# Oracle® Contract Lifecycle Management for Public Sector

Purchasing User Guide

Release 12.1

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Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide, Release 12.1

Part No. E18423-02



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**Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide, Release 12.1**

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- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
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# Preface

## Intended Audience

Welcome to Release 12.1 of the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide.*

See Related Information Sources on page ix for more Oracle E-Business Suite product information.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/

## Structure



## Related Information Sources

*Oracle Purchasing User's Guide*

*Oracle Contract Lifecycle Management for Public Sector Implementation Guide*

*Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide*

*Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User Guide*

*Oracle HRMS Approvals Management Implementation Guide*

*Oracle U.S. Federal Financials User Guide*

### Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

# 1

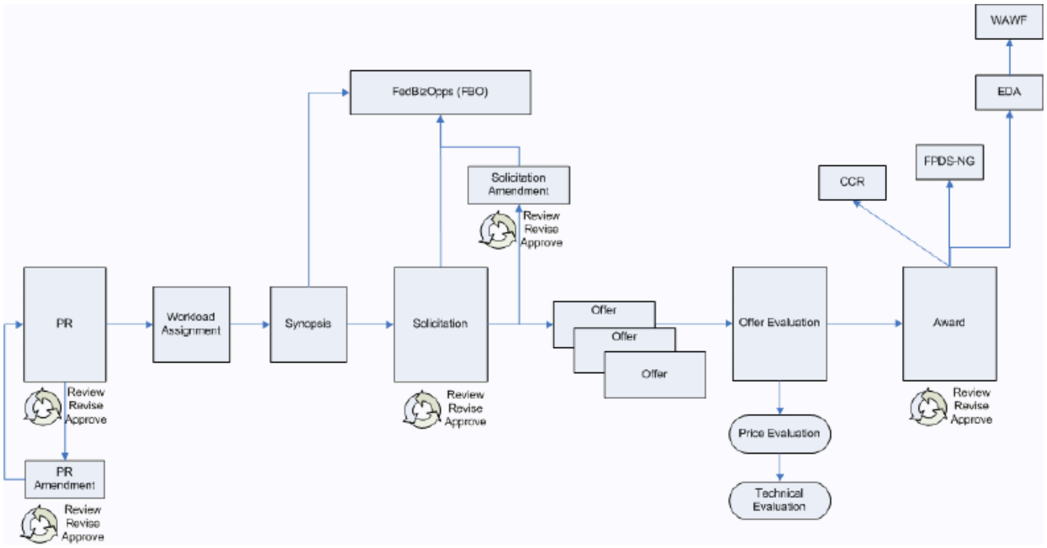
# Key Concepts: Public Sector Procurement

## Overview of Oracle Contract Lifecycle Management for Public Sector

Oracle Contract Lifecycle Management for Public Sector (CLM) is a comprehensive solution for managing procurement processes that need to be performed by federal agencies. CLM features are available in OA Framework HTML pages. CLM supports FAR, DFARS, and other agency regulations that define the federal business processes, and encompasses a full procure-to-pay process flow within Oracle e-Business Suite which maximizes benefits to federal users. CLM enables contracting officers to drive operational excellence in federal procurement functions and enables the agencies to cut procurement costs dramatically. By providing the end-to-end business intelligence with a single source of data, CLM provides data transparency and visibility and provides contracting officers with support for strategic planning and improved decision making.

The following process flow depicts the procurement lifecycle in CLM:

***Contract Lifecycle Management***




The flow starts with the creation of a purchase requisition which is a document that represents a requirement or demand for supplies and services. This is associated to an acquisition plan that outlines the procurement plan on a larger scale. The purchase requisition is converted to a solicitation and the solicitation is sent out to vendors for obtaining their quotes/offers. When the offers are received from the vendors, the offers are evaluated and the contract is awarded to one of the vendors.

This process depicts all of the major procurement steps from purchase request initiation and commitment, through competitive solicitation with an offer evaluation phase, and ultimate award decision. The process is often not executed in its entirety – several steps are optional and at the discretion of the contracting officer depending on the procurement process. Some steps may be required by an agency in order to follow it's policies and regulations, but from a system's perspective, the steps can be executed without every procurement document in the chain.

## Document Numbering

You can create a configurable, intelligent numbering format for CLM documents that follow Federal Acquisition Regulations (FAR) and Defence Federal Acquisition Regulations (DFARs) processes. Based on your configuration and setup of the numbering structure, a document number is defaulted automatically on the CLM documents. You can modify the defaulted document number as long as the document is in draft mode. Lines for CLM documents are automatically numbered in accordance to line/ subline numbering conventions used in federal agencies. CLINs are automatically numbered with four-character strings (0001, 0002, etc.) which can be modified by the user, while SLINs append a two-character string (0001AA, 0001AB, 000101, 000102). The contracting professional can modify the system assigned line number.

> **Note:** To set up the document numbering structure for use in purchasing documents, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

For more information about Document Numbering, please refer to the appendix - Common CLM Functionality, page B-1.

## Contract Line / Sub-Line (CLIN / SLIN)

The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM documents, including modifications and amendments to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, sub-lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

When a line is added to a CLM document, it is numbered automatically according to the line numbering setup that follows federal government regulations. This provides a flexible way to configure line numbering. In the CLM document, you can specify if the line should be priced or informational, as well as organize them into a complex line and sub-line structure, in accordance with federal regulations.

For more information on CLINs/SLINs, please refer to the appendix - Common CLM Functionality, page B-3.

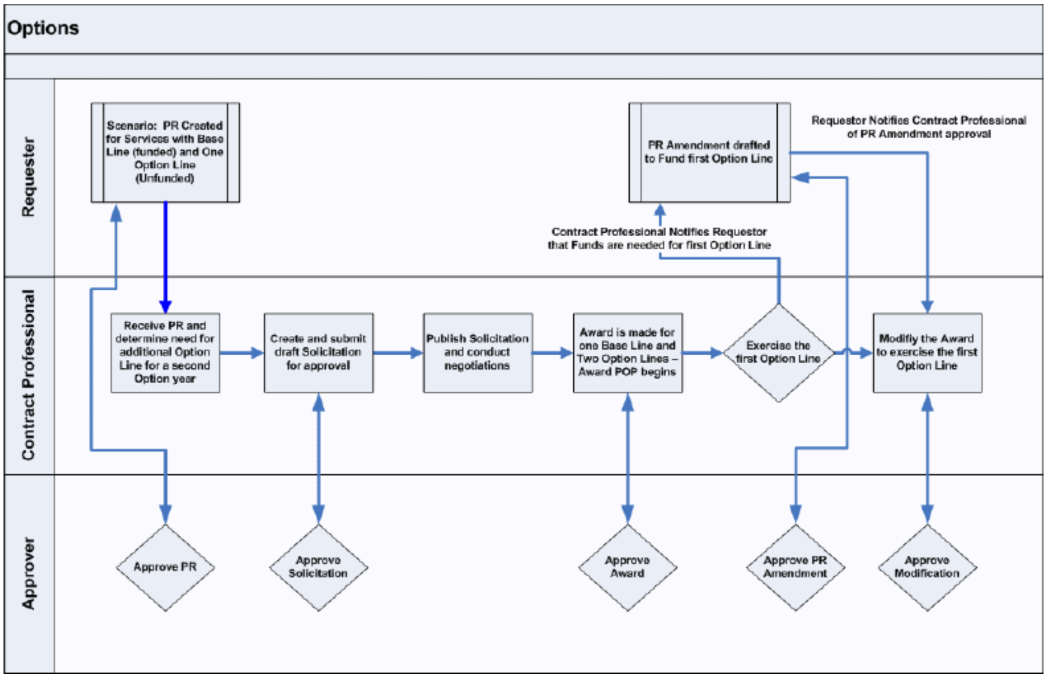
## Options

You can choose to create an option line on a purchasing document that you intend to exercise as a regular line at a future point in time. Instead of modifying / amending the source document at a future date, enter the anticipated options that the base line is associated to. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised as regular purchase order lines because the vendor has now promised to deliver support and training. The option lines of support and training, once exercised, can be received and invoiced as well.

This capability in CLM enables the contracting professional to mark lines as Option lines – lines which can be exercised later via a modification to the award if desired. Option lines can be associated with base lines and often involve follow-on work. Option lines behave similarly to CLINs/SLINs except they are not funded until exercised after the awarding of the contract.

A CLIN or SLIN can be further defined as an Option Line. An Option Line stores and displays information that is used at a future point in time.

***Options***




This diagram explains the flow of Option lines between different CLM users.

For more information on Options, please refer to the appendix - Common CLM Functionality, page B-6.

# Pricing

Using CLM, contracting professionals are able to price Awards, Orders, IDVs and Modifications by specifying federal Contract Types such as Firm Fixed Price, Cost plus Award Fee, Time & Materials, Cost Sharing, etc. The Contract Types form the basis for determining the price payable to a vendor. Prices are manually entered by the user or are defaulted on the purchasing document line depending on the item/supplies/service setup. The final price calculation depends on a number of factors: Contract Type, Cost Constraint, price of the item/service.

The CLIN or SLIN can be a Priced or Informational line. For pricing calculations to take place, the line should be defined as a Priced Line, and not an Informational Line.

Lines can be Quantity Based or Amount Based. A Quantity Based Line Type enables you to enter information for goods/supplies. An Amount Based Line Type enables you to enter pricing information about services. Select a value from the Type LOV in the Lines region (for each row) to specify if you wish to use a Quantity Based or an Amount Based Line. Different Contract Types display depending on the line type you select.

The Contract Type is available on the lines of a Purchase Requisition, an Award, IDV or a Solicitation. The Contract Type may be changed by the user depending on business requirements.

The IDC Type field displays for Solicitation documents and IDVs on the line details page.

For more information on Pricing, please refer to the appendix - Common CLM Functionality, page B-8.

## Incremental Funding

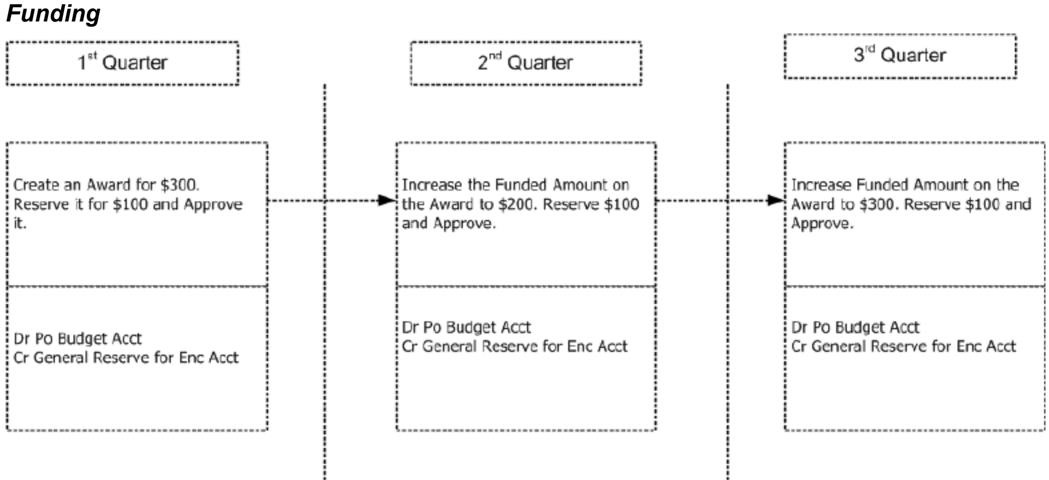
CLM enables you to provide funding information for an Requisition, Award / Order. You can create and approve Requisitions, Awards and Orders with no funding or with partially available funds. You can incrementally fund the Award / Order lines through the Modification feature, depending upon the availability of funds. Additionally, you can add funds to an existing distribution or add new distribution(s) to an existing line.

Due to system-enforced rules, you cannot receive and pay beyond the funded line amount thereby ensuring that the obligation cannot be more than the funds available.

Contract Funding guidelines are outlined in the FAR site. You can reserve funds for a Requisition or Award line and ensure that the line amount is equal to or less than the reserved or encumbered amount. Enter the funded value on purchasing documents such as Requisitions and Awards. You can reserve funds as Null, partially or fully, i.e., the funded amount can be less than the line amount. You can modify these documents without having to liquidate the existing funds on the documents.

> **Note:** IDVs will not have the funded value field, i.e. IDVs cannot be encumbered.

***Funding***




As shown in the diagram above, an example award of $300 can be incrementally funded quarter by quarter, based on the fund allocation and availability.

For more information on Funding, please refer to the appendix - Common CLM Functionality, page B-14.

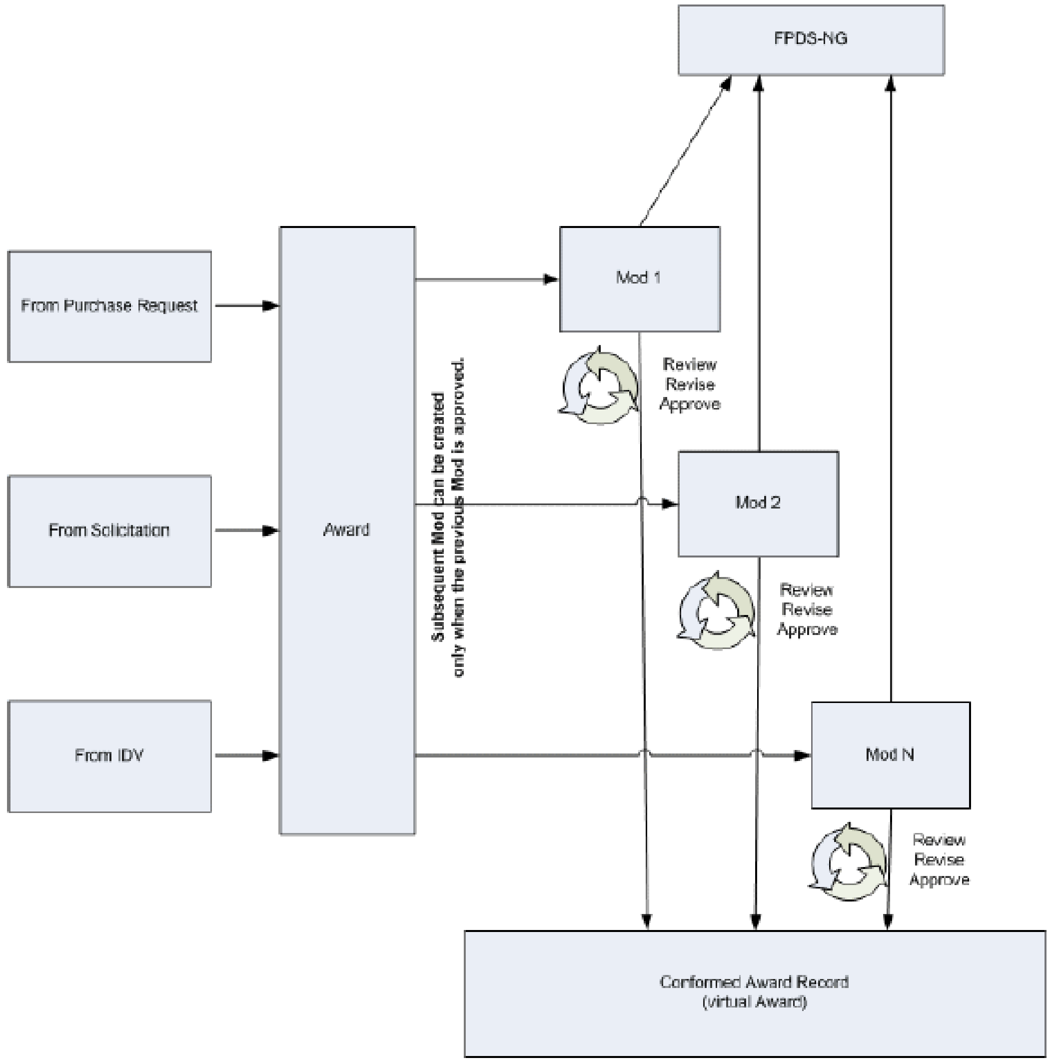
## Modifications

Part 43 of the FAR site defines contract modifications and the regulations associated with them.

A Modification is a procurement instrument used in the post-award process for making a change to the Award or IDV. The conformed copy is not updated with the information from the Modification until the Modification is processed.

When Contract Administrators need to make changes to a conformed award even though it has been approved by the relevant approvers, a modification document is created.

***Modification Creation Flow***




Using Modifications, you can perform the following:

- Add funds incrementally
- No-Cost cancellation of an award
- Partially terminate an award or line, for default or convenience
- Exercise Options
- Provide ability for the supplier to indicate acceptance by signing the document
- Specify proxy signature on behalf of the supplier

- View the changed values for the pricing fields (quantity, pricing, line amounts etc.)

A System Generated Description, containing the statements describing the changes carried out using a modification, is generated automatically prior to finalization and approval of the modification. This description gets printed as part of the SF30 form generated for modifications.

For more information on Modifications, please refer to the chapter Modifications, page 6-1.

# 2

# Buyer Work Center

## Buyer Work Center - An Overview

Buyer Work Center is a central launchpad from which requestors, buyers, contracting officers, contracting specialists and other users can efficiently perform their daily tasks—such as viewing and acting upon purchase requisition demand, creating and modifying awards and Indefinite Delivery Vehicles (IDVs), initiating solicitations (if Oracle Sourcing is licensed and implemented), and managing the supply base.

Buyer Work Center provides you with varied capabilities to satisfy your document creation needs. You can:

- Access requisitions using the Demand Workbench and create purchasing documents using Document Builder

  **Note:** Please note that you cannot create requisitions from Buyer Work Center, you can only view requisitions that have been created via interface or iProcurement.

- Create and update new awards, Indefinite Delivery Vehicles (IDVs), Orders Referencing IDVs
- If Oracle Sourcing is licensed and implemented, create solicitations
- If Oracle Services Procurement is licensed and implemented, create and maintain awards for complex work payments
- If Oracle Procurement Contracts is licensed and implemented, author contract terms and manage deliverables
- Use predefined document views
- Create and personalize your own document views including list of columns, where

conditions, and sort sequences

- Create and maintain supplier information
- You can copy CLM documents to other CLM documents, however you cannot copy a CLM document to a non-FAR document.

  **Note:** Vendor Managed Inventory (VMI) and Consigned Inventory are not supported in CLM.

Buyer Work Center consists of the following tabs (pages) and sub-tabs.

1. Requisitions
   - Demand Workbench
   - Summary
   - Amendments
2. Awards
3. IDVs (Indefinite Delivery Vehicles)
4. Deliverables
5. Negotiations
6. Suppliers

An overview of these tabs is in the following sections.

# Requisitions

The Requisitions tab consists of the following sub-tabs: Demand Workbench, Summary, and Amendments.

## Demand Workbench

Demand Workbench enables you to view purchase requisitions. Various views are available (for example, My Late Requisitions, My Requisitions for Services etc.) and you can personalize the views or create new ones. If you need to create a view that filters out requisitions for a particular operating unit, click the Personalize button to create / modify a view. Additionally Demand Workbench enables you to return or reassign purchase requisitions if required. If you need to return a purchase requisition to the requester, clicking on the Return button removes the purchase requisition from the requisition pool. The usage of the Add button is described in the Document Builder section.

The View region of the Demand Workbench enables you to see requisitions according to the view criteria. By default the View region displays each requisition line with information about the Operating Unit (OU), Requisition number, Line number, Informational flag (whether the line is Informational or not), Option line indicator (Base or Option line), Item/Job, Qty, Price, Currency, Need-by, Source.

There are predefined searches (views) that are available within the Demand Workbench. Additionally, any personalized views that you have created are also displayed. To use a view, select the view from the View drop down menu and click Go. You can use these views to search for requisitions as follows:

- My Late Requisitions - This view displays requisitions that are past the need-by date entered by the requester. That is, the need-by date on the requisition is prior to today's date.
- My Requisitions - This view displays all requisitions assigned to the buyer. Requisitions can be assigned to a particular buyer when the requisition was created.
- My Requisitions for Goods - This view displays requisitions for goods assigned to the buyer.
- My Requisitions for Services - This view displays requisitions for services assigned to the buyer.
- My Requisitions Requiring a Solicitation - This view displays requisitions lines that require a Solicitation.
- My Requisitions with a New Supplier - This view displays requisitions that suggest a supplier who has not yet been defined to the system (Oracle iProcurement can create requisitions and suggest a supplier that does not yet exist in the system).
- My Requisitions with a Suggested Supplier - This view displays requisitions that are sourced to a supplier.
- My Urgent Requests - This view displays requisitions that the requester marked as urgent.
- Unassigned Requisitions- This view displays requisitions that have not been assigned to a sourcing buyer.
- Personalized Views - You can create your own specialized views that display only those requisitions in which you are interested.

Use the Advanced Search function to create a combination of search criteria that helps locate the appropriate requisitions. To use the advanced search function click the Search button.

Search enables you to find requisitions based on criteria such as Buyer, Requisition, Category, and/or Supplier. Add additional search criteria by selecting a value from the Add Another LOV. Some fields that you can use as search criteria are: Priority Code, Issuing Office, Suggested COTR Office Address, Suggested COTR Office Contact Name, Suggested Award, etc. A list appears displaying all possible search criteria (for example, you may wish to also search on Item Description).

When performing advanced searches, you can choose to require entries to match all the search values or allow them to match any of the search values.

- *Search results where each must match all values entered* - Require entries to match all the search values you enter. For example, qualifying requisitions might be required to have the buyer be John Smith and the ship to location be New York. In this case, any qualifying requisitions must match both search values.

- *Search results where each may contain any value entered* - Allow entries to match any of the search values. For example, qualifying requisitions might be allowed to have the buyer be Pat Stock or the ship to location be San Francisco. In this case, the qualifying requisitions can match either or both search values.

- Use the Find icons to search for and select search values. When you have finished specifying your search, click Go (clicking Clear resets the search value fields).

> **Note:** Please note that you cannot perform the following actions in Demand Workbench for CLM documents: Replace, Update from Catalog Favorites, Splitting a CLIN/SLIN structure.

## AutoCreate Using Document Builder

When you have located the requisitions you wish to include in your document, use the Document Builder to create a new document.

1. Scroll the Demand Workbench page to the right.

2. Select a Document Builder Document Type. This indicates the outcome you expect from the Document Builder. The values you can select are: Add to Award, New Award, New Solicitation.

3. Select an operating unit for the outcome document by clicking the OU Find icon and selecting an entry from the OU results.

4. Select your requisition line(s) by selecting the checkbox in the Select column for each Requisition row.

5. Click Add to put the lines in your document. Lines that can be added can be CLINs, SLINs or Informational lines. If you select a CLIN to add, the entire CLIN/SLIN structure (if one exists) gets added to the award.

6. To create the document, scroll right. Enter any additional information your document type requires and click Create. Optionally enter an IDV to reference, a Supplier and Supplier Site, Currency, Award Type (these are not mandatory fields). The Document Style is defaulted on the Document Builder, you can change it, if required.

7. If you wish to clear the document builder and start creating the document again from the beginning, click Clear.

8. If you would like to update additional information such as IDV Line Reference, PO Line Number, etc., while creating the order, enter the changes and click Update.

9. The selected document type is displayed.

10. Complete the document and click Create.

11. If you select New Award or Add to Award, the Update Award page is displayed. If Oracle Sourcing is licensed and implemented, and you selected New Solicitation, the Oracle Sourcing Negotiations page is displayed.

    Please note that when Add to Award is selected, one of the following actions takes place:

    - If the selected Award is not approved, then the lines will be added to the selected award.

    - If the selected Award is approved and no unapproved modification exists, a new modification is automatically created.

    - If the selected Award is approved and an unapproved modification exists, the lines are added to the modification.

        **Note:** Using Document Builder, default grouping method is not supported during AutoCreate.

## Funding Modifications from new Requisitions

In order to enable users to incorporate and use funds from a purchase requisition line to an existing line on an award modification, the functionality Add Funds to Modification is provided in Document Builder. This is usually required while exercising an option or providing incremental funding. Despite the fact that you can add funds to a modification using purchase requisition amendments, some federal agencies prefer to use separate purchase requisitions so that the lifecycle of purchase requisitions can remain short and the request to add funds is tracked separately from the original requisition.

**Supported Scenarios – Linking purchase requisition lines to modifications**

Please note that the following requisition line types can be used to fund modifications: standalone Priced CLIN requisition lines and Priced CLIN requisition lines that have Informational Funded SLINs.

> **Note:** A standalone Priced CLIN is a CLIN without sub-lines or options.

- Standalone Priced CLIN requisition lines can be used to fund the following modification lines:

  1. Priced CLIN with funds
  2. Priced SLIN with funds
  3. Exercised Option Priced CLIN with funds
  4. Exercised Option Priced SLIN with funds
  5. Unexercised Option Priced CLIN
  6. Unexercised Option Priced SLIN

  In this process, new distributions are created under the target shipment and the following information is defaulted from the source distribution:

  - Charge Account
  - Funded Amount
  - Requester
  - Requisition Number
  - Deliver-To Location
  - Distribution Amount
  - Distribution Quantity

- Priced CLIN with Info Funded SLINs requisition lines can be used to fund the following modification lines:

  1. Priced CLIN with Info Funded SLIN
  2. Unexercised Option Priced CLIN

  If the modification consists of an unexercised option priced CLIN/SLIN, after linking the requisition lines to the modification, the option line is now checked as

Exercised with the exercised date as the system date. Thus a new distribution is displayed in the Distributions tab for the exercised option line. This new distribution display data from the corresponding distributions in the source requisition line for the following fields:

- Charge Account
- Funded Amount
- Requester
- Requisition Number
- Deliver-To Location
- Distribution Amount
- Distribution Quantity

When priced CLINs have Informational funded SLINs, the destination line that is created is also a priced CLIN that has informational funded SLINs. When linking is performed in Document Builder, all the sub-lines under the requisition CLIN are created as new sub-lines under the CLIN corresponding to the destination shipment in the modification.

**User Procedures**

1. Using the appropriate CLM Purchasing responsibility, navigate to the Requisitions tab in Buyer Work Center.
2. Select one or more requisition lines using the Select checkbox.
3. Scroll to the right and in the Document Builder window, select the value Add Funds to Modification from the Type LOV. Ensure that the correct Operating Unit is selected.
4. Click Add (next to Select Requests:, above the requisition lines).
5. The Document Builder window shows you the recently added items and also enables you to now select the modification that you wish to link the requisition line(s) with. Click the Search icon to add the modification number you wish to link the requisition line(s) with. The Style field (below the Modification number field) automatically gets populated with the original document style name.
6. Click Update to open the Add Funds to Modification page. The Modification number and corresponding document Style are displayed at the top of this page.
7. Using the Requests region, you need to select a destination shipment for the linking

to take place. Use the Search icon at the Shipment column (this is a mandatory column) to select the shipment you need to link the requisition line to.

8. Click Create to confirm the linking process you initiated. You can remove a requisition line that is eligible for linking by clicking the Remove icon at each eligible requisition line that displays in this page.

9. The modification page opens at the Header tab and you can navigate to the Lines, Schedules and Distributions tab to view the newly added lines/distributions.

10. In the Distributions tab, you can see that the funding from the purchase requisition lines has been added to the tab. You can update the new distribution(s) and make further changes, if required. You may need to update the quantity at the distribution level to ensure that the total distribution quantity is equal to the shipment quantity.

**Status of Linked Purchase Requisition Lines**

After you have manually linked one or more purchase requisition lines to a modification or award, the requisition lines now have the Modification Number and/or Award Number field populated with the linked modification/award number. You can see this referenced number in Oracle CLM iProcurement. The purchase requisition lines are neither available in the demand pool (Demand Workbench), nor are they available in the Desktop Receiving pages of Oracle CLM iProcurement.

## Workload Assignments

To use the Workload Assignments page in Buyer Work Center, please refer to the Workload Assignments page section, page 2-27 in this chapter.

The Workload Assignment functions can be accessed from Requisitions page in Buyer Work Center. The Workload Administrator can first navigate to the Requisitions page and select one or more requisition lines, then choose a value from the Workload Assignment LOV and click Go. The Workload Assignment LOV displays the following options: Create New Assignment, Add to Existing Assignment, Remove Lines from Assignment.

**Create New Assignment**

The Create Workload Assignment page is used to create new workload assignments by the Workload Administrator. The Create Workload Assignment page displays with the general information about the workload assignment (such as Workload Assignment Number, Buyer, Assignment Milestone Template, Status, etc.) at the top of the page. You need to select a Buyer and Assignment Milestone Template from the respective LOVs. You can enter a value for the Estimated Days field, if it doesn't default from the Assignment Milestone Template.

If you have specified an Assignment Milestone Template for the workload assignment, the milestones associated to the template are displayed in the Milestones region.

Otherwise, you can specify milestones (even without a template) for a workload assignment.

Select a Milestone Type from the Type LOV: System or User. If you select System, the Milestone Name field displays a Search icon next to it, and you can find a system milestone from the search window to use in this workload assignment. The Description is defaulted in the Description field and you can enter a value in the Estimated Days field.

If you select User as the Milestone Type from the Type LOV, you need to provide all the details of the milestone (such as the Name, Description and Estimated Days) by entering them and then clicking Apply.

You can add or remove milestones as well: Click the Delete (trashcan) icon in the Remove column to delete a milestone. Use the Add Milestones button to add one or more milestones for this workload assignment.

The Requisition Lines region displays all the requisition lines that you selected in the Requisitions page to be added to this new assignment.

Click Apply to save your work and create a new workload assignment. Otherwise click Cancel to discard your changes. If you click Apply, the buyer receives a notification that the new workload assignment has been assigned to him/her.

Click View Buyer Workload to see the buyer workload for all buyers. All buyers are displayed in the View Buyer Workload page, along with the number of assignments they have been given. All workload assignments are summed by currency for a given buyer and the total is displayed in each row for a buyer. Thus, a buyer may have more than one set of assignments associated to him, because the currencies vary for each set of workload assignments. You can search for an individual buyer as well, by using the Buyer LOV, and entering the buyer name in the Search window. The search results display workload assignment information only for that buyer.

**Add to Existing Assignment**

The Add to Workload Assignment page is used to add requisition lines to an existing workload assignment by the Workload Administrator. If the Workload Administrator selects Add to Existing Assignment from the Workload Assignment LOV in the Demand Workbench page, the Add to Workload Assignment page displays. The top region of the page displays the Workload Assignment Number LOV, from which you can select a workload assignment that has a status of Assigned or Suspended. Select a workload assignment number from the LOV, and the rest of the information gets populated in the page. For example, the Buyer Name and the Estimated Days fields etc, display with the values from the workload assignment number you just selected.

The Milestones region displays the milestones associated with the workload assignment you wish to add the recently selected requisition lines to.

Additionally, the Requisition Lines region displays all the requisition lines (previously added and newly added) that are part of the workload assignment. Note that you can add requisition lines with identical currencies to a workload assignment only.

The Action History region displays the history of actions that the Workload Administrator has performed on previously added requisition lines, for example, Suspended or Resumed.

Click Save if you want to add the requisition lines to this workload assignment, otherwise click Cancel.

**Remove Lines from Assignment**

If the Workload Administrator selects this option from the Workload Assignment LOV and clicks Go, the selected requisition lines will be unassigned from the assignments (if any). If successful, a message will display informing the user that the selected requisition lines were successfully removed from the assignment. The Assignment column in the Requisitions page will no longer display the workload assignment number.

> **Note:** If any one of the milestones in the assignment is completed, the Workload Administrator cannot remove a requisition line from that assignment.

## Summary

Search for requisitions based on the content of their headers, lines, and distributions by clicking the Summary tab. Note that you can save your search as a personalized view.

When the page refreshes, you see all requisitions that matched the criteria for that view/search. For multiline requisitions, there is an entry for every requisition line (for example, you might see two entries: requisition 12345, line 0001; and requisition 12345, line 0002). If you see a requisition with multiple lines, but some of the lines are absent from the list, those lines have already been processed.

Sort the results by clicking any column header.

View the requisition and requisition line information by clicking the Requisition and/or Line links.

## Amendments

View the lines of the approved requisition amendments in the Amendments tab of Buyer Work Center. Only those requisition amendment lines that have been referenced in the award are displayed in this tab. Changes to the amendment lines can be implemented in the following scenarios:

- Header has been changed. Click Review and Implement, the Amendment Changes page displays, showing you the change history for the line. Click Accept to accept the changes. The draft award displays, enabling you to enter your changes manually. If the award has a status of Approved, a message displays, prompting you to create a modification, using which the changes can be applied.

Click Reject if you do not wish to apply the changes. The line is removed from the Amendments tab. It is not visible again in the Amendments tab and does not reappear in the search results rows when you query for requisition amendment lines again.

- If you have added a new SLIN (which can be a priced or informational SLIN with funding) as part of the requisition amendment, the new SLIN is automatically updated in the award or solicitation on clicking the Accept button.

- If you have added a new distribution to the requisition amendment, the new distribution information is automatically updated in the award on clicking the Accept button.

- Implementing multiple amendment lines: You can either select and accept/reject one amendment line or multiple amendment lines and accept or reject them using a single action (Accept or Reject).

  To accept or reject multiple lines, please ensure that all the selected lines belong to same Award.

If the amendment line you are accessing is part of a modification that is undergoing approval, the amendment cannot be accepted until the modification gets approved.

Click Review and Implement to view and the requisition line changes that will be made to the award or solicitation. The Amendment Changes page displays the changes made to the line or lines of the requisition. The associated award number is also displayed and once you have entered your comments in the Comments field, click Accept or Reject.

When accepting the changes by clicking Accept, the draft Awards page displays, enabling you to enter the changes manually in case of header level changes. If the Award has been approved, you will get a message, prompting you to enter a modification for updating the Award with the changes.

When rejecting the changes by clicking Reject, a page displays where you need to enter comments. The rejected lines are flagged as Rejected in the amendment and will be removed from the amendment list. They will not be available to the buyer and if required, the requester has to create a new amendment line. Any comments that are made by you are visible to the requester in the lifecycle page of the requisition amendment line.

For more information on Requisition Amendments, please refer to the *Oracle Contract Lifecycle Management for Public Sector iProcurement User Guide*.

For more information on implementing amendments in solicitations, please refer to the *Contract Lifecycle Management for Public Sector Sourcing User Guide.*

## Awards

A CLM Award document outlines the agreement between the government and a supplier to provide goods and/or services. The Award itself describes the goods and/or services to be provided, incorporates or references terms and conditions, and obligates the government to payment terms. An Award can be stand alone or reference an IDV. An Award becomes legally binding when either signed by both parties or once performance by the supplier is initiated.

> **Note:** Please note that the change order process and contractor request functionality are not supported in CLM.

## Indefinite Delivery Vehicles (IDVs)

When an agency identifies a strategic need for supplies and/or services, such as a long term requirement for desktop computers across the agency for an extended period of time, the agency may negotiate an Indefinite Delivery Vehicle (IDV) to fill those strategic needs. IT Services is another example where a Procurement office would issue an IDV to meet the needs of a currently undefined requirement over a specified period of time. Almost all IDVs contain Terms and Conditions under which both parties agree to operate, and in some cases contain line items and item numbers for supplies and services, with minimum and maximum quantities for each. The IDV itself is not a funded Award, but may have similar requirements for approvals as other Award documents and serves to be an ordering vehicle for future Delivery Orders.

There are two types of IDVs - Agreements and ID/IQ contracts. Agreements are further classified as Basic Ordering Agreement (BOA), Basic Agreement or Blanket Purchase Agreement (BPA). ID/IQ contracts are further classified into Requirements, Indefinite Quantity or Definite Quantity.

An IDV created in Purchasing is established to identify the specifics of needed goods/services. The IDV is utilized when some information about the requirement is known prior to the actual purchase. For federal procurement transactions, there are specific elements that need to be made available on the IDV for the contracting specialist to capture.

For more information, please refer to the IDVs chapter, page 4-1.

### Orders Referencing IDVs

An order referencing an IDV is placed against an established contract or agreement or with Government sources. This is an order that references an existing IDV as the source document. When an order is issued, it inherits the terms and conditions of the parent IDV, as well as information from the initiating purchase requisition.

For more information, please refer to the Orders Referencing IDVs chapter, page 5-1.

## Modifications

A Contract Modification may be issued for any reason following FAR-compliant Awards and non-FAR Awards. Usually the rationale includes a needed change to the requirements/deliverables or Terms and Conditions of the Award or may be issued to execute an Option line on an Award, or to increase incremental funding on a line or sub-line or increase/decrease the scope of the acquisition. Modifications may also be issued to make Administrative changes to an Award, such as effecting a change to an address of one of the Government parties to the contract, or to revise a named point of contact in a Procurement office. In all cases the Modification is a separate document, sometimes with specific Terms and Conditions that apply to that Modification alone, and with a separate approval process and sometimes requiring the signatures of both the Procurement office as well as the supplier while other times being issued without requiring the signature of the supplier. Once approved and signed as required, the Modification becomes part of the Award.

For more information on creating and using Modifications, please refer to the Modifications chapter, page 6-1 in this guide.

## Deliverables tab

Federal agencies enter into contractual agreements with their trading partners, and as part of the contractual agreement will have commitments to fulfill. The commitments on the documents, besides products and services bought or sold, are classified as deliverables, under the Terms and Conditions of the business document. In addition to the contractual commitments that federal agencies need to fulfill, they might define other internal tasks that contribute to the overall execution of the business document.

You can define deliverables as part of the contract template creation process. If a business document refers to a contract template, all deliverables associated to that contract template are copied to the business document.

> **Note:** You can only define deliverables for contract templates with the Buy intent.

When a contract template is applied to a business document, you can update the deliverables that have become part of the business document, and you can create new deliverables specifically for the business document.

If you want to see information about deliverables in the preview output of a business document, you must create one or more special "deliverables" clauses. For more information, see Deliverable Variables in Clauses.

You can perform the following operations on deliverables in contract templates and business documents:

1. Creating and Updating Deliverables

2. Viewing Deliverable Details

3. Reordering Deliverables

4. Deleting Deliverables

For deliverables in business documents, you can check which deliverables are overdue, and if any responsible party failed to perform one or more deliverables. In addition, you can update the status of the deliverables in the business documents.

For more information, please refer to the *Oracle Procurement Contracts Implementation and Administration Guide.*

## Negotiations tab

The Oracle Sourcing Negotiations page is the starting place for all your sourcing tasks. The tasks you can perform are organized into functional areas and are accessible from different tables and links. The main regions in this page are:

1. Searches

2. Published Negotiations

3. Quick Links

4. Containers

For more information on the Negotiations page, please refer to the *Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide*.

## Suppliers Tab

Define suppliers to record information about individuals and companies from whom you purchase goods and services, and to record information about employees whom you reimburse for expense reports. If your supplier does business from multiple locations, you store supplier information only once, and enter supplier sites for each location. Different supplier sites can function as pay sites, purchasing sites, or procurement card sites. For example, for a single supplier, you can buy from several different sites and send payments to several different sites. Most supplier-level information automatically defaults to all supplier sites to facilitate supplier site entry. However, you can override these defaults and have unique information for each site.

You use the Suppliers Tab to complete the following actions:

- Create new suppliers, page 2-15

- Search for suppliers and do a quick update, page 2-16

- Enter Company Profile Information, page 2-18
- Enter Terms and Controls, page 2-24

For detailed information on the fields that appear on the supplier definition pages, see: *Oracle Payables User Guide* and *Oracle iSupplier Portal User Guide*

## Suppliers

Use the Create Supplier page to create a new supplier.

To create a new supplier, complete the following steps:

1. Click the Create Supplier button on the Supplier Tab. Select the Supplier Type. You can choose from Standard Supplier and Supplier used to process expense payments to internal employees.

2. If you select Standard Supplier, enter the following details:

   - Enter the Organization Name of the Supplier Organization. This is a mandatory field.
   - Enter the Alias and the Name Pronunciation.
   - Enter the D-U-N-S number, which is the unique nine-digit Dun & Bradstreet Number associated with the organization.
   - Enter the supplier site URL.
   - Select the Context Value for the supplier.
   - Enter a unique Supplier Number.
   - Select the Tax Country associated with the supplier.
   - Enter the Tax Registration Number associated with the supplier.
   - Enter the Taxpayer ID associated with the supplier. This could be a corporation or partnership's federal identification number/federal tax ID.
   - Enter the Supplier Home Page URL.
   - Enter the Trading Partner associated with the supplier.

3. If you select Supplier used to process expense payments to internal employees, enter the following details:

   - Select the Employee Name. This employee will perform the role of the supplier used to process expense payments to internal employees. Once you select the Employee Name, the application automatically displays the Employee Number.

- Select the Operating Unit.

- Select the relevant check boxes to Create Payment Site. You can select Home, Office, and Provisional.

- Enter the Supplier Number. This is a mandatory field.

- Enter the Supplier Home Page URL.

- Enter the Trading Partner associated with the supplier.

4. Click Apply to create the new supplier, or click Cancel to discard your changes. Once you click Apply, the Quick Update page displays. You use this page to update information about the supplier you created, and to enter additional information about Supplier Sites, Company Profile, and Terms and Control.

   See: Quick Update, page 2-16

5. Enter supplier and site information in the appropriate Company Profile and Terms and Controls pages.

   See: Company Profile Information, page 2-18

   See: Terms and Controls, page 2-24

## Quick Update

The Quick Update page is the default page that the application displays when you initially access the profile details for a supplier. The page provides access to the main Hold flags for the supplier, along with site-level key purchasing and payment setup attributes. Use the Quick Update page for routine maintenance of supplier profile information.

To complete a quick update, do the following:

1. Update the Supplier Name, if required. You cannot update the Supplier Number.

2. Update the Alternate Supplier Name, if required. You cannot update the Registry ID.

3. Enter an Inactive Date to prevent invoice or award entry for this supplier after this date.

4. Update the Alias, if required.

5. Select the All New Awards Hold to prevent new awards being created for the supplier. Select the Hold All Invoices, Hold Unvalidated Invoices, or Hold Unmatched Invoices check boxes to hold payment options for supplier sites. Holds that you apply manually, prevent payment for an invoice.

6. Click the Site Details tab to maintain additional supplier attributes for each supplier site. The sites associated with the Supplier display in the results table. The Site Name and the Operating Unit display. Enter the following additional details:

   - CAGE - this is the Commercial and Government Entity Code, which is a five-character ID number. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the site level and you cannot edit it.

   - Legal Business Name - this is the name of the person or entity that owns a business. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.

   - Doing Business As - this is the name under which the business or operation is conducted such as a franchise, licensee name, or an acronym. This is not the legal name of legal person or persons who own it. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.

   - Division Name - this is the name of the division. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.

   - Small /Other Than Small - this identifies the size (small, other-than-small) of the vendor. You can enter a value for this field if the supplier is a Non CCR supplier. The application automatically displays this field for CCR Suppliers at the supplier site level and you cannot edit it.

   - CCR Registration Indicator - This identifies whether the vendor is registered with CCR. The application automatically displays this field for CCR suppliers and you cannot edit it. This field does not display for Non CCR suppliers.

   - CCR Registration Status - This identifies the current status of vendor registration with CCR. CCR maintains a extract code as A (Active) and E (Expired). The application automatically displays this field for CCR suppliers and you cannot edit it. This field does not display for Non CCR suppliers.

   - CCR synchronized Date - This identifies the date the vendor record was last synchronized with CCR and is included in the PO during approval. The application automatically displays this field for CCR suppliers and you cannot edit it. This field does not display for Non CCR suppliers.

- Debarred displays the Debarment Indicator. This could be Yes or No.
- Debarment Start Date - this indicates the start date of supplier site Debarment.
- Debarment End Date - this determines the end date of supplier site debarment.
- Enter any Comments.

7. Click Create to create addresses. On the Create Address: Site Creation page that displays, select the Address Name. The Address Details Purpose, Supplier Name, and Supplier Number are displayed. Select the appropriate Operating Units, and select Override Default Site Attributes, if applicable. Click Apply.

8. Click the Key Purchasing Steps tab to specify the purchasing and payment options for supplier sites. These options default on the Supplies Terms and Controls pages which you can override, if necessary.

9. Click the Key Payment Steps tab. The results table displays details of the Site Name, Operating Unit, Invoice Amount Limit, Invoice Tolerance, Invoice Match Option, Invoice Currency, Hold from Payment, Payment Hold Reason, Services Tolerance, Payment Currency, Payment Priority, Pay Group, Deduct Bank Charge from Payment, Terms, Terms Date Basis, Pay Date Basis, Retainage Rate (%), Always Take Discount, and Exclude Freight From Discount.

## Company Profile Information

These pages contains all of the personal information about the supplier, their identity and their type of business. If you have implemented Oracle iSupplier Portal, you can give suppliers access to most of the profile details so that they can maintain the information for you. Any updates that the supplier provides are handled as change requests that require approval by an internal administrator.

