

Frequent Asked Questions for Contractor Submission Portal.

1. What type of files can be submitted through the CSP portal? Will the CSP portal allow a zip file?
 - The following is a list of files that CSP will allow to be attached:
 - .doc, .docx, .ppt, .pptx, .xls, .xlsx, .xslm, .csv, .jpg, .jpeg, .gif, .pdf and .txt
 - The file share will not allow zip files to be submitted.
2. Why is it important to have SAM updated with the current company information? How does SAM communicate with CSP?
 - CSP validates the contractor's information by linking the Cage Code to the contractor information within SAM. When SAM is set as public, CSP is able to retrieve the information such as company name, address, and contact information that is linked to that particular Cage Code. When SAM is set to private, you can still continue by submitting your company incurred cost submission by entering your contractor name and DUNS number. This will validate and link to the associated DCAA local office.
 - When SAM is updated, CSP sees the updates instantly or within 24 hours depending if additional approvals are required within SAM.
3. How do you locate the cognizant DCAA office?
 - Within the CSP, on the top header there is a link to locate the local DCAA office. You will have to work with the local DCAA office to ensure your information is added to the internal DCAA system so that your submission would be recognized and submitted to the cognizant DCAA office.
4. When registering for the additional role for CSP, what is meant as the location?
 - When the location is required, you will enter your Cage Code as the location. This will align your office with the local DCAA office you are associated with.
5. Registering for CSP role.
 - If there is only one person within the company that performs the function of the management and submittal within PIEE, to activate your CSP role, you will have to call the help desk number located within PIEE to have the team activate your request.