WAWF Contract Lists

Reference Guide

This user reference guide includes instructions for the use and maintenance of Contract Lists and Favorite search queries.

Contents

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WAWF Roles with Access to Contract Lists	• Acceptor • Issue By View Only

Adding a Contract List

On the Edit Contract Lists page, select the **Add New Contract List** link.

Enter the name of the Contract List in the **List Name** field. The name must be unique for the user's folder and cannot exceed 40 characters. Special characters are allowed.

To manually add a contract to a Contract List, provide the contract information in the Add Contracts to List Manually fields.
1. Enter the contract number in the **Contract Number** field.
2. Enter the delivery order number in the **Delivery Order** field.
3. Select the **Add** button to add the contract number to the list.

1. A system message confirms successful addition of the contract to the Contract List.
2. The contract number is displayed in an alphanumerically sorted list.

Users may upload a comma separated .txt file containing contract numbers and delivery orders to add them to the list in bulk.
1. Select the **Browse** button to select the desired file from the local directory.
2. Select the **Upload and Add** button to complete upload of the data.

A system message confirms successful upload of contracts from the .txt file. The uploaded contracts are now displayed on the Contract List.

Contracts may be removed from the Contract List by selecting **Delete** in the Actions column.

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Add Contract List

* Asterisk indicates required entry.

INFO: Deleted HQ033714CW0209 from Contract List List1.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *
List1

Add Contracts to List Manually		
Contract Number	Delivery Order	
		Add

Contract Number	Delivery Order
☑ HQ033715CW5801	O700
☑ HQ033715CW5801	O881
☑ GS02F0096R	W9124B15F0013
☑ 021218JAGGER	1555
☑ GS02F0096R	

A system message confirms successful deletion of a contract.

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Add Contract List

* Asterisk indicates required entry.

INFO: The Contract Number and Delivery Order Number entries from the file have been added successfully.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1

Add Contracts to List Manually			Add Contracts to List via CSV .txt File
Contract Number	Delivery Order		Browse...
		Add	Upload and Add

Contract Number	Delivery Order	Actions
☑123456789	1234	Delete
☑HQ033714CW0209		Delete
☑HQ033715CW5801	O700	Delete
☑HQ033715CW5801	O881	Delete
☑GS02F0096R	W9124B15F0013	Delete
☑021218JAGGER	1555	Delete
☑GS02F0096R		Delete
☑HQ033715CW5801		Delete
☑S0512A19R5214	2149	Delete

Save

When finished adding all data to the Contract List, select the **Save** button.

The new Contract List is now displayed on the Edit Contract Lists page.

Editing a Contract List

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Edit Contract Lists

Contract Lists | Shared Users

* Asterisk indicates required entry.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

| Acceptor Favorite ▾ | **Add New Contract List**

Add Contracts to List Manually	
Contract Number	**Delivery Order**

Contract Number	Delivery Order
☑021218JAGGER	1555
☑FA303022B4120	
☑GS02F0096R	W9124B15F0013
☑GS02F0096R	
☑HQ033714CW0209	

On the Edit Contract Lists page, all existing Contract Lists created by the user or shared with the user are located on the Contract Lists tab. To view or edit a Contract List, expand the dropdown menu and select the desired Contract List. (Note: Contract lists shared with the user are not editable.)

To manually add a contract to a Contract List, provide the contract information in the Add Contracts to List Manually fields.
1. Enter the contract number in the **Contract Number** field.
2. Enter the delivery order number in the **Delivery Order** field.
3. Select the **Add** button to add the contract number to the list.

A system message confirms successful addition of the contract to the Contract List.

Users may upload a comma separated .txt file containing contract numbers and delivery orders to add them to the list in bulk.
1. Select the **Browse** button to select the desired file from the local directory.
2. Select the **Upload and Add** button to complete upload of the data.

A system message confirms successful upload of contracts from the .txt file.

Contracts may be removed from the Contract List by selecting **Delete** in the Actions column.

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Edit Contract Lists

| Contract Lists | Shared Users |

* Asterisk indicates required entry.

INFO: Deleted 123456789/1234 from Contract List List1.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1 [▼] **Add New Contract List**

Add Contracts to List Manually

Contract Number	Delivery Order	
[ ]	[ ]	[Add]

Contract Number	Delivery Order
☑ 021218JAGGER	1555
☑ GS02F0096R	W9124B15F0013
☑ GS02F0096R	
☑ HQ033714CW0209	
☑ HQ033715CW5801	O700
☑ HQ033715CW5801	O801

A system message confirms successful deletion of a contract.

