

**Oracle® Contract Lifecycle Management for Public  
Sector**

Purchasing User Guide

Release 12.2

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Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide, Release 12.2

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## Send Us Your Comments

**Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide, Release 12.2**  
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# Preface

## Intended Audience

Welcome to Release 12.2 of the *Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide*.

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

## Documentation Accessibility

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## Structure

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## Related Information Sources

### 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 Oracle 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.





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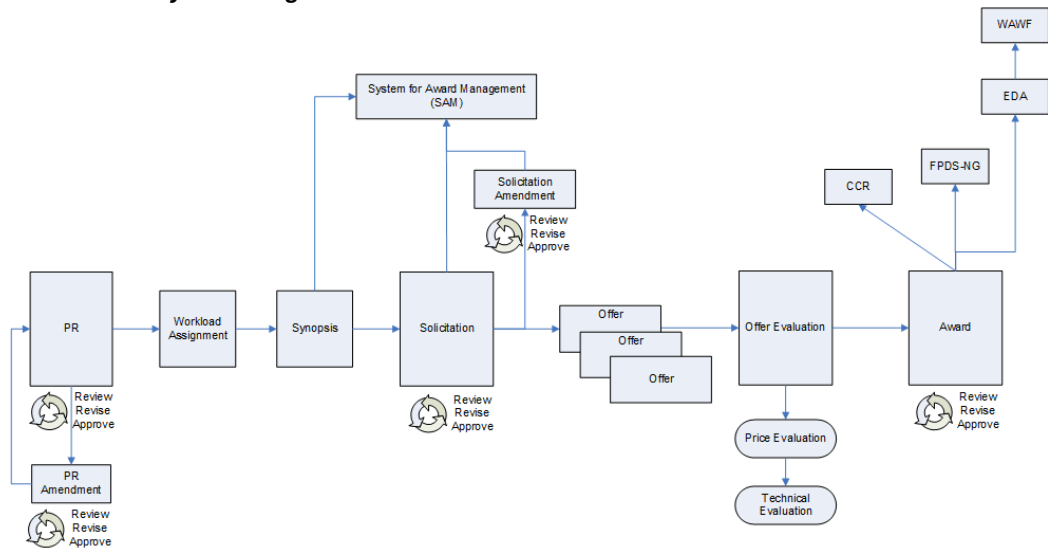
# Key Concepts in Public Sector Procurement

## 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 its 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, and so on) 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, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

For more information about Document Numbering, 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, refer to the appendix - Common CLM Functionality, page B-3.

## Exhibit Line / Contract Data Requirements List (ELIN/CDRL)

Exhibit Lines (ELINs) are lines in a contract that are typically bulky (100s / 1000s) and are printed separately for ease of use. ELINs are like any other lines in a contract document. Exhibit Lines can be Contract Data Requirements Lists (CDRLs) or Non-CDRLs.

Contract Data Requirements Lists (CDRLs) are lines that have no cost or not separately priced, but are related to other contract lines. CDRLs need to be received, accepted and otherwise accounted for.

The actual exhibit information prints separately from the contract, similar to an attachment. Users have the ability to print each individual exhibit along with the corresponding exhibit lines in a PDF format. The Non-CDRL exhibit lines should print in a standard format similar to the way in which CLINs/SLINs appear on the contract continuation pages (Section B of UCF). CDRLs, however, need to be generated on the standard DD1423 form.

ELINs are similar to CLINs and SLINs in that they can be either Priced or Informational, can be multiple in a contract, can be funded, can be received, and can be matched and paid for. However, ELINs are different from CLINs and SLINs in that : ELINs must always have a parent line reference to a CLIN or a SLIN, they can have

multiple parent lines, a CLIN can have multiple Exhibits (each Exhibit can have multiple lines).

CDRLs are similar to CLINs and SLINs in that they can be multiple in a contract, can refer to an Exhibit line and can be received. However, CDRLs are different from CLINs and SLINs in that: CDRLs must always have a parent line reference, they can have multiple parent lines, cannot be informational, cannot be funded, has additional information that is captured separately.

For more information on ELINs and CDRLs, refer to the appendix – Common CLM Functionality, page B-6.

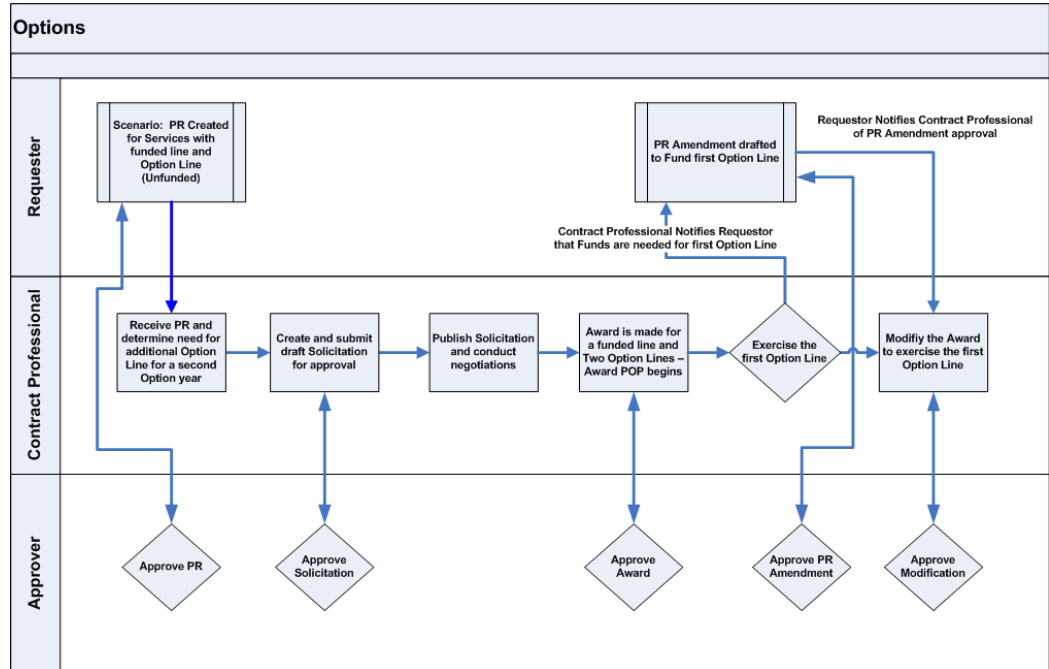
## Options

You can 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. If it is not required to procure the optional support and training from the same vendor who supplies the software package, the option lines can be created without linking them to the software package line as the base line. 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 required. Option lines may or may not be associated with base lines and often involve follow-on work. Option lines behave similarly to CLINs/SLINs except they are not funded, cannot be received or invoiced until exercised after the awarding of the contract.

A priced 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.

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



For more information on Options, refer to the appendix - Common CLM Functionality, page B-7.

## 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, and so on. 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 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, refer to the appendix - Common CLM Functionality, page B-9.

## Incremental Funding

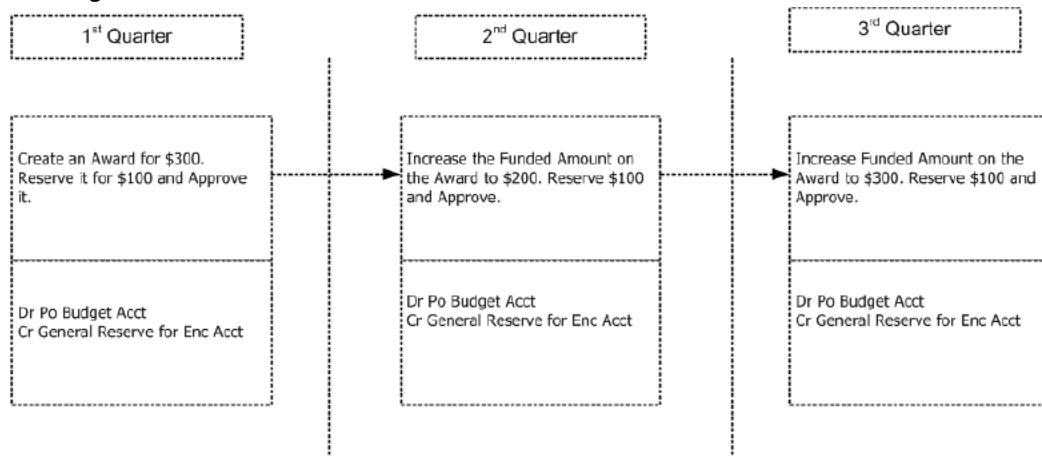
CLM enables you to provide funding information for an Requisition, Award / Order. You can create and approve Requisitions, Awards and Orders with no funding or with partially available funds. You can incrementally fund the Award / Order lines through the Modification feature, depending upon the availability 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, refer to the appendix - Common CLM Functionality, page B-15.

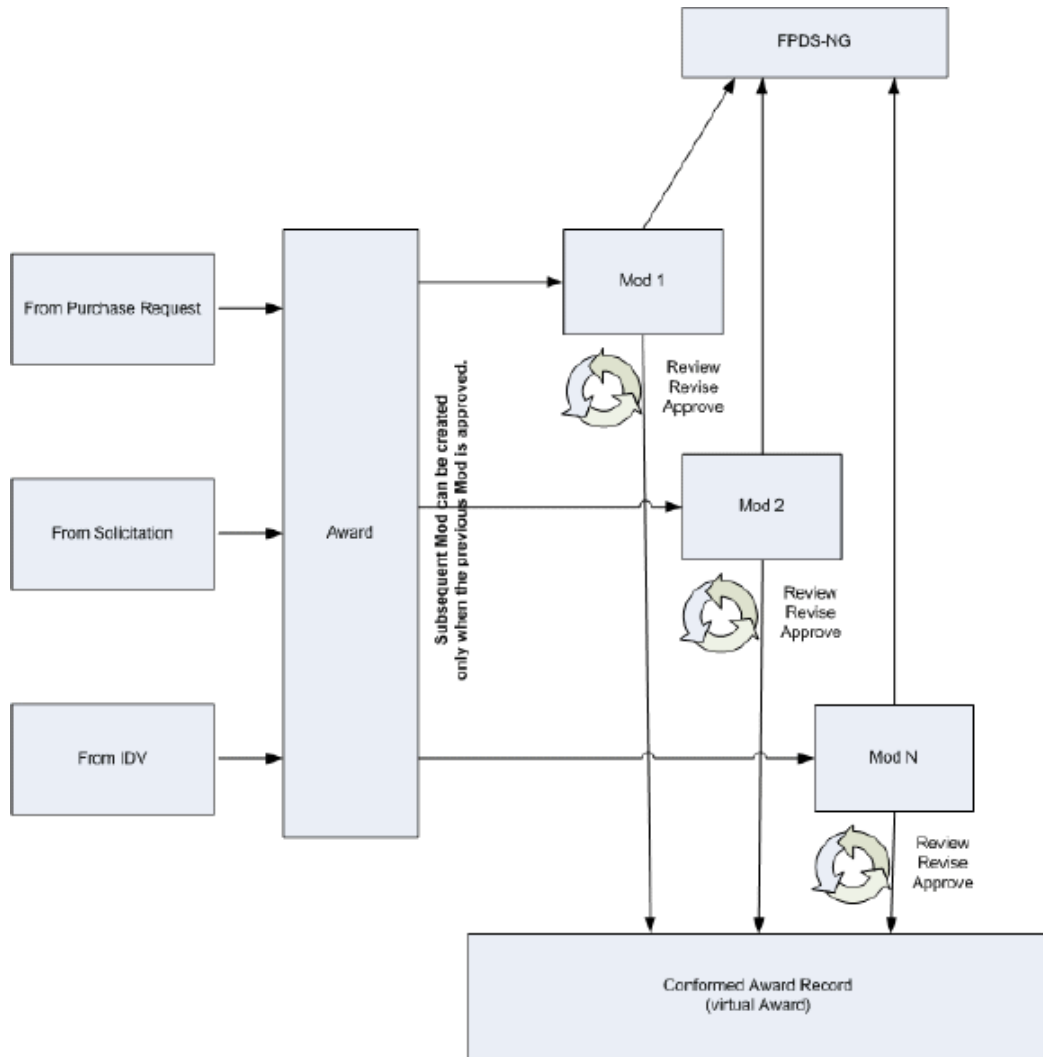
## Modifications

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 and so on).

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, refer to the chapter Modifications, page 11-1.



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# Oracle Contract Lifecycle Management for Public Sector Command Center

This chapter covers the following topics:

- Contract Lifecycle Management (CLM) for Public Sector Command Center Overview
- Overview of Dashboards for Contracting Officers
- CO Requisitions Dashboard
- CO Solicitations Dashboard
- CO IDVs Dashboard
- CO Awards Dashboard

# Contract Lifecycle Management (CLM) for Public Sector Command Center

## Contract Lifecycle Management (CLM) for Public Sector Command Center Overview

The Oracle Contract Lifecycle Management (CLM) for Public Sector Command Center presents contracting officers, contracting specialists, program managers, and members of the legal team with information from all procurement processes in the enterprise. Use this data to maximize productivity for a variety of end-to-end business processes.

The command center enables procurements teams to collaborate, review, analyze, and act to:

- Maintain information symmetry.
  - Provide consistent document visibility to program office and procurement teams across projects.
  - Ensure that contract insights are available to all stakeholders.
- Improve procurement cycle-time management.
  - Identify critical activities that require attention by comparing planned versus actual durations.
- Maintain IAE: Integrated Award Environment (IAE) and Small Business Coordination Record (SBCR) compliance.
  - Better contract compliance through proactive alerts.
  - Increase Contract Action Report (CAR) compliance.
  - Meet socioeconomic distribution requirements for contract compliance mandates.

The CLM Command Center includes role-based dashboards with metrics and charts that highlight critical information around the day-to-day activities of contracting officers, specialists, and project managers. The command center provides in-depth, multidimensional analysis using transactional data so that you can take corrective actions to resolve issues proactively. You can drill down directly from the dashboards to the CLM application pages for immediate access to the underlying processes.

## CLM Command Center Dashboards for Roles

The CLM Command Center provides dashboards for two primary roles:

- Contracting Officer (CO)
- Program Management Office (PMO) Manager

These dashboards are organized by role under the following responsibilities and menus:

- Dashboards for Program Management Office (PMO) Managers: The following dashboards are available under the Command Center menu in the CLM iProcurement responsibility.
  - Acquisition Plans
  - Requisitions
  - Solicitations
  - IDVs
  - Awards

See Overview of Dashboards for Program Management Office (PMO) Managers, *Oracle Contract Lifecycle Management for Public Sector iProcurement User Guide*.

- Dashboards for Contracting Officers: The following dashboards are available under the Command Center menu in the CLM Purchasing Super User responsibility.
  - Requisitions
  - Solicitations
  - IDVs
  - Awards

See Overview of Dashboards for Contracting Officers, page 2-7.

**Important:** Though the same dashboards (Requisitions, Solicitation, IDVs, and Awards) are available to PMO managers and contracting officers, these dashboards display metrics, refinements, charts, tag clouds, results tables, and actions specific to the target roles.

**Note:** You can use the CLM Command Center only after the installation

and common configurations are completed as described in My Oracle Support Knowledge Document 2495053.1, *Installing Oracle Enterprise Command Center Framework, Release 12.2*. For additional ECC overview information, see Overview of Enterprise Command Centers, *Oracle E-Business Suite User's Guide*.

## Searching Enterprise Command Center Dashboards

Use the dashboard sidebar to refine (filter) the data on each dashboard. You can select a value or record from the **Available Refinements** component, or use **Search** to find a keyword, a value, or a specific record. The type-ahead feature suggests matches for your entry that correspond to the available refinements. When you submit a search, the search term is added to the Selected Refinements list, and the dashboard data is refined to include only records that match the search. You can add multiple refinements and remove any of them at any time. Use **Saved Search** to create and save your search. You can edit, delete, or refer to this saved search. You can also use data sets to further refine your search.

Use an asterisk (\*) or percent (%) to perform a partial keyword or record search that matches any string of zero or more characters. You can also use a question mark (?) to perform a partial search that matches any single character.

**Additional Information:** For more information about searching for and refining data in enterprise command centers, see Search in Highlights of an Enterprise Command Center, *Oracle E-Business Suite User's Guide*.

## User Defined Attribute Search

In addition to the predefined search attributes displayed in the **Available Refinements** component, the CLM Command Center dashboards display the following attributes, if relevant data exists for these attributes.

Attribute	Description
POP Start Date Within	Search for requisitions for which the need-by date or the period of performance (POP) start date is the value defined in the date range. As a date range, you can provide a value such as 0 to 30 days or 0 to 60 days.

Attribute	Description
<b>Submitted Before Need-By Date</b>	The approved date of a requisition line is less than or equal to the value defined in the date range from the need-by date or the period of performance start date. Use this attribute to search for requisitions that are submitted and the need-by date or the period of performance start date falls in the specified date range. As a date range, you can provide value such as 0 to 30 days or 0 to 60 days.
<b>Options Exercised On Time</b>	If the option is exercised on time then it is YES. If the option is not exercised or exercised not within time, then the value is NO.
<b>Elapsed Days</b>	This is the number of days that are remaining to start working on assignment. This attribute is calculated as: system date minus (-) start date for assignment.
<b>Funded On Time</b>	Award or IDV lines that are fully funded before the need-by date or the period of performance start date.
<b>Planned Duration in Days</b>	The total duration in days for an acquisition plan. This attribute is calculated as: expiration date minus (-) effective date.
<b>Elapsed Duration in Days</b>	The number of days from which the acquisition plan is effective. This attribute is calculated as: system date minus (-) start date for acquisition plan.

Attribute	Description
<b>Liquidatable</b>	<p>This attribute is available on the <b>Requisitions</b> dashboard if there are partially funded requisition lines. The <b>Details</b> option in the <b>Requisition Lines</b> results table displays the following columns:</p> <ul style="list-style-type: none"> <li>• Liquidatable: This column shows the Y or N value, which indicates whether liquidation is allowed for a line.</li> <li>• Funds Liquidatable: This column displays the funds that are available for liquidation.</li> </ul>



# Dashboards for Contracting Officers

## Overview of Dashboards for Contracting Officers

See Contract Lifecycle Management (CLM) for Public Sector Command Center Overview, page 2-2 for information about the CLM Command Center.

As a contracting officer, use the dashboards to work with the following procurement documents:

- Requisitions, page 2-7
- Solicitations, page 2-15
- Indefinite Delivery Vehicles (IDVs), page 2-19
- Awards, page 2-23

Navigate to the dashboards using the **CLM Purchasing Super User** responsibility.

## CO Requisitions Dashboard

For information about dashboards for contracting officers, see Overview of Dashboards for Contracting Officers, page 2-7.

The **Requisitions** dashboard enables contracting officers to gain end-to-end visibility of requisitions and workload management. This dashboard provides the capability to review, monitor, alert, and analyze requisitions and workload. The dashboard displays only approved requisitions and in case of Military Interdepartmental Purchase Requests (MIPRs), the requisitions must be approved and acknowledged or accepted.

Use the **Requisitions** dashboard to:

- Take proactive action on requisitions.
  - Identify options that are due for exercising and follow up.
  - Evaluate the status of requisition lines.
- Track the status of workload assignments and post award request actions.
  - Monitor open assignments and track the work progress of assignments.
  - View unassigned purchase request (PR) lines and assign them to contract specialists.
  - Assign unassigned post award requests (PARs).

- Analyze the status of workload assignments and milestones execution to increase staff productivity.
  - Review the core work done by contract specialists.
  - View the total number of assignments in each assignment status for a contracting specialist.
  - View milestones that are assigned to contracting specialists and review the milestone status.
- Review whether milestones are met on time.
  - Analyze the time taken to complete milestones using details such as the milestone start date, the actual completion date, and the elapsed duration.
- Perform requisition management actions.
  - Create an assignment for lines.
  - Add lines to an assignment.
  - Remove lines from an assignment.
  - Create an assignment for a requisition.
  - Add a requisition to an assignment.
  - Remove a requisition from an assignment.
  - Add requisitions or requisition lines to Document Builder

Access the **Requisitions** dashboard using the following navigation:

**CLM Purchasing Super User** responsibility > (N) **Buyer Work Center** > **Command Center** > **Requisitions**

Oracle Purchasing

Home

Star

Settings

99+

Logged In As FEDERAL

?

Command Center

Demand Workbench

Assignments

Awards

IDVs

Deliverables

Negotiations

Suppliers

Contract Administration

Requisitions

Solicitations

IDVs

Awards

Requisitions

1

Search...

Selected Refinements

No filters selected

Available Refinements

Summary

Addresses

Requisition Line Details

Funding

Business Priority and Project Infor...

Federal Customer Designation

Requires Attention

11

Open Assignments

382

Unassigned PR Lines

18

Unassigned PAR Lines

26

Options Due For Exercising

372

Requests in Pool

Status

Analysis

Assignment (Count Distinct) by Assigned To, Assign...

Assigned To	Assignment (Count Distinct)
Sachin, Mr. Tendulkar	4.0
Ramasahay, Mr. Sundar...	3.0
Rockland, Mr. Theodo...	2.0
Baker, Mr. Jeffrey	1.0
Stock, Ms. Pat	1.0

Milestone (Count Distinct) by Milestone Status, Assi...

Milestone Status	Assigned To	Milestone (Count Distinct)
Overdue	Stock, Ms. Pat	6
	Baker, Mr. Jeffrey	2
	Ramasahay, Mr. Sundar...	4
	Sachin, Mr. Tendulkar...	6
Completed	Stock, Ms. Pat	2

Requisitions

Requisition Lines

Funding

Assignments

Milestones

Post Award Requests

Requisitions

Summary

<input type="checkbox"/> View	Requisition Number	Requisition Type	Reason for amendment	Authorization Status	Description	DPAS Rating
<input type="checkbox"/>	<a href="#">PR-20-001-0138</a>	PR		Approved	Test	
<input type="checkbox"/>	<a href="#">PR-20-001-0137</a>	PR		Approved	Test - 3	
<input type="checkbox"/>	<a href="#">PR-20-001-0136</a>	PR		Approved	Test2	
<input type="checkbox"/>	<a href="#">PR-20-001-0135</a>	PR		Approved	PCLIN	
<input type="checkbox"/>	<a href="#">PR-20-001-0134</a>	PR		Approved	Test	
<input type="checkbox"/>	<a href="#">PR-20-001-0133</a>	PR		Approved	Test	
<input type="checkbox"/>	<a href="#">PR-20-001-0130</a>	PR		Approved	Test	
<input type="checkbox"/>	<a href="#">PR-20-001-0128</a>	PR		Approved	FP1	DOA2
<input type="checkbox"/>	<a href="#">PR-20-001-0126</a>	PR		Approved	REQ BUGS2	DOA2
<input type="checkbox"/>	<a href="#">PR-20-001-0125</a>	PR		Approved	REQ BUGS	DOA2

0 record(s) selected.

Page

1

of 11

(1-10 of 110 items)

<

1

2

3

4

5

...

11

>

>>

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Oracle Contract Lifecycle Management for Public Sector Command Center 2-9

Component	Description
<b>Requires Attention</b> (summary bar)	<p>This summary bar displays the following metrics.</p> <ul style="list-style-type: none"> <li>• <b>Open Assignments:</b> The number of open assignments that are not completed and assigned to a particular contracting officer or a contracting specialist. Use this metric to review pending work.</li> <li>• <b>Unassigned PR Lines:</b> The number of unassigned purchase requisition (PR) lines Use this metric to assign the work to contracting specialists based on parameters such as the current work load, the FSC/PSC code, or a purchasing category. Additionally, you can assign a set of requisition lines to a particular contracting specialist using the <b>Create Assignment for Lines</b> action from the <b>Requisition Lines</b> results table.</li> <li>• <b>Unassigned PAR Lines:</b> Use this metric to assign these lines to contracting specialists.</li> <li>• <b>Options Due for Exercising:</b> This metric shows the number of requisition option lines that are due for exercising</li> </ul>
<b>Status</b> (tab)	<p>This tab shows the following charts:</p> <ul style="list-style-type: none"> <li>• <b>Assignment (Count) by Assigned To, Assignment Status</b> (chart) <p>This bar chart shows the number and the status of assignments that are assigned to a contracting specialist.</p> </li> <li>• <b>Milestone (Count) by Milestone Status, Assigned To</b> (chart) <p>This bar chart shows the status of milestones that are assigned to a contracting specialist.</p> </li> </ul>

Component	Description
<b>Analysis</b> (tab)	<p>This tab shows the following charts:</p> <ul style="list-style-type: none"> <li> <b>Requisition Amount (Sum), Requisition Line (Count) by FSC or PSC</b> (chart) <p>By default, this bar line chart shows the number of requisitions lines and the requisition amount by FSC or PSC. Select a different dimension to view the number of requisition lines and the requisition amount by project, task, expenditure type, expenditure organization, or item.</p> </li> <li> <b>Requisition Line (Count) by Line Status</b> (chart) <p>This pie chart shows the percentage of requisition lines and the status of these lines. The hover text for each segment displays the number of requisition lines in that status.</p> </li> </ul>
<b>Requisitions, Requisition Lines, Funding, Assignments, Milestones, and Post Award Requests</b> (results tables)	<p>These tables display requisitions summaries and details for requisition lines, funding, assignments, milestones, and post award requests. For requisition lines, you can view details related to quantities and amounts. Use attribute groups in the results tables to see more information about requisitions. To view details, click the link icon in the <b>View</b> column in these results tables.</p>
<b>Options</b> (table-level actions)	<p>See Performing Actions, page 2-11 for information about the available actions you can perform by selecting the <b>Options</b> icon in the results tables.</p>

## Performing Actions

The following sections describe the actions that you can perform from the **Options** icon in the results tables.

### Common Actions

The following are the common actions that are available from the **Options** icon in the results tables.

- **Compare:** Select multiple rows to compare information.
- **Export:** Use this action to export the search results in a comma-separated values (CSV) file.

### Actions for Requisitions

Requisitions																																									
<div> <a href="#">Requisitions</a> <a href="#">Requisition Lines</a> <a href="#">Funding</a> <a href="#">Assignments</a> <a href="#">Milestones</a> <a href="#">Post Award Requests</a> </div>																																									
<div> <div>Summary</div> <table> <tr> <th><input type="checkbox"/></th><th>View</th><th>Requisition Number</th><th>Requisition Type</th><th>Reason for amendment</th><th>Authorizatio</th><th></th></tr> <tr> <td><input checked="" type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0138</td><td>PR</td><td></td><td>Approved</td><td></td></tr> <tr> <td><input checked="" type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0137</td><td>PR</td><td></td><td>Approved</td><td></td></tr> <tr> <td><input type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0136</td><td>PR</td><td></td><td>Approved</td><td></td></tr> <tr> <td><input type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0135</td><td>PR</td><td></td><td>Approved</td><td></td></tr> </table> </div>							<input type="checkbox"/>	View	Requisition Number	Requisition Type	Reason for amendment	Authorizatio		<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0138	PR		Approved		<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0137	PR		Approved		<input type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0136	PR		Approved		<input type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0135	PR		Approved	
<input type="checkbox"/>	View	Requisition Number	Requisition Type	Reason for amendment	Authorizatio																																				
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						<div> <div>Compare</div> <div>Export</div> <div>Create Assignment for Requisition</div> <div>Add Requisition to Assignment</div> <div>Remove Requisition from Assignment</div> <div>Review and Add to Doc Builder</div> </div>																																			

### Actions for Requisition Lines

Requisition Lines																																									
<div> <a href="#">Requisitions</a> <a href="#">Requisition Lines</a> <a href="#">Funding</a> <a href="#">Assignments</a> <a href="#">Milestones</a> <a href="#">Post Award Requests</a> </div>																																									
<div> <div>Summary</div> <table> <tr> <th><input type="checkbox"/></th><th>View</th><th>Requisition Line Number</th><th>CLIN or SLIN</th><th>Item</th><th>Item Description</th><th>Contract Typ</th></tr> <tr> <td><input type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0138 , 0001</td><td>➡</td><td></td><td>Test</td><td>FFP</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0137 , 0001</td><td>➡</td><td></td><td>Test - 3</td><td>FFP</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0136 , 0001</td><td>➡</td><td></td><td>Test2</td><td>FFP</td></tr> <tr> <td><input checked="" type="checkbox"/></td><td><a href="#">🔗</a></td><td>PR-20-001-0135 , 0003</td><td>➡</td><td></td><td>AMT Line</td><td>FFP</td></tr> </table> </div>							<input type="checkbox"/>	View	Requisition Line Number	CLIN or SLIN	Item	Item Description	Contract Typ	<input type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0138 , 0001	➡		Test	FFP	<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0137 , 0001	➡		Test - 3	FFP	<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0136 , 0001	➡		Test2	FFP	<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0135 , 0003	➡		AMT Line	FFP
<input type="checkbox"/>	View	Requisition Line Number	CLIN or SLIN	Item	Item Description	Contract Typ																																			
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<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0136 , 0001	➡		Test2	FFP																																			
<input checked="" type="checkbox"/>	<a href="#">🔗</a>	PR-20-001-0135 , 0003	➡		AMT Line	FFP																																			
						<div> <div>Compare</div> <div>Export</div> <div>Create Assignment for Lines</div> <div>Add to Assignment for Lines</div> <div>Remove Lines from Assignment</div> <div>Review and Add to Doc Builder</div> </div>																																			

The following table describes the actions available when you select the **Options** icon in the **Requisitions** and **Requisition Lines** results tables. Select one or more rows and click the **Options** icon to act on your selection.

Action	Results Table	Action Description
<b>Create Assignment for Requisition</b>	Requisitions	Use this action to create an assignment for all the requisition lines of a particular requisition. If the selected requisition has multiple lines and an assignment is already created for few lines, then the application will ignore the lines and create a new assignment for unassigned lines.
<b>Add Requisition to Assignment</b>	Requisitions	Use this action to add all the requisition lines of a particular requisition to an existing assignment. In the multiple line selection, if there are assigned lines, then the application ignores the assigned lines and you can add the unassigned lines to an existing assignment.
<b>Remove Requisition from Assignment</b>	Requisitions	Use this action to remove all the requisition lines of a particular requisition from an assignment. The application ignores the unassigned lines and enables you to remove assigned lines from an existing assignment.
<b>Review and Add To Doc Builder</b>	Requisitions, Requisition Lines	When you select requisitions or requisition lines and click this action, the application automatically displays the CLM Demand Workbench page to review and to add to Document Builder.

Action	Results Table	Action Description
<b>Create Assignment for Lines</b>	Requisition Lines	Use this action to analyze unassigned requisitions and assign these requisitions based on parameters such as the FSC or the PSC code or existing workload of a contracting specialist. The assignment creation enables you to create regular requisitions and MIPR.
<b>Add to Assignment for Lines</b>	Requisition Lines	Use this action to add the selected requisition lines to an existing assignment.
<b>Remove Lines from Assignment</b>	Requisition Lines	Use this action to remove requisition lines from an existing assignment.

#### Actions for Post Award Requests

Requisitions	Requisition Lines	Funding	Assignments	Milestones	Post Award Requests
Post Award Requests					
Summary					
<input type="checkbox"/>	View	PAR Number	Modification Number	Line Number	CLIN or SLIN
<input checked="" type="checkbox"/>		PST-20-A-0079-PAR-0001, 0004	PST-20-A-0079-PAR-0001	0004	
<input checked="" type="checkbox"/>		PST-20-A-0079-PAR-0001, 0000	PST-20-A-0079-PAR-0001	0000	
<input checked="" type="checkbox"/>		PST-20-A-0067-PAR-0003, 0012	PST-20-A-0067-PAR-0003	0012	
<input type="checkbox"/>		PST-20-A-0067-PAR-0003, 0011	PST-20-A-0067-PAR-0003	0011	

Compare  
Export  
Create Assignment for Lines  
Add to Assignment for Lines  
Remove Lines from Assignment  
Review and Add to Doc Builder

In the **Post Award Requests** results table, select one or more rows and click the **Options** icon to perform the following actions on your selection.

Action	Description
<b>Create Assignment for Lines</b>	Use this action to create new workload assignments. When you select one or more rows and select this action, the <b>Create Workload Assignment</b> page appears to perform the task.



Action	Description
<b>Add to Assignment for Lines</b>	Use this action to add post award request lines to an existing workload assignment. When you select one or more rows and select this action, the <b>Add to Workload Assignment</b> page appears to perform the task.
<b>Remove Lines from Assignment</b>	Use this action to remove lines from an assignment. The selected post award request lines will be unassigned from the assignment. A confirmation message indicates success. The <b>Assignment</b> column in the <b>Post Award Requests</b> page then no longer displays the workload assignment number. If any milestone in an assignment is completed, then you cannot remove a post award request line from that assignment.
<b>Review and Add to Doc Builder</b>	When you select post award requests and click this action, the application automatically displays the <b>Post Award Requests</b> page to review and to add to Document Builder.

For more information about how to perform these actions, refer to this guide.

## CO Solicitations Dashboard

For information about dashboards for contracting officers, see Overview of Dashboards for Contracting Officers, page 2-7.

The **Solicitations** dashboard provides the capability to track and analyze the solicitation process.

Use the **Solicitations** dashboard to:

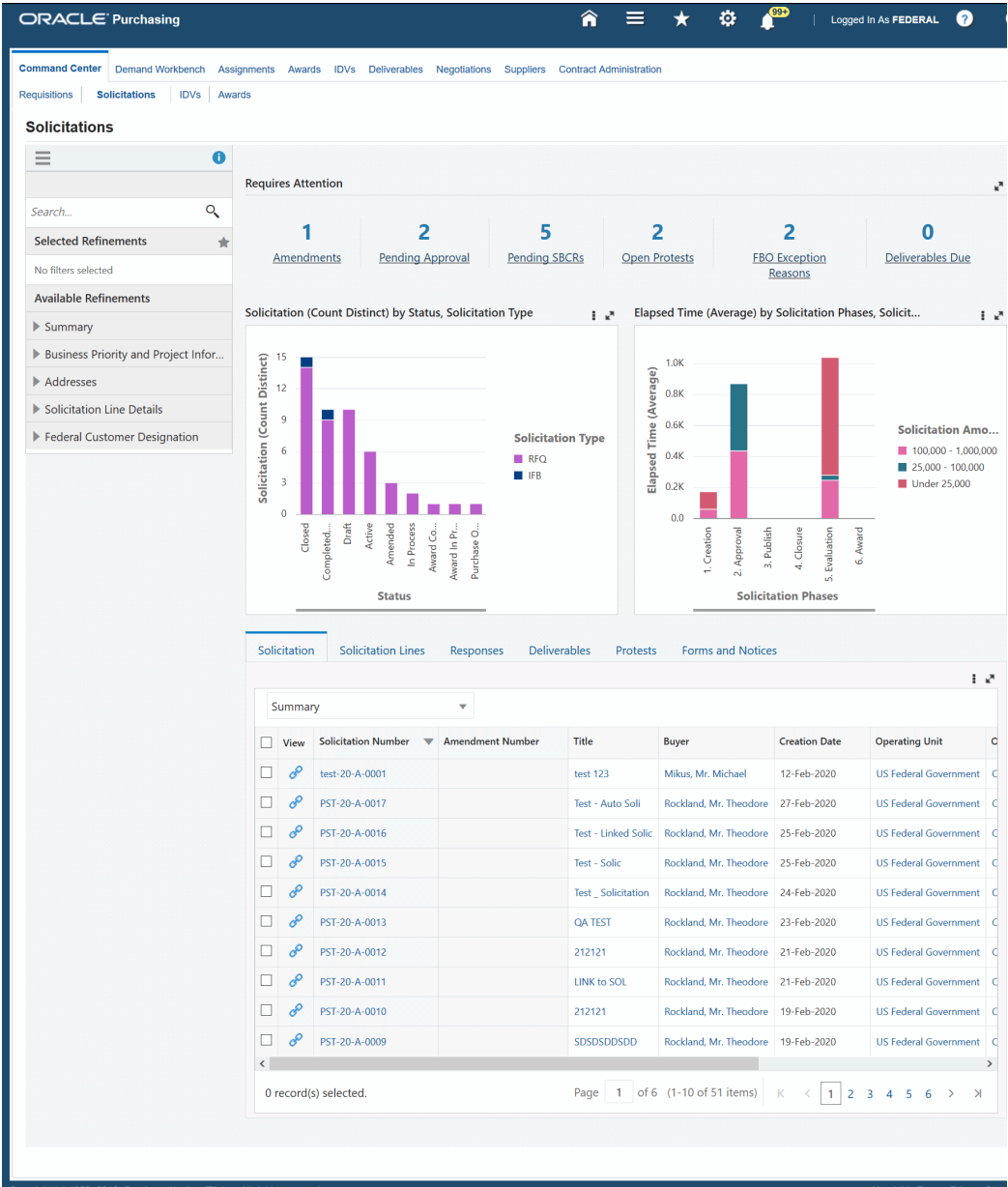
- Speed up the procurement process by monitoring the progress of solicitations.
  - Track draft solicitation amendments that are waiting for approval.
  - Take timely action to resolve open protests.
  - Follow up on solicitation deliverables that are due or overdue.
- Quickly see the total number of solicitations per solicitation type and view their statuses.

- Review the time taken by each solicitation in a solicitation phase.
- Review responses to solicitations.
- Review compliance.
  - Review the number of solicitations for which the SBCR actions are pending.
  - Review reasons for not posting solicitations to FedBizOps (FBO).

Access the **Solicitations** dashboard using the following navigation.

**CLM Purchasing Super User** responsibility > (N) **Buyer Work Center** > **Command Center** > **Solicitations**

Solicitations Dashboard



The following table describes the dashboard:

Component	Description
<b>Requires Attention</b> (summary bar)	<p>This summary bar displays the following metrics.</p> <ul style="list-style-type: none"> <li>• <b>Amendments:</b> This metric shows the number of active solicitation amendments that are either in draft or waiting for approval</li> <li>• <b>Pending Approval:</b> The number of solicitations that are waiting for approval. Click this metric to view the current approvers in the results table and follow up on approvals.</li> <li>• <b>Pending SBCRs:</b> The number of solicitations that have pending Small Business Coordination Record (SBCR) actions. The pending SBCR actions include creation and approval of SBCRs. This metric enables contracting officers to analyze the number of solicitations that must be created for SBCRs.</li> <li>• <b>Open Protests:</b> Use this information to resolve the protests and change the status of the solicitations.</li> <li>• <b>FBO Exception Reasons:</b> This metric shows the number of draft solicitations that have FedBizOps (FBO) exception reasons</li> <li>• <b>Deliverables Due:</b> This metric shows the number of solicitation deliverables that are due or overdue</li> </ul>
<b>Solicitation (Count) by Status, Solicitation Type</b> (chart)	By default, this bar chart shows the number and the status of solicitations for each solicitation type. The dimensions are solicitation number, sourcing project, category, and acquisition plan.
<b>Elapsed Time (Average) by Solicitation Phases, Solicitation Amount Range</b> (chart)	This bar chart shows the average time it takes to process solicitations through phases and by amount ranges.

Component	Description
<b>Solicitations, Solicitation Lines, Responses, Deliverables, Protests, and Forms and Notices</b> (results tables)	These tables display solicitations summaries and details for solicitation lines, responses, deliverables, protests, and forms and notices. Use attribute groups in the results tables to see more information about solicitations. To view details, click the link icon in the <b>View</b> column in these results tables.
<b>Options</b> (table-level actions)	<p>The following are the common actions that are available from the <b>Options</b> icon in the results tables.</p> <ul style="list-style-type: none"> <li>• <b>Compare:</b> Select multiple rows to compare information.</li> <li>• <b>Export:</b> Use this action to export the search results in a comma-separated values (CSV) file.</li> </ul>

## CO IDVs Dashboard

For information about dashboards for contracting officers, see Overview of Dashboards for Contracting Officers, page 2-7.

Use the **IDVs** dashboard to:

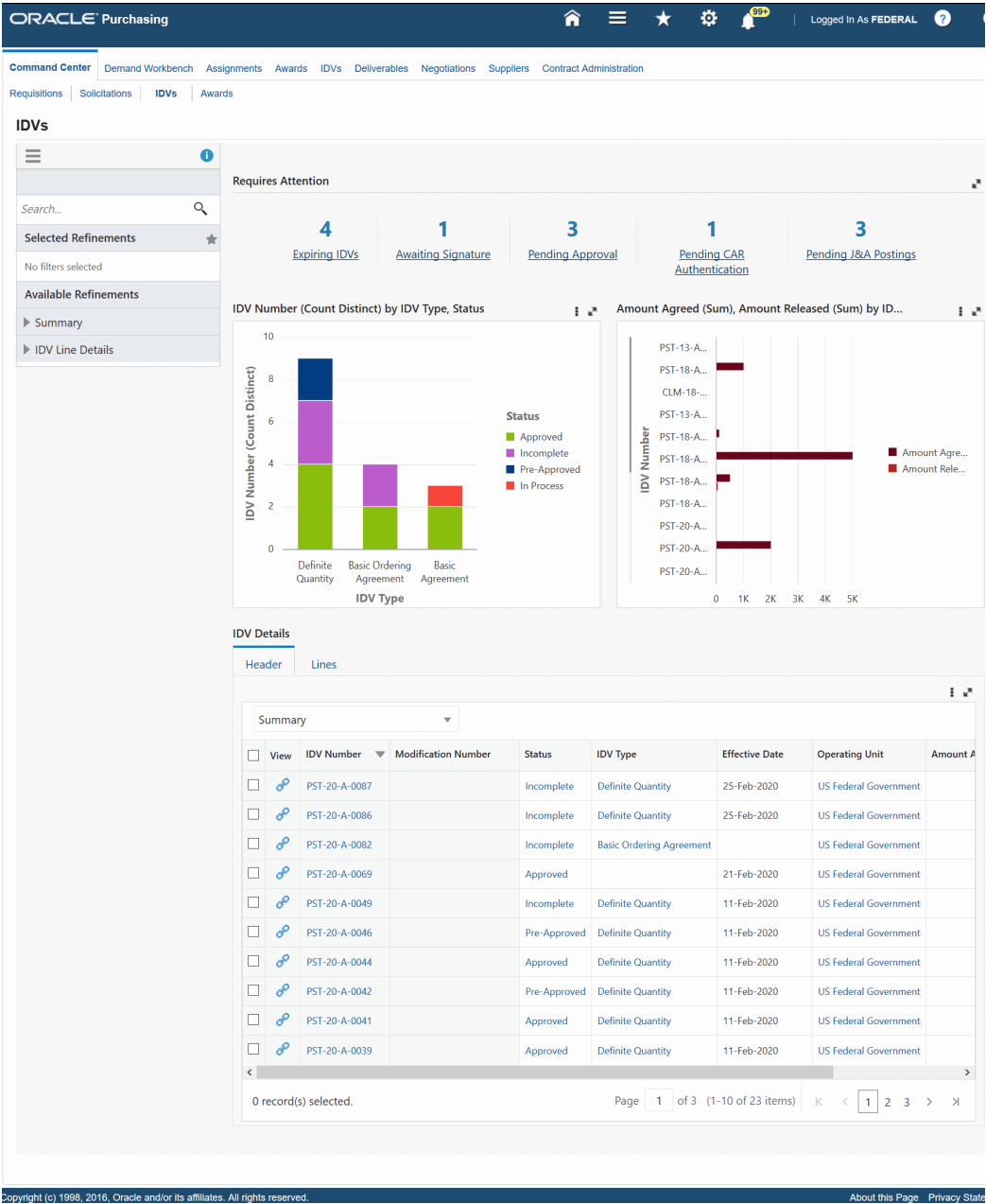
- Identify IDVs that must be completed.
- Monitor the status of IDVs or umbrella programs.
- Compare the amount agreed to for an IDV with the amount released.
- Review header-level and line-level IDV details.
- Review the ordering constraints for IDVs.
- Analyze the business priority and set-aside information such as the set-aside status, the set-aside type, and the set-aside percentage.
- Match new requirements to existing IDVs using the Federal Supply Classification (FSC) or the item description.
- Review compliance and measure the number of IDVs that are waiting for Contract Action Report (CAR) postings, for signatures, and for Justification and Approval

(J&A) postings.

Access the **IDVs** dashboard using the following navigation.

**CLM Purchasing Super User** responsibility > (N) **Buyer Work Center** > **Command Center** > **IDVs**

IDVs Dashboard



Component	Description
<b>Requires Attention</b> (summary bar)	<p>This summary bar displays the following metrics.</p> <ul style="list-style-type: none"> <li>• <b>Expiring IDVs:</b> This metric shows the number of IDVs that will expire within the next 30 days.</li> <li>• <b>Awaiting Signature:</b> The number of indefinite delivery vehicles (IDVs) that are waiting for signatures. Use this metric to follow up and get the awards approved.</li> <li>• <b>Pending Approval:</b> The number of IDVs that are waiting for approval. As a contracting officer, use this metric to approve IDVs and follow up with other approvers for IDVs for which you are the administrator.</li> <li>• <b>Pending CAR Authentication:</b> The number of IDVs with pending Contract Action Report (CAR) authentication. The count includes IDVs for which CAR is not created and IDVs for CAR which is not authorized.</li> <li>• <b>Pending J&amp;A Postings:</b> This metric shows the number of IDVS that are waiting for J&amp;A postings as the No competition Reason is not provided.</li> </ul>
<b>IDV Number (Count) by IDV Type, Status</b> (chart)	This bar chart shows the number and the status of IDVs for each IDV type.
<b>Amount Agreed (Sum), Amount Released (Sum) by IDV Number</b> (chart)	This dual metric bar chart shows the sum of the amount agreed to and the sum of the amount released, that is, the amount consumed for an IDV.



Component	Description
<b>IDV Details</b> (tabbed component) <b>Header</b> and <b>Lines</b> (results tables)	These tables show details for IDV headers and lines. Use attribute groups in the results tables to see more information about IDVs. To view details for a header or a line, click the link icon in the <b>View</b> column.
<b>Options</b> (table-level actions)	The following are the common actions that are available from the <b>Options</b> icon in the results tables. <ul style="list-style-type: none"> <li>• <b>Compare:</b> Select multiple rows to compare information.</li> <li>• <b>Export:</b> Use this action to export the search results in a comma-separated values (CSV) file.</li> </ul>

## CO Awards Dashboard

For information about dashboards for contracting officers, see *Overview of Dashboards for Contracting Officers*, page 2-7.

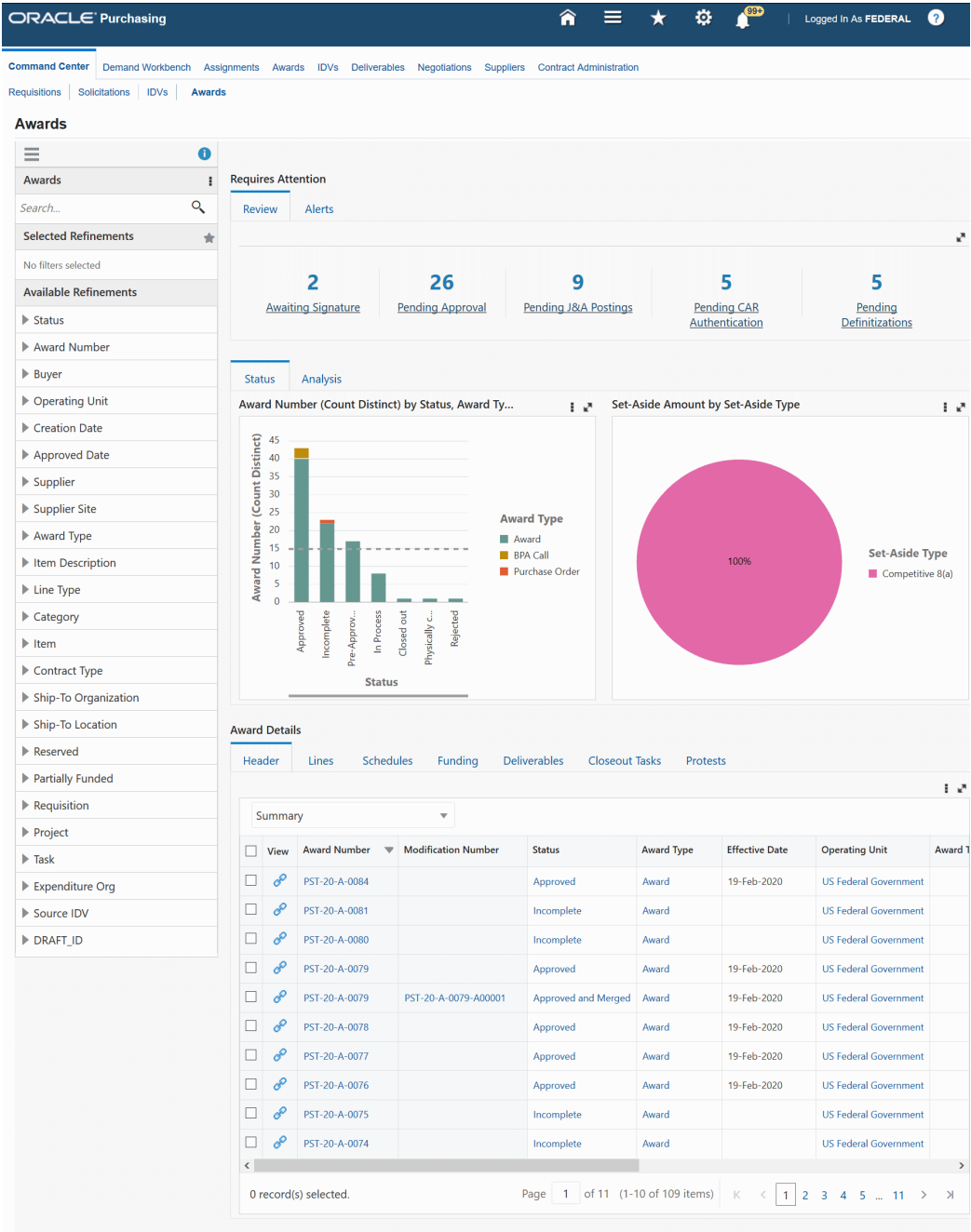
Use the **Awards** dashboard to:

- Track awards and their modification status.
- Review awards that are waiting for signatures and waiting for approval.
- Identify awards that are pending Contract Action Report (CAR) postings and Justification and Approval (J&A) postings.
- Track and monitor award-related tasks and take corrective on open protests and deliverables due.
- Assess awards and their status to follow up and complete them.
- Review the budget distribution amount set for specific disadvantaged businesses for compliance.
- Compare awarded, funded, billed, received, and paid amounts.
- Act on closeout tasks due for awards.

Access the **Awards** dashboard using the following navigation.

**CLM Purchasing Super User responsibility > (N) Buyer Work Center >Command Center >Awards**

Awards Dashboard



Component	Description
<b>Requires Attention</b> (summary bar) <b>Review</b> (tab)	<p>This tab displays the following metrics:</p> <ul style="list-style-type: none"> <li>• <b>Awaiting Signature</b></li> <li>• <b>Pending Approval</b></li> <li>• <b>Pending J&amp;A Postings:</b> This metric shows the number of awards that are waiting for J&amp;A postings as the No competition Reason is not provided.</li> <li>• <b>Pending CAR Authentication:</b> The number of awards with pending Contract Action Report (CAR) authentication. The count includes awards for which CAR is not created and awards for which CAR is not authorized.</li> <li>• <b>Pending Definitizations</b></li> </ul>
<b>Requires Attention</b> (summary bar) <b>Alerts</b> (tab)	<p>This tab displays the following metrics:</p> <ul style="list-style-type: none"> <li>• <b>Options Due for Exercising</b></li> <li>• <b>Deliverables Due</b></li> <li>• <b>Closeout Tasks Due</b></li> <li>• <b>Open Protests</b></li> </ul>

Component	Description
<b>Status</b> (tab)	<p>This tab contains the following charts.</p> <ul style="list-style-type: none"> <li>• <b>Award Number (Count) by Status, Award Type:</b> By default, this bar chart shows the number and the status of awards for each award type. The group dimensions are administration office, invoice office, issuing office, and payment office. Select a different dimension to display data by administration office, invoice office, issuing office, and payment office, or COR office.</li> <li>• <b>Set-Aside Amount by Set-Aside Type:</b> This pie chart shows the percentage of amount distribution for a set-aside type.</li> </ul>
<b>Analysis</b> (tab)	<p>This tab contains the following charts.</p> <ul style="list-style-type: none"> <li>• <b>Award Number (Count) by Award Amount Range:</b> This pie chart shows the number of awards in each amount range.</li> <li>• <b>Award Total (Sum), Funded Value (Sum), Amount Billed (Sum) by Award Number:</b> This dual metric bar chart helps you see the total award amount, the funded value, and the amount billed for an award.</li> </ul>
<b>Award Details</b> (tabbed component) <b>Header, Lines, Schedules, Funding, Deliverables, Closeout Tasks, and Protests</b> (results tables)	<p>These tables display information about headers, lines, schedules, funding, deliverables, closeout tasks, and protests. Use attribute groups in the results tables to see more information about awards. To view details, click the link icon in the <b>View</b> column in these results tables.</p>

Component	Description
<b>Options</b> (table-level actions)	<p>The following are the common actions that are available from the <b>Options</b> icon in the results tables.</p> <ul style="list-style-type: none"> <li>• <b>Compare:</b> Select multiple rows to compare information.</li> <li>• <b>Export:</b> Use this action to export the search results in a comma-separated values (CSV) file.</li> </ul>

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## Acquisition Plan Summary

### Overview

An Acquisition Plan Summary is created and used by a federal agency to outline the proposed requirements and acquisitions of the agency. It helps formulate a strategy to satisfy the future procurement needs of the agency. The Acquisition Plan Summary ensures that the agency fulfills its procurement requirements in a timely and cost-effective manner. CLM addresses the frequently used (but non-standardized) need across federal agencies to coordinate and plan acquisition efforts. You can perform a combination of actions within the Acquisition Plan Summary, including capturing information related to procurement purpose, solicitation method, extent of competition, potential vendors, supporting attachments in multiple formats and other key data elements associated with typical procurement activities. The Acquisition Plan Summary is routed through an approval chain before it gets finalized. Another important feature of the Acquisition Plan Summary is the ability to reference the Acquisition Plan Summary in Purchase Requisition and Solicitation documents. This helps the agency keep track of all the downstream documents created referencing the Acquisition Plan Summary.

**Note:** An Acquisition Plan is a Procurement Strategy tool. Procurement managers analyze the demand and schedule tasks in order to find the best acquisition strategy for specific goods or service. For example, an agency would like to procure 10 combat submarines in the next 3 years. The method to acquire the goods or services – the strategy, the plan, the sequence of steps, is defined by an acquisition plan. As the agency works through the plan, the documents created in the procurement process are linked to the acquisition plan.

### Related Topics

[Acquisition Plan Summary Home Page, page 3-2](#)

Creating and Managing an Acquisition Plan Summary, page 3-3

Actions on an Acquisition Plan Summary, page 3-7

Using Acquisition Plan Summary in CLM Documents, page 3-9

## Acquisition Plan Summary Home Page

Using the Acquisition Plan Summary responsibility in CLM, navigate to the Acquisition Plan Summary link which will take you to the home page. The home page is the main page that helps you create, view and manage your acquisition plan summary documents.

The home page has several regions that you can use to view and manage Acquisition Plan Summary documents.

The first region enables you to perform a simple search or an advanced search for Acquisition Plan Summary documents. The simple search LOV requires that you select a Name or Number and enter the value in the next field, and then click Go.

Click the Advanced Search link to open the Advanced Search page. Enter search criteria values such as Effective Date, Operating Unit, Status, Administrator, and so on, and then click Go to retrieve your Acquisition Plan Summary document(s).

To create a new Acquisition Plan Summary: Click the Create Acquisition Plan Summary button above the search results region in the Advanced Search page. Additionally, use the Export button to export the Acquisition Plan Summary documents found in the search results region to a comma-separated MS-Excel spreadsheet.

Use the Select radiobutton to select an Acquisition Plan Summary document and then select the Open value from the Actions LOV, then click Go. This action will open the selected Acquisition Plan Summary document.

Click the Simple Search button to return to the Acquisition Plan Summary Simple Search page.

The Acquisition Plan Summary home page consists of the following regions:

- The Recent Acquisition Plan Summaries region displays a list of Acquisition Plan documents, with any status, that you, as the current logged in user, recently viewed, created or updated. The documents are sorted on the view date and displayed in descending order of the view date. Click the Acquisition Plan Summary number link to open the document in read-only mode, or click the Update icon to update the document. Click Full List on the top right corner of the region to view all your Acquisition Plan Summary documents.
- The Milestones region displays all the milestones belonging to all the Acquisition Plan Summary documents, including recurring milestones. Click Manage Milestones to open the Manage Milestones page. The Search region enables you to search for a single or a set of milestones, depending on the search criteria you enter.



Click the Update icon to update the milestone. Note that you can also click the Update icon on the home page (Milestones region) for a milestone if you need to update it.

**Note:** You can update one milestone at a time, you cannot change multiple milestones in a single update operation.

The most frequently used action in the Update Milestone page is to update the status of the milestone. Click the Status list of values to select a relevant status for the milestone. Optionally, enter comments in the Notes text area to record your updates. Click Apply to save your work and return to the Acquisition Plan Summary home page.

## Creating and Managing an Acquisition Plan Summary

Use the Acquisition Plan Summary responsibility to create and manage Acquisition Plan Summary documents. Click the Acquisition Plan Summary menu item to open the Acquisition Plan Summary home page.

Create an Acquisition Plan Summary in one of the following two ways:

- Click the Create Acquisition Plan Summary link on the right side of the page to open the Create Acquisition Plan Summary page. This will enable you to enter the relevant fields in the page.
- The main page consists of a Search region, where you can search for existing Acquisition Plan Summary documents by Number or Name. Your search results show up in the Acquisition Plan Summaries page. You can also click the Create Acquisition Plan Summary button to open the Create Acquisition Plan Summary page.

Enter relevant data for the following fields (fields marked with an '\*' are mandatory):

- Number: This field accepts an alphanumeric value. If the profile option Contract Repository Auto-Numbering Enabled is set to Yes, then the Number field does not display, and the system generates the number automatically. See: *Contract Lifecycle Management for Public Sector Implementation Guide* for more information on numbering CLM documents.
- \*Name: Enter a name for your Acquisition Plan Summary
- \*Operating Unit: Enter the operating unit you to create the Acquisition Plan Summary in
- \*Type: Enter Acquisition Plan Summary
- \*Administrator

- Currency
- Amount
- Effective Date
- Additional Attributes region > \*Context Value: select Acquisition Plan Summary from the list of values. The related fields will display on the page below the Context Value LOV:
  - J&A Number
  - Procurement Action
  - Procurement Purpose
  - Security Requirements
  - Competition Extent Code
  - Potential Set-Aside
  - Target socioeconomic group
  - Contract Type
  - Incentives / Award Fees
  - Performance Based Requirements
  - GFP/GFE
  - Subcontracting Plan

Additional Attributes region is a region for Descriptive Flexfields. In the Additional Attributes region, the Context Value drop-down is hidden initially if there is no setup for context and segments. The DFF in this page will render automatically if the setup relevant setup steps are performed.

**Additional Information:** The Additional Attributes tab is a predefined UDA template (Template for Acquisition Plan Summary). These additional attributes can be modified. Your system administrator may have configured this region to show a different set of fields. Navigate to the User Attribute Setup using the Contract Workbench Administrator responsibility in order to modify the additional attributes

The Notes tab enables you to enter short notes for the Acquisition Plan Summary. Click

the Notes tab and then click Add Note. The Add Note page displays and you need to select the Note Type and Visibility before you enter the content for the note.

Click Apply to save your changes and return to the Acquisition Plan Summary page. The Notes tab shows you the notes you created. Click the '+' (plus) icon or the Show link to view the note contents.

Click Apply and Add Details to be able to enter further information for your Acquisition Plan Summary.

At the left of the page, you will see some links namely, Header, Parties and Contacts, Milestones, Documents. The links are described as follows:

### **Parties and Contacts**

Use this page to create a list of potential parties, including suppliers, who you plan to work with to fulfill your agency's acquisition needs. The default operating unit is displayed when you add a supplier. Click Add Supplier to open the Add Supplier page. Using the Add Supplier page, select a Role (Supplier), Supplier Name, and Address from the lists of values. When you select the role as Supplier, the Supplier Site list of values displays and you need to select a supplier site. When you select a Supplier Site, the Address populates automatically. To add another supplier to the Acquisition Plan Summary, click Apply and Add Another, otherwise, click Apply.

When you return to the Acquisition Plan Summary page > Parties and Contacts link, another block for Contacts displays below the Suppliers region. Click Add Contact to add one or more contacts for the supplier you have selected. The Add Contact page displays, and you need to select a Contact Role (Salesperson, CEO, Accountant, Buyer, and so on) for the contact. Then select the Contact Name from the list of values. If you don't see the contact you want to add, you can create an adhoc contact by clicking Create Contact. In the Add Contact page, the Phone Number and Email Address of the contact display automatically when you select a contact. This information comes from the contact details entered in the Supplier profile. To add another contact to the Acquisition Plan Summary, click Apply and Add Another, otherwise, click Apply.

### **Milestones**

Use the Milestones page to create one-time and recurring milestones for the Acquisition Plan Summary. Create milestones that will help your agency track the execution progress of the acquisition plan. For example, offer creation is a one-time milestone, and creating monthly status reports is a recurring milestone.

Milestones help assign responsibilities to members of the procurement team, send reminders, and ensure that all necessary tasks are completed on time. Click Create Milestone to open the Create Milestone page.

Milestone Name and Internal Contact are mandatory fields. Select a Milestone Type – Contractual or Internal. Select a Responsible Party (Supplier or Internal). The Due Date region enables you to specify if the milestone is one-time or recurring. If you want to create a one-time milestone, select the Fixed Date radiobutton and enter a date. This will be the due date for the completion of the milestone. The due date may also be entered as a number of days relative to the Effective Date, or Expiry Date. The Repeat

Information region enables you to enter a one-time milestone or a repeating (recurring) milestone.

Click the Repeating Deliverable/Milestone radiobutton to make the milestone recurring. Enter a Frequency (example, 2 weeks, 1 month, and so on). Select a value from the Repeat On list of values (example, first day of the month, 23rd day of the month, and so on). Enter an end date for the milestone using the Repeat Until (Fixed Date) field.

The Notifications region enables you to specify when notifications can be sent to the following people: suppliers, contract administrators, buyers, responsible party's contacts, and so on. For example, you can opt to send a notification 2 or 5 days prior to the due date, or when the status of the milestone is changed (from Incomplete to Completed), or if the milestone is overdue. If the milestone is overdue, you can escalate the notification to a person higher up in the organization using the Escalate after Due Date and Escalation Contact fields.

The **Attachments** region enables you to attach various kinds of files to the acquisition plan summary - including the ability to annotate the acquisition plan summary with a note. Click Add Attachment to open the Add Attachment page and specify the kind of attachment 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.

In the Create Milestone page, click Apply or Add Another to create another milestone. Click Apply to create the milestone. When you click Apply, a confirmation message informing you that the milestone has been created is displayed.

## Documents

Select a document category to add to the Acquisition Plan Summary. Then select the Add New Document action. The Add Document page displays and you can add a document using this page.

Enter a Description and a Category. Add a file or enter a web address (URL) by clicking the appropriate radiobutton. Then click Apply to add the file or URL of the contract document to the Acquisition Plan Summary.

## Actions on an Acquisition Plan Summary

The following actions can be performed in an Acquisition Plan Summary page:

- **Delete:** You can delete draft Acquisition Plan Summary documents. However, if the document is approved, you cannot delete it. You get a warning message when you select Delete from the Actions LOV and click Go. The message asks you if you really want to delete the Acquisition Plan Summary <version number>? Select Yes or No, depending on your preference. If you select Yes, the Acquisition Plan Summary gets deleted.
- **Cancel:** The status of the Acquisition Plan Summary changes to Canceled if you select the Cancel action from the Actions LOV. The Cancel Acquisition Plan Summary page displays, where you can enter a Cancellation reason. When an Acquisition Plan Summary is canceled, you cannot make further updates to it anymore.
- **Validate:** This action ensures that the Acquisition Plan Summary you created conforms to all the rules governing Acquisition Plan Summary creation. Select Validate from the Actions LOV and click Go. The system validates the document and shows the results in the Validation Results page. Total Messages, Errors and Warnings are displayed in numbers at the top of the page. Below these numbers, the details of the problems and the suggestions to rectify them are displayed. You will need to fix errors (example, missing Effective Date) before proceeding. You may or may not fix warnings that are displayed as a result of the validation. Click the Return to Acquisition Plan Summary link at the bottom of the page to return to the Acquisition Plan Summary page.
- **Duplicate:** Use the Duplicate action to copy an existing Acquisition Plan Summary. When you select Duplicate and click Go, the Duplicate page displays. You can enter a new name and description for the document. You can opt to Apply and Add Details or simply click Apply to save your changes. If you click Apply, you get a confirmation message that the document has been created successfully; the main page displays and you can view your copied Acquisition Plan Summary document along with the other documents. If you click Apply and Add Details, you get a confirmation message that the document has been created successfully and you will immediately be able to edit the newly created document; the tabs (Suppliers,

Milestones, Documents, Notes, History) appear on the page and you can enter the details for the newly copied Acquisition Plan Summary document.

- **Manage Approvers:** The Manage Approvers page lists the existing approvers for the Acquisition Plan Summary. It also enables you to add an ad-hoc approver as and when required. Click the plus (+) sign next to the Add Ad-Hoc Approver label and the following information displays: Select an Approver Type and an Approver Name from the lists of values. Then you can select a category of approver and an Insertion Point (before or after current approver).
- **Submit for Approval:** Use this action to obtain approval for your Acquisition Plan Summary. The History tab enables you to see the list of approvers for your Acquisition Plan Summary document. When you submit for approval, a notification goes out to the approvers, they can approve, reject or forward the document to other users. Note that the document is sent for approval first.

**Note:** When the document is approved, all milestones are activated and are ready for tracking and closure. Active Milestones are displayed in Manage Milestone region of the Acquisition Plan Summary home page.

- **View Action History** tracks all the action that has taken place on the Acquisition Plan Summary. The three regions in the View History page are:
  - Approval Action History – the approval action history, for example, if the Acquisition Plan Summary got accepted or rejected
  - Versions – The Acquisition Plan Summary starts with version 1. Every subsequent iteration of the document will be listed with an incremented version number in this region. For example, you have revised the Acquisition Plan Summary shortly after it has been approved. Thus, the version number of the Acquisition Plan Summary is incremented to 2.
- **View Contract File:** You can opt to see the Contract File that is associated to the Acquisition Plan Summary via a purchase requisition or solicitation. When you select the View Contract File action and click Go, the Contract File Search page displays and you can find a Contract File. Click the Contract File Number link to open the relevant Contract File. The left pane of the page displays the outline of the Contract File. The right pane of the page displays the actual document information that you have clicked on. For example, if you clicked a solicitation in the left pane, the solicitation information displays in the right pane. The Planning folder in the left pane displays your Acquisition Plan Summary. Refer to the Contract File chapter in this guide for more information.

## Using Acquisition Plan Summary in CLM Documents

### Associating an Acquisition Plan Summary to a Purchase Requisition

After you create, and approve an Acquisition Plan Summary, you can associate it to a Purchase Requisition.

- Create a Purchase Requisition and click Checkout.
- In the Requisition Information page, a region called Acquisition Plan Summary is available. This region consists of a list of values called Acquisition Plan. Click the Search icon to select an Acquisition Plan Summary that has been approved; you can search by Name or Description. Select an Acquisition Plan Summary from the list of values and the Acquisition Plan Summary document number appears in the list of values field. You have now associated the Acquisition Plan Summary document to the Purchase Requisition.
- In order to save this association, proceed with creating, saving and submitting the Purchase Requisition for approval.

### Associating an Acquisition Plan Summary to a Solicitation

After you create, and approve an Acquisition Plan Summary, you can associate it to a Solicitation. You can also associate the Acquisition Plan Summary to a draft solicitation amendment or to a new round of the solicitation.

- Create a draft solicitation and navigate to the header page.
- Scroll down to the Acquisition Plan region.
- This region consists of one list of values called Acquisition Plan. Click the Search icon to select an Acquisition Plan Summary; you can search by Name or Description. Select an Acquisition Plan Summary from the list of values and the Acquisition Plan Summary document number appears in the list of values. You have now associated the Acquisition Plan Summary document to the solicitation.
- Continue with creating the solicitation, getting it approved and publishing it. The linked Acquisition Plan Summary information gets saved with the solicitation.

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





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## 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:** 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 , page 4-3
  - Demand Workbench
  - Summary, page 4-14
  - Amendments, page 4-15
2. Assignments, page 4-18
3. Post Award Requests, page 4-18
4. Awards, page 4-20
5. IDVs (Indefinite Delivery Vehicles), page 4-20
6. Modifications, page 4-21
7. Deliverables, page 4-21
8. Negotiations, page 4-23
9. Suppliers, page 4-23
10. Contract Administration, page 4-38
11. Contract File
12. Protests, page 4-38

An overview of these tabs is in the following sections.

## Read Only Buyer Work Center

Two new menus called View Awards and View Purchasing Documents enable you to view CLM document details. When an award is viewed using these menus, you cannot

modify the CLM document. Additionally, you cannot create any new documents using these menus.

View Awards and View Purchasing Documents menus provide view-only access to users who do not have a CLM Purchasing responsibility or who are not buyers. These menus need to be added to the responsibility for those users who need view-only access.

## Requisitions

The Requisitions tab consists of the following sub-tabs: Demand Workbench, Summary, Amendments, Post Award Requests and MIPR Own.

### Demand Workbench

**Demand Workbench** enables you to view purchase requisitions. Various views are available (for example, **My Late Requisitions**, **My Requisitions for Services** and so on) 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.

With **Demand Workbench** you can access and aggregate requisition demand existing in Oracle iProcurement to create new purchasing and sourcing documents. Using the **Demand Workbench**, you can:

- Access requisition information for any organizations to which you have access (you cannot combine requisitions from different organizations).
- Create awards or solicitations (solicitations can have an outcome document of award or IDV).
- Maintain the relationships between the award or solicitation document lines and the backing requisitions throughout the Procurement lifecycle, including multiple rounds of awards or solicitations.

To use the **Demand Workbench**, identify requisitions to source, and then use those requisitions to create an award or solicitation.

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 are not associated with a workload assignment even if a sourcing buyer is assigned. You can create workload assignments for unassigned requisitions.
- **Personalized Views** - You can create your own specialized views that display only those requisitions in which you are interested.

Search enables you to find requisitions based on criteria such as Buyer, Requisition, Category, and 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 COR Office Address, or Suggested Award. A list appears displaying all possible search criteria (for example, you may want to also search on Item Description).

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

When performing advanced searches, you can require entries to match all the search

values or allow them to match any of the search values.

Advanced Search enables you to search for requisitions using a combination of values for Buyer, Requisition, Category, and Supplier.

When the search results display, you see all requisitions that matched the criteria for the view/search (for organizations to which you have access). For multi-line requisitions, there is an entry for every unprocessed requisition line. Processed lines do not appear in the list.

Sort the results by clicking any column header. You can see information for the requisition and requisition line by clicking the Requisition and/or Line links. If the suggested supplier has a profile defined in iSupplier Portal, you can view the profile information by clicking the Source link.

- *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.
- Conditions such as Is, Is Not, Starts With, Ends With, and Contains are used in the search as well. For example, you could search for Requisition, along with the condition <Starts With>, and use a value such as PR-001.
- 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:** You cannot perform the following actions in Demand Workbench for CLM documents: Replace, Update from Catalog Favorites.

**Note:** Purchase requisitions may also be created using other e-Business Suite modules (such as Planning, Manufacturing, and so on). In a CLM enabled instance, these purchase requisitions are always imported as non-FAR documents. As a result, the subsequent or ensuing orders are also created as non-FAR (non-CLM enabled) documents. As non-FAR (non-CLM enabled) documents, they are seamlessly integrated with Receiving and Invoicing functions in e-Business Suite.

Click a requisition to view the details of the selected Requisition. If you are accessing this page using the Purchasing responsibility, then you will be able to view only the Requisition, Negotiation and Awards regions with the details.

**MIPR Others**

If the status of the MIPR-Others is Approved, Accepted, it will be displayed in the Demand Workbench along with the rest of the purchase requisitions. The Requisition Type column in the search results of Demand Workbench show which type of requisition (Requisition, MIPR Others – Direct Citation, MIPR Others – Reimbursement Order) is displayed.

The Requisitions / MIPR Others tab enables you to autcreate awards, solicitations, modifications and also add to awards, solicitations and modifications. Requisitions and MIPR Others are autcreated to awards which are not obligating documents. These are regular awards and are treated as such. Thus posting to FPDS-NG, sending to supplier, and so on take place in the same way they would for regular awards.

## MIPR Own

If the status of the MIPR-Own is Approved, Acknowledged, it will be displayed in the Demand Workbench as a separate tab called MIPR Own. The Requisition Type column in the search results of Demand Workbench show which type of requisition (MIPR Own – Direct Citation, MIPR Own – Reimbursement Order) is displayed. You can use the list search to filter the data.

MIPR-Own lines are used to create obligating awards. These lines cannot be used to autcreate a solicitation.

The process to autcreate a document is the same as autcreating from requisitions. Refer to the section AutoCreate Using Document Builder in this chapter for details on how to proceed with autcreate.

After the award is autcreated, the value of the field Control Type is defaulted to Obligating Document. If award is an obligating document (used to reserve funds only), the award will not be sent to the supplier and the following values will default in the award:

- FPDS-NG Reporting Method will be Exempt
- FPDS-NG Exception Reason will be Inter Agency Transfer
- SAM Exception Reason will be Not Applicable
- Supplier Communication Method will default to None
- Bilateral Indicator (Supplier signature) will default to None

The award distribution details page shows the MIPR details such as whether it is MIPR-Own or MIPR-Others, Line, MIPR Reference, Obligating Type and Reimbursable Amount.

If the Control Type is Obligating Document, this value will default in the modification to the award as well. It will display in the modification document in the same way it shows up in the award. The Obligating Document is applicable to MIPR Own only.

## AutoCreate Using Document Builder

When you have located the requisitions 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: **New Award**, **New Solicitation**, **New Modification**. For **New Solicitations**, if you click the **Fair Opportunity** check box that displays when you select **New Solicitation**, a **Fair Opportunity Notice** type solicitation will be auto-created for you.
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 lines by selecting the check box in the **Select** column for each requisition row.

Alternatively, add all the requisition lines available in search results table to Document Builder.

Add an entire requisition, which may contain several hundred lines, without having to navigate to multiple pages to select the lines. To add all eligible lines at once, scroll to the right in the requisitions search results table, and click the blue square icon in the **Actions** column.

Using this icon, you can add all eligible requisition lines to Document Builder. Examples of eligible lines are CLINs, SLINs, and Option Lines. The gray square icon indicates that you cannot add the requisition lines to Document Builder.

To remove the added requisition lines from Document Builder, click **Clear**.

5. Click Add to put the lines in your document. Lines that can be added can be CLINs, SLINs, option lines without a base line or Informational lines. If you select a CLIN to add, the entire CLIN/SLIN structure (if one exists) gets added to the award.

Option CLINs available in Document Builder along with other requisition lines. Option CLINs without a base line can be returned to the demand pool or removed from the Returns page (select an Option CLIN and click Return). Option lines without a base line are not displayed if the associated base line is not available in the Document Builder.

The Select check box next to the requisition lines is enabled only for regular CLINs or for option CLINs without a base line. The Select check box next to the CLIN of a CLIN/SLIN structure is not enabled if the structure contains at least one cross-linked option line. When a CLIN is selected and added to Document Builder, all associated SLINs (if present) are added to Document Builder along with the selected CLIN. When a base line is added to Document Builder, all linked option

lines, in turn, are also automatically added.

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). Search for a supplier using **D-U-N-S Number** and **CAGE** as search criteria. The **Document Style** is defaulted on the Document Builder, you can change it, if required. The **Document Styles** list contains only those styles for which you have access.
7. 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**, and so on, 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.

When **Add to Award** is selected, you must select a modification to add lines to an approved award.

## Adding Lines to Awards/Modifications

You can add requisition lines to your existing draft CLM document by selecting the Add to Award / Modifications action in the Type LOV. Select the Add to Award / Modification from the Document Builder's Type LOV. Then select the requisition lines to add in the Views region and click Add. The Document Builder area now displays the Award / Modification search LOV. Search for the award or modification to add lines. After you have selected a draft award or draft modification, the Style field is populated with the document style of the draft award or draft modification. If you have selected requisition lines, then the Recently Added Items list displays the selected line information. Click Create to add the requisition lines to the award / modification. The award / modification page opens, with the Header tab highlighted. Click the Lines tab to verify that the requisition lines got added successfully to the document.

Click Update to open the Update Document Builder: Add to Award / Modification page. You can reselect an award / modification by using the search LOV to replace the original document with a new one to update.

The Update Document Builder: Add to Award/Modification page enables you to reselect an award or modification and also to group requisition lines with the same or



similar fields:

- Item Number
- Item Description
- Item Category
- Item Revision
- UOM
- Transaction Reason Code
- Line Type

For example, if you have an identical or related item number for two items on two different requisition lines, they can be grouped into a single requisition line based on the item number. The Item Description is the only field that need not be identical or similar among the requisition lines.

The following rules are applicable to grouping lines:

- Standalone CLINs are grouped if the grouping criteria match.
- Single priced CLINs with Info SLINs having funds are grouped if the grouping criteria match.
- Any other CLIN/SLIN structures are not grouped.
- Option Lines are not grouped even if the grouping criteria match.
- Goods and Amount Based Lines are grouped.
- While grouping, if the Contract Type of the selected lines match, then the same Contract Type is retained. If the requisition lines have different Contract Types, then the first line's Contract Type is taken up, and the user needs to change this to an appropriate Contract Type after the line is added to the draft Award / Modification document.
- Similarly, if the Cost Constraint is the same across the grouped lines, the same Cost Constraint is retained. If the requisition lines have different Cost Constraints, then the first line's Cost Constraint is taken up, and the user needs to change this to an appropriate value after the line is added to the draft Award / Modification document.

The Requests region consists of a Group By LOV with 2 values: Default and Requisition. The defaulted value is Default. The Default method of grouping groups different requisition lines into the same award line, if the grouping conditions match. The

Requisition method of grouping creates individual award lines for each of the requisition lines. If the lines from the requisition and the existing lines of the award / modification are found to be the same or similar by the system, the Default method of grouping makes the line number of the requisition editable. This means that you can modify the line number to group it with another line if required, provided the grouping follows the rules specified above.

By default, if there are multiple fund sources on different PR lines, they always get grouped as part of the Priced Line with all the associated distributions. A common DoD usage is to have multiple fund sources to be added as Informational SLINs. Using the action Convert Distributions to Info SLINs, the multiple distributions lines are can be converted to Info SLINs directly in the award.

## **Adding Lines to Solicitations / Amendments**

Select the Add to Solicitation / Amendment from the Document Builder's Type LOV. Then select a solicitation or amendment number to add the requisition lines. The Document Builder area displays the Solicitation / Amendment Number search LOV. Search for the award or modification to add lines. After you have selected a draft solicitation or draft amendment, select the requisition lines to add to the solicitation / amendment and click Add. After you have selected the requisition lines, the Recently Added Items list displays the selected line information.

Click Update to open the Update Document Builder: Add to Solicitation / Amendment page. You can reselect a solicitation / amendment by using the search LOV to replace the original document with a new one to add lines.

The Update Document Builder: Add to Solicitation / Amendment page enables you to re-select a solicitation or amendment and also to group requisition lines with the same or similar fields:

- Item Number
- Item Description
- Item Category
- Item Revision
- UOM
- Transaction Reason Code
- Line Type

For example, if you have an identical or related item number for two items on two different requisition lines, they can be grouped into a single requisition line based on the item number. The Item Description is the only field that need not be identical or similar among the requisition lines.

The following rules are applicable to grouping lines:

- Standalone CLINs are grouped if the grouping criteria match.
- Single priced CLINs with Info SLINs having funds are grouped if the grouping criteria match.
- Any other CLIN/SLIN structures are not grouped.
- Option Lines are not grouped even if the grouping criteria match.
- Goods and Amount Based Lines are grouped.
- Grouping of requisition lines is performed for the Same Contract Type and Cost Constraint.
- Grouping of requisition lines is performed even though lines have different Contract Types and Cost Constraints. When grouping requisition lines that have different Contract Types and Cost Constraints, the Contract Type is defaulted to FFP and Cost Constraints is left NULL on the grouped line.

The Requests region consists of a Group By LOV with 2 values: Default and Requisition. The defaulted value is Default. The Requisition method of grouping enables you to allow automatic grouping of lines by the system. The Default method of grouping enables you to make changes/updates to the line numbers so that you have more control over the grouping of the lines. If the lines from the requisition and the existing lines of the award / modification are found to be the same or similar by the system, the Default method of grouping makes the line number of the requisition editable. This means that you can modify the line number to group it with another line if required, provided the grouping follows the rules specified above.

If there are two priced CLINs with different distribution accounts are matched, they are grouped together to finally create one line with multiple distributions. However, different distribution accounts are not allowed in DoD usages. Using the action Convert Distributions to Info SLINs, the multiple distributions lines are converted to Info SLINs. However, the combined priced CLIN is not changed and the resulting lines will be single priced CLINs with Info SLINs that can be grouped.

## **Funding Awards / 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 Awards / 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.

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

### **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 check box.
3. Scroll to the right and in the Document Builder window, select the value Add Funds to Awards / 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 award / modification to link with the requisition line. Click the Search icon to add the award / modification number to link with the requisition line. The Style field (below the Award / Modification number field) automatically gets populated with the original document style name.
6. Click Update to open the Add Funds to Awards / 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 started. 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 award or 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.

## **Splitting Requisition Lines**

You can split purchase requisition lines so that several lines may be used to fund smaller amounts of the award lines. Only lines that have a match basis of Quantity can be split.

You may not split the following lines: lines that are used as base lines for options, option lines and informational lines.

The following line types can be split (provided they are quantity-based):

- Standalone CLINs
- Priced CLINs with Info SLINs
- Priced CLINs with Info Funded SLINs
- Priced SLINs

To split requisition lines:

1. Select your requisition line from Demand Workbench page.
2. Click the Split icon in the Actions column.
3. Enter the new quantities in the Qty column for each requisition line. The sum of the quantity for split quantity based lines may not exceed the original quantity of the purchase requisition line.

If the quantity of all the split lines is less than the original quantity, then un-reserve of funds takes place for the quantity that is no longer available in the split purchase requisition lines.

4. Click Save Split to save the split lines and create the new purchase requisition lines. The original purchase requisition is canceled and the new requisition lines are saved.
5. Click Cancel Split if you do not want to split the requisition line and to restore the line(s) to the original line.

## Workload Assignment

The Workload Assignment List of Values (LOV) enables Workload Administrators to create a new assignment for a buyer, to add requisition lines to an existing assignment or to remove lines from an assignment. Additionally, if you select all the lines of a requisition, you can create, add to an existing assignment, or remove a requisition from an assignment. Thus, you could process workload assignments with either selected requisition lines, or with an entire requisition (all lines). If multiple requisitions match the search criteria in Demand Workbench, they are displayed in the search results table. Proceed with creating a new assignment, or adding those lines to an assignment, or removing those lines. You can also reassign the requisition line to different buyers using the Reassign button. The Reassign button is available only if the profile option PO: CLM PALT & Milestones Enables is set to N.

For more information on creating and using Workload Assignments, refer to the Workload Assignments chapter in this guide.

## Related Topics:

Summary tab, page 4-14

Overview of Requisition Amendments, page 4-15

Using FAR and non-FAR Transactions, page 4-40

## 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.

Funded Value and Funds Remaining columns indicate the following: Funded Value is the original funded value on a purchase requisition including any amounts from approved and merged requisition amendments. Funds Remaining are the funds that are available after the requisition is used to fund one or more award lines. Even if part of the funds are used in an award, the requisition line will not be available in Demand

Workbench as part of the demand is met. The funds on such lines are still available for linking to one or more Award lines.

Sort the results by clicking any column header.

