



S2MS User Guide

Version 1.0

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1 Introduction

The Strategic Material Management System (S2MS) is one of the services available under the World Wide Web Industrial Capabilities Assessment Program (WICAP) which is an Internet-based tool used to collect and assess information from Defense Logistics Agency (DLA) suppliers. WICAP provides DLA improved visibility of industrial capabilities for items that are important to DLA's customers. DLA can leverage the WICAP data to better identify readiness risks and assess gaps between wartime requirements and industrial capabilities. The tool also provides DLA information on alternative sources of supply, lead-time assessments by industry classification, and item supportability issues.

S2MS links industrial producers of government parts to the suppliers of the materials needed to manufacture these parts. S2MS allows producers to request the release of buffered raw materials to support supply shortfalls caused by wartime operations, national emergency operations, and routine supply disruptions. By delivering critical materials to industry quickly and by enhancing DLA's visibility of industrial material needs, S2MS better positions both DLA and industry to support the Warfighter.

This user guide provides users step-by-step instructions for completing information in the S2MS system.

2 Roles

S2MS User Roles:

- **Contractor Buffer Manager (CBM)** – The CBM is the designated point of contact (POC) at an industrial supplier who is selected to maintain a buffer inventory of material. The CBM is responsible for interfacing with the Government Buffer Manager (GBM), updating the shipment status of a material release, and updating the actual buffer inventory levels in the S2MS system.

The CBM may perform the following functions:

- View Approved Requests
- Buffer Catalog and Management
- Create/Send Messages.

- **Contracting Officer (KO)** – The KO is the government party responsible for contract compliance and performance monitoring.

The KO may perform the following functions:

- Parts to Material Mapping
- Create/Send Messages
- View all Requests Sent to PM/ GBM.

- **Government Buffer Manager (GBM)** – The GBM is the government party responsible for approving/denying release requests for buffered material, cataloging buffered material awards, defining buffer requirements, and general order management.

The GBM may perform the following functions:

- Create Material Release Request
- Retrieve Submitted Requests
- Retrieve Saved Requests
- Retrieve Material Availability Summary
- Review Material Release Requests
- 6-Month Schedule
- Buffer Catalog and Management
- Create/Send Messages
- Away Notice.

- **Industrial Support Specialist (ISS)** – The ISS is the government party responsible for buffer cataloging and capability assessment, requirements and market intelligence gathering, mapping parts to materials, and as needed, generating material release requests.

The ISS may perform the following functions:

- Create Material Release Request
- Retrieve Submitted Requests
- Retrieve Saved Requests
- Retrieve Material Availability Summary
- View All Requests Sent to PM/GBM
- Create/Send Messages
- Buffer Catalog and Management.

- **Program Manager (PM)** – The PM is the government party responsible for defining high-level program requirements, performance monitoring, order management, and approval of request that are not Warstopper qualified.

The PM may perform the following functions:

- Create Material Release Request
- Retrieve Saved Requests
- Retrieve Material Availability Summary
- Review Material Release Requests
- 6-Month Schedule
- Create/Send Messages
- Buffer Catalog and Management.

- **Requestor/Manufacturer** – The Manufacturer is an industrial supplier of government parts. The Manufacturer uses the S2MS tool to request the release of buffer material, maps materials to parts and subsequently to Next Higher Assemblies (NHAs) and Weapon Systems, and indicates when a requested material release has been received.

The Manufacturer may perform the following functions:

- Create Material Release Request
- Retrieve Submitted Requests
- Retrieve Saved Requests
- Retrieve Material Availability Summary
- Create/Send Messages

- View Approved Requests.
- **Trade Association (TA)** – The TA user represents a specific industry and has membership from that industry.

The TA may perform the following functions:

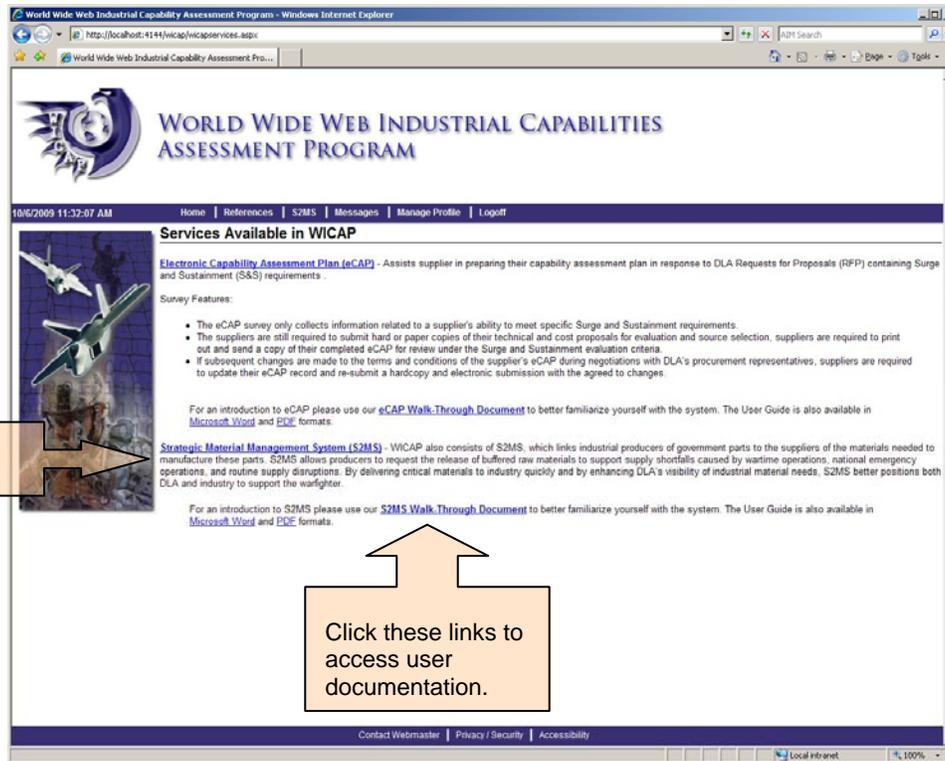
- Create Material Release Request
- Retrieve Submitted Requests
- Retrieve Saved Requests
- Retrieve Material Availability Summary
- Create/Send Messages.

3 Getting Started: S2MS

1. Log into WICAP using the username and password that has been created or with the information provided by the Commercial And Government Entity (CAGE) Administrator.



The WICAP main page displays.

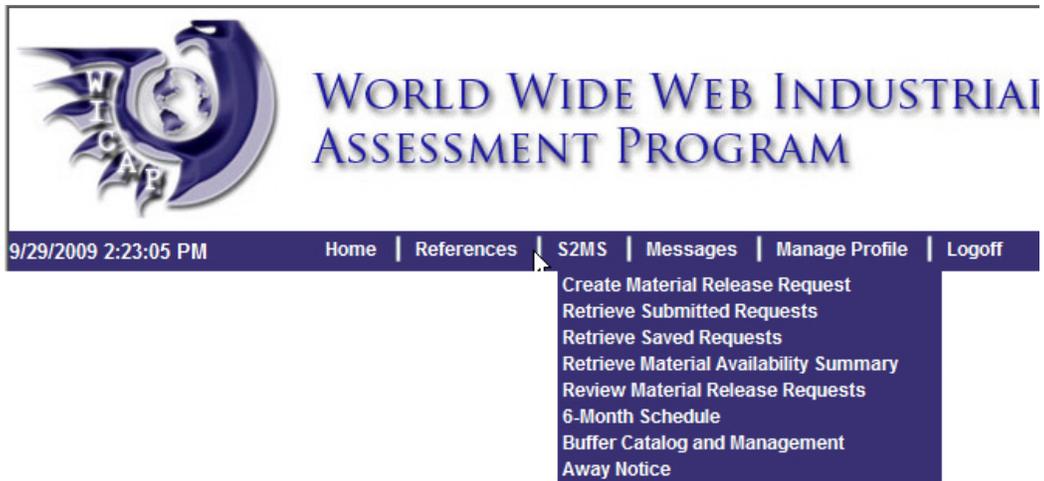


NOTE: Avoid using Internet navigation tools, such as the back  and forward  buttons, while using this application.

2. Click “Strategic Material Management System (S2MS)” to view the capabilities that can be completed by the logged in user. The example below shows the “Government Buffer Manager” capabilities page.



3. From this page you can click on a hyperlink to view the requested capability or you can select the capability from the drop-down S2MS menu.



4 Capabilities

The following capabilities (pages) are included in the S2MS system.

- Create Material Release Request
- Buffer Catalog and Management
- 6-Month Schedule
- Away Notice
- Create/Send Messages
- Retrieve Saved Requests
- Review Material Release Requests
- View All Requests Sent to PM/GBM
- View Approved Requests.

4.1 Create Material Release Request

The Material Release Request function is divided into the following pages:

- Parts and Material Identification Summary
- Part and Material Identification - Add a Part
- Material Availability Summary
- Material Release Request
- Priority Determination
- Validation.

The Progress Indicator, provided at the top of each page shows you where you are in the process of creating a Material Release Request. The process flow begins with the “Part and Material Identification Summary”. Once this section is complete, you will use the navigation buttons to continue to the next part of the process. Before continuing to a new page, you must enter all the required information for the current page.

NOTE: If you begin a material release request but are unable to complete it, you can save the information entered. When you are ready to complete the request, go to **Messages | Inbox**. You will see all of your messages, which are sorted by date with the most recent first. Locate the “New Material Release Request” message. Click on this message to open it and then select the [View Material Request](#) link.

4.1.1 Part and Material Identification Summary

This page serves to collect the parts and associated materials about which you wish to inquire. As you add your part and material information, the grid gets filled in. This allows you to inquire and request multiple materials and forms at one time, thus streamlining the request process.

World Wide Web Industrial Capabilities Assessment Program - Windows Internet Explorer

http://192.168.21.107/WICAP/S2MS/PartSummary.aspx

World Wide Web Industrial Capabilities Assessment Program

9/29/2009 9:26:02 AM Home | References | S2MS | Messages | Manage Profile | Logoff

Progress Indicator: Part and Material Identification >> Material Availability Summary >> Material Release Request >> Priority Determination >> Validation

Part and Material Identification Summary:

Help link → [Creating a Material Request Help](#)

Completed By: Mario Lemieux

Part Number	Part Name	Material Type	Specification	Grade
No data to display				

Navigate

Click [Add Part] button →

Contact Webmaster | Privacy / Security | Accessibility

- To add or retrieve part data, click the [**Add Part**] button. This takes you to the "Add a Part" page.
- To continue to the "Material Availability Summary" page, click the [**Continue**] button.

