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MNvNnKHEhaT4iMivXVhppbiuhIKj5Kr2g53dDRdtcKsrba5FXaglPsAp/qWTzTTF0fzgoiuEdu6cV5V0ZEmTnZekD7x5+V1nB50vvuPHpcWVnynP61xSAwAOqlXql5pEnY/F37rc5eODbCGwftKJ/+agdpH/nlw7G/cTV32QReTsE6Vji9J3R2JSP1Jqs7V7a5G1O3O3TyUtlOFY4byOBHm3aWRyA1rvlb7JjIwijb87qh14eCSR04r2lTNLlo+wW6AxYICGIzIbMdBBCB8rKQc575NSPM43gGvQFZwhX+8W5sNw7pLYbT0IQ6d0eToqajbSNUxwAbgl4DvPMpPrABpNJh0pJIddNmV8QABajrzON4Br0BS5nG8A16AoQxtrt4bwJECE8OtO8g+01MRtsUVWBKs76OstPJV7QKHdQ1A3dVu2sgO9EbmcbwDXoClzON4Br0BVQjbVNNP4Di5Uf/ANjBPu5qXja201LIDV5iAnvOL3D/AMsVg6CZu1pWzZonbHBTHM43gGvQFLmcbwDXoCvY8uNLRvxn2nk/7m1hQ9VfasrkLWwK+HM43gGvQFBK4bR7086tMdmBFSFEDk44UeB61Z9lHSstv/xDv21e00yw6NshdnF7WS+ve5gblNr3T2dfLncs87muug/y8EjzAAVeNj30vc/u6PeNDeiTse+l7n93R7xphWNDadwA9XQNKSZ2komagiCdp64xcZLsZxIHj3Tj11mkHIB8VanIyMd6sx3OKYN2mxCMFl9xvzKIoPC3e81FYk33XJrRj2QyuU0/NinpZlbw7FJH6g0HKJWx6Vu3S5xM8HGUOgfZUR/9UXXtzQHkhqJ1pgrXtPmc10VIbBwZLiGR2Z3j6kmgVRU2xTfk2uCD0lbyh2YSPaaFdVw5mWAHirV7s01uCldMw+6GqLXFIylclBUPEDvH1CtI96gdssh851kl7HCMwtzynCR7xo5UDib7yhvAIzDm2jLuJWbNSQe5upblDAwluQvd+yTkeoiourxtVg821cJAHyZUdK/8k5SfUBVHpvA/PE13JK5mZJHN5ov7IJ3KWi4QSeLL4cSPEsfFJqd2jyOb6GuAzgu7jQ8qx+maHuymdzbVi4xPyZUdSR9pJCh6t6rbtckcnpiMx33pafMlKj8KUyxWrQOJBTOKT/xnkCEGKVKvCcAnqFO0nR82bxRG0PAOMF7fdPlUceoCpq92ODqC3LhT299snKVA4UhXeUk940tPxRC07bY2MclGbSe3dGakq8tI8mUvHFekjYOzDDwQXuuye8xXFKtzzM1rvBSuTc8oPA+eq3I0dqOLnlbLMwO+hvfH/HNaMpYoxmJStFiAUK/D4jsJCy+/DlRjiRFfaI8I0pPtFN8g98eetTlIIwRkdRplIstql55xbYbuf97CT+lbNxTi3qsThvB3RZmpVoKRoDS8jO9Z2EE99oqR7DUU/so067ktqmsH+x7I/wCQNbNxOE7QQsjh8o2EIJUqK8vY6zuLMO7uhePkpeaBBPjII9lClaShakK4KSSD2ii4aiOa+Q7ENLA+L3wu48h6G8HozzjDiTkLaUUkeUUV9n+vpNxmIs93cDjywebyDwKyBndV48dBoSU7tUlUO8QpKDhTUhtYPYoVWogbKwgjVdgmdE8EHRacrLb