Click a requisition to view the details of the selected Requisition. You can view details about the Address Type, Business Priority and Project Information, Sourcing Information, Acquisition Plan, Attachments, Title, and other Details about the line such as Line number, Informational, Description, Need-by, Period of Performance Start Date, Period of Performance End Date, Deliver-To, Contract Type, Unit, Quantity, Quantity Delivered, Quantity Canceled, Open Quantity, Price, Amount, Option, Line Status, Order number, and MIPR Obligation Type. You can also click the Details icon for each line to view line details, or click the Pricing Details icon to view the pricing details for the selected line.

If you access this page using the Purchasing responsibility, then you will be able to view only the Requisition, Negotiation and Awards regions with the details.

## Overview of Requisition Amendments

Requisition Amendments enables you to make changes to approved requisitions as may be required during the lifecycle of the requisition. You can create requisition amendment even after requisition lines have been solicited, offers have been received, and awards have been created for them. The creation of a requisition amendment does not affect the solicitation and award creation process from requisitions. Using requisition amendments, you can add new lines, cancel one or more lines as well as update information in the original requisition, such as line item information, delivery, billing and funding information. Requisition lines changed in requisition amendments are made available to contracting professionals and they can implement the changes in the Solicitation or Award documents created from the requisition lines.

Use the Requisition Amendment functionality when you need to make changes on an approved requisition. The Requisition Amendment is a separate document that maintains the changes suggested to an approved Requisition and it contains some additional amendment-specific fields. Thus, all the requisition information in the header, lines and distributions gets copied to the amendment document. You can edit/update any of the information. Enter your changes in the Requisition Amendment document (including adding new lines or cancelling lines), and then save and submit the amendment for approval. When the amendment gets approved, changes made in the requisition amendment are merged into the conformed requisition document. The Amendment History page enables you to view and track the changes that you have made in the lifecycle of the amendment.

**Note:** You can only create amendments for requisitions that have a status of Approved or Returned.

**Note:** The change order process is not supported in CLM.

At any point of time, there can be only one inprocess amendment for a requisition and only when this amendment is approved or rejected, another amendment can be started. Thus, only one amendment document per requisition is allowed at a given time.

When the amendment is approved, the updates / changes that were made as part of the amendment are now made part of the conformed requisition. For example, a new line has been added as part of the amendment. When the amendment is approved, the new line is added to the original conformed requisition.

During the approval of an amendment, the amendment can be withdrawn from approval. Withdrawing an amendment enables you to edit and resubmit the amendment or delete the amendment. This is useful in situations where you require updating the details even though the amendment is submitted for approval.

You can create a requisition amendment if the requisition lines have been used to create a solicitation (using Document Builder), that has either been submitted for approval or has been approved. When the award has been approved, the only changes (amendments) you can make to the requisition are to modify the funding information (such as Quantity, Total Amount, Distribution, Funded Value, and so on) on the lines.

To create an amendment for an approved requisition, click the Change icon (in the Requisition Summary page) or the Change button (in a requisition checkout page).

Prior to this, if you have already clicked Change and your amendment is in progress, you may not create another amendment unless you have completed the first amendment. An error message displays that there is a pending amendment.

If a requisition amendment has a status of InProcess, you can withdraw it from the approval process and update it again. A withdrawn requisition amendment is removed from the approval process and the status displays as Incomplete. You can edit the withdrawn requisition amendment and resubmit it for approval.

## Review and Implement Amendments from Demand Workbench

View the approved requisition amendment lines 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 want 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 (informational SLIN with funding) as part of the requisition amendment, the new SLIN is automatically updated in the award or solicitation when you click Accept. Changes to any other lines need to be updated manually by the user in the award or solicitation, the system does not update these automatically.
- If you have added a new distribution to the requisition amendment, the new distribution information is automatically updated in the award when you click Accept. Changes to existing distributions need to be updated manually, they are not automatically updated.
- 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, ensure that all the selected lines belong to same Award.

The system automatically displays all the fields you entered in the original requisition and enables you to edit them per your requirements, except the requisition creation date. You can add new attachments or edit existing ones, add or update supporting documents and exhibits. You can create a requisition amendment even after creating awards or solicitations. For solicitations, you can also create an amendment after receipt of offers, and creation of a draft award. You can create requisition amendments at any time. However, if the award is closed, then the application ensures that your changes are not implemented. 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 or solicitation 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 or Solicitation page displays, enabling you to enter the changes manually in case of header level changes. If the Award or Solicitation has been approved, you will get a message, prompting you to enter a modification or solicitation amendment for updating the Award or Solicitation 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.

## Amendment Checkout Process

If you have clicked the Change button or the Change icon to start the requisition amendment process, your shopping cart now displays a label - Amendment Cart, and any actions that you perform will be applicable to the requisition amendment.

The Amendment Cart enables you to start changes to the requisition lines, add new lines to the requisition lines, or cancel a requisition line.

The Amendment Checkout process is the same as the requisition checkout process. To add a new line to the requisition amendment, click the Return to Shopping link. To continue updating existing line information, click Amendment Checkout. You will be taken to the Amendment Checkout page, which is similar to the Requisition checkout page. Additionally, you will need to provide a reason for the amendment in the Requisition Amendment page.

Amendment Checkout is a 3-stage process. Each stage has its own page and sub-pages that you can drill down to, in order to enter the information relevant to the requisition amendment. Given below are the details of the 3-stage amendment checkout process.

## Assignments

A workload assignment consists of tasks (also called milestones) that the buyer needs to accomplish in the given timeframe. The Workload Administrator allots the requisition lines to the buyer for further processing. Thus, as part of an assignment, a buyer could create a solicitation, publish it, award it and get the award approved. 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.

For more information on creating and using Workload Assignments, refer to the *Workload Assignments* chapter.

## Post Award Requests

The Post Award Requests sub-tab is similar to the Requisitions sub-tab in Demand Workbench. You can use the list search to filter the data. Click the Post Award Requests sub-tab to display the Views region in the Post Award Requests page. Predefined views such as My Post Award Requests or My Approved Post Award Requests are available to you. However, if you need to modify or update the existing views, click the Personalize button to open the Personalize Views page. Click the Update icon to modify a view. Click Duplicate to make a copy of an existing view. Click Create View to create a new view.

Workload Administrators can assign requisition or post award request lines to buyers for the purpose of completing procurement tasks. Workload administrators can access the Workload Assignment functions from the Requisitions page or the Post Award

Requests page in Buyer Work Center. The Workload Administrator first navigates to the Requisitions or the Post Award Requests page and selects one or more requisition or post award request lines, then selects a value from the Workload Assignment LOV and clicks Go. The Workload Assignment LOV displays the following options: Create New Assignment, Add to Existing Assignment, Remove Lines from Assignment, Create Assignment for PAR, Add PAR to Assignment and Remove PAR from Assignment.

Manual assignment of buyers to post award request lines is performed by the Workload Administrator. Automatic Assignment is the activity of assigning a responsible Buyer to a collection of lines on a Post Award Request document automatically for purposes of administering procurement activities. In the Setup: Purchasing > Document Styles page (Post Award Requests Controls region), you can select or unselect the automatic assignment capability using the check box Auto Assign Post Award Requests. The Auto Assign To list of values in the same page (Document Styles) enables you to specify to auto assign the post award request lines to the Award Administrator, Buyer or Contracting Officer. If you leave this value blank, the system will automatically assign the post award request lines to the Award Administrator, Buyer or Contracting Officer (in that order) if any one person has been specified in the post award request. When the check box Auto Assign Post Award Requests is selected, then a new assignment is created always.

For more information on workload assignments, refer to the chapter Workload Assignments in this guide.

## **AutoCreate Modifications from Post Award Requests**

Use AutoCreate to create modifications or to add information to existing modifications from post award requests. Post Award Request lines can be used to autocreate new and draft modifications, but no other documents. Thus the action Type in Document Builder enables you to perform one of the following actions: Add to Modification or (create) New Modification.

- In the Post Award Requests tab, navigate to Document Builder and select one of the following action types from the Type list of values: Add to Modification or New Modification.
- Select one or more post award request line(s), that belong to the same award.

Add Post Award Request lines to the Modification for the same award that the post award request is created from. Autocreate a modification from the Post Award Request lines with the same base award as the post award request.

Click Add to start the autocreate process. The Document Builder region now displays the award number, the line details, and so on. Click Create to add the selected lines to an existing modification or to create a new modification. The existing modification with the newly added lines or the new modification is displayed in a new page. Click the Lines tab of the modification to see the newly added lines.

**Note:** If your system administrator has enabled concurrent modifications, you can also autcreate concurrent modifications from the post award request lines.

You can also view the post award request in the Modifications page using the View Post Award Request action.

## 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 started.

**Note:** 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, refer to the IDVs chapter, page 8-1.

## 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, refer to the Orders Referencing IDVs chapter, page 9-1.

## 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, refer to the Modifications chapter, page 11-1 in this guide.

## Deliverables

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

If you are a Contract Administrator, then you can access the Deliverables tab if:

- You are a contract administrator for at least one of the contract documents.
- You have access to the Contract Terms page.
- You have access to the Manage Deliverables page.
- You can access to the Deliverables Workbench page.
- You are a buyer.

The search results will display all the deliverables for the contract document for which you are the Contract Administrator. If you are the Contract Administrator for multiple contract documents, then the Manage Deliverables page displays all the deliverables defined for all those contract documents. You can view the history of the deliverables as well as report progress on the deliverables.

As a Contract Administrator, you can perform the following operations:

1. Monitor status of the deliverables
2. Record updates to deliverable status
3. Attach documents to the deliverable
4. Perform necessary actions on deliverable status change
5. View status of the deliverables
6. View history of changes that has happened to the deliverables
7. View documents attached to the deliverable

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, refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

## Negotiations

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, refer to the *Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide*.

## Suppliers

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 4-24
- Search for suppliers and do a quick update, page 4-25
- Enter Company Profile Information, page 4-29
- Enter Terms and Controls, page 4-35

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

## Creating 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 select 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 4-25
5. Enter supplier and site information in the appropriate Company Profile and Terms and Controls pages.
- See: Company Profile Information, page 4-29
- See: Terms and Controls, page 4-35

## Quick Update of Supplier Profiles

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 SAM supplier. The application automatically displays this field for SAM 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 SAM supplier. The application automatically displays this field for SAM 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 SAM supplier. The application automatically displays this field for SAM 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 SAM supplier. The application automatically displays this field for SAM 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 SAM supplier. The application automatically displays this field for SAM Suppliers at the supplier site level and you cannot edit it.
- SAM Registration Indicator - This identifies whether the vendor is registered with SAM. The application automatically displays this field for SAM suppliers and you cannot edit it. This field does not display for Non SAM suppliers.
- SAM Registration Status - This identifies the current status of vendor registration with SAM. SAM maintains a extract code as A (Active) and E (Expired). The application automatically displays this field for SAM suppliers and you cannot edit it. This field does not display for Non SAM suppliers.
- SAM synchronized Date - This identifies the date the vendor record was last synchronized with SAM and is included in the PO during approval. The application automatically displays this field for SAM suppliers and you cannot edit it. This field does not display for Non SAM 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.

## Printing Supplier Name Attributes in the PDF Output of Standard Forms

The attributes of a supplier's name include the legal business name and the "doing business as" (DBA) name. To print a supplier's name and attributes in the PDF output of standard forms, ensure that these details are available in the supplier record. See Quick Update of Supplier Profiles, page 4-25 for information about legal business and DBA names.

This topic describes the rules that Oracle CLM applies when printing a supplier's name, the legal business name, and the DBA name in the PDF output of standard forms.

### Printing Supplier Name Attributes on Standard Forms:

When printing the supplier's name attributes on standard forms, Oracle CLM applies the following rules in the sequence listed here. For the OF347 Form, see \*Note for OF347 Form, page 4-28.

- If the supplier record contains both a legal business name and a DBA name, then both are printed. The DBA name is printed with the prefix "DBA."
- If the supplier record contains only a legal business name, then that name is printed.
- If the supplier record contains only a DBA name, then the DBA name is printed with no prefix.
- If the supplier record contains neither a legal business name nor a DBA name, then the supplier's name is printed.

This table lists the standard forms for documents that display the legal business name or the DBA name in the relevant blocks.

Document	Standard Form	Standard Form Block
Award, IDV, Order of IDV	SF1449	17a. CONTRACTOR/OFFEROR
Award, IDV, Order of IDV	SF1447	13. CONTRACTOR/OFFEROR
Award, IDV, Order of IDV	SF1442	14. NAME AND ADDRESS OF OFFEROR
Award, IDV, Order of IDV	SF252	3c. ADDRESS OF ARCHITECT-ENGINEER
Award, IDV, Order of IDV	SF33	15a. NAME AND ADDRESS OF OFFEROR
Award, IDV, Order of IDV	SF26	7. NAME AND ADDRESS OF CONTRACTOR
Award, IDV, Order of IDV	DD1155	9. CONTRACTOR
Modification	SF30	8. NAME AND ADDRESS OF CONTRACTOR
Award, IDV, Order of IDV	*OF347	7b. COMPANY NAME

**Note:** \*For the OF347 Form

- If the supplier record contains a legal business name, then regardless of the DBA name, only the legal business name is printed.
- If the supplier record contains a DBA name but not a legal business name, then only the DBA name is printed, with no prefix.
- If the supplier record contains neither a legal business name nor a DBA name, then the supplier's name is printed.

## 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 4-29
- Tax Details, page 4-31
- Address Book, page 4-32
- Contact Directory, page 4-33
- Business Classifications, page 4-33
- Products and Services, page 4-33
- Banking Details, page 4-34
- Surveys, page 4-34

### 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 **SAM** check box to indicate that the Supplier is registered with SAM.
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. If you use G-Invoicing, you must select **GTAS Supplier Attributes** as the **Context Value**, select **F: Federal** as the **Federal or Non-Federal Code**, and select the **Servicing Agency Identifier** as the **Trading Partner Agency Identifier**.
14. In the **Additional Information** region, enter the Supplier Home Page and Trading Partner details, as applicable.
15. In the **Organization** region, enter the **D-U-N-S Number**, which is the unique nine-digit Dun & Bradstreet Number associated with the organization.
16. Search for and select the relevant **Legal Structure** associated with the organization.
17. Enter the **Principal Name**.
18. Enter the **Year Established**, **Incorporation Year**, and **Control Year**.
19. Enter the **Mission Statement** for the organization.
20. Enter the **Chief Executive Name**, **Chief Executive Title**, and **Principal Title**.
21. In the **Total Employees** region, enter the **Organization Total** and **Corporate Total**.
22. Select the **Organization Total Type** and **Corporate Total Type** to indicate if these totals are **Actual** or **Estimated**.
23. In the **Tax and Financial Information** region, enter the **Taxpayer ID**, which is the Supplier's Tax Identification Number (TIN).
24. Enter the **Supplier's Tax Registration Number**. The **Supplier's VAT Number** is displayed.
25. Select the **Fiscal Year End** from the list.
26. Select the **Federal Agency** check box to indicate that the supplier is a federal agency.
27. Enter the **Analysis Year**, **Currency Preference**, **Annual Revenue** and **Potential Revenue**.

28. In the **Basic Information** region, select the **Context Value**. Click **Show Additional Basic Information** or **Hide Additional Basic Information** as required.
29. 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.
30. 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**.
31. 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 **Create** 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** and **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 unique entity identifier 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 select 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 select 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**.
8. Enter an **Alternate Account Name**, **Account Suffix**, **Agency Location Code**, **Start Date**, **Account Type**, **Secondary Account Reference**, **Description**, and **End Date**. Click **Apply**.

**Note:** If you use G-Invoicing, then you must enter the Servicing Agency Location Code as the Agency Location Code.

### 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 4-35
- Tax and Reporting, page 4-35
- Purchasing, page 4-36
- Receiving, page 4-36
- Payment Details, page 4-37
- Relationship, page 4-37
- Invoice Management, page 4-38

### 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 Email 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.

## **Contract Administration**

The Contract Administration tab enables you to manage your CLM documents efficiently. You can use the list search to filter the data. You can perform mass update operations such as mass closeout, supplier change, supplier name change and multiple modifications on a batch or set of awards or IDVs. The Contract Administration tab also has a region for displaying exceptions that occur during the batch processing of your CLM documents. The exceptions can be errors or warning and you can rectify them before continuing with the rest of the batch process.

For more information on Multiple Modifications and Closeout, refer to the Contract Administration chapter in this guide.

## **Protests**

A Protest is defined as an objection by an interested party to a solicitation or cancellation of the solicitation, an award or termination/cancellation of the award. The objection usually contains an allegation that there are improprieties concerning the award or solicitation of the contract.

The supplier who starts the objection usually believes that the awarding of the solicitation is improper or unfair and thus logs a protest.

The buyer or contracting professional can enter a protest for a solicitation which has a

status of Draft, Published, Amended, and so on. That is, a protest can be started for a solicitation with any document status. A protest can be started for an award that has a status of Approved or has any other post-approval status.

Note that in CLM, the buyer or contracting professional enters the protest in the system on behalf of the suppliers, because all suppliers may not have access to the CLM system.

Using the appropriate CLM Purchasing responsibility, navigate to Buyer Work Center menu and click the Protests link. Note that the Protests link is available via Buyer Work Center only.

Click the Protests link to open the Search page. Enter criteria such as Protest Number, Protest Status, Document Number and Supplier to find existing protests. Additionally, you can add more search criteria fields such as Filing Date, Protest Category, Resolution Date, Document Type and so on by using the Add Another list of values and clicking Add. The additional search criteria fields appear below the first four search criteria fields. Enter a value for the additional search criteria fields and click Go, the search results appear in the region below. Click the Update icon to edit a protest's details.

Click Create Protest to create a new protest against a solicitation or award. The Create Protest page displays and you need to enter the relevant protest details here.

In the first region, it is mandatory to enter a Protest Number, and a Document Number. You can enter any Protest Number of your choice. This number should be unique. The CLM document that needs to be associated with the protest can be selected using the Document Number search list of values. When you have selected a CLM document (solicitation or award) and associated it to the protest, you can proceed to fill in other information. Enter a Protest Status by selecting a value from the Protest Status LOV. The Protest Status LOV is a user-defined lookup, therefore users can add / modify the values of the LOV, as required.

The Supplier / Protester Information region enables you to enter the details of the supplier who logged the protest. Even though none of the fields are mandatory for entry, it is better to enter the protester details in the system. To enter a supplier / protester who has not been registered in the system, select the Supplier information is not available in the system check box. This way you can enter a supplier / protester who is not in the system.

The Additional Information region consists of additional fields that you can use to enter protester or protest information. These are mandatory fields.

The Attachments region enables you to attach relevant protest documents, such as objection documents, to the protest you have created. There are two categories of protest attachments - Protest and Protest Internal. Attachments belonging to the category Protest are sent as notifications with a zip file to the relevant recipient's email address.

Click Save or Apply to save your changes. Click the Notify button to inform the required people about the protest that has been entered. You can send notifications to any number of persons / email ids. The Notification Details page displays and you can

enter notes as part of the notification. Enter recipients by typing in their names (Person) or email addresses (Email). Click the Send button. You get a confirmation message that the notification was sent successfully.

As a recipient of the protest notification, you will see the read-only notification in your notification inbox. The protest details are shown in the notification. A message displays at the top of your screen informing you that this message does not require a response.

You can opt to reassign the notification to someone else or request more information from the supplier. Click OK to confirm that you have read the notification.

## 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, 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.*



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## Workload Assignments

### Overview

Workload Administrators assign procurement related tasks (associated with purchase requisition lines) to buyers. Examples of tasks are: creating a solicitation, publishing a solicitation, awarding a solicitation, approving an award, and so on. A workload assignment consists of several tasks (also called milestones) that the buyer needs to accomplish in a given timeframe. A workload assignment encompasses all activities that constitute the procurement cycle time (the time elapsed from the point the requisition was approved to the point the associated award is approved). The buyer makes an effort to complete the assigned tasks (milestones) associated with the requisition lines within a given timeframe. The workload assignment is then evaluated by the Workload Administrator as being completed on time or overdue. Eventually, the time that the buyer took to complete the assignment is used to evaluate the performance of the buyer or contracting specialist.

The Assignments tab in Buyer Work Center consists of two sub-tabs: Buyer Workload and Assignment Summary. The Buyer Workload page is available to Workload Administrators only and displays a summary view of the current workload with each buyer in the agency. The Assignment Summary page is available for all procurement users to view and use. The Views region in the page is used to query assignments based on various conditions. As a contracting specialist, when you open the Assignment Summary page, the system shows all active assignments assigned to you. As a workload administrator, the system shows all active assignments being worked on by all buyers in your agency. Click the Personalize link at the top of the page to create your own views by defining advanced search criteria to meet your requirement. Workload administrators can also re-assign a set of assignments from one buyer to another buyer directly from this page.

Details on the Buyer Workload and Assignment Summary pages are in the sections below.

## Using Workload Assignments from the Requisitions page

As a workload administrator, you can access the Workload Assignment functions from the Requisitions page in Buyer Work Center. First navigate to the Requisitions page and select one or more requisition lines, then select 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 Assignment for Requisition, Add Requisition to Assignment, and Remove Requisition from Assignment.

### Create New Assignment

The Create Workload Assignment page is used by the workload administrator to create new workload assignments. The top of the page displays general information about the workload assignment, such as Start Date, Workload Assignment Number, Buyer, Assignment Milestone Template, Status, Estimated Duration (Days), Estimated Completion Date, Actual Completion Date, and so on. Select a Buyer and Assignment Milestone Template from the respective LOVs. You can enter a value for the Estimated Duration (Days) field, if it doesn't default from the Assignment Milestone Template.

Estimated Completion Date must be a future date. If it is earlier than the Start Date, the system displays an error. Estimated Completion Date is calculated automatically as the sum of the Start Date and Estimated Duration (Days) if they are entered. Alternatively, if you enter a value in the Estimated Completion Date, the Estimated Duration (Days) values is automatically calculated.

If you have 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, either System or User, from the Type list. If you select System, a search icon appears next to the Milestone Name field. Click the search icon to find a system milestone to use in this workload assignment. The description is defaulted. You can enter a value in the Estimated Days field.

If you select User, you must provide all of the milestone details and then click Apply.

To remove a milestone, click the Delete icon in the Remove column. To add a milestone, click Add Milestones.

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. The system updates the suggested buyer details on all selected PAR lines, and the buyer receives a notification that the new workload assignment has been assigned to him or 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 for a given buyer are summed by currency and the total is displayed for that buyer. If two lines on an assignment have

different currencies, there will be two records for the same buyer, each with a different currency. To search for an individual buyer, click the Buyer LOV indicator and enter the buyer's 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 by the Workload Administrator to add post award request lines to an existing workload assignment. To navigate to this page from Demand Workbench, select Add to Existing Assignment from the Workload Assignment LOV. The top region of the page displays the Workload Assignment Number LOV, from which you can select a workload assignment With a status of Assigned or Suspended. When you select a workload assignment number from the LOV, the rest of the information gets populated in the page.

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

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

The Action History region displays the actions that the Workload Administrator has performed on the assignment, such as Suspended or Resumed.

To add the requisition lines to this workload assignment, click Save.

### **Remove Lines from Assignment**

To remove lines from an assignment, select this option from the Workload Assignment LOV and click Go. The selected requisition lines will be unassigned from the assignments. A confirmation message indicates success. The Assignment column in the Requisitions page then no longer displays the workload assignment number.

**Note:** If any milestone in an assignment is completed, you cannot remove a requisition line from that assignment.

### **Create Assignment for Requisition**

Create Assignment for Requisition enables you to create a workload assignment for all lines (available in the search results of Demand Workbench) of the selected requisition. This is useful if the requisition has a large number of lines.

If you select lines that are part of an existing workload assignment, the system displays a warning and prompts you to either proceed (ignoring the warning) or cancel the action.

Using the Create Assignment for Requisition option takes you to the Create New Assignment page, where you can enter the details required. Refer to the Create New Assignment section in the preceding paragraphs for more information.

### **Add Requisition to Assignment**

Use the Add Requisition to Assignment option to add the available lines of a selected requisition (from the search results in the Demand Workbench page) to an existing assignment in bulk by selecting any one line. If you select lines that are already assigned, the system displays a warning message, prompting you to continue or cancel.

When you select Add Requisition to Assignment, the Add to Existing Assignment page appears, and you can enter the details to complete the addition of lines to the existing assignment. For more information, see the section Add to Existing Assignment.

### **Remove Requisition from Assignment**

Use the Remove Requisition from Assignment option to remove all lines of a selected requisition (from the search results in the Demand Workbench page) from an existing assignment.

If a line is not part of an assignment, the system displays an error message, prompting you to proceed with the removal of the assigned lines or take no action. Refer to the preceding section, Remove Lines from Assignment, for more information.

## **Buyer Workload page**

All buyers with active workload assignments 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. If two requisition lines on an assignment are with a different currency, there will be two records for the same buyer, each with a different currency. Additionally, the Buyer Workload Details region displays awards (as award numbers with links to the Award Summary page), and award statuses. If there are multiple awards for an assignment, the Multiple link appears. Click the Multiple link to view the award numbers and statuses.

You can view the Assignment Type column to determine the workload assignment type.

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. You can also use the list search to filter the data.

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

## **Assignment Summary page**

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

All buyers use the Assignment Summary page to search for, and view all assignments. You can use the list search to filter the data. Buyers can update assignments owned by them. Workload administrators can update all assignments. See: Using Workload

Assignments from the Requisitions page, page 5-2.

As a Workload Administrator, you can re-assign one or more assignments to a new buyer. Select an assignment using the Select check box and click Re-assign. The Re-assign: Assignments page displays, allowing you to re-assign the assignment(s) to another buyer. Enter a reason and select another buyer's name from the search LOV. Click Apply to save your changes and return to the Assignment Summary page. The buyer's name is changed to the new value in the workload assignment as well as the associated purchase requisition lines. The previous buyer and the current buyer both receive a notification, informing them that the changes have taken place, and the assignment has been allotted to the current buyer.

Assignments with a status of Assigned or Suspended can be re-assigned. The system displays an error if you attempt to re-assign an assignment with any other status.

**Note:** The Re-assign button is available for Workload Administrators only.

The Views region enables you to view all active assignments or all your active assignments (buyer role). Click Search to find workload assignments using various criteria. You can also create personalized searches to configure complex query criteria that you would like to re-use frequently.

The search criteria provided for the Workload Administrator to find workload assignments are: Assignment Number, Buyer, Status (Assigned, Canceled 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.

In the search results, use the Document Number and Document Status columns to view the document (for example, an award or solicitation) for which the workload assignment is used. If there are multiple documents for a milestone, the Multiple link appears. Click the link to view the document numbers and statuses.

Use the Assignment Type column to view the type of workload assignment.

The Actions column contains an Update icon that enables you to update workload assignments.

Click the Update icon for a 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 Start Date, Assignment Milestone Template, Status, Buyer, Estimated Duration (Days), Estimated Completion Date, Actual Completion Date, and so on.

If you are a Workload Administrator, an Actions region is displayed. The Action region consists of the Action LOV that has the following values: Cancel, Manually Complete, Suspend, Re-assign. 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 canceled. If you select Cancel, the status of the workload assignment at the top of the page displays as Canceled and the requisition lines no longer remain assigned to any buyer. If all the requisition lines in an assignment are canceled (via a PR amendment), the workload assignment is automatically canceled. When a requisition line (which is a part of a workload assignment) is canceled, 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 Canceled or Manually Completed or Completed.

#### **Re-assign:**

Select Re-assign to re-assign the assignment to another buyer. Enter a Reason and a New Buyer in the fields displayed and click Apply. The Re-assign value is only available for workload administrators.

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 Canceled, new milestones cannot be added. You can sort milestone details using the Sequence Number column.

If you try to add/modify the milestones using the template, a warning message is displayed prompting you to opt to replace the existing milestones with the ones from the template, or merge the existing milestones with the ones from the template.

The Start Date in the Milestones region gets its default value from the assignment start

date. The Start Date is updateable at any time. The Estimated Days field can be entered by the workload administrator or can be calculated by the system as the difference between the Estimated Completion Date and Start Date. Alternatively, if the workload administrator enters a Start Date and an Estimated Days, the system calculates the value of the Estimated Completion Date field.

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.

The Add Attachments region enables you to add, update, or delete attachments that are required for the workload assignment.

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

Click View Buyer Workload, page 5-4 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 4-3 page in Buyer Work Center. 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, 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 actual 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.

The system ensures that both types of requisition lines (those linked to awards or solicitations via the Auto-Create process and those linked to awards or solicitations via the Link to Requisitions action) are considered and the system milestones are updated accordingly.



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## Multiple Awards and Umbrella Programs

### Overview

An umbrella program is an entity that is created to track the acquisition of specific goods and services together under a common program by federal agencies. The umbrella program encompasses all the IDVs and the orders off these IDVs created for the specific acquisition. Generally, in such situations, solicitations are created to source all the requirements of the umbrella program and the contracts (IDVs) are awarded to those multiple suppliers who can meet the specified requirements. Whenever the actual demand comes in, these individual needs are competed among the contract awardees to award the delivery/task orders to the winning supplier.

A notice of Fair Opportunity is a special type of informal solicitation that is used in the case of Multiple Award Contracts. Several suppliers are each awarded an IDV (the IDVs may or may not be part of an Umbrella Program) and then these selected set of suppliers compete for individual task/delivery orders referencing the IDV. A notice of Fair Opportunity does not need a full solicitation because clauses, and sometimes prices (labor categories) are already established in the IDV.

Suppliers respond to the Fair Opportunity Notice by providing relevant information. After offer evaluation, the delivery/task order is awarded to the selected supplier.

For more information on using Umbrella Programs and Fair Opportunity Notices, refer to the *Oracle Contract Lifecycle Management for Public Sector Sourcing User Guide*.

As a contracting officer/contracting professional, you need to create an Umbrella Program in CLM Purchasing. This program name can then be used to group solicitation outcome documents and Fair Opportunity Notices. For example, a buyer awards a solicitation to multiple suppliers, and the solicitation has an IDV outcome document type. Thus multiple IDVs are created as outcome documents of the solicitation and they are all linked to the same Umbrella Program.

In order to create an Umbrella Program, use the relevant CLM Purchasing responsibility to navigate to the Umbrella Programs menu item under the responsibility name on the Home page. Click the Umbrella Programs menu item link to open the

Umbrella Program Administration page. Search for an existing Umbrella Program using the Simple Search page. Alternatively, you can create an Umbrella Program by clicking Create. The Create Umbrella Program page displays, enabling you to enter the Umbrella Program details.

The main region enables you to enter the name and description of the Umbrella Program. You could also enter a Start Date and End Date for the Umbrella Program. You will not be able to reference the Umbrella Program on IDVs or Fair Opportunity Notices if your Umbrella Program is not valid on the given date (this is determined by the Umbrella Program Start Date and End Date). The Currency and Ceiling Amount are used for reporting purposes only, and the system does not enforce any validations on these fields in any document creation processes.

**Note:** If you would like to store any additional attributes that qualify the Umbrella Program, you can use the Descriptive Flexfield on the Umbrella Program page.

The Attachment region enables you to search for an existing document and attach it to your Umbrella Program. You may want to attach a document that describes the Umbrella Program in detail. Or you may want to attach an approval or milestone report for the Umbrella Program.

Click Add Attachment to open the Add Attachment page and specify the kind of attachment to use: Desktop File/Text/URL or From Document Catalog.

- 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.

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 Create Umbrella Program page. The attachments are not added until you save your work in the Create Umbrella Program page.

Return to the Umbrella Program Administration page to view the Umbrella Program you created. You can also update or delete the Umbrella Program(s) you created. Click Update to open the Update Umbrella Program page. Except for the Umbrella Program

Name (that is a mandatory view-only field), you can go ahead and update any of the fields in this page. Save your changes to return to the Umbrella Program Administration page.

If you have one or more IDVs associated to an Umbrella Program to delete, an error message displays, telling you that you cannot delete the Umbrella Program because it is being referenced by one or more IDVs.

To delete an Umbrella Program that has no IDVs referencing it, a warning message displays, enabling you to proceed with the delete operation.

When you have created an Umbrella Program, you can use it in solicitations and purchase requests to associate IDVs to the documents.

See also: Multiple Awards and Umbrella Programs Scenarios, page 6-3.

## Multiple Awards and Umbrella Programs Scenarios

Multiple Awards can be utilized with or without the use of Umbrella Programs. The following scenarios help you to understand how Multiple Awards can be used to meet your specific need.

### Multiple Awards with Umbrella Program

A federal agency wants to plan and implement a mass-immunization program for a specific region. In order to successfully run such a program, the agency needs to procure medical equipment (immunization kits and so on) and the services of medical personnel. The process below may be followed by the agency:

1. The agency creates an Umbrella Program that outlines the procurement and implementation plan for the immunization program.
2. The agency then creates an RFQ (or an RFI, if needed) to arrive at a well-defined set of high-level requirements and identifies a set of suppliers that meet all necessary criteria for the program. For example, the agency identifies 4 suppliers who are capable of supplying the immunization kits, and 3 suppliers who can offer medical services to meet the needs of this program.
3. When a set of suppliers is identified, the suppliers are awarded contracts, which will be in the form of IDVs. All these IDVs are linked to the Umbrella Program created in the previous step. With this step, the agency has made all necessary preparations to meet the needs of the immunization program.
4. When the actual demand comes in, for example, a requisition for immunization kits, the agency creates a Fair Opportunity Notice to re-compete the actual demand among the closed set of suppliers. If the Fair Opportunity Notice is linked to the Umbrella Program, then the application permits you to invite only those suppliers that have IDVs referencing the same Umbrella Program.

5. Suppliers, when submitting quotes for the Fair Opportunity Notice, always refer to their specific IDV.
6. The agency reviews the offers received and identifies the winner(s), who will be asked to meet the specific demand outlined in Step 4 above. An order referencing the IDV is the outcome document that is created, and it refers to the same Umbrella Program.
7. Whenever additional demand comes in, Fair Opportunity Notices are created accordingly for the closed group in order to identify the best supplier(s) that meet the additional requirement.

## **Multiple Awards without Umbrella Program**

A federal agency wants to plan and implement a mass-immunization program for a specific region. In order to successfully run such a program, the agency needs to procure medical equipment (immunization kits and so on) and the services of medical personnel. The process below may be followed by the agency:

1. The agency prepares the procurement and implementation plan for the immunization program.
2. The agency then creates an RFQ (or an RFI, if needed) to arrive at a well-defined set of high-level requirements and identifies a set of suppliers that meet all necessary criteria for the program. For example, the agency identifies 4 suppliers who are capable of supplying the immunization kits, and 3 suppliers who can offer medical services to meet the requirements.
3. IDVs are created for each supplier in the set, however, the IDVs are not associated with any Umbrella Program. Note that in some cases, IDVs are not created in the system, because they are maintained in an external system.
4. When the actual demand comes in, the agency creates a Fair Opportunity Notice to re-compete the actual demand between the closed set of suppliers. The Umbrella Program is not referenced here, therefore the system allows the user to invite any supplier. However, the buyer can select only those suppliers who are eligible to supply and have an Internal or External IDV with the agency.
5. Suppliers submit their offers, referencing either an internal IDV or an external IDV.
6. Offers are received and evaluated. The winner(s) are awarded the delivery award (Order referencing an IDV).

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## 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

## Using Oracle eBusiness Tax in Oracle Contract Lifecycle Management for Public Sector

Oracle E-Business Tax is used with CLM and enables users to auto calculate and default tax for documents such as requisitions, requisition amendments, awards, IDVs, and modifications (not including concurrent modifications). Tax calculation and regulation is important for non-federal customers who opt for Oracle Contract Lifecycle Management for Public Sector. Before using tax calculations in CLM documents, the administrators need to configure tax rules and setup steps that are required for enabling the tax application. For more information on Oracle E-Business Tax, see: *Oracle E-Business Tax Implementation Guide* and *Oracle E-Business Tax Reporting Guide*.

## Funding an Award from Requisitions

CLM supports one to one as well as one to many relationships between purchase requisitions and documents such as awards / IDVs / modifications / solicitations. This relationship is established for the purpose of funding the CLM documents (where applicable) from the funds in the purchase requisition.

The pre-requisites for this relationship to occur are:

- The CLM document (award / solicitation / modification) as well as the purchasing requisition must have also been created and must exist in the system.
- Purchase Requisition data such as Quantity, UOM, Price, Line Type, Contract Type, Description are significant, however, they are not used when purchase requisitions are used for funding CLM documents. Other purchase requisition data such as Ship-To, Delivery locations are entered by users or flow from the purchase requisition to the CLM documents.
- Note that purchase requisition information such as charge accounts, funds and delivery information flows from the purchase requisition to the CLM documents, no other fields are defaulted from the PR.
- When there are available funds in the approved purchase requisition, the funds can flow to the award or solicitation.
- Any priced CLIN or SLIN in a purchase requisition can be used to fund any other priced CLIN or SLIN in the award. There is no restriction that the line type and CLIN/SLIN structure mapping should be the same in the purchase requisition and the CLM document. However, option lines or informational lines (including Info Funded SLINs) in a purchase requisition are not used to fund award or solicitations.
- The Demand Workbench shows you a list of purchase requisitions that are not linked or related to an award or solicitation by way of funding. If a purchase requisition is being used to fund an award or solicitation with the funds fully or partially utilized, the PR will not appear in the Demand Workbench. If the

award or solicitation is deleted or the funds from the purchase requisition are not longer used in these CLM documents, the purchase requisition information appears in the Demand Workbench.

## Tracking Funds from the Purchase Requisitions in the Awards / Solicitations

You can keep track of the funds that have come in from the purchase requisition and view how much has been utilized and how much is available for further funding. Some equations for tracking funds are as follows:

- Funds Available = Funded Value still remaining > 0
- Funded Value Available (or Remaining Funds) = Funded Value on the PR line – (less)Funded Value already utilized by Award lines that are already approved – (less)Funded Value currently mapped across various award lines and earmarked for utilization. Therefore, the amount of funds from a requisition line that can be used in a draft award across one or more lines is the Funded Value Available (or Remaining Funds).

For more information on award lines, refer to the section Award Lines, page 7-22 in this chapter.

For more information on award schedules, refer to the section Schedules, page 7-37 in this chapter.

For more information on linking requisition lines to fund award lines / schedules, refer to the section Linking Requisition Lines, page 7-41 in this chapter.

For more information on distributions, refer to the section Distributions, page 7-48 in this chapter.

## 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 check box 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 and so on) and click Go. The Documentation Styles list contains only those styles to which you have access. 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:** When awards are closed after partial receipt or invoicing, the remaining unfulfilled quantities will not be recreated as new demand in requisitions.

See also: An Overview of Awards, page 7-1.

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 (COR Office, Payment Office, Issuing Office and so on). 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, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

## Related Topics

Funding an Award from Requisitions, page 7-2

Integration with System for Award Management (SAM), page 7-56

Warrants for Awards, page 7-57

Awards by COR Report, page 22-2

Awards by Status Report, page 22-3

## Award Header

In the Buyer Work Center, navigate to the Awards tab. In the Header subtab, the View region contains a list of awards with some summarized details. You can see all of the awards to which you have access. To see your Incomplete Awards or your Approved Awards, select the appropriate view. You can personalize your views as well. To change the emphasis of the summary view, click a subtab: Headers, Lines, Schedules, Pay Items, or Distributions.

**Note:** Award modifications are displayed in a separate subtab under the main Awards tab.

If you use G-Invoicing, see G-Invoicing Overview, page 12-1 for more information.

A view is a predefined search. To use a view, it from the View list and click Go. Use the following predefined views to search for awards:

- My In Process Awards - 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 Approved Awards - This view displays all awards with a status of Approved.
- 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, COR Office Address, COR Office Contact Name, Source IDV, and External IDV Number, and so on. You can search by opting to meet all or any of the conditions that you set the values for. You can use the list search to filter the data. 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, and viewing the PDF.

**Note:** To enable you to view search results in the Source IDV and External IDV Number columns, your system administrator must display these columns, which are hidden by default.

Awards that have pending modification are listed with a round icon as an indicator. A pending modification can have a status of Draft, or In Progress. Regular modifications or concurrent modifications that are pending are indicated with a an icon.

## 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 Award Changes (for approved awards, that have a revision number greater than 0), View Requisitions. Note that you use the View PDF action for draft awards, and the View Conformed PDF action for approved awards (the PDF displays the latest approved and merged modification information). 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. See Printing Supplier Name Attributes in the PDF Output of Standard Forms, page 4-27 for information about supplier name and attributes in the PDF output.

**Note:** Click a requisition to view the details of the selected Requisition.

If you access this page using the Purchasing responsibility, then you will be able to view only the Requisition, Negotiation and Awards regions with the details.

## 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, page 7-16, 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, 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.
- **Umbrella Program:** This is a read-only field that displays the Umbrella Program title. When an order referencing an IDV is created, the Umbrella Program associated with the IDV is shown in this field. When the award (order referencing the IDV) was created, the details of the Umbrella Program associated with the IDV is stored along with the award information and is not changed on the award, even though the Umbrella Program information may change over a period of time.

- **Fair Opportunity Reference:** If the award is an outcome document of a Fair Opportunity Notice, the Fair Opportunity Notice number is displayed in this field. When the outcome award is automatically created as a result of the solicitation process, the Fair Opportunity Reference field is populated by default with the Fair Opportunity Notice number. When the Fair Opportunity Notice has no lines, an outcome award is not created automatically. In such a situation, you need to create the award and select a Fair Opportunity Notice 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, 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, and so on, depending on how the award is processed.
- **Undefinitized:** This field tells you if any line on the award is undefinitized, if so, the value of this read-only field changes to Yes. By default, the value of this field is No.
- **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.
- **Undefinitized Total:** This read-only field calculates the total undefinitized amount on all the lines of the award. When an approved modification is merged with the award, this field gets updated automatically.
- **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, a supplier site and contact information from the search drop-downs. Use the D-U-N-S Number and CAGE as search criteria to look for the supplier you require to enter in the award. You can view if the supplier is a Supplier from SAM. A warning message is displayed if the buyer tries to validate an award with a supplier who 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.
- **Control Type:** Select Contingency Contract or Obligation Document or none from this list of values. If you select Contingency Contract to indicate that this award is created for contingency / emergency situations, some of the data is prefilled for you.

If your supplier is not registered in SAM, then for a contingency contract, the SAM Exception Reason (in the Address and Supplier Details tab) value is defaulted to Unusual or Compelling Needs.

Additionally, if you select Contingency Contract, you need not report the CAR to FPDS-NG. The FPDS-NG Reporting Information page displays the Reporting Method as None automatically. The Approved without Reporting check box is selected for you and the Reason field is populated with the value Urgent and Compelling action. When you submit the contingency award for approval, the system does not warn you to report the award to FPDS-NG. The award is approved with warnings so that contracting professionals can expedite the process of procuring goods / services from suppliers.

## Terms region

- **Contract Financing:** Contract financing activities/tasks take place when the Contracting Officer provides some form of financial assistance to the contractor/vendor during contract execution or performance. This financial assistance may or may not be in the form of payments to the contractor, however, assistance such as loan guarantees may be provided. Select one of the following from the Contract Financing list of values:
  - None (Blank)
  - Advance Payment
  - Customary Contract Financing
  - Interim Payments
  - Loan Guarantee
  - Performance Payments

- Private Financing without Government Guarantees
  - Progress Payments
  - Unusual Contract Financing
- **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 acknowledgment 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 predefined 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.
  - **Payment Instruction:** Using the Payment Instruction list of values, the Contracting Officer defines the sequence in which the funds in the contract have to be utilized by the Payment Officer. The Payment Instruction LOV consists of the following values:

Payment Instruction	Description
Single Funding	You can select Single Funding when there is only one source of funding for the contract line item, i.e., one ACRN.
Sequential ACRN Order	If there is more than one ACRN within a contract line, the payment office will make the payment according to the sequential ACRN order in the distribution, exhausting all funds in the previous ACRN before paying from the next ACRN.
Contracting Officer Specified	You can select Contracting Officer Specified when you want the Contracting Officer to assign the funds utilization sequence number for the award / lines.

<b>Payment Instruction</b>	<b>Description</b>
By Fiscal Year	If there is more than one ACRN, then payment will be made using the oldest Fiscal Year appropriations first, exhausting all funds in the previous fiscal year before disbursing funds from the next fiscal year.
By Proration	If there is more than one ACRN in an award line, then all ACRNs will be used in the ratio of the funds currently un-liquidated for each ACRN.
By Cancellation Date	If there is more than one ACRN in an award line, then payment will be made using the ACRN with the earliest cancellation date first.

Select one of the payment instruction from the Payment Instruction list of values in the Terms region of the award header. This value cascades to the lines, where the payment instruction is saved, however it is not displayed in the line details page. Only the header value you have selected displays in the header page.

If you select By Fiscal Year or By Cancellation Date, the system determines the relevant fiscal year or cancellation date automatically for you. If the system is unable to determine the fiscal year or cancellation date from the charge account provided, then the action Payment Instruction Sequence appears in the Actions list of values. Select the Payment Instruction Sequence action and click Go. The Payment Instruction Sequence Number page displays. The Charge Accounts for the distributions displays, along with the ACRN.

If you select Contracting Officer Specified, the action Payment Instruction Sequence appears in the Actions list of values. Select the Payment Instruction Sequence action and click Go. The Payment Instruction Sequence Number page displays. The Charge Accounts for the distributions displays, along with the ACRN.

Enter a numeric value in the Sequence field (for example: 1,2,3). Thus if you enter 1 for the ACRN AB and 2 for AC, then the funds associated with that charge account (where ACRN is AB) will be used first for making the payment, followed by AC. In this manner, you can specify the order or sequence in which the funds can be used for payment among various distributions.

When you submit the award for approval, the Payment Sequence field in the Distribution details page (click the Update icon at a distribution to open the Distribution details page) is automatically populated with the value that you entered or that was automatically calculated by the system. From the example above, the distribution with the ACRN AB displays the value 1 in the Payment



Sequence field.

If you do not select a payment instruction from the Payment Instruction list of values (<Blank>) in the Terms region of the award header, the Payment Instruction list of values displays for each header line and you can select a Payment Instruction for each line.

Note that Payment Instruction and the Payment Instruction sequence number generation is always at the line level, the header level field is used to default the value at the lines.

**Note:** Payment Instructions are enabled only if the check box Enable Payment Instructions is selected in the Setup: Purchasing Options page > CLM Controls region.

Funds are classified into 3 types: Single year funds, Multi-Year Funds and No Year Funds. For single year and Multiple year funds, the Fiscal Year and Cancellation Date can be identified, however, in case of No Year Funds there will be no Fiscal Year and Cancellation Date. Therefore, when Payment Instruction is selected as By Fiscal Year or By Cancellation Date and any of the funds selected is a No Year fund type, while generating Payment Instruction Sequence Number, these funds will be marked as last for utilization i.e. with a least priority number (last number).

## Business Priority and Project Information region

- DPAS Rating: Defense Priorities and Allocations System Rating.
- Priority Code: A numeric 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.

## Related Topics

- Attribute Setup Workbench - Introduction, page 23-1
- Attribute Setup Workbench - Value Sets, page 23-3
- Attribute Setup Workbench - Attributes and Attribute Groups, page 23-6
- Attribute Setup Workbench - Functions, page 23-11
- Attribute Setup Workbench - Templates, page 23-13
- Attribute Setup Workbench - Simulate, page 23-27
- Extending CLM Attributes using UDA - Document Numbering, page 24-1
- Extending CLM Attributes using UDA - Complex Pricing, page 24-5
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- Extending CLM Attributes using UDA - Addresses, page 24-6
- Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## 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 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, and so on 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.

- **COR Office:** The COR is the Contracting Officer Representative – a stakeholder who has responsibility around the contract. Within the system, a COR'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 COR is necessary for the procurement and, if required, selects an appropriate COR and COR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COR. The address detail elements of the COR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COR office that will populate the award upon creation but can be changed later. The COR address details remain as is, when

the award is finally approved.

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

The COR Office Address and COR 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, and so on) 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, and so on).

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 populated 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:
  - Unique Entity Identifier
  - EFT
  - CAGE
  - TIN Number
  - Local Codes
- Socio Economic Data
- Doing Business As
- Physical Address
- SAM Registration Indicator
- SAM Registration Status

See also: SAM Compliance Report, page 22-2.

When you create or update an award, if contact details for a supplier are not available in supplier master data, then you can add this information in the following fields of the "Supplier Details" region. At the header-level, if you change the supplier for whom the contact details are available, then the contact information of the changed supplier defaults to these fields.

- Supplier Contact Name
- Phone Number
- Email

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 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, and so on. 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 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, and so on. Note that you use the View PDF action for draft awards, and the View Conformed PDF action for approved awards (the PDF displays the latest approved and merged modification information). Select Update Award or Update Line actions if you need to update the award or line or view the line details.

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.

See also: ELINs and CDRLs, page 7-32.

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 alphabetic values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

The first four digits of the SLIN (parent CLIN number) cannot be edited, however the last two digits of the SLIN may be edited by users. While editing SLIN numbers, you cannot convert an Informational SLIN to a priced SLIN and vice versa. If it is a priced SLIN, you can edit the number to any number between AA and ZZ without using O and I in either the 5th place or the 6th place. Similarly, for Informational SLINs, you can edit the number within 00 and 99 and no alphabets are allowed in the 5th and 6th places.

If the line is undefinitized, you will see an icon next to the line number.

For more information on the guidelines that govern the numbering of purchasing document lines, 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, refer to the Appendix - Common CLM Functionality, page B-9.

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, refer to the Modifications chapter, page 11-1 in this guide.

You can 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. You can also create an option line without a base line.

To create option lines, you can start by creating a regular line and then select the Option check box while entering line details. You can also associate the option line to a base

line by entering a base line. Alternatively, you can directly create option lines linked to a base line by clicking the Option + icon on the base line.

For more information on Options, refer to the Appendix – Common CLM Functionality, page B-7.

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.

When deleting a base line, a warning is displayed, telling you that one or more option lines are associated to the base line being deleted. You can cancel the delete operation, delete the linked option lines, or delink the option lines.

If an option CLIN with a base line or an option SLIN, originating from purchase requisition, is being deleted from a draft award or draft solicitation, the requestor of the purchase requisition is notified about the delete action.

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 main region in the Line Details page has the Undefinitization related field. The value of this field defaults to No, indicating that the line is definitized by default. However, when selecting the value Undefinitize from the Actions list of values in the main region, the value of this indicator changes to Yes. Also, the Undefinitized Details region appears below to capture undefinitization specific information. The Undefinitized Details region is described later in this section.

The Option check box in the Option region enables you to convert a line into an option line or an option line into a regular line. You get a message, warning of the conversions. Click Continue to proceed with the conversion or Cancel to retain the existing lines as is. You cannot toggle the Option check box on a line if it is linked to a requisition.

To associate a base line to your option line, select a Base Line Number from the LOV. The option line may or may not be associated with a base line. If the line being updated is an Option CLIN, the base line LOV displays all regular CLINs in the document. If the line being updated is an option SLIN, the base line LOV displays all regular SLINs within the same CLIN/SLIN structure.

Option Num (Number) is a system generated number and is non-updateable.

Option Dates are mandatory fields.

## Line Level Actions

See also: Organize Lines, page 7-37.

### Copy Lines action

The Copy Lines : Specify Copying Options page enables you to copy CLIN/SLIN structures, Exhibits, and option lines in the same CLM document. The copy alternatives are:

- Copy CLINs with associated SLINs - use this check box to specify if only selected lines are to be copied, or associated SLINs of a selected CLIN are also to be copied.
- Copy as Option Lines - use this check box to specify to copy one or more lines as option lines.
  - Maintain Base Line References - use this check box to specify if the base line reference needs to be maintained between the source line and the option line that will be created.

In addition, the Define Need By Date and Period of Performance Dates region enables you to enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, 1 month after the Need-By Date of the source line.

The Define Option Dates region enables you to either enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, Option Start Date should be set to 3 months earlier than the Need-By Date derived for that line.

Click Apply to start the copy and when you return to the Lines page, you will see the copied lines with the appropriate dates and CLIN/SLIN structures and options, if any.

For more information on the rules governing the Copy action, refer to the appendix Copy Action, page D-1.

### View Award Changes

Use the View Award Changes (for approved awards, that have a revision number greater than 0) actions to view all the changes made to the header, lines, schedules, and distributions.

## Undefinitized Details region

Scenarios such as large and complex projects or emergency situations require that federal agencies start procuring goods/services without having completed the actual terms and conditions (price, contract terms, specifications) with the vendor. Federal agencies make use of Undefinitized Contract Actions or Letter Contract to deal with such situations. Undefinitized Contract Actions are also called Unpriced Change Orders, both terms may be used interchangeably.

Contracts for which the contract terms, specifications and price are known and agreed upon with the vendor are called Definitized Contracts. By default an award is definitized, the Undefined indicator for the award displays the value No. When you select the action Undefined, the Undefined indicator changes to Yes and the Undefined Details region displays with the following fields:

- Undefined Amount: Enter a positive value that is not greater than the Not to Exceed Amount. As soon as you complete entering the amount and tab out, the Total Undefined Amount field in the main region and the Line Total in the main region get recalculated.
- Limitation of Government Liability: Enter a positive value that is not greater than the Not to Exceed Amount.
- Not to Exceed Amount: Enter a positive value for this field. The value of the undefined line cannot be greater than the value of the Not to Exceed Amount.
- Planned Definitization Date: Enter a current or future date that will indicate when the line will be definitized.
- Undefined Description: Enter a description for the undefined action.

There are two types of undefined actions: Amount Based Undefined and Description Based Undefined. When you perform an Amount Based Undefined action, you need to enter data in the following fields:

- Undefined Amount
- Not To Exceed Amount
- Limitation of Government Liability
- Planned Definitization Date

When you perform a Description Based Undefined, you need to enter data in the following fields:

- Planned Definitization Date
- Undefined Description

If you create an undefined line with cost constraints Not Separately Priced or No Charge, then you need to perform only a Description based Undefined. The other fields that are not relevant to Description Based Undefined are not enabled for your use.

For amount based lines, you enter the value of Undefined Amount separately, which then gets added to the value of the pricing attributes to arrive at the line total. However, for quantity based lines, you first have to enter the quantity and unit price to arrive at the line total. The Undefined Amount gets defaulted initially to the line total, and

then you can change the value of the Undefined Amount to anywhere between zero and the line total.

If you copy undefined lines, the undefined portion of the lines don't get carried over. In case of quantity based lines, the quantity and price information will get copied over and the line will be created as a defined line. In case of amount based line, the undefined portion would be discarded and only the pricing attribute values would get copied over. In this case, the line again gets created as a defined line.

When creating a line via AutoCreate (Demand Workbench), the newly created lines have the Undefined check box unselected, that is, defined lines are created via AutoCreate.

## 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). The NSN is a combination of an NIIN, which is a unique nine character code assigned to each item of supply purchased, stocked or distributed within the Federal Government; and a four character FSC. 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 and Acceptance Information region**

The Inspection Information region consists of the following fields:

- **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.
- **Acceptance Location LOV** that has the following values: Destination, Source, Other.
- **Acceptance Address Location search LOV**, using which you can search and select for a location where the acceptance of the goods will take place.
- **Acceptance Address Code search LOV**, using which you can search and select for an address code for the acceptance location. However, if you have selected an Acceptance Address Location, the value for the Acceptance Address Code populates automatically for you.
- **Acceptance Address Detail:** This field defaults value of the detailed address if you have selected a value in either Acceptance Address Location or in Acceptance Address Code.
- **The Copy from Inspection Details** enables you to copy the data from the Inspection block to the Acceptance block.

## **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. Refer to Attachments section in this chapter.

## Shipping region

region The Shipping region enables you to enter the shipment related details. Select a location that the goods will be shipped to / services will be performed at the Location LOV. The Organization is automatically defaulted. If the Need-By Date / Period of Performance Start Date and Period of Performance End Date are based on any business event, select a delivery event from the Delivery Event LOV. The values are:

- Blank
- After Date of Contract
- After First Article Test Approval
- After Production Lot Test Approval
- After Notice of Award

When the Delivery Event is selected (that is, not blank), the Period and Promised Period fields appear. Enter values for the Period and Promised Period fields and then select a duration from the LOV (days, weeks, or months). If you select After First Article Test Approval or After Production Lot Test Approval, none of the dates (Need-By Date or Period of Performance Start Date or Period of Performance End Date) are calculated for you because you need to enter them manually via a modification document.

If you have selected After Date of Contract or After Notice of Award and want to have the system calculate the Need-By Date, enter a value for the Period. When the award is approved, the Need-By Date is calculated as Effective Date + Period and the resulting value is displayed as read-only in the line.

If you have selected After Date of Contract or After Notice of Award and want to have the system calculate the Promised Date, enter a value for the Promised Period. When the award is approved, the Promised Date is calculated as Effective Date + Promised Period and the resulting value is displayed as read-only in the line.

## Global Updates for Award Lines

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents: Awards (lines, schedules and distributions included where applicable), IDVs, Modifications, Solicitations, Solicitation Amendments. For example, you may want to update the Inspection Information for all the lines to a common value in your award or IDV. Instead of updating the lines individually, which is a time-consuming exercise, you can update the lines in a single global update operation.

Navigate to the Awards Lines tab. Select one, multiple, or all lines (use the Select All link) and then click Global Update. The Global Update Lines page displays with the fields that you can update for multiple lines.

If you want to add a new value to the line, such as MDAPS/MAIS, enter the value in the Global Update Lines page and click Apply. If you want to update / replace the original field value(s) with a new field value, such as Inspection Location, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Update CLM Award page. You can navigate to individual lines to verify that the update has taken place for the fields you specified.

**Note:** You cannot blank out any existing values with Global Update. You can only update add or update a value.

## Related Topics

Attribute Setup Workbench - Introduction, page 23-1

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Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## ELINs and CDRLs

### Lines Summary page

The Lines tab consists of a column called Exhibit, it contains a list of values of Exhibits that you can search for and use. The values for the Exhibit list of values are predefined. The values are A through Z, followed by AA through AZ, BA through BZ and so on until ZZ. It should be noted that the alphabets I and O are not used at all for the Exhibit values. Additionally, an Exhibit icon is displayed before the line number to indicate that the line is an exhibit line.

Exhibit lines can either be Not Separately Priced / No Charge (the value of the Cost Constraint field should be Not Separately Priced or No Charge) or Priced lines. Exhibit lines cannot be informational. Exhibit lines are also not associated with SLINs, therefore, in the Lines page, if there is an exhibit line, the Add SLIN icon is disabled for use. In a similar manner, exhibit lines cannot be option lines or base lines for other option lines.

There are 2 ways you can create an exhibit line:

First method: Create a line (CLIN) and then select a predefined value from the Exhibit list of values. The CLIN automatically gets converted to an exhibit line when you select the Exhibit value.

Second Method: Use the action Convert Lines To/From Exhibit Lines that is available in the Lines region. First select one or more lines that you want to convert to exhibit lines and then select Convert Lines To/From Exhibit Lines action and click Go. The Convert Lines to Exhibit Lines page displays. Select the radiobutton Specify an Exhibit for selected Lines to convert as Exhibit Lines, and then select an Exhibit from the Exhibit list of values. Click Apply to save your changes and return to the Lines tab. You will see that line(s) you selected are converted to exhibit lines and a message confirming that the lines have been converted successfully also displays.

The action Convert Lines To/From Exhibit Lines also enables you to convert exhibit lines to CLINs. Select one or more exhibit lines and select the action Convert Lines To/From Exhibit Lines and click Go. The Convert Exhibit Lines to Lines displays with 2 options: Remove exhibit references for selected exhibit lines and convert as regular lines or Specify an Exhibit for selected Lines to convert as Exhibit Lines. If you select the radiobutton for Remove exhibit references for selected exhibit lines and convert as regular lines, the exhibit lines you have selected get converted to CLINs or SLINs. If you select the radiobutton for Specify an Exhibit for selected Lines to convert as Exhibit Lines, you will also need to select an exhibit from the Exhibit list of values. This will associate your exhibit line with a different Exhibit value (for example, from AA to AB). Click Apply to save your changes and return to the Lines tab. You will see that line(s) you selected are converted to exhibit lines and a message confirming that the lines have been converted successfully also displays.

Use the Manage Exhibits action in the document level Actions LOV to associate the

Exhibit lines with CLINs or SLINs. You can reference a single Exhibit to a CLIN or a SLIN at a time. Priced CLINs can be linked to Not Separately Priced ELINs and Not Separately Priced CLINs can be linked to Priced ELINs. CDRLs can be linked to either priced or Not Separately Priced CLINs. Thus, even if one line is priced, the exhibit is considered to be priced.

The Manage Exhibits page consists of a search region, where you can search for and view all the exhibits associated with the current document. The search results region also tells you if the exhibit is a data deliverable, how many exhibit lines are associated with it, whether they are priced or not and their value along with the description. The Referenced Line column in the search results region enables you to link CLINs or SLINs with exhibits. Select a line from the search LOV and associate it to the exhibit.

The Actions column enables you to view the Exhibit details in PDF format. The PDF document displays the Exhibit name on the first page (for example, Exhibit AA) and then displays all the exhibit details, including the associated lines. The Copy action in the Actions column displays the Copy Exhibits: Set Need-By Date page, where you need to specify the Need-By Date or Period of Performance Dates. Click Apply to copy the entire exhibit structure as a new exhibit. The Copy Exhibits page is used to copy exhibits that are ELINs only. If the exhibit is a CDRL, it will automatically be copied and a new exhibit name is automatically assigned as the next available name in the A, B... series. When a CDRL exhibit is copied, all the CDRL details are copied to a new CDRL. If required, you would need to update the generation period and so on manually. The Delete icon in the Actions column deletes an exhibit from the document. Click Save to return to the Lines page. If you have not referenced a CLIN or SLIN to an exhibit, the system warns you to do so when you click Submit to submit the document for approval.

## Line Details page

The main region of the Line Details page displays the Exhibit list of values. It shows you the exhibit that the line is associated with.

The Related Exhibits region displays the exhibit details that the line is associated with. A line can be referenced in more than one exhibit. The Related Exhibits region displays if a line has an associated exhibit (you have associated the line to the exhibit using the Manage Exhibits page). This region displays only for Standalone CLINs, CLINs with informational SLINs and SLINs and not for exhibit lines. For example, if your line is A001 (exhibit line), the region will not be displayed. Similarly, this region does not appear for any informational line (CLINs or SLINs).

## Other Considerations

Schedules are created for Exhibit Lines that are priced or Not Separately Priced. Not Separately Priced exhibit lines have schedules but not distributions.

Priced Exhibit Lines have schedules automatically created for them. By default one schedule is created. You can create more than one schedule by using the Split icon.

The line numbers for schedules for the exhibit lines will only show the Exhibit Line number, and not the parent or related exhibit line numbers. This applies to IDVs and modification documents as well.

Priced Exhibit Lines can be selected for linking to requisitions. Similarly, Priced Exhibit Schedules can be selected for linking to requisitions.

Distributions for the Priced Exhibit lines are created in a manner similar to priced CLINs and priced SLINs. For more information on linking to requisition lines, refer to the section Linking Requisition Lines.

## Creating and Managing CDRLs

In your CLM document (award, IDV, or modification), select the action Add Contract Terms or Update Contract Terms from the Actions list of values and click Go. From your solicitation document, select the Contract Terms link to open the Contract Terms page. The Contract Terms page displays, with two tabs – Clauses and Deliverables. Click the Deliverables tab to create a CDRL. A CDRL is essentially a data deliverable. The Deliverables page displays, and you can use this page to create deliverables and manage exhibits.

Click Create Deliverable to open the Create Deliverable page. Enter a Deliverable Name appropriate to the CDRL you are creating. Enter Data Deliverable as the value for Deliverable Category. This is mandatory to create a deliverable of type CDRL. A Deliverable will be categorized as a CDRL if the Deliverable Category is selected as Data Deliverable. If you have saved the template with the value Data Deliverable, you can change the deliverable to a non-CDRL only if the CLM document has a status of Draft. When the CLM document is approved, you cannot change the Deliverable Category or Deliverable Type via a modification. Enter Contractual as the value for Deliverable Type. Verify if the fields such as Supplier and Internal Contact have the appropriate values defaulted. The Responsible Party should default to (or should be selected as) Supplier Organization, if the Deliverable Category is Data Deliverable and the Deliverable Type is Contractual.

If you have selected the Deliverable Category as Data Deliverable, the Data Item Details and Distribution Address regions are enabled and displayed.

The regions in the CDRL page and some of their fields are described below:

The Exhibit Details region is used to display the fields Exhibit and Data Item Number for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only if the document is a Solicitation or Award document.

The Pricing Details region is used to display the fields Price Group and Estimated Price for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only if the document is a Solicitation or Award document.

The Data Item Details region is used to capture Data Deliverable details required for printing. This region is displayed for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only for template definitions and Solicitation/Award documents.

The Distribution Address region is also used to capture details required for printing. This region is displayed for deliverables with Data Deliverable as the Deliverable Category value. This region is displayed only for template definitions and Solicitation/Award documents.

The Schedule Information region is used to capture the Schedule Type information. This region is displayed for all deliverable categories, including data deliverable. If the Schedule Type is System, the Due Date and Notifications regions are displayed, if the value of Schedule Type is Non-Schedulable, then the Due Date and Notifications regions are not displayed.

The Due Date and Notifications regions enable you to specify the date when the task on the CDRL will be completed. Select either Fixed Date or Relative Date. If you selected Fixed Date, select the date using the Calendar icon.

If you selected Relative Date, select Event, Before/After, and Period values.

Select a value from the Event list of values: Purchase Order Cancel, Purchase Order Close and Purchase Order Signing.

For a repeating deliverable, the start date is the date that you chose either as a fixed date or a date relative to the event that you specified in the previous step.

For a repeating deliverable, select the frequency information as follows:

Select the Frequency as a number of days or weeks or months. For example, every 6 weeks or every 3 months. In the Repeating field, select either the day of the week to repeat on (for a weekly frequency) or the day of the month to repeat on (for a monthly frequency) or number of days (for a day based frequency).

For a repeating deliverable, select the end date information as follows:

In the Repeat Until fields, select either the Fixed Date or Relative Date radio button. If you selected Fixed Date, select the date using the Calendar icon.

If you selected Relative Date, select Event, Before/After, and Period values.

Select one or more of the check boxes that match the notification scenarios:

Prior to Due Date: If you enable this check box, you must specify the (positive) number of days, weeks or months before the due date that the notification should be sent.

The recipient of this notification is the contact of the responsible party on the deliverable. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.

Status Change: A notification is sent for any status change of the deliverable. Statuses could be any of the following: Completed, Submitted, Rejected, Canceled, or Failed to Perform.

Deliverable is Overdue: A notification is sent when the due date of the deliverable is passed. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.

Escalate after Due Date: The recipients of this notification are the Escalation Contact and

the Requester. If you enable this notification, you must specify the Escalation Contact, and the number of days, weeks, or months until the escalation should occur.

**Note:** Except for Status Change notifications, the notifications are only sent daily as a result of running the concurrent programs Overdue Deliverable Notifier, Deliverable Due Date Notifier, and Deliverable Escalation Notifier.

Click **Add Attachments**, and define your attachment as one of following types:

- File: you can attach a file from your local desktop.
- URL: you can specify a URL where the document is available.
- Text: you can enter information in the Text field.

Click **Apply** to save your work and return to the main Deliverables tab. Using this tab, you can define data deliverables, specify exhibits details for data deliverables, view the Exhibits used in the document and copy the exhibits along with the data deliverables that are mapped to the exhibit.

The Deliverables tab now displays the CDRL you just created. Click the Deliverable Name link to open the CDRL. The exhibit details are displayed as well. To change the exhibit information, select the CDRL and then use the Specify Exhibit button to open the Search Exhibits page. You can search for an exhibit and then link it to the CDRL. Select the Exhibit and click **Apply**. The newly associated exhibit now appears in the Deliverables tab for the CDRL.

The Manage Exhibits page consists of a search region, where you can search for and view all the exhibits associated with the current document. The search results region also tells you if the exhibit is a data deliverable, how many exhibit lines are associated with it, whether they are priced or not and their value along with the description. The Referenced Line column in the search results region enables you to link CLINs or SLINs with exhibits. Select a line from the search LOV and associate it to the exhibit.

The Actions column enables you to view the Exhibit details in PDF format. The PDF document displays the Exhibit name on the first page (for example, Exhibit AA) and then displays all the exhibit details, including the associated lines. The Copy action in the Actions column displays the Copy Exhibits: Set Need-By Date page, where you need to specify the Need-By Date or Period of Performance Dates. Click **Apply** to copy the entire exhibit structure as a new exhibit. The Copy Exhibits page is used to copy exhibits that are ELINs only. If the exhibit is a CDRL, it will automatically be copied and a new exhibit name is automatically assigned as the next available name in the A, B... series. When a CDRL exhibit is copied, all the CDRL details are copied to a new CDRL. If required, you would need to update the generation period and so on manually. The Delete icon in the Actions column deletes an exhibit from the document. Click **Save** to return to the Lines page. If you have not referenced a CLIN or SLIN to an exhibit, the system warns you to do so when you click **Submit** to submit the document



for approval.

In the Manage Exhibits page, click an exhibit link to open the Exhibit Line Details page. If the Exhibit is a supplies / services line, then the line details will be displayed. However, if the Exhibit is a CDRL, then the page displays the details of the data deliverables. Click the Return link at the bottom of the page to go back to the Manage Exhibits page.

If you have multiple CDRLs listed in the Deliverables tab, then you can order them in a sequence by clicking the Reorder button.

## 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 check box in the Current Structure region. Then select the type of move 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).

The action Move as sub-line(s) under selected line is not applicable for :

- Option SLINs without a base line
- SLINs that are base lines to other option lines
- CLINs containing cross-linked option lines

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 use are: Order Date, Effective Date, Description, Document Style, FSC/PSC, MDAPS/MAIS, NAICS, Operating Unit, and so on.

Note that you use the View PDF action for draft awards, and the View Conformed PDF action for approved awards (the PDF displays the latest approved and merged modification information). Use the View Award Changes (for approved awards, that have a revision number greater than 0) actions to view all the changes made to the header, lines, schedules, and distributions.

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.

See also: Linking Requisition Lines, page 7-41.

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, Email, Phone).
- Ship-To Contact: Select a Ship-To Contact value from the LOV as part of entering the shipping details. Similar to other contacts (such as COR Office Contact or Issuing Office Contact), the Ship-To Contact enables you to select a person as a ship-to contact.
- FOB Indicator: this indicates broad category (destination or origin) and/or specifics (e.g., FOB inland point country of importation, and so on) 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. 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, and so on).
- 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

The Shipping region enables you to enter the shipment related details. Select a location that the goods will be shipped to / services will be performed from the Location LOV. The Organization is automatically defaulted. The Delivery Event is defaulted from the line details (Shipping region). The delivery event values are:

- Blank
- After Date of Contract
- After First Article Test Approval
- After Production Lot Test Approval
- After Notice of Award

When the Delivery Event is selected (that is, not blank), the Period, Promised Period field values default from the line. Enter values for the Period and Promised Period fields and then select a duration from the LOV (days, weeks, or months).

If you select After First Article Test Approval or After Production Lot Test Approval, none of the dates (Need-By Date or Period of Performance Start Date or Period of Performance End Date) are calculated for you because you need to enter them manually. Multiple schedules can be added here and you need to enter the dates for individual schedules.

If you have selected After Date of Contract or After Notice of Award and want to have

the system calculate the Need-By Date, enter a value for the Period. When the award is approved, the Need-By Date is calculated as Effective Date + Period and the resulting value is displayed as read-only in the line.

If you have selected After Date of Contract or After Notice of Award and want to have the system calculate the Promised Date, enter a value for the Promised Period. When the award is approved, the Promised Date is calculated as Effective Date + Promised Period and the resulting value is displayed as read-only in the line.

Enter a Period of Performance Duration in days, weeks, or months. When you enter a Period of Performance Duration, the Need-By Date will not be calculated.

- **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. This is the contractual start date that the vendor must perform the services. You may enter a past date for the Period of Performance.
- **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. This is the contractual date that the vendor must conclude the services.

## **Period of Performance Dates Validation for Severable Services**

If the award line type (Setup > Purchasing > Create Line Type page) is set to Severable Services (those services when stopped midway, the executed part of service is complete in itself and is measurable), then the period of performance dates need to be validated.

In the Schedules details page, identify the Period of Performance Start Date and Period of Performance End Date. If there are multiple schedules, identify the earliest start date and latest end date.

If the difference between the earliest start date and the latest end date is greater than 12 months, an error message is displayed, provided the POP Exception Reason field is blank.

If the difference between the earliest start date and the latest end date is less than or equal to 12 months:

- Using the distribution details page, identify the fund account from the funds segment of the PO charge account for each schedule.
- Based on the fund account and its treasury account symbol, identify the fund as Annual Appropriation or Non-Annual Appropriation.
- If the Fund is Non-Annual Appropriation and the Period of Performance End Date is greater than the Fiscal Year end date (identify the fiscal year end date based on the Earliest Start Date), an error displays, provided the POP Exception Reason field

is blank.

## Global Updates for Schedules

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents.

Navigate to the Awards Schedules tab. Select one, multiple, or all lines (use the Select All link) and then click Global Update. The Global Update Shipments page displays with the fields that you can update for multiple lines.

If you want to add a new value to the schedules, such as Need-By Date or Receipt Routing, enter the value in the Global Update Shipments page and click Apply. If you want to update / replace the original field value(s) with a new field value, such as Location, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Update CLM Award page. You can navigate to individual schedules to verify that the update has taken place for the fields you specified.

**Note:** You cannot blank out any existing values using Global Update. You can only update add or update a value.

## Linking Requisition Lines

At the Line and Schedule level, the Link to Requisition Lines action is available to users only if the Encumbrance functionality is enabled. Thus you can select one or more award or modification lines and then select the Link to Requisition Lines action to bring in funds from the requisition line to the award line. Though you may not select an Informational line or an option line for linking to a requisition line, you can select any line type on the award or modification to link to any other requisition line type and thus bring in funds for that award or modification line. For example, you may select a Goods Based priced CLIN in your award to link to an Amount Based Priced SLIN in your requisition. The system does not prevent you from selecting any award / modification line type to associate to any requisition line type. As per your agency / procurement requirements, you need to co-relate the correct line types and structures from the award / modification to the purchase requisition.

**Important:** Award or Modification lines may have distributions already created. Check if the Type for the Distribution is Inventory or Expense. If the Distribution Type is Inventory, you may not link the award or modification line for linking to a requisition line.

Priced Exhibit Lines can also be selected for linking to requisitions. Similarly, Priced Exhibit Schedules can also be selected for linking to requisitions. Distributions for the Priced Exhibit lines will be created in a manner similar to priced CLINs or SLINs.

Another point to note is that if the total amount of the already existing distributions adds up to the total amount of the lines/shipments, then you cannot link to any more requisition lines. That is, you cannot add more funds to the award if the award has the full value of the distributions. As long as the total amount of the existing distributions is less than the total amount of the lines/shipments, you can use the Link to Requisition Lines action to bring in more funds.

Just as purchase requisition lines with balance funds can be autocreated to modifications, in a similar manner, post award request lines can be autocreated to modifications.

Select at least one line or shipment to link and then select Link to Requisition Lines from the Actions LOV and click Go.

Note that in case of modifications:

- Partially or fully funded lines that have distributions to the extent of the line amount, (that is, the line amount is equal to the total distribution amount) are not available for linking.
- Partially or fully funded lines with distributions less than the line amount are available for linking.
- Newly added priced lines in the modification are eligible for linking.
- An option line that is exercised in a modification can be linked.

The Select Requisition Lines search page displays to enable you to search and select for requisition lines to link the award lines / schedules to.

The Search region of the Select Requisition Lines page displays some default search fields such as Requisition (Number), Operating Unit, Buyer, Item. If required, you can add additional search criteria from the Add Another LOV. Select an additional search criteria from the Add Another LOV (such as Requester, Deliver-To Location, and so on) and click Add. The additional search criteria is displayed below the default search fields. Enter values for the search fields and then click Go. The search results display in the region below. Note that requisition lines for non-Inventory (e.g. Expense) items only are displayed in the search criteria. Requisition lines for Inventory items that are used to fund award lines/schedules are to be autocreated to award lines using Demand Workbench : Document Builder in Buyer Work Center.

If the award is an obligating document, only the relevant MIPR-Own lines will be displayed as available to link. If the document is non-obligating document the relevant MIPR-Own lines will not show up as available for linking. If the lines of the award / modification come from MIPR-Others lines, they will show up as available for linking.

A requisition line is displayed in an individual row in the search results region. Each requisition line also displays the Funded Value and Funds Remaining for the line in the row of the search results region. Funded Value refers to the funds available on a requisition distribution. Note that the distribution values of in-progress requisition amendments are not calculated as part of this Funded Value; the distribution value of

approved and merged amendments is calculated as part of the Funded Value.

Thus if the Funded Value for a requisition line is \$1000 and the contracting officer has already used \$400 to fund another award line/schedule, the Funds Remaining column displays \$600. The contracting officer can use this Funds Remaining Amount to fund a line/schedule from the same award or another award.

Select one or more requisition lines using the Select check box and then click Link. The Link Distributions page displays, enabling you to link the requisition line(s) and award line(s) in order to bring in funds from the requisition to the award. The Link Distributions page consists of several region that help you to view and add funds, and then preview your funds allocation.

The My Selections: Selected Schedules from the Award region enables you to view the lines/schedules/shipments you have selected that you need the funds for. If the schedule has a distribution already, the Distribution Amount Available (USD) column displays the available funds for that schedule. The Distribution Amount Required (USD) column displays the funds you still need to fund the schedule. The Total Distribution Amount Required value is the total of all funds required for the listed award schedules/lines.

If the schedule already has been linked to a requisition line earlier, the Related Requisition Lines column displays those previous requisition line numbers.

In case you do not require to link a line/schedule to the requisition line, you can always remove it from this region by clicking the Delete icon in the Actions column.

The My Selections: Selected Distributions from Requisitions region enables you to view the requisition distribution information that you will use to fund the award lines/schedules. When you select a requisition line, the associated distribution information is also extracted and made visible to you in this region.

The Distribution Amount is displayed in the Amount (USD) field. The Total Distribution Amount is the sum of all the Distribution Amounts fields. Funded Value (USD) shows the amount that is funded for that requisition distribution. The Funds Remaining (USD) field displays the amount that is left after one or more awards / modifications have utilized funds from that requisition distribution.

The Funds to Use field enables you to view and re-calculate the amounts that will be used to fund that particular award or modification line / schedule. The system automatically computes the most appropriate value for you in this field, however, you are free to change it as per your requirement. Enter a value for the Funds to Use and tab out of the field. The system automatically recalculates the rest of the values as per the formula.

The system formula or logic to calculate the value of Funds to Use is as follows:

- When the Total Distribution Amount Required is less than the Total Funds Available: In such a scenario, the Total Funds to Use is calculated to ensure that Total Funds to Use is equal to Total Distribution Amount Required. Thus, Funds to Use = Total Distribution Amount Required \* (Funds Available/ Total Funds

Available). This formula ensures that the Funds to Use across the distributions are pro-rated in the ratio of their respective Distribution Amounts and would ensure that Total Funds to Use = Total Distribution Amount Required.

- When Total Distribution Amount Required is equal to Total Funds Available: The scenario is that the total distribution amounts required for the selected schedules are equal to the total funds available. Thus, the Funds to Use is the same as Funds Available at each distribution. Therefore, Funds to Use = Funds Available.
- When Total Distribution Amount Required is greater than Total Funds Available: The scenario is that the Total Distribution Amount required for the selected schedules are greater than the Total Funds Available. This indicates that there are insufficient funds to fully fund the selected award schedules. In such situations, the Funds to Use is the same as the Funds Available at each distribution.
- In the above scenarios, either the system or the user ensures that Total Funds to Use is less than or equal to the Total Distribution Amount Required.

The Funds to Use field value is used as the basis to calculate the pro-rating activity for the proposed distributions. Thus, the distribution amount required for a schedule is calculated by spreading out the Funds to Use amount in the same ratio as the existing requisition distributions are available.

For example, the Funds to Use value is \$3000, and there are two requisition distribution amounts for \$2000 and \$4000. The newly created distribution amounts will have the following values : \$1000 and \$2000. This is because the proposed distribution amounts are pro-rated using the Funds to Use and the requisition distribution amounts.

Using the proration method of calculating the proposed distribution amounts, the resulting award distributions are always fully funded, because the available funds are totally utilized in order to meet the amount required for the schedules.

### **Re-creating Distributions**

The Re-Create Distributions button enables you to refresh the Link Distributions page and re-calculate the proposed distribution amounts for the line/schedule. The system calculates the proposed distribution amounts for you for the line / schedule based on the availability of funds in the purchase requisition. However, it is entirely up to you to accept the system calculations or not. You can opt to re-enter values for the distribution amount so that you get the optimum usage of funds from the requisition lines. When you enter values that need the proposed distribution amounts to be calculated or if you would like to revert to the system generated calculations of the distribution amounts, you need to click the Re-Create Distributions button.

When using Re-Create Distributions, ensure the following:

- Funds to Use should be greater than zero, otherwise the system displays an error message.
- Total Funds to Use should be less than or equal to Total Distribution Amount



Remaining, otherwise the system displays an error message.

#### **Preview of new distributions for selected Award Lines/ Schedules region**

Every requisition distribution is added as an award distribution in the region Preview of new distributions for selected Award Lines/ Schedules. For example, if there are 3 rows of requisition distributions and 4 rows of award schedules, the resulting matrix will have 3 times 4 rows, that is, twelve distributions created for the target award. Each of the award schedules gets 3 requisition distributions, in this scenario. Each of the proposed distribution values is calculated based on pro-ratio formulas. Thus, in ratio to the original required amounts, the proposed distribution amounts are calculated. For example, the Funds to Use value is \$3000, and there are two requisition distribution amounts for \$2000 and \$4000. The newly created distribution amounts will have the following values: \$1000 and \$2000. This is because the proposed distribution amounts are pro-rated using the Funds to Use and the requisition distribution amounts.

Despite the system generated calculations available and the default matrix based on pro-ratio calculations for each row, you can always delete distributions and adjust the amounts manually.

An example of how the system calculates the distribution amount is provided in the tables below:

PR Line	Line Amount	Dist. #	Distribution Amount	Partial Funded	Funded Value	Funds Remaining	Funds to Use
0001	20000						
		1	15000	N	12000	12000	12000
		2	5000	N	3000	3000	3000
		TDA =	20000	TFA=	15000	TFU=	15000

The example award has one schedule. The Total Distribution Amount Required (TDAR) for the Award is \$10000 (consisting of one schedule. In other scenarios, the award could consist of several schedules).

The above table shows Total Funds to Use (TFU) = 15000 > Total Distribution Amount Required = 10000. In order to compute Funds to Use, the system ensures that the Total Funds to Use = Total Distribution Amount Required in this case. The Funds to Use are computed as below:

PR Line	Line Amount	Dist. #	Distribution Amount	Partial Funded	Funded Value	Funds Remaining	Funds to Use
0001	20000						
		1	15000	N	12000	12000	7500
		2	5000	N	3000	3000	2500
		TDA =	20000	TFA =	15000	TFU =	10000

Funds to Use = 10000 (TDAR) \* (15000(DA) / 20000(TDA)) = 7500

Funds to Use = 10000 (TDAR) \* (5000 (DA) / 20000 (TDA)) = 2500

Preview of new Distributions for selected Award Lines/Schedules:

Line	Schedule	Distribution	Distribution Amount	Partial Funded	Funded Value
0001	1	1	7500	N	7500
0001	1	2	2500	N	2500

7500 = 10000 (Distribution Amount Required for the individual Schedule) \* (7500 (Funds to Use) / 10000 (Total Funds to Use))

2500 = 10000 (Distribution Amount Required for the individual Schedule) \* ( 2500 (Funds to Use) / 10000 (Total Funds to Use))

7500 (Funded Value) = 7500 (same as the Award distribution's DA)

2500 (Funded Value) = 2500 (same as the Award distribution's DA)

A summary of the fields in the Preview of new Distributions for selected Award Lines/Schedules is below:

- While the Line Number and Schedule Number are predefined values, the Distribution Number is calculated based on each line number-schedule number combination. This Distribution Number value can be edited as per your requirements. For example, if you have deleted Distribution 3 of Line 1, Schedule 1, you can manually re-number Distribution 4 of Line 1, Schedule 1 to Distribution 3.
- Line Description is the item description as was entered on the original award.

