## Contract Discrepancy Report Quick Reference Guide

S	SPM Homepage	Mer	າບ	COR Surveillance and Oversight			
Contract Discrepancy Report Access	Create a Contract Discrepa Edit a Contract Discrepancy Review a Contract Discrepa	ncy Report: COR, QAPOC, A ( Report: COR, QAPCO, ACC incy Report: ACO, QAPOC, (	ACO D, CO, and CS CO and CS				
Contract Discrepancy Report Workflow	<ol> <li>Creator submits the</li> <li>An email is sent to th</li> <li>The Reviewer review</li> <li>It is then filed in SPM</li> </ol>	Contract Discrepancy Repor ne Reviewers. rs and signs. and an email is sent to all the	t. e Reviewers.				
Steps to Smart Form Access	Step 1: After selecting COR criteria, the user will click the criteria, the user will click the criteria.         Q COR Survetliance and Oversight - Search Criteria         Search As         Contracting Officer Representative         COR First Name         Equal To         Contract Officer First Name	Surveillance and Oversight fr e Search button. Search resu	Com the Menu the following pulls will be restricted by role, or         Jts will be restricted by role, or         Equal To         Equal To         • Select -         Contract Specialist First Name         Equal To         • Select -         • Select -	Pre Award Number  Equal To  Contract Specialist Last Name  Equal To  CA POC Last Name  Equal To  Home Organization DoDAAC  Equal To  ·	n search		
Steps to Smart Form Access	COR First Name Equal To Contract Officer First Name Equal To ACO First Name Equal To ACO First Name Equal To C Reset Regual To Equal To Eq	COR Last Name  Equal To Contract Officer Last Name Equal To ACO Last Name Equal To Equal To •	Nomination / Appointment Status         - Select -         Contract Specialist First Name         Equal To         QA POC First Name         Equal To         Issuing Office DoDAAC         Equal To	COR Type  Select  Contract Specialist Last Name  Equal To  APOC Last Name  Equal To  Home Organization DoDAAC  Equal To			

Step 2: A list of relevant contracts will be returned.

isplay 10	y 10 <b>v</b> Items											Filter:		
COR Name 🏨	COR Home Dodaac	COR Type	Nomination / Appointment Status	Pre Award Number 11	Contract Number	Delivery / Task Order Number	Contract Officer	Contract Specialist	Supervisor / Commander	11	Last Action Date	Issuing Office	11	Reports in Review
Mitchell, William	FU4417	Primary	Active COR		FA303019D3303		Officer, Oliver	-			2019/03/14	FU4417		YES
Mitchell, William	FU4417	Primary	Active COR		W15P7T11DG402	3333	Officer, Oliver	And the second second			2019/03/08	FU4417		YES
Mitchell, William	FU4417	N/A	Active COR		W91QVN14D0035	W91QVN14D00350029	Officer, Oliver	Research State			2017/03/15	FU4417		NO
howing 1 to 3 o	of 3 items													Previous 1 Net

Step 3: After selecting the Contract Number link, the following page will be displayed.

Contract Management - Active COR	+ Expand Al = Collapse Al
+ Contracting Information	<b>O</b> Help
+ Contractor Information	<b>0</b> Heg
+ Period of Performance for Monitoring	0 Help
+ Contract Place of Performance	O Help
+ QA Surveillance Plan / Waiver	O Help
+ COR Information	O Help
+ Supervisor / Commander Information	O Heb
+ COR Certifications	O Help
+ Supervisor / Commander Certifications	O Help
+ Contracting Officer Certifications	0 Help
+ Designation Letter	O Help
+ Termination Letter	<b>0</b> нар
+ Workflow History	O hep
+ COR Documents	0 Hep

To create, edit or view Smart forms, the user will navigate to the COR Documents section. The user will click on Add Smart Forms and select the appropriate Smart form.

Smart	Form
Selec	tion

- COR Documents											C He
- COR Status/P ogr	COR Status Report Trip Report Correspondence Report										
Display 10 🗸 iter	Contract Discrepancy Report	t								Filter:	
Category	Construction COR Compliance Review	h / Yea	r II	Document	11	Document Description	- 11	Created By	Created On	Status	Actions
Status Reports	Surveillance Checklist Surveillance Schedule	020		COR Status Report (Smart Form)		COR Status Report		Hansen, Abby	2020/05/04	Reviewed	View
Showing 1 to 1 of 1 terr	Warranty Tracking Information Warranty Source of Repair Instructions Universal Examination Record									Pr	evious 1 Nex
+ Add Document(s	+ Add Smart Form										

The required fields are: Month, Year, Date Issued, Discrepancies or problems noted, Are Delay/Discrepancies note above caused by the contractor, The contractor's response as to cause, corrective actions and actions to prevent recurrence, Government evaluation, and Reason for selection.

	+ Add Smart Form - Contract Discrepan	ncy Report					
	Month *	Year *					
	March	2020	~				
	Submitter Name	Contra	tor Name	Contract N	umber	D	elivery/Task Order Number
	June Lockhart	NOR	HROP GRUMMAN SYSTEMS CORPO	RATION 0123456			
	CAGE Code	Discret	ancy Report Number	Date Issue	4*		
	26512						
	Discrepancies or problems noted *						
	Are Delays/Discrenancies noted above	caused by the contractor? *					
Contract	- Select -		~				
Connuci	The contractor's response as to cause,	, corrective actions and actions	to prevent recurrence. *				
iscrepancy							
Report							
mart Form							
	Government evaluation *						
	- Select -		v				
	Reason for selection *						
	COR Recommendation						
	- Select -		~				
	Reason for selection						
	History						
	Date Action B	By .	Email F	hone	Role	Status	Signature
		-					
	🗲 Back 🗗 Submit 🗎 Save	A Help					
	- Jack O Subinit						