/APEO/bV7TWpBWW3/AOId+2r2ml+FbX+H5R2JbG+P4XFEnY99L3P7uj3jQ2ok7Hvpe5/d0e8aOrf6Het6Do/72ovVn7aBE5pri5JA4OKS8P8AJIJ9ea0DQZ2uxeS1HDkgYD0bdJ6ylR/RQpXhrrTW4hMsQbeK/AofVb9mcsRtbxklW6l9txry4yPWmqhSBwcjpp3KztGFnFJ435Hh3BXPahO53rN1pKgpMVlDXA9B4qPvVTKROTk8TSrkUfZsDOCkj87y470VdjsP/p3WcR0qbZSewFR9oopVTdmEPmuimHCOMl1x7yZ3R6k1cq89WOzTuKfUrcsLQhrtgg79st08J/0nlNKPiUMj1p9dCKtA7QIPPtE3FITlbSA+ntQQT6s1n6m2GvzQ24FLMQZaW/FSump3czU9tmFW6huQnfP9pO6fUTV72wykqctMUEEgOOkZ+yB+tC+vSSTkkk+M0Q+AOlbLfYh2zFsTo+K8pxAjmXcYsYDJeeQ351AU3qw6Gi871tam8ZCXuVP+IKv0rSR2VhdwCpG3M8N4o5Xu+wNOW9MuepaGSsNJ3EFRyc44DsqvfvT0z4aV+WVUHthl4j2qED85a3lDsASPeNCmlVLQxyxB776pnU1j45CxttEcv3p6Z8NK/LKpfvT0z4aV+WVQNpUR3bDzQ/eEvJHL96emfDSvyyqX709M+GlfllUDaVTu2Hmp3hLyRy/enpnw0r8sql+9PTPhpX5ZVA2lU7th5qd4S8kbn9q2nW2VqaMt1wD5KAwU5Paeigm4suOLcPArUVHynNc0qIgpmQXyb1hNUPmtm3JV9I/8Sz/7E+0V86k9OwF3PUduhoBPKSEb2O8kHKj5ga2eQGklZNBJAC0pWW3/AOId+2r2mtSCstv/AMQ79tXtNKcK2v8AD8pniWxvj+FxRJ2PfS9z+7o940NqJOx76Xuf3dHvGjq3+h3reg6P+9qL1Dfa/CW7abfNSgkMPKQsgdAUO/5Ujz0SKj7xd7dZYYkXN8MsLWGwpSCoEnPDgD1GkNO8xyBzRcp3OwPjLSbLNGR1ilkdYrRF01FpyzSm41wksMPOIC0pLROUk4B4DxU5cuVnbvDVoUtkT3kcohkNZynjxzjHeNNO8XWv2Z9eCWewNvbOPXis3ZHWK6bQt5xLbKFOOKOEoQMknqArT/NmPAt+gK6SwyhW8hpCT1hIFU71/wCOvkr92/8AXRMrBB7maft8Ip3VMR0IUP7scfXmpGmM67wLbIiMS5AacluckwkpJ31dXAcOkdNMLnrLT9nmqhz7k2zIQAVI3VKIzxGcClmR7zcC90xzMYLE7FMSmESoj0dz5jqFIV2EYrMkyG9b5bsSS2pt5lRQpKxg8KP0TXWnZ74jw7iJD5SpSW0NLyrdSVEDI6cA1J26XGvNvZnIjOIQ4DupkM7qxg44g9HRRVPO+lvmbt8ENPCyptlds8VmfI6xSyOsVqHmsfwLfoClzVjwLfoCiu9R8HXyQ/dp+Lp5rL2R1ir3snhKf1W5K3SW48ZXyscApRAAz2ZoizdX6Ut016HLmsNPsq3VoLCjg+RNObRqzT12mCHbJzbrxSV7iG1JyB0niAK5NWSPiI7MgHf6CkNKxkgOcG270ULtq0znGsAxkYjR0Ix4zlR9oqj5HWK1EphlaipTSCT0kpBrzm0fwLfoCqQ4iI2BmXZz8leWgMjy7Nt5LL2R1ilkdYrSU6ZCgToUVyE6tctZQhTUfeSgjHzj/KONP+bR/At+gK1OKW1ydfJZjDr6ZunmsvZHWKWR1itQ81j+Bb9AUubR/At+gK53qPg6+S73afi6eay9kdYpZHWK1DzWP4Fv0BS5sx4Fv0BU71HwdfJTu0/F081l7I6xSHHo49laSt02Fcn5jTUJ1sxXeSWXo+4FHjxST0jh01IJYZScpaQD4kgV04pY2LOvkuDDr6h3TzWb7dp68XZwIg22S9n+bkylI7VHAov6G0KNNhU6apDtxcTu/I4pZSekA98nvmrrXtCVFdJK3LawRUFEyI5jqUqy2+Rzh3iPnq9prSs69W+2y4kWXIDT8xe4wgpJ31ZAxwHDpHTTnmzHgW/QFVpak09yW3uu1NOJ7AG1ll7I6xRI2O/TF0+7o940Weax/At+gK7Q022SUNpST04SBW0+IdrGWZbX5rGGh7N4fm2LuqjtLic60LOPfZKHR5FDPqJq3VytCXEFC0hSSMFKhkGgI35Hh3BHSMzsLeKCS0DVsfUFySOU5na46EE/yrSApXur89cNXaRdrhcbvBcXziHY0JC0fOSvCUqI86+NGxuLHaSpLbLaEq+cEoAB7aTUSOwSWmGmyRg7iAMjyUZ7aNRl+XS/2QnsZ+L59f2glDktyDbuQv7EeRyrSluLucha1cRkFsp3QSe9mup8tiPOuKn78iasvuFO5cX2Fp4nCd3cKcjtxRoFvhggiIwCDkHkk/CkbfDJJMRgknJJaT8K77a297H6+SnsjrWuhDMhxbjA0TIDs9PPHubrLskleAv5wPXxPEd7HVTq+s6esupni1qOZBntNIacDkXnII3RgkqHHIAzRYMZghsFlshvijKR8ns6q4cgxXVlbkZlaz0qU2CTVBWa6g216nmCrGl0026dB80H7ZqFUjU3JNvQrkFQ3gJqIPN3WsNrVwx0YPf8de2NLt7m6VgyrhNDcmC+pxTclSVEhxwg5z08BRgbhxmieTjtI3hg7qAMjqr1ESO2pCkMNJKBhJCAN0eLqrprG/5bb0eXNcFK7/TvWn6QugafRK1dfbS5dbrzeAylbJExW8CoZOeurVs4nybjoyM7LfW+4lbje+tWSQFcMnv1aQw0lxTgbQFr4KUEjKu09+vWmW2EbjTaG0/7UpAHqrKWo7RuUjh0Gv1WscGR1wePl9EE7pNjQ9d6gL1wjw1KeASp6EJIVwGRukcD0calXLrpmRYbk5bXkLvqLarfksx1MAhON4pAwE5z3qKS4MRxZWuKypR4lSmwSfVXiYENOd2KwMjBw2niOrorU1bSBodLb+HgshTOBOo1vu80KbrblWnQtu1HEutyROWGFnelqKMq6eBrqTKiu6ru6NS3C8xsPJERMZTiUcmR/aCMdHrosKjMrZDKmmy2OhBSCB5Krdw0vdpk599jVdwitOKylhtCd1sdQrrKkO97Tbr9ORXH0xHu67NPrzCH9inzCrTCVTZCgu6yUK3nlHfSAjAPHiPjTizWgXHZ9MvjlzuaZkdLxSUTFBJ3OIyM0R9P6Zh6ftbcJsmQUOKc5V1IKipXSR1dAqVTGZQyWktNpbOcoCQAfJUkqxc5Bv8Ayf2oylNv5nd+B+kF516mSpNnNzuKkx12pt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# Westsim File System