See: Amendment *Oracle CLM for Public Sector iSupplier Portal User Guide*

Use the Company Profile Information to enter details about the following:

- Organization, page 2-19
- Tax Details, page 2-20
- Address Book, page 2-21
- Contact Directory, page 2-22

- Business Classifications, page 2-22
- Products and Services, page 2-23
- Banking Details, page 2-23
- Surveys, page 2-24

**Entering Organization Details**

To enter organization details, complete the following steps:

1. Enter the Supplier Name. This is mandatory.
2. Enter the Supplier Number. This is mandatory.
3. Enter an Alternate Supplier Name.
4. Enter the SIC or Standard Industry Code.
5. Enter the National Insurance Number.
6. Select the Organization Type.
7. Search and select the Parent Supplier Name, if applicable. The Parent Supplier Number displays.
8. Enter the Customer Number. This is the number your supplier uses to identify your enterprise.
9. Select the One Time check box to indicate that you do not expect to do repeat business with the supplier.
10. Select the CCR check box to indicate that the Supplier is registered with the Central Contracting Registry (CCR).
11. Enter an Inactive Date, if required. This is the date from which the supplier or supplier site will no longer appear on a supplier list of values.
12. In the Global Details region, select the Context Value from the list.
13. In the Additional Information region, enter the Supplier Home Page and Trading Partner details, as applicable.
14. In the Organization region, enter the D-U-N-S Number, which is the unique nine-digit Dun & Bradstreet Number associated with the organization.
15. Search for and select the relevant Legal Structure associated with the organization.

16. Enter the Principal Name.

17. Enter the Year Established, Incorporation Year, and Control Year.

18. Enter the Mission Statement for the organization.

19. Enter the Chief Executive Name, Chief Executive Title, and Principal Title.

20. In the Total Employees region, enter the Organization Total and Corporate Total.

21. Select the Organization Total Type and Corporate Total Type to indicate if these totals are Actual or Estimated.

22. In the Tax and Financial Information region, enter the Taxpayer ID, which is the Supplier's Tax Identification Number (TIN).

23. Enter the Supplier's Tax Registration Number. The Supplier's VAT Number is displayed.

24. Select the Fiscal Year End from the list.

25. Select the Federal Agency check box to indicate that the supplier is a federal agency.

26. Enter the Analysis Year, Currency Preference, Annual Revenue and Potential Revenue.

27. In the Basic Information region, select the Context Value. Click Show Additional Basic Information or Hide Additional Basic Information as required.

28. In the Attachments region, search for and select an attachment to add. Alternatively, click Add Attachment to upload a local attachment or a document catalog.

29. To upload a local attachment, accept the default Desktop File/Text/URL from the Add menu. Give the attachment a title, description, and select a Category value to indicate its original source. Browse to the location of the attachment and select it, and click Apply.

30. To upload an attachment from the document catalog, select From Document Catalog from the Add menu, and search on the document title, or expand the search options to use additional search fields. Select the document, and click Apply.

**Entering Tax Details**

To enter tax details, complete the following steps:

1. In the Income Tax region, enter the Taxpayer ID.

2. Select the appropriate Reporting check boxes. Select the Federal check box if the

supplier is reportable to a federal taxing authority. Select the State check box if the supplier is reportable to a state taxing authority.

3. Select the Allow Withholding Tax check box to allow withholding taxes for the supplier and supplier site.

4. In the Default Controls area of the Transaction Tax region, select the Rounding Level and Rounding Rule to apply to all invoices and tax registration records of the supplier.

5. Select the Set Invoice Values as Tax Inclusive check box, as applicable.

6. In the Tax Registrations region, search for and select a tax registration based on criteria such as Default Reporting Country Name, Default Reporting Tax Registration Type, and Default Reporting Registration Number. From the results table, click Update to update existing tax registration details, or Remove to remove the tax registration details associated with the supplier. Alternatively, click the Create button to create new Tax Registration Details.

7. On the Create Tax Registration Details page that displays, select the Tax Regime Code from the list. This is a mandatory field.

8. Select the Tax, Tax Jurisdiction Code, Company Reporting Name, Tax Registration Type, Tax Registration Number, Tax Registration Status, Legal Registration Address, Tax Registration Reason, Source, Issuing Tax Authority, and the effective dates. Select the Set as Default Registration check box to set these tax registration details as the default for the supplier.

9. In the Invoice Controls region, select the Rounding Rule from the list, and select the Set Invoice Values as Tax Inclusive check box as applicable.

10. In the Associated Fiscal Classifications region, click Add Another Row to add a Fiscal Classification. Select the Fiscal Classification Type Code, Fiscal Classification Code, Fiscal Classification Name, and enter the Effective From Effective To dates. Click Remove to remove the row.

11. In the Supplier Sites region, click Create to create a new Supplier Site. On the Create Address: Site Creation page that displays, select the Address Name. The Address Details Purpose, Supplier Name, and Supplier Number are displayed. Select the appropriate Operating Units, and select Override Default Site Attributes, if applicable. Click Apply.

**Adding Addresses**

To add addresses, complete the following steps:

1. On the Address Book page, you can search for an address to update or remove. To create a new address, click Create.

2. On the Create Address: Confirm Details page, in the Address Details region, select the Country. This is mandatory.

3. Enter the Address Lines, City, County, State, and Postal Code.

4. Enter the Address Name. This is a mandatory field.

5. Enter the Global Location Number, Addressee, Geography Code Override , and select the Language, and Context Value.

6. In the Contact Details and Purpose region, select the Update to all new sites created for this address check box to use the contact details on all new sites you create for the address. Enter the Phone Area Code and Phone Number. Enter the Fax Area Code and Fax Number. Enter the Email Address and select the Address Purpose.

7. In the Business Classifications region, select the Applicable check box adjacent to the appropriate classifications, and select the Minority Type, if applicable. Enter the Certificate Number, Certifying Agency, and Expiration Date of the Classification. Click Apply.

   **Note:** The Business Classifications entered at the Vendor Level default for the addresses. You can retain this or update it at address level. Any site that uses an address will have the business classification information defaulted and you can change it at site level for a given DUNS if required.

### Adding a Contact Directory

To add a contact directory, complete the following steps:

1. On the Contact Directory Page, click Create.

2. On the Create Contact page, select the Contact Title. Enter the First, Middle, and Last Names of the contact. Enter the Job Title, Department, Email Address, and Phone and Fax details of the contact. Enter an Inactive Date to make the contact inactive from the specified date.

3. Select the Create User Account for this Contact check box to create a user account for the new contact.

4. From the Addresses for Contact region, click Add Another Row to add an address for the contact. Click Apply.

### Entering Business Classifications

To add business classifications, complete the following steps:

1. On the Business Classifications page, select the Applicable check box for all

classifications you require, and select the Minority Type, if applicable. Enter the Certification Number, Certifying Agency, and Expiration Date of the certificate. Select the appropriate status from the list.

2. Click Save.

   **Note:** Supplier level business classifications do not default on to addresses, during prospective supplier registration process. If you have already defined Business Classification information against a supplier at the supplier header level, then it automatically defaults on to any new address that is created for that supplier. Once Business Classification information is defaulted on to address level and is stored at address level, it cannot default again for existing addresses, from the supplier level. You must then make changes at the address level only. It is possible for two sites using the same address to have different business classifications.

#### Adding Products and Services

To add products and services, complete the following steps:

1. On the Products and Services page, click Add to add a new product or service.

2. On the Add Products and Services page that displays, select the appropriate radio button to search for products and services, view the Sub-Categories, and select the Applicable check box to select the product or service. Click Apply.

#### Entering Banking Details

To enter banking details, complete the following steps:

1. On the Banking Details page, select the Account Assignment Level from the list. You can choose from Supplier (default), Address, Address - Operating Unit, and Site.

2. In the Payment Details region, click Add to search, select, and add a bank account.

3. Click Create to create a new bank account.

4. On the Create Bank Account page, the Payee Name, Payee Site, Internal Organization, and Supplier Site Name display automatically.

5. Select the Country from the list. Select the Allow International Payments check box, if applicable.

6. In the Bank region, you can choose from an existing bank or branch, or add a new bank.

   If you search for an Existing Bank, then you can search on the Bank Name or Branch

Name. The Bank Number, and the Tax Payer ID display automatically. If you search on the Branch Name, the Branch Number, BIC, and the Branch Type display automatically.

If you select the Create New Bank option, then you must enter the Bank Name, Bank Number, and the Tax Payer ID. You can select the Branch Name, or opt to create a new branch. If you opt to create a new Branch, then, you must enter the Branch Name, the Branch Number, BIC, and the Branch Type.

7. In the Bank Account region of the Create Bank Account page, enter the Account Number. This is a mandatory field. Enter the Check Digits, IBAN, Account Name, and Currency. Click Apply.

**Updating Surveys**

As part of the supplier profile, you can update custom questionnaires that you can use to gather feedback from suppliers' surveys.

1. From the Surveys page, click the Update icon adjacent to the survey.

2. Make the necessary updates, and click Apply.

## Terms and Control

Use the Terms and Control pages provide access to all of the attributes that are used to control the business relationship you have with the supplier. These include:

- Accounting, page 2-24
- Tax and Reporting, page 2-25
- Purchasing, page 2-25
- Receiving, page 2-26
- Payment Details, page 2-26
- Relationship, page 2-27
- Invoice Management, page 2-27

**Accounting Information**

To enter Accounting Information, complete the following steps:

1. On the Accounting page, select the Ledger, Site Status, Site Name, and Operating Unit and click Go to search for a supplier site.

2. The Liability tab displays the Liability Account and description for a supplier site's

invoices.

3. The Prepayment tab displays the prepayment information for the supplier.

4. The Bills Payable tab includes details of future dated payments and the future dated payment account you want to use.

5. The Distribution Set. tab includes the default Distribution Set for all invoices entered for the supplier site.

**Tax and Reporting**

Use the Tax and Reporting page to record supplier tax information to enable three defaults during invoice entry, and to provide tax reporting information.

1. Enter the Reporting Name. This is the tax reporting name for a supplier subject to United States Internal Revenue Service (IRS) income tax reporting requirements.

2. Enter the four character Name Control for federally reportable suppliers.

3. Enter the Verification Date. This is the date you received tax verification from the supplier.

4. Select the Organization Type from the list. This is the type of enterprise for this supplier.

5. Select the Allow Tax Applicability, Set for Self Assessment / Reverse Charge, and Allow Offset Taxes check boxes as applicable. Select the Tax Classification from the list.

6. Select the Tax Reporting Type Code from the list. The Data Type displays. Select the Reporting Code from the list. The Description displays. Enter the Effective From and Effective To dates. Click Remove to delete the information.

7. In the Supplier Site region, select the Income Tax Reporting Site check box if applicable. Click the Update Transaction Tax icon to make updates. Click Save.

**Purchasing**

Use the Purchasing page to enter purchasing defaults for your suppliers.

1. Select the All New Awards or the Create Debit Memo from RTS Transaction check boxes to define award holds, as applicable.

2. In the Search results table of the Supplier Sites region, the application displays the Site Name and the Operating Unit in the Purchasing tab. Select the Ship-To Location, Bill-To Location, and Ship Via values from the lists.

3. In the Self-Billing tab, the application displays the Site Name, Operating Unit, and

Pay On date. Select the Alternate Pay Site, Invoice Summary Level, Create Debit Memo from RTS Transaction check box, Gapless Invoice Numbering check box as applicable. The Selling Company Identifier displays automatically.

4. In the Freight tab, the application displays the Site Name and Operating Unit. Select the FOB (Free-on-Board) code for the supplier. Select the Freight Terms, Transportation Arranged, and Country of Origin, as applicable. Click Save.

**Receiving**

Use the Receiving page to enter receiving defaults for your suppliers.

1. Select the Enforce Ship-to Location. This determines whether the receiving location must be the same as the ship-to location:

2. Select the Receipt Routing. This is the default receipt routing that you assign to goods.

3. Select a value from the Match Approval Level list to perform online matching of invoices and original purchase orders.

4. Enter a value for the Quantity Received Tolerance. This is the maximum over-receipt tolerance percentage.

5. Select a value for the Quantity Received Exception. This determines how Oracle Purchasing handles receipts that exceed the Quantity Received Tolerance.

6. Enter the Days Early Receipt Allowed and Days Late Receipt Allowed to determine how Oracle Purchasing handles receipts that are earlier or later than the allowed number of days selected.

7. Select the Allow Substitute Receipts and Allow Unordered receipts check boxes as applicable.

8. Select a value for the Receipt Date Exception from the list and click Save.

**Payment Details**

Use the Payment Details page to specify the payment method and payment attributes associated with the supplier.

1. In the Payment Method region, select a default, if required, for the payment method. You can also enter an End Date if you require. Alternatively, click Add to add a new payment method.

2. In the Payment Attributes section, enter the Delivery Channel, Bank Instruction, Bank Instruction Details, Settlement Priority, and Payment Text Message in the Payment Delivery Attributes tab.

3. In the Payment Specifications tab, enter the Bank Charge Bearer, Payment Reason, Payment Reason Comments, and Payee-specified Payment Format. Select the Pay Each Document Alone, as applicable.

4. In the Separate Remittance Advice Delivery tab, select the Delivery Method, and enter the E-mail and Fax details. Click Save after entering the Supplier Site details.

**Relationship**

Use the Relationship tab to maintain the relationship details of suppliers.

1. Search for and select a supplier.

2. In the results region, view the Supplier Site, Remit To Supplier Name, Remit To Supplier Site, From Date, To Date, Primary, and Additional Information. Click Update to update the details. Alternatively, click the Inactivate icon to inactivate the supplier details. Click Save.

**Invoice Management**

Use the Invoice Management page to set the controls for holds on invoices.

1. Select the Invoice Currency.

2. Enter the Invoice Amount Limit.

3. Select the Invoice Match Option.

4. Select the appropriate Hold from Payment check boxes.

5. In the Invoice Payment Terms region, enter the Payment Currency, Payment Priority, Terms, Terms Date Basis, Pay Date Basis, and the Pay Group. Select the Always Take Discount, Exclude Freight From Discount, and Create Interest Invoice check boxes as applicable.

6. In the Supplier Sites region, search for the supplier site. You can see the Site Name and Operating Unit. Enter the Invoice Amount Limit, Invoice Tolerance, Invoice Match Option, Invoice Currency, Hold from Payment details, Payment Hold Reason, and Services Tolerance. Click Save.

## Workload Assignments page

A workload assignment consists of tasks (also called milestones) that the buyer needs to accomplish in the given timeframe. A workload assignment is created for pre-award activities, post-award activities and award administration activities. The Workload Administrator allots the requisition lines to the buyer for further processing. Thus, in an assignment, a buyer could create a solicitation, publish it, award it and approve the award. The buyer completes the assigned tasks (milestones) associated with the requisition lines within a given timeframe or does not. The workload assignment is then evaluated by the Workload Administrator as being completed on time or overdue.

If you have logged in using the CLM Workload Administrator responsibility, you will be able to see the Workload Assignment page in Buyer Work Center.

Only Workload Administrators can search for, view and update workload assignments for all buyers.

The search criteria provided for the Workload Administrator to find workload assignments are: Workload Assignment Number, Buyer, Status (Assigned, Cancelled Completed, Manually Completed, Suspended), Assignment Start Date. You can add another search criteria by selecting one of the values from the Add Another LOV and clicking Add. Select to display the search results that meet any criteria or all criteria from the radio buttons above. Enter search criteria values and click Go. The search results display in the region below.

The Actions column contains an Update (pencil) icon that enables you to update workload assignments that have a status of Assigned.

Click on the Update icon for a Assigned workload assignment, the Update Workload Assignment page displays. The top region of the Update Workload Assignment page enables you to view the general information of the page such as Assignment Milestone Template, Status, Buyer, Estimated Days, etc.

The Action region consists of the Action LOV that has the following values: Cancel, Manually Complete, Suspend. Enter a justification in the Reason field after you have selected an action from the Action LOV.

Cancel: Workload assignments that have a status of Assigned or Suspended can be cancelled. If you select Cancel, the status of the workload assignment at the top of the page displays as Cancelled and the requisition lines no longer remain assigned to any buyer. If all the requisition lines in an assignment are cancelled (via a PR amendment), the workload assignment is automatically cancelled. When a requisition line (which is a part of a workload assignment) is cancelled, it is automatically removed from the assignment.

Manually Complete: The Workload Administrator can manually complete an assignment even though some of the milestones are not yet completed. After this operation, the status of the workload assignment at the top of the page is Manually Completed. You can manually complete a workload assignment if the status is Assigned or Suspended.

Suspend: The workload assignment can be suspended if all the pre-award activities are on hold for the requisition lines assigned in the workload assigned. The time spent in the suspended state is not considered for procurement action time (PALT) calculations. You can suspend workload assignments that have a status of Assigned. If you select to suspend the workload assignment, the status at the top of the page displays as Suspended.

Resume: Only those workload assignments that have a status of Suspended can be resumed. When you select Resume from the Action LOV, the workload assignment status at the top of the page displays as Assigned.

> **Note:** The workload assignment can be updated only when it's status is Assigned or Suspended, not when it's status is Cancelled or Manually Completed or Completed.

The Milestones region enables you to view milestones associated with this workload assignment. You can remove a milestone by clicking the Delete icon at each milestone row. Click Add Milestones to add one or more new milestones to the workload assignment. New milestones can be added to a workload assignment until the assignment is Completed or Manually Completed. If the workload assignment is Cancelled, new milestones cannot be added.

The Requisition Lines region displays all the requisition lines associated with this workload assignment.

The Action History region displays all the actions you have performed on this workload assignment. For example, if you have suspended a workload assignment and then resumed it later, the Action History region displays Suspend and Resume, along with the Workload Administrator name (Action By), Date and Reason.

Click Apply to save your work for this workload assignment. Otherwise click Cancel to discard your changes.

Click View Buyer Workload to see the buyer workload for all buyers. All buyers are displayed in the View Buyer Workload page, along with the number of assignments they have been given. All workload assignments are summed by currency for a given buyer and the total is displayed in each row for a buyer. Thus, a buyer may have more than one set of assignments associated to him, because the currencies vary for each set of workload assignments.

You can search for an individual buyer as well, by using the Buyer LOV and entering the buyer name in the Search window. The search results display workload assignment information only for that buyer.

To allot workload assignments to buyers, you need to navigate to the Requisitions page in Buyer Work Center. Please refer to the section Workload Assignments for more information.

## Function Security for Workload Assignments

Workload assignment functions are provided only to the Workload Administrator and other buyers do not have privileges to create workload assignments. This privilege is controlled by FND Functional Security.

For more information, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

### Concurrent Program to update Completion Date

The concurrent program Compute Milestones Completion Date for Assignment updates the completion date for system defined milestones. This program can be scheduled on periodic basis to calculate the completion date of system milestones. User milestones can either be updated manually or a custom hook used along with this concurrent program is available to compute the completion date of user milestones.

## Using FAR and non-FAR Transactions

You can create either FAR or non-FAR transaction data depending on the responsibility you log in with. The value of the profile option PO: CLM Enabled controls the user access for a given responsibility. If you need to create both FAR as well as non-FAR transactions, then you must have two different responsibilities (one to access FAR data and the other responsibility to access non-FAR data). For example, using a single user login, you can be assigned two responsibilities to create FAR and non-FAR purchases within the same operating unit.

If you require to create and use both FAR and non-FAR transactions, please refer to the following guides:

- *Oracle Purchasing User's Guide*
- *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide (this guide)*
- *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

# 3

# Awards

## An Overview of Awards

In CLM Purchasing, an award is the result of a requisition to solicitation to award flow, however there are also scenarios where an award is made directly from a requisition containing the committed funding. You can create an award from a requisition using the Document Builder (Demand Workbench). Another award creation scenario: Information contained in the requisition document, along with accumulated data from a solicitation, is copied and reused in the award document. For example, requisition lines may be copied and moved to a solicitation document and, after completion of negotiations, copied and moved once again to the award without substantial change to the contents of the original line in the requisition. In cases where an award follows a solicitation using the Sourcing module, the authoring of the award is a straightforward process in that the terms and conditions and requirements are much the same as for the solicitation, and the award price will be derived from the offer submitted by the selected supplier. The award or solicitation could vary significantly from the original requirements on the requisition document. Based on the dollar amount of the anticipated award, approvals would need to follow for the award document itself.

In CLM, the following award types are created when there is no reference to an IDV (source document number):

- Award
- Negotiated Agreement
- Purchase Order

The following award types are created when you need to refer to an IDV (source document number):

- Delivery Order
- BPA Call

## Creating an Award

You can create Awards in CLM in various ways:

- Using Document Builder (AutoCreate) that is available by navigating to: Buyer Work Center > Requisitions > Demand Workbench. Select a Document Type and an Operating Unit in Document Builder. Then select one or multiple purchase requisition lines using the Select column checkbox and click Add to add the selected purchase requisition lines to the Document Builder. Then select an Operating Unit, Supplier and Currency and click Create. This creates an award from the purchase requisition lines.

- By not referencing a requisition and creating an award directly from Buyer Work Center > Awards: Use the Create LOV to select a document style for the award (complex work order, award, purchase order etc.) and click Go. An award is created and is displayed in the Create Awards page with the Header tab displayed.

- Create a requisition in Oracle CLM iProcurement and then create the Award using Document Builder by selecting the created requisition in the Demand Workbench and adding it to the Document Builder.

- From an Offer in CLM Sourcing: Create a solicitation and publish it, then enter surrogate offers for the solicitation. Select the supplier(s) and create the award in the Solicitation, the award is the outcome document.

> **Note:** Please note that when awards are closed after partial receipt or invoicing, the remaining unfulfilled quantities will not be recreated as new demand in requisitions.

In Buyer Work Center, the Awards page consists of a header, addresses and vendor details, line(s), schedules and distributions.

**Preferences Page**

As a user, you can specify the office address and contracts that you want to default on the Address and Supplier Details page. Using the options on the Preferences page, select values for the different office addresses and contacts. This enables you to save on data-entry time and effort, because the office addresses and contacts values that you specify in the Preferences page default on each document you create.

Click the Preferences link located at the top of the page to view and edit the default values that will appear on the award. The CLM Preferences (Office and Contacts defaults) link opens a region that enables you to select the Location and Contact for an Office Type (COTR Office, Payment Office, Issuing Office etc.). The selected master data defaults on the award in the Address and Supplier Details tab. You can change the values of the defaulted data on the specific award. This data on the award is retained, even if the preference settings change at a later point of time.

### Document Styles

Use the Document Styles window to create and update purchasing document styles. Purchasing document styles allow organizations to control the look and feel of the application to match the usage of the purchasing document. Through reusable document styles, organizations can turn on or off various Oracle Purchasing features, thereby simplifying the user interface. In addition, document styles provide the ability to define purchasing document names that align more closely with the naming conventions of your organization's business. When a purchasing document is created using a document style, disabled features are hidden. You can see the document styles with respect to FAR purchases in the Document Styles page.

> **Note:** Document styles only apply to authoring documents in the Buyer Work Center. Document styles are not organization specific.

Define document styles using the Setup > Purchasing > Document Styles page. For more information on setting up document styles in CLM, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

## Award Header

Navigate to Awards tab in Buyer Work Center. The Header sub-tab is displayed, where you can see the summary View region. A listing of awards with some of their details is displayed in the View region based on the default view. You can see all the awards to which you have access. For example, if you wish to see your Incomplete Awards, or your Approved Awards, you need to select the appropriate view. You can personalize your views as well. In order to change the emphasis of the summary view, click Headers, Lines, Schedules, Pay Items, or Distributions sub-tabs and the summary views will change accordingly.

> **Note:** Please note that modifications to awards display in a separate sub-tab under the main Awards tab.

Views are predefined searches for awards. To use a view, select the view from the View list and click Go. Use the following pre-defined views to search for awards:

- My In Process Awards - This view displays awards that have a status of In Process.
- My Incomplete Awards - This view displays awards that have a status of Incomplete.
- My Open Awards - This view displays all open awards assigned to the buyer.
- My Awards with Rejected Acknowledgments - This view displays awards that the Supplier has rejected.

- Personalized Views - You can create your own specialized views that displays only those awards in which you are interested. Click Personalize and the Personalize View page that displays enables you to create new views or modify existing ones.

Click Export to export the entire results of the search results (that is, the view). The results can be saved or viewed in a comma delimited file format. For example, select the My Approved Awards view and then click Export. The Export functionality saves all your approved award information in a comma separated values file, which can be opened as an MS-Excel spreadsheet.

## Using Search

Search for an award by clicking the Search button on the Header page. The Search page displays with some search criteria such as Award, Supplier, Buyer, and Approval Status. Additionally, you can add more search criteria fields by using the Add Another LOV. Some of the search criteria fields that you can use are: Operating Unit, Creation Date, Effective Date, Priority Code, Issuing Office, COTR Office Address, COTR Office Contact Name, etc. You can search by opting to meet all or any of the conditions that you set the values for. The search results display in the region below and you can select an award to perform an action, such as updating the award, deleting the award, creating a modification, viewing the PDF.

## Actions

You can perform actions on the awards that are listed in the view page or the search results page. For example, if the selected award has a status of Incomplete, some of the actions you can perform on the award are: Delete, Update, Place on Hold, Duplicate with Attachments, Duplicate without Attachments, View PDF, View Requisitions. Depending on the status of the award, the different actions are displayed in the Select Award LOV. Select an action from the LOV and click Go.

## Regions in the Awards Header

When you select an award style from the Create LOV and click Go, the Create Award page displays, with the header tab highlighted. Enter the award header information in this tab. The award header contains all the general information that applicable to the award. The award header tab consists of several regions such as the main region, Terms region, Business Priority and Project Information region, Competitive Information region, Attachments region and Standard Form-specific regions (such as SF1442 or SF252, depending on what you have selected in the Standard Form LOV).

Given below is a description of the FAR fields. For an explanation of non-FAR fields, please refer to the *Oracle Purchasing User's Guide.*

## Main region

- Operating Unit: An organization that uses Oracle subledgers, such as Oracle Cash Management, Order Management and Shipping Execution, Oracle Payables, Oracle Purchasing, Oracle Receivables, and related products. It may be a sales office, a division, or a department. Operating units are not associated with legal entities. Operating units are assigned to ledgers and a default legal context. Information is secured by operating unit for these applications using responsibilities. Each user can access, process, and report on data only for the operating units assigned to the MO: Operating Unit or MO: Security Profile profile option. The MO: Operating Unit profile option only provides access to one operating unit. The MO: Security Profile provides access to multiple operating units from a single responsibility. You can define operating units from the Define Organization window in Oracle HRMS or from Accounting Setup Manager in General Ledger.

- Effective Date: This is the date on which the award becomes effective. If left blank, it defaults to the current date upon finalization.

- Source IDV: If the award has been created with reference to an IDV, you select the Source IDV number from the LOV.

- Award: The award number is defaulted on this field by the automatic numbering functionality. The award number consists of segments separated by a delimiter (such as hyphen), for example, MAS123-10-C-0001. You can change the value of the segments if required. To change the value of the segments, click the Edit Document Number link below the Award field. A popup displays with the segments and you can update the values. When saving the Award, the Award Number also gets saved with the rest of the data. When canceling the Award, the Award Number does not get saved or allocated to the Award. When you submit the Award for approval, the award number gets saved and is no longer editable. For more information on Document Numbering, please refer to the Document Numbering section in this guide.

- Status: When the award is being created, the default status is Incomplete. It may change to other statuses such as In Process, Approved, On Hold, Requires Reapproval, etc., depending on how the award is processed.

- Total: This field displays the award value including option lines.

- Total Excluding Options: This field displays the award value without calculating the value of the option lines.

- Total Fund Value: This field displays the total funded amount for all the distributions in the award.

- Supplier/Supplier Site/Supplier Contact: Select a supplier, supplier site and contact information from the LOVs. A warning message is displayed if the buyer tries to validate an award where the supplier is marked as debarred. However the buyer can continue with the transaction.

- Buyer: Select a Buyer from the LOV.

- Contracting Officer: Select a Contracting Officer's name from the search LOV, if a name is not already defaulted from the Preferences page.

  Award Administrator: This is an internal person responsible for the administration of the award. If some or all of the award administration functions are being outsourced to an Administration Office, that person's information will be captured as the office contact for the Administration Office.

- External IDV Number: This is a free-text field that captures the contract or government schedule number when the contract is maintained in a system external to CLM. This field provides the reference contract number under for which terms and conditions, pricing or other conditions apply to this contract / order. This is for contracts that are externally maintained and for which there is no entry in CLM. The CLM award number does not depend upon this reference number.

- Standard Form: The Standard Form LOV lists all the standard form options that are applicable to the document type. This list consists of the Standard Form values configured on the Document Style page for the given document type. The values below are applicable to Awards:

  - SF26
  - SF33
  - SF252
  - SF1442
  - SF1447
  - SF1449
  - DD1155
  - OF347

  When you select a standard form type (this is a mandatory field), the corresponding fields display in a header region. For example, you have selected SF252, the SF252 fields are displayed in a region called SF252 Information in the header tab.

- Document Format: The Document Format LOV lists the various applicable document formats. This list consists of the Document Format values configured on the Document Style page for the given document type. The following formats are applicable for awards:

- UCF - Unified Contract Format
- COM - Commercial
- CSI - Construction

The value of the field defaults to blank when you first open the award header page. This field must be entered if the View PDF action is to be executed. The field will remain editable to you when the status of the document is Draft. The field will remain read-only when the status of the document is Approved.

- Confirming Order: Select Confirming Order to indicate that this order is confirming a previous informal order with the supplier.

## Terms region

- Bilateral Indicator: This is an indicator stating that the award is bilateral, that is, both the government and vendor parties must sign before the award is considered legally binding. If the award selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The seeded values for this field are None, Proxy Signature and Signature.
- Number of Signed Copies: If the supplier is required to sign the award, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

## Business Priority and Project Information region

- DPAS Rating: Defense Priorities and Allocations System Rating.
- Priority Code: A numerical rating, 1-15, that describes the priority and is used internally within the Department of Defense. It is from the UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM. It is to help the buyer prioritize their workload and for management tracking in reports.
- Customer Project Code: This identifies documents created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes and use them to identify and group solicitations. Used in reporting especially across entire agencies to know how much was done for a given project.
- Customer Project Text: Text Description of the selected project code. Used in

reporting especially across entire agencies to know how much was done for a given project.

## Award Categorization region

- No Competition Reason: This field captures the reason why the award has not been competed.
- Contract Category: This is a selection of attributes (taken from the Procurement Data Standard) describing the category of the award. Used mainly for reporting and categorization / aggregation of awards.
- Admin SCD: Surveillance Criticality Designator (SCD) - The criticality designator can be found on the first page of a contract. It is determined by the PCO and indicates the level of delivery urgency.

## Competitive Information region

The fields in this region provide information as to whether this award is set aside for a specific disadvantaged business.

- Set Aside Status: Indication of whether this award is set aside for a specific disadvantaged business. Ultimately, the federal agency would want the vendor on the award to meet the qualifications outlined in the solicitation; however, that decision is ultimately up to the contracting officer and is not system enforced.
- Set Aside Percent: Percentage indicating the amount of the anticipated contract value that will be set-aside. If this percentage is less than 100, generally the solicitation will be awarded to multiple vendors (at least one disadvantaged). If the value of the Set Aside Status field is Set Aside, then the Set Aside Percentage field should be entered with an integer value greater than 0. If there is a referenced solicitation, the Set Aside Percentage is defaulted from the solicitation.
- Set Aside Type: Set aside Information is captured on the award in order to communicate to the supplier. The supplier may need to ensure that the appropriate percentage of work is performed by small businesses or other groups. The set aside percentage of business need not be directly from the buying agency. It could be from the supplier as well. The values for this field are:
  - Small Business
  - HUBZone Small Business
  - Service-Disabled Veteran-Owned Small Business
  - 8(A)

- Emerging Small Business

- NAICS: The commodity group (defined by the NAICS) under which the size standard is applied.

- Size Standard: You can select the size standard from the LOV based on the vendor information provided, however this value can be changed for each award, as vendor size standards can change depending on the product or service being acquired.

## SF1442 Information region

The fields in this region provide information that is specific to the SF1442 (Construction Contract). The fields will only display with the form SF1442 is selected and used.

- Bond Required: Designates whether one or more bonds is required throughout the life of the project. Prints in block 12a of SF1442.

- Bond Days: Number of days that the contractor has to furnish bonds. Prints in block 12b of the SF1442.

- Days to Start: Number of days the contractor has to start the construction project. Prints in block 11 of the SF1442.

- Days to Complete: Number of days the contractor has to complete the overall construction project. Individual lines may have their own delivery dates and / or period of performance, but the overall total number of days anticipated is captured here. Prints in block 11 of the SF1442.

- Period Status: Indicated whether the number of days to start/complete is mandatory or negotiable. Prints in block 11 of the SF1442. The available values are: Mandatory, Negotiable.

- Period Reference: If the period above is negotiable, text in this field refers to the location in the solicitation / or IDV document that describes the flexibility. Prints in block 11 of the SF1442.

- Work Description: Text area where the buyer can provide summary information about the work and reference attachments that more fully describe the work. Purely informational from the buyer to the contractor. Prints in block 10 of the SF1442.

## SF252 Information region

- Administrative Accounting and Appropriation Data: This text field enables you to type information that is administrative in nature. It is a local use field that will get populated differently by each user and each site. It prints in block 9 of the SF252 form.

- Contract Amount: The total amount of the contract, written out in words as if you were writing a check for that amount. Applies only to the SF252. Prints in block 7 of the SF252 form.

- Negotiation Authority: FAR or other regulatory citation that defines the authority under which the government is allowed to enter into this contract. You can enter a value in this field. It prints in block 8 of the SF252 form.

- Contract For: Enter data in this field to describe the general description of the supplies and services to be provided. Specific line item data will print in the continuation pages after the SF252 face page. Prints in block 6 of the SF252 form.

- Relevant Clauses and Document List: This is a text field that describes or elaborates information on any attachments, clauses, or other relevant details. Specific clause and attachment data will print in the continuation pages after the SF252 face page. Prints in block 10 of the SF252 form.

## Attachments

The Attachments region enables you to attach various kinds of files to the award header – including the ability to annotate the award with a note. Click Add Attachment to open the Add Attachment page and specify the kind of attachment you would like to use: Desktop File/Text/URL or From Document Catalog.

1. Select a Category from the list of values. The Category defines the purpose of an attachment, and controls which forms or pages can access it.

2. Select the attachment Type:

   - File - specify a file name to upload. Enter the file location, or use the Browse button to locate the file.

   - URL - enter the URL for a Web page.

   - Text - Enter text that is less than 2000 characters. If the text you want to attach is more than 2000 characters, upload it in a file.

3. From the Document Catalog:

   - Use the Search regions to query existing documents.

   - Select the Document Name link to view a document before attaching it.

   - Select the document(s) to attach.

- Click Apply.

Save your work in the application page from which you launched the attachments flow. The attachments are not added until you save your work in the parent region.

### To view an attached document

In the Attachments page or Attachments table, select the File Name link.

If the attachment is a URL, the Web page will launch. If the attachment is a file, a dialog box prompts you to open or save the file. If the attachment is text, the View Attachment page displays the text content.

### To edit an attachment

1. Display the Attachments page or Attachments table.
2. Select the Update icon.
3. In the Update Attachment page, edit only the information as it pertains to the attachment. For example, you can update the URL for a Web page attachment, but you cannot change it to a File attachment.
4. Select the Apply button.
5. Return to the application page from which you launched the attachments flow and save your work.

   **Note:** Attachment updates must be saved in the associated parent region.

### Copying Attachments

When using Document Builder, for each requisition line copied, the corresponding header level attachment is copied. For example, a requisition with 3 lines has 3 line level attachments and a header level attachment. Then AutoCreate this requisition to an award with 3 lines, each of the 3 lines in the award would have the specific line attachment and the common header attachment.

## Address and Supplier Details

The Address and Supplier Details tab enables you to select Office Types, Locations and Contacts that need to be associated to the award. This information will often default from the user preferences or previous documents in the process, and can be changed / updated by you any time prior to approval. When the award is approved, this data on the award may not be changed / updated, except through a modification. Even if the master data changes over a period of time, the data that is stored as part of the award does not change. For example, an Issuing Office location is changed after 2 years after the approval of an award. The value of the fields in the award which used that office location will not change to the new office location value, it will retain the original location values which existed at the time of approving the award.

Each address row consists of the following information: Address Details, Address Type, Location Address Code and Contact.

- Issuing Office: The Issuing Office is responsible for completing the award. The Issuing office is also often used as a reporting field to aggregate spending or contract actions, workload, etc. across organizations. Changing the Issuing Office from the original award changes the value for the conformed award. On a Modification there is Modification Issuing Office field that indicates the contracting office that is creating the Modification document. The Modification Issuing Office is specific to the modification only and does not affect the Issuing office for the overall award. The address detail elements of the Issuing office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default Issuing office that will populate the award upon creation but can be changed later.

  Enter the Contact details for the Issuing Officer - the name of the individual responsible for the contracting action. This field prints on each standard form in the Printed Name block next to the signature block depending on the form selected. The Contact details are: Name, Title, Phone Number, Email Address.

- COTR Office: The COTR is the Contracting Officer Technical Representative – a stakeholder who has responsibility around the contract. Within the system, a COTR's duties could include accepting deliverables under the contract, receiving notifications related to the contract.

  During the creation of the solicitation or award, the buyer decides if a COTR is necessary for the procurement and, if required, selects an appropriate COTR and COTR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COTR. The address detail elements of the COTR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COTR office that will populate the award upon creation but can be changed later. The COTR address details remain as is, when the award is finally approved.

  COTR Contact Name field enables you to enter the Contact details for the COTR Office. The Contact details are: Name, Telephone Number, Email address.

  The COTR Office Address and COTR Contact details may be changed anytime without a modification.

- Requesting Office: The Requesting Office is the office where the purchase requisition originates. The buyer who is assigned the requisition uses the address to know whom to contact in the case the requisition needs to be revised or questions arise. It can also be used in reporting to know how much business is coming from the different offices. This office information is usually entered on the originating requisition and is passed on to the solicitation and then to the award. The address detail elements of the Requesting Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country. The Requesting Office details are defaulted from the purchase requisition (or solicitation). The address details are retained as is, when the award or modification is finalized.

> **Note:** When creating an award with a reference to a purchase requisition, if there are lines from different requisitions, then the Requesting Office address from the earliest created requisition is used.

Requesting Office Contact Name field enables you to enter the Contact details for the Requesting Office. The Contact details are: Name, Telephone Number, Email address.

- Property Administration Office: The Property Administration Office is responsible for maintaining and tracking any government property that may be acquired or used as part of the resulting contract.

  When the solicitation or award is created, the buyer checks if the line item uses government property or acquires government property, and if required, selects the appropriate property administration office and contact.

  The address detail elements of the Property Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Property Administration Office value populated the field, however this information can be changed anytime prior to the approval of the award.

- Administration Office: This office is responsible for making changes to the award (via modifications, additions to the contract file, etc.) and monitoring its progress.

  This office is also used to determine which office must be contacted in order to get updated status on an award (audit, modifications, etc.).

  The address detail elements of the Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Administration Office value is populated in the field, however this information can be changed anytime prior to the approval of the award.

  Administration Contact Name field enables you to enter the Contact details for the Administration Office. The Contact details are: Name, Telephone Number, Email address.

- Small Business Administration Office: The Small Business Administration Office is responsible for coordinating and reviewing plans for setting aside procurements for small businesses and similar groups.

At the time of award creation, the buyer decides if the award has a small business implication and if so, the buyer selects the appropriate small business administration office and contact.

The address detail elements of the Small Business Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Small Business Administration Office value is populate in the field, however this information can be changed anytime prior to the approval of the award.

Small Business Administration Contact Name field enables you to enter the Contact details for the Small Business Administration Office. The Contact details are: Name, Telephone Number, Email address.

- Payment Office: The Payment Office is responsible for disbursing the payment to the vendor.

  Depending upon the organizational structure and responsibilities of the agency, there may be central management of payments for an organization or several organizations within a larger organization. For example, DFAS centrally manages most all payments on DoD contracts.

  The address detail elements of the Payment Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Payment Office value is populated in the field, however this information can be changed anytime prior to the approval of the award.

  Payment Contact Name field enables you to enter the Contact details for the Payment Office. The Contact details are: Name, Telephone Number, Email address.

- Invoice Office: The office responsible for collecting invoices against this award. The address where invoices are to be received is often different from the issuing or payment office.

  The address detail elements of the Invoice Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Invoice Office value populates the field, however this information can be changed anytime prior to the approval of the award.

  The Invoice Contact Name field enables you to enter the Contact details for the Invoice Office. The Contact details are: Name, Telephone Number, Email address.

- Remit To Address: This is the vendor's address for sending payments when there is a non-electronic payment method. The vendor's address where payment should be sent is often different from the vendor's location defined on the vendor field. You can select only those available pay sites that are associated to the vendor and vendor site combination that are selected on the award.

  Remit To Contact – A Remit To contact is added to the above addresses. The fields for the Remit To Contact are: Name, Telephone Number, Email address.

### Supplier Details region in the Address and Supplier Details tab

The Supplier Details region enables you to enter and view additional supplier information. Some of the important fields in this region are:

- Supplier Identification Codes: these codes are used to identify a supplier and are entered in the supplier profile:
  - DUNS
  - DUNS+4
  - CAGE
  - TIN Number
  - Local Codes
- Socio Economic Data
- Doing Business As
- Physical Address
- CCR Registration Indicator
- CCR Registration Status

If you update the award information prior to final approval, this information is updated if the master data changes. When the award is approved, this information doesn't change even if the master data changes over a period of time.

## Award Lines

Click on the Lines tab to search for specific award lines. You can search by Supplier, Buyer, Item or Category. Additionally, you can add more search criteria fields to your search by selecting the fields from the Add Another LOV. Some of the fields you can search on are: Approval Date, Buyer, Description, Document Style, FSC/PSC, MDAPS/MAIS, NAICS, Operating Unit, etc. Select one or more additional fields from the Add Another LOV and click Add. Enter values for the fields you selected and click Go. The search results display in the region below and you can click on an award number link or a line number link to view the award or line details. Alternatively, select an award using the Select radio button and perform actions such as Update Award, Update Line, Close for Invoice, Close for Receiving, View Invoices, View Payments, View Requisitions, etc. Select Update Award or Update Line actions if you need to update the award or line.

Every award line is automatically numbered, however you can change the numbering of a line. The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM purchasing documents, including modifications and amendments to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported by the system and an error message displays if a duplicate number is found. A segment with 4 digit numeric values from 0001 – 9999 is defined for each document. The numbers are sequentially generated.

SLINS are sub-lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by you. If the SLIN is Informational, the last 2 digits are always numeric values in the range 01-99. If the SLIN is Priced, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

For more information on the guidelines that govern the numbering of purchasing document lines, please refer to the Appendix – Common CLM Functionality, page B-1
.

Specify the Line Type using the Type LOV. Lines are usually Quantity Based (for items/supplies) or Amount Based (for services). Depending on the Line Type that is selected, the Item/Job field is enabled (for Quantity Based types) or disabled (for Amount Based types). If the item or service exists in Inventory, iProcurement store or catalog, then the Description and Category field values are defaulted.

Select from the available Contract Types in the Contract Type LOV. Based on the Contract Type selected, a pricing calculation will take place and the item/service will be priced on the line for quantity based lines. Enter a Quantity in the Qty field and a Unit of Measure in the Unit field. The Amount field gets calculated based on the formula of the Contract Type field, Unit Price, the Quantity and Unit of Measure.

To price amount based lines, select the appropriate line type using the Type LOV. Enter the values of the relevant pricing attributes in the Pricing Details popup and the total amount is computed and stored for that line.

For more details on the various Contract Types and their formulas, please refer to the Appendix - Common CLM Functionality, page B-8.

Enter a Cost Constraint while updating the line, if required. The default value of the Cost Constraint field is Null.

IDC Types are entered only if the CLM document is an IDV. For an award, the IDC type is not visible.

When the award is approved, the contract type and cost constraint along with the related pricing elements / attributes cannot be updated in any way. If any of these fields need to be changed, a modification document needs to be created. For more information on Modifications, please refer to the Modifications chapter, page 6-1 in this guide.

You can choose to create an option line on a purchasing document that you intend to exercise at a future point in time. Instead of modifying the source document at a future date, you can enter the anticipated options on the original award.

For more information on Options, please refer to the Appendix – Common CLM Functionality, page B-6.

You can also perform actions such as Update, Duplicate and Delete for each line. The Delete Action deletes a line from the award. If you are deleting a CLIN that has SLINs associated to it, the entire CLIN/SLIN structure is deleted. If you delete a SLIN only, the SLINs below it move up one level in the structure for that CLIN/SLIN hierarchy. The Duplicate action makes a copy of the line and places it below the original line. The Update action enables you to view the Update Line page and enter/edit additional line information.

The first region in the Update Lines page defaults the information for the line. In addition, the pricing details are displayed, such as Contract Type, Cost Constraint, Qty, Unit, Unit Price, Total Amount. The formula for calculating the Total Amount is also displayed in this region.

## Additional Item Information region

The fields in this region allow you to provide specific details about the item to be ordered. The fields described below are free-text fields are not validated in the system.

- NSN: A National Stock Number (NSN) is a 13-digit number assigned to an item of supply. It consists of the four digit Federal Supply Class (FSC) and the nine digit National Item Identification Number (NIIN). A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it comprises the NSN. The NSN is used as the common denominator to tie together logistics information for an item of supply. An example of the NSN is 6130-01-537-7617 DC Power Adapter for Panasonic laptops.

  This is the item number of what the government is procuring. The supplier, receiving clerk, and payment office will use this to ensure that the correct items are shipped, received and invoiced.

