Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This presentation is an overview of ECP 1094.
Step 2

When the user clicks on the Help/Training button on the Login page or after login, the help page will be displayed. The “Help - Lookup Tables” section has been updated and now has a Vendor POC Lookup link.

Step 3

Click the Vendor POC Lookup link.
Step 4

1. Enter in a CAGE Code
2. Enter in the CAPTCHA
3. Submit to lookup Vendor POCs.

Step 5

The Vendor POC Results will be displayed ordered by Department.
Step 6

After the CAM logs in, they will click the WAWF e-Business Administration menu option under the Administration menu.

Step 7

1. The CAM will then click on the Vendor POC link to manage Vendor POCs under their span of control.
2. The Vendor POC History link will be available to track changes to Vendor POCs under their span of control.
Step 8

1. When the CAM clicks the Vendor POC link, the Vendor POC-Search page will be displayed.
2. Click the Filter button to display the Vendor POC Search Results.

Step 9

The CAM may then click the Add Record to add an additional Vendor POC, click the Edit link to edit a Vendor POC, or click the Delete link to delete a Vendor POC.
Step 10

If the CAM clicked the Add Record button on the Vendor POCs Search Results page then they will be taken to a page to add Vendor POC information. After entering in all required data, the CAM may click the Submit button to add the Vendor POC.

Step 11

If the CAM clicks the Edit link the following fields are gray and cannot be edited:
1. CAGE Code
2. Department
3. Email

After updating the information, the CAM may click the Submit button to update the Vendor POC record.
Step 12

If the CAM clicked the Delete link on the Vendor POCs Search Results page, then they will be taken to a page to delete Vendor POC information. The CAM may click the Delete button to delete the Vendor POC.

End

This concludes our demonstration.