As the user works with this software, it is vital to know the files that are being manipulated by it and what part they play into the flow of the company itself. Below are a short description and snapshot of the most important files that are accessed on a nearly daily basis.

## Main Workbook

The main workbook itself (typically named Ship-Invoice-MM/DD/YYYY) contains records of all contracts that have been awarded to the company (the DLAORDERS sheet) and shipments made by the company to fulfill said contracts (the ShipInvoice sheet). Included below are snapshots of both sheets along with a short description of the important columns.

A picture containing text

Description automatically generated

Each row of DLAORDERS consists of the following information:

**A**: Local reference number for contract based on when it was received. Resets to 1 after new month passes.

**B**: Contract number that is unique to each individual award. Primary method of identifying specific contract.

**D**: NSN number, unique number tied to part that is requested in contract. Secondary method of identifying specific contract.

**E**: Quantity of part that is requested in contract.

**F**: Name of vendor that contract is tied to.

**G**: Date when contract was awarded to company.

**H**: Due date of contract.

**I**: PO number that is tied to contract. POs can be generated by software and reference numbers are automatically placed in proper row when done in this manner; otherwise, number must be added by hand.

**K**: Total dollar amount that will be awarded to company when contract is fulfilled.

**L**: Total dollar amount that company spends on parts required by contract. This number can also include the cost of shipping if method is atypical.

**M**: Net profit for each contract based on difference between data in column K and L.

**P**: Ratio of profit made compared to amount spent on contract.

A screenshot of a computer

Description automatically generated

Each row of ShipInvoice consists of the following information:

**A**: Local reference number for shipment based on when it was sent out. Resets to 1 after new month passes.

**B**: Contract number that shipment is tied to. Can be repeated if contract must be split into multiple shipments.

**C**: Name of vendor that shipment is tied to.

**E**: Quantity of part that is being shipped.

**G**: Total dollar amount of shipment based on quantity and contract unit price.

**H**: Shipment reference number that is unique to each shipment. Naming convention is as follows: (two letter shorthand for month)(two alphanumeric character shorthand for year [A=0,B=1,…])(three digit number for local reference within spreadsheet[see column A])(Z at end if shipment is the last one for a particular contract)

**I**: Invoice reference number that is unique to each shipment. Naming convention is as follows: (two letter shorthand for month)(two alphanumeric character shorthand for year [A=0,B=1,…])(four digit number for local reference within spreadsheet[see column A])

**J**: Date that shipment has been made.

**K**: RFID number that is unique to each shipment, or “No” if shipment does not require RFID tag.

## Cagecode List

This spreadsheet (aptly named “CageCodelist”) contains several pieces of contact information for each vendor that the company does business with. Included below is a snapshot of the spreadsheet and an explanation of the data it stores.

A screenshot of a cell phone

Description automatically generated

Each row of CageCodeList consists of the following information:

**A**: Quote email options which affect how emails are structured when asking for quotes for parts. “p” denotes that a “price break” is allowed by the company and will be inquired about for each individual part. “g” denotes that a company allows for multiple parts to be quoted in a single email.

**B**: Cage code that is unique to each company / section of a company. Primary identifier for vendor.

**C**: Name of vendor.

**D**: Primary email of vendor to send quotes to.

**E**: Primary email of vendor to send PO to.

**F-I**: Address information of vendor to put on PO.

## Contract WIP

A screenshot of a cell phone

Description automatically generatedThis spreadsheet contains all of contract’s relevant information that is referenced throughout the shipment process. The file itself is not directly modified or accessed by the user in normal use but instead automatically updated when using the “Add New Contract” function of the “Contract Management” system. Generally, the user will only interact with this file after adding new awarded contracts into the system. Once this is one, the updated file should be copied and pasted into the shared folder so that other users can work with the most up-to-date data.

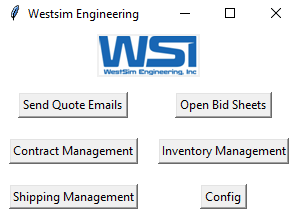
## PO Workbook

This spreadsheet contains information that is relevant to paying vendors for parts once they are processed at the office. This sheet is automatically updated when a contract is processed through WAWF in the “Shipping Management” portion of the software.

