

# DSM – Respond to a Deliverable & Communication

## Reference Guide

Homepage

DSM

Search

Deliverable & Communication

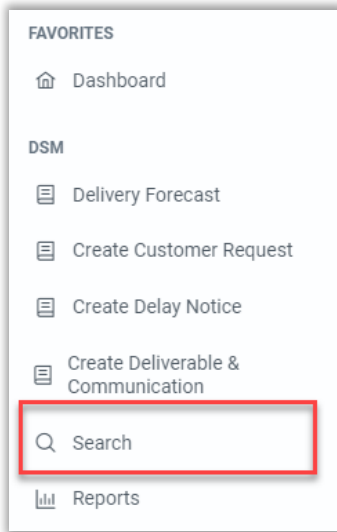
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This guide demonstrates how to respond to Deliverable & Communication within the DSM module as an Admin Office, Issuing/Pay Office, or WAWF Vendor via a Response form for the exchange of Communication between Agencies, Customers, and Vendors. This guide also includes information on how to resolve the Deliverable & Communication.

<b>Roles with Response Access</b>	<p>The role(s) required to <b>Respond to a Deliverable &amp; Communication</b> document submitted for response by another DSM user in the Delivery Schedule Manager (DSM) application:</p> <ul style="list-style-type: none"><li>• DSM – Admin Office</li><li>• DSM – Issuing/Pay Office</li><li>• DSM – WAWF Vendor</li><li>• DSM – Vendor</li></ul>
<b>How to – Respond to a Deliverable &amp; Communication</b>	<p><b>Abridged Response Process:</b></p> <ol style="list-style-type: none"><li>1. Log into PIEE and access DSM.</li><li>2. Select Search.</li><li>3. Perform D&amp;C Search.</li><li>4. Select a D&amp;C from the results.</li><li>5. Enter Response information.</li><li>6. Send the Response.</li><li>7. Success.</li></ol> <p><b>Starting the Creation Process</b></p> <p>Log in to PIEE as a DSM User and access the DSM module; in the DSM module select <b>Search</b> on the user menu.</p>



## Response – D&C Search

### How to - Searching for a Contract/Order

Use the **Search** page to find an active D&C to respond to in DSM.

*DSM has multiple document types:*

- Customer Request
- Delay Notice
- Deliverable & Communication

*NOTE: Vendor users only have access to Deliverable & Communication searches and will not see the other document type options.*

This guide explains the Deliverable & Communication Search process. For more information on the other document types refer to the Search training listed under the DSM > General Functions > Search.

### Search Criteria

*Document Type (Checkbox. Displays for government registered users.)*

- Customer Request
- Delay Notice

- Deliverables & Communications

*Document Active/Archive* (Radio)

- Active Documents
- Archived Documents

*Search Fields:*

- CAGE Code (*with parameters Starts With / Equal to / Is Null / Not Null*)
- Contractor Name (*with parameters Starts With / Equal to / Is Null / Not Null*)
- Contract Number (*with parameters Starts With / Equal to / Is Null / Not Null*)
- Order Number (*with parameters Starts With / Equal to / Is Null / Not Null*)
- Date Sent (Start) (*with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Date Sent (End) (*with parameters Less than or equal to / Less than / Equal to*)
- Latest Communication (Start) (*with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null Displays for government registered users.*)
- Latest Communication (End) (*with parameters Less than or equal to / Less than / Equal to Displays for government registered users.*)
- Admin By DoDAAC (*with parameters Starts With / Equal to / Is Null / Not Null*)
- Issue By DoDAAC (*with parameters Starts With / Equal to / Is Null / Not Null*)

The following search fields only apply to Deliverables & Communications:

- Due Date (Start) (*with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Due Date (End) (*with parameters Less than or equal to / Less than / Equal to*)
- Reminder Date (Start) (*with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Reminder Date (End) (*with parameters Less than or equal to / Less than / Equal to*)
- Latest Response Date (Start) (*with parameters Greater than or equal to / Greater than / Equal to / Less than or equal to / Less than / Is Null / Not Null*)
- Latest Response Date (End) (*with parameters Less than or equal to / Less than / Equal to*)
- Status (*Refer to Status Dropdown*)
- Submission Type (*Refer to Submission Type Dropdown*)
- Attachment Type (*Refer to Attachment Type Dropdown*)

*Status Dropdown:*

- Resolved
- Sent
- Unsent, Saved Draft
- Unread

*Submission Type Dropdown:*

- Communication
- Deliverables/Reports/Attachments

- Request Award Changes(s)
- Request Final Report(s)
- Request Interim Report(s)

*Attachment Type Dropdown:*

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

*Buttons:*

- Search
- Cancel

*NOTE: At least one document type selection is required to perform a search.*

DSM Search
⤴

**Document Type**

Customer Request

Delay Notice

Deliverables & Communications

**Document Active/Archive**

Active Documents

Archived Documents

**CAGE Code**

Starts With

**Contractor Name**

Starts With

**Contract Number**

Starts With

**Order Number**

Starts With

**Date Sent (Start)**

Greater tha...

**Date Sent (End)**

Less than ...

**Latest Communication (Start)**

Greater tha...

**Latest Communication (End)**

Less than ...

The following search fields only apply to Deliverables & Communications

**Due Date (Start)**

Greater tha...

**Due Date (End)**

Less than ...

**Reminder Date (Start)**

Greater tha...

**Reminder Date (End)**

Less than ...

**Latest Response Date (Start)**

Greater tha...

**Latest Response Date (End)**

Less than ...

**Status**

Select...

**Submission Type**

Select...

**Attachment Type**

Select...

🔍 Search
✕ Cancel

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:

- Status
  - Resolved
  - Sent
  - Unsent, Saved Draft
  - Unread
- CAGE Code
- Contractor Name
- Contract Number
- Order Number
- Submission Type
  - Communication
  - Deliverables/Reports/Attachments
  - Request Award Changes(s)
  - Request Final Report(s)
  - Request Interim Report(s)
- Date Sent
- Latest Response Date
- Reminder Date
- Due Date
- Action
  - Respond
  - Open

Deliverable & Communication Search Result

GE Code	Contractor Name	Contract Number	Order Number	Submission Type	Date Sent	Latest Response Date	Reminder Date	Due Date	Action
481	NORTHROP GRUMMAN SYSTEMS CORPORATION	FA810216D0005	S0512A22F4111	Communication	2023/06/26	2023/06/27			<a href="#">View</a>
481	NORTHROP GRUMMAN SYSTEMS CORPORATION	FA810216D0005	S0512A22F4111	Communication	2023/07/06			2023/07/13	<a href="#">Respond</a>

Records: 1 to 10      << < 1 > >>      10      10 Records Returned



	<p>From the search results, click the <b>Respond</b> button for the D&amp;C.</p>
<p><b>Deliverable &amp; Communication Document Information</b></p>	<p>The <b>Deliverable &amp; Communication</b> Edit screen displays; and information for the <b>Deliverable &amp; Communication</b> is entered on the tabs below.</p> <p><b>D&amp;C Response Tabs:</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Response</li> <li>• Deliverables/Reports/Attachments</li> </ul> <p>The <b>Deliverable &amp; Communication</b> pre-populated document information is available at the top of the creation screen and is visible on all tabs.</p> <p><b>Header Information:</b></p> <ul style="list-style-type: none"> <li>• Contract Number</li> <li>• Delivery Order Number</li> <li>• Admin By</li> <li>• Issue By</li> <li>• CAGE</li> </ul> <p><i>Buttons:</i></p> <ul style="list-style-type: none"> <li>• Back</li> </ul> <p><i>NOTE: The Save button is available during creation/response of the Deliverable &amp; 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 &amp; Communication Search page. Refer to the Save training available on the DSM WBT under General Functions link for more details.</i></p>
<p><b>Communication Tab</b></p>	<p><b>Communication Tab Information</b></p> <p>Deliverable &amp; Communication information in the fields listed below in their respective sections are read-only during <b>Response</b>.</p>