NOTE: At least one part must be in the grid before you can continue.

- To exit this page, click the [**Exit**] button.

4.1.2 Part and Material Identification - Add a Part

This page allows you to identify your part number, production size, and the material form, grade, size, specification(s), and amount needed to fabricate your part. On this page, you can also identify the relevant NHA and/or Weapon System associated with your part. This will help the government to identify critical material gaps that could impede future operations. Each time you fill out this page and click the **[Save & Continue]** button, you add the information to the grid on the "Part and Material Identification Summary". The requestor provides the part information for the material being requested. You may request multiple parts to be supported by the material request. All parts should be related to a single government contract or to an assembly.

World Wide Web Industrial Capabilities Assessment Program - Windows Internet Explorer

http://192.168.21.107/WICAP/S2MS/AddPart.aspx

World Wide Web Industrial Capabilities Assessment Program

9/29/2009 9:29:40 AM Home | References | S2MS | Messages | Manage Profile | Logoff

Progress Indicator: Part and Material Identification >> Material Availability Summary >> Material Release Request >> Priority Determination >> Val

Part and Material Identification - Add a Part:

[Help link](#) [Creating a Material Request Help](#)

Manufacturer Company: N/A
Manufacturer CAGE/DUNS: N/A
Completed By: Mario Lemieux

Note: Fields marked * are required.
Note: Part Number must be entered for a search.

Part Identification:

*Part Number/Identification:

[Search Part Number](#) [Clear Information](#)

*Manufacturer CAGE/DUNS:

NSN:

*Part Name:

*Production Run (Size):

*Production Run UMI:

*Proprietary:

Material Identification:

*Material Type:

*Material Name:

*Material Grade:

*Material Specification:

*Material Form:

*Material Size Unit of Measure:

*Material Size:

Material UMI:

Fields marked with * are required.

- To search for existing part information, enter a part number/identification and click the [Search Part Number](#) link. A grid will appear listing all parts that match the entered part number.

Part Identification:		Material Identification:			
Part Number	Material Grade	Material Form	Material Size	View All Information	View Part Information
101	300M	Bar, Round	20	Fill All Information	Fill Part Information

*Part Number/Identification: *Material Type:

- In the parts grid there are two links: [Fill all Information](#) and [Fill Part Information](#). Click the [Fill all Information](#) link to fill out both the part and material information. Click the [Fill Part Information](#) link to only fill in the part information. You will need to fill in the material information. When this new material information is saved, a new record is created in the database.
- To help the DLA and Services better understand the materials and parts necessary to build the many assemblies and Weapon System/Troop Support System used by the Warfighter, you are asked to provide the Part Number and CAGE Code for each of the NHAs that use your part(s). So, if your part is used in two landing gears, you are asked to supply the CAGE Code and respective part Number for each landing gear. If known, you are asked to supply the name of the Weapon System or Troop support system on which your part is used. For example, if one landing gear previously identified is used on an F-16, you are asked to identify this under Weapon or Troop Support System.
- If there is more than one material needed to make this part, begin by entering the part information on the “Part and Material Identification – Add a Part” page. Choose one of the materials to begin with. Once you have this information filled in, click the [Save & Continue] button. This will return you to the “Part and Material Identification Summary” page. Click the [Add a Part] button. This time, enter the same part number and click the [Search Part Number](#) link, located directly below the *Part Number/Identification* box. You will see a grid appear with your part number and the material you just entered. To add a second material, click the [Fill Part Information](#) link. This will add the part information you just entered, but will leave the material fields blank. You can now proceed to add another material. You can repeat this process until you have exhausted your material needs.
- To clear all information, click the [Clear Information](#) link.
- To add a NHA for a part, fill in the NHA data and click the [Add NHA](#) link.
- To add a Weapon System for a part, fill in the weapon system field data and click the [Add System](#) link.
- If you are adding a new part, you will click the [Save & Continue] button to navigate to the summary page. If you used the [Fill all Information](#) or [Fill Part Information](#) links to populate the fields, you will click the [Save & Continue] or [Continue] buttons to navigate to the summary page. The summary page displays the selected part in the grid.

NOTE: If you are not the person who created the parts-to-material mapping or are not the manufacturer of the part then the [Fill Part Information](#) link will be disabled. If you don't have rights to view a proprietary or restricted parts-to-material mapping then both the [Fill all Information](#) and [Fill Part Information](#) links will be disabled.

- Click the **[Continue]** button to navigate to the next page in the series or click the **[Delete]** button to delete the part from the grid.

4.1.3 Material Availability Summary

The "Material Availability Summary" page reports the availability of the material grade/form/size/specification that you seek, and a list of available sources, if applicable.

The screenshot shows a web browser window with the URL <http://192.168.21.107/WICAP/S2MS/MaterialAvailabilitySummary.aspx>. The page title is "World Wide Web Industrial Capabilities Assessment Program". The navigation bar includes links for Home, References, S2MS, Messages, Manage Profile, and Logoff. The breadcrumb trail is: Progress Indicator > Part and Material Identification >> Material Availability Summary >> Material Release Request >> Priority Determination >> Validation.

Material Availability Summary:

[Creating a Material Request Help](#)

Manufacturer Company: EM Steel
 Manufacturer CAGE/DUNS: MAN9X
 Completed By: Mario Lemieux
 Inquiry Reference: 568435292

Note: A quote must be obtained from the material supplier prior to completing a material release request.

Part Number	Part Name	Material Grade	Specification	Form	Available	Source	Request Release	Request Assistance
100	Torsion Bar Left	300M	300M Spec	Bar, Round	Yes	Smith Steel	<input type="checkbox"/>	<input type="checkbox"/>

Navigate:

- If the material you are requesting is found in the buffer based on the grade, form, specification, size fields, type fields and the material size unit of measure, the "Release Request" checkbox will be enabled and the "Available" column for that row in the grid will display "Yes".
- If the material is not found in the buffer this means that either the material, or the specific product form of that material, are not maintained in existing buffers. The "Request Assistance" checkbox will be enabled and the "Available" column for that row in the grid will display "No". You have the option to Request Assistance (by selecting the *Request Assistance* checkbox) which will notify either the GBM or the Defense National Stockpile Center (DNSC) of your material needs. If the material is not available in any form the DNSC will be notified. If the material is available, but not in the particular product form and/or size you have requested, the GBM will be notified.

Part Number	Part Name	Material Grade	Specification	Form	Available	Source	Request Release	Request Assistance
400	bearing 2	M50	M50 Spec	Bar, Round	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>

- Check the appropriate box and click the [**Continue**] button.
- **Importance of the Inquiry Reference Number.** If your company specializes in making Assembly A, which is used in a landing gear. There may be a set of parts (and possibly, one part may have 2 or 3 materials) that you request. Rather than going through the process of creating a new request and adding all the parts and materials to the grid, you can populate the "Part and Material Identification Summary" once, and retrieve it in the future using your Inquiry Reference Number.

4.1.4 Material Release Request

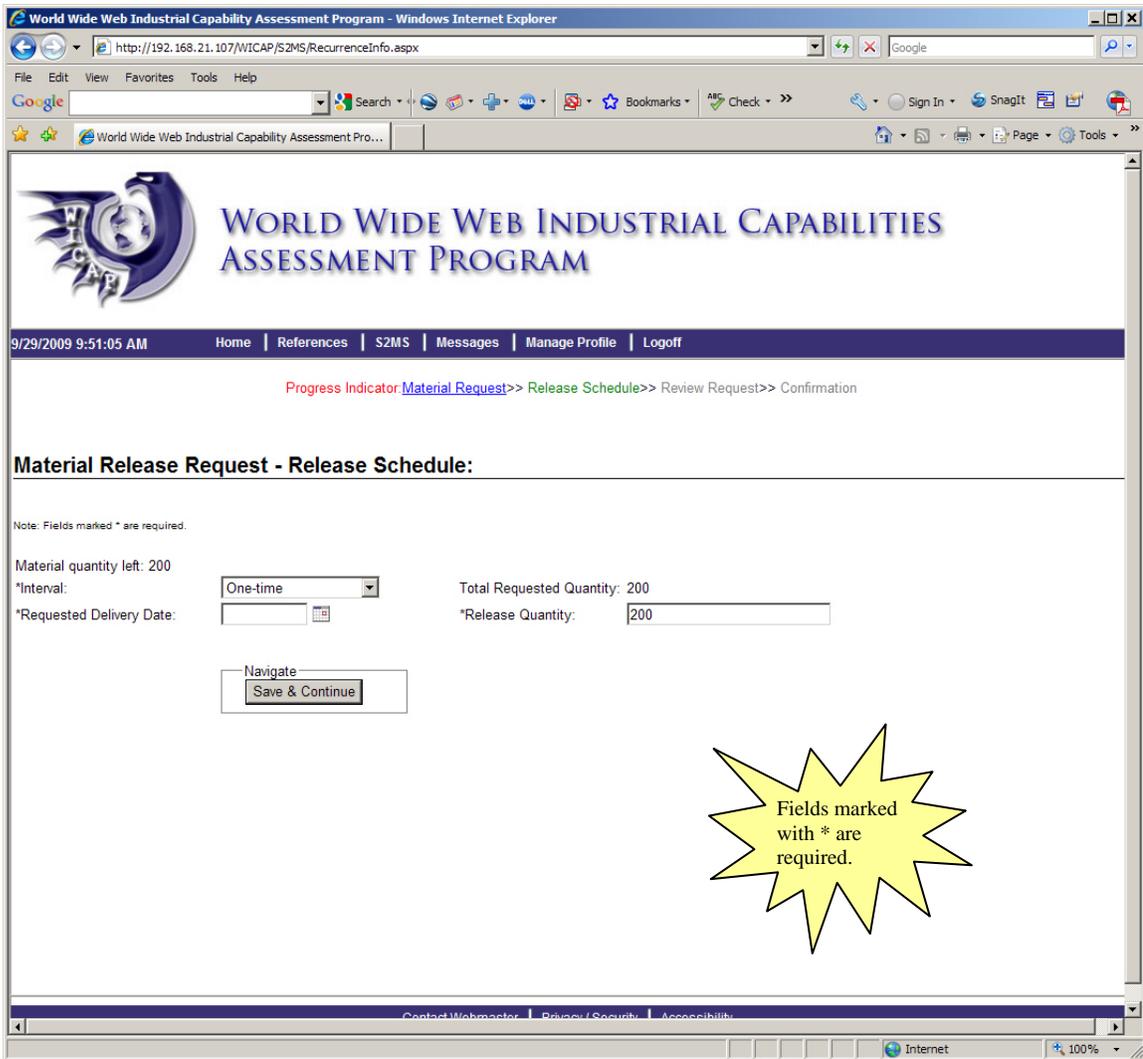
This page collects the basic request information needed, including requested quantities, delivery schedules, and vendor quote information. It is important to remember that you cannot proceed beyond this page without having a valid quote or agreement number and quoted lead-time from the source that you selected on the previous page.