A screenshot of a cell phone

Description automatically generated

# Main Menu



*\*\*Note: All areas will be expanded upon further in future sections\*\**

1. Send Quote Emails – Used to process ALICORP spreadsheets and send quote emails to vendors; simultaneously creates bid reference sheets to aid in final bidding.
2. Open Bid Sheets – Used to view bid sheets and add/edit/view notes for each contract.
3. Contract Management – Used to process newly awarded contracts into main system, create purchase orders, and send purchase orders to vendors.
4. Inventory Management – Used to add to/view company’s stock of spare parts.
5. Shipping Management – Used to quickly search through company’s list of received contracts and view pertinent information relating to label/shipping printing used on VSM/WAWF sites.
6. Config – Configuration settings for software that can be updated as file system is updated.

# Send Quote Emails

This part of the software deals primarily with processing spreadsheets generated by ALICORP in order to send emails to approved vendors for quotes on specific quantities of parts. Using this part of the software is simple but requires an amount of spreadsheet cleaning first.

## Spreadsheet Cleaning

A screenshot of text

Description automatically generatedTypically, the user will be given a spreadsheet that has been initially generated by ALICORP that contains highlighted rows that have been selected as ones we should ask for quotes on.

A screenshot of a cell phone

Description automatically generated

Cleaning this spreadsheet consists of three steps:

1. Deleting rows that do not contain highlighted elements. This is done by selecting the row(s) that need to be deleted and pressing “Delete -> Delete Sheet Rows”.   
     
   If the entire list is spread across multiple workbooks, then this process should be done for each one and all rows should be copied into a single file. After this is done the data should be sorted based on the company name which can be done be selecting every row and pressing “Data -> Sort”, choosing to “Expand Selection”, selecting ‘mcrd\_n\_01’ in the ‘Sort by’ dropdown menu, and then finally pressing “Ok”. Screenshots showing this process are shown on the next page.  
      
     
     
     
   A screenshot of a social media post

   Description automatically generatedA screenshot of a video game

   Description automatically generated
2. Confirming that companies listed have contact information for quoting. This is done by opening the ‘Cagecode List’ spreadsheet and searching (ctrl+f) for each of the cage codes listed in the ALICORP spreadsheet (in the V/‘mcrd\_c\_01’ column). While searching in the Cagecode List sheet, there should be an email address in the D/’Primary Email’ column. If there is not an email present or the cage code could not be found in the list, make note of the problem row and talk with Ali about how to move forward with said discrepancy after going through the entire sheet.
3. Converting spreadsheet to proper format. After all other changes have been made, the file must be updated to the newer Excel version for the software to recognize it. To do this, first press “File”, then “Convert Workbook” and finally “Yes” to the next two dialog boxes. Once this is

## Software Operation

A screenshot of a cell phone

Description automatically generatedOnce the spreadsheet has been cleaned it is ready to be used in the software. To do this, select “Send Quote Emails” from the main menu and a new window will open that will prompt the user to select which spreadsheet they want to process. To do this, press the “Browse” button and select the file the recently cleaned file and press “Open”.

After a file has been selected, the “Process Spreadsheet” button will become clickable. Once pressed, the program will run through the selected file and both create a spreadsheet that can be used for storing bidding information (to be discussed later in the “Open Bid Sheets” section) and construct a number of emails to be sent to vendors asking for a quote on the designated parts / quantities.

Before these emails are sent out, the user is prompted to verify that each one appears to be correct. The user should cross-reference the original spreadsheet to verify the email is being sent to the right company and asking for the right part number / quantity. If this information is correct, the user should press “yes” and, once all the emails have been verified, the software will send them out.

# Open Bid Sheets

A screenshot of a cell phone

Description automatically generatedThis part of the software allows the user to see lists of parts that the company has requested quotes for and record information about them for shipment purposes in one spot. A snapshot of this section is included below.

The top dropdown menu allows the user to select a list (typically denoted by the day a collection of emails was sent out on) and displays information about the company name, part number, and quantity of each quote that was sent out. When the “Add/View Info” button is pressed, the rightmost window is opened and is unique for each row. This window acts as a notepad of sorts where the user can record whatever information they need to, save it, and then recall it when necessary when going to bid on a contract.