### Communication fields:

- Contract Number (*Hyperlink*)
- Delivery Order Number
- Contractor Name (*Hyperlink*)
- CAGE Code
- Admin By DoDAAC
- Issue By DoDAAC
- Initiator
- Submission Type
- Follow Up Reminder Date (*Displays if government registered user initiated.*)
- Reminder Date (*Displays if government registered user initiated.*)
- Follow Up Due Date (*Displays if government registered user initiated.*)
- Due Date (*Displays if government registered user initiated.*)

### Receiver Information:

- From
- To
- CC
- Message

Contract Number: FA810216D0005    Delivery Order Number: S0512A22F4111    Admin By: S0512A    Issue By: S0512A    CAGE: 06481

#### Deliverable & Communication - Response

[Communication](#)    [Response](#)    [Deliverables/Reports/Attachments](#)

<b>Contract Number</b> <a href="#">FA810216D0005</a>	<b>Delivery Order Number</b> S0512A22F4111	<b>Contractor Name</b> <a href="#">NORTHROP GRUMMAN SYSTEMS CORPORATION</a>	<b>CAGE Code</b> 06481
<b>Admin By DoDAAC</b> S0512A	<b>Issue By DoDAAC</b> S0512A	<b>Initiator</b> Government	<b>Submission Type</b> Communication
<b>Reminder Date Follow Up</b> None	<b>Reminder Date</b>	<b>Due Date Follow Up</b> None	<b>Due Date</b> 2023-07-13

**Communication**

**From**  
standarddsm1@dla.mil

**To**  
vendordsm1@dla.mil

**CC**

**Message**  
testing message 1

[Back](#)    [Resolve](#)

**Buttons:**

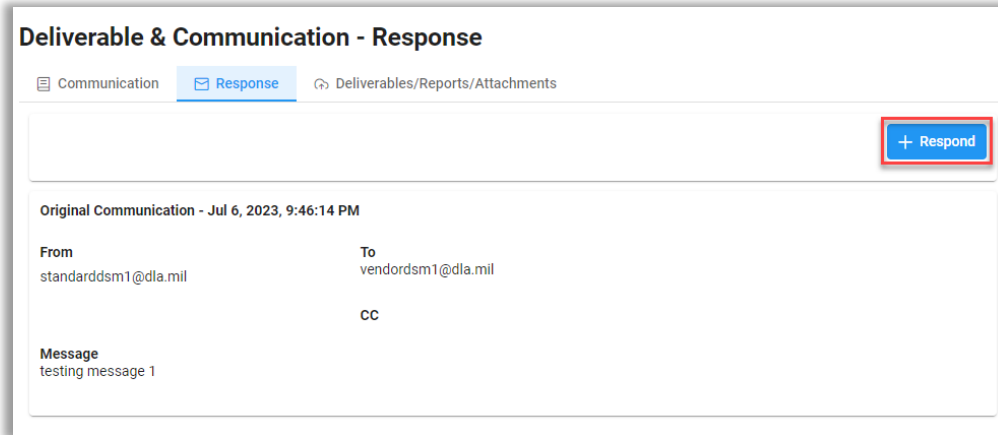
- Back
- Resolve (*Displays for government user*)

**Response Tab**

The Response tab allows for communications between sender and receiver and provides a conversation history.