- Qty (Quantity) is calculated using the following formula:  $\text{Schedule Qty} * (\text{Distribution Amount for this distribution} / \text{Total Schedule Amount})$ . This field can be updated by you only if the corresponding award line is a quantity-based line. Otherwise, the Qty field displays as read-only. If you edit the Qty field, the Distribution Amount field is automatically calculated for you. However, the Funded Value field needs to be manually updated by you.
- Distribution Amount (USD) is a calculated value. You can change this value to ensure that you meet the funding requirements for the award line/schedule. If you update the Distribution Amount value then the Qty field gets recalculated based on the Price field (Award Line field) for quantity based lines.
- Funded Value (USD) is a calculated value. You can change this value as per your requirement.
- The Partial Funded field displays a value of Y (Yes) when the funded value is less than the distribution amount for any of the award distributions. Otherwise the value displays as N (No).
- PO Charge Account value is defaulted from the purchase requisition distribution and is non-updateable.
- The Deliver-To value is defaulted from the purchase requisition and is non-updateable.
- The Destination Type of all new Distributions created for the selected award lines / shipments is set to the value Expense, regardless of whether the award line is for an Inventory item or not.
- Related Requisition Line – the requisition line number that is used to generate the proposed distribution in the Preview of new distributions for selected Award Lines/ Schedules region.
- Using the Actions column, you can delete a proposed distribution. For example, the system generates 2 distributions (1 and 2) for Line 1, Schedule 1. If Distribution 2 is not required to complete the funding of the line/schedule, you can delete it and update the value of Distribution 1 so that it satisfies the funding requirement of Line 1, Schedule 1.

Click Apply if you are certain that the proposed distributions are going to fulfill your award line / schedule funding requirements. The system creates the distributions for you and the award page displays. Navigate to the Distributions tab to view the newly created distributions. Verify that the distribution amount and Charge Account fields are populated correctly.

## 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.

Note that you use the View PDF action for draft awards, and the View Conformed PDF action for approved awards (the PDF displays the latest approved and merged modification information).

The value of the profile option PO: Default Distributions can be set to Yes or No. If you have set the value of this profile option to Yes, then when you create an award and add lines / schedules to it, the distributions are automatically created for you. If the value of the profile option is No, then distributions are not automatically created when you create award lines / schedules. The creation of default distributions (or not) applies to stand-alone awards (awards that have been created by users) and not auto-created awards.

The value of the profile option PO: Default Distributions is stored along with the award information. This stored value is not changed even if the value of the profile option is changed at a later point of time. The change in the value of the profile option, therefore, does not affect the award that was created earlier with the original value of the profile option. Only future awards will store the new value of the profile option.

The Create Default Distributions action in the Action LOV at the award document level enables you to tell the system to create distributions for your award lines / schedules. This action is visible and available to use only if the value of the profile option PO: Default Distributions is set to No. The value of the profile option is typically set to No, when the requisitions are used to create the distributions on the awards. If for some reason, there are no backing requisitions for a particular award line(s), then the Create Default Distributions action can be used to default the distributions for the award line.

Select Create Default Distributions from the Actions LOV at the line or schedule tab and click Go. The distributions will be created for those lines / shipments (schedules) where the Distribution Amount (total of existing distributions) is less than the line amount. If there are no existing distributions, then the sum would be zero and the distributions would need to be created for the line/schedule amount.

**Note:** You can create an award with no distributions; however, you cannot receive goods or services for these award lines. Additionally, you cannot invoice award lines that have no distributions.

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.

Use the View Award Changes (for approved awards, that have a revision number

greater than 0) action to view all the changes made to the header, lines, schedules, and distributions.

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.

**Accounting Classification Reference Number (ACRN):** DoD mandates that the system captures a two-character Accounting Classification Reference Number (ACRN) in accordance with DFARS 204.7107. The ACRN provides a means for tracing funds from the accounting system to CLM in a simplified manner. The ACRN value is entered as a field to the distribution for every charge account (Line of Account) for draft awards and modifications. It is the responsibility of the Contract Issuing Office to ensure that the ACRN is specified for each distribution and charge account. The system automatically generates the ACRN when you save the document, using the rules outlined in regulation PGI 204.7107. The ACRN starts with AA, AB, AC and so on and continues with A1, B1 after ZZ. You cannot use the characters I and O for ACRNs, these are reserved characters.

You can also manually enter the ACRN on the award or modification, provided you can ensure that each charge account has a unique ACRN. When you enter an ACRN value manually, for a given charge account, the system then assigns the same ACRN value to any other distributions that have the same charge account when you save the distribution. If you change the value of a charge account in the draft award or modification, the associated ACRN is retained if it is validated and found to be relevant. However, if the system determines that the ACRN is not valid, a warning message is displayed, and you can ignore the warning and proceed, or manually correct the ACRN so that it is valid.

When you submit the award or modification for approval, the ACRN field is validated and if the ACRN is not unique across the distributions, an error message is displayed. When the award or modification is approved, the ACRN value cannot be changed. During the approval process, approvers can update the ACRN along with other fields of the award.

This field is not editable in a Modification document for the existing distributions. When a new distribution is added, this field is editable for the new distribution.

**Note:** Whenever the External Account is specified, the PO Charge Account field is not taken into consideration and the External Account field is used to generate the ACRN.

The Regenerate ACRN button tells the system to generate the ACRN across lines, even if you have entered the ACRN manually. If you click Regenerate ACRN, the changes you entered manually in the ACRN field are lost.

The Distribution details page also shows the MIPR-related fields. If your award is autocreated from a MIPR (either MIPR Own or MIPR Others), the following read-only fields display in the distribution and are populated from the MIPR: MIPR Own / MIPR Others (document number), Line, MIPR Reference, Obligating Type, Reimbursable Agreement. These fields are also displayed in award modifications.

## Funding an Award Line

When they create purchase requisitions and awards, requesters and buyers do not need to have the total amount of funds available to them. Federal agencies receive funds incrementally (for example: half-yearly or annually) and requesters and buyers add the funds to their document as the funds are received. Partial / Incremental Funding in CLM enables requesters and buyers to manage incremental funds and add the funds to the purchase requisitions and awards as the funds come in.

Initially, the funded value is the same as the line / shipment / distribution amount in the CLM document. However, you can modify this value and the funded value may be 0 or less than the line / shipment / distribution amount. The Partial Funded check box is selected to indicate that the funded value is less than the line / shipment / distribution amount.

The Funded Value cannot be greater than the shipment amount for a distribution. The Funded Value cannot be negative. If you do enter a funded value that is greater than the shipment amount or is a negative value, an error message displays.

**Note:** The Funded Value is defaulted / entered in the set of books currency.

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. It is only during approval that funds are reserved. When the reserve 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 check box is selected, the Encumbrance is created for the amount equal to the funded value while approving

the Award or Modification. Funds are encumbered in an accounting period as per the GL Date entered while creating the CLM document.

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.

When the document is approved, the Encumbered Amount on the distribution is defaulted to the Funded Value and the Partial Funded check box is selected. However Distributions that are marked with Prevent Encumbrance flag with a value of Yes are not considered for funding or encumbrance actions.

When the Partial Funded check box 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 is defaulted to the Funded Value and the Partial Funded check box is selected. However Distributions that are marked with Prevent Encumbrance flag with a value of Yes are not considered for funding or encumbrance actions.

An example of how you can use incremental funding in CLM is as follows:

1. Login as a requester with an appropriate CLM iProcurement responsibility. Create a non-catalog request for 2 CLINs:
  - CLM Item1 Quantity Based Line (Unit Price : 1000 and Qty: 5)
  - CLM Item2 Amount Based Line (Unit Price : 1 and Qty (Amount): 1000)
2. Add the items to your shopping cart and proceed with checkout.
3. In the Requisition Information page, click Edit Lines. This opens the Requisition Information: Edit Lines page.
4. Select the Accounts tab and click the Charge Account link to open the Requisition Information: Split Cost Allocation page.
5. The Charge Accounts tab has the funding related fields:
  - Partial Funded: Use this check box to indicate to perform a partial funding for the requisition.
  - Funded Value: The value of Funded Value defaults from the line/shipment total value. You can then select the Partial Funded check box and enter an amount that is 0 or less than the line amount. Over a period of time, you can add funds using this field. For example, in January, you create the requisition and select the Partial Funded check box. Enter 400 in the Funded Value field. In June, you can amend the requisition (after it is approved), and enter an additional 300 in

the Funded Value field.

- **Quantity Funded:** The first CLIN (CLM Item1) you created in this example is a quantity based line. Therefore the Quantity Funded field is automatically calculated to display the funded quantity based on the Funded Value. For example, in January, the Funded Value is 2000, the Quantity Funded will be 2. In June, when the Funded Value is 3500 (an additional 1500 is used to increment the funds), the Quantity Funded will be 3.5.
- **Amount Funded:** The second CLIN you created in this example (CLM Item2) shows you the funded amount based on the Funded Value. For example, in January, the Funded Value is 0, the Amount Funded may be 0. In June when the Funded Value is 1000, the Amount Funded may be 1000.

**Important:** When you enter a funded value for the distribution, the system calculates the Funded Quantity for quantity based lines and Funded Amount for amount based lines. The Funded Quantity and Funded Amount fields are read-only. These quantities are used by Receiving and Invoicing to ensure that users do not receive and invoice quantities that are greater than the Funded Quantity and Funded Amount.

6. Perform the same funding actions for the second line (CLM Item2), except that you need to update the Funded Value to 0.
7. Click Apply to return to the Requisition Information: Edit Lines page, Accounts tab. Click Check Funds and you get a message informing you that Check Funds completed successfully.
8. Click Apply to return to the Checkout: Requisition Information page. Submit the requisition for approval, this requisition has 0 and partial funds. Note that funds reserve takes place for the funded value only and not the line amount.
9. Login as a buyer using an appropriate CLM Purchasing responsibility. Navigate to Demand Workbench.
10. Select the partially funded requisition lines and add them to the document builder to autocreate an award.
11. When the award is created, notice that the total award value is different from the Total Funded Value of all the lines.
12. Navigate to the Distributions tab and you will see that the partially funded lines have come in from the requisition to the award. You can edit the lines if required.



13. Submit the award for approval. Note that funds reserve takes place only for the funded value and not the line amount.

**To add funds:**

1. Login with an appropriate CLM iProcurement responsibility and create a requisition amendment. You can use the Change icon in the Shop page to create a requisition amendment.
2. Navigate to the Edit Lines page (click Edit Lines in the Amendment Checkout page) and select the Accounts tab. Click the Charge Account link to open the Split Cost Allocation page.
3. Add new funds to the existing Funded Value field. For example: for line 1 (the quantity based line – CLM Item1), add 1500 to the existing funded value of 2000. Replace the value 2000 with 3500. The Quantity Funded value changes from 2 to 3.5.
4. For the Amount Based line (CLM Item2), add 1000 to the Funded Value. Update the existing value from 0 to 1000. The amount based line is now fully funded.
5. Click Apply to return to the main requisition amendment page. Submit the requisition amendment for approval. Note that the funds will be reserved only for the incrementally added funds and not for the entire requisition value.

**To ensure that the newly added funds are added to the award:**

1. Login with an appropriate CLM Purchasing responsibility and open the autocreated award (the award that you created using the requisition with partially funded lines).
2. Create a modification for this award and save the modification as a draft.
3. Navigate to the Requisitions > Amendments tab in Buyer Work Center and select the requisition lines that have newly added funds. Click Review and Implement to ensure that the buyer is aware that newly added funds are incrementally added to the requisition. Click Accept and return to the Amendments page.
4. After you have reviewed and implemented the changes, you still need to go to the modification and update it with the newly added funds manually.

**Additional Information:** Only info funded SLINs and new distributions will be automatically updated in the modification from the requisition/requisition amendment. As a buyer, you will need to manually update the modification with any other requisition (funding related) changes.

5. Update the original funded values and submit the modification for approval. When

the modification is approved and merged with the base award, the updated funded values show in the award. Note that the funds are reserved only for the incrementally added funds.

Funding Awards / Modifications from new Requisitions section in the Buyer Work Center chapter to find out how funds are added to an award/modification in Demand Workbench.

Linking Requisition Lines section in the Awards chapter to find out how to use the Link to Requisition Lines action to bring in funds from the requisition line to the award line.

Click the Update icon for a distribution in order to open the Update Distribution page. The funding related fields are also displayed in the Update Distribution page, along with the Encumbrance Date field. The Encumbrance date is automatically defaulted to the current (system) date for you when you select a Charge Account or when you reserve/unreserved funds or perform a funds check. You can change this value to a valid date (the date should be within an open purchasing period when the journal entry for this requisition is created). The Encumbrance Date is also validated during the time the award is submitted for approval.

A profile option, PO: Validate GL Period, controls the validation of this Encumbrance (General Ledger) Date field. For more information on the profile option, refer to the *Contract Lifecycle Management for Public Sector Implementation Guide*. If the value of the Encumbrance Date is invalid (for example, the date is in a closed GL period, or in a period that is not yet open), the system automatically corrects the Encumbrance Date value to reflect the current date.

A message displays on the page, informing you that the Encumbrance Date value has been adjusted automatically for you. However, you still can opt to change the Encumbrance Date value to any other valid date if required.

## Funds Validation

The funds on a distribution need to be validated using Funds Tolerance. The Setup > Purchasing Options page has the Funds Tolerance fields in the Document Controls region. The fields are:

- Funds Tolerance (%): Specify the funds tolerance as a percent. For example, you want to have a funds tolerance of 10%.
- Funds Tolerance Amount: Specify the funds tolerance as an amount. For example, you want to have a funds tolerance amount of \$5000.
- Enforce Funds Tolerance: the values of this LOV are – Advisory, Mandatory, None.

There are some scenarios where the Funds Tolerance will check the fund amount:

- If award lines / schedules have distributions, none of which have an associated or linked requisition line, then Funds Tolerance will not validate to see if the tolerance

is exceeded.

- If award lines / schedules have distributions, all of which have an associated or linked requisition line, then Funds Tolerance will not validate to see if the tolerance is exceeded. The system ensures that the award distributions amounts does not exceed the amount on the linked requisition lines.
- If award lines / schedules have distributions, some of which have an associated requisition line and some do not have an associated requisition line, then Funds Tolerance performs a check. No check is performed if the Enforce Funds Tolerance value is None:

Scenario	Enforce Funds Tolerance	Result
Sum of the distribution amounts is greater than the funds tolerance amount.	Advisory	Warning message displays - you can proceed
Sum of the distribution amounts is greater than the funds tolerance amount.	Mandatory	Error message displays – you cannot proceed till you resolve this by adding more funds from the requisition
Sum of distribution amounts / Sum of total distribution amounts * 100 is greater than the Funds Tolerance Percentage (%).	Advisory	Warning message displays - you can proceed
Sum of distribution amounts / Sum of total distribution amounts * 100 is greater than the Funds Tolerance Percentage (%).	Mandatory	Error message displays – you cannot proceed till you resolve this by adding more funds from the requisition

## Global Updates for Distributions

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents.

Navigate to the Awards Distributions tab. Select one, multiple, or all lines (use the Select All link) and then click Global Update. The Global Update Distributions page displays with the fields that you can update for multiple distributions.

If you want to add a new value to the distributions, such as Deliver-To Location or Encumbered Date, enter the value in the Global Update Distributions page and click

Apply. If you want to update / replace the original field value(s) with a new field value, such as Misc Line of Acc, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Update CLM Award page. You can navigate to individual distributions to verify that the update has taken place for the fields you specified.

**Note:** You cannot blank out any existing values using Global Update.  
You can only update add or update a value.

## 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. Click to select a CLM document, and then select Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 15-1 for more information.

## Integration with System for Award Management (SAM)

The notices – Award Notice and Justification & Approval Notice (J&A) are posted to System for Award Management (SAM) from the Awards or IDVs page.

The Award Notice is posted when you submit the award for approval, there is no action you need to take from the Awards or IDVs pages. The award notices are posted only for base award or IDV documents (that have associated solicitations), and not for modifications. The system prevents you from posting the award notice if the associated solicitation (Document Upload notice) is not posted successfully to SAM.

For all sections on the award notice, if the data cannot be derived then the respective section is not included in the XML for posting. For example, if the system cannot derive URL information or email information, then the respective section will not be a part of the XML constructed for posting the award notice to SAM.

If the following notices are posted for the backing solicitation, then the application posts the award notice after the award approval:

- Presolicitation
- Combined Synopsis
- Solicitation

The award notice is posted from the approval workflow. If the posting to SAM fails, the award or IDV approval process proceeds as usual.

Justification and Approval (J&A) is a document required to justify and obtain appropriate level approvals to contract without providing for full and open competition as required by the Federal Acquisition Regulations (FAR). The Justification and Approval (J&A) template is used for the publication of the synopsis of J&As.

The Justification and Approval Notice needs to be posted by the contracting officer or contracting professional using the Post J&A To Contract Opportunities action in the Actions LOV on the award or IDV pages. The contracting officer's email ID and no competition reason details are mandatory when you post to contract opportunities. The Ship-to Location value defaults to the Place of Performance field. If there are multiple shipments, then the ship-to location of the shipment that has the highest amount defaults. To post a contract opportunity, the archive date is a mandatory field for award notices. If the purchase order is approved, then the archive date is approved date plus 15 days. Otherwise, the archive date is posting date plus 15 days.

J&A notices may or may not have an associated solicitation. You may not post this notice for modification documents. This action is always available for draft awards or IDVs, and also on approved awards or IDVs provided the J&A has not been posted to SAM or the post was unsuccessful. It is possible that data changes for key J&A fields can occur between the draft and approved awards or IDVs. In such a situation, you need to make the changes directly to SAM and the system will not validate these updates.

You can attach documents to the award or IDV that will also be posted along with the J&A notice. The attachment category is J&A to SAM. You can select a file or text to attach or a document to attach from the document catalog.

## 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, and so on 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 predefined 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.

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, and so on 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 Acknowledgment column displays whether a signature is required. For more information on electronic signatures, refer to the Electronic Signatures section.

## Approving an Award

When you complete your award and are ready to start 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.

See also: Integration with System for Award Management (SAM), page 7-56.

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

- Effective Date
- Signed Date
- FPDS CAR or Reason for Not Reporting
- SAM 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. See also: Electronic Signature for an Award, page 7-60.

## 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



<b>Bilateral Indicator value</b>	<b>Signed by</b>
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 want 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 Acknowledgment 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 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 Acknowledgment column is now Accepted. Click the Accepted link to view the Acknowledgment History page. Click the eSignature icon in the Acknowledgment 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, acknowledgment 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 need to get the document proxy signed, you must 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 Acknowledgment column should display Requires Signature. After the approvers have approved the document, the status of the document should be Pre-Approved and the Acknowledgment 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 Acknowledgment 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 the notification link or select the check box 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 Acknowledgment column should display the value Accepted.
6. Click the Accepted link in the Acknowledgment column to display the Acknowledgment 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, acknowledgment and other details pertaining to the signature action.

## View Action History

Use the View Action History action to see the list of actions that occur on your CLM document, notification or function.

The View Action History page is available for awards, IDVs, modifications, post-award requests. It is also available for most functions such as Workload Assignments, Notifications Summary, Closeout, Small Business Coordination Record (DD-2579) and so on.

## Update Approved Award without a Modification

When your award has been approved, and you need 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 COR 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.

If any field in the Addresses or Attachments region is updated by an active modification, the field(s) are displayed as read-only with a lock icon.

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

In case users are updating the modification concurrently, the fields in the above regions are available as read-only.

## Closeout of Awards

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 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.

Closed documents (and the documents associated with them) must be retained for a period of time, either on paper or electronically, before being destroyed by their specified retention date. The contract closeout process takes place before archiving.

There are 4 closeout statuses that an approved award or IDV may have during the closeout process:

- **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. The contractor has completed the required deliveries and the agency has inspected and accepted the supplies;
    2. The contractor has performed all services and the agency has accepted these services; and
    3. All option provisions, if any, have expired; or
  - 2. The agency 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 agency 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 started the closeout process, but the contract is not physically or administratively complete. The document status will be In Closeout when the Checklist tasks are completed and the Contract Completion Statement is pending to be signed by Administration Office.
- 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.

The system will not start the closeout process for the following contract documents:

- Award or IDVs that have a status of Draft
- IDVs that have orders cannot be closed out, until all their orders have been closed out
- Terminated awards or IDVs
- Awards or IDVs that are already closed out.
- Modifications and Orders referencing IDVs are not created if the status of the award or IDV is Administratively Complete, In Closeout or Closed Out. However, modifications can be created if the document is in Physically Complete status, provided there is a need for Checklist and Contract Completion Statement. Modifications are not available when there is no requirement for Checklist and Contract Completion Statement.

The Closeout process can be started for Contract document even if there are open modifications.

### **The Closeout Process**

The following closeout scenarios outline the closeout process along with the closeout status changes in the contract document as it transitions in the closeout process.

#### **Closeout Scenario 1:**

**When the closeout process is started for a contract document and the user does not need to add a checklist and a Contract Completion Statement:**

- The contract document is validated by the system for possible exceptions. If no exceptions are found by the system, then the status of the contract document will be updated to Closed Out.
- The contract document is validated by the system for possible exceptions. If the validation results in warning messages and the Award Administrator agrees to start the Closeout process, then the document status will be updated to Closed Out.

- The contract document is validated by the system for possible exceptions. If one or more of the checks results in an error message, the closeout process cannot be started. The Award Administrator has to correct the errors before initiating the closeout process once more.

#### **Closeout Scenario 2:**

**When the closeout process is started for a contract document and the user needs to add a checklist only:**

- The system validates the contract document for exceptions and if there are no exceptions, then the status of the contract document will be updated to Physically Complete. All tasks are activated and the Due Date for task completion will be calculated by the system. Notifications will be sent to the responsible parties of each task. When all the tasks in the checklist are completed, a notification is sent for obtaining signatures for the Checklist PDF. When the signature process is complete, the contract document will be re-validated for exceptions. If the result of the validation shows no warning messages, the status of the contract document is updated to Closed Out.
- The system validates the contract document for exceptions and if there are warning and error messages, and if the Award administrator continues with closeout process, the status of the contract document is updated to Physically Complete. All tasks are activated and the Due Date for completion of the task is calculated by the system and notifications are sent to the responsible parties of each task. When all the tasks in the checklist are completed, , a notification is sent for obtaining a signature for the Checklist PDF. When the signature process is complete, the document is validated once more. If the validation result still displays error message(s), the closeout process is on hold and the Award Administrator has to correct the error message(s) and then continue the closeout process. If the validation results show a warning message and the Award Administrator agrees to close out the contract, then the document status will be updated to Closeout.

#### **Closeout Scenario 3:**

**When the closeout process is started for a contract document and the user needs to add a Contract Completion Statement only:**

- The system validates the contract document for exceptions and if there are no exceptions, the status of the contract document is updated to In Closeout and notifications will be sent to the responsible parties for obtaining signatures. However, the status is updated to Closeout, if signatures are not required. When the signature process is completed by the Award Administrator, the status of the contract document is updated to Administratively Complete. When the signature process by the Purchasing Office is also completed, the status of the contract document is updated to Closed Out.
- The system validates the contract document for exceptions. and if there are warning

messages, and if the Award administrator continues with closeout process, the status of the contract document is updated to In Closeout and notifications are sent to the responsible parties for obtaining signatures. When the signature process is completed by the Administration Office, the status of the contract document is updated to Administratively Complete. A notification is sent to the Purchasing Office for obtaining the signature. When the signature process is complete by the Purchasing Office, the status of the contract document is updated to Closed Out.

- The contract document is validated by the system for possible exceptions. If one or more of the checks results in an error message, the closeout process cannot be started. The Award Administrator has to correct the errors before initiating the closeout process once more.

#### **Closeout Scenario 4:**

##### **When the closeout process is started for a contract document and the user needs to add a checklist and a Contract Completion Statement:**

- The system validates the contract document for exceptions and if there are no exceptions, the status of the contract document is updated to Physically Complete. All the tasks are activated and the Due Date for completion of the tasks is calculated by the system. Notifications are sent to the responsible parties of each task. When all the tasks in the checklist are completed, a notification is sent for obtaining signatures for the Checklist PDF. When the signature process is complete, the contract document will be re-validated for exceptions. If the result of the validation shows no warning messages, the status of the contract document is updated to In Closeout and the Contract Completion Statement (CCS) will be generated and sent for signature to the Administration Office. When the Administration office signs the CCS, the status will be updated to Administratively Complete and the document is forwarded to the Contracting Office for obtaining signatures. When the contracting office signs the document, the contract document status is updated to Closed Out.
- The system validates the contract document for exceptions. If there are warning and error messages and if the Award administrator continues with closeout process the status of the contract document is updated to Physically Complete. All the tasks are activated and the due date for completion of the tasks is calculated by the system and notifications are sent to the responsible parties of each task. When all the tasks in the checklist are completed, a notification is sent for obtaining a signature for the Checklist PDF. When the signature process is complete, the document will be validated again for exceptions. If the validation result still displays error message (s), the closeout process is on hold, and the Award Administrator has to correct the error message(s) and then continue the closeout process. If the validation results show a warning message and the Award Administrator agrees to continue with the closeout process the status of the contract document is updated to In Closeout and then the Contract Completion Statement is generated and sent for signature to the Administration Office. When the Administration Office signs the CCS, the status is updated to Administratively Complete and the document is forwarded to the

Contracting Office for obtaining signatures. When the Contracting Office signs the document, the contract document status is updated to Closed Out.

### **Manual or Automatic Closeout**

Closeout of awards and IDVs can be a manual (user driven) process or an automatic (system driven) process. The manual process consists of the following steps:

- Query the awards or IDVs that have a status Approved, these approved documents are eligible for manual closeout. A notification is sent to the contracting officer listing the awards or IDVs that are eligible for closeout.
- The contracting officer attaches the checklist of tasks that need to be validated before closing the award or IDV document. Additionally the contracting officer enters the retention period and staging period for the document and assigns the users responsible for completing the tasks, along with expected date for completion of the task.
- The contracting officer submits the document for Closeout.
- Notifications are sent to the assigned users regarding their assigned action items/task that need to be completed.
- Reminders and alerts are sent on a periodic basis if the assigned user do not act upon the action items/tasks.
- When the assigned users inform the contracting officer that they have completed their assigned tasks, the contracting officer updates the status of those tasks to Completed. When all the action items/tasks attached to the document are completed, the document is then routed for e-signature.
- When e-signing of the checklist is complete, the status of the document is updated to In Closeout
- A contract completion statement is generated for the award or IDV document and the contract completion statement is routed for e-signature.
- When the e-signing of the contract completion statement is completed by the Administration Office, the status of the award or IDV document is updated to Administratively Complete. When the Contract Completion Statement is signed by the Purchasing Office, the status of the award or IDV document is updated to Closed Out.
- The checklist and contract completion statement are attached to the contract file.

The automatic process consists of the following steps:

- The Automatic closeout process begins with querying for contract documents that are eligible for closeout. The contract documents that are fully received, invoiced



and paid are also considered for closeout. In addition, the available contracts for automatic closeout will not include the documents that fall in any of the categories specified below:

- Awards/IDVs and orders with a status of Draft.
- Awards/IDVs and orders with open modifications.
- Awards and IDVs that have orders cannot be closed out until all of their orders have been closed out.
- Terminated awards or discontinued agreements do not get closed out.

The contracting officer selects all the contract documents or some of the contract documents for closeout process.

Attributes for all the selected documents such as Checklist and Contract Completion Statement will not be set to yes and the process of closeout will be started.

When the documents do not require the Checklist and Contract Completion Statement, the status of the documents is updated to Closed Out.

## Manage Closeout

The Manage Closeout action enables you to closeout awards and IDVs. The Manage Closeout action is available in the Actions list of values in the Award and IDV Summary pages (for approved awards and IDVs) Thus you can simply select an award or IDV from the Summary page and select Manage Closeout from the Actions LOV. Select the Manage Closeout action and click Go to open the Closeout page for the award or IDV.

The Closeout page consists of the following regions:

Closeout Details: Enter the Retention Period and Staging Period, this information is useful when archiving the document. Select Days, Weeks, Months or Years as the duration from the list of values.

Ensure that the Retention Period value is greater than the Staging Period value, otherwise an error message displays. The initial status of the closeout is Open.

Checklist Details: You can specify if you need a checklist of tasks that need to be completed before you close out the document. If you select Yes from the Checklist Required list of values, then you also need to specify if the checklist to be e-signed or not (E-Signature Checklist list of values). If you select Yes for E-Signature Checklist, the Signing Authority search LOV displays, and you need to select the person who will e-sign the checklist when the tasks are complete.

Contract Completion Statement Details: Select Yes from the Contract Completion Statement Required list of values if you need a contract completion statement and signatures from the administration contract office and the purchasing contract office.

Additionally, if you select Yes for the E-Signature Contract Completion Statement, the fields for e-signature display. You need to specify if you will sign the Contract Completion Statement (value selected is Self in the Administration Office Signature and Purchasing Office Signature fields) or sign on behalf of the contracting officer (value selected is Acknowledge in the Administration Office Signature and Purchasing Office Signature fields). Select values for the Administration Office Signing Authority and Purchasing Office Signing Authority from the search LOVs. Optionally, enter comments in the text boxes as required.

If you need to capture the voucher number and the invoice number, then the Additional Information region (that will be printed in the contract completion statement PDF) displays.

Additional Information: The fields in the Additional Information region are:

- Final Payment Voucher Number
- Payment Date: When the award or IDV is fully invoiced and all the invoices are paid, the Final Payment Voucher Number is defaulted with the last payment voucher number created for the award or IDV document and Payment Date is defaulted with the last payment voucher date.
- Final Invoice Number
- Date Forwarded: When the award or IDV is fully invoiced and the invoice is not been paid fully, the Final Invoice Number and Date Forwarded are defaulted with the last invoice number created and date in which the last invoice is created for the award or IDV.

**Note:** Either the Final Payment Voucher Number or the Final Invoice Number is defaulted depending on whether the award or IDV is fully invoiced or paid.

- Excess Fund Amount

When the award or IDV has a status of Physically Complete, you can update the data in the Additional Information region. However, if the award or IDV has a status of Administratively Complete, In Closeout and Closed Out, you cannot update the data in the Additional Information region.

Attachments: The Attachments region enables you to attach various kinds of files - including the ability to annotate the closeout with a note. Click Add Attachment to open the Add Attachment page and specify the kind of attachment 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 Closeout page. The attachments are not added until you save your work.

## Closeout Actions

The actions you can perform on a Closeout document are:

- **Manage Tasks:** Select Manage Tasks from the Actions list of values and click Go. This action displays only if you require a checklist and have selected the relevant Checklist check box. The Closeout: Tasks page displays. You can associate a closeout checklist template to the award or IDV using this page. For more information on creating closeout checklist templates, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*. Use the Select Checklist Template list of values to search for and select a closeout checklist template. After you have selected a template, click Copy Tasks to copy the tasks you created in the template to the closeout document. The tasks you copied are displayed in the Tasks region. Additionally, you can create new tasks by clicking Create Task. A new row displays below the copied tasks, so that you can enter the new task details. Click the Update icon to update the task information. Click Save to save your work or click Apply to save your work and return to the Closeout page.
- **View Contract Completion PDF:** Select View Contract Completion PDF from the Actions list of values and click Go. This action is available only if there is a requirement for the Contract Completion Statement. You will be prompted to open or save the Contract Completion Statement PDF. Click Save if you require to store a copy of the PDF in your local drive.

- **View Checklist PDF:** Select View Checklist PDF from the Actions list of values and click Go. This action is available only if there is a requirement for the Checklist. You will be prompted to open or save the Checklist PDF. Click Save if you require to store a copy of the PDF in your local drive.
- Click Submit to proceed with the closeout. You receive a warning message, stating that Receipts, Invoices and Payments have not taken place. Click Yes to proceed and No if you do not want to proceed.

If you click Yes, the status of the award or IDV changes to Physically Complete. If you click the status (Physically Complete) link, the Action History page displays, showing you all the actions that have occurred for this award or IDV. Click the Return to <Awards or IDVs> link to come back to the Summary page.

- **Manage Checklist:** This action is only available when the status of your award or IDV is Physically Complete. Select Manage Checklist from the Actions list of values and click Go. The Manage Checklist page displays with the tasks that you copied from the template or created on your own. Click the task name link to view the task using the Contract Closeout: View Task page. The Manage Checklist page enables you to update the status of the task, actual date of completion and enter comments if required. You can update the status of the task to Completed if the assigned user has informed you that the task is complete. Click the Update icon to update the task details using the Contract Closeout: Update Task page. You can change the Status, Actual Date of Completion, Description, and Notes. You can add attachments and also view the Status History region. The Status History region tells you the past and current statuses of the task, the status change date and the user who changed the status. Click Apply to return to the Manage Checklist page.

When all the tasks have been performed, you can change the status of the tasks to Complete and enter actual dates of completion and comments. Save your work and return to the Closeout page.

- **View Checklist:** You can see this action only if the Closeout Status is Administratively Complete, In Closeout and Closed Out.

## Closeout Signatures

**Signatures** If you have specified a checklist and a contract completion statement and the corresponding acceptance signatures, the signing authorities for the checklist and the contract completion statement (Administration Office and Purchasing Office) will receive notifications as part of the closeout process.

The award administrator needs to login with credentials to view the notification for accepting and signing the checklist completion. Open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status

of your award changes to In Closeout.

The signing authorities for the contract completion statement need to e-sign on behalf of the Administration Office and Purchasing Office.

The Administration Officer needs to login with the appropriate credentials and open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award or IDV changes to Administratively Complete.

The Purchasing Officer needs to login with the appropriate credentials and open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award or IDV changes to Closed Out.

If you have specified a checklist or a contract completion statement which do not require e-signatures, the status of your award will display as Closed Out without showing the intermediate statuses described in the previous paragraphs.

## Related Topics

Closeout in the Contract Administration tab, page 13-12.

## Manage Deliverables

The Manage Deliverables action on the Award Summary page enables you maintain and view deliverables in the context of a contract document and is governed by the security of the document. This action enables all the stakeholders of the contract document like Buyer, Award Administrator and Contracting Officer to view and manage the deliverable. Users who have access to the Award document will be able to view and manage the deliverables.

See also: ELINs and CDRLs, page 7-32.

The Manage Deliverables action is displayed only if all the following conditions are satisfied:

- The contract document should have defined deliverables.
- The user should have access to Contract Terms page.
- The user should have access to Manage Deliverables.
- The user should have access to Deliverables Workbench page.

- The award document should not be in the status Closed Out.

## Verify Vendor Eligibility

Agencies are required to maintain a list of suppliers that are listed as debarred or otherwise ineligible to do business with federal agencies. Using the action Verify Vendor Eligibility, you can integrate with SAM (System for Award Management) to check if a supplier is eligible to do business or has been debarred. The approval of the award, IDV or solicitation will continue, regardless of the supplier status. Select the Verify Vendor Eligibility action from the Actions list of values, and click Go.

The Verify Vendor Eligibility page displays with the following regions: Vendor Eligibility Details, and Vendor Eligibility History.

The Vendor Eligibility Details region displays the vendor information, along with the Status (Eligible or not), (Eligibility Check) Performed On and Performed By. The Supplier Name, Supplier Site and Unique Entity Identifier are displayed from the document (award, IDV or solicitation) by default. The Related Offers field displays with a value only if the award or IDV has been created from a solicitation that has offers, or a solicitation for which the supplier has provided an offer or quote.

Click the Verify Vendor Eligibility button to integrate with SAM (System for Award Management – the FAR website) and check if the vendor is eligible to do business or has been debarred. The Status field displays the value Submitted. This process of sending the vendor eligibility request to SAM, and getting a response, may take some time, and you can click the Refresh button to ensure that the latest updates are reflected on the Verify Vendor Eligibility page. If the supplier is eligible to do business, the Status field changes to Eligible, otherwise it displays Ineligible. If there are any errors while processing the request to or from SAM, the Error field displays the error that occurred.

To approve a vendor without going through the process of verifying the eligibility of the vendor in SAM, select the Approved Without check box. The Exception Reason list of values displays, and you need to select an exception reason for approving the supplier without performing the vendor eligibility check.

The Vendor Eligibility History region displays the history of submissions or exceptions that you performed for vendor eligibility check.

Save your work and then return to the CLM document page, where you can continue with the rest of the CLM document processing.

## Wage Determination

FAR subpart 22.10 mandates the contracting officer to provide on contracts for services, the minimum wages that have to be paid to the persons executing the contract. These minimum wages are called Wage Determinations (WD), that are maintained by the Department of Labor (DoL).

Wages determined by Wage Determinations may vary based on the nature of the work

and the place where the service is performed.

The Department of Labor(DOL) maintains an official web site [www.wdol.gov](http://www.wdol.gov) that is used by contracting officers to obtain Wage Determination statements.

Select the Wage Determination action from the Actions list of values in your award or modification document and click Go. The Wage Determination page displays with a region called Wage Determination. Click Launch WDOL to open the WDOL.gov website. Select the wage information to capture along with your award or modification. When the page with the wage information you require opens up, select the URL of the page and copy it. Return to the CLM Awards or Modifications Wage Determination page.

**Note:** If the award or modification is in view mode, the Wage Determination action is not displayed.

In the WD Statement URL field, paste the URL that you copied from the Wage Determination OnLine website. Then click Attach WD Statement to convert the copied wage information into a URL and attach it to your award or modification.

The Wage Determination History region displays the history of your actions that accessed the Wage Determination OnLine website and gathered wage information from the site.

## 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, because 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 toward 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. These contracts can be complex, hence, 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, and so on. 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 waivers, 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 withholdings 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, 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 alphabetic 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, 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).

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

**Note:** You can add Exhibit Lines of type CDRLs to complex work orders in the same manner as you do for awards. For more information, refer to the ELINs and CDRLs section in the Awards chapter.

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 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, refer to the Appendix – Common CLM Functionality, page B-7.

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 and so on. 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, 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. 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 and so on 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 Update 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.

For more information on linking pay items to requisition lines for funding, refer to the section Linking Requisition Lines, page 7-41 in the Awards chapter.

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. Note that the advance amount cannot be more than the funded amount for the line.

For more information on creating default distributions, refer to the section Distributions, page 7-48 in the Awards chapter.

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. 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, refer to the *Oracle Contract Lifecycle Management for Public Sector iSupplier Portal User Guide*.

## Global Updates for Complex Work Orders

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines, pay items and distributions on draft complex

work orders.

Refer to the Global Updates sub-sections in the Award Lines, Award Schedules and Award Distributions sections (Awards chapter) for more information on globally updating field values.



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# 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:** 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. The Documentation Styles list contains only those styles for which you have access. 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

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.

See also:

- Overview of IDVs, page 8-1
- Creating an IDV, page 8-1
- G-Invoicing Overview, page 12-1

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, 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 predefined 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, COR Office Address, COR Office Contact Name, FSC/PSC, MDAPS/MAIS, NAICS, Approval Date. You can use the list search to filter the data. 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, View IDV Changes (for approved IDVs, that have a revision number greater than 0). See Printing Supplier Name Attributes in the PDF Output of Standard Forms, page 4-27 for information about supplier name and attributes in the PDF output.

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, and so on.
- **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 (COR Office, Payment Office, Issuing Office and so on). 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, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

For more information on Orders Referencing IDVs, see:

- Overview - Orders Referencing IDVs, page 9-1
- Creating an Order Referencing an IDV, page 9-2
- Ordering Constraints, page 9-3

## Related Topics

IDV Header, page 8-2

Addresses and Supplier Details, page 8-13

IDV Lines, page 8-17

Update FPDS-NG Reporting Information action, page 8-26

Integrating with System for Award Management (SAM), page 8-26

Warrants for IDVs, page 8-27

Approving an IDV, page 8-29

Updating an approved IDV without Modification, page 8-32

Closeout of IDVs, page 8-33

Verify Vendor Eligibility, page 8-40

## 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, Oracle 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, refer to the Document Numbering appendix in this guide.
- **Umbrella Program:** While creating Outcome Documents in Oracle CLM Sourcing, an Umbrella Program may be specified. This selected Umbrella Program is defaulted on the IDV, however, the Umbrella Program field is an LOV and you can change the associated Umbrella Program name anytime before the IDV is approved. When auto-creating the outcome document (IDV), the system associates the Umbrella Program on the solicitation to the IDV. After the draft IDV is created, the buyer is allowed to change the Umbrella Program (in the same way any other field on the draft document can be updated). If the buyer opts to change the Umbrella Program, the system associates the newly updated Umbrella Program to the IDV.

The value of the Umbrella Program can be reported to FPDS-NG along with the IDV information.

When you copy an IDV, the Umbrella Program value does not get copied to the new IDV, you may select an Umbrella Program value for the newly created IDV.

- **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, and so on, depending on how the award is processed.
- **Supplier, Supplier Site, Supplier Contact:** Select a supplier, supplier site and contact information from the search drop-downs. Use the D-U-N-S Number and CAGE as search criteria to look for the supplier you require to enter in the IDV. A warning message is displayed if the buyer tries to validate an IDV that has a supplier 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, and so on.)
- 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:** 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, refer to the *Oracle Purchasing User's Guide*.

## Terms region

- Contract Financing: Contract financing activities/tasks take place when the Contracting Officer provides some form of financial assistance to the contractor/vendor during contract execution or performance. This financial assistance may not be in the form of payments to the contractor, however, assistance such as loan guarantees, advances may be provided. Select one of the following from the Contract Financing list of values:
  - None (Blank)
  - Advance Payment
  - Customary Contract Financing
  - Interim Payments
  - Loan Guarantees
  - Performance Payments

- Private Financing without Government Guarantees
- Progress Payments
- Unusual Contract Financing
- 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 acknowledgment 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 predefined 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.

## Related Topics

- Attribute Setup Workbench - Introduction, page 23-1
- Attribute Setup Workbench - Value Sets, page 23-3
- Attribute Setup Workbench - Attributes and Attribute Groups, page 23-6
- Attribute Setup Workbench - Functions, page 23-11
- Attribute Setup Workbench - Templates, page 23-13
- Attribute Setup Workbench - Simulate, page 23-27
- Extending CLM Attributes using UDA - Document Numbering, page 24-1
- Extending CLM Attributes using UDA - Complex Pricing, page 24-5
- Extending CLM Attributes using UDA - Forms, page 24-6
- Extending CLM Attributes using UDA - Addresses, page 24-6
- Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## 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, and so on 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.

- **COR Office:** The COR is the Contracting Officer Representative – a stakeholder who has responsibility around the contract. Within the system, a COR'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 COR is necessary for the procurement and, if required, selects an appropriate COR and COR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COR. The address detail elements of the COR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COR office that will populate the IDV upon creation but can be changed later. The COR address details remain as is, when the IDV is finally approved.

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

The COR Office Address and COR 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, and so on) 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, and so on).

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 populated 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 check box 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.
- **SAM Exception Reason:** SAM is a website where vendors who want 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 SAM in the Vendor table for the vendor selected on the award. This is done by the SAM synchronization process. There are exceptions that can be cited if a user cannot synchronize with the SAM prior to award finalization. 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 alphabetic 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 check box 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 wants 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, refer to the appendix – Common CLM Functionality,

page B-9.

- 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 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 can be created without having a base line. 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, 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, refer to the appendix – Common CLM Functionality, page B-7.

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 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.

For more information on exhibits and CDRLs, refer to the section ELINs and CDRLs, page 7-32 in the Awards chapter in this guide.

## Line Level Actions

### Copy Lines action

The Copy Lines : Specify Copying Options page enables you to copy CLIN/SLIN structures and option lines in the same CLM document. The copy alternatives are:

- Copy CLINs with associated SLINs - use this check box to specify if only selected lines are to be copied, or associated SLINs of a selected CLIN are also to be copied.
- Copy as Option Lines - use this check box to specify to copy one or more lines as option lines.
  - Maintain Base Line References - use this check box to specify if the base line reference needs to be maintained between the source line and the option line that will be created.

In addition, the Define Need By Date and Period of Performance Dates region enables you to enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, 1 month after the Need By Date of the source line.

The Define Option Dates region enables you to either enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, you can specify that the Option Start Date should be set to 3 months earlier than the Need-By Date derived for that line.

Click Apply to start the copy and when you return to the Lines page, you will see the copied lines with the appropriate dates and CLIN/SLIN structures and options, if any.

## Fields in the Main region

- **Contract Type:** There are some predefined 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, refer to the appendix - Common CLM Functionality, page B-9.

The Option check box in the Option region enables you to specify whether the line should be treated as an Option line. You can convert a regular line into an option line, and an option line into a regular line by toggling this check-box. The system displays a warning before allowing the change. Click Continue to proceed with the conversion or Cancel to retain the existing lines as is.

To associate a base line to your option line, select a Base Line Number from the LOV. The option line may or may not be associated with a base line.

Option Num (Number) is a system generated number and is non-updateable.

Option Dates are mandatory fields.

## 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:

<b>Quantity</b>	<b>Break Price</b>
1 - 10	100
11 - 20	90

Quantity	Break Price
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 check box in the Current Structure region. Then select the type of move 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).

The action Move as sub-line(s) under selected line is not applicable for :

- Option SLINs without a base line
- SLINs that are base lines to other option lines
- CLINs containing cross-linked option lines

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.

## Global Update for IDV Lines

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents.

Navigate to the IDV Lines tab. Select one, multiple, or all lines (use the Select All link) and then click Global Update. The Global Update Lines page displays with the fields that you can update for multiple IDV lines.

If you want to add a new value to the lines, such as Order Start Date or Order End Date, enter the value in the Global Update Lines page and click Apply. If you want to update / replace the original field value(s) with a new field value, such as Maximum Total Amount or Min Total Quantity, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Update CLM IDV page. You can navigate to individual IDV lines to verify that the update has taken place

for the fields you specified.

**Note:** You cannot blank out any existing values using Global Update. You can only update add or update a value.

## Related Topics

- Attribute Setup Workbench - Introduction, page 23-1
- Attribute Setup Workbench - Value Sets, page 23-3
- Attribute Setup Workbench - Attributes and Attribute Groups, page 23-6
- Attribute Setup Workbench - Functions, page 23-11
- Attribute Setup Workbench - Templates, page 23-13
- Attribute Setup Workbench - Simulate, page 23-27
- Extending CLM Attributes using UDA - Document Numbering, page 24-1
- Extending CLM Attributes using UDA - Complex Pricing, page 24-5
- Extending CLM Attributes using UDA - Forms, page 24-6
- Extending CLM Attributes using UDA - Addresses, page 24-6
- Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## 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 a CLM document, and then select the action Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 15-1 for more information.

## Integrating with System for Award Management (SAM)

The notices – Award Notice and Justification & Approval Notice (J&A) are posted to



SAM from the Awards or IDVs page.

The Award Notice is posted when you submit the award for approval, there is no action you need to take from the UI. The award notices are posted only for base award or IDV documents, and not for modifications. The system prevents you from posting the award notice if the associated solicitation (Document Upload notice) is not posted successfully to SAM.

For all sections on the award notice, if the data cannot be derived then the respective section is not included in the XML for posting. For example, if the system cannot derive URL information or email information, then the respective section will not be a part of the XML constructed for posting the award notice to SAM.

If the posting to SAM fails, the award or IDV approval process proceeds as usual.

Justification and Approval (J&A) is a document required to justify and obtain appropriate level approvals to contract without providing for full and open competition as required by the Federal Acquisition Regulations (FAR). The Justification and Approval (J&A) template is used for the publication of the synopsis of J&As.

The Justification and Approval Notice needs to be posted by the contracting officer or contracting professional using the action Post J&A To Contract Opportunities in the Actions LOV in the award or IDV pages. You may not post this notice for modification documents. This action is always available for draft awards or IDVs, and also on approved awards or IDVs provided the J&A has not been posted to SAM or the post was unsuccessful. It is possible that data changes for key J&A fields can occur between the draft and approved awards or IDVs. In such a situation, you need to make the changes directly to SAM and the system will not validate these updates.

You can attach documents to the award or IDV that will also be posted along with the J&A notice. The attachment category is J&A to SAM or To SAM. You can select a file or text to attach or select a document to attach from the document catalog.

## 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, and so on, 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 predefined 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.

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, and so on 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 Acknowledgment column displays whether a signature is required. For more information on electronic signatures, refer to the Electronic Signatures section.

## Approving an IDV

When you complete the IDV entry and are ready to start 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. See also: Electronic Signature for an IDV, page 8-30.

After the IDV is approved, you may make any further changes to it via Modifications. For more information on Modifications, 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
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 need 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

Acknowledgment 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 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 Acknowledgment column is now Accepted. Click the Accepted link to view the Acknowledgment History page. Click the eSignature icon in the Acknowledgment 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, acknowledgment 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 need to get the document proxy signed, you must 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 Acknowledgment column should display Requires Signature. After the approvers have approved the IDV, the status of the document should be Pre-Approved and the Acknowledgment 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 Acknowledgment 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 the notification link or select the check box 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 Acknowledgment column should display a value Accepted. Click the Accepted link in the Acknowledgment column to display the Acknowledgment 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, acknowledgment and other details pertaining to the signature action.

## Updating an approved IDV without Modification

When your IDV has been approved, and you need 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, displaying three regions that can be updated: Header region, Addresses region and Attachments region.

The Header region consists of the Umbrella Program LOV. You can search for an Umbrella Program that you want to associate the IDV with, without going through the formal modification process. Umbrella Programs are used for internal tracking purposes, and updates to the umbrella program may be required to re-group IDVs and

associated awards for data and procurement analysis.

The Addresses region shows you the COR 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.

If any field in the Header, Addresses or Attachments region is updated by an active modification, the field is displayed as read-only with a lock icon.

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

In case users are updating the modification concurrently, the fields in the above regions are available as read-only.

## 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 complicated when contracts have been administered by separate ACO (administrative contract office) and PCO (procuring contract office) offices, because 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 because fiscal close is an independent process.

There are 4 closeout statuses that an approved award or IDV may have during the closeout process:

- 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. 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 started the closeout process, but the contract is not physically or administratively complete. The document status will be In Closeout when the Checklist tasks are completed and the Contract Completion Statement is pending to be signed by Administration Office.
  - 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.

The system will not start the closeout process for the following contract documents:

- Award or IDVs that have a status of Draft
- Awards or IDVs with open modifications
 

Closeout will be started if there are open modifications. However, the document status will not change to Administratively Complete if there are open modifications. When the document status changes from Approved to Closed Out and if there are any open modifications, then Closeout cannot be started.
- IDVs that have orders cannot be closed out, until all their orders have been closed out
- Terminated awards or IDVs
- Awards or IDVs that are already closed out.



- Modifications and Orders referencing IDVs are not created if the status of the award or IDV is Administratively Complete, In Closeout or Closed Out. However, modifications can be created if the document is in Physically Complete status, provided there is a need for Checklist and Contract Completion Statement. Modifications are not available when there is no requirement for Checklist and Contract Completion Statement.

Closeout of awards and IDVs can be a manual (user driven) process or an automatic (system driven) process. The manual process consists of the following steps:

- Query the awards or IDVs that have a status Approved, these approved documents are eligible for manual closeout. A notification is sent to the contracting officer listing the awards or IDVs that are eligible for closeout.
- The contracting officer attaches the checklist of tasks that need to be validated before closing the award or IDV document. Additionally the contracting officer enters the retention period and staging period for the document and assigns the users responsible for completing the tasks, along with expected date for completion of the task.
- The contracting officer submits the document for Closeout.
- Notifications are sent to the assigned users regarding their assigned action items/task that need to be completed.
- Reminders and alerts are sent on a periodic basis if the assigned user do not act upon the action items/tasks.
- When the assigned users inform the contracting officer that they have completed their assigned tasks, the contracting officer updates the status of those tasks to Completed. When all the action items/tasks attached to the document are completed, the document is then routed for e-signature.
- When e-signing of the checklist is complete, the status of the document is updated to Administratively Complete.
- A contract completion statement is generated for the award or IDV document and the contract completion statement is routed for e-signature.
- When the e-signing of the contract completion statement is completed by the Administration Office, the status of the award or IDV document is updated to Administratively Complete. When the Contract Completion Statement is signed by the Purchasing Office, the status of the award or IDV document is updated to Closed Out.
- The checklist and contract completion statement are attached to the contract file.

The automatic process consists of the following steps:

The Automatic closeout process begins with querying for contract documents that are eligible for closeout. The contract documents that are fully received, invoiced and paid are also considered for closeout. In addition, the available contracts for automatic closeout will not include the documents that fall in any of the categories specified below:

- Awards/IDVs and orders with a status of Draft.
- Awards/IDVs and orders with open modifications.
- Awards and IDVs that have orders cannot be closed out until all of their orders have been closed out.
- Terminated awards or discontinued agreements do not get closed out.

The contracting officer selects all the contract documents or some of the contract documents for closeout process.

Attributes for all the selected documents such as Checklist and Contract Completion Statement will not be set to yes and the process of closeout will be started.

When the documents do not require the Checklist and Contract Completion Statement, the status of the documents is updated to Closed Out.

## Manage Closeout

**Manage Closeout** The Manage Closeout action enables you to closeout awards and IDVs. The Manage Closeout action is available in the Actions list of values in the Award and IDV Summary pages (for draft and approved awards) and also in the individual award / IDV Action list of values (for draft awards). Thus you can simply select an award or IDV and select Manage Closeout from the Actions LOV, or you can open an award or IDV and then select Manage Closeout from the Actions LOV in the award or IDV. Select the Manage Closeout action and click Go to open the Closeout page for the award or IDV.

The Closeout page consists of the following regions:

**Closeout Details:** Enter the Retention Period and Staging Period, this information is useful when archiving the document. Select Days, Weeks, Months or Years as the duration from the list of values.

Ensure that the Retention Period value is greater than the Staging Period value, otherwise an error message displays. The initial status of the closeout is Open.

**Checklist Details:** You can specify if you need a checklist of tasks that need to be completed before you close out the document. If you select Yes from the Checklist Required list of values, then you also need to specify if the checklist to be e-signed or not (E-Signature Checklist list of values). If you select Yes for E-Signature Checklist, the Signing Authority search LOV displays, and you need to select the person who will e-sign the checklist when the tasks are complete.

Contract Completion Statement Details: Select Yes from the Contract Completion Statement Required list of values if you need a contract completion statement and signatures from the administration contract office and the purchasing contract office. Additionally, if you select Yes for the E-Signature Contract Completion Statement, the fields for e-signature display. You need to specify if you will sign the Contract Completion Statement (value selected is Self in the Administration Office Signature and Purchasing Office Signature fields) or sign on behalf of the contracting officer (value selected is Acknowledge in the Administration Office Signature and Purchasing Office Signature fields). Select values for the Administration Office Signing Authority and Purchasing Office Signing Authority from the search LOVs. Optionally, enter comments in the text boxes as required.

If you need to capture the voucher number and the invoice number, then the Additional Information region (that will be printed in the contract completion statement PDF) displays.

Additional Information: The fields in the Additional Information region are:

- Final Payment Voucher Number
- Payment Date : When the award or IDV is fully invoiced and all the invoices are paid, the Final Payment Voucher Number is defaulted with the last payment voucher number created for the award or IDV document and Payment Date is defaulted with the last payment voucher date.
- Final Invoice Number
- Date Forwarded: When the award or IDV is fully invoiced and the invoice is not been paid fully, the Final Invoice Number and Date Forwarded are defaulted with the last invoice number created and date in which the last invoice is created for the award or IDV.

**Note:** Either the Final Payment Voucher Number or the Final Invoice Number is defaulted depending on whether the award or 6-36 Oracle Contract Lifecycle Management for Public Sector Purchasing User Guide IDV is fully invoiced or paid.

- Excess Fund Amount

When the award or IDV has a status of Physically Complete, you can update the data in the Additional Information region. However, if the award or IDV has a status of Administratively Complete, In Closeout and Closed Out, you cannot update the data in the Additional Information region.

Attachments: The Attachments region enables you to attach various kinds of files - including the ability to annotate the closeout with a note. Click Add Attachment to open the Add Attachment page and specify the kind of attachment 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 Closeout page. The attachments are not added until you save your work.

## Closeout Actions

The actions you can perform on a Closeout document are:

- **Manage Tasks:** Select Manage Tasks from the Actions list of values and click Go. This action displays only if you require a checklist and have selected the relevant Checklist check box. The Closeout: Tasks page displays. You can associate a closeout checklist template to the award or IDV using this page. For more information on creating closeout checklist templates, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*. Use the Select Checklist Template list of values to search for and select a closeout checklist template. After you have selected a template, click Copy Tasks to copy the tasks you created in the template to the closeout document. The tasks you copied are displayed in the Tasks region. Additionally, you can create new tasks by clicking Create Task. A new row displays below the copied tasks, so that you can enter the new task details. Click the Update icon to update the task information. Click Save to save your work or click Apply to save your work and return to the Closeout page.
- **View Contract Completion PDF:** Select View Contract Completion PDF from the Actions list of values and click Go. This action is available only if there is a requirement for the Contract Completion Statement. You will be prompted to open

or save the Contract Completion Statement PDF. Click Save if you require to store a copy of the PDF in your local drive.

- **View Checklist PDF:** Select View Checklist PDF from the Actions list of values and click Go. This action is available only if there is a requirement for the Checklist. You will be prompted to open or save the Checklist PDF. Click Save if you require to store a copy of the PDF in your local drive.
- Click Submit to proceed with the closeout. You receive a warning message, stating that Receipts, Invoices and Payments have not taken place. Click Yes to proceed and No if you do not want to proceed.

If you click Yes, the status of the award or IDV changes to Physically Complete. If you click the status (Physically Complete) link, the Action History page displays, showing you all the actions that have occurred for this award or IDV. Click the Return to <Awards or IDVs> link to come back to the Summary page.

- **Manage Checklist:** This action is only available when the status of your award or IDV is Physically Complete. Select Manage Checklist from the Actions list of values and click Go. The Manage Checklist page displays with the tasks that you copied from the template or created on your own. Click the task name link to view the task using the Contract Closeout: View Task page. The Manage Checklist page enables you to update the status of the task, actual date of completion and enter comments if required. You can update the status of the task to Completed if the assigned user has informed you that the task is complete. Click the Update icon to update the task details using the Contract Closeout: Update Task page. You can change the Status, Actual Date of Completion, Description, and Notes. You can add attachments and also view the Status History region. The Status History region tells you the past and current statuses of the task, the status change date and the user who changed the status. Click Apply to return to the Manage Checklist page.

When all the tasks have been performed, you can change the status of the tasks to Complete and enter actual dates of completion and comments. Save your work and return to the Closeout page.

- **View Checklist:** You can see this action only if the Closeout Status is Administratively Complete, In Closeout and Closed Out.

## Closeout Signatures

If you have specified a checklist and a contract completion statement and the corresponding acceptance signatures, the signing authorities for the checklist and the contract completion statement (Administration Office and Purchasing Office) will receive notifications as part of the closeout process.

The award administrator needs to login with credentials to view the notification for accepting and signing the checklist completion. Open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed

with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award changes to In Closeout.

The signing authorities for the contract completion statement need to e-sign on behalf of the Administration Office and Purchasing Office.

The Administration Officer needs to login with the appropriate credentials and open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award or IDV changes to Administratively Complete.

The Purchasing Officer needs to login with the appropriate credentials and open the notification by clicking the notification link in the Worklist or Notification Summary page. Click Accept to proceed with the e-signature process. The Sign Notification page displays. Enter your User Name and Password in the relevant fields and click Sign. The e-signature process is complete and you will return to the Worklist or Notification Summary page. The status of your award or IDV changes to Closed Out.

If you have specified a checklist or a contract completion statement which do not require e-signatures, the status of your award will display as Closed Out without showing the intermediate statuses described in the previous paragraphs.

## Verify Vendor Eligibility

Agencies are required to maintain a list of suppliers that are listed as debarred or otherwise ineligible to do business with the government. Using the action Verify Vendor Eligibility, you can integrate with SAM (System for Award Management) to check if a supplier is eligible to do business or has been debarred. The approval of the award, IDV or solicitation will continue, regardless of the supplier status. Select the Verify Vendor Eligibility action from the Actions list of values, and click Go.

The Verify Vendor Eligibility page displays with the following regions: Vendor Eligibility Details, and Vendor Eligibility History.

The Vendor Eligibility Details region displays the vendor information, along with the Status (Eligible or not), (Eligibility Check) Performed On and Performed By. The Supplier Name, Supplier Site and DUNS Number are displayed from the document (award, IDV or solicitation) by default. The Related Offers field displays with a value only if the award or IDV has been created from a solicitation that has offers, or a solicitation for which the supplier has provided an offer or quote.

Click the Verify Vendor Eligibility button to integrate with SAM (System for Award Management – the FAR website) and check if the vendor is eligible to do business or has been debarred. The Status field displays the value Submitted. This process of sending the vendor eligibility request to SAM, and getting a response, may take some

time, and you can click the Refresh button to ensure that the latest updates are reflected on the Verify Vendor Eligibility page. If the supplier is eligible to do business, the Status field changes to Eligible, otherwise it displays Ineligible. If there are any errors while processing the request to or from SAM, the Error field displays the error that occurred.

To approve a vendor without going through the process of verifying the eligibility of the vendor in SAM, select the Approved Without check box. The Exception Reason list of values displays, and you need to select an exception reason for approving the supplier without performing the vendor eligibility check.

The Vendor Eligibility History region displays the history of submissions or exceptions that you performed for vendor eligibility check.

Save your work and then return to the CLM document page, where you can continue with the rest of the CLM document processing.





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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 alphabetic values ranging from AA to ZZ (except the alphabets I and O which are not used in number generation at all).

You can 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, 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, refer to Appendix A – Common CLM Functionality, page B-9.

**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

See Printing Supplier Name Attributes in the PDF Output of Standard Forms, page 4-27 for information about supplier name and attributes in the PDF output.

## 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.

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 toward the minimum is tracked.

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 the Oracle CLM Purchasing 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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## Post Award Requests

### Overview of Post Award Requests

Post Award Requests, as the name suggests, are documents created after the award is approved. These documents capture the required changes to the approved award. With post award requests, contracting professionals do not have to go through the more formal cycle of creating modification documents immediately. When the post award request is created, capturing the changes to the award that are required, and after it is approved, it can be merged with the modification document. Thus post award request documents are interim documents that enable contracting professionals to make changes on an award and then create modification documents which capture the same changes from the post award request documents.

Post award requests are similar to purchase requisitions, however, unlike purchase requisitions that are created before the award, post award requests are created after the award is approved.

Requesters usually start change requests for an approved award. When the change request is approved by the relevant approvers, a post award request is created for the award. Then the Contract Administrator, who manages requests for changes to an existing contract from various sources, incorporates the changes from the post award request to a modification.

The post award request is similar to a modification document and thus the attributes at header, line, schedule, distribution, pay item level are mostly the same for post award requests and for modifications. Post award requests can commit funds (in a manner similar to purchase requests) or make any other changes to the award as well.

You can create any number of post award request documents for an award, as long as the award has a status of Approved. If the award is closed, you cannot create a post award request for the award. The post award request is linked to, and used to create the same award modification. The information in post award request document can be in a single or multiple modification documents; also, the information in multiple post award request documents can be a single or multiple modification documents.

## Creating and Using Post Award Requests

Navigate to the Awards tab and then click the Post Award Requests subtab.

See also: Overview of Post Award Requests, page 10-1.

You can use the predefined views to search for the following post award requests:

- **My Post Award Requests:** This view displays all post award requests assigned to the buyer.
- **My Unassigned Post Award Requests:** This view displays post award requests that are not associated with any workload assignments. You can create workload assignments for these PARs.

The Views region in the Post-Award Request Summary page enables you to view a list of post award requests that have been created in Oracle CLM Purchasing or Oracle CLM iProcurement. Select a post award request and then select an action to perform on the post award request:

- **Update:** Open the post award request for editing.
- **Delete:** You can delete a post award request if you no longer require it. A warning message displays, prompting you to continue with the delete or not. If you click Yes, the post award request document gets deleted.
- **Notify:** you can send to-do notifications or FYI notifications to different users in the system.
- **View Award Changes:** View award changes for approved awards, that have a revision number greater than 0.

The Post Award Request sub-tab enables you to search for post-award request documents and view their information. Search by any combination of the following search criteria: Award, Supplier, Buyer or Approval Status. You can use the list search to filter the data.

You can enter partial field values as your search criteria. The system shows you search results that matches the partial search criteria. For example, enter "PST" in the Post Award Request field. Every post award request with a number that starts with "PST" is displayed in the search results.

You can add more search criteria fields by selecting a value for the search criteria fields from the Add Another list of values. The Add Another search criteria field will appear below the default search criteria fields (that is, below, Award, Supplier, Buyer and Approval Status). Click Go to view the search results.

Select a post award request from the search results and then select one of the following actions from the Select Post Award Request: actions list of values:



- View Base Document: View the details of the award from which the post award request was created.
- View Base Document PDF: View the details of the award from which the post award request was created in a PDF format.
- View Post Award Request PDF: View the post award request document as a PDF.
- View Contract File: View the post award request in the Contract File hierarchy. The post award requests are displayed in the Award / IDV Administration link under the Conformed Award folder. The folder is called Post Award Requests and it shows you all the post award requests created for that award. The post award details are displayed in the right pane of the page. Click the Return To Post Award Request Summary link to go back to the post award requests search page.

The Awards sub-tab displays the list of current awards with different statuses. For awards with a status of Approved, the Actions list of values displays the Create Post Award Request action. Select this action to create a post award request. The detailed information on creating post award requests is provided in the section Creating Post Award Requests.

## Creating Post Award Requests

Use the Create Post Award Requests action to create post award requests. The Create Post Award Request page displays and you need to enter relevant information in order to create the post award request document.

The first region in the **Header** tab contains information specific to the post award request. Enter the Requester and Comments in the required fields. The post award request number is derived by appending the PAR indicator and control number as a suffix to the award number. Thus, as an example, if the award number is KPS-13-A-0245, the post award request number will be KPS-13-A-0245-PAR-0001.

The Award Details region consists of some fields that can be updated via a post award request: Effective Date, Supplier Contact, Communication Method, External IDV Number, Buyer, Award Administrator, Description, Conforming Award. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Terms region consists of some fields that can be updated via a post award request: Payment Terms, Number of Signed copies, Default ship to Location, Ship Via, Freight Terms and Transportation Arranger. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Business Priority and Project Information region consists of the following fields that can be updated via a post award request: DPAS Rating, Customer Project Code, Priority Code, Customer Project Text. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the

post award request using AutoCreate.

The Award Categorization region consists of some fields that can be updated via a post award request: No Competition Reason, Admin SCD, Contract Category. The updates you make to the above fields are also shown in the modification document. This occurs when you create a modification from the post award request using AutoCreate.

The Attachment region enables you to attach one or more attachments (Notes, Files or URLs) to the post award request. When you create attachments in the post award request, and then create modifications from the post award requests, the system saves the attachments of the post award requests in the modification documents.

#### **Address and Supplier Details:**

Select a supplier, a supplier site and contact information from the search drop-down lists. Use the D-U-N-S Number and CAGE as search criteria to look for the supplier that you need to enter in the PAR. Ensure that the addresses, locations, and contacts are appropriate and relevant. Also ensure that the supplier details are correct. Any updates you make to these regions are reflected in the modification document that will be created from the post award request.

#### **Lines:**

New line numbers are generated by the system by incrementing the previous line number by 1. Thus, the previous line number could belong to an award line or could be a post award request line. In case the previous line number is an award line, the line number is not updateable. However, for newly created post award request lines, the line number is updateable. The intent here is to ensure that the line numbers are unique across all the related documents – awards, post award requests, modifications and concurrent modifications, and conformed awards.

The new line number of a post award request is generated based on the following rules:

If there are no post award requests for the award document, then the new line number in the post award request is the last generated line number on the award+1.

If there are post award request documents available for the award document, then the line number will be last generated line number+1 of the most recently created post award request.

If there are post award requests and modification documents created for the award document, then the line number will be the last generated line number of the recent-most document +1 (the last document can be a modification or a post award request document).

If you have created post award request documents for the award and have manually updated the line numbers in the post award request documents, then the line number generated will be the greatest line number among the newly created lines on the modification document +1.

Existing lines in a post award request (from the base award) may not be deleted, however, they can be updated in a post award request. You can create new lines in a post award request that will be used to create modification lines using the AutoCreate

process. You also need to enter a comment in the Comments field for the new line.

You can definitize or undefinitize a line in a post award request using the Undefinitize / Definitize related fields that are available in the line details page. For more information on definitization and undefinitization, refer to the Awards chapter (Lines section).

Additionally, the actions in the Actions LOV that are applicable for awards are also displayed for post award request lines. Therefore, you can perform line level actions such as View Change Summary, Global Update, Copy, and so on, for the post award request as well. Click Show Only PAR Lines to exclude the original award lines from the page view.

#### **Schedules:**

The Schedules tab displays all the shipments for the base award lines as well as the post award request lines. You cannot delete a schedule, however, you can update it by clicking the Update icon. The Schedule Details page has a Comments field, where you can enter comments for the schedule.

#### **Pay Items:**

If you create or update Pay Items as part of your post award request creation, ensure that you enter a comment in the Pay Items details page using the Comments field.

#### **Distributions:**

The post award request document displays the distributions created during the award creation. In a post award request, you cannot increase the distribution amount and funded amount via the distribution that was created in the award. If you need to increase the distribution amount or funded amount, you will need to create a new distribution.

**Note:** Use the Split icon to create a new distribution in order to add new funds via a post award request.

To manage the Funded Amount value in a post award request distribution:

- In order to increase the funded amount for a specific distribution, a new distribution is created in the post award request, that will be incorporated in the modification, and will eventually update the award.
- In order to decrease the funded amount for a specific distribution, you can use the existing distribution in the post award request, that will be incorporated in the modification, and will eventually update the award.
- In order to update any other field values (other than funded amount), you can use the existing distribution in the post award request, that will be incorporated in the modification, and will eventually update the award.

To manage encumbrance in a post award request:

- The funds committed by a post award request are always for individual distributions (with distinct charge accounts).
- The post award request will commit the changed amount if it's an increase.
- There will not be any posting to encumbrance accounting if the changed amount of a distribution in a post award request is negative.
- When there are unused funds on the post award request, you can use the Withdraw action to remove the unused funds from the post award request and update the budget.

#### **Attachments:**

Attachments from the award are copied over to the post award request. Attachments can be added to the header, lines and shipments.

During autcreate, attachments are copied over to the modification document. Header level attachments are copied over to the modification header and line level attachments go to the respective line(s) in the modification from the post award request.

Click Add Attachment in the Attachments region to add an attachment to the post award request. Attachments belonging to the award are displayed in the Awards block of the Attachments region and attachments belonging to the post award request are displayed in the Post Award Request block of the Attachments region. For more information on using attachments, refer to the Attachments section in the Awards chapter of this guide.

#### **Liquidating Funds on a Post Award Request**

The Withdraw action enables you to liquidate available balance funds on a post award request. Use the Withdraw action on post award requests with the following statuses: Returned, Rejected, In-Process, Approved, Approved–Assigned, Pre-Approved. If any post award request line is linked to a draft modification, you cannot use the Withdraw action. If the Encumbrance function is enabled, you can perform the Withdraw operation on post award requests. You cannot withdraw individual lines, you can only withdraw the post award request document. When you withdraw the post award request, the remaining funds are unreserved on the document lines. These funds are then available for use.

### **Using Workload Assignments from the Post Award Requests page**

As a workload administrator, you can access the Workload Assignment functions from the Post Award Requests page in Buyer Work Center. First navigate to the Post Award Requests page and select one or more PAR lines, then select 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 Assignment for Requests, Add Requests to Assignment, and Remove Requests from Assignment.

## Create New Assignment

The Create Workload Assignment page is used by the workload administrator to create new workload assignments. The top of the page displays general information about the workload assignment, such as Start Date, Workload Assignment Number, Buyer, Assignment Milestone Template, Status, Estimated Duration (Days), Estimated Completion Date, Actual Completion Date, and so on. Select a Buyer and Assignment Milestone Template from the respective LOVs. You can enter a value for the Estimated Duration (Days) field, if it doesn't default from the Assignment Milestone Template.

Estimated Completion Date must be a future date. If it is earlier than the Start Date, the system displays an error. Estimated Completion Date is calculated automatically as the sum of the Start Date and Estimated Duration (Days) if they are entered. Alternatively, if you enter a value in the Estimated Completion Date, the Estimated Duration (Days) values is automatically calculated.

If you have 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, either System or User, from the Type list. If you select System, a search icon appears next to the Milestone Name field. Click the search icon to find a system milestone to use in this workload assignment. The description is defaulted. You can enter a value in the Estimated Days field.

If you select User, you must provide all of the milestone details and then click Apply.

To remove a milestone, click the Delete icon in the Remove column. To add a milestone, click Add Milestones.

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

Click Apply to save your work and create a new workload assignment. The system updates the suggested buyer details on all selected PAR lines, and the buyer receives a notification that the new workload assignment has been assigned to him or 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 for a given buyer are summed by currency and the total is displayed for that buyer. If two lines on an assignment have different currencies, there will be two records for the same buyer, each with a different currency. To search for an individual buyer, click the Buyer LOV indicator and enter the buyer's 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 by the Workload Administrator to add post award request lines to an existing workload assignment. To navigate to this page from Demand Workbench, select Add to Existing Assignment from the Workload Assignment LOV. The top region of the page displays the Workload Assignment

Number LOV, from which you can select a workload assignment With a status of Assigned or Suspended. When you select a workload assignment number from the LOV, the rest of the information gets populated in the page.

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

The Post Award Request Lines region displays all the requisition lines (previously added and newly added) that are part of the workload assignment. You can only add PAR lines with identical currencies to a workload assignment.

The Action History region displays the history of actions that the Workload Administrator has performed on the assignment, such as Suspended or Resumed.

To add the requisition lines to this workload assignment, click Save.

### **Remove Lines from Assignment**

To remove lines from an assignment, select this option from the Workload Assignment LOV and click Go. The selected PAR lines will be unassigned from the assignments. A confirmation message indicates success. The Assignment column in the Post Award Requests page then no longer displays the workload assignment number.

**Note:** If any milestone in an assignment is completed, you cannot remove a post award request line from that assignment.

### **Create Assignments for PAR**

Create Assignment for PAR enables you to create a workload assignment for all lines (available in the search results of Demand Workbench) of the selected PAR. This is useful if the PAR has a large number of lines.

If you select lines that are part of an existing workload assignment, the system displays a warning and prompts you to either proceed (ignoring the warning) or cancel the action.

Using the Create Assignment for PAR option takes you to the Create New Assignment page, where you can enter the details required. Refer to the Create New Assignment section in the preceding paragraphs for more information.

### **Add PAR to Assignments**

Use the Add PAR to Assignment option to add the available lines of a selected PAR (from the search results in the Demand Workbench page) to an existing assignment in bulk by selecting any one line. If you select lines that are already assigned, the system displays a warning message, prompting you to continue or cancel.

When you select Add PAR to Assignment, the Add to Existing Assignment page appears, and you can enter the details to complete the addition of lines to the existing assignment. For more information, see the section Add to Existing Assignment.

### **Remove PAR from Assignment**

Use the Remove PAR from Assignment option to remove all lines of a selected PAR

(from the search results in the Demand Workbench page) from an existing assignment.

If a line is not part of an assignment, the system displays an error message, prompting you to proceed with the removal of the assigned lines or take no action. Refer to the preceding section, Remove Lines from Assignment, for more information.

## Statutes of PAR documents and their actions

The following table lists the statuses of the PAR documents. It also outlines which actions are available to be used by a PAR document with a specific status.

Status / Action	Draft	In Process	Approved	Approved, To Be Implemented	Approved, Implemented	Withdrawn	Pre-Approved	Rejected
Update	Yes	No	No	No	No	No	No	Yes
Delete	Yes	No	No	No	No	No	No	No
Withdraw	No	No	Yes	No	No	No	No	No
Notify	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View Action History	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View Approval Workflow	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View Base Document	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View Base Document PDF	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Status / Action	Draft	In Process	Approved	Approved, To Be Implemented	Approved, Implemented	Withdrawn	Pre-Approved	Rejected
View Modifications	No	No	Yes	Yes	Yes	No	No	No
View Post Award Request PDF	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View Contract File	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes



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## Modifications

### 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.

See Creating a Modification, page 11-3.

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, 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 predefined 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.

You can enter partial field values as your search criteria. The system shows you search results that matches the partial search criteria. For example, enter "PST" in the Modification field. Every modification with a number that starts with "PST" is displayed in the search results.

The **Total Change in Fund Value** column shows the changes in the fund value of the modification. This column is not displayed by default, but it may be displayed using personalization.

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 values in the Actions list change. For example, for a draft modifications you can perform the following actions: Check Funds, View Conformed PDF with Applied Changes, Delete, Sync, and Update. 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, and View Point-In-Time PDF. See Printing Supplier Name Attributes in the PDF Output of Standard Forms, page 4-27 for information about supplier name and attributes in the PDF output.

## 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 (COR Office, Payment Office, Issuing Office and so on). 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. You can use the list search to filter the data. 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 select 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. You can use the list search to filter the data. 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 and then select 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:** You can create modifications for awards or IDVs that have a status of Approved.

For an award or IDV, there can be more than one active modification at a given point of time.

See also: Creating and Using Post Award Requests, page 10-2.

### **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, 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 implement a purchase requisition amendment. During this process, the changes to the header and line details have to be manually updated in the corresponding award or solicitation. However, newly added info funded SLINs or new distributions are automatically updated in the corresponding award or solicitation. All other changes (including other SLINs and existing distributions) do not get automatically updated during the Review and Implement process.

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.

## **Related Topics**

Copying Attachments, page 11-26

Global Updates on a Modification, page 11-27

Actions on a Modification, page 11-27

Update FPDS-NG Reporting Information action, page 11-29

Warrants for a Modification, page 11-29

Approving a Modification, page 11-33

View Base Document, page 11-37

System Generated Description, page 11-31

Concurrent Modifications, page 11-37

## 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.
- **Buyer:** Select a buyer name from the search LOV, to change the defaulted value
- **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 acknowledgment 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 predefined 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**
- **Control Type:** Select Contingency Contract or Obligation Document or none from this list of values. If you select Contingency Contract to indicate that this modification is created for contingency / emergency situations, some of the data is prefilled for you and some document submission check validations are also bypassed to speed up the processing of this modification.

If your supplier is not registered in SAM, then for a contingency contract, the SAM Exception Reason (in the Address and Supplier Details tab) value is defaulted to Unusual or Compelling Needs.

Additionally, if you select Contingency Contract, you need not report the CAR to FPDS-NG. The FPDS-NG Reporting Information page displays the Reporting Method as None automatically. The Approved without Reporting check box is selected for you and the Reason field is populated with the value Urgent and Compelling action. When you submit the contingency modification for approval, the system does not prompt you to report the modification to FPDS-NG. The modification is approved with warnings so that contracting professionals can expedite the process of procuring goods / services from suppliers.

- **Undefinitized:** The value of this read-only field is No by default. The value of this field is changed to Yes when you:
  - Create a new line and select the Undefinitize action for it
  - Perform Undefinitize Action on an existing definitized line
  - Add some more undefinitized scope to an existing undefinitized line

The value of this field is No when you:

- Perform a Definitize action on one or more existing lines

- Add new lines with a Definitized status
- Perform any other action currently allowable in modification documents
- Changed Undefinitized Amount: This read-only field is calculated by the system when:
  - Undefinitized scope is added to a line, the Undefinitized Amount is added to this field
  - One or more undefinitized lines are definitized via the modification, then the Undefinitized Amount is subtracted from this field

To view requisitions that have been added in this modification, select View Requisitions from the Actions list. The Requisition Summary page opens. This page does not show previously created lines in the base award or in other modifications.

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.

The IDV Agreement Details region consists of agreement-specific information. The IDV Type, Supplier, Supplier Site, and other information is displayed here. The Umbrella Program LOV is also displayed here. The value of the Umbrella Program defaults from the IDV, however it may be changed if required.

Apart from the above regions, the header contains other regions that are relevant to the award or IDV.

See also: Attachments, page 11-26 region.

## Terms region

Contract Financing: Contract financing activities/tasks take place when the Contracting Officer provides some form of financial assistance to the contractor/vendor during contract execution or performance. This financial assistance may or may not be in the form of payments to the contractor, however, assistance such as loan guarantees may be provided. Select one of the following from the Contract Financing list of values:

- None (Blank)
- Advance Payment
- Customary Contract Financing
- Interim Payments
- Loan Guarantees
- Performance Payments
- Private Financing without Government Guarantees
- Progress Payments
- Unusual Contract Financing

Payment Instruction: Select one of the following values from the Payment Instruction LOV:

- Sequential ACRN order
- Contracting Officer Specified
- By Fiscal Year
- By Cancellation Date
- By Proration
- <Blank>

Payment Instructions can be updated in the award modification, funds utilization changes will come into effect with the modification document and there will not be retrospective effects.

For more information on Payment Instruction, refer to the Awards chapter, Payment Instruction section.



## Related Topics

- Attribute Setup Workbench - Introduction, page 23-1
- Attribute Setup Workbench - Value Sets, page 23-3
- Attribute Setup Workbench - Attributes and Attribute Groups, page 23-6
- Attribute Setup Workbench - Functions, page 23-11
- Attribute Setup Workbench - Templates, page 23-13
- Attribute Setup Workbench - Simulate, page 23-27
- Extending CLM Attributes using UDA - Document Numbering, page 24-1
- Extending CLM Attributes using UDA - Complex Pricing, page 24-5
- Extending CLM Attributes using UDA - Forms, page 24-6
- Extending CLM Attributes using UDA - Addresses, page 24-6
- Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## 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, and so on 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 Office - 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.
- **COR Office:** The COR is the Contracting Officer Representative – a stakeholder who has responsibility around the contract. Within the system, a COR'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 COR is necessary for the procurement and, if required, selects an appropriate COR and COR address. Subsequent tasks such as approval of invoices and acceptance of services or similar items may be given to the COR. The address detail elements of the COR Office are: Office Name, Address Line 1, Address Line 2, City, State, Postal Code, Country. You can enter a default COR office that will populate the award / IDV upon creation but can be changed later. The COR address details remain as is, when the award / IDV is finally approved.

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

The COR Office Address and COR 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, and so on) 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, and so on).

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 its 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 populated 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 any award lines have changes to them in the base award, those lines have an indicator icon in their rows. This helps you to identify the changed lines, and update them as required.

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 alphabetic 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, refer to the Appendix – Common CLM Functionality, page B-3.

For more information on exhibits and CDRLs, refer to the section ELINs and CDRLs, page 7-32 in the Awards chapter in this guide.

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, refer to the Appendix – Common CLM Functionality, page B-9.

You can 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, refer to the Appendix – Common CLM Functionality, page B-7.

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.

You can adjust funds in one modification (from one line to another) without losing reference to the backing Purchase Requisition, if your administrator has configured CLM Controls to select the Release Funds to Backing Requisition check box.

You can also perform other actions such as View Post Award Requests, View Change Summary, Unlink Requisition, Revert, Payment Instruction Sequence, Notify, Link to Request Lines, Global Update, Copy, Convert Funding to Info SLINs, and View Requisitions. Use the View Requisitions action to display the Requisition Summary page. This page shows you all the requisition lines that have been added in this specific modification, and not previously created lines in the base award or other modifications. Use the View Award Changes action (in modifications with any status) to view the changes that happened in an award. Select this action to open the View Change Details for Award page, that displays the changes in the base award at the header, lines, schedules, and distribution levels. The Draft Modifications check box enables you to view changes to the draft modifications.

To unlink the linked requisitions for an award line, shipment, or distribution and create another link for the award line against another requisition document, select **Unlink Requisition** from the **Actions** list. This action is available only for CLM modification documents, for distributions that have not been received or billed.

Select at least one line from the table. If you select more than one line simultaneously, then the linked PR lines will be unlinked from all selected lines. Encumbrance is enabled at the operating unit for the award document, and the amount that is unreserved is only to the extent of the funds from the PR distributions that are used by

the unlinked award line. For more information on unlinking in Modifications, see: Distributions (for Award Modifications only), page 11-23.