# Contract Management

This portion of the software handles the addition of awarded contracts into the company’s system as well as the creation/sending of PO’s. This portion is vital in that it populates the company’s digital record of all awarded contracts (specifically in the Contract WIP spreadsheet) which is used throughout the software for several other functions.

A screenshot of a cell phone

Description automatically generated

## Add New Contract

This function allows the user to input information about a contract into a form that, once submitted, stores the information in a way that the software can use later in other functions. Before adding this information, the user most search for new awarded contracts on DIBBS (<https://www.dibbs.bsm.dla.mil//>). Getting to this list consists of the following steps:

1. Navigating to the website above, then pressing “Solicitations” -> “DLA Requests for Quotation (RFQ) Search” -> “Awards”.
2. On the following page, enter “7MR60” into the Search Values box, press the “Posted for Date Range” radio button, and enter an appropriate date range for the time that should be checked for contracts.
3. Press “Submit”. Once this is done, a list should be loaded that looks like the picture below.

A screenshot of a computer

Description automatically generatedOnce the contract list has been generated, it can be sorted by clicking on the “Award Date” column header. At this point, each PDF should be opened and the used to fill out the new contract form. A general description of each part of the form follows:

A screenshot of a cell phone

Description automatically generated(1)-Date Awarded: Date that the contract was awarded. This is listed both on the DIBBS site and on the contract itself. Entered in M/D/Y format.

(2)-Contract #: Unique identifier for each contract.

(3)-Quantity: Amount of product that contract is asking for.

(4)-Contract Total: Dollar amount that contract is worth.

(5)-NSN: Government identifier for part that is being asked for in contract.

(6)-Part Name: Referential part name, used when creating PO.

(7)-Vendor Name: Vendor that the contract pertains to.

(8)-Part #: Company-specific part identifier.

(9)-Preservation Method: Method that part must be packed in for contract to be considered valid. If not “CP”, then ‘M’ is placed before number (i.e. M10).

(10)-Due Date: Date by which the part should be shipped to the vendor.

After the form has been completed, press “Submit Data” and then save the contract to the appropriate folder based on the vendor name.

## Create PO

A screenshot of a cell phone

Description automatically generatedThis function allows the user to create PO’s with only a couple dropdown menus and some basic data entry that is unique for each contract. The menu looks as follows:

The first dropdown menu denotes which vendor the PO is meant for. When a company is selected, the first left column is filled in (from “Vendor Name” to “Attention”) based on information that is entered in the Cagecode List worksheet. The second dropdown menu denotes which contract the PO is meant for. When the contract number is selected, the entire bottom portion of the form is filled out based on the company’s archived information as well as the reference PO number based on where the contract is in the Main Workbook. The user should check that this information is correct and fill in any missing data as required.

With these boxes filled in, the user must then complete the “Quote”/”Delivery”/”Terms”/”Unit Price” sections manually based on quotes for the particular part and prior agreements with the vendors. After this is done, pressing the “Create PO” button will open a dialog to select where to save the workbook version of the PO. Each PO should be saved in its corresponding month / company folder that also contains the base contract.

## Send PO

This function allows the user to send out completed PO’s to vendors in an efficient manner. This is done first by navigating to the workbook version of a PO and verifying that all information in it is valid. Once this is done, the user must create a PDF version of the PO and save it in the same folder that the workbook version is located.

A screenshot of a cell phone

Description automatically generated

With the PDF ready to be sent out, the user should select which vendor to send the PO to via the dropdown menu and attach the PDF with the “Browse” button. With these operations done, pressing the “Send PO” button will construct and send an email to the vendor with the PO attached.

## Save Changes

This button signals the software to attempt to save any changes that have been made via the “Add New Contract” and “Create PO” functions to the main workbook. Doing so will either create new rows within the ShipInvoice sheet if new contracts were added or append a PO number to existing rows if a PO was created.