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Edit Contract Lists

Contract Lists | Shared Users

* Asterisk indicates required entry.
The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

[Acceptor Favorite ▼] **Add New Contract List**

Add Contracts to List Manually		Add Contracts to List via CSV .txt File
Contract Number	**Delivery Order**	[Browse...]
[_____]	[_____] [Add]	[Upload and Add]

Contract Number	Delivery Order	Actions
☑ 021218JAGGER	1555	**Delete**
☑ FA303022B4120		**Delete**
☑ GS02F0096R	W9124B15F0013	**Delete**
☑ GS02F0096R		**Delete**
☑ HQ033714CW0209		**Delete**
☑ HQ033715CW5801	O700	**Delete**
☑ HQ033715CW5801	O881	**Delete**
☑ JCH987654321	122	**Delete**
☑ S0512A		**Delete**
☑ S0512A18A8523		**Delete**
☑ S0512A25R9521		**Delete**
☑	3652	**Delete**

[Save Changes] [Delete]

When finished adding all data to the Contract List, select the **Save Changes** button.

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Edit Contract Lists

Contract Lists | Shared Users

* Asterisk indicates required entry.

INFO: Contract List 'List1' was updated.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

List1 [▼] **Add New Contract List**

Add Contracts to List Manually		Add C
Contract Number	**Delivery Order**	
[ ]	[ ] [Add]	

Contract Number	Delivery Order	A
☑021218JAGGER	1555	D
☑GS02F0096R	W9124B15F0013	D
☑GS02F0096R		D
☑HQ033714CW0209		D
☑HQ033715CW5801	O700	D
☑HQ033715CW5801	O881	D
☑HQ033715CW5801		D
☑S0512A19R5214	2149	D

A system message confirms successful update of the Contract List.

Sharing a Contract List with Another User

Acceptor and Issue By View Only users have the ability to share Contract Lists with other users that have access to Contract Lists functionality. To share a Contract List with another user, first select the Contract List to be shared from the **List Name** dropdown on the Edit Contract Lists page, then select the **Shared Users** tab.

In the **Add a Shared User** field, enter the email address of the user the Contract List is to be shared with and select the **Add** button.

1. A system message confirms successful addition of the user to the Shared Users list.
2. The name and email address of the user is displayed.
3. To remove a user's access to a Contract List, select **Delete** in the Actions column.

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Shared Users

Contract Lists   Shared Users

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

Add a Shared User

[ ]   Add

Name	Email Address
Carla Michael	eragovt017+issueBy2@gmail.com

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON THE CONTRACT LISTS TAB TO SAVE

Continue to add users as needed. Once all desired users have been added on the Shared Users tab, return to the **Contract Lists** tab to save all changes.

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Edit Contract Lists

Contract Lists | Shared Users

* Asterisk indicates required entry.

The form component needs to have a UIForm in its ancestry. Suggestion: enclose the necessary components within <h:form>

List Name *

[Acceptor Favorite   ▼] **Add New Contract List**

Add Contracts to List Manually		Add Contracts to List via CSV .txt File
Contract Number	**Delivery Order**	[Browse...]
[ ]	[ ] [Add]	[Upload and Add]

Contract Number	Delivery Order	Actions
☑ 021218JAGGER	1555	**Delete**
☑ FA303022B4120		**Delete**
☑ GS02F0096R	W9124B15F0013	**Delete**
☑ GS02F0096R		**Delete**
☑ HQ033714CW0209		**Delete**
☑ HQ033715CW5801	O700	**Delete**
☑ HQ033715CW5801	O881	**Delete**
☑ JCH987654321	122	**Delete**
☑ S0512A		**Delete**
☑ S0512A18A8523		**Delete**
☑ S0512A25R9521		**Delete**
☑	3652	**Delete**

[Save Changes] [Delete]

Select the **Save Changes** button. Note that the list will not be shared with the added users until **Save Changes** is selected on the Contract Lists tab. The user may return to this page at any later time to remove users' shared access to Contract Lists.

Accessing Contract Lists Shared by Other Users

All lists shared with a user will be visible to that user via the List Name dropdown on the Contract Lists tab. Lists shared with a user will be prefixed by the name of the list owner.

1. To view a shared list, select it from the List Name dropdown menu.
2. The contracts within the list will be displayed under the Contract Number column.
3. The user may remove their access to the shared Contract List by selecting the **Remove From List** button.

Search by Contract List

1. To search by contracts included in a Contract List, select **Yes** from the Search By Contract List dropdown.
2. Select the desired Contract List from the Contract List dropdown menu.
3. Select **Submit** to execute the search. The search results will include all contract numbers included on the selected Contract List and that meet all other search criteria.

Adding a Search to Favorites

Users have the ability to save a set of search criteria values as a favorite search, in order to quickly run that search at a later time. This functionality is present in the Acceptance, Issue By View Only (DoDAAC), and Issue By View Only (Contract Number) folders.

1. Enter all search criteria, including either selecting a Contract List or manually entering contract information. Enter a search name in the **Saved Search Name** field in the Save Folder Search as Favorite section. The search name must be unique for the user's folder and cannot exceed 100 characters. Special characters are allowed.
2. Select the **Save As Favorite** button to save the search to the WAWF homepage.

Accessing Favorite Searches

Once saved, the search is now available on the Government Messages page.
1. To run the search select **Run** in the Actions column
2. To delete the saved search, select **Delete** in the Actions column.

