



Correspondence



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Lesson Objectives

- **Objective:**
 - **Upon completion of this lesson, the Customer will be able to:**
 - Initiate *Correspondence* with Contracting.
 - Reply to *Correspondences* from Contracting.
 - Track *Correspondences* using the *Correspondence Dashboard*.



Locate Record

The *Requirement Package* can be accessed from the *My Requirements* section on the *Landing Page*.

News Tasks (14) Records Reports Actions Indah Customer

My Requirements

Actions

Enter New Requirement

My Tasks

Filters >

Export

Task	Requirement #	Received	Assigned To
Respond to Correspondence from Chris BurgyneCS for Requirement A00069		9/1/2018 11:13 AM EDT	Indah Customer
Respond to Correspondence from Indah Customer for Requirement A000476		6/4/2018 2:29 PM EDT	Indah Customer
Update Correspondence for Requirement A000442		9/26/2018 2:13 PM EDT	Indah Customer
Respond to Correspondence from Indah CSO Only for Requirement A000437		9/17/2018 10:51 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CS for Requirement A000419		9/18/2018 10:56 AM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CS for Requirement A000361		4/13/2018 12:43 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CS for Requirement A000361		4/9/2018 10:24 PM EDT	Indah Customer
Respond to Correspondence from Indah_Gess_CS for Requirement A000333		4/9/2018 3:03 PM EDT	Indah Customer
Update Correspondence for Requirement A000227		4/1/2018 1:10 PM EDT	Indah Customer
Review Correspondence from Indah_Gess_CS for Requirement A000227		3/13/2018 5:43 PM EDT	Indah Customer
Review Correspondence from Indah Customer for Requirement A000227		1/13/2018 10:22 AM EST	Indah Customer
Review correspondence from Indah_Gess_CS for Requirement A000088		9/24/2014 1:10 PM EDT	Indah Customer
Review correspondence from Indah_Gess_CS for Requirement A000088		9/24/2014 12:01 PM EDT	Indah Customer
Review correspondence from Indah_Gess_CS for Requirement A000088		9/24/2014 10:00 PM EDT	Indah Customer

My Requirements

Filters >

Export

Procurement Object	Identifier	Requirement Number	Status	Contract Specialist	Contracting Officer	Contracting Office	Created Date
Requirement	A000020		Validated				9/22/2018 8:53 AM EDT
Requirement	A000016		Assigned-Accepted	Chris BurgyneCS	Chris BurgyneKD	PLS11	9/21/2018 5:00 PM EDT
Requirement	A000017		Assigned-Accepted	Chris BurgyneCS	Chris BurgyneKD	PLS11	9/21/2018 4:59 PM EDT
Requirement	A000016		Assigned-Accepted	Chris BurgyneCS	Chris BurgyneKD	PLS11	9/21/2018 4:41 PM EDT
Requirement	A000016		Validated				9/21/2018 3:48 PM EDT
Requirement	A000014		Validated				9/21/2018 3:32 PM EDT
Requirement	A000012		Validated				9/21/2018 2:56 PM EDT
Requirement	A000011		Validated				9/21/2018 2:10 PM EDT
Requirement	A000008		Validated				9/21/2018 12:24 PM EDT
Requirement	A000007		Assigned-Accepted	Indah_Gess_CS	Indah_Gess_KD	PLS11	9/21/2018 9:49 AM EDT

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Related Actions: Correspondence Dashboard

From *Summary Dashboard*, click **“Correspondence”** to open the *Correspondence Dashboard*.

Click **“Initiate Correspondence”**.



- Summary
- News
- Related Actions
- Additional Information
- Funding Information
- Enclosure Documents
- Correspondence >**
- History

Records / Requirements

A000007 - IG test req Follow

Initiate Correspondence

Thread History

Subject	Initiated By	Created
No items available		



Correspondence Form

Fill out form.

Red asterisk (*) indicates required fields.

It is important to fill out all known information.

Click **“Submit”**.

Correspondence for Requirement A000007

Subject *

Status

Enclosure Documents

Add

New Version

Delete

<input type="checkbox"/>	Document	Enclosure Type	↓ Modified On	Modified By	Size	Version
No items available						

Comments

Can you provide an update on what is happening?

Submit

Save

Cancel



Respond to Correspondence Form

Fill out form.

Red asterisk (*) indicates required fields.

It is important to fill out all known information.

Click **“Submit”**.

Respond to Correspondence from Indah Customer for Requirement A000007

Subject
Status

Notes History ▾

Comments	Author	Date ↓
Can you provide an update on what is happening?	Indah Customer	9/22/2015 10:08 AM EDT

Enclosure Documents

<input type="checkbox"/>	Document	Enclosure Type	↓	Modified On	Modified By	Size	Version
No items available							

Approved Documents ▶

Comments

This is currently at the bidding step|

Submit

Save

End Thread



Review Correspondence Form

From the *Correspondence Dashboard*, you can review all *Correspondences* for a requirement.

Click the **link** under *Thread History* to display *Thread Details* data.

You can initiate a new Correspondence by clicking **“Initiate Correspondence”** Related Action button.



Summary
News
Related Actions
Additional Information
Funding Information
Enclosure Documents
Correspondence - History

Records / Requirements

A000007 - IG test req [Follow](#)

[Initiate Correspondence](#)

Thread History

Subject	Initiated By	Created
Status	Indah Customer	9/22/2015 10:07 AM EDT

Thread Details

Comments	Author	Created
This is currently at the bidding step.	Indah_CS	9/22/2015 10:10 AM EDT
Can you provide an update on what is happening?	Indah Customer	9/22/2015 10:08 AM EDT

Enclosure Documents

Document	Enclosure Type	Size	Version	Modified By	↓	Modified On	Approved?
No items available							



Summary

- **In this lesson, you learned how to:**
 - **Initiate Correspondence with Contracting.**
 - **Reply to Correspondences from Contracting.**
 - **Track Correspondences using the *Correspondence Dashboard*.**



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