- To add data, click the Add Data link in the grid. The controls and **[Save]** button will become enabled. Enter the required data and click the **[Save]** button.
- To request the release of buffered material, you must obtain a quote from one of the suppliers listed as a potential source. You will be asked later in the request to provide the quote reference number.
- After saving, the Create Release Schedule link becomes enabled. Click the Create Release Schedule link.

Note: A Release Schedule must be completed for each request prior to continuing.

Part Number	Part Name	Grade	Specification	Form	UMI	Source	Quote or Agreement Reference	Lead Time	Request Reason			
300	bearing	M50	M50 Spec	Bar, Round	Pounds	Davey Jones Locker	R345	90	Expedite Requested	Create Release Schedule	Add Data	Edit Schedule

- The "Material Release Request - Release Schedule" page appears.



- Enter the required data and click the [**Save & Continue**] button. Upon returning to the "Material Release Request" page, the Create Release Schedule link changes to the Review Release Schedule link. Click the Review Release Schedule link to review the schedule. Click the Back to Material Request link to return to the "Material Release Request - Material" page. Click the Edit Data link to add "Request Information." Click the Edit Schedule link to edit release schedule data.
- If your material needs dictate a one-time delivery on a specific date, you will want to select the one-time release option. If you have a product delivery schedule that will require the phased release of material, you will want to select the recurring release option. Under this option, you will be able to specify required delivery dates and quantities. Keep in mind that your requested delivery dates cannot exceed six months from the time you submit your request.
- To request the release of buffered material, you must obtain a quote from one of the suppliers listed as a potential source. You will be asked later in the request to provide the quote reference number.
- Click the [**Previous**] link to return to the previous page.

- Click the [**Continue**] button to continue the process.

NOTE: The [**Continue**] button will only become enabled after ALL requests, along with their accompanying schedules are filled out and saved.

- Click the [**Exit**] button to exit the page. When you select the [**Exit**] button a label stating "Do you wish to exit without saving" and a new navigation panel will display with three choices - [**Yes**], [**Save and Exit**], and [**Cancel**].
 - Click the [**Yes**] button to exit without saving.
 - Click the [**Save and Exit**] button to save the data and exit.

NOTE: This selection will only be enabled if a control has data entered in it.

- Click the [**Cancel**] button to hide the "Exit Navigation" panel and display the original navigation panel.

4.1.5 Priority Determination

The information entered on this page is used by the GBM to determine the priority of your request, relative to other submitted requests. Although you are only required to identify whether your request pertains to a Defense Priorities and Allocation System (DPAS) rated item, entering other applicable information (e.g., project code, whether supply assistance applies, etc.) helps to prioritize your request.

World Wide Web Industrial Capabilities Assessment Program - Windows Internet Explorer

http://192.168.21.107/WICAP/S2MS/PriorityDetermination.aspx

World Wide Web Industrial Capabilities Assessment Program

9/29/2009 9:54:46 AM Home | References | S2MS | Messages | Manage Profile | Logoff

Progress Indicator: [Part and Material Identification](#)>> [Material Availability Summary](#)>> [Material Release Request](#)>> [Priority Determination](#)>> [Validation](#)

Material Release Request - Priority Determination Information:

[Help link](#) [Creating a Material Request Help](#)

Manufacturer Company: EM Steel
 Manufacturer: MAN9X
 CAGE/DUNS: MAN9X
 Completed By: Mario Lemieux
 Inquiry Reference: 346921051

Fields marked with * are required.

Part Number	Part Name	DPAS	Project Code	Supply Assistance	Normal Procuring	Comments	Add Data	Edit Data
300	bearing						Add Data	Edit Data

Priority:

*DPAS:

Project Code:

Supply Assistance:

Normal Processing Agent:

Comments:

Navigate

NOTE: Not all requests will have a project code.

- To add data, click the [Add Data](#) link in the grid. Click the [Edit Data](#) link to edit request information. The controls and **[Save]** button will become enabled.
- To save data, click the **[Save]** button.
- Click the **[Previous]** button to return to the previous page.
- Click the **[Continue]** button to continue.

NOTE: This button will only become enabled after ALL requests are filled out and saved.

- Click the **[Exit]** button to exit the page. When you select the **[Exit]** button a label stating "Do you wish to exit without saving" and a new navigation panel will display with three choices - **[Yes]**, **[Save and Exit]**, and **[Cancel]**.
 - Click the **[Yes]** button to exit without saving.

- Click the [**Save and Exit**] button to save the data and exit.

NOTE: This selection will only be enabled if a control has data entered in it.

- Click the [**Cancel**] button to hide the “Exit Navigation” panel and display the original navigation panel.

4.1.6 Validation

The information collected on this page is used to assess your contractual relationship with the government. Initially, information is entered for the prime contractor, including the agency with which the contract exists. If you are a lower-tiered subcontractor, you will also need to enter your contractual information as it pertains to the prime contractor. Once you have entered this information, you can review/edit information you entered on previous pages. If you are satisfied, you may submit your request to the GBM for review.

If you are a subcontractor to a prime that has a direct contract with the government, you will first fill out the prime information. This includes the required fields indicating with whom the contract exists (DLA, Department of Defense (DoD), etc.) and if known, the prime’s contract number (with the government, not with your company), contract line item number (CLIN) (if applicable), and contact information for the prime’s contracting officer, if known. After saving the information, you will click the Sub link located in the grid. Here you will enter your Contract Number (the contract you have in place with the prime), the name of the prime contractor in the *Contract Agency/Company* field, and your contracting officer’s information. You can then save this information.

If you are a second-tier subcontractor (i.e., you are a subcontractor to a subcontractor), the process is similar. You first identify the first-tier subcontractor using the process described above, except you will enter the contracting officer information for the first-tier subcontractor – not your company. You can then identify your company using the same process, except you will enter the contract number of the contract you have with the first-tier subcontractor. You will then enter that company name in the *Contract Agency/Company* field. This process can be repeated to satisfy lower-tier subcontractors, as well.

World Wide Web Industrial Capabilities Assessment Program

9/29/2009 9:56:11 AM Home | References | SZMS | Messages | Manage Profile | Logoff

Progress Indicator: [Part and Material Identification](#)>> [Material Availability Summary](#)>> [Material Release Request](#)>> [Priority Determination](#)>> [Validation](#)

Material Release Request - Validation

[Help link](#) [Creating a Material Request Help](#)

Manufacturer Company: EM Steel
 Manufacturer CAGE/DUNS: MAN9X
 Completed By: Mario Lemieux
 Inquiry Reference: 346921051

Part Number	Part Name	Type	Contract Number	CLIN	Contracting Officer	Phone	Email	Agency	Add Data	Edit Data	Modify All Data
300	bearing	Sub	Prime						Add Data	Edit Data	Modify All Data

Contract:

Contract Number:
 Contracting Officer:
 *Contract Agency / Company:
 Phone (###-###-####):
 Clin:
 Email:

Navigate

- To add data, click the [Add Data](#) link in the grid. The controls and **[Save]** button will become enabled.
- To enter subcontract information, click the [Sub](#) link. This can be done as many times as needed.
- To save data, click the **[Save]** button.
- Click the **[Previous]** button to return to the previous page.
- Click the [Edit Data](#) link to modify contract data. To modify all parts of the request data entered, click the [Modify All Data](#) link.

NOTE: This will only become enabled after contract or subcontract information has been saved. There is a [Modify All Data](#) link in the subcontract grid also.

- If you click on the [Modify All Data](#) link in the main contract portion of the grid, you will only be able to change contract information for the main contract.

- If you click on the Modify All Data link in the subcontract portion of the grid, you will only be able to change subcontract information for the particular subcontract.
- To submit a Material Release Request, click the Submit Request link. The request will be submitted and a Review Request link will appear. You will also receive an internal message and an E-mail containing the confirmation number.
- Click the [**Exit**] button to exit the page. When you select the [**Exit**] button a label stating "Do you wish to exit without saving" and a new navigation panel will display with three choices - [**Yes**], [**Save and Exit**], and [**Cancel**].
 - Click the [**Yes**] button to exit without saving.
 - Click the [**Save and Exit**] button to save the data and exit.

NOTE: This selection will only be enabled if a control has data entered in it.

- Click the [**Cancel**] button to hide the "Exit Navigation" panel and display the original navigation panel.

4.2 Buffer Catalog & Management

- Contracts
- Awards
- Additional Options
- Navigate

The Buffer Catalog & Management option is used to record contracts awarded to suppliers. This capability is divided into two different pages: "Contracts" and "Awards". The GBM, ISS, or PM can enter contracts and the material that can be buffered for the contract. The "Contracts" page is used to enter basic contract information. The "Awards" page is used to enter materials being buffered.

Progress Indicator: [Contracts](#) >> [Awards](#)

The Progress Indicator provided at the top of the page shows you where you are in the process of entering contract information. The process flow begins with the "Contracts". Once this section is complete, you would use the navigation buttons to continue to the "Awards" part of the process.

4.2.1 Contracts

World Wide Web Industrial Capabilities Assessment Program

9/29/2009 9:57:53 AM Home | References | S2MS | Messages | Manage Profile | Logoff

Progress Indicator: Contracts >> Awards

Buffer Catalog & Management - Contracts:

[Contract Help](#)

Note: Fields marked * are required.