When you unlink requisitions on a modification document, the unlinked distributions are no longer displayed in the modification document. After you merge the modification document with the award, the unlinked distributions are not available in the award document. Until you merge the modified document with the award document, the application automatically applies a full lock on all the distributions, and these distributions are not available when another modification is created for the award document.

The **Unlink Requisitions** action is available from the Modifications – Lines page, the Modifications – Schedules page, and the Modifications – Distributions page. The **Unlink Requisition** action is not available on distributions that are already received or billed.

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.

The Option check box in the Option region enables you to convert a line into an option line or an option line into a regular line. You get a message, warning of the conversions. Click Continue to proceed with the conversion or Cancel to retain the existing lines as is.

To associate a base line to your option line, select a Option Base Line from the LOV. The option line may or may not be associated with a base line.

Option Number is a system generated number and is non-updateable.

Option Dates are mandatory fields.

The Exercised check box enables you to exercise an option line.

The Exercised Date field enables you to enter the date on which you exercised the option. For more information on exercising options, refer to the section below - Exercising an Option Line.

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.

In addition, you can change the Unit of Measure for the line quantity by selecting a

value from the Unit list of values. For example, if you entered a final value of 20 10Pack (where 10Pack is the unit of measure) in the Quantity field and the Previous Quantity is 10 Each (where Each is the unit of measure), the Change in Quantity field will display 10. The new value for Unit is 10Pack and the calculation of the extended price will be Quantity \* Unit Price. You need to modify the Unit Price to reflect the change in the unit of measure. Thus the Unit Price now reflects the price for a 10Pack and not for Each. The Unit Price field displays the new price followed by the Unit of Measure. The change in UOM fields will default the price applicable to that item in terms of changed UOM, therefore the user has to modify the Quantity. The change in Qty fields will be display-only only if previous UOM and Changed UOM are same. If they are not the same, then Change in Qty fields will show up as blank. Note that the Unit of Measure can be changed in the modification only if the receipt or Accounts Payable invoice is not created for that line.

For more information on the Inspection and Acceptance Information region, refer to the Award Lines section in the Awards chapter.

For existing lines, the Need-By Date and Period of Performance Dates will not be calculated, and you can enter values for the Need-By Date and Promised Date manually. However, the Need-By Date and Period of Performance Dates are updateable in the newly added lines of the modification. For more information, refer to the Lines and Schedules sections in the Awards chapter.

For more information on delivery event, refer to the Lines and Schedules sections in the Awards chapter.

## Unfinalized Contract Actions

Refer to the section Award Lines, page 7-22 in the Awards chapter to learn how to unfinalize a line.

### Definitizing a Line

Using the Actions list of values, select the Definitize action in order to definitize outstanding Unfinalized Contract Actions for the line. The Definitized Details region displays. Click Add Actions to select and add one or more outstanding Unfinalized Contract Actions. For an amount based lines, the maximum allowable change in the pricing value as a result of definitization action is the sum of the Not to Exceed Amounts of the selected Unfinalized Contract Actions. For quantity based lines, the maximum allowable change in line total as a result of definitization action is the difference between sum of Not to Exceed Amounts and sum of Unfinalized Amounts of the selected Unfinalized Contract Actions. However, you can still go ahead and change the value of the pricing attributes in case of amount based line and line total in case of quantity based line, such that the actual change is more than the maximum allowable change. In case you select all the outstanding Unfinalized Contract Actions for definitization, the value of Unfinalized would change to No, otherwise the value would remain unchanged as Yes. In case an outstanding Unfinalized Contract Action has already been selected for definitization in a modification, the same will not be available for definitization in any subsequent concurrent modifications.



In case you want to definitize a description based Undefined Contract Action, it is mandatory for you to enter value in Definitization Description column. The same is optional for amount based Undefined Contract Action. Also, if receiving and/or invoicing has already taken place for a quantity based line prior to definitization, you will not be able to change the Unit Price for such lines during the definitization process, or even otherwise.

### **Adding Undefined scope to an Undefined Line**

Select the action Undefined from the Action LOV and the Undefined indicator changes to Yes. Additionally, the Undefined Details region displays with the following fields and you can add the undefinitizing scope to the undefined line:

- Undefined Amount: Enter a positive value that is not greater than the Not to Exceed Amount. As soon as you complete entering the amount and tab out, the Total Undefined Amount field in the main region and the Line Total in the main region get recalculated.
- Limitation of Government Liability: Enter a positive value that is not greater than the Not to Exceed Amount.
- Not to Exceed Amount: Enter a positive value for this field. The value of the undefined line cannot be greater than the value of the Not to Exceed Amount.
- Planned Definitization Date: Enter a current or future date that will indicate when the line will be definitized.
- Undefined Description: Enter a description for the undefinitization action.

There are two types of undefinitization actions: Amount Based Undefined and Description Based Undefined. When you perform an Amount Based Undefined action, you need to enter data in the following fields: Undefined Amount, Not To Exceed Amount, Limitation of Government Liability, and Planned Definitization Date.

When you perform a Description Based Undefined, you need to enter data in the following fields: Planned Definitization Date and Undefined Description.

If you create an undefined line with cost constraints Not Separately Priced or No Charge, then you need to perform only a Description based Undefined. The other fields that are not relevant to Description Based Undefined are not enabled for your use.

## **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 to the pricing attribute values, and the application calculates the final Total Amount.

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 to the pricing attribute values and the application calculates the final Total Amount.

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)**

For more information on creating default distributions, refer to the section Distributions in the Awards chapter.

For more information on linking requisition lines to lines / schedules, refer to the section Linking Requisition Lines in the Awards chapter.

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 check box 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 check box is selected, the Funded Value field is enabled. If the Partial

Funded check box is not selected, the Funded Value field is not enabled. By default, this check box 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 check box 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 cannot 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 check box 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 check box 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, refer to the Funding section in the appendix – Common CLM Functionality, page B-15 and the Funding section in this chapter.

When you select the Exercised check box, 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 check box 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.

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.

## Line Level Actions

### Copy Lines action

The Copy Lines : Specify Copying Options page enables you to copy CLIN/SLIN structures and option lines in the same CLM document. The copy alternatives are:

- Copy CLINs with associated SLINs - use this check box to specify if only selected lines are to be copied, or associated SLINs of a selected CLIN are also to be copied.
- Copy as Option Lines - use this check box to copy one or more lines as option lines.
  - Maintain Base Line References - use this check box to specify if the base line reference needs to be maintained between the source line and the option line that will be created.

In addition, the Define Need By Date and Period of Performance Dates region enables you to enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, 1 month after the Need By Date of the source line.

The Define Option Dates region enables you to either enter a specific date or obtain a derived date. A derived date is calculated from the existing date values by the system after you enter a duration, for example, you can specify that the Option Start Date should be set to 3 months earlier than the Need-By Date derived for that line.

Click Apply to start the copy and when you return to the Lines page, you will see the copied lines with the appropriate dates and CLIN/SLIN structures and options, if any.

For more information on the rules governing the Copy action, refer to the appendix - Copy Action, page D-1.

### **Unlink Requisition Action**

If you link a post award request line to a modification line in error, you can either delete the modification line, or unlink the post award request line from the modification line. In either situation, the post award request line is available in Demand Workbench after the deletion or unlinking.

To unlink the post award request line from the modification line, select **Unlink Requisition** from the **Action** list and click **Go**. A confirmation message appears, informing you that the unlink is successful.

## **Related Topics**

Attribute Setup Workbench - Introduction, page 23-1

Attribute Setup Workbench - Value Sets, page 23-3

Attribute Setup Workbench - Attributes and Attribute Groups, page 23-6

Attribute Setup Workbench - Functions, page 23-11

Attribute Setup Workbench - Templates, page 23-13

Attribute Setup Workbench - Simulate, page 23-27

Extending CLM Attributes using UDA - Document Numbering, page 24-1

Extending CLM Attributes using UDA - Complex Pricing, page 24-5

Extending CLM Attributes using UDA - Forms, page 24-6

Extending CLM Attributes using UDA - Addresses, page 24-6

Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## Schedules (for Award Modifications only)

The fields in this tab enable you to enter information regarding the shipment of the items being procured.

If any award schedules have changes to them in the base award, those schedules have an indicator icon in their rows. This helps you to identify the changed schedules, and update them as required.

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 existing schedules, the Need-By Date and Period of Performance Dates will not be calculated by the system. You need to enter the dates manually. However, Need-By Date and Period of Performance Dates are editable in the newly added schedules of the modification.

To view requisitions that have been added in this modification, select **View Requisitions** from the **Actions** list. The **Requisition Summary** page opens. This page does not show previously created lines in the base award or in other modifications.

Use the View Award Changes action (in modifications with any status) to view the changes that happened in an award. Select this action to open the View Change Details for Award page, that displays the changes in the base award at the header, lines, schedules, and distribution levels. The check box enables you to view changes in

modifications that have a status of Draft.

For more information on the Schedules tab, refer to the section Schedules, page 7-37 in the Awards chapter.

For more information on delivery events, refer to the Lines and Schedules sections 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.
- **Accounting Classification Reference Number (ACRN):** You may not change the existing ACRN value in the modification, if the base award has an existing ACRN value. If you are adding a new distribution to the modification document, the ACRN field needs to be entered, either by the system or manually. Refer to the Awards chapter, Distributions section for more information on populating the ACRN field.

If any award distributions have changes to them in the base award, those distributions have an indicator icon in their rows. This helps you to identify the changed distributions, and update them as required.

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 view requisitions that have been added in this modification, select **View Requisitions** from the **Actions** list. The **Requisition Summary** page opens. This page does not show previously created lines in the base award or in other modifications. .

You use the Unlink Requisition action to unlink the linked requisitions for the Award line/shipment/distribution and create another link for the award line against another requisition document. This action is available only if the document is a CLM modification document. You must select at least one line from the table to use the action. If you select more than one line simultaneously, then the linked PR lines will be unlinked from all such selected lines. Encumbrance is enabled at the operating unit for the award document and the amount that is unreserved is only to the extent of the funds from those PR distributions that are used by that award line.

**Note:** When you perform the Unlink Requisition action on a modification document, then the unlinked distributions are no longer displayed in the modification document and are not available in the award document after merging the modification document with the award. Until you merge the modified document on which you perform the Unlink Requisition action with the award document, the application automatically applies a full lock on all the distributions and these distributions are not available when another modification is created for the award document. The Unlink Requisition action is not available on distributions that are already received or billed. The Unlink Requisitions action is available from the Modifications – Lines, Modifications – Schedules, and Modifications – Distributions pages.

In case you link a requisition to an incorrect or another award line that you did not intend to link to (in the same award), use a single modification document to unlink the requisition first, and then link it to the correct award line that you require.

As an example: You have a requisition for \$1000, with \$1000 funds remaining. You could create an award with 2 lines. Link the requisition to award line 1 with \$600. The award gets approved, and the funds remaining is \$400.

If you need to use award line 2 instead for the linking, you can use a single modification document for the correction: create a modification document, unlink the requisition from award line 1, and then link (or relink) the requisition to award line 2, so that the correct line is linked.

To unlink the requisition from the line, navigate to the Distributions tab, select line, and then use the Unlink Requisition action from the Actions drop-down.

When the requisition is unlinked from the line, the total funds remaining is \$1000 again for the current modification. (Funds Remaining = Encumbered Amount on requisition, that is, \$400 – Unposted Increase in award or modification (\$0) + Unposted Unlink Decrease on modification, that is, \$600.)



Now, navigate to the Demand Workbench tab, and use the Add to Awards/Modifications action to relink the requisition line to the line you require. In this example, you need to link the requisition to line 2. You could link the line up to the total funds in the requisition, that is, \$1000.

If you link line 2 to the requisition using \$800, the funds remaining is \$200 (Funds Remaining = Encumbered Amount on requisition, that is, \$1000 – Unposted increase in award or modification, that is, \$800 + Unposted Unlink decrease on modification (\$0)).

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.

In the Update Distribution page, the Encumbrance Date field gets its value from the Encumbrance Date field of the base award. However, in the following situations, the Encumbrance Date field value may be automatically adjusted or validated:

- If the distribution is modified with changes being made to the funded amount, the Encumbrance Date will be validated
- If a new distribution is added to the modification document, the Encumbrance Date will be validated.
- If the funded amount is changed on the distribution of the modification document, the Encumbrance Date will be validated.

If a post award request line is autocreated to a modification, then the post award request details are shown in the Distribution details page.

The Distribution details page also shows the MIPR-related fields. If your award is autocreated from a MIPR (either MIPR Own or MIPR Others), the following read-only fields display in the distribution and are populated from the MIPR: MIPR Own / MIPR Others (document number), Line, MIPR Reference, Obligating Type, Reimbursable Agreement.

Use the View Award Changes action (in modifications with any status) to view the changes that happened in an award. Select this action to open the View Change Details for Award page, that displays the changes in the base award at the header, lines, schedules, and distribution levels. The Draft Modifications check box enables you to view changes to the draft modifications.

For more information on the Distributions tab, refer to the section Distributions, page 7-48 in the Awards chapter.

## Copying Attachments

The Attachments region enables you to add new attachments, update attachments that belong to the base document (award or IDV), delete attachments that belong to the base document, copy attachments from the base document to the modification document in order to update the attachments.

The Attachments region in the modification document (header, lines or schedules) has the following subblocks:

- **Copy for Update subblock:** This subblock enables you to view the attachments that belong to the base document. In addition, you can copy the attachment to the modification document so that you can update the attachment and its details. You can also opt to delete the attachment as part of the modifications made to the base document.
- **New/Updated subblock:** This region enables you to perform the following actions:
  - Add a new attachment by clicking Add Attachment. Refer to the Attachments section in the Awards chapter for more information on adding new attachments. After you add a new attachment, a message displays at the top of the page that the attachment has been added successfully, however, when you commit the modification, the attachment will also get committed.
  - Update an attachment that belongs to the base document: First, copy the attachment from the Copy for Update subblock by clicking the Copy icon. The attached copy is displayed as a row in the New/Updated subblock. However, if another modification (concurrent modification) is updating the attachment, you are not permitted to update the attachment. An error message displays at the top of the page, informing you that the attachment is being updated by modification <modification number>. Unless the update is completed by the first modification, you cannot use the attachment.
  - Delete an attachment that belongs to the base document or the modification by clicking the Delete icon either in the Copy for Update subblock (for base document) or the New/Updated subblock (for modification). If you delete the attachment for the base document in the Copy for Update subblock, the attachment details are no longer visible in the Copy for Update subblock. The attachment name appears as a link next to the Marked for Deletion label. However, if another modification (concurrent modification) is updating or deleting the attachment, you are not permitted to delete the attachment. An error message displays at the top of the page, informing you that the attachment is being updated by modification <modification number>. Unless the update is completed by the first modification, you cannot use the attachment.

If you have copied an attachment from the Copy for Update subblock to the

New/Updated subblock, and you need to undo the action, then click the Delete icon for that attachment from the New/Updated subblock.

## Global Updates on a Modification

Global Update enables you to add common field values for multiple lines or update common field values for multiple lines on draft CLM documents.

Navigate to an award or IDV Modification. Select more one, multiple, or all lines, schedules or distributions (use the Select All link) and then click Global Update. The Global Update Lines page displays with the fields that you can update for multiple lines, schedules or distributions.

If you want to add a new value to the modification lines such as Customer Project Code or Customer Project Text, enter the value in the Global Update Lines page and click Apply. If you want to update / replace the original field value(s) with a new field value, such as FSC/PSC, select or enter the new field value and click Apply. A message confirming that the update was successful displays in the Update CLM (Award or IDV) Modification page. You can navigate to individual modification lines to verify that the update has taken place for the fields you specified.

Similarly, you can globally update field values for modifications schedules and distributions, wherever applicable.

Globally updated fields are displayed in the system generated description of the modification document. The View Change Summary action also displays the changes that occurred as a result of globally updating the fields.

**Note:** You cannot blank out any existing values using Global Update. You can only add or update a value

## 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.

## Small Business Coordination Record

In order to view the DD-2579 document associated with the award modification, IDV with Lines modification, IDV without Lines modification, use the action View Small Business Coordination Record and click Go. This opens the Small Business Coordination Record page where you can see the details of the DD-2579.

In order to update the DD-2579 document associated with the award modification, IDV with Lines modification, IDV without Lines modification, use the action Update Small Business Coordination Record and click Go. This opens the Small Business

Coordination Record page where you can edit the details of the DD-2579, provided it is in an editable mode.

If the total value of the modification exceeds the Threshold Amount (specified in the Purchasing Options page > CLM Controls region), a warning message is displayed to the user while submitting the modification. If the status of the Small Business Coordination Record is not Signed while submitting the modification for approval, a warning message is displayed.

**Note:** A DD-2579 created for a prior modification will remain on that modification. It will not be merged with the conformed document, and it will not be copied over to new modifications.

When a draft modification to which a DD-2579 is associated is being deleted, an error message will be displayed. If you proceed, then the associated Small Business Coordination Record is deleted / canceled based on the status of the DD-2579 document.

## 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 a CLM document and then select the action Update FPDS-NG Reporting Information from the Select Award (or Select IDV or Select Modification) LOV.

Refer to the chapter Federal Procurement Data System – Next Generation (FPDS-NG), page 15-1 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, and so on 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 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.

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, and so on 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 Acknowledgment column in the document Views region displays whether a signature is required. For more information on electronic signatures, refer to the Electronic Signatures section.

## System Generated Description

In the Modification page, select the Generate Change Description action from the Actions LOV. The Change Description page displays. Select a mode to generate the system description for the modification - Background Mode or Runtime Mode. Runtime Mode is selected by default.

To generate the change description summary document in runtime, select the Runtime Mode radiobutton and click Generate. A message displays, informing you that the Change Description has generated successfully. Click the link to the rtf document to download the change description summary document. Open the rtf file to view and update the change summary if required. Use the Upload Change Description field to perform the upload of the change description summary document from your local computer to the CLM system. Click Browse to find the rtf file on your local computer and to select it. Click Apply to save your change description summary document with the modification document. A selected check box, Text Edited by User, also displays, indicating that you have updated the change description summary document. A selected check box, Text Edited by User, also displays. Note that this check box always remains selected, whether you modify the change description or not. The Mod Updated After Generating Description check box displays as selected when you have made changes to the modification after the change description is generated.

When you select Background Mode and click Generate, a concurrent request is run in the background. A confirmation message displays, telling you the concurrent request ID that has been submitted. Navigate to the Requests > View Requests page to verify if the concurrent request has processed successfully. If the concurrent request has processed successfully, the link to the change description summary document (in rtf format) displays on the Change Description page. Click the link to the change description summary document and save or open the rtf file as per your requirement. You will see a summary of the changes you made as part of the modification.

Edit the text if you need to update any of the changed descriptions. Then use the Change Description page to upload the updated rtf file back to the system. Use the Upload Change Description field to perform the upload of the change description summary document from your local computer to the CLM system. Click Browse to find the rtf file on your local computer and to select it. Click Apply to save your change description summary document with the modification document. A selected check box, Text Edited by User, also displays. Note that this check box always remains selected, whether you modify the change description or not.

This description gets printed as part of the SF30 form generated for modifications.

If you have made identical updates or additions to various lines in the document, the system collates or rolls-up these changes in the change description summary document. For example, you updated the Need-By Date in 4 lines to the same value (that is 01-Jul-2012). The change description summary displays the changed date and mentions the line numbers that were updated.

The consolidated summary is available for all CLINs, SLINs and CLIN-SLIN structures. All the fields are eligible to be collated or rolled-up in a summary, except for the following:

- Pricing related fields
- Fund Value field



- Description fields
- Attachment related fields
- Constraints (IDVs)
- Price Breaks
- Solicitation Attribute related fields

Return to the Update Modifications page and select the View Change Description action from the Actions LOV to see the summary of changes. You can download the change summary document rtf by clicking the filename link. If you have updated the modification after generating the change description, the read-only check box Mod Updated after Generating Description is shown as selected.

## Approving a Modification

When you complete your modification and are ready to start 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
- SAM 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. See also: Electronic Signature for a Modification, page 11-34.

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 need 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 Acknowledgment 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 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 Acknowledgment column is now Accepted. Click the Accepted link to view the Acknowledgment History page. Click the eSignature icon in the Acknowledgment 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, acknowledgment 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 need to get the document proxy signed, you must 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 Acknowledgment column should display Requires Signature. After the approvers have approved the document, the status of the document should be Pre-Approved and the

Acknowledgment 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 Acknowledgment 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 the notification link or select the check box 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 Acknowledgment column should display a value Accepted. Click the Accepted link in the Acknowledgment column to display the Acknowledgment 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, acknowledgment 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.

## Concurrent Modifications

### Creating Draft Concurrent Modifications

Buyers and contracting professionals can create draft concurrent modifications from the following pages: Buyer Work Center, Awards/IDVs page and Document Builder.

In Buyer Work Center, if one or more draft modifications exist for the award/IDV, a message is displayed, informing you that there are some modifications already created for the award/IDV. Click Yes to create another new draft modification or No to edit an existing draft modification.

If no draft modifications exist for the award/IDV, the message above does not display.

If multiple lines are selected for performing a global update, and you attempt to update a field value that is locked in one or more lines, then an error message displays for those lines and other lines get updated via global update.

In Document Builder, the action New Modification enables you to create a concurrent modification. Select an approved award and then add the requisition lines that you want to add to the modification document.

Click Search in the Awards > Modifications sub-tab to find any modifications that may not be listed in the search results region. The default search criteria are: Modification, Award, 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.

You can enter partial field values as your search criteria. The system shows you search results that matches the partial search criteria. For example, enter "PST" in the Modification field. Every modification with a number that starts with "PST" is displayed in the search results.

Some of the fields that you can use as search criteria using the Add Another LOV are: Operating Unit, Effective Date, Status, Order Number, Supplier, Supplier Site, Buyer,

Cancellation Indicator, Document Style.

## Modification Header

The regions of the modification Header along with the Supplier Details region (Addresses and Supplier Details tab) are grayed out if another user is updating the header level fields via another modification. However, the Main region and the Modification Justification regions are never grayed out because they are specific to the modification document. If you hover your mouse over the lock icon, a tooltip displaying the modification number and the buyer who locked the modification is displayed. You can request the other user to release the lock so that you can update the field values. The Revert button rolls back the changes made by the current user, that is, the changes made in the modification are discarded, and the lock is released. Thereafter another user can update the Header attributes via another modification.

In case of IDVs, the Ceiling Amount is the only field allowed for concurrent update.

For more information on lock types in concurrent modifications, refer to the appendix - Lock Types in Concurrent Modifications, page C-1.

## Addresses and Supplier Details

Each address (code, contact, location) can be concurrently. You can request the other user to release the lock so that you can update the address and supplier details field values. The Revert button rolls back the changes made by the current user, that is, the changes made in the modification are discarded, and the lock is released. Thereafter another user can update the Address and Supplier Details attributes via another modification.

**Note:** Modification Issuing Office and Modification Administration Office are specific to the modification and are not updated in the conformed document.

## Modification Lines

As part of the modification updates, you can add new lines or update the field values on existing lines. You can add as many new lines as required, this action does not interfere with other users' actions of adding new lines.

When you add new lines to the modification, the line numbering that takes place automatically increments the last generated line number by 1. If other users are also adding new lines via other modifications, the line number will be last generated line number among the newly created lines on the modification(s) plus 1.

However, when you are updating the field values of an existing line, not all field values are available for updates if another user is updating them. Fields such as Price, UOM and Contract Type are locked fully when another user updates these values. Fields from

Schedules (Need-By Date, Promised Date and Location) and Distributions (Requester, Deliver-to location, Project, Task, Expenditure type, Org, Date) are read-only when the modification is being updated.

When some field values are updated by you and another user(s), the system automatically displays a lock icon at that row, indicating that the field cannot be updated by you. Examples of such field values are Price, Qty, and so on. There are two types of locks that are available in concurrent modifications: full locks – where the lock cascades to Schedules and Distributions; partial locks – where the lock does not cascade to other entities and remains at the line level only. If the Schedule/Distribution is being updated by another user via a modification, the full lock does not apply and an error message is displayed.

When the current user updates a field on the modification line, an unlock icon is displayed.

Use the View Concurrent Changes action to see the report of the concurrent changes for the selected line(s).

When creating an IDV modification, the field values and price breaks for IDVs, are locked along with the line. When the line is locked (either partially or fully), all price breaks are implicitly locked.

For more information on lock types in concurrent modifications, refer to the appendix - Lock Types in Concurrent Modifications, page C-1.

### **Modification Schedules (for Award Modifications only)**

The Shipment level fields displayed at line level are read-only in the modifications for existing line(s). The values defaulted from the award are displayed and are available for update.

Shipment level attributes at line level: Need-by date, Promised date, Location

The Shipment Quantity can be updated concurrently; however it should not be a negative value in the last update. If a negative value is displayed, an error message is shown.

### **Modification Distributions (for Award Modifications only)**

The Distribution level fields displayed at line level are read-only in the modifications for existing line(s). The values defaulted from the award are displayed and are available for update.

Distribution level attributes at line level: Requester, Deliver-to location, Project, Task, Expenditure type, Org, Date.

You can update the Change in Funded Value and Fund Value fields concurrently.

For more information on lock types in concurrent modifications, refer to the appendix - Lock Types in Concurrent Modifications, page C-1.

## Copying Attachments

The Attachments region enables you to add new attachments, update attachments that belong to the base document (award or IDV), delete attachments that belong to the base document, copy attachments from the base document to the modification document in order to update the attachments.

For more information on copying attachments, refer to the section Copying Attachments, page 11-26 in this chapter.

## Managing Draft Concurrent Modifications

You can perform the following actions/tasks on draft concurrent modifications:

- **Query Modifications:** The Awards/IDVs tabs along with the Modifications sub-tabs have Views and Search capabilities that can be used to query one or more modifications. Personalize your views to see sorted modifications, for example, by buyer, by approval status, buyer's concurrent modifications, and so on.
- **Delete Modifications:** Modifications and their related references can be deleted at any time. References such as any row or entity locked in the modification, notifications referring to this modification, Update Attachment icon and Update Clauses (in Contract Terms) if they are locked because of this modification.
- **Other Actions:** Other actions such as Sync, View Base Document, View Change Description, and View Modification PDF, and so on, that are available for single modifications, are also available for concurrent draft modification as well.
- **Managing Attachments:** If a modification is being updated by another user, you cannot modify or update the existing attachments via another modification, the Update button is disabled; however you can add a new attached file at the header, lines or schedule levels. When the other user has completed approving the modification, you can proceed to update or modify the attachments in the modification at the header, lines or schedule levels.
- **View Change Summary:** Using the Lines tab, Schedules tab or Distributions tab, select the View Change Summary action from the Actions LOV. The View Change Summary page displays, showing you the delta of changes that occurred in all the concurrent modifications created for that award/IDV.

## Notifications

In a situation where one or more users are creating and updating modifications to the same award/IDV, the region that is being updated by a user (e.g.: line, header region, and so on) is grayed out or a lock icon displays at that location. You can notify the other user (using the action Notify) that the region is not available for update. When the notification is received by the other user, the other user can use the Revert action to



undo the changes made by you. This action unlocks the region and it is now available to other users to update via their modifications.

To collaborate with another user and request the other user to update the modification, select the Notify action to inform the other user to do the needful. The other user can also reply to your notification with notes.

## Manage Contract Terms in Concurrent Modifications

The following contract related entities are impacted in concurrent modifications:

- Users can add new clauses to the modification at any time.
- However, when there are concurrent modifications updating the contract terms, the system allows the update of contract terms via only one modification at a time.
- Updating any of the variable values is considered to be an update to the clause that has that variable.
- Deliverables can be added through concurrent modifications; but the deliverables available on the base document that is copied to the modification document cannot be updated.
- When two users are working concurrently on two draft modifications, and one of the users have updated any one clause, section or run Contract Expert, then the following actions are not available for the other user to update on the other draft modification:
  - Update Clause
  - Update Section
  - Run Contract Expert

If a user opts to perform one of the above actions, a message is displayed, informing the user that there are modifications already updating contract terms or running Contract Expert and to refer to the Manage Concurrent Updates page.

- Select alternate: This action is disabled for the current user, because the other draft modification has updated (edit/deleted) the clause.
- Update & Delete: These actions are disabled for the current user, because the other draft modification has updated (edit/deleted) the clause. This applies to sections as well.

The Manage Concurrent Updates page is displayed after you select the Manage Concurrent Updates action in the Contract Terms page. Using this page, you can check the status of sections, clauses, Contract Expert for any type of updates that are made as a result of concurrent modifications. You can see the User, Document Type and

Document Number that are being updated. You can either notify other users or unlock a locked entity as part of your actions.

- **Notify:** This action is available for use when the entity is being updated on the other modification concurrently. When the user clicks Notify, a notification is displayed, using which the user can collaborate with the other user who has updated the same entity.
- **Unlock:** This action is available for use when the entity has been updated on the current document concurrently. When the user clicks Unlock, the entity is refreshed and the value from the base document is restored (the updates are undone).

The following Contract Details can be updated via concurrent modifications:

- Contract Administrator
- Legal Contact
- Authoring Party (Internal is allowed)
- Contract Source (Structured Terms when Authority party is Internal, Attached Documents when Authority party is Supplier or Internal)
- New Contract Template
- Retain All Clauses and Deliverables

## Managing Concurrency in Concurrent Modifications

When there are multiple modifications concurrently updating an award/IDV, one of the following scenarios take place:

- **All Modifications are updated concurrently:** each modification is queried, updated and saved. All field values are available for updates.
- **Modification is deleted:** When a draft modification is deleted, the lock on the entities is released, and the field values are now updateable.
- **Modification is submitted for approval:** The submission checks ensure that the individual modifications are validated and are completed when they are submitted for approval. Submission checks also validate if the shipment and distribution quantities are not negative values when submitting for approval. The system also validates if the modification submitted for approval is in sync with the base document, that is, the version of the award/IDV is not revised when the modification was created.
- **Modification is approved:** The updates made in the modification are now merged and updated with the conformed award/IDV. When the conformed award/IDV is

updated, the base document is versioned, and the draft modification(s) go out of sync with respect to the base document.

- **User Action: Sync with Base Document:** Every time a modification is approved and the base document is versioned, other draft documents in the system are out of sync with the base document. Therefore it is necessary for the user to sync the documents. For example, three concurrent modifications are created by different users. The first modification is updated and approved and also merged with the conformed base document. The other two modifications are out of sync with the base document. Therefore when you try to update the modifications or submit them for approval, a message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation. During sync, the latest data from the award/IDV is updated to the modification. If any update has been performed on the modification before the sync action, then the updates (delta changes) are carried over automatically by the system after the sync action.
- **System initiated sync with base document** occurs when you open a modification and update it. A message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation.

## **Managing Concurrency for In-Process Concurrent Modifications**

When there are multiple in-process concurrent modifications, the following scenarios can occur:

- **All Modifications are processed for approval in parallel:** Each modification may be routed through AME (Approvals Management Engine), Supplier Signature, and Contracting officer signature processes or flows. If the modification is out of sync for any reason (example: modification updated by the approver), the modification is synced by the system and proceeds for approval.
- **Modification is rejected:** In-process modifications can be rejected during approval process by the system or by the approvers because of funds check failure, sync action failure and so on. Any rejected modification, if it is not in sync with the base document, is synchronized when it is re-submitted.
- **Modification is approved:** The approval checks ensure that individual in-process modifications are validated and completed. The updates made in the modification are now merged and updated with the conformed award/IDV. When the conformed award/IDV is updated, the base document is versioned, and the draft modification(s) go out of sync with respect to the base document.
- **User Action: Sync with Base Document:** Every time a modification is approved and the base document is versioned, other draft documents in the system are out of sync

with the base document. Therefore it is necessary for the user to sync the documents. For example, three concurrent modifications are created by different users. The first modification is updated and approved and also merged with the conformed base document. The other two modifications are out of sync with the base document. Therefore when you try to update the modifications or submit them for approval, a message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation. During sync, the latest data from the award/IDV is updated to the modification. If any update has been performed on the modification before the sync action, then the updates (delta changes) are carried over automatically by the system after the sync action.

- System initiated sync with base document occurs when you open a modification and update it. A message is displayed, informing you that the modification is out of sync with the base document. Click Yes to perform the sync with the base document or No to cancel the sync operation.

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## G-Invoicing

This chapter covers the following topics:

- G-Invoicing Overview
- Introduction for Requesting Agencies
- General Terms and Conditions (GT&Cs)
- IGT Requisitions
- IGT Orders
- IGT Modifications
- IGT Performance
- Performance Accounting for Intragovernmental Transactions
- API Support for G-Invoicing Flows
- Closing and Reopening IGT Orders
- Support for In-Flight Order (IFO) from Requesting Agency
- Support for 7600EZ Invoicing

### G-Invoicing Overview

The Oracle E-Business Suite (EBS) solution for G-Invoicing works with the federal G-Invoicing application to facilitate the processing and accounting of intragovernmental buy and sell transactions. The solution is integrated with Oracle Contract Lifecycle Management for Public Sector, Oracle Purchasing, and Oracle Projects, and other products play supporting roles.

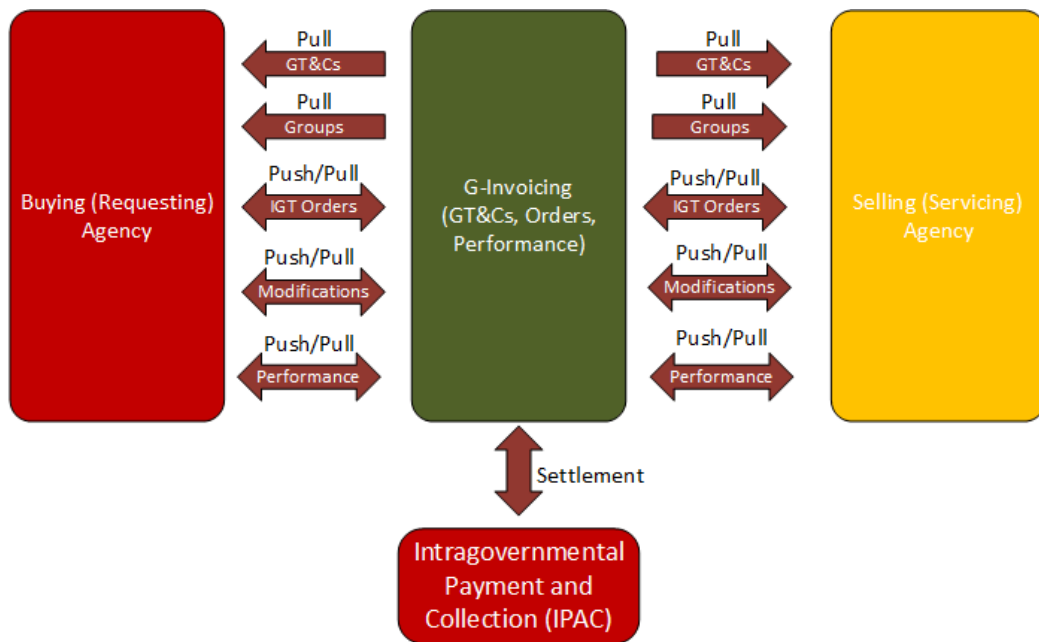
As a federal program agency, you can use the EBS G-Invoicing solution to:

- Broker IGT buy and sell transactions through a common data repository.
- Exchange data related to agencies and groups, General Terms and Conditions

(GT&Cs), orders, modifications, and performance records.

- Improve auditability by associating related transactions with a common identifier.
- Integrate data from these activities into your accounting systems.

The following diagram shows the exchange of G-Invoicing data between the requesting agency, the federal G-Invoicing application, and the servicing agency.



Oracle EBS uses REST services to communicate with the federal G-Invoicing application. Federal agencies push and pull IGT data to and from the federal application. Data pulled into EBS is validated, and corresponding transactions are created within EBS.

The EBS G-Invoicing solution includes the following features:

- Default attributes from GT&Cs for order creation and validation
- Predefined and customizable user defined attribute (UDA) templates and document styles
- A tracking mechanism for intragovernmental transactions
- A request log

## How Oracle EBS and the Federal G-Invoicing Application Work Together

The overall sequence of events for an IGT is as follows:

1. A servicing or requesting agency creates GT&Cs in the federal G-Invoicing application.
2. Both agencies use the federal application to approve the GT&Cs.
3. The requesting agency pulls the approved GT&Cs from the federal application into EBS.
4. The requesting agency creates an order in Oracle CLM or Oracle Purchasing and then pushes the order to the federal application.
5. The servicing agency pulls the order from the federal application, uses Oracle Projects to add any required information and accept the order, and then pushes it back to the federal application.
6. The servicing agency fulfills or begins working on the order, reporting performance on the order upon fulfillment or over time.
7. The requesting agency records the received quantity against delivered performance and pushes the performance details to the federal G-Invoicing application.

## Introduction for Requesting Agencies

See G-Invoicing Overview, page 12-1 for more information.

This topic describes the intragovernmental transactions (IGTs) that requesting agencies can perform within EBS as part of the Oracle EBS G-Invoicing solution.

The overall sequence within EBS is the following:

1. View GT&Cs that are created and approved in the federal G-Invoicing application.  
See Working with GT&Cs, page 12-5 for more information.
2. View, create, and update IGT orders.  
See Working with IGT Orders, page 12-4 for information about the flow of an order.
3. View and create modifications to update IGT orders.  
See Working with IGT Modifications, page 12-4 for information about the flow of a modification.
4. View performance transactions initiated by servicing agencies and record quantities received against delivery performances.  
See Working with IGT Performance, page 12-5 for information about the flow of a performance transaction.

The following sections describe the IGT flow in more detail.

## Overview of GT&Cs

GT&Cs, or General Terms and Conditions, are the terms under which two parties agree to make future business transactions. For IGTs, GT&Cs are created and approved only in the federal G-Invoicing application. To review GT&Cs, go to Buyer Work Center. Click the **IDVs** tab and then the **GT&Cs** subtab.

See General Terms and Conditions, page 12-5 for more information.

## Overview of IGT Orders

The flow of an IGT order for a requesting agency is as follows:

- The requesting agency creates an IGT order.
- After the order is approved, the requesting agency administrator pushes it to the federal G-Invoicing application.
- The servicing agency pulls the order from the federal application, adds servicing information, and accepts or rejects the order.
- The requesting agency pulls the order from the federal application to synchronize the servicing agency information.
- Subsequent processing depends on whether the servicing agency accepts or rejects the order.

See IGT Orders, page 12-29 for details about creating orders and the sequence of events and statuses that are associated with an IGT order.

## Overview of IGT Modifications

The flow of an IGT modification for a requesting agency is as follows:

- The requesting agency creates an IGT modification for an order that is in the Open status.
- The requesting agency administrator pushes the modification to the federal G-Invoicing application.
- The servicing agency pulls the modification from the federal application and accepts or rejects the modification.
- The requesting agency pulls the modification from the federal application to synchronize the servicing agency information.



- Subsequent processing depends on whether the servicing agency accepts or rejects the modification.

See IGT Modifications, page 12-45 for details about creating modifications and the sequence of events and statuses that are associated with a modification.

## Overview of IGT Performance

After a requesting agency creates an IGT order, completes internal approvals, and pushes the order to the federal G-Invoicing application, the servicing agency pulls the order. When the servicing agency has provided some or all of the ordered goods or services, the performance flow begins.

For the requesting agency, the performance flow proceeds according to the following steps:

1. The servicing agency initiates a delivery performance transaction for the order.
2. The requesting agency pulls the performance from federal G-Invoicing and reviews it.
3. The requesting agency uses the Reference Performance action to create a received or accepted performance.

**Note:** To reconcile quantity before order closure, the requesting agency can use the Adjustment performance type to create an adjustment performance record.

4. The received or accepted performance is pushed to the federal G-Invoicing application. This action indicates that the goods or services are received.

See "IGT Performance", page 12-52 for details about creating reference and adjustment performance transactions.

## General Terms and Conditions (GT&Cs)

See Introduction to G-Invoicing, for more information.

To view your GT&Cs, go to Buyer Work Center. Click the **IDVs** tab and then the **GT&Cs** subtab.

GT&Cs are created and approved only in the federal G-Invoicing application. In that application, the status of approved GT&Cs is Open for Orders. Oracle EBS only pulls GT&Cs that are open for orders. You cannot update or change GT&C data in Oracle EBS.

**Note: GT&C Changes to Support Business Application:** In the IGT

GTC page, the Ordering Constraints region, now includes a Business Application attribute.

## Searching for GT&Cs

To search for GT&Cs using a saved search, choose an option from the **Saved Search** list and click **Go**.

- **My Open GT&Cs:** Shows all open GT&Cs.
- **My Approved GT&Cs:** Shows all open GT&Cs.

To create a new search with your own filter criteria, click **Search** and select your criteria. Click **Go** to search, or click **Save Search**.

To edit, delete, or refer to this saved search, click **Personalize**.

## Viewing GT&C Search Results

The search results include details such as operating unit, agreement, revision, GT&C number, GT&C title, agreement type, supplier site, G-Invoicing status, and so on.

After the *Intragovernmental Agreements (GT&C) Import* program has run, you can click an agreement in the results table to view the GT&Cs on the **Contract Purchase Agreement** page. All attributes that are available for GT&Cs in the federal G-Invoicing application are displayed on this page.

**Note:** If your system administrator has set up group security, then this page displays only data that is accessible to you based on your group association.

## Viewing GT&C Header Details

On the **Contract Purchase Agreement** page, the **Header** tab displays the operating unit, GT&C number, supplier, supplier site, and GT&C title. This page displays ordering constraints, estimated costs, information about the requesting and servicing agencies and their organization structures, closing comments, and GT&C attachments.

**Note:** If a GT&C has only one Agency Location Code (ALC), then the supplier and supplier site details are automatically filled in on the **Header** tab using the servicing agency identifier and servicing ALC information. However, if the GT&C has more than one ALC, then the supplier and supplier site details are not filled in and you must enter them when you create the order.

Select **Pull Attachments** from **Actions** in the **GT&C Attachments** region to import and view the attachments from the **Attachments** region. Click **View Orders** to view related orders for the GT&C.

## Viewing Preparer and Approvals Information

The **Preparer & Approvals Info** tab on the **Contract Purchase Agreement** page shows details such as the preparer's name, phone, and email and the approver's agency, role, name, and title.

## Viewing Controls

The control details on the **Contract Purchase Agreement** page are operating unit, status, requesting OU, purchasing OU, purchasing site, requesting group, and service group information. The requesting group details are group ID, group name, description, last modified date, and status. If there are multiple agency location codes, then the **Agency Location Codes** field displays the codes as comma-separated values.

**Note:** Use the groups displayed in this region to create an intragovernmental transaction (IGT) order for this GT&C. See IGT Orders, page 12-29 for more information.

## Defining Business Application in G-Invoicing

The Administrator must set the feature flags to enable an agency to use the features like in-flight orders, 7600EZ invoice.

### Prerequisites

The agency must satisfy the following conditions:

- Set the feature flags in federal G-Invoicing application to enable features like 7600EZ, Bulk Data Upload for using with in-flight orders. (Navigation: In Federal G-Invoicing Application, click Administration and then Manage Feature Flags).
- The requesting and servicing agency must pull these setups in Oracle CLM, Purchasing and in Oracle Projects.

### Pulling BizApp and Feature Rules

Both agencies can use the concurrent program, Intragovernmental BizApps and Features Interface Program, to pull the business application (BizApps) and Feature details to EBS. This concurrent program can be used to pull BizApps and features whenever there is a change in the setup or it can be scheduled periodically. To pull or push BizApp and Feature setups, perform the following steps:

1. If you are in a different responsibility, switch to **CLM Purchasing Super User**.
2. Click **Requests** and then click **Submit a New Request**.
3. In the **Name** field, enter *Intragovernmental BizApps and Features Interface Program*.  
The **Parameters** window appears.
4. **Agency Type:** Select Requesting Agency.
5. **Request Type:** Select either the bizapps or feature flags details to pull.
6. **Operating Unit:** Specify the operating unit.

This service provides information related to features and related conditions for all the applicable agencies in G-Invoicing, the information pulled is validated during transactions.

**Suggested Reading:** Only JSON request and response are supported.

Oracle CLM or Purchasing provides the following views to see details of pulled BizApps and Features details:

- IGT\_BizApps\_V
- IGT\_Features\_V

These views display details such as:

- bizapp code, name, and the condition associated with it.
- feature code, feature display, and the agency type.

For example, the BizApp is EZ\_10K and the related rules or conditions are:

- Max Amount < \$10000
- Agreement Type: Multiple
- Ordering point (FOB): Source
- Advance Payment Indicator: N (No)
- Rejection Days: 30

## IGT Requisitions

You can create IGT requisitions in Oracle iProcurement using the web interface, or in Oracle Purchasing using the Oracle Forms user interface. You can also create Military

Interdepartmental Purchase Requests (MIPRs) using intergovernmental requests in Oracle CLM with iProcurement.

When a requisition is approved, funds are committed and then you can add the requisition to an IGT order. When the order is approved, the funds move from commitment to obligation.

Departments and agencies within the Department of Defense (DoD or non-DoD) use MIPRs to create requests for goods and services provided by other departments. MIPRs provide funds details and descriptions of goods and services. Requesting agencies create and transfer MIPRs to servicing agencies. When a servicing agency accepts an MIPR, the requesting agency records the acceptance and adds the MIPR to intragovernmental orders. In EBS, you can create an MIPRs on the **Intragovernmental Requests** page and then add the requisitions to IGT orders.

## Creating an Intragovernmental Request and Adding it to an IGT Orders

In Oracle iProcurement you can create IGT requests and commit funds if you have access to the **Intragovernmental Request** subtab in the **Shop** tab. Contact your administrator if this subtab is not available to you.

This subtab is available if your responsibility or user has the role *ICX: Intragovernmental Request Access Role*.

### To create an intragovernmental request:

1. On the **Home** page, select the *CLM iProcurement* responsibility if you are using CLM or the *Federal iProcurement* responsibility if you are using Oracle iProcurement.
2. Click **iProcurement Home Page**.
3. On the **Shop** tab, click the **Intragovernmental Request** subtab.

The **Intragovernmental Request** page appears.

4. Enter or select a GT&C number. The LOV only displays GT&Cs that you have access to.

Once you select a GT&C number, the shopping cart can only contain items with the same GT&C number.

The contract number, which is created in EBS when you select a GT&C number, is populated automatically.

5. In the **Item Type** field, select either Goods or Services.
6. Enter an item description.  
The **Category** field displays the default value set up in the user preferences.
7. Enter a quantity.

8. Select a unit of measure.

9. Click **Add to Cart**.

You can continue adding items to the shopping cart if each item has the same GT&C number.

**Note:** If your shopping cart contains intragovernmental items, then you cannot select noncatalog requests (NCR) or catalog items from the **Shop** page.

10. Click the shopping cart to save it or to check out.

For each item, the shopping cart displays the item description, unit, quantity, price, amount, source document number, and GT&C number.

11. Click **Checkout**, or, to save cart details and create an intragovernmental request with the status Incomplete, click **Save**.

The **Checkout: Requisition Information** page appears.

12. Provide a description for the requisition.

13. In the **Requesting Agency Info** and **Servicing Agency Info** regions, the agency identifier, agency location code and group are populated based on the selected GT&C.

14. Select a date in the **Need-By Date** field or set a date range in the **Period of Performance Start Date** and **Period of Performance End Date** fields. Select a need-by date between the start and end dates of the GT&C.

**Note:** Period of performance dates are used in Oracle CLM but not in Oracle Purchasing.

15. (Optional) Click **Edit Lines** if you need to make changes at the line level.

- You cannot add multiple distributions for an IGT requisition.
- You can change the charge account if needed. Validate the TAS and BETC values defined for the funding segment of the charge account with the requesting and servicing groups entered in the intragovernmental request. Run the TAS Validation API to ensure that the TAS and BETCs are set up properly for the combination of agency identifier and funding segment and valid for the group and ALC selected.

16. Click **Submit**.

The requisition is sent for approval according to your agency's approval rules, and then funds are committed.

## Create an MIPR and Add It to an IGT Order

Military Interdepartmental Purchase Requisitions (MIPR) are used to track military purchases within Department of Defense (DoD) agencies. IGT requisitions support only the MIPR-Own type. A defense agency can create a reimbursable IGT request of this type and send it to a servicing agency for acceptance. To use the MIPR-Others type you must create a noncatalog request instead.

To create an MIPR and reference it in a reimbursable order, perform the following steps:

1. On the **Shopping Cart** page, before you check out, select the **Military Interdepartmental Purchase Request (MIPR)** option.
2. In the **MIPR Type** field, select **Military Interdepartmental Purchase Request-Own**.
3. Click **Checkout** to provide additional information such as requesting and servicing agency details.

Enter the invoicing office and servicing agency's address details. The PRDS (Purchase Request Data Standard) file is generated based on the location entered in the **Purchasing Options** page and the address code.

4. (Optional) Enter information in the **Business Priority and Project Information**, **Sourcing Information**, and **Acquisition Plan** regions.
5. Click **Submit** to send the requisition for approval.

When the requisition is approved, the status changes to **Approved, Pending Acceptance**.

**Note:** Optionally, you can enter the MIPR acceptance information while creating an MIPR.

To record acceptance, select **MIPR Acceptance** from the **Actions** menu on the **Requisition Summary** page. Specify the obligation type. If the obligation type is Reimbursable, then the MIPR can be added to an IGT order. If the obligation type is Direct Citation, then the MIPR can be added to an award, but not to an IGT order.

When you record MIPR Acceptance, the requisition status is changed to Acknowledged.

## Creating Intragovernmental Requisitions in Oracle Purchasing (in Forms)

Oracle Purchasing supports creating intragovernmental (IGT) requisitions for G-Invoicing.

The **Intragovernmental** option is included in the **Requisitions** window.

**Note:** To display and use the **Intragovernmental** option, set the *FV: Federal Enabled* profile option to Yes at the responsibility or user level.

When you select the **Intragovernmental** option, you create an IGT requisition. Once approved, it is available in Buyer Work Center so that it can be placed on an IGT order.

### **Prerequisites**

Oracle recommends that you perform the following steps before you create an IGT requisition:

- Validate GT&C, TAS, and BETC details based on charge account segment available for agencies. Use the Validations API(cx\_por\_igt\_validations.validate\_igt\_tas\_betc).
- To improve user productivity, Include GT&C as a descriptive flexfield (DFF) at the header level, and populate corresponding internal GT&C numbers in the **Document** and **Document Type** as the Contract Purchasing Agreement in the **Source Details** tab as described below.
- Add Requesting Group, ALC, Agency Identifier and Servicing Group, ALC, and Agency Identifier fields as DFFs and validate them using APIs for the selected TAS and BETC.

To enter IGT requisition lines, perform the following steps:

1. Choose the *Purchasing, US Federal* responsibility.
2. Select **Requisitions** and then **Requisitions**.

The **Requisitions** window appears as shown below:



### Requisitions in the Forms User Interface

**Requisitions - [New]**

Operating Unit:

Number:  Type:  Preparer:

Description:  Status:  Total: USD

☐ Intragovernmental ☐

**Lines** | Source Details | Details | Currency

Num	Type	Item	Rev	Category	Description	UOM	€
1							

Destination Type:

Requester:

Organization:

Location:

Subinventory:

Source:

Supplier:

Site:

Contact:

Phone:

3. Select the **Intragovernmental** option.

When this option is selected, Oracle Purchasing displays only IGT-related attributes in the list of values.

4. Click the DFF next to the **Intragovernmental** option.

The **Requisition Header** dialog box appears:

## Requisitions

**Requisitions - [New]**

Operating Unit: **US Federal Government**

Number:  Type: **Purchase Requisition** Preparer: **Rockland, Mr. Theodore C.**

Description:  Status: **Incomplete** Total: **USD 0.00**

☒ Intragovernmental

**Lines** Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	[ ]
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Requisition Headers**

Context:

OK Cancel Clear Help

Destination Type:

Requester:

Organization:

Location:

Subinventory:

Supplier:

Site:

Contact:

Phone:

Outside Services Distributions Approve...

5. In the **Requisition Header** dialog box, enter "Agency Information" in the **Context** field. The remaining fields appear after you select the context, as shown below:

## Requisition Header

**Requisition Headers**

Context: **Agency Information** Agency Information

GT&C: **A2111-020-020-005941.0** 223

Requesting Group: **Head Quarters (HQ)**

Requesting ALC: **20010004**

Servicing Group: **HQ**

Servicing ALC: **20010010**

OK Cancel Clear Help

6. Select a GT&C.
7. Select the requesting group.
8. Select the requesting ALC. The ALC assigned to the requesting group appears.
9. Select a servicing group.

10. Select the **Servicing ALC** from the LOV. The ALC assigned to the servicing group appears.
11. Click **OK**.

### Enter Lines and Source Information

In the **Lines** tab, enter the following details:

1. Select a value from the **Type** LOV. Only line types applicable to IGTs appear in the LOV.
2. Enter values for the **Item**, **Category**, and **Description** fields.
3. Select a unit of measure. The LOV displays only UOMs applicable to intragovernmental transactions.
4. Enter a quantity, price, and need-by date. The **Need-By Date** must be between the agreement start and end dates.
5. Click the **Source** tab.
6. Enter Contract Purchase Agreement (CPA) in the **Document Type** field.
7. Select a value in the **Document** field. These CPAs are GT&Cs pulled from G-Invoicing.
8. Save the details.  
The requisition is created with the Incomplete status.

### Entering Distribution

To enter distribution for the requisition, do the following:

1. Click **Distribution**.
2. Enter the charge account, GL date and others details.

**Note:** Oracle Purchasing supports only one distribution for an IGT requisition line.

3. Save the changes.
4. Reserve and approve the requisition.

**Note:** The approved intragovernmental requisitions are not used to autocreate purchase orders, but appear in the Demand Workbench,



where they can be used to create purchase orders.

## Viewing Requisitions

You can view the recently created requisition details using the following methods:

### Using the Requisition Summary

To view the requisition details, perform the following:

1. From the **Home** page, select the *Purchasing, US Federal* responsibility.
2. Click **Requisitions** and then **Requisition Summary**.

The **Find Requisitions** window appears as shown below:

**Find Requisitions Window**

The screenshot shows the 'Find Requisitions' window with the following fields and options:

- Operating Unit:** US Federal Government
- Requisition Number:** [Text Field]
- Preparer:** [Text Field]
- Buyer:** [Text Field]
- Reference Num:** [Text Field]
- Type:** [Dropdown Menu]
- Requester:** [Text Field]
- Modified:** [Dropdown Menu]
- Import Source:** [Text Field]
- Line:** [Text Field]
- Line Type:** [Text Field]

Below the search fields is a tabbed interface with the following tabs: **Line**, **Status**, **Date Ranges**, **Sourcing**, **Deliver To**, **Related Documents**, and **Accounting**. The **Line** tab is currently selected.

Under the **Line** tab, there are additional search fields:

- Item, Rev:** [Text Field]
- Category:** [Text Field]
- Description:** [Text Field]
- Supplier Item:** [Text Field]

On the right side of the window, there is a **Results** section with three radio button options:

- ☐ Headers
- ☐ Lines
- ☒ Distributions

At the bottom of the window, there are three buttons: **Clear**, **New**, and **Find (B)**.

3. Enter a requisition number.
4. In the **Results** region, select a summary level:
  - **Header:** View the requisition header summary.
  - **Lines:** View the requisition lines summary.
  - **Distributions:** View the distribution details.

### Requisition Headers Summary Window

Number	Description	Approval Status	Creation Date	Currency
2133		Approved	01-NOV-2021 02:4	USD

Buttons: Lines, New, Open

### Using the Demand Workbench in Buyer Work Center

When the requisition is approved in the Oracle Forms interface, the requisition lines become available in Demand Workbench for addition to IGT orders.

### Document Builder on the IGT Requisitions Page

Requisitions | Orders | Agreements | Deliverables | Suppliers | Notes | Initiatives | Negotiations

Demand Workbench | Summary | **IGT Requisitions** | Amendments

**IGT Requisitions**

\* Indicates required field

**Search**

Match ☒ All ☐ Any

Buyer is

Requisition is

Category is

Supplier is

**Document Builder**

Type: New IGT Order

OU: US Federal Government

GT&C: A2110-020-020-005321.0

Currency: USD

Style: IGT Standard

**Recently Added Items**

IGT Req in Forms: 14 EA

Number of Lines: 1

Total: 210.00 USD

OU	Requisition	Requisition Type	Item/Job	Qty	Unit	Price	Need-By	Assignment	GT&C	Options	Actions
No results found.											

Perform the following steps to add the requisition to an IGT order:

1. Set the type to **New IGT Order** or **Add to IGT Order**.
2. Enter the OU.
3. Select requisition lines and click **Add**.

The selected requisition lines are added to document builder.

4. Click **Create**.

An IGT order is created, and the **Update IGT Order** page appears.

**Note:** The GT&C numbers entered at the header and line levels must match.

## Copying, Modifying, Canceling, and Receiving Intragovernmental Requisitions

In Oracle CLM and Oracle Purchasing you can copy, modify, cancel, and receive IGT requisitions.

### Copying IGT Requisitions

To create new requisition or to add lines to a new cart, select the requisition and click **Copy**.

### Modifying IGT Requisitions

You can modify an IGT requisition line until it is added to an IGT order. When a requisition line is linked with an IGT order, the **Update** option is disabled in the iProcurement **Home** page and the summary page. You cannot change requesting and servicing agency details or line level attributes after the requisition line is linked to an IGT order.

### Canceling IGT Requisitions

You can cancel an IGT requisition until it is linked to an IGT order. After it is linked with an IGT order the **Cancel** option is disabled. To cancel an entire requisition, click **Cancel Entire Requisition**. When a requisition line is canceled, accounting entries are reversed with the encumbered amount and the line is marked as canceled.

### Liquidating IGT Requisitions

You cannot use the Liquidate action on IGT requisitions, because excess funds are liquidated when IGT requisition lines are added to an IGT order and the order is approved.

### Receiving IGT Requisition

The **Express Receiving** and **Receive** options are disabled for IGT requisitions because the receipts and invoices are created through performance transactions.

**Note:** The type for all requisitions is updated to Intragovernmental Requests and you can filter based on this requisition type. When you select MIPR-OWN, the list displays MIPRs created by users as well,

because MIPRs are also intragovernmental transactions.

## Changing and Grouping IGT Requisitions

This enhancement applies to intragovernmental orders that have backup requisitions or prior commitments. Oracle CLM or Purchasing provides capabilities using which agencies can increase or decrease the requisition value against a requisition line under the following conditions:

- Change the requisition amount to utilize funds more effectively.
- Allocate funding progressively rather than completely for a specific requisition or a demand.

This functionality lets the programming office change the requisition by increasing or decreasing the funding for existing requisition lines. The contracting office reviews the updated requisitions applies them to IGT orders without creating a new order line schedule. An increased requisition line amount creates a commitment to the extent of the value increase. There is no change in commitment if the amount is decreased. The changed requisition must be approved by the program officer. After approval, it becomes available in the demand workbench for the buyer to create an IGT order modification. The requisition changes are automatically propagated to the corresponding IGT order line schedules. In some cases, when there is a discrepancy in the original requisition with the order lines being modified, then the agency will have to update the quantity or price manually in the modification. Refer to subsequent descriptions for more details.

### Changing an IGT Requisition

The change requisition is allowed when the following conditions are met:

- When the IGT requisition is in an approved status and has been referenced in an IGT order.
- At least one requisition line is allowed to be changed. If the requisition has multiple lines, few lines may be allowed to be changed and other lines may not be allowed for change.
- The corresponding order modification is in the draft or rejected status.
- The IGT order line schedule linked to the requisition line is not closed or cancelled.
- The IGT order linked to the requisition line is in a draft, approved, or rejected status.
- Optionally, the incomplete IGT order modification linked to the requisition line is in

the draft or rejected status.

**Note:** You can update the IGT requisitions that are not yet added to an order. In such cases, the requisition will be added to the cart, and you can change this requisition.

- The price cannot be changed when there is a performance against an order line schedule.
- The decreased quantity in IGT requisition line cannot be less than the performed quantity against the corresponding IGT order line schedule when performance exists.

You can change an IGT requisition that are enabled for update. You can only modify the quantity and price and must provide a reason for the change. You can change both amount-based and goods-based requisition lines. For example, consider a requisition was created for \$10 with 10 quantities and was included in the IGT order for the same quantity and price. In this case, the amount becomes \$100. If you decide to change the requisition, increase the quantity from 10 to 15, then the IGT order is updated with the quantity and price to reflect the change, which will be Quantity 15, Price \$10, and the amount is updated to \$150. In other case, where the IGT order is only partially added to an order (discrepancy of an IGT order line schedule amount compared to original requisition line), considering the above example, only quantity 8 is added at the price of \$10 then the amount is \$80. In this case, the modification to IGT order will not trigger an automatic update to the corresponding order. You will have to manually update the order with the corrected quantity which is 5 at the price of \$10 to reflect the change. When updating the order manually to reflect the change in requisition price or quantity increase, you must keep in mind that you can only add the difference of the amount from the original requisition (change in funded value). Considering this example, you can add quantity or price to not to exceed the \$50 additional amount.

To modify a requisition, perform the following steps:

1. In EBS, click the **Purchasing, US Federal, Standard (Forms based Requisitions), Federal iProcurement, Standard (Purchasing)** or **CLM iProcurement, Standard (CLM)** responsibility.
2. In forms-based requisitions, query for the requisition and click **Tools** and then **Change**. If you are using iProcurement, then from the **My Requisition** region, click the **Change** icon, if it is enabled.

Or, click the **Requisitions** tab, and then select a requisition to modify, then click **Change** option. The **Change Requisitions** page appears.



## Change Requisition

Shop **Requisitions** Receiving Contractors Assessments Feedback

Requisitions Notifications Approvals

Enter Changes View Approvals

**Change Requisition 2112 (960.00 USD): Select Lines**

Personalize "Lines Region"

Line	Description	Order Type	Order	Order Schedule	Status	Obligation	Commitment	Unit	Quantity	Price	Amount (USD)	Change in Fund	Reason
1	regline1	Purchase	2136	Approved Order		110	0 EA		12	11 USD	132.00	22	change in qty
2	regline2	Purchase	2136	Approved Order		400	0 EA		20	22 USD	440.00	40	change in price
3	regline3	Purchase	2136	Approved Order		450	0 EA		460	1 USD	460.00	10	change in amount

You can view the requisition line number, description, the corresponding order type, order number, order schedule status, obligated amount, commitment amount remaining, unit, quantity, price, amount, change in funded value, and reason. In this page, you can only change the quantity and price. Negative values are not accepted. You must enter the reason for the change.

3. Enter the quantity to change. The quantity cannot be less than performance quantity (the billed or received quantity).
4. Optionally, enter the new price. The price on the requisition can be changed only when:
  - Performance has not been created against the corresponding order line schedule of the IGT order.
  - Order shipment has not been billed or received.
  - Order shipment status is not closed for invoicing or closed for receiving.

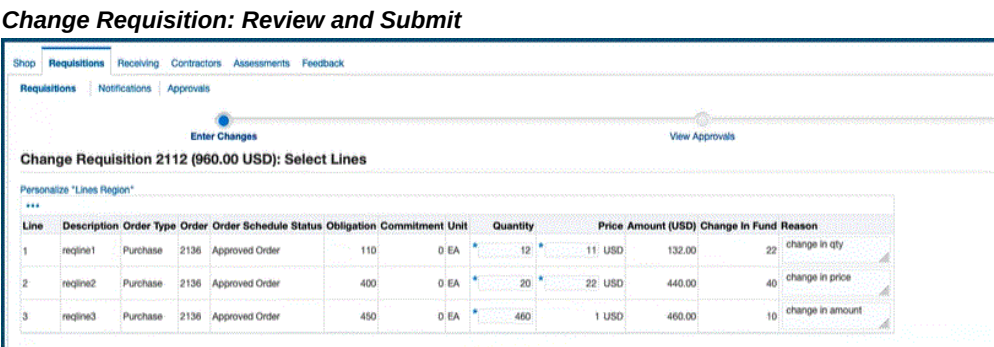
When you increase the requisition line amount (quantity, price, or both), the Change in Fund will show the difference between the original requisition line amount and the changed amount. If you decrease the requisition line amount, then the change in fund will show 0 and there will be no impact on commitment.

5. Enter the reason for the change.
6. Click **Next**.
7. Click **Manage Approvals** to set up AME workflow. Add the approvers.

You can configure AME for the transaction type Requester Change Order Approval. You can set different approval rules for IGT requisitions using the Requesting ALC and the Requesting Group.

8. Click **Next**.

The **Change Requisition: Review and Submit** page appears. The modified quantity and price has an asterisk next to it as shown in the image:



9. Click **Submit**.

When the requisition is submitted, a notification is sent to the approver. When the requisition is approved, a response notification is sent back to the requester. In the notification, the requisition line status appears as Accepted, Pending Implementation. After the change is included in the IGT order (when the order modification is approved), the status is updated to Accepted, Implemented.

**Adding Changed Requisition Lines to an Existing IGT Order Using Modification**

When the changed IGT requisition is approved by the program officer, it becomes available in the demand workbench for the buyer or the contracting office to implement the changes to the corresponding IGT order. To add the changed requisition lines to an IGT order, perform the following steps:

1. In EBS, click the **Purchasing US Federal Super User** or **CLM Purchasing Super User** responsibility.
2. Click **Buyer Work Center** and then **Requisition**. The **Demand Workbench** page appears.
3. From the **Requisitions** tab, click the **IGT Requisition** subtab. You can filter requisitions by view only changed IGT requisitions. The changed IGT requisitions page appears showing the changed requisitions in the demand workbench as shown in the image:








## Filtering Changed IGT Requisitions

### IGT Requisitions

\* Indicates required field

Personalize Table Layout (TableLayout)  
Personalize Query (QueryRn)

Changed IGT Requisitions Show Filters Table Diagnostics

Select Requests: <a href="#">Add</a> <a href="#">Return</a> <a href="#">Reassign</a>   <a href="#">Cancel Split</a> <a href="#">Save Split</a>   <a href="#">***</a>													Rows 1 to 30	
<input type="checkbox"/> OU ^	Requisition ^	Requisition Type ^	Item/Job	Qty	Unit	Price	Change in Fund	GT&C	Order	IGT Order	Order Quantity	Order Price	Actions	
<input type="checkbox"/> US Federal Government	2126, 1	Intragovernmental Requests	Amount based req line		EA	101		A2302-020-020-024349 0					  	
<input checked="" type="checkbox"/> US Federal Government	2112, 1	Intragovernmental Requests	reqline1	14	EA	11	44	A2302-020-020-024349 0 2136, 3...	O2303-020-020-07588...		10	11	  	
<input type="checkbox"/> US Federal Government	2105, 1	Intragovernmental Requests	Line 1	12	EA	10	20	A2302-020-020-024349 0 2131, 1...	O2303-020-020-07557...		10	10	  	
<input type="checkbox"/> US Federal Government	2101, 3	Intragovernmental Requests	reqline3		EA	550	50	A2302-020-020-024349 0 2123, 1...	O2303-020-020-07549...		500	1	  	
<input type="checkbox"/> US Federal Government	2101, 2	Intragovernmental Requests	reqline2	20	EA	22	40	A2302-020-020-024349 0 2123, 2...	O2303-020-020-07549...		20	20	  	
<input type="checkbox"/> US Federal Government	2101, 1	Intragovernmental Requests	reqline1	12	EA	10	20	A2302-020-020-024349 0 2123, 3...	O2303-020-020-07549...		10	10	  	
<input type="checkbox"/> US Federal Government	2007, 1	Intragovernmental Requests	test	16	EA	10	30	A2210-020-020-020393 1 2107, 1...	O2302-020-020-07488...		13	10	  	
<input type="checkbox"/> US Federal Government	2093, 2	Intragovernmental Requests	Line 2	10	EA	10	20	A2302-020-020-024349 0 2099, 1...	O2302-020-020-07440...		8	10	  	
<input type="checkbox"/> US Federal Government	2093, 1	Intragovernmental Requests	Line 1	0	EA	10	0	A2302-020-020-024349 0 2099, 2...	O2302-020-020-07440...		10	10		

In the IGT requisition page, new fields Order Quantity, Order Price and Change in Fund are added. You can view requisition change history from the icon in actions column.

4. Select the updated requisitions and then in the Document Builder sidebar, click and select **Add or Update IGT Order/Modification**.
5. Click **Add** on the **Select Request** prompt. The selected requisition lines are added to the existing order. The order is defaulted and cannot be changed as it is an existing order. You can select one requisition line without an order reference and one with an order reference, then add the lines to the document builder. You cannot select requisition lines that belong to multiple orders.

### Adding Requisition Lines to Document Builder

**Document Builder**  
[Personalize Flow Layout: \(DisplayLayoutRN\)](#)  
**Type** Add or Update IGT Order / Modification  
**OU** US Federal Government  
  
[Personalize Flow Layout: \(AddToPoFieldsRN\)](#)  
**Order**    
**Style** IGT Standard  
Purchase Order  
  
[Personalize Table Layout: \(ResultsTableLayoutRN\)](#)  
**Recently Added Items**  
[Personalize Table Layout: \(ItemsTableLayout\)](#)

reqline1	12	EA
reqline2	20	EA
reqline3	550	EA

  
**Number of Lines** 3  
**Total** 1,110.00  
USD  
  
[Personalize Table Layout: \(ButtonLayoutRN\)](#)

- Click **Create**. The order modification is created that you can view in the IGT Modifications page.
- Click **Orders** tab and then **IGT Modifications** subtab.
- Select the order that was modified, click **Update** and then **Go**. The **Update Standard Purchase Order Modification** page appears.
- Click **Schedules** and verify the updated requisition changes reflected in the order line schedules. In the cases where the original requisition and the order are not the same, the system does not update the order line schedules automatically in the modification and the agency receives a message notification that the changes are not propagated automatically. The agency must add these changes manually. For information on the values that need to be updated, check the requisition change history.
- Click **Submit**. From this point on, the order modification follows the existing order modification approvals lifecycle.

When the modification is approved by both the trading partners and the modification is synchronized successfully, the funds are obligated or de-obligated. When there is increase in funds for the requisition line, the commitment will be reversed.

## View the Requisition Change History

From the IGT requisitions page you can view the change history of a requisition. To view the change history for a requisition, perform the following steps:

1. In EBS, click the **Purchasing US Federal Super User** responsibility.
2. Click **Buyer Work Center** and then **Requisition**. The **Demand Workbench** page appears.
3. From the **Requisitions** tab, click the **IGT Requisition** subtab. You can filter requisitions by changed IGT requisitions as shown:

### View Change History

**IGT Requisitions**  
 \* Indicates required field  
 Personalize Table Layout (TableLayout)  
 Personalize Query (QueryRN)

Changed IGT Requisitions Show Filters Table Diagnostics

Select Requests:	Add	Return	Reassign	Cancel Split	Save Split	...	Rows 1 to 27
<input type="checkbox"/> OU							
<input type="checkbox"/> US Federal Government	2125, 1	Intragovernmental Requests	Amount based req line	EA	101	A2302-020-020-024349.0	
<input type="checkbox"/> US Federal Government	2112, 1	Intragovernmental Requests	regline1	14 EA	11	44 A2302-020-020-024349.0 2136, 3, 1 02303-020-020-075884.0	10 11
<input type="checkbox"/> US Federal Government	2105, 1	Intragovernmental Requests	Line 1	12 EA	10	20 A2302-020-020-024349.0 2131, 1, 1 02303-020-020-075578.1	10 10

View Change History

4. From the **Actions** filed, click the **View Change History** icon. The **Requisition Change History** page appears.

### Requisition Change History

#### Requisition 2112 Change History

Indicates new value  
 Personalize "Change Request Region"

Details	Requested Date	Line	Description	Order Type	Order	Unit	Quantity	Price	Amount (USD)	Status	Reason
▶	24-Mar-2023 14:35:02	1	reqline1	Purchase	2136	EA	10	11 USD	110.00	Accepted, Pending Implementation	change in qty
							12		132.00		
▶	24-Mar-2023 14:35:02	2	reqline2	Purchase	2136	EA	20	20 USD	400.00	Accepted, Pending Implementation	change in price
							22	USD	440.00		
▶	24-Mar-2023 14:35:02	3	reqline3	Purchase	2136	EA	450	1 USD	450.00	Accepted, Pending Implementation	change in amount
							460		460.00		
▶	11-Apr-2023 18:06:56	1	reqline1	Purchase	2136	EA	12		132.00	Accepted, Pending Implementation	testing
							14	USD	154.00		

The status displays *Accepted, Pending Implementation* before implementing the change to IGT order. Once the change is implemented, the status changes to *Accepted Implemented*.

## Grouping IGT Requisition Lines

In CLM and Purchasing, the agency must add IGT requisition lines to a new order, an incomplete order, or a draft modification to create an IGT order with the corresponding requisitions. Currently, the buyer or the contracting officer searches through various requisition lines in the demand workbench and adds these lines the IGT orders using the document builder. When creating an IGT order, there could be necessity to group the selected requisition lines based on the identical data, that results in a single line with numerous order line schedules.

If the selected requisition lines have identical data, listed below, then these requisition lines are grouped to generate a single purchase order line with multiple order line schedules. They will be added as a separate order line if any of the details below do not match among the selected request lines. The IGT requisition lines must have the following data values that are identical:

- Item description
- Category ID
- Order type lookup code
- Purchase Basis
- Matching basis
- Unit of measurement lookup code
- Source Document ID

The requisition lines can be added to a new IGT order or to an existing order that are approved orders. The system creates an IGT order modification when you add the requisition lines to an approved order. The grouping is applied when creating new modifications.

The requisition lines may also be added to incomplete orders or draft modifications. The selected requisition lines will be placed on the same line as schedules (in IGT Order) if the data on the requisition lines matches with that on the existing line data in the IGT order. Otherwise, these will be added to the order as separate lines.

You can also add requisition lines to a closed order. If the selected requisition lines are identical, then these lines are grouped. The closed order triggers an order reopen action and the order is treated as an order modification will be shared with the servicing agency to re-open the order along with the new order line created with multiple order line schedules.

When the agency selects an order that is closed to add the requisition lines, a warning message is displayed:

The IGT Order you selected is closed; when you take this action, a modification will be created to open this order. Do you wish to continue?

If you select yes, then an order modification will be created. This order modification must be approved by both the trading partners, the order will be opened for transaction along with new line or schedules based on the selected requisition line data.

### Setting Up a Default Requisition Grouping Profile Option

The default grouping is based on the profile option value you set for the profile option, PO: Default Requisition Grouping. This profile option Indicates the default grouping method used when aggregating requisition demand to create a new document. Values are Default or Requisition. To set the profile option, perform the following steps:

1. In EBS, click the **System Administrator** responsibility.
2. Click **Profile** and then **System**.
3. In the **Profile** field, enter *PO: Default Requisition Grouping*. The System Profile Values page appears.
4. Select the profile option value as **Default**. The system combines requisition lines from multiple requisitions to create a single line. If the profile option value is set to **Requisition**, then the requisition lines are not grouped, and an order line is created for each requisition line.

### Selecting Requisition Lines and Adding Them to Document Builder

You can select requisition lines and add them to a new IGT order or to an existing IGT order. If the group by default is selected then when you specify the Order Number, the system verifies if the requisition lines have similar data as in the existing orders. If they are identical, then the system adds the requisitions to the same order (does not create a new order line) but creates multiple order line schedules for each of the requisition lines. This grouping is applicable to new IGT order, existing incomplete IGT Order, new modification, and draft modifications. To group requisition lines, perform the following steps:

1. In EBS, click the **Purchasing US Federal** responsibility.
2. Click **Buyer Work Center** and then **Requisition**. The **Demand Workbench** page appears.
3. From the **Requisitions** tab, click the **IGT Requisition** subtab. You can filter requisitions by choosing the My IGT requests or use search criteria to filter requisition lines.
4. Select the requisitions that are not placed in an IGT order.
5. In the **Document Builder** in the sidebar, click and select **New IGT Order**.

6. Click **Add** in the **Select Request** and then **Go**.
7. The selected requisition lines are added to the document builder as shown in the image:

**Requisition Lines in Document Builder for Grouping**

**Document Builder**

[Personalize Flow Layout: \(DisplayLayoutRN\)](#)

**Type** New IGT Order

**OU** US Federal Government

[Personalize Flow Layout: \(NewPoFieldsRN\)](#)

**GT&C** A2303-020-020-025005.0

**Currency** USD

**Style** IGT Standard I

[Personalize Table Layout: \(ResultsTableLayoutRN\)](#)

**Recently Added Items**

[Personalize Table Layout: \(ItemsTableLayout\)](#)

Material	12	EA
Material	12	EA

**Number of Lines** 2

**Total** 240.00  
USD

[Personalize Table Layout: \(ButtonLayoutRN\)](#)

**Clear** **Update** **Create**

**Document Builder in Demand Workbench**

If the selected requisition lines have similar data, then the system groups them and creates one order line for the grouped requisitions and maintains the multiple order line schedules to match the requisition lines. For example, if the agency selects 10 requisition lines, out of which 4 have similar data, 3 others have similar data and 3 others have similar data. In this case, the system groups these requisitions into three groups and creates three order lines. The requisition lines are grouped by default.

If the agency decides to override the default requisition lines grouping, then they can set the PO: Default Requisition Grouping to Requisition. The system does not group the requisition lines. If you have set the profile option to Default, you decide



not to group the requisition lines, then you can override the setting by choosing Requisition in the Update Document Builder page.

8. To view the grouping details, **Update** in the **Document Builder** in the sidebar.

### Update Document Builder page

Requisitions | Deliverables | Suppliers | Notes | Initiatives | Negotiations | Orders | Agreements

Demand Workbench | Summary | **IGT Requisitions** | Amendments

Requisitions: IGT Requisitions >

**Update Document Builder: New IGT Order** Cancel | Apply | Create

\* Indicates required field

Personalize Table Layout: (MainFH)

**Requests**

Personalize "Requests"

\* Group By: Default

Personalize "Requisition Lines Table"

\*\*\*

OU	Requisition	Requisition Type	PO Line	Item/Job	Qty	Unit	Price	Change in Fund	GT&C	Order IGT Order	Order Quantity	Order Price	Remove
US Federal Government	2130, 1	Intragovernmental Requests	1	Material	12	EA	10		A2303-020-020-025005.0				
US Federal Government	2129, 1	Intragovernmental Requests	1	Material	12	EA	10		A2303-020-020-025005.0				

9. Click **Apply**. The system navigates you to the Document Builder page.
10. Click **Create**. The system proceeds with order creation.

## IGT Orders

See "Introduction to G-Invoicing", for more information.

You can initiate an Intragovernmental (IGT) order in Oracle EBS using Buyer Work Center. On the **Awards** tab click the **IGT Orders** subtab to create, view, or update an IGT order. An IGT order consists of a header, preparer and approval information, lines, schedules, and distributions.

IGT orders contain both requesting and servicing agency information. As a requesting agency user, you can update information for the requesting agency, but you can only view the servicing agency details.

To create an IGT order, you must use a predefined document style that was set up for G-Invoicing.

Attachments from the requesting agency and the servicing agency are pushed to and pulled from the federal G-Invoicing application with the order.

## Statuses and Orders

When orders are created in Oracle EBS and then pushed to the federal G-Invoicing application, the sequence of events and statuses is as follows:

1. An order is created in Oracle EBS. The initial order status is Incomplete.
2. The order is approved by the requesting agency, and the order status changes to Pre-Approved. At this time, the funds are not obligated.

3. The requester selects the **Share with Servicing Agency** action from the **Worklist** or from the **Select Order** list.
4. The system administrator runs the *Intragovernmental Order Interface Program* to push the order to the federal G-Invoicing application
  - If there are errors while pushing the order, then the requesting agency administrator is notified, the EBS order status changes to Rejected, and the G-Invoicing status changes to Error.
  - If the order is successfully pushed to the federal G-Invoicing application, then the requesting agency receives a response with the IGT order number and the G-Invoicing status, which are automatically updated in the IGT order in EBS. The order status in EBS remains at Pre-Approved, but the G-Invoicing status changes to Shared with Servicing Agency.
5. The servicing agency either accepts or rejects the order and pushes the updated information to the federal G-Invoicing application.
6. The requesting agency pulls the updated order information from the federal G-Invoicing application.
  - If the servicing agency rejected the order, then the G-Invoicing status changes to Rejected and the EBS order status changes to Rejected. The requesting agency can then update or delete the order.
  - If the servicing agency accepted the order, then the G-Invoicing status changes to Open and the EBS order status changes to Approved.

After this step, the funds are reserved and obligated. The order status changes to Approved, Reserved and the G-Invoicing status remains at Open.

## Searching for IGT Orders

To find specific IGT orders, go to the **Buyer Work Center** and select the **Awards** tab and then the **IGT Orders** subtab.

To search for orders you can either choose an option from the **Saved Search** list, or you can click **Search** to define your own search criteria. You can then save your search if desired.

By default, the **Saved Search** list includes the following options:

- **My Approved Orders** shows all your approved IGT Orders.
- **My Incomplete Orders** shows all your incomplete IGT Orders.
- **My Pre-Approved Orders** shows all your pre-approved IGT Orders

- **My Rejected Orders** shows all your rejected IGT Orders.
- **Search:** Use this to create a new search with filters.

To manage your saved searches, click **Personalize**.

## Viewing Search Results

The results table shows details including operating unit, order, IGT order, GT&C, revision, supplier, site, and more. Click an order number to view more details.

**Note:** If your system administrator has set up group security, then you see and can act on or create only orders that belong to your groups. To view, act on, or create orders in other groups, you must be added to those groups.

## Creating an IGT Order

To create a new IGT order, select an IGT-enabled document style from the **Create** list to go to the **Create Purchase Order** page.

Enter header information and then details about the preparer and approvers, and about lines, schedules, and distributions.

### Header Tab

On the **Headers** tab, complete the following details:

1. Select the GT&C from the list.

The application then inserts relevant data from the GT&C into the fields on the **Create Purchase Order** page.

If the supplier and supplier-site information is not populated by the application, then you must provide the details. If the GT&C has supplier and supplier site details, then that information is displayed here. You can search for a supplier and supplier site based on the agency location code (ALC). The list of values only displays servicing ALCs that are available in the GT&C.

2. Enter other relevant data on the **Headers** page based on the GT&C attributes in the federal G-Invoicing application.

**Note:** If your system administrator has set up group security, then you can see data only for your groups.

For more information about attributes, see "Appendix A, Attributes and Usages for Templates in G-Invoicing.",

3. After the order is synchronized, you can view the servicing agency details and attachments on this page as well.
4. Optionally, add attachments in the **IGT Order Attachments** region.

### Entering Preparer and Approvals Information

Enter preparer details for the requesting agency in the **Requesting Agency** region. Enter the title, name, telephone, email, and fax for the preparer, the order point of contact (POC), the funding official, and the program official.

If your agency has configured Oracle Approvals Management (AME) rules, then after you enter the funding official and program official information and submit the order for approval, these approvers are added as signers to the approvers lists in AME. Each signer is notified when another approves the order. If AME is not set up, then each signer is directly notified to sign the order.

You can view, but not update, the role details for the servicing agency in the **Servicing Agency** region.

### Entering Line Details

Use the **Lines** tab to add new lines to an order or to update an existing line. You can add details such as category, line type, quantity, unit, and FSC or PSC code.

For information about predefined lines attribute groups, see "Appendix A. Attributes and Usages for Templates in G-Invoicing."

### Schedules Tab

Use the **Schedules** tab to view and add scheduling details. You can also add quantity and price information here.

For information about predefined schedules attribute groups, see "Appendix A, Attributes and Usages for Templates in G-Invoicing.",

### Distributions Tab

Use the **Distributions** tab to view and add distribution details.

For information about predefined distributions attribute groups, see "Appendix A, Attributes and Usages for Templates in G-Invoicing.",

### Share with Service Agency During Approval Workflow

When an IGT order is approved, it must be signed by the program and funding official. The order is then shared with servicing agency automatically, through a workflow. The G-Invoicing status changes to Pending Posting when the order is approved within requesting agency.

