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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+kF516mSpNnNzuKkx12ptxJdluR0OLJIJKkAkq4dXerh6bLjacmLi3wOxnbgylwRpbrnINlKuBWoAgEgdHVRpVDjLQlCo7SkI+akoBCewd6kmHGQhaEx2koX85IQAFdvXU9sbYWb6+insjviQft8oJuwfgX2O3yUaQSy3cX5CnSG1EYC0gDGM+SprTWj037SlvuK73dWpT433FJlKUnAUQQAfEOmiKmBEQcpisJOMZDYH6V9W2kNNhDaEoQOhKRgCqPqyR/AW9FXZSgH+WvoIMT5kpfdNozpO7+0SGRh9QIQQsFI48B4qnrhb3tLawsrNruNwcE1L6VtSZBcCiE/J4HxkURTDjHOY7RyrfPyBxV19vjrp2O27hRSnlEg7iykEpz3xUNXfS2mv2soKW2t9fNA5EuIvTEh2bdb2jUIStRbW64lveB6OjHR4+mirpa8RZVtg2/nCnJ7UBl55KgokBSRglR4EntqJk6EuU6MuLM1fcn47gw42ptOFCrLbLJCtKlqitqC1tNMqUpWSUtp3UjzVaomje2wOvrkFWCKRjrnZ65lVHXhA1ho/iP4w+8ioKw2ZN30ddbu/c7mmVGckbhblqCfkDeGRRZcYadWhbjaFKQcpKkglPZ1V4iOy22ptDTaUKzlISADnp4Vm2qysDQNn7P7V3U2Z5cTt/QQaF5M53Tw1DeJ0a3OW4rU8y6pO+4FqGSU5ycAD/9q76GTZudXFdov0q5pO5lt9SlciOOOKhxJOeNWxUOMptLao7RbR81JQMDsFdMxmI+eRZbbz07iAM+auy1Ie0tAt9tvyUjpyxwJN/vs+a//9k=)

**Software Manual**

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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.

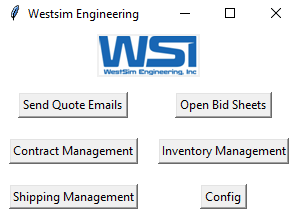
**F-I**: Address information of vendor to put on PO.

## 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.

# 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 to make it so.

## 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 is