- Manufacturer Name: The name of the manufacturer by whom the goods are made. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Manufacturer Part Number: The part number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Supplier Part Number: The part number as given by the supplier for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Product/Catalog Number: In the case where a manufacturer provides a catalog from which goods can be purchased, this is the product/catalog number associated to the item being requested. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Drawing Number: The drawing number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Specification Number: The specification number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Serial Number: The serial number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.

- Piece Number: The piece number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Model Number: The model number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Item Long Description: In cases where the Commodity or Service Name / short description field does not provide enough space for the item/service being requested, the Item Long Description field is used to enter additional descriptive text. The text entered within this field is carried forward to subsequent transactions. This is the description of what the government is procuring.

  The supplier, receiving clerk, and payment office use the item long description to ensure that the correct items are shipped, received and invoiced.

## Inspection Information region

- Inspection Responsibility: This field identifies whose responsibility is to inspect the good. This could either be carried out by the government agency, the contractor or another party. The user is responsible for determining whether the goods/services will be inspected by the government representative or whether the contractor is responsible (usually through pre-established methods agreed upon by the government).

- Inspection Level: This is a one or two character integer describing the level of inspection for the item. This field is intended to record one of the industry standard levels (originally based on the MIL-STD-105E) that should be used when completing the inspection. This field is informational only.

- Inspection Location: This field identifies whether the location of inspection is a Destination, Source, or other facility. This field is carried forward to all subsequent documents include receipt and invoice if applicable.

- Inspection Address: After an item has been shipped, it must be inspected for missing parts/damage and to ensure it is the correct item that was requested. The Inspection Address is a text box that enables you to indicate the location where the inspection of the item is to take place.

## Federal Customer Designation region

The fields in this region provide information that will allow the order to designate a particular classification code, project and/or program to the item being procured.

- FSC/PSC: The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.

- MDAPS/MAIS: Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs.

- NAICS: The commodity group (defined by the NAICS) under which the item can be classified.

- Customer Project Code: This identifies PRs created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes and use them to identify and group PRs. It is used to capture the Construction Project Number for the SF1442 (block 6).

- Customer Project Text: Text Description of the selected project code. It is used to capture / map the A&E Project Title and Location for the SF252 form and the Project number for the 1442 form as well.

- Program Code: Allow the user to select from established Program Codes. Programs are also agency-defined and can be used to group and report purchases under a particular program.

Other regions that contain line level fields are: Shipping, Source Document, Contract and Attachments. The Attachment function for lines works in the same way as it does for headers. Please refer to Attachments section in this chapter.

## Organize Lines

Click Move on the Lines page in order to modify the CLIN/SLIN structure of your CLM document. The Organize Lines page displays.

The Organize Lines page consists of 2 regions: Current Structure (source) and Target Structure (destination). Select one or more lines by clicking on the Select checkbox in the Current Structure region. Then select the type of move you wish to perform using the Select Action LOV in the Target Structure region. Select from one of the 3 possible values: Move After Selected Line (moves the line after the line you selected in the Edit Lines page), Move Before Selected Line (moves the line above the line you selected in the Edit Lines page) and Move as sub-line(s) under selected line (moves a line as a SLIN under a CLIN). Click Done to save and apply your changes and return to the Lines page. The Lines page displays, showing you the new structure of the lines.

## Schedules

The Schedules tab contains information about award shipment schedules. You must have one row for each schedule you attach to a document line. Each row contains the location, quantity, and dates for each shipment schedule. Oracle CLM Purchasing uses this information to record delivery schedule information for awards.

Use the Schedules tab to specify inventory organizations, ship-to locations and the date you want your supplier to deliver the items on the purchase order line. An award line with a quantity of six items can, for example, have two scheduled shipments on separate dates.

Click the Schedules tab to search for your shipment details. You can search by Supplier, Buyer, Item or Location. You can add additional search criteria to your search by using the Add Another LOV and selecting the fields from there. Click Go after you have selected an additional search criteria. Some of the additional search criteria you can user are: Order Date, Effective Date, Description, Document Style, FSC/PSC, MDAPS/MAIS, NAICS, Operating Unit, etc.

Enter schedule details: Schedule, Locations, Organization (Org), Quantity (Qty), Need-By Date, Period of Performance Start Date and Period of Performance End Date. For service lines, period of performance dates is the time period (start and end date) in which the service will take place. A line may not have both a Need-By Date and a Period of Performance Start Date / Period of Performance End Date.

To expand the schedule to full page view, click the Actions Update icon.

The Schedules page enables you to enter the following information:

- Need-By Date: this is the date when the items are required.

- Period of Performance: for service lines, this is the time period (start and end date) in which the service will take place. A line may not have both a Need-By date and a period of performance.

- Ship-To Address: this is the location to which the goods are requested to be delivered. It should be a selection of available fields (Name, Address, City, State, Zip, Country, Contact, E-mail, Phone).

- FOB Indicator: this indicates broad category (destination or origin) and/or specifics (e.g., FOB inland point country of importation, etc.) dealing with where the goods are delivered 'free on board'. This indicator drives the selection of particular clauses and, if all indicators are the same across the document, prints on the face page of several standard forms. Please refer to FAR 47.302 for further details.

- Charge Shipping To: user enterable text field describing the shipping charges. Shipment Mode: selection of established reference shipping modes (e.g., air, air freight, air express, etc.).

- MILSTRIP: 80 character string concatenating various piece of information and used in several legacy operations across the DoD. MILSTRIP is an acronym for Military Standard Requisitioning and Issue Procedures, a manual is available online.

- Additional Markings Text: a text field for indicating other markings on the shipment.

- Transportation Priority: Indicator assigned to eligible traffic that establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air.

- Transportation Control Number (TCN): The TCN is a 17-character data element assigned to control and manage every shipment unit throughout the transportation pipeline. The TCN for each shipment is unique and not duplicated.

- Precious Metal Code: selection from available precious metal codes, if applicable.

- HAZMAT: a four character alphanumeric field describing the hazardous material, if applicable.

## Shipping region

- Period of Performance Start Date: The Period of Performance (POP) is specified for services. This field defines the period in which the service will be provided. Both a start and end date must be specified. If a Period of Performance is entered, a Delivery Date or Time After Event cannot be specified. This is the contractual start date that the vendor must perform the services.

- Period of Performance End Date: The Period of Performance (POP) is specified for services. The POP defines the period in which the service will be provided. Both a start and end date must be specified. If a POP is entered, then a Delivery Date or Time After Event cannot be specified. This is the contractual date that the vendor must conclude the services. If a Start Date has been specified, then an End Date becomes a required field.

- Shipment Mode: Per line item delivery, it is a way to designate how the items in the shipment should be moved. It is used by vendors to direct them on how to move the items to the delivery location

- Charge Shipping To: Text field to record the shipping charges. Text field to record what part of the line item cost is related to shipping.

## Distributions

Use the Distributions tab to enter distribution information for purchase order shipments or to view distributions that Oracle CLM Purchasing has automatically created for you. You can enter multiple distributions per shipment line. Additionally, enter funding information for the line in the Distributions tab.

Click the Distributions tab to search for a distribution using one of the following search criteria: Supplier, Buyer, Item, Deliver-To Location. You can search by using additional search criteria - select values from the Add Another LOV and click Go.

The Distributions tab incorporates the following funding fields: Non-DoD Funding Indicator, External Account and FMS Case Number. The External Account and the PO Charge Acct fields are mutually exclusive, that is, either one can be displayed on a single accounting line at a time. The user can select to enter the External Account or the PO Charge Acct through the Type selection. Therefore, when the External is selected it displays in place of the PO Charge Acct.

External Account: This field records the line of accounting that represents the funds from another system. Users can enter free text in this field, multiple values are also acceptable, and it can be printed and integrated to an external system.

Non DoD Funding Indicator: This indicator determines if the LOA is provided from the DoD or not. For DoD orders, this information is important for FPDS-NG reporting.

FMS Case Number: Foreign Military Sales (FMS) case number, which is assigned for DoD purchases for FMS. It is used for FPDS-NG reporting and other roll up reporting so the amount of money spent can be tracked.

Agency Accounting Identifier: This field is used to identify the accounting system to which funds belong.

### Funding an Award Line

Users can enter a funded value in the Distributions tab. The funded value is defaulted to the shipment amount in the CLM document. However this can be modified by users and the funded value may be 0 or less than the shipment amount. The Partial Funded checkbox is selected to indicate that the funded value is less than the shipment amount. The following funding-related fields are in the Distributions tab to capture the funding information:

Partial Funded Flag – indicates if a shipment is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default, this checkbox is unselected and the Funded Value gets defaulted with shipment amount. However, users can fully fund the document even when the Partial Funded flag is checked. If the Partial Funded flag is not selected, and the Funded Value is less than the shipment amount, an error message displays.

Funded Value – enter and save the Funded Value for each distribution in functional currency. If the Partial Funded checkbox is selected, the Funded Value field is enabled. The Funded Value cannot be greater than the shipment amount for a distribution. The Funded Value cannot be negative. In case you do enter a Funded Value that is greater than the shipment amount or a negative amount, an error message displays.

Quantity Funded – Quantity funded for each distribution and displayed only for Quantity Based lines. The Quantity Funded field is non updateable by the user and is calculated by the system based on the Funded Value. The value of the Quantity Ordered is defaulted to the Quantity Funded field. Quantity Funded gets overwritten if users modify the Funded Value.

Amount Funded – Amount funded in document currency for Amount Based lines only. The Amount Funded field is not updateable by users and is calculated by the system based on the Funded Value. The value of the Amount Ordered field is defaulted to the Amount Funded field. Amount Funded gets overwritten if users modify the Funded Value.

The Functional Currency code is displayed along with the Funded Value label. The sum of the Funded Value fields of the distributions is displayed at the award line level. Similarly the sum of the Funded Value fields is displayed at the header level.

Funds are not reserved or liquidated at the time of CLM document creation. Every CLM document needs to be reserved just before approval. It is only during approval that funds are reserved. When the encumbrance action is successful, the CLM document gets approved. Liquidation/Reservation of the funds takes place when approving an award or modification.

When the Partial Funded checkbox is selected, the Encumbrance is created for the amount equal to the funded value while approving the Award or Modification. Funds are encumbered in a period as per the GL Date entered while creating the CLM document.

When the document is approved, the Encumbered Amount on the distribution should be updated with the Funded Value and encumbered flag is set to Yes. However Distributions that are marked with Prevent Encumbrance flag with a value of Yes are not considered for Encumbrance actions.

## Update FPDS-NG Reporting Information action

Your CLM document (Award, IDV or Modification) has an action called Update FPDS-NG Reporting Information in the Actions LOV (the Actions LOV is available on all the tabs). For example, the tabs in an award are: Header, Addresses and Supplier Details, Lines, Schedules and Distributions. Using the Actions LOV on any of these tabs, you can select the action Update FPDS-NG Reporting Information to open the Edit FPDS-NG Reporting Information page. This page enables you to enter/update/view the FPDS-NG reporting details for the CLM document. That is, all the information relevant to FPDS-NG reporting is displayed in this page.

You can also select the action Update FPDS-NG Reporting Information using the Views region in any summary page for any CLM document. Select one CLM document using the Select radiobutton and then choose the action Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Please refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 7-1 for more information.

## Warrants for Awards

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer's duties include issuing solicitations, awards, modifications, and orders, and he/she utilizes the majority of the processes and features within the federal system as well.

A Contracting Officer is also assigned the task of approving and signing awards, IDVs and modifications that are within the warrant amount associated with the Contracting Officer. For example, the Contracting Officer has a Type 1 warrant of $5000, and the Type 1 warrant is associated with an award. This means that the total amount (total amount including options) of the award should be $5000 or less, if it needs to be approved by the supplier and the Contracting Officer. If the total amount of the award exceeds $5000, the buyer can assign another Contracting Officer who has the authority to approve and sign for a larger sum of money.

In CLM, a buyer is specified as a Contracting Officer. When a buyer is marked as a Contracting Officer in the system, a warrant is also associated with the Contracting Officer. For more details on setting up warrants, Contracting Officer, associating CLM documents with warrants, etc, please refer to the *Contract Lifecycle Management for Public Sector Implementation Guide.*

A Warrant consists of Warrant Types and a Contracting Officer association. A Contracting Officer can be associated with one Warrant only. Every Warrant Type has a Warrant Amount associated with it. The Warrant Types are available as lookup values and are seeded in CLM as:

- Type 1

- Type 2
- Type 3
- Type 4
- Type 5

The Warrant Types (can be defined and set up by individual agencies, according to their particular requirements. Additionally, implementers can enter different Warrant Amounts for each Warrant Type, and again, this differs from agency to agency. Warrant Amounts cannot be negative values.

If you wish to ensure that the award amount you submitted for approval is validated against the Warrant Amount, your system administrator needs to enforce warrants by associating a Warrant Type to a CLM document style in the Document Styles page. For example, your Document Style is Delivery Order, and the Warrant Type associated with it is Type 1; Type 1 has a Warrant Amount of $5000 and is associated with a Contracting Officer. Thus, you create a Delivery Order with a total amount of $6000, and the Delivery Order has a Contracting Officer's name defaulted on it. The Contracting Officer is associated with a Warrant Amount of $5000 for this document style (that is, Delivery Orders). Therefore, the system validates if the Delivery Order total amount exceeds the Warrant Amount that is associated to the Contracting Officer. In our example, the Delivery Order total amount ($6000) exceeds that of the Warrant Amount, and an error message is displayed. You cannot proceed further unless you change the total amount of the Delivery Order or the Contracting Officer, so that another Contracting Officer who has greater authority for obligating larger sums of money can be associated with the Delivery Order.

## Enforcing Warrants for an Award

1. Navigate to the Awards page using the appropriate Purchasing responsibility.
2. Use the Create LOV to select a Document Style and thereby create a CLM Award. Note that if a warrant is enforced for your selected document style, the award total amount will be validated against the warrant amount.
3. Use the Header tab to specify a Contracting Officer, if one is not already defaulted.
4. Enter the relevant information in the Lines, Addresses and Supplier Details, Schedules and Distributions tabs.
5. Save your work, and then submit your document for approval.
6. If the warrant currency is different from the ledger currency or the document currency, appropriate validations are carried out and you see an error message.

7. During document submission, some validations are performed: checks such as the validity of the warrant and Contracting Officer, active status of the warrant, total amount of the award and the total warrant amount, etc are carried out. If any of the validation checks fails, an error message is displayed and you need to make the necessary corrections in order to proceed.

8. The status of your award is now Pre-Approved or Approved, depending on whether you need the document to be electronically signed by the Contracting Officer. The Acknowledgement column displays whether a signature is required. For more information on electronic signatures, please refer to the Electronic Signatures section.

## Approving an Award

When you complete your award and are ready to initiate the approval process, select the Submit button in the update page using any of the sub-tabs (Header, Lines, Schedules, Distributions). The Approvals Workflow along with the Approvals Management Engine (AME) is used to perform the approval cycle. When you select the Submit button, Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Status checks are performed when you take an approval action.

The following fields must be validated and/or populated during the approval process:

- Effective Date
- Signed Date
- FPDS CAR or Reason for Not Reporting
- CCR synchronization date / flag
- Total cost with options of the Award against the approval level for the user that is completing the final approval

Users can approve documents through the Notification Details Web page, accessible through the Notifications Summary menu in Purchasing. The Notifications Summary page lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. After opening a notification, you can drill down to the document itself, and review it and its action history.

> **Note:** You can modify the document only if Approver Can Modify is enabled for the document type.

Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action. The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Purchasing automatically brings you to the Approval Errors window where you can review the cause(s) of failure. You can then return to the document entry window to make required corrections.

Purchasing offers the following document approval actions in the notification: Approve, Approve and Forward, Forward, and Reject. You can also reassign a notification to somebody else.

Prior to finally approving an award, the system checks to see if the award's Bilateral Indicator field indicates whether the award approval should be done by the buyer and the supplier. If the Bilateral Indicator field indicates that the supplier's signature is required, the Vendor Signatory field (Name, Title and Date Signed) are required to be entered. Thus the contracting officer may send the award to the supplier and after receiving the supplier's signature on the printed award, he may update the award header with the Vendor Signatory information.

## Electronic Signature for an Award

If the value of the profile option Contracting Officer's Electronic Signature Required is set to Yes, then the Contracting Officer will be required to sign an award, IDV or modification document. The value of the Bilateral Indicator LOV can be one of the following:

| Bilateral Indicator value | Signed by |
|---|---|
| None | Contracting Officer |
| Proxy Signature | Buyer (on behalf of the supplier) and Contracting Officer |
| Signature | Supplier and Contracting Officer |

Use the Header tab to specify a Contracting Officer if one is not already defaulted from the Preferences page.

The Purchasing CLM Defaults page in the Preferences link enables you to view the default Contracting Officer. You can override the default values of the Preferences page by entering or selecting the value you want in the CLM document.

### Electronically Signing Awards by Supplier and Contracting Officer

When you create an award and wish to obtain supplier acceptance for the award, you need to ensure that the value of the Bilateral Indicator field (in the header tab) is set to Signature and the number of Signed Copies is greater than zero. This enables electronic signature of the CLM document by the supplier and the Contracting Officer. After you submit the document for approval, the status of the document displays as Pre-Approved and the Acknowledgement column displays Pending Supplier Signature.

The following steps need to be performed in order to complete the electronic signature process:

1. The supplier will sign the document electronically via iSupplier Portal. After the supplier signs the document, you (the Contracting Officer) need to navigate to the Notifications Summary page.

2. Open the notification that requests your signature. The Notification page requires you to Accept or Reject the document. Enter an acceptance or rejection reason in the Response region and then click Accept if you wish to accept the document, otherwise click Reject or Reassign (to reassign to another Contracting Officer).

3. On accepting, the Notifications page prompts you for your user name and password to complete the electronic signature process.

If you have logged in as a buyer, using the Awards > Views page, you will see that the status of the award is now Approved and that the value of the Acknowledgement column is now Accepted. Click the Accepted link to view the Acknowledgement History page. Click the eSignature icon in the Acknowledgement History page to view the history of the signature process for this document. The E-record page displays, enabling you to view the signature details, acknowledgement details and other information related to the e-record.

## Proxy Signing of Awards by Buyer (on behalf of Supplier) and Contracting Officer

When you create a CLM document and wish to get the document proxy signed, you need to ensure that the value of the Bilateral Indicator field is set to Proxy Signature and the Number of Signed Copies field should have a value greater than zero. This enables electronic signature of the CLM document by the Contracting Officer and proxy signature on behalf of the supplier by the buyer. After you have entered the data in the document and submitted it for approval, the status of the document displays In Process and the Acknowledgement column should display Requires Signature. After the approvers have approved the document, the status of the document should be Pre-Approved and the Acknowledgement column should display Requires Signature.

As a buyer, you need to perform the following steps to complete the proxy signature process:

1. The buyer opens the notification and signs on behalf of the supplier. The notification requesting your (buyer's) signature displays in the Open Notifications view in the Notifications Summary. The sender of this notification is the supplier user, on whose behalf the you will be signing.

2. Enter relevant values in the Response region (for the following fields: Comments, Supplier Contact Name, Supplier Title, Signed Date).

3. On accepting (you can reject or reassign as well), you need to enter your user name and password in order to complete the proxy signature process.

4. The status of the CLM document is still Pre-Approved, and the value of the Acknowledgement column is Pending Contracting Officer Signature.

As the Contracting Officer, you need to perform the following steps to complete the Proxy Signature process:

1. Login as the Contracting Officer and use the appropriate Purchasing responsibility. Navigate to the Notifications Summary page.

2. The Notifications Summary page shows you the notification requesting your signature. Click on the notification link or select the checkbox next to the notification link and then click Open.

3. The Notification Details page displays the supplier and buyer names. Additionally, you can enter a reason for accepting or rejecting the CLM document. You can perform the following actions with respect to the document: Accept, Reject, Forward, Reassign.

4. If you click Accept, the Sign Notification page displays, where you (as the Contracting Officer) need to enter your user name and password in order to complete the electronic signature process. Enter your user name and password in the fields indicated, and then click Sign.

5. The status of your CLM document should be Approved and the Acknowledgement column should display the value Accepted.

6. Click the Accepted link in the Acknowledgement column to display the Acknowledgement History page. Click each or any of the e-Signature icons in the Acknowledgment History page to open the Electronic Records and Signatures: E-record details page. This page displays the signature, acknowledgement and other details pertaining to the signature action.

## Update Approved Award without a Modification

When your award has been approved, and you wish to update some information on it without going through the modification process, select the Update without Modification action in the View region of the Awards page. This action is available only for the views that display approved awards.

The Update page opens, showing you 2 regions that you can update: Addresses region and Attachments region.

The Addresses region shows you the COTR Office and Contact details that you can update for an approved award.

The Attachments region displays the existing attachments to the award and enables you to add other attachments, if required. In the Add Attachment page, the Attachment Summary Information region enables you to select a Category. Note that you can only select the Internal to Purchase Order category.

When you save and apply your work, you return to the Awards page with the Views region displaying your approved awards.

## Closeout of Awards

You can closeout contracts in a different process from that of annual closes or financial closes where closed funds are never reopened for follow-on actions.

Contracts are closed and retained in different timeframes, depending on agency to agency. The average retention period is at least six years. The contract closeout process is more complicated when contracts have been administered by separate ACO (administrative contract office) and PCO (procuring contract office) offices, since each office has a different set of modifications that must be reconciled. Complicating the process even more is the fact that contract closeout can occur prior to the funds being formally closed since fiscal close is an independent process.

Navigate to the Awards page use the Views region to view approved awards, because only approved awards can be closed out. Select the Closeout action from the Actions LOV and click Go. The Closeout page displays. The Closeout Indicator LOV has 4 values:

- Physically Complete: As indicated in FAR 4.804-4, a contract is considered to be physically completed when
  - Paragraph (a): Except as provided in Paragraph (b) of this section, a contract is considered to be physically complete when
    1. 
       1. The contractor has completed the required deliveries and the Government has inspected and accepted the supplies;
       2. The contractor has performed all services and the Government has accepted these services; and
       3. All option provisions, if any, have expired; or
    2. The Government has given the contractor a notice of complete contract termination.
  - Paragraph (b): Rental, use and storage agreements are considered to be physically complete when -
    1. The Government has given the contractor a notice of complete contract termination; or

2. The contract period has expired.

- Administratively Complete: A contract will go through the administrative closeout process after it is considered physically complete. A contract is administratively complete once the contract administration office has gone through the closeout procedures as outlined in FAR 4.804-5 which includes completing the contract closeout checklist and contract completion statement.

- In Closeout: Contracts in which contract administration personnel have initiated the closeout process, but the contract is not physically or administratively complete.

- Closed out: The contract closeout procedures have been completed for the contract and it is considered both physically and administratively complete. At which point, it is closed for further action and can only be accessed in a read-only state. If additional actions are required, it would need to first be reopened. The Reason field is enabled and is a required field only for the Closed out value.

Select a value from the Closeout Indicator and click Apply. The closeout process may take place in any of the following ways:

- You can proceed with closeout process in the following order, that is, first set the Closeout Indicator to Physically Complete, then Administratively Complete, then In Close Out and finally, Closed Out.

- Alternatively, you can closeout the award from any status without proceeding sequentially: for example, you can go to the Closed Out status from Administratively Complete without going to the In Closeout status at all.

- Additionally, you can select the Closed Out status from the Closeout Indicator directly, without selecting any other status.

If you have an draft modification associated with the award, the system displays an error message. You need to cancel or approve the modification before proceeding with closeout.

The Awards page is displayed again and your award status now shows the Closeout Indicator value. For example, if you have selected Physically Complete from the Closeout Indicator, the award status displays Physically Complete. Click on the Status hyperlink to view the action history of the closeout in the Action History page. It will show the closeout and reopen actions only, not the intermediary stages of closeout.

If you have finally closed out your award, you can reopen it if required. The award can be closed out and reopened any number of times. The Actions LOV in the View region of the Award page enables you to reopen the closed out award. The status of the award changes to Approved again, however you can see that the award was reopened when you click the Status hyperlink and view the Action History page.

The Action History page displays when you click the Status hyperlink of the approved award. The Action History page shows you the sequence number of the action you took with respect to the closed out award. In addition, this page also displays the person who performed the action on the award, the date the action was performed, etc. The Notes column captures and displays the Reason you provided while closing out or re-opening an award.

## Complex Work Orders

Complex work orders have high dollar values, often running into several millions of dollars. They are also long lead time contracts, sometimes extending over multiple years. They may be outsourced high-value projects that require extensive collaboration between the buying and supplying organizations. These contracts are characterized by progress payments that are governed by the advanced payment terms, and which are released based on completion of work. Additionally, complex work contracts can also have provisions for Contract Financing.

Some terms that are used when creating and using complex work orders:

- A Progress Payment Schedule is an industry term that represents a schedule of services and work components required to complete a complex services contract. Each of these service components are typically associated with payments. Specifically in the Construction Industry, the Progress Payment Schedule is also referred to as the Schedule of Values.

- Progress Payments are payments released for work partially or fully completed on a Progress Payment Schedule.

- A Pay Item refers to a specific work or service component of the Progress Payment Schedule. It describes the work or service that needs to be completed, and the payment amount associated with that work or service. So a Progress Payment Schedule basically consists of several pay items. There are different types of pay items – Rate, Lumpsum and Milestone.

- Progress Payment Rate is a payment term used on cost reimbursement contracts. On these contracts progress payments released to the Contractor are based on the costs incurred by the contractor during the execution of the contract. The progress payment rate is used on these contracts to compute the reimbursement amount based on the cost incurred by a contractor. The Progress Payment Rate is usually negotiated between the Buying Organization and the Contractor.

- Contract Financing is often used on Public Sector Contracts. It is a payment arrangement for funding or financing a supplier when the upfront costs for initiating a contract are large or beyond the means of the supplier. These financed payments are like loans to the Supplier and are recouped or liquidated from subsequent payments made for deliveries on the Contract.

- An Advance is a type of Contract Financing Payment, and is usually released before any work or service has been performed on the contract. It is often used to offset some of the upfront costs associated with initiating work on the contract.

- Recoupment is closely related to Contract Financing, and is used when Contract financing is used on the contract. When Contract Financing Payments are released they need to be liquidated, since they are basically loans. Recoupment refers to the liquidation of previously released financing payments. This liquidation is done from payments released for the delivery of services.

- Recoupment is quantified in the form of a Recoupment Rate. This term represents a rate (as a percentage) that is applied to Invoices submitted by the Supplier for the delivery of services specified on the contract. This rate determines the fraction of the Invoice Amount used towards recoupment of previous financing payments. The Recoupment Rate is usually negotiated between the Buying Organization and the Contractor.

- Retainage is often used in the Construction Industry by the Client to mitigate risks of ensuring the completion of the contract. Sometimes in large contracts which are at the point of substantial completion, there is often a punch list of jobs that need to be completed. On these contracts if the balance payment due to the contractor is not large enough to cover the costs of completing the punch list jobs, the contractor may not finish them. Retainage is withheld from progress payments to ensure a sufficiently high balance payment amount so that contractor finishes all jobs on the contract.

- Retainage Rate specifies a percentage of the invoice amount billed by the contractor that is withheld from payment. This retainage amount represents a deferred liability due for payment in the future.

The procurement of the complex services often starts off from a service request that can originate from one of several sources – Project Managers in charge of a construction project, engineers in the field, or even architects. These service requests are often high dollar value and involve services that require longer lead times to be fulfilled. Due to this buying organizations can determine that fulfilling the request will need sourcing and negotiation activity and ultimately a contract with complex payment terms.

Sourcing professionals then create a sourcing event and invite bids from multiple suppliers. Since these contracts can be complex, the entire sourcing process may involve multiple rounds of negotiation on various aspects of the contract such as payment terms, whether there would be provisions for contract financing, advances, how high the recoupment rate and the retainage rate will be, etc. Another key aspect that is negotiated on is the Progress Payment Schedule, its structure and how the work will be performed, the payment associated with each pay item, and the provisions for Contract Financing and Advances.

And finally, the Buyer and the Contractor also negotiate on applicable Clauses, deliverables such as lien wavers, insurance certificates and their due dates.

Once the process of sourcing the complex services is complete, the best party is awarded the contract. The negotiated complex payment terms and the progress payment schedule now become a part of the contract and both parties can sign-off on the same. The contract is now ready for execution.

The contractor now initiates work on the progress schedule of the contract. If there are provisions on the contract for contract financing such advances, they can be billed before work starts.

The contractor now performs work on the progress payment schedule & periodically reports progress and requests payment either in the form of a Work Confirmation or a Payment Request. These documents state the amount of work completed on different components of the progress payment schedule, and usually need to be approved by designated individuals like Engineers, Project Managers or Architects on the clients side before any payment can be released.

After the work progress is approved, the contractor submits an Invoice for payment. Complex Payment Terms specified on the contract are now used to calculate the payment due to the contractor. Previous contract financing payments, if any, can be recouped, and applicable retainage can be withheld before a payment is made to the contractor.

Alternatively, if the contractor's invoice is for financing payments these can be released and tracked as such on the contract so that they can be recouped subsequently from invoices for services deliveries. Oracle Purchasing owns the contract and tracks the execution of the contract, and maintains a current status of the contract through its lifecycle.

The Contractor can report progress on the Progress Payment Schedule by submitting Work Confirmations through Oracle iSupplier Portal. Alternatively the Buyer can report progress on behalf of the Contractor from within Oracle Purchasing.

Oracle Payables provides capability to process payments for the contract. Advances, and other Contract Financing, Progress Payments, Retainage witholdings and Retainage Release can all be processed using Oracle Payables in conjunction with the terms defined on the Contract.

An example of a complex work order is Renovation of Parking Lot Services.

Enter a complex work order by selecting the appropriate document style for a complex award using the Create LOV. The price for the Parking Lot Renovation Service is $1,000,000.

You can enter a priced line or an informational line on a complex work order. However, please note that the informational lines do not have any pay items associated with them.

Every complex work order line is automatically numbered, however you can change the numbering of a line. The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM purchasing documents, including modifications and amendments to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported by the system and an error message displays if a duplicate number is found. A segment with 4 digit numeric values from 0001 – 9999 is defined for each document. The numbers are sequentially generated.

SLINS are Sub-lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by you. If the SLIN is Informational, the last 2 digits are always numeric values in the range 01-99. If the SLIN is Priced, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all). For more information on the guidelines that govern the numbering of purchasing document lines, please refer to the Appendix – Key CLM Functionality, page B-1.

Specify the Line Type using the Type LOV. Lines are usually Quantity Based (for items/supplies) or Amount Based (for services). Depending on the Line Type that is selected, the Item/Job field is enabled (for Quantity Based types) or disabled (for Amount Based types).

> **Note:** Rate based temp labor line type is not available on the CLM complex work order.

If the item or service exists in Inventory, iProcurement store or catalog, then the Description and Category field values are defaulted. Select from the available Contract Types in the Contract Type LOV. Based on the Contract Type selected, a pricing calculation will take place and the item/service will be priced on the line. Enter a Quantity in the Qty field and a Unit of Measure in the Unit field. The Amount field gets calculated based on the formula of the Contract Type field, Unit Price, the Quantity and Unit of Measure.

You can choose to create an option line on a purchasing document that you intend to exercise at a future point in time. Instead of modifying the source document at a future date, you can enter the anticipated options on the original award. Option lines (both exercised and unexercised) can have pay items.

For more information on Options, please refer to the Appendix – Key CLM Functionality, page B-6.

You can also perform actions such as Update, Duplicate and Delete for each line. The Delete Action deletes a line from the award. The Duplicate action makes a copy of the line and places it below the original line. The Update action enables you to view the Update Line page and enter/edit additional line information.

The first region in the Update Lines page defaults the information for the line. In addition, the pricing details are displayed, such as Contract Type, Cost Constraint, Qty, Unit, Unit Price, Total Amount. The formula for calculating the Total Amount is also displayed in this region. The details page for the line displays with more information such as the complex payment terms etc. The details page enables you to capture several pieces of critical information for the Complex Services Contract.

Buyers can define a scope of work which is really the description of the service that is being procured. This can be captured either as the Line Description or can be attached as an external document. For more information on attaching documents, please refer to the Attachments section in this chapter.

Complex Payment Terms for Financing, and Retainage are captured on the line. In our example for Financing, you can enter the Advance Amount, Recoupment Rate, Maximum Retainage Amount and the Retainage Rate. Please note that the advance amount cannot be more than the funded amount for the line. These terms defined here apply uniformly to the entire progress payment schedule of this line, that is, the Retainage Rate of 10% is applied to all invoices submitted against pay items of this line. Similarly, the Recoupment Rate of 10% is applied to all Invoices submitted against pay items of this line.

Further to this, certain attributes defined at the line behave as defaults onto the progress payment schedule. Billing details like the Charge Account, Accrue at Receipt, Project Information etc all act as defaults for the payment schedule and as each new pay item is created for the line, it assumes these values.

The Progress Payment Schedule page replaces the Schedules tab because the complex work order does not have delivery schedules.

Several additional details can be specified for the pay items on the details page. The Pay Items details page can be accessed using the pencil icon.

There are three types of Pay Items - Rate, Lumpsum, and Milestone.

Rate pay items are based on a Rate of work completion. Payments for these can be claimed as units of work are completed. In our example we have a rate pay item for Landscape designer services for 25 Hrs @ $1000.00/hr.

Lump Sum pay items, as the name suggest, are based on a Lump Sum amount allocated to a portion of work. Progress payments can be released for these pay items based on the level of completion. In our example we have 2 lump sum pay items, one for Resurfacing the entire parking lot for 20,000 dollars, and another for Road work for a total amount of 50,000 dollars.

Milestone pay items are based on a milestone in the contract or event that needs to be fully complete before the associated payment can be claimed by the contractor. In our example, the milestone for claiming the last 50,000 dollars on the contract is to complete the final painting on the parking lot.

The pay item details page has more details that the Buyer can specify for each pay item. Attributes such as Work Location, Receiving Controls, and Billing information can be specified here. Additionally, documents such as drawings, or specifications for the pay item can be uploaded as an attachment.

On the Distributions tab, you can specify specific charge accounts for the advance, or the accounts generator can be configured to generate an account for the Advance automatically. Accounts can also be generated automatically for every pay item on the progress payment schedule. Please note that the advance amount cannot be more than the funded amount for the line.

iSupplier Portal offers several features to the supplier that provide capabilities to track, monitor, and manage the Complex Services Contract. Using the portal, the Supplier can track the progress on each individual pay item of the Progress Payment Schedule, acknowledge and sign the document before it become a formal contract, request for changes to the contract, and create and submit work confirmation to report the progress on the Contract. Please note that you cannot create a work confirmation for the pay item if the line amount is greater than the funded amount. Also for pay items with a funding of 0 (zero), the lines are not available for creating work confirmations.

For more information on iSupplier Portal, please refer to the *Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User Guide.*

# 4

# Indefinite Delivery Vehicles (IDVs)

## Overview of IDVs

Indefinite Delivery Vehicles (IDVs) enable you to negotiate stable, long-term contracts while maintaining flexible delivery schedules and order quantity commitments. You can use IDVs to specify negotiated prices for your items before actually purchasing them.

There are two types of IDVs - Agreements and ID/IQ contracts. Agreements are further classified as Basic Ordering Agreement (BOA), Basic Agreement or Blanket Purchase Agreement (BPA). ID/IQ contracts are further classified into Requirements, Indefinite Quantity or Definite Quantity.

> **Note:** Please note that you cannot create a release against an Agreement in CLM, you can only create orders referencing IDVs.

## Creating an IDV

You can create an IDV in CLM in the following ways:

- Using the IDVs tab in Buyer Work Center and selecting a document style in the Create LOV and then clicking Go. An IDV created in this way does not reference any other CLM document.

- By referencing an Offer that has been created in Oracle Sourcing: A published Solicitation is a pre-requisite for this task, you can award a selected offer to the supplier by selecting the offer and awarding it; specifying the outcome document as an IDV will create an IDV in CLM from the offer information.

> **Note:** IDVs cannot be created from a catalog upload in iProcurement in CLM. Catalog Authoring is not available for Suppliers and Catalog

Administrators. IDV purchases are usually long-term agreements with suppliers, they are not quick-purchase items as are found in catalog purchases.

## Setting up IDVs

Please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide* for details on how to set up IDVs.

# IDVs in Buyer Work Center

The IDVs tab in Buyer Work Center consists of the following sub-tabs: Header, Address and Supplier Details, and Lines. The Document Style that you select for an IDV determines whether the IDV tab displays the Lines sub-tab or not. For example, when you create a BOA, Requirements, Definite Quantity, Indefinite Quantity, then the Lines sub-tab is enabled. When you create a BPA or Basic Agreement, the Lines sub-tab is not visible.

The Modification sub-tab enables you to view modifications that have been created for IDVs. Click the Modifications sub-tab to search for modifications and view them.

Navigate to IDVs tab in Buyer Work Center. The Header sub-tab is displayed, where you can see the summary View region. A listing of IDVs with some of their details is displayed in the View region based on the default view. You can see all the IDVs to which you have access. For example, if you wish to see your Incomplete IDVs, or Expired IDVs, you need to select the appropriate view. You can personalize the views as well. In order to change the emphasis of the summary view, click Headers, Lines, Address and Supplier Details, or Controls sub-tabs and the summary views will change accordingly.

Views are predefined searches for IDVs. To use a view, select the view from the View list and click Go. Use the following pre-defined views to search for IDVs:

- My Incomplete IDVs - This view displays IDVs that have a status of Incomplete.
- My Expiring IDVs - This view displays all the IDVs that will expire.
- My IDVs with Rejected Acknowledgments - This view displays IDVs that the Supplier has rejected.
- Personalized Views - You can create your own specialized views that display only those IDVs in which you are interested. Click Personalize and the Personalize View page that displays enables you to create new views or modify existing ones.

**Using Search**

Click Search to find specific IDVs. The search criteria fields for finding an IDV are: IDV, Supplier, Buyer, Approval Status. You can add more search criteria fields to the search by selecting fields from the Add Another LOV and clicking Go. Some of the additional search criteria fields that you can use are: Effective Date, Issuing Office, COTR Office Address, COTR Office Contact Name, FSC/PSC, MDAPS/MAIS, NAICS, Approval Date. The search results appear in the region below. You can also save your search as a view by clicking Save Search.

Click Export to export the entire results of the search results (that is, the view). The results can be saved or viewed in a comma delimited file format. For example, select the My Incomplete IDVs view and then click Export. The Export functionality saves all your IDV information in a comma separated values file, which can be opened as an MS-Excel spreadsheet.

**Actions on IDVs**

Depending on the record you select, different actions are populated in the Actions LOV. For example, if you are viewing My Incomplete IDVs, the actions that you can perform on the Incomplete IDVs are: Update, Delete, Place on Hold, Duplicate with Attachments, Duplicate without Attachments, View PDF. If you are viewing My Expiring IDVs, then the Actions LOV displays the following: View Modification, Create Solicitation, Duplicate with Attachments, Duplicate without Attachments, Communicate, View PDF.

Regardless of the view selected, the header tab displays the following header summary information for the IDV:

- OU: This is the Operating Unit which the IDV is associated to.
- IDV: IDV header number. This is the number for the IDV document CLM supports agency defined document number structures as well as those defined by regulation such as the DFARS. Within an operating unit, for a particular CLM document style, there can be only one numbering structure active at a time, even though multiple numbering structures can be defined. An example of a number structure that can be used to number IDVs is: DoDACC-Fiscal Year-Instrument Type-Serial Number (example: MAS123-10-C-1004).
- Description: Enter a description for the IDV.
- Agreed: This is IDV value agreed upon, by the buyer and the supplier.
- Ordered: This is the amount that has been ordered against the IDV.
- Status: An IDV can have various statuses – Incomplete, InProcess, Approved, Pending Supplier Signature, etc.
- Effective Date: Date that the IDV is effective. This is different from the IDV finalization date in that it may be a past, current, or future date.
- Order Start Date: The date in which orders can begin to be issued against the IDV.

When creating orders against an IDV, the start date in conjunction with the end date define the period in which orders can be created against the IDV.

- Order End Date: Date in which orders can no longer be issued against the IDV. When creating orders against an IDV, the start date in conjunction with the end date define the period in which orders can be created against the IDV. The profile option PO: Release Creation Tolerance For Expired Blankets, in Days enables you to define the additional days to extend the expiry date of an IDV, using which you can create the orders against the IDV at a date after the Order End Date.

Create an IDV using the Create LOV. Select a Document Style for the IDV from the Create LOV and click Go.

## Preferences Page

As a user, you can specify the office address and contracts that you want to default on the Address and Supplier Details page. Using the options on the Preferences page, select values for the different office addresses and contacts. This enables you to save on data-entry time and effort, because the office addresses and contacts values that you specify in the Preferences page default on each document you create.

Click the Preferences link located at the top of the page to view and edit the default values that will appear on the IDV. The CLM Preferences (Office and Contacts defaults) link opens a region that enables you to select the Location and Contact for an Office Type (COTR Office, Payment Office, Issuing Office etc.). The selected master data defaults on the IDV in the Address and Supplier Details tab. You can change the values of the defaulted data on the specific IDV. This data on the IDV is retained, even if the preference settings change at a later point of time.

## Document Styles

Use the Document Styles window to create and update purchasing document styles. Purchasing document styles allow organizations to control the look and feel of the application to match the usage of the purchasing document. Through reusable document styles, organizations can turn on or off various Oracle Purchasing features, thereby simplifying the user interface. In addition, document styles provide the ability to define purchasing document names that align more closely with the naming conventions of your organization's business. When a purchasing document is created using a document style, disabled features are hidden.

> **Note:** Document styles only apply to authoring documents in the Buyer Work Center. Document styles are not organization specific.

Define document styles using the Setup > Purchasing > Document Styles page. For more information on setting up document styles in CLM, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

## IDV Header

The main region in the header tab consists of all the general information pertaining to the IDV. Some of the fields in this region are:

- Operating Unit: An organization that uses Oracle subledgers, such as Oracle Cash Management, Order Management and Shipping Execution, Oracle Payables, Oracle Purchasing, Oracle Receivables, and related products. It may be a sales office, a division, or a department. Operating units are not associated with legal entities. Operating units are assigned to ledgers and a default legal context. Information is secured by operating unit for these applications using responsibilities. Each user can access, process, and report on data only for the operating units assigned to the MO: Operating Unit or MO: Security Profile profile option. The MO: Operating Unit profile option only provides access to one operating unit. The MO: Security Profile provides access to multiple operating units from a single responsibility. You can define operating units from the Define Organization window in Oracle HRMS or from Accounting Setup Manager in General Ledger.

- Effective Date: This is the date that the IDV is effective. It is different from the IDV finalization date in that it can be a past, current, or future date.

- IDV: The IDV number is defaulted on this field by the automatic numbering functionality. The IDV number consists of segments separated by a delimiter (such as hyphen), for example, MAS123-10-C-0001. You can change the value of the segments if required. To change the value of the segments, click the Edit Document Number link below the IDV field. A popup displays with the segments and you can update the values. When saving the IDV, the IDV Number also gets saved with the rest of the data. When canceling the IDV, the IDV Number does not get saved or allocated to the IDV. When you submit the IDV for approval, the IDV number gets saved and is no longer editable. For more information on Document Numbering, please refer to the Document Numbering appendix in this guide.

- Status: When the award is being created, the default status is Incomplete. It may change to other statuses such as In Process, Approved, On Hold, Requires Reapproval, etc., depending on how the award is processed.

- Supplier/Supplier Site/Supplier Contact: Select a supplier, supplier site and contact information from the LOVs. A warning message is displayed if the buyer tries to validate an IDV where the supplier is marked as debarred. However the buyer can continue with the transaction.

- Buyer: Select a Buyer from the LOV.

- Contracting Officer: Select a Contracting Officer's name from the search LOV, if a name is not already defaulted from the Preferences page.

- External IDV Number: This is a free-text field that captures the contract or government schedule number when the contract is maintained in a system external to CLM. This field provides the reference contract number under for which terms and conditions, pricing or other conditions apply to this contract / order. This is for contracts that are externally maintained and for which there is no entry in CLM. The CLM award number does not depend upon this reference number.

- Supplier Offer Number: This is the vendor's identifier for their offer that is being awarded in Oracle Sourcing.

- Award Administrator: Point of contact from the Administration Office for the direct person responsible for this IDV. The contact-related fields that are defaulted are: Name, Telephone Number, Email address. The award administrator field is also defaulted, however it can be changed in the IDV. The contact details are retained when the IDV is finalized, and these details do not change on the IDV even if the master data changes over a period of time. This field is also used to determine which office must be contacted in order to get updated status on an IDV (audit, modifications, etc.)

- Total Amount (with Options): System calculated value of total amount of all line items on the IDV including option lines.

- Standard Form: The Standard Form LOV lists all the standard form options that are applicable to the document type. This list consists of the Standard Form values configured on the Document Style page for the given document type. The values below are applicable to IDVs:

  - SF26

  - SF33

  - SF252

  - SF1442

  - SF1447

  - SF1449

  - DD1155

  - OF347

- When you select a standard form type (this is a mandatory field), the corresponding fields display in a header region. For example, you have selected SF252, the SF252 fields are displayed in a region called SF252 Information in the header tab.

