



VIM-ASAP version 2.1 Setup Checklist

The following steps are offered as a guideline for preparing to use VIM-ASAP. Individual users' needs may vary.

1. Download the current copy of the VIM-ASAP User Manual from <http://info.ct-dscp.com>.
2. Ensure that you are using the current version of Microsoft Internet Explorer (version 6.0).
3. Schedule a training teleconference for the VIM-ASAP system with your PDIT/Modulant representative or your Advantech representative. We recommend that any primary users participate. Allow 1-2 hours for training, depending on your company's services and needs.
4. Update your listing in the CCR at <https://www.ccr.dlis.dla.mil/ccr/scripts/indexTPIN.asp>. Ensure that you have an Electronic Business Point of Contact (EPBOC) listed.
5. Verify whether or not your QAR is registered with WAWF-RA. If so, you may Self-Register for your own WAWF-RA account at <https://rmb.ogden.disa.mil/>.
6. Once you have been notified that your account has been activated, inform us at vim-asap@ct-dscp.com so that we may add a user name to WAWF-RA for transmitting your data.
7. Once your EBPOC receives an Email stating that a new user has been added for your CAGE, you will need to log in to WAWF-RA to activate the new user. (If you did not receive a document detailing how to activate the new user, please Email us again so that we can ensure that you have the step-by-step instructions.)
8. If you will not be using WAWF-RA, you will need to have a WInS account for submitting electronic invoices to DFAS. If you do not have an account already established, you can apply for one online at <http://ecweb.dfas.mil/>. Click on the button labeled "New Account" and follow the instructions provided in Appendix A of the VIM-ASAP User Manual).
9. Prior to beginning to use VIM-ASAP, many Bill & Hold contractors like to balance their inventory displayed under "Manage Depot Operations" against DSCP's numbers. The best time to compare data is Monday mornings, as data updates catch up over the weekend.
10. Bill & Hold contractors will want to review the queue of MROs first thing on a Monday morning and synchronize the requisitions currently displayed with their DAMES records. MROs that are listed are those that are still in a "BA" status according to DSCP.
11. Manufacturers will want to Review Contract Orders/Start Production and ensure that any old contracts with an odd CLIN still listed as open are fully started. This will clear them from the queue so that you can concentrate on the work that needs to be cut.
12. Fill in the boilerplate data in the Administer DD 250 page, including the DoDAAC of their QAR's DCMA office (if using WAWF-RA). Default data for blocks 21a and 23 can be pre-filled and then edited if necessary when generating the DD 250.
13. When a new user is ready to begin transmitting data using VIM-ASAP, ensure that you select "Authorized for WInS" or "Authorized for WAWF-RA" from the Administer DD 250 Data page. If you have Alternate Ship From sites, they will need to be set to "Authorized" as well.
14. Bill & Hold contractors will want to ensure that they select "Transmit all appropriate transactions via MILSTRIP/MILSTRAP to DSCP/SAMMS" from the Administer Various Options page.

At this stage, you are live and ready to go! If you have any questions at all, please contact us at info@ct-dscp.com or at either of the telephone numbers listed on the login page of the site.