## Updating IGT Orders

You can update IGT orders by creating modifications.

For more information on updating orders, see *IGT Modifications*, page 12-45

## Creating IGT Orders Using Intragovernmental Requests

In Oracle CLM, the previous **MIPR** is now the **Intragovernmental Requisition** tab. This tab lists all approved intragovernmental requisitions that can be added to IGT orders.

In Oracle Purchasing, the new subtab **IGT Requisition** has been added to Demand Workbench. All the approved requisition lines (for an MIPR, the IGT requisition status must also be acknowledged and the obligation type must be Reimbursable) are available on the Demand Workbench for creating IGT orders. You must select these requisition lines and add them to the document builder.

To add requisitions to an IGT order, perform the following steps:

1. Select the **CLM Purchasing Super User** responsibility.
2. Click **Buyer Work Center**, and then **Requisitions**.

The **Demand Workbench** page appears.

3. Click the **IGT Requisition** subtab from the **Requisitions** tab.
4. Search for IGT requisitions.

The results table displays the OU, requisition (request number with line ID), GT&C, group, ALC, item, quantity, unit, price, need by date, and actions.

5. Set the type to **New IGT Order** or **Add to IGT Order/Modification** and enter the operating unit. The default is New IGT Order.
6. Select the requisition and click **Add**.

**Note:** Selected requisition lines must have the same GT&C number, group, ALC, and agency identifier.

The requisition line is added to the document builder.

If you selected New IGT Order, document builder creates a new IGT order with the requisition and line referenced in the **Distribution** page.

The operating unit defaults based on the value set for the *MO: Default Operating Unit* profile option.

The GT&C number defaults from the requisition line.

The currency is always USD.

The style is defaulted from the GT&C.

7. Click **Create**.

An IGT order is created and the **Update IGT Order** page opens.

**Note:** You cannot use the **Update** option in the document builder for intragovernmental requisitions.

8. Enter the required parameters.

9. Enter all the required details and approve the IGT order.

10. After the servicing agency approves the order, pull and synchronize the orders.

**Add to IGT Order/Modifications:** You can add requisition lines to incomplete orders or draft modifications. You can also select requisition lines and then select **IGT Order** to create a new modification. When you select **Add to IGT Order/Modification** as the type and add the requisition line to the document builder, then the **Order/Modification** attribute appears with a list of values. This list contains open orders that are available for new modifications: that don't have draft or in-process modifications, incomplete orders to add selected requisition lines to existing orders, or draft modifications to add selected requisition lines to existing draft modifications.

When the requisition lines are added to an existing order or modification, new lines are added. When the order is approved, the lines are added to the latest conformed copy and the encumbered accounting entries are created. If you select the approved or open orders, then the new modification is created with the requisition reference.

## Auto Create API and Custom Hook

### Auto Create API

For G-Invoicing, the Auto Create API converts requisitions into IGT orders automatically and pushes these orders to the federal G-Invoicing application after the requisition is approved.

Most of the G-Invoicing attributes are entered when you create an IGT order. Oracle CLM provides a custom hook using which agencies can populate this information at each entity level: header, line, schedule, and distribution.

### Custom Hook package PO\_IGTORD\_CUSTOM

Oracle CLM provides the custom hook package PO\_IGTORD\_CUSTOM for agencies to add logic to replace default values. This package provides procedures to customize values at each entity level and UDAs. The package includes a sample implementation (commented code) for each procedure with examples of how to overwrite values in the collection. For more information on collection variables, refer to the PO\_IGTORD\_TYPES package.

**Process:** During autocreate, data is populated from the interface table to the PL/SQL collection and default values are applied to fields in the collection. After the process, custom hooks are called to override values in the PL/SQL collection, if needed.

Custom hook procedures available for customers:

Procedure Name	Parameters
DEFAULT_ORDER_HEADER_INFO	x_headers IN OUT NOCOPY PO_IGTORD_TYPES.headers_rec_type x_return_status OUT NOCOPY VARCHAR2
DEFAULT_ORDER_LINE_INFO	x_lines IN OUT NOCOPY PO_IGTORD_TYPES.lines_rec_type, x_return_status OUT NOCOPY VARCHAR2
DEFAULT_ORDER_LINELOC_INFO	x_line_locs IN OUT NOCOPY PO_IGTORD_TYPES.line_locs_rec_type, x_return_status OUT NOCOPY VARCHAR2
DEFAULT_ORDER_DIST_INFO	x_dists IN OUT NOCOPY PO_IGTORD_TYPES.distributions_rec_type, x_return_status OUT NOCOPY VARCHAR2
SET_ORDER_UDA_INFO	p_int_hdr_id IN NUMBER, x_return_status OUT NOCOPY VARCHAR2

## Funds Movement for Modification of Order Lines with Requisitions

Order lines with requisitions can be modified to change the quantity or price until they are added to an order. You can change the price and quantity at the order level. Funds are calculated based on the following scenarios:

- **When the quantity or price is reduced:** The funds for the reduced value are moved from obligation to the budget pool (not the requisition).
- **When the quantity or price is increased:** The funds for the increased value are moved from the budget pool to obligation.

**Note:** In these scenarios, increasing funds during an order modification is not supported in Oracle CLM.

When the requisition line is added to an order or modification, if the requisition line amount is greater than the order line or schedule, the excess funds in the requisition are liquidated and sent back to funds available or to the budget pool. If the requisition line amount is less than the order line or schedule, then funds in the amount of the requisition line are moved from commitment to obligation. Excess funds are moved from the budget pool to create obligation. This applies to both new orders and order modifications.

## Importing IGT Orders Created in the Federal G-Invoicing Application

If your agency uses EBS as the financial system and the federal G-Invoicing application for creating IGT orders, you must pull open orders periodically.

To pull the open orders that were created in the federal G-Invoicing application, use the *Intragovernmental Orders Interface Program*.

Your system administrator must perform the following setup before pulling GT&C and IGT orders.

**Note:** In EBS, you cannot add requisitions to orders that are imported from the federal G-Invoicing application.

## Setting the Origin of IGT Orders

You must set the origin of your buyer-initiated orders (BIOs) on the **G-Invoicing Options** page.

1. Select the *Oracle CLM Purchasing Super User* responsibility.
2. Click **Setup** and then **G-Invoicing Options**.

The **G-Invoicing Options** page appears:



## Setting the BIO Origin

The screenshot shows the 'Setting the BIO Origin' configuration window. The 'Associate System IDs' tab is selected, displaying a table with the following data:

Agency Type	Operating Unit	System ID	Buyer Initiated Order	Delete
Requesting Agency	US Federal Government	SYSORACLEDEV01	E-Business Suite	

A dropdown menu is open for the 'Buyer Initiated Order' field, showing the following options:

- E-Business Suite
- G-Invoicing
- G-Invoicing

Buttons for 'Inspect MDS Contents', 'Cancel', and 'Apply' are visible at the bottom of the window.

3. In the **Buyer-Initiated Order** field, select **E-Business Suite** if you will create orders in EBS and push them to G-Invoicing. Select **G-Invoicing** if you will create orders in the federal G-Invoicing application and pull them to EBS.

If you select **G-Invoicing**, then you must run the *Intragovernmental Orders Interface Program* periodically to pull open IGT orders and modifications.

You can change this setting from G-Invoicing to E-Business Suite, but not vice versa.

## Prerequisites

Before you attempt to pull orders from the federal G-Invoicing application:

- Complete the setup steps described below.
- Verify that the GT&Cs for the order you want to pull exist in EBS.
- Verify that the order is Open in G-Invoicing.

## Required Setup Steps

1. Enable the predefined document style or create a document style for IGTs.
2. Add a default buyer and document style in the Purchasing Options.
3. Compile the predefined UDA templates and the associated attributes.
4. Search for the PO IGT Object Class Code in the **Lookup Types** page and include lookup codes exactly as they appear on the federal G-Invoicing application.
5. Create a servicing agency as a supplier and the agency location code (ALC) as the supplier site.
6. Add a new context Federal IGT UOM to the UOM DFF and set the IGT flag to Yes.

Only these UOMs are used in intragovernmental transactions.

7. Set up TAS, BETC and funding segments.
8. Enter the security certificate details in the **G-Invoicing Options**. Select **G-Invoicing**.
9. Set up profile options for G-Invoicing.
10. Set up access control for G-Invoicing.
11. Set up AME workflow.
12. Set an ALC mapping for the requesting agency.
13. Schedule the *Intragovernmental Interface Program* to invoke the REST service.

Additionally, an administrator must verify that the following user data is available in EBS:

- Verify or set up preparer and approval information when creating the IGT Order in G-Invoicing. Your administrator must ensure that these users are available in EBS and that the same email address is used in EBS and G-Invoicing. The email address provided for the preparer and approvers in the federal G-Invoicing application are used to identify corresponding preparer and approver details in EBS.
- Create users in EBS and link the same email addresses for creating IGT orders in the federal G-Invoicing application.
- Identify or derive charge accounts when pulling orders from the federal G-Invoicing application. Provide the Additional Accounting Classification details in the following format:

```
ACCTALIAS:igtaccount|PROJECT:XYZPRJ|TASK:PQRTASK|EXPTYPE:  
Labour|EXPORG:1825|EXPDT:01-Oct-2022
```

Oracle Purchasing and CLM derive charge account information based on these values, and obligation entries are created when each order is successfully pulled into EBS.

- You can customize attributes to derive charge accounts by using the existing custom hook `PO_IGTORD_CUSTOM` provided by Oracle for orders. Refer to the `PO_IGTORD_TYPES` package for details on collection variables.
- The item code selected in G-Invoicing must be the same as the FSC/PSC code in EBS.

### Concurrent Program to Pull Open Orders from G-Invoicing

You can schedule the concurrent program *Intragovernmental Orders Interface Program* to pull open orders and modifications periodically.

Refer to "Pushing and Pulling IGT Orders", for input parameters.

If there is an error while pulling an order from G-Invoicing, an agency administrator or buyer is notified about the failure. You can correct and reprocess these orders.

You cannot select an operating unit in the **Create IGT Order** page when the **Buyer-Initiated Order** field is set to G-Invoicing for the operating unit in G-Invoicing options.

Also, you cannot add requisition lines to Document Builder to create an IGT order when you select an OU for which the **Buyer-Initiated Order** field is set to G-Invoicing in the **G-Invoicing Options** page.

## Seller-Facilitated Orders (SFO) for the Requesting Agency

When the seller initiates an order, the order is called a seller-facilitated order (SFO).

When the buyer initiates an order, it is known as a buyer-initiated order (BIO).

For G-Invoicing, order pages in CLM and Purchasing display information sent by servicing agencies and by requesting agencies. In an SFO, the seller creates an order and shares it with the requesting agency for approval. The requesting agency (the buyer) enters additional information and then approves the order, and the status is updated to Open.

To work with SFOs, use the following process:

1. Use the *Intragovernmental Orders Interface Program* to pull SFOs that have been shared with the requesting agency for approval.
2. For each order, enter the additional details and approve the order. If you find any errors, you can reject the order as well.
3. Push the approved or rejected orders back to the federal G-Invoicing application.

Most of the order details are entered by the servicing agency, but a few attributes are updated by the buyer or by both agencies.

**Note:** The requisition link is not used for SFOs since funds are reserved during obligation.

## Prerequisites

The following conditions must be met before an SFO can be pulled from the federal G-Invoicing application:

- All setup steps must be complete.
- The IGT order in the federal G-Invoicing application must be in the Shared with Requesting Agency status.
- The GT&C referenced in the order must exist in EBS.

## Setup for Seller-Facilitated Orders

For SFOs, the system derives the line type and category based on the following conditions:

- If the unit price is equal to \$1 for all the schedules in an order line, then the line is treated as amount based. Otherwise, it is treated as goods based.
- The system derives the first line type available that has an assigned category. You can override the line type and category using the custom hook.
- Based on the FOB point setup, a 2-way or 3-way match is used. If the FOB point is Source or Origin, then 2-way matching is used. If the FOB point is Destination or Other, then 3-way matching is used.

## Pulling Seller-Facilitated Orders into EBS

Use the *Intragovernmental Orders Interface Program* to pull seller-facilitated orders that are in Shared with Requesting Agency status. The concurrent program first pulls the order list and verifies that the GT&C referred to in the order exists in EBS. If the GT&C exists, then the request pulls the complete order information. Each order is further validated to ensure that details such as period of performance dates and unit of measure are set up correctly. If the validation fails, then a notification is sent to the administrator. The administrator must correct errors and then pull the orders back into EBS.

When the order is successfully pulled into EBS, the order is created and is displayed in the **IGT Order** page. The **Order Originating Partner** column differentiates seller-facilitated orders from standard orders. For seller-facilitated orders, this column displays Servicing Agency. The IGT order number is the G-Invoicing order number, the order status is Incomplete, and the G-Invoicing status is Shared with Requesting Agency.

## Business Rules for SFO Attributes

Most attributes in an SFO are provided by the servicing agency and are display-only for the requesting agency. The requesting agency must provide a few attributes, such as partner information, program authority details, funding information, and standard line of accounting details.

In the Update IGT Standard Purchase Order page, on the Requesting Agency Funding Information region, the Object Class Code for requesting agency is a mandatory attribute. A submission validation checks if all the distributions have object class code. If the object class code is not provided, then an error is displayed.

- Refer to Federal Intragovernmental Data Standards (FIDS) for information about which attributes can be updated by servicing

and requesting agencies.

- For more details about SFOs, refer to "Seller-Facilitated Orders Created in Oracle Projects.",

## Approving SFOs

When an SFO is submitted to the requesting agency for approvals and the *Intragovernmental Orders Interface Program* runs, the order is created in EBS in the Incomplete status. The G-Invoicing status is Shared with Servicing Agency (SSA). After the order is approved and signed by the requesting agency funding official, the order status is updated to Approved, the funds are reserved, and the G-Invoicing status is set to Pending Posting.

The order XML is created and the request is inserted in the IGT\_DOCUMENT\_REQUEST table. Run the *Intragovernmental Orders Interface Program* to push approved SFOs to G-Invoicing.

When an order is successfully pushed to the federal G-Invoicing application, the G-Invoicing status changes to Open.

## Rejecting SFOs

When the requesting agency rejects an order, the request XML program pushes the rejection details to the federal G-Invoicing application. The servicing agency corrects errors or makes other changes and then sends the order to the requesting agency again for approval.

When an order is rejected, the G-Invoicing status and the order status are Rejected.

**Note:** All setup requirements for the EBS G-Invoicing solution are necessary for seller-facilitated orders.

## Modifying Seller-Facilitated Orders

Modification of an SFO is initiated by the servicing agency, who then shares the modification with the requesting agency for approval.

The scheduled *Intragovernmental Orders Interface Program* pulls order modifications with the status Pending with Requesting Agency. The requesting agency updates necessary attributes and then approves the modifications and pushes them back to the federal G-Invoicing application.

When the requesting agency rejects an order modification, it is pushed back to G-Invoicing with the status Rejected.

The servicing agency can then correct errors or makes other changes and then sends the modification back to the requesting agency once more for approval. The same

modification is then updated accordingly.

**Note:** Admin changes from the servicing agency are updated in the requesting agency system along with the regular modifications.

### Outright Rejects of a Seller-Facilitated Order

The seller-facilitated order is pulled by the requesting agency in an incomplete status. The requesting agency must provide a request information line with a bonafide cause and an object class code before sending the order for internal approval. The agency can use the new reject feature to reject an SFO outright without providing requesting agency's required information.

A requesting agency's buyer, contracting officer, or preparer wanted an opportunity to make corrections suggested by approvers and re-submit the order for approval within requesting agency. If the order requires any corrections from servicing agency, then preparer only rejects the order to send it to servicing agency for required corrections.

The reject functionality has been enhanced to differentiate internal rejection (within Requesting agency) and reject order to send it to Servicing agency. When the order is rejected by RA approver, the order will not be sent to G-Invoicing instead it can be edited by preparer and re-submit for approval again. Whereas if the order require correction from servicing side, preparer can reject order so that it can be pushed to G-Invoicing. allow a requesting agency to implement corrections before rejecting an order. After the adjustments are implemented, the requesting agency can reject the order which is pushed to federal G-Invoicing.

### Rejecting an SFO

A new actions menu, Reject, has been added that lets the agency to outright reject an order and sending it back to the servicing agency for corrections. To reject an order, perform the following steps:

1. In EBS, click the **Purchasing US Federal** or **CLM Purchasing Super User** responsibility.
2. Click **Buyer Work Center** and then **Orders**.
3. In the **Orders** tab, click the **IGT Orders** subtab.
4. Click the **Order** hyperlink. The **IGT Standard Purchase Order** page appears in view mode.
5. Select **Reject** in the **Actions** menu and click **Go**.
6. In the dialog box, enter the **Reason** for rejection.
7. Click **Apply**. An xml is generated, and the request is included in

IGT\_DOCUMENT\_REQUEST table.

## The 7600B Document

The 7600B document is a printed version of the agreement between two federal program agencies for a reimbursable intragovernmental order. Some agencies might need this document in order to get approval for their orders. The 7600B document is generated and sent to the approver in a notification every time the order is submitted for approval. The approver can print it and have it signed by the program and funding officials, and then scan and attach the signed document to the approved IGT order.

The 7600B document is supported for the following G-Invoicing features in EBS:

- Buyer-initiated orders (BIOs) created in Oracle CLM or Oracle Purchasing
- Seller-facilitated orders (SFOs) updated in Oracle CLM or Oracle Purchasing
- BIOS or SFOs created in the federal G-Invoicing application and pulled into Oracle CLM or Oracle Purchasing (when EBS is used as the financial system)

## Viewing and Printing the 7600B Document

You can download the 7600B document at multiple points in the IGT order creation, modification, and approval lifecycle, from the following pages:

- IGT Orders Summary
- IGT Order Modifications Summary
- IGT Order Approval Notification

To view the 7600B document from the **IGT Order Summary** page or the **IGT Order Modification** page, perform the following steps:

1. From the **Home** page, select the *CLM Purchasing Super User* or *Purchasing US Federal* responsibility.
2. Click **Buyer Work Center** and then click **Orders**.
3. In the **Orders** tab, click the **IGT Orders** subtab or, for a modification, click the **IGT Modifications** subtab.
4. Search for and select the order for which you want to view the 7600B document.
5. From the **Select Order** or the **Select Modification** list, select **View 7600B**.
6. Click **Go**. The system generates the 7600B document as a PDF file, which you can print.

To download the 7600B document from an approval notification, perform the following steps:

1. Log in as the order approver.
2. Select the IGT order notification.
3. Click the order to approve.
4. Click the **Attachment** icon to view and download the attachment.
5. Save and print the attachment.

### Attaching the Signed 7600B to an IGT Order

The **IGT Order Summary** page includes an **Add Attachments** option in the **Actions** menu. This action is enabled only for approved orders. When you add an attachment to an approved order, select **Requesting Agency** as the category to post the attachment to federal G-Invoicing.

To attach the scanned 7600B document to the order, perform the following steps:

1. To add the signed copy of the 7600B document, select the **Add (+)** icon next to the **Attachment** option.
2. Select **Requesting Agency** to share the document with the federal G-Invoicing application.

Select **Internal to Purchase Order** to save the document in EBS and not share with the federal application.

3. Click **Apply**.

### Attachment File Naming Convention

The EBS G-Invoicing solution uses the following file naming convention for the 7600B document:

- For a draft order, the following file naming convention is used:  
*O||year||month-requestingagencyidentifier-servicingagencyidentifier-po\_header\_id-draft.pdf*  
Sample filename: O2205-020-020-170563-Draft.pdf
- For a draft modification, the following file naming convention is used:  
*O||year||month-requestingagencyidentifier-servicingagencyidentifier-draft\_id-Draft.pdf*  
Sample filename: O2205-020-020-170563-04-Draft.pdf



- Once an IGT order or modification is approved and pushed to federal G-Invoicing application, the following file naming convention is used:

*igtordernumber.pdf*

## Generating 7600B with a Concurrent Program

You can generate the 7600B document by running the PO IGT Generate PDF concurrent program. If an order has more than ten order lines, then this concurrent program is run to generate the 7600B when you choose **View 7600B** in the IGT order or modification summary page.

To run the concurrent program, perform the following steps:

1. Navigate to the *CLM Purchasing Super User* or *Purchasing US Federal* responsibility.
2. Click **Requests** and then **Submit a New Request**.
3. Query the concurrent program *PO IGT Generate PDF*.
4. Enter or select the operating unit from the list.
5. Enter the internal document number assigned to the IGT order.

You can enter the document number for a draft order that is not yet pushed to the federal G-Invoicing application.

6. Enter the IGT document number.

You can enter this only for orders being pushed to federal G-Invoicing.

7. Specify if the document is a draft, in-process, or a pre-approved modification. The default value is No. To print the document in a draft or work-in-progress state with unapproved changes, set the value to **Yes**.

To print the document with approved changes, set the value to **No**.

## IGT Modifications

See "Introduction to G-Invoicing", for more information.

A modification is an updated IGT order. You can modify IGT orders in Oracle CLM or Oracle Purchasing. Your system administrator pushes the modifications to the federal G-Invoicing application.

## Searching for IGT Modifications

To search for IGT modifications, navigate to Buyer Work Center and select the **Awards** tab and then the **IGT Modifications** subtab.

You can use the Saved Search feature to create a personalized search to meet your business needs. You can then edit, delete, or refer to your saved search. You can also use the following predefined saved searches:

- My Approved Modifications
- My Draft Modifications
- My In Process Modifications
- My Rejected Modifications

Click **Personalize** to create additional saved searches.

## Viewing Search Results

The results table shows the results of your search.

- To update a modification, select it and then select **Update**. You can update a modification only if it is in Draft status.
- To view a base document, select a modification and then select **View Base Document**.
- To view a conformed document, select a modification and then select **View Conformed Document**.
- To delete a modification, select a modification and then select **Delete**.

## Creating Modifications

You can create a modification for an IGT order that is in a status of Approved, Closed, or Finally Closed.

When you create a modification for an order, a separate document is maintained until the modification is merged with the latest copy of the order. When the modification is merged with the original copy, the attributes on the order are replaced with the changes made in the modification.

**Note:** You cannot create a modification for an order that already has a draft modification. Instead, select **View Modification** or the **Update Modification** action to work with the draft.

### Modification Types

There are two types of modifications: Modification and Admin Modification. For information about the sequence of events and statuses for this change type, see "Modification Flow."

Use a regular modification if the changes require approval by the requesting agency approvers that are identified in the Oracle Approvals Management (AME) rules. Approvals are also required from funding and program officials identified in the **Preparer and Approvals Information** tab.

Use an admin modification if you want to update a few attributes in an IGT order and the changes do not require approval. When you submit the modification, the changes are automatically approved and merged with the original order.

**Note:** You cannot create a modification for an order that already has a draft modification. Select **View Modification** or the **Update Modification** action to change the draft. When you create a modification for an existing order, a separate document is maintained until it is merged with the latest copy. After the modification is merged with the original copy, the attributes on the IGT order are replaced with the latest changes.

### Creating a Regular Modification

Which attributes can be updated depends on certain conditions. For example, you cannot modify certain attributes in an order if performance records exist for lines or schedules. If a performance record exists for an order line or an order schedule, then you cannot cancel the line or schedule. If the remaining balance for a performance type drops below zero, then you cannot reduce the order schedule quantity.

To create a regular modification:

1. Navigate to **Document Builder** or the **IGT Orders** page and search for the order that you want to modify.
2. Select **Create Modification** for the order that you want to update.
3. Modify changeable attributes such as the group, the line quantity, and the schedule and distribution as needed.
4. Submit the modification for approval.

### Modification Approval and Merge Flow

After you submit a modification for approval, the sequence of events and statuses is as follows:

1. The application routes the document for approval according to the Oracle Approval Management (AME) setup.
2. After approval, the program and funding official signatures are required.
3. After signing, the EBS status of the modification changes to Pre-Approved.

4. You (the buyer) perform the Share with Servicing Agency action.
5. Your administrator runs the *Intragovernmental Order Interface Program* to push the modification document to the federal G-Invoicing application.
6. The federal application responds with the IGT order number and the G-Invoicing status, which are automatically updated in the IGT modification in EBS.

**Note:** If there are errors while pushing the modification, then your administrator is notified with the details. Your agency must correct the errors and try again.

7. The servicing agency either accepts or rejects the modification and pushes the updated information to the federal G-Invoicing application.
8. The requesting agency pulls the updated modification information from the federal G-Invoicing application.
9. Conditionally:
  - If the servicing agency rejects the modification, then the modification status changes to Rejected and the G-Invoicing status is updated to Rejected. The requesting agency can then update or delete the modification.
  - If the servicing agency accepts the modification, then the status of the order changes to Open and the last-updated date is added to the IGT order. The merge process is initiated and the modification is merged with the original IGT order. The modification status changes to Approved and the funds are reserved and obligated.

## Creating an Admin Modification

To create an admin modification:

1. Navigate to the **IGT Orders** page and search for the order that you want to update. The order must have a status of Approved, Closed, or Finally Closed.
2. Select **Create Admin Modification** for the order.
3. Update attributes as needed.

You can only update attributes that do not require approval. All other fields are disabled.

For details about attributes and conditions, see "Appendix A, Attributes and Usages for Templates in G-Invoicing."

4. Submit the modification.

After you submit an admin modification, the change is pushed to G-Invoicing. The initial status in EBS is Pre-Approved, and the G-Invoicing status is Pending Posting. Your administrator runs the Intragovernmental Orders Interface Program to push the admin modification to the federal G-Invoicing application. The EBS status is updated to Approved and Merged. The G-Invoicing status changes to Open.

## Updating Modifications

You can update a draft modification.

When you update a modification, you can perform the following actions:

- Check funds
- Delete
- Validate document
- Validate base document
- View conformed document
- View TAS or BETCs for a group

## Canceling IGT Order Lines and Schedules through Order Modifications

You can initiate IGT order modification by canceling a line or schedule. The order modification undergoes AME approvals and is shared with the servicing agency after approval by the requesting agency funding official.

## Lines Tab in IGT Order Modification

Demand Workbench | Assignments | **Awards** | IDVs | Deliverables | Negotiations | Suppliers | Contract Administration

Awards | Post Award Requests | Modifications | **IGT Orders** | IGT Modifications | IGT Performance

Awards: IGT Orders > Create IGT Order Modification >

**Update IGT Order Modification PST-21-A-0044-RST39-C1A** Cancel Actions Check Funds Go Save Approval Options Submit

\* Indicates required field

► Search

Header | Preparer & Approvals Info | **Lines** | Schedules | Distributions

Operating Unit: US Federal Government Total: 100.00 USD

Select Lines:	Actions	Revert	Go	***			
* Line	Status	Type	It...	Description	Category	Qty Unit	Amount Advance Amount Net Due Am
0001	✓ Active Cancelled	Goods		line 1	MISC.MISC	10 EA	100.00 0

Table Diagnostics

## Schedules Tab in IGT Order Modification

Demand Workbench | Assignments | **Awards** | IDVs | Deliverables | Negotiations | Suppliers | Contract Administration

Awards | Post Award Requests | Modifications | **IGT Orders** | IGT Modifications | IGT Performance

Awards: IGT Orders > Create IGT Order Modification >

**Update IGT Order Modification PST-21-A-0044-RST39-C1A** Cancel Actions Check Funds Go Save Approval Options Submit

\* Indicates required field

► Search

Header | Preparer & Approvals Info | Lines | **Schedules** | Distributions

Operating Unit: US Federal Government 100.00 USD

Select Shipments :	Actions	Revert	Go	***							
* Line	Line Description	Schedule	Status	Location	Org	Qty Unit	Price	Amount Advance	Pay Indicator	Actions	Cc
0001	line 1	1	✓ Active Cancelled	Fed-Internal Proc...	F1	10 EA	10	100.00			

Table Diagnostics

Diagnostic Console

When the servicing agency accepts a modification, the scheduled *Pull Orders Interface Program* retrieves the acceptance and the modification is updated or synchronized and then merged with the latest approved copy. The IGT order line or schedule is canceled in the merged copy of the IGT order.

When the servicing agency rejects a modification, the modification is updated or synchronized and the modification status is updated to Rejected. It is not merged with latest conformed copy. The rejected modification can be updated and sent to the servicing agency again.

If a performance record exists for an order line or order line schedule, you cannot cancel it. When an IGT order line is canceled, corresponding schedules are canceled automatically.

### Funding Impact when an Order Line or Schedule is Canceled

When an order line or order line schedule is canceled and there is no requisition reference, the performance obligation entries are reversed in accordance with the subledger accounting set up.

If there is a requisition reference, then the commitment on the requisition is reinstated, and you can use the same requisition to create another IGT order.

If the requisition line amount is greater than the corresponding order line or order line schedule amount, then the commitment entries are reinstated (created) with the amount obligated in the order and the remaining amount is reinstated from the budget. In this case, when the requisition line is partially added to an IGT order and the requisition line has more value than the corresponding order line or order line schedule amount, then the remaining funds in the requisition line are liquidated (added to funds available).

If the requisition line amount is less than the corresponding line or order line schedule amount, then the commitment is reinstated in the amount of the requisition and the remaining obligation amount is sent back to the budget pool. This is done because when the requisition line amount is less than the order line amount, funds equal to the requisition line amount are moved from commitment to obligation. Additional funds are then available to be used from the budget pool.

When an order line or order line schedule is canceled, the requisition is available in the pool and can be added to another IGT order.

## Support for Admin Modification in SFO

The requesting agency can perform admin modifications on seller-facilitated orders in the open status in Oracle CLM and Purchasing. The IGT Orders page on the demand workbench, includes an option, Create Admin Modification, that is enabled for the seller-facilitated orders (SFOs) that is in an open status. The agency can perform admin modification on SFOs, push the modification to federal G-Invoicing. The admin modified orders do not require approvals therefore the G-Invoicing status remains unchanged.

When the requesting agency performs an admin modification on an SFO, saves it but has not submitted it, then the modification status is created and saved without submit, the modification status appears as draft in the IGT modification summary page. Once the admin modification is submitted, the changes are merged to original order and the G-Invoicing status is updated to Pending Posting. After the requesting agency runs the Intragovernmental Orders Interface Program concurrent program and pushes the admin modification successfully, the changes are updated in the IGT order. Changes are allowed for few attributes of IGT order via admin modification and if there is a performance available, some attributes are not allowed to update.

To perform admin modifications to seller-facilitated orders, perform the following steps:

1. From the **Home** page, select the **Purchasing US Federal** responsibility.
2. Click **Buyer Work Center**, and then **Order**.
3. From the **Order** tab, click the **IGT Orders** subtab.

4. Query for all open orders.
5. Select an open status seller-facilitated order and click **Create Admin Modification** and **Go**.

The **Admin Modification** page appears.

6. Update the fields and click **Save**.
7. Click **Submit** to complete the changes.

### Push Admin Modified Orders to G-Invoicing

To push the admin modified orders to federal G-Invoicing, run the Intragovernmental Order Interface Program. Perform the following steps:

1. If you are in a different responsibility, switch to **CLM Purchasing Super User**.
2. Click **Requests** and then **Submit a New Request**.
3. In the **Name** field, enter *Intragovernmental Orders Interface Program*.
4. Enter the required fields and click **OK**.
5. Click **Submit**.

**Note:** Schedule this program to run as often as required to keep the G-Invoicing data current.

The IGT Modification summary page shows the type of modification performed on an IGT order, a regular modification or an admin modification. Refer to Admin Modification topic for a list of fields that can be modified.

## IGT Performance

A performance transaction is the exchange of data about the progress of an IGT-related activity that has been agreed upon between the requesting and servicing agencies. The servicing agency performs against an order, an order line, or an order line schedule by completing services or delivering goods, and then submits that performance through the federal G-Invoicing application. The requesting agency pulls the submitted performance from the G-Invoicing application and records the performance. Performance transactions provide key triggers for the recording of accounting entries related to accruals, advances, and liquidations.

**Note:** To view the **IGT Performance** tab, you must have the IGT Performance Manager role. Contact your administrator if you do not



have this role.

In Buyer Work Center, on the **IGT Performance** subtab of the **Awards** tab, you can perform the following tasks:

- Search for and view servicing agency performances.
- Record the quantity received against a delivery performance.
- Review performance transactions that your agency has pushed to the federal G-Invoicing application, and correct or adjust the quantities.

## Searching for and Viewing Performance Records

**Note:** Before you can search for performance records, they must be retrieved (pulled) from the federal G-Invoicing application into EBS. To pull performance records submitted by the servicing agency, your administrator runs the *Intragovernmental Performance Interface Program*.

To find performance records and details:

1. Go to Buyer Work Center. Click the **Awards** tab, and then the **IGT Performance** subtab.
2. Select a saved search or enter one or more criteria in the **Filters** region, and click **Go**.

The results table displays performance records that match your search criteria and are in one of the following G-Invoicing statuses:

- Pending
- Settled
- Informational

The associated performance records can be one of the following performance types:

- Advance
- Delivered/Performed
- Received/Accepted
- Deferred Payment

## Taking Action on Performance Records

The actions you can take depend on the performance type and the order originating agency (servicing or requesting), as described in the following table.

Requesting Agency Action	Performance Type	Originating Agency	Action Description
Create Reference Performance	Delivered/Performed	Servicing	Go to the <b>Create Reference Performance</b> page. See Creating a Reference or Adjustment Performance, page 12-55 for more information.
Create Adjustment Performance	Received/ Accepted	Requesting	Go to the <b>Create Adjustment Performance</b> page. See Creating a Reference or Adjustment Performance, page 12-55 for more information.
View Performance	All	Requesting, Servicing	View details for the performance record.
View Receipts	Delivered/ Performed, Deferred Payment	Requesting	View the receipt details that are automatically created by referencing the approved performance transactions.
View Invoices	Advance, Delivered/Performed	Requesting	View the invoices that are automatically created by referencing the approved performance transactions.

Requesting Agency Action	Performance Type	Originating Agency	Action Description
View Payments	Advance, Delivered/Performed	Requesting	View the payment vouchers that are automatically created by referencing the approved performance transactions.
View Requisitions	Advance, Delivered/Performed, Deferred Payment	Requesting	View the requisitions based on the order and schedule attached to the performance transaction.
View Orders	Advance, Delivered/Performed, Deferred Payment	Requesting	View details for the related order.
View GT& C	Advance, Delivered/Performed, Deferred Payment	Requesting	View GT&C details for the related order.
Pull Attachments	N/A	N/A	Import and view attachments from the <b>Attachments</b> region.

## Creating a Reference or Adjustment Performance

Create a reference performance record to record the received quantity and to accept the delivered or performed transaction.

1. Navigate to the **Create Reference Performance** page or the **Create Adjustment Performance** page.
2. In the **Header** region, enter the date, accounting period, and comments. The **Reference Information** region is read-only.
3. In the **Performance Details** region, update the quantity received and select the final performance indicator.
4. In the **Performance Attachments** region, view and add attachments if required.

5. Submit the transaction. The EBS status of this record changes to **Pending Posting**.

Your system administrator runs the *Intragovernmental Performance Interface Program* to push the received performance record to the federal G-Invoicing application. For a reference performance, this action indicates that the goods or services are received. For an adjustment performance, this action indicates that the corrections are accepted.

## Performance Accounting for Intragovernmental Transactions

Federal Accounting Standards Advisory Board (FASAB) guidance recognizes revenue as goods delivered and services performed or in proportion to the total amount of services performed. Trading partners share performance data to ensure agreement before any accounting entries are recorded.

The Oracle EBS G-Invoicing solution posting logic for transaction types similar to the federal G-Invoicing application, as goods delivered or services completed for capital asset purchases, assisted acquisitions, advance payments, and work-in-progress transactions.

The performance manager can review all performance transactions on the **IGT Performance** page and then create received or accepted performances and adjustments to received performances. When delivery performance transactions are pulled, the expenses must be recorded by the requesting agency on the date when goods and services are delivered and completed. Similarly, when there is a settlement for any performance, it must be accounted.

The pulled performance data is integrated with receiving and payables for accounting. The concurrent programs *Intragovernmental Performance Integration to Receiving Program* and *Intragovernmental Performance Integration to Payables Program* create receipts, prepayment invoices, invoices, and credit memos to account performance transactions. When the entire schedule quantity is received and invoiced, then the status of the schedule is updated to Closed.

## Intragovernmental Performance Integration with Payables

To run the concurrent program *Intragovernmental Performance Integration to Payables*, perform the following steps:

1. From the **Home** page, select the *CLM Purchasing Super User* responsibility.
2. Click **Reports** and then **Schedule Requests** or click **Requests** and then **Submit a New Request**.

The **Schedule Requests: Define** page appears.

3. Search for and select the concurrent program *Intragovernmental Performance Integration to Payables*.

4. Click the **Parameters** tab.
5. Select an operating unit.
6. Optionally, select an order number.
7. In the **Invoice Type** field, select **Standard Invoice**, **Prepayment Invoice**, or **Credit**.
8. In the **Process Error Documents** field, select **Yes** to reprocess all error records.
9. Click **Continue**.

The **Schedule Requests: Review** page appears.

10. Review the parameters you have entered.
11. Click **Submit**.

The concurrent program creates the invoice without validation, accounting, and payment. The status in the history table is Success Invoicing.

To validate and create accounting entries for the invoice, run the concurrent programs *Invoice Validation* and *Transfer to GL*.

You can also pay or clear a payment entry automatically by using the payment request process programs, defining attributes such as payment method, payment process profile template, and bank accounts to complete the settlement. The clearance process completes required accounting.

You can include these concurrent programs in a request set to run one after the other:

- Intragovernmental Performance Integration to Payables
- Invoice Validation
- Transfer to GL
- Payment Processing Request (to automatically pay)

**Note:** The reference columns on the invoice display the performance reference details.

## Intragovernmental Performance Integration with Receiving

To run the concurrent program *Intragovernmental Performance Integration to Receiving*, perform the following steps:

1. From the **Home** page, select either the *CLM Purchasing Super User* responsibility or the *Purchasing, US Federal* responsibility.

2. Click **Reports** and then **Schedule Requests** or click **Requests** and then **Submit a New Request**.

The **Schedule Requests: Define** page appears.

3. Search for and select the concurrent program *Intragovernmental Performance Integration to Receiving*.
4. Click the **Parameters** tab.
5. Select an operating unit.
6. Optionally, select the order number.
7. In the **Process Error Documents** field, select **Yes** to reprocess all error records.
8. Click **Continue**.

The **Schedule Requests: Review** page appears.

9. Review the parameters you have entered.
10. Click **Submit**.

The concurrent program creates receipts. The performance reference for each receipt is recorded in a descriptive flexfield (DFF).

For more details about the descriptive flexfield, see "Configuring Descriptive Flexfields for Performance Accounting Transactions."

## Design Considerations for Performance Accounting

- The two or three-way matching is derived based on the Freight on Board (FOB) point of the order. If FOB is Source, the buyer does not have to send acceptance and the matching type is two-way. If FOB is Destination, the buyer must create a received performance when servicing agency sends a delivery performance. In this case, the matching type is three-way and accounting entries are created for both delivered and received performances.
- The concurrent processes *Invoice Validation*, *Transfer to GL*, and *Payment Process Requests* are used to automate the invoice creation process.
- Agencies must specify the pay group (for example, IGT Pay Group), payment method (for example, Clearance) in the Supplier and Supplier Site details. These are used as default values during invoice creation to help clear IGT performance transactions.

## Prepayment Invoice Creation During Advance Performance Submission

Regardless of whether a given FOB point is set up as a source or as a destination, the servicing agency initiates the advance performance transaction that generates advance payments or collection of funds.

### Create Prepayment Invoice

When an advance performance transaction is pulled into Oracle E-Business Suite and staged, the details are inserted into the IGT Performance History table (PO\_IGT\_PERF\_TRANS\_HISTORY) with the performance type Advance and the transaction status Pending Invoicing. After the prepayment invoice is created, the status is updated to Success Invoicing in the history table.

The advance performance process is independent of the FOB selection. In the case of advance schedules in the IGT order, the settlement occurs for the advance performance.

The tables provided in the following topics illustrate performance transactions, corresponding document numbers in receiving and payables, and the type and status of the transaction. These details help you track the performance data to the GL accounting entry.

The EBS G-Invoicing solution includes the concurrent program *Intragovernmental Performance Integration to Payables*. You can run this process to insert advance performance transactions into Oracle Payable interface tables with the invoice type Prepayment and create prepayment invoice. You can schedule this program to create prepayment invoices automatically.

## Receipt Creation During Delivered Performance Integration with Receiving

The servicing agency initiates a delivered performance transaction when goods or services are delivered to a requesting agency.

### Create Receipt

When a delivered performance is pulled into EBS and staged with the FOB point set to Destination, the details are inserted into the IGT Performance History table (PO\_IGT\_PERF\_TRANS\_HISTORY) with the transaction type Receipt and the status Pending Receiving. When the concurrent program *Intragovernmental Performance Integration to Receiving Program* has run, the receipt is created in receiving, and the status is updated to Success Receiving in the history table.

If the FOB point is Destination, then the receipt is created. If there are non-advance schedules in the IGT order (where the Advance Payment indicator is set to No) and the FOB is set to Destination, then the settlement occurs for the received or accepted performance. Run the concurrent program *Intragovernmental Performance Integration to Receiving Program* to insert delivered performance transactions in the receiving open interface tables. When the FOB is set to Destination, you can schedule this program to create receipts automatically.

**Note:** The receipt must be accounted by running the concurrent program *Transfer to GL – Receiving*.

## Standard Invoice Creation During Delivered or Received Performance Integration with Payables

If the FOB point is set to Source or Origin, then all the schedules in the order are considered two-way, and if the FOB point is set to Destination or Other, then the schedules are considered a three-way match with the receipt. For a three-way match, you must set the **Invoice Match** option to Receipt.

### Create Standard Invoice

When a delivered performance is pulled into EBS and staged with the FOB point set to Source or Origin, the details are inserted in the IGT Performance History table (po\_igt\_perf\_trans\_history) as the type Standard Invoice and with the status Pending Invoicing. When the concurrent program *Intragovernmental Performance Integration to Payable Program* has run, a standard invoice is created in Oracle Payables, and the status is updated to Success Invoicing in the history table.

When a received or accepted performance is pulled into EBS for an IGT order with the FOB point set to destination, and received performance is mandatory for FOB destination, details are inserted in the IGT performance history table with the transaction type Standard Invoice and the status Pending Invoicing. When the concurrent program *Intragovernmental Performance Integration to Payable Program* has run, a standard invoice is created in Oracle Payables and the status is updated to Success Invoicing in the history table.

- The standard invoice is created, and it must be validated, accounted, and paid using programs such as *Validate Invoice*, *Transfer to GL*, and *Payment Process Request*.
- If the delivered performance is created for an order line schedule with the advance payment indicator set to Yes, then the prepayment is applied automatically during invoice creation.

## Receipt Correction for an Adjustment to Delivered Performance Integration with Receiving

The servicing agency initiates an adjustment to a delivered performance transaction by reducing the quantity when goods or services are delivered.

### Correct Receipt

When an adjustment to a delivered performance is pulled into EBS and staged with the FOB point set to destination, details are inserted in the IGT Performance History table (PO\_IGT\_PERF\_TRANS\_HISTORY) with the transaction type Receipt Correction and the status Pending Receipt Correction. When the concurrent program *Intragovernmental*



*Performance Integration to Receiving Program* has run, the corresponding receipt is created for delivered performance and is corrected to reduce the delivered quantity in receiving, and the status is updated to Success Receipt Correction in the history table.

## **Credit Memo Creation During an Adjustment to Delivered or Received Performance Integration with Payables**

The servicing agency initiates an adjustment to a delivered performance transaction by reducing the quantity when goods or services are delivered. The requesting agency initiates an adjustment to the received performance transaction by reducing the quantity when goods or services are received and accepted.

### **Create Credit Memo**

When an adjustment to a delivered performance is pulled into EBS and staged with the FOB point set to Source or Origin, then the details are inserted in the IGT Performance History table (PO\_IGT\_PERF\_TRANS\_HISTORY) with the transaction type Credit Memo and the status Pending Credit Memo. When the concurrent program *Intragovernmental Performance Integration to Payable Program* has run, the credit memo is created in Oracle Payables and the status is updated to Success Credit Memo in the history table.

When an adjustment to a received or accepted performance is available in EBS with the FOB point set to Destination, details are inserted into the IGT Performance History table (PO\_IGT\_PERF\_TRANS\_HISTORY) with transaction type Credit Memo and the status Pending Credit memo. When the concurrent program *Intragovernmental Performance Integration to Payable Program* has run, the credit memo is created in Oracle Payables and the status is updated to Success Credit Memo in the history table.

**Note:** The credit memo must be validated, accounted, and finally the refund created in payments of Oracle Payables.

The following tables display the events created when a requesting agency pulls performances and integrates performance transactions with receiving and payables.

## **When FOB is Source or Origin (Two-Way)**

The following table shows the transaction details and events created when FOB is set to Source or Origin (two-way matching).

**FOB Set to Source or Origin (Two-Way Matching)**

<b>Performance Type</b>	<b>Advance Indicator</b>	<b>Events Created</b>	<b>Events Needing Attention</b>	<b>Manual Intervention</b>
Advance	Yes	Prepayment invoice	<ul style="list-style-type: none"><li>• Invoice validation</li><li>• Create Accounting</li><li>• Payment Process Request to record settlement</li></ul>	
Adjustment to Advance	Yes	None	Create or apply: <ul style="list-style-type: none"><li>• Standard invoice for the adjustment amount</li><li>• Remaining prepayment invoice to standard invoice</li><li>• Credit memo for the adjustment amount</li><li>• Refund for the adjustment amount with credit memo</li></ul>	Yes

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Delivery	Yes	<ul style="list-style-type: none"> <li>Standard invoice (expense accounted)</li> <li>Prepayment invoice applied based on order line schedule</li> </ul>	<ul style="list-style-type: none"> <li>Invoice Validation</li> <li>Create Accounting</li> </ul>	
Delivery	No	Standard invoice	<ul style="list-style-type: none"> <li>Invoice Validation</li> <li>Create Accounting</li> <li>Payment process request to record settlement</li> </ul>	

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Adjustment to delivery	Yes	Credit memo (expenses accounted)	<ul style="list-style-type: none"> <li>• If there are delivered performance s, then the requesting agency creates a standard invoice for the credit memo to settle.</li> <li>• If an amount is returned or refunded by creating an adjustment to advance by the servicing agency (to the extent of delivered performance ), then you must select the credit note and create a refund transaction.</li> <li>• Use <i>Invoice Validation and Transfer to GL</i> programs to automatically validate and account transactions.</li> </ul>	Yes

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Adjustment to delivery	No	Credit memo (expenses accounted)	<ul style="list-style-type: none"> <li>• Create refund manually</li> <li>• Run <i>Invoice Validation</i></li> <li>• Run <i>Transfer to GL</i></li> </ul>	Yes
Accepted or received	Yes	NA	None	
Accepted or received	No	NA	None	
Adjustment to received	Yes	NA	None	
Adjustment to received	No	NA	None	

### When FOB is Destination or Other (Three-Way and Invoice Match Option is Receipt)

The following table shows the transaction details and events created when the FOB is set to Destination and Other (three-way matching):

**FOB Set to Destination or Other (Three-Way Matching)**

<b>Performance Type</b>	<b>Advance Indicator</b>	<b>Events Created</b>	<b>Events Needing Attention</b>	<b>Manual Intervention</b>
Advance	Yes	Prepayment invoice	<ul style="list-style-type: none"><li>• Invoice validation</li><li>• Create Accounting</li><li>• Payment process request records settlement</li></ul>	
Adjustment to Advance	Yes	None	Create or apply: <ul style="list-style-type: none"><li>• Standard invoice for the adjustment amount</li><li>• Remaining prepayment invoice to standard invoice</li><li>• Credit memo for the adjustment amount</li><li>• Refund for the adjustment amount with credit memo</li></ul>	Yes

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Delivery	Yes	Receipt (expenses accounted)	<ul style="list-style-type: none"> <li>• Receipt is created</li> <li>• Invoice creation initiated to clear payment</li> <li>• The servicing agency sets up pay group, payment method and payment process profile</li> <li>• Invoice Validation</li> <li>• Create Accounting</li> </ul>	
Delivery	No	Receipt (expenses accounted)	<ul style="list-style-type: none"> <li>• Create Accounting - Receiving</li> </ul>	
Adjustment to delivery	Yes	Receipt is corrected	<ul style="list-style-type: none"> <li>• Create Accounting - Receiving</li> </ul>	
Adjustment to delivery	No	Receipt is corrected	<ul style="list-style-type: none"> <li>• Create Accounting - Receiving</li> </ul>	

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Accepted or received	Yes	<ul style="list-style-type: none"> <li>Standard invoice (creates debit and credit for the same account)</li> <li>Standard invoice matched with receipt</li> <li>Prepayment invoice applied (prepayment is reduced)</li> </ul>	<ul style="list-style-type: none"> <li>Invoice creation initiated to clear advance</li> <li>Set up pay group, payment method, and payment process profile</li> <li>Run <i>Invoice Validation</i></li> <li>Run <i>Transfer to GL</i></li> </ul>	



Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Accepted or received	No	<ul style="list-style-type: none"> <li>Standard invoice (creates debit and credit for the same account)</li> <li>Standard invoice matched with receipt</li> <li>Prepayment invoice applied (prepayment is reduced)</li> </ul>	<ul style="list-style-type: none"> <li>Invoice creation initiated</li> <li>The servicing agency sets up pay group, payment method, and payment process profile</li> <li>Run <i>Invoice Validation</i></li> <li>Run <i>Transfer to GL</i></li> <li>Run <i>Payment Process Request</i></li> </ul>	

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Adjustment to received	Yes	Credit memo created (same debit and credit)	<p>You mt:</p> <ul style="list-style-type: none"> <li>• Unapply prepayment</li> <li>• Reduce the invoice</li> <li>• Use a credit memo to adjust</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Wait for a new invoice</li> <li>• Cancel the credit memo with an invoice</li> </ul>	Yes

Performance Type	Advance Indicator	Events Created	Events Needing Attention	Manual Intervention
Adjustment to received	No	Credit memo created (initiates refund)	<p>The requesting agency must:</p> <ul style="list-style-type: none"> <li>Create a refund manually with a credit note</li> <li>Run <i>Invoice Validation</i></li> <li>Run <i>Transfer to GL</i></li> </ul> <p>Standard invoice (to void expense) records expense based on servicing agency adjustment to delivered performance:</p> <ul style="list-style-type: none"> <li>Create receipt correction</li> <li>Create credit note (debit and credit are the same)</li> <li>Balance off both standard invoice and credit memo created</li> </ul>	Yes

## Integrate Deferred Performance for Journal Entry Creation

For deferred payment performance transactions, the requesting agency creates journal

entries that indicate the progress of the work done by the servicing agency. The deferred payments are accounted as accruals and are reversed when the requesting agency receives a new deferred payment performance for the same order line schedule. For a deferred payment performance with the status Informational, a journal entry is created in the purchasing subledger with the date as the performance date. When the status of the deferred payment performance is changed to Deleted, a reversal journal entry is created with the date of the latest deferred payment performance for the same order line schedule.

When a servicing agency submits a deferred payment to the federal G-Invoicing application, the following points are considered:

- The federal G-Invoicing application does not allow a servicing agency to create a deferred payment performance against an order line schedule for which the Advance Payment Indicator is set to Yes.
- The federal G-Invoicing application does not allow deferred and delivered performances for a quantity that exceeds the unexpensed balance. The remaining balance is calculated as equal to the ordered quantity, with the sum of deferred and delivered quantity [Remaining Balance = Ordered – (Deferred + Delivered)].
- The federal G-Invoicing application expects the servicing agency to reverse deferred payments of unexpensed balance when creating a delivery performance.
- When two accounting periods are open, the federal G-Invoicing application allows deferred payments reported against only the open past period.
- When two accounting periods are open, the federal G-Invoicing application does not count delivered or performed quantities reported against the second period (open current period) when evaluating a deferred payment reported against the first period (open past period).

These validations are explained in the use cases covered later in this topic.

When a servicing agency successfully submits a deferred payment to the federal G-Invoicing application, the requesting agency pulls the deferred payment and stages it in the **IGT Performance** page. The transaction is then interfaced with GL journal entries. Also, when a servicing agency submits a deferred payment for the same order line schedule, the previous deferred payment is deleted, and the recent deferred payment includes the previous deferred payment quantity too.

The new concurrent program *Intragovernmental Deferred Performance Integration Program* is run to create accruals and reversal journals in a subledger. The concurrent program *Transfer to GL* transfers these entries to the general ledger.

## Running the Deferred Performance Interface Program

The concurrent program *Intragovernmental Deferred Performance Integration Program* creates journal entries in a Purchasing subledger. When a requesting agency pulls a

deferred payment for an order line schedule, records are inserted into the history table with the status Pending Accounting. When the concurrent program runs, the journal entry is created in the subledger and the status in the history table changes to Success Accounting. The transaction number is updated in the history table.

For transactions in the Informational status, accrual journal entries are created in the status Pending Accounting. For transactions in the Deleted status, reversal journal entries are created in the status Pending Reversal. When journals are created successfully, the statuses in the history table are updated to Success Accounting and Success Reversal respectively.

When subsequent deferred payments for the same order line schedule are pulled by the requesting agency, the concurrent program creates journal entries for the recent deferred payment and reversals for earlier deferred payments to reverse accruals. To reverse pending deferred payments that are in the Informational status in the previous period, the requesting agency selects the **Reverse Previous Period Pending Deferred Payments** parameter in the concurrent program. The journal entries are reversed in the current period. This parameter accounts reversal journals for the pending informational deferred payments in the previous period (after the period is closed or open previous period).

- If, when a deferred payment performance is pulled for the first time, it already has the status Deleted, then two records are inserted in the history table. One record is in the status Pending Accounting, and the other in the status Pending Reversal. The accrual journal is created first and then the reversal journal.
- Performance dates are used to create journals. The performance date of the new deferred payment is used when a reversal journal entry is created for the previous deferred payment.

To run the *Intragovernmental Deferred Performance Integration Program*, perform the following steps:

1. From the **Home** page, select the *CLM Purchasing Super User* responsibility.
2. Select **Reports** and then **Schedule Requests** or click **Requests** and then **Submit a New Request**.

The **Schedule Requests: Define** page appears.

3. Search for and select the concurrent program *Intragovernmental Deferred Performance Integration Program*.
4. Click the **Parameters** tab.
5. Enter your operating unit (mandatory).
6. Enter an order number if you want to pull the deferred performance for a specific order.

7. Set the **Reverse Previous Period Pending Deferred Payments** option. If you select **Yes**, then the deferred payments that are pending at the end of the previous period in an Informational status are reversed.
8. Indicate whether to process error documents. Transactions that error due to period validity or other set up problems are reprocessed to create journals and reversals.
9. Click **Continue**.

The **Schedule Requests: Review** page appears.

10. Review the parameters you have entered.
11. Click **Submit**.

For example, consider the hypothetical order ABC01 with the quantity 100. A deferred payment with quantity 40 is submitted by the servicing agency on January 5, 2022. After the *Intragovernmental Performance Interface Program* is run, the deferred payment is displayed with the Informational status on the **IGT Performance** page, and a journal is created in the subledger.

The servicing agency submits another deferred payment for the same order line schedule for a quantity of 45 on January 10, 2022. After the intragovernmental deferred performance interface program is run and pulls the data, two lines are created. The first line shows the reversal for the previously submitted deferred performance quantity of 40 with January 10 as the performance date. The transaction status shows Deleted, and in the history table the status is Pending Reversal. The deferred payment status in the **IGT Performance** page is Informational. The reversal journal entry is created for quantity 40.

The second line shows the deferred payment for a quantity of 45, created in the status Informational. The history table shows the status Pending Accounting, and a journal is created in the subledger.

**Note:** Use the *Transfer to GL Program* concurrent program to post the subledger entries to the general ledger.

## Journal or Reversal Journal in Purchasing Subledger Setup

When you apply the patches, the following setup steps are performed by the patches.

- The existing journal source Purchasing is used to create journals.
- The new journal category IGT Deferred is created.
- The existing Federal Purchasing Application Accounting Definition is used in the accounting definition.

- The new event class IGT Deferred Performance is created.
- The following event types are used:
  - IGT Deferred Performance Create - Creates journal for deferred payment performance in the status Informational.
  - IGT Deferred Performance Reversal - Creates reversal journal for deferred payment performance in the status Deleted.
- Journal Line Types: Includes journal line definitions to track journals and reversal journals related to deferred payment performance:
  - IGT\_ACCRUED\_LIABILITY - IGT Accrued Liability (Accounts Payable)
  - IGT\_DEL\_OBJ\_UNPAID - IGT Delivered order obligation unpaid
  - IGT\_OPERATING\_EXPENSES - IGT Operating Expenses
  - IGT\_UNDEL\_OBJ\_UNPAID - IGT Undelivered order obligation unpaid
  - IGT\_REVERSE\_ACCRUED\_LIABILITY - IGT Reverse Accrued Liability (Accounts Payable)
  - IGT\_REVERSE\_DEL\_OBJ\_UNPAID - IGT Reverse Delivered order obligation unpaid
  - IGT\_REVERSE\_OPERATING\_EXPENSE - IGT Reverse Operating Expenses
  - IGT\_REVERSE\_UNDEL\_OBJ\_UNPAID - IGT Reverse Undelivered order obligation unpaid
- Journal Header Description: Includes the journal description to capture the performance and IGT order numbers such as IGT\_DEFERRED\_PERF\_HEADER - IGT Deferred Performance Header
- Journal Line Descriptions: Includes the journal description to capture the performance and IGT Order numbers such as IGT\_DEFERRED\_PERF - Intragovernmental Deferred Performance and IGT\_DEFERRED\_PERF\_REVERSE - Intragovernmental Deferred Performance Reversal
- Account Derivation Rule: Includes the account derivation rule specified as FV Budget Account. You can modify this.

## API Support for G-Invoicing Flows

Oracle CLM and Oracle Purchasing provide APIs and custom hooks to create GT&Cs,

add logic and default values to orders, and to add payment methods, pay group, and DFF details when creating invoices for performance transactions.

## API for GT&Cs

This custom API is invoked when GT&Cs are pulled into EBS. Use this API to set the vendor, vendor site, default buyer, and document number (if you use manual purchase order numbering).

- **Technical Name:** PO\_CUSTOM\_IGT\_PKG

Procedure Name	Parameter
set_gtc_related_info	p_igt_request_id IN NUMBER
	p_org_id IN NUMBER
	x_results_rec IN OUT PO_IGT_PUB_PKG. custom_rec_type
	x_return_status OUT VARCHAR2

## API for Creating an IGT Order in EBS

The PO\_IGTORD\_TYPES package provides procedures to customize values at each entity level such as header, lines, shipment, and distributions. A sample implementation is included for each procedure. Use the PO\_IGTORD\_CUSTOM API to add custom code and logic to default values for attributes.

The PO\_IGTORD\_CUSTOM API is invoked when an order is automatically created from the IGT requisition, open buyer-initiated orders (that are pulled from the federal G-Invoicing application), open or shared with requesting agency seller-facilitated orders (pulled from the federal G-Invoicing application).

- **Technical Name:** PO\_IGTORD\_CUSTOM
- **Prerequisites:** Check for the flow as shown in the table:

Flow	PO_IGTORD_PARAMS. g_document_creation_method (value)
Auto-create	



---

Buyer-initiated order pulled from the federal G-Invoicing application	BIO_GINV
---	----------

Seller-facilitated order	SFO_GINV
--------------------------	----------

---

**Note:** The GT&C must exist in EBS and must be approved.

The following table lists input parameters for the procedure:

Procedure Name	Parameter
DEFAULT_ORDER_HEADER_INFO	x_headers IN OUT PO_IGTORD_TYPES.headers_rec_type, x_return_status OUT VARCHAR2
DEFAULT_ORDER_LINE_INFO	x_lines IN OUT PO_IGTORD_TYPES.lines_rec_type, x_return_status OUT VARCHAR2
DEFAULT_ORDER_LINELOC_INFO	x_line_locs IN OUT PO_IGTORD_TYPES.line_locs_rec_type, x_return_status OUT VARCHAR2
DEFAULT_ORDER_DIST_INFO	x_dists IN OUT PO_IGTORD_TYPES.distributions_rec_type, x_return_status OUT VARCHAR2
SET_ORDER_UDA_INFO	p_int_hdr_id IN NUMBER, x_return_status OUT VARCHAR2

## Custom APIs for Performance

The Oracle EBS G-Invoicing solution includes the following APIs for handling performance transactions:

- **Technical Name:** PO\_IGT\_PERF\_CUSTOM.DEFAULT\_INV\_HDR\_LINE

Use this API to default payment method, pay group information and other DFF attributes on the invoice header and line interface tables when creating invoice for performance transactions.

Procedure Name	Parameter
DEFAULT_INV_HR_LINE	P_INV_HDR_DATA IN OUT  PO_IGT_PERF_INV_INTG_PKG. InvoiceHdrRecTabType,  P_INV_LINES_DATA IN OUT  PO_IGT_PERF_INV_INTG_PKG. InvoiceLinesRecTabType,  x_return_status OUT VARCHAR2

- Technical Name:** PO\_IGT\_PERF\_CUSTOM.DEFAULT\_RCV\_HDR\_LINE  
Use this API to default additional information into the receiving interface tables at the header and line level when creating receipts for performance transactions.
- Technical Name:** PO\_IGT\_PERF\_CUSTOM.DEFAULT\_RCV\_HDR\_LINE\_CR  
Use this API to default additional information into the receiving interface tables at the line level when correcting receipts for performance transactions.

Procedure Name	Parameter
DEFAULT_RCV_HDR_LINE	P_RHI_DATA IN OUT  PO_IGT_PERF_RCV_INTG_PKG.RhiTabType,  P_RTI_DATA IN OUT  PO_IGT_PERF_RCV_INTG_PKG.RtiTabType,  x_return_status OUT VARCHAR2
DEFAULT_RCV_HDR_LINE_CR	P_RHI_DATA IN OUT  PO_IGT_PERF_RCV_INTG_PKG.RhiTabType,  P_RTI_DATA IN OUT  PO_IGT_PERF_RCV_INTG_PKG.RtiTabType,  x_return_status OUT VARCHAR2

## Auto-Create Order API from Requisition

Use this API to automatically create incomplete or approved orders from IGT requisitions.

- **Technical Name:** PO\_IGTORD\_PVT.create\_igt\_order
- **Prerequisites:**
  - The requisition must be approved. If it is an MIPR, then it must be approved and accepted.
  - Required FIDS information must be populated using the PO\_IGTORD\_CUSTOM package before calling this API.
- **Outcome:** An IGT order is created automatically when the requisition is approved.

Procedure Name	Parameter	Required or Optional
create_igt_order	p_calling_module IN VARCHAR2	Required
	p_batch_id IN NUMBER DEFAULT NULL	Optional
	p_interface_header_id IN NUMBER DEFAULT NULL	Optional
	p_requisition_header_id IN NUMBER DEFAULT NULL	Required
	p_igt_request_id IN NUMBER DEFAULT NULL	Optional
	p_parent_igt_request_id IN NUMBER DEFAULT NULL	Optional
	p_org_id IN NUMBER	Required
	p_initiate_approval IN VARCHAR2	Required (Y, N)
	x_document_id IN OUT NUMBER	Required in case of Add to Order
	x_draft_id OUT NUMBER	Not applicable

Procedure Name	Parameter	Required or Optional
	x_document_number OUT VARCHAR2	Not applicable
	x_number_lines OUT NUMBER	Not applicable
	x_error_code_tbl IN OUT PO_TBL_VARCHAR2000	Not applicable
	x_return_status OUT VARCHAR2	Not applicable
	x_msg_count OUT NUMBER	Not applicable
	x_msg_data OUT VARCHAR2	Not applicable
	x_online_report_id OUT NUMBER	Not applicable

## TAS and BETC Validation API in IGT Requisitions

Use this API to validate TAS, BETC, charge account, agency identifier, ALC and group values.

- **Technical Name:** ICX\_POR\_IGT\_VALIDATIONS.validate\_igt\_tas\_betc
- **Prerequisites:** The charge account, requesting agency identifier, ALC and group must be available in the requisition.

## Closing and Reopening IGT Orders

Agencies can close and reopen intragovernmental (IGT) orders. Only the requesting agency can initiate an order close.

### Closing an IGT Order

When an order is selected for close, the system performs the following validations:

- If there are outstanding performance transactions, you cannot close the order. For example, if the FOB point is set to Destination or Other and the order is not advance enabled, then the total quantity delivered and performed against an order line schedule must equal the total quantity received and accepted. If the received or accepted performance is not equal to delivered performance, then an error occurs.
- The order quantity must be completely billed and equal to the billed invoice

quantity. When the invoiced quantity is not equal to the ordered quantity, an error message is displayed. The order quantity and billed quantity validations are not applicable for canceled lines or schedules.

- There must be no pending performance or adjustments either in the history table or in the federal G-Invoicing application.
- If the advance payment indicator is set to Yes for an order line schedule, then the advance performance quantity must be equal to the delivered performance quantity, then the standard invoice (created with reference to delivered performance) must be created and a prepayment invoice must be applied on the standard invoice. If the advance is not applied on the delivered invoice, then an error message is displayed.

When an order is closed, the order status in Purchasing or CLM is changed to closed and the G-Invoicing status is updated to Pending Closure Posting. You must run the concurrent program *Intragovernmental Orders Interface Program* and push the order to the federal G-Invoicing application. The order status in the federal G-Invoicing application changes to Closed and the close order reason is updated. The servicing agency can pull and see the order status.

If you are using the federal G-Invoicing application to create and approve intragovernmental transactions and then pulling the GT&Cs, orders and performances into EBS for accounting, then you can close both buyer-initiated orders (BIOs) and seller-facilitated orders (SFOs) in the federal G-Invoicing application. When you pull these orders, they appear as closed in EBS as well.

When the *Intragovernmental Orders Interface Program* runs:

- If the posting is successful, then the closed status and closed date for the order are updated in EBS.
- If the posting is unsuccessful, then the closed status and closed date for the order are updated to NULL in EBS. The G-Invoicing status is set to Open and an error notification is sent.

The close action is enabled for orders created in Oracle CLM and Oracle Purchasing and also for SFOs created in the federal G-Invoicing application.

**Note:** You cannot manually close a BIO that was created in the federal G-Invoicing application, because BIOs are pulled into EBS to record financial transactions. Close the order in the federal G-Invoicing application and pull the closed order into EBS.

**Custom hook:** A custom hook is available for agencies to include additional validations before closing an IGT order.

Ensure that the following conditions are met before you close an order.

### Prerequisites

- The billed quantity and the order quantity must be equal.
- There must be no outstanding performance transactions for the order you are attempting to close.

**Note:** When there is a difference between the order amount and the performance amount (when the performance is marked as Final), you must create a modification and reduce the order amount to the extent of the performed value (for release of excess funds) and then initiate the close action in EBS.

To close an IGT order:

1. From the **Home** page, select the *CLM Purchasing Super User* responsibility.
2. Click **Buyer Work Center**.
3. Click the **Awards** tab, and then the **IGT Orders** subtab.

The **IGT Orders Summary** page appears.

4. Select an order with the Open status in G-Invoicing and the Approved status in EBS.
5. Select **Close** from the **Action** menu.
6. Click **Go**.
7. Enter the reason for closing the order.
8. Click **Apply**.

### Reopening an IGT Order

You can reopen a closed order through a regular modification, but not an admin modification. The **Create Modification** option is enabled in the **Actions** menu for closed orders.

You can create a modification by adding new lines or schedules. When you approve a modification, it is shared with the servicing agency for approval. When the servicing agency approves the modification, the modification is pulled back by the requesting agency and the order status changes to Approved.

When you create a modification, either from Demand Workbench or directly using the Create Modification action, the order line schedule and line status must be updated only if a change is made to the line.

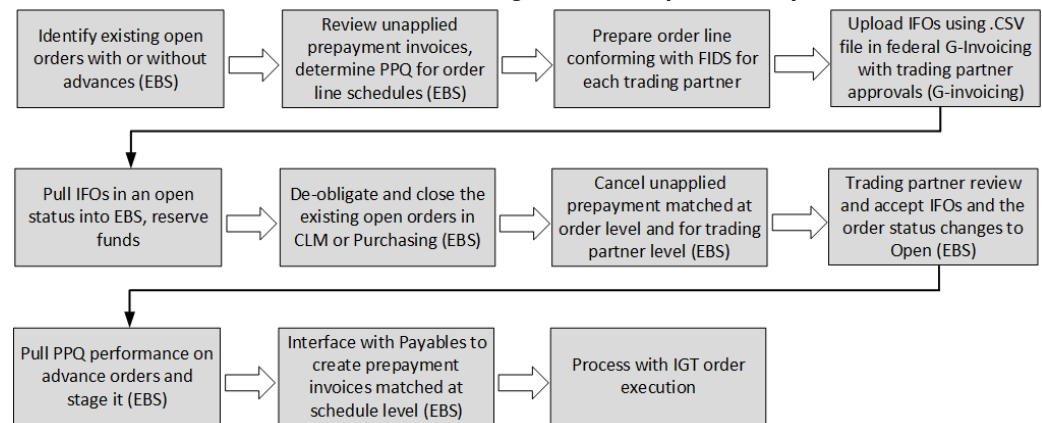
## Support for In-Flight Order (IFO) from Requesting Agency

In-Flight Orders (IFO) or In-Process orders are existing intragovernmental orders that were created in the legacy systems before the agencies moved to G-Invoicing solution. These orders are yet fulfilled or not completely delivered or performed by the agencies. The recommendation from treasury is to enter In-Flight Orders as replacement orders in G-Invoicing system.

### Process Flow for E-Business and G-Invoicing Maintained (New Order)

Following diagram illustrates the process flow for orders maintained in both E-Business Suite and G-Invoicing maintained orders:

#### *Process Flow for E-Business and G-Invoicing Maintained (New Order)*



Identify and compile the list of orders from the legacy system to move to the federal G-Invoicing application. After discussions with the requesting agency, the PMO office prepares and enters the remaining balances and all the GT&C and order details including order lines, order line schedules, and associated PPQs for each in-flight order in the .CSV file (Treasury's approved .csv file standard). Refer to Treasury's G-Invoicing User Guide for more details on the .CVS file standards and the file format to prepare your order details to import and move to federal G-Invoicing.

You can upload in-flight orders to federal G-Invoicing using one of these methods:

- **Compiling .csv bulk upload file**
  - By trading partner, divide open orders between advance-enabled and non-advance categories.
  - Determine the PPQ (prepaid quantity) for each IFO by figuring out the unapplied prepayment amount.

- Examine the quantity delivered, the quantity billed, and the quantity paid to determine the outstanding quantity at the order schedule level.
- For current IFOs, determine the FOB point using 2- or 3-way matching.
- **By Uploading Orders Using .CSV File**
  - The order originating partner indicator determines if an order is a buyer-initiated order (requesting agency) or a seller facilitated order (servicing agency). The bulk in-flight orders are uploaded into the G-Invoicing system by the requesting or service agency as replacement orders for undelivered quantities. (**Navigation:** In federal G-Invoicing, click **Requesting Agency** or **Servicing Agency** tab and then choose **Order Upload**).

The agency does the following after successfully compiling the list of intragovernmental orders with undelivered quantity and necessary details into the .csv file:

**For BIO:**

- If the order originating partner is set to requesting agency, then the requesting agency may initiate and uploads the .csv bulk in-flight orders in G-Invoicing ( **Navigation:** In federal G-Invoicing, select **Requesting Agency** and click **Upload**). Browse, select a file, and click upload.
- After in-flight orders are uploaded successfully to federal G-Invoicing and IFOs are created and approved, the requesting agency can share the file with the servicing agency to upload and approve these orders in bulk, or servicing agency can download these orders from G-Invoicing system directly.
- The servicing agency must enter required parameters and uploads the completed file. Alternately, using G-Invoicing, the servicing agency user can log in and approve these orders manually. (**Navigation:** In federal G-Invoicing, select **Servicing Agency** and click **Order Upload**).
- After the file is successfully uploads, the IFO order status changes to Open.

**For SFO:**

- If the order originating partner is set to servicing agency, then the servicing agency may initiate and uploads the .csv bulk in-flight orders to G-Invoicing (**Navigation:** In federal G-Invoicing, select **Servicing Agency** and click **Order Upload**). Browse and select the file and click upload.
- After in-flight orders are uploaded to federal G-Invoicing, the servicing agency shares them with the requesting agency for approval.
- The requesting agency must enter the required parameters and uploads the completed file. Alternately, using G-Invoicing, the requesting agency user can log in



and approve these orders manually. (**Navigation:** In federal G-Invoicing, select **Requesting Agency** and click **Order Upload**).

- After the file is successfully uploads, the IFO order status changes to Open.

### By IGT Order Creation

- Both agencies can create in-flight orders using the regular order creation link in federal G-Invoicing (**Navigation:** In federal G-Invoicing, click **Requesting Agency** or **Servicing Agency** tab and then choose **Order**). They must set the **In-Flight Order Indicator** to **Yes**.
- The partner agencies approve these orders.
- After approval from both agencies, the IFO order status changes to Open.

**Note:** Agencies must use the concurrent program *Intragovernmental Orders Interface Program* to pull IFOs and use the Get Orders List request type.

### Pulling In-Flight Orders into Oracle CLM or Purchasing

The following topic describes procedures to pull the in-flight orders into CLM or Purchasing.

#### Prerequisites

- All agencies that have in-flight orders use Treasury's .csv file to create and upload mass data, and then both agencies approve these orders in federal G-Invoicing.
- Agencies must create and approve GT&Cs related to IFOs in the G-Invoicing system.
- Create GT&Cs in collaboration with your trading partners. Review your existing IAAs and enter mandatory information in GT&C like group, ALC, order originating partner, agreement type, and advance payment enabled or not, advance acquisition indicator for the in-flight order.
- Pull GT&Cs, groups for GT&Cs from federal G-Invoicing into EBS.
- After the Previously Settled Performance (PPQ) is pulled into Oracle EBS, any adjustments to these PPQs should be done only in Oracle EBS.
- Custom hooks can be used by agencies to add extra data to default accounts.
- Alternately, agencies can provide value in Additional Accounting Classification in

specified format to derive the charge account. The format is, *ACCTALIAS: igtaccount|PROJECT:XYZPRJ|TASK:PQRTASK|EXPTYPE:Labour|EXPORG: 1825|EXPDT:01-Oct-2022.*

- Ensure you follow these requirements when pulling IFOs into Purchasing or CLM:
  - Use the Get Order List for the request type in the concurrent program
  - Also, In the G-Invoicing Options page (Navigation: CLM Purchasing > Setup > Organizations > G-Invoicing Option), set the Requesting Agency Order Creation/Approval field as G-Invoicing. If it was set as E-Business Suite, then the program will not pull these orders.

The requesting agency pulls IFOs into Oracle CLM or Purchasing. The pulled orders are displayed in the Intragovernmental Orders page. To pull IFOs into EBS Oracle CLM or Purchasing, perform the following steps:

1. From the **Home** page, select the **Oracle CLM** or **Purchasing Super User** responsibility.
2. Click **Requests** and then **Schedule**.
3. The **Schedule Request: Define** page appears.
4. Query the concurrent program *Intragovernmental Orders Interface Program*.
5. Click the **Parameters** tab.
6. From the **Agency Type** list, select an agency, requesting or servicing agency.
7. Select **Pull** for the request mode.
8. Select **Get Order List** for the request type.
9. Select an operating unit.
10. Select an agency location code
11. Click **Ok** and click **Submit**.

The concurrent program pulls all the open in-flight orders from G-Invoicing and creates, reserves funds, creates obligation and approves the orders in EBS.

If an agency selects the option as normal order upload, and in the G-Invoicing Options the Requesting Agency Order Creation/Approval option in EBS is set to E-Business Suite, then the Intragovernmental Orders Interface Program will not pull the open orders from federal G-Invoicing because the order need to be initiated from EBS in this case as per the options set, however the agencies who set the option to Requesting Agency Order Creation/Approval to G-Invoicing will continue to pull the orders in

open status and these uploaded normal orders are supported. In-Flight Orders that are in open status are pulled into Purchasing or CLM irrespective of the above parameter in G-Invoicing options.

**Note:** Once the replacement orders (open IFOs) are successfully pulled from federal G-Invoicing into CLM or Purchasing and funds are reserved, you must de-obligate and close orders that are already present in EBS.

## Impact of In-Flight Orders in CLM or Purchasing

The following pages have been impacted from the in-flight order feature:

- The IGT Purchase Order page includes an option, **In-Flight Order Indicator**, that identifies if an order is an in-flight order.
- Agencies can filter and search data with In-Flight Orders criteria.
- Agencies can modify IFOs just like how they would do other IGT order modifications. Agencies can also close IFOs like other IGT orders..
- The lookup of on the IGT Performance page lets you filter data using the Previously Settled value to view PPQ advance performance records on the IGT performance summary page.

## Pre-paid Advance Management

When an IGT order specifies the prepaid quantity (PPQ) in the .csv file and uploads the order data that is approved by both the agencies, the advance performance is created automatically by federal G-Invoicing portal in with the Previously Settled status.

**Note:** The previously settled advance performance can also be created from the Performance page in the federal G-Invoicing application.

When the requesting agency pull a previously settled advance performance, they are interfaced with payable to create prepayment invoices just like the existing process. Oracle recommends adjusting any outstanding prepayment balance to zero and then create prepayment again using the performance interface to payables at schedule level. The process of applying these prepayments on the standard invoices remains unchanged at schedule level.

## Support for 7600EZ Invoicing

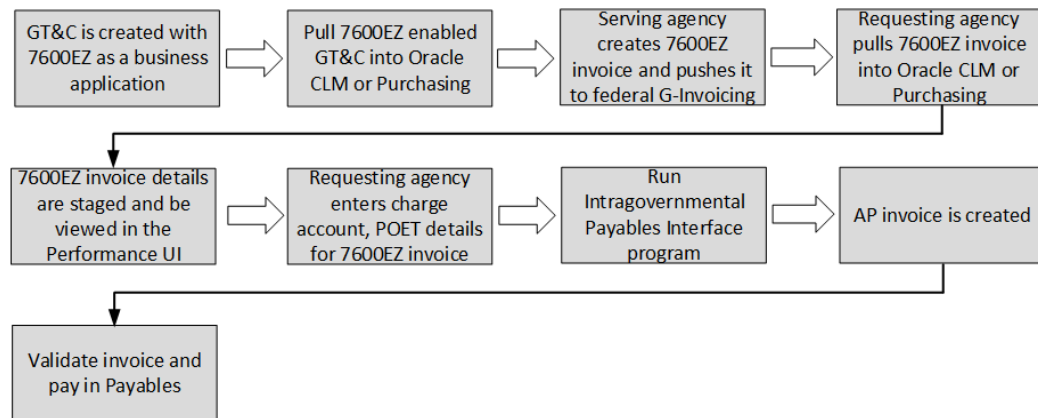
Oracle EBS G-Invoicing solution supports 7600EZ Invoicing for low dollar purchases and high-volume Orders to expedite transaction settlements by combining order and

performance phases for settlement. The 7600EZ Invoice is available when both trading partners have the 7600EZ Feature Flag set to Yes. Manage Feature Flags must be enabled for the Requesting & Servicing sides by the Master Administrators before 7600EZ can be processed in federal G-Invoicing.

Orders between two trading partners are not involved in this procedure, however order and performance data will be combined in the invoice data.

Using the Bureau of the Fiscal Service's APIs, Oracle Purchasing or CLM allows push and pull of 7600EZ transactions between trading partners, creating corresponding subledger transactions.

#### 7600EZ Invoice Process Flow



The following is a summary flow of EZ invoicing support in EBS:

- Set the business application (BizApp) feature flags to enable 7600EZ invoicing in federal G-Invoicing system.
- Pull the BizApps and BizApp features into CLM or Purchasing using the concurrent program, *Intragovernmental BizApps and Features Interface Program*.
- Create a GT&C with the Business Application value as 7600EZ (under \$ 10,000) in federal G-Invoicing and approve by both the trading partners.
- The requesting agency pulls the created GT&C into CLM and Purchasing.
- The servicing agency creates the 7600EZ invoices and pushes it to federal G-Invoicing system.
- The requesting agency pulls these EZ invoices.
- The system stages the 7600EZ invoice details into the performance history table and this will be viewed in IGT performance UI with performance type as EZ Invoice.

- The requesting agency enters the charge account, POET details for the EZ invoices.
- The requesting agency runs the Intragovernmental payables interface program to interface the 7600EZ invoices to Payables.
- The AP invoice is created in Payables when the EZ Invoice is settled.
- The invoice is validated, accounted for and paid.

### **Prerequisites**

The agency must satisfy the following conditions before using the 7600EZ Invoicing:

- Enable business application features for 7600EZ in federal G-invoicing for both requesting and servicing agencies
- Pull the business application rules and features from G-Invoicing using the concurrent program, Intragovernmental BizApps and Features Interface Program
- GT&C for the 7600EZ invoice must be pulled into CLM or Purchasing.
- In the G-Invoicing options page, set JSON as the GT&C Response Type.

7600EZ Invoices are pushed or pulled to and from G-Invoicing via JSON data exchange format but not XML. For example, for a pre-defined conditions or features of Business Application 7600 EZ (Under \$ 10,000) are:

- Agreement type as Multiple
- Seller-Facilitated Transactions
- Non-Advance
- FOB point set as source
- Rejection Days set as 30 days

When the invoice's performance date is in the past, rejection days use the transaction date. When the Invoice's Performance Date is in the future date or is later than the transaction date , then the rejection day uses the performance date. Other business applications are GSA Fleet Leasing, GSA Global Supply, GPO Print Orders, and so on.

These are also other invoices like 7600EZ Invoice, but these invoices differ in certain conditions. For example, GSA fleet may have more than \$ 10,000 value. The other business applications include Constructive Order Acceptance, Order Revert, Performance while Order Modification and so on.

## **Roles**

When the agency has the role UMX|IGT\_PERFORMANCE\_VIEWER (IGT Performance

Viewer Role), then they can view 7600EZ invoices. If the agency has the role UMX|IGT\_EZ\_MANAGER (IGT EZ Manager Role), then they can update 7600EZ Invoices, accept or reject 7600EZ invoice.

## Intragovernmental 7600EZ Invoice Interface Program

The concurrent program, Intragovernmental 7600EZ Invoice Interface Program, lets agencies pull EZ invoice and EZ reverse transactions into Purchasing or Contract Lifecycle Management for Public Sector (CLM). When these invoices are pulled, the system validates if the corresponding GT&C exists in CLM or Purchasing.

To pull or push EZ invoice, run the Intragovernmental 7600EZ Invoice Interface Program. Perform the following steps:

1. If you are in a different responsibility, switch to **CLM Purchasing Super User**.
2. Click **Requests** and then click **Submit a New Request**.
3. In the **Name** field, enter **Intragovernmental 7600EZ Invoice Interface Program**.  
The **Parameters** window appears.
4. **Agency Type:** Select **Requesting Agency**.
5. **Request Mode:** Select **Push** to send data to or **Pull** to retrieve data from the federal G-Invoicing application.
6. **Request Type:** If the request mode is pull, then select from the following values:
  - Get 7600EZ Attachment
  - Get 7600EZ by List
  - Get 7600EZ by ID
7. **Operating Unit:** Specify the operating unit.
8. **Agency Location Code (Optional):** To retrieve data for a specific agency, select its agency location code (ALC).
9. **EZ Number:** Enter the EZ invoice number.
10. **GT&C Number:** Enter the GT&C number.
11. **Document Status (Optional):** If you specify a status, then the program only processes documents that are in that status. The options available are, Deleted, Informational, Pending, and Settled.
12. **Process Error Documents:** Select **Yes** or **No**. If you select **Yes** and specify an order

number, then only that EZ invoice is processed. If you do not specify an invoice number, then all invoices with errors are processed. The default value is No.