*PIIN:

*Contractor Name:

*Period of Performance Start:

Address:

State:

*CAGE/DUNS:

*CBM:

Options:

Additional Options

Search Clear

*Award Date:

*Period of Performance End:

City:

Zip:

*GBM:

Navigate

Save & Continue Cancel

Contact Webmaster | Privacy / Security | Accessibility

Done Internet 100%

Fields marked with * are required.

Help link

NOTE: The required fields are identified with an asterisk (*). At a minimum, the required fields must be completed before you can save the information and move on to the next page.

- On the "Contracts" page, if it is necessary to make a contract modification or to add a new material award to an existing buffer contract, you can enter the PIIN and click the **[Search]** button. Doing so will populate a grid with the contract matching your search. When you select an option on the grid, the form will fill with the existing contractual information (Period of Performance, CBM, etc.). You can then continue to the next page to add or delete material awards. The search function is also useful for adding specifications to existing material awards or indicating buffer replenishment on a particular material award.

- Click the Select link and the fields will populate for the PIIN.
- If no contract has been previously entered, complete the required fields at a minimum. The fields are described below:
 - **Contractor Name* – Enter the name of the Contractor identified for this contract.
 - **Award Date* – Click the calendar icon  to invoke the expanded calendar. Navigate through the calendar and select the date of the contract award or enter the award date in the format of mm/dd/yyyy.



- **Period of Performance Start* – This field functions the same as the *Award Date* field. Enter the date the contract period of performance is to start.
- **Period of Performance End* – This field functions the same as the *Award Date* field. Enter the date the contract period of performance is to end.
- Contractor's Address – Use the following fields to enter the address of the contractor: Address (street address), City, State, and Zip.
- **CAGE/DUNS* (Commercial and Government Entity/Data Universal Numbering System) – Enter the contractor's government assigned CAGE number or DUNS number, as appropriate. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. If you enter a CAGE number for a supplier that has not been defined in the system, you will receive an error message stating "There are no CBM's in the system for the CAGE that was entered."
- **GBM* – Using the drop-down list, select the GBM assigned to this contract.
- **CBM* – Before you can enter a CBM, you must first enter the CAGE of the buffer contractor. Once the CAGE is entered, the system will create a list of all registered users associated with that CAGE. Using the drop-down list, select the CBM assigned to this contract.
- Options – Enter option information, as applicable.
- Once you have entered, at a minimum, the required information on the “Contracts” page, you will click on the [**Save & Continue**] button to proceed to the next page.

- At anytime you are on a page you may select the [**Cancel**] button to return to the S2MS Main page.
- If you are on a page, other than the first page in the series, you will have the option to select the [**Previous**] button to return to the preceding page.
- The [**Clear**] button empties the page of any content that has been entered.

4.2.2 Awards

World Wide Web Industrial Capabilities Assessment Program - Windows Internet Explorer

http://192.168.21.107/WICAP/S2MS/MaterialAward.aspx

World Wide Web Industrial Capabilities Assessment Program

9/29/2009 10:13:18 AM Home References S2MS Messages Manage Profile Logoff

Progress Indicator Contracts >> Awards

Buffer Catalog & Management - Awards:

[Award Help](#)

PIIN: 10 Contractor: Smith Steel

Note: Fields marked * are required.

*Grade: *Size: to

*Form: to

*Unit Of Measure: EACH to

*Unit of Issue:

Additional Options:

*Min Delivery Rate: *Max Delivery Rate:

*MRQ: Common Name:

Lead Time (Days):

Min Buy Size:

Grade	Form	Size							
300M	Bar, Round	0.1-100	L	0.1-100	D	Edit	Delete	Replenishments	Specifications

Navigate:

- On the "Awards" page, you can click the [**Search**] button to find similar awards based on Grade, Form, Unit of Measure and Size.

The fields are described below.

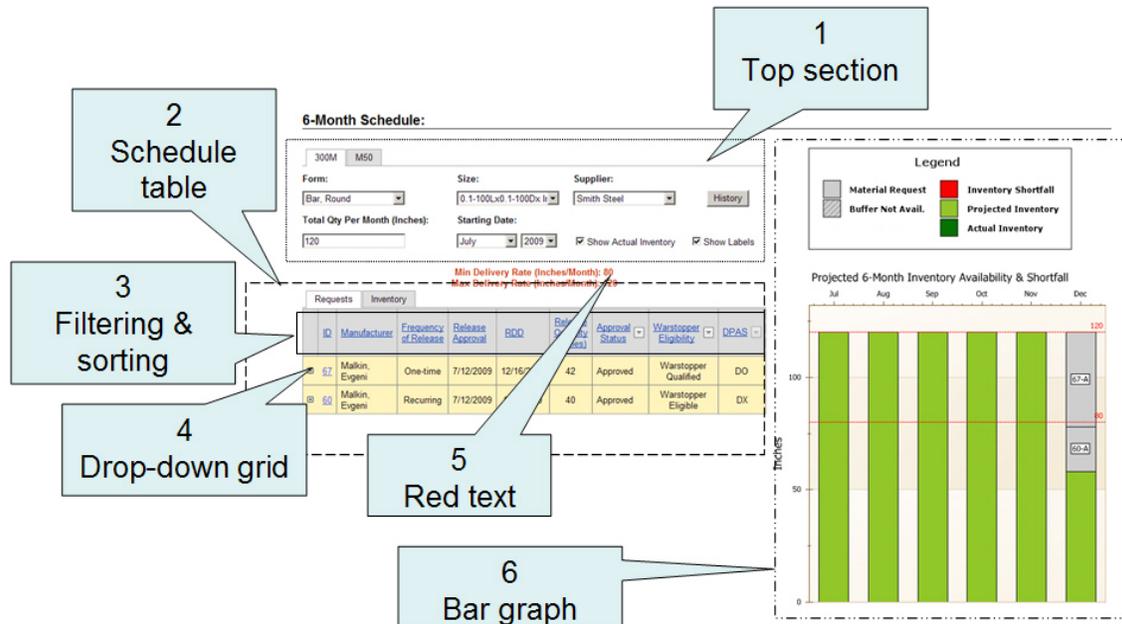
NOTE: The required fields are identified with an asterisk (*). At a minimum, the required fields must be completed before you can save the information.

- **Grade* – Using the drop-down list, select the grade of material to be used in the award.

- **Form* – Using the drop-down list, select the form of material to be used in the award.
- **Unit Of Measure* – Using the drop-down list, select the unit of measure (i.e., inches, feet, meters, millimeters, and centimeters).
- **Size* – The size text boxes are grayed-out until you enter the material form (i.e., Bar, Round, Pipe Wire, etc.). Once you have selected the Form, the system will populate the appropriate size dimensions next to the text boxes. For pipe forms, you can choose to enter the following size combinations by clicking on the drop-down boxes next to the text boxes (Length x Inner Diameter x Outer Diameter, Length x Inner Diameter x Wall Thickness, length x Outer Diameter x Wall Thickness, etc.)
- **Min Delivery Rate* – Enter the minimum monthly material delivery rate that can be requested.
- **Max Delivery Rate* – Enter the maximum monthly material delivery rate that can be requested.
- **MRQ* – Enter the maximum release quantity (MRQ) as a percentage.
- *Common Name* – Enter the common name for the material to be used in the award.
- *Lead Time* – Enter the minimum lead time in days.
- *Add* – Click the [**Add**] button to save the information you input in the “Awards” page. The information is then displayed in a grid at the bottom of the page.
- **Grid** - The following links are available on the grid for each row.
 - Edit – Select this link to edit a record listed on the grid.
 - Delete – Select this link to delete a record previously added to the grid.
 - Replenishments – Select this link to indicate the addition of material into the buffer for a particular product form. This will take you to a page that will allow you to enter the date, quantity, and description of the material replenishment.
 - Specifications – Click on this link to enter the material specification to which a contractor’s product conforms.

4.3 6-Month Schedule

The "6-Month Schedule" provides part availability, delivery schedule, and approval status. The GBM and PM have access to the 6-month schedule.



The following information provides a detailed description of the 6-Month Schedule.

1. Top section

The top section of the 6-month schedule displays the materials that are included in the schedule. Select a material by clicking on a tab (e.g., 300M, M50, etc.) and the corresponding information displays for that material. You can select the form, size, supplier, total quantity per month, and the starting date for which you want to display data. Two check boxes provide you the ability to display actual inventory and/or labels on the bar graph. Click the [**H**istory] button to view material history for a 2-year period. On the "2-Year History" page you can set the total quantity per month and the start date. Once you are on the 2-year schedule, click the [**6-M**onth] button to return to the 6-month schedule.

2. Schedule table

There are two tabs on the 6-month schedule table. When the *Request* tab is highlighted (white), the table displays all approved and pending material release requests for the next six months. Each request, whether one-time or recurring, is identified by a unique numeric ID. Clicking on this ID will link you back to the "Material Release Request – Review" page. For approved requests, the Material Release Authorization (MRA) can be accessed from this page. For pending requests, approval can be made from this page. Also included in this table are the

release type (one-time or recurring), release approval date (if approved), required delivery date, release quantity, approval status, Warstopper eligibility, and DPAS rating. Clicking the “Inventory” tab provides details on each of the replenishments (both projected and actual) shown in the bar graph.

3. Filtering & sorting

The fields listed across the top of the schedule table allow you to filter the information displayed in the schedule. The down arrow displayed by some of the fields allow you to filter in or out the criteria that you want (Approval Status = Approved/Pending, Warstopper Eligibility = Warstopper Qualified/Warstopper Eligible/Exercise Only, or DPAS = DX/DO/No). If you click on a table title (displayed in [blue](#)), the table will be sorted by that column.

4. Drop-down grid

Clicking on the plus sign next to the ID activates a drop-down grid which displays the order shipment and receipt status as shown in the following example. For pending requests, these will default to No.

