



OASIS Contract Holder Contract Management Instructions

Overview of OASIS Contract Holder Symphony Tasks

We want to make sure you are receiving all your notifications!

1. Make sure you are registered under the correct organization.
2. Make sure your profile is updated with your phone number.
3. Make sure your distribution email is set up and verified in Symphony.
4. Make sure your COCMs and COPMs are assigned.
5. Confirm your SAM data is correct.

Registration

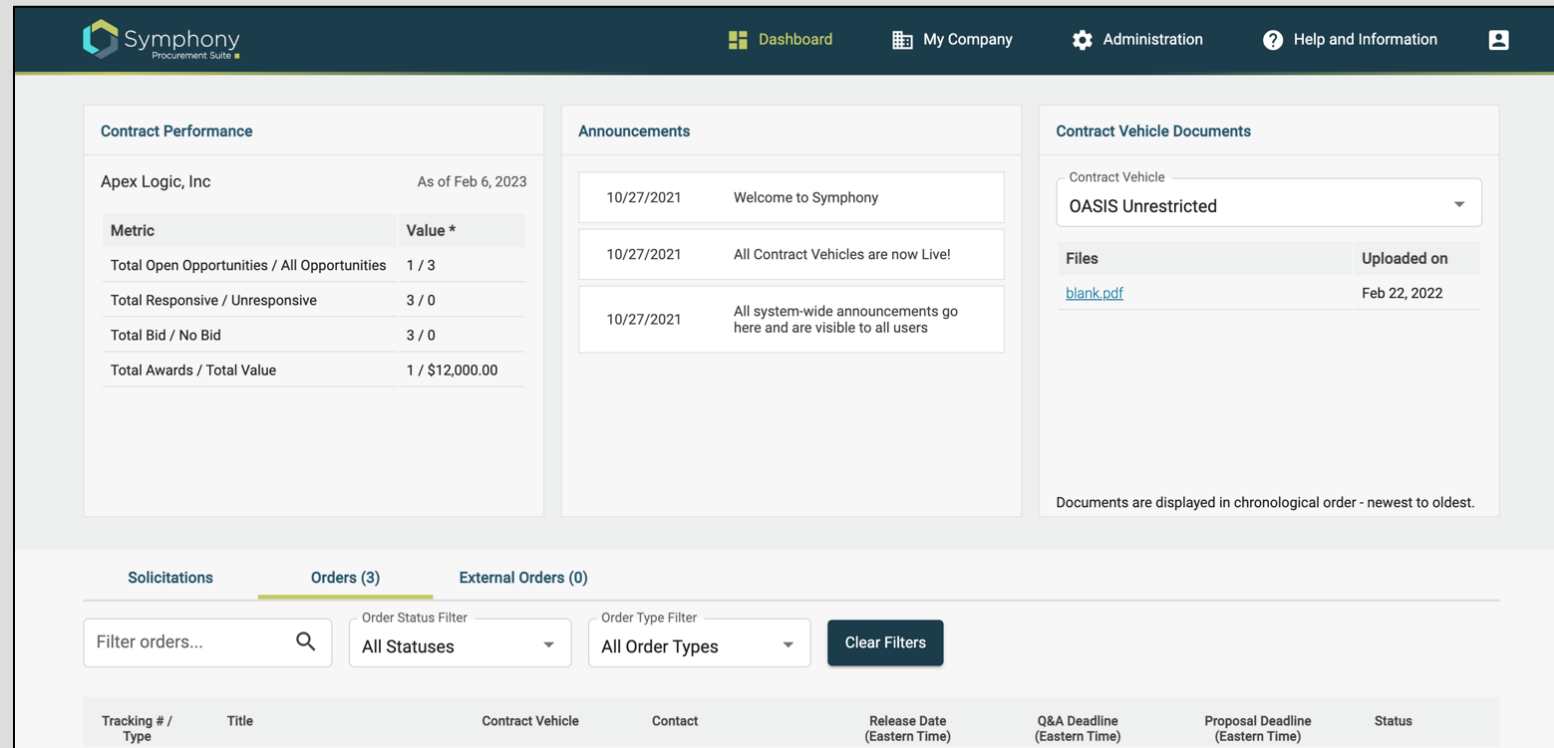
URL <https://oasis.app.cloud.gov/>

All users must register themselves for Symphony:

- Verify your registered email address
- Set up your Multi-factor Authentication
- Make sure you are registered under the correct organization
- Detailed instructions are available in Symphony