**Buttons:**

- Respond



**New Message – Response Section:**

- From
- To
- CC
- Message

**New Message – Attachments Section:**

**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:*

<b>Attachment Type</b>	<b>Submission Type Allowed</b>
<b>Cost</b>	Interim Final
<b>Patent</b>	Interim Final
<b>Technical</b>	Interim Final
<b>Property</b>	Interim Final
<b>Subcontract</b>	Interim Final
<b>Security</b>	Interim Final
<b>Performance/Equipment</b>	Interim Final
<b>Assignment &amp; Release</b>	Final
<b>Patent Disclosure</b>	Interim Final
<b>Request No Funds/Cost Extension</b>	Request
<b>Request Rebudget</b>	Request
<b>Request PI Change</b>	Request
<b>Other Deliverable</b>	Interim Final
<b>Other Attachment</b>	Communication

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

<b>Attachment Type</b>	<b>Submission Types</b>	<b>Notes Pre-Pop</b>
<b>Subcontract</b>	Interim	Interim Subcontract
<b>Security</b>	Interim	Interim Security
<b>Performance/Equipment</b>	Interim	Interim Performance/Equipment

<b>Request No Funds/Cost Extension</b>	Request	No Funds/Cost Extension
<b>Patent Disclosure</b>	Final	Patent Disclosure
<b>Request PI Change</b>	Request	PI Change
<b>Other Attachment</b>	Communication	
<b>Other Deliverable</b>	Interim	Interim
<b>Other Deliverable</b>	Final	Final

*NOTE: The pre-pop information is not removable.*

Communication Response Deliverables/Reports/Attachments

New Message

From: jessica.tackett@caci.com

To\*: standarddsm1@dla.mil vendorsm1@dla.mil

CC:

Message\*

Delivery Schedule Manager (DSM) users will ensure that Communication and Deliverable 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 Deliverables & Communications**  
Select 'Choose' to select one or more documents to upload to the server.

+ Choose

The application will automatically strip out unwanted special characters from the file name.

File Name	File Type	File Size	Attachment Type	Submission Type	Notes	Upload Date	Name
↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓

No Attachments Present

Cancel Save Send

**Deliverables /  
Reports /**

Deliverable & Communication information in the fields listed below in their respective sections are read-only during **Response**.

## Attachments 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.*

### File Table Columns:

- File Name (*Hyperlink downloads file*)
- 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

*NOTE: Attachments may be deleted from this tab by the uploader.*

**Deliverable & Communication - Response**

Communication   Response   **Deliverables/Reports/Attachments**

⚠ Delivery Schedule Manager (DSM) users will ensure that Communication and Deliverable 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.

File Name	File Type	File Size	Attachment Type	Submission Type	Notes	Upload Date	Name	Action
↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓

No Attachments Present

## Send Response

After the information is input on the Response tab, the document's response 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.

<p><b>Send Success</b></p>	<p>Successfully <b>Sending</b> a D&amp;C Response a success message displays and the response may be edited. The document is in the '<b>Sent</b>' status and assigned to the selected <b>DSM users</b>. An email is sent to the users associated with the document, informing them the document has been <b>responded to</b>.</p> <p><i>Success Message</i></p> <p><b>Send Success</b> Message was sent.</p>
<p><b>What Happens Next?</b></p>	<p>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 and the responses may also be edited by the initiators. For more information on locating a Sent D&amp;C document review the Search training on the WBT for DSM documents under General Information.</p>
<p><b>Resolving a D&amp;C</b></p>	<p>After all communication has been satisfied the D&amp;C may be resolved by the government User. Open the D&amp;C and click the <b>Resolved</b> button to finish the workflow for the D&amp;C document. Clicking the <b>Resolve</b> button will display a confirmation window asking the user to confirm they would like to close the Deliverable &amp; Communication. Click the <b>Yes</b> button to continue.</p> <p>Responses will no longer be accepted, and the Deliverable &amp; Communication will be locked down.</p> <p>Both Issuing/Pay Office and Admin Offices may close the request for their registered DoDAAC. Does not have to be the initiator.</p> <p>After resolving, the document will be placed in archive status after 15 calendar days.</p> <p><i>NOTE: If the document is currently being edited by someone, a warning will display indicating it is currently being edited and therefore, cannot be Resolved. Please wait for them to finish before resolving.</i></p>