ID	RDD	Quantity	Shipped	Received
60-A	12/18/2009	20	Yes	Yes
60-B	1/18/2010	20	Yes	Yes

5. Red text

The minimum and maximum delivery rates listed in red are the contractually stipulated minimum and maximum amount of material to be maintained in the buffer each month. The *Total Qty Per Month* field defaults to the buffered amount per month and also allows you to generate hypothetical situations, such as a surge in requests accompanied by only minimum buffer replenishments, or the feasibility of increasing the minimum delivery rate in future contracts.

6. Bar graph

The bar graph provides a graphical description of the state of each supplier's buffer. Material requests, both approved and pending, are displayed by labeled gray bars. The labels reference the request/approval ID number and the release recurrence, if the request is a multiple release. Green bars are used to indicate projected and actual replenishments to the buffer, while red bars indicate a buffer shortfall (i.e., not enough material to meet pending and/or approved requests).

4.4 Away Notice

The “Away Notice” page provides the GBM the ability to name an alternate to handle duties during the GBM's absence.

World Wide Web Industrial Capabilities Assessment Program - Windows Internet Explorer

http://192.168.21.107/WICAP/S2MS/AwayNotice.aspx

World Wide Web Industrial Capabilities Assessment Program

10/1/2009 8:03:24 AM Home | References | S2MS | Messages | Manage Profile | Logoff

Away Notice:

[Away Notice Help](#)

Please choose an alternate

Email	UserRole	Email Address	First Name	Last Name	GBM Alternate
<input type="checkbox"/>	PM	glessnerk@mtstech.com	Sidney	Crosby	No
<input type="checkbox"/>	GBM	glessnerk@mtstech.com	Marc Andre	Fleury	No

Please mark away status along with dates of absence.

Away:

From:

To:

[Back](#)

Contact Webmaster | Privacy / Security | Accessibility

The page is described below.

- *Please choose an alternate* – From the table provided, click on the checkbox of the user who will be "standing in" for the GBM.
- *Please mark away status along with dates of absence.*
 - *Away* – Check this box and then complete the *From* and *To* fields indicating the dates the GBM will be absent.
 - *From* – Click the calendar icon  to invoke the expanded calendar. Navigate through the calendar and select the first date of the GBM's absence or enter the date in the format of mm/dd/yyyy.

- *To* – This field functions the same as the *From* field. Enter the date the GBM will return.
- Once you have entered information, you will click on the [**Save**] button to save your entries.
- At anytime you are on a page you may click the [**Cancel**] button to return to the S2MS Main page.

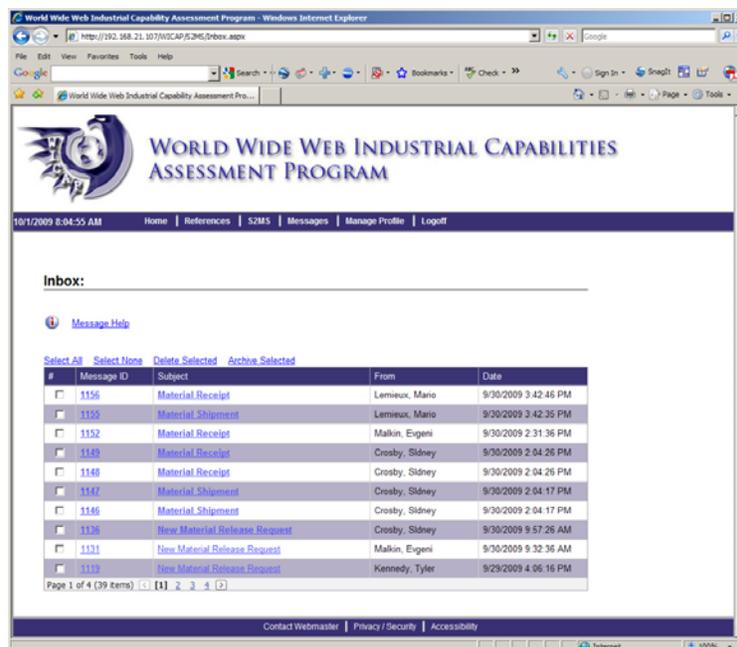
4.5 Create/Send Messages

- Inbox
- Archive
- Trash
- Sent
- Create Message

S2MS includes a robust messaging system that automatically generates messages as actions are completed in the system. In addition, it provides the ability to send, receive, delete and store messages

4.5.1 Inbox

The "Inbox" page displays messages automatically generated by the S2MS system and sorted by date with the most recent first.

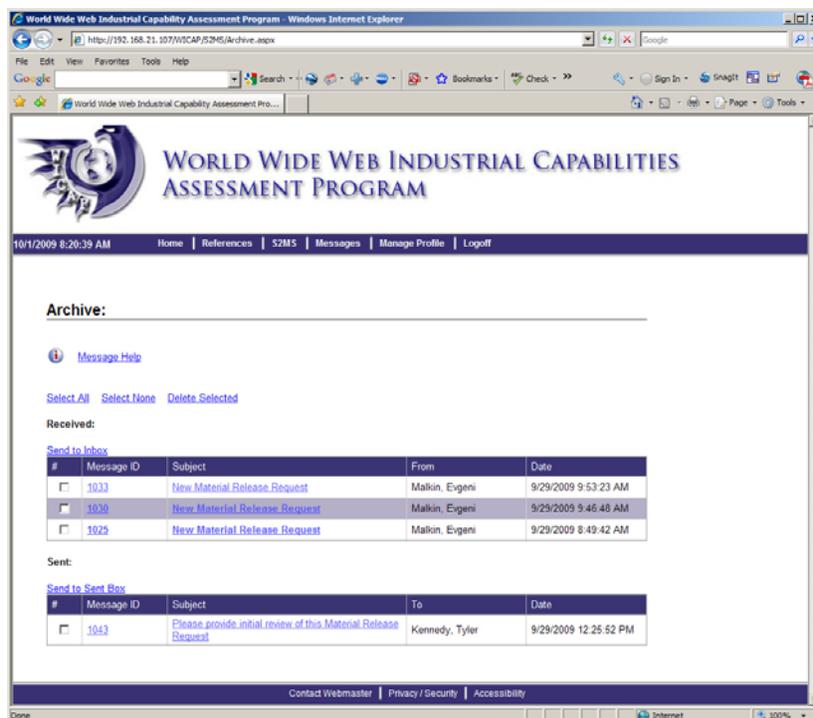


The following types of messages may be included in your Inbox:

- New Material Release Request – If you are unable to complete a material release request and you didn't write down the "Inquiry Reference Number", you can get back to your request without starting over by looking in your Inbox for the appropriate "New Material Release Request".
- Material Release Request Approved
- Material Release Request Split Fulfillment
- Material Release Request Submitted – To review a submitted request, click on the link of the appropriate request. You will be able to retrieve your request confirmation number. You can later go directly to the request by clicking **S2MS | Retrieve Submitted Requests** and entering this number. You may also click the View Material Request link within the message.
- Material Availability Summary
- Material Receipt
- Material Shipment

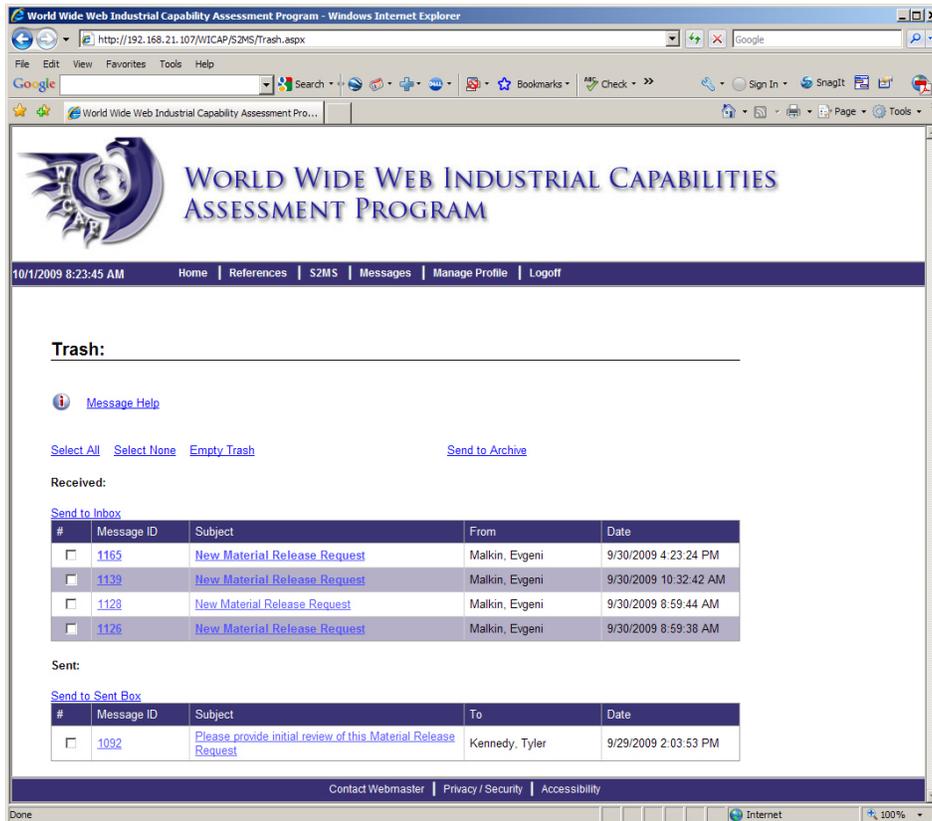
4.5.2 Archive

Archiving messages allows you to save copies of the messages you want to keep by putting them in a place that is separate from your Inbox. To remove messages from the archive, select one or click the Select All link and then click the Delete Selected link. Once a message is deleted from the Archive location, it cannot be retrieved.



4.5.3 Trash

The "Trash" page contains two grids: *Received* and *Sent*. Messages sent to the trash box will be displayed in the grid according to whether it was received in your mailbox or sent from you mailbox.



- Click the Empty Trash link to delete all messages from both the *Received* and *Sent* grids.
- Click on a message in the *Received* grid, and then click the Send to Inbox link to move the message from the *Received* grid back to the Inbox.
- Click on a message in the *Sent* grid, and then click the Send to Sent Box link to move the message from the *Sent* grid back to the Inbox.
- Click on a message in either grid and then click the Send to Archive link to create a copy of the selected message in the Archive.
- Click the Select All link to mark all check boxes.
- Click the Select None link to clear all check boxes.