Symphony Dashboard Overview

- monitor released orders
- deadlines for questions and proposals
- amendments
- awards
- contract documents



The screenshot displays the Symphony Procurement Suite dashboard with the following sections:

- Contract Performance:**

Apex Logic, Inc As of Feb 6, 2023

Metric	Value *
Total Open Opportunities / All Opportunities	1 / 3
Total Responsive / Unresponsive	3 / 0
Total Bid / No Bid	3 / 0
Total Awards / Total Value	1 / \$12,000.00
- Announcements:**
 - 10/27/2021 Welcome to Symphony
 - 10/27/2021 All Contract Vehicles are now Live!
 - 10/27/2021 All system-wide announcements go here and are visible to all users
- Contract Vehicle Documents:**

Contract Vehicle: OASIS Unrestricted

Files	Uploaded on
blank.pdf	Feb 22, 2022

Documents are displayed in chronological order - newest to oldest.

Navigation: Dashboard, My Company, Administration, Help and Information

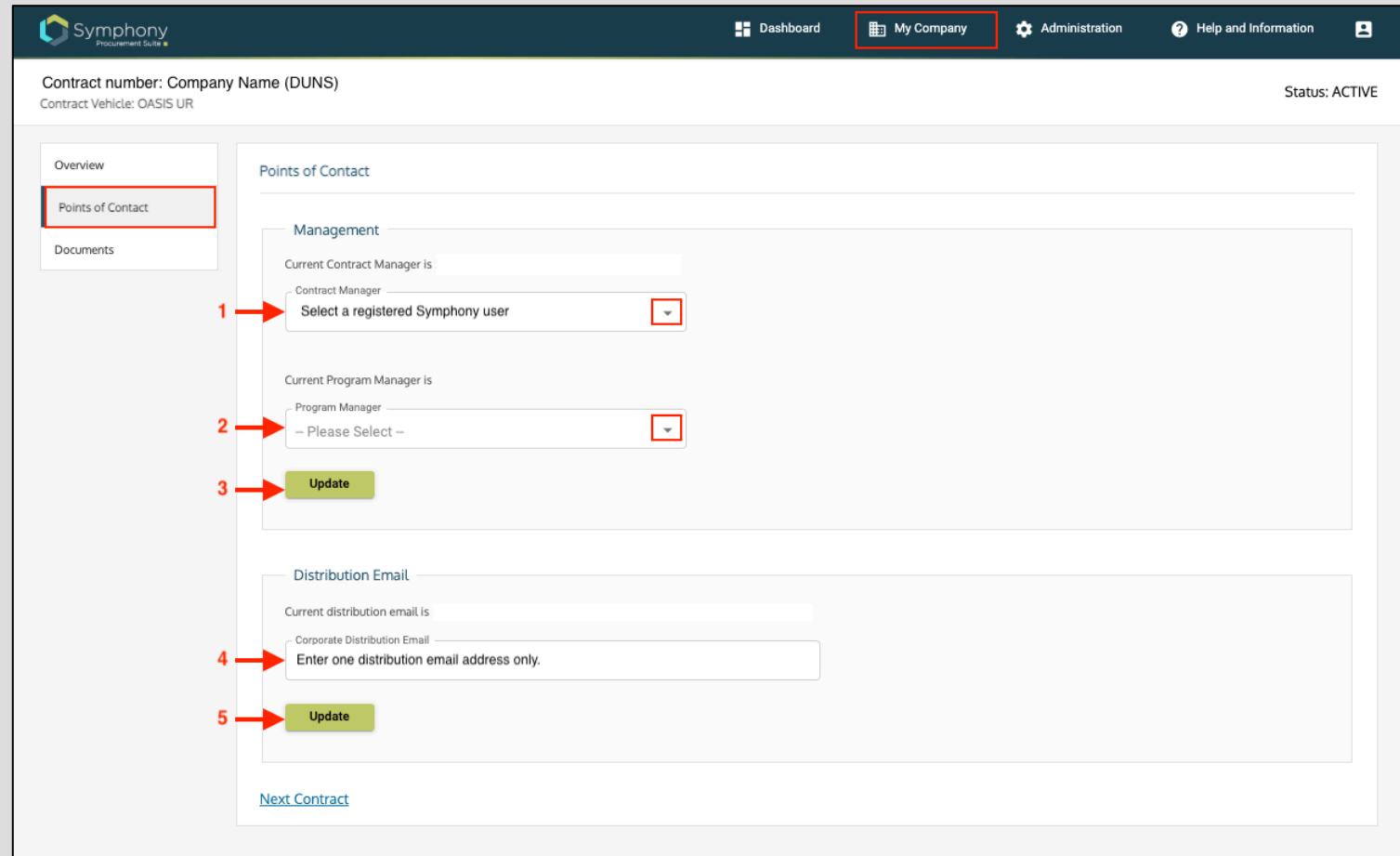
Order Management: Solicitations, **Orders (3)**, External Orders (0)