- Document Format: The Document Format LOV lists the various applicable document formats. This list consists of the Document Format values configured on the Document Style page for the given document type. The following formats are applicable for IDVs:
  - UCF - Unified Contract Format
  - COM - Commercial
  - CSI - Construction

  The value of the field defaults to blank when you first open the IDV header page. This field must be entered if the View PDF action is to be executed. The field will remain editable to you when the status of the document is Draft. The field will remain read-only when the status of the document is Approved.

  > **Note:** Please note that modifications to IDVs display in a separate sub-tab under the main IDVs tab.

Given below is a description of the FAR fields. For an explanation of non-FAR fields, please refer to the *Oracle Purchasing User's Guide*.

## Terms region

- Bilateral Indicator: This is an indicator stating that the IDV is bilateral, that is, both the government and vendor parties must sign before the IDV is considered legally binding. If the award selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The seeded values for this field are None, Proxy Signature and Signature.
- Number of Signed Copies: If the supplier is required to sign the IDV, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

## Award Categorization region

The Award Categorization region provides additional details about the IDV.

- No Competition Reason: Selection of valid reasons for not competing the IDV openly. The federal government is required to compete all possible procurements openly to increase competition and give equal opportunity to win government dollars. In a situation where procurement is not openly competed, it must meet one of these exception reasons and that reason must be selected on the IDV.
- Contract Category: This is a selection of attributes (taken from the Procurement

Data Standard) describing the category of the IDV. It is used mainly for reporting and categorization / aggregation of IDVs.

- Admin SCD: Surveillance Criticality Designator (SCD) - The criticality designator can be found on the first page of a contract. It is determined by the PCO and indicates the level of delivery urgency.

## Competitive Information region

The fields in this region provide information whether this IDV is set aside for a specific disadvantaged business.

- Set Aside Status: This field indicates whether this IDV is set aside for a specific disadvantaged business. Ultimately, the vendor should meet the qualifications outlined in the solicitation, however, that decision is ultimately up to the contracting officer and is not enforced by CLM.

- Set Aside Percent: This field enables you to enter a percentage that indicates the amount of the anticipated contract value that will be set-aside. If this percentage is less than 100, generally the solicitation will be awarded to multiple vendors (at least one disadvantaged).

- Set Aside Type: The possible values for this field are:
  - Small Business
  - HUBZone Small Business
  - Service-Disabled Veteran-Owned Small Business
  - 8(A) (The SBA's 8(A) BD Program, named for a section of the Small Business Act, is a business development program created to help small disadvantaged businesses compete in the American economy and access the federal procurement market)
  - Emerging Small Business

- NAICS: The commodity group (defined by the NAICS) under which the size standard is applied.

- Size Standard: You can select the size standard from the LOV based on the vendor information provided, however this value can be changed for each award, as vendor size standards can change depending on the product or service being acquired.

## Ordering Constraints region

- Ordering Period (Order Start Date and Order End Date): The Order Start Date is equal to or after the Effective Date. The Order End Date should be after the Order Start Date. When orders are created referencing the IDVs, the Order Effective Date should be within this date range (Order Start Date and Order End Date). This date validation is carried out when the order is submitted for approval.

  The profile option PO: Release Creation Tolerance For Expired Blankets, in Days enables you to define the additional days to extend the expiry date of an IDV, using which you can create the orders against the IDV at a date after the Order End Date.

- Maximum Ceiling Award Amount: This field enables you to enter the maximum ceiling award amount for the IDV. This is the total amount that can be ordered on all orders referencing a given IDV. The system ensures that the total amount of all orders referencing IDVs do not exceed the Amount Limit set up for the IDV.

- Minimum Guarantee Award Amount: Enter this field to indicate the minimum Amount that must be ordered over the life of the IDV. This field is used to ensure that a minimum amount is ordered against an IDV. it is user-entered and is not enforced by the system.

- Minimum Guarantee Award Amount Percentage: The minimum percent of the amount guaranteed to be ordered against the IDV. This field is used to ensure that a minimum amount (as a percentage) is ordered against an IDV. It is user-entered and is not enforced by the system. If the Minimum Guarantee Award Amount is also entered, there is no cross-validation between these two fields.

- Minimum Order Amount: The minimum Amount that must be ordered for the IDV on an individual order. This field is used to ensure that an individual order meets the minimum amount required for an IDV.

- Maximum Order Amount: The maximum amount that can be ordered for the IDV on an individual order. This field is used to ensure that an individual order meets the maximum amount required for an IDV.

- Total Amount Remaining: This is a calculated field that will display the amount for the IDV that has not yet been ordered. This field is utilized to determine how much of the IDV is left to order.

## SF1442 Information region

This region displays only when you select the value SF1442 on the Standard Form field in the IDV header.

- Bond Required: Designates whether one or more bonds is required throughout the life of the project. Prints in block 12a of SF1442.

- Bond Days: Number of days that the contractor has to furnish bonds. Prints in block 12b of the SF1442.

- Days to Start: Number of days the contractor has to start the construction project. Prints in block 11 of the SF1442.

- Days to Complete: Number of days the contractor has to complete the overall construction project. Individual lines may have their own delivery dates and / or period of performance, but the overall total number of days anticipated is recorded here. Prints in block 11 of the SF1442.

- Period Status: Indicates whether the number of days to start/complete is mandatory or negotiable. Prints in block 11 of the SF1442.

- Period Reference: If the period above is negotiable, text in this field refers to the location in the solicitation / or IDV document that describes the flexibility. Prints in block 11 of the SF1442.

- Work Description: Text area where the buyer can provide summary information about the work and reference attachments that more fully describe the work. Purely informational from the buyer to the contractor. Prints in block 10 of the SF1442.

## SF252 region

This region consists of fields that are specific to the SF252 – Architect and Engineer form. This region displays only when you select SF252 on the Standard Form field in the IDV header.

- Administrative, Accounting and Appropriation Data: Free text field to type information that is administrative in nature. Prints in block 9 of the SF252 fom.

- Contract Amount: The total amount of the contract, written out in words as if you were writing a check for that amount. Applies only to the SF252. Prints in block 7 of the SF252 fom. The total contract cost also displays in this field while printing.

- Negotiation Authority: FAR or other regulatory citation that defines the authority under which the government is allowed to enter into this contract. This is entered by the user. Prints in block 8 of the SF252 fom.

- Contract For: Free text field to describe the general description of the supplies and services to be provided. Specific line item data prints in the continuation pages after the SF252 face page. Prints in block 6 of the SF252 form.

- Relevant Clauses and Document List: Free text field to describe or elaborate on any attachments, clauses, or other relevant information. Specific clause and attachment data prints in the continuation pages after the SF252 face page. Prints in block 10 of the SF252 form.

## Addresses and Supplier Details

The Addresses and Supplier Details tab enables you to select Office Types, Locations and Contacts that need to be associated to the IDV. This information often defaults from the user preferences or previous documents in the process, and can be changed / updated any time prior to approval. When the IDV is approved, this data on the IDV may not be changed / updated, except through a modification. Even if the master data changes over a period of time, the data that is stored as part of the IDV does not change. For example, an Issuing Office location is changed after 2 years after the approval of an IDV. The value of the fields in the IDV which used that office location will not change to the new office location value, it will retain the original location values which existed at the time of approving the IDV.

**Office Address and Contact Details**

Each address row consists of the following information: Address Details, Address Type, Location Address Code and Contact.

- Issuing Office: The Issuing Office is responsible for completing the IDV. The Issuing office is also often used as a reporting field to aggregate spending or contract actions, workload, etc. across organizations. Changing the Issuing Office from the original IDV changes the value for the conformed IDV. On a Modification there is a Modification Issuing Office field that indicates the contracting office that is creating the Modification document. The Modification Issuing Office is specific to the modification only and does not affect the Issuing office for the overall IDV. The address detail elements of the Issuing office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default Issuing office that will populate the IDV upon creation but can be changed later.

  Enter the Contact details for the Issuing Officer - the name of the individual responsible for the contracting action. This field prints on each standard form in the Printed Name block next to the signature block depending on the form selected. The Contact details are: Name, Title, Phone Number, Email Address.

- COTR Office: The COTR is the Contracting Officer Technical Representative – a stakeholder who has responsibility around the contract. Within the system, a COTR's duties could include accepting deliverables under the contract, receiving notifications related to the contract.

  During the creation of the solicitation or IDV, the buyer decides if a COTR is necessary for the procurement and, if required, selects an appropriate COTR and COTR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COTR. The address detail elements of the COTR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COTR office that will populate the

IDV upon creation but can be changed later. The COTR address details remain as is, when the IDV is finally approved.

Depending on the value you select in the COTR Contact Name field, the contact details are displayed. The Contact details are: Name, Telephone Number, Email address.

The COTR Office Address and COTR Contact details may be changed anytime without a modification.

- Requesting Office: The Requesting Office is the office where the purchase requisition originates. The buyer who is assigned the requisition uses the address to know whom to contact in the case the requisition needs to be revised or questions arise. It can also be used in reporting to know how much business is coming from the different offices. This office information is usually entered on the originating requisition and is passed on to the solicitation and then to the IDV. The address detail elements of the Requesting Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country. The Requesting Office details are defaulted from the purchase requisition (or solicitation). The address details are retained as is, when the IDV or modification is finalized.

  > **Note:** When creating an IDV with a reference to a purchase requisition, if there are lines from different requisitions, then the Requesting Office address from the earliest created requisition is used.

  Requesting Office Contact Name field enables you to enter the Contact details for the Requesting Office. The Contact details are: Name, Telephone Number, Email address.

- Property Administration Office: The Property Administration Office is responsible for maintaining and tracking any government property that may be acquired or used as part of the resulting contract.

  When the solicitation or IDV is created, the buyer checks if the line item uses government property or acquires government property, and if required, selects the appropriate property administration office and contact.

  The address detail elements of the Property Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Property Administration Office value populates the field, however this information can be changed anytime prior to the approval of the award.

- Administration Office: This office is responsible for making changes to the IDV (via modifications, additions to the contract file, etc.) and monitoring its progress.

  This office is also used to determine which office must be contacted in order to get an updated status on an IDV (audit, modifications, etc.).

The address detail elements of the Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Administration Office value is populated in the field, however this information can be changed anytime prior to the approval of the award.

The contact details for the Administration Contact populate depending on the value you select in the Contacts field. The Contact details are: Name, Telephone Number, Email address.

- Small Business Administration Office: The Small Business Administration Office is responsible for coordinating and reviewing plans for setting aside procurements for small businesses and similar groups.

  At the time of IDV creation, the buyer decides if the IDV has a small business implication and if so, the buyer selects the appropriate small business administration office and contact.

  The address detail elements of the Small Business Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Small Business Administration Office value is populate in the field, however this information can be changed anytime prior to the approval of the IDV.

  When you select a value in the Small Business Administration Contact Name field, the Contact details for the Small Business Administration Office are displayed. The Contact details are: Name, Telephone Number, Email address.

- Payment Office: The Payment Office is responsible for disbursing the payment to the vendor.

  Depending upon the organizational structure and responsibilities of the agency, there may be central management of payments for an organization or several organizations within a larger organization. For example, DFAS centrally manages almost all payments on DoD contracts.

  The address detail elements of the Payment Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Payment Office value is populated in the field, however this information can be changed anytime prior to the approval of the IDV.

  When you enter a value in the Payment Contact Name field, the corresponding Contact details for the Payment Office are displayed. The Contact details are: Name, Telephone Number, Email address.

- Invoice Office: The office responsible for collecting invoices against this IDV. The address where invoices are to be received is often different from the issuing or payment office.

  The address detail elements of the Invoice Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Invoice Office value populates the field, however this information can be changed anytime prior to the approval of the IDV.

When you enter a value in the Invoice Contact Name field, the corresponding contact detail fields are displayed for the Invoice Office. The Contact details are: Name, Telephone Number, Email address.

- Remit To Address: This is the vendor's address for sending payments when there is a non-electronic payment method. The vendor's address where payment should be sent is often different from the vendor's location defined on the vendor field. You can select only those available pay sites that are associated to the vendor and vendor site combination that are selected on the IDV.

  Remit To Contact – A Remit To contact is added to the above addresses. The fields for the Remit To Contact are: Name, Telephone Number, Email address.

## Supplier Details region

- EFT Indicator: This checkbox indicates whether payments will be made through electronic transfer rather than a live check. This flag, indicating whether EFT will be used to pay the vendor, defaults from the supplier record and allow you to enter this information in a situation where the supplier record does not have this information.

- EFT Exclusion Reason: Allows the contracting officer to specify a reason why electronic funds transfer (preferable method) cannot or is not being used. Selection of valid reasons for issuing an IDV without EFT: FAR 32.1103 (a), FAR 32.1103 (b), FAR 32.1103 (c), FAR 32.1103 (d), FAR 32.1103 (e) (1), FAR 32.1103 (e) (2), FAR 32.1103 (f), FAR 32.1103 (g), FAR 32.1103 (h), FAR 32.1103 (j).

- Vendor Size (Supplier Size) : Categorization of the IDV as being made to a small business or other than small business. This determination is made based upon the items or services being bought on the particular IDV and what the vendor's size is considered for those types of items/services.

- Remit To Address: Vendor's address for sending payments when there is a live check. Vendor's address where payment should be sent is often different from the vendor's location defined on the vendor field.

- CCR Exception Reason: The Central Contractor Registration (CCR) is a website where vendors who wish to do business with the Federal Government must register. The government is responsible at time of award to ensure that they have the latest vendor information from the CCR in the Vendor table for the vendor selected on the award. This is done by the CCR synchronization process. There are exceptions that can be cited if a user can not synchronize with the CCR prior to award finalization. Please refer to the *Oracle U.S. Federal Financials User Guide* for more information.

## IDV Lines

The Lines tab consists of the following fields:

- Line: The Contract Line (CLIN) and Sub-line (SLIN) structure is used in CLM documents, including modifications to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. The CLIN number is a mandatory field if you need to enter and save any other line information.

  Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines. By default, all CLINs are regarded as priced lines.

  CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported and an error message displays if a duplicate number is found. Default CLIN numbers are editable.

  SLINS are lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be update. For Informational SLINs, the last 2 digits numeric have values in the range 01-99. For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

- Info: Define an informational line by selecting the Informational checkbox at the line level.

- Type: You can select a line type which are broadly classified as Quantity Based or Amount Based.

- Item / Job: Selecting a line type from the Type LOV is a factor in determining how the total amount will be calculated for the item/service that the agency wishes to procure. If the Type selected is Quantity Based, then the Item/Job field is enabled and on choosing an item/job, the Description field is automatically populated or you can enter a description. If the Type selected is Amount Based, then the Item/Job field is disabled and on choosing a service, you need to enter a Description.

- Contract Type: The Contract Type LOV contains all the Contract Types that can be used for that Line Type. If you select Quantity Based Line Types, the LOV for the Contract Type displays only those Contract Types that don't depend on any pricing attribute other than Quantity and Unit Price for the price calculation. For Amount based lines, the pricing related fields are entered in the Pricing Details popup and the final computed amount is stored for that line. For more information on Contract Types and pricing the line, please refer to the appendix – Common CLM

Functionality, page B-8.

- Unit: Unit of Measure
- Price: Unit Price for the item
- Expiration Date: the date the IDV line expires
- Add Slin: Click the colored + icon to add a SLIN to the CLIN. The possible combinations of CLIN/SLINs that are used in CLM are as follows:
  - Priced CLIN and Informational SLINs
  - Informational CLIN with Priced SLINS

    **Note:** Priced CLINs may not have Priced SLINs.

- Option: You can choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document to add the line at a future date, you can enter the anticipated options on the original award. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised because the vendor has now promised to deliver support and training. The option lines of support and training, once exercised, can be received and invoiced as well. A CLIN or SLIN can be further defined as an Option Line. An Option Line stores and displays information that is used at a future point in time.

  An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, please refer to the section Numbering CLINs and SLINs in Appendix A. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it. For more information on Options, please refer to the appendix – Common CLM Functionality, page B-6.

You can also perform actions such as Update, Duplicate and Delete for each line. The Delete Action deletes a line from the award. If you are deleting a CLIN that has SLINs associated to it, the entire CLIN/SLIN structure is deleted. If you delete a SLIN only, the SLINs below it move up one level in the structure for that CLIN/SLIN hierarchy. The Duplicate action makes a copy of the line and places it below the original line. The Update action enables you to view the Update Line page and enter/edit additional line information.

To enter line information in the IDV, click the Lines tab. Enter the relevant information on the line, and then click the Update icon (pencil icon) to enter further details in this tab.

More on CLINs / SLINs:

- Copy options:
    - Select an entire CLIN/SLIN structure and copy it to a new CLIN/SLIN structure.
    - When you copy a SLIN, a new SLIN is created in the CLIN/SLIN hierarchy.
    - When a Standalone CLIN is copied, a new CLIN is created.
    - When copying CLINs or SLINs, the data on the lines are also copied to the new lines, that is, the data on the original line(s) is the same as the data on the copied lines(s).
- Search - You can search for lines, using line numbers, along with other search criteria, in the Search pages.

## Fields in the Main region

- Contract Type: There are some seeded Contract Types in CLM, that you can select. The Contract Type is a major factor in determining the price of the line.
- Cost Constraint: A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing or the document printing behavior for that CLIN/SLIN.
- IDC Type: Indefinite Delivery Contracts (IDCs) are contracts for supplies and/or services that do not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provide for the issuance of orders for the delivery of supplies during the period of the contract. The values for IDC Type are: Not Applicable, Definite Quantity, Indefinite Quantity, Requirements. The combination of IDC type and the contract type determines the pricing calculation for the lines.
- Extended Price: The Extended Price is a calculated field, it displays the formula that went into the price calculation as a caption below the Extended Price value.

  You can open a popup window called Pricing Details for Amount Based Lines. This popup enables you to input the values for the pricing elements and calculates the line amount. The pricing elements that are derived from the calculation logic are view-only fields and you cannot update them. The popup has a Calculate button to calculate the final price (Total Amount) and any other calculated pricing elements.

For more information on Pricing, please refer to the appendix - Common CLM Functionality, page B-8.

## Fields in the Federal Customer Designation region

The fields in this region provide information that enable the IDV to designate a particular classification code or program to the item being procured.

- FSC/PSC: The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.

- MDAPS/MAIS: Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs.

- NAICS: The commodity group that classifies an item.

- Customer Project Code: This identifies PRs created for special programs, exercises, projects, operations, or other purposes. Sites can establish their own set of codes and use them to identify and group PRs. It is used to capture the Construction Project Number for the SF1442 (block 6).

- Customer Project Text: Text Description of the selected project code. It is used to capture / map the A&E Project Title and Location for the SF252 form and the Project number for the 1442 form as well.

- Program Code: Enables you to select from established Program Codes. Programs are also agency-defined and can be used to group and report purchases under a particular program.

## Fields in the Additional Item Information region

The fields in this region enable you to provide specific details about the item that will be ordered. The fields described below are free-text fields are not validated in the system.

- NSN: A National Stock Number (NSN) is a 13-digit number assigned to an item of supply. It consists of the four digit Federal Supply Class (FSC) and the nine digit National Item Identification Number (NIIN). A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it composes the NSN. The NSN is used as the common denominator to tie together logistics information for an item of supply. An example of the NSN is 6130-01-537-7617 DC Power Adapter for Panasonic laptops.

  This is the item number of what the government is procuring. The supplier, receiving clerk, and payment office will use this to ensure that the correct items are shipped, received and invoiced.

- Manufacturer Name: The name of the manufacturer by whom the goods are made. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Manufacturer Part Number: The part number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Supplier Part Number: The part number as given by the supplier for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Product/Catalog Number: In the case where a manufacturer provides a catalog from which goods can be purchased, this is the product/catalog number associated to the item being requested. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Drawing Number: The drawing number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Specification Number: The specification number as given by the manufacturer/vendor for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Serial Number: The serial number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail helps to ensure that the correct item is procured.

- Piece Number: The piece number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Model Number: The model number as given by the manufacturer for the item being purchased. This field provides the ability to more specifically identify the item being requested. This detail will help to ensure that the correct item is procured.

- Item Long Description: In cases where the Commodity or Service Name / short description field does not provide enough space for the item/service being requested, the Item Long Description field is used to enter additional descriptive text. The text entered within this field is carried forward to subsequent transactions. This is the description of what the government is procuring.

  The supplier, receiving clerk, and payment office use the item long description to ensure that the correct items are shipped, received and invoiced.

## Fields in the Ordering Constraints region

Order Start Date: The date in which orders can begin to be issued against the IDV line. When creating orders against an IDV, the start date in conjunction with the end date define the period in which orders can be created against the IDV line. The Order Start Date is equal to or after the Effective Date. The Order End Date should be after the Order Start Date. When orders are created referencing the IDVs, the Order Effective Date should be within this date range (Order Start Date and Order End Date). This date validation is carried out when the order is submitted for approval.

Order End Date: Date in which orders can no longer be issued against the IDV line. When creating orders against an IDV line, the start date in conjunction with the end date define the period in which orders can be created against the IDV line. This Order End Date (at the line level) should be equal to or less than the Order End Date at the header level. This validation occurs only when the Order Start Date and Order End Date are entered at the header level.

Maximum Total Amount: The maximum amount that can be ordered over the life of the contract line. This field is used to ensure that a maximum amount is ordered against an IDV line. For example, if the Maximum Total Amount is $1000, all order lines created against the IDV line cannot (in total) exceed this amount. Therefore, you could have 3 orders, Order #1 - Line 0001 for $500, Order #2 - Line 00001 for $250 and Order #3, Line 0001 for $200, all of which total $950 and does not exceed the maximum amount. However, if Order #4 is created with line 0001 for $100 and references the IDV line, the system will prevent the order from being approved because it exceeds the constraint.

Minimum Total Amount: The minimum Amount that must be ordered over the life of the contract line. This field is used to ensure that a minimum amount is ordered against an IDV line. For example, if the IDV has a Minimum Total Amount of $80, and the IDV line amount is $100, then a minimum $80 of orders will be created against the IDV line. So there could be 3 orders created and in total they should exceed $80 during the life of the contract. This field is user-enterable and is not validated by the system.

Maximum Total Quantity: The maximum quantity that can be ordered over the life of the contract line. This field is used to ensure that a maximum quantity is ordered against an IDV line. For example, if the Maximum Total Quantity is $1000, then all order lines created against the IDV line cannot (in total) exceed this quantity. Therefore, you could have 3 orders, Order #1 - Line 0001 quantity 500, Order #2 - Line 00001 quantity 250 and Order #3, Line 0001 quantity 200, all of which total 950 and does not exceed the maximum amount. However, if Order #4 is created with line 0001 for quantity 100 and references the IDV line, the system prevents the order from being approved because it exceeds the constraint.

Minimum Total Quantity: The minimum quantity that must be ordered over the life of the contract line. This field is used to ensure that a minimum quantity is ordered against an IDV line. For example, if the IDV has a Minimum Total Quantity of 80, and the IDV line amount is 100, then a minimum 80 of orders will be created against the IDV line. So there could be 3 orders created and in total they should exceed 80 during the life of the contract. You can manually ensure that the minimum is met procedurally via reports/queries and the enforcement is typically done as a part of the contract close-out procedures.

Maximum Per-Order Amount: The maximum Amount that can be ordered for the contract line on an individual order. This field is used to ensure that an individual order meets the maximum amount required for an IDV line. For example, if the IDV has a Maximum Per-Order Amount of $120 when an order is created against the IDV line it must have a total line amount of $120 or less. If the amount is greater than $120 then the order will not be approved.

Minimum Per-Order Amount: The minimum Amount that must be ordered for the contract line on an individual order. This field is used to ensure that an individual order meets the minimum amount required for an IDV line. For example, if the IDV has a Minimum Order Amount of $80 when an order is created against the IDV line it must have a total line amount of $80 or greater. If the amount is less than $80 then the order will not be approved.

Maximum Per-Order Quantity: The maximum quantity that can be ordered for the contract line on an individual order. This field is used to ensure that an individual order meets the maximum quantity required for an IDV line. For example, if the IDV has a Maximum Per-Order Quantity of 100, when an order is created against the IDV line it must have a quantity of 100 or less. If the amount is greater than 100 then the order will not be approved.

Minimum Per-Order Quantity: The minimum quantity that must be ordered for the contract line on an individual order. This field is used to ensure that an individual order meets the minimum quantity required for an IDV line. For example, if the IDV has a Minimum Per-Order Quantity of 50, when an order is created against the IDV line it must have a quantity of 50 or greater. If the quantity is less than 50 then the order will not be approved.

Total Amount Ordered: This is a calculated field that tracks the total amount that was ordered against the IDV line. This field is utilized to determine how much of the IDV line has already been ordered.

Total Amount Remaining: This is a calculated field that displays the amount for the IDV line that has not yet been ordered. This field is utilized to determine how much of the IDV line is left to order.

Total Quantity Ordered: This is a calculated field that tracks the total quantity that was ordered against the IDV line. This field is utilized to determine quantity already ordered for a given IDV line.

Total Quantity Remaining: This is a calculated field that displays the quantity for the IDV that has not yet been ordered. This field is to determine how much of the IDV line is left to order.

**Price Breaks region**

The Price Breaks region enables you to enter price breaks for the IDV. For example, the following price breaks could be entered:

| Quantity | Break Price |
|---|---|
| 1 - 10 | 100 |
| 11 - 20 | 90 |
| 21 - 30 | 80 |
| more than 30 | 70 |

You can also enter the Discount field to calculate the price break. Enter the effective dates to indicate the time limits for the price breaks.

### Organize Lines

The Organize Lines page consists of 2 regions: Current Structure (source) and Target Structure (destination). Select one or more lines by clicking on the Select checkbox in the Current Structure region. Then select the type of move you wish to perform using the Select Action LOV in the Target Structure region. Select from one of the 3 possible values: Move After Selected Line (moves the line after the line you selected in the Edit Lines page), Move Before Selected Line (moves the line above the line you selected in the Edit Lines page) and Move as sub-line(s) under selected line (moves a line as a SLIN under a CLIN). Click Done to save and apply your changes and return to the Lines page. The Lines page displays, showing you the new structure of the lines.

## Update FPDS-NG Reporting Information action

Your CLM document (Award, IDV or Modification) has an action called Update FPDS-NG Reporting Information in the Actions LOV (the Actions LOV is available on all the tabs). For example, the tabs in an award are: Header, Addresses and Supplier Details, Lines, Schedules and Distributions. Using the Actions LOV on any of these tabs, you can select the action Update FPDS-NG Reporting Information to open the Edit FPDS-NG Reporting Information page. This page enables you to enter/update/view the reporting details for the CLM document. That is, all the information relevant to FPDS-NG reporting is displayed in this page.

You can also select the action Update FPDS-NG Reporting Information using the Views region in any summary page for any CLM document. Select one CLM document using the Select radiobutton and then choose the action Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Please refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 7-1 for more information.

## Warrants for IDVs

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer's duties include issuing solicitations, awards, modifications, and orders, and he/she utilizes the majority of the processes and features within the federal system as well.

A Contracting Officer is also assigned the task of approving and signing awards, IDVs and modifications that are within the warrant amount associated with the Contracting Officer. For example, the Contracting Officer has a Type 1 warrant of $5000, and the Type 1 warrant is associated with an IDV. This means that the total amount of the IDV should be $5000 or less, if it needs to be approved by the supplier and the Contracting Officer. If the total amount of the IDV exceeds $5000, the buyer can assign another Contracting Officer who has the authority to approve and sign for a larger sum of money.

In CLM, a buyer is specified as a Contracting Officer. When a buyer is marked as a Contracting Officer in the system, a warrant is also associated with the Contracting Officer. For more details on setting up warrants, Contracting Officer, associating CLM documents with warrants, etc, please refer to the *Contract Lifecycle Management for Public Sector Implementation Guide.*

A Warrant consists of Warrant Types and a Contracting Officer association. A Contracting Officer can be associated with one Warrant only. Every Warrant Type has a Warrant Amount associated with it. The Warrant Types are available as lookup values and are seeded in CLM as:

- Type 1
- Type 2
- Type 3
- Type 4
- Type 5

The Warrant Types can be defined and set up by individual agencies, according to their particular requirements. Additionally, implementers can enter different Warrant Amounts for each Warrant Type, and again, this differs from agency to agency. Warrant Amounts cannot be negative values.

If you wish to ensure that the IDV amount you submitted for approval is validated against the Warrant Amount, your system administrator needs to enforce warrants by associating a Warrant Type to a CLM document style in the Document Styles page. For example, your Document Style is Basic Agreement, and the Warrant Type associated with it is Type 1; Type 1 has a Warrant Amount of $5000 and is associated with a Contracting Officer. Thus, you create a Basic Agreement with a total amount of $6000, and the Basic Agreement has a Contracting Officer's name defaulted on it. The Contracting Officer is associated with a Warrant Amount of $5000 for this document style (that is, Basic Agreements). Therefore, the system validates if the Basic Agreement total amount exceeds the Warrant Amount that is associated to the Contracting Officer. In our example, the Basic Agreement total amount ($6000) exceeds that of the Warrant Amount, and an error message is displayed. You cannot proceed further unless you change the delivery order total amount or the Contracting Officer, so that another Contracting Officer who has greater authority for obligating larger sums of money can be associated with the Basic Agreement.

### Enforcing Warrants for an IDV

1. Navigate to the IDVs page using the appropriate Purchasing responsibility.

2. Use the Create LOV to select a Document Style and thereby create a CLM IDV. Note that if a warrant is enforced for your selected document style, the total amount of the IDV is validated against the warrant amount.

3. Use the Header tab to specify a Contracting Officer, if one is not already defaulted.

4. Enter the relevant information in the Header, Lines, Addresses and Supplier Details tabs.

5. Save your work, and then submit your document for approval.

6. If the warrant currency is different from the ledger currency or the document currency, appropriate validations are carried out and you see an error message.

7. During document submission, some validations are performed: checks such as the validity of the warrant and Contracting Officer, active status of the warrant, total amount of the IDV and the total warrant amount, etc are carried out. If any of the validation checks fails, an error message is displayed and you need to make the necessary corrections in order to proceed.

8. The status of your IDV is now Pre-Approved or Approved, depending on whether you need the document to be electronically signed by the Contracting Officer. The Acknowledgement column displays whether a signature is required. For more information on electronic signatures, please refer to the Electronic Signatures section.

## Approving an IDV

When you complete the IDV entry and are ready to initiate the approval process, select the Submit button in the Update page using any of the sub-tabs (Header, Lines). The Approvals Workflow along with the Approvals Management Engine (AME) is used to perform the approval cycle. When you select the Submit button, Oracle Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Status checks are performed when you take an approval action.

You can approve documents through the Notification Details Web page, accessible through the Notifications Summary menu in Purchasing. The Notifications Summary page lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. After opening a notification, you can drill down to the document itself, and review it and its action history.

> **Note:** You can modify the document only if Approver Can Modify is enabled for the document type.

Oracle Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action. The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Oracle Purchasing automatically brings you to the Approval Errors window where you can review the cause(s) of failure. You can then return to the document entry window to make required corrections.

Purchasing offers the following document approval actions in the notification: Approve, Approve and Forward, Forward, and Reject. You can also reassign a notification to somebody else.

Prior to finally approving an IDV, the system checks to see if the award's Bilateral Indicator field indicates whether the IDV approval should be done by the buyer and the supplier. Thus, the contracting officer may send the IDV to the supplier and after receiving the supplier's signature on the printed IDV, he may update the IDV header with the Vendor Signatory information.

After the IDV is approved, you may make any further changes to it via Modifications. For more information on Modifications, please refer to the Modifications chapter in this guide.

## Electronic Signature for an IDV

If the value of the profile option Contracting Officer's Electronic Signature Required is set to Yes, then the Contracting Officer will be required to sign an award, IDV or modification document. The value of the Bilateral Indicator LOV can be one of the following:

| Bilateral Indicator value | Document Signed By |
|---|---|
| None | Contracting Officer |

| Bilateral Indicator value | Document Signed By |
|---|---|
| Proxy Signature | Buyer (on behalf of the supplier) and Contracting Officer |
| Signature | Supplier and Contracting Officer |

Use the Header tab to specify a Contracting Officer if one is not already defaulted from the Preferences page.

The Purchasing CLM Defaults page in the Preferences link enables you to view the default Contracting Officer. You can override the default values of the Preferences page by entering or selecting the value you want in the CLM document.

## Electronically Signing IDVs by Supplier and Contracting Officer

When you create an IDV and wish to get supplier acceptance for the IDV, you need to ensure that the value of the Bilateral Indicator field (in the header tab) is set to Signature and the number of Signed Copies is greater than zero. This enables electronic signature of the IDV by the supplier and the Contracting Officer. After you submit the document for approval, the status of the document displays as Pre-Approved and the Acknowledgement column displays Pending Supplier Signature.

The following steps need to be performed in order to complete the electronic signature process:

1. The supplier will sign the document electronically via iSupplier Portal. After the supplier signs the document, you (the Contracting Officer) need to navigate to the Notifications Summary page.

2. Open the notification that requests your signature. The Notification page requires you to Accept or Reject the document. Enter an acceptance or rejection reason in the Response region and then click Accept if you wish to accept the document, otherwise click Reject or Reassign (to reassign to another Contracting Officer).

3. On accepting, the Notifications page prompts you for your user name and password to complete the electronic signature process.

If you have logged in as a buyer, use the Awards > Views page to see that the status of the award is now Approved and that the value of the Acknowledgement column is now Accepted. Click the Accepted link to view the Acknowledgement History page. Click the eSignature icon in the Acknowledgement History page to view the history of the signature process for this document. The E-record page displays, enabling you to view the signature details, acknowledgement details and other information related to the e-record.

## Proxy Signing of IDVs by Buyer (on behalf of Supplier) and Contracting Officer

When you create an IDV and wish to get the document proxy signed, you need to ensure that the value of the Bilateral Indicator field is set to Proxy Signature and the Number of Signed Copies field should have a value greater than zero. This enables electronic signature of the IDV by the Contracting Officer and proxy signature on behalf of the supplier by the buyer. After you have entered the data in the document and submitted it for approval, the status of the document displays In Process and the Acknowledgement column should display Requires Signature. After the approvers have approved the IDV, the status of the document should be Pre-Approved and the Acknowledgement column should display Requires Signature.

As a buyer, you need to perform the following steps to complete the proxy signature process:

1. The buyer opens the notification and signs on behalf of the supplier. The notification requesting your (buyer's) signature displays in the Open Notifications view in the Notifications Summary. The sender of this notification is the supplier user, on whose behalf the you will be signing.

2. Enter relevant values in the Response region (for the following fields: Comments, Supplier Contact Name, Supplier Title, Signed Date).

3. On accepting (user can reject or reassign as well) you need to enter your user name and password in order to complete the proxy signature process.

4. The status of the CLM document is still Pre-Approved, and the value of the Acknowledgement column is Pending Contracting Officer Signature.

As the Contracting Officer, you need to perform the following steps to complete the Proxy Signature process:

1. Login as the Contracting Officer and use the appropriate Purchasing responsibility. Navigate to the Notifications Summary page.

2. The Notifications Summary page shows you the notification requesting your signature. Click on the notification link or select the checkbox next to the notification link and then click Open.

3. The Notification Details page displays the supplier and buyer names. Additionally, you can enter a reason for accepting or rejecting the IDV. You can perform the following actions with respect to the document: Accept, Reject, Forward, Reassign.

4. If you click Accept, the Sign Notification page displays, where you (as the Contracting Officer) need to enter your user name and password in order to complete the electronic signature process. Enter your user name and password in the fields indicated, and then click Sign.

5. The status of your IDV should be Approved and the Acknowledgement column should display a value Accepted. Click the Accepted link in the Acknowledgement column to display the Acknowledgement History page.

6. Click each or any of the e-Signature icons in the Acknowledgment History page to open the Electronic Records and Signatures: E-record details page. This page displays the signature, acknowledgement and other details pertaining to the signature action.

## Updating an approved IDV without Modification

When your IDV has been approved, and you wish to update some information on it without going through the modification process, select the Update without Modification action in the View region of the IDVs page. This action is available only for the views that display approved IDVs.

The Update page opens, showing you 2 regions that you can update: Addresses region and Attachments region.

The Addresses region shows you the COTR Office and Contact details that you can update for an approved IDV.

The Attachments region displays the existing attachments to the IDV and enables you to add other attachments, if required. The Attachments region displays the existing attachments to the IDV and enables you to add other attachments, if required. In the Add Attachment page, the Attachment Summary Information region enables you to select a Category. Note that you can only select the Internal to Purchase Order category.

When you save and apply your work, you return to the IDVs page with the Views region displaying your approved IDVs.

## Closeout of IDVs

You can closeout contracts in a different process from that of annual closes or financial closes where closed funds are never reopened for follow-on actions.

Contracts are closed and retained in different timeframes, depending on agency to agency. The average retention period is at least six years. The contract closeout process is more complicated when contracts have been administered by separate ACO (administrative contract office) and PCO (procuring contract office) offices, since each office has a different set of modifications that must be reconciled. Complicating the process even more is the fact that contract closeout can occur prior to the funds being formally closed since fiscal close is an independent process.

Navigate to the IDVs page use the Views region to view approved IDVs, because only approved IDVs can be closed out. Select the Closeout action from the Actions LOV and click Go. The Closeout page displays. The Closeout Indicator LOV has 4 values:

- Physically Complete: As indicated in FAR 4.804-4, a contract is considered to be physically completed when
  - Paragraph (a): Except as provided in Paragraph (b) of this section, a contract is considered to be physically complete when
    1. 
       1. The contractor has completed the required deliveries and the Government has inspected and accepted the supplies;
       2. The contractor has performed all services and the Government has accepted these services; and
       3. All option provisions, if any, have expired; or
    2. The Government has given the contractor a notice of complete contract termination.
  - Paragraph (b): Rental, use and storage agreements are considered to be physically complete when -
    1. The Government has given the contractor a notice of complete contract termination; or
    2. The contract period has expired.
- Administratively Complete: A contract will go through the administrative closeout process after it is considered physically complete. A contract is administratively complete once the contract administration office has gone through the closeout procedures as outlined in FAR 4.804-5 which includes completing the contract closeout checklist and contract completion statement.
- In Closeout: Contracts in which contract administration personnel have initiated the closeout process, but the contract is not physically or administratively complete.
- Closed out: The contract closeout procedures have been completed for the contract and it is considered both physically and administratively complete. At which point, it is closed for further action and can only be accessed in a read-only state. If additional actions are required, it would need to first be reopened. The Reason field is enabled and is a required field only for the Closed out value.

Select a value from the Closeout Indicator and click Apply. The closeout process may take place in any of the following ways:

- You can proceed with closeout process in the following order, that is, first set the Closeout Indicator to Physically Complete, then Administratively Complete, then In Close Out and finally, Closed Out.

- Alternatively, you can closeout the IDV from any status without proceeding sequentially: for example, you can go to the Closed Out status from Administratively Complete without going to the In Closeout status at all.
- Additionally, you can select the Closed Out status from the Closeout Indicator directly, without selecting any other status.

If you have a draft modification associated with the IDV, the system displays an error message. You need to cancel or approve the modification before proceeding with closeout.

The IDVs page is displayed again and your IDV status now shows the Closeout Indicator value. For example, if you have selected Physically Complete from the Closeout Indicator, the IDV status displays Physically Complete. Click on the Status hyperlink to view the action history of the closeout in the Action History page. It will show the closeout and reopen actions only, not the intermediary stages of closeout.

If you have finally closed out your IDV, you can reopen it if required. The award can be closed out and reopened any number of times. The Actions LOV in the View region of the IDVs page enables you to reopen the closed out IDV. The status of the IDV changes to Approved again, however you can see that the IDV was reopened when you click the Status hyperlink and view the Action History page.

The Action History page displays when you click the Status hyperlink of the approved IDV. The Action History page shows you the sequence number of the action you took with respect to the closed out IDV. In addition, this page also displays the person who performed the action on the IDV, the date the action was performed, etc. The Notes column captures and displays the Reason you provided while closing out or re-opening an IDV.

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# Orders Referencing IDVs

## Overview

An order referencing an IDV (example: Delivery Orders, BPA Calls) is an actual order of supplies and services against the IDV. The IDV determines the characteristics and prices of the items. The order referencing the IDV specifies actual quantities and dates ordered for the supplies and services.

When an order referencing an IDV is created, the order number consists of the IDV number followed by a 4 digit number, for example, MAS123-10-C-1234-0001; MAS123-10-C-1234 is the IDV number and 0001 is the serial number for the order referencing the IDV. This number, though auto-generated, is editable using the Edit Document Number popup.

A Contract Line in the order captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines. CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Informational SLINs have the last 2 digits numeric values in the range 01-99. For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

You can choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document at a future date, enter the anticipated options on the original award. A CLIN or SLIN can be further defined as an Option Line. An Option Line stores and displays information that is used at a future point in time. An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, please refer to the section Numbering CLINs and SLINs. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it.

**Note:** You may not refer to Option lines in the Order referencing the

IDV, unless the Option lines are exercised.

The Pricing details on an order referencing an IDV can come from various sources – from the purchase requisition, from the offer/solicitation, from the IDV. For more information on Pricing an order that references an IDV, please refer to Appendix A – Common CLM Functionality, page B-8.

**Note:** Orders referencing an IDV may not be funded.

# Creating an Order Referencing an IDV

The ways in which an order referencing an IDV is created are:

- From a Purchase Requisition (using Document Builder)
- From an Offer (Surrogate Offer) in Oracle Sourcing

## Defaulting data on an Order Referencing an IDV

When you create an order referencing an IDV from a requisition or from a surrogate offer, the data that is defaulted on the order could come from the following sources:

- Quantity, delivery schedule and funding information is defaulted from the purchase requisition lines.
- Supplier, NAICS Code, Unit Price is defaulted from the IDV.

Please note that the above are just some examples of defaulting data.

When the order referencing an IDV is created, you can change the data on the created order. If any IDV or line references are changed in the created order, then no re-defaulting of the data from the source document takes place. You need to ensure that the data is correct with respect to the new IDV / Line reference.

## Creating an Order Referencing an IDV from a Purchase Requisition

Navigate to (T) Requisitions > Demand Workbench and select a requisition line(s). Click Add to add the requisition line(s) to the Document Builder. The Document Builder displays further options, and you can select the IDV that the order should reference. Click Update to select the corresponding IDV line for the selected Purchase Request line. Click Create to create the order and the relevant information from the Purchase Request and IDV is copied to the new order to populate it with the order details. You can also update this order with any changes you require.

## Creating an Order Referencing an IDV from a Surrogate Offer in Oracle Sourcing

When a need for goods and services is identified, a purchase requisition is entered and assigned to a contracting specialist. The contracting specialist then creates a solicitation and invites the eligible suppliers to send their quotes. Each supplier bids on the work, using their contractual labor rates and terms and specifying new information such as their qualifications for the particular need, timeframe for completion, and technical approach. The winning offer is selected and the order is created from the offer. Information from the IDV such as the labor rates flows from the IDV to the offer and then on to the order.

When the order is generated, the available amount on the IDV is reduced and progress towards the minimum is tracked.

Please note that a published solicitation has been created and that it is now closed for receiving further offers. The buyer enters a surrogate quote on behalf of the supplier and then makes the award decision. The buyers have decided which supplier(s) to award the solicitation to. An IDV has been specified on each offer line.

Create a new order in the system and reference an existing offer document and IDV in the system.

One or more Awarding actions are done by the buyers, depending on which supplier(s) are awarded the contract.

The system copies the appropriate information from the offer/solicitation as well as from the defined IDV. Complete the required information on the Order and save it. This order is now visible in Oracle CLM Purchasing's Buyer Work Center.

# Ordering Constraints

## Header Ordering Constraints

The Ordering Constraints fields in the IDV header region enable you to perform various validations for the order referencing the IDV. Some of the validations are:

- The order referencing an IDV should be created on a date that is equal to or greater than the Order Start Date at the IDV header.

- The order referencing an IDV should be created on a date that is equal to or less than the Order End Date at the IDV header.

  The profile option PO: Release Creation Tolerance For Expired Blankets, in Days enables you to define the additional days to extend the expiry date of an IDV, using which you can create the orders against the IDV at a date after the Order End Date.

- When an order referencing an IDV is created, a check is carried out to see that the total amount of the Orders referencing IDVs do not exceed the Maximum Award

Ceiling Amount.

- When an order referencing an IDV is created, the system ensures that the the order amount is equal to or more than the Minimum Order Amount, if any has been specified at the referenced IDV. Similarly, the system ensures that the order amount does not exceed the maximum order amount specified against the IDV.
- When an order referencing the IDV is created, a check is carried out to see if the order amount is less than or equal to the defined Maximum Order Amount.
- When an order referencing an IDV is created, the order total is added to the cumulative total of the IDV. This is checked against the Total Amount Ordered field, to see if the cumulative total exceeds the Total Amount Ordered.

## Line Ordering Constraints

The Ordering Constraints fields in the IDV line region enable you to perform various validations for the order referencing the IDV. Some of the validations are:

- The order referencing an IDV should be created on a date that is equal to or greater than the Order Start Date at the IDV line.
- The order referencing an IDV should be created on a date that is equal to or less than the Order End Date at the IDV line.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the total amount of all order lines created against the IDV line sum is less than or equal to the defined Maximum Award Ceiling Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the IDV line sum is less than or equal to the defined Maximum Order Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's total amount is less than or equal to the defined Maximum Per-Order Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's total amount is greater than or equal to the defined Minimum Per-Order Amount.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's quantity is less than or equal to the defined Maximum Per-Order Quantity.
- When an order referencing an IDV is created against the IDV line, a check is carried out to ensure that the order line's total quantity is greater than or equal to the

defined Minimum Per-Order Quantity.