4.5.4 Sent

The "Sent" page allows you to view all messages that were sent from your mailbox. You have the option to delete sent messages or archive them.

4.5.5 Create Message

The "Create Message" page allows you to send messages to all users entered in the S2MS system. Select a user in the To: section, complete the message and click the Send Message link. A copy of the message will be saved to the "Sent" page.

World Wide Web Industrial Capability Assessment Program - Windows Internet Explorer

http://192.168.21.107/WICAP/S2MS/CreateMessage.aspx

File Edit View Favorites Tools Help

World Wide Web Industrial Capability Assessment Pro...

Create Message:

[Create Message Help](#)

Email	UserRole	Email Address	First Name	Last Name
<input type="checkbox"/>	GBM	mchugh@mtstech.com	Mario	Lemieux
<input type="checkbox"/>	Manufacturer	mchugh@mtstech.com	Evgeni	Malkin
<input type="checkbox"/>	PM	glessnerk@mtstech.com	Sldney	Crosby
<input type="checkbox"/>	CBM	glessnerk@mtstech.com	Chris	Koonitz
<input type="checkbox"/>	Contracting Officer/Buyer	glessnerk@mtstech.com	Jordan	Staal
<input type="checkbox"/>	ISS User	glessnerk@mtstech.com	Tyler	Kennedy
<input type="checkbox"/>	Vendor Administrator	alpoe@dogfood.com	Al	Poe
<input type="checkbox"/>	Vendor Administrator	nonews@aol.com	2222	2222
<input type="checkbox"/>	Vendor Administrator	alpoe@dogpound.com	Al	Poe
<input type="checkbox"/>	CBM	glessnerk@mtstech.com	Max	Talbot

Page 1 of 2 (17 items) < [1] 2 >

Subject:

Body:

[Send Message](#)

Contact Webmaster | Privacy / Security | Accessibility

Done

Internet 100%

Click in the intended recipient(s) check box.

Click the Send Message link to send the message

4.6 Retrieve Saved Requests

The "Search For Saved Requests" page allows users to view material release requests that have been saved.

4.6.1 Search for Saved Request



- *Inquiry Reference Number* – Enter the reference number of the saved material release request.
 - If you know the inquiry number, enter the number.
 - If you do not know the inquiry number, you can locate it on the "Material Availability Summary" page or you can look in your internal mailbox for a "Material Availability Summary" message. If you open the "Material Availability Summary", you will see the Inquiry Reference Number. Click on the Retrieve Material Availability Summary link which will populate the *Inquiry Reference Number* field.
- Click the [**Search**] button. The "Part and Material Identification Summary" page will display the saved request.

4.7 Review Material Release Requests

Use the "Select type of Request to review" drop-down list box to select the type of requests to review.



The screenshot shows a web browser window titled "World Wide Web Industrial Capability Assessment Program - Windows Internet Explorer". The address bar shows the URL "http://192.168.21.107/WICAP/S2MS/RequestList.aspx". The page header includes the program logo and the text "WORLD WIDE WEB INDUSTRIAL CAPABILITIES ASSESSMENT PROGRAM". A navigation bar contains links for "Home", "References", "S2MS", "Messages", "Manage Profile", and "Logoff". The main content area is titled "Submitted Material Release Requests:" and includes a link for "Review Material Release Requests Help". Below this is a drop-down menu labeled "Select type of Request to review:". A section titled "Processed by GBM:" contains a table with the following data:

Date Submitted	Confirmation Number	Manufacturer	Material	Status	Category	Shipping Status	Receipt Status
9/28/2009 4:32:28 PM	277	Malkin, Evgeni	300M	Approved	Warstopper Eligible	Pending	Pending
9/29/2009 4:10:27					Warstopper		

Please review the information for the appropriate user role.

4.7.1 Government Buffer Manager

- Select the type of request to review.

Pending for PM Review – These are new requests that were not automatically Warstopper Eligible, based on the priority determination information provided by the requestor. These also include requests that exceed the "Maximum Release Quantity". In either case, the Warstopper PM must provide initial approval before you are able to review and approve/deny the request. However, you may view the request and requested release schedule prior to the PM's approval/denial.

Pending for Review as GBM Alternate – These are new requests that are assigned to a GBM that is "Away" (vacation, work-related activities). When a

GBM plans to be away for several days, the GBM can set up an away notice and identify another individual (a PM or other GBM) to perform the GBM's duties during the absence. If you have been identified as another GBM's alternate and that GBM has pending requests to approve, you will see these under "Pending for Review as GBM Alternate".

Pending for GBM Review – These are new requests assigned to you, as the responsible GBM. By default, these are the requests that appear in the grid directly below the drop-down box. These requests require your approval/denial.

Processed by GBM – These are requests that you have already processed, either by approving or denying the request. From here you can view the generated material release authorization for approved requests, check on the shipping status of requests, and mark requests as shipped/received if the material supplier and/or requestor are unable to do so.

- Click the [Requested Release Schedule](#) link to view the requested release schedule.

NOTE: This view is only visible if viewing requests pending for PM review.

- Click the [Back to Message](#) link to navigate back to a previous message.

NOTE: Both the [Back to Message](#) and [Back to List](#) links will not be visible at the same time. Visibility will be determined by how the user navigates to the review page.

- Click the [View Material Release Authorization](#) link to view the “Material Release Authorization” for this request.

NOTE: This link will only be visible if the request has been approved by the GBM.

- Click the [Approve Release Schedule](#) link to edit and approve the requested release schedule.
- Click the [Split by Sources](#) link to divide the release between resources.

After reviewing future material availability in the 6-month schedule, you might find that approving the request using the requested quantity and date will result in a buffer shortfall. If there is more than one material supplier available, the request can be split between these sources. Select a supplier from the drop-down, input a delivery date and quantity, and click the [**Add**] button. Repeat this process with other suppliers until the quantity requested is fulfilled. Once done, the split fulfillment will be sent to the requestor for approval and to obtain new quotes. Once this is completed, you will be notified and you can approve the request.

- Click the [Split by Ordering Periods](#) link to divide the release across different ordering periods.

After reviewing future material availability in the 6-month schedule, you might find that approving the request using the requested quantity and date will result in a buffer shortfall. If there is only one material supplier for the material in

question, the request can be split over ordering periods to allow delivery of smaller quantities on specified dates.

- Click the [Approve Release Schedule](#) link to go to the requested release schedule, where you can view the requested delivery date(s) and requested quantities. If you need to change a delivery date or quantity, you can do so on the “Release Schedule” page.
- Click the [**Approve**] button to go to a page that will display a grid showing the requested delivery date(s), approved delivery date(s), requested quantities, and approved quantities. The approved amounts are defaulted to the requested amounts. If you need to change them at this point, click the [**Edit**] button and you will be taken to the same page as if you had clicked on the [Approve Release Schedule](#) link.
- To deny the request, enter a "Reason for Denial" and click the [**Deny**] button.

4.7.2 Program Manager

- Select the type of request to review.

Pending for PM Review – There are two types of requests that get flagged for PM review. First, new requests that were not automatically Warstopper Eligible, based on the priority determination information provided by the requestor are flagged. Second, requests that exceed the "Maximum Release Quantity" are flagged. In either case, the Warstopper PM must provide initial approval before the GBM can review and approve/deny the request.

Processed by PM – These are all requests that have been processed by you (MRQ exceptions and Warstopper qualifications). If the requests listed in this grid are still pending GBM review, you can click on the confirmation number to view the request information and requested release schedule. If the request has already been approved by the GBM, clicking on the confirmation number allows you to view the generated material release authorization for approved requests, check on the shipping status of requests, and mark requests as shipped/received if the material supplier and/or requestor are unable to do so.

Pending for Review as GBM Alternate – These are new requests that are assigned to a GBM that is "Away" (vacation, work-related activities). When a GBM plans to be away for several days, the GBM can set up an away notice and identify another individual (a PM or other GBM) to perform the GBM's duties during the absence. If you have been identified as another GBM's alternate and that GBM has pending requests to approve, you will see these under "Pending for Review as GBM Alternate".

Pending for GBM Review – These are new requests assigned to you, as the responsible GBM, either by approving or denying the request. If a new request has been flagged for review by you, it will not appear in the *Pending for GBM*

Review grid until you have approved the exception to MRQ or have qualified its Warstopper status.

Processed by GBM – These are requests that you have already processed by the responsible GBM, either by approving or denying the request. From here you can view the generated material release authorization for approved requests, check on the shipping status of requests, and mark requests as shipped/received if the material supplier and/or requestor are unable to do so.

- Click the [Requested Release Schedule](#) link to view the requested release schedule.
- Click the [Back to Message](#) link to navigate back to a previous message.
- Click the [Back to List](#) link to navigate back to the list of requests that you were previously reviewing.

NOTE: Both the [Back to Message](#) and [Back to List](#) links will not be visible at the same time. Visibility will be determined by how the user navigates to the review page.