Filters: Filter orders..., Order Status Filter (All Statuses), Order Type Filter (All Order Types), Clear Filters

Tracking # / Type	Title	Contract Vehicle	Contact	Release Date (Eastern Time)	Q&A Deadline (Eastern Time)	Proposal Deadline (Eastern Time)	Status
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OASIS Distribution Email

- Create group email internally
- sample distribution email is oasis@abccorp.com
- Manage your distribution email users internally
- Make sure someone is in the group and will receive the validation email



Contract number: Company Name (DUNS)
Contract Vehicle: OASIS UR
Status: ACTIVE

Overview
Points of Contact
Documents

Points of Contact

Management

Current Contract Manager is

Contract Manager
1 → Select a registered Symphony user

Current Program Manager is

Program Manager
2 → -- Please Select --

3 → Update

Distribution Email

Current distribution email is

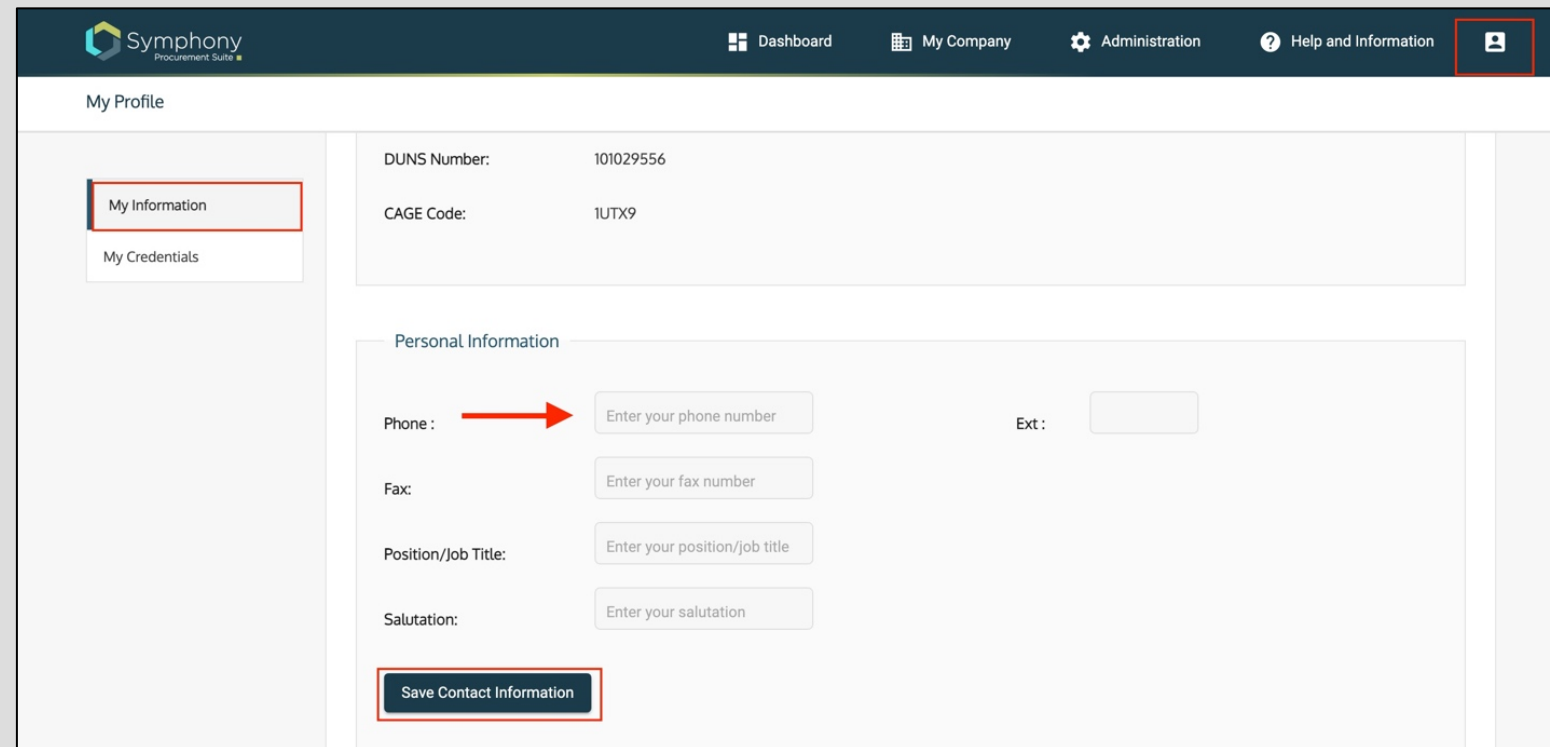
Corporate Distribution Email
4 → Enter one distribution email address only.

