

# Warranty Source of Repair Instructions

## Quick Reference Guide

SPM Homepage

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COR Surveillance and Oversight

### Warranty Source of Repair Instructions Access

**Create a Warranty Source of Repair Instructions:** COR, CO and CS  
**Edit Warranty Source of Repair Instructions:** COR, CS, and CO  
**Review a Warranty Source of Repair Instructions:** COR, CO, CS

### Warranty Source of Repair Workflow

- 1) COR/CO/CS creates the Universal Examination Record by entering required data.
- 2) The entered data gets saved and becomes Version 1.
- 3) Any updates made to the record become the next available version.
- 4) This document will be available to view in the Surveillance Documents section.

### Steps to Smart Form Access

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

The screenshot shows a search criteria form titled "COR Surveillance and Oversight - Search Criteria". The form is organized into a grid of input fields. At the top left, there is a search icon and the title. Below the title, there are four columns of search criteria. Each criterion has a dropdown menu for the search type (e.g., "Contracting Officer Representative", "Equal To", "- Select -") and a text input field. The criteria include: Search As, Contract Number, Delivery / Task Order Number, Pre Award Number, COR First Name, COR Last Name, Nomination / Appointment Status, COR Type, Contract Officer First Name, Contract Officer Last Name, Contract Specialist First Name, Contract Specialist Last Name, Supervisor / Commander First Name, Supervisor / Commander Last Name, QA POC First Name, QA POC Last Name, ACO First Name, ACO Last Name, Issuing Office DoDAAC, and Home Organization DoDAAC. At the bottom of the form, there are three buttons: "Search", "Reset", and "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		<a href="#">123</a>	D003	West, Lisa	West, Lisa	Adams, Chris	2020/01/03	S0512A	YES
Hansen, Abby	N62649	Primary	Active COR		<a href="#">AQ0123452</a>		West, Lisa	Jones, Betty	Adams, Chris	2020/02/03	S0512A	NO
Hansen, Abby	N62649	Primary	Terminated COR		<a href="#">E0960391D0999</a>	YC2S	West, Lisa	West, Lisa	Adams, Chris	2020/02/03	S0512A	NO
Hansen, Abby	N62649	Primary	Terminated COR		<a href="#">N0002418C0140</a>		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 COR Documents section. The user will click on Add Smart Forms and select the appropriate Smart form.

### Smart Form Selection

The screenshot shows the 'COR Documents' section of a software interface. A dropdown menu is open, listing various report types. The 'Warranty Source of Repair Instructions' option is highlighted with a red arrow. Below the menu is a table of documents and a '+ Add Smart Form' button.

Year	Document	Document Description	Created By	Created On	Status	Actions
2020	COR Status Report (Smart Form)	COR Status Report	Hansen, Abby	2020/05/04	Reviewed	<a href="#">View</a>

The required fields are: Attachment Number, Line Item Type, Line Item Base, Exhibit Line Item (ELIN), Warranty Repair Source Code, Warranty Repair Source Identifier, Name, Address Line 1, City/County, State/Province, Postal Code and Country (Note: The following fields are prepopulated: Month, Year and Contract number)

### Warranty Source of Repair Instructions Requirements

The screenshot shows the 'Add Smart Form - Warranty Source of Repair Instructions' form. It includes fields for Month (May), Year (2020), Attachment Number, Contract Number, Non-DoD Contract Number (AQ0123452), Line Item Information (Line Item Type, Line Item Base, SLIN Extension), Exhibit Line Item (ELIN), Shipping Addresses for Warranty Returns (with one address filled in), and a History table.

Date	Action By	Email	Phone	Role	Status	Signature