

Warranty Tracking Information

Quick Reference Guide

SPM Homepage

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COR Surveillance and Oversight

Warranty Tracking Information Access

Create Warranty Tracking Information: COR, CO and CS

Edit Warranty Tracking information: COR, CO and CS

Review Warranty Tracking Information: CO and CS

Warranty Tracing Information Workflow

- 1) A COR, CO or CS creates the Warranty Tracking Information.
- 2) This information is saved in SPM with a version number.
- 3) As each edit is made the version number will change.

Steps to Smart Form Access

Step 1: After selecting COR Surveillance and Oversight from the Menu, the following page will display. The user will enter in search criteria and click the Search button. The Search results will be restricted by Role, Agency and DoDAAC.

Q COR Surveillance and Oversight - Search Criteria

Search As Contracting Officer Representative	Contract Number Equal To	Delivery / Task Order Number Equal To	Pre Award Number Equal To
COR First Name Equal To	COR Last Name Equal To	Nomination / Appointment Status - Select -	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To	Contract Specialist First Name Equal To	Contract Specialist Last Name Equal To
Supervisor / Commander First Name Equal To	Supervisor / Commander Last Name Equal To	QA POC First Name Equal To	QA POC Last Name Equal To
ACO First Name Equal To	ACO Last Name Equal To	Issuing Office DoDAAC Equal To	Home Organization DoDAAC Equal To

Search Reset Help

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

Q COR Surveillance and Oversight - Search Results

Display items Filter:

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC	Reports in Review
Hansen, Abby	N62649	Primary	Active COR		123	D003	West, Lisa	West, Lisa	Adams, Chris	2020/01/03	S0512A	YES
Hansen, Abby	N62649	Primary	Active COR		AQ0123452		West, Lisa	Jones, Betty	Adams, Chris	2020/02/03	S0512A	NO
Hansen, Abby	N62649	Primary	Terminated COR		F0960391D0999	YC2S	West, Lisa	West, Lisa	Adams, Chris	2020/02/03	S0512A	NO
Hansen, Abby	N62649	Primary	Terminated COR		N0002418C0140		West, Lisa	West, Lisa	Adams, Chris	2020/01/03	S0512A	NO

Showing 1 to 4 of 4 items Previous **1** Next

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Step 3: After selecting the Contract Number link, the following page will be displayed. Each contract will have the following sections of information: Contracting Information, Contractor Information, Period of Performance Monitoring, Contract Place of Performance, QA Surveillance Plan/Waiver, COR information, Supervisor/Commander Information, COR Certifications, Supervisor/Commander Certifications, Contracting Officer Certifications, Designation Letter, Termination Letter, Workflow History, and COR Documents.

Contract Management - Active COR + Expand All - Collapse All

+ Contracting Information	Help
+ Contractor Information	Help
+ Period of Performance for Monitoring	Help
+ Contract Place of Performance	Help
+ QA Surveillance Plan / Waiver	Help
+ COR Information	Help
+ Supervisor / Commander Information	Help
+ COR Certifications	Help
+ Supervisor / Commander Certifications	Help
+ Contracting Officer Certifications	Help
+ Designation Letter	Help
+ Termination Letter	Help
+ Workflow History	Help
+ COR Documents	Help

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

Smart Form Selection

The screenshot shows the 'COR Documents' interface. At the top, there is a 'COR Documents' header with a 'Help' icon. Below it, there are two sections: 'Agency Assessment' and 'COR Status/Prgr'. Each section has a 'Display' dropdown set to '10 items' and a 'Filter' input field. The 'COR Status/Prgr' section is active, showing a table with columns: Category, Subcategory, Month / Year, Document, Document Description, Created By, Created On, Status, and Actions. A dropdown menu is open over the 'Add Smart Form' button, listing various form types: COR Status Report, Trip Report, Correspondence Report, Contract Discrepancy Report, Contractor Progress Report, Construction COR Compliance Review, Surveillance Checklist, Surveillance Schedule, Warranty Tracking Information (highlighted with a red arrow), Warranty Source of Repair Instructions, and Universal Examination Record. At the bottom, there are buttons for '+ Add Document(s)' and '+ Add Smart Form'.

The required fields are:

- Attachment Number, Line Item Type, Line Item Base, Exhibit Line Item (ELIN), Starting Event and Item Type

Warranty Tracing Information Smart Form

The screenshot shows the 'Add Smart Form - Warranty Tracking Information' form. It includes a 'Month' dropdown set to 'May' and a 'Year' dropdown set to '2020'. Below these are input fields for 'Attachment Number *', 'Contract Number', and 'Non-DoD Contract Number' (containing 'AQ0123452'). The 'Line Item Information' section has dropdowns for 'Line Item Type *' (set to '- Select -'), 'Line Item Base *', and 'SLIN Extension'. There is also an 'Exhibit Line Item (ELIN) *' input field. The 'Warranty Information' section has an 'Add' button and a table for 'Warranty: 1' with columns: Warranty Unique Item ID, Starting Event * (dropdown), Usage Quantity, Usage Unit of Measure (dropdown), Duration Quantity, and Duration Unit (dropdown). Below this are fields for 'Fixed Expiration Date', 'Administrator Identifier Code Type' (dropdown), 'Warranty Administrator Enterprise Identifier', 'Warranty Guarantor Enterprise Identifier Code Type' (dropdown), 'Warranty Guarantor Enterprise Identifier', and 'Item Type *' (dropdown). At the bottom, there are fields for 'ID Number', 'OEM Part Number', 'Agency Serial Number', and 'TAMCN'. A 'History' table is at the bottom with columns: Date, Action By, Email, Phone, Role, Status, and Signature. At the very bottom are navigation buttons: 'Back', 'Submit', 'Save', and 'Help'.