5 → Update

[Next Contract](#)

Symphony Profile

- Update your phone number
- FYI, OASIS was created before UEI



Symphony Procurement Suite | Dashboard | My Company | Administration | Help and Information

My Profile

- My Information
- My Credentials

DUNS Number: 101029556
CAGE Code: 1UTX9

Personal Information

Phone : Ext :

Fax:

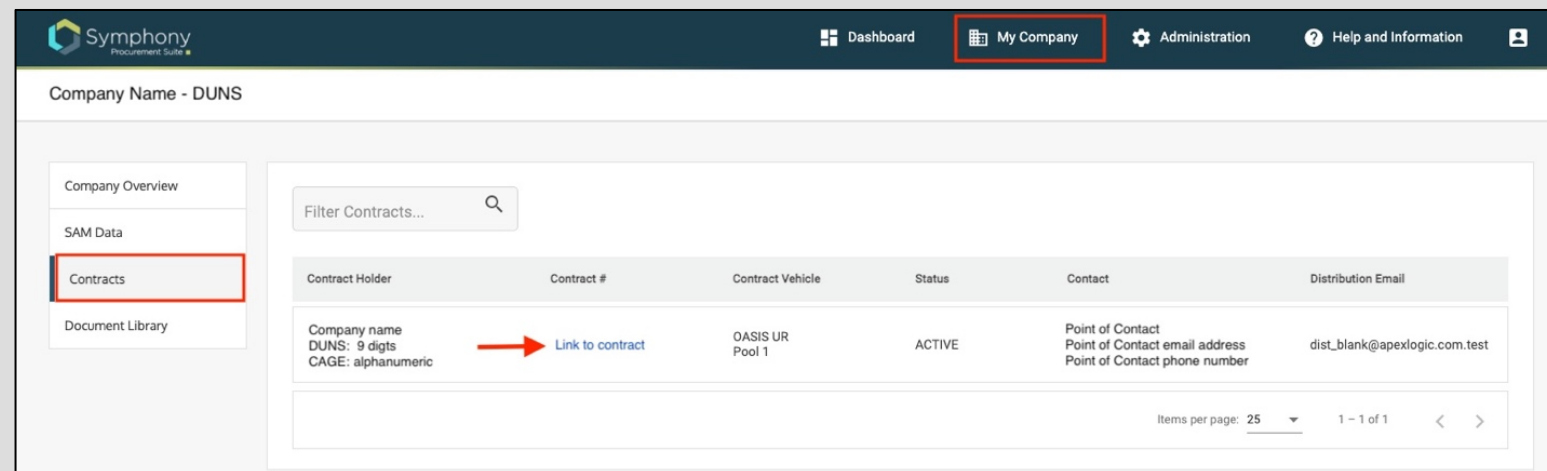
Position/Job Title:

Salutation:

Save Contact Information

OASIS Contract Management

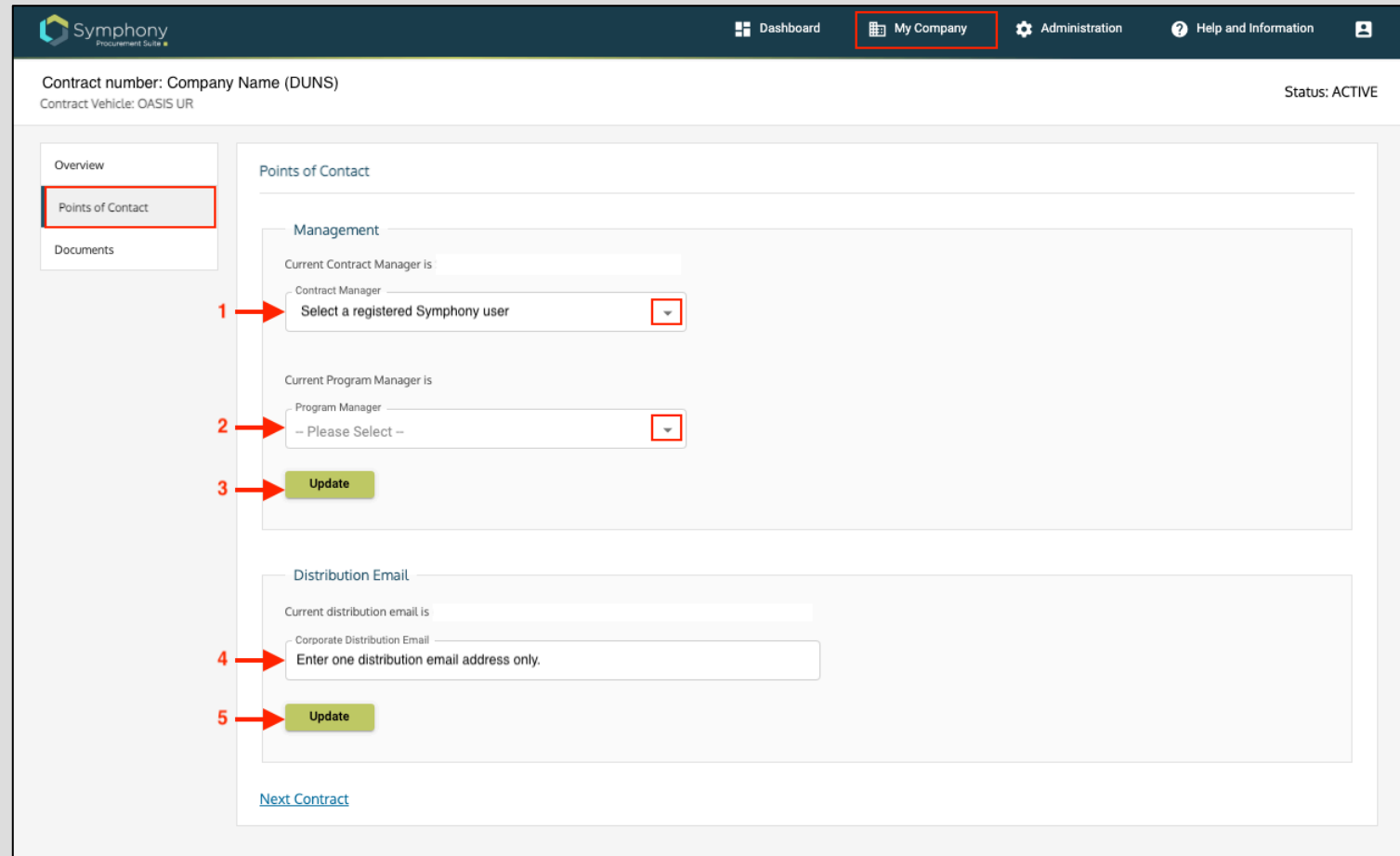
- Manage your contracts
- Manage your COPMs and COCMs
- Manage your Distribution email
- You will need to do this for each contract



The screenshot displays the Symphony Procurement Suite interface. The top navigation bar includes 'Dashboard', 'My Company' (highlighted with a red box), 'Administration', and 'Help and Information'. The main content area is titled 'Company Name - DUNS'. On the left, a sidebar menu contains 'Company Overview', 'SAM Data', 'Contracts' (highlighted with a red box), and 'Document Library'. The main area features a search bar labeled 'Filter Contracts...' and a table with the following columns: 'Contract Holder', 'Contract #', 'Contract Vehicle', 'Status', 'Contact', and 'Distribution Email'. A single row is visible with the following data: 'Company name DUNS: 9 digits CAGE: alphanumeric' (with a red arrow pointing to a 'Link to contract' button), 'OASIS UR Pool 1', 'ACTIVE', 'Point of Contact Point of Contact email address Point of Contact phone number', and 'dist_blank@apexlogic.com.test'. At the bottom right, there is a pagination control showing 'Items per page: 25' and '1 - 1 of 1'.

OASIS COPM and COCM

- Must be registered users
- Make sure their phone numbers are updated in their profile



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Contract Vehicle: OASIS UR

Status: ACTIVE

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Points of Contact

Management

Current Contract Manager is

Contract Manager
Select a registered Symphony user

Current Program Manager is

Program Manager
-- Please Select --

Update

Distribution Email

Current distribution email is

Corporate Distribution Email
Enter one distribution email address only.

Update

[Next Contract](#)

Questions & Answers

For technical assistance, please contact:

client.support@apexlogic.com

Or

Click on the Help links inside Symphony