- When an order referencing an IDV is created, the order total is added to the cumulative total of the IDV. This is checked against the Total Amount Ordered field, to see if the cumulative total exceeds the Total Amount Ordered.
- When an order referencing an IDV is created, the total order quantity is added to the cumulative total of the IDV. This is checked against the Total Quantity Ordered field, to see if the cumulative quantity total exceeds the Total Quantity Ordered.

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# Modifications

## Overview

A Contract Modification may be issued for any reason following an Award/IDV. Usually the rationale includes a needed change to the requirements/deliverables or Terms and Conditions of the Award/IDV. Alternatively, it may be issued to execute an Option line on an Award/IDV, or to increase incremental funding on a line or sub-line or increase/decrease the scope of work. Modifications may also be issued to make Administrative changes to an Award, such as effecting a change to an address of one of the Government parties to the contract, or to revise a named point of contact in a Procurement office. In all cases the Modification is a separate document, sometimes with specific Terms and Conditions that apply to that Modification, and with a separate approval process and sometimes requiring the signatures of both the Procurement office as well as the supplier while other times being issued without requiring the signature of the supplier. Once approved and signed as required, the Modification becomes part of the Award/IDV.

From Buyer Work Center, using the Awards and IDVs pages, click the Modifications sub-tab to see the modifications with various statuses. The Awards Modifications or IDVs Modifications pages display the modifications based on the default view – Draft Modifications. The Views region enables you to see all the modifications to which you have access. For example, if you wish to see your Draft Modifications, or their Approved Modifications, you need to select the appropriate view. You can personalize the views as well. Views are predefined searches for modifications. To use a view, select the view from the View list and click Go.

Use the following pre-defined views to search for modifications:

- Approved Modifications - This view displays modifications that have a status of Approved.
- Draft Modifications - This view displays awards that have a status of Draft.
- In Process Modifications - This view displays all modifications that are in the

process of approval.

- Modifications Pending Supplier Signature - This view displays modifications that require supplier signature.

- Rejected Modifications - This view displays modifications that have been rejected during the approval process.

- Withdrawn Modifications - This view displays modifications that have been withdrawn during the modification lifecycle and are not going to be synced with the award/IDV.

- Personalized Views - You can create your own specialized views that displays only those modifications in which you are interested. Click Personalize and the Personalize View page that displays enables you to create new views or modify existing ones.

## Searching for a Modification

Click Search to find any modifications that may not be listed in the search results region. The default search criteria are: Modification, Award / IDV, Supplier, Description; however you can add other search criteria by selecting a search field from the Add Another LOV. You can also personalize the search and convert it into a saved view.

Some of the fields that you can use as search criteria using the Add Another LOV are: Operating Unit, Modification Number, Modification Effective Date, Modification Amount, Modification Status, Modification Issuing Office, Modification Administrative Office, Order Number, Supplier Name, Buyer, Cancellation Indicator, Document Style.

Depending on the record you select, the Actions LOV changes it's values. For example, with Draft Modifications you can perform the following actions: Check Funds, Delete, Sync, Update etc. With Approved and Merged Modifications, you can perform the following actions: View Action History, View Base Document, View Change Summary, View Description, View Modification PDF.

## Preferences page

As a user, you can specify the office address and contracts that you want to default on the Address and Supplier Details page. Using the options on the Preferences page, select values for the different office addresses and contacts. This enables you to save on data-entry time and effort, because the office addresses and contacts values that you specify in the Preferences page default on each document you create.

Click the Preferences link located at the top of the page to view and edit the default values that will appear on the modification. The CLM Preferences (Office and Contacts defaults) link opens a region that enables you to select the Location and Contact for an Office Type (COTR Office, Payment Office, Issuing Office etc.). The selected master data defaults on the modification in the Address and Supplier Details tab. You can change the values of the defaulted data on the specific modification. This data on the modification is retained, even if the preference settings change at a later point of time.

## Creating a Modification

The ways in which you can create modifications are as follows:

- In Buyer Work Center, select an approved Award and open it. From the Awards View page - Select the Create Modification action in the Select Award LOV in the View region and click Go. The Modification page displays with the header tab highlighted.

- If the view you have selected is My Approved Awards, the Actions LOV displays the Create Modification action. Select an Award using the Select radio button and then choose the Create Modification action and click Go. The Modification page displays with the header tab highlighted.

- In Buyer Work Center, select an approved IDV and open it. From the IDVs View page - Select the Create Modification action in the Select IDV LOV in the View region and click Go. The Modification page displays with the header tab highlighted.

- If the view you have selected is My Approved IDVs, the Actions LOV displays the Create Modification action. Select an IDV using the Select radio button and then choose the Create Modification action and click Go. The Modification page displays with the header tab highlighted.

Users who create the Modification should have a Buyer role in the system, otherwise they cannot create a modification.

A modification with a status of Draft is be created for that Award or IDV. The field values of the Award or IDV are also displayed in the Modification. For example, if the IDV has a value in the Set Aside Status field, the same value is displayed in the Modification document and is available for editing.

> **Note:** Please note that you can create modifications for awards or IDVs that have a status of Approved.

For an award or IDV, there can be only one active modification at a given point of time. You cannot create another modification when an active modification exists.

**Modifying Complex Work Orders**

You can create a modification for a complex work order in the same way you would for an award or an IDV. However please note the following rules for a modification of a complex work order:

- Information lines do not have pay items.
- Option lines (both exercised and unexercised) can have pay items.
- The advance amount cannot be more than the funded amount.

**Requisition Amendments and Modifications**

Using the Requisitions > Amendments sub-tab in Buyer Work Center, you can choose to implement a purchase requisition amendment. During this implementing process, the changes to the header and line details have to be manually updated in the corresponding award or solicitation; or the newly added SLIN or distribution are automatically updated in the corresponding award or solicitation. If the amendment line you are accessing is part of a draft modification, an error message is displayed. If the amendment line you are accessing is part of a modification that is undergoing approval, the amendment cannot be accepted until the modification gets approved.

**Attachments in Modifications**

When a modification is created for an award or IDV with attachments, the modification document needs to be saved first, and then any changes to the attachments can be carried out.

## Modification Header

Every modification has a header tab, using which all the general information about the modification can be entered. Some of the fields in the main region of the header tab are:

- Award or IDV: This is the number of the Award or IDV for which the modification is being created. The Award or IDV number follows the numbering structure that is set up in CLM.
- Modification Number: The Modification Number field is generated automatically; it follows the same structure of the Award or IDV and has a serial number concatenated to it. For example, if the Award or IDV number is MAS128-10-C-1234, the Modification number is MAS128-10-C-1234-C0001 for a draft modification. The modification number is MAS128-10-C-1234-0001 for an approved modification. You can update this number by clicking the Edit Document Number link below the Modification Number. This opens a popup that enables you to modify the number.
- Modification Effective Date: This is the date that the modification is effective and is editable till the modification is submitted for approval. This date can be in the past, current date or in the future. This is a mandatory field for the modification to be created.
- Modification Signed Date: This date is populated when the buyer finally signs the document and this date cannot be updated.

- Contracting Officer: Select a Contracting Officer's name from the search LOV, if a name is not already defaulted from the Preferences page.

- Bilateral Indicator: This is an indicator stating that the award or IDV is bilateral, that is, both the government and vendor parties must sign before the award or IDV is considered legally binding. If the award or IDV is selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award or IDV is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The supplier contact details need to be provided in case the signature is bilateral. The seeded values for this field are None, Proxy Signature and Signature.

- Number of Signed Copies: If the supplier is required to sign the modification, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

- Cancellation / Termination Indicator: This LOV indicates if the modification is to be canceled for a reason. The following reasons may be selected for canceling a modification:

  - No Cost Cancel: this is applicable for Awards and IDVs and can be performed at the header level only. No Cost Cancel is allowed on a modification only if there is no receiving or invoicing carried out on the order

  - Terminated for cause

  - Terminated for convenience

  - Terminated for default

The Modification Justification region consists of the following fields:

- Justification: This field enables you to select a short justification for the changes made in the modification. The more extensive description of changes is found in the system-generated description that gets printed in continuation pages after the SF30 face page. This field gets printed in SF30.

- Modification Authority: Select from the four available options representing fields in SF30:

  - This change order is issued pursuant to:

  - This modification is issued to reflect admin changes pursuant to FAR43.103(b)

  - This supplemental agreement is entered into pursuant to the authority of:

  - Other Authority:

- Authority Text: This is a free text that populates the appropriate part of SF30, it could cite a FAR section or clause in the original award giving the contracting officer the authority to modify the award, or it could read as follows: Mutual Agreement of the Parties.

Apart from the above regions, the header contains other regions that are relevant to the award or IDV.

## Address and Supplier Details

The Address and Supplier Details tab enables you to select Office Types, Locations and Contacts that need to be associated to the modification. This information will often default from the user preferences or previous documents in the process, and can be changed / updated by you any time prior to approval. When the modification is approved, this data may not be changed / updated, except through another modification. Even if the master data changes over a period of time, the data that is stored as part of the modification does not change. For example, an Issuing Office location is changed after 2 years after the approval of a modification. The value of the fields in the modification which used that office location will not change to the new office location value, it will retain the original location values which existed at the time of approving the modification.

Each address row consists of the following information: Address Details, Address Type, Location Address Code and Contact.

- Issuing Office: The Issuing Office is responsible for completing the award / IDV. The Issuing office is also often used as a reporting field to aggregate spending or contract actions, workload, etc. across organizations. Changing the Issuing Office from the original award / IDV changes the value for the conformed award / IDV. On a Modification there is Modification Issuing Office field that indicates the contracting office that is creating the Modification document. The Modification Issuing Office is specific to the modification only and does not affect the Issuing office for the overall award / IDV. The address detail elements of the Issuing office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default Issuing office that will populate the award / IDV upon creation but can be changed later.

  Enter the Contact details for the Issuing Officer - the name of the individual responsible for the contracting action. This field prints on each standard form in the Printed Name block next to the signature block depending on the form selected. The Contact details are: Name, Title, Phone Number, Email Address.

- Modification Issuing Office: This is the office responsible for completing the modification. Each modification can have a separate Issuing Office that may be different from the Issuing Office for the award/IDV.

- COTR Office: The COTR is the Contracting Officer Technical Representative – a stakeholder who has responsibility around the contract. Within the system, a COTR's duties could include accepting deliverables under the contract, receiving notifications related to the contract.

During the creation of the solicitation or award / IDV, the buyer decides if a COTR is necessary for the procurement and, if required, selects an appropriate COTR and COTR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COTR. The address detail elements of the COTR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COTR office that will populate the award / IDV upon creation but can be changed later. The COTR address details remain as is, when the award / IDV is finally approved.

COTR Contact Name field enables you to enter the Contact details for the COTR Office. The Contact details are: Name, Telephone Number, Email address.

The COTR Office Address and COTR Contact details may be changed anytime without a modification.

- Requesting Office: The Requesting Office is the office where the purchase requisition originates. The buyer who is assigned the requisition uses the address to know whom to contact in the case the requisition needs to be revised or questions arise. It can also be used in reporting to know how much business is coming from the different offices. This office information is usually entered on the originating requisition and is passed on to the solicitation and then to the award / IDV. The address detail elements of the Requesting Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country. The Requesting Office details are defaulted from the purchase requisition (or solicitation). The address details are retained as is, when the award / IDV or modification is finalized.

  > **Note:** When creating an award / IDV with a reference to a purchase requisition, if there are lines from different requisitions, then the Requesting Office address from the earliest created requisition is used.

  Requesting Office Contact Name field enables you to enter the Contact details for the Requesting Office. The Contact details are: Name, Telephone Number, Email address.

- Property Administration Office: The Property Administration Office is responsible for maintaining and tracking any government property that may be acquired or used as part of the resulting contract.

  When the solicitation or award / IDV is created, the buyer checks if the line item uses government property or acquires government property, and if required, selects the appropriate property administration office and contact.

  The address detail elements of the Property Administration Office are: Office

Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Property Administration Office value populated the field, however this information can be changed anytime prior to the approval of the award / IDV. Post approval, this information can be changed via a modification.

- Administration Office: This office is responsible for making changes to the award / IDV (via modifications, additions to the contract file, etc.) and monitoring its progress.

  This office is also used to determine which office must be contacted in order to get updated status on an award / IDV (audit, modifications, etc.).

  The address detail elements of the Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Administration Office value is populated in the field, however this information can be changed anytime prior to the approval of the award / IDV.

  Administration Contact Name field enables you to enter the Contact details for the Administration Office. The Contact details are: Name, Telephone Number, Email address.

- Modification Administration Office: This is the office responsible for making changes to the modification and monitoring it's progress. This Modification Administration Office may differ from the Administration Office of the Award/IDV.

- Small Business Administration Office: The Small Business Administration Office is responsible for coordinating and reviewing plans for setting aside procurements for small businesses and similar groups.

  At the time of award / IDV creation, the buyer decides if the award / IDV has a small business implication and if so, the buyer selects the appropriate small business administration office and contact.

  The address detail elements of the Small Business Administration Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Small Business Administration Office value is populate in the field, however this information can be changed anytime prior to the approval of the award / IDV. Post approval, this information can be changed via a modification.

  Small Business Administration Contact Name field enables you to enter the Contact details for the Small Business Administration Office. The Contact details are: Name, Telephone Number, Email address.

- Payment Office: The Payment Office is responsible for disbursing the payment to the vendor.

  Depending upon the organizational structure and responsibilities of the agency, there may be central management of payments for an organization or several organizations within a larger organization. For example, DFAS centrally manages most all payments on DoD contracts.

The address detail elements of the Payment Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

A default Payment Office value is populated in the field, however this information can be changed anytime prior to the approval of the award. Post approval, this information can be changed via a modification.

Payment Contact Name field enables you to enter the Contact details for the Payment Office. The Contact details are: Name, Telephone Number, Email address.

- Invoice Office: The office responsible for collecting invoices against this award. The address where invoices are to be received is often different from the issuing or payment office.

  The address detail elements of the Invoice Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, and Country.

  A default Invoice Office value populates the field, however this information can be changed anytime prior to the approval of the award.

  The Invoice Contact Name field enables you to enter the Contact details for the Invoice Office. The Contact details are: Name, Telephone Number, Email address.

## Modification Lines

As part of modifying the IDV or award, you can either create a new line or edit an existing line. You cannot delete a line that has defaulted from an award or IDV. If you do not want to perform any transactions or actions for that line, you can use the Cancellation Indicator to indicate to the supplier that you will not be performing any further transactions for the line. However the line quantities or services may be received. The Cancellation Indicator for the line has the following values:

- No Cost Cancel
- Terminated for cause
- Terminated for default
- Terminated for convenience

If you create a new line, the new line is the last in sequence of lines. A CLIN is created by default and you can add SLINs to it and thus create a CLIN/SLIN structure.

Every modification line is automatically numbered, you cannot change the numbering of an existing line, however you can change the numbering of a newly-added line. The Contract Line (CLIN) and Sub-line (SLIN) structure is used in all CLM documents. A Contract Line records information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to record additional information about the CLIN, can be priced sub-lines or informational sub-lines.

CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported by the system and an error message displays if a duplicate number is found.

SLINS are Sub-lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by users.

If the SLIN is Informational, the last 2 digits are always numeric values in the range 01-99.

If the SLIN is Priced, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

For more information on the guidelines that govern the numbering of purchasing document lines, please refer to the Appendix – Key CLM Functionality, page B-3.

Specify the Line Type using the Type LOV. Lines are usually Quantity Based (for items/supplies) or Amount Based (for services). Depending on the Line Type that is selected, the Item/Job field is enabled (for Quantity Based types) or disabled (for Amount Based types). If the item or service exists in Inventory, iProcurement store or catalog, then the Description and Category field values are defaulted. For Amount based lines, the pricing related fields are entered in the Pricing Details popup and the final computed amount is stored for that line.

Select from the available Contract Types in the Contract Type LOV. Based on the Contract Type selected, a pricing calculation takes place and the item/service is priced on the line.

Enter a Quantity in the Qty field and a Unit of Measure in the Unit field. The Previous Qty field is read-only, however you can update the Change and the Qty fields. If you update the value of the Change field from 0 to 2, and the Previous Qty has a value of 10, the Qty field displays a final value of 12. Any changes in the quantity will automatically affect the calculation of the total amount of the line.

The Amount field gets calculated based on the formula of the Contract Type field, Unit Price, the Quantity and Unit of Measure.

For more details on the various Contract Types and their formulas, please refer to the Appendix – Key CLM Functionality, page B-8.

You can choose to create an option line on a purchasing document that you intend to exercise at a future point in time. Instead of modifying the source document at a future date, you can enter the anticipated options on the original award. For more information on Options, please refer to the Appendix – Key CLM Functionality, page B-6.

You can also perform actions such as Update and Duplicate for each line. The Duplicate action makes a copy of the line and places it below the original line. The Update action enables you to view the Update Line page and enter/edit additional line information. The Delete action is applicable only to new lines that you create in the modification, you cannot delete lines that have been defaulted from an award or IDV. If you are deleting a CLIN that has SLINs associated to it, the entire CLIN/SLIN structure is deleted. If you delete a SLIN only, the SLINs below it move up one level in the structure for that CLIN/SLIN hierarchy.

Using Document Builder, you can add a new requisition line to a modification. In Buyer Work Center, navigate to the Requisitions tab to Demand Workbench and select a new requisition line. Add the new line to the modification.

The first region in the Update Lines page defaults the information for the line. In addition, the pricing details are displayed, such as Contract Type, Cost Constraint, Quantity, Unit, Unit Price, Total Amount. The formula for calculating the Total Amount is also displayed in this region.

This region also contains the quantity calculation for your supplies/services. The Previous Quantity field is read-only (that is, non-updateable), and you can either update the Change in Quantity or the Quantity fields. For example, if you enter a final value of 15 in the Quantity field, and the Previous Quantity is 10, the Change in Quantity will be automatically calculated to display 5 as the change in value. You can also enter a value in the Change in Quantity field, and the final Quantity will be automatically calculated. Any changes in the quantity will automatically affect the calculation of the total amount of the line.

## Updating Pricing Details on a Modification

You may or may not change the Contract Type and/or Cost Constraint on the modification CLIN/SLIN. You can change the pricing attributes such as Line Type, Unit Price, Unit of Measure and Quantity in addition to changing the Contract Type and/or Cost Constraint.

You can create a new priced CLIN/SLIN in the modification and then update it (while it still has a status of Draft), if required, by changing the Contract Type and / or Cost Constraint or any of the pricing attributes. If the Line Type is Quantity Based or Amount Based, the Line Details page displays the Pricing Details link. Clicking the Pricing Details link displays the Pricing Details popup. Enter any changes you wish to make to the pricing attribute values and the final Total Amount is calculated by the system.

You can update priced CLIN/SLIN in the modification, if required, by changing the Contract Type and / or Cost Constraint or any of the pricing attributes. If the Line Type is Quantity Based or Amount Based, the Line Details page displays the Pricing Details link. Clicking the Pricing Details link displays the Pricing Details popup. Enter any changes you wish to make to the pricing attribute values and the final Total Amount is calculated by the system.

When the modification is submitted for approval, the lines with a total price of 0 (zero) are considered Null and are validated as such by the system. Thus, it is possible to enter and save a CLIN/SLIN with a total price of 0.

The Approver can update the Contract Type and Cost Constraint and the related pricing elements / attributes during the approval process. If the Approver changes the Contract Type and Cost Constraint, the updated Contract Type and Cost Constraint values are displayed in the line.

The Approval notification displays the Contract Type. The approver can view the cost constraint and the associated pricing attributes by clicking on the attachment in the notification.

When the award is approved, the contract type and cost constraint along with the related pricing elements / attributes cannot be updated in any way. If any of these fields need to be changed, another modification document needs to be created.

## Funding on a Modification (for Awards only)

The Distributions tab enables you to enter or update the funded information for the shipment. On partially funded shipments, the modification displays the partial funded amount in the Funded Value field. However, on new shipments, the funded value defaults to the total amount. However this can be modified by you and the funded value may be 0 or less than the shipment amount. The Partial Funded checkbox is selected to indicate that the funded value is less than the shipment amount. The following funding-related fields are in the Distributions tab to capture the funding information:

- Partial Funded Flag – indicates if a shipment is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default, this checkbox is unselected and the Funded Value gets defaulted with total shipment amount. However, you can fully fund the document even when the Partial Funded flag is checked. If the Partial Funded flag is unselected, and the Funded Value is less than the shipment amount , an error message displays.

- Funded Value – enter and save the Funded Value for each distribution in functional currency. Funded Value is an updateable field, provided the Partial Funded checkbox is not selected. The Funded Value cannot be greater than the shipment amount for a distribution. Funded value cannot be negative. In case you do enter a Funded Value that is greater than the total shipment amount or a negative amount, an error message displays.

- Quantity Funded – Quantity funded for each distribution and displayed only for Quantity Based lines. The Quantity Funded field is not updateable and is calculated by the system based on the Funded Value. The value of the Quantity Ordered is defaulted to the Quantity Funded field. Quantity Funded gets overwritten if you modify the Funded Value.

- Amount Funded – Amount funded in document currency for Amount Based lines only. The Amount Funded field is not updateable and is calculated by the system based on the Funded Value. The value of the Amount Ordered field is defaulted to the Amount Funded field. Amount Funded gets overwritten if you modify the Funded Value.

The Functional Currency code is displayed along with the Funded Value field. The sum of the Funded Value fields of the distributions is displayed at the purchase request line level. Similarly the sum of the Funded Value fields is displayed at the header level.

You may not modify / change the Accounts on the existing Distributions on the PO Modifications page.

None of the Account derivation attributes are available for Modification. If you want to modify the accounts on a distribution, you have to update the funded value on the Distribution to 0 (zero) and then create a new Distribution with the new accounts.

Even if the funding related fields are not updated, the total line value cannot be less than the Funded Value, that is, the Funded Value can not be greater than the total line value.

Funds are locked on the original conformed award when the modification is being approved or merged.

You can check the availability of the funds while creating the modification by selecting the Check Funds action in the Actions LOV in the header and lines pages.

Funds are not reserved or liquidated at the time of modification creation. Every modification needs to be reserved just before approval. It is only during approval that funds are reserved. When the encumbrance action is successful, the modification gets approved. Liquidation/Reservation of the funds takes place when approving the modification.

When the Partial Funded checkbox is selected, the Encumbrance is created for the incremental or decreased funded value while approving the modification. Funds are encumbered in a period as per the GL Date entered while creating the modification.

When the document is approved, the Encumbered Amount on the distribution should be updated with the Funded Value and encumbered flag is set to Yes. However, Distributions that are marked with Prevent Encumbrance flag with a value of Yes are not considered for Encumbrance actions.

## Exercising an Option Line

Apart from adding option lines to existing CLINs/SLINs, you can also exercise an option line, that is, convert an option line into a line whose supplies/services can be received in the present time if the funds are available. You can exercise an option line by selecting the Exercised checkbox and entering a date in the Exercised Date field. The line that is being exercised may or may not be funded. For more information on funding, please refer to the Funding section in the appendix – Common CLM Functionality, page B-14 and the Funding section in this chapter.

When you select the Exercised checkbox, the Exercised Date defaults to the system date. This is an updateable field. The Exercised Date is a date that should be between the Option From Date and Option To Date.

On a modification, you may or may not choose to exercise the option line. If you do not choose to exercise the option, the Exercised checkbox is not selected, and the Exercised Date field is not entered.

Alternatively, you can create a modification to exercise the option and also enter the funding information for the same line for the Distributions tab (for Awards only – IDVs are not funded).

Therefore, you can create a modification to exercise as well as fund the option line.

When you exercise an option line via a Modification, a notification is sent to the buyer, providing the details of the exercised option line.

Please note that after the option line is exercised and funded (not necessarily fully), CLM ensures that Receiving takes place only for the amount that is funded. Therefore, if the option line is not exercised and funded, then any further transactions such as receiving and invoicing are not allowed.

In the case of IDVs, the option line can only be released after it is exercised.

## Schedules (for Award Modifications only)

The fields in this tab enable you to enter information regarding the shipment of the items being procured.

Enter schedule details: Schedule, Locations, Organization (Org), Quantity (Qty), Need-By Date, Period of Performance Start Date and Period of Performance End Date. For service lines, period of performance dates is the time period (start and end date) in which the service takes place. A line may not have both a Need-By Date and a Period of Performance Start Date / Period of Performance End Date.

The Previous Qty field is read-only, however, you can update the Change and the Qty fields. For example, if you update the value of the Change field from 0 to 2, and the Previous Qty has a value of 10, the Qty field displays a value of 12. You can update the value of either the Change field or the Qty field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the schedule.

To expand the schedule to full page view, click the Actions Update icon.

In the Update Schedule page, the Previous Quantity field is read-only, however, you can update the Change in Quantity and the Quantity fields. For example, if you update the value of the Change in Quantity field from 0 to 5, and the Previous Quantity has a value of 10, the Quantity field displays a value of 15. You can update the value of either the Change in Quantity field or the Quantity field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the schedule.

For more information on the Schedules tab, please refer to the section Schedules, page 3-20 in the Awards chapter.

## Distributions (for Award Modifications only)

The Distributions tab incorporates the following funding fields: Non-DoD Funding Indicator, External Account and FMS Case Number.

- External Account: This field records the line of accounting that represents the funds from another system. You can enter free text in this field, multiple values are also acceptable, and it can be printed and integrated to an external system.

- Non DoD Funding Indicator: This indicator determines if the LOA is provided from the DoD or not. For DoD orders, this information is important for FPDS-NG reporting.

- FMS Case Number: Foreign Military Sales (FMS) case number, which is assigned for DoD purchases for FMS. It is used for FPDS-NG reporting and other roll up reporting so the amount of money spent can be tracked.

- Agency Accounting Identifier: This field is used to identify the accounting system to which funds belong.

The Previous Qty field is read-only, however, you can update the Change and the Qty fields. For example, if you update the value of the Change field from 0 to 2, and the Previous Qty has a value of 10, the Qty field displays a value of 12. You can update the value of either the Change field or the Qty field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the distribution.

If you make a change in the Change in Funded Value field, the difference will be recalculated and displayed in the Fund Value field. Alternatively, if you make a change in the Fund Value field, the difference will be recalculated and displayed in the Change in Funded Value field. Correspondingly, the value of the Quantity Funded field is also updated.

To expand the distribution to full page view, click the Actions Update icon.

In the Update Distribution page, the Previous Quantity field is read-only, however, you can update the Change in Quantity and the Quantity fields. For example, if you update the value of the Change in Quantity field from 0 to 5, and the Previous Quantity has a value of 10, the Quantity field displays a value of 15. You can update the value of either the Change in Quantity field or the Quantity field to display the new quantity. Any changes in the quantity will automatically affect the calculation of the total amount of the distribution.

For more information on the Distributions tab, please refer to the section Distributions, page 3-22 in the Awards chapter.

# Actions on a Modification

## Terminating or Canceling an Award/IDV using a Modification

The Cancellation/Termination Indicator in the header details of the award/IDV enables you to terminate or cancel the award or IDV. The values that can be selected are:

- No Cost Cancel: This value is applicable for both awards and IDVs. The No Cost Cancel Cancellation Indicator assumes that no Receiving and Invoicing have been done for that award. In case Receiving and Invoicing have been performed for the award, an error message displays, and the user is not allowed to proceed with the cancellation.
- Terminated for cause
- Terminated for convenience
- Terminated for default

## Updating the conformed document

The data that is modified is synchronized with the conformed award or IDV. This synchronization can also be done by selecting the Sync action from the Actions LOV. A series of validation checks is carried out to perform the sync.. For example, an approved award has a line with a quantity of 100. A modification is created for the award. During the life of the modification, if you have received or invoiced a quantity of 80, the validation checks ensure that you cannot change the quantity to less than 80. In this way, the modification data is synchronized with the conformed award or IDV.

During the merge of the modification with the conformed award or IDV, the conformed document is updated with the changes made in the modification. A new revision is created for the award or IDV. The updated data is thereafter available on the conformed award or IDV.

Synchronizing and merging take place for a modification during the modification approval process.

## Bilateral Signature

Prior to finally approving a modification, the system checks to see if the modification's Bilateral Indicator field indicates whether the modification approval should be done by the buyer and the supplier.

When the value of the Bilateral Indicator field is Signature, the supplier accesses the modification during approval using Oracle iSupplier Portal and signs the document. The signature is recorded in CLM Purchasing module.

When the value of the Bilateral Indicator field is Proxy Signature, the supplier sends the acceptance via hardcopy mail, email or any other means. The buyer signs on behalf of the supplier with the following details - Name, Title and Date Signed.

Number of Signed Copies: If the supplier is required to sign the modification, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

## Update FPDS-NG Reporting Information action

Your CLM document (Award, IDV or Modification) has an action called Update FPDS-NG Reporting Information in the Actions LOV (the Actions LOV is available on all the tabs). For example, the tabs in an award are: Header, Addresses and Supplier Details, Lines, Schedules and Distributions. Using the Actions LOV on any of these tabs, you can select the action Update FPDS-NG Reporting Information to open the Edit FPDS-NG Reporting Information page. This page enables you to enter/update/view the reporting details for the CLM document. That is, all the information relevant to FPDS-NG reporting is displayed in this page.

You can also select the action Update FPDS-NG Reporting Information using the Views region in any summary page for any CLM document. Select one CLM document using the Select radiobutton and then choose the action Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Please refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 7-1 for more information.

## Warrants for a Modification

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer's duties include issuing solicitations, awards, modifications, and orders, and he/she utilizes the majority of the processes and features within the federal system as well.

A Contracting Officer is also assigned the task of approving and signing awards, IDVs and modifications that are within the warrant amount associated with the Contracting Officer. For example, the Contracting Officer has a Type 1 warrant of $5000, and the Type 1 warrant is associated with an award. This means that the total amount of the award should be $5000 or less, if it needs to be approved by the supplier and the Contracting Officer. If the total amount of the award exceeds $5000, the buyer can assign another Contracting Officer who has the authority to approve and sign for a larger sum of money.

In CLM, a buyer is specified as a Contracting Officer. When a buyer is marked as a Contracting Officer in the system, a warrant is also associated with the Contracting Officer. For more details on setting up warrants, Contracting Officer, associating CLM documents with warrants, etc, please refer to the *Contract Lifecycle Management for Public Sector Implementation Guide.*

A Warrant consists of Warrant Types and a Contracting Officer association. A Contracting Officer can be associated with one Warrant only. Every Warrant Type has a Warrant Amount associated with it. The seeded or predefined Warrant Types in CLM are available as lookup values as:

- Type 1
- Type 2
- Type 3
- Type 4
- Type 5

The Warrant Types can be defined and set up by individual agencies, according to their particular requirements. Additionally, implementers can enter different Warrant Amounts for each Warrant Type, and again, this differs from agency to agency. Warrant Amounts cannot be negative values.

If you wish to ensure that the award or IDV modification amount you submitted for approval is validated against the Warrant Amount, your system administrator needs to enforce warrants by associating a Warrant Type to a CLM document style in the Document Styles page. For example, your Document Style is Award, and the Warrant Type associated with it is Type 1 (The Warrant Type for a modification document is inherited from the base document, that is, Award or IDV). Type 1 has a Warrant Amount of $5000 and is associated with a Contracting Officer. When a Contracting Officer signs a modification document, the warrant defined for that Contracting Officer is validated during the document submission step as well as during the final approval of the document. The warrant amount should be greater than or equal to the sum of the absolute values of the modification line change amounts. For example, if line-0001 is increased by $15000, line-0002 is increased by $2000 and line-0003 is reduced by $3000. Thus the modification document total change amount is $20000. Hence the warrant amount for the Contracting Officer should be at least $20000. Therefore, the system validates if the total amount of the modification exceeds the Warrant Amount that is associated to the Contracting Officer. You cannot proceed further unless you change the total amount of the modification or change the Contracting Officer, so that another Contracting Officer who has greater authority for obligating larger sums of money can be associated with the modification.

## Enforcing Warrants for a Modification

1. Use the Create Modification action to create a modification for an Award or IDV. Note that the warrant level set for the document style from which the modification document (Award-Modification or IDV-Modification) is created is considered for warrant validation. If the document style is not enforced for warrants, then no validation is performed.

2. Update the required and relevant fields for your modification. When the line information is updated, the changed amount of the line(s) is calculated and validated against the total warrant amount. This implies that the Contracting Officer, who is associated with a warrant, should have the capability to approve a modification with a total change amount that is not greater than the warrant amount. If the warrant amount is less than the total change amount of the modification, then the buyer can assign another Contracting Officer with a higher warrant authority to the modification document.

3. Only line amount changes are validated not amounts at the schedule or distribution level.

4. When warrant currency is different from the ledger currency or the document currency, appropriate validations are carried out and you see an error message.

5. Submit your modification for approval. During document submission, some validations are performed: checks such as the validity of the warrant and Contracting Officer, active status of the warrant, total amount of the CLM document and the total warrant amount, etc are carried out. If any of the validation checks fails, an error message is displayed and you need to make the necessary corrections in order to proceed.

6. The status of your modification is now Pre-Approved or Approved, depending on whether you need the document to be electronically signed by the Contracting Officer or not. The Acknowledgement column in the document Views region displays whether a signature is required. For more information on electronic signatures, please refer to the Electronic Signatures section.

## System Generated Description

In order to see the previous values and the newly entered values, you need to select the Generate Description action in the Modification main page. This action opens the System Generated Description page that enables you to see the previous value, current value and the difference (if the value is a number or a date such as Price, Quantity or Option From Date, Option To Date).

You can print the description of changes in the SF30, the previous value, current value and the difference is also printed in the SF30 form.

1. In order to see the changes made, the modification needs to be saved. If there is unsaved data, you are prompted to save your work before continuing to the Change Description page.

2. The Change Description page consists of a large text area where the previous and changed values changes are displayed. Apart from the text area, you have the choice of generating the change description in Runtime mode (real time) or in

Background Mode by selecting either of the radio buttons – Runtime Mode or Background Mode. Runtime Mode is selected by default. Click on one of the radio buttons and then click Generate.

3. Select Runtime Mode and click Generate: the page is refreshed and the text area is populated with the original and modified values of the modification. The population of the text area depends on the XSL template you select in the Document Types page. For more information on setup steps in the Document Types page, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

4. Select Background Mode and click Generate: a concurrent request is submitted in the background and the following message is displayed: Request ID (ID number) has been submitted to generate the change description. Close this message window to return to the Change Description page. Also you can work on the modification document while the text area in the Change Description page gets populated. While a concurrent request in Background Mode is being processed, you cannot select Background Mode again and click Generate again, an error message displays.

5. After you generate the change description, you may make additional changes on the document. If you save and submit for approval, an error message is displayed, prompting you to re-generate the change description before submitting for approval.

6. If you opt to re-generate the change description, then the existing change description in the text area is overwritten. If you have edited the change description, you are prompted to take one of the following actions – to continue to re-generate the change description and overwrite the current change description and all edits or to abort the re-generate action and retain the existing change description.

7. When you make any edits to the change description, and click Save, the Text Edited by the User checkbox is selected automatically, indicating that you have edited the text.

8. Thereafter when any changes are made to the Modification document, the checkbox Mod Updated after Generating Description checkbox is selected automatically, indicating that the modification is updated after generating the description.

   This description gets printed as part of the SF30 form generated for modifications.

## Approving a Modification

When you complete your modification and are ready to initiate the approval process, select the Submit button in the Update page using any of the sub-tabs.

The Approvals Workflow along with the Approvals Management Engine (AME) is used to perform the approval cycle. When you select the Submit button, Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Status checks are performed when you take an approval action.

The following fields must be validated and/or populated during the approval process:

- Effective date
- Signed date
- Contracting Officer's Name - final approver's name, differs from Buyer field already on the PO
- CCR synchronization date / flag
- Total cost with options against the approval level for the user that is completing the final approval

You can approve documents through the Notification Details Web page, accessible through the Notifications Summary menu in Purchasing. The Notifications Summary page lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. After opening a notification, you can drill down to the document itself, and review it and its action history.

> **Important:** You can modify the document only if Approver Can Modify is enabled for the document type.

Oracle Purchasing performs a submission check on all documents that successfully complete a status check whenever you perform or attempt an approval action. The submission check verifies that all mandatory fields have been entered and that various quantities, amounts, and dates are within prescribed ranges or limits. If your document fails any of the submission check rules, Purchasing automatically brings you to the Approval Errors window where you can review the cause(s) of failure. You can then return to the document entry window to make required corrections.

Oracle Purchasing offers the following document approval actions in the notification: Approve, Approve and Forward, Forward, and Reject. You can also reassign a notification to somebody else.

Prior to finally approving an award, the system checks to see if the award's Bilateral Indicator field indicates whether the award approval should be done by the buyer and the supplier. If the Bilateral Indicator field indicates that the supplier's signature is required, the Vendor Signatory field (Name, Title and Date Signed) are required to be entered. Thus the contracting officer may send the award to the supplier and after receiving the supplier's signature on the printed award, he may update the award header with the Vendor Signatory information.

On approval, the changed fields on the modification get merged with the original conformed document. Thus the conformed document now contains the modified details and any further changes to it require another modification to be created.

## Electronic Signature for a Modification

If the value of the profile option Contracting Officer's Electronic Signature Required is set to Yes, then the Contracting Officer will be required to sign an award, IDV or modification document. You can select one of the following values from the Bilateral Indicator LOV:

| Bilateral Indicator value | Document Signed By: |
|---|---|
| None | Contracting Officer |
| Proxy Signature | Buyer (on behalf of the supplier) and Contracting Officer |
| Signature | Supplier and Contracting Officer |

Use the Header tab to specify a Contracting Officer if one is not already defaulted from the Preferences page.

The Purchasing CLM Defaults page in the Preferences link enables you to view the default Contracting Officer. You can override the default values of the Preferences page by entering or selecting the value you want in the CLM document.

### Electronically Signing Modifications by Supplier and Contracting Officer

When you create a CLM document and wish to get supplier acceptance for the modification, you need to ensure that the value of the Bilateral Indicator field (in the header tab) is set to Signature and the number of Signed Copies is greater than zero. This enables electronic signature of the modification by the supplier and the Contracting Officer. After you submit the document for approval, the status of the document displays as Pre-Approved and the Acknowledgement column displays Pending Supplier Signature.

The following steps need to be performed in order to complete the electronic signature process:

1. The supplier will sign the document electronically via iSupplier Portal. After the supplier signs the document, you (the Contracting Officer) need to navigate to the Notifications Summary page.

2. Open the notification that requests your signature. The Notification page requires you to Accept or Reject the document. Enter an acceptance or rejection reason in the

Response region and then click Accept if you wish to accept the document, otherwise click Reject or Reassign (to reassign to another Contracting Officer).

3. On accepting, the Notifications page prompts you for your user name and password to complete the electronic signature process.

If you have logged in as a buyer, using the Awards > Views page, you will see that the status of the award is now Approved and that the value of the Acknowledgement column is now Accepted. Click the Accepted link to view the Acknowledgement History page. Click the eSignature icon in the Acknowledgement History page to view the history of the signature process for this document. The E-record page displays, enabling you to view the signature details, acknowledgement details and other information related to the e-record.

## Proxy Signing of Modifications by Buyer (on behalf of Supplier) and Contracting Officer

When you create a modification and wish to get the document proxy signed, you need to ensure that the value of the Bilateral Indicator field is set to Proxy Signature and the Number of Signed Copies field should have a value greater than zero. This enables electronic signature of the modification by the Contracting Officer and proxy signature on behalf of the supplier by the buyer. After you have entered the data in the document and submitted it for approval, the status of the document displays In Process and the Acknowledgement column should display Requires Signature. After the approvers have approved the document, the status of the document should be Pre-Approved and the Acknowledgement column should display Requires Signature.

As a buyer, you need to perform the following steps to complete the proxy signature process:

1. Create a modification document and enter the relevant change information at the header, address and supplier, line, schedule and distribution tabs.

2. The buyer opens the notification and signs on behalf of the supplier. The notification requesting your (buyer's) signature displays in the Open Notifications view in the Notifications Summary. The sender of this notification is the supplier user, on whose behalf the you will be signing.

3. Enter relevant values in the Response region (for the following fields: Comments, Supplier Contact Name, Supplier Title, Signed Date).

4. On accepting (user can reject or reassign as well) you need to enter your user name and password in order to complete the proxy signature process.

5. The status of the CLM document is still Pre-Approved, and the value of the Acknowledgement column is Pending Contracting Officer Signature.

As the Contracting Officer, you need to perform the following steps to complete the Proxy Signature process:

1. Login as the Contracting Officer and use the appropriate Purchasing responsibility. Navigate to the Notifications Summary page.

2. The Notifications Summary page shows you the notification requesting your signature. Click on the notification link or select the checkbox next to the notification link and then click Open.

3. The Notification Details page displays the supplier and buyer names. Additionally, you can enter a reason for accepting or rejecting the CLM document. You can perform the following actions with respect to the document: Accept, Reject, Forward, Reassign.

4. If you click Accept, the Sign Notification page displays, where you (as the Contracting Officer) need to enter your user name and password in order to complete the electronic signature process. Enter your user name and password in the fields indicated, and then click Sign.

5. The status of your CLM document should be Approved and the Acknowledgement column should display a value Accepted. Click the Accepted link in the Acknowledgement column to display the Acknowledgement History page.

6. Click each or any of the e-Signature icons in the Acknowledgment History page to open the Electronic Records and Signatures: E-record details page. This page displays the signature, acknowledgement and other details pertaining to the signature action.

## View Base Document

You can view the original (base) award on-line, as well as in a PDF format. When an award/IDV is modified, you can still view the original document details as they existed prior to any modifications. The base award/IDV is viewable in a read-only format and you can generate a PDF version of the base document as well. Open a modification and then select the View Base Document option from the Actions LOV. The Actions LOV is available in all the tabs of the modification document. Additionally, you can select the View Base Document option from the Actions LOV in the Views region or the Search page of the modification document.

# 7

# Federal Procurement Data System – Next Generation (FPDS-NG)

## Overview

Federal Procurement Data System-Next Generation (FPDS-NG) is an external application maintained by Global Computer Enterprises that collects contract data from all Services and Agencies in the Government for reporting purposes. Congress, federal departments, and agencies use FPDS-NG to track small business goals, report number and amount of contracts to date, show geographical placement of contracts, and summarize contract data for a specific contractor.

CLM integrates closely with FPDS-NG by enabling users to report contract actions for an agency registered with FPDS-NG. CLM documents (contract actions) such as Awards, IDVs and Modifications are created and then reported to FPDS-NG using the relevant application pages in CLM. As per FAR 4.602a, all contract actions are required to be reported to FPDS-NG, unless there is a valid exemption reason for not reporting.

Additionally, users can open, view and edit a contract action report (CAR) by accessing the FPDS-NG website from within the CLM application. CARs can also be authenticated and posted to the FPDS-NG site from CLM.

## Reporting Methods

When a CLM document (Award, IDV or Modification) is created, this contract action needs to be reported to FPDS-NG. The document that is created when you report a contract action is called a Contract Action Report (CAR).

A CLM document (award, IDV, or modification) has to be reported to FPDS-NG before it can be completely approved/released. When you select the Update FPDS-NG Reporting Information action from the CLM document Actions LOV, the FPDS-NG Reporting Information page displays. Choose one of the following values from the Reporting Method LOV: Exempt, None and Single CAR.

> **Important:** When the value of the reporting method is defaulted from the base document (contract action) to the modification document, that value will not be updated when the Reporting Method on the base document is updated. You will have to manually update the value of the reporting method on the modification.

- Exemption from FPDS Reporting (Exempt): If it is not necessary to report this contract action to FPDS-NG, the Reporting Method selected is Exempt. Thus the contract action is reviewed and approved without reporting it to FPDS-NG.

  If you have selected Exempt as the reporting method, you can always change this value to None or Single CAR at a later point in time, provided the CLM document is not approved. However, if the reporting method on the base document (award or IDV contract action) is Exempt and you have created a modification document, the same reporting method is auto-populated in the modification. Additionally, you cannot update the Reporting Method or Exemption Reason during the creation or approval of the modification document. Note that only one exemption can be specified for a CLM document or a modification to the CLM document.

- Release without Reporting (None): Select the value None from the Reporting Method LOV where there is neither an exemption reason nor an authenticated CAR associated to the contract action. The CLM document is then approved without reporting to FPDS-NG.

  If you have selected None as the reporting method, you can always change this value to Exempt or Single CAR at a later point in time, provided the CLM document is not approved. However, if the reporting method is None on the base document (Award or IDV contract action), then None is also populated in the modification document.

  The Approved without Reporting checkbox is displayed and you can select it if you wish to approve the contract action without reporting it to FPDS-NG. If you select this checkbox, you need to provide a reason for wanting to approve the CLM document without reporting the CAR to FPDS-NG, using the Reason LOV.