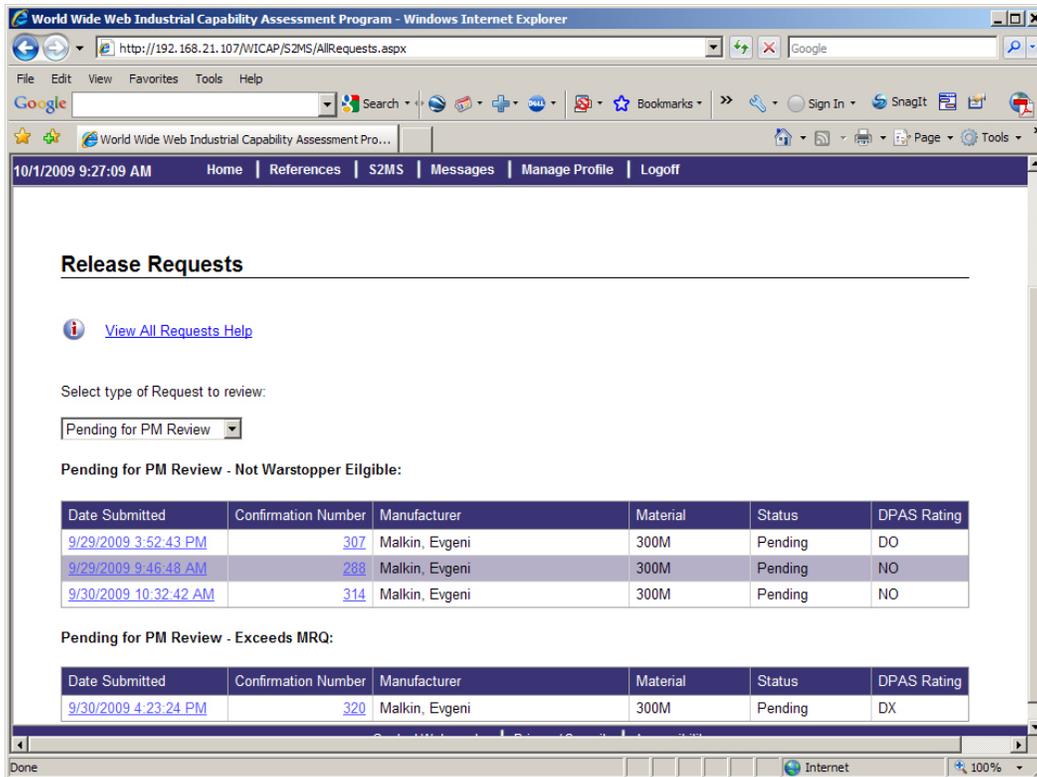
- Click the [View Material Release Authorization](#) link to view the “Material Release Authorization” for this request.

NOTE: This link will only be visible if the request has been approved by the GBM.

- Click the [Notify ISS for Initial Review](#) link to send a message to an ISS for help with the initial review of the request. This link allows you to select an ISS user and forward the request to them. The ISS is then able to research the request and its priority determination, which can help you render an approve/deny decision.
- Approve a request by making the request "Warstopper Qualified" or "Exercise Only".
- Click the **[Deny]** button to deny a request.
- To add an internal use only comment, complete the *Internal Use Only Comments* text box. Internal use comments can only be viewed by you, the PM.

4.8 View All Requests Sent to PM/GBM

The "Release Requests" page allows you to select the type of request to review. Once you've selected the type, the grid will display the selected type. The information is provided by user role. The release request information can be viewed by either an ISS or a KO.



Please review the information for the appropriate user role.

4.8.1 Industrial Support Specialist

- Select the type of request to review.

Pending for PM Review – There are two types of requests that get flagged for PM review. First, new requests that were not automatically "Warstopper Eligible", based on the priority determination information provided by the requestor are flagged. Second, requests that exceed the MRQ are flagged. In either case, the Warstopper PM must provide initial approval before the GBM can review and approve/deny the request. As needed, the PM has the ability to request your assistance as an ISS in analyzing the appropriateness of approving/denying a Warstopper qualification or exception to MRQ. If this occurs, you will receive an E-mail requesting your assistance with an initial review.

Processed by PM – These are all requests that have been processed by the PM (MRQ exceptions and Warstopper qualifications). If a request listed in this grid is still pending GBM review, you can click on the confirmation number to view the request information and requested release schedule. If the request has already been approved by the GBM, clicking on the confirmation number allows you to view the generated material release authorization for approved requests and check on the shipping status of requests.

Pending for GBM Review – These are new requests assigned to the GBM responsible for the material requested. These requests may have already been analyzed by you and the PM as part of an initial Warstopper qualification or to approve exceptions to the MRQ. They are now awaiting approval by the GBM to release the material.

Processed by GBM – These are requests that have already been processed by the responsible GBM, either by approving or denying the request. From here you can view the generated material release authorization for approved requests and check on the shipping status of requests.

- If you have received an E-mail asking for your initial review of a material request, this means you've been asked by the Warstopper PM to analyze and report on a request for one of two reasons:
 1. The request was not Warstopper Eligible by virtue of contracting agency supporting the request (non-DLA/DoD) or because of the purpose of the request (i.e., not supporting Wartime or National Emergency operations).
 2. The amount of material requested exceeds the "Maximum Release Quantity", as documented in the buffer catalog.

Your finding will help the PM to determine whether the request should be Warstopper qualified, or whether an exception to MRQ should apply.

- Click the [Requested Release Schedule](#) link to view the requested release schedule.
- Click the [Back to Message](#) link to navigate back to a previous message.
- Click the [Back to List](#) link to navigate back to the list of requests that you were previously reviewing.

NOTE: Both the [Back to Message](#) and [Back to List](#) links will not be visible at the same time. Visibility will be determined by how the user navigates to the review page.

- Click the [View Material Release Authorization](#) link to view the “Material Release Authorization” for this request.

NOTE: This link will only be visible if the request has been approved by the GBM.

4.8.2 Contracting Officer/Buyer

- Select the type of request to review.

Pending for PM Review – There are two types of requests that get flagged for PM review. First, new requests that were not automatically "Warstopper Eligible", based on the priority determination information provided by the requestor are flagged. Second, requests that exceed the "Maximum Release

Quantity" are flagged. In either case, the Warstopper PM must provide initial approval before the GBM can review and approve/deny the request.

Processed by PM – These are all requests that have been processed by the PM (MRQ exceptions and Warstopper qualifications). If a request listed in this grid is still pending GBM review, you can click on the confirmation number to view the request information and requested release schedule. If the request has already been approved by the GBM, clicking on the confirmation number allows you to view the generated material release authorization for approved requests and check on the shipping status of requests.

Pending for GBM Review – These are new requests assigned to the GBM responsible for the material requested. These requests may have already been analyzed by you and the PM as part of an initial Warstopper qualification or to approve exceptions to the MRQ. They are now awaiting approval by the GBM to release the material.

Processed by GBM – These are requests that have already been processed by the responsible GBM, either by approving or denying the request. From here you can view the generated material release authorization for approved requests and check on the shipping status of requests.

- Click the [Requested Release Schedule](#) link to view the requested release schedule.
- Click the [Back to List](#) link to navigate back to the list of requests that you were previously reviewing.

NOTE: Both the [Back to Message](#) and [Back to List](#) links will not be visible at the same time. Visibility will be determined by how the user navigates to the review page.

- Click the [View Material Release Authorization](#) link to view the “Material Release Authorization” for this request.

NOTE: This link will only be visible if the request has been approved by the GBM.

4.9 View Approved Requests

- Approved Release Requests
- Material Release Request - Review
- Material Release Authorization

4.9.1 Approved Release Requests

The screenshot shows a web browser window displaying the 'World Wide Web Industrial Capabilities Assessment Program'. The page title is 'Approved Release Requests:'. Below the title, there are three sections: 'Awaiting Shipment:', 'In-progress:', and 'Completed:'. Each section contains a table with columns for Date Submitted, Confirmation Number, Manufacturer, Material, and UM. The 'Awaiting Shipment' section has 4 rows, 'In-progress' has 1 row, and 'Completed' has 3 rows. A callout box on the left points to the 'Awaiting Shipment' section with the text: 'If Requestor is logged in this field will display Awaiting Receipt:'.

Date Submitted	Confirmation Number	Manufacturer	Material	UM
9/25/2009 10:43:11 AM	251	Malkin, Evgeni	300M	Inches
9/10/2009 4:04:50 PM	252	Malkin, Evgeni	300M	Inches
9/23/2009 1:53:03 PM	266	Malkin, Evgeni	300M	Inches
9/25/2009 11:57:03 AM	270	Malkin, Evgeni	300M	Inches

Date Submitted	Confirmation Number	Manufacturer	Material	UM
9/17/2009 9:06:05 AM	250	McDonkey, Alex	300M	Inches

Date Submitted	Confirmation Number	Manufacturer	Material	UM
9/9/2009 3:12:52 PM	238	Malkin, Evgeni	300M	Inches
9/14/2009 2:53:10 PM	241	Malkin, Evgeni	300M	Inches
9/23/2009 10:04:40 AM	265	Malkin, Evgeni	300M	Inches

The following request grids are displayed:

- *Awaiting Shipment* – orders that have been approved and are awaiting shipment.

NOTE: This grid displays when a CBM is logged in.

These are approved requests that have yet to ship. If it is a one-time shipment (non-recurring), once you have indicated in the system that you have shipped the material, the request will move to the *Completed* grid. If it is a recurring shipment (for example, deliveries set for Sep 30, Oct 30 and Nov 30), once you mark the first delivery as shipped (Sep 30), the order moves to the *In-progress* grid.

- *Awaiting Receipt* – requests that have been shipped and are waiting to be marked as received.

NOTE: This grid displays when a Requestor is logged in.

These are requests that have been shipped and are waiting for you to mark them as received. If it is a non-recurring request, once you indicate in the system that you have received the material, the request moves to the *Completed* grid. If the

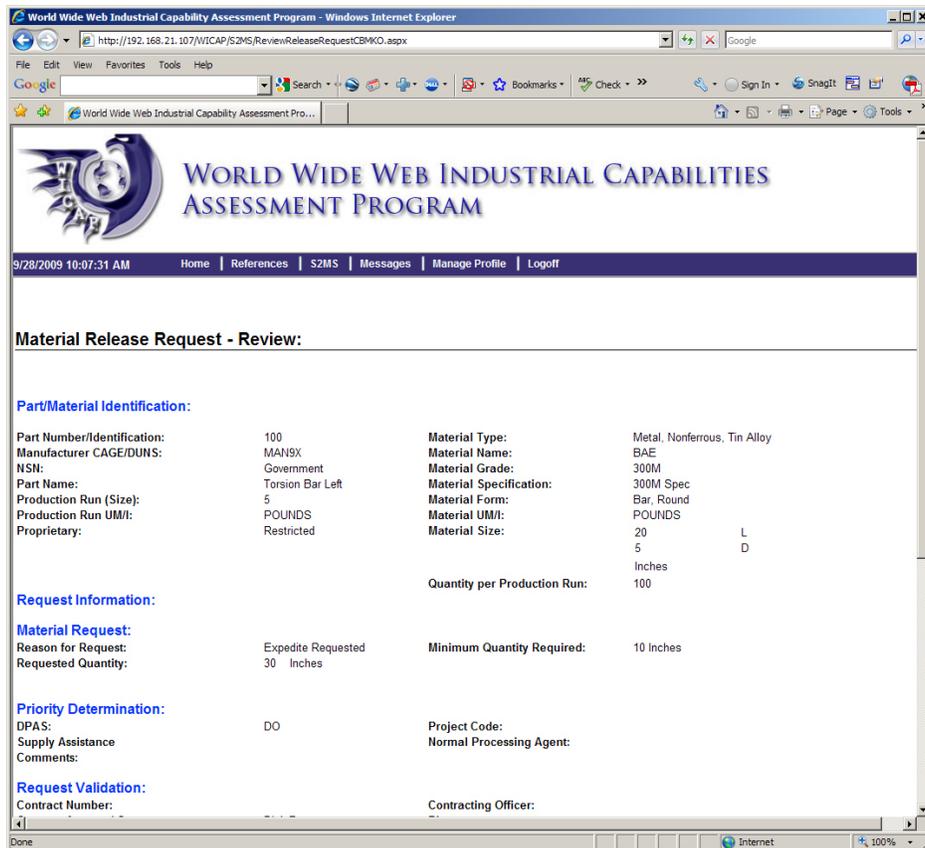
request is a recurring request (for example, deliveries set for Sep 30, Oct 30, and Nov 30), once you mark the first delivery as received (Sep 30), the order moves to the *In-progress* grid. Once the final order is received, it will move to the *Completed* grid.

