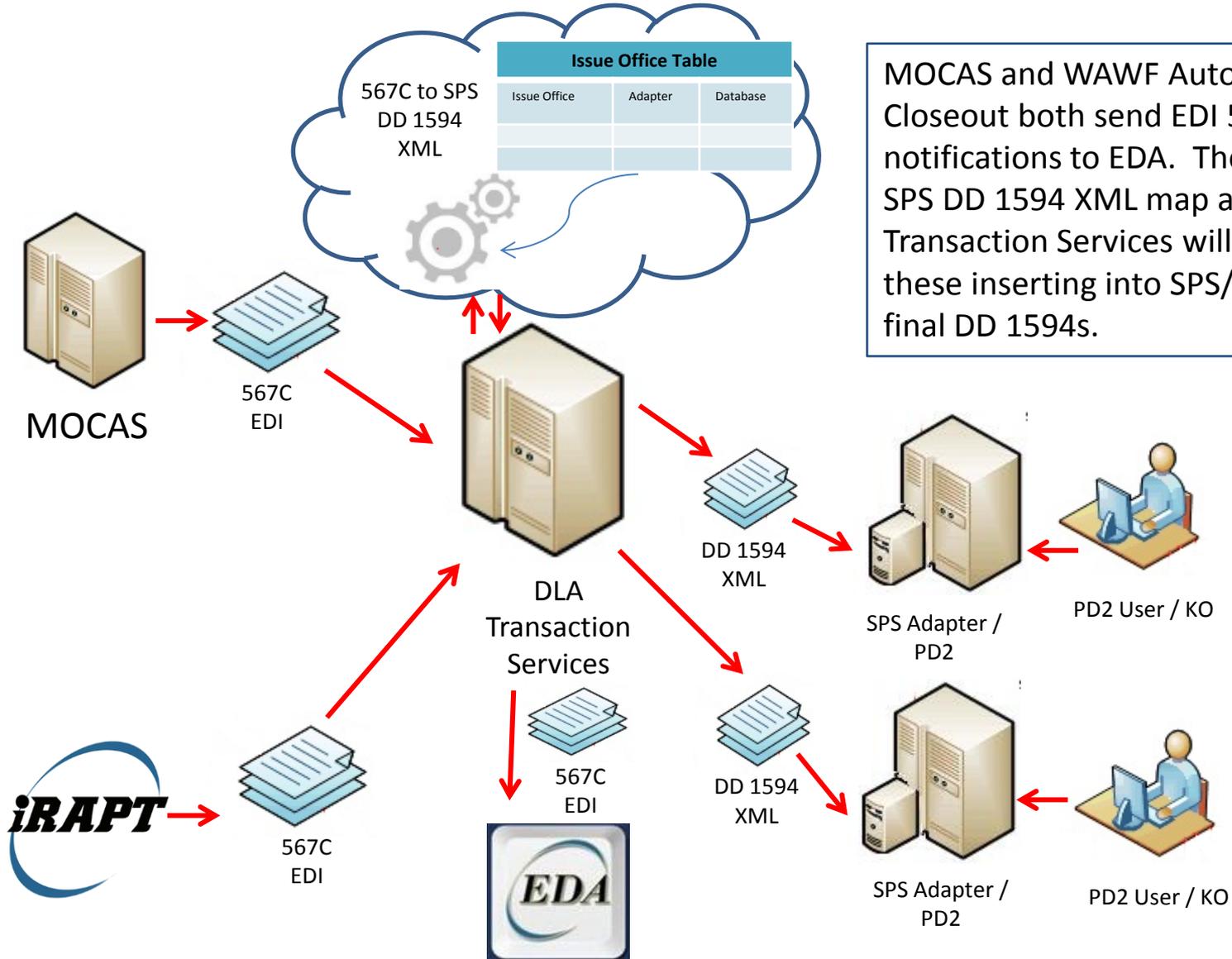


**SPS/PD<sup>2</sup> Receiving DD 1594  
Contract Completion Notices  
from MOCAS and WAWF  
Automated Closeout**

**June 23, 2016**

*Coming this summer.....*

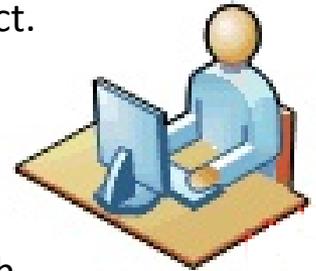
# SPS/PD<sup>2</sup> Receiving DD 1594 Contract Completion Notices from MOCAS and WAWF Automated Closeout



MOCAS and WAWF Automated Closeout both send EDI 567C notifications to EDA. The 567C to SPS DD 1594 XML map at DLA Transaction Services will facilitate these inserting into SPS/PD<sup>2</sup> as final DD 1594s.