  If this checkbox is not selected, the contract action cannot be approved without being reported to FPDS-NG. Users are allowed to submit the document for approval, however, before the final approval the contract action must be reported on FPDS-NG. When this checkbox is not selected during final approval, a notification is sent to the buyer/last approver to notify him that the contract action needs to be reported to FPDS-NG.

- Single CAR Reporting (Single CAR): A contracting specialist creates an award or IDV or modification (contract action) in CLM and does not submit it for approval yet. The contracting specialist reports the contract action by punching out to FPDS-NG through CLM. The contracting specialist selects the value Single CAR from the Reporting Method LOV and initiates the creation of the CAR. The CAR in

FPDS-NG gets pre-filled with the information from the contract action in CLM. The contracting specialist completes the CAR and saves it. The contracting specialist can initiate the authentication of the CAR from CLM and any missing /incorrect information is displayed in the CAR Validation Errors region in the FPDS-NG Reporting Information page. The contracting specialist corrects data on the CAR in FPDS-NG and on the contract action in CLM, as appropriate. The contracting specialist authenticates that the CAR will pass FPDS-NG validations. The contracting specialist obtains the necessary approvals on the contract action. The contracting specialist notifies the contracting officer that the contract action is ready to be approved and signed. The contracting officer approves and signs the contract action. The approval of the contract action triggers the approval of the CAR within FPDS-NG.

The Approved without Reporting checkbox is displayed and you can select it if you wish to approve the contract action without reporting it (without having an authenticated CAR) to FPDS-NG. If you select this checkbox, you need to provide a reason for wanting to approve the CLM document without reporting the CAR to FPDS-NG, using the Reason LOV.

If this checkbox is not selected, the contract action cannot be approved without being reported (without having an authenticated CAR) to FPDS-NG. The users are allowed to submit the document for approval, however, before the final approval the contract action must be reported to FPDS-NG. At the time of final approval, a notification is sent to the buyer/last approver to notify him that the contract action has to be reported to FPDS-NG.

If the reporting method for the CLM document (contract action award or IDV) is Single CAR, you can change the reporting method to None or Exempt if the CAR has not been reported to FPDS-NG. When the CAR is reported to FPDS-NG, you cannot change the reporting method. Additionally, if the reporting method is Single CAR in the base document (Award or IDV contract action), then Single CAR as the reporting method is also displayed in the modification document."

## Edit FPDS-NG Reporting Information page

The Edit FPDS-NG Reporting Information page enables you to view and update the CAR information associated to the CLM document (contract action). You can also perform actions such as viewing, editing and authenticating the CAR, updating the PIID, removing the CAR link and deleting the CAR altogether. The top portion of the Edit FPDS-NG Reporting Information page displays the CLM document (contract action) information such as the Operating Unit, Status, Supplier, Supplier Site, Buyer, Currency, etc. The Reporting Details region enables you to view and update the reporting information for the contract action.

The CAR Information sub-region displays CAR details, such as Report Type, CAR Status, CAR Number, Transaction Number, Agency ID, PIID.

The CAR Pre-Fill Information sub-region enables you to view the information that is defaulted in the CAR from the CLM document (contract action). Basic information such as Agency ID, PIID, Modification Number, Transaction Number, Date Signed, Contracting Office Agency ID, Contracting Office ID is displayed along with other details. Click the plus (Show) symbol next to the CAR Pre-Fill Information region name and the sub-region expands to display the CAR pre-fill details. You can also export the field names and their values to an html file using the Export button.

> **Note:** The fields in the CAR Pre-Fill sub-region are reported to FPDS-NG and not the entire contract action information.

For more information on extending the CAR Pre-Fill sub-region, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

The CAR Validation Errors sub-region displays the errors and warnings that occur when you attempt to authenticate the CAR at the FPDS-NG site. The Error Codes and Error Description values come from the FPDS-NG website. You can export the error details to a csv file using the Export button. You can use the information in the CAR Validation Errors sub-region to correct or complete the CAR information.

## Actions on a CAR

Using the Action LOV, you can perform tasks such as viewing or editing CARs, removing CAR links, deleting CARs, etc. The Actions LOV is available only if the reporting method is Single CAR, not None or Exempt.

> **Note:** If you have the appropriate privileges assigned to you (as a user), you can perform the relevant CAR actions. For example, to edit a CAR, the system administrator should have granted the relevant function (Edit CAR Privilege) in the menu that is associated to your responsibility.

The actions you can perform are described below:

- Create CAR: This action creates a new CAR in FPDS-NG and redirects you to the FPDS-NG website, where you can view/edit the CAR. The CAR will be in edit mode in the FPDS-NG website, you can add or update information as per your requirement and click Save as Draft when done.

- View CAR: When you select the View CAR action, the CAR opens in the FPDS-NG website in read-only mode. You cannot update the CAR, you can only view the information previously added.

- Edit CAR: This action enables you to open the CAR in the FPDS-NG website in edit mode. Make your updates to the CAR and click Save as Draft to save your changes and return to CLM.

- Change PIID: The PIID (Document Number) field is read-only and gets it's value from the CLM document number excluding the symbols (e.g. hyphens). If you change the document number of the contract action using the Edit Document Number popup, you need to change the PIID of the CAR as well. Select the Change PIID action and then click Go. The PIID is changed automatically on the Reporting Details region.

- Authenticate CAR: The FPDS-NG site needs to validate the information updated in the CAR. The Authenticate CAR action enables FPDS-NG to validate the CAR information and save the CAR in the site.

- Delete CAR: Using this action, you can delete a CAR in FPDS-NG. The CAR will be deleted from the CLM tables as well as from FPDS-NG.

- Remove CAR Link: When you remove a CAR link, you are not deleting the CAR from FPDS-NG, you merely delete the CAR link between CLM and FPDS-NG. The CAR still exists in FPDS-NG. This action changes the reporting method of the CAR to None and you can initiate the Create CAR action again.

- Link CAR: To associate the CAR in FPDS-NG to CLM again, use the Link CAR action. This action re-establishes the CAR link between CLM and FPDS-NG.

- Approve CAR: This action enables you to approve a CAR. If the contract action has been approved and the CAR is not approved along with it, you can use this action to approved the CAR.

## Approving a CAR

When the Approve without Reporting checkbox is selected, the contract action can be approved without being reported or without having an authenticated CAR in FPDS-NG.

When the Approve without Reporting checkbox is not selected, the contract action must be reported and should have an authenticated CAR before it can be finally approved. In such scenario, a notification is sent to the user (approver or buyer) to let them know that the CAR was not reported or authenticated. The user can then ensure that the CAR is reported and authenticated. However the document can be submitted for approval and intermediate approvers can also approve the document.

When a contract action has been reported and has an authenticated CAR, the CAR approval is triggered along with contract action approval and after approval the CAR status gets changed to Approved.

If there are any issues with the approval process, a notification is sent to the user (buyer or approver) to let them know that the CAR was not approved, even though the contract action was approved. In such a situation, the FPDS-NG Reporting Information page now displays the Approve CAR action in the Action LOV. Using the Approve

CAR action, the user can submit the CAR for approval as a document separate from the contract action.

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# Approvals

## An Overview of Approvals Management

Oracle Purchasing enables you to approve awards, IDVs and modifications using a common process. When you complete your documents and are ready to initiate the approval process, click Submit in the Buyer Work Center to submit the document for approval.

If Owner Can Approve is enabled for the specific document type in the Document Types window and if you have the authority to approve the document, you can also approve the document.

When you select the Submit button in a document entry window, Oracle Purchasing performs submission checks to verify that the document is complete and in an appropriate state for the action you chose. Please refer to the Document Submission Checks section in this chapter.

Oracle Approvals Management enables you to specify the approval rules for Oracle CLM Purchasing without having to write code or customize Purchasing. Once you define the rules, Purchasing communicates directly with AME to manage the approvals for business transactions.

The approvals management engine is now provided on top of the existing employee-supervisor and job-position approval hierarchies.

You can define the business rules that guide the approvals flow.

For more information on Approvals Management Engine, please refer to the *Oracle HRMS Approvals Management Implementation Guide.*

For more information on setting up AME rules for CLM, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

### Notifications Web Page

You can also approve documents through the Notification Details web page, accessible through the Advanced Worklist option in Oracle Purchasing. The Notifications Summary page lists all the documents awaiting your approval, so that you can manage your pending approval queue and take approval actions. After opening a notification, you can drill down to the document itself, and review it and its action history. You can also modify the document if Approver Can Modify is enabled for the document type. After you modify a document, you need to return to the notification to take an approval action. You can also view and respond to notifications through e-mail. Oracle e-Business Suite uses Oracle Workflow technology to route notifications through e-mail. This way, an approver who has easier access to e-mail than to the Purchasing application can view notifications and take approval actions.

### Approval Workflow

Oracle Purchasing uses Oracle Workflow technology to handle the entire approval process. When you take an approval action in the Approve Document window or the notification, or through the Web or e-mail, you are "submitting" the approval action to Workflow. Workflow works in the background, using the approval controls and hierarchies you've defined to route documents for approval. Because Workflow handles your approval process in the background, you can use Oracle Workflow Builder's easy interface to modify your approval process.

## Viewing and Responding to Approval Notifications

Use the Notification Details web page, accessible through the Advanced Worklist menu option in Oracle Purchasing, to manage your pending approval queue and take approval actions. After opening a notification, you can approve the document from the notification.

Oracle Purchasing offers the following document approval actions in the notification: Approve, Approve and Forward, Forward, Reject, Reassign and Request Information. You can also reassign a notification to somebody else.

**Forward:** Select Forward only if you want to forward the document to someone other than the next approver in the default Approval Path. If you select Forward, you must enter a Forward To person. If you don't select Forward, Purchasing will automatically route the document to the appropriate person in the Approval Path, if you're not the appropriate approver.

If the Forward To person is higher up in the default (or selected) Approval Path, but still does not have enough approval authority, Purchasing will continue the approval process with the next person in that Approval Path. If the Forward To person is not in the default (or selected) Approval Path, and also does not have enough approval authority, you will receive an Approver Not Found notification.

**Reassign and Forward:** To reassign a notification but still record you as the approver, choose Reassign, and then choose Transfer. To forward the notification so that the new approver is recorded in the action history instead of you, open the notification and select the Forward action (Do not use the Reassign/Transfer option).

**Request Information:** Ask for more information from any of the participants or to any users/other groups specified in the system. Clicking on the Request Information button opens the Request Information page that enables you to specify a workflow participant or a user in the system. Also enter your specific request for the information that you need and then click Submit.

The document details are displayed with the header information at the top and the line details below. The Approval Sequence is also displayed, along with the Action History.

Using the References region, you can edit or view the CLM document using either of the links:

**Edit Document:** From a notification that you have opened, you can also drill down to the document and modify it if Approver Can Modify is enabled for the document type.

> **Note:** After you modify a document opened through the notification, you must return to the notification and choose Approve there, not in the document itself, so that Purchasing can record your approval action and continue with or complete the approval process.

**View Document Details:** View the CLM document in read-only mode, once you have completed viewing the document, return to the Notification Details page by clicking the Notification Details link at the top of the view-only page.

The Response region enables you to enter a response, giving reasons for your decision (Approve or Reject). You can forward this to users in the system or any other group that has been specified.

## Bilateral Signature

The Bilateral Indicator field on the CLM document is provided to ensure that the vendor and the agency sign on the CLM document before the document is considered legally binding. The fields relevant to capturing the bilateral signature information for the CLM document are:

- Bilateral Indicator: This is an indicator stating that the award is bilateral, that is, both the government and vendor parties must sign before the award is considered legally binding. If the award selected as bilateral, then there must be a record of having received vendor signature or acknowledgement of the award before finally approving it in CLM. If the award is listed as bilateral, then the vendor signatory information must be completed before finally approving it in CLM. The seeded values for this field are None, Proxy Signature and Signature.

- Number of Signed Copies: If the supplier is required to sign the award, this free-text field indicates the number of (hard copy) copies to return to the contracting office.

## Document Submission Checks

The following table lists the Document Submission Check Rules for CLM document approval:

| Submission Check Rules | Awards | IDVs with Lines | IDVs without Lines | Modifications |
|---|---|---|---|---|
| Change Description has been generated and up to date | N | N | N | Y |
| Standard Form & Document Format are not null and not expired | Y | Y | Y | Y |
| Order Amount is within the Min Total Amount and Max Total Amount range of Source IDV | Y | N | N | Y |
| Max Ceiling Award Amt is less than Max Per Order Amount or Total Line Amount is Max Per Order Amount | N | Y | Y | Y |
| Effective Date for all Lines is between Order Start Date and End Date | Y | N | N | Y |
| Line min start date is greater than Header start date and Line max end date is less than Header end date | N | Y | N | Y |
| Header Effective Date can be less than or equal to the Need-By Date of all the shipments | Y | Y | N | Y |
| Line quantity should not be null if either of these is not null: Minimum Per Order Qty, Maximum Per Order Qty, Maximum Total Qty, Minimum Total Qty | N | Y | N | Y |

| Submission Check Rules | Awards | IDVs with Lines | IDVs without Lines | Modifications |
|---|---|---|---|---|
| Line amount should not be null if either of these is not null: Minimum Total Amount, Maximum Total Amount, Minimum Per Order Amount, Maximum Per Order Amount | N | Y | N | Y |
| Total quantity of all PO Lines sourced to IDV should be between IDV Lines' min and max per order quantity | Y | N | N | Y |
| Total quantity of all Lines of the same IDV lines across all POs which reference that IDV line should be less than IDV Lines' max total quantity | Y | N | N | Y |
| Total amount of all Lines of the same IDV lines across all POs which reference that IDV line should be between IDV Lines min and max order amount | Y | N | N | Y |
| Purchase Order Vendor should not be on hold | Y | Y | Y | Y |
| Vendor is not null | Y | Y | Y | Y |
| Vendor Site is not null | Y | Y | Y | Y |
| Ship to Location is not null and is valid for priced lines only | Y | Y | Y | Y |
| Invoice Office is not null and is valid | Y | Y | Y | Y |
| Currency Code is not null | Y | Y | Y | Y |
| Rate is not null if PO currency is not SOB currency | Y | Y | Y | Y |

| Submission Check Rules | Awards | IDVs with Lines | IDVs without Lines | Modifications |
|---|---|---|---|---|
| Currency Rate Type cannot be "User" if the document contains any Lines with Value Basis of "Rate" | Y | Y | Y | Y |
| Purchase Order should not be on hold | Y | Y | Y | Y |
| Vendor should be valid | Y | Y | Y | Y |
| Vendor Site should be valid | Y | Y | Y | Y |
| Vendor Contact should be valid | Y | Y | Y | Y |
| If acceptance is required for a document then there must exist a valid vendor contact with valid user name associated with it | Y | Y | Y | Y |
| Header must have at least one line | Y | Y | N | Y |
| Each Purchase Order Line must have at least one shipment (except Informational Lines) | Y | N | N | Y |
| Quantities/Amounts between Purchase Order Line and Shipments must match | Y | N | N | Y |
| The rate cannot be NULL for the distribution if we are using a foreign currency | Y | N | N | Y |
| If using functional currency then rate has to be null | Y | N | N | Y |
| The amount of all standard purchase orders for a contract should not exceed the amount limit of the contract | Y | N | N | Y |

| Submission Check Rules | Awards | IDVs with Lines | IDVs without Lines | Modifications |
|---|---|---|---|---|
| Any of the standard PO's lines should not reference an unapproved contract | Y | N | N | Y |
| Any of the standard PO's lines should not reference a contract whose vendor is different than the one on PO header | Y | N | N | Y |
| Invalid Interclass conversions between UOMs should not be allowed | Y | N | N | Y |
| If an item is restricted then the Purchase Order Vendor must be listed in the Approved Suppliers List table and must be approved | Y | N | N | Y |
| If an item is restricted then the Purchase Order Vendor must be listed in the Approved Suppliers List table and must not be DEBARRED | Y | N | N | Y |
| Contract referenced on a PO line should not be on hold | Y | N | N | Y |
| ATO/CTO Model items not allowed on POs | Y | N | N | Y |
| Item at Line and Shipment levels should be valid for purchasing | Y | Y | N | Y |
| Either Promised Date or Need by date is required for planned items | Y | N | N | Y |
| Ship to Location for shipments should be valid | Y | N | N | Y |

| Submission Check Rules | Awards | IDVs with Lines | IDVs without Lines | Modifications |
|---|---|---|---|---|
| The Funded Value of the PO distribution should not be greater than its corresponding Total Order Value | Y | N | N | Y |
| The IDV should be enabled for purchasing in the current OU | Y | N | N | Y |
| IDV should be approved | Y | N | N | Y |
| IDV should not be on hold | Y | N | N | Y |
| The vendor on the PO should match the IDV | Y | N | N | Y |
| The vendor site on the PO should match a vendor site on one of the IDV's enabled org assignments | Y | N | N | Y |
| The PO Effective Date should be before IDV or corresponding Line expiration date | Y | N | N | Y |
| The Need-by-date (or if NULL, the PO creation date) should be after the start dates of the IDV | Y | N | N | Y |
| Currency Code on the PO should match the IDV | Y | N | N | Y |
| The total amount on all the standard PO SHIPMENT lines in the current setup referencing the same IDV should be less than the amount limit on the IDV header | Y | N | N | Y |
| The total amount on all the lines on the standard PO referencing same IDV line should be greater than the minimum release amount on the IDV line | Y | N | N | Y |

| Submission Check Rules | Awards | IDVs with Lines | IDVs without Lines | Modifications |
|---|---|---|---|---|
| Current OU should be enabled for purchasing on the Global Contract being referenced | Y | N | N | Y |
| Supplier Site should be a purchasing site defined in Global Contracts Org Assignments | Y | N | N | Y |
| Amount Released should not exceed the amount limit on the Global Contract | Y | N | N | Y |
| Effective Date range on the price break is within the Effective Date range of the Header and before the Expiration Date of the line | N | Y | N | Y |
| Expiration Date on the line is within the effective range of the header | N | Y | N | Y |

**Note:** Modification Merge is performed during the approval of a modification. At this time, the modification is synced with the approved document and validation is performed.

# 9

# Receiving

## Key Features of Receiving

The following are the key features of Receiving:

### Centralized Purchasing for Multiple Receiving Organizations

Purchasing provides complete centralized procurement support. You can leverage your purchasing power by consolidating the requirements from different plants, warehouses, and office sites; yet retain receiving support. You can define separate, autonomous receiving organizations for each of these sites.

Use the Change Organization window to select your receiving organization. With the Receipts window, you can receive goods only for your current organization. The current organization code is displayed in the title bar of the Receipts window. For supplier shipments, you specify the receiving organization on the purchase order shipment. For intransit inventory shipments, you specify the receiving organization when you create the intransit shipment. All other receiving windows can access receiving only in your current organization. You also must deliver to the same organization in which you received the goods. Use the Manage Shipments window to update intransit information to provide accurate expected delivery date information to better plan your production processes.

### Receiving Locations

Receiving locations are designated areas in which you temporarily store items before you deliver them to their final destinations. Your receiving dock and the area in which items are inspected are receiving locations. Receiving locations are not required when the routing is Direct Receipt, when you are delivering goods to their final locations. However, when the routing is Standard Receipt, you initially receive the items into a receiving location, and you must specify the receiving location. If the routing is Inspection Required, you could transfer the items to an inspection location before delivering them to their destination. If necessary, you can create additional receiving locations, such as a cold storage area where items can be held pending inspection.

## Receipt Tolerances

You may want to allow over-receipts on items that you use frequently within your organization, and you can prevent misallocation of shipments to incorrect destinations by setting tolerance levels and the control action. You can over-receive for a particular item if the over-receipt quantity is within tolerance, and you can set the control action to allow all over-receipts, permit over-receipts outside the tolerance but issue a warning message, or reject over-receipts outside the tolerance.

Example: You order 100 boxes of shelf braces and indicate on the purchase order that this order requires a receipt. You decide to relax the restriction on the receiving tolerance for shelves since shelves are a low cost/high turnover item. You define the receiving tolerance level for shelves to be 10% but choose to allow receipts over this tolerance level after displaying a warning.

At the receiving dock, the receiving agent receives 111 boxes of shelf braces and enters a receipt for all of them. The receiving agent can accept them all because your system setup allows receipt over tolerance for this item.

Later, you determine that you are not using all the shelf braces you had predicted, and you decide to change the tolerance level to 3% and to not allow receipts over tolerance. In the next shipment, you receive another 111 boxes of shelf braces. Again, the purchase order was for 100 boxes. The receiving agent attempts to receive 111, but Purchasing displays an error message stating that the receipt quantity is over tolerance and does not let the receiving agent record the over receipt. So, this time the receiving agent can receive only 103 and must reject the additional 8.

## Debit Memos

You can automatically generate debit memos for Return To Supplier transactions if an invoice has been created. To enable this functionality, enable the supplier site as a Pay Site (or indicate an Alternate Pay Site) and select Create Debit Memo from RTS Transaction in the Supplier Sites window. See: Entering Supplier Information, *Oracle iSupplier Portal Implementation Guide*. When you create the return, make sure the Create Debit Memo Option is selected in the Returns window. Once you enable this functionality, a debit memo is created for each return line you enter in the Returns window.

- The debit memo number contains the original receipt number. Self-Billing Invoice numbering affects debit memos.

- The debit memo is dated with the return transaction date. If this date does not fall within an open period in Oracle Payables, the date defaults to the first open date available in Payables.

- The payment schedule on the debit memo is based on the purchase order payment terms (in the Terms and Conditions window) and the invoice terms defined in Payables.

- The debit memo is calculated by multiplying the returned quantity by the purchase order item unit price. If the purchase order is in a foreign currency, and you perform invoice matching to receipts, Purchasing uses the currency conversion rate at the time of receipt to calculate the unit price.
- The debit memo does not include tax and freight charges.
- If the unit of measure (UOM) on the return in the Returns window differs from the purchase order UOM, Purchasing restates the return quantity on the debit memo in terms of the purchase order UOM.
- If an Advance Shipment Notice (ASN) or an ASN with billing information (ASBN) exists for the receipt, the unit price from the ASN or ASBN is used.
- Purchasing does not automatically include corrections to returns in debit memos; in this case, you need to adjust the debit memo manually. See: Entering Debit/Credit Memos, *Oracle Payables User's Guide*. Purchasing does not create debit memos for returns against unordered receipts.
- If an invoice has not yet been created for the receiving transaction or if Payment on Receipt already accounted for the return using the Aging Period functionality, a debit memo will not be created. Whenever a debit memo cannot be created, you will receive a notification in the Notifications Summary window.
- Similarly, the Aging Period functionality in Payment on Receipt does not include returns for which a debit memo was already created, so that duplicate debits are not made.
- You can match the debit memo to the purchase order or receipt. See: Matching Credit/Debit Memos in the Invoices chapter/section of the *Oracle Payables User's Guide*.

## Advance Shipment Notices (ASNs)

An Advance Shipment Notice (ASN) is transmitted using Electronic Data Interchange (EDI) or Extensible Markup Language (XML) from a supplier to let the receiving organization know that a shipment is coming. The ASN contains details including shipment date, time, and identification number; packing slip data; freight information; item detail including cumulative received quantities; country of origin; purchase order number; and returnable container information.

Suppliers can create ASNs that have a quantity upto the funded quantity of the purchase order if the Partial Funded flag is selected.

Once an ASN is successfully validated, you can use it in the Receipts window to create receipts, reducing data entry time. (A validated ASN is one that contains no errors during data validation in the Receiving Open Interface.)

Suppliers can also send ASNs with billing information. These contain the same information as ASNs plus invoice and tax information. Once an ASN with billing information (also known as an ASBN) is validated in the receiving open interface and imported into Purchasing, an invoice for the shipment is created automatically. A supplier creates an ASN based on the demand conveyed by the purchasing organization's Purchase Order, Planning Schedule, or Shipping Schedule. If Purchasing detects errors or discrepancies in the ASN at any time, from the time the ASN is sent to the time it is entered as received, an Application Advice, transmitted via EDI, is sent automatically to the supplier. The supplier can then send a corrected ASN. You can view or cancel an accepted ASN as an intransit shipment in the Manage Shipments window.

You can match invoices to receipts created from ASNs. You can also match ASBN invoices to receipts.

### ASN Process

A shipment authorization is made to the supplier in the form of a Purchase Order, Planning Schedule, or Shipping Schedule.

The supplier sends the ASN to the receiving organization at the time of shipment.

The ASN is verified in the Receiving Open Interface. Intransit and purchasing supplies are updated for ASN lines that are successfully validated. For each accepted line on the ASN, intransit supply is increased and purchasing supply is reduced. If the data isn't accepted or if there is an error or discrepancy in the data, an Application Advice, containing the most likely cause of the error, is sent to the supplier. The supplier can then send a corrected (New) ASN.

The goods arrive. You can use the ASN in the Receipts window to create receipts.

Shipment-vs.-receipt quantities are compared during the receipt transaction process.

### Types of ASNs

There are three types of ASNs:

- A New ASN is the initial ASN. An ASN can also contain substitute item information. To accurately handle substitutions, the supplier must indicate both the buyer's original item number and the buyer's substitute item number on the ASN. With both identifiers available, substitutes can be validated as allowed, and a valid substitute item is referenced against valid purchasing document information.

- A Cancellation ASN, once validated, cancels the original (New) ASN if the original (New) ASN has not yet had a receipt created against it. The shipment number on the Cancellation ASN is matched to the shipment number on the validated, original (New) ASN.

- A Test ASN is sent by the supplier usually to make sure the ASN transmission works between you and your supplier. A Test ASN is verified as if it were a New ASN and generates an outbound Application Advice if necessary. A Test ASN is not available for creating a receipt against it and is not visible as inbound supply. Note: A validated ASN, as described above, is one that contains no errors during data validation in the Receiving Open Interface.

# Receipts

## Finding Expected Receipts

Use the Find Expected Receipts window to find source documents for which you can enter receipts. Use the Supplier and Internal tabbed region to search for CLM documents. An Operating Unit is a mandatory field. Enter one or multiple search criteria for finding the CLM document you want to receive. Select one or more of the criteria in the following tabs to find the CLM document: Item, Date Ranges, Shipments, Destination.

Click Find to search for the document you want to receive goods against. Click Clear to clear the previous search criteria you may have entered and start afresh.

## Entering Receipt Header Information

Use the Receipt Header window to enter header information for all types of receipts.

> **Note:** If you are entering a receipt against an Advance Shipment Notice (ASN), the header information may already be entered for you if the supplier sending the ASN provided that information.

#### To enter receipt header information:

1. Navigate to the Receipt Header window. Purchasing opens this window when you select Find or Unordered in the Find Expected Receipts window. You can also get to this window by selecting the Header button in the Receipts window.

2. Enter the Receipt number. If automatic receipt numbering is enabled, this field is not enterable when you are creating a new receipt. Purchasing displays the receipt number if the shipment has been partially received.

3. Enter the Receipt date.

4. Enter the Shipment number.

5. Enter the Shipped Date.

6. Enter the Packing Slip number.

7. Enter the Waybill/Airbill number.

8. Enter the Freight Carrier. See: Defining Freight Carriers, *Oracle Shipping Execution Guide.*

   **Note:** Only the active freight carriers are displayed.

9. Enter the Bill of Lading.

10. Enter the number of Containers.

11. Enter the Received By person.

12. Enter the Supplier or Customer. For supplier-sourced shipments, this is the supplier. For inventory-sourced shipments, this is the organization. If the field says Customer, this is the customer returning an item ordered from your company.

13. Enter Comments.

14. Navigate to the Receipts window.

    **Note:** You can save the header separately from the lines except for ASN receipts.

**To add lines to an existing receipt:**

Select the Add To Receipt button to open a list of values showing the receipts to which you can add lines. When you select the receipt to add to, Purchasing displays values from that receipt in the remaining header fields. You can also change the date when the action is Add To Receipt.

## Receiving Funded Lines

When creating a receipt, for a partially funded shipment, a validation is carried out to ensure that the over-receipt must be restricted to Quantity Funded value for Quantity based lines and Amount Funded value for Amount based lines. The Quantity Funded and Amount Funded fields are defined in the awards shipment distribution; the existing Over Receipt Tolerance is ignored for Partially funded CLM Award shipments. The supplier can supply, or the receiving clerk can receive quantity only up to the funded quantity, even though the award line shipment distribution may have more quantity than the funded quantity/amount. For a Fully funded CLM award shipment, over Receipt Tolerances are still applicable

## Receiving Option Lines

You can receive Option Line Items only if the Option line is exercised and funded.

## Receiving considerations in CLM

The following lines cannot be received:

- Informational Lines
- Amount based lines with Cost constraint values of No Charge or Not Separately Priced

# Entering Receipt Lines

1. Purchasing opens the Receipts window and displays all shipments that meet the search criteria when you choose the Find button in the Find Expected Receipts window. Only funded lines that meet the search criteria are displayed in the Find Expected Receipts window. Information lines are not seen in this window. If an option line is not exercised, the Find Expected Receipts window does not display it in the search results.

   In the lower part of the screen, Purchasing displays the following detail information for the current shipment line: Order Type, Order Number, the Supplier shipping the item or the Customer returning the item, Due Date, Item Description, Hazard class, Destination, UN Number, Header Receiver Note (from order document header), Shipment Receiver Note, and Routing.

2. Select the line you want to receive.

   If the line you select contains information in the ASN Type field, then an Advance Shipment Notice (ASN) exists for that shipment. (You can set an ASN Control option in the Receiving Options window to prevent you from receiving against a purchase order shipment for which an ASN exists.)

3. Purchasing displays the Quantity due for the shipment. If you change the unit of measure, the receipt quantity is adjusted to reflect the new unit of measure. You can override this value if you are recording a partial receipt or an over-receipt. Depending on your receiving options, Purchasing either ignores over-receipts, displays a warning message when you try to receive more items than you ordered, or prevents you from receiving quantities over your receipt tolerance. If you specify blind receiving at the system option level, Purchasing neither performs over-receipt checking nor displays a Quantity To Receive. If you have fully received a shipment, the receipt quantity displayed is zero, but over-receipt checking will reveal whether you have exceeded the over-receipt tolerance on this shipment. The information described above applies to an ASN line as well as a purchase order shipment line. If

you try to receive a quantity that is more than the quantity that has been funded, an error message is displayed and you are not allowed to proceed with the receiving of the items in case of Partially funded PO shipments. Please note that non-funded lines are not displayed for receiving.

The information described above applies to an ASN line as well as a purchase order shipment line.

If you try to receive a quantity that is more than the quantity that has been funded, an error message is displayed and you are not allowed to proceed with the receiving of the items in case of partially funded PO shipments. Please note that non-funded lines are not displayed for receiving.

The quantity received on the corresponding award or return material authorization (RMA) is updated to reflect the received quantity.

4. Enter the UOM of the item you are receiving.
5. Enter the Destination Type: Receiving, Expense, Inventory, or Shop Floor. This determines the final destination of the received items.
6. If the item is under revision control, you must enter a Revision.
7. Enter the receiving Location.
8. Enter the Requestor.
9. For the Inventory destination type, enter the Subinventory into which the goods will be delivered.
10. When the destination type is Inventory and when the item and/or the subinventory have locator control enabled, enter the stock Locator.
11. Optionally choose or change the Country of Origin.
12. If the line is funded, you cannot receive an amount or quantity which is more than the funded amount or quantity.
13. Option lines cannot be received unless they are exercised and funded.

### To enter receipt line detail information:

1. Navigate to the Details tabbed region.
2. Enter the Packing Slip number.
3. Enter the Supplier Lot number.
4. Enter the transaction Reason Code. See: Defining Transaction Reasons, Oracle

Inventory User's Guide.

5. Enter any comments.

6. Select Receipt Exception if you want to enter a release exception for this receipt.

### To modify exchange rate information:

1. Navigate to the Currency tabbed region. You can update exchange rate information on the receipt only if you perform invoice-to-receipt matching (an Invoice Match Option of Receipt is chosen for the shipment in the purchase order Shipments window). These fields are blank and disabled if there is no exchange rate-that is, if the purchase order is not in a foreign currency.

2. Modify the Rate Date. If the Invoice Match Option on the purchase order shipment is Purchase Order, the default is the purchase order creation date, and you cannot change it. If the Invoice Match Option is Receipt, the default is today's date. You can change the Rate Date to one that better captures the cost of the item at the appropriate exchange rate. For example, if you are creating a receipt for an item that was actually received into inventory a few days earlier, you could enter the earlier date to apply the rate from that day. You can enter a different Rate Date for different receipt lines. For User rate types, changing the Rate Date does not affect the Rate. Once you complete the receipt transaction, you cannot correct this exchange rate information later.

3. If the Rate Type is User and the profile option PO: Allow Rate Override for User Rate Type is set to Yes, optionally modify the Rate. The Rate defaults from the purchase order.

   **Note:** The Currency and the Rate Type also default from the purchase order, but cannot be changed.

### To view order information:

Navigate to the Order Information tabbed region to view the following information for the shipment: Order Type, Number, Release number, order Line number, Shipment number, Project, Task, Kanban Card Number, Charge Account, Supplier, Quantity Ordered, UOM, Due Date, Supplier Item number, Customer Item number, Manufacturer Name, and Source Inspected.

### To view outside processing information:

Navigate to the Outside Services tabbed region to view the Job or repetitive Schedule number, the repetitive schedule Line number, the Operation Sequence, and the Department number.

### To view shipment (ASN) information:

Navigate to the Shipment Information tabbed region to view information from the Advance Shipment Notice (ASN), if one exists for the shipment.

### To cascade quantities across shipments and distributions:

If you specified a Supplier and Item in the Find Expected Receipts window, and if Allow Cascade Transactions is selected in the Receiving Options window, choose the Cascade button.

### To perform an express receipt:

Select the Express button to perform an express receipt.

## Cascading Receipts and Receiving Transactions

The Cascade function facilitates the distribution of a given quantity of an item from a single supplier across multiple shipments and distributions. This function is available in the Receipts window if you have specified a Supplier and Item in the Find Expected Receipts window and if Allow Cascade Transactions is enabled in the Receiving Options window. In the Receiving Transactions window, the cascade function is available for deliveries if you have specified an Item in the Find Receiving Transactions window. Performing any manual transaction in a line disables the Cascade button, and it is not enabled until you have again selected the Find button in the appropriate Find window.

When you select the Cascade button, Purchasing displays the Cascade Details window in which you must enter the cascade quantity and the unit of measure. When you select the OK button, the cascade process begins.

The process starts at the first displayed line and allocates the supply available to receive/deliver to that line from the cascade quantity you entered. The process continues to the next line and again allocates the quantity available to receive/deliver, continuing until either the process reaches the last queried line or the funded quantity is exhausted. Since the lines are displayed in order by promised date/need-by date, the process operates as a First In/First Out procedure. If you entered a cascade quantity larger than the funded quantity available , Purchasing displays a dialog window explaining that the process could allocate only so many. If the funded quantity available is greater than the cascade quantity, the last receipt/delivery may be partial. To clearly indicate that the cascade quantity has been exhausted, Purchasing displays a transaction quantity of 0 for the remaining lines. The cascade function does not modify any destination information; it uses the information defined by the routing and defaulted from the shipment.

If a given shipment line has multiple distributions and the default routing for that line is direct receipt, the cascade process explodes the line and allocates the quantity available on the shipment line to the component distributions based on the supply available for the distribution. If you have over distributed a given line, Purchasing allocates all remaining supply for the shipment to the last distribution. If you have over delivered the transactions with prior receipts or transactions, then the process may fill the lines with undesired values, but you can reallocate in this situation once the cascade process is complete.

Record validation is disabled during the cascade process to facilitate the running of the process, but all lines are validated when you save them. Quantities are applied to lines in the expectation that you will transact the line as the default routing intended. However, you can manually override these values.

## Express Receipts and Receiving Transactions

The express function is a quick method of entering receipts and receiving transactions. This function is available in the Receipts window if you have specified or inferred a source in the Find Expected Receipts window. (The source would be inferred if you entered, for example, a purchase order number.) In the Receiving Transactions window, the express function is available for deliveries regardless of your search criteria in the Find Receiving Transactions window. Performing any manual action in a line disables the Express button, and it is not enabled until you have again selected the Find button. When you select the Express button in the Receipts window, Purchasing displays the Express Details window in which you must enter the destination: Final Destination or Receiving location. Note that this action is dependent on the profile RCV: Allow Routing Override. When you select the OK button in the Express Details window, all lines are selected and the Express button changes to Unexpress. When you select the Express button in the Receiving Transactions window, all lines are selected and the Express button changes to Unexpress. In either case, you can select the Unexpress button to return to manual mode. Otherwise, you can deselect lines to omit them from express processing and then save your work to initiate express processing.

- You cannot perform data collection using Oracle Quality when you select the Express button in the Receiving Transactions window.
- Express receiving does not support entering Descriptive Flexfield segment values.

The express processor performs validation and rejects lines based on the following criteria:

- the item revision/subinventory/locator is required and not obtainable as a default from the item definition and the destination is Final
- the early/late receipt date tolerance is exceeded and the exception control is Reject
- lot/serial information is required
- ship-to location is not available and the destination is Receiving
- location is not available for Expense destination type and the destination is Final

Destination

- purchase order supplier and receipt header supplier do not match
- other receipts are pending for the specified shipment
- The quantity defaults upto the funded quantity in case the line is partially funded.

When validation processing is complete, Purchasing displays a dialog telling you how many lines passed validation and how many failed and are still available to receive manually.

## Entering Express Receipts

Use the Receipts window to enter express receipts.

**To find source documents:**

1. Navigate to the Find Expected Receipts window.
2. Enter search criteria to find the source documents for which you want to enter express receipts. You must include the supplier or organization in the source criteria.
3. Select the Find button to display the Receipts window with line(s) available for receipt displayed in the Lines tabbed region.

**To enter express receipts:**

1. Select the Express button to open the Express Details window.
2. Select the Destination Type: Final Destination or Receiving location.
3. Select the OK button. This changes the Express button to Unexpress and selects all the lines for express receipt.
4. Optionally deselect individual lines to omit them from the express receipt.
5. Save your work to begin express receipt validation processing.

# Returns

Purchasing allows you to perform returns to suppliers and returns to customers in the Receiving Returns window.

Use the Receiving Returns window to return delivered items to receiving and to return received or delivered externally sourced items to the supplier if the purchase order has neither been cancelled nor final closed. For controlled items, you must specify lot numbers, serial numbers or locators, as appropriate. If the Quality module is installed, you can enter quality information.

Use the Receiving Returns window to return items back to a customer. For example, a customer returns to your company a part that does not work properly. You receive and fix the part, then return the part to the customer.

When you are entering a return, the first step is to identify the purchase order or return material authorization (RMA) number and/or item that you want to return. You can choose among various selection criteria when searching for items in the Find Returns window. Use the Supplier and Internal tabbed region to search for receipts created against external suppliers. Use the Customer tabbed region to search for receipts created for customer returns to your company.

You can return to the supplier or customer unordered receipts that have not been matched.

To return items to receiving, enter the return quantity in the Receiving Returns window. If you originally performed a direct receipt, you must specify a Return To receiving location. Otherwise, Purchasing routes all returned items to the receiving location from which you delivered them. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory. You can also optionally specify additional return information such as Reason Code and RMA number (the number your supplier issues to you to track your return to the supplier).

To return items to the supplier or customer, enter the return quantity in the Receiving Returns window. Purchasing provides the source supplier or customer for the items. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory. You can also optionally specify additional return information such as Reason Code and RMA number (the number your supplier issues to you to track your return to the supplier). When you return items to the supplier or customer, Purchasing creates both a Return To Receiving and a Return To Supplier transaction. Purchasing also reopens the associated purchase order for the return quantity by reducing the original receipt quantity. For customer returns, if you return the item back to the customer, Purchasing updates the RMA to reflect the returned quantity. You can automatically generate debit memos for Return To Supplier transactions once an invoice has been created. When you create the return make sure the Create Debit Memo option is selected. To enable this functionality, enable the supplier site as a Pay Site (or indicate an Alternate Pay Site) and select Create Debit Memo from RTS Transaction in the Supplier Sites window.

## Entering Returns

Use the Receiving Returns window to enter returns against receipts, deliveries, transfers, acceptances, and rejections.

#### To enter returns:

1. Navigate to the Find Returns window by selecting Returns on the menu. Enter search criteria and click Find.

   The Receiving Returns window appears. In the Transactions tabbed region of this window, Purchasing displays transactions that meet your search criteria. The Order Information tabbed region displays information about the purchase order against which the receipt was made. The Outside Services tabbed region displays pertinent information for outside processing receipts.

2. Enter the return Quantity. Purchasing selects the line and places a check in the line selector checkbox.

   For Return To Supplier transactions, Purchasing reopens the associated purchase order for the return quantity by reducing the original receipt quantity. For customer returns that you return back to the customer, Purchasing updates the RMA to reflect the returned quantity.

3. Enter the Return Unit of Measure. Purchasing displays the unit of measure conversion.

4. Note that Create Debit Memo is selected if Create Debit Memo from RTS Transaction is selected for this supplier site in the Supplier Sites window. If Create Debit Memos is selected, Purchasing creates a debit memo for the returned quantity once you save the transaction. You can then view or edit the debit memo in Payables. Debit memo creation is enabled for Return to Supplier transactions only. If you do not want a debit memo to be created automatically for this transaction, deselect this option.

   If you enter a return and an invoice has not yet been created for the original receipt, or if Payment on Receipt already accounted for the return using the Aging Period functionality, Purchasing does not create a debit memo. You will receive a notification in the Notifications Summary window for any debit memo that could not be created. Purchasing does not create debit memos for returns against unordered receipts. Tax or freight is not included in the debit memo amount.

5. In the Transactions tabbed region, you can update the RMA Number used by your supplier for returns to that supplier. For Inventory (but not Expense or Shop Floor) deliveries, you can update the Return From subinventory.

   > **Important:** The RMA number in the Customer tabbed region of the Find Returns window is the number you and your customer use to track returns to you. The RMA number here is the number you and your supplier use to track your return to the supplier.

6. In the Details tabbed region, you can enter a Reason Code, update the Transaction Date, and view whether a Receipt Exception has been placed.

## Corrections

Use the Receiving Corrections window to modify receiving transactions to correct errors. You can correct receiving transactions other than another Correction transaction or an internal shipment delivered to inventory. For controlled items, you must specify lot and/or serial numbers, as appropriate. For corrections to customer return transactions, the return material authorization (RMA) in Order Management is updated to reflect the new quantity.

When you are entering a correction, the first step is using the Find Corrections window to identify the transaction that you want to correct.

You can enter positive or negative corrections to any receiving transaction. For positive corrections on receipt or positive corrections on deliver, you can make the corrections in the quantity as long as they do not exceed the funded quantity. Additionally, for partially funded lines, the corrections can be performed only upto the partial funded quantity. For fully funded lines, you can make corrections upto the funded quantity plus the tolerances quantity at the shipment level.

You can also make corrections to quantities that you return to a supplier. For example, you receive 100 items, and you use a Return To Supplier transaction to return 10 items to the supplier because they were damaged. Then you realize that only 9 items were damaged. This means that, in the Corrections window, you must enter a correction of -1 for the Return to Supplier transaction. Purchasing moves the item from the supplier to your receiving supply. If you additionally want to move the item from your receiving supply to your on-hand supply, you must additionally enter a correction of +1 for the Return to Receiving transaction.

## Entering Corrections

Use the Receiving Corrections window to record correction transactions against prior receiving transactions.

1. Navigate to the Receiving Corrections window by selecting the Find button in the Find Corrections window.

   If your selection criteria produce any transactions, the Transaction Type (Expense, Inventory, Shop Floor, or Receiving), Quantity, Destination, Item, Revision, and Item Description are displayed in the Transactions tabbed region. The Order Type, Order number, the Supplier or internal organization shipping the item or the Customer returning the item, and the Due Date are displayed in the Order Information region. The Item Description, Hazard Class, Destination, UN Number, Receiver Note, and Routing for the current line are displayed in the lower part of the window.

2. Use the remaining tabbed regions to display additional information about the transactions:

   - In the Transactions tabbed region, you can view the following: Destination Type, Item number, Revision number, Item Description, Location, Person, Subinventory, and stock Locator.

- In the Details tabbed region, you can view the following: Packing Slip number, Supplier Lot number, Reason code, Hazard class, and UN Number.

- In the Currency tabbed region, you can view exchange rate information if the purchase order was created in a foreign currency.

- In the Order Information tabbed region, you can view the following: Order Type, Order number, Release number, Line number, Shipment number, Supplier or Customer, Quantity Ordered, UOM, and Due Date.

- In the Outside Services tabbed region, you can view the Job/Schedule, Line, Operation Sequence, and Department.

3. In the Quantity field, enter the positive or negative correction quantity for the current line. Making any entry on the line automatically selects the line. You can also use the line selector to select and deselect lines. You can also make corrections to quantities that you return to a supplier.

## Unordered Receipts

You can receive items from a supplier when you do not have a corresponding purchase order but want to receive the items so you can track them on the system while you wait for a buyer to decide which purchase order to use. First receive the items as Unordered Receipts in the Receipts window. You can create a new receipt or add to an existing receipt for the supplier or customer who shipped the unexpected items. Then perform a standard receipt for the unordered item shipment quantity.

