record including a history of prior actions taken on the request, select the **View** button in the Actions column.