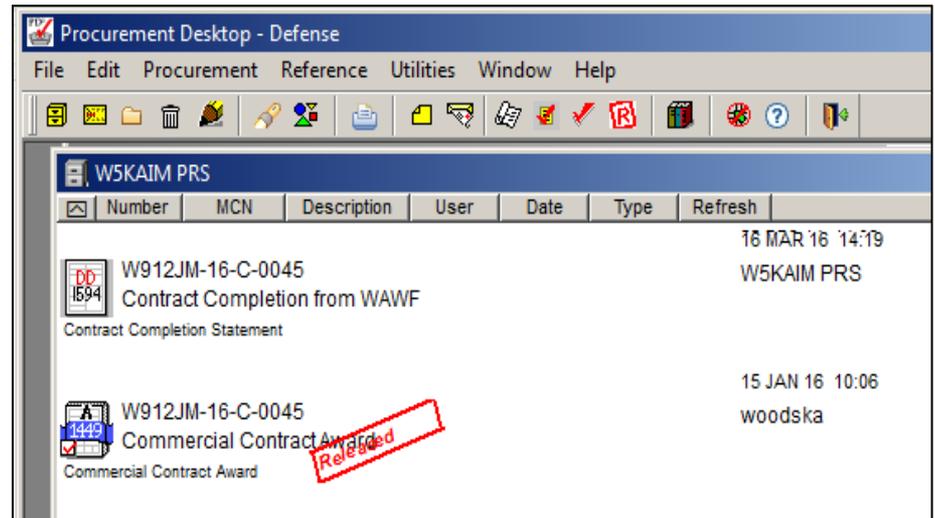
# KEY POINTS

- The DD 1594 will insert into PD<sup>2</sup> in the same location as the conformed contract.
- The description will be “Contract Completion from WAWF” or “Contract Completion from MOCAS”. *This is the indicator to know which system sent the notice.*
- The KO will need to review, add any additional remarks / edits from research performed, approve it, and then closeout the contract to keep SPS in sync with the Admin Office and WAWF.



## How do I know what notices came in that have not been closed?

SAs should contact the SPS Help Desk and ask for a query to find DD1594s associated with open contracts where the results of the query list the contract number and DD 1594 description (i.e. the name on the icon).



|  | Number           | MCN | Description                   | User | Date             | Type       | Refresh |
|--|------------------|-----|-------------------------------|------|------------------|------------|---------|
|  | W912JM-16-C-0045 |     | Contract Completion from WAWF |      | 16 MAR '16 14:19 | W5KAIM PRS |         |
| Contract Completion Statement  |                  |     |                               |      |                  |            |         |
|  | W912JM-16-C-0045 |     | Commercial Contract Award     |      | 15 JAN 16 10:06  | woodska    |         |
| Commercial Contract Award  |                  |     |                               |      |                  |            |         |

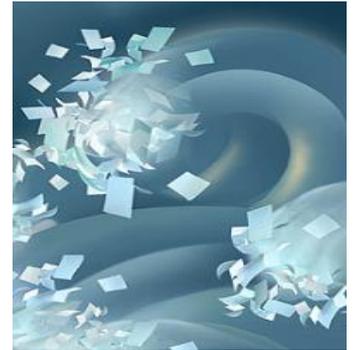
CACI Proprietary

You can use the list to approve and closeout contracts in PD<sup>2</sup>. In the future, this script will be in Script-Aid. Do this frequently as both systems process files daily.

Additionally, the Daily Report from DLA Transaction Services will include the contract numbers of all the Incoming DD 1594's that were sent.

# Don't Confuse This With "Drain the Swamp"

- Drain the swamp is a separate exercise to send the DD 1594 XML from SPS/PD<sup>2</sup>, when the KO is closing the contract in SPS and no other system is originating the DD 1594. It also allows the sites to send older DD 1594's (that's the real drainage!).
- The goal of "Drain the Swamp" is to send all the notifications from SPS to EDA so they have a record of when the DD 1594 was signed.
- With "Drain the Swamp", if the contract is DCMA Administered, the MOCAS notification will supersede the SPS notification. Additionally, if WAWF notifies EDA before SPS, it has precedence.



