DSM – Create a Deliverable & Communication

Reference Guide

Homepage > DSM > Create Deliverable & Communication

Table of Contents

This guide provides an overview of how a DSM user Creates a Deliverable & Communication document in the Delivery Schedule Manager (DSM) application for response by another DSM User.	
Roles with Create Access	The role(s) required to **Create a Deliverable & Communication** document submitted for response by another DSM user in the Delivery Schedule Manager (DSM) application: • DSM – WAWF Vendor • DSM – Vendor
How to - Creating a Deliverable & Communication	**Abridged Creation Process:** 1. Log into PIEE and access DSM. 2. Select Create D&C. 3. Perform EDA – Contract Data Search for a Contract/Order 4. Select a Contract/Order from the results. 5. Enter D&C information and enter the receivers' information. 6. Send the D&C. 7. Success.
Creation – EDA Contract Search	**How to - Searching for a Contract/Order** Use the Create Deliverable and Communication page to find a Contract/Order to create a **Deliverable & Communication** document in DSM. *Search Fields:* • Award Number (*with parameters Starts With / Equal to / Is Null / Not Null*) • Order Number (*with parameters Starts With / Equal to / Is Null / Not Null*) • Contractor Name (*with parameters Starts With / Equal to / Is Null / Not Null*) • CAGE Code (*with parameters Starts With / Equal to / Is Null / Not Null*) *Buttons:* • Search After entering the search criteria, click the **Search** button.

	Search Results The search results display in a table below; new searches can be performed without leaving the page. *DSM Deliverable & Communication Search Results Columns:* • Award Number • Order Number • Contractor Name • CAGE Code • Admin By DoDAAC • Issue By DoDAAC • Contract DSM History (*Hyperlink Displays documents that were previously created for the Contract/Order.*) • Create Communication From the search results, click the **Create** button for the Contract/Order.
Deliverable & Communication Document Information	The **Deliverable & Communication** Creation screen displays; and information for the **Deliverable & Communication** is entered on the tabs below. **D&C Create Tabs:** • Communication • Deliverables/Reports/Attachments The **Deliverable & Communication** pre-populated document information is available at the top of the creation screen and is visible on all tabs. **Header Information:** • Award Number • Order Number • Admin By • Issue By • CAGE

	Buttons: • Cancel • Back • Send • Save • Delete *NOTE: The Save button is available during creation/response of the Deliverable & Communication workflow process. The button saves all information currently input. Take note of the Contract/Order Number at the top of the page; this number may be used to locate the saved document via the DSM Deliverable & Communication Search page. Refer to the Save training available on the DSM WBT under General Functions link for more details.*
Communication Tab	**Communication Tab Information** Enter the Deliverable & Communication information in the fields listed below in their respective sections. *Communication fields:* • Award Number (*Hyperlink*) • Order Number • Contractor Name (*Hyperlink*) • CAGE Code • Admin By DoDAAC • Issue By DoDAAC • Initiator • Submission Type (*Refer to Submission Type Dropdown*) *Receiver Information:* • From • To • CC • Message *Buttons:* • Add Email *Submission Type Dropdown:* • Communication

	• Request Interim Report(s) • Request Final Report(s) **User Email Addresses Pop-up** Select one or more user emails or select the desired receiving DoDAAC, Admin By, or Issue By. *Buttons:* • Add • Cancel
Deliverables / **Reports /** **Attachments Tab**	*NOTE: The Deliverables/Reports/Attachments Tab mandatory when a WAWF Vendor user selects the Submission Type as 'Deliverables/Reports/Attachments Submission' or 'Request Award Change(s)' on the Communication Tab.* *NOTE: Delivery Schedule Manager (DSM) users will ensure that Deliverable & Communication 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.* *Attachments for DSM Deliverable & Communication* Select '**Choose**' to select one or more documents to upload to the server. *Buttons:* • Choose The application will automatically strip out unwanted special characters from the file name. *File Table Columns:* • File Name • File Type • File Size (*MB*) • Attachment Type (*Refer to Attachment Type Dropdown*) • Submission Type (*Refer to Submission Type Dropdown*) • Notes • Upload Date • Name

- Action
  - Delete

Attachment Type Dropdown:

- Assignment & Release
- Cost
- Other Attachment
- Other Deliverable
- Patent
- Patent Disclosure
- Performance/Equipment
- Property
- Request No Funds/Cost Extension
- Request Rebudget
- Request PI Change
- Security
- Subcontract
- Technical

Submission Type Dropdown:

- Communication
- Final
- Interim
- Request

Allowable Attachment Type and Submission Type Selections:

Attachment Type	Submission Type Allowed
Cost	Interim Final
Patent	Interim Final
Technical	Interim Final
Property	Interim Final
Subcontract	Interim Final
Security	Interim Final

Performance/Equipment	Interim Final
Assignment & Release	Final
Patent Disclosure	Interim Final
Request No Funds/Cost Extension	Request
Request Rebudget	Request
Request PI Change	Request
Other Deliverable	Interim Final
Other Attachment	Communication

Notes Pre-Pop based on Attachment Type and Submission Type Selection:

Attachment Type	Submission Types	Notes Pre-Pop
Subcontract	Interim	Interim Subcontract
Security	Interim	Interim Security
Performance/Equipment	Interim	Interim Performance/Equipment
Request No Funds/Cost Extension	Request	No Funds/Cost Extension
Patent Disclosure	Final	Patent Disclosure
Request PI Change	Request	PI Change
Other Attachment	Communication	
Other Deliverable	Interim	Interim
Other Deliverable	Final	Final

NOTE: The pre-pop information is not removable.

Send for Response	After the information is input, the document is ready to be sent. Click the **Send** button to continue the workflow process. Document validation runs displaying soft warnings/errors; make necessary corrections before sending.

| Send Success | Successfully **Sending** a D&C directs the user to the Dashboard with a success message. The document is in the **'Sent'** status and assigned to the selected **DSM users**. An email is sent to the users associated with the document, informing them the document has been **submitted** for response.

Success Message

Send Success Deliverable & Communication was sent. |
| --- | --- |
| **What Happens Next?** | The document is sent to the receivers indicated on the document and is ready for their response. The document may still be edited by the initiator. For more information on locating a Sent D&C document review the Search training on the WBT for DSM documents under General Information. |