13. Click **OK**.

14. Click **Submit**.

**Note:** Schedule this program to run as often as required to keep the G-Invoicing data current.

## Pulling an EZ Invoice

The requesting agency pulls the EZ invoice from federal G-Invoicing that is in Settled or Pending status. The agency can use the Intragovernmental 7600EZ Invoice Interface Program to pull the EZ invoice. If the EZ invoice (JSON format) pulled is not available in CLM or Purchasing, then the 7600EZ invoice is inserted in the staging tables with the attachment metadata. The 7600EZ Invoice can be pulled when the status is either settled or pending. The records are inserted into the performance staging tables and also inserts a record in the po\_igt\_perf\_trans\_history table with the pending invoicing status. This status does not create payable invoice unless an EZ Invoice transaction is settled and internal status changes to Complete.

If the EZ invoice was previously pulled with the Pending status and when it is pulled again with the settled status, then the EZ invoice status is updated to Settled. All the settlement information along with the new attachment metadata is staged as well. If the EZ invoice exists and is in a settled status, then the attachment details are synchronized if the specific attachment ID is not already present in the attachment table. Initially when the 7600EZ Invoice is pulled into CLM or Purchasing, the internal status of 7600EZ Invoice is updated to Incomplete, so that the agency can provide charge account, supplier, supplier site and Project, Task, Expenditure Organization, Expenditure Date and save. When these details are saved, the status of 7600 EZ Invoice is changed to Complete, and this completed transactions are eligible to be interfaced with payables..

## Updating 7600EZ Invoice (Including Attachments)

When the requesting agency pulls the 7600EZ invoice, records are staged with the Incomplete internal status and the performance type as 7600EZ Invoice. The agency must update the invoice with the supplier details and charge account, but specifying the POET information is optional. If POET details are specified, then the charge account and corresponding TAS must be valid based on the setup. When this data is saved, the 7600EZ invoice is updated to Completed and the records available in the po\_igt\_perf\_trans\_history table with the Pending Invoice status are interfaced with the 7600EZ Invoice data to payables using the concurrent program Intragovernmental Performance Integration to Payables Program to create AP Invoice.

To create the AP invoice in Payables, perform the following steps:

1. If you are in a different responsibility, switch to the **Purchasing Super User**.
2. Click **Requests** and then click **Submit a New Request**.
3. In the **Name** field, enter **Intragovernmental Performance Integration to Payables Program**.
4. Select an operating unit.
5. Select an invoice type as Standard Invoice (7600EZ Invoice), or Credit Memo (7600 EZ Reverse or 7600 Delete (when the rejected transaction is settled)).

When the above record is available in history table with Pending Invoicing status, the Intragovernmental Payable interface program pick up these records and creates a payable invoice.

The new custom hook, *PO\_IGT\_EZ\_PERF\_CUSTOM.SET\_DEFAULT\_EZ\_INFO.SET\_DEFAULT\_EZ\_INFO*, lets you identify all the 7600EZ transactions and default supplier details, POET, CCID (to derive charge account) and PO details (optional). Agencies can use the custom hook to populate data for the 7600EZ invoice transaction.

A new concurrent program, *Intragovernmental 7600EZ Validation Program*, updates the required information.

## Custom Hook Support

*PO\_IGT\_EZ\_PERF\_CUSTOM.SET\_DEFAULT\_EZ\_INFO.SET\_DEFAULT\_EZ\_INFO*: Agencies can use the custom hook to enter the purchase order details or supplier, supplier site, POET and charge account information for an EZ Invoice. The concurrent program, Intragovernmental 7600EZ Validation Program, uses the custom hook. When validations are successful, the EZ Invoice status is updated to Complete.

A non-IGT purchase order (with amount-based lines) can be created by agencies to obligate funds and use the custom hook to provide PO details before interfacing to payables. Purchase order details are validated with the EZ invoice details (TAS, BETC, TPTAS, TPBETC).

*PO\_IGT\_EZ\_PERF\_CUSTOM.SET\_DEFAULT\_EZ\_INFO.SET\_DEFAULT\_EZ\_INFO*

- (p\_internal\_perf\_id IN PO\_IGT\_PERF\_HEADER.internal\_perf\_id%TYPE
- ,p\_org\_id IN PO\_IGT\_PERF\_HEADER.org\_id%TYPE
- ,p\_internal\_perf\_dtl\_id IN PO\_IGT\_PERF\_DETAIL.internal\_perf\_dtl\_id%TYPE
- ,x\_po\_header\_id OUT NOCOPY NUMBER
- ,x\_po\_line\_id OUT NOCOPY NUMBER
- ,x\_line\_location\_id OUT NOCOPY NUMBER



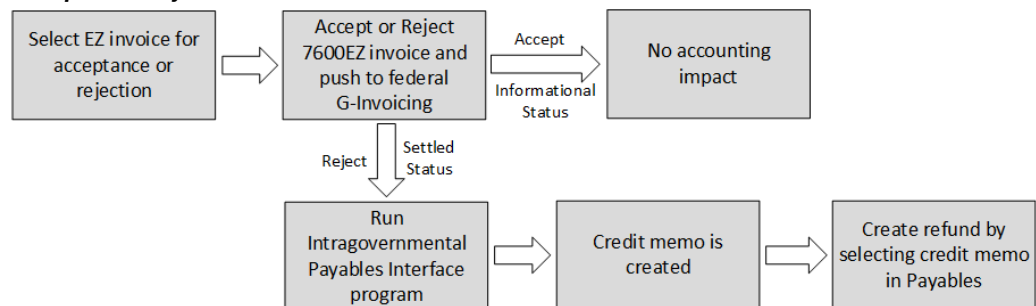
- ,x\_po\_distribution\_id OUT NOCOPY NUMBER
- ,x\_code\_combination\_id OUT NOCOPY PO\_IGT\_PERF\_DETAIL.  
code\_combination\_id%TYPE
- ,x\_vendor\_id OUT NOCOPY po\_igt\_perf\_header.vendor\_id%TYPE
- ,x\_vendor\_site\_id OUT NOCOPY po\_igt\_perf\_header.vendor\_site\_id%TYPE
- ,x\_project\_id OUT NOCOPY PO\_IGT\_PERF\_DETAIL.project\_id%TYPE
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- ,x\_expenditure\_organization\_id OUT NOCOPY PO\_IGT\_PERF\_DETAIL.  
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- ,x\_expenditure\_item\_date OUT NOCOPY PO\_IGT\_PERF\_DETAIL.  
expenditure\_item\_date%TYPE
- ,x\_expenditure\_type OUT NOCOPY PO\_IGT\_PERF\_DETAIL.expenditure\_type%  
TYPE ,x\_return\_status OUT NOCOPY VARCHAR2);

## Accepting or Rejecting an EZ Invoice

After an EZ Invoice is pulled into CLM or Purchasing, the requesting agency updates supplier information and the charge account and then interfaces the 7600EZ Invoice to Payables so that payable invoice is created and paid.

The following diagram describes the Accept and Reject 7600EZ Invoice flow:

### ***Accept and Reject 7600EZ Invoice Process Flow***



The EZ invoice status changes to completed, the requesting agency can either accept or reject the invoice. When the 7600EZ invoice is accepted the status changes to informational and there will be no account impact for this acceptance transaction.

The requesting agency can reject an EZ invoice within the 30 days of an EZ Invoice creation. This results in the funds returned to the requesting agency. If the reject is performed outside of the 30 day rejection period, then the status is updated to informational and there will be no impact on accounting.

In this case, the requesting agency should coordinate with the servicing agency to

reverse the EZ Invoice. When the servicing agency reverses the EZ Invoice, a new transaction named EZ Reverse. The requesting agency can then pull the reversed EZ invoice and account for the refund. To accept or reject an EZ invoice, perform the following steps:

1. From the **Home** page, select **Purchasing US Federal** responsibility.
2. Click **Buyer Work Center**, and then **Order**.
3. From the **Orders** tab, click the **IGT Performance** subtab.
4. Query for the 7600EZ invoices. Optionally, you can review rejection remaining days for all the 7600EZ Invoice transaction and take action to accept or reject from IGT performance summary page.
5. Select a completed status EZ invoice.
6. From the **Select Performance** menu, select **Accept** or **Reject 7600EZ Invoice** and click **Go**.

The **Accept** or **Reject 7600EZ Invoice** page appears.

7. Select the **Performance Type**, **7600EZ Rejected** or **7600EZ Accepted**.
8. Enter the **Comment** for rejection or acceptance.
9. Enter the point of contact details.
10. Click **Submit**.

The performance summary page includes a column, **Rejection Days Remaining**, that displays the days remaining to accept or reject an EZ transaction. Agencies can filter this column to accept or reject EZ invoices. The reject and accept EZ invoice action creates EZ Accept, EZ Reject respectively in EBS with the G-Invoicing status as Pending or completed (based on parent transaction that is EZ Invoice) and the internal status as Pending posting.

### Pushing 7600EZ Invoice Acceptance or Rejection

If an agency rejects or accepts an EZ invoice in CLM or Purchasing, then the requesting agency must push the acceptance and rejection to federal G-Invoicing.

### Number of Days to Rejection on the Performance Summary Page

- The rejection days are the length of time within when a requesting agency can reject EZ invoice and initiate funds reversal of the referenced EZ Invoice.
- The rejection day period is determined by the value specified in the Business Application on a GT&C. An agency can set the number of days to allow (by

coordinating with treasury) a requesting agency to reject an EZ invoice transaction in G-Invoicing as part of business application features.

- The rejection days are calculated based on the specified transaction date or the performance date. When the performance date of the EZ invoice is back dated, then the rejection day uses the transaction date. If the performance date is set in future or is later than the transaction date, then rejection day uses the performance date.

#### Within Rejection Days Window:

- The requesting agency can reject an EZ invoice when it is in a pending or settled status.
- If the 7600EZ Invoice is already accepted or rejected, then they cannot be rejected again.
- If an EZ invoice is rejected within the rejection days, then the pending status is changed to settled.
- The requesting agency cannot delete a rejected transaction that is already in the settled status.

#### Outside Rejection Days Window:

- The requesting agency can reject an EZ invoice when it is in a pending or settled status.
- If an Invoice has an accepted or rejected transaction, then they cannot be rejected.
- If an EZ invoice is rejected after the rejection days, then the status is changed to informational.

The following processing takes place in EBS as explained below:

- **Acceptance (7600EZ Accept):**
  - If the invoice is accepted in EBS, then the internal status shows pending posting. The G-Invoicing status changes to Informational when it is successfully pushed to federal G-Invoicing.
  - There is no accounting impact for 7600EZ Accept transactions, hence the 7600EZ Accept transactions will not be inserted into po\_igt\_perf\_trans\_history table.
- **Rejection (7600EZ Reject):**
  - If 7600EZ Invoice is rejected outside of rejection days, and the G-Invoicing status updated as Informational when it is successfully pushed to federal G-Invoicing, then a record is inserted into performance history table with No

Accounting Impact.

- If the 7600EZ invoice is rejected within the rejection days window, and the G-Invoicing status is updated as Settled when it is successfully pushed to federal G-Invoicing, then there will be a record inserted in the performance history table with the status Pending Invoicing which will further interface to payables to create credit memo to record refund transaction.
- If a rejected invoice exists in CLM or Purchasing with the informational status but it is deleted in G-Invoicing, then the status is updated to Deleted. The internal status is updated to deleted after it is pushed to G-Invoicing successfully.

After the EZ invoice is accepted or rejected, the requesting agency must run the Intragovernmental 7600EZ Invoice Interface Program to push the completed EZ transaction to federal G-Invoicing.

### **7600EZ Invoice Acceptance or Rejection Created in Federal G-Invoicing (Pull)**

**When the Requesting Agency Order creation/Approval option in the G-Invoicing Options page is set to G-Invoicing**

If agencies use federal G-Invoicing to accept or reject an EZ invoice, then the requesting agency must pull the 7600EZ acceptance or rejection. The following processing takes place after pulling:

- **Acceptance:**
  - The 7600EZ Accept appears with an Informational status in CLM or Purchasing. There is no accounting for such transactions.
- **Rejection:**
  - If a rejected invoice exists in CLM or Purchasing with the pending settlement status, then the status is updated to Settled and it is interfaced with payables to initiate a refund process.
  - If a 7600EZ reject exists in CLM or Purchasing with an informational status but it is deleted in federal G-Invoicing, then the status is updated to deleted after it is pulled again.

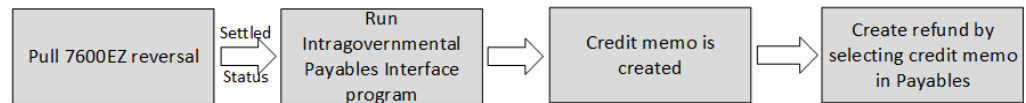
### **Reverse a 7600EZ Invoice**

A reverse transaction can be initiated only by the servicing agency. If a reverse transaction is created for an EZ invoice, after the requesting agency pulls the reversed transaction from federal G-Invoicing, the system inserts records in the performance history and staging tables. If a reverse record already exists in CLM or Purchasing with

the Pending status and the record being pulled is already settled in G-Invoicing, then the status is updated to settled. If the parent transaction (EZ invoice) is in the completed status, then the reverse transaction status (EZ reverse) is also updated to complete, and it is ready to be interfaced with payables for refund processing.

When the reversed transaction is pulled by the requesting agency, the record is interfaced with Payables to create a credit memo for refund processing.

***Processing 7600EZ Invoice in Reversed Status***



The requesting agency must run the *Intragovernmental Performance Integration to Payables* concurrent program to pull the reversal. After the program completes successfully, then a credit memo is created in Payables. For reverse transactions being interfaced to payables, the supplier details and charge account information are inherited from the parent invoice.



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## Contract Administration

### Overview

The Contract Administration tab is used when an agency wants to perform processes such as closeout, updating multiple modifications, changing suppliers or supplier names on a set or batch of contracts (awards or IDVs) due to changes such as administrative updates or contractual terms changes, and so on.

This tab helps the contracting officers and contracting specialists to mass update selected documents, instead of performing operations on individual documents.

### Multiple Modifications

Multiple Modifications (or Multi-Mods) for awards or IDVs are created by searching for, and selecting one or more awards or IDVs to modify. You can then specify the updates / revisions and submit these changes as a concurrent request. Individual modifications are created simultaneously for each award or IDV that is selected in the batch and the updates are performed subsequently on each of the modifications. You have the option to either automatically submit the modifications for approval or you can manually submit each Modification for approval, after reviewing the changes. When the modifications are approved, you can view the conformed document(s) to verify that the changes have actually taken place.

There are three distinct types of multiple modifications that can be created for awards or IDVs:

- Multiple Modifications – to perform administrative changes on a set of contract documents (such as an office, location, contact, contract terms and clause updates; adding, deleting and replacing clauses, and so on).
- Supplier Name Change – to update multiple awards or IDVs with a new or updated supplier name. In addition, administrative changes mentioned above as well as contract terms and clause updates can also be performed.

- Supplier Change (Novation) – to update multiple awards or IDVs with new supplier information (such as a different supplier, supplier site, address, contact, remit-to address, and so on). In addition, administrative changes mentioned above as well as contract terms and clause updates can also be performed.

Modifications that update the contract value or funding information cannot be created via Multiple Modifications and must be created as individual modifications.

Click the Multiple Modifications tab in Buyer Work Center. The Multiple Modifications page consists of two regions: Search and Select Documents and Draft Multiple Modifications Set.

The Search and Select Documents region consists of search criteria fields for which you need to provide some values. For example, enter the Document Type as Award or IDV with Lines to narrow down your search for the CLM documents.

You can enter partial field values as your search criteria. The system shows you search results that matches the partial search criteria. For example, enter "PST" in the Modification field. Every modification with a number that starts with "PST" is displayed in the search results.

You can enter additional search criteria using the **Add Another** list of values. Select additional criteria such as Effective Date, Contract Clause, COR Office, D-U-N-S Number, or CAGE, and click **Add** to add the field to your existing search criteria fields. Search criteria fields that you add are displayed below the existing search criteria fields. Enter values for the search fields and then click **Go** to view the search results.

By default, the search results only display the supplier name as the updated name as per the system records. Use the original supplier name as a search criteria, if you would like to search for documents based on the supplier's original name, as stored in the contract documents.

If the Header of an award is locked by any modification, then Multiple Modifications for Supplier Change or Supplier Name Change will fail. The failed Award/IDV Numbers will be listed in the concurrent program output file.

Similarly, if an address or contract clause is locked by any modification, then the Multiple Modification request for address/contract clause change will fail.

The search results (list of awards or IDVs) are displayed in the search results region. Select the awards or IDVs to be modified in a batch. A blue dot displays next to an award or IDV number, if the document has one or more active modifications already created for it. Select one of the following values from the Actions LOV and click Go:

- Create Modifications
- Create Modifications for Supplier Change
- Create Modifications for Supplier Name Change



**Note:** If you select the Create Modifications action, you can select awards or IDVs that are created for different suppliers. However if you select the Create Modifications for Supplier Change action or the Create Modifications for Supplier Name Change action, you need to ensure that the awards or IDVs that you select have the same supplier entered on them. Otherwise an error message informing you that you need to select the same supplier displays and you will not be allowed to proceed until you have made the necessary changes to the selection.

The Draft Multiple Modifications Set region enables you to view various batches of multiple modifications that you have created and saved, intending to process the sets at a later period. The individual modifications will not display in this region, only the sets of modifications that are identified by a Description (set name) are displayed in this region.

The Type column indicates the type of multiple modifications you had selected from the Actions LOV in the Search and Select Documents region described below. The Creation Date field is also displayed. In addition, the Validation Status column displays the relevant link / information, when the value of the Type column is Create Modifications for Supplier Change or Create Modifications for Supplier Name Change. The Validation Status column does not display any value if the Type of the multiple modification set is Create Modifications.

## Create Modifications

After selecting one of the three actions (Create Modifications, Create Modifications for Supplier Change, and Create Modifications for Supplier Name Change) and clicking Go, the Specify Change Details – Multiple Modifications page displays. This page has the following regions:

- **Modification Details region** – This region enables the contracting specialist or contracting officer to enter the modification information that pertains to all modifications that are to be created for this change. The mandatory fields such as Multiple Modifications Description need to be entered.

The Contracting Officer and Bilateral Indicator field values need to be specified if you need to obtain the relevant signatures from all parties during the approval process. In addition, you need to ensure that the supplier contact information is entered, otherwise an error message will display. Also, you need to enter the number of copies and an Acknowledge By (date) in order to obtain the relevant signatures. For more information on Bilateral Signature, refer to the section Electronic Signature for a Modification in this chapter.

The Initiate Approval check box enables you to send all the modifications for approval as a batch, immediately on creation of the modifications. If you select the Initiate Approval check box, you also need to select a value from the FPDS Approve without Reporting Reason LOV, so that the modifications are approved

automatically without going through the CAR (Contract Action Report) creation process. The Reason LOV in the Edit FPDS-NG Reporting Action page is the same LOV as the FPDS Approve without Reporting Reason LOV. (The Reason LOV is displayed only when the Reporting Method selected is None and the Approved without Reporting check box is selected.) If the modifications are to be reported to FPDS-NG, the Initiate Approval check box may not be selected. This would allow you to manually report the modifications individually to FPDS-NG, prior to approval. For more information on FPDS-NG, refer to the chapter Federal Procurement Data System – Next Generation in this guide.

- The Modification Justification region enables you to enter the modification justification details such as Modification Authority, Authority Text and Justification.
- The Addresses region is the first region where you make the data updates that will be applicable to all the modification documents that have been created simultaneously for the set of awards or IDVs that you selected. You can update the addresses, locations and contacts for all the offices (Address Type field), except the Modification Administration Office and Modification Issuing Office. The values for these two offices (Address Type) are defaulted on this page from the Preferences > Purchasing CLM Defaults page (the values are defaulted from the Administration Office and Issuing Office fields). Enter a new address, location or contact by selecting the appropriate value from the search LOV that appears when you click the magnifying glass icon.

**Note:** If an address is not required to be updated, then no data should be entered for that address. Any such entered data is treated as an update to the existing information via a modification.

- Update Clauses region enables you to add, delete or replace clauses in the Contract Terms. Select the Add option from the Action LOV to add a clause. The selected clause(s) are added to the document. The clause needs to be defined in the contracts template and should have a default section. The new clauses are thus added to the default section in the template. If there is no default section, the clauses will not be added to the document. The To Clause LOV allows you to select a clause from the Contract Terms Library. Click Add Another Row to select another clause-update-related action for the multiple modifications. The Delete action enables you to remove a selected clause or clauses from the Contract Terms (provided that clause exists in the Contract Terms) of the modification documents. Using the Replace action, you can substitute a clause with another, provided the original clause exists in the Contract Terms of the modification documents. Click the Remove icon to remove a clause.

All the above-mentioned actions are applicable only to Standard Clauses.

- The Documents Selected for Multiple Modifications region lists all the awards or

IDVs that you selected in the Search region of the previous page. A blue dot displays next to each award or IDV number that has an active modification associated with it. Use the Delete action to remove any of the selected documents from the batch. No modification will be created for documents removed from the batch.

Click Cancel to undo your changes and return to the Multiple Modifications Search page.

Click Save to save your work and process the multiple modifications batch at a later point in time. The saved multiple modifications set will appear in the Draft Multiple Modifications set region in the Search page.

Click Submit to invoke the concurrent request that will create the modifications with the relevant data and submit the modifications for approval (if Initiate Approval is selected). After you click Submit, a Confirmation message appears at the top of your page, displaying the concurrent request number that has been submitted for your multiple modification batch.

Some validations that occur during submission:

If the award or IDV is associated with a document style in which the Concurrent Modification check box is not selected, and the award or IDV already has an active modification, then an error message is displayed.

The award or IDV is associated with a document style in which the Concurrent Modification check box is selected; if that award or IDV already has an active modification that is updating the same field(s) as the ones being updated in the Multiple Modification, then an error message is displayed.

If a mandatory field is not entered, such as new Supplier Site for Supplier Change request, then an error message is displayed.

Navigate to the Reports > View Requests page to track the status of the Multiple Modifications concurrent request (the name of the concurrent program / request is Create Multiple Modifications and cannot be run from the Requests window or page, it can only be generated by the Submit action in the Specify Change Details – Multiple Modifications page. The Requests page enables you to view the Request ID and the Name fields to accurately find your concurrent request. If the Phase of the request is Completed and the Status is Normal, you can proceed to view the Output of the concurrent program by clicking the icon in the Output column. The Output page displays four kinds of lists :

- List of Successful Documents
- List of Documents with Warnings (either System Generated Description (SGD) was not generated or Approvals were not started)
- List of Ignored Documents (No relevant changes to create Modification)
- List of Error Documents

If your modifications have been successfully updated, the set of modification documents will display in the List of Successful Documents sorted by modification number. The modification number is the award or IDV number with a control suffix (for example, C0001). For more information on modification numbering, refer to the Document Numbering section in the Appendix - Common CLM Functionality.

If your modifications cannot be processed unless the system generated description is generated or the approval is started or if there are document submission check warnings, the list of modification numbers will show up in the List of Documents with Warnings. The List of Ignored Documents indicate that the concurrent program has not attempted to create the modifications listed; for example, if the clause updates are not applicable, the multiple modifications will not be created and the document numbers will be listed in the Ignored Documents list. The List of Error Documents displays those modifications whose creation encountered unexpected errors, such as another user updating the document / field(s) at the same time.

You will need to perform your next course of action depending on what the lists of the Output display.

Click the Home link at the top of the page to return to Buyer Work Center. If the List of Successful Documents displays modification numbers, navigate to the Awards or IDVs pages and then to the Modifications sub-pages to verify that the base document has indeed been updated and that the status of the modification(s) is Approved and Merged.

In case your modifications are listed in the Warnings, Ignored or Error lists, you will need to revisit each award or IDV / modification document to correct the errors individually and re-submit the modification documents as another batch.

## **Create Multiple Modifications for Supplier Name Change**

In the Multiple Modifications main page, using the Search and Select Documents region, search for the awards or IDVs to modify. You can look for your documents using the given search criteria or by adding additional search criteria fields such as Original Supplier, Supplier Site, and so on.

Your search results always display the updated (new) supplier name from the vendor master information. However, you still need to modify the awards or IDVs to update the supplier name on the awards or IDVs using multiple modifications. If the supplier name is not updated via multiple modifications, the printing of the document will reflect the original supplier name and not the new supplier name.

Using the Search and Select region, after you have chosen a set of awards or IDVs to modify as a batch and selected the Create Modifications for Supplier Name Change from the Actions LOV, the Specify Change Details – Multiple Modifications for Supplier Name Change page displays. This page is similar to the Specify Change Details – Multiple Modifications page.

This page has the same regions as the Specify Change Details – Multiple Modifications page, along with an additional region for Supplier Name change. For more information

on the other regions such as Modification Details, Modification Justification, Addresses, Update Clauses, Documents Selected for Multiple Modifications, refer to the section Create Multiple Modifications.

The Supplier Name Change region enables you to view two fields relevant to supplier name change: the Existing Supplier Name field and the New Supplier Name field. Both these fields are read-only and you cannot modify their values. The existing supplier name is the original supplier name that is captured and stored as part of a contract during the contract approval. The new supplier name is the name of the supplier at this point in time, as per the supplier master information. You can only verify that the values are the ones to modify. If you do not see the correct values in the region, you will need to notify your administrator to update the vendor master information. If the values are correct, proceed with changing the supplier name in the awards or IDVs, enter the other required changes, and then click Save or Submit.

The Documents Selected for Multiple Modifications region lists all the awards or IDVs that you selected in the Search region of the previous page.

Click Cancel to undo your changes and return to the Multiple Modifications page.

Click Save to save your work and process the multiple modifications batch at a later point in time. The saved multiple modifications set will appear in the Draft Multiple Modifications set region. The Draft Multiple Modifications set region has a column Validation Status which will always display the value Not Applicable for the multiple modifications for supplier name change.

Click Submit to invoke the concurrent request that will update the modifications with the relevant data and submit the modifications for approval. After you click Submit, a Confirmation message appears at the top of your page, displaying the concurrent request number that has been submitted for your multiple modifications for supplier name change batch.

However if the existing supplier name and the new supplier name are the same (indicating that the supplier name in the vendor master has not been changed to the new name), you will see an error message informing you that the names are the same and you cannot proceed with the multiple modifications for the selected documents. In such a case contact your administrator for updating the vendor master information with the new supplier name.

If the award or IDV is associated with a document style in which the Concurrent Modification check box is not selected, and the award or IDV already has an active modification, then an error message is displayed.

The award or IDV is associated with a document style in which the Concurrent Modification check box is selected; if that award or IDV already has an active modification that is updating the same field(s) as the ones being updated in the Multiple Modification, then an error message is displayed.

If a mandatory field is not entered, such as new Supplier Site for Supplier Change request, then an error message is displayed.

Navigate to the Reports > View Requests page to track the status of the Multiple

Modifications concurrent request (the name of the concurrent program / request is Create Multiple Modifications and is cannot be run from the Requests window or page, it can only be generated by the Submit action in the Specify Change Details – Multiple Modifications for Supplier Name Change page. The Requests page enables you to view the Request ID and the Name fields to accurately find your concurrent request. If the Phase of the request is Completed and the Status is Normal, you can proceed to view the Output of the concurrent program by clicking the icon in the Output column. The Output page displays four kinds of lists:

- List of Successful Documents
- List of Documents with Warnings (either System Generated Description (SGD) was not generated or Approval was not started)
- List of Ignored Documents (No relevant changes to create Modification)
- List of Error Documents

If your modifications have been successfully updated, the set of modification documents will display in the List of Successful Documents sorted by modification number. If your modifications cannot be processed unless the system generated description is generated or the approval is started or if there are document submission check warnings, the list of modification numbers will show up in the List of Documents with Warnings. The List of Ignored Documents indicates that the concurrent program has not attempted to create the modifications listed; for example, if the clause updates are not applicable, the multiple modifications will not be created and the document numbers will be listed in the Ignored Documents list. The List of Error Documents displays those modifications whose creation encountered unexpected errors, such as another user updating the document / field(s) at the same time.

You will need to perform your next course of action depending on what the lists of the Output display.

Click the Home link at the top of the page to return to Buyer Work Center. If the List of Successful Documents displays modification numbers, navigate to the Awards or IDVs pages and then to the Modifications sub-pages to verify that the base document has indeed been updated and that the status of the modification(s) is Approved and Merged.

To verify that the supplier name change has been successfully performed, navigate to one of the base awards or IDVs. Click the Addresses and Supplier Details tab and scroll down to the Supplier Details region. The Original Supplier Name field shows you the original name of the supplier, before you updated the supplier name using multiple modifications.

In case your modifications are listed in the Warnings, Ignored or Error lists, you will need to revisit each award or IDV / modification document to correct the errors individually and re-submit the modification documents as another batch.

## Create Multiple Modifications for Supplier Change

A Supplier Change implies a business scenario where a supplier may have merged with another vendor, or a supplier may have been taken over by another vendor or a supplier may have split the existing business into distinct business units. There could be other scenarios where a Supplier Change is performed in a business; the above are some common examples. In order to capture supplier changes in CLM:

- The contracting professional needs to sign on an approval document for proceeding with the supplier change process.
- The vendor master information needs to be updated with the supplier-related data changes. If required a new vendor record is also to be created.
- Any existing awards or IDVs with the original supplier information also need to be updated using the Multiple Modifications tab.
- Any existing receipts and invoices that are in-progress transactions need to be managed and completed, given the new supplier change scenario. Receipts and Invoices are not automatically updated by the system and it is expected that the contracting officers and contracting specialists handle these documents using their business process.

Using the appropriate CLM Purchasing responsibility, navigate to Buyer Work Center > Multiple Modifications page.

In the Multiple Modifications main page, using the Search and Select Documents region, search for the awards or IDVs to modify. You can look for your documents using the given search criteria or by adding additional search criteria fields such as Original Supplier, Supplier Site, and so on.

Your search results always display the updated (new) supplier name from the vendor master information. However, you still need to modify the awards or IDVs to update the supplier information on the awards or IDVs using multiple modifications. If the supplier information is not updated via multiple modifications, the printing of the document will reflect the original supplier details and not the new supplier details.

Using the Search and Select region, after you have chosen a set of awards or IDVs to modify as a batch and selected the Create Modifications for Supplier Change from the Actions LOV, the Specify Change Details – Multiple Modifications for Supplier Change page displays. This page is similar to the Specify Change Details – Multiple Modifications page, except for some additional regions:

This page has the same regions as the Specify Change Details – Multiple Modifications page, along with additional regions for Supplier Change. The Supplier Change (Novation) region enables you to view the existing supplier name (this is a view-only field). The New Supplier Name LOV enables you to select the new supplier name. This could be a merged or acquiring supplier or any other supplier. Only active suppliers (those vendors who have not been put on hold in the system) are displayed in the LOV.

Enter a past, present or future date in the Novation Effective Date field. Novation Effective Date is the date from which the Novation agreement between the agency and the vendors are valid.

- Use the Update Supplier Site Details to update the supplier site and the supplier contact. The New Supplier Site and New Supplier Contact LOVs enable you to select the relevant site and contact person for the changed supplier. New Supplier Site is a mandatory field, and if you do not select a value from the LOV, an error message is displayed. If you do not select a supplier contact, the new supplier contact field will remain null.

**Note:** If the selected documents for modifications have multiple supplier sites, each of the sites are listed by the system and you will need to provide a new supplier site value for each supplier site.

- The Update Supplier Address Details enables you to specify the new Remit To Address using the LOV. The Operating Unit and the Existing Remit To Address are displayed in this region as well.

For more information on the other regions such as Modification Details, Modification Justification, Addresses, Update Clauses, Documents Selected for Multiple Modifications, refer to the section Create Multiple Modifications.

When you have completed entering the supplier change and other relevant details, perform one of the following:

Click Cancel to undo your changes and return to the Multiple Modifications page.

Click Save to save your work and process the multiple modifications batch at a later point in time. The saved multiple modifications set will appear in the Draft Multiple Modifications set region.

When supplier change scenarios occur, the contracting specialist cannot create modifications directly without first checking the existence of downstream documents, such as receipts and invoices. Click Check Exceptions to submit the Generate Exceptions – Supplier Change concurrent program. This concurrent request generates the supplier change (Novation) related exceptions, for example, unmatched invoices or receipts, partly paid invoices, and so on. The contracting specialist or contracting officer is expected to review these exceptions, satisfy themselves about the handling of these documents appropriately using their business process, before submitting the concurrent program to create the modifications. For more information on handling these documents, refer to the Appendix - Troubleshooting Tips: Multiple Modifications for Supplier Change, page E-1. The Confirmation message with the concurrent request name and the concurrent request ID are displayed in the Multiple Modifications main page and not in the Specify Change Details – Multiple Modifications for Supplier Change page. Scroll down to the Draft Multiple Modifications set region in the Multiple Modifications page. You should be able to see your multiple modifications batch (identified by the Description field), with a link Validated with Warnings in the



Validation Status column. Click the Validated with Warnings link to open the Exceptions page. If the concurrent request is not complete, Not Validated appears in the Validation Status column.

Click View Exceptions and Continue in order to view the Exceptions page and proceed with the multiple modifications processing. The View Exceptions and Continue button is disabled during the time you have completed updating the Specify Change Details – Multiple Modifications for Supplier Change page. However, the Check Exceptions button is enabled and it is this button you use to submit the concurrent request for generating the exceptions for the multiple modifications batch. If you have saved your batch and then return to it after running the generate exceptions concurrent request, the View Exceptions and Continue button will be enabled for you to use. Clicking this button opens the Exceptions page.

The Exceptions page displays all the exceptions for this set of multiple modifications. The Exceptions Summary region displays the relevant Document Number (award or IDV number), Document Type (award or IDV), Exception Category (Invoice, IDV or Receipt), Exception Type, and so on. View the exception details by selecting the eyeglass icon in the View Exception column. You can remove the document from the multiple modifications set or batch.

Click Export to export all the exceptions for this batch to a comma separated value (csv) spreadsheet.

When you click the eyeglass icon in the View Exception column, the Exception Details page displays the exception information for that batch of awards or IDVs. Search for a document by Document Type or Document Number. The exception details display in the region below the Simple Search fields. Click the Return link to go back to the Exceptions page.

You can opt to remove a document from the batch using the Remove icon in the Documents selected for Supplier Change (Novation) region. Below this region, select the check box next to the confirmation message, if you are sure that you will resolve the issues that caused the exceptions by using the appropriate module (Accounts Payables or Receiving). It is only when you select the check box that the Submit button is enabled. Click Submit to proceed. The Multiple Modifications page displays with a confirmation message that the Create Multiple Modifications concurrent request has been submitted. Use the request ID displayed to view the progress of your concurrent request.

Navigate to the Reports > View Requests page to track the status of the Multiple Modifications concurrent request (the name of the concurrent program / request is Create Multiple Modifications and cannot be run from the Requests window or page, it can only be generated by the Submit action in the Exceptions page. The Requests page enables you to view the Request ID and the Name fields to accurately find your concurrent request. If the Phase of the request is Completed and the Status is Normal, you can proceed to view the Output of the concurrent program by clicking the icon in the Output column. The Output page displays four kinds of lists:

- List of Successful Documents

- List of Documents with Warnings (either System Generated Description (SGD) was not generated or Approval was not started)
- List of Ignored Documents (No relevant changes to create Modification)
- List of Error Documents

If your modifications have been successfully updated, the set of modification documents will display in the List of Successful Documents sorted by modification number. If your modifications cannot be processed unless the system generated description is generated or the approval is started or if there are document submission check warnings, the list of modification numbers will show up in the List of Documents with Warnings. The List of Ignored Documents indicates that the concurrent program has not attempted to update the modifications listed; for example, if the clause updates are not applicable, the multiple modifications will not be created and the document numbers will be listed in the Ignored Documents list. The List of Error Documents displays those modifications whose creation encountered unexpected errors, such as another user updating the document / field(s) at the same time.

You will need to perform your next course of action depending on what the lists of the Output display.

Click the Home link at the top of the page to return to Buyer Work Center. If the List of Successful Documents displays modification numbers, navigate to the Awards or IDVs pages and then to the Modifications sub-pages to verify that the base document has indeed been updated and that the status of the modification(s) is Approved and Merged.

In case your modifications are listed in the Warnings, Ignored or Error lists, you will need to revisit each award or IDV / modification document to correct the errors individually and re-submit the modification documents as another batch.

## Notifications

For every modification document that is created for supplier changes, a notification is sent to the approver. The notification contains the original and new supplier details and also a link to view the exceptions list related to the IDVs, Receipts and Invoices of the modifications.

## Closeout

Click the Contract Administration tab in Buyer Work Center. The Contract Administration page consists of two regions: Search and Select Documents and Document Sets.

The Search and Select Documents region consists of search criteria fields for which you need to provide some values. For example, enter the Document Type as Award or IDV with Lines to narrow down your search for the CLM documents. You can enter

additional search criteria using the Add Another List of Values. Select additional criteria, for example, Effective Date or Contract Clause or COR Office and click Add to add the field to your existing search criteria fields. The new search criteria field(s) are displayed below the existing search criteria fields. Enter values for the search fields and then click Go to view the search results.

When the search results (list of awards or IDVs) are displayed in the search results region, a Select check box is also displayed at the start of each row. Use this check box to select multiple awards or IDVs to be modified in a batch or set. A blue dot displays next to an award or IDV number, if the document has one or more active modifications already created for it. Select Closeout Documents from the Actions LOV and click Go.

The Specify Closeout Details page displays. Enter a Closeout Set Name to identify the multiple documents (awards or IDVs) that you will be closing out in a batch.

The Document Sets region lists all the sets or batches of documents (awards or IDVs) that you have created to start the closeout process. Click the Description link to take you to the Specify Closeout Details page. The Validation Status column tells you whether the closeout processing was successful or if there were errors / warnings while processing the document set for closeout. To see the list of errors and warnings, click the Description link to open the Specify Closeout Details page. The Exceptions Summary region in the Specify Closeout Details page provides you with the exceptions that occurred during mass closeout processing.

Enter the relevant details in the following regions of the Specify Closeout Details page to proceed with the Closeout process:

Closeout Details region: Enter the Retention Period and Staging Period, this information is useful when archiving the document. Select Days, Weeks, Months or Years as the duration from the list of values. Ensure that the Retention Period value is greater than the Staging Period value, otherwise an error message displays. The initial status of the closeout is Open.

Checklist Details region: You can specify if you need a checklist of tasks that need to be completed before you close out the document. If you select Yes from the Checklist Required list of values, then you also need to specify if the checklist to be e-signed or not (E-Signature Checklist list of values). If you select Yes for E-Signature Checklist, the Signing Authority search LOV displays, and you need to select the person who will e-sign the checklist when the tasks are complete.

Contract Completion Statement Details region: Select Yes from the Contract Completion Statement Required list of values if you need a contract completion statement and signatures from the administration contract office and the purchasing contract office. Additionally, if you select Yes for the E-Signature Contract Completion Statement, the fields for e-signature display. You need to specify if you will sign the Contract Completion Statement (value selected is Self in the Administration Office Signature and Purchasing Office Signature fields) or sign on behalf of the contracting officer (value selected is Acknowledge in the Administration Office Signature and Purchasing Office Signature fields). Select values for the Administration Office Signing Authority and Purchasing Office Signing Authority from the search LOVs. Optionally, enter comments

in the text boxes as required.

**Documents Selected for Closeout region:** This region displays all the documents (awards or IDVs) that you selected for closeout. You can opt to remove one or more documents from the document set by clicking on the Remove icon. The document gets removed from the set only.

**Exceptions Summary region:** When you click the Check Exceptions or Submit button, you get a confirmation message that a concurrent program called Initiate Mass Closeout has been submitted. The concurrent request number is also displayed.

#### **Mass Closeout Generate Exceptions (POXMASSCLOSEOUT)**

This concurrent program will be invoked when user selects the Check Exceptions button from Mass Closeout Edit Page. It performs validation on documents in the closeout set.

#### **Mass Closeout Submit (POINITIATECLOSEOUT)**

This concurrent program will be submitted to start the closeout process for the individual document in the closeout set.

The Exceptions Summary region shows you the list of errors or warnings that occurred during the processing of the Initiate Mass Closeout concurrent program. The Exception Type and Exception Reason are displayed to help you identify which documents you need to process for closeout. Correct the errors and warnings and resubmit the document set for closeout using the Submit button. Note that the Submit button is enabled only if the required checklist is attached.

Click the Manage Task button to associate a checklist to the document set. The Closeout: Tasks page displays. You can associate a closeout checklist template to the award or IDV using this page. For more information on creating closeout checklist templates, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Use the Select Checklist Template list of values to search for and select a closeout checklist template. After you have selected a template, click Copy Tasks to copy the tasks you created in the template to the closeout document. The tasks you copied are displayed in the Tasks region. Additionally, you can create new tasks by clicking Create Task. A new row displays below the copied tasks, so that you can enter the new task details. Click the Update icon to update the task information. Click Save to save your work or click Apply to save your work and return to the Specify Closeout Details page.

For more information on closeout signing, refer to the section Closeout Signatures, page 7-64 in the Awards or IDVs chapter.

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## Small Business Coordination Record (DD-2579)

### Overview

Small Business Coordination Record (also called DD-2579), is a management tool to screen proposed acquisitions to ensure that:

- An equitable opportunity has been provided to small and disadvantaged business to participate in the proposed acquisition
- A subcontracting plan is attached, when required.

Typically, the contracting specialist working on a proposed acquisition initiates the creation of DD-2579. FAR 19.505 describes when preparation of a DD-2579 is appropriate.

The DD-2579 is reviewed and signed by any of the following persons (roles): Contracting Officer, Small Business Representative, SBA Procurement Center Representative, Small Business Professional, Small Business Director, and Small Business Specialist.

A DD-2579 can be started at the following points of the acquisition flow:

1. After creating a draft award modification, draft IDV with Lines modification or draft IDV without Lines modification.
2. A contracting specialist can start creation of DD-2579 for a draft solicitation.

**Note:** One CLM document (IDV with Lines modification, IDV without Lines modification, award modification, solicitation) can be associated with one DD-2579 only.

## Creating a Small Business Coordination Record

In order to create a DD-2579 document and associate it with a CLM document, login with the appropriate credentials and navigate to the Small Business Coordinator responsibility. Click the Small Business Coordination Records link to open the Small Business Coordination Records page. The Search region enables you to find existing DD-2579 documents. Enter values in one or more of the search criteria fields and click Go. The search results appear in the region below. Select a Small Business Coordination Record by clicking the Select radiobutton and then you can select an action from the Select action list of values:

- Update enables you to edit the document you created recently. The status of the document is Draft.
- Delete enables you to delete the document you created recently. Only DD-2579s with a status of Draft can be deleted. The system displays a warning, asking you to confirm deletion of the DD-2579. If you confirm and click Yes, the DD-2579 is deleted and is no longer visible in the search results.
- Submit for approval: When you select Submit for Approval, the system first validates the DD-2579 document for inconsistencies and errors. All errors and warnings are displayed in the Validation Results page. If there are errors displayed, then you cannot proceed with the approval until you fix the errors. If there are warnings, you may bypass them and move forward with the approval process. When the DD-2579 is approved, the status of the document changes to Approved. If there are no approvers assigned, that is, the document does not go to different users for approval, then the status of the document automatically changes to Approved.

Click the Create Small Business Coordination Record button to create a DD-2579. In the Create Small Business Coordination Record, enter the Operating Unit, Name (of the Small Business Coordination Record document) and Administrator Name – these are mandatory fields. For a new DD-2579, the status of the document displays initially as Draft and the Version number of the document is 1. Enter the information and click Apply to save your work and return to the Search page. Otherwise, click Apply and Add Details if you want to proceed with the creation of the DD-2579 creation. The Small Business Coordination Record page displays with the control number of the document (for example: 10700) displayed at the top of the page. Based on the configuration, users may have to enter a unique control number manually.

Control number is the unique identifying number for the DD-2579. This field appears if the document is enabled for manual document numbering, or configured to use the customized numbering procedure. Using automatic document numbering, the control number is automatically generated. The system invokes the automatic numbering logic or customized numbering procedure, based on the implementation steps, to provide a unique control number for the DD-2579 document. For more information on document numbering, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

The Header page is displayed by default (highlighted in the top left corner of the page, with the rest of the navigation links). The following fields are defaulted in the first region of the Header page (some of the fields are from the Create Small Business Coordination Record page): Operating Unit, Version, Control Number, Status (initially the status displays as Draft), Name, Type of Coordination, Administrator, Signature Type.

**Name:** This field enables you to provide a unique description for the DD-2579 document.

**Administrator:** The value of this field defaults to the user who is creating the document. If the user is an administrator, then an LOV displaying all active employees will appear.

All notifications about the DD-2579 are sent to the administrator. The administrator has the right to start the document for approvals, enter proxy signatures, and so on.

**Version:** Starts with 1 for the base document. Every time a new revision is created, the version number is incremented by the system.

**Status:** Status is defaulted to Draft. Various business actions cause a change in the status value. The status field is not editable by users.

**Type of Coordination:** When a DD-2579 is started, the value of Type of Coordination is always Initial Contact. When a DD-2579 is revised after the document is signed, the value of Type of Coordination is Modification. When a withdrawal revision is started, the value changes to Withdrawal.

The Source Document Details region enables you to associate a CLM document with the DD-2579. Select a Document Type (award modification, IDV with Lines modification, IDV without Lines modification, solicitation) from the search list of values and then select a document number from the Document Reference list of values. You can use the list search to filter the data. You can associate only one CLM document to a DD-2579 at a given time.

The tabs – Coordination Information, Set Aside Details, and Notes – enable you to enter additional information about the DD-2579.

You can use UDA (User Defined Attributes) attributes to capture additional information in these tabs. You can also use personalization to make columns visible and enabled for information capture.

In the **Coordination Information** tab, the Procurement Information region consists of fields from the CLM document (example: Contracting Officer, Buyer, NAICS Code, Currency, and so on). Click Copy Source Document Values to default the values in these fields from the source CLM document specified in the Source Document Details region. Also enter the values in the Additional Info region as appropriate.

**Note:** Clicking Copy Source Document Values will override existing information in the fields, if any. You could potentially lose the data you have entered if you use this button after entering information.

Using the **Set Aside Details** tab, in the Recommendations region, enter a Set Aside Type and a Set Aside Percent (%). This enables you to set aside some percent of the contract to small businesses. Enter a value for the Acquisition Type in the Acquisition History region. If your procurement is a first time purchase, you need to select First Time Buy from the list of values. If your procurement is a previous acquisition, you also need to enter the previous acquisition details in the Previous Acquisition region.

Enter short text in the **Notes** tab, so that other users know the notes you have entered. Click Add Note to open the Add Note page. Select a Note Type from the list of values, then select if you want the note to be public, private or published using the Visibility list of values. Enter the actual note text in the Note text field. Click Apply to return to the Small Business Coordination Record page and to see your newly create note.

The **Signatories** page is used to capture signature and signatory information. The Parties region always displays the default operating unit name as the first party. The Party Role for the operating unit is always shown as Internal, which means that the defaulted party is always an internal party. Click Add Party to add external parties who will be signatories to the document. The Add Party page displays and you need to select the Party Name and Address from the relevant lists of values. The Party Role is defaulted to Partner. Click Apply and Add Another to save your work and add another party. Otherwise, click Apply to save your work and return to the Signatories page.

Add one or more contacts for a party. Click Add Contact to open the Add Contact page. The Party Name is defaulted and you need to specify the Contact Role and Contact Name. The values for Contact Role are: Contracting Officer, SBA Representative, Small Business Professional, Small Business Director, SBA Procurement Center Representative, and Small Business Specialist. Select one of the following values for Signature Type: Self – where the contact will e-sign the document; Proxy – where the administrator receives the offline signature of the contact and then enters the name of the signatory and the signed date in the system. Enter a unique Sequence Number to specify the order in which the approval notifications will be sent. The Sequence Number enables the system to send approval notifications in a sequence, from lowest to highest. Click Apply and Add Another to save your work and add another contact. Otherwise, click Apply to save your work and return to the Signatories page.

The Documents page is used to help you to attach documents to the DD-2579 document. Select a Document Category and then select the Add New Document action and click Go. The Add Contract Document page displays, where you need to specify the document details to attach. The File radio button in the Document Type region enables you to upload a file from your local folder and attach it to the Small Business Coordination Record document. Click Apply to attach the document and return to the Documents page.

## Actions on a Small Business Coordination Record

When the status of the document is **Draft**, the following actions are available to users:

**Cancel Document:** The Small Business Coordination Record document is canceled and the updates to the page are abandoned. The previous page displays from where you can



proceed to other actions/tasks.

**Delete:** This action is visible to the buyer of the document and to super users only. The system displays a warning, asking you to confirm the deletion of the DD-2579. If you confirm and click Yes, the DD-2579 is deleted and is no longer visible in the search results.

**Manage Approvers:** The Manage Approvers page enables you to view the sequence of approvers for your DD-2579 document and also add one or more ad-hoc approvers. Click the + (plus) sign next to Add Adhoc Approver and enter the relevant data in the fields that appear. Then click Add to add an ad-hoc approver to the list of approvers.

**Submit for Approval:** This action saves changes to the document, sets the status to Pending Approval and initiates the approval workflow. If no approvers are defined, then the document status changes to Approved automatically. This action will be visible to the buyer of the document and super-users only.

**View Action History:** The View History page shows you the approval history of the DD-2579 document, signatures history and the versions. Click the link Return to Small Business Coordination Record to return to the DD-2579 page.

**View PDF:** This action generates a PDF file that shows the draft details of the DD-2579 document.

When the status of the document is **Approved**, the following actions are available to users:

**Submit for Signature:** This action sets the document status to Pending Signatures and initiates the E-Signature process.

The notification that enables the signatories to e-sign also has a control number attribute, which can be used to update the SBCR number if needed. If a signatory updates the control number, the SBCR document reflects the updated number.

If no e-signers are available, the document status changes to Signed. This action will be visible to the buyer and to super-users only.

**Create New Revision:** The existing version is marked as Revised and a new revision is created after copying all the data of the prior version. The new version is marked Draft. The document opens in edit mode. This action is available to the buyer of the document and super-users only.

**Withdraw:** The existing version is marked as Revised and a new version is created after copying all the data. The new version is marked as Draft. The Type of Coordination is marked as Withdrawal. The document opens in edit mode. This action will be visible to the buyer of the document and super-users only.

**Cancel:** The status of the document is updated to Canceled.

When the status of the document is **Signed**, the following actions are available to users:

**Create New Revision:** The existing version is marked as Revised; a new revision is created after copying all the data. The new revision is marked as Draft. The document opens in edit mode. The value of Type of Coordination is Modification.

**Withdraw:** The existing version is marked as Revised; a new revision is created after copying all the data. The new revision is marked as Draft. The value of Type of Coordination is Withdrawal. The document opens in edit mode.

**Cancel:** The status of the document is updated to Canceled.

When the status of the document is **Rejected**, the following actions are available to users:

**Create New Revision:** This option appears if the rejection was triggered during the E-Signature process. The existing version is marked as Revised; a new revision is created after copying all the data. The new version is marked as Draft. The document opens in edit mode. The value of Type of Coordination comes from the previous version.

**Withdraw:** The existing version is marked as Revised; a new version is created after copying all the data. The new version is marked as Draft. The value of the Type of Coordination field is Withdrawal. The document opens in edit mode.

**Cancel:** The status of the document is updated to Canceled.

When the status of the document is **Canceled**, the following actions are available to users:

**Create New Revision:** This option appears if the cancellation was started during the E-Signature process. The existing version is marked as Revised; a new revision is created after copying all the data. The new version is marked as Draft. The value of Type of Coordination field comes from the previous version of the document.

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## Federal Procurement Data System – Next Generation (FPDS-NG)

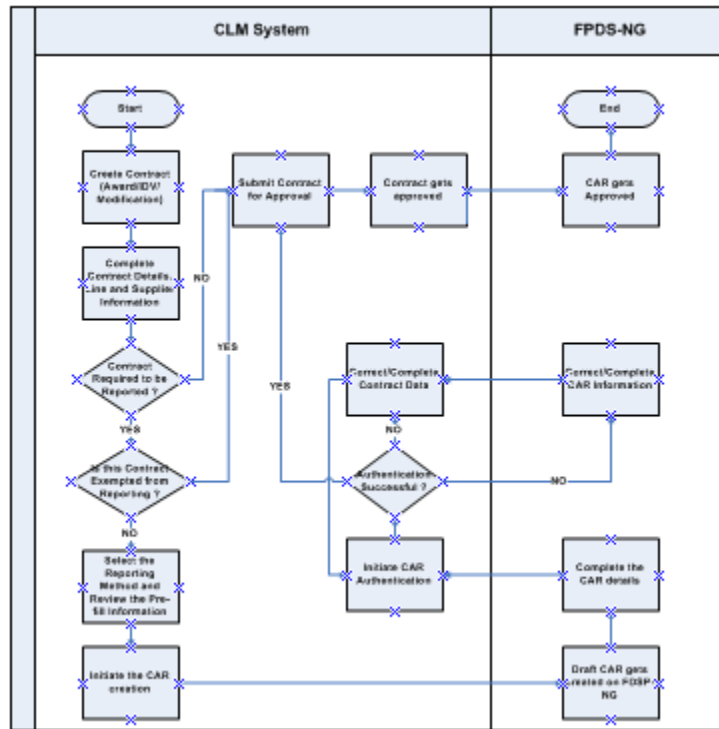
### Overview

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.

## Overview of FPDS-NG



## Related Topics

Reporting Methods, page 15-2

Edit FPDS-NG Reporting Information page, page 15-4

Actions on a CAR, page 15-5

Approving a CAR, page 15-6

FPDS Compliance Report, page 22-1

## 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. Select 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 check box is displayed and you can select it to approve the contract action without reporting it to FPDS-NG. If you select this check box, 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 check box 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 check box 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 start 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 check box is displayed and you can select it to approve the contract action without reporting it (without having an authenticated CAR) to FPDS-NG. If you select this check box, 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 check box 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.

**Note:** You can update the FPDS-NG information without creating a Modification for an Award/IDV. Updating the FPDS-NG information is not considered to be a modification request.

## 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, and so on. 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, 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, and so on. The Actions LOV is available only if the reporting method is Single CAR, not None or Exempt.

**Additional Information:** 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 its 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 start 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 approve the CAR.

## Approving a CAR

When the Approve without Reporting check box 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** check box is not selected, the contract action must be reported and must 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. The notification has an **Edit Document** option, that the user can use to update the CAR. Note that the CAR is saved and submitted for approval. The relevant validations during saving and submitting take place during this time.

Thus the user can 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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## Contract Terms

### Overview

If Oracle Procurement Contracts is installed and licensed, you can create contract terms and apply them to your CLM document (Award/IDV or Solicitation). You can use contract terms to specify legal and other requirements for your CLM document. Using contract terms is an easy way to create and maintain standardized contract text that can be customized as needed. You can also edit the clauses applied by the template, if required.

Contract administrators and legal personnel may negotiate and author a vast number of complex contracts each year. Maintaining control on the terms for each contract can be a time-consuming and daunting task. CLM simplifies this process by providing a centralized contract terms library.

Companies that operate globally can use the Library to establish company-wide standards and enforce them on a global basis. To accommodate local or country-specific regulations, they can give the local library administrators the flexibility of tailoring these global standards.

For more information on using the Contract Terms Library, refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

#### **Accessing the Contract Terms page from the Awards / IDVs pages**

When you create an Award/IDV, the Actions LOV that is accessible from any of the tabs (Header, Lines, and so on) has an action called Add Contract Terms. Select Add Contract Terms from the Actions LOV and click Go to open the Contract Terms page.

When you update an Award/IDV/Modification, the Actions LOV that is accessible from any of the tabs (Header, Lines, and so on) has an action called Update Contract Terms. Select Update Contract Terms from the Actions LOV and click Go to open the Contract Terms page.

## Contract Terms page

### Overview of the Contract Terms page

The Contract Terms page consists of 2 regions: The Contract Details region enables you to view and update the summary information of the contract, such as the Contract Administrator's Name, Authoring Party, Legal Contact, and so on. Click Update Contract Details to open the Update Contract Details page and enter/modify the contract summary information.

Apart from entering the Legal Contact, Contract Administrator, and so on, details, you also need to apply a template for the contract if you have selected a value Structured Terms using the Contract Source LOV.

The Contract Source LOV indicates where the contract terms come from: the Contract Source has the following values: Structured Terms and Attached document.

Attached Document indicates that the source of the contract terms will be an MS-Word document or PDF document that you can select from your local drive. Select Attached Document from the Contract Source LOV and click Apply. When you return to the Contract Terms page, use the Actions LOV to select the Upload Contract action. This opens the Upload Contract page. Click Browse near the File field so that you can select a contract terms file to upload. Enter a Description for the attached document and then click Apply. You are taken back to the Contract Terms page and the confirmation message that your attached document has been uploaded is displayed. In the Clauses tab, the following notification is displayed: Contract terms are represented by the attached document: <document name>.

Structured Terms indicates that the source of the contract terms will be a template that contains clauses. These clauses will form the basis of the contract. If you have selected the value Structured Terms from the Contract Source LOV, the Current Contract Template field displays the template that is currently in use, and is selected as the default template, for this CLM document. Use the New Contract Template LOV to search for a contract template to apply for the Award / IDV.

**Note:** You can also apply a new template to your contract by using the Apply Template button in the Contract Terms page.

A template consists of clauses, and, if Contract Expert is enabled, rules and questions. Using a template enables you to put together most frequently used clauses across several CLM documents. For example, if most of your IDVs use Clauses A, B, C and D, you would want to put the four clauses in a template and apply this template to the relevant IDVs. In case you need to include additional clauses or apply a new template, you can add the additional clause(s) to the template, create non-standard clauses, or create clauses as a one-time exercise for your specific CLM document. Your CLM document uses templates (containing clauses) as the basis for creating contract terms.

When the template with clauses is applied to the document, you can then add / remove clauses, add non-standard clauses, run Contract Expert, and so on. These actions are described later in the chapter.

Click Apply to save your changes and return to the Contract Terms page. A warning message is displayed, telling you that apart from manually entered clauses (which will be retained), selecting a new template will replace the previous template clauses. Proceed as per your requirement.

The second region is the Clauses/Deliverables tabs region. The Contract Terms page now displays the clauses in the Clauses tab from the contract template you applied. The Clauses tab now consists of an Actions LOV and some additional action buttons.

## Clauses

When the value of the Contract Source field is Structured Terms, you need to select a contract template as the source of the contract terms.

Thus a contract template serves as a blueprint or a basis for the contract terms. A contract template typically consists of clauses, sections, rules, variables, and so on. When you apply a template to the CLM document, the sections, clauses, rules, variables, and so on, are now the contract terms of the CLM document.

Clauses are the most fundamental unit of the contract terms. Clauses are distinct articles, stipulations, or provisions in a legal contract. Clauses describe one or more aspects of the contract and clarify what the expectations and deliverables of both parties are supposed to be.

Oracle CLM Procurement Contracts has the following clause types that you can use:

- **Standard Clauses:** Standard Clauses are part of the template. Using the appropriate Procurement Contracts responsibility, you can create or import clauses that you can then add to a template. Thus when the template is applied to the CLM document, the standard clauses get included automatically.
- **Non-Standard Clauses:** You can create a clause with the relevant stipulations and provisions while you are authoring contract terms. This clause does not belong to a contract template, yet is part of the contract terms. To make this clause a standard clause, contact your Contracts Administrator. The Contracts Administrator will create this non-standard clause in the contract terms library and then associate it to a template, thus making it available for you to use in the CLM document.

You can also make a standard clause into a non-standard clause.

In the Contract Terms Library, clauses have an additional attribute called Adoption Type. This attribute is not visible in your CLM document contract terms. Clause Adoption Types can be the following values:

1. **Global Clauses** are created in a global organization and are available in all operating units.

2. Adopted Clauses are Global Clauses that have been adopted for use in the local operating unit. Adopted Clauses are used as is, they are not modified in any manner.
3. Localized Clauses are also Global Clauses that have been adopted for use in the local operating unit. Localized Clauses are modified as per the requirements in that operating unit and the modifications are specific to that operating unit.
4. Local Clauses are created in a local organization and are not available in any other operating unit.

For your purposes, even though you may not be able to see the Adoption Type in the Contract Terms page, you should know about these various clause adoption types.

## Adding Clauses to the Contract Terms

You can add a clause to the Contract Terms when the Contract Source of the CLM document is Structured Terms. There are four ways you can add a clause to the Contract Terms:

- Applying a Contract Template – this brings in the clauses automatically
- Adding a Standard Clause (after applying a contract template)
- Creating a Non-Standard Clause (after applying a contract template)
- Running Contract Expert (after applying a contract template)

### Adding a Standard Clause

Specify a section in the contract terms before you add a standard clause. Use the Select check box on the left to specify the section to which to add the clause. This will enable the system to place the standard clause in the correct position you need. Click Add Clause to open the Add Clause page. Use the Search region to look for the clause that you want to add from the Contract Terms Library. To view all the clauses in the Terms Library, enter % in the Title field and click Go, so that all the standard clauses appear in the search results.

Select your clause(s) and click Apply. The Contract Terms displays again, and you can view the newly added clause(s) in the expanded view of the section. Usually, the system simply places the newly added clauses to the bottom of the list of clauses. Sort or renumber the clauses in a section by clicking the appropriate action button. Sorting, moving and renumbering actions are covered in a later section.

If you need to update the standard clause, click the Update icon at the clause row in the Contract Terms page. The Update Clause page displays the clause content as read-only. If you modify a standard clause in a revision of an approved document (for example, a Modification or a Solicitation Amendment), you will see an additional field called Amendment Description, where you can enter the reason for the changes you are

making. You can make the clause non-standard by clicking Make Non-Standard and then editing the clause contents and variables. Update the clause content as a non-standard clause and then click Revert to Standard in order to make the clause a standard clause again. The updated content in the clause will be applicable for this set of contract terms / CLM document only and not to the original clause or contract template.

### Creating a Non-Standard Clause

There are two ways in which you can create non-standard clauses:

- The Contract Terms page enables you to select a section or a clause by clicking the Select check box on the left and then clicking Add Clause. The Add Clause page displays, from which you can click Create Non-Standard Clause. The Create Non-Standard Clause page opens.
- Click the Update icon at a standard clause row to open the Update Clause page. Then click Make Non-Standard to create a non-standard clause from the standard clause.

**Note:** To revert your action (that is, revert to a standard clause from a non-standard clause, use the Revert to Standard check box. However, if the Protect Text check box is selected for the clause, you cannot update it in any way.

The Create Non-Standard Clause page has the check box Non-Standard selected by default. Enter a Clause Title and Clause Type – these are mandatory fields.

The Text and Clause Variables regions enable you to enter or import the clause text. You can insert variables in clause text that you type in manually. If you have imported some clause text, you need to export it and save it as an MS-Word 2003 XML file. Open the XML file in MS-Word and then edit it and add variables to it. Variables can be added in the downloaded document using the following format [ @Variable Name@ ]. The variable must exist in the system, otherwise the import clause fails. Save the XML file and re-import it to view your variables. When you import the clause text from MS Word 2003 XML, you will not be able to edit the text clause from the text region. The text region will be locked for updates and all future updates to the clause text can be performed using export and import actions only.

The Text region displays rich-text format content by default. You can switch to plain text mode by clicking the plain text mode link above the text area. Type your clause text and click Save. Then navigate to the Clause Variables region to view and add variables to your clause text. Click Lookup Variables to view the variables that are available for your use. Variables can be classified as system-defined variables and user-defined variables. Click Add Variables to open the Add Variables page. Search for a variable by keyword, type, and so on, or perform a global search by clicking Go. The variable list displays in the search results region. Select one or more variables by clicking the Select check box near each variable name. Click Apply to return to the Update Clause page.

The Clause Variables region now displays the variables you selected from the Add Variables page. In the clause text area (Text region), first place your cursor at the location in which to insert the variable. Then, click the Insert icon so that the variable is placed in your clause text at the cursor position. Click the Details plus signs to expand your view of the variables and see more information on the variables. If the variable has a value defaulted for it, the Value column displays with the current variable value.

Click Apply to save your changes and return to the Contract Terms page. You will see the new clause in the appropriate section of the contract terms.

## Adding Sections to the Contract Terms

In order to organize similar clauses or group common clauses, you need to create sections in the Contract Terms page. Every clause should be in a section or a subsection (you can have multiple levels of sections). You can either add a section to the Contract Terms header or you can create a section within another section. For example, if you have section A under the Contract Terms header, you can either add the new section AA under the existing section A or directly under the Contract Terms header.

Click Add section and the Add Section page opens; you can enter the relevant information to add the section. If you add a section to the Contract Terms header, the Location is defaulted to Within. Use the Create LOV to select to add a section from the Library or create a new section that will be specific to your current contract terms. Regardless of whether you select a section from the Library or create a new section, you need to provide a Title for the section. If you have created a new section, you can enter a description as well. Click Apply to save your changes and return to the Contract Terms page.

If you are adding a section to a revision of a CLM document, that is, where the version number of the CLM document is greater than 0, you can optionally enter text into the Amendment Description field, to capture the section changes you have made in the revision of the CLM document.

## Moving Clauses and Sections

The same rules apply for moving clauses as well as sections. Select a clause or section by clicking the Select check box and then click Move. The Move Term page displays and you can specify further move options on this page. The Destination region contains a Location LOV and a list of sections and clauses. The Location LOV has three values:

- After Selection – your selected clause or section will be moved and placed after the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select check box and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select After Selection. Then select a section or clause you want to move your selected clause or section after. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.



- **Before Selection** - your selected clause or section will be moved and placed before the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select check box and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select Before Selection. Then select a section or clause you want to move your selected clause or section before. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.
- **Within Selection** – your selected clause will be moved and placed within a section. Therefore you need to select a clause in the Contract Terms page by clicking the Select check box and then clicking Move. The Move Term page displays, and you can select a section to which to add your selected clause. Your selected clause or section will be moved and placed after the clause or selection you have chosen from the list of sections and clauses in the Destination region. For example, you chose Clause A from Section 2 by clicking the Select check box and then clicking Move in the Contract Terms page. The Move Term page opens, and you now select After Selection. Then select a section or clause you want to move your selected clause or section after. If your move selection is incorrect, an error message displays: You cannot move a clause or a section within a clause. You will need to re-select your move options in such a scenario.

### **Sorting Clauses in a Selected Section**

Click Sort Clauses to order your clauses. You can sort one or more clauses or the entire contract terms set. On completion of the sort, you get a confirmation message that the clauses have been sorted successfully.

For more information on clause sorting, refer to the *Oracle Procurement Contracts Implementation and Administration Guide* and the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

## **Renumbering Clauses and Sections**

You can renumber clauses and sections by clicking Renumber on the Contract Terms page. The Renumber page displays, with the numbering schemes displayed in the Pick Numbering Scheme LOV. The numbering scheme layout is displayed for you to view after you select a numbering scheme. Click Apply to use the selected numbering scheme. The Contract Terms page displays again with a confirmation message that the document has been successfully renumbered. Scroll and drill down to the sections and their clauses, you will see the new numbering format in place for the clauses and sections.

Numbering schemes are set up in the Contract Terms Library. For more information on setting up numbering schemes, refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

## Updating Clauses

As mentioned in the Adding Clauses to the Contract Terms section, you can update a clause by clicking on the Update icon at the clause row in the Contract Terms page. In case a clause is non-updateable, the Update icon is disabled at the clause row in the Contract Terms page.

If you are updating a clause in a revision of a CLM document, that is, where the version number of the CLM document is greater than 0, you can optionally enter text into the Amendment Description field, to document the changes you are making in the revision.

Select the Include by Reference check box to substitute an alternate referenced text instead of the full clause text on a printed contract.

Select the Print Clause Text check box to print the complete clause text without making them nonstandard for these include-by-reference clauses in a contract document.

Select the Mandatory check box if the clause is mandatory.

If the Protect Text check box is set for the clause, you cannot update the clause.

Click Update to open the Update Clause page and update a standard clause. You need to make the clause non-standard to update it. Click Make Non-Standard to convert the standard clause into a non-standard clause and thus update it.

To update a non-standard clause, click Update to open the Update Clause page. To delete a clause, click Delete. A warning message displays, confirming the deletion of the clause.

## Updating Sections

Click the Update icon at a section to update a section. The Title and Description text boxes display and you can overwrite the existing values with any other values of your preference. The From Library check box indicates that the section has come in from the Contract Terms Library.

When processing revisions, you can enter a description of the amendment. If the section is from the library, you will not be able to change anything including the Title.

To delete a section, click the Delete icon. A warning message displays, telling you that if you delete the section, the corresponding sub-sections and clauses will also get deleted. You can continue with the delete operation or not.

## Instruction Text

The Contracting Administrator or Legal Officer can add links to the Instruction Text field. The link could contain references to the clause in the FAR repository or any other external web page that provides the contracting professional with additional information or instructions relevant to the specific clause. The Contracting Administrator needs to add the relevant HTML tags in the Instruction Text field while

creating / updating the clause, so that the contracting professional is able to view the HTML link in the clause in the View Clause page. Clicking the link will take the contracting professional to the appropriate web page or website.

## Using Variables

Variables are used in the clauses of a contract in order to make repetitive entries of data fields easier to manage. For example, you can create a variable for the Organization name or the Bill-To Address, and associate the variable with a value. Then use the variable in the clause text. When the contract terms are printed, the variable placeholder is replaced with the actual value you associated the variable with.

Variables may be system-defined or user-defined. System-defined variables are created by CLM and Procurement Contracts and cannot be modified. User-defined variables are created by users to meet their specific requirements in order to use most frequently used terms in across multiple clauses. For more information on creating variables, refer to the Oracle Procurement Contracts Implementation and Administration Guide.

In the Update Clause page, the Clause Variables region enables you to view or add variables to the clause text (the Clause Text region is to the left of the Clause Variables region).

Click Lookup Variables to display the search page. Enter search criteria, if you know the Name or Description of the variable. Otherwise enter a % symbol in the Name field. Select the type of variable (System-Defined, User-Defined or both) to view and then click Go. The search results display the Variable Name, Description, and Type. Click Done to return to the Update Clause page.

In the Update Clause page (Clause Variables region), click Add Variables to display the search page. Enter search criteria, if you know the Name or Description of the variable. Otherwise enter a % symbol in the Name field. Select the type of variable (System-Defined, User-Defined or both) to view and then click Go. The search results display the Select check box, Variable Name, Description, and Type. Select one or more variables using the Select check box and click Apply to return to the Update Clause page. The Clause Variables region displays the variable(s) that you selected. Click the Show link to display the variable details.

To insert a variable in the Clause Text, ensure that your clause text is visible in the text box. Place your cursor in the text to indicate that this is the location where you need to insert the variable. Then select your variable by clicking the Insert icon next to your variable name. The variable placeholder gets inserted in the clause text.

### Updating Variable Values

The Update Variable Values page enables you to specify values for variables, either by setting global values, or by setting specific local values for variables in clauses. Even if a global value has been set for a variable, you can override the global value in specific clauses that use the variable.

**Note:** You can update only user-defined variables, not system variables. Additionally, suppliers can also update supplier updateable variables (which suppliers can update in Sourcing offers).

The top region of the Update Variable Values page displays all the variables. If you select one of the variables, the clauses that contain that variable are listed in the lower region of the page.

In the Contract Terms page, begin updating the variable values by selecting the Update Variable Values option from the Actions List of Values and clicking Go.

In the Update Variable Values page, you can perform one or more of the following operations for each variable:

- Select the variable. The clauses that contain the selected variable appear in the Clauses section in the lower part of the page.
- Click the Global Value search icon to set a global value for the variable.
- For each clause that uses that variable, click the Value search icon to set a specific value for the variable in that clause.
- To ensure that a specific value for a variable in a clause overrides any global value for that variable, select the Override Global Value check box for the clause.

Click Save or Apply to save/apply your updates and return to the Contract Terms page.

## Multi-Row Variables

Variables are used to capture additional information in a contract for a CLM document (award or IDV or solicitation). Multi-row variables enable the buyer to enter data in a tabular form of multiple rows and columns. For example, in order to capture the inspection location, you may need multiple data fields such as country, city and location. Additionally, there may be multiple inspection locations and you may need to enter and view the information for multiple rows. This information requires an 'n X m' matrix, that can be created as a multi-row variable tabular structure. The UDA framework is used to define the multi-row variable structure. The user can define attribute groups to create the unique data components needed. RTF templates in Oracle XML Publisher can be used to model the way the multi-row variables will be printed.

As part of the setup, the implementer creates a variable, defines it to be a multi-row variable and adds the required UDA attribute group and RTF template. For more information on setting up multi-row variables, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

Multi-row variables are available for manually created variables only, i.e. PL / SQL variables are not supported. In addition, the variables need to be updated by the buyer only and suppliers cannot create or update multi-row variables.

In the Actions LOV, select Update Variable Values. The Update Variable Values page displays, where you can update the multi-row variables. Click Apply to save your work and return to the Contract Terms page.

## Using Contract Expert

Contract Expert is a tool that helps contracting professionals decide which clauses to include in a contract. Contract Expert consists of rules, questions and constants. Contract Terms Library Administrators set up the rules, questions and constants so that the contracting professional can run Contract Expert, respond to the questions displayed by Contract Expert. Based on the responses to the questions provided by the contracting professionals, and the rules defined by the Contract Terms Library Administrator, Contract Expert includes the relevant clauses in the contract terms for the given template. Contract Expert also supports reporting deviations of different types based on the policies prevalent in various contracting organizations.

When using Contract Expert, keep the following consideration in mind:

Use Contract Expert on the CLM document to bring in additional clauses, based on criteria such as items, item categories, payment terms, and other agency terms in the document. The system also runs the Policy Deviation rules and reports on policy deviations.

All of the Contract Expert-recommended clauses are brought into the CLM document and organized under appropriate sections. You can also specify which section the clauses get created in based on document parameters.

For more information about setting up Contract Expert, refer to the *Oracle Procurement Contracts Implementation and Administration Guide*.

## Adding Clauses Using Contract Expert

If Contract Expert is enabled for the contract template and the profile option OKC: Use Contract Expert is set to Yes, you will see the Use Contract Expert button in the Contract Terms page.

Before you submit the business document for approval, you must answer all the mandatory questions.

If you want to edit responses to questions that depended on others, you must edit the lowest-level questions first, then work back up the hierarchy as far as you require.

You may select a blank answer to a lower-level question to remove it from the list of questions.

If the response for a question is numeric, and you do not provide a value, the system uses 0 as the default value. It is strongly recommended that you provide a value, otherwise Contract Expert may bring in or remove clauses based on the response of 0.

After you have answered questions in the Questions page, you can perform one of the following operations:

1. Click Cancel to exit the Contract Expert session. If you have not saved any responses at this time, you lose the information you provided in the Questions page.
2. Click Save Responses to save your responses to the Contract Expert questionnaire. In future Contract Expert sessions, or even later in the same Contract Expert session, you can either answer further questions or change your existing answers.
3. Click Continue to see the clauses that will be added to the CLM document based on the rule conditions.

## Policy Deviation Rules

These rules capture and report changes in terms and conditions on CLM documents as deviations from agency policy. As a result of negotiations on CLM documents, agencies may negotiate terms that exceed preapproved agency policies and regulatory limits. For example, as a policy, all customers are allowed payment terms of Net 45. However, the contract administrator may agree to payment terms of Net 60 on a specific CLM document. This deviation should be brought to the attention of contract approvers to ensure that all deviations from agency standards are approved in accordance with the approval policies. The Policy Deviation Rules feature helps you define all such agency policies and identify any variations from these policies on contracts.

If Contract Expert has been run on the CLM document, and you run the Deviations report, the system also runs the Contract Expert process. This evaluates Contract Expert rules and reports clause and policy deviations on the contract. If the results indicate that additional clauses should be included, some clauses should be excluded, or corporate policies have been violated, these will individually be reported as deviations.

**Note:** Contract Expert clauses added to the business document and then either made non-standard or replaced with an alternate clause are not reported as deviations.

Select Review Contract Deviations from the Actions LOV and click Go.

The Deviation Report appears, displaying the clause and policy deviations in the lower part of the window. The clause deviations initially appear sorted by Category - the deviation category.

Select the Generate for Approval check box if you want the Deviations report to be attached to the approval notification.

Selecting this option overrides the value of the profile option OKC: Generate deviations report for approval.

**Note:** You can generate the Deviations report for the approval of any version of a CLM document by selecting the Generate for Approval

check box.

Optionally, click the Download button to save a copy of the Deviations report to your desktop. After downloading the report, you can edit it offline and attach it as a contract document with the category Approval Abstract. The Approval Abstract documents appear as attachments to approval notifications.

## Managing Deliverables

You can create and update deliverables either on a contract template or on a CLM document. While creating or updating a deliverable, you can also add attachments to the deliverable.

**Note:** During contract authoring, users can create one or more deliverables with a supplier contact associated with it. However, in order for the suppliers to follow through and manage these deliverables, they must have registered with Oracle iSupplier Portal as users of the application.

To create or to update deliverables, you must be in the process of updating the contract template or the CLM document. In either case, first click the Deliverables tab. Then if you want to create a deliverable, click Create Deliverable.

If you want to update a deliverable, you can perform either of the following processes:

- Click the Deliverable Name link to view the deliverable first, then click Update.
- Click the Update icon for the deliverable that you want to update.

To create / update a variable:

- If you are creating or updating a deliverable in a revision of a business document, that is, where the version number is greater than 0, you can optionally enter text into the Amendment Description field, to document the changes you are making in the revision.
- Enter the Deliverable Name. This is the name of the task being requested.
- Select the Deliverable Type. You can select the following type of deliverable:
  - Contractual Deliverable: A deliverable on a contractual document. For example, Awards, IDVs.
  - Negotiation Deliverable: A deliverable on a negotiation document. For example, Solicitation, Request For Information, Response.

- **Internal Purchasing Deliverable:** Internal Purchasing deliverables are not part of the contractual terms of a CLM document, and hence does not directly represent a formal commitment between the parties.
- **Select the Responsible Party.** The responsible party is specified as the party that fulfills the deliverable. You can select Buyer or Supplier Organization from the list of values.
- **Optionally, enter the Description of the task and how to perform it.**
- **Optionally, select the Buyer Contact.**

The buyer contact is the person responsible for performing the deliverable, if you select the Buyer Organization in the Responsible Party field. In case the supplier company is responsible for performing the deliverable, the buyer contact is responsible to accept the fulfillment of the deliverable.

- **For CLM documents only: Optionally, select the Supplier Contact.**

The supplier contact is the person responsible for performing the deliverable, if you select the Supplier Organization in the Responsible Party field. If the buyer organization is responsible for performing the deliverable, the supplier contact is responsible to verify the fulfillment of the deliverable.

**Note:** The Buyer Contact, Supplier Contact, Requester, and Escalation Contact are current employees. Inactive employees will continue to be used on deliverables - you will have to perform your own cleanup updates as required.

- **Optionally, select the Requester.** This is the name of the person who has requested the deliverable. The requester usually verifies if the deliverable was completed satisfactorily.
- **Optionally, enter Comments.** These comments are visible only to the internal users of buying organizations.
- **Select either Fixed Date or Relative Date.** If you selected Fixed Date, select the date using the Calendar icon.

If you selected Relative Date, select Event, Before/After, and Period values. For a repeating deliverable, the start date is the date that you chose either as a fixed date or a date relative to a certain event.

- **For a repeating deliverable, select the frequency information as follows:**  
Select the Frequency as a number of weeks or months. For example, every 6 weeks or every 3 months. In the Repeat On field, select either the day of the week to repeat



on (for a weekly frequency) or the day of the month to repeat on (for a monthly frequency) For a repeating deliverable, select the end date information as follows: In the Repeat Until fields, select either the Fixed Date or Relative Date radio button. If you selected Fixed Date, select the date using the Calendar icon. If you selected Relative Date, select Event, Before/After, and Period values.

- Select one or more of the check boxes that match the notification scenarios:  
  
Prior to Due Date: If you enable this check box, you must specify the (positive) number of days, weeks or months before the due date that the notification should be sent. The recipient of this notification is the contact of the responsible party on the deliverable.
- Status Change: A notification is sent for any status change of the deliverable. Statuses could be any of the following: Completed, Submitted, Rejected, Canceled, or Failed to Perform. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.
- Deliverable is Overdue: A notification is sent when the due date of the deliverable is passed. The recipients of this notification are the Buyer Contact, the Supplier Contact, and the Requester.
- Escalate after Due Date: The recipients of this notification are the Escalation Contact and the Requester. If you enable this notification, you must specify the Escalation Contact, and the number of days, weeks, or months until the escalation should occur.

**Note:** Except for Status Change notifications, the notifications are only sent daily as a result of running the concurrent programs Overdue Deliverable Notifier, Deliverable Due Date Notifier, and Deliverable Escalation Notifier.

- Click Add Attachments, and define your attachment as one of following types: .
  - File: you can attach a file from your local desktop
  - URL: you can specify a URL where the document is available.
  - Text: you can enter information in the Text field.

You can click Apply, or, if you are creating a deliverable, you can click Apply and Create Another.

## Contract Actions

You can perform the following operations on contracts by selecting from the Actions list

of values and clicking Go:

**Validate:** To validate contract terms, you can launch the validation process at any time during the contract terms authoring process. The system also validates contract terms automatically when a CLM document is submitted for approval.

Select the Validate option from the Actions list of values and click Go. The system performs the validation and displays the results. The system validates the contract terms for errors and inconsistencies. The system only displays errors related to contract terms, and not the warning messages. If applicable, fix the errors and resubmit the contract terms for validation.

For a CLM document with contract terms, you need to fix all the errors before resubmitting the document for approval.

**Update Contract Details:** Users can perform the following updates for their contracts using the Update Contract Details page:

- Specify a Contract Administrator
- Specify the Legal Contact
- Specify the Authoring Party (Internal or Supplier)
- Specify the Contract Source and also change the Source type from Structured Terms to Attached Document and vice versa
  1. When the Contract Source is Structured Terms, select the contract template for the CLM document
  2. When you select the Contract Source as Attached Document, you are required to upload a contract document and attach it as your contract terms for the CLM document. Use the Upload Contract action from the Actions list of values and click Go to upload a contract template of type Attached Document.
- Current Contract Template displays the contract template that you have selected for your CLM document.
- New Contract Template enables you to select a contract template to replace the existing contract template. Applying a new template will remove all contract terms. To retain the clauses and deliverables of the original template, select the Retain all Clauses and Deliverables check box. To retain only the deliverables of the original template, select the Retain all Deliverables check box.

**Note:** You can also apply multiple templates to the CLM document.

**Upload Contract:** If you have specified your Contract Source as Attached Document, select the Upload Contract action from the Actions list of values and click Go. The Upload Contracts page displays, with the following fields:

- **Current Contract Source:** Displays the current contract source as Structured Terms or Attached Document.
- **New Contract Source:** Enables you to specify if the contract source will be an attached document or structured terms.
- **Enable Structured Terms for Reporting:** The check box provides the ability to report based on structured terms even if the contract source is Attached Document.
- **Select the Update Structured Terms Automatically check box** if you want the system to detect changes in the uploaded file, and display them for review.
- **File:** Click the Browse button to select a file from your local computer.
- **Description:** Enter a descriptive text of your choice in this field.
- Click Apply to save your updates. The Contract Terms page now informs you that the Contract Terms are represented by the document you attached. The document name is provided.
- If you change the Contract Source back to Structured Terms, the system displays a message, warning you that the attached document you specified as the Contract Source will be moved to the Supporting Documents category. Select Yes or No, depending on your choice.

### **Updating the Contract Source - Scenarios**

1. When you retain the value of Contract Source as Structured Terms, however, you change the contract template, that is, you explicitly select a value for the New Contract Template, then the following takes place:
  - All existing standard clauses are deleted from the CLM document.
  - All manually added standard and non-standard clauses are retained.
  - Any other changes, such as formatting and layout, are removed.
  - Clauses and sections from the latest version of the new contract template in the Contract Terms Library are copied into the CLM document.
2. The following scenario is where all of the conditions below occur:
  - You have changed the Contract Source from Attached Document to Structured Terms.
  - There is a value in the Current Contract Template field.
  - You have not selected a value in the New Contract Template field.

In this scenario, there was a previous occasion when the Contract Source had been Structured Terms, and you are now restoring the contract terms that were present then. Oracle Contracts automatically copies the Current Contract Template to the New Contract Template, and activates all the sections and clauses that existed previously in the CLM document; sections and clauses from the Contract Terms Library version of the contract template are not copied into the CLM document.