# Inventory Management

This portion of the software allows the user to view the company’s current stock of spare parts as well as add new stock as it comes in. Having a list like this allows for an efficient way to determine how many of a certain part needs to be ordered to complete a set of contracts, saving both time and money.

A screenshot of a cell phone

Description automatically generated

## Search Inventory

This function allows the user to parse through the list of extra parts the company has accumulated over its purchasing history. This search can be done on either the part number, NSN or a combination of the two. Each row of this window contains those two pieces of information about a part as well as an “ID” tag and an “Edit” button that lets the user change any information about a part. The tag system is more an overhead tool that allows the company to find a part quickly once it is marked for shipment.

A screenshot of a cell phone

Description automatically generated

## Add Stock

A screenshot of a cell phone

Description automatically generated

This function allows the user to add new stock to the company’s inventory list. When a shipment comes in with extra parts, the part number and NSN of the contract as well as the quantity should be recorded. Once this is done, simply press “Submit” and the information will be saved. (Note: The “ID” entry is not required to be filled in when first adding a part into the system. The process behind the ID tagging will be explained in a later section.)

## Save Changes

This button signals the software to attempt to save any changes that have been made via the “Add Stock” function to the overall inventory list.

# Shipping Management

A screenshot of a cell phone

Description automatically generatedThis portion of the software acts as a tool to help the user navigate through the main part processing portion of the company’s job. This process is split between the use to two main websites: VSM and WAWF. Both are government sites that, after completing a set of forms, produce shipping documents that are required to send out the parts we receive to fulfill the contracts awarded to the company.

Searching in this window is done on either the contract number or the PO number. Typically, the PO number is used as it is printed on packing lists for each shipment or on labels on the boxes themselves. After pressing “Search”, rows like the ones above will appear. Each row contains the following information:

* **Contract #**: Formal contract number for the contract that is being referenced.
* **PO #**: PO number that is attached to the contract.
* **Vendor**: Vendor name that the part for the contract is coming from. The information for this column is pulled directly from the “Main Workbook” and sometimes contain extraneous information related to purchasing and should be disregarded.
* **Quantity**: The number of parts that need to be shipped for the contract.
* **VSM/WAWF**: Buttons that will open additional windows to help with completing the forms on those websites. Will be expanded upon in more detail in the following sections.
* **Checkboxes**: Denotes whether a shipment has been previously made for the contract and, if so, how many pieces were sent out.

## VSM

This function aids in complete the forms for a contract on VSM. When pressing the “VSM” button on a row, the following window opens.

A screenshot of a cell phone

Description automatically generated

This window contains the search criteria for the VSM site, the part number and preservation method for the contract, and the vendor/last 4 digits of the contract number that are used for saving documents. Navigating through the VSM site itself is done with the following steps:

1. A screenshot of a cell phone

   Description automatically generatedA screenshot of a social media post

   Description automatically generated**Searching for the contract**: When the VSM site initially loads up, a list of all awarded contracts to the company is pulled up. To narrow down this list, the first 6 digits of the contract number (denoted in the “PO Search” box) should be entered into the “PO” box on the site. Pressing “Search” or Enter on the keyboard will prompt the site to refine its list based on this criterion. Once this is done, the required contract should be found and selected via the checkbox.
2. A screenshot of a cell phone

   Description automatically generated**Item Label**: Each piece that is being shipped for a contract requires its own item label. Making this is done via selecting the “Item Label” radio button and pressing “Submit”. Doing so will open the following page.  
     
   On this page, the user should enter in the part number, preservation method, and date preserved into the appropriate boxes on the site. For the Date Preserved, simply click on the box once and then press “Done”. Press “Submit” once these boxes are filled and print the appropriate number of item labels to the the “Item Label” printer.
3. A screenshot of a social media post

   Description automatically generated**Single**: Each shipment requires a set of documents that can be made by using the “Single” option on VSM. On the popup select “Shipment contains non-hazardous material” and then “Submit” to come to the following window.  
   At this window, select either “Total” if all the parts for a certain contract are going out in one box or “Partial” if there are multiple boxes. If the current shipment is a partial one, be sure to change the “Quantity” in the top right corner. In either case, enter an estimated weight and dimensions (in inches) for the box and press “Submit” to generate the shipping documents.
4. A screenshot of a social media post

