

## NAVSUP Enterprise Web (NEW)

### WorkFlow Pro – Mod Assist Application – Contractor Access and Use

The WorkFlow Pro Vendor application is an internet based electronic business system developed by NAVSUP that is contained within NAVSUP Enterprise Web. The WorkFlow Pro Vendor application allows DON vendors with existing contract agreements, to submit their post award modification requests to NAVSUP Civilian or Military contracting officers.

Authorized Users can perform the following functions:

1. Check Account Status
2. Create a New Contract Modification Request
3. View status of Previously submitted Contract Modification Requests
4. Change User Password

The Mod Assist application is intended to streamline the process for Contractors to request contract modifications and to improve recordkeeping for Navy and Contractor personnel.

### Workflow Pro – Vendor Modifications Dashboard

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**WorkflowPro**

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P.O. Box 2050  
Mechanicsburg, PA 17050-2411

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## Vendor Modifications Dashboard

We're excited to introduce you to WorkflowPro!

Welcome to the Vendor Modifications Dashboard. This application will allow for increased visibility of open modification requests for our vendor base. In addition this application will allow for better prioritization and communication between NAVSUP WSS N7 and the WSS Vendor base.

Additional functionality is expected to be added over time.

Should you have any feedback, please contact Chris Daubert or Chris Espenshade.

### Vendor Tasks

You can perform the following tasks.

- Check Account Status
- Create New MOD Request
- View MOD Request History
- Change Password

### Desk Guides

Below are the desk guides for vendor usage in WorkflowPro.

- Coming Soon...
- MOD Assist Tool Demonstration

OMB CONTROL NUMBER: 0703-EPWP  
OMB EXPIRATION DATE: XX/XX/XXXX

AGENCY DISCLOSURE NOTICE: The public reporting burden for this collection of information, 0703-EPWP is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.


## Workflow Pro – Vendor Modification Request Screen

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### Modification Vendor Access

**MOD Information**

**Contract Number**

**Delivery Order Number**

**Type Of Request**

**Contract Specialist/PCO Name**

**Description Of Modification Request**

**CLINS Impacted**

**Vendor Reference Number**

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## Workflow Pro – Vendor Modification History Screen

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### Modification Vendor History

**Recent Modification Request**

Show  entries Search:

Contract Number	Delivery Order Number	Date Created	Mod Submitted by CS	Additional Details	Contract Specialist	Mod Request Type	Status	Details
0000000000000	0000	12/03/2021		Test	Baab, John	DEFINITIZATION	Returned	<input type="button" value="More Details"/>
8980989080989	8989	07/23/2021		Test12345	Baab, John	INSPECTION AND INVOICING	Returned	<input type="button" value="More Details"/>

Showing 1 to 2 of 2 entries

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