3. If the Contract Source is Attached Document, refer to the section Upload Contract.

**Download Contract:** Select this action to open the Download Contract page. Select one of the following file formats: Rich Text Format (RTF) or Word 2003 (XML): Select the Word 2003 (XML) option if you are planning to use the Automatic Import option. The Automatic Import option is supported only for Word 2003 (XML) file format.

Select the Lock Contract Until Upload check box to prevent any changes to the contract while the contract is updated offline. The option to lock the structured terms is only available if the contract was not already locked either for editing or for review. Click Apply.

The system runs the Word Export function and downloads the document containing the sections, clauses, and variable values of the CLM document to your desktop.

**Note:** If your CLM document contains deliverables, the deliverables are not exported unless they are included as a variable inside a clause.

**Lock Contract:** You can lock the contract to prevent any changes to the contract. The option to lock the structured terms is only available if the contract was not already locked either for editing or for review.

**Unlock Contract:** If the contract is locked and you want to make it available for update, select the Unlock Contract action from the list of values.

**Update Variable Values:** Refer to the section Updating Variable Values for more information.

**Validate:** Use this action to view any errors, warnings and inconsistencies in the Contract Terms. This action is only applicable for those contracts with a Contract Source defined as Structured Terms. For documents whose Contract Source is Attached Document:

- The only contract terms validation is whether a contract document exists with Category = Contract and whose Primary Contract Document flag is set.
- Deliverables are validated.

**Preview Contract:** You can use the Preview option to generate a PDF file and download it to your desktop for printing.

**Check for Clause Updates:** Use the Check for Clause Updates action to view the list of clauses that have newer versions in the Contract Terms Library, and then select the

applicable ones to apply to the contract terms. This action is used only when the Contract Source is Structured Terms.

**Remove Terms:** (applies only to base awards/IDVs.) After applying a contract template, you can remove all the clauses and sections that are in the contract terms. To use this feature the contract must be in its first version, in an unapproved status, such as Incomplete for an award or IDV. If the Contract Source of the business document is Attached Document, removing the terms will also delete the Primary Contract Document.

**Review Contract Deviations:** Refer to the Policy Deviation Rules section for more information on this action.

## Managing Sections

### Deleting Amendment Specific Sections

During the contract creation process, solicitation amendments and award modifications may contain some clauses and sections that are specific to the amendment or modification process. As per the federal regulations, the amendment specific clauses are present in the amendment document but should not be in the conformed document. That is, when the amendment (or modification) is merged with the base document to create a conformed document, the amendment specific clauses and sections should be dropped or deleted from the contract terms.

Users need to specify a default section in which all the amendment specific clauses will be placed during the amendment/modification process. When the amendment is merged with the base document to create the conformed solicitation or award, the system deletes the default section that contains all the amendment specific clauses. This ensures that the clauses are deleted (because the section they are in, is deleted) and do not get into the contract terms of the conformed document.

The default section has to be specified in the profile option OKC: Amendment Specific Section. For example, you specify Section J as your amendment specific section. During the amendment process, clauses A, B, and C are amendment specific clauses and you need to move them into Section J. After the amendment / modification is approved, Section J is deleted from the contract terms, so that the amendment specific clauses are not part of the conformed document.

### Deleting Provisional Sections (for solicitations only)

When a solicitation is awarded to one or more suppliers and the outcome award document(s) are created, the contract terms are also copied from the solicitation to the award document(s). However, federal regulations require that if some clauses and sections pertain only to the solicitation process, these clauses and sections should not be copied over to awards, where they may not be relevant.

**Note:** Even if a non-provisional clause is placed under a provisional section, the clause will be dropped during the awarding process.

Select the sections (and clauses that are contained in the sections) that are to be deleted so that they do not get copied to the award document(s). Enter exact names of the sections to delete. CLM provides implementers with a custom hook that deletes the user-selected sections and their clauses. After the custom hook is executed, users can check the awards to verify that the provisional sections and clauses are not in the contract terms of the award documents. For more information on the custom hook OKC\_CODE\_HOOK.IS\_NOT\_PROVISIONAL\_SECTION, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

## Multiple Default Sections for Contract Expert

Contract Expert is used to create rules and questions that require user responses. Based on user responses, new clauses and sections are added to the contract terms. The newly added clauses are added to the default section specified in the Clauses > Clause page. Access the Clause page using the Contract Terms Library Administrator responsibility.

You can also add the clause to sections other than the specified default section if you select the section name and associate it to a variable value. The Clause page has an Additional Section Mapping region that you can use to associate the section to a variable value. For example, the variable Document Format (found in the Solicitation Header) has values such as COM, UCF, and so on. Thus, if you select Document Format as the Variable Name, the Variable Value list of values display all the variable values (COM, UCF, and so on) for that Variable Name. Select a section name (for example, General Terms or Section K) from the Default Section list of values. You have now associated the section to a variable value. Click Add Another Row to associate another variable value to another or the same section.

Apart from the variable Document Format, you can create user-defined variables such as Time Period or State of Jurisdiction or any other variable value that meets your agency requirements.

Navigate to the Contract Terms page using the appropriate CLM responsibility. Run Contract Expert and you will notice that the sections you associated with the variable value for that clause will be visible in the Contract Terms page. The sections will contain the relevant clauses.

## Clause Logic Service (CLS)

The provisions and clauses in FAR and DFARS are used by agencies to complete their contract terms. This has led to inconsistencies and redundancies in usage of the clauses and provisions. In order to standardize and streamline the usage of clauses and provisions, the Department of Defence has created a centralized website called Clause Logic Service. This website provides the facility to incorporate clauses and sections in

documents such as awards or solicitations in their contract terms. Thus Clause Logic Service acts as a sort of remote Contract Expert, that brings in clauses to the contract terms, based on certain rules and questions that the user has to answer.

The government maintains the Clause Logic Service as a centralized repository to store clause text and clause logic. CLM, as one of the registered contract writing systems, sends indicator values (such as Document Number, Contracting Office, Funding Agency, Dollar Value) to the Clause Logic Service (CLS) system and these indicator values are used to determine which clauses and provisions that CLM document (award or solicitation) is going to need. Then CLS sends the required clauses and provisions to the requesting CLM document and the clauses are inserted in the appropriate sections in the Contract Terms page.

Using the appropriate CLM Sourcing or CLM Purchasing responsibility, open a draft solicitation or a draft award. Navigate to the Contract Terms page (CLM Sourcing : click the Contract Terms link in the left pane of the page. CLM Purchasing: Select the action Update Contract Terms or Add Contract Terms from the Actions list of values from the award). The Contract Terms page displays and you need to apply a template that is CLS enabled to the CLM document. If a template that is not CLS enabled has been applied, you can remove it by clicking the Remove Terms action from the Actions list of values. Then select a template that is CLS enabled from the Contract Template list of values and click Apply Template. This will enable you to start the clause logic service.

For more information on setting up contract templates as CLS enabled, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.

In order to start the Clause Logic Service to bring in clauses to your contract terms, select the Start Clause Logic Service action from the Actions list of values and then click Go. You get a confirmation message that the Clause Logic Service has been started successfully, which means that CLM has connected successfully to the Clause Logic Service website.

The CLS web page displays, with a DoD Notice and Consent Banner. Read the terms and conditions and then click I Agree to continue.

The CLS web page now displays a Getting Started screen that explains the process you need to follow to use the Clause Logic Service website. Read the instructions and then click Continue.

The Regulations page lists the various federal rules that you will need in your CLM document (award or solicitation). This list of regulations is generated based on the indicators that CLM has sent to the Clause Logic Service from your CLM document (award or solicitation). Thus, Document Number, Funding Agency, and so on are sent to CLS from CLM and using these indicators, CLS has determined which clauses and regulations apply to your CLM document.

The upper right region of the Regulations page shows you the CLM document number that was created in CLM. The region also shows the last updated date/time for the CLM document. The Prescribed Clauses region displays the number of clauses that are required, optional and removed.

The main region lists the Applied Regulations and the Available Regulations to the CLM document. Click the Modify Regulations icon near the Applied Regulations title in order to update the Applied Regulations list. You can add or remove regulations and save your list, which will be applied to the CLM document.

Click Continue to navigate to the Basic Info page. You need to provide CLS with some Procurement Document and Performance details in order to proceed. Click the Start button next to the Procurement Document title and then specify which agency / department this procurement document originates from. Select an agency / department by clicking the appropriate radiobutton and then click Continue. You will be prompted to select a document type – Contract (Award) or Solicitation. The next page asks you which type of solicitation instrument vehicle, then which contract instrument vehicle, and which Forms (SF1447, SF33, and so on) you will be using. Select from the lists and click Continue.

Click the Start button next to the Performance title and then specify the Period of Performance (in Days), and Places of Performance to CLS and click Continue.

The Regulation Info page displays, where you need to click the Start button near each regulation title in order to answer various questions put to you by the Clause Logic Service. Your responses will determine the regulations and relevant clauses that will be part of the Contract Terms of your CLM document. Click Continue when you are done with answering the questions and the Error Check Summary page displays, informing you that an error check has been performed on your document. Click Continue to the Running Rules page, that generates the clauses and appropriate sections for the CLM document.

The Procurement Document Review page displays the relevant clauses and sections that will be part of the contract terms of your CLM document. You can still opt to add clauses that you think should be a part of the contract terms. Select the Print icon to print the clauses and section in pdf or odf format.

From the Contract Terms page, in Solicitations or Awards, navigate to the Actions list of values, select the action Retrieve Clauses from Clause Logic Services and click Go. The clauses and relevant sections are retrieved from the CLS website and are placed appropriately in your contract terms page.

If you need to add or remove clauses from the Contract Terms page, and the clauses have been brought in from CLS, first remove all the clauses, by clicking the Remove Terms action from the Actions LOV. Then invoke CLS by selecting the action Start Clause Logic Service and clicking Go. This will launch Clause Logic Service again, and you can add or modify the clauses and sections you need.



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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 start 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. 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, refer to the *Oracle HRMS Approvals Management Implementation Guide*.

For more information on setting up AME rules for CLM, 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 email. Oracle e-Business Suite uses Oracle Workflow technology to route notifications through email. This way, an approver who has easier access to email 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 email, 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 item 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, select Reassign, and then select 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 select 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 acknowledgment 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 predefined 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

When a buyer submits a document (an award, an IDV, or a modification) for approval, the relevant document submission checks are started, and the required error or warning messages are displayed. All errors must be resolved before the document can be successfully submitted. However, warnings may be bypassed after review by the buyer depending on current business considerations.

An approver can edit a CLM document (award, IDV, or Modification) using the **Edit Document** link in the approval notification, and then submit the document for approval. The same submission checks occur as a buyer submits the document for approval. Submission checks are started when the approver clicks **OK** in a notification. All errors need to be resolved before the document can be successfully submitted. However, warnings may be bypassed after review by the approver.

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

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
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
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

<b>Submission Check Rules</b>	<b>Awards</b>	<b>IDVs with Lines</b>	<b>IDVs without Lines</b>	<b>Modifications</b>
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
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

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
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
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

<b>Submission Check Rules</b>	<b>Awards</b>	<b>IDVs with Lines</b>	<b>IDVs without Lines</b>	<b>Modifications</b>
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
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



Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
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
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
ACRN value should be valid, should use alphanumeric code (excluding I & O and each charge account (line of accounting) should have a unique ACRN	Y	N	N	Y

Submission Check Rules	Awards	IDVs with Lines	IDVs without Lines	Modifications
The sum of distribution amounts can be less than or equal to the total shipment (schedule) amount.	Y	N	N	Y
The requisition distribution fund amount should be greater than the award distribution fund value. Otherwise an error is displayed.	Y	N	N	Y
The total of distribution amounts for individual schedules should be less than or equal to the Schedule Amount.	Y	N	N	Y
The sum of distribution quantities for individual schedules should be less than or equal to the Schedule Quantity.	Y	N	N	Y
The PO Charge Account field should not be blank for a distribution.	Y	N	N	Y
If the document contains orphan exhibits, the document cannot be approved.	Y	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.

## Document Submission Checks for awards autocreated from MIPRs

While there are several submission checks that an award autocreated from a MIPR has to go through, the most important document submission checks for the award are as follows:

- Header Level Errors:

1. The award has been autocreated from a MIPR-Own: FPDS-NG Reporting Method must be set to Exempt.
  2. The award has been autocreated from a MIPR-Own: Communication Method must be set to None.
  3. The award has been autocreated from a MIPR-Own: Bilateral Indicator must be set to None.
- Header Level Warnings:
    1. Multiple MIPR-Own are referenced on the award.
    2. PR/PAR and MIPR-Others are referenced on the award.
    3. MIPR-Others belonging to different requesting agencies are referenced on the award.
  - Distribution Level Errors:
    1. A MIPR-Own reference is found in the Line, Schedule, and Distribution of this award; however, the award also references a MIPR-Own of another assisting agency.
    2. A MIPR-Own reference is found in the Line, Schedule, and Distribution of this award; however, the award also references a PR/PAR/MIPR-Others.
    3. A MIPR-Own (Direct Citation) reference is found in the Line, Schedule, and Distribution of this award; however, the award also references MIPR-Own (Reimbursement Order).



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## Contract File

### Overview

Contract Files are either solicitations (till awarded) or awards. Contract Files are similar to file folders that contain acquisition information in a single place. In CLM, a Contract File is a view that enables you to see the information related to an acquisition from a single location. The view contains the links to all the transaction documents associated with the acquisition and the transaction documents are placed in a logically ordered outline. You can click a solicitation or award number, for example, to drill down to and view the document details. Thus the entire procurement flow from Planning to Payments for an acquisition is captured as a view in the Contract File.

Contract Files may be award based or solicitation based. If a solicitation has been created, and not awarded yet, the Contract File is solicitation based. If the solicitation has been awarded, the Contract File is award based. The Contract File number (ID) is taken from the solicitation number or award number, depending on whether the Contract File is solicitation based or award based.

### Searching for Contract Files

Using the appropriate Purchasing responsibility, navigate to Buyer Work Center > Contract File. The Contract File Search page displays, with a list of fields that you can use as search criteria for retrieving Contract Files. To add some more search criteria fields (such as Award Administrator, Contracting Officer, Issuing Office, Purchase Request Number, and so on), select the field(s) from the Add Another LOV and click Add. The new search criteria field will be added to the list of fields already on the page. Enter a value for the search criteria field and then click Go. The contract files are displayed in the search results region below the search criteria fields.

**Note:** You can save your most frequently used searches as Views that you can use multiple times. Click Save Search to open the Create View page and specify your view related fields.

Some predefined views that are available in the Contract File Search page are:

- My Contract Files
- My Closed Out Contract Files
- My Canceled Solicitation Contract Files
- My Awarded Contract Files
- My Published Contract Files
- My Draft Contract Files

Click a Contract File Number link to open a contract file in outline view. The View Contract File page displays. The left pane of the page displays the outline of the contract file. The right pane of the page displays the actual document information that you have clicked on. For example, if you clicked an award in the left pane, the award information displays in the right pane. In the right pane, click the Document Number link to drill down to see the document details, or click the View PDF link to view the document's pdf file.

The Checklist PDF and Contract Completion PDF are displayed if the relevant check boxes are checked in the Closeout window. These PDFs are displayed regardless of status (Approved, Physically Complete, Administratively Complete, In Closeout and Closed Out).

## Accessing Contract Files from CLM documents

Using the appropriate Purchasing responsibility, navigate to open a CLM document (award, IDV, and so on) in any status. From the Actions LOV, select View Contract File to open the View Contract File page. If you select a modification document to open, the associated award / IDV is displayed as the Contract File. You can also select the View Contract File action from the Views page that lists all the awards or IDVs with various statuses. The left pane of the page displays all the related milestones and documents of that particular acquisition cycle. The right pane displays the award or IDV information along with the document number link. Click the document number link to drill down to the award details or click the Return to CLM document link at the bottom left of the page to return to the CLM document.

## Structure of a Contract File

The default structure of a contract file is outlined below. The contract file structure encompasses the entire procure to pay document set for a particular acquisition:

- Planning
  - Acquisition Plan Summary

- Requirements (not visible for IDVs)
  - Purchase Request
    - PR Amendment
  - Workload Assignments
- Sourcing
  - Solicitation (including rounds)
    - Offer
  - Solicitation Amendment (including rounds)
- Award / IDV (not visible for solicitations)
  - Base Award / IDV
  - Referenced IDV / Award
- Award / IDV Administration (not visible for solicitations)
  - Conformed Award / IDV
    - Post Award Requests
    - Modification
  - Receipts (only for Awards)
  - Invoices (only for Awards)
  - Payments (only for Awards)

If you click a top-level entity (such as Award / IDV), and if there are associated documents, the document number appears as a link in a folder. Click the document number link and the right pane of the page changes according to the document type you have selected. For example, if you select an Award / IDV document number link, the right pane displays some regions. The first region displays the Award / IDV details along with a View PDF link. Click the link to view the entire document as a pdf. The next region, CAR Details, displays only for awards / IDVs / modifications and not for solicitations.

The Small Business Coordination Record region displays the control number of the DD-2579 and the status of the Small Business Coordination Record. Click the control number link to open the Small Business Coordination Record page in view mode. This region is displayed when a Small Business Coordination Record is associated to an

award modification, an IDV with Lines modification, an IDV without Lines modification, a solicitation. Click any of the above document number links and the Small Business Coordination Record region appears in the right pane, provided there is a CLM document and DD-2579 association.

## **Managing Attachments**

The Attachments region is available for all CLM documents and it displays the attached file(s) information. Only header level attachments are displayed in the contract file and other attachments (such as line level attachments) are not displayed.

The title of the attached file is a link that you can click to open the attachment. Click the Update icon to make changes to the attachment. You can open, update or delete the attachment provided you have the appropriate security privileges.



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# Online Representations and Certifications Application (ORCA)

## Overview

Online Representations and Certifications Application (ORCA) replaces most of the paper based Representations and Certifications (Reps and Certs) in Section K of solicitations with an web services interface. ORCA enables suppliers to register their certifications (small business, HUBZone business, and so on). CLM enables buyers to extract this information from ORCA, page 19-1 and store it along with the CLM document.

Users can integrate with ORCA from within Oracle CLM Sourcing or Oracle CLM Purchasing to retrieve representations and certifications information for each supplier and store it along with the CLM document (solicitation or award). CLM enables users to perform real-time queries for representation and certification information for one or more suppliers from ORCA and retrieve such information in a short span of time.

Published Solicitations that have been closed for bidding and draft awards are the CLM documents that require the representations and certifications information from ORCA. This information is stored with the CLM document for each supplier. Thus, if a user needs to find out the representations and certifications information for a supplier for a particular solicitation or award, the user can retrieve the CLM document along with the representations and certifications information and view the required details for the supplier.

## Extracting ORCA Details via CLM Documents

Draft unapproved awards, IDVs and orders referencing IDVs are used to view and extract ORCA information. You cannot retrieve ORCA information for approved awards, IDVs, orders referencing IDVs or modifications.

The representations and certifications information retrieved on the referenced solicitation for the associated supplier flows to the resulting award during the awarding

process.

The representations and certifications information retrieved on the referenced IDV for the associated supplier is not required to flow to the resulting award during the awarding process.

When an award is archived, the associated ORCA details are also archived.

To view ORCA information, select View ORCA Details from the Actions LOV of a draft award and click Go. The View ORCA Details page that displays shows you the recently extracted ORCA details. Click the View Certifications link to open the Attachments page. A representations and certifications document from FAR and another representations and certifications document from DFARS are available for you to view and download. Note that these representations and certifications documents from FAR and DFARS are stored with the award information along with the supplier. You can also search for a representations and certifications document by Title using the Search LOV. Click the Return to View ORCA Details link to go back to the View ORCA Details page.

Click the Extract ORCA Information button to open the Extract ORCA Information page. Select a supplier by clicking the Select radio button. The Supplier Name, Supplier Site and Offer Numbers are defaulted on the page. Enter a Unique Entity Identifier for the supplier, without which you will not be able to extract the ORCA information. The Unique Entity Identifier defaults if it is already stored for that supplier site; in such a situation, the Unique Entity Identifier is not editable by the user. Also, note that the Unique Entity Identifier, if manually entered by the user, will not be stored for that supplier site. It is only used to get the information from ORCA. Select a Registration Status Code (Current, Archived, or Current + Archived) that specifies to ORCA the time frame (or date range) to extract the suppliers representations and certifications information. If you select Current from the Registration Status Code LOV, you will get the current representations and certifications information from ORCA. If you select Archived or Current + Archived from the Registration Status Code LOV, the Registration Start Date and Registration End Date fields are enabled and available for you to enter the date range information. In such cases, there may be multiple records coming from ORCA, depending on the extraction period, and you may see several rows of retrieved data. For example, enter a date range for last year to extract last year's representations and certifications information. Then click Get Certifications Details. CLM integrates with ORCA to retrieve the representations and certifications information. The pdfs from FAR and DFARS containing the representations and certifications information are available in the View Certifications column as an icon. Click the View Certifications icon to view and download the pdf. You can extract ORCA information as many times as required by clicking the Extract ORCA Information button. Click the Return to Award link to go back to the Awards page.

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## Electronic Document Access (EDA)

### Overview of EDA

The Electronic Document Access (EDA) is a mandatory Department of Defense (DoD) system that serves as the master repository for all unclassified DoD contracts, orders and modifications. EDA is used by the program management, finance, disbursing, contracting, industry trading partners, other federal agencies, and the logistics community to store and manage common documents. Specifically, the data within EDA will be provided to WAWF for receiving and invoicing processes and the standard format is key for the integration between systems as well as for data conversion.

In order for contract data to be accepted by EDA, it must be presented in a standard format. EDA requires that incoming award data be provided as a PDF and as an index file consisting of predefined elements. Additionally, EDA also accepts the award/modification data in the Procurement Data Standard (PDS) XML format. CLM provides the ability to generate these three files.

The three files generated from CLM are integrated with EDA through DoD's electronic business environment, the Global EXchange Services (GEX). The GEX provides broker and mediation service between government agencies, commercial industry, and government systems. It is the GEX that enforces the file validations and ensure that the data is acceptable to be passed to EDA.

For more information on setting up EDA, refer to the *Oracle Contract Lifecycle Management for Public Sector Implementation Guide*.



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## 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 site.

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 because shelves are a low cost/high turnover item. You define the receiving tolerance level for shelves to be 10% but 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 up to 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.

## Receiving HTML UI

Receiving HTML UI is available for performing receipts for CLM awards. For more information on using the Receiving HTML UI, refer to the *Oracle Purchasing User's Guide*.

## 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 click Find 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. 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. 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 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, click Cascade.

**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. Because 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 unrequired 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 start 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

Oracle 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 canceled 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 check box.

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 up to the partial funded quantity. For fully funded lines, you can make corrections up to 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 canceled.
- 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 up to the funded quantity. If the purchase order lines are partially funded, the unordered quantity can be up to 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 select 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. Select the appropriate tabbed region. Select 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 select 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.

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 select 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, 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 select 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.



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## Reports

### Overview

The predefined 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.

## SAM Compliance Report

This report lists those documents that have not been awarded to vendors who are not active with SAM based on the following criteria:

- If the associated Vendor's SAM Registration was inactive at the time of award creation and an exception reason is not selected in the SAM Exception Reason LOV.
- If the associated Vendor's SAM Registration was inactive / non-SAM Vendor at the time of award creation and an exception reason was provided in the SAM Exception Reason LOV.

## Report Submission

In the Submit Requests window, select SAM 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 COR Report

This report displays all the awards that have been assigned to a Contracting Office Representative (COR).

## Report Submission

In the Submit Requests window, select Awards by COR 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.

### COR

If you do not select a value from the COR LOV, then the report displays awards for all CORs in an operating unit. The report output is grouped by COR name, if selected from the COR 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 Office, 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.



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## Attribute Setup Workbench

### Introduction

UDA or User-Defined Attributes provide an infrastructure that you can use to define new attributes, group them and associate that group to one or more type of documents transacted within CLM. The UDA framework is used for information only attributes that do not impact the E-Business Suite business flows and for information defaulting in purchasing documents. Examples of UDA include MDAP/MAIS Codes, program codes and so on.

User-defined attributes capture all the detailed information about an object. The Attribute Setup Workbench enables you to create user-defined attributes with validation logic to support the needs of your organization.

A large number of federal fields are applicable to all type of documents transacted within the CLM application. The application captures and maintains these fields at the document header or for every line present on the document. Most of these fields are informational and are implemented as predefined UDAs

**Note:** CLM UDA uses the framework provided by Oracle Product Information Management UDA. However, Oracle CLM uses only parts of that infrastructure. This guide provides you details of UDAs that are applicable for Oracle CLM users.

### Planning your Implementation and Setting Up UDA

A summary of the steps you need to complete when planning your implementation, are listed below:

- Plan the attributes you require.
- Group the attributes.

- Define the values sets for attributes.
- Write PL/SQL code and load this to the database in apps schema.
- Register the code as PL/SQL function.
- Update the attribute template for usage and optionally as actions.

The key decision areas when planning your UDA implementation are:

- Decide upon the attributes you require and the levels (business entities) at which you need the attributes.
- Decide on how you want to group the set of attributes which need to display on the same set of levels into attribute groups in to suit your requirements. All operations on UDAs happen at the Attribute Group level. Attributes cannot exist outside an attribute group.
- Decide where the attribute groups should render. There are predefined locations on the application pages where UDAs can display. Usages on the Attribute Template control this display.
- Now, decide upon the allowable set of values for each attribute and how you would like it to render. For example, an attribute could render as a text field, check box, list, and so on.
- At this stage, decide whether you need any actions on your attribute groups. Actions are optional and enable you to configure the behavior of UDAs beyond simple data capture. Actions execute predefined PLSQL program units, which you need to write and load to the database in apps schema. You also need to register these program units as functions in the Attribute Setup Workbench and also associate these functions to the attribute group as actions via attribute template.

It is recommended that you create your value set before defining your attribute groups. Ensure you identify the attributes you want to capture on specific documents, and group the attributes into functional group based on the way you intend to share them across documents.

You use the Attribute Setup Workbench to complete your UDA setup. Use the CLM Purchasing Super User responsibility to access the Attribute Setup Workbench. Navigate to Setup : Attribute Setup Workbench: Attribute Setup Workbench to access and use the following tabs to complete the UDA setup:

- Attribute Templates, page 23-13
- Attribute Groups, page 23-6
- Functions, page 23-11

- Value Sets, page 23-3
- Simulate, page 23-27

To be able to set up UDA, you must:

1. Define value sets for User-Defined Attributes.
2. Define attribute groups.
3. Define functions and function parameters.
4. Create new revisions to existing templates or create a new template.
5. Create and update actions on the attribute template to associate attribute groups with functions.
6. Simulate and test your setup.

## Related Topics

Attribute Setup Workbench - Introduction, page 23-1

Attribute Setup Workbench - Value Sets, page 23-3

Attribute Setup Workbench - Attributes and Attribute Groups, page 23-6

Attribute Setup Workbench - Functions, page 23-11

Attribute Setup Workbench - Templates, page 23-13

Attribute Setup Workbench - Simulate, page 23-27

Extending CLM Attributes using UDA - Document Numbering, page 24-1

Extending CLM Attributes using UDA - Complex Pricing, page 24-5

Extending CLM Attributes using UDA - Forms, page 24-6

Extending CLM Attributes using UDA - Addresses, page 24-6

Extending CLM Attributes using UDA - Predefined Attribute Groups, page 24-7

## Value Sets

User-defined attributes capture all the detailed information about an object. The Attribute Setup Workbench enables you to create user-defined attributes with validation logic to support the needs of your organization. To do so, create value sets and associate the value sets with user-defined attributes. Attributes can have a static or dynamic list of valid values, or a range of values. For each user-defined attribute, you can optionally specify a value set with data type and validation rules to be applied when the user inputs data. Once created, value sets can be reused for different

attributes. It is recommended that you create your value set before defining your attribute groups.

## Creating Value Sets

**To create a value set:**

1. On the Attribute Setup Workbench page, click the Value Sets tab.
2. Click Create.
3. On the Create Value Sets page that displays, enter the Value Set Name. This is the name by which the system and users keep track of the value set. You can only enter alphanumeric (a, b, c,..., 1, 2, 3,...) and the underscore ( \_ ) characters for the value set name. You cannot use spaces or special characters. The length is limited to 15 characters. This is a mandatory field.

**Note:** Once specified, you cannot edit the value set name

4. Enter a Description for the value set.
5. Select a Data Type for your value set. The data type that you select determines the values that are available in the value set. An attribute's data type must match the data type specified for that attribute's value set. The different data types are:
  - Character
  - Number
  - Standard Date
  - Standard Date Time

**Note:** You cannot edit the data type once the value set has been created.

6. Enter value for Maximum Size to limit the user's input in the attribute text field. For example, in some cases you may want to limit the number of characters in the attribute Date to 10 characters, or the number of characters in Name to 50. Keep the default value of 0 to omit this particular validation. This is a mandatory field.
7. Select a Validation Type from this list. This is a set of values against which the values entered by users are validated. You can select from:
  - None - there is no explicit set of values against which the user's input is validated.

- Independent - the explicit values against which the user's input is validated are defined here. To create explicit values, select Poplist to display valid values as a drop-down list. Select List of Values radio to display valid values as a searchable list of values.
- Translatable Independent - this validation type behaves the same as Independent, but enables the display of values in another language.
- Table - the explicit values against which the user's input is validated comes from a database table. For Validation type Table, the value set can display as List of Values or Poplist.

**Note:** Use Poplist if the value set is likely to have < 5 values. It is recommended to use List of Values if the number of values fetched in a value set is greater than 5 - 10. Additionally, note that the LOV defaulting actions is supported only on attributes which have a value set of type List of Values.

8. Click Apply and Continue.
9. Depending on the Validation Type you selected, you can enter values for your value set.
10. If you selected Independent or Translatable Independent, then enter the following details
  1. Enter a name for the Value. This is the name used to identify the value internally.
  2. Optionally, enter a description for the value.
  3. Ensure the Enabled check is selected.
  4. Enter a Sequence for the value. This sequence number determines the order in which the value displays.
  5. Optionally enter a Start Date and End Date.
  6. Click Add Another to add another value to the value set.
11. If you selected Table as the validation type, then enter the following details:
  1. Enter an Application Name. This is the name of the application in which the table is registered.
  2. Enter a Table Name. This is the name of the database table or view in the

schema.

3. In the Value Column section, enter the display name of the column. Enter the data Type of the value column, and the Size of the value column.
4. In the Meaning Column section, enter the description of the value that renders in the LOV window. Enter the Type to determine the data type of the meaning column. Enter the Size of the meaning column.
5. In the ID Column section, enter the internal value for the column. Enter the data Type of the ID column. Enter the Size of the ID column.
6. In the Where Clause section, enter an additional Where clause to further constrain a query. You can also use bind values in Where clauses in the following ways:

- You can refer to other attributes in the same attribute group as the attribute that uses this value set by using the following syntax:

`:$ATTRIBUTEGROUP$.<your attribute's internal name>`

For example: (lookup\_type='EGO\_EF\_Industry\_TYPE' and instr (:\$ATTRIBUTEGROUP\$.Attr1 , tag) > 0 )

**Note:** In the example above, ensure you include a space between Attr1 and the comma for the SQL string to parse correctly.

- You can refer to primary keys for the object to which the attribute group is associated by using the following syntax:

`:$OBJECT$.<the object's primary key column name>`

12. Click Apply.

## Attributes and Attribute Groups

The Attribute Setup Workbench enables you to create set of operational user defined attributes that display at predefined locations in the application pages. Once you have decided upon the attributes you require, and the levels at which you require them, you can group sets of attributes, that need to display on the same set of levels, into attribute groups in a meaningful way based on your requirements. All operations on UDAs happen at the Attribute Group level.

In CLM, attributes are supported at the following levels:

- Award Header, Line, Shipment

- IDV Header, Line
- Requisition Header, Line
- Solicitation Header, Line
- Offer Line

An attribute group can be single-row, or multi-row. Single row attribute groups displays a text field with a value. Multi-row attribute groups enable you to associate multiple sets of attribute values with the same object instance. For multi-row attribute groups, you can define which attributes or combination of attributes will maintain uniqueness of records in cases where the attribute group is displayed as multi-row.

You can set up as many attribute groups as necessary, with the following limitations on the number of attributes within each attribute group:

- 40 character attributes
- 20 number attributes
- 10 date attributes
- 40 translatable attributes

Attributes are defined by their names and values, and are saved within attribute groups. Attributes cannot exist outside an attribute group. You can create user-defined attributes that more specifically identify their characteristics and specifications, and capture information. At this point, decide on the allowable set of values for each attribute and how you would like to render the attribute. For example, you might want to display one attribute as a text field and another as a check box, and so on.

If you want to configure the behavior of UDAs beyond simple data capture, then define actions on your attribute group. You can define UDAs to possess certain validation logic (for example, value sets) and indexes. You can control where your attribute groups render based on the usages you define on the attribute template. There are however, predefined locations on the application pages where you can display UDAs.

## Creating Attribute Groups

You create attribute groups to combine attributes in a logical, functional manner.

### To create attribute groups:

1. On the Attribute Setup Workbench page, click the Attribute Groups tab. Click Create.
2. On the Create Attribute Group page that displays, enter an Internal Name for the attribute group.

3. Enter a Display Name. This is the name of the attribute group as it will be displayed in the user interface.
4. Optionally, enter the Description of the attribute group.
5. Select the Behavior of the attribute group:
  - Multi-Row to associate multiple sets of attribute values with the same object instance.
  - Single-Row to associate one attribute value with each object instance.
6. Click Maintain Unique Key to view, update , and delete unique key attributes. If the attribute group is multi-row, the Maintain Unique Key check box determines whether or not the attribute is part of the key that uniquely identifies a row. A unique key is any set of attributes whose values can be used to uniquely identify a row within the attribute group. You can define the unique key on the attribute group Detail page. You can add/edit the unique key as long as doing so does not destroy the uniqueness (creating duplicates) of existing records. You can specify that each attribute is part of a unique key when creating the attribute, or--more conveniently--you can specify all unique key attributes in the group via the attribute group Detail page.

**Note:** This is applicable for multi row attribute groups only.

7. Enter a value in the Number of columns shown in the table field. This field determines the number of columns that display in the attribute group page. The default value is 5.
8. Enter a value in the Number of rows shown in the table field. This field only appears for multi-row attribute groups and determines the number of rows that display in the attribute group page before the Next and Previous links display. The default value is 5.

This field only appears for multi-row attribute groups and determines the number of rows that display in the attribute group page

9. Select the Business Entities to which you want to apply the attribute group.

**Note:** When you enable an attribute group at multiple levels, the attribute data will flow as a target document is auto-created from a source document.

You can select all or select from:

- Order Header



- Order Line
  - Order Shipments
  - Requisition Header
  - Requisition Line
  - Solicitation Headers
  - Solicitation Line
  - Offer Line
10. Click Apply and Add Attributes to add user-defined attributes to your attribute group.
  11. On the Create Attribute page that displays, enter the internal name of the attribute. This is the name by which the attribute is tracked internally.
  12. Enter the Display Name. This is the name of the attribute as it appears within the user interface.
  13. Enter the Sequence number for the attribute. The sequence determines the order in which the attribute is displayed on the page, and also determines the order in which the attribute is processed.
  14. Enter a Tip for the attribute. This is the description of the attribute; this description also appears as tip text on pages that have attributes that can be updated.
  15. Select a value for the Data Type. The data type you select determines the values that are available in the column and value set. An attribute's data type must match the data type specified for that attribute's value set. The list of values for a value set only displays value sets whose data type matches the data type of the attribute.

**Note:** Selecting a data type always clears the column and value set. For example, say you selected the Number data type. Then you select your column and value set--remember that your column and value set choices are determined by the data type you chose. Then you decide to change the data type from Number to Date. Notice that after you change the data type, your column and value set are cleared; you need to select new ones based on your new data type. Additionally, the data type determines the values that are available in the Display As field. You cannot change the data type once an attribute is created.

**Note:** The maximum number of characters for a character type attribute and translatable text fields is 2000 characters. Number type fields have a maximum size and precision of 22.5 (22 digits to the left of the decimal and 5 digits to the right).

16. Select a value for the Column to select where the attribute is stored in the database table. The column list of values only returns columns with the data type you specified in Data Type. The list of values also indicates whether or not the column is indexed.
17. The Enabled check box determines whether or not the attribute is enabled (and available for use) or disabled (and not available for use). By default, the Enabled check box is selected. If the attribute is enabled, specify whether or not the attribute is optional or required. If required, the user cannot save data for an object using the attribute group without entering a value for that attribute. You can always disable attributes. However, you cannot delete attributes after an attribute group has been associated with an Attribute Template or a CLM document.
18. Select the Read Only check box to specify whether or not the user can update the attribute value.
19. Select the Required check box to specify whether or not the user must enter an attribute value.
20. Select a value in the Display As list to determine how the attribute appears within the user interface. The available values for Display As are determined by the data type selected.  
  
Note that Personalization is not supported. To display or hide an attribute, select the Hidden from the Display As list.
21. Select a Value Set that will serve as a set of constraints for an attribute.
22. Enter a Default Value for the attribute. If you've selected a value set, the value set's constraints apply to the default value. This value defaults upon object creation.

**Note:** In an attribute group with at least one required attribute, no default values are applied for any attributes when a required attribute does not have an assigned default value.

23. Click Apply and Add Another to save and create another attribute.
24. Once done, click Apply.

## Copying Attribute Groups

When you copy an attribute group, all of the attribute group's field values and attributes default to the new attribute group. You can override all defaulted values and attributes except for the attribute group Behavior field.

### To copy attribute groups:

1. On the Attribute Setup Workbench: Attribute Groups page, search for the attribute group you want to duplicate and click the Copy icon adjacent to it.
2. On the Create Attribute Group page that displays, the field values from the original attribute group appear. You must enter a new Internal name and Display Name for the copied attribute group. You have the option to change all field values except for the Behavior field; you cannot change the original Single-Row, Multi-Row in the Behavior field.
3. Click Apply. The Attribute Details page displays. The attributes from the original attribute group are attached to the newly copied attribute group. From this page, you can edit or delete the existing attributes and add new attributes.

## Functions

To define your own custom logic, you can add user-defined functions and actions to Attribute Groups without having to customize the entire page. By first setting up user-defined attributes, you can then execute user-defined functions with those attributes. You need to define functions only if you plan to have actions associated with your attribute groups.

Actions execute predefined PLSQL program units. You must write these program units, containing logic you want to execute on various events related to the attribute group, and load them to the database in apps schema. Register these program units as functions. Using different algorithms, you can calculate values by passing attribute values to functions. User-defined functions can be PL/SQL functions. Functions use input and/or output parameters of various data types such as string, integer, or Boolean. You can also map these parameters to attributes, object primary key values, and external attributes. Actions are trigger points for functions which trigger at specific events or are displayed as buttons or links on the page. You can also prompt the user based on the user's input.

## Creating Functions

### To create a user-defined function:

1. On the Attribute Setup Workbench page, select the Functions tab.
2. On the Search and Select: Functions page that displays, click Create Function.

3. On the Attribute Setup Workbench: Functions page that displays, enter an Internal Name for the function.
4. Enter a Display Name. This is the name of the function as it appears in the user interface.
5. Enter a Description for the function.
6. Select the Function Type from the list. The supported function type for CLM is PL/SQL. When you select PL/SQL as the function, then you must also specify the Package in which the procedure resides and the procedure that implements your custom logic.

**Note:** Run the PL/SQL package in your custom schema and then create a synonym for this package in the APPS schema.
7. Click Apply.

## Deleting Functions

### To delete a user-defined function:

1. On the Attribute Setup Workbench page, select the Functions tab.
2. On the Search and Select: Functions page that displays, select the function you want to delete and click Delete.

**Note:** You can only delete a function when it is no longer associated with an action.

## Creating Parameters for a Function

After creating a user-defined function, specify the parameters to pass when that function is called.

### To create parameters for a function:

1. On the Attribute Setup Workbench page, select the Functions tab.
2. On the Search and Select: Functions page that displays, select the function for which you want to create parameters and click the Function Name.
3. On the Function Details page that displays, you can view the Basic Information of the Functions. This includes the Internal Name, Display Name, Description, Function Type, and the details associated with the function type.

4. Click Add.
5. On the Create Function Parameter page, enter the Internal Name of the parameter.  
**Note:** The internal name of the parameter must match exactly (case sensitive) to the parameter name of the PLSQL procedure/function in the database.
6. Enter the Display Name of the parameter as it appears in the user interface.
7. Enter the Sequence. This is the order in which this parameter appears relative to other parameters associated with this function. Sequence must be unique among all parameters associated with this function. Specify the order sequence of the function parameters; this is the order in which the parameters are passed to a function or procedure.
8. Select the Data Type from the list, which contains the available data types. The values available are dependent on the type of function for which you are defining parameters.  
**Note:** The data type of the parameter must match the data type of the corresponding PLSQL function or procedure parameter in the database.
9. Select the Parameter Type for each parameter based on whether the corresponding attribute is providing an input parameter to the function or expecting a return value from the function (for example, input, output, input/output). The parameter options for a parameter depend on the function type and parameter data type you have already selected.  
The valid parameters for PL/SQL functions are:
  - Date
  - Error Array
  - Number
  - Varchar
10. Click Apply.

## Templates

Using a template enables you to streamline the document creation process and is a

mandatory step. There can be only one template for a given combination of Functional Area, Document Type, Document Style and Level. You can have any number of revisions to a template, however, only one of them can be active at any time. The effective dates determine whether a template revision is active or not. There can be only one revision with future effective dates. The revision number starts with 0 and increases incrementally by 1 each time you create a new revision to the template. You can work with Attribute Templates to:

- Search for Attribute Templates, page 23-14
- Create new Attribute Templates, page 23-15
- Update Attribute Templates, page 23-16
- Revise Attribute Templates, page 23-21
- View and Create Actions for Attribute Templates, page 23-22

## Searching for Attribute Templates

**To search a template:**

1. On the Attribute Setup Workbench page, select the Attribute Templates tab.
2. Enter the parameters to search for a template. You can search based on any or all of the following criteria:
  - Template Name - the name of the template.
  - Functional Area - select from Purchasing, Requisitions, or Solicitation.
  - Document Type - select from Blanket Purchase Agreement, Contract Purchase Agreement, Standard Purchase Order, Solicitation, or Offer.
  - Document Style - select from the defined document styles.
  - Level - select a level from Shipment, Line, or Header.
  - Operating Unit - to filter attribute templates based on operating units. This is applicable for functional areas of Requisitions, Sourcing and Purchasing.

When a user selects functional area Requisition and an Operating Unit, the results display templates with OU ALL, and new templates are created for the specific OU.

When a user selects functional area Sourcing and an Operating Unit, the results display templates with OU ALL and new templates are created for the specific OU.

When a user select functional area Purchasing and an Operating Unit, the results display templates based on document styles mapped to one OU or ALL OU's.

3. Click Go. The search results display up to 10 records. Click Next to view more search results.

## Creating a New Attribute Template

**To create a new template:**

1. On the Attribute Setup Workbench page, select the Attribute Templates tab.
2. Click Create Template.
3. Enter a Template Name. Use this name to identify the template.
4. By default, the Functional Area is Purchasing.

For Purchasing: You can create a template specific to a particular OU based on the document style defined. If the document style is set to All OUs, then your template will be associated with all OUs. If the document style is set to a specific OU, then the template you create will be associated only with that OU.

All existing predefined document styles are updated with All OU's and the UDA templates are applicable for all the OUs. If you change the setup of the document style by updating it to a specific OU, then the UDA template also is applicable only for that respective OU. Other OUs will not display these UDA details when you open the Create Award and Create IDV pages.

You can also create templates for Sourcing and Requisitions, but only if the template is defined for a specific OU.

When you select Requisitions or Sourcing, the OU list is enabled. Select a specific OU to associate the template only to that OU.

**Note:** Use predefined templates if the template is applicable to all OUs.

If you select Sourcing or Requisitions as the functional area, and you define or modify the template, the application will verify if the template is defined for the specific OU or if the template is predefined (All OUs). Based on this, the application displays user defined attributes in the solicitation or offer pages.

The template defined for a specific OU will always precede the predefined template that is applicable to All OUs. If there is no template defined for a specific OU, then the predefined template applicable to all OUs is used to render the requisition details.

5. Select the Document Type. By default, you can only create templates for Purchasing. For Purchasing, you can select from:
  - Blanket Purchase Agreement
  - Contract Purchase Agreement
  - Standard Purchase Order
6. Select an Operating Unit. This field displays if you select Requisitions or Sourcing as the Functional Area.

If you create the UDA template with the OU, the OU is added as one of the parameter for validating the combination to avoid duplication of templates in the same manner as it is validated for the parameters Functional Area, Document Type, Document Style and Document Level. If the combination exists in predefined template for ALL OU's, then the template for the specific OU will overwrite the existing predefined template for ALL OUs. This ensures that OUs which do not have any UDA templates continue to work with predefined UDA template, while the OUs that have templates use the templates they created. If the template already exists for the selected combination, an error is displayed with the additional parameter OU.
7. Select the Document Style from the list. The list displays all active document styles that have the document type enabled.
8. Select the Level from the list. You can select from:
  - Header
  - Line
  - Shipment
9. Optionally, select a template from the Copy Usages list. When you select a template to copy and click Continue, the application creates a new template by copying usages and actions from the selected template. The newly created template displays in update mode with a revision 0.
10. Enter an Effective Date. Ensure you enter only the current date or a future date.
11. Enter any comments.
12. Click Continue to create the new template.

## Updating an Attribute Template

To update a template:



1. On the Attribute Setup Workbench page, select the Attribute Templates tab.
2. Enter the parameters to search for a template. The page displays up to 10 records at a time.
3. Click the Template Name to view the Template. The Templates page displays the current revision of the template. The current revision is the one which is effective on the system date. If there is no current revision, then it displays the latest revision.

**Note:** You can only select those document styles that are associated with the OU.

4. The Actions column displays an Update icon denoting update, if the latest revision of the template does not have a transaction document associated with it. Click the Update icon to update the latest revision of the template. The Update Template page displays. You cannot update the Template Name, Functional Area, Document Type, Document Style, Level, and the Revision Number.
5. Enter an Effective From date. This is the date from which the revision is applicable.
6. The Effective To date is automatically displayed on the previous revision of the template when you provide an effective from date on the newer revision of the template.
7. Enter any comments for the template.
8. In the Usages section, you can view the existing Usages associated with the template. Usages denote the area on the document UI where the attribute group will display. Usage also indicates the purpose of an attribute group on a document (for example document numbering attribute group, complex pricing attribute group and so on). You can also view the Context, Sequence, and Attribute Group associated with the usage.
9. Click the Usage Name to view the Template Usage.
10. Click Create Usage to add a new usage to the Template. On the Create Template Usage page that displays, select a value from the Usages list. The table below lists the Usages available in CLM.

***CLM UDA Usages - Purchasing***

Usage Name                      Purchasing			
Header		Line	Shipment

Usage Name	Purchasing		
Document Numbering	Rendered in Document Number popup.	NA	NA
General Information	Rendered on Header Page	Rendered on Line Details page	Rendered on Schedule Details page
Addresses	Rendered on address tab. Driven by the address type lookup.	NA	NA
Additional Information	Rendered on address tab, not rendered on ISP	Rendered on Line details page, not rendered on ISP	NA
Base Document Information	Rendered on Header page, read only on Modification	NA	NA
Federal Forms	Rendered on address tab, dependent on Document Form	NA	NA
Complex Pricing	NA	Rendered on Pricing Details popup.	NA
Modification	Rendered on Header page only on Modificaton	NA	NA
Document Chaining	Rendered on Header page, attribute group data shared across Base document and all its modification	Rendered on Line Details page, attribute group data shared across Base document and all its modification	Rendered on Schedule Details page, attribute group data shared across Base document and all its modification

**CLM UDA Usages - Requisition**

Usage Name	Requisition	
	Header	Line
Document Numbering	Rendered in Document Number popup.	NA
General Information	Rendered on Checkout: Requisition Information page	Rendered on Requisition Line details page
Addresses	Rendered on Checkout: Requisition Information page. Driven by the address type lookup.	NA
Additional Information	NA	NA
Base Document Information	NA	NA
Federal Forms	NA	NA
Complex Pricing	NA	Rendered on Pricing Details popup.
Modification	NA	NA
Document Chaining	Rendered on Checkout: Requisition Information page, attribute group data shared across Base document and all its amendments.	Rendered on Requisition line details page, attribute group data shared across Base document and all its amendments.

**CLM UDA Usages - Sourcing**

Usage Name	Solicitation		Offer
	Header	Line	Line

Usage Name	Solicitation		Offer
Document Numbering	Rendered in Document Number popup.	NA	NA
General Information	Rendered on Header Page	Rendered on Line Details page	Rendered on line details page
Addresses	Rendered on address page. Driven by the address type lookup.	NA	NA
Additional Information	Rendered on Header page, read-only on amendment	Rendered on Line details page	NA
Base Document Information	NA	NA	NA
Federal Forms	Rendered on Header page, dependent on Document Form	NA	NA
Complex Pricing	NA	Rendered on Pricing Details popup.	Rendered on Pricing Details popup.
Modification	NA	NA	NA
Document Chaining	NA	NA	NA

See: Extending CLM Attributes using Attribute Setup Workbench chapter for more information.

11. Click the Actions icon to update an action on a usage. Alternatively, click Create Action to add a new action for the usage.

See: View and Create Actions for Templates, page 23-22

12. Enter a Sequence. This determines the order in which the attribute groups having the same usage render on the user interface.
13. Select an Attribute Group from the list to associate the usage to the attribute group. Click Apply.

14. Click the Attribute Group name to view and update the attribute group details. You can update all details except the Internal Name, and the Behavior.

See: Creating Attribute Groups, page 23-7

## Creating a New Revision to an Existing Attribute Template

**To create a new revision to a template:**

1. On the Attribute Setup Workbench page, select the Attribute Templates tab.
2. Enter the parameters to search for a template.
3. Click the Template Name to view the Template. The Templates page displays the current revision of the template. The current revision is the one which is effective on the system date. If there is no current revision, then it displays the latest revision.
4. The Actions column displays an icon denoting create revision if the latest revision has a transaction document associated with it. Click the Revision icon to revise the template. A warning message displays asking you to confirm that you want create a revision for the existing template. Click Yes to create a revision. The Update Template page displays with the template name and revision number for the template. You cannot update the Template Name, Functional Area, Document Type, Document Style, Level, and the Revision Number.
5. Enter an Effective From date. This is the date from which the revision is applicable.
6. The Effective To date is automatically displayed on the previous revision of the template when you provide an effective from date on the newer revision of the template.
7. Enter any comments for the template.
8. In the Usages section, you can view the existing Usages associated with the template. Usages denote the area on the document UI where the attribute group will display. Usage also indicates the purpose of an attribute group on a document (for example document numbering attribute group, complex pricing attribute group and so on). You can also view the Context, Sequence, and Attribute Group associated with the usage.
9. Click the Usage Name to view the Template Usage.
10. Click Create Usage to add a new usage to the Template. On the Create Template Usage page that displays, select a value from the Usages list.

See: CLM UDA Usages - Purchasing, page 23-17

See: CLM UDA Usages - Requisition, page 23-19

See: CLM UDA Usages - Sourcing, page 23-19

11. Click Copy Usage to copy an existing usage. On the Copy Template Usage page that displays, select the Template from which you want to copy the usage. Select the Usage you want to copy. Select the Action. You can select from Add or Replace. By default, the Action is Replace. If you select Add, the Usages are added to the template. If you select Replace, then all existing usages are replaced by the usages you select. If you selected the Add action, then if you encounter duplicates, you can review and delete the usages you do not require, per the validation rules as follows:
  - The application allows only one usage for a given combination of document number usage and context (Applicable To, Owned by Issuing Org, and Operating Unit).
  - The application allows only one usage for a given combination of complex pricing usage and context (Applicable To, Owned by Issuing Org, and Operating Unit).
  - The application allows only one usage for addresses.
  - The application allows multiple usage entries for the same context for other types of usages but with different attribute groups and sequences.
  - When you click Apply, the application submits a concurrent request to compile a template, without which a template cannot be used on a document.
12. Click the Actions icon to update an action on a usage. Alternatively, click Create Action to add a new action for the usage.

See: View and Create Actions for Templates, page 23-22

13. Enter a Sequence. This determines the order in which the attribute groups having the same usage render on the user interface.
14. Select an Attribute Group from the list to associate the usage to the attribute group. Click Apply.
15. Click the Attribute Group name to view and update the attribute group details. You can update all details except the Internal Name, and the Behavior.

See: Creating Attribute Groups, page 23-7

## Viewing and Creating Actions for Attribute Templates

To associate the function as an action on a template, you can define actions.

**To view, update, delete, or create actions:**

1. On the Attribute Setup Workbench page, select the Attribute Templates tab.

2. Enter the parameters to search for a template. The page displays up to 10 records.
3. Click the Template Name to view the Template. The Templates page displays the current revision of the template. The current revision is the one which is effective on the system date. If there is no current revision, then it displays the latest revision.
4. Click the Update or Revision Action.
5. On the Update Template page, click the Actions icon to view the existing actions associated with the template. Select an Action from the list and click Update to update the action or Click Delete to delete the selected action. Click Create Action to create a new UDA action associated with the template.
6. On the Create Action page that displays, the Object Name, Classification, and Attribute Group display by default. You cannot update these.
7. Enter a Sequence to define the order in which the action must execute.
8. Enter an Action Name to identify the action.
9. Optionally, enter a Description for the action.
10. Select a Function you defined from the list.
11. In the Action Execution region, select an Execution Method from the list. This controls the type of action. You can select from:
  - User Action - Renders as a button next to the Attribute Group. The action is executed whenever the user clicks on the button.
  - LOV Defaulting Action - Triggers when an attribute with an LOV is modified by the user.
  - Reference Data Refresh - This automatically triggers when saving or submitting changes.
  - Submission Check Action - Triggers on submitting a document for approval. Errors are displayed on the user interface.
  - Document Number Generation Action - Triggers when the user clicks the OK button on the document numbering popup.
  - Defaulting Action - Triggers when rendering the attribute group for the first time. Also triggers for non-rendered attribute groups when the document is saved for the first time.
  - Post Data Save Action - Triggers upon saving the document. This is meant for executing any logic you want whenever a given attribute value is altered.

- Validation Action - Triggers just before saving the document. Errors are displayed on the user interface.
  - Price Calculation Action - Triggers from the OK and Calculate buttons in the pricing details popup.
  - Post Approval Action - this action triggers at the end of the approval cycle.
12. If you selected User Action as the Execution Method, then you need to enter some more details to define the user action. These are:
- Display Style - This is optional and defines the user interface element that executes the action. The action will display as a button or link next to the attribute group on the user interface where the attribute group renders. The action is executed when the user clicks on the button or the link.
  - Prompt Application - This is mandatory and is the application of the prompt for the action if the prompt is defined in the database.
  - Prompt Message Name - This is mandatory and is the message name of the prompt if the prompt is defined in the database. Otherwise, the actual prompt. This message is the label of the button or link.
  - Dynamic Prompt Function - This is optional and selects an existing function whose return value will define the prompt of the action. Must have parameter of type Return, with data type String. The value returned by this function will be the button or the link label.
  - Dynamic Visibility Function - This is optional and selects an existing function whose value will determine whether or not the action is rendered. The button or link is displayed or hidden based on the return value of this function.
13. Click Apply. The Action Details page displays.
14. Click Update in the Basic Information region to make updates to the basic information of the action.
15. In the Mappings for Function section, click Update. Use this page to map the parameters for the function.
16. On the Create Mappings page that displays, you can view the Action and the Function. You cannot update these details.
17. In the Mapping table, for each Parameter Name, select the Mapping Group Type and a Mapped Attribute. You can map function parameters to attributes in the attribute group, document primary keys, external parameters as follows:



Mapping Group Type	Mapped Attribute
Attribute Group	The list displays the attributes available within an attribute group.
Primary Key	The Primary Key list displays those primary keys associated with the document type. For example, for PO line level, you can select the PO Line ID and Draft ID. If you are on PO Header, then you can select PO Header ID and Draft ID. If you are on the Requisition Line, you can select Requisition Line ID.

Mapping Group Type	Mapped Attribute
External Attribute	<p>When you select this mapping group type, the mapped attribute field changes to a free text field, and you must enter the external parameter to match exactly (case sensitive) to the parameter name in the list of external parameters available in CLM UDA. The external parameters supported are:</p> <ul style="list-style-type: none"> <li>• <code>x_msg_data</code> - use this external parameter for validation check functions and submission check functions</li> <li>• <code>x_msg_count</code> - use this external parameter for validation check functions and submission check functions</li> <li>• <code>x_errorcode</code> - use this external parameter for validation check functions and submission check functions</li> <li>• <code>x_return_status</code> - use this external parameter for validation check functions and submission check functions</li> <li>• <code>VENDOR_CONTACT_ID</code> - use this external parameter to pass vendor contact to the associated function</li> <li>• <code>VENDOR_SITE_ID</code> - use this external parameter to pass the vendor site to the associated function.</li> <li>• <code>VENDOR_ID</code> - use this external parameter to pass the vendor to the associated function.</li> <li>• <code>ITEM_ID</code> - use this external parameter to pass the item description to the associated function.</li> </ul>

Mapping Group Type	Mapped Attribute
	<ul style="list-style-type: none"> <li>• LINE_TYPE_ID - use this external parameter to pass the line type to the associated function.</li> <li>• SHIP_TO_LOC_ID - use this external parameter to pass the ship-to location to the associated function.</li> <li>• ORG_ID - use this external parameter to pass the organization description to the associated function.</li> <li>• AGENT_ID - use this external parameter to pass the agent description to the associated function.</li> <li>• CONTRACT_TYPE - use this external parameter to pass the contract type to the associated function.</li> <li>• CATEGORY_ID - use this external parameter to pass the category description to the associated function.</li> <li>• PREPARER_ID - use this external parameter to pass the preparer description to the associated function.</li> </ul> <p>External parameters are certain important fields on the document which are made available to UDAs to facilitate tighter integration as well as passing error messages back to the base application.</p>

18. Click Apply.

## Simulate

Use the Simulate tab to simulate and test your UDA setup based on the value sets, Defaulting and LOV Defaulting Event actions.

**To simulate and test your UDA attributes:**

1. On the Attribute Setup Workbench page, select the Simulate tab.

2. Select the Template from this list. This is the template you created or updated and want to test.
3. Select a value from the Usages list. This is the usage you want to test.
4. Click Test to test your UDA setup based on the value sets, Defaulting and LOV Defaulting Event actions.

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## Extending CLM Attributes using Attribute Setup Workbench

### Document Numbering

CLM supports a user configurable segmented document numbering scheme. A document numbering scheme complying with DoD standards is predefined in CLM. You may select to use this predefined scheme or define your own scheme. Configuring document numbering is mandatory.

### Using the Predefined Document Numbering Scheme

Before you can use the predefined document numbering scheme, you must set up a set of lookups and providing values in the person EIT as follows:

1. Run the Register Extra Information Types (EITs) concurrent program to set up the HR\_LOCATION\_INFO\_TYPES EIT using the Human Resources Responsibility. Ensure you enter the following parameters:
  - HR\_LOCATION\_INFO\_TYPES - Office Code and Defaults
  - Multiple Rows - No

**Note:** This registration is a one time activity. You cannot run this program with the same parameters if it has already been run once on the instance.

2. Run the Register Extra Information Types (EITs) concurrent program to set up the PER\_PEOPLE\_INFO\_TYPES EIT using the Human Resources, Vision Enterprises Responsibility. Ensure you enter the following parameters:
  - PER\_PEOPLE\_INFO\_TYPES - CLM Contact Title

- Multiple Rows - No
3. Setup the following Purchasing Lookups for Document Numbering using the CLM Purchasing Super User Responsibility. You need to define the lookup values for the following lookup types. These are used for the list of values for the corresponding attributes for the predefined attribute groups for document numbering.
- PO CLM Agency Identifier
  - PO CLM Instrument Type
  - PO CLM Allowed Serial Range

**Note:** When adding values to the Serial range value set, ensure you enter them in the format XXXX-XXXX where X is any number between 0-9 or alphabet between A-Z..

The lookup PO\_CLM\_ALLOWED\_RANGE should be defined in the following format: The minimum range should be four digits, for example 0001, 0010, 0100, 1000 and so on, with no trailing or leading spaces. Then there is a delimiter appended to the minimum range. The delimiter is a single character such as a hyphen '-', with no leading or trailing space Then the maximum range is appended. This is also four digits, for example 1000, 9999, 99ZZ with no trailing or leading spaces. For example, minimum range followed by a delimiter and a maximum range in the same order with no trailing or leading spaces..

- PO CLM Modification Type
- PO CLM Modification Code
- PO CLM Call Order Codes

The following predefined attribute groups comply with the DoD requirements:

- Amendment Number
- Document Number
- Document Modification Number
- Order Modification Number
- Call Order Number

- Order off IDV
- Solicitation Number
- Solicitation Amendment Number

See: Predefined Attribute Groups, page 24-7

## Configuring Your Own Document Numbering Scheme Using Attribute Setup Workbench

To use the Attribute Setup Workbench to set up numbering styles, complete the following steps:

1. Create an Attribute Group to define the structure for your document number.
2. Create Attributes. The Sequence number determines the order in which the attributes display on the page.

**Important:** Ensure you always map the attribute containing the final document number generated in the attribute group to the database column C\_EXT\_ATTR40.

See: Creating Attribute Groups, page 23-7

3. Add your attribute group to the Document Numbering Usage for the attribute Template at the header level for the document type / style for which you are configuring the document number.

Ensure you select the following details:

- Select Document Numbering as the usage. There are three contexts to this usage - Applicable To, Owned by Issuing Org, and Operating Unit.
- Applicable To: Associate the attribute group to Base Document or Amendment or Modification Document or PAR. In the Applicable To fields, select the type of document for which the usage is applicable. Base Document indicates the main document and Modification indicates the Amendment or Modification document. PAR indicates Post Award Request.
- Owned by Issuing Org: For document number of awards for order off IDV cases, use this context to indicate which attribute group - usage is applicable based on whether the IDV is owned by the current user's organization or not.

The first 6 characters on the IDV document number are assumed to be the DoDAAC code. The user's DoDAAC is setup in the CLM Contact Title EIT in the HRMS person definition for the current logged in user.

For order off IDVs, the application selects the usage marked as Owned By

Issuing Org = Yes when these two DoDACC values match. The application selects the usage marked as Owned By Issuing Org = No when these two DoDAAC values do not match. For non- Order Off IDV scenarios, the application selects the usage marked as Owned By Issuing Org = Not Applicable.

- **Operating Unit:** Select the Operating Unit for which this usage is applicable to the Attribute group for Document numbering. Select All Operating Units to associate this usage to all operating units, else select the appropriate operating unit.

See: Updating a Template, page 23-16

4. **Create the Actions:** For document numbering, you define the following actions for each attribute groups:

- **Defaulting Action:** Define this action to default the value for each segment of the Attribute group. At the time of creating the document when the user clicks the Save or Submit button, this action ensures the correct document number generation. This is a mandatory action.

For Document Numbering Usages, the defaulting function is invoked twice. The first time when the document is rendered. It is invoked the second time on the first save of the document. Subsequent saves on the document does not trigger the defaulting action.

**Tip:** The document number is locked only when the document is saved. To avoid duplicate document number errors, code your defaulting action to return a 'XXXX' in the serial number segment (or whichever segment forms the unique identifier for a document in your numbering scheme) in the first invocation of the defaulting action. The second invocation of the defaulting action will happen at the time of save, and in this invocation the action should return the real value for the serial number segment.

- **Document Number Generation Action:** This is a mandatory action for the document numbering usage. This action is triggered when the user clicks OK on the document number popup. Typically you would write code in this action to concatenate the segments as per your logic to generate the final document number.
- **Get Delimiter Action:** You should write code in this action to return the delimiter character being used (if any) when you concatenate the segments to get the final document number.



- **Post Approval Action (optional):** This is a post approval action, where you can write some extra logic if required. For example, upon approval of the Award Modification if you want to modify the document number to a different value, then you can add the new logic here.

You may also define any other action you require to the document numbering attribute group as per site specific requirements.

See: Creating Functions, page 23-11

**Note:** Ensure you map the final document number attribute to the column `c_ext_attr40`.

## Complex Pricing

CLM provides you the following set of contract types that you can use:

- 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)
- Award Fee (FEE)
- 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 require to use additional contract types, then complete the following steps:

1. Add the contract type you require to the lookup type PO Federal Contract Types for Complex Pricing Amount Lines.
2. Create the attribute group, attributes, and value sets for use when using the new contract type.
3. Ensure the final total amount is mapped to the attribute n\_ext\_attr20.
4. Enable the attribute group at the line level for Purchasing, Requisitions, and Sourcing.
5. On the corresponding templates, add this attribute group against usage complex pricing, select the newly defined contract type, and select an IDC type.
6. Define a price calculation action . This action is invoked when a user clicks OK or Calculate on the complex pricing popups. You can define any other actions you require.

## Forms

If you require to capture and display additional information besides the information currently displayed in the standard forms, then do the following:

- Create a new attribute group with the details you require to capture.
- Create a usage for your attribute group against Federal Forms Usage. Provide the form name for which you want to use the attribute group against the Form Type field when you define the usage.

As an example, refer the predefined form SF1442 or SF252.

## Addresses

**Important:** It is strongly recommended that you do not change the attribute groups for addresses. However, you can extend certain aspects of the addresses lookups, and these are detailed in the section below.

### Adding New Address Types:

The address types available on the various purchasing documents are driven by the lookup types listed below:

- Awards & IDVs - PO UDA Address Types (PO\_UDA\_ADDRESS\_TYPES)
  - Modifications - PO Mod UDA Address Types (PO\_MOD\_UDA\_ADDRESS\_TYPES)
  - PR and PR Amendments - PR UDA Address Types
  - Solicitations - SOL UDA Address Types
  - Solicitation Amendment - SOL AMD UDA Address Types
  - PO Mod UDA Address Types
1. Decide the documents on which you need your new address type and add it to the corresponding address type lookup. This step enables you to add new address type in the procurement document UIs as well as in CLM default preferences for the corresponding application.
  2. Add a segment in the Extra Location Information DFF under the context code CLM\_OFFICE\_CODE (Office Code and Defaults) for your new address type. This enables your address type in the locations EIT - Office Code and Defaults.  
See: Configuring CLM Offices and Contacts
  3. Now you can query an existing location or create a new location using the Define Locations window and enable the locations for your address type using the Office Code and Defaults EIT window.
  4. If you require to, you can also set up user level default values for the new address type using the Preferences page.
  5. Optionally, you can configure the defaulting action, validation action, submission check action, LOV defaulting action and other actions against the addresses attribute group for any additional logic that you may want for the new address type.

**Note:** Ensure that the Address Type code is exactly the same (case sensitive) in all the lookups to which you are adding the address type. Also ensure the Address Type code matches exactly with the segment name in the Extra Location Information DFF.

## Predefined Attribute Groups

Cautionary Note:

Customers should not delete any of the predefined attribute groups or usages - except document numbering. Deleting usages / attribute groups can cause the predefined CLM reports to not work correctly (some data elements may be missed out). If there is a strong business requirement to delete an Usage, customers would also need to consider customizing the corresponding data elements in the reports.

Do not delete any attribute groups or attributes that are predefined by Oracle for CLM. If you do not want to display an attribute, you can update it to change its display type to Hidden in the Attribute Groups Setup page in Attribute Setup Workbench. Deleting a predefined attribute / attribute group may lead to errors in the application.

**Warning:** The attribute group for Addresses and Supplier Details should not be deleted.

However, customers may delete the document numbering usage if they are planning to implement and use their own custom document numbering scheme.

Customers have full freedom to add more UDA attributes as per their requirements. While adding new attributes, rather than adding to the predefined attribute groups, Oracle recommends that you define new attribute groups and add them to the Attribute template against the appropriate usage. The exception to this recommendation is the Addresses usage - this allows only one attribute group, therefore you should add new attributes to the predefined attribute group, if necessary.

CLM provides a set of predefined attribute groups. The following sections contain details of these attribute groups.

## Federal Fields Attribute Group

**Attribute Group Name:** Additional Item Information

**Attribute Group Description:** Additional Item Information

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
NSN	National Stock Number (NSN) is a 13-digit number assigned to an item of supply.	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Specification Number	The specification number as given by the manufacturer /vendor for the item being purchased.	No	Text Field	No	-	-
Drawing Number	The drawing number as given by the manufacturer /vendor for the item being purchased.	No	Text Field	No	-	-
Manufacturer Name	The name of the manufacturer by whom the goods are made.	No	Text Field	No	-	-
Serial Number	The serial number as given by the manufacturer for the item being purchased.	No	Text Field	No	-	-
Manufacturer Part Number	The part number as given by the manufacturer for the item being purchased.	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Piece Number	The piece number as given by the manufacturer for the item being purchased.	No	Text Field	No	-	-
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.	No	Text Field	No	-	-
Model Number	The model number as given by the manufacturer for the item being purchased.	No	Text Field	No	-	-
Supplier Part Number	The part number as given by the supplier for the item being purchased.	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
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. This is the description of what the government is procuring.	No	Text Area	No	-	-

**Attribute Group Name:** Acquisition Plan

**Attribute Group Description:** Acquisition Plan

**Applicable To:** Requisition Header, Solicitation Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Acquisition Plan	Acquisition Plan	No	Text Field	No	PO_CLM_ACQUISITION_PLANN	Acquisition Plans defined in the system

**Attribute Group Name:** Award Categorization

**Attribute Group Description:** Award Categorization

**Applicable To:** Order Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
No Competition Reason	Authority for other than Full and Open Competition	No	Text Field	No	PO_CLM_AUTH_OTR_FULL_OPEN_COMP_MP	Based on Lookup: Authority for other than Full and Open Competition
Contract Category	A selection of attributes (taken from the Procurement Data Standard) describing the category of the IDV. Used mainly for reporting and categorization / aggregation of IDVs.	No	Text Field	No	PO_CLM_CONTRACT_CATEGORY	Based on Lookup: Contract Categories
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.	No	Text Field	No	PO_CLM_ADMIN_SCD	Based on Lookup: Admin SCD

**Attribute Group Name:** Business Priority and Project Information



**Attribute Group Description:** Business Priority and Project Information

**Applicable To:** Order Header, Requisition Header, Solicitation Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
DPAS Rating	Defense Priorities and Allocations System Rating.	No	Text Field	No	PO_CLM_DPAS_RATING	Based on Lookup: DPAS Ratings
Priority Code	A numeric rating, 1-15, that describes the priority and is used internally within the Department of Defense.	No	Text Field	No	PO_CLM_PRIORITY_CODE	Based on Lookup: Priority Codes
Customer Project Code	Identifies documents created for special programs, exercises, projects, operations, or other purposes.	No	Text Field	No	PO_CLM_CUSTOMER_PROJECT_CODE	Based on Lookup: Customer Project Codes
Customer Project Text	Text Description of the selected project code.	No	Text Area	-	-	-

**Attribute Group Name:** Federal Customer Designation

**Attribute Group Description:** Federal Customer Designation

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
MDAPS/M AIS	Major Defense Acquisition Programs/ Major Automated Information System Acquisition Programs.	No	Text Field	No	PO_CLM_MDAPS_M_AIS	Based on Lookup: MDAPS/M AIS Codes
FSC/PSC	The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.	No	Text Field	No	FV_FSC_TYPE FV_PSC_TYPE	Based on Lookup: FSC/PSC Codes
NAICS	The commodity group (defined by the NAICS) under which the size standard is applied.	No	Text Field	No	FV_NAICS_TYPE	Based on Lookup: NAICS Codes
Customer Project Code	This identifies PRs created for special programs, exercises, projects, operations, or other purposes.	No	Text Field	No	PO_CLM_CUSTOMER_PROJECT_CODE	Based on Lookup: Customer Project Codes

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
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.	No	Text Field	No	PO_CLM_PROGRA M_CODES	Based on Lookup: Program Codes
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.	No	Text Area	No	-	-

**Attribute Group Name:** FSC PSC Codes

**Attribute Group Description:** FSC PSC Codes

**Applicable To:** Order Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
FSC/PSC Codes	The Federal Supply Classification (FSC) is a set of codes designed to help the federal government in supplying operations.	No	Text Field	No	FV_FSC_T YPE  FV_PSC_T YPE	Based on Lookup: FSC/PSC Codes

**Attribute Group Name:** Inspection and Acceptance Information

**Attribute Group Description:** Inspection and Acceptance Information

**Applicable To:** Award Line, Requisition Line, Solicitation Line

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Inspection Responsibility	Identifies whose responsibility is to inspect the good.	No	Text Field	No	PO_CLM_ INSPECTI ON_RESP	Based on Lookup: Inspection Responsibi lities
Inspection Level	This is a one or two character integer describing the level of inspection for the item.	No	Text Field	No	-	-
Inspection Location	Identifies whether the location of inspection is a Destination, Source, or other facility.	No	Text Field	No	PO_CLM_ INSPECTI ON_LOC	Based on Lookup: Inspection Location

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Inspection Address	Location where the inspection of the item is to take place.	No	Text Area	No		
Acceptance Location	Identifies whether the location of acceptance is a Destination, Source, or other facility.	No	Text Field	No	PO_CLM_INSPECTION_LOC	Based on Lookup: Inspection Location
Acceptance Address Location	Identifies the acceptance address location.	No	Text Field	No	PO_INSP_ACCP_LOCATION	Based on Lookup: Value set for Inspection and Acceptance address location
Inspection Address Location	Identifies the inspection address location.	No	Text Field	No	PO_INSP_ACCP_LOCATION	Based on Lookup: Value set for Inspection and Acceptance address location
Inspection Address Code	Identifies the inspection address code.	No	Text Field	No	PO_INSP_ACCP_ADDRESS_CODE	Based on Lookup: Value set for Inspection and Acceptance Address Code

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Acceptance Address Code	Identifies the acceptance address code.	No	Text Field	No	PO_INSP_ACCP_AD D_CODE	Based on Lookup: Value set for Inspection and Acceptance Address Code
Inspection Address Detail	Identifies the complete inspection address.	No	Text Field	No	-	-
Acceptance Address Details	Identifies the complete acceptance address.	No	Text Field	No	-	-

**Attribute Group Name:** Competitive Information

**Attribute Group Description:** Competitive Information

**Applicable To:** Order Header, Solicitation Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Set Aside Status	Indicates whether this IDV is set aside for a specific disadvantaged business.	Yes	Text Field	No	PO_CLM_SET_ASID E_STATU S	Based on Lookup: Set Aside Statuses

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
NAICS	The commodity group (defined by the NAICS) under which the size standard is applied.	No	Text Field	No	FV_NAICS_TYPE	Based on Lookup: NAICS Codes
Set Aside Type	-	No	Text Field	No	PO_CLM_SET_ASIDE_TYPE	Based on Lookup: Set Aside Types
Size Standard	-	No	Text Field	No	PO_CLM_SIZE_STANDARD	Based on Lookup: Size Standards
Set Aside Percent	-	No	Text Field	-	-	-

**Attribute Group Name:** SF1442 Information

**Attribute Group Description:** SF1442 Information

**Applicable To:** Order Header, Solicitation Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set	Values
Bond Required	Designates whether one or more bonds is required throughout the life of the project.	No	Text Field	No	PO_CLM_BOND_REQUIRED_YN	Based on Lookup: Bond Required

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set	Values
Bond Days	Number of days that the contractor has to furnish bonds.	No	Text Field	No	-	-
Days to Start	Number of days the contractor has to start the construction project.	No	Text Field	No	-	-
Days to Complete	Number of days the contractor has to complete the overall construction project.	No	Text Field	No	-	-
Period Status	Indicates whether the number of days to start/complete is mandatory or negotiable.	No	Text Field	No	PO_CLM_PERIOD_STATUSES	Based on Lookup: Period Statuses



Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set	Values
Period Reference	Refers to the location in the solicitation / or IDV document that describes the flexibility, if the Period Status is negotiable.	No	Text Field	No	-	-
Work Description	Summary information about the work and reference attachments that more fully describe the work.	No	Text Area	No	-	-

**Attribute Group Name:** SF252 Information

**Attribute Group Description:** SF252 Information

**Applicable To:** Order Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Administrative, Appropriation and Accounting Data	Text to describe administrative information.	No	Text Area	No	-	-

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Contract Amount	The total amount of the contract, written out in words as if you were writing a check for that amount.	No	Text Area	No	-	-
Negotiation Authority	FAR or other regulatory citation that defines the authority under which the government is allowed to enter into this contract.	No	Text Area	No	-	-
Contract For	General description of the supplies and services to be provided.	No	Text Area	No	-	-
Relevant Clauses and Documents List	Text to describe or elaborate information on any attachments, clauses, or other relevant details.	No	Text Area	No	-	-

**Attribute Group Name:** Additional Shipping Information

**Attribute Group Description:** Additional Shipping Information

**Applicable To:** Order Shipments, Requisition Line, Solicitation Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
FOB Code	Indicates broad category (destination or origin) and/or specifics (e. g., FOB inland point country of importation, and do on) dealing with where the goods are delivered free on board.	No	Text Field	No	PO_CLM_FOB_VALUES	Based on Lookup: FOB values
Transportation Control Number	The TCN is a 17-character data element assigned to control and manage every shipment unit throughout the transportation pipeline.	No	Text Field	No	-	-
Shipment Mode	Per line item delivery, it is a way to designate how the items in the shipment should be moved.	No	Text Field	No	PO_CLM_SHIPMENT_MODES	Based on Lookup: Shipment Modes

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Transportation Priority	Indicator assigned to eligible traffic that establish its movement precedence.	No	Text Field	No	-	-
Charge Shipping To	Use to record the shipping charges.	No	Text Field	No	-	-
Precious Metal Code		No	Text Field	No	PO_CLM_PRECIOUS_METAL_CODE	Based on Lookup: Precious Metal Codes
MILSTRIP Code	Military Standard Requisitioning and Issue Procedures - 80 character string concatenating various pieces of information and used in several legacy operations across the DoD.	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
HAZMAT Code	A four character alphanumeric field describing the hazardous material	No	Text Field	No	PO_CLM_HAZMAT	Based on Lookup: HAZMAT Codes
Additional Marking Text	Indicator for other markings on the shipment.	No	Text Field	No	-	-
Ship-To Address	Location to which the goods are requested to be delivered.	No	Text Area	Yes	-	-
Country	-	No	Hidden	No	-	-
ZIP Code	-	No	Hidden	No	-	-
Hidden Ship to address xml	-	No	Hidden	No	-	-

**Attribute Group Name:** Sourcing Information

**Attribute Group Description:** Sourcing Information

**Applicable To:** Requisition Header

Attribute	Attribute Description	Required Field	Display As	Display Only	Value Set Name	Values
Suggested Award Number	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Display As	Display Only	Value Set Name	Values
Justification and Approval Number	Documentation used to justify soliciting and awarding a contract without full and open competition.	No	Text Field	No	-	-
Security Clearance Required	-	No	Text Field	No	PO_CLM_SECURITY_CLR_REQ_INDIC	Based on Lookup: Security Clearance Required indicators

**Attribute Group Name:** Supplier Details

**Attribute Group Description:** Supplier Details

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
EFT Indicator	Indicates whether payments / disbursements will be made through electronic transfer or a manual check.	No	Check box	No	EGO_YES_NO	Based on Lookup: Yes No Lookup
Doing Business As		No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
EFT Exclusion Reason	Allows the contracting officer to specify a reason why electronic funds transfer (preferable method) cannot or is not being used.	No	Text Field	No	PO_CLM_ EFT_EXCL USION_RE ASON	Based on Lookup: EFT Exclusion Reason
Unique Entity Identifier	The Unique Entity Identifier is a 12 character alphanumeric value generated by SAM and owned by the U.S government.	No	Text Field	Yes	-	-
Remit To Address	Vendor's address for sending payments when there is a live check.	No	Text Field	No	PO_REMIT _TO_ADD RESS	Pay sites for the supplier associated to the Operating Unit for the Award

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
EFT	The EFT number is used to identify additional bank accounts associated with a single SAM.gov registration.	No	Text Field	Yes	-	-
Remit To Address Detail	-	No	Text Area	Yes	-	-
CAGE Code	A CAGE Code is a five (5) position code that identifies companies doing, or wanting to do, business with the Federal Government. Foreign vendors use a NCAGE Code in lieu of a standard CAGE code.	No	Text Field	Yes	-	-
SAM Registration Indicator	Indicates if the vendor is registered with SAM	No	Text Field	Yes	-	-
TIN Number	-	No	Text Field	Yes	-	-



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
SAM Registration Status	-	No	Text Field	Yes	-	-
Physical Address	-	No	Text Area	Yes	-	-
SAM Exception Reason	Use to cite exceptions if a user cannot synchronize with SAM prior to award finalization.	No	Text Field	No	PO_CLM_CCR_EXP_REASON	Based on Lookup: SAM Exception Reason
Supplier Contact Name	-	No	Text Field	Yes	-	-
Original Supplier Name	In case of supplier name change, the original supplier name is refreshed from the master data to the Award/IDV modification.	No	Text Field	Yes	-	-
Supplier Size	-	No	Text Field	No	PO_CLM_VENDOR_SIZE	Based on Lookup: Vendor Size
Phone Number	-	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Socio Economic Information	Socio Economic Information that is stored in the supplier profile.	No	Text Area	Yes	-	-
Email	-	No	Text Field	Yes	-	-
HIDD_AD DRS_XML	-	No	Hidden	No	-	-
Hidden Vendor Id	-	No	Hidden	No	-	-
Hidden Org Id	-	No	Hidden	No	-	-
Hidden Contact Detail XML	-	No	Hidden	No	-	-
Hidden Remit to Address Detail xml	-	No	Hidden	No	-	-

**Attribute Group Name:** Addresses

**Attribute Group Description:** Multi Row Addresses

**Applicable To:**Order Header, Requisition Header, Solicitation Header

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Hidden Address Type	-	No	Hidden	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Hidden Lookup Type	-	No	Hidden	No	-	-
Address Type	-	No	Text Field	Yes	PO_UDA_ADDRESS_TYPES	Based on Lookup: PO UDA Address Types
Location	-	No	Text Field	No	PO_UDA_LOCATION	Active Locations enabled for the address type in the 'Office Code and Defaults' Locations EIT
Address Code	-	No	Text Field	No	PO_UDA_ADDRESS_CODE	DODAAC codes for the address type defined in the 'Office Code and Defaults' Locations EIT
Contact	-	No	Text Field	No	PO_UDA_CONTACT	Active Persons in HRMS
Address Details	-	No	Text Area	Yes	-	-
Contact Details	-	No	Text Area	Yes	-	-
Address Details XML	-	No	Hidden	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Contact Details XML	-	No	Hidden	No	-	-
Country	-	No	Hidden	No	-	-
ZIP Code	-	No	Hidden	No	-	-

**Attribute Group Name:** Modification Justification

**Attribute Group Description:** Modification Justification

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Modification Authority	-	Yes	Text Field	No	PO_CLM_MOD_AUTHORITY	Based on Lookup: Po Uda Modification Authority
Justification	-	Yes	Text Area	No	-	-
Authority Text	-	No	Text Area	No	-	-

## Document Numbering Attribute Groups

**Attribute Group Name:** Amendment Number

**Attribute Group Description:** Federal Amendment Number

**Applicable To:** Order Header, Requisition Header, Solicitation Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Base Document Number	-	No	Text Field	Yes	-	-
Serial Number	-	No	Text Field	Yes	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-

**Attribute Group Name:** Document Number

**Attribute Group Description:** Document Number for Fed Civilian Documents

**Applicable To:** Order Header, Requisition Header, Solicitation Header

Attribute	Attribute Description	Require Field	Displayed As	Display Only	Value Set Name	Values
Prefix	-	No	Text Field	No	-	-
Fiscal Year	-	No	Text Field	Yes	-	-
Agency Identifier	-	No	Text Field	No	PO_CLM_AGENCY_IDENTIFIER	Based on Lookup: PO CLM Agency Identifier
Agency Identifier Hidden	-	No	Hidden	Yes	-	-
Allowed Range	-	No	Text Field	No	PO_CLM_ALLOWED_RANGE	Based on Lookup: PO CLM Allowed Serial Range