## How does this support the DFARS?

- Drain the swamp supports "**PGI 204.804 Closeout of Contract Files**"
- Receiving the MOCAS notifications supports "**PGI 204.804-2 Closeout of the contracting office files if another office administers the contract.**" and receiving the already populated DD 1594 saves the contracting office time by not having to manually enter the information in the form.
- WAWF Automated Closeout uses the SPS PDS data to support "**PGI 204.804-3 Closeout of paying office contract files.**" and receiving the already populated DD 1594 saves the contracting office time as well.

# What do I need to do to get incoming DD 1594s?

- To receive WAWF Automated Closeout notifications, ask EDA to turn PDS from evaluation to production and make sure anytime a new issue office is added or you change PDS Schema versions that you notify EDA to switch those to production. Anything new, will come in as evaluation. *Hint: If your PDS says “Y” in the EDA PDS column, it is in Production.*
- Have your system administrators email the following information to the SPS PMO to begin the table to route DD 1594’s into SPS. It will save time later. However, any new offices or changes can be made once in production with DLA Transaction Services. (See Instructions on last slide )

| Issue Office Table  |            |                   |        |
|---------------------|------------|-------------------|--------|
| Issue Office DoDAAC | TnReceiver | PD2SystemReceiver | Broker |
|                     |            |                   |        |
|                     |            |                   |        |

- Once the 567C – SPS DD 1594 XML map is in production, have your system administrators email [edi@dla.mil](mailto:edi@dla.mil) to set up the channel to receive the incoming XML. For WAWF, request 567C for DITPR# 0431 and 00000431 for your Issue Office DoDAACs, and request the 567C from the MOCAS Closeout Map for your Issue Office DoDAACs.

## What happens with PIID?

- The 567C – SPS DD 1594 XML map currently inserts the dashes into the proper positions to find the contract number in PD<sup>2</sup>. When an office upgrades to SR16, there will be no dashes in the contract number. The map will enforce the DFARS rule such that any new contract awarded with an “FY 17” contract number, will no longer insert dashes.
- If an office does not upgrade to SR16 in a timely manner, incoming DD 1594’s to FY17 contracts will fail to insert into SPS with the MWS error “The Source Document does not exist.” *As a workaround, the xml can be edited to add the dashes and attempt to insert them again, or manually create the DD 1594.*

## What happens if an office uses SPS and another CWS?

- If an office uses SPS and another contract writing system, SPS may receive some DD 1594’s from MOCAS for the other contract writing system. These contracts will fail to insert into SPS with the MWS error “The Source Document does not exist.” This issue will not occur with WAWF if you ask DLA Transaction Services to only send WAWF 567C for the SPS DITPR numbers as mentioned on the previous slide. This is because WAWF is using PDS to determine if a contract is eligible for auto closeout and PDS has the DITPR number in it.

# FAQs

- What happens if SPS posts the DD1594 before WAWF does? ANSWER: If EDA receives the SPS DD 1594 before WAWF, EDA will post the SPS one and the WAWF one will error out as a duplicate. EDA rejects duplicates.
- What happens if a DD 1594 is created in PD2 and then one arrives from MOCAS or WAWF? ANSWER: DD1594's from other systems will insert into SPS. Since these are signed, they can not be deleted via the GUI delete button.
- Can I edit the DD 1594s that insert from WAWF and MOCAS? ANSWER: Yes. For example, remarks can be entered, and elements like voucher number can be changed if they are incorrect. Section 10 can be filled out.
- What about contracts paid by Government Purchase Card? ANSWER: These will have no record in WAWF and will have to be closed out by the issuing office

# Instructions to fill out table to route DD 1594's into SPS

## To check the TnReceiver and Broker

1. Log into MyWebMethods Server
2. In the navigation pane on the left, click Administration, then click Integration, then click B2B, then click Partner Profiles.
3. There should be at least 2 values under Corporation Name.
4. One will probably say Broker. If so click on it. You will see an IdType = DUNS. The Value in the corresponding field is your Broker.
5. Click on the other value under Corporation Name. You will see an IdType = DUNS. The Value in the corresponding field is your TnReceiver. If you have more than one, include both.

## To check Pd2SystemReceiver

1. Log on to the PD<sup>2</sup> Adapter Configuration Web site with the following URL, substituting the appropriate values for <server > and <port>:  
<http://<server>:<port>/PD2AdapterServices>.
2. Enter your User Name and Password.
3. Click on "Adapter Configuration Administration" link.
4. In the navigation pane on the left, click the Add/Edit Database.
5. The value that appears in the window will be your Pd2SystemReceiver (i.e. this is your database name). If you have more than one database, write down both values. Click the Previous page to leave the screen, and then click home.