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Issue By View Only from Active Folder (399 items, sorted by Contract Number Ascending)

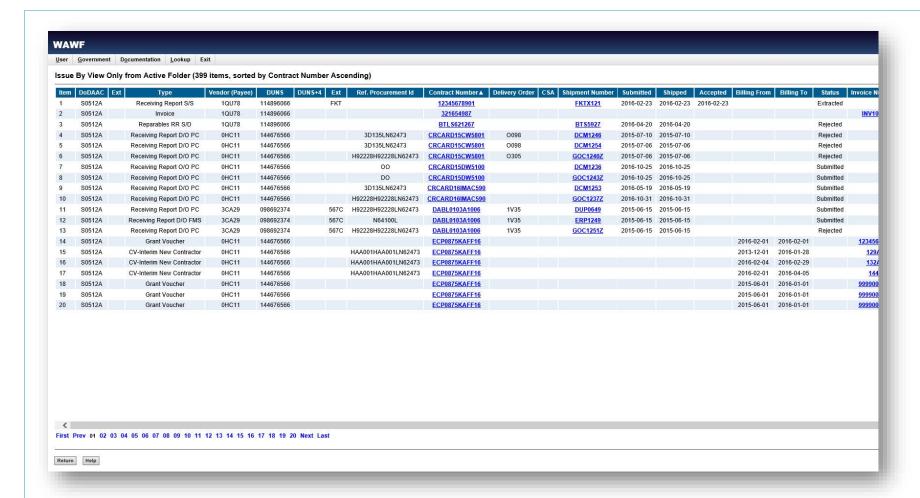| Item	DoDAAC	Ext	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number ▲	Delivery Order	CSA	Shipment Number	Submitted	Shipped	Accepted	Billing From	Billing To	Status	Invoice N
1	S0512A		Receiving Report S/S	1QU78	114896066		FKT		12345678901			FKTX121	2016-02-23	2016-02-23	2016-02-23			Extracted	
2	S0512A		Invoice	1QU78	114896066				321654987										INV10
3	S0512A		Reparables RR S/D	1QU78	114896066				BTLS621267			BTS5927	2016-04-20	2016-04-20				Rejected	
4	S0512A		Receiving Report D/O PC	0HC11	144676566			3D135LN62473	CRCARD15CW5801	O098		DCM1246	2015-07-10	2015-07-10				Rejected	
5	S0512A		Receiving Report D/O PC	0HC11	144676566			3D135LN62473	CRCARD15CW5801	O098		DCM1254	2015-07-06	2015-07-06				Rejected	
6	S0512A		Receiving Report D/O PC	0HC11	144676566			H92228H92228LN62473	CRCARD15CW5801	O305		GOC1240Z	2015-07-06	2015-07-06				Rejected	
7	S0512A		Receiving Report O/O PC	0HC11	144676566			OO	CRCARD15DW5100			DCM1236	2016-10-25	2016-10-25				Submitted	
8	S0512A		Receiving Report D/O PC	0HC11	144676566			DO	CRCARD15DW5100			GOC1243Z	2016-10-25	2016-10-25				Submitted	
9	S0512A		Receiving Report D/O PC	0HC11	144676566			3D135LN62473	CRCARD16IMAC590			DCM1253	2016-05-19	2016-05-19				Submitted	
10	S0512A		Receiving Report D/O PC	0HC11	144676566			H92228H92228LN62473	CRCARD16IMAC590			GOC1237Z	2016-10-31	2016-10-31				Submitted	
11	S0512A		Receiving Report D/O PC	3CA29	098692374		567C	H92228H92228LN62473	DABL0103A1006	1V35		DUP0649	2015-06-15	2015-06-15				Submitted	
12	S0512A		Receiving Report D/O FMS	3CA29	098692374		567C	N64100L	DABL0103A1006	1V35		ERP1249	2015-06-15	2015-06-15				Submitted	
13	S0512A		Receiving Report D/O FMS	3CA29	098692374		567C	H92228H92228LN62473	DABL0103A1006	1V35		GOC1251Z	2015-06-15	2015-06-15				Rejected	
14	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2016-02-01	2016-02-01		123456
15	S0512A		CV-Interim New Contractor	0HC11	144676566			HAA001HAA001LN62473	ECP0875KAFF16							2013-12-01	2016-01-28		129A
16	S0512A		CV-Interim New Contractor	0HC11	144676566			HAA001HAA001LN62473	ECP0875KAFF16							2016-02-04	2016-02-29		132A
17	S0512A		CV-Interim New Contractor	0HC11	144676566			HAA001HAA001LN62473	ECP0875KAFF16							2016-02-01	2016-04-05		144
18	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2015-06-01	2016-01-01		999900
19	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2015-06-01	2016-01-01		999900
20	S0512A		Grant Voucher	0HC11	144676566				ECP0875KAFF16							2015-06-01	2016-01-01		999900

First Prev 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 Next Last

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Upon selecting **Run**, the search results are displayed.