   Description automatically generated**Print**: After completing the “Single” portion, the documents for each shipment must be saved and printed. To do this, click on the “Print” option in the top row to come to the following page.  
   For each shipment that is being processed, uncheck the “Container ID Label” box and then press “Print”. After a moment, three documents will be opened in the web browser: a shipping label, packing list, and a shipment sticker. The shipping label should be saved to the appropriate folder in the company’s system with the last 4 digits of the contract number appended to the end of the file name (i.e. -207S) and have one copy printed. The packing list should have two copies printed and the shipping sticker should have one copy printed to the shipping sticker printer.

## WAWF

This function aids in complete the forms for a contract on WAWF. When pressing the “WAWF” button on a row, the following window opens. This window contains several boxes of information that can be copied from in order to simplify the WAWF form process.

A screenshot of a cell phone

Description automatically generated

Completing these WAWF forms can be done with the following steps:

* A screenshot of a social media post

  Description automatically generatedSign onto the WAWF site and press the “Wide Area Workflow” button to open the main form.
* Hover over the “Vendor” header button and select “Create Document”.
* A screenshot of a social media post

  Description automatically generatedCopy the Contract # from the software and paste into the similarly named box in the form. Press “Next”.
* Select which CLIN of the contract you are processing. Typically, a contract will only have one but there are situations where there are multiple and processing the same contract more than once will be required. Press “Next”.
* Select “Invoice and Receiving Report (Combo)” and press “Next” twice. If this option is not allowed (i.e. the second “Next” press produces an error), come back to this page by pressing “Previous” and confirming, select “Invoice” instead, and press “Next” twice once again.
* Before completing anything on the next page, determine the following attributes of the shipment:
  + Is the shipment the last one for the contract? If so, check the “Final Shipment?” box in the software to change the “Shipping #” value to match this classification.
  + Is the shipment a partial shipment (a.k.a. not the entire quantity of the contract in one shipment)? If so, change the quantity in the top right corner of the software to match.
  + Did the WAWF form allow this contract to have an Invoice and Receiving Report (Combo)? If so, check the “RFID #” box in the software to generate an RFID number that will be used in a later part of the form.
* A screenshot of a cell phone

  Description automatically generatedOnce the software has been configured correctly for the current shipment, copy the Shipping and Invoice numbers from the software to their corresponding boxes in the WAWF form. Additionally, mark the “Shipment Date” as the current date, “Estimated” as “E”, “Estimated Delivery Date” as a week from the current date, and “Final Shipment/Invoice” as both “Y” or “N” depending on the classification assigned to it previously. Press “Line Item” on the top row.
* A screenshot of a social media post

  Description automatically generatedOn this page, select “Edit”, put the quantity of the shipment into the “Qty. Shipped” box on the following page, and press “Save CLIN/SLIN/ELIN”. Once back at the original page, check the “Amount ($)” value and ensure that it matches the amount shown in the software. If it does, check the radio button next to the “Total” box. Press “Pack” on the top row.
* Press the “Add” button and copy the contents of the “RFID” box in the software to the “Package ID” box on the form. Press “Save” and, once the page loads again, press “Pack CLIN”. Press “Add” and put the quantity of the shipment into the “Quantity Packed” box. Press “Save” and then “Save Pack CLIN” to finalize this portion of the form. Press “Preview RR” on the top row.
* At this point the document is completed and ready to be submitted but needs to be printed as to be included in the physical shipment. Press “Print Document” at the bottom of this page and print two copies of the PDF that is opened. Once this is done, select “Submit” and “Ok” if a popup appears to submit the form. Press “Submit” on the software as well.

After all the shipments for the day have been processed, be sure that the “Main Workbook” is closed and then close either the “Shipping Management” or main window to prompt the software to save all shipping information to the company’s records.

# Config

# Assorted Bookkeeping Processes