Use the Find Unordered Receipts window to find the receipts or RMAs that are available for matching. Then use the Match Unordered Receipts window to specify the purchase order or RMA number, release, line, and shipment schedule to which you want to match the unordered receipt. Purchasing restricts the list of possible matching purchase orders/releases as follows:

- The purchase order must have the same supplier as the unordered receipt (when matching to RMAs, the RMA must have the same customer as the unordered receipt).

- The purchase order cannot be final closed or cancelled.

- The purchase order must have at least one approved shipment in the same organization where you performed the unordered receipt (when matching to RMAs, the receiving organization on the RMA must be the same organization where you performed the unordered receipt).

- Except for receipts for one-time items, the item and the purchasing category on the purchase order (or the item on the RMA) must be the same as the item and purchasing category on the unordered receipt.

- The purchase order must have a receipt routing of Standard Receipt, Inspection Required, or none (blank). If the purchase order shipment has a routing of Direct Delivery, the profile option RCV: Allow Routing Override must be set to Yes. This routing requirement also applies to RMAs, which use the routing specified in the Receiving Options window.

- When you match unordered receipts with a created purchase order, the receipts can only be upto the funded quantity. If the purchase order lines are partially funded, the unordered quantity can be upto the funded quantity only.

You can match only to approved shipments. If you cannot locate a valid matching document for your unordered receipt, you can modify and approve an existing purchase order/release or you can create and approve a new purchase order. You can then match to this new, approved shipment.

When you choose a shipment or RMA line, Purchasing performs receiving control checks of the quantity received tolerance and due date threshold.

If the RCV: Print Receipt Traveler profile option is set to Yes, receipt travelers are printed automatically when you match unordered receipts.

### Entering Unordered Receipts:

1. Select Receipts on the menu to open the Find Expected Receipts window.

2. Choose the appropriate tabbed region. Choose the Supplier and Internal tabbed region to create an unordered receipt that will later be matched to a purchase order or release.

3. Select the Unordered button to open the Receipt Header window

4. Enter receipt header information.

5. Enter receipt line information.

6. Save your work.

### To select unordered receipts for matching:

1. Navigate to the Find Unordered Receipts window by selecting Match Unordered Receipts on the menu.

2. Enter any of the following as selection criteria for the receipts you want to match to purchase orders or return material authorizations (RMAs): Receipt Number, Supplier or Customer name, Item, Category, Supplier Item Number, Receiver, Transaction Date, Receiving Location, Item Description.

3. Select the Find button. If your selection criteria produce any receipts for matching, the Item Number, Revision, Category, and Supplier or Customer are displayed in the Unordered Receipts block in the Match Unordered Receipts window. The Receipt Number, Quantity Received, Receiving UOM, Deliver To, Receiver, Item Description, Quantity Ordered, Order UOM, Destination, and Supplier Item Number for the current receipt are displayed in the lower part of the window.

### To match unordered receipts:

1. Navigate to the Match Unordered Receipts window by selecting the Find button in the Find Unordered Receipts window.

2. In the Order Information block in the Match Unordered Receipts window, enter a purchase order number in the Order Number field. For customer-returned items (a Customer is displayed rather than a Supplier), enter the return material authorization (RMA) number in the Order Number field. You can also choose List of Values from the tool bar to query the purchase order shipments or RMA lines available to match the current unordered receipt. This displays the Order Number, Release, Line, and Shipment for all shipments appropriate for matching.

## Receiving Transactions

You record inspections, deliveries, and material movements within receiving and inspection by entering receiving transactions. These transactions provide a history that allows you to track an item from its source to its destination.

From the time of receipt, many transactions may be required to record the movement of an item through the receiving and inspection process. For example, after being received, an item can be transferred, inspected, and then delivered. To help you keep track of an item within receiving and inspection, these transactions are linked to each other. You can use the Receiving Transaction Summary to view an item's transaction history as if it were a family tree with parent and child transactions. A parent transaction can have one or more child transactions, but a child transaction has only one parent transaction. In the above example, the receipt transaction is the parent of the transfer transaction, while the transfer transaction is the child of the receipt transaction. Purchasing displays parent transaction information to help you determine the status of the item for which you are entering a transaction. For example, if you are about to transfer an item from Receiving Dock 1 to Inspection Area A, you should verify that the parent transaction's location is Receiving Dock 1. Purchasing also displays the parent transaction's unit of measure and available quantity. Available quantity is significant because you cannot enter a quantity for a current transaction that is greater than the parent transaction's available quantity. For example, if you have received 10, you can inspect only up to a quantity of 10. Purchasing also displays the inspection result for a parent transaction if the given material has been accepted or rejected as part of an inspection. For delivery transactions, you must enter lot/serial/locator information for controlled items.

Please note that delivery is allowed upto a maximum of the funded quantity for a corresponding distribution.

## Search Criteria

The first step in entering a new receiving transaction is to choose the receipt involved in this transaction. In the Find Receiving Transactions window, you can enter a variety of search criteria such as receipt number, current location, various item details, shipment number, purchase order number, and requisition number. Once you have specified search criteria, Purchasing displays the receipts (and previous transactions) in the Receiving Transactions window for which you can process transactions. Information for receipts is based on information from parent transactions that meet your search criteria.

## Entering Receiving Transactions

Use the Receiving Transactions window to enter receiving transactions.

#### To enter receiving transaction line information:

1. Purchasing opens the Receiving Transactions window and displays all receipts that meet your search criteria when you select the Find button in the Find Receiving Transactions window. In the lower part of the screen, Purchasing displays the following receipt information for the current line: Receipt Number, Order Number, the Supplier or internal organization shipping the item or the Customer returning the item, Parent Type, Description, Inspection, Destination, Current Location, Receiver Note, and Hazard Class.

2. Select the line for which you want to enter a receiving transaction. If a material shortage exists for the item, a message appears. Displaying shortage messages for certain items is a setup option. From the message, you can view details of where in your organization the demand exists for the item. You can then make the item available with a high priority.

3. Purchasing displays the Quantity due for the shipment. If you change the unit of measure, the receipt quantity is adjusted to reflect the new unit of measure.

4. Enter the UOM of the transaction.

5. Enter the Destination Type: Expense, Inventory, Receiving, or Shop Floor. This determines the final destination of the received items.

6. Enter the Location for the transaction.

7. Enter the Person performing the transaction.

8. For Inventory transactions, enter the Subinventory.

9. If the item is under locator control, enter the stock Locator.

### To enter receiving transaction detail information:

1. Navigate to the Details tabbed region.
2. Enter the Packing Slip number.
3. Enter the Transaction Date.
4. Enter the Supplier Lot number.
5. Enter the transaction Reason Code.
6. Enter the Hazard class.
7. Enter the UN Number.
8. Select Receipt Exception if you want to enter a release exception for this receipt.

**To view order information:**

Navigate to the Order Information tabbed region to view the following information for the shipment: Order Type, Number, Release number, order Line number, Shipment number, Supplier, Quantity Ordered, UOM, Due Date, and Supplier Item number.

**To view outside processing information:**

Navigate to the Outside Services tabbed region to view the Job or repetitive Schedule number, the repetitive schedule Line number, the Operation Sequence, and the Department number.

**To enter control number information:**

For controlled items, you can select the Lot-Serial button to navigate to the Lot Number and Serial Number windows.

**To enter inspection information:**

Select the Inspect button to open the Inspection Details window.

**To view exchange rate information:**

Navigate to the Currency tabbed region. This exchange rate information is based on the receipt. These fields are viewable only.

## Inspecting Received Items

Use the Inspection Details window to enter inspection information for received items.

### To enter inspection information:

1. Navigate to the Inspection Details window by selecting the Inspect button in the Receiving Transactions window.

2. Select Accept or Reject to describe the action you are taking in a line.

3. Enter the Quantity accepted or rejected. Purchasing displays the uninspected quantity as the default.

4. Enter the UOM for the inspected item.

5. Enter the Quality Code.

6. Enter a Reason Code for the transaction.

7. Enter the Supplier Lot number.

8. Enter the Inspection Date. The system date is the default.

9. Enter a Comment.

10. Save your work. Select OK to save your inspection entries and return to the Receiving Transactions window. You can use Inspection to return to this line for additional inspection entries until you have saved your work. After this time, the receipts will no longer be available for inspection.

    If you want to enter more inspection results for a receipt after you've saved your work, requery the receiving transaction line using the Find Receiving Transactions window, and then enter more inspection results.

## Managing Shipments

Use the Manage Shipments window to view and update inventory intransit shipment information. Also use the Manage Shipments window to view or cancel Advance Shipment Notices (ASNs).

You can view a wide variety of information about an inventory intransit shipment, including internal requisition information backing the intransit shipment. You can enter or change selected header information including packing slip and bill of lading numbers, the expected receipt date, the freight carrier, the ship-to location, and the number of containers. You can also enter or change some information at the shipment line level: the packing slip number, receipt routing, and reason code.

For an ASN, you can also view a wide variety of information, including truck and container numbers. You can also cancel an ASN by choosing Cancel from the Tools menu (The supplier can also send a Cancellation ASN). For more information on ASNs, please refer to the *iSupplier Portal User Guide.*

### To select shipments:

1. Navigate to the Find Intransit Shipments window.

2. Enter any of the following as selection criteria: Purchase Order or Requisition number, requisition Line number, ASN Shipment number, Supplier, Supplier Site and Receiving Location. In the tabbed regions in the lower part of the screen, you can specify additional selection criteria for the item, and date ranges.

3. Select the Find button to move to the Manage Shipments window.

### To manage shipments:

1. Navigate to the Manage Shipments window. In this window Purchasing displays Shipment Header information for the first shipment that meets the criteria. Use the down arrow on your keyboard to display information for subsequent shipments that meet your search criteria.

2. You can maintain data only in the following Shipment Header fields: Expected Receipt Date, Bill of Lading, Freight Carrier, Packing Slip, Ship-to Location, Number of Containers, and Comments.

3. In the Shipment Lines region, only the item Revision, stock Locator, Packing Slip, Comments, Transaction Reason Code, and Receipt Routing are maintainable.

### To cancel an Advanced Shipment Notice:

Select the shipment line and choose Cancel from the Tools menu.

# Transaction Status Information

## Finding Transaction Status Information

Use the Find Transaction Status window to access the Transaction Status window. You can use this window to review pending transactions before they are processed by the Receiving Transaction Processor. Use the Supplier and Internal tabbed region to search against Purchasing documents.

#### Viewing Transaction Status Information

1. Navigate to the Transaction Statuses window.

2. In the Transactions region you can view: Transaction Type, Processing Mode, Transaction Status, Item, Rev, Item Description, Destination Type, Location, Person, Subinventory, Locator, Secondary UOM, and Secondary Quantity.

3. In the Details region you can view: Transaction Date, Reason, Comments, Packing Slip, Supplier Lot, Hazard, UN Number, and Receipt Exception.

4. In the Order Information region you can view: Order Type, Order Num, Rel, Line, Shipment, Project, Task, Charge Account, Kanban Card Number, Supplier, Qty Ordered, UOM, and Due Date.

5. In the Order Processing region you can view: Job/Schedule, Line, Operation Sequence, and Department.

# 10

# Reports

## Overview

The seeded reports listed below are available in CLM. If these reports need to be customized to suit individual agency needs, they can be modified by implementers.

In addition, implementers can create new reports using the following tools: Oracle Business Intelligence Publisher or Oracle Business Intelligence - Enterprise Edition (OBIEE).

## FPDS Compliance Report

This report lists all the contract actions (awards, IDVs, modifications) that have not been reported to the Federal Procurement Data System-Next Generation (FPDS-NG) site.

### Report Submission

In the Submit Requests window, select FPDS Compliance in the Name field.

### Parameters

**Operating Unit**

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

**Reporting Status**

The values you can select from the Reporting Status LOV are: All, Reported, Not Reported.

**Date From**

Select a Date From date to specify the date range.

**Date To**

Select a Date To date to specify the date range.

## Related Topics

Federal Procurement Data Systems-Next Generation (FPDS-NG) chapter in this guide.

# CCR Compliance Report

This report lists those documents that have not been awarded to vendors who are not active with CCR based on the following criteria:

- If the associated Vendor's CCR Registration was inactive at the time of award creation and an exception reason is not selected in the CCR Exception Reason LOV.

- If the associated Vendor's CCR Registration was inactive / non-CCR Vendor at the time of award creation and an exception reason was provided in the CCR Exception Reason LOV.

## Report Submission

In the Submit Requests window, select CCR Compliance in the Name field.

## Parameters

**Operating Unit**

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

**Issue Office**

The report output shall be grouped by Issuing Office. If the Issuing Office is not selected, the report displays information for all Issuing Offices for an Operating Unit. The Issue Office LOV lists only Location Code and Location Name.

**Date From**

Select a Date From date to specify the date range.

**Date To**

Select a Date To date to specify the date range.

# Awards by COTR Report

This report displays all the awards that have been assigned to a Contracting Office Technical Representative (COTR).

## Report Submission

In the Submit Requests window, select Awards by COTR in the Name field.

## Parameters

**Operating Unit**

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

**COTR**

If you do not select a value from the COTR LOV, then the report displays awards for all COTRs in an operating unit. The report output is grouped by COTR name, if selected from the COTR LOV.

**Date From**

Select a Date From date to specify the date range.

**Date To**

Select a Date To date to specify the date range.

# Awards by Status Report

This report displays all the awards, the status of the awards, and funding details of the awards based on search criteria you select from the Parameters window.

## Report Submission

In the Submit Requests window, select Awards by Status in the Name field.

## Parameters

**Operating Unit**

You can select one operating unit at a time from the Operating Unit LOV for generating the report based on operating units you have access to.

**Issue Office**

If you do not select an Issuing Office from the Issue Office LOV, the report display information for all Issuing Offices for an operating unit. If you select an Issuing Offie, the Location Name and Location Code fields and their values are displayed in the report.

**Document Number From**

Select a Document Number from the LOV.

**Document Number To**

Select a Document Number from the LOV.

**Date From**

Select a Date From date to specify the date range.

**Date To**

Select a Date To date to specify the date range.

# A

# Windows/Pages and Navigation Paths

## Buyer Work Center

1. (N) CLM Purchasing Super User > Buyer Work Center

## Requisitions

1. Buyer Work Center > (H) Requisitions

## Views

1. Buyer Work Center > (H) Requisitions > (T) Requisitions > (ST) Demand Workbench > Views

## View Requisitions using the following seeded Views

1. Buyer Work Center > (T) Requisitions > > (ST) Demand Workbench >Views > View
   - My Requisitions
   - My Requisitions of Goods
   - My Requisitions of Services
   - My Requisitions Requiring a Solicitation
   - My Requisitions Requiring a New Supplier
   - My Requisitions Requiring a Suggested Supplier

- My Urgent Requisitions
- Unassigned Requisitions

## Personalize Views

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench >Views > (B) Personalize

## Search requisitions

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > (B) Search

## Create Award using Document Builder

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Document Builder > (LOV) New Award
2. Select a requisition and click (B) Add.

## Add Funds to Modification from Requisition Line

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Document Builder > (LOV) Add Funds to Modification
2. Select one or more requisition lines and click (B) Add.

## Create solicitation using Document Builder

1. Buyer Work Center > (T) Requisitions > (ST) Demand Workbench > Document Builder > (LOV) New Solicitation
2. Select a requisition and click (B) Add.

## Requisition Summary

1. Buyer Work Center > (T) Requisitions > (ST) Summary

## Requisition Summary Requests

1. Buyer Work Center > (T) Requisitions > (ST) Summary > (ST) Requests

## Requisition Summary Lines

1. Buyer Work Center > (T) Requisitions > (ST) Summary > (ST) Lines

## Requisition Summary Distributions

1. Buyer Work Center > (T) Requisitions > (ST) Summary > (ST) Distributions

## Requisition Amendments

1. Buyer Work Center > (T) Requisitions > (ST) Amendments

## Search for Requisition Amendments

1. Buyer Work Center > (T) Requisitions > (ST) Amendments > Search > (B) Go

## Review and Implement Requisition Amendments

1. Buyer Work Center > (T) Requisitions > (ST) Amendments > (B) Review and Implement

## Create New Workload Assignment

1. Buyer Work Center > (T) Requisitions > (LOV) Workload Assignment > Select Create New Assignment

## Add to Existing Workload Assignment

1. Buyer Work Center > (T) Requisitions > (LOV) Workload Assignment > Select Add to Existing Assignment

## Remove selected lines from Workload Assignment

1. Buyer Work Center > (T) Requisitions > select one or more requisition lines that have a workload assigned
2. Buyer Work Center > (T) Requisitions > (LOV) Workload Assignment > Select Remove Lines from Assignment

## Awards

1. (N) Purchasing > Buyer Work Center > (T) Awards

## View Awards using the following seeded Views

1. Buyer Work Center > (T) Awards > (ST) Headers > Views
   - My In Process Awards
   - My Incomplete Awards
   - My Open Awards
   - My Awards with Rejected Acknowledgement

## Actions on Awards

1. Buyer Work Center > (T) Awards > (ST) Header > Views
2. Select a View and then select an Action from the Select Award LOV.

## Update FPDS-NG Reporting Information

1. Buyer Work Center > (T) Awards > (ST) Header > Views
2. Select a View, select an award, and then select the Update FPDS-NG Reporting Information action from the Select Award LOV.

## Update without Modification

1. Buyer Work Center > (T) Awards > (ST) Header > Views

2. Select a View and then select the Update without Modification action from the Select Award LOV.

## Closeout of Awards

1. Buyer Work Center > (T) Awardss > (ST) Header > Views

2. Select a View, select an approved Award and then select the Closeout action from the Select Award LOV.

## Reopen a Closed Out Award

1. Buyer Work Center > (T) Awards > (ST) Header > Views

2. Select a View, select an Award with a status of Closed Out and then select the Reopen action from the Select Award LOV.

## Personalize Awards

1. Buyer Work Center > (T) Awards > (ST) Header > (B) Personalize

## Export Awards

1. Buyer Work Center > (T) Awards > (ST) Header > (B) Export

## View Modifications

1. Buyer Work Center > (H) Awards > (ST) Modifications

Or:

1. Buyer Work Center > (H) IDVs > (ST) Modifications

## Create Awards

1. Buyer Work Center > (T) Awards > (ST) Headers > (LOV) Create

2. Select a document type and click (B) Go.

## Approval Options

1. Buyer Work Center > (T) Awards > (LOV) Create
2. Select an award and then select (B) Approval Options

Or:

1. Buyer Work Center > (T) Awards > (ST) Headers > Views > My Incomplete Awards > (B) Go
2. Select Award LOV > Update > (B) Go
3. Awards > Update page > (B) Approval Options

## To add an Adhoc Approver

1. Buyer Work Center > (T) Awards > (LOV) Create
2. Select an award and then select (B) Approval Options
3. Specify the approval details and click (B) Add

## Submit Award for Approval

1. Buyer Work Center > (T) Awards > (LOV) Create
2. In the Create page, click (B) Submit

Or:

1. Buyer Work Center > (T) Awards > (ST) Headers > Views > My Incomplete Awards > (B) Go
2. Select Award LOV > Update > (B) Go
3. Awards > Update page > (B) Submit

## Add Attachments to Award

1. Buyer Work Center > (T) Awards > (LOV) Create
2. In the Create page (ST) Header or (ST) Lines, click (B) Add Attachments

## Header

1. Buyer Work Center > (T) Awards > (LOV) Create > (T) Header

## Address and Supplier Details

1. Buyer Work Center > (T) Awards > (LOV) Create > (ST) Address and Supplier Details

## Lines

1. Buyer Work Center > (T) Awards > (ST) Lines

## Search Lines

1. Buyer Work Center > (T) Awards > (ST) Lines > (B) Search

## Add another search criteria using the Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Lines >
2. Select another search criteria by using the Add Another LOV > (B) Add

## Add rows

1. Buyer Work Center > (T) Awards > (ST) Lines > (LOV) Add Lines
2. Click (B) Add 5 rows

## Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules

## Search Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules > (B) Search > (B) Go

## Add another search criteria using Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Schedules
2. Select a value in the Add Another LOV and click (B) Add

## Export Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules > (B) Export

## View Schedules

1. Buyer Work Center > (T) Awards > (ST) Schedules > (B) Views

## Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items

## Search Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items > Search > (B) Go

## Add another search item by using Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Pay Items
2. Select a value in the Add Another LOV and click (B) Add

## Export Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items
2. Specify the criteria and click (B) Export

## View Pay Items

1. Buyer Work Center > (T) Awards > (ST) Pay Items > (B) Views

## Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions

## Search Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions > Search > (B) Go

## Add another search criteria using Add Another LOV

1. Buyer Work Center > (T) Awards > (ST) Distributions
2. Select a value in the Add Another LOV and click (B) Add

## Export Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions
2. Specify the criteria and click (B) Export

## View Distributions

1. Buyer Work Center > (T) Awards > (ST) Distributions > (B) Views

## Manage Deliverables

1. Buyer Work Center > Requisitions > (T) Deliverables

## Search Deliverables

1. Buyer Work Center > Requisitions > (T) Deliverables > Search
2. Specify the criteria and click Go

## Negotiations

1. Buyer Work Center > Requisitions > (T) Negotiations

## Search Published Negotiations

1. Buyer Work Center > Requisitions > (T) Negotiations
2. Select the criteria and click Go.

   **For the navigation on tabs and pages related to Negotiations (Solicitations), see Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide.**

## Suppliers

1. Buyer Work Center > (T) Suppliers

## Create Suppliers

1. Buyer Work Center > (T) Suppliers > (B) Create Supplier

## Search Suppliers

1. Buyer Work Center > (T) Suppliers
2. Specify the criteria and click (B) Go

## IDVs

1. Buyer Work Center > (T) IDVs

## Update FPDS-NG Reporting Information

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an IDV and then select the Update FPDS-NG Reporting Information action from the Select IDV LOV.

## Update without Modification

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an IDV and then select the Update without Modification action from the Select IDV LOV.

## Closeout of IDVs

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an approved IDV and then select the Closeout action from the Select IDV LOV.

## Reopen a Closed Out IDV

1. Buyer Work Center > (T) IDVs > (ST) Header > Views
2. Select a View, select an IDV with a status of Closed Out and then select the Reopen action from the Select IDV LOV.

## Create IDVs

1. Buyer Work Center > (T) IDVs > (LOV) Create
2. Select a value and click Go.

## IDV Header

1. Buyer Work Center > (T) IDVs > (ST) Header

## View IDVs using seeded Views

1. Buyer Work Center > (T) IDVs > (ST) Headers > (LOV) View > (B) Go
   - My Incomplete IDV
   - My IDVs with Rejected Acknowledgments
   - My Expiring IDVs

## View Modifications

1. Buyer Work Center > (H) IDVs > (ST) Modifications

## Personalize IDVs

1. Buyer Work Center > (T) IDVs > (ST) Headers
2. Select an IDV and click (B) Personalize

## Search IDVs

1. Buyer Work Center > (T) IDVs > (ST) Headers > Search

## Export IDV

1. Buyer Work Center > (T) IDVs > (ST) Headers
2. Select an IDV and click (B) Export

## Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines

## View Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines > Views

## Search Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines

## Export Lines

1. Buyer Work Center > (T) IDVs > (ST) Lines
2. Specify the search criteria and click Go.
3. Select the IDV and click (B) Export.

## Change or select a receiving organization

1. Receiving > Change Organization > Select a receiving organization from the popup

## To find a CLM Award to receive

1. Receipts > Find Expected Receipts > (B) Find

## To clear all search criteria

1. Receipts > Find Expected Receipts > (B) Clear

## To enter an Unordered Receipt

1. Receipts > Find Expected Receipts > (B) Unordered

## To enter Receipt Header

1. Receipts > Find Expected Receipts > (B) Find

2. The search results display the Receipt Header and Receipts (Lines) windows

## To enter Receipt Lines

1. Receipts > Find Expected Receipts > (B) Find

2. The search results display the Receipt Header and Receipts (Lines) windows

## Find Returns

1. Receiving > Returns > Find Returns > (B) Find

## To record Returns

1. Receiving > Returns > Find Returns > (B) Find

Or:

1. The search results display the Receiving Returns window

## Find Receiving Transactions

1. Receiving > Receiving Transactions (B) Find

## Enter and View Receiving Transactions

1. Receiving > Receiving Transactions (B) Find

2. The search results display the Receiving Transactions window

## Enter Cascade Receipts

1. Receiving > Receiving Transactions > (B) Cascade

## Enter Express Receipts

1. Receiving > Receiving Transactions > (B) Express

## Inspect the received items

1. Receiving > Receiving Transactions > (B) Inspect

## Find Corrections

1. Receiving > Corrections (B) Find

## Correct received quantity

1. Receiving > Corrections (B) Find

2. The search results display the Receiving Corrections window

## Find In-Transit Shipments

1. Receiving > Manage Shipments > Find In-Transit Shipments > (B) Find

## Manage Shipments

1. Receiving > Manage Shipments > Find In-Transit Shipments > (B) Find
2. The search results display in the Manage Shipments window

## Find Unordered Receipts

1. Receiving > Match Unordered Receipts > Find Unordered Receipts > (B) Find

## Match Unordered Receipts

1. Receiving > Match Unordered Receipts > Find Unordered Receipts > (B) Find
2. The search results display in the Match Unordered Receipts window

## Find Receiving Transactions Summary

1. Receiving > Receiving Transactions Summary > (B) Find

## View the Receiving Transactions Summary

1. Receiving > Receiving Transactions Summary > Find Receiving Transactions > (B) Find
2. The search results display in the Receiving Transaction Summary window

## Find Transaction Statuses

1. Receiving > Transaction Statuses > Find Transaction Statuses > (B) Find

## View Transaction Statuses

1. Receiving > Transaction Statuses > Find Transaction Statuses > (B) Find
2. The search results display in the Transaction Statuses window

## Find Update Movement Statistics

1. Receiving > Update Movement Statistics > Find Movement Statistics > (B) Find

## Update Movement Statistics

1. Receiving > Update Movement Statistics > Find Movement Statistics > (B) Find
2. The search results display in the Movement Statistics Summary window

## Create FPDS-NG Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Create CAR from the Action LOV that appears.

## Link FPDS-NG Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Link CAR from the Action LOV that appears.

## Change Contract Action Report PIID

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Change PIID from the Action LOV that appears.

## View Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select View CAR from the Action LOV that appears.

## Edit Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Edit CAR from the Action LOV that appears.

## Authenticate Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Authenticate CAR from the Action LOV that appears.

## Delete Contract Action Report

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV
2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)
3. Select Delete CAR from the Action LOV that appears.

## Remove Contract Action Report Link

1. Select an Award or IDV and then use the action Update FPDS-NG Reporting Information from the Award or IDVs Views page or from any of the tabs of the Award or IDV that have the Actions LOV

2. The FPDS-NG Reporting Information page displays, select a Reporting Method from the Reporting Method LOV (except None or Exempt)

3. Select Remove CAR Link from the Action LOV that appears.

## Update Data without Modification

1.

# B

# Common CLM Functionality

## Document Numbering

CLM documents are automatically numbered in accordance with document numbering conventions used in federal agencies. You can assign complex document numbers to purchasing documents. You can configure a segment driven number format for CLM documents. Based on the setup of the number format, the appropriate document number gets automatically assigned to CLM documents.

While the headers and lines of a CLM document are numbered automatically, users can edit the header and line numbers with manual updates.

> **Note:** To setup and enable the document numbering structure for use in purchasing documents, please refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*

### Header Numbering

Header Numbering is applied to CLM documents with their amendments/modifications. CLM supports agency defined document number structures as well as those defined by regulation such as the DFARS.

Some basic guidelines that govern CLM document header numbering are:

- A numbering format such as DoDAAC-Fiscal Year-Instrument Type-Serial Number consists of a structure that contains the following elements:
  - DoDACC is a 6-digit alphanumeric value that identifies an agency and is associated to a user. Users may have more than one DoDACC values associated to them.
  - Fiscal Year represents the current government fiscal year as a 2-digit numeric value.

- Instrument Type is a 1-character uppercase alphabet.
- Serial Number is a 4-digit alphanumeric sequential counter that is generated based upon the DoDAAC, Fiscal Year, and Instrument Type unique combination. Serial numbers range from 0001 – 9999. When the serial numbers 0001 - 9999 are exhausted, the system continues with 00AA-99ZZ. The characters I and O are not used in the serial number generation. A lower and upper limit of a serial range such as 4000 – 8999 can be selected in order to generate the serial number within the limits defined by the range.

- You can select the ranges for generating the serial number. This is available via the Edit Document Number popup in the CLM documents page.
- A 4-digit number is used to define draft or final modifications using the serial range of 0001-9999.
- In an operating unit, for a particular CLM document type/style, there can be only one numbering structure active at a time, even though multiple numbering structures can be defined. CLM Document Types are used to define numbering structures for solicitations, CLM Document Styles are used to define numbering structures for awards and IDVs.

Some numbering structures for CLM documents are listed below. Please note that numbering structures vary from agency to agency. Given below is a sample set of numbering structures:

| CLM Document | Header Numbering Structure | Example |
|---|---|---|
| Purchase Requisition | Prefix-Fiscal Year-Agency Identifier- Serial Number | PR-10-CDC-12345 |
| Solicitation | DoDACC-Fiscal Year-Instrument Type-Serial Number | MAS123-10-Q-0001 |
| Award | DoDACC-Fiscal Year-Instrument Type-Serial Number | MAS128-10-C-0001 |
| IDV | DoDACC-Fiscal Year-Instrument Type-Serial Number | MAS123-10-C-1234 |

| CLM Document | Header Numbering Structure | Example |
|---|---|---|
| Order Referencing IDV | DoDACC-Fiscal Year-Instrument Type-Serial Number-Order Referencing IDV Number | MAS123-10-C-1234-0001 |
| Requisition Amendment | Prefix-Fiscal Year-Agency Identifier- Serial Number-Amendment Number | PR-10-CDC-12345-0001 |
| Solicitation Amendment | DoDACC-Fiscal Year-Instrument Type-Serial Number-Amendment Number | MAS123-10-Q-0001-0001 |
| Modification for Award | PIIN-Control Number-Serial Number-Modification Type-Modification Code-Second Character | MAS128-10-C-0001-C0001 |
| Modification for IDV | PIIN-Control Number-Serial Number-Modification Type-Modification Code-Second Character | MAS128-10-C-0001-C0001 |

**Note:** When amendments or modifications to the main document are numbered, they generally follow the format: Base Document Number + Suffix (Serial Number).

## Contract Line / Sub-Line (CLIN / SLIN)

The Contract Line (CLIN) and Sub-line (SLIN) structure is used in CLM documents, including modifications to the purchasing documents. A Contract Line captures information about the item(s) or service(s) to be procured in the contract with or without the pricing details. Thus, a Contract Line (CLIN) can be a priced line or an informational line. Similarly, Sub-Lines, which are used to capture additional information about the CLIN, can be priced sub-lines or informational sub-lines.

By default, all CLINs are regarded as priced lines.

Users can define an informational line by selecting the Informational checkbox at the line level.

The possible combinations of CLIN/SLIN lines that are used in CLM are as follows:

- Priced CLIN with funding information and Informational SLINs without funding information.
- Informational CLIN with Priced SLINS that have funding information
- Priced CLIN with no funding information and Informational SLINs with funding information. (The SLINs in this case would have the multiple funding information each at individual SLIN level.)

> **Note:** Priced CLINs may not have Priced SLINs and funding may not exist at both levels..

Shipments are not available for any informational line (funded or not funded). Informational lines will have distributions only if they are funded. They will not have distributions if they are not funded.

Users can copy the CLIN/SLIN structure completely to a new CLIN/SLIN structure. The Copy functionality is available across all purchasing documents. When a Sub-line is selected and copied, it gets created as a new SLIN in the document, always under the same parent CLIN.

## Numbering CLINs and SLINs

DFARS Subpart 204.71, outlines the numbering procedure for CLINs and SLINs.

The following guidelines govern CLIN numbering:

- CLIN numbers are always 4 digit numeric values that fall in the range 0001-9999. Duplicate numbers are not supported and an error message displays if a duplicate number is found. Default CLIN numbers are editable.
- When you add new lines to the existing draft document, the system assigns the least available sequential numbering. For example: A document contains CLINs 0001, 0002, 0003, 1001, 2001, and 3000. When a new CLIN is added, the system allocates the first available number 0004 (smallest in value / magnitude) from the range of 0001-9999.
- If the least available number in the range of 0001-9999 is greater than 9999, a new line number is not created, instead an error message displays: Line numbers are exhausted. No new lines can be created.
- You can edit CLIN numbers only when the document has a status of Incomplete or Draft. When the document is submitted for approval or approved, the CLIN numbers are not updateable and cannot be changed in any way.
- The CLIN number is a mandatory field if the user needs to enter and save any other

line information.

The following guidelines govern SLIN numbering:

- SLINS are lines that use a 6-character numbering format – numeric or alphanumeric. The first 4 digits of the SLINs are populated with the parent CLIN number. The next 2 digits are automatically generated, based on whether the SLIN is a Priced sub-line or an Informational sub-line. SLIN numbers cannot be updated by users.

- The Parent Line Number column (this is a hidden column) for the SLINs is populated with the CLIN number.

- If the SLIN is Informational, the following number generation rules apply:
  - Informational SLINs have the last 2 digits numeric values in the range 01-99.
  - You first need to populate the four digit CLIN numbers and then concatenate the least available serial number from the range of 01-99 to generate the Informational SLIN number. The number do not have any gaps/separators. For example: Using CLIN 0005, and then adding the first informational SLIN generates the SLIN number as 000501.

- If the SLIN is Priced, the following number generation guidelines apply:
  - For Priced SLINs, the last 2 digits are always alphabetical values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).
  - While adding a Priced SLIN, the number that is lowest in value in the series from AA to ZZ (except I & O) is derived and the number is generated.
  - Adding a Priced SLIN to a CLIN creates the SLIN number by appending AA to the CLIN number. For example, if the CLIN number is 0008, the SLIN is 0008AA.
  - Another example: CLIN # 0008 has 8 existing SLINs that are Priced SLINs. These existing SLINs would have the numbers of 0008AA to 0008AH. The newly created ninth SLIN would have the number of 0008AJ (Notice that 'AI' is not generated).

Some examples for Informational and Priced SLIN number generation are below:

Example 1: SLIN Number for Informational SLIN lines are 4 digit numeric codes (populated from the CLIN), followed by numeric code for 5th & 6th digits. The 5th and 6th digits are from 01 through 99. For CLIN # 0008, if there are informational SLINs, then the numbering is: 000801, 000802, 000803……000810, 000811…..000899.

Example 2: SLIN Number for Priced SLIN lines are 4-digit numeric codes (populated from the CLIN), followed by an alphabetic code. The alphabetic code for the 5th & 6th digits should NOT include the alphabets O or I. For CLIN # 0008, if there are priced SLINs, then the numbering is: 0008AA, 0008AB…..0008AH, 0008AJ….0008AN, 0008AP ……0008AZ, 0008BA…..0008HZ, 0008JA……0008NZ, 0008PA……0008ZZ.

## Options

You can choose to create an option line on a CLM document that you intend to exercise at a future point in time. Instead of modifying the source document to add the line at a future date, you can enter the anticipated options on the original award. For example, a software purchase can be entered as a base line. This necessarily entails support and training as options for the purchase of a software package. Therefore support and training can be entered as option lines as the vendor has promised them. At a later date, the options of support and training can be exercised because the vendor has now promised to deliver support and training. The option lines of support and training, once exercised, can be received and invoiced as well.

An Option Line stores and displays information that is used at a future point in time. For example, in a CLIN SLIN structure that consists of the following, SLIN 0001AD is an Option Line:

- SLIN 0001AA – Hard Disk 8 GB
- SLIN 0001AB – Mouse
- SLIN 0001AC – Keyboard
- SLIN 0001AD – Servicing of Hard Disk 8 GB (Option Line)

In the example above, the SLIN 0001AD can be exercised or used only in the future (i.e. when the warranty coverage for the above hardware part expires).

An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, please refer to the section Numbering CLINs and SLINs. An Option Line can be Priced or Informational. An Option Line cannot have any further option lines associated to it.

The line structure of a CLM document has the following fields that store and display Options-related information:

- Option Indicator (values can be None, Base or Option)
- Base Line Number
- Option Number
- Option From Date
- Option To Date

In addition, two fields - Exercised Flag and Exercised Date are available in the Award and IDV document lines. Use Modifications to exercise an Option Line. When an Option Line has been exercised, the items/services can be received in the Receiving module. Then the line can be invoiced as well. For an IDV, the Option Line can be ordered off only after it is exercised using the Modification document.

> **Note:** Option Lines do not have funds, that is, they are not funded lines. Funds can be added to Options Lines only concurrently with or after the Option Lines are exercised. The value of the field Funded Value is set to 0 for an Option Line that is present in a Purchase Requisition or an Award.

Apart from the fields that store and display Option-related information at the line level, the CLM document header contains two Option-related fields: Total Cost Including Options and Total Cost Excluding Options.

The Total Cost Including Options is the system calculated value of the total amount of all line items on the Award. The Total Cost Excluding Options is the system calculated value of total amount of all line items on the Award that are not marked as Options.

To create an Option Line, please keep the following considerations in mind:

If you need to enter/add/create a new line, use the Create Option button, indicated by a colored + icon, that shows on the CLM documents page in the Lines region by default.

Create an Option Line by clicking Create Option from a source line. In turn, a new line is directly copied from the source line by the system, however the new line is editable and is treated as a separate line. The source line now becomes a Base Line.

The Create Option button is displayed for all lines that are not Option lines.

If the line is already a Base Line, click the Create Option button to create another Option Line. The new option line number is incremented by 1.

Delete an Option Line directly by clicking the Delete (trashcan icon) button. This might re-order the existing Option Numbers if the deleted option number is less than the greatest option number for this Base Line. For example, there are 3 option lines attached to the same base line. If the user deletes the Option Line No.2, then Option Line No.3 is renumbered to Option Line No.2.

If you try to delete a Base Line that contains one or more Option Lines, a warning message is displayed: You are attempting to delete a Base Line; this action will delete the following associated Option Line (line number). Do you want to continue? The options are Yes or No. If the user clicks Yes, the Base Line, along with its Option Lines, will be deleted.

You can update Option Lines, by editing the line information on the CLM documents page. In case the Option Lines along with the Base Line needs to be updated, a message displays, prompting you choose whether you wish to apply the Base Line changes to the associated Option Lines. The options to choose are Yes, No, and Cancel.

If you select a Base Line to copy, a message displays, informing you that the Base Line will be copied with its associated Option Lines. You are prompted to choose whether to copy the Base Line with its associated Option Lines or not. The alternatives are Yes or No.

Option From/To Date - Option From Date cannot be a date prior to that of the system date. Option From/To Date - Option To Date cannot be earlier than the Option From Date.

## Pricing

Pricing of lines takes place only if the CLIN or SLIN is priced and not informational. For more information on informational and priced lines, please refer to the CLIN/SLIN section.

The Type field enables you to specify a line type – broadly classified as Quantity Based or Amount Based. Selecting a line type from the Type LOV is a factor in determining how the total amount will be calculated for the item/service that the agency wishes to procure. If the Type selected is Quantity Based, then the Item/Job field is enabled and on choosing an item/job, the Description field is automatically populated or you can choose to enter a Description. If the Type selected is Amount Based, then the Item/Job field is disabled and on choosing a service, the user needs to enter a Description.

The Contract Type LOV contains all the Contract Types that can be used for that Line Type. FAR part 16 defines the Contract Types. The various Contract Types that are seeded in CLM are:

- Firm Fixed Price (FFP)
- Fixed Price Level of Effort (FP-LOE)
- Fixed Price Economic Price Adjustment (FP-EPA)
- Fixed Price Incentive (Firm Target) (FPI-FIRM)
- Fixed Price Incentive (Successive Targets) (FPI-SUC)
- Fixed Price Prospective Price Redetermination (FP-PPR)
- Fixed Ceiling Price Retro-price Redetermination (FCP-RPR)
- Fixed Price Award Fee (FPAF)
- Cost Contract (COST)
- Cost Plus Fixed Fee (CPFF)
- Cost Plus Award Fee (CPAF)

- Cost Sharing (CS)
- Cost Plus Incentive Fee (CPIF)
- Labor Hour (LH)
- Time and Materials (T&M)
- Other Direct Costs (ODC)

If you select Quantity Based Line Types, the LOV for the Contract Type displays only those Contract Types that do not depend on any pricing attribute other than Quantity and Unit Price for the price calculation. The Quantity Based Contract Types that can be used are:

- Firm Fixed Price (FFP)
- Fixed Price Level of Effort (FP-LOE)
- Fixed Price Economic Price Adjustment (FP-EPA)
- Fixed Price Prospective Price Redetermination (FP-PPR)
- Fixed Ceiling Price Retro-price Redetermination (FCP-RPR)
- Fixed Price Award Fee (FPAF)
- Labor Hour (LH)
- Time and Materials (T&M)

If you select an Amount Based Line Type, all the Contract Types are displayed in the Contract Types LOV.

A Cost Constraint is an indicator at CLIN/SLIN level that controls the pricing or the document printing behavior for that CLIN/SLIN.

The following are seeded cost constraints in CLM:

- Not Separately Priced (NSP)
- No Charge
- To Be Negotiated (TBN)
- Estimated (EST)
- Not to Exceed (NTE)
- Fabrication Cost

- Catalog

The Cost Constraint field may have one of the following values:

The following cost constraint indicators are displayed in place of the CLIN price and the dollar sign ($) in the printed output only. The line item value is set to zero ($0) for calculation purposes. Lines containing these cost constraints are priced lines.

- Not Separately Priced (NSP): This cost constraint enables you to indicate that the price for a line item/service is included in the price of other line items/services. CDRL lines are often NSP; regular lines can have this constraint as well, for example, a line describing a monitor that is included in the price of a PC that is priced separately on another line.

- No Charge: Identifies an item/service that has a price associated to it; however the vendor does not charge for it. An example for No Charge cost constraint is shipping and handling charges on a catalog item purchase.

The following cost constraint indicator is displayed in place of the CLIN price and the dollar sign ($) in the printed output only. The line item/service value will be retained in the system for calculation purposes, however it will not be printed.

- To Be Negotiated (TBN): Line items that have not been priced and will be priced at a later time or a future date. This is used in letter contracts, contract modifications, and option lines.

The following cost constraint indicators are displayed in addition to the CLIN price and the dollar sign ($). These are only descriptors for the price. For example, if Estimated is selected, the printed output displays EST $100 for a $100 line marked with a cost constraint of Estimated.

- Estimated: Used when the exact quantity of supplies or services is not known, such as a Requirements type contract or a Labor Hour/T&M services contract.

- Not to Exceed (NTE): Used when the exact quantity of supplies or services is not known and the government wishes to set a ceiling on the maximum value, such as in a Labor Hour/Time and Materials services contract.

- Fabrication Cost: Used in a major system/supply contract to indicate the price for only fabricating or assembling the system not including the incorporated Government Furnished Materials (GFM).

- Catalog: Used to identify that the price is based on the vendor's catalog pricing.

Some guidelines that apply to seeded printing logic for the pricing information based on the Cost Constraints:

If the Cost Constraint is Not Separately Priced (NSP), No Charge, or To Be Negotiated (TBN), then the Total Line Amount value (e.g. Extended Price) should not print. In place of the Total Line Amount value, NSP, No Charge or TBN should print based on the selected Cost Constraint.

If the Cost Constraint is Estimated (EST), Not to Exceed (NTE), Fabrication Cost, or Catalog, then the cost constraint should precede the line total amount value during printing. For example, if the Estimated is selected, the printed output could display EST $100 for a $100 line marked with a cost constraint of Estimated.

Indefinite Delivery Contracts (IDCs) are contracts for supplies and/or services that do not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provide for the issuance of orders for the delivery of supplies during the period of the contract. The values for IDC Type are: Not Applicable, Definite Quantity, Indefinite Quantity, Requirements. Most solicitations will be Not Applicable, implying that the quantity is known at the time of solicitation and award. Other solicitations may be identified as Definite Quantity, Indefinite Quantity, or Requirements contracts. The combination of IDC type and the contract type determines the pricing calculation for the lines.

IDC Types are applicable only to Solicitations (where the outcome document is an IDV) and IDVs (and not on Purchase Requisitions and Awards).

Award Fee is a flag that indicates whether the line has an associated Award Fee (in a separate line) or not.