- *In-progress* – orders that are currently in progress. This grid is used for recurring shipments. Once the first delivery has been shipped, the request moves into the *In-progress* grid. Once all deliveries have been shipped, the status will move to the *Completed* grid.
- *Completed* – those orders both recurring and non-recurring that have been shipped. Recurring orders will not move to the *Completed* grid until all deliveries have been completed.

Click on the "Date Submitted" or "Confirmation Number" to view an approved material release request.

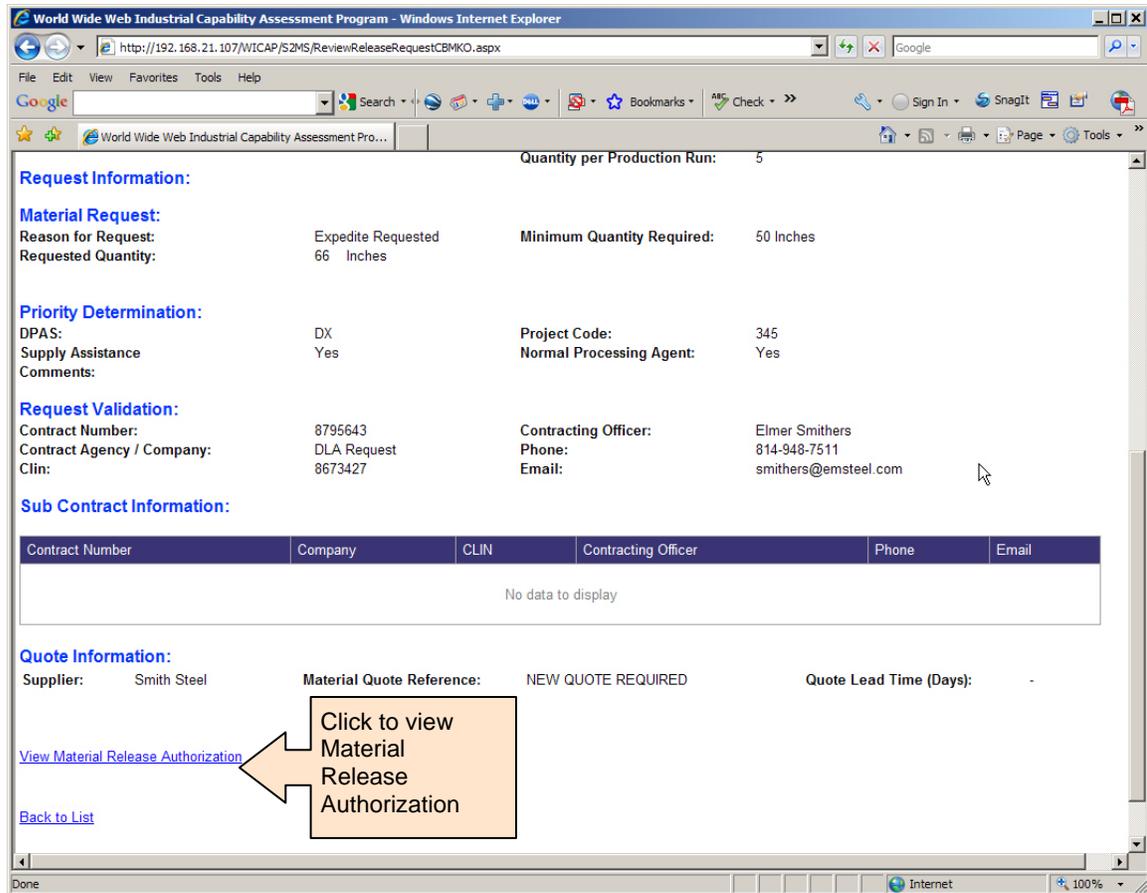
4.9.2 Material Release Request - Review

The "Material Release Request - Review" page allows you to view the selected release request. The information displayed contains all the information pertaining to the selected release request, including *Sub Contract Information* and *Quote Information*.



This page displays all information collected from the requestor and neatly categorized by function.

- The “Part/Material Identification” section displays the requestor's part information (part number, National Stock Number (NSN), CAGE, proprietary status of the part information, and amount of material needed for a production run) and information about the requested material used to fabricate the part (Grade, Form, Size(s), and Specification).
- The “Material Request” section displays information quoted by the selected material supplier (quote number and quoted lead-time), as well as the requested quantity and minimum quantity of material needed by the requestor.
- The reason for request is indicated (to support an expedited request, to support national emergency operations, to support an essential civilian product, or to alleviate a material's unavailability).
- The “Priority Determination” section displays a requestors DPAS rating, if applicable, as well as other information that can prove useful in assessing the priority level of a request.
- The “Request Validation” and “Subcontract Information” sections display the requestors’ contractual relationship with the government (contract number, contracting agency, and contracting officer contact information). For requestors that are subcontractors, the request validation section identifies the prime contractor, while the subcontract information section identifies the requestor.
- Click the [View Material Release Authorization](#) link to display the "Material Release Authorization" page.



- Click the Back to List link to return to the "Approved Release Requests" page.

4.9.3 Material Release Authorization

Click on the *Shipped* or *Received* checkbox, as appropriate, and click the [Notify GBM of Material Shipment] button to notify the GBM that material has been shipped or received. An E-mail will be sent to the GBM with the shipment notification of "Material Shipment" or "Material Received". Once the material has been shipped, the status under *Approved Release Requests* will change to "In-progress" and will display in the *In-progress* grid.

Material Release Authorization:

Authorization Number: 270
 Requestor Name: Malkin, Evgeni
 Material Quantity Required: 66
 Minimum Material Required: 50

Supplier: Smith Steel Material Quote Reference:
 Unit of Measure: Inches Material Quote Lead Time (Days):
 Interval: One-time

Requested Delivery Date	Requested Quantity	Approved Delivery Date	Approved Quantity	Shipped	Received
11/30/2009	66	11/30/2009	66	<input type="checkbox"/>	<input type="checkbox"/>

Notify GBM of Material Shipment

[Back to Review](#)

Click to return to the "Material Release Request – Review" page

Click this button to notify the GBM of the status of the material

- Click the Back to Review link to return to the "Material Release Request - Review" page.
- Once your request has been approved, you are responsible for indicating that you have received the material you requested. You can do this by going into **S2MS | View Approved Requests**. Under "Awaiting Receipt", click on the appropriate confirmation number. On the next page, click the View Material Release Authorization link at the bottom of the page. Here you can indicate that you received the material shipment.
- The *In-Progress* grid is used for orders with multiple delivery dates (i.e., 10 bars delivered September 10, October 10, and November 10) or for orders split between supplies. If only your September 10 order has been delivered (or if only order from one of the suppliers has been delivered), the approved request is moved to *In-Progress* until all of the deliveries are completed.

Appendix A: Glossary

Term	Definition
CAGE Code	Commercial And Government Entity Code or CAGE Code is a unique identifier assigned to suppliers to various government or defense agencies. CAGE Codes provide a standardized method of identifying a given facility at a specific location.
Contract Buffer Manager (CBM)	The CBM is the designated point of contact (POC) at an industrial supplier who is selected to maintain a buffer inventory of material.
Contracting Officer (KO)	The KO is the government party responsible for contract compliance and performance monitoring.
Government Buffer Manager (GBM)	The GBM is the government party responsible for approving/denying release requests for buffered material, cataloging buffered material awards, defining buffer requirements, and general order management.
Industrial Support Specialist (ISS)	The ISS is the government party responsible for buffer cataloging and capability assessment, requirements and market intelligence gathering, mapping parts to materials, and as needed, generating material release requests.
Program Manager (PM)	The PM is the government party responsible for defining high-level program requirements, performance monitoring, order management, and approval of requests that are not Warstopper qualified.
Warfighter	Term used by the Department of Defense (DoD) to refer to any member of the U.S. armed forces. It is intended to be neutral regarding military service or branch, gender, and service status.
Warstopper Program	The Warstopper Program was created by the Defense Logistics Agency (DLA) to preserve the industrial base for critical warfighting items, the

Term	Definition
	demand for which during peacetime is insufficient to meet wartime needs.
WICAP	WICAP is the World Wide Web Industrial Capabilities Assessment Program which is an internet-based tool used to collect and assess information from Defense Logistics Agency (DLA) suppliers.

Appendix B: Acronyms

CAGE	Commercial And Government Entity
CBM	Contractor Buffer Manager
CLIN	Contract Line Item Number
DLA	Defense Logistics Agency
DNOSC	Defense National Stockpile Center
DoD	Department of Defense
DPAS	Defense Priorities and Allocation System
DUNS	Data Universal Numbering System
GBM	Government Buffer Manager
ISS	Industrial Support Specialist
KO	Contracting Officer
MRA	Material Release Authorization
MRQ	Maximum Release Quantity
NHA	Next Higher Assembly
NSN	National Stock Number
POC	Point of Contact
S2MS	Strategic Material Management System
TA	Trade Association
WICAP	World Wide Web Industrial Capabilities Assessment Program