## **NAVSUP Enterprise Web (NEW)**

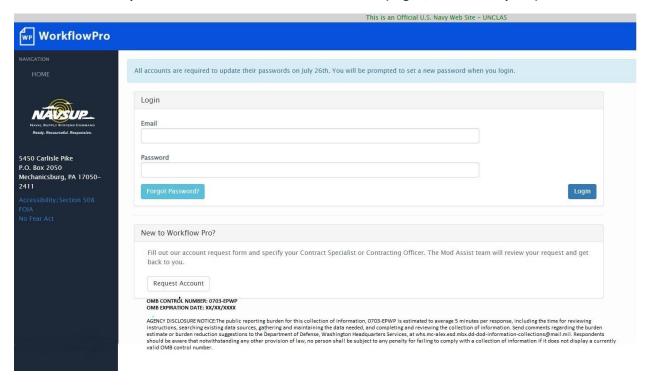
WorkFlow Pro – Mod Assist Application – Contractor Access

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, under a contract agreement, to submit their post award modification requests to NAVSUP Civilian or Military contracting officers.

NAVSUP provides all vendors with a link to the WorkFlow Pro Vendor application via language in contracts or via email. Representatives from each vendor, access the URL and create an account to the WorkFlow Pro Vendor application. They must select the appropriate NAVSUP Weapons Systems Support (WSS) organization contract representative who is able to verify the account request. All vendor accounts will use their vendor email address as the User ID and must also clearly identify the Commercial and Government Entity (CAGE) code they are associated with. Vendors register for a CAGE code at the SAM.gov website. The SAM.gov is administered by the U.S. General Services Administration (GSA). The selected WSS contract representative will be notified of the new account request via email. The WSS contract representative must login to the Common Access Card (CAC) protected, government only, WorkFlow Pro Mod Assist app to approve the vendor's account. The WSS contract representative must verify the selected CAGE code before the vendor representative is permitted to login and take any action.

Once access has been approved, the Workflow Pro Vendor application allows DON vendors, under a contract agreement, to submit their post award modification requests to NAVSUP Civilian or Military contracting officers.

## Initial Screen to request access for Workflow Pro Mod Assist (Logon/Account Request)



## **Workflow Pro – Contractor Registration Data Collection**