***Amount Calculation for seeded Contract Types***

| Serial No. | Contract Type | Formula | Pricing Attributes |
|---|---|---|---|
| 1. | Firm Fixed Price (FFP) | Extended Price = Quantity*Unit Price | |
| 2. | Fixed Price Level of Effort (FP-LOE) | Extended Price = Quantity*Unit Price | |
| 3. | Fixed-Price Economic Price Adjustment (FP-EPA) | Extended Price = Quantity*Unit Price | |
| 4. | Fixed-Price Prospective Price Redetermination (FP-PPR) | Extended Price = Quantity*Unit Price | |
| 5. | Fixed Ceiling Price – Retro Price Redetermination (FCP-RPR) | Extended Price = Quantity*Unit Price | |

| Serial No. | Contract Type | Formula | Pricing Attributes |
|---|---|---|---|
| 6. | Fixed Price Award Fee (FPAF) | Extended Price = Quantity*Unit Price | |
| 7. | Award Fee (FEE) | Extended Price = Award Fee | |
| 8. | Fixed Priced Award Fee (FPAF) | Extended Price = Quantity * Unit Price + Award Fee | |
| 9. | Labor Hour (LH) | Extended Price = Quantity*Unit Price | |
| 10. | Time-and-Materials (T&M) | Total Amount = Other Direct Costs | |
| 11. | Time-and-Materials (T&M) | Total Amount = Quantity*Unit Price + Other Direct Costs | |
| 12. | Fixed-Price Incentive (Firm Target) (FPI-FIRM) | Total Target Price = Target Cost+Target Profit | Ceiling Price;<br>Ceiling Price%;<br>Govt Share Above Target (%);<br>Govt Share BelowTarget (%);<br>Target Unit Price= Total Target Price/Quantity |

| Serial No. | Contract Type | Formula | Pricing Attributes |
|---|---|---|---|
| 13. | Fixed-Price Incentive (Successive Targets) (FPI-SUC) | Total Target Price = Target Cost+Target Profit | Ceiling on Firm Target Profit;<br><br>Floor on Firm Target Profit;<br><br>Ceiling Price;<br><br>Ceiling Price % =Ceiling Price / Target Cost;<br><br>Govt Share Above Target (%);<br><br>Govt Share BelowTarget (%);<br><br>Target Unit Price= Total Target Price/Quantity |
| 14. | Cost Contract (COST) | Estimated Cost = Estimated Cost | |
| 15. | Cost-Plus-Award-Fee (CPAF) | Total Amount = Estimated Cost+Base Fee+Award Fee | |
| 16. | Cost-Plus-Fixed Fee (CPFF) | Total Amount = Estimated Cost+Fixed Fee | Fixed Fee %= Fixed Fee/Estimated Cost |
| 17. | Cost-Plus-Incentive-Fee (CPIF) | Total Amount = Target Cost+Target Fee | Minimum Fee;<br><br>Maximum Fee;<br><br>Govt Share Above Target (%);<br><br>Govt Share BelowTarget (%); |

| Serial No. | Contract Type | Formula | Pricing Attributes |
|---|---|---|---|
| 18. | Cost Sharing (CS) | Estimated Cost = Estimated Cost | Govt Share Percent;<br>Govt. SHARE AMOUNT = Estimated Cost*Govt Share %;<br>CONT. SHARE AMOUNT= Estimated Cost-Govt Share Amount |

> **Note:** The system generated captions for the total amount will change, based on the IDC type.

Some guidelines that govern the pricing of a line:

Quantity Based Lines always have the amount calculated as Quantity * Unit Price.

Amount Based Lines have different formulae for calculating the total amount. You can open a popup window called Pricing Details for Amount Based Lines. This popup enables the user to input the values for the pricing elements and calculates the line amount. The pricing elements that are derived from the calculation logic are view-only fields and the user cannot update them (they will be grayed out). The popup has a Calculate button to calculate the Total Amount and any other calculated pricing elements.

The pricing elements in the popup are displayed based on the Contract Type at the document line level.

> **Note:** Please note the Retroactive Pricing and Pricing Transparency features are not supported in CLM.

## Funding

In certain situations, federal agencies are allowed to direct a vendor to begin work without full available funding. The relevant procedures are found in FAR 32.7 and DFARS 232.7. One common situation is an award for continuing services where new funding is not yet available during a new fiscal year.

The primary purpose of tracking funds is to avoid overspending against a budget. Funds tracking can also be used to predict cash outflow and as a general planning tool. You can enter funding information on CLM documents such as purchase requisitions and awards and their amendments/modifications. This information is entered in the distributions tab for an award and in the accounts tab for purchase requisitions.

**Note:** You cannot enter funding information on IDVs. Options lines can be funded only when they are exercised.

You can enter a funded value in the Distributions/Accounts tab. The funded value is defaulted to the total shipment amount on the Distributions/Accounts tab. However this can be modified and the funded value may be 0 or less than the shipment amount. The Partial Funded checkbox is selected to indicate that the funded value is less than the shipment amount. The following funding-related fields are in the Distributions/Accounts tab to capture the funding information:

- Partial Funded Flag – indicates if a shipment is partially funded or not. If the Partial Funded checkbox is selected, the Funded Value field is enabled. If the Partial Funded checkbox is not selected, the Funded Value field is not enabled. By default, this checkbox is unselected and the Funded Value gets defaulted with shipment amount. However, users can fully fund the document even when the Partial Funded flag is checked. If the Partial Funded flag is unselected, and the Funded Value is less than the shipment amount, an error message displays.

- Funded Value – enter and save the Funded Value for each distribution in functional currency. Funded Value is an updateable field provided the Partial Funded checkbox is not selected. The Funded Value cannot be greater than the shipment amount for a distribution. Funded value cannot be negative. In case users do enter a Funded Value that is greater than the shipment amount or a negative amount, an error message displays.

- Quantity Funded – Quantity funded for each distribution and displayed only for Quantity Based lines. The Quantity Funded field is non updateable by the user and is calculated by the system based on the Funded Value. The value of the Quantity Ordered is defaulted to the Quantity Funded field. Quantity Funded gets overwritten if users modify the Funded Value.

- Amount Funded – Amount funded in document currency for Amount Based shipments only. The Amount Funded field is not updateable by users and is calculated by the system based on the Funded Value. The value of the Amount Ordered field is defaulted to the Amount Funded field. Amount Funded gets overwritten if users modify the Funded Value.

In Receiving, you cannot receive more than the Funded Value against a Quantity Funded or Amount Funded value. If the line is fully funded, the Receiving module receives upto the Funded Value. There are no tolerances created and used for fully funded shipments.

If you decrease the Funded Quantity on a modification, the new value should be less than the quantity already received.

The Functional Currency code is displayed along with the Funded Value field. The sum of the Funded Value fields of the distributions is displayed at the document line level.

Also, the sum of the Funded Value fields is displayed at the header level.

Where an option line exists on a CLM document, the Funded Value is defaulted to zero. Funded Value and Quantity funded/Amount Funded are not enabled for that line.

The Check Funds action is available in the Actions LOV, while creating a document. Users can perform a funds check before saving the document.

> **Note:** General Ledger date should be in the Open Purchasing period and the Budget Account should be valid for that date.

You can modify the funding information for an approved purchase request or award via a Purchase Requisition Amendment or Modification (on an Award).

When the Partial Funded Flag is checked, the Funded Value on the amendment/modification is also available for update in the PR Amendment/Modification pages. The increase/decrease in funds for each distribution is captured during the approval of the document approval and funds are reserved/liquidated accordingly.

Requisition Amendment/Modification enables users to modify funded value for each distribution on the approved purchase request. Along with Funded Value (in functional currency), Quantity Funded is displayed for Quantity based Lines or Amount Funded (in document currency) for Amount based Lines.

If you deselect the Partial Funded checkbox, a check is carried out to see if the Funded Value is equal to the total line amount, if not, an error message is displayed.

You cannot modify the Charge Accounts on the existing Distributions via the PR amendment page or the Modifications page. In case the charge accounts on a distribution need to be deleted, reset the Funded Value on the distribution to 0 (zero) and then create a new distribution with the new accounts.

Funds are not reserved or liquidated at the time of CLM document creation. Every CLM document needs to be reserved just before approval. It is only during approval that funds are reserved / liquidated. When the encumbrance action is successful, the CLM document gets approved. Liquidation/Reservation of the funds takes place when approving a Purchase Requisition, PR Amendment, Award, or Modification.

When the Partial Funded checkbox is selected, the Encumbrance is created for the increased or decreased funded value while approving the Purchase Requisition, Requisition Amendment, Award, or Modification. Funds are encumbered in a period as per the GL Date entered while creating the CLM document.

When the document is approved, the Encumbered Amount on the distribution should be updated with the Funded Value and encumbered Flag is set to Yes. However Distributions that are marked with Prevent Encumbrance flag with a value of Yes are not considered for Encumbrance actions.

For more information on integration with Public Sector Accounting, please refer to the following guides:

*Oracle Subledger Accounting Implementation Guide*and *Oracle Public Sector Financials User Guide.*

# Glossary

### Abbreviated Classification

A one or two letter representation of the Classification, i.e. C, S, TS, and U.

### Abstract of Offers

The record of all bids received on a sealed bid solicitation or in response to a negotiation solicitation. Data similar to SF 1409 or SF 1410.

### Accounting Classification Reference Number (ACRN)

A two position alpha or alpha/numeric control code used as a method of relating the accounting classification citation to detailed line item information contained in the schedule of a contract.

### Acquisition Action Request (AAR)

A formal and official request, in either electronic or hard-copy form, from a requiring entity to an acquisition office for the procurement of supplies or services or for the modification of a request submitted previously.

### Address Type

A designation of government office such as: Additional POC, Contracting Officer's Representative (COTR), Administration Office (Admin), Invoice Office, Issuing Office, Delivery Office, Property Office, Order Office, Payment Office, Request Office, Technical Office, Place of Performance, and Small Business Administration Office.

### Administration Contracting Office (ACO)

The Administration Contracting Office (ACO) is the office that is responsible for administering contracts.

### Administrative Change

A contract modification that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data).

### Agreement

Term used to describe the following types of agreements: Basic Agreements, Basic Ordering Agreements, and Blanket Purchase Agreements.

### Amendment

A procurement vehicle created for the purpose of adding, changing, or deleting data on a processed Purchase Request or Solicitation.

### Amendment Control Number

A unique temporary supplemental PIIN that is assigned to the unreleased Solicitation Amendment at the time of creation, for tracking purposes.

### A-Modification

A modification issued by the contract administration/management office.

### Announcement

Pre-award and Post-award notices designed to give vendors information on specific procurements.

### Archiving

The process of removing transactions from the production database upon the expiration of the staging period. This process is separate from the award closeout process.

### Attachment

Official documents associated to a contract file. Attachments are a part of the official contract document. In a UCF award document, attachments are listed in Section J.

### Audit

Report resulting from a Price/Cost Evaluation of a Contractor's Proposal.

### Authenticated CAR Header

Status describing a CAR that has been validated on the FPDS-NG web site, with no errors returned except for the Date Signed.

### Award

An award is a procurement instrument that serves as a legally binding document between the government and a vendor. This includes: Contracts, Purchase Orders, Agreements, Orders, and Modifications.

### Award Administrator

A user responsible for creating modifications to and orders off of an Award.

### Award Date

Contracting Officer's signature date on the award document.

### Award Fee

An award amount that the contractor may earn in whole or in part during performance and that is sufficient to provide motivation for excellence in such areas as quality, timeliness, technical ingenuity, and cost-effective management and can be applied to any contract type in accordance with DFARS 216.470.

### Award Type

Award Type is equivalent to Form Type (e.g. SF-1449, DD-1155)

### Base Fee

The set fee that a contractor will earn for performance of a Cost Plus Award Fee (CPAF) contract in addition to any Award Fee. The base fee is fixed at contract award.

### Base Line Item

A line item that is not an option line item.

### Basic Agreement (BA)

A written instrument of understanding, negotiated between an agency or contracting activity and a contractor that contains contract clauses applying to future contracts between the parties during its term and contemplates separate future contracts that will incorporate by reference or attachment the required and applicable clauses agreed upon in the basic agreement. A basic agreement is not a contract.

### Basic Ordering Agreement (BOA)

A written instrument of understanding, negotiated between an agency or contracting activity and a contractor to be used in future work. Terms and Conditions include such areas as a description of the supplies and/or services to be provided, and methods for issuing, pricing, and delivering future orders.

### Bilateral Action

An Award/Award Modification that requires the contractor's signature prior to the signature of the contracting officer.

### Blanket Purchase Agreement (BPA)

A simplified method of filling anticipated repetitive needs for supplies or services by establishing charge accounts with qualified sources of supply.

### Commercial and Government Entity (CAGE)

A CAGE Code is a five (5) position code that identifies companies doing, or wishing to do, business with the Federal Government. Foreign vendors use a NCAGE Code in lieu of a standard CAGE code. The code is used to support a variety of mechanized systems throughout the government. The code provides for a standardized method of identifying a given facility at a specific location.

### Cancellation

The cancellation of a requirement in the pre-award phase of the procurement process, or post award phase for Purchase Orders where performance has not started and no cost to the government has yet occurred. Cancellations are either full or partial. Full no cost cancellation applies to an entire Purchase Order. Partial no cost cancellation refers to the Purchase Order but apply to line item(s). (For Example: Line Item 0001 with a quantity of 100 may be cancelled fully at no cost, but Line Item 0002 not cancelled).

### Contract Data Requirements List (CDRL)

The standard format for identifying potential data requirements in a solicitation and deliverable data requirements in a contract.

The DD Form 1423, Contract Data Requirements List, is always an exhibit, rather than an attachment. Each CDRL item is an ELIN.

### Contracting Officer (KO)

A Contracting Officer is an official with the authority to obligate money for the federal government. The Contracting Officer uses the bulk of the processes and features within the federal system and his/her duties include issuing solicitations, awards, modifications and orders. This individual is also authorized by virtue of position or by appointment to perform the functions assigned by the Federal Acquisition Regulations.

### Ceiling Percent

The percentage of Ceiling Price to Target Cost in a Fixed Price Incentive (FPI) contract. Ceiling % = Ceiling Price / Target Cost.

### Ceiling on Firm Target Profit

The maximum amount to be negotiated for Target Profit when firm targets are set in a FPIS contract.

### Ceiling Price

The maximum amount that may be paid to the contractor in a Fixed Price Incentive (FPI) type contract.

### Central Contracting Registry (CCR)

The Central Contracting Registry (CCR) is a central database containing basic business information where all vendors wishing to do business with the federal government under a FAR-based contract must be registered before being awarded a contract.

### Classification

A marking that indicates the sensitivity level of a classified page, document, or item, such as Confidential, Secret, Top Secret, or Unclassified. These Markings display 1/3 larger than the rest of the text in printed output.

### Classification Block

A set of markings that include Classified By, Reason, and Declassify On information.

### Classification Reason

A concise justification for classification by the original classifier which, at a minimum cites the applicable classification categories in section 1.5 of E.O. 12958 (From DoD Guide to Marking Classified Documents, April 1997) as the basis for classification.

### Contract Line Item Number (CLIN)

Contract Line Item Number

### Closed-out

The term used to describe an award that is physically complete and has gone through the procurement closeout process. A closed transaction may or may not be fully liquidated.

### Codeword

An unassociated "word" assigned by program management to represent a DoD project.

### Confirming Order

An Order confirming a previously issued verbal order.

### Conform

Confirming a solicitation or amendment.

### Conformed Copy

A system-generated representation of the Purchase Request, Solicitation or Award document reflective of the latest processed Amendment or Modification to be used for reference purposes.

### Contract Type

A selection of pricing structures available to the Government when procuring items. Contract types vary according to (1) The degree and timing of the responsibility assumed by the contractor for the costs of performance; and (2) The amount and nature of the profit incentive offered to the contractor for achieving or exceeding specified standards or goals. The contract types are grouped into two broad categories: fixed-price contracts and cost-reimbursement contracts. The specific contract types range from firm-fixed-price, in which the contractor has full responsibility for the performance costs and resulting profit (or loss), to cost-plus-fixed-fee, in which the contractor has minimal responsibility for the performance costs and the negotiated fee (profit) is fixed. In between are the various incentive contracts, in which the contractor's responsibility for the performance costs and the profit or fee incentives offered are tailored to the uncertainties involved in contract performance.

### Contracting Officer Technical Representative (COTR)

Individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

### Contracting Officer Technical Representative Address (COTR Address)

The address for the respective COTR, Contracting Officer Technical Representative. A stakeholder who has responsibility around the contract. Within the system, their duties could include accepting deliverables under the contract, receiving notifications related to the contract.

### Contracting/ Issuing Office

An office that can issue solicitations, awards, orders, amendments, and modifications.

### Cost Code

A DoD accounting line field used to differentiate similar lines of accounting. If cost code is included in the Accounting Line Fields it is considered part of the Line of Accounting.

### Cost Reimbursement

Under a cost-reimbursement contract, the contractor agrees to provide its best effort to complete the required contract effort. Cost-reimbursement contracts provide for payment of allowable incurred costs, to the extent prescribed in the contract. These contracts include an estimate of total cost for the purpose of obligating funds and establishing a ceiling that the contractor cannot exceed (except at its own risk) without the approval of the contracting officer.

### Cut-Off Date

End date and time for receipt of final revisions to offers following negotiations.

### Data Item/Requirement

A requirement, identified in a solicitation and imposed in a contract or order that addresses any aspect of data; i.e., that portion of a contractual tasking requirement associated with the development, generation, preparation, modification, maintenance, storage, retrieval, and/or delivery of data. Data items are exhibit line items that can reside in CDRLs.

### Debarment

Action taken by a debarring official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period; a contractor that is excluded is "debarred."

### Delivery Instance

An individual delivery slated for a particular line item.

### Delivery Office

An office location that can accept/receive deliveries.

### Delivery Order

An Order for supplies placed against an established contract or agreement or with Government sources.

### Delivery Schedule

Combination of delivery instances (presumably different) related to a single line item.

### Description of Modification

Modification specific items that include Change/Cancel Reason Code Text, Summary of Change statements, and modification only text that do not update the conformed copy.

### Discontinuation

The process used to stop actions from being taken against a processed agreement.

### Distribution Statement

A statement used in marking technical data to denote the extent of its availability for secondary distribution, release, and disclosure without need for additional approvals or authorizations from the controlling DoD office. (Refer to DoD Directive 5230.24, "Distribution Statements on Technical Documents (reference (c)).

### DoD Program Code

The DoD Program Code designates that the specific item being acquired is in support of a specifically designated DoD Program. For example, if a contracting action is funded by the Ballistic Missile Defense Organization (BMDO), enter code CAA. Specific codes have been established to identify environmental cleanup programs and are used for all transactions involving environmental acquisitions. A list of the Environmental Cleanup Program Codes is found in the DoD Procurement Coding Manual, Section II Program and System or Equipment Codes (Description and Use of Program Codes).

### Department Of Defense Activity Address Code (DODAAC)

A six (6) character code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive material.

### Defense Priorities and Allocations System Rating (DPAS Rating)

There are two levels of ratings, identified by "DO" and "DX". All DO ratings are of equal value and take precedence over unrated orders. All DX rated orders are of equal value and take priority over DO and unrated orders. A priority rating consists of the rating symbol (DO or DX) followed by the program identification symbol (e.g. A1, X7). An example DPAS priority rating is DO-A1. The program code itself does not designate priority with DO or DX ranges. The specific list of Program Identification Symbols is contained in 15 CFR 700 Schedule 1 Approved Programs and Delegate Agencies, Defense Priorities Allocations System Regulations.

The Defense Priorities and Allocations System (DPAS) was established to ensure the timely availability of industrial resources to meet national defense requirements and provide a framework for rapidly expanding industrial resources in a national emergency. The DPAS rating is assigned to all military systems used in support of national defense, from the largest finished platform to the smallest component. It can be applied to all stages of acquisition research and development, initial design, production testing, delivery, and logistics support.

### Defense Switching Network (DSN)

Defense Switching Network phone number.

### DUNS and DUNS + 4

The Dun & Bradstreet unique nine (9)-digit DUNS Number associated with an organization. DUNS+4 numbers are used to identify different CCR records for the same vendor at the same physical location. For example, a vendor could have two records for themselves at the same physical location to identify two separate bank accounts.

### Effective Date

Date a Procurement Instrument becomes active.

### Electronic Signature

Electronic Signature is a computer data compilation of any symbol or series of symbols, executed, adopted, or authorized by an individual to be the legally binding equivalent of the individual's handwritten signature. Thus signed electronic records contain the following information:

- Name of the Signer
- Title of the Signer

- Date and time the signature was executed

#### Estimated Cost

The anticipated amount of costs to be incurred in the performance of a Cost Type contract (CPFF, CPAF, Cost).

#### Estimated Max Cost

In an Indefinite Delivery/ Indefinite Quantity Cost Sharing Contract, the maximum cost for the supplies or services that the Government may order and the contractor is required to furnish.

#### Estimated Price

The extended price for the estimated total quantity in an IDC Requirements type contract line.

#### Exchange Rate

The fluctuating, trade-weighted price of one country's currency in terms of another, as determined by the Federal Reserve Bank of New York on behalf of the U.S. Treasury.

#### Expired Agreements

The suspended state of an agreement that has exceeded its end date.

#### Express CAR Category

The Express CAR (Contract Action Report ) Category allows a user to process an Award/Award Modification without first creating a CAR Header, Exemption to Reporting, or Reason for Not Reporting.

#### Express CAR Header

A CAR Header that allows for multiple Awards/Modifications with the same Express CAR Category and Issuing Office Code to be added to a single CAR Header.

#### Extended Price

The value of the Quantity times the Unit Price.

#### Facilities Capital Cost of Money (FCCOM)

An imputed cost related to the cost of contractor capital committed to facilities.

#### Federal Supply Class (FSC)

The Federal Supply Class (FSC) is a four-character code. Each FSC covers items that are usually requisitioned or issued together; or items that constitute a related grouping for supply management purposes.

### Firm Target Profit

Target Profit when firm targets are set in a FPIS contract.

### Fiscal Year

DoD fiscal year begins 1 October and ends 30 September each year.

### Fixed Fee

The set fee that a contractor will earn for performance of a Cost Plus Fixed Fee (CPFF) contract.

### Fixed Fee Percent

The percentage of estimated cost that the fixed fee represents in a Cost Plus Fixed Fee (CPFF) contract. Fixed Fee % = Fixed Fee divided by Estimated cost

### Fixed Price

Under a fixed-price contract, the contractor agrees to deliver the product or service required at a price not in excess of the agreed-to maximum. Fixed-price contracts should be used when the contract risk is relatively low, or defined within acceptable limits, and the contractor and the Government can reasonably agree on a maximum price. Contract types in this category include:

- Firm fixed-price (FFP)
- Fixed-price economic price adjustment (FPEPA)
- Fixed-price award-fee (FPAF)
- Fixed-price incentive firm (FPIF)
- Fixed-price incentive with successive targets (FPIS)
- Fixed-price contract with prospective price redetermination (FPRP)
- Fixed-ceiling-price contract with retroactive price redetermination (FPRR)
- Firm fixed-price level of effort term contract (FFPLOE)

### Floor on Firm Target Profit

The minimum amount to be negotiated for Target Profit when firm targets are set in a FPIS contract.

### Foreign Military Sales (FMS)

Case Numbers are assigned to track funds and actions. That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act of 1976, as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

#### Federal Procurement Data System, Next Generation (FPDS-NG)

Federal Procurement Data System, Next Generation (FPDS-NG) is an external application maintained by Global Computer Enterprises which collects contract data from all Services and Agencies in the Government for reporting purposes. Congress and federal departments and Agencies use FPDS-NG to track small business goals, report number and amount of contracts to date, show geographical placement of contracts, and summarize contract data for a specific contractor.

All Awards and modifications to such must be reported to FPDS-NG unless valid Exemptions to Reporting, Reasons for Not Reporting, or Express CAR Categories are defined.

#### Government Estimate

An estimate of the cost for goods and/or estimate of services to be procured by contract. Such estimates are prepared by government personnel, i.e., independent of contractors.

#### Government Objective

Government's initial negotiation position, based on analysis of the offeror's proposal, taking into consideration all pertinent information including field pricing assistance, audit reports and technical analysis, fact-finding results, independent Government cost estimates and price histories.

#### Government Share

The amount of costs that the government will pay in a cost sharing contract.

#### Government Share Percent

The percentage of the total costs incurred by the contractor that the government will pay in a cost sharing contract.

#### Govt. Share Above Target

The Percentage of cost risk assumed by the Government above the target cost in the formula for adjusting the target profit or target fee in FPI or CPIF contracts respectively.

#### Govt. Share Below Target

The Percentage of cost risk assumed by the Government below the target cost in the formula for adjusting the target profit or target fee in FPI or CPIF contracts respectively.

### Handling Caveat

Additional Markings on a page, document, or item that indicate how and where to limit the distribution.

### Header

Term used to denote summary level information versus line item level information.

### IDC Document Level Constraints

- Contract Award Minimum Quantity (Minimum Guarantee Award Quantity Percentage) - The minimum percent of the quantity guaranteed to be ordered.
- Contract Minimum Quantity - the minimum Quantity that must be ordered for all line items over the life of the contract across all orders.
- Contract Maximum Quantity - the maximum Quantity that can be ordered for all line items over the life of the contract across all orders.
- Contract Award Minimum Quantity (Minimum Guarantee Award Amount Percentage) - The minimum percent of the amount guaranteed to be ordered.
- Contract Minimum Amount - the minimum Amount that must be ordered for all line items over the life of the contract across all orders.
- Contract Maximum Amount - the maximum Amount that can be ordered for all line items over the life of the contract across all orders.
- Contract Order Start Date - The projected start date for the ordering period.
- Contract Order End Date - The projected start date for the ordering period.
- Contract Order Minimum Quantity - the minimum Quantity that must be ordered for all line items on an individual order.
- Contract Order Maximum Quantity - the maximum Quantity that can be ordered for all line items on an individual order.
- Contract Order Minimum Amount - the minimum Amount that must be ordered for all line items on an individual order.
- Contract Order Maximum Amount - the maximum Amount that can be ordered for all line items on an individual order.

### IDC Types

There are three types of IDC contracts:

- Definite Quantity – A definite-quantity contract provides for delivery of a definite quantity of specific supplies or services for a fixed period, with deliveries or performance to be scheduled at designated locations upon order.

- Indefinite Quantity – An indefinite-quantity contract provides for an indefinite quantity, within stated limits, of supplies or services during a fixed period. The Government places orders for individual requirements. Quantity limits may be stated as number of units or as dollar values.

- Requirements – A requirements contract provides for filling all actual purchase requirements of designated Government activities for supplies or services during a specified contract period, with deliveries or performance to be scheduled by placing orders with the contractor.

### Indefinite Delivery Contract (IDC)

A contract for supplies and/or services that does not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of supplies during the period of the contract.

### Indefinite Delivery Vehicle (IDV)

Encompasses all indefinite delivery contracts, Blanket Purchase Agreement, Blanket Ordering Agreement, or any other agreements against which individual orders or calls may be placed in accordance with agency procedures.

### Informational [line/subline]

A line or subline that does not contain specific quantity and pricing information.

### Invoice Office

An office that can receive invoices.

### Justification and Approval (J&A)

Documentation used to justify soliciting and awarding a contract without full and open competition.

### Job Order Number (JON)

A number that links funding to a specific job or task.

### Labor-Hour and Time-and-Materials

There are two other types of compensation arrangements that do not completely fit the mold of either fixed-price or cost-reimbursement contracts. Labor-hour and time-and-materials contracts both include fixed labor rates but only estimates of the hours required to complete the contract. They are generally considered to most resemble cost-reimbursement contracts because they do not require the contractor to complete the required contract effort within an agreed-to maximum price; and the contractor is paid for actual hours worked.

- Labor Hour (LH)
- Time and Materials (TM)

### Lease Agreement

Same functionality as Basic Agreement, except the PIIN has a "L" in the 9th position (Type of Instrument)

### Line Item

This term is used generically to reference CLINs, Sublines, Exhibit Lines, Sub-Exhibit Lines.

### Line Item Consolidation

The ability to combine multiple itemized lines into a single itemized line.

### Line Item Estimated Amount

The government estimate of the cost of each individual line item.

### Line Item Evaluated Amount

Adjusted offer line item total when Price Adjustment Factors or Evaluation Preferences are entered.

### Line Item Offer Amount

The offered cost of each individual line item.

### Line of Accounting (LOA)

The appropriation data, including all data elements and any document reference number which may be included.

### List of Parties Excluded from Federal Procurement and Nonprocurement Programs

A list compiled, maintained, and distributed by the General Services Administration containing the names and other information about parties debarred, suspended, or voluntarily excluded under the Nonprocurement Common Rule or the Federal Acquisition Regulation, parties who have been proposed for debarment under the Federal Acquisition Regulation, and parties determined to be ineligible.

### Marking Information

This field will default with one of the following: Codeword, Trigraph, or Nickname from the Security Organization Table. The user will select which of the three will default on the form and it will be editable on the form.

### Maximum Ceiling Award Amount

The Maximum Amount that can be ordered over the life of the IDV.

### Maximum Fee

The maximum fee is the greatest amount of fee that the contractor will earn no matter what fee is calculated using the target cost, target fee, and share ratio in a CPIF contract.

### Maximum Price

In an Indefinite Delivery/ Indefinite Quantity Contract, the extended price for the maximum quantity of supplies or services that the Government may order and the contractor is required to furnish. Quantity limits may be stated as number of units or as dollar values.

### Maximum Quantity

In an Indefinite Delivery/ Indefinite Quantity Contract, the stated maximum quantity of supplies or services that the Government may order and the contractor is required to furnish. Quantity limits may be stated as number of units or as dollar values.

### Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs (MDAPS/MAIS)

In order to be an MDAP, an acquisition program must either be designated by the USD(AT and L) as an MDAP or estimated by the USD(AT and L) to require an eventual total expenditure for research, development, test, and evaluation of more than $365 million in FY 2000 constant dollars or more than $2.190B in procurement in FY2000 constant dollars.

### Media/Status Code

Indicates the recipient of status and the means of transmission.

### Military Standard Requisitioning and Issuing Procedures (MILSTRIP)

80 character string concatenating various piece of information and used in several legacy operations across the DoD. MILSTRIP is an acronym for Military Standard Requisitioning and Issue Procedures.

### Minimum Fee

The minimum fee is the lowest amount of fee that the contractor will earn no matter what fee is calculated using the target cost, target fee, and share ratio in a CPIF contract.

### Minimum Hours

In a Labor Hour type Indefinite Delivery Contract, the stated minimum quantity of hours that the Government is required to order and the contractor is required to furnish. Same as Minimum quantity in other Indefinite Delivery Contracts.

### Minimum Quantity

In an Indefinite Delivery/Indefinite Quantity Contract, the stated minimum quantity of supplies or services that the Government is required to order and the contractor is required to furnish. Quantity limits may be stated as number of units or as dollar values.

### Military Interdepartmental Purchase Request (MIPR)

A request from one agency to another agency for goods and services that also transfers funding. A type of requisition.

### Modification

A Procurement Instrument used in the post-award process for the purpose of making a change to the award. The conformed copy is not updated with the information from the Modification until the Modification is processed.

### Modification Control Number

A unique supplemental numbering sequence that is assigned to the unprocessed Award, Order, or Agreement Modification at the time of creation, for tracking purposes.

### Modification Issuing Address

This is the office responsible for completing the modification. Each modification can have a different Issuing office than the Award's Issuing office.

### Multiple CAR

Multiple Contract Action Report - Used when a user needs to split the FPDS reporting of Award/Award Modification line items into multiple reports. For example, the user might have Firm Fixed Price and Cost type Line Items on an Award, so the user can use the Multiple CAR reporting method to report each line item on a different CAR Header.

### Multiple Modification

A term used when multiple conformed copies of any Awards, Delivery Orders, Agreements, and Agreement Orders are changed via multiple modification functionality.

Multiple modification functionality creates individual modifications for each user-selected Award, Delivery Order, Agreement, and Agreement Orders simultaneously.

### Negotiation

Phase where the Government and the Contractor negotiate award changes (For example: termination settlement).

### Nickname

An unclassified representation of a program and/or compartment to which a page, document, or item is associated. This is stored in the Security Organization table.

### No Cost Settlement

This is a type of Termination. The Government uses the term "no cost" settlement to describe the terminations where there will not be a settlement cost. (For example: Termination for convenience that results in no settlement cost).

### North American Industry Classification System (NAICS) Code

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system, and was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America.

### National Stock Number (NSN)

A National Stock Number (NSN) is a thirteen (13) digit number assigned to an item of supply. It consists of the four digit Federal Supply Class (FSC) and the nine digit National Item Identification Number (NIIN). The NSN is used as the common denominator to tie together logistics information for an item of supply. A NIIN is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; when combined with the four character FSC it composes the NSN. The NIIN is used as the common denominator for an item of supply

### Offer

Response to a solicitation that if accepted, would bind the offeror to perform the resultant contract; this also includes subsequent revisions to offers.

### Offer Evaluation

A procurement vehicle created for the purpose of summarizing and evaluating all offers received for a given Solicitation.

### Office

A government organization that has some responsibility in the acquisitions process. An office can have more than one address type and more than one contact.

### Option

An option "means a unilateral right in a contract by which, for a specified time, the Government may elect to purchase additional supplies or services called for by the contract, or may elect to extend the term of the contract" (FAR 2.101).

### Option Line

A contract line item that is representative of an option (see Option definition). An option line is identified by an option indicator and is not a base line item.

### Order

A procurement instrument for supplies/services placed against an established contract or agreement or with Government sources.

### Order End Date

Date on which orders can no longer be placed against an Agreement.

### Order Start Date

Beginning date on which Orders (Contracts in case of Basic Agreements) can be placed against an Agreement.

### Ordering Instrument

A procurement instrument from which an Order, Call or Contract is created.

### Organization

See definition for "Office."

### Other Direct Costs (ODC)

In a Time and Materials (T & M) type contract, the estimated amount for materials and incidental services for which there is not a labor category specified in the contract, such as travel, computer usage charges, etc.

### Procurement Action Lead Time (PALT)

The time, measured in days, between the start date and the actual completion date of a workload assignment, minus any suspended PALT time.

### Payment Bonds

A written instrument executed by a bidder or contractor (the principal) and the second party (the "surety" or "sureties") to assure fulfillment of the principal's obligation to a third party (the "obligee" or "Government") identified in the bond. If the principal's obligations are not met, the bond assures payment to the extent stipulated, or any loss sustained by the obligee.

### Payment Office

An office that makes payments under the contract/order.

### Performance Bonds

A written instrument that secures performance and fulfillment of the contractor's obligations under the contract.

### Physical Completion Date

The date in which an award is complete based on when the contractor has completed the required deliveries and the Government has inspected and accepted the supplies, all services have been performed and have been accepted by the Government, all option provisions have expired, or the Government has given notice of complete contract termination. For facilities contracts, rentals, use and storage agreements this date is based on when the Government has given notice of complete contract termination or the period has expired (FAR 4.480-4 details the contract physical completion regulations). The physical completion date, along with the type of contract, is used to calculate the projected closeout timeframe (refer to FAR 4.804-1 for the time standards).

### Place of Performance

Designated location where services will actually be rendered.

### P-Modification

A modification issued by the procuring contracting office.

### Portion Markings

Portion Markings let the user of the information know at what level that paragraph within the classified page, document, or item should be protected. The Portion Marking will be comprised of the Classification and Trigraph.

### Pre/Post Negotiation Position (PNP)

Working document used to capture and analyze key price/cost data leading up to a negotiated contract change.

### Precious Metal Code

A single alphanumeric code used to identify items that contain precious metal(s).

### Priced [line/subline]

A line or subline that contains specific quantity and pricing information.

### Procurement Instrument

Generic term to describe acquisition documents that can be created during the acquisition process. Documents include Solicitations, Amendments, Awards, Agreements, Orders and Modifications.

**Procurement Instrument Identification Number (PIIN)**

Number assigned to procurement instruments. The number consists of 13 alpha-numeric characters grouped to convey certain information.

Positions 1 through 6. The first six positions identify the department/agency and office issuing the instrument. Use the DoD Activity Address Code (DoDAAC) assigned to the issuing office. DoDAACs can be found at https://day2k1.daas.dla.mil/daasinq/

Positions 7 through 8. The seventh and eighth positions are the last two digits of the fiscal year in which the PII number was assigned.

Position 9. Indicate the type of instrument by entering one of the following upper case letters in position nine.

- Blanket purchase agreements - A
- Invitations for bids - B
- Contracts of all types except indefinite delivery contracts, facilities contracts, sales contracts, and contracts placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DoD - C
- Indefinite delivery contracts -D
- Facilities contracts -E
- Contracting actions placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DoD (including actions with the National Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR)) - F
- Basic ordering agreements - G
- Agreements, including basic agreements and loan agreements, but excluding blanket purchase agreements, basic ordering agreements, and leases - H
- Do not use - I
- Reserved - J
- Short form research contract - K
- Lease agreement L
- Purchase orders--manual (assign W when numbering capacity of M is exhausted

during the fiscal year) - M

- Notice of intent to purchase - N
- Do not use - O
- Purchase order--automated (assign V when numbering capacity of P is exhausted during a fiscal year) - P
- Request for quotation--manual - Q
- Request for proposal - R
- Sales contract - S
- Request for quotation--automated (assign U when numbering capacity of T is exhausted during a fiscal year) - T
- See T - U
- See P - V
- See M - W
- Reserved for departmental use - X
- Imprest fund - Y
- Reserved for departmental use - Z

Position 10 through 13. Enter the serial number of the instrument in these positions. A separate series of serial numbers may be used for any type of instrument listed in paragraph (a) (3) of this section. Activities shall assign such series of PII numbers sequentially. An activity may reserve blocks of numbers or alpha-numeric numbers for use by its various components.

#### Procurement Profile

A set of unique characteristics that define certain personal details, warrant information, and certifications for a particular user.

#### Project Code

Identifies requisitions and all perpetuated documents as to special programs, exercises, projects, operations, or other purposes. This field is not the Project Code relating to the MILSTRIP Component.

**Property Office**

An office responsible for government property.

**Proposal**

An offer in a negotiated procurement.

**Purchase Request (PR)**

Generically, the documented means by which an agency requests that goods or services be procured for their use. Also known as requisition document.

**Quantity Price Breaks (QPB)**

The ability to enter multiple quantity amounts or multiple quantity ranges within a line item for the purpose of establishing price breaks.

**Reason for Not Reporting**

The Reason for Not Reporting allows a user to process an Award/Award Modification without first creating a CAR or Exemption to Reporting. The five authorized reasons are: Automatically Processed; FPDS-NG not Updated to Reflect DoD Requirements; Previously Reported; Technical/Connectivity Failure; or Urgent and Compelling Action.

**Requesting Office**

An office that initiates purchase requests.

**Rescind**

An official revocation of either a termination or discontinuation action on a processed document.

**Retention End Date**

This is the next calendar date after the last day of the Retention Period and represents the day an award file becomes eligible to be destroyed in its entirety.

**Retention Period**

The timeframe a Government contract file must remain in existence.

**Sealed Bid**

Offer submitted to the Government in response to an Invitation for Bids which remains inaccessible until the indicated opening time.

**Security Markings**

All of the marking information; Classification, Codeword, Nickname, Trigraph, Classification Block, Handling Caveat, and Portion Marking.

**Security Screen Classifications**

A means for visibly labeling data with site-defined Screen Markings.

**Settlement**

Phase where the Government and the Contractor come to an agreement. A modification is created to incorporate the settlement terms.

**Ship To Address**

An office location that can accept/receive deliveries. Synonymous with 'Delivery' office.

**Shipment Mode**

A way to designate how an item should be shipped.

**Signal Code**

One-digit code, which identifies the "ship to" and, if applicable, "bill to" activities, i.e. the requisitioner or a supplementary activity.

**Signed Date**

The signed date is the date that the contracting officer 'signs' the award. For the case of online use, the signed date is always equal to the Date that the Award is finalized in the user's time zone. This is the date when the Award has been finally approved in the system. At this point in time, the conformed record is created, financial transactions (e.g. obligation) are initiated, and related workload assignments are closed. For an inbound, integrated transaction (e.g., data migration, system integration from parallel contract-writing applications) the signed date must be able to be passed in as it existed on the award in the source system.

**Simplified Acquisition Procedures (SAP)**

DoD contracting policies and procedures for the acquisition of supplies and services, including construction, research and development, and commercial items, the aggregate amount of which does not exceed the simplified acquisition threshold. Policies outlined in FAR Part 13.

**Simplified Acquisition Threshold (SAT)**

Commonly this is $100,000 but can be $5,500,000 for commercial items.

**Single Contract Action Report (Single CAR)**

Used when a user wants to report all line items from an Award/Award Modification together on a single CAR Header.

### Subline Number (SLIN)

A priced or informational line item that is a subordinate of a contract line. SLINs numbering will contain the parent CLIN number with an additional 2-characters. If the SLIN is an info line, the 2-characters will be numeric beginning with 01. If the SLIN is priced, the 2-characters will begin with AA.

### Small Business Administration Office

An office that provides contracting support for small businesses.

### Small Business Coordination Record

The DoD Small Business Coordination Record (DD Form 2579) is used to screen proposed acquisitions to ensure: Consideration has been afforded small and small disadvantaged business concerns and that they receive an equitable opportunity to participate in the proposed acquisition.

### Special Material Identification Code (SMIC)

Supplements the National Stock Number to provide visibility to designated items to ensure their technical integrity.

### Solicitation

A procurement vehicle created to send to prospective contractors by a government agency, requesting the submission of Offers or of information. The generic term includes Invitation for Bids (IFBs), Request for Proposals (RFPs), and Request for Quotations (RFQs).

### Supplemental Procurement Instrument Identification Number (SPIIN)

Use supplementary numbers with the basic PII number, to identify:

- Amendments to solicitations
- Modifications to contracts and agreements, including provisioned item orders; and
- Calls or orders under contracts, basic ordering agreements, or blanket purchase agreements, issued by the contracting office or by a DoD activity other than the contracting office, including DoD orders against Federal supply schedules.

### Staging Period

The timeframe a contract file remains in the procuring contracting office before being eligible to move to a records holding or staging area.

### Staging Period End Date

This is also referred to in this document as the 'Move from Production Date'. This is the next calendar date after the last day of the Staging Period and represents the day in which the contract file is eligible to be archived.

### Sub Exhibit Line (SubELIN)

A child line of a parent exhibit line. Sub Exhibit Lines may be priced, if the parent is not, or informational (if the parent line is priced).

### Substantially the Same As

A designation of a term and condition that identifies the text of the term and condition can be edited on a procurement instrument.

### Summary of Changes Text

Free form text that provides information about document changes.

### Supporting Document

An associated document not included in the formal award or solicitation. In an Uniform Contract Format (UCF) award document, supporting documents are not listed in Section J.

### Transportation Accounting Code (TAC)

Used in the shipping and transportation process to link movement authority, funding approval, and accounting data for shipments of cargo and personal property in the Defense Transportation System (DTS). Typically entered with funding information at the line item or contract level.

### Target Cost

The negotiated amount of costs such that if the contractor completes the contract at the target cost, there will be no positive or negative cost incentives applied.

### Target Fee

Target Fee is the amount of fee that the contractor will earn if the contractor completes the contract at the target cost in a CPIF type contract.

### Target Profit

Target Profit is the amount of profit that the contractor will earn if the contractor completes the contract at the target cost in a FPI type contract.

### Total Target Price

The sum of the Target Cost and Target Profit in a FPI type contract.

### Technical Analysis Report (TAR)

Report resulting from a Technical Evaluation of a Contractor's Proposal.

### Technical Office

An office that assumes technical responsibility for requirements.

### Termination

The discontinuation of one of more contract line items during the post-award phase of the procurement process. Termination may be for default, for convenience, or for cause.

- **Default:** A complete or partial termination of an award because of the contractor's actual or anticipated failure to perform its contractual obligations. The contractor is liable for cost associated with the termination.

- **Convenience:** To terminate or cancel performance of work under an award, in whole or part, if the Contracting Officer determines that termination is in the Government's interest. Both parties must negotiate an agreement.

- **Cause:**To terminate or cancel performance of work under an award of commercial items, if the Contracting Officer determines that termination is in the Governments' interest.

### Terms and Conditions

Collective term used to describe Text, Clause, Provisions, and/or Articles. Terms and Conditions are used interchangeably with T's and C's, text and clauses.

### Total Amount of Contract

The sum of the line item amounts that have not been designated as options.

### Total Amount Without Option

The sum of all contract lines excluding those lines that are indicated as options.

### Total Estimated Amount

The government estimate amount of all line items.

### Total Evaluation Amount

Adjusted total offer amount when Evaluation Preferences or Price Adjustment Factors are entered.

### Total Obligated Amount

The sum of all funding amounts.

### Total Offer Amount

The total cost of all line items offered.

### Transportation Rates

Additional amount for transportation or freight added to FOB.

### Trigraph

A three character combination identifying the program and/or compartment a page, document, or item is associated. This marking is necessary to classify the document to the highest level of classification within the program/compartment.

### Unit Price

The price for a quantity of one of the unit of issue.

### Vendor

An organization conducting business with the government. Also known as Supplier.

### Verbal Order

An Order placed verbally by the PCO to a Vendor.

### Warrant

A government form (SF1402) which specifies the limits of a Contracting Officer's authority when binding the Government to a contracting vehicle. Refer to FAR 1.602.1

A Warrant is required in order to process an award, order, agreement, and modification to such.

### Weapon System Code

Also known as Weapons System Designator Code (WSDC). These codes consist of three alphabetical positions. The first position identifies one of the following major categories of equipment. The second position identifies a subdivision of the major category. The third position identifies the specific item. A description and use of these codes is found in the DoD Procurement Coding Manual, Section II Program and System or Equipment Codes.

(http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm). Note: WSC will be changed pending incorporation of MDAPs and MAISs.

### Withdrawal of Offers

A formal request by the vendor to have their offer/bid/revisions withdrawn from consideration.

### Workload Assignment

A workload assignment consists of tasks (also called milestones) that the buyer needs to accomplish in the given timeframe. A workload assignment is created for pre-award activities, post-award activities and award administration activities.

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