Attribute	Attribute Description	Require Field	Displayed As	Display Only	Value Set Name	Values
Allowed Range Hidden	-	No	Hidden	Yes	-	-
Minimum Range Value	-	No	Hidden	No	-	-
Maximum Range Value	-	No	Hidden	No	-	-
Serial Number	-	No	Text Field	No	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-

**Attribute Group Name:** Document Number

**Attribute Group Description:** Document Number for DOD Awards

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
DoDAAC	-	Yes	Text Field	No	-	-
Fiscal Year	-	Yes	Text Field	Yes	-	-
Instrument Type	-	Yes	Text Field	No	PO_CLM_INSTRUMENT_TYPE	Based on Lookup: PO CLM Instrument Type

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Allowed Range	-	Yes	Text Field	No	PO_CLM_ALLOWE D_RANGE	Based on Lookup: PO CLM Allowed Serial Range
Minimum Range Value	-	No	Hidden	No	-	-
Maximum Range Value	-	No	Hidden	No	-	-
Serial Number	-	Yes	Text Field	No	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-
DODAAC Hidden	-	No	Hidden	No	-	-
Instrument Type Hidden	-	No	Hidden	No	-	-
Allowed Range Hidden	-	No	Hidden	No	-	-

**Attribute Group Name:** Document Modification Number

**Attribute Group Description:** Document Number for DOD Award Modification

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
PIIN	-	No	Text Field	Yes	-	-
Control Character	-	No	Text Field	Yes	-	-
Serial Number	-	No	Text Field	Yes	-	-
Delimiter	-	No	Text Field	Yes	-	-
Modification Type	-	Yes	Text Field	No	PO_CLM_MODIFICATION_TYPE	Based on Lookup: PO CLM Modification Type
Modification Code	-	No	Text Field	No	PO_CLM_MODIFICATION_CODE	Based on Lookup: PO CLM Modification Code
Second Character	-	No	Text Field	No	-	-
Document Number	-	No	Text Field	Yes	-	-



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Approved Serial Number	-	No	Hidden	No	-	-

**Attribute Group Name:** Order Modification Number

**Attribute Group Description:** Document Number for DOD Order Modification

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
PIIN	-	No	Text Field	Yes	-	-
Control Character	-	No	Text Field	Yes	-	-
Modification Type	-	Yes	Text Field	No	PO_CLM_MODIFICATION_TYPE	Based on Lookup: PO CLM Modification Type
Serial Number	-	No	Text Field	Yes	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-
Modification Type Hidden	-	No	Hidden	No	-	-

**Attribute Group Name:** Call Order Number

**Attribute Group Description:** Document Number for Orders Not Owned By Issuing Org

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Source Document Number	-	No	Text Field	Yes	-	-
Call Order Code	-	Yes	Text Field	No	-	-
Serial Number	-	Yes	Text Field	No	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-

**Attribute Group Name:** Order off IDV

**Attribute Group Description:** Document Number for Orders Owned By Issuing Org

**Applicable To:** Order Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Source Document Number	-	No	Text Field	Yes	-	-
Allowed Range	-	No	Text Field	No	-	-
Minimum Range Value	-	No	Hidden	Yes	-	-
Maximum Range Value	-	No	Hidden	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Serial Number	-	Yes	Text Field	No	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-
Allowed Range Hidden	-	No	Hidden	Yes	-	-

**Attribute Group Name:** Solicitation Number

**Attribute Group Description:** Document Number for DOD Solicitations

**Applicable To:** Solicitation Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
DoDAAC	-	Yes	Text Field	No	-	-
Fiscal Year	-	No	Text Field	Yes	-	-
Instrument Type	-	Yes	Text Field	No	PO_CLM_INSTRUMENT_TYPE	Based on Lookup: PO CLM Instrument Type
Allowed Range	-	Yes	Text Field	No	PO_CLM_ALLOWED_RANGE	Based on Lookup: PO CLM Allowed Serial Range

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Minimum Range Value	-	No	Hidden	No	-	-
Maximum Range Value	-	No	Hidden	No	-	-
Serial Number	-	Yes	Text Field	No	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-
DODAAC Hidden	-	No	Hidden	No	-	-
Instrument Type Hidden	-	No	Hidden	No	-	-
Allowed Range Hidden	-	No	Hidden	No	-	-

**Attribute Group Name:** Solicitation Amendment Number

**Attribute Group Description:** Document Number for DOD Solicitations

**Applicable To:** Solicitation Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
PIIN	-	No	Text Field	Yes	-	-
Control Character	-	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Serial Number	-	No	Text Field	Yes	-	-
Delimiter	-	No	Text Field	Yes	-	-
Document Number	-	No	Text Field	Yes	-	-

**Attribute Group Name:** Document Identifier

**Attribute Group Description:** Document Numbering for CLM Documents

**Applicable To:** Order Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Document Number	-	No	Text Field	Yes	-	-
Serial Number	-	No	Hidden	Yes	-	-
Base Document Number	-	No	Hidden	No	-	-
Delimiter	-	No	Hidden	No	-	-
Document Type	-	No	Hidden	No	-	-
Owning Organization	-	No	Hidden	No	-	-
Document Sub Type	-	No	Hidden	No	-	-

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Source Document Number	-	No	Hidden	No	-	-
Style Id	-	No	Hidden	No	-	-
Organization Id	-	No	Hidden	No	-	-

## Complex Pricing

**Attribute Group Name:** Award Fee - Definite Quantity

**Attribute Group Description:** Award Fee - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Award Fee	-	No	Text Field	No	-	-
Total Award Fee	(Total Award Fee = Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Award Fee - Indefinite Quantity

**Attribute Group Description:** Award Fee - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Award Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Total Award Fee	(Total Award Fee = Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Award Fee

**Attribute Group Description:** Award Fee

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Award Fee	-	No	Text Field	No	-	-
Total Award Fee	(Total Award Fee = Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Award Fee - Requirements

**Attribute Group Description:** Award Fee - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Award Fee	-	No	Text Field	No	-	-
Total Award Fee	(Total Award Fee = Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Contract - Definite Quantity

**Attribute Group Description:** Cost Contract - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Contract - Indefinite Quantity

**Attribute Group Description:** Cost Contract - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Max Cost	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Contract

**Attribute Group Description:** Cost Contract

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Contract - Requirements

**Attribute Group Description:** Cost Contract - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Plus Award Fee - Definite Quantity

**Attribute Group Description:** Cost Plus Award Fee - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Base Fee	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Estimated Cost + Base Fee + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Award Fee - Indefinite Quantity

**Attribute Group Description:** Cost Plus Award Fee - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup

Attribute	Attribute Description	Required Field	Display As	Display Only	Value Set Name	Values
Estimated Cost	-	No	Text Field	No	-	-
Base Fee	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Estimated Cost + Base Fee + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Award Fee

**Attribute Group Description:** Cost Plus Award Fee

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Display As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Base Fee	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Display As	Display Only	Value Set Name	Values
Total Amount	(Total Amount = Estimated Cost + Base Fee + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Award Fee - Requirements

**Attribute Group Description:** Cost Plus Award Fee - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Display As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Base Fee	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Estimated Cost + Base Fee + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Fixed Fee - Definite Quantity

**Attribute Group Description:** Cost Plus Fixed Fee - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Fixed Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Estimated Cost + Fixed Fee)	No	Text Field	Yes	-	-
Fixed Fee %	(Fixed Fee % = Fixed Fee / Estimated Cost)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Fixed Fee - Indefinite Quantity

**Attribute Group Description:** Cost Plus Fixed Fee - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
UOM	Unit of Measure	- No	Text Field	- No	PO_UDA_UOM_CODE	Units of measures defined in inventory setup
Maximum Cost	-	No	Text Field	No	-	-
Fixed Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Maximum Cost + Fixed Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Fixed Fee

**Attribute Group Description:** Cost Plus Fixed Fee

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Fixed Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Total Amount	(Total Amount = Estimated Cost + Fixed Fee)	No	Text Field	Yes	-	-
Fixed Fee %	(Fixed Fee % = Fixed Fee / Estimated Cost)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Fixed Fee - Requirements

**Attribute Group Description:** Cost Plus Fixed Fee - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Fixed Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Estimated Cost + Fixed Fee)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Fixed Fee %	(Fixed Fee % = Fixed Fee / Estimated Cost)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Plus Incentive Fee - Definite Quantity

**Attribute Group Description:** Cost Plus Incentive Fee - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Target Cost + Target Fee)	No	Text Field	Yes	-	-
Minimum Fee	-	No	Text Field	No	-	-
Maximum Fee	-	No	Text Field	No	-	-
Govt. Share Above Target %	-	No	Text Field	No	--	-



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Govt. Share Below Target %	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Plus Incentive Fee - Indefinite Quantity

**Attribute Group Description:** Cost Plus Incentive Fee - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	- No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Target Cost + Target Fee)	No	Text Field	Yes	-	-
Minimum Fee	-	No	Text Field	No	-	-
Maximum Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Plus Incentive Fee

**Attribute Group Description:** Cost Plus Incentive Fee

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Target Cost + Target Fee)	No	Text Field	Yes	-	-
Minimum Fee	-	No	Text Field	No	-	-
Maximum Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Plus Incentive Fee - Requirements

**Attribute Group Description:** Cost Plus Incentive Fee - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Fee	-	No	Text Field	No	-	-
Total Amount	(Total Amount = Target Cost + Target Fee)	No	Text Field	Yes	-	-
Minimum Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Maximum Fee	-	No	Text Field	No	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-

**Attribute Group Name:** Cost Sharing - Definite Quantity

**Attribute Group Description:** Cost Sharing - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed as	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Govt Share Percent	-	No	Text Field	No	-	-
Govt Share Amount	(Govt Share Amount = Estimated Cost * Govt Share Percent)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed as	Display Only	Value Set Name	Values
Cont. Share Amount	(Cont. Share Amount = Estimated Cost - Govt Share Amount)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Sharing - Indefinite Quantity

**Attribute Group Description:** Cost Sharing - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	--	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Max Cost	-	No	Text Field	No	-	-
Govt Share Percent	-	No	Text Field	No	-	-
Govt Share Amount	(Govt Share Amount = Estimated Max Cost * Govt Share Percent)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Cont. Share Amount	(Cont. Share Amount = Estimated Max Cost - Govt Share Amount)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Sharing

**Attribute Group Description:** Cost Sharing

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Govt Share Percent	-	No	Text Field	No	-	-
Govt Share Amount	(Govt Share Amount = Estimated Cost * Govt Share Percent)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Cont. Share Amount	(Cont. Share Amount = Estimated Cost - Govt Share Amount)	No	Text Field	Yes	-	-

**Attribute Group Name:** Cost Sharing - Requirements

**Attribute Group Description:** Cost Sharing - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Name	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Estimated Cost	-	No	Text Field	No	-	-
Govt Share Percent	-	No	Text Field	No	-	-
Govt Share Amount	(Govt Share Amount = Estimated Cost * Govt Share Percent)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Name	Value Set Name	Values
Cont. Share Amount	(Cont. Share Amount = Estimated Cost - Govt Share Amount)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Award Fee - Definite Quantity

**Attribute Group Description:** Fixed Price Award Fee - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Award Fee - Indefinite Quantity

**Attribute Group Description:** Fixed Price Award Fee - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Quantity * Unit Price + Award Fee)	No	Text Field	Yes	-	-
Minimum Quantity	-	No	Text Field	No	-	-

**Attribute Group Name:** Fixed Price Award Fee

**Attribute Group Description:** Fixed Price Award Fee

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Extended Price	(Extended Price = Quantity * Unit Price + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Award Fee - Requirements

**Attribute Group Description:** Fixed Price Award Fee - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required As	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Award Fee	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price + Award Fee)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Economic Price Adjustment - Definite Quantity

**Attribute Group Description:** Fixed Price Economic Price Adjustment - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Economic Price Adjustment - Indefinite Quantity

**Attribute Group Description:** Fixed Price Economic Price Adjustment - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Price	(Maximum Price = Maximum Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Economic Price Adjustment

**Attribute Group Description:** Fixed Price Economic Price Adjustment

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Display ed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	- No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Economic Price Adjustment - Requirements

**Attribute Group Description:** Fixed Price Economic Price Adjustment - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Firm Fixed Price - Definite Quantity

**Attribute Group Description:** Firm Fixed Price - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Firm Fixed Price - Indefinite Quantity

**Attribute Group Description:** Firm Fixed Price - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Maximum Quantity * Unit Price)	No	Text Field	Yes	-	-
Minimum Quantity	-	No	Text Field	No	-	-

**Attribute Group Name:** Firm Fixed Price

**Attribute Group Description:** Firm Fixed Price

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Firm Fixed Price - Requirements

**Attribute Group Description:** Firm Fixed Price - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed-Price Incentive (Firm Target) - Definite Quantity

**Attribute Group Description:** Fixed-Price Incentive (Firm Target) - Definite Quantity**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Value Set
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Value Set
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed-Price Incentive (Firm Target) - Indefinite Quantity

**Attribute Group Description:** Fixed-Price Incentive (Firm Target) - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-
Ceiling Price	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed-Price Incentive (Firm Target)

**Attribute Group Description:** Fixed-Price Incentive (Firm Target)

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed-Price Incentive (Firm Target) - Requirements

**Attribute Group Description:** Fixed-Price Incentive (Firm Target) - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
UOM	Unit of Measure	No	Text Field	No	PO_UD A_UOM _CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Incentive (ST) - Definite Quantity

**Attribute Group Description:** Fixed Price Incentive (ST) - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UD A_UOM _CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-
Ceiling on Firm Target Profit	-	No	Text Field	No	-	-
Floor on Firm Target Profit	-	No	Text Field	No	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Incentive (ST) - Indefinite Quantity

**Attribute Group Description:** Fixed Price Incentive (ST) - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display only	Value Set Name	Values
Ceiling on Firm Target Profit	-	No	Text Field	No	-	-
Floor on Firm Target Profit	-	No	Text Field	No	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed-Price Incentive (Successive Target)

**Attribute Group Description:** Fixed-Price Incentive (Successive Target)

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UD A_UOM _CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-
Ceiling on Firm Target Profit	-	No	Text Field	No	-	-
Floor on Firm Target Profit	-	No	Text Field	No	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed-Price Incentive (Successive Target) - Requirements

**Attribute Group Description:** Fixed-Price Incentive (Successive Target) - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Target Cost	-	No	Text Field	No	-	-
Target Profit	-	No	Text Field	No	-	-
Total Target Price	(Total Target Price = Target Cost + Target Profit)	No	Text Field	Yes	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Ceiling on Firm Target Profit	-	No	Text Field	No	-	-
Floor on Firm Target Profit	-	No	Text Field	No	-	-
Ceiling Price	-	No	Text Field	No	-	-
Ceiling Price %	(Ceiling Price % = Ceiling Price / Target Cost)	No	Text Field	Yes	-	-
Govt. Share Above Target %	-	No	Text Field	No	-	-
Govt. Share Below Target %	-	No	Text Field	No	-	-
Target Unit Price	(Target Unit Price = Total Target Price / Quantity)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Level Of Effort

**Attribute Group Description:** Fixed Price Level Of Effort

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Level Of Effort - Indefinite Quantity

**Attribute Group Description:** Fixed Price Level Of Effort - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Maximum Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Level Of Effort - Requirements

**Attribute Group Description:** Fixed Price Level Of Effort - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Prospective Price Redetermination - Definite Quantity

**Attribute Group Description:** Fixed Price Prospective Price Redetermination - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Prospective Price Redetermination - Indefinite Quantity

**Attribute Group Description:** Fixed Price Prospective Price Redetermination - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Maximum Quantity * Unit Price)	No	Text Field	Yes	-	-
Minimum Quantity	-	No	Text Field	No	-	-

**Attribute Group Name:** Fixed Price Prospective Price Redetermination

**Attribute Group Description:** Fixed Price Prospective Price Redetermination

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	- Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Price Prospective Price Redetermination - Requirements

**Attribute Group Description:** Fixed Price Prospective Price Redetermination - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	--	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Ceiling Price Retro Price Redetermination - Definite Quantity

**Attribute Group Description:** Fixed Ceiling Price Retro Price Redetermination - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Ceiling Price Retro Price Redetermination - Indefinite Quantity

**Attribute Group Description:** Fixed Ceiling Price Retro Price Redetermination - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Unit Price	--	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Maximum Quantity * Unit Price)	No	Text Field	Yes	-	-
Minimum Quantity	-	No	Text Field	No	-	-

**Attribute Group Name:** Fixed Ceiling Price Retro Price Redetermination

**Attribute Group Description:** Fixed Ceiling Price Retro Price Redetermination

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Fixed Ceiling Price Retro Price Redetermination - Requirements

**Attribute Group Description:** Fixed Ceiling Price Retro Price Redetermination - Requirements



**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Labor Hour - Definite Quantity

**Attribute Group Description:** Labor Hour - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Labor Hour - Indefinite Quantity

**Attribute Group Description:** Labor Hour - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Maximum Quantity * Unit Price)	No	Text Field	Yes	-	-
Minimum Hours	-	No	Text Field	No	-	-

**Attribute Group Name:** Labor Hour

**Attribute Group Description:** Labor Hour

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Labor Hour - Requirements

**Attribute Group Description:** Labor Hour - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Estimated Quantity * Unit Price)	No	Text Field	Yes	-	-

**Attribute Group Name:** Other Direct Costs - Definite Quantity

**Attribute Group Description:** Other Direct Costs - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Other Direct Costs)	No	Text Field	Yes	-	-

**Attribute Group Name:** Other Direct Costs - Indefinite Quantity

**Attribute Group Description:** Other Direct Costs - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Other Direct Costs)	No	Text Field	Yes	-	-
Minimum Hours	-	No	Text Field	No	-	-

**Attribute Group Name:** Other Direct Costs

**Attribute Group Description:** Other Direct Costs

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Other Direct Costs)	No	Text Field	Yes	-	-

**Attribute Group Name:** Other Direct Costs - Requirements

**Attribute Group Description:** Other Direct Costs - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-
Estimated Price	(Estimated Price = Other Direct Costs)	No	Text Field	Yes	-	-

**Attribute Group Name:** Amount - Time and Materials (ODC) - Indefinite

**Attribute Group Description:** Amount - Time and Materials (ODC) - Indefinite

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Price	(Maximum Price = Other Direct Costs)	No	Text Field	Yes	-	-
Minimum Hours	-	No	Text Field	No	-	-

**Attribute Group Name:** Amount - Time and Materials (ODC)

**Attribute Group Description:** Amount - Time and Materials (ODC)

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Other Direct Costs)	No	Text Field	Yes	--	-

**Attribute Group Name:** Amount - Time and Materials (ODC) - Requirements

**Attribute Group Description:** Amount - Time and Materials (ODC) - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Other Direct Costs	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Estimated Price	(Estimated Price = Other Direct Costs)	No	Text Field	Yes	-	-

**Attribute Group Name:** Time and Materials - Definite Quantity

**Attribute Group Description:** Time and Materials - Definite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Other Direct Costs	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price + Other Direct Costs)	No	Text Field	Yes	-	-

**Attribute Group Name:** Time and Materials - Indefinite Quantity

**Attribute Group Description:** Time and Materials - Indefinite Quantity

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Maximum Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Other Direct Costs	-	No	Text Field	No	-	-
Maximum Price	(Maximum Price = Quantity * Unit Price + Other Direct Costs)	No	Text Field	Yes	-	-
Minimum Hours	-	No	Text Field	No	-	-

**Attribute Group Name:** Time and Materials

**Attribute Group Description:** Time and Materials

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UDA_UOM_CODES	Units of measures defined in inventory setup



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Unit Price	-	No	Text Field	No	-	-
Other Direct Costs	-	No	Text Field	No	-	-
Extended Price	(Extended Price = Quantity * Unit Price + Other Direct Costs)	No	Text Field	Yes	-	-

**Attribute Group Name:** Time and Materials - Requirements

**Attribute Group Description:** Time and Materials - Requirements

**Applicable To:** Order Line, Requisition Line, Solicitation Line, Offer Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Quantity	-	No	Text Field	No	-	-
UOM	Unit of Measure	No	Text Field	No	PO_UD A_UOM _CODE S	Units of measures defined in inventory setup
Unit Price	-	No	Text Field	No	-	-
Other Direct Costs	-	No	Text Field	No	-	-

Attribute	Attribute Description	Required Field	Display ed As	Display Only	Value Set Name	Values
Estimated Price	(Estimated Price = Quantity * Unit Price + Other Direct Costs)	No	Text Field	Yes	-	-

## Closeout Attribute Group

**Attribute Group Internal Name:** CLOSEOUT

**Display Name:** Additional Information

**Description:** Closeout Additional Information

**Applicable To:** Award /IDV Header

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name	Values
Final Payment Voucher Number	Final Payment Voucher Number	No	Text Field	No	Null	-
Payment Date	Payment Date	No	Date	No	Null	-
Final Invoice Number	Final Invoice Number	No	Number	No	Null	-
Date Forwarded	Date Forwarded	No	Date	No	Null	-
Excess Fund Amount	Excess Fund Amount	No	Number	No	Null	-

## Small Business Coordination Record (DD-2579) Attribute Groups

**Attribute Group Name:** SBCR\_ADD\_INFO

**Attribute Group Description:** Additional Info

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Valueset Name
SBCR_SB_PR OG_PAY	SB Progress Payments	-	List	-	OKC_XPRT_ YES_NO
SBCR_SYN_R EQ_COM	Exception Reason	-	Text Field	-	-
SBCR_REMA RKS	Remarks	-	Text Area	-	-
SBCR_LOCA L_USE	Local Use	-	Text Area	-	-
SBCR_SC_PL AN_REQ	Subcontracting Plan Required	-	List	-	OKC_XPRT_ YES_NO
SBCR_SYN_R EQ	Synopsis Required	-	List	-	OKC_XPRT_ YES_NO

**Attribute Group Name:** SBCR\_ACQ\_HIST

**Attribute Group Description:** Acquisition History

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Valueset Name
SBCR_ACQ_ TYPE	Acquisition Type	-	List	-	OKC_SBCR_ ACQ_HIST_T YPE

**Attribute Group Name:** SBCR\_PRE\_ACQ

**Attribute Group Description:** Previous Acquisition

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name
ACQ_COMMENTS	Comments	-	Text Field	-	-
ACQ_PREV	Previous Acquisition	-	LOV	-	OKC_SBCR_ACQ_SET_A SIDE

**Attribute Group Name:** SBCR\_PROC\_INFO\_AG

**Attribute Group Description:** Procurement Information

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name
SBCR_TOTAL_AMOUNT	Total Estimated Value	-	Text Field	-	-
SBCR_CURRENCY	Currency	-	Text Field	-	-
SBCR_BUYER	Buyer	-	Text Field	-	-
SBCR_OFFSYM	Office Symbol	-	Text Field	-	-
SBSS_NAICS_Code	NAICS Code	-	LOV	-	PO_CLM_NAICS
SBCR_SBSS_SIZE_STANDARD	Size Standard	-	List	-	PO_CLM_SIZE_STANDARD
SBCR_FSC_SVC_CODE	FSC/SVC Code	-	LOV	-	PO_CLM_FSC_PSC
SBCR_ITEM_DESC	Item Description	-	Text Area	-	-

**Attribute Group Name:** SBCR\_REC\_AG

**Attribute Group Description:** Recommendation

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Value Set Name
RECOMMEND_PERCENT	Set-Aside %	-	Text field	-	-
RECOMMENDATION_TYPE	Set-Aside Type	-	Text field	-	OKC_SBCR_REC_SET_ASIDE

**Contract Data Requirements List (CDRL) Attribute Group****Attribute Group Name:** Data Item Details**Attribute Group Description:** Data Item Details**Applicable To:** Data Deliverable (CDRL)

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Valueset Name	Values
Category	Category	No	Text Field	No	OKC_CDRL_CATEGORY	Configuration Management, Others, Provisioning, Technical Manual, Technical Data Package
Authority	Authority	No	Text Field	No	-	-
Contract Reference	Contract Reference	No	Text Field	No	-	-
DD 250 Required	DD 250 Required	No	Text Field	No	OKC_CDRL_DD250_REQD	-

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Valueset Name	Values
Approval Code	Approval Code	No	Text Field	No	OKC_CDRL_APP_CODE	Prior Approval Required, Approval and Distribution statement required, Distribution Statement Required, Approval on Receipt, Not applicable
Distribution Statement Required	Distribution Statement Required	No	Text Field	No	OKC_DIST_STMT_REQD	-
Frequency	Frequency	No	Text Field	No	-	-
As Of Date	As Of Date	No	Text Field	No	-	-
Date of first submission	Date of first submission	No	Text Field	No	-	-
Date of subsequent submissions	Date of subsequent submissions	No	Text Field	No	-	-

**Attribute Group Name:** Distribution Address

**Attribute Group Description:** Distribution Address

**Applicable To:** Data Deliverable (CDRL)

Attributes	Attribute Description	Required Field	Displayed As	Display Only	Valueset Name	Values
Address	Address	No	Text Area	No	-	-
Address Code	Address Code	No	Text Field	No	-	-
Draft Copies	Draft Copies	No	Text Field	No	-	-
Final Regular Copies	Final Regular Copies	No	Text Field	No	-	-
Final Reproducible Copies	Final Reproducible Copies	No	Text Field	No	-	-





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## Predefined Attributes in G-Invoicing

### Predefined Attributes in G-Invoicing

CLM provides a set of predefined attribute groups for G-Invoicing. The following sections describe the attributes in the groups and indicate whether they can be updated in modifications.

This list is a key to the values in the *Updateable in Mod or Admin Mod* column in the tables that follow.

- Yes: The attribute can be updated for either a modification or an admin modification.
- No: The attribute cannot be updated for either a modification or an admin modification.
- Admin only: The attribute can be updated only for an admin modification.
- Modification only: The attribute can be updated only for a modification, not for an admin modification.
- Modification only, without performance: The attribute can be updated only for a modification for which no performance has been reported.
- Admin only, without performance: The attribute can be updated only for an admin modification for which no performance has been reported.
- Modification only, on approval: The attribute can be updated only for a modification. The funding and program approval attributes are finally updated when approval is complete.

### GT&C Attributes

**Attribute Group Name:** Header Information

**Attribute Group Description:** Header Information**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Operating Unit	OU Name	Required	LOV	Yes	No
Agreement	This is the internal Requesting Agency tracking number for the agreement.	Required	Text	Yes	No
GT&C Number	The unique agreement number that must be established between the Requesting Agency and Servicing Agency which will track each GT&C from the origination through the completion or termination.	Required	Text	Yes	No
GT&C Title	The title of a given GT&C.	Optional	Text	Yes	No

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
G-Invoicing Status	The current status of a GT&C. Appears on the GT&C Summary page.	Required	Text	Yes	No
Agreement Start Date	The date when the agreement will begin.	Required	Date	Yes	No
Agreement End Date	The date when the agreement will end and all Orders will be completed.	Required	Date	Yes	No
Agreement Type	Identifies whether this GT&C will support one (SINGLE) or more than one (MULTIPLE) Orders (funding documents).	Required	Text	Yes	No
Total Estimated Amount	Identifies Sum of Direct Cost Plus Overhead Fees & Charges.	Required	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Termination Days	The number of days this IAA will take to terminate once written notice is given by either the Requesting Agency or Servicing Agency.	Optional	Number	Yes	No

**Attribute Group Name:** Ordering Constraints

**Attribute Group Description:** Ordering Constraints

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Remaining Amount	Total Remaining Amount to Obligate.	Required	Number	Yes	No
Enforce Total Remaining Amount Indicator	This indicator identifies whether Order(s) would be validated up against the GT&C and the Total Remaining Amount.	Required	Text	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Advance Payment Indicator	Identifies whether Advance Payments are allowed for the Orders supporting this GT&C.	Required	Boolean	Yes	No
Assisted Acquisition Indicator	Identifies whether the GT&C will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services.	Required	Boolean	Yes	No
Order Originating Partner Indicator	Identifies the agency (requesting or servicing) that can initiate the order using this GT&C.	Yes	Text	Yes	No

**Attribute Group Name:** Estimated Costs

**Attribute Group Description:** Estimated Costs

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Total Direct Cost Amount	Total agreed-upon direct cost for providing the products and/or services.	Optional	Number	Yes	No
Total Overhead Fees & Charges Amount	The total agreed-upon overhead fees & charges for providing the products and/or services.	Optional	Number	Yes	No
Explanation of Overhead Fees & Charges	A general explanation of how the overhead fees and charges are calculated.	Required	Text	Yes	No

**Attribute Group Name:** Requesting Agency Information

**Attribute Group Description:** Requesting Agency Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Requesting Agency Identifier	This is the 3-digit Treasury-managed organizational ID of the Requesting Agency.	Required	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Agency Location Code	Identifier for a federal agency buying goods, or services, or both. If this attribute contains more than one value, then this field displays all those attributes as comma separated values.	Required	Text	Yes	No
Scope	Identify the high level scope of the work to be performed under this GT&C, for all related Orders, by the Servicing Agency.	Required	Text	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Roles	References the respective roles and responsibilities that the Requesting Agency must carry out to ensure the effective management and fulfillment of the IAA requirements.	Conditional	Text	Yes	No
Assisted Acquisitions	The Requesting Agency lists or references the organizations (Offices, Bureaus, Divisions, etc.) that are authorized to request acquisition assistance for this IAA.	Conditional	Text	Yes	No
Requesting Clauses	Identifies any additional Requesting Agency clause(s).	Optional	Text	Yes	No



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Restrictions	References the unique requirements and/or mission specific restrictions specific to this IAA.	Optional	Text	Yes	No
Organizational Group Name	The group name provided in the GT&C is displayed here.	Yes	Text	Yes	No
Document Inheritance Indicator	Identifies if all the child groups can use the GT&C created for the parent group.	Yes	Boolean	Yes	No

**Attribute Group Name:** Servicing Agency Information

**Attribute Group Description:** Servicing Agency Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Agency Identifier	This is the 3-digit Treasury-managed organizational ID of the Servicing Agency.	Required	Number	Yes	No
Agency Location Code	Identifier for a federal agency selling goods, or services, or both. If this attribute contains more than one value, then this field displays all those attributes as comma separated values.	Required	Text	Yes	No
Agency Agreement Tracking Number	The internal Servicing Agency tracking number for the agreement.	Optional	Text	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Roles	References the respective roles and responsibilities that the Servicing Agency must carry out to ensure the effective management and fulfillment of the IAA requirements.	Conditional	Text	Yes	No
Organizational Group Name	The group name provided in the GT&C is displayed here.	Yes	Text	Yes	No
Document Inheritance Indicator	Identifies if all the child groups can use the GT&C created for the parent group.	Yes	Boolean	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Assisted Acquisitions	The Servicing Agency lists or references the organizations (Offices, Bureaus, Divisions, etc.) that are authorized to provide acquisition assistance for this IAA.	Conditional	Text	Yes	No
Clauses	Identifies any additional Servicing Agency clause(s).	Optional	Text	Yes	No

**Attribute Group Name:** Requesting Organization Structure

**Attribute Group Description:** Requesting Organization Structure

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Business Unit	One of three Requesting organization-based role access.	Optional	Text	Yes	No
Cost Center	One of three Requesting organization-based role access.	Optional	Text	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Department Identifier	One of three Requesting organization-based role access.	Optional	Text	Yes	No

**Attribute Group Name:** Servicing Organization Structure

**Attribute Group Description:** Servicing Organization Structure

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Business Unit	One of three Servicing organization-based role access	Optional	Text	Yes	No
Cost Center	One of three Servicing organization-based role access.	Optional	Text	Yes	No
Department Identifier	One of three Servicing organization-based role access.	Optional	Text	Yes	No

**Attribute Group Name:** GT&C Attachments

**Attribute Group Description:** GT&C Attachments

**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Name	The actual name of the attachment file.	Conditional	Text	Yes	No
Alias	Descriptive name for an attachment. Different from the name assigned to the file itself.	Optional	Text	Yes	No
Updated By	The user name or partner (Buyer or Seller) that uploaded the attachment.	Required	Text	Yes	No
Date and Time	The time and date the file was uploaded into G-Invoicing.	Required	Date	Yes	No
Name	The actual name of the attachment file.	Conditional	Text	Yes	No
Alias	Descriptive name for an attachment. Different from the name assigned to the file itself.	Optional	Text	Yes	No

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Updated By	The user name or partner (Buyer or Seller) that uploaded the attachment.	Required	Text	Yes	No
Date and Time	The time and date the file was uploaded into G-Invoicing.	Required	Date	Yes	No
Buy or Sell Indicator	Indicator to differentiate requesting or servicing agency.	Required	Text	Yes	No
Request ID	Request ID of the attachment file that was submitted to get the complete data of attachment.	Required	Number	Yes	No
Attachment URL	Attachment URL of G-Invoicing portal.	Optional	Text	Yes	No
Attachment ID	Attachment ID in G-Invoicing portal	Required	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Status	Internal status to track attachment download status.	Required	Text	Yes	No

**Attribute Group Name:** Approval Information

**Attribute Group Description:** Approval Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Name	The name of the Requesting Agency official who signed the GT&C.	Required	Text	Yes	No
Title	The title of the Requesting Agency official who signed the GT&C.	Optional	Text	Yes	No
Phone	The phone of the Requesting Agency official who signed the GT&C.	Required	Number	Yes	No



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Fax	The fax of the Requesting Agency official who signed the GT&C.	Required	Number	Yes	No
Email	The email of the Requesting Agency official who signed the GT&C.	Required	Text	Yes	No
Signed Date	The date the Requesting Agency official who signed the GT&C.	Required	Date	Yes	No
Name	The name of the Requesting Agency official who signed the GT&C.	Required	Text	Yes	No
Title	The title of the Requesting Agency official who signed the GT&C.	Optional	Text	Yes	No

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Phone	The phone of the Requesting Agency official who signed the GT&C.	Required	Number	Yes	No
Fax	The fax of the Requesting Agency official who signed the GT&C.	Required	Number	Yes	No
Email	The email of the Requesting Agency official who signed the GT&C.	Required	Text	Yes	No
Signed Date	The date the Requesting Agency official who signed the GT&C.	Required	Date	Yes	No
Name	The name of the Servicing Agency official who signed the GT&C.	Required	Text	Yes	No
Title	The title of the Servicing Agency official who signed the GT&C.	Optional	Text	Yes	No

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Phone	The phone of the Servicing Agency who official signed the GT&C.	Required	Number	Yes	No
Fax	The fax of the Servicing Agency official who signed the GT&C.	Required	Number	Yes	No
Email	The email of the Servicing Agency official who signed the GT&C.	Required	Text	Yes	No
Signed Date	The date the Servicing Agency official who signed the GT&C.	Required	Date	Yes	No
Name	The name of the Servicing Agency official who signed the GT&C.	Required	Text	Yes	No
Title	The title of the Servicing Agency official who signed the GT&C.	Optional	Text	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Phone	The phone of the Servicing Agency official who signed the GT&C.	Required	Number	Yes	No
Fax	The fax of the Servicing Agency official who signed the GT&C.	Required	Number	Yes	No
Email	The email of the Servicing Agency official who signed the GT&C.	Required	Text	Yes	No
Signed Date	The date the Servicing Agency official who signed the GT&C.	Required	Date	Yes	No

**Attribute Group Name:** Preparer Information

**Attribute Group Description:** Preparer Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Name	The name of the person who prepared the GT&C.	Required	Text	Yes	No
Phone	The phone number of the person who prepared the GT&C.	Optional	Number	Yes	No
Email	The email of the person who prepared the GT&C.	Optional	Text	Yes	No

**Attribute Group Name:** Closing Comments

**Attribute Group Description:** Closing Comments

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Closing Comments	Any comments associated with why the GT&C has been closed.	Optional	Text	Yes	No

## Order Header Attributes

**Attribute Group Name:** Header Information

**Attribute Group Description:** Header Information

**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Operating Unit	The operating Units as per MOAC access for the logged in user	Required	LOV	-	No
GT&C	The unique agreement number that must be established between the Requesting Agency and Servicing Agency which will track each GT&C from the origination through the completion or termination.	Required	LOV	-	No
Agreement	The IDV/Agreement number generated internally when GT&C is imported	Required	Display	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Order	This is the order number associated with the Requesting Agency's system. No specific syntax. Leverages the Component based syntax.	Required	Text	-	No
Supplier	Supplier Name (full name)	Required	Display	Yes	No
Supplier Site	Supplier Site Code	Required	Display	Yes	No
Supplier Contact	Supplier Contact	Optional	LOV	-	No
IGT Order	A unique number used to identify the order created from the General Terms and Conditions.	Required	Display	-	No
Currency	Currency	Required	LOV	Yes	No
Buyer	Buyer Name	Required	LOV	-	Modification
Contracting Officer	Contracting Officer	Optional	LOV	-	Modification
Award Administrator	Award Administrator	Optional	LOV	-	Modification

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Description	Comments associated with the Order.	Optional	Text	-	Admin only
Performance Period Start Date	The date on which the performance will start.	Required	Date	-	Modification only, without performance
Performance Period End Date	The date on which the performance will end.	Required	Date	-	Modification  *Error: The performance period must fall within GT&C dates.
Assisted Acquisitions Indicator	Identifies whether the document will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency requirements for products or services.	Required	Enumeration	-	Modification only, without performance
Total Advance Amount	The total of all Order line advance amounts.	-	Number	Yes	Not Applicable



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Total Net Order Amount	The total of all Order line Net Due Amounts	-	Number	Yes	Not Applicable
Total Order Amount	Total Advance Amount plus Total Net Order Amount	-	Number	Yes	Not Applicable
Order Acceptance Date	This is the date the order was accepted by the seller.	-	Date	Yes	Not Applicable
Order Create Date	This is the date that the order was placed.	-	Date	Yes	Not Applicable
Business Transaction Identifier	The Identifier for a business transaction.	-	Text	-	Not Applicable
Order Modification Number	An identifier assigned to an order by the system when a modification is made to the original order record.	-	Number	-	Not Applicable
Status	This code identifies the current status of the Order	-	Text	-	Not Applicable

**Attribute Group Name:** Terms

**Attribute Group Description:** Terms**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Bill-To Location	Bill-To Location	Optional	LOV	-	Modification only
Payment Terms	Payment Terms	Optional	LOV	-	Modification only
Default Ship-to Location	Default Ship-to Location	Required	LOV	-	Modification only
FOB	FOB	Optional	LOV	-	Modification only, without performance

**Attribute Group Name:** Requesting Agency Information**Attribute Group Description:** Requesting Agency Information**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Agency Location Code	Unique identifier Agency Location Code (ALC) for a federal agency buying goods and/or services.	Required	Text	Yes	Modification only, without performance
Business Unit	One of three organization-based role access	Optional	Text	-	Modification only, without performance

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Cost Center	One of three organization-based role access	Optional	Text	-	Modification only, without performance
Department ID	One of three organization-based role access	Optional	Text	-	Modification only, without performance
Organizational Group Name	A unique and recognizable name for a organizational group.				Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Funding Office Code	The identification code for the office (or other organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.				Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Funding Agency Code	The identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.				Modification only, without performance
Unique Entity Identifier	A distinct number (UEI) or other identifier which is used to identify a specific commercial, nonprofit, or Government entity.				Modification only, without performance

**Attribute Group Name:** Requesting Agency Authority

**Attribute Group Description:** Requesting Agency Authority

**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Statutory Authority Fund Type Code	This identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.	Required	LOV	-	Modification only, without performance
Statutory Authority Fund Type Title	This is the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.	Optional	Text	-	Modification only, without performance
Statutory Authority Fund Type Citation	This is the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency.	Optional	Text	-	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Program Authority Title	This is the title associated with the authority that grants the Requesting Agency program authority	Optional	Text	-	Modification only, without performance
Program Authority Citation	This is the citation associated with the authority that grants the Requesting Agency program authority	Optional	Text	-	Modification only, without performance

**Attribute Group Name:** Servicing Agency Information

**Attribute Group Description:** Servicing Agency Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Agency Location Code	Unique identifier Agency Location Code (ALC) for a federal agency selling goods and/or services.	-	Text	Yes	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Business Unit	One of three organization-based role access	-	Text	Yes	Modification only, without performance
Cost Center	One of three organization-based role access	-	Text	Yes	
Department ID	One of three organization-based role access	-	Text	Yes	Modification only, without performance
Servicing Agency Order Number	This is the order number associated with the Servicing Agency's system. No specific syntax. Leverages the Component based syntax.	-	Text	Yes	No
Organizational Group Name	A unique and recognizable name for a organizational group				Modification only, without performance
Servicing Agency Comments	Comments associated with the order.				Admin only

**Attribute Group Name:** Servicing Agency Authority

**Attribute Group Description:** Servicing Agency Authority

**Applicable To:** Header



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Statutory Authority Fund Type Code	This identifies the authority that allows the Servicing Agency to provide products and/or services to another Federal agency.	-	Enumeration	Yes	Modification only, without performance
Statutory Authority Fund Type Title	This is the authority that allows the Servicing Agency to provide products and/or services to another Federal agency.	-	Text	Yes	Modification only, without performance
Statutory Authority Fund Type Citation	This is the authority that allows the Servicing Agency to provide products and/or services to another Federal agency.	-	Text	Yes	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Program Authority Title	This is the title associated with the authority that grants the Servicing Agency program authority	-	Text	Yes	Modification only, without performance
Program Authority Citation	This is the citation associated with the authority that grants the Servicing Agency program authority	-	Text	Yes	Modification only, without performance

**Attribute Group Name:** Advance Information

**Attribute Group Description:** Advance Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Advance Revenue Recognition Methodology	Identification of the methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue.	-	Enumeration	Yes	Modification only, without performance
Advance Revenue Recognition Description	When the Advance Revenue Recognition is other than Straight One, Accrual Per Work or Monthly, this field identifies the specific frequency.	-	Text	Yes	Modification only, without performance
Servicing Agency's Advance Payment Authority Title	For agreements with Advance Payment allowed, free-form text stating the Servicing Agency's specific authority that allows advances	-	Text	Yes	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Servicing Agency's Advance Payment Authority Citation	For agreements with Advance Payment Authority allowed, free-form text stating the Servicing Agency's specific authority that allows advances	-	Text	Yes	Modification only, without performance

**Attribute Group Name:** Billing Information

**Attribute Group Description:** Billing Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
CPIC Screening Indicator	Identifies whether the Information Technology (IT) goods or services have been screened to ensure compliance with CPIC (Capital Planning and Investment Control) requirements.	Optional	Enumeration	-	Admin only

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Priority Order Indicator	Identifies whether the Order is a high priority.	Optional	Enumeration	-	Admin only
Billing Frequency	The frequency of an occurrence for an item e. g. collection, bill, invoice.	-	Enumeration	Yes	Modification only, without performance
Billing Frequency other explanation	If "Other" is selected as the Billing Frequency, the user must add a free form text briefly explaining the Billing Frequency.	-	Text	Yes	Modification only, without performance

**Attribute Group Name:** Delivery Information

**Attribute Group Description:** Delivery Information

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
FOB Point	Specifies at what point the seller transfers ownership of the goods to the buyer.	Required	Enumeration	-	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Acceptance Point	This field identifies whether the acceptance point is Origin or Destination.	Optional	Enumeration	-	Modification only, without performance
Inspection Point	This field identifies whether the inspection point is Origin or Destination.	Optional	Enumeration	-	Modification only, without performance
Constructive Receipt Days	The number of elapsed days before requesting agency receipt is assumed to occur.	Conditional	Number	-	Modification only, without performance
Place of Acceptance	This is the location at which the goods or services will be accepted	Optional	Text	-	Modification only, without performance
Place of Inspection	This is the location at which the goods or services will be inspected	Optional	Text	-	Modification only, without performance

**Attribute Group Name:** Preparer and Approvals Information

**Attribute Group Description:** Preparer and Approvals Information

**Applicable To:** Header

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Requesting Agency Prepared Name	The name of the person who prepared the Order	Required	Text	-	Modification only
Requesting Agency Prepared Phone	The phone number of the person who prepared the Order	Optional	Number	-	Modification only
Requesting Agency Prepared Email	The email of the person who prepared the Order	Optional	Text	-	Modification only
Requesting Agency POC Name	Enter the name of any additional POC, as determined by each agency	Required	Text	-	Admin only
Requesting Agency POC Telephone Number	Enter the telephone number(s) of any additional POC, as determined by each agency	Optional	Number	-	Admin only

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Requesting Agency POC Email Address	Enter the email address any additional POC, as determined by each agency	Optional	Text	-	Admin only
Requesting Agency POC Fax Number	Enter the fax number of the POC, as determined by each agency	Optional	Text	-	Admin only
Requesting Agency Funding Official Title	Enter the title of the Funding Official.	Required	Text	-	Modification only, on approval
Requesting Agency Funding Official Name	Enter the name of the Funding Official.	Required	Text	-	Modification only, on approval
Requesting Agency Funding Official Telephone Number	Enter the telephone number(s) of the Funding Official.	Optional	Number	-	Modification only, on approval
Requesting Agency Funding Official Email Address	Enter the email address for the Funding Official.	Optional	Text	-	Modification only, on approval



<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Requesting Agency Funding Official Fax Number	Enter the fax number of the Funding Official.	Optional	Text	-	Modification only, on approval
Requesting Agency Funding Official Date Signed	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.	-	Date	Yes	Modification only, on approval
Requesting Agency Program Official Title	Enter the title of the Program Official.	Required	Text	-	Modification only, on approval
Requesting Agency Program Official Name	Enter the name of the Program Official.	Required	Text	-	Modification only, on approval
Requesting Agency Program Official Telephone Number	Enter the telephone number(s) of the Program Official.	Optional	Number	-	Modification only, on approval
Requesting Agency Program Official Email Address	Enter the email address for the Program Official.	Optional	Text	-	Modification only, on approval

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Requesting Agency Program Official Fax Number	Enter the fax number for the Program Official.	Optional	Text	-	Modification only, on approval
Requesting Agency Program Official Date Signed	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.	-	Date	Yes	Modification only, on approval
Servicing Agency Prepared Name	The name of the person who prepared the Order	-	Text	Yes	Modification only
Servicing Agency Prepared Phone	The phone number of the person who prepared the Order	-	Number	Yes	Modification only
Servicing Agency Prepared Email	The email of the person who prepared the Order	-	Text	Yes	Modification only

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Servicing Agency POC Name	Enter the name of any additional POC, as determined by each agency	-	Text	Yes	Admin only
Servicing Agency POC Telephone Number	Enter the telephone number(s) of any additional POC, as determined by each agency	-	Number	Yes	Admin only
Servicing Agency POC Email Address	Enter the email address any additional POC, as determined by each agency	-	Text	Yes	Admin only
Servicing Agency POC Fax Number	Enter the fax number of the POC, as determined by each agency	-	Text	Yes	Admin only
Servicing Agency Funding Official Title	Enter the title of the Funding Official.	-	Text	Yes	Modification only, on approval
Servicing Agency Funding Official Name	Enter the name of the Funding Official.	-	Text	Yes	Modification only, on approval

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Servicing Agency Funding Official Telephone Number	Enter the telephone number(s) of the Funding Official.	-	Number	Yes	Modification only, on approval
Servicing Agency Funding Official Email Address	Enter the email address for the Funding Official.	-	Text	Yes	Modification only, on approval
Servicing Agency Funding Official Fax Number	Enter the fax number for the Funding Official.	-	Text	Yes	Modification only, on approval
Servicing Agency Funding Official Date Signed	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.	-	Date	Yes	Modification only, on approval
Servicing Agency Program Official Title	Enter the title of the Program Official.	-	Text	Yes	Modification only, on approval
Servicing Agency Program Official Name	Enter the name of the Program Official.	-	Text	Yes	Modification only, on approval

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Servicing Agency Program Official Telephone Number	Enter the telephone number(s) of the Program Official.	-	Number	Yes	Modification only, on approval
Servicing Agency Program Official Email Address	Enter the email address for the Program Official.	-	Text	Yes	Modification only, on approval
Servicing Agency Program Official Fax Number	Enter the fax number for the Program Official.	-	Text	Yes	Modification only, on approval
Servicing Agency Program Official Date Signed	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.	-	Date	Yes	Modification only, on approval

**Attribute Group Name:** Action History

**Attribute Group Description:** Action History

**Applicable To:** Header

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Rejection Reason	Comments associated with why the document was rejected.	-	Text	Yes	Modification only
Close Comments	Comments associated with why the Order was closed or voided.	-	Text	Yes	Modification only

**Attribute Group Name:** IGT Order Attachments

**Attribute Group Description:** IGT Order Attachments

**Applicable To:** Header and Attachments

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Buy or Sell Indicator	Designates whether the Order or Attachment originated from the Requesting or Servicing agency.	Optional	Enumeration	-	Not Applicable
Request ID	Request ID of the attachment file that was submitted to get the complete data of attachment	-	Number	Yes	Not Applicable

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Attachment URL	Attachment URL of G-Invoicing portal	-	Text	Yes	Not Applicable
Attachment ID	Attachment ID in G-Invoicing portal	-	Number	Yes	Not Applicable
Status	Internal status to track attachment download status	-	Text	Yes	Not Applicable

## Order Line Attributes

**Attribute Group Name:** Line Information

**Attribute Group Description:** Line Information

**Applicable To:** Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Line Number	Unique identifier for each line on the Order.	-	Number	Yes	No
Item Description	This is the basic description of the item between exchanged.	Required	Text	-	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Quantity	The total number of units of the corresponding schedules.	Required	Number	-	No
Amount	The total price is the quantity x unit price.	-	Number	Yes	No
Advance Amount	The total amount of the advance for this Order line, summed by adding Schedule Amount(s) where Advance Payment Indicator is True.	-	Number	Yes	No
Net Due Amount	Total line costs minus advances (if any).	-	Number	Yes	No
Status	Identifies whether the PO Line is still active or cancelled.	-	Enumeration	Yes	Modification only, without performance



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Unit of Measure	For Reimbursable Agreements, enter the unit of measure for each Order Line, if applicable.	Required	LOV	-	No
Unit of Measure Description	The basic description of the unit of measure being exchanged.	-	Text	Yes	No

**Attribute Group Name:** Additional Item Information

**Attribute Group Description:** Additional Item Information

**Applicable To:** Line

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Capitalized Asset Indicator	Specifies when the Seller considers the line item to be a capitalized asset (True). Otherwise False.	-	Enumeration	Yes	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
FSC or PSC Code	This is the Product Service Code/Federal Supply Code for the item or service associated with the order.	Required	Text	-	Modification only, without performance
UID Required Identifier	Specifies whether or not the item requires a unique item identifier (UII) marking.	Required	LOV	-	Modification only, without performance
Product or Service Identifier	This is the National Stock Number (NSN) or other pertinent information associated with the Order Line.	Conditional	Text	-	Modification only, without performance
Severable Nonseverable Code	Severable Service, Non-severable Service, Not Applicable	Required	LOV	-	Modification only, without performance

## Order Schedule Attributes

**Attribute Group Name:** Schedule Information

**Attribute Group Description:** Schedule Information

**Applicable To:** Schedule

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Schedule Number	The sequential sub-line structure below a Order Line. It contains the detailed financial information and shipping information.	-	Number	Yes	No
Quantity	The total number of units for this schedule.	Required	Number	-	Modification with validation error: Quantity cannot be lower than performed quantity
Unit Price	The cost of each unit for this schedule	Required	Number	-	Modification only, without performance
Currency	The currency LOV for the price	-	Number	Yes	No
Amount	The quantity x unit price for this schedule	-	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Advance Payment Indicator	Controls whether the Schedule allows advances (true) or not (false).	Required	Enumeration	-	Modification only, without performance
Status	This is the current status of a given Schedule Line. Permitted values: A (Active), C (Cancelled)	-	Enumeration	Yes	Modification only, without performance

**Attribute Group Name:** Shipping Information

**Attribute Group Description:** Shipping Information

**Applicable To:** Schedule

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Address Identifier	A code that identifies the end point of the shipment or the location the service is being performed.	Optional	Text	-	Modification only, without performance
Agency Title	The name of the Agency at the ship to location.	Optional	Text	-	Modification only, without performance

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Location Description	The Description of the Ship to Location.	Optional	Text	-	Modification only, without performance
Address 1	1st address line associated with shipment	Optional	Text	-	Modification only, without performance
Address 2	2nd address line associated with shipment	Optional	Text	-	Modification only, without performance
Address 3	3rd address line associated with shipment	Optional	Text	-	Modification only, without performance
City	The name of the city.	Optional	Text	-	Modification only, without performance
Postal Code	The 10-digit (ZIP) code that geographically identifies individual Post Offices or metropolitan area delivery stations associated with every mailing address.	Optional	Text	-	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
State	The name of the state.	Optional	Text	-	Modification only, without performance
Country	A code that identifies a country.	Optional	Text	-	Modification only, without performance
Special Shipping Information	Optional text field to include additional Shipping Information for the Delivery of Products. Enter specific information for shipping, shipping company, date/time, special instructions, etc.	Optional	Text	-	Modification only, without performance
Delivery POC Title	Optional text field to include the Point of Contact Title for additional Shipping Information on the Delivery of Products.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Delivery POC Name	Optional text field to include the Point of Contact Name for additional Shipping Information on the Delivery of Products.	Optional	Text	-	Admin only, without performance
Delivery POC Phone	Optional text field to include the Point of Contact Name and Title for additional Shipping Information on the Delivery of Products.	Optional	Text	-	Admin only, without performance
Delivery POC Email	Optional text field to include the Point of Contact E-mail Address and Title for additional Shipping Information on the Delivery of Products.	Optional	Text	-	Admin only, without performance

**Attribute Group Name:** Requesting Agency Funding Information

**Attribute Group Description:** Requesting Agency Funding Information

**Applicable To:** Schedule

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
TAS - SP	Sub Class of the Requesting Agency. Programmatic breakdown of the account for Treasury publication purposes.	-	Number	Yes	Modification only, without performance
TAS - AID	The Treasury Account Symbol (TAS) component that identifies the department, agency or establishment of the U.S. Government that is responsible for the TAS. Agency Identifier is also used apart from the TAS to identify a major department or independent agency of the Federal government.	-	Number	Yes	Modification only, without performance



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - EPOA	Ending Period of Availability (Fiscal Year) of the Requesting Agency. In annual and multiyear funds, identifies the last year of availability under law that an appropriation account may incur new obligations.	-	Number	Yes	Modification only, without performance
TAS - MAIN	MAIN Account of the Requesting Agency. Identifies an available receipt of other Treasury defined subdivision of the MAIN Account Code.	-	Number	Yes	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - ATA	Department Transfer of the Requesting Agency. Agency identifier of the agency receiving funds through an allocation transfer.	-	Number	Yes	Modification only, without performance
TAS - BPOA	The Treasury Account Symbol (TAS) component that identifies the first year of availability under law that an account may incur new obligations, in annual and multiyear accounts.	-	Number	Yes	Modification only, without performance
TAS - SUB	The Treasury Account Symbol (TAS) component that identifies an available receipt or other Treasury-defined subdivision of the main account.	-	Number	Yes	Modification only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Bona Fide Need	Sufficient information to describe and support the transaction.	Required	Text	-	Modification only, without performance

**Attribute Group Name:** Requesting Agency Accounting Information

**Attribute Group Description:** Requesting Agency Accounting Information

**Applicable To:** Schedule

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Project Identifier	A planned undertaking of work to be performed or product to be produced having a finite beginning and end.	Optional	Text	-	Admin only, without performance

**Attribute Group Name:** Additional Information

**Attribute Group Description:** Additional Information

**Applicable To:** Schedule

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Trading Partner BETC	BETC field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS business rules for the posting of events to the TAS. Required for ALCs designated as CARS Reporters.	Required	Text	-	No

**Attribute Group Name:** Servicing Agency Funding Information

**Attribute Group Description:** Servicing Agency Funding Information

**Applicable To:** Schedule

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - SP	Sub Class of the Servicing Agency. Programmatic breakdown of the account for Treasury publication purposes.	-	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - ATA	Department Transfer of the Servicing Agency. Agency identifier of the agency receiving funds through an allocation transfer.	-	Number	Yes	No
TAS - AID	The Treasury Account Symbol (TAS) component that identifies the department, agency or establishment of the U.S. Government that is responsible for the TAS. Agency Identifier is also used apart from the TAS to identify a major department or independent agency of the Federal government.	-	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - BPOA	The Treasury Account Symbol (TAS) component that identifies the first year of availability under law that an account may incur new obligations, in annual and multiyear accounts.	-	Number	Yes	No
TAS - EPOA	Ending Period of Availability (Fiscal Year) of the Servicing Agency. In annual and multiyear funds, identifies the last year of availability under law that an appropriation account may incur new obligations.	-	Number	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - A	Availability Type of the Servicing Agency. Identifies no-year accounts "X", clearing/suspense accounts "F", Treasury's central summary general ledger accounts "A" and merged-surplus accounts "M."	-	Enumeration	Yes	No
TAS - MAIN	MAIN Account of the Servicing Agency. Identifies an available receipt of other Treasury defined subdivision of the MAIN Account Code.	-	Number	Yes	No

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
TAS - SUB	The Treasury Account Symbol (TAS) component that identifies an available receipt or other Treasury-defined subdivision of the main account.	-	Number	Yes	No
Additional Accounting Classification	Details additional accounting information used by the Agencies for internal tracking.	-	Text	Yes	No
Additional Information	Any additional information not covered in other areas	-	Text	Yes	No



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Business Partner Network Plus 4 Number	Optional Field. BPN + 4 is the standard name for this data element, however, this may be a trading partner's DUNS + 4 or the Department of Defense Activity Address Code (DoDAAC) + 4.	-	Number	Yes	No
Disbursing Identifier Code	The Agency Disbursing Identifier is assigned to each disbursing office by the Treasury Department. The Agency Disbursing Identifier is an identification number that indicates authority to receive and disburse public funds and issue checks on the United States Treasury.	-	Text	Yes	No

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Object Class Code	Optional field for additional accounting information.	-	Text	Yes	No

**Attribute Group Name:** Servicing Agency Accounting Information

**Attribute Group Description:** Servicing Agency Accounting Information

**Applicable To:** Schedule

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Accounting Classification Reference Identifier	ACRN is the number associated with the Seller's line of Accounting/ Accounting Classification	-	Text	Yes	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Accounting Identifier	The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system.	-	Text	Yes	-
Activity Address Code	The Activity Address Code (AAC) used for shipping location.	-	Text	Yes	-
Activity Identifier	An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.	-	Text	Yes	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Budget Fiscal Year	The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, FY 2015 was from October 2014 through September 2015.	-	Text	Yes	-
Budget Line Item	Identifies further subdivisions of the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Level.	-	Text	Yes	-
Cost Center Identifier	A Cost Center is a clearly defined responsibility area where costs are incurred.	-	Text	Yes	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Project Identifier	A planned undertaking of work to be performed or product to be produced having a finite beginning and end.	-	Text	Yes	-
Cost Element	Cost Element is a classification of an organization's revenues, expenses or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level.	-	Text	Yes	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Federal Award Identification Number	The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpendin g.gov, and Grants.gov. This number along with the CFDS will allow for more precise tracking of grant obligations and payments.	-	Text	Yes	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Functional Area	Functional Area is a logical division of a Component's business operations. It represents the Functions the Component performs.	-	Text	Yes	-
Funding Center Identifier	Funding Center is a clearly defined responsibility area within an organizational unit to which budget authority is assigned.	-	Text	Yes	-
Security Cooperation Case Designator	Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country.	-	Text	Yes	-

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Security Cooperation	Security Cooperation Customer represents the country receiving the product and/or service.	-	Text	Yes	-
Security Cooperation Case Line Item Identifier	The Security Cooperation Case Line Item Identifier is used to identify a detailed line item requirement contained within the (Letter of Offer and Acceptance).	-	Text	Yes	-



Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Security Cooperation Implementing Agency	Security Cooperation Implementing Agency Code: A single character alpha code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales case on behalf of the US Government. The majority of FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D)	-	Text	Yes	-
Sub Allocation	Sub-Allocation Holder Identifies an organization to which funds have been Sub-Allocated.	-	Text	Yes	-

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Unique Record Identifier	An agency defined identifier that (when provided) is unique for every reported action.	-	Text	Yes	-
Work Order Number	Identifies an individual unit of work, batch, or lot of a distinct product or service.	-	Text	Yes	-
Parent Award Identifier	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only.	-	Text	Yes	-
Procurement Instrument Identifier	The unique identifier for each contract, agreement or order.	-	Text	Yes	-

## Order Distribution Attributes

**Attribute Group Name:** Billing

**Attribute Group Description:** Billing

**Applicable To:** Distribution

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
ACRN	ACRN is the number associated with the Buyer's line of Accounting/Accounting Classification	Required	Text	-	Admin only, without performance

**Attribute Group Name:** Additional Information

**Attribute Group Description:** Additional Information

**Applicable To:** Distribution

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
BETC	BETC field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement CARS business rules for the posting of events to the TAS. Required for ALCs designated as CARS Reporters.	Required	Text	-	No

**Attribute Group Name:** Requesting Agency Funding Information

**Attribute Group Description:** Requesting Agency Funding Information

**Applicable To:** Distribution

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
TAS - A	Availability Type of the Requesting Agency. Identifies no-year accounts X, clearing/suspense accounts F, Treasury's central summary general ledger accounts A and merged-surplus accounts M.	-	Enumeration	Yes	Modification only, without performance
Additional Accounting Classification	Details additional accounting information used by the Agencies for internal tracking.	Optional	Text	-	Admin only, without performance
Additional Information	Any additional information not covered in other areas	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Business Partner Network Plus 4 Number	Optional Field. BPN + 4 is the standard name for this data element, however, this may be a trading partner's DUNS + 4 or the Department of Defense Activity Address Code (DoDAAC) + 4.	Optional	Number	-	-
Disbursing Identifier Code	The Agency Disbursing Identifier is assigned to each disbursing office by the Treasury Department. The Agency Disbursing Identifier is an identification number that indicates authority to receive and disburse public funds and issue checks on the United States Treasury.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Object Class Code	Optional field for additional accounting information.	Optional	Text	-	Admin only, without performance

**Attribute Group Name:** Requesting Agency Accounting Information

**Attribute Group Description:** Requesting Agency Accounting Information

**Applicable To:** Distribution

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Agency Accounting Identifier	The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system.	Optional	Text	-	Admin only, without performance

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Activity Address Code	The Activity Address Code (AAC) used for shipping location.	Optional	Text	-	Admin only, without performance
Activity Identifier	An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.	Optional	Text	-	Admin only, without performance
Fiscal Year	The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, fiscal year 2015 was from October 2014 through September 2015.	Optional	Text	-	Admin only, without performance



<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Budget Line Item	Identifies further sub-divisions of the Treasury Account Fund Symbol appropriation , below the Budget Sub Activity Level.	Optional	Text	-	Admin only, without performance
Cost Center Identifier	A Cost Center is a clearly defined responsibility area where costs are incurred.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Cost Element Code	Cost Element is a classification of an organization's revenues, expenses or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Federal Award Identification Number	The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpendin g.gov, and Grants.gov. This number along with the CFDS will allow for more precise tracking of grant obligations and payments.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Functional Area	Functional Area is a logical division of a Component's business operations. It represents the Functions the Component performs.	Optional	Text	-	Admin only, without performance
Funding Center Identifier	Funding Center is a clearly defined responsibility area within an organizational unit to which budget authority is assigned.	Optional	Text	-	Admin only, without performance
Reimbursable Flag Indicator	The Reimbursable Indicator is used to flag those expenditures incurred for a designated TAFS account that are considered reimbursable to the account.	Optional	LOV	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Security Cooperation Case Designator	Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country.	Optional	Text	-	Admin only, without performance
Security Cooperation	Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Security Cooperation Case Line Item Identifier	The Security Cooperation Case Line Item Identifier is used to identify a detailed line item requirement contained within the (Letter of Offer and Acceptance).	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Security Cooperation Implementing Agency	Security Cooperation Implementing Agency Code: A single character alpha code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales case on behalf of the US Government. The majority of FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D)	Optional	Text	-	Admin only, without performance
Sub Allocation	Sub-Allocation Holder Identifies an organization to which funds have been Sub-Allocated.	Optional	Text	-	Admin only, without performance

Attribute	Attribute Description	Required Field	Displayed As	Display Only	Updateable in Mod or Admin Mod
Unique Record Identifier	An agency defined identifier that (when provided) is unique for every reported action.	Optional	Text	-	Admin only, without performance
Work Order Number	Identifies an individual unit of work, batch, or lot of a distinct product or service.	Optional	Text	-	Admin only, without performance
Parent Award Identifier	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only.	Optional	Text	-	Admin only, without performance
Procurement Instrument Identifier	The unique identifier for each contract, agreement or order.	Optional	Text	-	Admin only, without performance

**Attribute Group Name:** Servicing Agency Accounting Information

**Attribute Group Description:** Servicing Agency Accounting Information



**Applicable To:** Distribution

<b>Attribute</b>	<b>Attribute Description</b>	<b>Required Field</b>	<b>Displayed As</b>	<b>Display Only</b>	<b>Updateable in Mod or Admin Mod</b>
Reimbursable Flag Indicator	The Reimbursable Indicator is used to flag those expenditures incurred for a designated TAFS account that are considered reimbursable to the account.	-	LOV	Yes	-



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## 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 predefined 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 predefined Views

1. Buyer Work Center > (T) Awards > (ST) Headers > Views
  - My In Process Awards
  - My Incomplete Awards
  - My Open Awards
  - My Awards with Rejected Acknowledgment

## 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 predefined 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.

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## 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, 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. Numbering structures vary from agency to agency, and the following table provides an example of 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).

When a modification definitizes one or more undefinitized lines, the numbering of the modification changes from (example) MAS128-10-C-0001-C0001 to MAS128-10-C-0001-PZ(or AZ)0001.

## 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 check box 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.
- 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 alphabetic 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.

## Exhibit Line / Contract Data Requirements List (ELIN/CDRL)

Exhibit Lines (ELINs) and Contract Data Requirements Lists (CDRLs) are used in CLM documents when there is a need for capturing information for 100s or 1000s of lines. For example, a ship repair scenario would need 1000s of lines to be entered in the system and all the lines would be associated with a parent line. Though users could use the CLIN/SLIN structure for this requirement, a better alternative is the ELIN/CDRL structure. Also using ELINs and CDRLs structures enable users to print the lines separately from the main body of the contract. Thus, when a contract is printed, the 1000s of lines do not get printed in the middle of the contract document, they are printed separately in a manner similar to an attachment of a CLM document.

Exhibits are related to a CLIN or SLIN, their lines provide a lower level of detail for the CLIN or SLIN. Exhibits are used when there is an extensive list of items (such as 1000 spare parts) that must be maintained on the resulting contract, but the contracting officer would like to reference that list as a whole in the body of the contract (say within Section B of the UCF) and push the longer list to the back of the contract or to another document all together. CDRLs, however, will need to be generated on the standard DD1423 form.

CDRLs, a type of ELIN, are used to list items that are either of no additional cost or are not separately priced, however, they are related to the line item being bought and need to be received, accepted, and otherwise accounted for. Examples would be training manuals associated with a training course. The training course can be a single CLIN with a price and 25 manuals are included with that price, but not separately priced or listed with the CLIN. There needs to be a way to account for the 25 manuals upon receipt of the class, therefore they are listed as a CDRL.

DFARS Subpart 204.7105, outlines the numbering procedure for ELINs and CDRLs.

Each Exhibit or CDRL is assigned a 1-2 alpha character that is represented as a capital letter. The system begins assigning using the letter A and once Z is reached, the system resumes with double alpha, starting with AA. The letters I and O should not be used. The assigned numbers are editable by users and the system does not need to enforce that the numbering be sequential or consecutive. Once an exhibit or CDRL is numbered, the number remains unique across the document. Thus, the same exhibit or CDRL number cannot be used more than once across the given contract.

The items that are associated to each exhibit are detailed in exhibit lines. These ELINs are assigned a four character alpha numeric number. The first 1-2 characters of the number represent the associated exhibit. The remaining characters represent either a 2 or 3 character sequential serial number. Thus, for Exhibit A, the ELINs can be A123 or

A09Z.

An exhibit can be associated with more than one CLIN/SLIN if all ELINs in the exhibit have no funding, and are either informational or NSP (have no cost). If the exhibit has cost/funding, then it would need to be duplicated to allow the system to properly register the financial impact.

While there is no regulatory limit on the number of exhibits that can be attached to a single CLIN or SLIN, in consulting with contracting officers, in real practice this number is usually low, typically one, and sometimes two or three. An example of a single line with 3 exhibits would be a single line for a large scale production effort and separate exhibits for development, test, and production data deliverables.

An exhibit structure (A, B, AA and so on) may have many exhibit lines (CDRLs or non-CDRLs) under it. A single exhibit structure can refer to multiple contract lines (lines or sub-lines). Similarly, one line in a contract may refer to multiple exhibit lines.

## Options

You can 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, you might start with a request to purchase a particular software. This necessarily entails support and training as options for the purchase of the 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 can be created without a base line as well. 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).

Option lines cannot be informational lines, however the base line for an option line can be an informational line.

The base line for a SLIN in one CLIN/SLIN structure could be a SLIN from another CLIN/SLIN structure. Such lines are called Cross-Linked Option SLINs.

An Option Line is numbered in the same way as a CLIN or a SLIN. For more information on numbering CLINs and SLINs, 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
- 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, 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.

You can also start by creating a regular line, and then enabling the Option check box to convert the regular line into an Option line. Selecting the Option check box reveals

other fields – Option dates and Base Line Reference. Enter the option dates, and if you would like to link the Option line to a Base Line, select the Base Line from the List of Values.

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 icon. 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 an option CLIN with a base line or an option SLIN originating from a purchase requisition is deleted from a draft award or draft solicitation, the requestor of the purchase requisition is notified that the delete action has taken place.

If you attempt to delete a Base Line that contains one or more Option Lines, a warning message is displayed, informing you that the base line with associated option lines will be deleted. You can cancel the delete operation, delete the linked option lines or unlink the option lines.

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 to apply the Base Line changes to the associated Option Lines. The options to are Yes, No, and Cancel.

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, 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 wants 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, 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 predefined 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 predefined 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 wants 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 predefined 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 predefined 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	
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	

Serial No.	Contract Type	Formula	Pricing Attributes
12.	Fixed-Price Incentive (Firm Target) (FPI-FIRM)	Total Target Price = Target Cost+Target Profit	Ceiling Price; Ceiling Price%; Govt Share Above Target (%); Govt Share BelowTarget (%); Target Unit Price= Total Target Price/Quantity
13.	Fixed-Price Incentive (Successive Targets) (FPI-SUC)	Total Target Price = Target Cost+Target Profit	Ceiling on Firm Target Profit; Floor on Firm Target Profit; Ceiling Price; Ceiling Price % =Ceiling Price / Target Cost; Govt Share Above Target (%); Govt Share BelowTarget (%); 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

Serial No.	Contract Type	Formula	Pricing Attributes
17.	Cost-Plus-Incentive-Fee (CPIF)	Total Amount = Target Cost+Target Fee	Minimum Fee; Maximum Fee; Govt Share Above Target (%); Govt Share BelowTarget (%);
18.	Cost Sharing (CS)	Estimated Cost = Estimated Cost	Govt Share Percent; Govt. SHARE AMOUNT = Estimated Cost*Govt Share %; 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:** 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 check box 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 check box is selected, the Funded Value field is enabled. If the Partial Funded check box is not selected, the Funded Value field is not enabled. By default, this check box 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 check box 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 up to 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).

An example: Create a requisition for \$1000. Create an award from the requisition, and link the requisition for \$600. Create a requisition amendment, and reduce the requisition amount to \$0. The commitment amount of \$400 will be released. Create another amendment, and increase the amount to \$1500. The amendment is created for \$900 and the encumbered amount on the requisition will be \$900. The remaining funds is \$900. No commitment is created until the increased amount on amendment is greater than the obligated amount. Thus, if the amendment is increased to \$500 from \$0, the system does not create any commitment on the amendment because \$600 is already obligated.

When the Partial Funded flag is checked, the funded value on the amendment or modification is also available for update in the PR amendment or modification pages. The increase or decrease in funds for each distribution is captured during the approval of the document approval and funds are reserved or liquidated accordingly.

A requisition amendment or 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 check box, the system checks to see if the funded value is equal to the total line amount, if it is not, then 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 when you create a CLM document. Every CLM document needs to be reserved just before approval. It is only during approval that funds are reserved or liquidated. When the encumbrance action is successful, the CLM document gets approved. Liquidation or reservation of the funds takes place when you approve a purchase requisition, PR amendment, award, or modification.

When the Partial Funded check box is selected, an encumbrance is created for the increased or decreased funded value during approval of the purchase requisition, requisition amendment, award, or modification. Funds are encumbered in a period according to the GL Date entered during creation of the CLM document.

When the document is approved, the encumbered amount on the distribution should be updated with the funded value and the Encumbered flag should be set to Yes. However, distributions for which the Prevent Encumbrance flag is set to Yes are not considered for encumbrance actions.

For more information on integration with Public Sector Accounting, refer to the following guides:

*Oracle Subledger Accounting Implementation Guide* and *Oracle Public Sector Financials User Guide*.

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## Lock Types in Concurrent Modifications

### Attribute List with Lock Types

When field (attribute) values are updated by users via concurrent modifications, the system locks the attributes according to certain rules. There are three types of locks that can be applied to the attributes, they are listed below and their names are self-explanatory:

1. Shared Lock
2. Full Lock
3. Partial Lock

The list of attributes with their lock types is as follows:

Entity	Attribute (Field) Name	Lock Type
Header	IDV Ceiling Amount	Shared
Line	Quantity	Shared
Line	Amount	Shared
Line	Exercise Option Line	Full
Line	Contract Type	Full
Line	Cost Constraint	Full
Line	UOM	Full

Entity	Attribute (Field) Name	Lock Type
Line	Price	Full
Line	Source IDV	Full
Line	Source IDV Line	Full
Line	IDC Type	Full
Shipment	Quantity	Shared
Shipment	Amount	Shared
Shipment	Ship-To Location	Full
Shipment	Ship-To Org	Full
Distribution	Funded Value	Shared
Distribution	Quantity	Shared
Distribution	Amount	Shared
Distribution	Partial Funded	Full
Distribution	Destination Type	Full
Distribution	Destination Subinventory	Full

All other attributes have a Partial lock.

## Lock Rules during concurrent updates

The three types of locks work with each other as per the following rules:

1. When an attribute with a Shared lock is being updated in the first modification:
  - If an attribute with a Shared lock (example: Quantity, Amount) is being updated by the user via a modification, then any other user(s) can update the attribute or any other attribute concurrently, with a Shared lock, and their modifications will have a Shared Lock for the attribute.



- If an attribute with a Shared lock (example: Quantity, Amount) is being updated by the user via a modification, then any other user(s) can update the attribute or any other attribute concurrently with a Partial lock.
- If an attribute with a Shared lock (example: Quantity, Amount) is being updated by the user via a modification, another user cannot update an attribute concurrently, with a Full lock (example: Price, IDC Type) via a second modification.

Mod 1	Mod 2	Concurrent Updates Possible ?
Shared Lock	Shared Lock	Yes
Shared Lock	Partial Lock	Yes
Shared Lock	Full Lock	No

2. If an attribute with a Partial lock (example: Need-By Date, Item, Description) is being updated by the user via a modification, then:
- If an attribute with a Partial lock is being updated by the user via a modification, then any other user(s) can update the attribute or any other attribute concurrently with a Shared lock.
  - If an attribute with a Partial lock is being updated by the user via a modification, then another user cannot update any other attribute concurrently with a Partial lock via a second modification.
  - If an attribute with a Partial lock is being updated by the user via a modification, then another user cannot update any other attribute concurrently with a Full lock via a second modification.

Mod 1	Mod 2	Concurrent Updates Possible ?
Partial Lock	Shared Lock	Yes
Partial Lock	Partial Lock	No
Partial Lock	Full Lock	No

3. If an attribute with a Full lock (example: Contract Type, Cost Constraint, Price) is being updated by the user via a modification, then another user(s) cannot update

the attribute. In addition, the second user cannot update an attribute that has a Shared, Partial or Full lock on the second modification. The second user needs to notify the first user to make the required updates.

Mod 1	Mod 2	Concurrent Updates Possible?
Full Lock	Shared Lock	No
Full Lock	Partial Lock	No
Full Lock	Full Lock	No

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## Copy Action

### Copy Action

The Copy action can be used for requisitions, requisition amendments, solicitations, solicitation amendments, Awards/IDVs and modifications.

#### Rules governing the Copy action in CLM modules:

When the check box Copy CLINs with associated SLINs is selected, CLIN/SLIN structures can be copied. To create a copy of an existing CLIN-SLIN structure, select the CLIN of the structure and click Copy and select the check box Copy CLINs with associated SLINs. Multiple CLIN-SLIN structures can be copied in a single action.

When a CLIN-SLIN structure is copied, each line in the source CLIN-SLIN structure is copied over. Based on the various options chosen, the line in the destination structure could be different from that of the source structure. The following table explains the rules that are applicable to each line of a CLIN-SLIN structure, when copied.

Cross-linked option lines are created when an option line in a CLIN/SLIN structure has a base line in another CLIN/SLIN structure. Thus, an option SLIN in a CLIN/SLIN structure can have a CLIN as a base line and that base CLIN can belong to another CLIN/SLIN structure.

Structure Type	Line Type	Copy as Option Lines unselected	Copy as Option Lines selected (Copy as Option Lines without Base Line References)	Copy as Option Lines selected (Copy as Option Lines with Base Line References)
Info CLIN and Priced SLINs with options	Info CLIN	Info CLIN	Info CLIN	Info CLIN

Structure Type	Line Type	Copy as Option Lines unselected	Copy as Option Lines selected (Copy as Option Lines without Base Line References)	Copy as Option Lines selected (Copy as Option Lines with Base Line References)
	Priced SLIN	Priced SLIN	Option SLIN with cross-linked base line reference	Option SLIN without base line reference
	Info SLIN	Info SLIN	Info SLIN	Info SLIN
	Option SLIN with base	Option SLIN without base	Error is displayed	Option SLIN without base
	Option SLIN without base	Option SLIN without base	Error is displayed	Option SLIN without base
	Option SLIN with cross-linked base line reference	Option SLIN without base	Error is displayed	Option SLIN without base
Priced CLIN and Info funded SLIN	Priced CLIN	Priced CLIN	Option CLIN with cross-linked base line reference	Option CLIN without base line reference
	Info funded SLIN	Info SLIN	Info SLIN	Info SLIN
Priced CLIN and Info SLIN	Priced CLIN	Priced CLIN	Option CLIN with cross linked base line reference	Option CLIN with no base line reference
	Info SLIN	Info SLIN	Info SLIN	Info SLIN
	Option CLIN with base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference
	Option CLIN without base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference

When the check box Copy CLINs with associated SLINs is not selected, individual lines

(rather than CLIN/SLIN structures) can be copied. CLINs will be copied as CLINs, and SLINs will be copied as SLINs within the same CLIN/SLIN structure. The following are some frequently used lines that are copied:

Line Type	Copy as Option Lines unselected	Copy as Option Lines selected (Copy as Option Lines without Base Line References)	Copy as Option Lines selected (Copy as Option Lines with Base Line References)
Priced CLIN	Priced CLIN	Option CLIN with base line reference	Option CLIN without base line reference
Info CLIN	Info CLIN	Info CLIN	Info CLIN
Priced SLIN	Priced SLIN	Option SLIN with cross-linked base line reference	Option SLIN without base line reference
Info SLIN	Info SLIN	Info SLIN	Info SLIN
Option SLIN with base line reference	Option SLIN without base line reference	Error is displayed	Option SLIN without base line reference
Option SLIN without base line reference	Option SLIN without base line reference	Error is displayed	Option SLIN without base line reference
Option SLIN with cross-linked base line reference	Option SLIN without base line reference	Error is displayed	Option SLIN without base line reference
Info funded SLIN	Info SLIN	Info SLIN	Info SLIN
Priced CLIN	Priced CLIN	Option CLIN with base line reference	Option CLIN without base line reference
Option CLIN with base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference

Option CLIN without base line reference	Option CLIN without base line reference	Error is displayed	Option CLIN without base line reference
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Some additional rules for the Copy action:

- Oracle CLM iProcurement: If you select lines that are referenced in an award document as source lines to copy as option lines with base line reference, an error message is displayed and you cannot proceed with the copy.
- Oracle CLM Purchasing: Copying a line does not automatically copy associated schedules and distributions from the source line. The schedule and distribution are defaulted after copying a line.

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## Troubleshooting Tips

### Multiple Modifications for Supplier Change

Some common scenarios where documents such as receipts and invoices need to be processed after the supplier changes have taken place in a document. That is, modifications have been created for awards or IDVs that have receipts or invoices created as part of the procurement cycle. In the event that a supplier change has been effected on the award or IDV that has invoices or receipts, the user performing the Supplier Change has the onus in any issues that may arise in the processing of the invoices and receipts as a result of supplier changes are resolved, or will be able to be resolved, prior to changing the supplier on an approved contract document..

Scenario	Documents Impacted	Possible Resolution
Unmatched Receipts (unmatched to Invoices) exist	Award or IDV, Receipts, Invoices	Receipts need to be returned to the original supplier and new receipts need to be created for the new vendor. The other alternative is to perform only a two-way matching on the invoices.
Receipts with matched Invoices that need to be returned to the vendor	Award or IDV, Receipts, Invoices	User should use the Return to Vendor or Miscellaneous Issue processes to return the goods to the vendor.

Scenario	Documents Impacted	Possible Resolution
Unpaid (and matched) Invoices	Award or IDV, Receipts, Invoices	Users can use the regular invoice payment feature or the third party invoice payment feature available in Oracle Payables to pay these invoices either to the new or old vendor.
Unmatched invoices (not yet received)	Award or IDV, Receipts, Invoices	<p>Ensure that the invoices are received from the new vendor only. If the invoices are to be received are from the old vendor, the supplier change process should not be performed, unless those invoices are received and matched.</p> <p>If the supplier is changed, there will be issues during matching and only two-way matching will be possible.</p>



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# 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 (COR), 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 wanting 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 canceled fully at no cost, but Line Item 0002 not canceled).

**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.  
 $\text{Ceiling \%} = \text{Ceiling Price} / \text{Target Cost}$ .

**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.

**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 Representative (COR)**

Individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

**Contracting Officer Representative Address (COR Address)**

The address for the respective COR, Contracting Officer 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**

Effective April 04, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Entities doing business with the federal government use the Unique Entity ID created in SAM.gov.

DUNS+4 is replaced with Electronic Funds Transfer (EFT) indicator.

### **Effective Date**

Date a Procurement Instrument becomes active.

### **Electronic Funds Transfer (EFT)**

An Electronic Funds Transfer (EFT) indicator (formerly DUNS+4), is a four-character suffix to the unique entity identifier. The suffix is created in SAM.gov on the Financial Information page of the entity registration at the discretion of the commercial, nonprofit, or government entity to identify alternative Electronic Funds Transfer (EFT) accounts for the same entity at the same physical location.

### **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.  $\text{Fixed Fee \%} = \text{Fixed Fee} \div \text{Estimated cost}$

**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.

### **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, and so on.

**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 contains 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 alphanumeric 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/daasing/>

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.

**Purchase Request Data Standard (PRDS)**

Purchase Request Data Standard (PRDS) schema. PRDS is a way for DoD to standardize the PR data. PRDS is built to be compatible with PDS for Awards.

**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 starts 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 started, 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.



**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.

**System for Award Management (SAM)**

System for Award Management (SAM) The System for Award Management (SAM) is an official website of the U.S. government, that enables you to:

- Register as a supplier to do business with the US Government
- Update or renew registration as a supplier
- Check the status of your registration as a supplier
- Search for supplier registration and exclusion records

**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 or 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 Government's 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.

**Unique Entity Identifier (UEI)**

A Unique Entity Identifier (UEI) is a 12 character alphanumeric value generated by SAM and owned by the U.S government. All SAM.gov registrants are assigned their Unique Entity IDs and can view them in SAM.gov. For information about UEI, visit the GSA website at <https://www.gsa.gov/>.

**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 alphabetic 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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